



Google Chrome FAQs

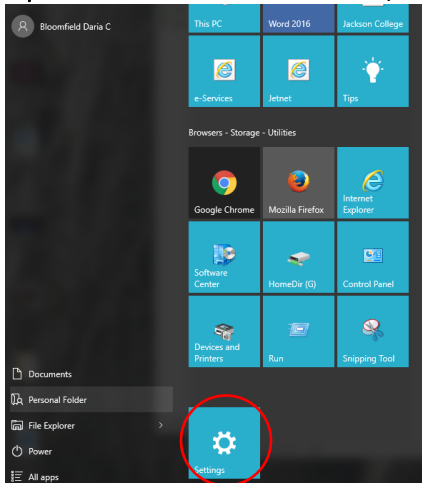
Google Chrome

Although it might look different (and despite having some different approaches to managing itself), Google Chrome is still fundamentally a web browser. There are still bookmarks and tabs. You still type in URLs or search. There's still a history of visited pages and a list of the files you've downloaded. They've just been rearranged a little, that's all!

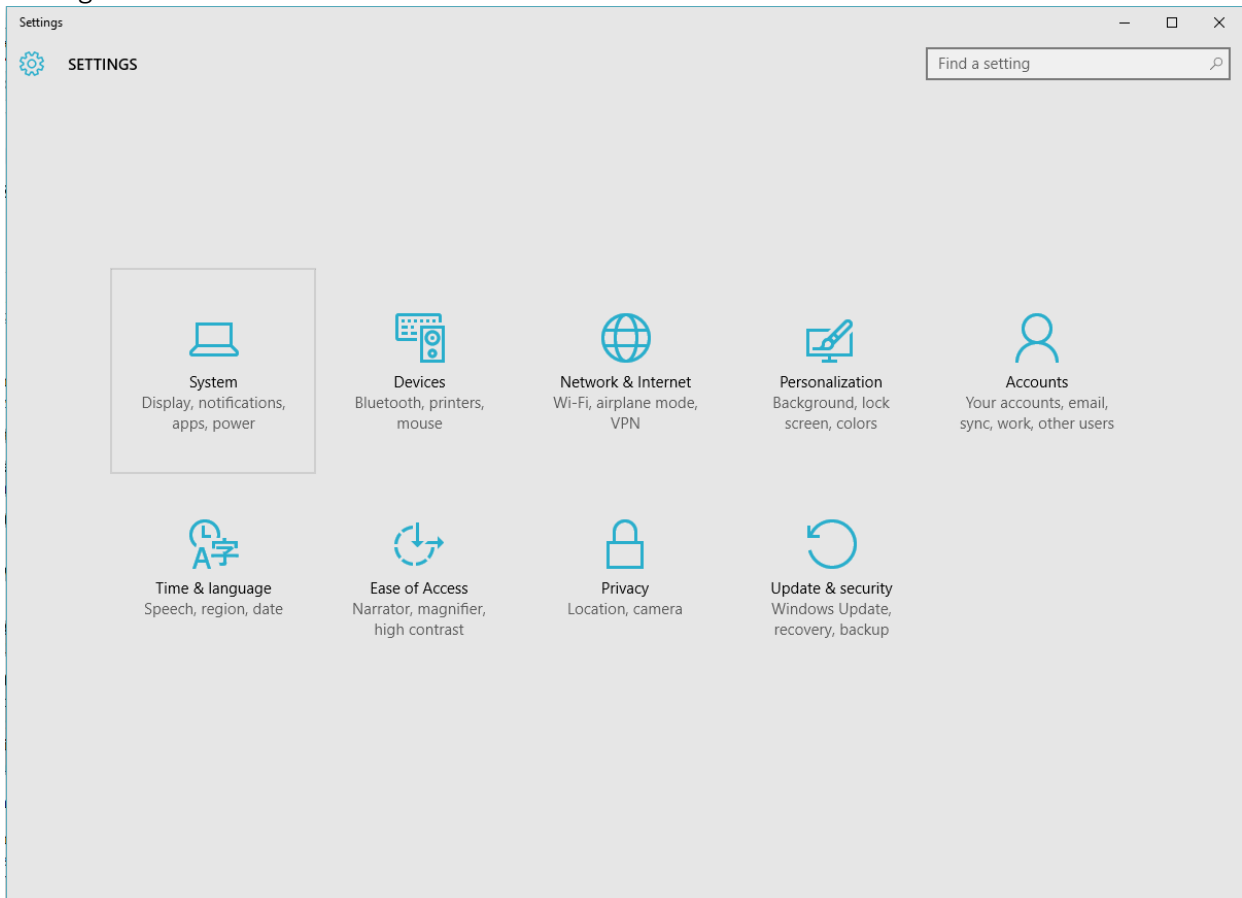
Setting Chrome as your Default Browser

First things first. It is important that Google chrome is your default, or main browser. For whatever reason websites, and our network responds better to the chrome browser.

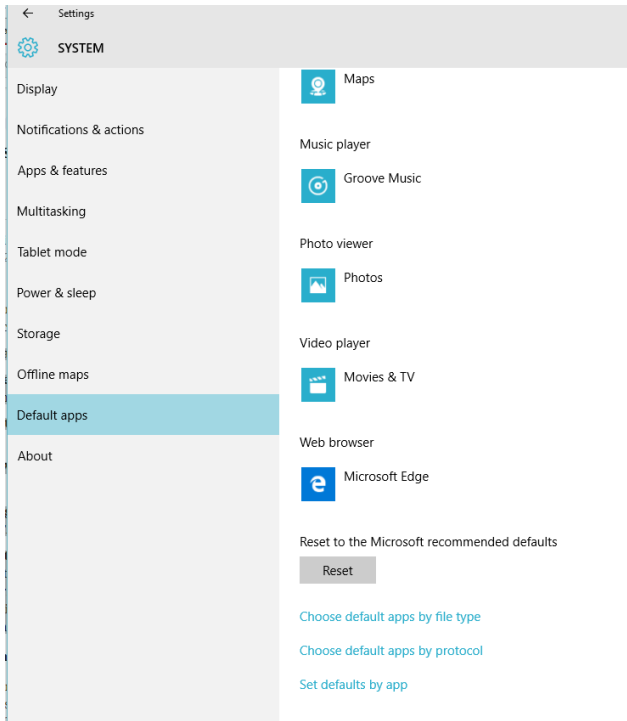
1. Open the Start menu and click, or search "Settings." This may just look like a gear.



