

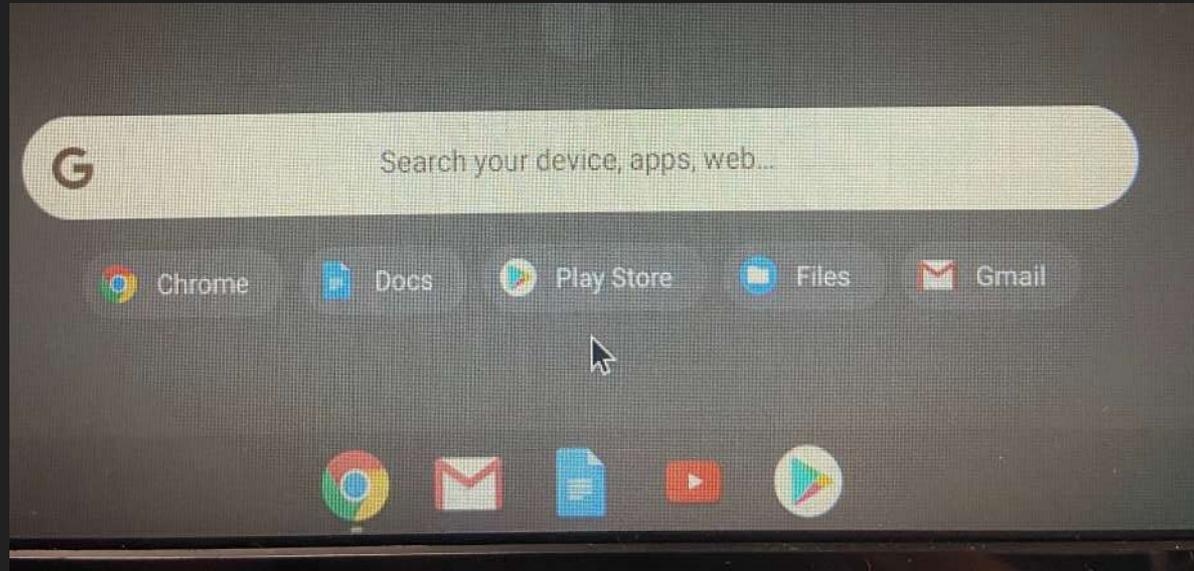
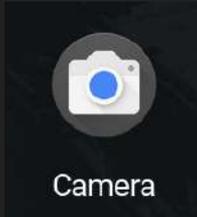
# Photographing and uploading artwork (using your Chromebook)

Follow the step by step directions on the  
slides that follow!

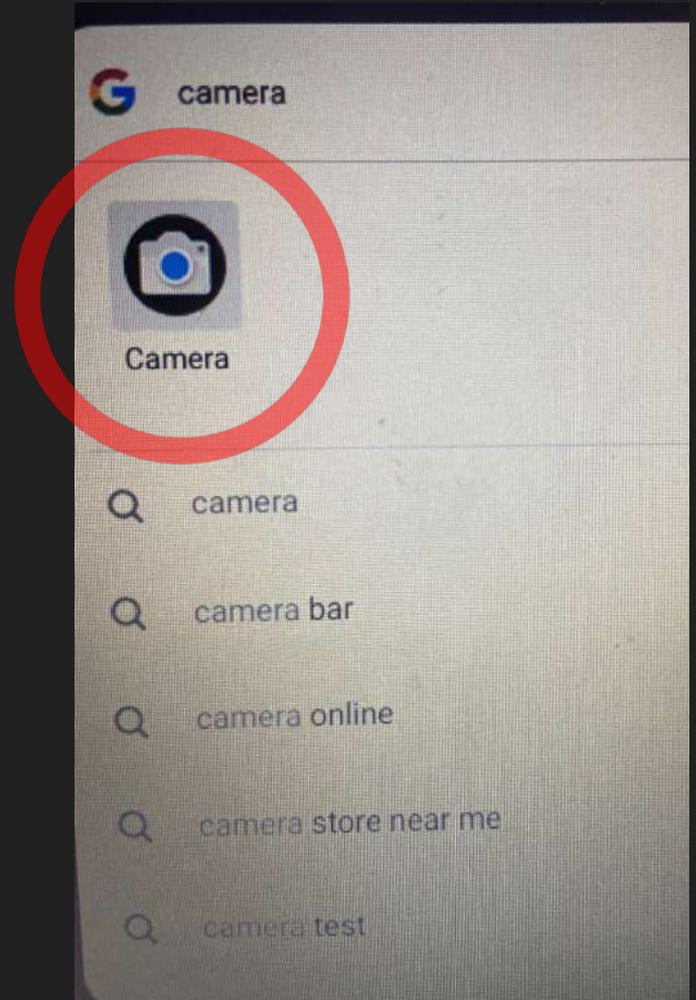
**First**....find the **launcher** at the bottom right corner of your chromebook screen.

