

**C04 Chromebook Training Info**  
**AARP Foundation Tax-Aide National Technology & Security Committee**  
*Revised 8/1/2022*

# Chrome Operating System



# ■ Chrome Operating System

- Chrome OS is an open source derived operating system designed by Google that is based on the Linux kernel and uses the Google Chrome Web Browser as its principal user interface.
- When using Chrome OS, no data will be stored on the actual Chromebook, but will be placed in the cloud.
- Chrome OS only supports Web capabilities. Executables cannot be run on this OS
- Google updates Chrome automatically every 6 weeks

# ■ Chrome Operating System

- Each device will have bookmark links to the National Resources (links, IRS documents)
- All Chrome OS programs are extensions for the browser and all of the preferences from your Tax-Aide Google account will be transferred to the new Tax-Aide Chromebook as soon as you log in. This allows users to share devices
- Volunteer leaders have customization ability to add local links

# ■ Chrome OS Tips & Links

- Chromebook support link:  
[https://support.google.com/chromebook/answer/7225252?hl=en&ref\\_topic=3399712](https://support.google.com/chromebook/answer/7225252?hl=en&ref_topic=3399712)
- Chrome training:  
[https://www.youtube.com/watch?v=yKXXj\\_dguz0](https://www.youtube.com/watch?v=yKXXj_dguz0)
- Keyboard Shortcuts:  
<https://www.computerhope.com/shortcut/chrome.htm>

# More Training Video Links

- **What are Chromebooks?**

<https://www.youtube.com/watch?v=-TWzwbOpog&list=PL5aqr5w5fRe4nO30px44D5sBukIUw1UwX&index=1>

- **How to use your Chromebook Touchpad**

[https://www.youtube.com/watch?v=H\\_M-p7km9fA&list=PL5aqr5w5fRe4nO30px44D5sBukIUw1UwX&index=2](https://www.youtube.com/watch?v=H_M-p7km9fA&list=PL5aqr5w5fRe4nO30px44D5sBukIUw1UwX&index=2)

- **Chromebook Keyboard Tips and Tricks**

<https://www.youtube.com/watch?v=dvg2sYl7vKs&list=PL5aqr5w5fRe4nO30px44D5sBukIUw1UwX&index=3>

- **Chromebook Myths**

<https://www.youtube.com/watch?v=87-8EqSHodA&list=PL5aqr5w5fRe4nO30px44D5sBukIUw1UwX&index=4>

- **Sharing your Chromebook**

<https://www.youtube.com/watch?v=N-I90Ed1OZY&list=PL5aqr5w5fRe4nO30px44D5sBukIUw1UwX&index=5>

# National Resources (tabs launch upon start-up)

Internet Bookmarks	Description
<a href="https://volunteers.aarp.org/">volunteers.aarp.org/</a>	Volunteer Portal (to download and then open/edit documents)
<a href="https://vita.taxslayerpro.com/">vita.taxslayerpro.com/</a>	TaxSlayer Springboard to Practice Lab, Blog and production site; Brainshark videos; external links; download management reports; administer site
<a href="https://irs.gov">irs.gov</a>	Access forms, publications, tax topics, interactive tax assistance, etc.
<a href="https://cotaxaide.org/tools/index.html">cotaxaide.org/tools/index.html</a>	Bogart's Tool
<a href="https://gsuite.google.com/dashboard">https://gsuite.google.com/dashboard</a>	Links to G-Suite tools