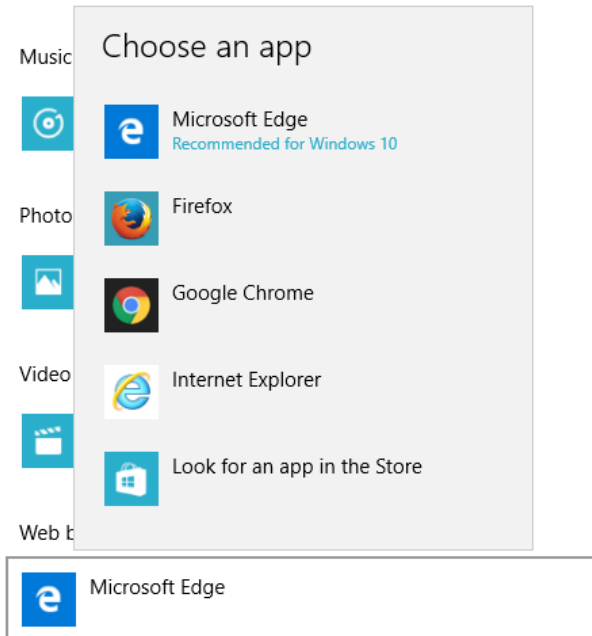
2. Select "System" from the Settings Home menu. This will display the different system settings.



3. Click or tap the "Default apps" tab. You'll find this in the left menu of the System window.



4. Select the "Web browser" option. This will display the browsers installed on your computer.



5. Choose Google Chrome to make it the default. Chrome will automatically open links and HTML files.

The Omnibar

The Omnibar is where you'll usually start using Google Chrome. Unlike most other browsers, which have separate fields for URLs (Internet addresses) and searching, Google Chrome combines the two into one giant bar.

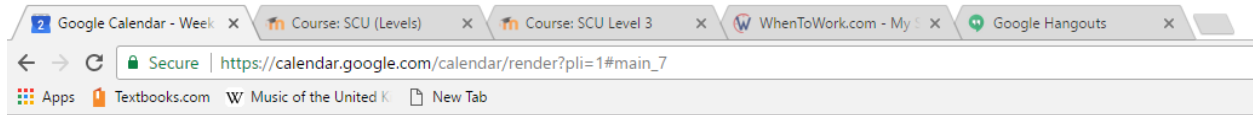
The Omnibar automatically detects what you're trying to do by what you've entered — if you enter a URL, it will treat it as you'd expect. If what you enter doesn't look like an address, the Omnibar assumes that you want to do a search — pressing "Enter" will then cause it to pass its contents to your default search engine. The Omnibar also keeps track of your history; it'll check if what you've entered matches up with any pages you've viewed recently.



The other nifty feature of the Omnibar is its search engine integration. When you visit a website that requires you to search for content (such as YouTube or Wikipedia), Google Chrome detects how it uses search strings (the long string of text you see after the main address in its URL after searching). Then, when you start to type "YouTube" or "Wikipedia", for example, the Omnibar allows you to press the "Tab" key on your keyboard and then search that website directly from the Omnibar. Once you get used to it, it's much faster than visiting the website and searching from there.



Tabs

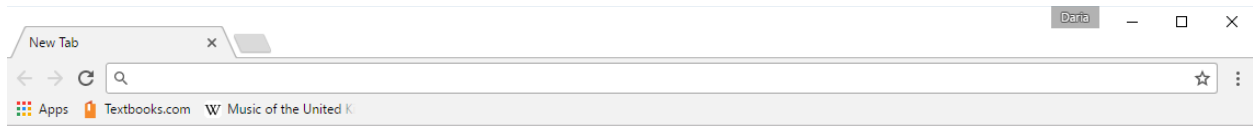


There isn't a whole lot to say about tabs in a browser — they behave largely the same regardless of which browser you're in. You can create a new tab by clicking on the small icon on the right hand side of the last tab.

The first thing you'll notice about Chrome's tabs is that they're at the top of the window rather than beneath the address bar like in most other browsers. Part of the reasoning behind this is because the selected tab acts as the title for the window — there's no reason to have the title of the window displayed in two places at once.

The great thing about tabs is that they aren't static — you can move your tabs around to group them into sets that make sense. Clicking and dragging a tab to the left or right will change its place in the current window. If you move the tab up or down instead of left or right, it will "pull" the tab out of the group and create a new window with just that tab. You can then drag more from the first window into the second if you so desire.

The Bookmark Bar & Manager

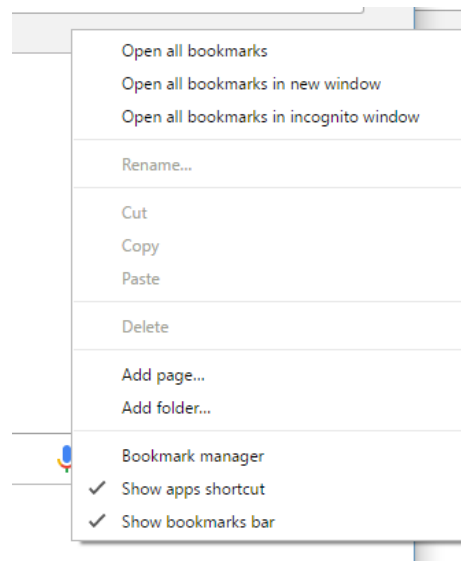


The bookmark bar is the default location for storing your bookmarks and gives you quick and easy access to links that you want to get back to in a hurry (or that you access on a regular basis).

