An Introduction to Google Chrome

Box is an online file sharing and cloud content management service and it provides features such as:

Getting Google Chrome

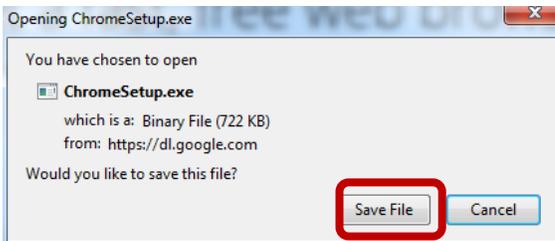1. To get started with Google Chrome, you have to download it to your computer. To begin downloading, go to www.google.com/chrome.
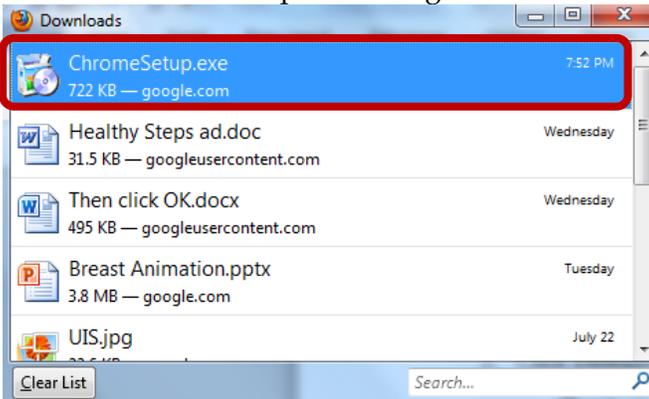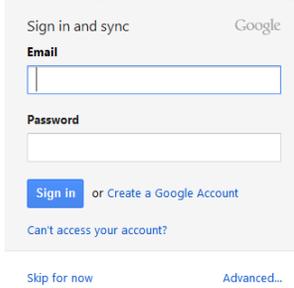2. Click **Download Chrome**.

3. Click **Accept and Install**.
4. Click **Save File**.

5. Double click the set up link to begin the downloading process. Click **Run**.

6. After the download is complete, you will be prompted to log in to your Google Account and begin customizing your browser.

7. At the top of the screen, click **Import bookmarks now**. This will give you the option to import bookmarks in other browsers including Internet Explorer or Firefox.

