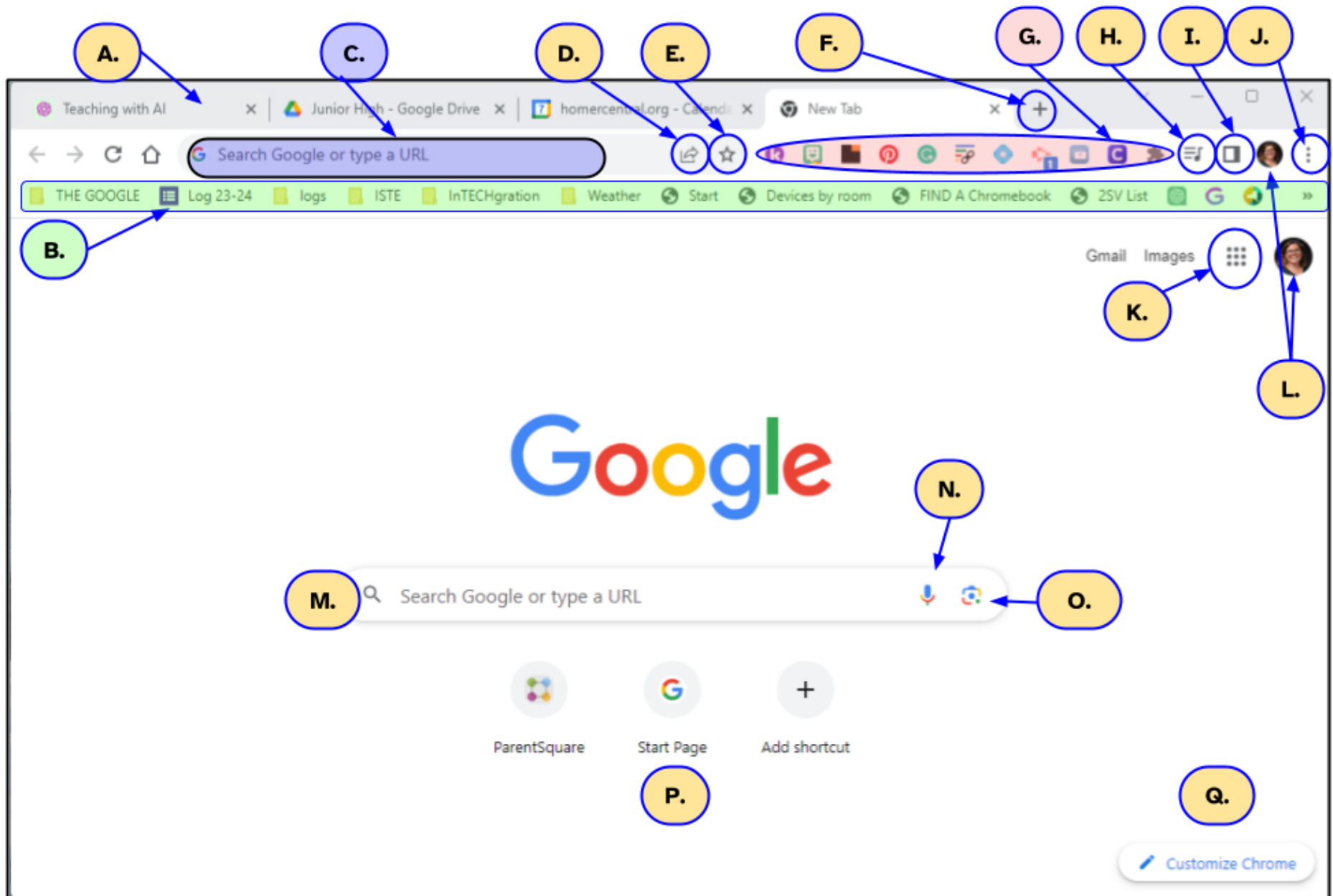


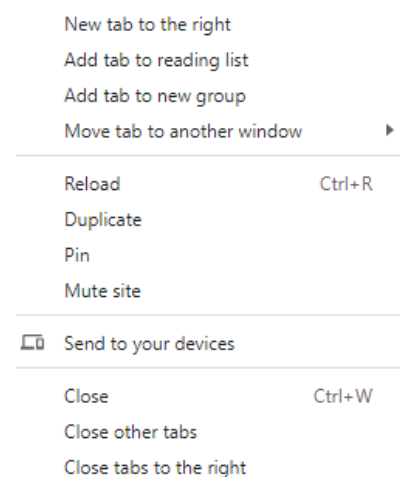
Google Chrome for Beginners



A. TABS

Click on the different tabs to navigate between the different web pages you have open.

