




The Chromebook shelf offers quick access to your most used websites and apps. Once the shelf is personalized, your pinned items will be displayed when logged into any Chromebook.

Tip: Right-click on a Chromebook touchpad using one of these methods.


- Lightly tap touchpad with two fingers.
- or
- Hold alt key  and click touchpad.

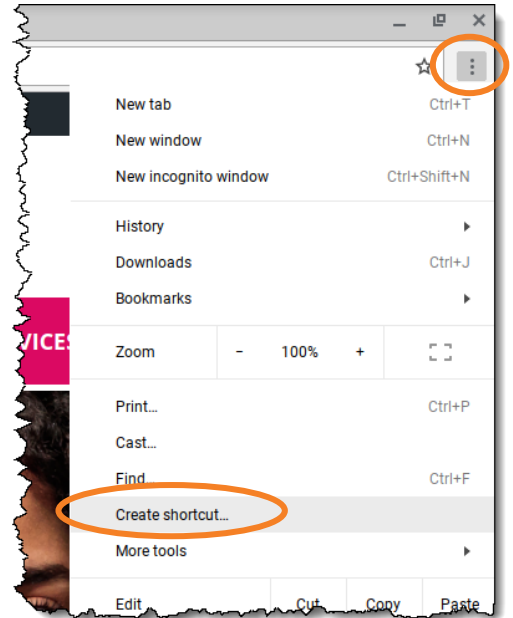
Where is the Shelf?

The Chromebook shelf is the area at the bottom of the display window similar to the Windows taskbar.

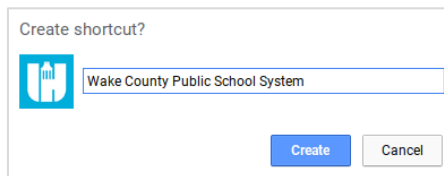


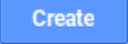
Pin Webpage to the Shelf

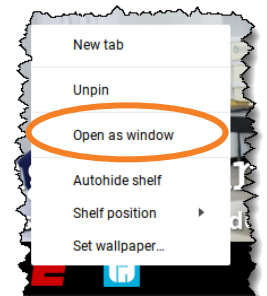
1. Open a webpage in **Chrome** browser.
2. Click **more**  .
3. Click **Create shortcut...**
 - **IMPORTANT:** If **Create shortcut...** is not an option, go to page 2, **Directions for Previous Software Versions**.



4. Rename icon (optional).

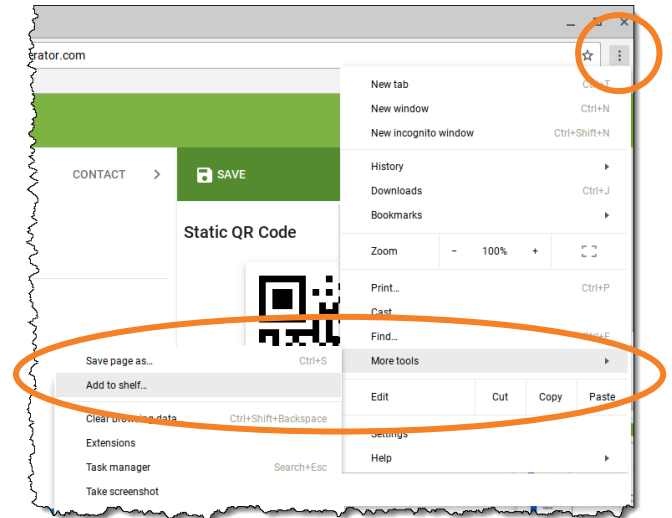


5. Click  .
 - The website icon is pinned to shelf.
 - If you would like the webpage to open in a new window, right-click web site icon and click **Open as window**.



Directions for Previous Software Versions

1. Click **More Tools > Add to shelf...**

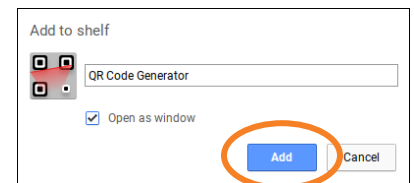


2. Customize the icon properties (optional).

- Rename icon.
- Check **Open as window** to open webpage in a new window.
- Uncheck **Open as window** to open webpage in a new tab.

3. Click **Add**.

- Website icon is pinned to shelf.



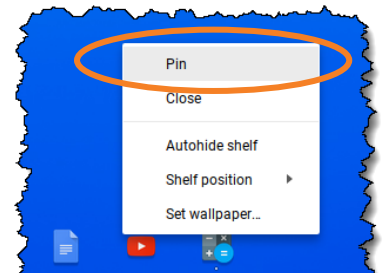
Pin App to the Shelf

1. **Open** App you want to pin to shelf (e.g. calculator).

2. **Right-click** app icon on shelf.

3. Click **Pin**.

- The app icon is pinned to shelf.



Remove Pin from the Shelf

1. **Right-click** item on shelf you want to remove.

2. Click **Unpin**.

- The item is removed from shelf.

