

Introduction to Chromebooks

Lesson 1



SFHSA
Department of Disability
and Aging Services

This program serving the community is
funded by the City of San Francisco's
Department of Disability and Aging Services.

What is a Chromebook?

Lesson 1

Chromebooks are similar to laptops. The main difference is that they do not run on Windows; instead they use Chrome OS. You can use a Chromebook to do just about anything you'd normally do online: browse websites, check your email, and watch videos.

You can register your device by finding the SNID on the bottom of your device and entering it online on your laptop model's site.

Chromebooks vs Laptops

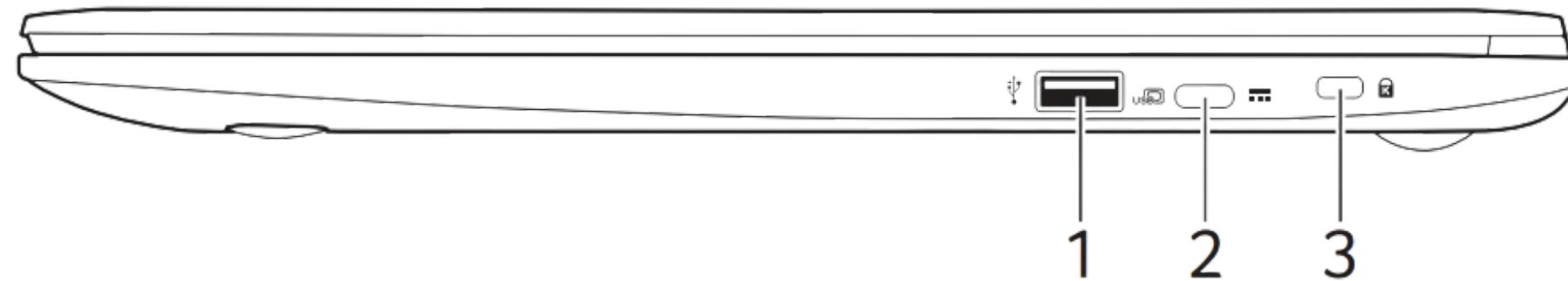
Some other differences between Chromebooks and laptops are:

Chromebook	Laptop
<ul style="list-style-type: none">• Chrome OS• Inexpensive• Google Docs/ Drive• Files saved on web• Limited to installing apps	<ul style="list-style-type: none">• Windows• Can be expensive• Microsoft Word• Files saved on internal hard drive• Can install software

Getting to know your device

Note: some features may vary from these descriptions based upon the laptop model type.

Right View



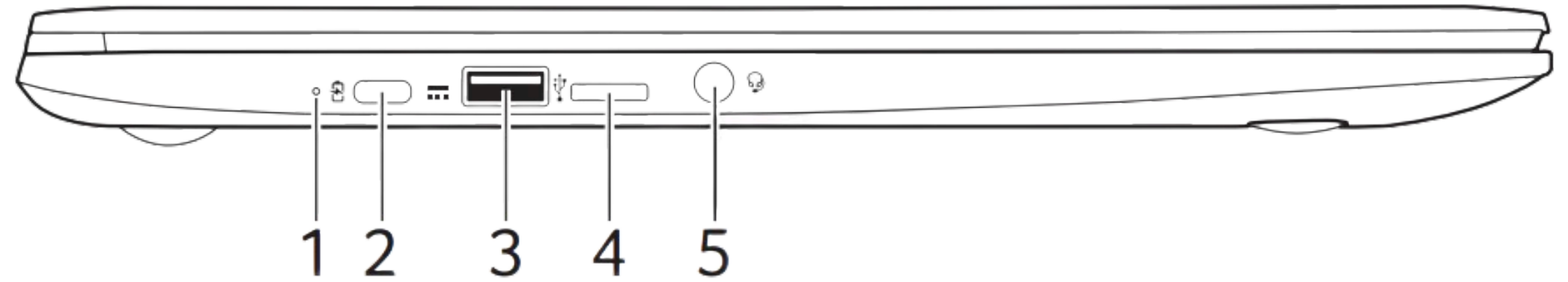
1. **USB Port** : Connects to USB devices
2. **USB Type-C port with DC-in:**
Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector.
3. **Kensington lock slot:** Connects to a Kensington-compatible security lock.



Getting to know your device

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Left View



1. **Battery Indicator** : Indicates the computer's battery status.
2. **USB Type-C port with DC-in**
3. **USB Port**
4. **MicroSD card slot**: Insert a microSD card into this slot.
5. **Headset/speaker jack**: Connects to audio devices, or a headset with microphone.

Getting to know your device

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Front View



1.**Microphone:** Internal microphone for sound recording.