You can right-click on any tab to open options for that tab. You can organize tabs into groups by choosing: “Add tab to new group.” You can collapse and expand groups, choose color schemes, etc.



B. BOOKMARKS

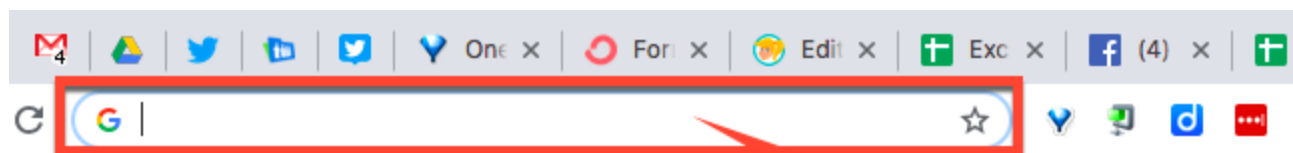
When you save bookmarks in the “bookmark bar” they appear below the web address with little icons and the name.

If you saved them in a folder or somewhere else, they will be listed under the “Other Bookmarks” folder all the way to the right. If you don’t see a bookmark that you saved on the bookmarks bar, click the two little hash marks >> to bring up more bookmarks that are saved.



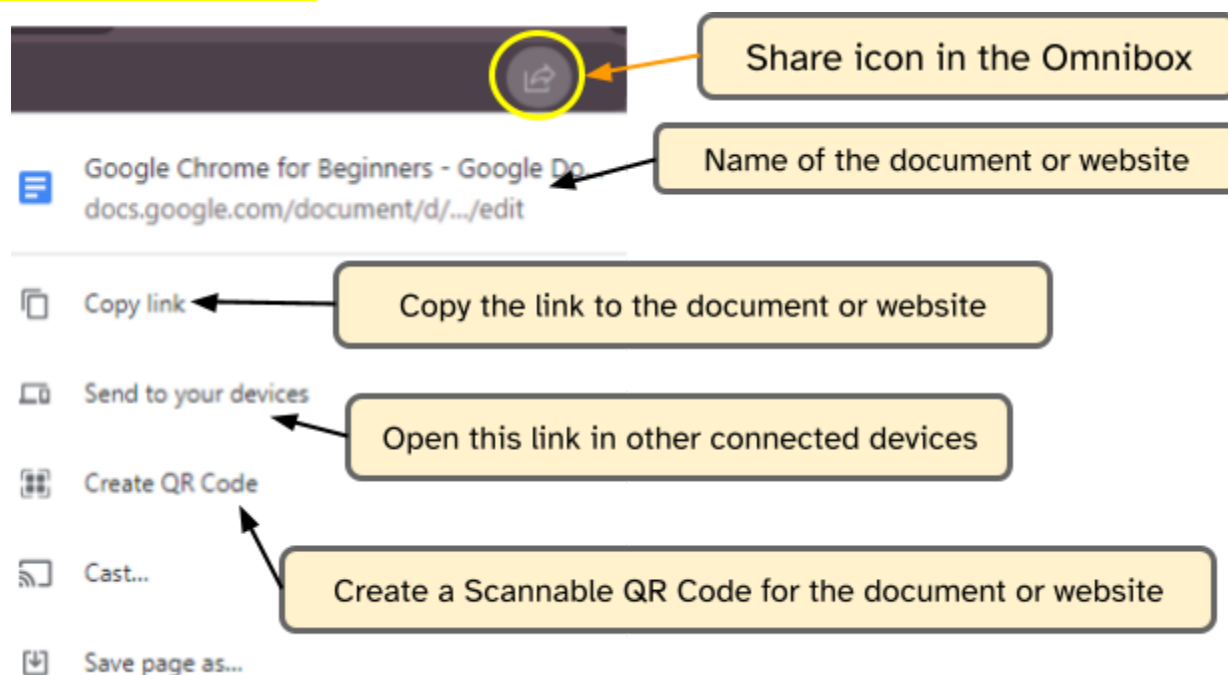
C. OMNIBOX

The Omnibox remembers your search history and offers search suggestions. It also shows suggestions of your visited websites when you start typing. Google Chrome was the first major browser to introduce Omnibox, so Google is the default search engine in your Omnibox when you use Chrome or other Chromium-based browsers.



