

# Chromebook Cheat Sheet

## Quick Tips to keep you rockin'!

- [1\) Power](#)
- [2\) Connecting to the Internet](#)
- [3\) Logging in](#)
- [4\) Touchpad Navigation](#)
  - [1 finger on touchpad](#)
  - [2 fingers on touchpad at the same time](#)
  - [3 fingers on touchpad at the same time](#)
- [5\) Keyboard](#)
  - [CAPS LOCK](#)
  - [Print Screen](#)
- [6\) "Top 10" Chromebook Keyboard Shortcuts](#)
  - [10. Take a Screenshot on a Chromebook](#)
  - [9. Open File Manager](#)
  - [8. Open Task Manager](#)
  - [7. Launch Apps on the Shelf](#)
  - [6. Lock the Screen](#)
  - [5. Open the Hotdog](#)
  - [4. Toggle Caps Lock On/Off](#)
  - [3. Logout](#)
  - [2. Mirror Monitor](#)
  - [1. Show Keyboard Shortcut Overlay](#)
- [7\) A bunch more keyboard shortcuts](#)

### 1) Power

Opening the clamshell lid of a Chromebook will turn it on. If it's already open but powered off, push the power button in the upper-right corner of the keyboard.

Be aware that **just closing the lid does NOT turn it off**, and will slowly drain the battery. To power the Chromebook down, either use the "Shut down" button in the lower-right menu, or push and hold the Power button at the upper-right of the keyboard.

### 2) Connecting to the Internet

Chromebooks are basically just internet browsing devices. If you start up a school Chromebook and get the dinosaur screen - "Can't connect to internet" - turning it off and turning it back on will usually get it to connect.

### 3) Logging in & out

Chromebooks require a slightly different log on than “regular” computers. Users need to enter their entire school email address (not just initial and last name) and their regular school password. If there are problems, users should double-check the spelling of the email address.

To **log out**, you can either use the “Sign out” option in the lower-right menu, or on the keyboard, hold down Ctrl + Shift, then tap the “Q” key twice.

### 4) Touchpad Navigation

A Chromebook’s touchpad works like that of most laptops - moving your finger moves the cursor. The touchpad also functions as a left-click button - pushing down on the touchpad will produce a “click”.

Using different numbers of fingers at once on the touchpad can produce some different effects.

- 1 finger on touchpad
  - Swipe/drag will move cursor
  - Single-tap will place the cursor (same as left-click on mouse)
  - Double-tap will select a word (same as double-click on mouse)
  - Triple-tap will select a paragraph (same as triple-click on mouse)
- 2 fingers on touchpad at the same time
  - Single tap produces right-click menu options (cut, paste, etc.) once a word/paragraph is selected (1 finger)
  - Slide up or down will scroll the page up or down.
  - While using the Chrome web browser, slide left or right will advance the current web page forward or back, like the arrow buttons in the upper-left corner of the browser
- 3 fingers on touchpad at the same time
  - Slide left or right to switch between multiple browser tabs
  - Slide up to view currently running apps; slide down to return to current app

### 5) Keyboard

The main portion of a Chromebook keyboard is identical to a regular keyboard. The “special” buttons, however, do have some differences

#### CAPS LOCK

There is no “Caps Lock” key; instead, there is a “Search” button. Tapping it allows you to search the Chromebook and the Internet (like going to Google.com).

To toggle the the Caps Lock feature on or off while typing, use the key combination “Alt-Search”. When Caps Lock is on, you will see an “Up” arrow in the Menu area.

### Print Screen

Again, there isn’t a button for this, but you can use the key combination CTRL-“View Running Apps button”. You then need to click “Copy to clipboard” in the lower-right corner to preserve that image for pasting into a file.

## 6) “Top 10” Chromebook Keyboard Shortcuts

The following tips are cadged from

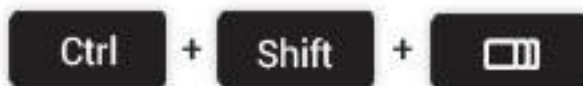
< <http://www.omgchrome.com/10-shortcuts-every-chromebook-owner-should-know/> >

## 10. Take a Screenshot on a Chromebook

To take a screenshot of the entire screen press the Ctrl key and the Switcher key at the same time:



Just need a bit of the screen? Pressing the following keyboard combo will allow you to select a section of the screen to snap:



## 9. Open File Manager

Opening the file manager in Chrome OS is easy using a trackpad or mouse (especially if you pin it to the app shelf) but keyboard aficionados aren’t left out: just tap the following pairing.



## 8. Open Task Manager

Is Chrome suddenly running slow? it could be a rogue extension or webpage sucking up your resources. Identify the culprit using the task manager.



## 7. Launch Apps on the Shelf

Applications pinned to the Shelf (the bar at the bottom of the screen in Chrome OS) can be opened using a keyboard shortcut.

