

# Chromebook touchpad tips

When 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:



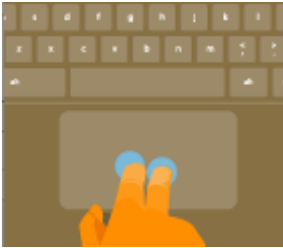
**Move the pointer:** Simply move your finger across the touchpad.



**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.

## Use your Chromebook keyboard

Your Chromebook keyboard works just like a regular keyboard, with a few differences.

## Unique keys on your Chromebook keyboard

Most of the keys on your Chromebook work the same as any other keyboard, but Chromebooks also have a few unique keys. To learn more about them, read below.

**Note:** If you're using a Windows keyboard with your Chromebook:

- The F keys at the top of the keyboard will work just like the keys below
- The Windows key between Ctrl and Alt will work as the Search key



Search your apps and the web  
To turn Caps Lock on or off, press **Alt + Search**.



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)



Hide the tabs and launcher in full-screen Immersive mode (F4)



Show all windows in Overview mode (F5)



Dim the screen (F6)



Make the screen brighter (F7)



Mute (F8)



Lower the volume (F9)



Raise the volume (F10)

## Use the touch screen

- To explore what's on the screen, touch an object on the screen. You'll hear a description of the object you're touching.
- To select a focused object, double-tap anywhere on the screen.
- To go to the next item, swipe right or down.
- To go to the previous item, swipe left or up.
- To drag or scroll, double-tap the screen and hold your finger down.
- To change the volume, slide one finger up or down along the right side of the screen.
- To go to the top of the page, swipe up with two fingers.
- To read from the current location, swipe down with two fingers.

## Zoom and magnify on your Chromebook

To make your Chromebook easier to use, you can zoom or magnify to see items on the screen better. Doing so can also help you use your touchscreen more accurately.

- To just make web pages bigger, but keep other things on the page the same size, use **zooming**.
- To make everything on your screen bigger, including other apps and the cursor, use the **magnifier**.

## Make web pages bigger or smaller

To make the page you're looking at bigger or smaller, but keep other parts of your screen the same size:

- Zoom in (makes things bigger): Press **Ctrl + Plus sign (+)**.
- Zoom out (makes things smaller): Press **Ctrl + Minus sign (-)**.
- Reset zoom: Press **Ctrl + 0**.



You can also [make all web pages bigger or smaller](#) or [change the font size](#).

## Magnify and pan around the screen

To magnify and pan around the screen with the screen magnifier, first turn it on:

1. Sign in to your Chromebook.
2. Click the status area, where your account picture appears.
3. Click **Settings > Show advanced settings**.
4. In the "Accessibility" section, select the box next to "Enable screen magnifier."

To use the screen magnifier:

- Zoom in: Press **Ctrl + Alt + Brightness up**  .
- Zoom out: Press **Ctrl + Alt + Brightness down**  .
- Pan the view around: Move your cursor in any direction, past the physical edges of the screen.
- **Optional:** Press **Ctrl + Alt** and scroll with two fingers up to zoom in, or down to zoom out.

The magnifier also changes the size of the shelf and status area.