

Shortcut Keys (Top Row)

First, let's go over the shortcut keys at the top of your keyboard.



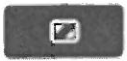
Go to the previous page in your browser history



Go to the next page in your browser history



Reload your current page



Open your page in full-screen mode



Switch to your next window

Flexible tabs

Tabs sit at the top of the screen, so you can easily switch between different web pages you've opened. Easily reorder

your tabs by clicking a tab and dragging it to a new position at the top of the window. To open a new tab, click the button. You can have as many tabs as you want...

Address bar (Omnibox)




The address bar does what you'd expect, plus a little bit more. You can type in web addresses like www.google.com, but you can also use it to search the web, your bookmarks, browsing history, and apps. You can also use the prediction service to see relevant websites and searches as you type. Last, but not least, create a bookmark for the page you're on by clicking the star in the address bar.

Search Key



Whenever you press the search key on a Chromebook, a dialog box opens allowing you to search for an app on the chromebook. If item you are searching for is not an app, then it will search the Internet and open a new tab.

Screen Shot

Use (CTRL – SHIFT – ) to capture the specific area of the screen. Once you capture the area, it's like you copied it so you can use CTRL – V to paste it where you want.

Copy/Paste

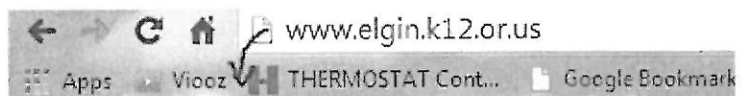
Use (CTRL – C) for copy: and (CTRL – V) for paste

Chrome Bookmarks

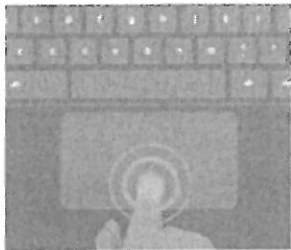


Click Chrome Menu key (far right at top) , Bookmarks, and be sure "Show Bookmark Bar" is checked

Drag new bookmarks onto the bar. Or drag bookmarks that are on the bar into a different order. Right click to delete a bookmark.



Touchpad



Click: Just press down on the lower half of the touchpad. You can also quickly tap the touchpad to click if the tap-to-click option is enabled in your settings (see instructions below).



Right-click: Click the touchpad with two fingers.



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



Drag and drop: Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.