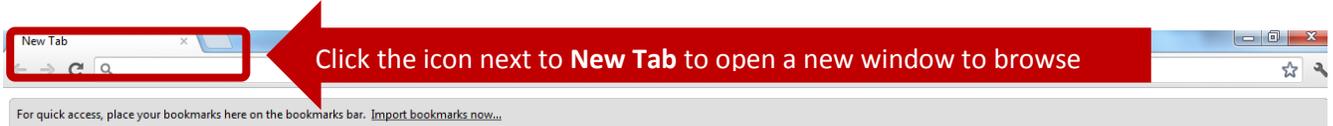8. Choose a browser to import bookmarks from, and then choose the items you wish to import to Google Chrome. Click **Import**.
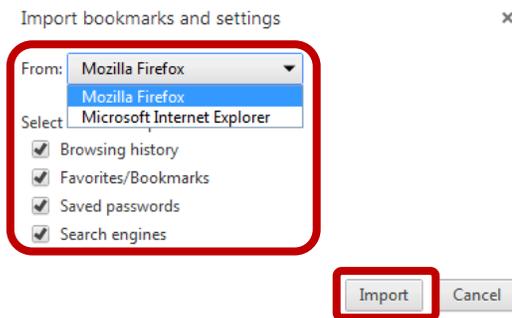
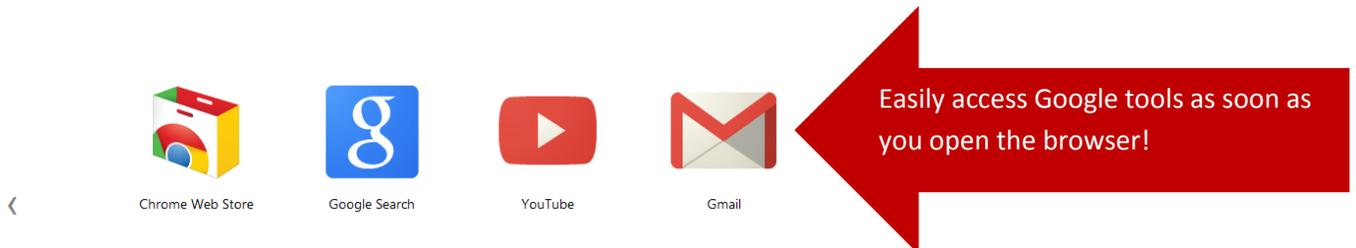## Getting Started with Google Chrome
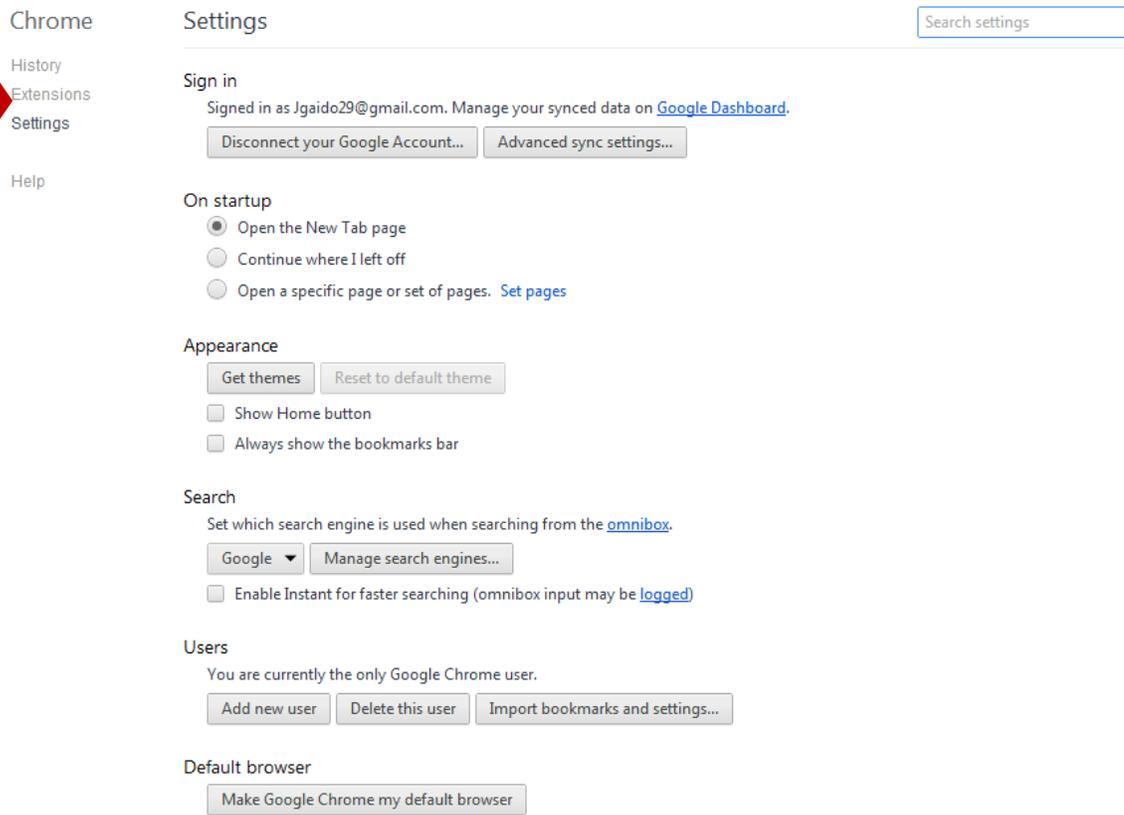
After downloading Google Chrome, the icon for the browser will appear at the taskbar of your screen.

1. Use the **tools icon** to open the tools menu. Here, you can view bookmarks, history, downloads, and adjust settings. Under the **Settings** option, modify the settings of Chrome.

