

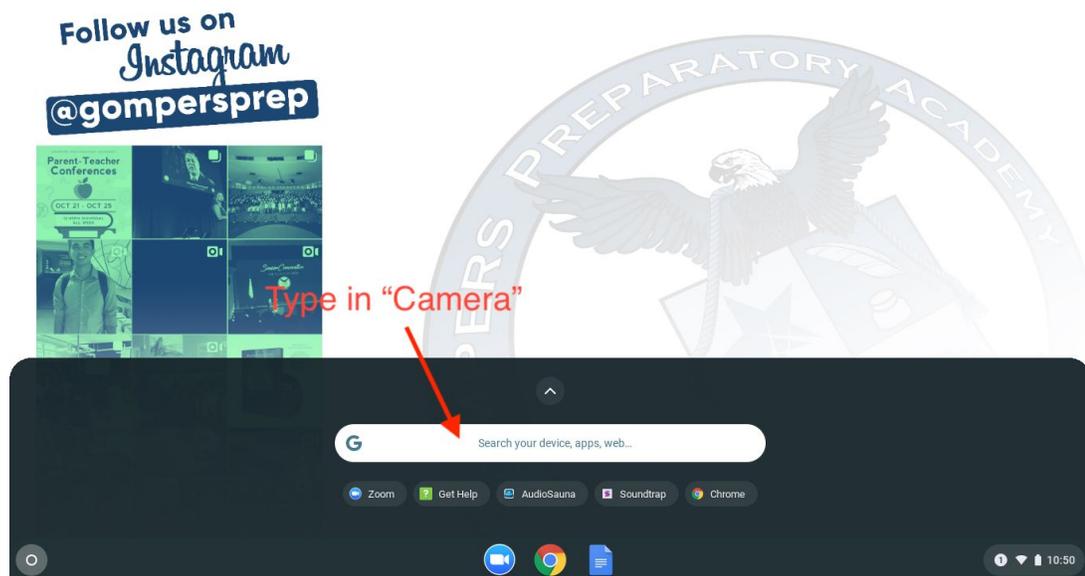
# How to Take and Crop a Picture on a Chromebook

In order to take a photo, and crop it down to just get the center of the content, please follow these steps:

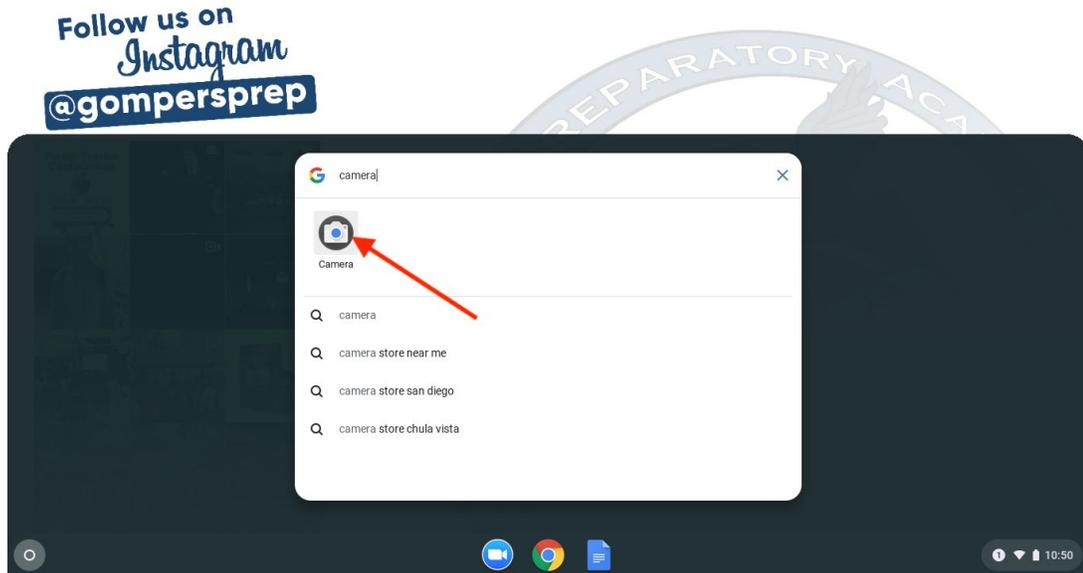
1. Click on the app launcher



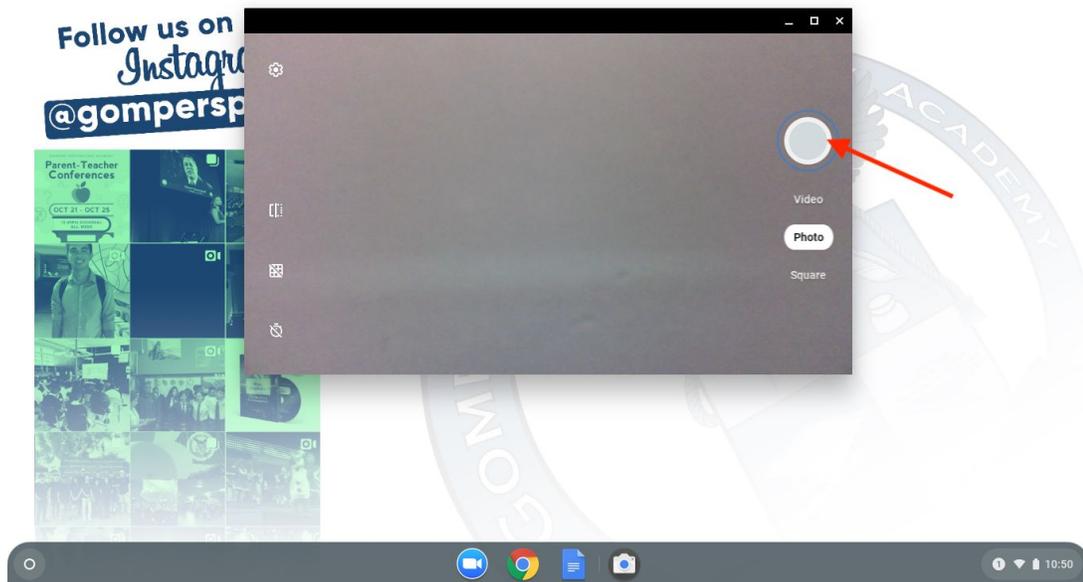
2. Type "Camera" in the search field



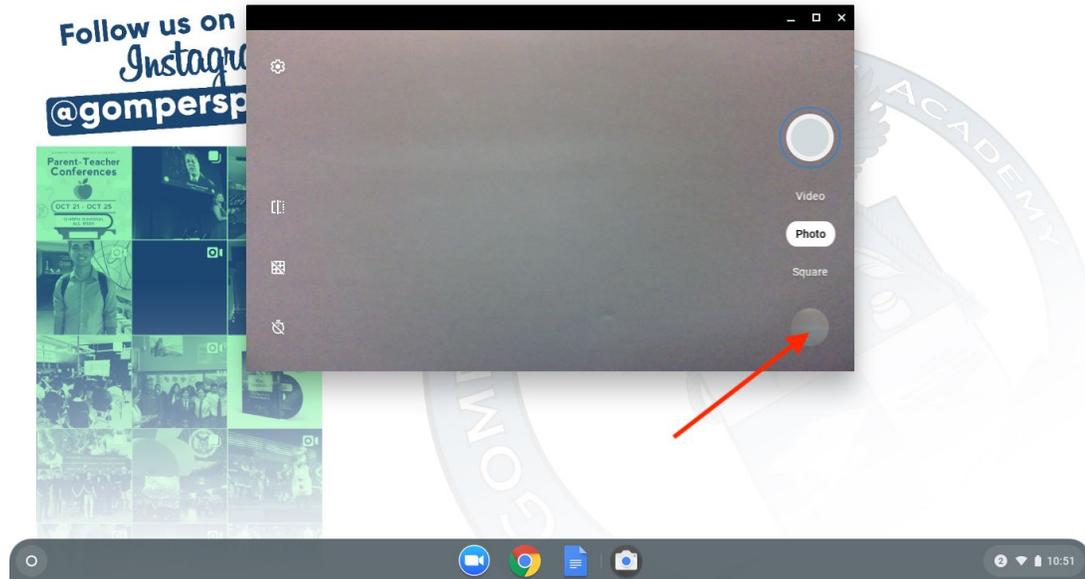
3. Click on the "Camera" app



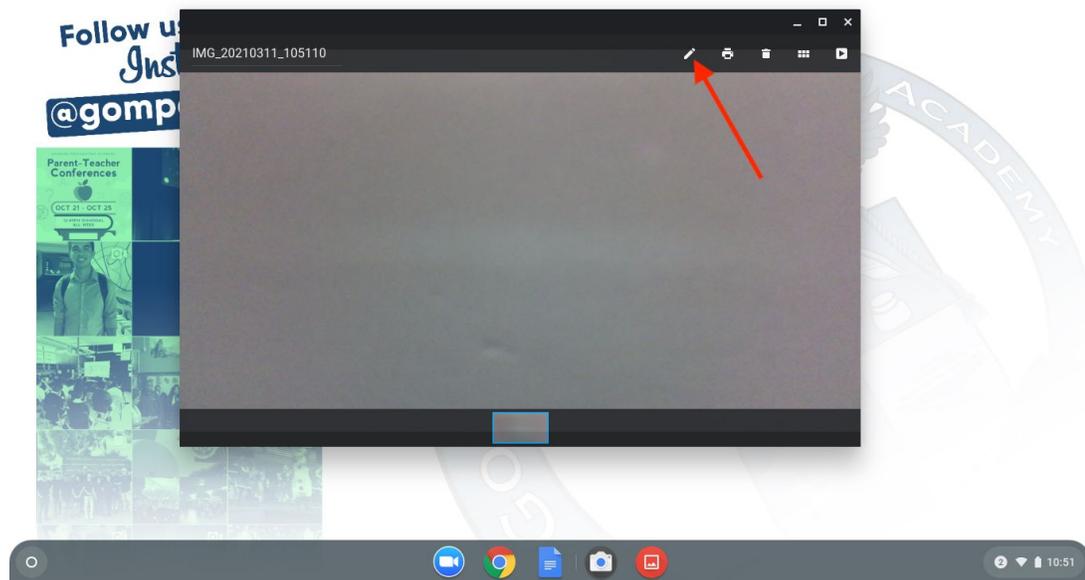
