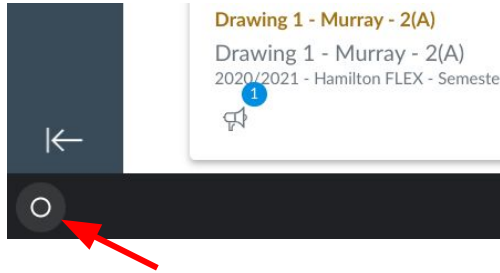
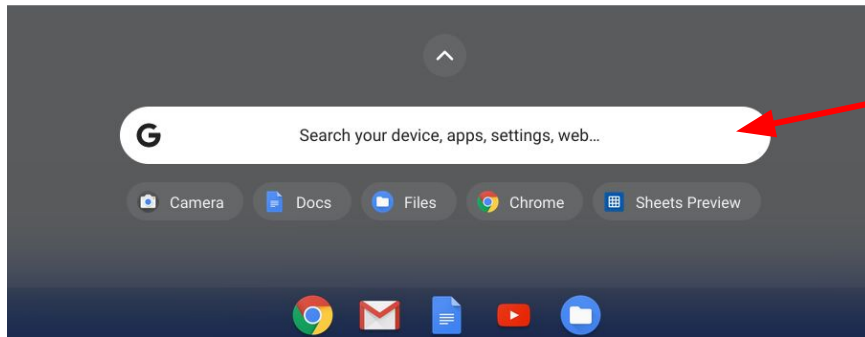


How to take a photo with your Chromebook webcam



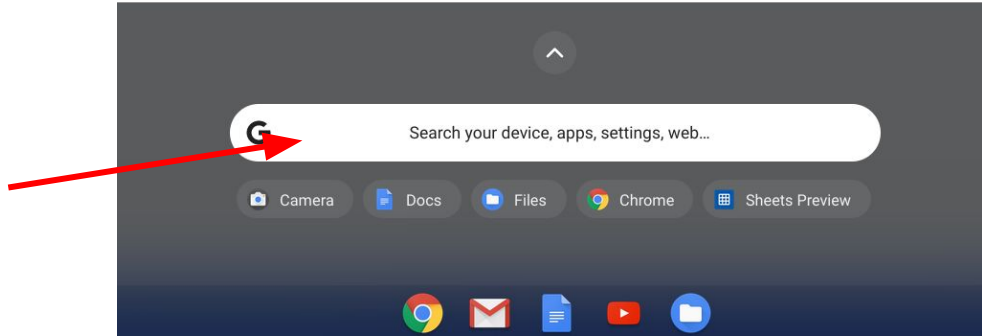
1. In the bottom left corner of your screen is a circle icon. Click on that to open the bottom tray.



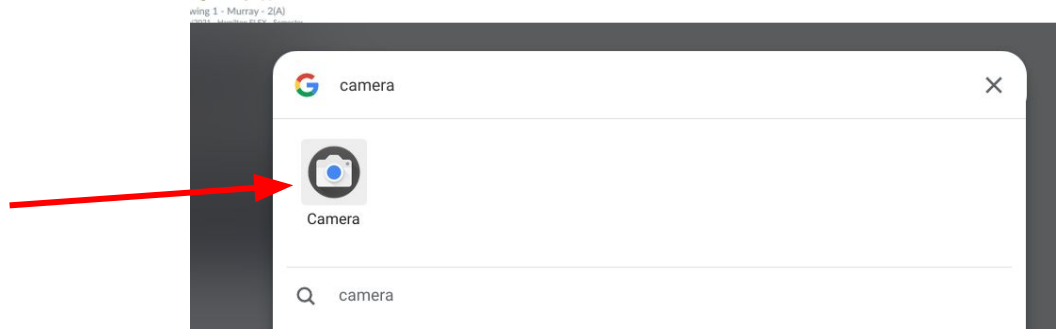
2. It will also open up this search box.

