# Getting Started With Your Chromebook

Connecting to Wifi

1. Click the power key on the keyboard to start the device.

2. Once turned on, click on the fan icon in the bottom right-hand corner.
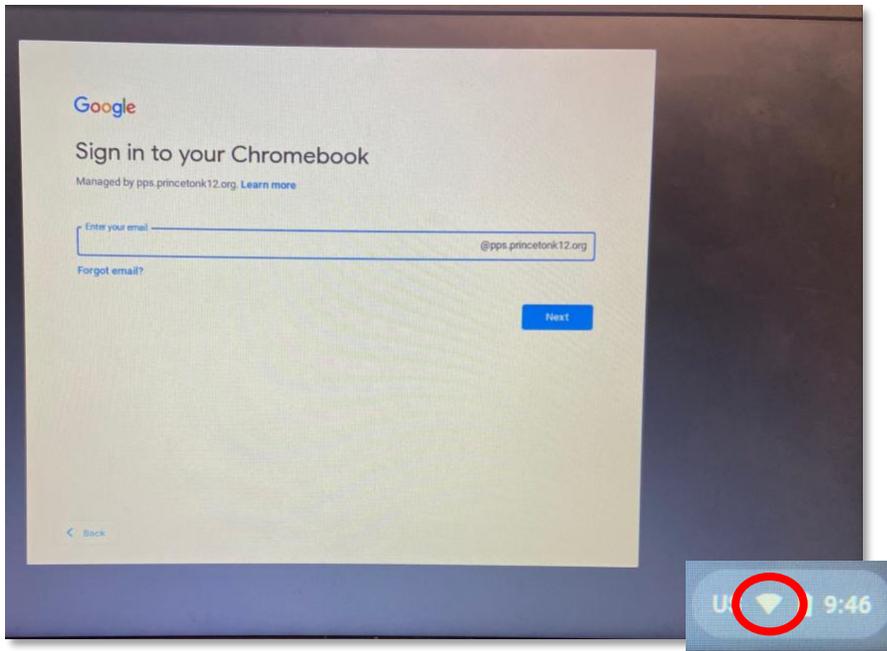
**3.** On the next screen, click on the text under the fan icon on the left.
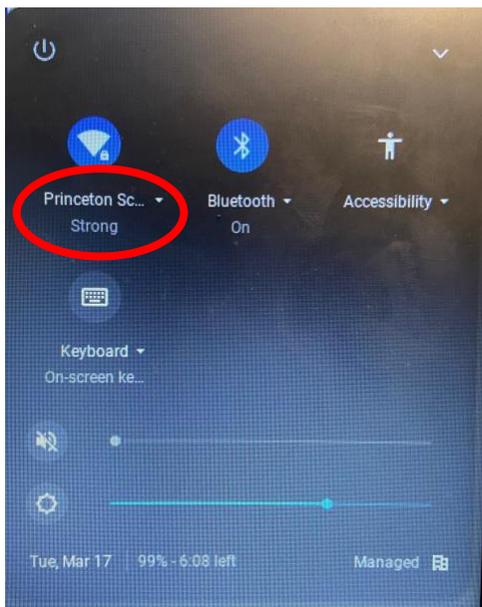

PLEASE NOTE

If you click on the fan icon, you will turn off wifi access.

Click the icon again to turn wifi back on.

4. Locate your home network and click on it.
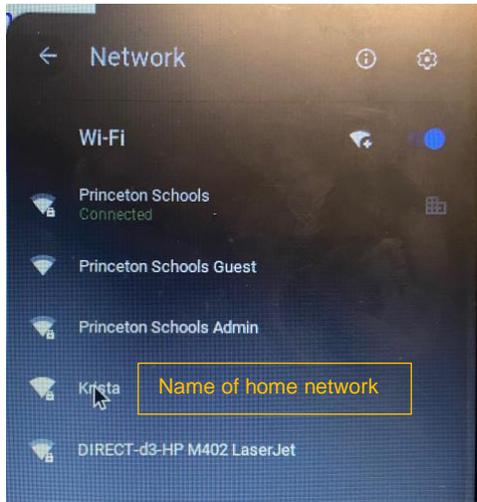
5. Enter the password for your home network.
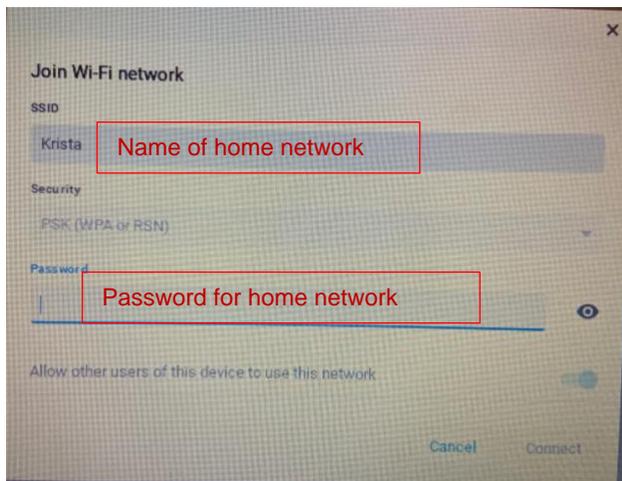
6. Login with your regular device login.
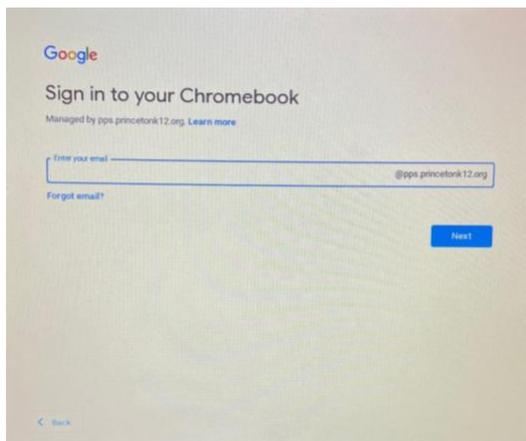
PLEASE NOTE

