

4 Things you should do for your Chromebook

1. Clean it and care for it
2. Clear unused files and Cache
3. Save to Google Drive or One Drive
4. Update it

How to Care for your Chromebook & Accessories

Page 1 of 2

GENERAL CARE

- Do not have any food or drinks near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks do not like when you touch their screen. In fact, they might react negatively by blurring or cracking themselves if you touch their screen too hard with any object. This includes your finger, a pen, a pencil or any other item.
- Do not place your Chromebook on uneven surfaces where they might be subject to an accidental fall.
- While the Chromebook cases are sturdy, drops from heights can damage the outside of the Chromebook.
- Avoid placing or dropping heavy objects on the top of the Chromebook.
- Chromebooks do not like excessive heat or cold. They should not be exposed to over 100 degrees or under 32 degrees. Do NOT put your Chromebook under a blanket, on the dashboard of your car, etc.
- Do not block air flow when device is on. While your Chromebook does not get overly hot as a traditional laptop might, it does need to breathe.
- Chromebooks have been labeled with the inventory tag. **Please do not remove the tag.**
- Damage, loss, or theft must be reported immediately.



CARRYING CHROMEBOOKS

- Keep your Chromebook in the case provided to you when not in use. Even when the Chromebook is in your backpack, it should be inside the case provided.
- Transport Chromebooks with care.
- Chromebook lids should always be closed and tightly secured when moving. Do not carry your Chromebook while the screen is open.
- Unplug your Chromebook when it is not charging.
- Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with lid closed.
- If carrying your Chromebook in your backpack, avoid sharp objects in your backpack around your Chromebook, and avoid throwing your backpack or leaving it in places where it can be accidentally kicked.



SCREEN CARE

- The Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- Do not store the Chromebook with the screen in the open position.

How to Care for your Chromebook & Accessories

Page 2 of 2

- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks)

A/C POWER ADAPTER

- The port on the power adapter is fragile - insert and remove with care every time.
- Do not carry your Chromebook around with the power adapter plugged in.
- When not in use, wrap your Chromebooks power adapter up so the cords don't become tangled/knotted.



KEEPING YOUR CHROMEBOOK CLEAN

- Never use any product containing any alcohol, ammonia, or other strong solvent to clean your Chromebook.
- Do NOT spray or wipe your Chromebook with any Windex/household cleaner/water and/or cleaning cloth/wipes.
- Clean your Chromebook keys and screen with a lightly moistened soft cloth or bring your Chromebook to the Technology Resource Center to have it cleaned with a computer cleaning solution.



CHARGING YOUR CHROMEBOOK

- The Chromebooks hold a charge for between 6-8 hours.
- Make sure to plug your Chromebook in each night so that it is fully charged for the morning. There is limited power available at the school and you may not be able to charge it during the day.



Clean up your hard drive – Chromebooks are built for “the cloud” and so you will notice that most Chrome OS devices don’t have the same internal hard drive storage that you are accustomed to with Windows or Mac. **That’s because most of your files should be in the cloud.** Creating folders and utilizing Google Drive or OneDrive for all your files will help to keep your Chromebook speedy.

Free up space on your Chromebook

If your Chromebook is running low on disk space, we recommend deleting files you don't need anymore.

Check how much storage is being used

1. At the bottom right, select the time.
2. Select Settings .
3. In the "Device" section, select Storage management.

Here, you’ll see how much storage space is left on your device, and how much space is being used by:

- Downloads: The files in your [Downloads folder](#)
- Offline files: Temporary versions of your Google Drive files [saved for offline use](#)
- Browsing data: Information like your browsing history or saved form entries. Learn how to [clear browsing data](#).

Errors you’ll see when you’re running out of space

If you're almost out of disk space, a message will show that says, "Device is low on space: Free up space or select data may be automatically deleted."

You might also have problems with:

- Downloading files
- Loading webpages
- Changing or saving settings, like passwords
- Adding new user accounts to your Chromebook
- Using Android apps

Free up storage space

If your Chromebook is slow or running out of disk space, try the following fixes to free up space:

- [Delete files](#) you don't need from your Chromebook. Remember that you can [move files to Google Drive](#) if you want more space.
- [Clear your browsing data](#) and download history.

Remember, if your Chromebook runs low on space, it might automatically delete your downloaded files, browsing data, cache, or unused accounts.

Clear browsing data (Cache)

You can control your history and other browsing data, like saved form entries.

Delete all your data or just some from a specific time

Delete your browsing data

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click More tools  Clear browsing data.
4. Choose a time range, like Last hour or All time.
5. Select the types of information you want to remove.
6. Click Clear data.

Note: If you delete cookies and have [sync turned on](#), Chrome keeps you signed into your Google Account. Your cookies will be removed from other devices and your Google Account.