OMNIBOX

D. SHARE THIS PAGE



E. BOOKMARK PAGE (SAVE A NEW BOOKMARK)

The screenshot shows a Chrome browser window with the address bar. A blue arrow points to the star icon at the end of the address bar, indicating how to add a bookmark.

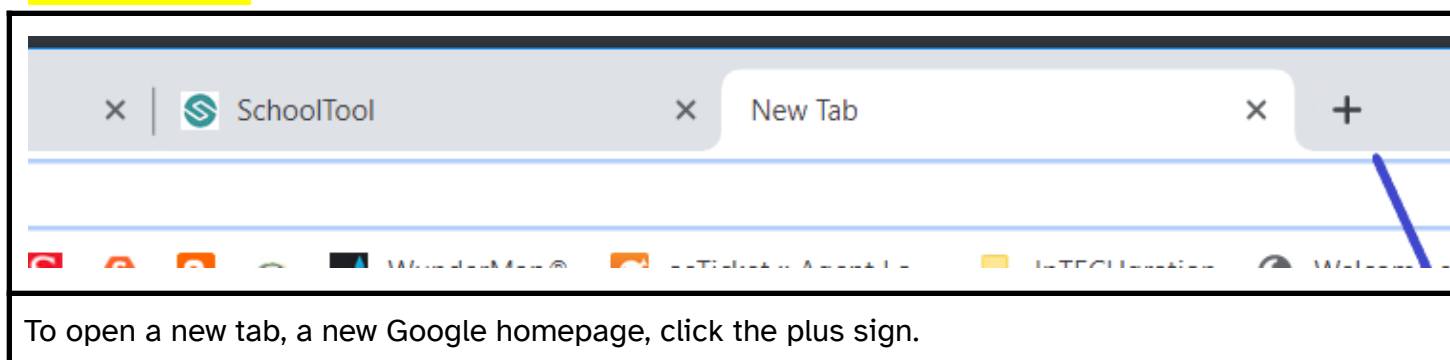
To save a bookmark, navigate to the page you want to save. Once you're there, click on the little star at the end of the address bar. Once you click it, a box pops up (see below).

You can shorten the name to whatever you'd like. If you delete the name altogether, only the icon will show on your bookmark bar. If you'd like to save the bookmark in a folder or elsewhere, click on the triangle in the Folder drop-down menu. If you'd like to organize your bookmarks even more (make a folder, etc), click on the **More...** button.

The screenshot shows the "Bookmark added" dialog box with the following details:

- Name**: <https://homer.schooltool.cnyric.org/School>
- Folder**: Bookmarks bar
- Buttons**: More..., Done, Remove