4. Hold whatever you'd like to photograph in front of the camera on your device and then click on the circle "Capture" button



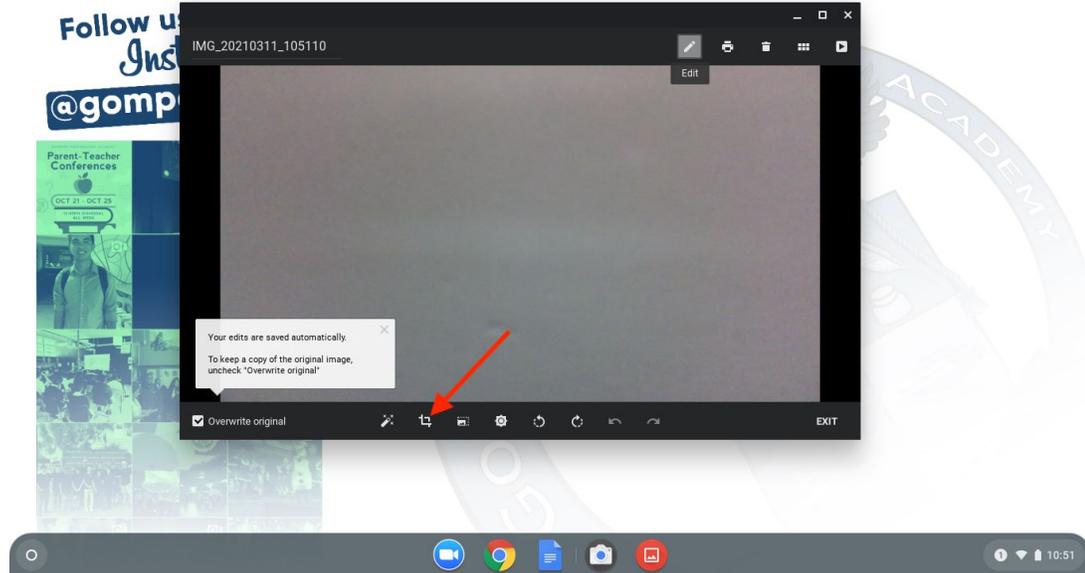
5. Once your photo is captured please click on the picture within the camera app to launch the “Gallery”



