

Full-Document Screenshot Cheat Sheet — Capture an ENTIRE document or page as a PDF

Quick note: The most reliable cross-platform method for capturing an entire document without manual scrolling is **Print → Save as PDF / Export as PDF**. This cheat sheet gives step-by-step options for Android, iPhone (iOS), Windows, and Mac, ensuring the result is always a **PDF file**.

1) Universal best practice (works on almost everything)

Use: Print → Save as PDF 1. Open the document or webpage. 2. Choose **File → Print** (or press **Ctrl/Cmd + P**). 3. Change the printer/destination to **Save as PDF** (or **Microsoft Print to PDF** on Windows). 4. Select **All pages** (or the page range you need). 5. Click **Save** and choose where to save the PDF.

✓ Result: Entire document saved as a **PDF**.

2) Android — Save an entire document as PDF

A — Scrolling screenshot → Save as PDF

1. Open the document or webpage.
2. Press **Power + Volume Down**.
3. When the preview appears, tap **“Scroll” / “Capture more” / “Extended screenshot.”**
4. Continue until the full page is captured.
5. Tap **Save as PDF** (choose Files/Drive location).

✓ Result: Entire document saved as a **PDF**.

B — Print → Save as PDF (always works)

1. Open the document or webpage.
2. Tap **Share → Print**.
3. Choose **Save as PDF**.
4. Save to Files/Drive/Downloads.

✓ Result: Entire document saved as a **PDF**.

3) iPhone (iOS) — Save an entire page as PDF

A — Safari / supported apps: Full Page → PDF

1. Open the webpage in **Safari**.
2. Take a screenshot: **Side + Volume Up** (Face ID) or **Home + Side/Top** (older).
3. Tap the thumbnail → switch to **Full Page**.
4. Tap **Done** → **Save PDF to Files**.

✓ Result: Entire webpage saved as a **PDF**.

B — Share → Print → Save as PDF

1. Open the document/webpage.
2. Tap **Share** → **Print**.
3. Pinch outwards on the preview to expand to full-page view.
4. Tap **Share** (top right) → **Save to Files**.

✓ Result: Entire document saved as a **PDF**.

4) Windows — Save entire document as PDF

A — Webpages/documents

1. Open in browser/app.
2. Press **Ctrl + P**.
3. Change Destination to **Save as PDF** (or Microsoft Print to PDF).
4. Select **All pages**.
5. Save.

✓ Result: Entire document saved as a **PDF**.

B — PDF/Word

- In Word/Acrobat: **File** → **Save As** → **PDF** or **Export** → **PDF**.

✓ Result: Entire document saved as a **PDF**.

C — Browser devtools (for webpages)

1. Press **Ctrl + Shift + I** → **Ctrl + Shift + P**.
2. Type **screenshot** → choose **Capture full size screenshot**.
3. Save the file.
4. Convert the PNG to PDF (Print → Save as PDF).

✓ Result: Entire webpage saved as a **PDF**.

5) Mac (macOS) — Save entire document as PDF

A — Safari: Export to PDF

1. Open the webpage in Safari.
2. Go to **File** → **Export as PDF**.
3. Save.

✓ Result: Entire webpage saved as a **PDF**.

B — Print → Save as PDF (works in all apps)

1. Open the document/webpage.
2. Press **Command + P**.
3. At bottom left, click **PDF** → **Save as PDF**.
4. Save.

✓ Result: Entire document saved as a **PDF**.

C — Convert to image if needed, then back to PDF

1. Export document as PDF first.
2. (Optional) Open in Preview → Export as PNG → Print → Save as PDF again if needed.

✓ Result: Final output still a **PDF**.

6) Short reference (single-line commands → PDF only)

- **Android:** Power + Volume Down → Scroll → Save as PDF. Or Share → Print → Save as PDF.
 - **iPhone:** Screenshot → Tap thumbnail → Full Page → Save PDF to Files. Or Share → Print → Pinch → Save to Files.
 - **Windows:** Ctrl + P → Destination: Save as PDF → Save.
 - **Mac:** Safari: File → Export as PDF. Or Cmd + P → PDF → Save as PDF.
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✓ Bottom line: No matter the device, always end by saving/exporting to **PDF** for a guaranteed full-document capture.