

My Google Chromebook™

THIRD EDITION



The background of the cover features abstract, flowing, translucent blue and white lines that create a sense of motion and depth, resembling liquid or smoke. These lines sweep across the frame from the bottom left towards the top right.

My Google Chromebook™

THIRD EDITION

Michael Miller

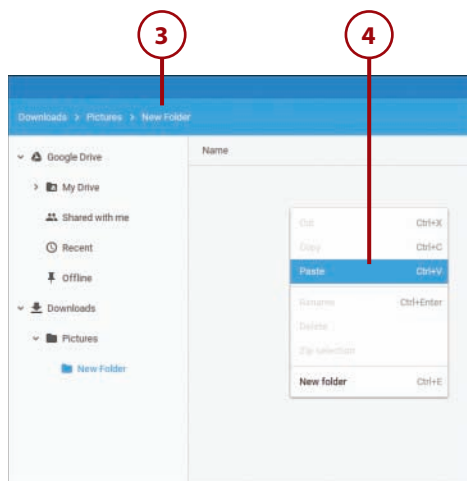
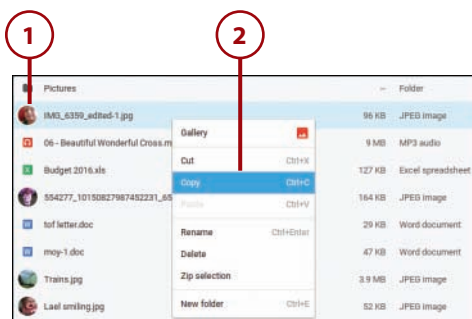
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Copy a File

It's relatively easy to copy a file from its current location to another folder on your Chromebook, to an external storage device, or to your Google Drive.

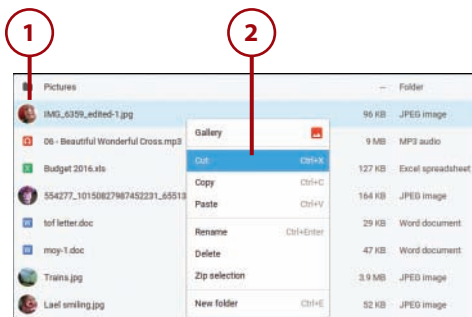
1. From within the Files app, navigate to and right-click the file you want to copy.
2. Select Copy from the pop-up menu.
3. Navigate to and open the location where you wish to copy the file.
4. Right-click an open area of the Files window to display the pop-up menu and then click Paste.



Move a File

Moving a file is different from copying it. When you copy a file, you leave the original file in its original location, and paste a copy of that file to a new location; two files remain. When you move a file, via the cut-and-paste operation, the file is removed from its original location and pasted into the new location; only one file remains.

1. From within the Files app, navigate to and right-click the file you want to move.
2. Select Cut from the pop-up menu.



3. Navigate to and open the location where you wish to move the file.
4. Right-click an open area of the Files window to display the pop-up menu and then click Paste.

Delete Files

Naturally, the Files app lets you delete files and folders. This is often necessary to free up the limited storage space on your Chromebook.

1. Navigate to and click the file(s) or folder(s) you wish to delete.

Selecting Multiple Files

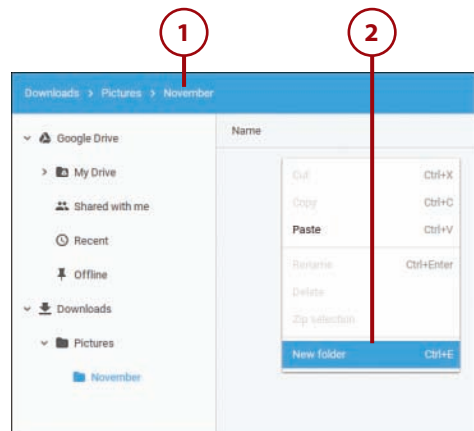
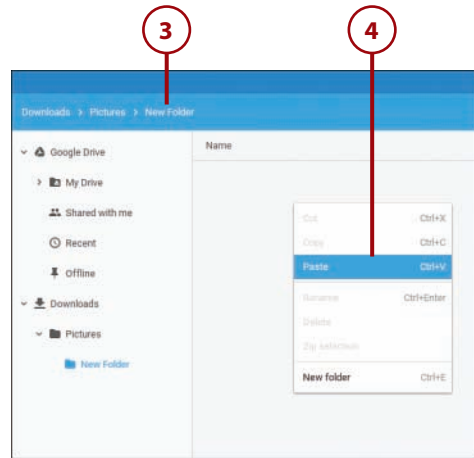
You can select multiple files from within the Files app. Just check the box for each file you wish to select, or hold down the Ctrl key while selecting multiple files.

2. Click Delete in the toolbar. Alternatively, you can right-click and select Delete from the pop-up menu.

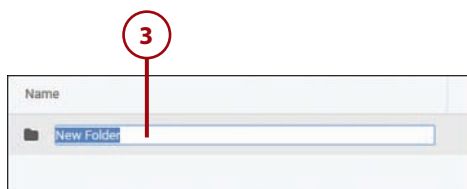
Create a New Folder

To better organize your stored files, you can use the Files app to create multiple folders and subfolders.

1. Navigate to the folder where you wish to add the new subfolder.
2. Right-click anywhere in an open area of the Files window to display the pop-up menu; then click New Folder.



3. The Files app creates the new folder with the name area open for editing. Enter a name for the new folder and press Enter.



