Chromebook Orientation

Getting Started with your Chromebook

Chromebooks run Chrome Operating System (OS), which is basically a Chrome browser plus a little more. Getting used to Chrome OS may be different than what you're accustomed to, but with a little help, this experience can make the transition effortless and rewarding.

Signing into Your Chromebook

The Chromebooks purchased by Clay County District Schools (CCDS) are formatted using a white glove policy. This means that the manufacturer configures the device settings to make it more compatible with the CCSD network before it leaves the vendor facility. Based on this configuration, the login procedures will be slightly different from the default settings for a typical Chrome OS.

When a user first accesses the machine, they will be prompted to enter their CCDS/Google email address and then click Next. The email address should be entered completely using the username and email domain (ex. 123456@myoneclay.net) The password will be on the next page. Users will enter their CCDS/Google password.

Users will then choose a picture. This picture can be changed after the user has logged in successfully.

After you sign in to the Chromebook, the user is automatically signed into the other Google services used.

A Chromebook can show up to 18 separate users.

Getting to Know the Keyboard

The design of the Chromebook is a little different from traditional notebooks. The first difference users will notice will be the keyboard.

Chromebooks do not have a caps lock key. Instead of function keys, there are keys for managing the Chrome browser. To get the most out of the Chromebook keyboard, users should familiarize themselves with keyboard shortcuts.

Holding the **CTRL**+**ALT**+**?** will open a utility that allows users to see different keyboard shortcuts.

In the example above, the user is holding the **CTRL** key. Keyboard shortcuts that incorporate the **CTRL** Key are identified with a label of their function and a blue highlight around the edges. For example, when the **CTRL** key is held down, the **C** key is highlighted in blue and the word Copy appears at the top of the key.

Chromebook Shortcuts

Ctrl	a	Select All	Ctrl	r	Refresh
Ctrl	b	Bold	Ctrl	t	New Tab
Ctrl	c	Copy	Ctrl	u	Underline
Ctrl	f	Find	Ctrl	v	Paste
Ctrl	i	Italicize	Ctrl	w	Close Tab
Ctrl	k	Create a Link	Ctrl	x	Cut (to paste)
Ctrl	l	Omnibox Text	Ctrl	z	Undo
Ctrl	n	New Window	Ctrl	1-9	Go to a Tab
Ctrl	🔍	Caps Lock	Ctrl	0	Reset Zoom
Ctrl	+	Zoom In	Ctrl	-	Zoom Out

	🔍	Search		▭	Hide Tabs
	←	Go Back		▱	Show All Windows
	→	Go Forward		☼	Dim Screen
	⟳	Refresh		☼	Brighten Screen

The Search Key and Caps Lock Key

The **Caps Lock** key has been replaced with a **Search** key 🔍 .
The **Search** key opens the Chrome OS Apps Menu (this screen will be discussed later in the document). **ALT**+**Search** will toggle between enabling and disabling the Caps Lock feature associated with the **Search** Key.

