

My Google Chromebook™

THIRD EDITION



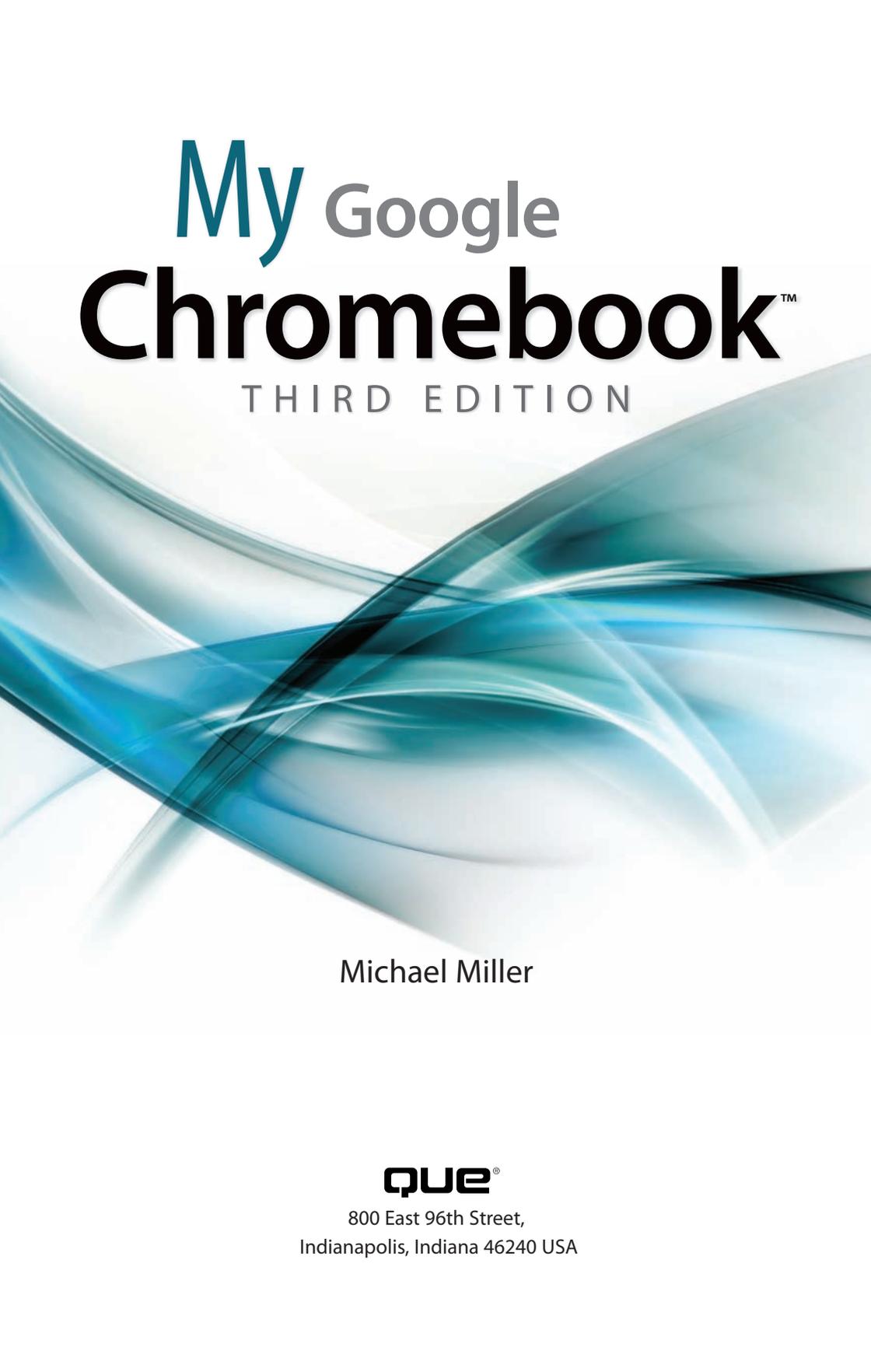
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Michael Miller

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My Google
Chromebook[™]
THIRD EDITION

Michael Miller

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My Google Chromebook™, Third Edition

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About the Author

Michael Miller is a prolific and popular writer of more than 150 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 *Easy Computer Basics*, *Computer Basics: Absolute Beginner's Guide*, *My Facebook for Seniors*, and *Googlepedia: The Ultimate Google Resource*. Worldwide, his books have sold more than 1 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, Judah, Lael, and Jackson.

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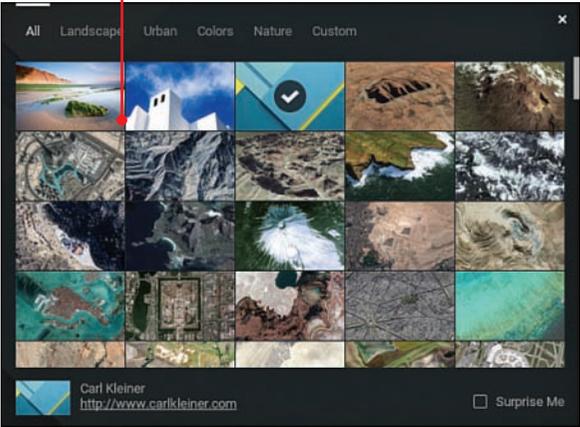
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Desktop backgrounds



In this chapter you'll learn about the many configuration options available with Chrome OS, from changing Chrome's startup behavior to selecting a new desktop background.

- Personalizing the Desktop
- Configuring the Chrome Browser
- Configuring Other Settings

6

Configuring and Personalizing Chrome OS

Chrome OS works just fine in its default configuration, but there are a lot of things about Chrome you can configure to create a more uniquely personal user experience.

Personalizing the Desktop

The Chrome OS desktop can be customized in terms of colors and background images. It's a quick and easy way to personalize your own Chrome experience.

