
FOX

Chromebook

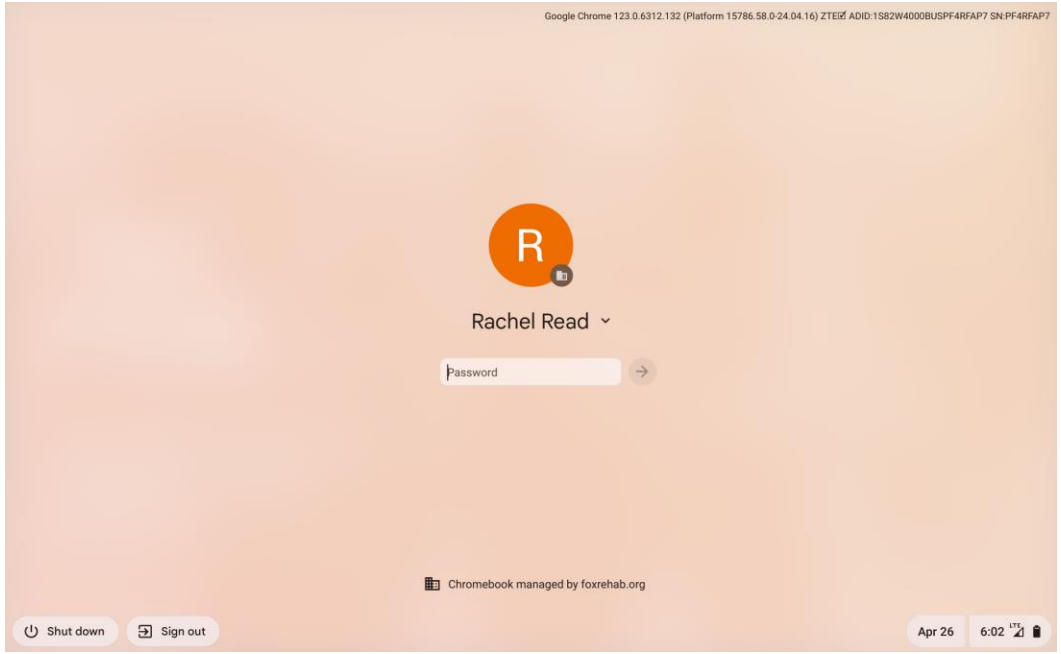
Tips & Benefits



Security Tips for Chromebook

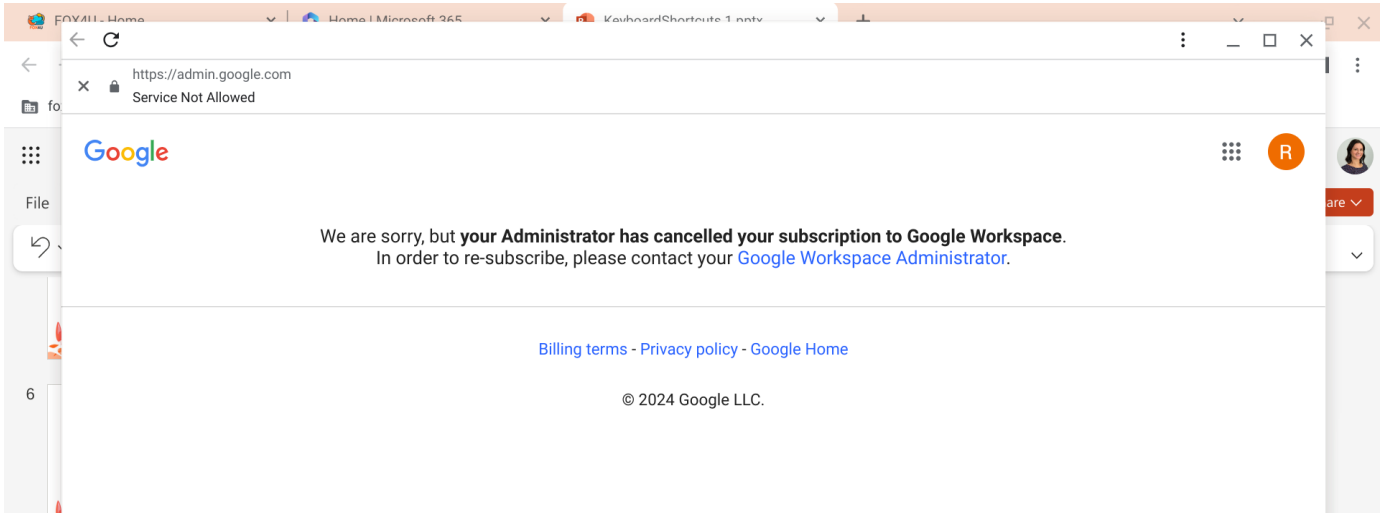
Chromebooks will require a full login using your email, FOX password and multi-factor authentication every 24 hours.

