Quick Reference Guide
Intro to Chromebook

Powering Up
Your Chromebook will automatically start when you open the lid. In the event it does not, press the power button in the upper right-hand corner of the keyboard.

Signing In
To log onto the Chromebook, you must use your *district-provided* Google account
- Username: firstname.lastname@fwusd8.org
- Password: FW + student ID + ! (for example, FW12345!)

Using Your Chromebook Touchpad

| Click	Press or tap the lower half of the touchpad.
Right-Click	Press or tap the touchpad with two fingers.
Scroll	Place two fingers on the touchpad and move them up and down to scroll vertically
Drag and Drop	Click the item you want to move with one finger. With a second finger (opposite hand), move the item. Release both fingers to drop the item at its new location.

Adjusting Settings in the System Tray
- Select the System Tray in the bottom right-hand corner of the Chromebook to open a panel with basic system settings, including Wi-Fi, volume, screen brightness, and a shutdown button.
- This is where you will sign out of your Chromebook each day.
- This is also where the 'Shut down' button is located to fully power down the device.
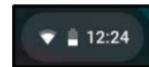
Opening Apps in the Shelf & App Launcher
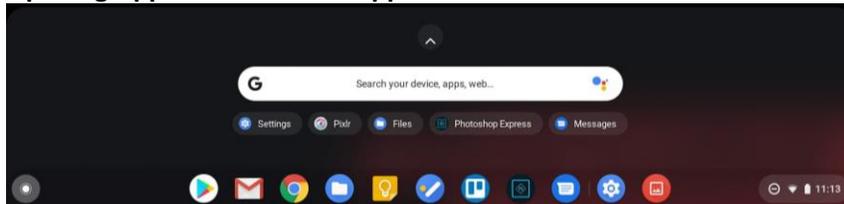
- The 'Shelf' is the tool bar at the bottom of the screen with quick access to apps (e.g. the Chrome browser, Gmail, etc.)
- The 'Launcher' is the white circle in the bottom left of the screen that allows you to search your device for the app you want. If you select the 'up' arrow above the search bar you will see all of the apps on the device.
- To access files on a Chromebook, open the launcher, select the 'up' arrow at the top, and select the "Files" icon. Any files you download will be found here (including photos you take using the Camera app) and all files in your Google Drive will be accessible here.

Remembering to Sign Out
Remember to always sign out when you are finished working so that your work will sync to the cloud!
You can do this through the system tray or you can use the shortcut: ctrl + shift + q