

# Introduction to Chromebooks

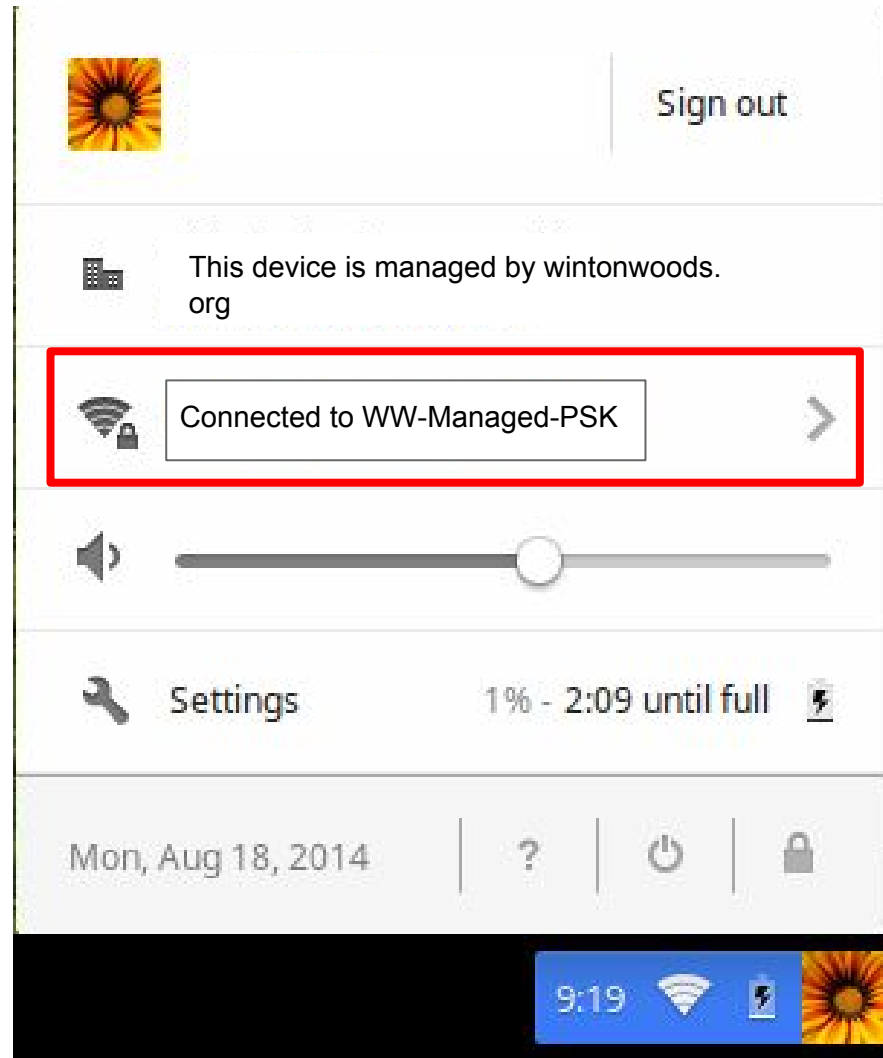


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# Connect to the Internet

**When you are in a Winton Woods building, your Chromebook should always be connected to the WW-Managed-PSK network.**






# Chromebook Care

- When unplugging-do so gently
- When not using your Chromebook, close it to save the battery
- At the end of the day make sure to log off
- Plug your Chromebook in to make sure it gets charged- look for the light