F. NEW TAB

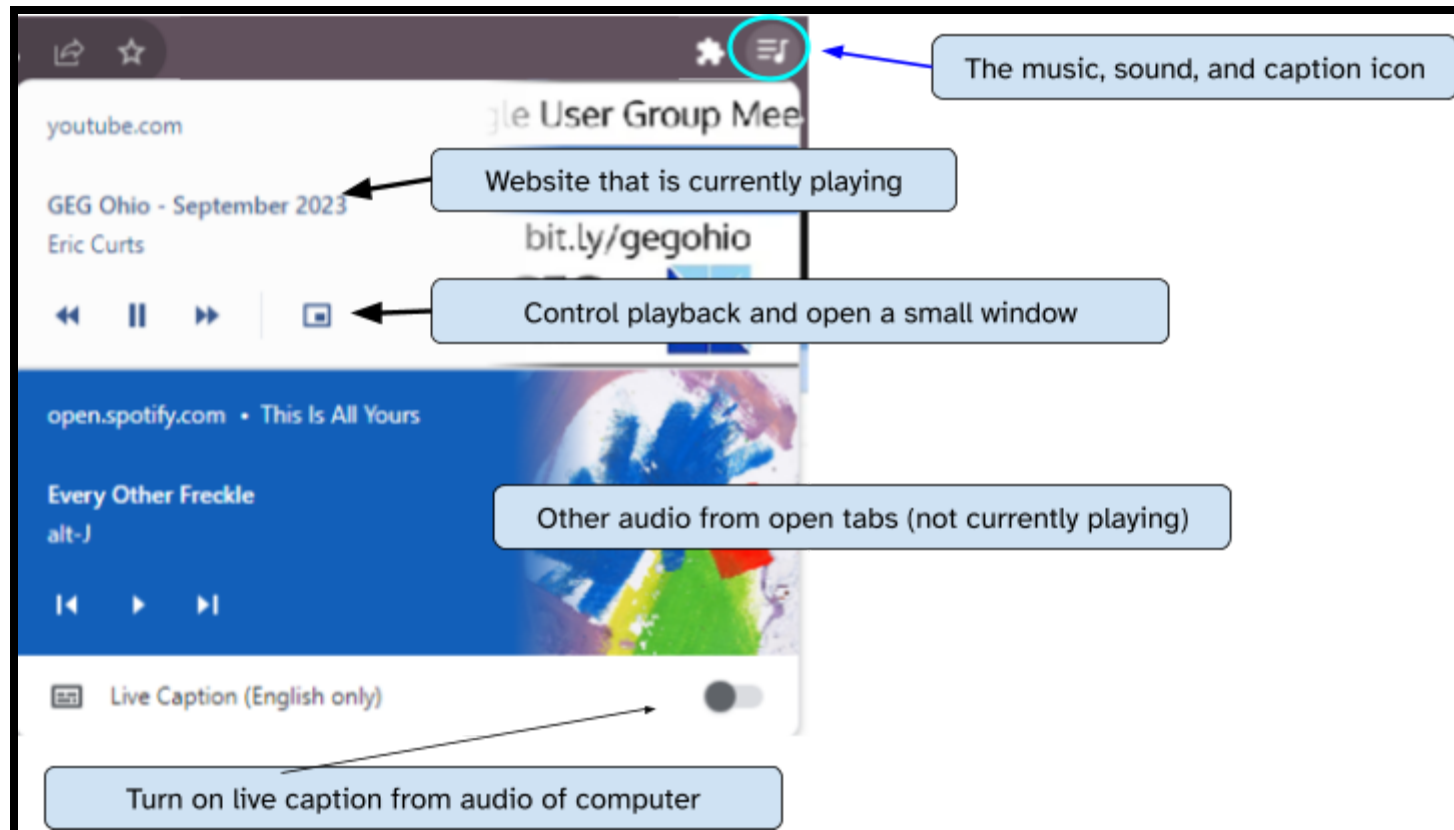


G. EXTENSIONS



Extensions are small software programs that customize the browsing experience. They can be found by clicking the puzzle piece icon in the top right corner. You can pin frequently used extensions to the toolbar by clicking the pin icon next to the name. Many are blocked for students. **Using too many can slow down your device.** You can add extensions by visiting the Chrome Store: <https://chrome.google.com/webstore/category/extensions>

