



HERE'S HOW:

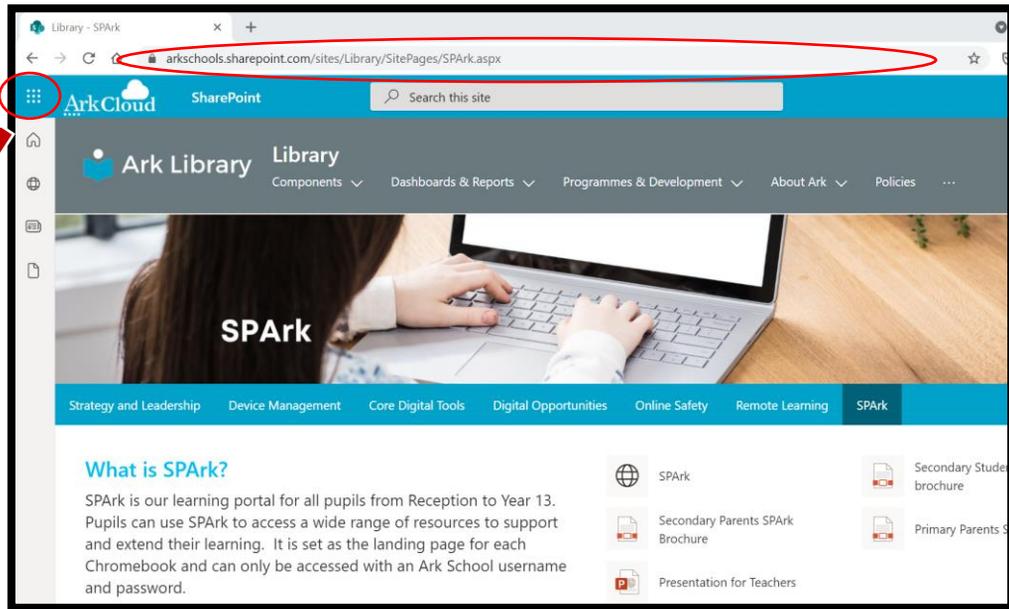
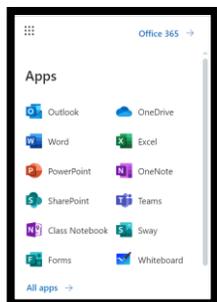


Using the Chrome browser

Your homepage will normally be set to SPArk. You can search for different sites using the **address bar** at the top of the page or by going to search engines such as Google (they both do the same thing!)

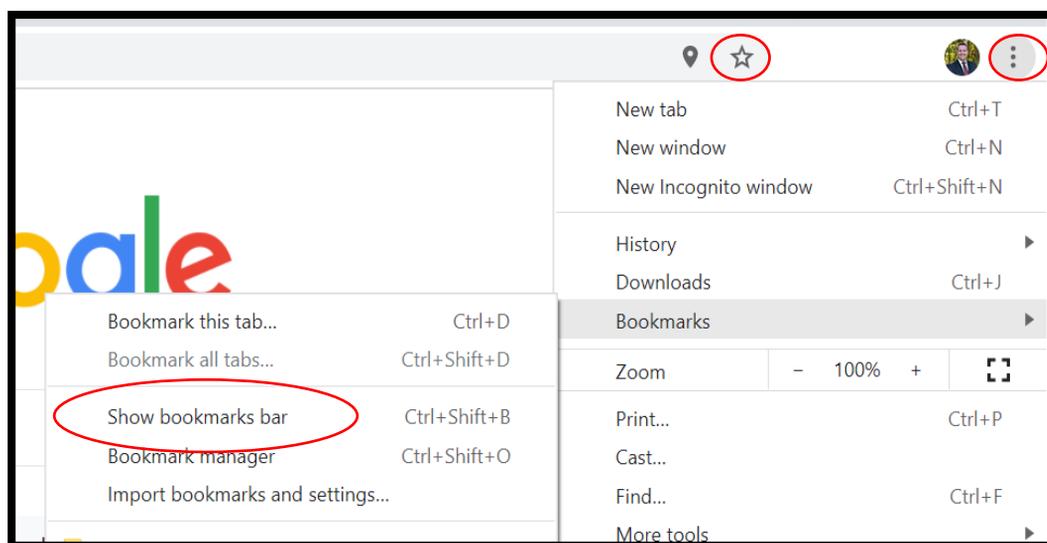


Click on the 'Waffle' (9 dots in a square) to see the O365 apps.



