

Welcome to Chrome

CUSTOMIZING TOUCHPAD The default setting is “tap to click” or scrolling:

1. At the bottom right, select the time box
2. Select Settings (gear).
3. In the "Device" section, select Touchpad.
4. Turn “tap-to-click” OFF

[Chromebook Keyboard](#) - get to know your keyboard

CUSTOMIZING Keyboard Keys

1. At the bottom right, select the time box
2. Select Settings (gear).
3. In the "Device" section, select Keyboard.
4. Customize keyboard keys

FIND/PIN FILES The files in this downloads folder are stored locally on your Chromebook. You can create folders locally (not recommended). You can easily move files to Drive (recommended).

1. To open and pin the Files App:
2. Use the App Launcher (lower left circle)
3. Find the Files app (folder icon)
4. Select to Open
5. The Files App will now be visible on the lower menu bar.
6. Two finger-click the Files App icon.
7. Click Pin to Shelf.

FIND/PIN the Camera App

FIND/Pin drawing app

CASTING

Hardwire using HDMI (recommended)

1. Connect Chromebook to TV using the HDMI cable.
- 2.

3. Check TV is on correct source
4. Use Shortcut to (CTRL + Full screen button) to toggle between mirror and extended display.
 - Mirror - what you see is what you get
 - Extended Display - 2 separate displays. You can adjust/set orientation in display settings.

OR Follow this [interactive tutorial](#) to adjust the orientation of your display screen and the TV screen.

Wireless Casting (if Available) use the Interactive Panel App (ESHARE) or Airtame

- <https://eshare.app/>
- <airtame.com/go>

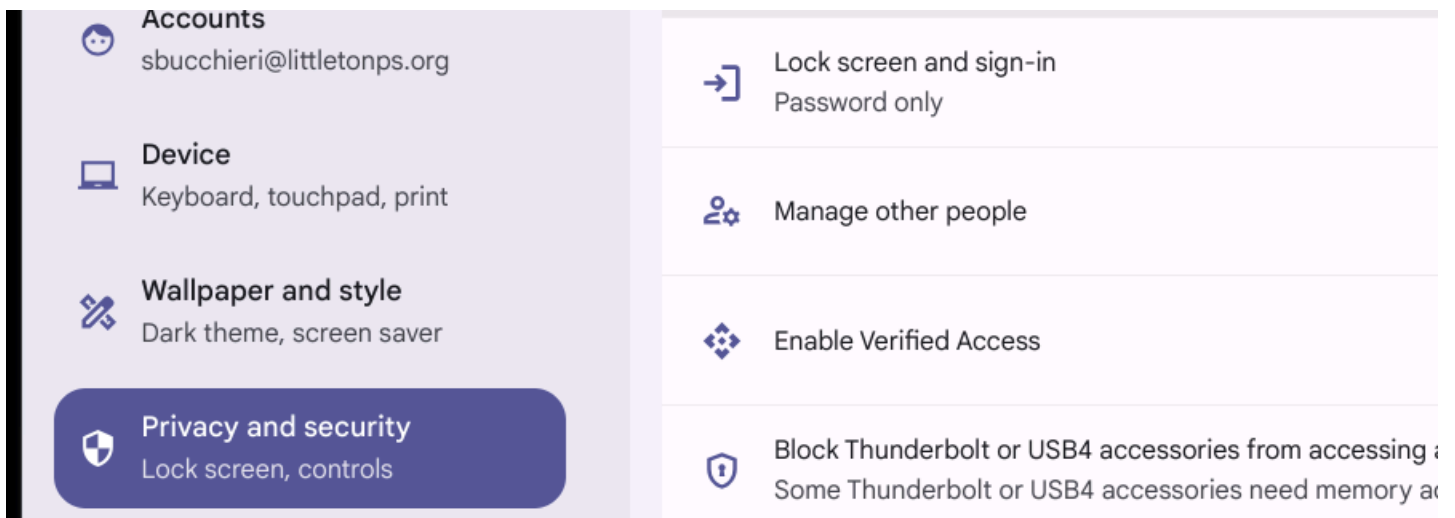
[Print to School Printers/Copiers](#)

[Print to Home Printer](#)

[Take a screenshot or record your screen](#)

1. Click on settings (time lower right)
2. Select Screen capture
3. Video or Photo

MS OFFICE



How to run Office apps on a Chromebook

To access Word, Excel, PowerPoint, OneNote, and OneDrive, do the following:

1. Open the browser on your Chromebook and go to www.office.com.
2. For quick access, create a shortcut, or bookmark the URL in your browser.
3. Sign in using your school account and MS OFFICE password. If you need an account created or password reset, please put in a tech ticket.
4. See “Get started” at www.office.com for details about signing in and using the Office web apps.