# ■ National Resources (In Bookmarks)

<b>Internet Bookmarks</b>	<b>Description</b>
<a href="http://cotaxaide.org/tools/index.html">cotaxaide.org/tools/index.html</a>	Bogart's HTML-based tools
<a href="http://linklearncertification.com/d/">linklearncertification.com/d/</a>	VITA/TCE Central
<a href="http://fafsa.ed.gov/FAFSA/app/schoolSearch">fafsa.ed.gov/FAFSA/app/schoolSearch</a>	Schools that qualify for education credits:
<a href="http://www.healthcare.gov/">www.healthcare.gov/</a>	Marketplace
<a href="http://finance.yahoo.com/">finance.yahoo.com/</a>	Historical stock prices
<a href="http://federalreserve.gov/releases/g5a/current/default.htm">federalreserve.gov/releases/g5a/current/default.htm</a>	Foreign exchange rates
<a href="http://satruck.org/Home/DonationValueGuide">satruck.org/Home/DonationValueGuide</a>	Salvation Army thrift store values
<a href="http://tinyurl.com/8zxcopz">tinyurl.com/8zxcopz</a>	GoodWill thrift store values
<a href="http://irs.gov/Individuals/Sales-Tax-Deduction-Calculator">irs.gov/Individuals/Sales-Tax-Deduction-Calculator</a>	Sales tax calculator

# ■ National Resources

Documents	Type
Pub 17, 4299, 4991, 4012	pdf
Tax-Aide Scope Manual	pdf
CyberTax Alerts	email
Gold Standards for Quality Review	pdf
Schedule C Guidelines	pdf
Identity Theft Letter	pdf

Note: All are subject to periodic and irregular updates

# ■ Individual Resources

Documents	Type	Comments
NTTC Modified Pub 4012	pdf	Intra- and Inter-document links Personal annotations
NTTC Modified Pub 4491	pdf	Intra- and Inter-document links Personal annotations
Policy and Procedure Manual	pdf	
State-specific documents	pdf; fillable pdf	Personal annotations
Training Slides	PowerPoint	Edited by Instructors
Chromebook User Guide	Various	Personal preferences

# ■ Set up your printer to your Chromebook

You can print from your Chromebook using most printers that connect to Wi-Fi or a wired network.

Tip: You can also use a USB cable to connect your printer to your Chromebook. When you use a cable, you'll see a notification. Follow any onscreen instructions. Your printer won't need to be connected to Wi-Fi if it is directly connected to your Chromebook.

\*Volunteer should not have one Chromebook to a printer as the program does not have the resources

Add your printer to your Chromebook

At the bottom right, select the time.

Select Settings Settings.

At the bottom, select Advanced.

In the "Printing" section, select Printers.

Select Add Printer.

Choose your compatible printer from the list, then select Add.

# Manual Brother Printer Instructions

**If you cannot automatically print when the Chromebook and Printer are connected to the same network:**

**Connect Brother printer by Ethernet into router**

**Make sure printer is powered on and not in Sleep mode**

**In Chrome Browser, go to Chrome Web Store - Chrome Web Store**

**In Search Box, search for WiFi printer driver for Chromebooks**

**Launch App – Brother HL-2370dw Printer should appear in dialog box.**

*If no printer, make sure printer and Chromebook are communicating on same network*

*Reboot may be necessary for drivers to fully install*

*Small dialog box should appear in center of screen showing your printer with a check mark. Do not close this window. Always leave running in the background.*

*If printer app gets closed, click on Apps icon in lower left corner of screen and launch the printer app again.*

**Print Test Page using Ctrl+P**

*Change printer from default to Brother printer*

*Uncheck Headers & Footers, Background Graphics,*

*Check double-sided*

*PaperSize – Letter, Color – B&W, Layout – Portrait*

*Set to Duplex*

\*All these setting should remain from session to session

# ■ Add a Printer Manually

If your printer doesn't show when you click "Add Printer," you can also add your printer manually.

1. At the bottom right, select the time.
2. Select Settings.
3. Scroll to the bottom, then select Advanced.
4. In the "Printing" section, select Printers.
5. To quickly add a nearby printer, select Add Nearby Printers. If you see a list of printers but don't see your printer, select Add Manually.
6. Enter your printer information:
  - Name: Enter any name.
  - Address: Enter your printer's IP address. (see next slide)
  - Protocol: For most printers, the supported connection protocol is IPP.
  - Queue: For most printers, the queue is ipp/print.
7. Select Add.

