CALC
Community Advocacy & Legal Centre

This is a step-by-step guide on how to print text messages from your mobile phone.

It is designed for iPhone, Android, and flip phone users.

There are three steps to printing text messages:

i. Change the texts into screenshots using your phone's screenshot function;
ii. Email yourself the screenshots or transfer them to a USB device;
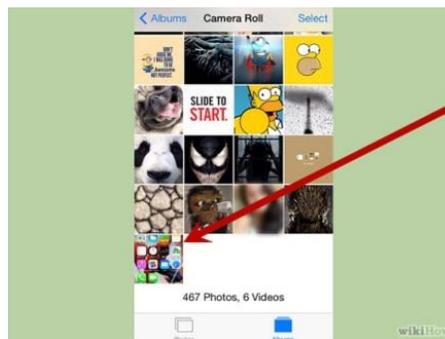iii. Print the screenshots using a computer.

iPhone

1. Scroll to the text messages you want to print.

w w w . c o m m u n i t y l e g a l c e n t r e . c a

158 George Street, Level 1   Toll Free: 1 877 966 8686
Belleville, ON K8N 3H2   Fax: (613) 966 6251
Tele: (613) 966 8686   TTY: (613) 966 8714

Your community legal clinic

CALC
Community Advocacy & Legal Centre

2. To take a screenshot, press the Sleep/Wake and Home buttons at the same time and hold for 1 second. You should hear a camera shutter sound and see a white screen.

3. Check your Camera Roll to make sure that you captured the screenshot. To find the Camera Roll, click on "photos". The Camera Roll should be your first album. Your screenshot should appear as the last photo in this album.

4. If you do not see your screenshot, try again. Hold the buttons for a second longer this time. Remember, you should hear a camera shutter sound and see a white screen.

5. If the text messages cannot all be captured in one screenshot, you will have to take additional screenshots until you have all the text messages you would like to print.

6. Attach your screenshots in an email and send the email to yourself, or transfer them to a USB device. Then you can print the photos using a computer.

w w w . c o m m u n i t y l e g a l c e n t r e . c a

158 George Street, Level 1 Toll Free: 1 877 966 8686
Belleville, ON K8N 3H2 Fax: (613) 966 6251
Tele: (613) 966 8686 TTY: (613) 966 8714

Your community legal clinic

CALC
Community Advocacy & Legal Centre

Android/Flip phones

1. Scroll to the text messages you want to print.

2. To take a screenshot, you will need to press and hold two buttons at the same time for 1-2 seconds. The buttons you hold depend on your phone. You will hold either:
   - The Power/Lock and Volume down buttons; OR
   - The Power/Lock and Home buttons.

OR
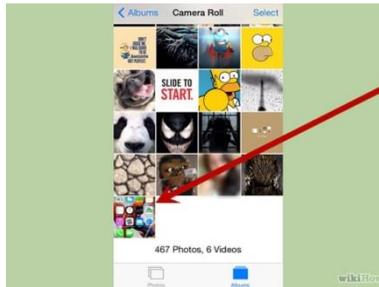
3. You will know your screenshot is "captured" if any of the following occur:
- You see a copy of your screen display shrink into a frame;
- A white border appears around the edge of your phone;
- You hear a camera shutter sound;
- A notification bar appears which says "Screenshot Captured".

4. Check your photos to make sure that you captured the screenshot.
- If you are using an Android, your screenshot may appear in a new album called "screenshots", or as the most recent photo in your "camera" album.
- If you are using a flip phone, it should appear as your most recent picture.

7. If you do not see your screenshot, try again. Hold the buttons for a second longer this time.

8. If the text messages cannot all be captured in one screenshot, you will have to take additional screenshots until you have all the text messages you would like to print.

9. Attach your screenshots in an email and send the email to yourself, or transfer them to a USB device. Then you can print the photos using a computer.

w w w . c o m m u n i t y l e g a l c e n t r e . c a

158 George Street, Level 1   Toll Free: 1 877 966 8686
Belleville, ON K8N 3H2   Fax: (613) 966 6251
Tele: (613) 966 8686   TTY: (613) 966 8714

Your community legal clinic