





# Basics for Chromebook

## Log In to DLC Chromebooks

1. **Power on Chromebook:** Pressing  (the **Power** button) in the upper-right corner of the keyboard
2. Click the **Next** button (you may have to click two **Next** buttons until the CAS appears)
3. Enter your **login ID** and **password** for the UC Davis CAS and click **Login**

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


## Show Old Keyboard Overlay and Shortcuts (US Keyboard)

1. **Enable Keyboard Layout/Overlay:**  +  +  (Press **ESC** to hide)  
Note: To switch between the **Searchable Shortcuts** and the **Overlay**, please search online.
2. **View Shortcuts:** When the **Keyboard Overlay** is on, hold down **CTRL**, **ALT**, and/or **SHIFT** and their **combinations**.

<https://www.aboutchromebooks.com/how-to/how-to-get-the-old-on-screen-chrome-os-keyboard-shortcuts-back>







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## Shut Down or Sign Out

- **Shut Down** a Chromebook: Click  in the bottom-right corner of the Taskbar, and click  the **Power** button. (Sign-out also leads to )
- **Sign Out** a Chromebook: Click  in the bottom-right corner of the Taskbar, and click **Sign Out** in the top-right corner of the pull-up dialog window.  +  + 









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## Access and Remove an External USB Drive/Open File Manager

- **Approach 1:** Plug in a USB drive and click **Open Files App** in the pop-up Notification
- **Approach 2:** Plug in a USB drive, press  (the **Search** key) or click  (the App Launcher) in the bottom-left corner or your screen, click the **Upper** arrow to find **File**, and click the **File** icon.  +  + 
- **Eject a USB Drive:** In the **File** window (**Shift + Alt + m**), click  (the **Eject** icon) on the USB drive line





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## Take a Screenshot

- **Capture a Full Screen:**  +  (F5 on a regular keyboard)
- **Capture an Area:**  +  + 
- **Capture an Active Window:**  +  + 



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## Open Task Manager or Force Reboot

- **Open Task Manager:**  + 
- **Force Reboot:**  + 

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## CAP On and Off

 +  (Usually **Caps Lock** key. Press these two keys to toggle on and off)

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You can find more shortcuts and commands below:

- <https://support.google.com/chromebook/answer/183101?hl=en>
- <https://www.omgchrome.com/10-shortcuts-every-chromebook-owner-should-know/>