Customize History, Extensions or Settings
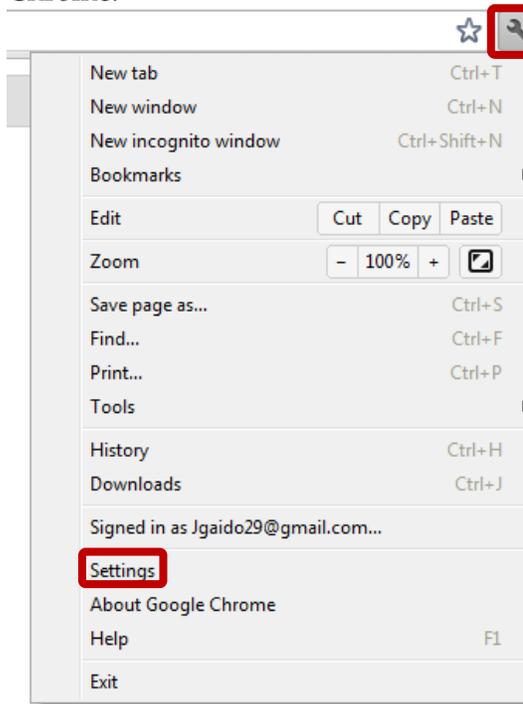
Making Google Chrome your Default Browser

To make Google Chrome your default browser, under the **Settings** tab, under **Default browser**, select **Make Google Chrome my default browser**.
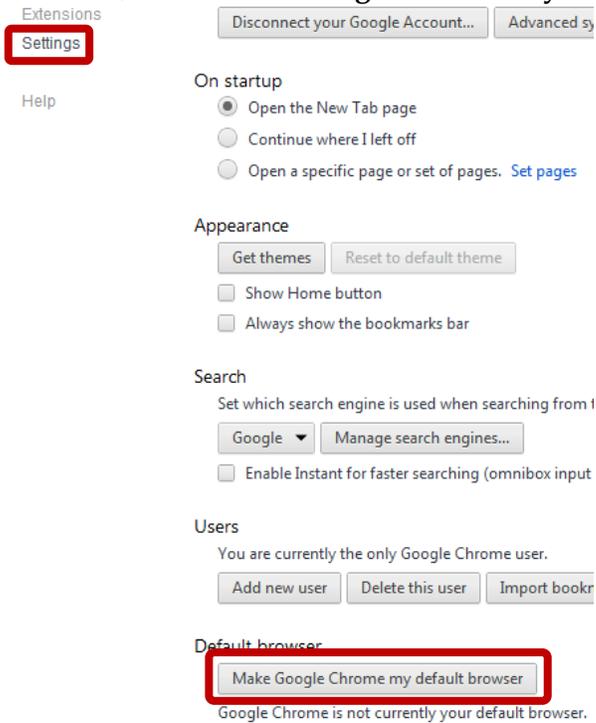
Setting the Homepage

To set the home page,

1. Under the **Settings** tab, click **Show Home button** under **Appearance**.

2. Select **Change** next to **New Tab page**.

Appearance

Get themes | Reset to default theme

☑ Show Home button

New Tab page Change

☐ Always show the bookmarks bar

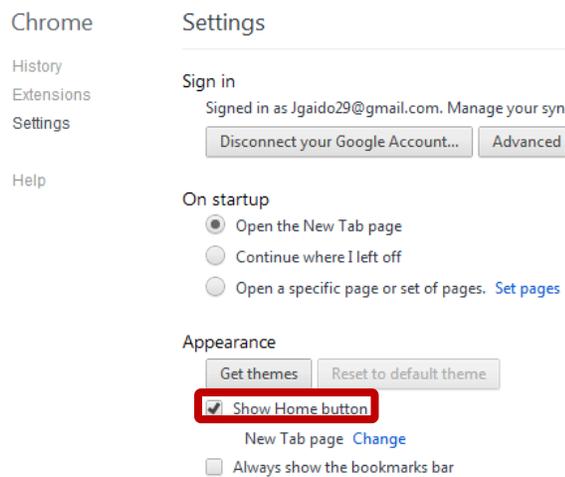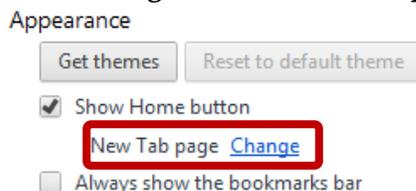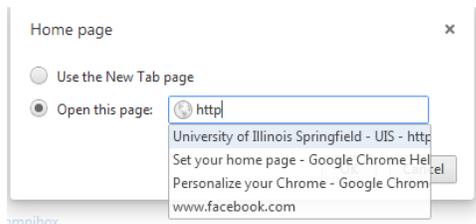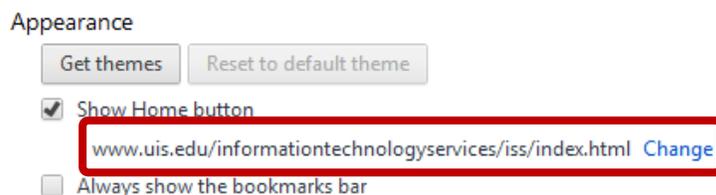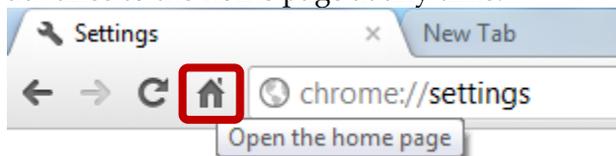3. Select **Open this page**, and then enter the address for your new home page. Click **Ok**.

