Tutorial for Using the Google Chrome Browser

By David Moore

Kevin Lee converted this tutorial to MS Word document and inserted bookmarks to make the tutorial easier to read.

To navigate this tutorial with jaws, press insert+alt+B

To bring up the list of headings then select one and press enter.

Heading One: Introduction and Getting Started!

This tutorial will be done with the latest update of Chrome.

I will also use JAWS 2019. Narrator works very well in Chrome as well.

I will not cover Narrator in this tutorial.

Finally, I will use Windows 10 1809.

I will assume that you have downloaded and installed Chrome.

There should be a shortcut on your desktop.

Next, we need to make sure that the Chrome browser always launches maximized, so it works properly.

To make sure that this always happens, do the following:

Go to the Chrome icon on your desktop, and press:

Alt+Enter

to open the properties dialog.

Make sure that you are on the short cut page. Now, tab one time past the short cut edit, and make sure that the combo box says maximized, and press enter.

Of course, you can type a letter in the short cut edit, like C for Chrome, and the Alt and CTRL are added.

You are done, and Chrome will always come up maximized.

If you open any Window, including Chrome,

you can press:

Windows+Up-arrow

to maximize any window.

Heading One: Setting Up, and Customizing Chrome

First, I will launch Chrome. We will not create a home page until we get to the Chrome settings web page.

Pressing the Alt key, opens the one and only, Chrome menu, with many choices that I will arrow down through.

I will press the Alt key.

JAWS says the following:

Customize and control Google Chrome

Ignore that, and down arrow one time.

This will put you on the first item of the Chrome menu.

The Chrome menu is open.

I will press insert+up arrow to hear the first option in this menu.

New Tab, CTRL+T.

You can press that command right from the web site you are on.

New Window, CTRL+N

You can press these commands right from your web page, instead of coming here.

New incognito window Ctrl+Shift+N

History sub menu.

I will press right arrow here to see what is in this sub menu!

History, CTRL+H

So, there is a key command for reading your history.

You can read a few sites you were on right here.

I will press left arrow to close this history sub menu.

Downloads, CTRL+J

There is the command for opening your downloads you have downloaded with Chrome.

Heading level two! Bookmarks

Next, we have the important Bookmarks sub menu.

I will press right arrow, to open this.

I hear, bookmark this page, CTRL+D

That command will bookmark the page you are reading.

Next down arrow, says show bookmarks bar, CTRL+Shift+B

That command, will show your bookmarks on your Chrome browser for all to see. I do not want that.

Here is the important one.

manage bookmarks

The command is, CTRL+Shift+O

In here, you can organize your bookmarks into folders, see the bookmarks you have imported from different browsers, and very importantly, you can download,

to your computer, an HTML file of all of your bookmarks in Chrome.

On your computer, you can press enter on this file, after it downloads, and a page will show up in Chrome with a list of all bookmarks you have saved in

Chrome. This is an awesome way to download all of your bookmarks right to your computer, so you can back them up.

That is all for manage bookmarks.

Next, I hear import bookmarks and settings.

press enter on this, and you can import all bookmarks and settings from IE, and Firefox, right into Google Chrome, and they will be in their corresponding

folders.

Next, I hear all of my saved bookmarks as I continue to arrow down.

Very important!

Sometimes, when I open that bookmarks sub menu, I do not land on the choices I mention here, but instead, I start hearing my saved bookmarks. If this happens,

I press up arrow a few times, and it gets me to these choices.

Keep in mind, that many of these choices, like bookmark manager, have key commands, so you do not have to come to this bookmarks sub menu at all. You only

need to come here most of the time, to arrow through your saved bookmarks, and enter on the desired one.

Heading One, Back to the Chrome Menu

The next few options in the Chrome menu, are very self explanatory.

The next one I will mention, is the more tools submenu.

I will press right arrow on this.

I hear Save Page as, and the command, CTRL+S.

Next, Save to desktop.

This allows you to save the favorite of the page right to your desktop. This is how you do this in Chrome, instead of doing this in the file menu in IE.

It is hidden under this more tools submenu.

Clear Browsing data, and there is the key command, CTRL+Shift+Delete key.

Extensions, In here, you can add extensions, delete extensions and so on.

These are the same as add-ons, in IE.

They are called Extensions in Chrome.

The last two that I will mention, are the help sub menu and then, the big menu category, settings.

