

# Chromebook How To's

- [How to Screenshot on Chromebooks](#)
- [How to Find and Open Files on Chromebook](#)
- [How to Edit Microsoft Office Files on Chromebook](#)
- [How to use Caps Lock on Chromebook](#)
- [How to Work On Files in Google Drive Without Internet](#)
- [Add A Chromebook to Copiers](#)
- [How to Powerwash a Chromebook](#)

# How to Screenshot on Chromebooks



Take a screenshot of your entire screen

Press **Ctrl + Show windows** .

## Top keyboard shortcuts



### Take a screenshot of part of your screen

Press **Shift + Ctrl + Show windows** . Then, select and drag over the area you'd like to capture.

# How to Find and Open Files on Chromebook

[https://drive.google.com/file/d/1ecbmQSWqxz9Dh832Da9CrnceP1X2C\\_Zo/preview](https://drive.google.com/file/d/1ecbmQSWqxz9Dh832Da9CrnceP1X2C_Zo/preview)

# How to Edit Microsoft Office Files on Chromebook

[Click here for How to Edit Microsoft Office Files on Chromebook](#)

# How to use Caps Lock on Chromebook

Press Search + alt to Enable Caps Lock

Press Search + alt to Disable Caps Lock



# How to Work On Files in Google Drive Without Internet

[Click here for how to Work On Files in Google Drive Without Internet](#)

# Add A Chromebook to Copiers

Click on [THIS LINK](#)

Then click Install Mobility Print





## Set up printing on your Chromebook


### Step 1

Go to the Chrome Web Store and install Mobility Print

**Install Mobility Print**

### Step 2

Keep this tab open so we can do a quick handshake  
and connect you to your school or organization

When it's time to print, press Ctrl + P  
and use any printer with the  icon.

# How to Powerwash a Chromebook

## Factory reset your Chromebook

1. Sign out of your Chromebook.
2. Press and hold **Ctrl + Alt + Shift + r**.
3. Select **Restart**.
4. In the box that appears, select **Powerwash** and then **Continue**.
5. Follow the steps that appear and sign in with your Google Account.

**Note:** The account you sign in with after you reset your Chromebook will be the owner account.

6. Once you've reset your Chromebook:
  - Follow the onscreen instructions to set up your Chromebook
  - Check if the problem is fixed