

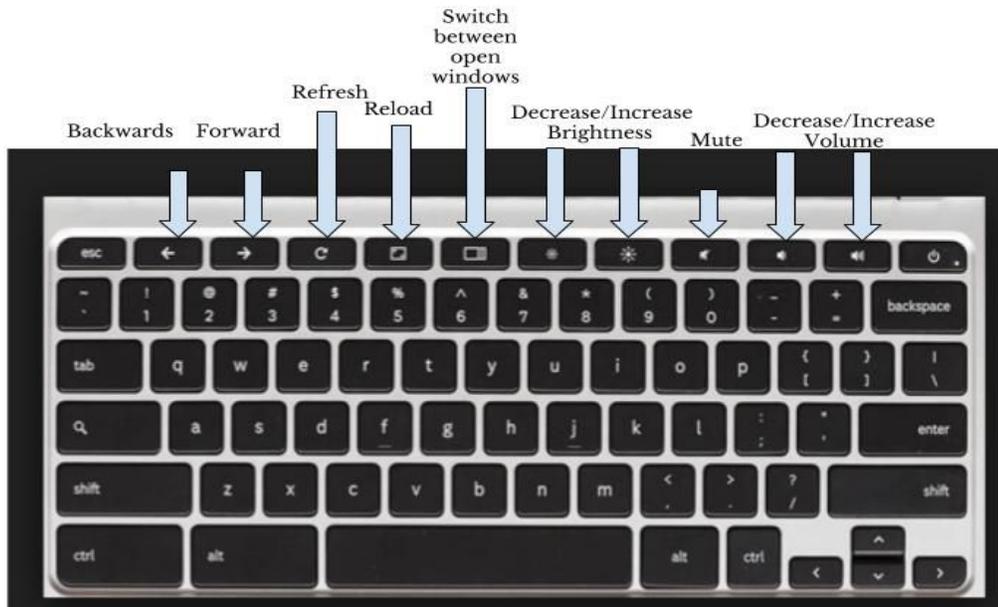
# Chromebook Tips and Shortcuts



Mountain Home School District #193

Mountain Home, Idaho

## Chromebook Keyboard Top Keys



## Chromebook Lower Screen



## Keyboard Shortcuts

Search Shortcuts	
 + Esc	Launch Task Manager
 + backspace	Delete
 + L	Lock screen
 + .	Insert
 + Left Arrow	Home
 + Right Arrow	End
 + Up Arrow	Page up
 + Down Arrow	Page down

<u>How to Right Click</u>
Place cursor over the item you want to right click on and press down on the touchpad with two fingers

Alt Shortcuts	
Alt + $\text{—}$	Minimize window
Alt + +	Maximize window or reset
Alt + Tab	Open previous window or application
Alt + E or F	Open chrome browser menu
Alt + [	Dock current window on left side
Alt + ]	Dock current window on right side
Alt + Search	Caps Lock toggle
Alt + D	Focus search bar
Alt + Enter	Open typed URL/keyword in a new browser tab
Alt + Keypad	To right click you can hover over the item you want to right click on and press the keypad and Alt key at the same time

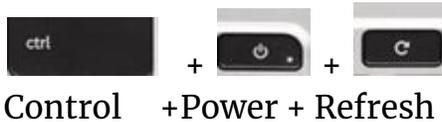
Ctrl Shortcuts	
Ctrl + 0	Reset Zoom
Ctrl + -	Zoom out
Ctrl + +	Zoom in
Ctrl + Tab	Go to the next tab
Ctrl + W	Close current tab
Ctrl + R	Reload current page
Ctrl + N	Open new window
Ctrl + ?	Launch Chromebook help manual

Ctrl Shortcuts	
Ctrl + T	Open new tab
Ctrl + P	Print current page
Ctrl + D	Bookmark page
Ctrl + F	Find text on current page
Ctrl + H	Show history
Ctrl + J	Show downloads
Ctrl + L	Select all in address bar
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl +  + 	Hard Reset

Top Row Special Key Combinations	
Ctrl + 	Mirror monitors
Ctrl + 	Take screenshot
Alt + 	Swap primary monitors
Ctrl + Shift + 	Rotate screen
Ctrl + Shift + 	Take screenshot of selected region

## Troubleshooting Tips

The first step to fix any problem is to press the following three keys at the same time.



