# Using Chromebooks to Upload a Picture to Showbie
Revised: 9/10/17

Follow these instructions to upload a legible picture of your hand-written work to Showbie from a Chromebook. You can also upload pictures from other devices (as long as you have those devices connected in some way to your CSD Google account). Go to the end of this document for instructions to create an account on Showbie if you do not already have one.
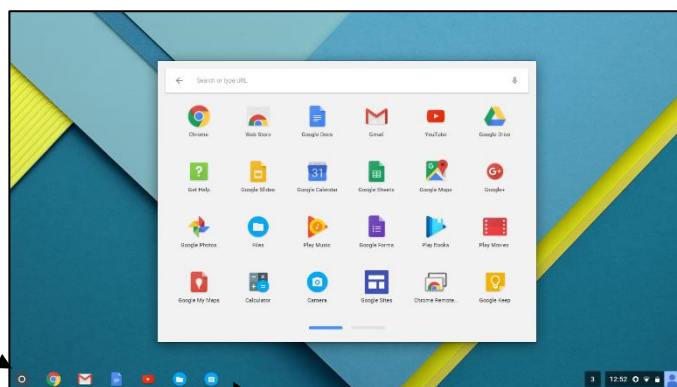
1. Make sure you're in a well-lit area. The Chromebooks do not have excellent cameras and the quality of the image is much better when the lighting is good.

2. Swivel the camera on the Chromebook so it faces outward.

3. Launch the camera app (it may show up when you push the App Launcher /Search Key or you may need to click the blue "All apps" button to see it). It might be a good idea to add the camera app to your task bar (the "Shelf") by 2-finger-clicking the camera icon and clicking "Pin to Shelf". In this image, both the Camera and Files apps have been added to the Shelf.
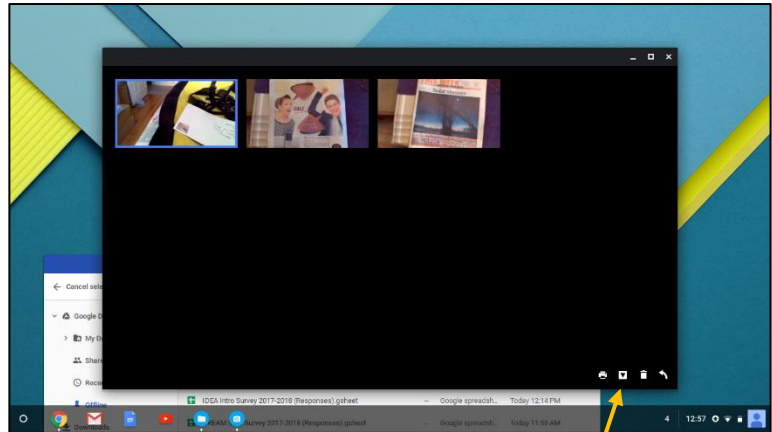


Launcher (click this to access all your apps, including the Camera and Files)

Files App (you must open an image from this to edit it)

Shelf (these apps are visible all the time)

4. Turn your Chromebook so that your work takes up as much space as possible in the camera preview (to maximize the resolution). If necessary, push the "mirror image" button (to the left of the red camera button). When you're ready, take a picture by pressing the red camera button seen here in the center of the screen.



Toggle Filters Button (shows and hides all of the filters in the bottom of the window seen here)

Go To Gallery Button (allows you to see the pictures you have taken)

