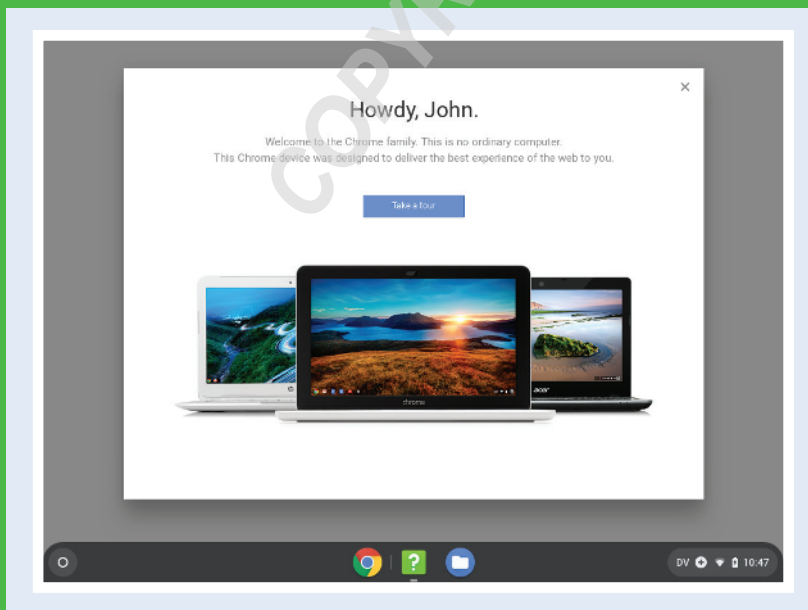


CHAPTER 1

Getting Started with Your Chromebook

In this chapter, you get started using your Chromebook. After a quick exploration of the Chromebook concept and the different types of Chromebooks available, you set up your Chromebook and sign in to your Google Account. You then learn to use the touchpad and the keyboard, connect to Wi-Fi networks, give commands, and work with windows. You also learn to lock your Chromebook, put it to sleep, sign out and in again, and shut it down.



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Understanding the Chromebook Concept

A Chromebook is a laptop computer that runs Google's Chrome OS, a lightweight operating system designed to work well on low-end hardware. Chromebooks and Chrome OS are designed for ease of use, portability, and easy administration and management. Chromebooks are suitable for home use, but they are also widely used in schools and colleges, organizations, and companies. Each Chromebook receives operating-system updates for a fixed period.

This section explains the key features of the Chromebook concept. The next section illustrates the various types of Chromebooks available as of this writing.

Choose Chromebook Hardware

Like other laptop computers, a Chromebook is a self-contained unit that includes a built-in screen, keyboard, touchpad, speakers, microphone, and webcam as well as the system board, processor, memory, and storage.

Chromebook models are available in a wide range of prices and capabilities, from inexpensive and modestly equipped models built to survive usage by children up to \$1,000-plus models with powerful hardware and high-resolution screens designed for professional use.

When choosing a Chromebook, you will normally want to get a model suitable for the type of usage it is likely to receive. Here are three examples:

- For elementary or junior high school use, you might choose a heavily armored Chromebook with a small screen, and perhaps a reduced-size keyboard; a modest processor; minimal memory, such as 4GB; and a small amount of storage, such as 32GB.
- For college use, you might choose a Chromebook model with a good-size screen, such as 14" or 15", so that the student can view more data at once; a moderately powerful processor and enough memory to run more demanding apps, such as 8GB; and enough storage — perhaps 64GB or 128GB — for however much data the student needs to store.
- For a power user, you might choose a tricked-out Chromebook model with 16GB of memory, 256GB of storage, and a 4K high-resolution screen.



Identify the Strengths and Weaknesses of Chromebooks

Compared to other laptops, such as Windows PCs and Apple's MacBook models, Chromebooks have various strengths and weaknesses.

Chromebooks' key strengths include the following:

- **Online storage.** Chrome OS is designed to store data online, normally in your Google Account's storage. Storing data online gives you automatic backups and the ability to access the data from anywhere. Other operating systems, including Windows and macOS, also provide online storage, but not to the same extent as Chrome OS.
- **Easy updates, recovery and replacement, and administration.** Chrome OS automatically receives updates to keep the operating system secure and to add new features. Because the Chromebook stores your data and settings online, you can easily recover from hardware or software problems, or even move seamlessly to a replacement Chromebook. And for administrators, Google provides powerful administration tools, such as the Google Admin console.
- **Low exposure to viruses and malware.** Chrome OS includes built-in protection against viruses and malware.
- **Cost.** In general, Chromebooks cost less than Windows laptops and Apple MacBook models.

The key weaknesses of Chromebooks are as follows:

- **Dependence on an Internet connection.** Because a Chromebook is designed to store most of its data online, it requires an Internet connection to perform its full range of actions. However, some apps do enable you to work offline.
- **Limited choice of software.** The Chrome Web Store provides a wide range of software, and all recent and current Chromebooks can run many Android apps as well. But widely used apps such as Microsoft Office are not available on Chromebooks.
- **Not suitable for all purposes.** Generally speaking, Chromebooks are not good for gaming or for applications such as video editing.

Understanding and Determining a Chromebook's Auto Update Expiration Date

Google provides a set period of support and updates for each Chromebook model, starting from the model's release date and running until its Auto Update Expiration date, or *AUE date*. As of Fall 2020, each Chromebook receives six-and-a-half years of upgrades; but from 2020 onward, most new Chromebook models will receive up to eight years of updates. The update period for any Chromebook ends in June of the relevant year, so — for example — a Chromebook first released in December 2020 would receive updates until June 2028, giving a total of seven-and-a-half years.

You can look up the Auto Update Expiration Date for a Chromebook on Google's Support website; try <https://support.google.com/chrome/a/answer/6220366?hl=en>, or go to <https://support.google.com> and search for **Chromebook auto expiration date**.

For a Chromebook with the Chrome Education Upgrade or the Chrome Enterprise Upgrade, an administrator can also find the Auto Update Expiration date in the Google Admin console: From the Home page, click **Devices**, click **Chrome management**, click **Devices**, and then look at the Auto Update Expiration column.

For a Chromebook managed through G Suite, an administrator can find the Auto Update Expiration date in the `autoUpdateExpiration` field in G Suite Admin SDK.

Explore Different Types of Chromebooks

Two main types of Chromebooks are available. The first type is a Chromebook with a typical laptop-style design and a built-in screen that is not a touchscreen. The second type is a convertible Chromebook with a touchscreen. A convertible Chromebook has a 360-degree hinge that enables you to position the lower part as a support for the Chromebook, or fold the lower part underneath the screen, and use the touchscreen for input.

Apart from these two types of Chromebooks, you can also find other Chrome OS devices for specialized purposes. This section briefly covers such Chrome OS devices.

Laptop-Style Chromebooks Without Touchscreens

The standard type of Chromebook has a laptop-style design with a built-in screen that is not a touchscreen. The illustration in the previous section shows such a Chromebook.

You use this type of Chromebook just like a laptop, using the touchpad to move the cursor around the screen and to click, and pressing the keys on the keyboard to enter text or to invoke keyboard shortcuts.

Convertible Chromebooks with Touchscreens

Convertible Chromebook models with touchscreens tend to be more expensive than laptop-style Chromebooks, but they give you greater flexibility for computing or for consuming digital media.

Like other Chromebooks, convertible models come in various sizes. For example, screens may be as small as 10 inches or as large as 15 inches. The example Chromebook shown here has a 15-inch screen, which means the lower part has space for a numeric keypad on the right of the keyboard. The touchpad is centered below the main part of the keyboard, so it appears offset to the left relative to the keyboard as a whole.

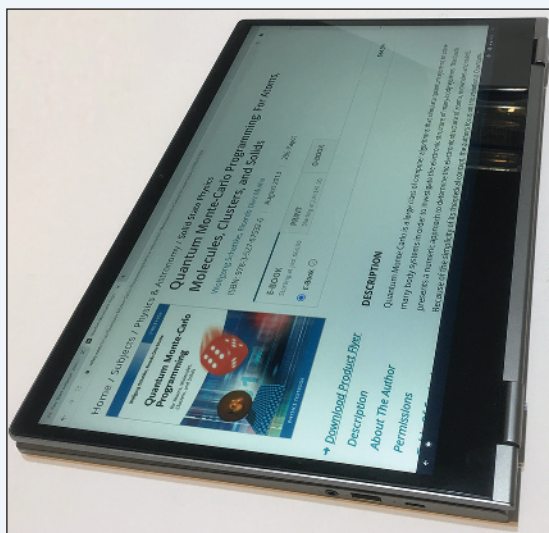
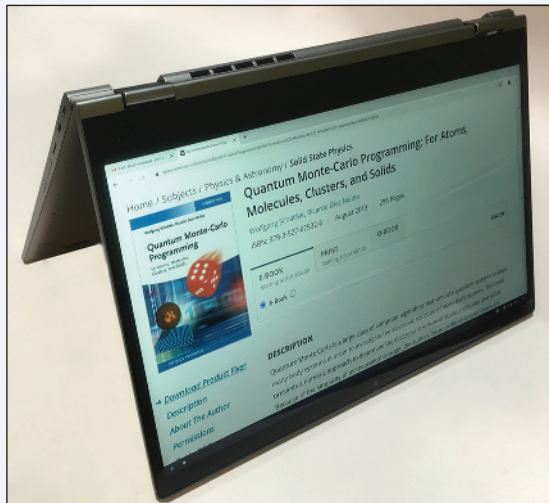


Getting Started with Your Chromebook

The 360-degree hinge on a convertible Chromebook enables you to rotate the lower part of the Chromebook either partway around, using the lower part as a support or stand for the screen, or all the way around, giving a tablet-like configuration with the keyboard and touchpad pointing downward. For example, a tent-like configuration, such as that shown here, can be useful when you are using the Chromebook as a display device.

Rotating the lower part of the Chromebook to a position in which you cannot sensibly use the keyboard and touchpad causes Chrome OS to disconnect the keyboard and touchpad, so any keypresses, touches, or clicks do not register. This means the touchscreen is the sole means of input.

You can also fold the lower part of the Chromebook under the screen, as shown here, and use the Chromebook like a thick tablet. Holding the Chromebook in this configuration, with your fingers resting on the keys on the underside, can feel strange at first, but most people get used to it fairly quickly.



Other Types of Chrome OS Devices

While most Chrome OS devices are Chromebooks, some Chrome OS devices use these two other form factors:

- **Chromebox.** A Chromebox is a free-standing Chrome OS computer to which you connect an external keyboard, mouse, monitor, speakers or headphones, microphone, and other accessories.
- **Chrome tablets.** A Chrome tablet is a tablet computer that runs Chrome OS. The touchscreen is the primary means of input, but you can also connect an external keyboard and mouse, if necessary. Examples of Chrome tablets include Google's Pixel Slate tablet.

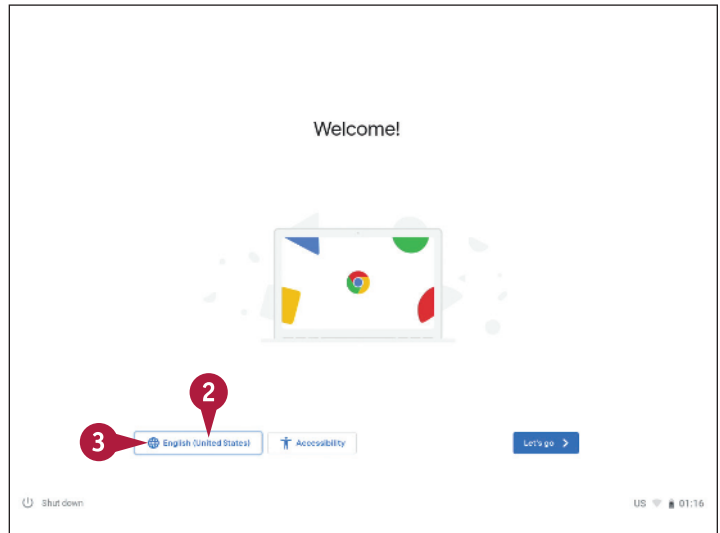
Set Up Your Chromebook

The first time you power on your Chromebook, Chrome OS automatically walks you through a routine for setting up the Chromebook and signing in with your Google Account.

During setup, you can change the language in which Chrome OS displays the user interface. You can change the keyboard layout, if needed. You can also configure accessibility options for use during setup and thereafter. For example, you can enable ChromeVox spoken feedback, display the large mouse cursor for easier visibility, or make the screen magnifier available. See Chapter 3, “Configuring Accessibility Settings,” for in-depth coverage of the accessibility features.

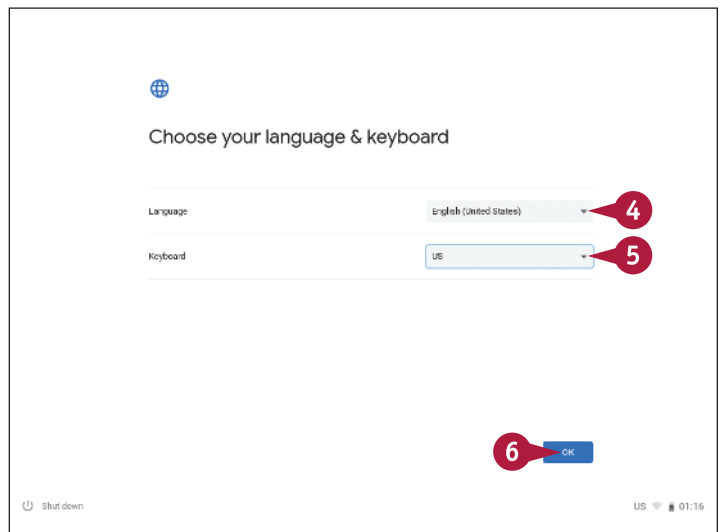
Set Up Your Chromebook

- 1 Press **Power**.
The Welcome screen appears.
- 2 Verify that the Language button shows the language you want to use, such as English (United States). If so, and you want to use the default keyboard layout for that language, go to step 14.
- 3 To change the language or the keyboard layout, click **Language** (🌐).



The Language & Keyboard screen appears.

- 4 To change the language, click **Language** (🌐), and then click the appropriate language.
- 5 To change the keyboard layout, click **Keyboard** (🌐), and then click the appropriate keyboard layout.
- 6 Click **OK**.
- 7 If you want to configure accessibility, click **Accessibility** (👤). Otherwise, go to step 14.



The Accessibility Settings screen appears.