I will press right arrow on the:

Help sub menu, and down arrow:

we have:

About Google Chrome

You can get your version and other info, if you press enter on that.

Then we have:

Help Center:

That one is huge.

If you press enter on that, an entire help center comes up for Chrome, just like for other programs.

I would strongly encourage you to go through that help center or help system.

In there, you can find all of the short cut commands for Chrome.

The third choice:

Report an issue.

That is it for the help sub menu.

Heading Two: Working with Chrome's Settings

To adjust many of these settings, it is necessary to have a Google account.

Having an account with Google, helps a lot with using Chrome.

If you have a Gmail account, you automatically have a Google account.

Let us create our Google account now!

First, launch the Chrome browser and type the URL:

www.google.com

This will bring up the Google Search Engine in Chrome.

Arrow down the page until it says:

create an account.

Press enter on that, and just type in an email address, and password, and your Google account is created.

Next, press the Alt key, and arrow up to settings, because it is at the bottom of the large vertical menu.

Press enter on settings, and a web page will open.

To get back to your webpage in Chrome, just press CTRL+W to close the tab.

Settings opens up in a new tab!

Next, on the settings web page, press H until you hear sign in with Chrome.

Press enter, and enter your email and password that you used to create your Google account.

Now, we will start at the top of the settings page, and work our way down, and go through all of the settings, which there are more than any other browser.

By the way, you can use all of your navigation commands on this settings page, just like any other web page.

Each group of settings, is a heading.

So, to move from one group of settings to another, you only need to press:

H

for heading.

This makes it very nice to navigate through your settings.

This is just like a regular web page.

There will be settings that we press enter on, and another entire page of settings will open.

It is just like pressing enter on a link on a web page, doing what you want, and then you have to go back to the previous web page.

You will have to do that a lot, here in the settings, because there are sub settings, and more sub settings under a single sub setting.

It is a lot like working with settings in Windows 10, only this is just like working on a web page.

Now, I will start from the top on this settings page.

Press CTRL+Home, and you will hear Main menu button.

Do not pay attention to that. Press E for edit, and you will land on an edit field, where you can type in the first few letters of a setting.

This is very convenient to get to a setting very quickly, and change that setting if so desired.

However, we will not put anything into the edit field, so we will start the down arrow process from this edit field.

Make sure that you to do not get into forms mode when in this edit field.

Down arrow once, and you will hear:

Heading level two:

People!

Down arrow again, and you will hear your name, because you have signed into Chrome.

You can sync your bookmarks, downloads, all settings, and more across your devices so when you open Chrome on any device, it will have everything the same

on every device you open Chrome on.

It will then say:

Syncing to:

and then it will read out your email.

Down arrow, and you will hear turn off.

You can turn syncing on or off here.

It will say that all syncing is on, but you can arrow down and press enter on the sync button, and tell Chrome what to sync across all devices you open

Chrome on.

All of this is stored on Google, because you created an account in Google.

Arrow down, and you have:

import bookmarks and settings.

Notice that JAWS says this twice on two different lines.

This is very common in the Chrome settings, where it says the same thing, on two different lines.

Always press enter on the second line, where it says button after the setting.

That is important.

So, press enter on Import bookmarks and settings button.

Here, you can import all bookmarks and settings from other browsers you have installed on your computer.

This is just a second place you can do this from.

Remember, that was available in the Chrome menu, under:

More Tools.

Now, we have another heading level two, AutoFill.

All groups of settings are heading level two, so you can just press the number 2 to get from one group of settings, to another!

Now, you will hear, Passwords.

Press enter on this:

An edit field appears where you can type in a password.

This is important later.

You can type in a password, to delete it or save it.

If you save passwords, Chrome stores a list of all the passwords you type into Chrome!

Arrow down, and it will say:

Click to offer to save passwords.

If you press enter once, it will toggle it off, no password will be saved.

Press enter again, and it will turn that on, and Chrome will save all passwords.

Next, pres:

Alt+left arrow,

to go back to the main settings page.

Next, you will hear payment method.

I do not mess with this at all.

Next, press enter on Addresses and More.

This will allow you to let addresses populate as you type in a web address.

I like this.

You can add addresses that you want Chrome to save right here!

Next, press enter on the back button, or press:

Alt+Left arrow,

to go back to the main settings page.

The next heading level two is:

Appearance.

We have:

Themes, open Chrome web store.

