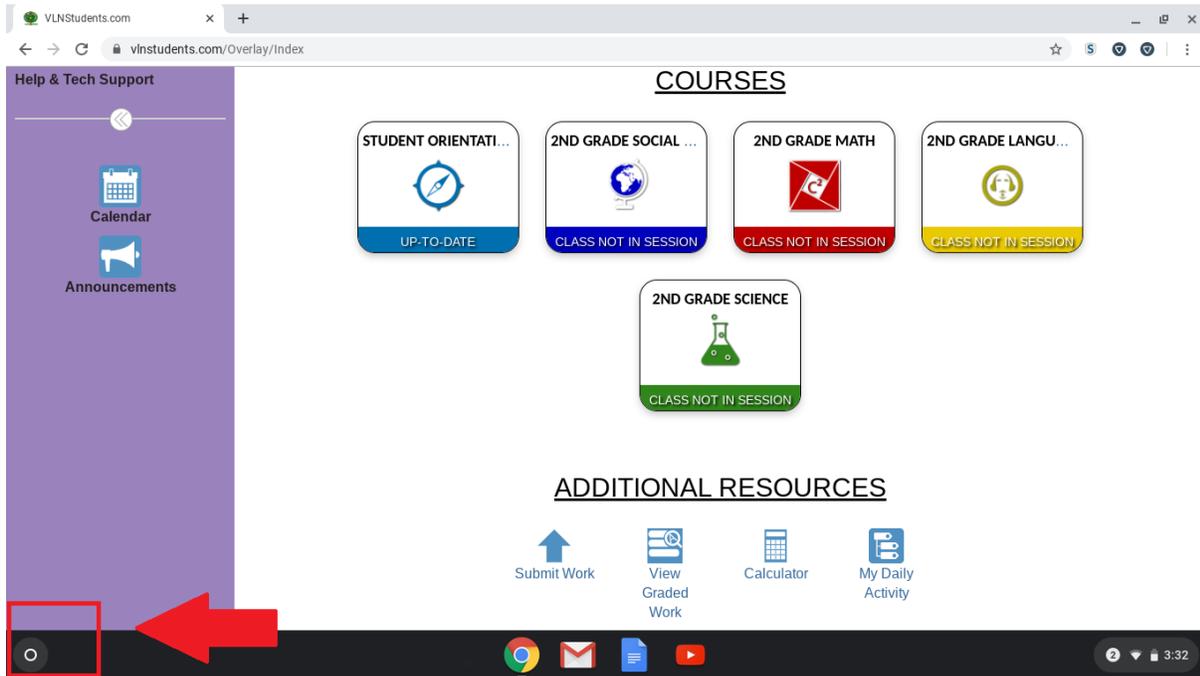
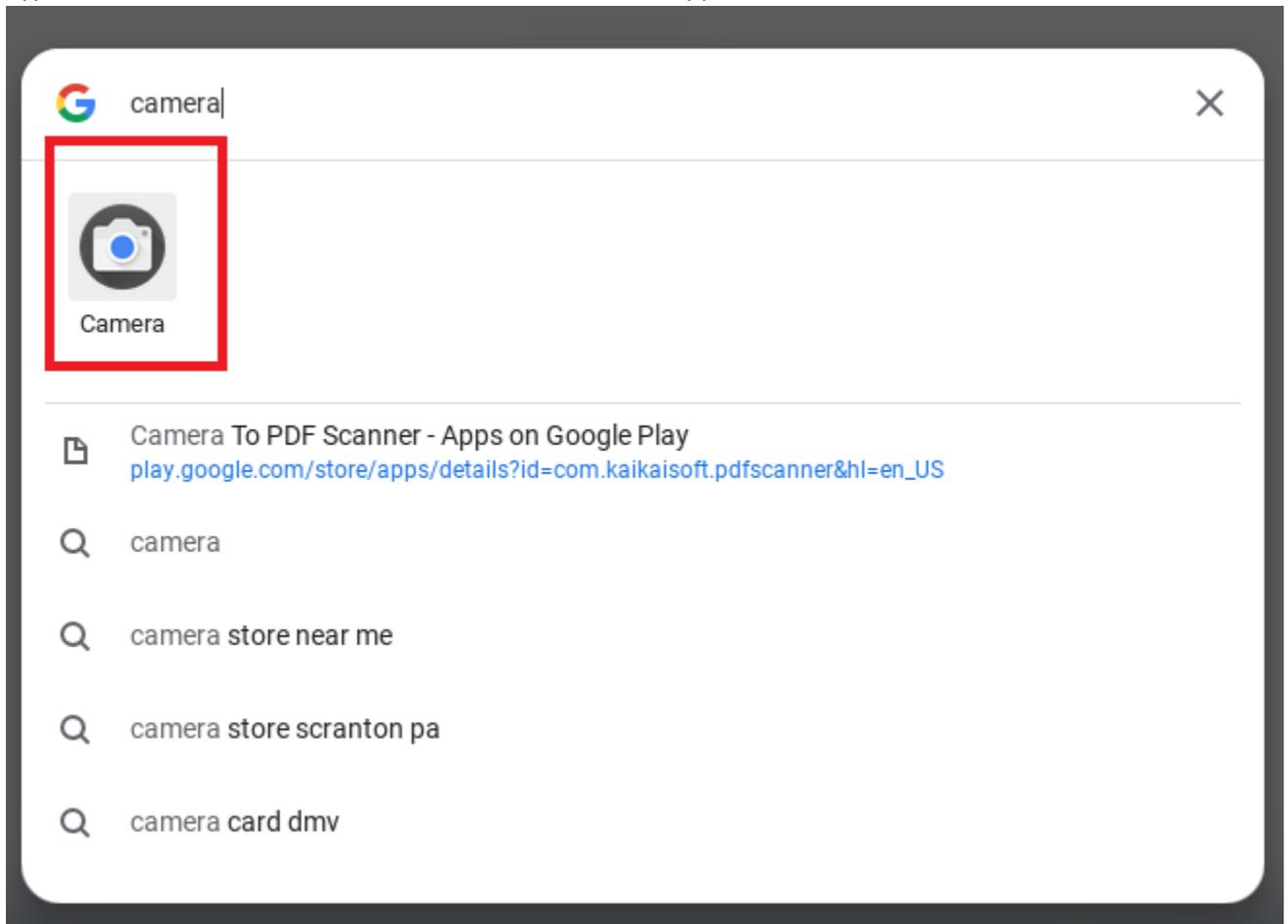


