



Get started with Google Chrome

With Chrome, Google Apps work better...

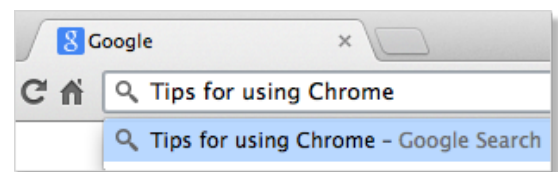
The Chrome browser enhances Gmail, Google Drive, and Google Calendar:

- **Work offline**
Read and write messages in Gmail, consult your Calendar, or read your documents 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.
- **Stay alert**
Get desktop notifications that alert you to an upcoming meeting, a new chat, or email.

...and 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

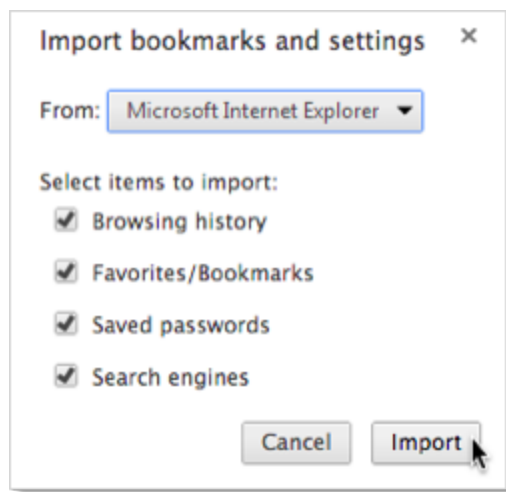
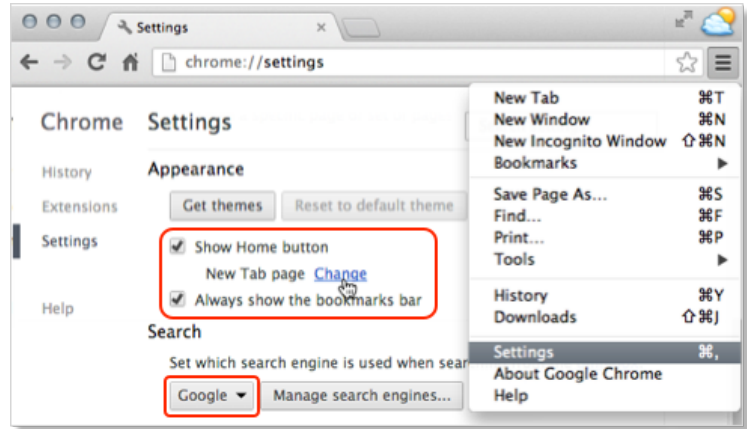
It takes just 3 steps to set up and move old favorites from other browsers into Chrome.

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

1. Set your homepage

Click the ☰ icon and select **Settings** from the menu. Set your homepage and default search engine. *Your IT administrator may have some of these options already set up for you.*

- 💡 In the **Toolbar** section, click **Show Home button** and **Always show the bookmarks**.



2. Import your favorites

Copy your bookmarks, browsing history, and saved passwords from Internet Explorer or any other browser into Chrome.

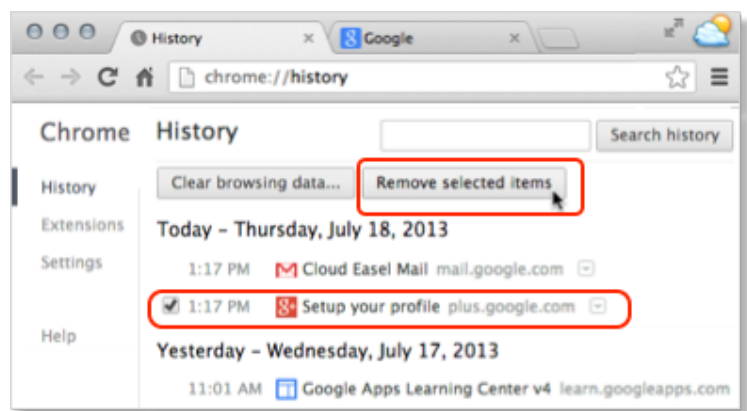
Go to **Settings** and scroll to the **Users** section. Click **Import bookmarks and settings...** From this window, select items to import.

- 💡 You can also type **chrome://settings/importData** into your browser to access these settings.

