

# Teach Yourself **VISUALLY** Chromebook®



Guy Hart-Davis

**Visual**  
A Wiley Brand





# Chromebook®

Guy Hart-Davis

## Teach Yourself VISUALLY™ Chromebook®

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## About the Author

**Guy Hart-Davis** is the author of more than 150 computer books, including *Teach Yourself VISUALLY iPhone 11, 11 Pro, and 11 Pro Max*; *Teach Yourself VISUALLY MacBook Pro and MacBook Air*, 5th Edition; and *Teach Yourself VISUALLY Word 2019*.

## Author's Acknowledgments

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# How to Use This Book

## Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

## The Conventions in This Book

### 1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

### 2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

### 3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

### 4 Tips

Tips offer additional information, including warnings and shortcuts.

### 5 Bold

**Bold** type shows command names, options, and text or numbers you must type.

### 6 Italics

*Italic* type introduces and defines a new term.

CHAPTER 3

Configuring Accessibility Settings

## Configure Mouse and Touchpad Accessibility Settings

Chrome OS includes accessibility settings you can configure to make the touchpad — and the mouse, if you connect one — easier to use. To make the pointer easier to see, you can increase its size; and you can have Chrome OS display a highlight circle around the pointer when it is moving. If you have trouble clicking — for example, if you find the pointer moves off the target when you try to click — you can set Chrome OS to click automatically when the pointer stops moving.

### Configure Mouse and Touchpad Accessibility Settings

- 1 Display the Manage Accessibility Features screen in the Settings app by following steps 1 to 6 in the section "Display the Accessibility Settings," earlier in this chapter.
- 2 Set the **Automatically click when the cursor stops** switch to On (●).
- 3 The Automatic Click menu appears. See the tip for details.
- 4 Click **Delay before click** (⌵).
- 5 The countdown circle around the pointer demonstrates the current delay.
- 6 Click the delay you want to set.
- 7 **Note:** Alternatively, point to the delay you want to set, and then wait for Chrome OS to click it.
- 8 Set the **Stabilize click location** switch to On (●) if you want Chrome OS to anchor on an exact position to click even if the pointer moves during the delay before click.
- 9 Set the **Revert to left click after action** switch to On (●) if you want Chrome OS to revert to left-clicking after you take an action from the Action bar.
- 10 Click **Movement threshold** (⌵).
- 11 The Movement Threshold drop-down menu opens.
- 12 Click **Extra small**, **Small**, **Default**, **Large**, or **Extra large** to set the movement threshold.
- 13 Set the **Show large mouse cursor** switch to On (●) if you want to use a large pointer.
- 14 Drag the **Adjust cursor size** slider along the Default–Large axis to set the cursor size.
- 15 Set the **Highlight the mouse cursor when it's moving** switch to On (●) if you want Chrome OS to highlight the cursor when you move it.
- 16 A red circle appears around the cursor's point.
- 17 You can click **Open mouse and touchpad device settings** to go to the Mouse and Touchpad Settings screen, where you can configure more general settings for the touchpad and mouse.

**TIP**

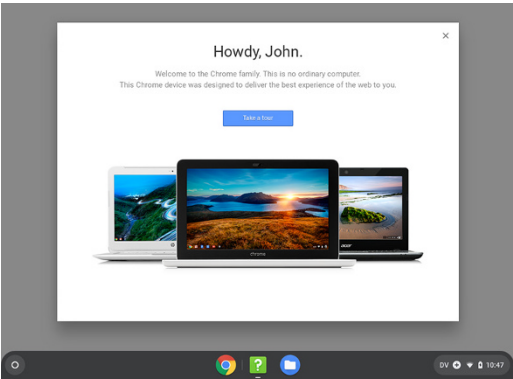
**How do I use the Automatic Click menu?**  
Select the action you want to take by clicking **Left Click** (●) changes to (●), **Right Click** (●) changes to (●), **Double Click** (●) changes to (●), **Click and Drag** (●) changes to (●), or **Scroll** (●) changes to (●); then point to the item you want to affect, and wait for Chrome OS to click automatically. Click **No Action (Pause)** (●) changes to (●) to pause automatic clicking; click again (●) changes to (●) to resume automatic clicking. To move the Automatic Click menu to a different corner, click **Toggle Menu Position** (●), (●), (●), or (●) until the menu appears where you want it.