When your laptop is locked, goes to sleep or you click the sign out button and less than 24 hours has occurred since your last full login with authentication, will you will only be required to enter your password



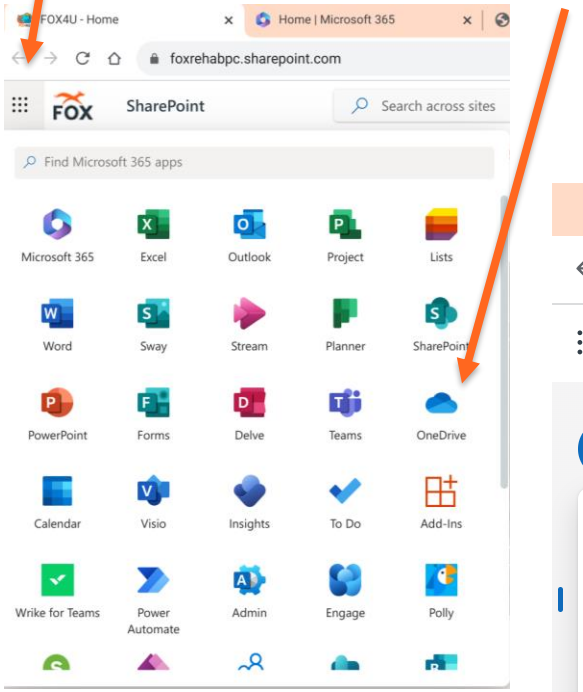
Security Tips for Chromebook

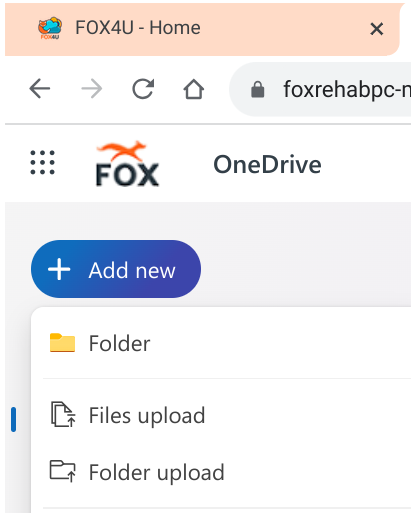
The Chromebook is secured and managed by FOX. Log ins to your personal Google accounts are blocked. The Chromebook can only be used for FOX related work tasks



Security Tips for Chromebook

Items that are saved to the Chromebook files will be cleared automatically every 24 hours (at every full login with authentication). To prevent losing any saved files, upload them to your One Drive immediately after downloading . This is only necessary if downloading files outside of your Office 365 apps.

