Chromebooks Cheat Sheet

Set up your Chromebook

▶ To set up your Chromebook, you'll need:

• Your Google Account username and password

• Access to a network

▶ NOTE: The students should have their accounts set up by the systems administrator. It should be the same login as the college email.

Customize your desktop

- At the bottom or side of your screen, you'll see a row of apps, called the shelf. If there's an app you use frequently, you can pin it to the shelf for quick access.

Add, move, or remove apps

You can add an app that you use often to your desktop.

Add an app

1. In the corner of your screen, select the Launcher.

2. Find the app you want to add.

3. Right-click the app icon.

4. Select Pin to Shelf.

5. When you pin an app to your shelf, the app will stay there until you move or remove it.

Change the order of the apps

You can add an app that you use often to your desktop.

To change the position of an app:

1. Select and hold the app you want to move.
2. Drag it to a new position.
3. Release to put the app in a new spot.

Remove an app

To remove an app from the shelf that you use often from your desktop:

1. Right-click the app you want to remove.
2. Select Unpin.

Move or hide the row of apps

You can change the position of the row of apps, also called the shelf:

1. Right-click the shelf.

2. Point to Shelf position.

3. Choose where you'd like the shelf to go: on the bottom of the screen (default), or on the left or right side.

4. To hide the shelf and status area, right-click the shelf and select Autohide shelf. When they're hidden, move the pointer to that side of the screen to see your apps, bookmarks, and account picture.

To stop hiding the shelf, right-click the shelf and uncheck Autohide shelf.

Pin a webpage to your desktop

If you go to the same webpage often, you might want to pin it to your desktop.

1. Open the webpage in Chrome.
2. Select More and then More tools and then Create shortcut.
3. Right-click the shortcut icon.
4. Select Pin to shelf.

Find and open a file

1. In the corner of your screen, select the Launcher.
2. Open Files .
3. On the left, choose where your file is saved.
   - ▶ For files you've just used, select Recent.
   - ▶ For a list of files by type, select Image, Video, or Audio.
   - ▶ For Android app files, select My files and then Play files. To show more folders, in the top right, select More and then Show all Play folders.
   - ▶ For files in your cloud, select the folder, such as Google Drive. You can also add another cloud file system.
4. Find your file and double-click it to open.
5. If you're opening a file on an external storage device, remove the device safely when you're done by clicking Eject .

Open, save, or delete files

You can open and save many types of files on your Chromebook, like documents, PDFs, images, and media. Learn which types of files are supported on your Chromebook.

Your Chromebook's hard drive has limited space, so your Chromebook will sometimes delete downloaded files to free up space.

Your files are automatically saved in your downloads folder unless you specify a different location, such as Google Drive, etc.

Save a file

To save the page, image, or document you're viewing:

1. Press Ctrl + s.

2. At the bottom, enter a name for your file.

3. Optional: To the left of the file name, change the file type.

4. In the left column, choose where you'd like to save your file, such as Google Drive and then My Drive.

5. Select Save.

Note: If you're using your Chromebook at school or work, you can save files in your Shared drives folder. Select Google Drive and then Shared drives.

Rename a file

You can rename files, folders, or external devices.

1. In the corner of your screen, select the Launcher.

2. Open Files .

3. Select the file or folder name.

4. Press Ctrl + Enter.

Type in a new name, then press Enter.

Delete a file

1. In the corner of your screen, select the Launcher.

2. Open Files .

3. Select the file or folder you want to delete. Note: You can delete files in the Downloads folder, but deleting a file from your Downloads folder is permanent.

4. Select Delete and then Delete.

Note: Files in the Recent, Images, Videos, and Audio folders are viewable only and can't be deleted directly in those folders.

Zip a file

To bundle files or folders together into a single file, you can zip them.

1. In the corner of your screen, click the Launcher.
2. Open Files .
3. On the left, select the folder or files you want to zip.
4. To select all the files you'd like to zip, press Ctrl and click each file one at a time.
5. Optional: To put all of your files in a new folder, press Ctrl + e.
6. Right-click your selected files or folder, then click Zip selection.

