

Chromebook Quick Start Guide

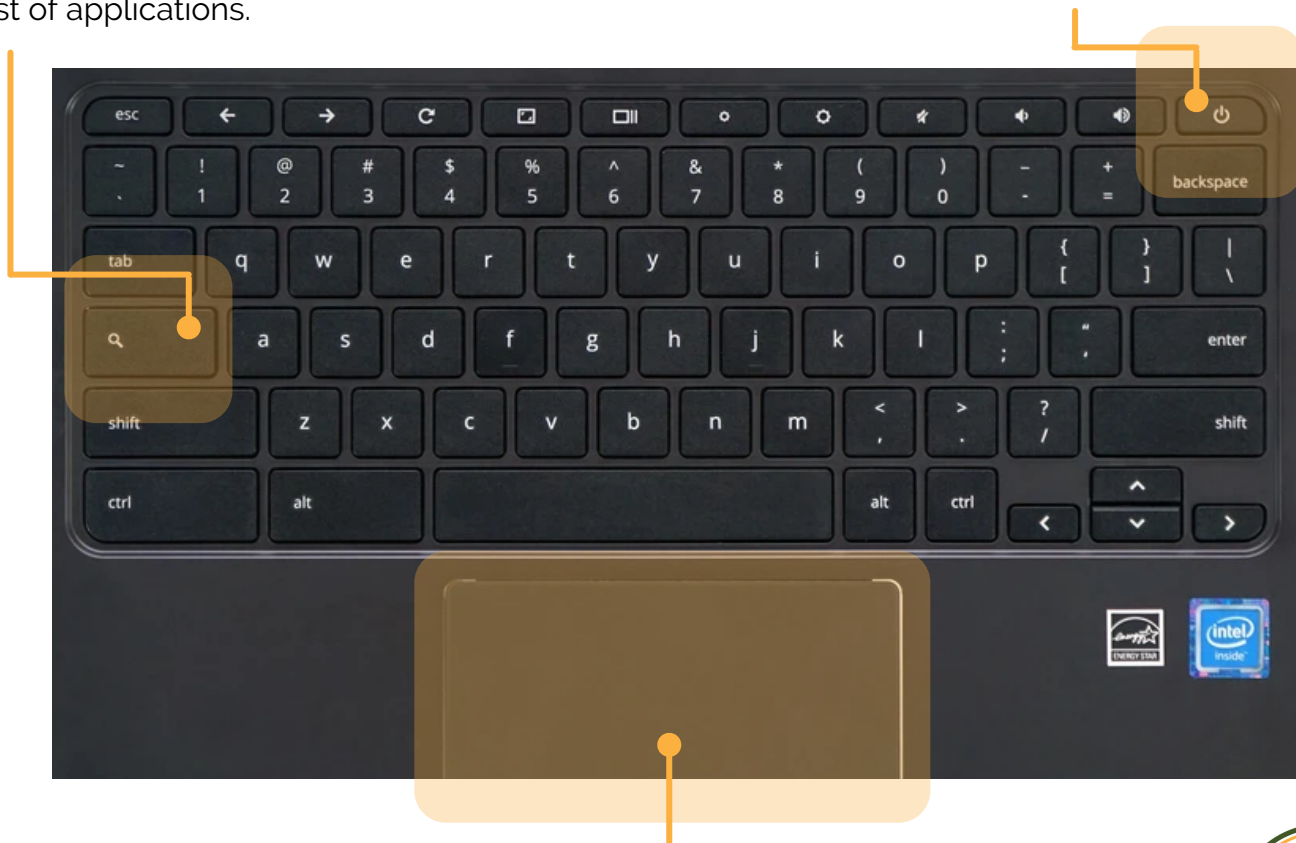
Google Chromebooks are different from other laptops; they run on Google's Chrome operating system (OS). Unlike Windows or macOS, Chromebooks are designed to be used while connected to the internet. Most applications and documents you'll use on a Chromebook live in the cloud, a digital space for storing data that you can access via the internet.

If you want to edit or save documents while working on a Chromebook, you'll need a Google account. If you have a Gmail account, you already have one! If not, you will want to [create one](#).

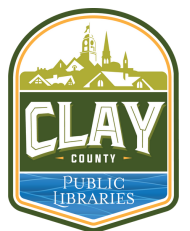
Closing the Chromebook's cover or closing the browser window will end your session. Ending your session without saving your work to Google Cloud or to a flash drive will cause you to lose your work, so save early and often!






Everything Button - This button brings up a Google search bar and list of applications.

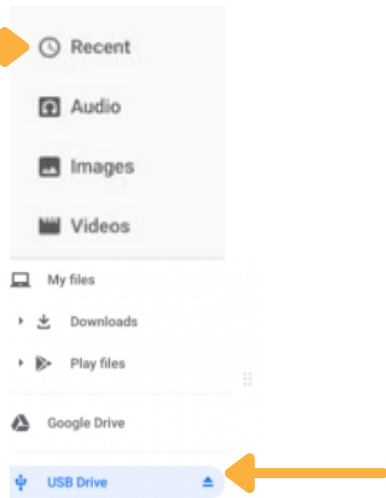
Power Button - Press this button to turn the Chromebook on and off.



Trackpad - Drag your finger along the trackpad to move your mouse. Press the bottom of the trackpad to click on something.



- Turn on the Chromebook Laptop by pressing and holding the power button  located in the top right of the keyboard. It will take several seconds for the laptop to boot up.
- You can click on the arrow to log into the laptop or the laptop will log you in automatically after a few seconds.
- You cannot save files to the Chromebook. You can save your documents to your cloud account or to an external storage device.
- To save your document to a USB or other external drive:
 - Choose "Download" from the file menu.
 - Download your document in the format you want (Word, PDF, etc.).
 - Click on the "Files" icon in the bottom navigation bar. 
 - If the Files icon is not visible, press the Everything Button or click on the Launcher button in the bottom left corner  to bring up a larger list of applications.
 - Once in Files, click on Recent. 
 - You will see your file listed.
 - You can drag and drop your document to your storage device. 



- To power off, press the power button  and select Power Off from the menu.

Missing keys?

Chromebooks keyboards don't include some commonly used keys, like delete or caps lock. Keyboard shortcuts can be used in place of these keys; you can find a full list of shortcuts at <https://support.google.com/chromebook/answer/183101>.