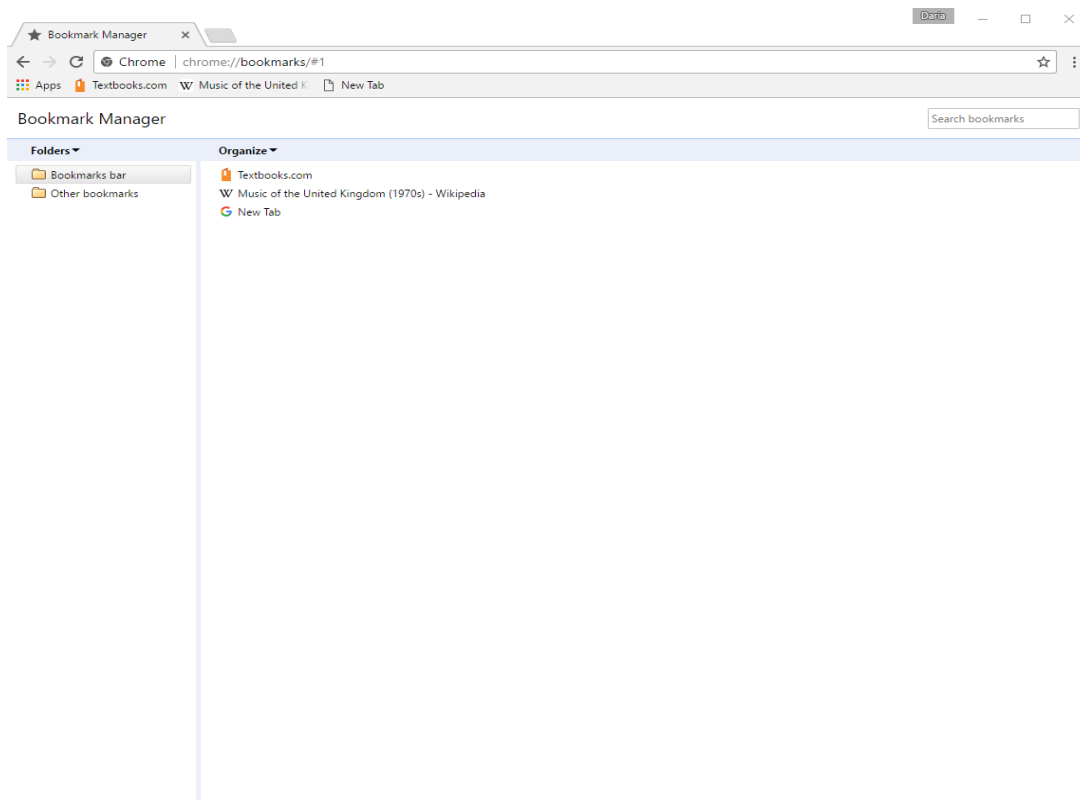
To add a link to the bookmark bar, click on the star on the right hand side of the Omnibar. This gives you a chance to rename the bookmark or change its location. If you have a lot of bookmarks, they will eventually be stored in the folder on the right hand side of the bookmark bar entitled "Other Bookmarks". You can click and drag these onto the bookmark bar, though this will push the last bookmark into the folder.

If you right-click on the bookmark bar you can manually add a new bookmark by clicking on "Add Page...", or create a folder by clicking on "Add Folder..." You can add bookmarks by clicking and dragging them on to the folder of choice.

If you need to organize a lot of bookmarks quickly, you might be better off using the Bookmark Manager

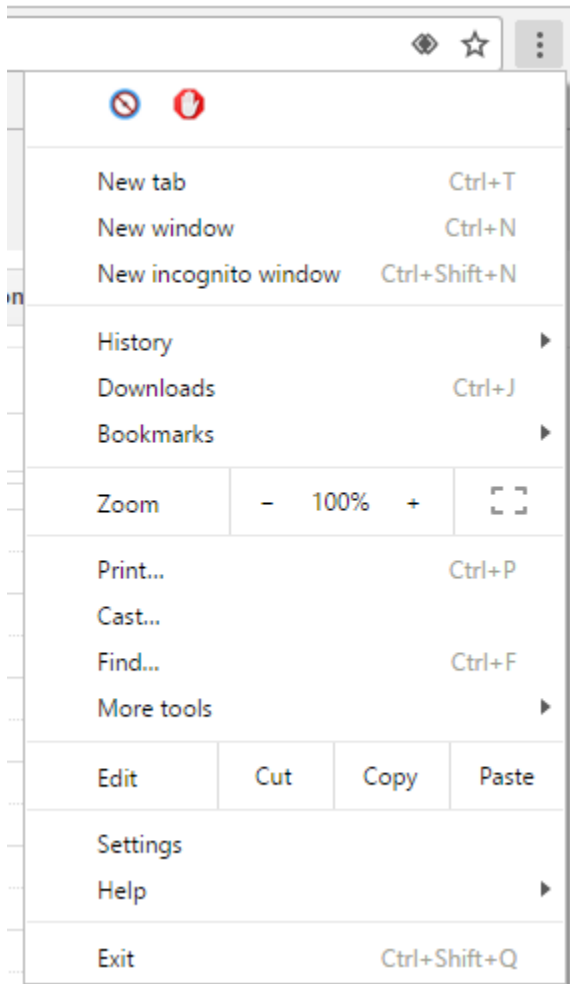


The Bookmark Manager opens in a new tab and gives you an overview of all the bookmarks that you have saved in Google Chrome. Clicking on a folder will display all of its bookmarks and subfolders.



The Three Dots Icon

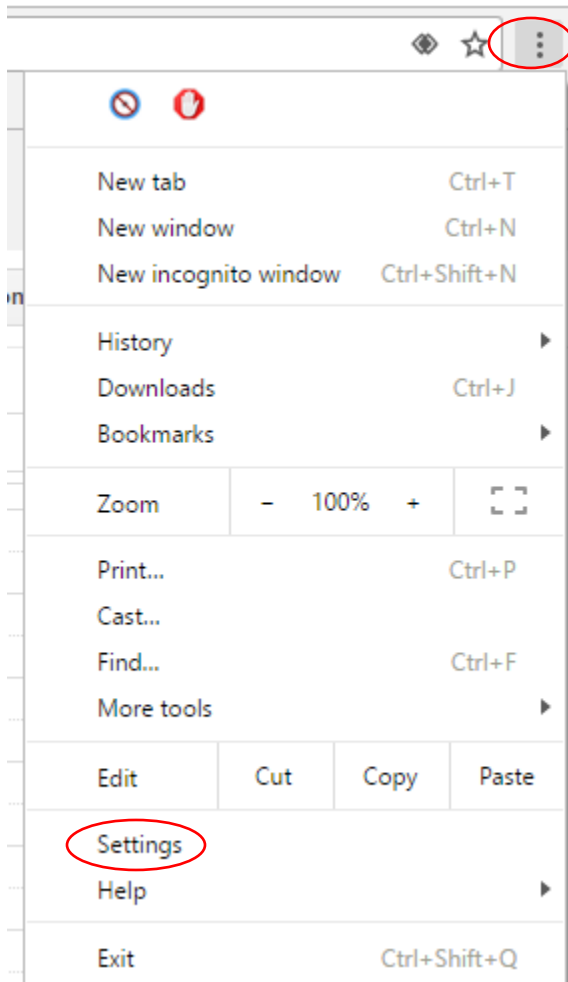
The wrench icon in the top right hand corner of the Google Chrome window gives easy access to the rest of Google Chrome's features. Click on the wrench icon to access History, Downloads, Extensions (in the "Tools" menu) and Preferences. You can also use it to zoom in on the page and print the page, too.



