

Google Chromebook Starting Guide

Now that you have received your Chromebook you will notice that it looks exactly like a laptop, but there are several differences between both devices. Chromebooks are Internet based devices that are fully integrated with Google Apps. Software is installed via the Google Apps Webstore similar to an iPhone or Android based phone. You cannot attach a printer directly to it, but you can print from it. Chrome devices have Flash support built-in, but they do not support Java or Silverlight. Any websites that require Java or Silverlight will not work.

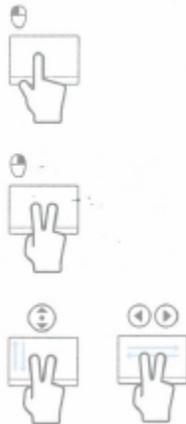
First Login to the Chromebook

To start using your Chromebook login with your gmail account (doej@rbhs208.net) and password then click on "Sign in". Select a picture for your account and Click on "OK". The Chromebook will go to the desktop and the Chrome Internet browser will open.

Using the TouchPad

Touchpad

- Pressing down anywhere on the pad functions like the left button of a mouse.
- Pressing down anywhere with two fingers functions like the right button of a mouse.
- Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.



Wi-Fi Access

When you receive your Chromebook it will be setup to sign in to RB's wireless network and while in the building it will automatically connect to it. If you are away from school you can connect to a different wireless network (commonly known as Wi-Fi networks) to access the Internet.

To check your connectivity look at the bottom right corner:

	You're connected to the network. The number of lit signal bars indicates the strength of your network signal. If the icon is flashing, that mean the connection is being established.
	You're not connected to any network.

To connect to a Wi-Fi network:

1. If you haven't already, sign in to your Chromebook.
2. Click the network icon in the lower-right corner of your screen. 
3. Click a network name to connect to it. Secure networks are marked with the  icon and require additional information before you can connect. If you're connecting to a secure network that uses password authentication, you'll be prompted to enter a password.

Dedicated Browser keys

Chromebooks gives you dedicated browser keys, or keys that you can use to perform some actions that you do on the browser. The following is a list of dedicated browser keys that you get.

 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)

 Maximize your window (F4)

 Switch to your next window (F5)

 Decrease screen brightness (F6)

 Increase screen brightness (F7)

 Mute (F8)

 Decrease the volume (F9)

 Increase the volume (F10)

Taking Screenshots

Use the keyboard shortcuts below to take a screenshot.

Ctrl+ 	Take a screenshot of your current window
Ctrl+ Shift+ 	Take a partial screenshot by selecting the area you want to capture

Once you've finished taking a screenshot, you can then retrieve the image file in the Files app. The Files app is located on the Apps list.

Locking the Screen

To lock the screen close the cover, when you open the Chromebook again you will need to enter your password

Adding Printers Attached to your Computer

Your Chromebook has the ability to print to the same printers that are installed at your home. Prior to printing you will need to configure the Chrome Internet Browser on your desktop computer connected to the printer.



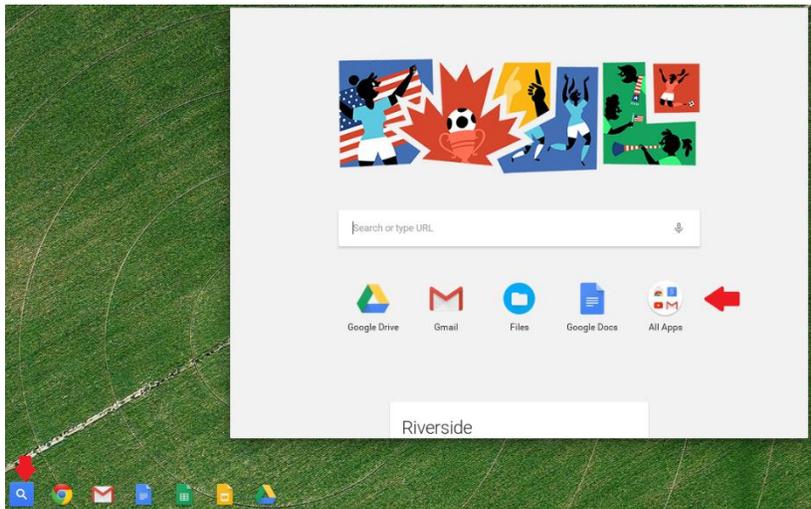
Don't try to plug your printer into your Chrome device--it won't work!

Follow the steps below to enable the Google Cloud Print connector in Google Chrome.

