

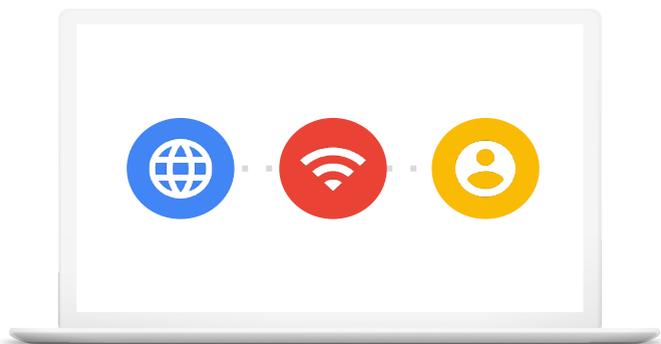
# Introduction to Chromebooks

This guide will help you talk the user through everything they need to get started on a Chromebook, from getting set up up and navigating the OS, to downloading apps.

## So what is a Chromebook?

A Chromebook is a laptop powered by Chrome OS, an operating system designed by Google to be fast, secure, and easy to use. It has virus protection built-in, updates automatically, and a great battery life for a worry-free experience. It has all the popular Google apps built-in, as well as thousands more from the Google Play Store.

## Setting up a Chromebook



### Step 1

Switch on the Chromebook and select the preferred language.

### Step 2

Connect to Wi-Fi or available internet connection.

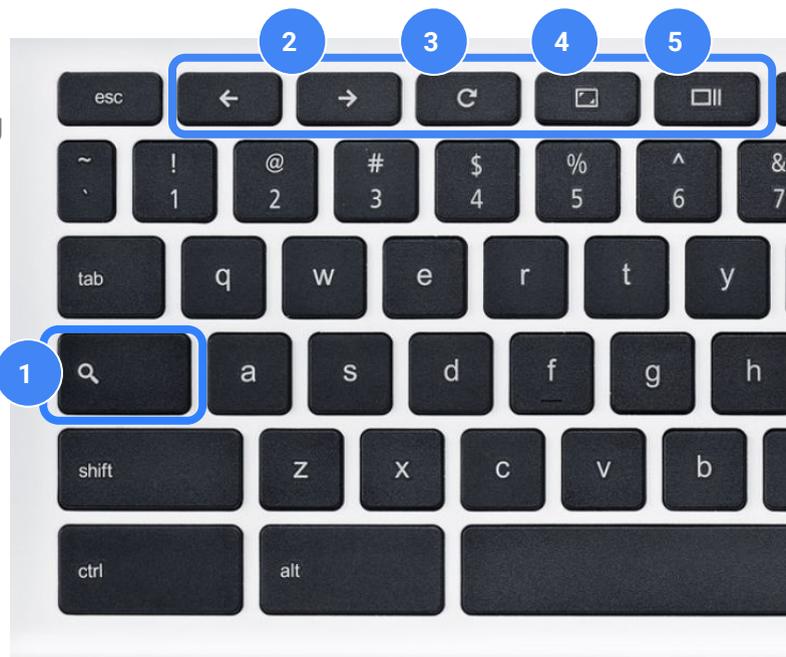
### Step 3

Sign in with your Google Account. If you do not have a Google Account, create one for free.

## Chromebook keyboard

The keyboard is simplified to make navigating your Chromebook super-efficient. For example:

- 1 Search your apps
- 2 Flip pages back and forth
- 3 Refresh the browser
- 4 Enter full-screen mode
  - Switch windows
- 5



## Chromebook desktop

- 1 **Desktop** - you can change the wallpaper, but can't save files or shortcuts here.
- 2 **Shelf** - this is where you can 'pin' your most-used apps.
- 3 **Status area** - This is where you can find information about the time and battery life, and access quick settings for screen brightness and volume.
- 4 **Launcher** - click to open a Google search bar, as well as search for apps. Click on the up arrow to see all of your installed apps.



To perform a 'right-click' on the trackpad, click using two fingers.

## Accessibility settings

To find the Settings, open the Launcher and type in 'Settings.' Go to the 'Advanced' drop-down option and choose 'Accessibility.' Here are some key settings:

**Select-to-speak:** Allows you to select certain portions of the screen or specific text to be spoken aloud, with word-by-word highlighting. It's really helpful for people who have low vision, dyslexia, reading or comprehension challenges, or are new language learners.

