

Chromebook: Pin to Shelf

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.
- Hold alt key at and click touchpad.

or

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 <u>not</u> an option, go to page 2, Directions for Previous Software Versions.

Create shortcut?

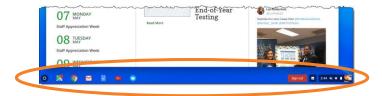
4. Rename icon (optional).

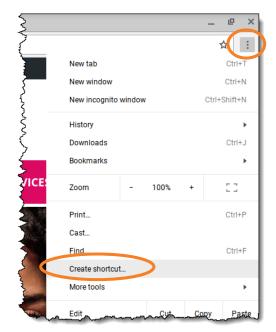
U P	Wake County Public Sch	ool System	
		Create	Cancel

5. Click Create

- 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...
- ator.com ☆ : New tab New window New incognito windo Histon CONTACT SAVE Ctrl+J Downloads Bookmarks Þ Static QR Code Zoom 100% Print. Ctrl+F 1246 Find.. Save page as. More tools Þ Add to shelf. Edit Cut Сору Paste Extensions Help Task manager Take screensho
- 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.