Change the Desktop Background

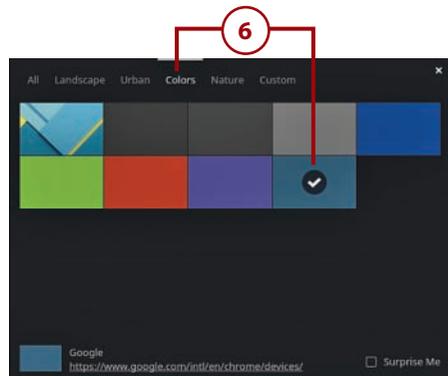
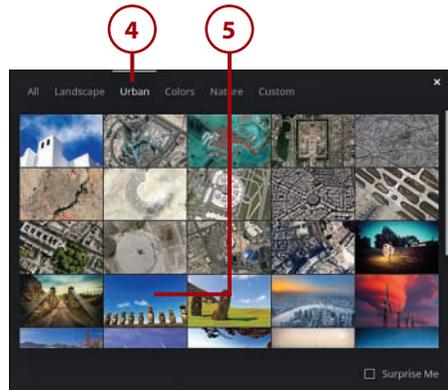
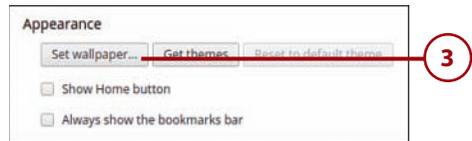
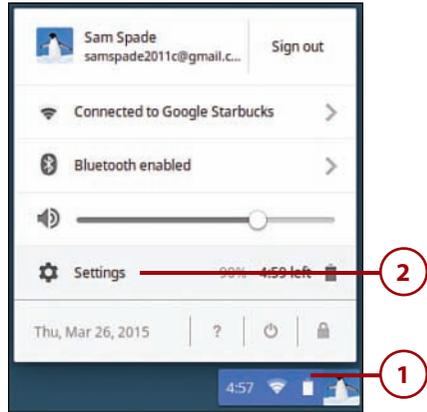
Most users like to select their own pictures for their computer desktops. It's no different with Chromebooks, which is why Chrome OS offers the option of personalized background images. You can select from images provided by Google, images uploaded from your computer, or plain colored backgrounds.

1. Click anywhere in the status area to display the Settings panel.
2. Click Settings.
3. Go to the Appearance section of the Settings page and click the Set Wallpaper button to open the Wallpaper window.

From the Desktop

You can also display the Wallpaper window by right-clicking anywhere on the open desktop and selecting Set Wallpaper.

4. Select a tab to display wallpapers of a given type—All, Landscape, Urban, Colors, Nature, or Custom.
5. Click the wallpaper you wish to use. This image is now downloaded to your computer and set as your desktop background.
6. To select a solid color background, select the Colors tab and then click the desired color.

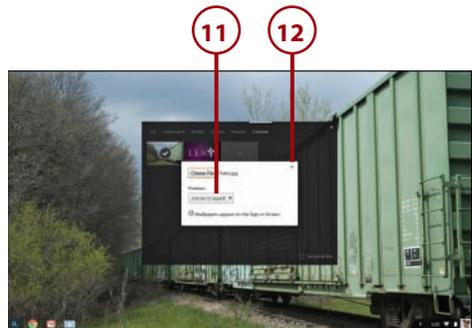
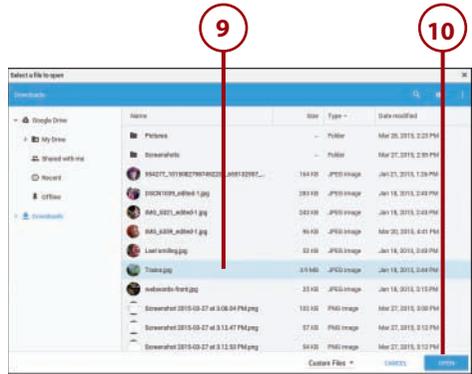
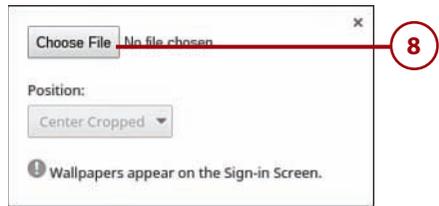


- To upload your own personal image, select the Custom tab and then click the + tile.

Surprise Me

To have your Chromebook display a random image on your desktop, check the Surprise Me option.

- When the next pane appears, click the Choose File button to display the Select a File to Open window.
- Navigate to and select the desired image file.
- Click Open. You now see the image set as the desktop wallpaper.
- If the image doesn't exactly fit the screen dimensions, click the Position button to determine how the image is displayed—Center, Center Cropped, or Stretch.
- Click the X to close the panel.



Configuring the Chrome Browser

Because the Chrome browser is where you do most of your work, you probably want to take a few minutes to configure the browser to your own personal preferences. You can change the home page displayed when the browser first launches, determine whether or not the Bookmarks bar is displayed, and change the entire look and feel of the browser by selecting a different theme.

Configure Startup Behavior

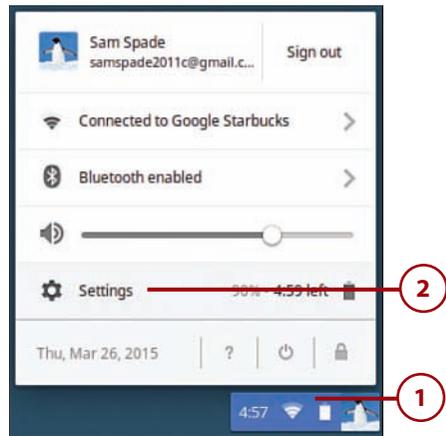
When you turn on your Chromebook and launch Chrome OS, one of three things can happen: Chrome can open the home page you set, reopen those pages that were open last, or open any pages you've preselected.

1. Click anywhere in the status area to display the Settings panel.
2. Click Settings.

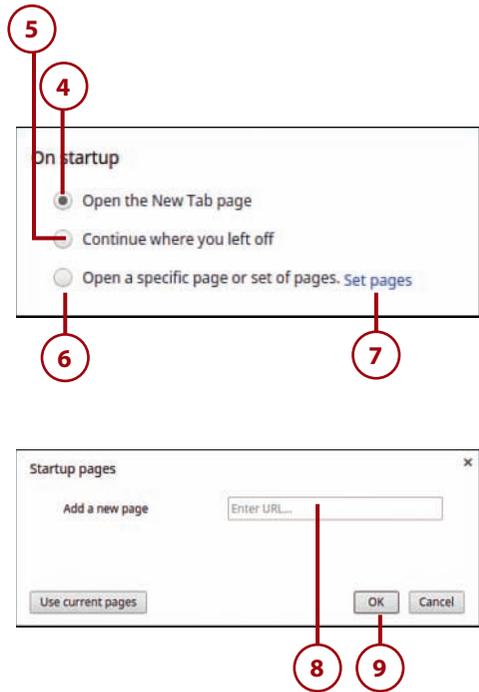
Customize and Control

You can also open the Settings page by clicking the Customize and Control button at the top-right corner of the browser window.