Finding the camera

3. In that search box start typing the word “camera”



4. Click on the **camera icon** that appears



Take a photo

5. Now the camera app is open and on. **You can take a photo by clicking the grey circle.**

It's okay if your image is backwards. Once the photo is taken, the computer will flip it :)

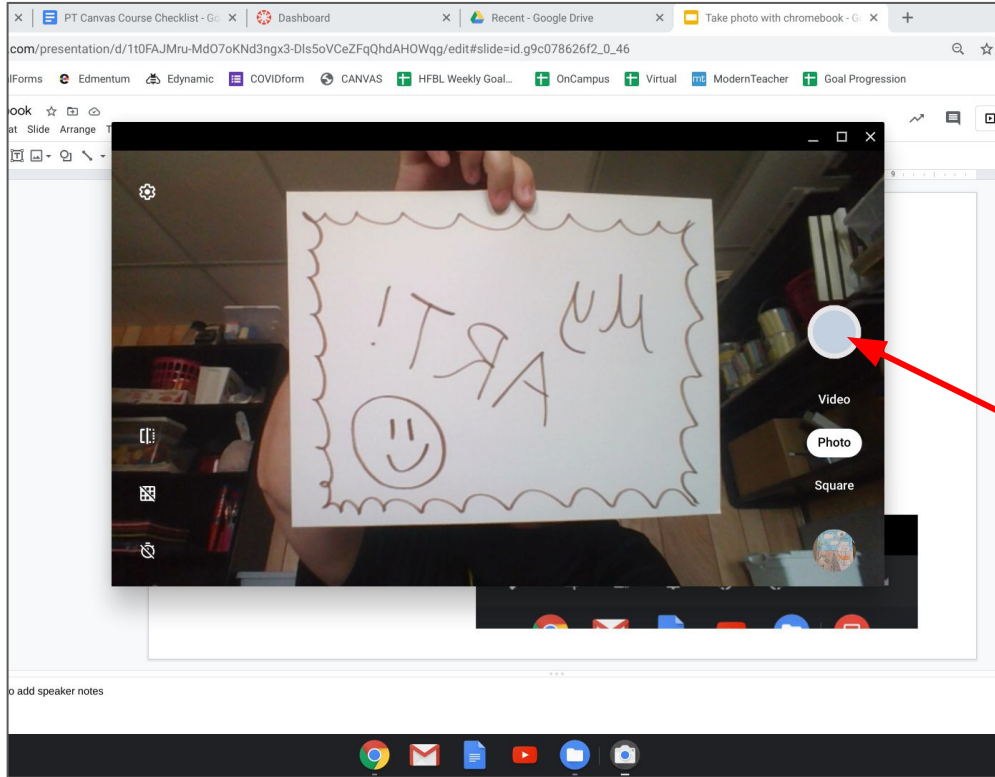
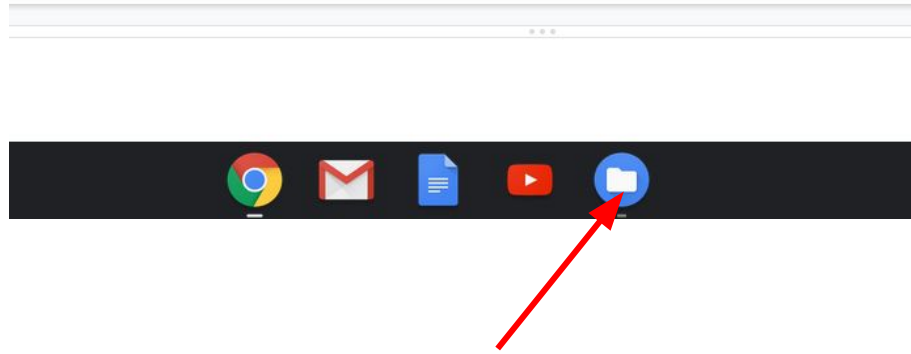


Photo:



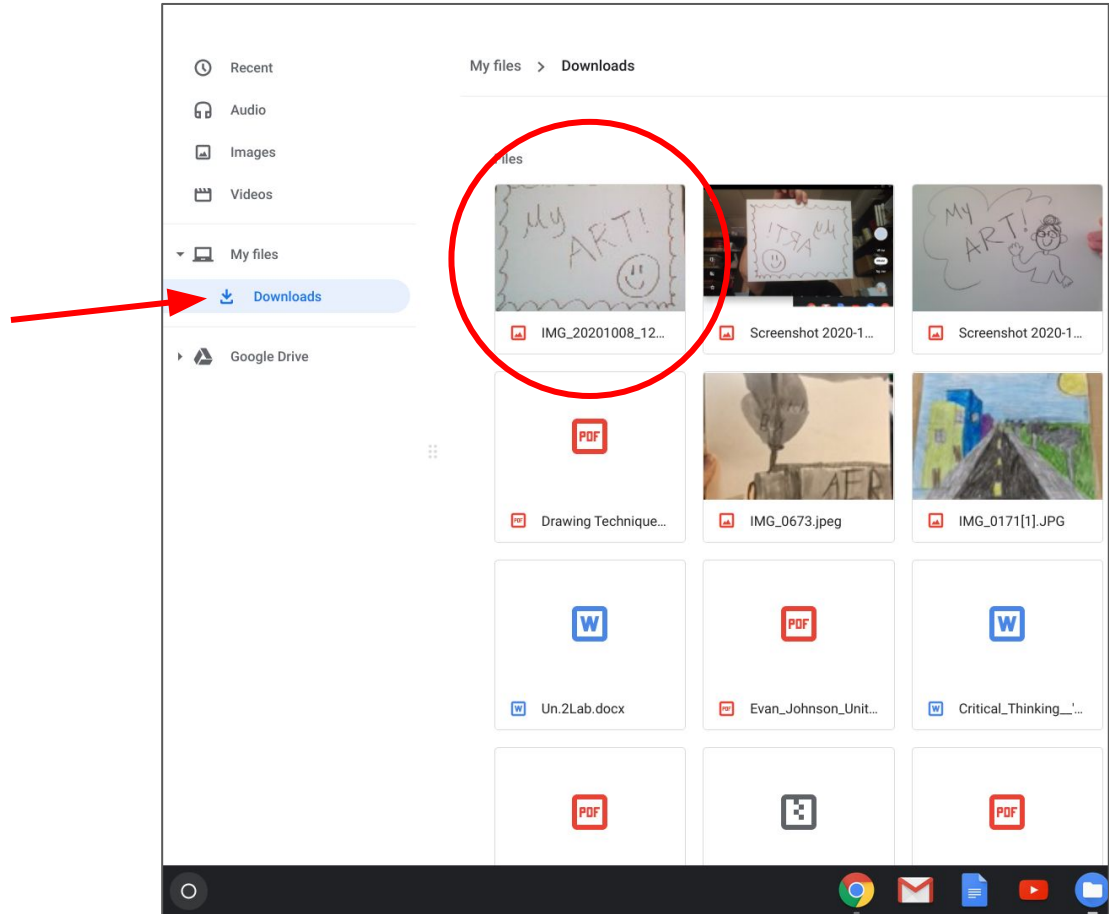
Finding your photo

6. The photo you took will now be saved to your “**Downloads**” file. To get to it, click the blue file icon at the bottom of your screen.



