

Delaware Valley School District

# Chromebook Introduction

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## A Quick Guide to Chromebooks

DVSD Tech Department

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This guide will give you a quick introduction to Google Chromebooks. This short tutorial will guide you through the basics of the Chromebook to get you started.



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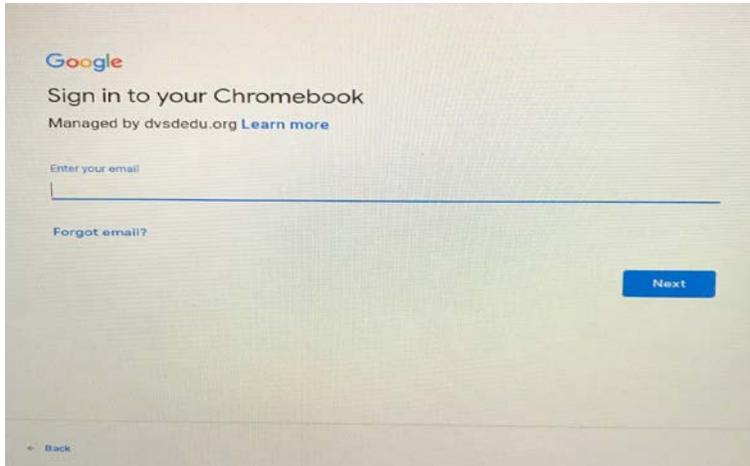
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# Chromebooks Introduction

## Opening the MS and HS Chromebook

After logging in, you will see this screen. Here, you will sign in with your **school Google email address**.



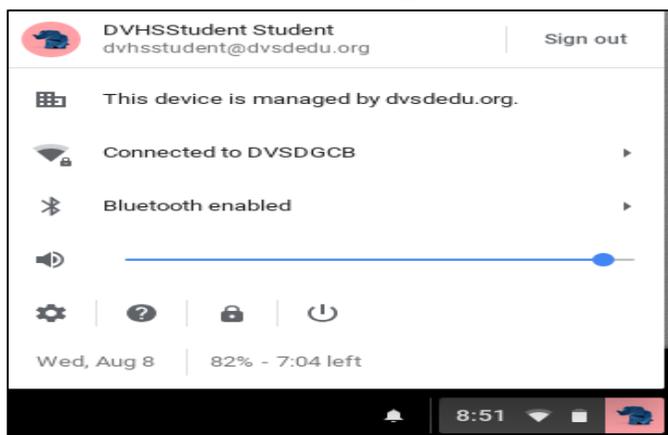
**NOTE:** For your school Google (**INTERNAL ONLY**) email addresses;

all Students are @dvsdedu.org...

Teachers are @dvسد.org.

## Logging off of the Chromebook

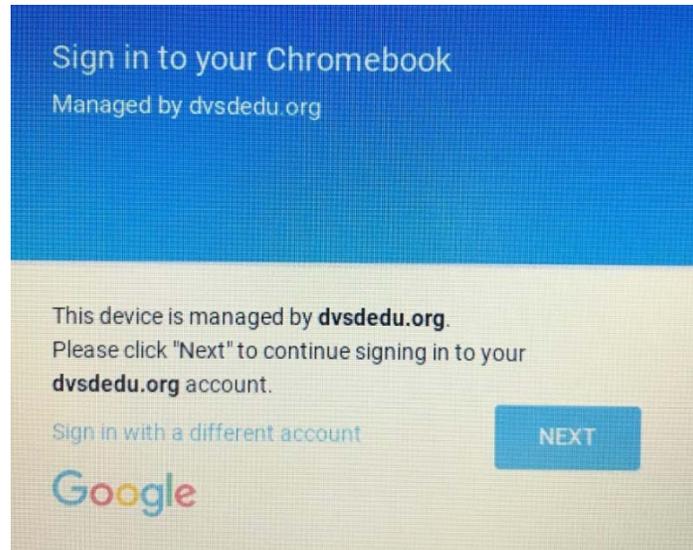
1. **Make sure that you sign-out of your Google account.** If you do not, the person who logs in after you will have access to your Google account documents and all other information. To log out of your Google account, click on your picture on the bottom, right-hand side of the screen. You will see **Sign-out** next to your picture. Click on **Sign-out**.