If your printer cannot be set up automatically, you can continue to follow the onscreen steps for advanced printer configuration using Postscript Printer Description (PPD) files

# ■ Add a Printer Manually

## Finding your Printer address in ChromeOS

- Click on the Network and Settings window on your tray (where it shows the time, battery, avatar, etc.).
- Click on the WiFi section to see network details.
- There will be an “i” button in the bottom-right corner, click on it and your MAC/Wi-Fi and IP addresses will be displayed.

# Acer Chromebook Model 315



# ■ Device Specs

Operating System=Chrome OS™

Standard Memory=4 GB

Processor & Chipset=AMD A6

Network & Communication=

Processor Speed=1.80 GHz

Wireless LAN Standard IEEE 802.11ac

Processor Core=Dual-core (2 Core™)

## **Interfaces/Ports**

### **Screen**

2 USB Type-A (Standard)

Screen Size=15.6"

2 USB Type-C

Display Screen Type=LCD

Maximum Battery Run Time=10 Hour

Screen Mode=Full HD

Weight (Approximate)=3.97 lb

Screen Resolution=1920 x 1080

# ■ Step One: Locating the Power Button

On every Chromebook the power button is in the upper right-hand corner of the keyboard.

Power the device on and follow the prompts to sign onto the network and sign into the device utilizing the Google account username Tax-Aide gives you.



# ■ The left side ports

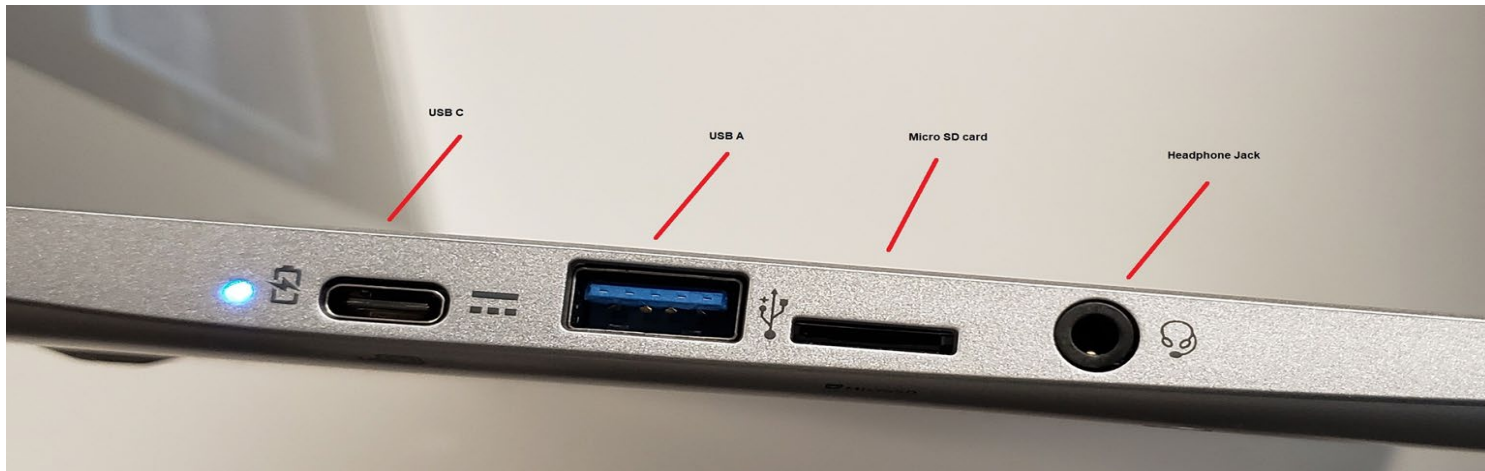
Left to right:

USB-C (charges via this port)

USB-A

Micro SD slot

Headphone jack



# ■ The right side ports

Left to right:

USB-A

USB-C

Kensington  
security  
port



# ■ Where's The Power Port? Where's the VGA Port For Projection?

ANSWER:

Either USB-C port may be used  
For charging or for projector  
output.