Home page   ✕

○ Use the New Tab page

● Open this page: 🌐 http

University of Illinois Springfield - UIS - http

Set your home page - Google Chrome Hel

Personalize your Chrome - Google Chrom   el

www.facebook.com

omnibox.

4. Your new home page will appear under **Show Home button**. To change it, click **Change**.

Appearance

Get themes | Reset to default theme

☑ Show Home button

www.uis.edu/informationtechnologyservices/iss/index.html Change
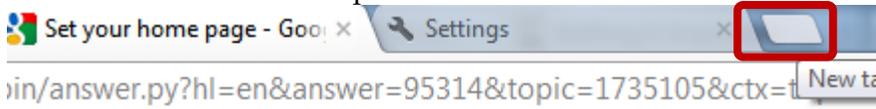
☐ Always show the bookmarks bar

5. The **Home** icon will now appear to the left of the address bar. Click here to advance to the home page at any time.

🔧 Settings   ✕ \ New Tab

← → C 🏠 | 🌐 chrome://settings

Open the home page

Working with Tabs

To open a new tab for browsing,

1. Click the **icon** next to the open tab.

Set your home page - Goo ✕ \ 🔧 Settings   ✕

in/answer.py?hl=en&answer=95314&topic=1735105&ctx=t New ta
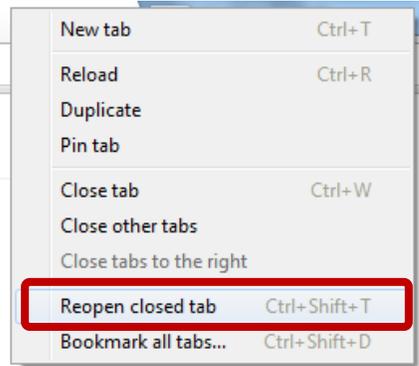
2. To arrange your tabs, simply **click and hold** the tab you wish to move. **Drag** the tab to the position you want it, and release.

✕ \ New Tab   ✕ \ Set your home page   🗋 UIS University of Illinois Spring ✕ \ 🔧 Settings   ✕

🏠 🌐 www.uis.edu   University of Illinois Springfield - UIS

3. If you accidentally close a tab and wish to recover it, **right click** a tab along the top toolbar, and select **Reopen closed tab**. It will now reappear on the
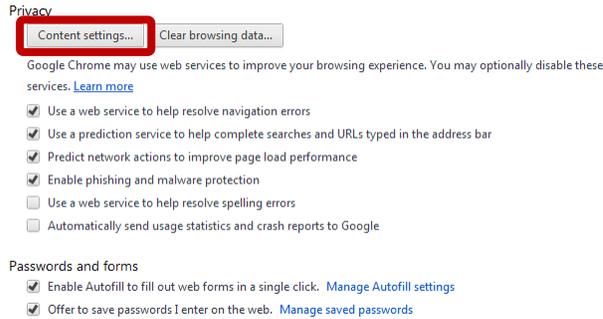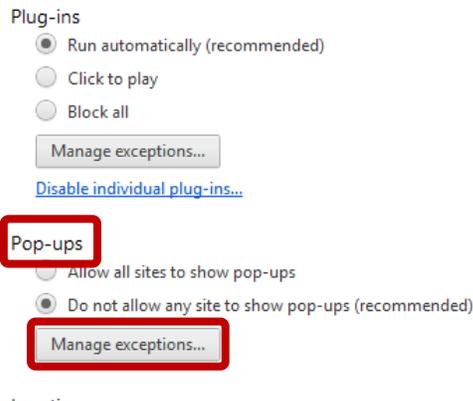
toolbar!

