

Good morning and welcome to Tech Tip Tuesday (T^3) for April 2, 2019
How to take a full or partial screenshot

Chromebook

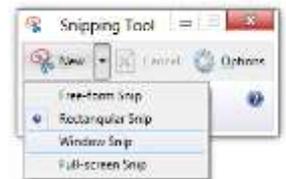


- To capture your entire screen, hit Ctrl + window switch key.
 - In the lower right side of the screen, a box will appear asking if you want to Copy the capture to the clipboard or Annotate the Capture
 - When copied to the clipboard is selected, the user can paste the capture into Docs, Slides, Sheets, etc.
 - When Annotate the Capture is selected, the capture is imported into an editing program that allows for basic annotations.
- To capture only part of the screen, hit Ctrl + Shift + window switch key, then click and drag your cursor to select the area you'd like to capture.



PC – Snipping Tool

- Either select “Snipping Tool” from the programs menu or search for in the windows search field.
- When the tool opens click on “New Button” to make a capture
 - There are four types of captures/Snips
 - Free-form
 - Rectangular
 - Window
 - Full-screen
- Once the snip is taken, the snipped image is imported into an annotating screen of the tool.
 - Here the user can write on the snip and more.



Both programs allow for saving of the original capture/snip.

Enjoy

Joe