




Device			
	Android devices (android phones, tablets etc)	Apple devices (iPhones, iPads)	Computer (Windows/Mac)
<b>Taking a screenshot</b> 	<ol style="list-style-type: none"> <li>1. Press the Power button and Volume Down button simultaneously.</li> <li>2. Release both buttons quickly.</li> <li>3. Tap the image to edit or save the screenshot.</li> </ol>	<ol style="list-style-type: none"> <li>1. Press the Side button and Volume Up button simultaneously.</li> <li>2. Release both buttons quickly.</li> <li>3. Tap the image to edit or save the screenshot.</li> </ol>	<ol style="list-style-type: none"> <li>1. Press Windows + Shift + S to use the Snipping Tool.</li> <li>[MAC] Press Cmd + Shift + 4</li> <li>2. Select the area to capture.</li> <li>3. Save the screenshot to your device.</li> </ol>
<b>Printing</b> 	<ol style="list-style-type: none"> <li>1. Tap the three-dot menu in the email.</li> <li>2. Select Print.</li> <li>3. Choose a connected printer and tap Print.</li> </ol>	<ol style="list-style-type: none"> <li>1. Tap the Reply arrow and choose Print.</li> <li>2. Select an AirPrint-enabled printer and tap Print.</li> </ol>	<ol style="list-style-type: none"> <li>1. Open the email.</li> <li>2. Press Ctrl + P or [MAC] Cmd + P.</li> <li>3. Select your printer and click Print.</li> </ol>
<i>if there is no printer available you may wish to consider emailing a family member or friend who can print it for you or you can visit a local printing service. You do not need to print this permit, you may show it from your device.</i>			
<b>Saving (as PDF)</b> 	<ol style="list-style-type: none"> <li>1. Open the email in the Gmail or email app.</li> <li>2. Tap the three-dot menu and select Print.</li> <li>3. Choose Save as PDF from the printer list.</li> <li>4. Tap the PDF icon to save the file.</li> </ol>	<ol style="list-style-type: none"> <li>1. Open the email in the Mail app.</li> <li>2. Tap the Reply arrow and select Print.</li> <li>3. On the preview screen, pinch out (zoom in) to open the full document.</li> <li>4. Tap the Share icon and choose Save to Files or Books.</li> </ol>	<ol style="list-style-type: none"> <li>1. Open the email.</li> <li>2. Press Ctrl + P (Windows) or Cmd + P (Mac).</li> <li>3. In the print dialog, choose "Save as PDF" as the printer.</li> <li>4. Click Save and choose a location on your device.</li> </ol>