

## Using the Chrome Browser

### With Chrome, Google Apps work better...

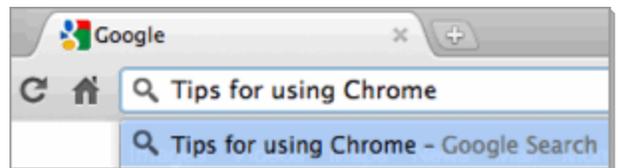
The Chrome browser enhances Gmail, Google Docs, and Google Calendar:

- **Work offline**  
Read and write messages in Gmail, consult your Calendar, or read Docs without an Internet connection. The Chrome browser syncs these changes with your account when you're back online.
- **Get Apps with one click**  
Select from hundreds of Apps - like photo editors, project management tools, and Offline Google Apps - from the Chrome Web Store and add them to Chrome with one click. *Your IT administrator may manage access to the Chrome Web Store and have some features set up for you.*
- **Stay alert**  
Get desktop notifications that alert you to an upcoming meeting, a new chat, or email.

### ...you work smarter.

Chrome lets you do things that you can't do in other browsers:

- **Search everything from one place**  
Use the omnibox (address bar) to find websites, bookmarks, browsing history, and Apps with one search.
- **Focus on what's important to you**  
Spend more time on your work and less time configuring the browser. In Chrome, you can manage all your settings and preferences from one menu. And forget about updates, prompts, and pop-up—Chrome automatically updates on restart.
- **Be protected**  
Chrome also helps protect you from viruses, malware, and phishing attacks with security technologies like Safe Browsing.



Use this guide to **get started** with Chrome and **learn a few tricks**.

## Move to Chrome in 3 steps

It takes just 3 steps to set up and move old favorites from other browsers into Chrome.

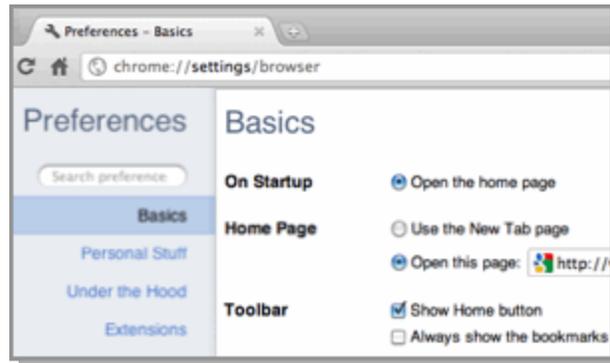


Manage all your preferences - from basic set up to advanced settings - from one menu. Just look for this wrench icon in the top right corner of your new Chrome browser.

### 1 Choose your startup preference

Click the wrench icon. Select **Options** (**Preferences** on a Mac) to set your homepage and default search engine. *Your IT administrator may have some of these options already set up for you.*

*Tip: In the **Home Page** section, click **Show Home button** and **Always show the bookmarks**.*

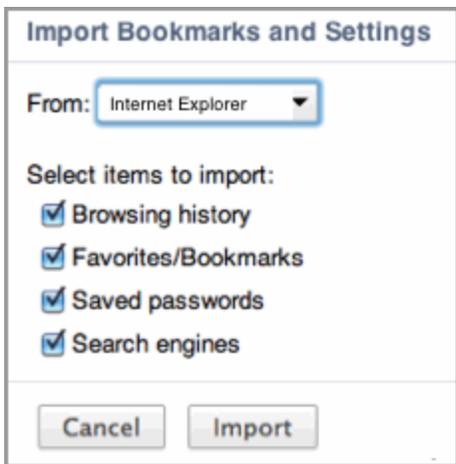


### 2 Import your favorites

Copy your bookmarks, browsing history, and saved passwords from any browser into Chrome.

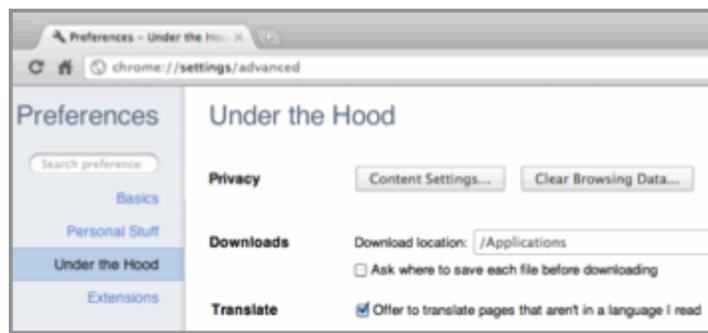
Click the wrench icon. Under **Bookmarks > Importing your Bookmarks and settings**. From this window, select items to import.

