How To use Google Chrome Extensions

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Before You Begin:

What Is a Google Chrome Extension?

Google Chrome is a web browser, technology that helps you use the Internet. A Google Chrome Extension is something that can make that easier.

What Can an Extension Do?

There are many Google Chrome Extensions, and they have a wide range of functions. All of them are confined to working on Google Chrome. Some extensions can block advertisements, others ensure better Internet privacy, and others can prevent Internet browsing delays.

General Warnings

Not all Google Chrome Extensions made by Google, and some can even harm your computer. It is important to practice Internet safety by evaluating an extension before you add it. While Google Chrome does provide warnings on potentially harmful extensions, it is good practice to note the rating and read the reviews on extensions (more on this later).

Discovery

The purpose of this user document is to foster competency in discovery. After reading this document, users should have a better understanding on Chrome Extensions to be able to discover on their own.

Prerequisites

Before you can begin adding Google Chrome Extensions, you must first have Google Chrome. If you do not already have it, search the Internet for "how to download Google Chrome". There are plenty of simple and free tutorials to follow.

Additionally, you should have a basic understanding on how to operate the computer you are using (how to open Chrome, move the mouse, click objects on the screen, and use the keyboard).
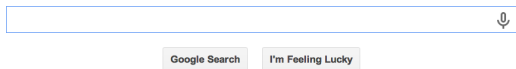
How To use Google Chrome Extensions (1)

Google Chrome icon

OPEN UP GOOGLE CHROME

Locate this icon on your computer and click it to open Google Chrome.
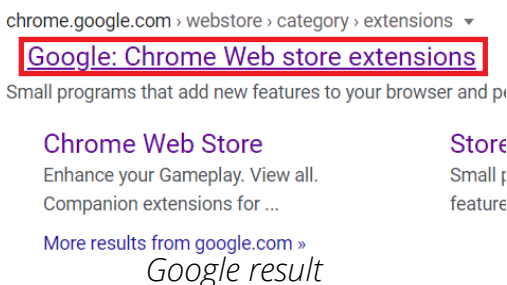

Google home page

SEACH FOR THE GOOGLE CHROME EXTENSION STORE

Either use the box at the top of the screen or go to www.google.com
Type in the box "Google Chrome Extensions" and press enter.

Google result

CLICK ON THE FIRST LINK

Your screen should have the result like this picture. Click on the first result in the red box. This will take you to the Chrome Web Store.

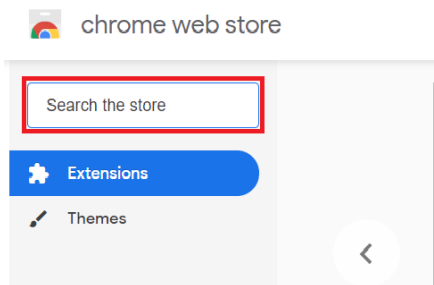*Chrome Extension search bar*

LOCATE THE SEARCH BAR

Find the search bar (shown with a red box) on your screen. Type what you want to search for here. This document will show an example of one extension, but there are many others you can search for.

Type in "ad block" for the first example.

AdBlock Extension that I use

CLICK ON THIS RESULT

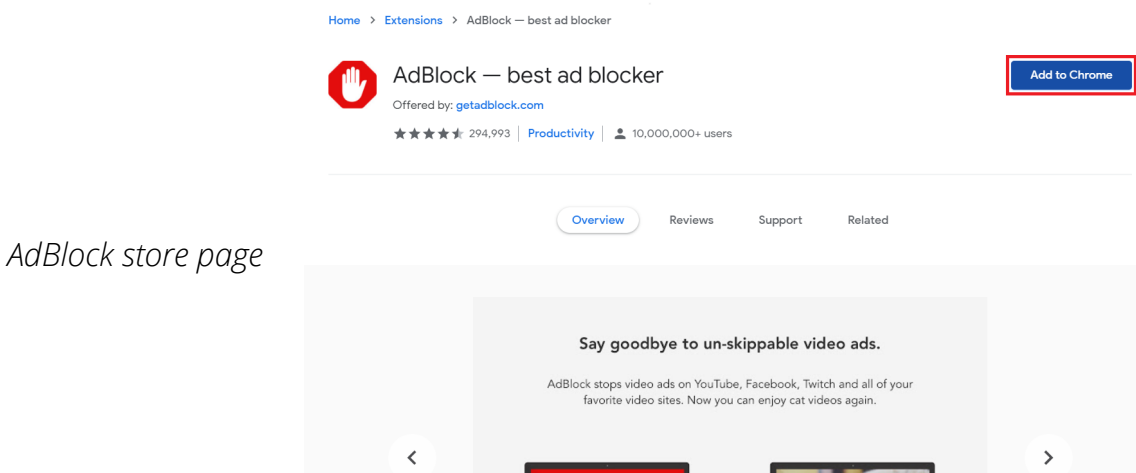Many results will come up, but click on this one pictured called "AdBlock -- best ad blocker"

