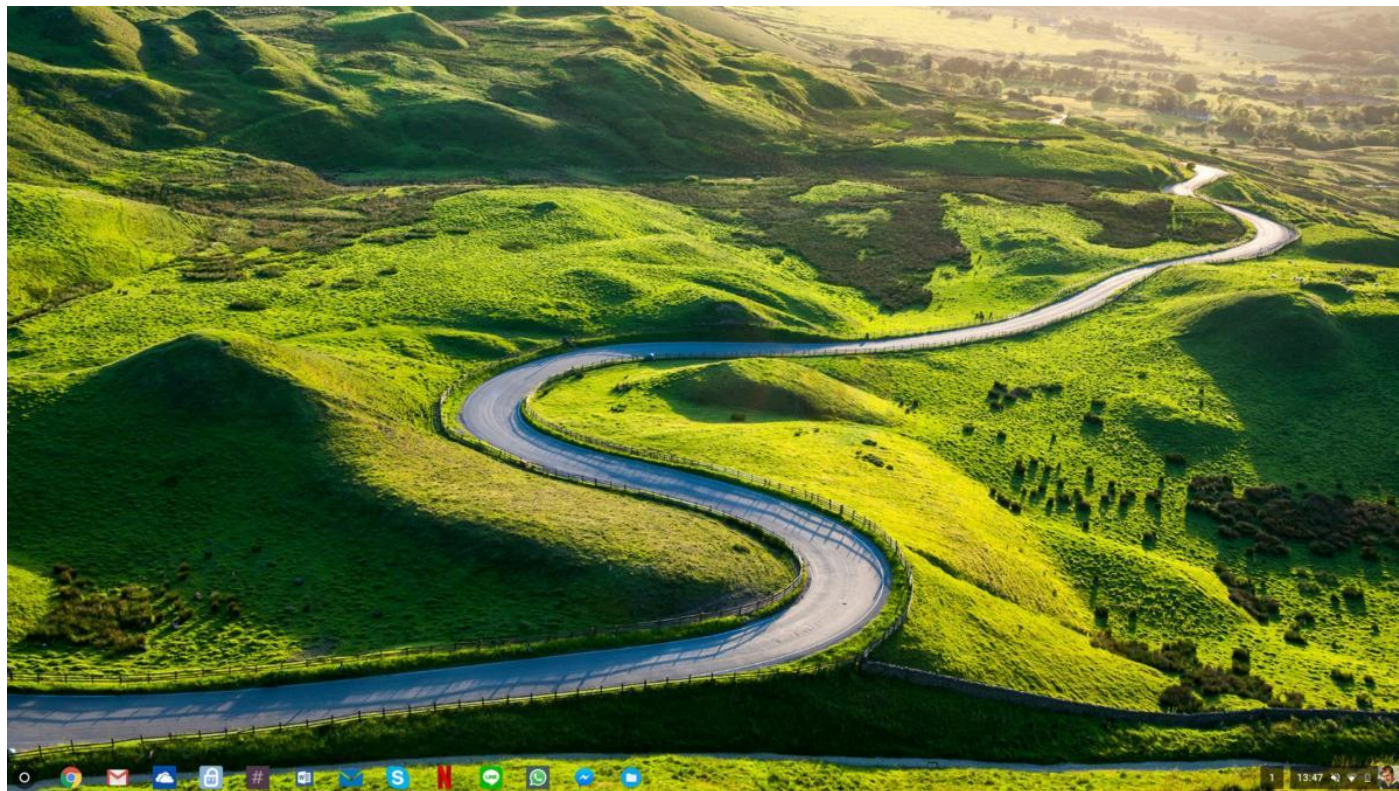


Chromebook User Guide / Quick Guide

1. Get to know the system

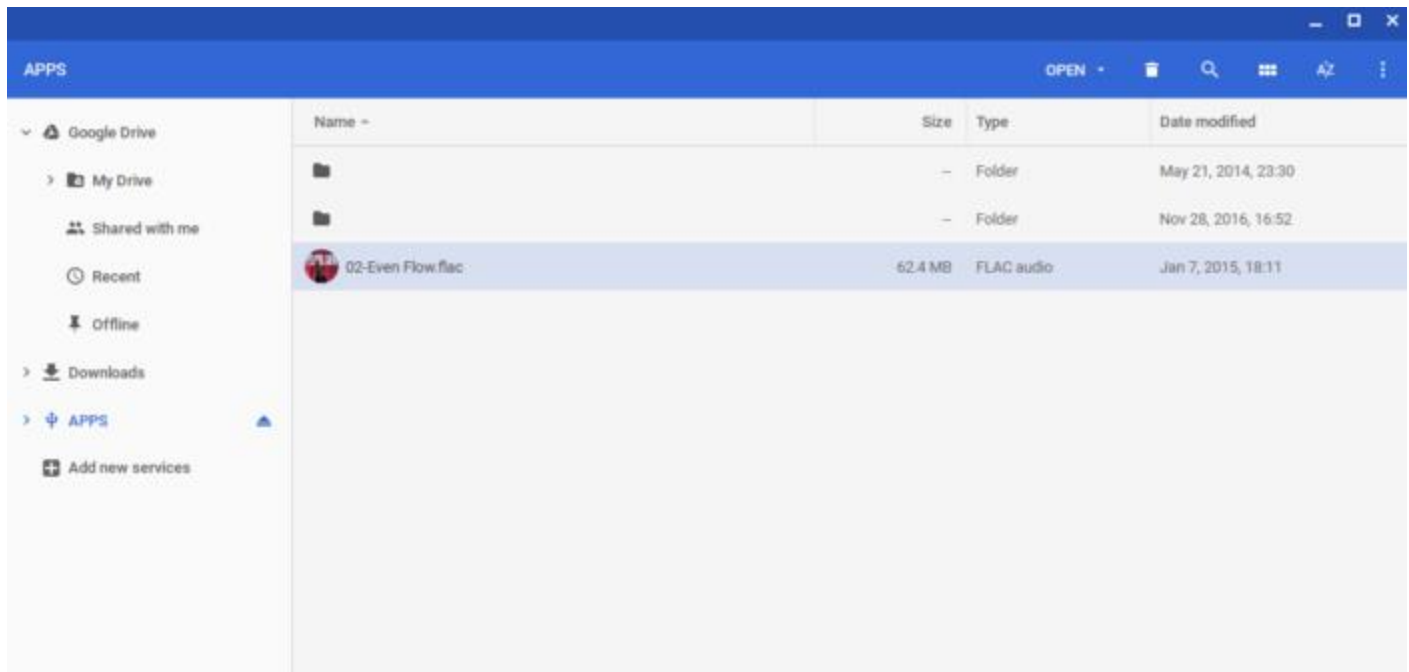


Above a screenshot of the Chromebook desktop

Chrome OS has some basic similarities with other desktop systems. Just like Windows, Linux, and OS X, there's a desktop area that you can customize with your own background image. But unlike the desktop in other systems, you cannot place any files here. It's merely a visual space where you can arrange open windows.

When you open an app—which are mostly websites on Chromebook—it will open in either a new window or a tab in the main browser. Open windows can be resized or split to take up half the display like in other systems.