Delete individual items

Instead of deleting entire categories of your browsing data, you can pick items to delete:

- [Page you visited](#)
- [Downloaded file](#)
- [Saved password](#)
- [Cookies from a website](#)
- [Autofill entry](#)

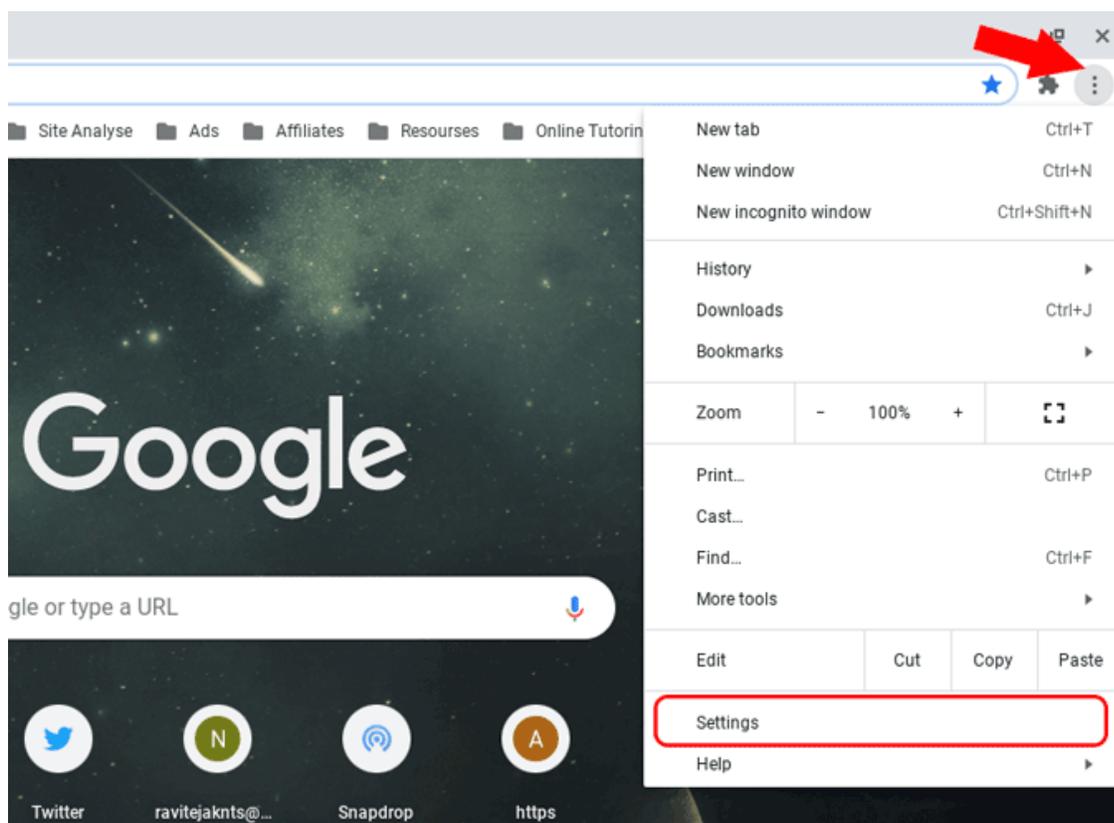
Use One Drive or Google Drive for your downloads – See “How to save to Google Drive”

written by [Ravi Teja KNTS](#) July 15, 2020

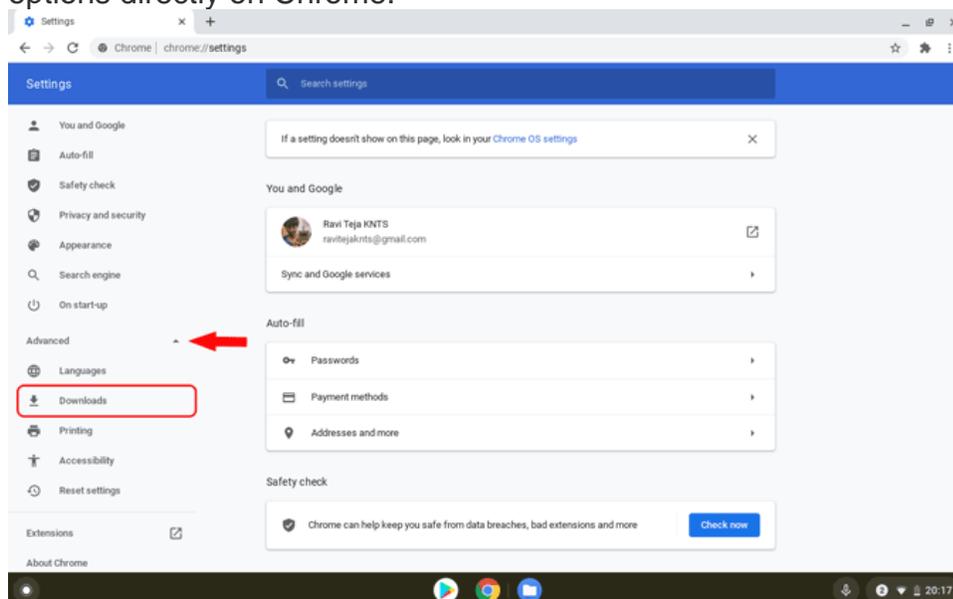
Chromebooks are wonderful but all of them have one big issue – limited storage. One way to fix this problem is by setting the default download directory to Google Drive and also make it available for offline use. Here’s how.

