

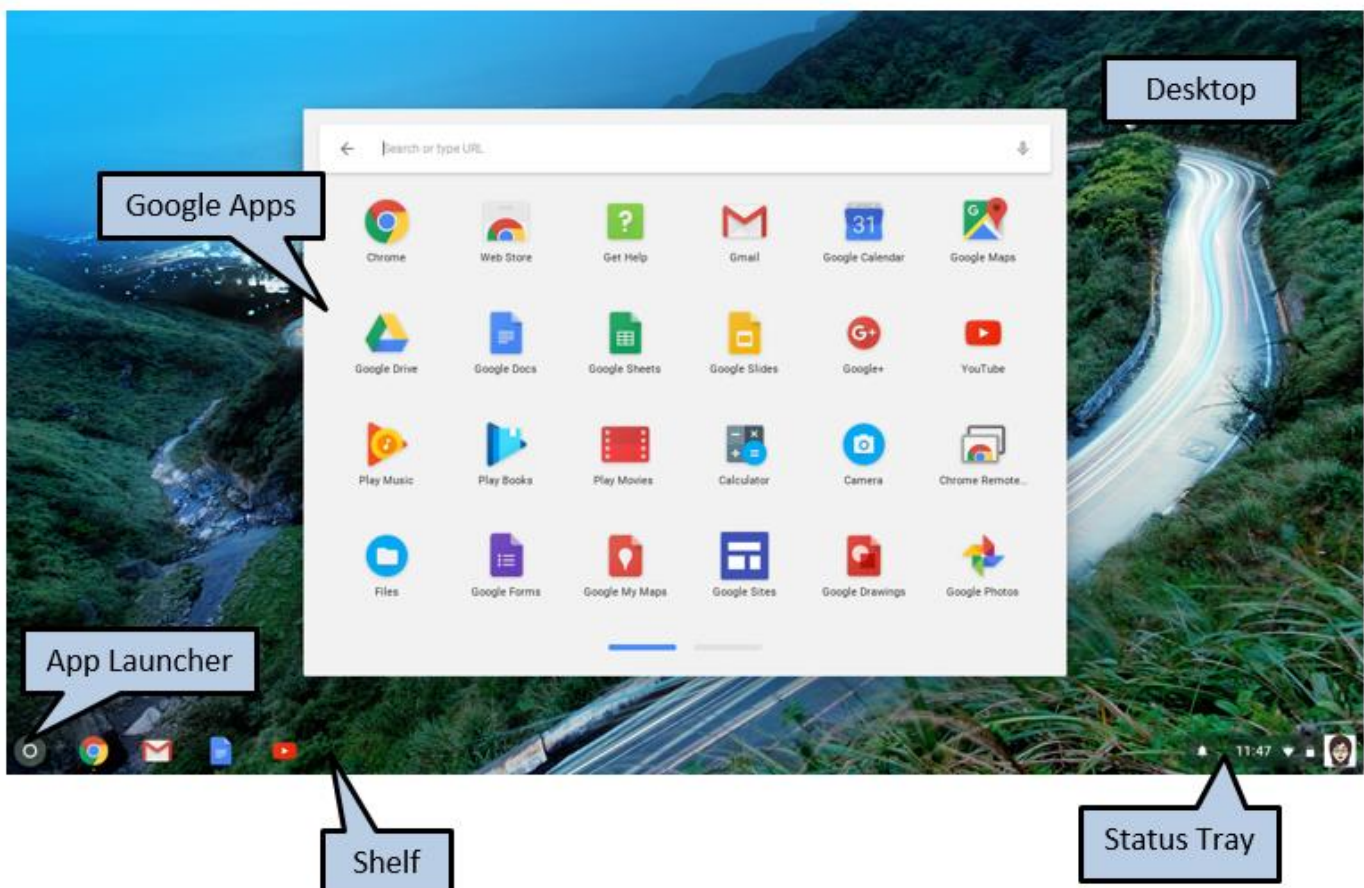
Desktop

Once you log in, you will see the **desktop**. This is the main workspace for your computer. From here, you can open apps, change settings, and browse the Internet.

Chromebook Desktop



To open the **app launcher**, you may click on the **round icon** located on the shelf in the lower left corner of the desktop, or press the search button on your keyboard. The app launcher provides access to all apps on your Chromebook.



Touchpad

A touchpad—also called a trackpad—is a touch-sensitive pad that lets you control the pointer by making a drawing motion with your finger.



| 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. |











Acer Chromebook 14 User's Manual . Retrieved February 15, 2018, from <https://www.acer.com/ac/en/US/content/support-product/6722?b=1>

Touchpad Troubleshooting

If your touchpad stops working, try these steps:

- Make sure there is no dust or dirt on the touchpad.
- Press the **Esc** key several times.
- Drumroll your fingers on the touchpad for ten seconds.
- Turn your Chromebook off, then back on again.
- Perform a hard reset.
- If you have more than one account on your Chromebook, delete the account that has problems with the touchpad, then re-add the account.

Function Keys

| Icon | Function | Description |
|---|-----------------|------------------------------------|
|  | Previous | Go to the previous page. |
|  | Next | Go to the next page. |
|  | Reload | Reload the current page. |
|  | Full-screen | Open the page in full-screen mode. |
|  | Next window | Switch to the next window. |
|  | Brightness down | Decreases the screen brightness. |
|  | Brightness up | Increases the screen brightness. |
|  | Mute | Turns off audio output. |
|  | Volume down | Decreases the volume. |
|  | Volume up | Increases the volume. |

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Note: A typical Chromebook keyboard *does not have* a Caps Lock key or a Delete key.

Alt + Search = Caps Lock

Alt + Backspace = Delete Key

Signing out of Chromebook

Power off your Chromebook

- From your desktop, click your account photo, then click Power .
- Click your account photo, click **Sign out**, then click **Shut down**.
- Press and hold the **Power key** for three seconds.



Sign out

To let someone else use your Chromebook, or to switch accounts:

1. Click your account photo.
2. Click **Sign out**.


Put your Chromebook to sleep

To save battery power while keeping your Chromebook on, you can put it to sleep by closing the lid.

Wake up from sleep

Open the lid, then press any key or swipe the touchpad.

Turn on Wi-Fi

1. Turn on your Chromebook.
2. Click your account photo.
3. Click No network 



Note: If you see "Connected to" and your Wi-Fi network name, your Chromebook is already connected to Wi-Fi.

4. To turn on Wi-Fi, click the switch.
5. Your Chromebook will automatically look for available networks and show them to you in a list.

Chromebook Apps

| Task | Recommended Chromebook app | Similar software |
|---------------------------|--|------------------------------|
| Create a document | Docs | Word |
| Create a spreadsheet | Sheets | Excel |
| Create a presentation | Slides | PowerPoint |
| Take a note | Google Keep | Notepad, Notes |
| Organize and play music | Google Play Music | iTunes, Windows Media Player |
| Edit a photo | Open image from Files app or use Google Drawings | GIMP |
| Make calls and video chat | Hangouts | Skype |
| Write an email | Gmail | Outlook, Yahoo |
| Organize your calendar | Calendar | Outlook |
| Find and save files | Files or Google Drive | My Computer, Finder |

Find apps for your Chromebook - Chromebook Help. Retrieved February 15, 2018, from <https://support.google.com/chromebook/answer/1056325?hl=en>

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