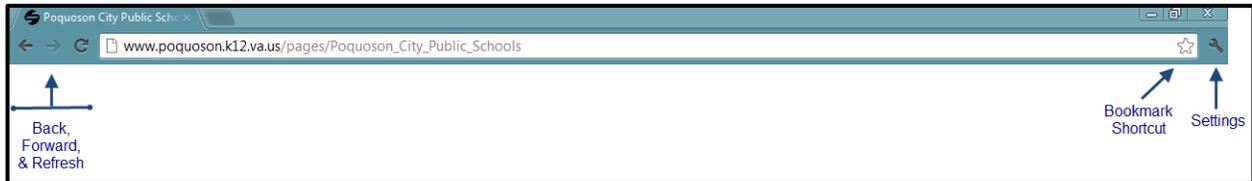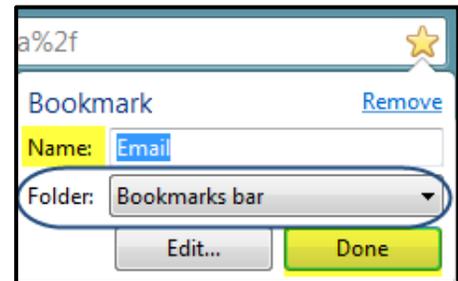# Chrome

Getting Started:

Chrome is now your default Internet Browser. Upon opening desktop weblinks or the Chrome desktop icon, an Internet window will appear with your school's homepage.
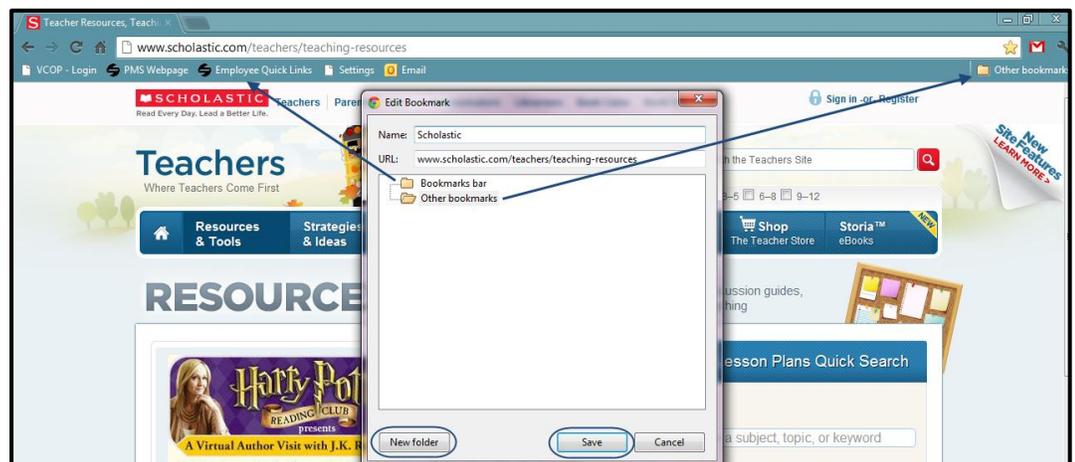

***The address bar will give you a direct path to a specific URL but can also be used as a topical search tool.

Bookmarks:

- Adding & Editing Bookmarks:
    - To add a bookmark to Chrome, select the star icon at the top toolbar.
    - If you are on the webpage that you would like to bookmark, edit the name (if desired), select a folder to hold this bookmark, and choose **Done**.
        - Selecting a folder for the bookmark will alter where it appears on your screen. Choosing the **Bookmark Bar** option displays an icon of the link directly underneath the URL window. Choosing the **Other Bookmarks** option will place your bookmark in a folder located underneath the URL window.

- Within the **Edit Bookmark** window, you are also able to add various bookmarks by typing in the individual URLs without going directly to the site.
  - o When finished adding bookmarks, select **Save**.

- Import Bookmarks from Internet Explorer:
  - o In order to import your bookmarks into Chrome from Internet Explorer:
    - Click the wrench icon on the browser toolbar.
    - Select **Bookmarks**.
    - Select **Import Bookmarks and Settings**.
    - Ensure that **Microsoft Internet Explorer** is selected in the **From** drop-down menu.
    - Check the **Favorites/Bookmarks** option.
    - Click **Import**.

