

FAYETTEVILLE ACADEMY

TECHNOLOGY DEPARTMENT

Chromebook Introduction

Initial Setup

1. Log in
 - a. When the Chromebook powers on for the first time, you will see a login screen. Please enter your school Google Account information (you only need to enter the portion of your ID up to the “@fayacademy.org”).
 - b. If you have lost or forgotten your Google account information, please ask your teacher for assistance or contact the helpdesk at helpdesk@fayacademy.org.
2. Network
 - a. The Chromebook should automatically connect to the campus wireless network. If it does not, please contact the helpdesk at helpdesk@fayacademy.org.
 - b. To connect to your wireless network at home, please follow the steps below:

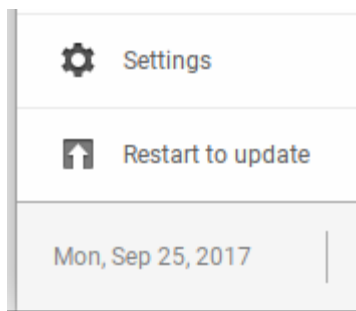
- i. Click on the Status Tray at the bottom right.
- ii. Please select “No Network”.
- iii. Please select the name of your home network from the “Available Networks” list and enter in the appropriate connection information.



3. Profile Picture
 - a. THIS IS VERY IMPORTANT ... To easily identify which Chromebook belongs to which student, please change your profile picture to a picture of yourself.



- b. Click on the Status Tray at the bottom right.



- c. Select “Settings”.

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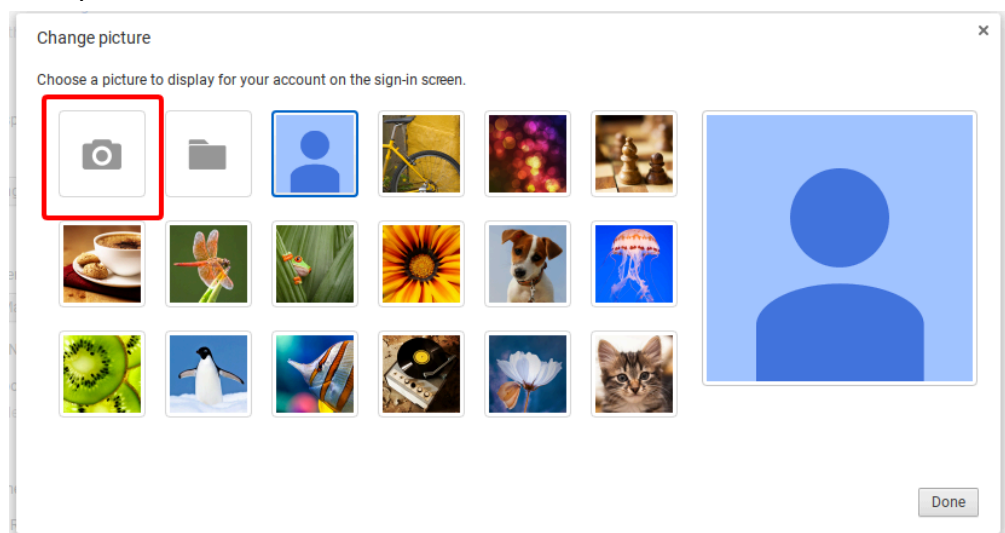
People



Sig



- d. Scroll down to “People” and click the icon of profile picture.
- e. On the next screen, click on the picture of the camera to activate the webcam at the top of the Chromebook.



- f. When ready, click the green “Take Photo” button under the webcam picture display.
 - g. Make sure the picture you just took of yourself is selected and press the “Back Arrow” at the top left of the window (to the left of “Change Picture”).
4. Printing
- a. School printers that students have access to should already be configured on the Chromebooks.
 - i. TECH 1 - Black and White printer in the upper computer lab (Tech Building)
 - ii. UM Library - Black and White printer in the upper/middle library.
 - b. If you would like to add a home printer, please follow the steps in this article.
<https://www.laptopmag.com/articles/how-to-set-up-google-print-on-your-chromebook>