The first app in from the left – count the Chrome icon as 0 – is 1, the next 2, and so on until you reach 8.



## 6. Lock the Screen

If you're going to leave your computer unattended for a short period (say, whilst you go grab a coffee refill) you may wish to lock your screen to prevent anyone else meddling with your session.

To do this just press the following key combo:



## 5. Open the Hotdog

Opening the Hotdog menu in Chrome isn't exactly hard, but if you've hooked your device up to a huge monitor it can be a fair ol' scroll up. Save some time and open it with the following command/



## 4. Toggle Caps Lock On/Off

Most Chromebooks don't come with a dedicated Caps Lock key. So how do you turn it on when you need to rant in the internet type in capital letters?

Just hit the following key combo to turn it on, and turn it back off when you're done.



### 3. Logout

In a rush to quit your session? Some finger gymnastics will have you out in a snap.



x2

### 2. Mirror Monitor

If you plan on connecting your Chromebook to an external monitor (or TV) at some point then the 'Mirror Monitor' shortcut is a neat one. Rather than add an additional workspace it simply mirrors the Chromebook's screen.



### 1. Show Keyboard Shortcut Overlay

It's a little bit meta, but the ultimate keyboard shortcut is the one that reveals all keyboard shortcuts!



### 7) A bunch more keyboard shortcuts

#### Tabs and windows

Ctrl+N	Open a new window
Ctrl+Shift+N	Open a new window in incognito mode

<b>Ctrl+T</b>	Open a new tab
<b>Ctrl+O</b>	Open a file in the browser
<b>Ctrl+Shift+Q (twice)</b>	Sign out of your Google Account on Chrome OS
<b>Ctrl+W</b>	Close the current tab
<b>Ctrl+Shift+W</b>	Close the current window
<b>Ctrl+Shift+T</b>	Reopen the last tab you've closed. Google Chrome remembers the last 10 tabs you've closed.
<b>Ctrl+1 through Ctrl+8</b>	Go to the tab at the specified position in the window
<b>Ctrl+9</b>	Go to the last tab in the window
<b>Alt+1 through Alt+8</b>	Activate launcher items 1-8
<b>Search+1 through Search+=</b>	Use F1 to F12
<b>Alt+9</b>	Go to the last window open
<b>Ctrl+Tab</b>	Go to the next tab in the window
<b>Ctrl+Shift+Tab</b>	Go to the previous tab in the window

<b>Alt+Tab</b>	Go to the next window you have open
<b>Alt+Shift+Tab</b>	Go to the previous window you have open
Click and hold the Back or Forward arrow in the browser toolbar	See your browsing history for the tab
<b>Backspace</b> , or press <b>Alt</b> and the left arrow	Go to previous page in your browsing history.
<b>Shift+Backspace</b> , or press <b>Alt</b> and the right arrow	Go to the next page in your browsing history.
Press <b>Ctrl</b> and click a link	Open the link in a new tab in the background
Press <b>Ctrl+Shift</b> and click a link	Open the link in a new tab and switch to the newly opened tab
Press <b>Shift</b> and click a link	Open the link in a new window
Drag a link to a tab	Open the link in the tab
Drag a link to a blank area on the tab strip	Open the link in a new tab
Type a URL in the address bar, then press <b>Alt+Enter</b>	Open the URL in a new tab



Press <b>Esc</b> while dragging a tab	Return the tab to its original position
<b>Ctrl+Shift+L</b>	Locks your screen

### Page shortcuts

Press <b>Alt</b> and up arrow	Page up
Press <b>Alt</b> and down arrow	Page down
<b>Space bar</b>	Scroll down the web page
Press <b>Ctrl+Alt</b> and up arrow	Home
Press <b>Ctrl+Alt</b> and down arrow	End
<b>Ctrl+P</b>	Print your current page
<b>Ctrl+S</b>	Save your current page
<b>Ctrl+R</b>	Reload your current page
<b>Ctrl+Shift+R</b>	Reload your current page without using cached content







<b>Ctrl and +</b>	Zoom in on the page
<b>Ctrl and -</b>	Zoom out on the page
<b>Ctrl+0</b>	Reset zoom level
<b>Esc</b>	Stop the loading of your current page
Press <b>Alt</b> and click a link	Open the link in a new tab in the background
<b>Ctrl+D</b>	Save your current webpage as a bookmark
<b>Ctrl+Shift+D</b>	Save all open pages in your current window as bookmarks in a new folder
Drag a link to bookmarks bar	Save the link as a bookmark
<b>Ctrl+F</b>	Open the find bar to search your current page
<b>Ctrl+G</b> or <b>Enter</b>	Go to the next match for your input in the find bar
<b>Ctrl+Shift+G</b> or <b>Shift+Enter</b>	Go to the previous match for your input in the find bar
<b>Ctrl+K</b> or <b>Ctrl+E</b>	Perform a search. Type a search term after the question mark in

	the address bar and press <b>Enter</b> .
<b>Ctrl+Enter</b>	Add www. and .com to your input in the address bar and open the resulting URL
<b>Ctrl+</b> 	Take a screenshot of your current page
<b>Ctrl+ Shift+</b> 	Take a partial screenshot
<b>Ctrl+U</b>	View page source
<b>Ctrl+Shift+I</b>	Toggle the display of the Developer Tools panel
<b>Ctrl+Shift+J</b>	Toggle the display of the DOM Inspector

