

How to Save and Retrieve Files on your Chromebook

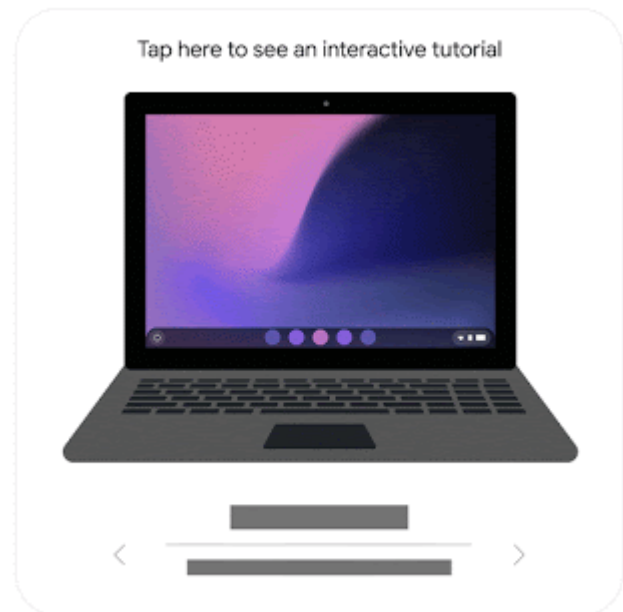
Save Your Files

You can save a file in one of two ways:

- Press Ctrl + S, or
- Right-click on the image or file you want to save and select “Save as...”

Either way, you will bring up the Files app. Select which folder you want to save your file in from the listing on the left, and then click on the Save button in the bottom right corner. (If you want to change the name of the file, you can do that in the field to the left of the Save button.) You can also save and retrieve files from Google Drive from here.

The Files app comes preloaded with a Downloads folder, but you can easily create your own folders by clicking on the New Folder button on the bottom left corner.



Find Your Files

To find your saved files, here is what you do:

1. Click on the Launcher button in the bottom left corner of the screen.
2. An apps window will emerge from the bottom of the screen. If you have used the Files app recently, it will be listed just below the search field with other recently used apps. Click on it.
3. Otherwise, click on the “up” arrow just above the search field to see all the apps in your Chromebook, and click on the Files app.
4. Find your file and double-click to open it.



Watch the Video

The Files app also automatically organizes your files into Recent, Audio, Images, and Videos folders to make those types of files easier to find.