

# Acer 731 Chromebook

## PORTS



**AC Power Adaptor Port & Power light** are located on the left bottom side of the device. The power light will shine orange to indicate that the battery is charging.

**USB PORT** can be used for a mouse attachment, separate keyboard attachment or USB flash drive.

The 3.5 mm **HEADPHONE PORT** is located on the left side. This port will fit any standard headphones. Also, if your headphones are equipped with a microphone you will only need to plug the headphones in and both headphones and microphone will work.

## KEYBOARD

POWER  
BUTTON



The top level of keys and what they do:  
(FROM LEFT TO RIGHT)

- Esc (Escape): the usual get-out-of-trouble key
- Back: go back one page
- Forward: go forward one page
- Refresh: refresh your page
- Full Page: toggle the current page to take up the full screen
- Show Windows: show all the open windows on the screen; if you have more than one virtual desktop, they be shown on top of the screen
- Brightness down
- Brightness up
- Mute
- Lower volume
- Raise volume

## Trackpad & Keyboard Shortcuts

### Trackpad:

**Tap or Click** can be changed in settings.

Settings can be found in the status bar. Look for the gear icon.

**Right Click:** Use two fingers to tap/click trackpad.




Two fingers to **scroll up or down** on the screen.


Three fingers swipe down will open up **overview**.  
**(multitasking)**

Swipe left or right to **move between tabs**.

Three fingers tap/click on tab to close.

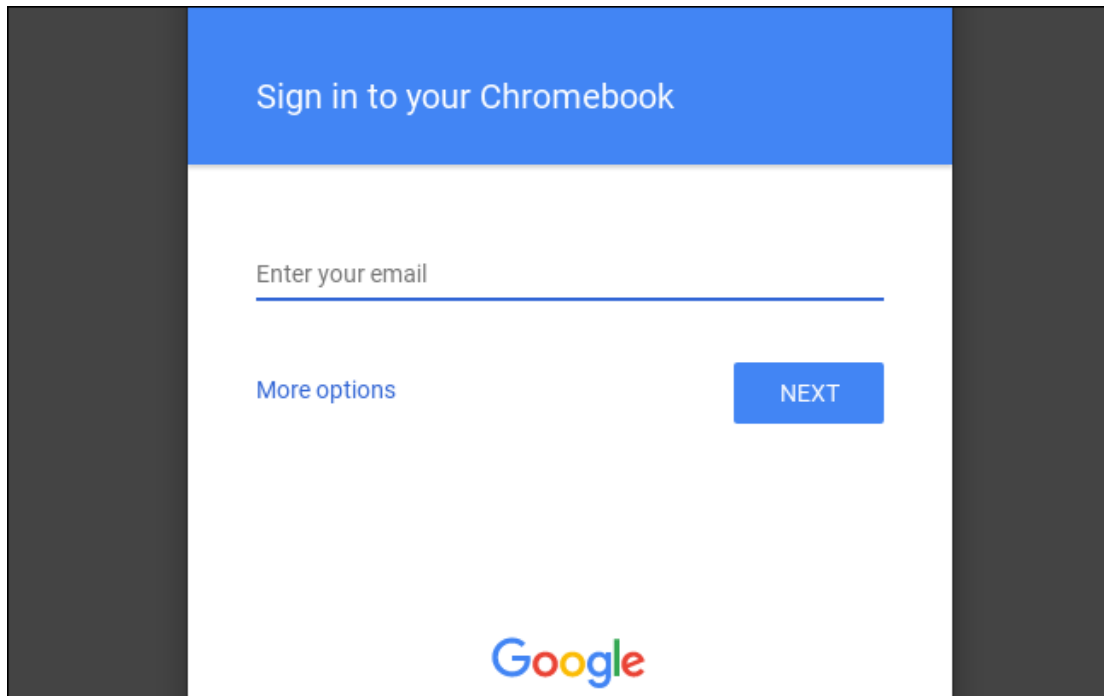
## Keyboard:

←	Back	⚙️	Decrease brightness	Ctrl - 	Take screenshot	Alt - 	Toggle caps lock
→	Forward	🔇	Mute	Ctrl - -:	Zoom out	Alt - Shift:	Cycle through input methods
🔄	Reload page	🔊	Volume down	Ctrl - +:	Zoom in	Alt - [:	Dock window left
🖥️	Full screen	🔊	Volume up	Ctrl - 0:	Reset zoom	Alt - ]:	Dock window right
🖥️	Switch window	🔌	Power off/Lock screen	Ctrl - D:	Bookmark current page	Alt - ← :	Back
⚙️	Increase brightness	🔍	Search	Ctrl - R:	Reload page	Alt - → :	Forward
				Ctrl - N:	Open a new window	Alt - ↑ :	Page up
				Ctrl - M:	Minimize window	Alt - ↓ :	Page down
				Ctrl - W:	Close tab	Alt - 	Switch primary monitor
				Ctrl - ?:	Start Help	Shift - Esc:	Start the task manager

Ctrl - Shift - Q:	Sign out	Alt - Shift - M:	Start the file manager
Ctrl - Shift - 	Rotate screen		

## Signing into Your Device

Upon opening your device, you will be greeted with the following screen:



The email that you enter *MUST* be your **@Middleboro.k12.ma.us** to sign into the device.

After entering your full school email address, click NEXT  
You'll then be asked for your school email address password.


You *MUST* be connected to **WiFi** for the device to accept your email address and password.

## Connecting to WiFi

The bottom right corner of the screen will show you:

- Time
- Battery
- **WiFi**

This is called the ***STATUS BAR***.

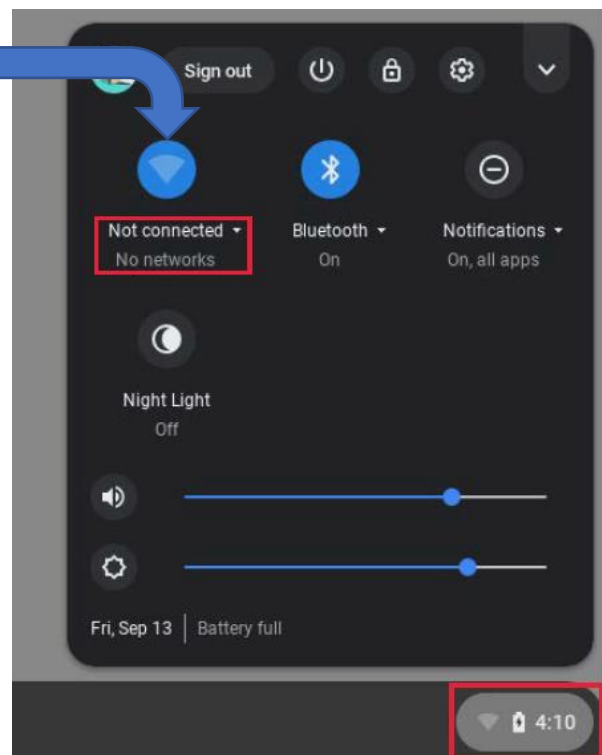
By selecting the WiFi symbol  you will be taken to the WiFi options where you will be able to connect to your WiFi Network.

Select: *Not Connected.*

*Note:* If you see your Wi-Fi network name and a signal strength, your Chromebook is already connected to WiFi.

Turn on WiFi.

Your Chromebook will automatically look for available networks and show them to you in a list.



Once connected to a WiFi network you will be able to see the device's strength to that network here.

WiFi strength depends on a few factors:

1. Internet speeds and WiFi router strength.
2. How far you are from the WiFi router.
3. Age and construction of housing.

For best results find a location not too far from your router where you have had success before.

### **Lock Your Device**

Lock your Chromebook If you need to temporarily leave your Chromebook, lock it so others cannot tamper with your settings or files.

Step 1. Click the status bar.

Step 2. Click the lock icon.