You can also use the **magnifying glass** for this step. **CLICK ON IT** or **PRESS IT**.

Click on arrow  
and it will open  
apps. Click on  
Camera icon.

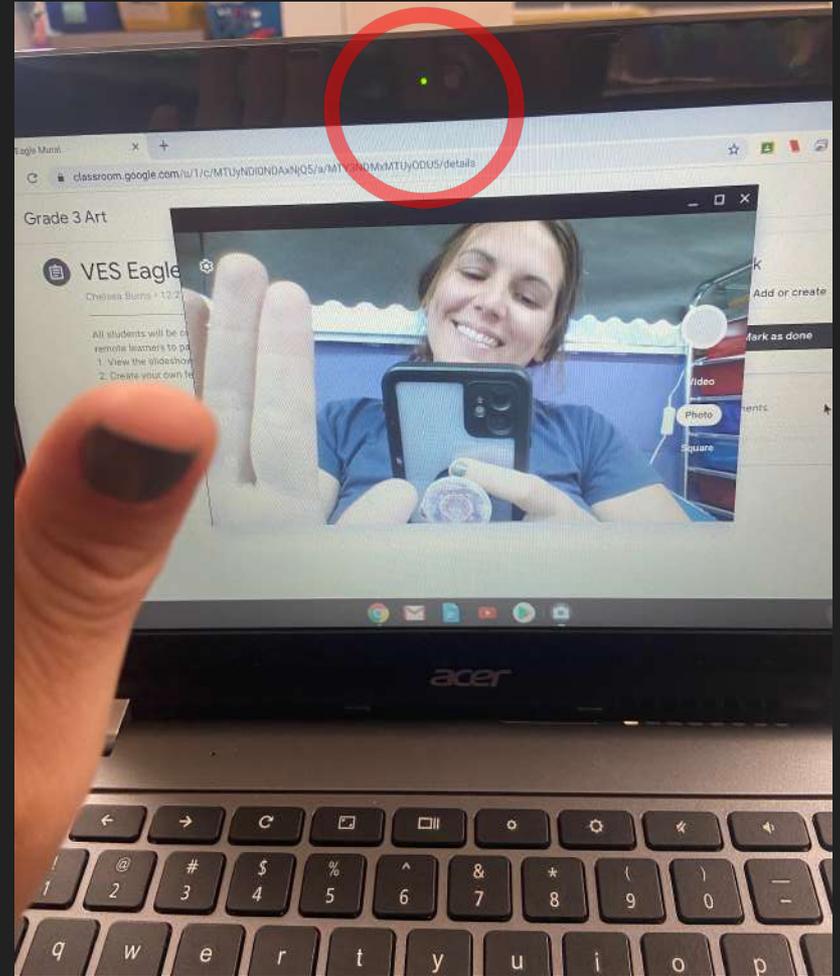