Using your Chromebook to create PDF Documents for uploading to VLN.

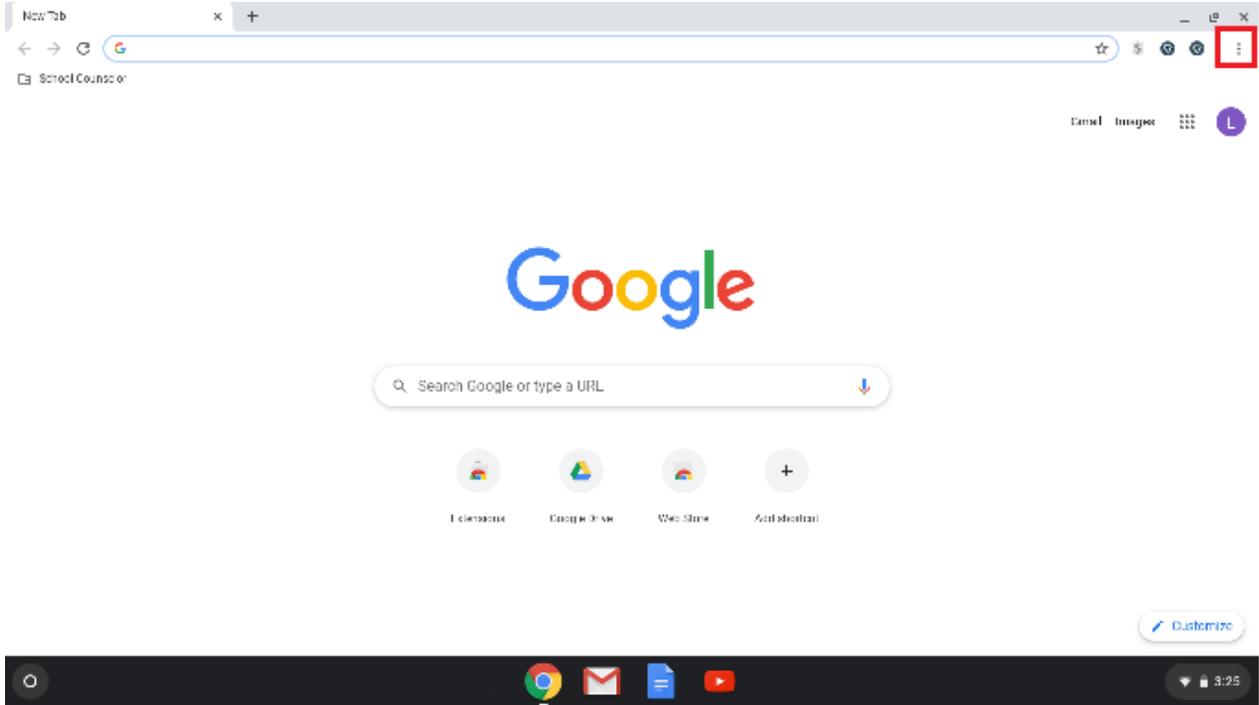
1. The first step is to open the Camera app on your Chromebook and take a