

NEW

Chromebook For Beginners

All you need to get started
with Google's Notebook PC

**WE HELP
YOU MASTER
GOOGLE'S
CHROME OS!**

Over
470
Tips & Hints
Inside



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Chromebook For Beginners

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been “beginners”, there is no shame in that fact and rightly so. How many times have you asked aloud, “What does this button do?”. “Why doesn’t that work?”. “What do you mean it doesn’t do that?”. “HELP!”. At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

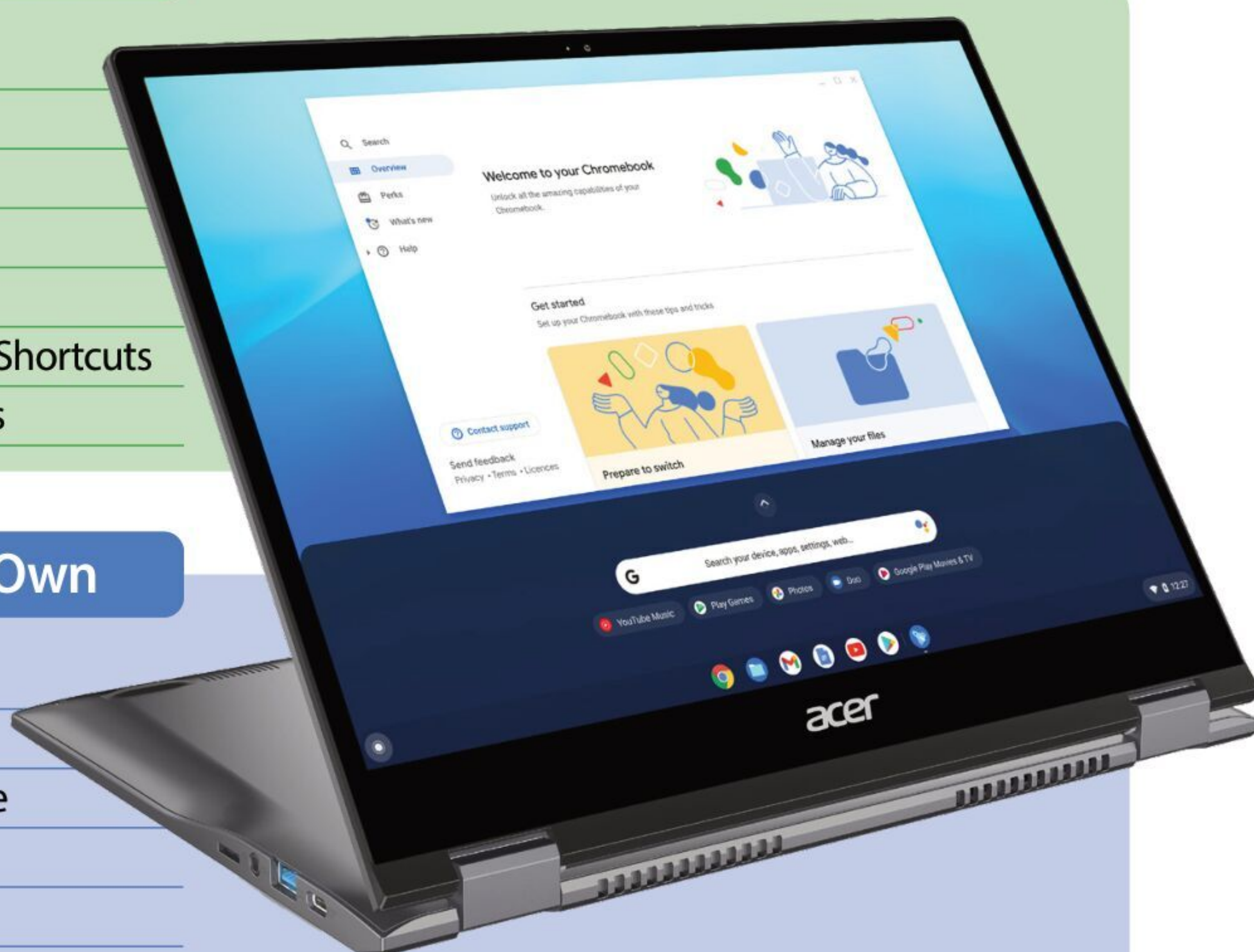
Over the page our journey begins. We would wish you luck but we’re sure with our support you won’t need it.

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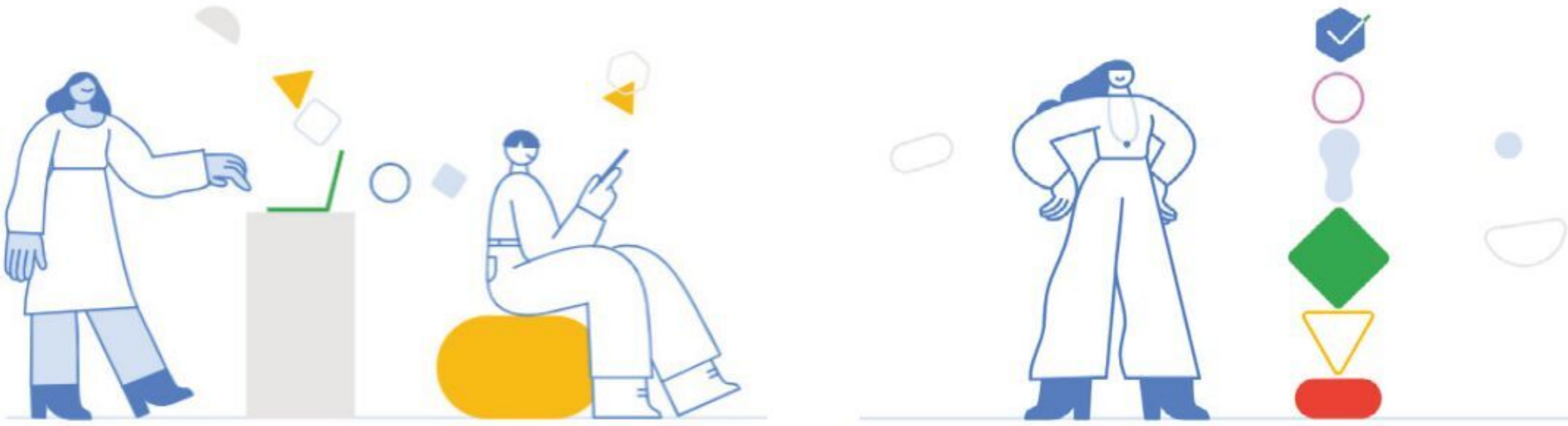
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“Google is more than a search engine, and this guide is here to help you get the most from your Chromebook, and from Google’s online services. Learn how to use the Chromebook’s amazing features, and master its operating system, Chrome OS.”



Introducing the Chromebook



Introducing the Chromebook

The Chromebook is the perfect mix of hardware and software, utilising great technology with Google Chrome operating system. Thanks to Chrome OS, you can install content from the Google Play Store, work via the Chrome browser and Google Docs, play by streaming via Google Stadia, and do so much more than you ever realised. Open the Chromebook, and let's get started.

Introducing the Chromebook



What is a Chromebook?

When is a laptop not a laptop? When it's a Chromebook! Confused? Don't worry, technology has a habit of introducing confusing terms and elements, but once you've finished reading the following, you'll know the difference.



The Chromebook

Without beating around the bush too much, and in very basic terms, a Chromebook is a laptop that runs Google's Chrome OS (Operating System). There can be subtle hardware differences between a laptop that is installed with Windows 10 or 11, and even a MacBook with the latest macOS, but essentially that's all there is to it.

The first Chromebooks were commercially sold in June 2011, with several different models from laptop manufacturers Samsung and Acer, in partnership with Google. From then, the humble Chromebook has evolved and is now as widespread as any other OS-independent computing device; in fact, Chromebooks outsold Apple MacBooks during the first lockdown in the Covid-19 pandemic of 2020.

There are also different Chromebook variants. There's a desktop variant, called the Chromebox, which is more of a traditional mini-PC type device that runs Chrome OS. This you'll hook up to a monitor, keyboard and so on in the same way you would a normal desktop computer. There's an all-in-one model, called a Chromebase, which integrates the Chrome OS into a monitor complete with webcam, memory, storage and such – much in the

similar vein as an Apple iMac. And finally, there's a dongle-based variant, which plugs directly into a TV or monitor's HDMI port – with power supplied via a USB port – providing you with access to Chrome OS. This variant, as you can imagine, is similar to the ROKU TV stick, or Now TV Smartsticks. By the way, the Chromecast doesn't run Chrome OS, so on paper it's not really classed as a Chromebook variant, in case you were wondering.



Hardware

One of the main differences between a Windows laptop, or even a MacBook, and a Chromebook is the hardware involved. Traditionally, Chromebooks tend to be less powerful than a



Windows laptop, in terms of processing (CPU) power, the amount of memory (RAM) installed, and the amount of storage (Hard Drive space available).

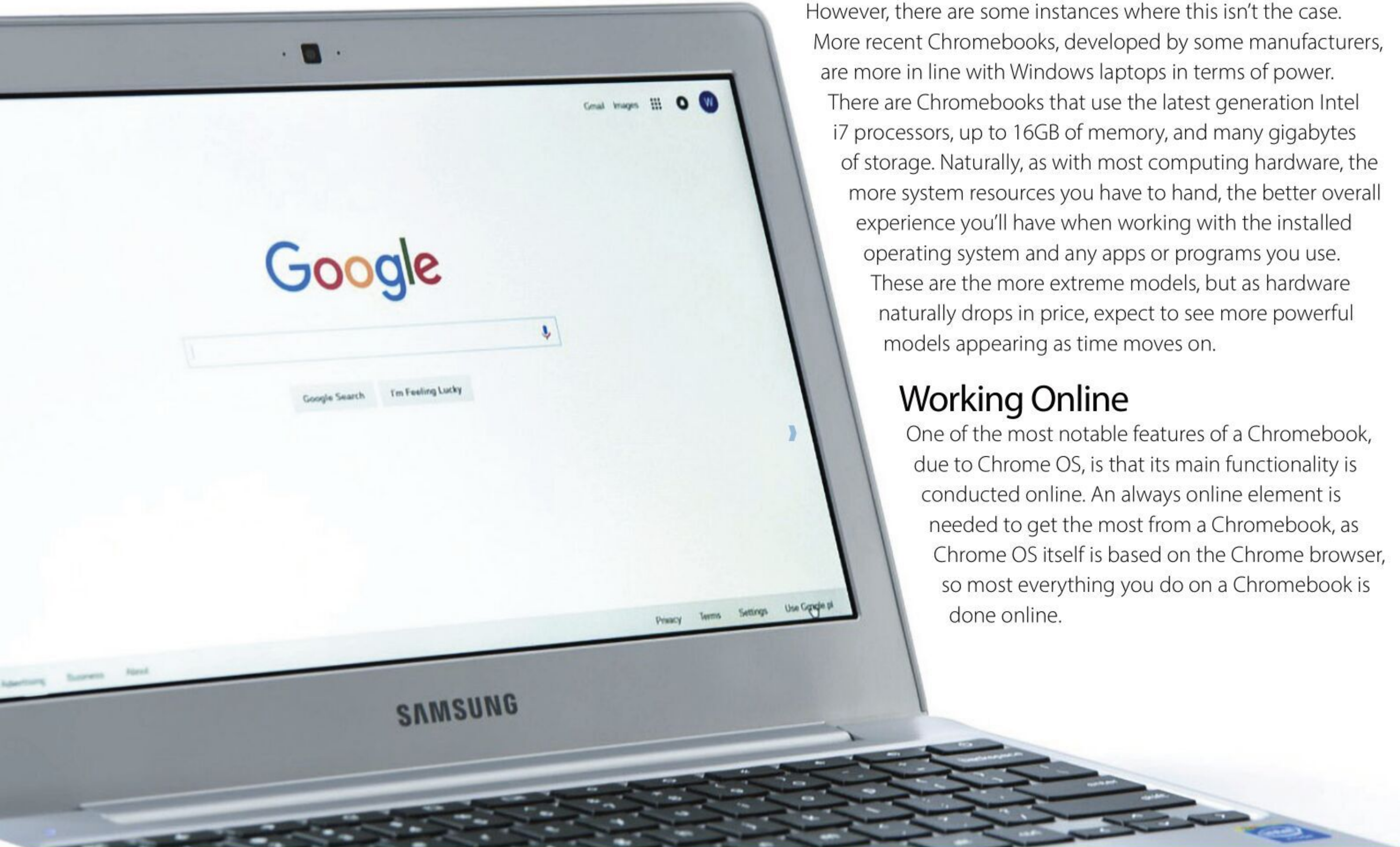
Why, you may ask, well simply put, the Chrome OS that runs on a Chromebook requires significantly less hardware resources

than Windows 10 or 11, or macOS. This of course means that a Chromebook can get away with using less processing power and other system resources, which in turn means that a manufacturer can get away with producing a device that doesn't utilise the latest and most powerful technology – so the cost is, in general, less than a equally matched Windows laptop.

However, there are some instances where this isn't the case. More recent Chromebooks, developed by some manufacturers, are more in line with Windows laptops in terms of power. There are Chromebooks that use the latest generation Intel i7 processors, up to 16GB of memory, and many gigabytes of storage. Naturally, as with most computing hardware, the more system resources you have to hand, the better overall experience you'll have when working with the installed operating system and any apps or programs you use. These are the more extreme models, but as hardware naturally drops in price, expect to see more powerful models appearing as time moves on.

Working Online

One of the most notable features of a Chromebook, due to Chrome OS, is that its main functionality is conducted online. An always online element is needed to get the most from a Chromebook, as Chrome OS itself is based on the Chrome browser, so most everything you do on a Chromebook is done online.



Introducing the Chromebook



This explains a Chromebook's usual lack of on-board storage. Where a traditional Windows laptop or MacBook could have a terabyte or more of available storage, a Chromebook can get away with as little as 32GB. The main operating system is stored on the Chromebook's internal storage, along with any installed apps, and something you may be working on, but the vast majority of the Chromebook's use will be via cloud storage and online functionality.

For example, you won't be installing the full Microsoft Office suite on a Chromebook. There are free, open-source Office-like productivity apps available, but for those who need an actual MS Office experience, you'll be using Microsoft's online version of its productivity suite.



Advanced photo and video editing duties will require the use of a Windows laptop or MacBook, too. Yes, there are photo and video editing and manipulation apps available for the Chromebook, but they aren't nearly as powerful as what's available for the aforementioned systems. Plus, Chromebooks won't, in general, offer the same graphical power needed for higher-end editing.

Gaming is another element that may not be as you expect on a Chromebook. Again, due to a lack in gaming hardware performance, and the fact that many games are Windows-developed, you won't be able to enjoy the latest releases. But, with a Chromebook, you are able to enjoy the latest game streaming services – such as Google Stadia or Xbox Cloud Gaming – and since Chrome OS is also able to use some Android apps successfully, you can enjoy a wealth of Android-based gaming entertainment.

Despite all that, Google has improved Chrome OS's need to constantly rely on an always-on internet connection. There are many aspects of the OS now that mean you can still use most of the Chromebook's functionality offline. So those times when the internet goes down, or you're on a busy commute and unable to connect, you won't be completely scuppered.

What is a Chromebook good for?

While some of the above may cast a Chromebook in a less than positive light, it's worth mentioning that there's so much you can do with a Chromebook.

As we mentioned earlier, Chromebooks outsold MacBooks in 2020, during the pandemic. This is due mainly to the fact that Chromebooks are cheaper, they're used frequently in schools and colleges (so students at home are used to how they work), and most everything we tend to do, we do online.

For example, working remotely: we access our work's server, get the files we need, create new ones or edit old ones, connect to and conduct meetings, send emails, update calendars, use spreadsheets... and so on. All of which are done online, and most of which are done using Google's own inherent applications. Even if the company you work for doesn't use any specific Google apps, they often provide remote access to Microsoft Office apps, which also include Teams, SharePoint, and One Drive. All this can be done via a Chromebook.

This makes a Chromebook both an effective work and educational tool. And thanks to its low price and low power use, also quite a cost-effective device for every member of the family.

Is a Chromebook right for me?



Many people will naturally require the more power, and functionality of a Windows laptop or MacBook. Tasks such as video and image editing, even gaming, and the like are going to be better overall on a more traditional laptop device. If though your needs aren't as specific, then a Chromebook could be the ideal device.

An effective approach to seeing if a Chromebook is the right choice of device for you is to make a quick summary of what you use a computer for, and what you may need in the foreseeable future. Take a moment to slowly go through the steps of your everyday tasks: logging into work, looking at videos and images, even going through social media. If a high proportion of these tasks, or even all of them, can be done via a browser, then a Chromebook is the ideal device companion.

If a high percentage of what you do can be done via the browser, do some research into the remaining tasks that exist outside of the browser. See if there are apps available via the Google Play Store that will do the same thing, or if you use a specific app, check with its product webpage to see if the company has developed a Chrome OS version of the app you use. If all the boxes are ticked, then get yourself a Chromebook.

Introducing the Chromebook



What is Chrome OS?

Chrome OS is a Google developed operating system that's installed and run on Chromebooks. It's different to Windows and macOS, and is based on Linux; which means is a closed-source OS with a number of open source components.



What is Linux?

As Chrome OS uses Linux as its foundations, it's worth taking a moment to look at what exactly Linux is.

Linux is a surprisingly powerful, fast, secure, and capable operating system. It's used as the OS of choice for the Raspberry Pi, in the form of Raspbian OS, as well as in some of the most powerful supercomputers in the world. Thanks to its inherent malleability, the core of the OS – the Kernel – can be utilised as the core of other operating systems, such as Chrome OS.

Despite only enjoying 1.96% (according to netmarketshare.com) of the total desktop operating system market, Linux has a dedicated following of enthusiasts, users, and contributors. It was created in 1991 by then University of Helsinki student Linus Torvalds, who had become frustrated with the limitations and licensing of the popular educational system in use called Minix; a miniature version of the UNIX operating system.

UNIX itself was released in the early '70s, as a multi-tasking, modular-designed operating system originally developed for programmers who needed a stable platform to code on. However, its performance, power and portability meant that it soon became the system of choice for companies and universities where high-end computing tasks were needed.

Torvalds needed a system that could mirror UNIX's performance and features, without the licensing cost. Thus was born Linux, a UNIX-like operating system using freely available code from the GNU project. This enabled users around the world to utilise the power of a UNIX-like system, completely free of charge – an ethos that still holds today. Linux is free to download, install and use.

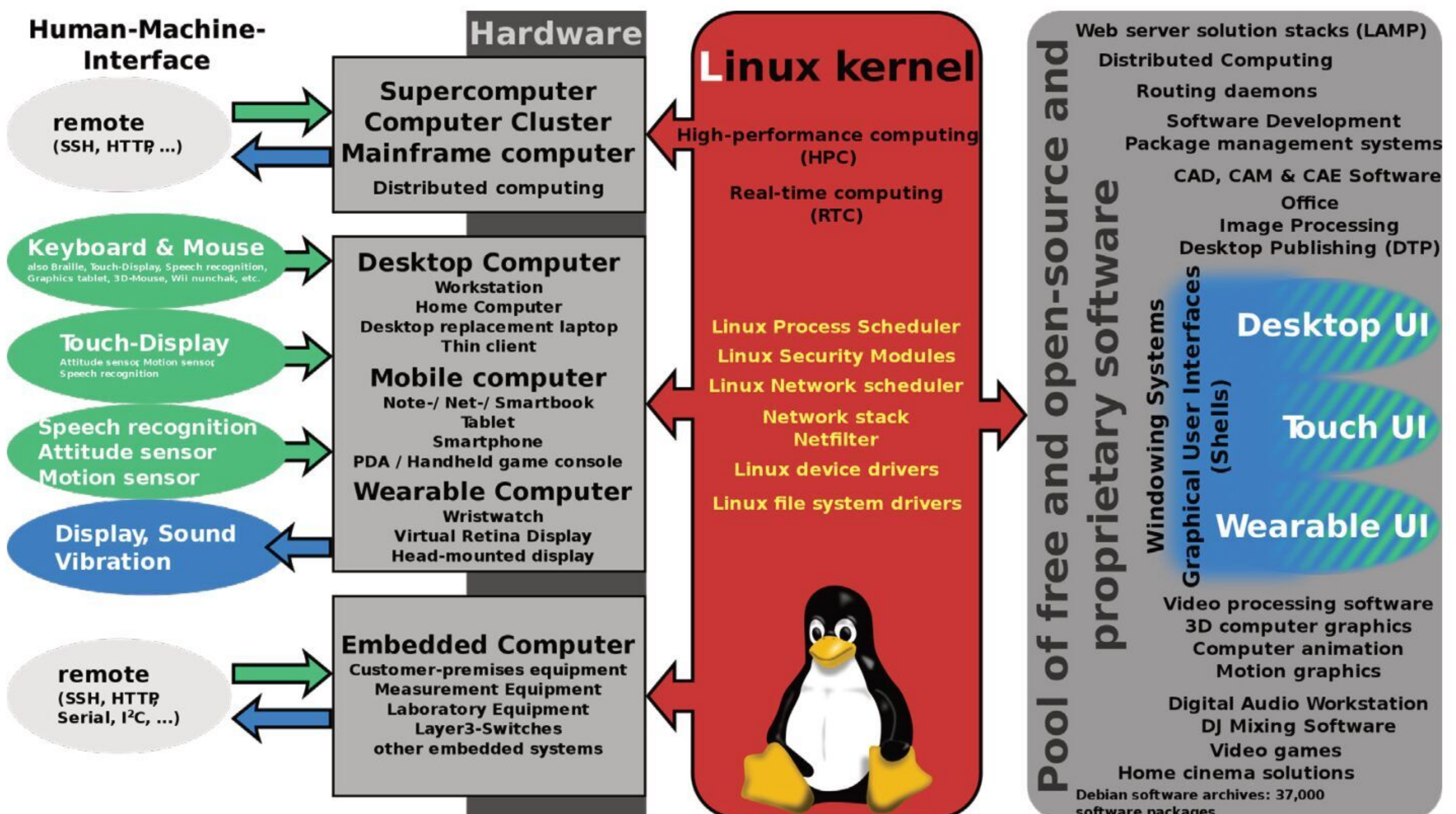
Chrome OS

Google announced the development of Chrome OS in 2009, based on its popular Chrome web browser, utilising the best advantages of the cloud and an always-on internet connectivity. It's pre-installed on all Chromebook models, and takes advantage of the lack of hardware power thanks to the core of the system being built on top of Linux.



Initially, nearly every aspect of Chrome OS was handled online – except for the small portion of the OS that was required to be installed locally. This at the time caused a few problems for those whose internet connection weren't as available as they are today – and we're only talking within the last decade here. Over time, Google updated the OS to allow more of its functionality to be handled offline, catering for those times when we inevitably come across area of zero-internet access.

Initial builds of the OS were based on the Ubuntu backbone, as Canonical (the developer behind Ubuntu) were engineering partners of Google. Within a year or two, though, Google started to develop Chrome OS on top of Gentoo Linux in order to simplify the build process and increase support for a number of different platforms. In recent years, the company has further developed its own spin of the Linux kernel, and now builds Chrome OS on top of this in-house model.



Introducing the Chromebook

The Operating System

Essentially, Linux is much like any other operating system, such as Windows or macOS. It manages the computer hardware, provides an interface for the user to access that hardware, and provides programs for productivity, communications, gaming, science, education and more. As an operating system, Linux can be broken up into a number of significant elements:

Bootloader

The bootloader is the software that initialises and boots up your computer. It loads up the various modules the OS uses to begin to access the hardware in the system. You can modify a bootloader to load more than one OS installed on the system.

Kernel

The kernel is the core of the system, and the single element that is actually called Linux. The Linux kernel manages the computer processor, memory, storage, and any peripherals you have attached to your computer. It provides the basic services for all other parts of the OS.

Daemons

Daemons are background services that will start as the operating system is booting. These can enable printing, sound, networking and so on. They run unobtrusively rather than under the direct control of the user; often waiting to be activated by an event or condition.

Shell

The Linux shell is a command-line interface environment that a Linux user can use to enter commands to the OS that directly affect it. Within the shell you can add new users, reboot the system, create and delete files and folders, and much more. BASH (Bourne-Again Shell) is the most popular shell used in Linux, although more are available. The shell is also known as the Terminal, and it's where we're going to work from through this section of the book.

Graphical Server

This is a module within Linux that provides a graphical output to your monitor. It's referred to as the X server, or simply just X. X is an application that manages one or more graphical displays, and one or more input devices (keyboard, mouse, etc.) connected to the computer.



Desktop Environment

The Desktop Environment, or DE, is the main Graphical User Interface (GUI) that users interact with. It's the desktop, that includes Internet browsers, productivity, games and whatever program or app you're using.



Programs/Applications

With Linux being an open source, and free operating system, it also makes use of the tens of thousands of freely available applications too. The likes of LibreOffice, GIMP, and Python are just the tip of the iceberg.

Linux is used throughout the world, in several basic and quite unique uses. While it may look radically different from one environment to the next the actual Linux kernel can be found in modern smart TVs, in-car entertainment systems and GPS, IoT devices, and the Raspberry Pi. It's used by NASA, both in the command centre and on-board the ISS. Linux servers power the backbone of the internet, along with most of the websites you visit daily. Android utilises components of the Linux kernel, as do set top boxes, games consoles, and even the likes of fridges, freezers, ovens and washing machines.

Linux isn't just a free to use operating system. It's stable, powerful, fast, can easily be customised, and requires very little maintenance. However, it's more than just on-paper performance stats. Linux means freedom from the walled-garden approach of other operating systems. It's a lively community of like-minded individuals who want more from their computers without the shackles of price or conformity. Linux means choice, which is why you'll find many different operations throughout the digital world using the Kernel as the foundation for their own developed projects; even if those projects are ultimately closed-source.

Chrome OS Features

Back to Chrome OS. As the core of the operating system is slimline, it means that many of the functions built on top of it operate at a much faster rate than other operating system's features. For example, searches within Chrome OS are incredibly fast, its boot up and shutdown operations are faster than most Windows or Mac machines, and automatic updates are installed and activated without interfering with what you're doing.

Thanks to the operating system's use of hardware resources, Chrome OS doesn't use up as much battery life on a Chromebook as Windows 10 or 11 would on a traditional laptop. You can get up to twelve hours on a single charge in most cases (obviously depending on what you're doing).

Security is a big plus for Chrome OS, as the system uses Sandboxing to separate installed software from the main elements of the operating system. This means that should an element of any installed software become infected with malware, then the rest of the system will remain isolated and safe from further infection.

Every Chromebook comes with a Verified Boot, which also helps prevent malware from infecting Chrome OS thanks to a number of rigorous background security checks. And there's an added bonus of a Security Chip installed with every Chromebook, to encrypt your sensitive data.

There's built-in virus and malware protection, which is updated automatically and regularly. A Guest User mode enables others to use Chrome OS without being able to access your account or any files you've worked on – plus, anything they've worked on won't be saved by the OS, wiping their history when they log out of the Chromebook.

In the rare event of something going drastically wrong with Chrome OS, there's a Powerwash feature, which when activated will reset the Chromebook back to its default settings and wiping out any trace of malware.

Chrome OS now supports sideloading of Android apps – although they're executed in an emulator of sorts, and not all Android apps will function the way they're supposed to (since they're developed for a phone or tablet) – as well as some Linux apps. This means you can install more software than ever before, making the Chromebook a more useful device in the modern world.

Chrome Forever

Chrome OS is regularly updated, the latest version, 91.0.4472.147 (at the time of writing), comes with a number of security patches, bug fixes, and code improvements that make the operating system work even better. What's more, you don't need to worry about searching for and applying any updates as the OS handles all that for you.

In short, Chrome OS is one of the most impressive independent operating systems in the world. It's built on top of security and performance, and it's backed by one of the biggest companies ever. Chrome OS is the future.



Introducing the Chromebook



Getting Started



You've unwrapped your amazing new Chromebook, took great pleasure in viewing its wonderful contours, brushed aluminium appearance, and shiny buttons. Now it's time to get you set up and logged in with your Google account.



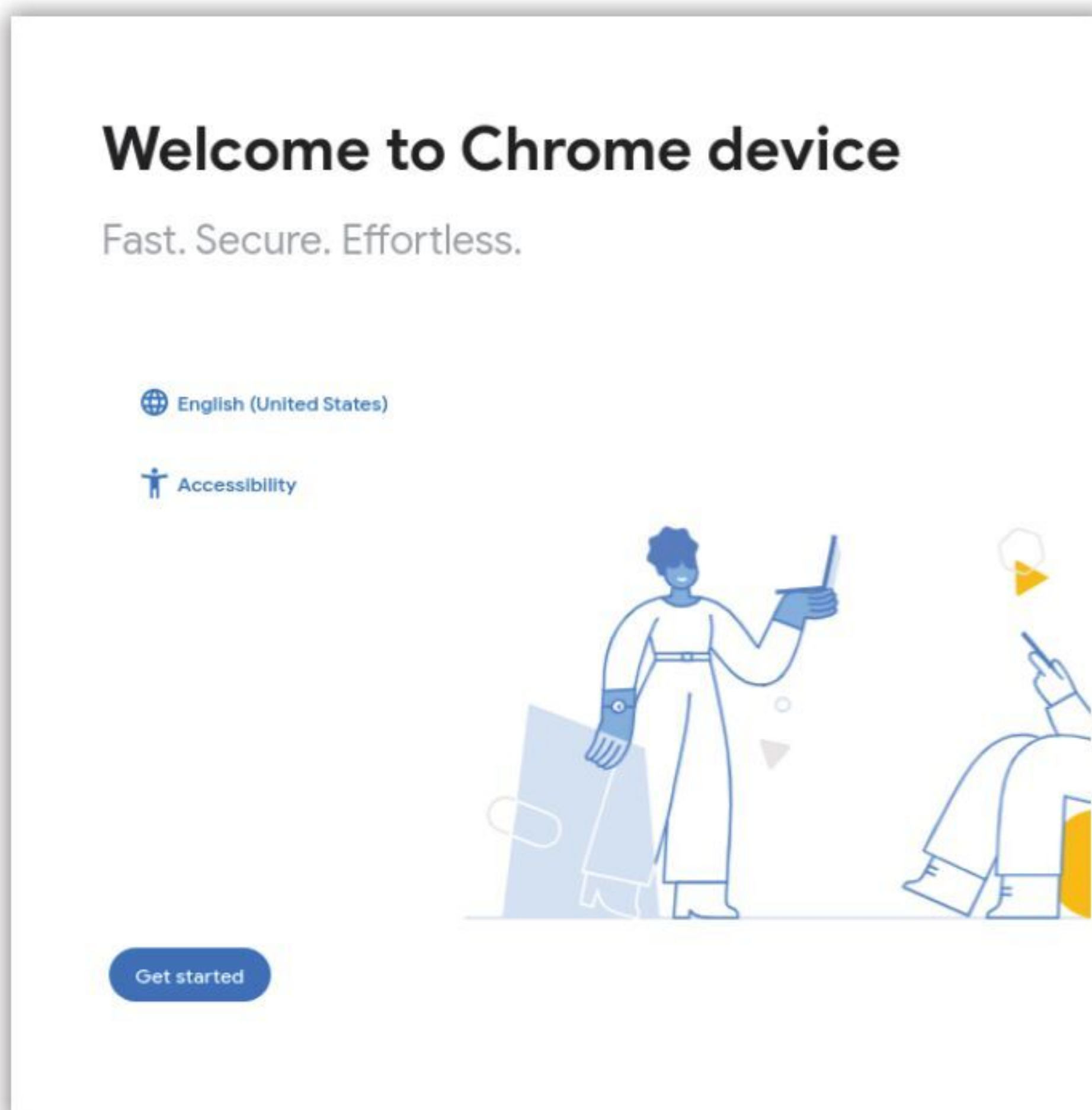
Step 1

The first step is to simply lift your Chromebook lid. Chromebooks are designed to kick things off as soon as you open the lid, so you'll be greeted with a first-time setup. However, you may need to attach the power supply and plug the Chromebook in first. Many come with a brief charge, which may have drained away depending on how long the thing has been in the box. Hook up the battery, open the lid, and away you go.



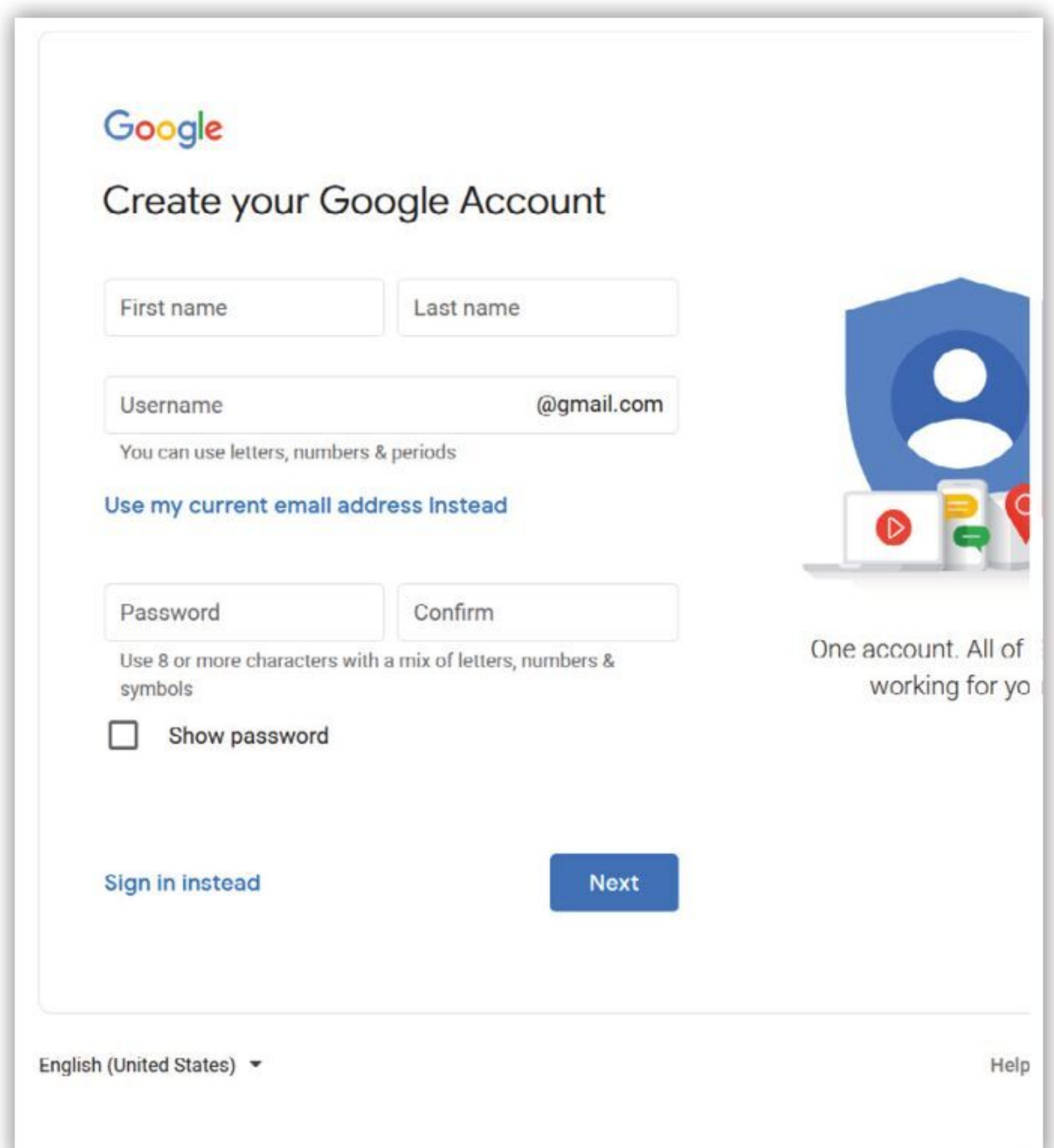
Step 2

The first question you'll be asked is if you want to activate ChromeVox. ChromeVox is a screen reader technology that is designed to help those who can't read the information displayed on-screen. You can opt for 'No, continue without ChromeVox', or 'Yes, activate ChromeVox'; the choice, of course, is yours. Click on the Get Started button, and you'll be asked to setup your Wifi. Locate your home Wifi and enter the login details to connect to the network. Agree to the Google Terms of Service, and click the Accept and Continue button.



Step 3

Next, you'll be asked who is using the Chromebook. There are two main options: You, or A Child. Clicking You (followed by the Next button) will take you to the account setup step. Clicking A Child will enable you to setup a more guarded environment for younger people to use the internet. There are also options for Enterprise Enrolment and Use as a Guest, but we won't touch the Enterprise option in this instance. After clicking Next, you will be asked to enter your Google account information. There are two ways of doing this. The first is to setup a Google account by opening <https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp> from another computer, and entering the relevant information; follow the on-screen instructions to complete the setup. Alternatively, you can click the More Option button and create a Google account via the Chromebook. If you already have a Google account, enter your email and password in the boxes provided.



Introducing the Chromebook

Getting Started cont.

Step 4

Once you've signed in the Chromebook may take a moment to search for any important updates, or preparing the device. This process won't take long – a few seconds – and once it's done you'll be presented with the You're Signed In! welcome message. On this page you'll have a couple of Google-based notices to agree to: Chrome Sync (which synchronises your settings), and Personalise Google Services (which will use your browsing history to personalise ads and so on). These can be reviewed after the setup by clicking on and ticking the 'Review sync options following setup' checkbox. When you're ready, click on the Accept and Continue button.

Chrome sync

Your bookmarks, history, passwords and other settings will be synced to your Google Account so that you can use them on all of your devices.

Personalise Google services

Google may use your browsing history to personalise Search, ads and other Google services. You can change this at any time at myaccount.google.com/activitycontrols/search

Review sync options following setup

Step 5

As you will soon see, there's rather a lot of agreements to get through. This page will deal with the Terms of Service regarding Google Play apps and services, alongside the Google Privacy Policy, and an option to Back-Up to your Google Drive area; to restore any data to any Google device whenever you want. Click the More button when you're ready to continue.

Google Play Terms of Service

4 August 2020 ([View archived version](#))

1. Introduction

Applicable Terms. Thanks for using Google Play. Google Play is a service provided by Google LLC ("Google", "we" or "us"), located at 1600 Amphitheatre Pkwy, Mountain View, CA 94043. Your use of Google Play and the apps and games (including Android Instant Apps), music, movies, books, magazines, or other digital content or services (referred to as "Content") available through it is subject to these Google Play Terms of Service and the [Google Terms of Service \("Google ToS"\)](#) (together referred to as the "Terms"). Google Play is a "Service" as described in the Google ToS. If there is any

[Google Privacy Policy](#)

Send usage and diagnostic data. This device is currently automatically sending diagnostic, device and app usage data to Google. This will help system and app stability and other improvements. Some aggregate data will also help Google apps and partners, such as Android developers. If your additional Web & App Activity setting is turned on, this data may be saved to your Google Account. [Learn More](#)

Back up to Google Drive. Easily restore your data or switch device at any time. Your backup includes app data. Your backups are uploaded to Google and encrypted using your Google Account password. [Learn More](#)

[More](#)

Step 6

More Google Play apps and services agreements. This one will ask you to accept the Back up to Google Drive, as well as allowing apps and services to gain access to your location – or rather your device's location. It also deals with allowing the installation of updates and apps. As with Step 4, you can click the tick box to review the Google Play options following the setup routine. If you're ready to continue, click the Accept button.

Send usage and diagnostic data. This device is currently automatically sending diagnostic, device and app usage data to Google. This will help system and app stability and other improvements. Some aggregate data will also help Google apps and partners, such as Android developers. If your additional Web & App Activity setting is turned on, this data may be saved to your Google Account. [Learn More](#)

Back up to Google Drive. Easily restore your data or switch device at any time. Your backup includes app data. Your backups are uploaded to Google and encrypted using your Google Account password. [Learn More](#)

Use location. Allow apps and services with location permission to use your device's location. Google may collect location data periodically and use this data anonymously to improve location accuracy and location-based services. [Learn More](#)


Install updates and apps. By continuing, you agree that this device may also automatically download and install updates and apps from Google, your operator and your device's manufacturer, possibly using mobile data. Some of these apps may offer in-app purchases. [Learn More](#)

Tap 'Accept' to confirm your selection of these Google services settings.



Review Google Play options following setup

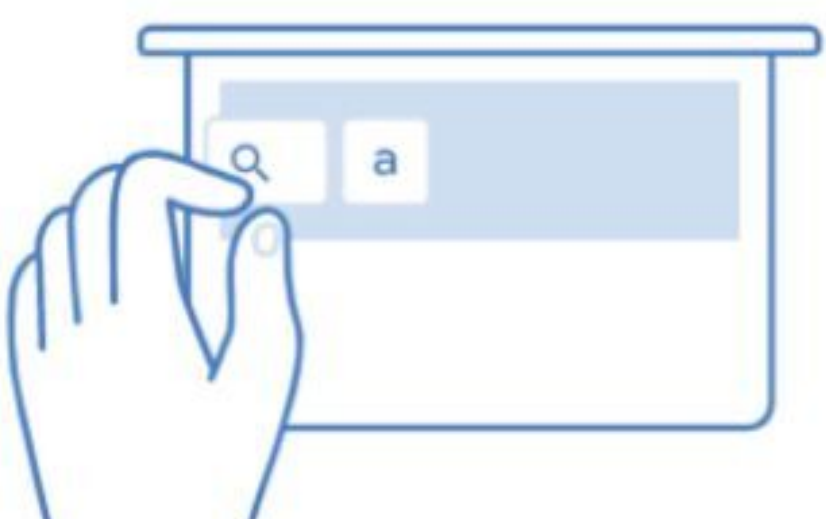
Step 7

From here you can begin to setup the Google Assistant. You'll first be asked if you want to work with the Google Assistant, which you'll need to click on the I Agree button. If you don't want to use the Google Assistant, you won't be able to take advantage of the 'Hey Google' voice commands, complete with voice searching that Chrome OS and Google supplies.




Your Google Assistant works here too

Press  +  and type what you need or just say "Hey Google"



Step 8

You will need to allow the Chromebook to voice match you with the Google Assistant. Once you agree, you will be asked to say 'OK Google' several times, before a final 'Hey Google' to complete the voice pattern matching. As mentioned on the page, 'Hey Google' is only active when connected to a power source by default (which can be changed in the Settings page), and there is a warning that a similar voice could fool the Google Assistant into thinking it's you. When you're ready, click the I Agree button to start the Google Assistant setup.




Access your Assistant with 'Hey Google'

Voice Match helps your Google Assistant identify your voice on your Chromebook and tell you apart from others. To save battery, 'Hey Google' is only on when your device is connected to a power source. To make changes, go to Settings.

Bear in mind: A similar voice or recording might be able to access your personal results, too. You can remove Voice Match permission later by turning it off in


Step 9

If you've used a Google Assistant before, then you'll skip the voice activation part of the setup process – since it already has your voice pattern logged. If not, then when you've finished the voice setup, you'll see a notification page telling you the 'Hey Google' setup is complete and ready to go.




Voice Match is ready

It looks as though you've already set up Voice Match with your Assistant on another device. These previous recordings were used to make a voice model on this device.



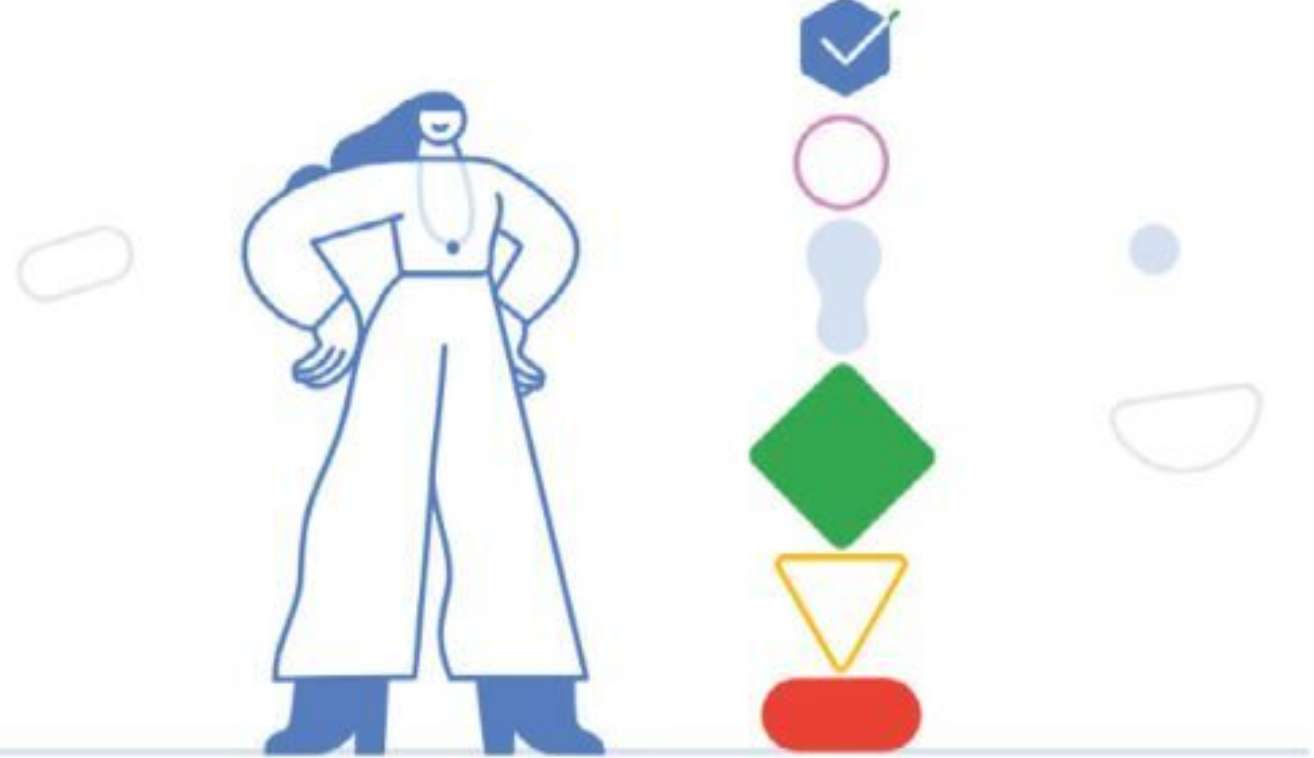
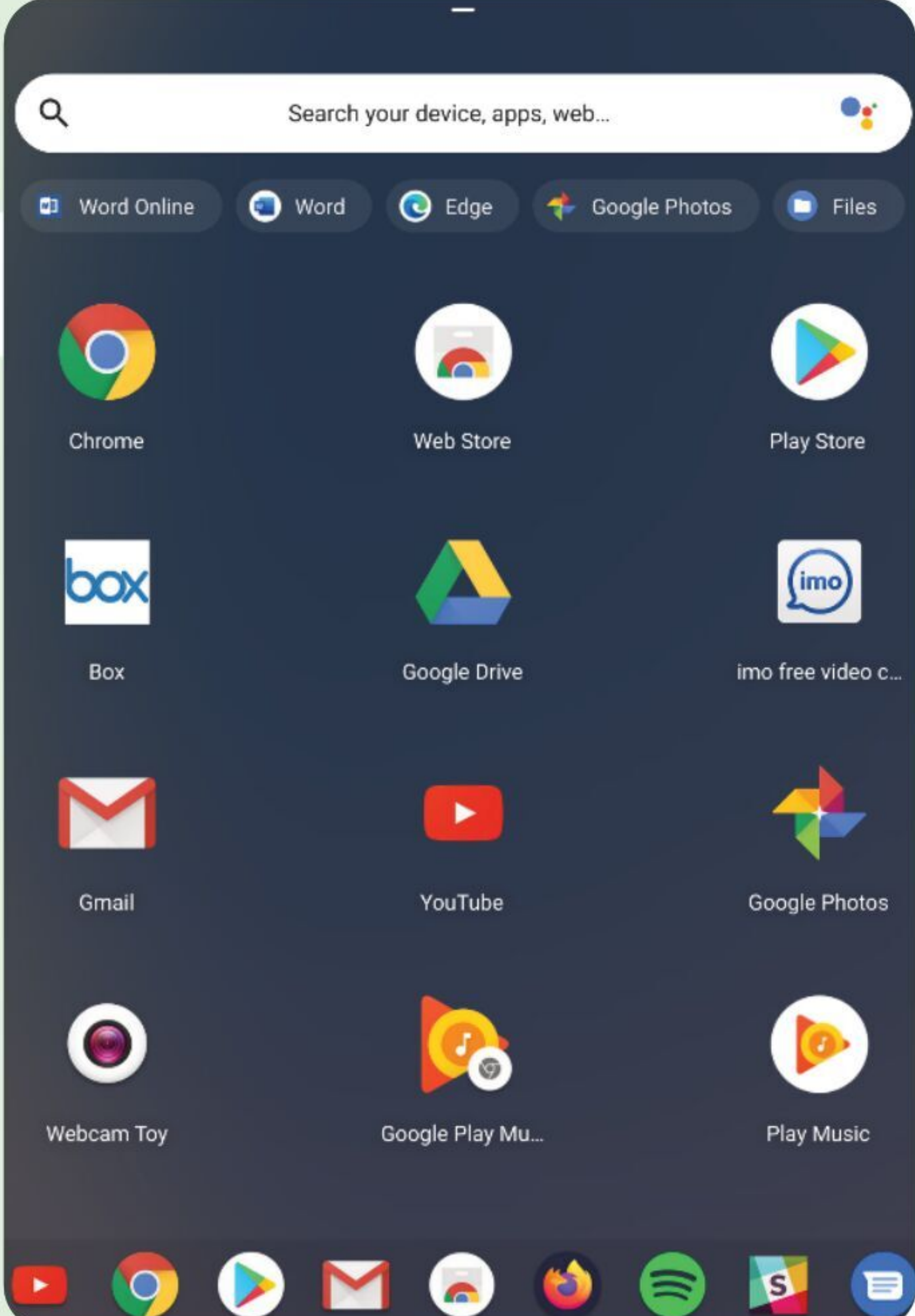
Step 10

That's it! You've made it to the end of the initial setup of the Chromebook. It's now ready to use, personalise and interact with. Simply click on the final Get Started button, and the Chromebook will finalise any settings and present you with the Chrome OS desktop.



You're ready!

You are ready to start using your Chromebook.

Introducing the Chromebook



The Chromebook Keyboard

Chromebook keyboard layouts are slightly different to that of a traditional Windows laptop, or even MacBook. To further confuse the issue, some Chromebook manufacturers keyboards differ from one to the other. However, most will have something resembling the image you see below. Let's look at what the Chromebook keys do.

1 Forward/Backward Keys

▶ The Forward and Backward keys will move you through any webpages; obviously forwards and backwards through the pages you've already viewed. While it may not seem to revolutionary, once you start using them you'll come to realise how useful they really are.

2 Reload/Refresh

▶ The Reload, or if you prefer, Refresh, key will complete reload a webpage you're currently on. Think of it as hitting the F5 key on a Windows computer or laptop, when you need to quickly refresh and reload the page.

3 Full Screen Mode

▶ Pressing the Full Screen Mode key will open the currently active window on the Chromebook in full screen. Tap it again to shrink it back to its previous size.

4 Display Open Windows

▶ Tapping this key will display all the currently open windows you have. They're displayed in a portrait mode, and you can use the touchpad mouse, or the arrow keys to cycle between each individual window; pressing Enter will bring the highlighted window to forefront.

5 Display Brightness Keys

▶ These two keys will decrease and increase the brightness levels of the display. There's a GUI indicator on-screen that will show you the levels of brightness as you tap these keys.

6 Volume Keys

▶ As expected, these two keys will mute the Chromebook's sound, decrease the volume and increase the volume. Again, a graphical level will display the current volume setting.



7 Lock Screen

Pressing and holding this key will enable the Chromebook and Chrome OS screen lock. You'll need to enter your login password into the box provided to unlock the Chromebook. Ensure you do this if you're going to be away from your computer.

8 Search Key

Pressing the Search Key (the magnifying glass), will open the Chrome OS Search Function. From here, you're able to search for files and folders stored on your Chromebook, emails, apps from the Google Play Store, YouTube videos, and even settings from within Chrome OS. This is also known as the Everything Button, and links directly to the Launcher.



Introducing the Chromebook



The Chrome OS Desktop

Ready to dive into Chrome OS and see what it can do? Let's take a moment to navigate the desktop and see what each aspect of it does.

1 Background/Wallpaper

As with any other operating system, Chrome OS features a customisable background, or wallpaper, for you to change and personalise. There are plenty available from within Chrome OS itself, including works of art, fantasy, and even solid colours; you're also able to include your own images.

2 Welcome Page

When you first log into Chrome OS you're presented with a welcome page. This includes details and quick tutorials on how to accomplish the most frequently used tasks within the operating system. It's worth spending a few minutes going through what the Welcome Page has to offer, to help familiarise yourself with the new OS.

3 Searching & Apps

Still within the Launcher, you can enter anything into the text box provided to search the files stored on the Chromebook, your emails, YouTube videos, and even the Google Play Store. This is also where any 'Hey Google' requests are processed. If you were say, 'Hey Google, what's the weather like tomorrow?', the results will be displayed in the Launcher – or opened as a separate window depending on the request, but the actual command is handled by the Launcher. If you click the up-pointing arrow at the top-middle of the Launcher, the window will fill the screen and you can view all the currently installed apps on the Chromebook.

4 The Launcher (Everything button)

This is called the Launcher, or the Everything Button, it's not always taking up so much room on the desktop, we simply activated it to show you what it looks like. To open the Launcher, you tap the Search key on your Chromebook keyboard (the magnifying glass), or you use the Touchpad to click the circle in the bottom-left of the main desktop area.



5 The Shelf

The bar below the Launcher is called the Shelf. This is a quick-launch app, file and folder shortcut launcher similar to that found on macOS, and some Linux distros. The default apps: Chrome, Files, Gmail, Google Docs, YouTube and the Google Play Store, can all be changed and removed, and it's easy to Pin new apps, files and folders, to the Shelf. The Rocket Ship icon, by the way, is the Welcome Page that's currently open on the desktop. Any open apps are displayed in the Shelf for easy access when you're switching windows.

6 Notifications, Settings, and More

The Wifi, battery level and time icons in the bottom-right of the Shelf can be clicked to reveal a lot more. In here you'll find any recent notifications you've not dismissed, your current profile image, the option to Sign Out of the Chrome OS as well as Shutdown or Restart the Chromebook. There are also options to lock the screen, enter the Chrome OS Settings pages, change Wifi network, enable or disable Bluetooth, capture the screen, turn the Night Light on or off, increase volume and display brightness.





Touchpad Gestures & Keyboard Shortcuts

If you want to get the most from your Chromebook, and the best from Chrome OS, then getting to grips with the built-in touchpad gestures and keyboard shortcuts is the way to go. Using touchpad gestures and shortcuts makes for a more efficient use of the OS, save you small snippets of time and makes good use of the available technology. Here's how they work.



Touchpad Gestures



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.



Move between pages
To go back to a previous page, swipe left with two fingers. To go forwards to a page that you were just on, swipe right with two fingers.



See all open windows
To see all open windows, swipe up with three fingers. To close it, swipe down with three fingers.



Close a tab
Point to the tab, then tap or click the touchpad with three fingers.



Open a link in a new tab
Point to the link, then tap or click the touchpad with three fingers.



Switch between tabs
If you have multiple browser tabs open, swipe left or right with three fingers.



Open or close overview
To open overview, swipe up with three fingers. To close it, swipe down with three fingers.



Switch between virtual desks
If you have multiple desks open, swipe left or right with four fingers.



Drag and drop
Using one finger, click and hold the item that you want to move. Drag the item to its new spot, then release your finger.

Keyboard Shortcuts

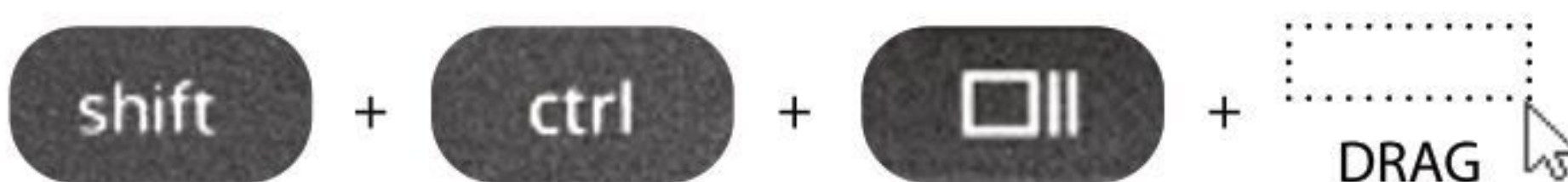
Take a screenshot:

Press Ctrl + Show windows



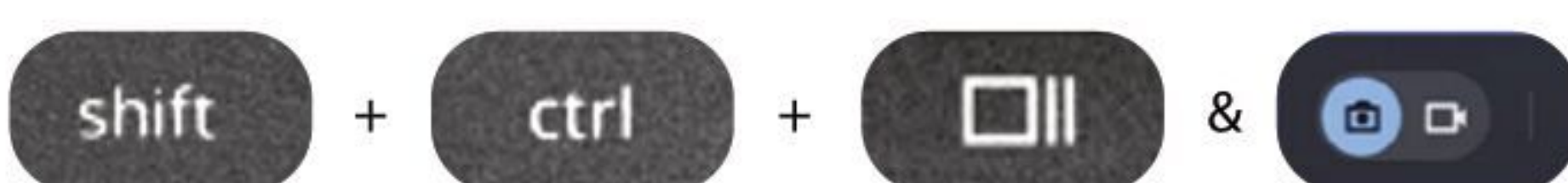
Take a partial screenshot:

Press Shift + Ctrl + Show windows, then click and drag an area.



To access more screenshot features:

Press Shift + Ctrl + Show windows, then select a screenshot feature from the toolbar.



Turn Caps Lock on or off:

Press Search + Alt. Or press Launcher + Alt.



Lock your screen:

Press Search + L. Or press Launcher + L.



Sign out of your Google Account:

Press Shift + Ctrl + q (twice).



Introducing the Chromebook

Search = 🔍 Launcher = 🎯 Rotate = 🔄 Left = ⬅️ Right = ➡️ Up = ⬆️ Down = ⬇️ Keys bright = ⚙️ Keys dim = 🌑 Increase volume = 🔊

Tabs and Windows

Open a new window _____ **Ctrl + n**
Open a new window in Incognito mode _____ **Shift + Ctrl + n**
Open a new tab _____ **Ctrl + t**
Open a file in the browser _____ **Ctrl + o**
Close the current tab _____ **Ctrl + w**
Close the current window _____ **Shift + Ctrl + w**
Reopen the last tab or window that you closed _____ **Shift + Ctrl + t**
Go to tabs 1–8 in the window _____ **Ctrl + 1 through Ctrl + 8**
Go to the last tab in the window _____ **Ctrl + 9**
Go to the next tab in the window _____ **Ctrl + Tab**
Go to the previous tab in the window _____ **Shift + Ctrl + Tab**

Switch quickly between windows _____ Press and hold **Alt**, tap **Tab** until you get to the window that you want to open, then release. You can also press and hold **Alt**, then tap **Tab** and select a window with the left or right arrow keys, mouse or touch.

Open the window last used _____ Press & hold **Shift + Alt**, tap **Tab** until you get to the window that you want to open, then release.

Go to previous page in your browsing history _____ **Alt + Left arrow**
Go to the next page in your browsing history _____ **Alt + Right arrow**
Open the link in a new tab in the background _____ **Press Ctrl and click a link**
Open the link in a new tab and switch to the new tab _____ **Press Shift + Ctrl and click a link**
Open the link in a new window _____ **Press Shift and click a link**
Open the link in the tab _____ **Drag the link to the tab's address bar**
Open the link in a new tab _____ **Drag the link to the tab strip**

Open the web page in a new tab _____ Type a web address (URL) in the address bar, then press **Alt + Enter**

Return the tab to its original position _____ **While dragging the tab, press Esc**
Dock a window on the left _____ **Alt + [(left square bracket)**
Maximise window _____ **Alt + =**
Minimise window _____ **Alt + - (minus)**
Dock a window on the right _____ **Alt +] (right square bracket)**
Switch windows between screens (when your Chromebook is connected to a monitor) _____ **Search + Alt + m (or) Launcher + Alt + m**

Page and web browser

Page up _____ **Alt + Up arrow**
Page down _____ **Alt + Down arrow**
Scroll down the web page _____ **Space bar**

Go to top of page _____ **Ctrl + Alt + Up arrow**
Go to bottom of page _____ **Ctrl + Alt + Down arrow**
Print your current page _____ **Ctrl + p**
Save your current page _____ **Ctrl + s**
Reload your current page _____ **Ctrl + r**
Reload your current page without using cached content _____ **Shift + Ctrl + r**
Zoom in on the page _____ **Ctrl and +**
Zoom out on the page _____ **Ctrl and - (minus)**
Reset zoom level _____ **Ctrl + 0**
Stop the loading of your current page _____ **Esc**
Right-click a link _____ **Press Alt and click a link**
Open the link in a new tab in the background _____ **Press Ctrl and click a link**
Save the link as a bookmark _____ **Drag link to bookmarks bar**
Save your current web page as a bookmark _____ **Ctrl + d**
Save all open pages in your current window as bookmarks in a new folder _____ **Shift + Ctrl + d**
Search the current page _____ **Ctrl + f**
Go to the next match for your search _____ **Ctrl + g or Enter**
Go to the previous match for your search _____ **Shift + Ctrl + g or Shift + Enter**
Go to an inactive information field _____ **Alt + Shift + a**
Perform a Google search _____ **Ctrl + k (or) Ctrl + e**
Add www. and .com to your input in the address bar, then open the page _____ **Ctrl + Enter**
View page source _____ **Ctrl + u**
Show or hide the Developer Tools panel _____ **Shift + Ctrl + i**
Navigate to selected section in the Developer Tools panel _____ **Ctrl + Shift + c**
Open the Console tab in the Developer Tools panel _____ **Shift + Ctrl + j**
Show or hide the bookmarks bar _____ **Shift + Ctrl + b**
Show the toolbar _____ **Alt + Shift + t**
Navigate to selected selection in the Developer Tools panel _____ **Ctrl + Shift + c**
Open the History page _____ **Ctrl + h**
Open the Downloads page _____ **Ctrl + j**
Delete selected Auto-fill suggestion when filling in a form _____ **Shift + Alt + Backspace**

System & display settings

Open the Files app _____ **Shift + Alt + m**
Preview a file in the Files app _____ **Select the file, then press Space**
Display hidden files in the Files app _____ **Ctrl + . (full stop)**
Open the status area (where the time appears) _____ **Shift + Alt + s**
Click icons 1–8 on your shelf _____ **Alt + 1 to Alt + 8**
Click the last icon on your shelf _____ **Alt + 9**

Use function keys _____ **Search + preferred function key (or)**
 _____ **Launcher + preferred function key**

See your notifications _____ **Shift + Alt + n**

Change screen resolution _____ **Shift + Ctrl and + or - (minus)**

Reset screen resolution to default _____ **Shift + Ctrl + 0**

Rotate screen 90 degrees _____ **Shift + Ctrl + Rotate**

Switch to the next user _____ **Ctrl + Alt + . (full stop)**

Switch to the previous user _____ **Ctrl + Alt + , (comma)**

Text editing

Turn Caps Lock on or off _____ **Search + Alt (or)**
 _____ **Launcher + Alt**

Select everything on the page _____ **Ctrl + a**

Select the content in the address bar _____ **Ctrl + L or Alt + d**

Select the next word or letter _____ **Shift + Ctrl + Right arrow**

Select text to the end of the line _____ **Search + Shift + Right arrow (or)**
 _____ **Launcher + Shift + Right arrow**

Select text to the beginning of the line _____ **Search + Shift + Left arrow (or)**
 _____ **Launcher + Shift + Left arrow**

Select previous word or letter _____ **Shift + Ctrl + Left arrow**

Move to the end of the next word _____ **Ctrl + Right arrow**

Move to the start of the previous word _____ **Ctrl + Left arrow**

Move to beginning of the line _____ **Search + Left arrow (or)**
 _____ **Launcher + Left arrow**

Move to end of the line _____ **Search + Right arrow (or)**
 _____ **Launcher + Right Arrow**

Go to end of document _____ **Search + Ctrl + Right arrow (or)**
 _____ **Launcher + Ctrl + Right arrow**

Go to beginning of document _____ **Search + Ctrl + Left arrow (or)**
 _____ **Launcher + Ctrl + Left arrow**

Open clipboard menu _____ **Launcher + v (or) Search + v**

Tip: You can navigate the clipboard menu with the tab or arrow keys.

Copy selected content to the clipboard _____ **Ctrl + c**

Tip: You can select up to five items to copy to your clipboard.

Paste content from the clipboard _____ **Ctrl + v**

Paste content when clipboard menu is open _____ **Enter**

Paste content from the clipboard as plain text _____ **Shift + Ctrl + v**

Cut _____ **Ctrl + x**

Delete the previous word _____ **Ctrl + Backspace**


Delete the next letter (forward delete) _____ **Alt + Backspace**


Undo your last action _____ **Ctrl + z**

Redo your last action _____ **Shift + Ctrl + z**

Switch between keyboard languages _____ **Shift + Ctrl + Space**

Switch to the previous keyboard language that you were using _____ **Ctrl + Space**

Dim keyboard (for backlit keyboards only) _____ **Alt + **

Make keyboard brighter (for backlit keyboards only) _____ **Alt + **

Accessibility

Turn ChromeVox (spoken feedback) on or off _____ **Ctrl + Alt + z**

Turn on high contrast mode _____ **Search + Ctrl + h (or)**
 _____ **Launcher + Ctrl + h**

Magnify your whole screen _____ **Ctrl + Search + m (or)**
 _____ **Ctrl + Launcher + m**

Magnify part of your screen _____ **Ctrl + Search + d (or)**
 _____ **Ctrl + Launcher + d**

Move around in full-screen magnifier mode _____ **Ctrl + Alt + Up, Down, Left or Right**

Highlight the Launcher button on your shelf _____ **Shift + Alt + L**

Highlight the next item on your shelf _____ **Shift + Alt + L, then Tab (or)**
 _____ **Shift + Alt + L, then Right arrow**

Highlight the previous item on your shelf _____ **Shift + Alt + L, then Shift + Tab (or)**
 _____ **Shift + Alt + L, then Left arrow**

Open the highlighted button on your shelf _____ **Shift + Alt + L, then Space (or)**
 _____ **Shift + Alt + L, then Enter**

Remove the highlight from a button on your shelf _____ **Shift + Alt + L, then Esc**

Switch focus between:

- Status area (where the time appears) • Launcher • Address bar
- Bookmarks bar (if visible) • The web page that's open
- Downloads bar (if visible) _____ **Ctrl + Back or Ctrl + Forward**

Highlight the bookmarks bar (if shown) _____ **Shift + Alt + b**

Highlight the row with the address bar _____ **Shift + Alt + t**

Open right-click menu for highlighted item _____ **Search + Shift + Increase volume (or)**
 _____ **Launcher + Shift + Increase volume**

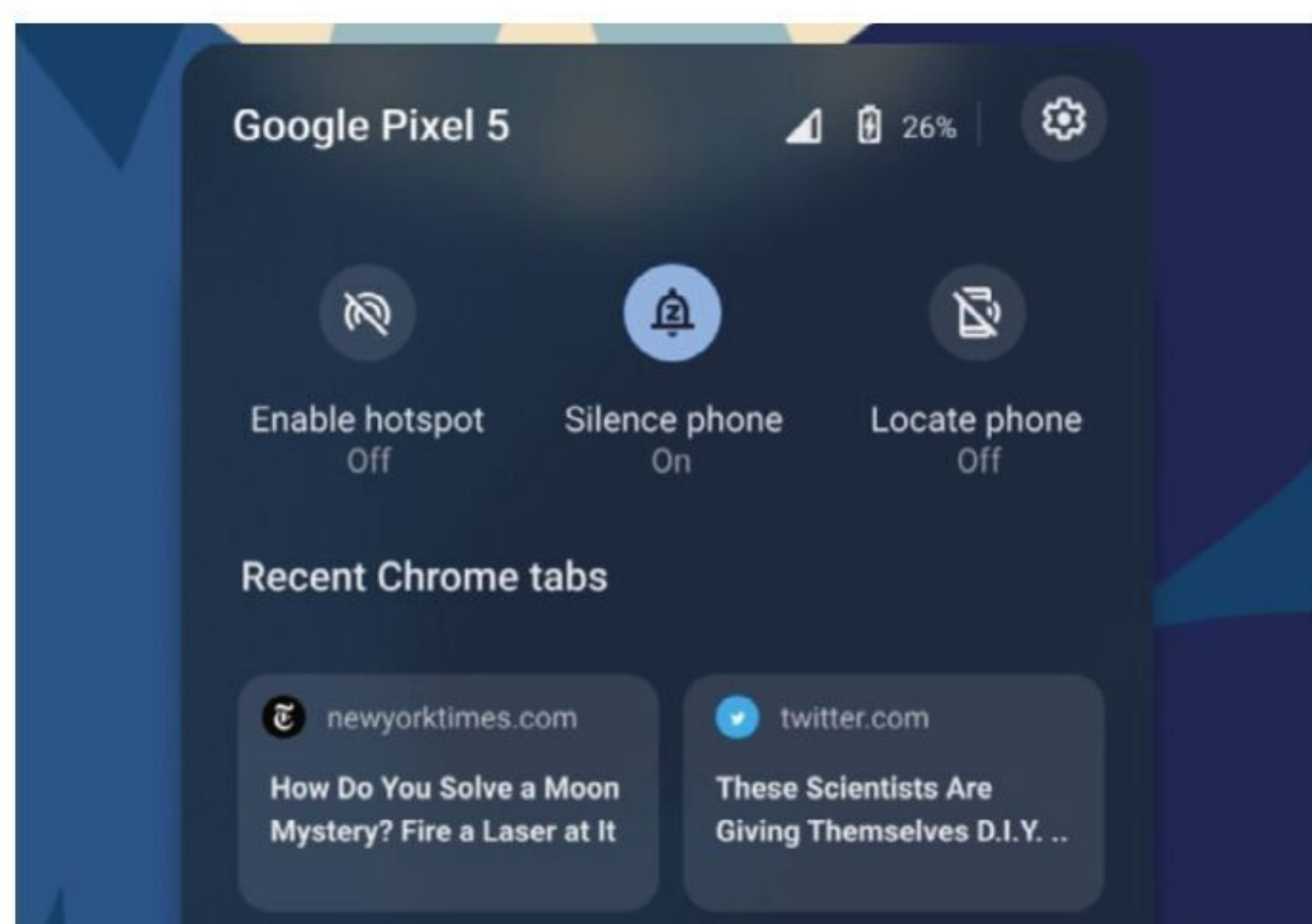
Move an app icon up, down or to the side in the launcher _____ **Ctrl + Up, Down, Left or Right**

Move an app in or out of a folder in the launcher _____ **Ctrl + Shift + Up, Down, Left, or Right**

Introducing the Chromebook

Chrome OS New Features

Chrome OS is a continually evolving system, with regular updates, fixes, patches and new features. These new features can vary from minor additions to the overall use of the operating system, through to great new software that'll make Chrome OS even better than before. Let's look at some of the best new additions to the system.

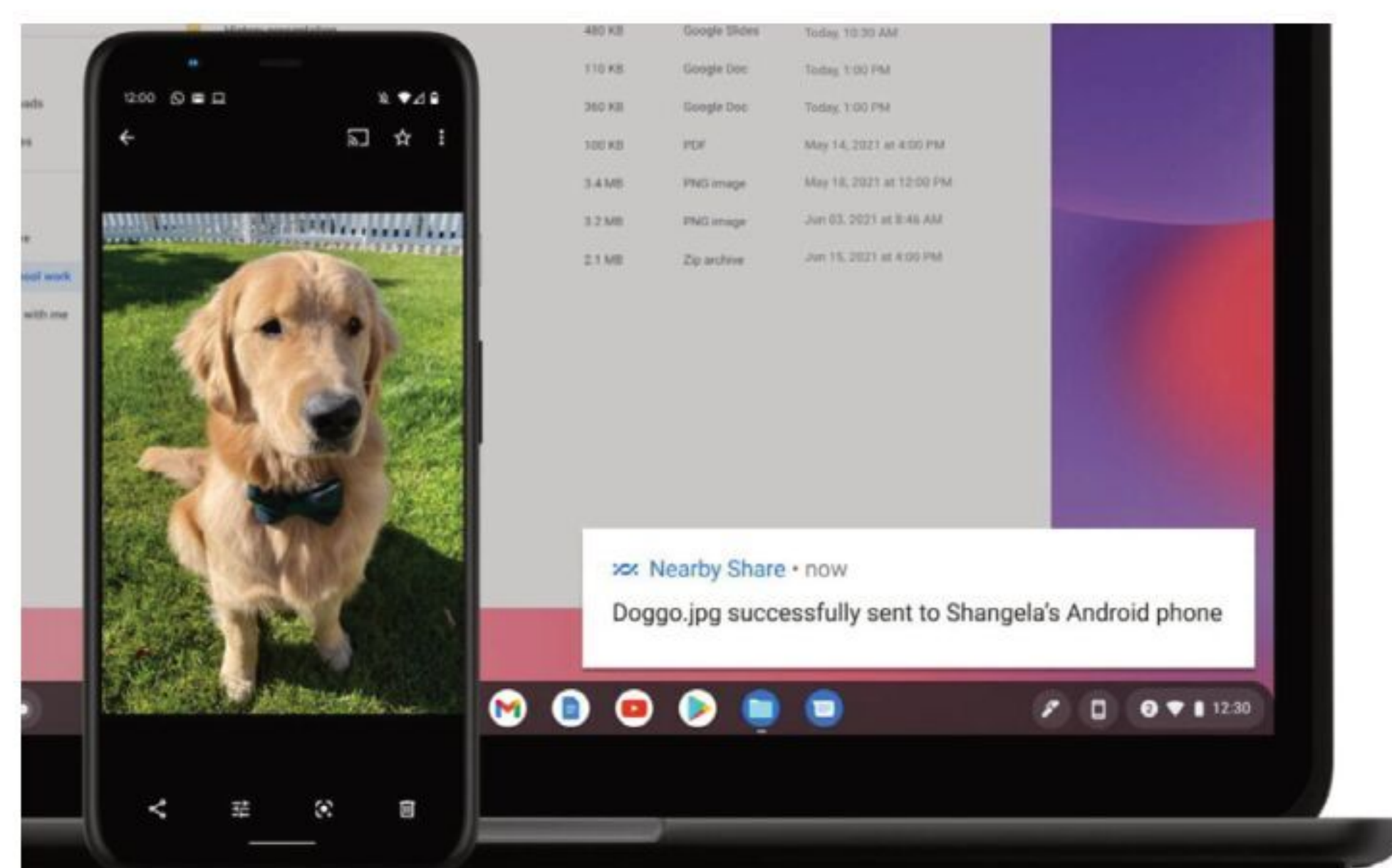
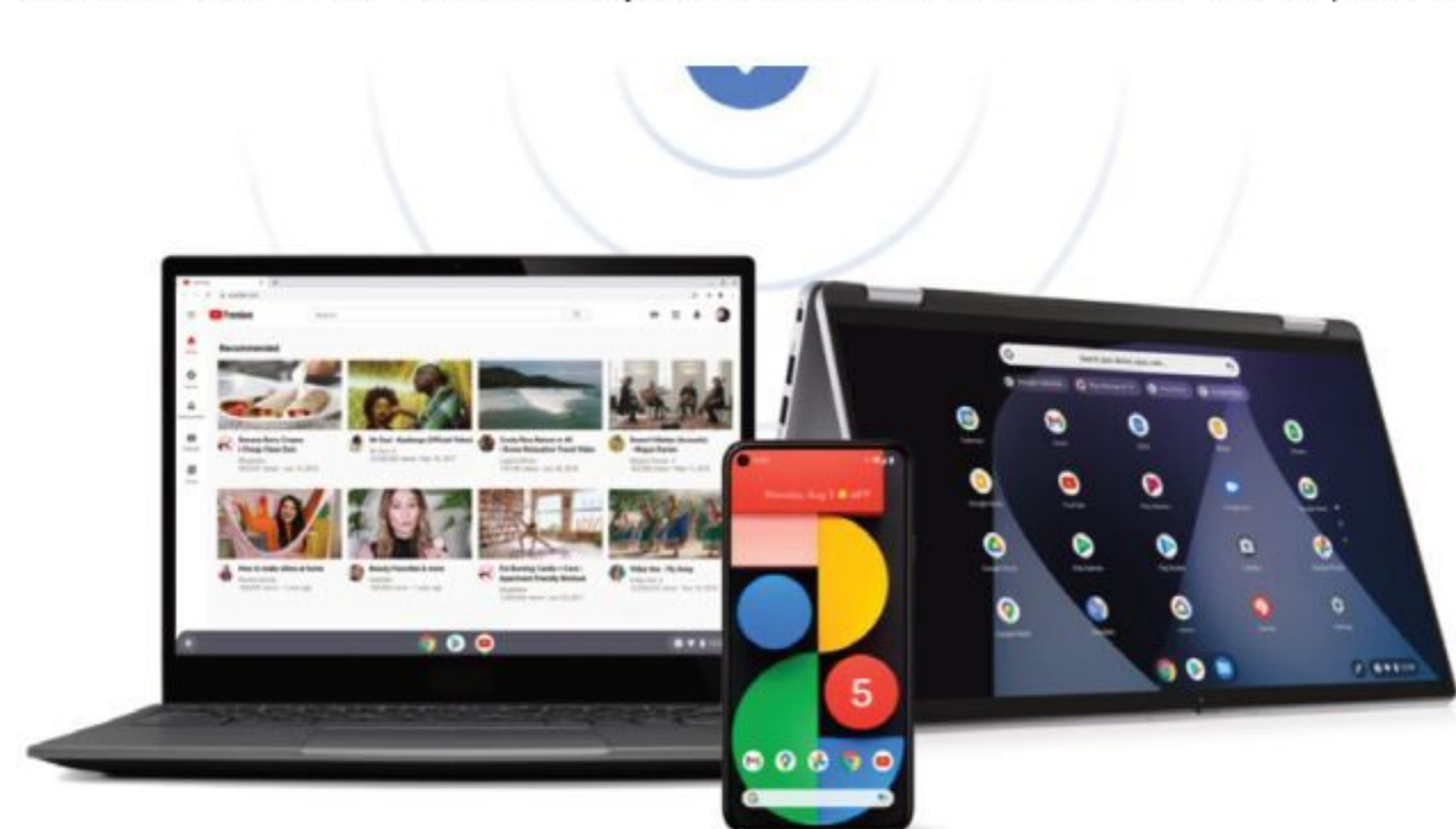


Directly Control Your Android Phone

If you're on your Chromebook and your phone is out of reach, then with the new Phone Hub feature you're able to control the key capabilities of your Android phone directly from within Chrome OS. You can check on the phone's battery life, mobile signal, send messages, and much more.

Wifi Sync

Wifi Sync is a feature that enables you to quickly connect to more devices, enabling you and your Chromebook to get online faster than ever before. With it enabled, you can instantly connect to trusted wireless networks your Android Phone has used previously.

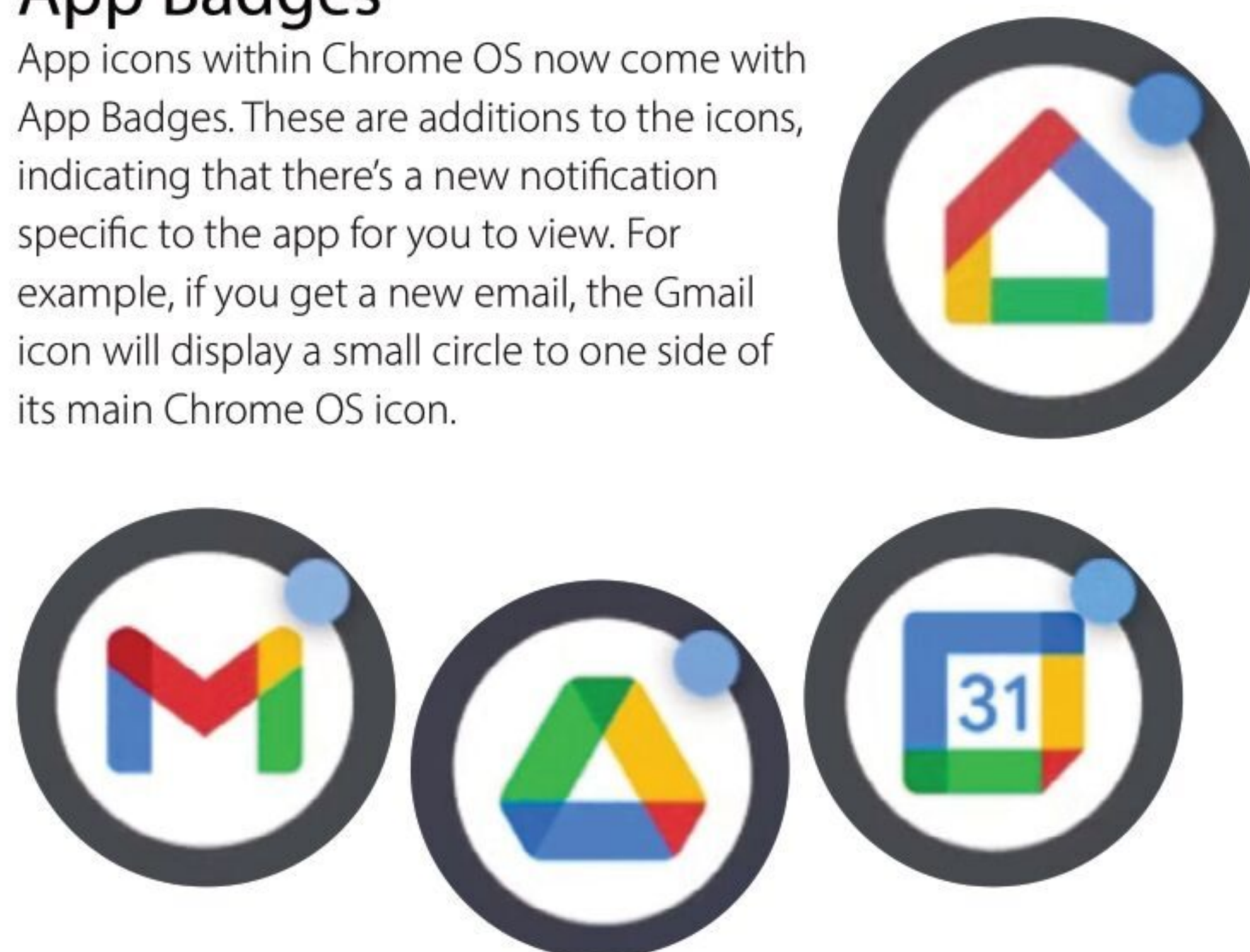


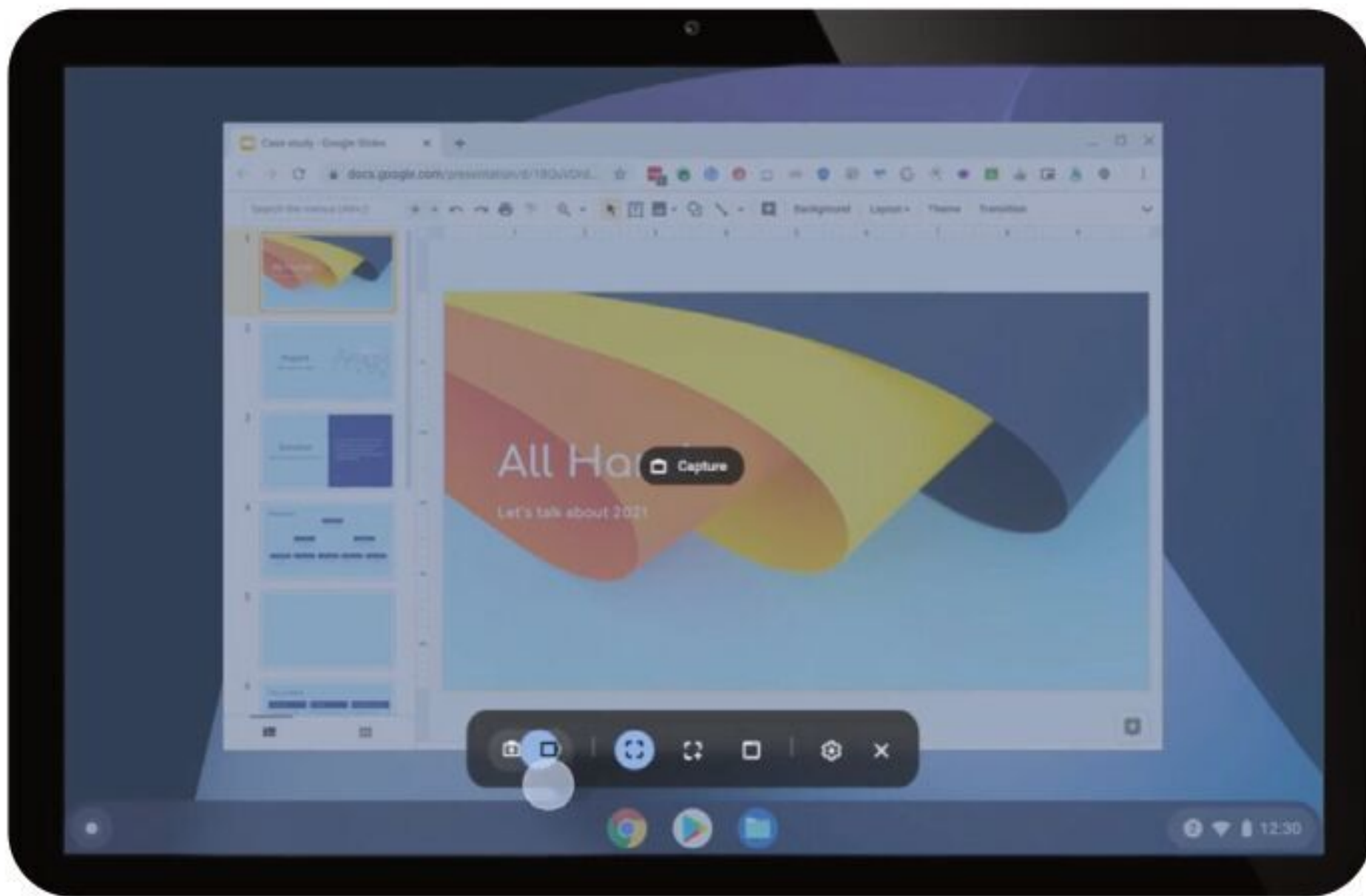
Nearby Share

You're now able to quickly and securely share files between other Chrome OS or Android devices. You can send and receive without giving away your contact details, so that your personal information stays private.

