

User's Manual

PDE

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Register your Acer product

Go to www.acer.com/register-product, and sign in or sign up your Acer ID to register your product.

Once it is done, you can review it under "My Products" page.

Model number:	
Serial number:	
Date of purchase:	
Place of purchase:	

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TABLE OF CONTENTS

Getting started	4
Turn on your Chromebook	
Select your language settings	
Connect to a network	. 4
Accept the Terms of Service	4
First-time sign-in	. 4
Create a new Google Account Browse as a guest	
Enterprise enrollment (optional)	
Sign in to your Google Account	
Your Acer Chromebook tour	6
Front view	. 6
Keyboard view	
Function keys	
Common keyboard shortcuts	
Touchpad	
Right view	10
Left view USB 3.2 Gen 1 information	
USB Type-C information	
Bottom view	
Usage Modes	14
Usage Modes The Chrome OS Desktop	14 15
–	
The Chrome OS Desktop	15
The Chrome OS Desktop Window controls Shelf Launcher	15 15 16 . 16
The Chrome OS Desktop Window controls Shelf Launcher Pinned apps	15 15 16 . 16 . 16
The Chrome OS Desktop Window controls Shelf Launcher Pinned apps Status area	15 15 16 . 16 . 17 . 17
The Chrome OS Desktop Window controls Shelf Launcher Pinned apps Status area Apps & extensions	15 15 16 16 16 17 17 18
The Chrome OS Desktop Window controls Shelf Launcher Pinned apps Status area Apps & extensions Managing apps	15 16 16 16 17 17 17 18 18
The Chrome OS Desktop Window controls	15 15 16 16 17 17 17 18 18
The Chrome OS Desktop Window controls Shelf Launcher Pinned apps Status area Apps & extensions Managing apps Installing apps from Chrome Web Store Installing apps from Google Play Store	15 15 16 16 17 17 18 18 . 18
The Chrome OS Desktop Window controls	15 16 16 16 17 17 18 18 18 18 19
The Chrome OS Desktop Window controls Shelf	15 15 16 16 17 17 18 18 18 19 19 19 20
The Chrome OS Desktop Window controls	15 15 16 16 17 17 18 18 18 19 19 19 20
The Chrome OS Desktop Window controls Shelf Launcher Pinned apps Status area Apps & extensions Managing apps Installing apps from Chrome Web Store Installing apps from Google Play Store Removing apps from Chrome OS Google Drive Difference between Drive and Files apps Creating a new document Sync files from Downloads to Google	15 15 16 16 17 17 18 18 18 19 19 19 20 20
The Chrome OS Desktop Window controls	15 15 16 16 17 17 18 18 18 19 19 19 20 20
The Chrome OS Desktop Window controls Shelf	15 15 16 16 17 18 18 19 19 19 20 20 20 . 20
The Chrome OS Desktop Window controls Shelf Launcher Pinned apps Status area Apps & extensions Managing apps Installing apps from Chrome Web Store Installing apps from Chrome OS Google Drive Difference between Drive and Files apps Creating a new document Sync files from Downloads to Google Drive Enable offline access to Google Drive	15 15 16 16 17 17 18 18 19 19 20 20 20 20 21

YouTube Playing video or audio files Other Supported File Types	21
Chrome OS tips and tricks Documents How to create documents Finding your documents How to share documents with other users How to start a video chat How to listen to music How to watch videos, TV, or movies Working with Microsoft Office (Word, Excel, and Powerpoint) documents	23 23 24 24 24 24 25 25
Open and edit Microsoft Office files using Google's office compatibility mode Convert Microsoft Office files to Google Drive formats Export Google Drive documents as Microsoft Office files Opening Microsoft Office files using Microsoft's Office Online apps from the Chrome Web Store or Google Play Store. How to use your Chromebook when there's no internet Gmail Offline Google Drive	26 26 27 27
Settings Changing the language settings Changing the clock settings Customizing appearance Customizing the wallpaper Customizing the theme Setting up a printer Updating Chrome OS Automatic update Manual update Resetting your Chromebook	31 31 31 32 32 32 32 32
Help Online and offline help	34 34
Frequently asked questions Get help or more information	35 36

GETTING STARTED

Turn on your Chromebook

On the Chromebook, press the power button. A "Welcome" screen will appear when the Chromebook first boots up.