H. CONTROL MUSIC, VIDEO, LIVE CAPTIONS



I. SIDE PANEL



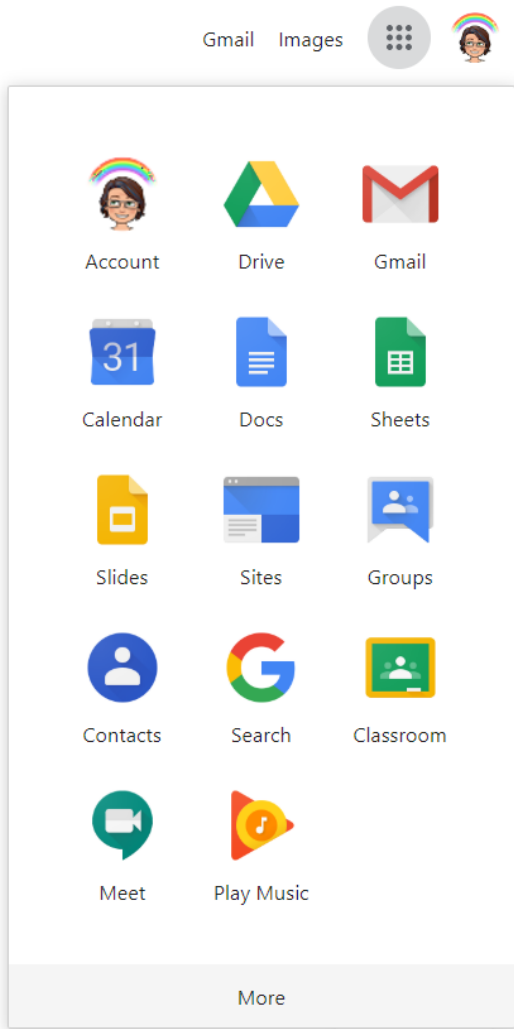
In the top right corner, near your extensions and download icon, you will find the side panel icon. Click to open your side panel and have your bookmarks, reading list, or history at your fingertips.

J. SETTINGS

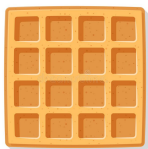
To access the settings menu, click on the three little dots at the top right of your Chrome browser. They will be under the **X** to close the window. When you click on them, a menu (shown below) appears.

New tab New window New Incognito window History Downloads Bookmarks Google Password Manager Extensions Zoom Print... Cast... Find... More tools Edit Settings Help Exit] Your browser and profile are	New tab: Opens a new tab New Window: Opens a new Chrome Window History: You can access any website you have visited in the past. Downloads: Access anything you've downloaded Bookmarks: Opens a menu with all your bookmarks Google Password Manager: Open your saved passwords Zoom: Make the page larger or smaller Print: Prints the current page Cast: If you have devices set up, you can put your screen on another device. Find: Look for specific words on a page More tools: Create a shortcut to the current page, clear your browsing data, find new extensions, and other fun stuff like that! Settings: Opens a new tab with all the settings for Chrome. Help: Need more? Click here! Exit: Closes the window
--	--

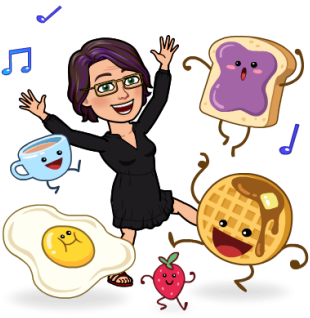
K. GOOGLE APPS (THE WAFFLE)



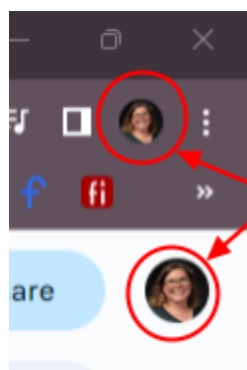
Doesn't it look like a **waffle**? C'mon people! Well, no matter because I think it does, so that's what I'm calling it!



This is probably the easiest way to access any of the Google Apps. If you need to get to any app, just open a new tab (See **F. NEW TAB** if you don't remember!) and click on the waffle. You will be able to access all the apps easily.



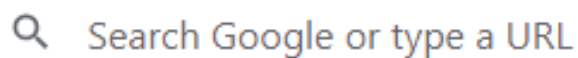
L. ICONS



See my two icons?

The top icon shows you are logged into Chrome. This is how you link all your bookmarks, history, etc. If you click on it, you will be able to find very important account information... passwords, payment options, and addresses. The bottom icon shows that you are logged into your Google account for apps. You can add accounts, edit account settings, etc. here.