App Badges

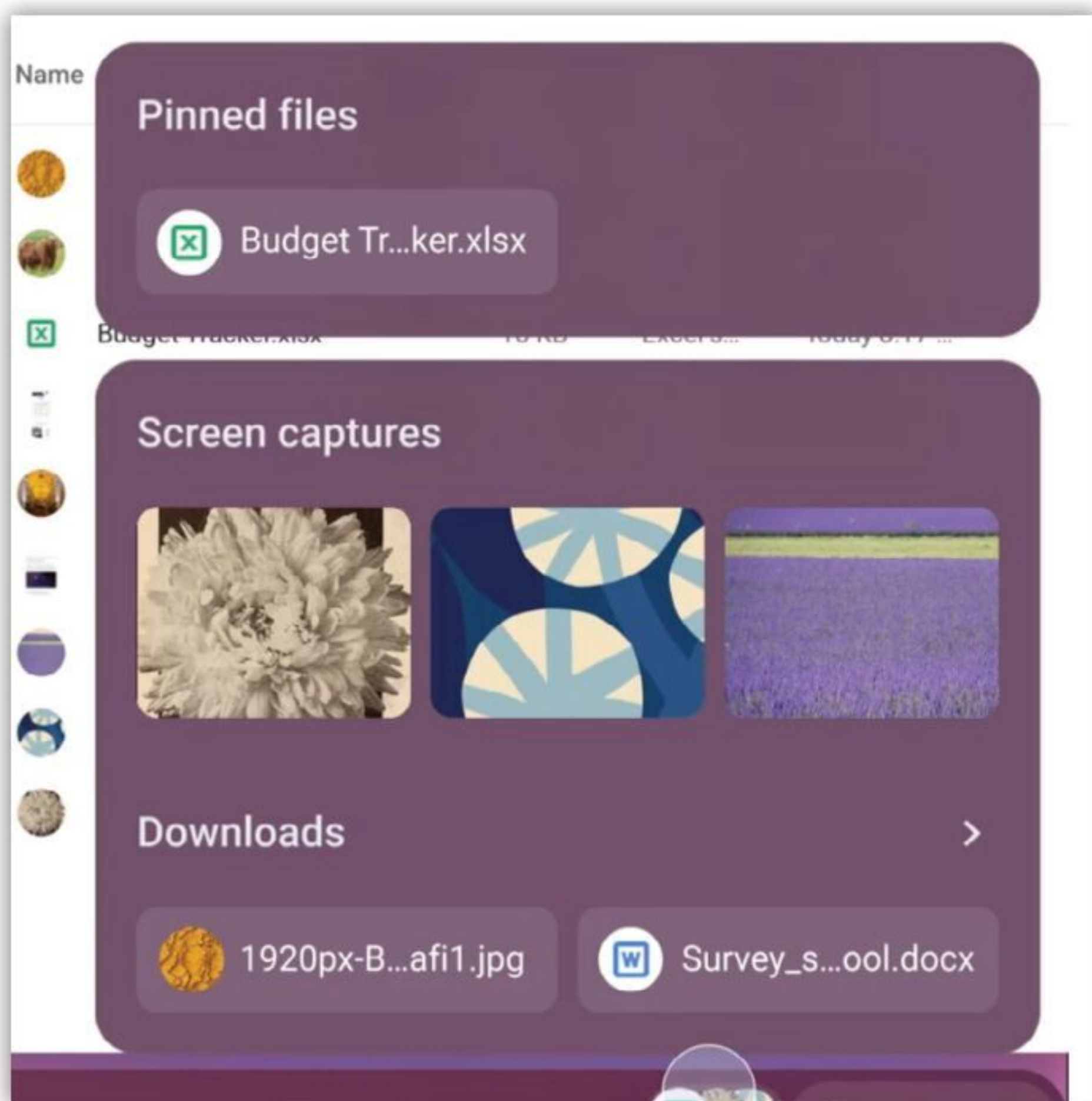
App icons within Chrome OS now come with App Badges. These are additions to the icons, indicating that there's a new notification specific to the app for you to view. For example, if you get a new email, the Gmail icon will display a small circle to one side of its main Chrome OS icon.





Screen Capture

It's now easier than ever before to grab a screenshot, or even a screen recording – without the need to remember multiple keyboard shortcuts. You can crop an area to capture, view more options, change from image to video and much more.

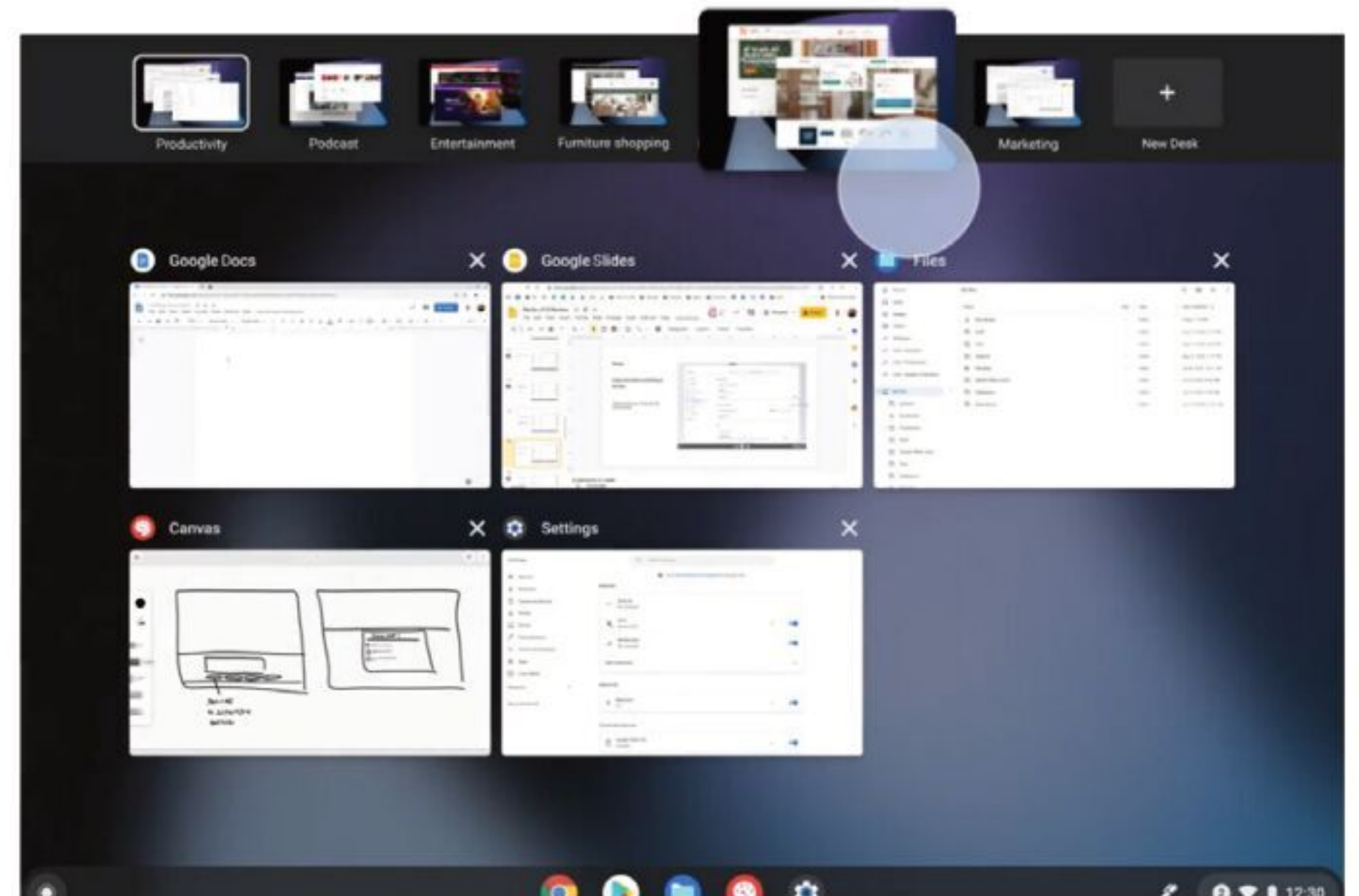


Tote

The Tote is a new area to the Shelf. It enables you to quickly get to the most recently used files, screenshots, downloads and anything you've opted to Pin. You can find next to the time, Wifi and battery life icons in the bottom-right of the desktop.

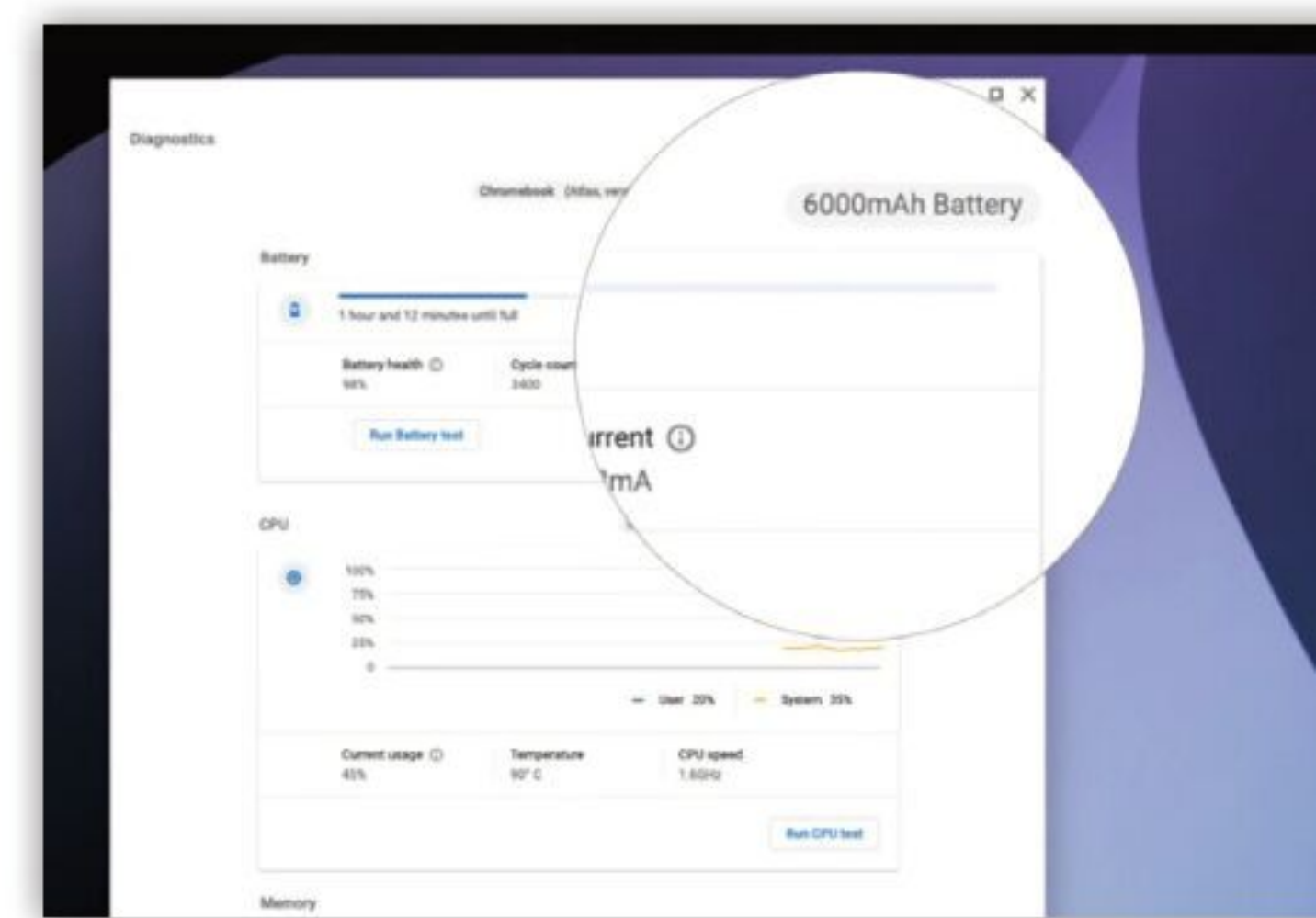
Desks

Desks is a virtual workspace setup within Chrome OS, similar to that found on Windows 10, Linux and macOS. You can press the Show Windows key on your Chromebook keyboard to get an overview of the currently open windows, and from there look to the top of the desktop to see the Desks options. You can create a new Desk, populated with different windows from another Desk, and you can right-click a window to send it to one or all Desks. Desks can also be moved, so you can better organise them, and they are restored on reboot to keep you working effectively.



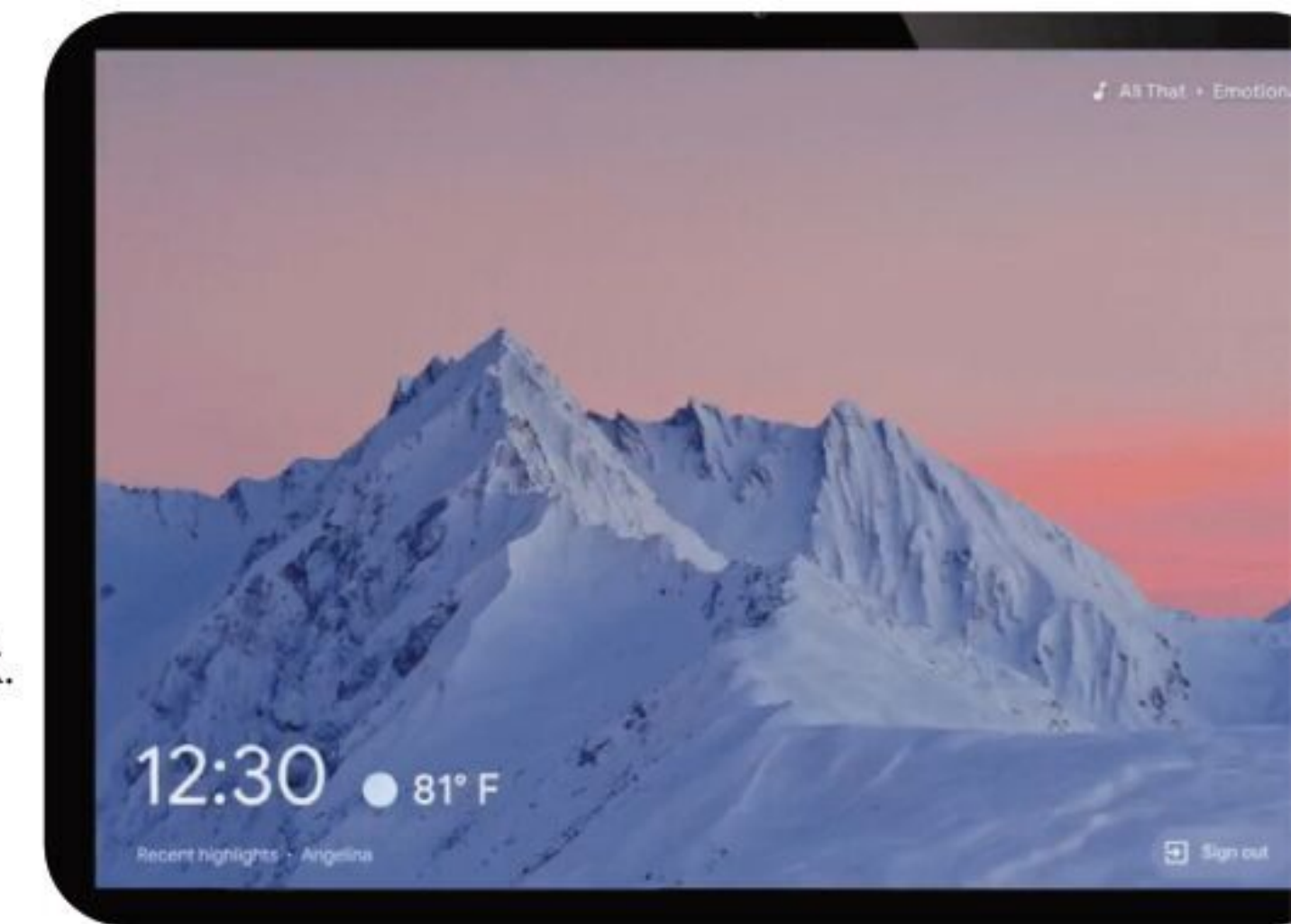
Diagnostics

There's a new Diagnostics app that can be used to check the status of your Chromebook's vital hardware. Check on the Chromebook's battery, the current CPU load, the amount of memory being used, and even run some tests to check everything is operating as it should. You can access the Diagnostic app by pressing the Launcher searching for Diagnostics.



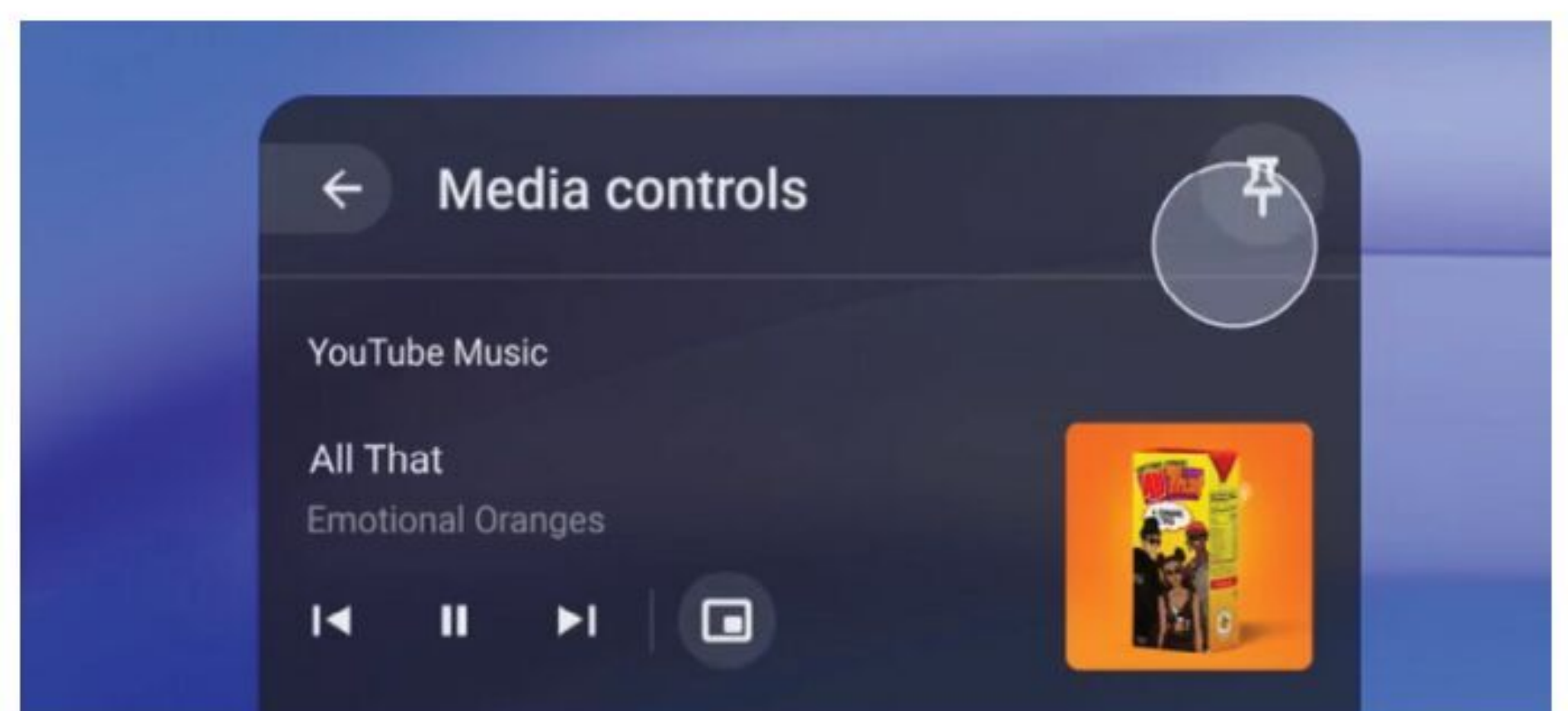
Lock Screen Personalisation

You're able to personalise your Chromebook's lock screen by displaying a favourite photo album, or from a gallery of stock images. You're also able to check the latest weather reports, see what music is being played, and skip tracks without the need to log back into the Chromebook.



Media Controls

There is now better access to the Chromebook's media controls, built directly into the Quick Settings menu. Found in the bottom-right corner of the desktop, the Media Controls enable you to play music from YouTube or Spotify, pause, skip tracks and see details on the track being played.





Make Chrome OS Your Own





Make Chrome OS Your Own

In order to get the best experience from your Chromebook, you're going to need to master the ins and outs of Chrome OS.

This is best done by customising, and personalising, and spending some time investigating its settings and seeing how things work. In this section, you'll learn how to make Chrome OS your own, and you'll delve into its core to further understand one of the best operating systems available.

Personalising Chrome OS & Mastering Settings

Personalising your Chrome OS desktop, and the way it behaves, is something only you can do. However, within the following pages we'll look at some of the key changes you can apply to make Chrome OS your own.



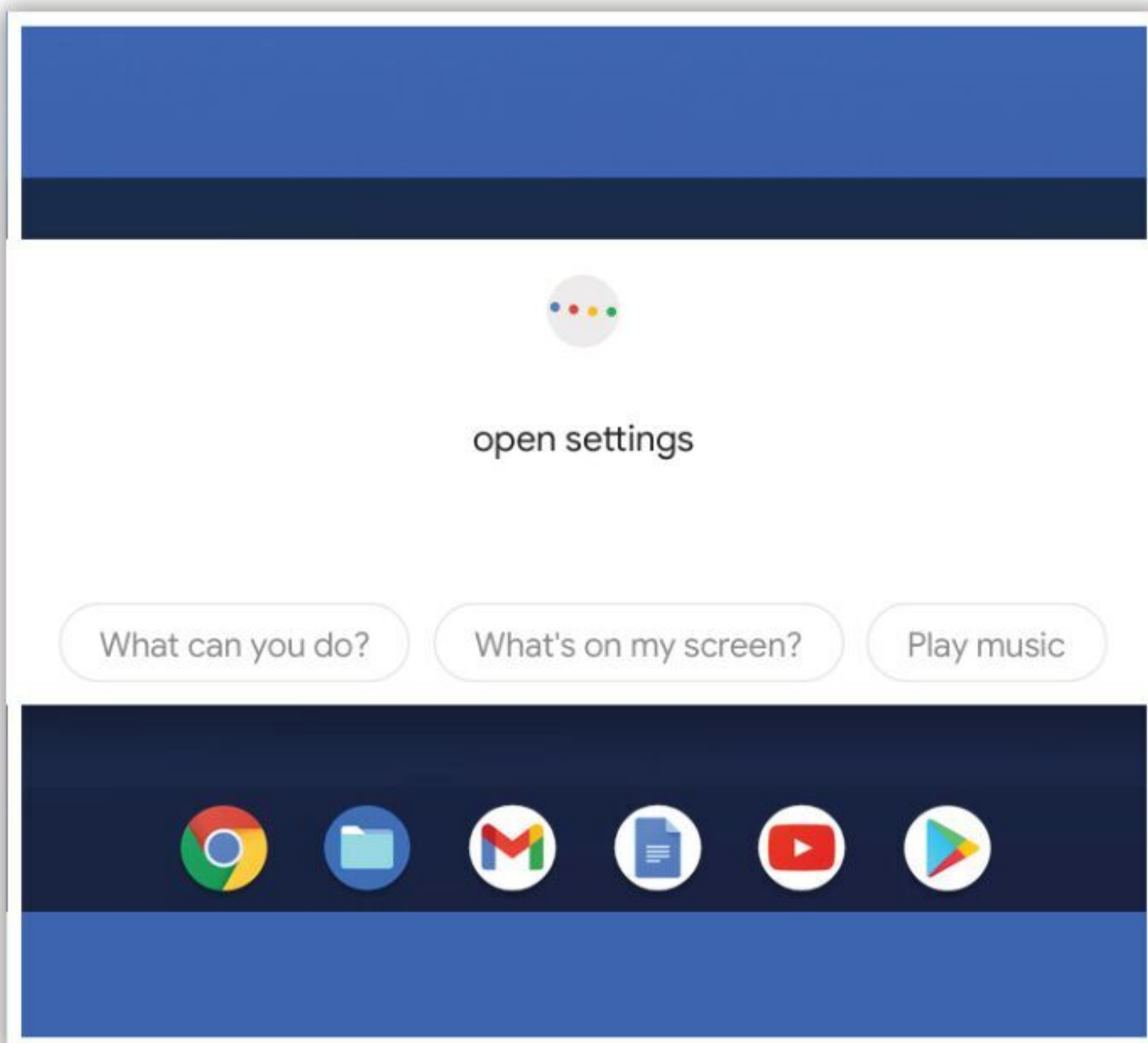


Settings

You can accomplish most of the main personalisation of Chrome OS from within the, wait for it... Personalisation section in the Settings menu. You can get to the Settings page by one of two ways:

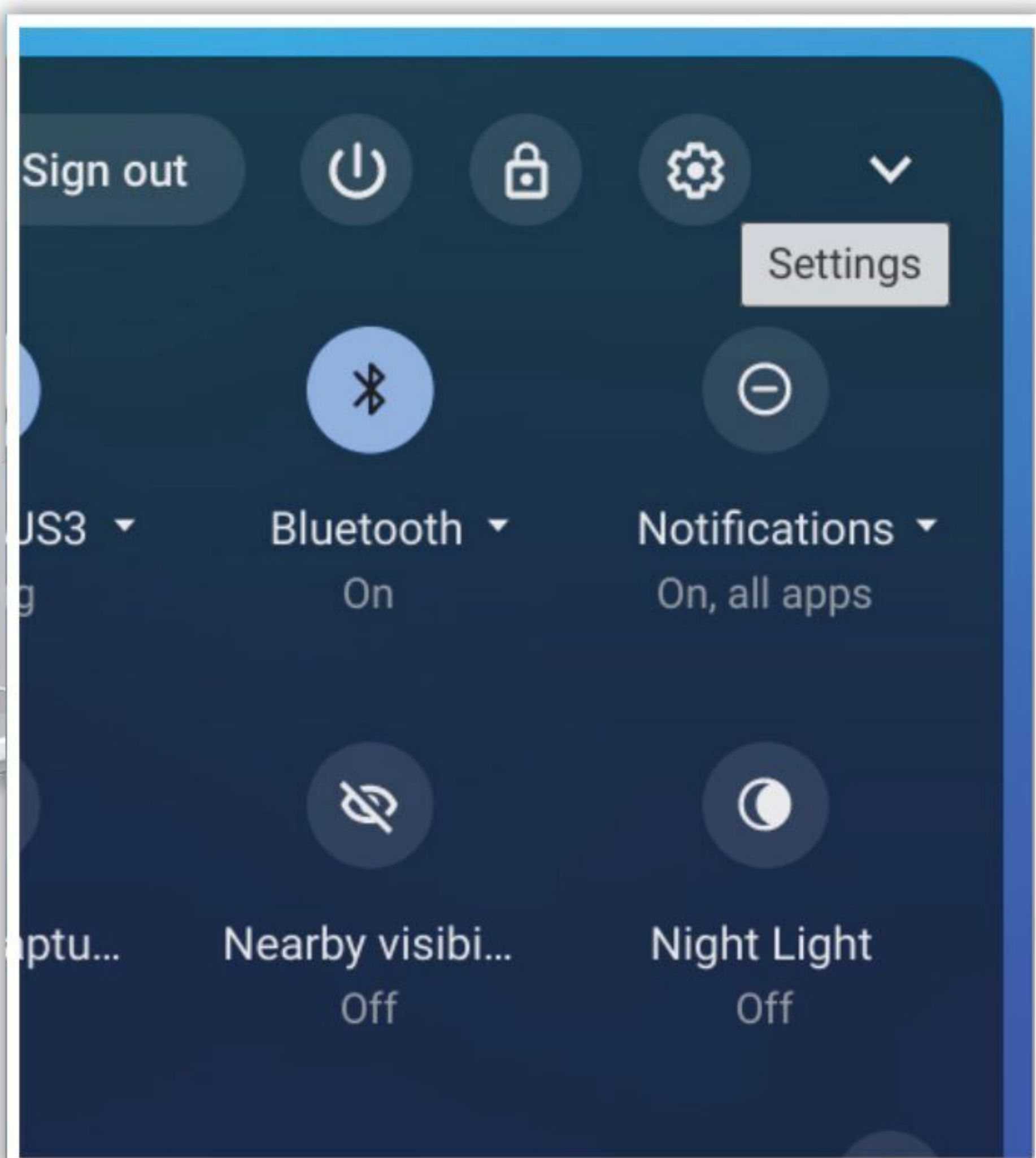
Step 1

› Say 'Hey Google, open settings'. Providing you've got the Chromebook plugged into a power source, the Google Assistant will open the Settings Page.



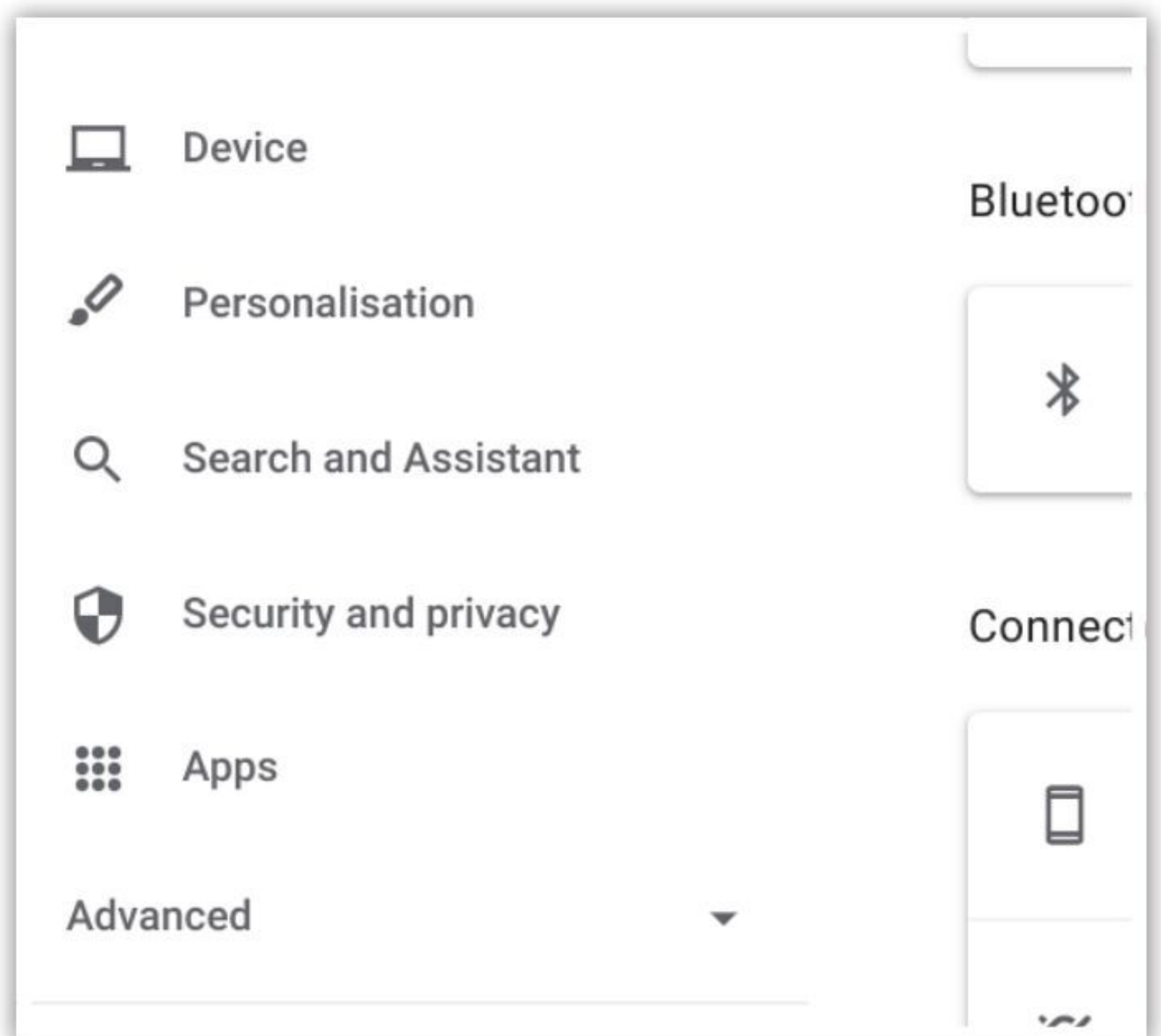
Step 2

› Click on the power, Wifi and time icon in the bottom-right of the desktop. When the information menu opens, look to the cog icon in the top row, and click it. The Settings page will open.



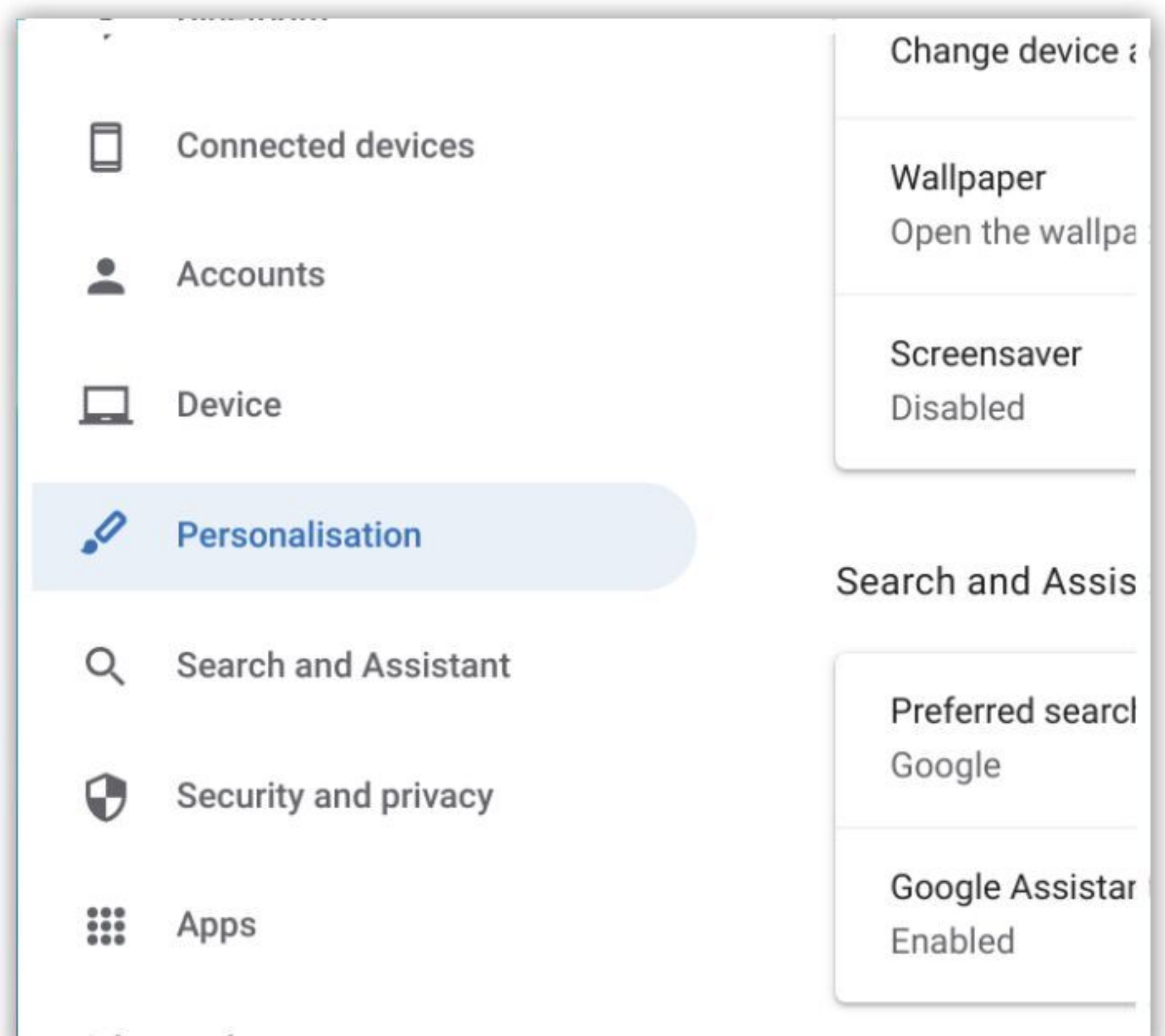
Step 3

› Either method will take you to the Settings page. In here are all manner of tweaks, adjustments and alterations you can do the core of Chrome OS and your experience when using it. Use it with caution, though. While nothing too bad can come from most of these settings, some could cause you problems, and others will wipe your account off the Chromebook for good.



Step 4

› What you need to do now is look to the left-hand pane to locate Personalisation. Click on the Personalisation title, and the main page will change its display. Now let's have a look through what's available within here.



Make Chrome OS Your Own

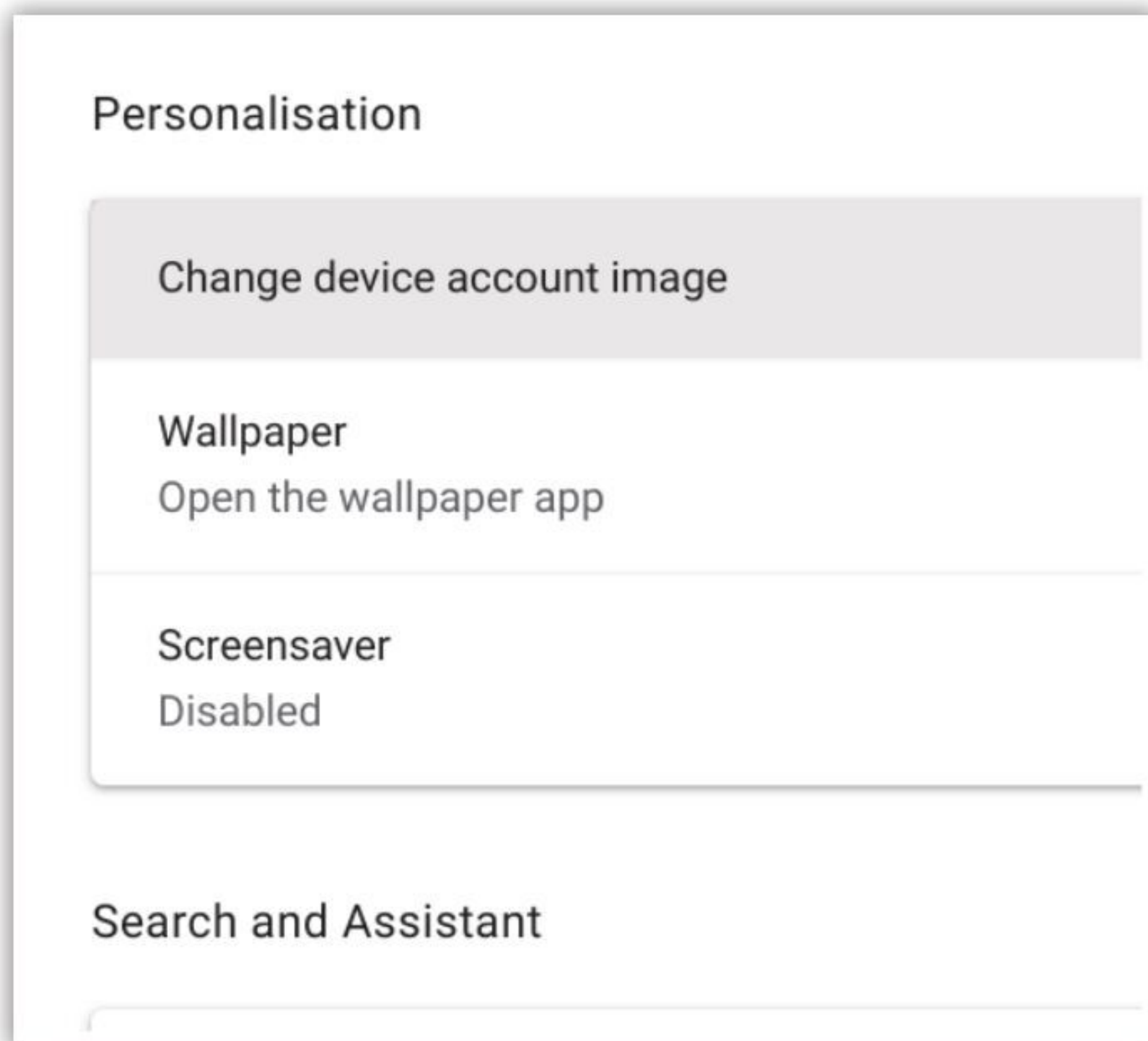


Change Device Account Image

You'll probably want to change your Google account image. If you're new to Google, then you'll likely just have a letter, or even a solid colour. But you can change it to whatever you want – within reason, of course.

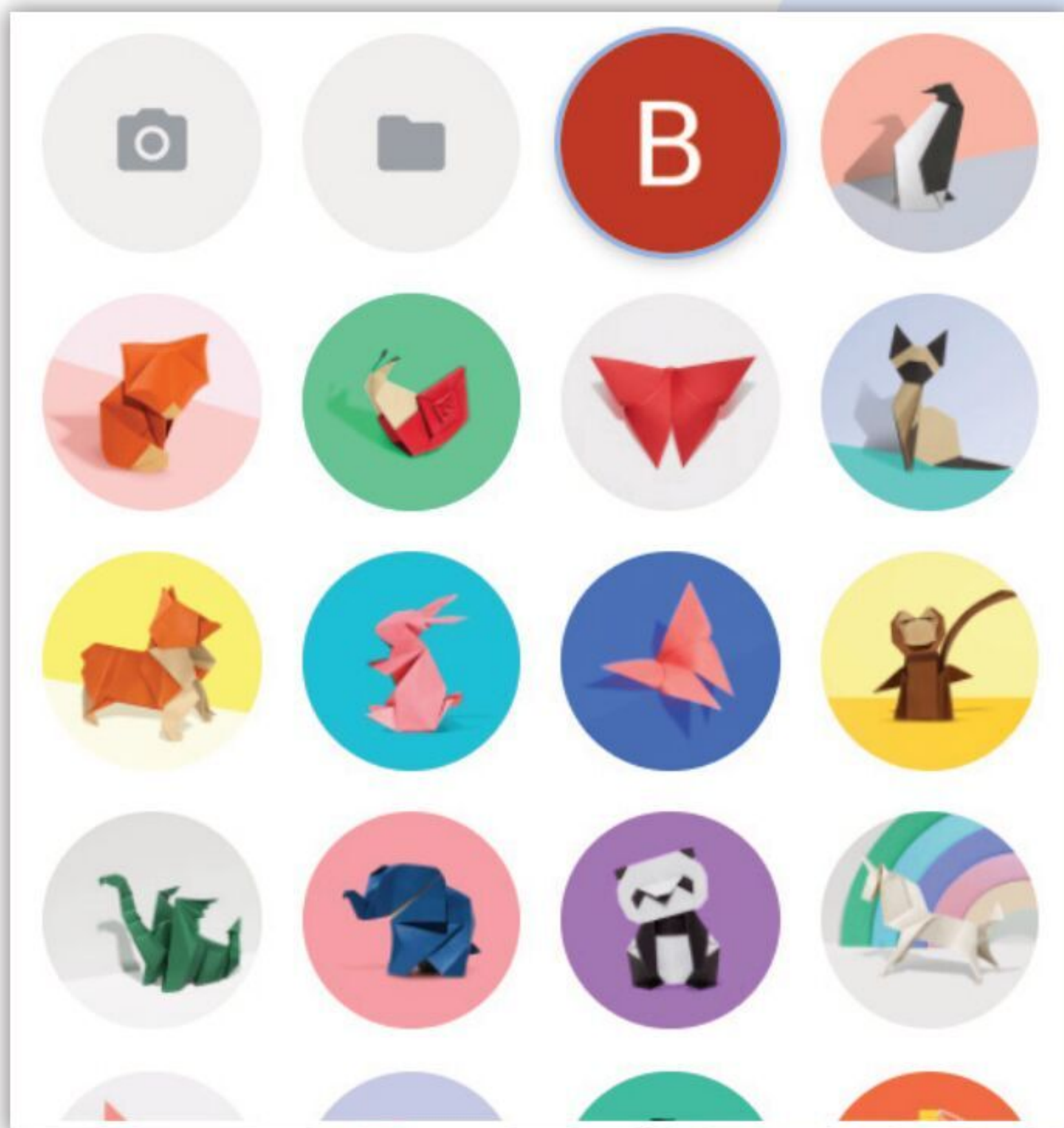
Step 1

The first step is to click the top option within the Personalisation page: Change Device Account Image. This will change the display of the main panel.



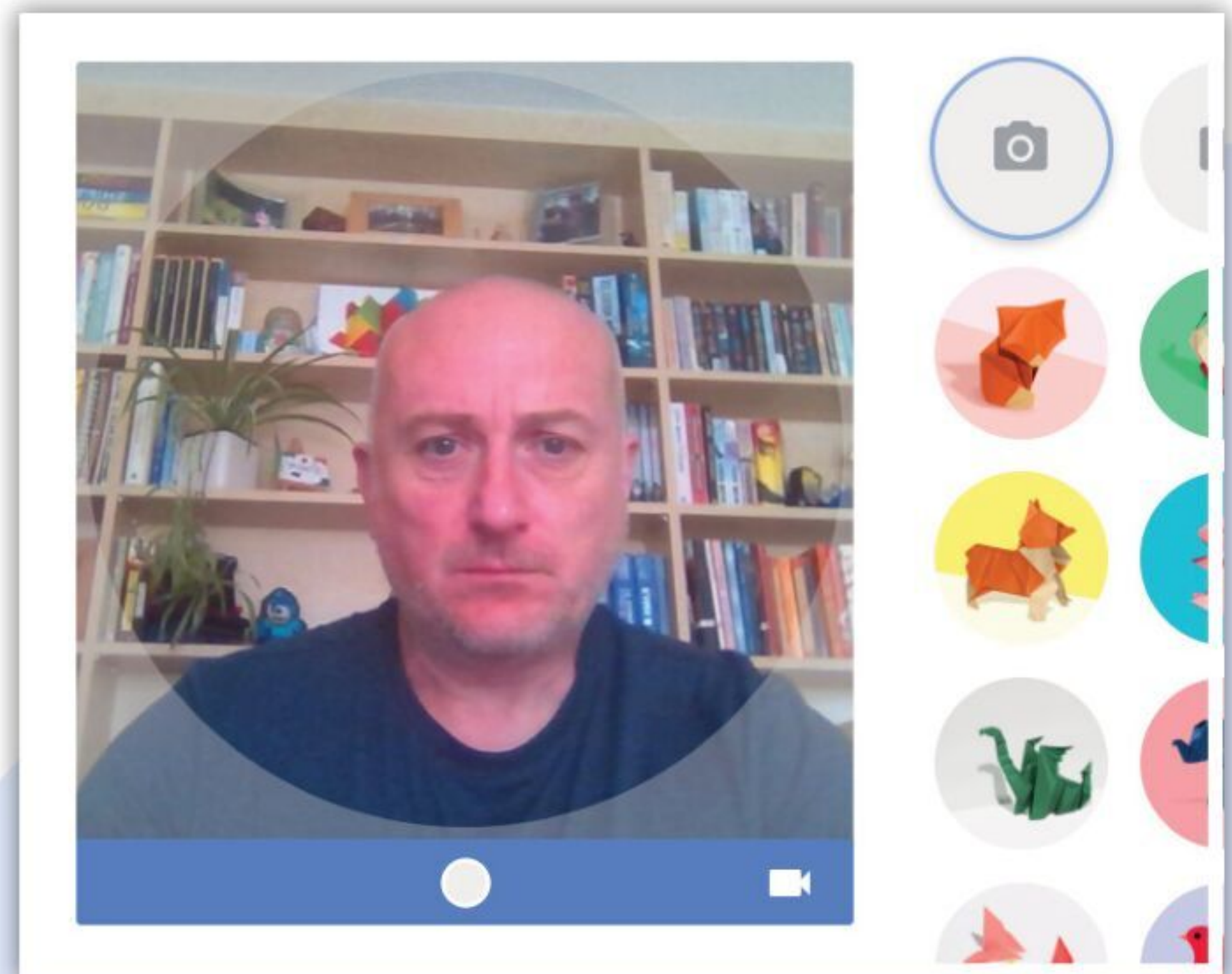
Step 2

As you'll see from the new display, there's a lot you can opt for in terms of having a new account image. You can choose anything from a cartoon graphic of an animal, through to your own unique image.



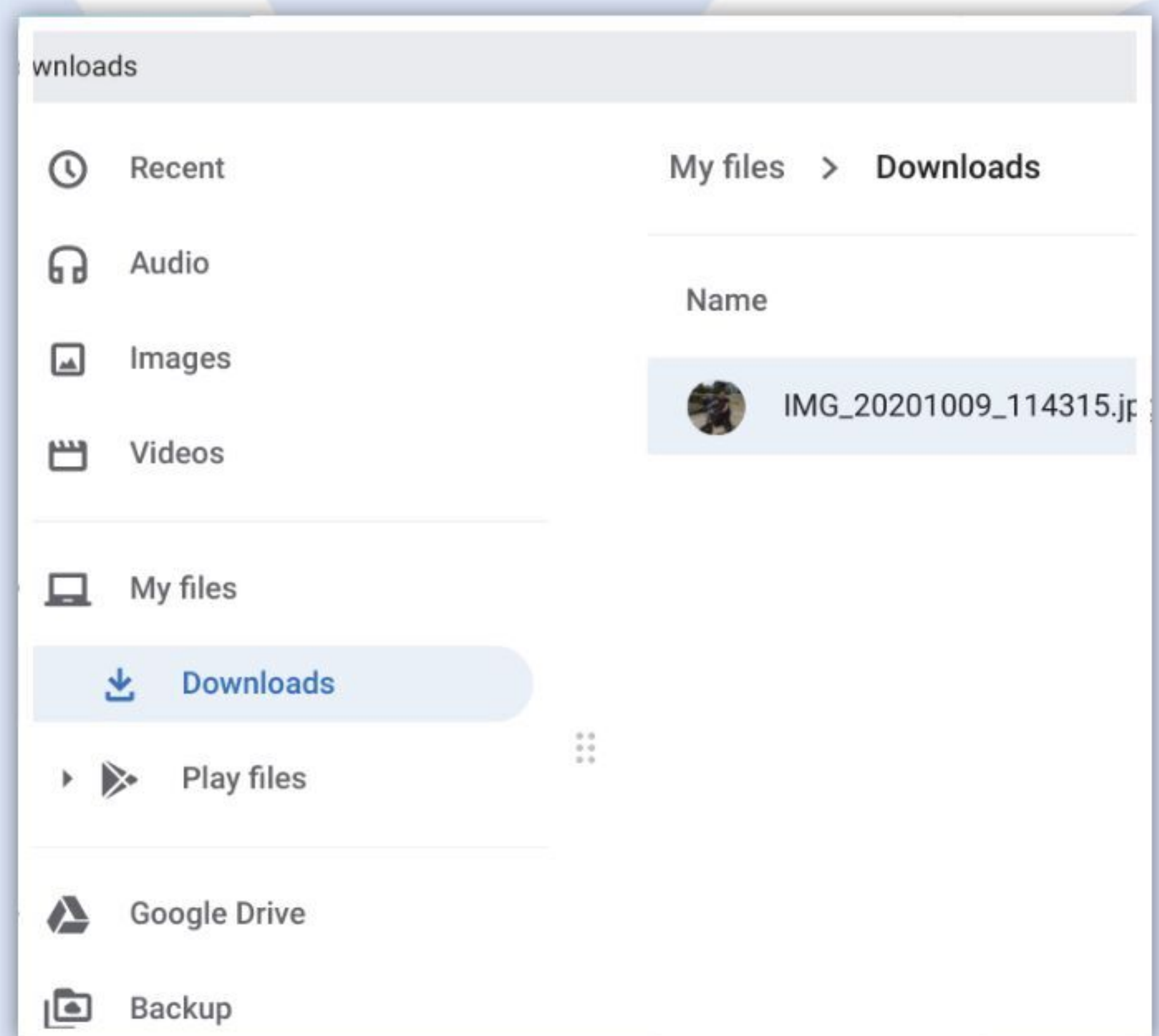
Step 3

You can click any of the default images, which will change the main, large image that's displayed next to them. However, if you want something more personal, click the Camera icon. This activates the Chromebook webcam, and you can take a picture of yourself.



Step 4

Alternatively, you can click the Folder icon (next to the webcam option), and choose an image file you may already have stored on your Google Drive, or stored as an attachment to an email. You may need to download the image to the Downloads folder in Chrome OS before being able to add it as the Account Image, however. When you're done, click on the left-pointing arrow above the image, to return to the main Personalisation page again.



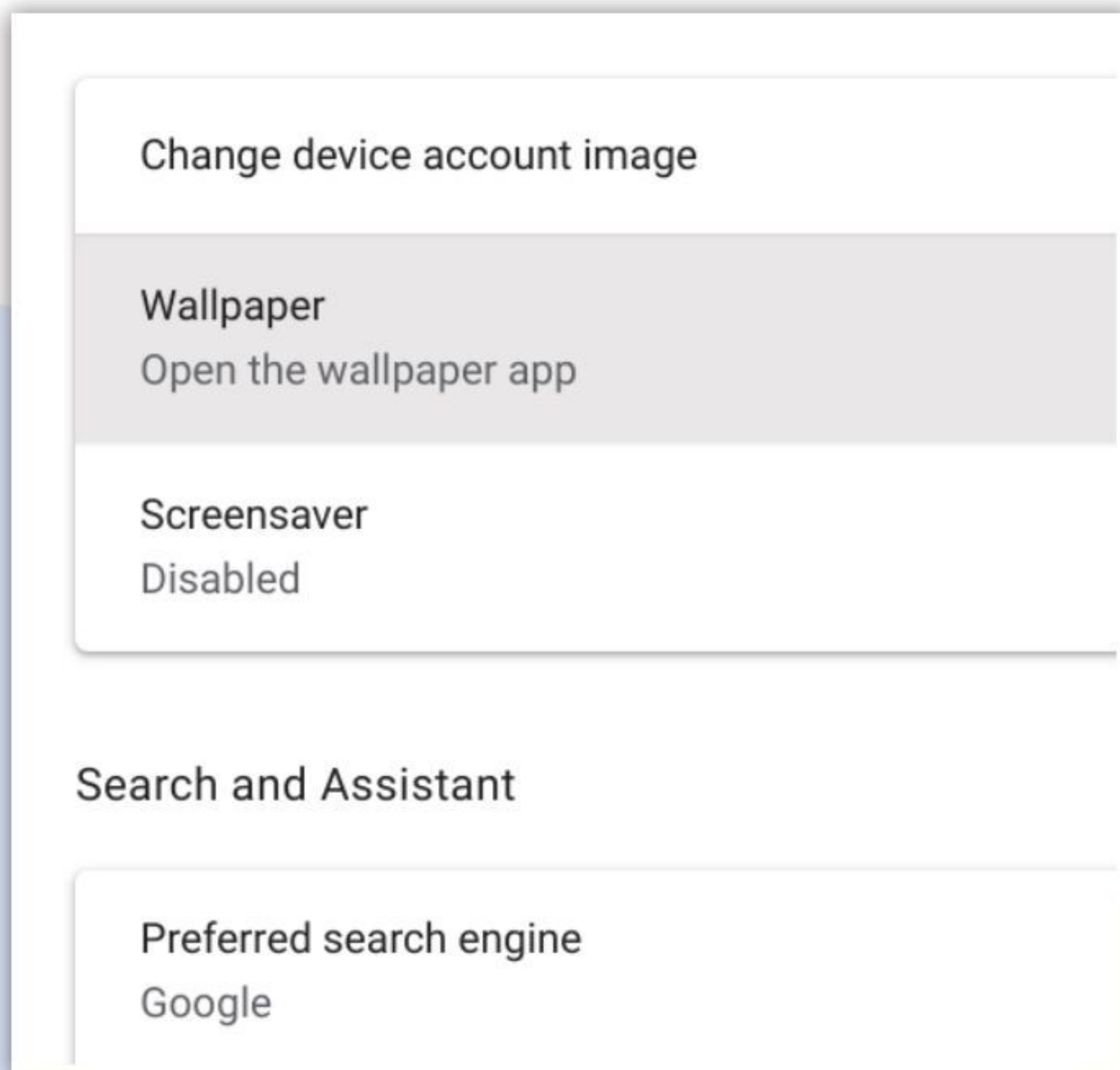


Wallpaper

Nothing says personalisation quite as much as adding your own, unique desktop background. Here we can choose a wealth of options for new wallpaper, to grace your Chrome OS look.

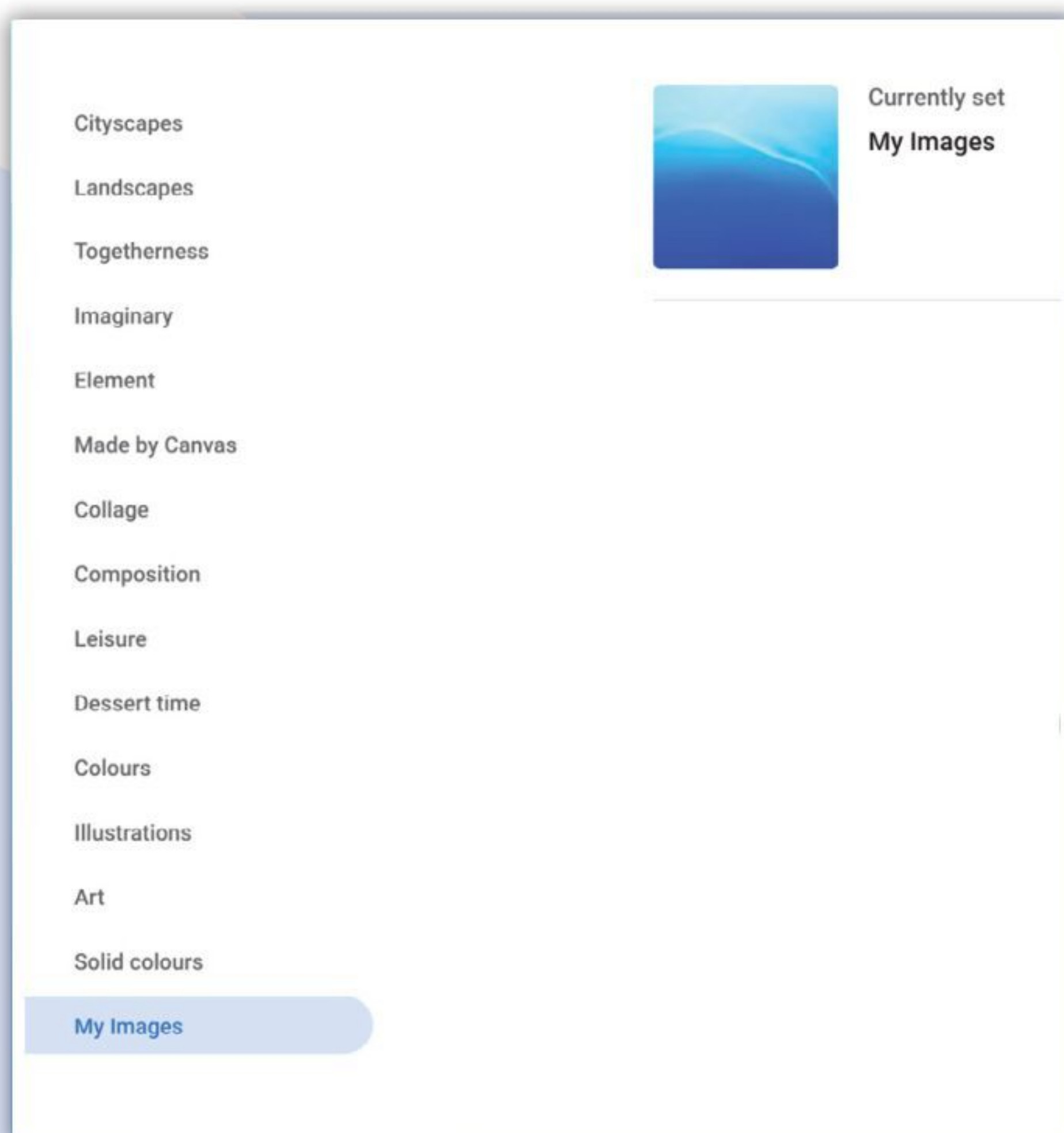
Step 1

The next option beneath the Change Device Account Image is Wallpaper. As you would expect, click this to proceed.



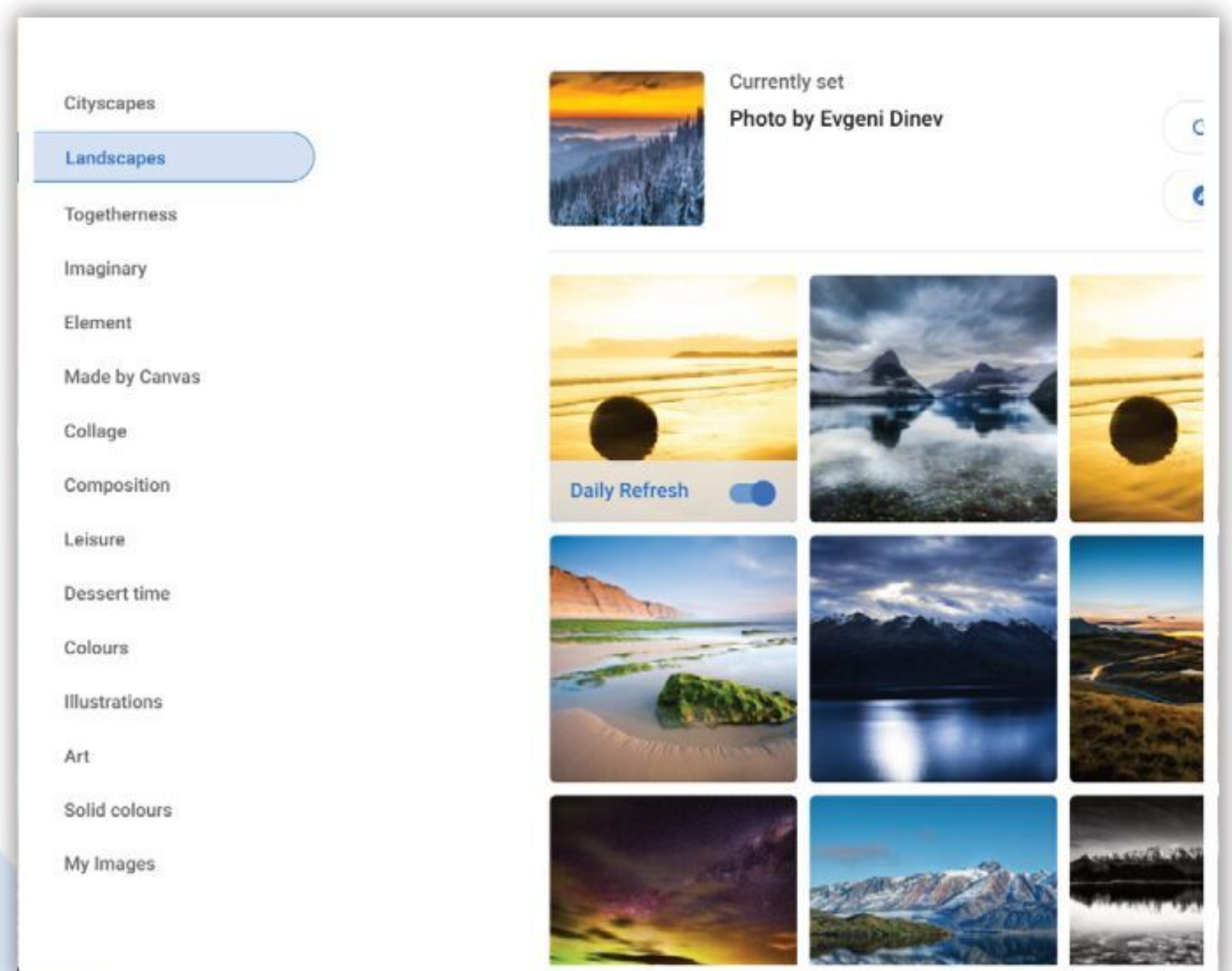
Step 2

This option opens slightly differently to many of the other Personalisation and indeed the Settings pages. It's a separate app, so the main Settings page will drop into the background, and the new Wallpaper app will launch.



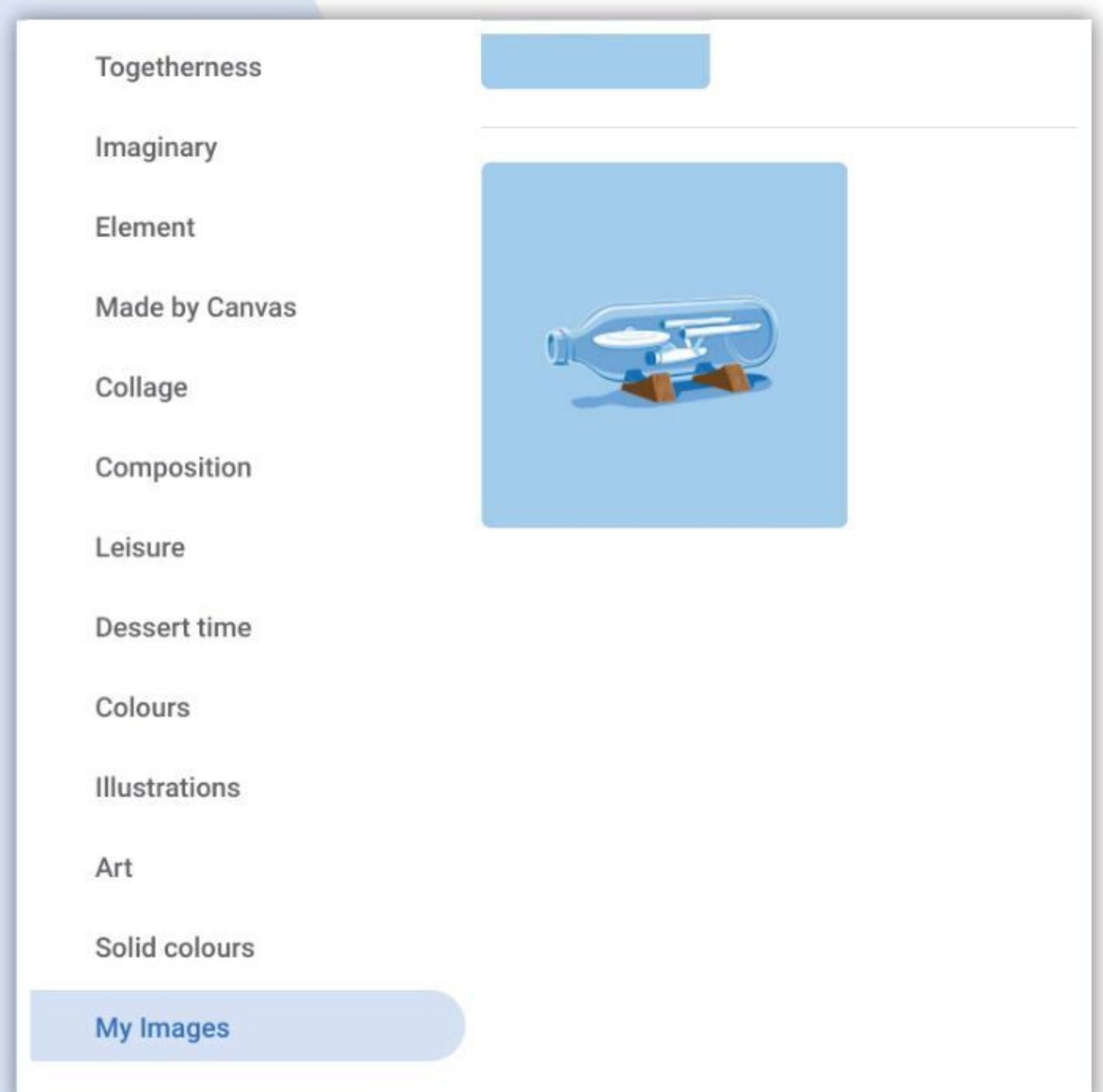
Step 3

There are possibly hundreds of pre-installed desktop backgrounds to choose from by looking through the list of categories on the left of the pane. The first image of each category has a Daily Refresh, which will cycle through the available image within that category.



Step 4

If you want to add your own image, such as a wallpaper downloaded from the internet, then ensure that it's located in the Images folder from the Files app (found on the Shelf). In the Wallpaper app, scroll to the bottom and click on the newly downloaded image. It will now appear as the main desktop wallpaper.



Make Chrome OS Your Own

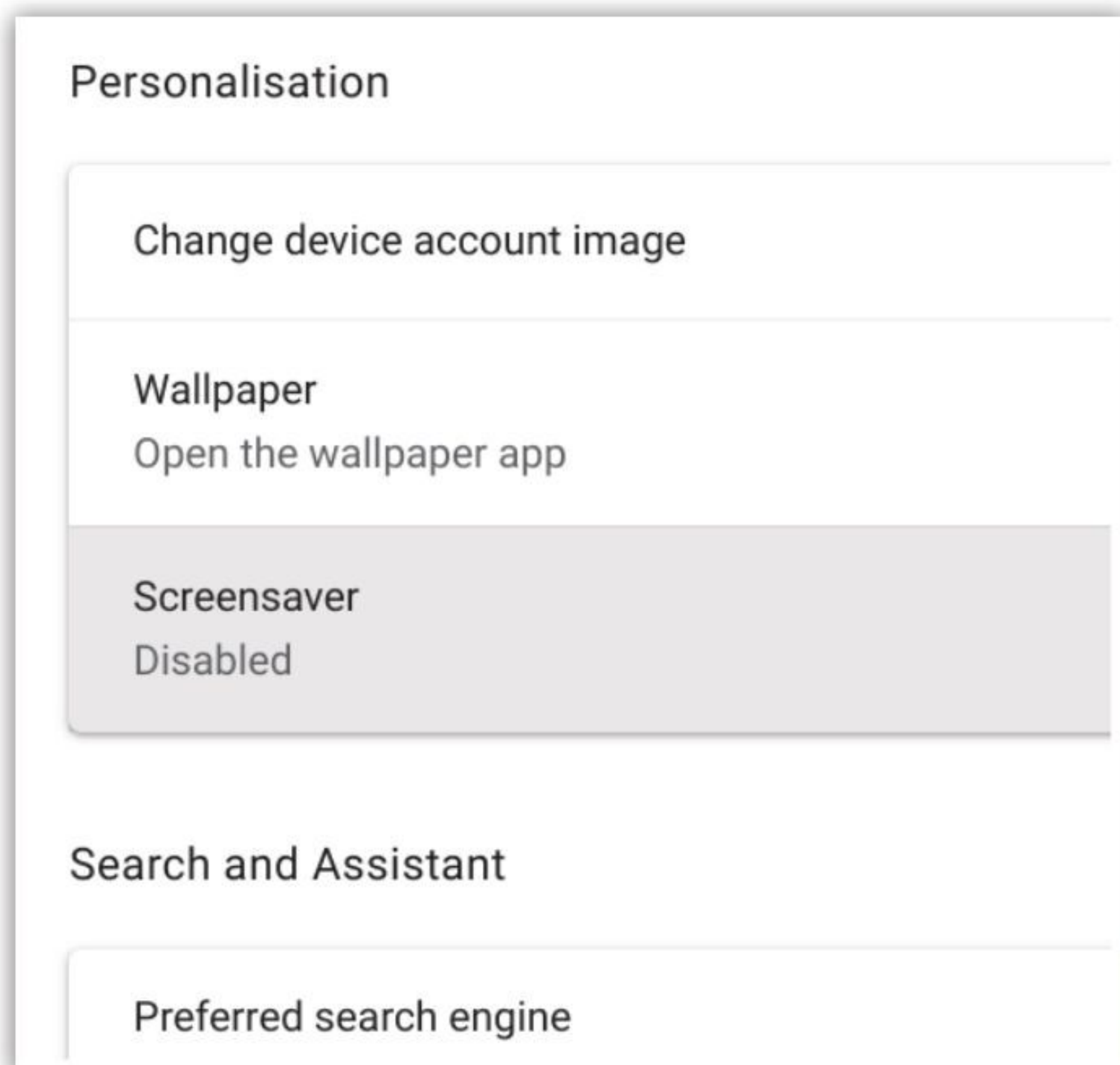


Screensaver

The humble screensaver may not get quite as much appreciation as it used to many years ago, but it's still a vital part of the operating system; and one that's often personalised.

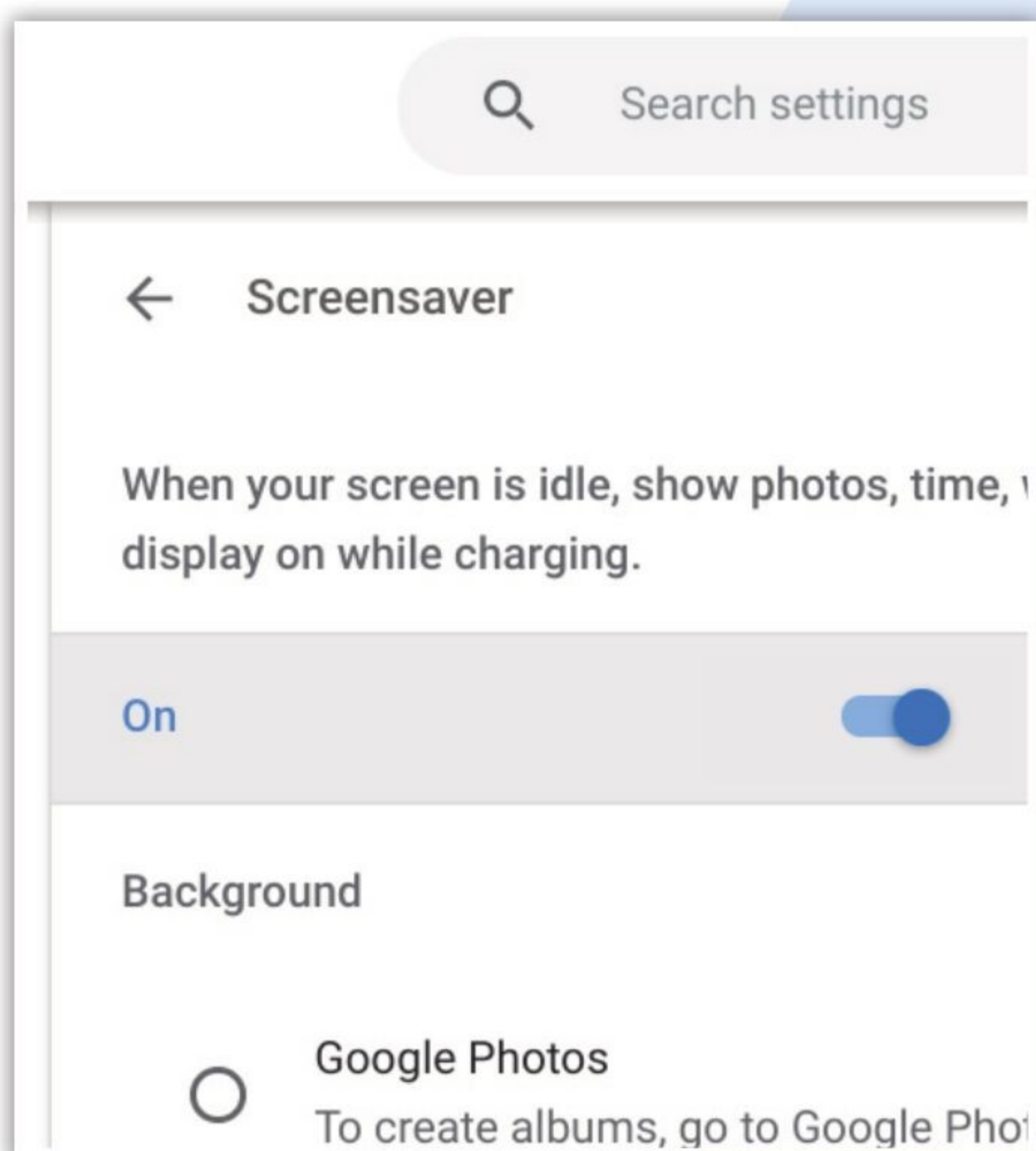
Step 1

You'll find the Screensaver option under Wallpaper, the last of the first batch of three options within the Personalisation page.



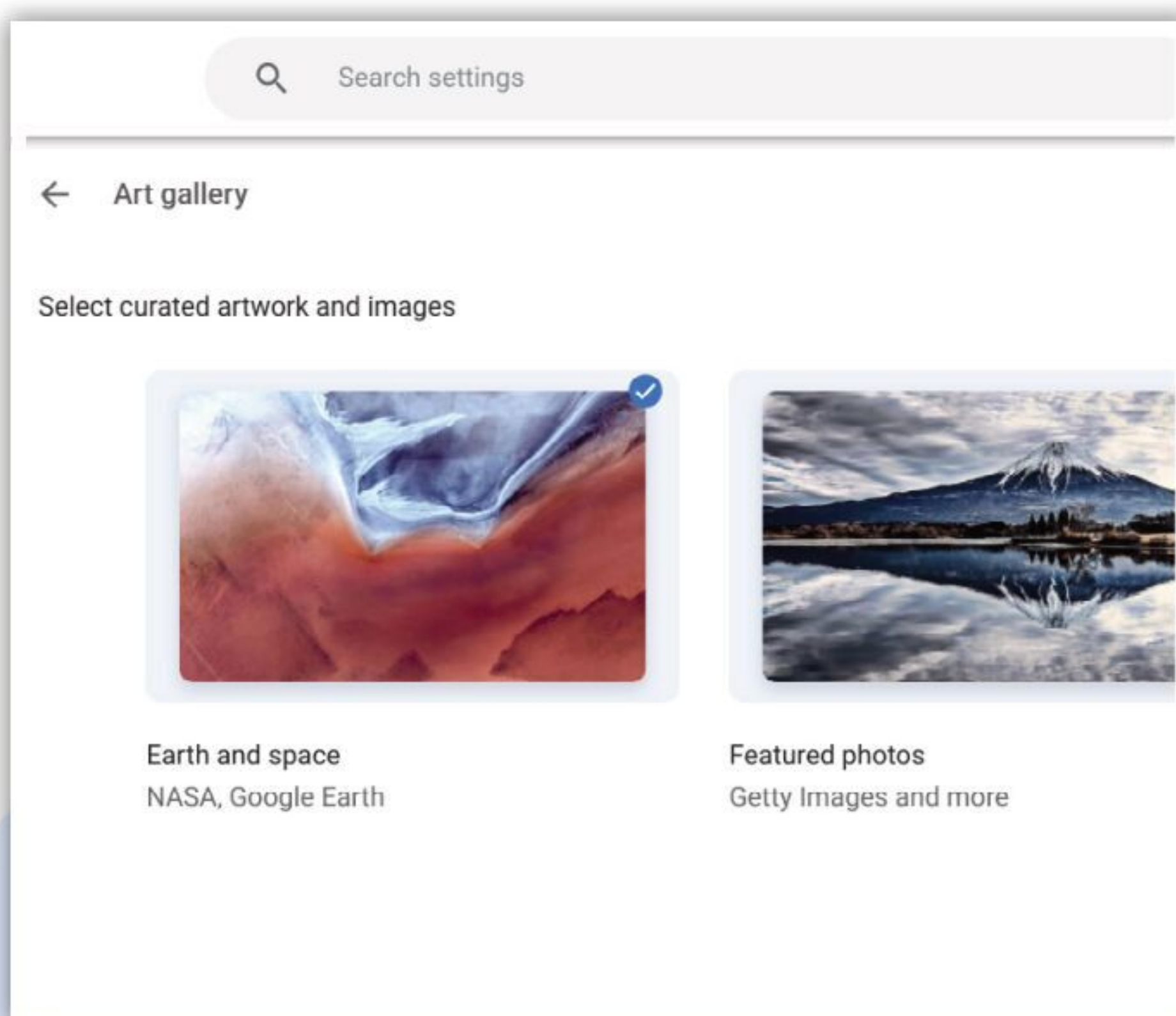
Step 2

The screensaver in Chrome OS is disabled by default, so to enable it you'll need to click the slider that's currently labelled 'Off' to the 'On' position.



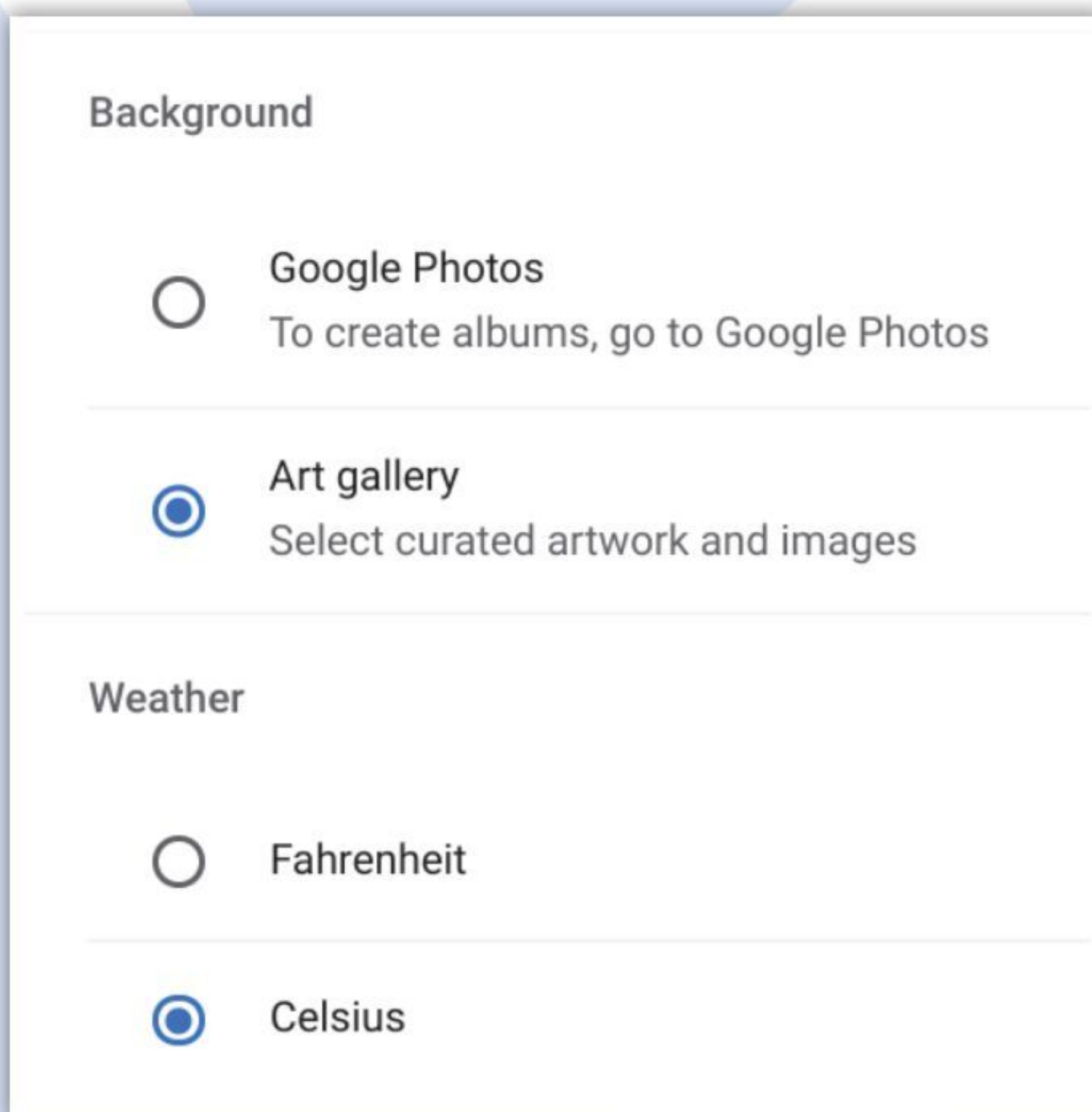
Step 3

To change the images displayed while the screensaver is on, click on one of the two options: Google Photos, or, Art Gallery. If you're new to a Google account, then you're not likely to have many, if any at all, Google Photos. For now, click the Art Gallery option.



