



E17311

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IN SEARCH OF INCREDIBLE

E-Manual



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Table of Contents

About this manual.....	7
Conventions used in this manual	8
Typography.....	8
Safety precautions.....	9
Using your Chromebook.....	9
Caring for your Chromebook	10
Proper disposal.....	11
Battery safety information.....	12

Chapter 1: Hardware Setup

Getting to know your Chromebook.....	16
Top View.....	16
Bottom View	19
Right View.....	21
Left View.....	22

Chapter 2: Using your Chromebook

Getting started	26
Charge your Chromebook.....	26
Using the touchpad	29
Using the keyboard.....	34

Chapter 3: Working with Chromebook

Starting for the first time.....	36
Sign-in area	37
Browse as Guest	37
User account.....	38
Using your desktop.....	39
Apps list.....	39
Status area.....	41
Night Light	44
Connecting to the Internet	45
Enabling your Wi-Fi connection	45
Switching to a new Wi-Fi network connection	45
Adding a network connection.....	46
Google Chrome.....	48
Printing documents	50
Saving PDF files.....	50
Google Cloud Print.....	52
Managing your files	57
Files app.....	57
Google Drive	61
Resetting your Chromebook.....	65
Using Powerwash.....	65
Turning your Chromebook off.....	67
Using Chromebook.....	67
Using the power button on your Chromebook.....	67
Tips and FAQs	
Useful tips for your Chromebook.....	70
Hardware FAQs	71
Software FAQs.....	73

Appendices

Internal Modem Compliance	76
Overview.....	76
Network Compatibility Declaration	77
Non-Voice Equipment.....	77
Coating Notice.....	79
Federal Communications Commission Interference Statement	80
FCC Radio Frequency (RF) Exposure Caution Statement	81
RF Exposure Information (SAR).....	81
Compliance Statement of Innovation, Science and Economic Development Canada (ISED)	82
Déclaration de conformité de Innovation, Sciences et Développement économique Canada (ISED)	82
Radio Frequency (RF) Exposure Information	83
Informations concernant l'exposition aux fréquences radio (RF)	83
UL Safety Notices.....	84
Power Safety Requirement.....	85
TV Notices	85
Macrovision Corporation Product Notice	85
Prevention of Hearing Loss	85
Nordic Lithium Cautions (for lithium-ion batteries).....	86
CTR 21 Approval (for Chromebook with built-in Modem)	87
Declaration of Compliance for Product Environmental Regulation.....	89
EU REACH and Article 33.....	89
EU RoHS.....	89

Japan JIS-C-0950 Material Declarations	89
India RoHS.....	89
Vietnam RoHS	90
ASUS Recycling/Takeback Services.....	90
Rechargeable Battery Recycling Service in North America.....	90
Ecodesign Directive	90
ENERGY STAR Qualified Product	91
EPEAT Registered Products	91
Regional notice for Singapore	92
Notices for removable batteries.....	92
Avis concernant les batteries remplaçables.....	92
Simplified EU Declaration of Conformity	93
RF Exposure Information (SAR) - CE	94

About this manual

This manual provides information about the hardware and software features of your Chromebook, organized through the following chapters:

Chapter 1: Hardware Setup

This chapter details the hardware components of your Chromebook.

Chapter 2: Using your Chromebook

This chapter shows you how to use the different parts of your Chromebook.

Chapter 3: Working with Chromebook

This chapter provides an overview of using the Chromebook.

Tips and FAQs

This section presents some recommended tips, hardware FAQs, and software FAQs you can refer to for maintaining and fixing common issues with your Chromebook.

Appendices

This section includes notices and safety statements for your Chromebook.

Conventions used in this manual

To highlight key information in this manual, some text are presented as follows:

IMPORTANT! This message contains vital information that must be followed to complete a task.

NOTE: This message contains additional information and tips that can help complete tasks.

WARNING! This message contains important information that must be followed to keep you safe while performing tasks and prevent damage to your Chromebook's data and components.

Typography

Bold = This indicates a menu or an item that must be selected.

Italic = This indicates sections that you can refer to in this manual.

Safety precautions

Using your Chromebook



This Chromebook should only be used in environments with ambient temperatures between 5°C (41°F) and 35°C (95°F).



Refer to the rating label on the bottom of your Chromebook and ensure that your power adapter complies with this rating.