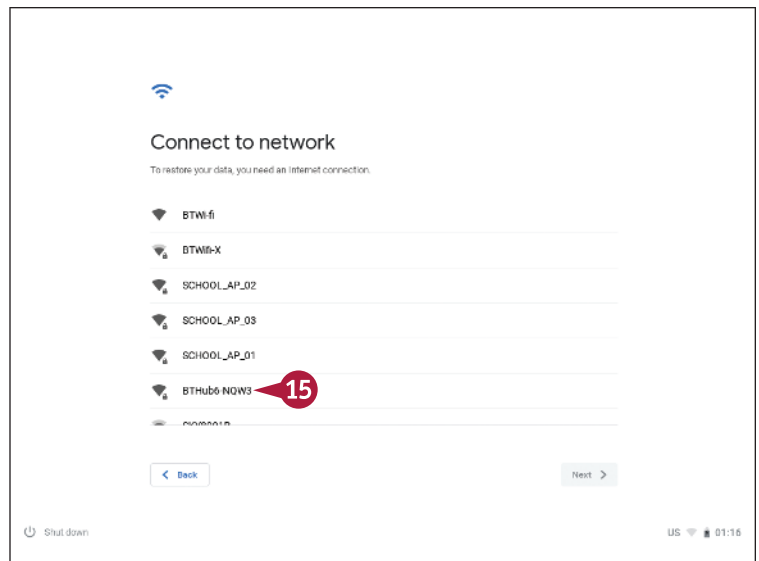
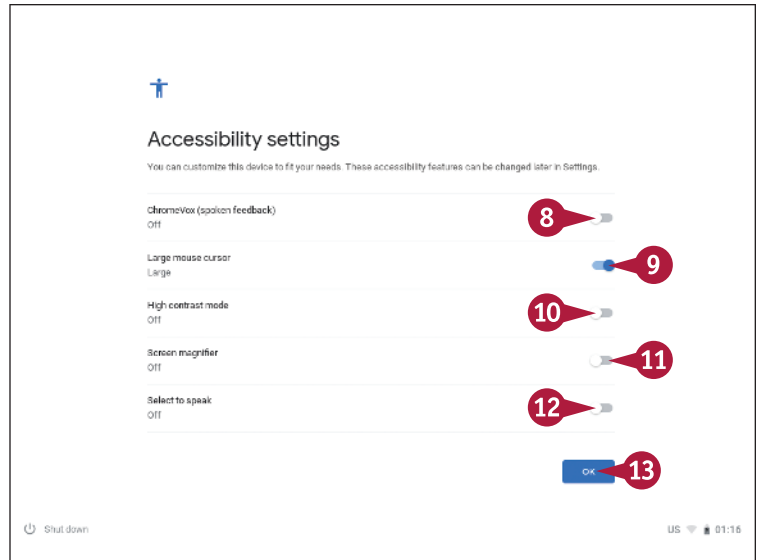
- 8 Set the **ChromeVox (spoken feedback)** switch to On (●) if you want to use ChromeVox.
- 9 Set the **Large mouse cursor** switch to On (●) if you want to display the large mouse cursor.
- 10 Set the **High contrast mode** switch to On (●) if you want to apply a high-contrast color scheme.
- 11 Set the **Screen magnifier** switch to On (●) if you want to enable the screen magnifier.
- 12 Set the **Select to speak** switch to On (●) if you want to enable the Select to Speak feature.
- 13 Click **OK**.

The Welcome screen appears again.

- 14 Click **Let's go**.

The Connect to Network screen appears.

- 15 Click the Wi-Fi network to which you want the Chromebook to connect.



TIP

If I change the keyboard layout during setup, must every user use the layout I apply?

No. The keyboard layout you apply during setup becomes the default layout for the Chromebook, but you can add other layouts afterward, as needed. As long as you add the keyboard layouts needed, any user can change the current keyboard layout from the Sign-In screen. So even if your initial keyboard layout returns different letters than those shown on the Chromebook's keys, each user will be able to apply their preferred layout and type their password without a problem.

Set Up Your Chromebook (continued)

During the setup routine, you connect the Chromebook to a Wi-Fi network so that it can access the Internet and contact Google's servers. You then log in with the Google Account that you want to make the owner account for the Chromebook. The owner account is the administrator account for the Chromebook and can access and change key system settings that other users cannot change.

You can change the owner account for a Chromebook by “powerwashing” it and then setting it up again. See the section “Powerwash Your Chromebook” in Chapter 12 for details.

Set Up Your Chromebook (continued)

The Join Wi-Fi Network dialog box opens.

A The SSID box shows the *service set identifier*, abbreviated to *SSID*, for the Wi-Fi network.

16 Click **Password** and type the Wi-Fi password.

B You can click **Show password** (👁 changes to 👁) to display the password characters.

17 Click **Connect**.

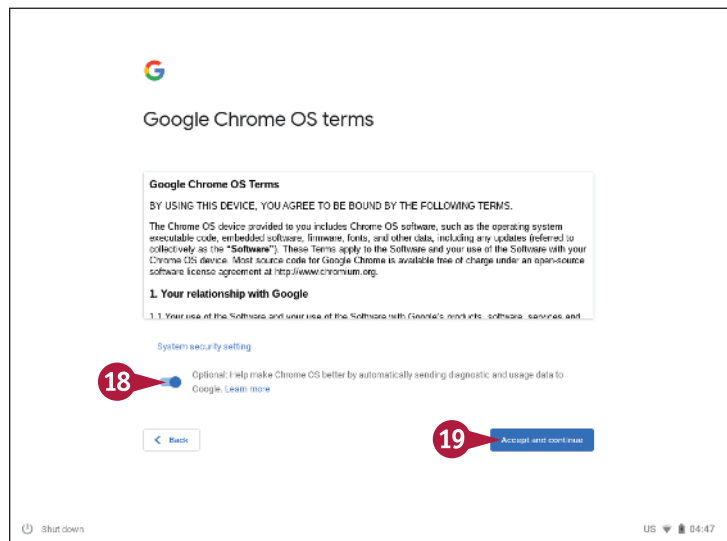
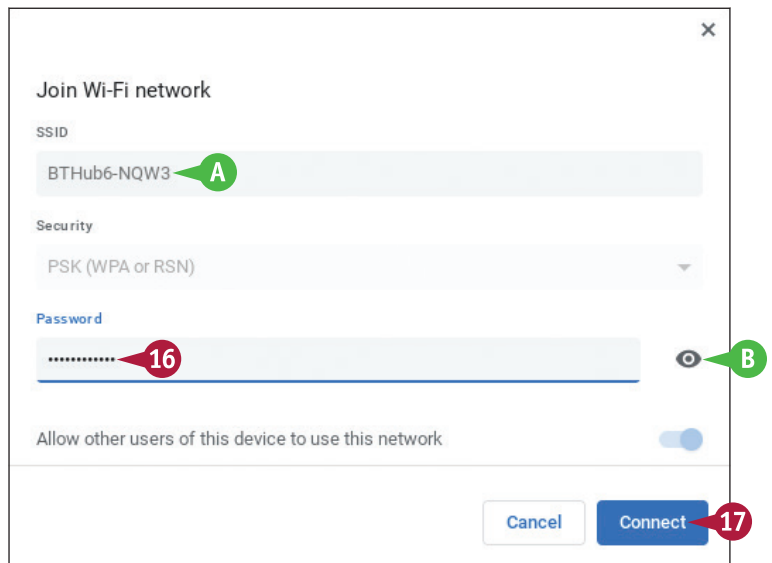
The Join Wi-Fi Network dialog box closes.

Chrome OS attempts to connect to the network using the password you provided.

Assuming Chrome OS succeeds in connecting to the network, the Google Chrome OS Terms screen appears.

18 In the System Security Setting area, set the **Optional: Help make Chrome OS better by automatically sending diagnostic and usage data to Google** switch to Off (🔴) if you do not want to share anonymized diagnostic and usage data with Google.

19 Click **Accept and continue**.



The Checking for Updates screen appears.

If updates are available, Chrome OS may download and install them.

Next, the Sign In to Your Chromebook screen appears.

- 20** Type the email address or phone number for your Google Account.

C If you find you need to create a new Google Account at this point, click **More options**, click **Create account**, and then follow the prompts.

- 21** Click **Next**.

The Hi screen appears, prompting you for your password.

- 22** Type your password.

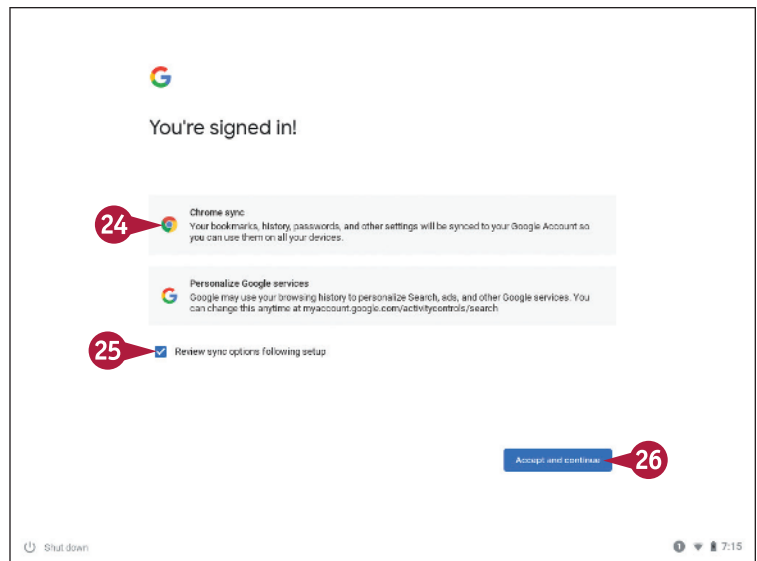
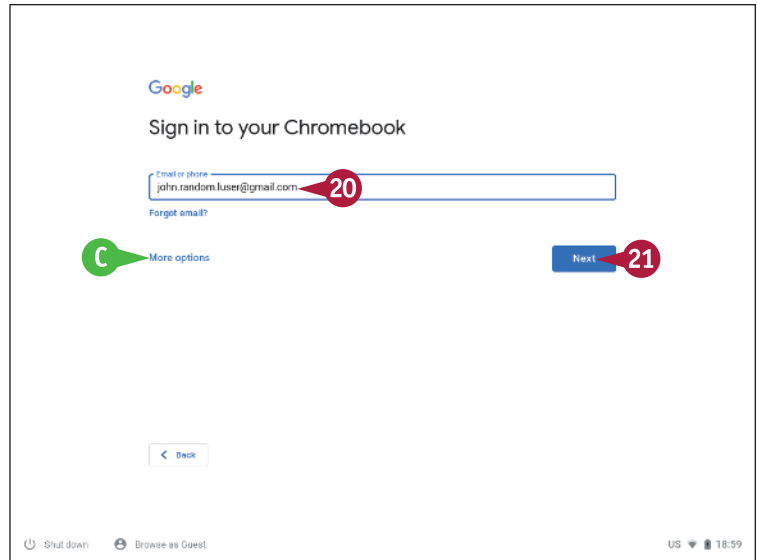
- 23** Click **Next**.

The You're Signed In! screen appears.

- 24** Look at the sync options, such as Chrome Sync and Personalize Google Services.

- 25** If you want to review the sync options after setup, click **Review sync options following setup** (☐ changes to ☒.

- 26** Click **Accept and continue**.



TIP

Why is the Allow Other Users of This Device to Use This Network switch disabled?

While you are setting up the Chromebook, the Allow Other Users of This Device to Use This Network switch in the Join Wi-Fi Network dialog box is set to On but disabled so that you cannot set it to Off. This is because all users of the Chromebook will need to use this Wi-Fi network to sign in to the Chromebook until you add other Wi-Fi networks, which you can do once you complete setup.

continued ►

Set Up Your Chromebook (continued)

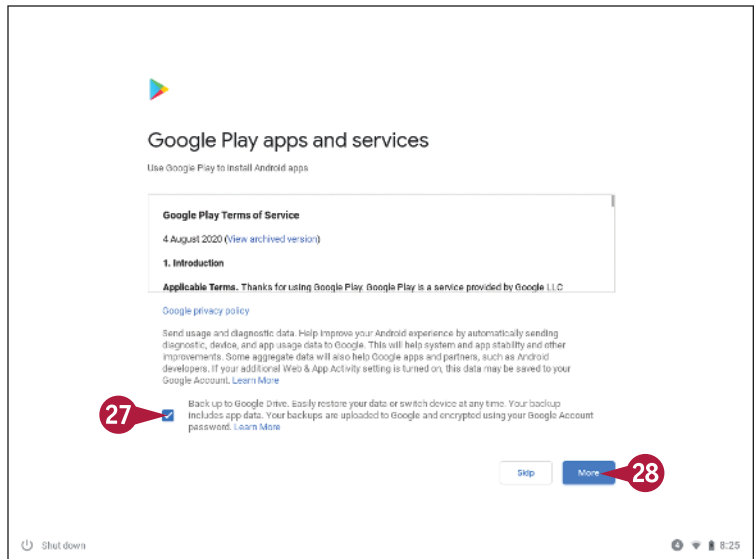
During setup, you can choose whether to back up data to Google Drive and whether to allow apps and services to access data about your Chromebook's location.

If you have a phone running Google's Android operating system, you can connect it to your Chromebook so that the two can work together. If you prefer not to make this connection during setup, you can make it at any point later. This feature works only for Android phones, not for other phones, such as iPhones.

Set Up Your Chromebook (continued)

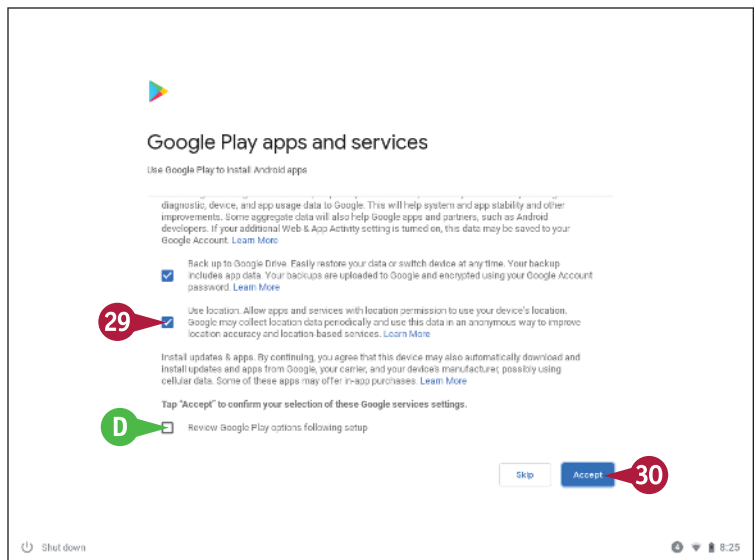
The Google Play Apps and Services screen appears.

