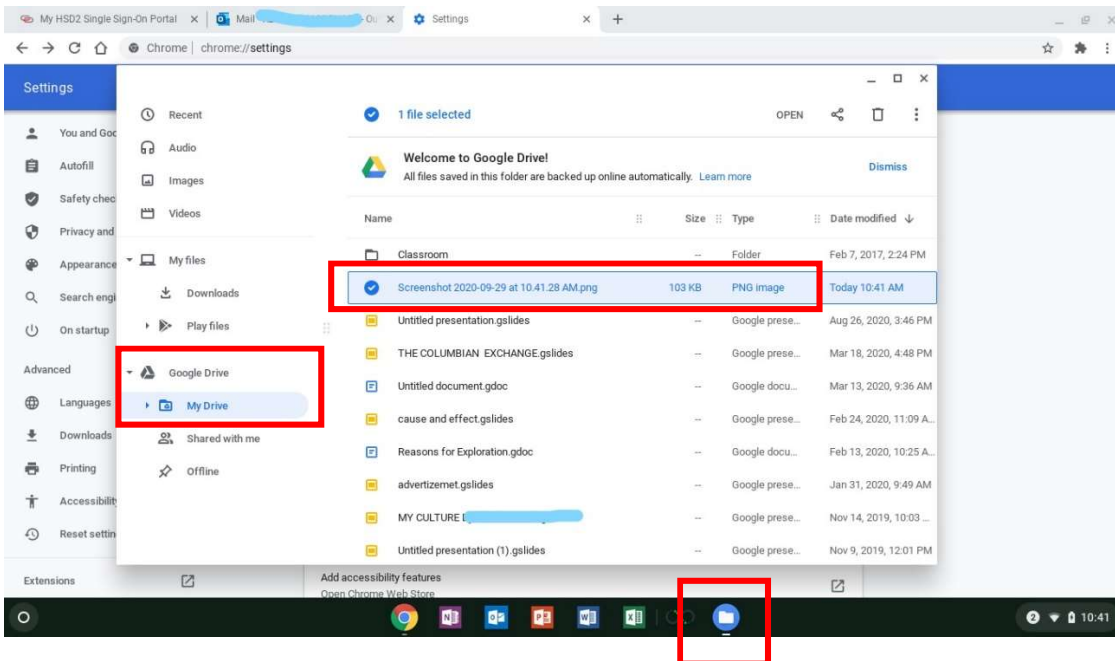


TAKE A SCREENSHOT WITH A CHROMEBOOK

To take a screenshot of the entire screen, use the Ctrl + Show windows key combination. The Show windows key, which looks like a rectangle with two lines on the right side, is on the top row of the keyboard (it's the equivalent of the F5 key on a PC keyboard).

