



Iredell-Statesville Schools * Chromebook Guide



SCREENSHOT SHORTCUTS

Screenshot
whole screen



F5

+



Custom
Screenshot



F5

+



BROWSER SHORTCUTS

Open a new tab

CTRL

+

T

Reopen a closed tab

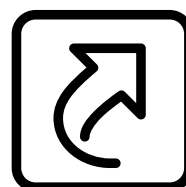
CTRL

+

SHIFT

+

T

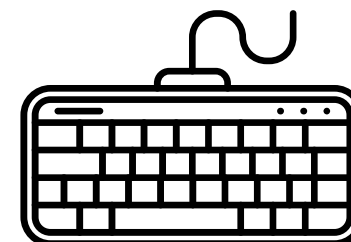


OTHER SHORTCUTS

Files & Downloads



Search



KEYBOARD SHORTCUTS

split screen
to the left

ALT

+

{

[

split screen
to the right

ALT

+

}

]

Cut

CTRL

+

X

Undo

CTRL

+

Z

Copy

CTRL

+

C

Highlight All

CTRL

+

A

Paste

CTRL

+

V

Caps Lock

fn

+

⬆

Back

F1

Brighten

F7

Vol Up

F12

Refresh

F2

Play/Pause

F8

Accessibility

F13

Full Screen

F3

Mute Mic

F9

Turn on/off
Dictation

F14

Screen
Recording

F5

Mute Sound

F10

Lock Screen

🔒

Dim

F6

Vol Down

F11

Apps

G



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CHROMEBOOK CARE & USE INFORMATION



Carry & Handle it carefully. Use two hands or a protective case, and never pick up your Chromebook by the screen. Open and close the lid gently from the center, and avoid putting pressure on the screen, keyboard, or hinges.



Keep food and drinks away. Spills and crumbs can permanently damage your device.



Transport it safely. Store it securely in your backpack, avoid placing heavy items on top of it, and don't throw or drop your bag.



Charge responsibly. Use your school-issued charger, unplug it carefully, and bring your Chromebook to school charged each day.



Surf Safely. Only visit websites and apps that are safe and / or assigned by your teachers.



Keep it clean. Use only a soft microfiber cloth to clean the screen and keyboard. Avoid household cleaners or abrasive materials.



Take care of your device. Don't remove school asset tags or attempt to repair the Chromebook yourself. Report any damage or technical issues as soon as possible.



Remember

**RESPECT IT.
PROTECT IT.
REPORT ISSUES
PROMPTLY.**

**If you need to submit
a technology work order
ticket, click [HERE](#).**



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GETTING TO KNOW YOUR CHROMEBOOK

Setting Caps Lock as Default

- Click the G in the bottom left corner
- Settings
- Device
- Keyboard and Inputs
- Customize Keyboard Keys
- Click  and choose "caps lock"

Setting Scroll Direction

- Click the G in the bottom left corner
- Settings
- Device
- Touchpad (scroll to bottom)
- Toggle on or off Reverse Scrolling

Storage

- Best practice; save everything to your Google Drive: there is limited storage space on the Chromebook.

Screen Recording

- Click the screen cast button  in your "shelf"
- Click "new screen cast" in the top left corner
- Click anywhere to record full screen
- Click stop in the bottom right corner when done

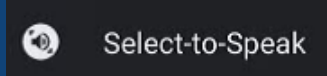
Annotate PDF

- Download the PDF and open it in the downloads folder on your chromebook
- Once it opens in the "gallery", you can annotate your document with a variety of tools.

Google Drive

- Can be found in the bottom "shelf" or within files

Read Aloud

- Click the accessibility button
- Toggle on "Select-to-Speak"
- Click the Select-to-Speak icon on the shelf. 
- Highlight the text you need read aloud

Translating (a webpage)

- Click the Google Translate button in the address bar
- Beside the detected language, click the three dots
- Click "choose another language"
- Select the preferred language and click done
- Translate is also located by clicking the three dots in the top right corner of a Chrome browser