New tab   Ctrl+T

Reload   Ctrl+R

Duplicate

Pin tab

Close tab   Ctrl+W

Close other tabs

Close tabs to the right

Reopen closed tab   Ctrl+Shift+T

Bookmark all tabs...   Ctrl+Shift+D

Controlling Pop-Ups

Under the **Tools icon**, select **Settings**. Select **Show advanced settings**.

1. Under **Privacy**, select **Content settings**.

Privacy

Content settings...   Clear browsing data...

Google Chrome may use web services to improve your browsing experience. You may optionally disable these services. Learn more

☑ Use a web service to help resolve navigation errors

☑ Use a prediction service to help complete searches and URLs typed in the address bar

☑ Predict network actions to improve page load performance

☑ Enable phishing and malware protection

☐ Use a web service to help resolve spelling errors

☐ Automatically send usage statistics and crash reports to Google

Passwords and forms

☑ Enable Autofill to fill out web forms in a single click.   Manage Autofill settings

☑ Offer to save passwords I enter on the web.   Manage saved passwords

2. Under **Pop-ups**, select whether or not you would like to allow sites to show pop-ups. To enter specific sites, select **Do not allow any site to show pop-ups** and click **Manage exceptions**.

Plug-ins

● Run automatically (recommended)

○ Click to play

○ Block all

Manage exceptions...

Disable individual plug-ins...

Pop-ups

○ Allow all sites to show pop-ups

● Do not allow any site to show pop-ups (recommended)
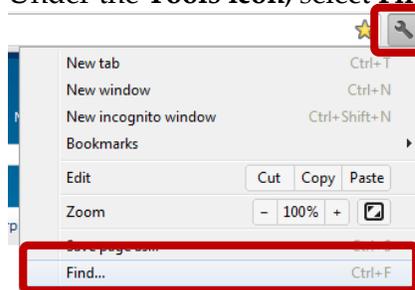
Manage exceptions...

3. Enter the selected website, and select if you would like to allow or not allow pop-ups for the site. Click **OK**.
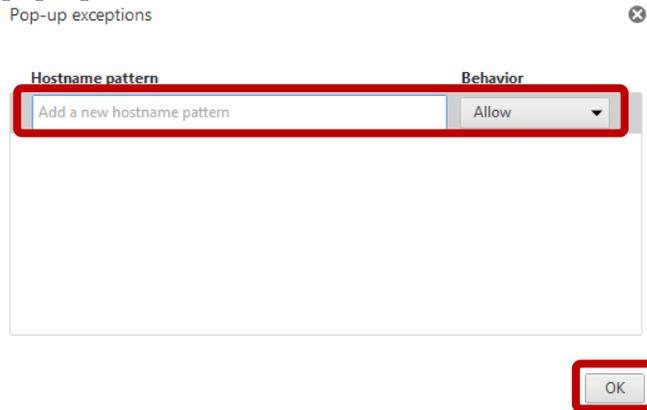
Using the Find Feature

The **Find Feature** allows users to search for keywords directly on webpages. To use this feature,
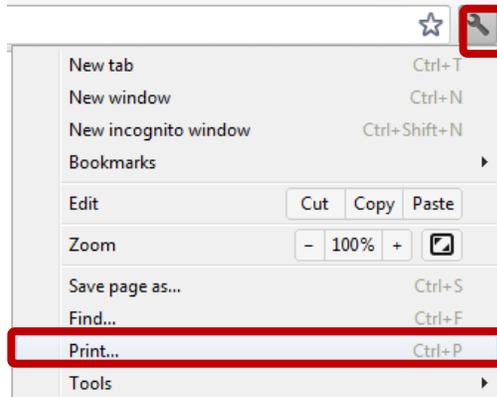
1. Under the **Tools icon**, select **Find**.