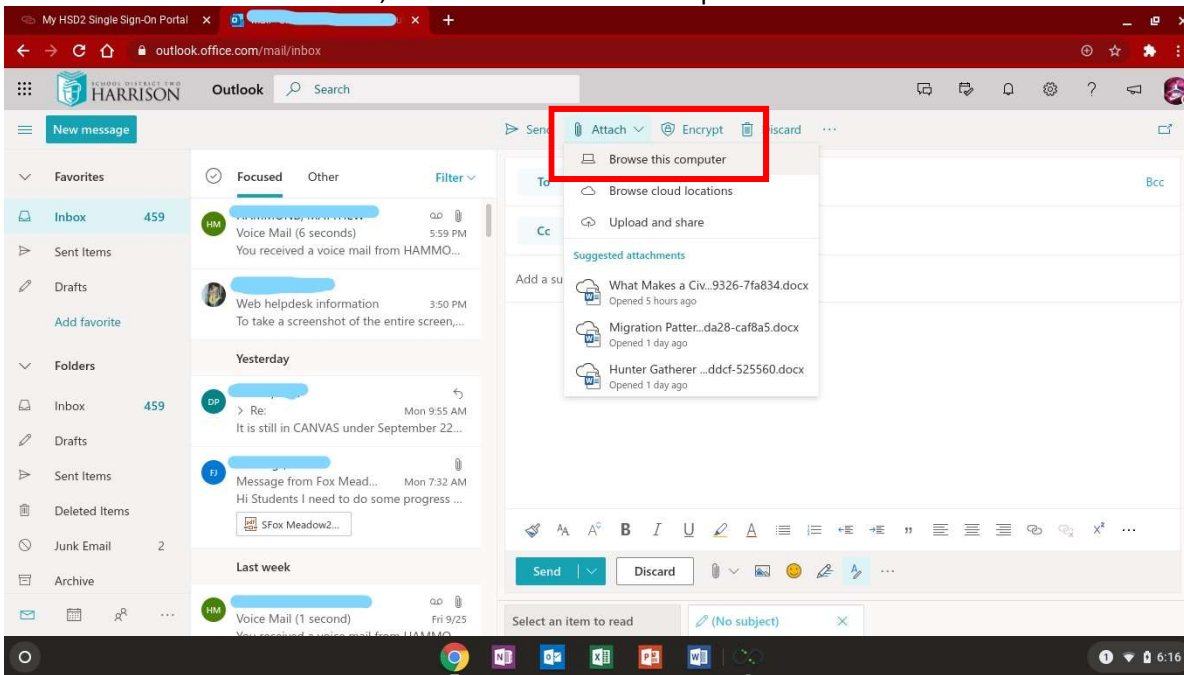


The screenshot file is saved to your Google Drive > My Drive folder.

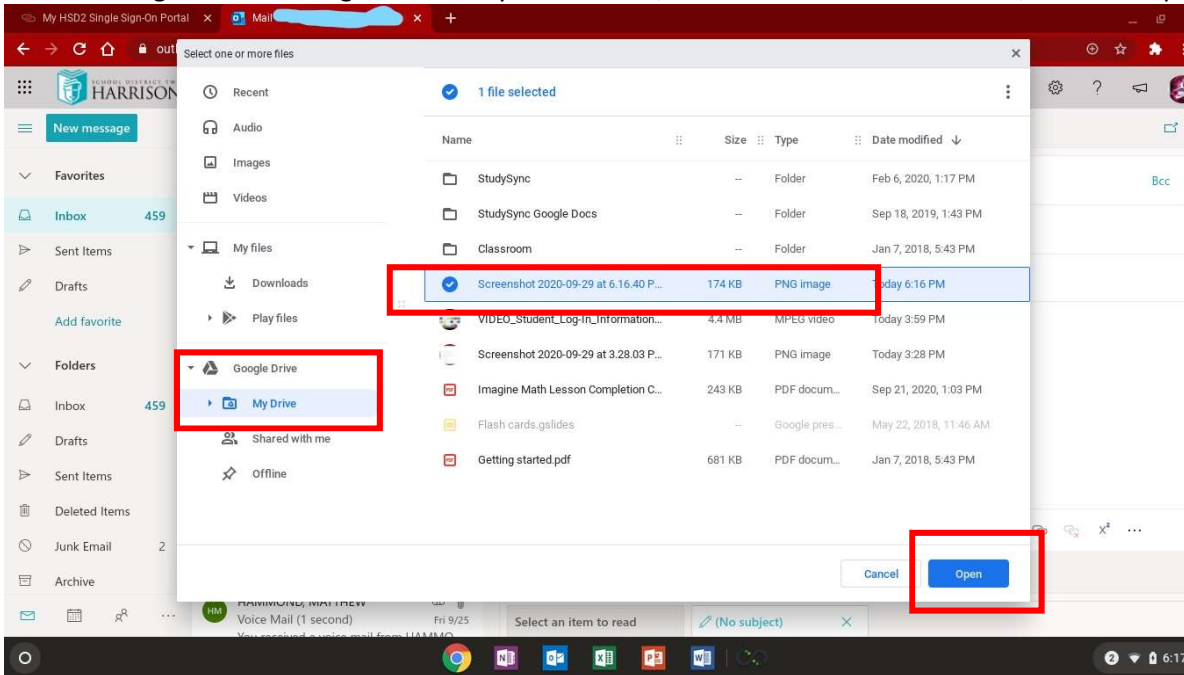


To attach to an email:

1- Select the Attach Menu, and click Browse this computer.