Step 4

Tick which of the image sets you want displayed on the screensaver, then click the left-pointing arrow above to return to the Screensaver options. Along with the images, the local weather is also displayed during the screensaver. Click which of the units of temperature you want to view: Celsius, or Fahrenheit.



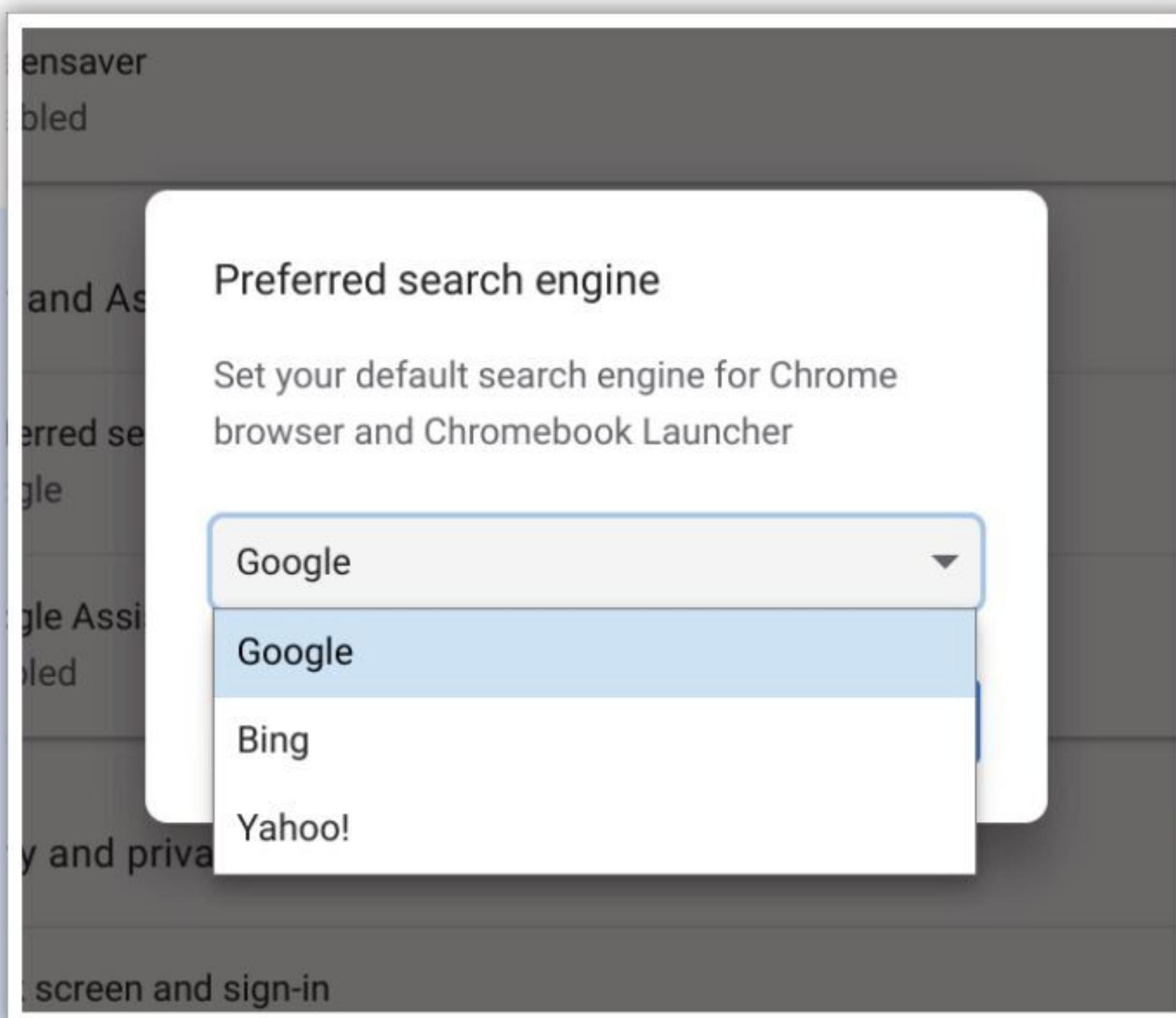


Search and Assistant

You can opt to choose your default search engine, and further improve, or retrain the voice recognition of the Google Assistant.

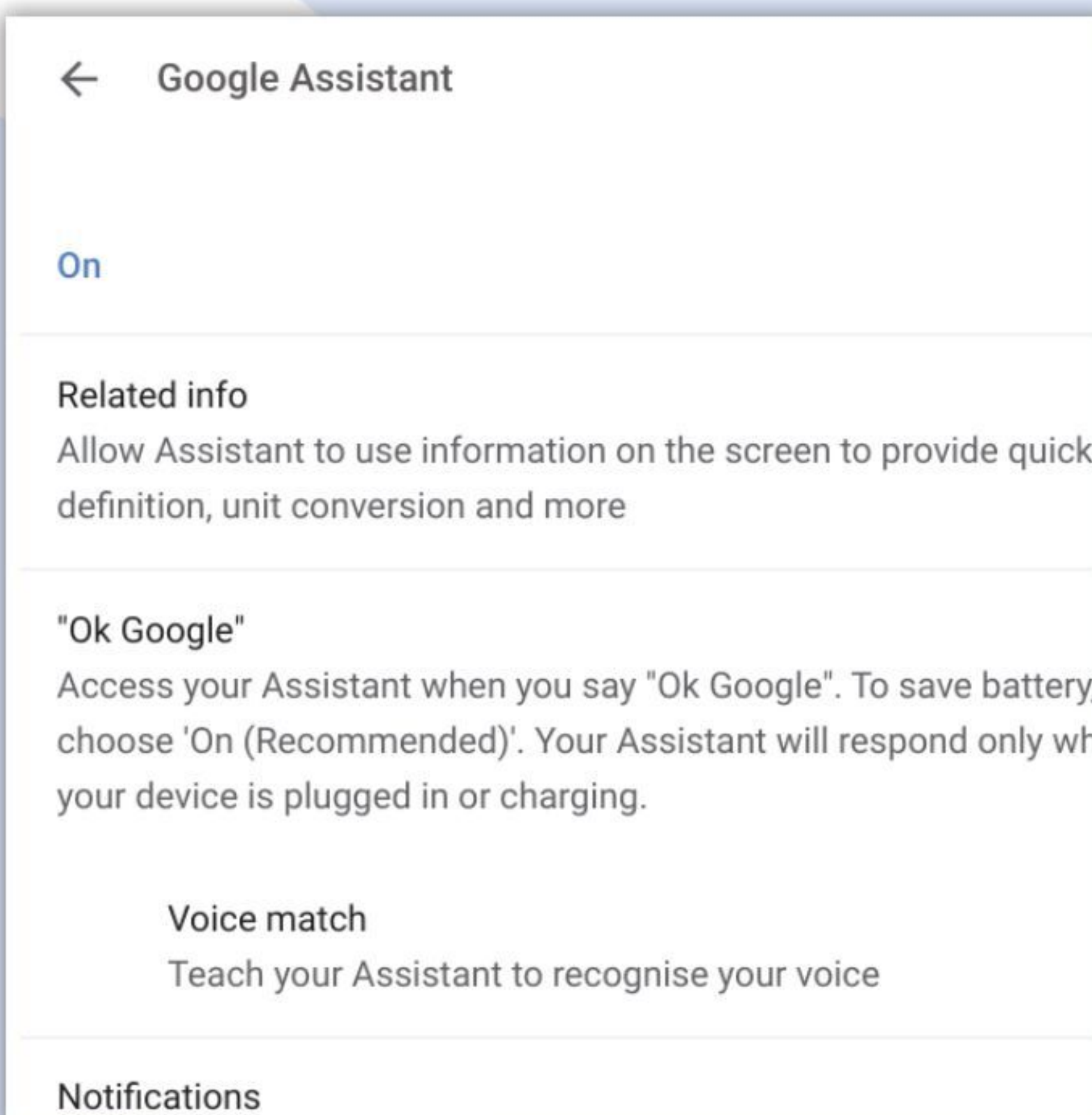
Step 1

There are only two options in the Search and Assistant category within the Personalisation page. The first details changing the default search engine from Google to either Bing, or Yahoo! Click on the Configure button to make the choice.



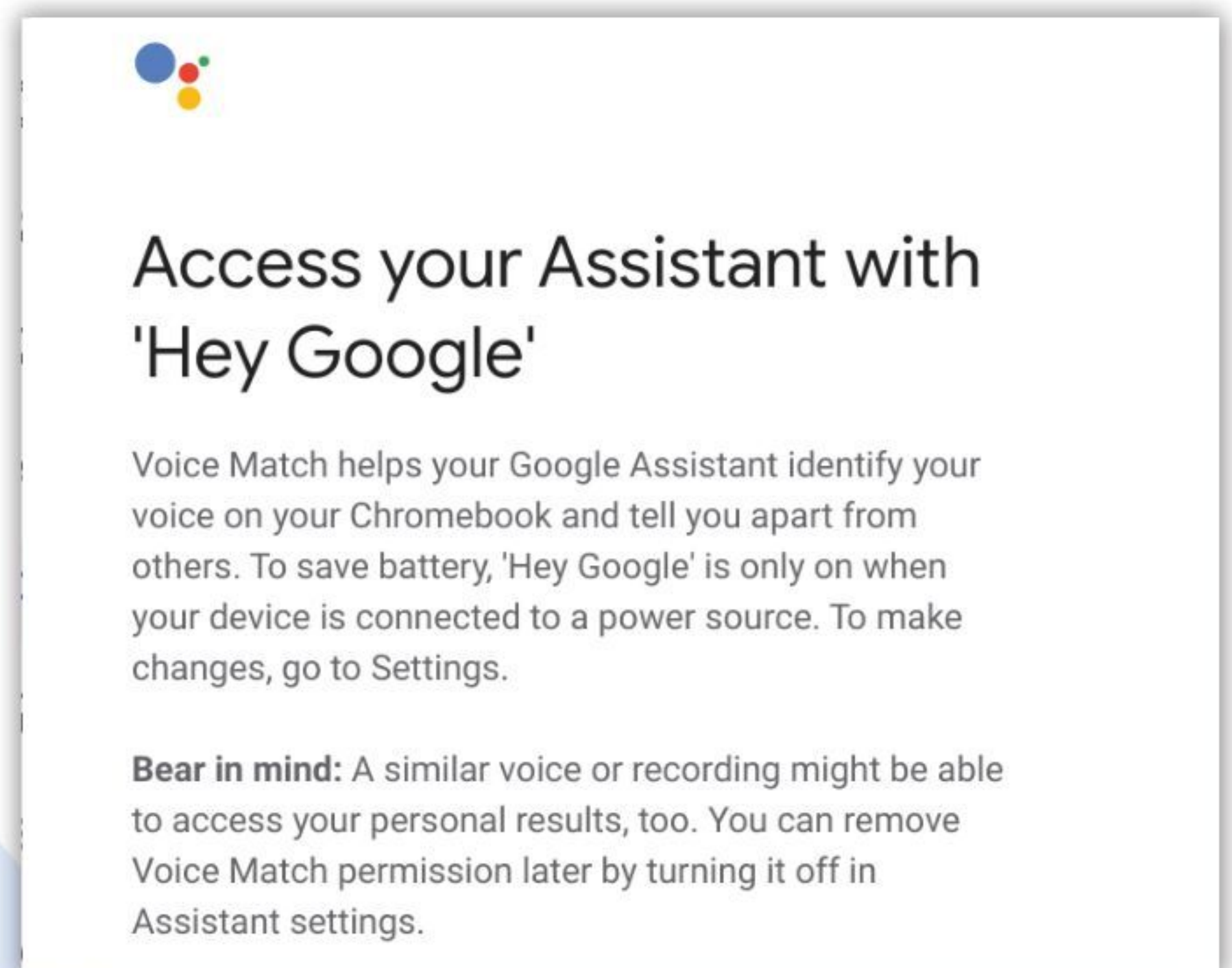
Step 2

Clicking the Google Assistant option will open up a varied set of new options. You opt to use the Google Assistant, provide related info on the screen when dealing with your query, and whether 'OK Google' is active only when the Chromebook is plugged in to save on power.



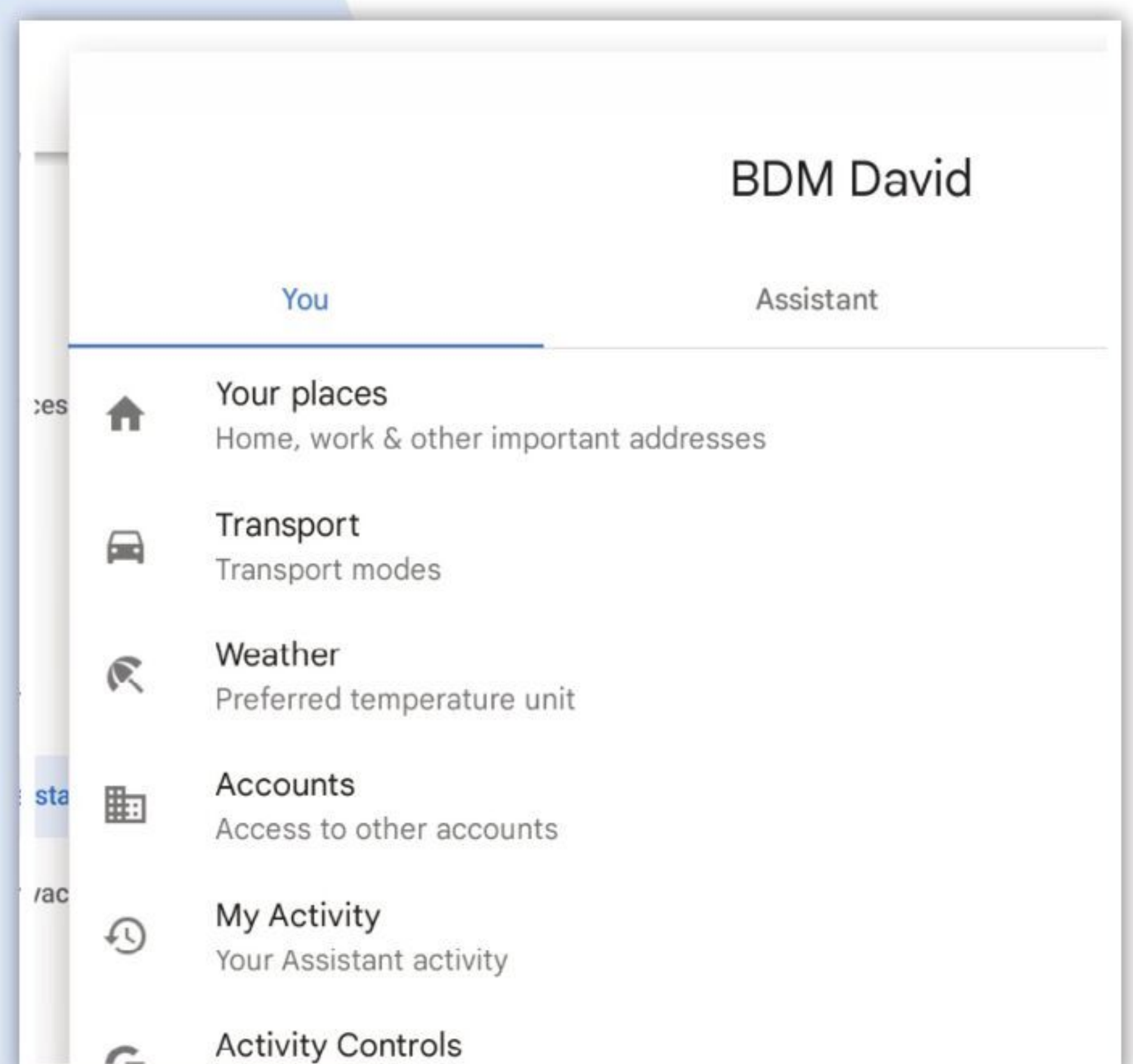
Step 3

The Retrain option is always worth exploring if you find that the Google Assistant is beginning to ignore you, or picking up someone else instead of you. Simply click the Retrain button, then agree to the use of the Google Assistant and from there follow the on-screen instructions.



Step 4

The last item in the Google Assistant section enables you to further improve the results from your questions. Click on the Google Assistant Settings link at the bottom of the section. Within here you can choose options such as your preferred temperature unit, transport modes, the language of the Assistant, and what Services are being used.



Make Chrome OS Your Own

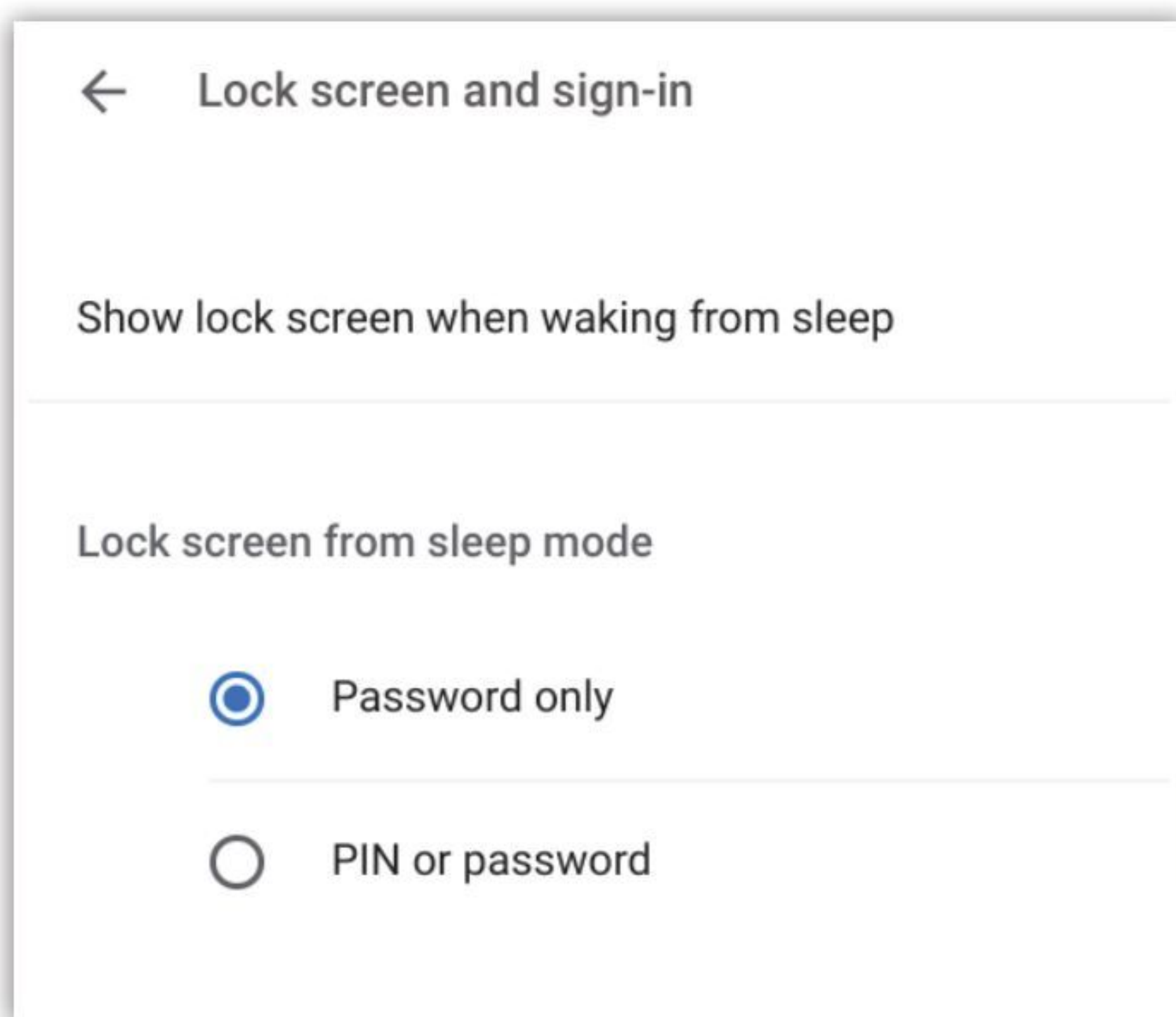


Security and Privacy

Securing and making your Chrome OS account as private as possible are some of the first options you should look to. Here's how you can improve both.

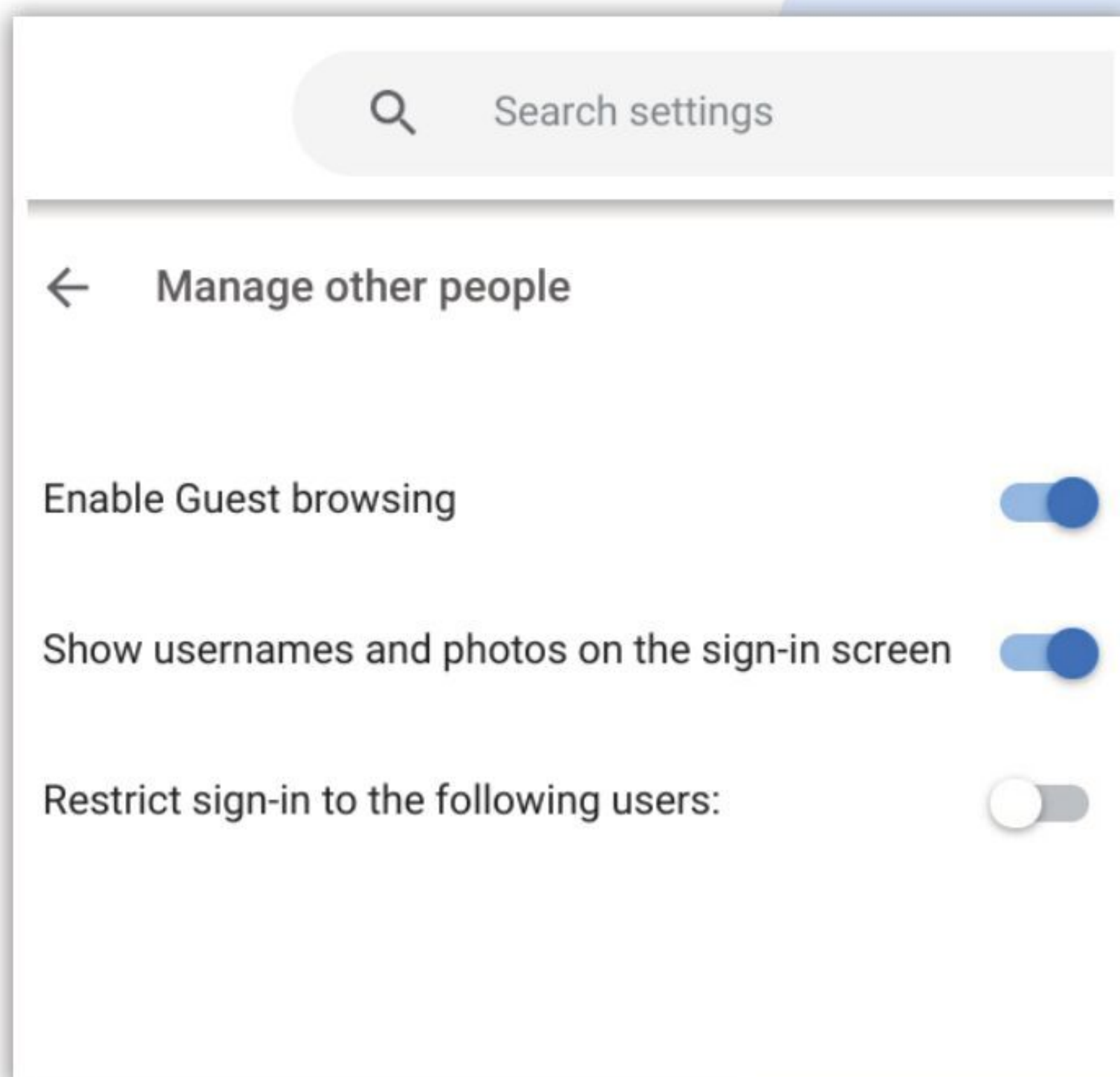
Step 1

The first option here is configuring the Chrome OS Lock Screen and Sign-In. Click the link, and you'll be asked to enter your Google Account password to continue. When you have, you'll be able to activate the Lock Screen when waking from Sleep Mode, and choose whether to unlock the Chromebook with the password, or a combination password and PIN.



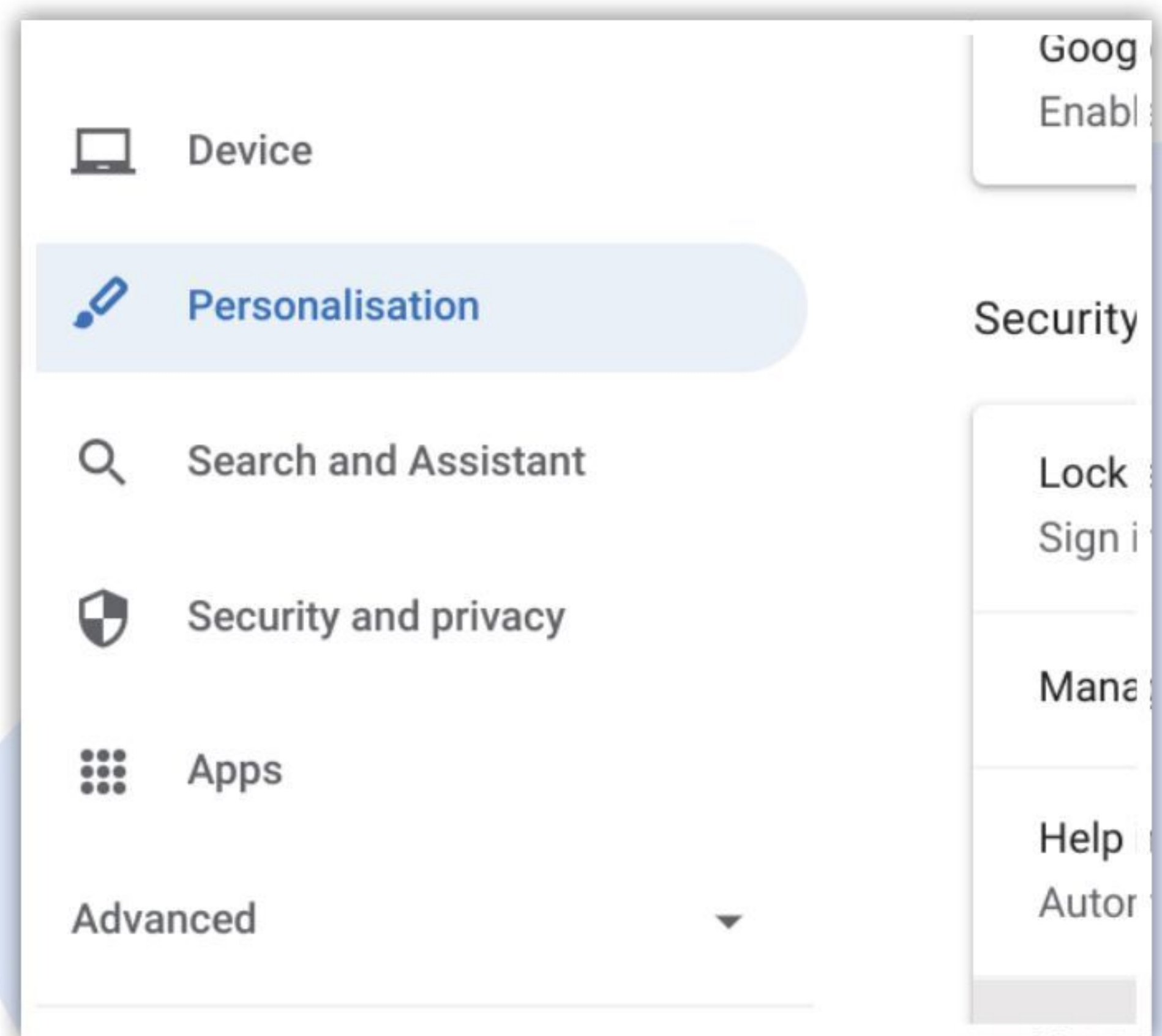
Step 2

Manage Other People is an option that allows you to enable or disable the Guest account, display Chrome OS usernames and Account Images at the sign-in screen, and the ability to restrict sign-in to Chrome OS to certain users.



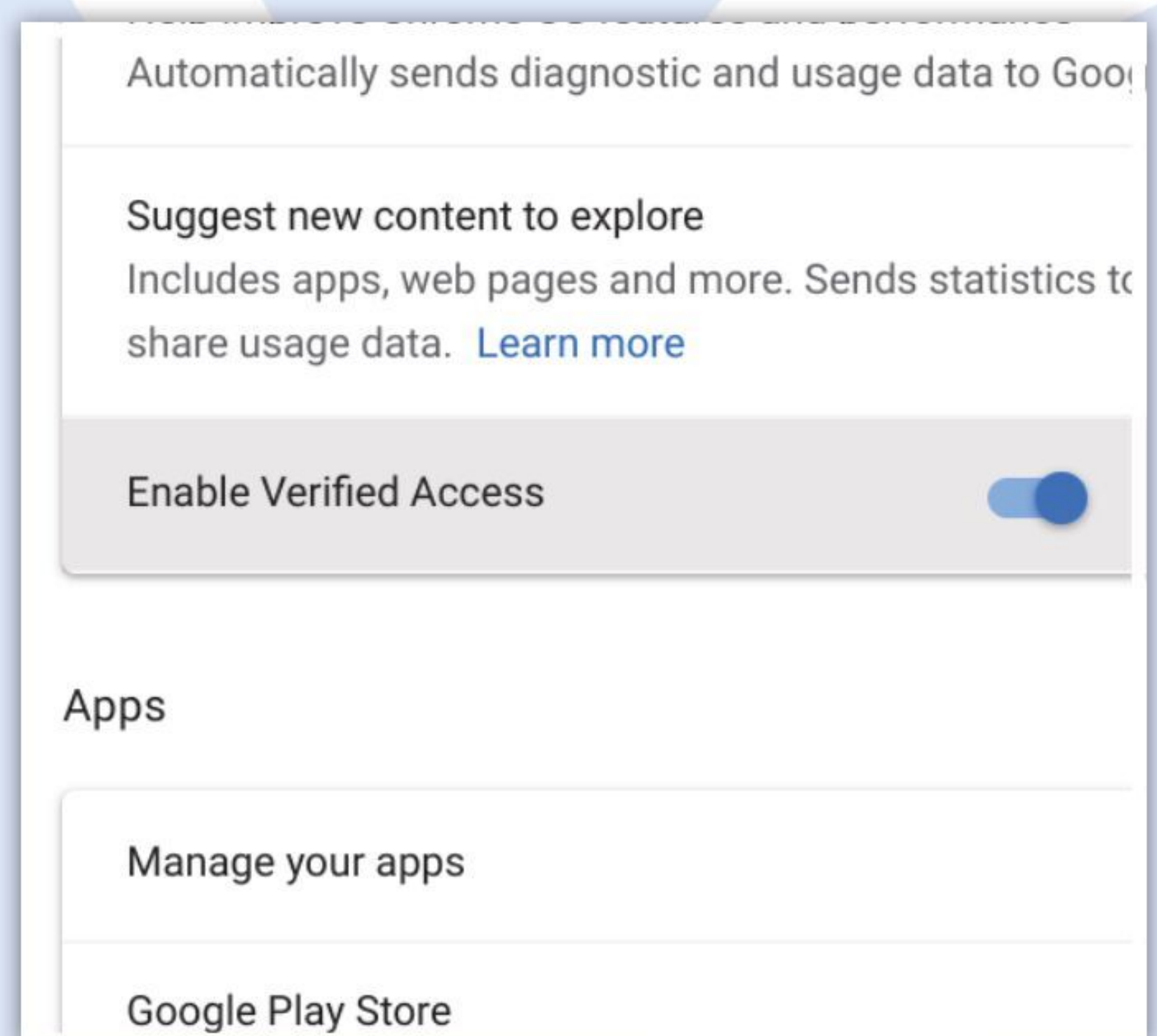
Step 3

The next two options in the Security and Privacy category detail the use of Chrome OS to send diagnostic and usage data to Google to help improve features and performance, and to allow the OS to suggest new content for the user to explore. You can opt to enable or disable both options.



Step 4

The last option, Enable Verified Access, sounds a little misleading as you would expect it to only enable access to verified, Chrome OS, accounts. However, it is used to identify machines and users for proprietary or licensed access for enterprise and media. It's recommended to leave enabled by default.



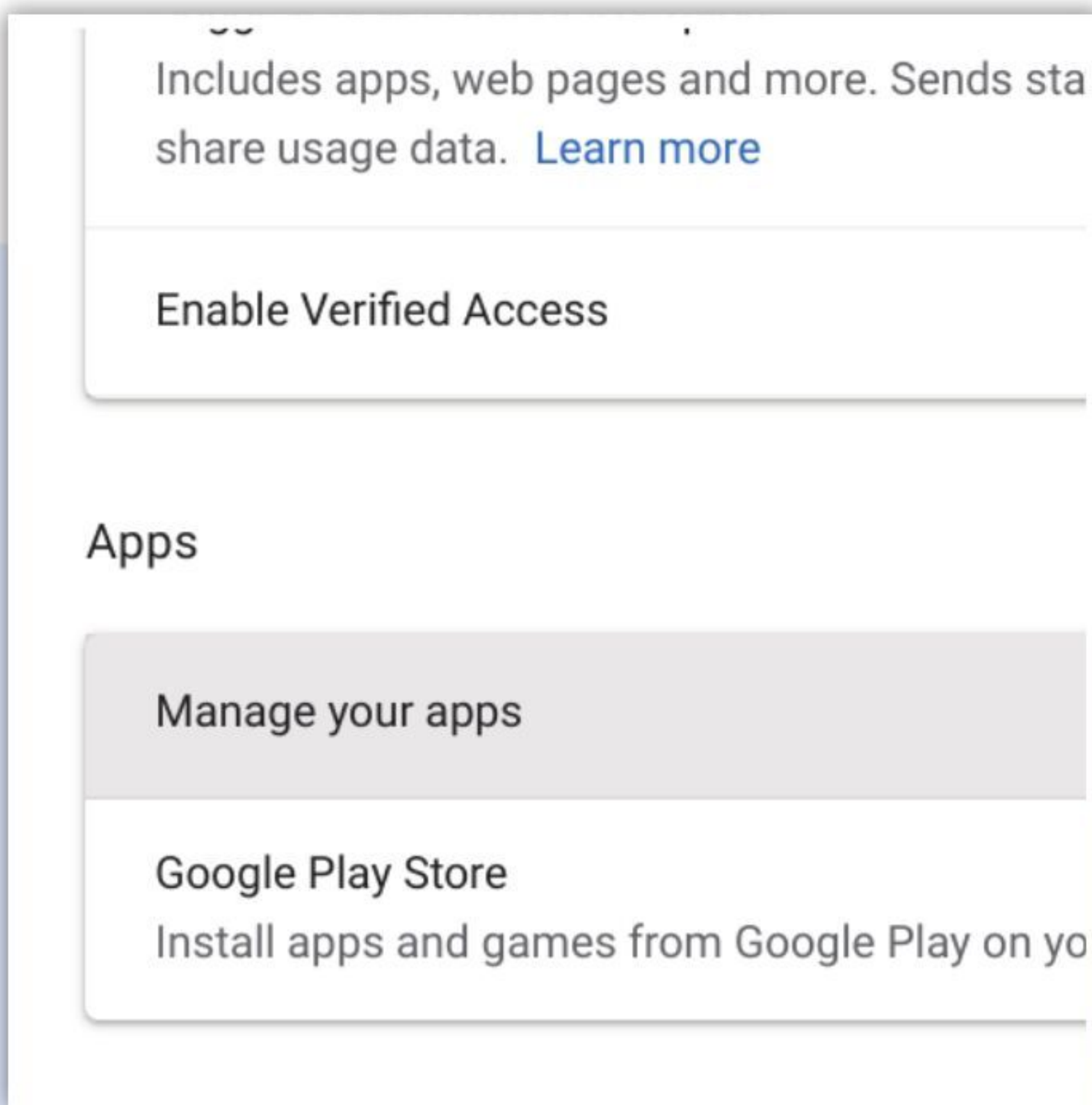


Apps

You can personalise how the Apps installed on your Chromebook are handled too, including apps downloaded and installed via the Google Play Store.

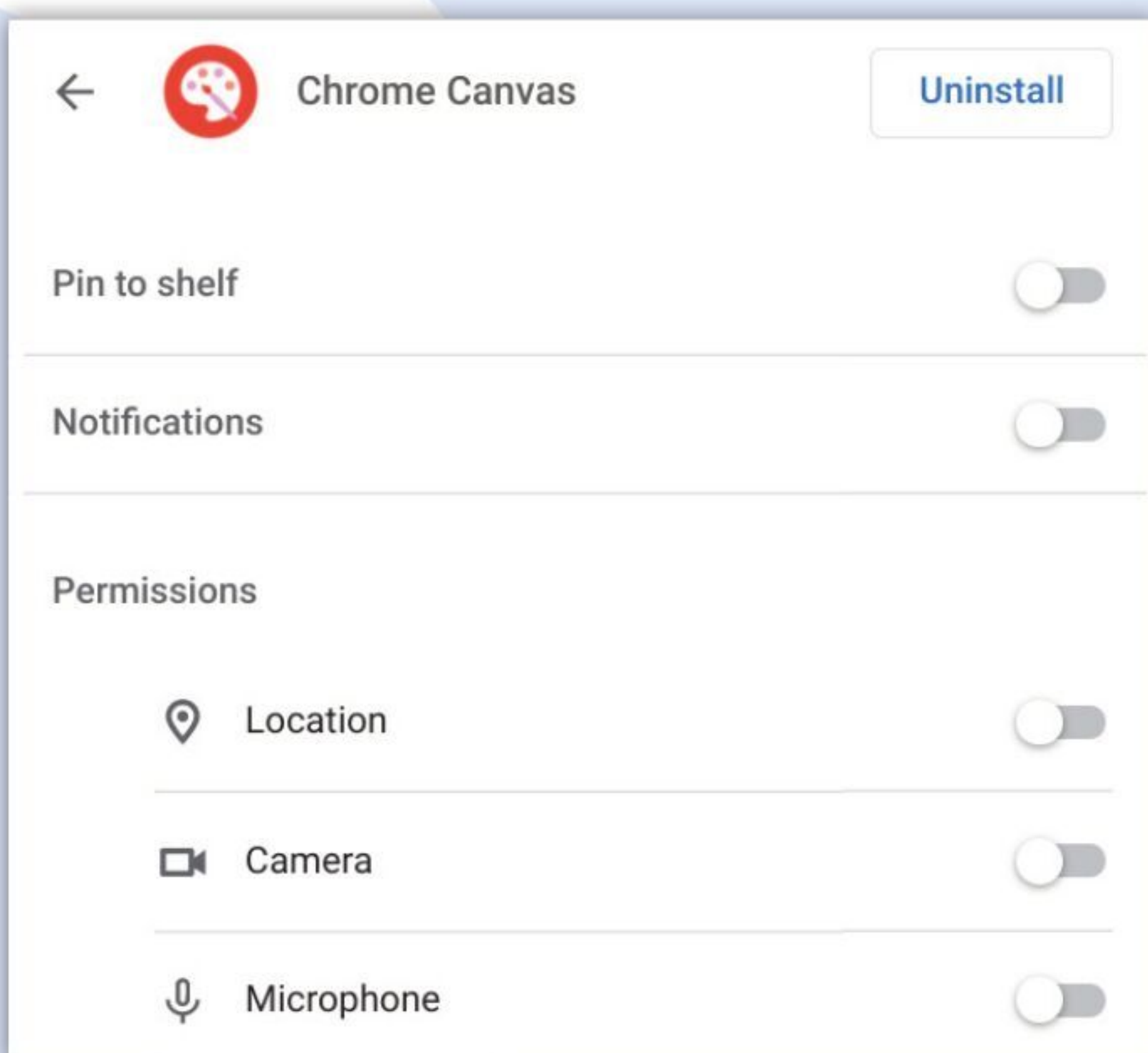
Step 1

There are only two options available within the Apps category of the Personalisation section: Manage Your Apps, and, Google Play Store. Start by clicking on the first option – Manage Your Apps.



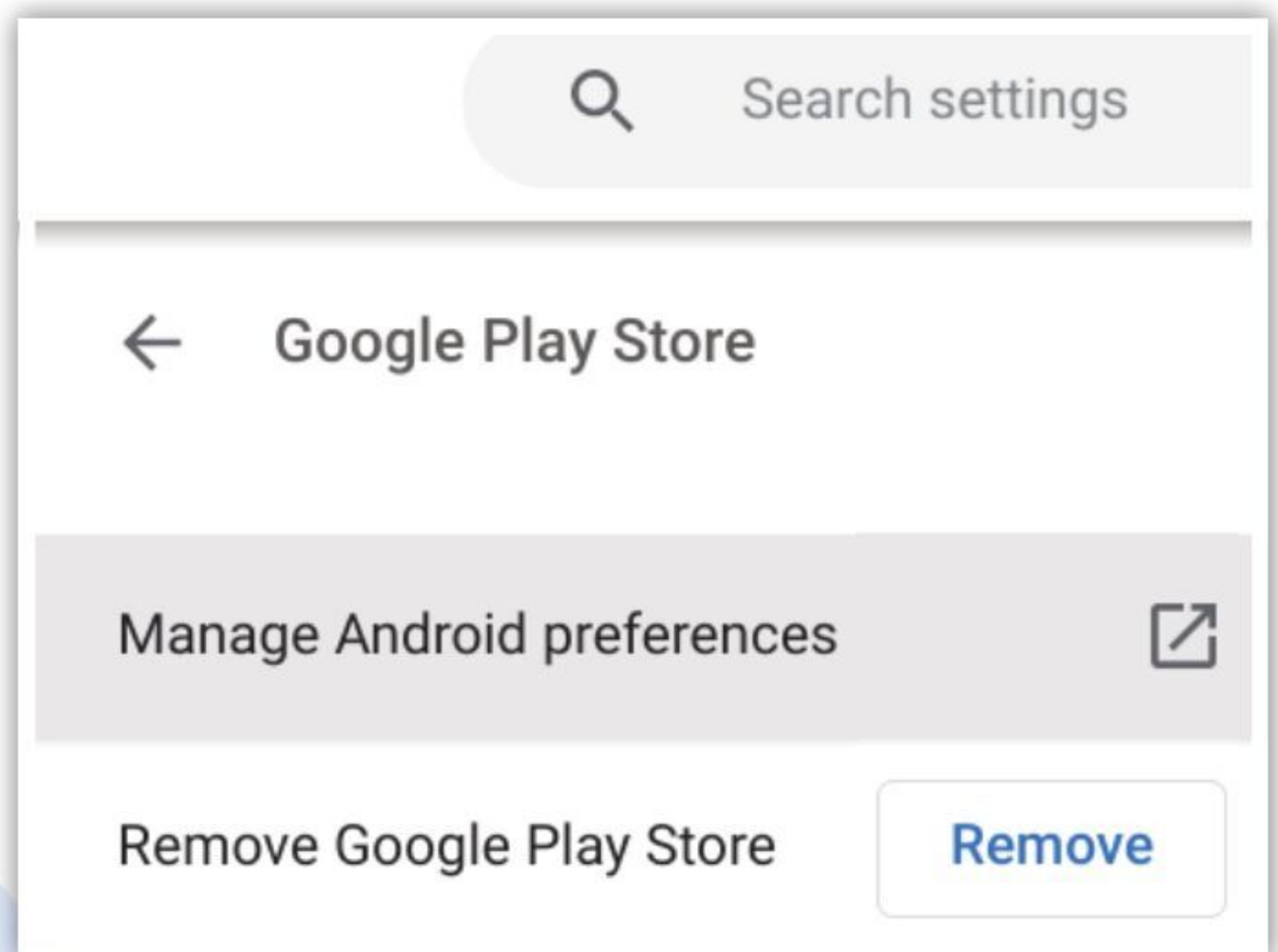
Step 2

The Manage Your Apps section will list all the currently installed Chrome OS apps on the system. You can click each of the apps in turn to delve deeper into how they interact with the system, or to Pin them to the Shelf. Options within here include whether to enable permissions to access the webcam, microphone and geo location.



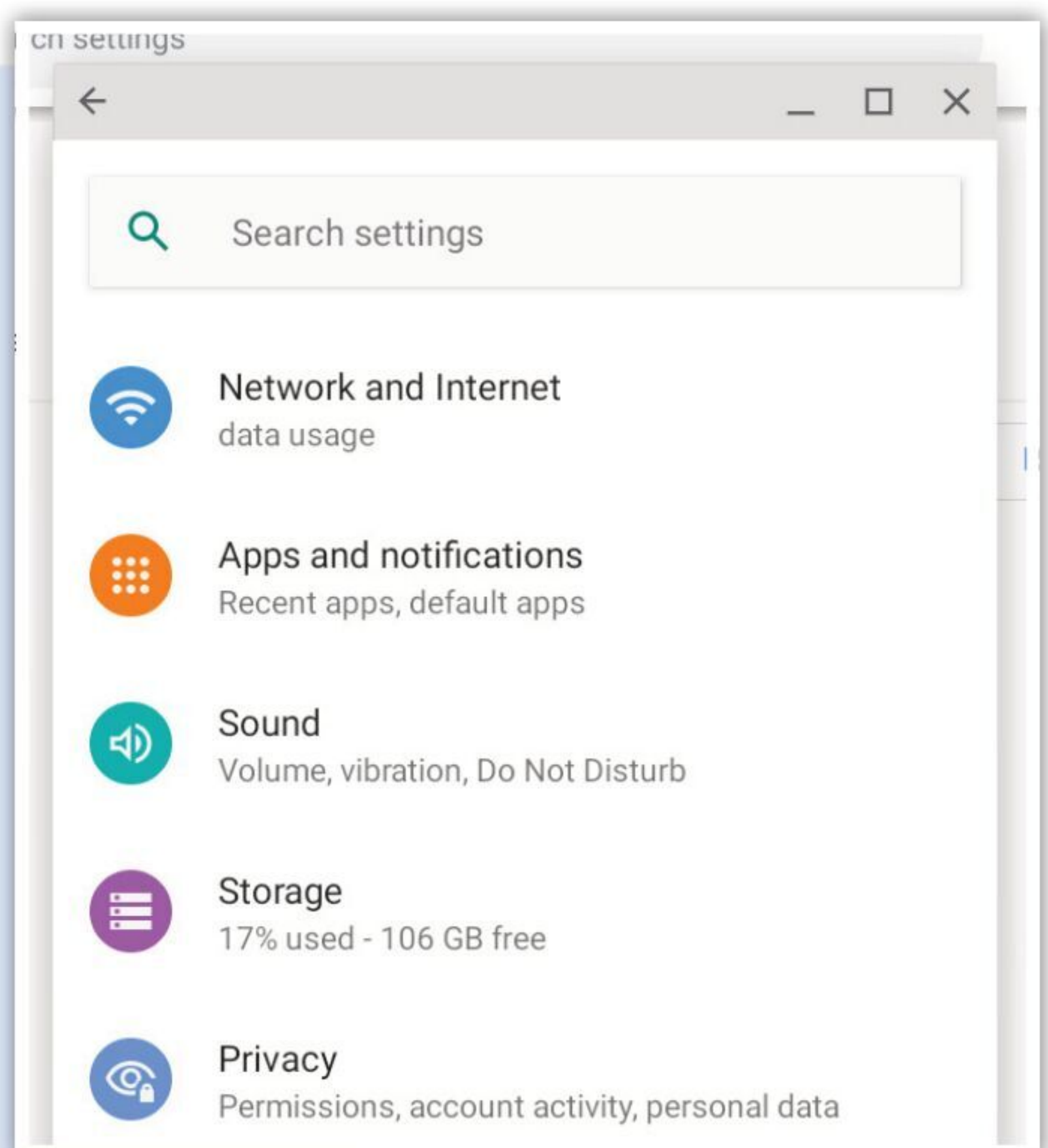
Step 3

One of the best advances in Chrome OS is the ability to install and use Google Play Store apps. Although some are designed specifically for tablets or phones, most will run perfectly well inside of Chrome OS. Using the Google Play Store option, you can manage the Android preferences.



Step 4

Clicking Manage Android Preferences allows you to further drill into the specifics of the currently used Android Google Play Store apps installed in the system. It'll bring up a new window, with the list of apps that you can click and configure individually.



Advanced Settings

At the bottom of the Settings page, you'll notice a link: Advanced. Clicking this will expand the section to include more detailed settings that can be used to further improve your customisation of the operating system.



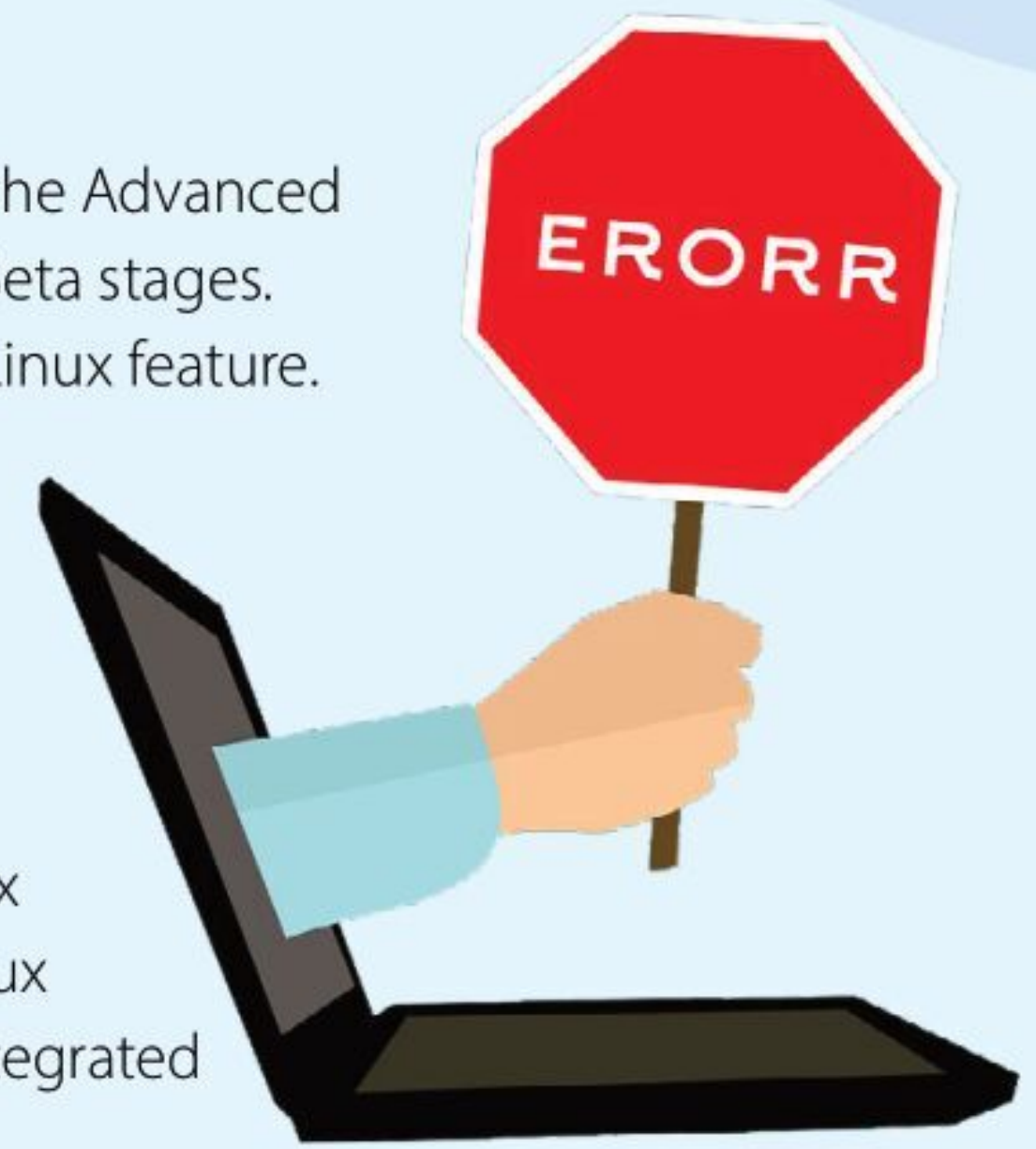
A brief warning

The settings in the Advanced section aren't all to be taken lightly. As the name suggests, Advanced means it for those who want to drill deeper into the inner workings of Chrome OS and further customise, personalise, and add new elements that aren't available by default.

There are a number of great features available within the Advanced section, such as accessibility, connecting to network shared areas, and the ability to install and access the Linux command line for developers.

There is also the Powerwash feature, a tool that is used only in the most dire of Chromebook circumstances. Powerwash will remove all trace of you ever having an account on the Chromebook. That includes all the files and folders you may have created, any personalisation and settings you've activated, and any extra users you've added – plus, their files and folders will be removed too. It will essentially revert the Chromebook back to its factory, newly purchased state, where you'll need to go through the entire setup a new Chromebook steps again. It's not, therefore, something to be taken lightly. But, it is a powerful tool that can wipe out anything untoward with Chrome OS, and allow you to use your Chromebook to maximum efficiency once again.

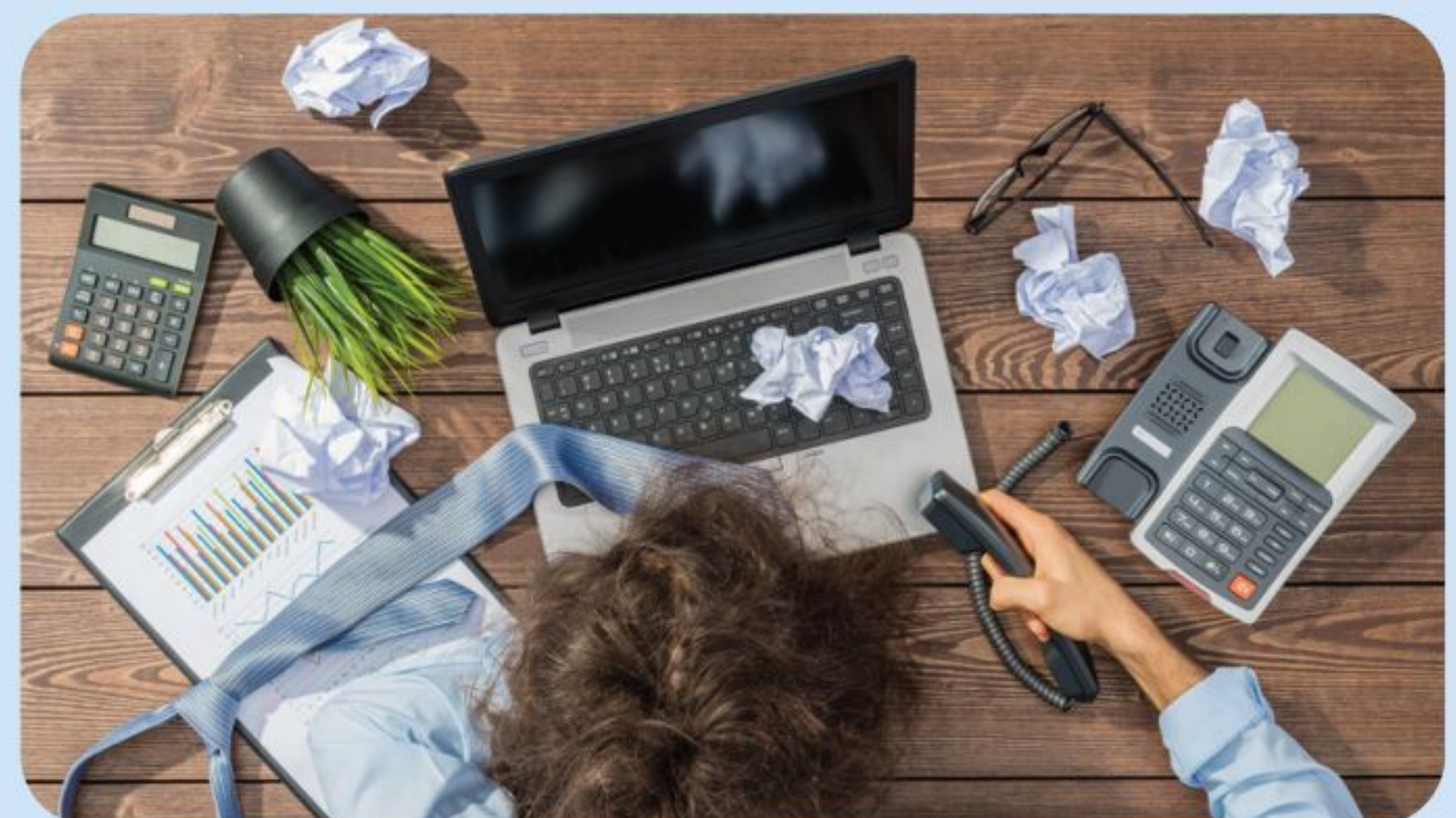
Some of the features within the Advanced section are still only in their Beta stages. This example applies to the Linux feature. Linux, as we've discussed previously, is what Chrome OS is built on top of; the Linux Kernel to be exact. With this feature enabled, you can access the core Linux components, as well as a Linux command line, and install Integrated Developer Environments.



The Linux environment is really designed for developers, and those who want to write code for the Linux Kernel. It is possible to install more Linux tools on top of the Chrome OS Linux developer environment, but this is something that we won't be looking at in this instance.

In short, there's a lot you can do and customise, expand and include when you dive into the Advanced settings. Just be careful when you do so, though. Some of the features may not be ready yet, may do something you don't want, and could wipe your Chromebook. Read everything carefully before enabling it, and if you're not sure, then take a moment to open a browser and search for the option. There's always someone out there who was gone through what you're about to do and written about it.

Have fun, but be ready to get messy.



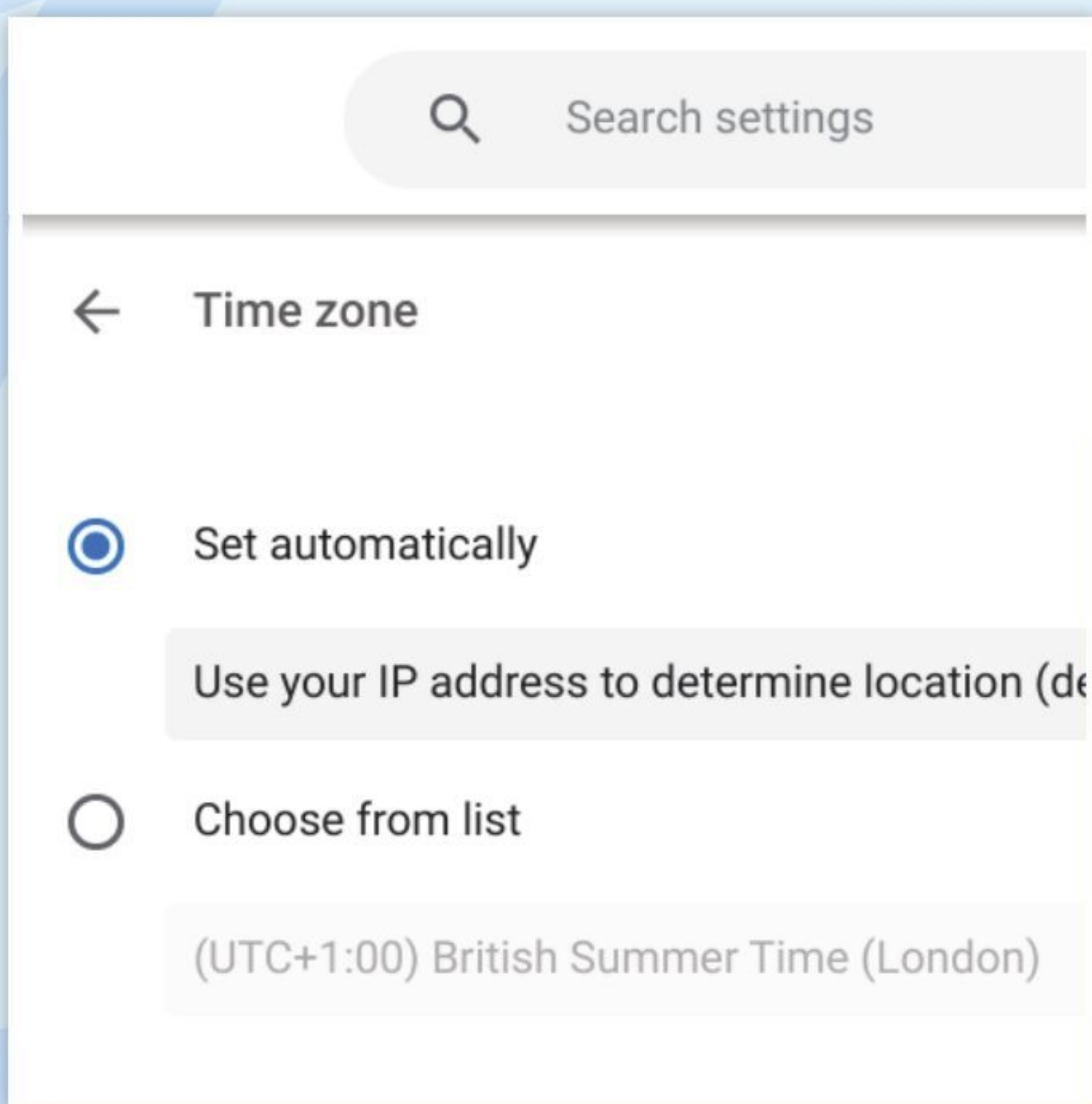


Date, Time, Languages and Inputs

The first two sections of the Advanced category deal with how the Chromebooks gets its exact time and date, as well as the available languages and keyboard inputs.

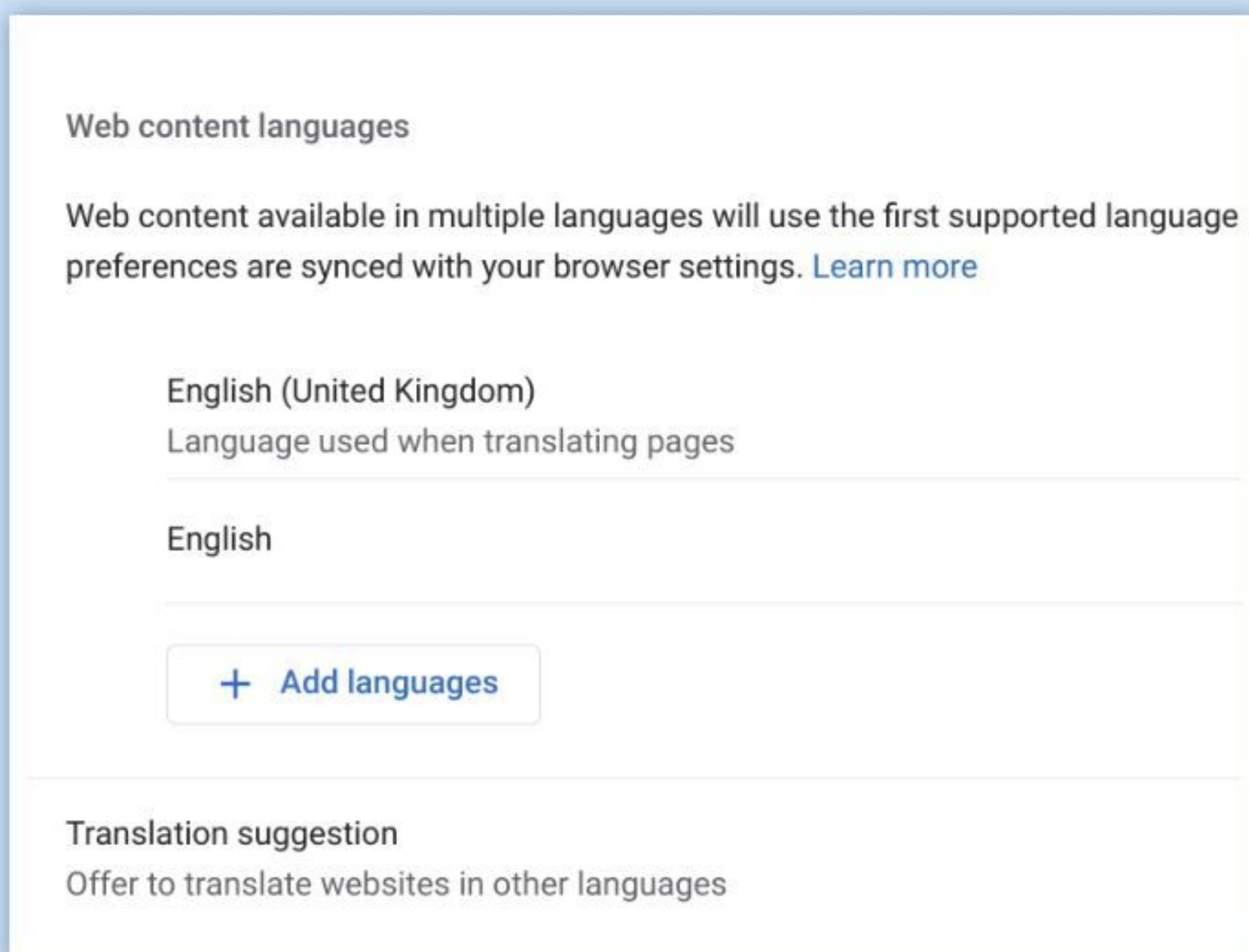
Step 1

Time Zone is the first option here, and clicking it will enable you to specify how the Chromebook will get the correct time and date. By default, the IP address of the Chromebook will determine its location, and therefore current time and date, but you can specify your own. The second option is whether you want to use the 24-hour clock format, or not.



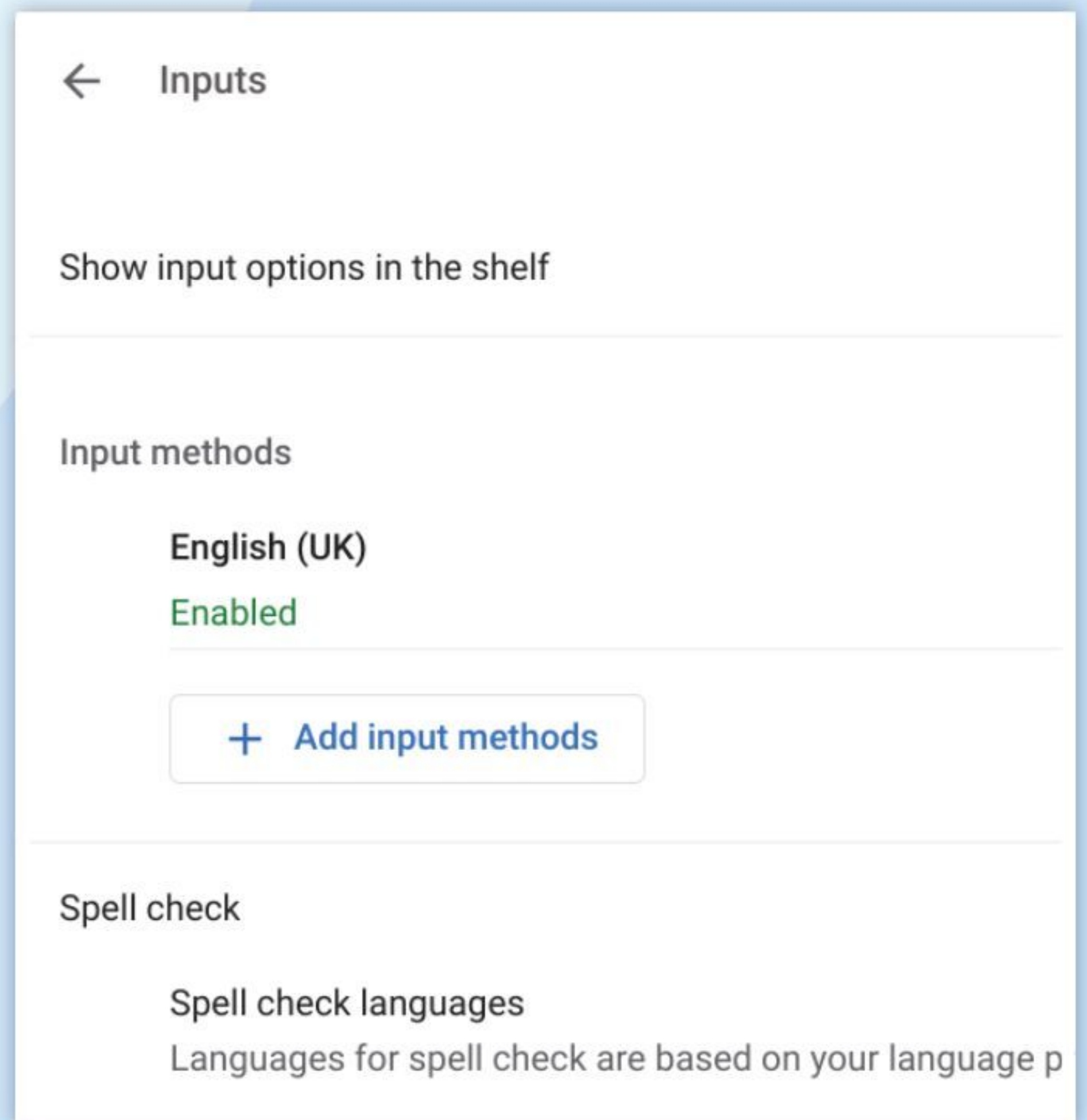
Step 2

Languages and Inputs enable you to change the device's language, or change the available Web Content Languages. This means any websites that support multiple languages will always default to the first supported language in the available list. You can add more languages, and have Translations.



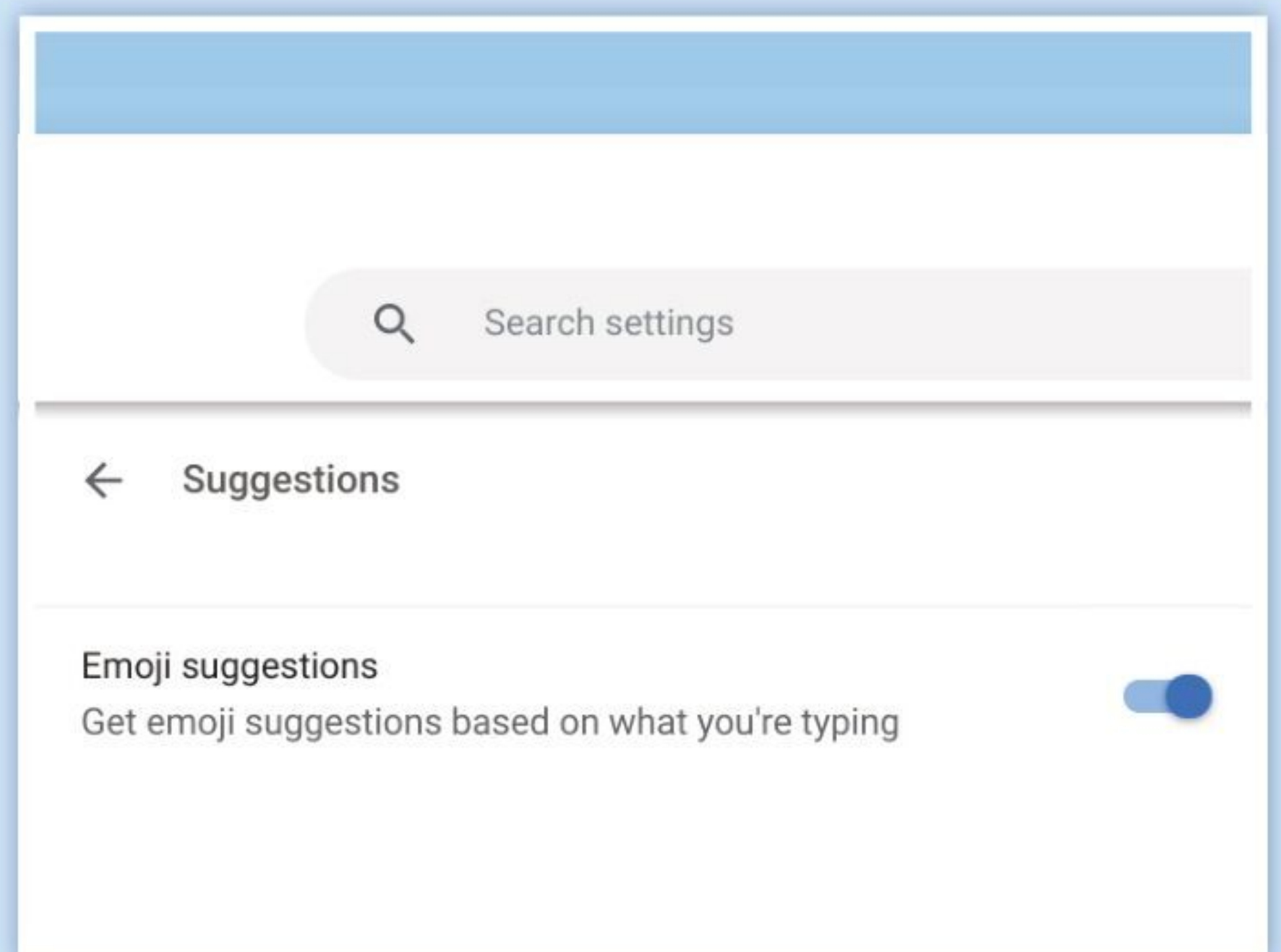
Step 3

Inputs allows you to specify different language and keyboard inputs, for example, if you change the keyboard layout by adding an external keyboard, you can set it in here. There are also options to check spelling in different language other than the default, or to customise the spell-checker.



Step 4

The last option, Suggestions, isn't specific to language – in a way. Instead, it allows you to enable or disable the Emoji Suggestions based on what you're typing, much in the same way that a text message from a phone will display an emoji of a cat if you enter the word 'cat'.



Make Chrome OS Your Own

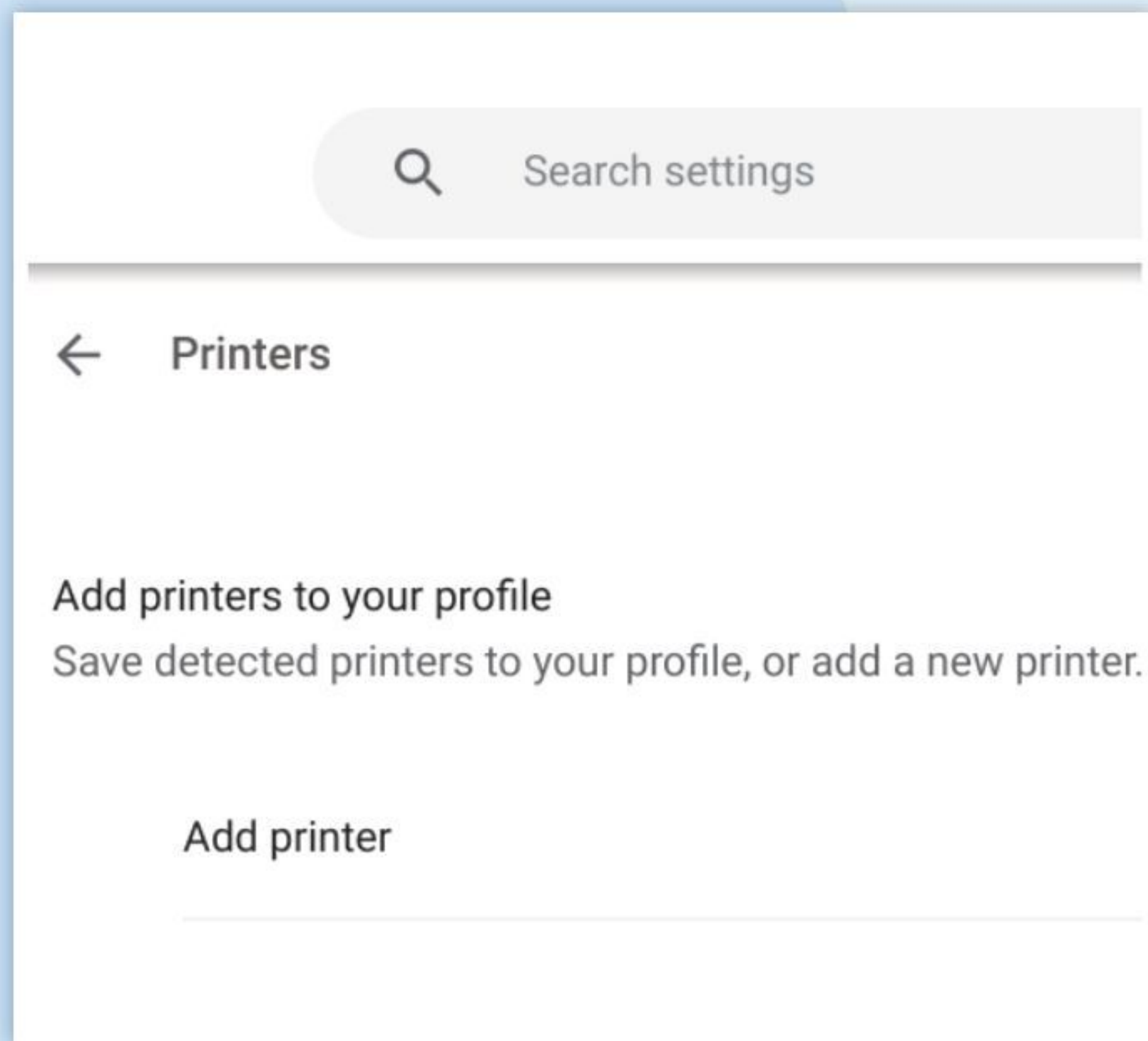


Files, Print and Scan

Chrome OS isn't just a fancy web-based operating system, with it you're able to connect to the same sort of external peripherals and devices that a Windows laptop or MacBook can. Let's have a look.

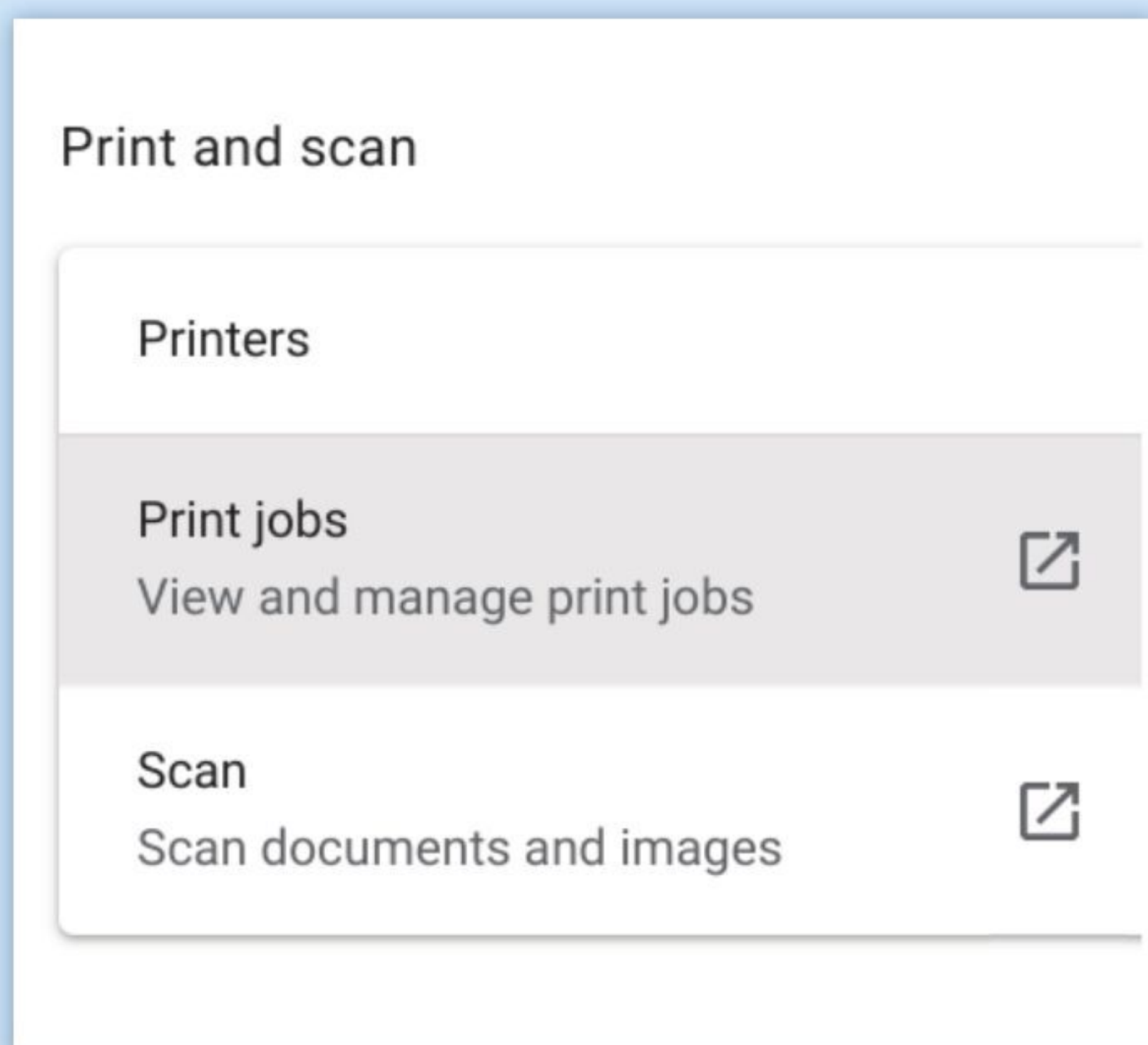
Step 1

Printers! Yes, despite the best efforts of everyone trying to become more paperless, we still use a considerable amount of paper. Printing is essential, though, so Chrome OS wouldn't be much use without the ability to connect to a printer. Click the Printers option to start connecting to your local network printer.



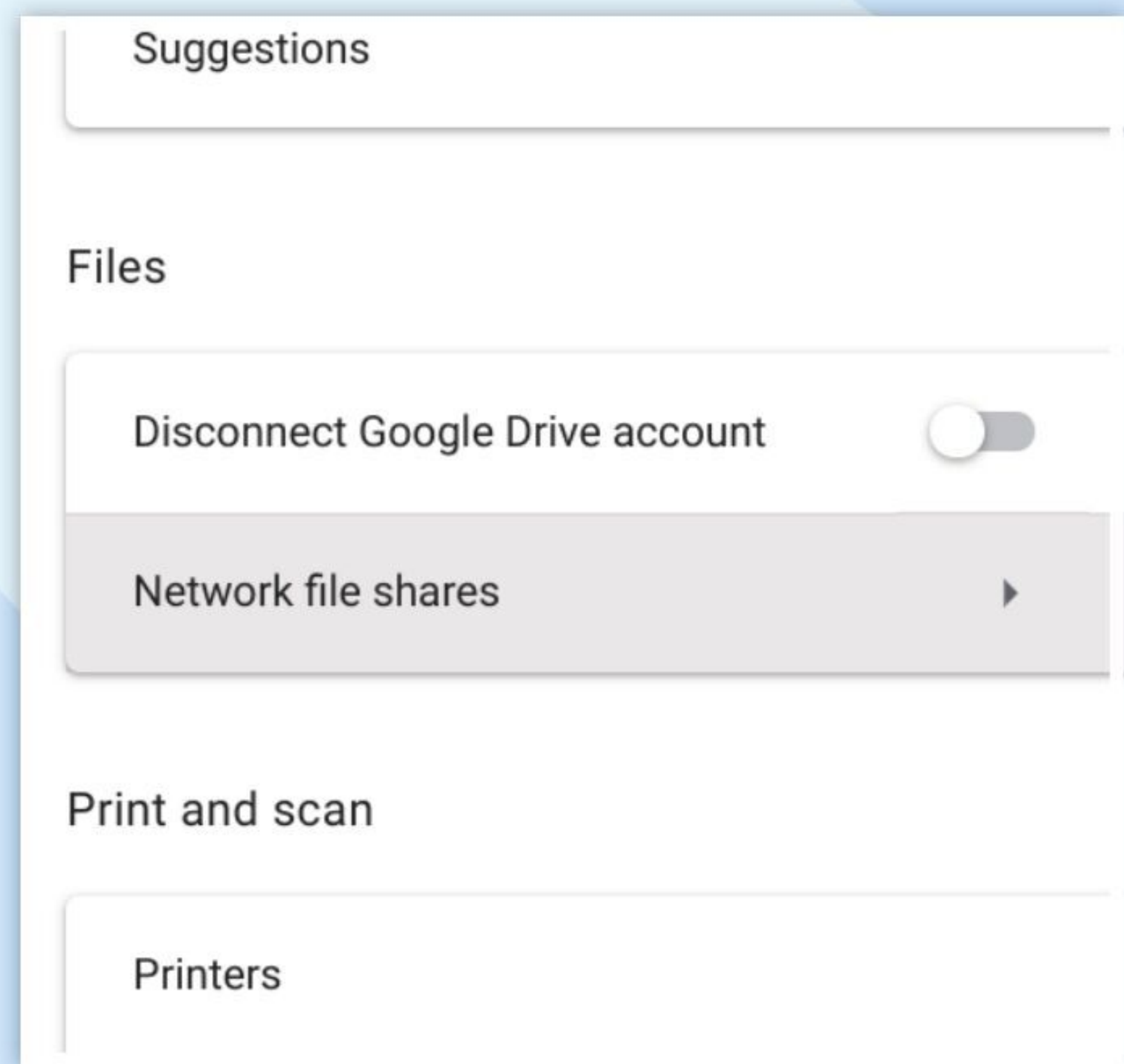
Step 2

Print Jobs opens a new window that details the current prints in the printer queue. You can delete jobs, clear the printer job history and push one or other jobs above the others in priority. The Scan option, locates any available scanners, as well as scan documents and images directly to the Chromebook.



