



Getting Started with your Chromebook

Use this guide for a few important tips on using your new Chromebook. The following pages cover how to:

- Turn the device on and off
- Set up the device
- Connect to WiFi
- Use the trackpad
- Use the keyboard
- Use the Chromebook as a tablet

For help with your Chromebook, call the Senior Planet in Montgomery Tech Hotline, Monday-Friday, 9:00am-8:00pm EDT at (240) 753-0676.

Turning it ON

This **Chromebook** has one power button, on the right side of the keyboard on the side of the device. Look for an oval button with a small universal power symbol next to it!

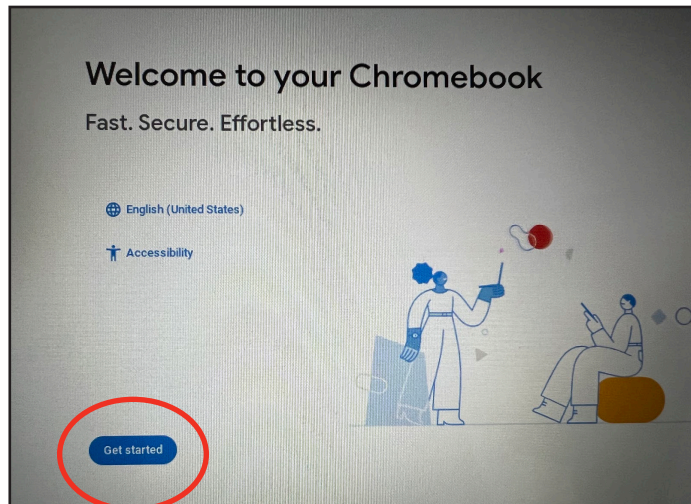


- 1 Make sure it's off—and check for lights: if it's dark, it's off.
- 2 Press the **power button**.
- 3 Wait while it gets going—it may take a minute or two.



Setting Up Your Chromebook

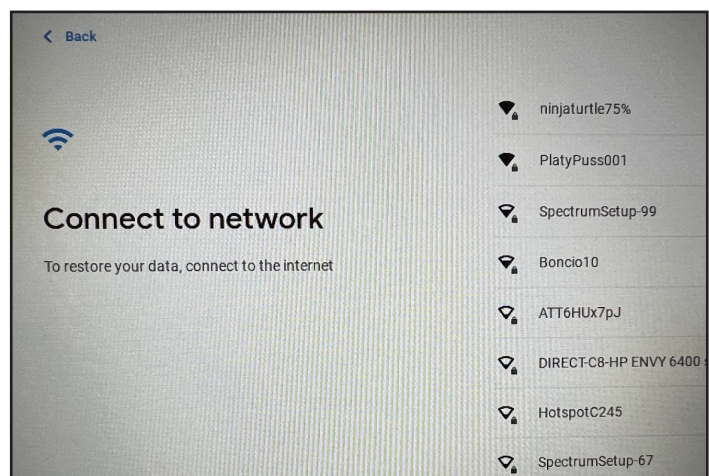
After taking your Chromebook out of the box and turning it on for the first time, you will see a screen like this. Click **Get Started** to continue.



Connecting to WiFi

The next screen will prompt you to connect the Chromebook to WiFi so you can get the most out of it! You will need to have your WiFi network name and password handy.

- 1 Select the name of your WiFi network from the list of nearby networks on the right.

