

ResponsiveEd[®]

Chromebook: Basics

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This job aid covers some of the basics when using a Chromebook.

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Overview

- A Chromebook is similar to other laptops but they run on Chromebook OS.
- Chromebook OS is similar to an android device and it uses a ResponsiveEd student Google credentials.
- Chromebook provides easy access to all of the Google Apps like Docs, Sheets, Slides and Chrome that are needed to support education.

Touchpad

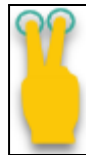
- The touch pad functions similar to a mouse pad on a laptop. Move a finger across the pad to move the pointer.



- To click or select an item, press or tap the lower part of the touchpad.

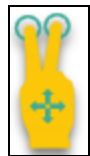


- To right click, press or tap with two fingers.

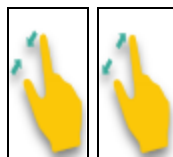


- Pressing Alt and clicking with one finger also right clicks.

- To scroll up or down, use two fingers and move them vertically on the touchpad. To scroll left or right, use two fingers and move them horizontally on the touchpad.



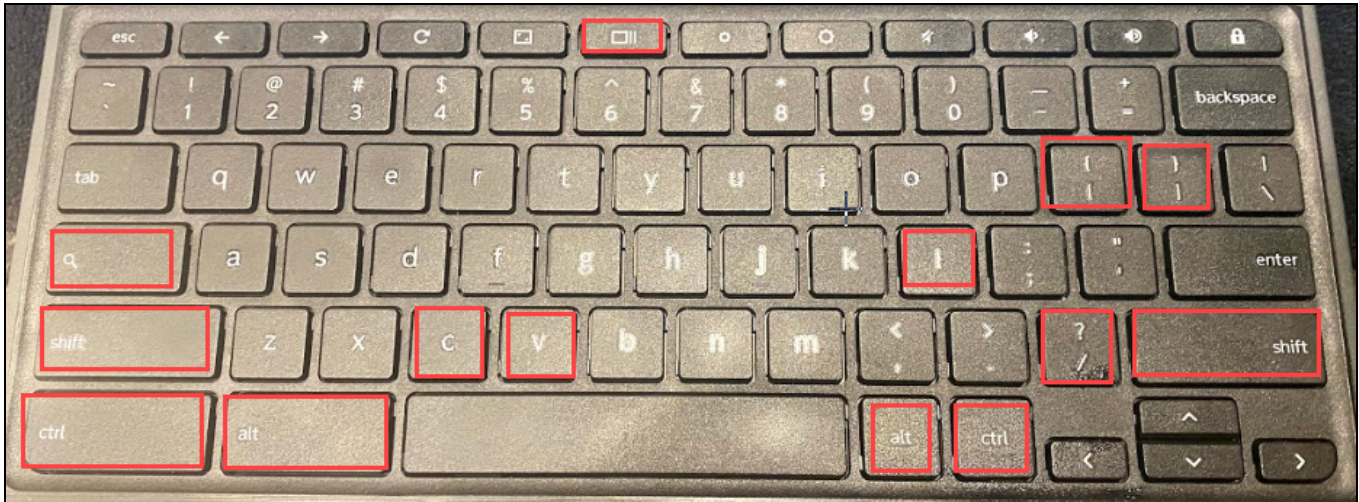
- To zoom in or out on the screen, use two fingers in a pinching motion on the touchpad.