3. Scroll to the bottom of the Settings page and click Show Advanced Settings.



- To have Chrome open the default New Tab page on startup, scroll down to the On Startup section and select the Open the New Tab Page option.
- To have Chrome open the pages that were last open on startup, scroll down to the On Startup section and select the Continue Where You Left Off option.
- To have Chrome open pages you specify on startup, scroll down to the On Startup section and select the Open a Specific Page or Set of Pages option.
- Click Set Pages to display the Startup Pages pane.
- Enter the URL for the first page into the Add a New Page box. Press Enter to display an additional box, into which you can enter a second URL.
- Continue adding URLs as desired; then click OK.



Use Current Pages

Another approach to specifying pages to open is to open the pages you want in separate browser tabs and then click the Use Current Pages button in the Startup Pages pane.

Display the Home Button

As you just learned, you can configure Chrome to open a specific home page on startup. You can also display a Home button in the toolbar, next to the Omnibox; clicking this Home button displays the page you've set as your home page.

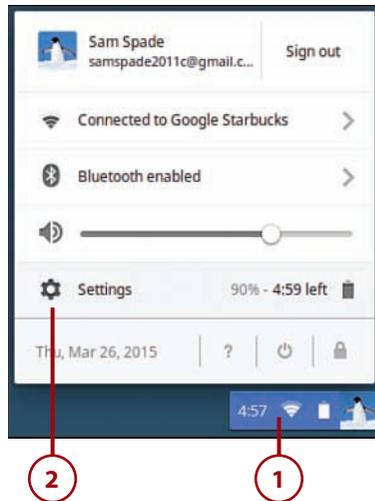
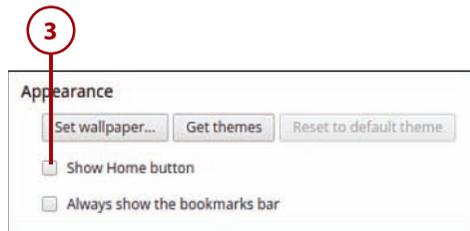
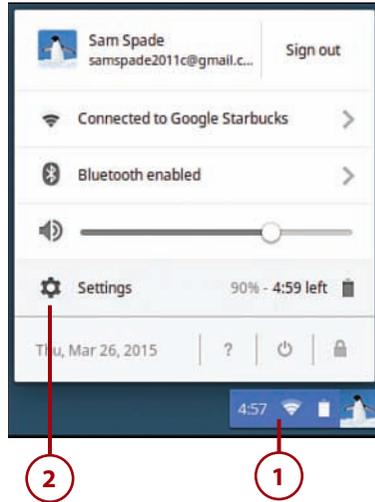
1. Click anywhere in the status area to display the Settings panel.
2. Click Settings.
3. Go to the Appearance section of the Settings page and check the Show Home Button option.

Display the Bookmarks Bar

Chrome lets you store bookmarks to your favorite pages on the Bookmarks bar. This is a toolbar that displays beneath the normal Chrome toolbar. You can then click a button on the Bookmarks bar to go directly to a bookmarked web page.

The Bookmarks bar displays automatically on the New Tab page. You can also opt to display the Bookmarks bar all the time in the Chrome browser.

1. Click anywhere in the status area to display the Settings panel.
2. Click Settings.



- Go to the Appearance section of the Settings page and check the Always Show the Bookmarks Bar option.

Alternate Method

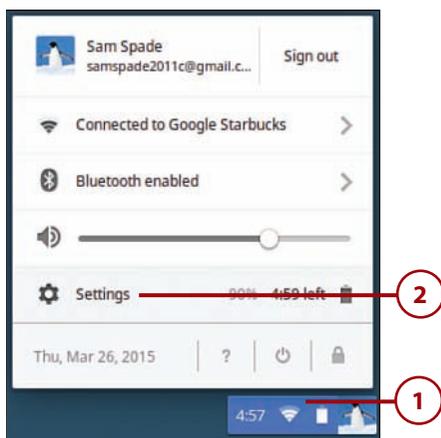
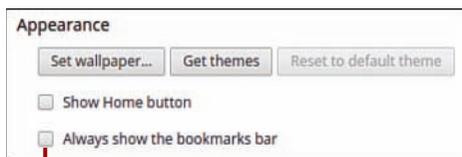
Alternatively, you can click the Customize and Control button in the top-right corner of the Chrome browser and then click Bookmarks, Show Bookmarks Bar.

Change Search Providers

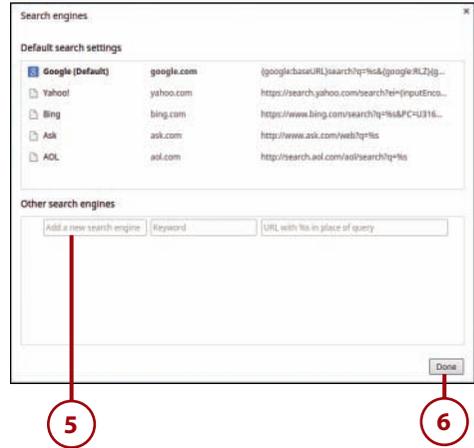
Chrome's Omnibox functions both as an address box and a search box. That is, you can enter a search query into the Omnibox and your query will be sent to your web search engine of choice.

Not surprisingly, Google is set as Chrome's default search engine provider. You can, however, opt to send your queries to any other search engine.

- Click anywhere in the status area to display the Settings panel.
- Click Settings.
- Go to the Search section of the Settings page, click the first button (it should say "Google") and select a provider—AOL, Ask, Google, Yahoo!, or Bing.
- To send your queries to a search engine not listed here, click the Manage Search Engines button.



- When the Search Engines panel appears, make a selection from the Other Search Engines section, or enter the name and URL of a different search engine.
- Click Done.