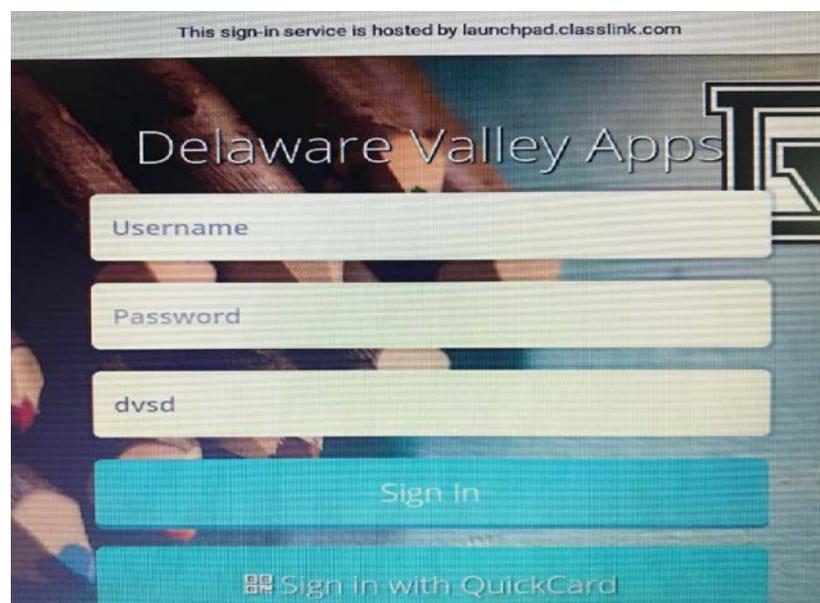
2. The last thing you will have to do is **Shut Down the Chromebook**. In the bottom, left-hand side of the screen, you will click on **Shut down**.

## Opening the Elementary Chromebook

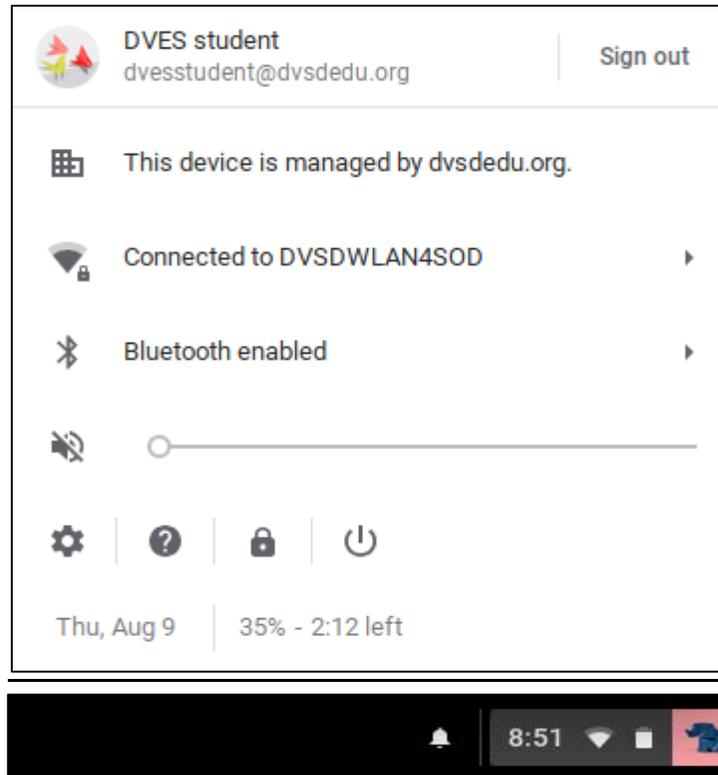
### 1. After opening the Chromebook click NEXT



### 2. Login with your **school ID # as your username** and enter your password. Once you log in you will see a number of programs for you to use. You may use a QR code card instead to login, if one was given to you by your teacher.