picture of your work. Click the Launcher button in the bottom left corner



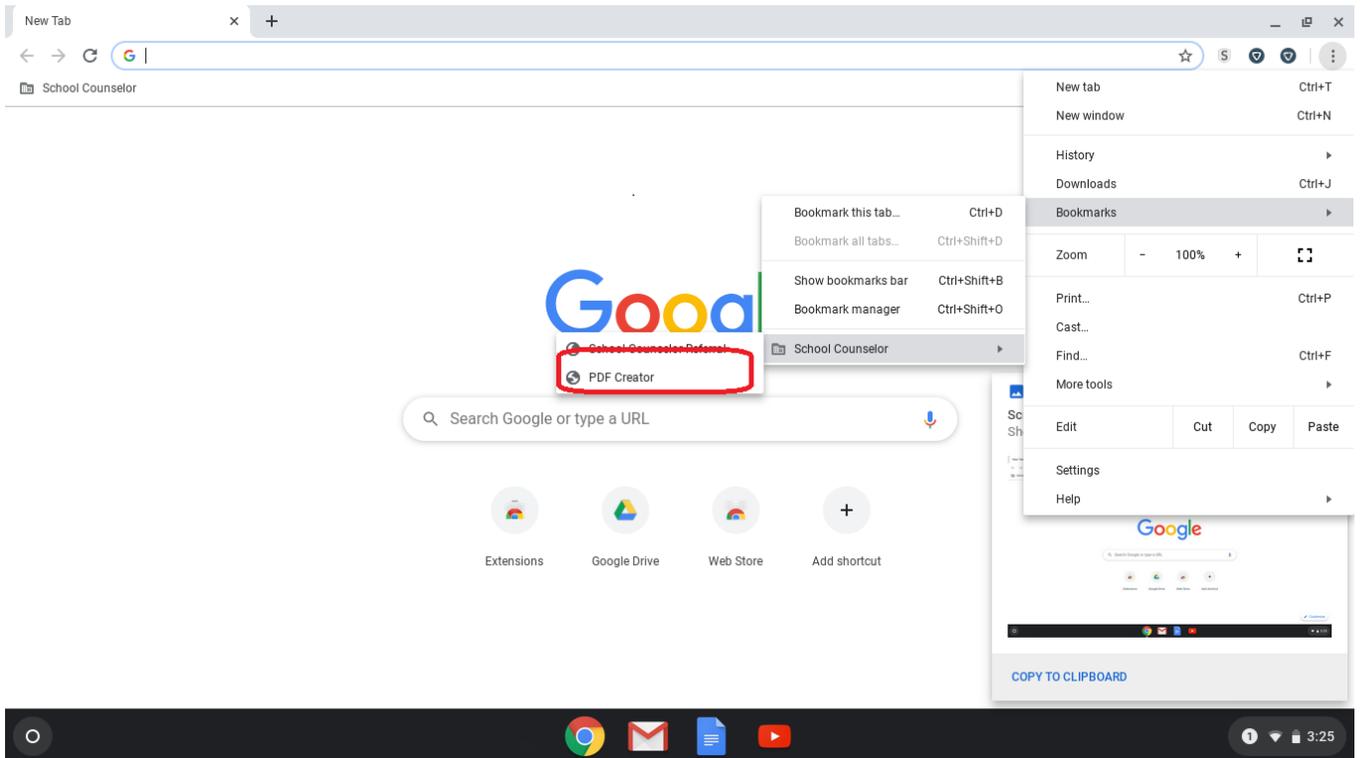
2. Type "Camera" in the search bar and click on the Camera app.