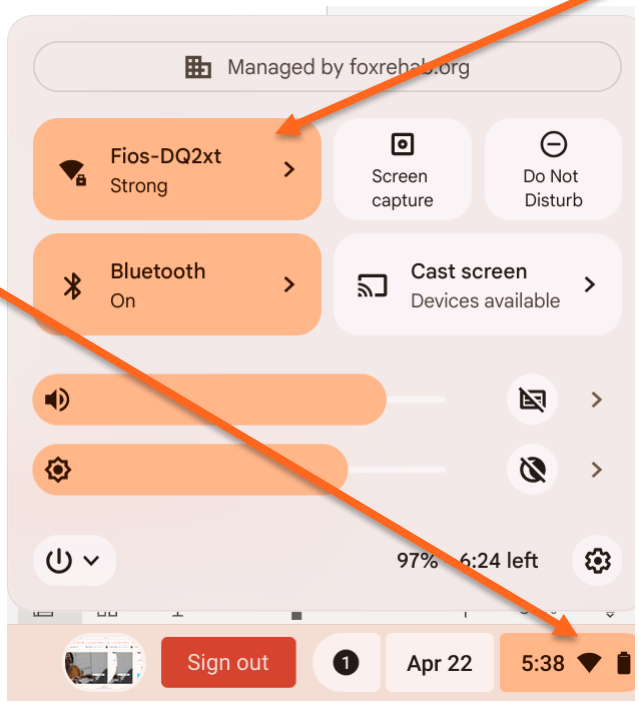




1. Click the waffle in the top left corner
2. Click One Drive
3. Click Add New & select either File Upload or Folder Upload (if you created a new folder)
4. This opens the Chromebook My Files. Most files will be in your Download or Camera folder. Click download ,select the file you want to upload and click Add.
5. It is now uploaded to your Office 365 One Drive.

Tips for Chromebook

The Chromebook is equipped with a Verizon service. You can access the network to change it by clicking the bottom right container where the time, network and battery symbol is.



Click the network box and select Verizon.

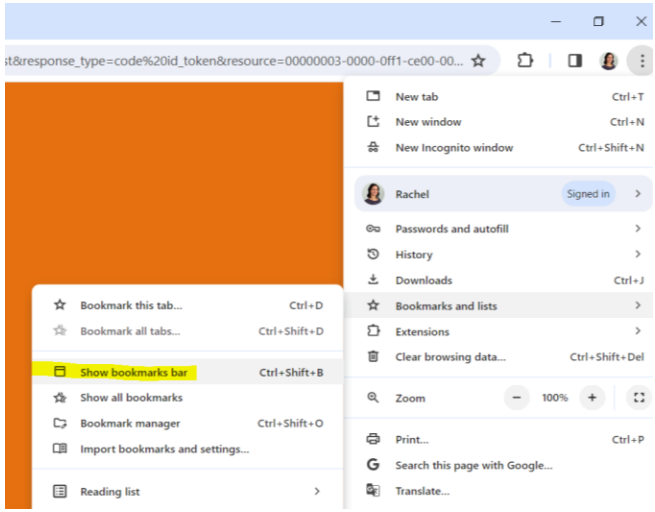
For the best internet experience, ensure you are not using both a WIFI connection and a Verizon cellular connection at the same time. To prevent this, uncheck Automatically connect to cellular network from the network settings.

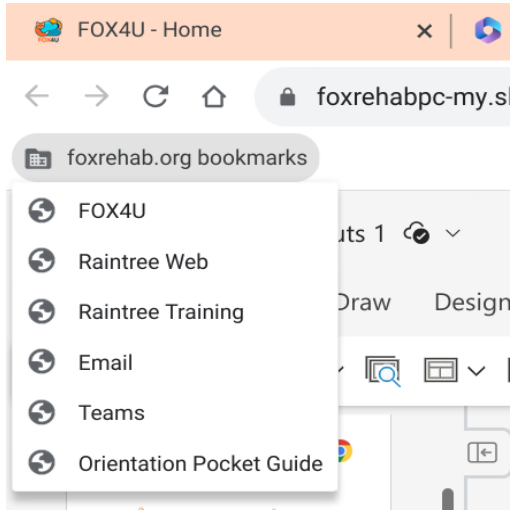
Tips for Chromebook

There are pre-saved FOX bookmarks available in the Chrome Browser. Previously saved personal bookmarks will not transfer.

Go to the 3 dots > Bookmarks and List>Show bookmarks bar.

This will now display the bookmark bar (foxrehab.org bookmarks). Click and you will easily see various bookmarks including RT Web.

