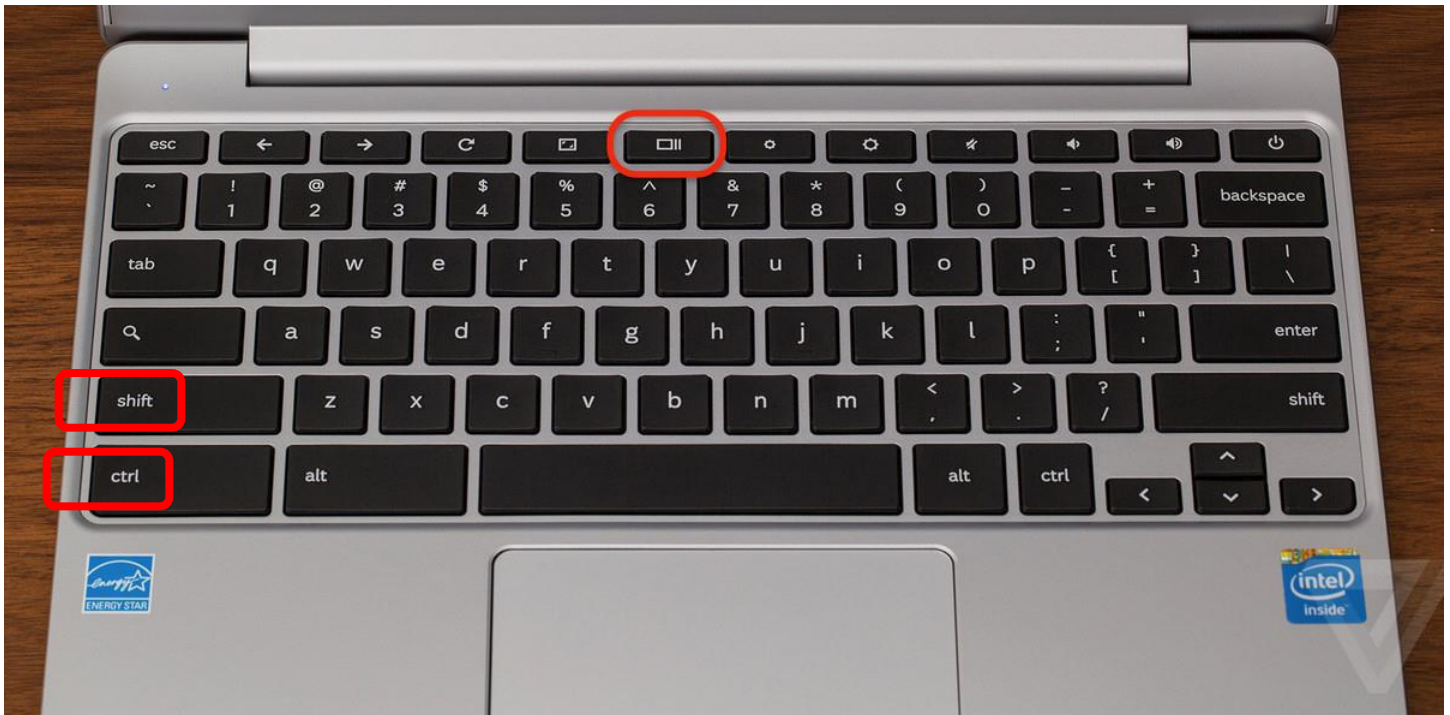


# How to Take, Save, and Share Screenshots on Your Chromebook

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To take a screenshot of the entire screen, use the **Ctrl + Show windows** key combination. The Show windows key, which looks like a rectangle with two lines on the right side, is on the top row of the keyboard above the 6 and 7 keys.



To take a screenshot of a portion of the screen, press the **Shift + Ctrl + Show windows** keys. You will see a crosshair icon; click and drag it until the part of the screen you want to copy is highlighted, and then let go.

## OK...So Where Did It Go?

Any screenshot you take will end up in your Downloads folder. To find your downloads folder:

- Select the Launcher at the left corner of your screen.
- Look for the icon named “Files” under the search field. If you do not see it, select the up arrow and look for the “Files” app there.
- That icon will bring up your file manager. Look for your Downloads folder under the “My Files” category on the left. Your screenshots will be there.

## So How Do I Share the Saved Screenshot?

Well, that will depend on the way your teacher created the assignment. But once the screenshot is saved as a file in your Downloads folder and you know how to find it, you can do any of the following just as you would with any other file type.

- Upload the file to a Schoology Assignment and submit it
- Insert the file into a Google Doc, Word Doc, Google Slide, PowerPoint slide, Google Drawing, etc.
- Email it as an attachment
- Upload the file to your Google Drive or One Drive or OneNote Notebook
- And more!