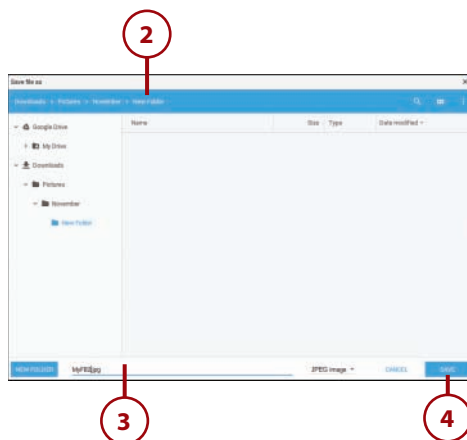
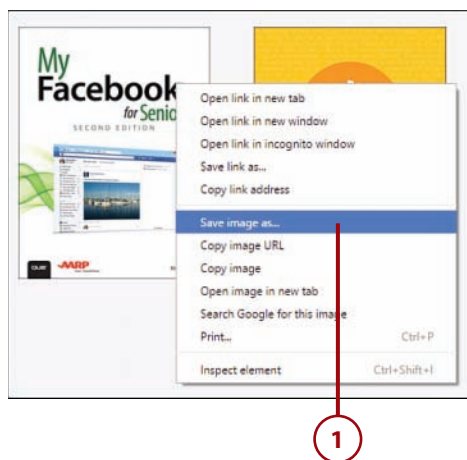
Save Files from the Web

Often, you'll find images and other files on websites that you'd like to save copies of. You can save these files directly to your Chromebook, or to a memory card or external USB memory device connected to your Chromebook.

Limited Storage

Because your Chromebook has limited storage on board, you should probably save most downloaded files to an external storage device, or to your Google Drive.

1. From within the Chrome browser, right-click the file or image you want to save and then select Save Image As or Save File As from the pop-up menu.
2. When the Save File As window appears, select a folder in which to save the file.
3. Confirm or change the name of the file in the File Name field.
4. Click the Save button.



5. Chrome now displays the Downloads pane at the bottom of the browser window, with a button for the selected file on the far left. To view the downloaded file, click the file button.
6. To view all recently downloaded files, click the Show All Downloads link.
7. To close the downloads pane, click the X at the far right.



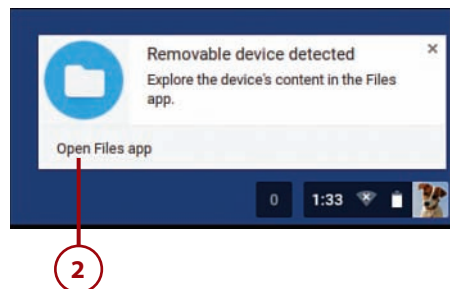
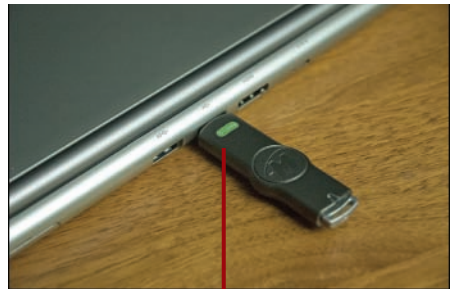
Using External Storage Devices

You can connect various types of external file storage to your Chromebook. In particular, you can connect USB memory devices, memory cards (such as those used in digital cameras), and any external hard drive that connects via USB.

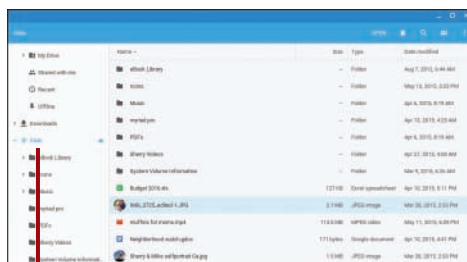
Connect a USB Memory Device

You can connect any USB memory device (sometimes called a flash drive or thumb drive) to your Chromebook's USB ports and then access data stored on the drive using the Files app.

1. Insert the USB memory device into an open USB port on your Chromebook.
2. Chrome recognizes the USB device, and displays the message "Removable Device Detected." Within this message, click Open Files App.



3. The Files app now opens, with the USB drive selected. Navigate within this device to find the file(s) you want.



It's Not All Good

Ejecting an External Storage Device

While you can simply remove an external storage device when you're done with it, Chrome doesn't always like this—and sometimes scolds you about it! The better approach is to click the triangle icon next to the device's name in the Files app; this “ejects” or disconnects the drive, which you can then safely remove by hand.

Insert a Memory Card

The memory card slot found on most Chromebooks can read and write data to and from popular types of memory cards. These memory cards are typically used to store images taken from digital cameras. When you insert a memory card into your Chromebook, you can then view the images stored on the card. You can also use memory cards to store files downloaded from the Internet.

1. Insert the memory card into the memory card slot on your Chromebook.



2. Chrome recognizes the memory card, and displays the message "Removable Device Detected." Within this message, click Open Files App.
3. The Files app now opens, with the memory card selected. Navigate within this device to find the file(s) you want.

Screen Captures

If you need to capture a picture of the current screen on your Chromebook, press the Ctrl+Next Window button. Screen captures are stored in the Downloads folder.

Connect an External Hard Drive

Current-generation Chromebooks also let you connect external USB hard drives for additional storage. This way, you can store more and larger files than you can with the Chromebook's internal storage; you can also use the external hard drive to store backup copies of your most important files.

1. Connect one end of a USB cable to the USB connector on the external hard drive.
2. Connect the other end of the USB cable to an open USB port on your Chromebook.

