


















Chromebook Keyboard and Touchpad Short-Cuts

The Basics

Right-click	Use two fingers to click the touchpad
Right-click a link	Press Alt and click a link
Caps Lock	Press Search  + Alt
Search the current page	Ctrl + f
Control your microphone volume	<ol style="list-style-type: none"> 1. At the bottom right, select the time. 2. Next to the volume slider, select Audio settings . 3. Under "Input," drag the microphone slider left or right. <p>Tip: To mute the volume, select Microphone .</p>
Change your speaker volume	<ol style="list-style-type: none"> 1. At the bottom right, select the time. 2. Drag the volume slider left or right. <p>Tip: To mute the volume, select Volume .</p> <ol style="list-style-type: none"> 3. To find your output settings, select Audio settings . 4. Under "Output," the device in use will have a green check to the right.
See all keyboard shortcuts:	Press Ctrl + Alt + / (forward slash).
Copy selected content to the clipboard	Ctrl + c
Cut	Ctrl + x
Paste content from the clipboard	Ctrl + v
Paste content from the clipboard as plain text	Shift + Ctrl + v
Undo your last action	Ctrl + z
Redo your last action	Shift + Ctrl + z
Open link in a new tab	Hover over a link and tap with three fingers.
Zoom	Place two fingers on the touchpad and move them closer and further away from each other to zoom in and out.

Scroll on a page or document	Place two fingers anywhere on the touchpad and move them up and down to scroll vertically. To scroll horizontally, move two fingers left and right.
Back/forward page	To go back to a previous page, swipe to the left with two fingers. To go forward a page, swipe to the right with two fingers.
View all windows	Swipe up or down with three fingers.
Tabs and Windows	
Screenshot	Press the Screenshot key 
Take a partial screenshot	Press Alt + Screenshot  , then click and drag.
Switch quickly between windows	Press & hold Alt, tap Tab until you get to the window you want to open, then release.
Open the link in a new window	Press Shift and click a link
Open the link in the tab	Drag the link to the tab's address bar
Open the link in a new tab	Drag the link to a blank area on the tab strip
Dock a window on the left	Alt + [(left square bracket)
Dock a window on the right	Alt +] (right square bracket)
Page and Web Browser	
Zoom in on the page	Ctrl and +
Zoom out on the page	Ctrl and - (minus)
Reset zoom level	Ctrl + 0
Scroll down the web page	Space bar
Go to top of page	Ctrl + Alt + Up arrow 
Save the link as a bookmark	Drag link to bookmarks bar
Save your current webpage as a bookmark	Ctrl + d

Save all open pages in your current window as bookmarks in a new folder	Shift + Ctrl + d
Perform a Google search	Ctrl + k (or) Ctrl + e
Show or hide the bookmarks bar	Shift + Ctrl + b
Open the History page	Ctrl + h
Open the Downloads page	Ctrl + j
System and Display Settings	
Open the Files app	Shift + Alt + m
Change screen resolution	Shift + Ctrl and + or - (minus)
Reset screen resolution to default	Shift + Ctrl + 0
Text Editing	
Select everything on the page	Ctrl + a
Select text to the end of the line	Search  + Shift + Right arrow 
Select text to the beginning of the line	Search  + Shift + Left arrow 
Accessibility	
Turn ChromeVox (spoken feedback) on or off	Ctrl + Alt + z
Turn on high contrast mode	Search  + Ctrl + h
Magnify your whole screen	Ctrl + Search  + m
Magnify part of your screen	Ctrl + Search  + d
Open right-click menu for highlighted item	Search  + Shift + Increase volume 

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