# TY24 Quick Guide to

# Using a Tax-Aide Chromebook

## Starting your Chromebook

1. To start your Chromebook, **open the closed cover** of your Chromebook and/or **press the Power button** (above the back space button).
   a. If the Chromebook does not start, **be sure that the power cord is plugged in.**
   b. **Wait a few minutes.**
   c. **Close and open the Chromebook** and/or **click on the Power button again**.

2. Enter into the text box that appears on the screen:
   a. Your **nine digit identification number** (from your Tax-Aide name tag without any dashes) **ty24@aarpfoundation.org**
   b. Click the **"Next"** button or select **Enter.**
   c. Enter this password: **TaxAide2024!** (only for the **1st time signing in)**
      i. If you want to see the password you entered, check "Show password" box.
   d. Click the "Next" button.
3. **Enter a strong unique password** of your creation that has at least 10 characters (can include upper and lower case letters, numbers, and characters) into the box labeled "Create password".
   a. **Reenter the password you created** in the textbox labeled "Reenter Password".
   b. **Write down the password you created on your "My Connections" worksheet.**
   c. Press **Enter**
4. Pick an option in the **"Verify Its You**" box that appears (mobile number, email)
   a. Type in the recovery numbers from the device you choose to have them sent to
5. Click on **"Accept and continue"** option on the next two screens.
6. **Launch Chrome** by clicking on the **multicolored circle icon** at the bottom of the page.
7. **To maximize Chrome** so it covers your entire screen, **click on the square box** in the upper right portion of the Chrome page.
8. **If you stop working for several minutes** on your Chromebook, you will need to **reenter your password** in the window that appears on the screen.

## Setting up the Bluetooth Mouse

All new mice are blue tooth. If your mouse is not yet connected:

1. Click on the button at the lower right portion of the screen that **contains the time along with the WiFi and battery icons.**
2. Click on the icon that looks like a **small gear** which is at the bottom right portion of the settings box that appears.
3. Click on the **Bluetooth** option in the column of selections that appears on the left side of the Settings window.
4. On the back of the mouse, move the slider on the back up to **BT** (Bluetooth).
5. Hold down the button just above the slider on the back of the mouse while selecting the "Pair new device button" in the upper right hand corner on the chrome book.
6. Select the "BM20X-3.0" option in the window that appears.
7. Check to see that your mouse is now operating properly.
8. To exit, select the X in the upper right corner of the Settings screen.


## Adjusting Print Size

To make the print bigger or smaller on your Chromebook:

1. Click on the button at the lower right portion of the screen that **contains the time along with the WiFi and battery icons.**
2. Click on the icon that looks like a **small gear** which is at the bottom right portion of the settings box that appears.
3. Click on the **Device** option in the column of selections that appears on the left side of the Settings window.
4. Select the **Display** option in the column of selections that appears in the middle of the page under the word Device.
5. In the **Built-In Display** option in the middle of the screen, **click and hold the little blue ball** on the line that is located just above the words "Small" and "Large".
6. Move your mouse to move the blue ball to your desired display size.
7. Most people will probably prefer **130%** where the blue ball may be in the middle of the line.
8. To exit, select the X in the upper right corner of the Settings screen.

## Updating Recovery Information (required each year)

1. Select "**Tax-Aide-Links**" in the far left of the bookmarks bar.

2. Then select **"Google Links->Update Recovery Info"** in the boxes that appear.

3. Scroll down the page to "**How you sign into Google".**

4. Verify or enter your recovery cell phone number that you gave to AARP.

5. If you like, verify or enter your personal email address that you gave to AARP too.

6. On the "You're signed in" screen, click the "Accept and continue button" or press the enter button when you are asked.

## Adding Bookmarks

To bookmark VillagesTaxAide.com so it will appear on your Chromebook every time you use it:

1. Type **"VillagesTaxAide.com"** in the address box located at the top of the screen to the right of the little house just under the tabs and press "Enter".
2. When you see the VillagesTaxAide.com homepage, **press the star** that is at the end on the address box.
3. In the small window that appears, you can **shorten or change the name** of the bookmark in the Name text box.
4. In the Folder drop down box press the down arrow and select the option "Bookmarks bar".
5. Then select the **Done** button.
6. The edited VillagesTaxAide bookmark should now appear on the line just below the address bar.
7. Follow the above procedure to create any bookmark.
8. **Client Facilitators and LCs need to bookmark the Acuity Scheduling website.**

## Opening a Shared Drive

To open a shared file on your Google Drive:

1. Click on the 1st bookmark labeled "Tax-Aide Links" on the left side.
2. In the drop down box, **click "Google Links", then click "Google Drive".**
3. The "Drive" window that appears lists all of the folders and files that you have on your Tax-Aide Google Drive account.
4. Click on the "Shared Drive" for the site reports file that you want to work with.
   a. Be sure to choose the CORRECT SITE REPORT that corresponds to the site where you are currently working.

## Shutting Down your Chromebook

**You must SHUT DOWN your Chromebook after you are done using it.**

To shut down the Chromebook:

1. Click on the button at the lower right portion of the screen that contains the time along with the WiFi and battery icons.
2. Then click on the power button symbol located at the lower left of the window that appears.
3. Click "**Shut Down**" on the dialogue box that appears.
   a. Note: The sign-out button does not shut down the Chrome book. It only signs you out.
   b. If you only sign out or close the lid without shutting down, the computer's battery will continue to drain.
4. **Charge the Chrome Book after every use** when you get home. You will need to bring it fully charged to each site due to a lack of electrical outlets at many of the sites.