

## Google Chromebook Starting Guide

### First Login to the Chromebook

To start using your Chromebook login with your gmail account (ssmith@catoosa.k12.ga.us) 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



## Touch Pad



**Click:** Just press down on the lower half of the touchpad. Since tap-to-click is enabled by default, you can quickly tap the touchpad to click.



**Right-click:** Click the touchpad with two fingers.



**Scroll:** Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.





**Drag and drop:** Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.


### Wi-Fi Access

When you receive your Chromebook it will be setup to sign into your school’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 means 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 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

Your unique Chromebook keys usually appear on the top row of your keyboard from left to right.

-  Search your apps and the web  
To turn Caps Lock on or off, press **Alt + Search**.
-  Go to the previous page (F1)
-  Go to the next page (F2)
-  Refresh your current page (F3)
-  Make your page take up the full screen (F4)
-  Show all your open windows (F5)
-  Decrease screen brightness (F6)
-  Make the screen brighter (F7)
-  Turn off the sound (F8)
-  Lower the volume (F9)
-  Raise the volume (F10)

## Adding Printers Attached to your Computer

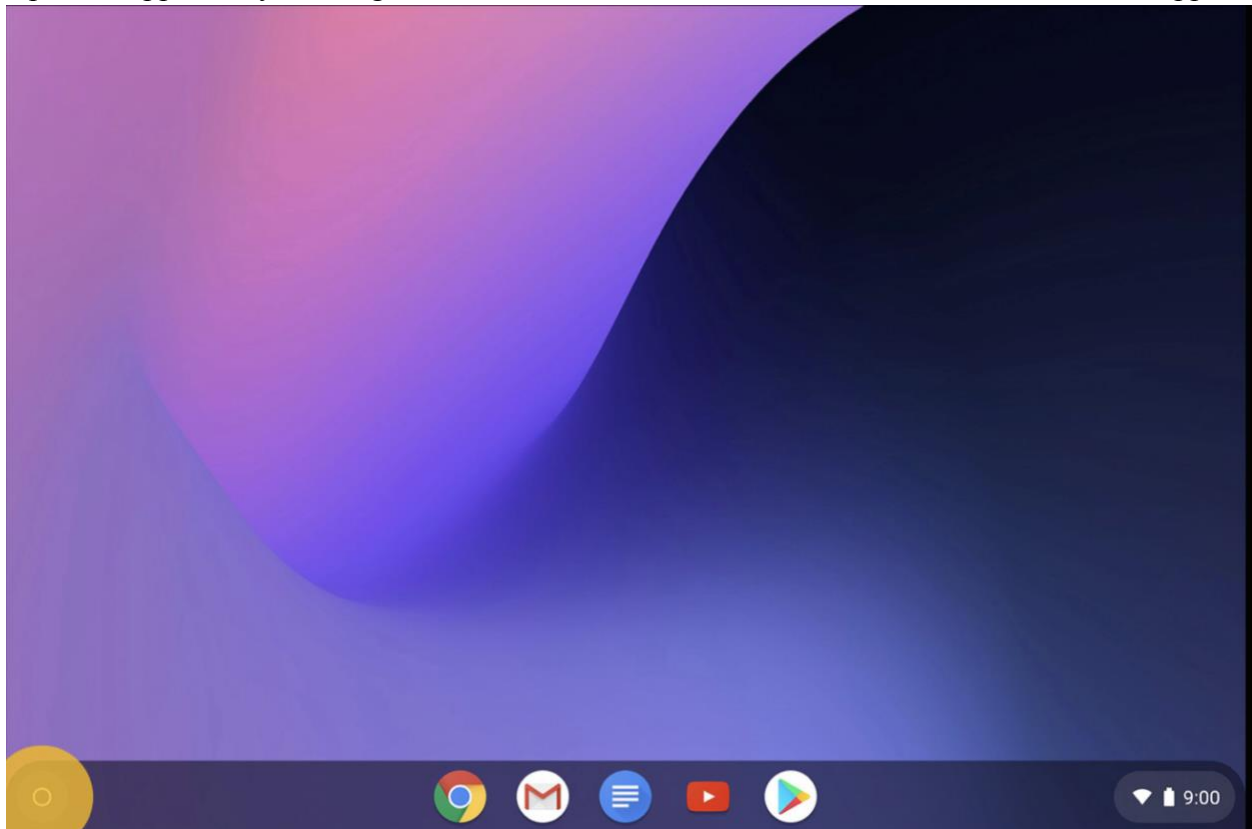
Your Chromebook has the ability to print to the same printers that are installed at your home. Prior to printing you will need to configure the Chrome Internet Browser on your desktop computer connected to the printer.