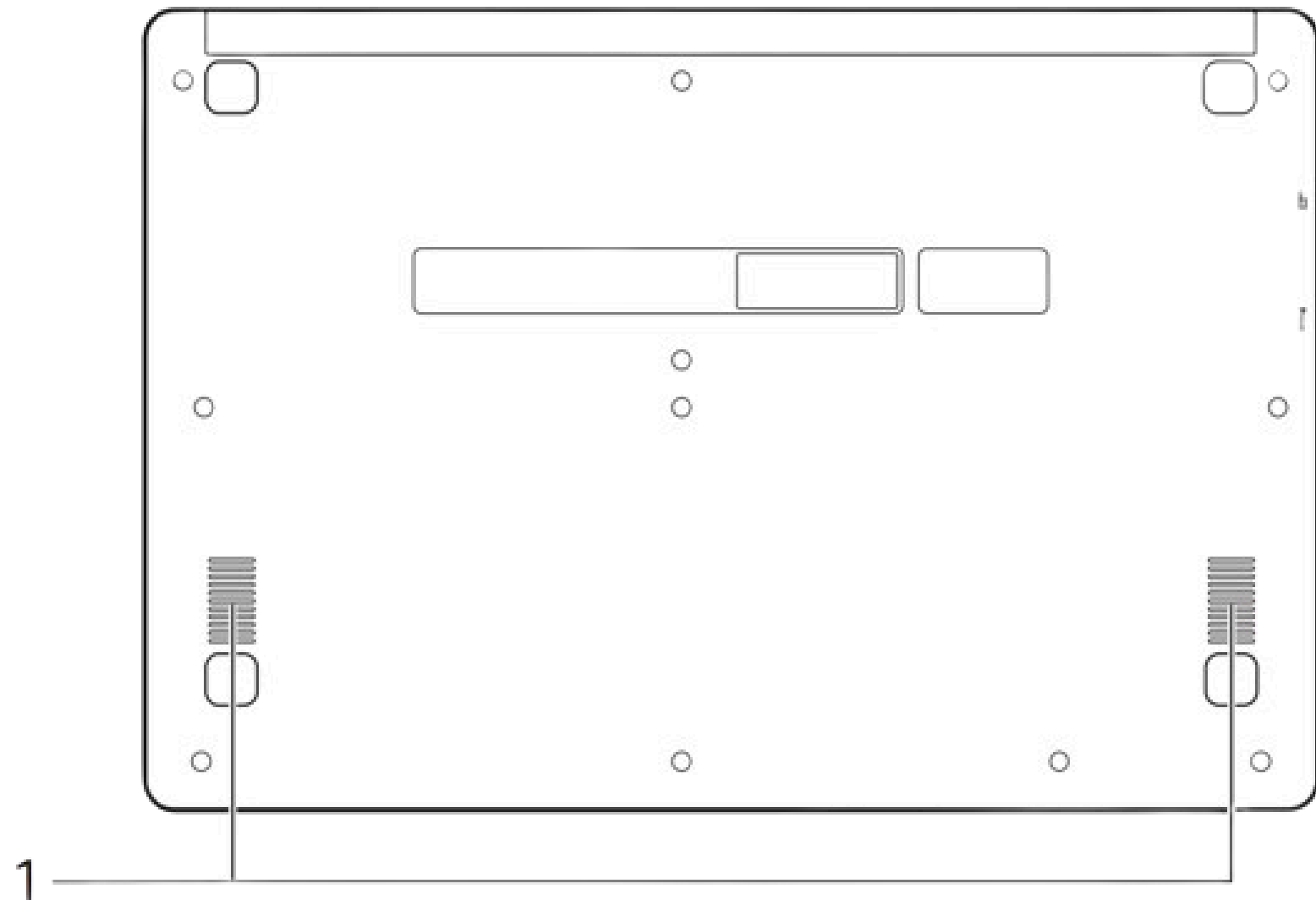
2.**Screen:** Displays computer input

3.**Webcam:** Web camera for video communication.