Unzip a file

You can view each of the individual files in your zip file.

1. In the corner of your screen, select the Launcher.

2. Open Files .

3. Double-click the zipped file. On the left, you'll see the zip file.

4. To open an individual file, double-click it.

5. Optional: To remove the zip file from the list of folders on the left, click Eject .

Set up your printer

▶ Step 1: Connect to the internet

1. Turn on your printer.

2. Connect your printer to a network. If you need help, follow your printer manufacturer's instructions.

3. If you haven't yet, turn on your Chromebook and sign in.

4. Connect your Chromebook to the same network as your printer. [Learn how to connect to Wi-Fi](#).

Set up your printer

▶ Step 2: Print a page

1. To print the page, image, or document you're viewing, press Ctrl + p.

2. Next to "Destination," select the Down arrow Down arrow.

3. Select See more...

4. Choose your printer.

5. Tip: Some printers will automatically appear on this list. If you don't find your printer on the list, select Manage.

6. Select Print.

Find a compatible printer

Brother	[Compatible printers](#)
Canon	[Supported Inkjets](#)
Epson	[Printers in US](#) [Printers in Canada](#) [Printers in Japan](#)
HP	[Print from Chromebook to HP devices](#) [Supported HP models](#)("Chrome OS Support" column)
IPP Everywhere	[IPP Everywhere printers](#)
Konica Minolta	[Compatible printers](#) [Compatible printers in Japan](#)
Kyocera	[Compatible printers](#)
Lexmark	[Lexmark printers](#)
OKI	[Printers in Japan](#) [Print from Chromebook to OKI devices](#)
Ricoh	[Compatible printers](#) [Compatible printers in Japan](#)
Toshiba	[Compatible printers](#)
Triumph-Adler	[Compatible printers](#)
UTAX	[Compatible printers](#)
Xerox	[Compatible printers](#)

Add your printer to your Chromebook

▶ At the bottom right, select the time.

▶ Select Settings.

▶ At the bottom, select Advanced.

▶ Under "Print and scan," select Printers.

▶ Under "Available printers to save," next to your printer, select Save.

▶ Check that your printer appears at the top, under "Saved printers."

Tip: If your printer doesn't appear, try turning your Chromebook's Wi-Fi off and on.

Scan a document

Important: Before you attempt to scan, make sure your printer is able to do so.

▶ At the bottom right, select the time.

▶ Select Settings .

▶ At the bottom, select Advanced.

▶ Under "Print and scan," to open the Scan app, select Scan.

▶ Alternatively, to find the Scan app, open Launcher and search for "Scan."

▶ Under "Scan," select your scanner from the list and your options in the down arrow menu on the right.

▶ Tip: You can customize your color mode, page size, resolution, and scan options under "More settings."

▶ Select the Scan button to start scanning.

Tip: Scanned files are saved to the location you specified in the "Scan to" option. When your scan is complete, to find your scanned files, click on the Show file location link.

Use your Chromebook offline

Even if you're not connected to the Internet, you can still do lots of things with your Chromebook.

Important:

Some offline apps and services won't work in Incognito or guest mode.

If you're using Gmail with your work or school account, you can ask your admin to help change your Gmail offline settings.

Check your email

You can read, respond to, and search your Gmail messages even when you aren't connected to the Internet by visiting mail.google.com. To set it up:

1. Open Chrome. Important: Gmail offline will not work in Incognito mode.

2. Go to Gmail offline settings.

3. Check "Enable offline mail."

4. Choose your settings, such as how many days of messages you want to sync.

5. Select Save changes.

6. To use Gmail when you're not connected to the Internet, go to mail.google.com.

Important: When you send emails offline, your email goes into a new "Outbox" folder and gets sent as soon as you go back online. Learn more about using Gmail offline.