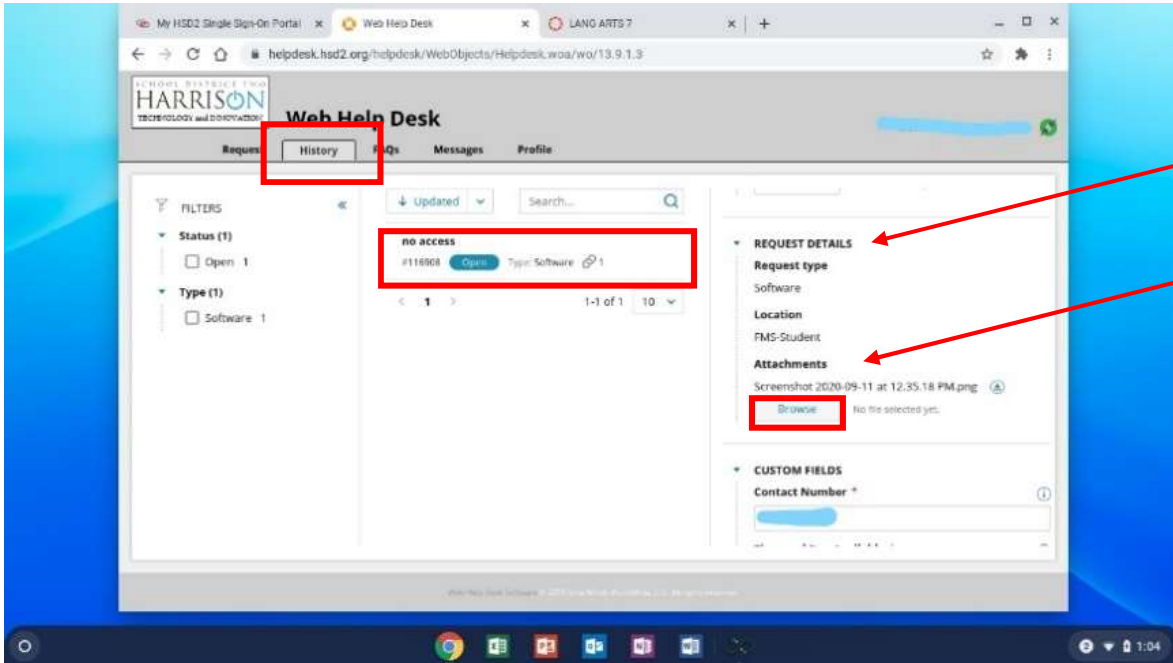


2- Navigate to the Google Drive > My Drive folder, and select the screenshot file, and click Open.



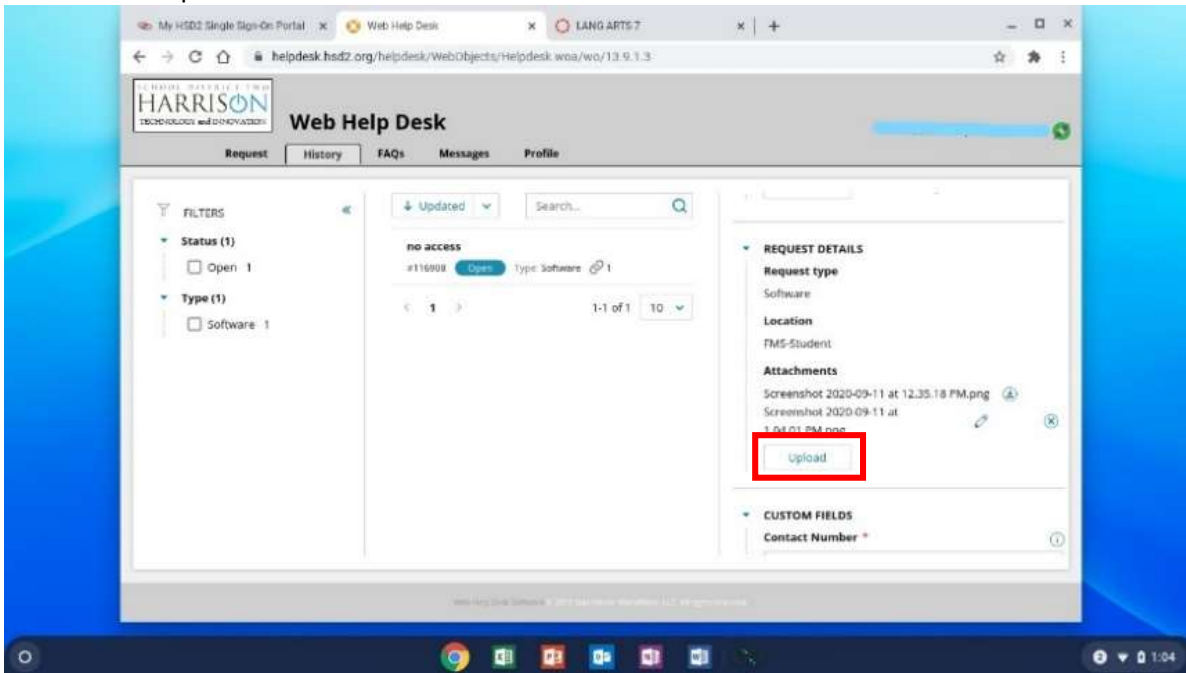
To attach to a Web Help Desk ticket:

- 1- Click on Enter Help Ticket Tile on Portal, click History tab, open the ticket, then under Request Details > Attachments click Browse to add screenshot.



- 2- Navigate to the Google Drive > My Drive folder and select the screenshot file and click Open.
Refer to picture on step 2 above

- 3- Click Upload.



4- Scroll down, and click Save.