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General Items

1. General Care

- a. Please keep the device clean and do not eat or drink over it.
- b. Make sure to plug your Chromebook in at night so that it will be fully charged when you get to school. Please do not try to force the charging plug into the device.
- c. With the device, you are assigned a case. The case is for transporting the Chromebook and to help prevent scratches. The cases are NOT impact resistant. Be careful not to drop, toss, or step on the device (they will break). Be careful if you put the Chromebook in your bookbag as your bag can get quite heavy with books and other items.
- d. As with any computer, do not force cables or connections. If you need to plug an HDMI, USB, charger, or Headphone/Mic jack, please make sure that the connections are aligned correctly and do not force the cable into the Chromebook.
- e. The screens are touch-enabled. Please make sure that you wipe and dirt and smudges from the screen with a lens cloth or paper towel. Do NOT use Windex or other household cleaners on the screen.
- f. If you do have an issue please email the helpdesk immediately (helpdesk@fayacademy.org) and give your name and school email address.

2. Camera

- a. There are two built-in cameras on the Chromebooks. One camera is on the top of the screen frame. The other camera is at the top of the keyboard so that the user can view what will be in the picture while in tablet mode.
- b. When taking pictures and videos, be mindful of our honor code and digital citizenship policy.

Software

Once you log into the Chromebook with your school issued Google Account, the device should open a browser and automatically open tabs for Google, Gmail (based on grade level), and Google Drive. Google is the default search engine, Gmail is the email interface for your school account (again, depending on grade level) and Google Drive is the cloud file storage where all of your documents, pictures, etc. should be saved. Students can share documents from Google Drive with other students and teachers.

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Also on the Chromebook are applications for word processing (Docs), spreadsheets (Sheets), and presentations (Slides) among others. If you have any questions about the functionality of these applications, please utilize Google as there are many help articles for these applications.

Keyboard Use

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)

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Chromebook Keyboard Shortcuts

Popular shortcuts

- **Take a screenshot:** Press **Ctrl** +  (or **Ctrl** + **F5**)
- **Take a partial screenshot:** Press **Ctrl** + **Shift** +  (or **Ctrl** + **Shift** + **F5**), then click and drag
- **Turn Caps Lock on or off:** Press **Alt** + **Search**
- **Lock your screen:** Press **Search** + **L**
- **Sign out of your Google Account:** Press **Ctrl** + **Shift** + **q** (twice)
- **See all keyboard shortcuts:** Press **Ctrl** + **Alt** + **?**

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Tabs and windows

Open a new window	Ctrl + n
Open a new window in incognito mode	Ctrl + Shift + n
Open a new tab	Ctrl + t
Open a file in the browser	Ctrl + o
Close the current tab	Ctrl + w
Close the current window	Ctrl + Shift + w
Reopen the last tab or window you closed	Ctrl + Shift + t
Go to tabs 1-8 in the window	Ctrl + 1 through Ctrl + 8
Go to the last tab in the window	Ctrl + 9
Go to the next tab in the window	Ctrl + Tab
Go to the previous tab in the window	Ctrl + Shift + Tab
Switch quickly between windows	Press & hold Alt , tap Tab until you get to the window you want to open, then release.
Open the window you used least recently	Press & hold Alt + Shift , tap Tab until you get to the window you want to open, then release.
Go to previous page in your browsing history	Alt + left arrow
Go to the next page in your browsing history	Alt + right arrow
Open the link in a new tab in the background	Press Ctrl and click a link
Open the link in a new tab and switch to the new tab	Press Ctrl + Shift and click a link
Open the link in a new window	Press Shift and click a link
Open the link in the tab	Drag the link to the tab's address bar
Open the link in a new tab	Drag the link to a blank area on the tab strip
Open the webpage in a new tab	Type a web address (URL) in the address bar, then press Alt + Enter
Return the tab to its original position	While dragging the tab, press Esc
Dock a window on the left	Alt + [
Dock a window on the right	Alt +]

