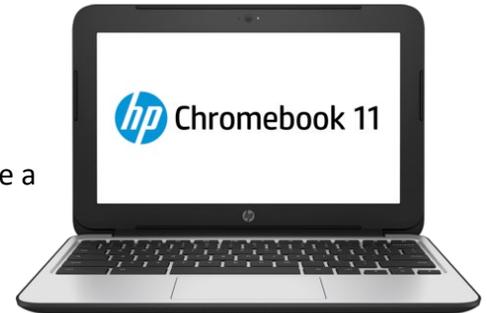


Getting to Know Your Chromebook

The Basics

Most people are familiar with cell phones. Computers are similar to cell phones, especially smart cell phones like iPhones. Like a cell phone, your laptop, tablet, Mac or PC (personal computer) can be made by different companies with many models and brands. The company that made your Chromebook is HP.



Like a cell phone, the computer has a body or shell (the hardware) and something inside that makes it run and do the things you want it to do (the software). You can add or delete from the software to make your device do different things for you. Apps (short for applications) are software packages that let you do things like play Solitaire or view your calendar or organize your photos. Software is “installed” inside the hardware of your computer to make it run a certain way.

Most computers, and that includes portable laptops or larger devices that sit on your desk, come with much of their software already inside them. **Your Chromebook is different. Most of its software and apps are stored OUTSIDE the computer.** You must set-up a way to connect with this software to get the Chromebook to perform most of its functions. Your connection to this source is the internet.

A Simple View of the Internet

Think of the internet as a highway that can take you anywhere. You can visit clothing stores, buy groceries, hear music, read books and send emails to friends -- all by traveling on this internet highway. But you can only get on this highway if you have an internet provider, and you usually must pay a fee for the service. It's like a toll you would pay to drive on a toll road. If you don't have an internet provider (or use someone else's) you can't get on the internet. The internet is also called the web, made up of billions of websites.





If you need internet access . . .

Call Human-I-T at 562-372-6925 to learn if you qualify to use the internet for free through something called a “hot-spot.” There may also be low-cost internet plans available in your area with prices based on your income.

Turn on Your Chromebook

Open the lid of the Chromebook and it will probably turn on automatically. If it does not, try pressing the power button in the upper right-hand corner of the keyboard. If it still does not come on, you must charge the battery.



Your Chromebook comes with a charger. Find the slot in the thin side of the Chromebook that fits the charger end (don't force it) and plug the other end into the wall. When the charger is plugged in, a light on the thin side of your Chromebook will shine Amber to show that your battery is charging. It will shine White once the battery is charged. (There is no light if you unplug the Chromebook and run it on battery power.) In about 90 minutes, your Chromebook should be fully charged. Your fully charged battery will last about 12 hours without being plugged in.

Your Chromebook has a microphone and speakers built-in so you can hear music and take part in virtual meetings like Zoom. It also has a camera (small black circle above the screen) so people can see you during calls or meetings.

Turn your Chromebook OFF by pressing that same button and holding it until you see the screen start to shut down.

Your Chromebook may or may not come with a mouse. It will have a touchpad.

Mouse or No Mouse

If you have worked with computers before, you are familiar with the mouse, the small device you wrap your hand around that moves the cursor (that moving arrow or line you see on your computer screen) as you move the “mouse” on its pad. You can also click buttons on a mouse to control your cursor.

Your Chromebook may not come with a mouse. With or without a mouse, it also uses a **touch pad**, the black box that is a few inches wide just below the keyboard. Your finger becomes the mouse, so as you move your finger on the touchpad, the cursor will move on the



screen. Tapping the touchpad with a finger is like clicking the mouse. This will take some getting used to and feel awkward at first.