**Sign out of your Chromebook by clicking on your picture in the bottom right corner and selecting sign out.**

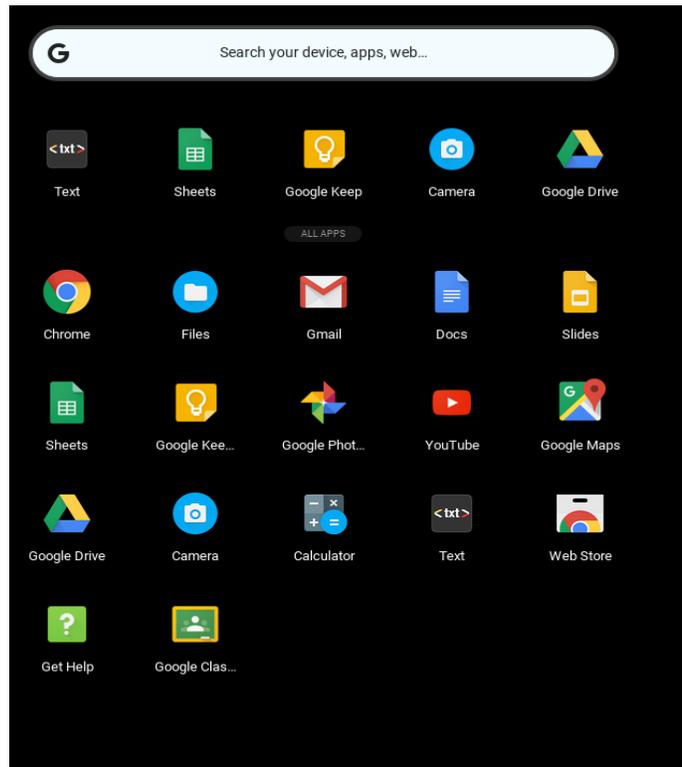


## Learning the Shelf



You can launch your [Apps](#) from the Shelf at the bottom left of your screen. Click on  to launch the apps list. Here you will be able to perform a google search. You will also have a list of your 4 most used apps and an all apps button. When you click on all apps you will see a list of all of your apps. Click an app in the list to open it. You can also hold **Shift** while clicking to open it in a new window. To add more apps to this list, visit the Chrome Web Store.

After you sign in to your Chromebook, click the  [Chrome](#) icon on the shelf at the bottom of your screen to open a new browser window.



## Google Drive on the Web



Use Google Drive on the web to store and organize all your files. You get 15 GB of free storage across Google Drive, Gmail, and Google+ Photos.

With Google Drive on the web, you can:

- Create, add, or upload a file with a single button.
- Easily find and add shared files.
- Single-click a file to select it and double-click to open it.
- Drag and drop files and folders, just like you do on your desktop.
- Share files with others and choose what they can do with them: view, comment, or edit.
- Access your files even when you're not connected to the Internet.



From the bottom, right-hand side of your screen, you will see some more helpful tools such as network connectivity, battery life, and the current time.