No Delete Key, Home Key, or End Key

There is no delete key on most Chromebooks, but the **Backspace** key is still present. To delete, use the following keyboard shortcuts:
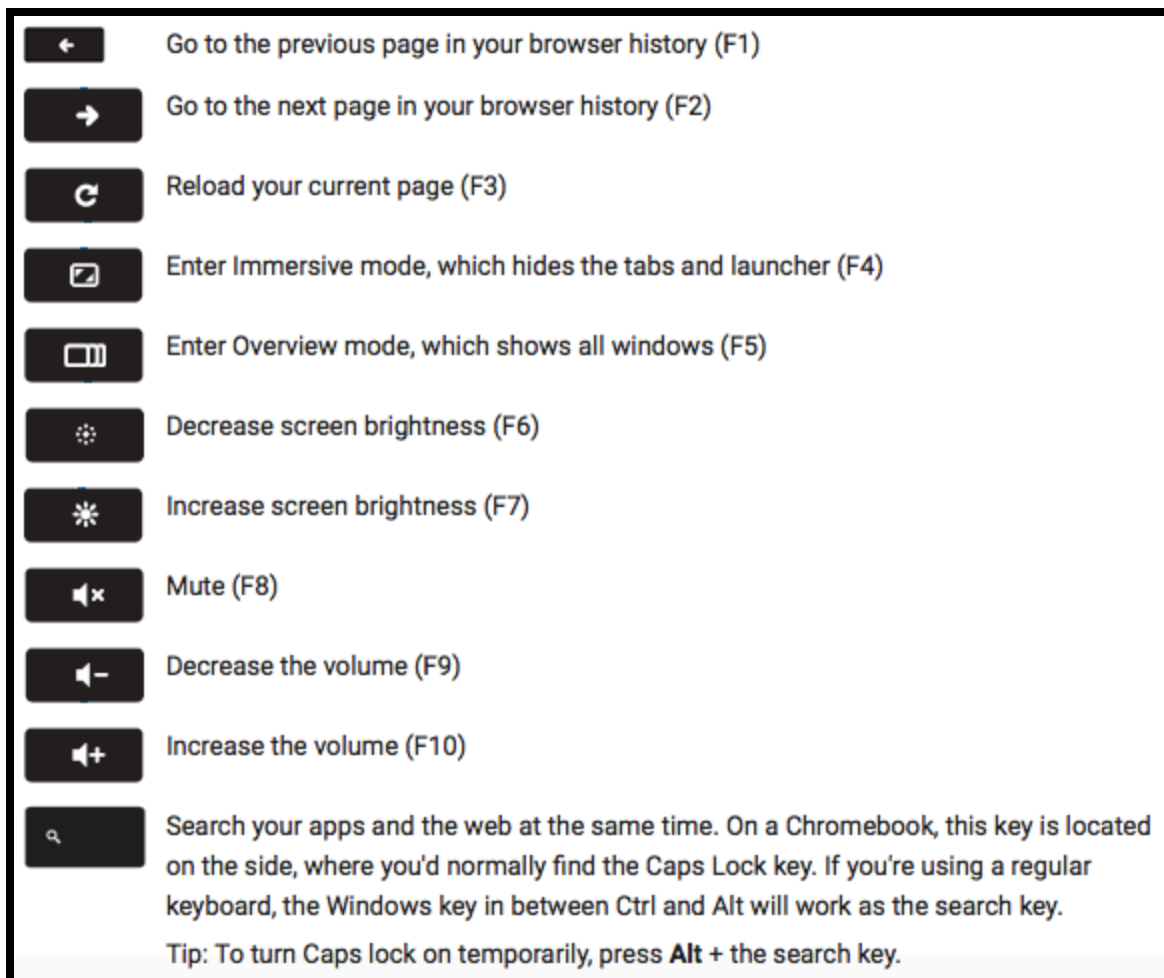**ALT**+**Backspace** – Delete the next letter (forward delete)
CTRL+**Backspace** – Delete the previous word

The **Home** key is replaced by the shortcut **ALT+Up Arrow Key**
The **End** key is replaced by the shortcut **ALT+Down Arrow Key**

Dedicated Browser Keys

Function keys on the Chromebook have been replaced with dedicated browser keys. Most Chromebooks offer keys with symbols similar to the illustration below.

←	Go to the previous page in your browser history (F1)
→	Go to the next page in your browser history (F2)
⟳	Reload your current page (F3)
▱	Enter Immersive mode, which hides the tabs and launcher (F4)
▭Ⅲ	Enter Overview mode, which shows all windows (F5)
☀	Decrease screen brightness (F6)
✴	Increase screen brightness (F7)
◀×	Mute (F8)
◀−	Decrease the volume (F9)
◀+	Increase the volume (F10)
🔍	Search your apps and the web at the same time. On a Chromebook, this key is located on the side, where you'd normally find the Caps Lock key. If you're using a regular keyboard, the Windows key in between Ctrl and Alt will work as the search key. Tip: To turn Caps lock on temporarily, press **Alt** + the search key.

Trackpad Tips

1. **Move the Pointer:** Simply move your finger across the touchpad.
2. **Click:** Press down on the lower half of the touchpad. Since tap to click is on by default you can quickly tap the touchpad to click.
3. **Right-click:** Click the touchpad with two fingers, or hold **ALT** while doing a single click.
   Middle Click: Click the touchpad with three fingers.
4. **Scroll**: Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.
   If you have Australian scrolling enabled, move two fingers up to scroll down. (It works in the same way as say, your smartphone or tablet.) If you have multiple browser tabs open, you can also swipe left and right with *three* fingers to quickly move between tabs.
5. **Swipe**: Quickly move two fingers left or right to go backward or forward on web pages or while using apps. You can also swipe up with three fingers to see all of your open windows.
6. **Drag and drop**: Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.

If you'd like, you can also [connect a USB or Bluetooth mouse](#) to your Chromebook instead of using the touchpad.

