Lakeview School District 1:1 Chromebook Initiative Student Guide

Introduction

Chromebooks are simple and easy to use. They are easy to setup and manage. If you know how to use Google Chrome, the browser, you know most of it already.

Then there are a few things that Chromebooks do differently. This quick guide will help you with those little things, and get started on your school work using your Chromebook!

Chrome OS

Chrome OS is the operating system used by Chromebooks. On a PC, the operating system is Windows, and for a MacBook, it is MacOS. Similarly, your Chromebook uses Chrome OS.

If you have used Google Chrome, the browser, you will find this new operating system very familiar. On Chrome OS, you will use the browser, Google Chrome, to get things done. You will also be using various apps.

The Keyboard

You might have noticed even before switching on your Chromebook that the keyboard is slightly different from other keyboards that you have used. By the way, to switch on your Chromebook, you just have to open the lid!

For starters, there is no Caps Lock key. The Delete key is also missing. Instead of the regular function keys (F1 to F12), your Chromebook has a different set of keys.

Caps Lock

Chromebooks have a Search key instead of the Caps Lock key (it has a magnifying glass icon on it).
- The Search key launches the apps menu.
- What if you really need caps lock? There is a keyboard shortcut. **Alt + Search will enable caps lock**. Use the same shortcut to disable caps lock.

Delete

Most of the Chromebooks come without a Delete key. Here is what to do instead:
- **ALT + Backspace:** Delete the next letter (forward delete)
- **CTRL + Backspace:** Delete the previous word

Dedicated Browser Keys

For all the keys that they took away, Google has added a bunch of dedicated keys to help us browse the web faster. This is Google's version of function keys (F1 to F12).

To the right is a list of dedicated browser keys that you get. Please check them out and learn how to use them to get the most out of using your Chromebook.

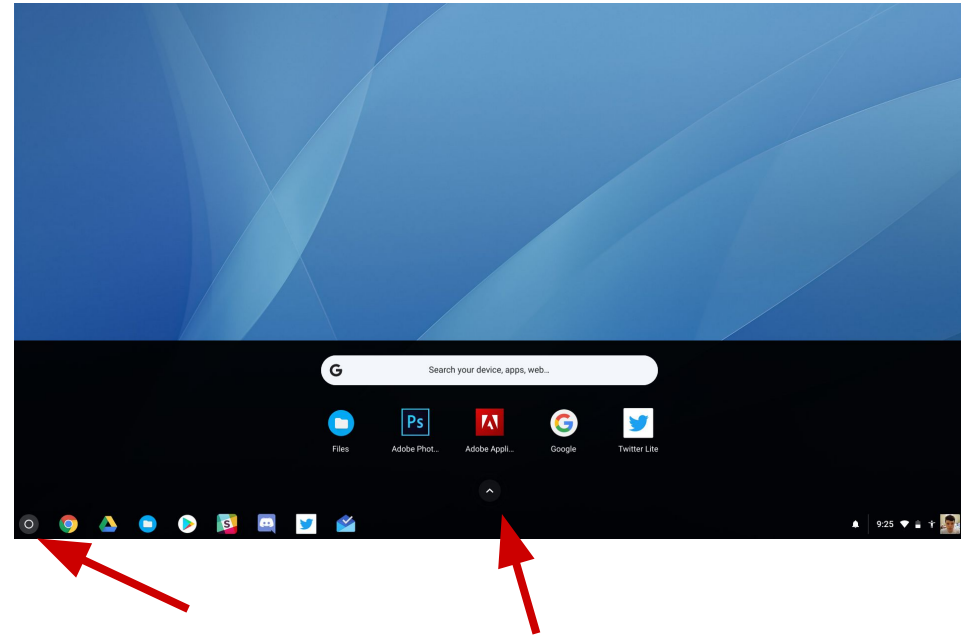| Key	Function
←	Go to the previous page in your browser history (F1)
→	Go to the next page in your browser history (F2)
C	Reload your current page (F3)
▱	Maximize your window (F4)
▭	Switch to your next window (F5)
☼	Decrease screen brightness (F6)
☀	Increase screen brightness (F7)
◀×	Mute (F8)
◀−	Decrease the volume (F9)
◀+	Increase the volume (F10)