A video adaptor will likely be  
required. USB-C to VGA & USC-C to HDMI are shown  
here.



# ■ Meet A New Key: SEARCH



SEARCH will






- Perform a Google search; or
- Find something on your local Chromebook

SEARCH is where CAPS LOCK is on a PC keyboard.

Press ALT + SEARCH to lock into capitals.

# ■ Meet the F Keys:

## Part 1

-  Go to the previous page (F1)
-  Go to the next page (F2)
-  Refresh your current page (F3)
-  Make your page take up the full screen (F4)
-  Show all your open windows (F5)

Web browsing is central to Chromebooks.

The function keys are available, as well as the controls in Chrome, for your convenience.

\***Delete key** = Shift + BACKSPACE

# ■ Meet the F Keys:

## Part 2

 Decrease screen brightness (F6)

 Make the screen brighter (F7)

 Turn off the sound (F8)

 Lower the volume (F9)

 Raise the volume (F10)

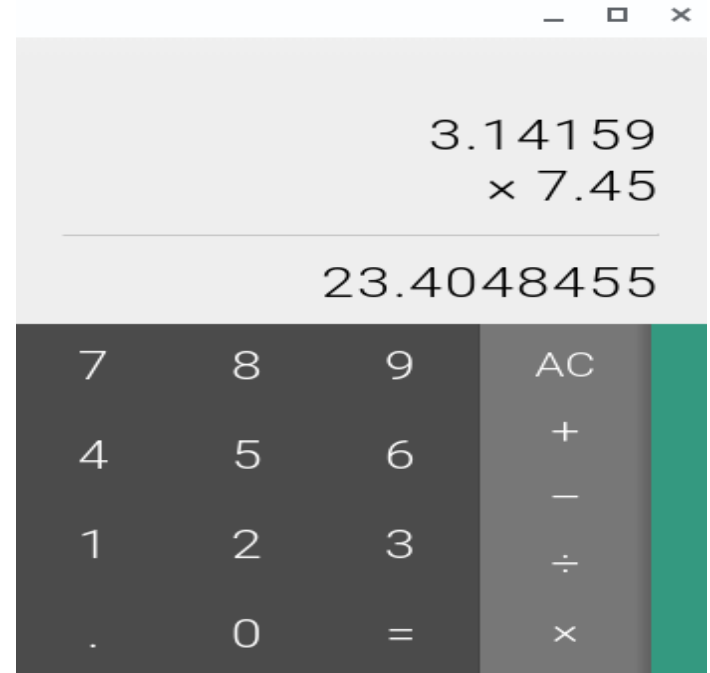
F8- Muting the sound with one key

# I'm a Tax Counselor. I Need a Calculator.

Chromebooks have you covered.