Follow the next instructions by clicking on the buttons in the red box

AdBlock store page

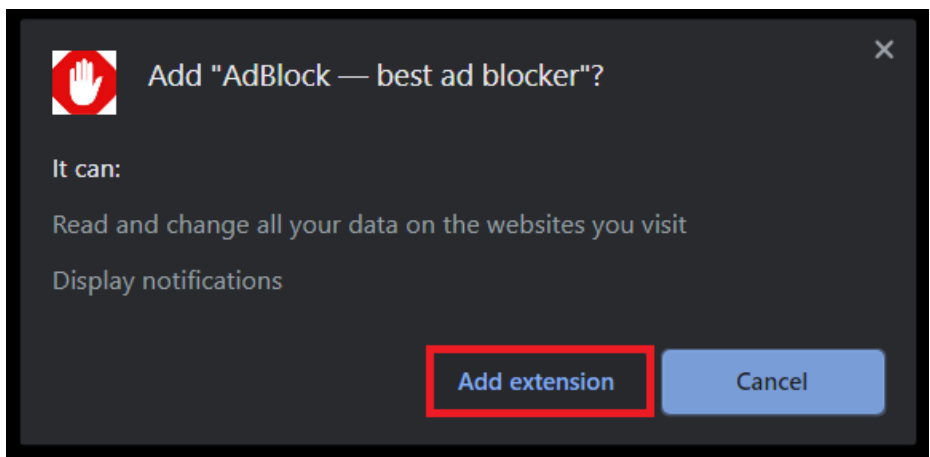*AdBlock add extension button*

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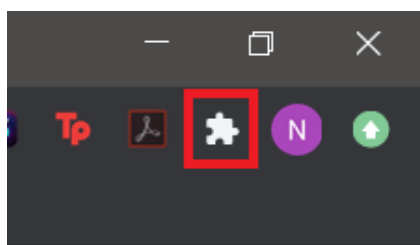# How To use Google Chrome Extensions (2)

CLOSE ANY ADDITIONAL PAGES

An additional page may popup asking for a donation, but you can close this page without affecting the ad blocker.