Pop-ups

To allow pop-ups in Chrome

1. Click the **Chrome menu** on the browser toolbar, then select **Settings**.



2. Scroll Down and Click **Show advanced settings**.

About

On startup

- Open the New Tab page
- Continue where you left off
- Open a specific page or set of pages. [Set pages](#)

Appearance

[Get themes](#) [Reset to default theme](#)

- Show Home button
- Always show the bookmarks bar

Search

Set which search engine is used when searching from the [omnibox](#).

[Google](#) [Manage search engines...](#)

People

 [User \(current\)](#)

- Enable Guest browsing
- Let anyone add a person to Chrome

[Add person...](#) [Edit...](#) [Remove...](#) [Import bookmarks and settings...](#)

Default browser

The default browser is currently Google Chrome.

[Show advanced settings...](#)

3. In the "Privacy" section, click the **Content settings** button.

The image shows the Chrome Settings application. On the left is a navigation menu with 'Settings' selected. The main content area is titled 'Settings' and includes a search bar. The 'Privacy' section is visible at the bottom, with the 'Content settings...' button circled in red. Other sections include 'Sign in', 'On startup', 'Appearance', 'Search', and 'People'.

Chrome Settings

Search settings

History

Extensions

Settings

About

Sign in

Signed in as dennis.feller@contractor.cengage.com. Manage your synced data on [Google Dashboard](#).

Disconnect your Google Account... Advanced sync settings...

On startup

- Open the New Tab page
- Continue where you left off
- Open a specific page or set of pages. [Set pages](#)

Appearance

Get themes Reset to default theme

Show Home button

Always show the bookmarks bar

Search

Set which search engine is used when searching from the [omnibox](#).

Google Manage search engines...

People

User (current)

Enable Guest browsing

Let anyone add a person to Chrome

Add person... Edit... Remove... Import bookmarks and settings...

Default browser

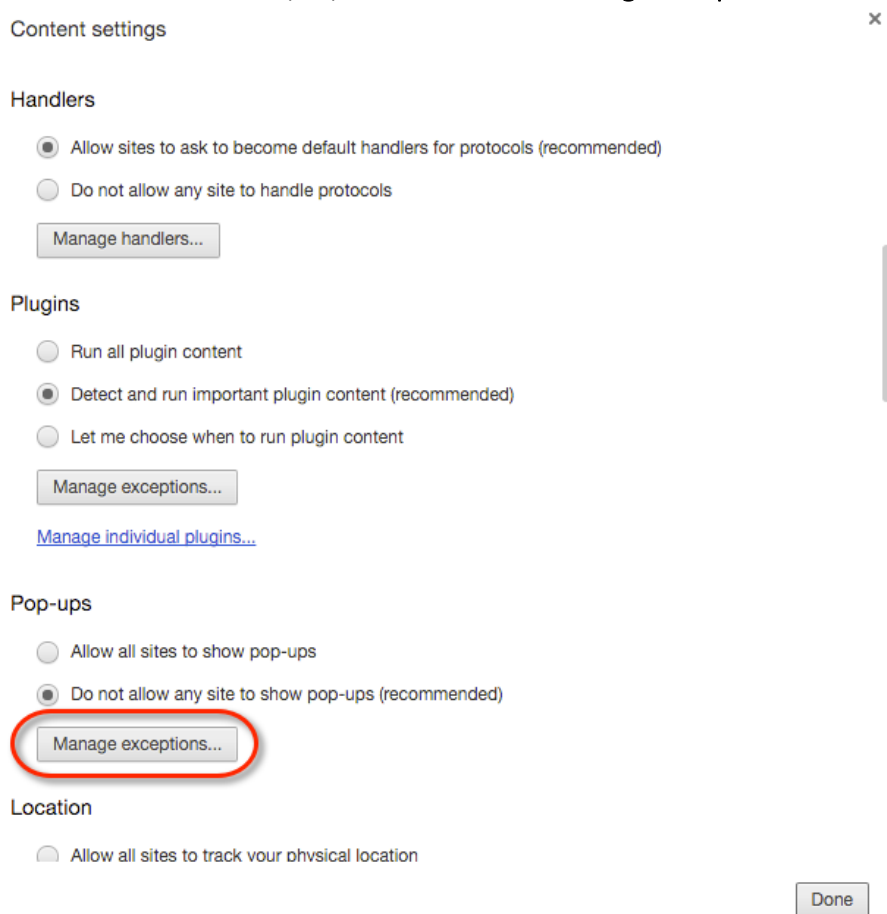
The default browser is currently Google Chrome.

Privacy

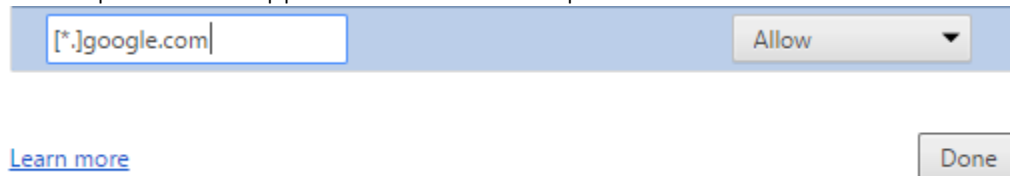
Content settings... Clear browsing data...

