

How-To Take Screenshots

Chromebook

Use the following key command to screenshot a selected area of the screen.



Look for the crosshair symbol



- Click and drag over area you would like to save as an image
- Unclick (let go) and area will be saved as a screenshot (look in downloads)

Images are saved to the Chrome Downloads folder

Mac

Use the following key command to screenshot a selected area of the screen.



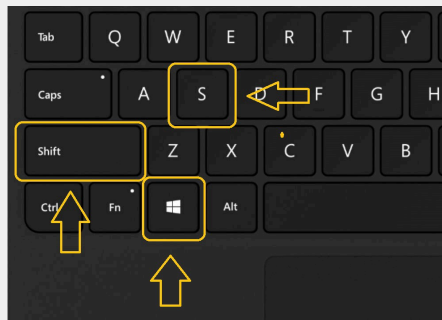
Look for the crosshair symbol



- Click and drag over area you would like to save as an image
- Unclick (let go) and area will be saved as a screenshot
- **Images will save to the Desktop, Downloads or Recent Activity depending on your Mac settings**

PC

Use the following key command to screenshot a selected area of the screen.



Windows + Shift + S

Look for the crosshair symbol



- Click and drag over area you would like to save as an image
- Unclick (let go) and area will be saved as a screenshot (click pop-up in lower right of screen to annotate, save.)