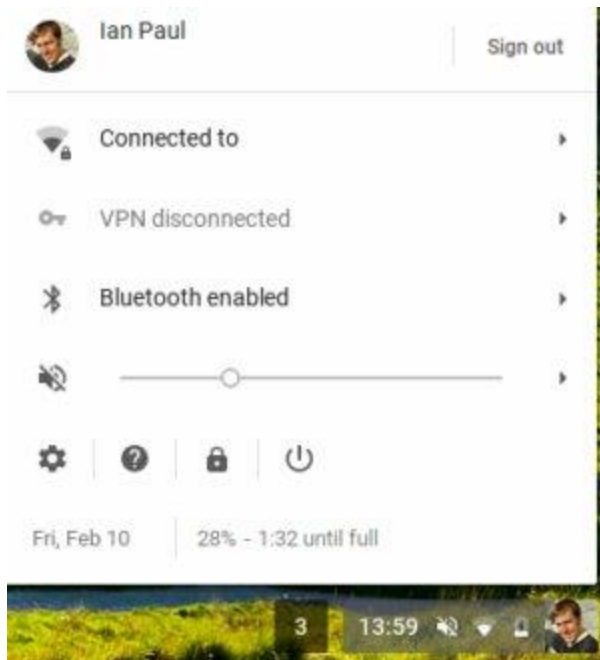
You'll probably notice right away that your keyboard has a search icon where the caps lock key should be. This search key is a quick way to find all the apps contained on your system. Tap it and a window opens with a search box, and below that you'll see several apps. Click *All apps* to get a view of everything you have available.



Above is the Chrome OS Files app in version 56.

One system-critical Chromebook app that is *not* a website is Files. This is the Chrome OS file manager that lets you access files saved on your system, view the contents of a ZIP folder, or access items in Google Drive.

The last point of interest in our system tour is the lower-right corner of the taskbar-like shelf, called the system tray. (More on the shelf later.) The first thing you'll see is a small counter that tells you how many notifications you have. Click it and you can view and clear your notifications.



Above is a screenshot of the system tray in Chrome OS 56.

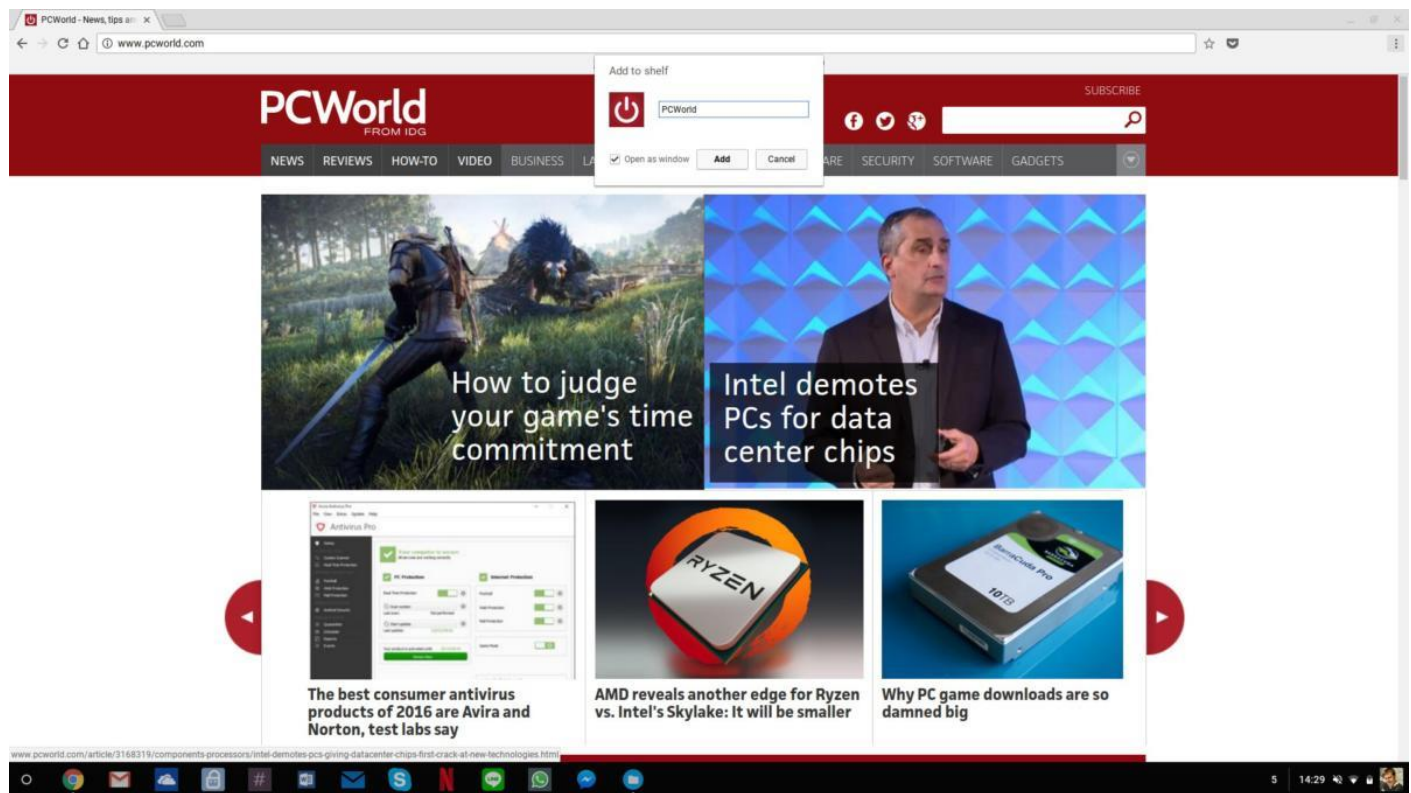
Next to that is a clock, Wi-Fi status, and a battery life indicator. Click this area and a panel appears with basic system settings, including Wi-Fi, VPN, Bluetooth, Casting functionality, volume, help, and the shutdown button.

