

To take a screenshot on your Chromebook, hold down the CTRL key then tap the SWITCH WINDOWS key once.



Once you press both keys, you will see a notification in the bottom corner of the screen alerting you that your screenshot has been saved.

Screenshot image files save directly to the Chromebook's Downloads folder, so you can take and access screenshots even when offline, and are labeled with the date and time they were recorded.

Click the notification to open the Downloads folder and select the image file or open your Downloads folder to see it.