These devices can only be logged in by PPS staff and students.

Logging In

Username: First Initial Last Name
Ex. John Smith = jsmith

Password: A student's password is his or her lunch-account PIN (personal identification number). Enter it twice, without a space between any of the numbers. (Students may call the school if they have forgotten their PIN.)

PPS Link

PPS Link automatically links students into all of their district accounts.

Click on the Chrome icon at the bottom of the screen.

Chrome will open and bring you to PPS Link. Login to PPS Link the same way you login to your device.
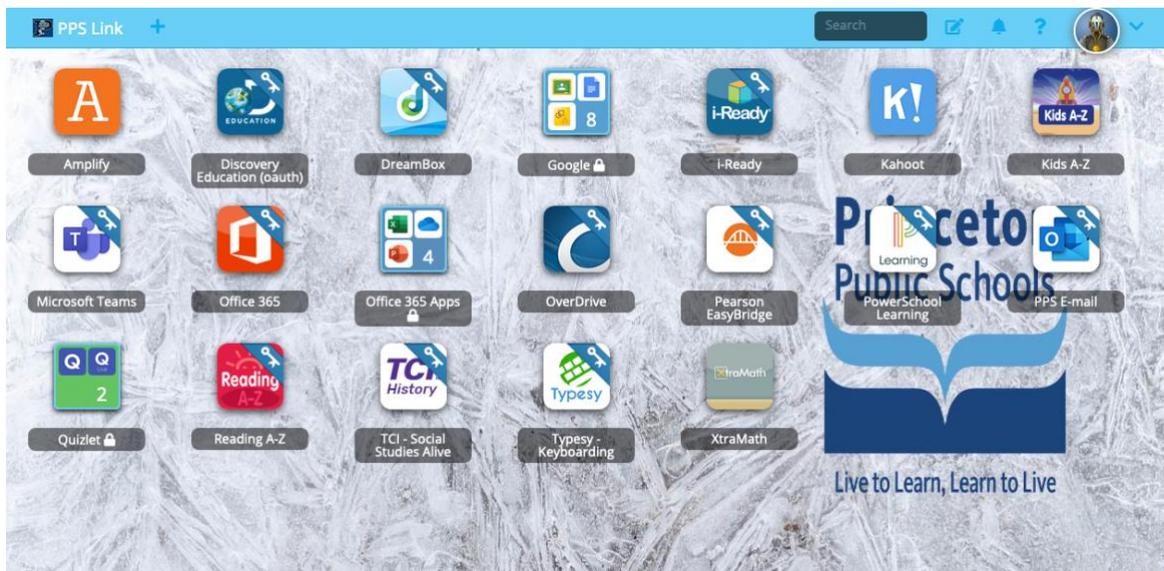

Once you login, click on the icon for the program to open it.

