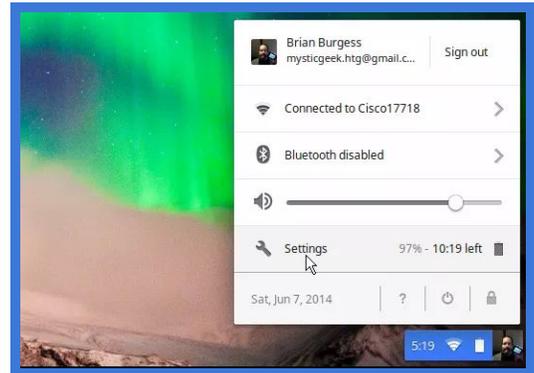




CHROMEBOOK TIPS & TRICKS

Settings

You can change a lot in settings. Access the settings menu by going to the icon on the lower right hand side with your sign on image. You can enable cap locks in the keyboard settings, change languages and more. This is a great place to be familiar with for all your needs.



Chrome
Web Store

Remember to explore the Chrome Web Store. Get started with this suggested [Add-ons and Extensions](#).



Right Click Press or tap the touchpad with two fingers. You can also press **Alt**, then click with one finger.

Scroll

Place two fingers on the touchpad and move them up and down to scroll vertically, or left and right to scroll horizontally.

Move between pages

To go back to a page you were just on, swipe left with two fingers. To go forward to a page you were just on, swipe right with two fingers.

See all open windows

Swipe up or down with three fingers. (If you have Australian scrolling turned on, swipe up; if you have traditional scrolling turned on, swipe down.)

Switch between tabs

If you have multiple browser tabs open, you can swipe left and right with three fingers to quickly move between tabs.

Drag and drop

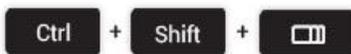
Click and hold the item you want to move. While holding, move the item. Release your finger to drop the item at its new location.

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:



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.



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.



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.



Lock the Screen

If you're going to leave your computer unattended for a short period you may wish to lock your screen to prevent anyone else meddling with your session.

To do this just press the following key combo:



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/



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.



Logout

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



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.



Hard Reboot

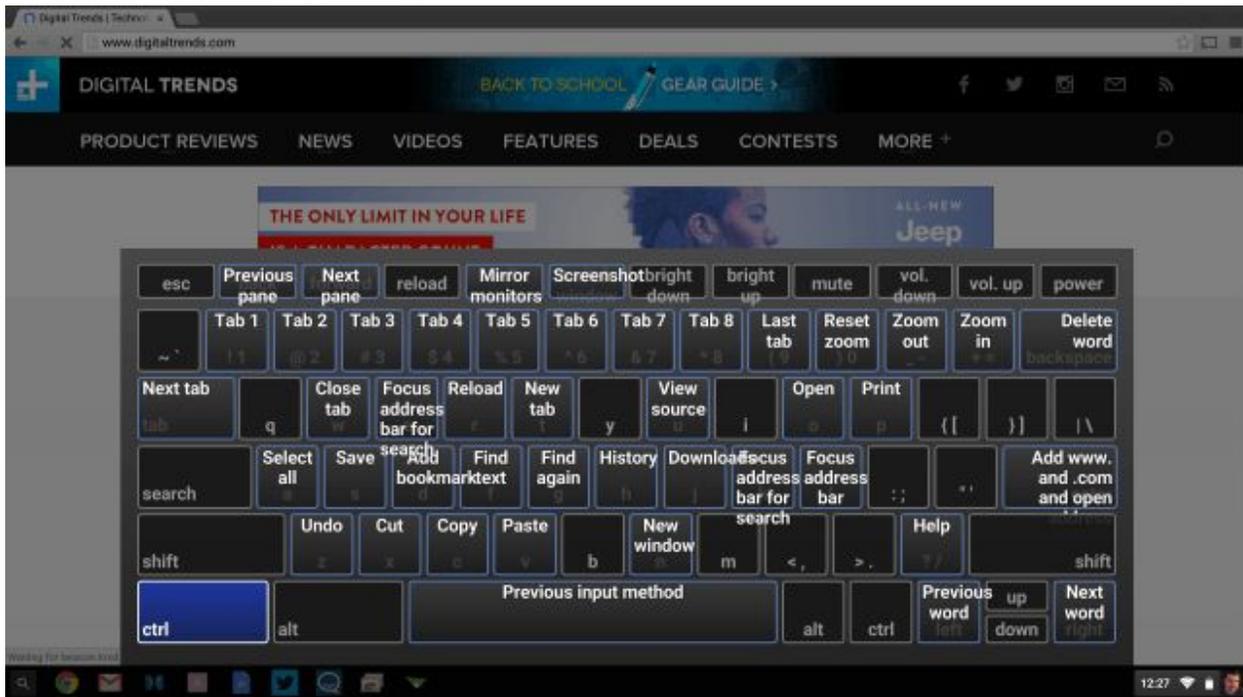
You may never need to forcibly reboot. It's not the ideal way to reboot, but it can be vital if you're in a boot loop or sitting in front of a frozen screen.

