UXBRIDGE Technology Team
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Chromebook Tips & Tricks
By the Uxbridge Technology Department

Summary

This Guide will help you and your child to navigate through the Chrome OS and help with any minor issues you may run into while using the device.

How to Save Images

Did you just find the perfect reaction GIF or image for your next Google Hangout, Meet, or Classroom project? You can save these images to your Google Drive, USB, or SD Card.
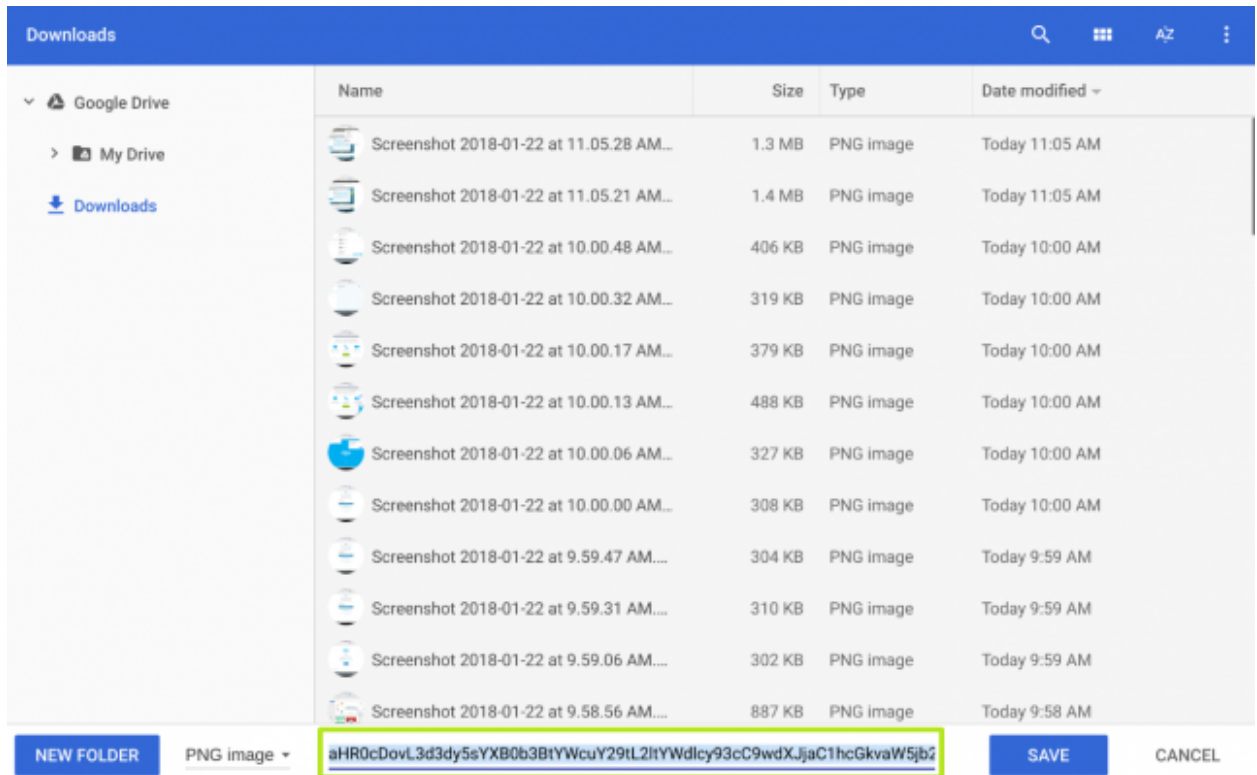
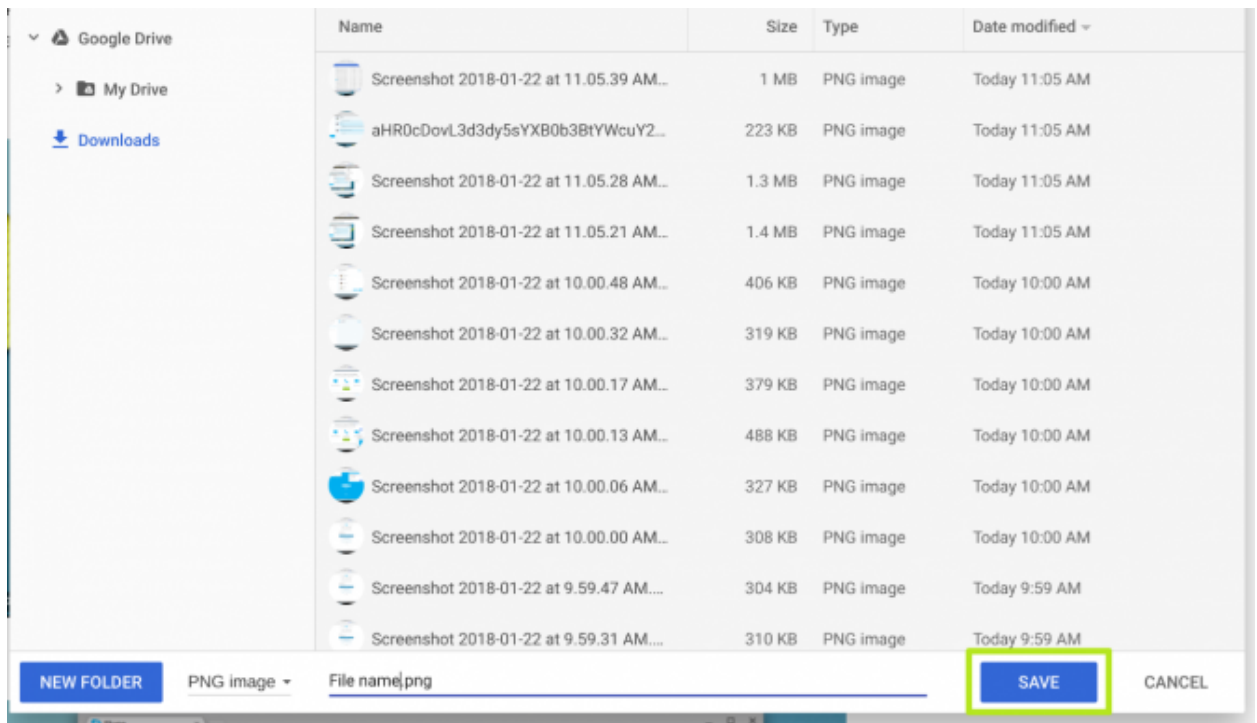1. Open Chrome browser from the desktop