**Click the CAMERA icon**



**Look for the green light  
at the top of your  
chromebook screen to  
appear**

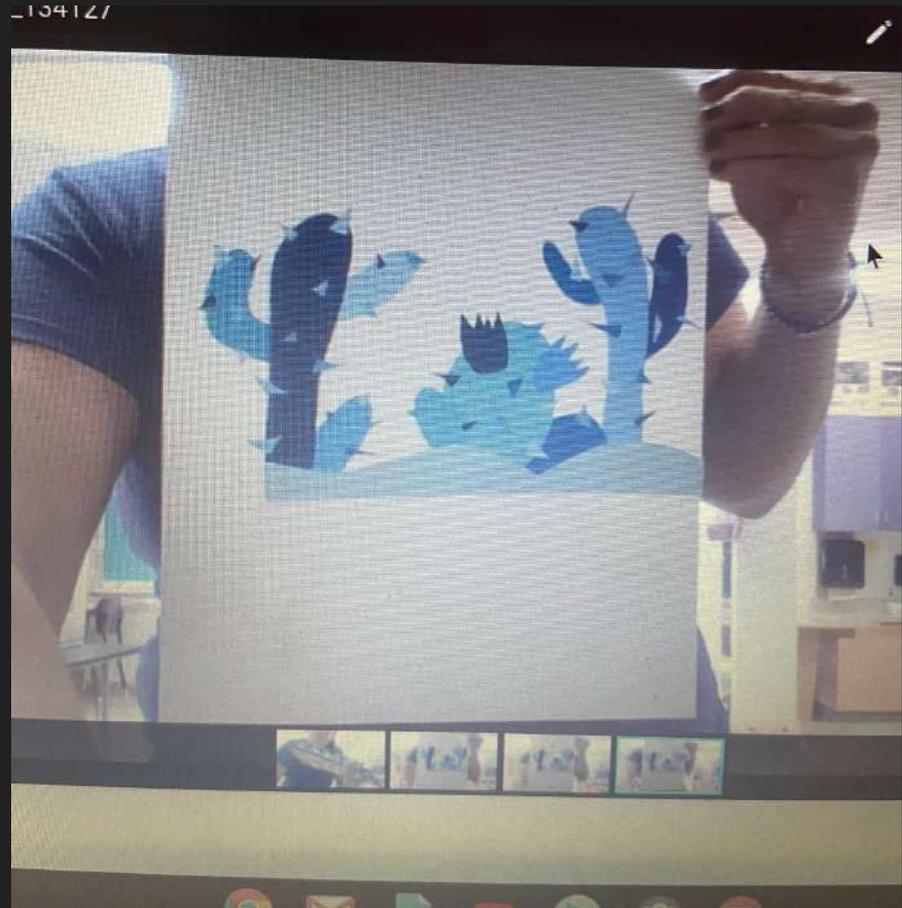
**Your camera is now on!**



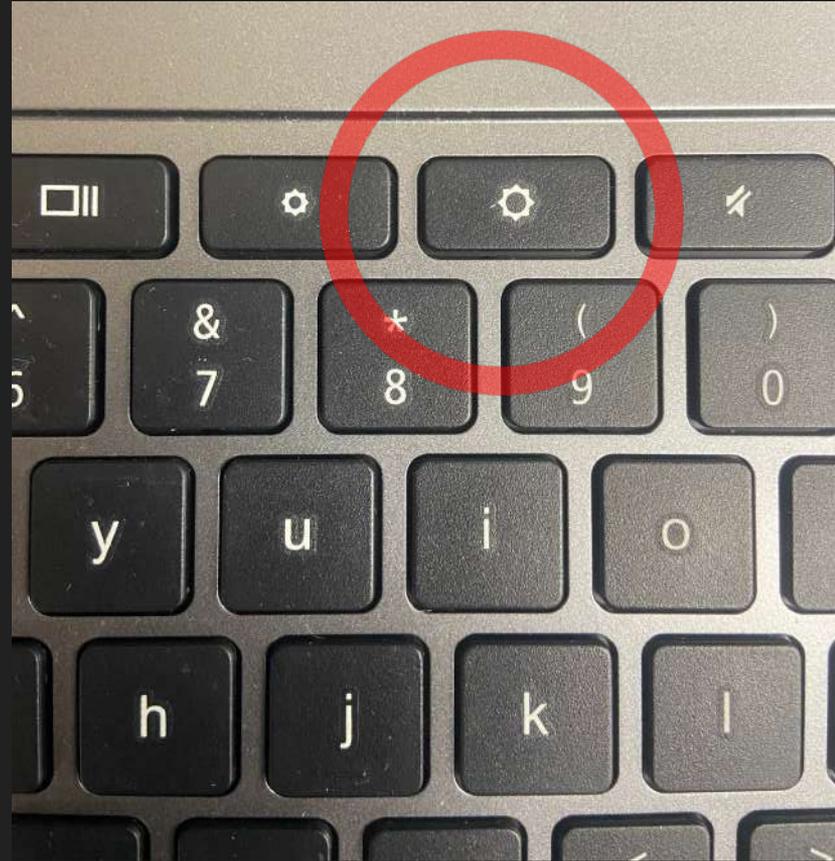
**Make sure you are in a well-lit area!**