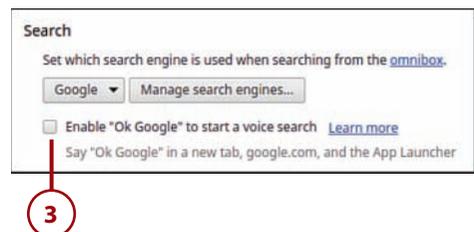
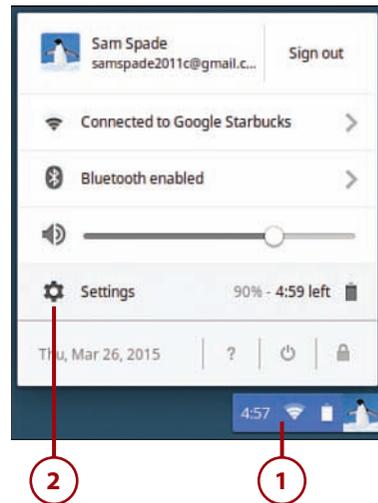


Enable Voice Search

When you're using Google's search engine, you don't have to type your queries. Instead, you can speak them and search via voice command. When this feature is activated, all you have to do is say "OK Google" into your Chromebook's microphone and then speak your query; Google will do the rest.

You will need to enable a feature called Google Instant. This feature, not enabled by default, displays predicted search results as you type your query.

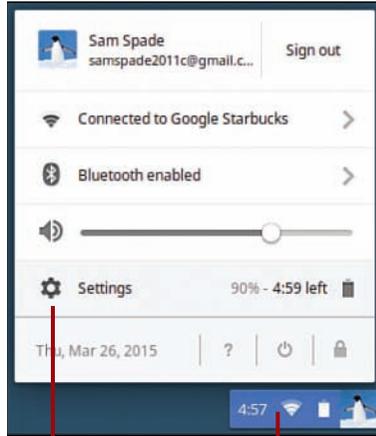
- Click anywhere in the status area to display the Settings panel.
- Click Settings.
- Go to the Search section of the Settings page and check the Enable "OK Google" to Start a Voice Search option.



Select a New Theme

You can also change the look and feel of the Chrome browser window by selecting a new *theme*. A theme is a combination of colors, fonts, and background images; you can choose from any number of predesigned themes to personalize your browsing experience.

1. Click anywhere in the status area to display the Settings panel.
2. Click Settings.
3. Go to the Appearance section of the Settings page and click the Get Themes button. You are now connected to the Internet and taken to the Themes section of the Chrome Web Store.
4. Search for themes (using the Search the store box in the left sidebar) or browse through all available themes.
5. Click a theme thumbnail to view information about that theme.



2

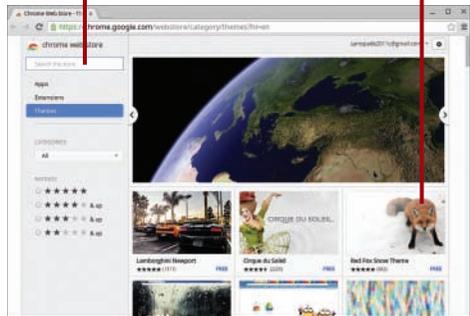
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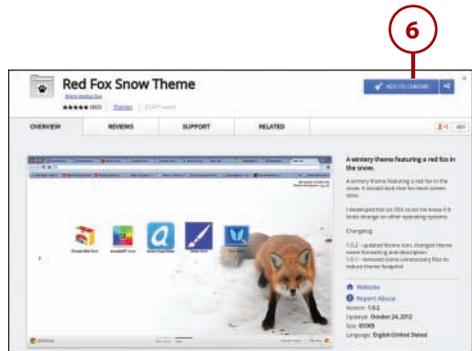


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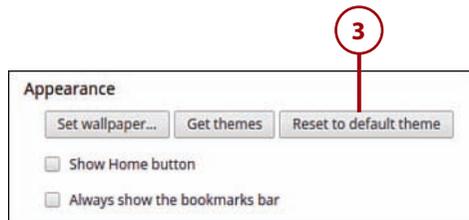
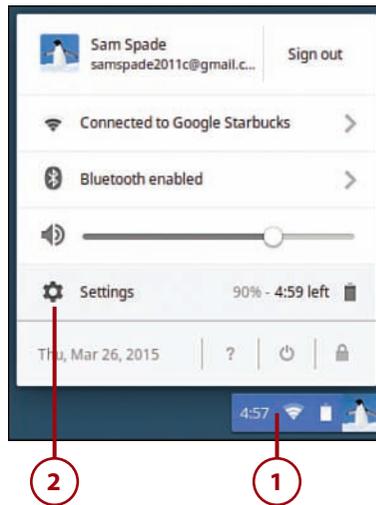
- From the theme page, click the Add to Chrome button.



Reset to the Default Theme

You can return to Chrome's default theme at any time.

- Click anywhere in the status area to display the Settings panel.
- Click Settings.
- Go to the Appearance section of the Settings page and click the Reset to Default Theme button.



>>>Go Further

DIFFERENT THEMES

Some themes affect mainly the color of the Chrome browser window. For example, the Glow theme turns the tabs and frame black and puts a nice glow behind the tabs. The Gradient theme, on the other hand, paints the entire browser window in a cool blue gradient.

Other themes have more of a graphical element. For example, the Space Planet theme puts a ringed alien planet background in the browser window, whereas the Dale Chihuly theme turns the entire browser into a dazzling display of colorful blown glass, just like a display by the famous artist.

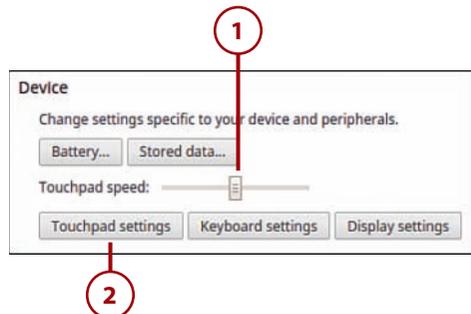
Configuring Other Settings

There's more you can customize about Google Chrome, all accessible from the Settings page—which you get to by clicking anywhere in the status area and then clicking Settings. (Some settings may only be visible when you click Show Advanced Settings at the bottom of the page.)

Configure the Touchpad

Don't like the way your Chrome-book's touchpad works or feels? Then change it.

1. To change the sensitivity of the touchpad, go to the Device section and adjust the Touchpad Speed slider.
2. To disable tap-to-click functionality (which then requires you to tap only at the bottom area of the touchpad), click the Touchpad Settings button to display the Touchpad Settings panel.



