

My Google[®] Chromebook

FOURTH EDITION



Michael Miller

FREE SAMPLE CHAPTER

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My Google[®] Chromebook

FOURTH EDITION



Michael Miller

que[®]

221 River Street
Hoboken, New Jersey 07030 USA

My Google® Chromebook, Fourth Edition

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ISBN-13: 978-0-13-591182-2

ISBN-10: 0-13-591182-6

Library of Congress Control Number: 2019908197

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About the Author

Michael Miller is a prolific and popular writer of more than 200 nonfiction books, known for his ability to explain complex topics to everyday readers. He writes about a variety of topics, including technology, business, and music. His best-selling books for Que include *Computer Basics: Absolute Beginner's Guide*, *My Facebook for Seniors*, *My Social Media for Seniors*, *My TV for Seniors*, and *My Windows 10 Computer for Seniors*. Worldwide, his books have sold more than 1.5 million copies.

Find out more at the author's website: www.millerwriter.com

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Dedication

To my wonderful grandkids Alethia, Collin, Hayley, Jackson, Jamie, Judah, and Lael.

Acknowledgments

Thanks to all the folks at Que who helped turned this manuscript into a book, including Laura Norman, Charlotte Kughen, Chhavi Vig, Mandie Frank, and technical editor Karen Weinstein.

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In this chapter, you learn how to turn your Chromebook on and off, how to navigate the desktop, and how to enter and emerge from sleep mode.

- Starting Up and Shutting Down
- Navigating the Chrome OS Desktop
- Navigating Chrome Windows
- Using Touchscreen Gestures

4

Using Chrome OS and the Chrome Desktop

Using a Chromebook is similar to using a traditional notebook computer, but faster. Because less operating system overhead is involved, as well as fewer internal components, a Chromebook boots up much quicker than a Windows or Mac machine; it wakes up from sleep mode almost immediately.

What you find after you start up your Chromebook, however, may not be totally familiar to you, especially if you're used to using a Windows or Mac notebook. To use your Chromebook, you need to get used to the Chrome OS interface.

Starting Up and Shutting Down

The most basic computer operations are turning the computer on and turning it off. Your Chromebook should start up in less than 10 seconds, and power down almost immediately.

Start Up and Log In

Your Chromebook can be run either on battery power or from a connection to an external AC power source. Once it powers up, you have to log in to the computer with your username and password.

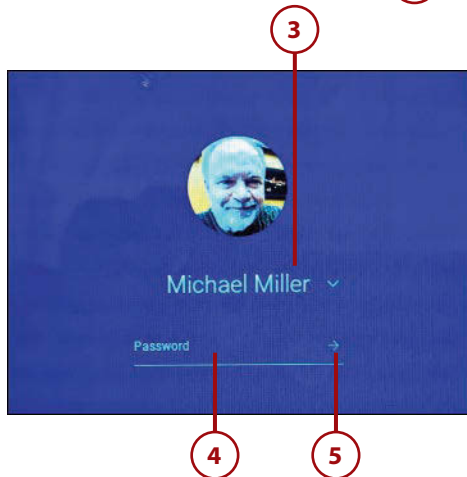
1. To power up your Chromebook, simply open the case and lift the LCD display panel. *Or...*
2. If the display panel is already open, press the Power button. (This may be either on the keyboard or on the side of the unit.)

Power Button

The small LCD on the Power button lights when your Chromebook is turned on.

3. When the login screen appears, click to select your user account (if you have more than one account on this machine). Otherwise, just accept your default account and move to step 4.
4. Enter your password.
5. Press Enter or click the right arrow.

Google Chrome launches and displays the desktop.



Put Your Chromebook to Sleep

Although you can completely power off your Chromebook, you may prefer to enter sleep mode instead. This is good for when you're not actively using the Chromebook for a period of time but expect to resume use soon; it conserves your Chromebook's battery life.

The advantage of sleep mode over powering down your Chromebook is that when you're ready to resume use, your Chromebook resumes operation immediately. If you instead opt to power down and then restart your Chromebook, you'll have to sit through the (admittedly short) startup process and then reenter your password.