Keyboard Shortcuts

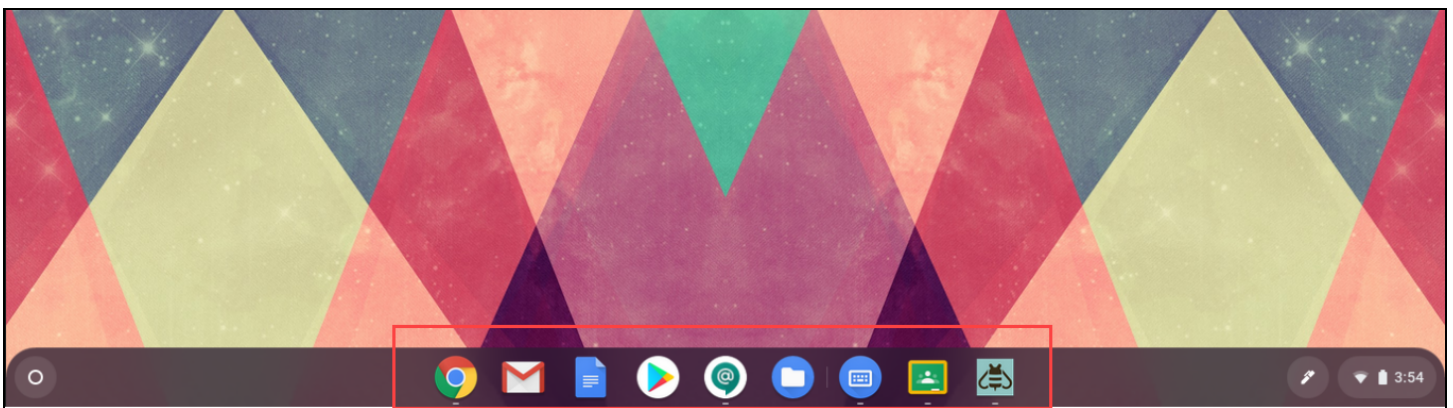
- Keyboard shortcuts are helpful to increase efficiency. Listed below are several shortcuts that can be useful daily.
 - **Ctrl + Alt + ?** opens a keyboard shortcut cheat sheet at any time.
 - **Ctrl + Shift + L** locks the Chromebook's screen.
 - **Alt + [** will dock the selected window to the left side of the screen.
 - **Alt +]** will dock the selected window to the right side of the screen.
 - **Alt + Search** will turn the Search Key into a Caps Lock key.

- **Ctrl + C** will copy a highlighted section of text.
- **Ctrl + V** will paste the highlighted section of text.
- **Ctrl + Switcher** window key (button above the 6) will take a screenshot of the entire screen.
- **Ctrl + Shift + Switcher** window key (button above the 6) will take a partial screenshot.



Utilizing the Shelf

- Shelf acts in place of the Windows Taskbar or Mac Dock. The Shelf shows what apps are currently running and which ones are pinned for quick access. It is accessible at the bottom of the screen.



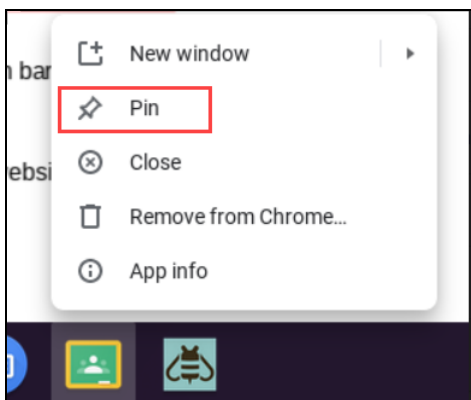
- Access to frequent apps can be pinned to the Shelf.
- To the far left is the Launcher button which opens a search bar that searches the chromebook.
- To the far right is access to the notification window.

Pin apps to the Shelf

- Pinning apps to the shelf is useful for quick access to apps and websites frequently used.