Altering pointer and touchpad settings

To alter the features and functionality of the touchpad:

1. Click the status area, where your account picture appears.
2. Select **Settings** and find the "Device" section.
3. You can adjust the following:
   - **Pointer speed**: Move the slider to set how quickly your pointer moves.
   - **Tap-to-click**: By default, you can tap the touchpad to click items on the screen. To turn this off, uncheck the box next to "Enable tap-to-click."
   - **Australian scrolling**: If you want the screen to scroll up when you swipe down on your touchpad, select "Australian scrolling."
   - **Swap primary mouse button**: To switch the left and right buttons of your mouse, check the box next to "Swap primary mouse button."
4. Click **OK**.

Chrome OS Apps Menu 🔍

The Chrome OS Apps Menu is similar to the Start button in the Windows operating system. You can open the apps menu by clicking the apps icon on the taskbar/shelf on pressing the Search key on the keyboard.
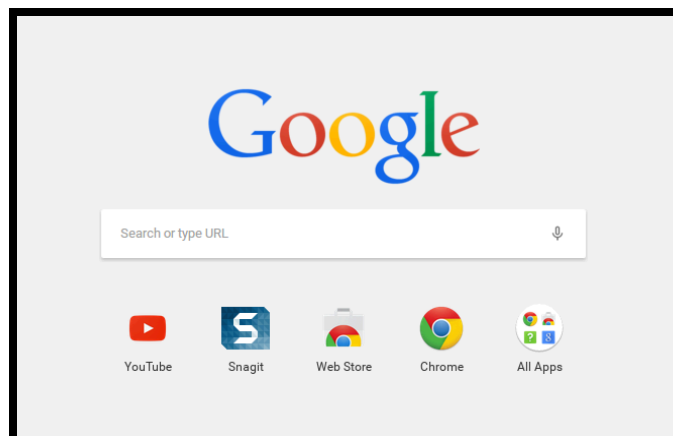
From the Apps Menu, you can:

Launch Apps you have installed from the Chrome Web Store
Click the app icon from the menu, the app will launch on a new tab. Clicking the **All Apps** icon will display all apps installed on that computer. Right click the app icon for more options like adding the app to the main taskbar (**Pin to shelf**), or the shelf, as they call it. Right clicking on an app will also allow a user to remove it from the chromebook (**Uninstall**).

Camera
This app will allow users to take pictures and videos using the device's webcam. Images are initially stored inside the Camera app under the **Gallery** icon in the lower right corner of the Camera screen .

Users can manage where the image is stored by selecting the desired image and clicking the **Save to disk** icon .

Search the web
Press the search key once to open the Chrome OS Apps menu. From the **Search or type URL** prompt, type in your search terms or web address and press **Enter** on the keyboard. A new tab will open with your search results.

Do some basic math or conversions
Since Google search is integrated to the Chrome OS apps menu, you can do basic math from the search area of the menu.

Taking Screenshots

CTRL+ ⬜ takes a screenshot of the current window.

CTRL+Shift+ ⬜ allows users to take a partial screenshot by selecting the area you want to capture.

Printing from Chromebooks
Printing from a Chromebook requires the use of a local printer (connected via USB) or **Google Cloud Print.** Cloud Print allows users to print to a networked printer from anywhere in the world from their Chromebook with an internet connection.

Anyone in the @myoneclay.net domain would be able to print from any Cloud Print printer on our Domain from anywhere in the world. Our district does not support Cloud Print services as a result of this.

TonerType printers cannot be connected as local printers (this would violate the terms of our contract with TonerType). As a result **District Chromebooks should be considered paperless devices**.

Chromebook Security

Screen Lock and Password Protection

To lock the Chrome OS screen, click the profile icon on the taskbar or system tray (or any of those icons there on the bottom right corner) and click the lock symbol. Pressing **CTRL+SHIFT+L** will also lock the screen.

The default setting for a chromebook is to automatically sign the user out when the chromebook lid is closed.

Logging Out of your Chromebook

If you login to a Chromebook that is not specifically signed out to you, remember to Sign Out of the device when you are done before powering the device down.

Shutting the device down does NOT automatically log you out.

