

## Chromebook Crash Course: What You Need

Website: [DitchThatTextbook.com](http://DitchThatTextbook.com)

Books: [Ditch That Textbook](#) and [Ditch That Homework](#)

Twitter: [@jmattmiller](#) / [#DitchBook](#)

Facebook: Ditch That Textbook

You Tube: Ditch That Textbook channel

**If you have a Chromebook, play along as you watch the video.**

What makes the Chromebook unique?

- Keyboard structure:
  - Power button location (upper right); power button can log you off or power down.
  - No more “F keys” across the top row; replaced by web interactivity keys.
    - Back/forward pages
    - Page reload
    - Full screen
    - “Switcher button”
    - Screen brightness
    - Volume
  - Magnifying glass (replaced the caps lock) for searching.
- Touch screen and touchpad
- Casting to another device: take what’s on your screen and send it out via Chromecast or a Smart TV; audio can cast to a Google Home.
  - Google Cast for Education: Google Chrome Extension that allows students to cast their screens onto the projector along side the teaching screen.
- Launcher: (bottom left of the screen gives direct access to apps)
  - Shelf: Apps that appear to the right of your launcher for even quicker access
  - First 8 items on the shelf can be opened using keyboard shortcut Alt + position number of item on the shelf for even faster access.

Touchpad Gestures	
Gesture	Result
3 Fingers slide to the left or right	Change the browser tab that is being displayed on the screen
3 Fingers pull back/push back	View all open windows or close them (easy way to switch between windows)
3 Finger tap	Open a new browser tab
2 Finger swipe left/right	Move backward/forward between browser pages
2 fingers + Ctrl Alt	Enables the screen magnifying glass

- Fun with windows:
  - Double click the top of a window to maximize screen; double click again to bring it back down.
  - Drag a tab out of the browser to make it a new window.
  - Drag a window to the top right or left corners of the screen to resize to ½ the screen which gives you the ability to have side by side windows.
    - Drag tab back to tab bar to put it back in place
    - Alt + [ or ] to do the same thing
- Taking screenshots:
  - Ctrl + “Switcher” button (full screenshot)
  - Ctrl + Shift + “Switcher” (partial screenshot)
  - Pencil button (top right) allows for additional editing
- Launcher (bottom left of screen):
  - Use launcher to get quick information without having to do a search.
    - Magnifying glass (search) button launches Launcher
    - Examples: Calculator, dictionary, conversions

The Google Teacher Tribe Podcast: <http://googleteachertribe.com>

- Available each Monday
- Includes Google news and updates
- Practical implementation related to Google

#### Bookmarks bar:

- Ctrl + Shift + B hides/shows the bar
- Create new bookmarks by dragging and dropping from the left of the web address; or use the star to the right of the web address bar.
- Create folders of bookmarks:
  - 2 finger tap over the bookmark bar creates folders with Add Folder; from there drag and drop individual bookmarks into the folder.
- Fit more bookmarks by deleting/shortening the bookmark name (2 finger tap or right click).

#### Voice typing:

- Great for students that struggle with typing.
- Tools → Voice typing
- Spoken word much faster than a typed word (great for emails and texts too).
- Copy and paste text from a doc into a tool that doesn't offer voice typing for efficiency

<b>Quick Commands</b> (We're using docs. google.com/create but these work for most Google Apps)	
<b>Command</b>	<b>Result</b>
Ctrl + right/left keys (Including Shift allows for a highlight)	Move word by word (rather than a space at a time)
Ctrl + up/down keys (Including Shift allows for a highlight)	Move paragraph by paragraph
Ctrl + T	Opens a new tab
Ctrl + L	Highlights the link of a page that you are on
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Shift + T	Reopens a tab that you (or a student) accidentally closed
Ctrl + K	Searches via the web browser
Ctrl + F	Find

Ctrl +Z	Undo
Ctrl + Y	Redo
Ctrl + Shift + V	Pastes without formatting (plain text) and/or matches with the same formatting that already exists
Ctrl W	Closes the window

Quick Commands Using Google Drawing & Slides	
Command	Result
Shift + arrow keys	Moves shapes one pixel at a time
Holding Shift while resizing an image	Maintains proportions
Ctrl + Click and drag	Duplicates object
Ctrl + down/up key	Moves an object backward/forward (add Shift to take the image all the way to the back or front)
Holding Shift while drawing a line	Makes the line perfectly horizontal/vertical

Other **tricks for images** when using Google Drawing & Slides:

- Bitmoji: bitmoji.com lets you create your own avatar
- Recolor: Changes color
- Adjustments: Changes transparency
- Drop shadow: Adjust angle, blurriness, color, and the amount of transparency
- Reflection: Adjust transparency, distance, size

Enter the secret word shared in the video to be entered to win an Acer Chromebook 15

- Large HD screen
- Fast and super responsive; touch screen
- USB Type C charging (for rapid charging)