Turning Off the Screen

Your Chromebook automatically turns off its screen after six minutes of inactivity (eight minutes if you're using external power). You redisplay the screen by swiping across the touchpad or pressing any key on the keyboard.

1. To enter sleep mode, close the lid of your Chromebook.
2. To wake up from sleep mode, open the lid of your Chromebook.



Power Off Your Chromebook

Shutting off your Chromebook is a simple matter of pressing the Power button. Unlike other operating systems, Chrome OS does not require a menu operation to power off.

1. Press and hold the Power button for 2 seconds to display the shut-down panel.



2. Click Power Off.

Your Chromebook now completely powers off. You can restart your Chromebook by following the startup procedure previously described.



Locking the Screen

Chrome OS features a screen lock mode that displays the Chrome login screen. To access screen lock mode, press and hold the Power button for 2 seconds to display the shutdown panel; then click Lock Screen. To resume normal operation, select your username, enter your password, and then press Enter. To power off from screen lock mode, simply close the Chromebook's lid.

It's Not All Good

Forcing Shutdown

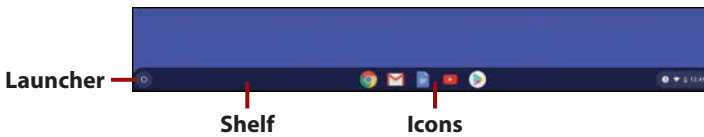
If for some reason your Chromebook freezes or refuses to shut down normally, you can force a shutdown by pressing and holding the Power button for at least 8 seconds.

Navigating the Chrome OS Desktop

Chrome OS features a desktop interface that looks and feels similar to the Windows or Mac OS desktop. You can open multiple windows to appear on the desktop, and size and arrange those windows as you like.

Browse the Shelf

Along the bottom edge of the desktop is the Shelf, which is kind of like the taskbar in Windows. This area contains icons for your most popular applications. By default, the Shelf hosts icons for the Launcher, Google Chrome, Gmail, Google Docs, YouTube, and the Google Play Store; you can also pin other apps to the Shelf. Click an icon to launch that app in a new window.



Google Play Store

Learn more about Chrome apps and the Google Play Store in Chapter 11, "Using Chrome and Android Apps."

>>>Go Further

MOVE OR HIDE THE SHELF

By default, the Shelf appears at the bottom of the screen. You can, however, move the Shelf to either side of the screen, where it appears vertically. To move the Shelf, right-click anywhere in the Shelf at the bottom of the screen (by tapping the touchpad with two fingers), click Shelf Position, and then select Left, Bottom, or Right.

You also can autohide the Shelf so that it isn't always taking up valuable screen real estate. In this mode, the Shelf stays hidden until you move your cursor to the bottom of the screen.

To autohide the Shelf, right-click at the bottom of the screen and then check Autohide Shelf. To deactivate the autohide feature, right-click the bottom of the screen and uncheck Autohide Shelf.

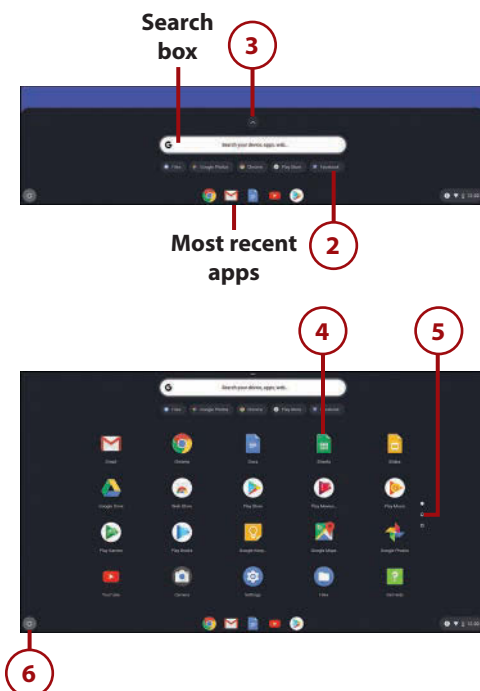
Open the App Drawer

The first icon in the Shelf is the Launcher. You use the Launcher to open the App Drawer, which is kind of like Chrome's version of the Windows Start menu.