**Hold up your artwork in front of the camera so that ALL of it shows**

**\*Not TOO close, not TOO far away**

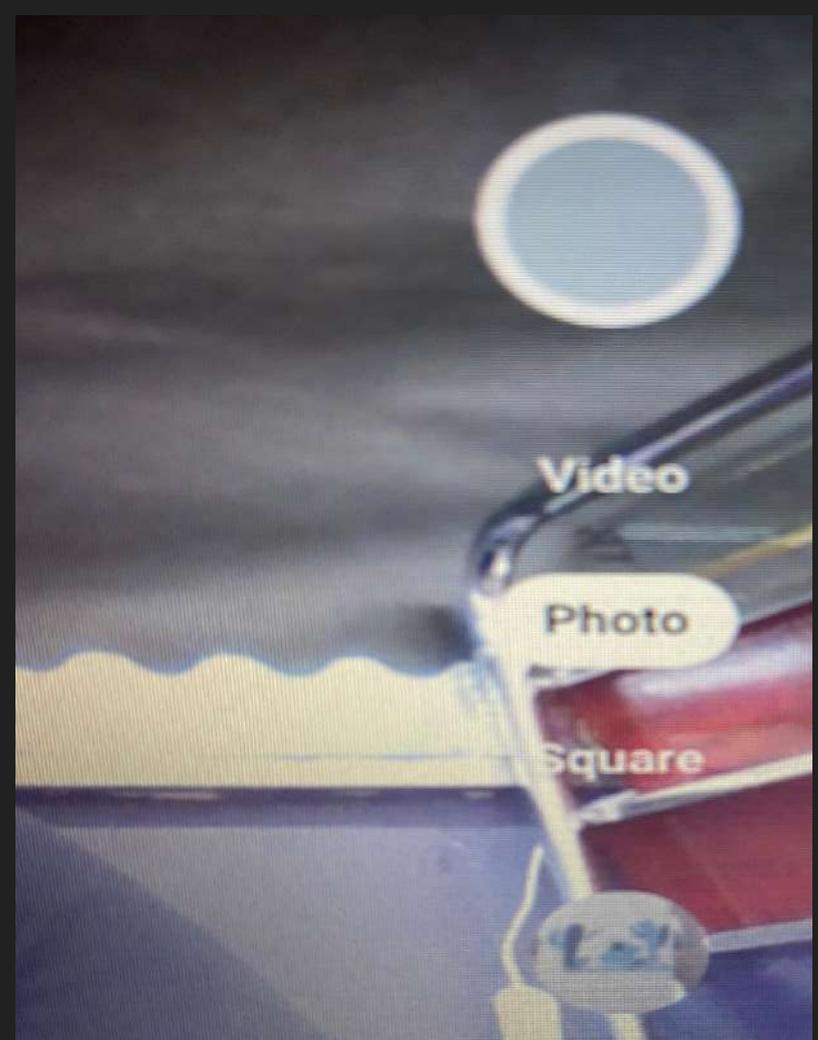


**You can brighten your computer screen so that the picture is brighter and clearer.**



**Look for the list of  
modes on the right**

