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CHROMEBOOK TIPS AND TRICKS

CHROMEBOOK ESSENTIALS

- **Rearrange Web Apps in Launcher**

- After you've installed a web app, you can rearrange the order in which it appears in the Chrome App Launcher. Just click on the web app and hold. At that point you can drag left or right to change the web app's position.

CHROMEBOOK ESSENTIALS

- **Uninstall Web Apps**

- To uninstall and completely remove a web app from your Chromebook, right-click on the web app in the Chrome App Launcher and select Uninstall.

CHROMEBOOK ESSENTIALS

- **Search for web apps**

- You can search for installed web apps by opening the Chrome App Launcher and using the search bar at the top of the launcher. Not only does it show results for locally-installed web apps but also related results in Google Search and the Chrome Web Store.

CHROMEBOOK ESSENTIALS

- **Open web app in separate window**

- Most web apps open by default in your browser as a webpage. But you can open them in a separate window and make them look like an actual app instead. Just hold the Shift key and click on any app in the Chrome App Launcher. You can also right-click on most web apps in the Launcher to change the way they open by default (full screen, new tab, new window, etc..).

CHROMEBOOK ESSENTIALS

- **Pin web apps to shelf**

- To easily access a web app, you can pin it to the shelf at the bottom of your screen. All you have to do is right-click on a web app in the Launcher and select Pin to shelf.

CHROMEBOOK ESSENTIALS

- **Rearrange pinned web apps**

- After you've pinned a web app, you can rearrange the order in which it appears on your shelf. Just click on the pinned web app and hold. At that point you can drag left or right to change the web app's position.

CHROMEBOOK ESSENTIALS

- **Open pinned web apps**

- You can just click on any app in the Launcher or pinned to your shelf to quickly open it...or you can get fancy and use a keyboard shortcut. Press Alt+(Number). Number stands for the position of the app on your shelf. For instance, if you want to open the Chrome Web Store app, and it's the first app positioned on your shelf, press Alt+1. The Chrome Web Store will then open. If it's the second app on your shelf, press Alt+2, and so forth.

CHROMEBOOK ESSENTIALS

- **Open File Manager**

- To see all your local drives, Google Drive, Downloads folder, files, etc., you'll need to open the File Manager. It's the Files web app located in your Chrome App Launcher. You can also access the Files web app by pressing Shift+Alt+M.

CHROMEBOOK ESSENTIALS

- **Change File Manager View**

- You can view your files and folders in a thumbnail-like grid mode or a list mode. Go to the gear icon on the top right corner of the File Manager to toggle between either view mode.

CHROMEBOOK ESSENTIALS

- **Create New Folder**

- There are two ways you can create a new folder. The first is to simply open the File Manager and press Ctrl+E. You can also click the gear icon on the top right corner of the File Manager and select New Folder.

CHROMEBOOK ESSENTIALS

- **View Free Space on Local Drive**

- To see the amount of free space you have left on your local HDD or SDD, type chrome://quota-internals/ into your browser URL bar. Alternatively, you can click the gear icon within the Files app to view remaining space (listed at the bottom).

CHROMEBOOK ESSENTIALS

- **Lock Your Screen**

- Want to quickly log out out of your Chromebook account but don't want to exit out of open tabs and web apps? Press Ctrl +Shift+L.

CHROMEBOOK ESSENTIALS

- **Adding Bookmarks**

- To add a bookmark for a current page, press Ctrl+Shift+D. You can also just right-click on the bookmarks bar to see options.

CHROMEBOOK ESSENTIALS

- **Changing Wallpaper**

- There are a few ways to change your wallpaper, but the easiest is to right-click on the desktop and select Set Wallpaper. A dialog box will then appear with options for changing your wallpaper.

KEYBOARD SHORTCUTS

- **Caps lock:** Press ALT + SEARCH
- **Home:** Press CTRL + ALT + Up Arrow
- **End**: Press CTRL + ALT + Down Arrow
- **Delete:** Press ALT + Backspace.
- **Lock your Chromebook screen**: Press Ctrl +Shift+L
- **Chromebook Barrel Roll:** Press Ctrl+Alt+Shift +Reload
- **Open the file manager:** Press Shift + Alt + M

MORE KEYBOARD SHORTCUTS

- **Save webpages for offline reading:** Ctrl + S
- **Minimize current window:** Ctrl + M once and displays any other window that is open
- **Minimize other windows:** Keep pressing Ctrl + M to minimize each open window, until you see the desktop
- **Create a new folder on the file manager:** Ctrl + E