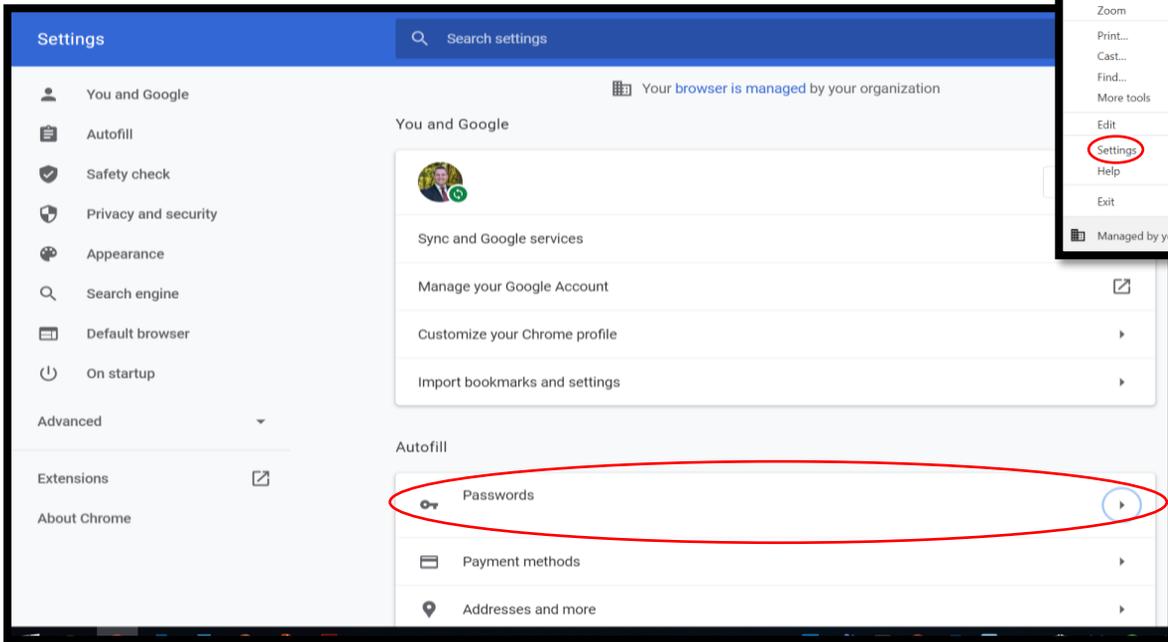
It is always helpful to bookmark sites you visit regularly. Click the star whilst on a page you want to find again quickly to make it a bookmark. You can create folders to help stay organised.

It is sensible to click 'Show bookmarks bar' in the 'customise Google Chrome' menu which can be found via the three dots at the top right of Chrome.