Select your language settings

Use the "Language" drop-down list to choose your default language setting. If there is more than one way to type in your language, you may be prompted to select a keyboard input method as well.

Connect to a network

Select a network from the "Connect to network" list to connect to the Internet. If network access is protected, you will need an access password to connect to it.

Accept the Terms of Service

Once connected to a network, accept the Terms of Service. Your Chromebook will then download any available system updates, so you automatically get the latest Chrome OS features.

First-time sign-in

Create a new Google Account

You can create a new Google Account if you don't already have one. Select **Create a Google Account** to set up a new account. A Google Account gives you access to useful web services developed by Google, such as Gmail, Google Drive, and Google Calendar.

Browse as a guest

You can also use the Chromebook without a Google Account by selecting **Browse as a Guest**.

Enterprise enrollment (optional)

You can enroll the Chromebook by selecting Enterprise enrollment.

Sign in to your Google Account

If you already have a Google Account, enter your username and password in the sign-in box that appears and select the **Sign in** button. If your device is a Chromebook Enterprise, click **More options** and select **Enterprise enrollment**.

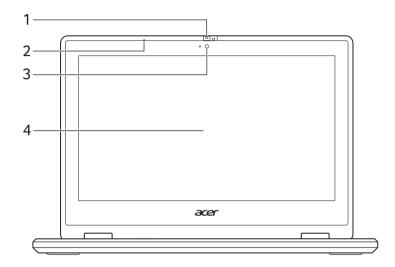
your Chro	omebook
	NEXT
	your Chro

Important

Sign in with your primary Google Account. This account will be set as the owner and is the only account that will be able to change certain Chrome settings.

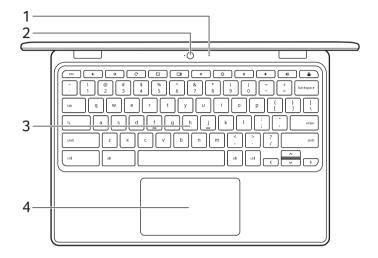
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Front view



#	lcon	ltem	Description
1		Webcam shutter	Slide the shutter to the left to cover the webcam. Slide right to open it.
2		Microphone	Internal microphone for sound recording.
3		Webcam	Web camera for video communication. A light next to the webcam indicates that the webcam is active.
4		Touchscreen	Displays computer output, supports multi-touch input.

Keyboard view



#	lcon	Item	Description
1		Microphone	Internal microphone for sound recording.
2		Webcam	Web camera for video communication. A light next to the webcam indicates that the webcam is active.
3		Keyboard	For entering data into your computer.
4		Touchpad / click button	Touch-sensitive pointing device which functions like a computer mouse. <i>Pressing down anywhere on the pad</i> <i>functions like the left button of a</i> <i>mouse.</i> <i>Pressing down anywhere with two</i> <i>fingers functions like the right button</i> <i>of a mouse.</i>

Function keys

The computer uses function keys or key combinations to access some hardware and software controls, such as screen brightness and volume. The dedicated function keys each have a specific function.

Icon Function	Description
+ Previous	Go to the previous page.
-> Next	Go to the next page.
C Reload	Reload the current page.
Full-scree	Open the page in full-screen mode.
Next wind	w Switch to the next window.
Brightness	down Decreases the screen brightness.
Brightness	up Increases the screen brightness.
🖌 Mute	Turns off audio output.
Volume do	wn Decreases the volume.
Volume up	Increases the volume.
Lock scree	n Locks the screen.
Q Search	Search from the Apps panel.

Common keyboard shortcuts

You can use shortcuts to complete some tasks more quickly.

Keyboard shortcuts	Description
Ctrl +	Takes screenshot.
Alt + 🔍	Toggles caps lock.
Alt +	Projects your screen.