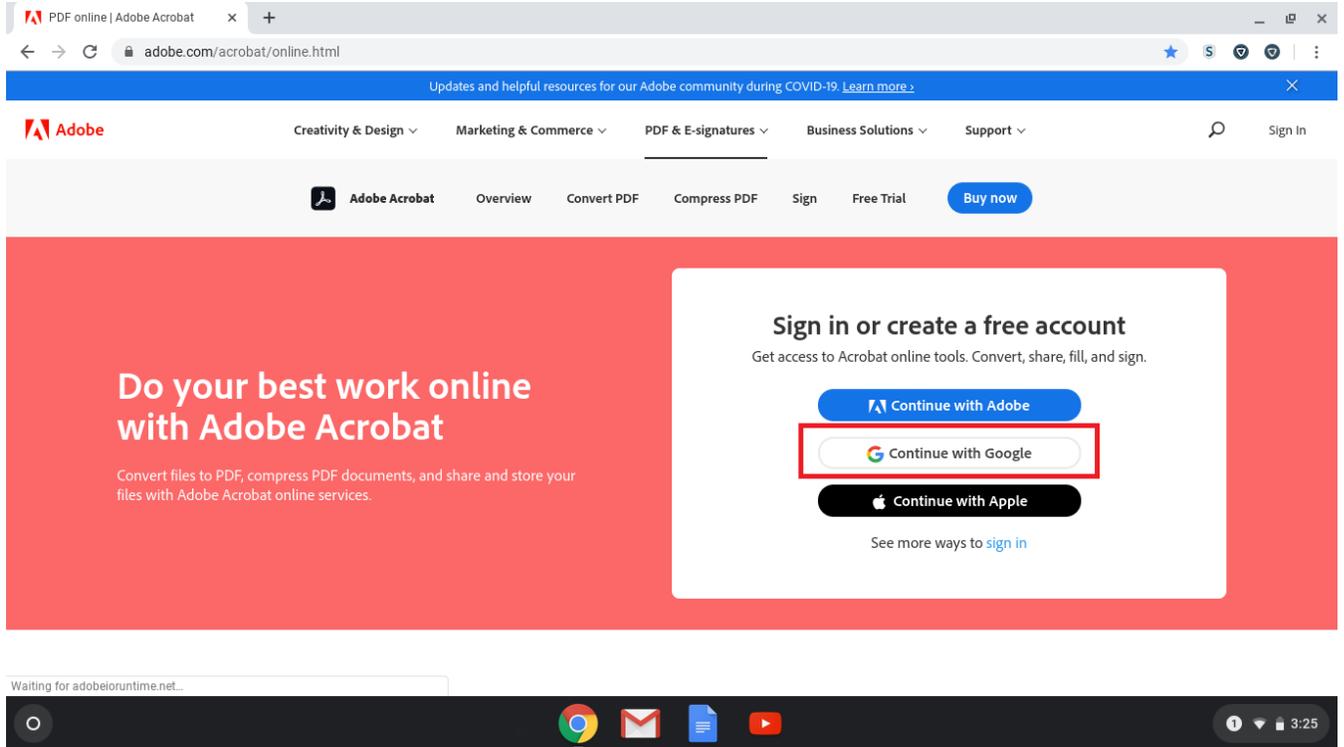
3. The first step involved is to go to the “Adobe Online” website. Start by opening Chrome, and accessing your bookmarks using the 3 dots in the corner



