GOOGLE CHROME EXTENSIONS FOR SENIORS

What is a Chrome Extension?

Chrome is currently the most commonly used web browser in the world. Other well known browsers include Firefox, Safari and Internet Explorer. Chrome Extensions are small software programs that can modify and enhance the functionality of the Chrome browser. The difference between Chrome extensions and web apps is the fact that while extensions are used to enhance the functionality of the Chrome Browser, web apps run within the browser having a different user interface.

How do you get Chrome Extensions?

Chrome Extensions are available from the Chrome Web Store. The vast majority of Extensions are free, but some offer enhanced functionality for a fee. Get to the store by typing **Chrome Web Store** into Google and clicking the link.

Chrome is *your* customized Chrome once you log in.

Your customized Chrome Browser, including accessibility settings and extensions are loaded each time you log into Chrome — **regardless of what computer you log in from.**
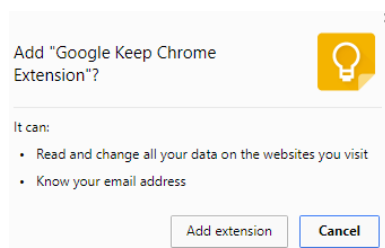
SIGN IN TO CHROME

Sign in to Customize and control Google Chrome at Settings located in dot menu in the upper right hand corner of browser.

How to add an extension to Chrome:

- Make sure you are signed into Chrome

- Find an extension in the Chrome Web Store

- Click ADD TO CHROME button

- Approve the access that the extension needs

Signing In

If you sign into Chrome on a computer or laptop, you will see your name appear on a tab in the upper right corner.

Signed In to Chrome & Google

Notice that it's possible to be signed into Chrome and not Google, or vice versa.

Signed In to Chrome Only

Sign into Chrome Activity

- *Click on the 3 dots*
- *Settings / People*
- **SIGN INTO CHROME**
- Your name will appear to the left of minimize button when you are signed in.

Basic Accessibility Settings in Chrome

You can adjust the settings in your Chrome browser to make it easier for you to use. Click the 3 dots in the upper right hand corner of your screen. Scroll down and select **Settings**. Go to **Appearance/Font size** and try clicking Large and Very Large. You can also change font and control entire page via zoom feature.
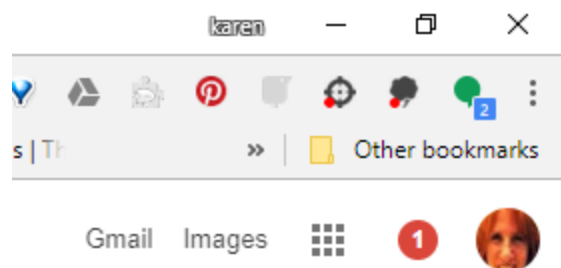
Drop In Tech Help
Second Floor Info Desk
Thursdays 5-8:30 PM
Saturdays 1-4:30 PM

GOOGLE TOOLS

What is 'The Waffle'?

'The Waffle' refers to the icon w/nine squares located in the upper right hand corner of most Google pages. Clicking on it gives you easy access to all your installed Google tools.

What is Google Drive?

Google Drive is Google's cloud storage service. Google Drive works similar to a hard drive, except that all the files are stored on the internet with Google's servers. This means that a person's Google Drive can be accessed at any time from any device that has a internet connection. Standard Google Accounts get 15 GB of free storage. To access Google Drive, visit *drive.google.com*. *If you have a gmail account, you already have a google Drive.*

Google Drive Handout at *tinyurl.com/ycwyttua*.

Google Docs, Sheets, and Slides

Another tool Google offers as part of the Google Account is access to *Google Docs, Sheets, and Slides*. These are web-based apps that are free, online versions of *Microsoft Word, Excel, and PowerPoint*. Documents created with these tools will automatically be stored on *Google Drive*. On a Chromebook, files can be created while offline. The files will sync once connected to Wi-Fi. These tools can be access at *docs.google.com*.

Google Docs	*Microsoft Word*
Google Sheets	*Microsoft Excel*
Google Slides	*Microsoft PowerPoint*

For further information, please review the Library's *Google Docs, Sheets, and Slides Handout* at *tinyurl.com/y8g6von3*.

Pro tip:

You can instantly make the text on your screen bigger by holding down the Control button and the plus (+) key. The more you click the plus, the larger the text will get. To reduce the size, use Control and the minus (-) key. Zoom works on all browsers!

Exercise:

Go to wikipedia.com .

Search the word **flower**

Use **Ctrl +** and **Ctrl -** to zoom in and out of page.

Extensions for Seniors

All of the extensions listed below are free. They will only work when you are in the Chrome Browser.

ACTIVITY: Go to Chrome Web Store and download Mercury Reader Extension

Mercury Reader—Declutters webpages to make reading easier. Removes, ads, large pictures, pop-ups, branding etc. Still displays link back to original site.

Announcify—Reads websites out loud. Useful for many types of users. Very similar to SpeakIt.

Visor—Screen dimmer and reading aid, may help with fluency, eye-strain, concentration and comprehension whilst reading.

Ad Blocker—AdBlocker effectively blocks all types of advertising on all web pages, even on Facebook, YouTube, and others.

Bookmarks can make life easier!

Chrome allows you to set bookmarks which are similar to the preset buttons on your car radio, to take you to the sites you visit often.

How to set a bookmark in Chrome

To set a bookmark, go to the site, then click the star on the right side of the address bar. A box will come up that will allow you to put a custom name to your bookmark and edit where it appears on your screen. **NOTE: you must be signed into Chrome for your bookmarks to be saved to your account.**