**Click PHOTO**

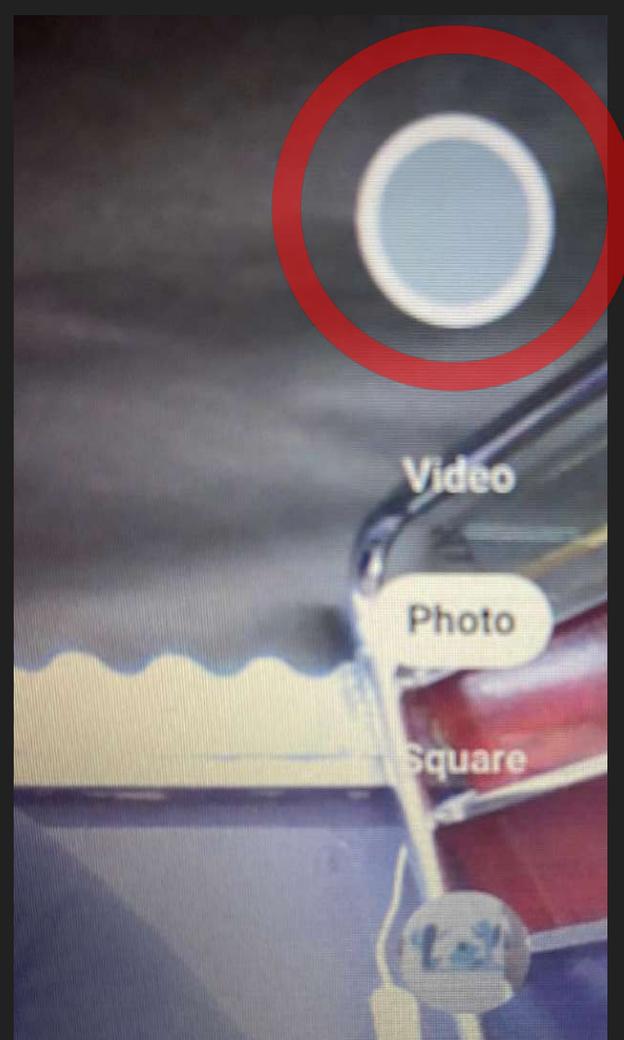


Click the grey circle to take the photo

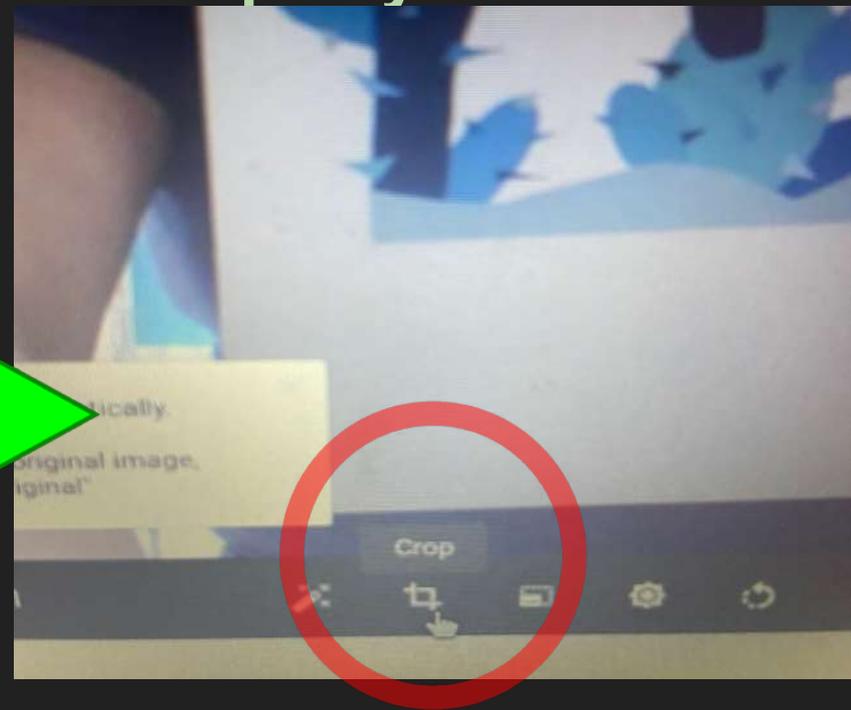
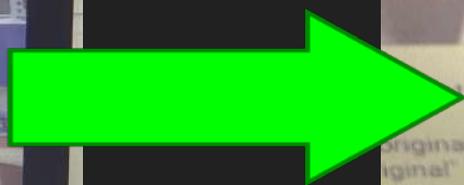
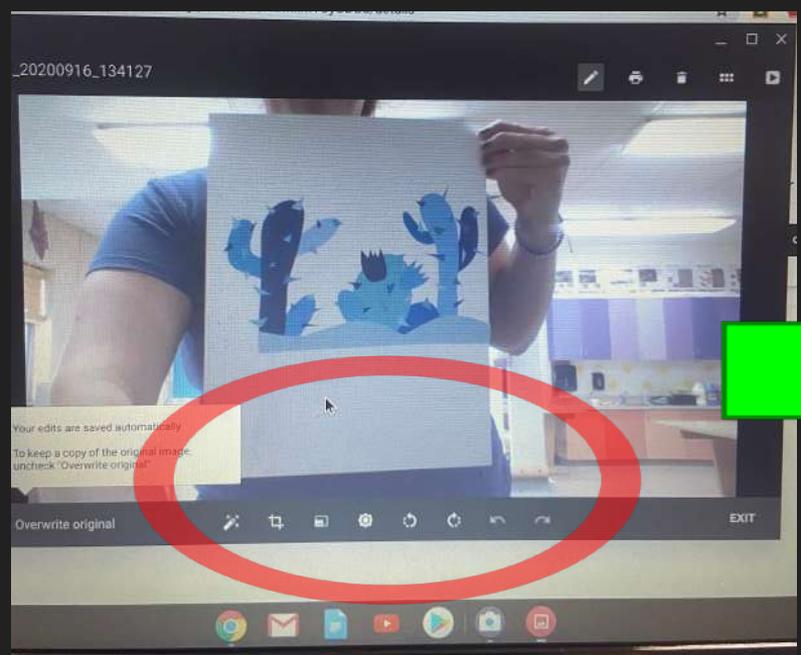
\*You may want to have someone help you with this so you can hold the artwork up correctly