## Useful information and tips for using Google Drive:

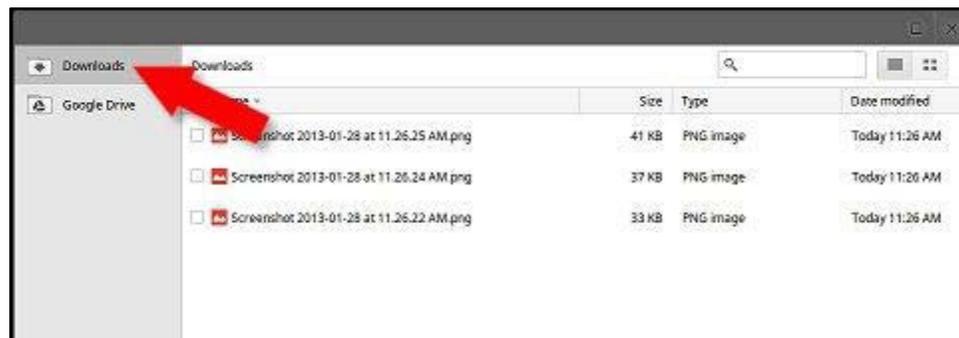
- On your Chromebook, the files and folders stored in your Google Drive can be found in the Google Drive folder of the Files app. Double-click a file to open it.
- Files created in the Google Docs, Sheets, and Slides apps are saved to Google Drive by default.
- You can create a new file directly from the Google Drive Web app. To open a new document from Google Drive, launch Google Drive from the apps list or launcher, click **NEW**, and then select what you want to create.

## Using the Files app in Chrome OS

You can find all the files on your device in the Files app. The Files app is an integrated file manager that displays Google Drive (online storage), Downloads (local hard drive storage), and any external storage media connected to your device. Use the steps in this section to access and open files using the Files app.

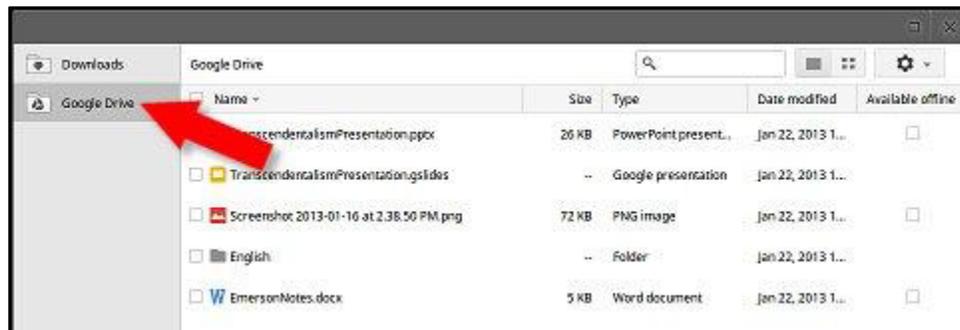
1. Click the apps icon button , and then click **Files**.
2. Click the name of the drive you want to access in the left navigation panel.
  - o **Downloads:** Click **Downloads** in the left navigation panel to view files and folders stored locally on the Chromebook hard drive.

### Downloads (local storage)



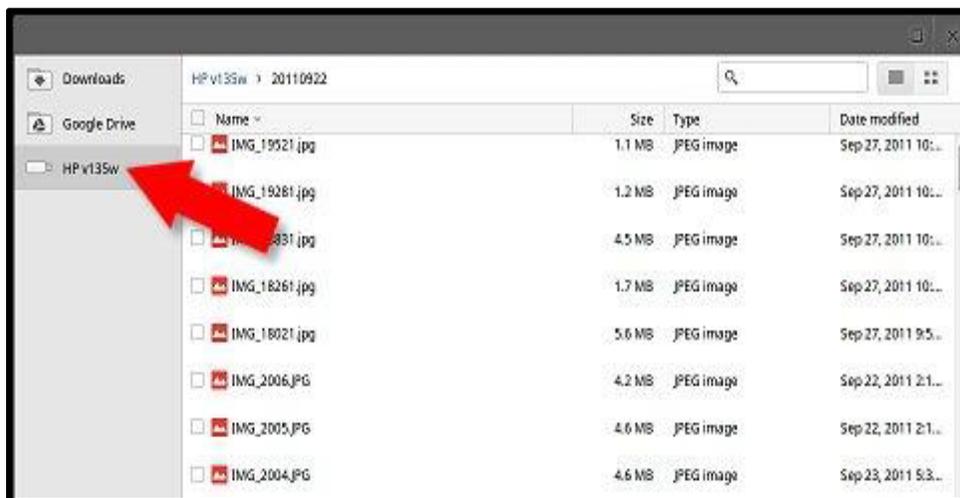
- o **Google Drive:** Click **Google Drive** in the left navigation panel to view files and folders stored online in your Google Drive.