One Drive

Login to PPS Link. Click on the Office 365 Apps Icon.
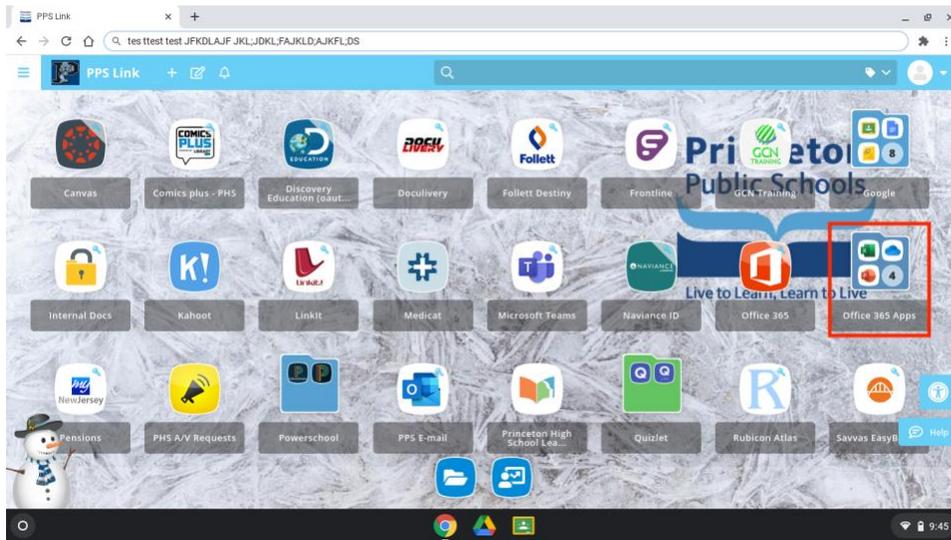
Click on the One Drive Icon.
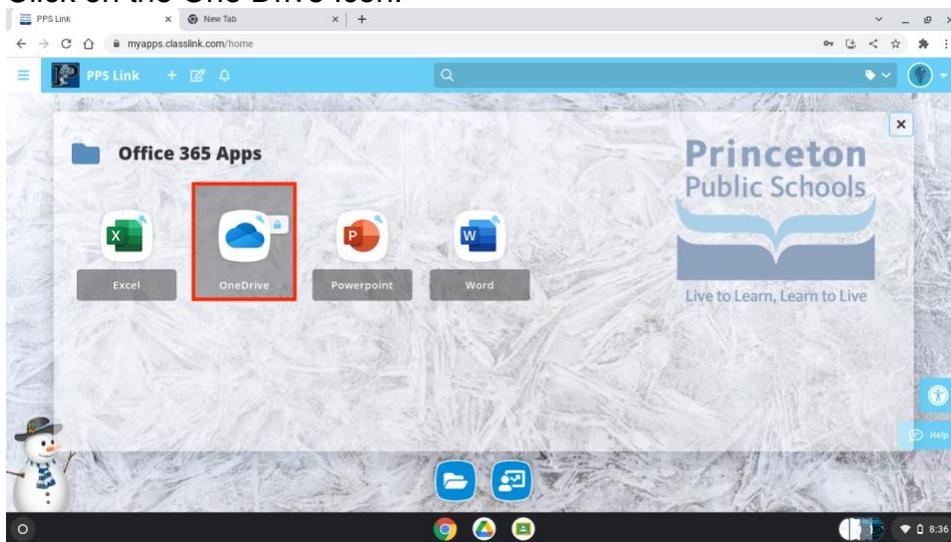
Enter in your login information.

Google Drive

Login to PPS Link. Click on the Google Icon.
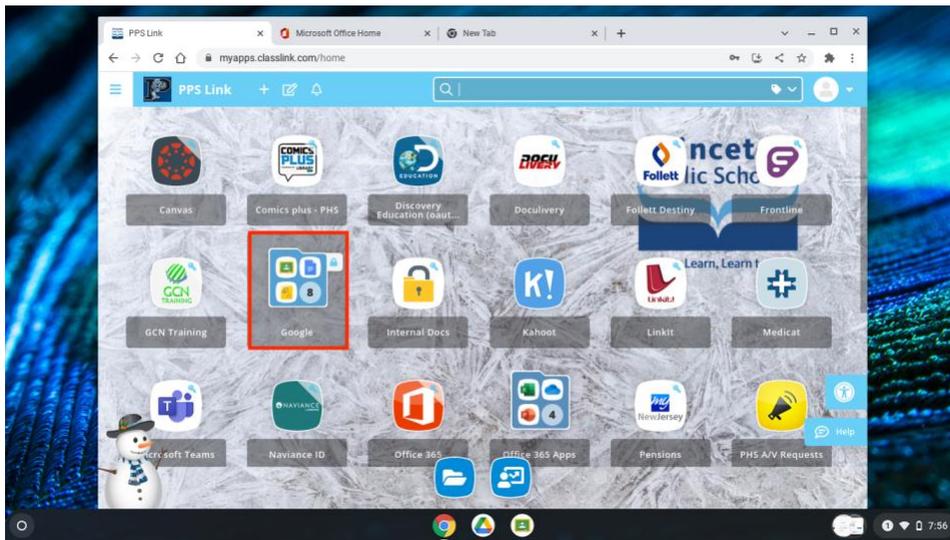
Click on the Google Drive Icon.
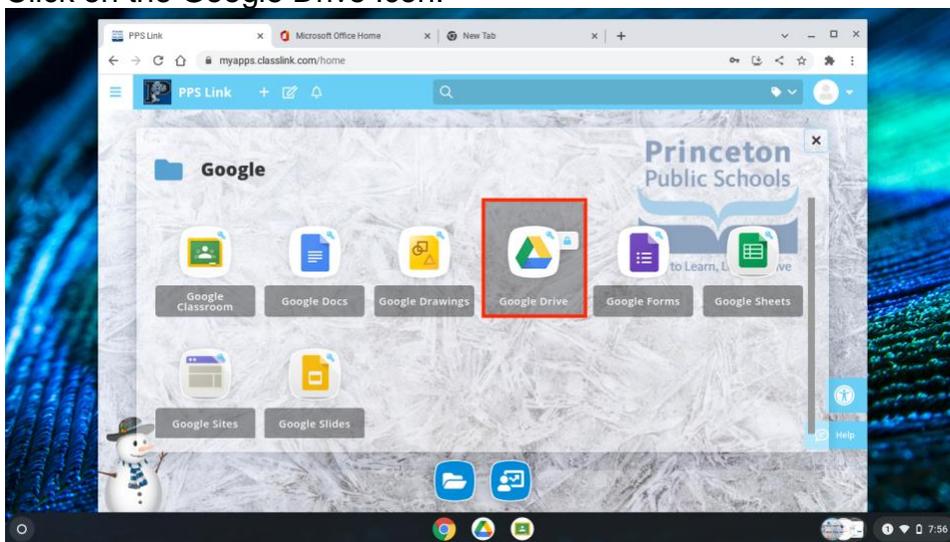
Enter in your login information.