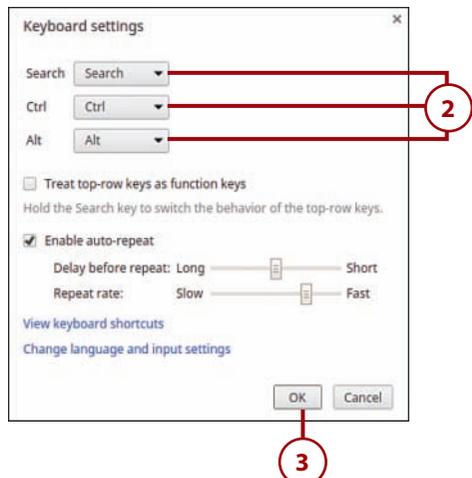
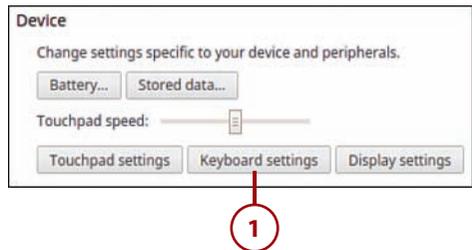
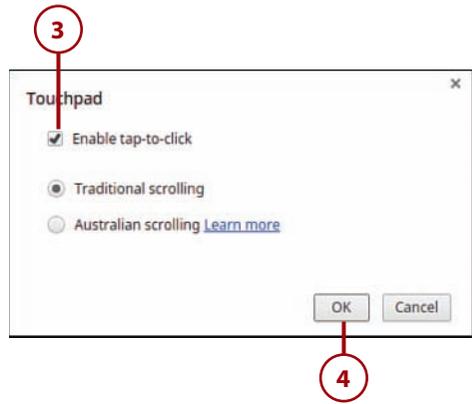
3. Uncheck the Enable Tap-to-Click option.
4. Click OK.

Change Search, Ctrl, and Alt Key Behavior

As previously noted, the Chromebook keyboard does not include some familiar keys, such as the Caps Lock key. You can, however, reconfigure how the Search, Ctrl, and Alt keys work in Chrome—and thus turn these keys into other keys that you might be missing.

Specifically, you can modify these keys as follows:

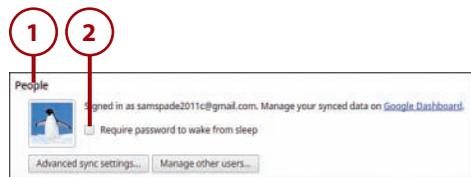
- **Search**—Change to Ctrl, Alt, Caps Lock, or disable.
 - **Ctrl**—Change to Search, Alt, or disable.
 - **Alt**—Change to Search, Ctrl, or disable.
1. Go to the Device section and click the Keyboard Settings button.
 2. When the Keyboard Settings panel appears, pull down the list for the key you wish to modify and make a new selection.
 3. Click the OK button.



Wake from Sleep

If you want to keep strangers from accessing your Chromebook, you can require the entry of your user password whenever your device wakes from sleep mode. This is a nice bit of added security that ensures that nobody but you can access your running Chromebook and Google Account.

1. Scroll to the People section.
2. Check the Require Password to Wake from Sleep option.



Sync Your Account

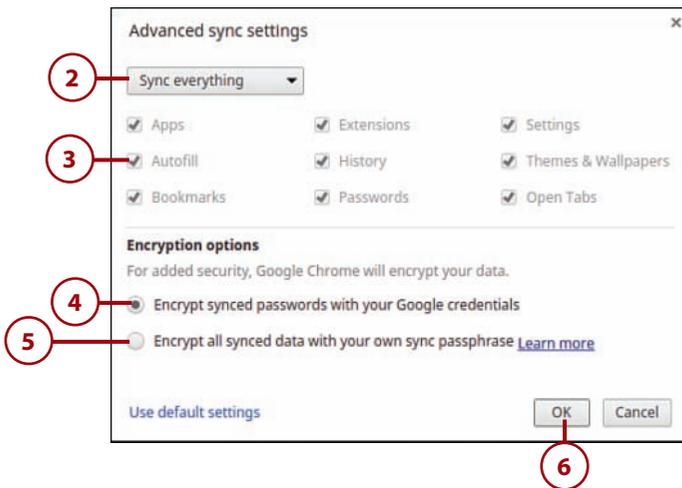
Chrome OS and the Chrome browser are part of Google's Web-based cloud computing architecture. As such, if you use the Chrome browser on multiple computers (even Windows or Mac machines), you can configure Chrome to use the same bookmarks and settings on those other PCs.

Synchronization is enabled by default on your Chromebook. You can, however, configure just what settings you want to sync across all your computers.

Synchronization

This synchronization between devices is possible because Google saves all your bookmarks and settings online in your Google Account. Whenever or wherever you launch Chrome and connect to your Google Account, the settings you see will be the same ones you saved previously. Any changes you make from any computer are also saved online, and those changes are visible from other computers you use to access the Internet. So after you get your Chromebook properly configured, the Chrome browser will look and feel the same on any other computer you use.

1. Go to the People section and click the Advanced Sync Settings button.
2. Pull down the Sync Everything button and select either Sync Everything (default) or Choose What to Sync.
3. If you opted to choose what to sync, check any or all of the following items to synchronize: Apps, Autofill, Bookmarks, Extensions, History, Passwords, Settings, Themes & Wallpapers, and Open Tabs.
4. By default, Google automatically encrypts your account password for greater security. You can also opt to encrypt all the data synced in your Google Account by checking the Encrypt Synced Passwords with Your Google Credentials option.
5. Also by default, Google encrypts your passwords and data with your Google Account password. If you'd rather use a different password, select the Encrypt All Synced Data with Your Own Sync Passphrase option; then enter and confirm the new password.
6. Click the OK button.



Disable Guest Browsing

Guest browsing is enabled by default in Chrome; this mode enables users not signed in to your computer to use it for basic tasks, such as browsing the Internet. If you'd rather not have unregistered users using your Chromebook, you can disable the guest browsing feature.

1. Go to the People section and click the Manage Other Users button.
2. Uncheck the Enable Guest Browsing box.
3. Click Done.