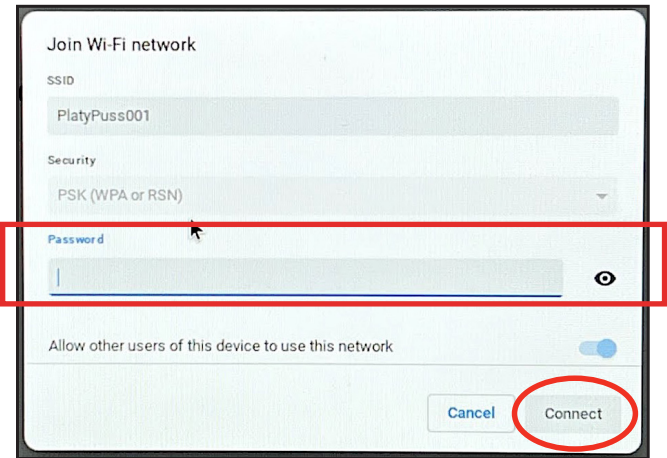




Connecting to WiFi, Cont'd

2 Enter your password in the box.

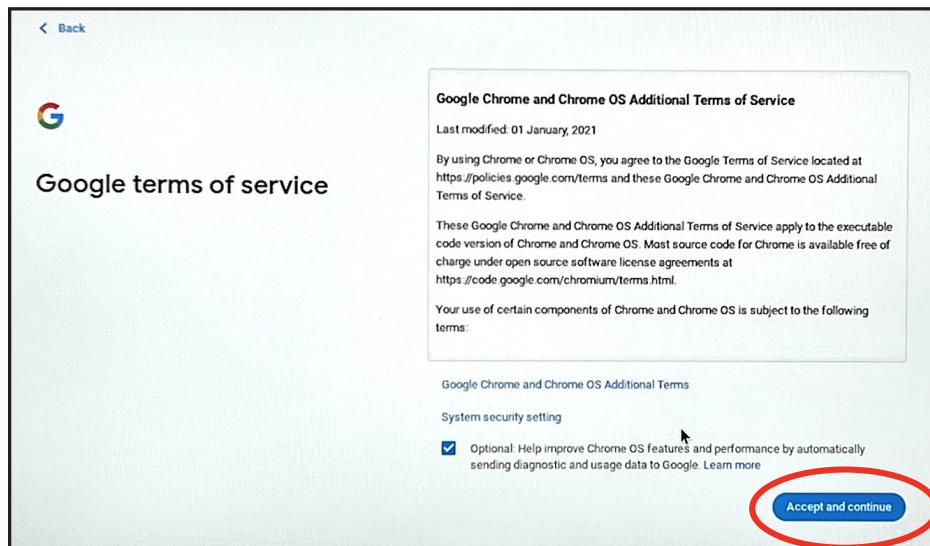
3 Click **Connect**.



Finish Setting Up

After connecting to WiFi, you will see several screens related to the Google terms of service.

Click **Accept and Continue**

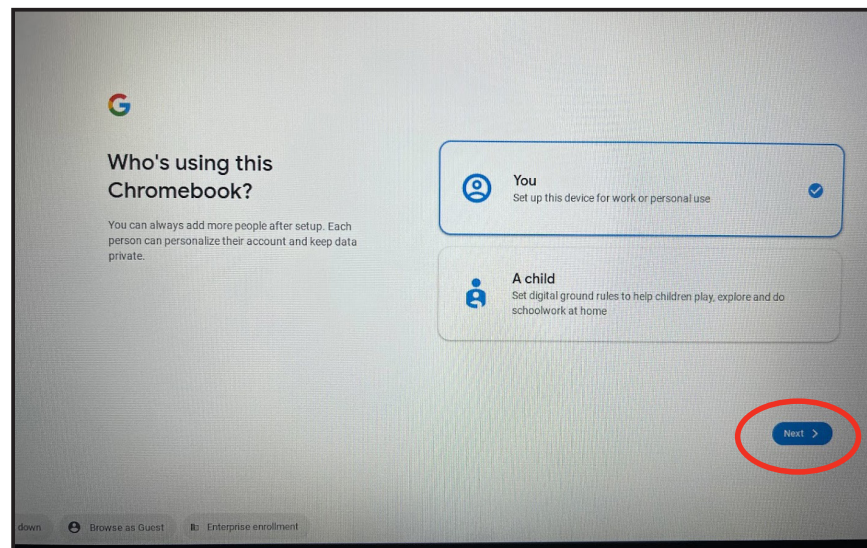




Finish Setting Up, Cont'd

If you already have a Google account:

On the screen that asks **Who's using this Chromebook**, select **You**. Then click **Next** and proceed to sign in. After you sign in, you may have to click through several additional prompts related to syncing data and accepting the Google Play terms of service.



If you do not have a Google account:

Select **Browse as Guest** in the bottom left corner of the screen in the image above. You will still be able to use the device, but in a more limited way.

When you sign in with your own account you can:

- Use the Chromebook the way it was designed to be used
- Save your passwords
- See and save sites you've visited
- ...and much more!



