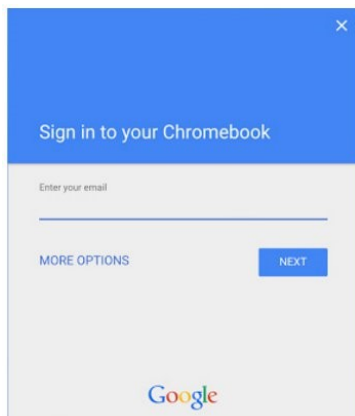


# GETTING STARTED

## Signing In

Just like a normal laptop, once you turn on your Chromebook, it will ask you to sign into an account. The account username and password to sign in will be your @hornellcsd.org email .














## Chromebook vs Chrome vs Google Tools

- ◆ *Chromebook*: a device similar to a laptop that is running the Chrome OS
- ◆ *Chrome*: Internet browser, similar to Internet Explorer and Firefox, that lets you access the internet
- ◆ *Google Tools*: Web apps, such as Google Docs, available using a Google Account

You can use them all independently.

## Unique Keys on your Chromebook Keyboard

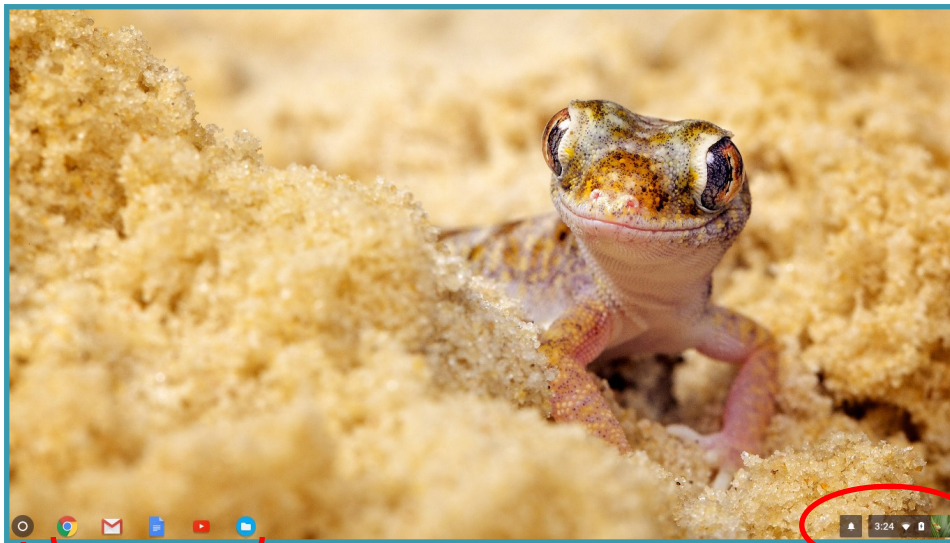
-  Search your apps and the web  
To turn Caps Lock on or off, press **Alt + Search**.
-  Go to the previous page in your browser history (F1)
-  Go to the next page in your browser history (F2)
-  Reload your current page (F3)
-  Hide the tabs and launcher in full-screen Immersive mode (F4)
-  Show all windows in Overview mode (F5)
-  Dim the screen (F6)
-  Make the screen brighter (F7)
-  Mute (F8)
-  Lower the volume (F9)
-  Raise the volume (F10)

On the top of the keyboard, above the number keys, is a set of keys that offer special functions. These are referred to as “Function Keys,” or “F-Keys.” To the left is a list of function keys that are unique to Chromebooks.

# NAVIGATION

## Navigation

Once signed in, your desktop image should be organized similar to this. You will notice that Chromebooks tend to be less cluttered, and will only have icons for the basic functions.



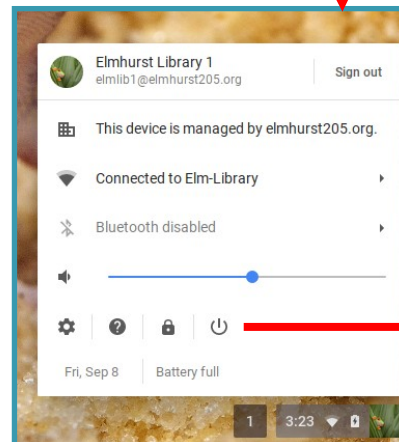
These icons are for your settings and clock. Click on them to expand the menu.

- Notification Icon
- Wi-Fi Icon
- Battery Life Icon

Bottom right is the profile image for the account.

Shortcuts to Apps (Programs). Shortcuts are customized and will be different for each Google Account.