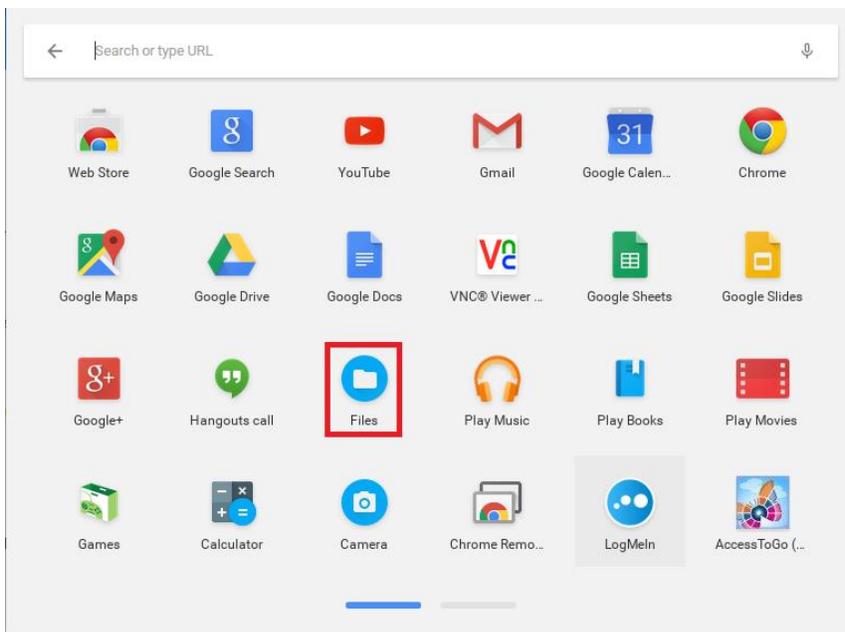
1. Log in to your desktop computer at home.
2. Open Google Chrome and login using your gmail account.
3. Click the Chrome menu  on the browser toolbar.
4. Select **Settings**.
5. Click **Show advanced settings**.
6. Scroll down to the "Google Cloud Print" section. Click **Add printers**.
7. Click **Add printers**.
8. If prompted, sign in with your Google Account.
9. Select the printers you want to connect, and then click **Add printer(s)**.

The printer is now associated with your Google Account and connected to Google Cloud Print. You can print to this printer whenever you're signed in with the same Google Account on your Chromebook. Your computer must be turned on in order for the Chromebook to use the printer(s) you setup.

File Management



Open the apps list by clicking the launcher icon  on the taskbar or shelf then click on "All Apps".



To see your files click "Files" from you Apps List.

Name	Size	Type	Date modified
Screenshot 2015-07-06 at 2.08.44 PM.png	28 KB	PNG image	Today 2:08 PM
Screenshot 2015-07-06 at 2.08.17 PM.png	132 bytes	PNG image	Today 2:08 PM
Screenshot 2015-07-06 at 9.06.33 AM.png	78 KB	PNG image	Today 9:06 AM
Screenshot 2015-07-06 at 9.00.22 AM.png	1.7 MB	PNG image	Today 9:00 AM

Downloads

This contains files stored on your Chromebook locally. That means, files you see here are on the harddrive of your Chromebook . You can press on the touchpad with two fingers anywhere inside the Downloads drive to create new folders. It works similar to folders on your PC.

Google Drive

The Google Drive on your Chromebook lists files stored on your Google Drive account. These files are not on the local drive. They are on the cloud. That means, you can access them from any device, if you login to Google Drive.

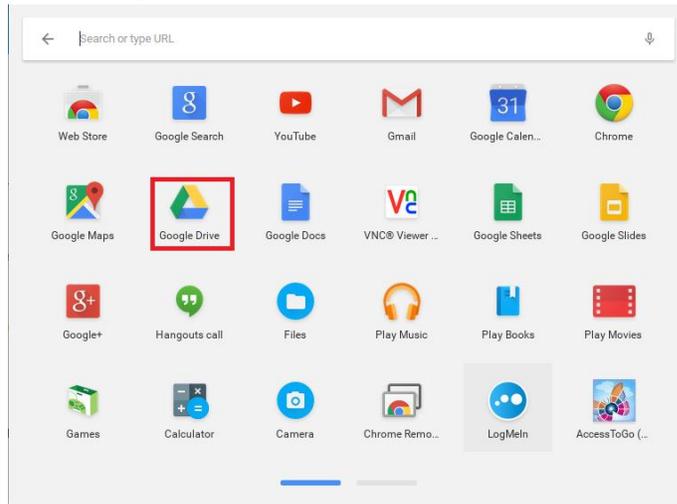
You can drag and drop files between the Downloads drive and Google Drive.

Offline Files

You're able to view and edit Google documents, sheets and slides even when you don't have an Internet connection or offline.

Here's how to make sure it is working:

- Launch Google Drive from the app list or shelf.



- Click on the gear located in the top right corner  then select "settings"
- Make sure there is a checkmark to the right of "Offline"