- 27 Click **Back up to Google Drive** (☑ changes to ☐) if you do not want to back up data to Google Drive.
- 28 Click **More**.



Further options on the Google Play Apps and Services screen appear.

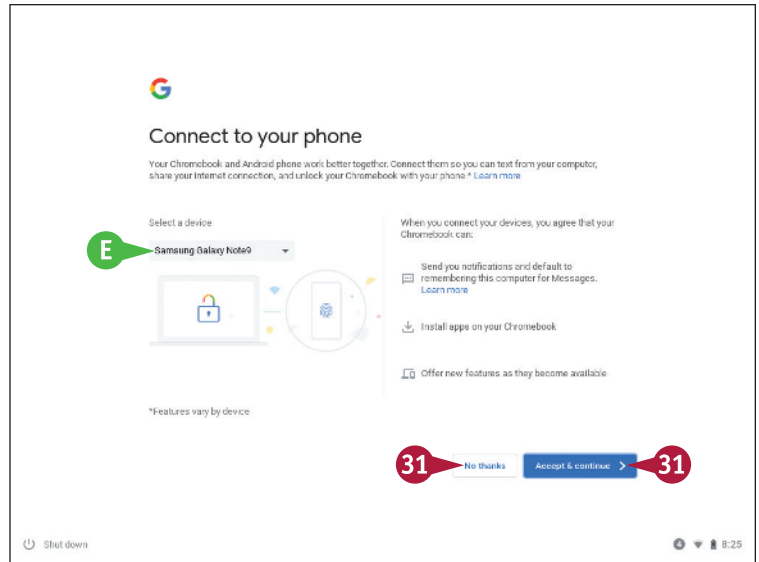
- 29 Click **Use location** (☑ changes to ☐) if you do not want to allow apps and services to use your Chromebook's location.
- D Select **Review Google Play options following setup** (☑) if you want to review your settings for Google Play after setup ends.
- 30 Click **Accept**.



Getting Started with Your Chromebook

The Connect to Your Phone screen appears.

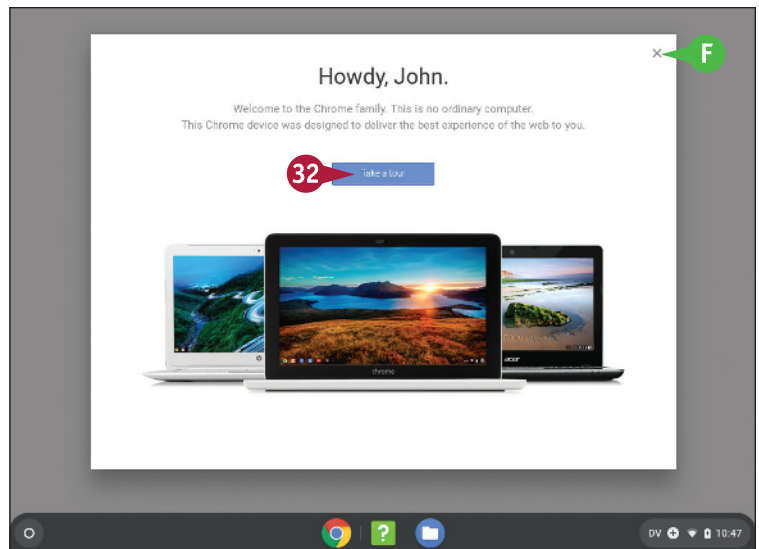
- E** The Select a Device list shows the Android phone or phones associated with your Google Account.
- 31** If you want to connect your Android phone to your Chromebook, verify that the Select a Device list shows the correct phone, click **Accept & continue**, and then follow the instructions in the section “Connect Your Android Phone to Your Chromebook” in Chapter 4. Otherwise, click **No thanks** to skip connecting your phone.



After you connect your phone or after you choose to skip connecting your phone, the Howdy dialog box opens.

- F** You can click **Close window** (X) to close the Howdy dialog box without taking the tour.
- 32** Click **Take a tour** to view an introduction to Chrome OS.

Note: To shut down your Chromebook, press **Power**. In the Power menu that appears in the middle of the screen, click **Power off**.



TIP

Should I back up my data to Google Drive?

Backing up your data to Google Drive is normally a good idea, because it enables you to protect your data from accidental loss, work on the data from any device that has an Internet connection, and restore your data if a problem occurs. However, it is vital that you protect your Google Account with a strong password and two-factor authentication to prevent malefactors from taking over your account and accessing your data. If you work with ultra-sensitive data, or company or organization policies forbid the use of online storage, you may need to use removable storage, such as microSD cards or USB drives, instead.

Start Your Chromebook and Sign In

When you are ready to begin a computing session, start your Chromebook and sign in to your Google Account. After you start your Chromebook, Chrome OS loads and automatically displays the sign-in screen. On this screen, you click your user name and enter your password to sign in.

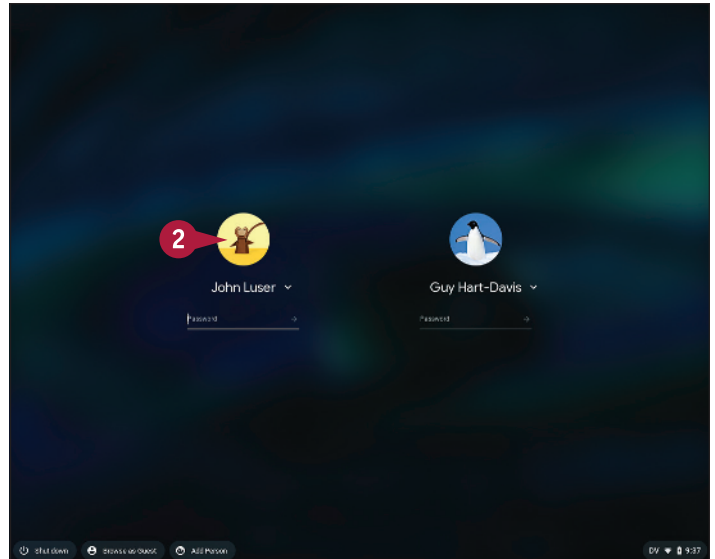
If you have just set up the Chromebook, your user name may be the only one on the sign-in screen — in which case, Chrome OS selects your user name for you, so you do not need to select it.

Start Your Chromebook and Sign In

1 Press **Power**.

Your Chromebook starts, and the sign-in screen appears.

2 Click the account you want to use.



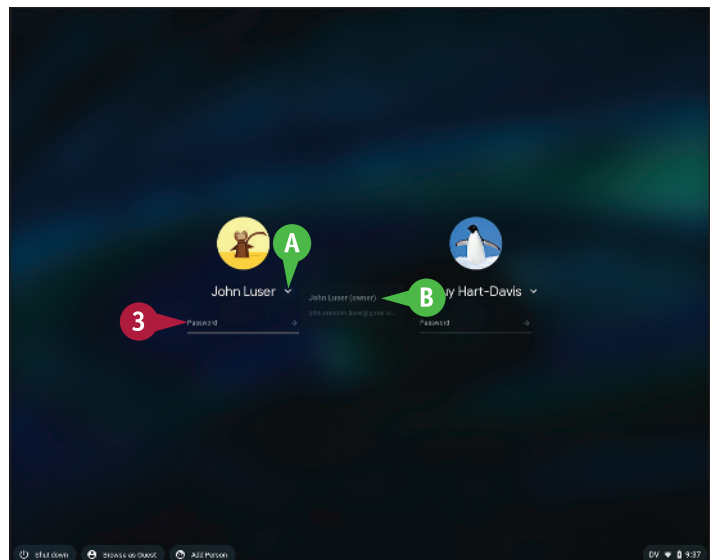
The account becomes selected.

A If you need to see more information about the account, including the email address, click **Expand** (▼) to the right of the user name.

B The pop-up panel displays information about the account.

Note: Displaying more information is especially helpful when the sign-in screen includes two or more accounts with the same user name, and the icons do not enable you to distinguish the accounts.

3 Click **Password**.



Getting Started with Your Chromebook

The Password field becomes selected.

- 4 Type the password for the account.
- 5 Click **Sign in** (→) or press **Enter**.

Chrome OS verifies your credentials and signs you in.

The desktop appears, and you can start using Chrome OS.

**TIP****Chrome OS will not accept my password. What could be wrong?**

Caps Lock might be on, or Chrome OS might be set to use a different keyboard layout than you believe you are using.

Look first to see if Caps Lock (⌨) appears on the right side of the Password field. If so, press **Alt** + **⌨** to turn off Caps Lock, removing the symbol.

Next, click the status area in the lower-right corner of the screen to display the system menu, click **Keyboard** (⌨) to display the Input Methods menu, and then click the keyboard layout you want to use. For example, you might click **US** for a standard US keyboard layout.

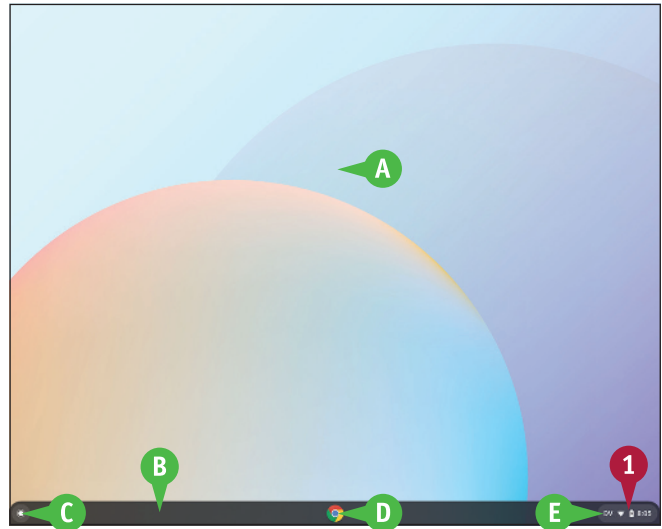
Explore the Chrome OS Desktop

Your Chromebook runs Google's operating system called Chrome OS, which is designed to be easy to use and to run well on computers with relatively modest hardware. The Chrome OS desktop, which appears after you sign in to your Google Account, is the area on which you open apps and windows.

The key components of the Chrome OS desktop are the wallpaper that forms its background, the control strip called the *shelf*, and the system menu that gives you quick access to settings.

Explore the Chrome OS Desktop

- A** The wallpaper forms the background to the desktop.
 - B** The shelf is a control bar that initially appears across the bottom of the screen.
 - C** The Launcher icon (📁) appears at the left end of the shelf.
 - D** Icons for "pinned" apps and running apps appear on the shelf. In this example, only the Chrome app icon (🌐) appears.
 - E** The status area shows reference information, such as the time and the battery status.
- 1** Click the status area.



The system menu opens.
Normally, the system menu opens in its collapsed form at first.

- F** You can click your account icon to display account information.
 - G** You can click **Sign out** to sign out.
 - H** You can click **Shut down** (🔌) to shut down your Chromebook.
 - I** You can click **Lock** (🔒) to lock the Chromebook's screen.
 - J** You can click **Settings** (⚙️) to open the Settings app.
- 2** Click **Expand menu** (⌵).



The system menu expands to its larger size.

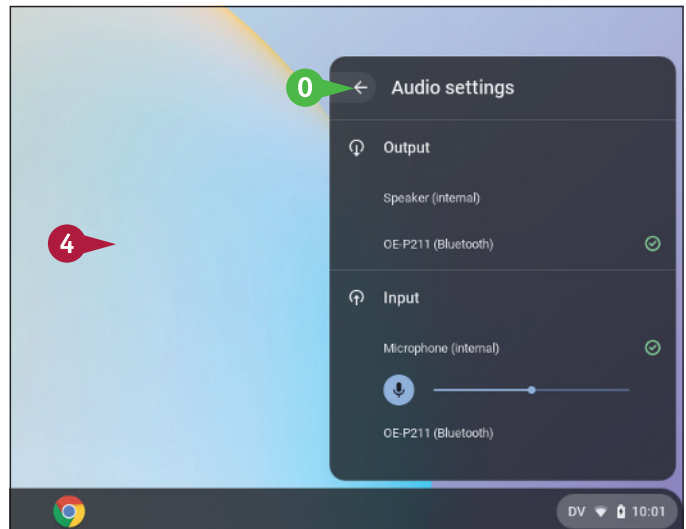
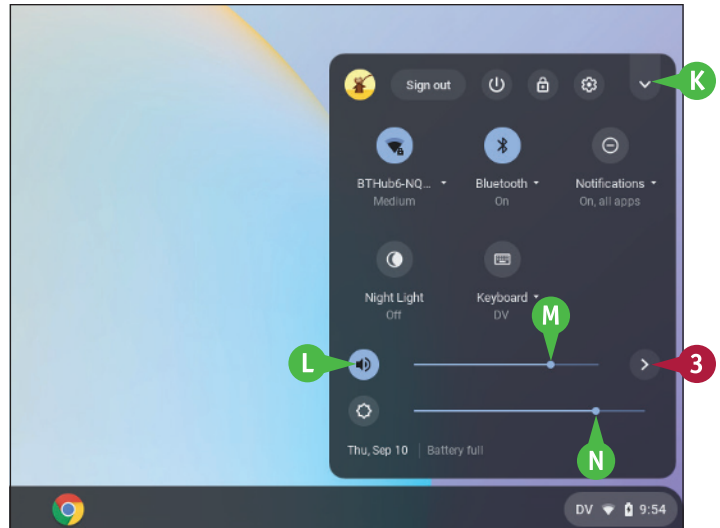
- K** You can click **Collapse menu** (☑) to collapse the system menu again.
- L** You can click **Toggle volume** (🔊 changes to 🔇) to toggle audio muting on and off.
- M** You can drag the **Volume** slider to adjust the audio volume.
- N** The Brightness slider is located to the right of the Brightness icon (🌞). You can drag the **Brightness** slider to adjust the screen brightness.
- 3** Click **Audio settings** (🔊).

The Audio Settings menu appears, replacing the system menu. From here, you can configure audio devices and settings.

Note: You can also click the text labels below some of the other icons on the system menu to display a related menu. For example, click the Network label — which shows the current Wi-Fi network's name — to display the Network menu, or click the **Notifications** label to display the Notifications menu.

