Getting To Know Your Chromebook

The Philosophy

Chromebooks are meant to be used primarily with internet access. Most documents will be stored online, "in the cloud". The benefit to this is that you can access your data from anywhere you have access to the internet. And honestly, when was the last time you used a computer for a long time without accessing the internet? With this philosophy in mind, note that you cannot print from the Chromebook. So save your work and print from your desktop.

The Keyboard

The Chromebook keyboard is designed to improve your browsing experience. For example, there are dedicated browser buttons along the top of your keyboard They will look something like the following:

Keyboard

Web key

← Go to the previous page in your browser history.

→ Go to the next page in your browser history.

⟳ Reload the current page.

▢ Open the current page in full-screen mode.

▱ Switch to next window.

☼ Decrease screen brightness.

✳ Increase screen brightness.

◀× Mute/unmute the audio.

◀- Decrease the volume.

◀+ Increase the volume.

Shortcuts

Shortcuts are used to add functionality to your keyboard. For example, the caps lock key has been replaced by a search key. If you press this key, it will bring up the Chrome Apps menu and a Google search box. To turn caps lock on and off, press ALT + SEARCH.
Other shortcuts include:

ALT + BACKSPACE	Delete
ALT + UP ARROW KEY	Home
ALT + DOWN ARROW KEY	End

To see all the shortcuts, press CTRL + ALT + ?. To close this list press CTRL + ALT + /.

The Trackpad & Right Clicking

Tap the trackpad with two finger for right clicking. Swipe up/down with two finger for scrolling.

The Desktop

The background image is set by your administrators in CTS. There are basically three areas you can access on the desktop:
1. Right clicking in the middle of the desktop brings up a menu with 2 options: change the position of the "shelf" at the bottom of the page or auto-hide the shelf it's not in use.
2. The quick access buttons/apps listed to the left of the shelf.
3. The utilitarian notification & settings section to the right of the shelf.

Apps Menu

As noted previously, clicking on the search button on the keyboard (or on the search icon at the bottom you your screen) brings up the Chrome Apps menu. You can left click on an app to open it or right click on it to see additional options. One of these is named PIN TO SHELF. This means that you can have it appear along the bottom of the screen where the search icon is. Personally, I like to have a calculator, Google Drive and Google Calendar there.

Taking Screenshots

Capture what you see on the screen by clicking CTRL +
(Alternatively, use a Chrome extension such as "Awesome Screenshot".)

Managing Files

Instead of saving files in your network folder, you will be saving data in one of two places:
1. Google Drive - Files stored in your associated Google Account. These files are stored in the cloud so you can access them anywhere you log into Google.
2. Downloads - Files stored locally on your Chromebook. These files are stored right on the hard drive of the device. You can right click in this folder to create new folders for organizing it how you'd like.

Deleting Files

Since there is no trash can icon, you'll be deleting files by right clicking on them and choosing Delete from the menu.

Turning Off Your Chromebook

Click on the profile picture icon all the way to the bottom right of your screen to bring up its menu. There you will see the shutdown button: