



Change the magnification level or move around

- To increase magnification: Press Ctrl + Alt + Brightness up . You can also press Ctrl + Alt, then scroll with two fingers up on the touchpad.
- To decrease magnification: Press Ctrl + Alt + Brightness down . You can also Press Ctrl + Alt, then scroll with two fingers down.
- To move the magnified view around: Move your cursor in any direction. You can also press Tab to move from item to item on your screen.

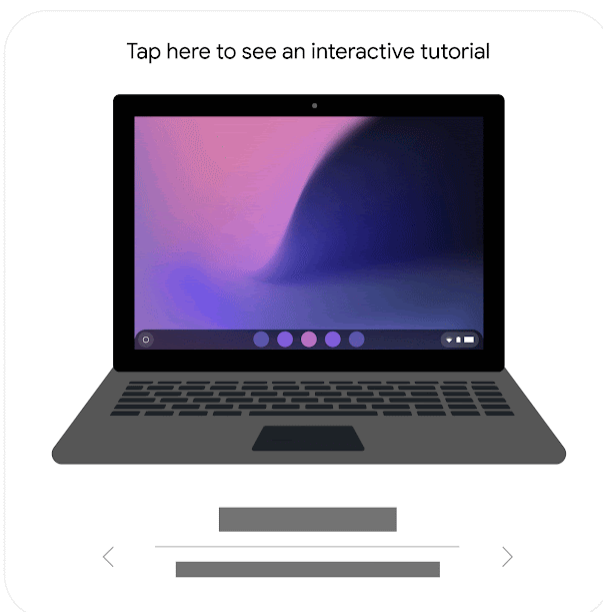
Tip: On a touchscreen, touch and hold an area with two fingers. Then spread them apart to zoom in, or pinch them together to zoom out to change the magnification level.

(See below for more options)










Chromebook keyboard shortcuts

You can use keyboard shortcuts to complete some tasks more quickly. To find shortcuts on this page, press Ctrl + f and enter what you want to find.



Important: This article is only for US Chromebook users with a standard English QWERTY keyboard. If you have an international keyboard, go to Settings > Device > Keyboard > View keyboard shortcuts to find keyboard shortcuts for your device.




Popular shortcuts

- Take a screenshot: Press Ctrl + Show Windows 
- Take a partial screenshot: Press Shift + Ctrl + Show windows , then click and drag.
- Take a screenshot on tablets: Press Power button + Volume down button.
- To access more screenshot features: Press Shift + Ctrl + Show windows , then select a screenshot feature from the toolbar.
- To access more screenshot features on tablets: Press and hold the Power button  select "Screen capture," or, select time  select Screen capture. [Learn more about screenshot features.](#)
- Turn Caps Lock on or off: Press Search  + Alt. Or press Launcher  + Alt.
- Lock your screen: Press Search  + L. Or press Launcher  + L.
- Sign out of your Google Account: Press Shift + Ctrl + q (twice).
- See all keyboard shortcuts: Press Ctrl + Alt + / (forward slash).



Shortcuts on external keyboards

If you're using a Windows or Mac keyboard, press the Windows key or Command key instead of Search key  or Launcher key .

To change how a specific keyboard key works:

1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. Under "Device," choose Keyboard.
4. Change the function of one or more keys.

All other shortcuts

Important: Depending on your keyboard, you can press the Search key  or the Launcher key  for some shortcuts. Both keys work the same.

Tabs and windows

Open a new window	Ctrl + n
Open a new window in Incognito mode	Shift + Ctrl + n
Open a new tab	Ctrl + t
Open a file in the browser	Ctrl + o
Close the current tab	Ctrl + w
Close the current window	Shift + Ctrl + w
Reopen the last tab or window you closed	Shift + Ctrl + t
Go to tabs 1-8 in the window	Ctrl + 1 through Ctrl + 8
Go to the last tab in the window	Ctrl + 9
Go to the next tab in the window	Ctrl + Tab