Your Chromebook can get warm to hot while in use or while charging the battery pack. Do not leave your Chromebook on your lap or near any part of your body to prevent injury from heat. When working on your Chromebook, do not place it on surfaces that can block the vents.



Do not use damaged power cords, accessories, and other peripherals with your Chromebook.



While powered on, ensure that you do not carry or cover your Chromebook with any materials that can reduce air circulation.



Do not place your Chromebook on uneven or unstable work surfaces.



You can send your Chromebook through x-ray machines (used on items placed on conveyor belts), but do not expose them to magnetic detectors and wands.



Contact your airline provider to learn about related in-flight services that can be used and restrictions that must be followed when using your Chromebook in-flight.

Caring for your Chromebook



Disconnect the AC power and remove the battery pack (if applicable) before cleaning your Chromebook. Use a clean cellulose sponge or chamois cloth dampened with a solution of nonabrasive detergent and a few drops of warm water. Remove any extra moisture from your Chromebook using a dry cloth. Keep any liquids from entering the chassis or keyboard gap to prevent short circuit or corrosion.



Do not use strong solvents such as thinners, benzene, or other chemicals on or near your Chromebook.



Do not place objects on top of your Chromebook.



Do not expose your Chromebook to strong magnetic or electrical fields.



Do not use or expose your Chromebook near liquids, rain, or moisture.



Do not expose your Chromebook to dusty environments.



Do not use your Chromebook near gas leaks.



Do not place active electronic devices close to your Chromebook to avoid electromagnetic wave interference to the display panel.

Proper disposal



Do not throw your Chromebook in municipal waste. This product has been designed to enable proper reuse of parts and recycling. The symbol of the crossed out wheeled bin indicates that the product (electrical, electronic equipment and mercury-containing button cell battery) should not be placed in municipal waste. Check local regulations for disposal of electronic products.



Do not throw the battery in municipal waste. The symbol of the crossed out wheeled bin indicates that the battery should not be placed in municipal waste.

Battery safety information

Battery protection

- Frequently charging a battery under high voltage may shorten the battery life. To protect the battery, once the battery is fully charged, the system may stop charging when the battery power is between 90% and 100%.

NOTE: The initiate battery power charging capacity is usually set between 90% and 99%. Actual value may vary by models.

- Charging or storing a battery in high ambient temperatures may result in permanent damage to the battery power capacity and rapidly shorten battery life. If the battery temperature is too high, the system may reduce the battery power charging capacity or even stop charging to protect the battery.
- Battery power capacity may drop even when your device is powered off and disconnected from the AC power. This is normal as the system still draws a small amount of power from the battery.

Standard battery care

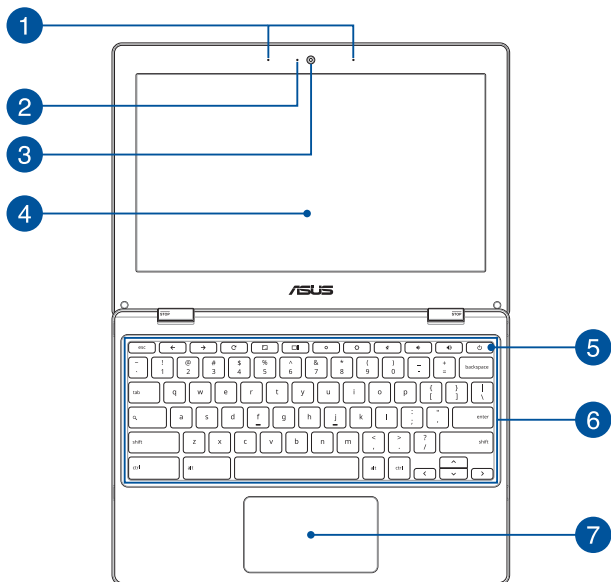
- If you are not using your device for a long period of time, ensure to charge the battery power to 50% then power off your device and disconnect the AC power adapter. Recharge the battery power to 50% every three months to avoid over-discharging and prevent damage to the battery.
- Do not leave your battery in damp environments. Exposure to damp environments may increase the battery over-discharging rate. Low temperature environment may damage the chemicals inside the battery while high temperature or overheating may result in a risk of explosion.
- Do not place your device or battery pack near radiators, fireplaces, furnaces, heaters, or any sources of heat with temperature exceeding 60°C (140°F). High temperature surrounding environment may result in an explosion or leakage that may cause fire.

