



Quick Reference Guide

Chromebook Overview

Overview

This guide provides a basic introduction for logging on and basic use for a Chromebook. Some models may vary based on individual campus inventory.

Chromebooks

Chromebooks are laptops designed for working online. Most applications and documents utilize Google Cloud Storage which provides user accessibility features and opportunities for collaboration.

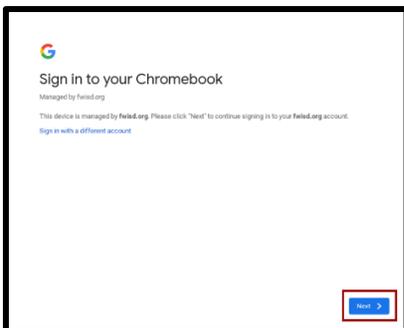


Getting Started

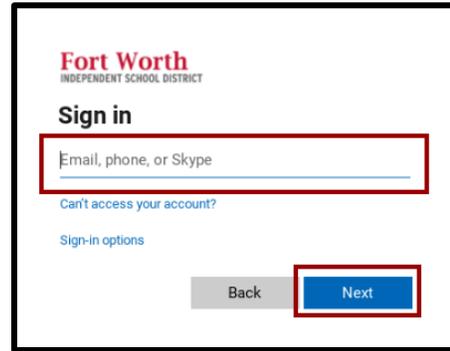
1. Open the top of the Chromebook to get started.
 - a. The Chromebook should automatically start when you open the lid.
 - b. Press the lock key, in the upper corner of the keyboard if the Chromebook does not start automatically.



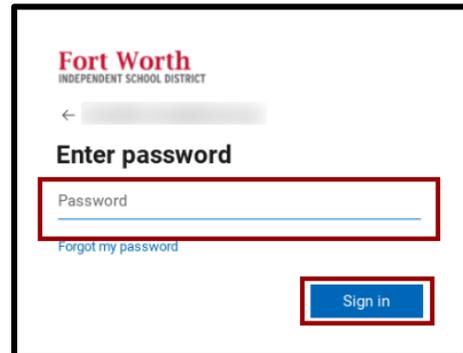
2. Click Next at the Sign in screen.



3. Log in using your Active Directory Credentials. Student usernames are s followed by the student ID number and the extension @stu.fwisd.org. Example: s123456@stu.fwisd.org.



4. Enter your password and click Sign in.



Navigating your Chromebook

Chromebook Shelf

Along the bottom of your Chromebook screen is the area known as the shelf, or taskbar. This area holds commonly used app icons, the Chromebook Launcher, and the System Tray.





Quick Reference Guide

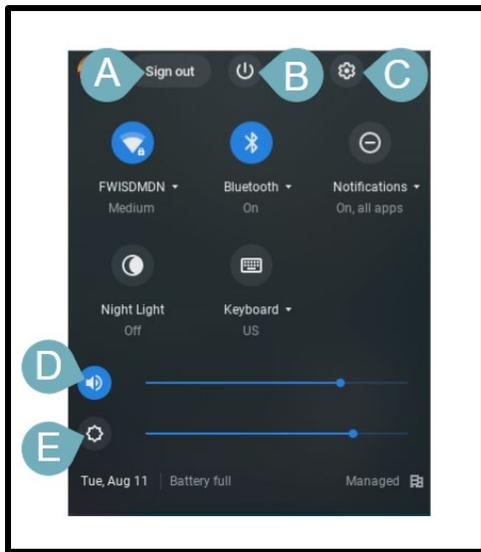
Chromebook Overview

System Tray

On the bottom-right corner of your desktop, you will find the system tray. The system tray will indicate your WIFI strength (left), battery power (center), and the time (right). When your Chromebook is charging, you will see a lightning bolt icon in the battery.



When you click on the system tray, the window below will open on your screen.

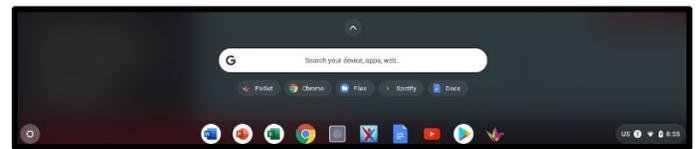


The system tray hosts several elements including:

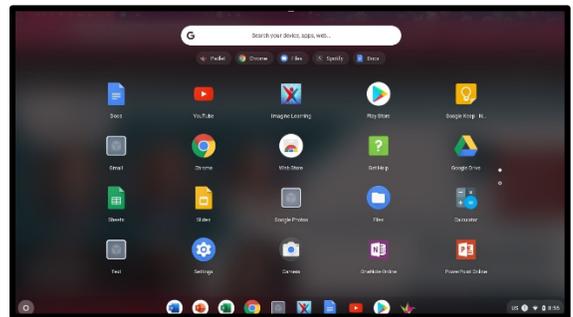
- Sign out button: Click to sign out of your Chromebook.
- Power icon: To shut down your device, click on the power icon.
- Settings icon: Click to access the settings page to customize or update your account settings.
- Speaker icon: Click and drag the dot to adjust your volume.
- Sun icon: Click and drag the dot to adjust the screen brightness.