If you press enter here, you will open the Chrome store, where you can find all kinds of Chrome extensions.

Chrome uses the term:

extensions,

instead of add-ons.

They are the same thing.

Now, there is an important toggle.

This toggles weather you want the home button to show up on the Chrome toolbar at the top of the screen.

I have this turned on.

Now, there are a set of radio buttons that deal with what you want your home page to look like.

The home page, is the web page that will come up every time you press:

Alt+Home

This can be different or the same as your start up page or one of your start up pages.

We will get to your start up pages later.

Press enter on one of the following radio buttons that are present.

I checked the radio button:

Enter Custom Web Address.

I like my home page to be a certain web site.

An edit field appears, and I typed in:

www.google.com

That is my home page.

Next, there is a toggle to show or not show your bookmarks on the toolbar at the top of the page.

I do not want all of my bookmarks showing up there, so I have this not checked.

Next is font size.

I have mine on medium, but you could change this by pressing:

Alt+Down arrow to open a combo box.

Next, you can change the zoom level, but there are short cut key commands to do this.

Now, we get to the next heading level two group of settings.

Here, we can customize our Search engine we want to use by default when we type a search in the address bar.

This is the address bar, and a search field all in one.

I have mine set to Google in the combo box!

There is a button where you can manage search engines.

I don't mess with this!

Now, we have our next heading group of settings to make Chrome the default browser or not.

Next, our next heading group of settings deals with what happens when we start up Chrome.

Here, we will type in our start up web pages and more.

Here, we have another set of radio buttons.

We can have Chrome start with a new tab page, or blank page, we can have Chrome start up where we left off in our last session, or we can have Chrome start

up with a specific page or set of pages.

This is the choice I choose.

You can have Chrome start up with as many web pages you want, all opened in different tabs.

This is tab browsing.

I just have Chrome open with one web page.

www.google.com

That is the same as my home page.

You can have your start up page, be the same as your home page.

Heading Level three: Advanced Settings

Now, we get to a huge heading:

advanced settings.

This is closed, so you have to press enter to open up all of these advanced settings.

We will have many settings here.

Notice, that this is such a large heading of settings, that I am putting it under Heading three.

Notice that when we enter on settings, we are taken to another page with more settings.

These are sub pages.

It is like the main settings page, is like a normal web page with many links which take you to another page, and then you have to go back to the main web

page.

Now, here under the advanced settings, there will be settings, that will open to another page of settings, when you press enter on the button.

After adjusting the settings on that sub page, you will have to go back to the advanced settings page with Alt+Left arrow.

Keep in mind, that the Advanced settings is a sub page of the main settings page.

To get back to the main page, at this point, you have to press:

Alt+Left arrow to get back to the main settings page.

Many of these pages also have a back button to go back to the previous page.

There are so many settings in Chrome, they can be hard to find.

That is why the search field on the main settings page is so powerful, because you can search for any setting, no matter where it is on these web pages.

Here we go, through many settings and web pages of settings in the advanced settings.

The first heading is:

Privacy and security

We have:

Allow Chrome sign-in.

I have this turned on, because I want to be signed in with my account, every time I open Chrome!

Use a prediction service to help complete searches and URLs typed in the address bar:

I have this checked.

Use a prediction service to load pages more quickly.

I have this checked.

Use a web service to help resolve navigation errors

Protects you and your device from dangerous sites

I have this unchecked.

Safe Browsing

I have this checked.

Sends some system information and page content to Google

Help improve Safe Browsing

I have this unchecked.

Automatically send usage statistics and crash reports to Google

I have this checked!

Use a web service to help resolve spelling errors

I definitely have this checked.

Chrome will alert you to spelling errors that you type into any edit fields, or social media!

Send a "Do Not Track" request with your browsing traffic

I have this unchecked.

However, you might want to check this.

When you get on a web site, you can request that web site not to keep track of your browsing on that sight, so you might want to check that.

This is an example of security measures that are in newer browsers that are not in IE.

Allow sites to check if you have payment methods saved

I don't mess with this!

Manage certificates

Manage HTTPS/SSL certificates and settings

Manage certificates

I have this checked, but I don't know anything about this.

Content settings

This is a big group of settings and other pages of settings.

We first have the heading:

Control what information websites can use and what content they can show you

Content settings

Again, press enter on the second one that says button.

