

# PLEASE NOTE:

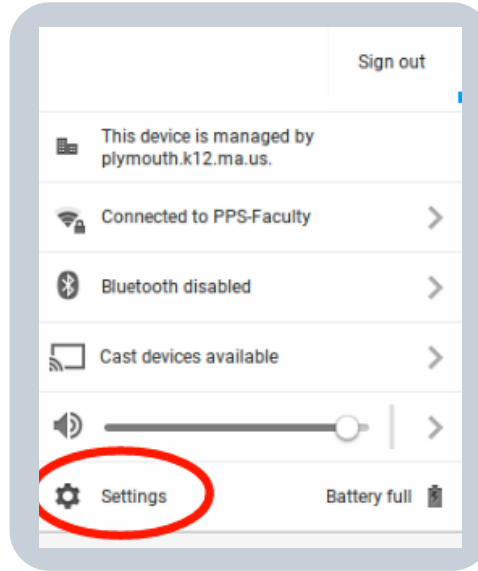
If you are experiencing any problems with this Chromebook, please email [ppschrome@plymouth.k12.ma.us](mailto:ppschrome@plymouth.k12.ma.us)

# ADDITIONAL SUPPORT



More Shortcuts:  
[goo.gl/ZgISif](http://goo.gl/ZgISif)

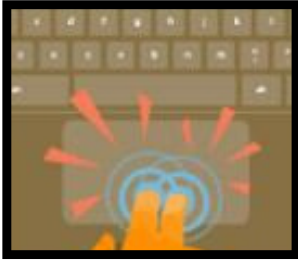
# MANAGE PREFERENCES



# CHROMEBOOK TIPS



## TOUCH PAD



**Right-click:** Click the touchpad with two fingers.



**Scroll:** Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.

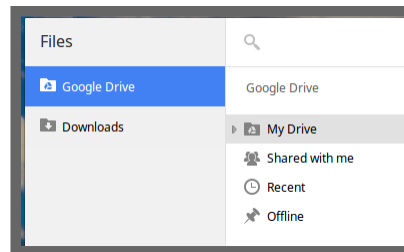


**Drag and drop:** Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.

## STARTING & SHUTTING DOWN

- Turn on the Chromebook with power button in the upper right on the keyboard.
- Your id and password are identical to your credentials used for PPS Google Mail.
- Updates occur when the Chromebook is shut down using the command from the BOTTOM LEFT corner after signing out.

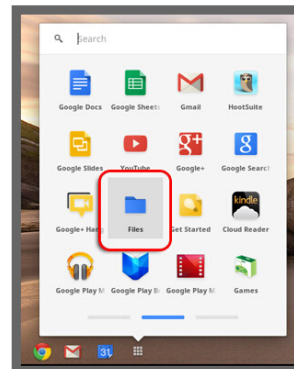
## SAVING FILES



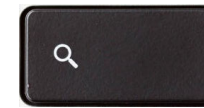
**Save defaults to Google Drive**  
**SAVE HERE!**

## ACCESS DOWNLOADS

Avoid Saving to Downloads folder due to low available space.  
**Delete these items often!**



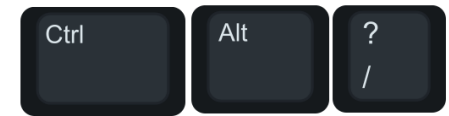
## SEARCH



Search: the Web, Google Drive files, Images & Apps

**CAPS LOCK: ALT + SEARCH**

## SHORTCUTS

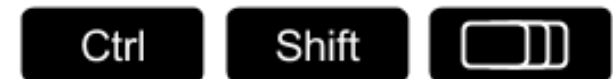


Ctrl+Alt+? displays all shortcuts  
Press 'Esc' to close keyboard shortcuts

## SCREEN SHOTS



>To take a screenshot hold down the control key and press the window switcher key.



>To take a partial screenshot hold down the control key and the shift key and the window switcher key.