

What should I expect the first time that I login?

When you first start your Chromebook, you will be prompted to login. You will enter your school email address (seniors, don't forget that you are now under the grandviewstudents.org domain) and password.

Next, you will be prompted to login for Internet access Use the short username (15jsmith) and your network password (js123456). You will need to login for access to the Internet when turning on the computer or when the laptop goes to sleep.

Note: Changing your email password does not change the password that is required for logging in for access to the Internet.

Keep in mind that you will be able to only login to your Chromebook with your school Gmail account. However, you can still access your personal Gmail through the Chrome web browser.

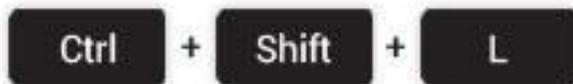
You will then be prompted to choose a picture to display for your account. You have the option to take a photo or select from some stock images provided by Google.

Next, you will have the opportunity to take a tour of your Chromebook. It is suggested that you take the tour. Should you decide to dig deeper, you can do so at a later date by clicking on the Get Help icon within your Google Apps. If you do not take a tour, you can access the "Get Help" app to find this guide again.

How do I lock my Chromebook?

If you're going to leave your computer unattended for a short period you may wish to lock your screen to prevent anyone else meddling with your information.

To do this just press the following key combo:



Or use the **Sign out** option or click on the lock icon to make sure no one messes with your account. The Sign out and lock icons can be found by clicking on your account picture in the bottom right-hand corner.

Can I personalize my Chromebook?

You can personalize everything from wallpaper to your favorite apps.

Change pointer and touchpad

You can set how fast or slow your mouse pointer moves and how your touchpad works. To change your mouse pointer and touchpad, follow these steps:

1. Click the status area in the bottom right-hand corner where your account picture appears.
2. Select **Settings** and find the "Device" section.
3. You can adjust the following:
 - a. **Pointer speed:** move the slider to set how quickly your pointer moves.
 - b. **Tap-to-click:** By default, you can tap the touchpad to click items on the screen. To turn this off, uncheck the box next to "enable tap-to-click"
 - c. **Australian scrolling:** if you want the screen to scroll up when you swipe down on your touchpad, select "Australian scrolling"
 - d. **Swap primary mouse button:** To switch the left and right buttons of your mouse, check the box next to "Swap primary mouse button"
4. Click **OK**.

Customize screen menus and buttons

You can adjust the display of the following features to suit your needs:

- Apps in your launcher.
- Items on the browser toolbar, such as the bookmarks bar and Home button.
- The shelf and status area at the bottom of your screen.

How do I customize my mouse pointer?

You can set how fast or slow your mouse pointer moves and how your [touchpad](#) works. To change your mouse pointer and touchpad, follow the steps below:

1. If you haven't already, sign in to your Chromebook.
2. Click the status area, where your account picture appears.
3. Select **Settings** and find the "Device" section.
4. You can adjust the following:
 - **Pointer speed:** Move the slider to set how quickly your pointer moves.
 - **Tap-to-click:** By default, you can tap the touchpad to click items on the screen. To turn this off, uncheck the box next to "Enable tap-to-click."
 - **Australian scrolling:** If you want the screen to scroll up when you swipe down on your touchpad, select "Australian scrolling."
 - **Swap primary mouse button:** To switch the left and right buttons of your mouse, check the box next to "Swap primary mouse button."

5. Click **OK**.

How do I manage apps?

Your list of apps has been populated with some popular apps, such as Gmail, Google Maps and EasyBib.

See your apps list

To see all of your apps, click  the launcher icon. 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](#).

- **Add more apps:** Click the Chrome Web Store button  in your apps list and explore the apps in the store.
- **Organize your apps:** Click and hold an app and move it to adjust its position in your apps list.
- **Locate an app:** Type the name of your app into the search box at the top of the launcher. Select your app with its icon from the search results.

How do I connect to my home Wi-Fi and to other access points?