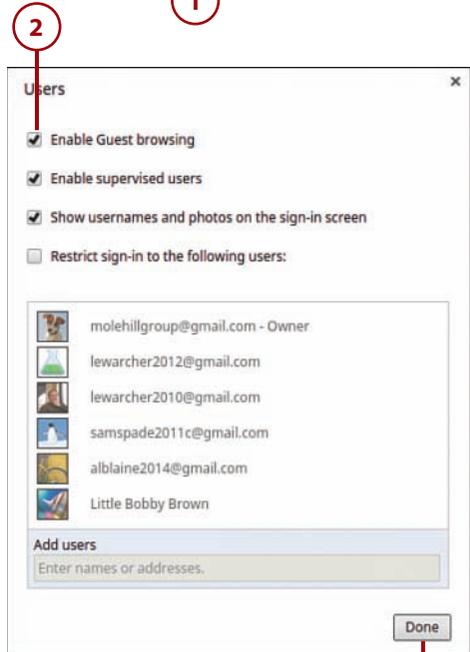
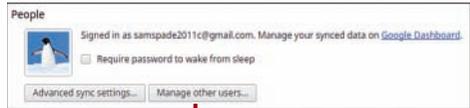
Owner-Only Settings

All settings that apply to other users of your Chromebook can only be configured by the machine's owner. If you are not the owner, you will see a message next to a red circle stating "These settings may only be modified by the owner."

Hide Usernames

By default, you see the usernames and associated images for all users added to your Chromebook. You can, however, opt to hide these usernames and images.

1. Go to the People section and click the Manage Other Users button.



- Uncheck the Show Usernames and Photos on the Sign-In Screen box.
- Click Done.

Restrict Sign-In

Another option is to restrict sign-in to a list of preapproved users. This way, only users you've okayed can sign in to your Chromebook.

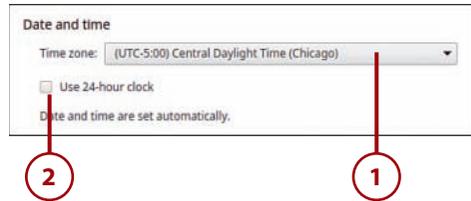
- Go to the People section and click the Manage Other Users button.
- Check the Restrict Sign-In to the Following Users option.
- To add a user to the list, enter his or her username into the Add Users box and press Enter.
- To delete a user from the approved list, click the X next to his or her name.
- Click Done.



Change Your Time Zone

Chrome determines the current date and time over the Internet. However, it might not know your exact location—especially when you're traveling. Fortunately, it's easy to change the time zone displayed in Chrome.

1. Go to the Date and Time section, pull down the Time Zone list, and select your current time zone.
2. By default, Chrome uses a standard AM/PM clock. If you'd rather use a 24-hour military clock, check the Use 24-Hour Clock box.



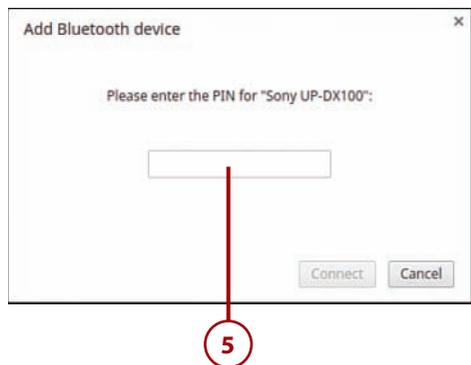
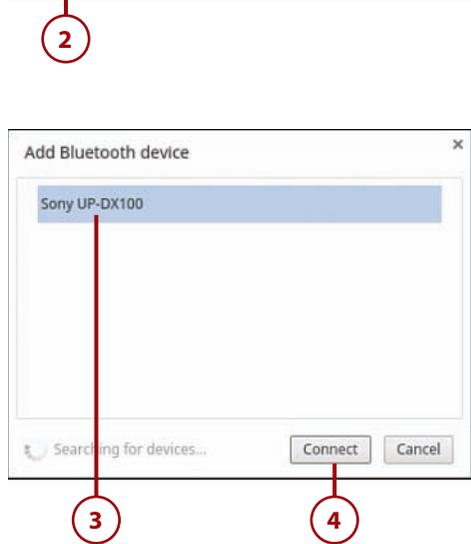
Configure Privacy Options

Privacy and security are important when you're browsing the Web. To that end, Chrome includes a variety of privacy-related settings in the Privacy section of the Settings page. We discuss these settings in Chapter 19, "Optimizing and Troubleshooting Your Chromebook." Turn there for more details.

Connect a Bluetooth Device

Many Chromebooks include built-in Bluetooth wireless, which is used to connect some wireless mice and keyboards. To connect an external Bluetooth device to your Chromebook, you first have to enable your device's Bluetooth functionality.

1. Go to the Bluetooth section and check the Enable Bluetooth option to expand the section.
2. To connect a Bluetooth device, click the Add a Device button to open the Add Bluetooth Device panel.
3. Your Chromebook begins searching for nearby Bluetooth devices. When the new device is found, highlight it in the list.
4. Click the Connect button.
5. Follow the onscreen instructions to connect your Bluetooth device. You may be prompted to enter a PIN for the connected device.



It's Not All Good

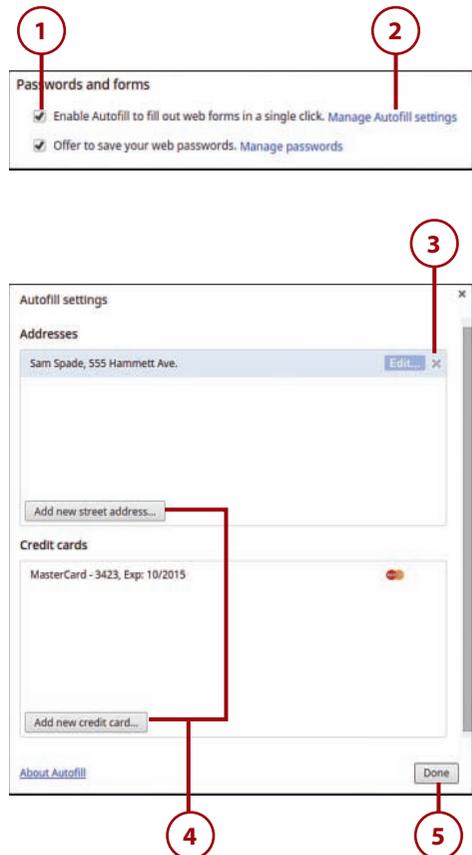
Bluetooth—or Not

If your Chromebook includes Bluetooth functionality, you'll see the Enable Bluetooth option on the Settings page. If the Enable Bluetooth option isn't there, your Chromebook doesn't have built-in Bluetooth.