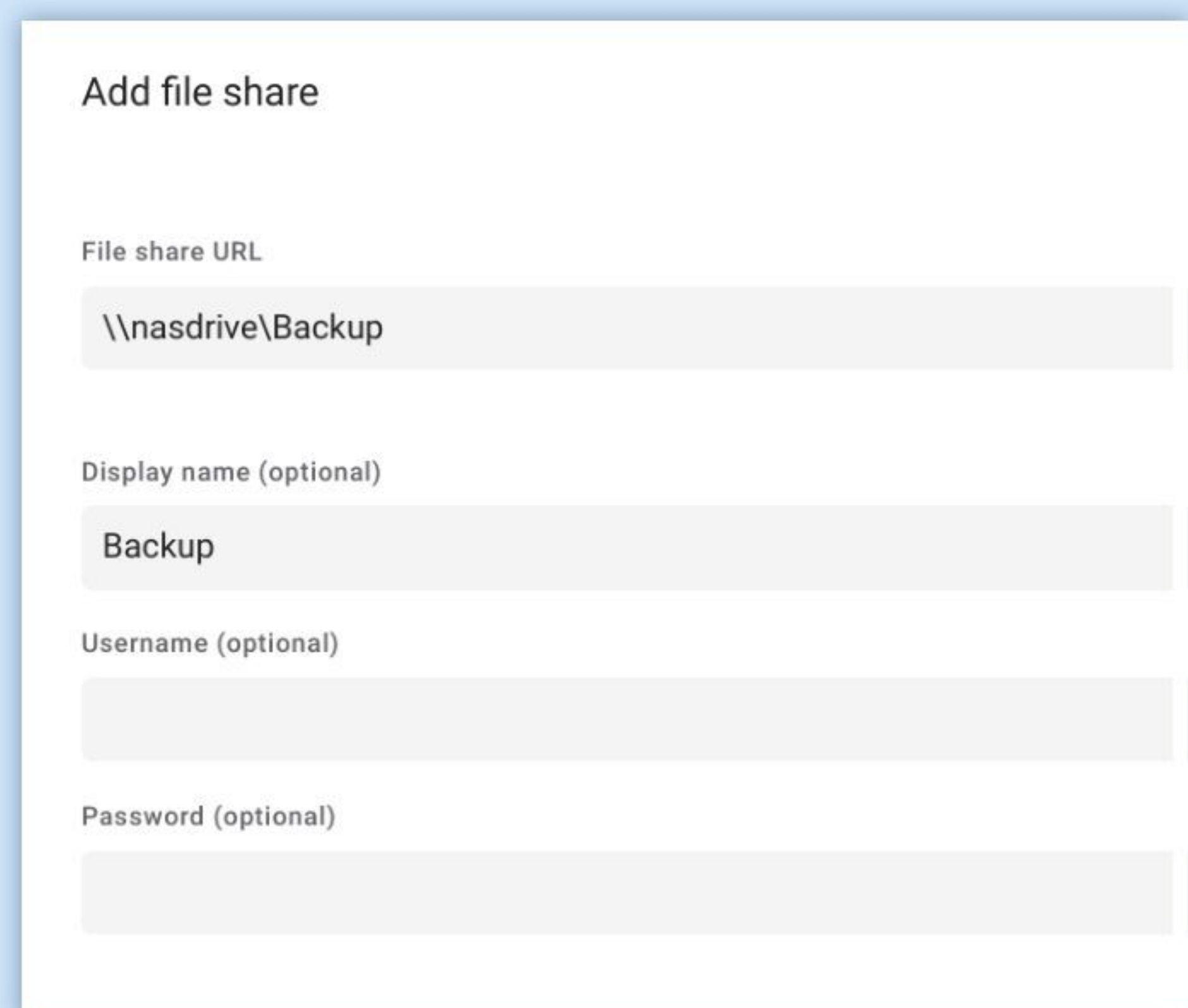
Step 3

The Files section is an interesting addition. There are two options available here: Disconnect Google Drive Account (which is something you probably won't want to do), and Network File Shares. Let's look at the Network File Shares.



Step 4

Network File Shares allows you to add an external, network shared area so Chrome OS can access it, and you can copy, create and use files, folders and media from those shared areas. Click the Network File Shares, followed by the Add File Share button to open a pop-up window. From there, enter the details of the shared device and folder, such as a NAS Drive, and click Add.



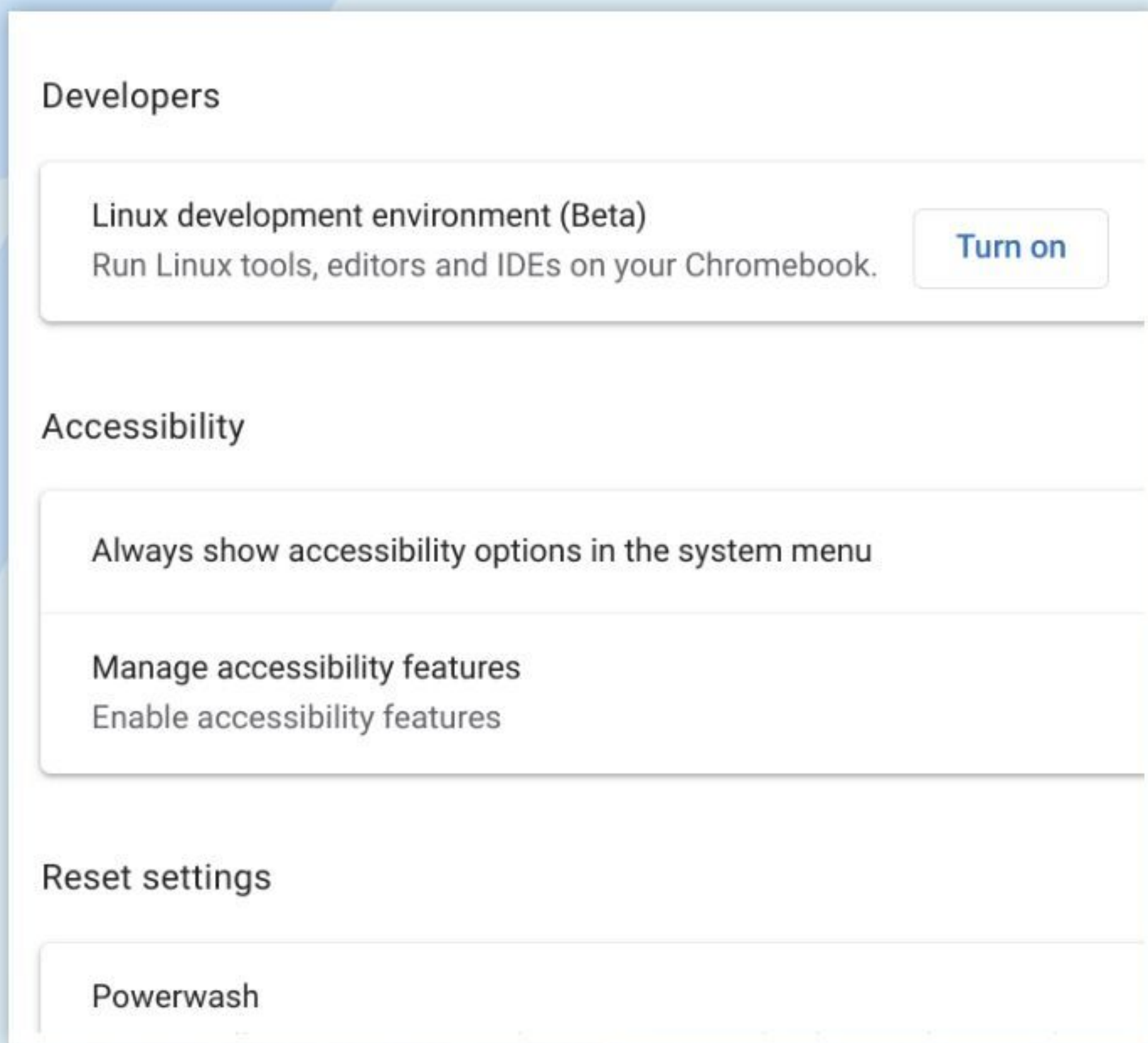


Developers

This option allows you to develop and use software for Linux. Chrome OS is built on the Linux Kernel, and from here you can install the Linux command line, code editors, and Integrated Developer Environments.

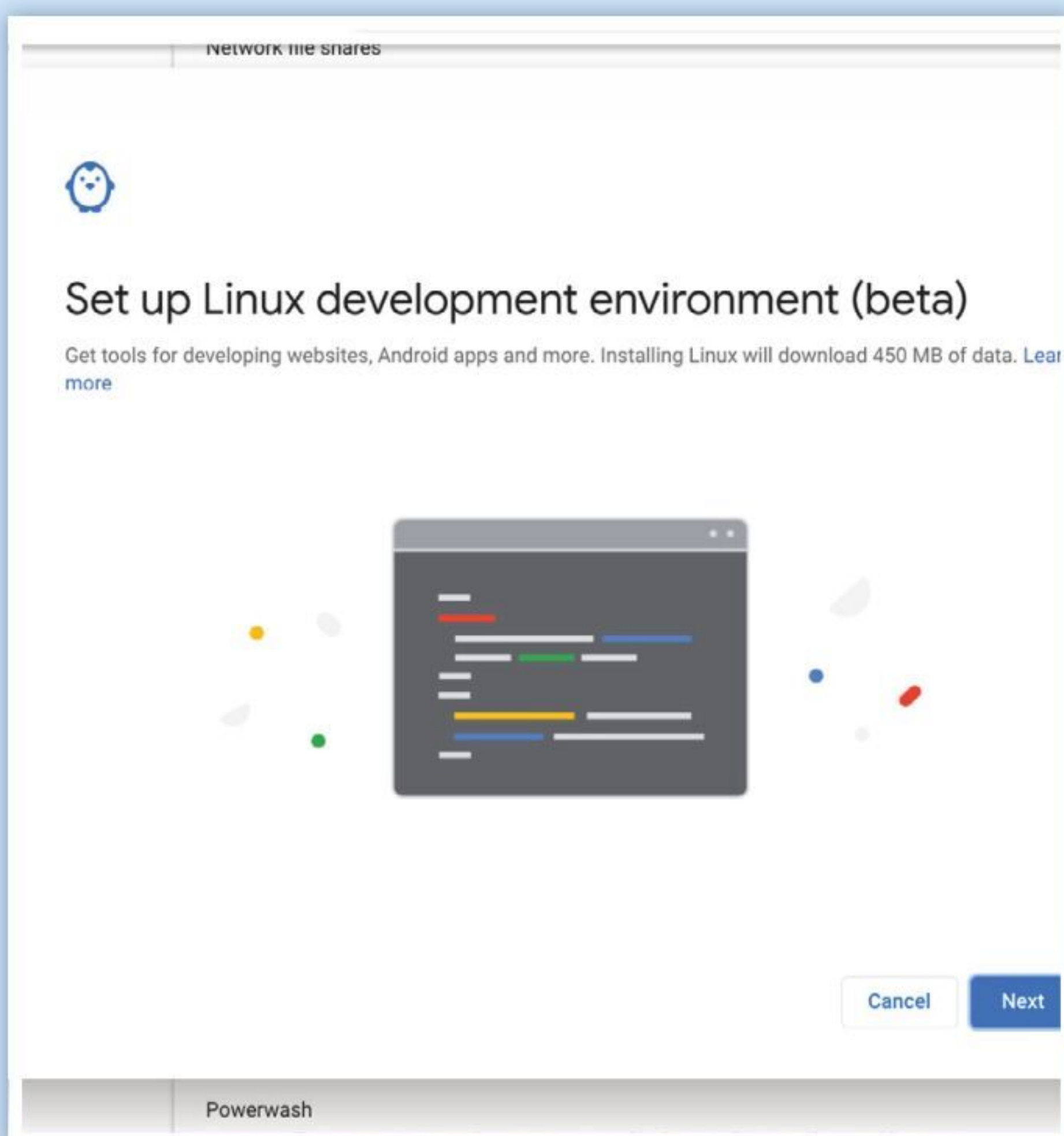
Step 1

Access to Linux is turned off by default, so you'll need to click on the Turn On button. More information can be found, prior to turning on Linux Developer Mode, by clicking the Learn More hyperlink.



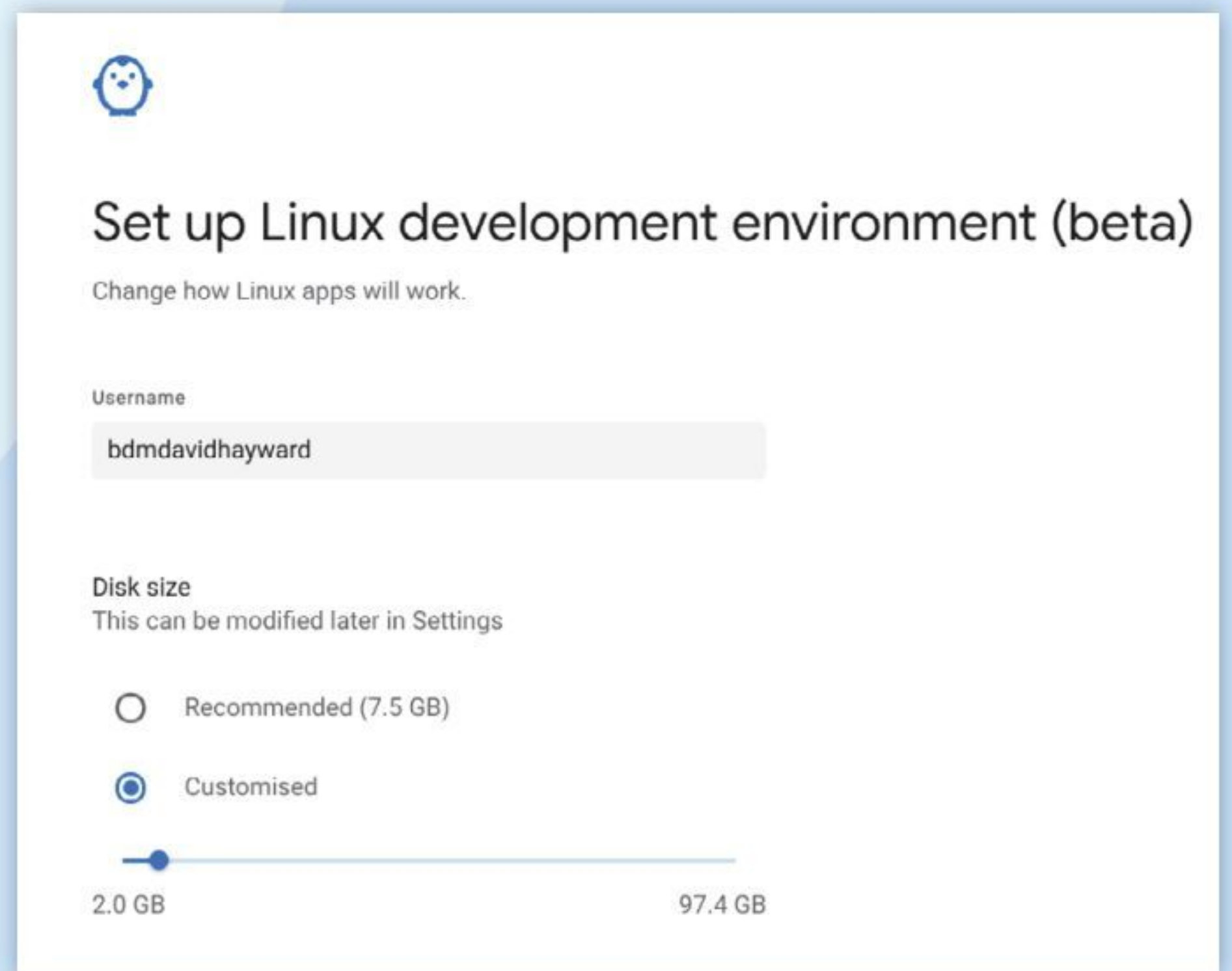
Step 2

The Linux Developer environment is currently (at the time of writing) still in its Beta stage, so you may come across some issues when using it. If you're ready to start experimenting with Linux on Chrome OS, click the Next button to continue.



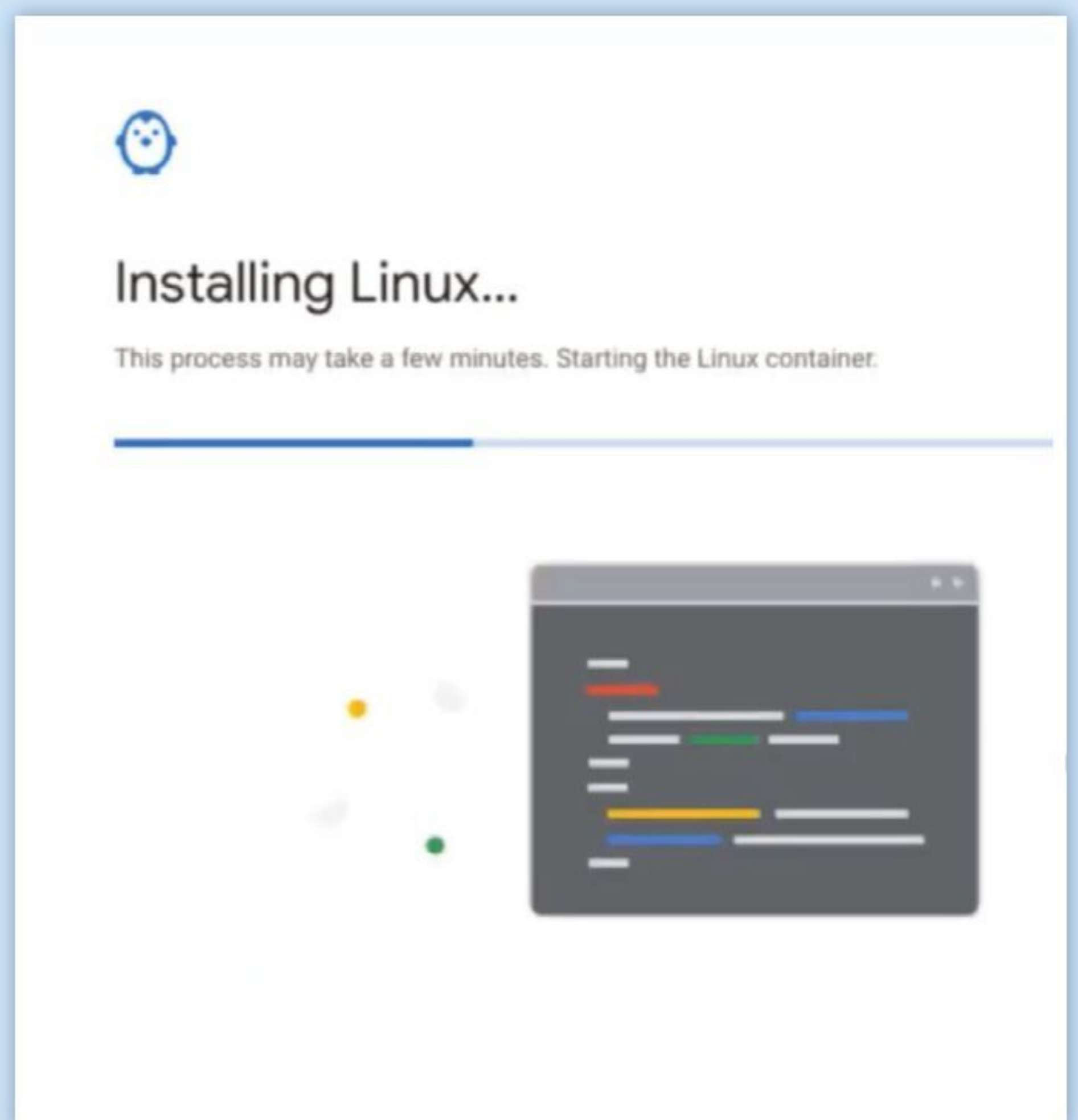
Step 3

The next step asks you to setup the Linux Developer environment, using your Chrome OS username. This you can change, as well as the amount of disk space the environment will be using. However, if you're not sure what to opt for, we recommend you stay with the defaults.



Step 4

Click the Install button when you're ready. The entire process will take roughly ten minutes, and any Linux processes run will be executed within a sandbox environment, protecting Chrome OS from anything that may go wrong.



Make Chrome OS Your Own

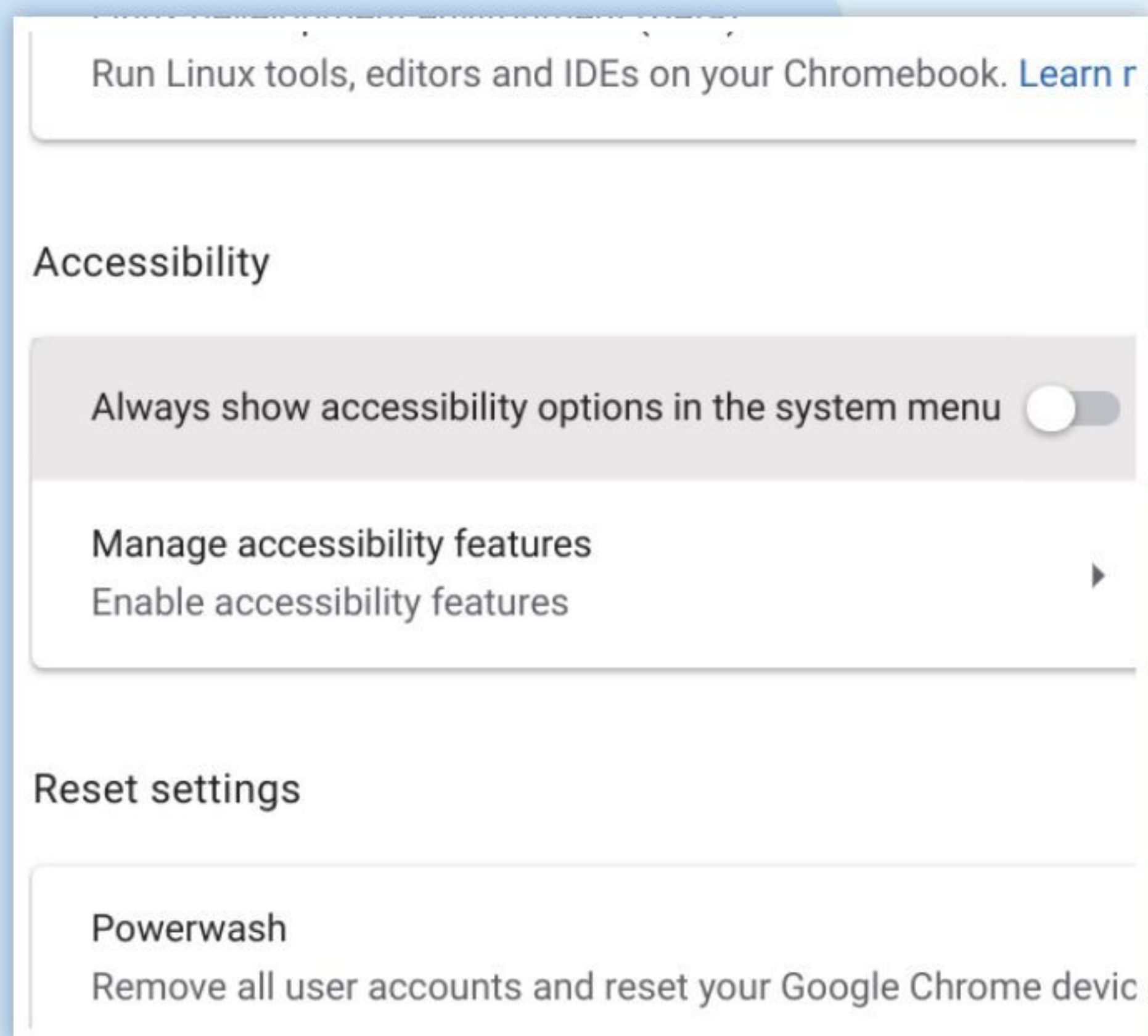


Accessibility

Accessibility is a key component for any operating system these days. Gone are the simple magnifying glass views of old, these days those who find it difficult to interact with an OS can enjoy a lot more freedom and help.

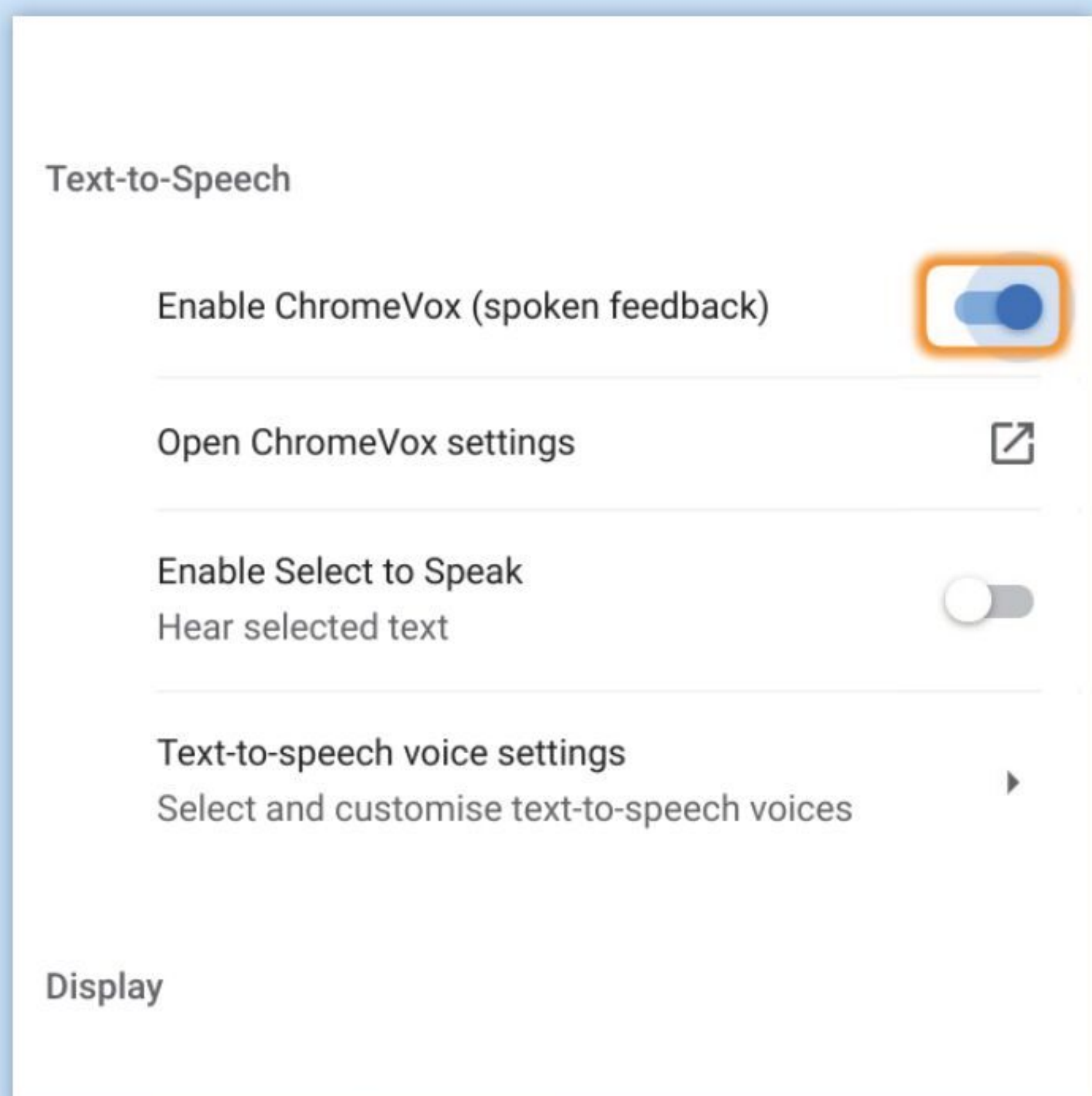
Step 1

Two options are available in the Accessibility category: Always show accessibility options in the system menu, and Manage accessibility features. The first permanently displays the accessibility options available, and should be enabled if you, or someone else who uses the Chromebook requires these features.



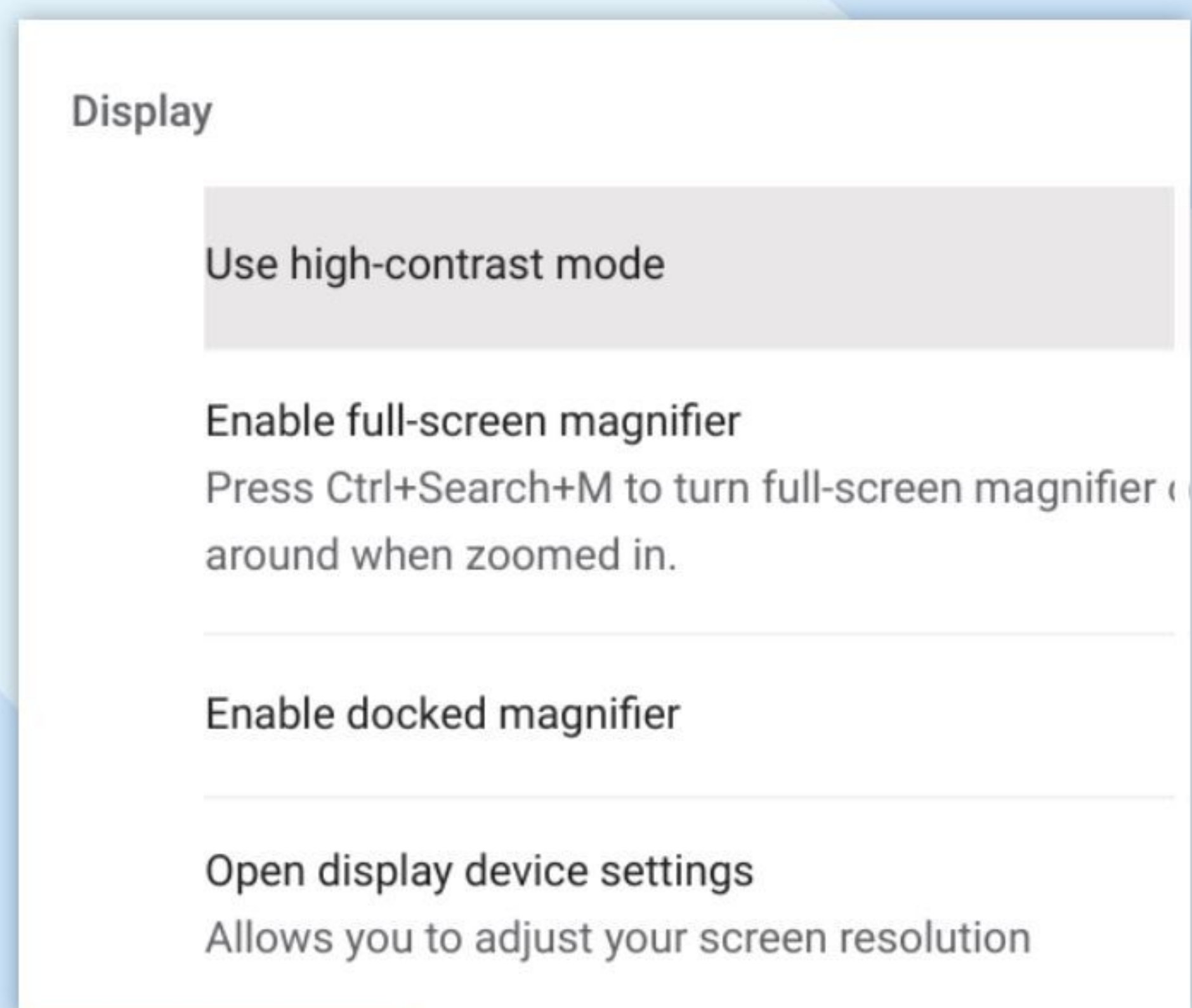
Step 2

The second option, Manage accessibility features, delves into more depth. Click it, and you can enable the Text-to-Speech, ChromeVox assistant, and configure its setup and use.



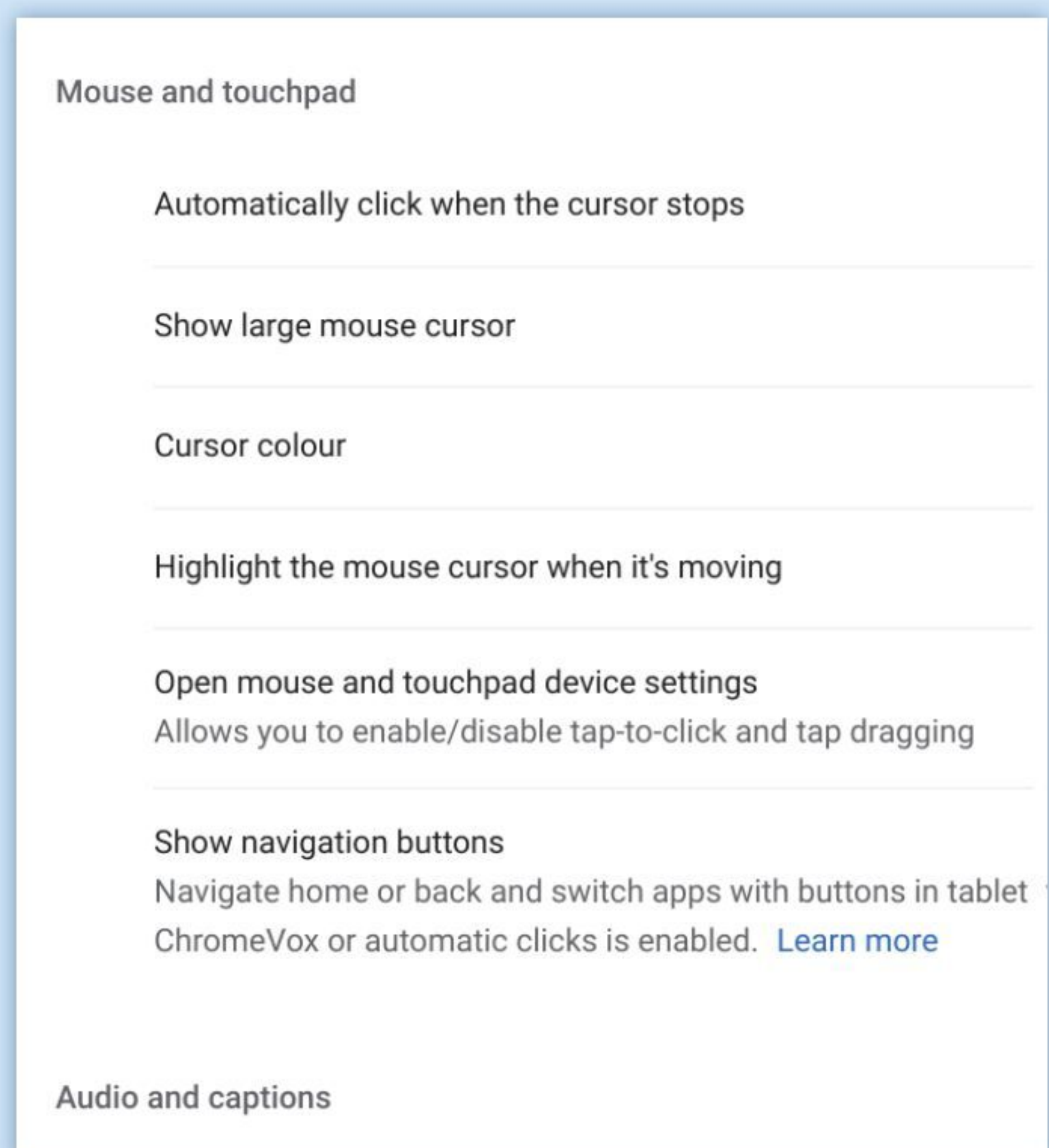
Step 3

Further down the list, you can personalise the display settings with High Contrast mode, a full-screen magnifier, and to adjust the text size.



Step 4

There's a lot to configure in here, and it caters for every possible accessibility need there is. You can adjust the keyboard captions, use a large cursor, add audio captions, change the available keyboard options and much more.



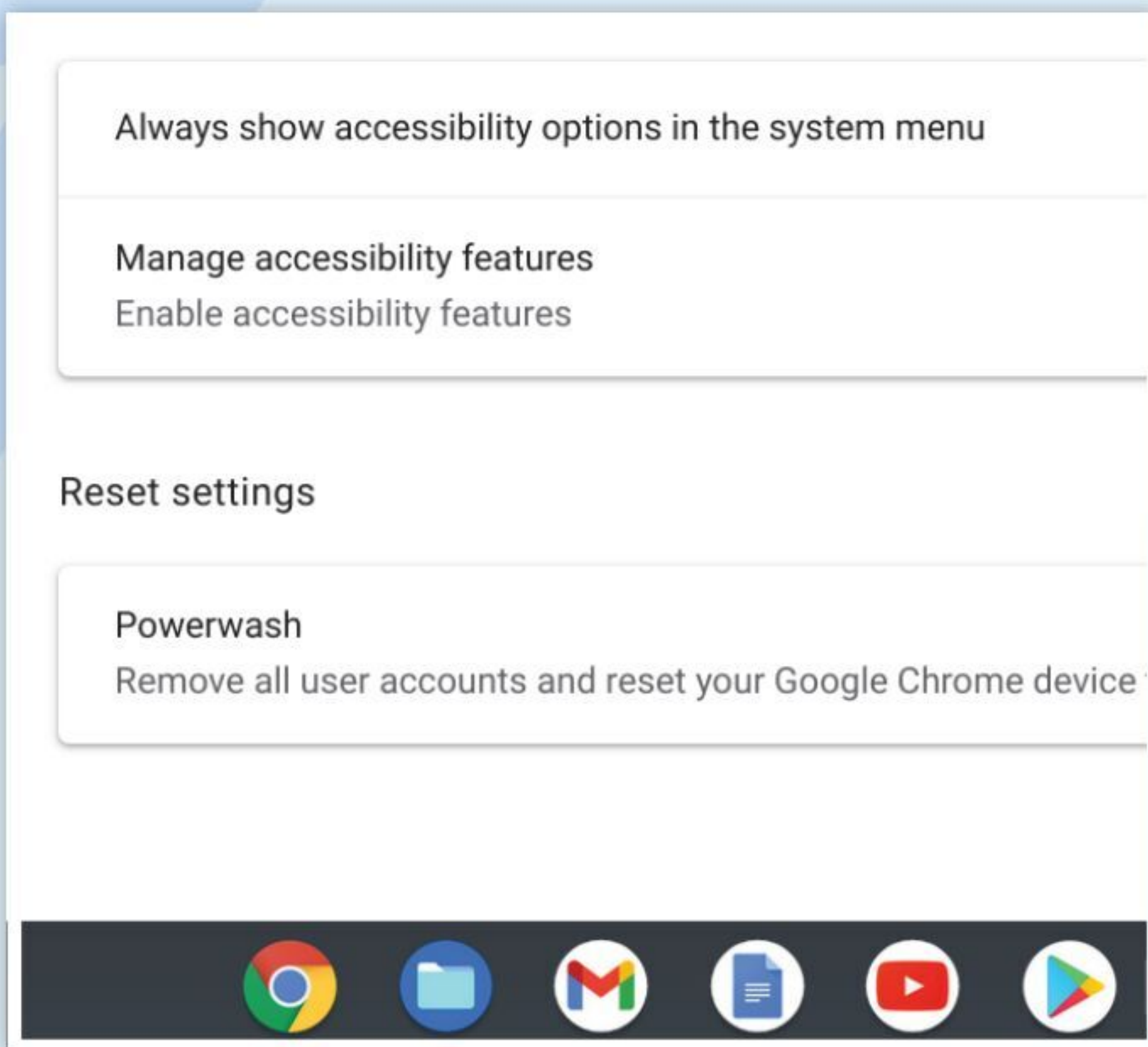


Powerwash

The final element to the Advanced option is the Chrome OS Powerwash. This enables you to completely reset your Chromenook back to its factory default settings. Wiping out your account, anyone else's and any apps you've installed.

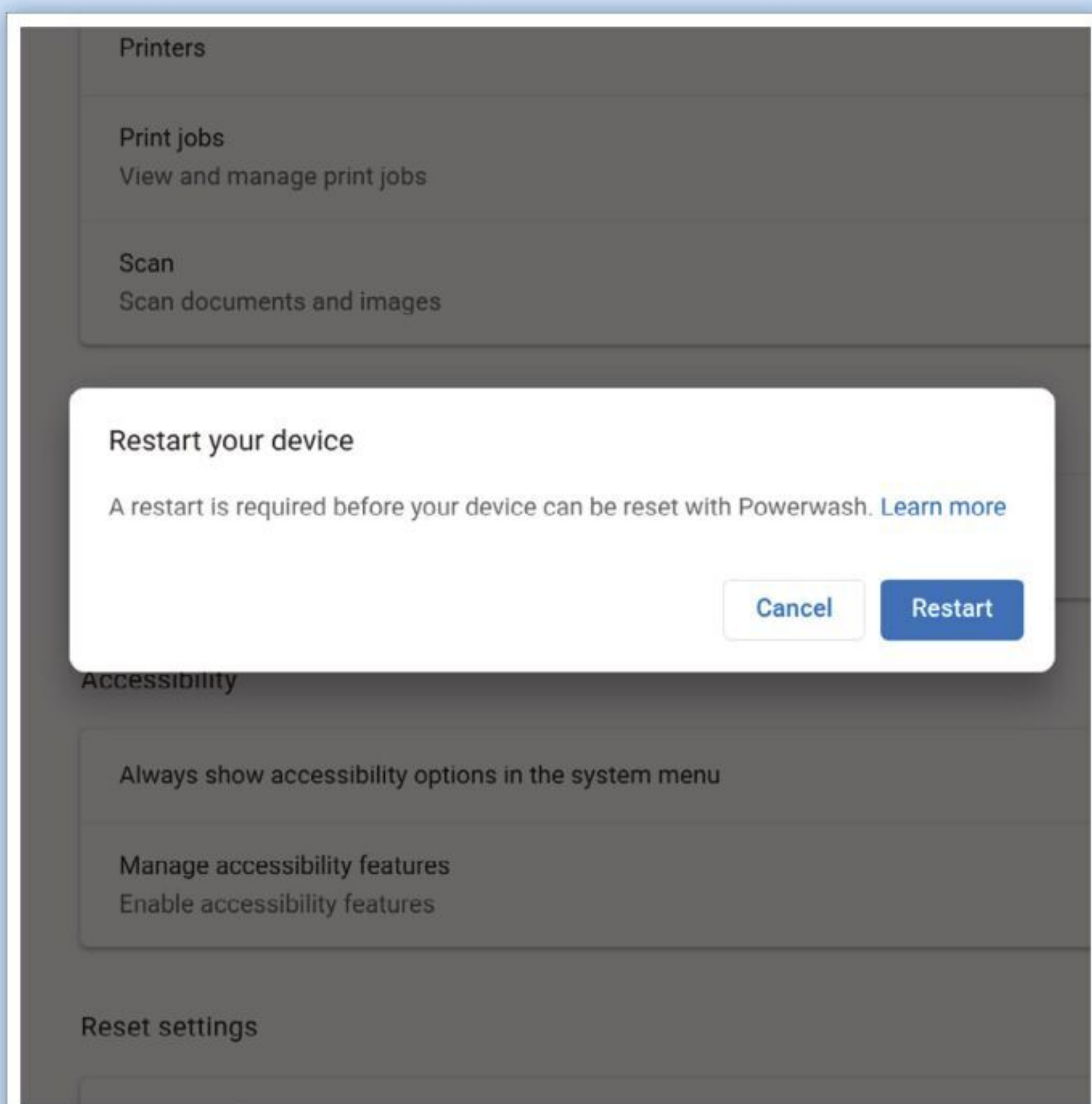
Step 1

The Powerwash feature isn't to be taken lightly. As we've already mentioned, it can completely wipe all content from the Chromebook and reset it back to the basic, default setup. Only use this if something has gone wrong, and the Chromebook is near unusable.



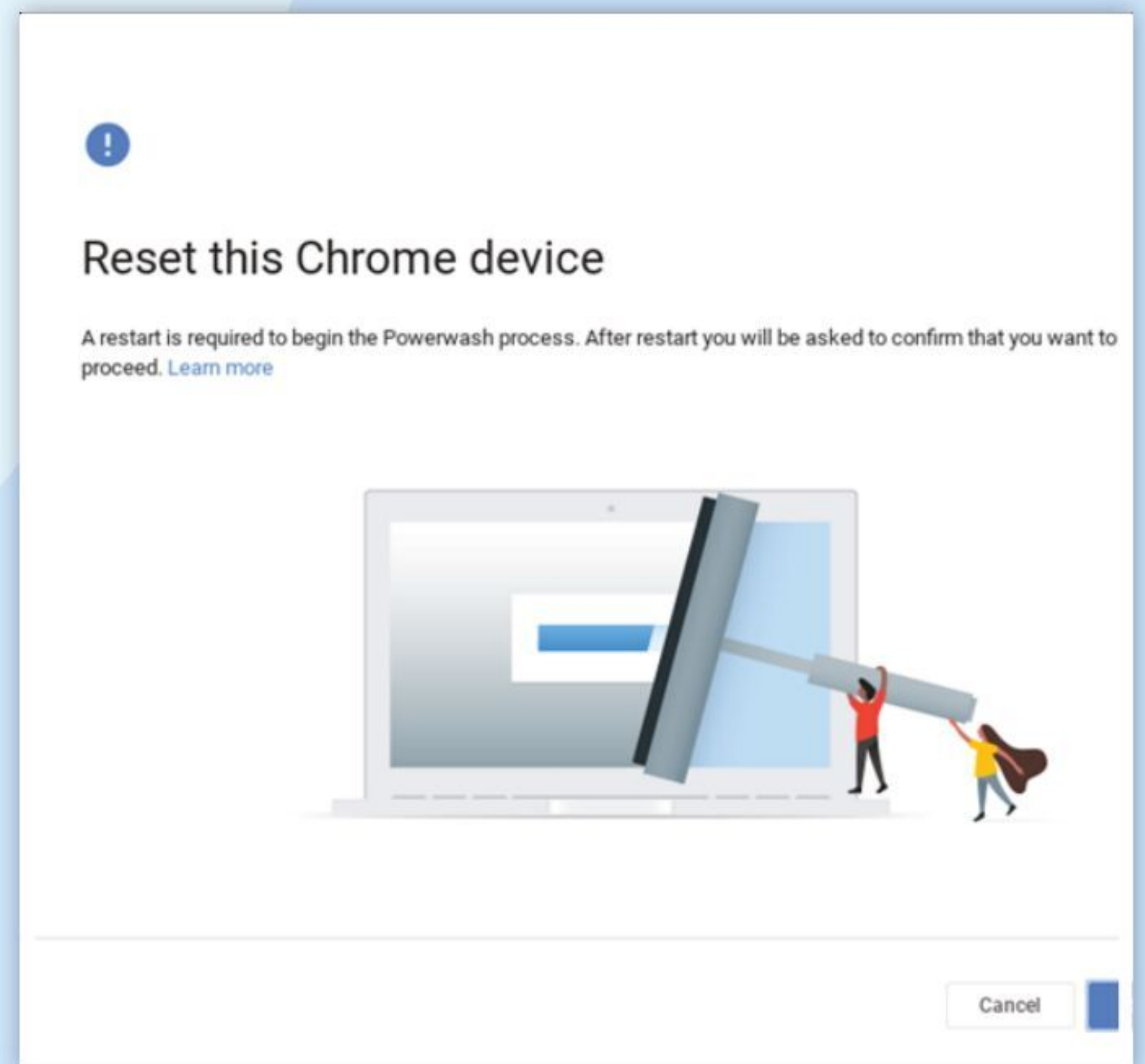
Step 2

To start, click on the Reset button in the Powerwash option. You'll be asked to restart the Chromebook prior to accepting the Powerwash.



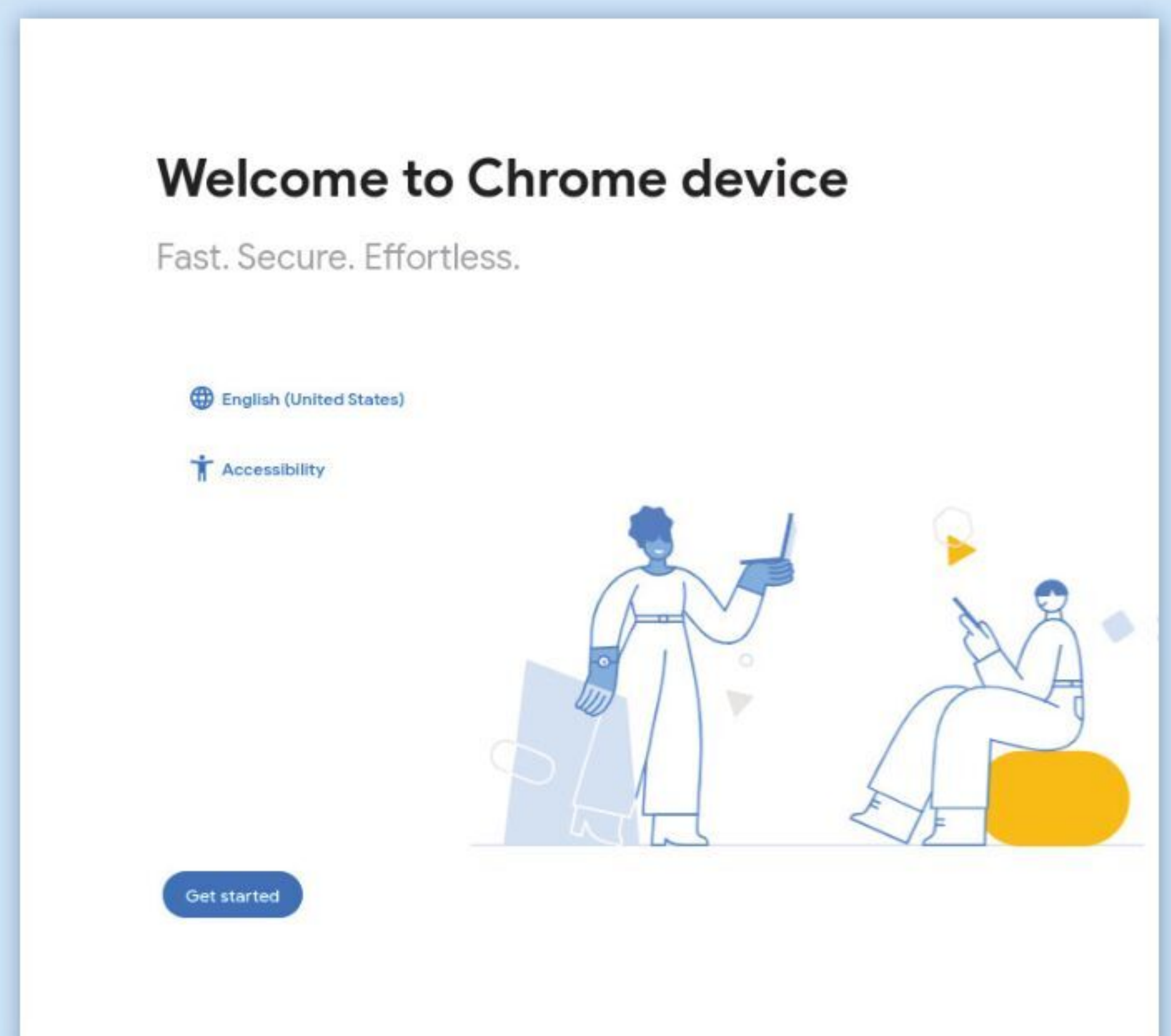
Step 3

After clicking the Restart button, the Chromebook will reboot itself, but as the sign-in page appears, another window will pop up asking you for confirmation to proceed with the Powerwash. Click the Powerwash button to continue.



Step 4

It's worth reiterating that going ahead with a Powerwash will destroy all the files on the Chromebook, and wipe any users that are setup to use it. It will revert back to the state you bought it in, so you'll need to create a new account (or use the same credentials as before) to use the Chromebook again.





Improving Your Google Security

Keeping yourself and your family safe whilst using your Google apps is just as important as it is when you are sharing your details and your files online. That said it doesn't need to be difficult. While using the Internet and social networks can have its problems, you can reduce them to a minimal level by following a few simple pieces of advice.

Online Passwords

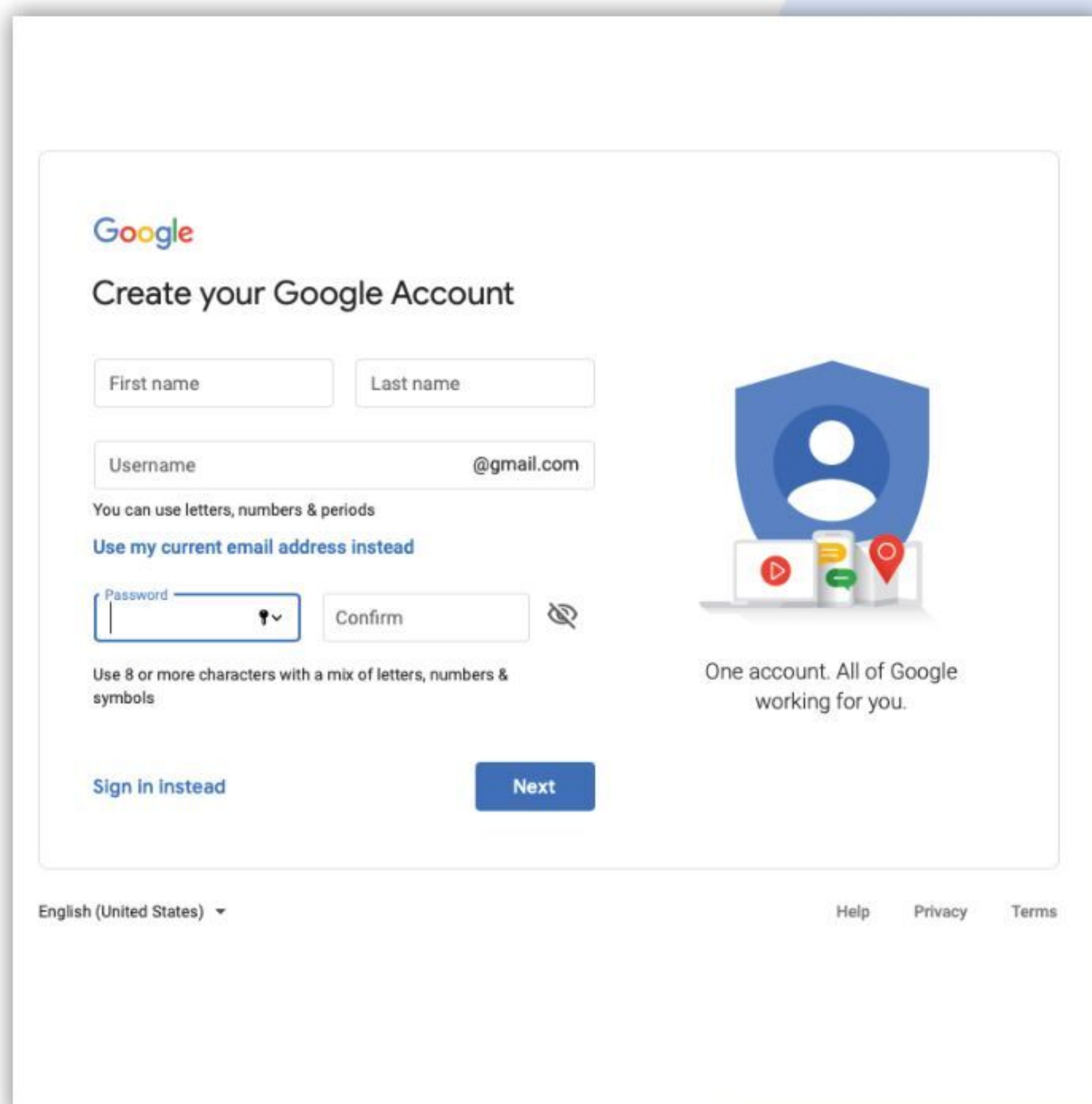
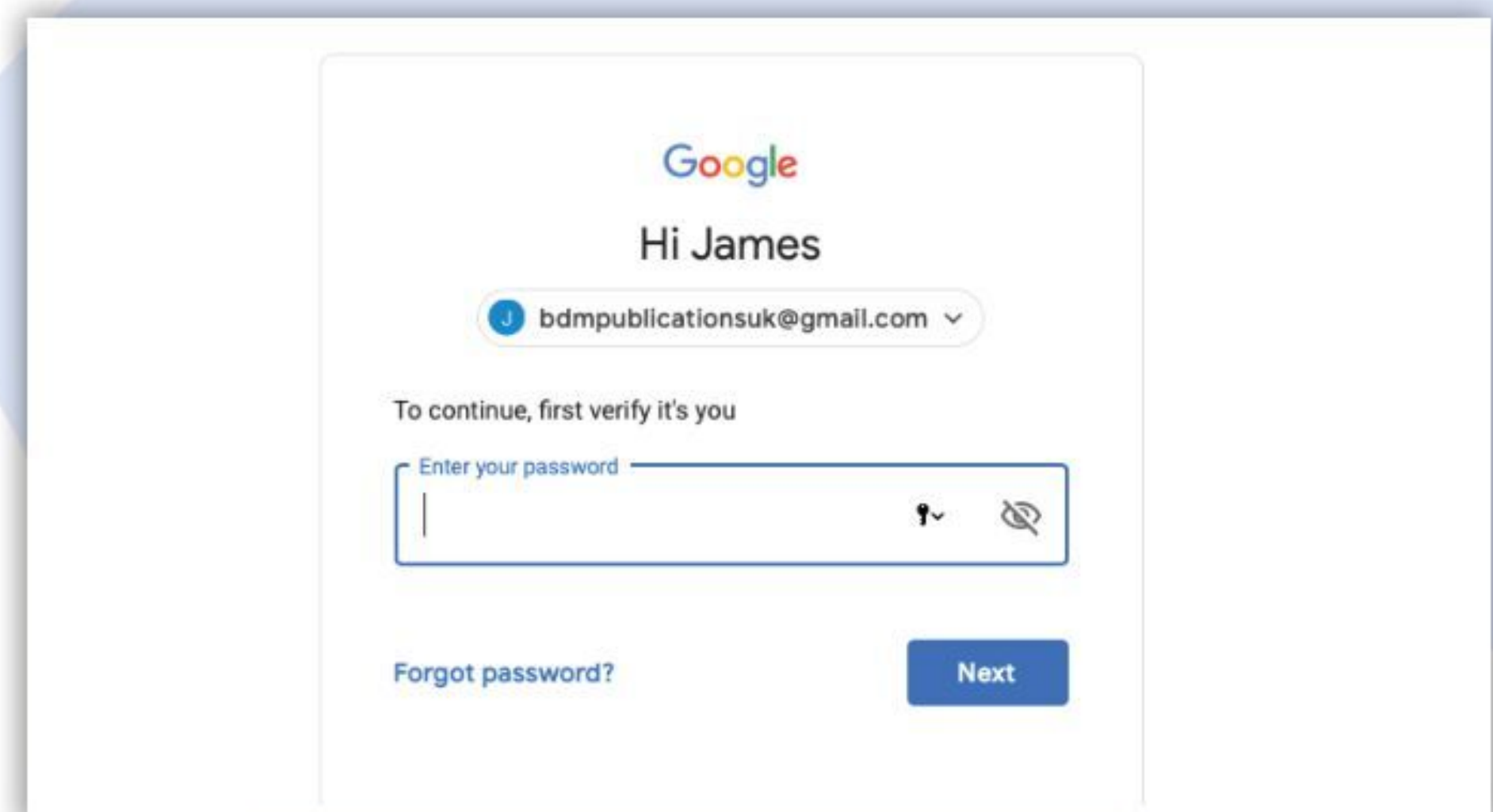
If you are anything like us, the number of passwords that you need to remember grows on an almost daily basis and because of this, it can be tempting to use the same or similar passwords for several different websites. This is a bad idea, particularly if your chosen password is something easy to guess such as your name or date of birth. Here are a few tips to consider when creating passwords.

Keep them Unique

Having a unique password for each website you are required to log in to is a very good idea, particularly for things like email and online banking. Although security on a banking website is likely to be very good, if you use the same password on a website with less stringent security, you risk it being compromised on one and used to gain access to the other. It is not unusual for criminals to harvest passwords from a weak website and then randomly try them on more secure sites.

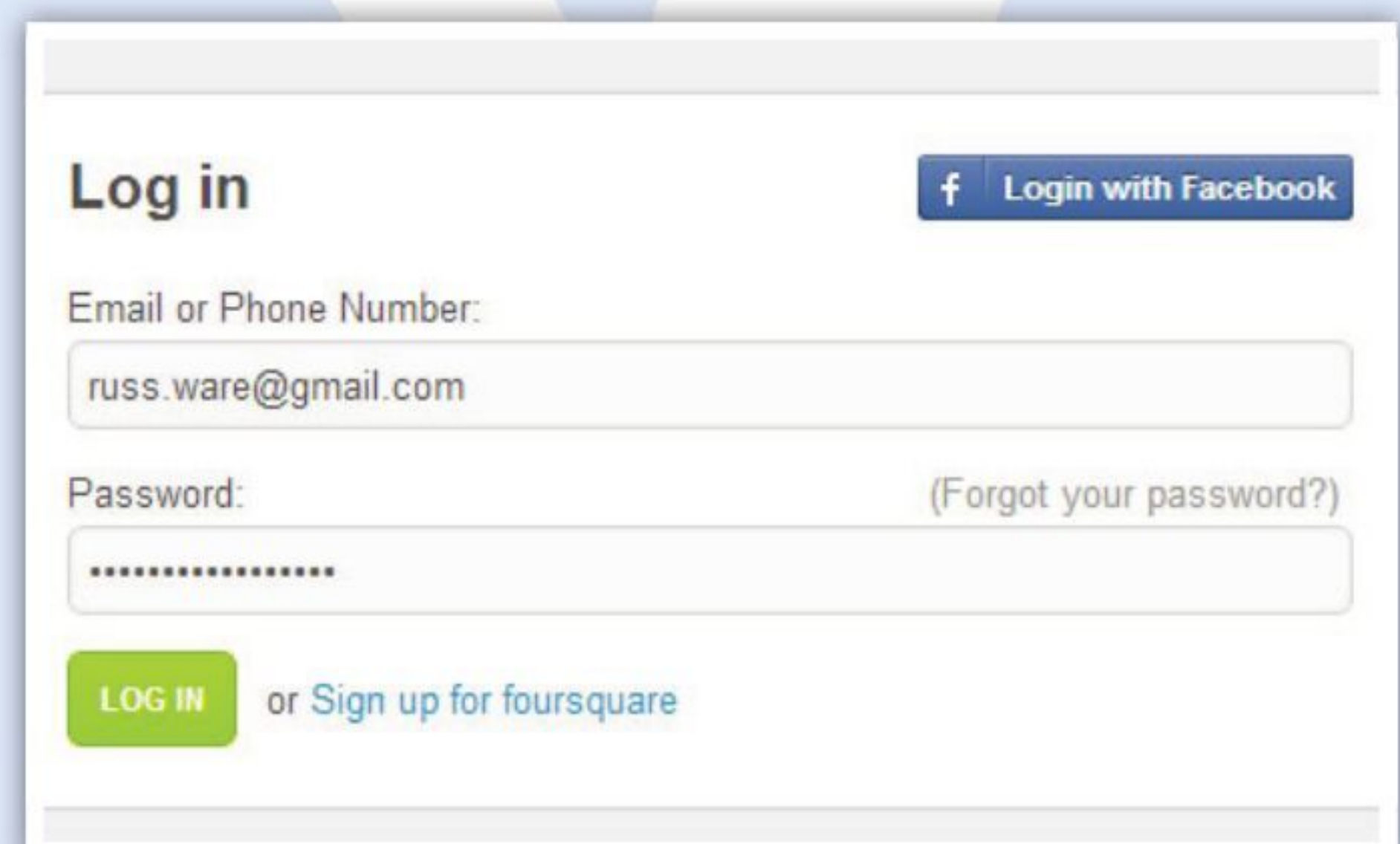
Keep them Random

Try to avoid using anything that is easy to guess, including personal information like your name, date of birth or address. These things are all very easy to discover and often the first things someone will try to get into your accounts. Also avoid, if possible, using real words or sequential strings of numbers, e.g. 123456789.



The Longer, the Better

Short passwords are much easier to crack than long ones, so be sure to avoid anything less than eight characters and, if possible, go for something ten characters long at least. There are 4000 times more possible combinations of ten letters and numbers, than there are for eight letters and numbers. Most good websites require at least eight character passwords nowadays.

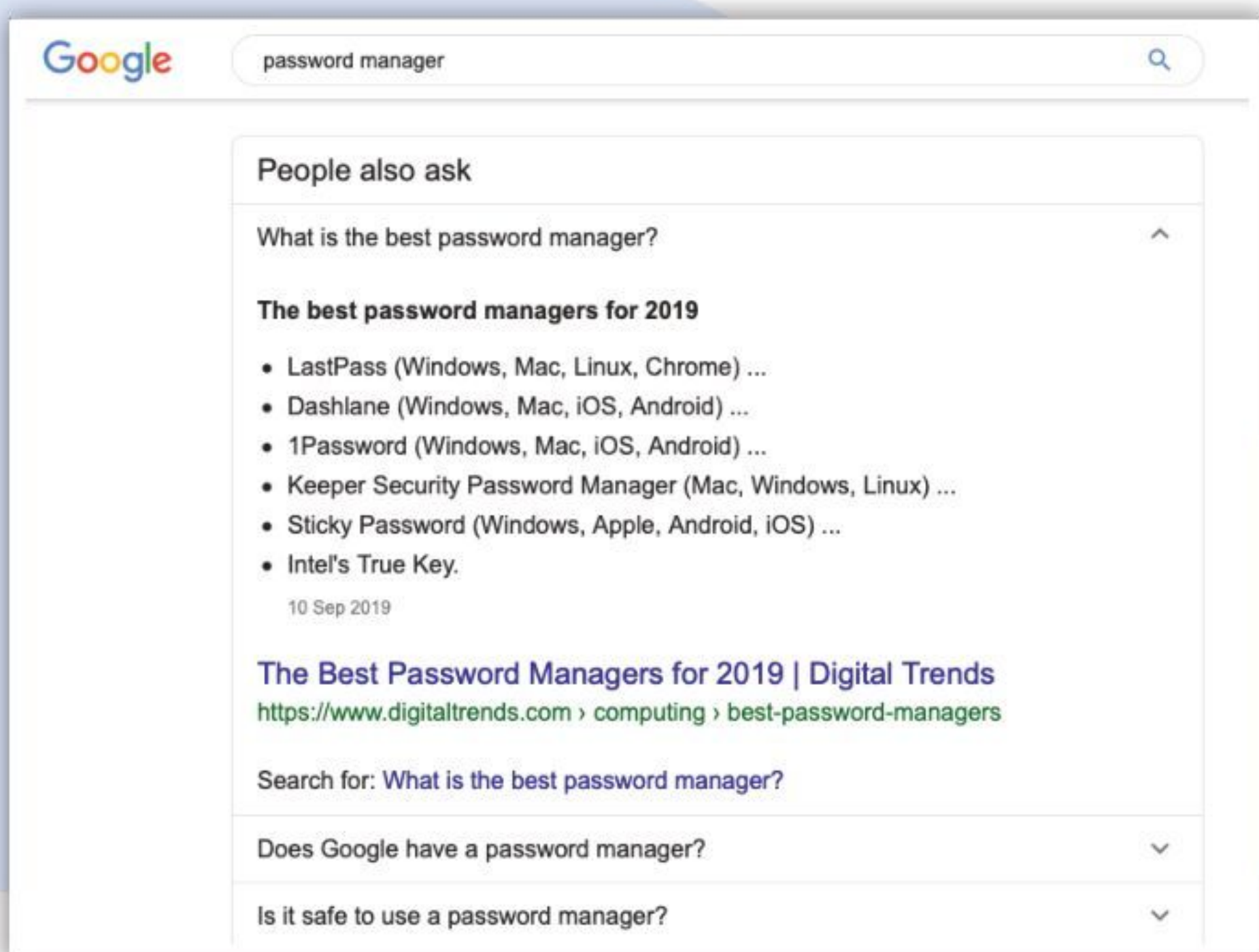


Mix it Up

Once you start adding in symbols and mixed case letters, along with numbers, into your passwords, the possible variations rise to over six quadrillion (for an eight character password). The password A1z7yDbP is many thousands of times more secure than a1z7ydbp.

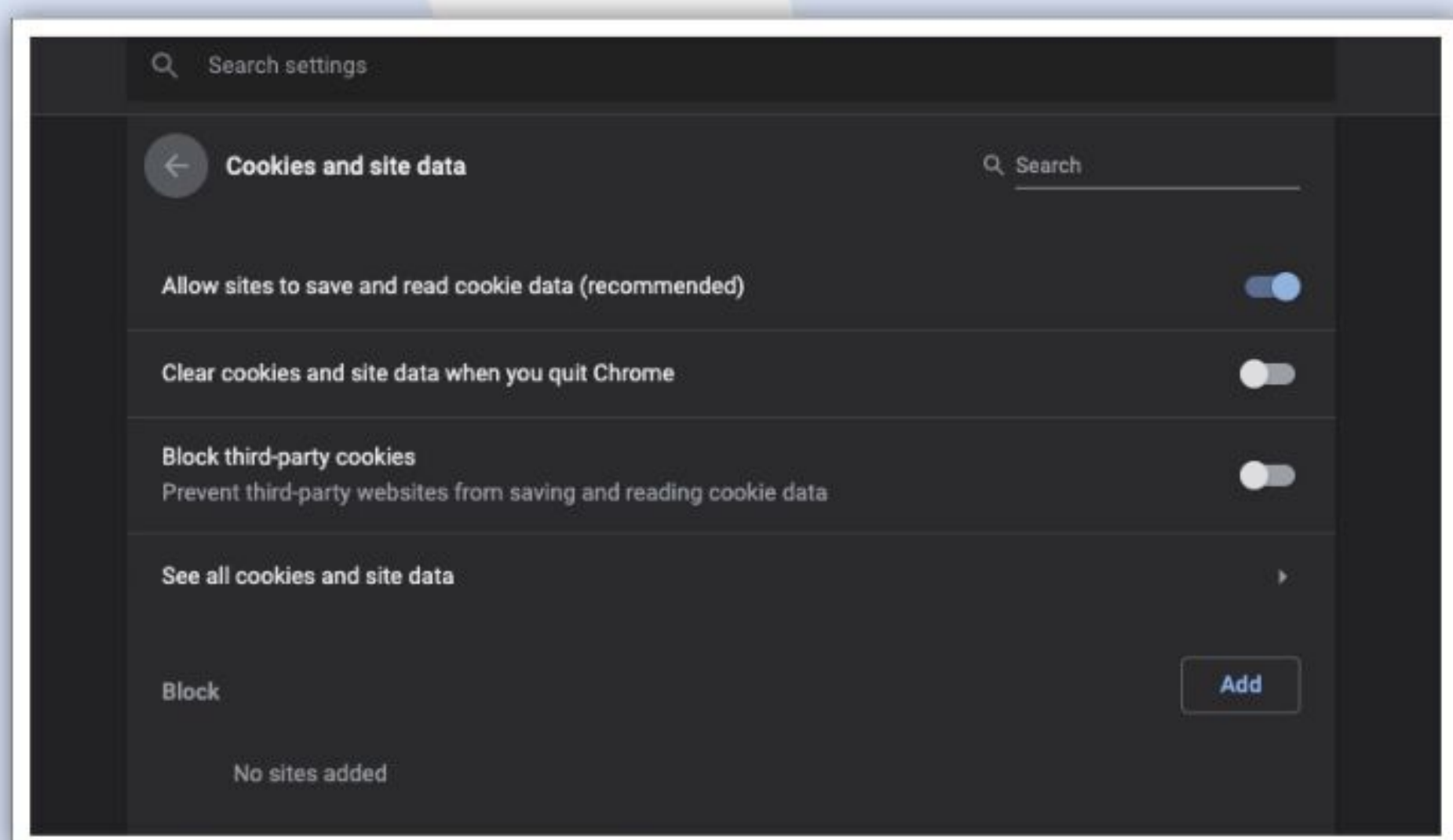
Use a Password Manager

For most people, keeping a written list of their passwords is perfectly okay as long as you make sure that it is not left in plain sight on your desk, etc. Even keeping a text document on your computer with your passwords listed is not usually a risk. Just don't call the file 'Passwords' and leave in on the desktop. A much safer way, however, is to use a good Password Manager. These simple bits of software let you store your passwords in a locked file on your computer. Just as long as you have a very good password to get into the manager, your other passwords will be safe. You then only need to remember one password, instead of 10 or 20.



Enable/Disable Cookies in Chrome

To disable cookies in Chrome web browser, click the Three dots icon or Menu button in the top right corner of the browser window. Select Settings, scroll to the bottom and click Advanced settings. Now click Site settings, in the Privacy section, and then Cookies.



HTTP cookie

An HTTP cookie is a small piece of data sent from a website and stored on the user's computer by the user's web browser while the user is browsing. Cookies were designed to be a reliable mechanism for websites to remember stateful information or to record the user's browsing activity. [Wikipedia](#)

People also search for

- Cache
- Google Chrome
- JavaScript
- Phishing
- Internet Explorer

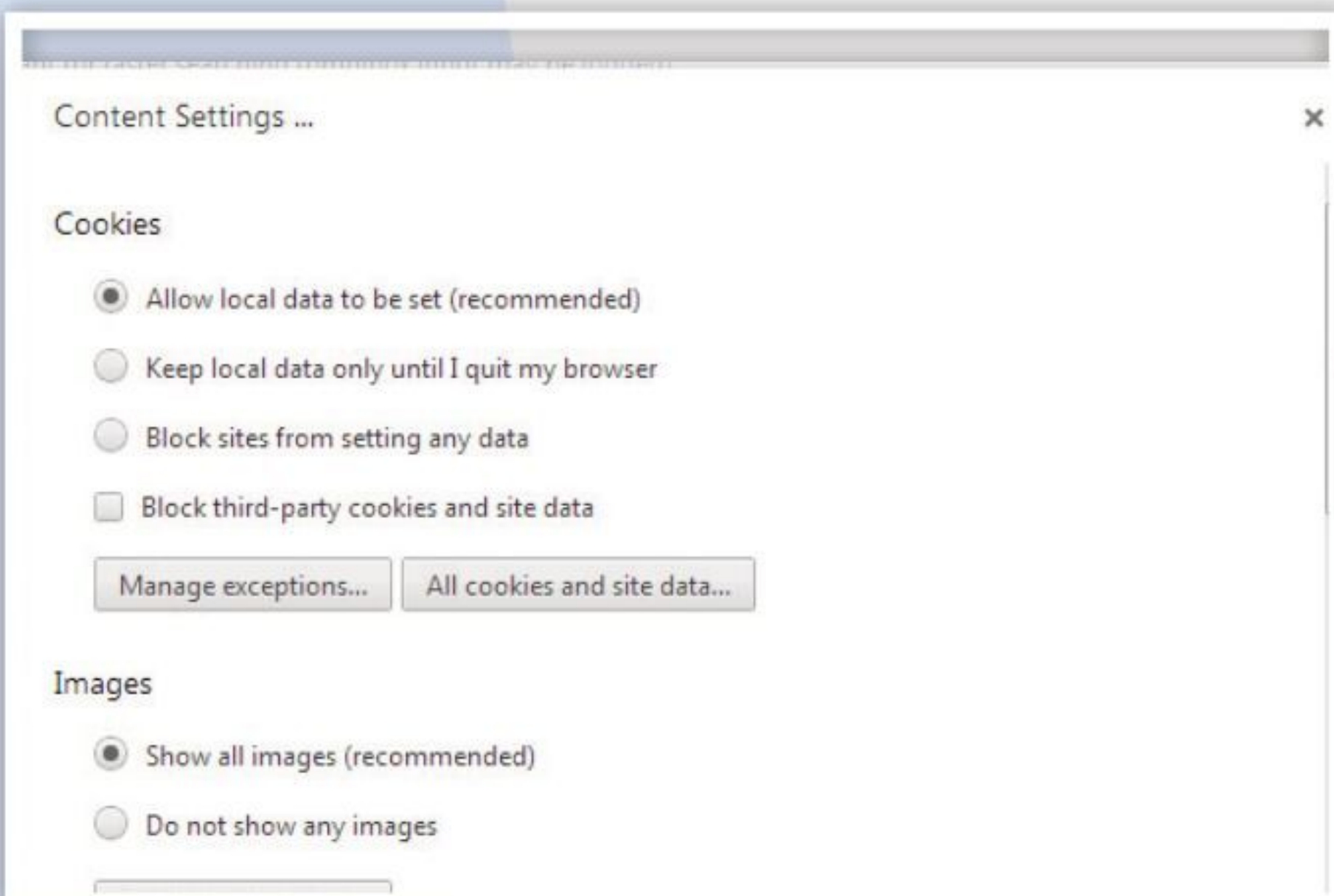
View 10+ more

What are Cookies?

Cookies (or HTML Cookies) are small files used by websites to recognise individual users (or rather, recognise their computer). When you visit a website, a cookie is stored in a temporary folder on your computer. When you next visit that site, the cookie will be checked for. Different sites use cookies to store different information but a good example is information in a form being automatically filled when visiting a site you have used recently to order something.

Almost all modern browsers, including Internet Explorer, Chrome and Safari, allow you to block cookies from being downloaded. However, it is worth remembering that many websites now need cookies to work properly, and so blocking them could mean your browsing experience is a frustrating one. Cookies are nothing to be afraid of, they are simply used to make the Internet work better.

Select Allow local data to be set to allow both first-party and third-party cookies. If you only want to accept first-party cookies, check the box next to "Block all third-party cookies without exception."





Cyber Bullying

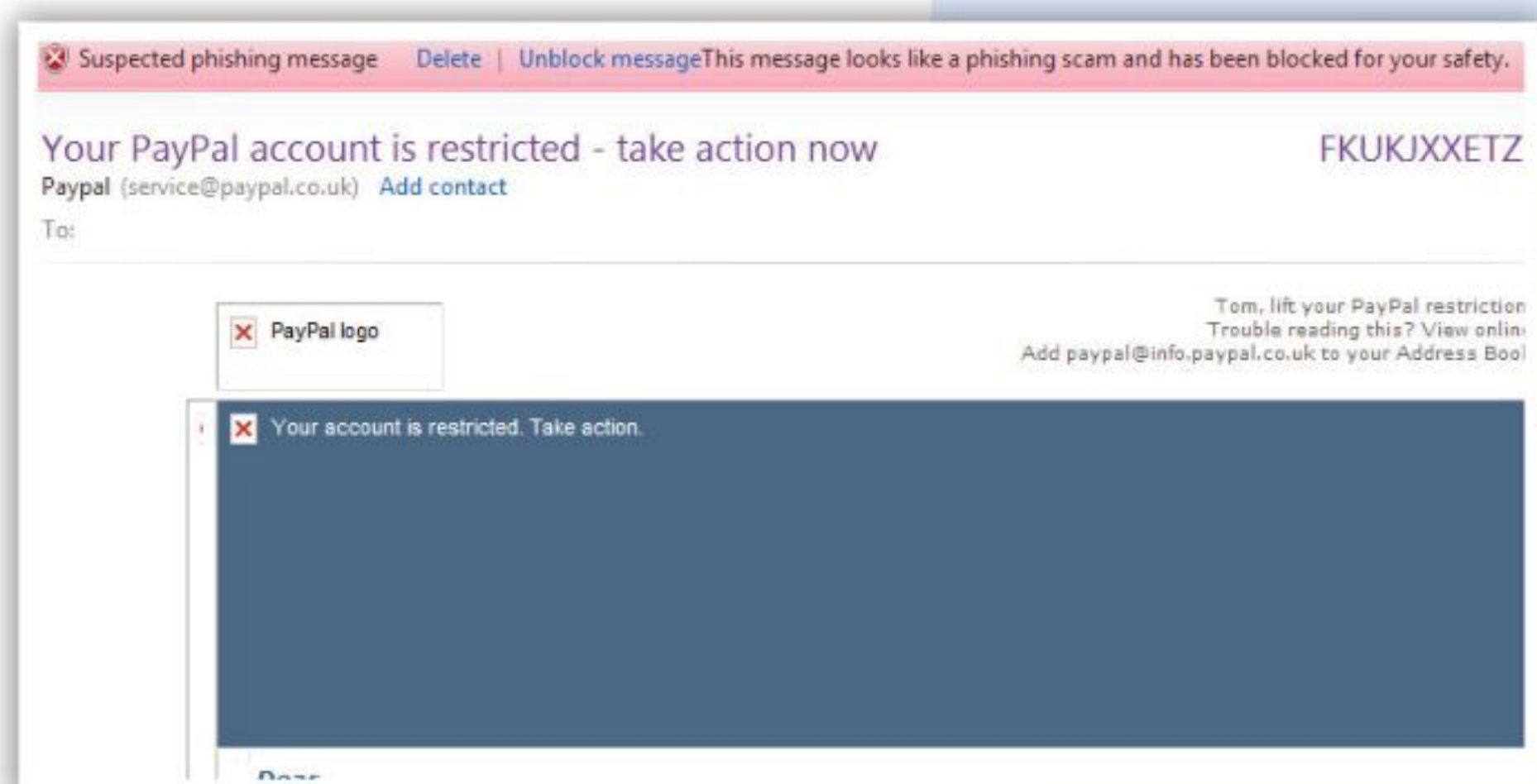
Sadly, bullying isn't confined to the playground or classroom any more. Cyber bullying is when a child, or even an adult, is bullied via text message, email, social networks or other online means.

The best way to deal with a cyber bully on a social network is to simply block that person, or not accept the friend request of someone who bullies you in real life. Although it may be tempting to reply to rude or abusive comments, etc. it is usually better to just ignore the person. In some cases, bullies have created fake accounts on social networks, pretending to be their victim. If you discover someone has created an account pretending to be you, report it immediately to the network's administrators. There is usually a Report button on the user profile page.

What is Phishing?

Phishing is the process of trying to find private information such as PIN numbers, passwords and usernames by trickery. Sometimes spammers create fake websites that look like the Facebook login page. When you enter your email and password on one of these pages, the spammer records your information and keeps it.

When someone has been phished, their account will often start automatically sending messages or links to a large number of their friends. These messages or links are often advertisements telling friends to check out videos or products. If you think your friend's account was phished, tell them to change their password and run anti-virus software on their computer.



Social Networks – Advice for Parents

Being parents ourselves, we understand the pressure that many people feel to let their children use the Internet and social networks in particular. Many social networking sites, including Facebook, don't allow children under 13 years of age to have accounts. Unfortunately there is little they can do to stop a child below that age entering false details. Rather than a blanket ban on using the Internet and social networks, and potentially have your child visit them behind your back, perhaps a better way to keep your child safe online is to understand the dangers yourself and make sure your children understand them as well.

Do Some Research

Hopefully, if you are reading this, you already want to learn more about social networking and networks. This guide is a great place to start increasing your understanding of what you can do (and therefore what your child can do) on sites such as Facebook, Twitter and Google+. Read as much as you can about the networks your children use and remember that one of the best sources of information is often the children themselves.