\*You can take many photos until you get it right - they all save automatically!

Click the *circle under the word Square*.



You can select the CROP tool from the bottom bar of edit options if you want to send me a close up of your art.

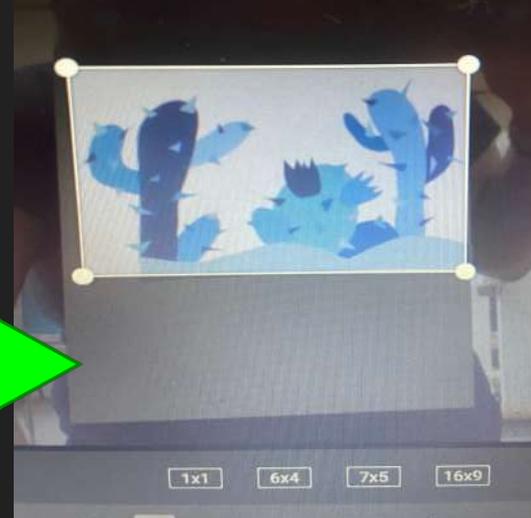
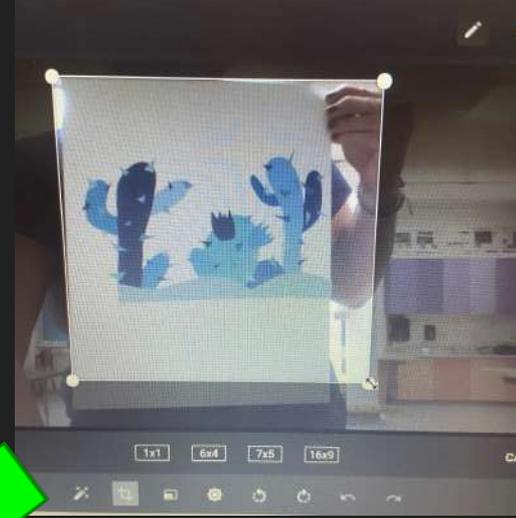
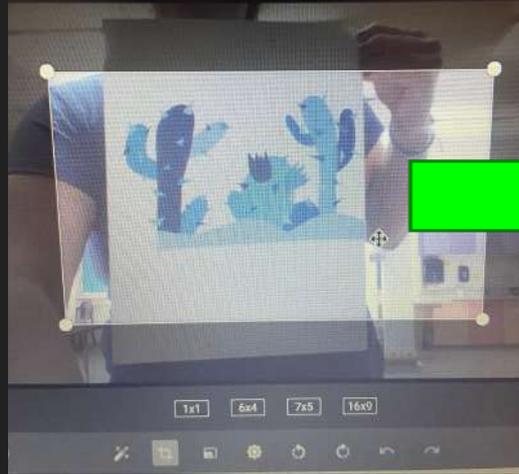