2. In the search bar, enter the word(s) you wish to search for. They will appear **highlighted** in the text of the webpage. You can also use the arrows next to the search bar to scroll through and highlight the next location where the word is found.
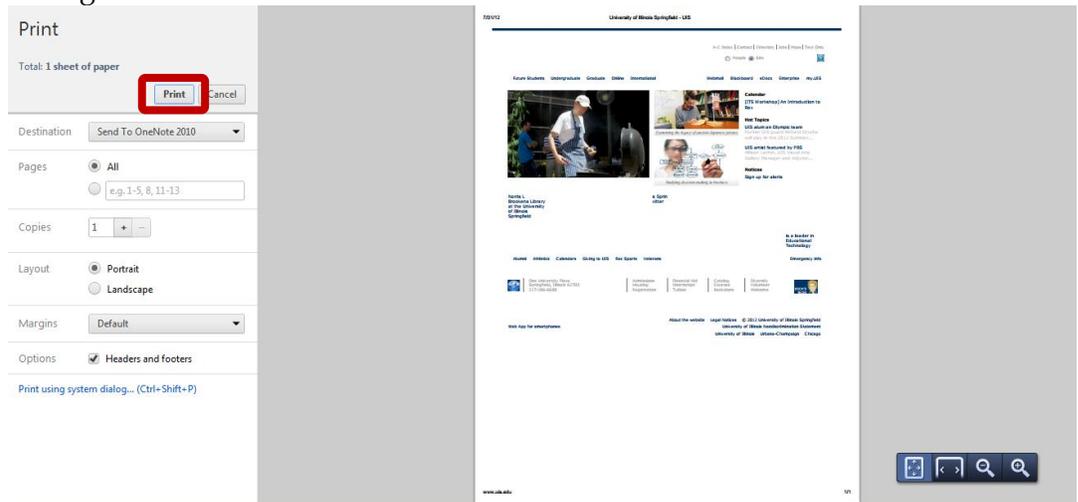
Printing

To print websites from Google Chrome,
1. Under the **Tools icon**, select **Print**.

2. On the right side of the page, view a preview and on the left, select your print settings and select **Print**.
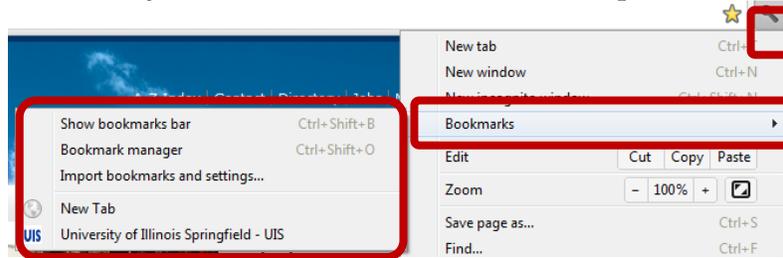

*Working with Bookmarks*

To bookmark a webpage,
1. Click the **Yellow Star icon** to the far right of the address bar of the page you wish to bookmark. Enter the folder you wish the bookmark to appear in, and click **Done**. Your bookmark will now appear under your bookmarks tab.
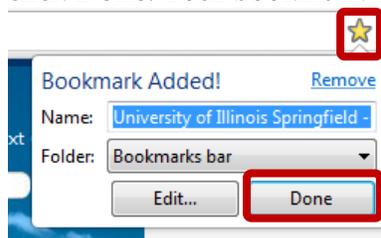
2. To access bookmarks, click the **Tool icon**, and select **Bookmarks**. Here, you can access your bookmarks, bookmarks bar, import bookmarks, and more!