Charging

Please make sure you are charging your chromebook regularly. To charge, plug the charger into the port on the right-hand side of the device.

Signing Into Zoom on a Chromebook

Method 1 – Login Using Zoom Extension

1. Open Google Chrome.

2. Click on the Zoom extension.
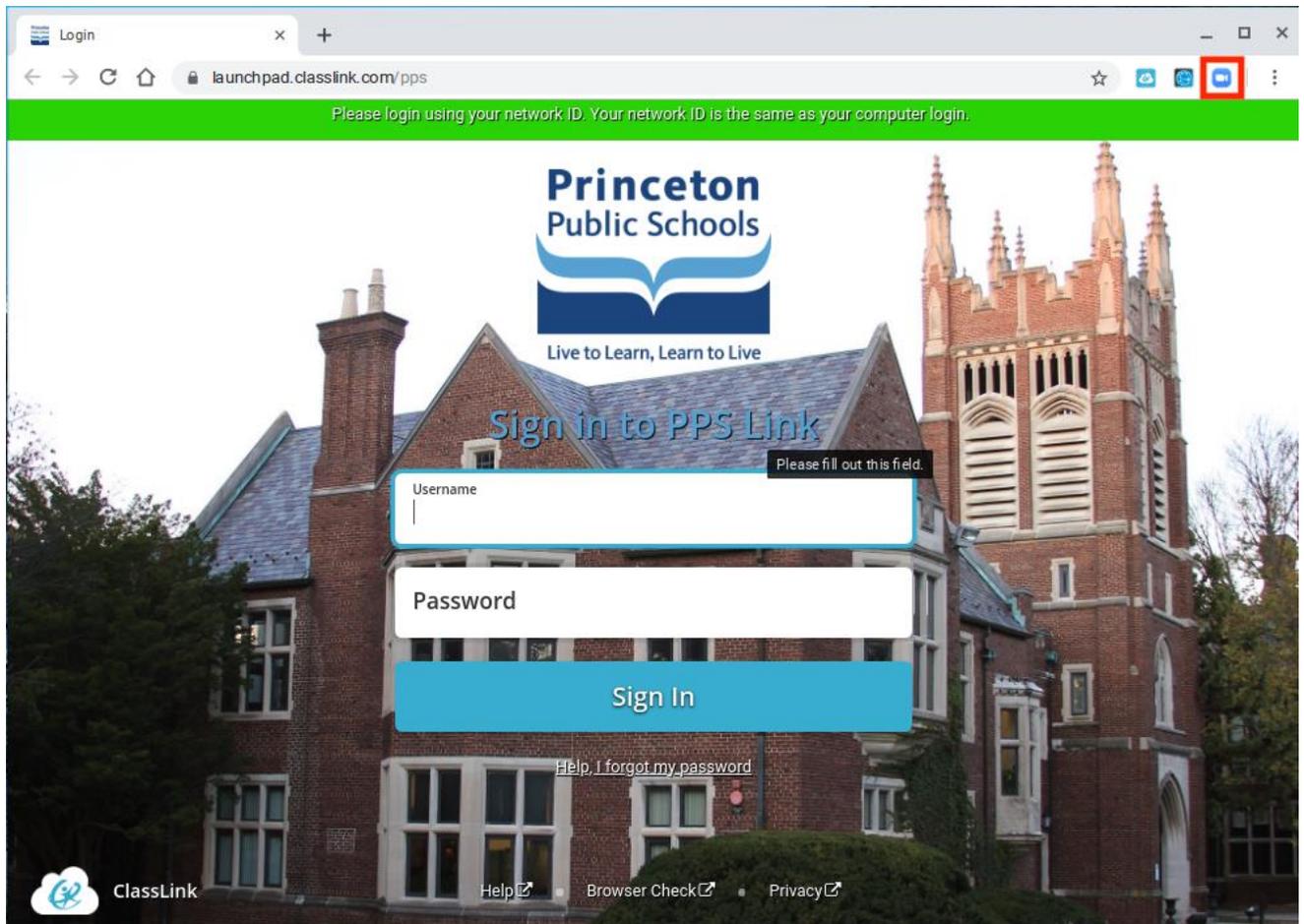
3. Click on "Sign in with SSO"

