

## Taking a Screenshot on a Chromebook

When troubleshooting technology issues, it is important that you provide accurate and detailed information. Taking a screenshot of the error that you experience is a great way to relay this information to your teacher and technology support staff.

### TAKING A SCREENSHOT

#### OPTION 1:

Hold down Ctrl + Switch window key to capture a full screenshot.



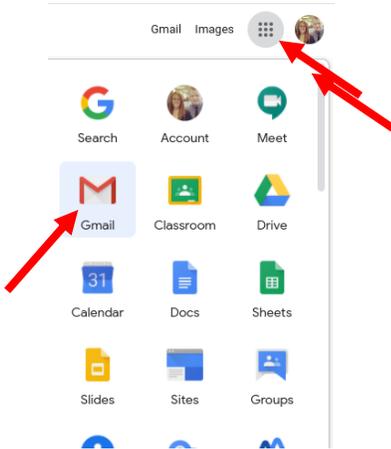
#### OPTION 2:

Hold down Ctrl + Shift + Switch window key to capture a partial screenshot.

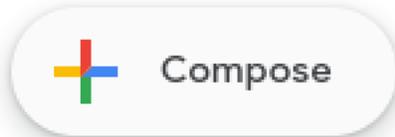


Screenshots are saved to your **downloads** folder. To share them with your teacher, compose a new email and attach the screenshots.

1. Open up Gmail by clicking the App icon waffle.

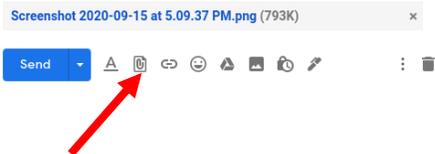
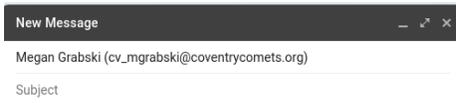


2. Select Compose to start a new email.

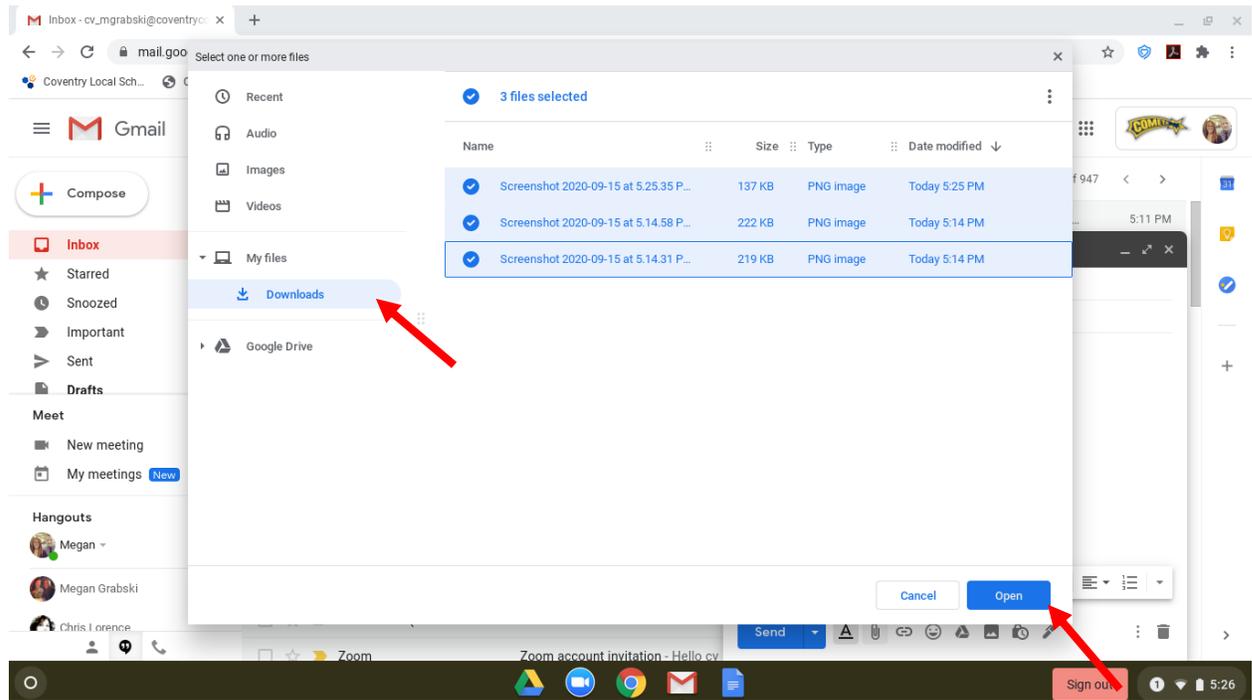


3. Add your sender, and include a subject (ex. Trouble with SuccessMaker)

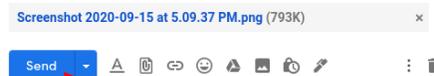
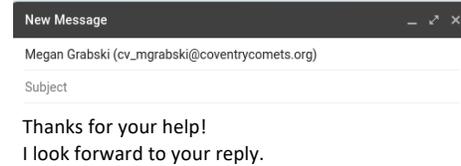
4. Attach your screenshot by clicking the paper clip icon 



5. Open the downloads folder, select your screenshots, and select Open.



6. Add any additional information to the body of the email and click send!



7. Patiently wait for the resolution to your tech troubles.