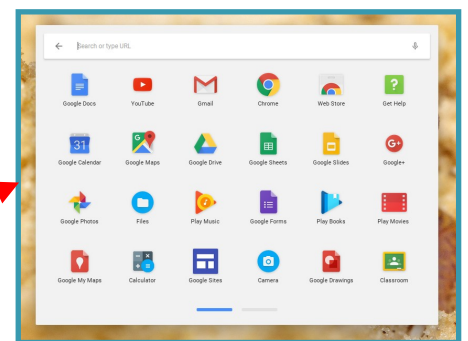
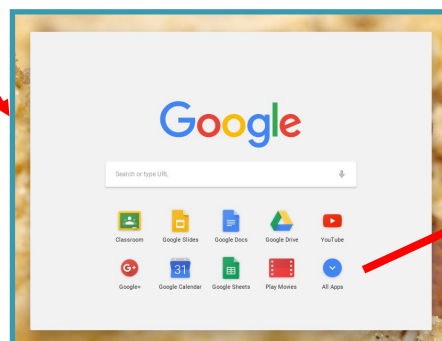
- Google Chrome: Internet Browser
- Gmail: Email
- Google Docs: Web-based word processor
- YouTube: Video streaming and sharing
- Files: File explorer for files stored on device



- Sign out of Account
- Wi-Fi Options
- Bluetooth Menu
- Volume
- Power Off Icon


## Launcher

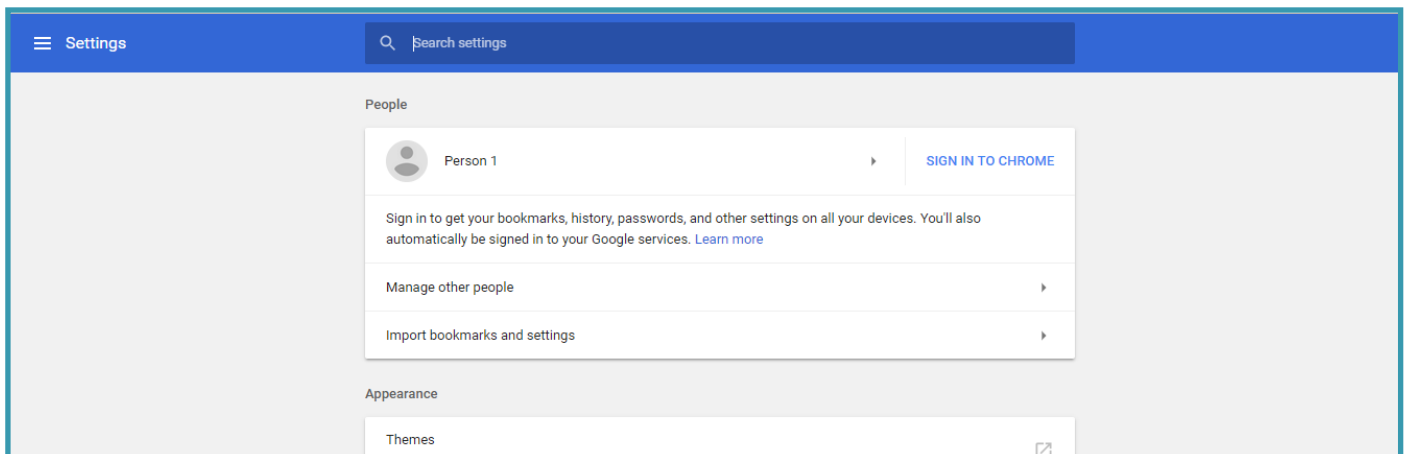
This is the icon for the Launcher. The Launcher icon is similar to the Start Menu on a Windows PC. Once clicked, it will give you a menu of apps to choose from (pictured right).



# GOOGLE CHROME

## Google Chrome

Google Chrome, the Internet Browser for Chromebooks, can be customized for each Google Account. Users can access these customized settings, including extensions, by signing into Google Chrome—even on a home computer. To sign into Chrome, click  in the upper right and select **Settings** from the menu. Once at the **Settings** page, select **SIGN IN TO CHROME** and use the desired Google username and password.



### Chrome Extensions vs Chrome Apps

**Extensions** are small software programs that can enhance the functionality of Chrome. For instance, the extension *Grammarly* will proofread text (like an email or Google Doc) that is typed within Google Chrome.

**Apps** are web-based programs. These *Apps* often can be accessed like a normal website. For instance, *Google Classroom* is both a *Chrome App* and a website.

**\*Extensions and Apps are installed per administrative approval**

### Touchpad Gestures for ChromeOS


Chrome OS supports a variety of touchpad gestures. Once you get a hold of these gestures, work starts to seem a lot faster with some of the most convenient gesture functions. Here is a list:

**Scrolling:** To scroll vertically on a page, move up or down on the touchpad with two fingers. To scroll horizontally, move left or right in the same manner.

**Open link in a new tab:** Click the link by tapping the touchpad with three fingers.

**Switch between tabs:** To change tabs inside Chrome, swipe left or right on the touchpad with three fingers.

**Go back or forward in Chrome:** You can go back to the previous page or forward to the next page in a tab by simply swiping left or right respectively on the touchpad with two fingers.

**Screenshot:** Shift + CTRL + . Use + to outline what you want to copy. File will automatically save to your downloads directory.