Getting to know your device

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Bottom View

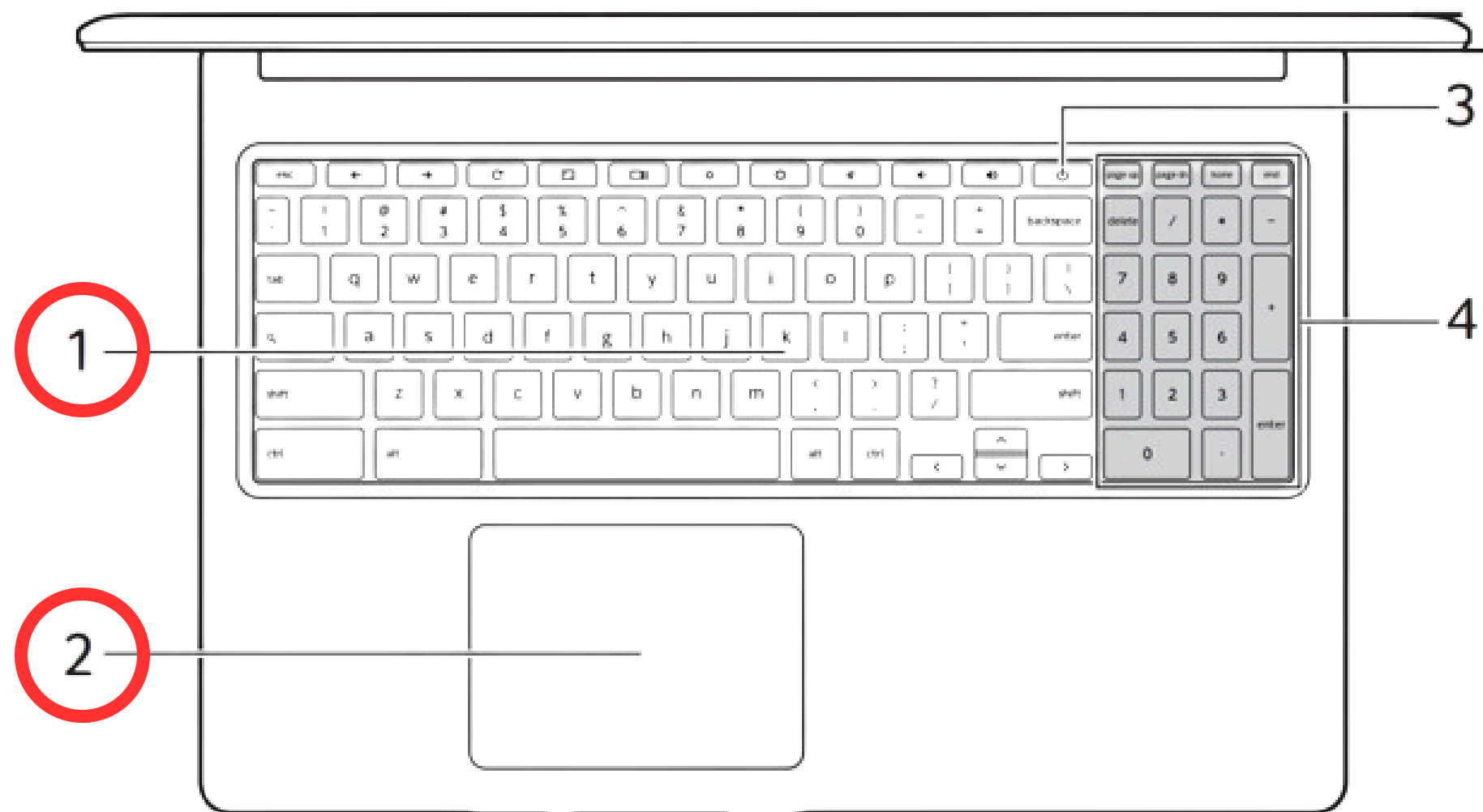


1. **Speakers**- Deliver stereo audio output.

Getting to know your device

Lesson 1

Keyboard View



1. **Keyboard**- For typing and entering data into your computer.

2. **Touchpad/click button:**
Functions like a computer mouse

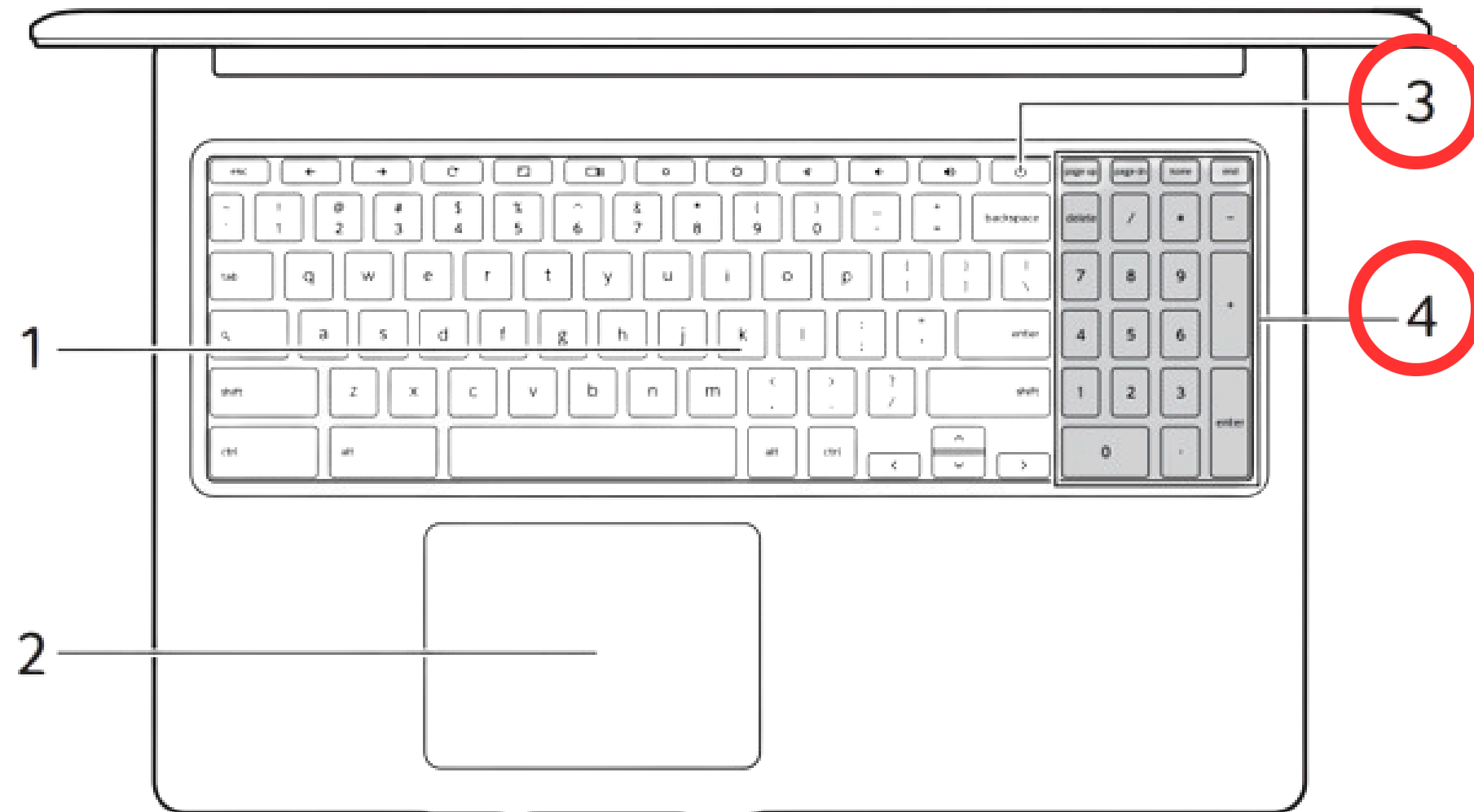
a. Press down with one finger to right click

b. Press down with two fingers to left click

Getting to know your device

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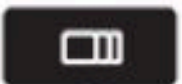






Keyboard View contd.



