

# Getting Started with your Chromebook

A Free eBook from [Chrome Story](#) - A Blog for Chrome, Chrome OS and Chromebooks

By [Dinsan Francis](#)  
[dinzan@gmail.com](mailto:dinzan@gmail.com)

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Questions?

Chromebooks run Chrome OS which is your Chrome browser plus a little more. So getting used to Chrome OS will be very easy for Chrome users. But, with a little help, this experience can be even more effortless and rewarding.

This little ebook will help you make the most out of your new Chromebook, from day one.

You can always visit [chromestory.com](http://chromestory.com) to get the latest news on Chrome and Chrome OS. You can also install the [free app from the Chrome Web Store](#) or follow me on [Google Plus](#).

## *Ready When You Are!*

That was [Google's tagline](#) when they launched Chromebooks first time. It is very true about Chrome OS and Chromebooks. You need to be ready for Chrome OS and cloud computing.

And it is not a hard thing to do.

You are already doing it when you use Gmail, Google Doc or Dropbox. You are doing it at work, and at home.

Don't believe me? try answering this question!

When was the last time you used your computer for a long time without an internet connection? (exclude watching movies and playing music)

So, do you think you are ready for Chrome OS and Cloud Computing? Lets get started!

## **Getting To Know The Keyboard**

The design of your Chromebook is little different from traditional notebooks. The first difference that you will notice is the keyboard.

Chromebooks do not have a caps lock key (the Acer C7 Chromebook has one though!). Instead of function keys, you have dedicated keys for managing your Chrome browser. Getting used to this may take a while. But once you get the hang of it, I am sure you will enjoy it.

So what do you need to know to make the best out of the Chromebook keyboard?

Here is the first thing for you to do. Press **CTRL + ALT + ?** and you will see all the available keyboard shortcuts.

## The Search Key and Caps Lock Key

The caps lock key has been replaced with a search key. The search key opens the Chrome OS apps menu. Chrome OS Apps Menu is quite useful. Refer to Chrome OS Apps Menu section of this guide for more information.

To get you capslock key back, go to settings and search for Keyboard. From keyboard settings, you can change the function of the search key to capslock.

But personally, I like the search key and when I REALLY need caps lock on, I use the following keyboard shortcut.

### **ALT + SEARCH**

Use this keyboard shortcut to enable or disable capslock. When capslock is turned on, you will see a up arrow like icon on the next to time on the taskbar.

## No Delete Key

Yes, there is no delete key in most Chromebooks. Here is the keyboard shortcut you will use.

**ALT + Backspace** - Delete the next letter (forward delete)

**CTRL + Backspace** - Delete the previous word

## No Home or End Keys

Alternate keyboard shortcuts are;

**Home - ALT + Up Arrow key**

**End - ALT + Down Arrow key**

## Dedicated Brower Keys

We talked a lot about things that you won't see on a Chromebook. Now lets talk about things you get extra on your Chromebook's keyboard.

Instead of function keys (F1 to F12, remember?) Chromebook gives you dedicated browser keys, or keys that you can use to perform some actions that you do on the browser. The following is a list of dedicated browser keys that you get.

|   |  |
|---|--|
|  | 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)                        |
|  | Maximize your window (F4)                            |
|  | Switch to your next window (F5)                      |
|  | Decrease screen brightness (F6)                      |
|  | Increase screen brightness (F7)                      |
|  | Mute (F8)  |
|  | Decrease the volume (F9)                             |
|  | Increase the volume (F10)                            |

