

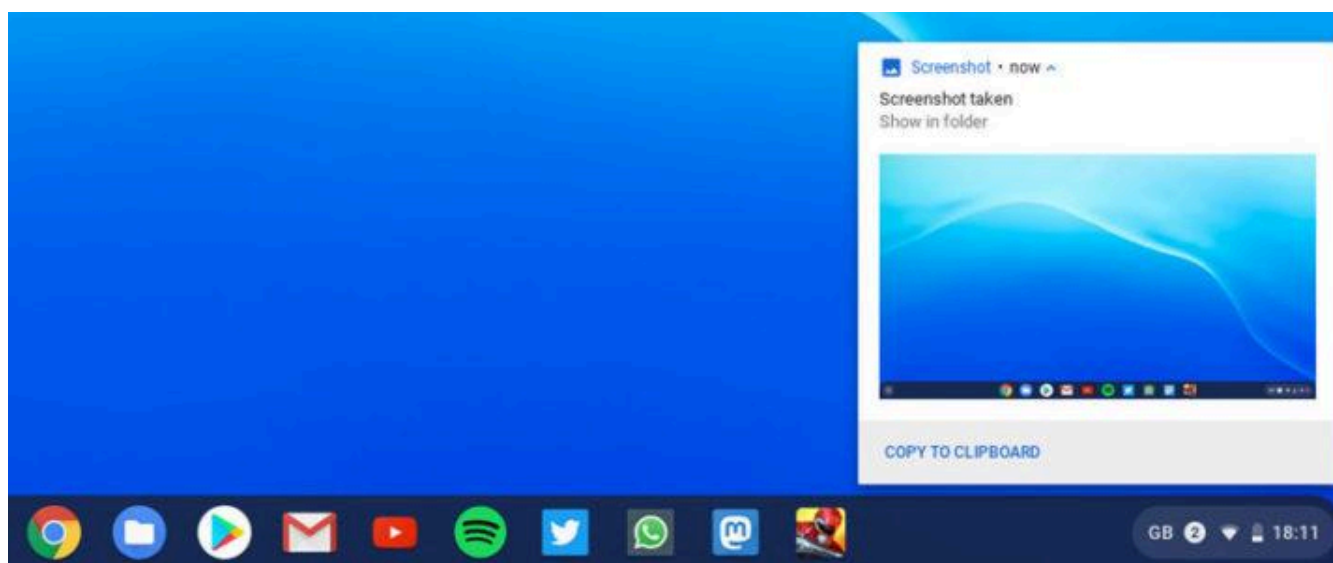
How to Take a Screenshot on a Chromebook

Google Chrome OS has a screenshot feature built-in by default. This feature allows for full screen (like “print screen” on PC) or cropping (partial) screenshot.

For a full screen screenshot: press the **Ctrl** and **Window Switcher** keys at the same time:



The screen will flash white for a brief moment. A notification will then appear to tell you that a screenshot was taken. You can click the notification to open your screenshot in the file manager, ready to upload/edit/email elsewhere.



For a cropped screenshot: Just press the **ctrl** and **Shift** and **window switcher** keys on your the Chromebook to activate cropped screenshot mode:



As soon as you press this keyboard shortcut the whole screen will dim slightly and your mouse pointer will turn in a cross-hair.

Click and drag out a box over the portion of the screen you want to take a snap of. The moment you lift your fingers off of the touchpad (or stop clicking with a mouse, if you’re using one) the screenshot will be taken.

As before, you get a notification to tell you the screenshot was successful which you can click on to open the related image in the *Files* app.

Regardless of which method you use, all screenshots you take are saved as high-quality .PNG files and stored in your *Google Drive* for easy retrieval.

Don't forget to check for, hide, or obscure any sensitive information, like e-mail addresses or embarrassing photos before you upload your screenshots to the web!