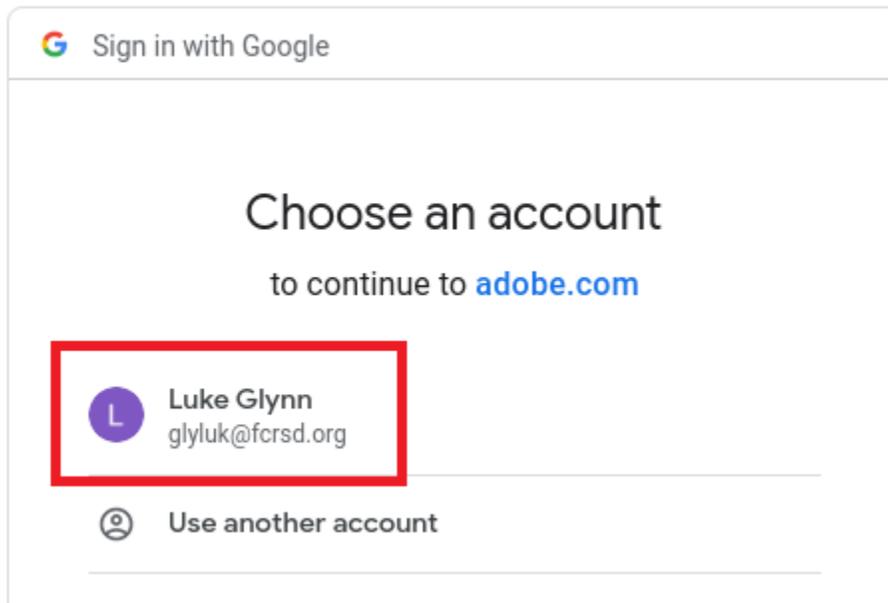
4. Next, choose “Bookmarks” then look for FCRSD or (School Counselor if it hasn’t updated yet) and choose “PDF Creator”