Chapter 1: ***Hardware Setup***

Getting to know your Chromebook

Top View

NOTE: The keyboard's layout may vary per region or country. The top view may also vary in appearance depending on the Chromebook model.



1 Array microphones

The array microphones feature echo canceling, noise suppression, and beam forming functions for better voice recognition and audio recording.

2 Camera indicator

The camera indicator lights up when the built-in camera is in use.

3 Camera

The built-in camera allows you to take pictures or record videos using your Chromebook.

4 Display panel

This high-definition display panel provides excellent viewing features for photos, videos, and other multimedia files on your Chromebook.

5 Power button

Press the power button to turn your Chromebook on or off. You can also use the power button to put your Chromebook to sleep or hibernate mode and wake it up from sleep or hibernate mode.

In the event that your Chromebook becomes unresponsive, press and hold the power button for at least four (4) seconds until your Chromebook shuts down.

6 Keyboard

The keyboard provides full-sized QWERTY keys with a comfortable travel depth for typing. It also enables you to use the function keys and controls other multimedia functions.

NOTE: The keyboard layout differs by model or territory.

7 Touchpad

The touchpad allows the use of multi-gestures to navigate onscreen, providing an intuitive user experience. It also simulates the functions of a regular mouse.

NOTE: For more details, refer to the *Using the touchpad* section in this manual.

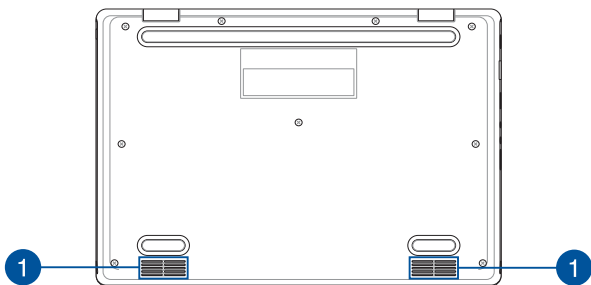
Bottom View

NOTE: The bottom view may vary in appearance depending on model.

WARNING! Your Chromebook can get warm to hot while in use or while charging the battery pack. Do not leave your Chromebook on your lap or near any part of your body to prevent injury from heat. When working on your Chromebook, do not place it on surfaces that can block the vents.

IMPORTANT!

- Battery time varies by usage and by the specifications for this Chromebook. The battery pack cannot be disassembled.
 - Purchase components from authorized retailers to ensure maximum compatibility and reliability. Consult an ASUS service center or authorized retailers for product service or assistance on proper disassembly or assembly of the product.
-



1 Audio speakers

The built-in audio speakers allow you to hear audio straight from your Chromebook. Audio features are software-controlled.

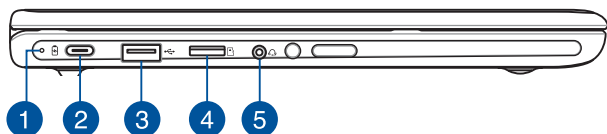
Right View



1 Kensington® security slot

The Kensington® security slot allows you to secure your Chromebook using Kensington® compatible Chromebook security products.

Left View



1 Two-color battery charge indicator

The two-color LED provides a visual indication of the battery's charge status. Refer to the following table for details:

Color	Status
Solid White	The Chromebook is plugged to a power source and the battery power is between 95% and 100%.
Solid Orange	The Chromebook is plugged to a power source, charging its battery, and the battery power is less than 95%.
Solid White	The Chromebook is running on battery mode.

2

USB 2.0 Type-C®/DisplayPort/Power (DC) input combo port

The USB (Universal Serial Bus) port is compatible with USB 2.0 or USB 1.1 devices such as keyboards, pointing devices, flash disk drives, external HDDs, speakers, cameras and printers. Use a USB Type-C® adapter to connect your Chromebook to an external display. Insert the bundled power adapter into this port to charge the battery pack and supply power to your Chromebook.

NOTE: Transfer rate of this port may vary per model.

WARNING! The adapter may become warm to hot while in use. Do not cover the adapter and keep it away from your body while it is connected to a power source.

IMPORTANT! It may take longer to fully charge your Chromebook through a low-voltage power source. Use only the bundled power adapter to charge the battery pack and supply power to your Chromebook.

