

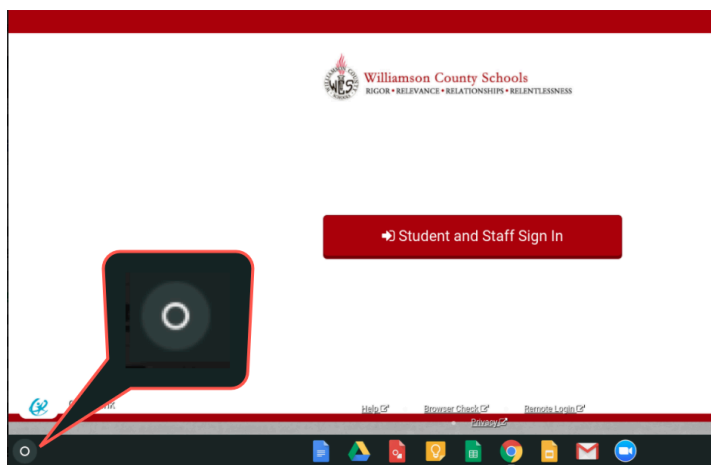
WCS Chromebook Tips

Take and Save Pictures and Videos

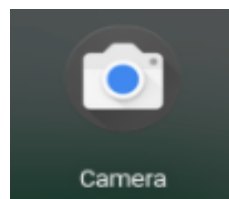
The instructions below are specific to using a WCS Chromebook's camera(s). Screenshots will automatically save to Google Drive. For instructions, please see [How to Take Full Screenshots on a Chromebook](#).

Access the Chromebook Camera

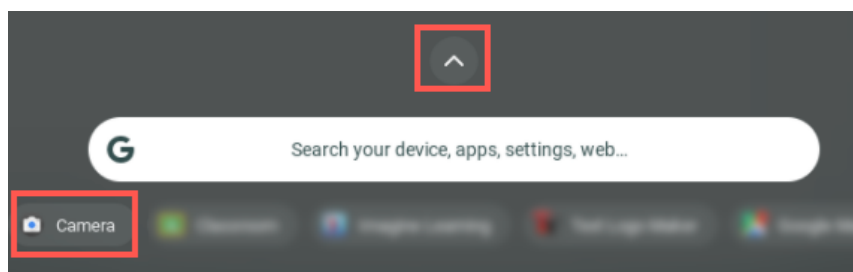
Select the **Launcher** in the bottom, left corner.



Select the **camera icon**.

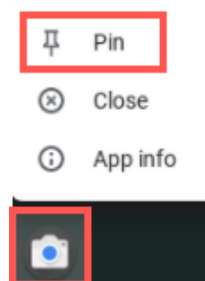


If you have used the camera recently, it may show up in the quick launch area. If it is not there, use the up arrow to see all available apps or type **camera** in the search box.



After opening the camera, you may want to pin it to the tray for easy access later.

Open the camera.
Hover your cursor over the camera icon.
Click your touchpad with two fingers.
Select **Pin**.



Use Camera

If your Chromebook is equipped with more than one camera, use the icon in the bottom, left corner to switch cameras.



Use the options on the right side of the camera's screen to select **Video**, **Photo**, or **Square**.



Use the **circle at the top** to take the photo or begin the video recording.

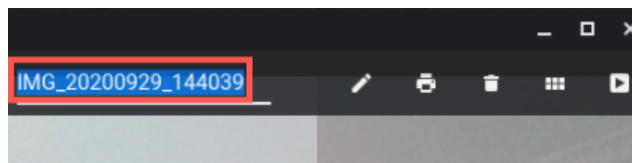


Photos and videos can be previewed using the **circle at the bottom**.

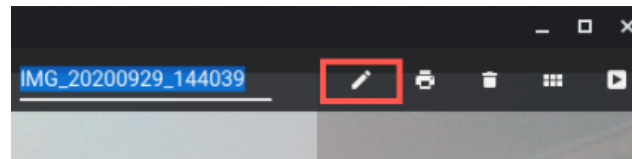


Edit and Rename Pictures or Videos

When in preview mode, click the picture's **title** to rename.