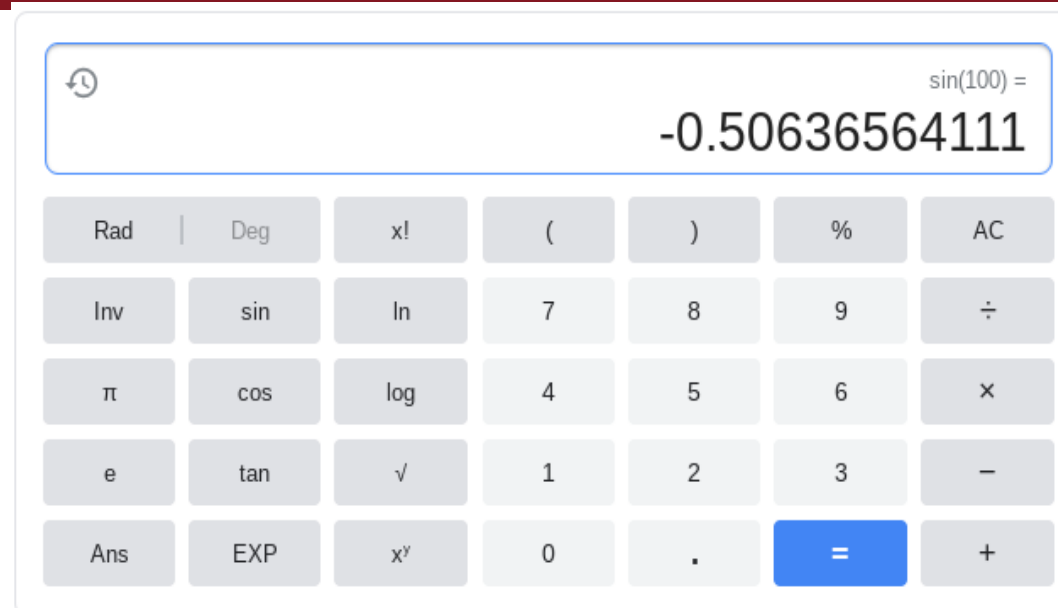
The calculator works like an adding machine tape--you can scroll it back.

You may still copy and paste values from the calculator into TaxSlayer or into a spreadsheet.



# ■ If You Can Get to Google, You Can Get to a Calculator

- To use Google calculator, simply type “calculator” in a Google search box.
- The Bogart toolBox also launches at startup in a tab as well as in the bookmarks if you prefer that tool.



# ■ Connecting Chromebook To a New Network

## Step 1

First, locate the toolbox on the right side of the toolbar at the bottom of the screen.



It usually shows the time.

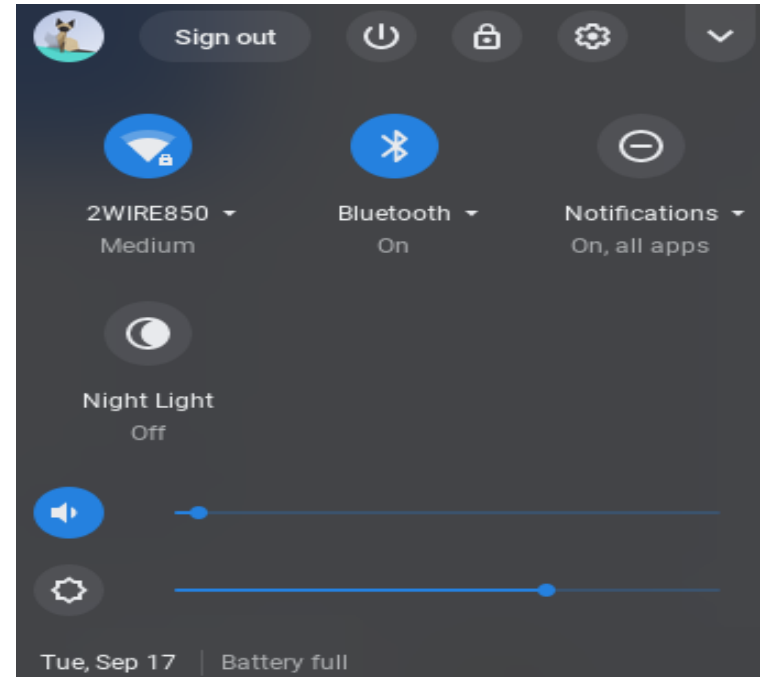
# Connecting Chromebook To a New Network

## Step 2

Click to expand the toolbox.

Locate and click the network settings icon.

In this case, it's displaying the name of the network the machine is currently connected to (2WIRE850).



