•How to Use Your Chromebook•

Step 1. What is a Chromebook

Chromebooks are laptops powered by **ChromeOS**. **ChromeOS** is a Google operating system in the same family as Android OS for smartphones. It is speedy, stable, smart, secure, and requires internet (Wi-Fi) connection to be always-on to maximize usage. Updates are speedily done when you shut down the machine or in the background without disturbing your work. Thanks to its' solid-state drive, the Chromebook runs very fast. Due to limited local storage, files live temporarily on a Chromebook. You can use a Chromebook to watch movies, listen to music, play games, view photos, and other activities using apps or web browsing.

Step 2. Turn on your Chromebook

When you first receive a Chromebook, place the bottom on a table/desk you are sitting in front of. Hold down the base of the Chromebook with one hand. Use your other hand to lift the lid (top side) up until the screen looks in a comfortable position for you.

Battery Charged

- If the Chromebook has a charged battery, the screen should change from black and automatically load up reading "**ChromeOS**".

Battery Not Charged

- If the Chromebook has a depleted (low) battery, the screen will not turn on. You will need to find the AC adapter that came with the Chromebook. Look on the side of the Chromebook for a small "USB" 3 Type C port. Plug the AC adapter with the small "USB" 3 Type C part into the Chromebook and the other end into the wall outlet/ power source.

Step 3. Getting to Know Your Hardware

Battery Icons

- Located on the side of the base of the Chromebook, you will see a small clear bar. This will indicate the status of the battery.
    - **Red**: Depleted (low charge) battery and needing to be charged
    - **Yellow**: Some battery (charge) left but may need to be charged sometime
    - White: Fully battery and can unplug the AC adapter

Features

Webcam and Mic

- Located on the center top of the screen is a webcam and a small mic piece on the side. You can use the webcam and mic to talk with friends, family, and for business purposes

without the need for separate webcam and headset (including earbuds and headphones) devices.

USB 3 (Type C)

- Located on the side of the base of the Chromebook is a large port for plugging in all USB devices (includes non-USB 3 Type Cs).

Auxiliary Port

- Located on the side of the base of the Chromebook is a small round port called an auxiliary port. It can be used for earbuds and other headset devices.

Keyboard Layout

Basic

- **Keypad (touchpad):** Located in front of you is a big keypad for you to trace your fingers on. The keypad can be used for screen movements (up, down, left, right) of the mouse. The keypad can also be used for clicking on various screen icons and buttons by tabbing it with your finger.
- **Power Button (⏻):** Located at the upper right-hand corner is the power button for turning off and on the Chromebook.
- **Brightness (☼ ☼):** Located at the upper center are the brightness buttons for reducing or increasing the level of brightness.
- **Volume (🔇 🔉 🔊):** Located at the upper right-hand corner are the volume buttons for mute (off), reducing, and increasing volume.

Advance

- **Switch Pages (← → ↻):** Refresh page
- **Search (🔍):** Search the internet
- **Windows (▱ ▤):** Shows all the windows
- **Screenshots (shift ctrl ▤ or Screen Capture ▣):** Find the content you want to screenshot. Hold down the Ctrl ctrl key and then press the Show Window ▤ key. Your screenshots are automatically saved on **My Files/ Downloads**.
  - For taking a **partial screenshot** ▣ of a specific area, find the content you want to screenshot. Hold down the Ctrl ctrl and Shift shift keys and then press the Show Window ▤ key. Once a window appears, use the touchpad to drag and select the area you wish to screenshot. The area being screenshot will be highlighted. Press the **Capture** ▣ button in the center of the window.
  - To **screen record video** 🎥 of a specific area, find the content you want to record. Once a window appears, use the touchpad to drag and select the area

you wish to record. The area being recorded will be highlighted. Press the **Record** ▢ button in the center of the window. To stop a screen recording after you are done, press ⊙ button.

- To access your screenshots and recordings, look for **My Files** folder 🔵 at the bottom of the screen. Click on **My Files** folder 🔵 and then click on **Downloads** for your saved screenshots and video recordings.

- **Accessibility:** Click on accessibility to use a Screen Reader (ChromeVox – navigate with text-to-speech) and Select-to-Speak (hear specific texts read aloud).