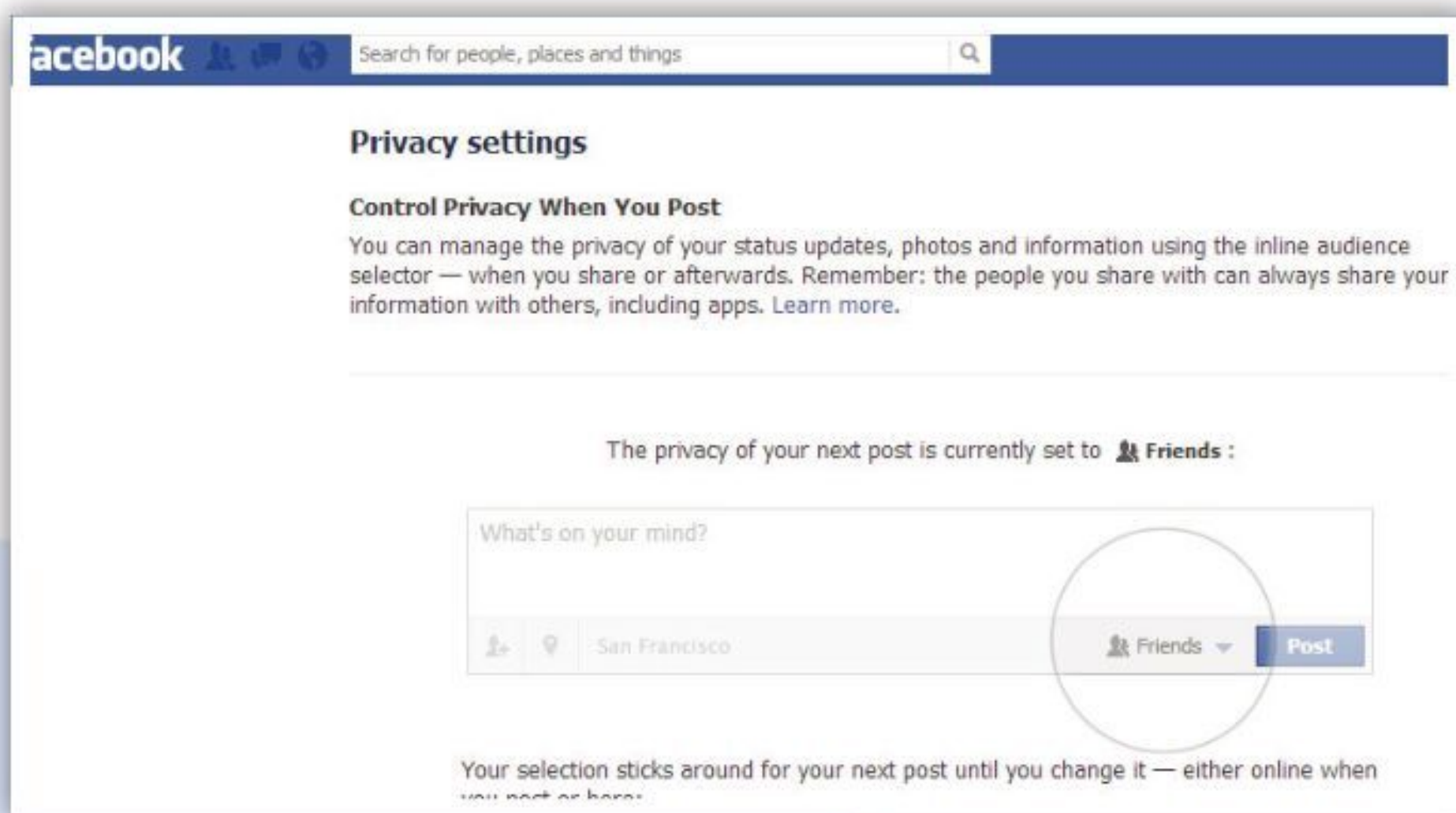
Get Involved

Take the next step and create an account for yourself on the social networks your child uses. This not only helps you to understand how things work and what features could be a potential problem but it also allows you to more easily see what your child is doing on there. You will be far better informed when asking questions about the site, than if you simply read about it.



Privacy Settings

Nearly all the well known social networking sites offer several levels of privacy settings. Ensure your child selects the strongest privacy setting available when they create their account. This will help to make sure that their personal information is only seen by people they want to share it with. Be aware, however, that some sites are totally open to the public.



Internet Safety Tips

- Make sure that your child doesn't publish personal information like their location, email address, phone number or date of birth.
- Make sure they are very careful about what images and messages they post, even among trusted friends: once they are online they can be shared widely and are extremely difficult to get removed.



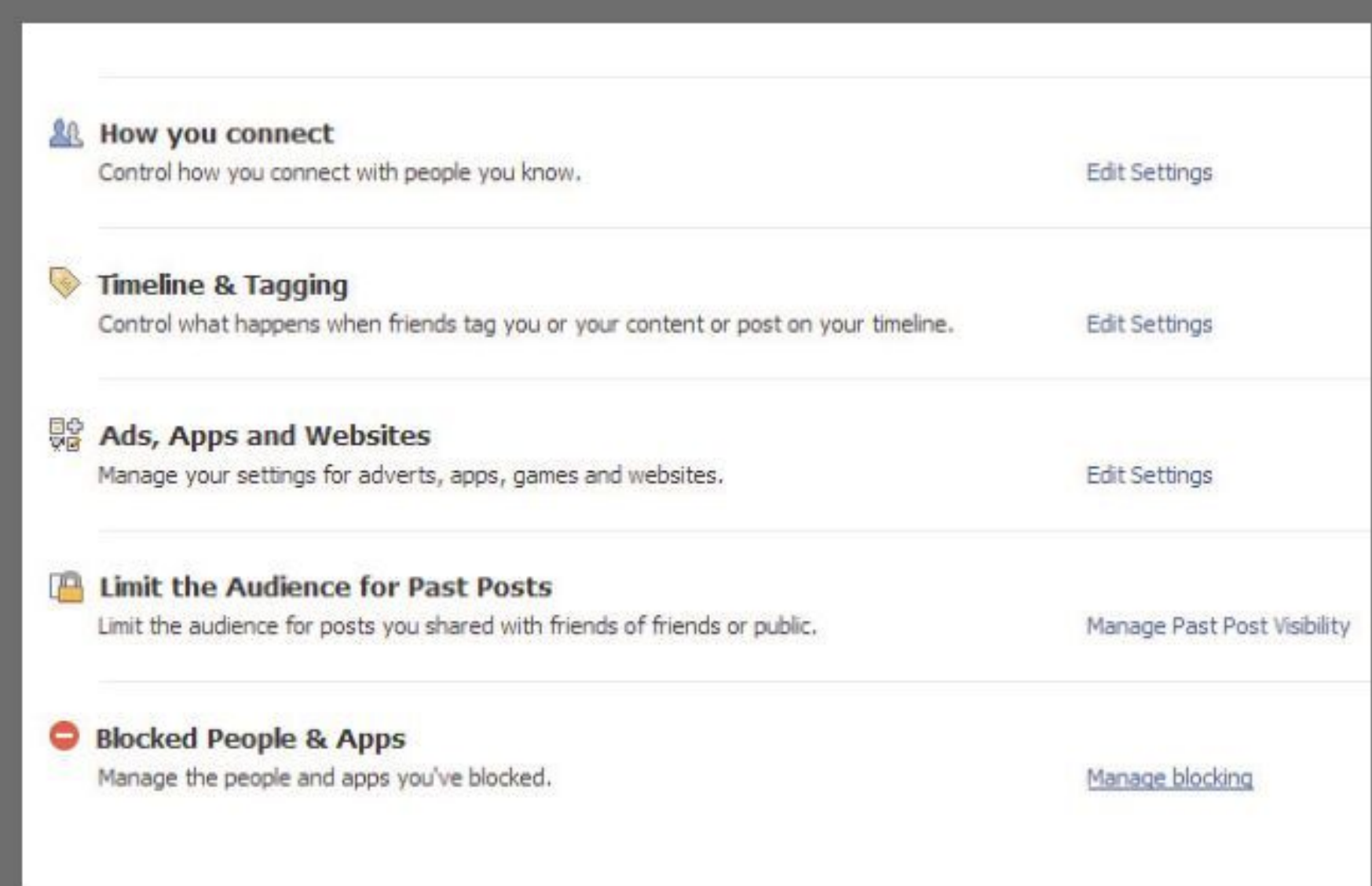
- Encourage your child to talk to you if they come across anything they find offensive or upsetting. Keep a record of anything abusive or offensive they've received and report any trouble to the site management: most sites have a simple reporting procedure, normally activated by clicking on a link on the page.
- If your child makes an online friend and wants to meet up with them in real life, you should go along with them to check the person is who they say they are.
- Tell them to be aware of online scams. Offers which seem too good to be true usually are. Make them aware also that clicking links they are unsure about can be unwise.

Blocking People on Facebook

There may be a time when you want to block another Facebook user. There are several reasons why you might want to do this, from unwanted messages and rude status updates, to phishing attempts or spam.

Step 1

Click on the account menu at the top of your profile and select Privacy Settings. Scroll down to Blocked People and Apps and click Manage Blocking.



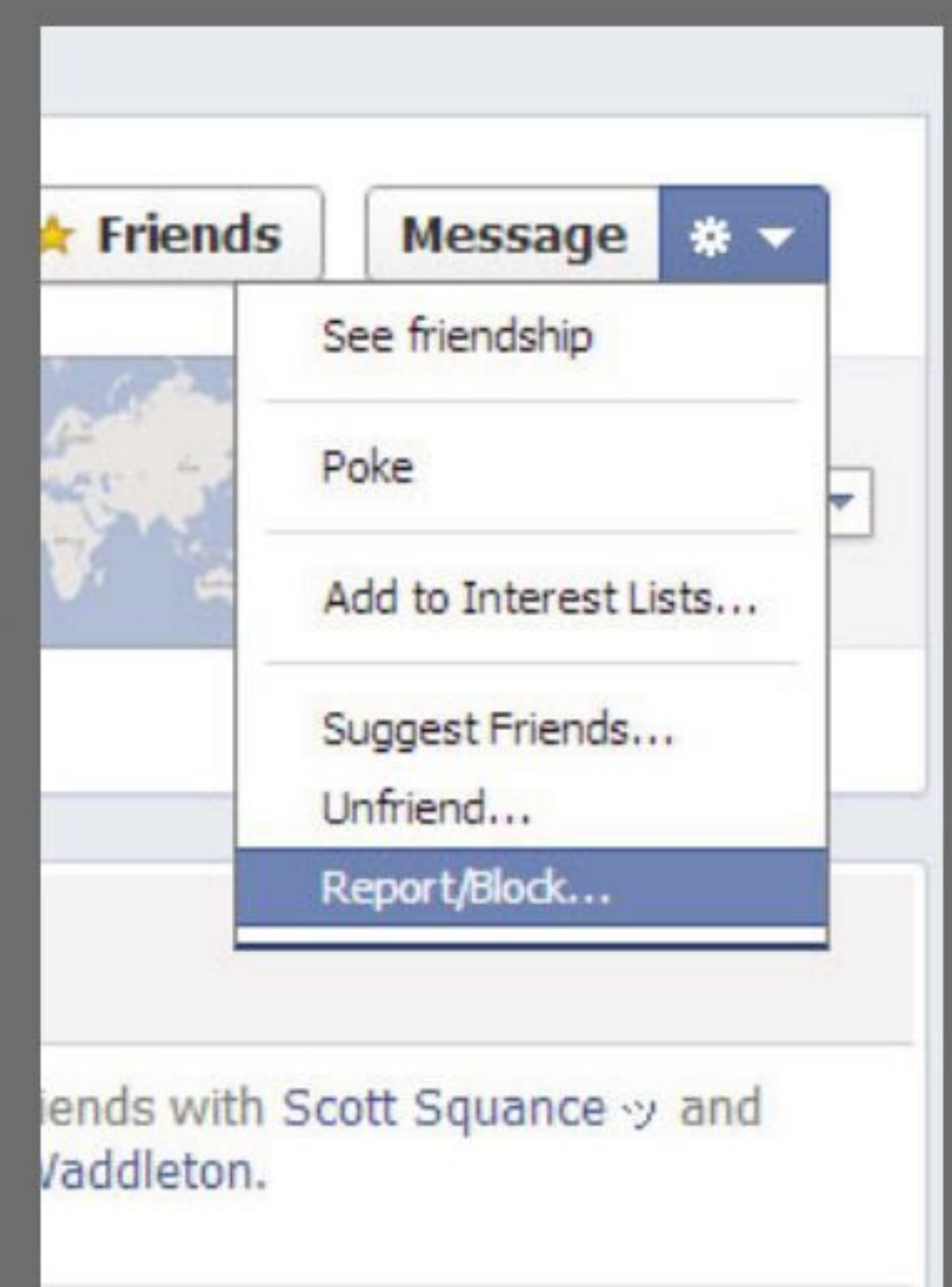
Step 2

Enter the name or email address of the person you want to block and click Block. People will not be notified when you block them.



Step 3

If you can't find someone using this method, try going to the person's profile (timeline) and selecting Report/Block This Person from the drop-down menu at the top of the page.



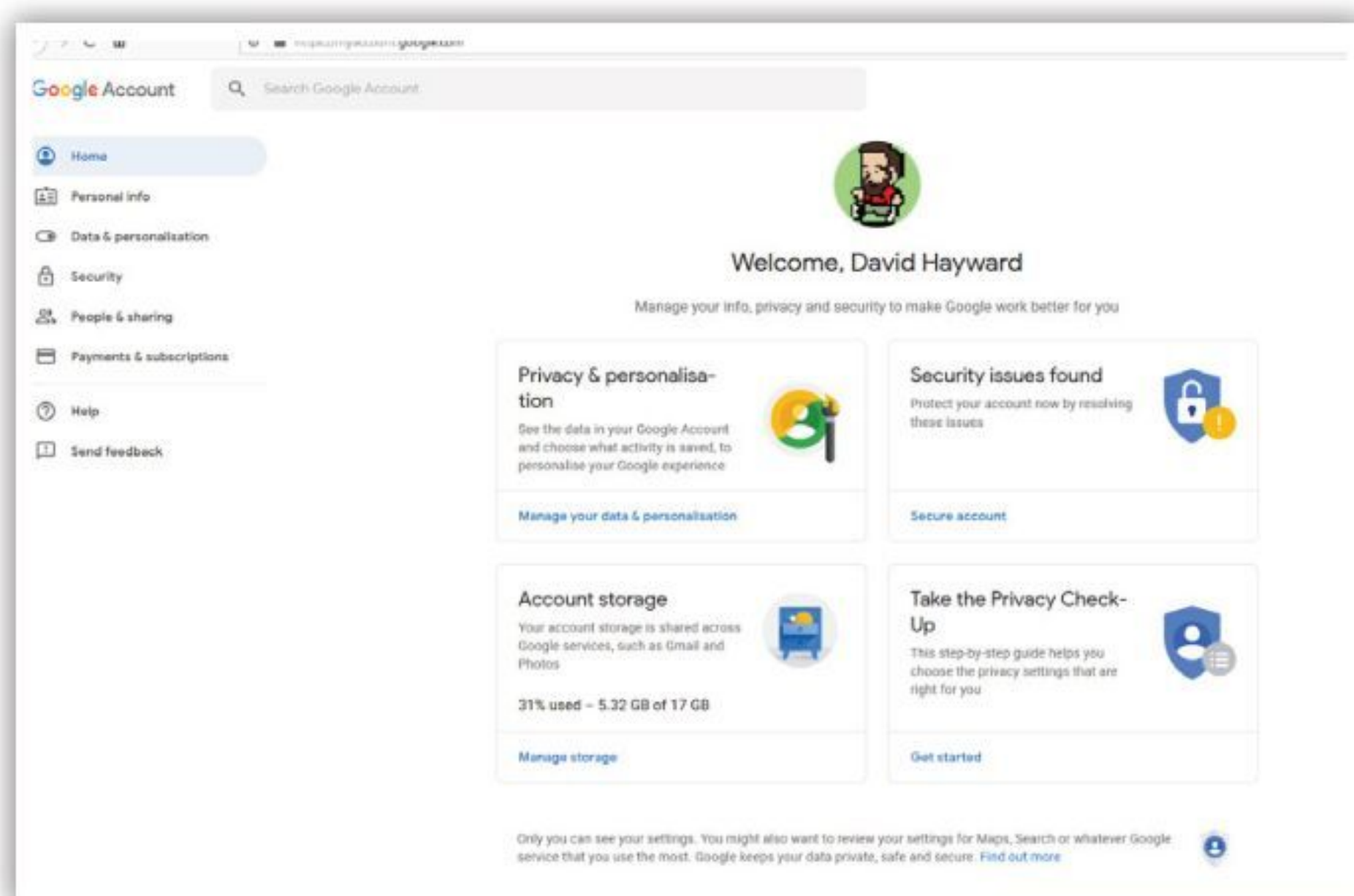


Protecting Your Privacy on Google

Online privacy is an extremely important issue when it comes to using your Google apps. Google has included a comprehensive privacy tool to help you take control of, and monitor, how the company uses your information. This guide will reinforce your privacy rules when using Google.

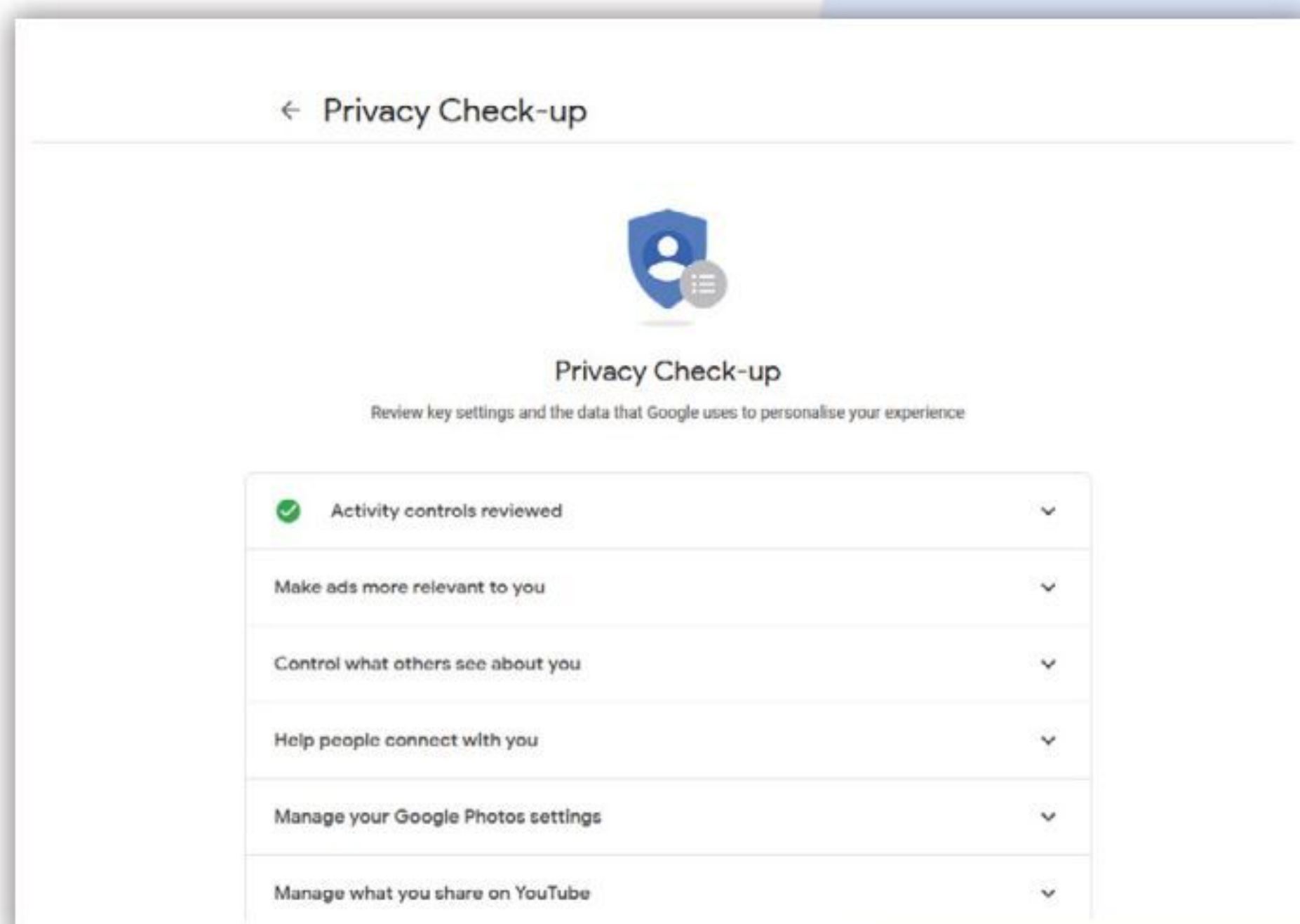
Step 1

Start by opening your main Google Accounts page, this can be accessed by entering <https://myaccount.google.com> into a browser. From the main account home page, you're able to check on the current levels of privacy, your information and security.



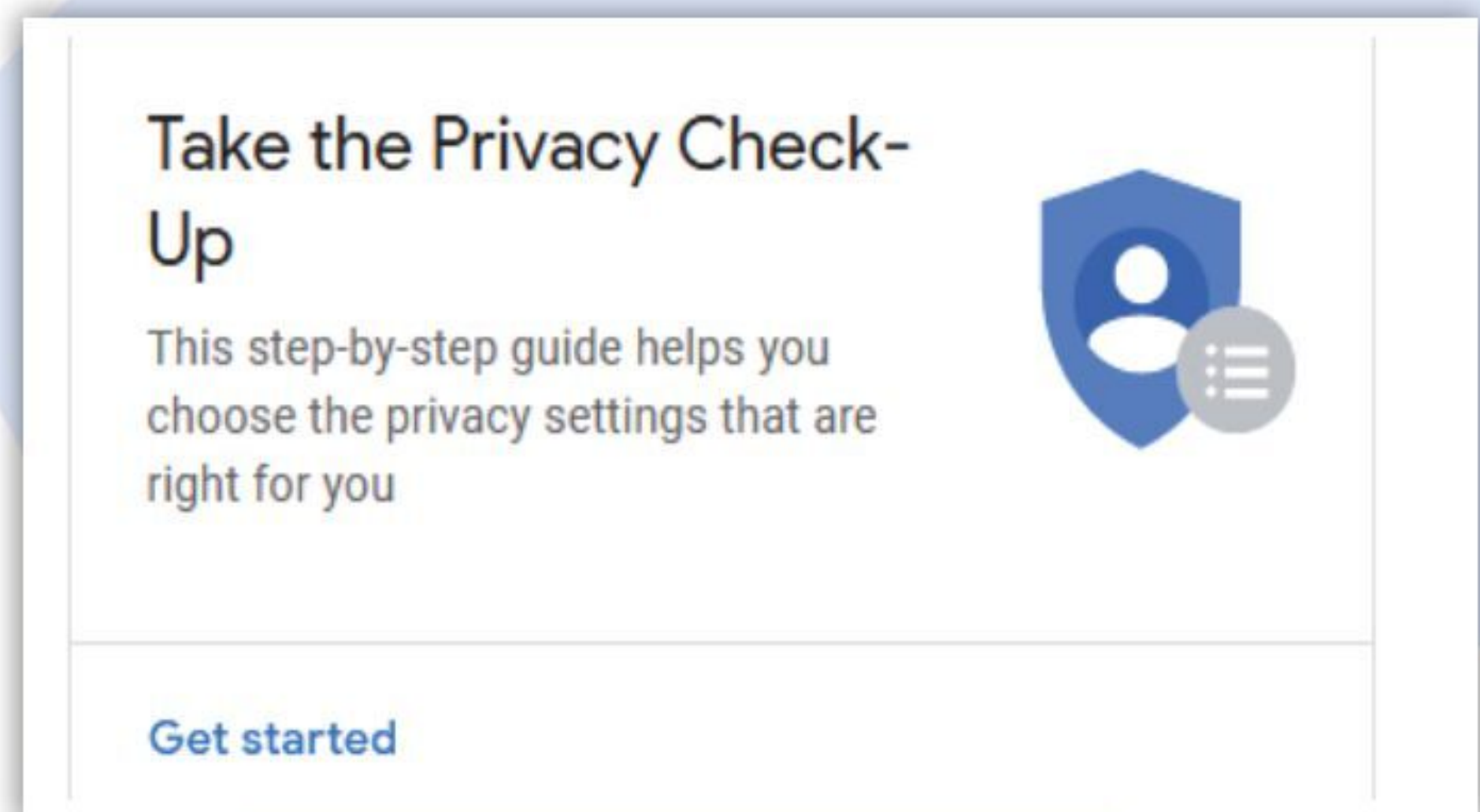
Step 2

The Take the Privacy Check-Up box, located in the lower right of the four available boxes, is a good place to start. Simply click on the Get Started link, at the bottom of the box, to initiate a step-by-step guide on helping you choose the right privacy settings.



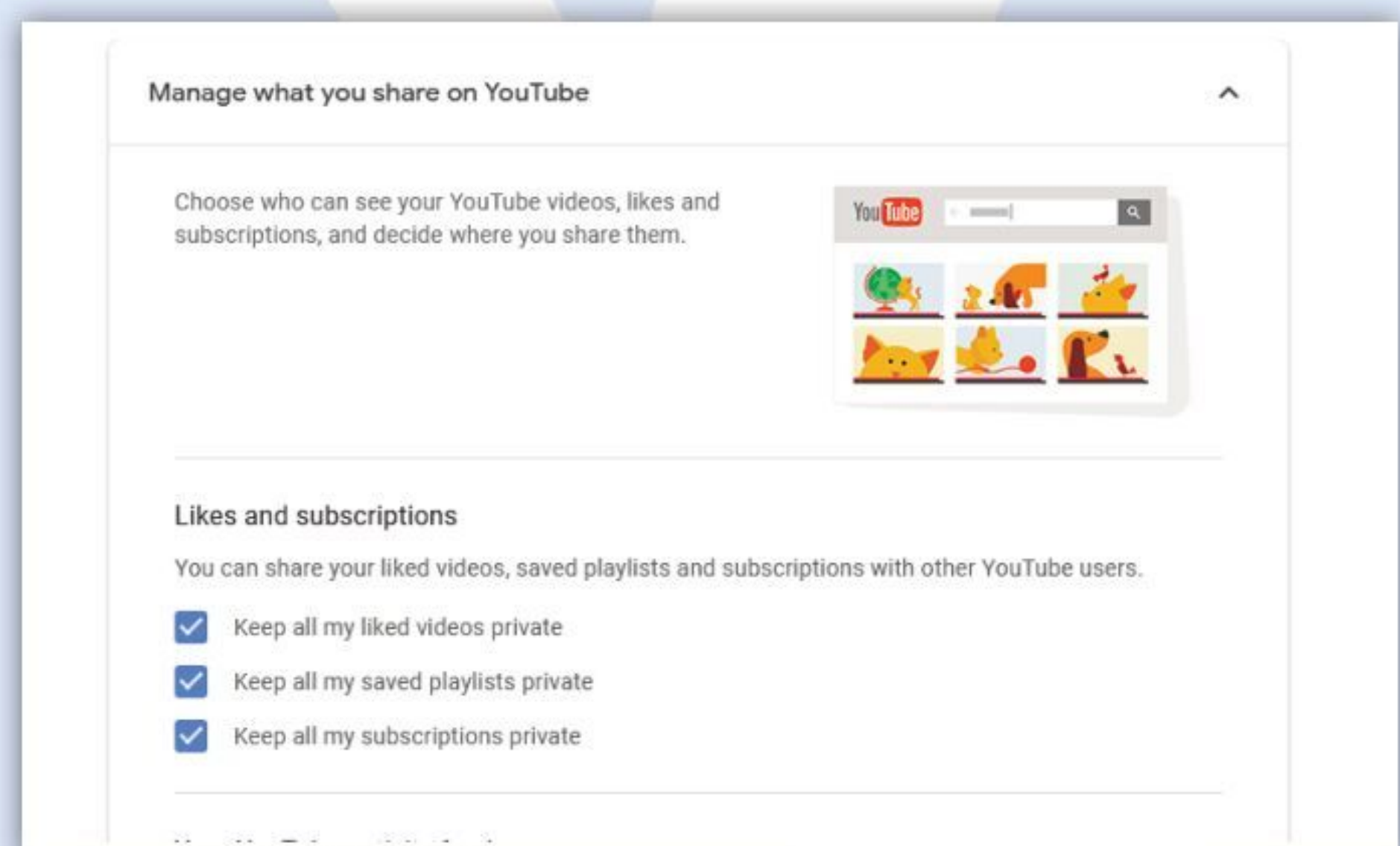
Step 3

The Privacy Check-Up section is broken down into several sub-categories, offering you the chance to review the key settings that determine how Google controls its activity toward you, what ads are displayed, how others will connect to you, what Google Photo settings are available and what you share on YouTube. Click the YouTube category, for example.



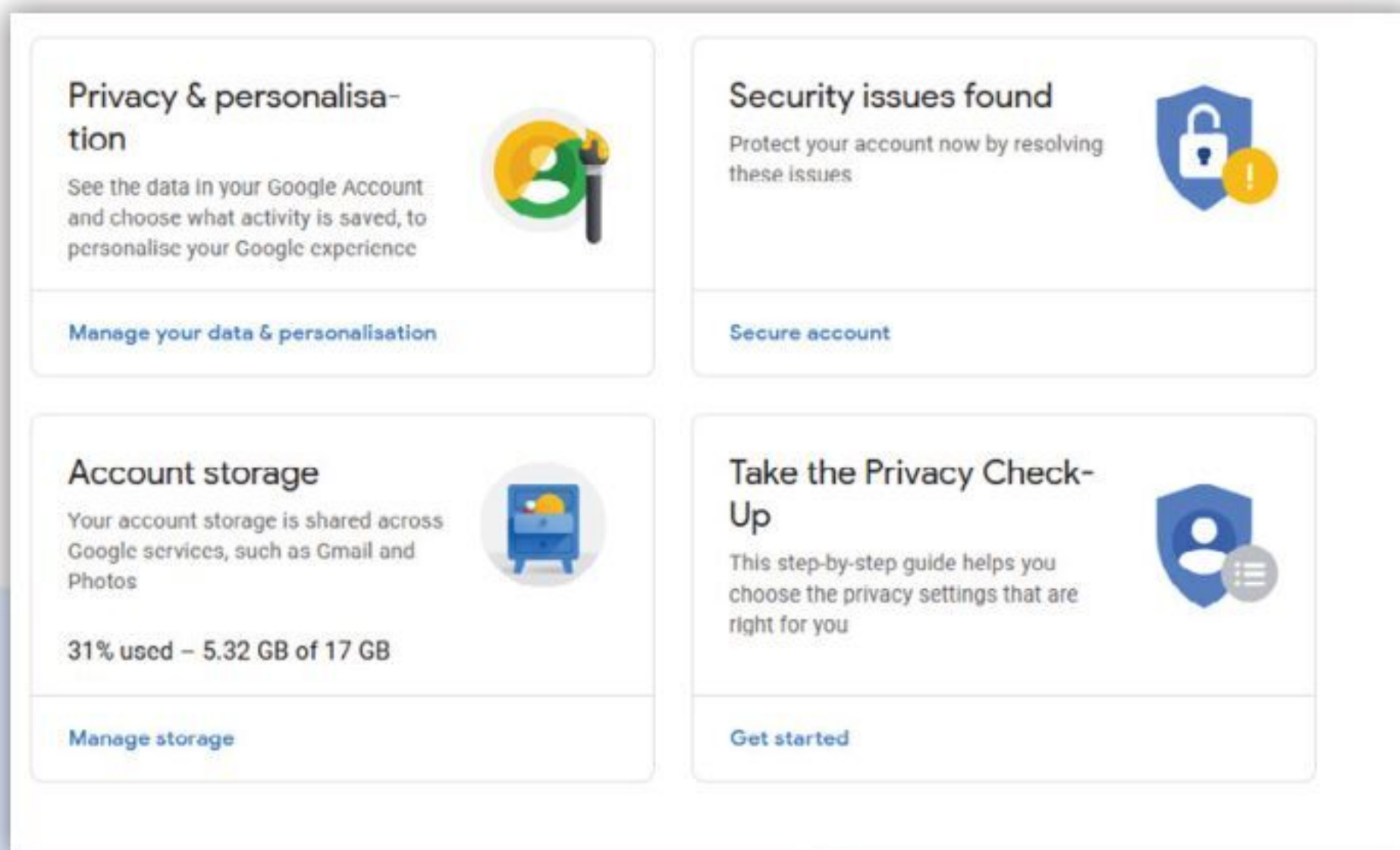
Step 4

The category options are displayed as tick boxes, so, using the YouTube category as the example, you're able to control how your YouTube video likes, saved playlists and subscriptions remain private, or are available for others to view when they click on your YouTube/Google account. Read each element of the categories carefully to enhance or lower your online privacy.



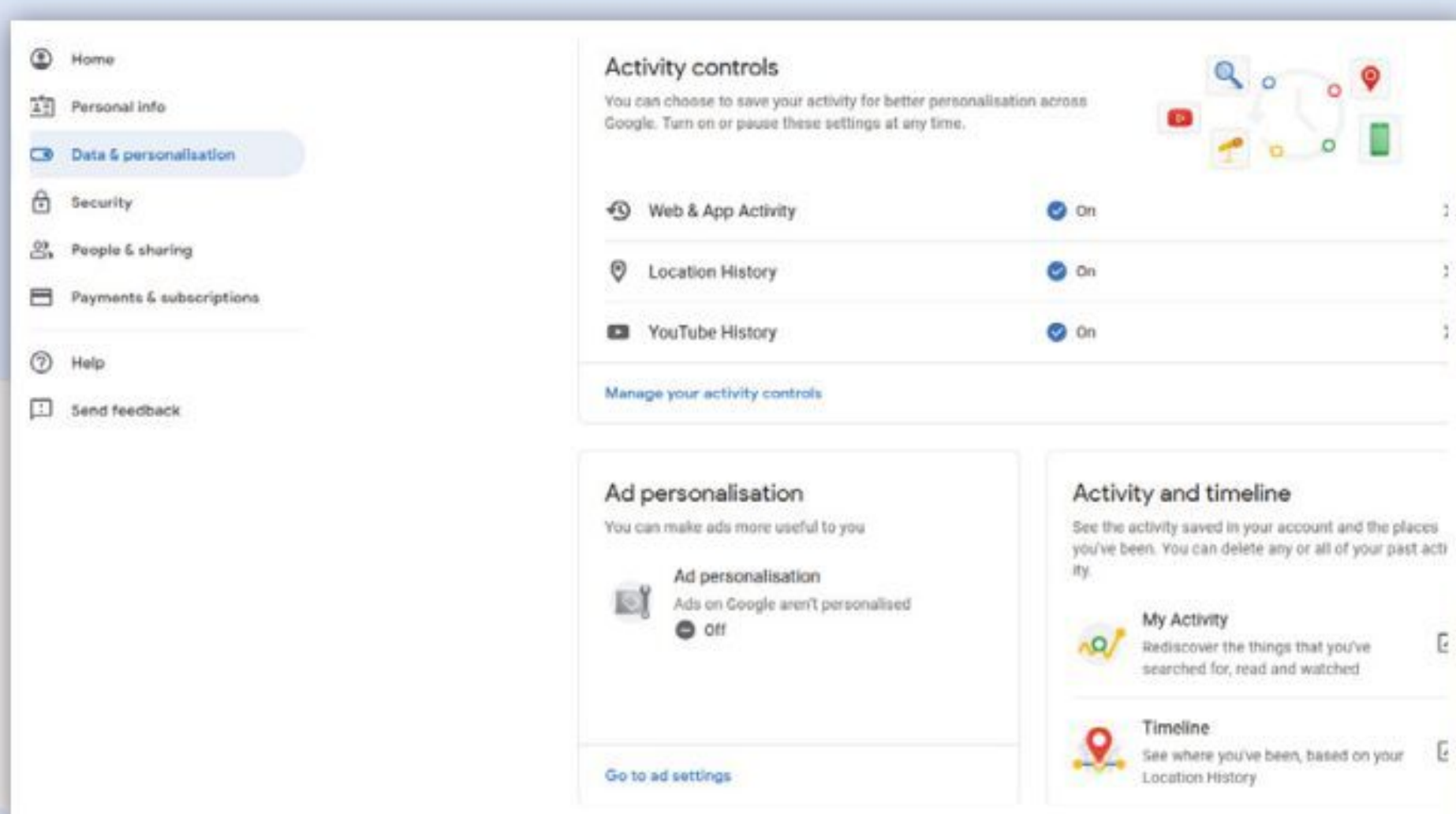
Step 5

Going back to the main Google Account home page, by first clicking the back arrow and then Home on the left column, take a moment to look through the other options available. Check on the Privacy & Personalisation box; click the Manage your Data & Personalisation link in the bottom of the box.



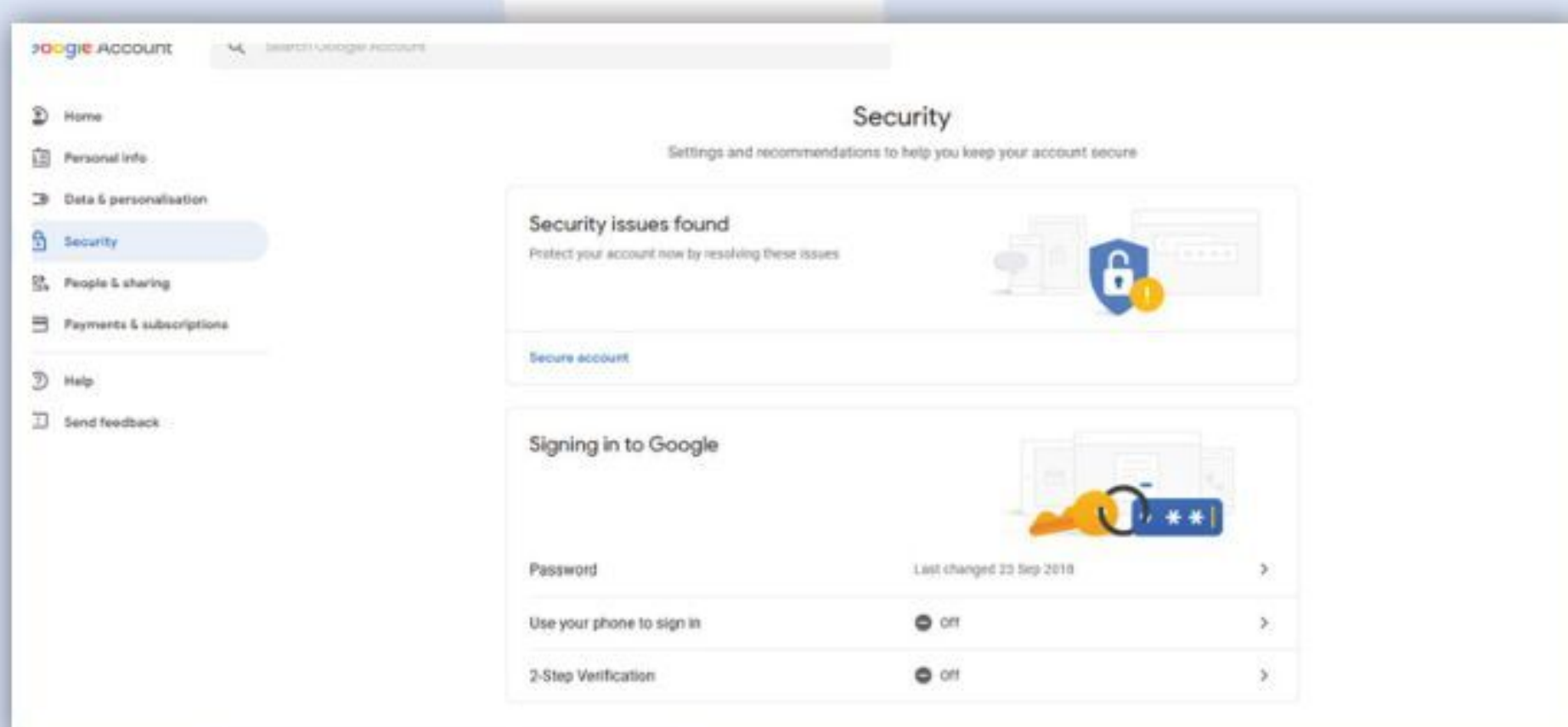
Step 6

The Data & Personalisation category is quite expansive and covers a lot of the content that transpires between you and Google's many services and apps. Each area within this category can be expanded further, such as Web & App Activity, Location History and so on. It's important to take the time to trawl through these sections to fine-tune your privacy settings.



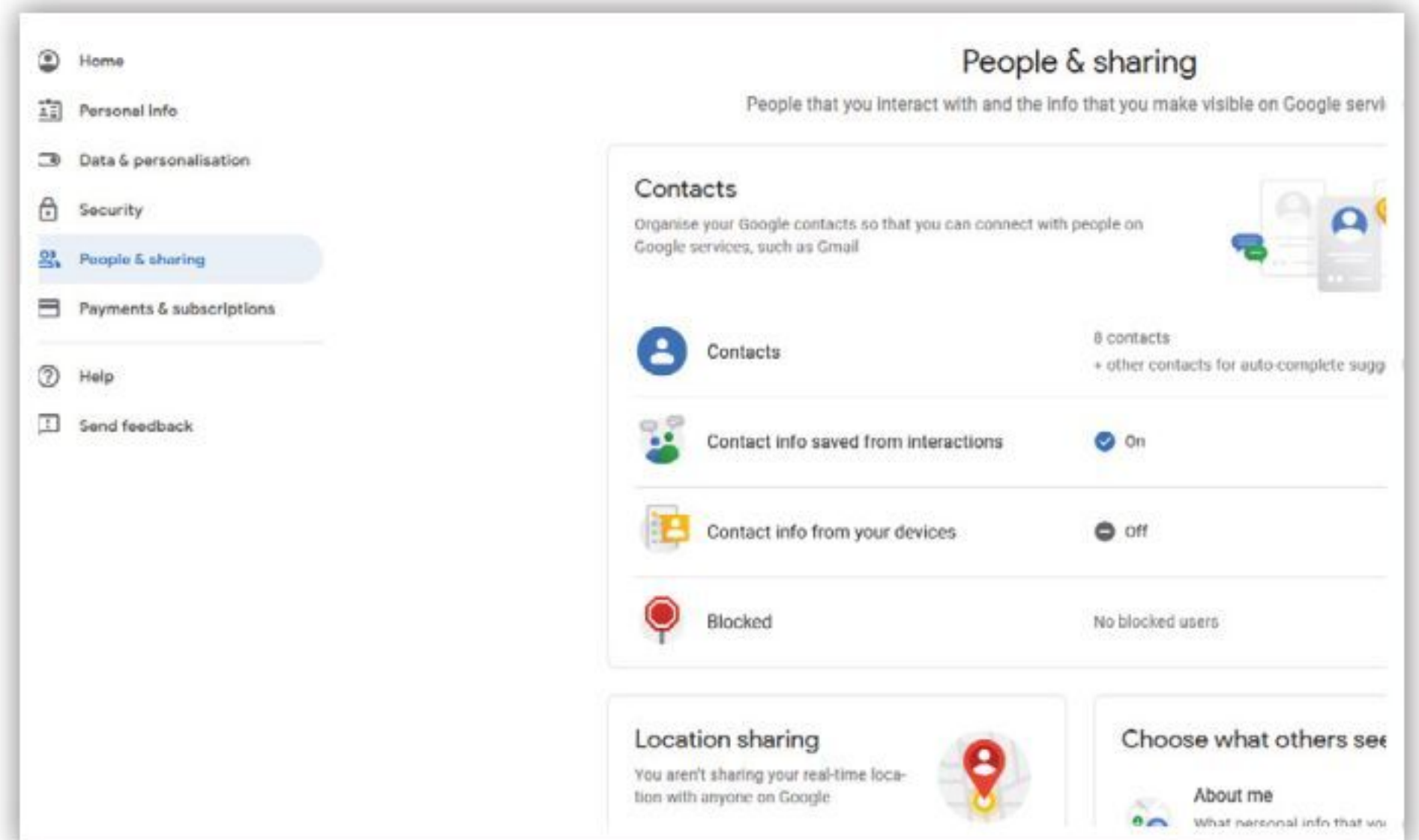
Step 7

To the left you'll see the quick access column, where you're able to navigate back to the Account Home page; click on the Security link. This will open the Security page where, in the event of someone gaining access to your Google password, you're able to lock down your account. Here you can opt for 2-Step Verification, create an Account recovery option and protect your account and its privacy.



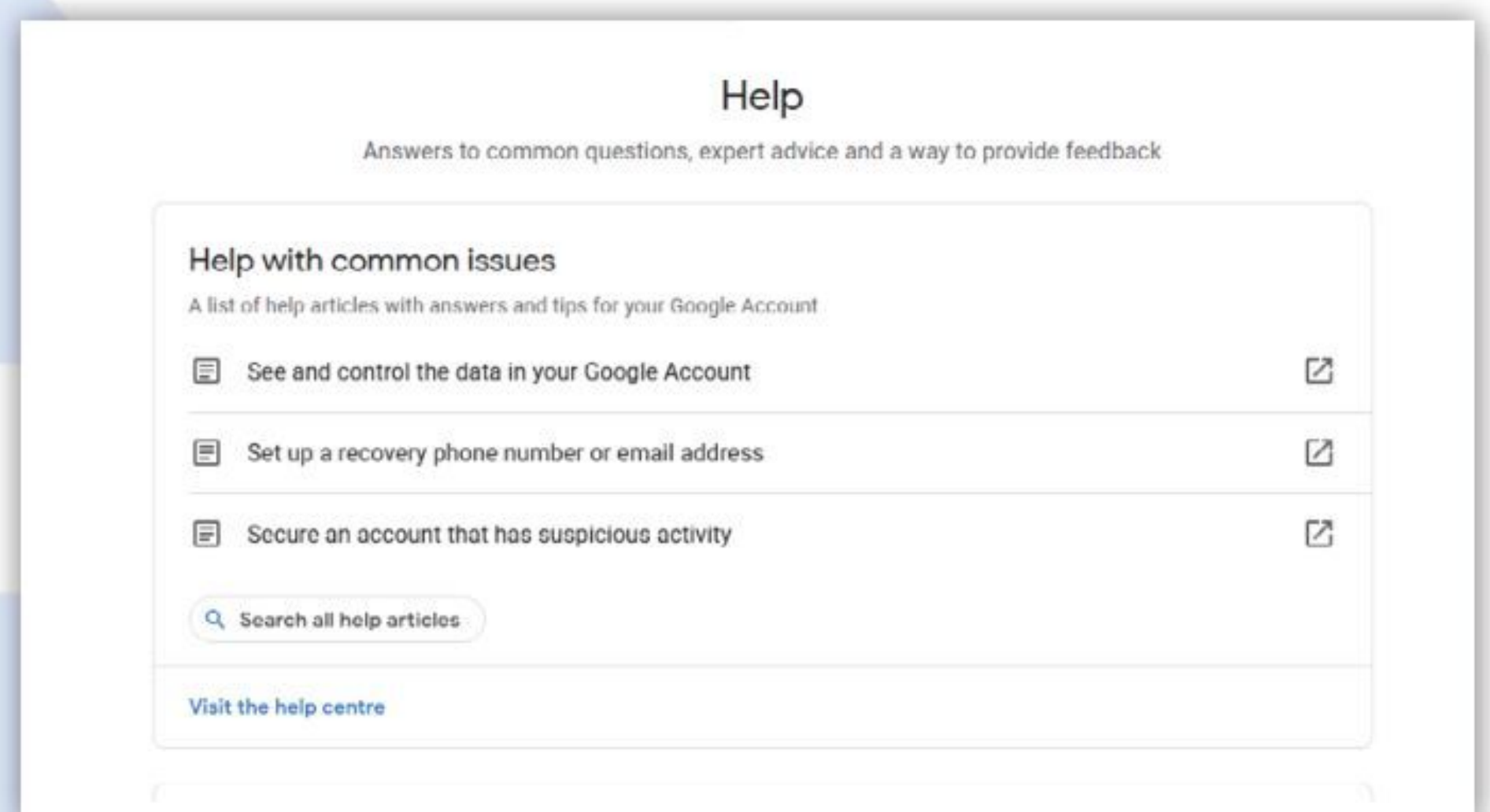
Step 8

The People & Sharing option, found via the left-hand column again, is also worth investigating. In here, you're able to define your contacts, block any users and, most importantly, manage your location sharing, as well as choose what personal information about you is visible to others across the Google services.



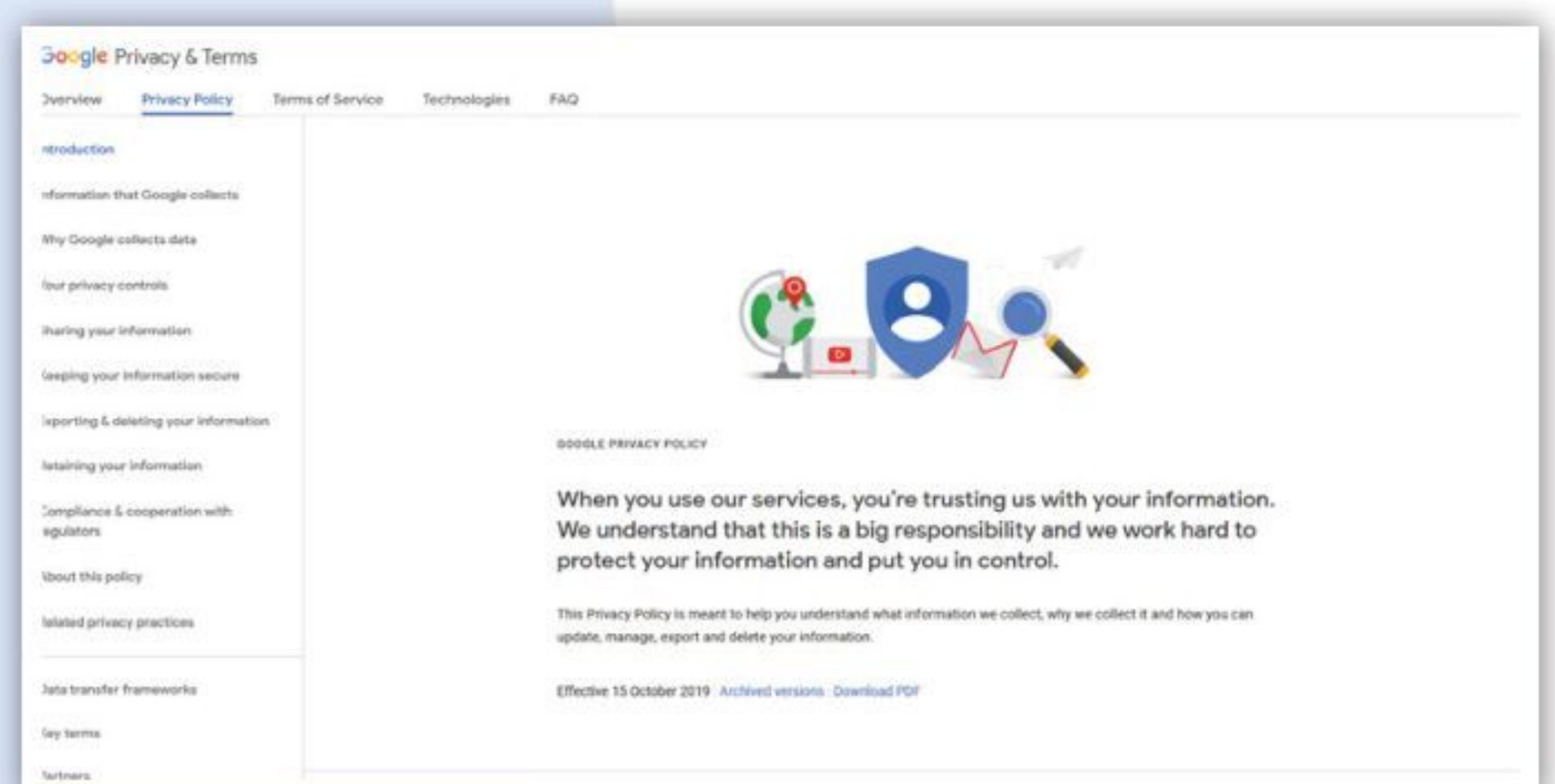
Step 9

When dealing with your privacy via Google's apps and services there's a lot to take in, which isn't surprising considering the reach Google has across the Internet as a whole. If you ever become confused over any questions, or simply don't know where to turn next, the Help option will walk you through common issues and offer guided steps on how to proceed.



Step 10

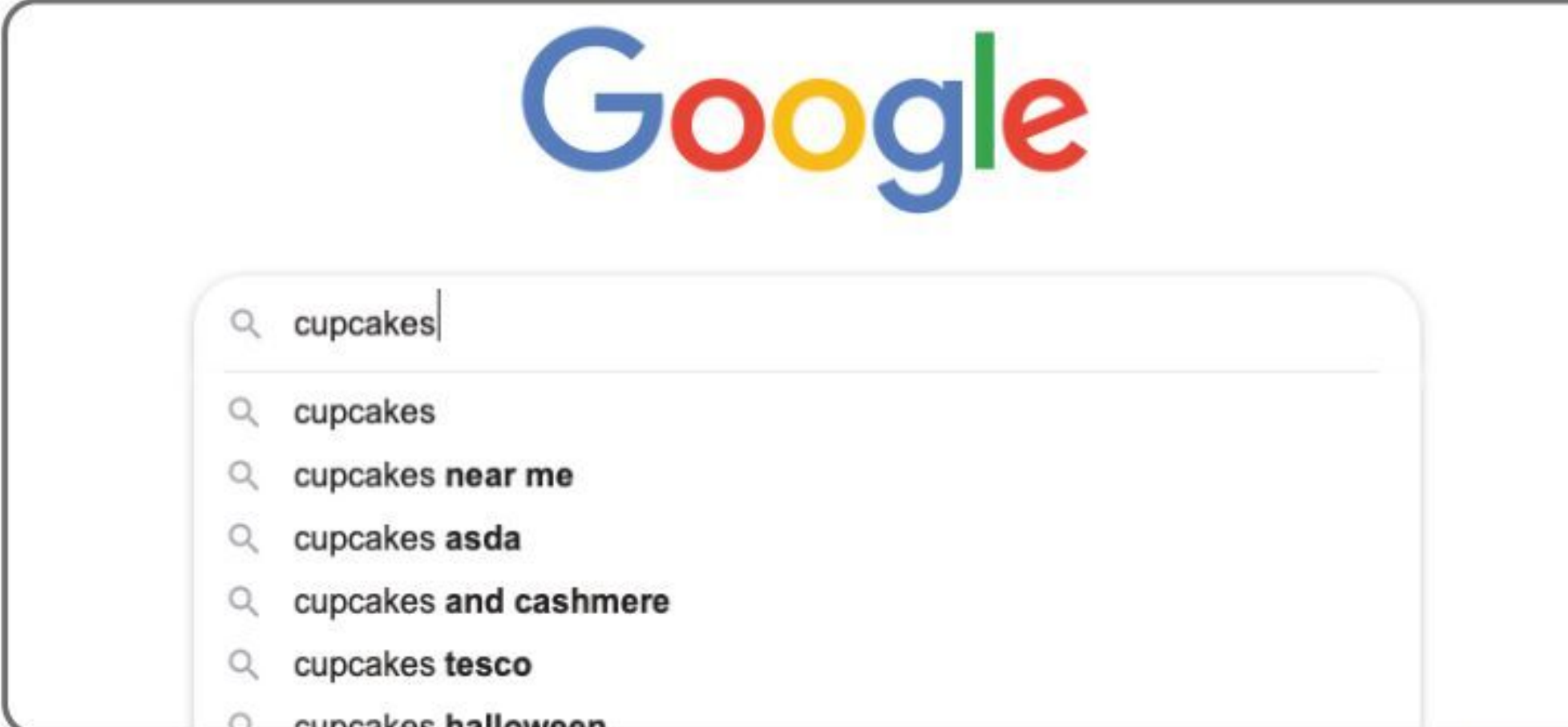
One final aspect of privacy that's worth looking up is the Google Privacy & Terms. These are in a constant state of flux and will change depending on the laws of the country in which you're currently resident. Navigate to <https://policies.google.com/privacy>, to view the latest Google Privacy Policy and see how it affects you.





Improving Your Google Searches

Google has the ability to search through billions of pages to supply you with the most relevant results for any search you desire. Google has different versions for different countries and, while they all work in basically the same way, by using the version for your home country you can be sure of both local and international results.



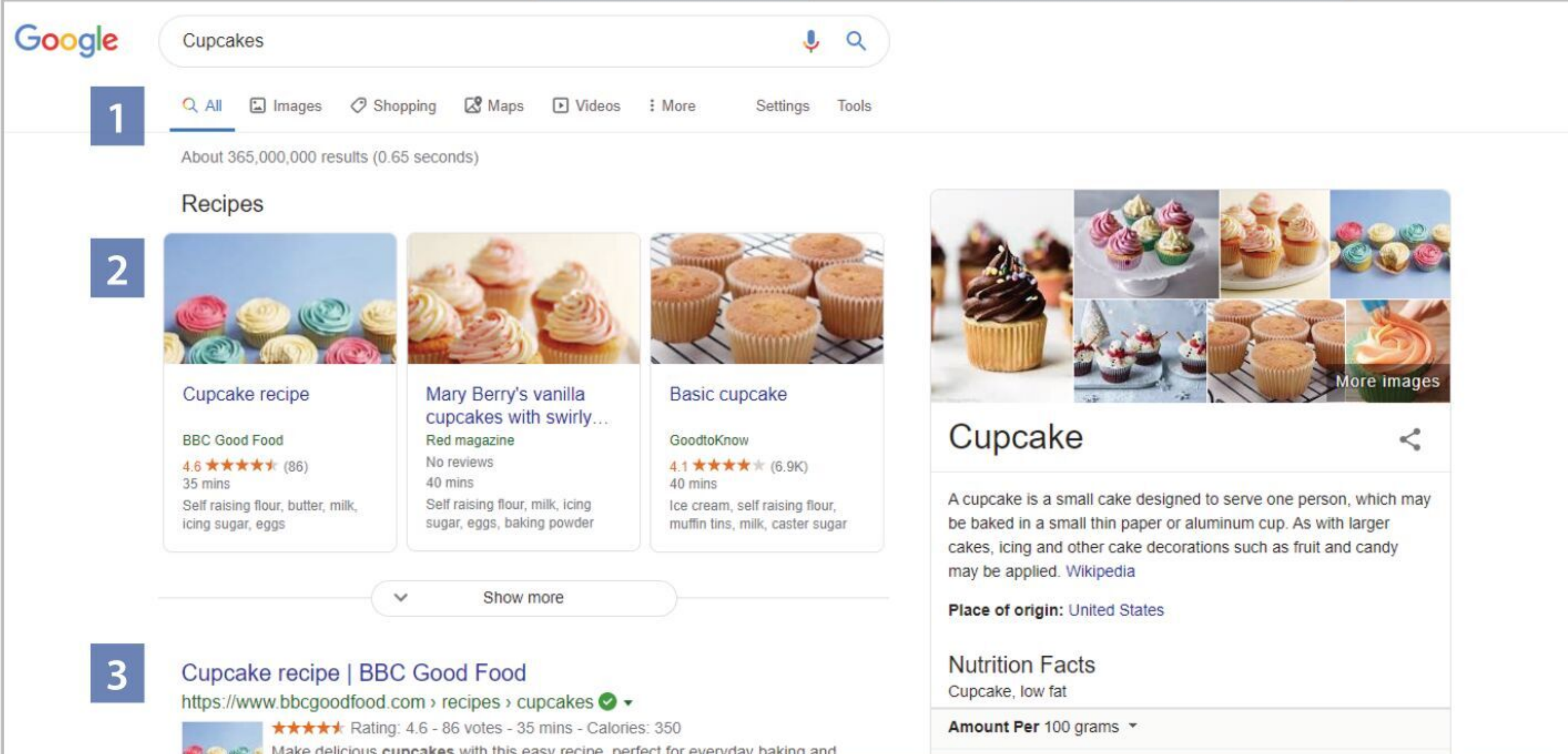
Google Search

Searching with Google is easy! You simply enter your search term, e.g. "cupcake recipes", on the Google page for your country and click the search button. Google will then display the results of the search in order of relevance. There are, however, several ways to refine and target your search for even better results.

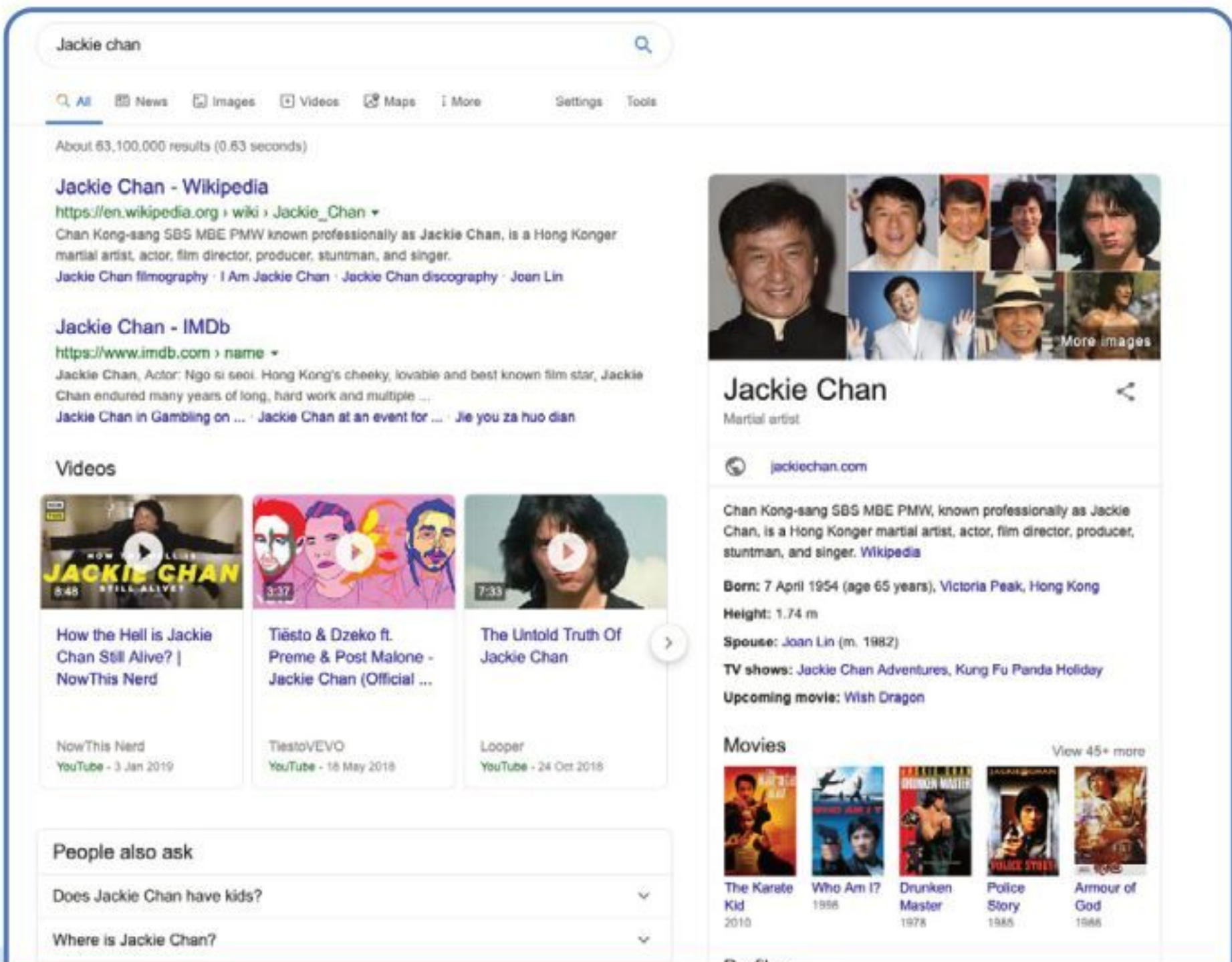
Understanding Google Search Results

When you perform a search on Google the results are split into two categories: Paid and Organic results. Paid results can be thought of more like adverts, with their position on the results page determined by how much the advertiser has paid. The organic results are those which are most relevant, respected or popular for your search term.

- 1 Search Options
- 2 Paid Results
- 3 Organic Results

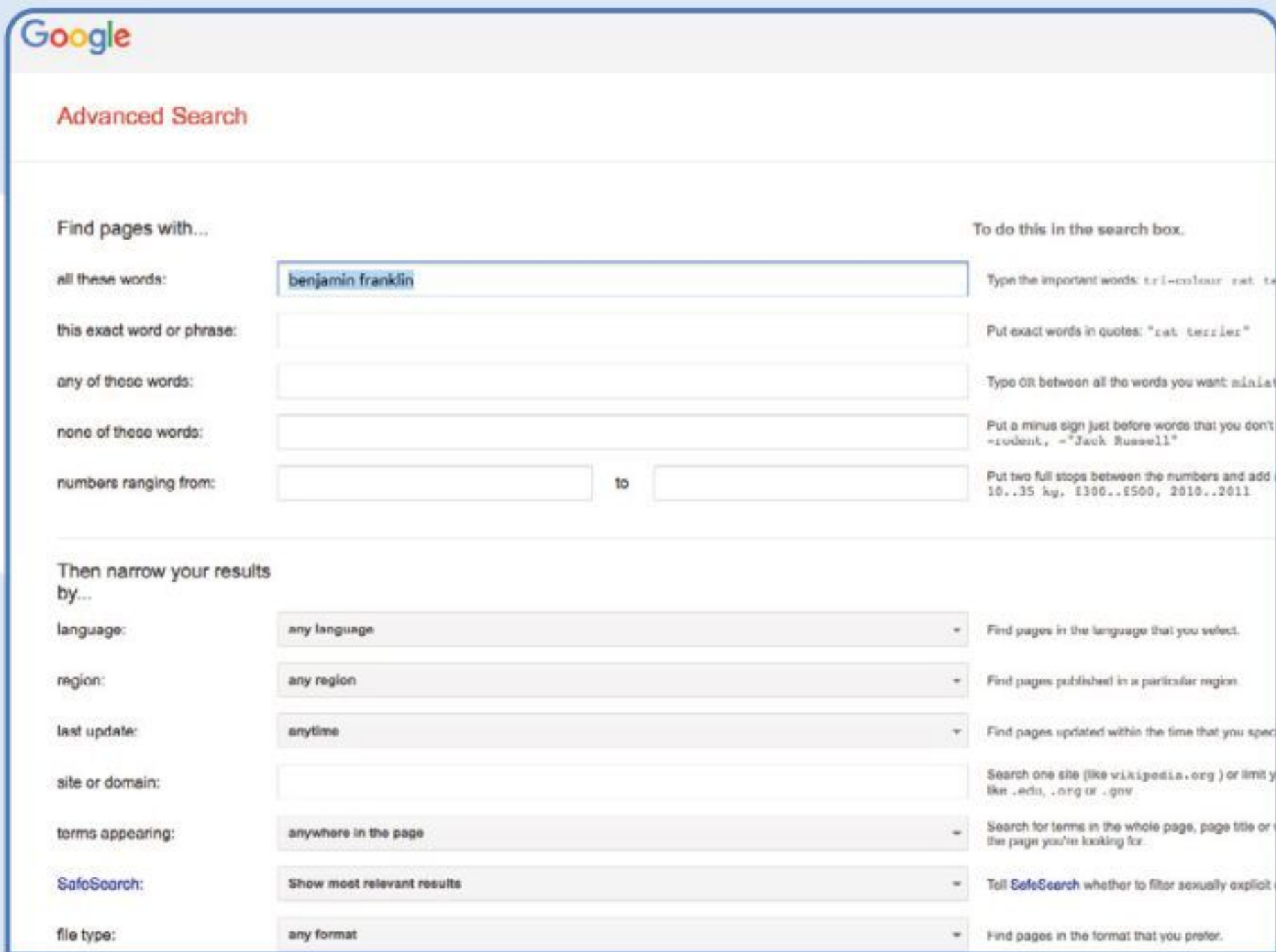


The screenshot shows a Google search for 'Cupcakes'. At the top, there are search options: All, Images, Shopping, Maps, Videos, More, Settings, and Tools. Below this, it says 'About 365,000,000 results (0.65 seconds)'. The main results are categorized under 'Recipes'. There are three recipe cards: 'Cupcake recipe' from BBC Good Food (4.6 stars, 35 mins), 'Mary Berry's vanilla cupcakes with swirly...' from Red magazine, and 'Basic cupcake' from GoodtoKnow (4.1 stars, 40 mins). To the right, there is a 'Cupcake' result with a Wikipedia snippet: 'A cupcake is a small cake designed to serve one person, which may be baked in a small thin paper or aluminum cup. As with larger cakes, icing and other cake decorations such as fruit and candy may be applied. Wikipedia'. Below the snippet, it says 'Place of origin: United States' and 'Nutrition Facts: Cupcake, low fat'. At the bottom, there is a 'Show more' button and a detailed result for 'Cupcake recipe | BBC Good Food' with a link to the recipe page and a rating of 4.6 stars.



The Knowledge Graph

Certain search terms (people, places or animals, for example) will activate the Google Knowledge Graph. This boxout, shown on the left of the standard search results, highlights facts, photos and other snippets of information about your search. Use this section to find quick information and facts about the subject or to start exploring related subjects. Knowledge Graph results are gathered from a variety of sources, including Wikipedia, World Bank, Freebase and Weather Underground, to name but a few.

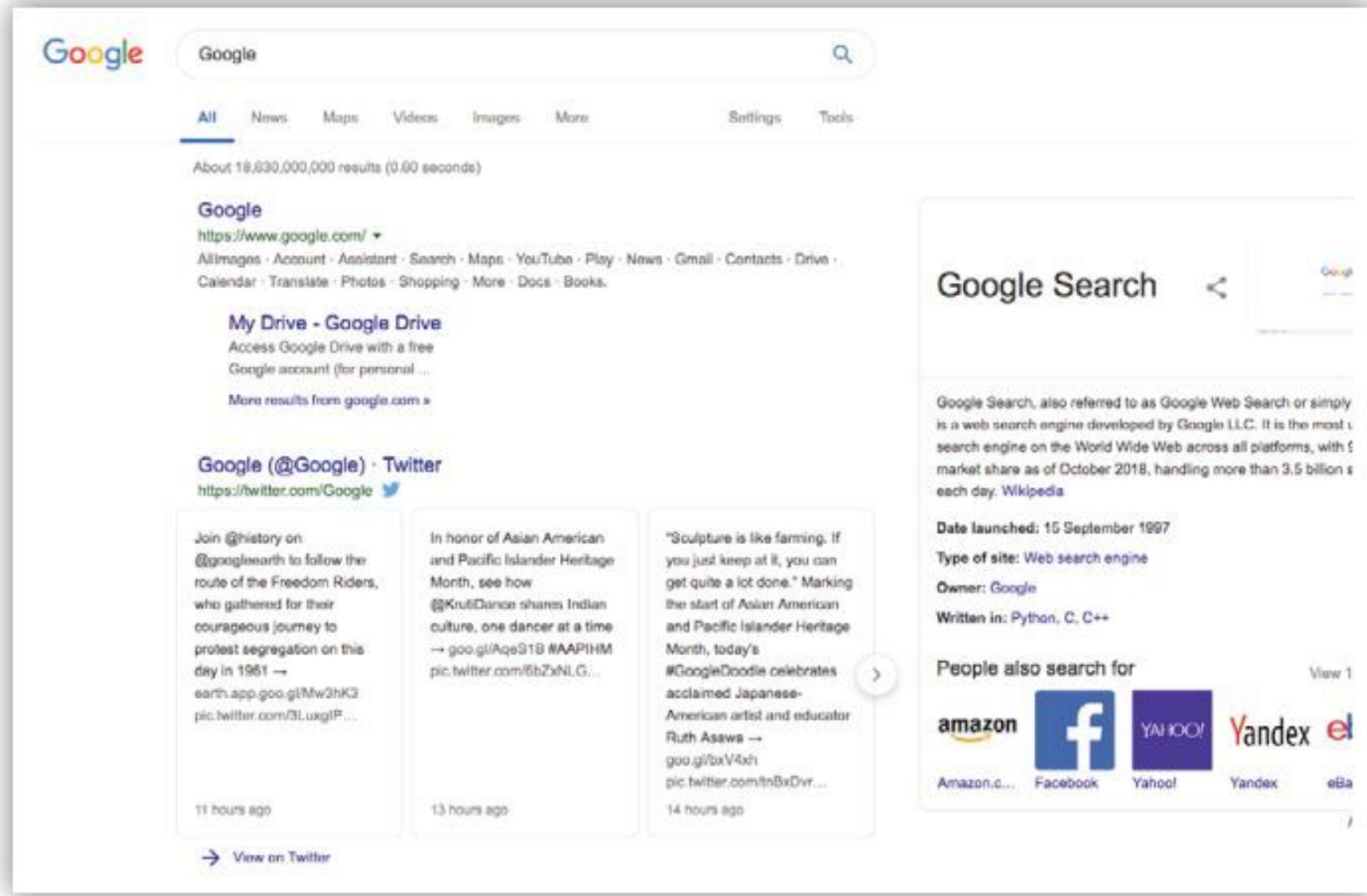


Advanced Search

After searching, while on the results page, notice the Settings link under the search bar. Clicking this allows you to select Advanced Search from the dropdown menu. On the advanced search screen you can refine your search even further so that the results only show pages which feature all the words in your search term, or by country and language. Once you have selected your advanced search options, scroll to the bottom of the page and click the blue Advanced Search button.

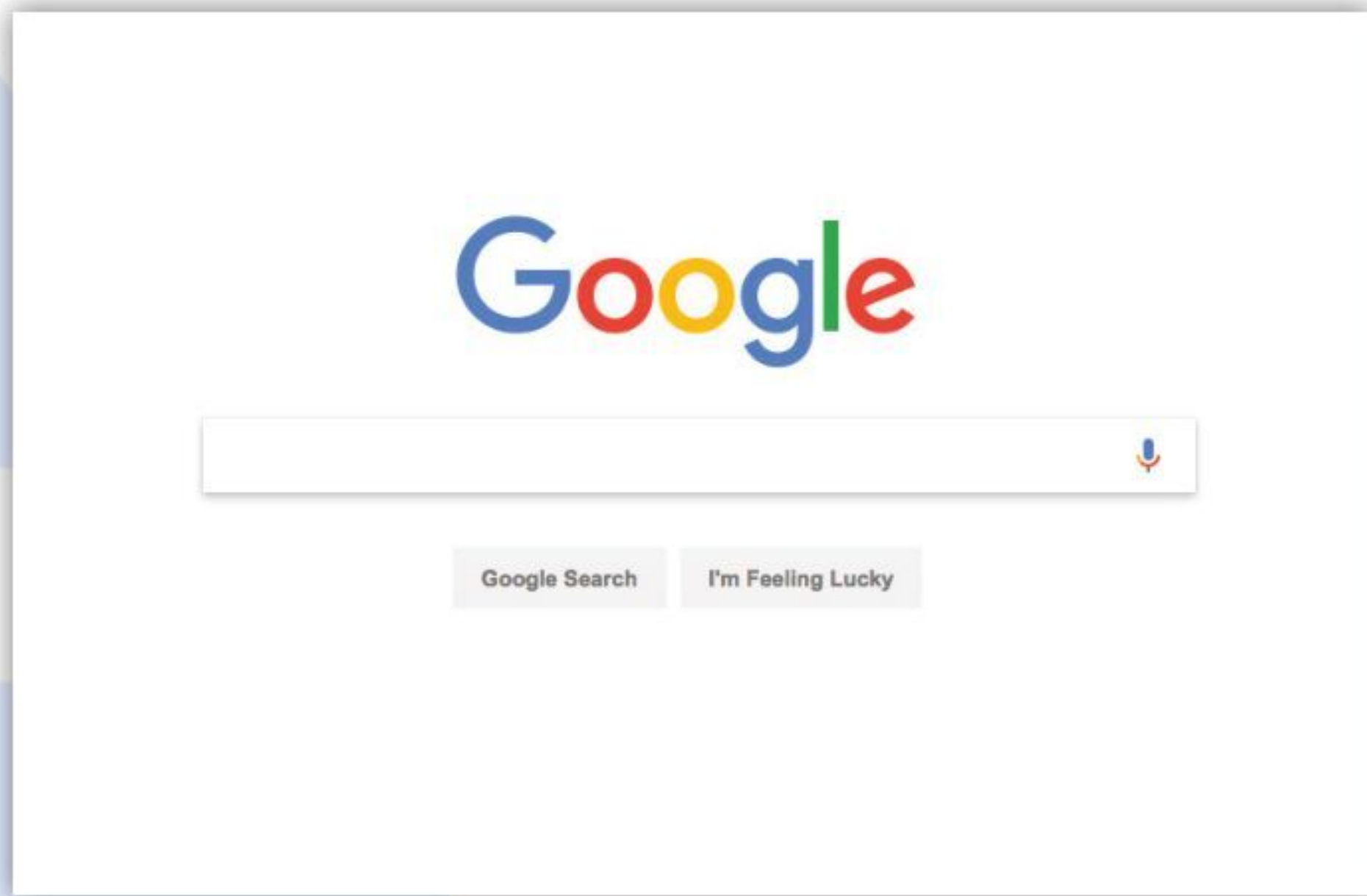
Searching Images and Videos

As well as being able to search for text in web pages, you can also search for images and videos amongst other things.



Step 1

Open the Google search page for your country in your Internet browser. To perform a standard search, type your search term in the box and click Google Search.

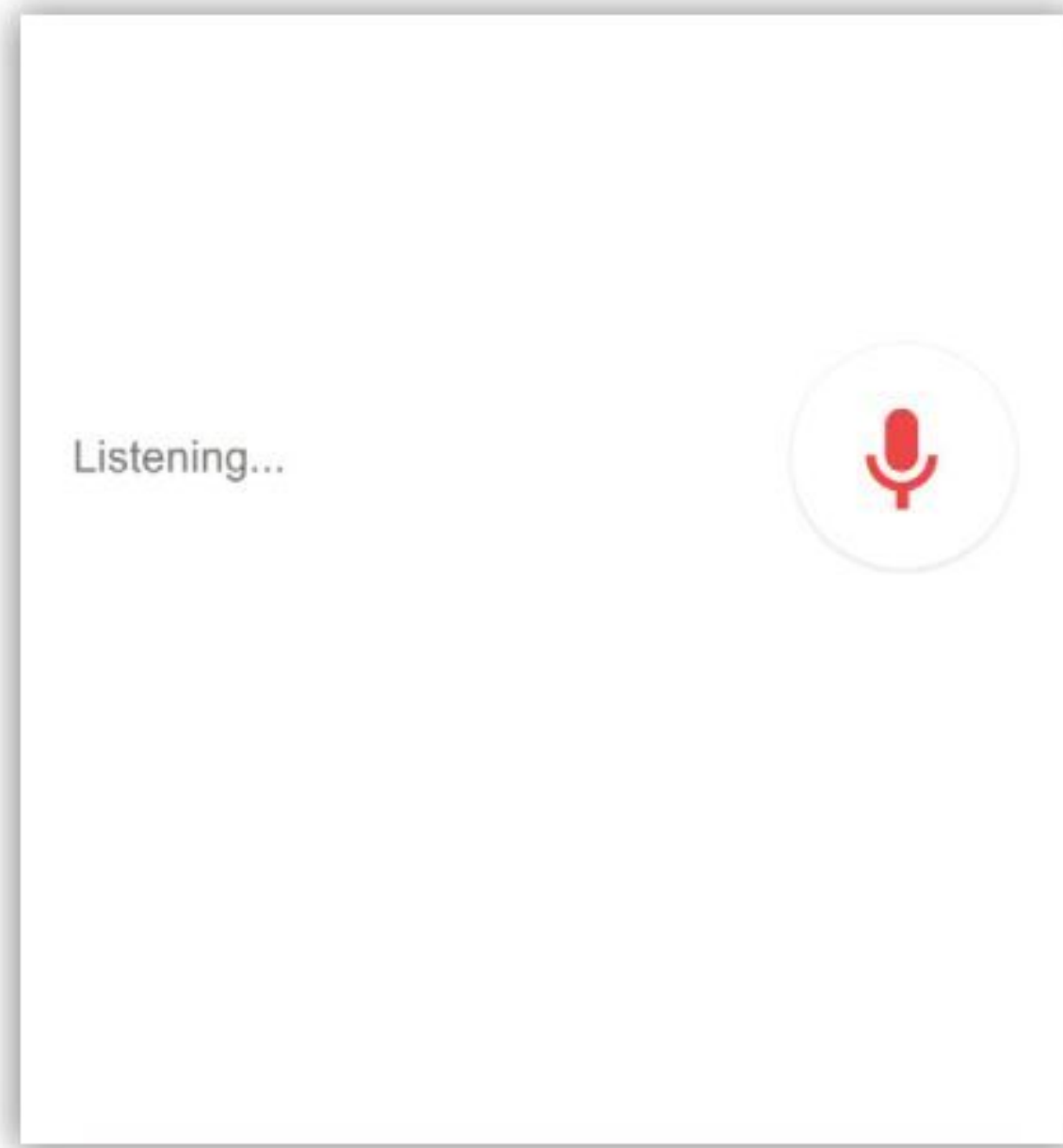


Make Chrome OS Your Own

Searching Images and Videos cont.

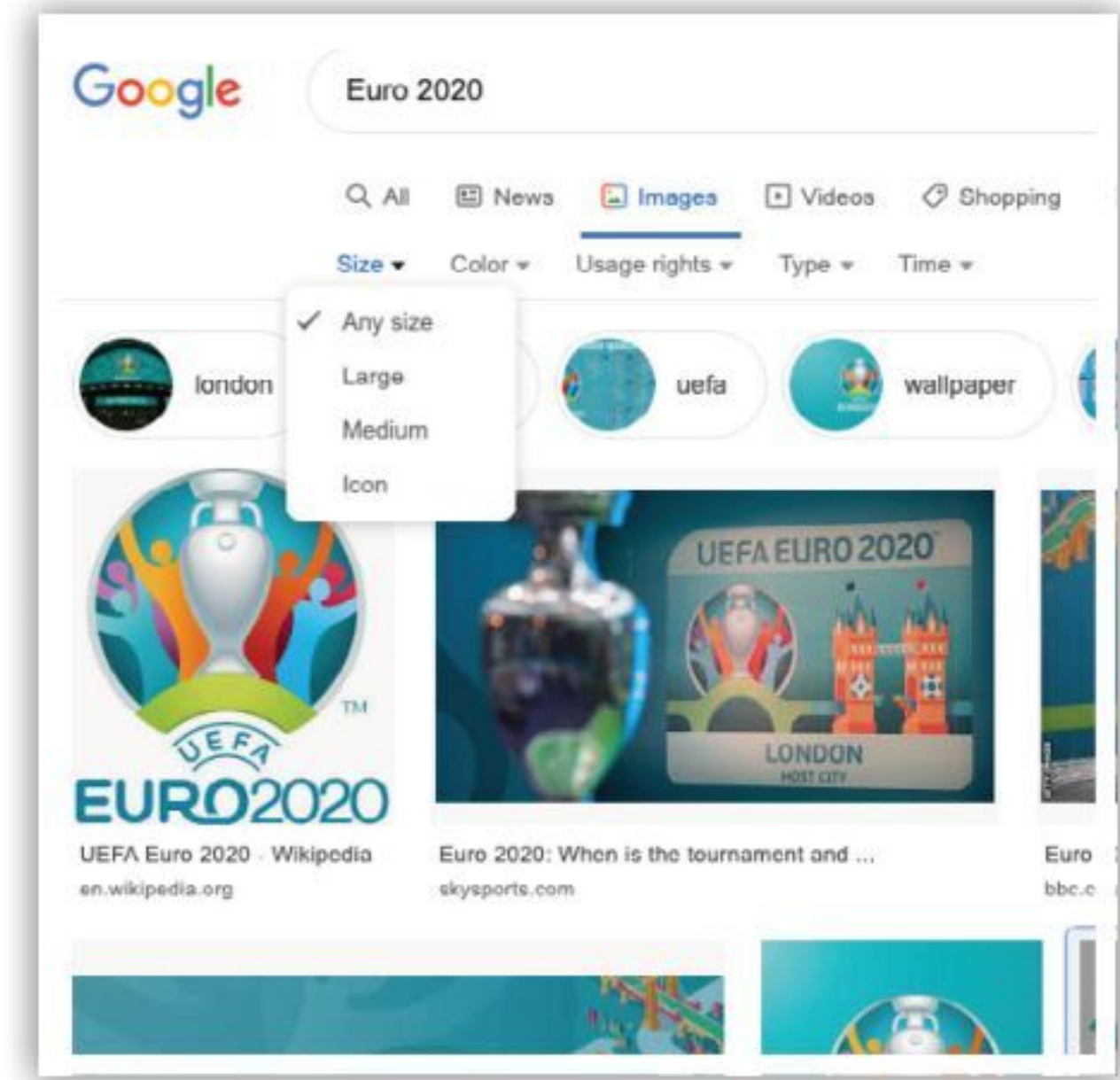
Step 2

To perform a Voice search, using dictation, click the Microphone icon on the right side of the Search bar and then simply say the subject you wish to search for on this screen, your speech will appear on screen and the search will start.



