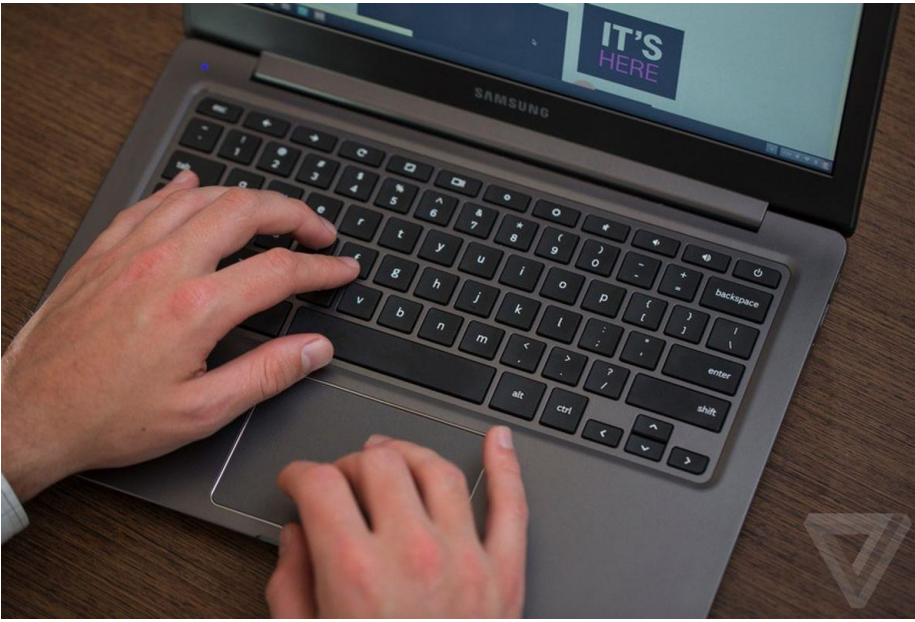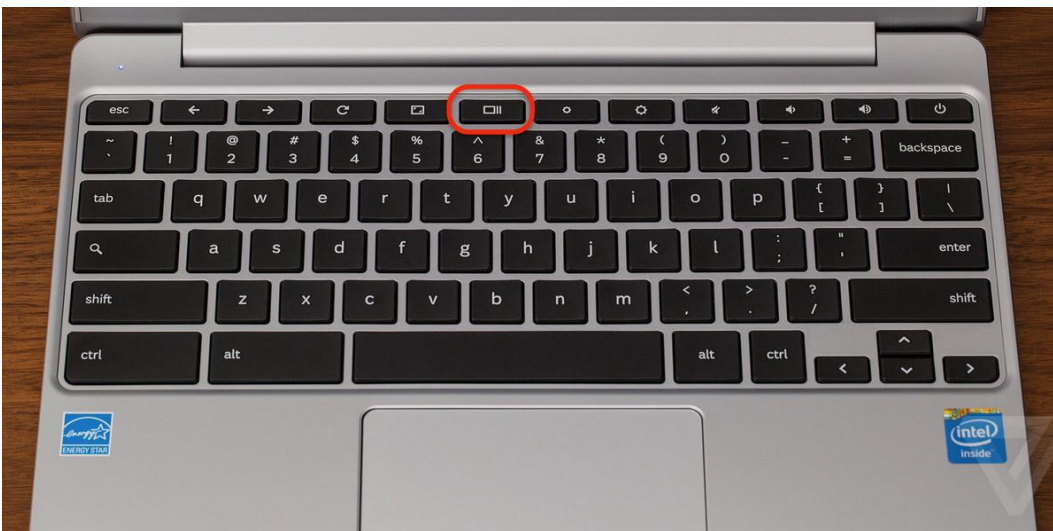# Chromebooks 101: How to take screenshots on your Chromebook
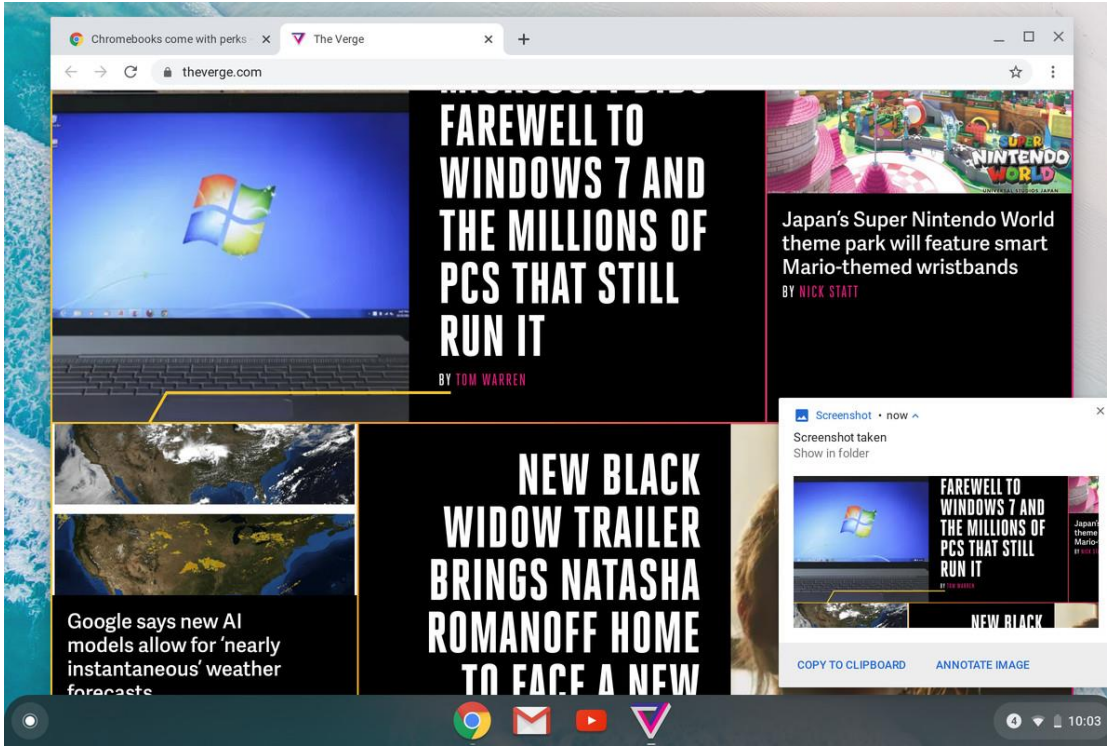