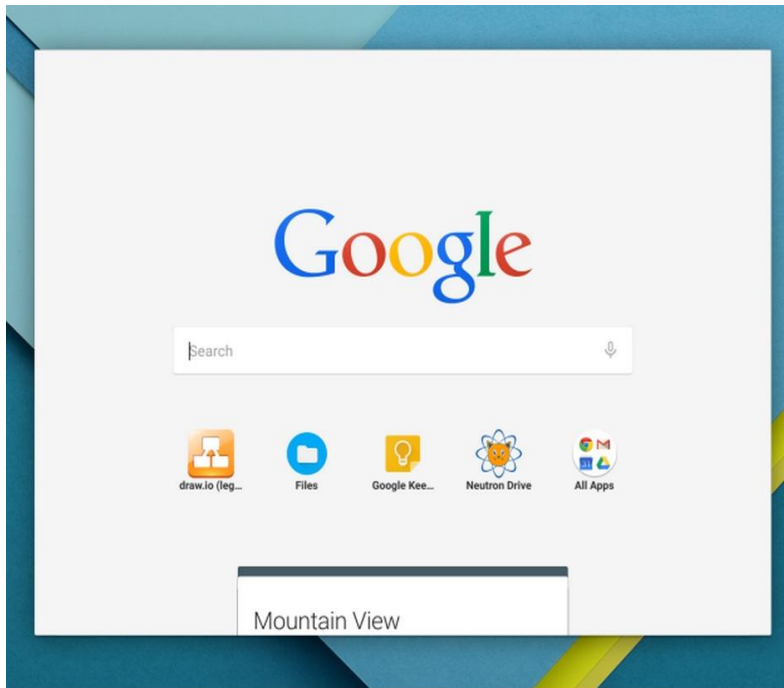
# Keyboard

Web key	Function
	Go to the previous page in your browser history.
	Go to the next page in your browser history.
	Reload the current page.
	Open the current page in full-screen mode.
	Switch to next window.
	Decrease screen brightness.
	Increase screen brightness.
	Mute/unmute the audio.
	Decrease the volume.
	Increase the volume.



# Keyboard

## Search Button





# Touch Pad



**Click:** Just press down on the lower half of the touchpad. Since tap-to-click is enabled by default, you can quickly tap the touchpad to click.



**Right-click:** Click the touchpad with two fingers.



**Scroll:** Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.



**Drag and drop:** Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.



# Chrome Home

OMGCHROME.COM CHROME OS BASICS SERIES

THE CHROME OS DESKTOP



Clicking this button opens the App Launcher. All of your installed apps and shortcuts are available here.

Search

Use the search box to search your apps, websites, and bookmarks.

## HANDY SHORTCUTS



Open the App Launcher

Ctrl + m

Open the File Manager

Ctrl +

Take a screenshot

Alt + (number)

Open an item on the App Shelf

Right-Click on an App icon to uninstall it, or to 'pin' it to the App Shelf.

This is the desktop. Right-click here to change the background or move the Application Shelf.

This is the System Tray.

This is the App Shelf.

You can pin your fave apps here.

When an application is open a small line appears underneath its icon on the Shelf.

This is the Message Centre.





Waffle – Apps Launcher



Hot Dogs – Chrome Menu

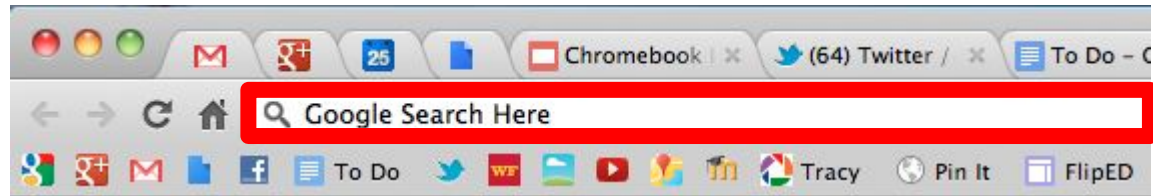






# Vocabulary

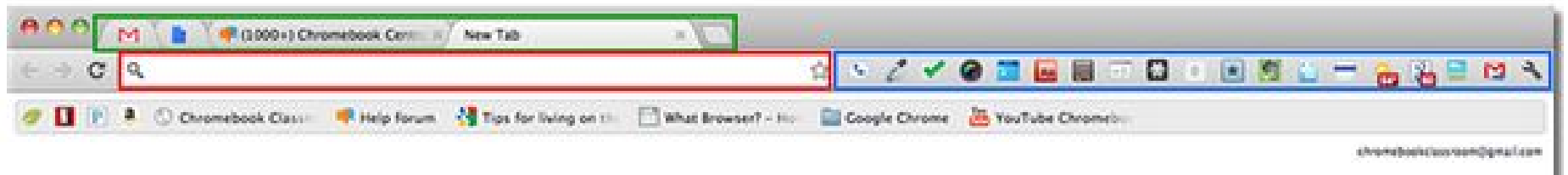
Omnibox



Tabs



Extensions





# Keyboard Shortcuts

**Ctrl+N:** Open a new window

**Ctrl+T:** Open a new tab

**Ctrl+Shift+W:** Close the current window

**Ctrl+Tab:** Go to the next tab

**Ctrl+Shift+Right/Left Arrow:** select text one word at a time

**Ctrl+Shift+Up/Down Arrow:** select text one line at a time

**Ctrl+Shift+a:** Select all





# Bookmarking



Show the bookmarks bar: Chrome  
Menu>Bookmarks>Show Bookmarks Bar



Star a Bookmark



# Your settings travel with you

It does not matter which Chromebook you log into because your settings, bookmarks, themes, apps and extensions travel with you and your account.