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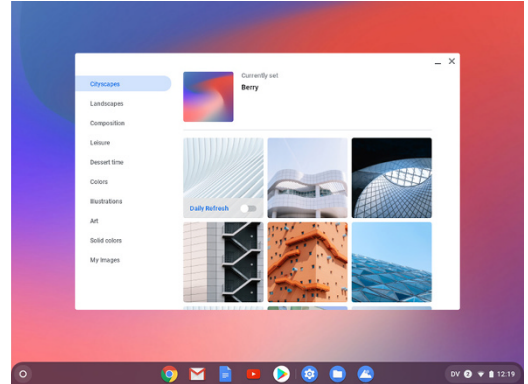
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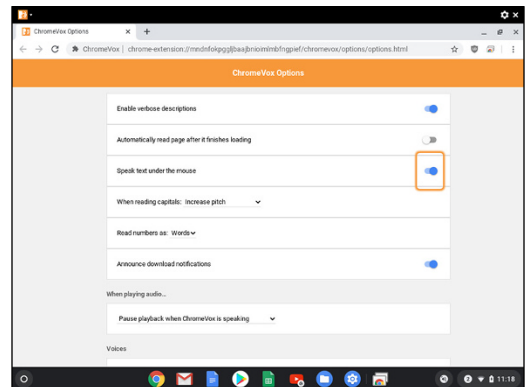
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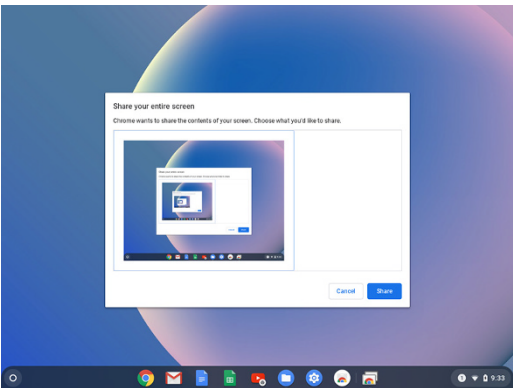
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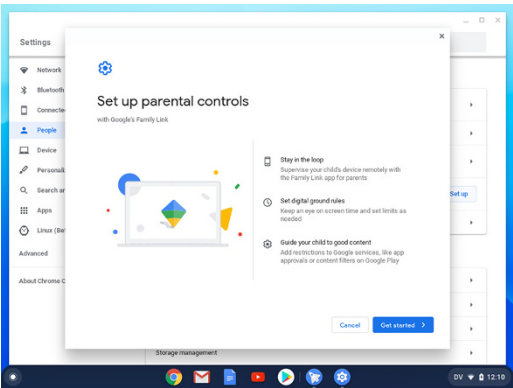
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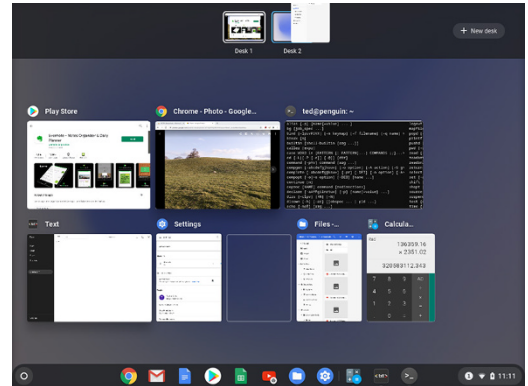
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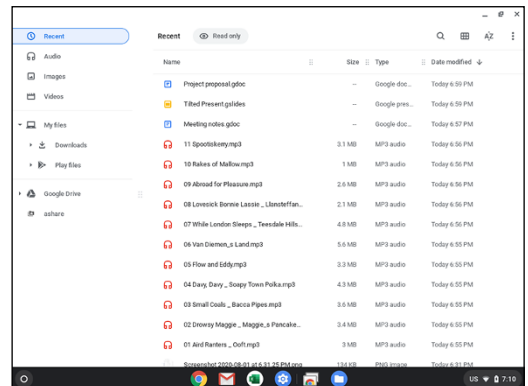
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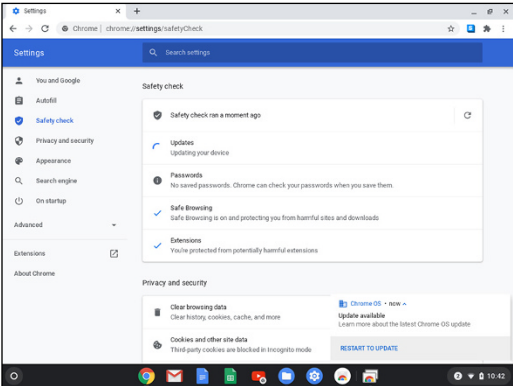
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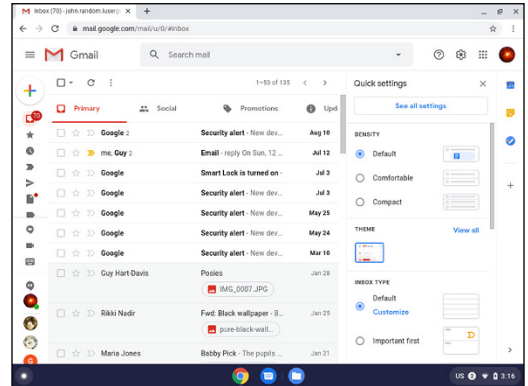
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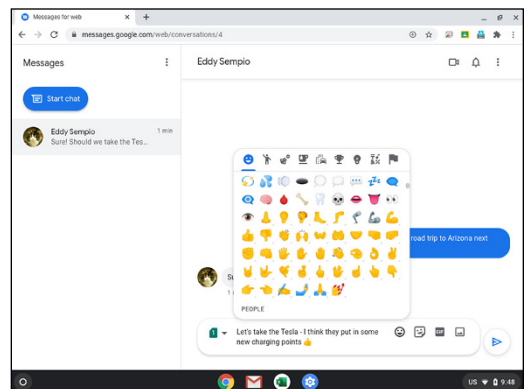
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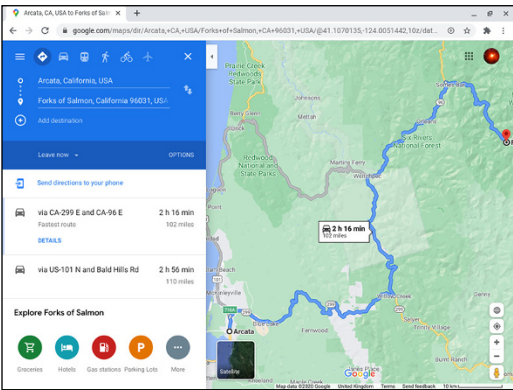


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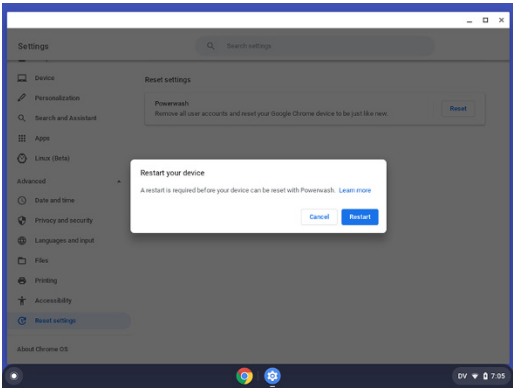
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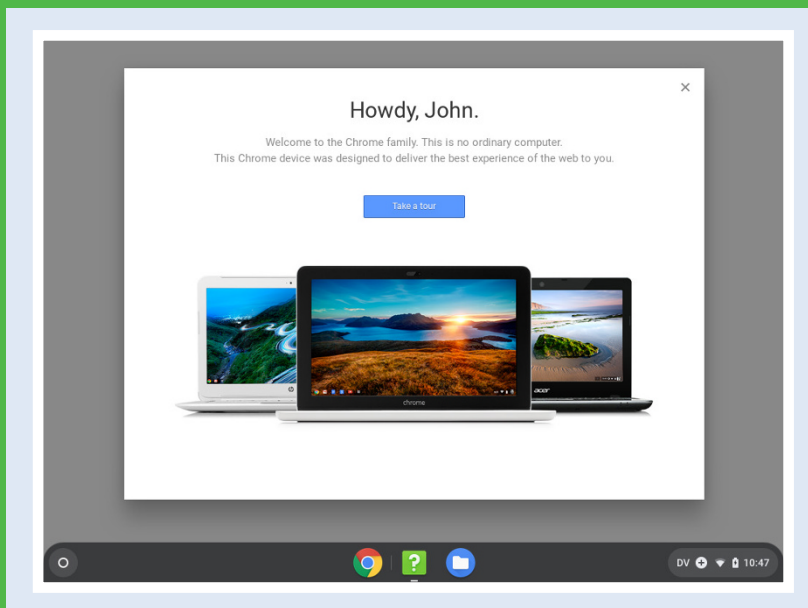
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## CHAPTER 1

# Getting Started with Your Chromebook

In this chapter, you get started using your Chromebook. After a quick exploration of the Chromebook concept and the different types of Chromebooks available, you set up your Chromebook and sign in to your Google Account. You then learn to use the touchpad and the keyboard, connect to Wi-Fi networks, give commands, and work with windows. You also learn to lock your Chromebook, put it to sleep, sign out and in again, and shut it down.



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# Understanding the Chromebook Concept

A Chromebook is a laptop computer that runs Google's Chrome OS, a lightweight operating system designed to work well on low-end hardware. Chromebooks and Chrome OS are designed for ease of use, portability, and easy administration and management. Chromebooks are suitable for home use, but they are also widely used in schools and colleges, organizations, and companies. Each Chromebook receives operating-system updates for a fixed period.

This section explains the key features of the Chromebook concept. The next section illustrates the various types of Chromebooks available as of this writing.