### Google Drive (online storage)



- o **External storage:** Connect the external storage device to your Chromebook. When the device name appears in the left navigation panel of the Files app, click the device name to view files and folders stored on the device.

### External storage device



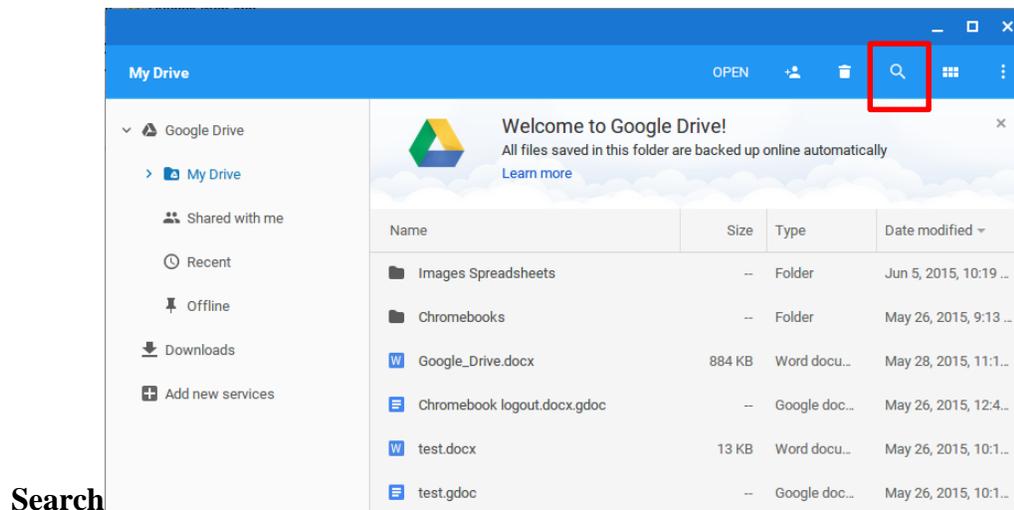
3. Perform any of the following actions in the Files app:

- o **Open a file or folder:** Click a folder to display its contents. Click the name of a file to open it with the default app.

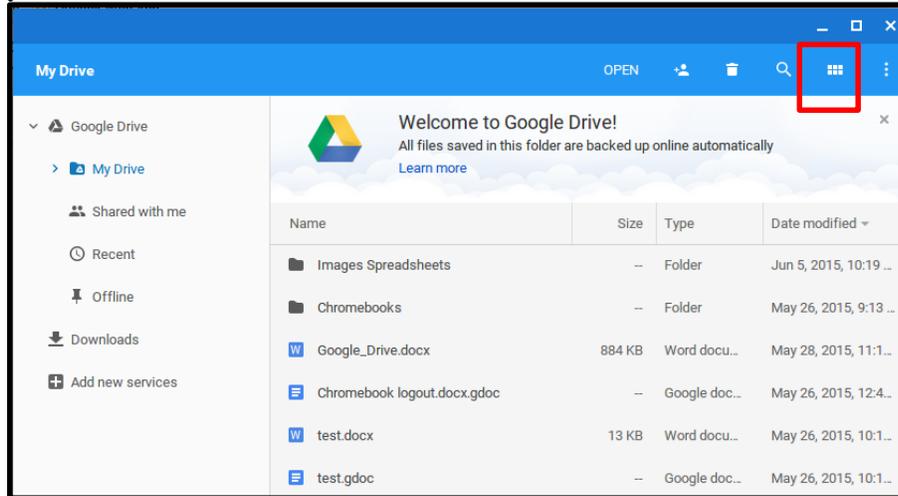
- o **Open a file with a specific app:** Click to place a check mark in the box to the left of the file you want to open. If there are multiple apps available to open the file, an Open button with a down arrow  appears at the bottom of the window. Click the arrow  to display a list of available apps, and then select the app you want to use to open the file.
- o **Delete files or folders:** Click to place check marks in the boxes to the left of any files or folders you want to delete, and then click **Delete** or press the `Delete` key. To restore files immediately after deleting them, click **Undo**.
- o **Rename a file or folder:** Click to place a check mark in the box to the left of the file or folder you want to rename. Right-click and select **Rename**, and then type a new name for the item.
- o **Copy files or folders to a different location:** Click to place check marks in the boxes next to any files or folders you want to copy to a different location. Click and drag the items to the destination drive or folder, and then release the mouse button.

