Getting started with Chromebooks

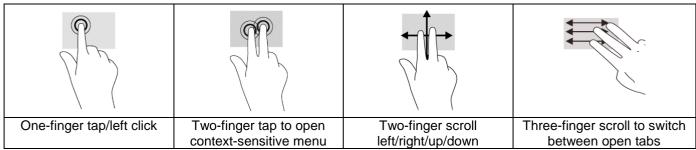
At the bottom of the desktop screen are the launcher, shelf and status area



Launcher: contains a list of all available apps on the Chromebook Shelf: contains shortcuts to apps so that you can find them easily

Status area: contains features such as the clock, battery information, and wireless connectivity

Touch gestures for TouchPad



Note: Some applications and files do not support all touch gestures

Function keys

Chromebooks use function keys to access some hardware and software controls:

Icon	Function	Description
←	Previous	Go to the previous page
→	Next	Go to the next page
G	Reload	Reload the current page
7 4	Full-screen	Open the page in full-screen mode
	Next window	Switch to the next window
٥	Brightness down	Decreases the screen brightness
\ODE	Brightness up	Increases the screen brightness
*	Mute	Turns off audio output
•	Volume down	Decreases the volume
•	Volume up	Increases the volume

Keyboard Shortcuts

Some common keyboard shortcuts:

Ctrl + CIII	Take a screenshot of the entire screen
Ctrl + Shift + CIII	Select a section of the screen to snap
Alt + Shift + m	Opening the file manager in Chrome OS
Alt + a	Turning on/off Caps Lock

Tips and Tricks

Create documents

Use Google Docs, Sheets, and Slides to work anywhere, with the convenience of saving files in the cloud.

Playing video or audio files

Chromebooks come with a built-in media player to play audio and video files. To play a file, double-click on an audio or video file in your files app.