

How Do You Take A Screenshot On A Chromebook Quickly Using Keyboard Shortcuts Or Tools?

TechRounder Help Center PDF

Live article:

<https://www.techrounder.com/help/how-do-you-take-a-screenshot-on-a-chromebook-quickly-using-keyboard-shortcuts-or-tools/>

By Vipin PG | Published March 26, 2026 | Updated March 26, 2026 | Topic: Solution | 2 min read

Chromebooks provide several built-in methods to capture your screen, ranging from instant keyboard shortcuts to a dedicated graphical interface for more precise control.

1. Essential Keyboard Shortcuts

The fastest way to capture your screen is by using the Show Windows key (usually located on the top row, appearing as a rectangle with two lines to the right).

- Full Screen Screenshot: Press 'Ctrl' + 'Show Windows' . This instantly captures everything visible on your display.
- Partial Screen (Selection): Press 'Ctrl' + 'Shift' + 'Show Windows' . Your cursor will turn into a crosshair; click and drag to select the area you want to capture.
- Window Screenshot: Press 'Ctrl' + 'Alt' + 'Show Windows' . Click on any open window to capture only that specific application.

2. Using the Screen Capture Tool

If you prefer a visual interface or need to record your screen as a video, use the built-in Screen Capture tool. This tool allows you to toggle between screenshots and screen recordings easily.

1. Press Shift + Ctrl + Show Windows to open the Screen Capture toolbar at the bottom of the screen.
2. Choose your capture type from the icons: Full Screen , Partial , or Window .
3. Click the Camera icon for a still image or the Video icon for a screen recording.
4. Click the screen or the "Capture" button to finish.

3. Quick Settings Method

If your keyboard is not accessible, you can trigger the tool using the shelf:

1. Click on the Time in the bottom-right corner of the screen to open the Quick Settings menu.
2. Locate and click the Screen Capture icon.
3. Select your preferred capture area from the toolbar that appears.

4. Screenshots on Tablets or External Keyboards

- Tablet Mode: Press the Power button and the Volume Down button at the same time.
- External Windows Keyboard: Use 'Ctrl' + 'F5' for a full screenshot, or 'Ctrl' + 'Shift' + 'F5' for a partial selection.

Where to Find Your Screenshots

By default, Chromebooks save all screen captures to your Downloads folder. To access them:

1. Open the Files app from your launcher.

2. Navigate to My Files > Downloads .

Quote: Pro Tip: Screenshots are also automatically copied to your clipboard. You can immediately paste them into a document, email, or image editor by pressing 'Ctrl' + 'V'.