3. Power button- Turns the computer on or off.

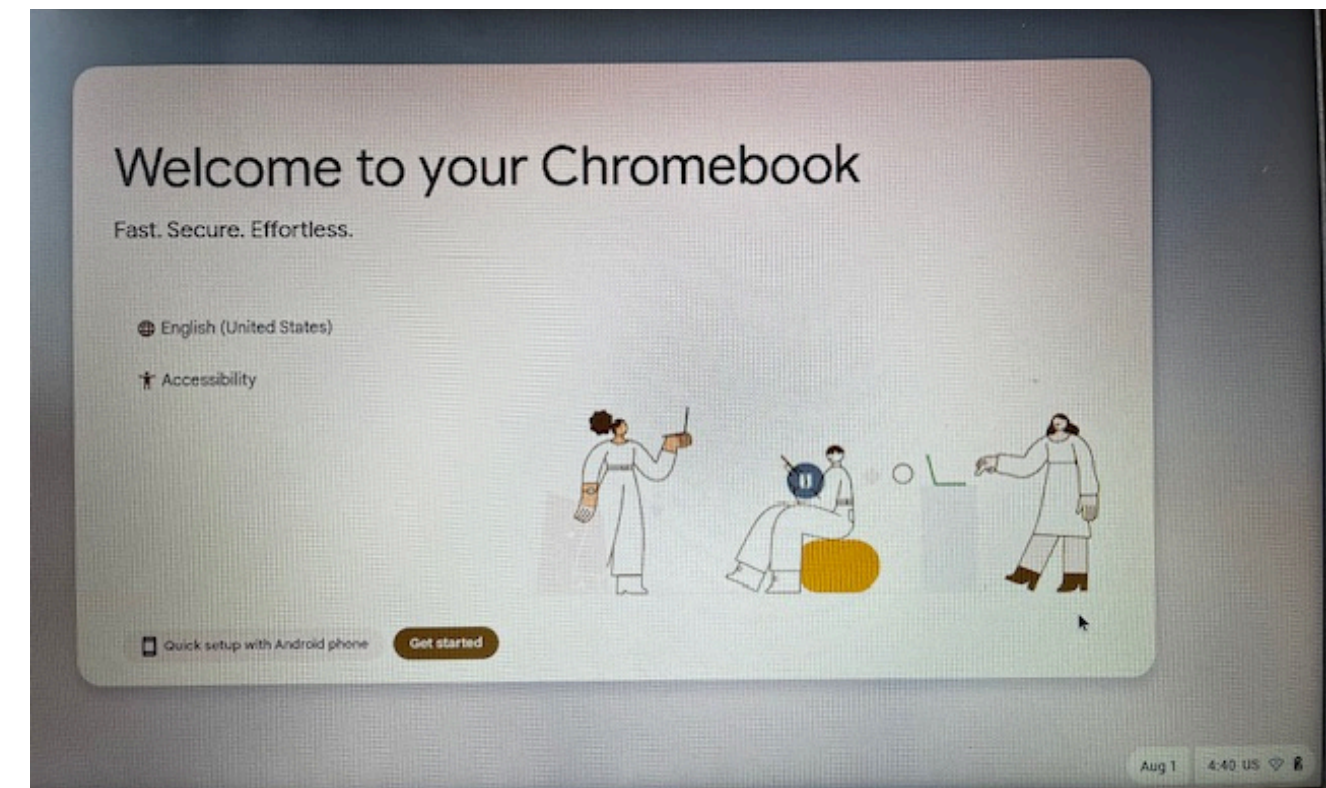
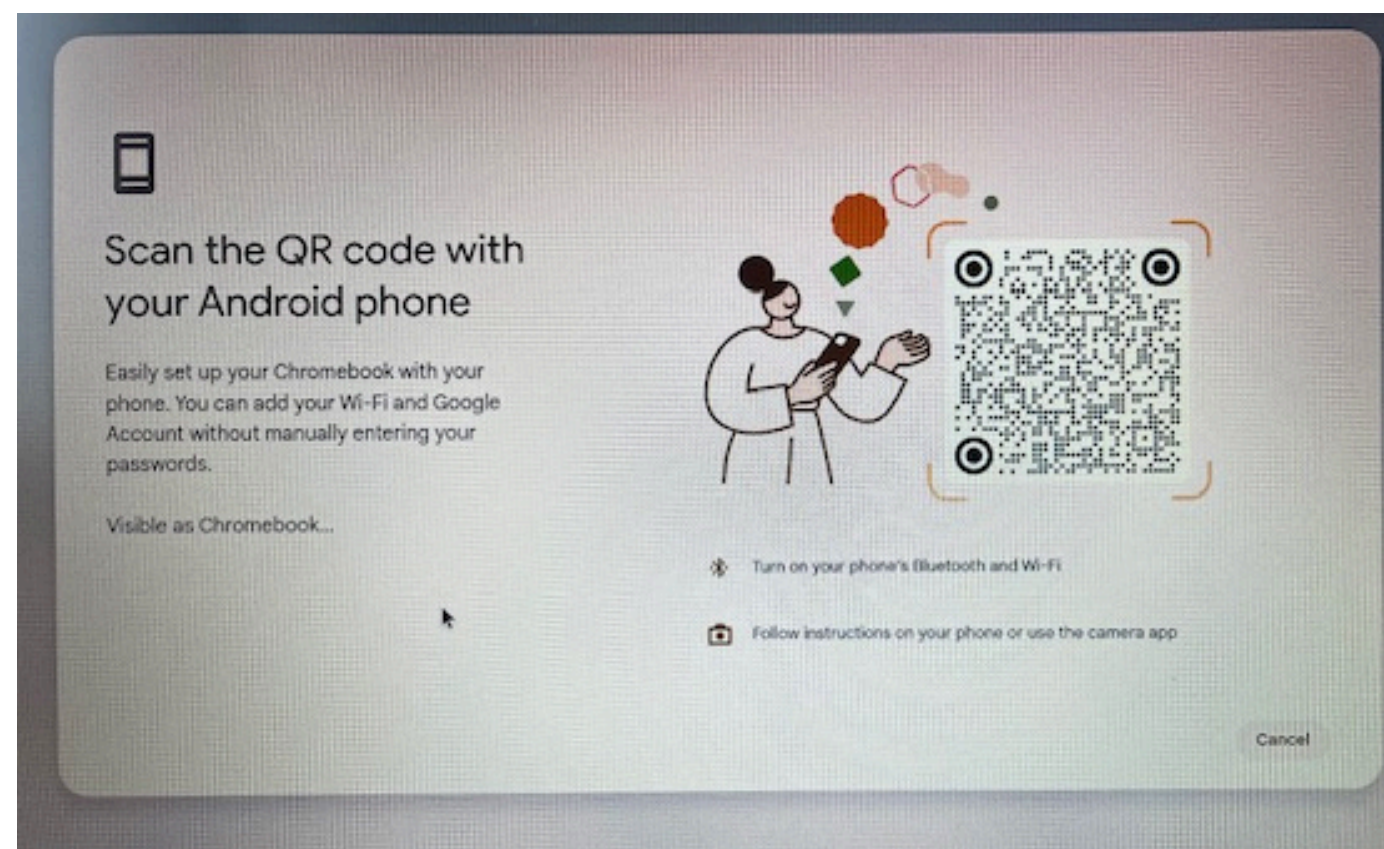
4. Numeric keypad: A separate keypad for numeric data entry.