Enable Autofill

If you do a lot of online shopping, you probably find yourself re-entering the same personal information on multiple shopping sites. You can simplify all this form entering by enabling Chrome's Autofill feature, which stores your basic information and enters it automatically whenever you encounter a similar form on a web page.

1. Go to the Passwords and Forms section and check the Enable Autofill... option.
2. To view and manage your AutoFill settings, click Manage Autofill Settings. The Autofill Settings panel displays with your saved addresses and credit cards.
3. To delete an item, mouse over it and click the X button.
4. To add a new item, click either the Add New Street Address or Add New Credit Card button.
5. Click Done.

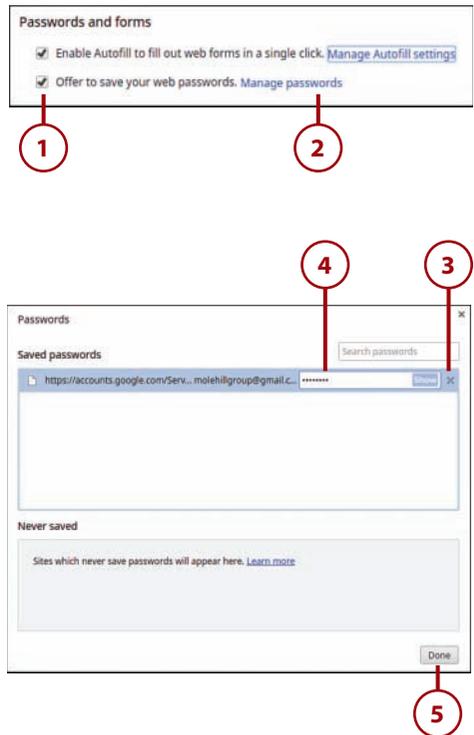


Save Passwords

By default, Chrome will offer to save any passwords you enter when visiting web pages. This makes revisiting these pages that much faster and easier; Google enters the passwords for you, rather than your having to manually enter them yourself.

You can opt, however, for Google not to offer to save these passwords. This means you'll always have to enter required passwords manually—which makes for better security.

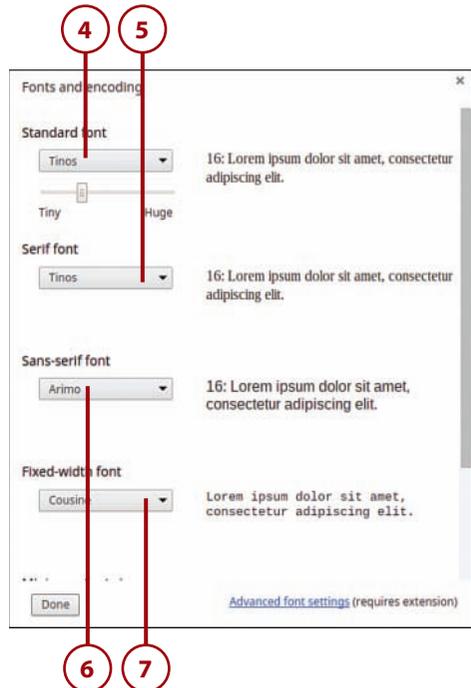
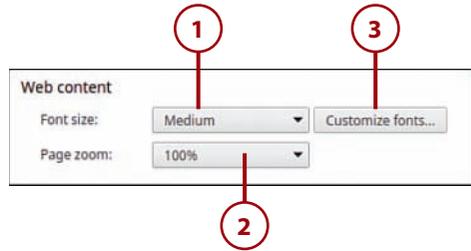
1. Go to the Passwords and Forms section and uncheck the Offer to Save Your Web Passwords option.
2. To delete any saved passwords, click Manage Passwords.
3. Sites where you've saved passwords appear at the top of the Passwords panel; sites where you've opted not to save passwords appear at the bottom. Mouse over a site in the Saved Passwords section and click the X to delete that password from the list.
4. To change a password for a given site, click the site and enter a new password into the box.
5. Click Done.



Display Web Content

Chrome offers several options that determine how web pages are displayed in the browser. In particular, you can change the size and type of fonts used, as well as change the zoom level when viewing pages.

1. To change the size of the fonts used to display web pages, go to the Web Content section, pull down the Font Size list, and make a new selection from Very Small to Very Large. (Medium is the default size.)
2. To change the zoom level of the pages displayed, go to the Web Content section, pull down the Page Zoom list, and make a new selection.
3. To change the fonts used to display web pages, go to the Web Content section and click the Customize Fonts button.
4. To change the basic font, pull down the Standard Font list, make a new selection, and then adjust the slider to select the font size (from Tiny to Huge).
5. To change the serif font used, pull down the Serif Font list and make a new selection.
6. To change the sans serif font used, pull down the Sans-Serif Font list and make a new selection.
7. To change the fixed-width font used, pull down the Fixed-Width Font list and make a new selection.



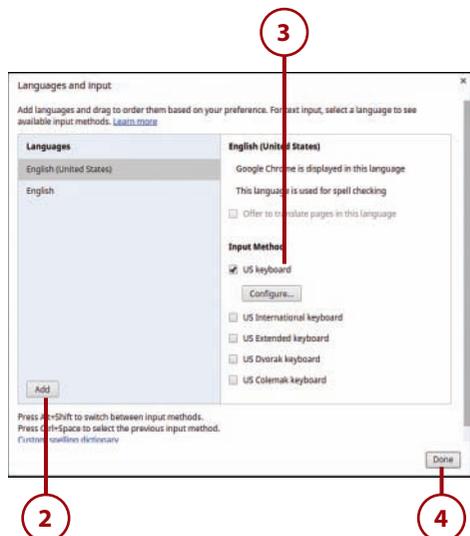
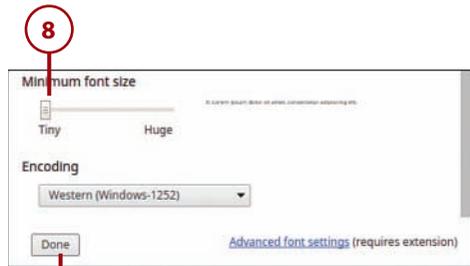
8. To change the smallest size font displayed, adjust the Minimum Font Size slider.
9. Click the Done button.