Download Directly to Google Drive on Chromebook.

To download directly to Google Drive, open your Chrome Browser and click on the three-dot menu in the top right corner. And then click on the “**Settings**” from the options.

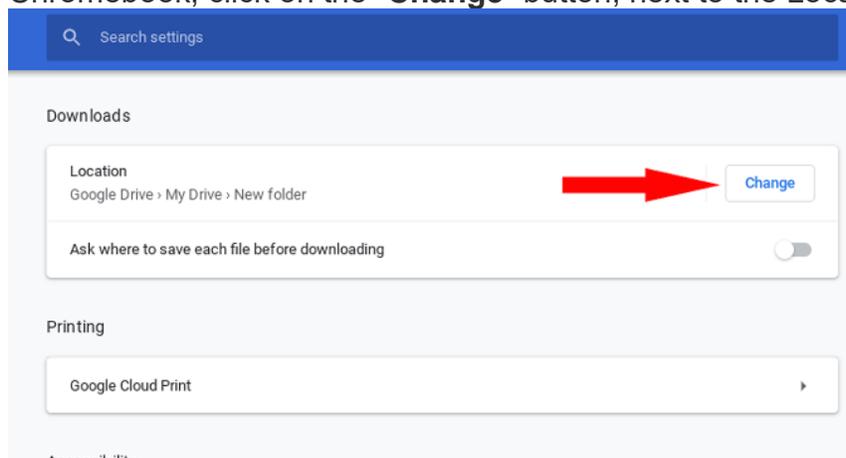


Now press on the “**Advanced**” option in the left sidebar and from the dropdown, click on the “**Download**” option. Alternatively, you can just open [this](#) link to open download options directly on Chrome.

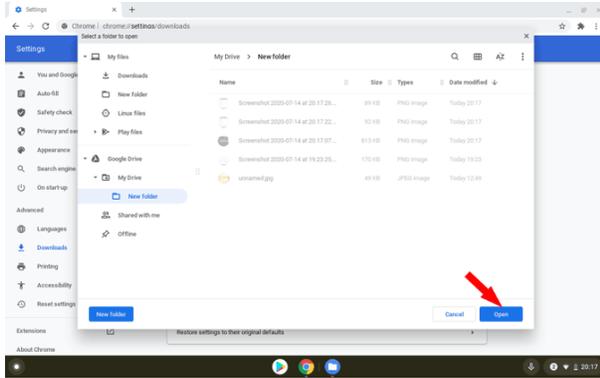


In the downloads section, you can either change the default location for Downloads to a particular folder or you can have Chrome ask you where to save each file before downloading.

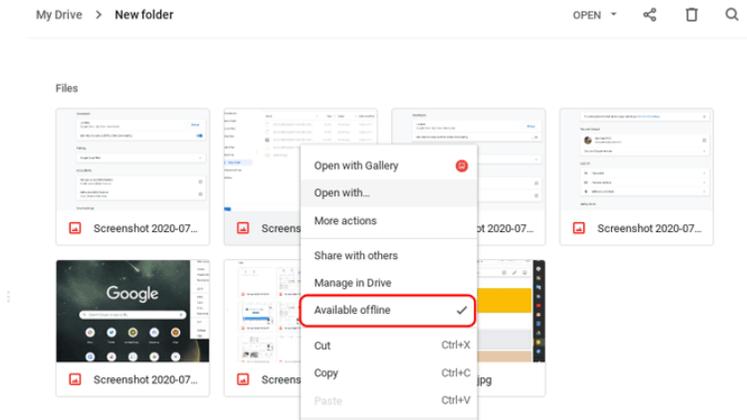
In our case, we want to change the download directory to Google Drive on Chromebook, click on the “**Change**” button, next to the Location option.



You can see Chrome OS’s File Manager window pops up. Just click on “**Google Drive**” in the left sidebar of the file manager and navigate to the exact location where you want to download and click “**Open**” at the bottom right of the window. And that’s it you have successfully changed the download location to Google Drive.



On the flip side, you can actually access a few files stored in Drive even when you are offline. But they are not permanent and can be lost anytime. To make them permanently available offline, just open the Files app > Google drive and right-click on the file you want to make it offline and select the “**Available Offline**” option. If the file is available offline, you can see a tick mark beside it saying it is already available offline.



Once the file is available offline, you can check it in the offline section of Google Drive.

Changing download location also changes the default location of the entire Chromebook. So even screenshots will be saved to Google Drive. This makes using multiple devices much easier as you have single storage for all your devices.

Bonus Suggestion - Update your Chromebook

1. Connect your Chrome OS device to the internet.
2. Click on the settings tray in the bottom-right corner of the screen.
3. Enter the settings using the gear icon.
4. Click on **About Chrome OS** on the bottom of the left column.
5. Select the **Check for updates** option.
6. Once the update finishes downloading, click **Restart**.