




## Tips and Tricks for your Chromebook

- ★ Looking for caps lock? press ALT + SEARCH
  - ★ To lock your Chromebook screen, press **Ctrl+Shift+L**
  - ★ Ctrl+Alt+Shift+Reload will make your Chromebook do a barrel roll. Its cool!
  - ★ To take a screenshot, **Ctrl+** 
  - ★ Ctrl + S to save webpages for offline reading. (Yes, it works!)
  - ★ Press Ctrl + Alt + ? on your keyboard to see a pop-up map with all of the keyboard shortcuts available.
  - ★ **Ctrl + shift + T** opens the tab you just closed
  - ★ Ctrl+ will increase the size of things on your screen
  - ★ Ctrl- will decrease the size of things on your screen
  - ★ Ctrl0 (zero) will take the size back to default
  - ★ To make a degree symbol: Ctrl + Shift + u, release, Shift + b, release, 0, space
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### Touchpad Gestures:

- ★ Accessing previous/next web pages in the browser
  - Chromebooks have good trackpads and they have multi-touch gestures that make it easy to do certain functions. This includes the 2-finger swipe in the browser to cycle back through previously visited web pages.
  - Simply swipe left or right with two fingers to go to the previous or next web page on the active tab. It works smoothly and keeps your hand on the trackpad. I use this method more often than hitting the left or right arrow keys next to the Esc key on the top row of the keyboard.





- ★ Another useful touchpad gesture makes it easy to cycle through open tabs in the browser. This is a 3-finger swipe to the left or right to spin through the open tabs. This is especially good for those who have lots of tabs open in Chrome.
- ★ Another useful touchpad gesture is the 3-finger swipe to invoke the graphical Task Manager. Just swipe down with three fingers and every active window is displayed in a thumbnail image on the main screen.
  - From the Task Manager you can swipe up with three fingers to return to the last active window or tap on a thumbnail to jump to that app.

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## Chrome Operating System Use:

- ★ [Here's a good resource for learning how to use the Chrome OS.](#)

