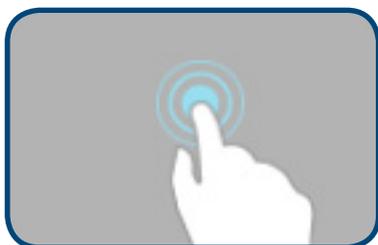


# Chromebook FAQs

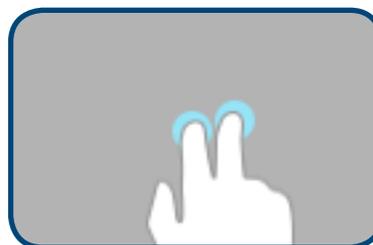
Your Chromebook is similar to any laptop. The main difference is that most of the programs you will use on your Chromebook are web-based, meaning they are accessed through the Internet rather than saved in the internal memory of your Chromebook. Google Drive, Google Docs, Google Sheets, and Google Slides are a few of the web-based applications offered by Google.

## How do I use the touchpad?

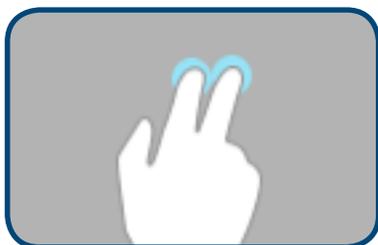
The touchpad is designed with the same functions as a computer mouse. Slide your finger across the touchpad to move the cursor around on the screen.



Click or tap the touchpad to make a selection.



To right click, press or tap the touchpad with two fingers.



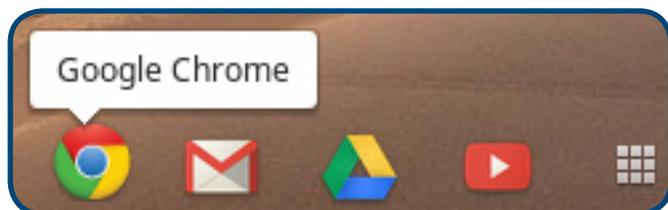
Slide two fingers on the touchpad to scroll up and down.



To move an icon, select it, and then drag your finger across the touchpad.

## How do I access the Internet?

Select the Google Chrome icon in the bottom-left corner.



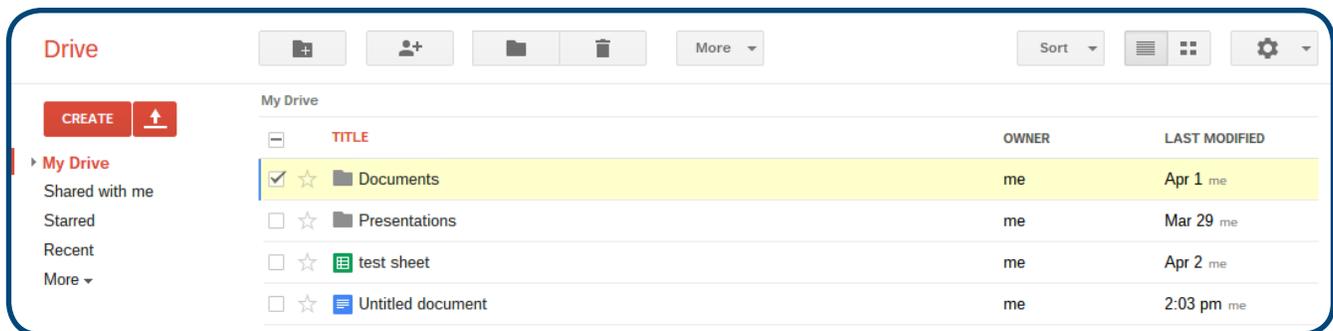
## Where are my files stored?

All of your files will be stored in Google Drive. Google Drive is an online storage system that gives you access to your files from any device. To access Google Drive, select the Google Drive icon at the bottom-left of the screen.



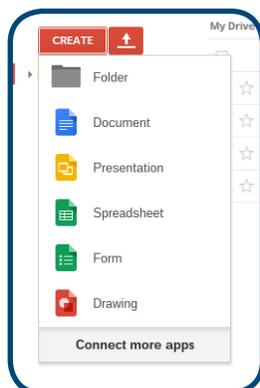
## How do I use Google Drive?

Google Drive is a file storage system that saves your files in a cloud. Documents can be sorted and saved into folders. Select a file or folder by placing a check mark in the box next to the title. A set of option buttons will appear above the document list. Use these to make changes to the file. Click the title of a file or folder to open it.



## Where is my word processor??

You will not have to install any software to use your Chromebook. All of the programs you want to use are online, and many are for free! Google Docs is one of those free programs. It is a web-based word processor that works much like any you have used before.

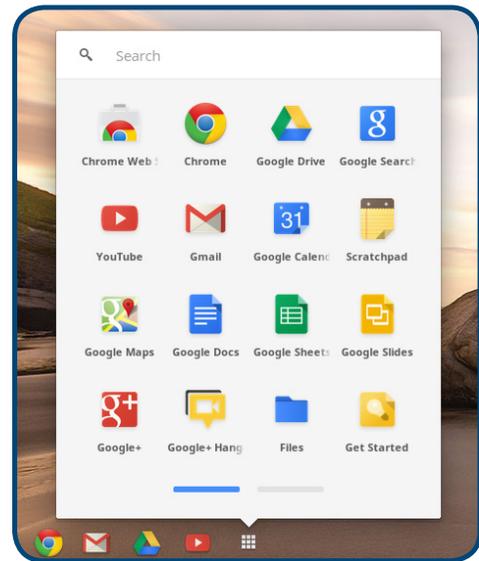


To access Google Docs, select the red Create button on the left side of the screen. Then select Document from the drop-down menu.

