

STUDENT TECH TIP



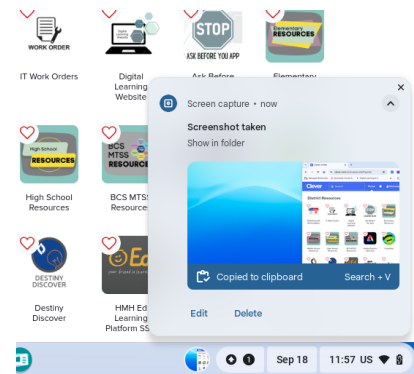
Chromebook Tip: Capturing an Image

How to take a screenshot.

- 1) With the Image on the screen you want to capture. Click on **ctrl + windows key** (Top Row, middle button)



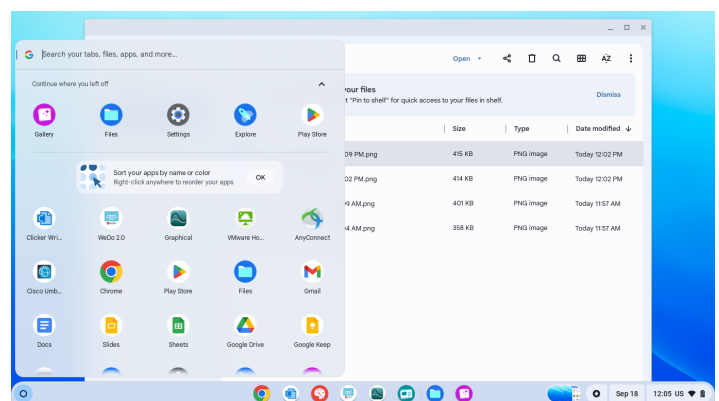
- 2) The Screenshot be taken. A dialog box will appear saying th image has been copied to the clipboard.



- 3) To Find the screenshot. Go to the **Launcher** on the bottom left of the Chromebook.



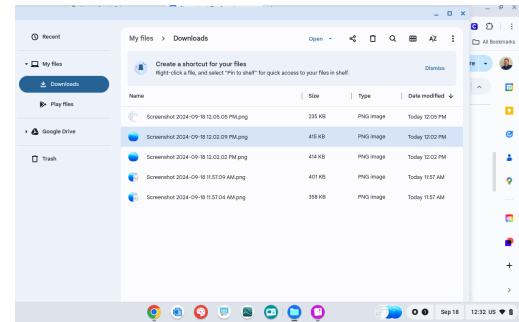
- 4) The Screenshot is in your **Files**.



You can always find the BCS Tech Tips [here](#). Please feel free to provide additional suggestions for future Tech Tips.

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5) When You click on Files, the Screenshots will in the **Downloads** folder. You can also find these screenshots in Recent and your Drive.



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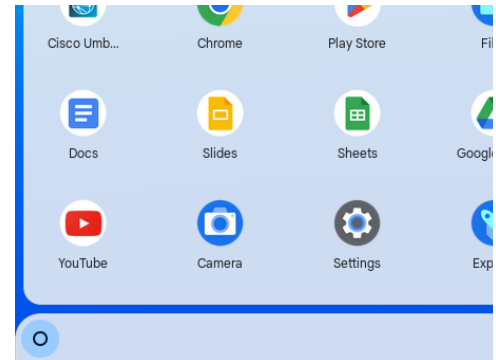
6) These downloads can be added to a Google Doc or Slides. They can also be added to assignments in Google Classroom or Canvas.

Take a photo, video, or scan a document with your Chromebook.

1. In the corner of your screen, select **Launcher**.



2. Open **Camera** .

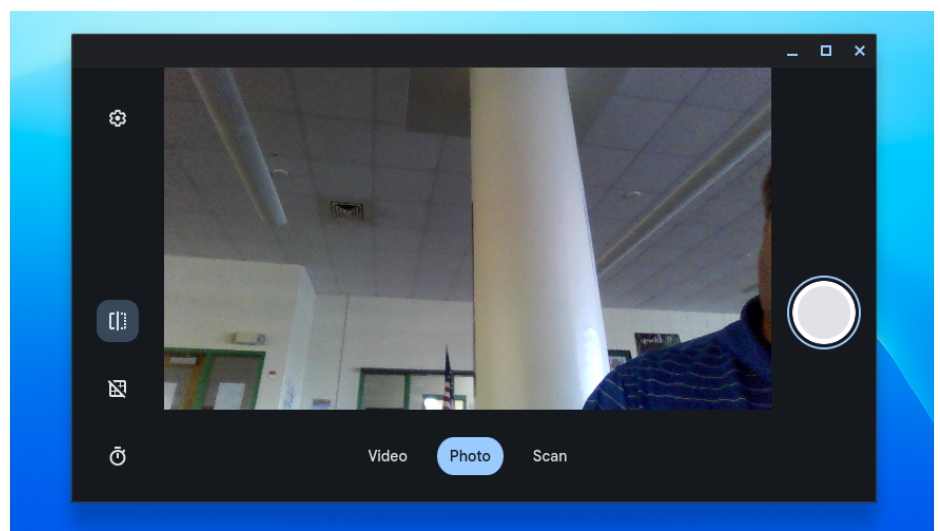


3. At the bottom, choose an option:

Select **Photo** to
Take photo

Select **Video** to
Start recording.

Select **Scan** then
Document or **QR code** to Scan.



Use the MousePad to click on the silver circle to take the picture.

4. Once you have taken the image or recording, it will be saved to **My Files**.

Photos are saved in the **Camera** folder or you can also look in **Recent**.