## TO CROP:

Click and drag the sides and corners to focus **ONLY** on the artwork

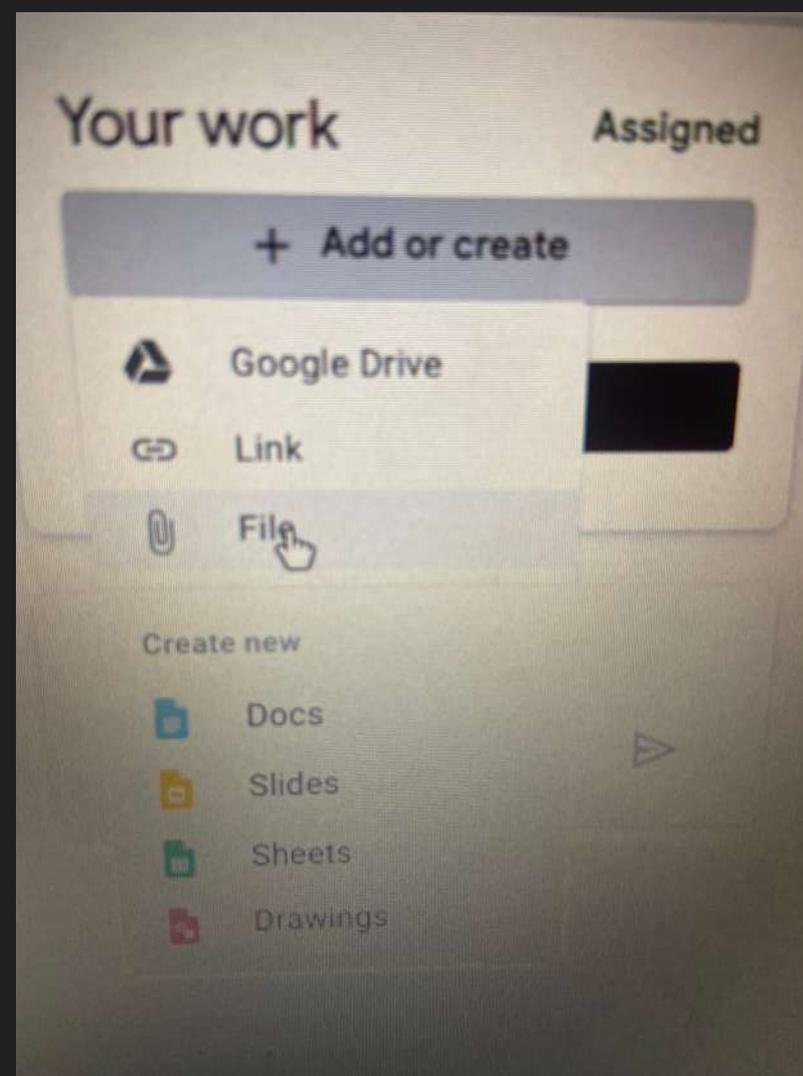
The crop tool will cut out parts you don't want.

If you don't edit/crop the picture it doesn't save the changes, including the new name.