2. Browse for an image or GIF you want to save
3. Right click on the image and select "Save image as..." You can right click by clicking with two fingers on the touchpad.
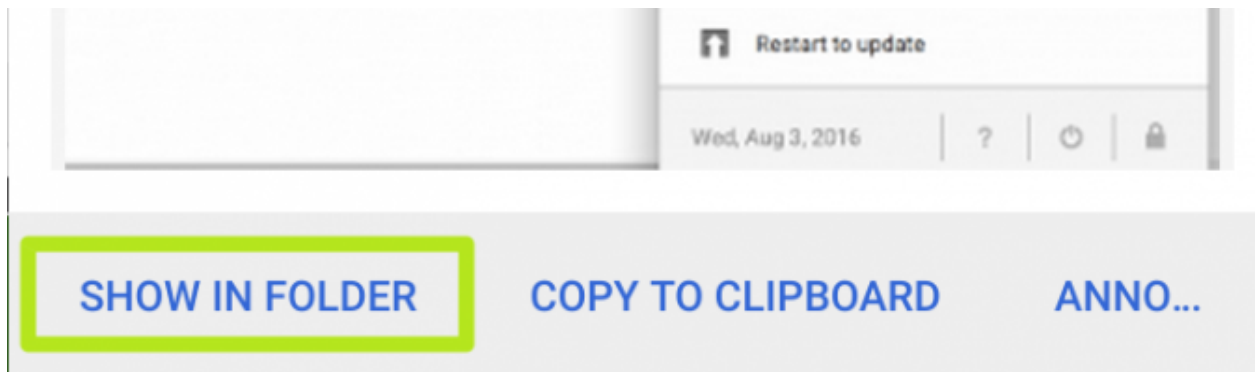
4. Change the image name, if you want to.

5. Click the Save button

6. Click Show in Folder

7. Your saved image will pop up with your other images in internal storage. *** Please note that the Chromebook is enrolled and monitored by the Uxbridge Tech Department and if you close the lid you will lose these images so make sure you right-click it in the Files app and upload it to your Google Drive or copy it to a USB drive or SD card ***

How to Turn on Caps Lock

The Chromebook keyboard for the most part looks like any other keyboard you have used before, except the first thing you might notice is that there's no Caps Lock key. Follow the steps below to learn how to enable and disable Caps Lock.