There are a bunch of settings, and I leave them all as they are, but you might want to change them.

Here are all the content settings:

Cookies

Keep local data only until you quit your browser

Cookies

Location

Ask before accessing

Location

Camera

Ask before accessing

Camera

Microphone

Ask before accessing

Microphone

Notifications

Ask before sending

Notifications

JavaScript

Allowed

JavaScript

Flash

Block sites from running Flash

Flash

Images

Show all

Images

Pop-ups and redirects

Blocked

Pop-ups and redirects

Ads

Blocked on sites that show intrusive or misleading ads

Ads

Background sync

Allow recently closed sites to finish sending and receiving data

Background sync

Sound

Allow sites to play sound

Sound

Here is the most important setting in here is sound,

I allow my web sites to play media as soon as they come up, but here is where you would press the spacebar to turn that off.

This is where you can stop web sites from playing any media when they open.

This is huge.

So, in Chrome, you can tell, by checking the button under the sound choice, not to have web sites play any media or anything.

Next Heading:

Automatic downloads

Ask when a site tries to download files automatically after the first file

Automatic downloads

Unsandboxed plugin access

Ask when a site wants to use a plugin to access your computer

Unsandboxed plugin access

Handlers

Allow sites to ask to become default handlers for protocols

Handlers

MIDI devices

Ask when a site wants to use system exclusive messages to access MIDI devices

MIDI devices

Zoom levels

Zoom levels

USB devices

Ask when a site wants to access USB devices

USB devices

PDF documents

PDF documents

If you press enter on the PDF button here, you can tell Chrome weather you want your PDF to open in the browser, or in your PDF reader like Adobe DC.

If you press enter on any of these settings, like this one, another page may open, and you will have to go back to this content settings page.

That is important!

Protected content

Protected content

Clipboard

Blocked

Clipboard

Payment Handlers

Allow sites to install payment handlers

Payment Handlers

Now, press the back button or Alt+Left arrow to go back to the advanced settings page.

Heading level two: Back to the Advanced Settings Page

Notice that we are opening up a setting with more settings, and going back to the advanced settings page.

Keep in mind, that this advanced settings was the last category on the main settings page.

We still have to go back to get on the main settings page.

It is just like a web page, with headings and links, we open those links, make a lot of those changes, and on this second page, there are links where you

can open a third page of sub settings to make even more changes to more settings.

You cannot get to all the settings on the main settings page.

We have to open sub pages of settings in a sense.

You should spend a lot of time in the settings, and keep messing around by opening a sub category, and opening a second sub category on that page.

When you open a new settings page, you just keep going back a web page, just like you do with surfing the Internet in general.

So, now we are back to the advanced settings page, and we have been here for a long time.

There are many settings in Chrome, so you can customize it to your liking.

Next heading:

Now, we have clear browsing data!

We can press enter on this, and choose what we want to clear.

This is what I do.

So, pressing enter on:

Clear browsing data, we have the following.

Remember, press enter on the clear browsing data button, which is the second time JAWS says it, and it says button.

Here is what JAWS says if we down arrow from the top:

Clear browsing data

Basic

Advanced

Don't worry about the advanced tab.

Those are two tabs.

You can here what I have next.

Time range

Time range

All time

That is a combo box you can change.

Browsing history Clears history from all signed-in devices. Your Google Account may have other forms of browsing history at myactivity.google.com.

Here is a huge web site you want to remember.

You can go to that web site, and delete even more history and make even more changes to Chrome.

I have never gone to that web site.

So, again, the web site is:

myactivity.google.com

arrowing down:

Cookies and other site data Signs you out of most sites. You'll stay signed in to your Google Account so your synced data can be cleared.

Cached images and files Frees up 105 MB. Some sites may load more slowly on your next visit.

I can delete 105 MB, here, that is quite a bit.

Cancel

Clear data

I will press enter on clear data now in my Chrome browser.

It says that all data is cleared, and it took me back to the advanced settings page.

I will continue to down-arrow through the advanced settings page.

Next heading:

Languages

Language

English

Show language options

Spell check

English (United States)

Show spell check options

Next heading:

Downloads

Location

C:\Users\jesus\Downloads

Change

Here is where you can change where your downloads are saved.

Ask where to save each file before downloading

I have that checked.

If you do not want the message to come up where the download is being saved, you can uncheck that button.

