



# Hate Aid

## How do I document hate speech on Facebook?

To legally document hate speech, you must take a screenshot of the hate text. Screenshots serve as **evidence**. They document **where, when, who wrote what**.

In addition to the comment, a legally secure screenshot must contain the complete date (DD.MM.YYYY) and time of the reported content as well as the (user) name of the alleged perpetrator. In addition, the context in which the comment was posted must be visible.

On most Windows computers, the key combination **Alt + Print + Ctrl** works here. For Apple, **Cmd + Shift + 3** is the key combination. Detailed instructions on how to take a screenshot can be found, for example, [here for Mac](#), [here for Windows](#) und [here for Linux](#). It also makes sense to take another screenshot **to record the date and time** when the hate comment was recorded. The easiest way to do this is with the **Atomshot** browser plug-in. If the program does not work for you, it is also enough to have the time and date on your screen. You can read [here](#) about how to download Atomshot. A tutorial on how to use Atomshot can be found [here](#). Important: Atomshot only works in the Chrome browser.

### Step 1: Save context

The best way to document a hate text is to place it directly below the post to which it refers. It must be clear whom the hate comment is directed at and that it is not, for example, responding to one of the other comments within the discussion.

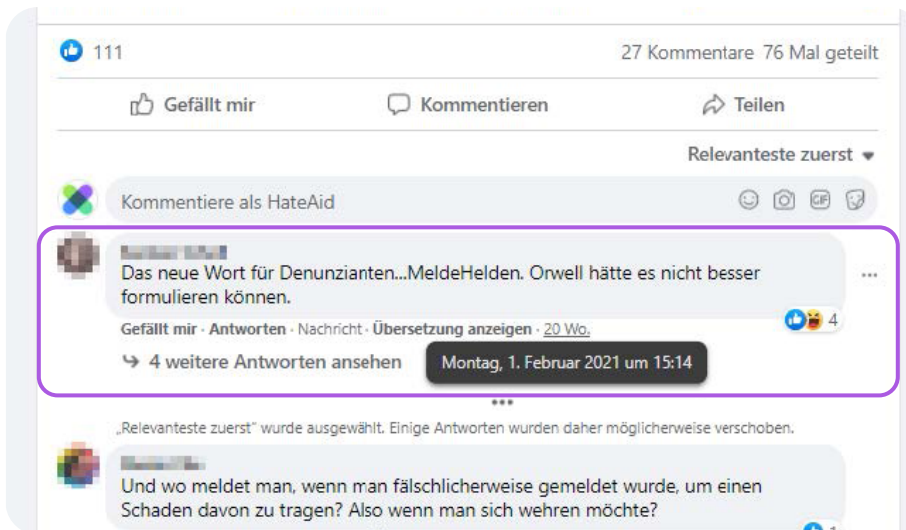
To see the exact time and context of a comment on Facebook, right-click on the grey time specification (e.g., „12 hrs.“ or „3 wks.“) and select „Open link in new tab“. When you move the mouse cursor over the time, the exact date and time of the post will be displayed. Take a screenshot with this information (and another without, in case the overlay obscures the post).

It may happen that the screenshot disappears in the clipboard. In this case you have to paste the screenshot directly into a Word document using **Ctrl + V** or **Cmd + V**. Close all windows that you do not want to be visible on the screenshot.

If it doesn't work and the comment is not displayed under the original post, try to refresh the page by pressing **Ctrl + F5** (this clears the cache).



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Source: Facebook

For private messages, too, it is important to be clear about the context that triggered the hate message. This can be, for example, a public post or comment.

## Step 2: Content of the tweet

Copy and save the comment, the initial post, the perpetrator's profile name, and the URL of the comment, initial post, and profile in text form, such as in a Word document. To copy the URL of the comment or post, right-click on the time and select „Copy address of link“.

## Step 3: Save the offender's profile

On Facebook, users have accounts that also need to be saved. To do this, save the username and URL of the perpetrator's profile and take a screenshot of the profile. There may also be further clues about the identity of the perpetrators in their posts.

## Step 4: Save the entire site

Additionally, you should save the entire site as a PDF to preserve context and date the documentation. In Chrome and Firefox browsers, you can select „Print...“ from the menu (three dots or dashes in the upper right corner of the window). Instead of a printer, select „Save as PDF“ as the „Destination“ option.

## Step 5: Fill in the reporting form

All collected evidence must be entered into our [reporting form](#).