

Chromebook Quick Tips

Follow these quick tips to more effectively use your Chromebook.

Touchpad Tips

Right-click. Press two fingers on the touchpad

Scroll. Place two fingers on the touchpad. Move up and down for vertical scrolling; move left and right for horizontal scrolling.

Move between web pages. Swipe left or right on the touchpad with two fingers to view previous or next web pages you have viewed.

Drag and drop. Select an item with one finger. Use your second finger to move the item.

Keyboard Tips

Discover keyboard shortcuts.

1. Press **Ctrl-Alt-?**.
2. Press the **Ctrl**, **Alt**, **Shift** or **Search** (the magnifying glass) keys to see their shortcuts.
3. Press **Esc** to exit the shortcuts window.

Delete key. Press **Alt-Backspace** to delete items.

Caps Lock. Press **Alt-Search** to enable and disable caps lock.

Zoom In. Press **Ctrl-Plus (+)**.

Zoom out. Press **Ctrl-Minus (-)**.

Scroll vertically. Press either the **Alt-Up Arrow/Down Arrow** keys.

Scroll horizontally. Press either the **Alt-Left Arrow/Right Arrow** keys.

Close a tab window. Press **Ctrl-W**.

History. Press **Ctrl-H**.

Bookmark manager. Press **Ctrl-Shift-O**.

Mirror your display. Press **Ctrl-Mirror** keys. Use this when your Chromebook is connected to a projector.



Screen Snapshots

Entire Screen. Press **Ctrl-Window Switcher** keys.



Specific area:

1. Press **Ctrl-Shift-Windows Switcher** keys. The cursor will change to a plus sign.



2. Draw a box around the area to be captured.
3. The capture will automatically save to the **Downloads** folder. A notice will also appear in the Status Area in the bottom-right corner of the screen.

Add screen snapshot to a document.

1. Open a Document.
2. Select **Insert > Image**.
3. Click **Choose an image to upload**.
4. Select the image from your **Downloads** folder.

Copy and move a screen snapshot.

1. Click **Upload > Files** in Google Drive.
2. Select the file(s) in the **Downloads** folder.
3. Click **Open**.

View the Downloads folder.

1. Click **Apps** in the bottom-left corner of the screen (the nine dots).
2. Click **Files**.
3. The **Downloads** folder should appear.

Language

Add and remove languages. You can also change display languages and spell check features.

1. Click **Settings > Show Advanced Settings**.
2. Click **Language and input settings** in the Languages section.
3. Click **Add**.
4. Select the appropriate language from the drop menu.
5. Click the appropriate **Input Method** (Spanish keyboard, for example). Click **OK**.
6. Click **Done**.

The current keyboard will appear in the bottom right (US or ES for example).

Press **Alt-Shift** to switch between languages.

Press **Ctrl-Space** to select the previous input method.

Spanish Characters

Switch to the Spanish keyboard. ES will appear in the bottom-right corner of the screen.

Tilde n: press the **Semicolon** key (automatically types ñ).

Accent: press **Right Bracket [** and type a, e, i, o, u. You do not have to hold down the right bracket key.

Inverted exclamation mark: type **Equal** sign.

Inverted question mark: press **Shift** and **Plus** keys.