Just be aware that any unsaved work, data, etc will be lost when using this method.



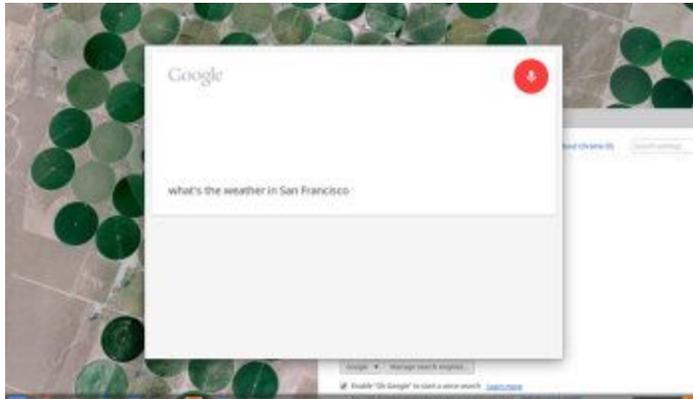
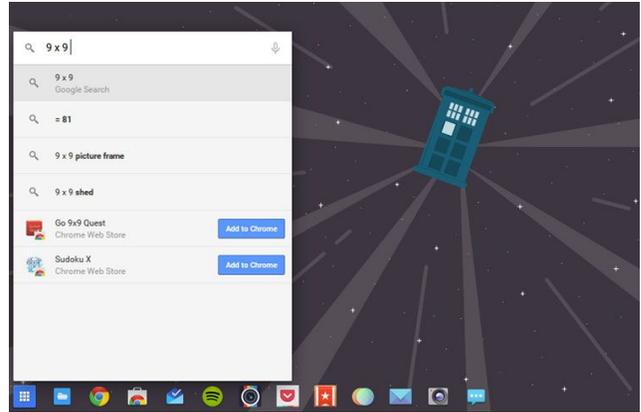
Show Keyboard Shortcut Overlay

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



Use The Chrome App Launcher as a Calculator

In Chrome you can subtract the hassle of opening an app, launching a website or reaching for your phone by using the Chrome App Launcher to perform simple sums instead.



Use Chrome App Launcher to Open Apps By Voice

Google's Launcher also has built-in voice search capabilities (which can even be set to "always listening" in the latest developer builds).

Aside from barking random search terms at your device you can also launch apps installed on your Chromebook by saying their name:

If you have a mouse with a clickable middle button, or a Chromebook with a gesture-enabled touchpad, you can speed up two common activities: opening links in background tabs and closing tabs that are already open.

If you open links using *Right-Click > Open Link in Background Tab*, you should stop. It's far faster to just "click" on the link in question with a three finger tap on your trackpad or by clicking the scroll-wheel on your mouse.

Same goes for closing tabs. Just hover over the tab you wish to close and tap with three fingers or click with your mouse's third button and... *vamoose!*