Getting Started - Keyboard Top Row

Key	Function
	Go to the previous page in your browsing history (F1)
	Go to the next page in your browsing history (F2)
	Reload your current page (F3)
	Open your page in fullscreen mode (F4)
	Switch to your next tab or window (F5)
	Decrease screen brightness (F6)
	Increase screen brightness (F7)
	Mute (F8)
	Decrease the volume (F9)
	Increase the volume (F10)
	<p>Search your apps and the web from your apps list. On a Chromebook, this key is located on the side, where you would normally find the Caps Lock key.</p> <p>If you are using a regular keyboard, the Windows key in between Ctrl and Alt will work as the search key.</p> <p>To turn Caps Lock on temporarily, press Alt + the search key.</p>

Getting Started

Initially, before setup, you will be prompted to either set up manually (Get Started) or use your Android device to set up your computer. You can also choose the setup language as well as any accessibility features that you think may make your device more user-friendly. Follow prompts and instructions to continue the process.

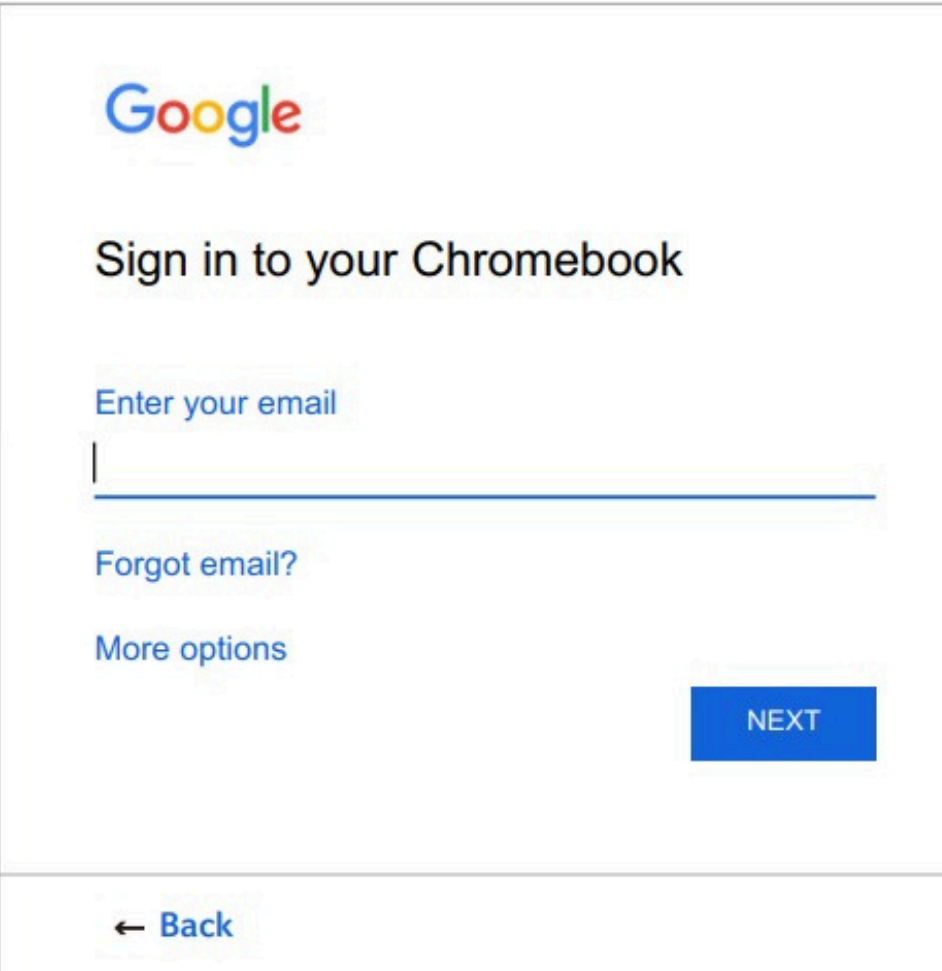


If you select “Quick Setup with Android phone,” you will be required to scan a QR code with your device in order to begin the process. This will enable you to set up your Chromebook more quickly than a manual setup. Follow prompts and instructions to continue.

Getting Started

Sign in to your Google Account

If you already have a Google Account, enter your username and password in the sign-in box that appears and select the Sign in button. If you do not have a Google Account, you will need to create one to use your Chromebook.

A screenshot of the Google sign-in interface for a Chromebook. At the top is the Google logo. Below it is the text "Sign in to your Chromebook". There is a text input field with the placeholder "Enter your email" and a blue underline. Below the input field are two links: "Forgot email?" and "More options". A blue button labeled "NEXT" is positioned to the right of the input field. At the bottom left, there is a link with a left arrow and the text "Back".

Google

Sign in to your Chromebook

Enter your email

Forgot email?