There's also a cog icon. Selecting it provides access to your Chromebook's settings window. Here you can set your wallpaper and add visual themes, as well as access system settings for the touchpad, mouse, keyboard, display, and meager onboard storage.

2. Set up your shelf

When you first open your Chromebook, you'll see several app icons sitting at the bottom of the screen. This area is called the shelf, and it mimics the Windows taskbar. The Chrome OS shelf shows you which apps are running and provides an easy way to switch among open windows.

To make the Chromebook your own you'll want to add your commonly used apps to the shelf, and remove the ones you don't use. To get rid of something from the shelf, hover your mouse pointer over the app icon in question, tap the touchpad with two fingers (the equivalent of a right-click on a Chromebook), and select *Unpin* from the context menu that appears.



Adding a website to the shelf in Chrome OS pictured above.

The easiest way to add your own apps to the shelf is to open the web app you want to use in the browser. Next, click the menu icon in the upper right hand corner—it looks like three vertical dots—and select *More tools > Add to shelf*. A small pop-up window appears asking you to confirm that you want to add the web app. If you want a desktop-like experience where your shelf apps open in their own window, check the *Open as window* box, and then click *Add*.

To rearrange apps on the shelf, click and drag them to the desired position.

3. Chrome Extensions and Android Apps

The circle icon at the bottom left of the screen will bring up your app launcher frequently accessed menu. You can expand to view all apps by click the arrow icon that appears at the top of this bar or swiping up if the model has a touch screen. Some android apps do work on a Chromebook. These apps will show up in the app launcher once installed.

The school Chromebooks are managed devices, so all apps and extensions must be pre-approved and deployed by the Technology Department to ensure compatibility. A request for an app or extension can be made by submitting a work order ticket with the app information.

Some android apps are available for install but are not deployed automatically, these can be found in the “play store” for Lovelady’s Chromebooks. This “play store” has a list of

preapproved apps that users have access to install if they choose or need access to but are not pre-deployed or forced to install.

4. Offline Access

Offline access (when you don't have an internet connection) allows you to edit docs, sheets, slides and access any offline apps that are pushed to the Chromebook like Word, Excel, or PowerPoint. When you edit files offline, they will sync back to your Google Drive when the device reconnects to the internet.