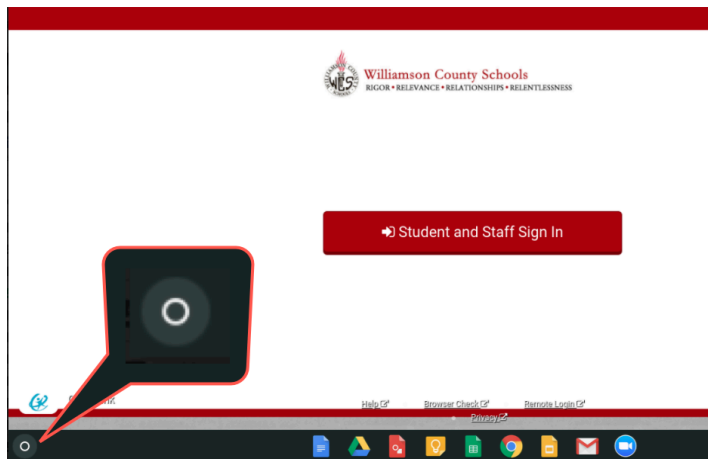
If desired, use the **pencil icon** to access editing tools.



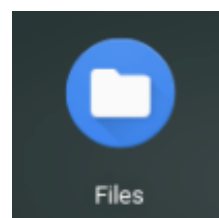
Move Important Photos and Videos to Google Drive

Photos and videos created with your Chromebook will save to the Chromebook's Downloads folder. This is a temporary folder and files saved here may be deleted if the Chromebook needs additional space. Important photos and videos should be moved to your Google Drive.

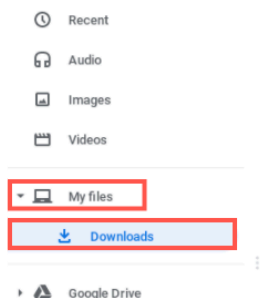
Select the **Launcher** in the bottom, left corner.



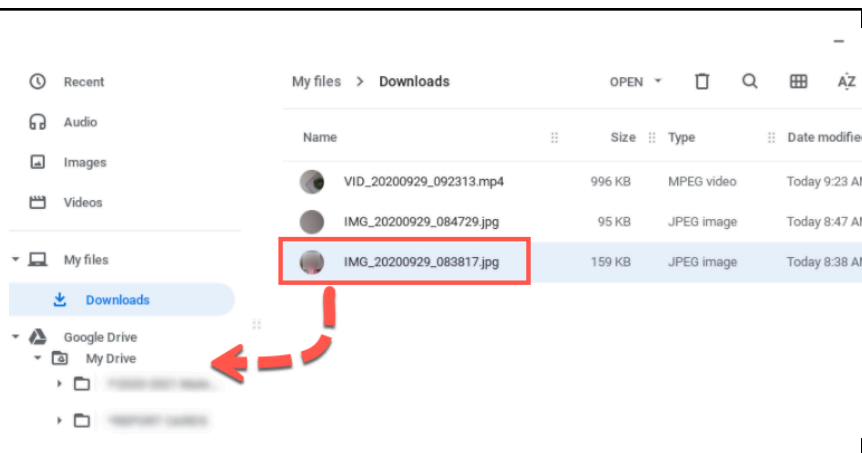
Select the **Files icon**.



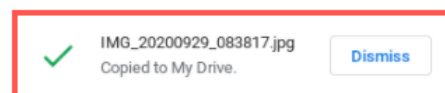
Find the **My files, Downloads folder**.



Select the file you want to move and drag it to **My Drive** or a **specific folder** within your Drive.



A message will pop up to confirm you have successfully copied the file.



If you did not already rename the image, select the **file**, select the **action button** and select **Rename**.

You can also click the touchpad of your Chromebook with two fingers to right click and select **Rename**.