Take notes

You can take notes offline using Google Keep. First, if you've already taken notes, you'll need to save them so you can read and edit offline:

1. Make sure your Chromebook is connected to the Internet.

2. In the corner of your screen, select the Launcher.

3. Open the Google Keep app.

4. Wait for a few minutes. Your Chromebook will automatically save your notes so you can see them offline.

After your Chromebook saves your notes, you can edit them or write new notes offline. Any changes you make will show up in Google Keep the next time you're online.

Other tasks you can do offline

▶ View, create, and edit documents, spreadsheets, or slides using Google Drive. View and edit photos with the Chromebook's built-in photo editor.

▶ Read web pages: Right-click the page, select Save as, then save the page as an HTML file. You can also use an app from the Chrome Web Store, like Pocket.

▶ Find more apps that work offline: Open the Chrome Web Store, select Apps, then check the box for Runs Offline.

File types and external devices that work on Chromebooks

Chromebooks can use the following file types, external devices, and cloud storage systems.

Note: If you're using your Chromebook at work or school, some devices or files might not work with your Chromebook. For more help, contact your administrator.

File types

Microsoft Office files: .doc, .docx, .xls, .xlsx, .ppt (read-only), .pptx (read-only). Learn more about viewing and editing Office documents.

Media: .3gp, .avi, .mov, .mp4, .m4v, .m4a, .mp3, .mkv, .ogv, .ogm, .ogg, .oga, .webm, .wav

Images: .bmp, .gif, .jpg, .jpeg, .png, .webp

Compressed files: .zip, .rar

Other: .txt, .pdf (read-only; you won't be able to edit these files)

Change where your files are saved

By default, your files are saved to your Downloads folder, a temporary folder on your Chromebook's hard drive. You can change where downloads are saved by default or select a specific folder for each download.

1. On your computer, open Chrome.

2. At the top right, select More and then Settings.

3. At the bottom, select Advanced.

4. Under "Downloads," change your download settings:

▶ To change the default folder: select Change, and choose where you want to save your files.

▶ To choose a specific folder for each download: turn on Ask where to save each file before downloading.

Pin files to your shelf

1. At the bottom left, select the Launcher.
2. Open Files .
3. On the left, select the folder that contains the file you want to pin.
4. Right-click the file.
5. Select Pin to shelf.
6. To unpin files, right-click the file.
a. Select Unpin from shelf.

Find a pinned file:

1. At the bottom right, select the shelf container.
2. Right-click your file.
3. Select Show in folder.

Insert pinned files into documents

You can add images or screenshots to your documents from your shelf.

Drag images or screenshots:

1. At the bottom right, select the shelf container.
2. Select images or screenshots.
3. Drag them into your document.
   Copy & paste images or screenshots:

1. At the bottom right, select the shelf container.
2. Right-click your images or screenshots.
3. Select Copy image.
4. In your document, right-click anywhere.
5. Select Paste.

Share files from Google Drive

You can share the files and folders that you store in Google Drive with anyone.

When you share from Google Drive, you can control whether people can edit, comment on, or only view the file. When you share content from Google Drive, the Google Drive program policies apply.

Step 1: Find the file you want to share

Share a single file

1. On a computer, go to Google Drive, Docs, Sheets, or Slides.

2. Click the file you want to share.

3. Click Share or Share.

Share multiple files

1. On a computer, go to drive.google.com.

2. On your keyboard, hold Shift and select two or more files.

3. At the top right, click Share.

Step 2: Choose who to share with & how they can use your file

Share with specific people

1. Select the file you want to share.

2. Click Share or Share Share.

3. Under "Share with people and groups," enter the email address you want to share with.

4. To change what people can do to your doc, on the right, click the Down arrow Down and then Viewer, Commenter, or Editor.

5. Choose to notify people.

▶ If you want to notify people that you shared a doc with them, check the box next to Notify people. If you notify people, each email address you enter will be included in the email.

▶ If you don't want to notify people, uncheck the box.

6. Click Share or Send.

Share a link to the file

You can send other people a link to your file so anyone with the link can use it. When you share a link to a file, your name will be visible as the owner of the file.