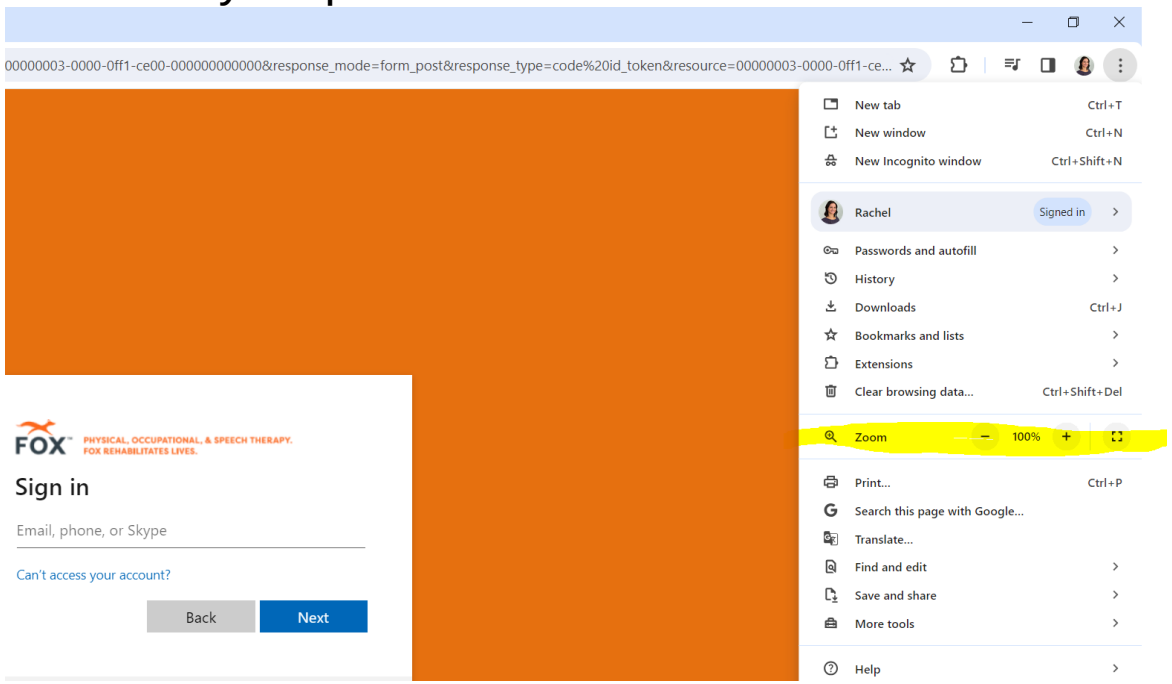




Tips for Chromebook

Chrome browser allows for a full screen view or adjusting the zoom settings.

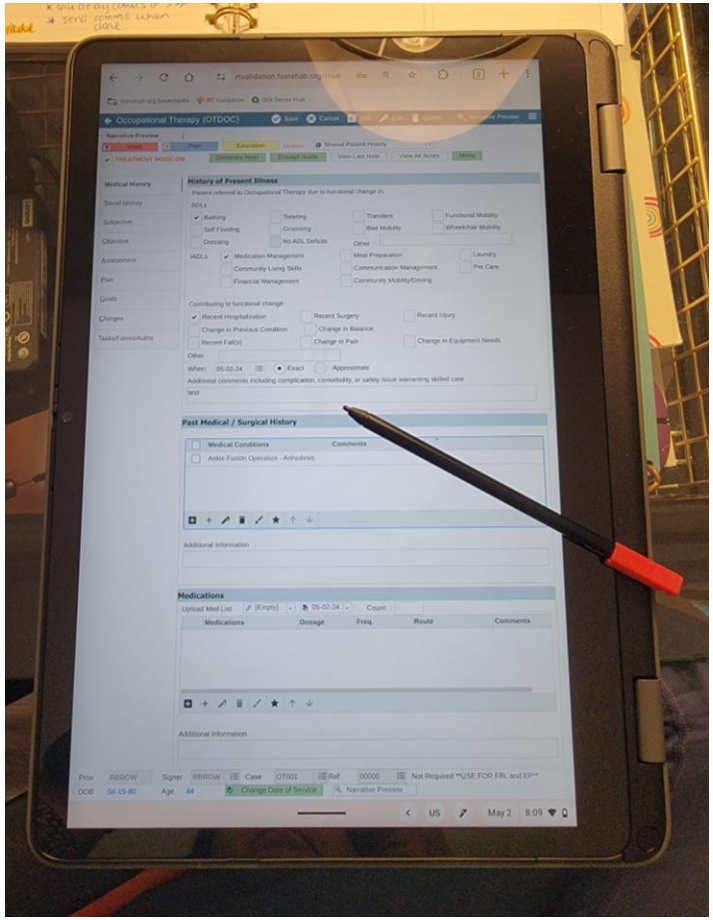
- When in the Chrome browser, click the ⛶ on your keyboard (above the 4) and it will take the screen full size. Click again to return to normal view.
- Or Click the 3 dots on the web browser and adjust the zoom level down (or up) based on your preference.



