CHROMEBOOK HELP & SETUP
SIGN IN TO YOUR CHROMEBOOK

In Term 3 2014, Trinity introduced Google Apps for Education which is a managed suite of key Google products and services. All students are automatically allocated an account which can be access by using their Trinity e-mail address and password.

Whilst using the device for educational purposes, students must use their school provided Google Education Account. The accounts provide additional security measures and features including unlimited storage and access to the Schools directory within Google Drive not found in free consumer accounts. Students are recommended to use only one account on their Chromebook to avoid confusion.

To login:

1. Enter your Trinity e-mail address and password
   a. Note: For new students, please use an existing Gmail account until a Trinity account is allocated.
2. Read and accept the Terms and Conditions.
3. Choose a picture. You can update your picture after you’ve signed in.
CONNECTING TO WI-FI

You can connect to a wireless network (commonly known as Wi-Fi networks) to access the Internet. Check if there are Wi-Fi networks near your location by clicking the network icon in the lower-right corner of your screen. Just click a network name to connect to it.

ENABLE WI-FI USAGE AND CONNECT

1. Click the network icon in the lower-right corner of your screen.

2. Select your network status from the menu that appears.

3. Make sure Wi-Fi usage is enabled, which will allow your Chromebook to detect nearby networks. In the menu that appears, click . If you see , that means Wi-Fi is already enabled.

4. Detected networks automatically show up in the menu. To connect to a network, simply select its name.

When you see the icon in the lower-right corner of your screen, that means your Chromebook is connected to the network.

Note: Secure networks are marked with the icon and require additional information before you can connect. If you’re connecting to a secure network that uses password authentication, you’ll be prompted to enter a password to connect to Wi-Fi.
You can find resources for your Chromebook at the Chrome Web Store. There, you’ll find both apps and extensions developed by Google and other web developers. It takes mere seconds to add items to your Chromebook and you don’t have to deal with any complicated installation process. Your apps can be found in your apps list, while extensions normally appear in the browser window.

Follow these steps to explore the Chrome Web Store:

1. Visit the Chrome Web Store by clicking the icon on your new tab page or apps list. You may also visit the store by typing “http://chrome.google.com/webstore” into the omnibox.

2. Once you’re in the store, browse or search for the item you’d like to add. The store contains both free and paid items.

3. If an item is free, click Add to Chrome on its details page to add it to your account.

4. If you’re adding an extension, review the types of data that the extension will be able to access. Click Install in the dialog to grant the extension access to the data described.

Some Education Suggestions from Google:

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<th>If you want to...</th>
<th>On a Chromebook you could use...</th>
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<tr>
<td>Take notes or write a document</td>
<td>Docs, Scratchpad or Quick Note</td>
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<td>Create a spreadsheet</td>
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<td>Plan for a project</td>
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<td>Do some calculations</td>
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<td>Look up word definitions</td>
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<td>Keep track of time</td>
<td>Alarm clock app</td>
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<tr>
<td>Learn math and science</td>
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KEYBOARD FEATURES

To help you find things quickly, your Chromebook keyboard has special shortcut keys, including a dedicated search key. The shortcut keys make it easy to get around online and control your Chromebook, and the search key lets you search your apps and the web at the same time.

SHORTCUT KEYS

Some special keys sit along the top of Chromebook keyboards. If you’re using a Windows keyboard with your Chromebook, the F keys at the top of the keyboard will work just like the keys below.

- Go to the previous page in your browser history (F1)
- Go to the next page in your browser history (F2)
- Reload your current page (F3)
- Enter Immersive mode, which hides the tabs and launcher (F4)
- Enter Overview mode, which shows all windows (F5)
- Decrease screen brightness (F6)
- Increase screen brightness (F7)
- Mute (F8)
- Decrease the volume (F9)
- Increase the volume (F10)
ADJUST SPECIAL KEYS AND CAPS LOCK

Chromebooks come with a special search key to help you quickly search the web. But if you miss your ability to type capital letters, you can make the search key work like the Caps Lock key. Similarly, you can also adjust the way the Ctrl and Alt keys work on the Settings page.

CHANGE KEY BEHAVIOUR

1. If you haven’t already, sign in to your Chromebook.
2. Click the status area in the lower-right corner, where your account picture appears.
3. Select Settings.
4. In the “Device” section, click Keyboard settings.
5. Use the menus to adjust the behaviour of the search, Ctrl, and Alt keys.
6. Click OK.

MORE ABOUT THE SEARCH KEY

Whenever you press the search key on a Chromebook, your apps list opens. Type what you’re looking for in the search box, then press Enter to bring up search results from your default search engine.

To make room for the search key, we took away the Caps Lock key. But if you really need Caps Lock, you can turn it on temporarily by pressing Alt + the search key. Press it again to turn it off.
If you’re using a Chromebook, use the touchpad to move the pointer and select items on the screen. Here are some gestures and actions supported by the touchpad:

**Right-click**: Click the touchpad with two fingers.

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

If you have Australian scrolling enabled, move two fingers up to scroll down. (It works in the same way as say, your smartphone or tablet.) If you have multiple browser tabs open, you can also swipe left and right with THREE fingers to quickly move between tabs.

**Swipe**: Quickly move two fingers left or right to go backward or forward on web pages or while using apps.

**Drag and drop**: Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.

**Note**: You can also connect a USB or Bluetooth mouse to the Chromebook.
PRINTING

Don’t try to plug your printer into your Chromebook—it won’t work!

CONNECT A PRINTER

To connect your printer, enable the Google Cloud Print connector using a Windows or Mac computer that’s connected to the printer. You’ll need Google Chrome to be installed on the computer. You will need to be logged into your Trinity Google Apps for Education account on both your Chromebook and other computer with Google Chrome.

Once Google Chrome is installed, follow the steps below to enable the Google Cloud Print connector in Google Chrome.

1. Turn your printer on.
2. Log in to your user account on the Windows or Mac computer.
3. Open Google Chrome.
4. Click the Chrome menu on the browser toolbar.
5. Select Settings.
6. Click Show advanced settings.
7. Scroll down to the “Google Cloud Print” section. Click Add printers.
8. If prompted, sign in with your Google Account.
9. Select the printers you want to connect, and then click Add printer(s).

The printer is now associated with your Google Account and connected to Google Cloud Print. You can print to this printer whenever you’re signed in with the same Google Account on your Chromebook.