5. At the Adobe sign in screen, choose “Sign in with Google”

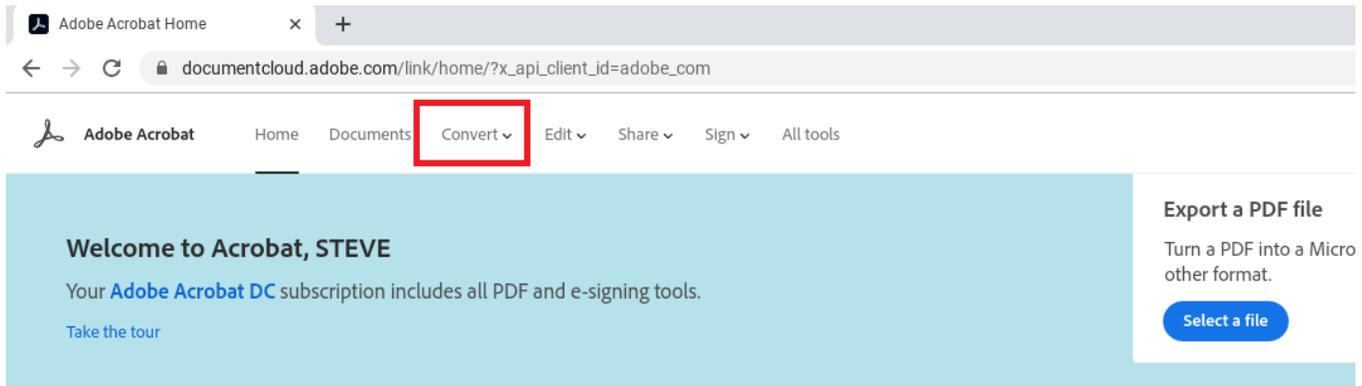


6. Choose the user you signed into the Chromebook as:

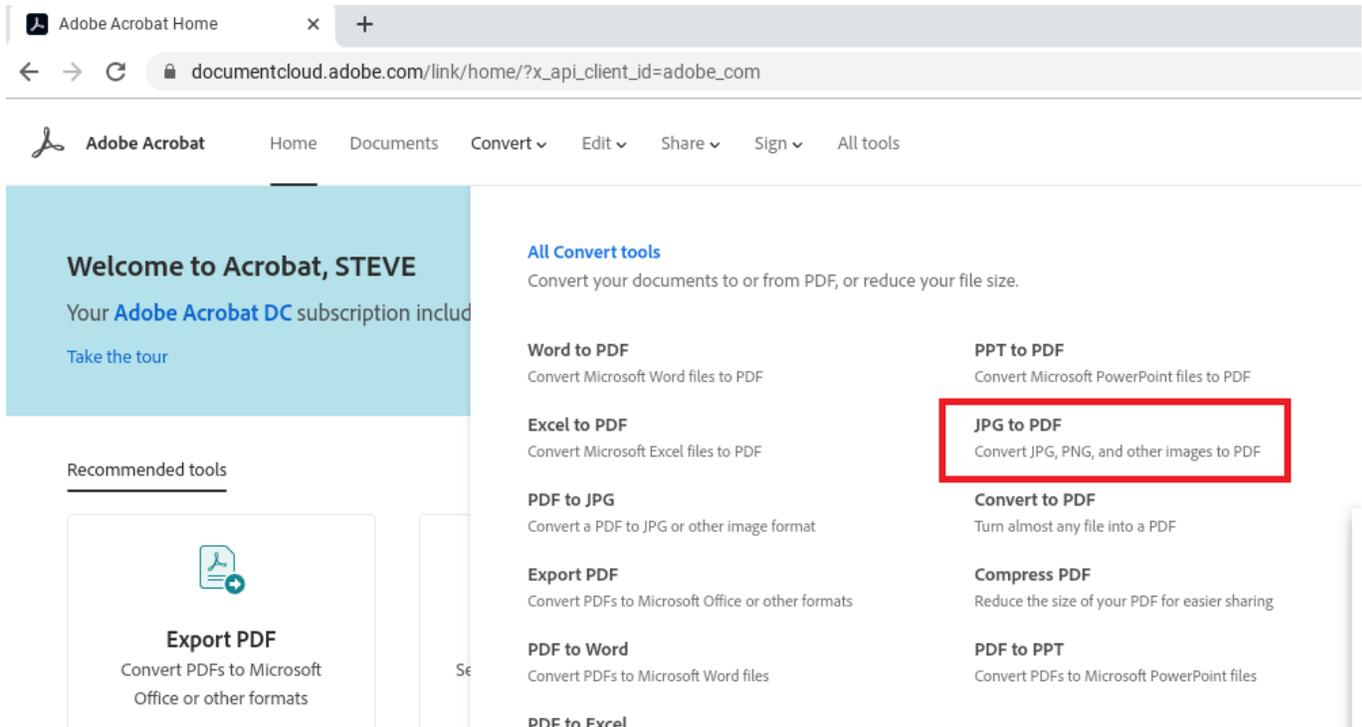


7. Enter your @fcrsd.org account password again if asked. The same one that you use to login to Google Classroom and Meets.

8. At the Adobe welcome screen, choose "Convert"



9. Click the option "JPG to PDF"

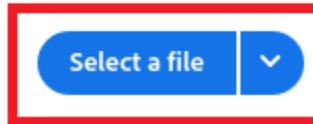


10. Click on “Select a File”



## Convert JPG to PDF

Drag and drop an image file (JPG, PNG, BMP, and more) to convert to PDF.