3

USB 2.0 port

The USB (Universal Serial Bus) port is compatible with USB 2.0 or USB 1.1 devices such as keyboards, pointing devices, flash disk drives, external HDDs, speakers, cameras and printers.

4

MicroSD card slot

This built-in memory card reader slot supports microSD card formats.

5

Headphone/Headset jack

This port allows you to connect amplified speakers or headphones. You can also use this port to connect your headset.

NOTE: This port does not support three-conductor 3.5 mm microphones.

Chapter 2: ***Using your Chromebook***

Getting started

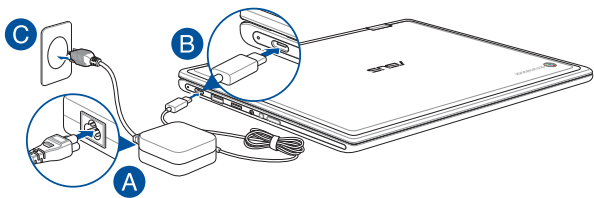
Charge your Chromebook

- Connect the AC power cord to the AC/DC adapter.
- Connect the DC power connector into your Chromebook's power (DC) input port.
- Plug the AC power adapter into a 100V~240V power source.



Charge the Chromebook for **3 hours** before using it in battery mode for the first time.

NOTE: The power adapter may vary in appearance, depending on models and your region.



IMPORTANT!

Power adapter information:

- Input voltage: 100-240Vac
 - Input frequency: 50-60Hz
 - Rating output current: 3A (45W)
 - Rating output voltage: 15V
-

IMPORTANT!

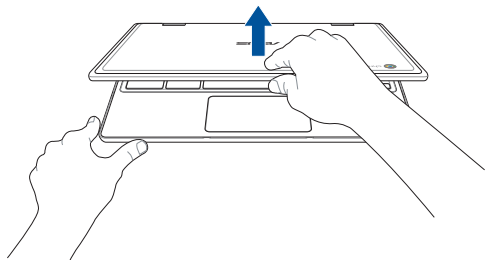
- Locate the input/output rating label on your Chromebook and ensure that it matches the input/output rating information on your power adapter. Some Chromebook models may have multiple rating output currents based on the available SKU.
 - Ensure that your Chromebook is connected to the power adapter before turning it on for the first time. Always plug the power cord into a wall socket without using any extension cords. For your safety, connect this device to a properly grounded electrical outlet only.
 - The socket outlet must be easily accessible and near your Chromebook.
 - To disconnect your Chromebook from its main power supply, unplug your Chromebook from the power socket.
-

WARNING!

Read the following precautions for your Chromebook's battery:

- Only ASUS-authorized technicians should remove the battery inside the device (for non-removable battery only).
 - The battery used in this device may present a risk of fire or chemical burn if removed or disassembled.
 - Follow the warning labels for your personal safety.
 - Risk of explosion if battery is replaced by an incorrect type.
 - Do not dispose of in fire.
 - Never attempt to short-circuit your Chromebook's battery.
 - Never attempt to disassemble and reassemble the battery (for non-removable battery only).
 - Discontinue usage if leakage is found.
 - The battery and its components must be recycled or disposed of properly.
 - Keep the battery and other small components away from children.
-

Lift to open the display panel and your Chromebook will turn on automatically



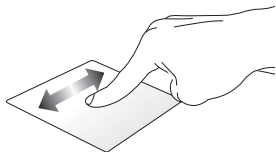
NOTE: You can also press the power button to turn your Chromebook on or off.

Using the touchpad

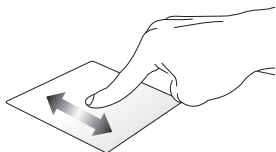
Moving the pointer

You can tap anywhere on the touchpad to activate its pointer, then slide your finger on the touchpad to move the pointer onscreen.

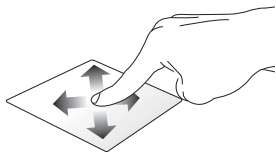
Slide horizontally



Slide vertically

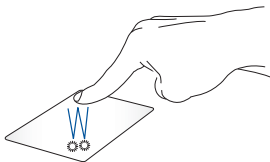


Slide diagonally



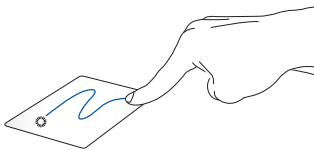
One-finger gestures

Tap/Double-tap



- Tap an app to select it.
- Double-tap an app to launch it.
- Double-tap on an active screen to minimize or maximize it on your display panel.