- 0** You can click **Previous menu** (⬅️) to go back to the previous menu — in this case, the system menu.
- 4** Click anywhere on the desktop.

The menu closes.



TIP

How can I customize the Chrome OS desktop?

You can customize the Chrome OS desktop in several ways. First, you can apply a wallpaper of your choice; see the section “Change the Wallpaper” in Chapter 2. Second, you can move the shelf to the left side or the right side of the screen, hide the shelf while you are not using it, or change the apps pinned to it; see the section “Configure the Shelf” in Chapter 2. Third, you can change the display scaling, making items look larger or smaller; see the section “Change the Display Scaling” in Chapter 2.

Point, Click, and Scroll with the Touchpad

The touchpad built into your Chromebook enables you to move the cursor around the screen and give commands. Slide your finger across the touchpad to move the cursor over the appropriate object, and then press the bottom section of the touchpad down to click. The number of times you click, and the manner in which you click, determine what happens to the object at which you point.

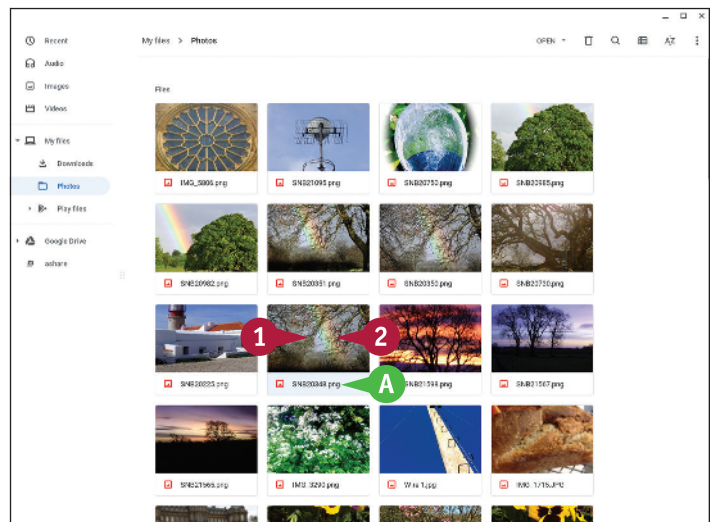
This section uses the Files app as an example. To open the Files app, press **Shift** while you click **Launcher** (), and then click **Files** ().

Point, Click, and Scroll with the Touchpad

Point and Click

- 1 Slide your finger across the touchpad until the cursor points at the appropriate item.
 - 2 Press the bottom section of the touchpad once to click the touchpad. This is a single click.
- A The object becomes highlighted, indicating that it is now selected.

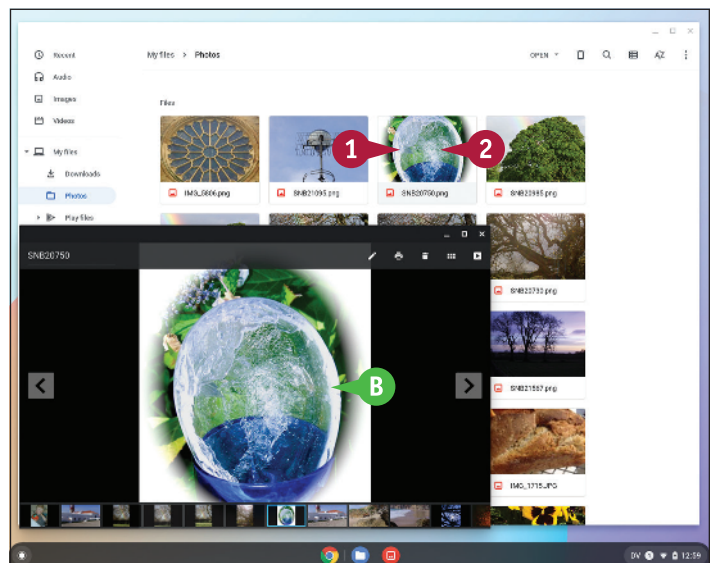
Note: To scroll, place two fingers on the touchpad, and then slide them toward the screen to scroll down or toward yourself to scroll up.



Double-Click

- 1 Slide your finger across the touchpad until the cursor points at the appropriate item.
 - 2 Click the bottom section of the touchpad twice.
- B Chrome OS causes the app associated with the file type represented by the item to open and display the file's contents.

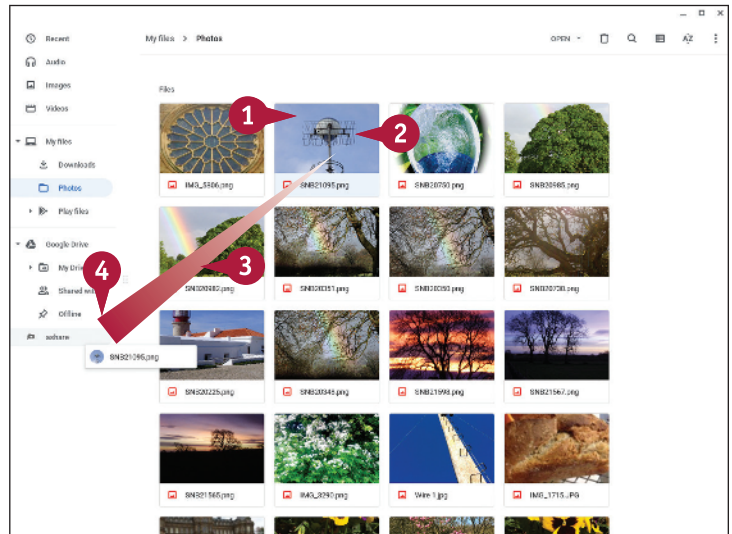
In this case, the file is a photo. Chrome OS causes the Gallery app to open and display the photo.



Point, Click, and Drag

- 1 Slide your finger across the touchpad until the cursor points at the appropriate item.
- 2 Press down the bottom section of the touchpad and hold it.

The object at which you were pointing becomes attached to the cursor and remains attached until you release the touchpad.
- 3 Drag your finger on the touchpad to move the object.
- 4 When you reach the object's destination, lift your finger from the touchpad.



Right-Click

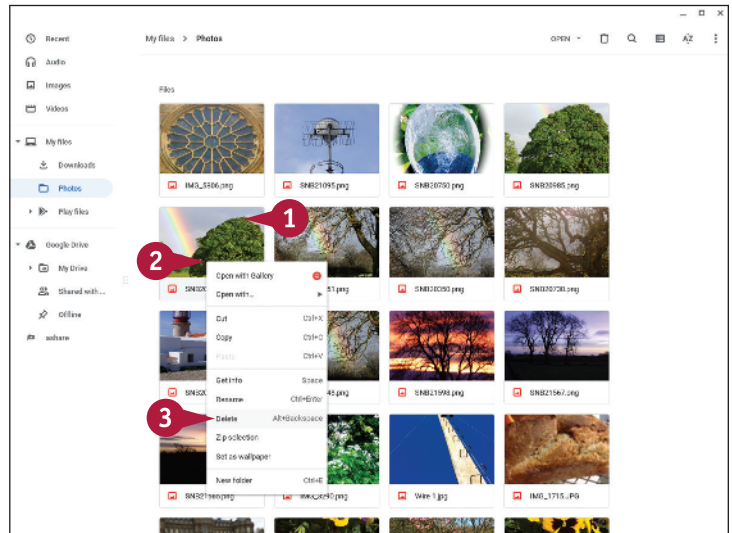
- 1 Slide your finger across the touchpad until the cursor points at the appropriate item.

Note: To select more than one item at the same time, click the first item, and then press and hold **Ctrl** while you click each of the remaining objects.

- 2 Using two fingers, click the bottom section of the touchpad. You can also hold down **Alt** and click with one finger.

The contextual menu opens.

- 3 Point to the appropriate command on the menu, and then click the touchpad once to give the command.



TIP

Can I click by tapping on the touchpad?

Yes, you can click by tapping. You may need to enable the Tap-to-Click feature. Click the status area to open the system menu, and then click **Settings** (⚙️) to open the Settings window. Click **Device** (🖥️) to display the Device section of the Settings screen, click **Touchpad** to display the Touchpad screen, and then set the **Enable tap-to-click** switch to On (🔵). If you want to be able to tap and then drag, set the **Enable tap dragging** switch to On (🔵) as well. To tap-drag, you tap the object, keep holding the tap, and then drag the object, either with the same finger or with another finger.

Using the Touchscreen

If your Chromebook has a touchscreen rather than a regular screen, you can give commands via gestures on the screen. You can use the touchscreen at any time to give standard commands, such as tapping an item to select it. But the touchscreen is especially helpful when you have put your Chromebook into Tablet Mode — for example, by folding the keyboard over so that it is hidden underneath the screen. Tablet Mode makes available several extra touchscreen gestures that you cannot use in Laptop Mode.

Click and Right-Click

To click, simply tap the item.

To right-click, tap and hold the item until the contextual menu opens.

Scroll

To scroll, drag your finger in the opposite direction. For example, drag up to scroll down, or drag left to scroll right.

Display the Shelf When Autohide Is On

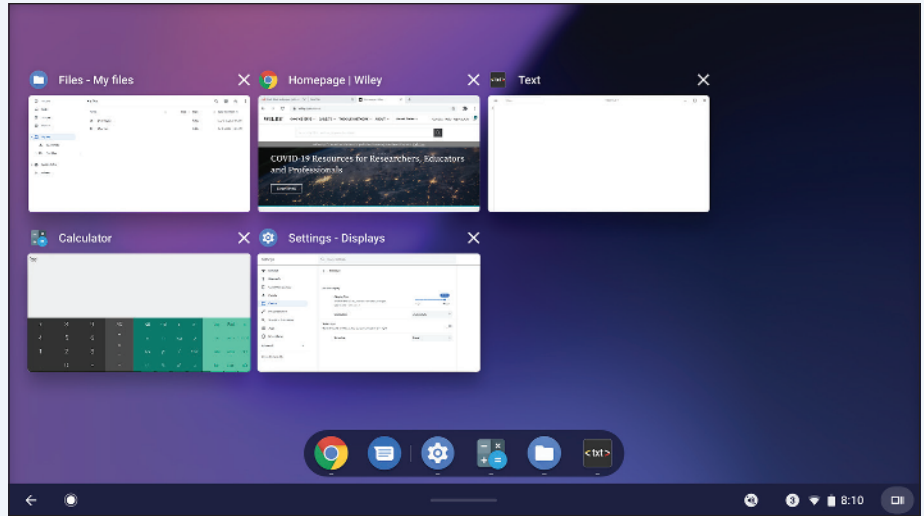
If you have enabled Autohide for the shelf, swipe toward the middle of the screen from the edge at which the shelf is hiding.

Display the Launcher

To display the Launcher, swipe toward the middle of the screen from the shelf. For example, if the shelf is at the bottom of the screen, swipe up from the bottom of the screen to open the Launcher.

Zoom In or Out

To zoom in, place two fingers close together on the screen, and then move them apart.



To zoom out, place two fingers apart on the screen, and then move them closer together.

Display All Open Windows

In Tablet Mode, tap **Screenshot** (■) at the right end of the shelf or swipe down from the top of the screen or swipe up from the bottom of the screen to display thumbnails of all the open windows. You can then tap the window you want to display.

Split the Screen Between Two Apps

After displaying all open windows, tap and hold the window you want to position on

the left or right side of the screen. When the window expands slightly, drag it to that side of the screen, making it snap to half the screen size. Then tap the window you want on the other half of the screen. You can then adjust the split by dragging the divider bar left or right.

Close a Window

In Tablet Mode, swipe down on a window to close it.

Take a Screenshot

In Tablet Mode, press **Power** and **Volume Up** at the same time. These are the physical buttons, not keys on the keyboard.

Using the Keyboard

Each Chromebook has a physical keyboard for entering text and giving commands. Most of the keys — the letter keys and spacebar, the number and symbol keys, and the modifier keys such as **Shift** and **Ctrl** — are in their normal positions. However, to make Chrome OS easier to use, Google has customized the Chromebook's top row of keys — normally the function keys — and replaced the Caps Lock key with the Search key.

Using the Keyboard

A Search Key

Press  to open the Launcher bar and activate the Search box. Press **Alt** +  to toggle Caps Lock on or off.

B Back Key

Press  to go back to the previous page.

C Forward Key

Press  to go forward to a page from which you have gone back.

D Refresh Key

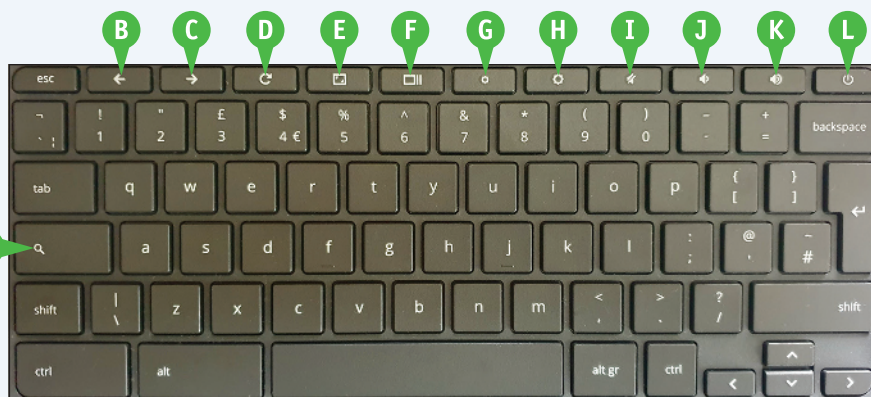
Press  to refresh the current page.

E Fullscreen Key

Press  to toggle the active window between full screen and its previous size.

F Switch Windows Key

Press  to display all open windows. Press **Ctrl** +  to capture the full screen. Press **Ctrl** + **Shift** +  to capture a partial screen.



G Turn Brightness Down Key

Press  to reduce the screen brightness by one step.

H Turn Brightness Up Key

Press  to increase the screen brightness by one step.

I Mute Key

Press  to toggle muting on or off.

J Volume Down Key

Press  to reduce the volume by one step.

K Volume Up Key

Press  to increase the volume by one step.

L Power Key

Press  to give a Power command, such as turning the Chromebook on or off. This key appears on non-touchscreen Chromebooks.

Lock Chromebook Key

Press  to lock the Chromebook. This key appears on touchscreen Chromebooks in place of the Power key. Touchscreen Chromebooks have a separate Power button that is accessible when the keyboard is hidden.