3. To **delete** a bookmark, **right click** the bookmark you wish to delete from the **Bookmarks tab**. Select **Delete**.
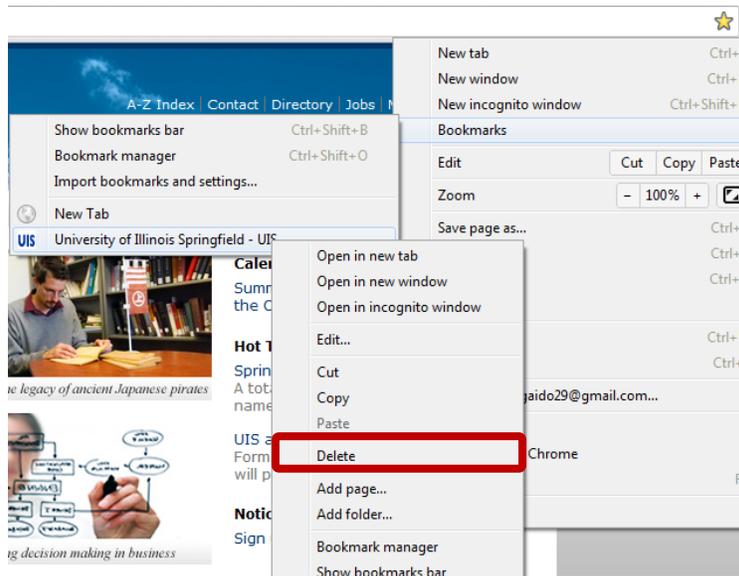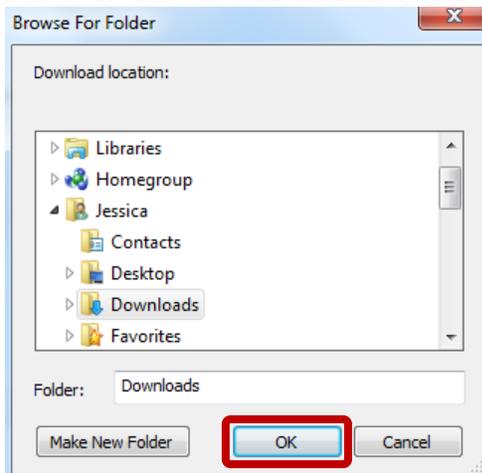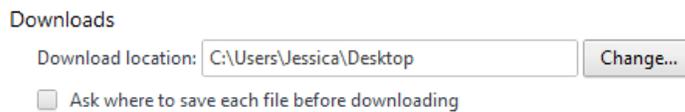
Working with downloads

1. Under the **Tools icon**, select **Settings**. Choose **Show advanced settings**. Under **Downloads**, click **Change** next to Download location.