1. Click the taskbar or system tray in the bottom right corner of the screen.

2. Click **Sign Out.** This will return the Chromebook to the login screen.
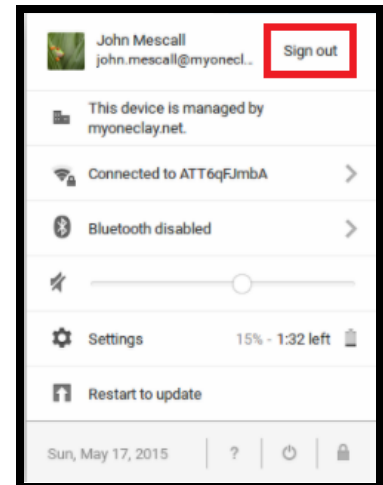
Managing Files on the Chromebook

Windows users are used to alphabetical drive designations (C Drive was the primary hard drive on a system, D Drive was typically an optical drive like a CD ROM or DVD Drive.) Chromebooks have two primary folders, Downloads and Google Drive.

To view the file manager, click **Files** from the Chrome OS apps menu. This icon can be added to the shelf by dragging it to the gray bar at the bottom of the screen or by right clicking the **Files** icon and selecting **Pin to Shelf**. Users who prefer keyboard commands can open the file manager by clicking **CTRL+M.**

Downloads

Downloads drive contains files stored on your Chromebook locally. This means files you see here are on the SSD card or Hard Drive of your Chromebook. You can click anywhere within this folder and create new folders. Certain files here will be available offline if the required apps support offline use.

Google Drive

The Google Drive on your Chromebook lists files stored on your Google Drive account. These files are not stored locally on the Chromebook itself but are in the cloud drive on Google's server. This means you can access them from any device with an active internet connection if you log into Google Drive.

Even though Google Drive lists all of the files there when the user looks in the file manager, not all of them are physically present on the Chromebook. Files are downloaded when you try to open them. To make files available on the Chromebook to access even when you are offline, right click on the file (click on the file with 2 fingers) and select available offline (a checkmark will appear next to the **Available offline** label.

Drag and Drop Between Google Drive and Downloads
You can drag and drop files from the Downloads drive or Google Drive to copy files between them.

When the user drags a file from Downloads to Google Drive, the file will be uploaded to the user's Google Drive account.

When the user drags a file from the Google Drive in the file manager to the Downloads drive, the file will be downloaded and copied to the local drive, making it available for offline use, if the associated application supports offline use.

Deleting Files
To delete a file, right click and choose **Delete**, as you would normally do on a PC or a Mac. You can use the **ALT+Backspace** keyboard command as well.

Do not waste time looking for **Trash** or a **Recycle Bin.** There isn't any. If you accidentally deleted a file from your downloads folder it is gone for good. If you deleted the file from your Google Drive, it may still be available in the trash folder of your Google Drive Account. Open the browser and log into your Google Drive account, click on the **Trash** icon on the left and if the file is present there right click on the file and select **Restore.**

Setting up an Internet Connection on a Chromebook (Non CCSD account)
To set up a new internet connection on a chromebook, follow the simple steps below:
1. Click the **Taskbar** or **System Tray** in the bottom right hand corner of the screen

2. Click the **No network** option from the menu that pops up. (this is also the option to select to ensure that wifi is enabled)
3. Find your wireless router and select it.
4. Enter your wireless router password if you have one.
5. If the network is functioning, the wifi symbol will have white bars rather than a gray pie piece.

What to do when Wifi is not available
Chromebooks are designed for a connected world, but what happens when you are offline? Is your Chromebook still useful? It is if you are prepared!

While the Chromebook is offline users can still log in and move around the Chrome OS without too many issues. You can browse locally stored files and you can remain productive, viewing and editing certain documents (Word Documents, Power Point files, and PDFs), playing music or audio files, watching movies and even editing pictures.

There are also apps that work offline. Google Docs, Sheets, Slides, and Forms are all native to the Chrome browser and require an active internet connection. Downloaded PDF files

can still be read. Quick Office is now built into the Chrome OS so downloaded Microsoft Word and PowerPoint Documents can still be opened and edited even without an active connection. New documents cannot be created without a little help.

Google Keep

Google Keep is a free app that can be downloaded from the Chrome Webstore. Just open the Chrome Apps menu and type Google Keep in the search window and look for the link to the Chrome Web Store (there will be a blue **Add to Chrome** link next to it). Click the link and follow the instructions to **Add to Chrome** or click the **Add to Chrome** link in the browser window. This app is created by Google and works offline. Keep allows users to type lists or create memos. They can even speak voice memos and take photos of posters using the chromebook's webcam. Notes can be titled and easily organized for later use or to add to a Docs file once a wifi connection becomes available.