Using Keyboard Shortcuts

You can perform almost any action on the Chromebook by using the touchpad; and, as a visual guide, this book concentrates on taking actions with clicks rather than keyboard shortcuts. But Chrome OS includes a wide variety of keyboard shortcuts that can save you time and effort in your computing.

This section shows you some of the most widely useful keyboard shortcuts — including the keyboard shortcut for opening the Shortcuts app, which gives you details of all the Chrome OS keyboard shortcuts.

Keyboard Shortcuts for Frequent Actions	
Keyboard Shortcut	Effect
Ctrl + C	Copies the selected item to the Clipboard
Ctrl + X	Cuts the selected item to the Clipboard
Ctrl + V	Pastes in the Clipboard's contents at the cursor's location
Ctrl + Shift + -	Zooms the screen out by one step
Ctrl + Shift + +	Zooms the screen in by one step
Ctrl + Shift + 0	Resets the screen zoom to 100%
Ctrl + F	Issues a Find command or Search command, depending on the app
Ctrl + G	Issues the Find Next command
Ctrl + Shift + G	Issues the Find Previous command
Ctrl + P	Issues a Print command
Q + L	Locks the Chromebook

Keyboard Shortcuts for the Chrome Browser	
Keyboard Shortcut	Effect
Ctrl + L	Selects the contents of the omnibox
Alt + D	Selects the contents of the omnibox
Ctrl + E	Selects the contents of the omnibox and activates Search
Ctrl + K	Selects the contents of the omnibox and activates Search
Ctrl + Enter	Completes a partial URL by adding <i>www</i> before and <i>.com</i> after, and then attempts to load the resulting address
Ctrl + R	Reloads the current page
Ctrl + D	Adds a bookmark for the current page
Ctrl + Shift + D	Adds bookmarks for all pages in tabs in the active window
Ctrl + H	Displays the History screen
Ctrl + J	Opens a new tab containing the Downloads list
Ctrl + N	Opens a new window
Ctrl + Shift + N	Opens a new Incognito window
Ctrl + T	Opens a new tab
Ctrl + ←	Displays the previous tab
Ctrl + →	Displays the next tab
Ctrl + 1 through Ctrl + 8	Displays the first tab through the eighth tab in the current window
Ctrl + 9	Displays the last tab in the current window
Ctrl + Tab	Displays the next tab in the current window
Ctrl + W	Closes the active tab in the current window
Ctrl + Shift + B	Toggles the display of the Bookmarks bar
Ctrl + Shift + O	Toggles the display of the Bookmark Manager

Keyboard Shortcuts for Navigation

Keyboard Shortcut	Effect
 + 	Gives the Home command
 + 	Gives the End command
 + 	Gives the Page Up command
 + 	Gives the Page Down command

Keyboard Shortcuts for Working with Text

Keyboard Shortcut	Effect
Ctrl + Backspace	Deletes the word to the left of the cursor.
 + Backspace	Deletes the character to the right of the cursor.
 + Alt	Toggles Caps Lock on and off.
Ctrl + 	Moves the cursor to the start of the previous word. If the cursor is within a word, moves the cursor to the start of that word.
Ctrl + 	Moves the cursor to the start of the next word.
Ctrl + Shift + 	Selects to the start of the previous word. If the cursor is within a word, selects to the start of that word.
Ctrl + Shift + 	Selects to the end of the current word. If the cursor is within a word, selects to the end of that word.
Ctrl + Shift + V	Pastes the Clipboard's contents as unformatted text.

Keyboard Shortcuts for Advanced Moves

Keyboard Shortcut	Effect
Ctrl + Alt + 	With multiple users signed in, switches to the previous user
Ctrl + Alt + 	With multiple users signed in, switches to the next user
 + Esc	Opens the Task Manager window
Ctrl + 	Captures a full-screen screenshot
Ctrl + Shift + 	Captures a partial-screen screenshot
Ctrl + 	Switches an external display between mirroring the built-in display and extending the built-in display
Ctrl + Shift + 	Rotates the display 90 degrees clockwise
Ctrl + Alt + Shift + 	Rotates the active window 360 degrees clockwise
Ctrl + Alt + ?	Opens the Shortcuts reference window

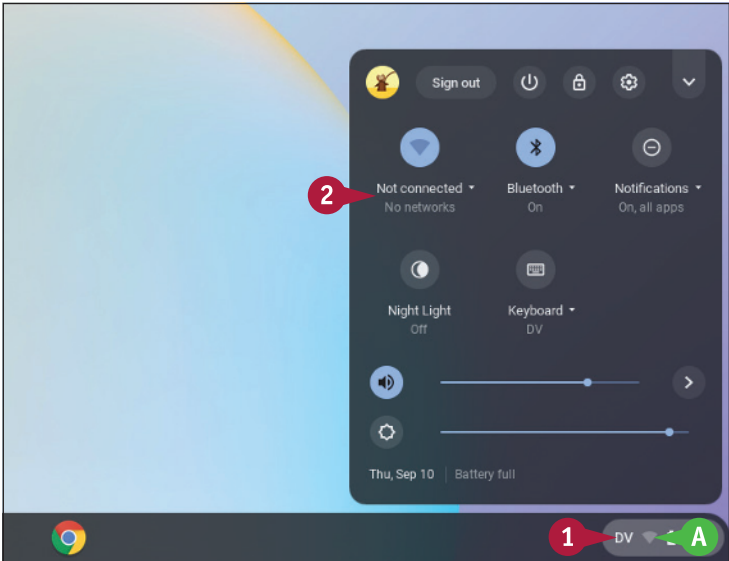
Connect to a Wi-Fi Network

Chromebooks typically connect to the Internet through a wireless connection to a Wi-Fi network. During the setup routine, you connect your Chromebook to one Wi-Fi network. You can add other Wi-Fi networks later, as needed, and switch networks by using the system menu and the Network menu. Some Chromebook models have built-in Ethernet adapters, allowing you to connect the Chromebook to a network using an Ethernet cable. If you need to use Ethernet with a Chromebook that has no built-in adapter, get a USB Ethernet adapter to add Ethernet capability.

Connect to a Wi-Fi Network

- A The Wi-Fi icon (📶) indicates that there is no connection.
- 1 Click the status area.
The system menu opens.
- 2 Click the Network label, which shows either the current network's name or *Not connected: No networks*.

Note: Click the Network label — the text — rather than the icon. Clicking the icon toggles Wi-Fi on or off.



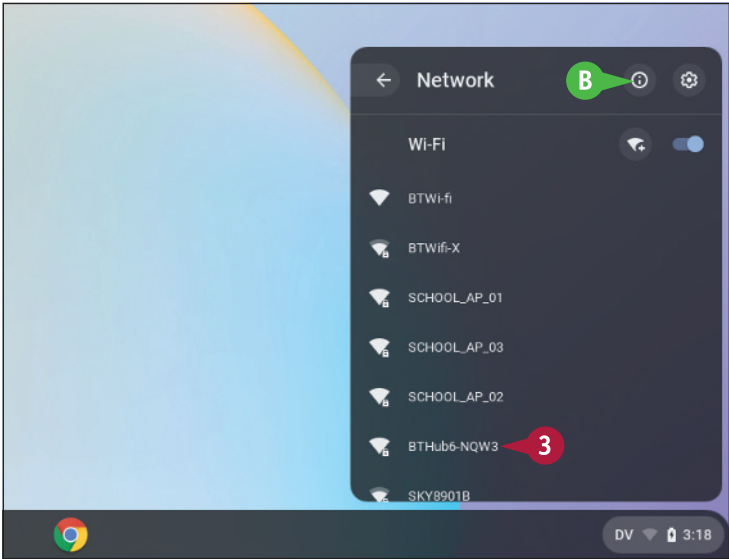
The Network menu opens.

- B You can click **Network info** (ⓘ) to display the Media Access Control address, or MAC address, of the Wi-Fi adapter. This is a group of hexadecimal pairs, such as 34:CE:F6:59:E1:59. You may need the MAC address for whitelisting your Chromebook on a restricted network.

Note: When the Chromebook is connected to a network, the network information includes the IP address.

- 3 Click the network to which you want to connect.

Note: If the network does not appear on the Network menu, it may be hidden. See the tip for advice.



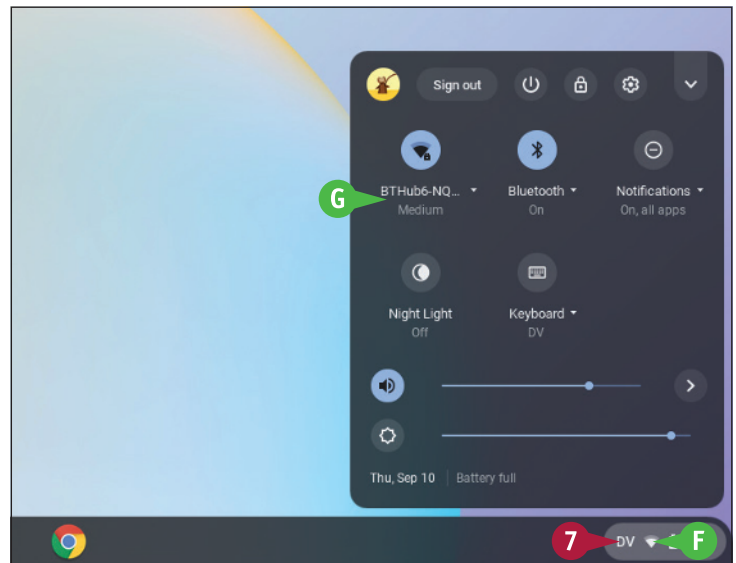
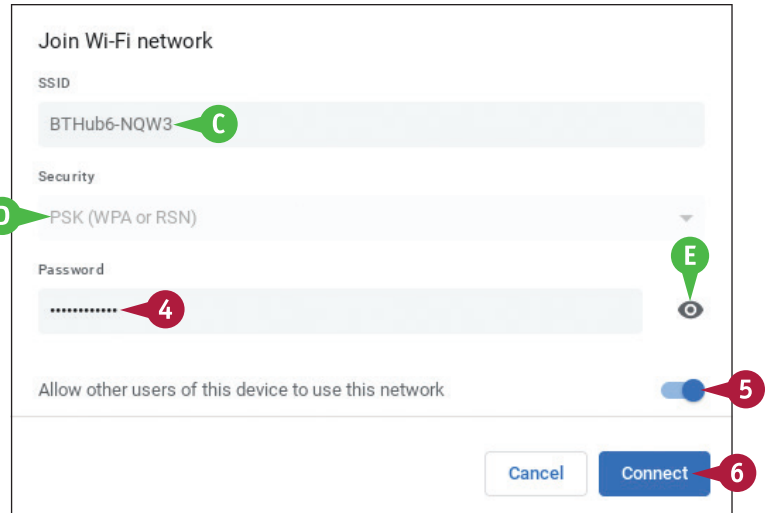
The Join Wi-Fi Network dialog box opens.

- C** The SSID box shows the network's name.
- D** The Security drop-down menu shows the security type.
- 4** Type the password.
- E** You can click **Show Password** (👁) to display the characters you type in the Password field.
- 5** Set the **Allow other users of this device to use this network** switch to On (●) or Off (○), as needed.
- 6** Click **Connect**.

The Join Wi-Fi Network dialog box closes.

Chrome OS connects to the Wi-Fi network.

- F** The Wi-Fi icon (📶) in the status area indicates that there is a connection.
- 7** To see the connected network name, click the status area.
The system menu opens.
- G** The Network label shows the network name and the connection strength, such as *Medium*.



TIP

How do I connect to a Wi-Fi network whose name does not appear on the Network menu?

Click **Join Other Wi-Fi Networks** (🔍) to display the Join Wi-Fi Network dialog box. Type the Wi-Fi network's name, or SSID, in the SSID box. Click **Security** (▼), and then click the appropriate security type, such as **PSK (WPA or RSN)**. Click **Password**, and then type the password; click **Show Password** (👁) if you want to see the characters you type. Set the **Allow other users of this device to use this network** switch to On (●) or Off (○), as needed. Then click **Connect**.

Give Commands

The easiest way to give commands on your Chromebook is by using the cursor. You use the touchpad to move the cursor over the object you want to affect, and then click, double-click, or right-click the object. For example, you can use the cursor to give a command on a menu, on a contextual menu, or on a toolbar.

You can also give commands by using keyboard shortcuts, as discussed in the section “Using Keyboard Shortcuts,” earlier in this chapter.

Give Commands

Give a Command from a Menu

- 1 On the shelf, click the app you want to launch or activate — **Chrome** (🦊) in this example.

Note: If the app is running and you can see its window, you can click the window to activate the app.

The app becomes active.

- 2 Move the cursor over **Menu** (☰) and click.

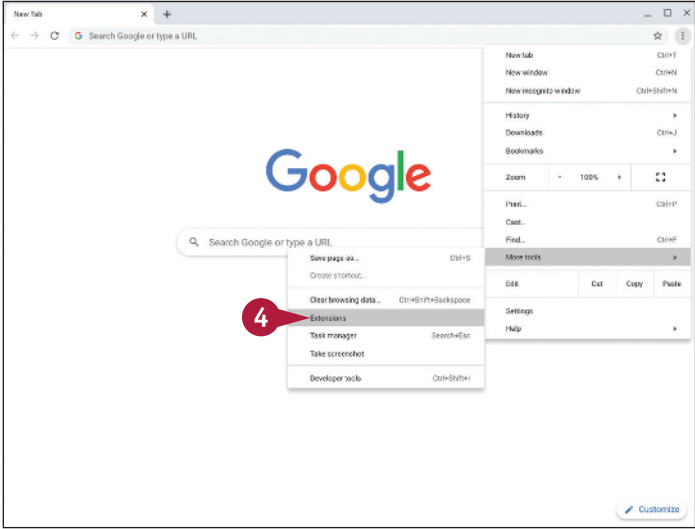
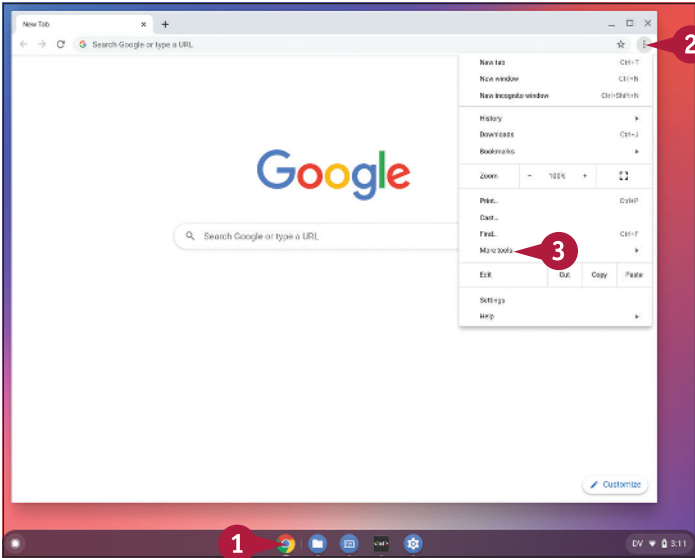
The menu opens.