4. Enter in your email address and click Continue.
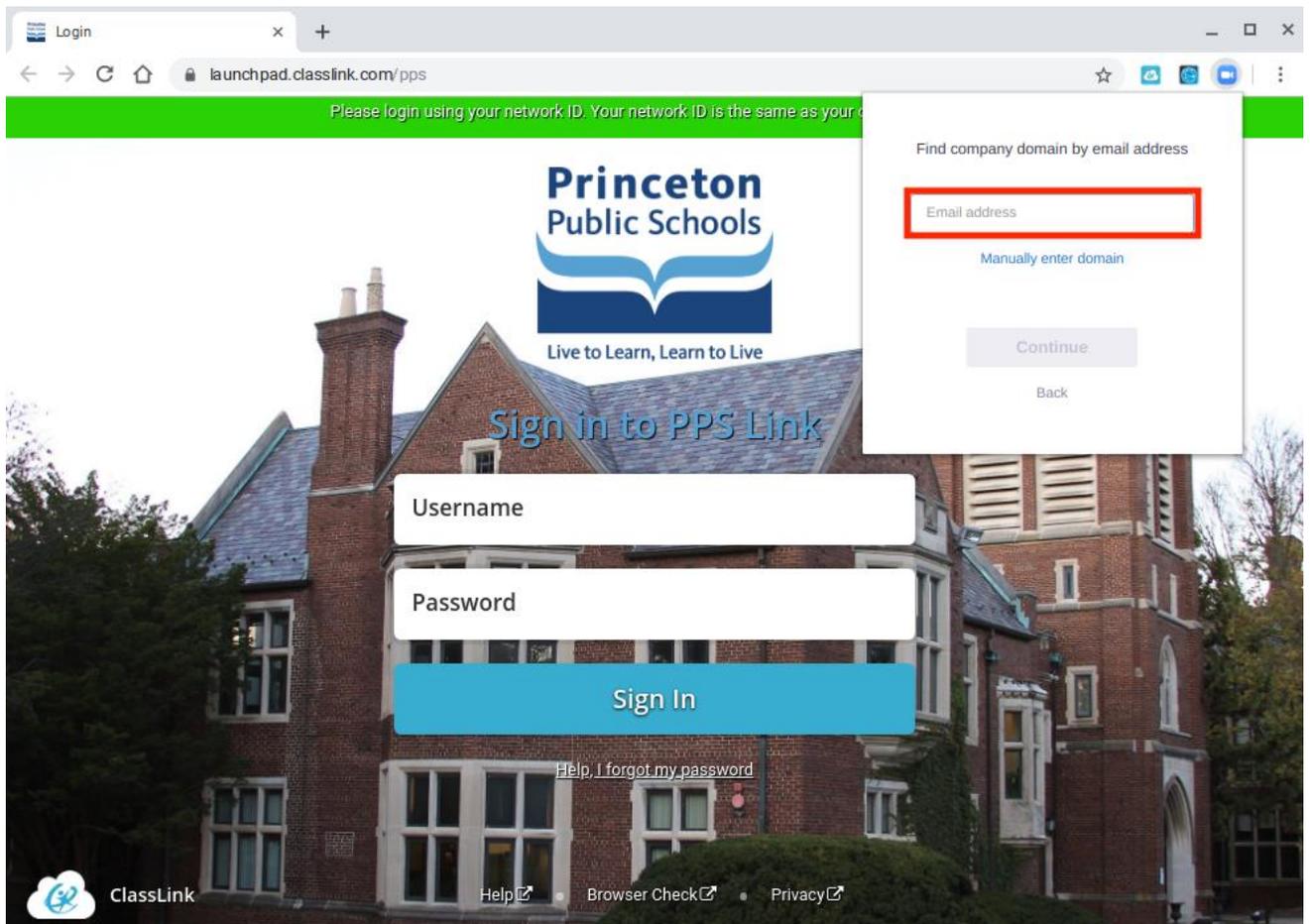
5. Enter your Princeton Public Schools email address, then click on the "Next" button. Then enter your password.
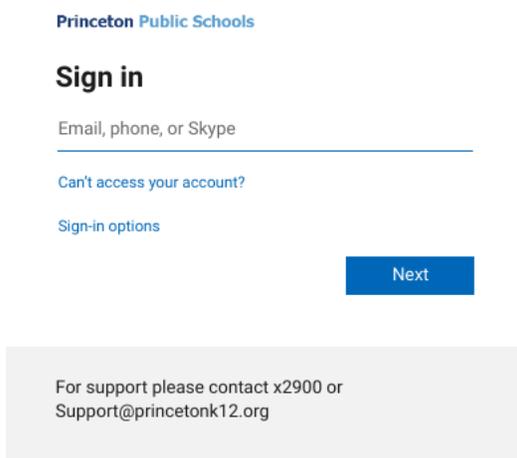
6. You will be logged in with your Princeton account.
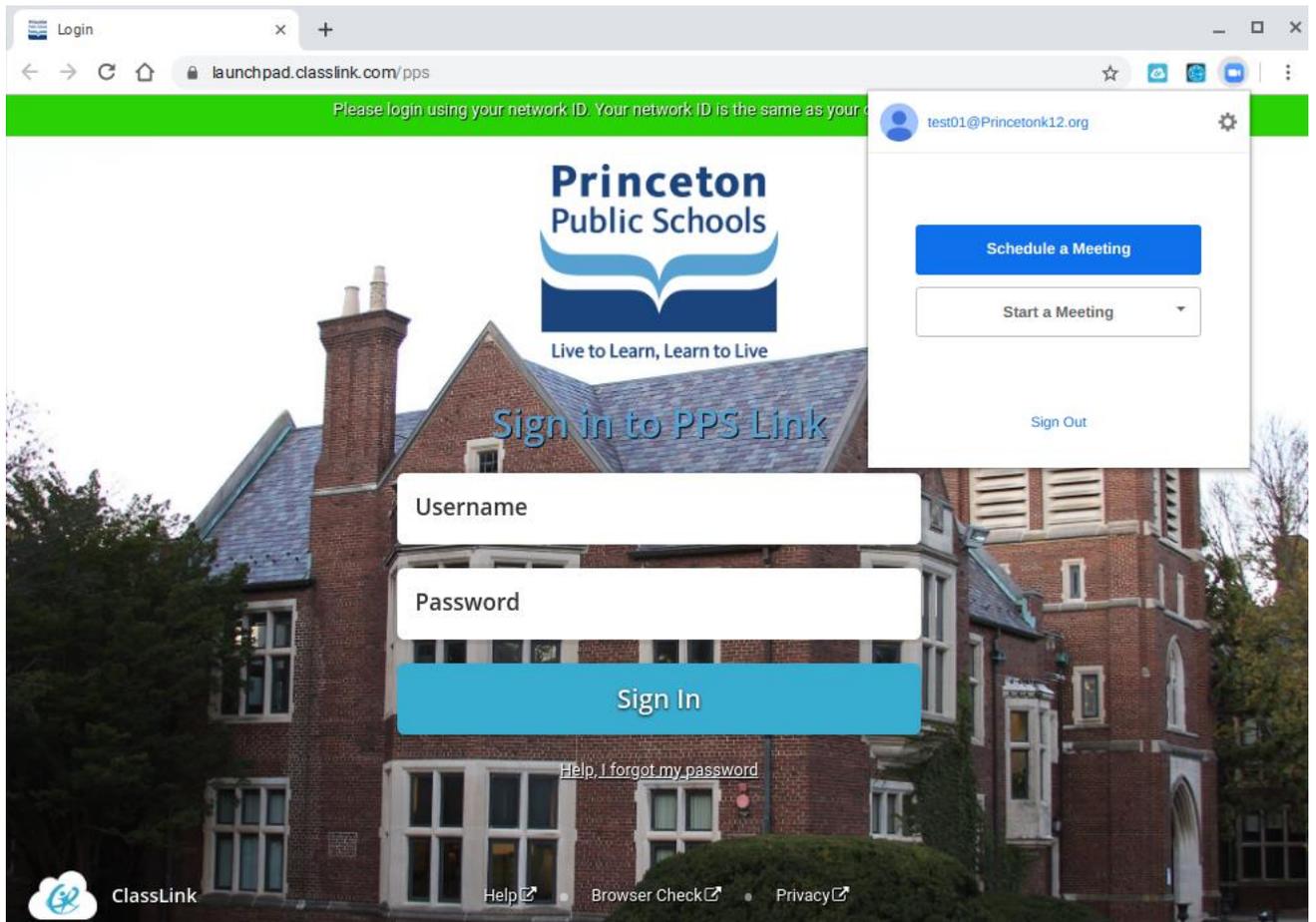
Method 2 – Login Using a Zoom Link