2. Select the new download location and click **OK**.

3. Your new location will now be indicated under **Download location**.


Using the Task Bar

In Google Chrome, the address bar works as a search bar as well. Simply enter the terms you wish to search for, and links to website will immediately appear. You can select a link from here, or click enter and you will be directed to Google to view the results from your search.
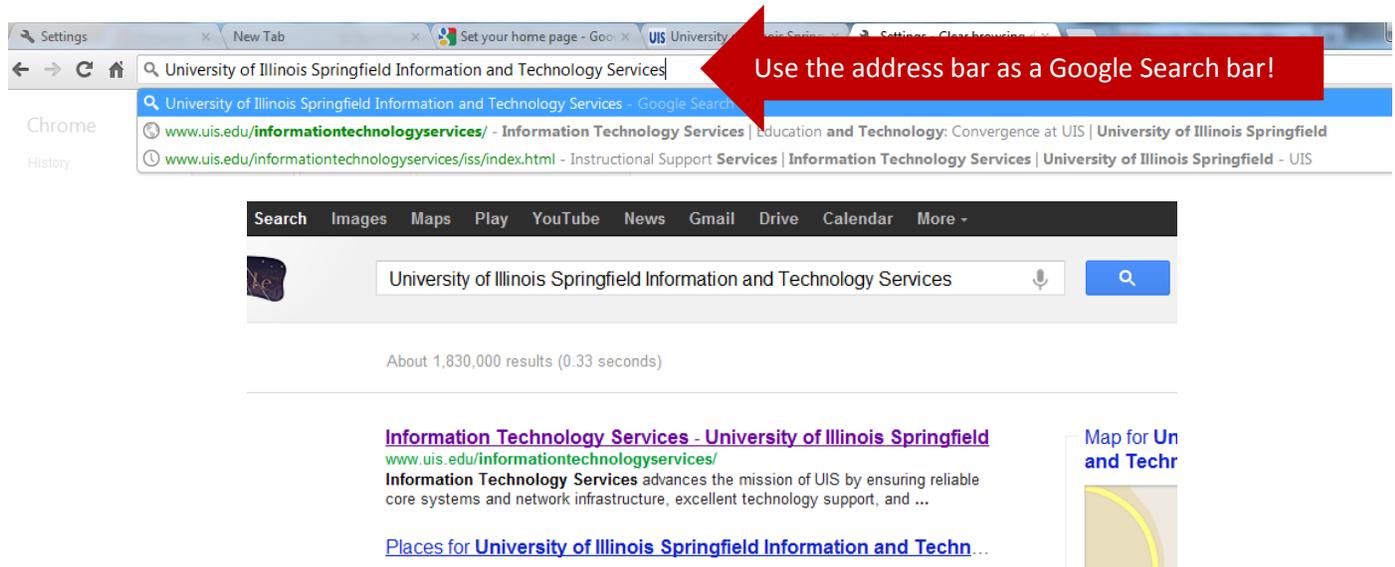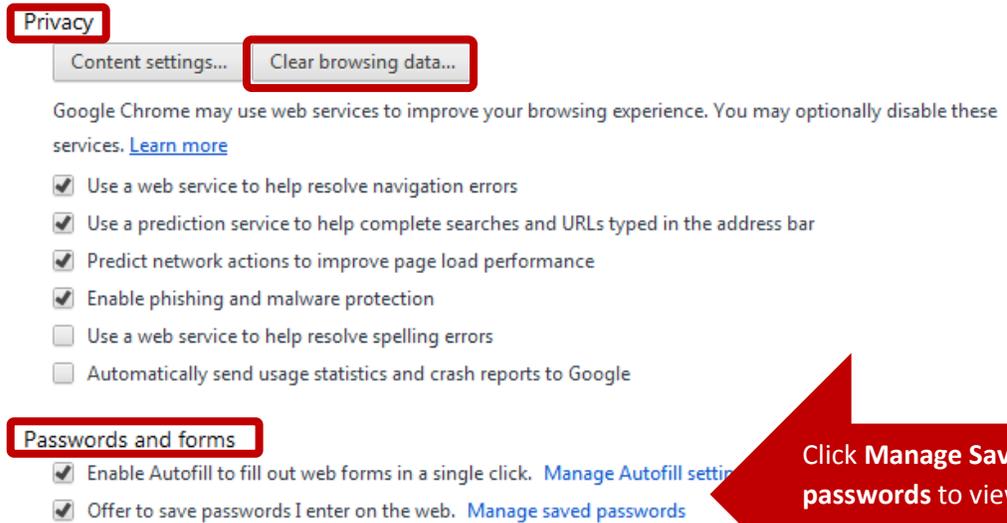
Deleting Important Information

To delete web history, passwords, and other important information,

1. Under the **Tools icon**, select **Settings**. Choose **Show advanced settings**.
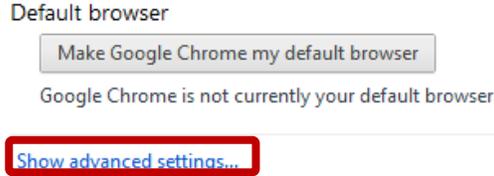
2. Under **Privacy** and **Passwords and forms**, **uncheck** next to the features you wish to *disable.* Click **Clear browsing data** to clear history, cookies, and more.

Click **Manage Saved passwords** to view/delete saved passwords

3. After selecting **Clear browsing data,** you will have the option to clear browsing history, download history, cookies, and more. After making your selections, click **Clear browsing data**.
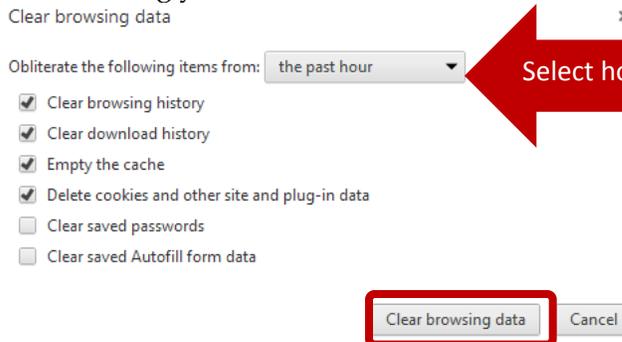
Select how far back you wish to delete information