- 3 If the command you want to give is on a submenu, click or highlight the submenu.

The submenu opens.

- 4 Click the command.

The app performs the action associated with the command.



Give a Command from a Contextual Menu

- 1 On the shelf, click the app you want to launch or activate — **Files** (📁) in this example.

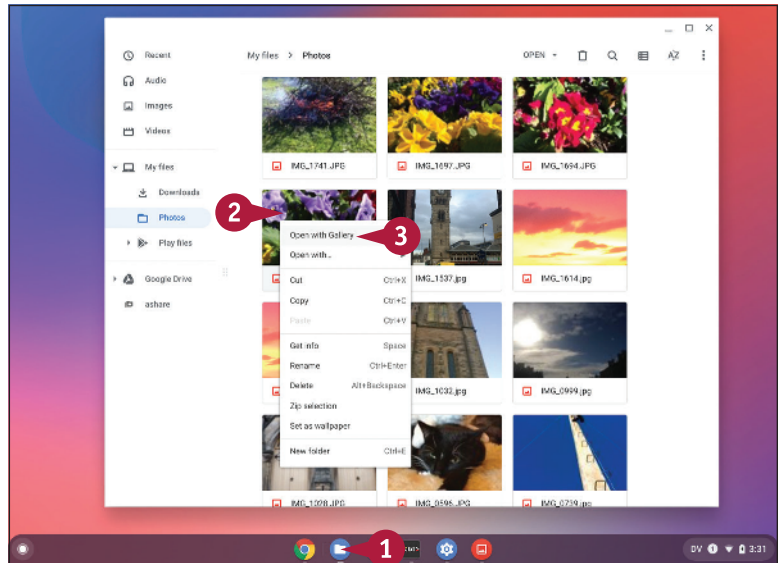
The app becomes active.

- 2 Move the cursor over the object you want to affect, and then click with two fingers.

The contextual menu opens.

- 3 Click the command.

The app performs the action associated with the command.



Give a Command from a Toolbar

- 1 On the shelf, click the app you want to launch or activate — **Gallery** (🖼️) in this example.

The app becomes active.

- 2 Click the appropriate button on the toolbar.

The app performs the action associated with the command.

- A** In this example, clicking **Edit** (✎) makes the Gallery app display another toolbar containing editing tools.



TIP

Is it better to use the menus or the toolbars — or keyboard shortcuts?

Use whichever means of giving commands you prefer. A toolbar makes it easy to see the available commands, whereas the full menu may provide access to a more extensive range of commands. A contextual menu displays only commands available for the object from which you invoked the menu.

Keyboard shortcuts have more of a learning curve; but once you know the shortcuts you need, they are usually the fastest way of giving commands.

Open, Close, and Manage Windows

Most Chrome OS apps use windows to display information so that you can view it and work with it. Some windows are fixed in size, but you can resize most windows to the size you need or expand a window so that it fills the screen. You can move windows to where you need them or minimize unneeded windows to the shelf.

Chrome OS includes commands for “snapping” a window quickly to one side or other of the screen, enabling you to position two windows side by side quickly and precisely.

Open, Close, and Manage Windows

1 Click **Chrome** (🌐) on the shelf.

Note: If Chrome (🌐) does not appear on the shelf, press **Shift**+click **Launcher** (🏠) to display the Launcher full screen, and then click **Chrome** (🌐).

A Chrome browser window opens.

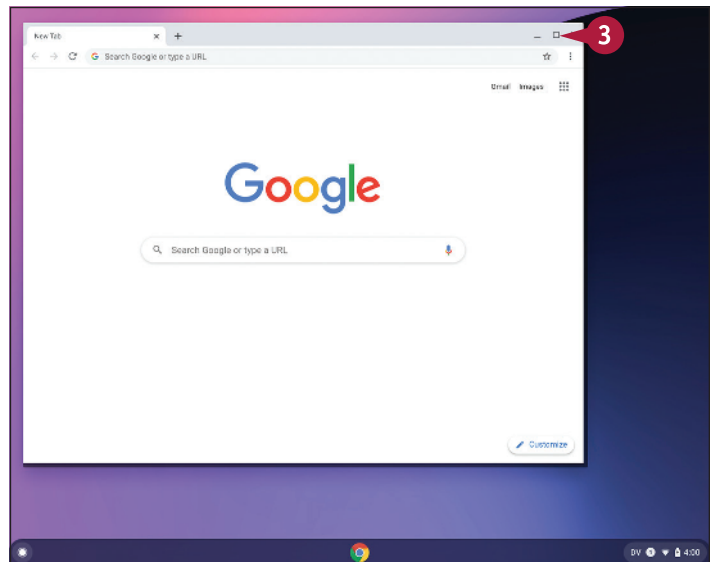
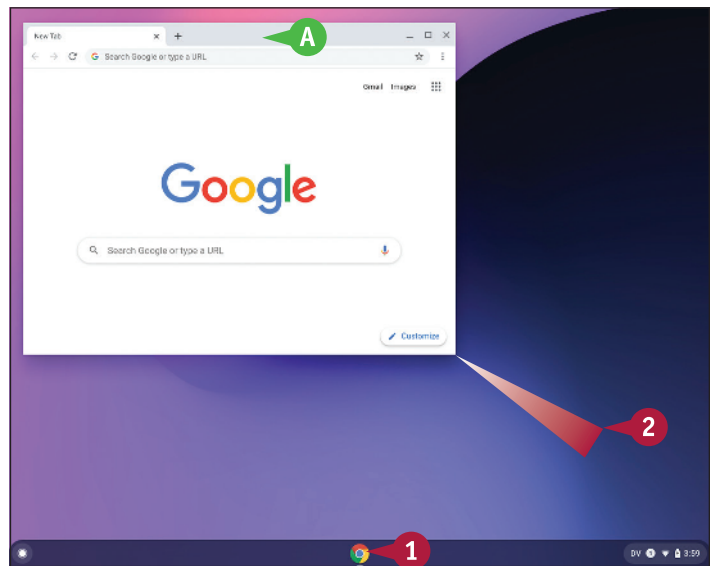
A You can click the window’s title bar and drag it to a different location on the screen.

2 Click and drag the lower-right corner of the window down and to the right.

The window’s size changes as you drag.

Note: You can drag any corner or border of a window to resize it.

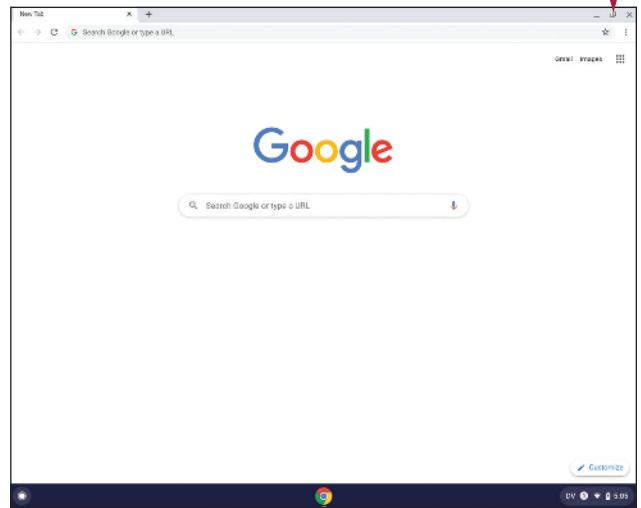
3 Click **Maximize** (⏏).



Getting Started with Your Chromebook

Chrome OS maximizes the window, making it take up all the space on the screen — apart from the shelf, if the shelf is not hidden.

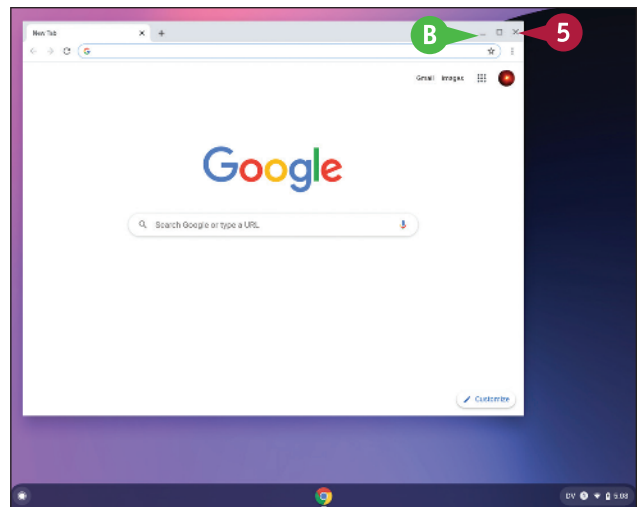
- 4 Click **Restore** (□).



Chrome OS restores the window to its previous size.

- B You can click **Minimize** (—) to minimize the window, effectively hiding it.
- 5 When you are ready to close the window, click **Close** (X).

The window closes.



TIP

How do I split the screen between two windows?

After opening two or more windows, press . Chrome OS displays a thumbnail of each open window. Click the window you want to position on the left, and then drag it toward the left edge of the screen. When Chrome OS displays shading over the left half of the screen, indicating the space the window will occupy, release the window. Chrome OS resizes and repositions the window, moving the remaining thumbnails to the other half of the screen. Then click the thumbnail you want to display in that half of the screen.

Work with Notifications

Chrome OS displays notifications to keep you up to date with what is happening in your apps. When a suitable event occurs, a pop-up panel containing the details of the notification appears briefly above the status area. You can view the notification; take action with the notification, if appropriate; dismiss the notification; or simply wait for Chrome OS to remove the notification automatically after a few seconds.

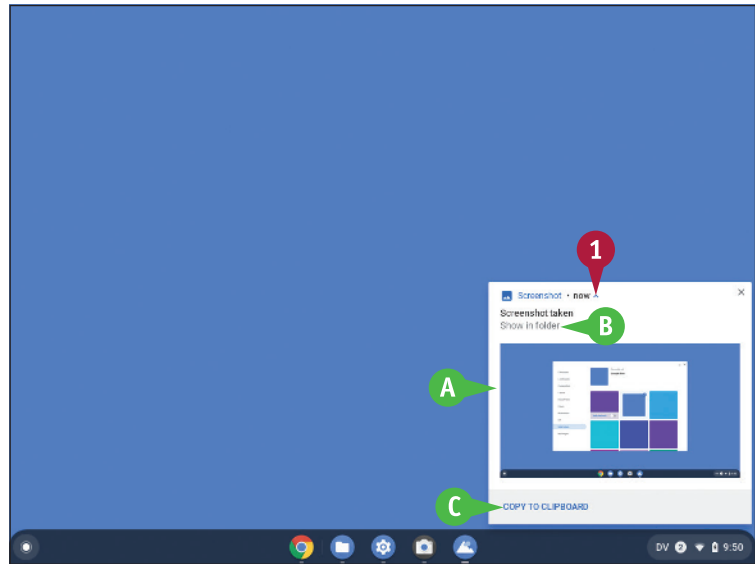
Work with Notifications

- A** A pop-up panel appears above the status area, notifying you about an event that has occurred.

Depending on what the notification covers, the pop-up panel may contain links for actions.

- B** For example, you can click **Show in folder** to display the screenshot in the folder that contains it.

- C** You can click **COPY TO CLIPBOARD** to copy the screenshot to the Clipboard so that you can paste it into a file.

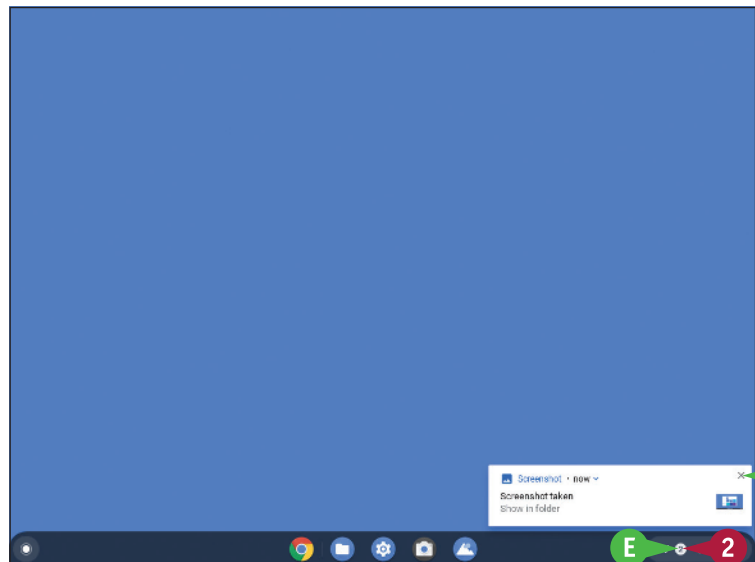


- 1** If Collapse (↕) appears, click **Collapse** (↕).

Chrome OS collapses the notification panel to its smaller size, hiding the data area.

- D** You can click **Close** (X) to close the notification panel and dismiss the notification.

- E** The Notifications readout shows the total number of notifications.



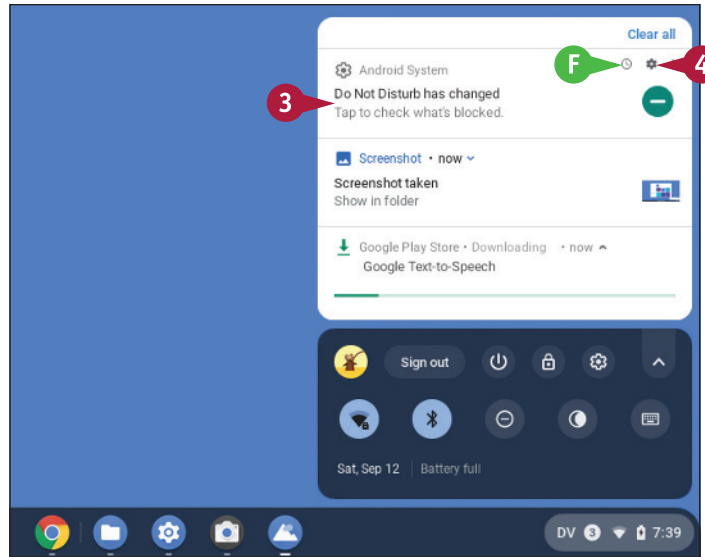
- 2** Click **Notifications** (such as 2).