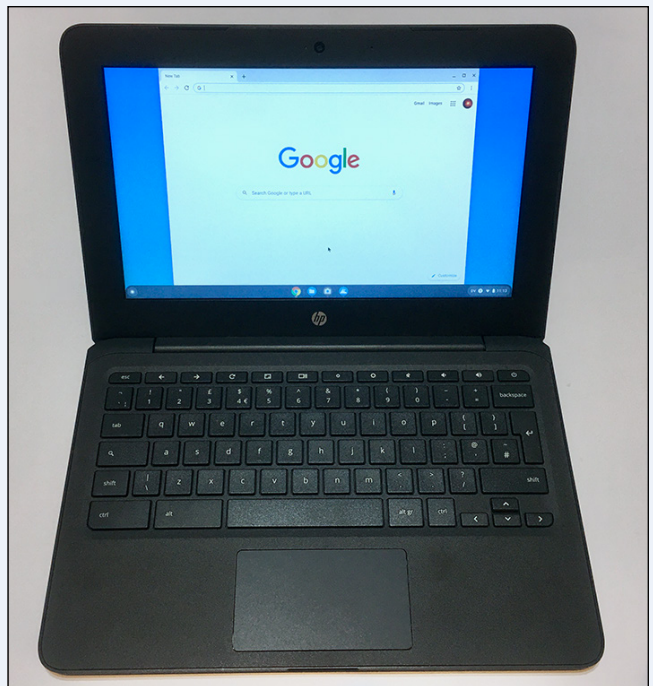
## Choose Chromebook Hardware

Like other laptop computers, a Chromebook is a self-contained unit that includes a built-in screen, keyboard, touchpad, speakers, microphone, and webcam as well as the system board, processor, memory, and storage.

Chromebook models are available in a wide range of prices and capabilities, from inexpensive and modestly equipped models built to survive usage by children up to \$1,000-plus models with powerful hardware and high-resolution screens designed for professional use.

When choosing a Chromebook, you will normally want to get a model suitable for the type of usage it is likely to receive. Here are three examples:

- For elementary or junior high school use, you might choose a heavily armored Chromebook with a small screen, and perhaps a reduced-size keyboard; a modest processor; minimal memory, such as 4GB; and a small amount of storage, such as 32GB.
- For college use, you might choose a Chromebook model with a good-size screen, such as 14" or 15", so that the student can view more data at once; a moderately powerful processor and enough memory to run more demanding apps, such as 8GB; and enough storage — perhaps 64GB or 128GB — for however much data the student needs to store.
- For a power user, you might choose a tricked-out Chromebook model with 16GB of memory, 256GB of storage, and a 4K high-resolution screen.



## Identify the Strengths and Weaknesses of Chromebooks

Compared to other laptops, such as Windows PCs and Apple's MacBook models, Chromebooks have various strengths and weaknesses.

Chromebooks' key strengths include the following:

- **Online storage.** Chrome OS is designed to store data online, normally in your Google Account's storage. Storing data online gives you automatic backups and the ability to access the data from anywhere. Other operating systems, including Windows and macOS, also provide online storage, but not to the same extent as Chrome OS.
- **Easy updates, recovery and replacement, and administration.** Chrome OS automatically receives updates to keep the operating system secure and to add new features. Because the Chromebook stores your data and settings online, you can easily recover from hardware or software problems, or even move seamlessly to a replacement Chromebook. And for administrators, Google provides powerful administration tools, such as the Google Admin console.
- **Low exposure to viruses and malware.** Chrome OS includes built-in protection against viruses and malware.
- **Cost.** In general, Chromebooks cost less than Windows laptops and Apple MacBook models.

The key weaknesses of Chromebooks are as follows:

- **Dependence on an Internet connection.** Because a Chromebook is designed to store most of its data online, it requires an Internet connection to perform its full range of actions. However, some apps do enable you to work offline.
- **Limited choice of software.** The Chrome Web Store provides a wide range of software, and all recent and current Chromebooks can run many Android apps as well. But widely used apps such as Microsoft Office are not available on Chromebooks.
- **Not suitable for all purposes.** Generally speaking, Chromebooks are not good for gaming or for applications such as video editing.

## Understanding and Determining a Chromebook's Auto Update Expiration Date

Google provides a set period of support and updates for each Chromebook model, starting from the model's release date and running until its Auto Update Expiration date, or *AUE date*. As of Fall 2020, each Chromebook receives six-and-a-half years of upgrades; but from 2020 onward, most new Chromebook models will receive up to eight years of updates. The update period for any Chromebook ends in June of the relevant year, so — for example — a Chromebook first released in December 2020 would receive updates until June 2028, giving a total of seven-and-a-half years.

You can look up the Auto Update Expiration Date for a Chromebook on Google's Support website; try <https://support.google.com/chrome/a/answer/6220366?hl=en>, or go to <https://support.google.com> and search for **Chromebook auto expiration date**.

For a Chromebook with the Chrome Education Upgrade or the Chrome Enterprise Upgrade, an administrator can also find the Auto Update Expiration date in the Google Admin console: From the Home page, click **Devices**, click **Chrome management**, click **Devices**, and then look at the Auto Update Expiration column.

For a Chromebook managed through G Suite, an administrator can find the Auto Update Expiration date in the `autoUpdateExpiration` field in G Suite Admin SDK.



# Explore Different Types of Chromebooks

Two main types of Chromebooks are available. The first type is a Chromebook with a typical laptop-style design and a built-in screen that is not a touchscreen. The second type is a convertible Chromebook with a touchscreen. A convertible Chromebook has a 360-degree hinge that enables you to position the lower part as a support for the Chromebook, or fold the lower part underneath the screen, and use the touchscreen for input.

Apart from these two types of Chromebooks, you can also find other Chrome OS devices for specialized purposes. This section briefly covers such Chrome OS devices.

## Laptop-Style Chromebooks Without Touchscreens

The standard type of Chromebook has a laptop-style design with a built-in screen that is not a touchscreen. The illustration in the previous section shows such a Chromebook.

You use this type of Chromebook just like a laptop, using the touchpad to move the cursor around the screen and to click, and pressing the keys on the keyboard to enter text or to invoke keyboard shortcuts.

## Convertible Chromebooks with Touchscreens

Convertible Chromebook models with touchscreens tend to be more expensive than laptop-style Chromebooks, but they give you greater flexibility for computing or for consuming digital media.

Like other Chromebooks, convertible models come in various sizes. For example, screens may be as small as 10 inches or as large as 15 inches. The example Chromebook shown here has a 15-inch screen, which means the lower part has space for a numeric keypad on the right of the keyboard. The touchpad is centered below the main part of the keyboard, so it appears offset to the left relative to the keyboard as a whole.



