








HERE'S HOW:

Taking photos of work

Sometimes, you will need to take photos of written work and submit these to your teachers. You can do this with your Chromebook and should edit them so they are clear enough to read.










Take a photo or video with your Chromebook

1. At the corner of your screen, select the Launcher .
2. Open Camera . Then, on the right side, choose an option:
 - Select Photo > Take photo .
 - Select Video > Start recording .
 - Select Square > Take photo .



You should save the image with a clear and specific name in a relevant folder in your OneDrive before sending it to your teacher.

Change how photos or videos are captured

- Change your settings: Select Settings . Change the size of the grid, the length of the timer or the camera resolution.
- Flip your photo from left to right: Select Mirroring .
- Use gridlines to straighten photos: Select Grid .
- Switch between cameras: At the left, select Switch camera .
 - Tip: You can only switch cameras if you plug in an external camera or your Chromebook has two built-in cameras.
- Take photos with a timer: Select Timer .
- Take photos with the volume buttons: When your Chromebook is in tablet mode, you can press the up or down volume button to take a photo. [Learn more about tablet mode.](#)
- Take a photo while you record a video: While you record a video, select Take video snapshot .
- Pause a recording: You can pause a recording, and continue recording on the same video later.
 - Important: When you pause a video recording, your Chromebook will save the video unless you delete it.
- Pan, tilt and zoom your camera: Select 'Pan, tilt and zoom' .
 - Tip: If you don't have this option, your camera doesn't support pan, tilt and zoom.


Photos you take and send of work should be as clear as having the original in front of the person you are sending the work to. You should only use the camera for school-related, professional purposes.

Find or save your photos or videos








- Find your photos and videos: In the Camera app , on the bottom right, select your most recent photo or video.
- Find new photos and videos: In Files , select My files > Camera. Older photos and videos may be found in the 'Downloads' folder. [Learn how to store your downloaded files.](#)

Edit, delete or print your photos

1. Select the photo that you want to edit.

- Tip: In the Camera app , at the bottom right, you can select your most recent photo or video.

2. Choose an option:

- Rename a photo: At the top left, select the filename. To save the new name, press **Enter**.
- Crop or rotate your photo: At the top, select crop and rotate .
- Change your photo's width and height: At the top, select Rescale .
- Adjust contrast or brightness: At the top, select Lighting filters .
- Undo or redo changes: Select Undo  or Redo .
- Delete a photo: At the top, select Delete .
- Print a photo: At the top right, select More  **Print**.

Submit your work in the way you have been asked to, perhaps through Outlook, Teams or OneNote.