

Mac & Chromebook | Easy | 2 min read

Chromebook: how to take screenshots and record your screen

Screenshots are pictures of what is on your screen. They are very helpful for showing a problem. On a Chromebook they are easy to take.

Take a full screenshot

Press **Ctrl and the Show windows key**. The Show windows key is on the top row and looks like a box with lines on its right. The whole screen is captured and a small picture appears in the bottom right.

Take part of the screen

Press **Ctrl, Shift and the Show windows key**. A small toolbar appears. You can drag to pick the area you want. You can also choose a window.

Use the Screen capture toolbar

1. Press **Ctrl, Shift and the Show windows key** to open the toolbar.
2. Choose **Screenshot** or **Screen record**.
3. Choose **Full screen**, **Partial** or **Window**.
4. Click **Capture** or **Record**.

If you cannot find the Show windows key, you can click the **time** in the bottom right and choose **Screen capture** from the quick settings panel.

Record your screen

Choose **Screen record**, then pick what to record and click **Record**. To stop, click the stop button near the bottom right. If you want your voice recorded, turn on the microphone option first. Avoid recording any passwords or private details.

Find your pictures

Click the small picture that appears, or open the **Files** app and look in **Downloads**, where the screenshots and videos are usually saved. You can also paste a copied picture straight into an email.

Tips

- Some tablets and Chromebooks with a touchscreen can use the power and volume down buttons together.
- Check what is shown before you share. Hide email addresses and account numbers.

Attach it to a support request

You can add a screenshot to a request in the Vision Tech App, which helps us to fix faults faster.

When to get more help

Contact us if the shortcuts do nothing, if the screen capture option is missing (it may be limited on managed Chromebooks), or if you cannot find where the files are saved.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.