- **Bluetooth:** To connect a **Bluetooth** enabled device (Keyboards, Mice, Speakers, Headphones, Microphone, and Headsets), click on the battery icon located on the far bottom right-corner ▢. A small window will display "**Bluetooth**" ⓧ on the top left-corner.

  - Clicking on the button provides you options to "**Pair new device**" or connect with an already paired device. Clicking on "**Pair new device**". Now select your **Bluetooth** accessory from the search list generated. Follow the onscreen instructions and confirm that your device is connected to your Chromebook.

Step 4. Follow the onscreen instructions

Signing in with Google (Gmail) Account

- Once you turn on the Chromebook, your on-screen options will be "**Shutdown**", "**Browse as Guest**", and "**Add Person**" on the bottom left corner.

  1. "**Shutdown**" ⏻: will turn off the Chromebook.

  2. "**Browse as Guest**": will bring up a window (Google Chrome) allowing you to browse the web or go on to websites. At the bottom of the screen are a file folder 🔵 and **Google Chrome Launcher** ⬤. The File folder is where your downloads from the web are stored and where you can view files from your USB (flash drive) devices. To exit from "**Browse as Guest**", click on the battery icon located on the far bottom right-corner ▢. A small window will display "**Exit guest**" on the top left-corner. Clicking on the button brings you to the main Chromebook sign-in page.

     - This small window also displays ⏻ (shutdown Chromebook), ⚙ (settings), 🛜 (Wi-Fi network) "**Bluetooth**" ⓧ, "**Notifications**" ⊖, "**Screen Capture**" ▢ (taking screenshots), "**Night Light**" ◐ (brighten screen), "**Dark Theme**" ◓ (change wallpaper).

  3. "**Add Person**": will display instructions for signing on additional Google Accounts (Gmail). Once you enter in your email address and password, you will

be asked to create a random PIN (#). The PIN is a secondary way to log in to your Chromebook instead of using your email password. You can choose to skip it and complete it later. Next, checkmark the small box after reviewing the Google Play Terms of Service and click on "**More**" to accept. You will be asked to install apps from **Google Play Store** . You can choose to skip it and complete it later.

- o **Google Play Store** : similar app store from your Android smartphone. You can import certain apps found on your Android smartphone onto your Chromebook.
- o **Google Assistant** : similar virtual assistant found on your Android smartphone or called Siri on Apple devices. Once agreed to use it for voice assistance, saying "Hey Google" or "Ok Google" will enable it (will begin listening). Now you can give your Chromebook simply commands out loud.
- o **Pair Your Phone**: You can choose to skip it and complete it later. Pairing your Android smartphone with your Chromebook allows you to synonymously receive chat notifications, share and view your files or photos across devices, and use your phone to unlock your Chromebook.
- o **Personalize Display** : You can choose to skip it and complete it later. It will default to synonymously switching between "Light Theme" and "Dark Theme".

## Step 5. All Set to Use Chromebook

- Congratulations! You successfully have setup your Chromebook. You can now browse the various contents on the internet.
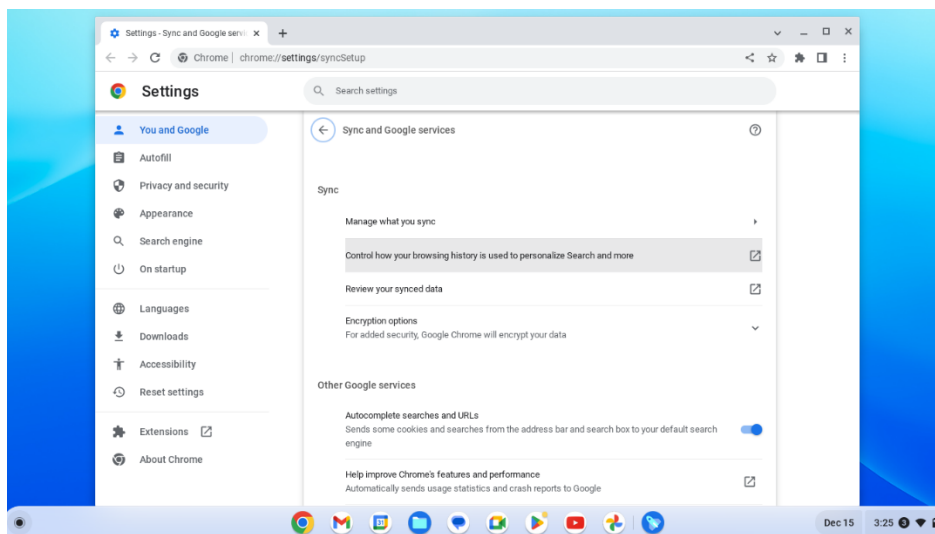
- Use the touchpad (keypad) to navigate the screen (window) in front of you. Look for the address bar at the top of the window and enter your search by typing the letters on the keyboard. Press "Enter", and your results will be displayed. Scroll through the results and select your closest match clicking on the touchpad.