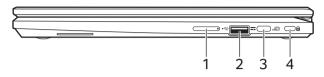
Note: For a complete list of keyboard shortcuts, press Ctrl + Alt + /

Touchpad

The built-in touchpad is a pointing device that senses movement on its surface. This means the cursor responds as you move your fingers across the surface of the touchpad.

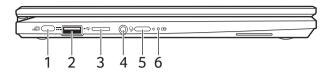
Action	Gesture
Click	Press down on any part of the touchpad.
Two-finger tap (or alt-click)	Tapping the touchpad with two fingers or pressing (and holding) Alt on the keyboard and tapping the touchpad with one finger both equal a "right-click" on a computer mouse.
Two-finger swipe	Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.
Drag and drop	Select the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item. (This gesture works for files, not windows or icons.)

Right view



#	lcon	ltem	Description
1	+/-	Volume control key	Adjusts the system volume.
2	● ~~* +	USB port	Connects to USB devices.
3		USB Type-C port with DC-in	Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector. Supports DisplayPort [™] over USB-C [™] .
4	ĸ	Kensington lock slot	Connects to a Kensington-compatible security lock.

Left view



#	lcon	Item	Description
1	USB	USB Type-C port with DC-in	Connects to the provided USB Type-C power adapter and to USB devices with a USB Type-C connector. Supports DisplayPort [™] over USB-C [™] .
2	● ~~ *+	USB port	Connects to USB devices.
3	₽ Nk têD	MicroSD card slot	Insert a microSD card into this slot.
4	Ģ	Headset/speaker jack	Connects to audio devices (e.g., speakers, headphones), or a headset with microphone.
5	Ċ	Power button	Turns the computer on and off.
6	க	Battery indicator	Indicates the computer's battery status. Charging: The light shows amber when the battery is charging. Fully charged: The light shows blue when in AC mode.

USB 3.2 Gen 1 information

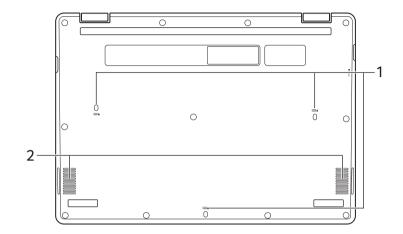
- USB 3.2 Gen 1 compatible ports are blue.
- Compatible with USB 3.2 Gen 1 and earlier devices.
- For optimal performance, use USB 3.2 Gen 1-certified devices.
- Defined by the USB 3.2 Gen 1 specification (SuperSpeed USB).

USB Type-C information

- USB 3.2 Gen 1 with transfer speeds up to 5 Gbps.
- Supports DisplayPort[™] audio/video output.
- Delivers up to 3 A at 5 V DC for USB charging.
- DC-in: requires power adapter or power source providing 45 W at 5~20 V.

For optimal performance, please use a certified Acer power adapter or USB Power Delivery device.

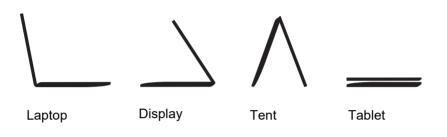
Bottom view



#	lcon	ltem	Description
1		Drain holes	Liquid spilled on the keyboard can drain out of the holes in the underside of the housing.
2		Speakers	Deliver stereo audio output.

USAGE MODES

Your computer features the following modes. You can choose a mode to fit your needs.



THE CHROME OS DESKTOP



Window controls



Number	Description
1	Goes <i>Backward</i> 🍲 and <i>Forward</i> 🏟 in the current web browsing sessions's history (closing and reopening the Chrome browser begins a new session). Select to <i>Reload</i>
	C the current webpage.
2	Closes a tab.
3	Opens a new tab.
4	Type a web address or perform an internet search in this search box (also known as the "omnibox").
5	Minimizes the window into the desktop shelf.

Number	Description
	Maximizes the window to take up the entire screen. Click again to return window to previous position. Also, select
6	and hold to display a left < and right > arrow next to the icon. These neatly align the window to take up half the left side of the screen or the right side, respectively.
7	Closes the entire window (tabs and all).
8	Bookmark (save) webpage links to this quick-access area called the "bookmarks bar".
9	Select to bookmark (save) a link to the currrent webpage.
10	Select to use any enabled extensions you have installed i Chrome from this extension list.
11	Select to customize and control Google Chrome.
elf	
Launcher	Status area
	0 0 B
	Apps pinned to shelf

Launcher

Select the **Launcher** icon to display the launcher page. This is the fastest way to search for something. Simply start typing to search the internet, your bookmarks, any files you have stored in your Google Drive, and items in the Web Store.

