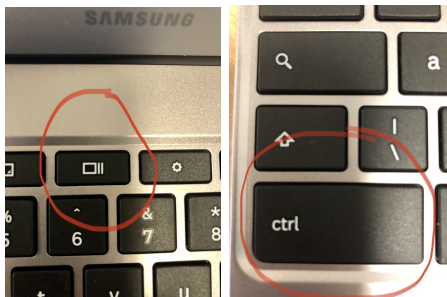# How to Take a Screenshot

Taking a screenshot of your work is very helpful, especially if you are having problems with something or are getting an error message you would like help with.  You can also take a screenshot of an online test result, for example, or other work completed outside of the Google Classroom that you would like to share with your teacher.
If you cannot add it in your Google Classroom, please email it to your year group's email.  If you are having problems with something a bit more on the technical side, please email remotelearning@camp.herts.sch.uk

**If you are using a Chromebook**

To take a screenshot of your work on a Chromebook, you need to hold down the "CTRL" key and the "show windows" key (which looks like a small rectangle with 2 lines beside it) at the same time.  The keys are pictured below.  This will take a photo of your entire screen.  Your photo will then be saved in your Google Drive and can be shared from there.



If you would only like to take a photo of a part of what is on your screen, you need to hold down the same "show windows" key "CTRL+SHIFT" as pictured below.  Your photo will then be saved in your Google Drive and can be shared from there.
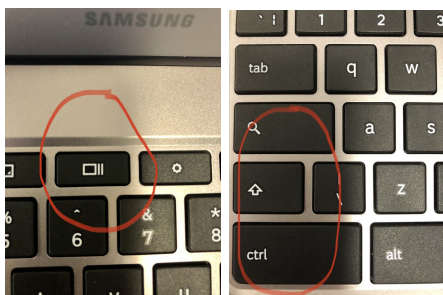
# How to Take a Screenshot

**If you are using a laptop or PC with Windows**

To take a screenshot on your laptop or PC with Windows, you will need to hold down the blue "Fn" key on the bottom left hand corner of your keyboard and the blue "Print Screen" key just to the right of the backspace key at the same time. This will then copy your entire screen.
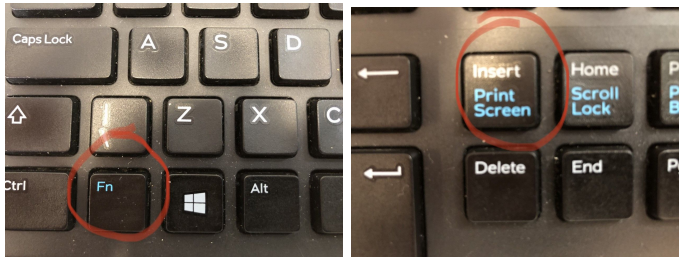


You then need to open a new Google Doc in your Google Drive and hold down the CRTL + V keys to paste it into the document. You can then share this Google Doc with your teacher.