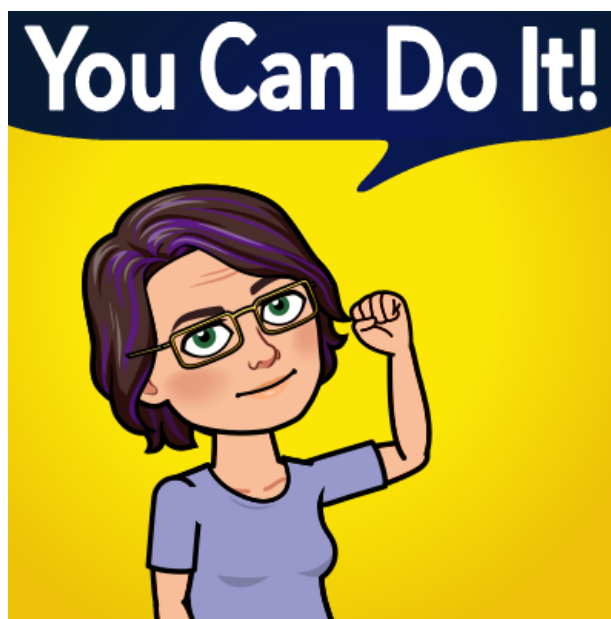


Chromebook 101



Packet Description

1. [What a Chromebook IS](#)
2. [Logging on](#)
3. [Connecting to the Internet](#)
4. [Touchpad](#)
5. [Keyboard](#)
 - a. [Keys](#)
 - b. [Shortcuts](#)

← Click the links on the right to go directly to the section in this "how-to".

What is a Chromebook?

What a Chromebook *is*:

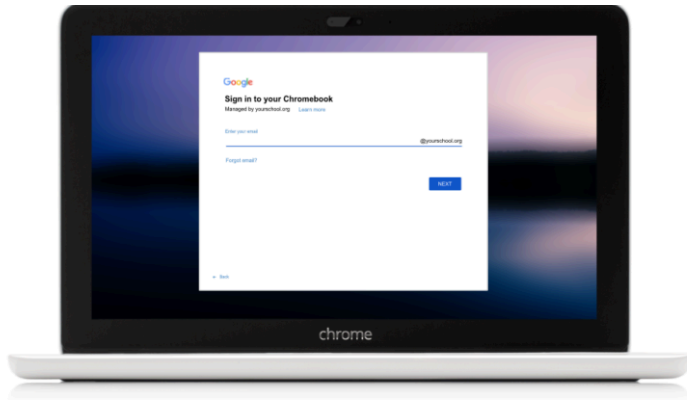
A laptop made to run the internet (Chrome Browser) and *internet-based* apps.

What a Chromebook
is NOT:

A full-on laptop, capable of running stand-alone
(without an internet browser) programs.

[Watch a short video overview of the Chromebook, here!](#)

Chromebook Log-on



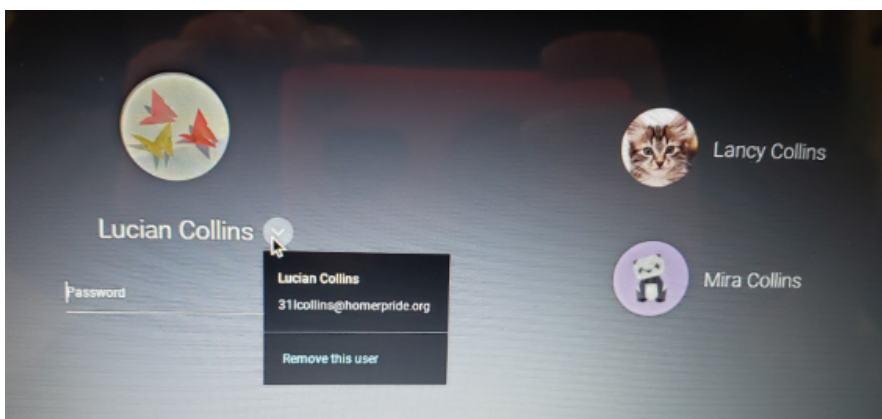
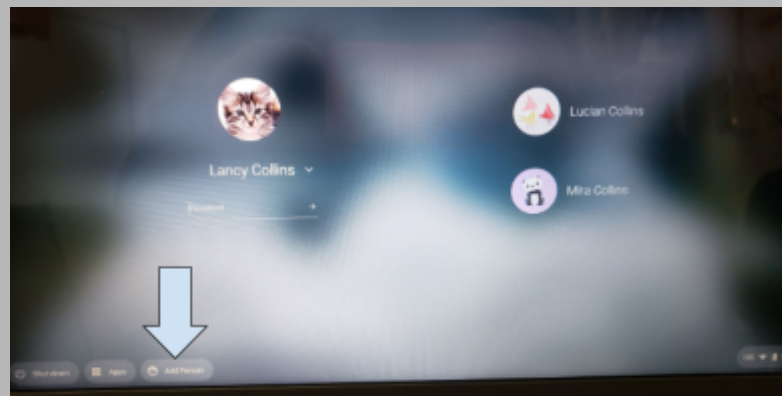
When you first log in to a Chromebook, you'll have to enter your Homer CSD email and password. Once you have logged on to a machine, you won't have to enter your email address again (unless you remove yourself as a user).