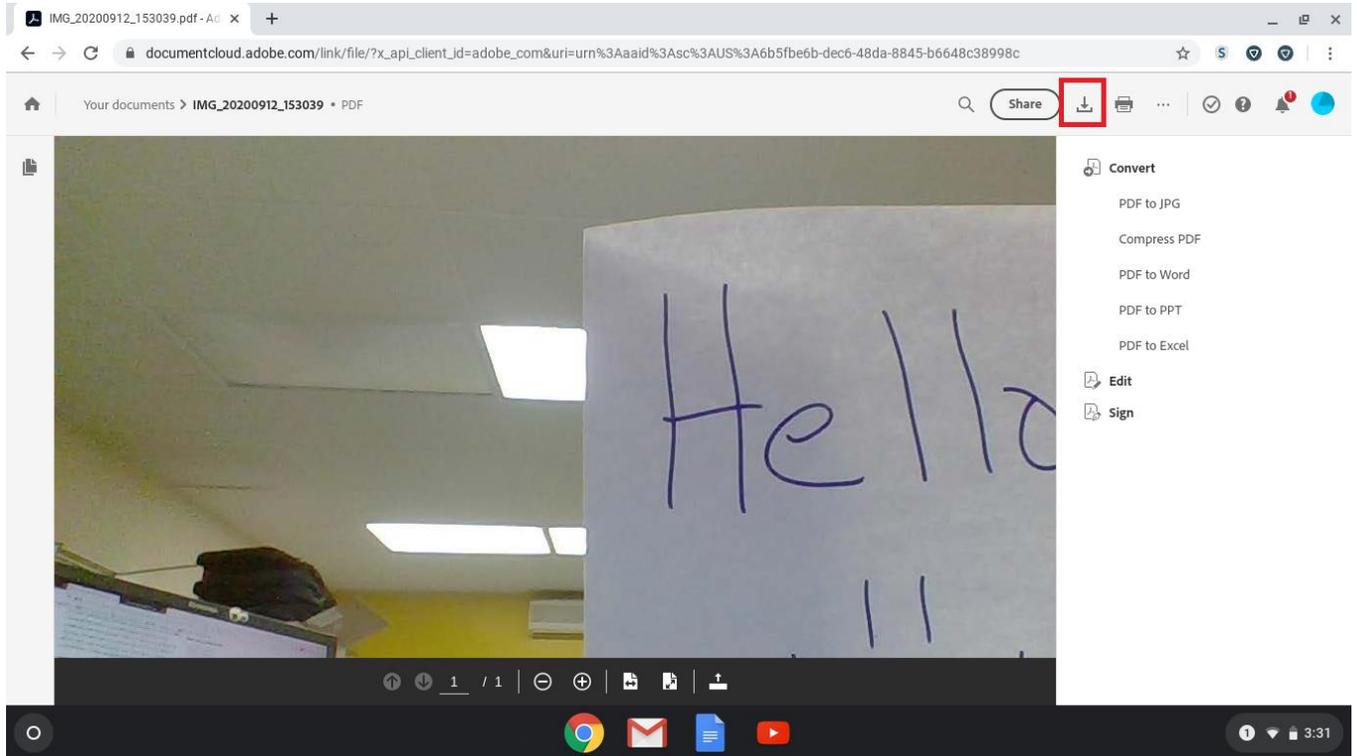


11. Look in your “Images” folder, or “Recent” folder to find the picture we took of your assignment

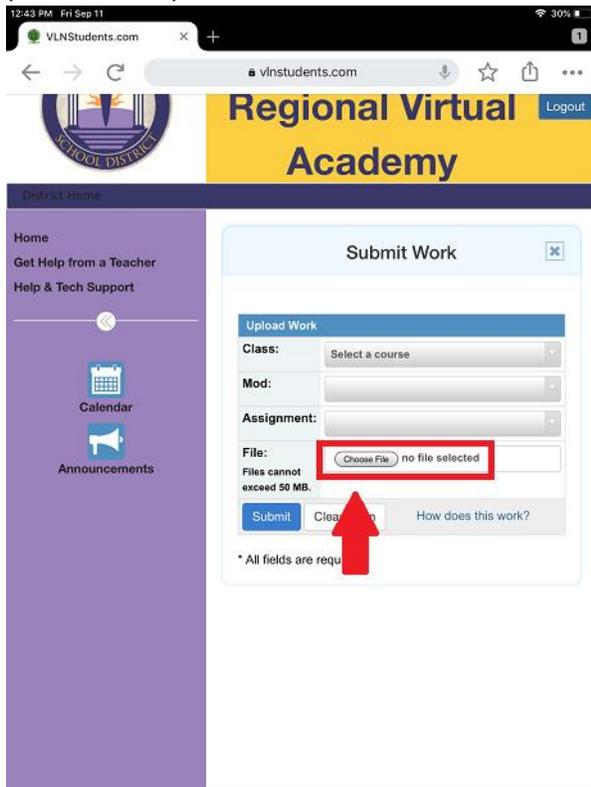
Select one or more files

Name	Size	Type	Date modified
IMG_20200912_153039.jpg	147 KB	JPEG image	Today 3:30 PM
Screenshot 2020-09-12 at 3.29.02 PM.png	111 KB	PNG image	Today 3:29 PM
Screenshot 2020-09-12 at 3.28.41 PM.png	116 KB	PNG image	Today 3:28 PM
Screenshot 2020-09-12 at 3.28.35 PM.png	163 KB	PNG image	Today 3:28 PM