Transitioning to Chromebook from Macbook

If you have files that you need to save, please create a folder in your google drive and upload files and/or folders.

Here are the instructions: Upload files and folders to Google Drive

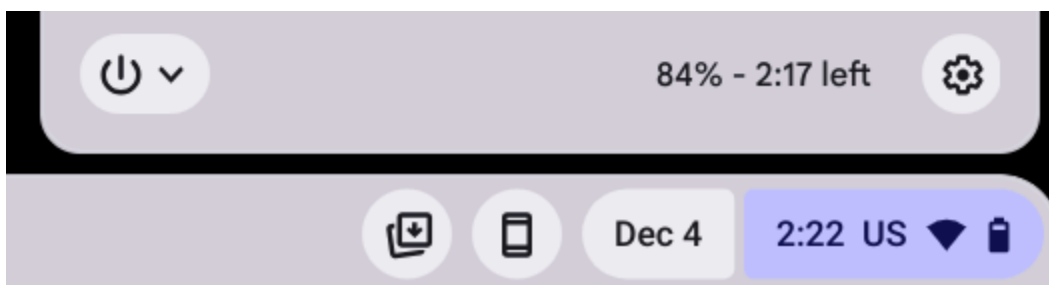
[How to upload files and folders to GDrive](#)

Switch Users

If you need to have multiple user accounts on the device, use the lower right tool box (time display) to Sign Out then using lower right options select “Add Person” and sign in with another account.

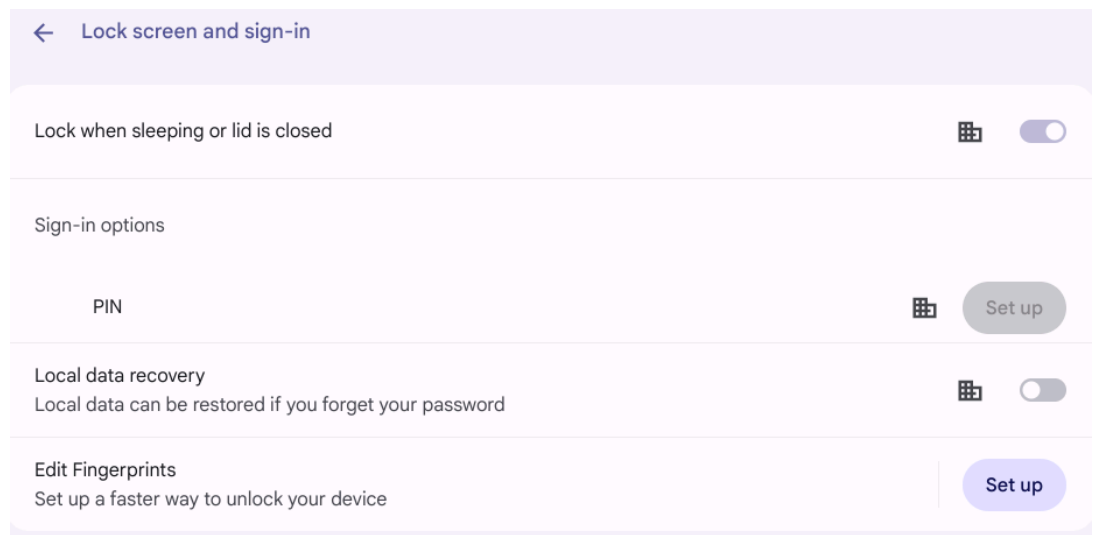
FAQS

1. personal account and lps account toggle. Add a personal account as a new user. Then from lps add personal account I needed to be in my lps account in order to add my personal We should not
2. [How to type a macron on a Chromebook with longpress](#) than number
3. How to setup fingerprint access on chromebook with scanners:



Click on the gear to open settings

Choose ‘Privacy and security’ and ‘Lock screen and sign-in’ you will need to enter your password.



Select 'Edit Fingerprints' and complete the setup instructions!