Tips for Chromebook

Chromebooks offer a great option to use the device in tablet mode (and comes with a built-in stylus (or use the touchscreen with your finger).

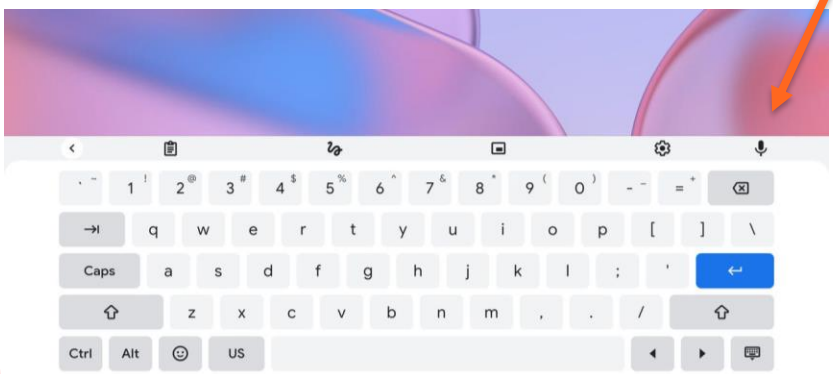
- Simply flip the screen back to go into tablet mode.
- Locate the red stylus on the side (or use your finger)
- Raintree works great when the tablet is in portrait mode!
- When clicking into a text field you can also use various means to write (handwriting, electronic keyboard and DICTATION!.

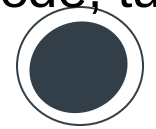


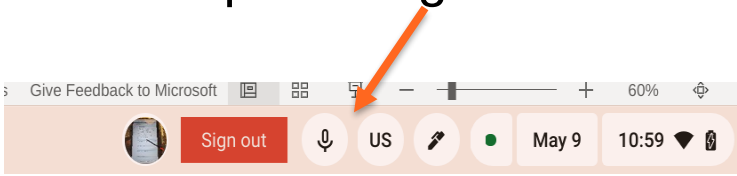
Tips for Chromebook

Dictation is built into the Chromebook!

- If using in tablet mode, click into a text field, click the microphone icon, and start talking
- You can see here how to click through the various options for text field entry too.

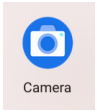


- If using in laptop mode, turn on by pressing the  + d
  - A microphone will appear on the bottom bar.
  - When ready to use dictation, click into a text field ,click the microphone and start talking. When done, click the microphone again

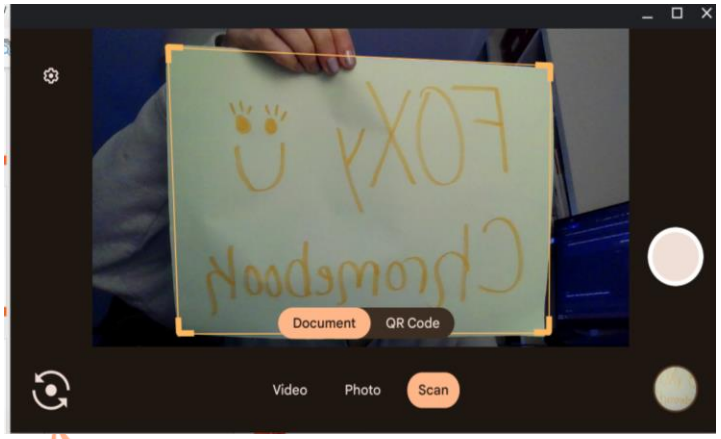


Tips for Chromebook

Chromebooks have a built-in camera that can be used to take pictures or scan documents (medication list hint, hint).