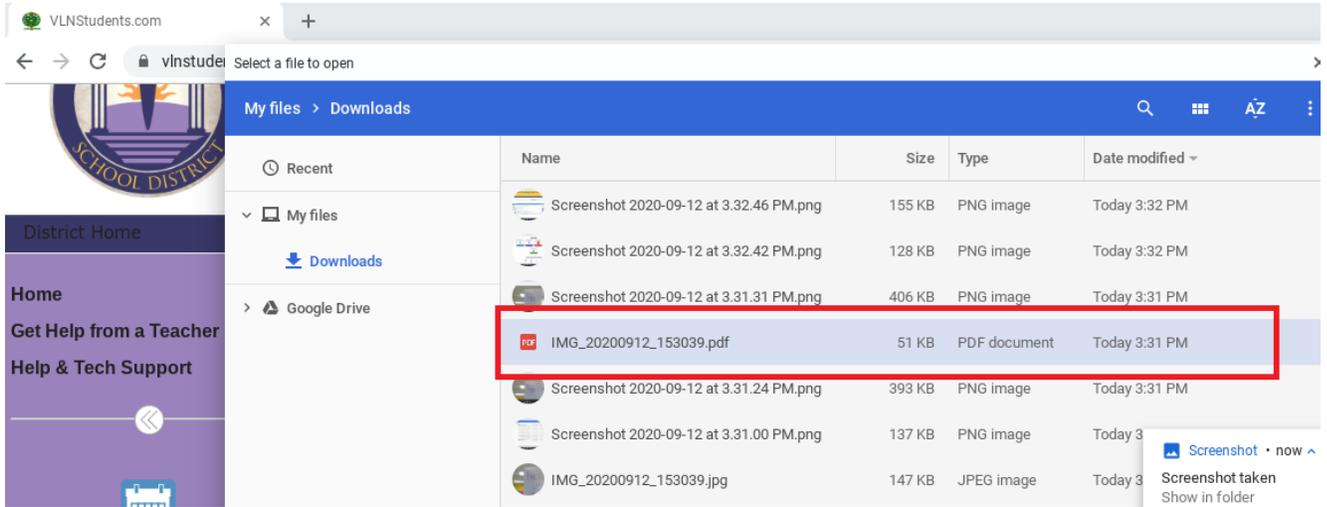
12. Their system will convert the picture we took to a PDF file, and you will then choose the “Download” button. It will put the PDF into your “Recent” folder



13. The document is now ready to upload to VLN. Go to the Submit Work screen, and select the course and module you want to upload too. Click on the “Choose File” to locate the folder where PDFs are saved:



14. Next, choose the PDF Document we created



15. Finally, click the "Submit" button.

