Getting Started With Your Chromebook

Touchpad - the touchpad works like most touchpads on a regular laptop.
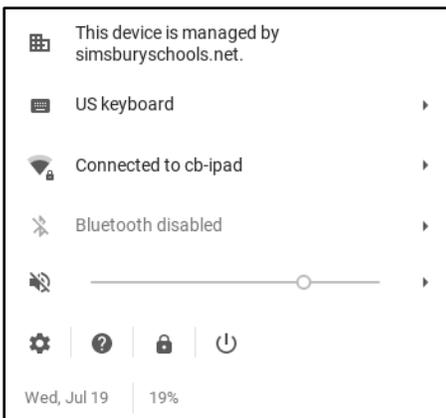**Move the pointer -** Move your finger across the touchpad.
Click - Press or tap the lower half of the touchpad.
Right-click - Press or tap the touchpad with two fingers. You can also press **Alt**, then click with one finger.
Scroll - Place two fingers on the touchpad and move them up and down to scroll vertically, or left and right to scroll horizontally.

For more on the touchpad go here: https://goo.gl/pMMQvd

Status Tray - The status tray is the area at the bottom right of your chromebook screen. Click on it to access Settings/ WiFi/ Volume/ Help menu/ Shutdown button

Wifi - To change or connect your wifi connection, click. This will bring up a list of Wifi networks that you can connect to. It is strongly recommended that you only connect to secure wifi networks, which is designated by a small lock next to the WiFi signal. When you click on the network you want to connect to, you will be prompted to enter a password. Enter the password and click Connect. At school, your Chromebook will automatically connect to the district wifi.

The Shelf - The shelf on the chromebook is similar to the task bar on a Windows PC. It is where you access apps that are pinned or running.

Chrome - This is the web browser and the app you will be using most

Drive - This is where you go to access all of your Google Docs, Sheets, Slides, and other files

Apps Launcher - To view all of the apps on your Chromebook, click here

Printing - Instructions on how to print from your Chromebook at home can be found here:
https://goo.gl/iQTq7z

Working Offline - Offline access can be enabled following these instructions:
https://goo.gl/GvuzxC

Additional Information - More information can be found by clicking Help in the Status Tray menu. We also have the Student Help Desk webpage that has helpful information (printing at school/ troubleshooting, etc): https://goo.gl/xwKjT5

Reminder-USE YOUR CB CASE-Warranty does not include cracked screens or damage caused by use