Download Folder

7. Once your the file screen opens, there is a menu on the left. Click on **“Downloads.”**

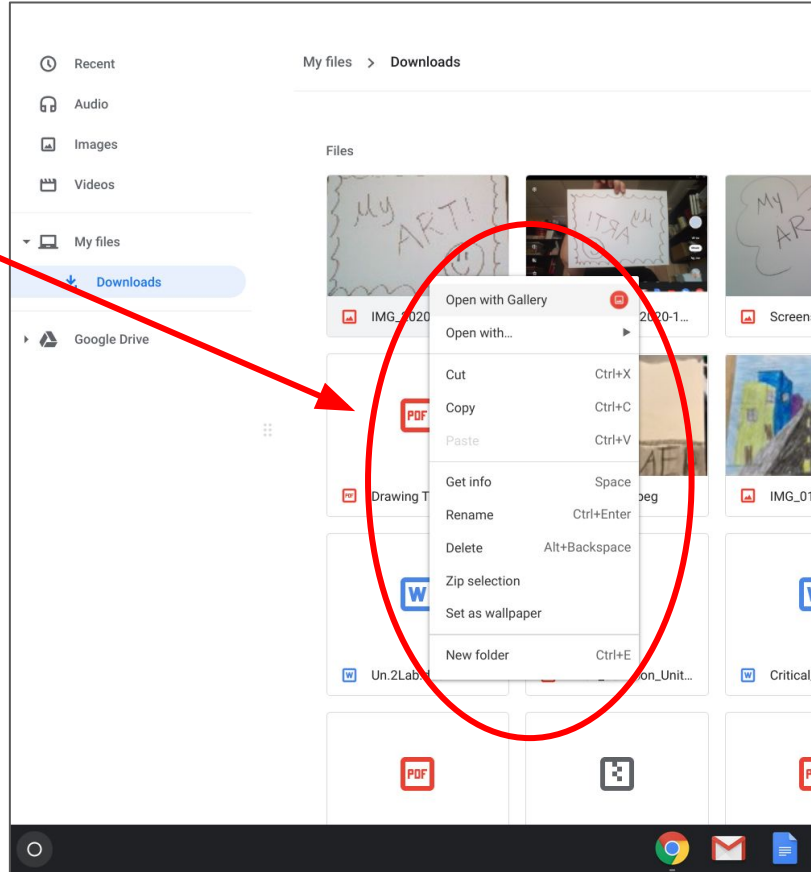


Options

8. If you hold the “**alt**” button on your keyboard and click your image. A **menu** of options will open.

The options let you

- Open the image
- Copy it so you can paste it into another folder
- Rename the file
- Delete it

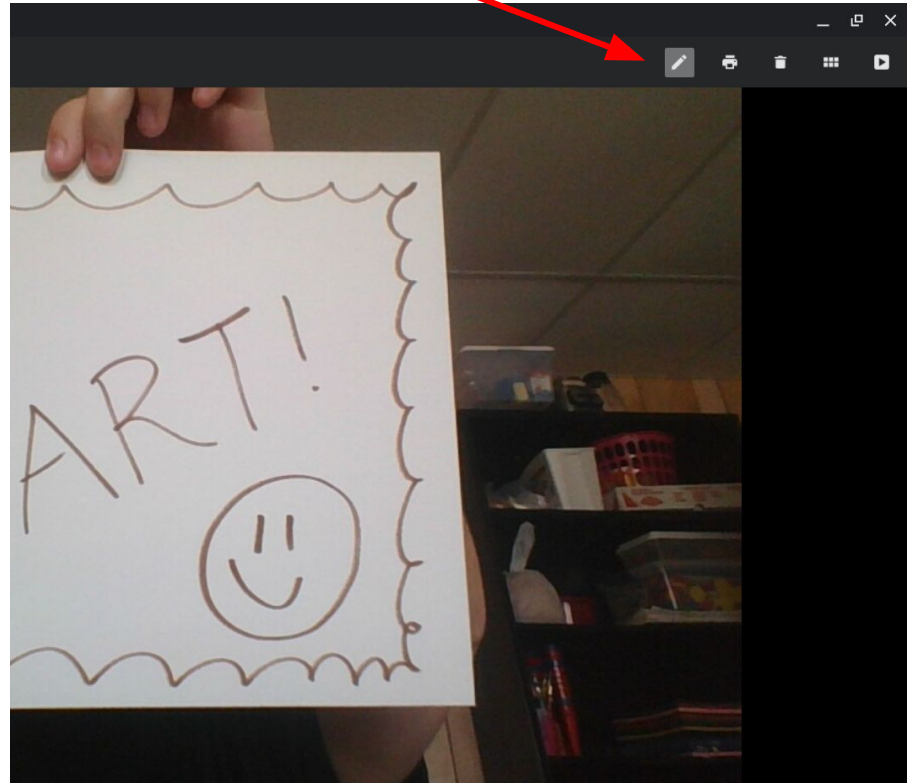


Open the Image

9. You can **double click the image**, or **select “Open”** from the pop up menu.

When you open the image, it will open it in a gallery view.