1. Hit **Alt + search** (the magnifying glass or Assistant icon), the latter of which is in the place you'd look for a Caps Lock key. You'll see an arrow appear on the bottom right notifications bar and a pop-up will alert you that Caps Lock is on.
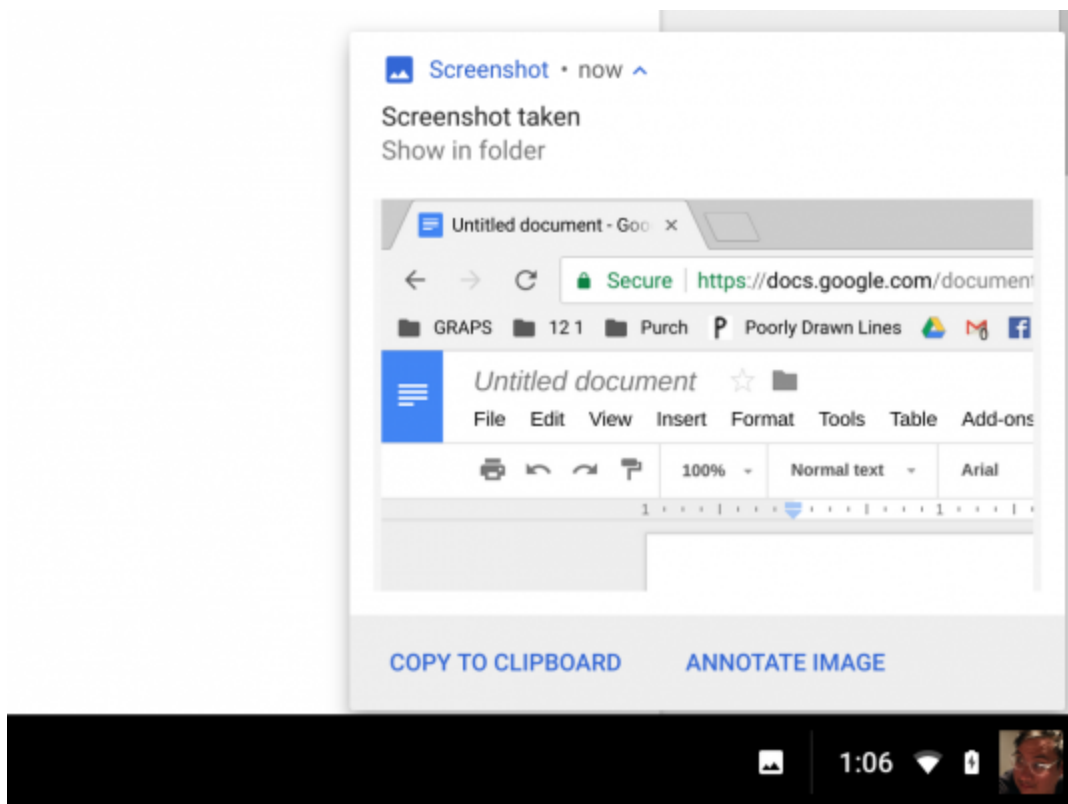2. Tap **Shift** to turn off Caps Lock.

How to Take a Screenshot

There is no PrintScreen key available on a Chromebook keyboard like you would normally see on a Windows keyboard. If you need to take a screenshot follow the steps below.

1. Press the Overview key [⧉] + Ctrl to take a screenshot of your current window.

2. Press the Overview key [⧉] + Ctrl + Shift to take a screenshot of a partial window.

3. Press and hold on the trackpad and drag to show the area of the partial window you want.

4. Click the pop-up notification to open the saved screenshots.

5. The options on the bottom of the screenshot notification allow you to copy the image, as well as annotate it.

How to Right Click

Right Clicking on a Chromebook is different from Windows but the same as Mac OS.

1. Click the touchpad with two fingers to open the right-click menu.

2. Place two fingers on the touchpad and move up and down or right to left to scroll.
3. Click and hold on an item you want to drag and drop using one finger. Then, with a second finger move to where you want that item dropped.
4. Swipe left or right quickly using two fingers to swipe between open tabs.

How to Fix Minor Glitches

While you or your child are using the Chromebook you might run across some issues, for example, screen freezes, app won't open or is locked, troubling logging in. If you come across any of these or anything else follow these steps.

1. Close the lid, the chromebook is setup so that when you close the lid it logs the user out (do not worry about any loss of work as long as your child is connected to the WiFi and using Google Drive, Docs, Sheets, or Classroom all of their work is saved in the Google Cloud)
2. Wait 6 to 10 seconds then re-open the lid.
3. Sign back in.
4. Retry whatever you were working on before, and it should be working for you now.