You can connect to a wireless network (commonly known as Wi-Fi networks) to access the Internet. Check if there are Wi-Fi networks near your location by clicking the network icon in the lower-right corner of your screen. Just click a network name to connect to it.

Note: Secure networks are marked with the  icon and 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.

How do I access essential settings such as Internet connection and battery life?

At a glance, the status area allows you to see all your essential settings--network connection, battery life, and the account you're using. You can also quickly change your network connection, keyboard input methods, volume, and select the audio output directly from the panel. This information is available next to the network icon in the lower-right corner of your screen.

Can I work offline?

For the times that you are disconnected from the internet, you can use offline-ready apps to stay productive. These include Offline Gmail, Google Docs, Calendar, Play movies, Edit photos and Google Keep. You can find more apps in the [Offline collection](#) of the Chrome Web Store.

How do I maximize, minimize and rearrange windows?

You can control the way windows and tabs show up on the screen by changing their size and how they're organized.

Open a new window

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.

To open a new tab, click the  new tab icon at the top of the window.

Control windows

To switch between windows: Press the  switch window key at the top of your keyboard.

To maximize or dock windows: Use the  window control icon at the top right corner of the window.

- To view a window full-screen (without browser controls), press the  full screen key.

To minimize windows: Click the icon of that app in the dock.

Can I print from my Chromebook?

You can print to the printer located in the media center, which is listed as *Rooks Printer*.

What are some keyboard shortcuts?

Keyboard shortcuts are combinations of keyboard strokes and clicks that you can use to perform specific actions, such as taking a screenshot. Knowing some of the

shortcuts listed below can help save you time. [View a complete list](#) of keyboard shortcuts.

You can also press Ctrl+Alt+? whenever you're signed in on your Chromebook to see a map of these shortcuts directly on the screen.

How do I change my default downloads?

You can choose a location on your computer where downloads should be saved by default. To do so,

1. Click on your account picture in the bottom right-hand corner.
2. Select **Settings**.
3. Click **Show advanced settings...** and scroll down to the "Downloads" section.
 - To change the default download location, click **Change...** and select Google Drive.
 - Create a **New folder** named Downloads.
 - Click **Open**.

What is Office Online?

Office Online combines the most common Office features and real-time co-authoring capabilities so teams at school and home can collaborate on shared documents, presentations and spreadsheets. These web-based versions of Word, Excel, and PowerPoint are available on your Chromebook.

Every student has an existing Office Online account. To access Office Online, click Sign in with a work account and enter your [username@gview.us](#) ([15jsmith@gview.us](#)) and network password (js123456).

How do I take a screenshot?

Let's say you need to take a snap of your entire screen. To do this you press the 'Ctrl' and 'Window Switcher' keys at the same time:



If you just want to capture a specific area of the screen just add shift to the key combo, like so:



Clicking on the notification will open the Chrome OS file manager. All screenshots

are saved as high-quality .PNG files, and stored in the *Downloads* folder that you should have created in Google Drive.

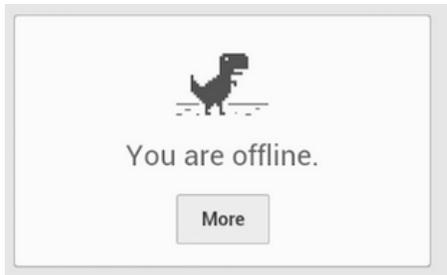
What are extensions?

Extensions allow you to add new features to your Chrome browser or modify the functionality of your favorite sites.

Some extensions allow you to add new features to your browser. For example, the Google Mail Checker extension let's you know when you have new email, no matter where you are on the web.

There are also extensions that allow you to alter Chrome's functionality. Some extensions change the look of your New Tab page, while others add new options to your right click menu and the browser's address bar.

What does the "anxious dinosaur" icon mean?



If you see the "anxious dinosaur" for more than a few seconds, this means that you are not connected to a Wi-Fi network. If you encounter this image and are believed to be connected to a Wi-Fi network, you will need to logout and reboot your laptop.