*Tip: The import options are in your **Personal Preferences** menu. You can also set up other options, like **Autofill**, from this menu.*



### 3 Manage your personal data

Set your file download location and clear your browsing history. Click the wrench, then click **Tools > Clear browsing data...** to reset your history. To select a location for your downloads, go to **Options > Under the hood**. Under **Downloads**, choose a location from the pop-up. Click **OK** to save.

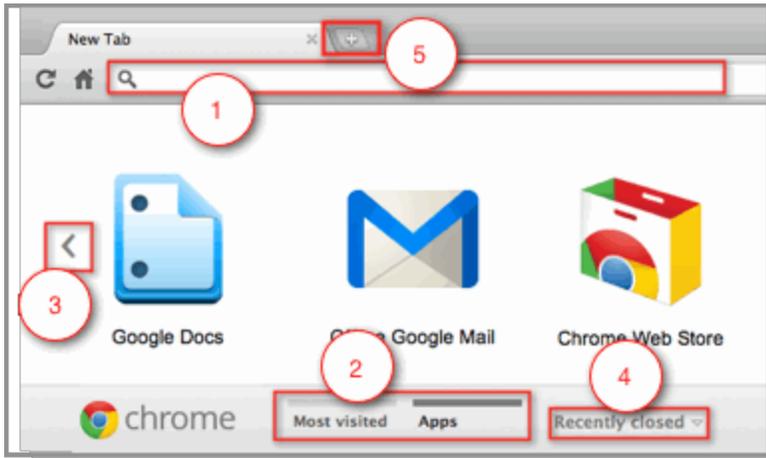


## Using the New Tab page: *Starting a Chrome session*

Open Chrome to launch the New Tab page. You can connect to the web from this page like you would from a new window or tab in your old browser, but this page can do much more. Take a few minutes to get acquainted with these uniquely Chrome features:

### The omnibox (1)

Go directly to a site or search the web with the omnibox (address bar). Type "Google Apps" into the omnibox, press Return to see search engine results.



### Toggle between your Apps & most visited pages (2 and 3)

From the menu at the bottom of the page, click **Most visited** to see thumbnail images of the pages you visit most frequently. Click an image to visit that site.

From this menu, click **Apps** to see the Apps you've installed. Click an image to launch that App. *The Chrome Web Store is always available on the New Tab page. Click the icon to browse and add Apps.*

The **arrow** at the side of the page is another way to toggle between your **Most visited** pages and your **Apps**.

*The New Tab page with the Google Docs and Offline Gmail Apps.*

### Open a new tab anytime (5)

Click the plus button  at the top of the browser to launch a new tab. You can do this any time are in an open Chrome window. Launching the New Tab page won't interrupt what you are currently viewing.

### Reopen recently closed sites (4)

*Great way to recover a tab you accidentally closed!*

Click Recently closed and select from a list to reopen a site you recently closed.

### 'Tear-away tabs' to open a new window (*not shown*)

*This feature works with any tab in an active Chrome window, not just from the New Tab page.*

You can tear-away any open tab and turn it into a new window. Click a tab you want to see in a new window, drag it away from the old window, and drop it. This tab is now a new window, and the window it came from remains unchanged. You can merge tabs into windows the same way - grab a tab, drag it to an open window, and drop it next to other open tabs. You can also drag and drop to reorder tabs in any window.

*Visit the online Chrome Browser Help Center to see a video and read more about using the New Tab page!*

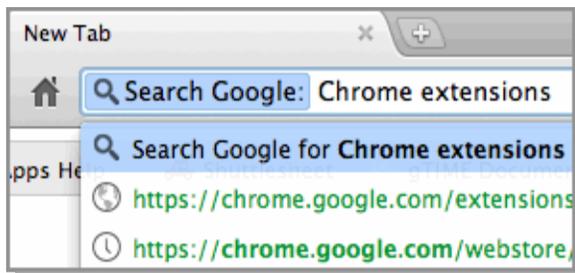
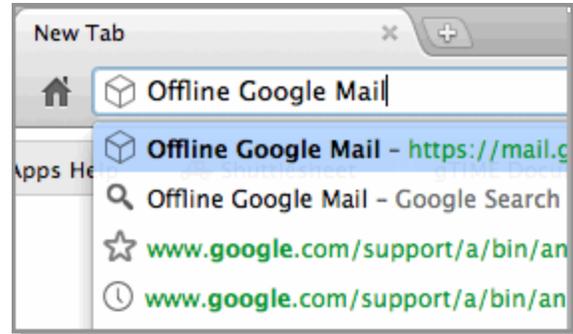
## Work faster with Chrome: *Tips and tricks for better searching*

Chrome helps improve your efficiency and increase productivity by giving you a more complete search experience right from the address bar. Try these tips and tricks to find whatever you're looking for - websites, apps, and documents - faster.