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

## 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.



## 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.

A screenshot of a file manager window titled 'Downloads'. The window shows a sidebar with 'Google Drive' and 'Downloads' options. The main area displays a table of files:

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

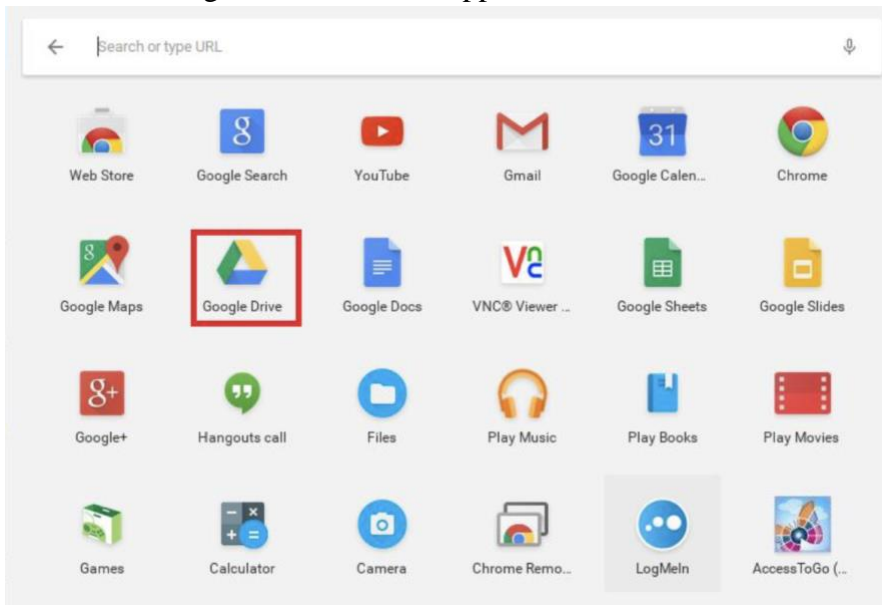
You can drag and drop files between the Downloads drive and Google Drive.

## Offline Files

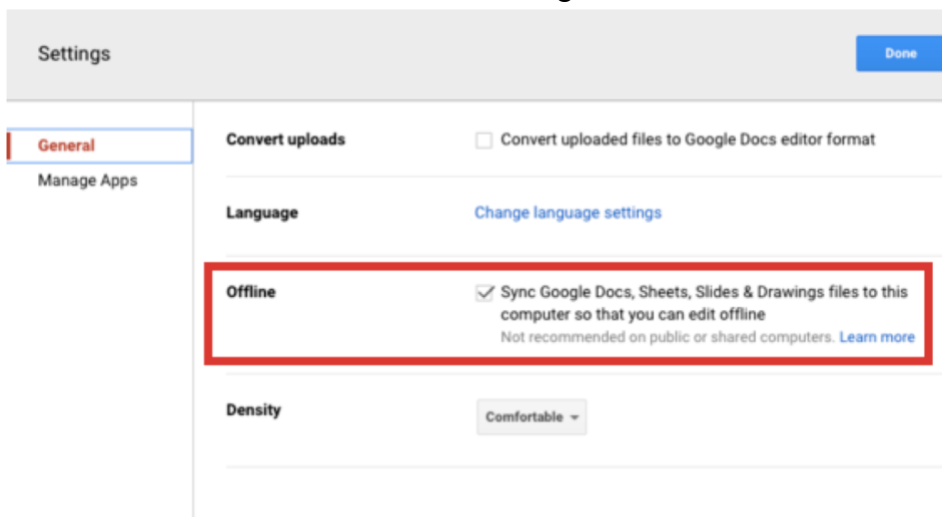
You're able to view and edit Google documents, sheets and slides even when you don't have an Internet connection or offline.

Here's how to make sure it is working:

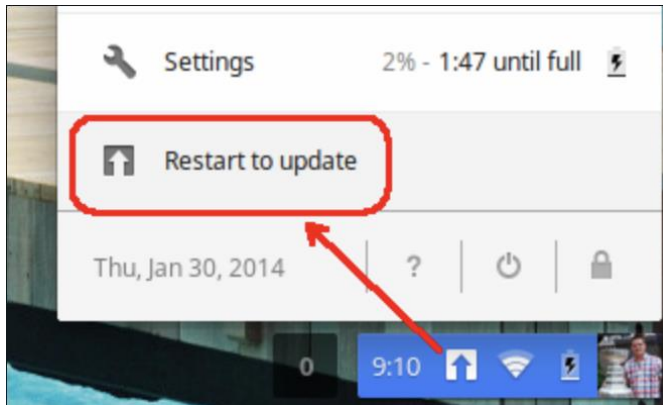
1. Launch Google Drive from the app list or shelf.



2. Click on the **gear** located in the top right corner then select “settings”
3. Make sure there is a checkmark to the right of “Offline”



## Update your Chromebook



Click on the Restart to update your Chromebook will shutdown and restart.

Updating is complete.