**1.** Click on the meeting link. The following window will appear. Click on the "Sign In to Join" button.
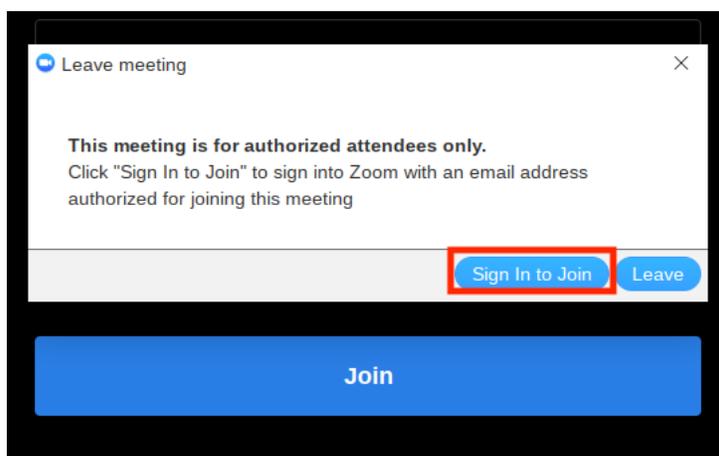
2. Click on "Sign in with SSO" on the right-hand side to continue.
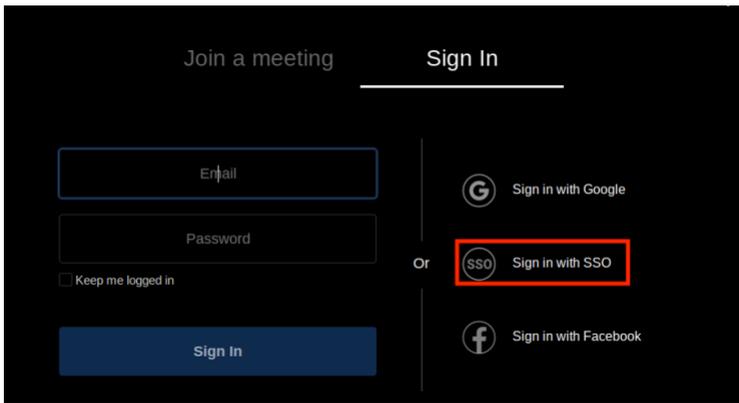
3. Make sure "princetonk12" appears in the domain field. If the first field is blank, please type "princetonk12". Then click on the "Continue" button.
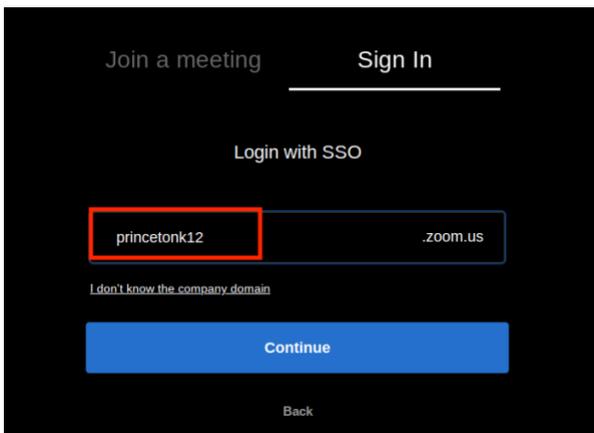
4. Enter your Princeton Public Schools email address, then click on the "Next" button. Then enter your password.
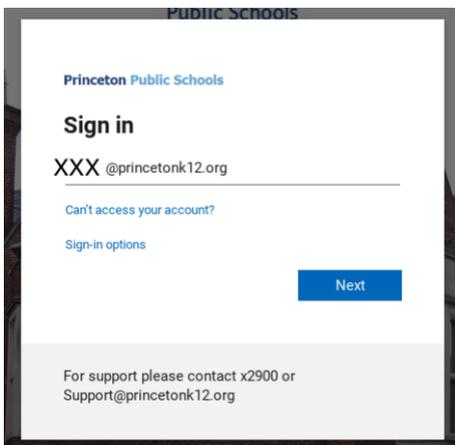