Go to the previous tab in the window	Shift + Ctrl + Tab
Switch quickly between windows	Press & hold Alt, tap Tab until you get to the window you want to open, then release. You can also press & hold Alt, then tap Tab, and select a window with the left or right arrow keys, mouse, or touch.
Open the window you used least recently	Press & hold Shift + Alt, tap Tab until you get to the window you want to open, then release.
Go to previous page in your browsing history	Alt + Left arrow <
Go to the next page in your browsing history	Alt + Right arrow >
Open the link in a new tab in the background	Press Ctrl and click a link
Open the link in a new tab and switch to the new tab	Press Shift + Ctrl and click a link
Open the link in a new window	Press Shift and click a link
Open the link in the tab	Drag the link to the tab's address bar
Open the link in a new tab	Drag the link to a blank area on the tab strip
Open the webpage in a new tab	Type a web address (URL) in the address bar, then press Alt + Enter
Return the tab to its original position	While dragging the tab, press Esc
Dock a window on the left	Alt + [(left square bracket)
Maximize window	Alt + =
Minimize window	Alt + - (minus)
Dock a window on the right	Alt +] (right square bracket)
Switch windows between screens (when your Chromebook is connected to a monitor)	Search 🔍 + Alt + m (or) Launcher ⦿ + Alt + m

Page & web browser

































Page up	Alt + Up arrow ^
Page down	Alt + Down arrow v
Scroll down the web page	Space bar
Go to top of page	Ctrl + Alt + Up arrow ^
Go to bottom of page	Ctrl + Alt + Down arrow v
Print your current page	Ctrl + p
Save your current page	Ctrl + s
Reload your current page	Ctrl + r
Reload your current page without using cached content	Shift + Ctrl + r
Zoom in on the page	Ctrl and +
Zoom out on the page	Ctrl and - (minus)
Reset zoom level	Ctrl + 0

Stop the loading of your current page	Esc
Right-click a link	Press Alt and click a link
Open the link in a new tab in the background	Press Ctrl and click a link
Save the link as a bookmark	Drag link to bookmarks bar
Save your current webpage as a bookmark	Ctrl + d
Save all open pages in your current window as bookmarks in a new folder	Shift + Ctrl + d
Search the current page	Ctrl + f
Go to the next match for your search	Ctrl + g or Enter
Go to the previous match for your search	Shift + Ctrl + g or Shift + Enter
Go to an inactive information field	Alt + Shift + a
Perform a Google search	Ctrl + k (or) Ctrl + e
Add www. and .com to your input in the address bar, then open the page	Ctrl + Enter
View page source	Ctrl + u
Show or hide the Developer Tools panel	Shift + Ctrl + i
Navigate to selected section in the Developer Tools panel	Ctrl + Shift + c
Open the Console tab in the Developer Tools panel	Shift + Ctrl + j
Show or hide the bookmarks bar	Shift + Ctrl + b
Show the toolbar	Alt + Shift + t
Navigate to selected selection in the Developer Tools panel	Ctrl + Shift + c
Open the History page	Ctrl + h
Open the Downloads page	Ctrl + j
Delete selected Autofill suggestion when filling out a form	Shift + Alt + Backspace


System & display settings


Open the Files app	Shift + Alt + m
Preview a file in the Files app	Select the file, then press Space
Display hidden files in the Files app	Ctrl + . (period)
Open the status area (where the time appears)	Shift + Alt + s
Click icons 1-8 on your shelf	Alt + 1 through Alt + 8
Click the last icon on your shelf	Alt + 9
Use function keys	Search  + your preferred function key (or) Launcher  + your preferred function key
See your notifications	Shift + Alt + n
Change screen resolution	Shift + Ctrl and + or - (minus)
Reset screen resolution to default	Shift + Ctrl + 0
Rotate screen 90 degrees	Shift + Ctrl + Rotate 
Switch to the next user	Ctrl + Alt + . (period)
Switch to the previous user	Ctrl + Alt + , (comma)


