

# 10 steps to set up your Chromebook

## Getting to know your Chromebook

Welcome to your Chromebook. You're on your way to doing your best work from wherever you are. This quick guide walks you through some common questions so you can hit the ground running.

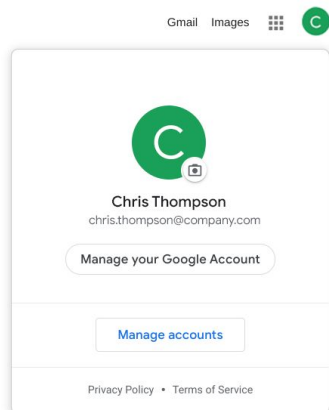
### 1 How do I sign into my account and turn on Chrome Browser sync?

Power on your device, enter your [Google Account](#) email or phone number, and password. Turning on Chrome sync will let you save your bookmarks, history, passwords, and other settings securely to your Google Account and allow you to access them from Chrome on any device. You'll also be able to restore your info if you forget or lose your device.

To turn it on:

1. **Power** on device
2. Enter your **email/phone number** and **password**
3. On your computer, open **Chrome Browser**
4. At the top right, click **Profile**
5. Sign in to your **Google Account**
6. Click **Turn on sync** > **Turn on**

[Learn more about signing in](#)  
[Learn more about syncing](#)



### 2 How do I locate my apps and files?

On a Chromebook, you can access files and apps from the **Launcher** (the circular button on the bottom left of your screen). Simply tap or click on the button to bring up the Launcher.

To find a specific app, document or file, use the search bar at the top of the Launcher.

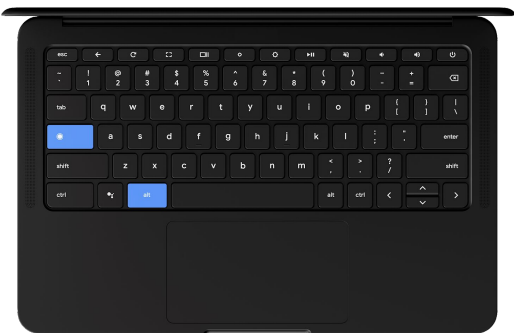
Still missing a few apps? Take a look at the [Google Play Store](#) and the [Chrome Web Store](#) to see which apps could help you. If you can't find what you're looking for please contact your IT team.

### 3 Where's the Command key?

Instead of using Command for keyboard shortcuts, Chrome OS uses the Ctrl key. There are two Ctrl keys on your new keyboard.

One is on the far left of your keyboard and the second is to the right of spacebar. So, copying is now **Ctrl + C** and pasting is **Ctrl + V**.

[See all keyboard shortcuts](#)



### 4 Where's the Caps Lock key?

For constant capitals, press **Alt + Launcher/Search** to turn Caps Lock on. And again to turn it off.

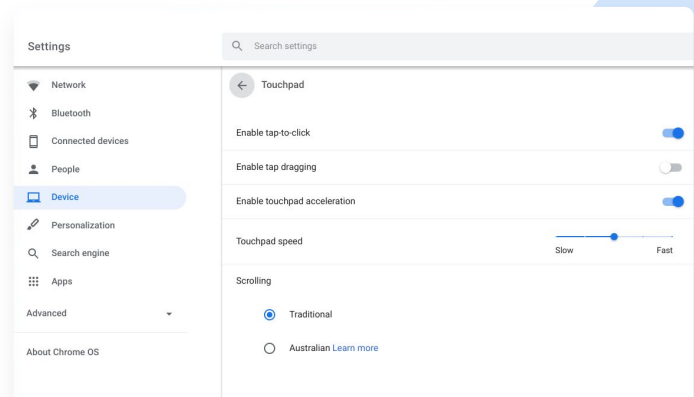
You can remap your keyboard to turn your Search key into Caps Lock if it's something you use all the time:

- Go to **Settings** ⚙️
- Select **Device**
- Select **Keyboard** to change how the keys work

### 5 How do I change the scrolling direction?

If your Chromebook's scrolling feels upside down, you can easily change the direction:

- Click the **time** in the bottom right corner of the screen
- Click the ⚙️ **Settings** icon
- Scroll down to **Mouse and touchpad**
- Select **Australian scrolling** to change the direction



## 6 How do I take a screenshot?

To capture the entire screen on a Chromebook, press **Ctrl + Show windows** (Ctrl + F5).

To capture a partial screenshot, press **Shift + Ctrl + Show windows** (Shift + Ctrl + F5), then click and drag your cursor over the area you want to capture.


On a tablet, simply press the **Power** button + the **Volume down** button at the same time.