5. You will then be allowed to join the meeting or waiting room.

Understanding Chromebook Keys
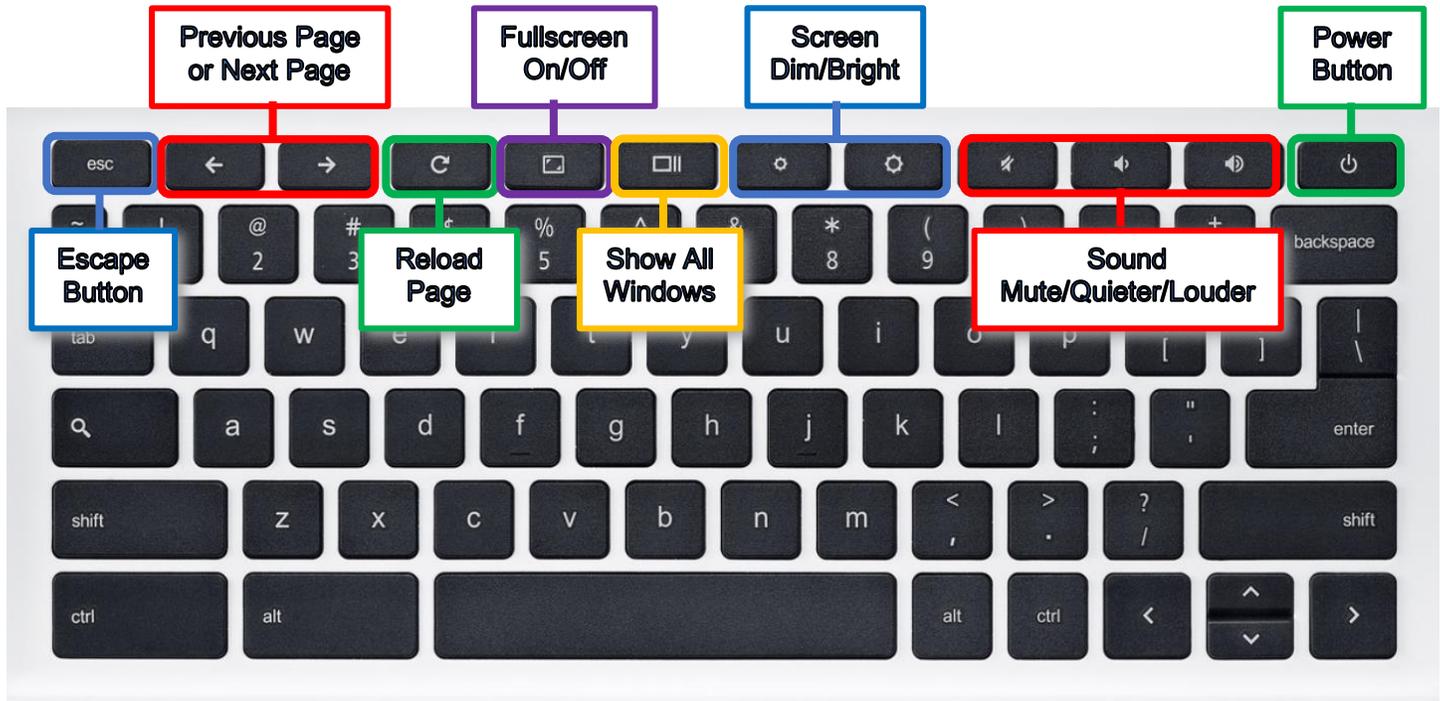
Useful Shortcuts

Action	Shortcut Keys	Notes
Entire Screen Shot	**ctrl + Show All Windows**	Screenshots will appear in the Downloads folder.
Partial Screen Shot	**ctrl + shift + Show All Windows**	The mouse cursor will change into a crosshair. Just click and drag the crosshair over the part of the screen you want to screenshot.
Quickly open your file browser	**alt + shift + M**	
Help	**ctrl + ?**	
To look up shortcuts	**ctrl + alt + / (forward slash)**	
To zoom in and out on a single app	**ctrl + "+" (plus)** or **ctrl + "-" (minus)**	You can reset the screen's zoom by pressing **ctrl + 0.**
To zoom in and out across the entire operating system	**ctrl + "+" (plus)** or **ctrl + "-" (minus)**	This will also change the size of your app dock, letting you fit more apps on it if needed.

