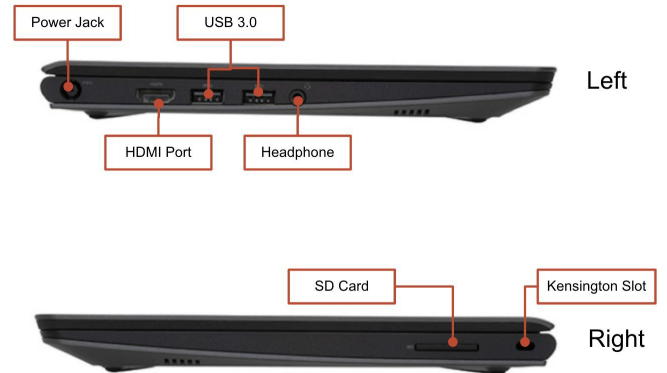
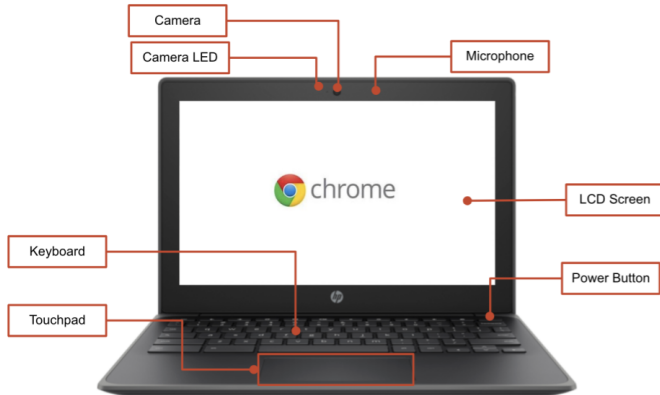




## Anatomy of a Chromebook:

# Chromebooks: Basic Setup & Features



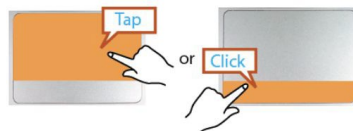
### Important Keys:

These keys can be found across the top of the keyboard:

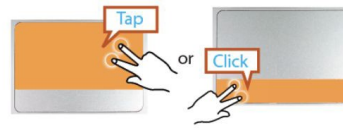
Key	Function
	Go to the previous page in your browser history
	Go to the next page in your browser history
	Reload your current page
	Open your page in full-screen mode
	Switch to your next window

Key	Function
	Decrease screen brightness
	Increase screen brightness
	Mutes sound *
	Decrease the Volume
	Increase the volume (*Press to cancel mute mode)

### Using the Touchpad:



**Left click** - Just tap at top or click at bottom.



**Right click** - Tap with two fingers at top or click with two fingers at bottom.

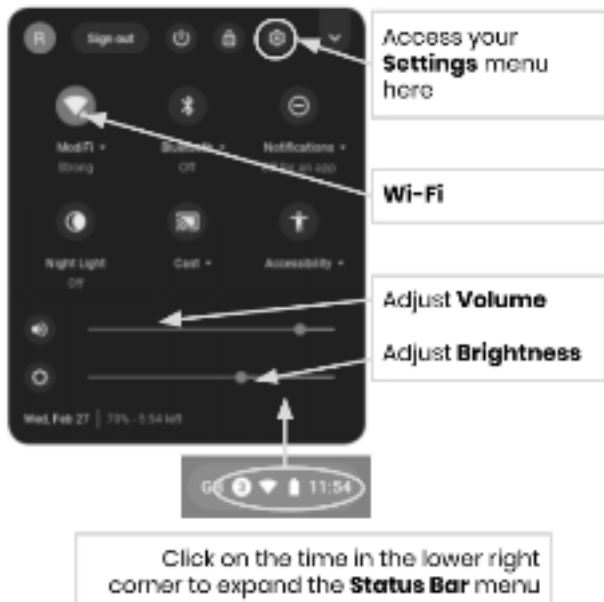


**Drag** - Click and hold at bottom, then touch and move finger at top.



**Scroll** - Touch with two fingers and then move up or down.

## Adjusting Language Settings



To change the language settings on a Chromebook, open the “**Status Bar**” on the bottom right corner of the desktop. The expanded view of this window will show a settings (gear) icon..

**Step 1** → Select “Advanced”

**Step 2** → Access the “Languages and input” section, and select “Language”

**Step 3** → Choose the language you would like to use

*....if your language is not included in the list*

- Select “Add languages”
- Select the language you want and press “Add”.

