Chromebook Basics

What is a Chromebook?

Unlike most computers, Chromebooks do not run Windows. Instead, they use Chrome OS, which is similar to the Google Chrome web browser. This means you can use a Chromebook to do just about anything you'd normally do online: read websites, check your email, and watch videos. Your Chromebook runs web apps instead of software programs used on other computers. For example, instead of using Microsoft Office to create documents, you can use Google Docs and Google Drive to create and share files online.

Chromebooks are inexpensive, easy to use, and everything is saved on the web, so you don't have to worry about losing your files. The downside of the Chromebook is that available apps are limited, and you are limited to Google's Cloud Print Service. If you need a basic machine for web browsing and working on simple files, the Chromebook may be right for you.

Chromebook ports

Different Chromebook models may have slightly different ports:

Charging port   HDMI   USB port   SD card reader   Headset /mic

USB port   Lock port

Using the keyboard

ESC Back Forward Refresh Full screen Overview Brightness Mute Volume down Volume up Power

Touchpad

Your Chromebook keyboard works just like a regular keyboard, with a few small differences:

- Search your apps and the web
- To turn caps lock on or off, press **alt** + **Search**

Using a Google account

To get the full functionality of a Chromebook, you must **sign in with your Google account**.

If you do not have a Google account, you can **create one**.

chrome

Sign in

Email

Password

If you don't have a Google Account you can Create a Google Account now.

You may also skip sign in and Browse as Guest.

Sign in

Adding a user

You can now sign into your Chromebook by adding a user.

- Click **+Add User** in the bottom bar
- Sign in with your Google account and password

Browse as a guest

To use a Chromebook without signing in, you can browse as a guest. Guest mode is useful if you want to let someone borrow your Chromebook, borrow someone else's Chromebook, or use a shared or public Chromebook, like at school or a library.
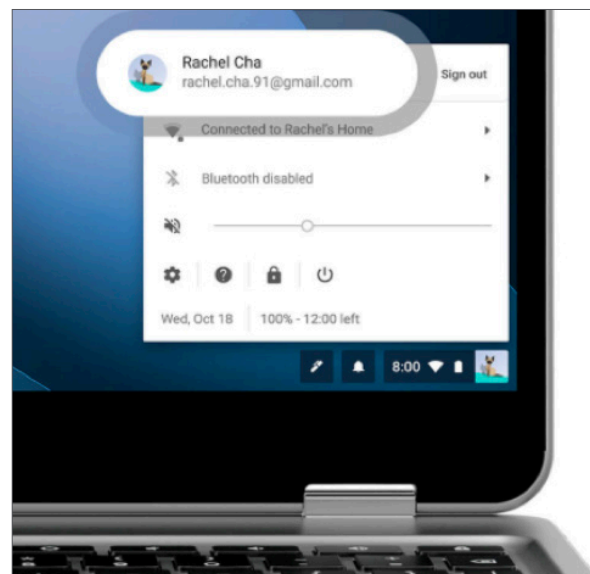
To sign in as a guest:

- If you're signed in to the Chromebook, sign out
- At the bottom, click **Browse as guest**
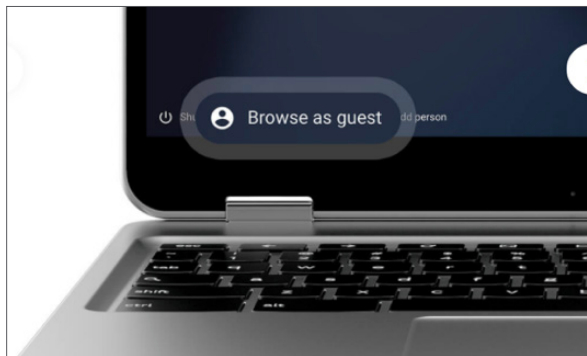
Switching between accounts

To switch between different accounts:

- Tap on your user icon
- Click on your user name
- Tap **sign in another user**
- Pick the profile you want to switch to and type in the password
- To sign out: click **Sign out**

Chromebook Desktop:

Launcher
"Launches" a Google search bar and access to apps.

Shelf
Similar to a taskbar. You can "pin" or "unpin" apps to your shelf.

Status area and settings
See your WiFi status, battery life, and select other settings. Click on your icon in the lower right corner to access the status area.