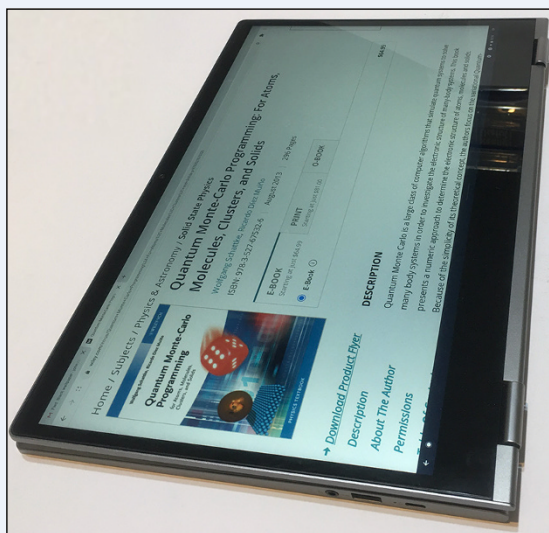
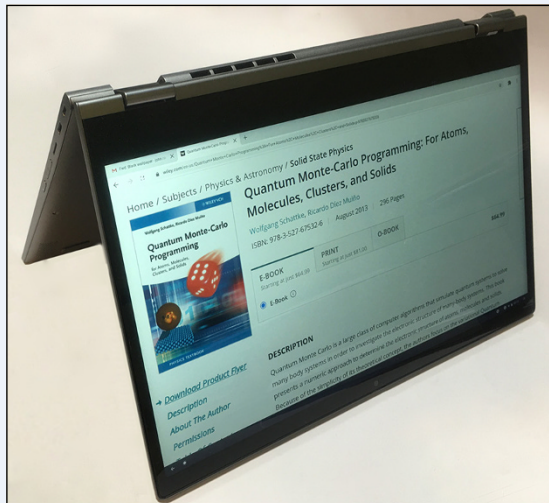


## Getting Started with Your Chromebook

The 360-degree hinge on a convertible Chromebook enables you to rotate the lower part of the Chromebook either partway around, using the lower part as a support or stand for the screen, or all the way around, giving a tablet-like configuration with the keyboard and touchpad pointing downward. For example, a tent-like configuration, such as that shown here, can be useful when you are using the Chromebook as a display device.

Rotating the lower part of the Chromebook to a position in which you cannot sensibly use the keyboard and touchpad causes Chrome OS to disconnect the keyboard and touchpad, so any keypresses, touches, or clicks do not register. This means the touchscreen is the sole means of input.

You can also fold the lower part of the Chromebook under the screen, as shown here, and use the Chromebook like a thick tablet. Holding the Chromebook in this configuration, with your fingers resting on the keys on the underside, can feel strange at first, but most people get used to it fairly quickly.



## Other Types of Chrome OS Devices

While most Chrome OS devices are Chromebooks, some Chrome OS devices use these two other form factors:

- **Chromebox.** A Chromebox is a free-standing Chrome OS computer to which you connect an external keyboard, mouse, monitor, speakers or headphones, microphone, and other accessories.
- **Chrome tablets.** A Chrome tablet is a tablet computer that runs Chrome OS. The touchscreen is the primary means of input, but you can also connect an external keyboard and mouse, if necessary. Examples of Chrome tablets include Google's Pixel Slate tablet.

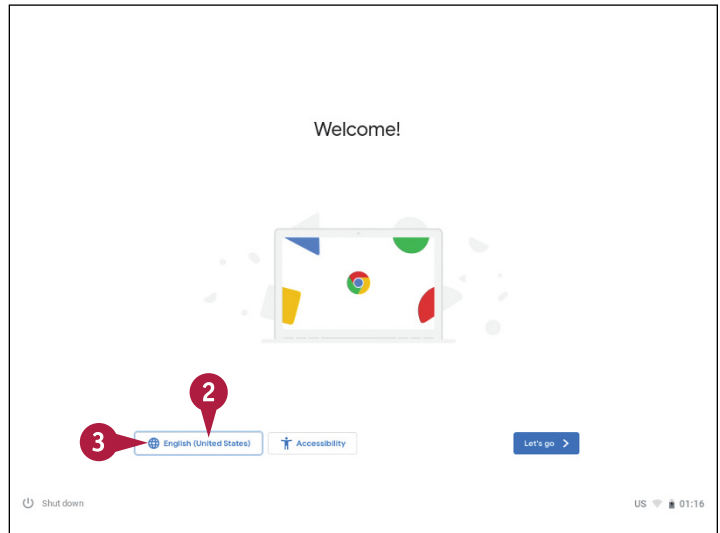
# Set Up Your Chromebook

The first time you power on your Chromebook, Chrome OS automatically walks you through a routine for setting up the Chromebook and signing in with your Google Account.

During setup, you can change the language in which Chrome OS displays the user interface. You can change the keyboard layout, if needed. You can also configure accessibility options for use during setup and thereafter. For example, you can enable ChromeVox spoken feedback, display the large mouse cursor for easier visibility, or make the screen magnifier available. See Chapter 3, “Configuring Accessibility Settings,” for in-depth coverage of the accessibility features.

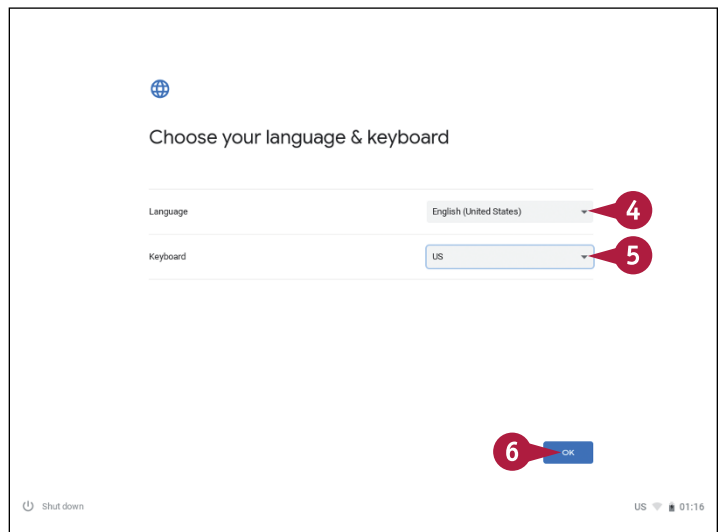
## Set Up Your Chromebook

- 1 Press **Power**.  
The Welcome screen appears.
- 2 Verify that the Language button shows the language you want to use, such as English (United States). If so, and you want to use the default keyboard layout for that language, go to step 14.
- 3 To change the language or the keyboard layout, click **Language** (🌐).



The Language & Keyboard screen appears.

- 4 To change the language, click **Language** (▼), and then click the appropriate language.
- 5 To change the keyboard layout, click **Keyboard** (▼), and then click the appropriate keyboard layout.
- 6 Click **OK**.  
The Welcome screen appears again.
- 7 If you want to configure accessibility, click **Accessibility** (👤). Otherwise, go to step 14.



The Accessibility Settings screen appears.