1. Select the file you want to share.
2. Click Share or Share and then Get link.
3. .Under "Get Link", click the Down arrow.
4. Choose who to share the file with.
5. To decide what people can do with your file when you share it, select Viewer, Commenter, or Editor.

▶ Learn more about how others view, comment, or edit files.

6. Click Copy link and then Done.
7. Copy and paste the link in an email or any place you want to share it.

Share a file publicly

1. Select the file you want to share.

2. Click Share or Share Share and then Get link.

3. Under "Get Link," click Change to anyone with link.

4. To decide what people can do with your public link when you share it, select Viewer, Commenter, or Editor.

5. Click Done.

6. Copy and paste the link in an email or any place you want to share it.

People who aren't signed in to a Google Account show up as anonymous animals in your file. Learn more about anonymous animals.

Limit how a file is shared

Choose if people can view, comment, or edit

When you share a file with someone, you can choose what they can do with it.

- Viewer: People can view,but can't change or share the file with others.
- Commenter: People can make comments and suggestions, but can't change or share the file with others.
- Editor: People can make changes, accept or reject suggestions, and share the file with others.

Change who your link is shared with

Choose if people can view, comment, or edit

When you share a link to a file, you control how widely the file is shared. These options depend on if your Google Account is through work, school, or Gmail.

- ▶ Public: Anyone can search on Google and get access to your file, without signing in to their Google Account.

- ▶ Anyone with the link: Anyone who has the link can use your file, without signing in to their Google Account.

- ▶ Restricted: Only people you share the file with will be able to use it.

Use Google Drive files offline on your Chromebook

You can use Google Drive files offline. This includes Docs, Sheets, Slides, and more.

Step 1: Make Google Drive available offline

1. Go to your Google Drive Settings.

2. Scroll to "Offline" and check the box.

   It might take a few minutes for the offline access setting to turn on.

3. Select Done.

▶ Tip: Your Chromebook saves your most recently opened documents so you can work on them offline.

Use Google Drive files offline on your Chromebook

Step 2: Make specific files available offline

When you make Google Drive available offline, it only automatically saves your most recent files offline. You can also manually save files.

Use the Files app

1. At the bottom left, select the Launcher.

2. Select Files and then Google Drive Drive.

3. Select the file you want to use offline.

4. At the top, turn on Available offline.

▶ To show that it's available offline, a check mark appears next to the file.

Tip: To show all offline files, go to the "Offline" folder in the Files app.

Use Google Drive files offline on your Chromebook

Step 3: Work on a file offline

When your Chromebook isn't connected to the internet:

1. At the bottom left, select the Launcher.
2. Click Files and then Offline .
3. Select the file you want to work on.

The next time your Chromebook connects to the internet, your changes will sync to Google Drive.

Tip: If the file you want to use isn't in the "Offline" folder, it may not be available for offline use. Once your Chromebook connects to the internet again, you can mark those files as available offline.

Remove files from offline use

To free up hard drive space, you can remove the offline versions of your files.

Remove files from offline use

To free up hard drive space, you can remove the offline versions of your files.

Remove specific files from offline use

1. At the bottom left, select the Launcher.

2. Select Files and then Google Drive Drive.

3. Select the file you want to remove from offline use.

4. At the top, turn off Available offline.

▶ To show that it's no longer available offline, the check mark next to the file disappears.

Remove all files from offline use

To free up hard drive space, you can remove the offline versions of your files.

1. Go to your Google Drive Settings.

2. Scroll to "Offline" and uncheck the box.

Tip: When you connect to the internet, you'll still find your files on Google Drive.

Troubleshoot problems with offline files

If you experience issues with offline files, you may not have the necessary extensions.

1. When your computer is connected to the internet, open the extension Google Docs Offline.

2. Select Add to Chrome.

▶   If the button says "Added to Chrome," you've already installed the extension.

3. Open the extension Application Launcher for Drive (by Google).

4. Select Add to Chrome.

▶   If the button says "Added to Chrome," you've already installed the extension.