NOTE THE PERMISSION SETTINGS

This adblocker asks to read/write data on webpages you visit. I use this adblocker, so I know it is not a virus. However, you should be careful of these permissions and look at reviews of an extension and the rating beforehand to see if other users had problems from it before you add an extension.
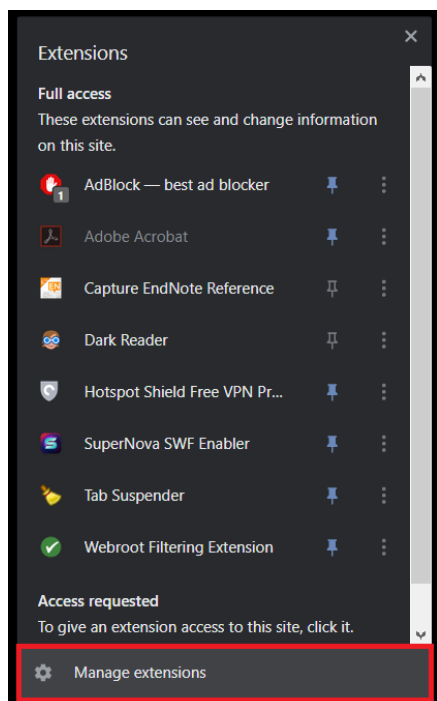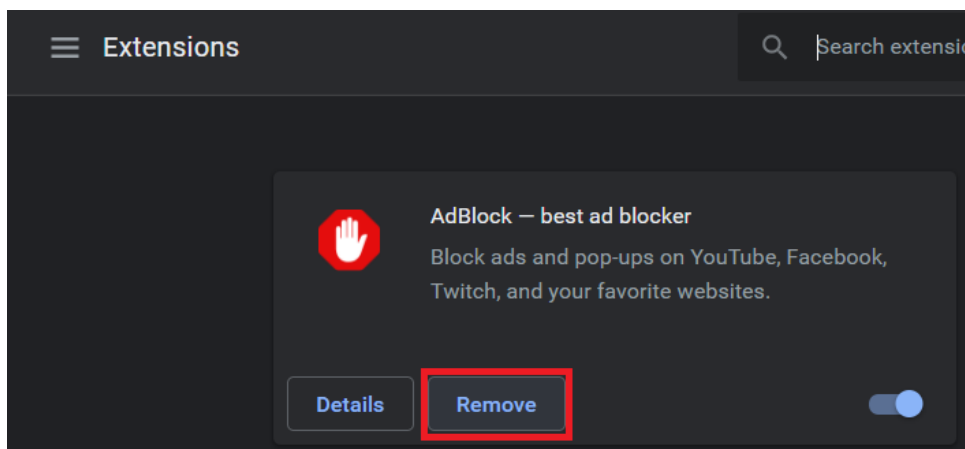
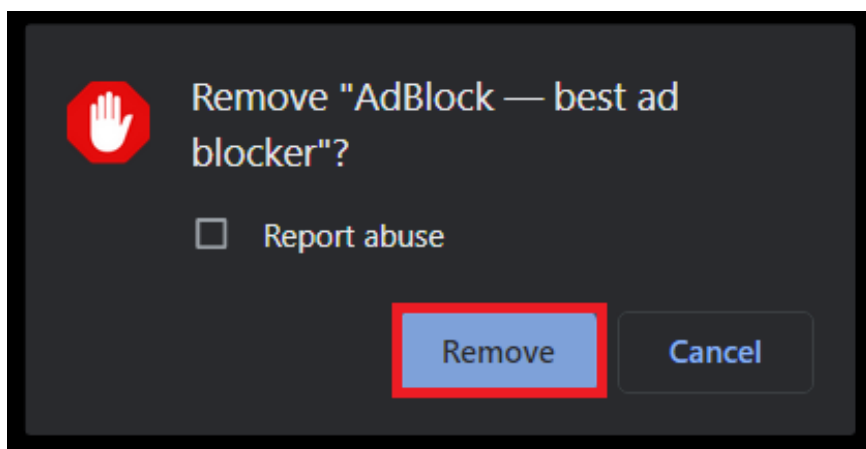# How To remove Google Chrome Extensions

LOCATE THIS SYMBOL

This icon should appear near the X button to close the window. Click it once for a menu to pop up. For the next steps, click the buttons in the red boxes.

Chrome Extensions button

Click this first

Click this second

Click this third

EXAMPLES OF EXTENSIONS

Some extensions I use are: AdBlock, Tab Suspender, Hotspot Shield, and a Adobe Acrobat.
These are free extensions I use:

- AdBlock is an extension that can block some ads on the page to make web browsing easier
- Tab Suspender can put chrome tabs on pause when not recently in use to make browsing and your computer faster
- Hotspot Shield is a VPN, meaning it can route your connection through another location for your privacy from others
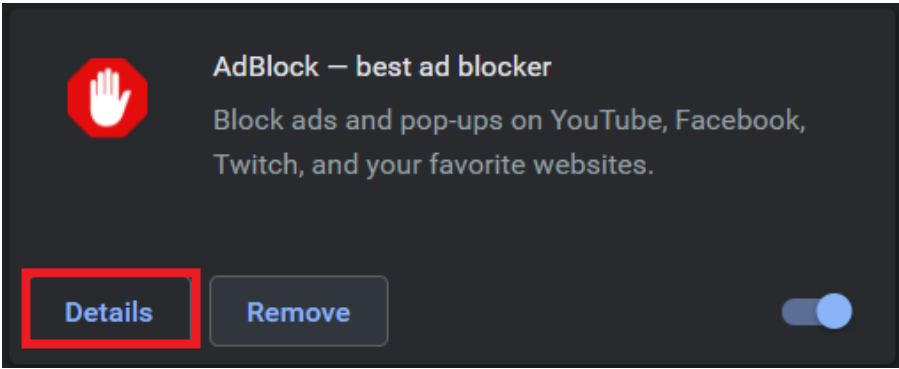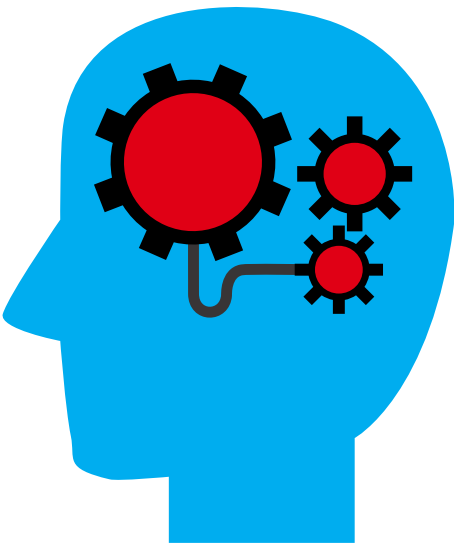- Adobe Acrobat is a useful tool for editing PDFs and other documents