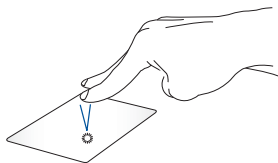
Drag and drop



Tap on an active screen then slide the same finger without lifting it off the touchpad. To drop the screen to its new location, lift your finger from the touchpad.

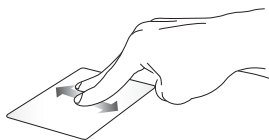
Two-finger gestures

Tap



Tap two fingers on the touchpad to simulate the right-click function.

Two-finger scroll (up/down)



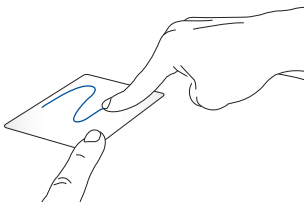
Slide two fingers to scroll up or down.

Two-finger scroll (left/right)



Slide two fingers to scroll left or right.

Drag and drop



Select an item then press and hold the touchpad. Using your other finger, slide on the touchpad to drag the item, lift your finger off the button to drop the item.

Three-finger gestures

Swipe left/Swipe right



If you opened multiple tabs on your web browser, swipe three fingers left or right to switch between these tabs.












Swipe up



Swipe up to see an overview of all the screens currently opened on Chromebook.

Using the keyboard

The following shortcut keys on your Chromebook's keyboard can be used to launch programs and functions while using your Chromebook.

	Goes back to the previous page
	Moves to the next page
	Reloads your current web page
	Activates full-screen mode for the currently opened screen
	Switches to the next window
	Decreases display brightness
	Increases display brightness
	Turns off the speaker volume
	Turns down the speaker volume
	Turns up the speaker volume
	Activates the search box

Chapter 3: ***Working with Chromebook***

Starting for the first time

When you start your Chromebook for the first time, please follow the series of following steps to configure your Chromebook:

1. Press the power button on your Chromebook. Wait until the setup screen appears.
2. From the setup screen, select your preferred option from the drop-down button beside the following items:
 - Select your language
 - Select your keyboard

Once finished, click/tap **Let's go**.

3. Select a network then click/tap **Next**.
4. Carefully read the **Chrome OS Terms** then click/tap **Accept and continue**.
5. In the following sign-in screen, input the **Email** and **Password** of your Google account. If you don't have a Google account yet, click/tap **More options** > **Create account**.

If you want to skip this sign-in process, you may also click/tap **More options** > **Guest mode** to proceed.

6. Once the setup process is complete, the web browser is launched and you may start working on Chromebook.

Sign-in area

After turning on your Chromebook, the sign-in screen appears so you can choose to work on Chromebook using either of the following options:

IMPORTANT! Ensure you have Internet connection before choosing any of the following sign-in options.

Browse as Guest

This option is recommended if you simply want to browse online or let others use your Chromebook. Downloaded files, browser history, and cookies are not stored once you sign out as guest.

User account

Use this option to access apps and other programs offered in Chromebook and save downloaded files, apps, and browser histories right into your user account.

Signing in to your user account

Select the user account you want to use then type your password on the **Password** field.

Adding a user account

Refer to the following steps if you want to add a new user account:

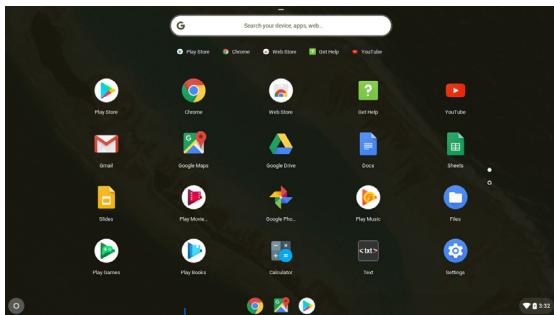
1. Click/Tap **Add Person** on the bottom part of the sign-in area.
2. In the following screen, input the new **Email** and **Password** you would like to add as a user account. Your email account must be Gmail. To create a new Google account, click/tap **More options** > **Create account**.
3. Press Enter to continue.