3. Manage your personal data

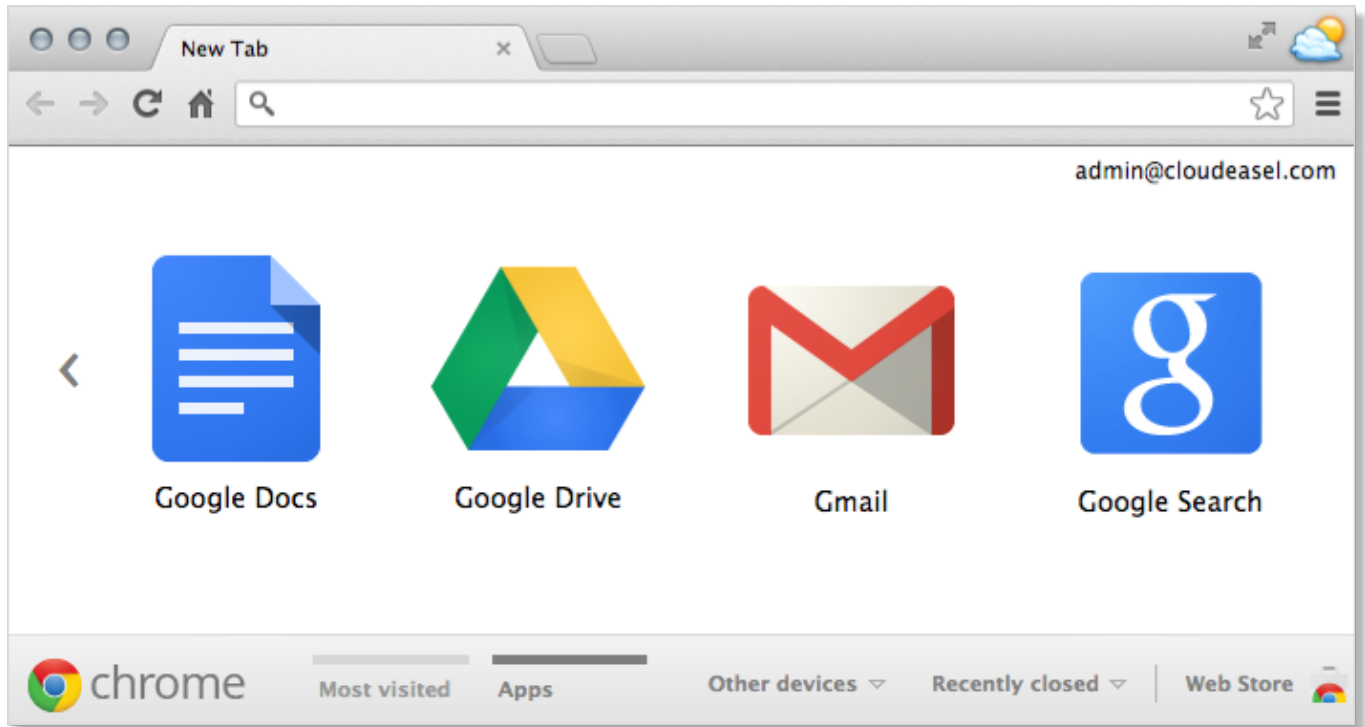
Click the ☰ icon, then select **History** from the menu. Click **Clear browsing data...** to clear all history, or check the items you want to delete and click **Remove selected items**.

To select a location for your downloads, go to **Settings** and click **Show advanced settings...** Under **Downloads**, click **Change...** to specify a new location.




Using the New Tab page: Starting a Chrome session

When you open a new tab in Chrome, you can connect to a web page in the same way as your old browser, or take advantage of some of Chrome's unique features:



1. Open a new tab anytime

- Click the  button at the top of the browser to launch a new tab. Launching the New Tab page won't replace what you are currently viewing.

2. The omnibox

- Go directly to a site or search the web with the address bar. Type "Google Apps," press **Return** to see search engine results.

3. View your Apps or Most visited pages

- 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 open that site.
- To see the Apps you've installed, just click **Apps**. Click an image to launch that App.
- Click the **arrow** at the side of the page to toggle between your **Most visited** pages and your **Apps**.