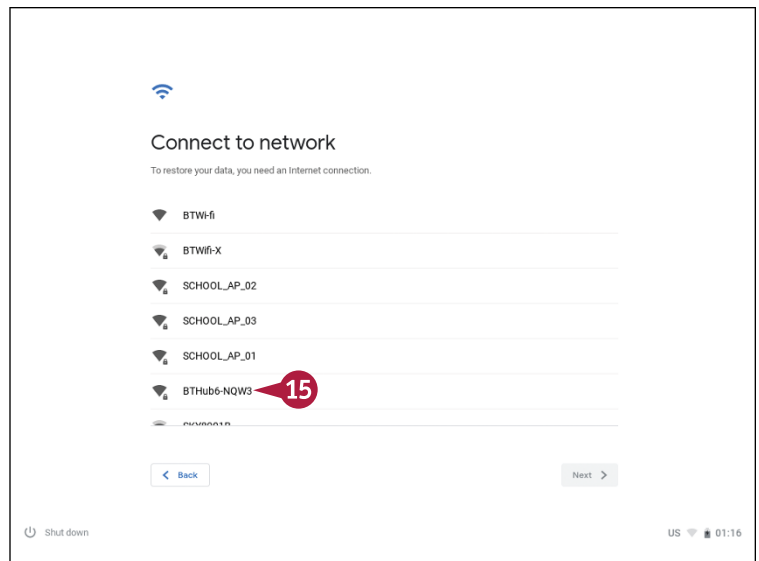
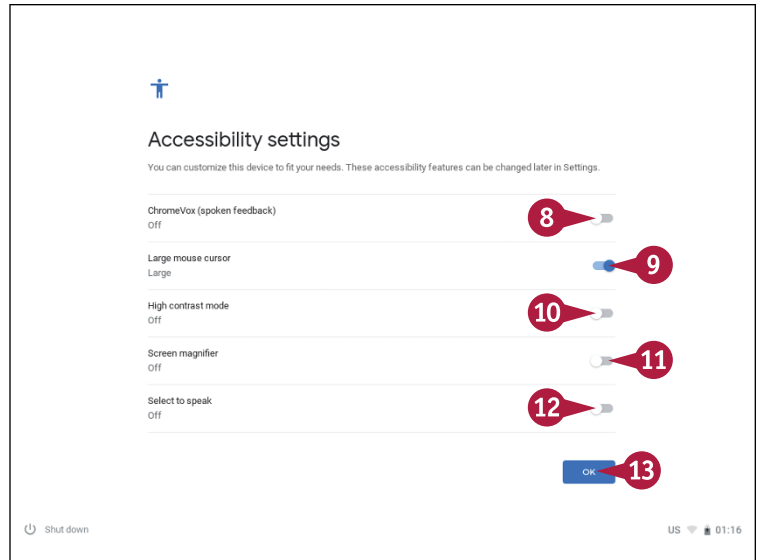
- 8 Set the **ChromeVox (spoken feedback)** switch to On (●) if you want to use ChromeVox.
- 9 Set the **Large mouse cursor** switch to On (●) if you want to display the large mouse cursor.
- 10 Set the **High contrast mode** switch to On (●) if you want to apply a high-contrast color scheme.
- 11 Set the **Screen magnifier** switch to On (●) if you want to enable the screen magnifier.
- 12 Set the **Select to speak** switch to On (●) if you want to enable the Select to Speak feature.
- 13 Click **OK**.

The Welcome screen appears again.

- 14 Click **Let's go**.

The Connect to Network screen appears.

- 15 Click the Wi-Fi network to which you want the Chromebook to connect.



## TIP

### If I change the keyboard layout during setup, must every user use the layout I apply?

No. The keyboard layout you apply during setup becomes the default layout for the Chromebook, but you can add other layouts afterward, as needed. As long as you add the keyboard layouts needed, any user can change the current keyboard layout from the Sign-In screen. So even if your initial keyboard layout returns different letters than those shown on the Chromebook's keys, each user will be able to apply their preferred layout and type their password without a problem.

# Set Up Your Chromebook (continued)

During the setup routine, you connect the Chromebook to a Wi-Fi network so that it can access the Internet and contact Google’s servers. You then log in with the Google Account that you want to make the owner account for the Chromebook. The owner account is the administrator account for the Chromebook and can access and change key system settings that other users cannot change.

You can change the owner account for a Chromebook by “powerwashing” it and then setting it up again. See the section “Powerwash Your Chromebook” in Chapter 12 for details.

## Set Up Your Chromebook (continued)

The Join Wi-Fi Network dialog box opens.

A The SSID box shows the *service set identifier*, abbreviated to *SSID*, for the Wi-Fi network.

16 Click **Password** and type the Wi-Fi password.

B You can click **Show password** (👁 changes to 👁) to display the password characters.

17 Click **Connect**.

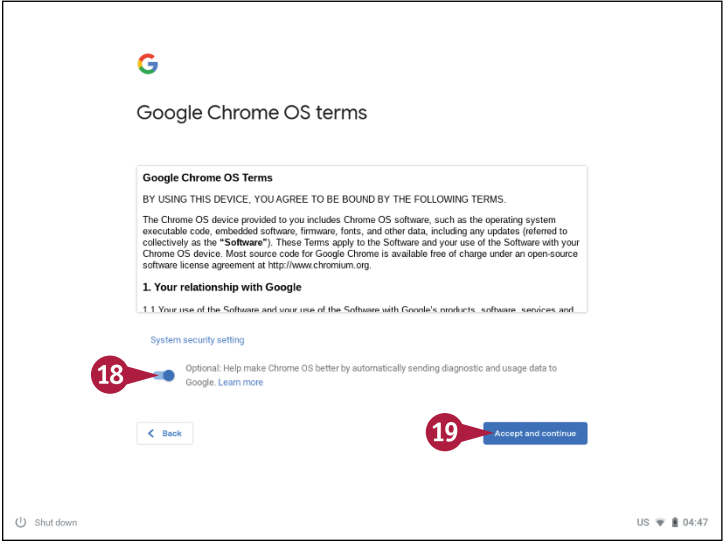
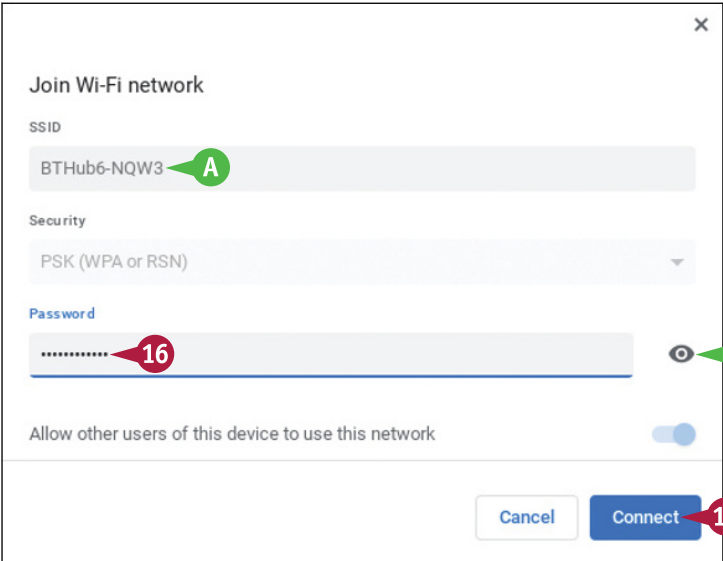
The Join Wi-Fi Network dialog box closes.