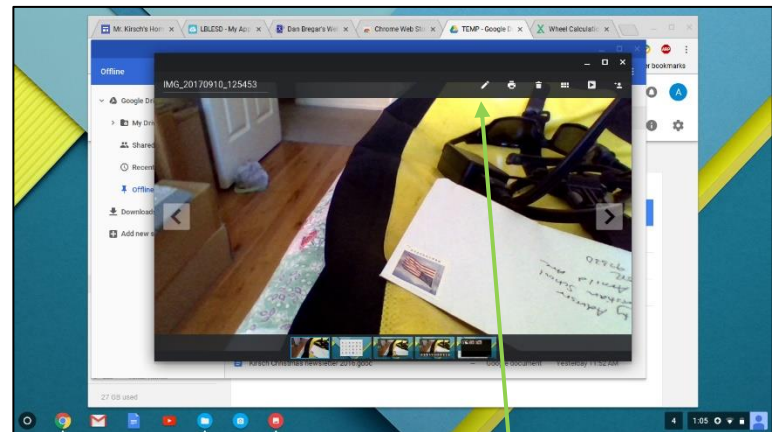Mirror Image Button (you need to use this to read text properly)

5.  Find the image in the gallery by clicking the "Go To Gallery" button. The gallery is shown in the image to the right. Select this image (a blue rectangle will appear around selected images) and click the "Save To Disk" button. On the next screen (not shown), choose your Google Drive and click "Open" (this is counterintuitive but "Open" will save your image!).



Save To Disk Button

6.  Close the camera app and click on the "Files" app (it may be on the task bar (i.e. Shelf) or you may need to find it in your apps list – if it's not in your Shelf, you should add it as you will need it frequently).
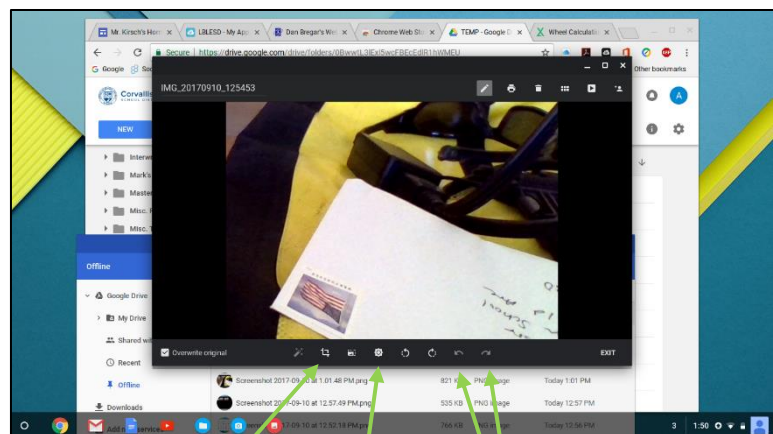
7.  From within the "Files" app, select Google Drive, find your image, and double-click on it. You must select the image from the "Files" app. If you don't, you will not be given the option to edit the image to insure legibility. When you click on the image from "Files", you will see something similar to the screenshot here.

8.  Click on the "Edit" button.



Edit Button (allowing you to edit the image to make it legible)

9.  After clicking the Edit button, the screen will change to something similar to this screenshot. Note the new options appearing below the image. These are the tools you can use to edit your image.

10. Rotate your image if necessary.

11. Crop your image to eliminate wasted space (click "Done" to save your crop after this step).

12. If necessary, adjust the brightness and/or contrast of the image.



Crop Button          Rotate Image Buttons

Brightness/Contrast Button

13. Leave Edit mode by pushing the "Exit" button and close the image editor.

14. Go to Showbie, select the correct assignment, and click the "+" button to add a file.  Select the correct image from your Google Drive and choose "Post".  When the image shows up below the comment field, you're done!  (Note that if you've edited/cropped the image, the preview you see when you click the "+" button might be incorrect.  Go ahead and add the file; the correct version should be posted.)

## MAKING AN ACCOUNT ON SHOWBIE:

1. Sign up for Showbie using your CSD Google account.  Go to https://www.showbie.com .

2. Click "Sign Up for Free".

3. Click "I'm a Student".

4. Click "Sign Up with Google".

5. Enter your CSD Google login information if prompted (i.e. first.last@student.csd509J.net;  your password is your student ID number preceded by an extra zero so that you are entering eight total digits for your password.

6. Add our class using the appropriate class code – a five-digit code provided by your instructor.