The Launcher page is also the place to access all your apps. Below the search box are your frequently-used apps. Simply select one to open it. To see all apps you have installed, select .

Pinned apps

You can pin or unpin apps on the shelf.

To pin an app to the shelf

- 1. Select the Launcher icon.
- 2. Click to select **All Apps** (or type the name of the desired app).
- 3. Locate and two-finger tap the desired app icon.
- 4. Select Pin to shelf.

To reorder the apps on the shelf, just drag them around.

To unpin an app from the shelf

1. Locate and two-finger tap the desired app icon from the shelf.

2. Select Unpin.

Status area

The Status area enables you to see vital computer information at a glance, such as the time, Wi-Fi signal strength, and battery life. Tap the **Status** area to display a box with more options.

lcon	Description	lcon	Description
	Notifications	Ф	Shut down
	Lock screen	\$	Settings
4	Volume control	•	Wireless network connection
*	Bluetooth status	5	Battery status
	Night light		Keyboard
¢	Brightness control		

APPS & EXTENSIONS

You can enhance your Chromebook with extra web applications (Chrome apps, for short), features for the browser (also known as extensions) and apps designed for Android[™] (Play Store apps). Chrome apps work like regular software programs for desktop computers, except they run entirely on the web. Extensions provide custom features and functionality for the Chrome browser. Android apps, designed for Android mobile devices are supported on Chromebooks. You can find Chrome apps and extensions through the Chrome Web Store, and Android apps using the Google Play Store.

Managing apps

Note

Certain apps and browser extensions may not be available in all countries and regions. The contents and design of the Web Store may vary by region. Updates may add new categories or change how to navigate the Web Store at any time.

Installing apps from Chrome Web Store 👝

- 1. Select the Launcher icon.
- 2. Click to select All Apps (or type "Web Store").
- 3. Select Web Store.
- 4. You can then browse through the app categories in the left column or search for a specific type of app using the search box.
- 5. When you find an app that you would like to add, select it and then select **Add to Chrome**.
- 6. A verification window will pop up, select **Add** to download and install the app, or select **Cancel**.

To open your new app, select the **Launcher**, then **All Apps** (or type the name of your new app), and then select the app.

Installing apps from Google Play Store 🔈



- 1 Select the Launcher icon
- 2. Click to select **All Apps** (or type "Play Store").
- 3. Select Play Store.
- 4. You can browse apps by category or search for an app by keyword.
- 5. Select an app to view more information.
- 6. Select **INSTALL** to download apps.

Downloaded apps will be installed in the Launcher. If you cannot find the apps, select All Apps from the Launcher.

Removing apps from Chrome OS

- 1. Select the Launcher icon
- 2. Click to select **All Apps** (or type the name of the desired app).
- 3. Two-finger tap on the app you want to remove. For more information see Touchpad on page 9.
- 4 Select Uninstall

Note

Some apps such as the Chrome web browser cannot be uninstalled.

Google Drive 🛆

All files saved to your Google Drive are saved online and are accessible to other devices, such as your smartphone or tablet. Files saved to the Downloads folder are saved to your local drive and are only accessible to your Chromebook.

Note

You must be connected to the Internet to do the following Google Drive operations.

Difference between Drive and Files apps

Google Drive is a web-based storage service offered by Google, and the *Files* app is the onboard storage system for your Chromebook. Because your Chromebook makes heavy use of the web, you can easily access files both from *Google Drive* and those that are stored locally by using the *Files* app on your Chromebook. To use the *Files* app, select the *Files* icon in the apps list, or use the keyboard shortcut <Alt> + <Shift> + <M>.

This user manual uses *Google Drive* and *Files* interchangeably when giving instructions regarding accessing files.