Chrome OS attempts to connect to the network using the password you provided.

Assuming Chrome OS succeeds in connecting to the network, the Google Chrome OS Terms screen appears.

18 In the System Security Setting area, set the **Optional: Help make Chrome OS better by automatically sending diagnostic and usage data to Google** switch to Off (🔌) if you do not want to share anonymized diagnostic and usage data with Google.

19 Click **Accept and continue**.



## Getting Started with Your Chromebook

The Checking for Updates screen appears.

If updates are available, Chrome OS may download and install them.

Next, the Sign In to Your Chromebook screen appears.

- 20** Type the email address or phone number for your Google Account.

**C** If you find you need to create a new Google Account at this point, click **More options**, click **Create account**, and then follow the prompts.

- 21** Click **Next**.

The Hi screen appears, prompting you for your password.

- 22** Type your password.

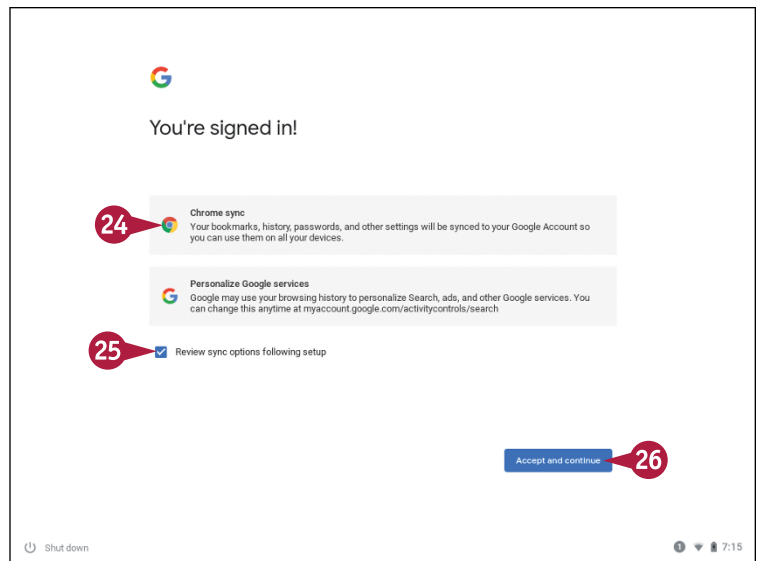
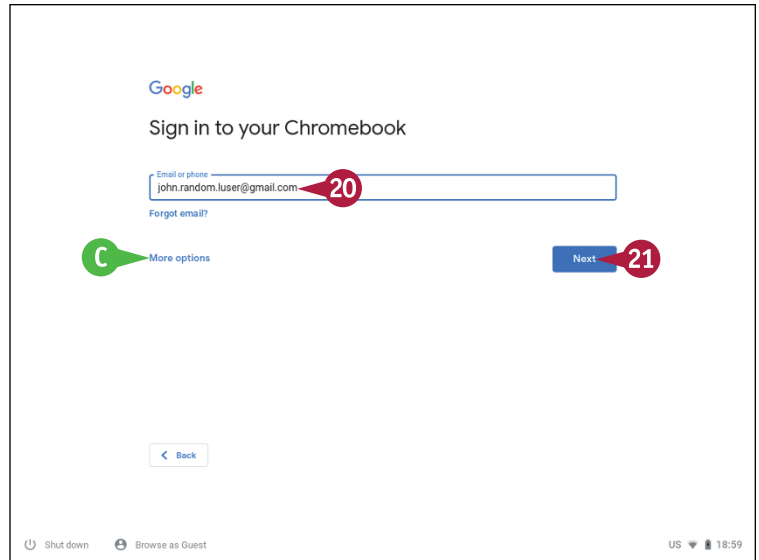
- 23** Click **Next**.

The You're Signed In! screen appears.

- 24** Look at the sync options, such as Chrome Sync and Personalize Google Services.

- 25** If you want to review the sync options after setup, click **Review sync options following setup** (☐ changes to ☒.

- 26** Click **Accept and continue**.



## TIP

### Why is the Allow Other Users of This Device to Use This Network switch disabled?

While you are setting up the Chromebook, the Allow Other Users of This Device to Use This Network switch in the Join Wi-Fi Network dialog box is set to On but disabled so that you cannot set it to Off. This is because all users of the Chromebook will need to use this Wi-Fi network to sign in to the Chromebook until you add other Wi-Fi networks, which you can do once you complete setup.

continued ►

# Set Up Your Chromebook (continued)

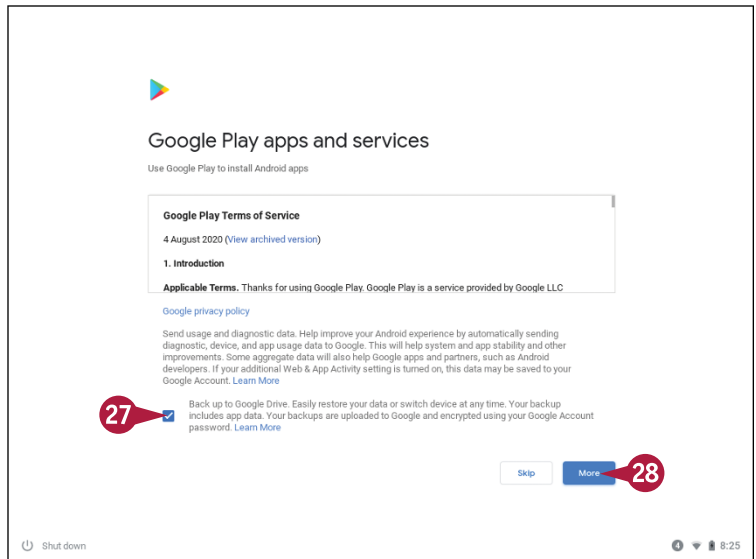
During setup, you can choose whether to back up data to Google Drive and whether to allow apps and services to access data about your Chromebook's location.

If you have a phone running Google's Android operating system, you can connect it to your Chromebook so that the two can work together. If you prefer not to make this connection during setup, you can make it at any point later. This feature works only for Android phones, not for other phones, such as iPhones.

## Set Up Your Chromebook (continued)

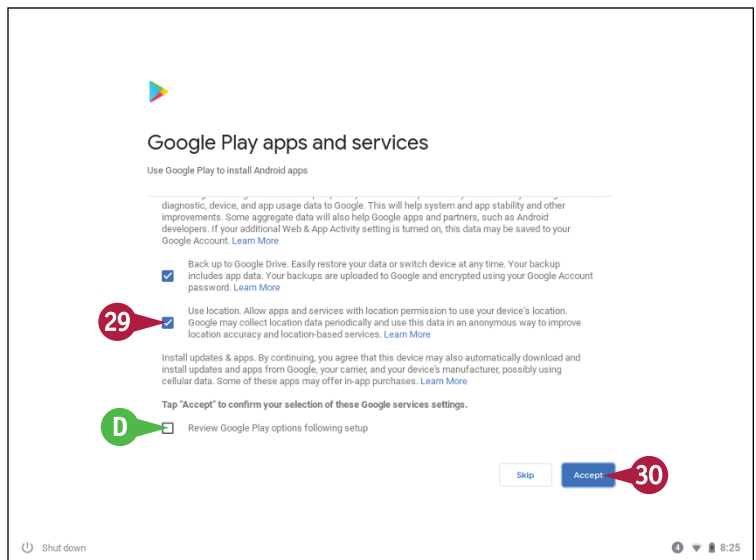
The Google Play Apps and Services screen appears.