Google Chrome may use web services to improve your browsing experience. You may optionally disable these services. [Learn more](#)

4. Scroll down to the "Pop-ups" section, click **Manage exceptions....**



5. In the "Hostname pattern", type the website you want. **[*.]google.com**, then press **Done** to save your changes.
The URL pattern will appear in the list of exceptions.

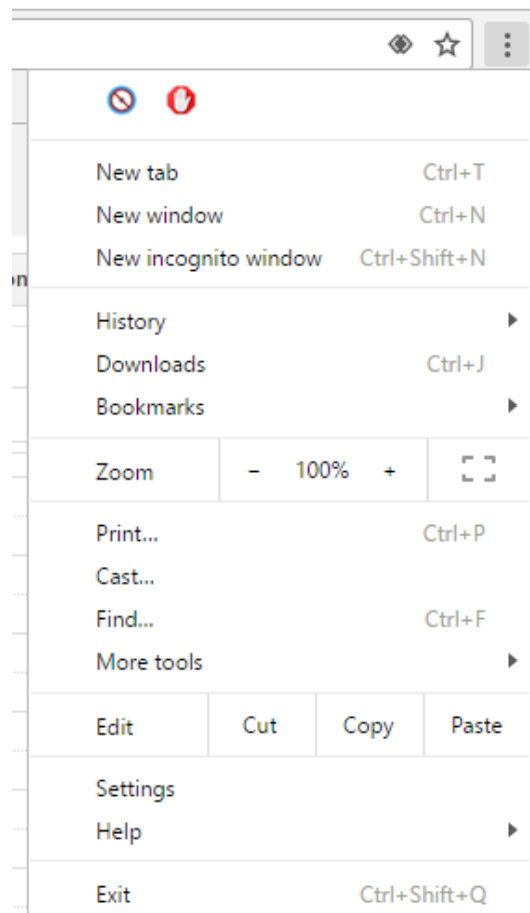


Clearing Cookies

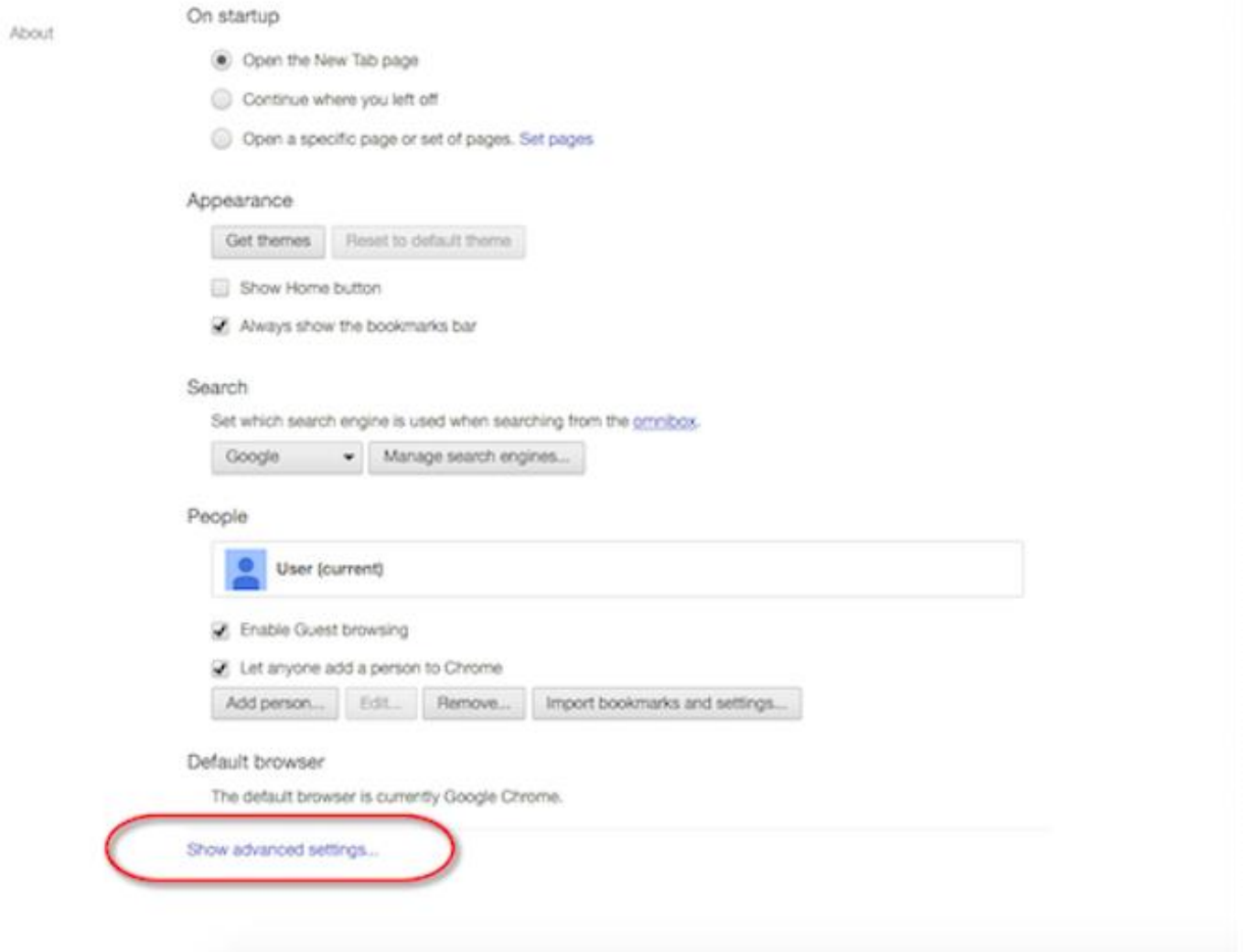
You may be wondering what cookies are, because these cookies are not a delicious treat.

Cookies are small files which are stored on a user's computer. They are designed to hold a modest amount of data specific to a particular client and website, and can be accessed either by the web server or the client computer. This allows the server to deliver a page tailored to a particular user, or the page itself can contain some script which is aware of the data in the cookie and so is able to carry information from one visit to the website (or related site) to the next.