### Browser settings

<b>Ctrl+Shift+B</b>	Toggle the display of the bookmarks bar. Bookmarks appear on the New Tab page if the bar is hidden.
<b>Alt+Shift+M</b>	Open the Files app
<b>Ctrl+.</b>	Display hidden files in the Files app
<b>Ctrl+H</b>	Open the History page

<p><b>Ctrl+J</b></p>	<p>Open the Downloads page</p>
<p><b>Shift+Esc</b></p>	<p>Open the Task Manager</p>
<p><b>Ctrl+Alt+/,</b></p>	<p>Open the list of available keyboard shortcuts</p>
<p><b>Ctrl+?</b></p>	<p>Go to the Help Center</p>
<p><b>Ctrl+</b> </p>	<p>Configure monitor display</p>
<p><b>Shift+Alt+S</b></p>	<p>Opens the status area in the bottom-right corner of the screen.</p>
<p><b>Shift+Alt+L</b></p>	<p>Place focus on the launcher</p> <ul style="list-style-type: none"> <li>• Press <b>Tab</b> or the right arrow to focus on the next item in the toolbar</li> <li>• Press <b>Shift+Tab</b> or the left arrow to focus on the previous item in the toolbar</li> <li>• Press <b>Space</b> or <b>Enter</b> to activate buttons, including page actions and browser actions</li> <li>• Press <b>Shift</b> +  to open the context menu for the button (if available).</li> <li>• Press <b>Esc</b> to return focus to the page</li> </ul>
<p><b>Ctrl +</b> </p> <p>or <b>Ctrl +</b> </p>	<p>Pressing <b>Ctrl</b> and either the back or forward keys switches focus to the next keyboard-accessible pane. Panes include:</p> <ul style="list-style-type: none"> <li>• Status area containing the time, network icon, and battery icon in the bottom-right corner of the screen</li> <li>• Launcher</li> <li>• Address bar</li> <li>• Bookmarks bar (if visible)</li> <li>• The main web content (including any infobars)</li> </ul>

	<ul style="list-style-type: none"> <li>• Downloads bar (if visible)</li> </ul>
<b>Alt+Shift+B</b>	Place focus on the bookmarks bar. Use the actions listed for Shift+Alt+T to move the focus.
<b>Alt+E</b> or <b>Alt+F</b>	Open the Chrome menu on the browser toolbar
<b>Shift+Search+Volume Up</b>	Open right-click menus for focused items.
<b>Ctrl+Alt+Z</b>	Enable or disable accessibility features if you're not signed in with a Google Account. If you're signed in, you can configure the accessibility feature on the Settings page.
<b>Ctrl+Shift</b> and <b>+</b>	Increase screen scale
<b>Ctrl+Shift</b> and <b>-</b>	Decrease screen scale
<b>Ctrl+Shift</b> and <b>)</b>	Reset screen scale
<b>Ctrl+Shift</b> and <b>Refresh</b>	Rotate screen 90 degrees

### Text editing

<b>Ctrl+A</b>	Select everything on the page
<b>Ctrl+L</b> or <b>Alt+D</b>	Select the content in the address bar

Press <b>Ctrl+Shift</b> and right arrow	Select next word or letter
Press <b>Shift+Search</b> and right arrow	Select text to the end of the line
Press <b>Shift+Search</b> and left arrow	Select text to the beginning of the line
Press <b>Ctrl+Shift</b> and left arrow	Select previous word or letter
Press <b>Ctrl</b> and right arrow	Move to the end of the next word
Press <b>Ctrl</b> and left arrow	Move to the start of the previous word
Press <b>Alt</b> and up arrow	Page up
Press <b>Alt</b> and down arrow	Page down
Press <b>Ctrl+Alt</b> and up arrow	Home
Press <b>Ctrl+Alt</b> and down arrow	End
Press <b>Ctrl+Search</b> and right arrow	Go to end of document
Press <b>Ctrl+Search</b> and left arrow	Go to beginning of document
<b>Ctrl+C</b>	Copy selected content to the clipboard

<b>Ctrl+V</b>	Paste content from the clipboard
<b>Ctrl+Shift+V</b>	Paste content from the clipboard as plain text
<b>Ctrl+X</b>	Cut
<b>Ctrl+Backspace</b>	Delete the previous word
<b>Alt+Backspace</b>	Delete the next letter (forward delete)
<b>Ctrl+Z</b>	Undo your last action