

Chromebook User Guide

Chromebooks are similar to laptops. Unlike most computers, Chromebooks do not run Windows. Instead, they use Chrome OS, which is similar to the Google Chrome web browser. This means you can use a Chromebook to do just about anything you'd normally do online: read websites, check your email, and watch videos. Your Chromebook runs web apps instead of software programs used on other computers.

Note: YSD1 students and teachers will be expected to utilize MS Office 365 apps (outlook email, Word, Excel, One-Drive, etc.) instead of Google apps for all school-related assignments and activities.

Powering on & off

Your Chromebook has a magnet in the screen which allows it to turn on right as it's opened! If the screen does not light up after opening the lid, press the Power key on the top right side of the keyboard panel. To power-off, you may close the lid or press and hold the power button.

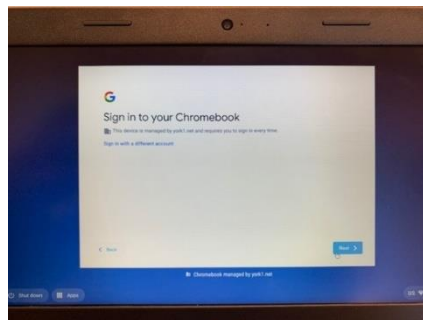


Logging into the Device

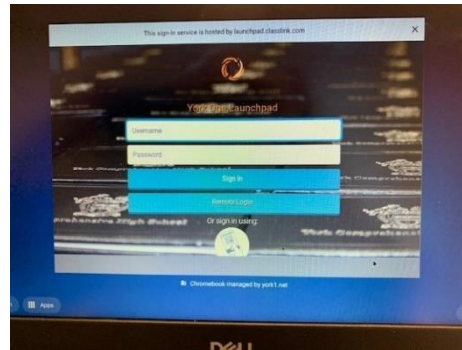
When turning on the Chromebook, you may see a prompt that asks you to sign in. Click on "Sign in Required".

You will be taken to the Google Sign-on Page. Click "Next."

Note: If it goes to Google and not to the Launchpad (screen with all district apps), then Click "X" and then Sign Out at the bottom. Log back in and you should be taken to the Launchpad.



The ClassLink page will appear. Log in with your username and password. Your LaunchPad will open.



Charging the Chromebook

Your Chromebook should be charged every evening so that it has enough power to last the entire school day. Use the district-provided charger and pull it into the charging port located on the left side of the device.

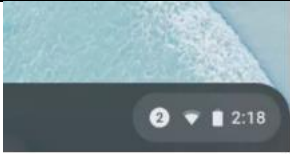
Periodically, monitor the battery percentage and be sure to charge the device before it completely dies, as this can damage the battery.



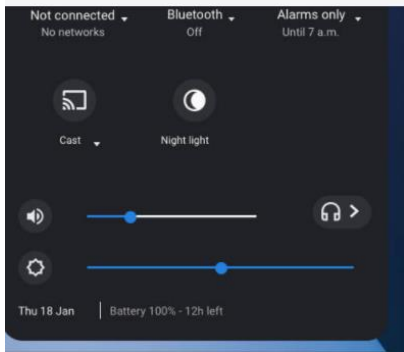
Connecting to the Internet

When at school, the Chromebook will automatically connect to the district's WiFi network; however, if working from home or another location, you will need to connect to that local network. Once you have connected to a local network, that connection will remain set-up until you disable the connection.

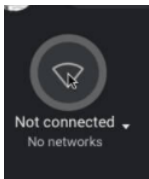
1. Click on the time at the bottom right of the screen.



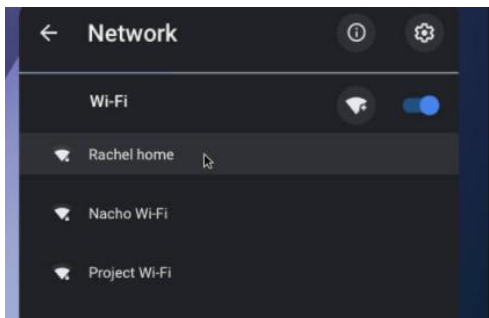
2. The quick settings panel will open up.



