

Chromebook “Cheat Sheet”

- 1. Starting your Chromebook** – The Chromebook starts up in about 8 seconds.
To turn it on, Open the lid and/or press the power button
- 2. Sign in with your Google Account username and password**
 - a. If you don't have one and need helping creating it, please see Josh Shepard.
 - b. Once you sign-in, all of your Google Drive documents will automatically appear.
 - c. Device is customized to each login – Students will be able to access their files from ANY internet connected device in the world when saved in the cloud.
- 3. Applications** - You can add Applications to your Chrome browser, but you cannot download programs to the Chromebook. It is designed to operate in the “Cloud.”
- 4. Keyboard** – Looks different? There is no CAPS lock key. Don't worry – If you hit Ctrl+Alt+Search it will enable Caps lock.



- 5. USB devices** – Flash drives, portable hard drives, wireless mice and keyboard, etc.
They all work with the Chromebook
6. For more information on how to master the Chromebook essentials, visit the online Getting Started guide. Just type in the following URL and click a topic to see more information: www.google.com/chromebook/knowyourchromebook