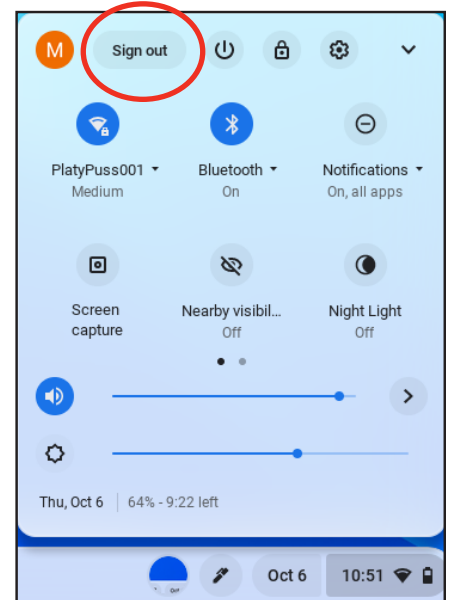
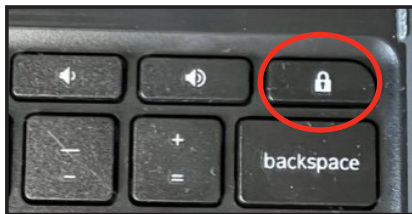
While using the Chromebook as “Guest,” you can create a new Google account at any time by following the steps in the document “Signing Up for Gmail.”



Signing Out

If multiple people use your Chromebook, remember to sign out. There are two ways to sign out:

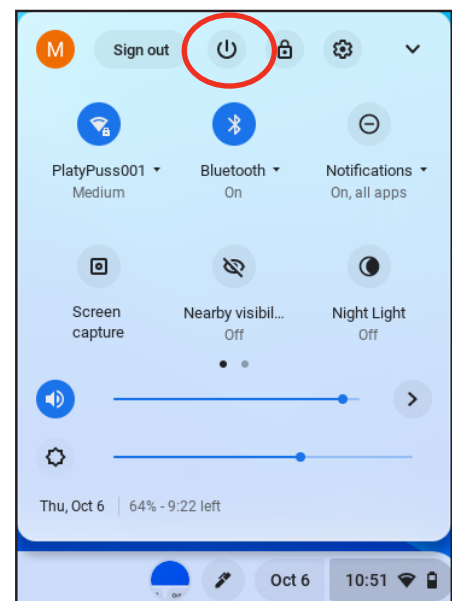
- 1 Click on the tray in the bottom right corner of the screen and then click **Sign Out** at the top of the window that opens.
- 2 Or, press and hold down the **lock key** located on the top right of the keyboard for a few seconds.



Turning it OFF

To turn off the Chromebook, look for the power button on the right side of the keyboard, on the edge of the device.

- 1 Press and hold the **power button**.
- 2 Wait until the screen goes dark - you may even hear the computer's mechanism stop "humming."
- 3 Or you can open the **Tray** and click the power button.





Checking the WiFi

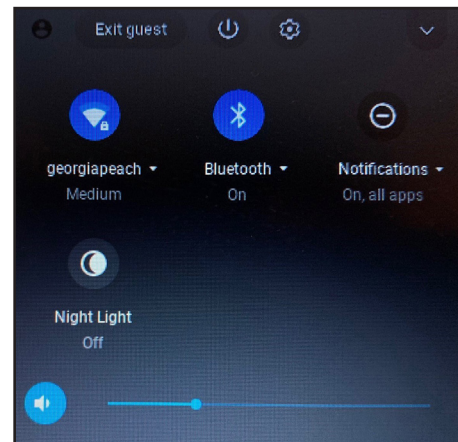
Chrome devices must be connected to the internet for you to get the most out of them! You connected to WiFi when you first set-up the device, but if you ever need to make changes, follow these steps to check your WiFi.

- 1 Slide your finger across the trackpad to place your pointer on the **WiFi symbol**, in the bottom right corner of the screen. Then click or tap the trackpad.



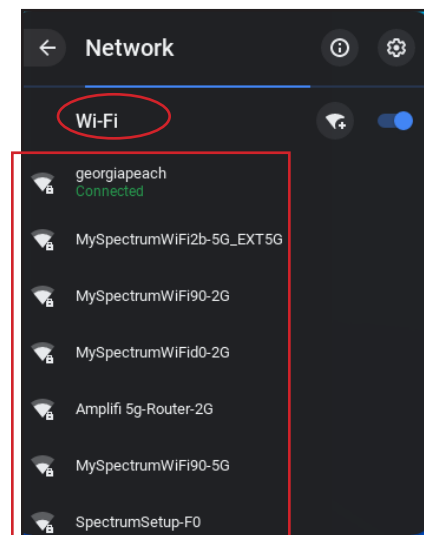
- 2 A small window will open.

Is this computer connected to a WiFi network? How do you know?



- 3 To see all available WiFi networks, click **WiFi**. A list of all available networks will open.