1. Click the Launcher icon (or, on a touchscreen display, use your finger to drag the Shelf up).



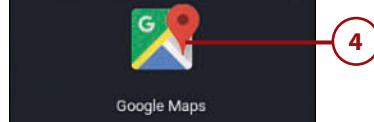
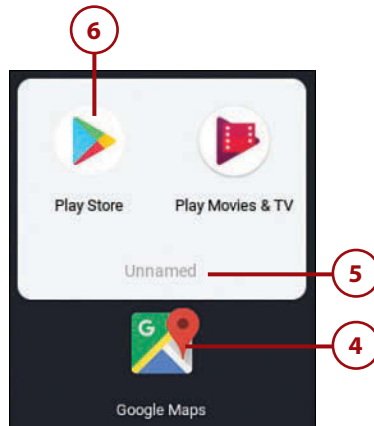
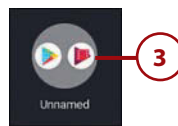
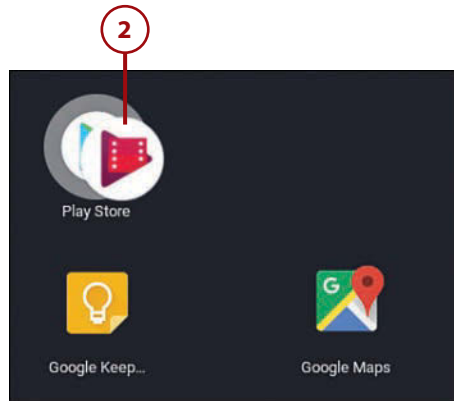
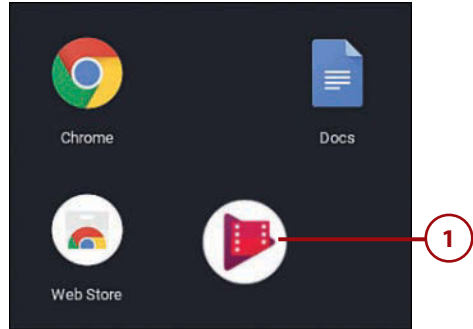
2. You see the initial App Drawer panel. This panel includes a search panel, which you can use to search for apps and files on your Chromebook, as well as icons for your most recently opened apps. Click an app to reopen it.
3. Click the up arrow at the top of the App Drawer (or, on a touch-screen display, drag up the top of the App Drawer) to make the App Drawer fill the entire screen.
4. The full-screen version of the App Drawer provides access to all the apps installed on your Chromebook. Click any icon to launch that app.
5. If you have a lot of apps installed, the full-screen App Drawer takes up multiple pages. Click one of the round icons on the right side of the screen to display another page full of apps. (Or, on a touch-screen Chromebook, use your finger to scroll from one page to the next.)
6. To close either version of the App Drawer, click the Launcher icon again.



Organize the App Drawer

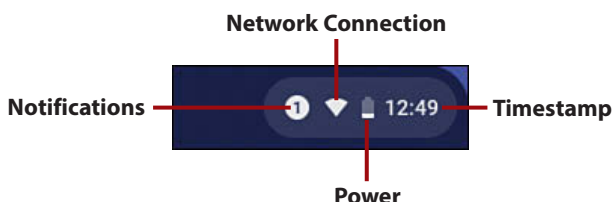
If you have multiple pages of apps, you might want to organize your App Drawer so that your most-used apps are grouped together. You can move app icons to new locations and group multiple icons into folders.

