Welcome to this 21 Things video about ChromeBook Basics, some keyboard shortcuts and how to do screenshot.

So we're going to start by looking at the shortcuts on your keyboard in a ChromeBook. So there are three keys that you have to press for that. It's going to be Control, Alt, and then the question mark key. Do that on your screen and find out what you see. And to get out of that, close that away, you do a Control, Alt, and that question mark key again, or the slash key. And then it's gone again.

So now this time we're going to do it. Press the Control key and hold it down. So one more time, Control, Alt, that slash key or the question mark key. You can take your fingers off the keys for a minute.

Now hold down the Control key. Notice that it shows you all the shortcuts you can do on your computer with holding down the Control. For instance, Control and the Z key gives you Undo right there.

So we're looking for the word screenshot, because that's what we're going to be looking at. Notice it's on the top row of keys, way up there above the one that says Tab 6, which is the number six key. So it's just above that. If you look on your keyboard, you'll find Screenshot and you'll see that the key has a rectangular box with two lines after it. So we're going to use that.

So let go of your Control key and do your Control, Alt, and slash to get that gone. And now we're going to go ahead and do the screenshot, and you do it, too. Hold down Control and hit that key that's above the 6 that's got the square and the two lines for your screenshot.

You don't see anything, except now you have a new little box down in the corner that says screenshot's been taken. Click to view it. If you click to view, where it gets saved is into your Downloads folder. And there's the screenshot, and if you double-click on it, it will open it up so that you can see the whole screenshot. So it took the whole desktop that you could see on your computer.

Now I'm not going to save that, so I'm just going to go ahead and click on the trash can. And it confirms that you really want to delete it, and I'm going to click Delete. And so those two keys, the Control and the one with the box and the three lines, are the ones that took that screenshot.

Now we're going to try something different, so I'm going to close that out and close out the Downloads window. And now I want to take just one part of the screen. So this is going to be Control, Shift, and that box. And how do we know that? All right. First let's look at the keyboard shortcuts, Control, Alt, and that question mark key.

And now hold down Control, and now hold down Shift also. Notice that it says Screenshot Region at the top. So

look at all the other things that you can do if you use Control and Shift. It shows you zooming in and out of the screen, for instance, over here. That's with the plus and the minus key. So if you wanted to zoom in or zoom out, holding down Control Shift and then plus, or Control Shift and minus, would zoom out on something.

So now we're going to let go of our keys and we're going to do Control, Alt, and slash to get it back and gone. Now we're ready to try that screenshot of something on our screen. Control, Shift, and that keyboard shortcut with the box and the two lines. And notice that my cursor has changed to a big plus sign.

Now don't press your mouse down until you are ready to get what it is you want a picture of on the screen. So if I wanted just this, say, image of the road map, I can do it. And as soon as I let go of my key, of my mouse, it shows the screenshot's been taken.

This time I want to copy it to the clipboard. And now I need to go to some document where I can actually paste it. So I'm actually going to go to my Google Drive and I'm going to get a document in there that I can put it in. So I'm going to go create a new document, and right now it's untitled. But when I click in here, you'll see the mouse blinking. I'll do a Control V for paste. So anything that's on your clipboard right now will get pasted in. And there's the image that I took.

So let's try one more. I'm going to hit Enter a couple times to get down below it. I'm going to go back to my secrets of screenshots. Now you might want to go to a different page. Like you might want to go to a page that has your school district site on it or something else.

This time I'm going to get something different on the page. So I'm going to click Control, Shift, and that box, remember, with the two lines above the 6. And I'm going to go click, drag out my rectangle, and let go.

It did it. I'm going to copy to the clipboard, go to my document, and paste it with a Control V. And there you go now. You can see that you have two things that you did with using the Control Shift and the screenshot button. That is pretty cool.

So I want you to be able to practice that because that's very handy. And of course, you might want to remember to get the information from the page that you took the picture. So if you click up in the top URL, the web address box, do a Control C when it's all blue, go back, and I'm going to just put it right under-- I'll do a Control V, and that puts the web address for where I got my images to make sure that I have the copyright information that I might need for a report.

And if I hit a space bar right after that, it makes it hyperlinked. So that's very handy.

This is who pays for the 21 Things, REMC Association of Michigan. Thanks for listening to this. Have a great day.