If you are trying to login to a Chromebook that others are logged in on, you will see a page similar to this (*at the right*).



To log them off, click the “Sign out” button at the bottom left.

If your name and icon are not available, look for the “**Add Person**” button at the bottom. Click that to log in to the Chromebook.



To remove users from the start-up page, click on the down arrow next to their name. You will see an option at the bottom that says “**Remove this user.**”

Connect Chromebook To Internet

Step 1: Turn on your Wi-Fi

1. At the bottom right, click on the time.
2. Select Not Connected  .
Note: If you see your Wi-Fi network name and signal strength, your Chromebook is already connected to Wi-Fi.
3. Turn on Wi-Fi.
4. Your Chromebook will automatically look for available networks and show them to you in a list.

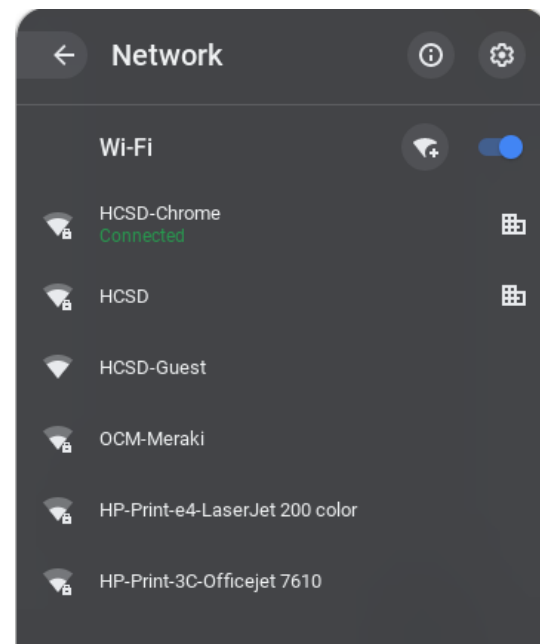
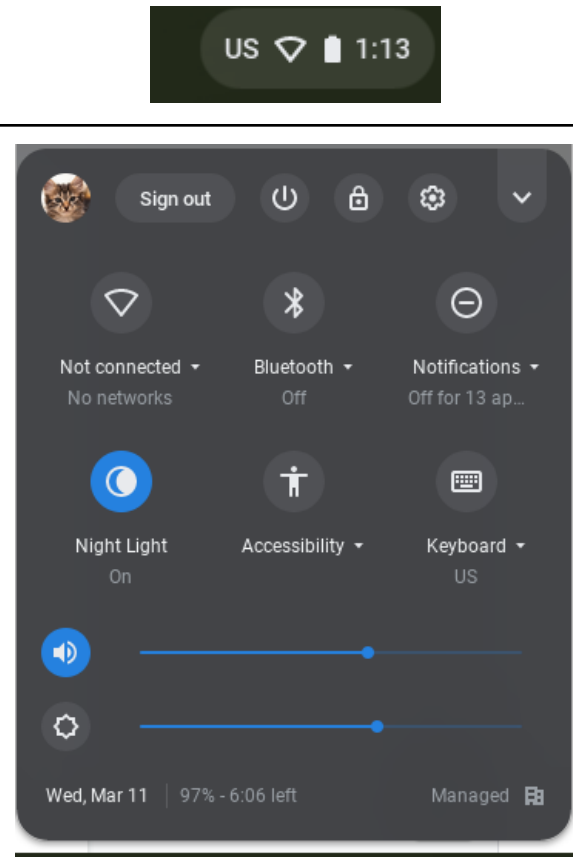
Step 2: Pick a network and connect

Connect to an open network

- Select the Wi-Fi network .
- Remember, your information might be visible to other people on this network.

Connect to a secure network

1. Select the secure Wi-Fi network .
2. Type the network password.
3. Select Connect.



Chromebook TouchPad

Here are some basic gestures to get you going:

To **move the cursor** across the screen, simply place one finger on the touchpad and move it in any direction.

Click buttons and links by pressing down on the bottom half of the touchpad until you feel or hear a click.

