THE PROOF SERIES

# Chromebook Proof

*A Senior's Simple Guide to Chromebooks*



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## FREE SAMPLE CHAPTER

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CHAPTER 1

# A Calm First Setup

A careful beginning prevents most later confusion.

IN THIS CHAPTER

- Meet the hardware
- Connect to trusted Wi-Fi
- Sign in without giving away private information
- Prepare recovery and guest access

PRACTICAL LESSON

# Meet the Chromebook

A Chromebook is a laptop built around the Chrome browser and Google services. The maker may be Acer, ASUS, HP, Lenovo, Samsung, or another company.

Diagram labels: webcam, keyboard, touchpad, ports

1. Open the lid and find the power button; many models wake when the lid opens.
2. Notice the keyboard, touchpad, webcam, charging port, USB ports, and headphone socket if present.
3. Look for a small camera privacy shutter near the webcam and leave it closed when the camera is not needed.
4. Find the model label underneath or open Settings > About ChromeOS > Diagnostics after setup.

Figure: four places or actions to notice.

! **LOOK CLOSELY:** Ports and buttons vary by model. Never force a plug; if it does not fit easily, it is probably the wrong port.

PRACTICAL LESSON

# Charge and Power On

A first charge gives setup enough time to finish without a dramatic low-battery farewell.

Diagram labels: charger, battery

1. Use the charger supplied with the Chromebook or a compatible replacement recommended by its maker.

2. Plug the charger into a safe outlet and then into the charging port.

3. Open the lid or press the power button once. Wait for the welcome screen.

4. Keep the charger connected while setup and updates finish.

Figure: four places or actions to notice. Labels shown: power, welcome

! **SAFETY FIRST:** If the Chromebook becomes unusually hot, smells strange, or the case bulges, unplug it and stop using it. Ask the manufacturer or a repair professional for help.

PRACTICAL LESSON

# Connect to Wi-Fi

Setup needs an internet connection and the correct network password.

Diagram labels: language, network

1. On the welcome screen, choose your language and keyboard layout.
2. Select your home Wi-Fi network by its exact name.
3. Enter the password carefully; capital letters and punctuation matter.
4. Choose Connect and wait for confirmation before continuing.

Figure: four places or actions to notice. Labels shown: password, connected

! **CHECK THE NAME:** A neighbour's network may have a stronger signal and still be the wrong network. Choose by name, not enthusiasm.

PRACTICAL LESSON

# Sign In with a Google Account

Your Google Account connects Gmail, Drive, bookmarks, settings, and other Google services.

Diagram labels: email, password, 2-step

1. Enter the email address or phone number for the Google Account you intend to use.

2. Enter the password only on the Chromebook setup screen you started.

3. Complete two-step verification on your trusted phone or other method if asked.

4. Review each sync, privacy, and optional-service choice before accepting.

Figure: four places or actions to notice. Labels shown: review

! **YOUR ACCOUNT:** The first account used on a personal Chromebook may have owner privileges. Use your own account, not a helper's.

PRACTICAL LESSON

# Choose a PIN Carefully

A PIN can make everyday unlocking easier, but your Google Account password still matters.

Diagram labels: PIN, lock

1. When setup offers a PIN, choose one that is not a birthday, address, or repeating pattern.

2. Do not use the same PIN as a bank card.

3. Practise locking and unlocking once while your account password is still nearby.

4. Store recovery information in a secure place, not on a note stuck to the Chromebook.

Figure: four places or actions to notice. Labels shown: password, private

! **LOCK IT:** After some restarts or security checks, the Chromebook may require the full account password instead of the PIN.

PRACTICAL LESSON

# Know What Sync Does

Sync can carry browser information and settings to other devices signed in with the same Google Account.

Diagram labels: account, sync

1. Open Settings and search for sync after setup.

2. Review what may sync, such as bookmarks, history, settings, passwords, and extensions.

3. Turn off any category you do not want shared across your signed-in devices.

4. Use a separate user profile for another person instead of sharing one profile.

Figure: four places or actions to notice. Labels shown: devices, review

! **PLAIN ENGLISH:** Sync is convenient, not magic backup for every local file. Anything important in Downloads still needs a deliberate copy to Drive or another safe place.

PRACTICAL LESSON

# Add Another Person Safely

Separate profiles keep each person's email, files, browsing, and settings apart.

Diagram labels: sign out, add person

1. Sign out from the status area at the bottom right.
2. On the sign-in screen, choose Add person if the device allows it.
3. Let the other person enter their own Google Account details privately.
4. When finished, each person signs out rather than passing the open session across the table.

Figure: four places or actions to notice. Labels shown: own account, sign out

! **SHARING DONE RIGHT:** For a brief visit, Guest mode avoids adding an account, but activity and downloaded files are removed when the guest session ends.

PRACTICAL LESSON

# Prepare Account Recovery

Recovery options matter most on the day you cannot remember a password.

Diagram labels: recovery, phone

1. In your Google Account settings, review the recovery phone and recovery email.

2. Use contact information you control and can reach.

3. Turn on two-step verification and keep a safe backup method.

4. Write down where recovery information is stored, but never write passwords or codes in this book.

Figure: four places or actions to notice. Labels shown: 2-step, private

! **DO THIS NOW:** No genuine helper needs your password or verification code. A sign-in code proves a login; it is not a customer-service password.

CHAPTER 2

# ChromeOS Without Windows Habits

ChromeOS is not a smaller version of Windows. Learn its landmarks and the differences stop feeling mysterious.

IN THIS CHAPTER

- Use the Launcher and shelf
- Understand the status area
- Learn Chromebook keys and touchpad moves
- Switch, arrange, and close windows
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