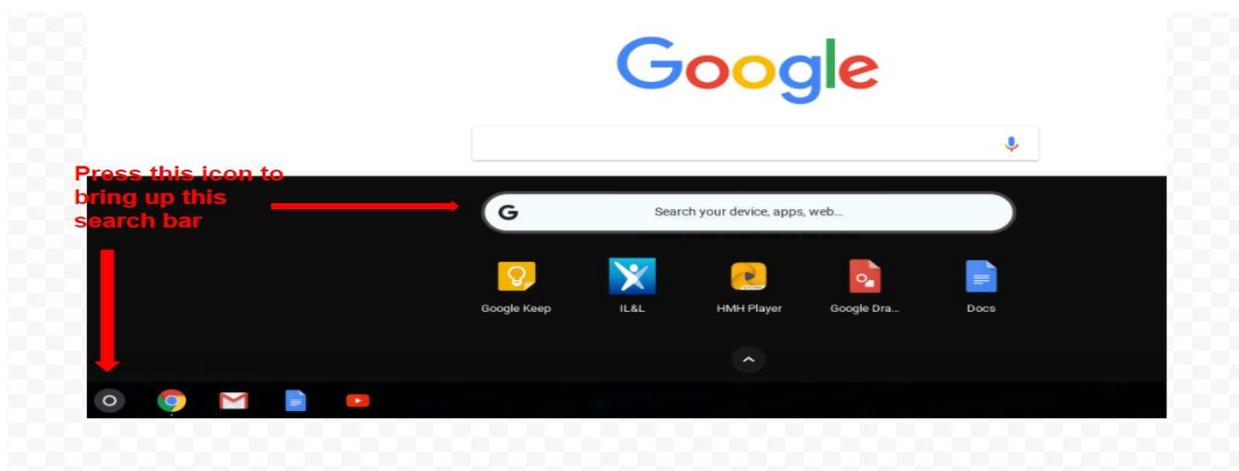
If a student is having trouble logging in have them reset their password by going to the following website on a network computer  
[password.mtnhomesd.org](https://password.mtnhomesd.org)

If this doesn't solve the problem then put in a ticket with the HelpDesk  
[helpdesk.mtnhomesd.org](https://helpdesk.mtnhomesd.org)

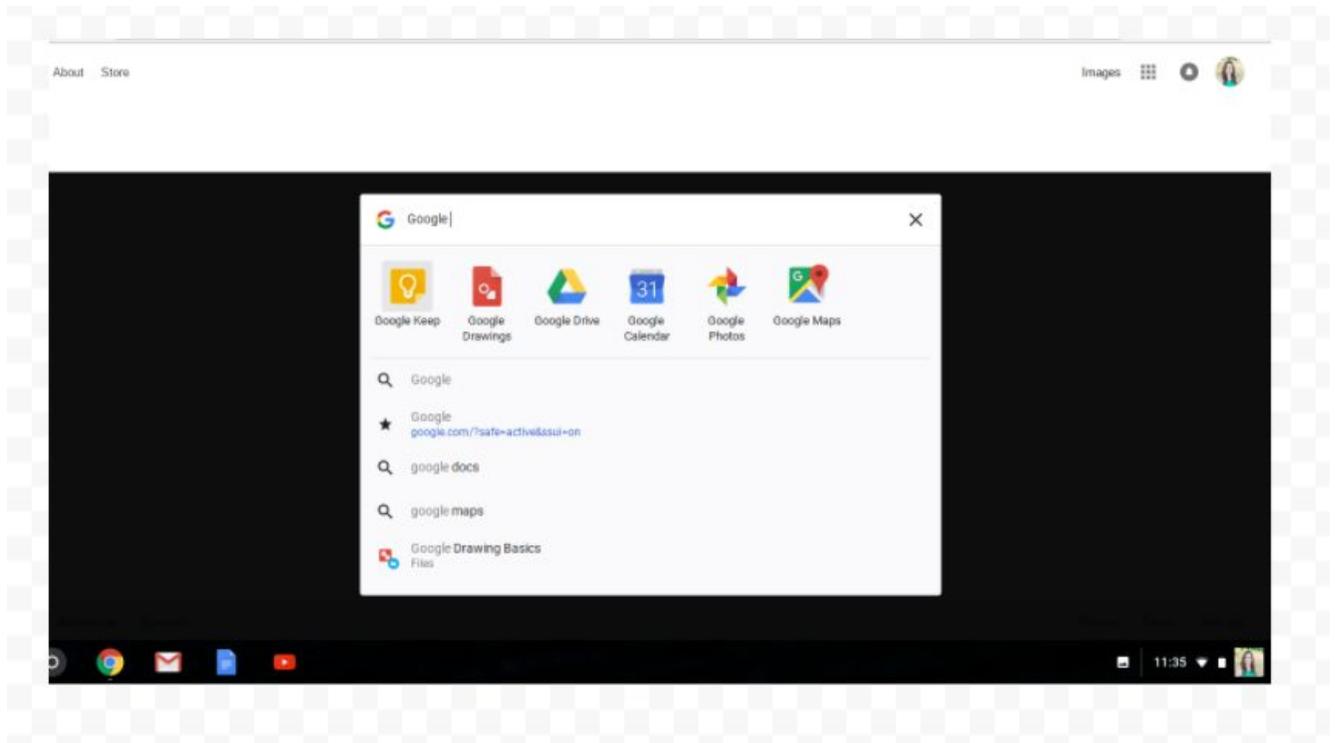
## File Management Tips & Tricks

Students and staff can easily manage their files utilizing their Google Drive.