More options

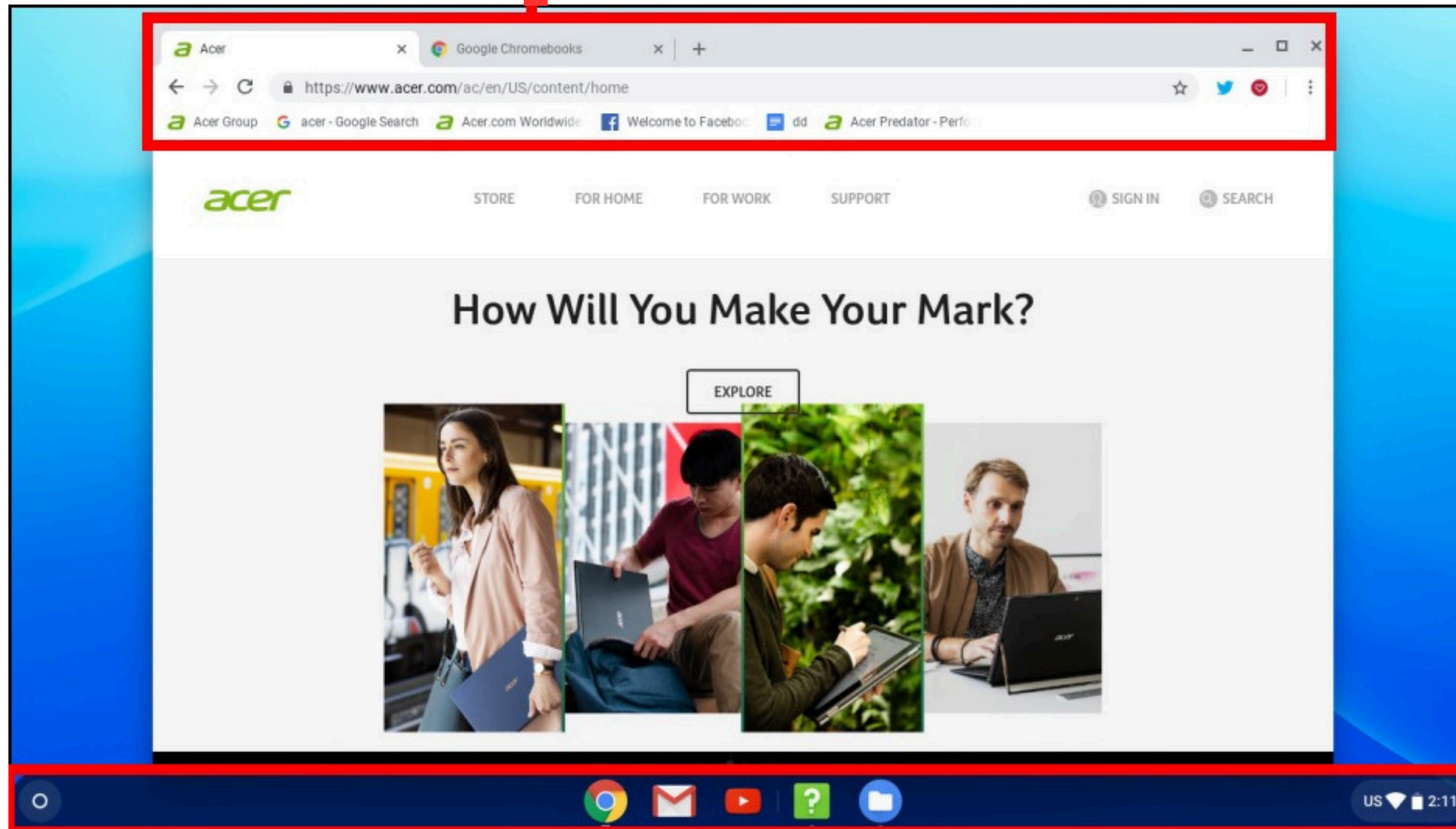
NEXT

← Back

Make sure to sign in with your primary Google Account. This account will be set as the owner and is the only account that will be able to change certain Chrome settings.

The Chrome OS Desktop

Window controls

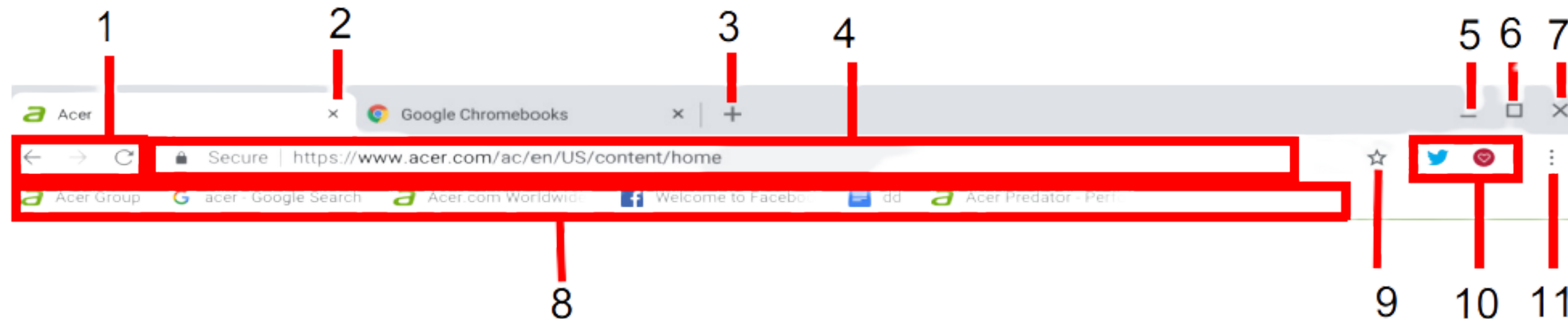


This will be your desktop view every time you turn on your Chromebook.