Using your desktop

Apps list

Start working on your Chromebook by launching apps that can be accessed after signing in to your user account. These apps enable a variety of functions that can help you maximize the features of your Chromebook.

To launch the apps list, click/tap  on the launcher.




Apps launcher icon

Launcher

Adding apps on the launcher

To add more apps on the launcher:

1. Click/Tap .
2. Right-click on the apps you want to add on the launcher then select **Pin to shelf**.

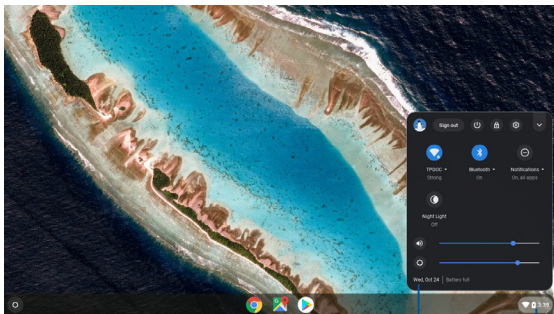
Deleting apps from the launcher

To delete any of the apps you currently have on the launcher:

1. Right-click on the apps you want to delete.
2. Select **Unpin**.

Status area

At a glance, the status area displays an overview of your Google user account information. It also allows you to change the settings of your Chromebook and your current user account.



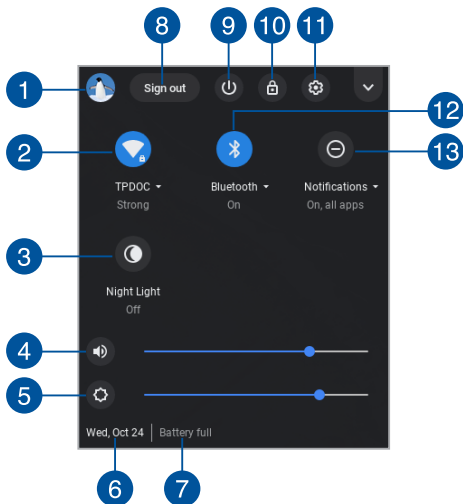
Status area

Click/Tap to launch
the status area

Launching the status area

To launch the status area, click/tap anywhere on the status area box on the lower right corner of your desktop screen.

Inside the status area



1 User account

This shows the currently used Google user account.

2 Network

Click/Tap this option to view your current network connection, available network connections, and the network settings.

3 Night Light

Click/Tap this option to turn the night light on or off.

4 Volume

Drag the volume slider to the left or to the right to turn the volume up or down on your Chromebook.

- 5 Brightness**
Drag the brightness slider to the left or to the right to adjust brightness.
- 6 Date and time**
Click/Tap this option if you want to adjust the date and time settings of your Chromebook.
- 7 Battery status**
This shows the current battery life percentage of your Chromebook. It also calculates the remaining time before your battery becomes discharged or fully-charged again.
- 8 Sign out**
Click/Tap this option to sign out from the current user account.
- 9 Shutdown**
Click/Tap this option to sign out of your current log in session and turn off your Chromebook.
- 10 Lock**
Click/Tap this option to lock your current session and return to the sign in area.
- 11 Settings**
Click/Tap this option to access your Chromebook settings.
- 12 Bluetooth**
Click/Tap this option to enable or disable your Bluetooth feature and manage other Bluetooth devices.
- 13 Notifications**
Click/Tap this option to turn the notifications on or off.

Night Light

Turning on Night Light reduces blue light emission and helps to protect your eyes. You may drag the slider to adjust the color temperature. The warmer the color temperature is, the less blue light is scattered.

NOTE: For more details on turning on and adjusting Night Light settings, please go to <https://support.google.com/chromebook/answer/9145848>.

With Night Light on and Color temperature set to the warmest, your Chromebook is compliant with TÜV Low Blue Light Certification.

Please refer to the following tips to alleviate eye strain:

- Take some time away from the display if working for long hours. It is advised to take short breaks (at least 5 minutes) after around 1 hour of continuous working at the computer. Taking short and frequent breaks is more effective than a long break.
- To minimize eye strain and dryness, rest your eyes periodically by focusing on objects that are far away.
- Eye exercises help to reduce eye strain. Practice the following exercises often:

(1) Look up and down repeatedly

(2) Slowly roll your eyes

(3) Move your eyes diagonally

If eye strain persists, please consult a physician.

