DePaul School
FOR HEARING & SPEECH

Chromebook Care

✅ **DO these things with your Chromebook:**
- Keep your Chromebook Charged
- Keep your Chromebook in a secure, locked location when it is not with you
- Be responsible and use your best judgment to care for your Chromebook.
- Immediately contact DePaul School if your Chromebook is lost or stolen.
- Bring your Chromebook back to school when you return!
- When unplugging your Chromebook, please do so gently.
- Always carry your Chromebook with two hands.

❌ **DO these things with your Chromebook:**
- Do NOT eat or drink anywhere near your Chromebook.
- Do NOT share your Chromebook with anyone but your parents.
- Do NOT share your login information with anyone but your parents.
- Do NOT leave your Chromebook unattended.
- Do NOT leave your Chromebook outside or in a car.
- Do NOT place heavy objects on top of your Chromebook.
- Do NOT close your Chromebook with objects on the keyboard.
- Do NOT pick up your Chromebook by the screen.

Please Note: *The Chromebooks are considered instructional materials checked out to the student. They are the property of DePaul School for Hearing and Speech. The student and their parents/guardians are responsible to keep the Chromebook safe and secure from loss and/or damage. Fees for loss of or damage to the Chromebook are the responsibility of the parent/guardian.*

For any troubleshooting issues or questions, please contact Miss Lindsey at ld@depaulhearingandspeech.org

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Introduction to your Chromebook

For more information and for digital copies of everything you and your parents/guardians will need, please go to:

www.DePaulHearingAndSpeech.org/Chromebook

Turning your Chromebook On and Logging On:
- Make sure the Chromebook is fully charged or plugged into a power supply.
- Open the Chromebook.
- Press the power button in the top right hand corner of the keyboard. It as a symbol on it that looks like this: ⏻
- Turn on the mouse by turning it upside down and flipping the "On/Off" switch to the "On" position.
- Click the icon that has the "I <3 DePaul" picture.
- Type in the password: **depaul*1** (all lowercase)
- Press the "Enter" button to log on.

Logging Off and Shutting your Chromebook Off:
- Click on the "time" at the bottom right corner to expand the menu.
- Click the power icon to turn off the computer. It will also log you out at the same time.

Chrome OS

Chrome OS is the operating system used by Chromebooks. On a PC, the operating system is Windows, and for a MacBook, it is MacOS. Similarly, your Chromebook uses Chrome OS.

If you have used Google Chrome, the browser, you will find this new operating system very familiar. On Chrome OS, you will use the browser, Google Chrome, to get things done. You will also be using apps like a phone has.

Applications

On your Chromebook, you will see the apps we have pre-loaded onto it. These are the programs you will be using. To use them, just use the mouse to click on the picture of the app you want to use.

Search Bar

In the bottom left corner, you will see a circle. If you click it, the Search Bar will pop up. Here are some things you can do with the Search Bar:

- Launch apps you have installed from Chrome Web Store or Google Play Store
- Search the web: You don't need to open a new tab, open Google.com and then type in the search query. You are on a Chromebook now! Press the search key once to open the Chrome OS apps menu, type in your query and hit Enter. A new tab will open with your search results.
- Do some basic maths or conversions: Since Google search is integrated to the Chrome OS apps menu, you can do basic maths from the search area of the menu. Try something now. For example, type in 4*4= and see what happens!

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The Keyboard

You might have noticed this even before switching on your Chromebook. The keyboard is slightly different from other keyboards that you have used.

For starters, there is no Caps Lock key. The Delete key is also missing. Instead of the regular function keys F1 to F12), your Chromebook has a different set of keys.

Let's review them in detail.

Capslock
Instead of a *"Capslock"* key usually that is on a keyboard, your Chromebook has a *"Search Key."* What if you really need caps lock? There is a keyboard shortcut. *Alt + Search* will enable caps lock. Use the same shortcut to disable caps lock. You can also use the *"Shift"* key like a normal keyboard if you only have to capitalize one letter.

Search Key
The Search key launches the apps menu. On newer Chromebooks, you will also be able to launch **Google Assistant** with this key. It has a magnifying glass on it.

Delete Key
Most of the Chromebooks come without a Delete key. Here is what to do instead:
- ALT + Backspace: Delete the next letter (forward delete)
- CTRL + Backspace: Delete the previous word

Home and End Keys
You will not see a Home or End key either. Alternate keyboard shortcuts are:
- ALT + Up Arrow key: Home
- ALT + Down Arrow key: End

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The Keyboard (Continued)

Dedicated Browser Keys

For all the keys that they took away, Google has added a bunch of dedicated keys to help us browse the web faster. This is Google's version of function keys F1 to F12.

The following is a list of dedicated browser keys that you get:

←   Go to the previous page in your browser history (F1)

→   Go to the next page in your browser history (F2)

↻   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)

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