1. To move an icon, use your touchpad or touchscreen to drag and drop it into a new location. As you move an icon to a new position, all icons after that one will be scooted to the right.
2. To create a new folder, drag an icon and drop it on top of another.
3. Both icons are now in the newly created folder. Click to open that folder.
4. To add another icon to the folder, just drag it onto the folder icon or into the open folder.
5. To name a folder, enter a name into the Unnamed field.
6. To remove an icon from a folder, open the folder and drag the icon out.



View the System Tray

At the far right of the Shelf is an area called the System Tray. The System Tray includes information about your system and access to your personal settings.

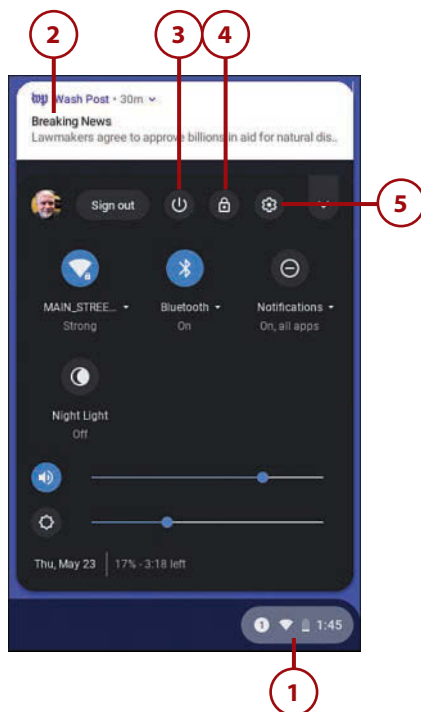


The four main status icons in the status area are Notifications, Network Connection (Wi-Fi), Power (battery level or AC), and Timestamp (date and time)—although you may see other icons, depending on the given situation.

Configure Settings with the Quick Settings Panel

Many of the most commonly used Chrome system settings can be configured from the Quick Settings panel, which you access from the System Tray.

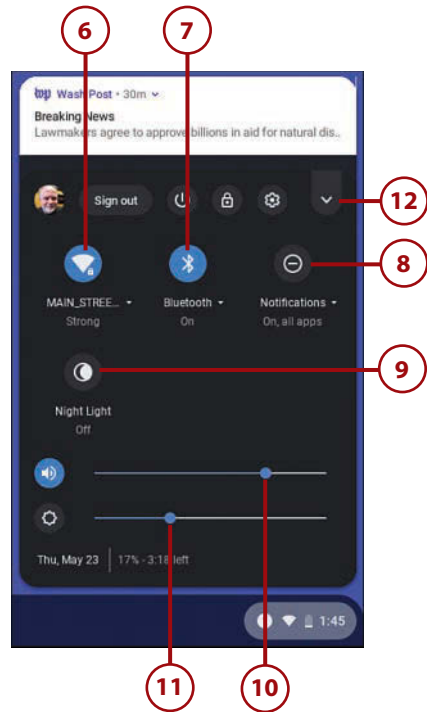
1. Click anywhere on the System Tray to display the Quick Settings panel.
2. Notifications are displayed at the top of the Quick Settings panel. Click or (on a touchscreen display) swipe a notification to move to the next one.
3. Click Power to turn off your Chromebook.
4. Click Lock to lock your Chromebook.
5. Click Settings to display the Settings window, which lets you configure more system settings.



Chrome OS Settings

Learn more about configuring the Chrome OS settings in Chapter 8, "Configuring and Personalizing Chrome OS."

6. Click Wi-Fi to view and switch to other Wi-Fi networks.
7. Click Bluetooth to turn Bluetooth wireless connectivity on or off.
8. Click Notifications to configure notification settings.
9. Click Night Light to turn on or off Night Light mode.
10. Drag the Volume slider to raise or lower your Chromebook's volume level.
11. Drag the Brightness slider to increase or decrease screen brightness.
12. Click the down arrow to hide the Quick Settings panel.



Navigating Chrome Windows

Every app you open in Chrome appears either in its own window or as a tab in a Chrome browser window.

Open a New Chrome Window

If no window is currently open, you can open a new window by clicking the Chrome icon on the Shelf. You can open multiple windows at the same time on the Chrome desktop.