To pin an app to your shelf:

- Click the **launcher**
- Click on **All apps**
- Find the app you want to pin
- Hold the **alt** key while clicking the touchpad on the app you want to pin
- Left click **Pin to shelf**

To remove an app from your shelf:

- Hold the **alt** key while clicking the app in the shelf and select **Unpin**
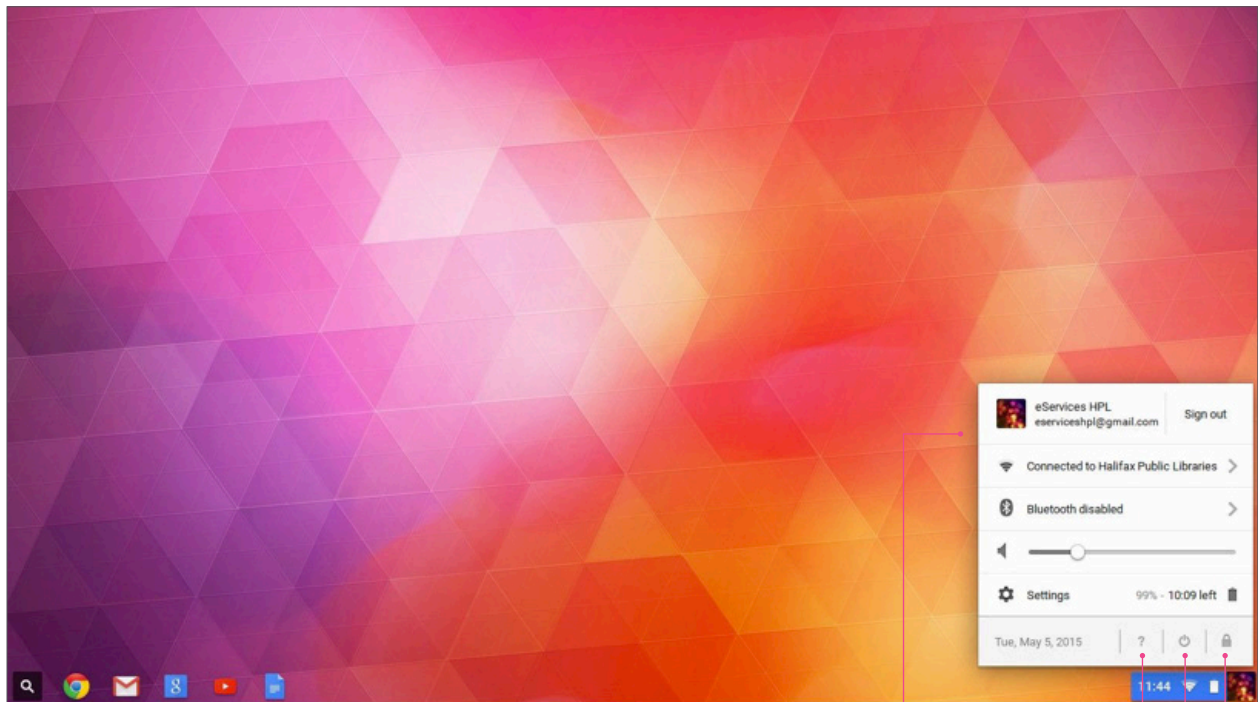
Launcher

Shelf

Status area
and settings

Help

Shut down

Lock

Google Drive

Chromebooks use Google Drive instead of the Microsoft Office suite. Google Drive is web-based and allows users to store files and create docum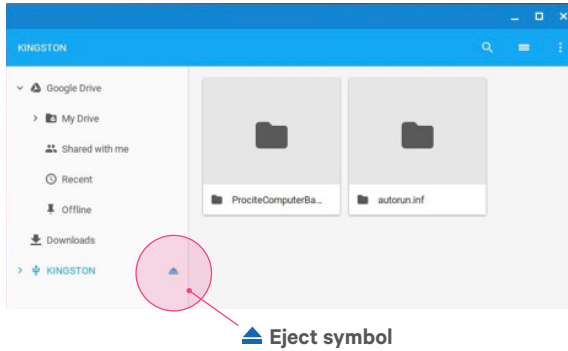ents, spreadsheets, and presentations. **You can only access Google Drive if you have a Google account. Files in Google Drive automatically save so you can access them anywhere.**

To access Google Drive:

As a guest browser:

1. Click the Google Chrome icon located at the lower left corner
2. Go to **http://drive.google.com**
3. Log in to your Google account

As a signed-in Google account user:

1. Click the launch icon located at the lower left corner
2. Click **All Apps**
3. Click **Google Drive**

View: change the view of your files from grid to list

Sort options

Hide or show details

Manage settings

Apps: Click here to access other Google apps (Gmail, Google Calendar, etc.)

Storing information

Files must be saved in the cloud (e.g. Google Drive) or on an external storage device (e.g. USB stick).

Using a USB data storage device

- **Plug your USB device into one of the USB ports**
- Your Chromebook should recognize your device and prompt you with the Files app
- Click **Open Files** app

You can also manually open the Files app by doing the following:

- Click on the **launcher**
- Click on **All Apps**
- Open the **Files** app
- Click on your device to see your files

⏏ Eject symbol

To safely remove your device, click on the eject symbol.