Shelf

The Chrome OS Desktop

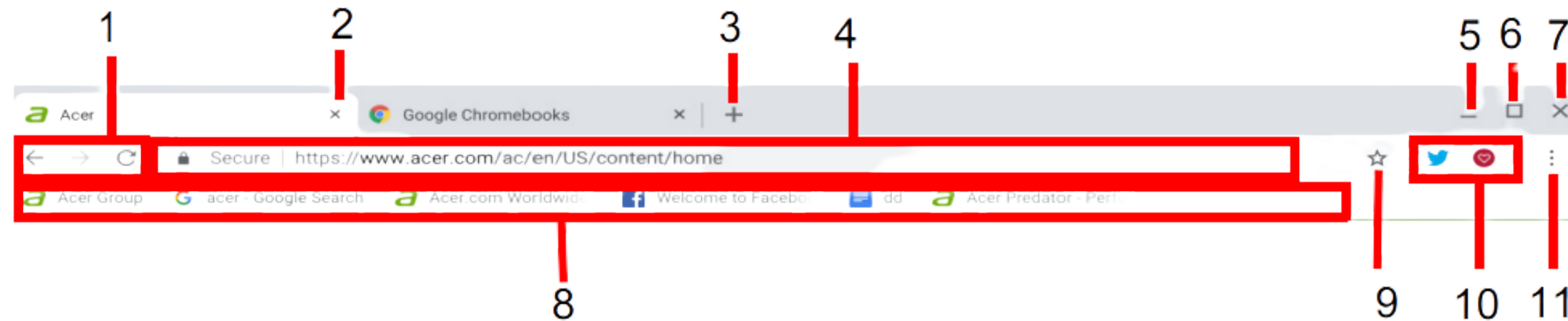
Window Controls



1. Goes backward and goes forward in the current web browsing session's history (closing and reopening the Chrome browser begins a new session). Select to reload the current webpage.
2. Closes a tab.
3. Opens a new tab.
4. Type a web address or perform an internet search in this search box (also known as the "omnibox").
5. Minimizes the window in the desktop shelf.

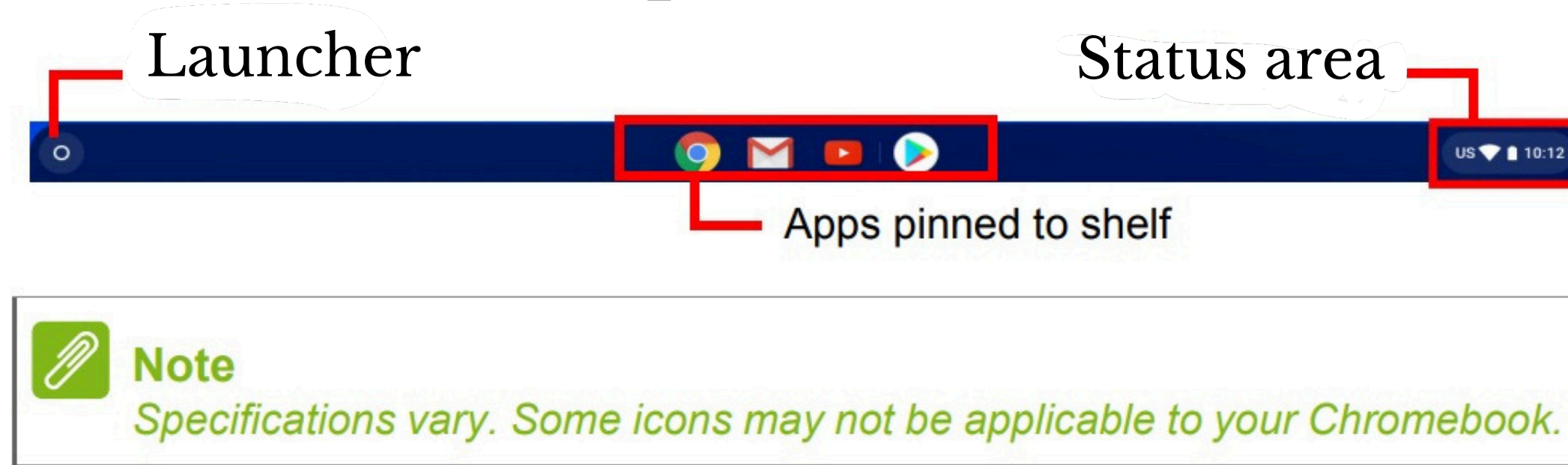
The Chrome OS Desktop

Window Controls contd.




6. Maximizes the window to take up the entire screen. Click again to return window to previous position. Also, select and hold to display a ◀ left and a ▶ right arrow next to the icon. This will allow you to view windows in a split screen.
7. Closes the entire window (tabs and all).
8. Bookmark (save) webpage links to this quick-access area called the “bookmarks bar”.
9. Select to bookmark (save) a link to the current webpage.
10. Select to use any enabled extensions you have installed in Chrome from his extension list.
11. Select to customize and control Google Chrome.