Import bookmarks and settings ✕

From: Microsoft Internet Explorer ▼

Select items to import:
- ☐ Browsing history
- ☑ Favorites/Bookmarks
- ☐ Saved passwords
- ☐ Search engines

Import Cancel

Customize Chrome:

Within the Customize menu there are various options to alter your browsing experience. Descriptions of the most commonly used tools follow:

- **New tab & New window:** Opens up browsing tabs and windows.

- **History:** To view previous viewed webpage.

- **Print:** Print current webpage.

- **Downloads:** To view documents that were downloaded from various sites.

- **Sign in to Chrome:** Link Chrome to a Google email account. If you're using Chrome at home, bookmarks, browsing history, and settings will be uniform across devices.

New tab	Ctrl+T
New window	Ctrl+N
New incognito window	Ctrl+Shift+N
Bookmarks	▶
Edit	Cut Copy Paste
Zoom	– 100% + ▣
Save page as...	Ctrl+S
Find...	Ctrl+F
Print...	Ctrl+P
Tools	▶
History	Ctrl+H
Downloads	Ctrl+J
Sign in to Chrome...	
Settings	
About Google Chrome	
Help	
Exit	

Sign in to Chrome

Sign in to get your bookmarks, history, and settings on all your devices. Learn more

Sign in and sync   Google

Email

Password

Sign in or Create a Google Account

Can't access your account?

Advanced...

- **Settings:** Some settings will be managed by the technical team (these items are grayed out), while others can be adjusted. See image for detailed information regarding
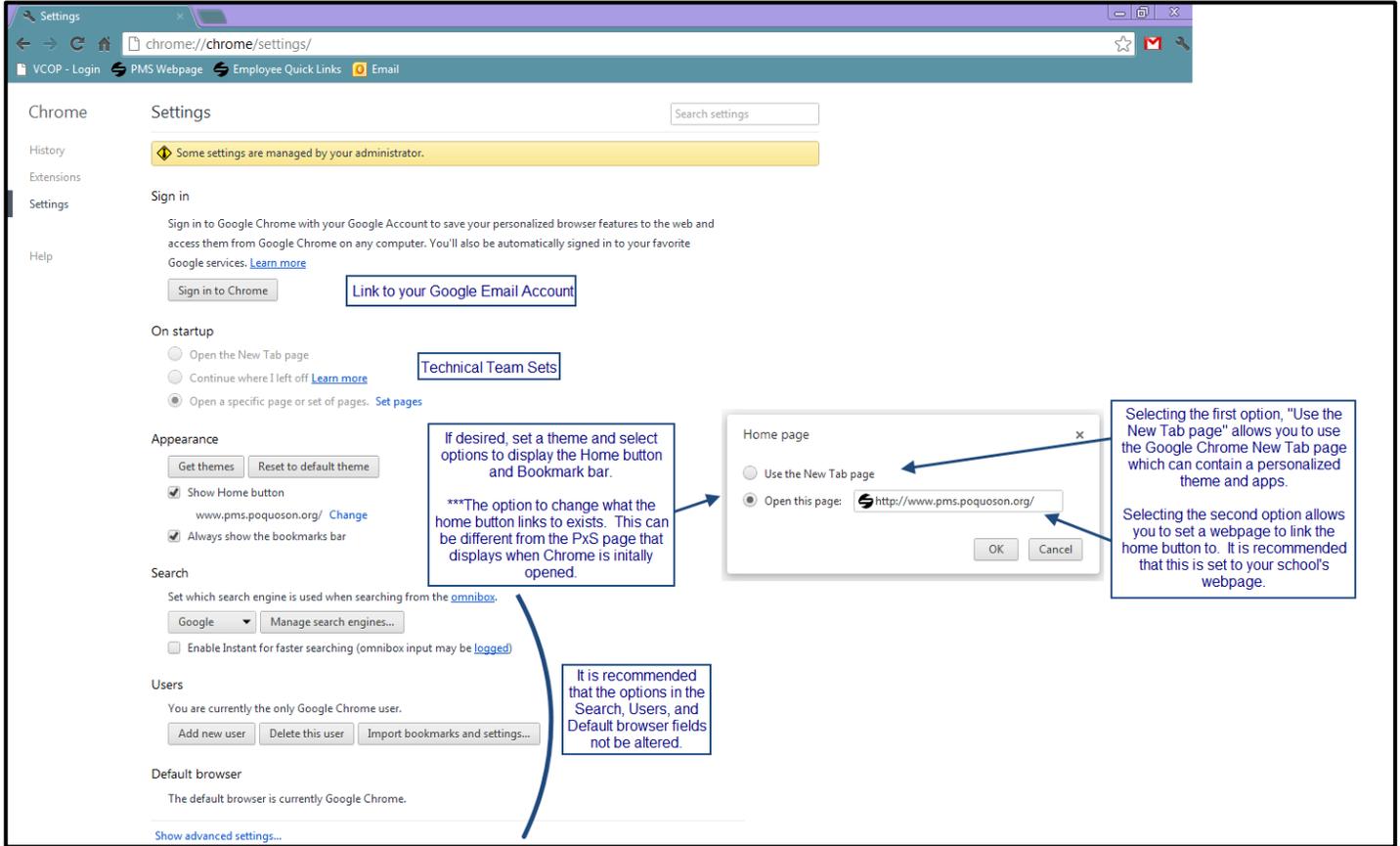