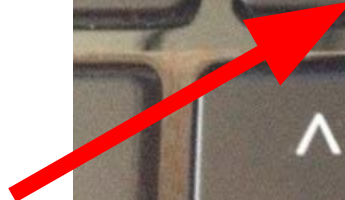


# Screenshots

**Screenshot of the entire screen - Ctrl +**

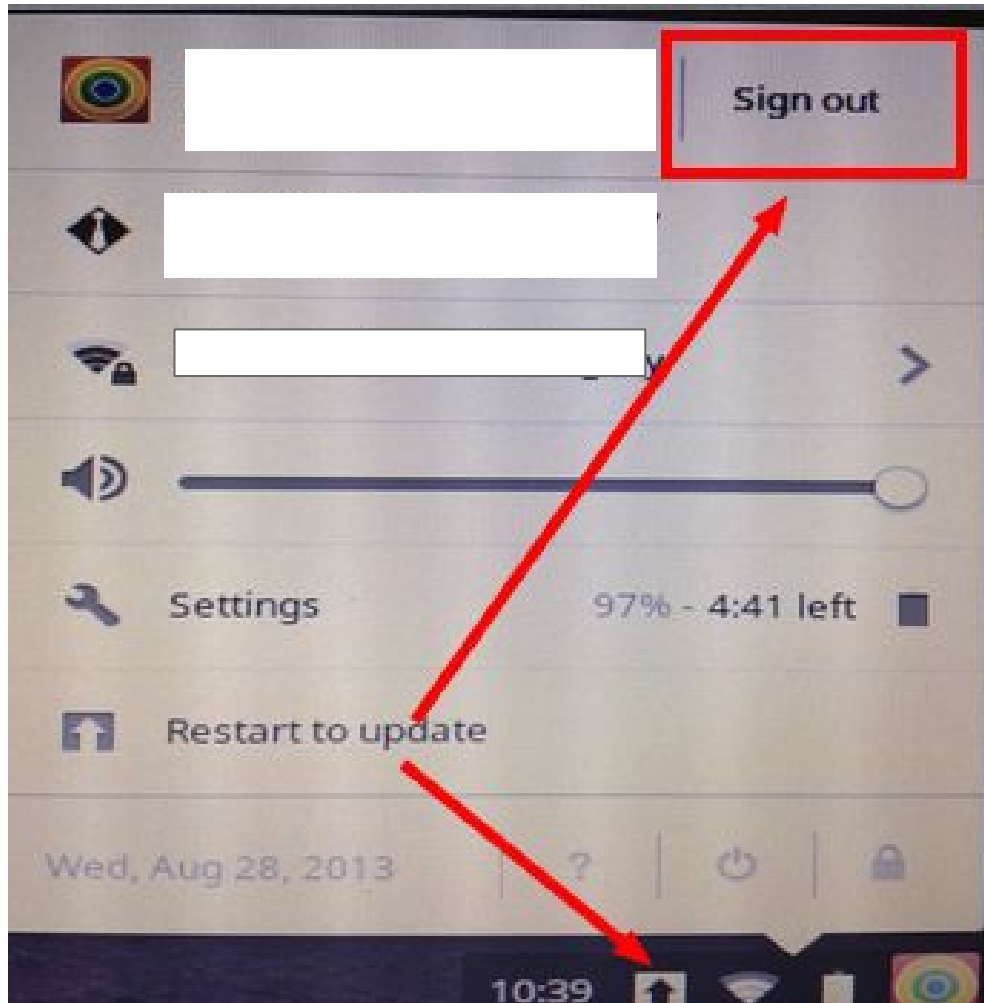


**Select the area for a Screenshot - Ctrl + Shift +**





# Signing Off



You can also sign off by powering down.

Closing the computer does not log you out.

Make sure to logout when finished using the device.