Some Touchpad Tricks

1. Click or tap with two fingers for right click

2. If that's not easy for you, **ALT + Click = Right click!**

3. Swipe with two fingers to scroll

4. Swipe up or down with three fingers to see all the open windows and apps.

5. Swipe left and right with three fingers to switch between open tabs.
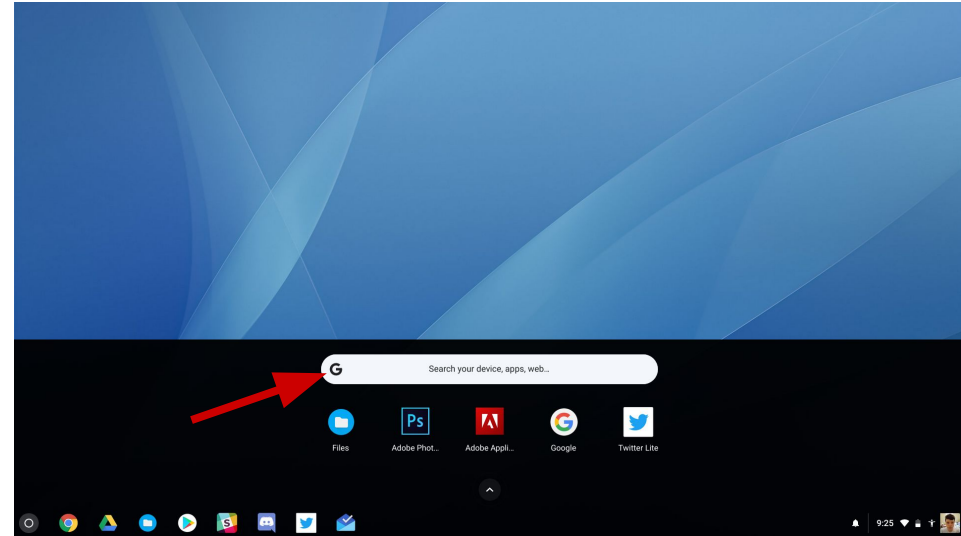
Chrome OS Launcher and Apps Menu

You can open the apps menu by clicking the apps icon on the taskbar or pressing the Search key.

At first, a quarter of the launcher is displayed, with a search box and five recently used apps. To see all apps, click the up arrow. The all apps menu lists all the apps that you have installed, and a search box.

Search Bar Uses

• **Launch apps you have installed:** Click the app icon to launch an app. Right click the app icon for more options including, pin the the app to the taskbar, or uninstall.

• **Search the web:** You don't need to open a new tab, open Google.com and then type in the search query. You can search easier than that. Press the search key once to open the Chrome OS apps menu, type in what you want to search and hit Enter. A new tab will open with your search results.

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

Take Screenshots

Here are the keyboard shortcuts to take screenshots.

- CTRL + [⬚] takes screenshot of your current window
- CTRL + SHIFT + [⬚] allows you to take a partial screenshot by selecting the area you want to capture.

Ctrl + [⬚]

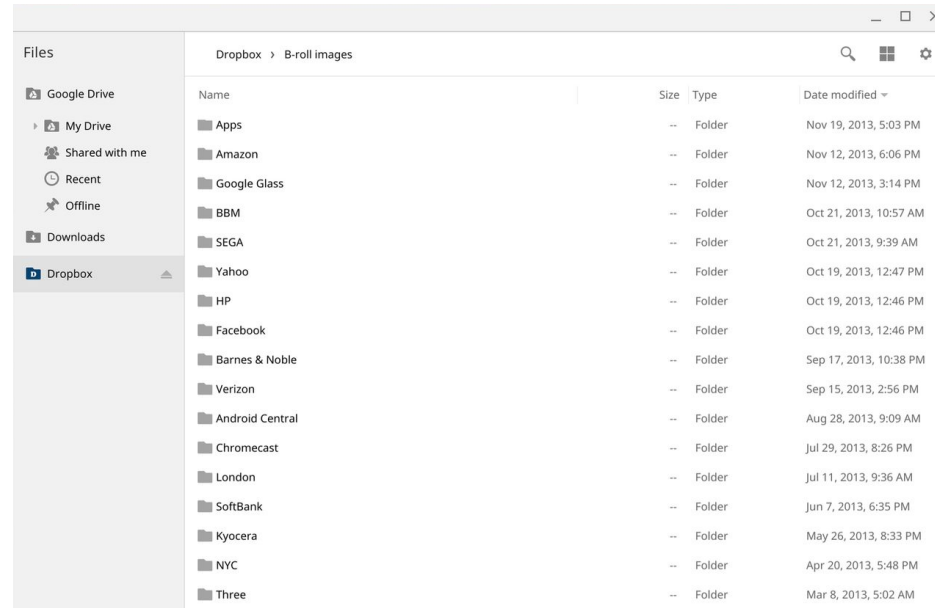Ctrl + Window Switcher

Ctrl + Shift + [⬚]

Ctrl + Shift + Window Switcher

Manage Files

Chromebook's file manager is simply called Files. The following information will tell you how to use the built in file manager.

- To open the Files app, **click the app icon** or use the keyboard shortcut **ALT + SHIFT + M**.
- Chromebook Files app has two main sections; Downloads and Google Drive.
- When you plug in a USB drive or a memory card, they also show in the file manager window

Google Drive

This section displays all your files and folders from Google Drive. These files are stored on Google servers, but **you can select a bunch of files and make them available offline too.** To make files available on the Chromebook (to access even when you are offline) check the available offline against the files of your choice.

Using Chromebook With No Internet

You will be using Chromebooks with internet most of the time. **When you are without an internet connection, you can still do a lot of things with your Chromebook:**

- View and edit photos
- Watch movies and play music
- Read books
- View and edit Docs, Sheets, and Slides (as well as Microsoft files)
- View PDFs
- Play Games

For more information about offline capabilities refer to the Chromebook Offline Instructions.

Additional Information

Support Contact Information:

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Sourced Material:

"Chromebook-Guide-Students.pdf." *Google Drive*, Google,
    drive.google.com/file/d/1UPqRHYt5BmDIslkCk0scnvn-3yOqAnvl/view.