Alternatively, press `Ctrl + C` to copy the selected items to the clipboard, navigate to the desired destination, and then press `Ctrl + V` to paste to the new location.

- o **Search for a file or folder:** In the search box at the top of the app window, type the name of the file or folder you are trying to locate. The search displays results only for the drive you have selected in the left navigation panel.



- o **Preview files:** Select the **Thumbnail view** icon to display thumbnail previews of your files. Click the **List view** icon to restore the Default View.



## Open, save, or delete files with the Files app

You can access files like documents, PDFs, images, and media on your Chromebook, Google Drive, or an external hard drive with the built-in Files app.

### Open a file

1. Sign in to your Chromebook.
2. Click the launcher icon .
3. Select the Files app icon .
4. Choose the file collection you'd like to browse from the left menu.
5. Double-click the file to open it.

Here are some tips on searching for files:

- Use the search box in the upper left corner. Your search results will show you matches from the folder you're in.
- Adjust how you see files by clicking the  Settings icon. Preview files with  the thumbnail view, or view them in a list with  list view.

## Save a file

To save the page you're viewing as a file, press **Ctrl+S** and choose the best location for your file in the Files app.

- To save the file to your Chromebook's hard drive, choose the **Downloads** folder. (Downloaded files may be automatically deleted if your Chromebook is running low on space.)
- To access the file online anytime, from any device, choose **Google Drive**. Your file will be downloaded to Google Drive.

To set a default location for your saved files, follow these instructions:

1. Click the status area, where your account picture appears.
2. Select the  Settings icon.
3. Click **Show advanced settings** at the bottom of the page.
4. In the "Downloads" section, click the **Change** button to pick a default download location.

## Delete a file

1. Sign in to your Chromebook.
2. Click the  apps list button.
3. Select the  Files app icon.
4. Click the file or folder you want to delete.
5. Click the  trash icon or use the shortcut **Alt+Backspace**.

## [Using Google Drive in Chrome OS](#)

Google Drive is an online cloud storage service that saves your documents and other files on the Web. Files saved to your Google Drive can be accessed from any computer when connected to the Internet. To access Google Drive on your Chromebook, click the apps icon button  in the launcher, and then click **Google Drive**.

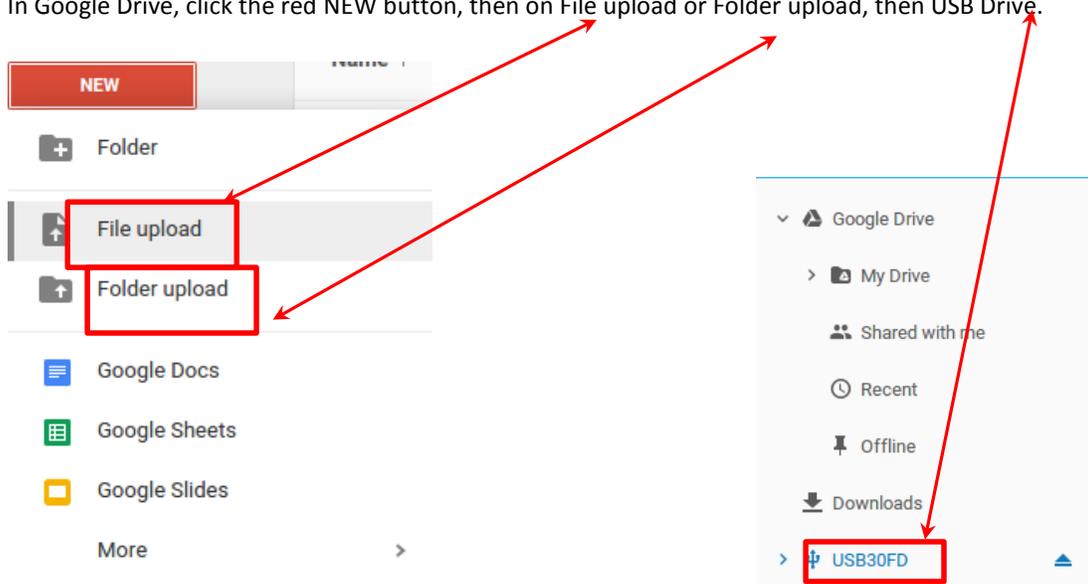
Using a non-Chrome device, access your Google Drive files by signing in to your Google Account at [drive.google.com](https://drive.google.com).