MORE KEYBOARD SHORTCUTS

- **Rotate screen to portrait mode:** Ctrl + Shift + Refresh
- **Rename a file in the Chrome OS Files app:** Ctrl + Enter
- **Switch between multiple accounts on Google Chromebook:** Ctrl + Alt + Period and Ctrl + Alt +<Comma

- **View total amount of RAM:** open chrome://system, find **meminfo** and click expand

MORE KEYBOARD SHORTCUTS

- **Page up:** Press Alt and the up arrow
- **Page down:** Press Alt and the down arrow
- **Home:** Press Ctrl+Alt, and the up arrow
- **End:** Press Ctrl+Alt, and the down arrow
- **Toggle the Bookmark Bar:** Ctrl+Shift+B
- **Search your Current Webpage:** Ctrl+F
- **Open a New Tab:** Ctrl+T

MORE KEYBOARD SHORTCUTS

- Open a new window Ctrl+N
- Open the link you clicked in a new background tab Press Alt and click a link
- Switch to your next tab Ctrl+Tab
- Switch to your next window Alt+Tab
- Sign out of your Google Account Ctrl+Shift+Q
- Close your current tab Ctrl+W

TAKING SCREENSHOTS

- To take a screenshot, **Ctrl**+
- Take a partial screenshot by selecting the area you want to capture, **Ctrl**+ **Shift**+
- If you are on a Chromebook with touchscreen, go to **Settings > More tools > Take screenshot** to take screenshot using the touchscreen.

PRINTING FROM YOUR CHROMEBOOK

How to print from your Chromebook

USING YOUR CHROMEBOOK OFFLINE

- View photos
- Edit Photos
- Watch movies
- Play music
- Read books
- View Microsoft Word documents
- Edit MS Word documents
- View Microsoft Excel documents
- Edit MS Excel documents
- View PDFs
- Play Games
- Use multiple native apps

APPS FOR OFFLINE USE

- **Pocket**: Pocket has a neat Chrome app that lets you read articles offline
- **Pixlr Touch Up**: Smart, easy offline photo editor. Touch up, clone, crop, resize, rotate, adjust color, add effects, and more
- **Songist**: A music player for your Chromebook
- Games
  - **Murder Files**
  - **RAD Soldiers**
- Built-in media player can play media that you have stored on your Chromebook's local storage or an external storage device (SD cards, USB etc.)
- Chrome Web Store for hundreds of offline apps (in the offline apps section)

ENABLE OFFLINE SUPPORT FOR GOOGLE DOCS ON CHROMEBOOK

- From drive.google.com
- Click **More** on the left-hand side of the screen. Select **Offline Docs**
- On the right side of the dialog on the Offline Docs page, click the blue button that says **Enable offline**.

WORKING OFFLINE: GMAIL

- Download the *Gmail Offline* App
- App:
  - syncs your email in the background
  - allows you to use Gmail when you don't have Internet access
- Write email messages and queue them to send when you reconnect

WORKING OFFLINE: GOOGLE DRIVE & CALENDAR

- Open Google Drive while online
- You must have at least one saved document stored in Google Drive to use offline mode
- Sync process begins automatically
- Click the *More* option on the left
- Select *Offline* > Click *Enable Offline*
- Edits you make while you are offline will be synced the next time you're online

DISABLE GOOGLE DRIVE OFFLINE

- Save your edited files to external or local storage
- Open Google Drive
- Click the gear icon in the upper-right corner
- Select *Disable Offline*
- Chromebooks:
  - have a few gigabytes of local storage, so you can save files there for offline use
  - support flash drives and SD Cards.

SECURE YOUR CHROMEBOOK

- Enable phishing and malware protection
- Send a 'Do Not Track' request with your browsing traffic
- Enable "Require Password to Wake from Sleep"
- Restrict Sign-in Of New Users
- Install Collusion for Chrome
- Do Not Install Extensions from Outside Chrome Web Store
- Review Extensions You Installed

How To Link

ONLINE RESOURCES

- Getting Started With Your Chromebook – A Free Ebook: http://www.chromestory.com/2012/12/getting-started-with-your-chromebook-a-free-ebook/
- Pocket Lint Guide
- http://www.pocket-lint.com/news/129107-chromebook-tips-and-tricks-getting-the-most-out-of-your-chrome-os-machine
- Google Chromebook Guide
- https://docs.google.com/document/d/1Y_I0tFBq0ym-5JJlGXX8tut4pScj8-V6-1VaCmjh8_4/edit?hl=en_US&authkey=CKrCm8sE
- Google's Resource Page
- http://www.google.com/intl/en/chrome/business/devices/gettingstarted.html
- Chromebook Help Center
- https://support.google.com/chromebook/?hl=en#topic=3399709