The Chrome OS Desktop : Shelf

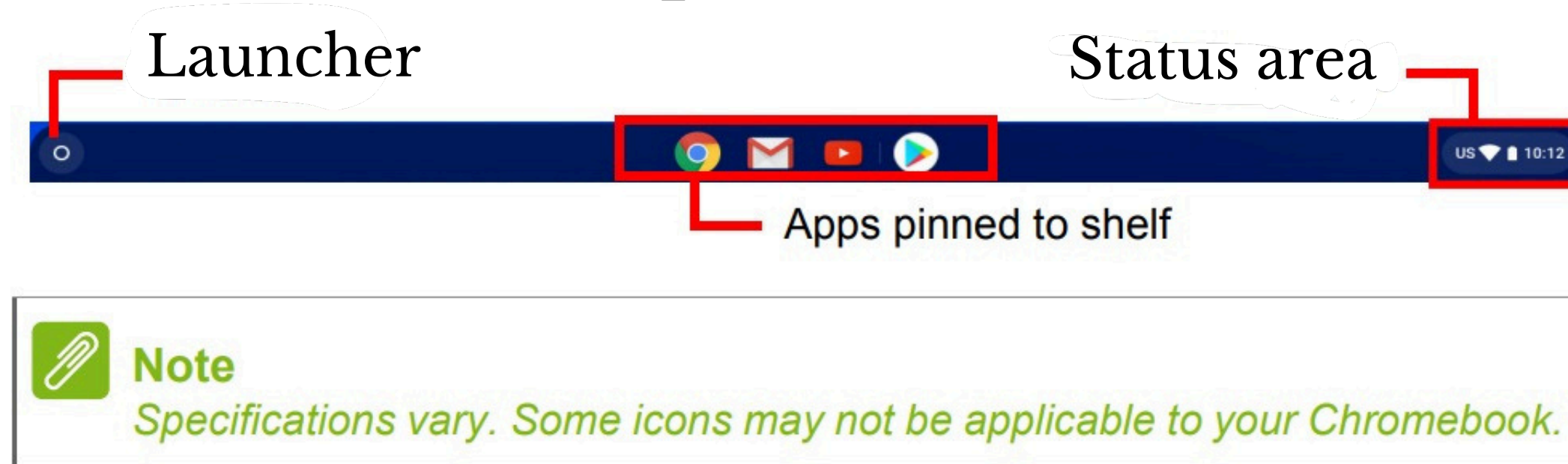


Launcher

Select the Launcher icon to display the launcher page. This is the fastest way to search for something. Simply start typing to search the internet, your bookmarks, any files you have stored in your Google Drive, and items in the Web Store.

The Launcher page is also the place to access all your apps. Below the search box are your frequently-used apps. Simply select one to open it. To see all apps you have installed, select “”.

The Chrome OS Desktop: Shelf



You can pin or unpin apps on the shelf.

To pin an app on the shelf:

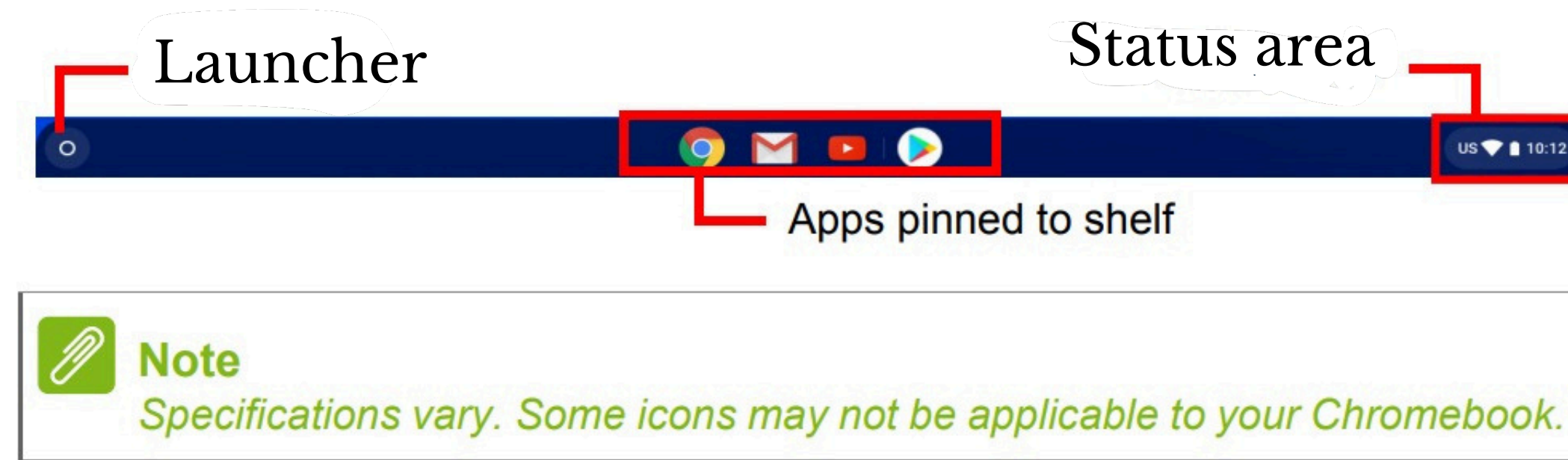
1. Select the **Launcher** icon.
2. Click the **▲** to select **All Apps** (or type the name of the desired app).
3. Locate and two-finger tap the desired app icon.
4. Select **Pin to shelf**.

To reorder the apps on the shelf, just drag them around.

To unpin an app from the shelf:

1. Locate and two-finger tap the desired app icon from the shelf.
2. Select **Unpin**.

The Chrome OS Desktop: Shelf














Status area

The “Status area” enables you to see vital computer information at a glance, such as the time, Wi-Fi signal strength, and battery life. Tap the Status area to display a box with more options.

The Chrome OS Desktop: Shelf

Status area

Below are icons that you can find by clicking on the Status area.

Icon	Description	Icon	Description
	Notifications		Shut down
	Lock screen		Settings
	Volume control		Wireless network connection
	Bluetooth status		Battery status
	Night light		Keyboard
	Brightness control		

End of Lesson 1

Turn off your Chromebook

On the Chromebook keyboard, press the power button located at the top edge next to the page up key. A “Exit” screen will appear when the Chromebook. It will give you the option to “Sign-out” or “Shutdown”.

Any questions, suggestions, or feedback?

Contact the SF Connected team by emailing us at techcafe@conard.org or calling us at 415-864-7833.

See you next time for Session 2.