>>>Go Further

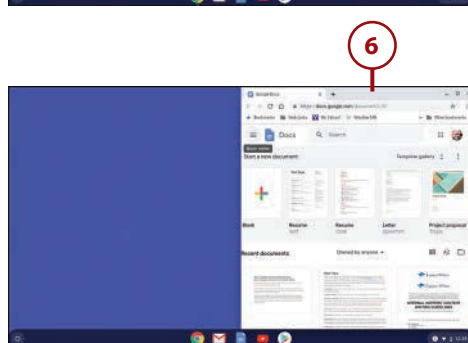
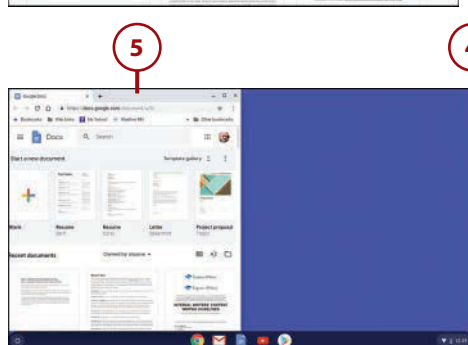
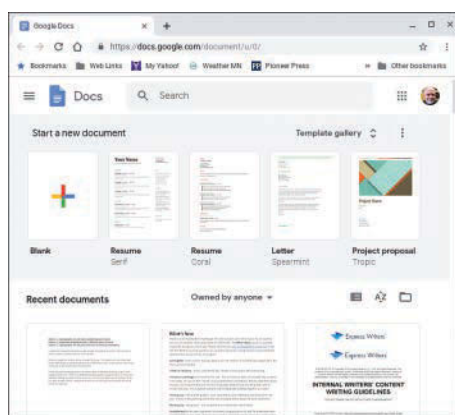
CREATE A NEW WINDOW FROM A TAB

You can drag any currently open tab from the Chrome browser window to the Chrome desktop. This opens a new window for the page or app in that tab.

Manage Window Size

It's easy to change the size of any open window on the desktop.

1. To minimize a window to the Shelf, click the Minimize button.
2. To maximize a window, so that it appears full screen, click the Maximize button on the top-right corner of the window. Alternatively, press the Full Screen button on the Chromebook keyboard.
3. To return a maximized window to its previous size, click the Maximize button again.
4. To resize a window, mouse over any window edge or corner until the cursor changes shape; then drag the cursor to resize the window.
5. To dock a window to the left side of the screen, drag the window's title bar to the left side of the screen.
6. To dock a window to the right side of the screen, drag the window's title bar to the right side of the screen.



Switch Between Open Windows

Chrome lets you open multiple windows and then switch between windows. There are two ways to switch to the next open window in Chrome.

1. Press the Next Window button on the top row of your Chromebook's keyboard. *Or...*
2. Press Alt+Tab on the Chromebook keyboard to display the switcher panel, and then select the window you want to use (not shown).



Switching Tabs

To switch between tabs in an open browser window, press Ctrl+Tab.

Close a Window

Closing any open window is a one-click operation:

Click the X at the top right of the window.



Click to close the window

Using Touchscreen Gestures

Many newer Chromebooks come with touchscreen displays. This is particularly useful if you have a convertible Chromebook that you can also use as a tablet.

To take full advantage of a touchscreen display, you need to master various touchscreen gestures. The following table details some of the more useful ones.

Chrome Touchscreen Gestures

Action	Gesture
Click	Tap where you want to click
Close a window	Swipe down from the top of the window
Display the App Drawer	Swipe up from the Shelf at the bottom of the screen
Go to a previous page	Swipe your finger left to right
Go to the next page	Swipe your finger right to left
Hide the App Drawer	Swipe down from the top of the App Drawer
Right-click	Touch and hold where you want to right-click
Scroll	Drag your finger in the direction you want to scroll
View all open windows	Swipe down from the top of the screen
Zoom in	Spread your fingers apart
Zoom out	Pinch your fingers together

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