Creating a new document

1. From the Apps list, select the Google Drive 🝐 icon.

2. Select **New** and select the type of document you want to create.

Note

For an alternative method of creating documents, see How to create documents on page 23.

Sync files from Downloads to Google Drive

- 1. Select the Launcher icon.
- 2. Click to select All Apps (or type "Files").
- 3. Select the Files 🛄 icon.
- 4. Select the files that you want to upload.
- 5. Drag-and-drop the files to My Drive.

Enable offline access to Google Drive files

You can access files stored on your Google Drive while offline, but first you must enable offline access:

- 1. Select the Launcher icon.
- 2. Click to select **All Apps** (or type "Files").
- 3. Select the Files 🛄 icon and then select My Drive.
- 4. Select the file(s) you want to access offline.

5. Two-finger tap to bring up the context sensitive menu and select **Available offline**. For more information **see Touchpad on page 9**.

Gmail M

Composing an email

- 1. Select the Launcher icon.
- 2. Click of to select All Apps (or type "Gmail").
- 3. Select the Gmail icon and then Compose.
- 4. Enter the recipient's email address, the subject, and the message.
- 5. When you are finished composing your message, select **Send**.

YouTube 💽

YouTube is a video-sharing website on which users can upload, share and view videos. You can access it by doing the following:

- 1. Select the Launcher icon.
- 2. Click of to select All Apps (or type "YouTube").
- 3. Select the YouTube icon.

Playing video or audio files

Your Chromebook has a built-in media player to play audio and video files. To play a file, double-click on an audio or video file in your *Files* app.

Media type	Supported formats
Audio / Video	.3gp, .avi, .mov, .mp4, .m4v, .m4a, .mp3, .mkv, .ogv, .ogm, .ogg, .oga, .webm, .wav

Other Supported File Types

Your Chromebook supports a number of other file formats.

File type	Supported formats
Microsoft	.doc, .docx, .xls, .xlsx, .ppt (read-only), .pptx (read-
Office files	only)

File type	Supported formats
Images	.bmp, .gif, .jpg, .jpeg, .png, .webp
Compressed	.zip, .rar
Other	.txt, .pdf (read-only)

CHROME OS TIPS AND TRICKS

Your Chromebook is a new type of computer that works somewhat differently than what you may be used to, so you might like to know how easy and useful things are when using it. Here are some tips and tricks.

Documents

How to create documents

- 1. Press the **Search Q** key on your keyboard or select the **Launcher** icon.
- 2. Click to select **All Apps** (or type "Google Docs", "Google Sheets", or "Google Slides" depending on the type of document you want to create) Create word processing files with *Google Docs*, spreadsheets with *Google Sheets*, and presentations with *Google Slides*.
- 3. Select Google Docs 📄, Google Sheets 📓, or Google Slides

That's it. You've just created a new document in a few seconds. With your new document, you can add text, insert images, change the font, make it bold, underline it, italicize it – you get the gist. Most of the formatting and other stuff you might be familiar with from other productivity suites like Microsoft Office you can do with Google Docs.

Note

For an alternative method of creating documents, see Creating a new document on page 20.

Finding your documents

All documents you create are saved to your *Google Drive* where they are online and accessible to other devices, such as your smartphone or tablet. To find your documents, do the following:

- 1. Select the Launcher icon.
- 2. Click to select All Apps (or type "Google Drive").
- 3. Select the Google Drive 🤷 icon.
- 4. Select **My Drive** (or whatever sub-folder you've created to put your files in).

Since your files are saved in Google Drive, they are saved online and available anywhere you have internet access. To access your files from any internet-connected computer do the following:

- 1. Open the computer's web browser.
- 2. In the browser's address bar, type "drive.google.com" (this is the *Google Drive* web address).
- 3. Login using your Google account username and password.
- 4. Select **My Drive** (or whatever folder you've created to put your files in).

How to share documents with other users

- 1. Select **Share** = example in the upper right corner of your document.
- 2. Add people by typing in their email address. The sharing option works with your Gmail contacts, so as you type your email contacts appear for you to quickly select.
- 3. After you select **Done weak**, they'll receive an email letting them know a document has been shared with them.

