How do I take a screenshot on the Chromebook?

There are two types of screenshots that can be taken on a Chromebook:
- The entire screen
- A portion of the screen

1. To take a screenshot on your Chromebook, you use the **Windows Switcher key** that is right above the 6 key **(*.)** TIP: You can also use this key to show all your windows.	
2. To take a screenshot of the entire screen, press **CTRL + The Window Switcher key (*).**	
3. To take a picture of a portion of the screen, press **CTRL+shift + the Window Switcher key (*.)**	

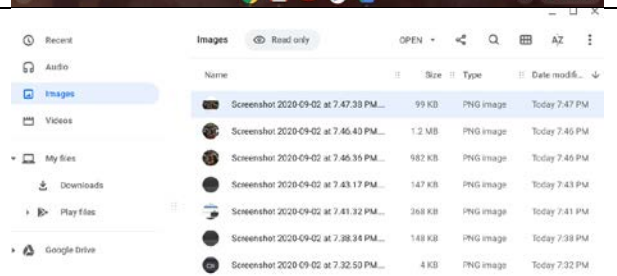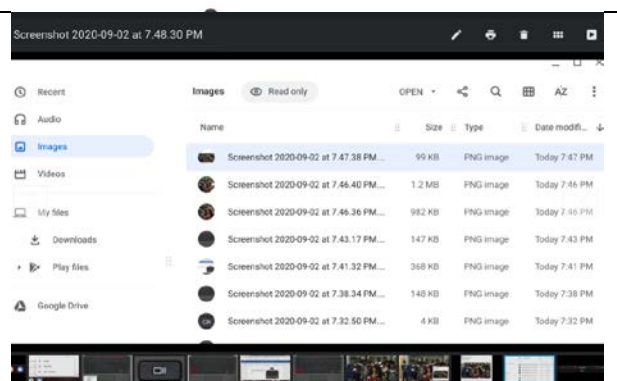|	
4. The screen will turn slightly gray. Click and drag the cursor around the portion of the screen you want to take a picture of (from the upper left-hand corner to the lower right-hand corner.)	
5. A window will pop up that shows the screenshot you just took.	
6. If you want to paste the screenshot in a document, you can choose to **Copy the Link** and then paste in in your document.	
7. If you double-click on the link, it will open the screenshot in your **Files folder.** Click on Images in the side bar to see your images.	
8. Be sure to keep an eye on your Files folder and delete the screenshots you do not need anymore.	

9. To delete a screenshot, double-click to open the screenshot. Click on the **trashcan icon** to delete.	
10. When it asks if you really want to delete it, click **Delete.**	