10. If you need to, you can click the edit button at the top (**Pencil icon**) to edit your photo.

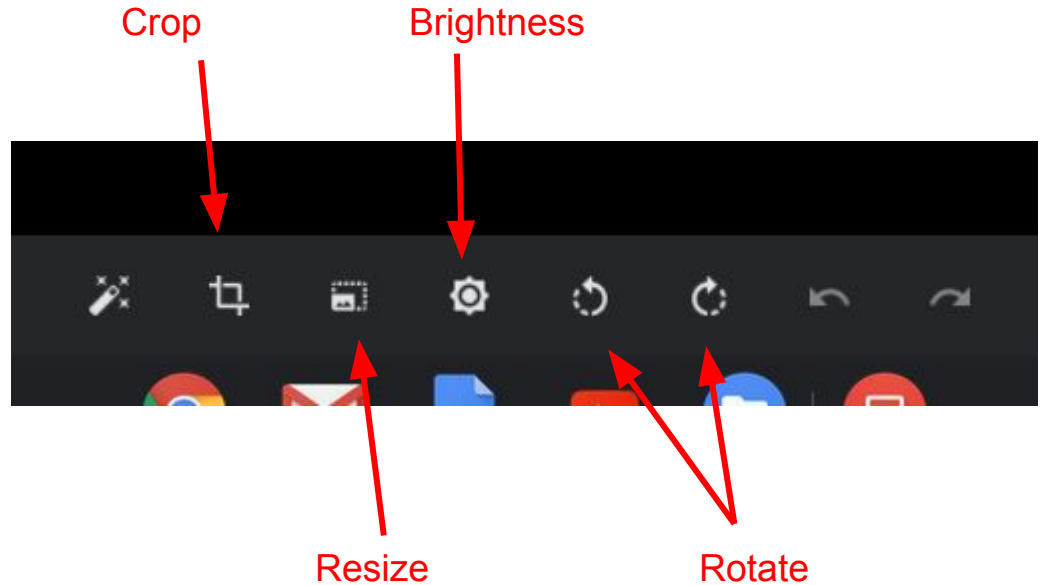


Edit the Image

11. A menu will appear at the bottom with photo editing tools such as:

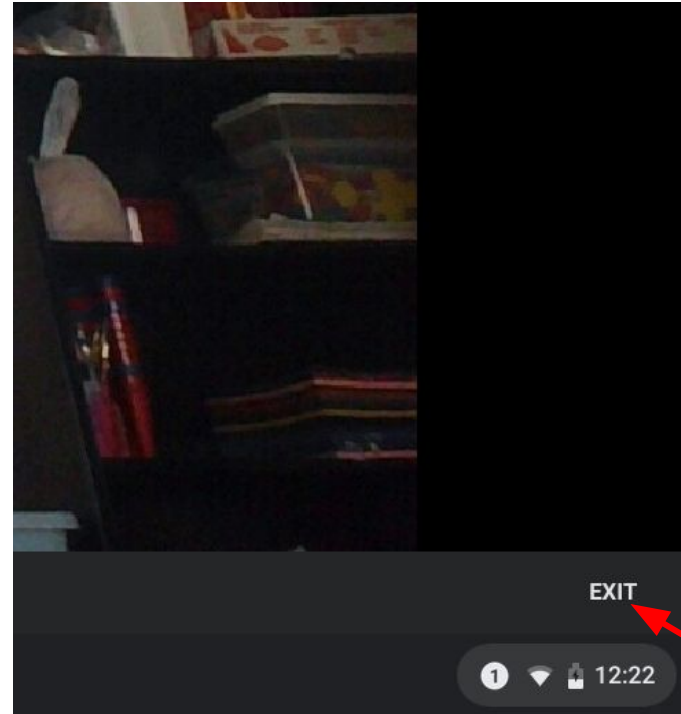
Cropping, resize, brightness, and rotate.

If you need to edit your photo, use these options.



Save your edits

12. If you made any edits, and want to save them, click the “**Exit**” button in the bottom right corner of the screen.



Done!

Now your photo is ready to be uploaded to Canvas, email, or wherever you need.

It might say “Choose file” or “Attach file”. Click on that to open your Chromebook’s files.

Remember, you will find your photo in the “**downloads**” folder.

• [Canvas Student Guide - Assignments](#)

[File Upload](#) [Media](#) [CK-12 Practice](#) [Google Drive](#)

Upload a file, or choose a file you've already uploaded.

File: No file chosen

[+ Add Another File](#)