- 27 Click **Back up to Google Drive** (☑ changes to ☐) if you do not want to back up data to Google Drive.
- 28 Click **More**.



Further options on the Google Play Apps and Services screen appear.

- 29 Click **Use location** (☑ changes to ☐) if you do not want to allow apps and services to use your Chromebook's location.
- D Select **Review Google Play options following setup** (☑) if you want to review your settings for Google Play after setup ends.
- 30 Click **Accept**.



## Getting Started with Your Chromebook

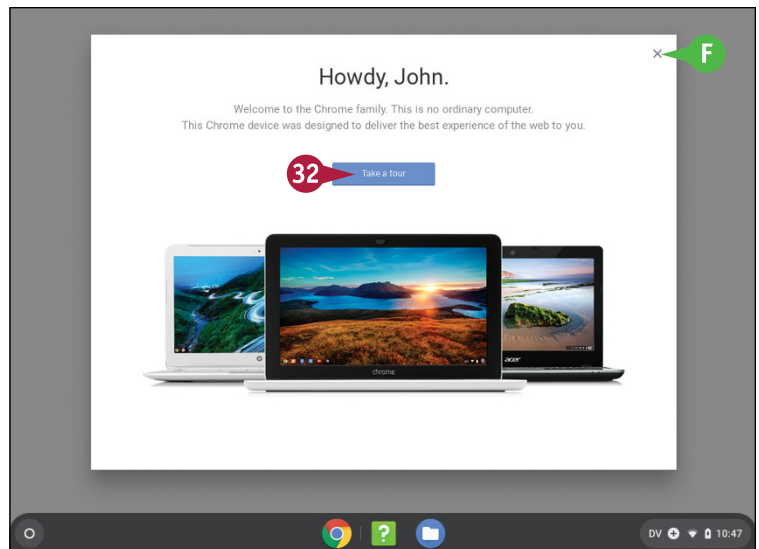
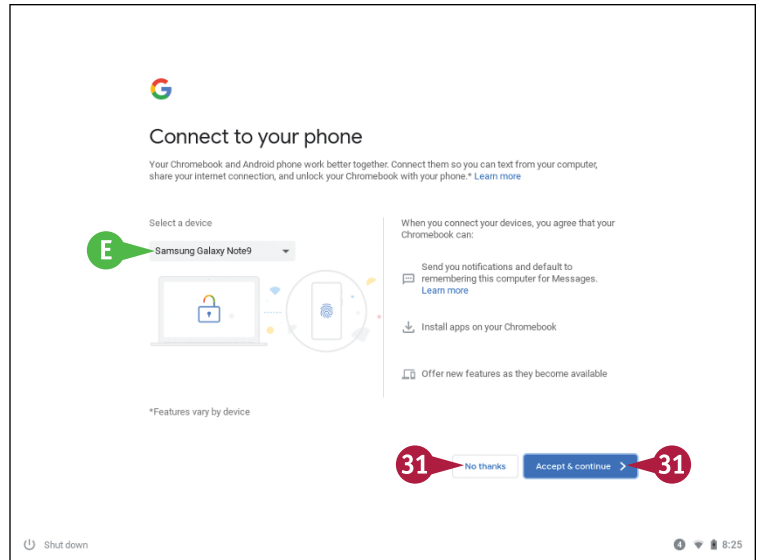
The Connect to Your Phone screen appears.

- E** The Select a Device list shows the Android phone or phones associated with your Google Account.
- 31** If you want to connect your Android phone to your Chromebook, verify that the Select a Device list shows the correct phone, click **Accept & continue**, and then follow the instructions in the section “Connect Your Android Phone to Your Chromebook” in Chapter 4. Otherwise, click **No thanks** to skip connecting your phone.

After you connect your phone or after you choose to skip connecting your phone, the Howdy dialog box opens.

- F** You can click **Close window** (X) to close the Howdy dialog box without taking the tour.
- 32** Click **Take a tour** to view an introduction to Chrome OS.

**Note:** To shut down your Chromebook, press **Power**. In the Power menu that appears in the middle of the screen, click **Power off**.



## TIP

**Should I back up my data to Google Drive?**

Backing up your data to Google Drive is normally a good idea, because it enables you to protect your data from accidental loss, work on the data from any device that has an Internet connection, and restore your data if a problem occurs. However, it is vital that you protect your Google Account with a strong password and two-factor authentication to prevent malefactors from taking over your account and accessing your data. If you work with ultra-sensitive data, or company or organization policies forbid the use of online storage, you may need to use removable storage, such as microSD cards or USB drives, instead.



# Start Your Chromebook and Sign In

When you are ready to begin a computing session, start your Chromebook and sign in to your Google Account. After you start your Chromebook, Chrome OS loads and automatically displays the sign-in screen. On this screen, you click your user name and enter your password to sign in.

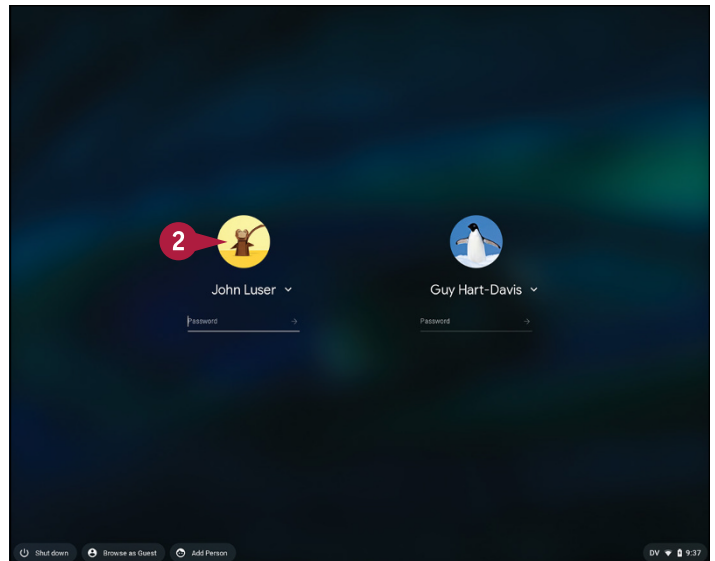
If you have just set up the Chromebook, your user name may be the only one on the sign-in screen — in which case, Chrome OS selects your user name for you, so you do not need to select it.

## Start Your Chromebook and Sign In

### 1 Press **Power**.

Your Chromebook starts, and the sign-in screen appears.