Right-click by pressing down with two fingers at the same time

Scroll vertically by placing two fingers on the touchpad and moving them up and down; moving them left and right scrolls horizontally.

Drag items, scroll, or highlight text by simultaneously pressing (and holding down) with one finger and moving the pointer using another finger.

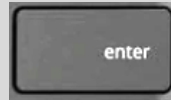
Chromebook Keyboard

**Escape Key:**

Exit full-screen mode from videos or presentations

**Tab:**

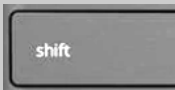
Advances cursor to the next tab stop; skips boxes within a table

**Enter key:**

Moves the cursor to the next line

**Alt Key:**

used to change (alternate) the function of other pressed keys; it rarely performs any function when pressed by itself

**Shift:**

Hold down to make uppercase letters or utilize the top symbols on a key; it rarely performs any function when pressed by itself

**Control Key:**

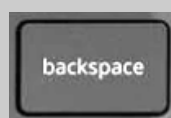
a modifier key which, when pressed in conjunction with another key, performs a special operation; it rarely performs any function when pressed by itself

**Search Key:**

Allows you to search the web and your apps right from your keyboard!

**Power Button:**

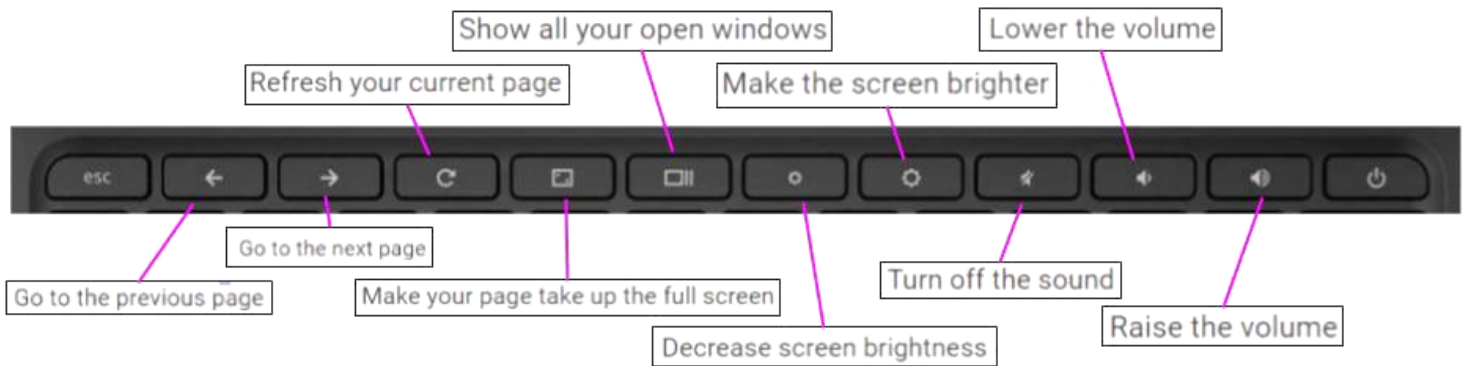
Turns off/on the Chromebook

**Backspace:**

Erases in a right to left direction

**Arrow Keys:**

Moves the cursor left, up, down, right



-  Go to the previous page (F1)
-  Go to the next page (F2)
-  Refresh your current page (F3)
-  Make your page take up the full screen (F4)
-  Show all your open windows (F5)
-  Decrease screen brightness (F6)
-  Make the screen brighter (F7)
-  Turn off the sound (F8)
-  Lower the volume (F9)
-  Raise the volume (F10)

Popular shortcuts

Take a screenshot : (Takes a picture of your screen)	Press Ctrl + Show windows  (or Ctrl + F5).
Take a partial screenshot :	Press Shift + Ctrl + Show windows  (or Shift + Ctrl + F5), then click and drag.
Turn Caps Lock on or off: (Makes the text all capitals)	Press Search  + Alt.
Sign out of your Google Account:	Press Shift + Ctrl + q (twice).
See all keyboard shortcuts: (it's a very long list! But many good shortcuts are here!)	Press Ctrl + Alt + / (forward slash).

Tabs and windows

Open a new window	Ctrl + n
Open a new tab	Ctrl + t
Close the current tab	Ctrl + w
Close the current window	Shift + Ctrl + w
Reopen the last tab or window you closed	Shift + Ctrl + t

Text editing

Select everything on the page	Ctrl + a
Copy selected content to the clipboard	Ctrl + c
Paste content from the clipboard	Ctrl + v
Cut	Ctrl + x
Undo your last action	Ctrl + z
Redo your last action	Shift + Ctrl + z