HOW TO USE EXTENSIONS?

Providing the full details on how to use each Chrome Extension individually would take forever, so instead this section will highlight how to learn about each one.
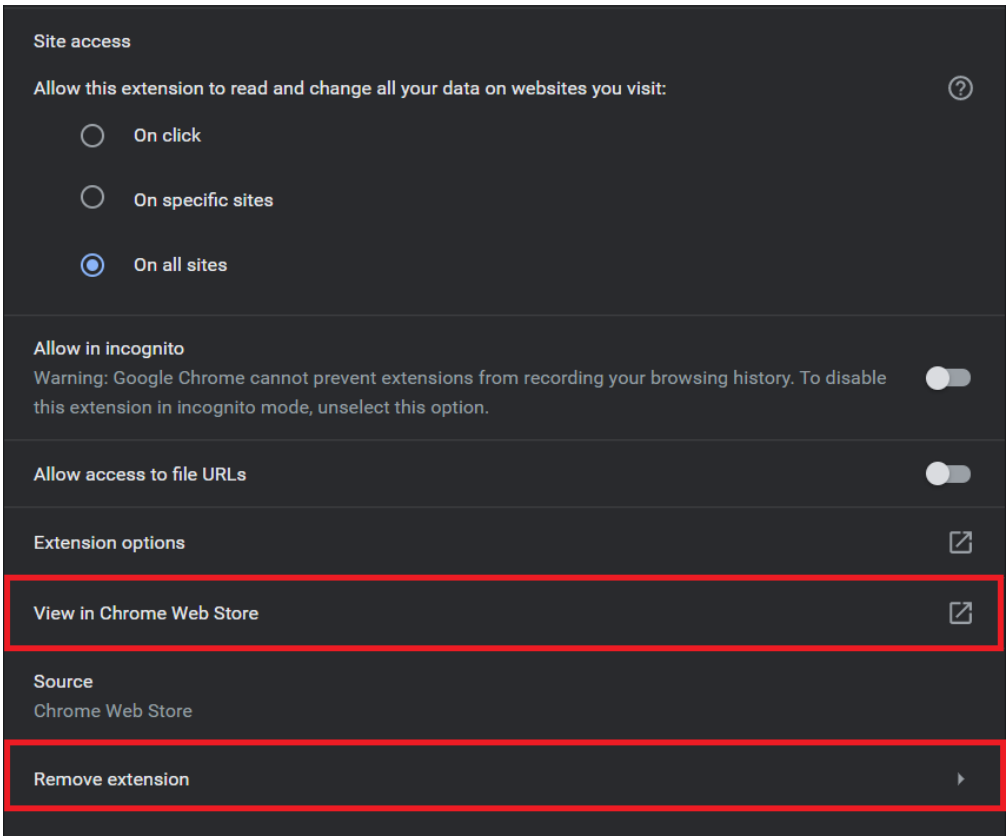
Follow the instructions on how to remove an extension, but instead of pressing the button "Remove", press the button that says "Details" instead. This will give you details such as its description, version number, and a button at the bottom to remove it if you wish.

The button labelled "View in Chrome Webstore" allows you to see the original page, which is likely to have important information if you need to be reminded.

See photos below for clarification.

The Details button for the AdBlock extension

Key buttons at the bottom of the details page mentioned before

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