GOOGLE AND CHROMEBOOK TIPS!

If you want to pull up the last google doc you were working on, just type in "DOC" in the search bar and hit enter. Google will automatically pull up the last Google Doc you opened.

Want a quick way to get to Google Drive? Type in "drive" in the search bar and hit enter. BAM! There you are, in your Google Drive!

Chrome Shortcuts!

These shortcuts can be used on Chromebooks or in Chrome Browser:

Open a new window	**Ctrl + N**
Open a new tab	**Ctrl + T**
Open a file in the browser	**Ctrl + O**
Sign out of your Google Account on Chrome OS	**Ctrl + Shift + Q (twice)**
Close the current tab	**Ctrl + W**
Close the current window	**Ctrl + Shift + W**
Reopen the last tab you've closed. Chrome remembers the last 10 tabs you've closed.	**Ctrl + Shift + T**
Go to the tab at the specified position in the window	**Ctrl + 1 through Ctrl + 8**
Go to the last tab in the window	**Ctrl + 9**
Activate items 1-8 on your shelf	**Alt + 1** through **Alt + 8**
Use F keys (F1 to F12)	**Search + 1** through **Search + =**
Open the last item on your shelf	**Alt +9**
Go to the next tab in the window	**Ctrl + Tab**
Go to the previous tab in the window	**Ctrl + Shift + Tab**
Go to the previous window you had open	**Alt + Tab**
Go to the next window you have open	**Alt + Shift + Tab**
Go the previous page in your browsing history	**Backspace**, or press **Alt** and the left arrow
Go to the next page in your browsing history	**Shift + Backspace**, or press **Alt** and the 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 **Ctrl + Shift** 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 a blank area on the tab strip

Open the webpage in a new tab	Type a web address (URL) in the address bar, then press **Alt + Enter**
Lock your screen	**Ctrl + Shift + L**

More can be found at: https://support.google.com/chromebook/answer/183101

Duplicate your Desktop to Control Your Smartboard!!

What this app will do, is enable you to remote your desktop through your Chromebook so that you can control your Smartboard or manipulate documents on your desktop computer anywhere you are connected to the school network.

If you would like this done, please submit a ticket and we will get it installed for you and show you how it works.

Find and Organize Google Apps

To search for an app on your Chromebook:

1. On your keyboard, press the Search key 🔍 .
2. Type the name of the app you want. The app will show in your search results.

Open an app:

1. Sign in to your Chromebook.
2. Click the Launcher ⭕ .
3. You'll see a list of apps you've used recently. Click the app you'd like to open.
4. [Optional] To see all your apps, click **All Apps**.

Put apps in a folder:

1. Drag an app on top of another app
2. Name a folder – Click the folder.

Google Drive

Change the Default Location for Your Saved Files:

1. Click the status area, where your account picture appears
2. Select **Settings > Show advanced settings**

3. In the "Downloads" section, click **Change**
4. Pic a default download location, such as Google Drive, or your Downloads folder.

Delete a File:

1. Sign in to your Chromebook
2. Click the launcher ○.
3. Select Files 📁.
4. Click the file or folder you want to delete.
5. Click Delete 🗑 › **Delete**. You can also use the shortcut **Alt** + **Backspace**.

Find a File:

To search for a file on your Chromebook

1. Click the Launcher ○.
2. Select Files 📁.
3. Click Search 🔍. You'll see search results from the folder you're in.
4. You can view your files using the Thumbnail view   or List view ≡.
5. You can also search for a file using the Search key on your Chromebook keyboard 🔍.

Multitask with Windows and Tabs!!

You can finish tasks faster by reorganizing and moving your windows and tabs.

Switch between windows quickly:

Press & hold **Alt**, then tap **Tab** until you get to the window you want to open.

See two windows at the same time:

1. On one of the windows you want to see, click and hold Maximize ▢.
2. Drag to the left or right arrow ‹ › .
3. Repeat for a second window.

Tip: You can also use the shortcut **Alt** + **[** to move left, or **Alt** + **]** to move right.

Open & close windows and tabs:

1. **Open a new window**: Press **Ctrl** + **n**
2. **Open a new tab**: Press **Ctrl** + **t**
3. **Close window or tab**: At the top right, click Close ✕
4. **Reopen a window or tab you closed**: Press **Ctrl** + **Shift** + **t**

Change window size:

1. **View full screen**: At the top of your keyboard, press Full screen ⬚ (or F4).
2. **Maximize window**: At the top right, click Maximize □.
3. **Minimize window**: At the top right, click Minimize ▬.

Reorder, move, or pin tabs:

You can put related tabs together, or move a tab into or out of a window. Also, if there's a webpage you always want open, like your email, you can make that tab easy to find by pinning it.

1. **Reorder tabs within the same window**: Drag the tab to different position along the top of the browser window.
2. **Move a tab into a new window**: Click and drag the tab away from the window. You can make the tab into its own window, or drag it into another window.
3. **Pin a tab in place**: Right-click the tab and select **Pin tab**. A pinned tab will appear on the left side of your browser window, and will be smaller.

IF YOU FIND MORE TIPS OR KNOW OF SOME NEAT THINGS YOU CAN DO IN GOOGLE AND CHROME, SEND ME AN EMAIL AND I WILL ADD IT TO THIS DOCUMENT!!