**Dictation:** It's helpful for people who have motor challenges, who need to speak to type, or generally useful for students that find it easier to talk aloud versus typing. Dictation adds a microphone button to the shelf area of the screen, so you can dictate wherever there is a text field.

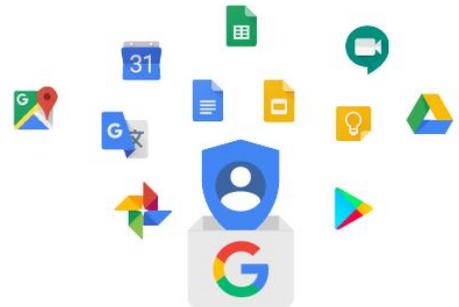
**Zoom options:** There are also options to recommend to people with visual impairments or who struggle to read the the content.

- Press and hold Ctrl and then + or - to increase/decrease the size of the content in the browser (Ctrl 0 will reset it)
- Enabling a full-screen magnifier in Accessibility settings

**Mouse options:** In Accessibility Settings, you can choose to make the mouse pointer larger, or even have it highlighted as it moves around the screen.

## Built in apps

All the popular Google apps are ready for a user when they sign in with their Google Account. From Gmail to Google Maps to YouTube and more. Some users may already be using these apps on their smartphones, which means these apps will be available to them on their Chromebook. If they don't, they can download the apps on their iOS or Android smartphone.



## Using the Google Play Store

Many users will already be familiar with the Google Play Store if they have used an Android smartphone. It is the same 'entertainment hub' where they may have downloaded apps, games, movies, and books. For those who haven't, it is best explained as a one-stop-shop. Users can download their favourite apps that they may already use on their smartphone, but with the benefits of a larger screen.

To find the Google Play Store, open the Launcher and type in Google Play, You are then able to search for applications and install them on your device.



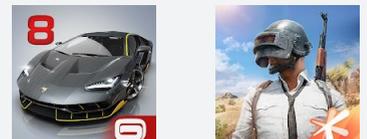
### Watch + Listen

If the user wants to listen to music or download their favourite shows, apps like Netflix and Spotify are available - even offline!



### Create + Work

Users can download apps like Adobe Lightroom or the Microsoft Office suite to edit photos or documents. (Subscriptions may be required)



### Play

There are thousands of apps to download from the Play Store. From Asphalt 8 to PUBG, the user will find a game that suits them.

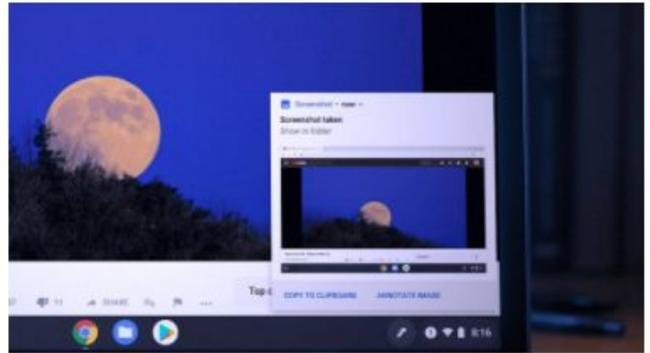
# How To?

Have a look on [www.google.com/chromebook/howto/](http://www.google.com/chromebook/howto/) to find some fun and informative videos!



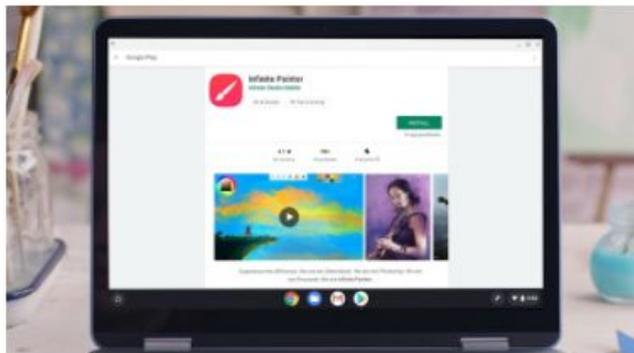
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**How to Edit Microsoft Office Files**