1. Click the bottom left circle or tap the circle button on the keyboard
2. Click Camera 

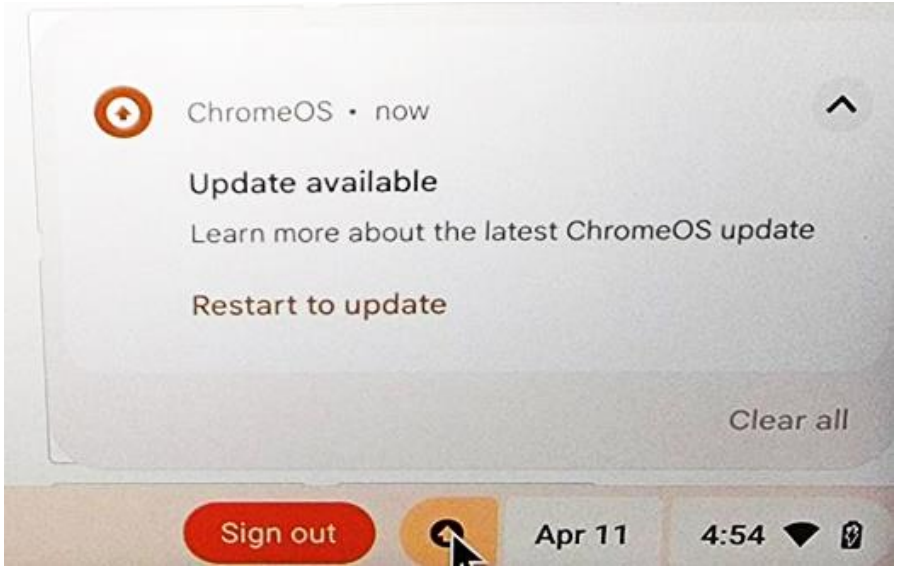
3. Select Scan
4. Hold document up. An orange box will outline the document.
5. Hit the shutter button or the space bar to take the picture, Don't worry the image text will not be backwards.
6. It can be saved as a pdf or a picture and will be saved in your Camera folder (don't forget to upload to One Drive if you don’t immediately upload to Raintree).





Tips for Chromebook

If prompted to update the Chrome OS, select to restart to update. It will go through the restart process and log in again.