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Page & web browser

Page up	Alt or Search and up arrow
Page down	Alt or Search and down arrow
Scroll down the web page	Space bar
Go to top of page	Ctrl + Alt and up arrow
Go to bottom of page	Ctrl + Alt and down arrow
Print your current page	Ctrl + p
Save your current page	Ctrl + s
Reload your current page	Ctrl + r
Reload your current page without using cached content	Ctrl + Shift + r
Zoom in on the page	Ctrl and +
Zoom out on the page	Ctrl and -
Reset zoom level	Ctrl + 0
Stop the loading of your current page	Esc
Right-click a link	Press Alt and click a link
Open the link in a new tab in the background	Press Ctrl and click a link
Save the link as a bookmark	Drag link to bookmarks bar
Save your current webpage as a bookmark	Ctrl + d
Save all open pages in your current window as bookmarks in a new folder	Ctrl + Shift + d
Search the current page	Ctrl + f
Go to the next match for your search	Ctrl + g or Enter
Go to the previous match for your search	Ctrl + Shift + g or Shift + Enter
Perform a Google search	Ctrl + k or Ctrl + e
Add www. and .com to your input in the address bar, then open the page	Ctrl + Enter
View page source	Ctrl + u
Show or hide the Developer Tools panel	Ctrl + Shift + i
Show or hide the DOM Inspector	Ctrl + Shift + j
Show or hide the bookmarks bar	Ctrl + Shift + b
Open the History page	Ctrl + h
Open the Downloads page	Ctrl + j

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System & display settings

Open the Files app	Alt + Shift + m
Preview a file in the Files app	Select the file, then press Space
Display hidden files in the Files app	Ctrl + .
Open the status area (where your account picture appears)	Shift + Alt + s
Click icons 1-8 on your shelf	Alt + 1 through Alt + 8
Click the last icon on your shelf	Alt + 9
Use F keys (F1 to F12)	Search + 1 through Search + =
See your notifications	Alt + Shift + n
Change screen resolution	Ctrl + Shift and + or -
Reset screen resolution to default	Ctrl + Shift + 0
Rotate screen 90 degrees	Ctrl + Shift + 
Switch to the next user	Ctrl + Alt + .
Switch to the previous user	Ctrl + Alt + ,

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Text editing

Turn Caps Lock on or off	Alt + Search
Select everything on the page	Ctrl + a
Select the content in the address bar	Ctrl + L or Alt + d
Select the next word or letter	Ctrl + Shift and right arrow
Select text to the end of the line	Shift + Search and right arrow
Select text to the beginning of the line	Shift + Search and left arrow
Select previous word or letter	Ctrl + Shift and left arrow
Move to the end of the next word	Ctrl and right arrow
Move to the start of the previous word	Ctrl and left arrow
Go to end of document	Ctrl + Search and right arrow
Go to beginning of document	Ctrl + Search and left arrow
Copy selected content to the clipboard	Ctrl + c
Paste content from the clipboard	Ctrl + v
Paste content from the clipboard as plain text	Ctrl + Shift + v
Cut	Ctrl + x
Delete the previous word	Ctrl + Backspace
Delete the next letter (forward delete)	Alt + Backspace
Undo your last action	Ctrl + z
Redo your last action	Ctrl + Shift + z
Switch between the keyboard languages you've set. Learn how to choose your keyboard language .	Ctrl + Shift + Space
Switch to the previous keyboard language you were using. Learn how to choose your keyboard language .	Ctrl + Space
Dim keyboard (for backlit keyboards only)	Alt + 
Make keyboard brighter (for backlit keyboards only)	Alt + 

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Accessibility

[Learn how to make your Chromebook accessible.](#)

Turn ChromeVox (spoken feedback) on or off	Ctrl + Alt + z
Turn on high contrast mode	Shift + Search + h
Highlight the launcher button on your shelf	Shift + Alt + L
Highlight the next item on your shelf	Shift + Alt + L , then Tab or right arrow
Highlight the previous item on your shelf	Shift + Alt + L , then Shift + Tab or left arrow
Open the highlighted button on your shelf	Shift + Alt + L , then Space or Enter
Remove the highlight from a button on your shelf	Shift + Alt + L , then Esc
Switch focus between: • Status area (where your account picture appears) • Launcher • Address bar • Bookmarks bar (if visible) • The webpage that's open • Downloads bar (if visible)	Ctrl +  or Ctrl + 
Highlight the bookmarks bar (if shown)	Alt + Shift + b
Highlight the row with the address bar	Shift + Alt + t
Open right-click menu for highlighted item	Shift + Search + 
Use shortcuts on a braille keyboard	See braille keyboard shortcuts