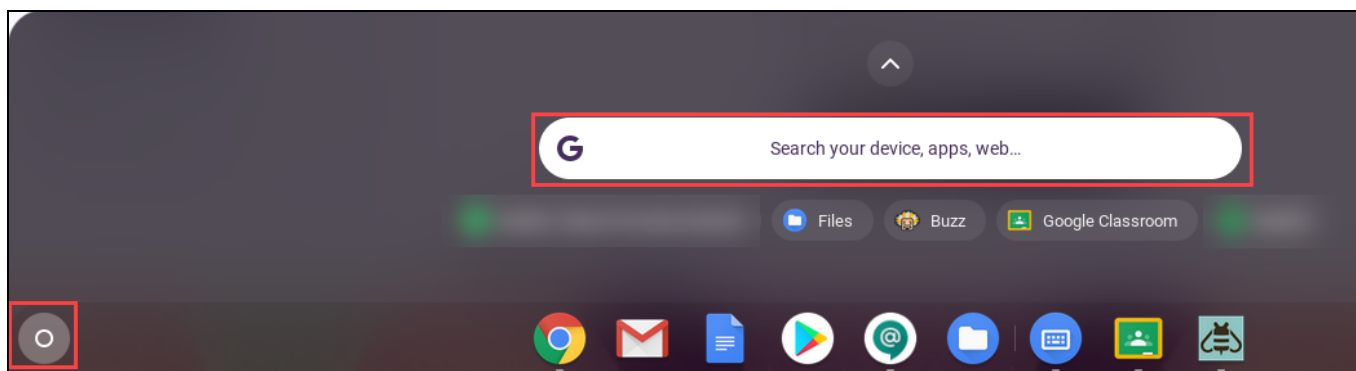
To pin an app that is open

- Locate the app on the Shelf and right click.

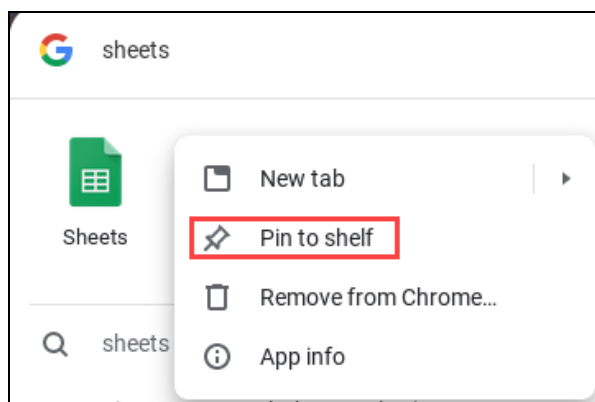


To search for an app and pin it

- Select the Launcher to the far left on the Shelf and use the search bar to find the app.

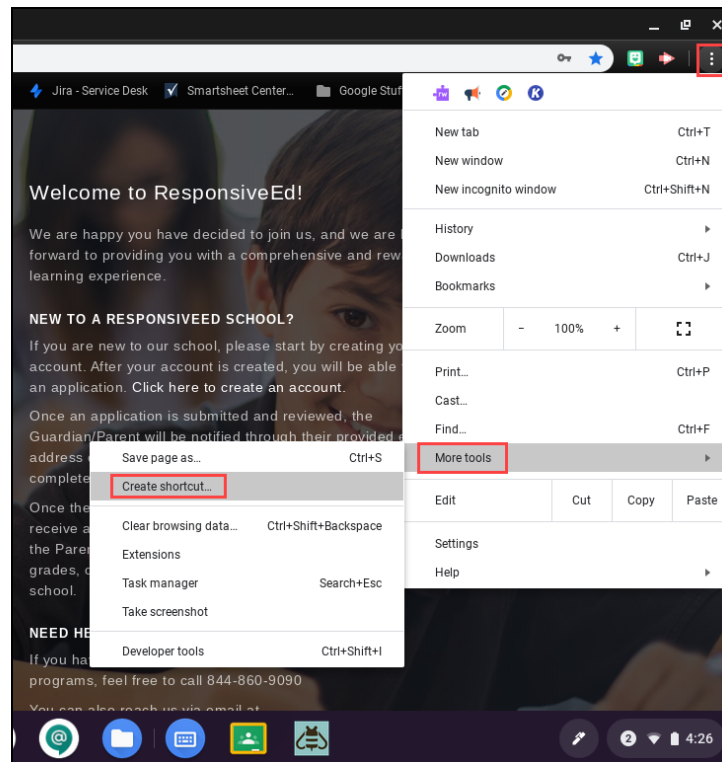


- Once the app is found, right click and select Pin to Shelf.

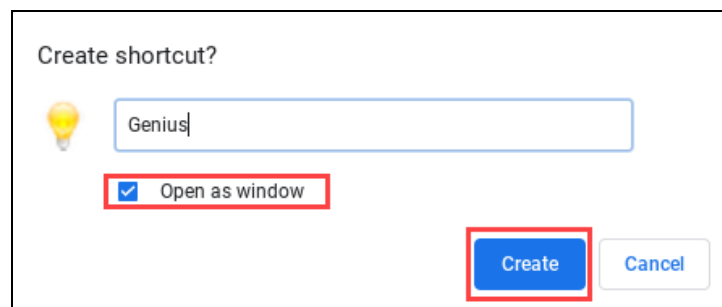


To add a frequented website as a shortcut to the Shelf

- Use Google Chrome to navigate to the website.
- Select the three dots (More Options) to the top right of the window. Select More Tools towards the bottom of the menu and then select Create Shortcut.

