**How to Take a Screenshot using Chromebooks and the Chrome OS**

**(from** [**http://www.makeuseof.com/tag/taking-screenshots-chromebook/**](http://www.makeuseof.com/tag/taking-screenshots-chromebook/)**)**



**To insert your screenshot into your Google Doc:**

* **Open the Google Doc**
* **Click on “Insert” from the horizontal menu**
* **Select “Image” and “Uploads”**
* **Select the appropriate .PNG file to insert into your Google Doc**