

Taking Screenshots on a Chromebook

1. To capture the entire screen, press the **Ctrl** and **Windows Switcher** keys at the same time.



2. To capture a specific area of the screen, press the **Ctrl + Shift + Windows Switcher** keys at the same time.



3. After taking a screenshot a notification will display confirming its success or failure. Clicking on the notification will open the ChromeOS files app. All screenshots are saved as *.png* files and stored in the Downloads or Google Drive folder.

