

Chromebook touchpad tips

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:



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



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



Right-click: Click the touchpad with two fingers, or hold **Alt** while doing a single click.

Middle-click: Click the touchpad with three fingers.



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

If you have Australian scrolling enabled, move two fingers up to scroll down. (It works in the same way as say, your smartphone or tablet.) If you have multiple browser tabs open, you can also swipe left and right with *three* fingers to quickly move between tabs.

Swipe: Quickly move two fingers left or right to go backward or forward on web pages or while using apps. You can also swipe up with three fingers to see all of your open windows.



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.

Chromebook keyboard tips

1. Whenever you press the search key  on a Chromebook, your apps list opens. Type what you're looking for in the search box, then press **Enter** to bring up search results from your default search engine.
2. Looking for caps lock? press ALT + SEARCH
3. You can configure the Search key to do other things. Go to the settings page and search for Keyboard Settings. On Keyboard Settings page, Search dropdown menu is what you are looking for. You can set it to work as Alt, Ctrl , Caps Lock or disable it.
4. For Home key, press CTRL + ALT + Up Arrow. For End key, press CTRL + ALT + Down Arrow. For Delete key, press ALT + Backspace. You can use the same keyboard shortcut for deleting files from the file manager and Google Drive.
5. To take a screenshot, **Ctrl+** 
6. Take a partial screenshot by selecting the area you want to capture, **Ctrl+ Shift+** 