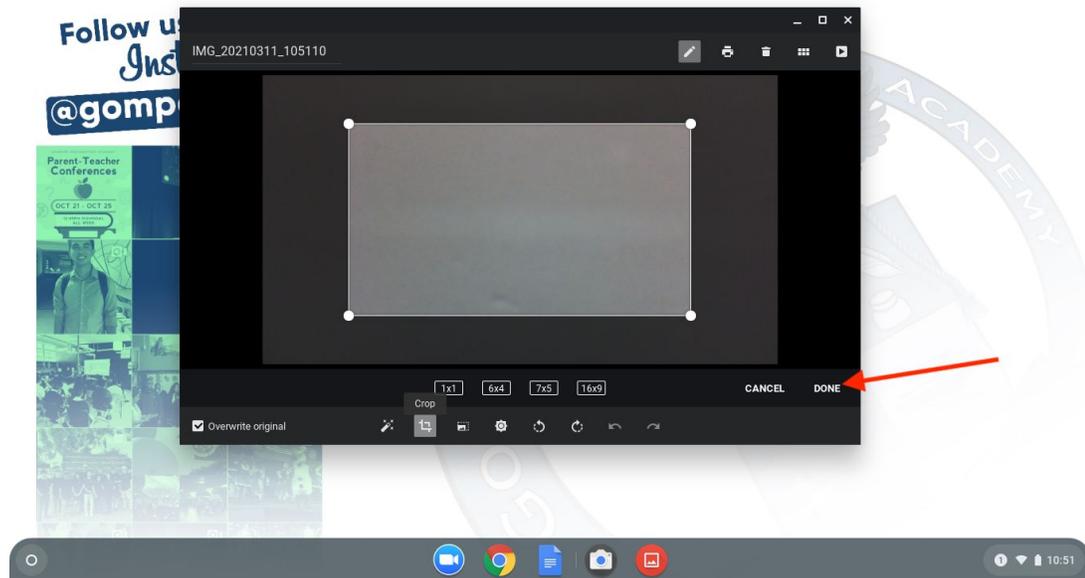
6. Click the “Edit” button



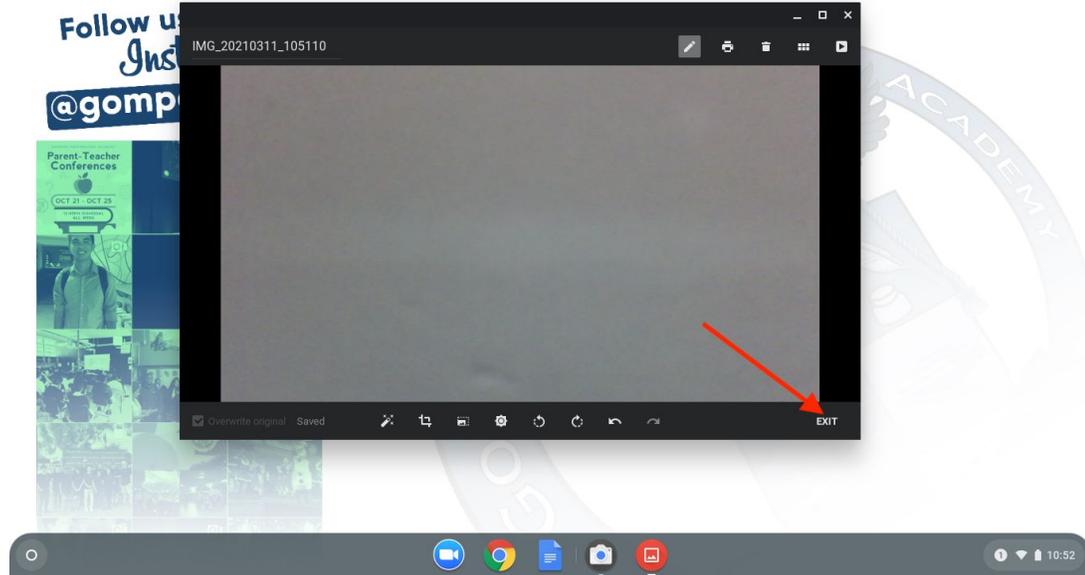
7. Click the “Crop” button



8. Adjust the rectangular box to make sure that your content is within the box, but nothing else around it. Then click “Done”



9. Click the “Exit” button



You should now be able to upload your cropped photo to whichever site you need. Please contact OTI [here](#) with any questions.