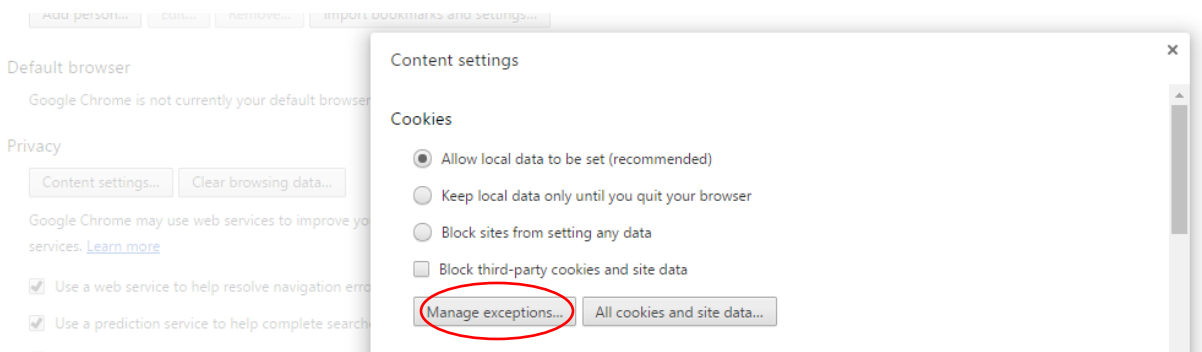
To clear cookies, the first step is to click the three dots in the right corner and then click on settings.



Next, click on advanced settings.



In advanced settings, scroll to Privacy. Under privacy, click content settings.



In content settings, select manage exceptions. This brings up a page where all cookies are stored, and from what websites. To remove cookies, hit “remove all,” and then press done.

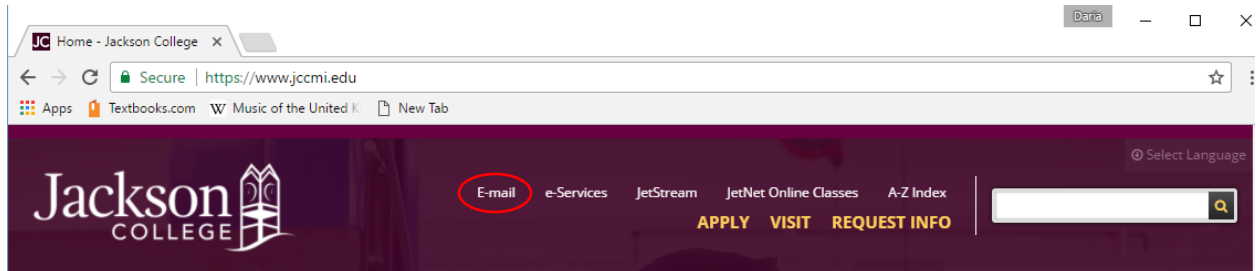
Cookies and site data ✕

Site	Locally stored data	Remove all	Search cookies
scheddie.jccmi.edu	Local storage		
www.jccmi.edu	1 cookie, Local storage		
jivox.com	1 cookie		
as.jivox.com	Local storage		
jsrdn.com	1 cookie		✕
jumtap.com	1 cookie		
jumalr.com	Channel ID		
k12insight.com	2 cookies		
www.k12insight.com	Local storage		
prg.kargo.com	3 cookies		
p2.keywee.co	1 cookie		
ads.kiosked.com	3 cookies		
korrelate.net	1 cookie		
krxn.net	2 cookies		
cdn.krxn.net	Local storage		
legolas-media.com	2 cookies		

Done

Jackson College Email

Accessing your JC email is simple. Type in www.jccmi.edu in the omnibar. At the top of the JC website, press the Email link. Then click on Office 365. This will take you to the Office 365 JC email page.



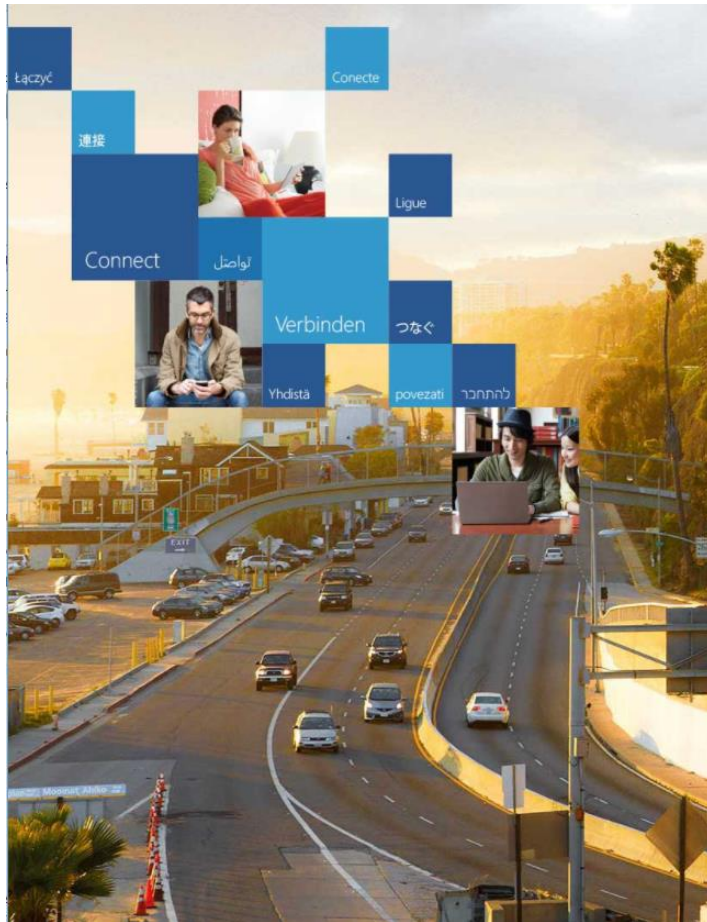
Home / Information Technology / **Information Technology | E-mail**

Jackson College E-mail

To access student and employee e-mail click the 'Office 365' link below. The College's e-mail system uses Microsoft Office 365 cloud-based solution. Information on how to use Office 365 is available on the Office 365 Support site.

Please review the Responsible Use Policy for information regarding the use of this service.





Office 365

Work or school account

someone@example.com

Password

Keep me signed in

Sign in

Back

Can't access your account?