Keyboard Shortcut Keys



Previous page

Reload current page

Launch or close full screen mode

Show all windows in overview mode

Decrease & Increase the brightness of the screen

Keyboard Shortcut Keys



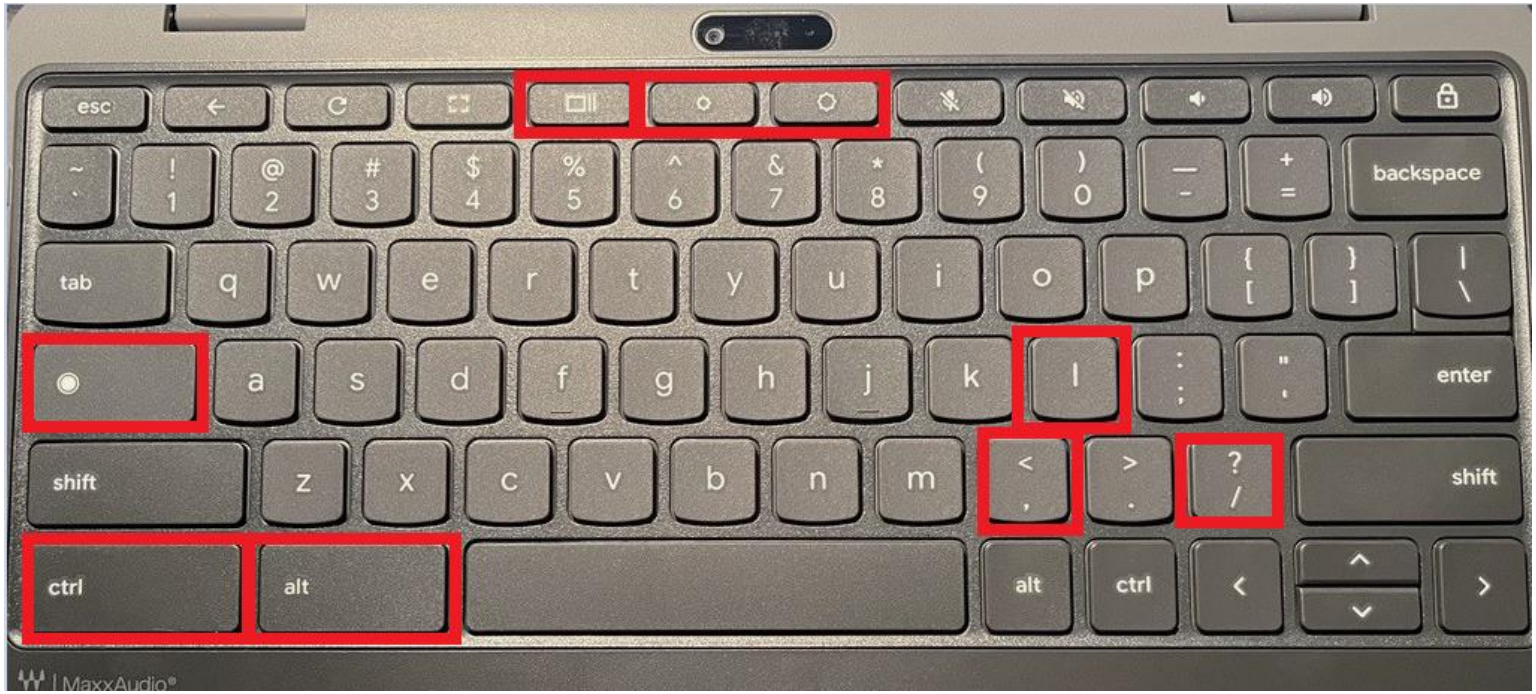
Mute microphone

Decrease & Increase volume

Mute speakers

Lock Chromebook screen: Hold this button until the lock screen appears

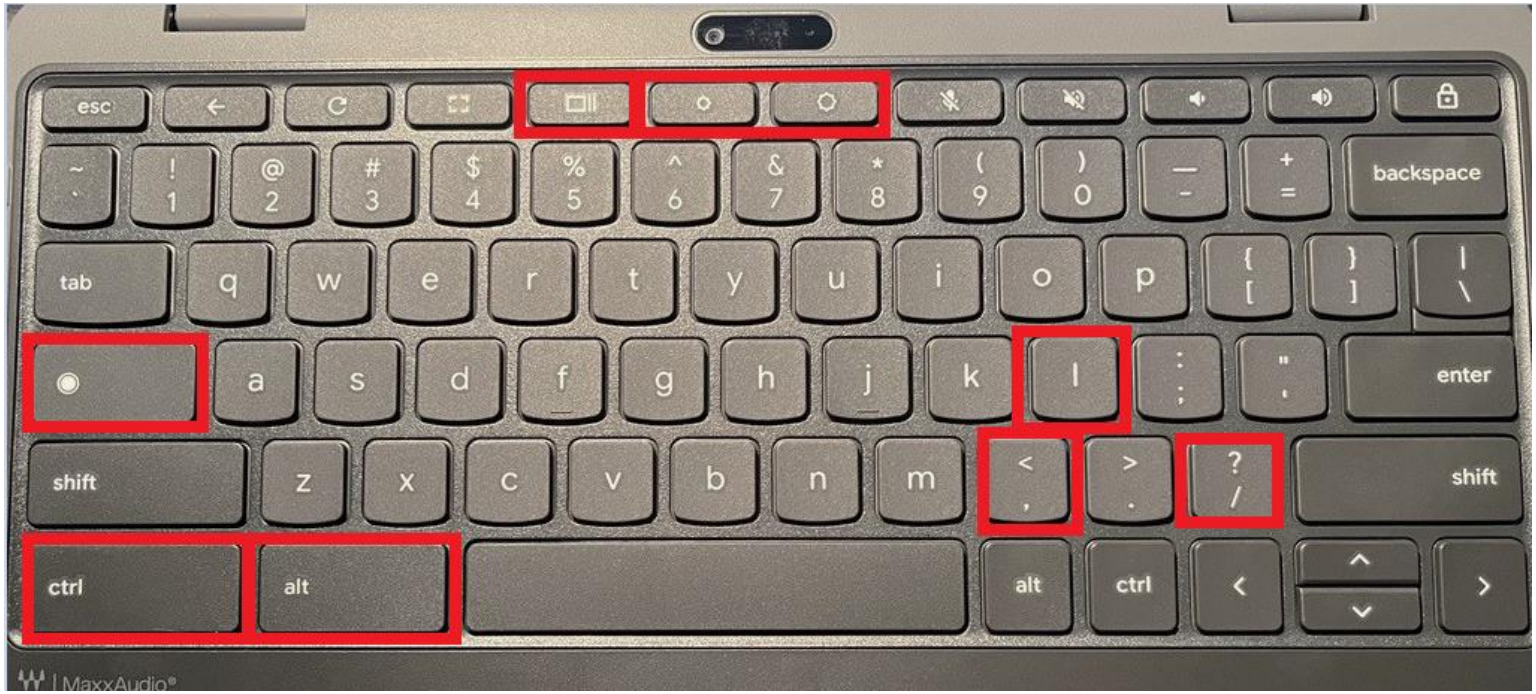
Keyboard Shortcut Key Combos



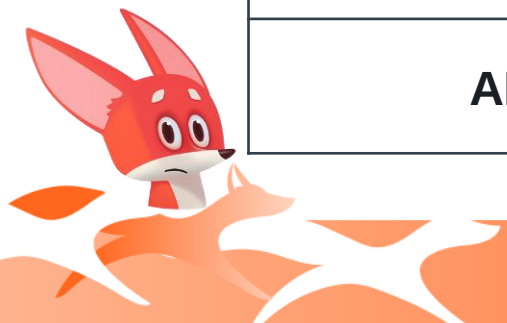
CTRL + ❑||	Take a screenshot
ALT + ●	Switch the Caps Lock function
● **+ L**	Lock Chromebook
CTRL + ALT + ?	View all keyboard shortcuts



Keyboard Shortcut Key Combos



ALT + <	Go to previous page
ALT + ☼	Turn off the keyboard backlight & decrease brightness
ALT + ☼	Turn on the keyboard backlight & increase brightness



FOX

Keyboard Shortcut Keys for Raintree



● + ▭||	Allows you to lock, logout, or change your password
● + 🔊	Saves data entered Raintree
☰	All other shortcuts will be located within Raintree Web. (Top Left-hand corner)

Benefits of a Chromebook

- Battery life is typically 8-12 hours. Chrome operating system is more efficient than Windows-based software resulting in a better battery life as compared to a Windows laptop.
- Similar in size to the current Windows models, allowing for an easy adjustment to display, keyboard and usage.
- Same longevity as a Windows laptop, allowing for several years of use without many issues or replacements/upgrades.
- Since most FOX applications are web-based, the Chromebook allows for a more efficient access point to the web, eliminating the need for local device storage, applications and programs that can impact device start up and processing speed.
- The use of web apps versus local device storage allows for a more secure experience (viruses or unwanted programs/files).
- Can be more user friendly than a Windows device with less complicated navigation through apps, files and programs (once you learn the Chromebook basics).
- Durable yet lightweight making it a preferred device for a mobile clinician.