Customize Languages and Input Methods

By default, Chromebooks shipped in the U.S. display all menus and dialog boxes in English. If you speak another language, however, you can change this, and have Chrome display in a more familiar language.

You can also change the input method used for your Chromebook's keyboard. By default, Chrome uses a standard U.S. keyboard. You can opt instead to have your Chromebook mimic an international keyboard, extended keyboard, Dvorak keyboard, or Colemak keyboard.

1. Go to the Languages section and click the Language and Input Settings button.
2. Click the Add button in the Languages section to add another display language. When the next dialog box appears, click the language you wish to use.
3. To change the keyboard input method, select another option from the Input Method section.
4. Click the Done button.



Translate Pages

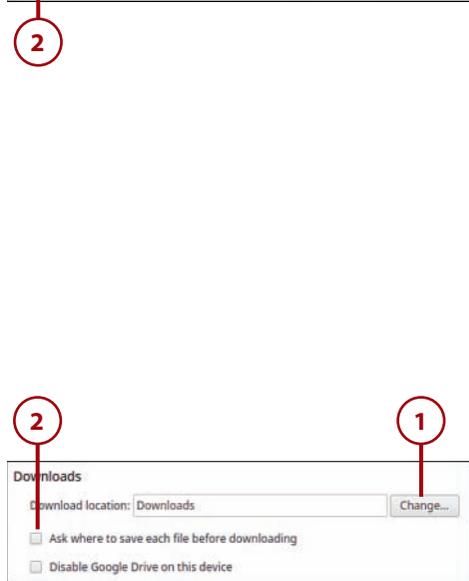
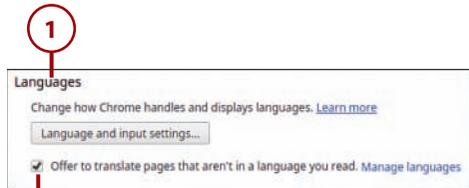
If you often run across web pages from other countries, and you don't know the language, you can configure Chrome to automatically translate foreign pages.

1. Go to the Languages section.
2. Check the Offer to Translate Pages That Aren't in a Language You Read option.

Manage Downloads

When you download files from the Web, those files have to be stored somewhere. By default, that location is the Downloads folder—although that's something you can customize.

1. Go to the Downloads section and click the Change button; then select a new folder.
2. If you want to be prompted for a new download location for each file, check the Ask Where to Save Each File Before Downloading option.



Disable Google Drive

Google Drive, Google's online storage service, shows up as a storage option when you're managing files on your Chromebook. You can, however, reconfigure Chrome so that you don't see Google Drive as an option.

1. Go to the Downloads section.
2. Check the Disable Google Drive on This Device option.



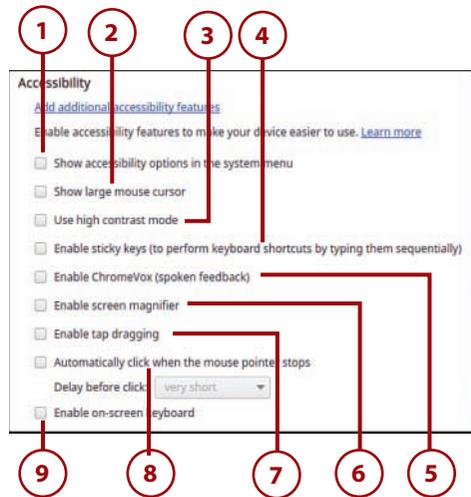
Manage Cloud Print

The Google Chrome OS does not enable printing directly from your Chromebook. Instead, you use Google's Cloud Print service to print to a printer connected to another computer. To learn more about configuring and using Cloud Print, turn to Chapter 18, "Printing with Google Cloud Print."

Enable Accessibility Features

If you have vision problems, using any operating system or web browser is difficult. Fortunately, Chrome includes several accessibility features that help you to find your way around the Chrome interface, all available in the Accessibility section of the Settings page.

1. To display a menu of accessibility options on the Settings panel (when you click in the status area), check Show Accessibility Options in the System Menu.
2. To display a larger mouse cursor for enhanced visibility, check Show Large Mouse Cursor.
3. To display the desktop and web page content with white type on a black background, check Use High Contrast Mode.
4. To enable the ability for keyboard shortcuts to be pressed sequentially (that is, if you press Shift or Ctrl, that key stays pressed until you press the next key in the shortcut), check Enable Sticky Keys.
5. To enable spoken feedback for user actions, check Enable ChromeVox.
6. To enlarge the screen so that smaller elements are easier to see, check Enable Screen Magnifier.
7. To drag onscreen objects using one finger on the touchpad, check Enable Tap Dragging.
8. To automatically click “enter” when the cursor stops moving, check Automatically Click When the Mouse Pointer Stops. Click the Delay Before Click button to set the delay, from Extremely Short to Very Long.
9. To display the onscreen keyboard (useful on Chromebooks with touchscreens), check Enable On-Screen Keyboard.



>>>Go Further

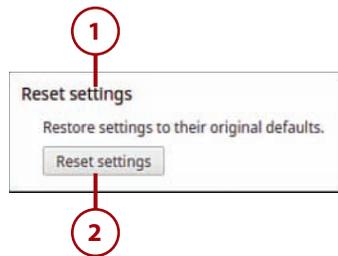
CHROMEVOX

One of the most important accessibility features, especially for those with eyesight problems, is the ability to make the operating system speak to you. To enable this useful function, Google's ChromeVox screen reader provides spoken feedback for all user actions. When ChromeVox is activated, all of Chrome's menus talk, and opening a web page produces a combination of spoken feedback and auditory cues. ChromeVox also includes a set of keyboard commands you can use to navigate Chrome menus and web pages. To learn more about the ChromeVox screen reader, go to www.chromevox.com.

Reset to Default Settings

After you changed some of Chrome's settings, you may want to revert back to the original settings. You can do this with the click of a button.

1. Scroll to the Reset Settings section at the bottom of the Settings page.
2. Click the Reset Settings button.



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