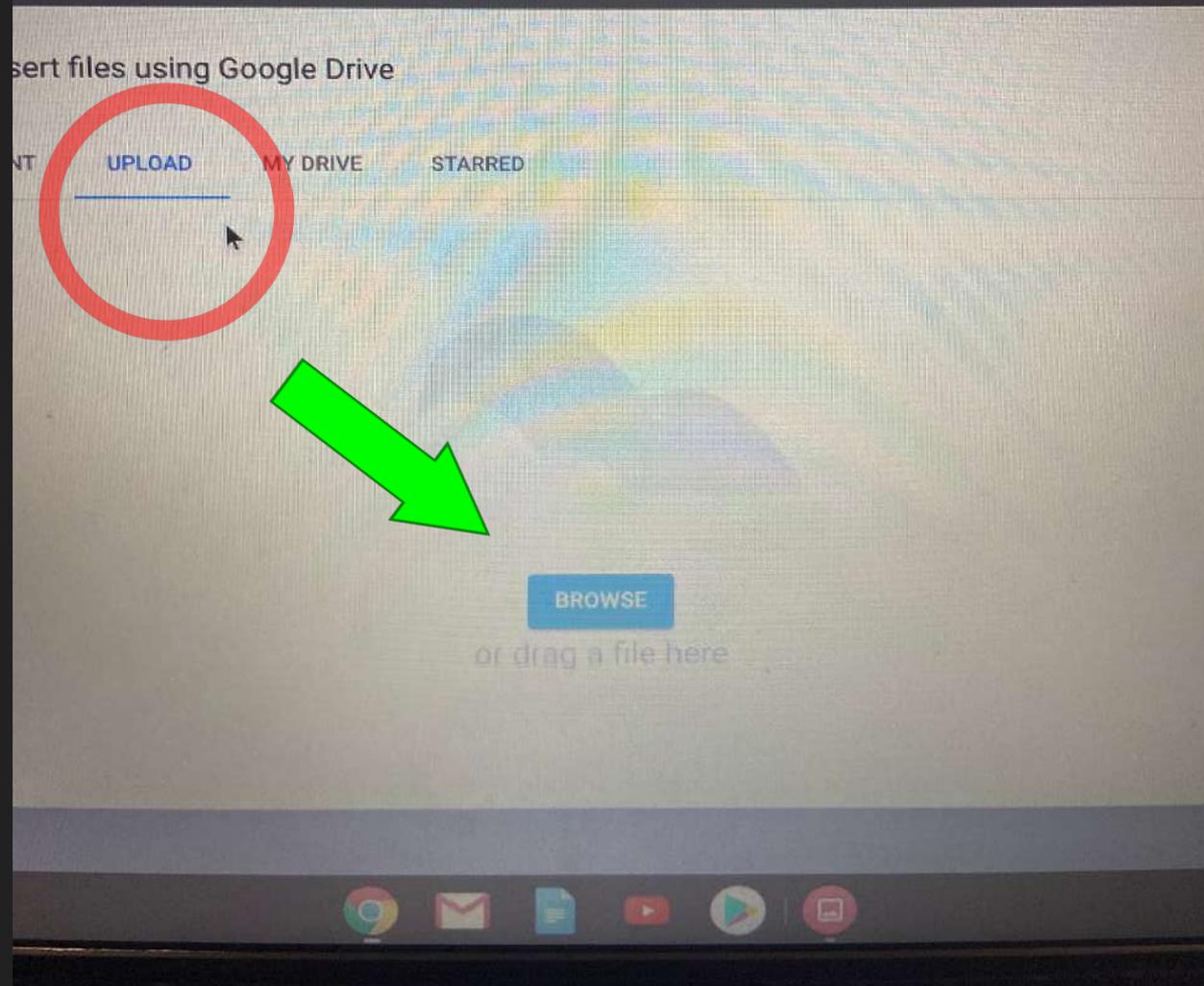


**Submit your assignment in the Google Classroom, under the correct assignment.**

- **+ Add or create**
- **File**
- **The insert files box will pop up**
- **Select the UPLOAD tab (see the next slide)**



**After selecting  
UPLOAD, click  
BROWSE**



LOOK for IMAGES.....on the left side.

Click on Images, then choose the photo you just  
cropped and renamed.

After it uploads, click **turn it in...** and then **turn it in**  
again on the second pop up box