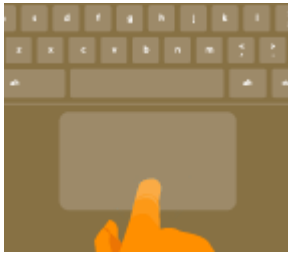
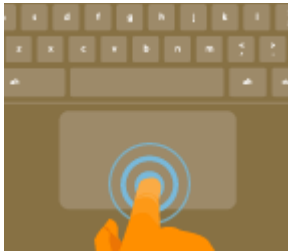


If you're using a Chromebook, use the touchpad to move the pointer and select items on the screen. Here are some gestures and actions supported by the touchpad.

## Trackpad Gestures



**Move the pointer:** Simply move your finger across the touchpad.



**Click:** Just press down on the lower half of the touchpad. Since tap-to-click is enabled by default, you can quickly tap the touchpad to click.



**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.



**Swipe:** Quickly move two fingers left or right to go backward or forward on web pages or while using apps.














**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.



## Keyboard Buttons and Combinations

### Shortcut keys

These keys appear at the top of Chromebook keyboards.

-  Go to the previous page in your browser history (F1)
-  Go to the next page in your browser history (F2)
-  Reload your current page (F3)
-  Enter Immersive mode, Full Screen(F4)
-  Switch to your next window (F5)
-  Decrease screen brightness (F6)
-  Increase screen brightness (F7)
-  Mute (F8)
-  Decrease the volume (F9)
-  Increase the volume (F10)
-  Search your apps and the web from your apps list. On a Chromebook, this key is located on the side, where you'd normally find the Caps Lock key. If you're using a regular keyboard, the Windows key in between Ctrl and Alt will work as the search key.

## Popular Shortcut Combinations

- Take a screenshot: Press Ctrl + F5.
- Take a partial screenshot: Press Shift + Ctrl + F5, then click and drag.
- Turn Caps Lock on or off: Press Search  + Alt.
- Lock your screen: Press Search  + L.

### Basic Chrome Functions

Ctrl + P	Open Print dialog
Ctrl + R	Refresh the page
Ctrl + D	Bookmark Current Page

### Webpage Navigation

Ctrl + N	Open new Window
Ctrl + T	Open new tab
Ctrl + Plus (+)	Zoom in
Ctrl + Minus (-)	Zoom out
Ctrl + 0 (Zero)	Reset zoom to 100%
Ctrl + F	Search the current page
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Shift + V	Paste without formatting
Ctrl + Z	Undo
Ctrl + Y	Redo