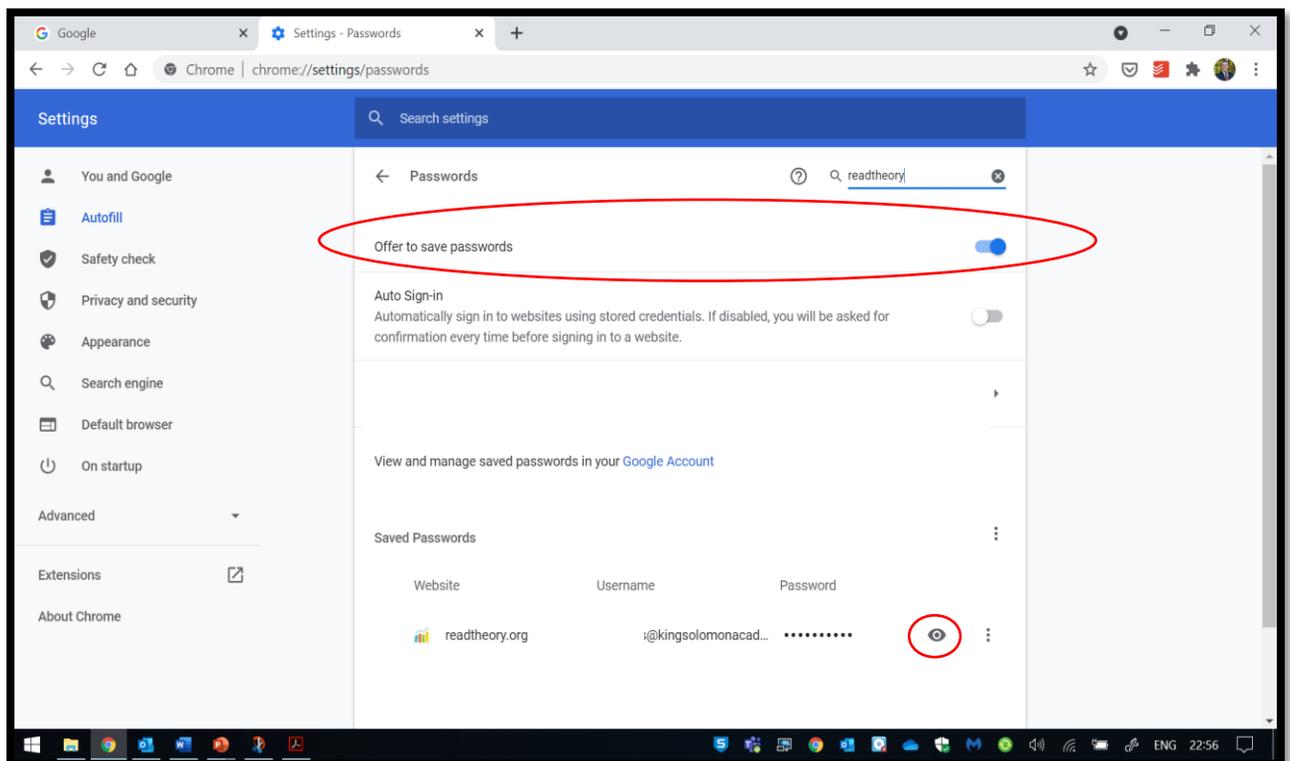


Using Chrome to remember passwords

Click on the three dots in Chrome, followed by settings to open the main Settings menu. Scroll down to Passwords.

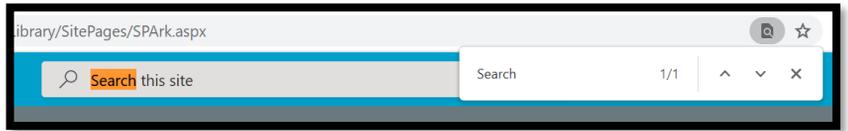


Ensure 'Offer to save passwords' is enabled. When you type your username and password into a site, you will have the option to save your password so you don't have to type it in every time. If you forget your password, you can search for it here. Click on the eye icon to reveal your password (you will need to remember your main KSA password to access this password).



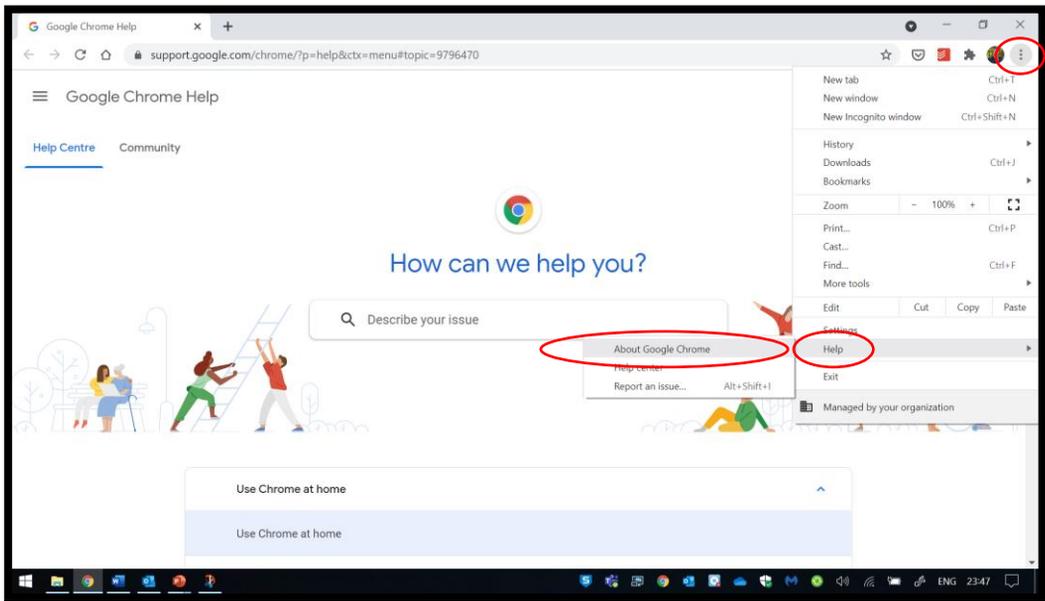
Searching for content on a webpage

Press 'Ctrl' + 'F' on your keyboard to search for key words or phrases on that page. You must spell the word correctly to find it in the text.



Using Chrome Help

If you're stuck and you're not sure what to do, go to the Chrome menu (three dots) and click 'Help' followed by 'About Google Chrome'. You can type your issue as a question or just use key words.



Immersive Reader

All KSA Chromebooks have Immersive Reader pre-installed. Find some text on Chrome you would like to read, highlight it and right click. Click 'Help me read this' to open Immersive reader. This program can read text aloud, translate it, identify word classes and much more!