Connecting to the Internet

Internet connection is a must for you to work on Chromebook. Connect to the Internet wirelessly using a Wi-Fi connection.

Enabling your Wi-Fi connection

To enable your Wi-Fi connection:

1. Launch the status area.
2. Select **No networks** to automatically enable your Wi-Fi connection.


Switching to a new Wi-Fi network connection

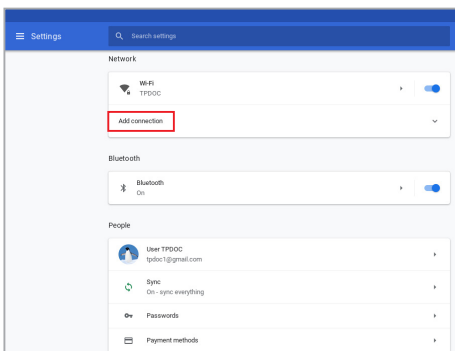
By default, your Chromebook uses the Wi-Fi network you chose during the setup process when you used your device for the first time. In case you need to choose a new network connection, refer to the following steps:

1. Launch the status area.
2. Select your current Wi-Fi network connection.
3. Select your new Wi-Fi network connection from the current list of networks then type in the corresponding password, if necessary.

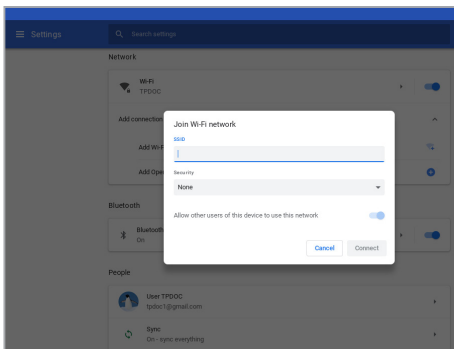
Adding a network connection

To add a new network connection to your list of networks:

1. Launch the status area.
2. Click/Tap .
3. Under **Network**, select **Add connection**.



4. Choose **Add Wi-Fi...** then input the necessary details to setup your new network connection.



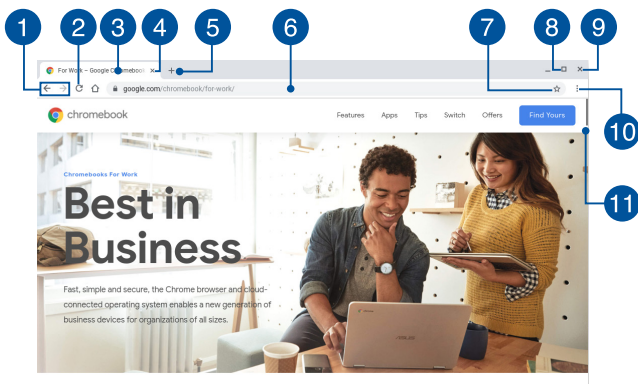
5. Click/Tap **Connect** to start connecting to the Internet using this new network connection.

Google Chrome

The Chrome browser is your main tool to go online. Aside from the Internet, Chrome also displays most of the applications launched in the Chromebook.

To launch Chrome, click/tap  on the launcher.

Inside Chrome




1 Previous and next web page icons

Press these icons to go back to the previous page or go to the next web page.

2 Reload

Click/Tap this to reload the current web page.

- 3 Tab**
The tab allows you to launch multiple sites or applications on Chrome.
- 4 Close**
Click/Tap this option to close the current tab.
- 5 New tab**
Click/Tap this option to launch a new tab on Chrome.
- 6 Address bar**
The address bar displays the current file path or website address of the tab you are viewing. You may also use the address bar to search the web by typing down your search word then press .
- 7 Bookmark**
Click/Tap this to bookmark the current web page you are viewing.
- 8 Minimize/maximize**
Click/Tap this to maximize or minimize Chrome.
- 9 Close**
Click/Tap this to close Chrome.
- 10 Settings**
Click/Tap to customize the settings of Chrome.
- 11 Scroll bar**
Move this bar up or down to scroll up or down the web page.

Printing documents

Using the print feature of your Chromebook, you can save files in PDF format or create hard copies via Google Cloud Print.

Saving PDF files

To save your file in PDF format:

1. Open the file you want to print then press ctrl + p.
2. Select the settings you want to modify then click/tap **Next**.