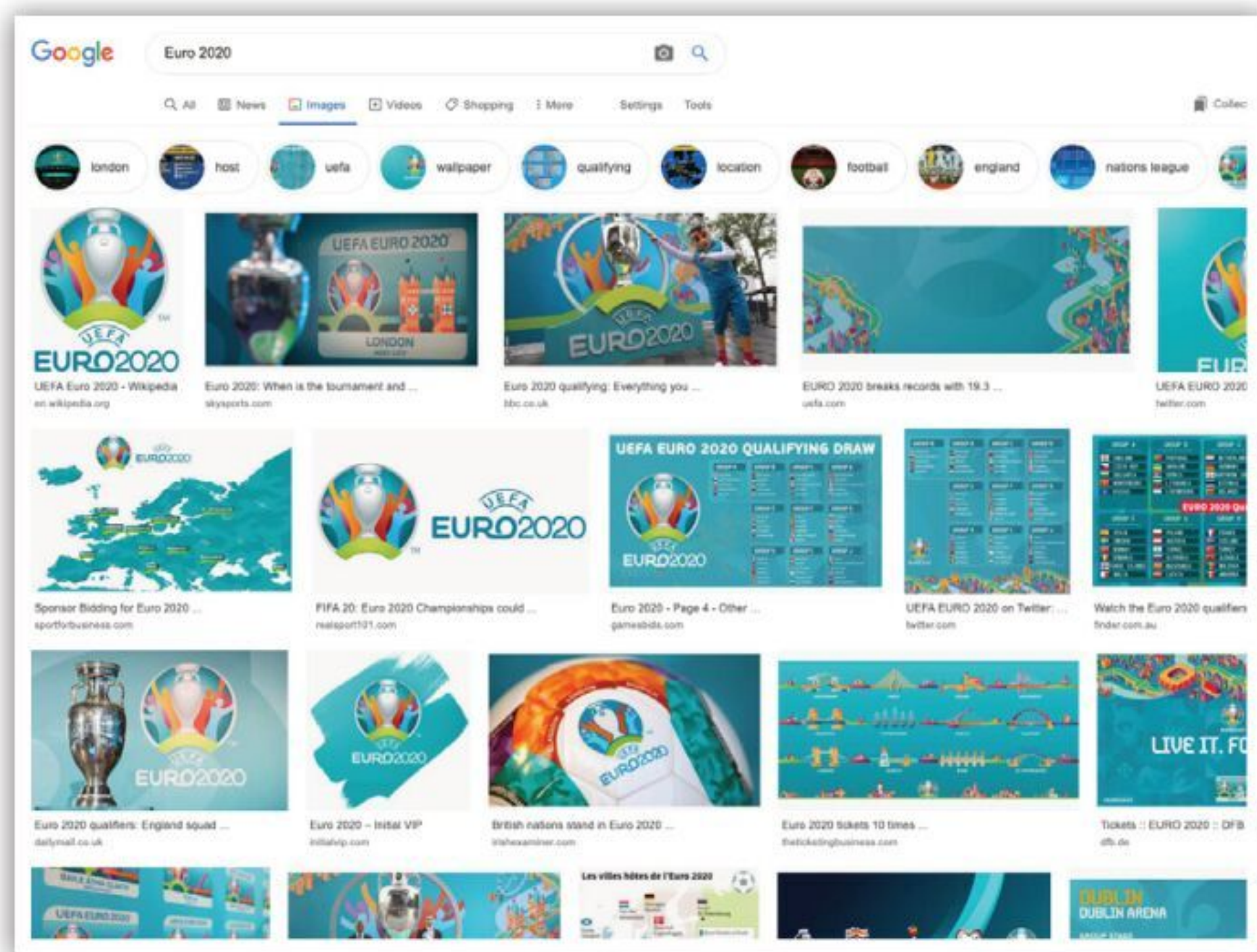
Step 5

Alongside the search links (Web, Images, etc.) you will see a link for Search Tools. Clicking this will allow you to further refine your search by image size, date it was uploaded and image type.



Step 3

The results will now be displayed on screen. At the top of the results page there are several links including Maps, News and Images. Click on the Images link.



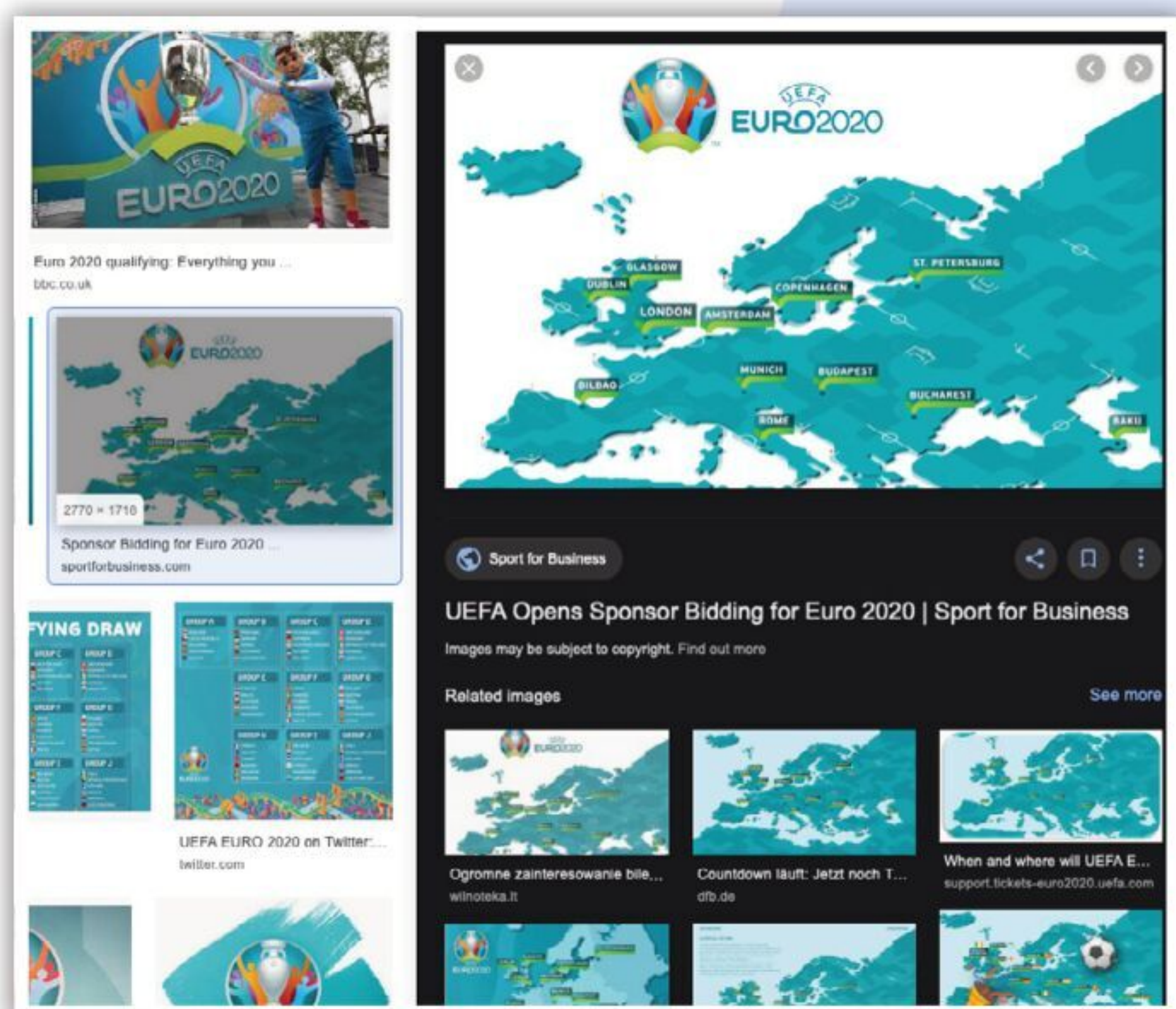
Step 6

Clicking on the image will open it at a larger size and also display a link that will allow you to open the web page where the image was found. Click the image again to close the preview.



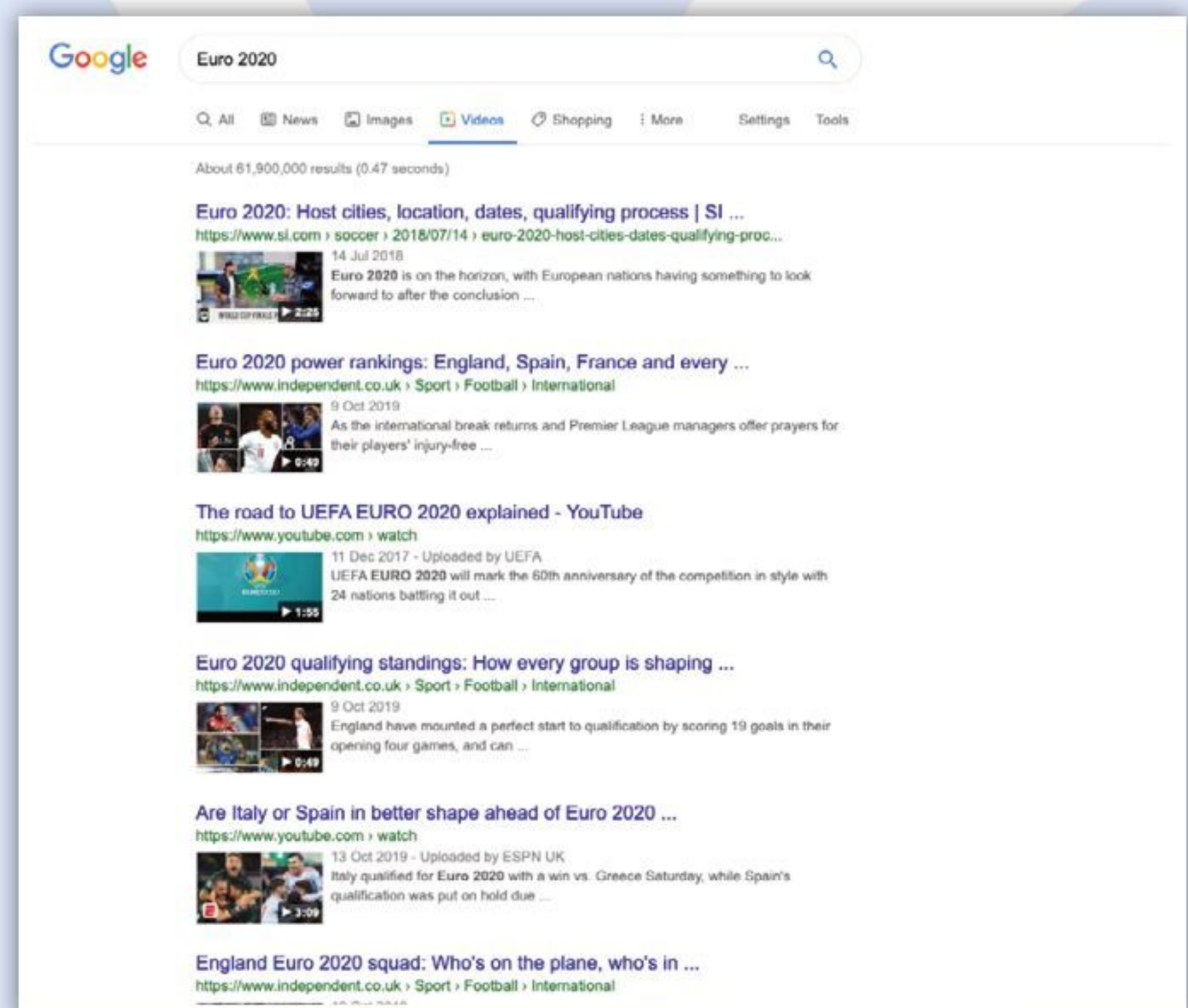
Step 4

Image results for the original search term will now be displayed. Move the mouse over any of the images to see a short description, image dimensions and other image details.



Step 7

To search for videos instead of images, click the More link and then select Videos from the menu that drops down. Videos have their own search tools, including duration and quality.

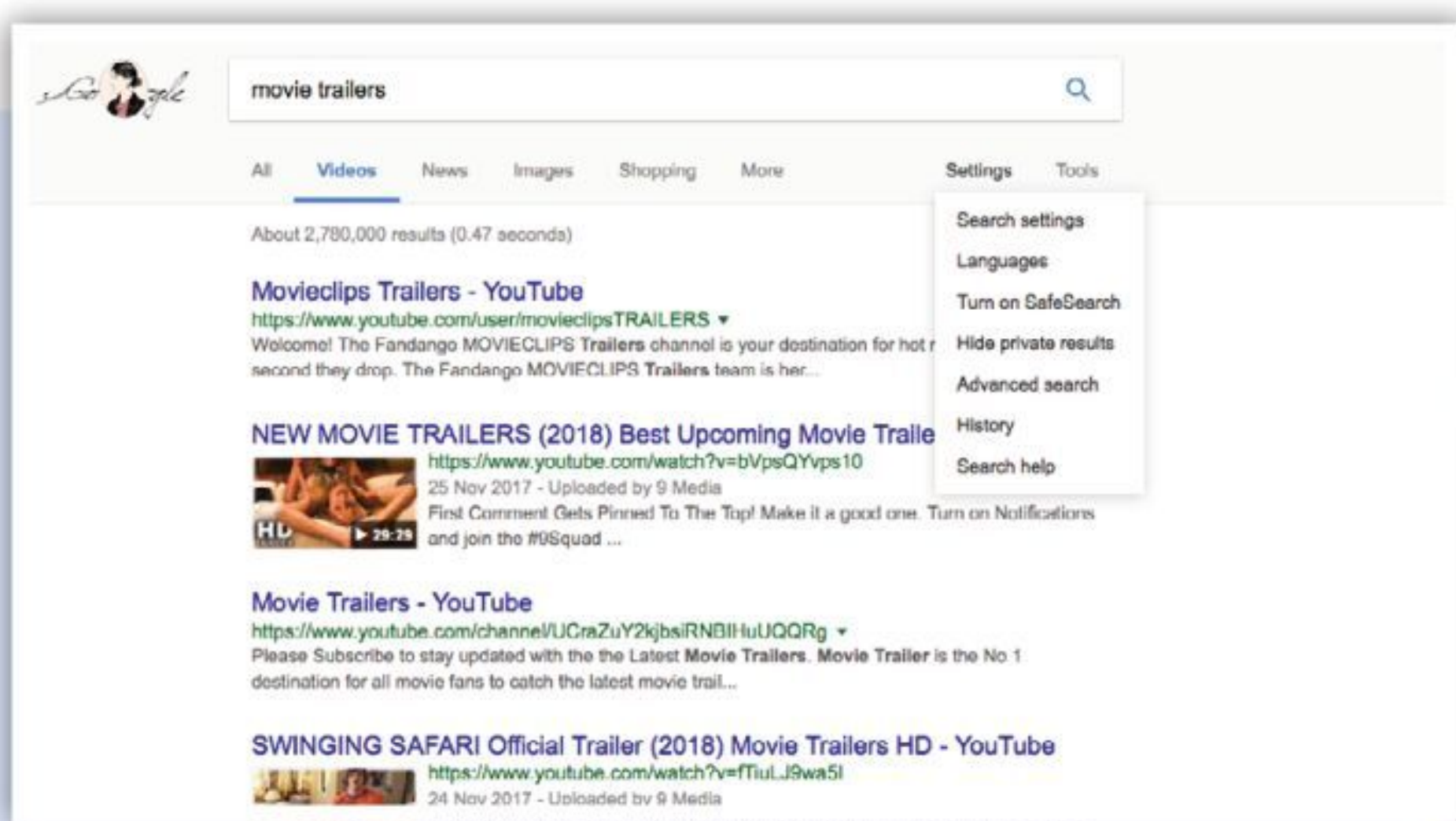


Safe Search

Google features a Safe Search option which allows you to select the age rating of the search results. This applies to web search results, as well as images, videos and books and can help to remove sexually explicit content. No filter is 100 per cent accurate, but Safe Search should help you avoid most of this type of material.

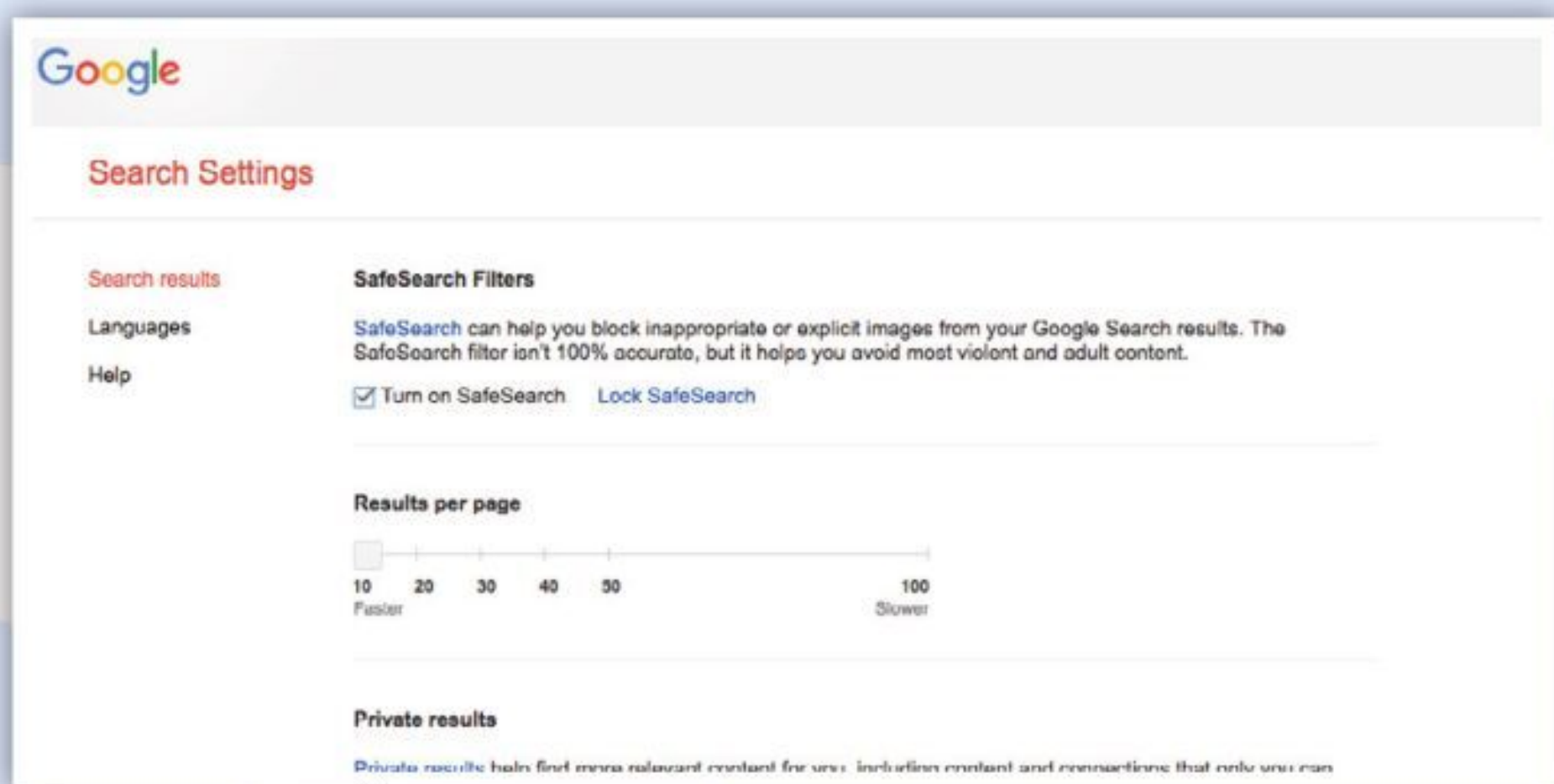
Step 1

Perform a search and check the results. If there are websites listed that you think are inappropriate, click the Setting link in the top right beneath the search bar and select Search Settings.



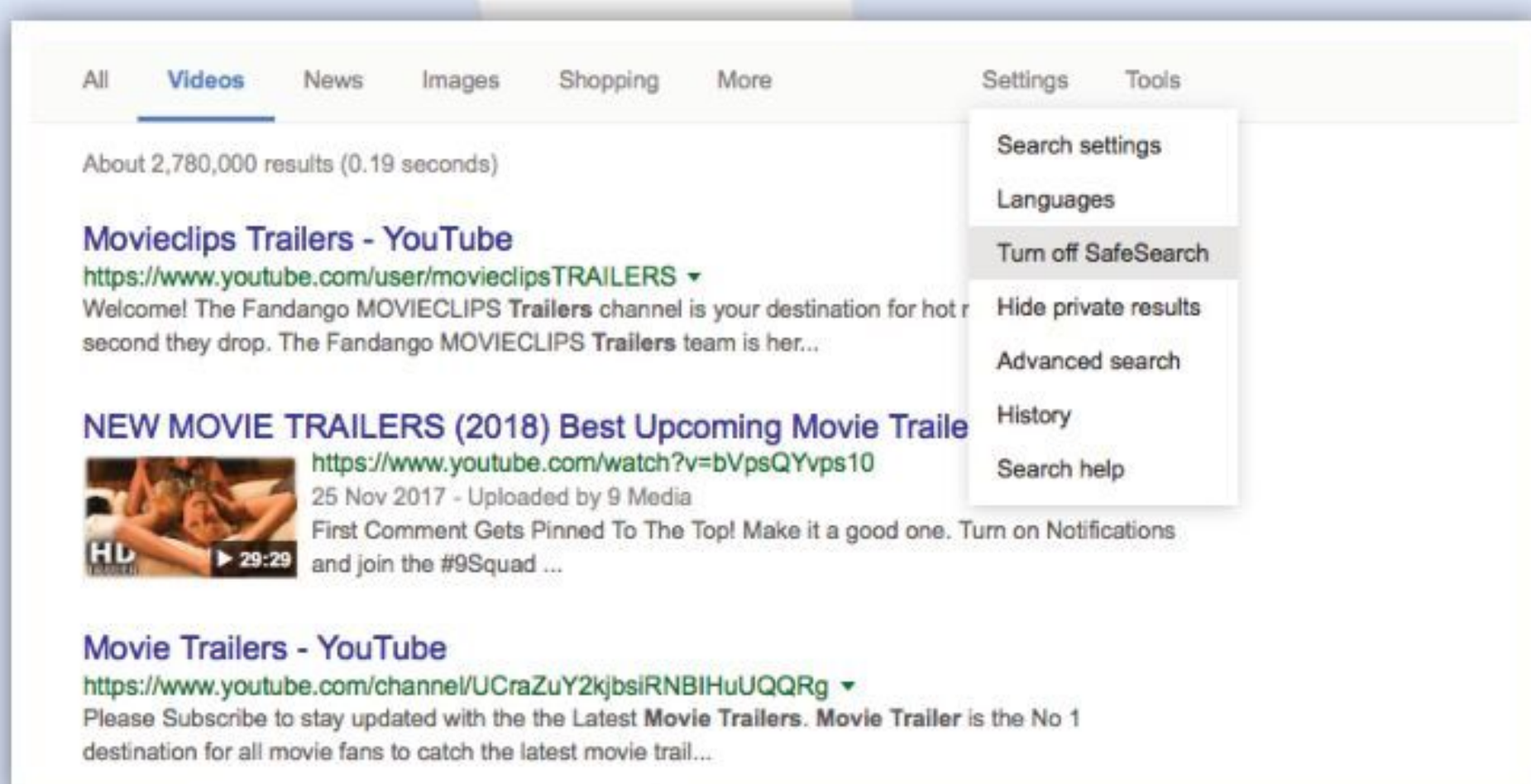
Step 2

At the top of the search settings screen you should see a Safe Search on/off link. Click the turn on Safe Search link to activate it. You can lock Safe Search on by selecting this option too.



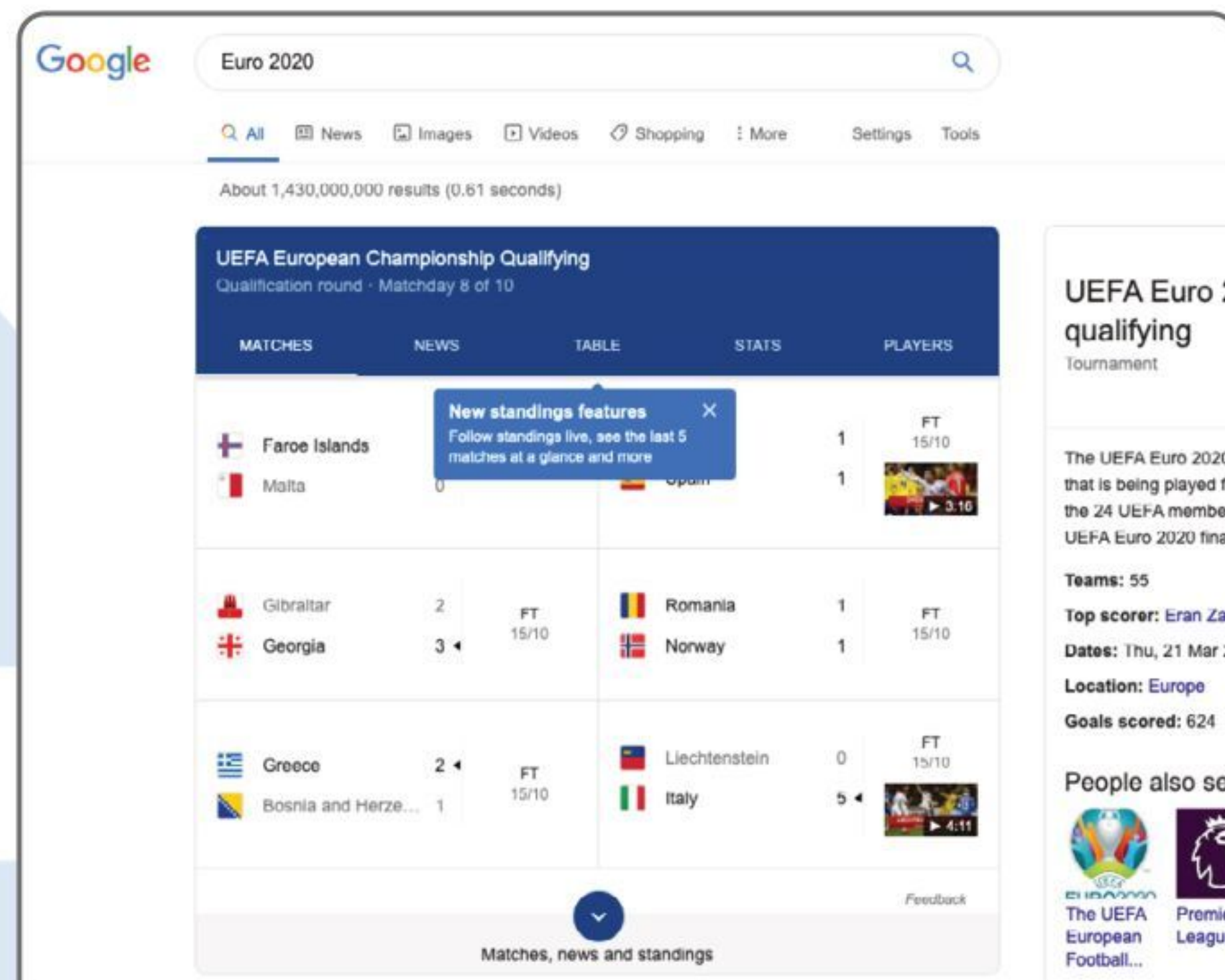
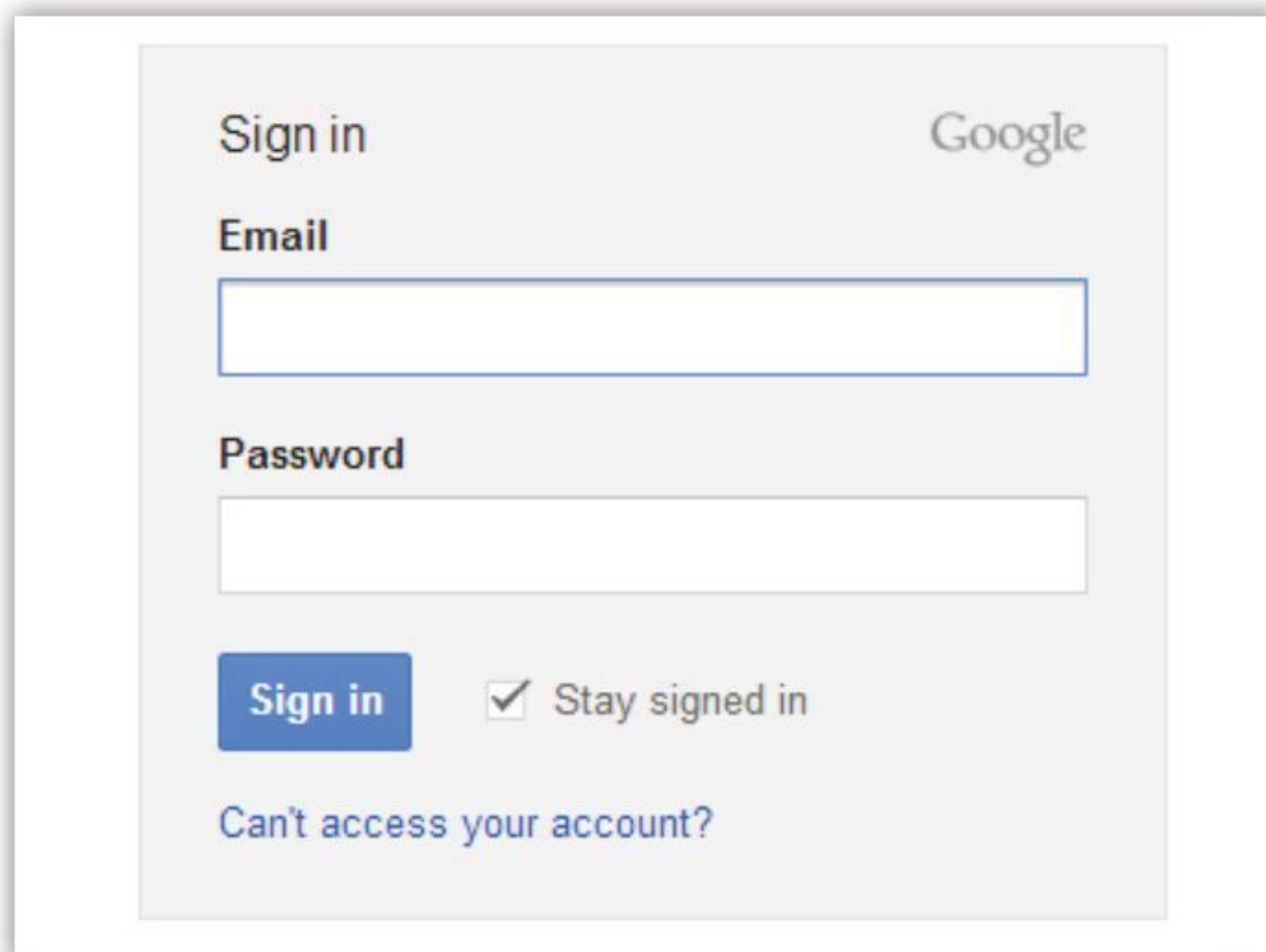
Step 3

If you want the page to display all results, regardless of content, DO NOT activate Safe Search. If you have changed your mind you can deactivate via the Settings link at the top of the page.



Step 4

Your browser should remember the setting when you next use Google search. If you want to make sure that the safe search setting is not changed, you will have to sign in to a Google account.



Instant Updates

Based upon your search results, you will receive additional information that is relevant to the subject. For this example we searched for a sports team and results also shows their latest fixtures and results. Specific search results also contain a downward pointing arrow at the end of the web link, click to show these.

Cached: Google trawls the web and takes snapshots of each page. When you click Cached, you will see the web page as it looked when last indexed by Google. The "Cached" link won't appear for sites that haven't been indexed or for any sites whose owners requested that their content isn't cached.

Similar: Click Similar to see other websites that are related to that result.

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Using Specialised Google Search

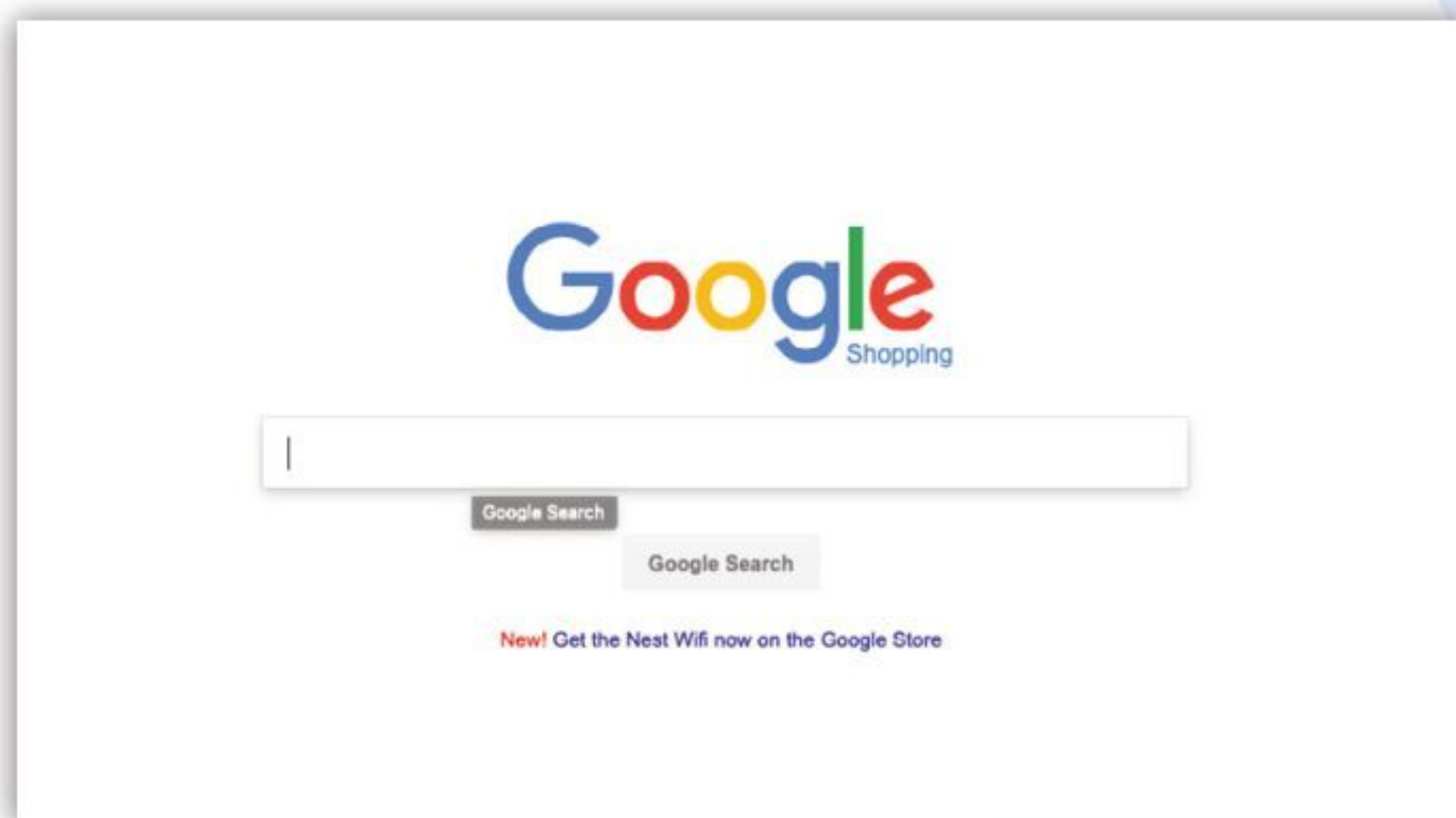
There are several specialised search tools, letting you cut through all the unwanted information and just see results from, for example, blogs, shopping sites or scholarly papers. You can access these search pages at any time from the Chrome browser or Google Home page.

Shopping Search

This feature allows you to search only shopping results for any term you enter into the search box on Google.

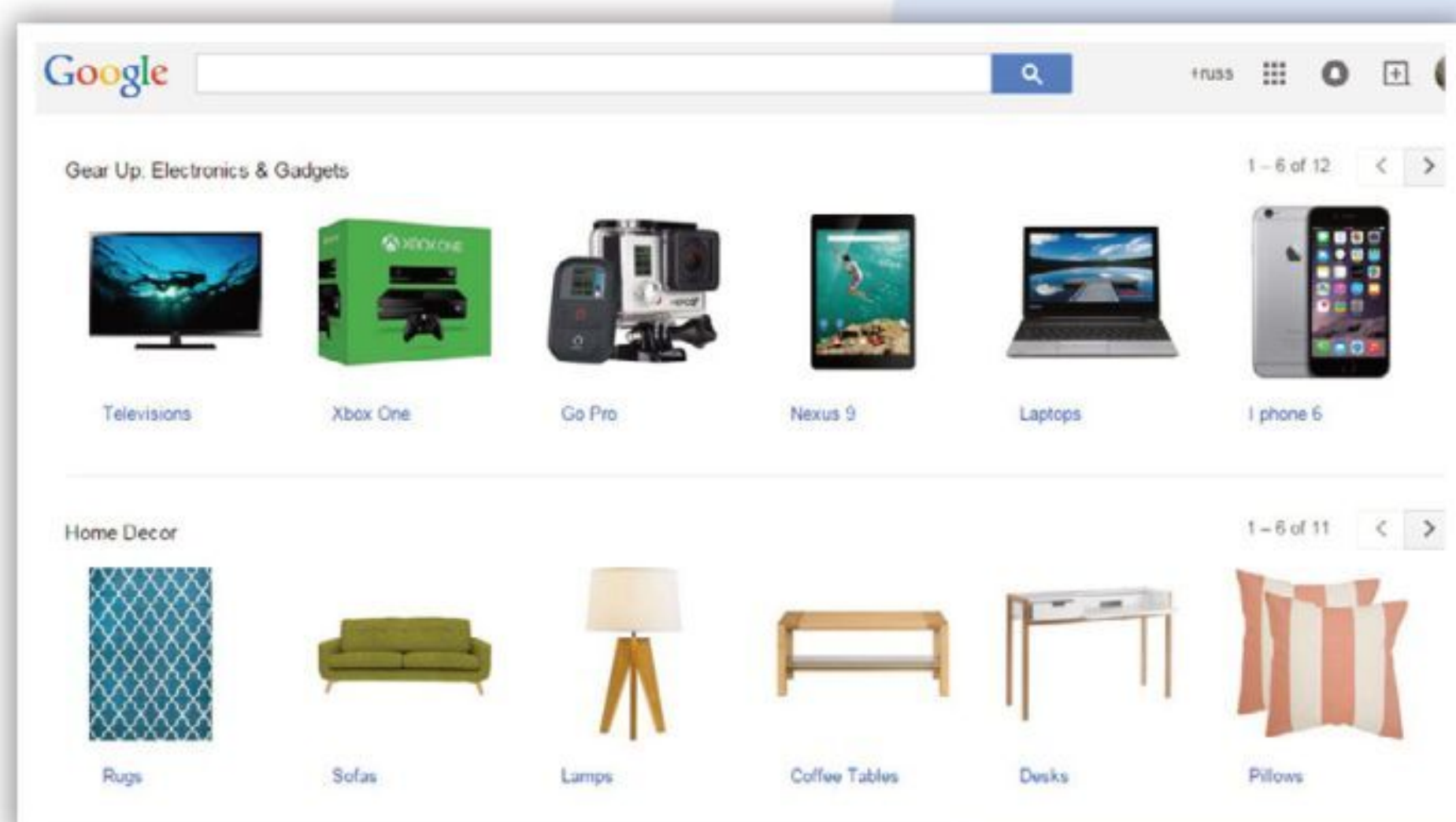
Step 1

You can open the Shopping search screen by typing www.google.co.uk/shopping into your browser address field. Your browser should automatically detect your location and filter any results to your own currency.



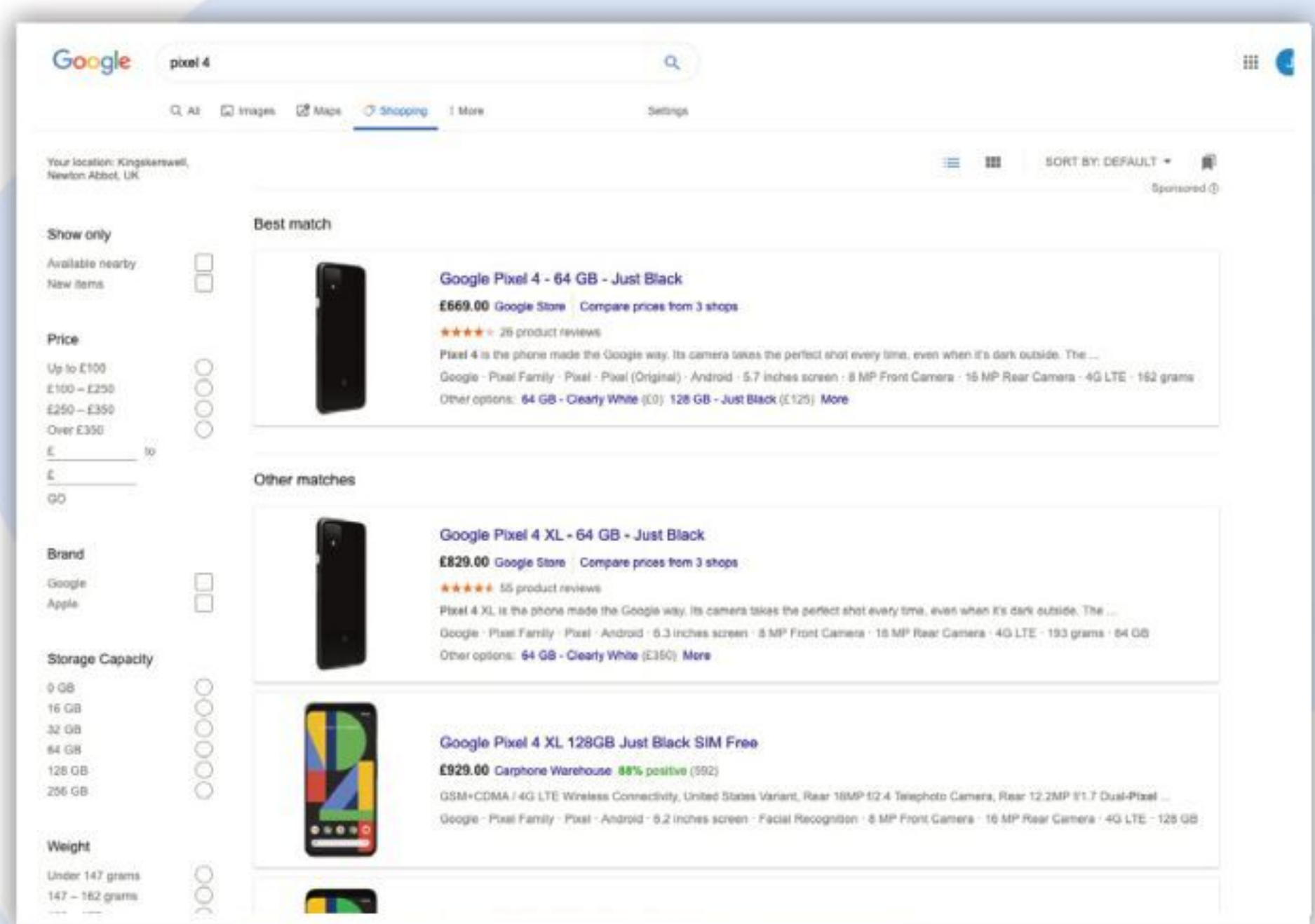
Step 2

You will see that the shopping search screen is very different from a standard Google search screen, with products shown in sections such as electronics, clothing and even as specific as Nexus 6. What is shown depends on your search history in Google.



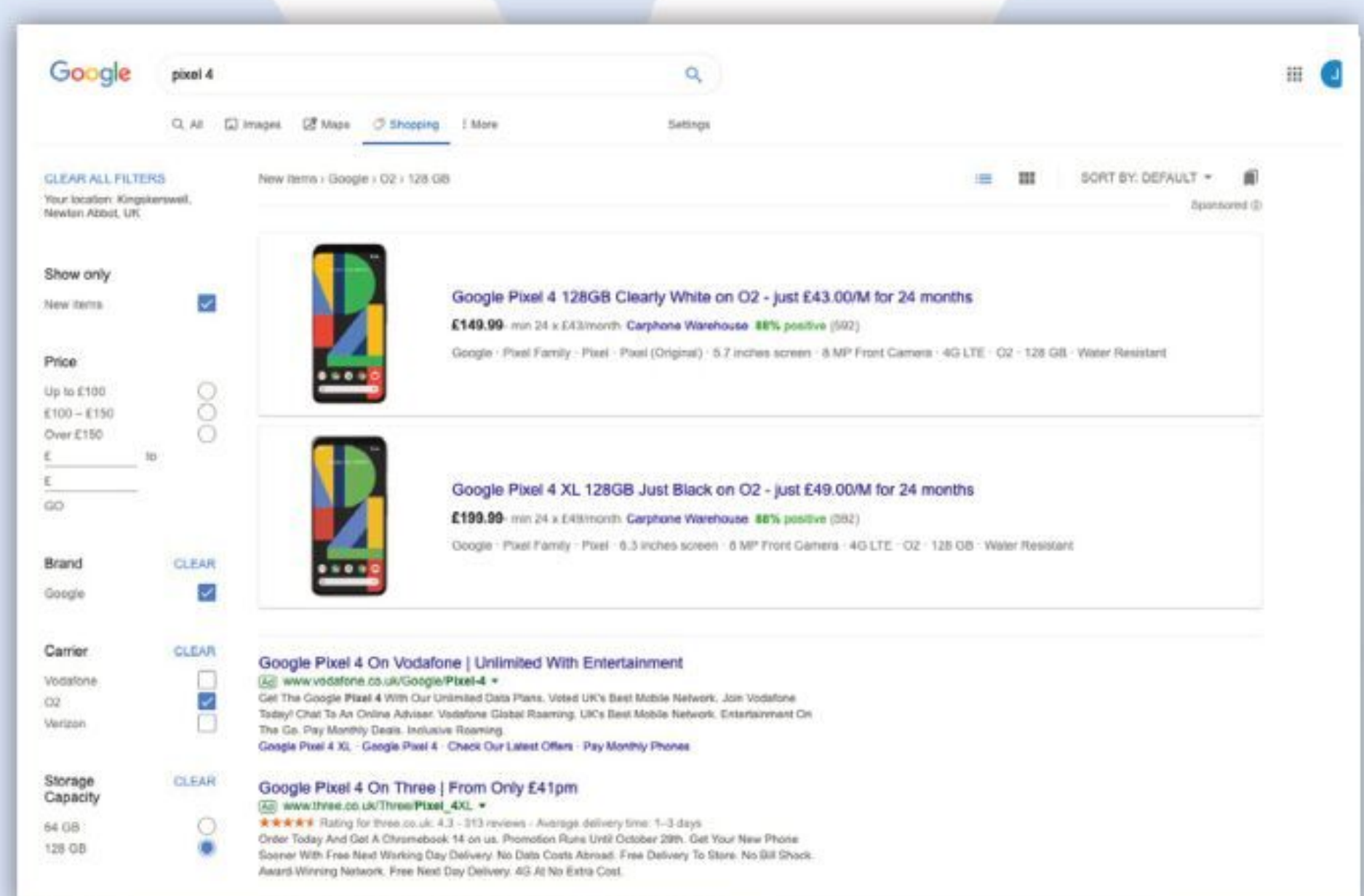
Step 3

Clicking on one of the product sections will display a list of results for that type of product. Alternatively, you can type a search term into the search field at the top as you would normally in Google.



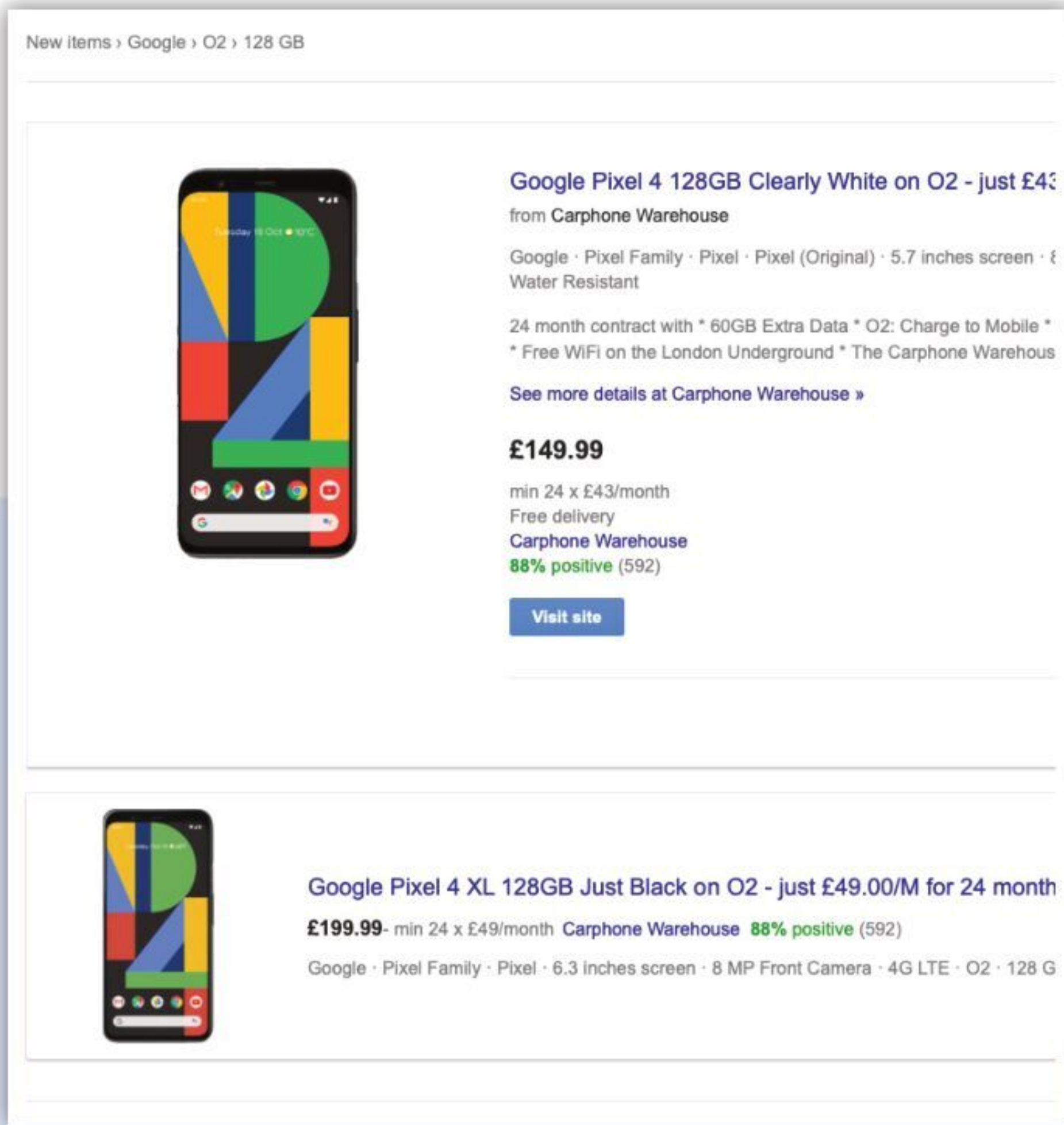
Step 4

Once the results are shown, you will see that there are several filters down the left-hand side of the screen. These allow you to filter results by specific manufacturer, price, size (depending on the product type) and several others.



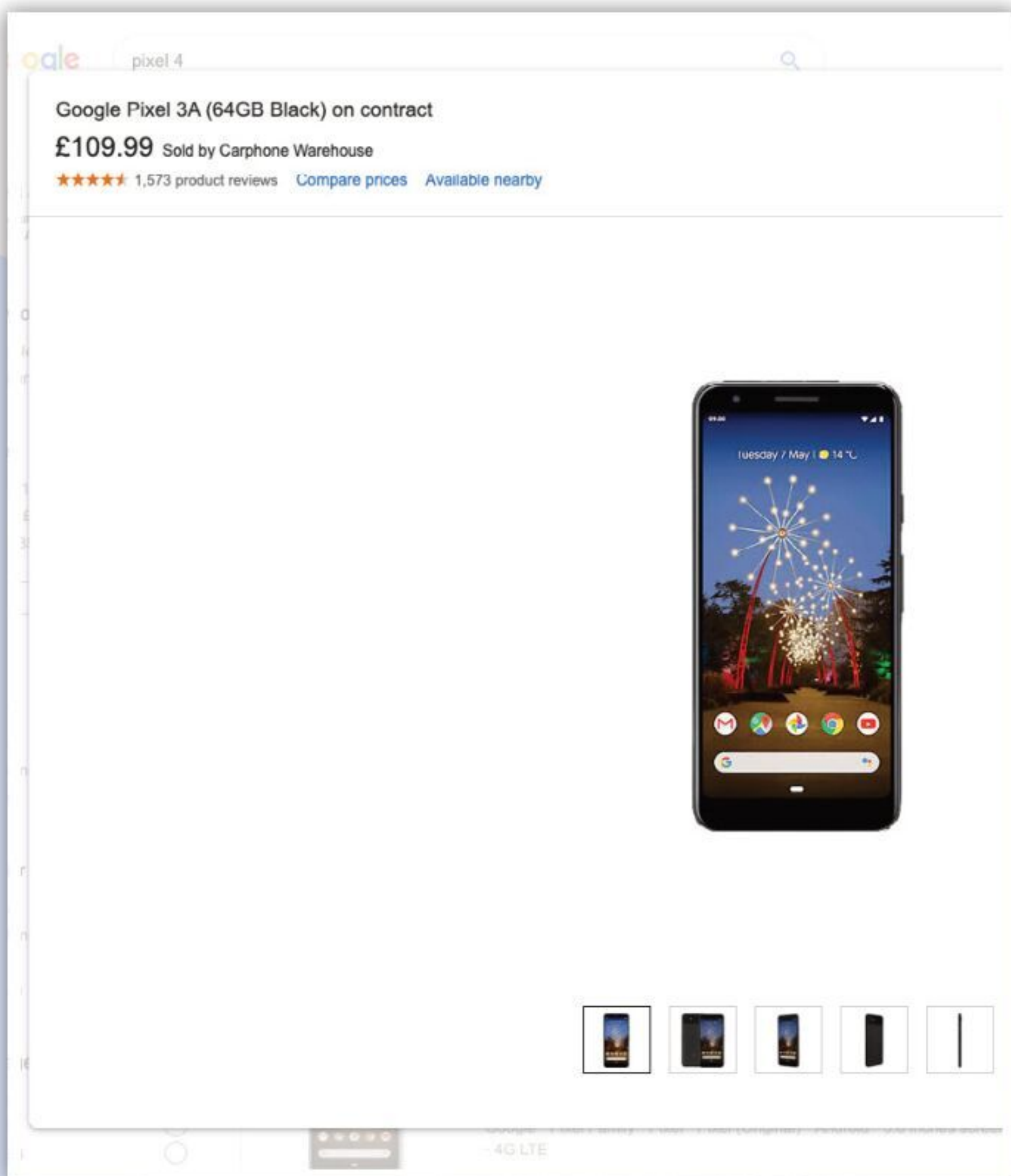
Step 5

Click the title of a product you are interested in and a box will expand to show more information, including a range of prices. You can then add the item to a shortlist by clicking the Shortlist button. This allows you to refer back to it easily later.



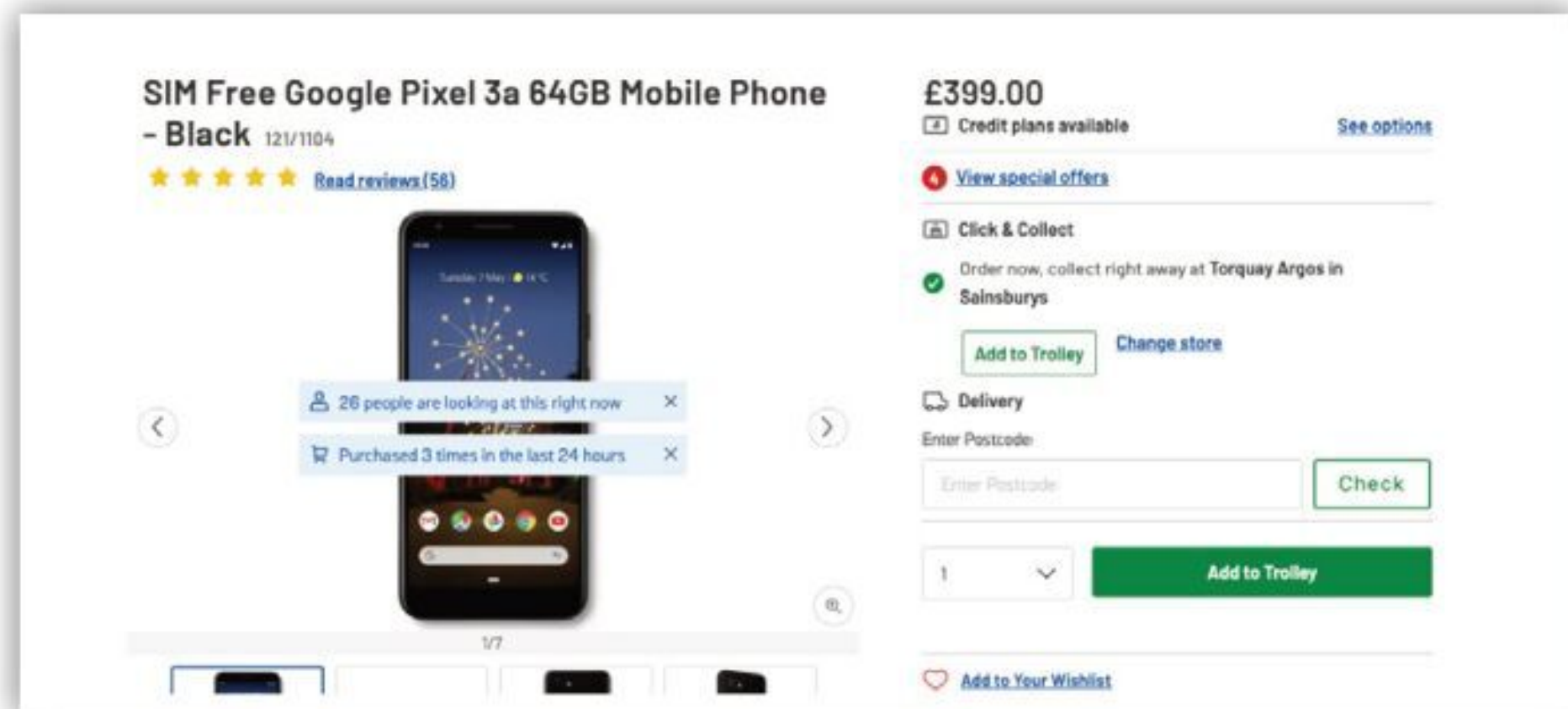
Step 6

If you click the product title a second time when the box is open, it will expand into a full screen page. This page lists all available prices and sellers, along with reviews of the product if they are available online.



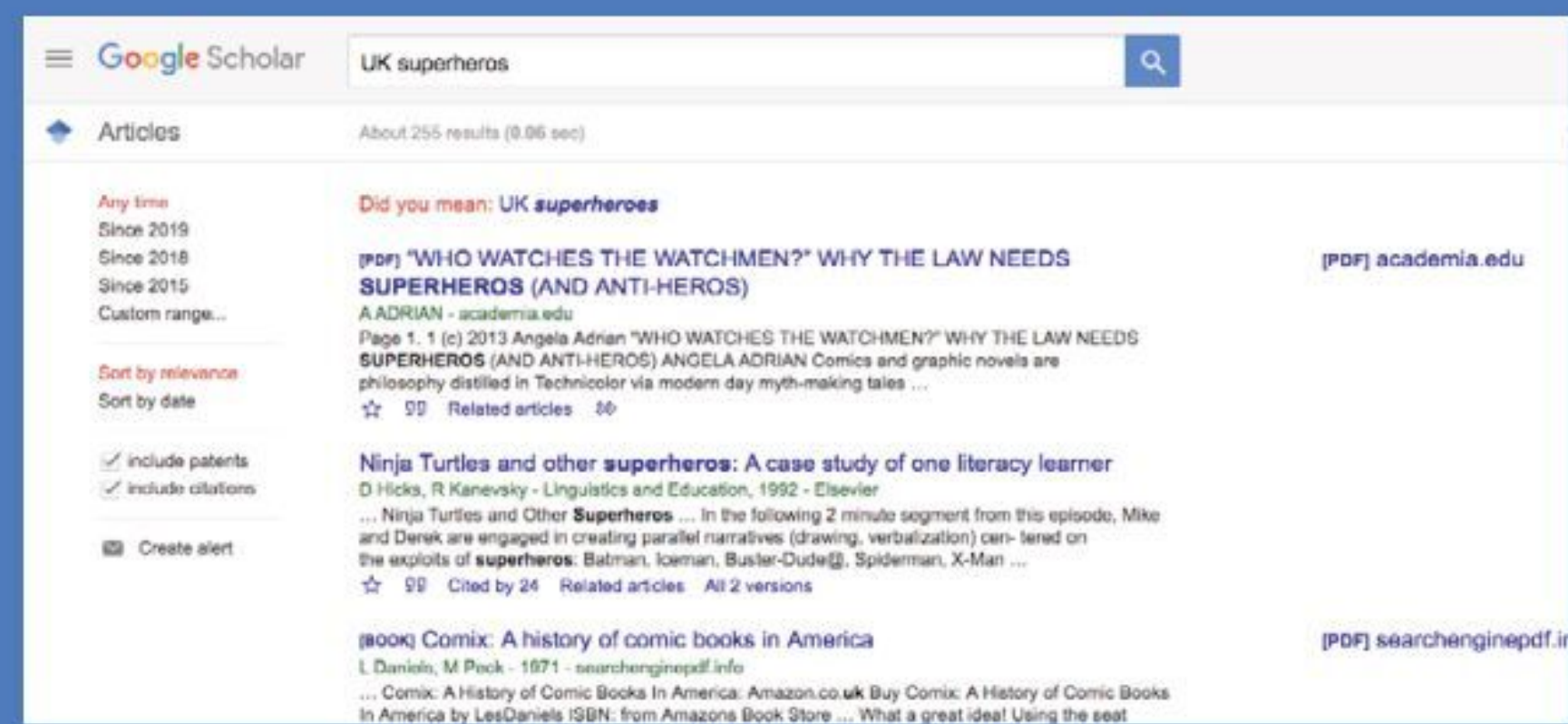
Step 7

You can click directly to the item, via your preferred retailer, by clicking the link from the list at the bottom of the page. NOTE: On rare occasions the price linked may not match that of the retailer, so take care to check.



Google Scholar Search

Google Scholar (www.scholar.google.com) provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other websites. Google Scholar helps you find relevant work across the world of scholarly research.



- Features:**
- Search all scholarly literature from one convenient place
 - Explore related works, citations, authors and publications
 - Locate the complete document through your library or on the web
 - Keep up with recent developments in any area of research
 - Create a public author profile



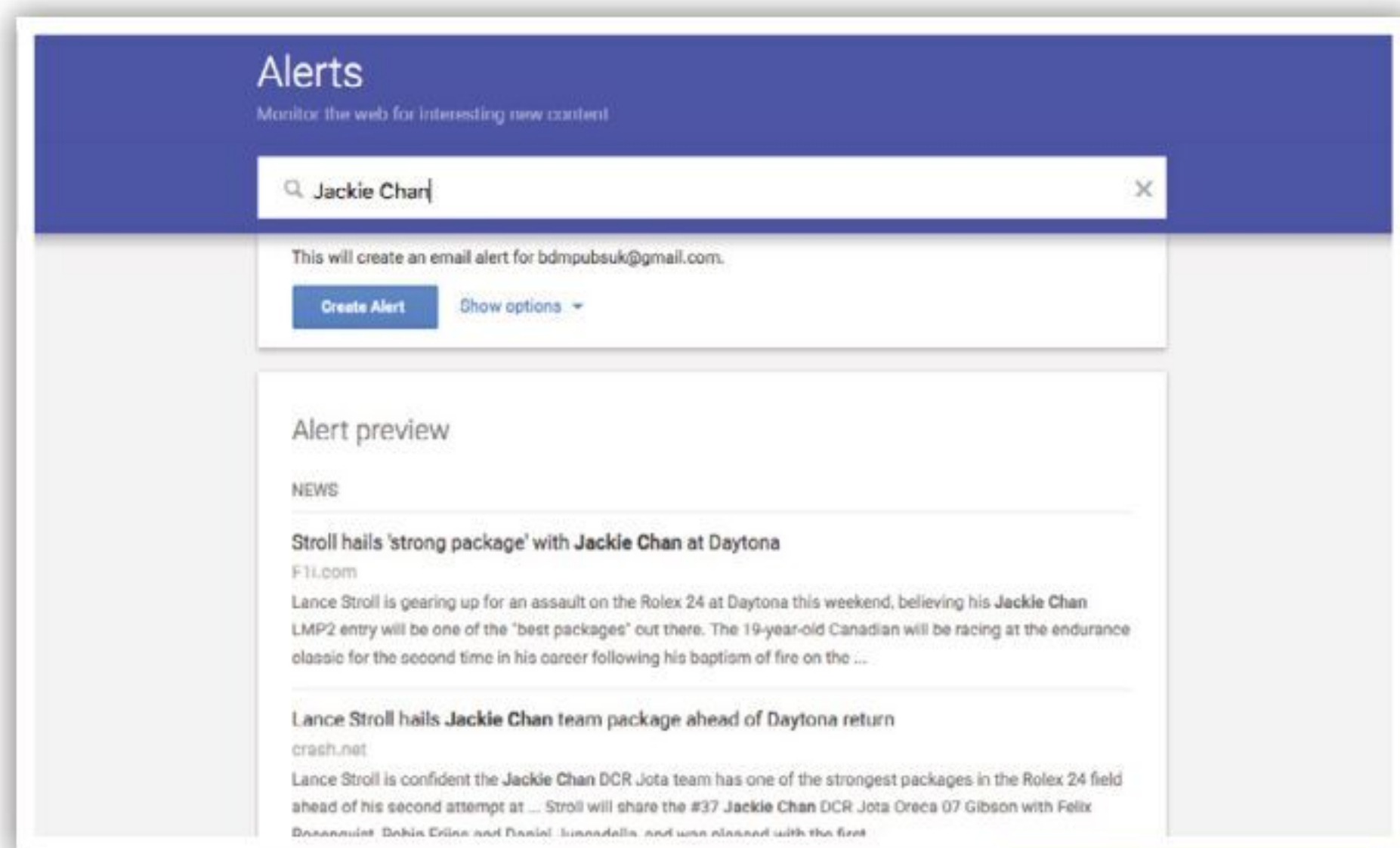
How to Create Google Alerts

You can use Google Alerts to monitor anything on the web and then have links to any matching content sent directly to your email address each day, or when new content is available.

Setting Up Alerts

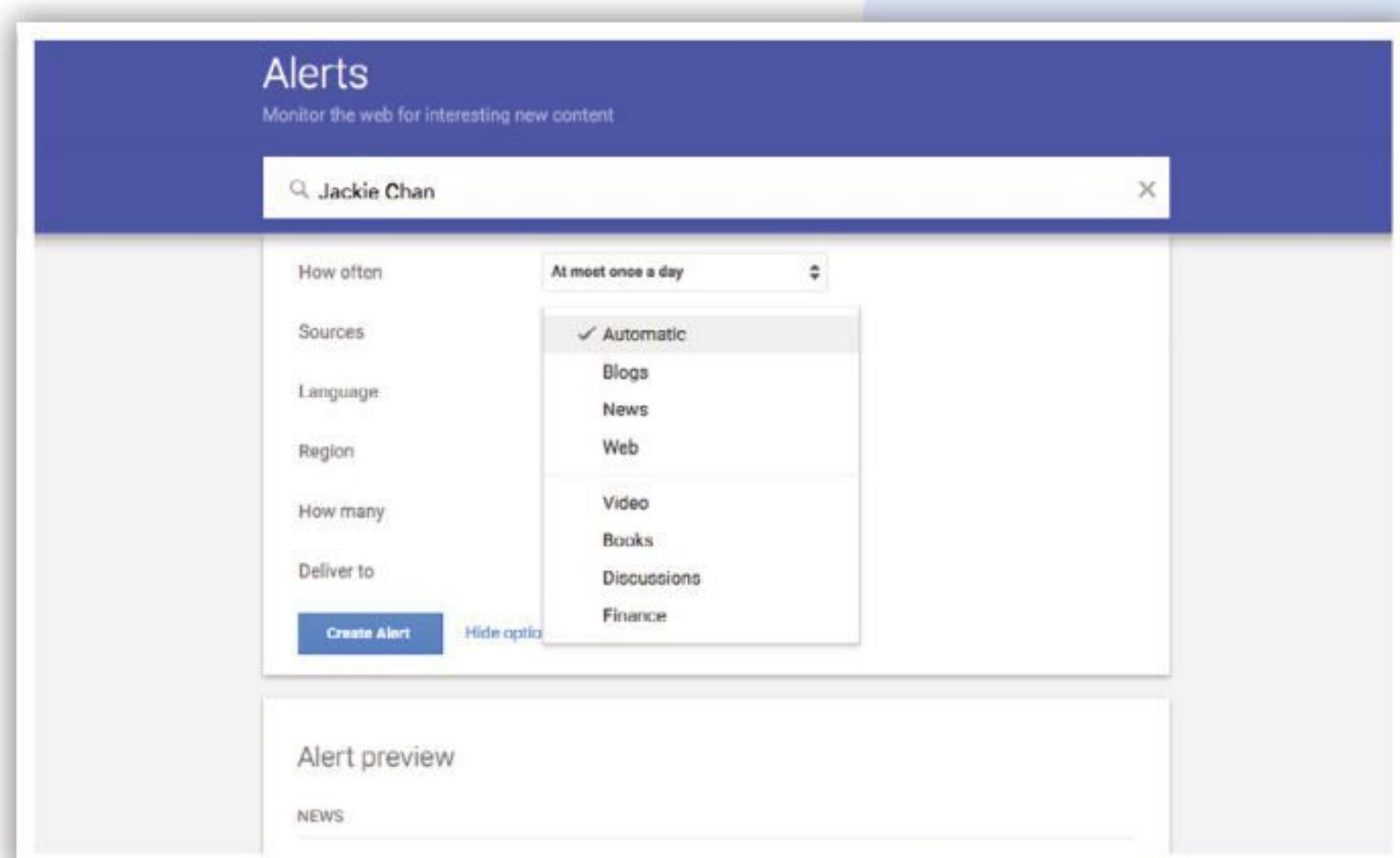
Step 1

To get started setting up an alert, navigate to www.google.co.uk/alerts. Enter your query just as if you were doing a normal Google search. You can use the various Google search options, including quotes, minus sign, to exclude words and the site prefix to find specific types of website.



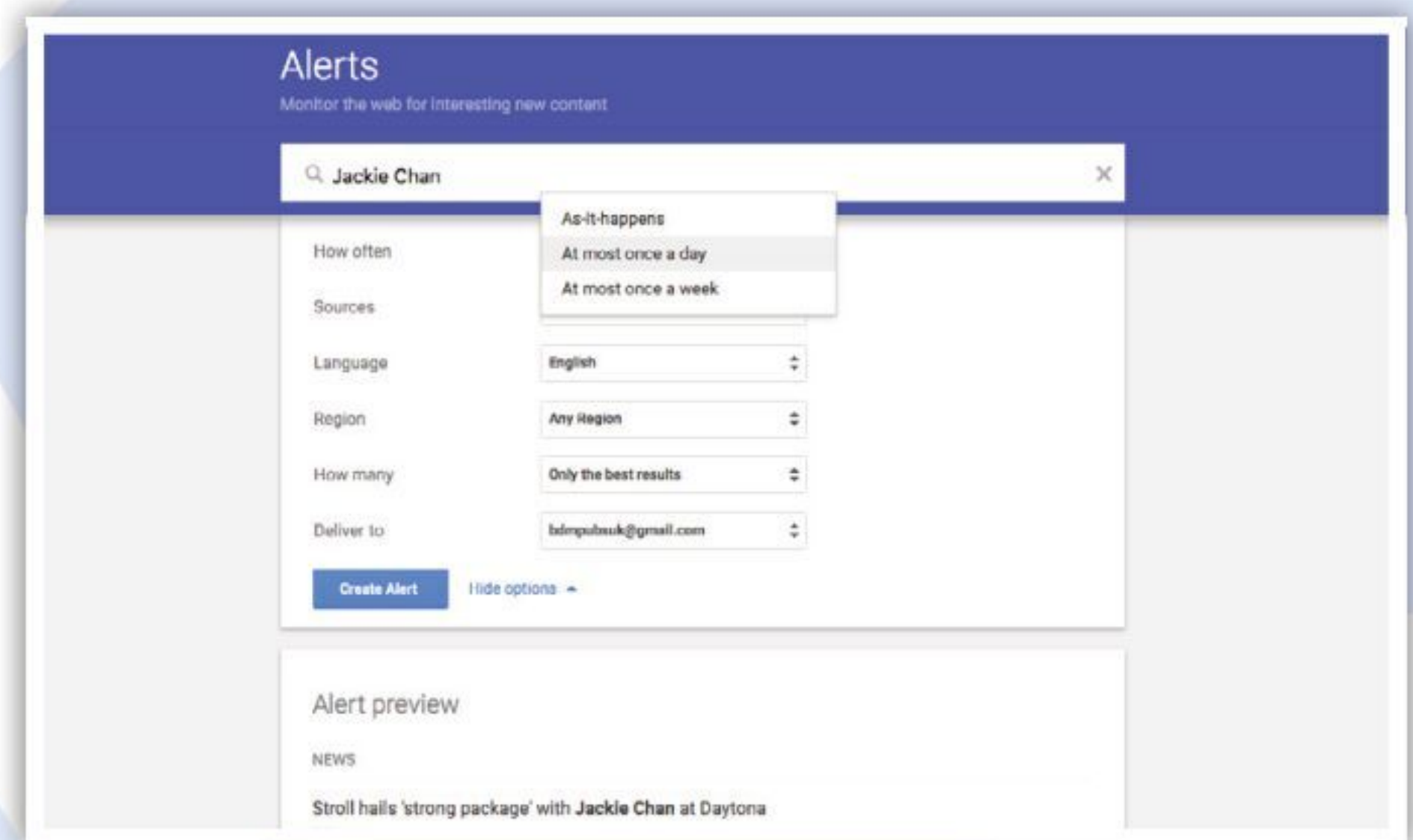
Step 2

Using the Show options menu, you can choose to tell Google to only provide content of a specific type (videos, for example) or you can request that every type of result is sent to you. Everything alerts include results from Google Web Search, Google Blog Search and Google News.



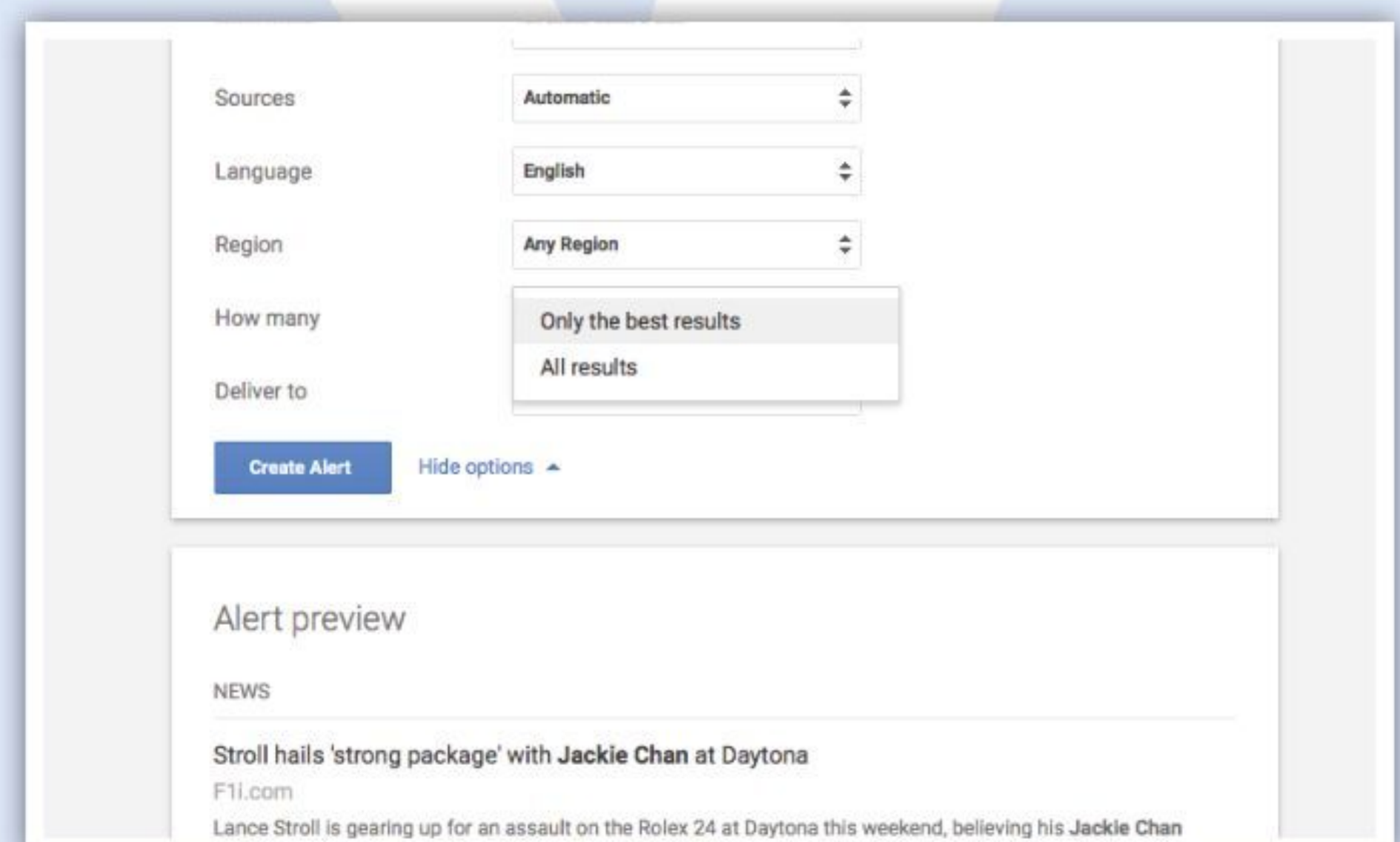
Step 3

The next step is to choose a delivery rate. The default is once a day: Google Alerts checks for new results once per day and emails you if it finds new results. Depending on the subject, Google may not be able to deliver alerts daily. Alerts on these subjects will be sent, when they are available for you.



Step 4

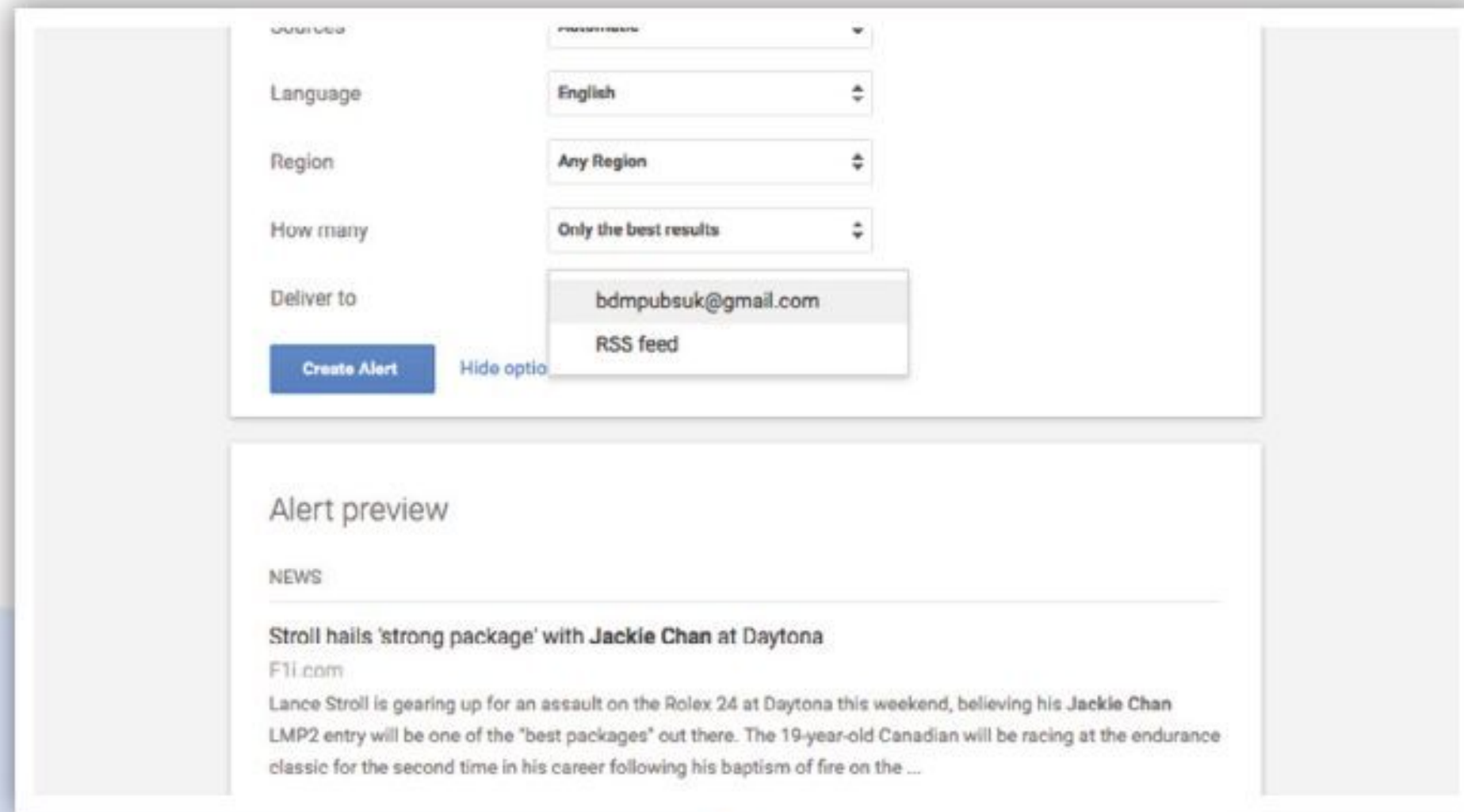
To help you avoid an alert email full of low quality results, you can change the volume of the alerts to "Only the best results". This allows Google to filter results to those most relevant to your query and those of high quality. If you prefer, you can change this setting to "All results".





Step 5

Enter the email address to which you want your alerts delivered. Google will protect your email address and will not use it to spam you with offers for any other product or service. If you aren't signed in to a Google Account when you create an alert, Google will send you a verification email.