### Search everything from the omnibox

Use the omnibox (address bar) like a search box. Type in search terms and press **Enter** to go directly to search results. You can also search and select from your own bookmarks and apps. Use the icons to help you tell what type of result to select:

-  Bookmarks
-  Websites
-  Web search
-  Applications
-  Previously visited sites (your browsing history)



### 'Tab' to search within a site

In the omnibox, type the name of a site you've previously visited and searched. Select the site from the suggestion list, and press **Tab**. The name of the site appears in a blue box. Now type a search term into the omnibox and press **Return**. You'll skip general web results and go straight to search results on that site.

*Tab to search works only if the previously visited site allows search.*

### Create application shortcuts

*(Windows and Linux only)*

Click the wrench icon, **Tools > Create Application shortcut...** Select an app and location, click **Create**. Double-click the new icon to launch in a streamlined window.

### Automatically complete address forms

Chrome saves contact information the first time you fill out an online address form. Next time you fill out a form, type into a field and select a suggestion to autofill.

*Visit the Help Center to see the entire list of keyboard shortcuts you can do in Chrome. (More than 50!)*

### Use keyboard shortcuts

Combine keyboard strokes to perform specific actions faster. Get started with our favorites:

Task	Press
Open a new tab	<b>Ctrl and T</b> ( <b>⌘+T</b> on Mac)
Open a new window	<b>Ctrl+N</b> ( <b>⌘+N</b> )
Search for text on a site	<b>Ctrl + F</b> ( <b>⌘+F</b> )
Opens last closed tab	<b>Ctrl+Shift+T</b> ( <b>⌘-Shift-T</b> )
Go one page back in your current tab	<b>Backspace</b> or <b>Alt+left arrow key</b> ( <b>⌘+arrow</b> )

## Power user tips: *Master some of Chrome's special features*

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Become a Chrome power user! Learn a few of these tips and, with a little practice, you'll master Chrome and use the web with record speed.

- **Use Gmail when you're not connected to the Internet**  
Read, send, search, and archive mail when you're offline. Install the the Offline Gmail App from the Chrome Web Store, open a new tab in Chrome, and click the Offline Gmail icon to launch. Messages and actions are synced with your account next time you're online.
- **Sync Chrome settings to your Google Apps account**  
Your preferences settings are saved in Chrome, not on a computer, so you can sync your preferences and see them when you sign in to your account on any device that has sync enabled in Chrome. Click the wrench icon and select **Options** (or **Preferences**). Go to **Personal Stuff**, and in the **Sync** section, click **Set up sync**. Sign into your account and confirm your preferences. Passwords are encrypted by default, but you can modify encryption settings in the Customize link. Note that to see your preferences, Chrome sync must be turned on for any device you use.
- **Customize with extensions**  
Add new features, while keeping your browser free of clutter that you don't use. Search the extensions gallery to find tools that let you subscribe to RSS feeds in one click, see how much time you have left before a meeting, and more.
- **Open multiple tabs on startup**  
**Launch multiple tabs** and go immediately to your favorite sites when you open a new session of Chrome. Click the wrench icon and select **Options (Preferences on a Mac)**. Under **On Startup** in the Basics section, select **Open the following pages** and as as many URLs as you want.
- **Receive alerts for new email or chats**  
When signed into Gmail, receive a bell-like alert and see a preview of new email and chat messages - even when the Gmail tab or window isn't open. *Enable this feature in Gmail settings.*
- **Choose a theme**  
Select a background from the themes gallery. A theme displays a background image on your new tabs page and gives color to your tabs. To choose a theme, click the wrench icon and select **Options > Personal Stuff**. Under **Themes**, click **Get Themes**. Change themes as often as you like.
- **Go incognito**  
Use the incognito mode for private browsing. Your browsing and search histories aren't recorded in an incognito window, and any new cookies and downloaded files are deleted after you close the window. New bookmarks and any changes you make to general settings, however, are saved to Google Chrome after an incognito session. Click the wrench icon and select **New Incognito Window**.

You'll know you've gone incognito when you see this guy



at the top of your browser.