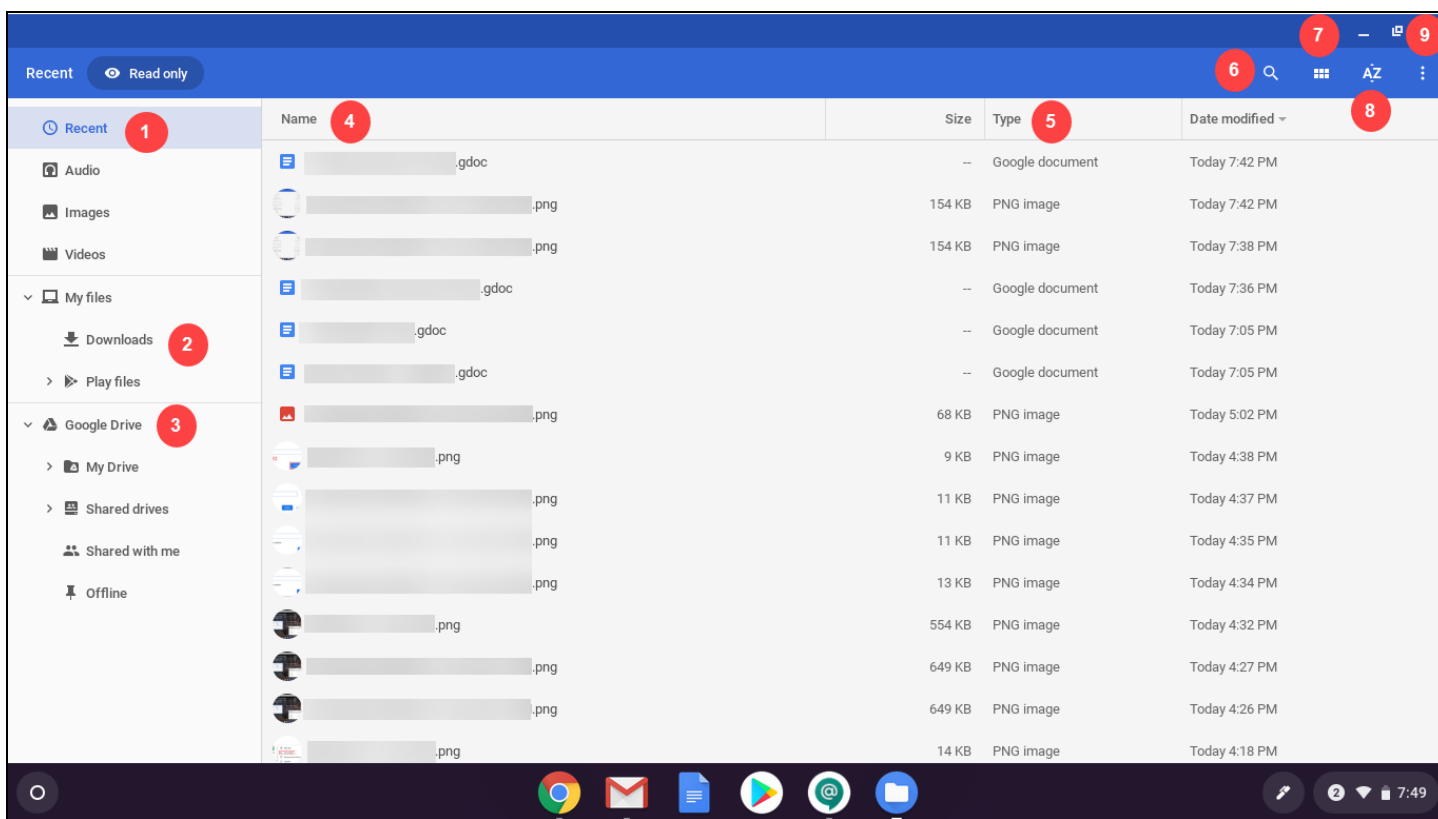


- Name the shortcut and check the Open as window box. Click create.