You might also find Google Sheets and Google Slides to be useful tools. Select Spreadsheet to open Google Sheets. From here, you can create a variety of spreadsheets, tables, charts, and graphs. Select Presentation to open Google Slides. With Google Slides, you can create dynamic presentations using templates or your own designs.

## Where are my apps?

Your Chromebook comes with several apps already available to you, and more can be bought from the Chrome Web Store. To access your apps, select the app icon near the bottom left of your home screen. You can use the search box at the top of the menu to look for a specific app. To switch pages, use the blue lines at the bottom of the menu.

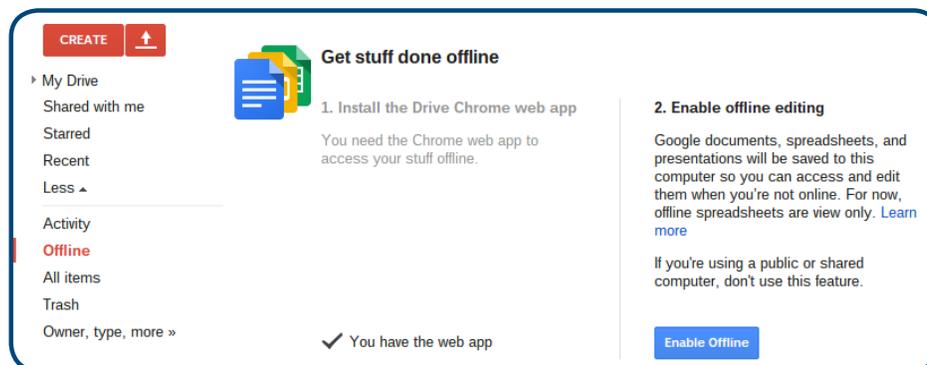


## I just downloaded a file; where is it?

To find a file you download from the Internet, select the apps menu. Then find a folder named “Files.” In this folder, you will have access to all of your downloaded files and everything you have stored in Google Drive.

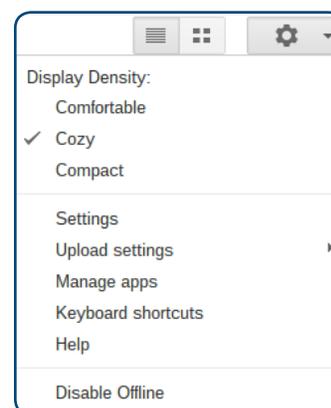
## How do I work offline?

To work offline you must make the document(s) available offline. From the My Drive menu on the left side of your Google Drive home page, select Offline (you may have to select More to expand the menu). Then select the blue Enable Offline button.



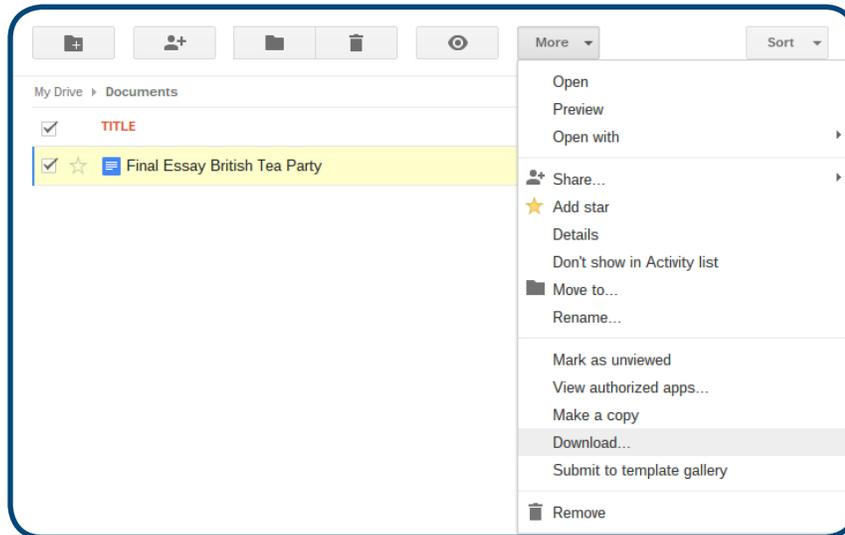
## How do I disable offline editing?

To disable offline editing, select the gear icon in the top-right corner of your Google Drive home page, and then select Disable Offline from the drop-down menu.

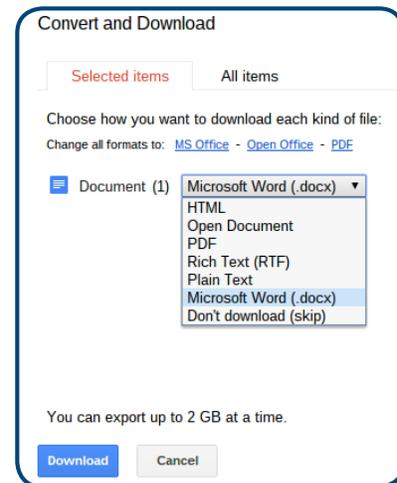


## I tried to upload a document to the Dropbox, but it isn't showing up. What's wrong?

If you typed your document using Google Docs, you will need to convert it to .docx format. To do this, select the document from My Drive that you want to convert. Next, choose the More drop-down menu from the top of the page, and then select Download.



Make sure that you are in the Selected items tab. From the drop-down menu, choose the correct format: Microsoft Word (.docx). Then select the blue Download button.



Your newly converted file can be found in the Downloads folder of your Files App. Select the document and drag it into the Google Drive folder. Now you can access your document in .docx format from anywhere