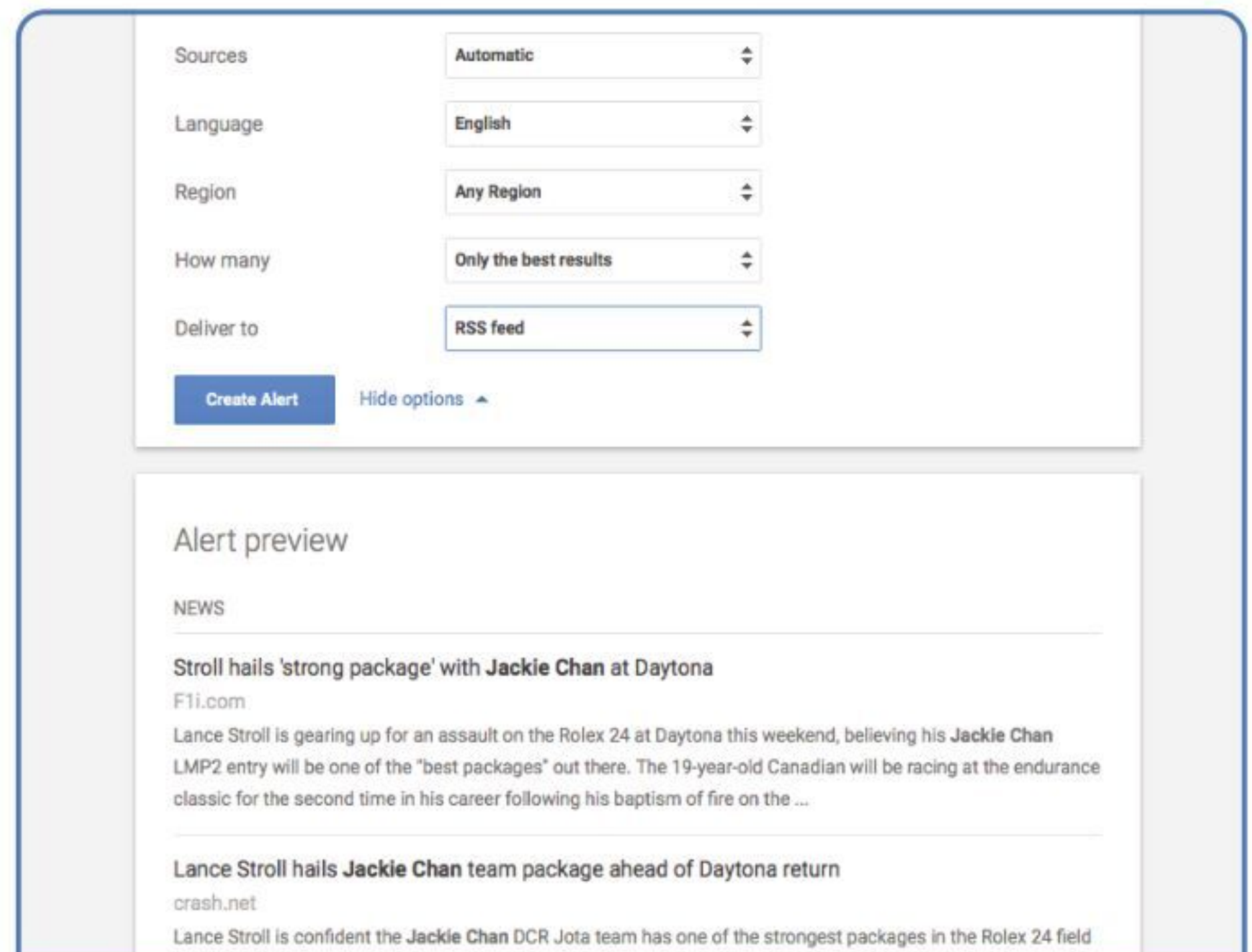
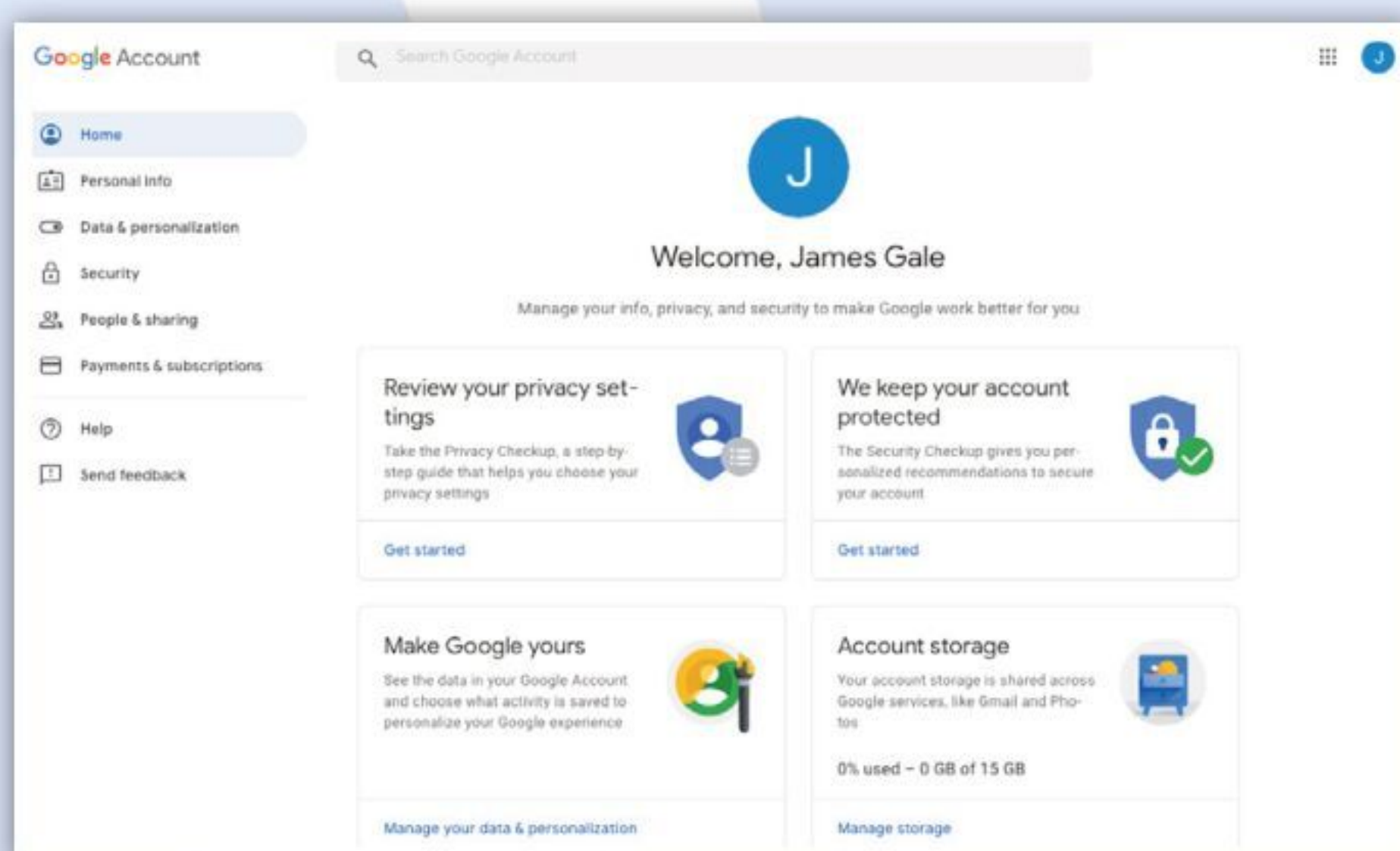
Step 6

If you prefer, and if you are signed in to a Google account when creating the alert, you can choose to have the results sent via an RSS feed. Simply sign in and choose the Feed option in the Deliver to field. You can read your feed in any RSS feed reader.



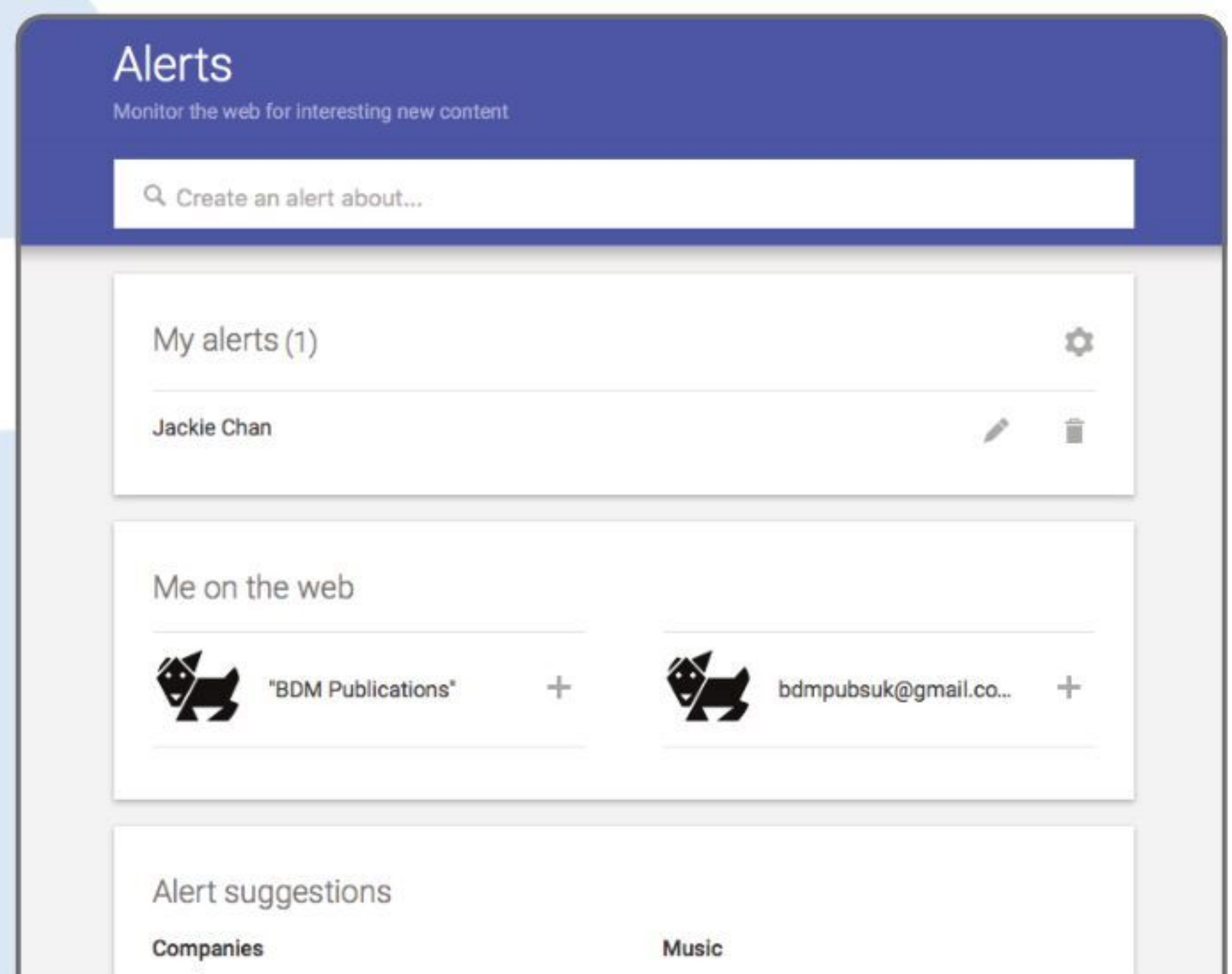
Step 7

To view any of these Google Alerts, you have to open your email application and check the email addresses that you linked to your Google Account during initial set up. You can check this information at anytime via your account link, top right of your browser.



Manage Google Alerts

Users with Google Accounts can view, create, edit and delete their alerts using the Manage your Alerts page. Click on the Edit button and you will be able to alter any of the original settings using the simple drop-down menus. You can manage alerts for more than one email address by adding your other email address to your existing Google Account. To add an email address to your Google Account, visit your Google account page and use the Email addresses section.



Delete Google Alerts

Should you find the info you are looking for or simply tire of the subject matter of your alerts, you can delete your alerts subjects, one by one. To do this open the main Google Alerts pages via this link: www.google.com/alerts.

At the top of the page notice your alert subjects. You can edit these by tapping the pencil icon or delete them by tapping the Bin icon. Please note you are not given any confirmation window, the alerts are deleted instantly.

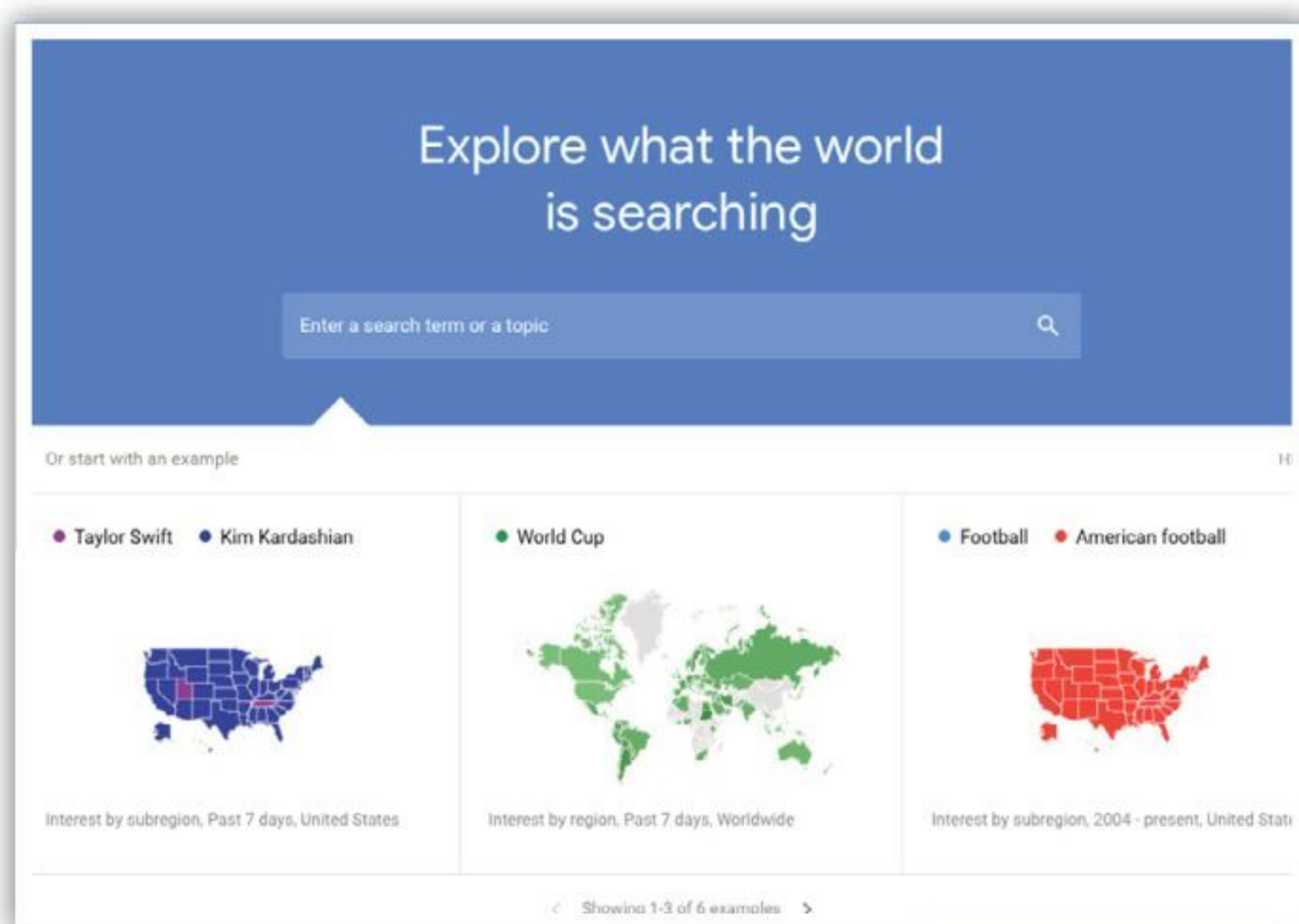


How to Personalise Google Trends

The Google Trends app brings you the world's most popular search terms or topics. Breaking down the results by country and region, while also offering insights and keeping you updated to the latest trends. Users can also browse history data giving you a clearer view of the world's online habits.

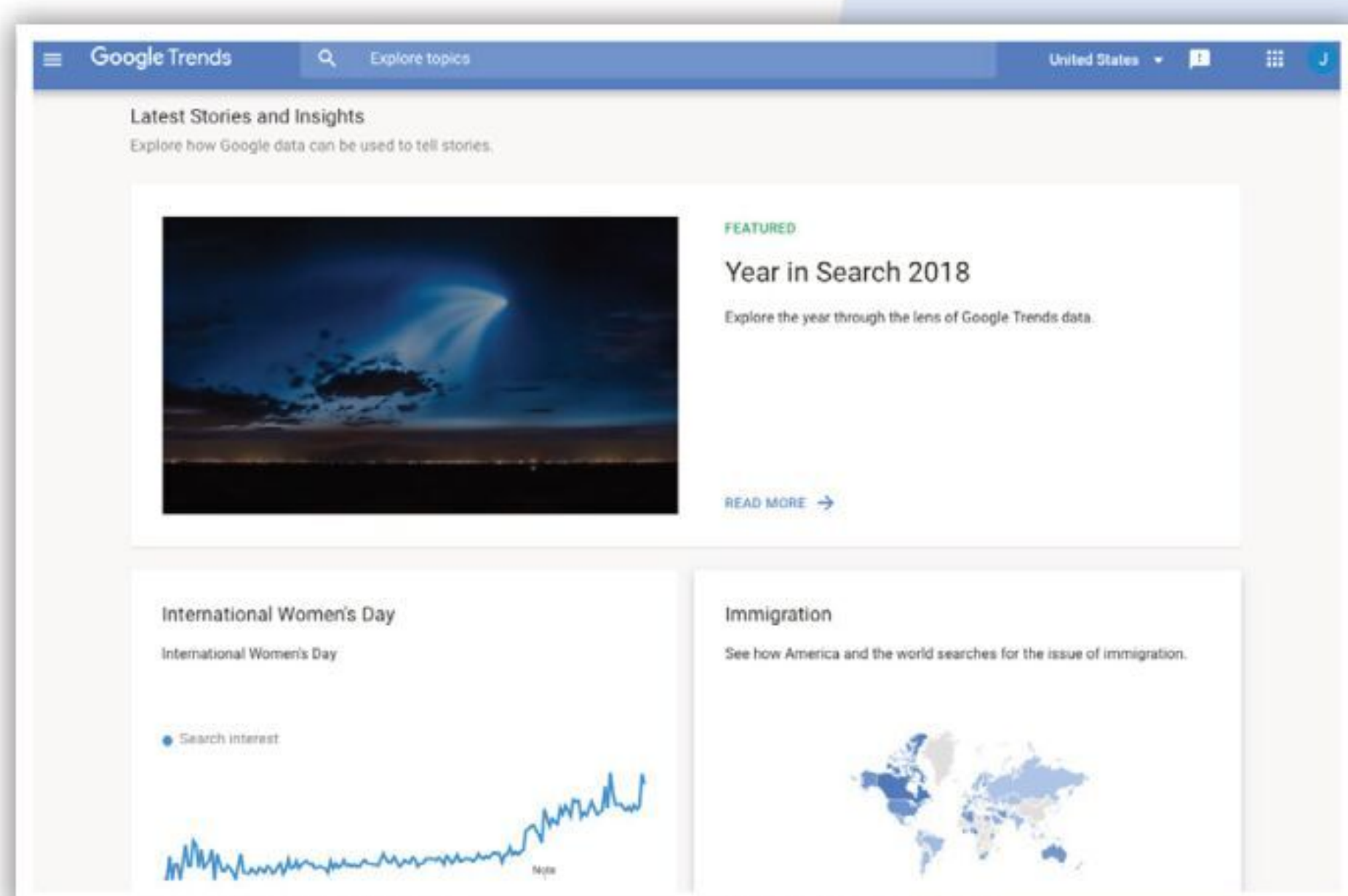
Step 1

➤ Navigate to the Google trends website trends.google.com to be presented with this home page. This is a far complex application so be advised to take a few moments to get used to the layout and the control options you will find here.



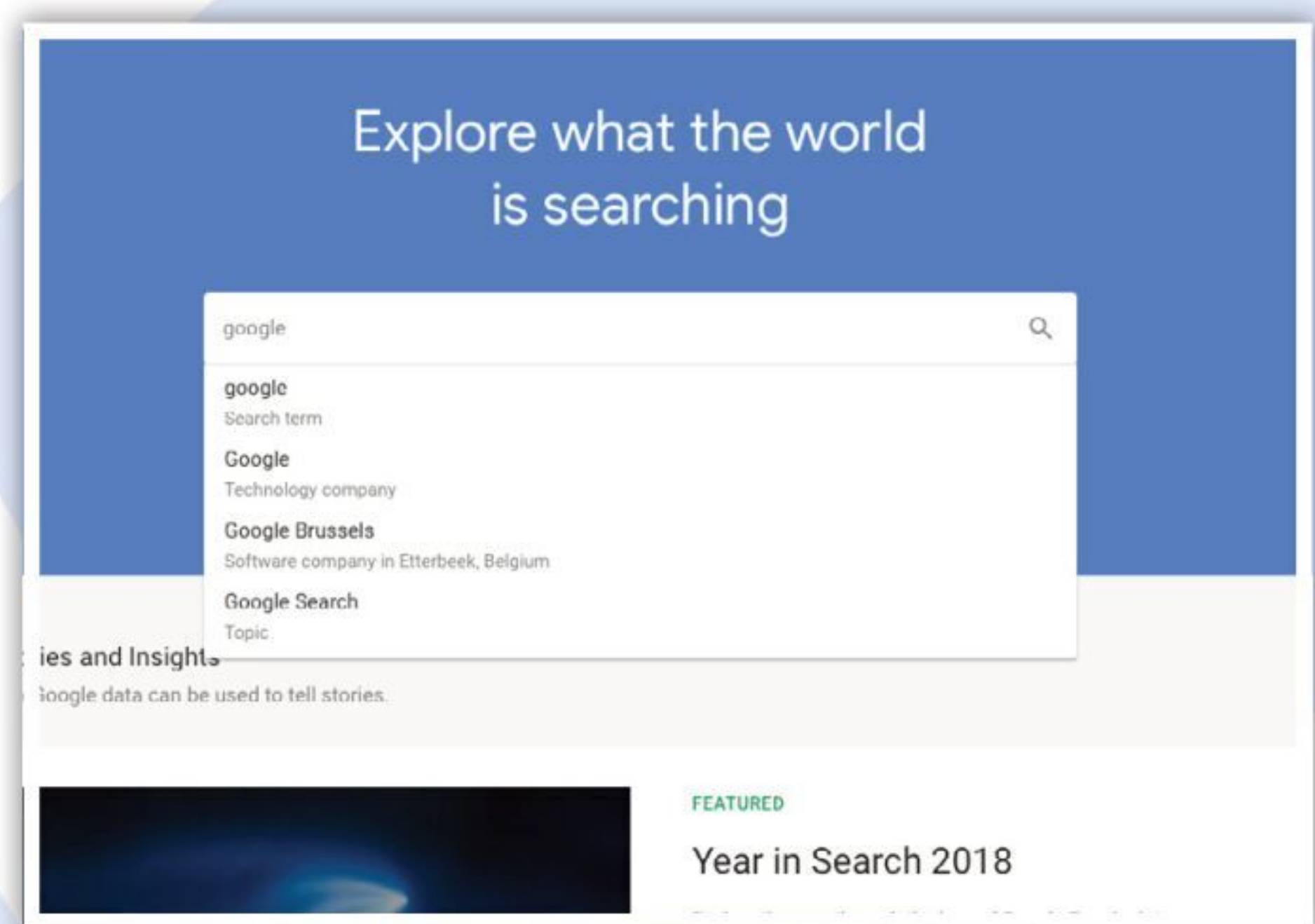
Step 2

➤ Scrolling down through the home page you will find the various options including latest stories, insights and updates, historical data and recently trending search results. We will look at all of these but to start let's focus on the main search bar.



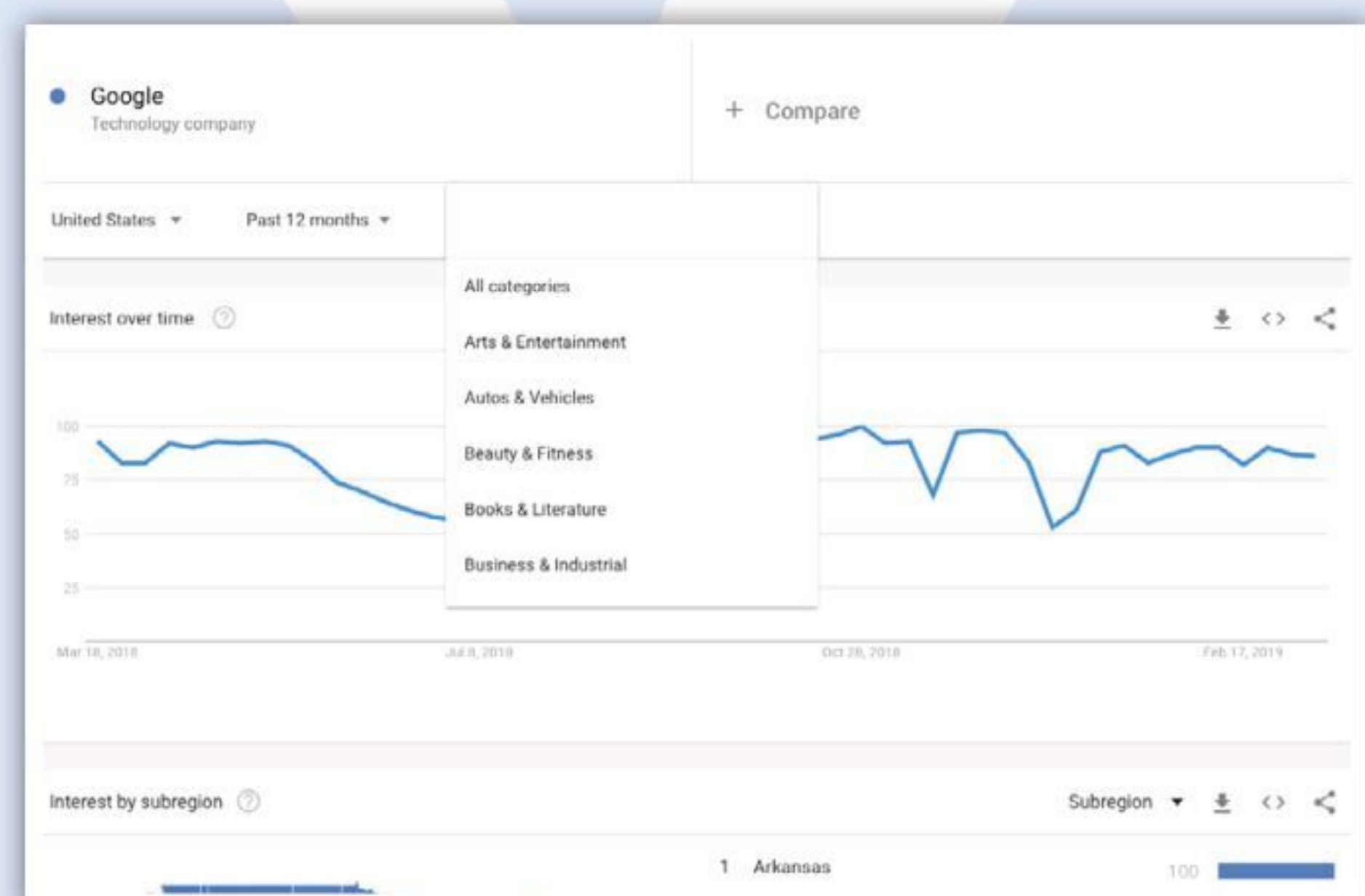
Step 3

➤ In the search bar, enter your term and click on the magnifying glass to activate your search. Some will bring a variety of different searches or similar terms, if this is the case a drop down menu will appear enabling you to select specifically for your choice.



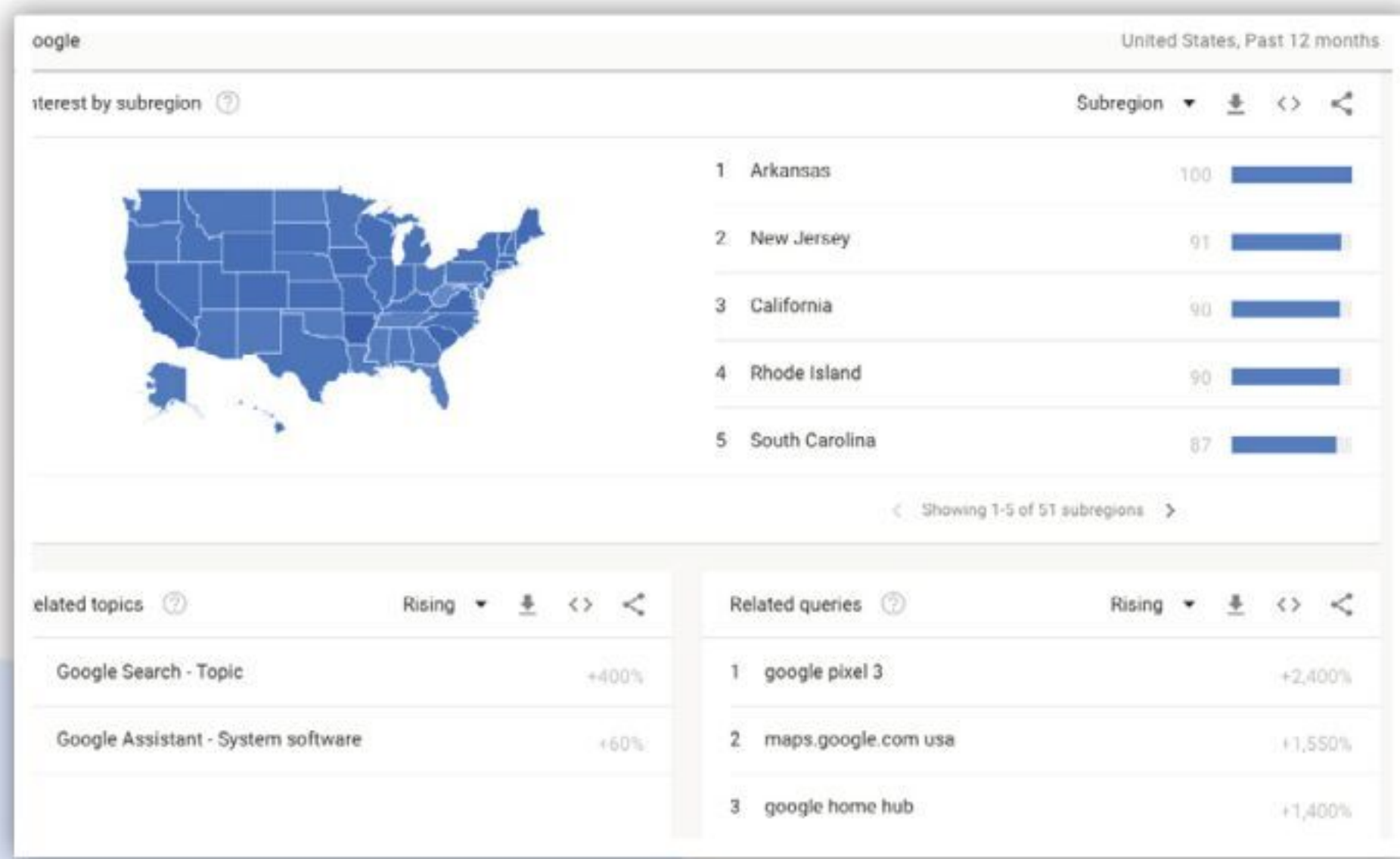
Step 4

➤ Your search will show your results as follows; location, time period, search type and category. You can adjust each of these as you wish to further focus your results. For example you may wish to check Shopping when looking for most popular selling item etc.



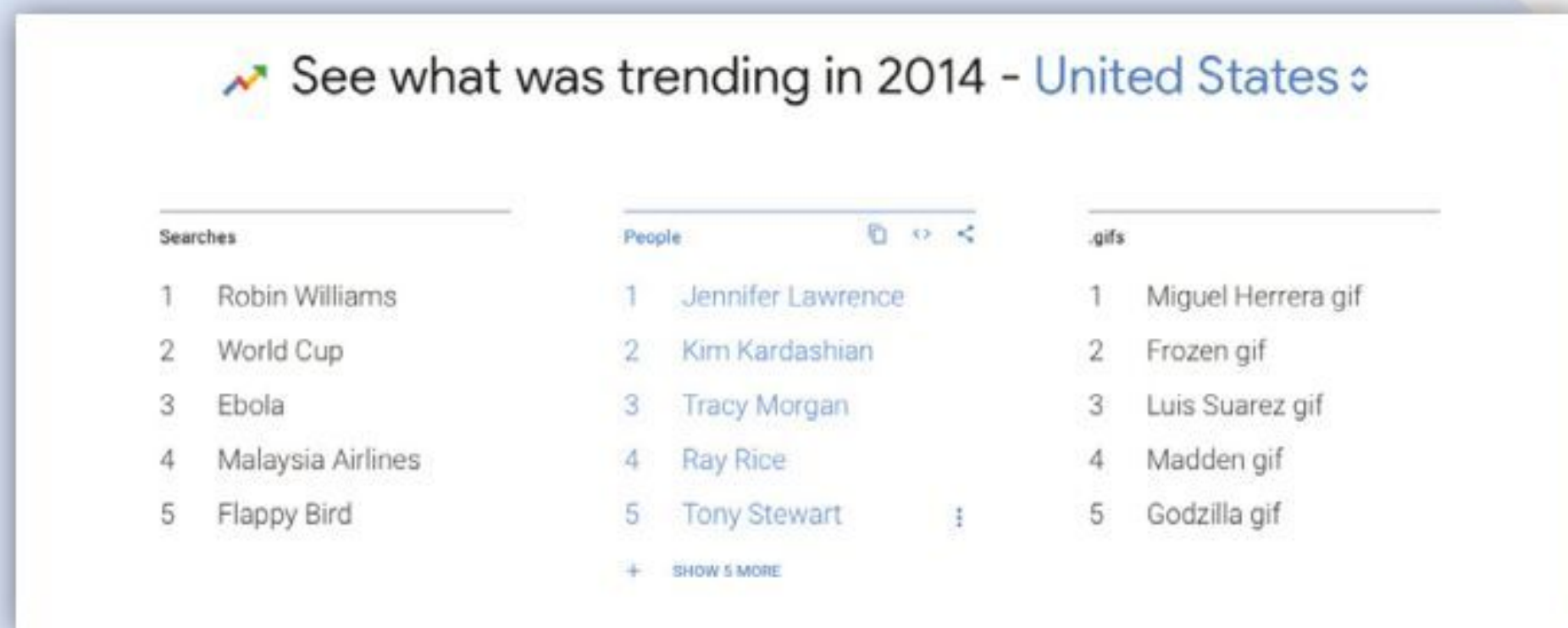
Step 5

Your results will also be broken down by sub region for your area of search. With the most popular area listed first and so on. Notice that related searches and queries are also listed here. You can share each of these search results by clicking the top right share icon.



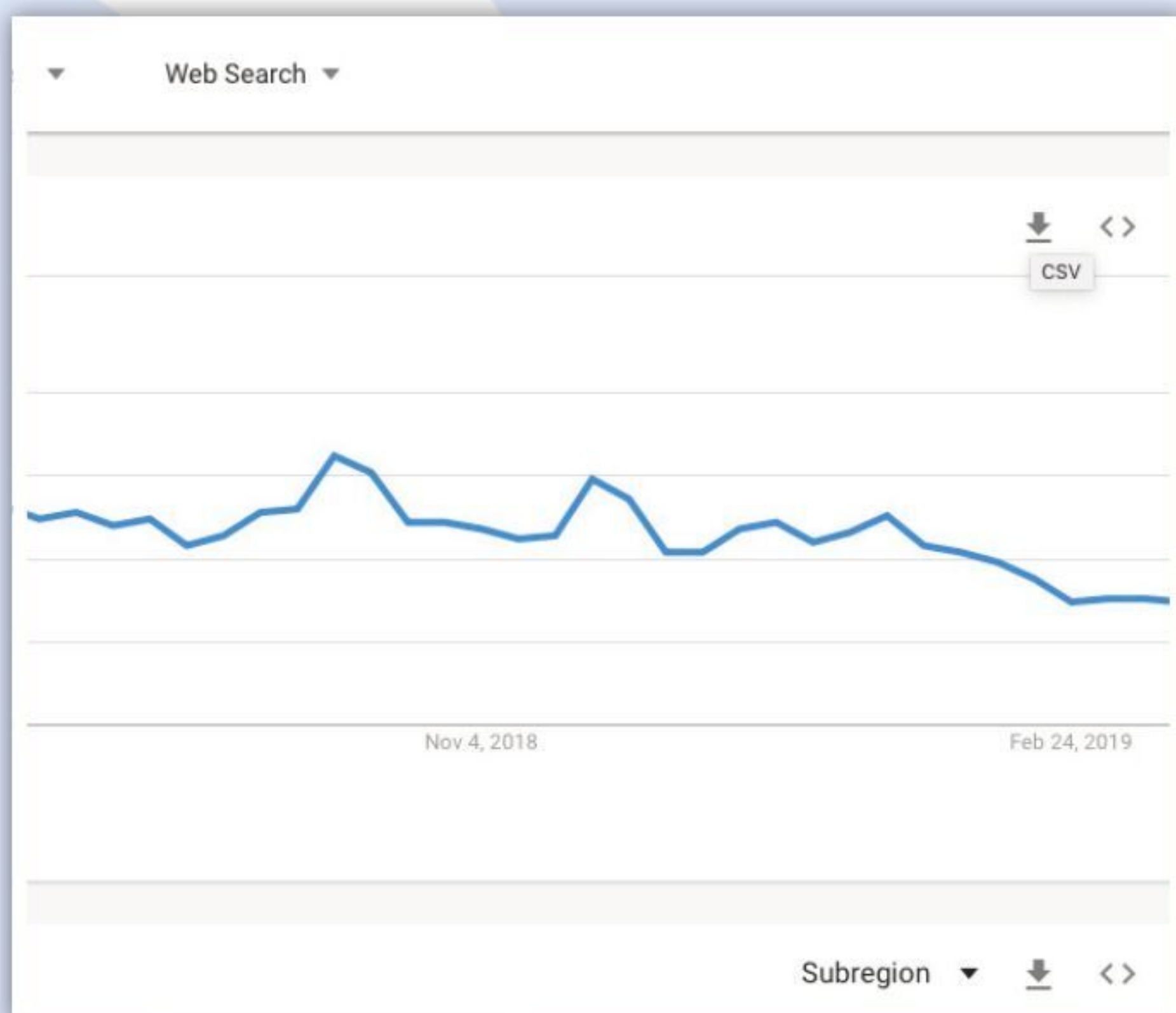
Step 6

If you are looking for an online time machine, Google have one right here for you. On the home screen, scroll down and select the year you wish visit and you will be given the most popular search terms from that time period, spread across numerous categories.



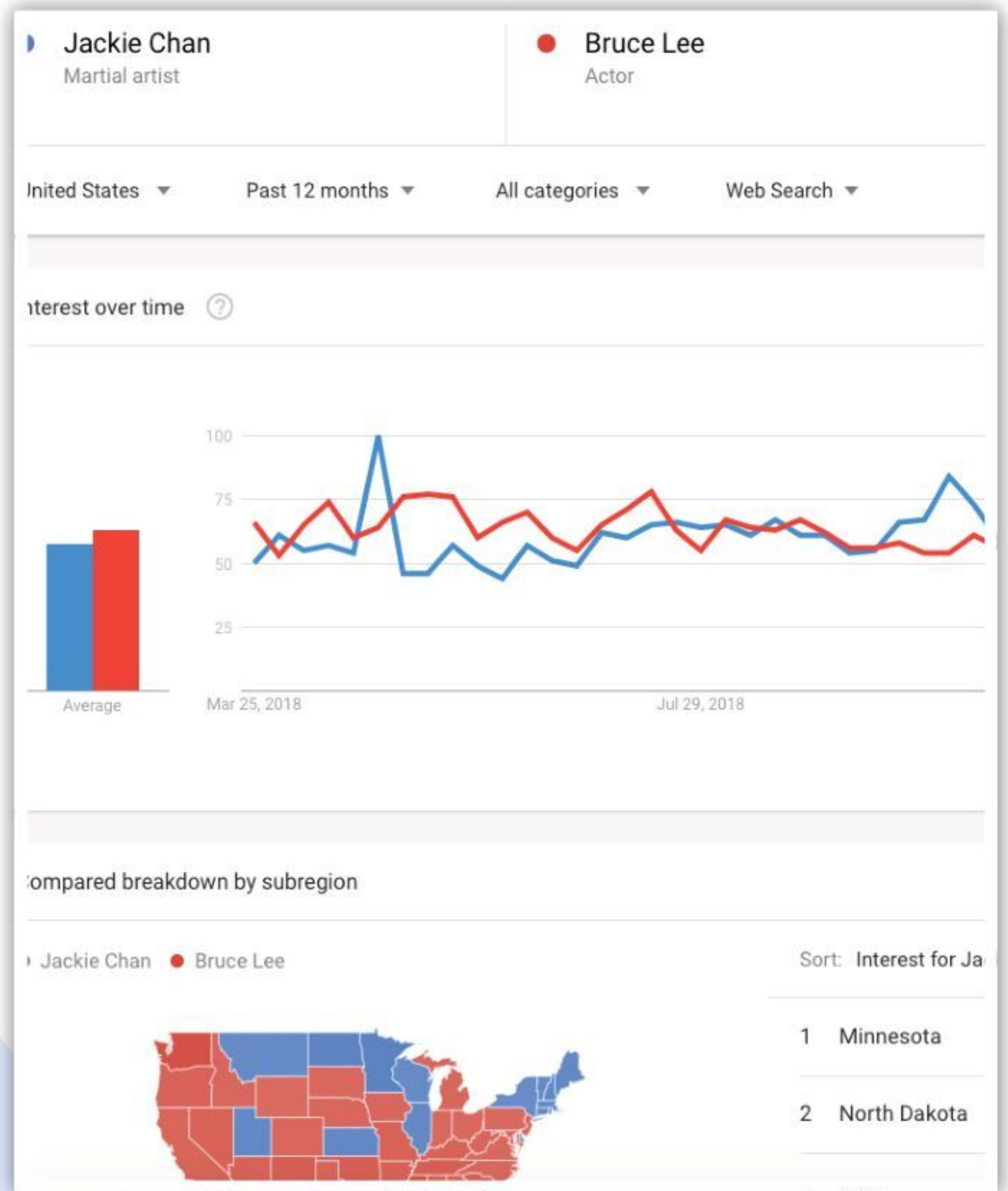
Step 7

All the information found via this app can be exported from the web browser to a large variety of spreadsheet software, including Microsoft Excel and Apple's Pages. To save your information as a csv doc click the download icon (an underlined down arrow).



Step 8

One of the best features of this app is the ability to compare two topics and how the results match up with one another. You can add various terms to compare and once again these results can be downloaded as a csv doc or shared via the linked icons.



Step 9

You can also subscribe to a regular (weekly or monthly) email which will send you updated data based your key search terms, to sign up click the + icon bottom left and enter the terms you wish to follow. Now simply wait for your email update to arrive.

Add subscription

TOPIC TRENDING SEARCHES

Subscribe to receive updates about noteworthy events.

Email address:

Topic:

Region:

How often?

About once a week

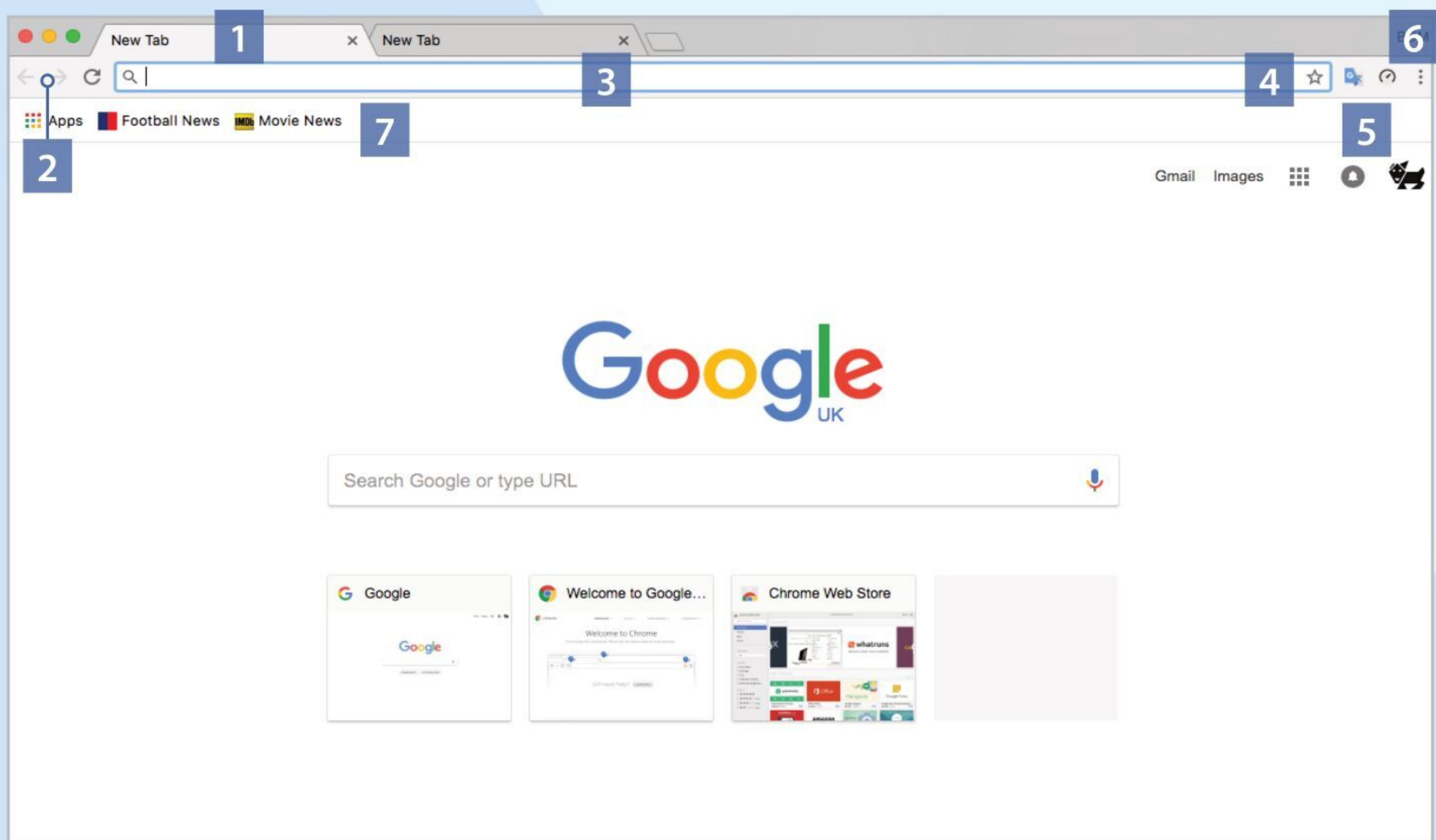
About once a month

Make Chrome OS Your Own



Getting Started with Chrome

Google Chrome is much more than an alternative web browser. If you are looking to use the Google app suite to any degree we strongly advise you to download Chrome now!



1 Tabs

Just like almost all other browsers, Chrome lets you open multiple web pages at once and display them in tabs. Simply click on any tab to display the page. To add a new tab, click on the small tab to the right of the last one. To remove a tab, click the small X on the right of the tab you want to close. You can also manage tabs from the Chrome options menu.

2 Navigation Controls

From left to right, the main buttons you use when navigating web pages using Chrome are: Back, Forward, Refresh and Home. Click and hold on both the Back and Forward buttons to see your recent navigation history. The Home button may not be displayed here on a brand new install of Chrome but you can turn it on in the settings (Appearance > Show Home Button).

3 Omni Box/Address Box

This is where the URL of the current website is shown. You can use the Omni box to either type a full URL or type a search term. Type a URL and press Return and that web page will open. If you type a search term, Google search results will be shown instead. You can change the default search engine that is used in Settings > Search.

4 Bookmark Button

Clicking on the star while viewing any web page will open a small bookmark option window. This allows you to choose a name for the bookmark, as well as selecting where to save it. If the star is golden, that means you have already bookmarked the page you are viewing. By using the Bookmark Button you will be able to compile a listing of all your favourite websites in a single place.



5 Extensions

Many different pieces of software will add extensions to the browser, allowing you to perform specific tasks while viewing websites. The extension shown here is the AVG toolbar, installed as part of the AVG antivirus software. You can disable or remove Chrome browser extensions simply by right-clicking on the icon and choosing from the Action menu.

6 Chrome Options

This is where you will find all of the controls and settings for Chrome, from basic display settings to advanced developer tools. You can also manage your bookmarks, extensions and search history from here. We will look at the Chrome Options in more detail later.

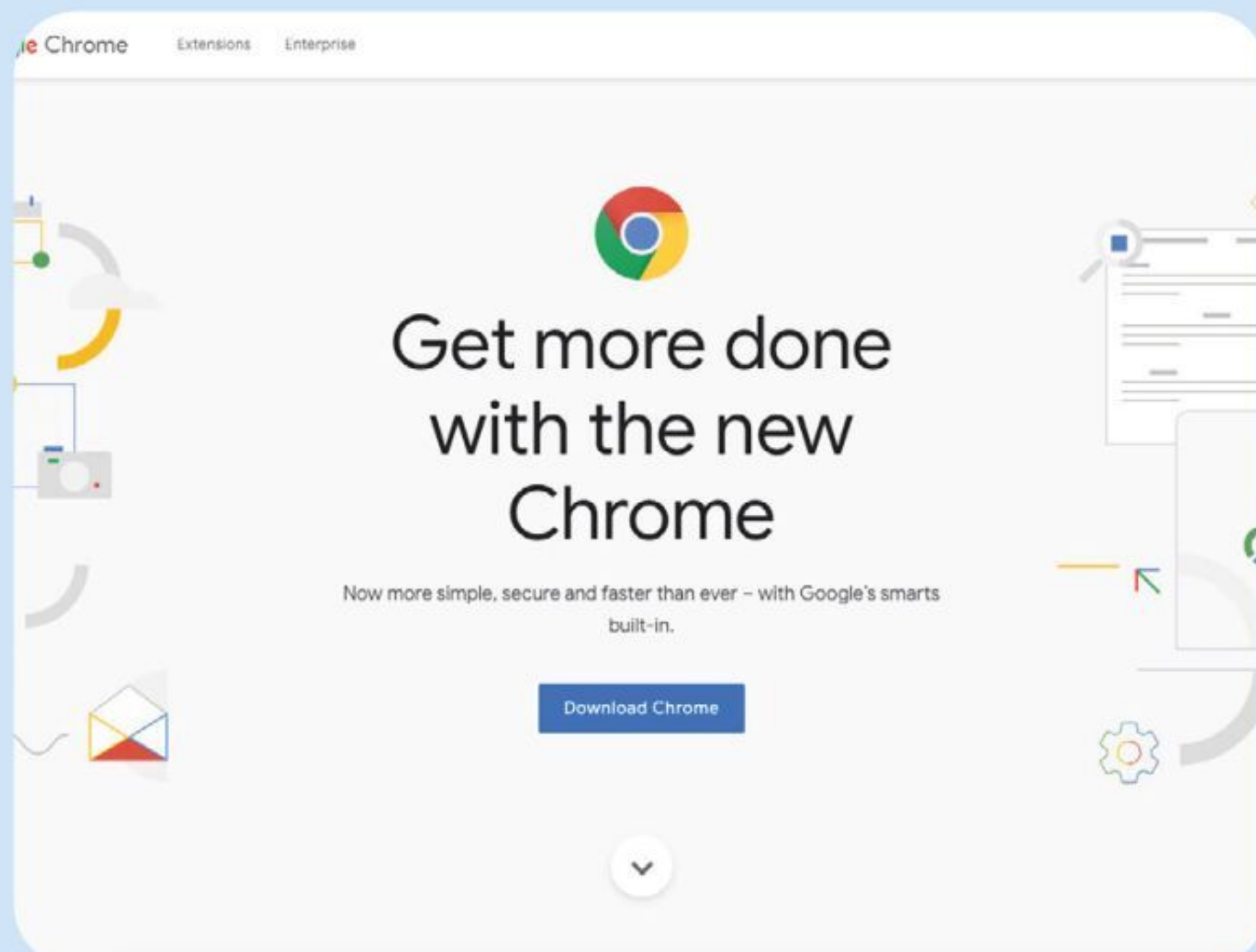
7 Bookmarks Bar

This bar is turned off by default, so must be activated in the Settings if you want to use it. When saving bookmarks, you have the option to Save to Bookmarks Bar. Any pages saved to this will be shown as quick links in the bar. This is very useful for saving those websites you use most often. Depending on the length of the title you give the bookmarks, only about five or six links will be visible here; the remainder are displayed in a drop-down menu.

Chrome Requirements

Chrome is fairly lightweight, so it should run happily even on an old computer. Here are the bare minimum requirements for PC users.

| | |
|-------------------|------------------------------------|
| Operating System: | Windows XP, Vista, 7 or 8 |
| Processor: | Intel Pentium 4/Athlon 64 or later |
| Free Disk Space: | 100MB |
| RAM: | 128MB |

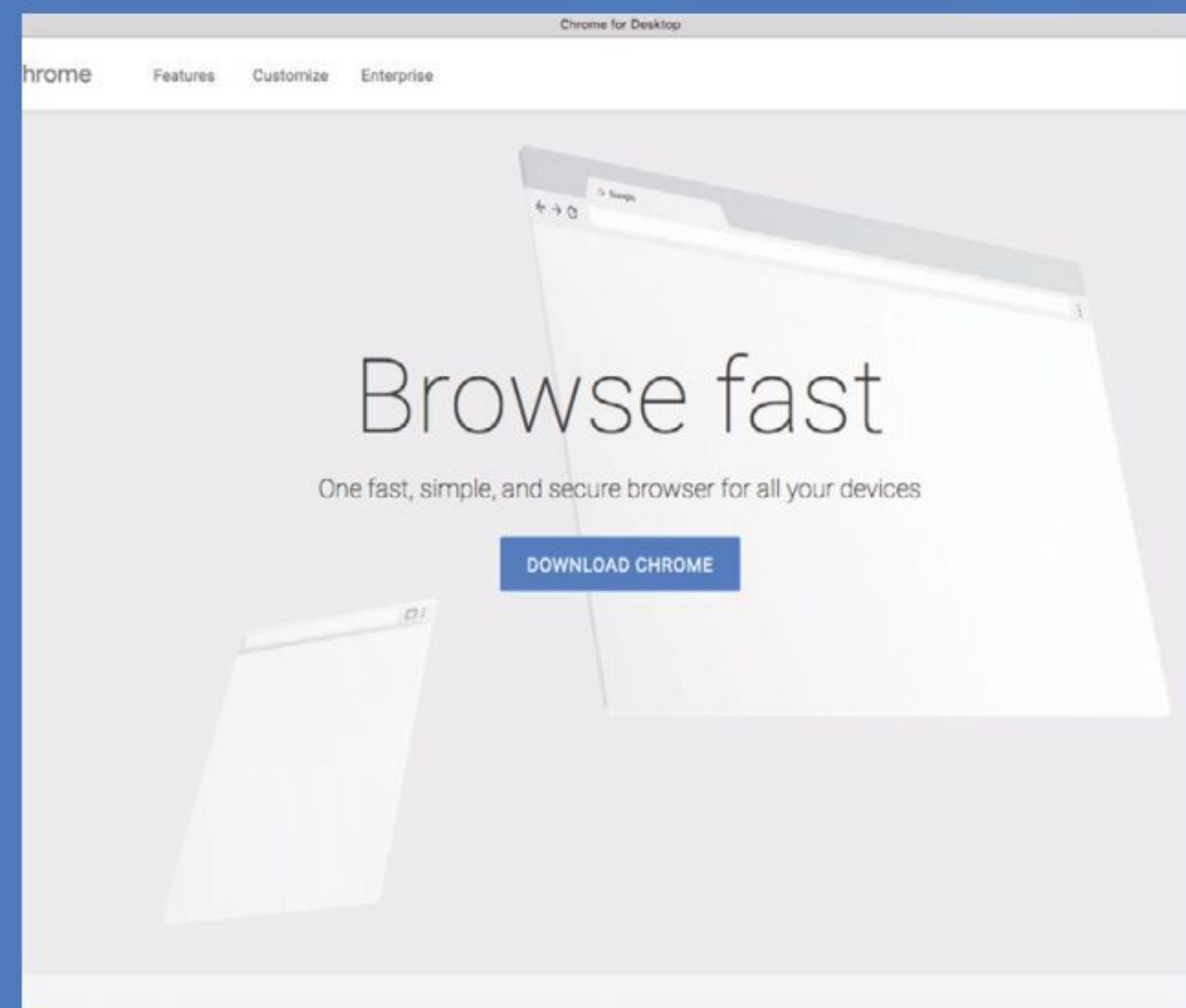


Installing Chrome

You may find that Chrome is preinstalled on many new computers but if not, here is how to install it yourself.

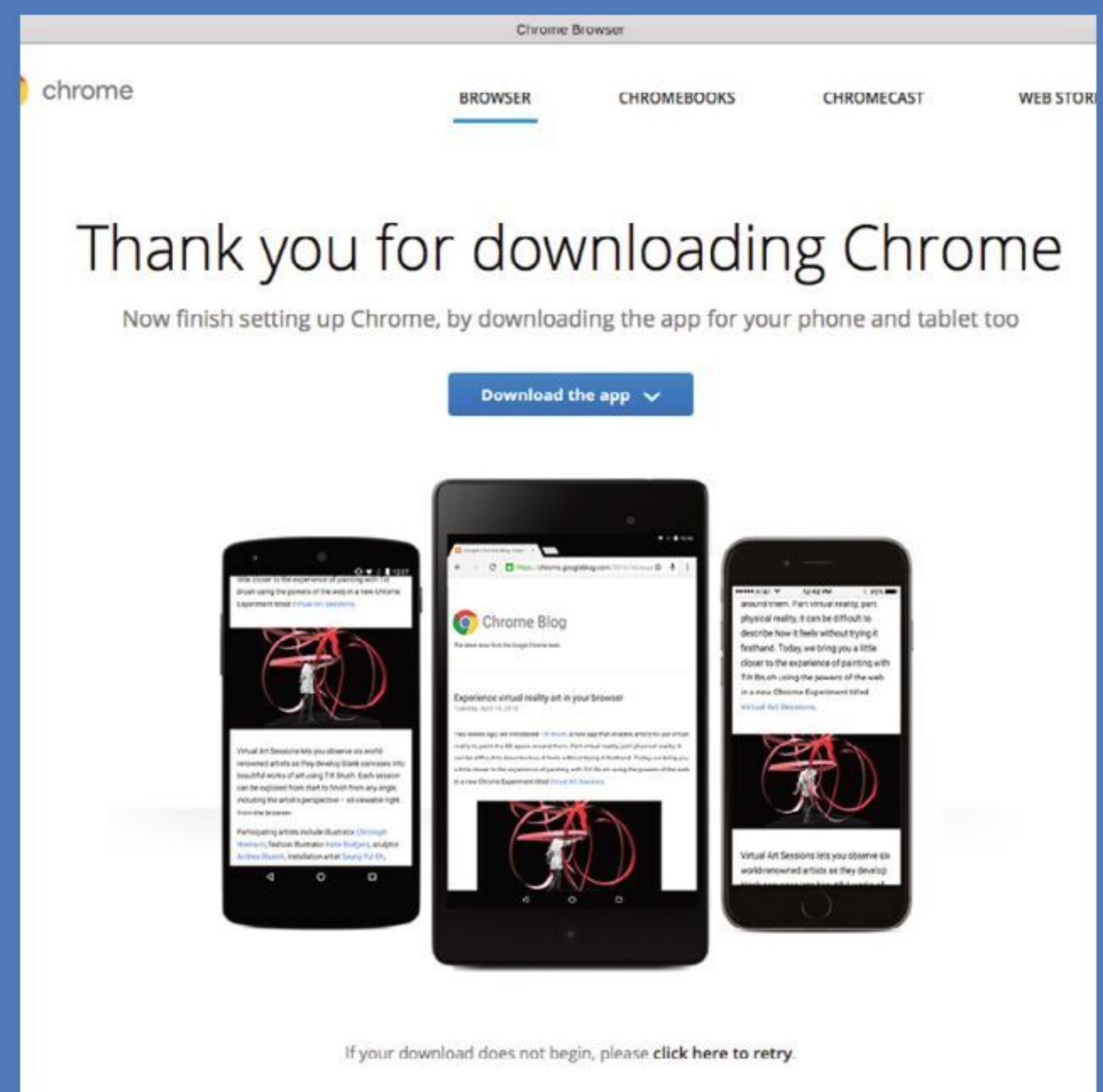
Step 1

Visit www.google.co.uk/chrome/browser/desktop/index.html and click on the Download Now button to get the Chrome installer. You can choose to make Chrome your default browser at this point or you can change that setting later.



Step 2

Once the download is complete, Chrome will install automatically. When the installation is complete, a Chrome browser window will open, giving you the opportunity to take a tour of Chrome's main features; and that's it, simple eh?



Make Chrome OS Your Own



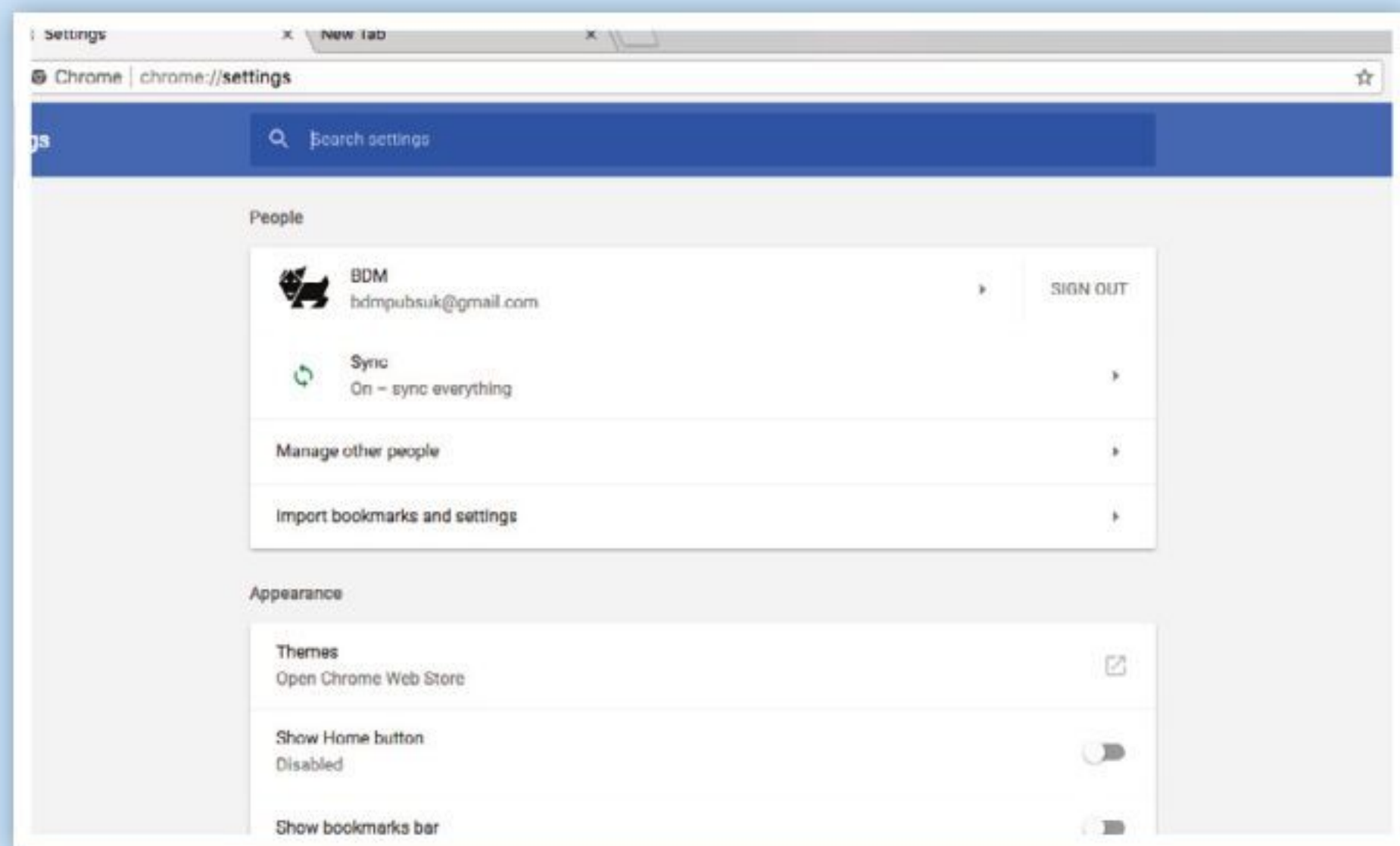
Customising the Chrome Browser

There are many different ways you can customise your Chrome experience, from adding extensions to setting the default home page. If you really want to make Chrome personal to you, there is no better way than adding a theme.

Changing the Theme

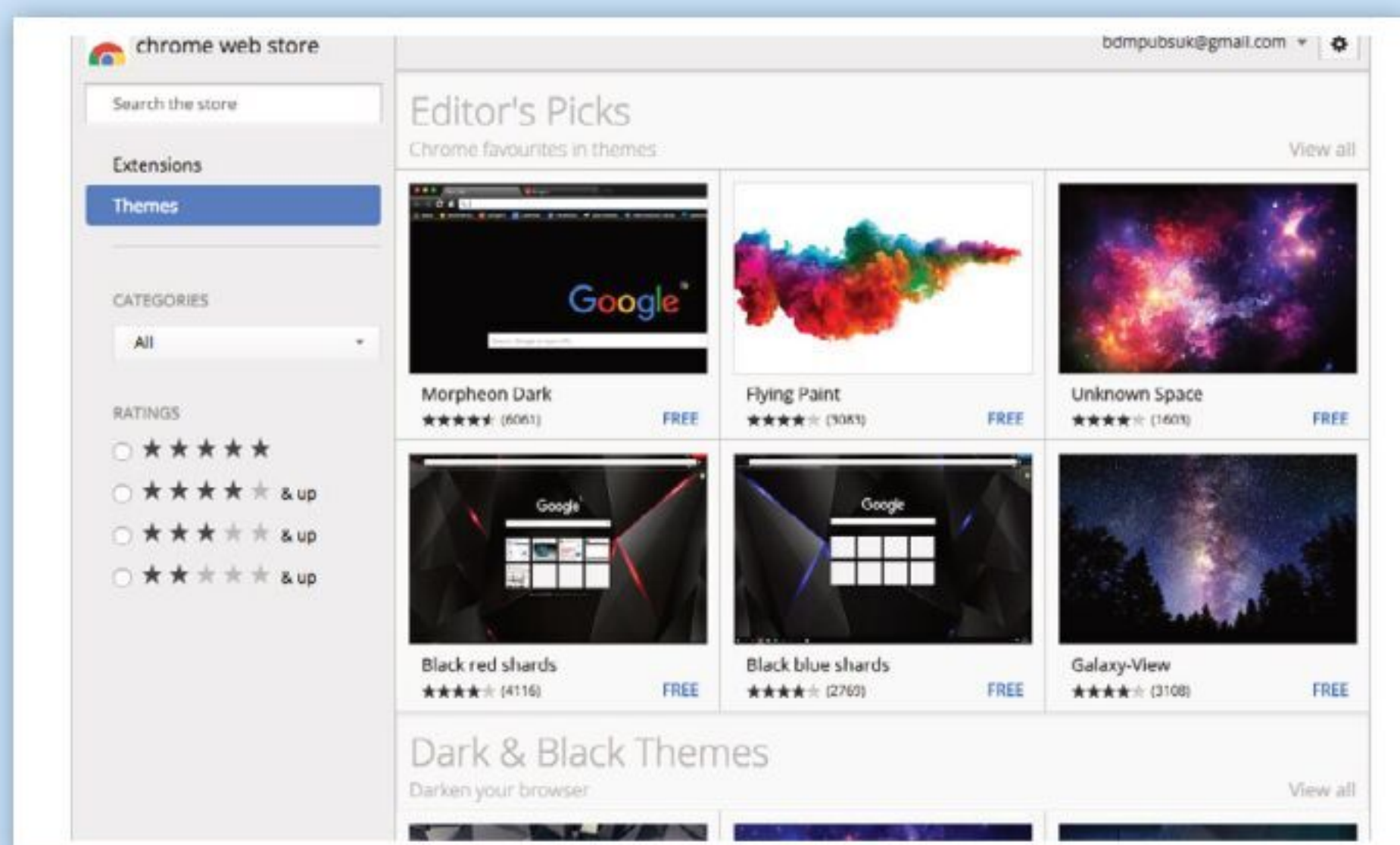
Step 1

Open Chrome on your computer and click on the Chrome Menu button in the top right corner. Look for the Chrome options link, click this and select Settings and this window will open.



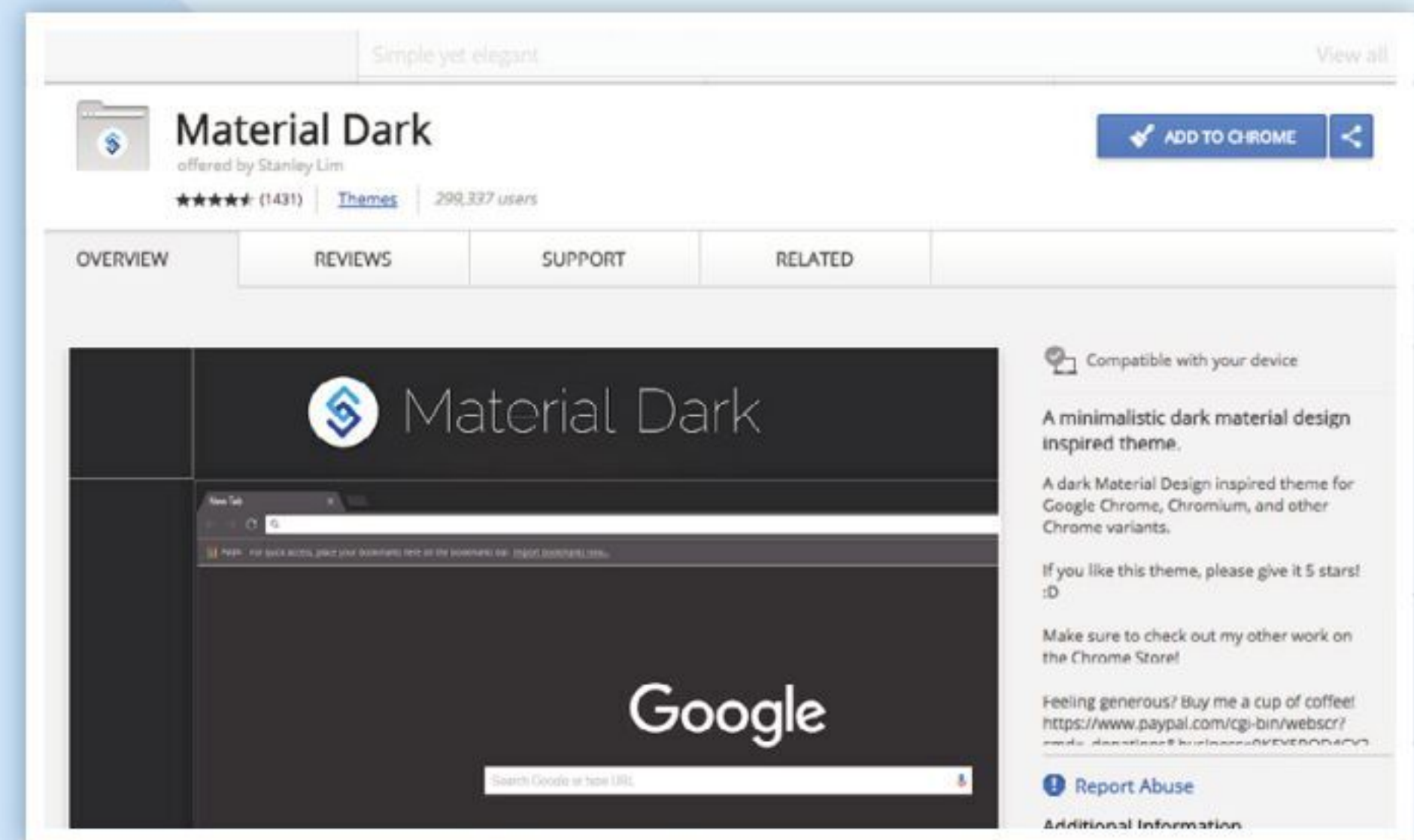
Step 2

From the Settings screen click on Themes from the Appearance options. This will take you to the Chrome Web Store, which shows web apps and extensions. To view the available themes, scroll down to the left-hand menu and click the Themes link. A selection of themes will now be displayed on screen.



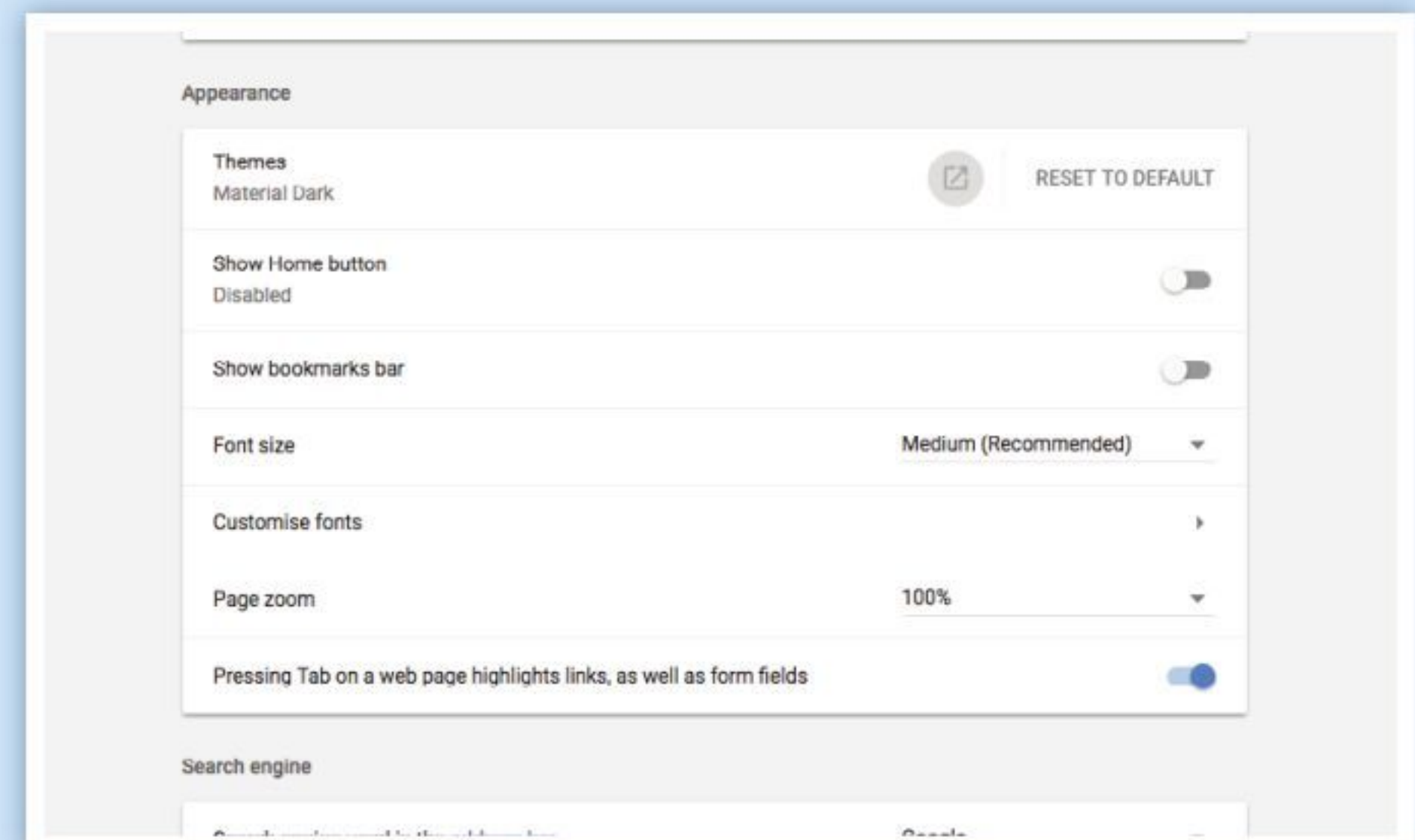
Step 3

To select and activate a theme, simply roll over the thumbnail and click the Add to Chrome button. Your chosen theme is automatically downloaded, installed and activated in a few seconds (depending on your broadband connection speed). If you want to read more about a theme, roll over the thumbnail and then click on the text.



Step 4

Themes you download aren't saved on your computer, so applying a new theme will overwrite the previous one. You can remove a custom theme at any time by clicking the Chrome options button, then selecting Settings. Under the Appearance heading you will see the option to Reset to Default Theme.



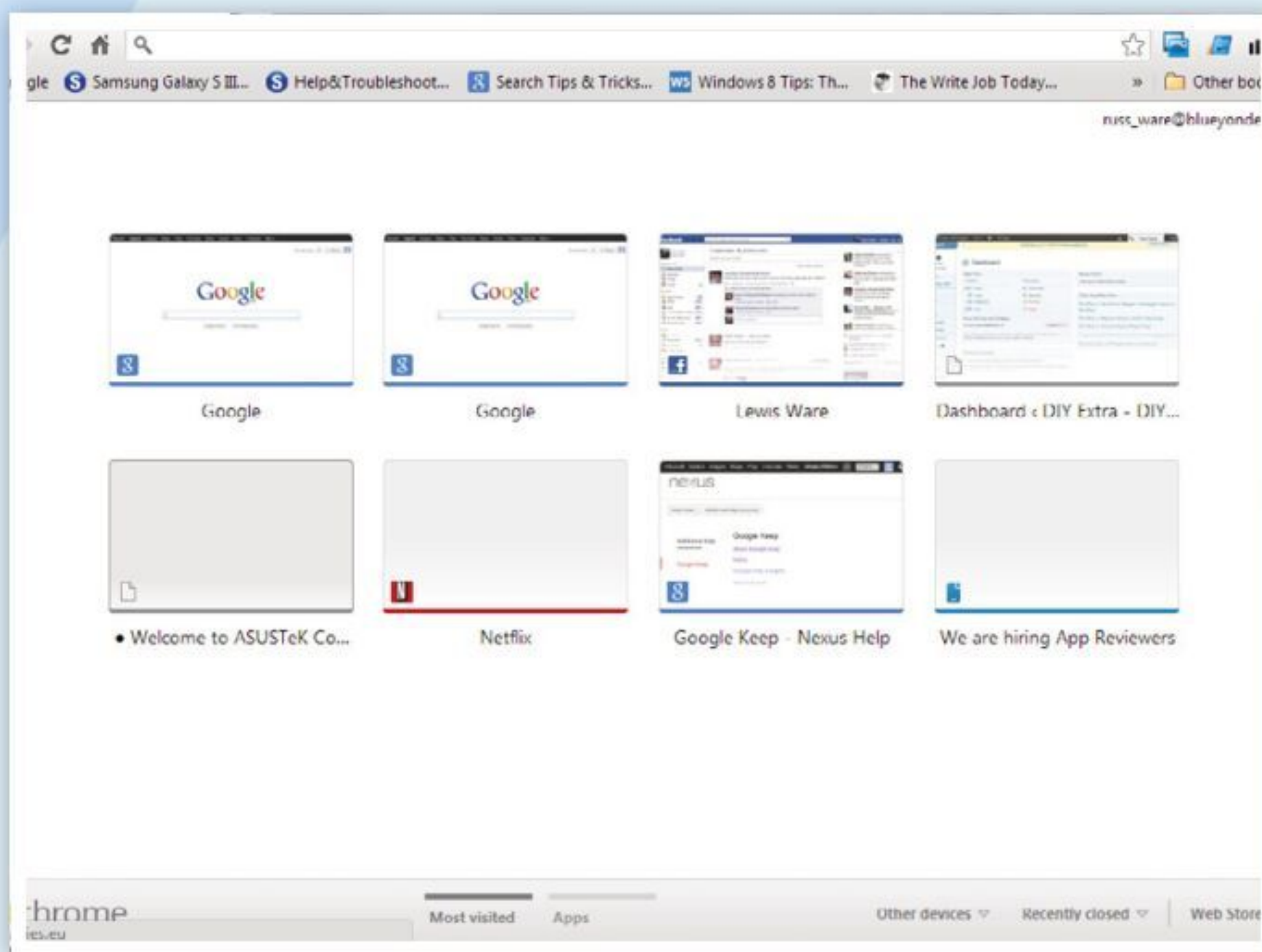


Change the Default Home Page

Chrome gives you several choices for what you see when you start it up. You may decide that you want to always open with the Google home page or you may want to show a selection of your most visited sites. All of these options are accessed through Options > Settings > On Startup.

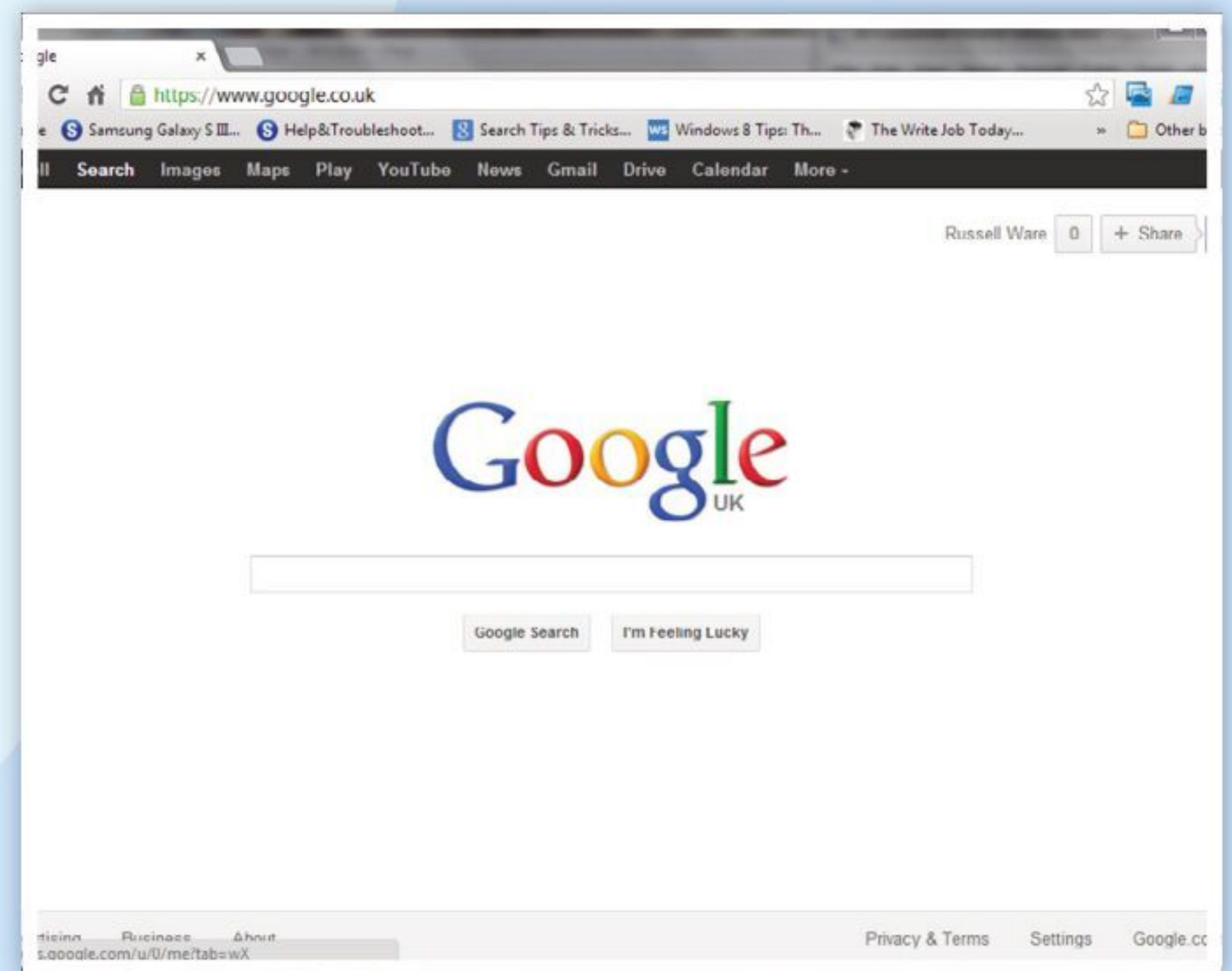
Open the New Tab Page

This option will display a grid of eight website thumbnails. Each thumbnail relates to one of your eight most visited web pages. Click on any of the thumbnails to go to the page. You can remove any of the thumbnails by hovering the mouse pointer over it and then clicking the X that appears in the top right corner.