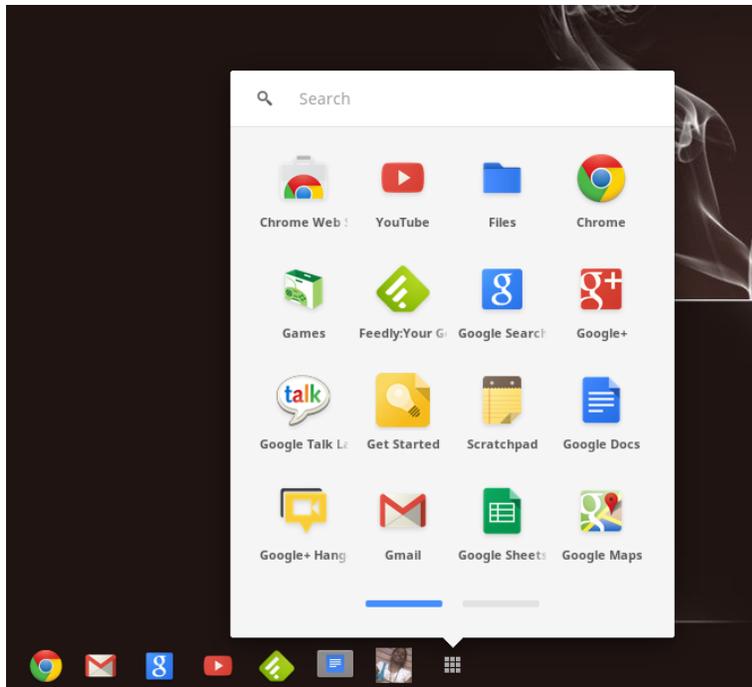
*Note: These may vary according to the Chromebook model you have purchased.*

## Some Trackpad Tricks

1. Click or tap with two fingers for right click
2. Swipe with two fingers for scrolling

## Chrome OS Apps Menu

For starters, the Chrome OS Apps Menu is similar to the start menu on windows. You can open the apps menu by clicking the apps icon on the taskbar or pressing the Search key.



From the Apps Menu, you can:

**Launch apps you have installed from Chrome Web Store:** Click the app icon from the menu, and the app will launch on a new tab. Right click the app icon for more options like, adding the the app to the taskbar, or the launcher as they call it.

You can right click any app to remove it from your Chromebook.

**Search the web:** You don't need to open a new tab, open Google.com and then type in the search query. You are on a Chromebook now! Press the search key once to open the Chrome OS apps menu, type in your query and hit Enter. A new tab will open with your search results.

**Do some basic maths or conversions:** Since Google search is integrated to the Chrome OS apps menu, you can do basic maths from the search area of the menu. Try something now. For example, type in  $4*4=$  and see what happens!

Search your contacts and start a conversation (currently in development)

**And more in the making!**

Very soon you will be able to search and install apps and extensions from the Chrome Web Store, right on your Apps Menu.

## Changing Time Zone

If you are in the USA, you may not need this, but for others, setting up the time zone is one of the basic things, while getting started.

Click on time displayed on the taskbar, and then click date and time. You will be taken to the Chrome OS settings page for changing time zone.

Future versions of Chrome OS will find your location using the IP address and automatically set the timezone.

## Changing Wallpaper

Just like your PC, right click the desktop and choose **Set Wallpaper**. You can pick wallpapers available there or use your own image.

## Taking Screenshots

Ctrl +  takes screenshot of your current window

Ctrl + Shift +  gives you more control. Use this to take a partial screenshot by selecting the area you want to capture

## Add More Users

Sharing your Chromebook with friends and family is really easy. You can let them use the Guest mode, or for a family member who might want to use your Chromebook occasionally, you can have them added to your Chromebook as a user.

There are two ways to do this. You can let them login right from the login screen of the Chromebook.

On my Chromebook, I have this feature disabled. I prefer adding users manually, which is the second method of adding users.

1. Go to settings, and search for **users**.
2. Click Manage other users
3. Check **Restrict sign-in to the following users**
4. In the **Add users** box, type in the Gmail address of the person you want to add.
5. Click Ok.

Your Chromebook will add that person as a user. Since you checked the Restrict sign-in to the following users box, the login screen will no longer have the option for new users to login and create their own profile.

## Screen Lock and Password Protection

To lock the Chrome OS screen, click the profile icon on the taskbar (or any of those icons there on the bottom right corner!) and click the lock symbol.