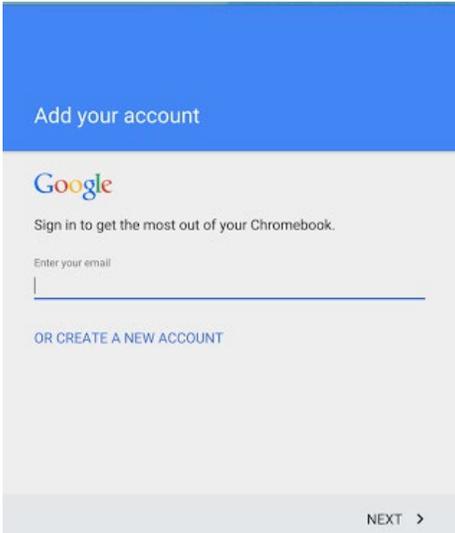
If your Chromebook comes with a mouse, it will connect wirelessly to your Chromebook after you turn it on. A wireless mouse contains a battery that can be easily replaced when needed.

Connecting to the Internet

After you turn on your Chromebook, you will be asked to enter the network of your internet provider. The Chromebook will be searching your home for frequencies that help it **identify your internet network** and it may automatically find and suggest the internet network you have purchased. (Sometimes it also picks up the networks of nearby neighbors, so make sure you choose the one that belongs to you.) After you click on your network, it will ask you to enter your password for the network. It will let you know if it has succeeded and your Chromebook is now linked to your internet. You will need one more thing before you can “drive on the internet highway.”

Once you have access to the internet, you need to choose the vehicle you will drive on it. That choice is called your **browser**. It’s the vehicle (kind of like a car) that will let you look at or browse all the things available on the internet highway. Usually you have choices about which browser you can use. Maybe you’ve heard of Internet Explorer, Safari, Microsoft Edge, Firefox or Chrome. Each one of those is a browser to help you travel the internet. Most browsers, including the ones listed above, are free to use.

With a Chromebook, the best browser to use is Google Chrome. The Chromebook was created by Google and designed to use all of Google’s products. **To use the Google Chrome browser on your Chromebook, you must create an email account with Google.** These are gmail.com accounts. Your Gmail account is like the key that lets you start the engine of your Google Chrome browser car.



I Already have a Gmail Account

If you already use Gmail as your email, you are in luck. Enter your existing email address and Google Chrome will automatically connect with all your contacts, photos and any other information stored in your Google account so you can easily access it with your Chromebook.

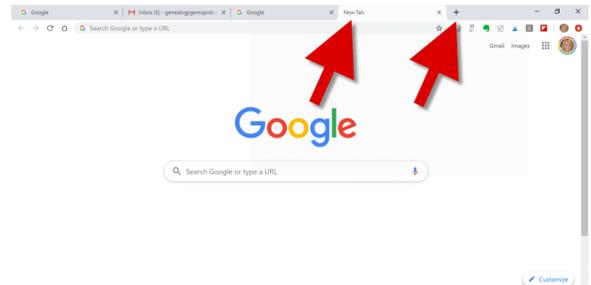
Email Accounts

So what exactly is email? If the internet is a toll highway and your browser is the car that drives you on it, then email is like letters or packages you send to people you know. Email travels on that same internet highway, but you decide what company you want to deliver it. If we are sending real letters or packages, we can choose the post office, or UPS or Fed Ex. For email, we have choices, too. We can use Gmail, Yahoo, Hotmail (now Outlook), AOL, SBCGlobal or many others. These are your email providers. Your email address will have their name after it, depending on what you choose.

A Chromebook works most smoothly if your choice of email provider is Gmail. So even if you already get your email through a different provider, you will be asked to create a separate Gmail account to start up your Chromebook. Create your unique Gmail address (Chromebook will tell you if it's already taken and prompt you to pick something different) and a password.

You will need to enter this every time you want to start up your Chromebook and connect to the internet.

If you already have an email provider and want to continue receiving your email through them, you can still use them once you get on the internet and your Chromebook opens your Chrome browser. At the top of that browser, click New Tab. In the long box near the top (the address window) type in your email provider, AOL.com or Hotmail.com or whichever you use and then hit "Enter" on your keyboard. You will either go directly to the email site or show a list of options to click to get to your email site (these are search results). Once you get to your provider, you can enter your username and password to see your email.