### 2 Click the account you want to use.



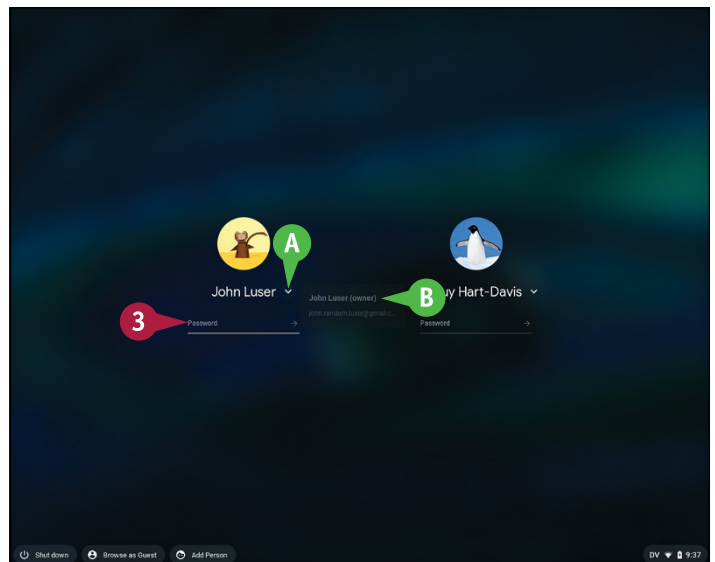
The account becomes selected.

### A If you need to see more information about the account, including the email address, click **Expand** (▼) to the right of the user name.

### B The pop-up panel displays information about the account.

**Note:** Displaying more information is especially helpful when the sign-in screen includes two or more accounts with the same user name, and the icons do not enable you to distinguish the accounts.

### 3 Click **Password**.





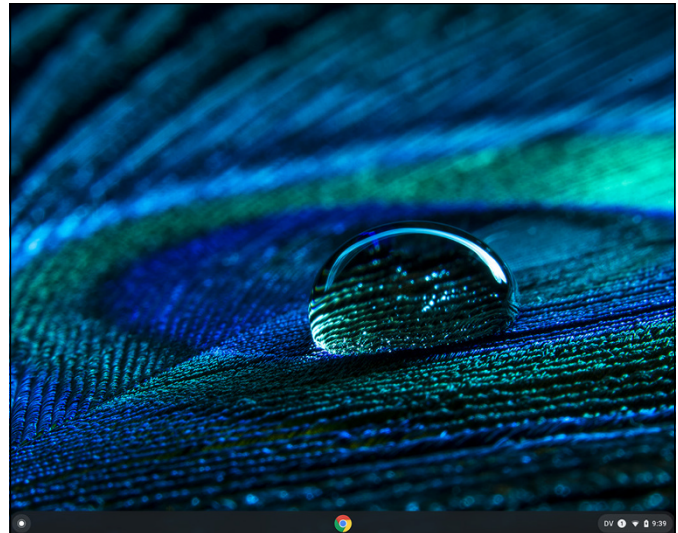
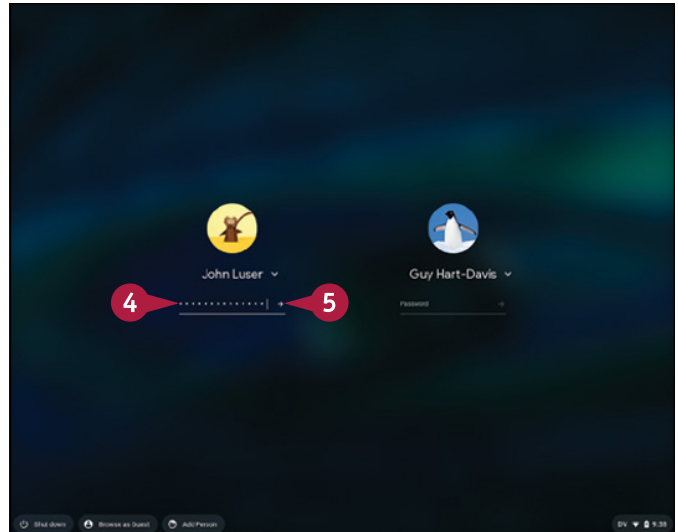
## Getting Started with Your Chromebook

The Password field becomes selected.

- 4 Type the password for the account.
- 5 Click **Sign in** (→) or press **Enter**.

Chrome OS verifies your credentials and signs you in.

The desktop appears, and you can start using Chrome OS.

**TIP****Chrome OS will not accept my password. What could be wrong?**

Caps Lock might be on, or Chrome OS might be set to use a different keyboard layout than you believe you are using.

Look first to see if Caps Lock (⌨) appears on the right side of the Password field. If so, press **Alt** + **⌨** to turn off Caps Lock, removing the symbol.

Next, click the status area in the lower-right corner of the screen to display the system menu, click **Keyboard** (⌨) to display the Input Methods menu, and then click the keyboard layout you want to use. For example, you might click **US** for a standard US keyboard layout.

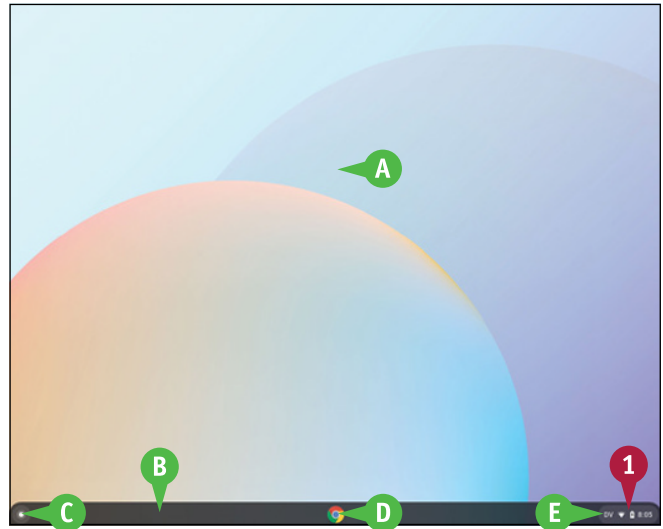
# Explore the Chrome OS Desktop

Your Chromebook runs Google's operating system called Chrome OS, which is designed to be easy to use and to run well on computers with relatively modest hardware. The Chrome OS desktop, which appears after you sign in to your Google Account, is the area on which you open apps and windows.

The key components of the Chrome OS desktop are the wallpaper that forms its background, the control strip called the *shelf*, and the system menu that gives you quick access to settings.

## Explore the Chrome OS Desktop

- A The wallpaper forms the background to the desktop.
  - B The shelf is a control bar that initially appears across the bottom of the screen.
  - C The Launcher icon (📌) appears at the left end of the shelf.
  - D Icons for "pinned" apps and running apps appear on the shelf. In this example, only the Chrome app icon (🌐) appears.
  - E The status area shows reference information, such as the time and the battery status.
- 1 Click the status area.



The system menu opens.  
Normally, the system menu opens in its collapsed form at first.

- F You can click your account icon to display account information.
- G You can click **Sign out** to sign out.
- H You can click **Shut down** (🔌) to shut down your Chromebook.
- I You can click **Lock** (🔒) to lock the Chromebook's screen.
- J You can click **Settings** (⚙️) to open the Settings app.



- 2 Click **Expand menu** (⌵).