- To take a screenshot of the entire screen, use the **Ctrl + Show windows** key combination. The Show windows key, which looks like a rectangle with two lines on the right side, is on the top row of the keyboard (it's the equivalent of the F5 key on a PC keyboard).
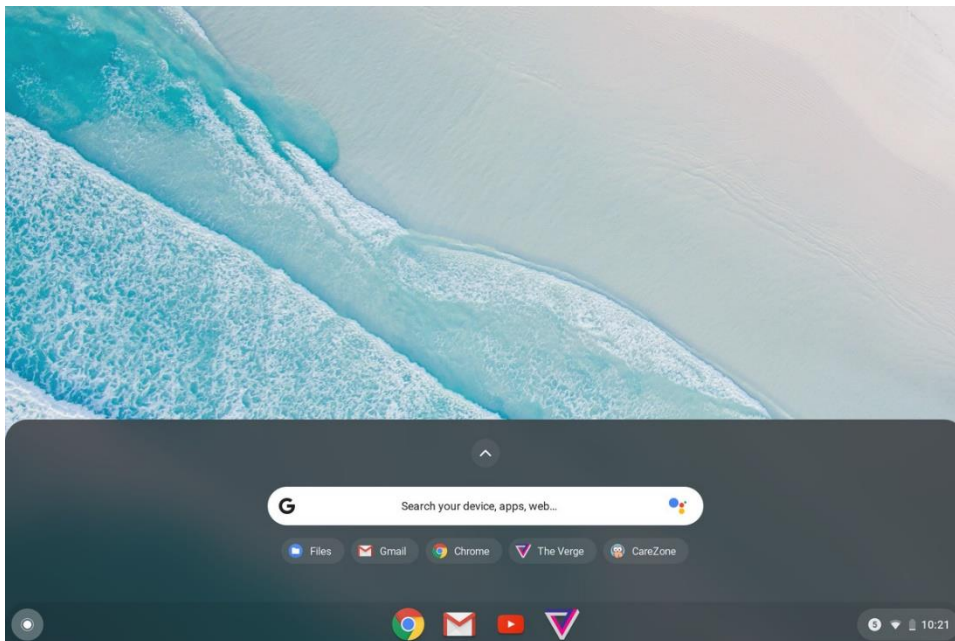

- To take a screenshot of a portion of the screen, press the **Shift + Ctrl + Show windows** keys. You'll see a crosshair icon; click and drag it until the part of the screen you want to copy is highlighted, and then let go.

After you've taken the screenshot, you might see a copy of the screenshot in a pop-out window and it will give you the option of copying the screenshot to your clipboard or annotating the image.

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

- Select the Launcher at the left corner of your display.

- Look for the icon named "Files" under the search field. If you don't 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.