Next Heading:

Printing

Printers

Printers

Google Cloud Print

Google Cloud Print

You can set up printers here, and Google Cloud print.

I do nothing with this!

Next heading:

Accessibility

Add accessibility features

Open Chrome Web Store

Add accessibility features

If you press enter on this button, the Chrome web store will open with all extensions for accessibility.

This is powerful to press enter here, because you know that only the extensions for accessibility will be shown.

I have the Just Read extension, which is like reading mode in other browsers.

There are many extensions you might want to brows through when the store page opens with all of the accessibility extensions. You can just press enter

on any of the extensions, and add them to the Chrome browser.

You will have to go to the main Chrome menu, and open your extensions, and turn on any new ones you have added to Chrome.

Chrome has many more extensions than any other browser.

You can have many add-ons to your Chrome browser to make it even more powerful!

Next Heading:

System

Continue running background apps when Google Chrome is closed

I have that checked.

Use hardware acceleration when available

I have that checked.

Open proxy settings

Open proxy settings

I do nothing with this.

Last heading of the Advanced settings page of the Chrome settings:

Reset and clean up

Restore settings to their original defaults

Restore settings to their original defaults

You can press enter on that to restore your browser to factory defaults.

Remember, the second one is the button you press enter on.

It says button with JAWS.

This is the only place I can find this option in Chrome.

Clean up computer

Clean up computer

You can press enter on the button here!

I am not sure what happens.

It looks like you can clean up your computer right here.

That is the end of Advanced settings within the Chrome settings.

So, we can go back to the main settings page.

Just press:

CTRL+W to close the settings tab, and you will be taken back to your web page you were on before opening the main vertical Chrome menu!

Heading Level One: Using Chrome a bit!

Now, that we have made all of these changes and gone through all of these settings to set up Chrome, let us give the Chrome Browser a whirl now!

I will press enter on Chrome on my desktop.

Indeed, Chrome opens very quickly, to my start up page:

www.google.com

Now, to type in a web address, you can do it two ways.

I press:

CTRL+L

Except for IE, for all other browsers, that is the command to type in an URL.

You can also press:

Alt+D

and you are in the address bar, and everything is selected, so you can just start typing your URL there.

Press:

Enter

when you are done.

However, I want to point out something on this Google page.

Notice that if you press:

the letter E

to get to the search edit field to do a Google search, you can down-arrow from that, and hear:

Search By Voice button.

If you press enter on that, you can talk to Google, just like you can with Google assistant to a point.

You can ask Google a question, and many times, she will give you the answer out loud.

You will hear the same voice as you do with the Google Assistant.

You can ask her more questions, than using Cortana in Windows 10.

She will give you the answer out loud, or you can read her answer on the page by pressing down arrow.

This is very powerful, and that is a reason why I have the Google page set as my home page, and my start page.

Also, I know that I can do a Google search by typing in the search edit field on the Google page.

However, if I do a search in the address bar, I will do a Google search, because I set my default search engine in the settings to Google.

Now, I will press CTRL+L, and type in the following URL:

www.freedomscientific.com

The page came up in a second, with a six MBPS Internet connection.

I pressed:

Insert+F7, for the list of links, and pressed enter on Training.

I have a page with all of the normal elements, and many headings.

I can use all of the same navigation commands that you can use in IE.

All JAWS commands work in Chrome.

Now, I am going to download a free Webinar.

I press enter on download, and I get the download dialog right there.

I can tab through the dialog, and press enter on save.

Now, instead of pressing CTRL+N

here is what I will do.

Press CTRL+J

to get into all of your downloads that you have downloaded with Chrome.

If I press tab, it tells me the percent of the download there is left, and other information.

It told me that the download was complete.

I have a choice to open the folder it downloaded to.

Here I am, in my downloads folder.

Now, you can tab in this downloads page, and clear all of your downloads.

To get back to the webinar page, just press:

CTRL+W

to close that tab.

When you press CTRL+J, to get into downloads, it opens in another tab.

This is how most browsers work.

Well, I will close this tutorial.

I hope you can understand all of the settings, especially, and how to change them.

Chrome is a very powerful browser, and great for streaming and more.

I showed you, in the advanced settings, where to turn that on or off, right when the page loads.

If you want to stream a video, for example, just find the link to the video and press enter to launch the player.

Google Chrome, has a great player, built right into the browser.

Let me know if you have any questions.

This is the end of the tutorial.