Apps

Chromebooks run web apps instead of software programs, similar to that of a smart phone.

To access your apps:

- Click on the **launcher** in the bottom left-hand corner or press the **Search** key.

- You will see a Google search bar and some commonly used apps. To see all of the pre-installed apps, click **All Apps**.

- To install other apps, click the **Web Store** app.
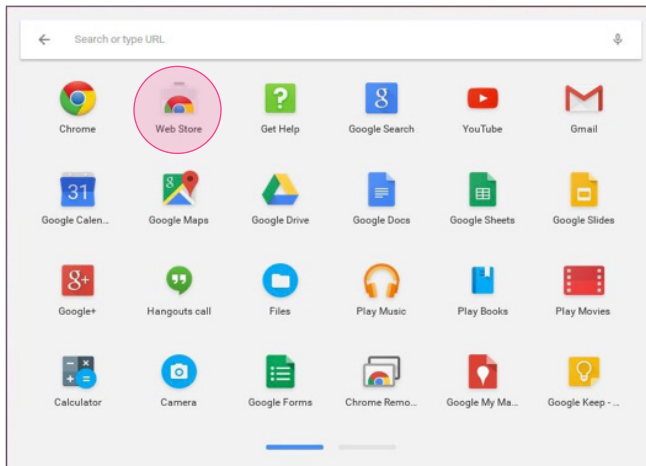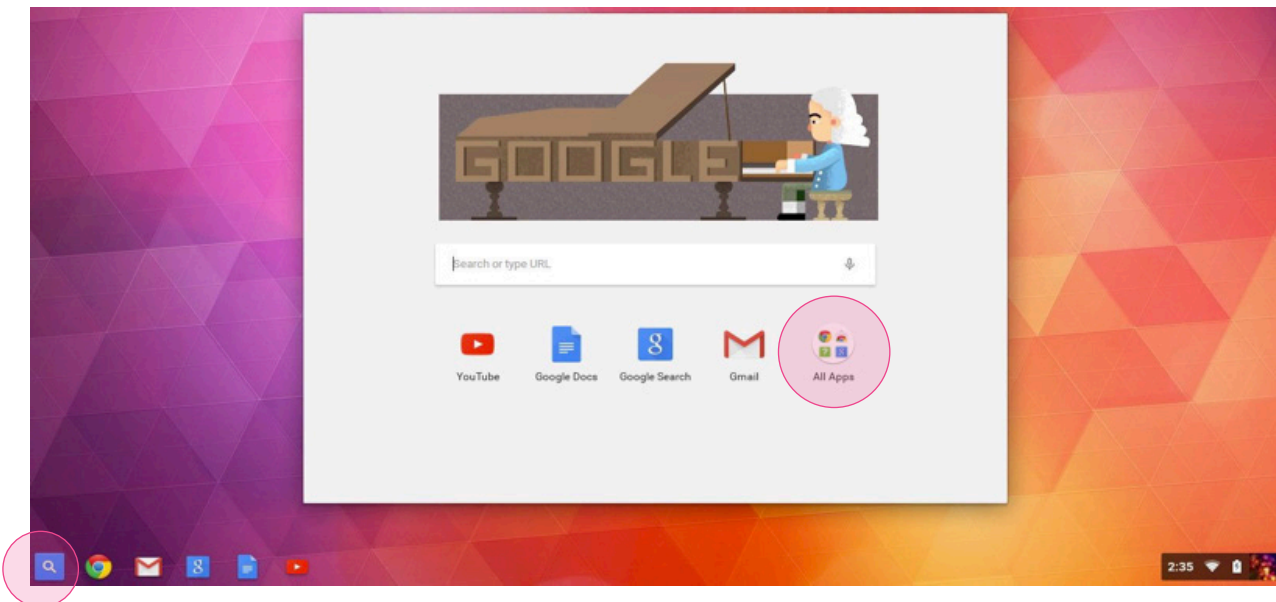
Note: You can scroll through your pages of apps by swiping right and left with 2 fingers on your trackpad, or clicking on the blue and grey bars.