## 7 Connecting your Chromebook to a monitor

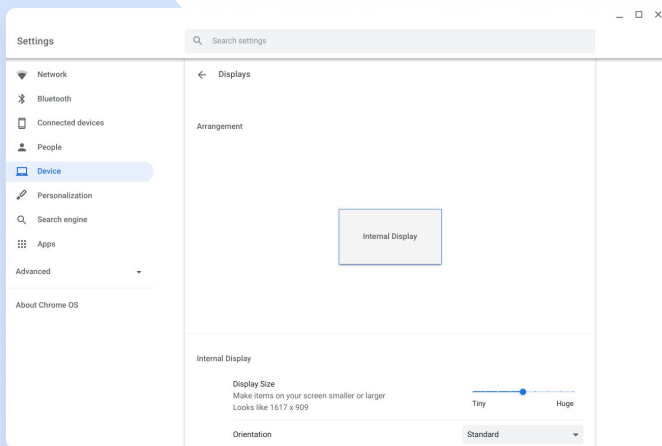
You can connect your Chromebook to a monitor or TV with an HDMI, DisplayPort, DVI or VGA port. Sometimes you need an adaptor cable to do this. To find out what type of cable you need, please check with your IT team.

To mirror your screen on your monitor:

1. At the bottom right of your screen, select the **time**
2. Select **Settings** 
3. In the 'Device' section, select **Displays**
4. Select **Mirror Internal Display** so your screen will show on all connected monitors

Tip: To view your Chromebook screen only on your monitor, press and hold **Decrease brightness**

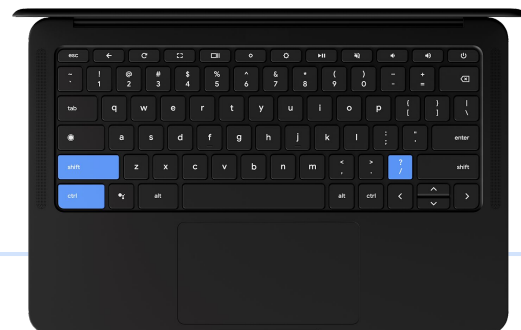
[Learn more about connecting to a monitor](#)



## 8 If I had to remember just one shortcut, what would it be?

CTRL + Shift + /

This opens Chromebook Help, where you'll find answers to all your Chromebook questions.



## 9

## Multi-tasking with windows & tabs

You can finish tasks faster by reorganising and moving your windows and tabs.

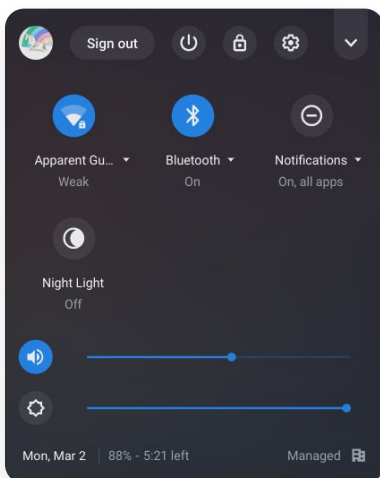
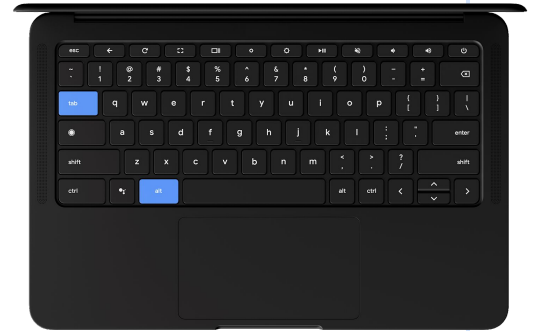
To switch between windows quickly:

- Press & hold **Alt**, then press **Tab** until you get to the window that you want to open

To open and close windows and tabs:

- Press **Ctrl + n** to open a new window
- Press **Ctrl + t** to open a new tab
- Click **Close** at the top-right to close a window or tab
- Press **Ctrl + Shift + t** to reopen a window or tab that you closed

[Learn more about multitasking with windows and tabs](#)



Note: This guide describes some general functions of Chrome OS. Some functions may differ depending on the Chrome OS version or the Chromebook model.

## 10

## How do I change my settings?

To change things like screen resolution, keyboard preferences, privacy, security, and more, you'll need to open **Settings**. On a Chromebook, you can access Settings via the time on the bottom right of your screen.

- At the bottom right of your screen, select the **time**
- Select **Settings** ⚙️
- Scroll down to view all settings or use the search bar to find a specific setting

Note: Clicking **Advanced** at the bottom will open more options for settings.

## Want more interesting tips?

Take these step-by-step interactive tutorials. [Start simulator](#)

Check out the detailed [Tips & Tricks Guide](#)