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Keyboard Shortcuts



Take a Screenshot

Press **CTRL + Shift + Show windows**. Choose if you would like to take a **full screen**, **partial screen** or **entire window** screenshot. Then, select and drag over the are you would like to capture. When the notification appears, click to see your screenshot, or find it in your Files app.



Screen Record

To **record your screen**, follow the steps below:



Press Shift + Ctrl + Show windows. In the menu at the bottom, select Screen record.

Select an option:

- a. Record the **full screen**.
- b. Record a **partial screen**.
- c. Record a **window**. 🗂

To **stop recording**, at the bottom right, select Stop recording.



Touchpad Tips



new location.

Set Up Virtual Desktops

Create a Desk

On your Chromebook keyboard, press the **Show windows** key **I**. At the top right, select **New desk**.

Optional: To rename a desk, select the desk's name and enter in your preferred name.



Tip: To switch to a different desk on your touchpad, swipe 4 fingers left or right.



Move A Window To Another Desk

- On your Chromebook keyboard, press the **Show windows** key
- At the top, select the desk with the windows you want to move. You may have to press the Show windows key again.
 - Drag windows and apps to your preferred desk.

Take a Photo or a Video

In the corner of your screen, select the Launcher. Select the up arrow.

To open the camera:

To take a photo, tap Take Photo.
To set a 3 or 10 sec timer, select Timer.
Then select Take a Photo.

To record a video:



Select Video.
 Select Start Recording.

To see all the videos and pictures you've taken, in the bottom right corner, select the thumbnail of your most recent video or photo.



Scan a QR Code

- In the corner of your screen, select the Launcher.
 Open Camera
 .
- 📷 On the right, select the **QR** 鳃 .
- Center your on-screen QR Code in the QR Code finder window.
- Once a QR Code is detected, a link and a copy button appears.
- At the top of the QR Code finder, select the link to open a new Chrome tab.
- **To copy the link to the clipboard:** Select the copy button.



LINK

Pin Apps to Your Shelf

Search your device, apps, web

Uninstall App info Feel kasky My library Recents

Play Books

• 9:00

In the corner of your screen, select the **Launcher**. To see all of your apps, select the **up arrow**. Find the app you want to add and right-click or tap and hold the app. Select **Pin to shelf**.

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Moving/Adjusting Objects

To move or adjust object on your Chromebook, try one of these options:

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Click on the **object** you wish to move. Use the **arrow** keys to move the object $\uparrow \downarrow \rightarrow \leftarrow$.

OR

Using one finger, **click and hold** the item you want to move. With a second finger, **drag** the item to its new spot. Release both fingers.

Zoom In or Out



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

To make the page bigger: Press Ctrl and Plus.

Ctrl

Ctrl

Ctrl

To make the page smaller: Press Ctrl and Minus.

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Group Tabs for Subjects

You can organize your tabs with groups.

- Open **Chrom** () .
- Select New tab.
- Right-click a tab and then select **Add to new group**.
- To edit your tab group, select the circle to the left of your tab. You can:
 - Name your group.
 - Add additional tabs to the group.
 - Remove the group.

To **add** a tab to an existing group, drag the tab into the group.

To **remove** a tab from a group, right-click on the tab, then select **Remove from group**.

Properly Shutting Down

To turn off your Chromebook completely, try one of these options:

- + -+ At the bottom right, select the **time**. Select **Power** ().
- At the bottom right, select the time. Select **Sign out** and then **Shut down**.

Once your Chromebook has powered off completely, you can close it.





Let's Reflect!

FOR TEACHERS ONLY

Make a copy of the following <u>Google Form</u> and assign it to your students in Google Classroom or any other LMS.