The list of notifications opens above the system menu.

- 3 Move the cursor over the notification you want to examine or affect.

Controls appear in the upper-right corner of the notification.

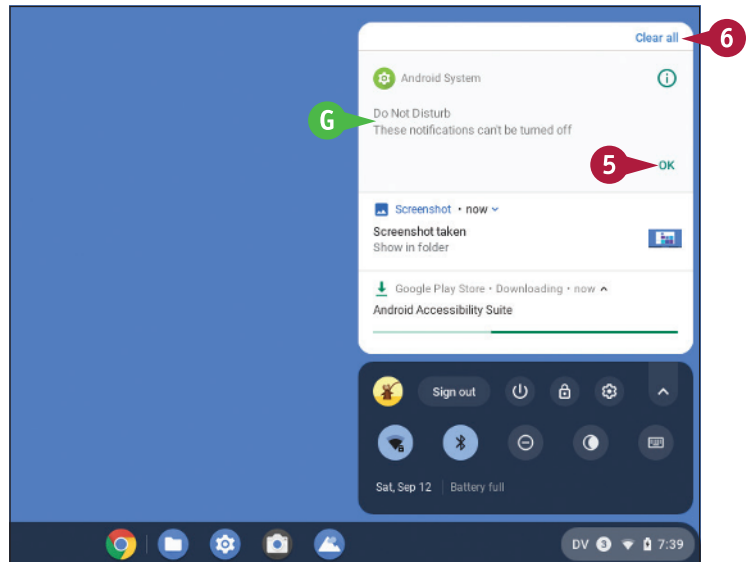
- F You can click **Snooze** (🕒) to snooze the notification. In the panel that appears, click **Snoozed for** (⏴), and then click the length of time, such as **15 minutes** or **2 hours**.
- 4 Click **Settings** (⚙️).



The notification displays the information pane, which shows details of any settings you can change.

- G In this example, there are no settings you can change for Do Not Disturb.
- 5 Click **OK** to close the information pane, returning to the notification pane.
- 6 When you finish reviewing notifications, click **Clear all**.

Chrome OS clears all the notifications.



TIP

How can I reduce the number of notifications I receive?

To reduce the number of notifications, you can set Chrome OS to display notifications only from specific apps and services. When you want to see no notifications at all, you can turn on the Do Not Disturb feature. See the section “Configure Notifications and Do Not Disturb” in Chapter 2 for details.

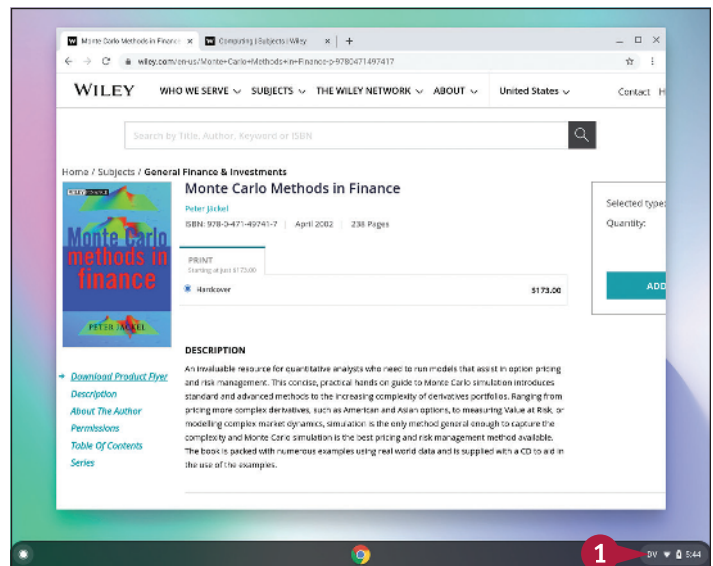
Lock and Unlock Your Chromebook's Screen

When you need to step away from your Chromebook, you can lock the screen, preventing others from seeing your open apps and windows or from using the Chromebook without unlocking the screen.

To save battery power, you can configure Chrome OS to put your Chromebook to sleep when you close the cover. For security, you can set Chrome OS to display the lock screen when your Chromebook wakes from sleep, requiring you to enter your password or PIN. See the section “Set a Screen Lock for Security” in Chapter 2 for details.

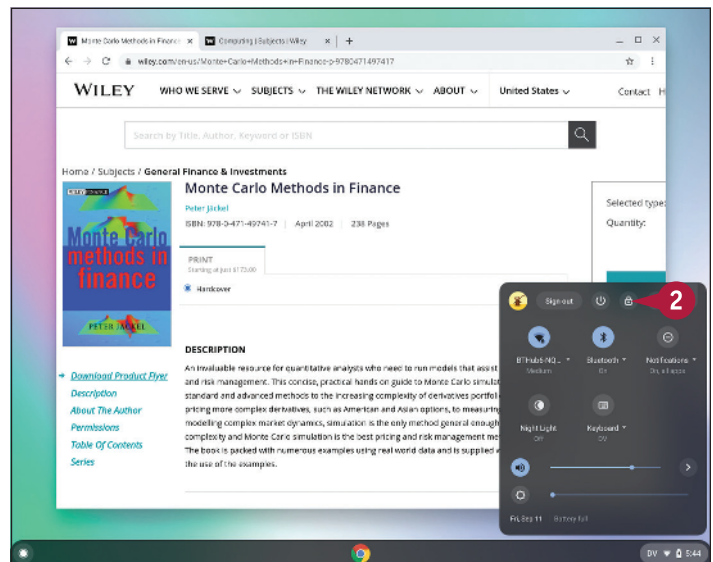
Lock and Unlock Your Chromebook's Screen

- 1 Click the status area.



The system menu opens.

- 2 Click **Lock** (🔒).



Getting Started with Your Chromebook

The lock screen appears.

- A** You can click **Sign out** (🔒) to sign out of your Google Account.

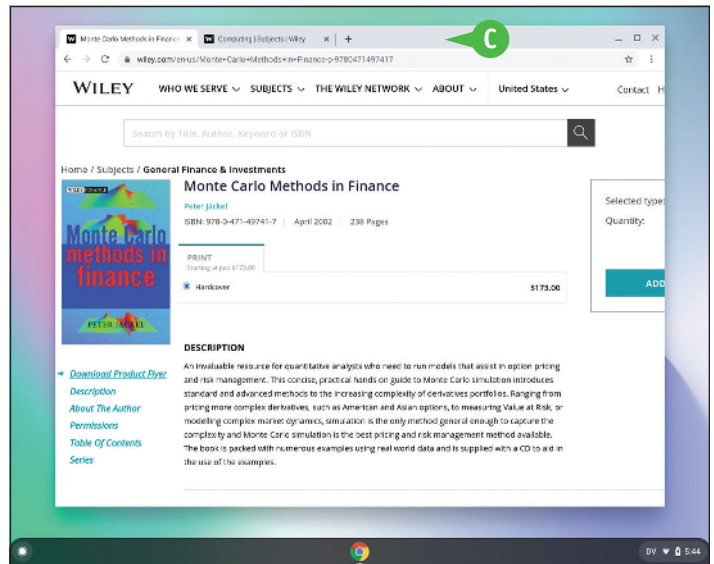
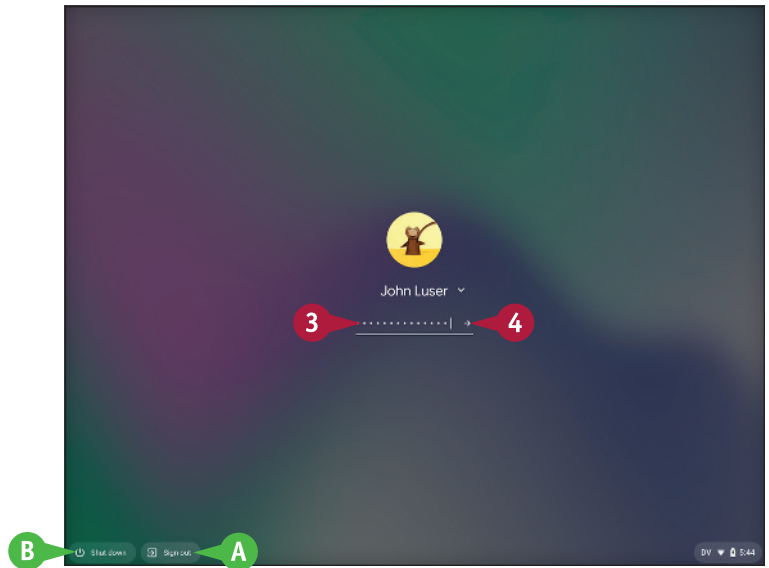
Note: Signing out of your Google Account saves any work you had open. Shutting down your Chromebook signs you out of your Google Account first, again saving your work.

- B** You can click **Shut down** (🔌) to shut down your Chromebook.
- 3** Type your password.
- 4** Click **Sign in** (➔) or press **Enter**.

Chrome OS unlocks the screen.

- C** Your apps appear as you left them.

You can resume your work where you left off.



TIPS

Is there a keyboard shortcut for locking the screen?

Yes: Press **Search** + **L** to lock the screen.

How do I make the lock screen appear when I wake my Chromebook from sleep?

You need to enable the Show Lock Screen When Waking from Sleep setting. Click the status area to display the system menu, and then click **Settings** (⚙️) to open the Settings window. Click **People** (👤) in the left pane to display the People section of the Settings screen, and then click **Security and sign-in** to display the Security and Sign-In screen. Here, set the **Show lock screen when waking from sleep** switch to On (🔵).

Put Your Chromebook to Sleep and Wake It Up

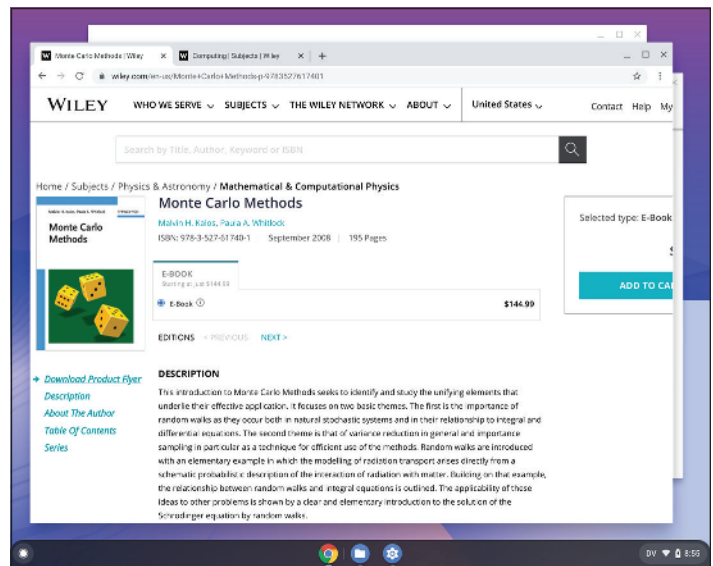
When you are not using your Chromebook, you should put it to sleep to save battery power. Sleep uses only a minimal amount of power but enables you to resume your work in seconds when you wake the Chromebook again.

The standard way of putting a Chromebook to sleep is to close the cover. This method works well as long as the Sleep When Cover Is Closed setting is enabled. See the tip for information on how to enable this setting.

Put Your Chromebook to Sleep and Wake It Up

- 1 When you are ready to put your Chromebook to sleep, close its cover.

Note: Connecting the Chromebook to an external display disables the Sleep When Cover Is Closed setting. This enables you to use the Chromebook with just an external display rather than having to use the internal display as well.



The Chromebook goes to sleep.

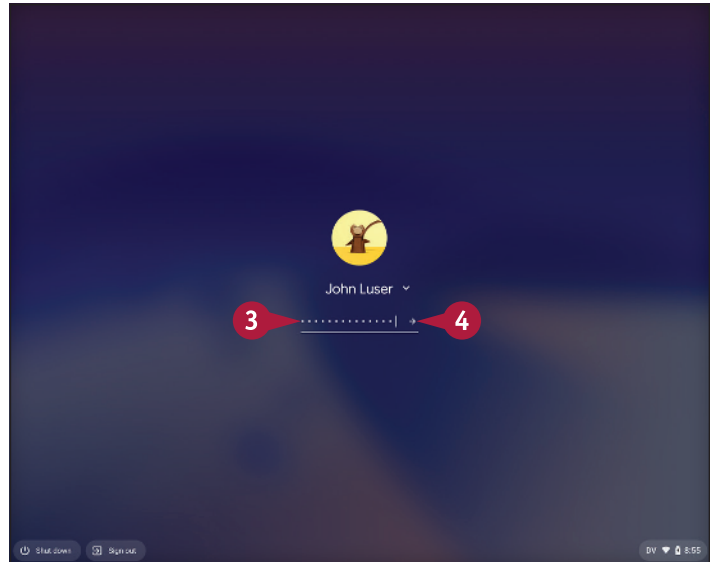
- 2 When you are ready to wake the Chromebook, open the cover.



Getting Started with Your Chromebook

The Sign-In screen appears, with your user account selected.

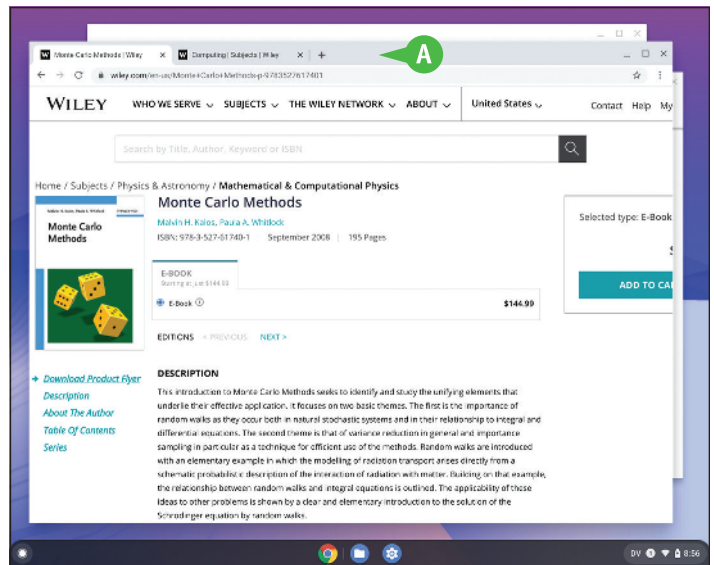
- 3 Type your password.
- 4 Click **Sign in** (→) or press **Enter**.