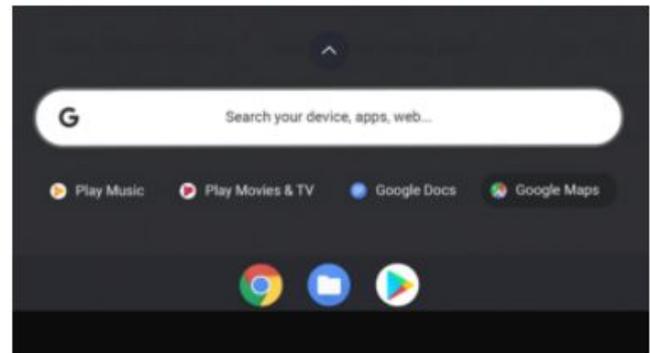
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**How to Take Full Screenshots**



GET STARTED

**How to Download Apps**



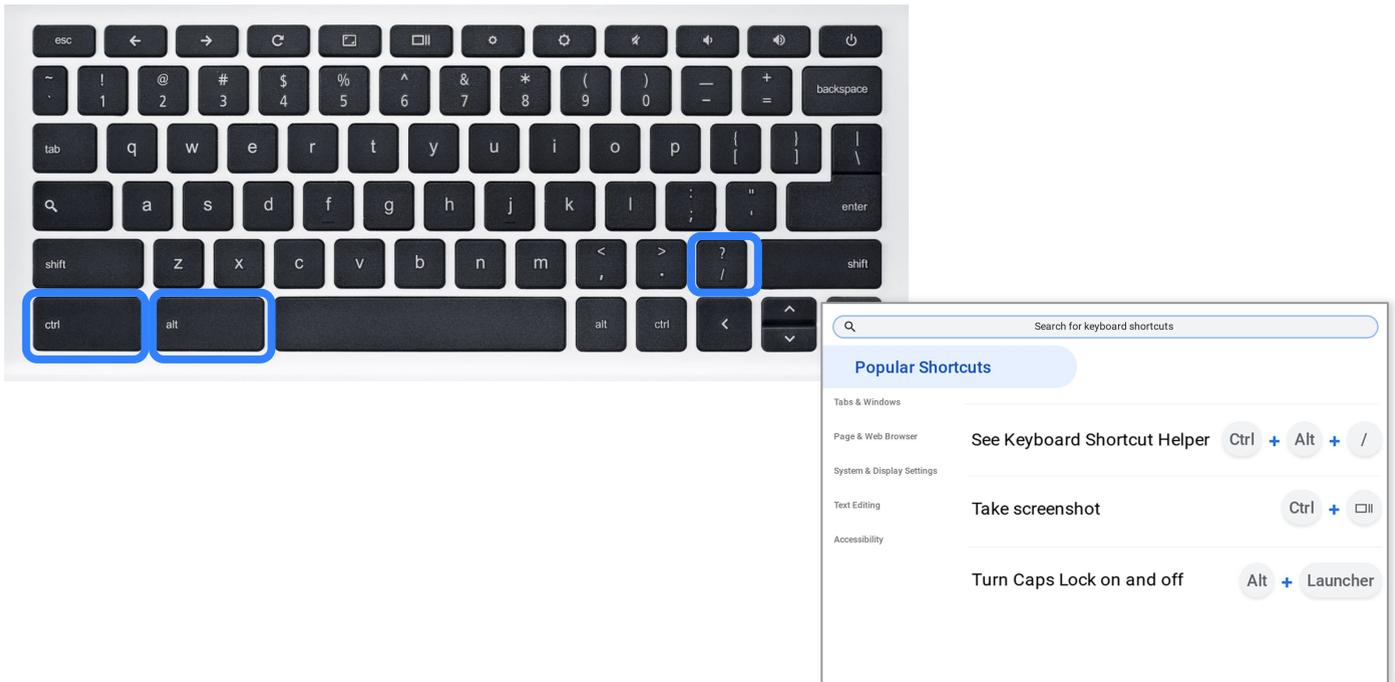
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**How to Search Anything**



# Shortcuts?

Press 'Ctrl + Alt + ?' to reveal all the shortcuts



Get help by pressing: Ctrl + ?

