

How to Take a Screenshot

By Mrs. Burke




How to Take a Screenshot

On a Macbook:

Press SHIFT+COMMAND+4 and select the area in which you want to capture in the image.

On a Chromebook:

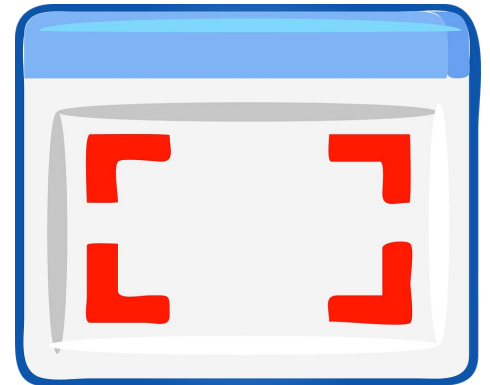
Press and hold: CTRL+SHIFT+the button ABOVE the six (The button looks like a box with three lines next to it.  III)

Windows Laptop

Press Windows+SHIFT+S

On a Phone or Tablet:

Hold the POWER+VOLUME DOWN buttons at the same time.



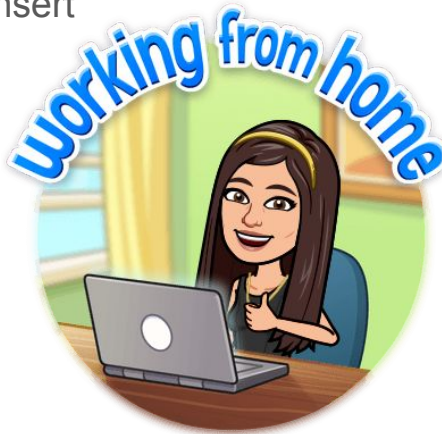
Uploading the Screenshot (Computer)

Once you have taken the screenshot on your chromebook, Macbook, or Windows laptop. :

1. Save it to your desktop
2. Open the document (Docs/Slides)
3. Go to toolbar and select insert image
4. Select from computer
5. Select the image and click open/insert

Once you have taken the screenshot on your chromebook, Macbook, or Windows laptop:

1. Save it to your desktop
2. Open the document (Docs/Slides)
3. Drag image from desktop into document



Uploading Your Screenshot (iPhone)

How to upload a photos you took on your iPhone to your Google Drive:

1. Start by downloading the Google Drive app on your iPhone, if you haven't already.
2. Open the Google Drive app.
3. In the bottom right corner, you'll see a multicolored "+" icon. Tap it.



4. Tap "Upload," then "Photos and Videos." Make sure your image file is an uploadable format. Image types supported by Google are .JPEG, .PNG, .GIF, .BMP, .TIFF and .SVG.
5. Go into your iPhone's Albums and select the photos you'd like to add to Google Drive.
6. Once uploaded, you can quickly find your photos with the "Locate" link that will appear on the bottom of your screen.