Which networks in the image on the right require a password? How do you know?





How to Use a Trackpad

The **touchpad, or trackpad**, is the square underneath the keyboard. As its name suggests, it's sensitive to your touch. The touchpad allows you to control the pointer on the screen just like a mouse does.



Point: Move the pointer on the screen by slowly moving the fleshy part of your index or middle finger across the surface of the trackpad. Do not press down.

Click: Lightly press down on the touchpad with the fleshy part of your index or middle finger, then release. You can do this anywhere on the touchpad. If lightly pressing down does not work for you, try tapping once without pressing down.

Double-click: Press down or tap twice quickly on the lower half of the touchpad. You can also double-tap anywhere on the trackpad. Use the heel of your hand to keep your hand steady. Be careful not to move the pointer between taps or nothing will happen!


Right-click: Press down on the lower half of the trackpad evenly with two fingers, then release. Or, quickly tap the upper half of the touchpad evenly with two fingers.


Scroll: Place two fingers on the touchpad together, and move them up and down to scroll vertically, and left and right to scroll horizontally.





Moving the Pointer

You may notice the pointer change shape as you move your finger across the trackpad. Each shape is related to what you can do if you click at that point on the screen. Below are some of the most common pointer shapes and what they indicate:

 **Arrow** This is the most common pointer shape. Use it to click on buttons, icons, and pictures.

 **I-Beam** Indicates that text can be inserted, highlighted, edited, or moved. Text includes letters and words, and anything else you can type.

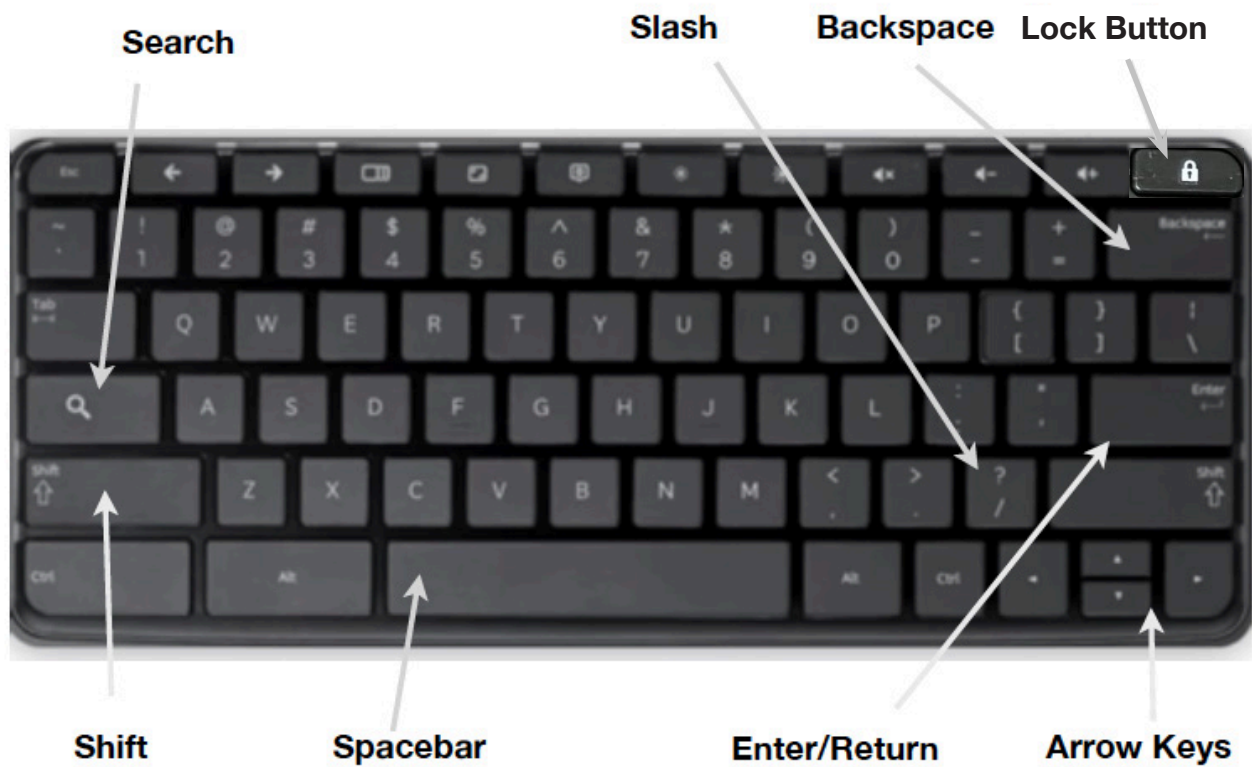
 **Wait Cursor** This means the computer is working and it is unable to do anything else.

