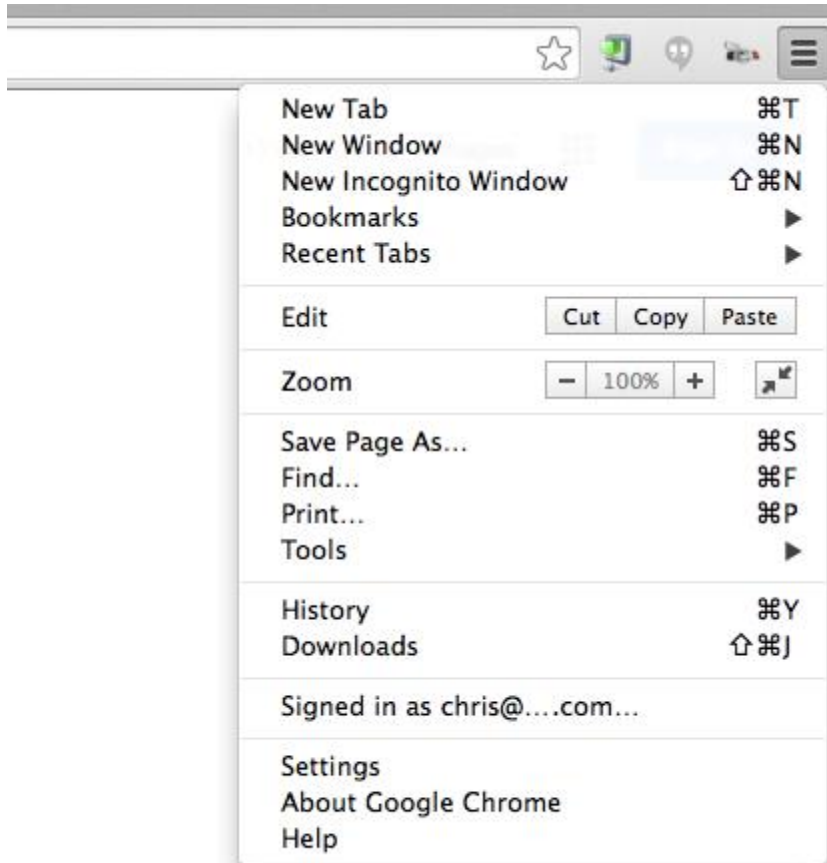# Access the Chrome Menu

1. To begin, select the ☰ menu in the upper corner of Chrome.

2. From this menu you can access the following (keyboard shortcuts are noted to the right):

- **New Tab**
    - The New tab option will open a New tab on the toolbar
- **New Window**
    - The New window option will create a completely new window for a user
- **New Incognito Window**
    - The Incognito window will open and allow the user to search without having their browser results saved
    - Great for when students are sharing devices; where one student is logged in and another needs to access to their Google Account for information
- **Bookmarks**
    - Bookmarks allow users to manage websites and web resources to revisit within the Google Chrome browser
- **Recent Tabs**
    - Recent tabs is the Google Chrome menu option that allows users to review and return to any recently visited tabs in Google Chrome

- **Edits**
  - The Edit Feature allows the user to select Cut, Copy and Paste
- **Zoom**
  - Zoom allows the user to zoom in/out of the page for a preferred viewing option
- **Print**
  - Allows to the user to print to local print station or via Google Cloud Print
- **History (Browser)**
  - Use the History page to view a list of websites you have ever visited in the last 90 days while using Google Chrome in standard mode
- **Downloads**
  - Helps the user keep track of all applications and files downloaded on Chrome; also accessible by typing: chrome://downloads in the Omnibox
- **Help**
  - Directs the user to the Google Chrome Support Center

Note: When using Chromebooks, you will also have an option to login as a guest. Guest mode is a login option that allows you to browse the Internet without using your Google Apps credentials. Incognito mode allows you to open up a tab without having your history saved.