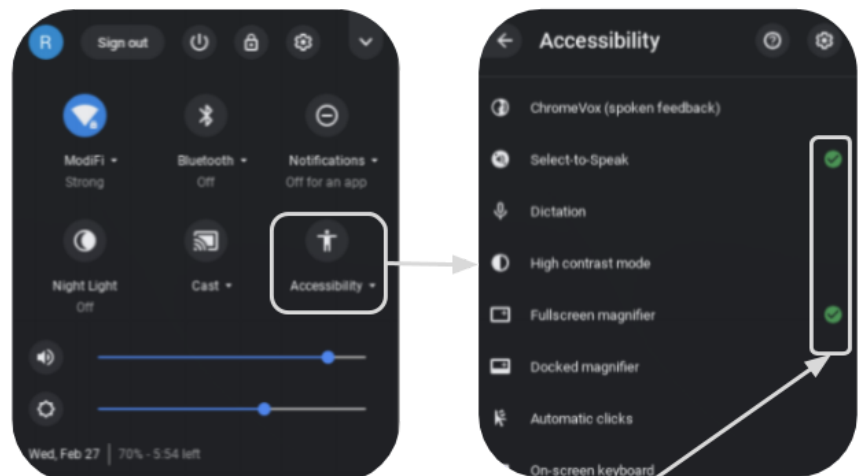
Once you have selected your language, select the more button (⋮) and you will be given the opportunity to specify how you want to use the language. Your options include:

1. “Show menus in this language”
  - Select “Show system text in this language”
  - Restart the device
2. “Show webpages in this language”
  - Select “Move to the top” to prioritize this language at the top of the list.
  - If you would like Google Chrome to translate the webpages also, select “Offer to translate pages in this language”

## Accessibility

You can enable the Accessibility features by opening the “Status Bar” menu and selecting “Accessibility”. This will open a menu of available accessibility features, select features as needed.

Features include: ChromeVox (spoken feedback), Select to Sleep, Dictation, High contrast mode, Fullscreen magnifier, Docked magnifier, Automatic clicks, and On-screen keyboard.



Enable or disable Accessibility features as needed



# Chromebook Cheat Sheet: Basic Use & Troubleshooting



## Tips & Tricks for Chromebook Users


### Helpful Chromebook Shortcuts



The following shortcuts will work on Chromebooks. Some also work on computers running the Chrome browser.

<b>Copy</b> 	<b>Paste</b> 
<b>Undo (works for almost any program or app)</b> 	<b>Delete</b> 
<b>Select All</b> 	<b>Close Tab</b> 
<b>Caps Lock</b> 	<b>Find on Current Page</b> 
<b>Zoom In</b> 	<b>Zoom Out</b> 
<b>Take a Screenshot</b> 	<b>Take a Partial Screenshot</b> 
<b>Lock Screen</b> 	<b>Log Out</b> 
<b>Minimize Window</b> 	<b>Maximize Window</b> 
<b>Dock Window Left</b> 	<b>Doc Window Right</b> 
<b>Show Keyboard Shortcut Overlay</b> 	

## Basic Troubleshooting

Issue:	Key Commands
The Chromebook has crashed or the screen is frozen	Turn the machine off and on again by holding the Power button.
The screen isn't powering on	Reset the machine by pressing: <b>RELOAD/REFRESH + POWER</b>
The Chromebook is sluggish	Reset the machine by pressing: <b>RELOAD/REFRESH + POWER</b>
The keyboard is not responding	Reset the keyboard by holding the following keys: <b>Click + SHIFT + ALT</b>
The touchpad is not responding	Reset the machine by pressing: <b>RELOAD/REFRESH + POWER</b>
The power button won't work	Sometimes the Power Button will not wake up the machine, even when you know the battery is fully charged. Wake up your machine, by following these steps: <ol style="list-style-type: none"> <li>1. Close the lid of your Chromebook</li> <li>2. Plug your power cord in and connect to your Chromebook</li> <li>3. Open the lid of your Chromebook without pressing anykeys</li> </ol> This should reactivate the Power button.
The home screen image is rotated or upside down	Hold the following keys: <b>CTRL + SHIFT + RELOAD</b> <i>*This will rotate the entire screen by 90 degrees each time it is pressed</i>
There is no sound when headphones are plugged in	Follow these steps to troubleshoot your audio settings: <ol style="list-style-type: none"> <li>1. Make sure headphones are plugged in fully and properly and there isn't any debris blocking the port.</li> <li>2. Make sure the Chromebook is not in "Mute Mode" by pressing the</li> <li>3. </li> <li>4. Clear the cache and reboot:               <ol style="list-style-type: none"> <li>a. Open <b>Chrome</b></li> <li>b. At the top right, click More ( ) :</li> <li>c. Click <b>More tools</b> &gt; <b>Clear</b> <b>browsing data</b></li> <li>d. Choose a time range, like <b>Last hour</b> or <b>All time</b></li> <li>e. Select the types of information you want to remove                   <ol style="list-style-type: none"> <li>i. Do all</li> </ol> </li> <li>f. Click <b>Clear data</b></li> <li>g. Restart the Machine</li> </ol> </li> </ol>
Websites aren't loading	Clear the cache and reboot: <ol style="list-style-type: none"> <li>1. Open <b>Chrome</b></li> <li>2. At the top right, click More ( ) :</li> <li>3. Click <b>More tools</b> &gt; <b>Clear</b> <b>browsing data</b></li> <li>4. Choose a time range, like <b>Last hour</b> or <b>All time</b></li> <li>5. Select the types of information you want to remove               <ol style="list-style-type: none"> <li>a. Do all</li> </ol> </li> <li>6. Click <b>Clear data</b></li> <li>7. Restart the Machine</li> </ol>