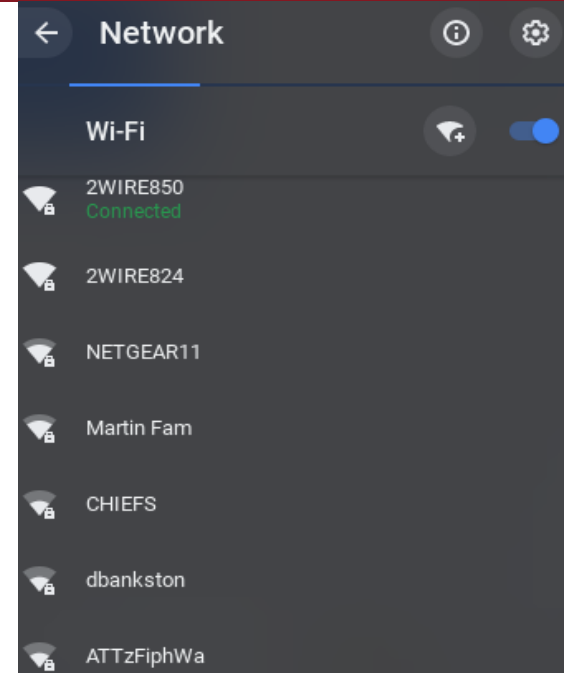
# Connecting Chromebook To a New Network

## Step 3

2WIRE850 still shows “connected” (in green).

We will click 2WIRE824 to change networks.

If there is no network connected, this process is the same except the Chromebook will report “No network connected”.



# Connecting Chromebook To a New Network

## Step 4

A dialog box appears with our target network (2WIRE824) and a place to type the password.

The “eye” symbol to the right of the password allows you to see as you type. Usually you see dots.

### Join Wi-Fi network

SSID

2WIRE824

Security

PSK (WPA or RSN)

Password

MakeBelievePasswordForChromebookDemo



Allow other users of this device to use this network



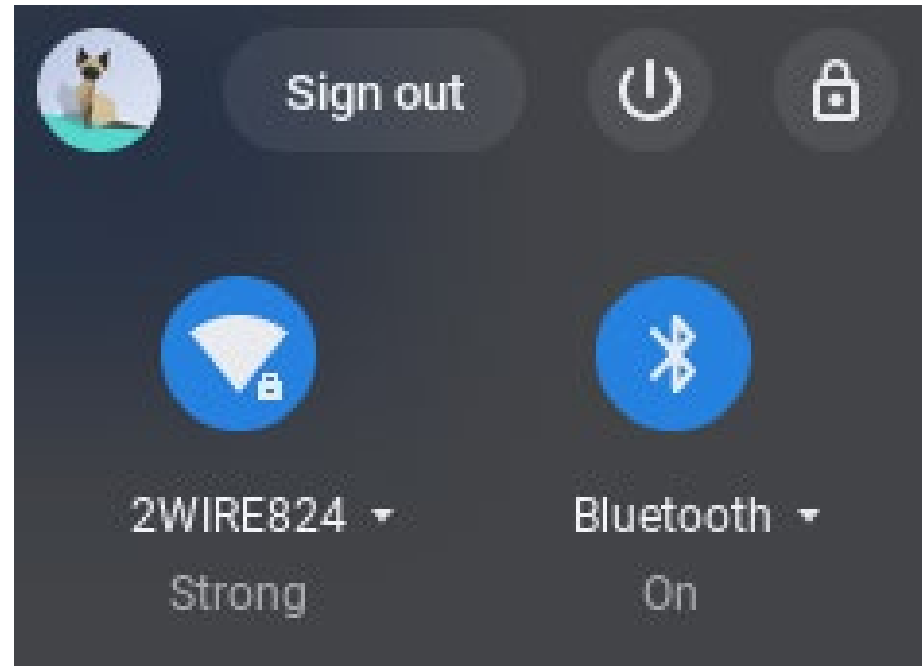
Cancel

Connect

# Connecting Chromebook To a New Network

## Final Step

After clicking “connect”, we look in the Chromebook toolbox, we see that we are connected to the 2WIRE824 network as planned.



# ■ Revision History

Version #	Date	Initials	Comments
1	8/1/2022	JB	NTSC Reorganization/Standardization