3. Click on the network icon. It should say “Not Connected.”



4. Your Chromebook will automatically look for available networks and show them to you in a list. Select your home network and enter the password.



Exploring the Keyboard and TouchPad

Chromebooks have a unique keyboard layout. There are no function keys; instead, you have dedicated keys for managing your Chrome browser.



Similar to laptops, the Chromebook has a Touchpad located at the bottom of the device.

- To move the cursor across the screen, simply place one finger on the touchpad and move it in any direction.
- Click buttons and links by pressing down on the bottom half of the touchpad until you feel or hear a click.
- Right-click by pressing down with two fingers.
- Scroll vertically by placing two fingers on the touchpad and moving them up and down; moving them left and right scrolls horizontally.

There are three often used keys that are not found on the Chromebook keyboard:

1. Caps Lock Key--Chromebooks come with a **Search** key instead of a caps-lock. To turn on caps lock, click **ALT + SEARCH**



2. **Delete** key--To delete a word or keystroke previously typed (back delete), click on **ALT + Backspace**. To delete the next letter (forward delete), click

CTRL+ Backspace

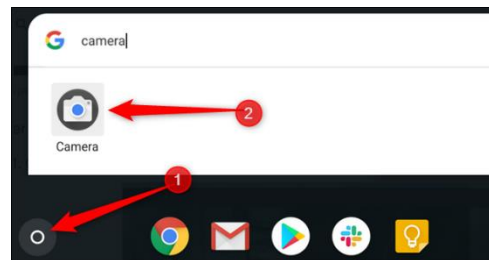


3. Home and End Keys—**ALT + Up Arrow key:** Home
ALT + Down Arrow key: End



Using the Built-In Camera

To access it, tap the “Search” button on the keyboard and search for “Camera.” Alternatively, click the “All Apps” button and look for the camera icon.



Once the app opens, click the shutter button, located on the right side, to snap a picture.

The photo is taken in landscape orientation. However, if you click “Square” before the shutter button, your photos will be square in shape with equal portrait and landscape dimensions.

As soon as you hit the shutter button, a thumbnail of the most recent picture will appear in the bottom-right corner. You can press the shutter button to capture even more photos.












Three additional icons along the left side of the window give you even further assistance when taking photos on your Chromebook. Click on any of these to do the following:

- **Mirror the Photo:** Flip the camera’s perspective from left to right.
- **Use Gridlines:** Add a grid to help you straighten your picture before you snap it.
- **Timer:** Take photos with a delayed timer.

After you’ve finished taking images, you’ll need to find the photos on your Chromebook to view, edit, and share them with your friends and family. This can be done directly from the Camera app or from inside the Files app. Here’s how.







Note: Your photos will be automatically saved in the Files app if your Chromebook is running [Chrome OS version 69 or above](#).

Keyboard and Shortcuts

KEY	FUNCTION
	Go to the previous page in your browsing history (F1)
	Go to the next page in your browsing history (F2)
	Reload your current page (F3)
	Open your page in full screen mode (F4)
	Switch to your next tab or window (F5)
	Decrease screen brightness (F6)
	Increase screen brightness (F7)
	Mute (F8)
	Decrease the volume (F9)
	Increase the volume (F10)
	<p>Search your apps and the web from your apps list. On a Chromebook, this key is located on the side, where you would normally find the Caps Lock key.</p> <p>To turn Caps Lock on temporarily, press Alt + the search key.</p>

Chromebook Shortcut Keys

You can use keyboard shortcuts to complete some tasks more quickly. Below are some popular shortcuts:

- Take a screenshot: Press Ctrl + Show Windows .
- Take a partial screenshot: Press Shift + Ctrl + Show windows , then click and drag.
- Take a screenshot on tablets: Press Power button + Volume down button.
- Turn Caps Lock on or off: Press Search  + Alt. Or press Launcher  + Alt.
- Lock your screen: Press Search  + L. Or press Launcher  + L.
- Sign out of your Google Account: Press Shift + Ctrl + q (twice).
- See all keyboard shortcuts: Press Ctrl + Alt + / (forward slash).

You may also press **CTRL + ALT + ?** on your Chromebook to view the available keyboard shortcuts.