Chrome OS signs you in.

- A Your apps and windows appear, as they were when you put the Chromebook to sleep.

You can resume work where you stopped.



TIP

How do I make my Chromebook go to sleep when I close the cover?

You need to enable the Sleep When Cover Is Closed setting. Click the status area to display the system menu, and then click **Settings** (⚙️) to open the Settings window. Click **Device** (📱) in the left pane to display the Device section of the Settings screen, and then click **Power** to display the Power screen. Here, set the **Sleep when cover is closed** switch to On (🔵).

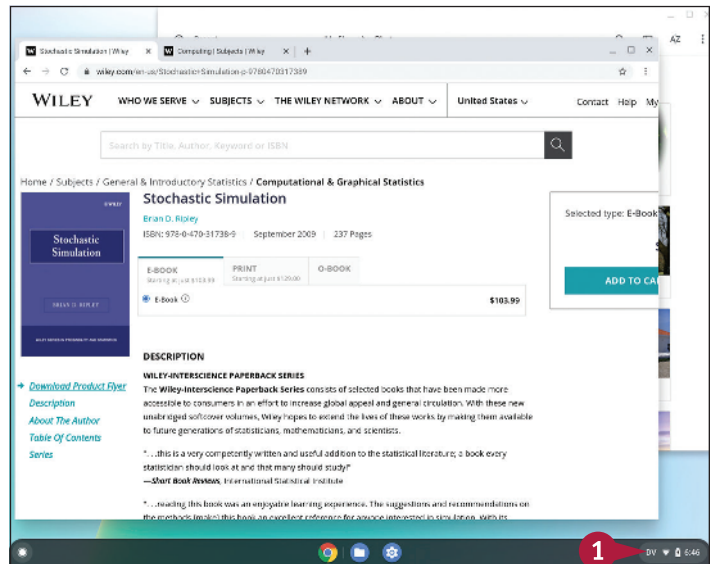
Sign Out and Sign Back In

When you finish a session using your Chromebook, you can sign out of the Chromebook. When you sign out, Chrome OS automatically saves your work and then signs you out of your Google Account.

When you are ready to resume work, you can quickly sign back in to your account, either on the Chromebook or on another device that uses the same Google Account.

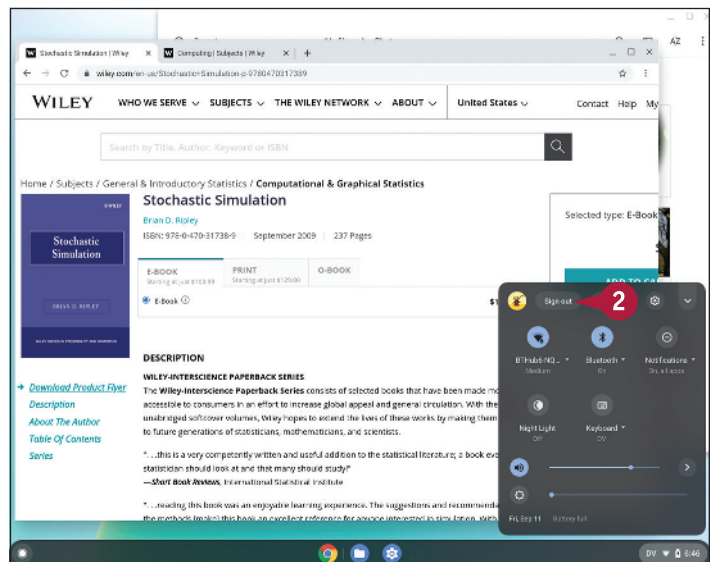
Sign Out and Sign Back In

1 Click the status area.



The system menu opens.

2 Click **Sign out**.

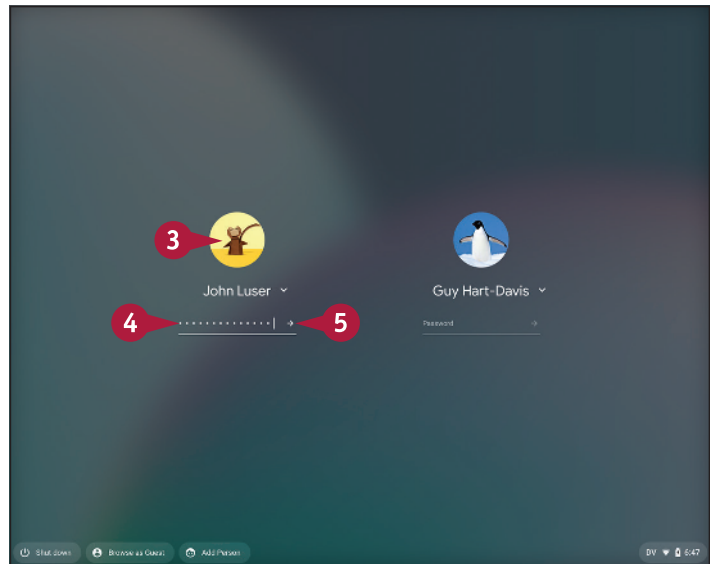


Getting Started with Your Chromebook

Chrome OS saves any ongoing work and then signs you out of your Google Account.

The Sign-In screen appears.

- 3 When you are ready to sign in again, click your account if it is not already selected.
- 4 Type your password.
- 5 Click **Sign in** (→) or press **Enter**.

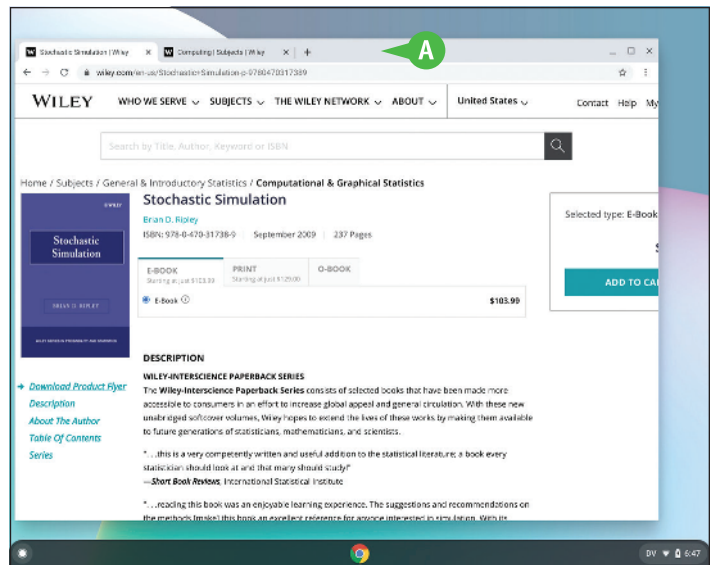


Chrome OS signs you in to your Google Account.

- A Chrome OS opens the apps in which it saved work for you.

Note: Chrome OS may not restore all your windows. In this example, Chrome OS restores the Chrome browser window that was open but does not restore the Files app window, which did not contain unsaved work.

You can resume work where you left off.



TIPS

Is there a keyboard shortcut for signing out?

Yes. Press **Ctrl** + **Shift** + **Q** twice in immediate succession.

Do any Chromebook models have biometric authentication?

Yes — a few high-end Chromebook models have biometric authentication, typically a fingerprint scanner that enables you to sign in quickly. Google's Pixel Slate device, a tablet that runs Chrome OS, also has a fingerprint scanner.

Shut Down Your Chromebook

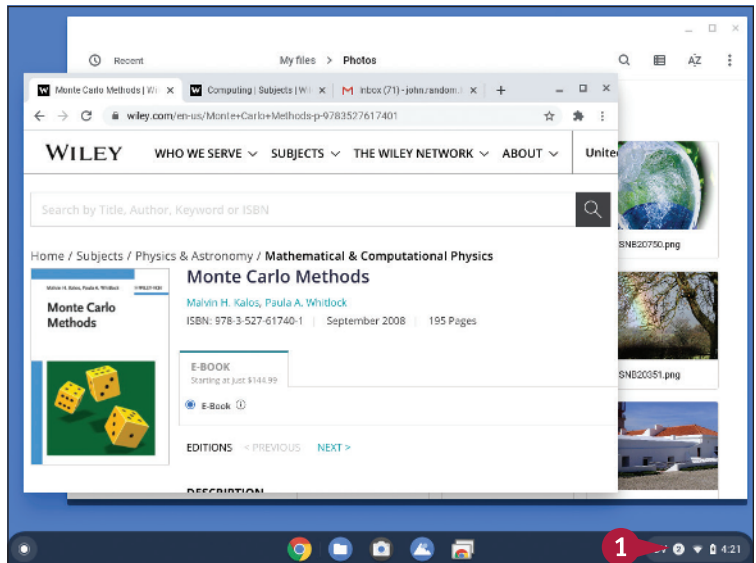
When you finish using your Chromebook and you do not plan to use it for a while, you can shut it down using either the system menu or the Power menu. When you give the Shut Down command, Chrome OS saves any unsaved work for you and signs you out of your Google Account before shutting down the Chromebook.

Technically, shutting down your Chromebook is more secure than putting the Chromebook to sleep. But if you plan to use the Chromebook again soon, putting the Chromebook to sleep is usually more practical than shutting it down.

Shut Down Your Chromebook

Shut Down Using the System Menu

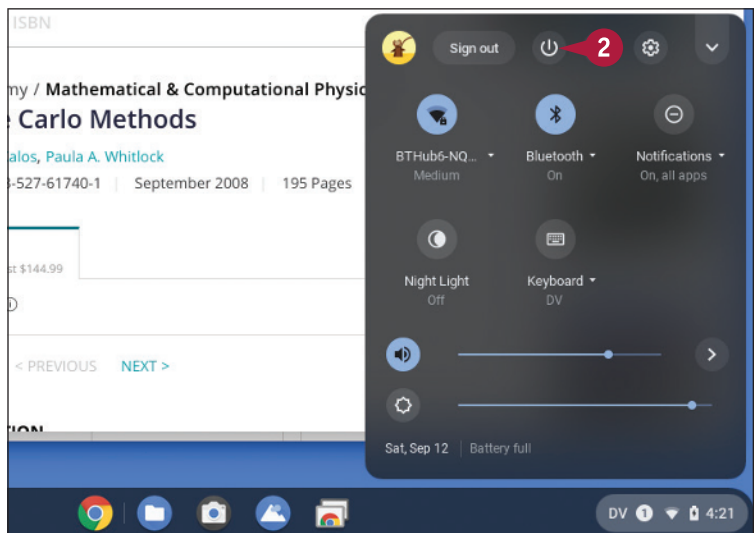
1 Click the status area.



The system menu appears.

2 Click **Shut down** (🔌).

Chrome OS saves any unsaved work, logs you out of your Google Account, and shuts down the Chromebook.



Shut Down Using the Power Menu

- 1 Press **Power** briefly.

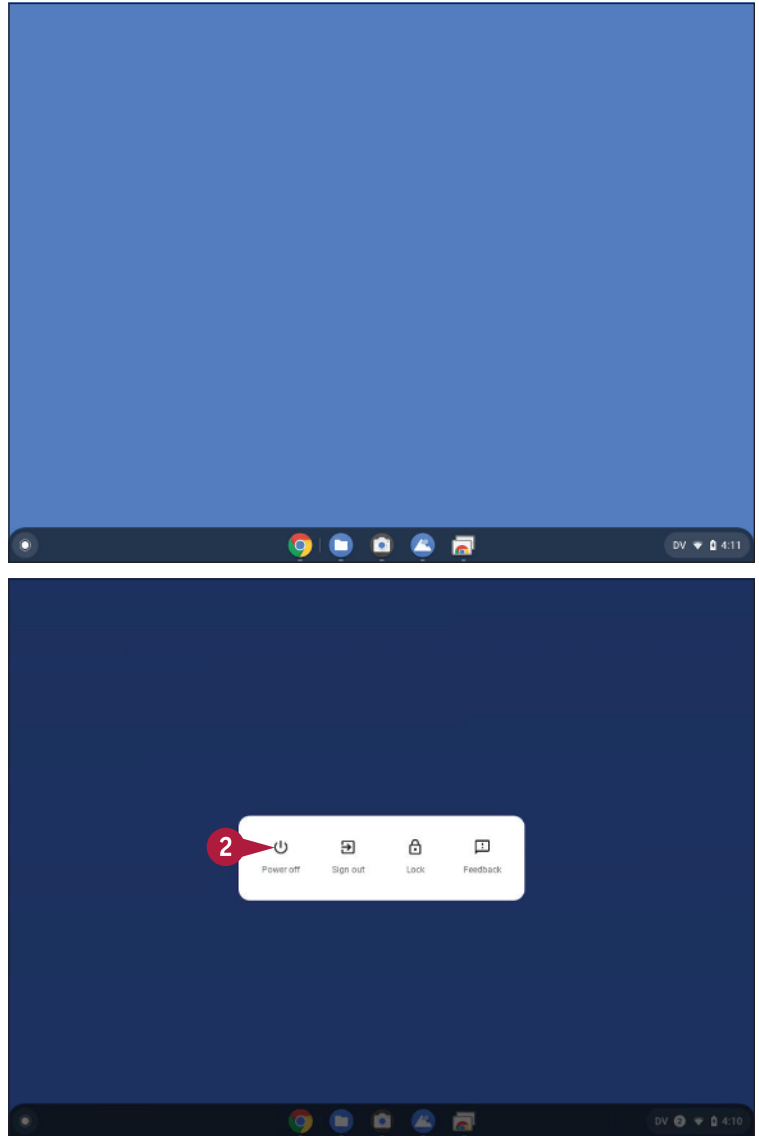
Note: On a non-touchscreen Chromebook, press  in the upper-right corner of the keyboard. On a touchscreen Chromebook, press the Power button, which is usually a hardware button on the side of the Chromebook.

The screen dims.

The Power menu appears.

- 2 Click **Power off** ()

Chrome OS saves any unsaved work, logs you out of your Google Account, and shuts down the Chromebook.



TIP

How do I restart my Chromebook from the user interface?

Unlike many other operating systems, Chrome OS does not have a Restart command in the user interface. The normal way to restart a Chromebook is to shut it down, as explained in the main text of this section, and then power it on again.