Or even better, press **CTRL + SHIFT + L** to lock the screen!

Most of the time, instead of using this method, I tend to close the lid of the Chromebook and walk away. When I open it again, I open the lid and I am ready to go, instantly. But there is one thing that I don't like here. If I keep my Chromebook closed and move away from it, anyone else can open it up and start using it.

I would like to have Chromebook ask for my password when I open the lid again, for a little more security. Here is how to do this:

Go to settings and search for **sleep** and check **Require password to wake from sleep** next to your profile.

## Going Offline

Chromebooks work the best when connected to internet. However if you prepare a bit, you can be productive or have some fun while you are offline too. I wrote a detailed guide recently which can be found [here](#). Check it out!

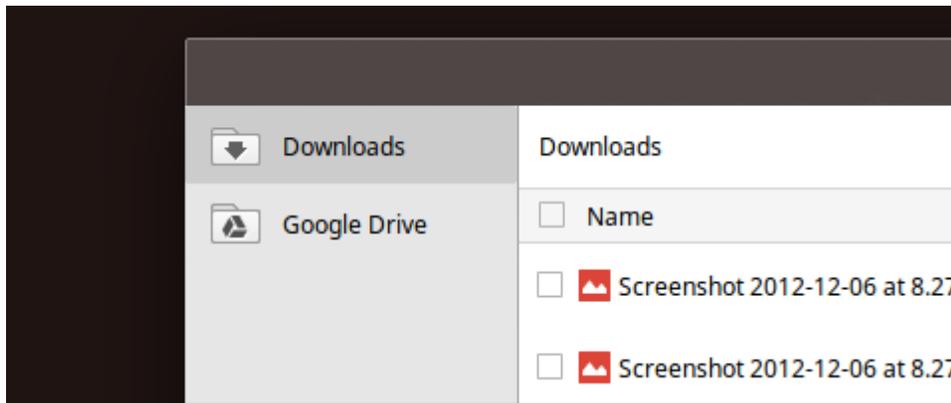
## Managing Files

Remember the C Drives and D Drives from your windows computer? On Chrome OS we have **Downloads** and **Google Drive**.

To view the file manager, click **Files** from the Chrome OS Apps menu. If you like keyboard shortcuts, use this:

**CTRL + M**

The file manager opens in a new windows and you will see **Downloads** and **Google Drive**.



## Downloads

Downloads drive ( I like to call them drives) contains files stored on your Chromebook locally. That means, files you see here are on the SSD card of your Chromebook (Hard Drive in some Chromebooks)

You can right click anywhere inside the Downloads drive to create new folders. It works similar to folders on your PC. So it won't take much time for you to get used to do.

## Google Drive

The Google Drive on your Chromebook lists files stored on your Google Drive account. These files are not on the local drive. They are on the cloud. That means, you can access them from any device, if you login to Google Drive.

Even though Google Drive lists all the files there, not all of them are physically present on your Chromebook. Files are downloaded when you try to open them. To make files available on the Chromebook (to access even when you are offline) check the **Available offline** against the files of your choice.

Click the settings icon on the top right corner for additional options on Google Drive.

## Drag and Drop Between Google Drive and Downloads

You can drag and drop files from the Downloads drive or Google Drive to copy files between them.

When you drag a file from Downloads drive to Google Drive, the file will be uploaded to your Google Drive.

When you drag a file from Google Drive to Downloads drive, it will be downloaded and copied to your local drive, making it available for offline use.

## Deleting Files

To delete a file, right click and choose **Delete** as you would normally do on a PC or a Mac. You can use the following keyboard shortcut as well:

### **ALT + BACKSPACE**

Do not waste time looking for **Trash**. There isn't any! If you accidentally deleted a file, click **Undo** on the top of the file manager window to retrieve the file.

## Questions?

Is there anything else that you are trying to figure out on your Chromebook? Ping me on Google Plus and let me know! I will try to answer your question and if I find it useful for other users, I will update this ebook!