 **Hand** Used mainly with the internet, the “hand” shows links to other pages or sites on the internet.



The Keyboard

The keyboard is a panel of keys used to operate a computer. The layout is very similar to a typewriter. Let's look at the major keys:





Important Keys on a Keyboard

Enter/Return: Pressing this key creates a blank line when you are typing. It is also the same as clicking OK on a webpage.

Spacebar: This puts a space between your words — important if you want someone to be able to read what you typed!

Backspace key: Deletes text to the left, i.e., what you just typed.

Delete: Deletes text to the right.

Shift key: Hold down this key to make a capital letter, or to use some of the characters above the numbers, such as !, @, #, and \$.

Arrow keys: If you don't like using a window's scroll bar, use these keys to scroll down a webpage or to move around a document.

Slash key: The forward slash (/) is used in a lot of website addresses, so you will need to know where to find this key.













Tab key: The tab key allows you to make indentations when you are typing in a document, and jump around in fields on forms.

Search key: On a Chrome laptop or desktop computer, pressing this key opens a Google search window on the internet. It's a shortcut for typing www.google.com.



Important Keys on a Keyboard, Cont'd

Here are even more helpful keys that perform important functions:

Icon	Function	Description
	Previous	Go to the Previous page.
	Next	Go to the next page.
	Reload	Reload the current page.
	Full-screen	Open the page in full-screen mode.
	Next window	Switch to the next window.
	Brightness down	Decreases the screen brightness.
	Brightness up	Increases the screen brightness.
	Mute	Turns off audio output.
	Volume down	Decreases the volume.
	Volume up	Increases the volume.
	Lock Screen	Switch to the locked screen.
	Search	Search from the Apps panel.



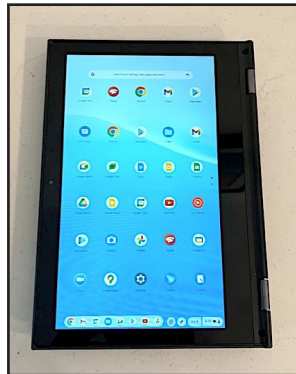
Using the Chromebook as a Tablet

This Chromebook has special features that allow it to be used as a tablet, including a bendable design, a touchscreen, and a stylus.

These are different ways you can position the device.



As a traditional laptop



As a tablet: Bend the screen all the way back until flat against the keyboard



Propped up: Bend the screen back partially into a tent shape to place on a surface

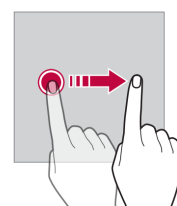
Using the Touchscreen

You will need to use the touchscreen instead of the trackpad and keyboard while the Chromebook is in the tablet position. Here are some ways to use the touchscreen:

Click: Tap directly on the screen where you want to click.

Right-click: Tap and hold for a few seconds where you want to right-click.

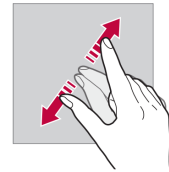
Scroll: Tap and drag your finger on the screen up, down, left, or right.



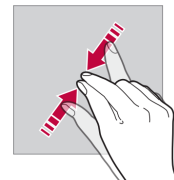


Using the Touchscreen, Cont'd

Zoom in: Place two fingers on the screen, then spread them apart.



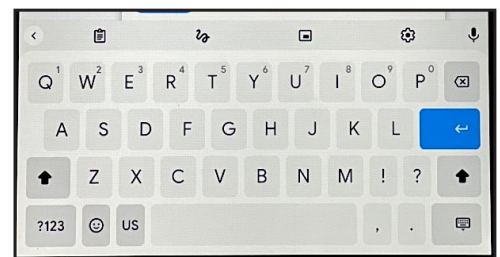
Zoom out: Place two fingers on the screen, then pinch them together.



Type: Tap on the screen where you want to type. The on-screen keyboard will appear automatically.



Note: You can also use the touchscreen while the Chromebook is in the laptop position!



Using the Stylus



You can also use the touchscreen with the included stylus. Hold the stylus like a pen and use it to tap on the screen where you want to click. The stylus is located in a compartment on the side of the Chromebook, near the bottom right corner of the keyboard. To access it, lift the Chromebook slightly and pull it out from the bottom.