Webpage Shortcuts

Action	Shortcut Keys	Notes
Refresh the webpage	**ctrl + r**	
Open the downloads page	**ctrl + j**	

Text Editing Shortcuts

Action	Shortcut Keys	Notes
Select All	**ctrl + a**	
Copy	**ctrl + c**	
Paste	**ctrl + v**	
Cut	**ctrl + x**	
Undo	**ctr + z**	
Redo	**ctrl + y**	
To turn on CAPS LOCK	**alt + Search Button**	Press these buttons again to turn off caps lock.

Miscellaneous Shortcuts

Action	Shortcut Keys	Notes
Lock your screen	**Search button + L**	
Open the status area	**shift + alt + s**	

Trackpad Shortcuts

| Action	Trackpad Shortcut	Notes
Right click	On your trackpad, press down with two fingers *or* hold **alt** and click with one finger	
View all open windows	On your trackpad, slide up with three fingers.	Equal to pressing the window switcher key
Move between open Chrome tabs	On your trackpad, slide left and right with three fingers	

Split Screen

Open your first window. Click and hold the window size reducer button in the top right corner of the window.


Drag the window to either side of the screen until a gray box pops up. Once this happens you can release the window and it will fit that half of the screen.
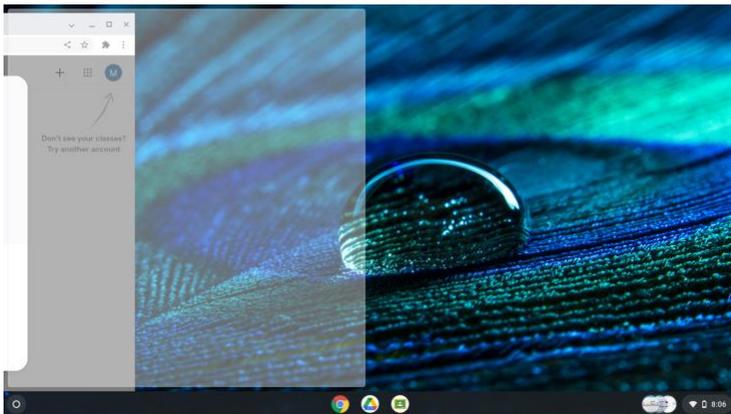
Open your second window. Click and hold the window size-reducer button in the top right corner.
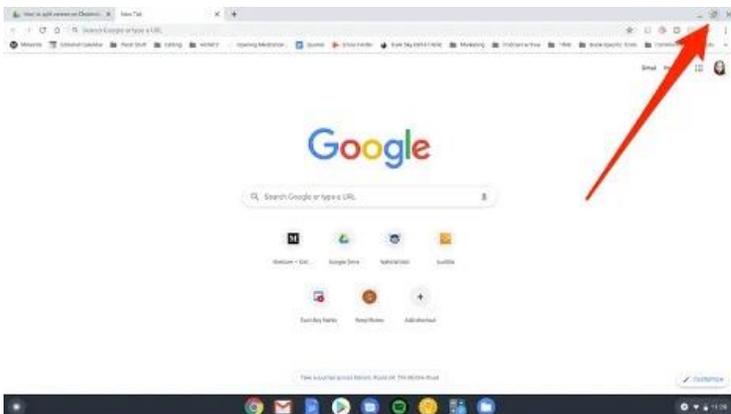
Drag the window into the other side of the screen and release when you see that side of the screen gray out.
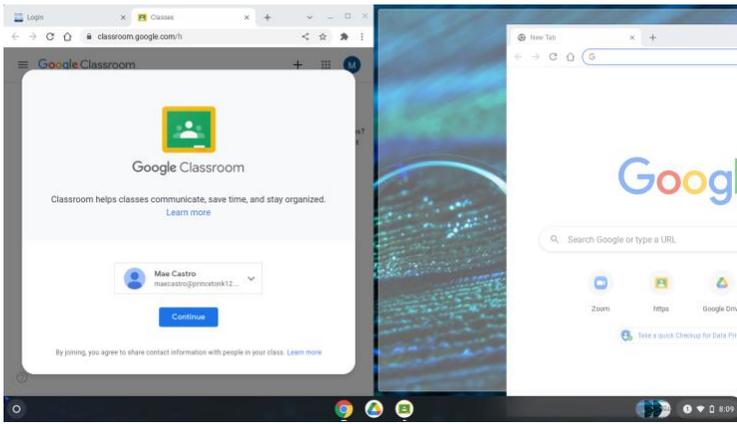
You can return to the regular window configuration by clicking the window-expand button in the top right corner of either window.