Files

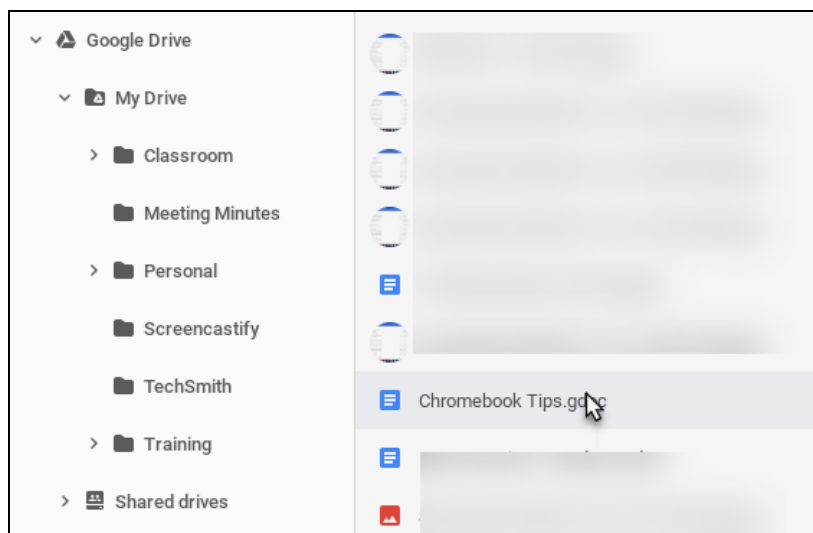
- Files functions similar to Documents on Windows computers. It is a central location for all the files stored on your Chromebook. Files also provides access to your Google Drive.



- Features in Files consist of
 - Recent - Displays recently accessed files.
 - Downloads - Folder that saves recent downloads.
 - Google Drive - Access to the Google Drive of the Google account signed in on the Chromebook.
 - File Name - Name of the file saved or downloaded.
 - File Type - List the type of file in the folder..
 - Search - Searches all Files.
 - File View - Switches the display from Thumbnail view to List view.
 - Sort - Sorts the folder by name, size, type and last date modified.
 - More Options - provides access to settings and other options.

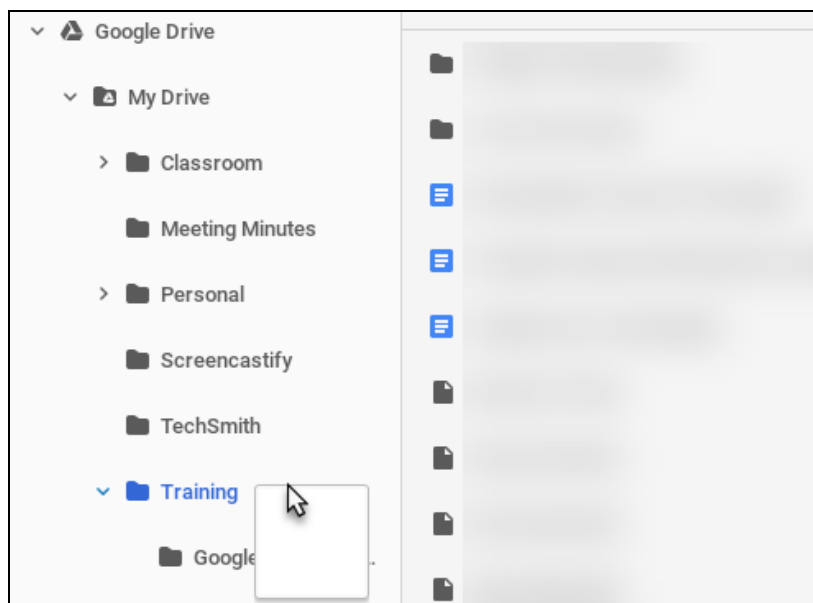
Saving to your Drive

- Within Files, access Google Drive and save and sort files without having to open Google Drive directly.
- To add a file to a Drive from Files
 - Select the file.



Note: To select multiple files at once, hold **Shift** on the keyboard while selecting files.

- Drag and drop the file to the preferred Drive folder.



- For a more indepth look at **Google Drive**, review the [Google Drive: Overview Job Aid](#).