Chromebook Launcher

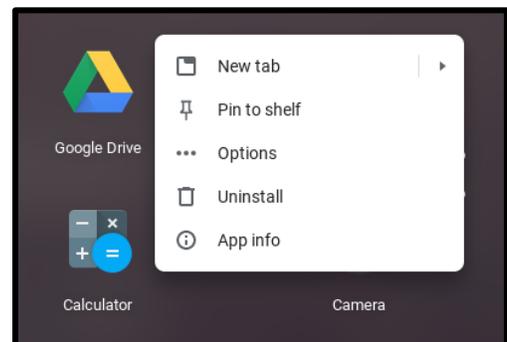
The circle icon on the bottom-left corner of your Chromebook's shelf is the launcher icon. This brings up the search field which you can use to search Google, open websites, and search for apps.



Below the search field, you will see your recently used apps. If you click on the arrow above the search field, you will see all of your apps.



You can "pin" your favorite apps to the Shelf to access them quickly. To pin an app to the shelf, right-click and choose Pin to shelf.





Quick Reference Guide

Chromebook Overview

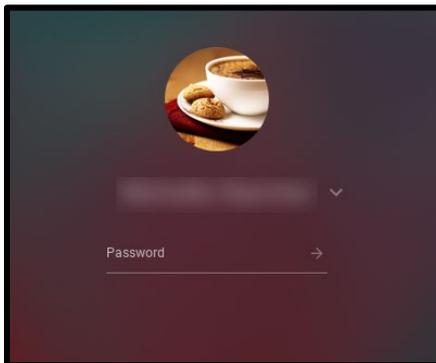
Note: You can use a keyboard shortcut to open your apps on your shelf. Press alt + the number of app. In the example below, YouTube is the eighth app on the shelf. To open YouTube, press alt + 8.



Locking the Chromebook

Your Chromebook can be locked for security using the following methods:

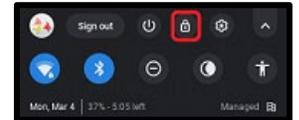
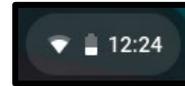
1. Press and hold the lock key (upper right corner of keyboard). This will lock your screen displaying your name and request your password to sign back in.



2. Click the keyboard magnifying glass and the letter "L" to lock the screen.



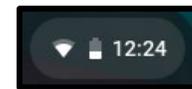
3. Click on the System Tray. Then click the Lock icon.



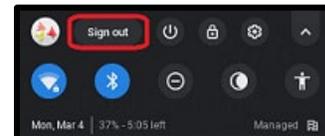
Note: While your Chromebook is locked, you will need to type your password to get back into the apps area.

Signing Out

1. Click on the System Tray.



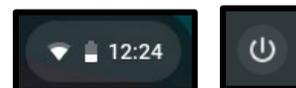
2. Click Sign out.



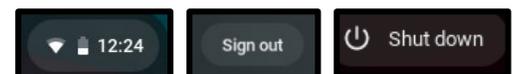
Power Down

Chromebooks should be powered down daily. You can turn off your Chromebook completely using the following methods:

1. Click on the System tray. Click on the power icon.



2. Click on system tray. Click Sign out. When the sign in window appears, click Shut down in the lower-left corner.





Quick Reference Guide

Chromebook Overview

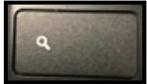
- Press and hold the lock key for 3 seconds. Click Shut down in the lower-left corner.



Keyboard

- [Track Pad Tips](#)
- [Special Keyboard Keys](#)
- [Keyboard Shortcuts](#)

Basic Keyboard Shortcuts

Copy	ctrl + c
Paste	ctrl + v
Cut	ctrl + x
Screen Shot: Entire Screen	ctrl + 
Screen Shot: Selection	ctrl + shift + 
Caps Lock On/Off	alt + 
Logout	ctrl + shift + q
Show Keyboard Shortcut	ctrl + alt + ?
Open File Manager	ctrl + o
Undo	ctrl + z
Open App Launcher	
Focus Address Bar	ctrl + l
Open a new Tab	ctrl + t
Close Current Tab	Alt + w
Lock Screen	 + l
Go to Tab 1 through 8	ctrl+ (1-8)
For Help	ctrl + shift + ?