4. Reopen recently closed sites

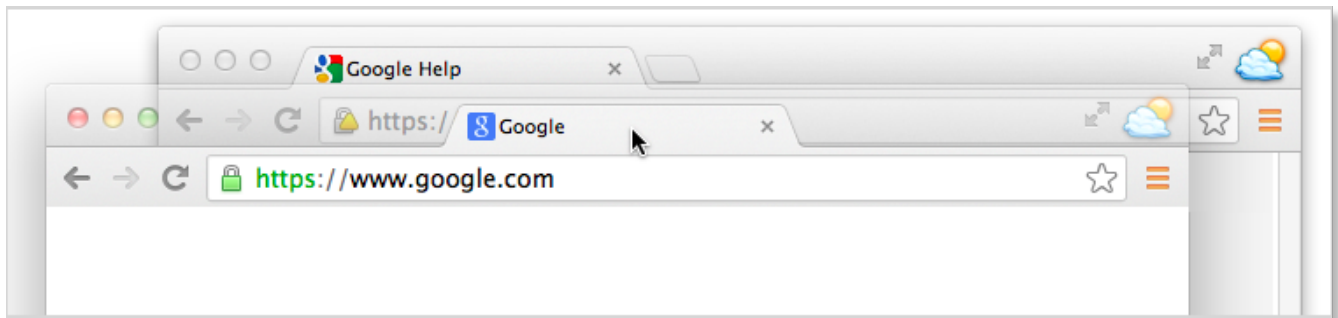
- Click **Recently closed** and select from a list to recover a tab you accidentally closed.
- *The Chrome Web Store is always available on the New Tab page. Click the icon to browse and add Apps.*
- *The New Tab page with the Google Docs and Offline Gmail Apps.*

'Tear-away tabs' to open a new window

This feature works with any tab in an active Chrome window.

1. Tear-away a tab

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.



2. Merge tabs

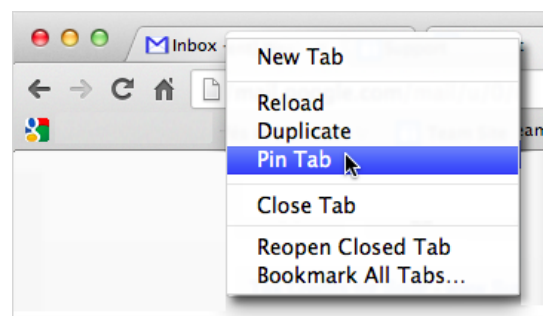
You can merge tabs into windows the same way—grab a tab, drag it to an open window, and drop it next to other open tabs.

3. Drag and drop

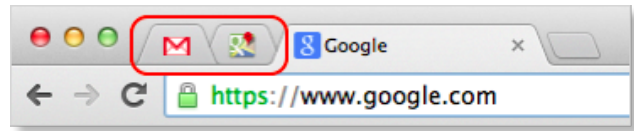
You can also drag and drop to reorder tabs in any window.


4. Pin tabs

If you don't want a particular tab to move around while you're reordering or tabs, you can pin the tab to the left of your browser window. Right-click the tab (control-click on a Mac) and select **Pin Tab**.



You can tell that a tab is pinned if it's smaller in size and displays just the site's icon.



 Visit the online Chrome Browser Help Center to see a video and read more about using the [New Tab page](#)!

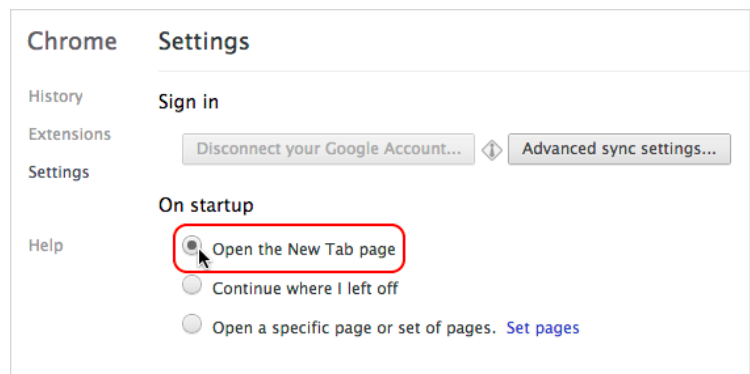
Open multiple pages at startup

If you start your day by checking your email or browsing a favorite website, you might want to set those sites as your startup page. Startup pages open automatically every time you open the browser.

To get started, click the  icon and select **Settings**. In the "On startup" section, choose the options below:

Open a New Tab page

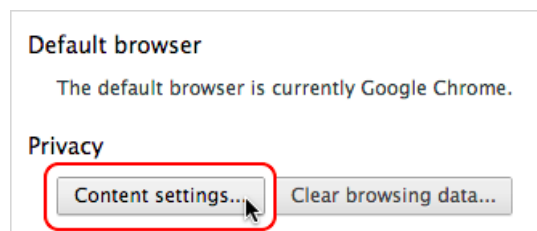
A New Tab page will open up when you first launch Chrome.