What Can I Do with My Chromebook?

Take the tour

In the initial steps of setting up your Chromebook, right after they ask you to accept the terms of service (you must do this or you won't get much further), you will be asked if you'd like to take the tour. **Take the tour.** It will help you identify what icons (simple pictures to denote what the button does) mean and what to click to find other areas of the Chromebook that aren't visible on the opening screen.

If I don't have internet access . . .

If you don't have a way to get onto the internet highway, you will be limited in what you can do with your Chromebook. All computers are built with a certain ability to store information and work with information. Some computers have lots of space to store things like music and photographs. Many also have lots of software in them that can work with numbers or word documents – all within the computer itself. With these types of computers, you do not need to be on the internet in order to view your photos or write your memoirs. All these things are kept **inside** the computer and you can get access to them just by turning it on.

The Chromebook is different. It was created to be very fast to use and less costly to buy. In order to do this, **it was not built with lots of space inside it to store things and it does not have a lot of software inside it to help you do things.** So how does it work? It keeps all the storage and software in a different location that you can get to by – guess what? – traveling on the internet.



This is known as **Cloud Based Computing**. Suppose you lived in a tiny house, really tiny. But you love photography and you have thousands of photos you like to look at. You can't keep all those albums in your tiny house. There's no room. So you rent a big warehouse up the street and you go there to see your photos. The "Cloud" is nothing more than a big warehouse full of computers that store all your digital information for you in a safe protected environment. The only way to "travel there" to see your things is on the internet.

You do have some storage and some software in your Chromebook, but you may find that it is not enough to do all the things you'd like to do. Then you will need internet access. If cost is a problem, a non-profit group called Human IT could help. **Call Human-I-T at 562-372-6925 to learn if you qualify to use the internet for free through something called a "hot-spot."** There may also be low-cost internet plans in your area with prices based on your income.

If I do have internet access . . .

Sometimes you have to pay extra money to store information in the "Cloud," but your Chromebook comes with a **free 2-year subscription to use 100 gigabytes (that's a lot!) of storage in Google Drive.** Like a well-built and secure storage locker, Google Drive is a safe place to keep all your data like photos and music. Any apps you use, like special word document makers, or spreadsheets will be stored there, too. Documents you create in Google Drive are automatically saved as you create them and will appear in your Google account. You will need to use your Gmail email address and password to get into that account.

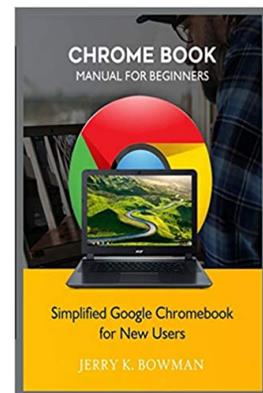


What Now?

You may need extra help navigating your Chromebook. Younger people (friends, grandchildren) are often very knowledgeable with computers and can show you how to use it. Community centers and senior residences often offer computer classes to help you get started. Don't be afraid to get on your Chromebook and play with some of the features as it guides you on the tour. Computer use gets much easier as you gain experience and confidence. Your Chromebook can be an excellent way to stay in touch with friends and family.

Need More Help?

The *CHROME BOOK MANUAL FOR BEGINNERS: Simplified Google Chromebook for New Users* by Jerry Bowman is available online for less than \$10 through Amazon and might also be sold at your local bookstore.



Extra Support from HP, the company that made your Chromebook:

Persons who are deaf or hard of hearing who have questions about technical support or accessibility of HP products:

Use TRS/VRS/WebCapTel to call (877) 656-7058 Monday through Friday, 8 a.m. to 11 p.m. Eastern Standard Time.

Persons with other disabilities or age-related limitations who have questions about technical support or accessibility of HP products:

Call (888) 259-5707 Monday through Friday, 8 a.m. to 11 p.m. Eastern Standard Time.