You can easily navigate to your Google Drive on your Chromebook by following these steps.



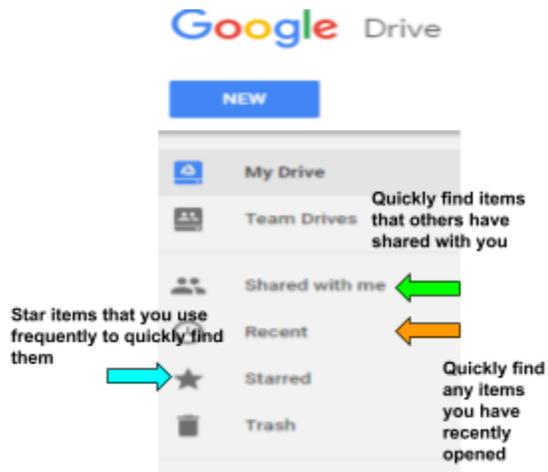
Type Google Drive into the search bar



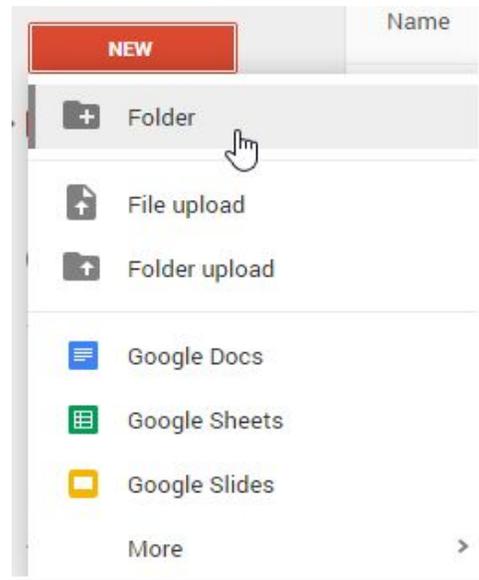
You can pin Google Drive to your shelf by dragging the icon to the shelf or right-clicking and selecting Pin to Shelf



After you have navigated to your Google Drive you will see the following menu on the left hand side of your screen.

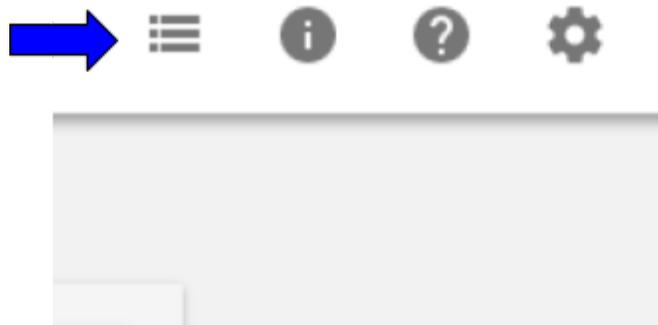


You can start creating a new folder, upload a file, create a new document, etc. by selecting New.



## Google Drive Dashboard

Creating folders allows the user to easily manage and organize their documents and files. The dashboard of your Google Drive will show the most recently opened files (**Quick Access**) and a list of the folders you have created (**Folders**). Any files that have not been put in a folder will be listed below the folders.



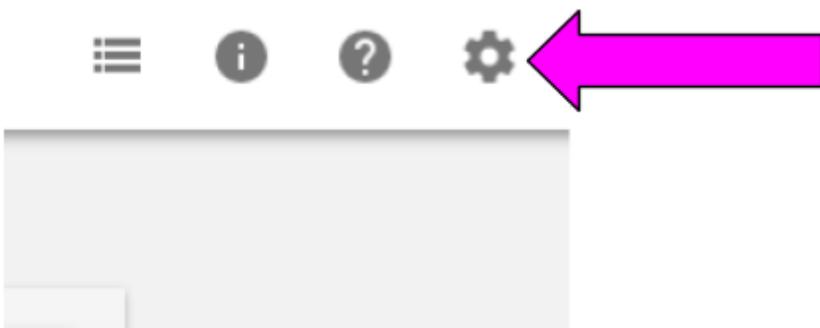
You are able to change the way you view the dashboard of your Google Drive by selecting the icon above which will then turn your dashboard to list view



If you do not want to see the Quick Access files on the top of your dashboard then you may remove this by doing the following:

1. Go to Settings
2. Click the check mark by Suggestions and refresh your screen

# Settings



General

Notifications

Manage Apps

Language

[Change language settings](#)

Offline

Sync Google Docs, Sheets, Slides & Drawings files to this computer so that you can edit offline  
Not recommended on public or shared computers. [Learn more](#)

Density

Comfortable ▾

Suggestions



Make relevant files handy when you need them in Quick Access. (Page refresh required)

Create a Google Photos folder

Automatically put your Google Photos into a folder in My Drive

Privacy & Terms

[Privacy Policy](#)  
[Terms of Service](#)