Common Apps

| Task	Recommended Chromebook app	Similar Software
Create a document	**Docs**	Word, Pages
Create a spreadsheet	**Sheets**	Excel, Numbers
Create a presentation	**Slides**	Powerpoint, Keynote
Take a note	**Google Keep**	Notepad, Notes
Organize and play music	**Google Play Music**	iTunes, Windows Media Player
Edit a photo	Open image from **Files** app or use **Google Drawings**	GIMP
Make calls and video chat	**Hangouts**	Skype
Write an email	**Gmail** or **Inbox**	Outlook, Mac Mail
Organize your calendar	**Calendar**	Outlook, iCal
Find and save files	**Files** or **Google Drive**	My Computer, Finder
Access another computer	**Chrome Remote Desktop**	Remote Desktop Connection, Apple Remote Desktop

To uninstall an app:

- Click on the **launcher**
- Click **All apps**
- Hold down the **alt** key while clicking on the app you want to delete
- Select **Uninstall** or **Remove from Chrome**

Working offline

Some apps will allow you to work offline. Any new changes will be synced once you are connected to the internet. The following apps allow offline access:

- Google Calendar
- Google Play Movies
- Google Play Music
- Google Keep
- Google Photos
- Google Drive
- Gmail Offline
- Some offline-enabled games

To use these apps offline, you must first check **Offline** while **connected to the internet**. In the case of Gmail, you must download a separate **Gmail Offline** app.
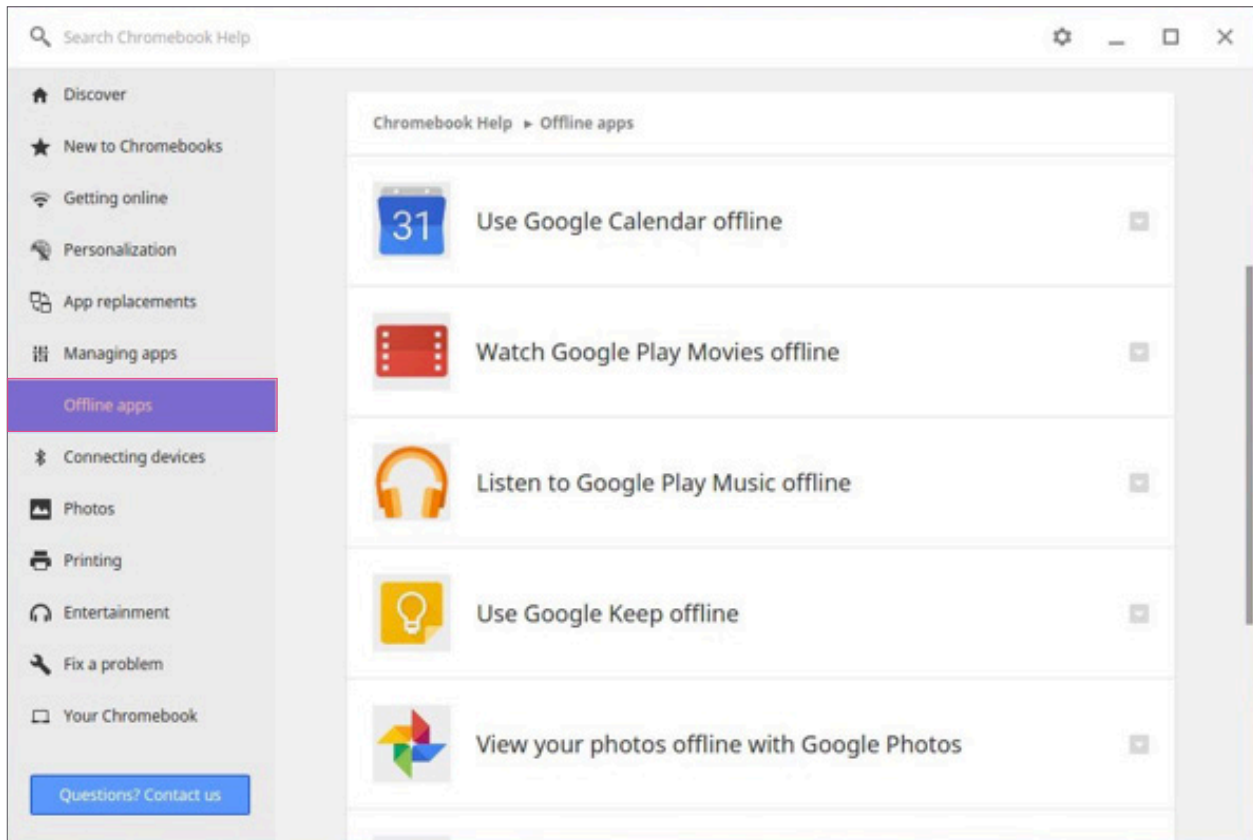
Printing

Printing is limited to Google's Cloud Print Service. You can, however, print at the Library. **https://halifaxpubliclibraries.ca/technology/ printing/printing-by-email**

Need Help?

- For Chromebook help, please visit the support site: **https://support.google.com/chromebook**
- Visit or call your local Library branch: **www.halifaxpubliclibraries.ca/locations**