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[Terms of use](#) [Privacy & Cookies](#)

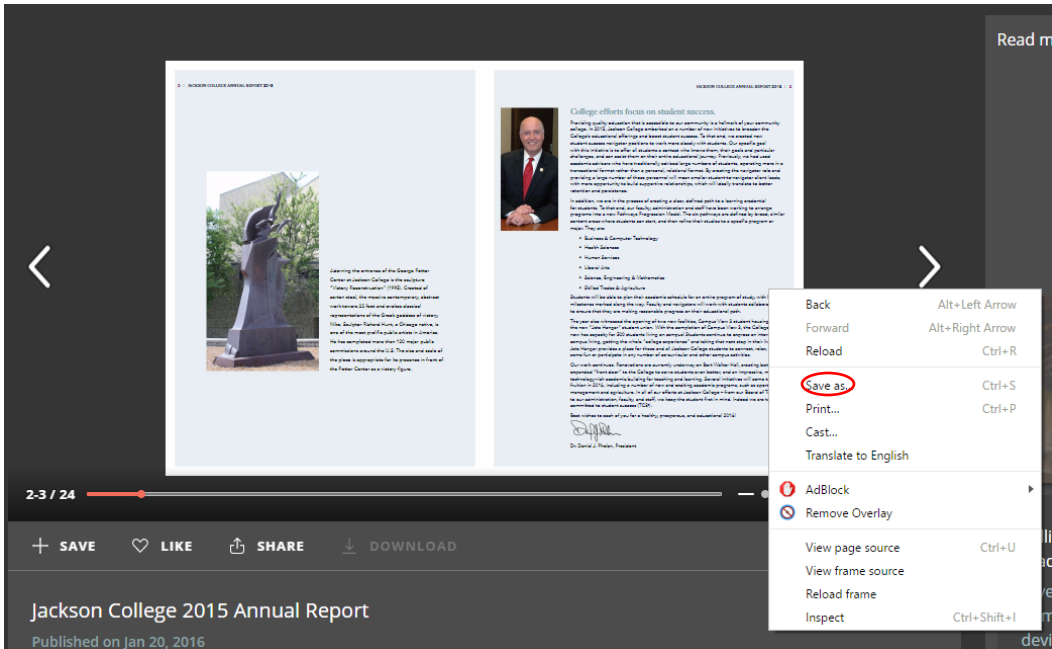


From there, enter your username@jccmi.edu and password.

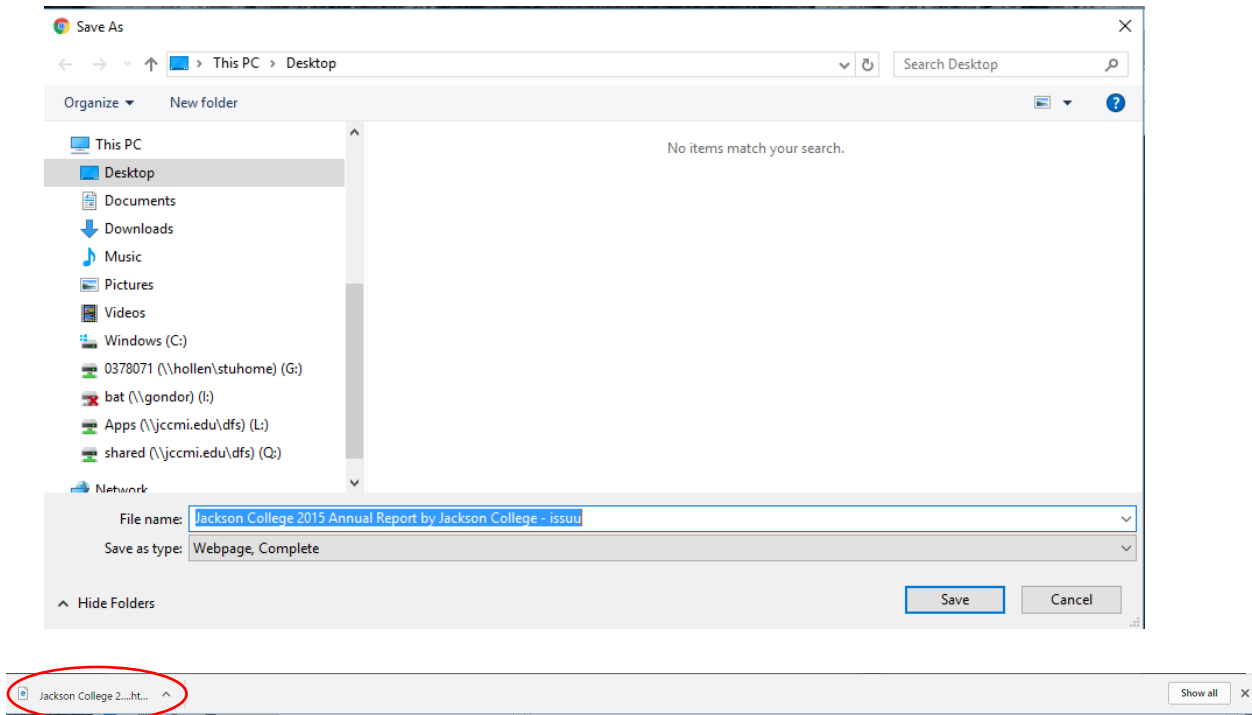
Downloading Documents

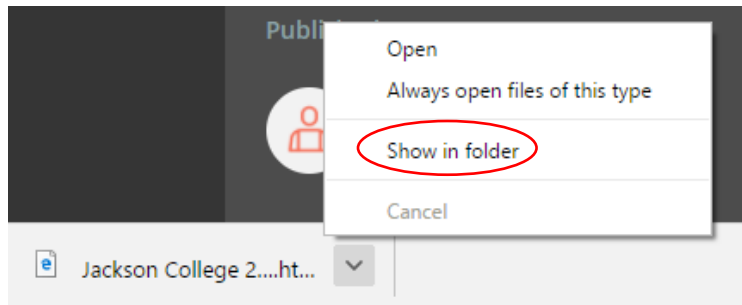
Often times you will receive documents to download in an email, or you need to download a document from online. To do this you should:

1. Open Chrome and navigate to the webpage where you want to download the file.
2. Right-click on the file and choose **Save as...**



3. Choose where you want to save the file, then click **Save**.
4. When the file done downloading, you'll see it at the bottom of your Chrome window. Click the file name to open it.