How to start a video chat

For all you Skype users out there, Google Hangouts are free video chats for up to ten people. To make a Hangouts video call, do the following:

- 1. Press the **Search and** key on your keyboard or select the **Launcher** icon.
- 2. Click to select **All Apps** (or type "Hangouts").

- 3. Select the Hangouts call 🛄 icon.
- 4. Type in the name or email address of a person.
- 5. Select the Invite button to start your Hangouts.

How to listen to music

- 1. Press the **Search** key on your keyboard or select the **Launcher** icon.
- 2. Click to select All Apps (or type "Play Music").
- 3. Select Play Music 👂.

Note 🖉

Play Music may not be available in all countries and regions. Google Play's current list of country availability for apps and digital content, visit https://support.google.com/googleplay/answer/2843119?hl=en

To listen to streaming music, you can download streaming apps like Pandora, Spotify, Rdio, Deezer and more (availability varies by country) from **Chrome[™] Web Store __** or **Google Play Store >**.

How to watch videos, TV, or movies

- 1. Press the **Search** key on your keyboard or select the **Launcher** icon.
- 2. Click one of the following options:
 - a. Select **YouTube b** to view a vast amount of user-uploaded videos covering nearly everything imaginable.
 - b. Select **Play Movies b** to watch the movies and TV shows you love.

Note

Play Movies may not be available in all countries and regions. Google Play's current list of country availability for apps and digital content, visit https://support.google.com/googleplay/answer/2843119?hl=en

c. To find more entertainment apps like Netflix, Flixster, and more (availability varies by country), select **Web Store** and **Play Store**. Then, search for "Netflix" or other entertainment apps.

Working with Microsoft Office (Word, Excel, and Powerpoint) documents

Open and edit Microsoft Office files using Google's office compatibility mode

- 1. Press the **Search** key on your keyboard or select the **Launcher** icon.
- 2. Click of to select All Apps (or type "Files").
- 3. Select the Files 🔘 icon.
- 4. Double-click on any **Microsoft Office** file stored in Google Drive or on an external hard drive or USB flash drive connected to your Chromebook.

Google Chrome automatically opens and enables limited editing of the document.

Convert Microsoft Office files to Google Drive formats

- 1. Press the **Search** key on your keyboard or select the **Launcher** icon.
- 2. Click of to select All Apps (or type "Files").
- 3. Select the Files 🔘 icon.
- 4. Double-click on any **Microsoft Office** file stored in Google Drive or on an external hard drive or USB flash drive connected to your Chromebook.
- 5. Select **File > Save as Google Docs**, **Slides**, or **Sheets** (format depends on the type of document).

Export Google Drive documents as Microsoft Office files

- 1. Press the **Search** select the **Launcher** icon.
- 2. Click of to select All Apps (or type "Docs").
- 3. Select **Google Docs**, **Sheets**, or **Slides** (depending on the document you want to create).

- 4. After creating the content of your document, select **File > Download as** and select the type of format you want to save as.
- 5. The file is saved to the *download* section of the *Files* app.

Opening Microsoft Office files using Microsoft's Office Online apps from the Chrome Web Store or Google Play Store

Another option for working with Microsoft Office files is to use Microsoft's own free web-based Office Online tools. You can download the Word Online, Excel Online, and PowerPoint Online apps from the Chrome Web Store or Google Play Store (you'll need to create a Microsoft account if you don't already have one). Then, you can login and create files or upload files you have already created and edit them.

Note

Office Online programs save files you create exclusively to Micrsoft's own OneDrive cloud storage. Though you can download a file you create and then move it to Google Drive or a removable storage device, you cannot save it directly to those locations. Also, to work on a file you've already created, you must first upload it to OneDrive by selecting **Open from OneDrive** from within whichever Office Online product you are using (you can install the OneDrive app from the Web Store as well).

How to use your Chromebook when there's no internet

The Chrome Web Store contains useful offline apps. For more information **see Installing apps from Chrome Web Store on page 18**. You're able to filter your app search by selecting the **Runs Offline** checkbox. For those times you don't have an internet connection, these apps help you stay productive and entertained. A few of the pre-installed options are described below.