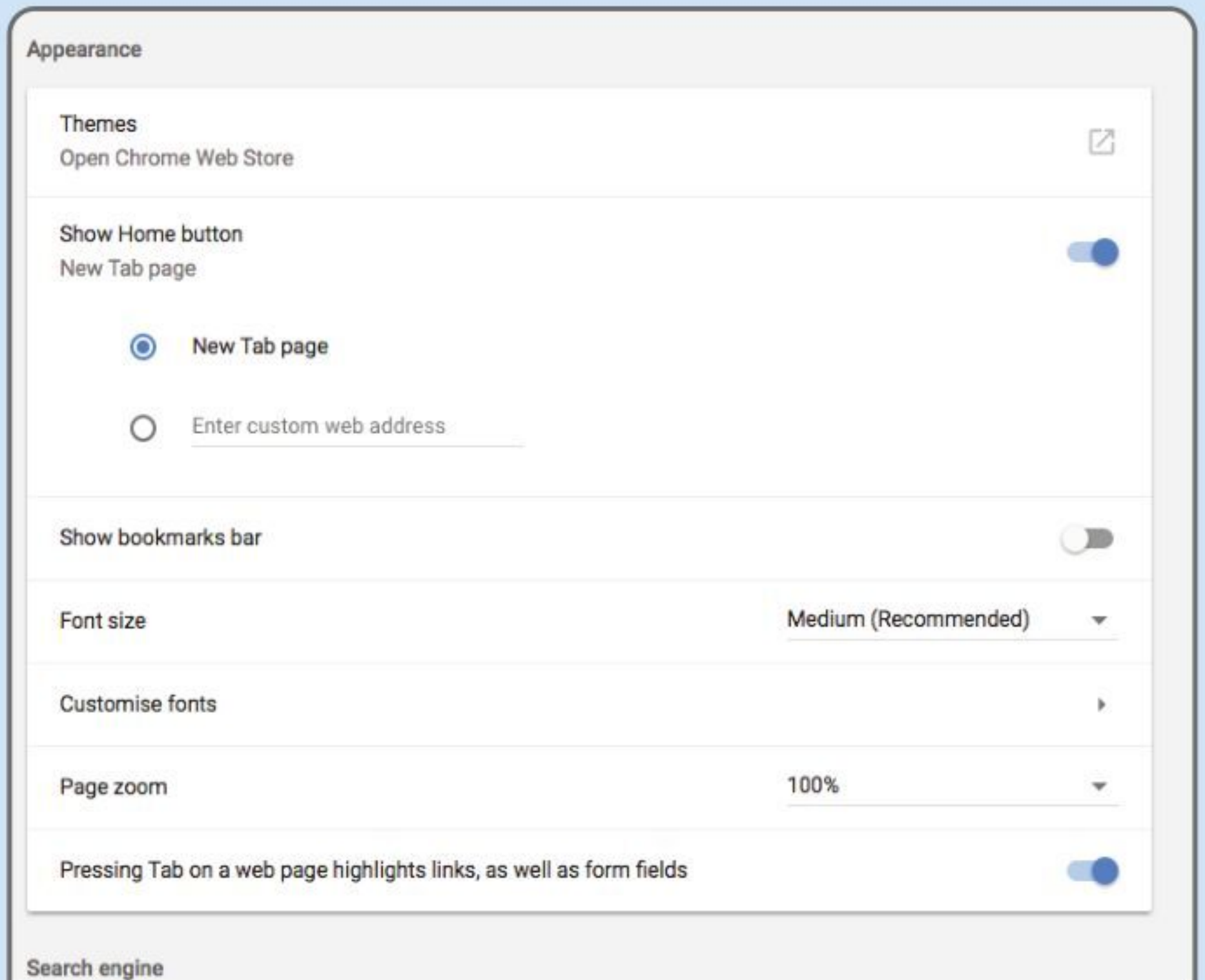
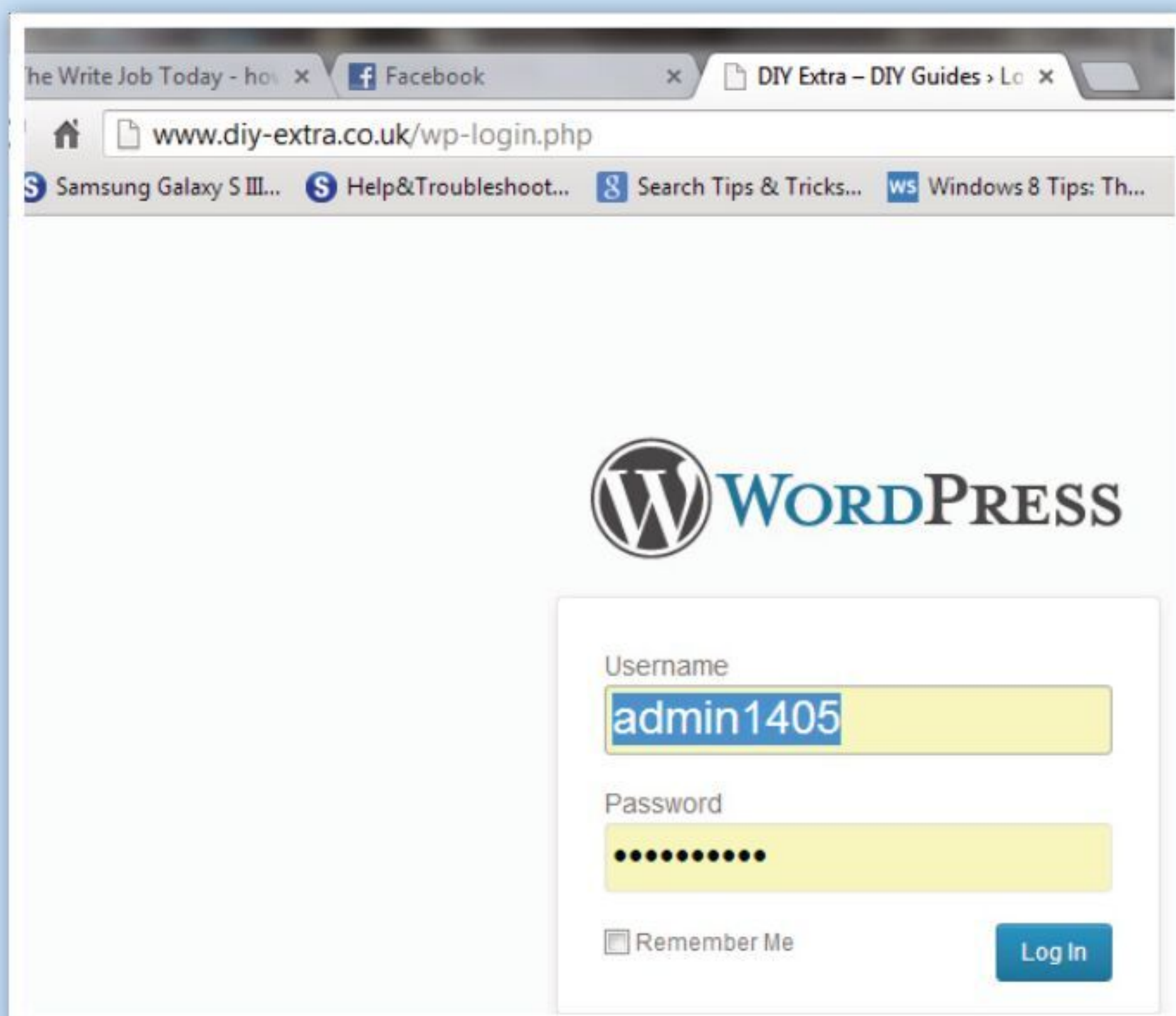
Open a Specific Page or Set of Pages

You can use this option to set a single web page to open whenever you start Chrome. This could be the Google home page for your country, the Facebook login or any other web page you choose. You can also choose a set of pages to open. Click Set Pages and enter the URLs of the sites you want to open. They will each open in a separate tab when you start Chrome.



Continue Where I Left Off

If this option is enabled, Chrome will always start up showing the website and tabs you were viewing when you last closed the browser. If you close all of the open tabs individually, rather than clicking the X at the top right to close the entire browser window, when you open Chrome again it will display the New Tab page.



Show the Home Button

When you first install and use Chrome, you will probably notice that there is no Home button in the toolbar. We don't really understand why Google chose to hide the Home button but you can activate it easily, so it's not too much of a problem. To activate the Home button, click the Options button and select Settings. Under the Appearance heading, check the box next to Show Home Button. You can choose which page is displayed when the Home button is clicked (the New Tabs page or another of your choice).

Make Chrome OS Your Own



How to Save and Sync Chrome

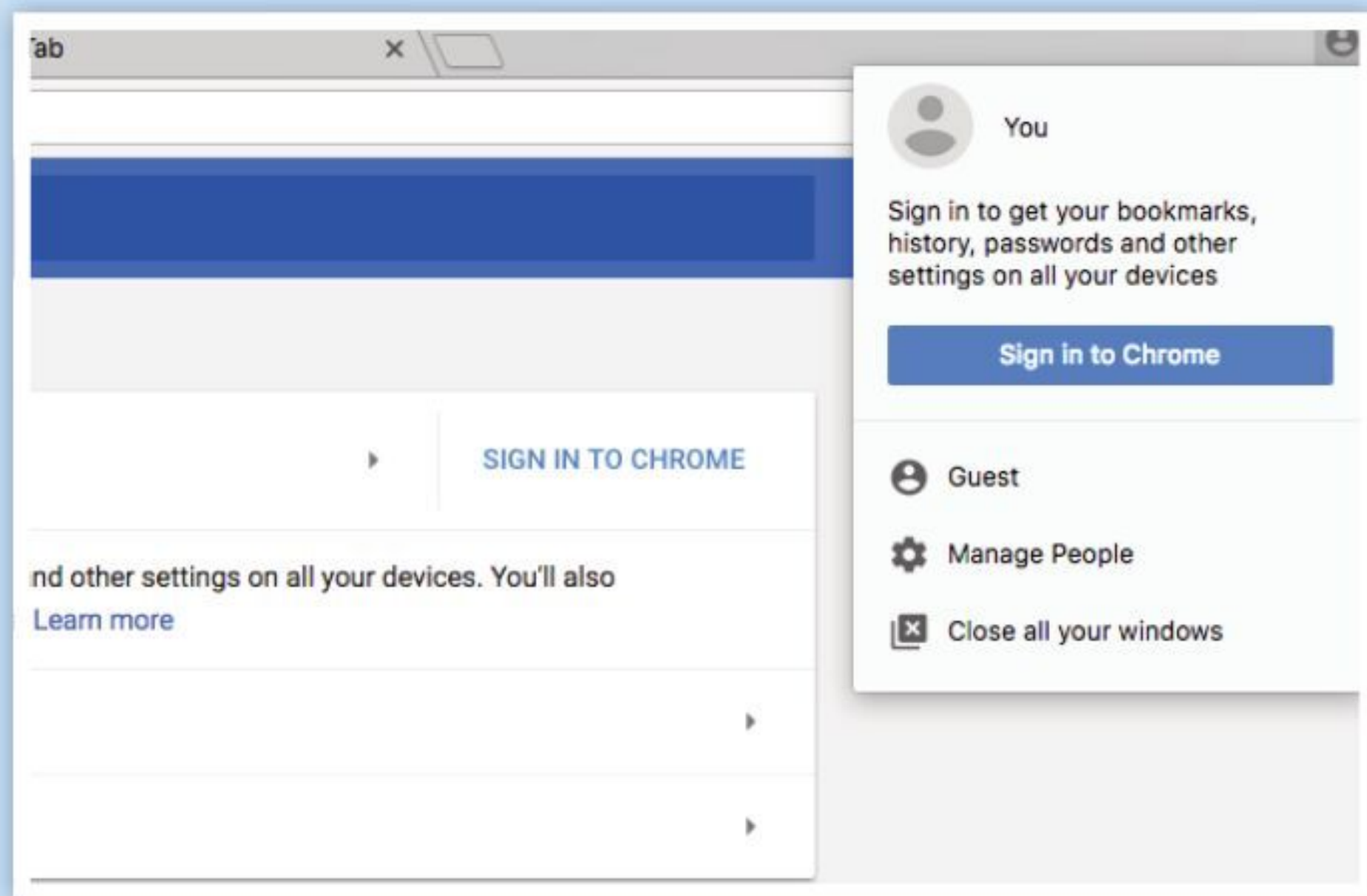
If you use Google Chrome on any device other than just your computer, the ability to sync the browser is a great feature. Chrome lets you save bookmarks, preferences, themes and even extensions and then share those changes with all your mobile devices quickly and easily.

Signing in to Chrome

Before you can sync your Chrome settings, you will need to sign in using a common Google account.

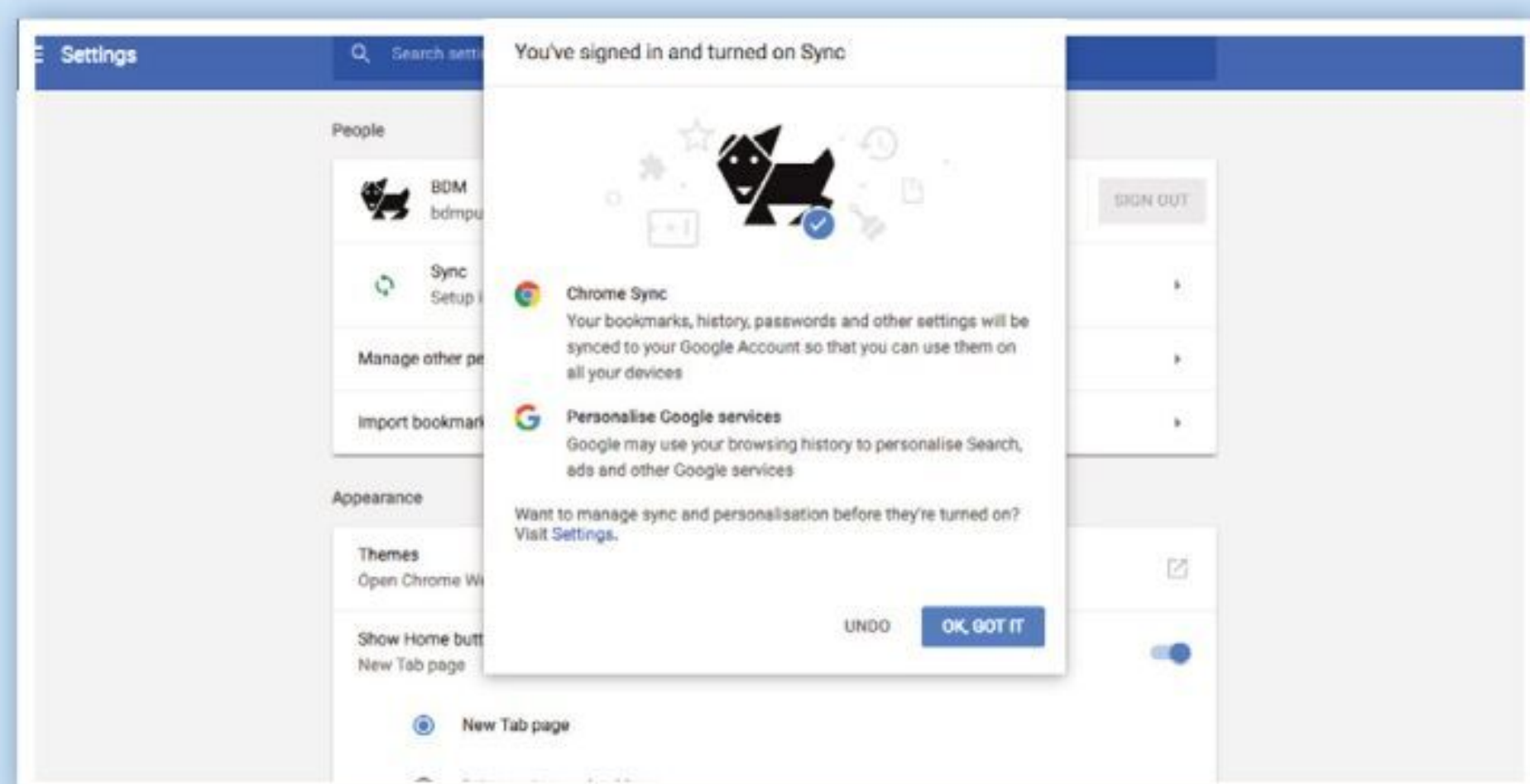
Step 1

Open Chrome on your computer and click on the Chrome User button in the top right corner. Now follow the on-screen instructions and sign into your account. Click this and a new window will open.



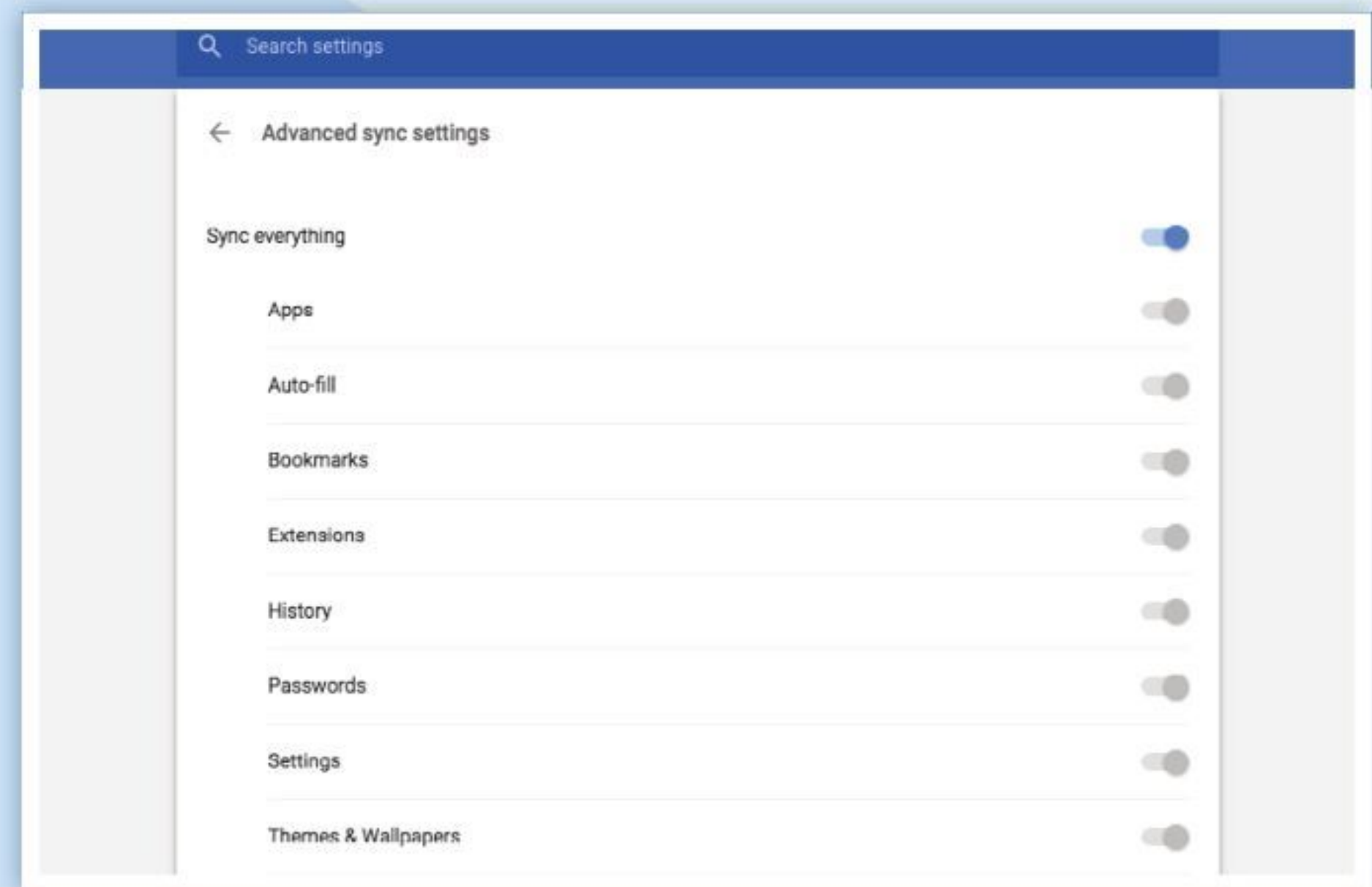
Step 2

You will now need to sign in using the Google account that you use on your other devices (smartphones, tablets, etc.). You probably only have one account but if you have more than one, make sure you check this.



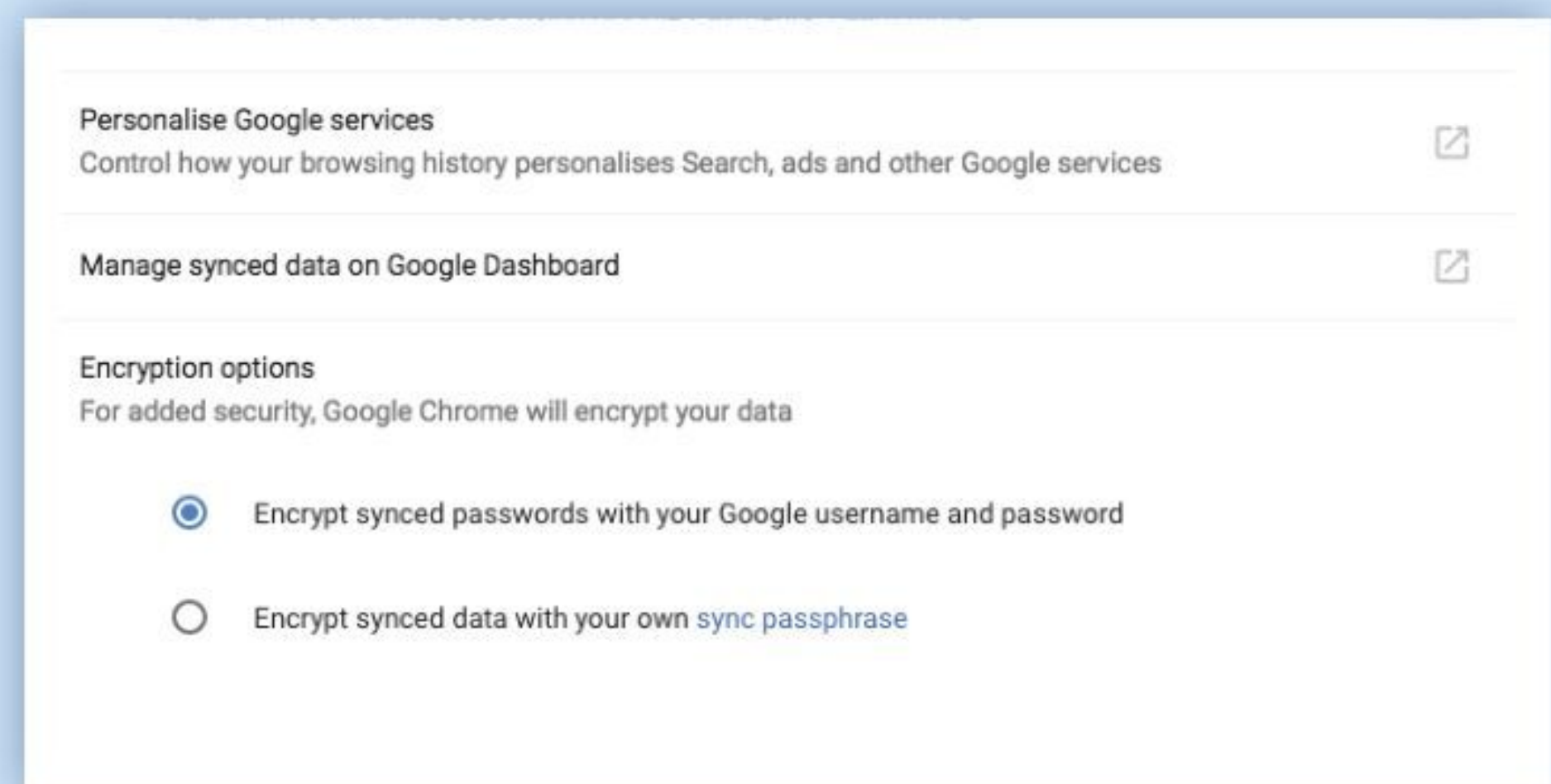
Step 3

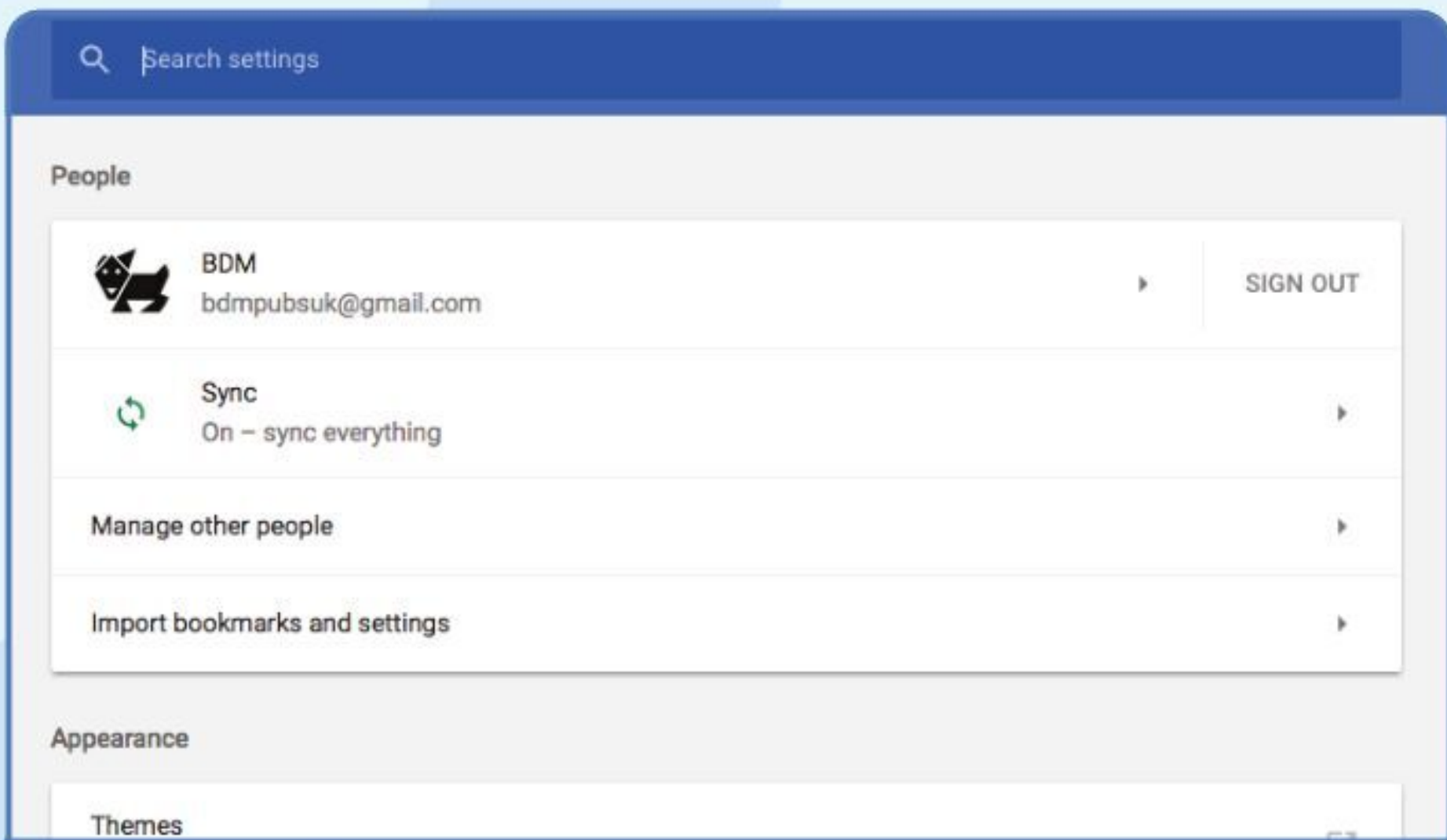
A Sync Settings windows should now open but if not, go to Chrome Menu > Settings > Advanced Sync Settings. Here you can select what is synced between devices. Click on Sync Everything and choose what to sync.



Step 4

You can also choose to encrypt your synced data. By default, your Google Account password is used to encrypt saved passwords. If you want, change this to encrypt all your synced data and then create a custom passphrase for encryption.





Signing Out of Chrome

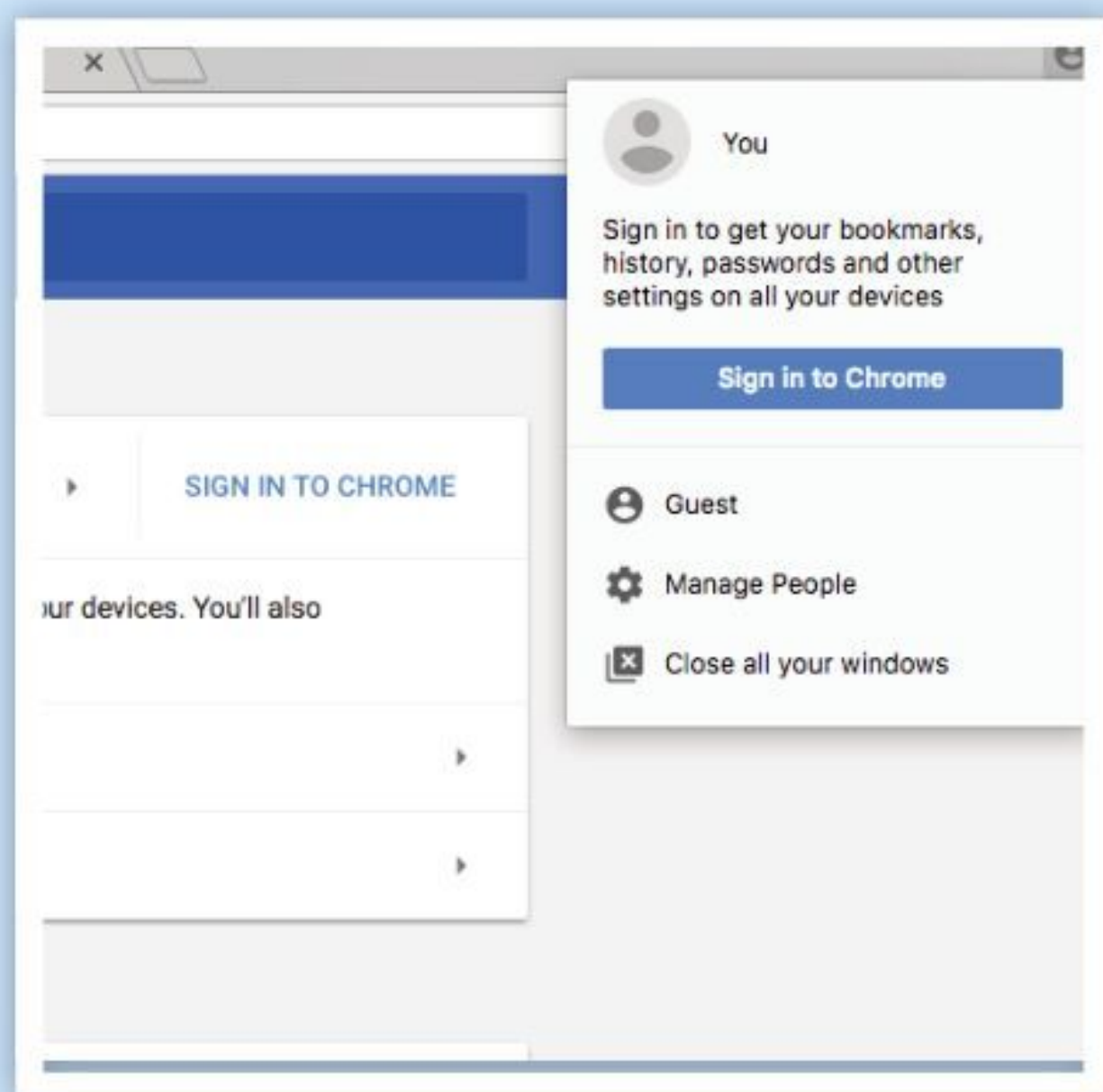
You can disconnect your Google account from Chrome and stop syncing with your other devices at any time. Disconnecting your Google account won't wipe the data stored on your computer or in your Google account. However, any future changes you make on your computer will not be reflected on other computers or devices that you have signed in to Chrome on.

Syncing Open Tabs

You can disconnect your Google account from Chrome and stop syncing with your other devices at any time. Disconnecting your Google account won't wipe the data stored on your computer or in your Google account. However, any future changes you make on your computer will not be reflected on other computers or devices that you have signed in to Chrome on.

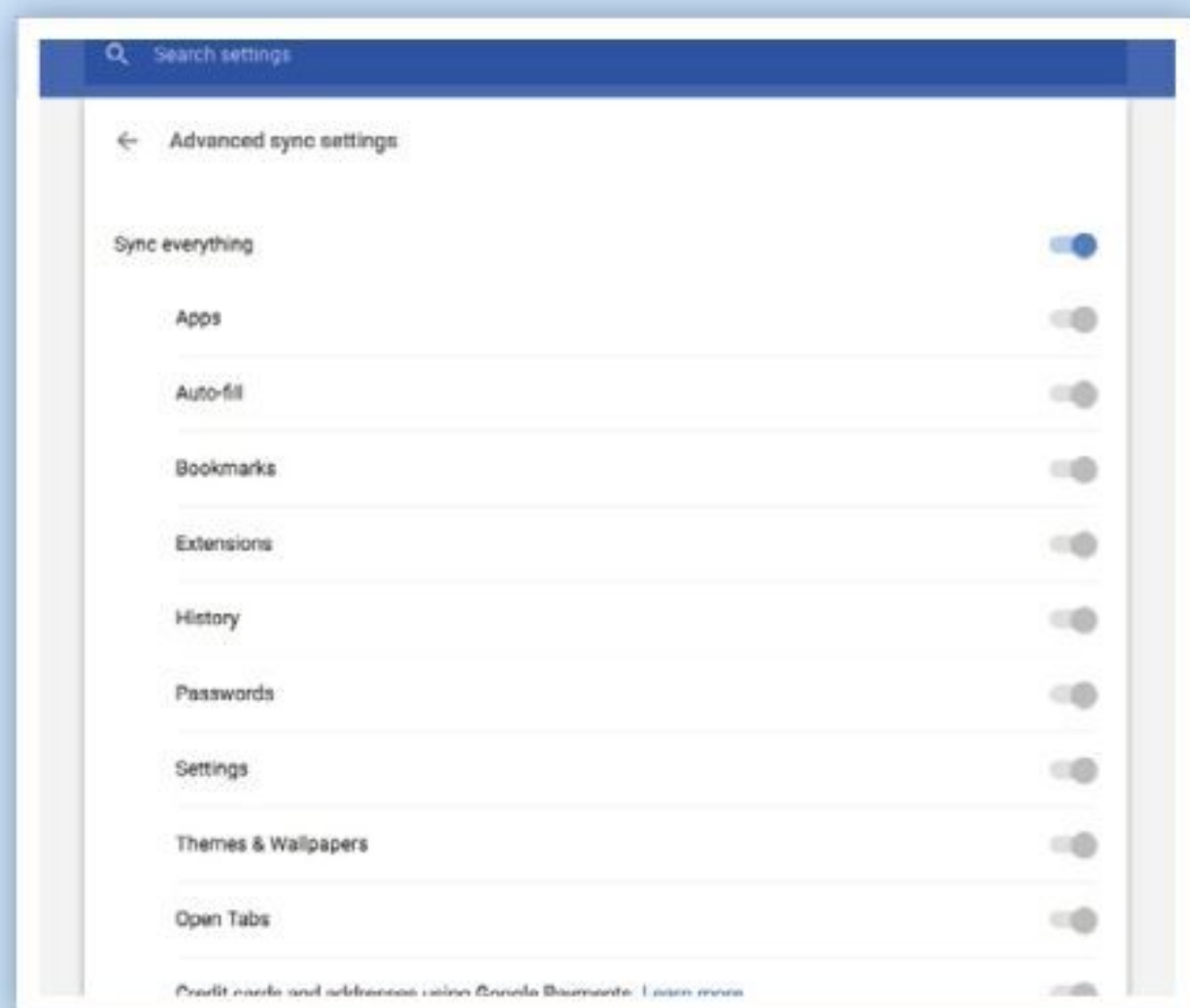
Step 1

Before you can sync open tabs between devices, you will need to make sure that the setting is enabled on both devices. Sign in to Chrome using the same Google account on the devices you want to sync.



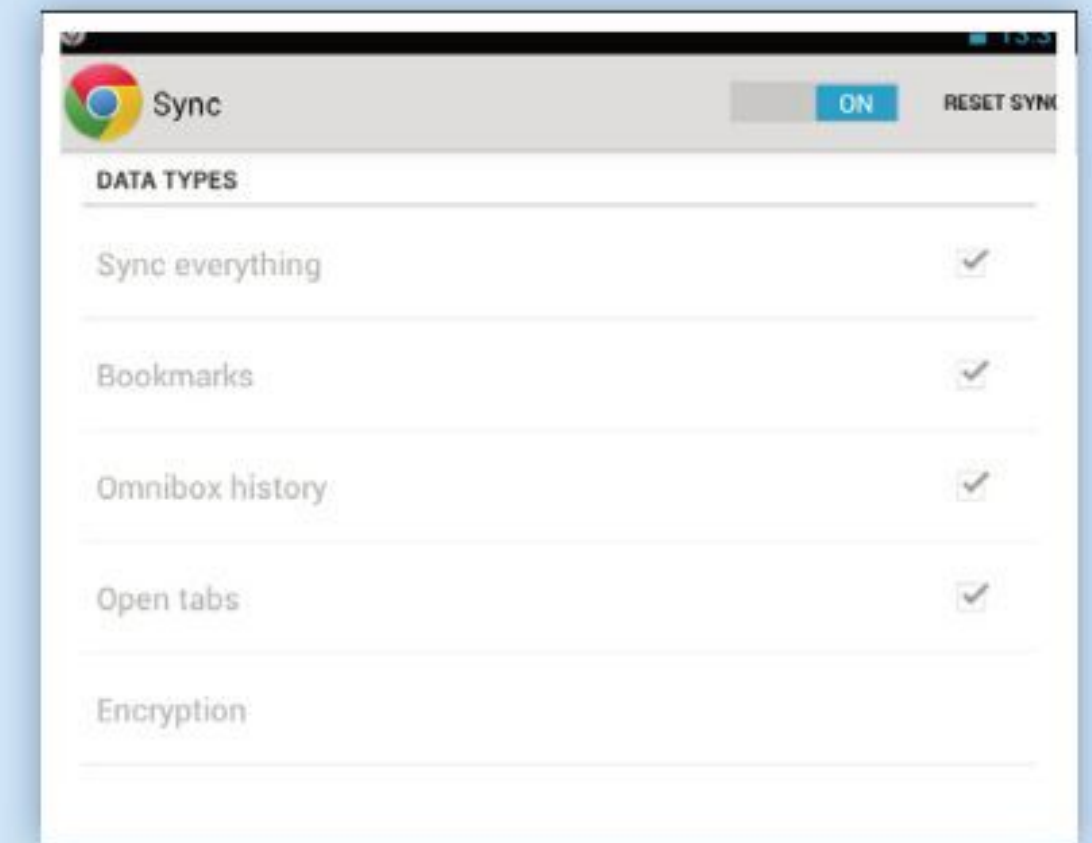
Step 2

Check your sync settings on each device. Open the Chrome Menu > Settings, click the icon to the right of the Sync option and then check Open Tabs.



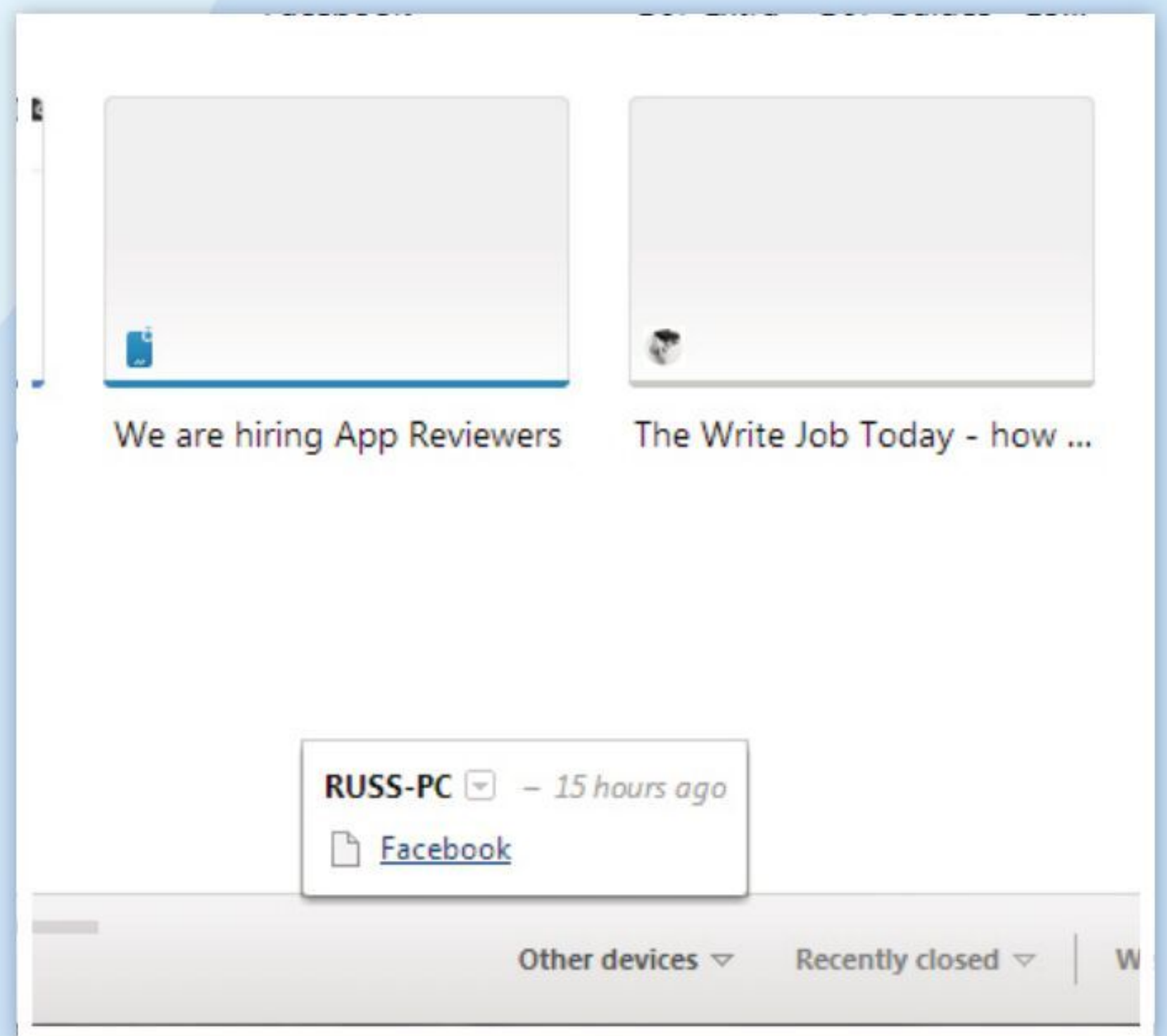
Step 3

On Chrome for Android, tap the Menu button > Settings > Sign in to Chrome. Once signed in, tap Sync and make sure the Open tabs checkbox is selected. You should now be ready to go.



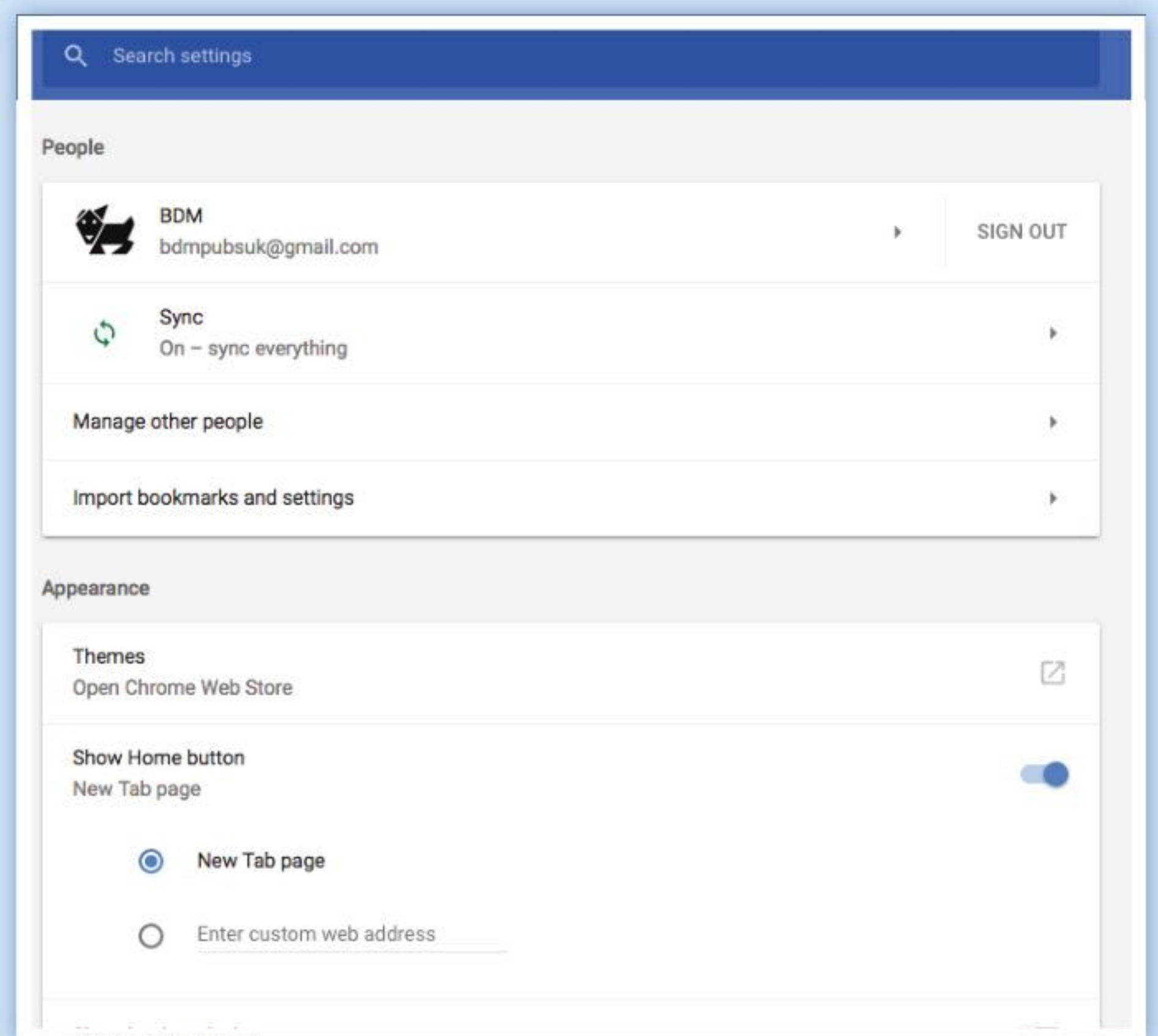
Step 4

Open a new tab on your computer by clicking the New Tab button or Ctrl+T. In the lower right corner of the screen, click Other devices and click the tab you want to open on the current device.



Step 5

Open tabs are grouped together by devices. You can hide a specific one by disabling tab syncing on that particular device. To temporarily hide a device, right-click its name and select Hide.

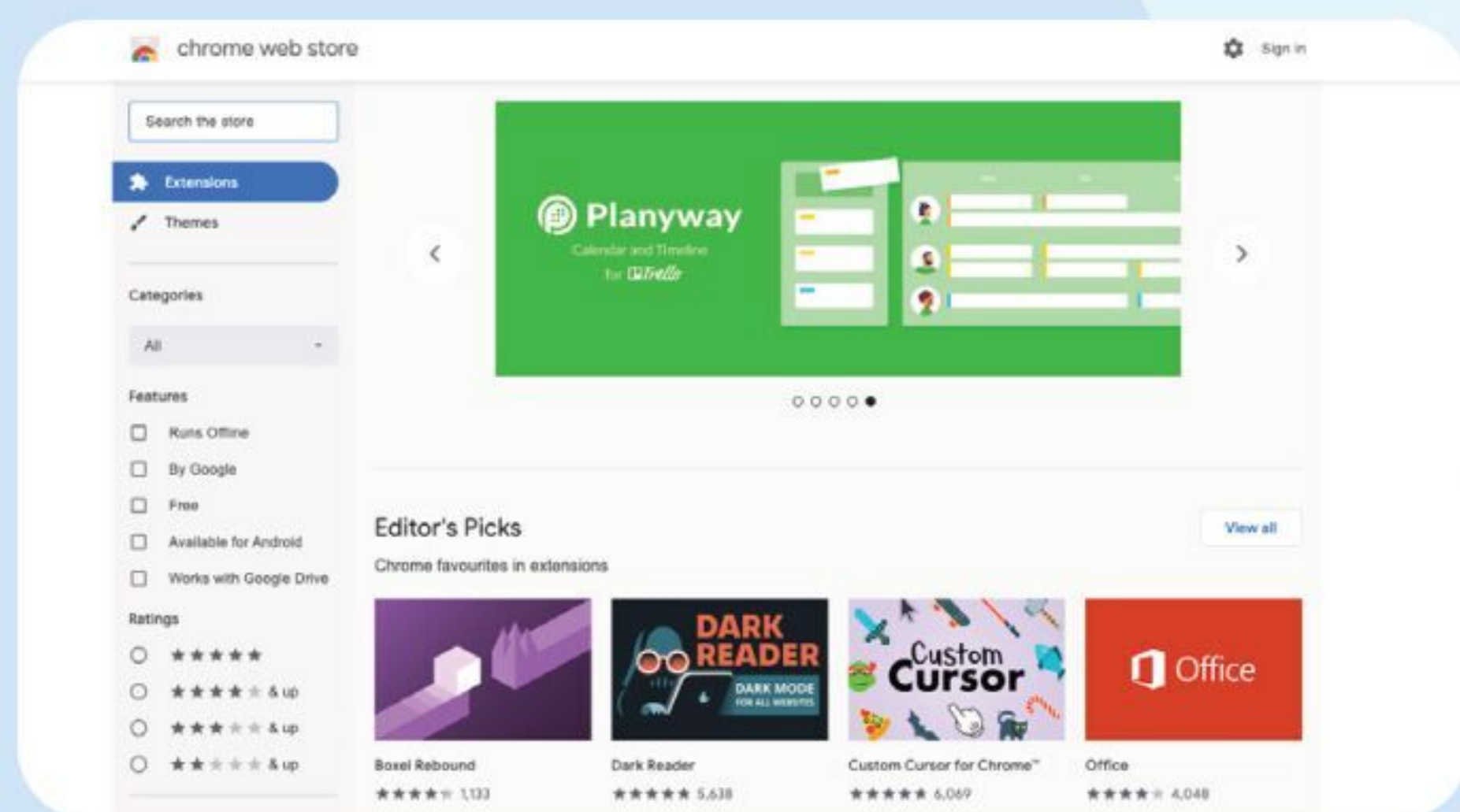


Make Chrome OS Your Own



Using the Chrome Web Store

The Chrome Web Store gives you the option of adding thousands of different themes and extensions to your browser. Here's how to get started with apps and extensions on Chrome.

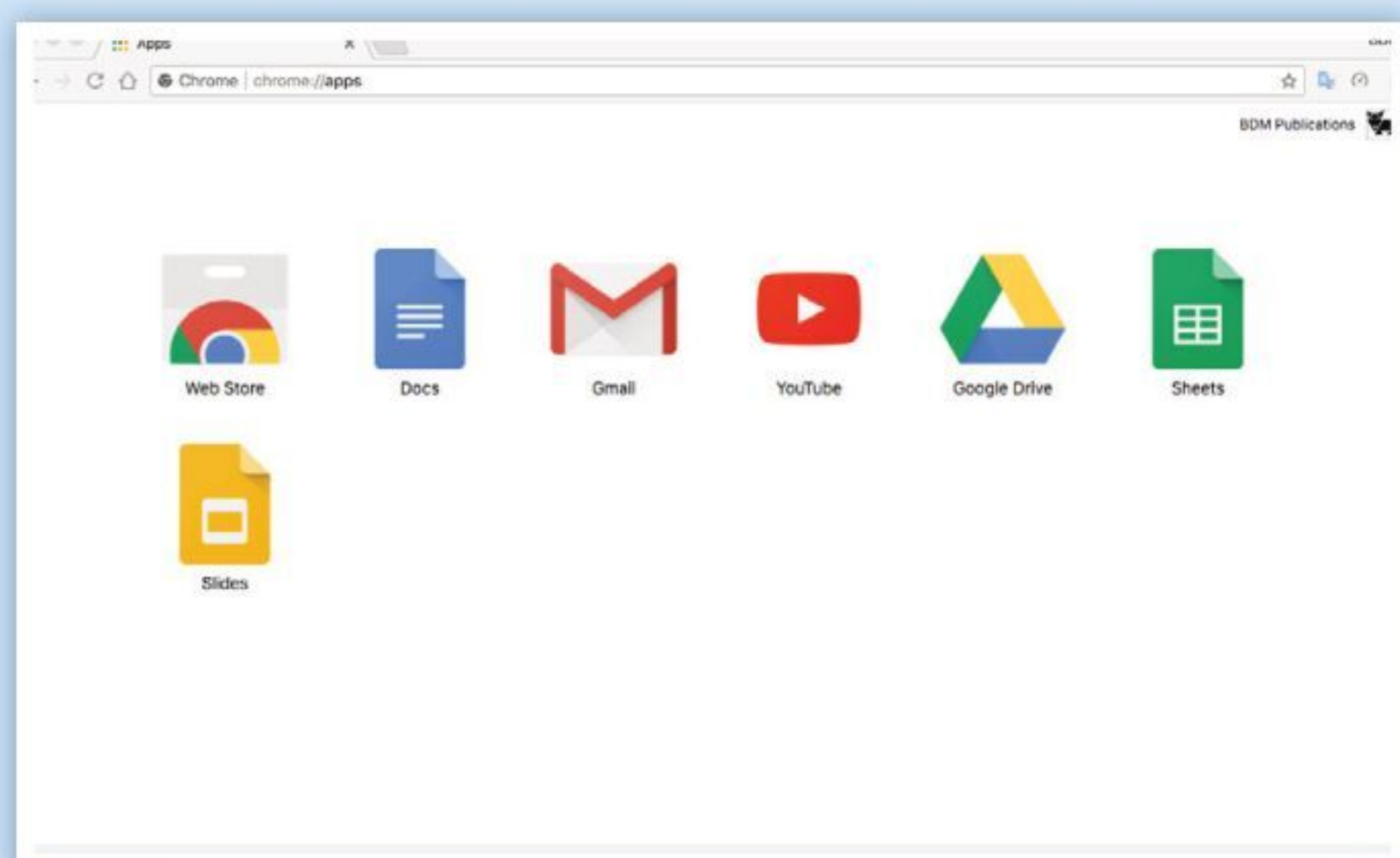


Chrome Themes

Chrome Extensions are web-based programmes that are designed to be used entirely within the browser. Using apps, you can do things like create documents, edit photos and listen to music, without having to install complicated third-party software on your computer. Themes on the other hand are purely aesthetic as they change the look of the Chrome browser and do not add any further functionality. Think of Themes as a way of injecting a little extra bit of your personality into your web browser.

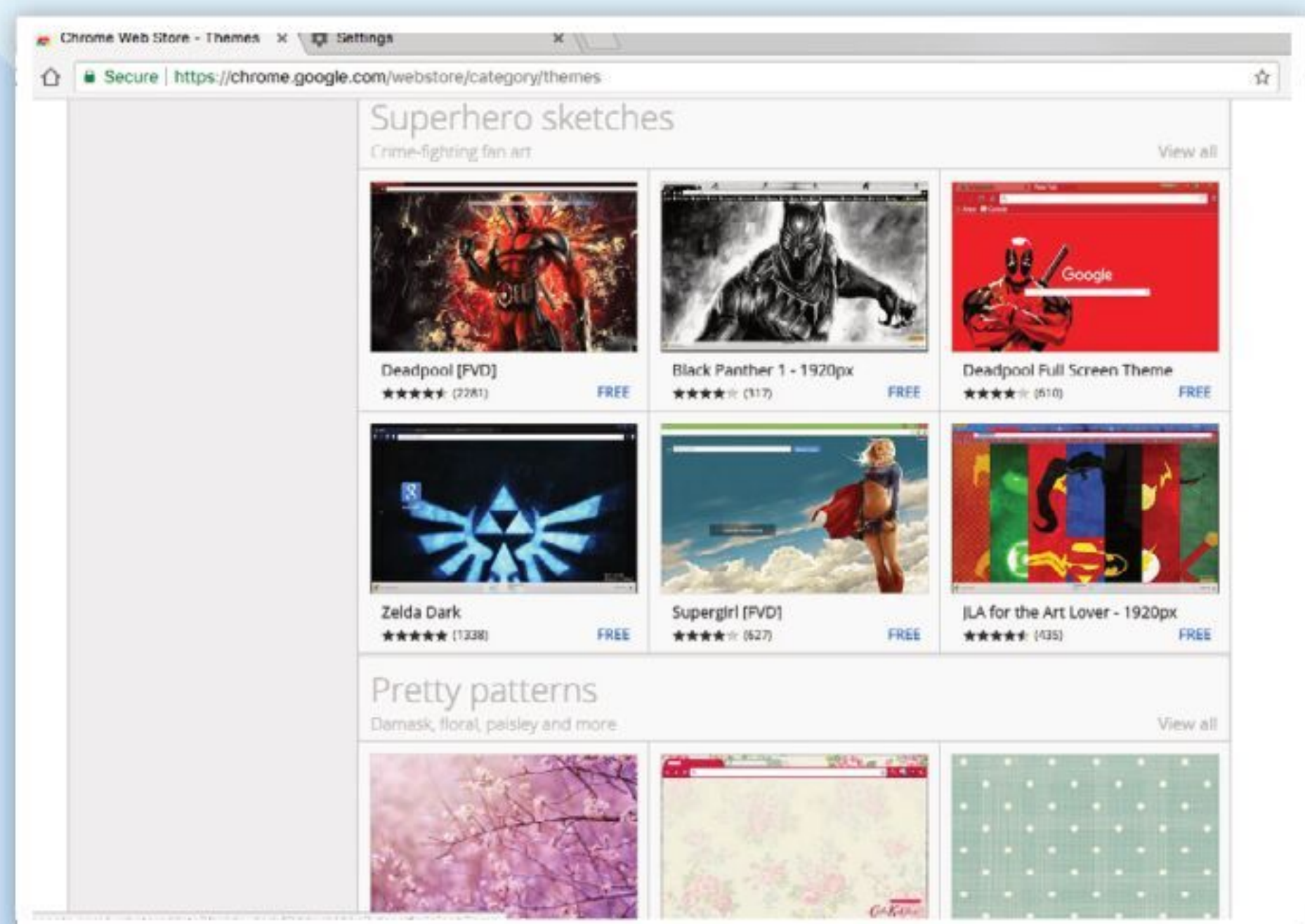
Step 1

You can access the Web Store easily by clicking on the Apps Icon in the top left area of the page when you start Chrome. The Apps page will slide into view, displaying any apps you currently have installed (Gmail and YouTube for example).



Step 2

Click on the lower right side of the Chrome Web Store icon to open it. The web store home screen shows a selection of popular and trending themes. Roll over any of the images to read a short description. To see more details, click anywhere on the description or theme title.



Step 3

To install a theme, click on the Add to Chrome button. Your new theme will instantly install and be present within your current Chrome Browser window. You can also share themes with others by clicking on the Share button next to the Add to Chrome button; or Launch Theme button if already installed. Choose the Share method from the list.

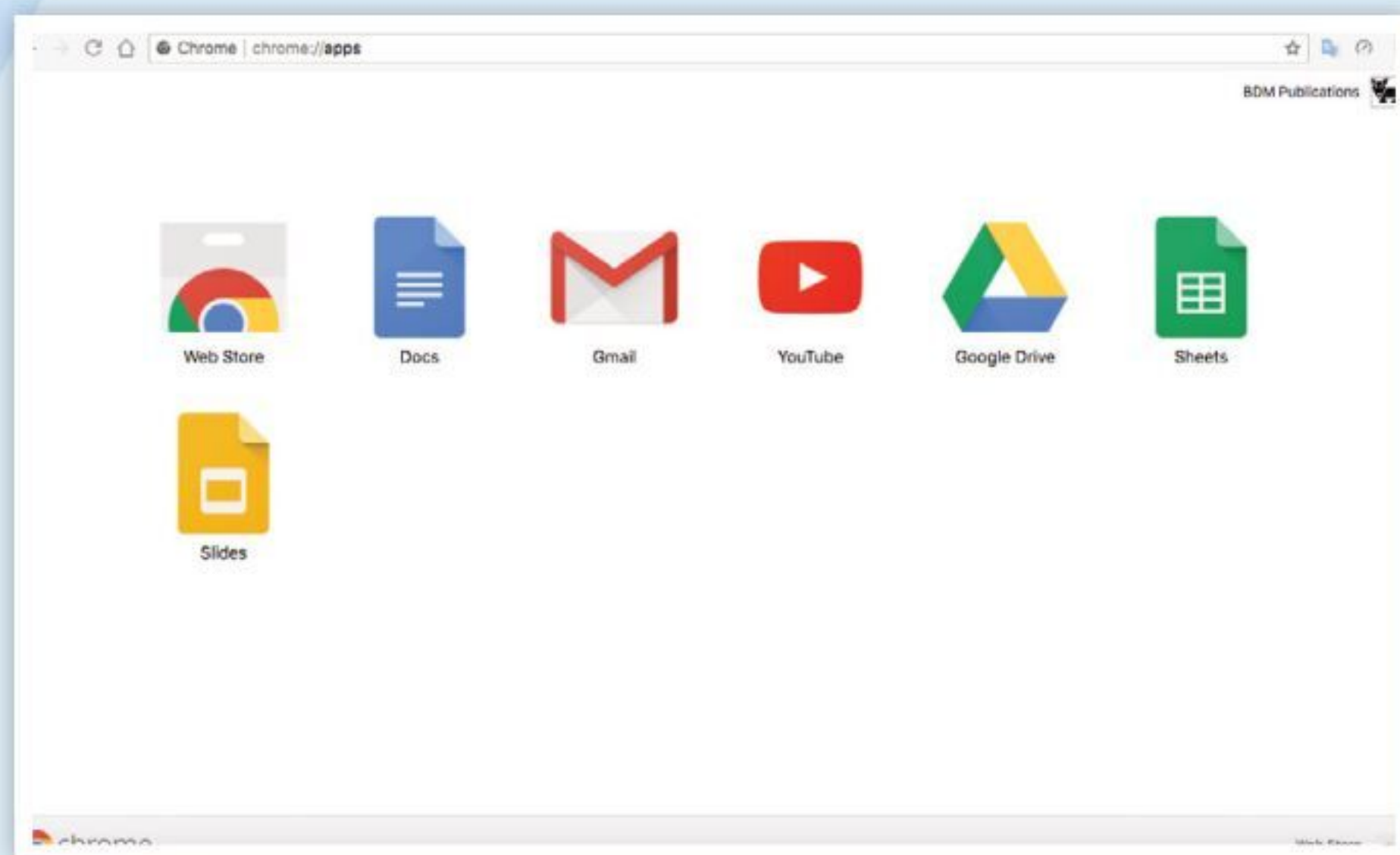


Chrome Extensions

Extensions are extra features and tools that you can add to Google Chrome. Using extensions, you can customise Chrome with the features you want or need, while keeping your browser free of things that you don't. Some extensions add buttons next to the address bar to let you know about certain events. For instance, you can use the Google Mail Checker to get alerts about new emails. Some extensions act like shortcuts. For example, if you use a feed reader, the RSS Subscription Extension lets you know if there's a feed for the site you're on. Click the small icon that appears in the address bar to quickly subscribe to the feed. Here's how to find and install extensions to Google Chrome.

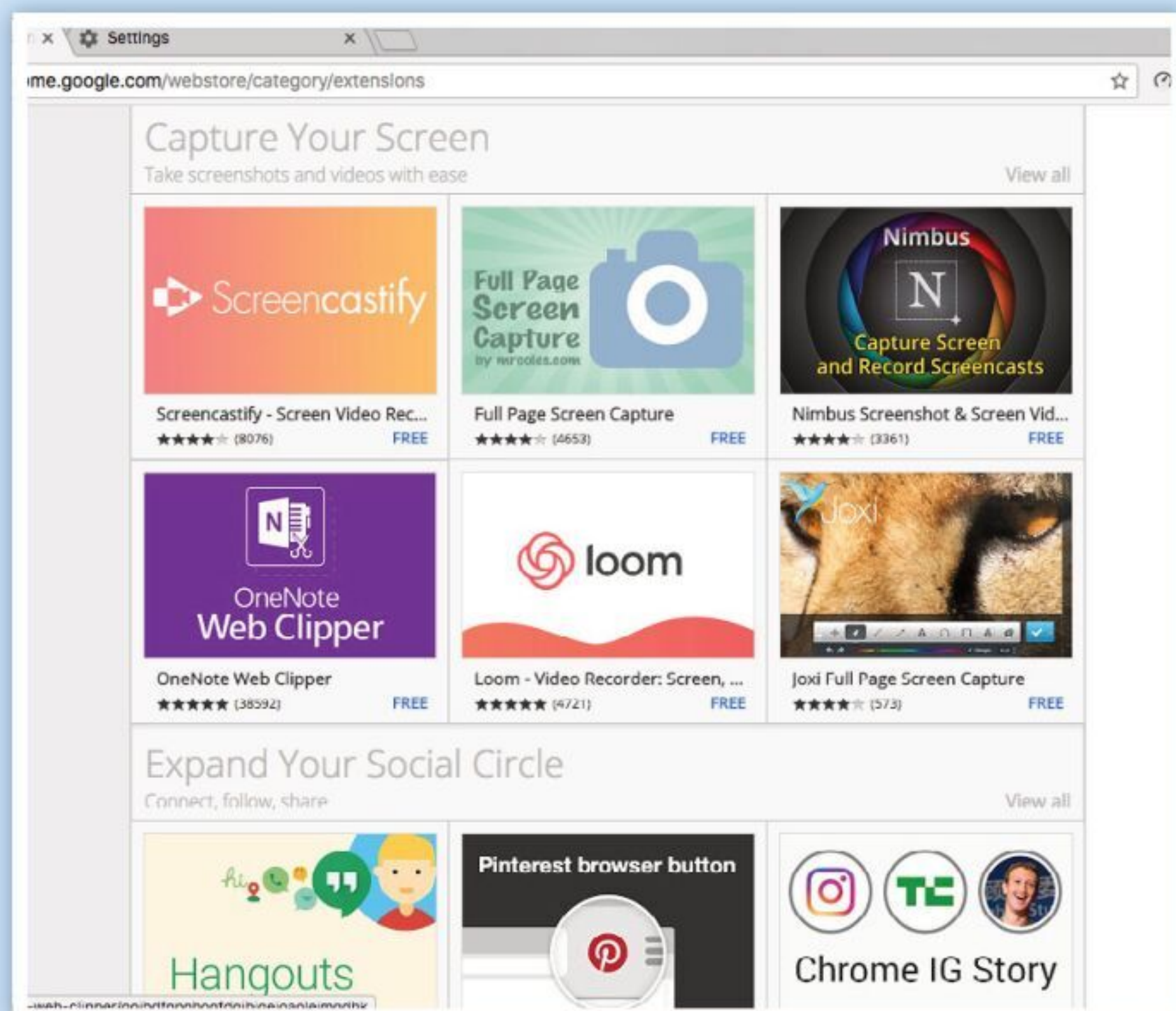
Step 1

You need to return to the Web Store, following the same process as previously covered. Once again the Apps page will be the first thing you view, displaying any apps you currently have installed. Unlike apps, extensions will not be displayed here.



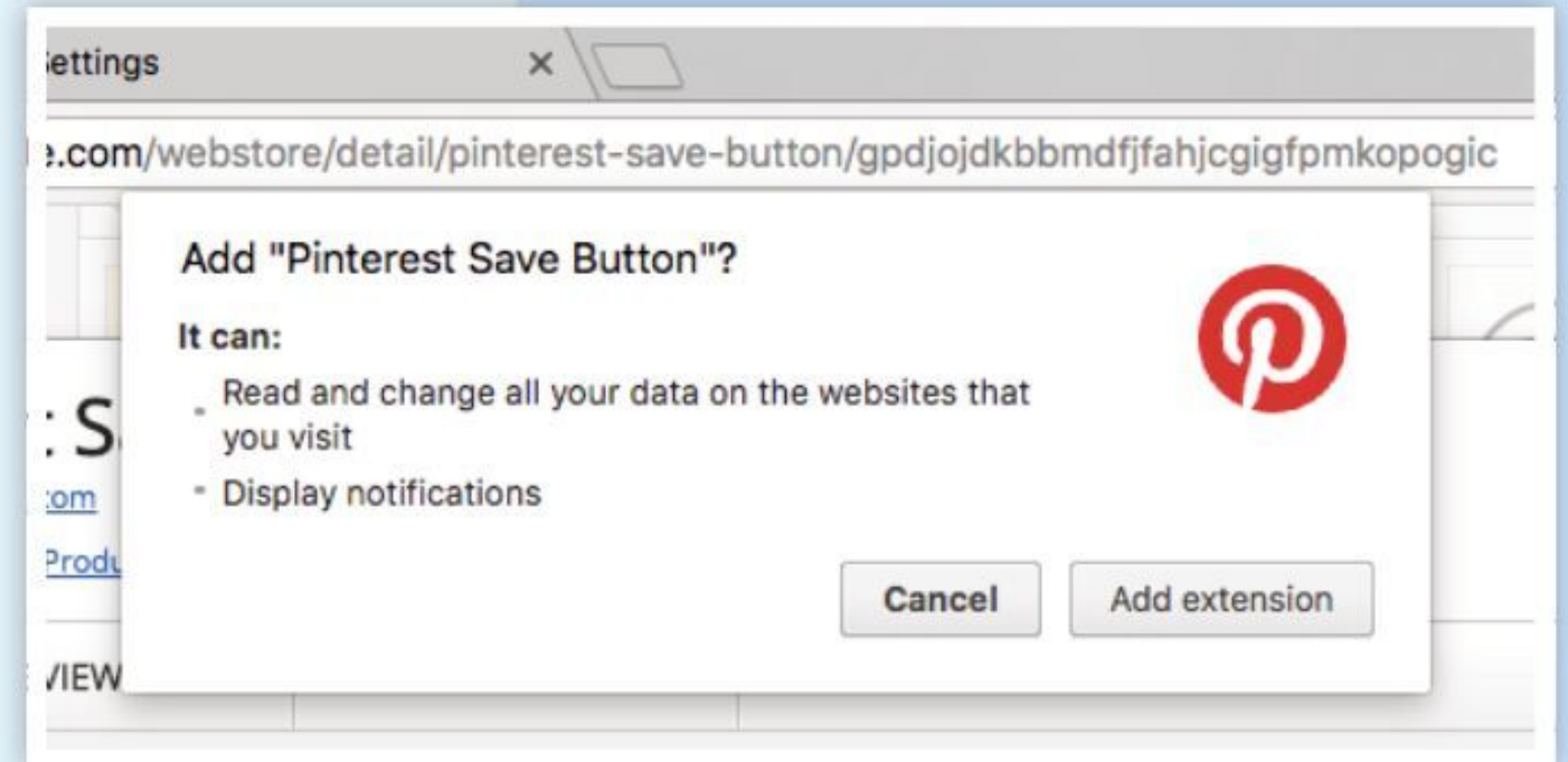
Step 2

Click on the Chrome Web Store icon to open it. The web store Home screen shows a selection of popular and trending extensions and themes. To view available extensions, click the Extensions link at top left. An extended menu will then allow you to choose a category.



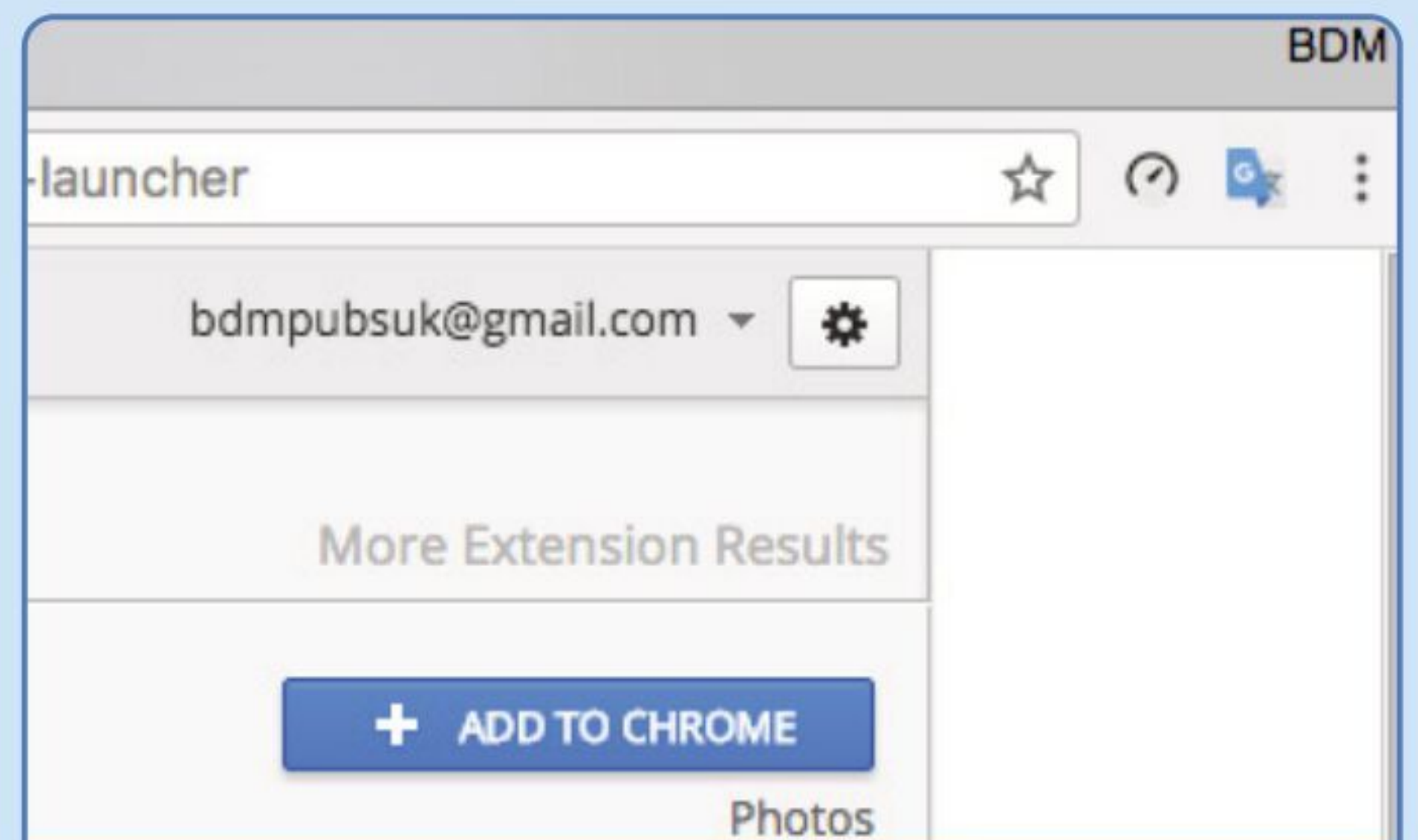
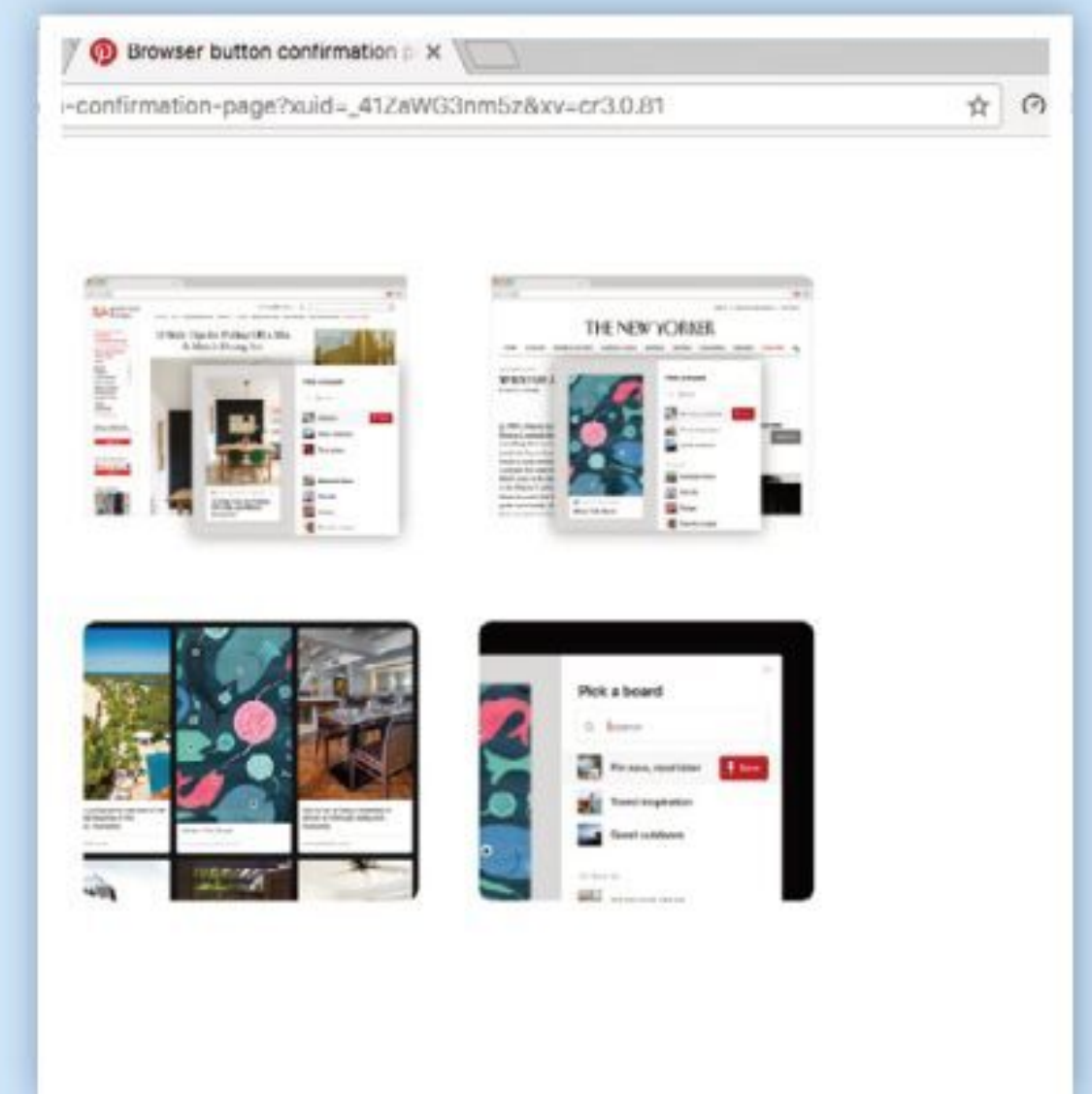
Step 3

Roll over any of the extension images to read a short description. To see more details, click anywhere on the description or extension title. You can then read an overview, details, reviews and see related software. To install an extension, click on the Add to Chrome button.



Step 4

When you have confirmed you wish to save it, your new extension will be downloaded and appears as a small icon at the top right of the screen. To open this simply click on the icon.



Manage the Toolbar

You can rearrange and customise how the extensions are displayed in the toolbar. To rearrange the icons, simply drag extension icons next to the address bar to rearrange them on the browser toolbar. If you want to see more extension icons on the browser toolbar, you can expand the extension icon area. Click the right border of the address bar and drag it to the left. Similarly, to hide extra extensions, extend the address bar by dragging its right border to the right. You can click the arrow button next to the Chrome menu to see your extra extensions (if they display icons).

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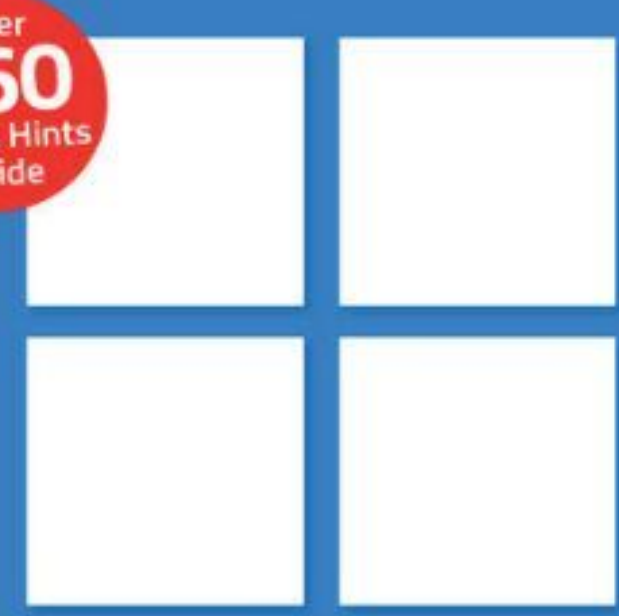
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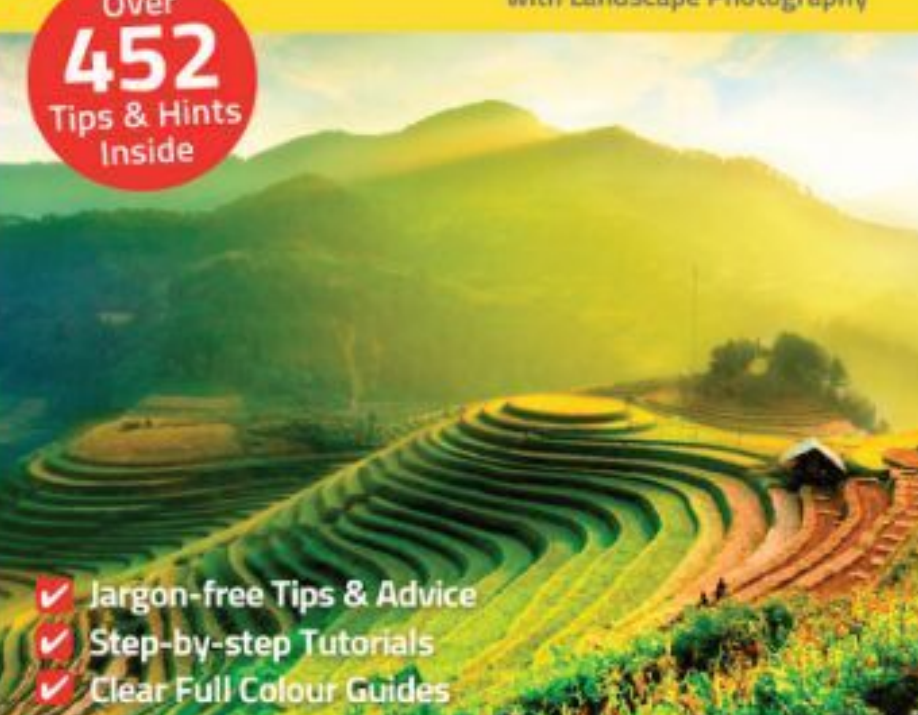
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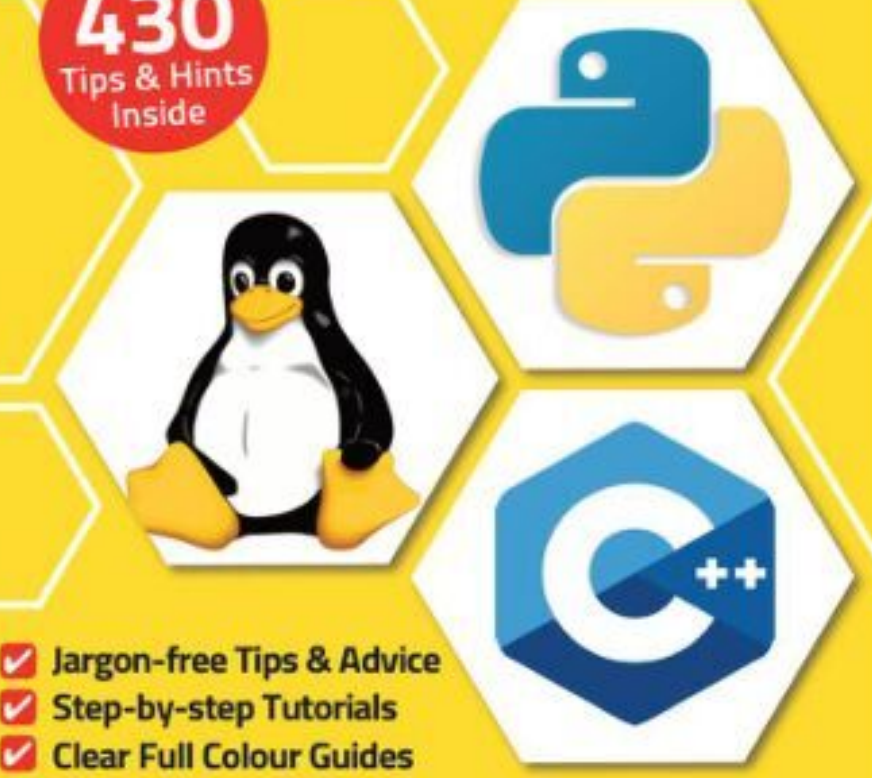
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