## Useful information and tips for using Google Drive:

- On your Chromebook, the files and folders stored in your Google Drive can be found in the Google Drive folder of the Files app. Double-click a file to open it.
- Files created in the Google Docs, Sheets, and Slides apps are saved to Google Drive by default.
- You can create a new file directly from the Google Drive Web app. To open a new document from Google Drive, launch Google Drive from the apps list or launcher, click **NEW**, and then select what you want to create.

## Uploading from your flash drive to Google Drive

- In Google Drive, click the red NEW button, then on File upload or Folder upload, then USB Drive.



- A pop-up window will allow you to navigate through your drive to select the file for upload.

## Learning the Keys

Chrome OS itself uses similar keyboard commands as Google Chrome on your computer, however built into the OS itself, there is a handy keyboard commands reference, which lists all the available key commands. **Ctrl + Alt + ?**

Chromebooks also has a different keyboard to what you may have seen on other laptops.

For starters, there is no Caps Lock key. This has been replaced with a dedicated Search key which will launch the App Menu. The App Menu is a place where all your Web Apps are located; you can perform searches here also.



## Shortcut keys

To help you find things quickly, your Chromebook keyboard has special shortcut keys, including a dedicated search key. The shortcut keys make it easy to get around online and control your Chromebook, and the search key lets you search your apps and the web at the same time.

Some special keys sit along the top of Chromebook keyboards.

-  Go to the previous page in your browser history (F1)
-  Go to the next page in your browser history (F2)
-  Reload your current page (F3)
-  Enter Immersive mode, which hides the tabs and launcher (F4)
-  Enter Overview mode, which shows all windows (F5)
-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Mute (F8)
-  Decrease the volume (F9)
-  Increase the volume (F10)
-  Search your apps and the web at the same time. On a Chromebook, this key is located on the side, where you'd normally find the Caps Lock key **Tip:** To turn Caps lock on temporarily, press **Alt** + the search key.

## Keyboard Combinations

In addition to the top row of keys, here are a few handy keyboard combinations.

Caps Lock On	<b>Alt + Search Key</b>
Right Click	Double tap on Mouse Pad
Right Click	<b>Alt + One click on Mouse Pad</b>
Page up	Press <b>Alt</b> and the up arrow
Page down	Press <b>Alt</b> and the down arrow
Home	Press <b>Ctrl+Alt</b> , and the up arrow
End	Press <b>Ctrl+Alt</b> , and the down arrow
Delete	Press <b>Alt+Backspace</b>
Toggle the bookmark bar	<b>Ctrl+Shift+B</b>
Search your current webpage	<b>Ctrl+F</b>
Open a new tab	<b>Ctrl+T</b>
Open a new window	<b>Ctrl+N</b>
Open the link you clicked in a new background tab	Press <b>Alt</b> and click a link
Switch to your next tab	<b>Ctrl+Tab</b>
Switch to your next window	<b>Alt+Tab</b>
Sign out of your Google Account	<b>Ctrl+Shift+Q</b>
Close your current tab	<b>Ctrl+W</b>