Aberdeenshire COUNCIL · chromebook

Getting Started with Chromebooks

What is a Chromebook?

Chromebooks are a low cost laptop-style device designed by Google. They run the Google operating system **Chrome OS**. This is streamlined, easy to use and fast to load. Since they run Chrome OS, Chromebooks cannot run software for Windows computers. They can run their own set up apps and can access the internet including Glow.

What can they do?

Chromebooks can do many tasks that you can do on a regular Windows computer. The main tool is the Chrome web browser which is used to access the Internet. This also allows access to web tools such as Microsoft Office 365 and Google's own G-Suite applications which include Google Drive, Google Docs (a word processing application), Google Sheets (a spreadsheet application) and Google Slides (a presentation application similar to PowerPoint). The Chromebook can also run apps. These apps can normally be downloaded from the Chrome App Store. However, this is restricted on our system. Since our Chromebooks are linkt with Glow all apps are controlled by Education Scotland. They can be pushed out centrally, but we first need to put a request to Education Scotland. If there's a particular app you would like to use please contact Graeme Slapp.

How to turn it on

Chromebooks automatically turn on when the lid is opened. There is also a power button on either the top right of the keyboard or on the right side of the Chromebook, depending on the model. The Chromebook boots up in around 10 seconds. Battery life is around 8-10 hours.

How to log on

Our Chromebooks are linked to our Glow accounts. When prompted, simply enter your Glow username (eg. **gw18mousemickey** – you don't need the bit after the **@**) and Glow password. The Chromebook logs you in within a few seconds and automatically logs you into Glow. Since Glow and Google accounts are synchronised, any password change affects both systems.

Chromebook keyboard and track pad

The keyboard on the Chromebook is slightly different from what you might be used to. Instead of the function keys (F1, F2, etc.) along the top row, there are various shortcuts including changing the current app to full screen, switching between apps, changing the screen brightness and changing the sound volume.

←	Go to the previous page in your browser history (F1)
→	Go to the next page in your browser history (F2)
C	Reload your current page (F3)
▱	Maximize your window (F4)
▭	Switch to your next window (F5)
⚙	Decrease screen brightness (F6)
✳	Increase screen brightness (F7)
◀×	Mute (F8)
◀−	Decrease the volume (F9)
◀+	Increase the volume (F10)

There is no Caps Lock key on the Chromebook. This is replaced with a search key. If you wish to use Caps Lock, press ALT + 🔍

The track pad works in a similar way to a standard laptop. There are no buttons, so to click either tap once or press on the lower part of the pad. To right-click, tap with two fingers or hold ALT and click. To scroll a page or windows, slide two fingers up or down the pad. Swiping left or right with two fingers whilst in the web browser mimics the forward and back keys.

Accessing and Saving Files

Files are stored on the internet. Most apps will access Google Drive. Each user has their own Google Drive space with unlimited storage. You can also access One Drive on Glow. Documents created using Office 365 in Glow will be saved here, whilst documents created in Google G-Suite will be save to your Google Drive. You can access Google Drive by clicking on the ▲ icon on the app "Shelf" at the bottom of the screen.

When saving files, they go to the online storage area associated with that app. Office 365 files from Word, Excel, etc. are saved to One Drive. G-Suite files from Google Docs, Sheets, etc. are saved to Google Drive. You can't save files from Office 365 to Google Drive, or from G-Suite to One Drive.

Opening Apps

Apps can be opened from the App Launcher. This is the circular icon at the bottom left of the screen. This is similar to the Start button on Windows. Apps may also have been pinned to the Shelf. Single clicking an app will open it. You can also access web apps by going to the relevant website (eg. **drive.google.com**, **docs.google.com**, **www.office.com**, etc.)

New Apps

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Printing

In a similar way to iPads, Chromebooks can only print to particular types of printers. At this stage, we cannot print from our Chromebooks. We are discussing the possibility of providing this facility with the PrintSmart team and Xerox. In the meantime documents saved onto Office 365 or Google G-Suite can be printed from a Windows computer.

Logging Off

To log off of the Chromebook, click the area in the bottom right of the screen where the time is shown. From here you can Sign out at the top of the dialog box. You can also lock or power off the Chromebook from here.

Turning Off

Closing the lid of the Chromebook will put it to sleep. This is not quite the same a fully powering it off. Waking from sleep is slightly quicker than powering on. However, any logged on user will remain active. Also the power will drain gradually, even when asleep.

To fully power off the Chromebook, hold down the power key for about 5 seconds until the screen turns white. The Chromebook logs off the current user and powers down. Alternatively, you can click in the area at the bottom right of the screen with the time and click the power icon ⏻