Step 6. Chromebook Interface

- The Chromebook interface is a slightly similar layout to Windows. You can use the touchpad and keys on the keyboard to navigate the screen.
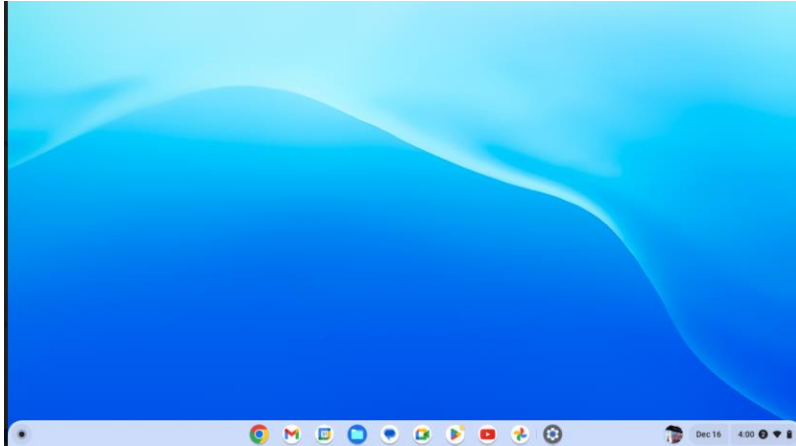
- **Interface Features**
    - **Launcher** : To view or search for all installed apps, look on the bottom far left of the screen and click on the **Launcher** . Here you will find the "Camera", "Settings", "Calculator", "Explore" (Help) and along with other known Google app services.
    - **Google Chrome** : Click to search and browse contents on the internet.
    - **Gmail** : Click to check and send your emails. Connected to the same email found on your Android smartphone device.
    - **Google Calendar** : Manage your work/life schedule, plan periods of focused work time or family time, and schedule repeating reminders. It comes free with your personal (Gmail) email account.
    - **Files** : Click to view downloads from the internet and screenshots. You can view your photos, documents, videos, and music from your **Google Drive** – cloud storage. **The Trash** or Recycle Bin is located here.
    - **Google Messages** : Once you pair your Android smartphone to the Chromebook, you can view your texts and chat with family, friends, and business. It comes free with your personal (Gmail) email account.

- **Google Meet** : Use for Face-to-Face video calls like **Zoom** with family, friends, and business. It comes free with your personal (Gmail) email account.
- **Google Play Store** : Click to search and download apps (applications). It comes free with your personal (Gmail) account and imports apps from your Android smartphone device.
- **YouTube** : Click to search and browse video contents from the web. It comes free with your personal (Gmail) email account.
- **Photos** : Not to be confused with **Google Drive** - cloud storage for photos, documents, videos, and music. It is where photos and videos taken with the camera on your Android smartphone device first appears. It is free and linked by default to your personal (Gmail) email account.
  - **Google Drive** : Free cloud storage for photos, documents, videos, and music. The Chromebook uses a solid-state drive (not many moveable parts). Due to its' very small storage size, it is meant for storing files only temporarily. It can only hold small files like photos, music, video clips, and documents. It is recommended using a **Google Drive** , external hard-drive, USB Flash Drive, or other cloud storage services to hold all your files.