


# CPCSC Chromebook Information

## Working Offline, Charging & Tips

### Working Offline in Google Docs

Don't have Internet access but need to work on something? No worries! You can enable offline access so you can create with zero connectivity. Be sure you're connected to WiFi and follow these instructions:

- Go to docs.google.com (or sheets.google.com, or slides.google.com)
- Click on the Menu (looks like three lines - or pancakes!) in the top left corner of the screen.
- Click on Settings
- Next to "Offline" change the slider to on. You will know it is on because it changes from gray to blue and looks like this----> 
- Click OK.
- Access (click on) the Google Doc/Sheet/Slide/Drawing WHILE connected to WiFi. Be sure to leave the tab open. Now when you're somewhere you don't have WiFi, you'll be able to access that file by clicking on the tab you left open. Once you return to a WiFi connection, the changes you made will sync.

Note: If you do this for Docs, the other Google apps like Sheets and Slides will automatically be ready for offline use as well.

#### **IMPORTANT:**

**The only way to access a file is to open the doc/sheet/slide/drawing in a tab in Chrome before you leave school. If it is not left opened before you leave school, you will not be able to work on that file when you're at home.**

**DO NOT shut down your Chromebook - only close your lid so your device goes to sleep.**

### Charging Chromebooks

You are expected to bring your CHARGED Chromebook to school each and every day. Keeping your charger at home prevents it from being lost or damaged. Develop a plan for charging your device at home each and every night.

### Tips

- If your Chromebook is talking to you, the accessibility tool has been turned on. Press Ctrl+Alt+Z at the same time. It should turn off.
- If your Chromebook screen is rotated, press ctrl+shift+reload (key above 3 & 4)
- Screenshot - Hold ctrl+window switch key
- Things don't seem to be working right? Completely power off your Chromebook, turn it back on, and log back in.