Continue where I left off

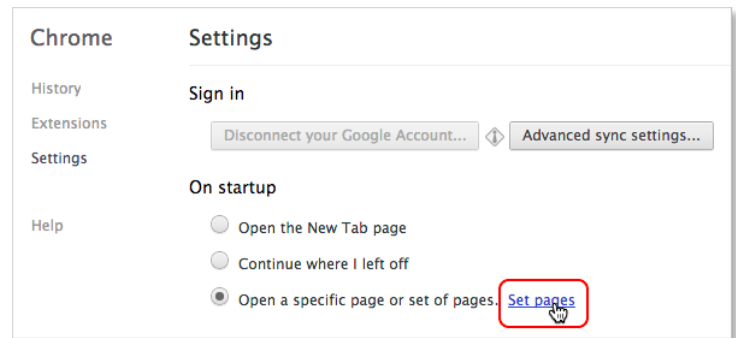
See pages that were open at the end of your last browsing session. This can save you time from signing in to your favorite sites every time after you've restarted Chrome. However, it's recommended that you sign out of websites when you're using a public or shared computer.

If you'd like Chrome to reopen all your pages but discard session cookies and other site data, go to **Settings > Show advanced settings > Content settings > Keep local data only until I quit my browser**.



To open a specific page or set of pages: Click **Set**

pages and enter the website addresses of the pages you want to see.




Bookmark your favorite sites

Bookmarks give you easy access to your favorite and most frequently used sites. You can use the bookmark manager to organize your bookmarks and folders.

Bookmark manager

To open the manager, follow these steps:

1. Click the  icon on on the browser toolbar.
2. Select **Bookmarks**.
3. Select **Bookmark manager**.

Bookmark manager tips

- **Move bookmarks or folders**

To move bookmarks or folders around, click the item you want to move and drag it to where you want it to go within the folder list on the left.

- **Edit the name or web address of a bookmark, or a folder name**

Select the item you'd like to edit, click the **Organization** menu, then select **Edit**. You can also easily edit bookmarks and folders from the bookmark bar by right-clicking the item in question and selecting **Rename**.

- **Search bookmarks**

Use the search box at the top to quickly find a bookmark within the manager.

- **Add a new bookmark folder**






In the folder list on the left, right-click the location where you want the new folder to reside and select **Add folder**

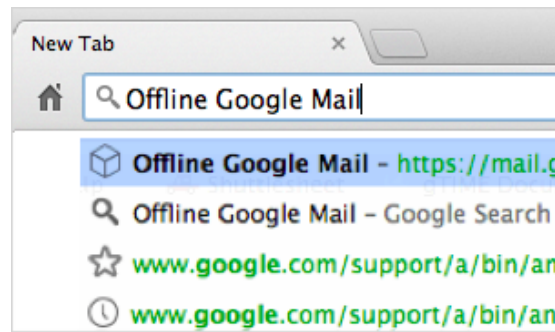
Work faster with Chrome: Tips and tricks for better searching

Chrome helps improve your efficiency and increase your 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:

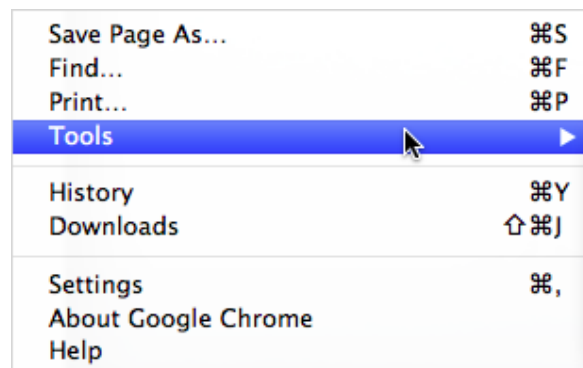
-  Bookmarks
-  Websites
-  Web search
-  Applications
-  Previously visited sites (your browsing history)



Create application shortcuts

(Windows and Linux only)

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



Use keyboard shortcuts

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



Visit the Help Center to see the entire list of more than 50 [keyboard shortcuts](#) you can do in Chrome.

Task	Press
Open a new tab	Ctrl+T (⌘+T on Mac)
Open a new window	Ctrl+N (⌘+N)
Search for text on a site	Ctrl + F (⌘+F)
Opens last closed tab	Ctrl+Shift+T

	(⌘-Shift-T)
Go one page back in your current tab	Backspace or Alt+left arrow key (⌘+arrow)

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.


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

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  icon and select **Options** (or **Preferences**). Go to **Personal Stuff**, and in the **Sync** section, click **Set up sync**. Sign in to 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.


- **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 > General > Desktop Notifications**.


- **Choose a theme**

Select a background from the themes gallery. A theme displays a background image on your new tabs page and makes your tabs colorful. To choose a theme, click the  and select **Settings**. Under **Appearance**, 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  icon and select **New Incognito Window**.



You'll know you've gone incognito when you see this guy  at the top of your browser.

Find more tips, ideas, and training at the **Google Apps Learning Center!**
learn.googleapps.com