Gmail Offline

Note

The first time you use Gmail Offline you MUST be connected to the internet to enable offline viewing.

- 1. Go to **Gmail** and select **Settings \$\$** > **Settings**.
- 2. Select Offline tab.
- 3. Select Enable offline mail.
- 4. Choose your settings, such as how many days of messages you want to sync.
- 5. Select Save Changes.
- 6. Use the app like you normally would. It'll update and send your emails the next time you log on to the internet.

Google Drive

Important

Any changes you make to a current document or any document you create while offline are saved locally on your computer and will not be seen if you open the document from Google Drive on another computer or device. The changes will only be reflected in the Google Drive online version of the document the next time you connect to the internet and access Google Drive.

- 1. Press the **Search** key on your keyboard or select the **Launcher** icon.
- 2. Click to select All Apps (or type "Google Drive").
- 3. Select the Google Drive 🝐 icon.
- 4. Open a Google document you have already created or create one as you normally would. For more information see Creating a new document on page 20. Notice the offline icon displays next to the file name reminding you that you are working on this document while not connected to the internet.

5. Make your desired changes. The next time you are online and have Google Drive open, your local changes will upload to Google Drive.

🖉 No

Note

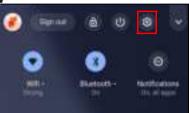
If you make changes to a Google document while offline and someone else makes changes to the document as well (for example, if the document is shared with someone else), the next time you are online and have Google Drive open, your changes will merge with the other person's changes.

You can't open and access every type of file you have saved in Google Drive when there is no internet connection. To enable offline access to file types other than Google documents when offline, see Enable offline access to Google Drive files on page 20.

SETTINGS

Use the settings menu to adjust the various options for your Chromebook. To access the settings menu do the following:

- 1. Select the **Status** area of the shelf in the lower-right corner of the screen.
- 2. Select Settings 🎝 icon.



3. To show the advanced settings, scroll to the bottom and select **Advanced.**

² Note

Using default settings, the Chromebook will enter hibernate mode after one hour.

Changing the language settings

- 1. Select the **Status** area of the shelf in the lower-right corner of the screen.
- 2. Select Settings 🎝 icon.
- 3. Select Advanced.
- 4. Scroll down and select **Language** in the *Languages and input* section.
- 5. Select Add languages to add additional languages.
- 6. To enable a language for keyboard input, under *Input method* select the checkbox next to your desired input method.
- 7. Select Add when finished.

Changing the clock settings

You can change the time format and time zone on your Chromebook. If the date or time is incorrect on your Chromebook, try adjusting the time zone.

To change the time zone:

- 1. Select the **Status** area of the shelf in the lower-right corner of the screen.
- 2. Select Settings 🎝 icon.
- 3. Select Advanced.
- 4. In the *Date and time* section, select the desired time zone from the the drop down box.

Customizing appearance

Customizing the wallpaper

- 1. Select the **Status** area of the shelf in the lower-right corner of the screen.
- 2. Select Settings 🏟 icon.
- 3. In the *Personalization* section, select **Wallpaper** (or right-click your desktop and select **Set wallpaper**).
- 4. To pick your own wallpaper, select **My Images**. To pick Chrome wallpaper, you can browse through the categories in the left column and click an image.

You can also choose **Daily Refresh** to set your wallpaper to cycle through random order daily.

Customizing the theme

- 1. Select Settings from the Chrome Browser .
- 2. In the Appearance section, select Browser themes.
- 3. You'll be taken to the *Chrome Web Store*, where you can find extra resources for the Chrome browser.
- 4. Once you find a theme that you'd like to try out, select it and then select **Add to Chrome**.

Setting up a printer

You can use the *Google Cloud Print* service to send print requests to many types of traditional cabled printer and wireless "cloud ready" printers; however, not all printers are supported.

To learn more about *Google Cloud Print* and how to set up your printer, reference Google's own Chromebook Help to find comprehensive information on this topic. To access Chromebook Help, do the following:

- 1. Press the **Search** key on your keyboard or select the **Launcher** icon.
- 2. Click to select All Apps (or type "Explore").
- 3. Select the **Explore** 🕥 icon.
- 4. Select Help (or type "Printer" in the search box.)