5. [Optional] Next to the filename, click the arrow. Then click **Show in folder** to find it on your computer.

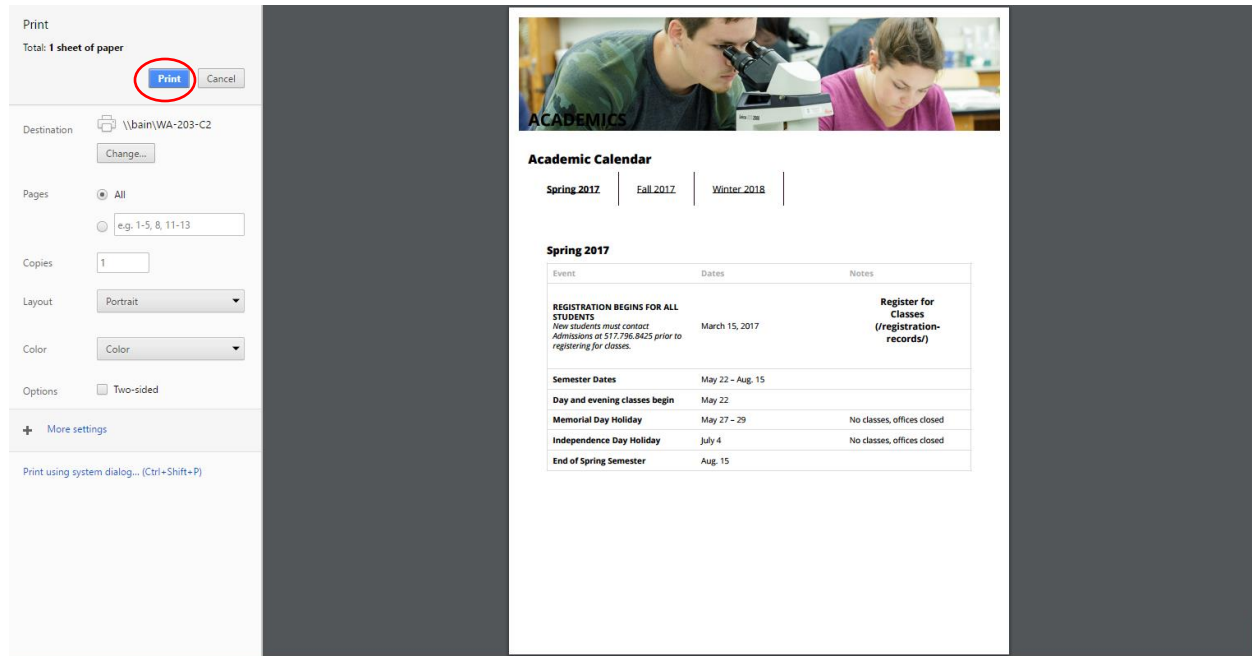
Printing

There are two ways to print in Google Chrome. First, pull up the page you'd like to print. Next, right click with your mouse. This will bring up a menu. Select Print.

A screenshot of a webpage titled 'Spring 2017'. The page contains a table with columns for 'Event', 'Dates', and 'Notes'. A right-click context menu is open over the table, with the 'Print...' option circled in red. The menu also includes options like 'Back', 'Forward', 'Reload', 'Save as...', 'Cast...', 'Translate to English', 'AdBlock', 'Remove Overlay', 'View page source', and 'Inspect'.

Event	Dates	Notes
REGISTRATION BEGINS FOR ALL STUDENTS <i>New students must contact Admissions at 517.796.8425 prior to registering for classes.</i>	March 15, 2017	Register for Classes
Semester Dates	May 22 - Aug. 15	
Day and evening classes begin	May 22	
Memorial Day Holiday	May 27 - 29	No classes, offi
Independence Day Holiday	July 4	No classes, offi
End of Spring Semester	Aug. 15	

After you select print, a new window will show up. From there, select the printer you'd like to print to, and press the blue print button at the top.



The image shows a print dialog box on the left and a preview of an academic calendar on the right. The print dialog box has a blue 'Print' button circled in red. The academic calendar page features a header image of students in a lab, the title 'Academic Calendar', and a table of events for Spring 2017.

Print Dialog Box:

- Print
- Total: 1 sheet of paper
- Print** (circled in red) Cancel
- Destination: \\bain\WA-203-C2
- Change...
- Pages: All e.g. 1-5, 8, 11-13
- Copies: 1
- Layout: Portrait
- Color: Color
- Options: Two-sided
- + More settings
- Print using system dialog... (Ctrl+Shift+P)

Academic Calendar:

ACADEMICS

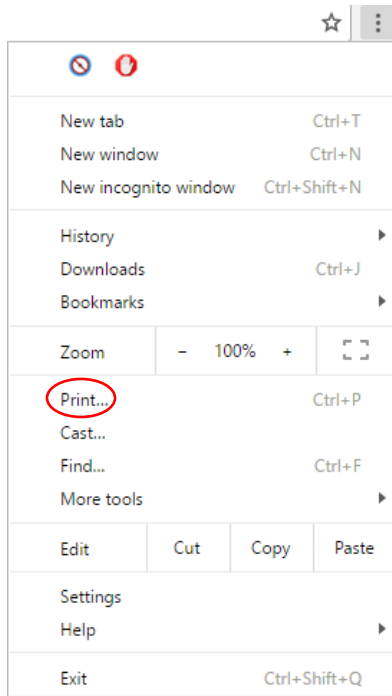
Academic Calendar

Spring 2017 | Fall 2017 | Winter 2018

Spring 2017

Event	Dates	Notes
REGISTRATION BEGINS FOR ALL STUDENTS <i>New students must contact Admissions at 517.796.8425 prior to registering for classes.</i>	March 15, 2017	Register for Classes (/registration-records/)
Semester Dates	May 22 - Aug. 15	
Day and evening classes begin	May 22	
Memorial Day Holiday	May 27 - 29	No classes, offices closed
Independence Day Holiday	July 4	No classes, offices closed
End of Spring Semester	Aug. 15	

The second way to print is to select the three dots in the top right. Select print.



Then continue with the same steps listed above.