M. SEARCH BOX

A screenshot of the Google search bar. It features a magnifying glass icon on the left, followed by the text "Search Google or type a URL". On the right side, there are two icons: a microphone and the Google Assistant logo.

Use the search box to find what you're looking for! If you can't find exactly what you're looking for, try to use the search tips listed in this [article by LifeHack.org](https://www.lifehack.org/articles/technology/20-tips-use-google-search-efficiently.html).

<https://www.lifehack.org/articles/technology/20-tips-use-google-search-efficiently.html>

N. VOICE RECORDER



Are you tired of typing out long searches? Use your voice! Click on the little microphone in the search bar. A box will pop up asking for permission to access your microphone. Click yes. Then, get talking!

O. GOOGLE LENS- IMAGE SEARCH



Search any image with Google Lens



Drag an image here or [upload a file](#)

OR

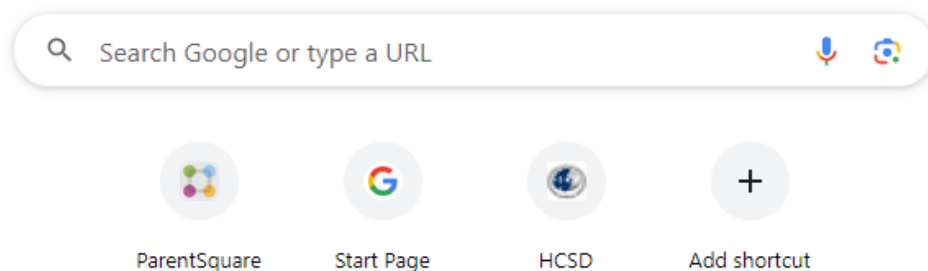
Paste image link

[Search](#)

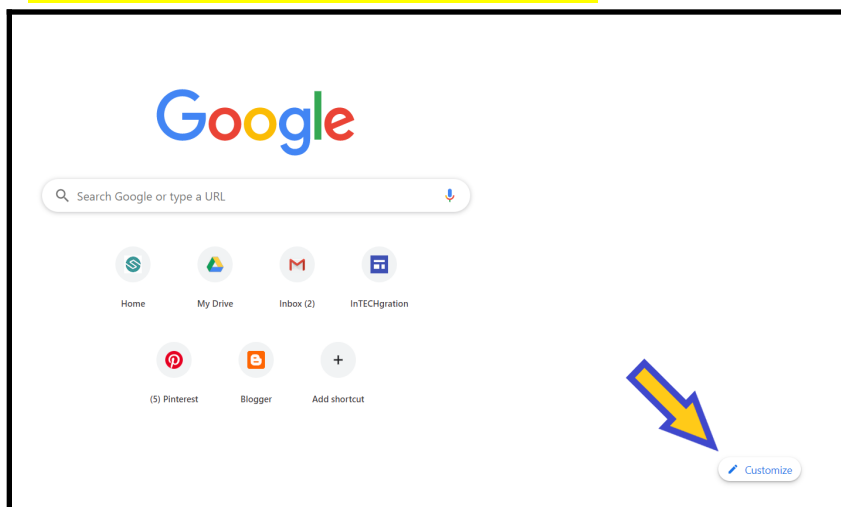
Click the camera icon to open up Google Lens. This allows you to upload, drag & drop, or paste a URL to an image and search the internet for that image or information on what is pictured.

P. SHORTCUTS

On your Google homepage (when you open a new tab, see **F. NEW TAB**) you can add bookmarks of frequently visited websites will be listed for easy and quick access. To add shortcuts, click on the + with “Add Shortcut” and have your web address ready!



Q. CUSTOMIZE YOUR CHROME



If you're feeling *really* fancy, you can change the background of your Google homepage! Google offers a lot of options (landscapes, images, geometric design, etc.) but if you'd like to really personalize it, you can also upload your own picture! It should carry over to any Google page you open when you're signed in to Chrome! You can also change the background of your tabs and frame of the web browser.

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