Updating Chrome OS

Automatic update

Each time you turn on your Chromebook, it automatically checks for updates. When an update is available, this update icon 🔿 will appear as a notification in the status area. To apply the update:

- 1. Select the **Status** area of the shelf in the lower-right corner of the screen.
- 2. Select Restart to Update.
- 3. Your Chromebook will shutdown and automatically restart, with the update applied.

Manual update

To manually check for an update or check what version of Chrome OS you are using:

- 1. Select the **Status** area of the shelf in the lower-right corner of the screen.
- 2. Select Settings 🏟 icon.
- 3. Select About Chrome OS from settings at the top left corner.

4. In the dialog that opens, select **Check for updates**. If any updates are available, they will be displayed on the page.

Important

Do not modify your Chromebook's hardware yourself. Doing so will cause the update function to no longer work. Please get in touch with your dealer or an authorized service center. Visit www.acer.com to find an authorized service site.

Resetting your Chromebook

There may be times when you want to reset your Chromebook (for personal example. removing your information and settinas). Completely resetting your Chromebook is known as "Powerwashing", After which basically factory resetting vour computer. is powerwashing, your Chromebook will look like it did out of the box (including all apps that came pre-installed). To powerwash your Chromebook, do the following:

Important

Powerwashing your Chromebook will remove all local settings, data, and programs from your hard drive. Backup any data on your hard drive that is not saved online by moving it to Google Drive and waiting for it to sync.

- 1. Select the **Status** area of the shelf in the lower-right corner of the screen.
- 2. Select Settings 🎝 icon.
- 3. Select Advanced.
- 4. In the Reset settings section, select Powerwash.
- 5. Select Restart.
- 6. In the box that appears, select **Powerwash > Continue**.

HELP

Online and offline help

Additional help is available both online and offline. *Chromebook Help* is installed on your Chromebook and doesn't require internet access. It covers basic troubleshooting as well as more detailed information about Chrome OS and using your Chromebook.



🥖 Note

Some sections in Chromebook Help have web links, which require you to have internet access to view the additional information.

To access Chromebook Help, do the following:

- 1. Press the **Search** key on your keyboard or select the **Launcher** icon.
- 2. Click of to select All Apps (or type "Explore").
- 3. Select the Explore 🕥 icon.

FREQUENTLY ASKED QUESTIONS

Question	Answer
What software works on a Chromebook?	Chromebooks use apps from the Google Play Store and on the web, instead of traditional software applications. There are apps to be productive, get creative, enjoy movies and shows, play games and more.
	Download Chromebook apps from the Google
How do I get more apps?	Play Store app ≽ . Find the app by clicking the
appo.	Launcher icon 🛞 and searching "Play Store".
Can I use Microsoft Office software?	Chromebooks work with Microsoft [®] Word, Excel [®] and PowerPoint [®] . You can download the apps from the Google Play Store or use them on the web. *Additional functionality available with a Microsoft 365 subscription. Microsoft, Excel and PowerPoint are registered trademarks of Microsoft Corporation.
Where can I find my	All your files are stored in the Files app 🔘.
files?	Find the app by clicking the Launcher icon 🛞 and searching "Files".
How do I transfer my local files?	Transfer your local files using a compatible storage device. Your Chromebook works with most external storage devices (e.g.: USB thumb drives, removable hard drives).
Why does my Chromebook need my Google Account information?	You'll use your Google Account to sign in to your Chromebook. It is the same account you use for Google services such as Gmail and Drive. Your Chromebook uses your account information to automatically sign you into apps and services.

Question	Answer
How do I set this up for my child?	If you want to set up parental controls for your child, it's important that you sign in using your child's personal Google Account. If they don't already have one, you can create one during the sign-in process on your Chromebook. You will be able to add your child's school account after you complete device onboarding.

Get help or more information

For information on:	Refer to:
Chromebook Help	Open the Explore app 🚫 on your Chromebook.
Chrome OS	https://support.google.com/chromebook/