settings.

Default Apps:

If the options to Open the New Tab page and Show Home button were selected within the Settings menu, this section will detail how to alter the apps displayed on the New Tab page. By default, the apps present on the New Tab page are the Chrome Web Store, YouTube, Gmail, and Google Search.
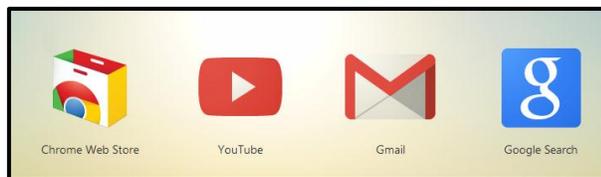
- Getting Started: By selecting the **Home** button or the **New Tab** button, the Google New Tab window

will appear. There are two displays to this window, the **Most visited** window and the **Apps** window. To toggle between the two, click on the arrow located in the middle of the Internet window.

| Most Visited Page | App Page |
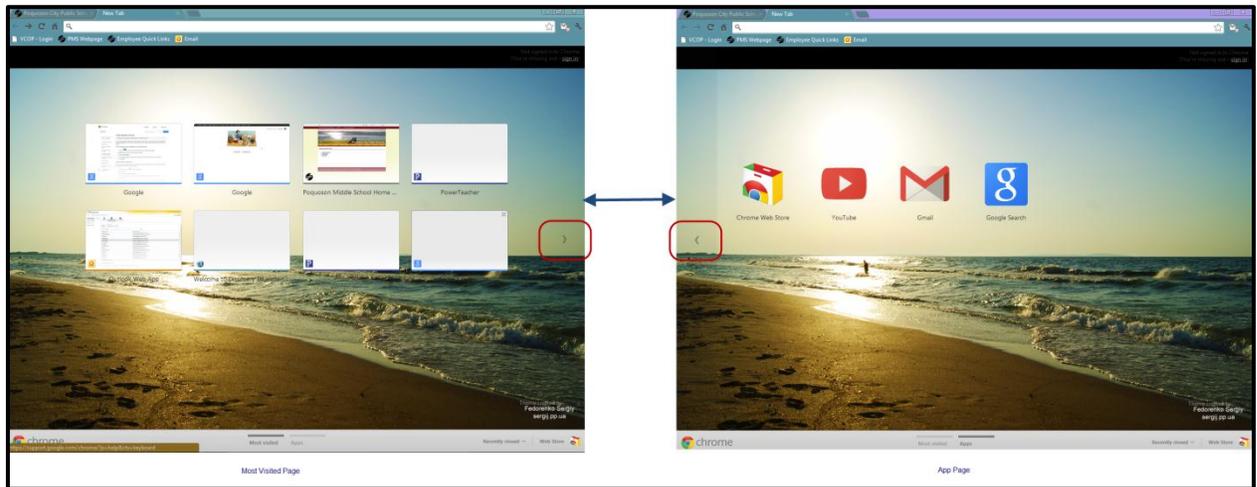
- Advanced: For advanced users with Google Email Account, other apps are available in the Web Store. The icon to the Store is located in the bottom right-hand corner of the computer screen.