Text editing

Turn Caps Lock on or off	Search  + Alt (or) Launcher  + Alt
Select everything on the page	Ctrl + a
Select the content in the address bar	Ctrl + L or Alt + d
Select the next word or letter	Shift + Ctrl + Right arrow 
Select text to the end of the line	Search  + Shift + Right arrow  (or) Launcher  + Shift + Right arrow 
Select text to the beginning of the line	Search  + Shift + Left arrow  (or) Launcher  + Shift + Left arrow 
Select previous word or letter	Shift + Ctrl + Left arrow 
Move to the end of the next word	Ctrl + Right arrow 
Move to the start of the previous word	Ctrl + Left arrow 
Move to beginning of the line	Search  + Left arrow  (or) Launcher  + Left arrow 
Move to end of the line	Search  + Right arrow  (or) Launcher  + Right Arrow 
Go to end of document	Search  + Ctrl + Right arrow  (or) Launcher  + Ctrl + Right arrow 
Go to beginning of document	Search  + Ctrl + Left arrow  (or) Launcher  + Ctrl + Left arrow 
Open clipboard menu	Launcher  + v (or) Search  + v Tip: You can navigate the clipboard menu with the tab or arrow keys.
Copy selected content to the clipboard	Ctrl + c Tip: You can select up to five items to copy to your clipboard.
Paste content from the clipboard	Ctrl + v
Paste content when clipboard menu is open	Enter
Paste content from the clipboard as plain text	Shift + Ctrl + v
Cut	Ctrl + x
Delete the previous word	Ctrl + Backspace
Delete the next letter (forward delete)	Alt + Backspace
Undo your last action	Ctrl + z
Redo your last action	Shift + Ctrl + z
Switch between the keyboard languages you've set	Shift + Ctrl + Space
Learn how to choose your keyboard language .	
Switch to the previous keyboard language you were using.	Ctrl + Space

Learn [how to choose your keyboard language](#).



























Dim keyboard (for backlit keyboards only) Alt + 

Make keyboard brighter (for backlit keyboards only) Alt + 




Insert an emoji Search  + Shift + Space (or) Launcher  + Shift + Space

Accessibility

[Learn how to make your Chromebook accessible](#).

Turn ChromeVox (spoken feedback) on or off	Ctrl + Alt + z
Turn on high contrast mode	Search  + Ctrl + h (or) Launcher  + Ctrl + h
Magnify your whole screen	Ctrl + Search  + m (or) Ctrl + Launcher  + m
Magnify part of your screen	Ctrl + Search  + d (or) Ctrl + Launcher  + d
Move around in fullscreen-magnifier mode	Ctrl + Alt + Up  , Down  , Left  , or Right 
Highlight the launcher button on your shelf	Shift + Alt + L
Highlight the next item on your shelf	Shift + Alt + L, then Tab (or) Shift + Alt + L, then Right arrow 
Highlight the previous item on your shelf	Shift + Alt + L, then Shift + Tab (or) Shift + Alt + L, then Left arrow 
Open the highlighted button on your shelf	Shift + Alt + L, then Space (or) Shift + Alt + L, then Enter
Remove the highlight from a button on your shelf	Shift + Alt + L, then Esc
Switch focus between:	Ctrl + Back  or Ctrl + Forward 
<ul style="list-style-type: none">• Status area (where the time appears)• Launcher• Address bar• Bookmarks bar (if visible)• The webpage that's open• Downloads bar (if visible)	
Highlight the bookmarks bar (if shown)	Shift + Alt + b
Highlight the row with the address bar	Shift + Alt + t
Open right-click menu for highlighted item	Search  + Shift + Increase volume  (or) Launcher  + Shift + Increase volume 
Move an app icon up, down or to the side in the launcher	Ctrl + Up  , Down  , Left  , or Right 
Move an app in or out of a folder in the launcher	Ctrl + Shift + Up  , Down  , Left  , or Right 

Desks

Create a new desk	Search  + Shift + =
Switch to a different desk	Search  + [or] (left or right square bracket)
Move a window to a different desk	Shift + Search  + [or] (left or right square bracket)
View all windows in your desk	Alt + Tab
View a different window in your desk	Hold Alt and press Tab
View a different window in your current desk	Select Current desk
View windows across all desks	Select All desk

Zoom in or magnify your Chromebook screen

To see items on your Chromebook screen better, you can change your screen resolution, zoom in, or magnify your screen.

Make a page bigger or smaller

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

- To make the page bigger: Press Ctrl and Plus **+**.
- To make the page smaller: Press Ctrl and Minus **-**.
- Reset zoom: Press Ctrl + 0.

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

Make everything on your screen bigger or smaller

You can make everything on your screen bigger or smaller, including your row of apps and tabs, by changing your screen resolution.

- To make your screen bigger, decrease resolution: Press Ctrl + Shift and Plus $+$.
- To make your screen smaller, increase resolution: Press Ctrl + Shift and Minus $-$.
- Reset resolution: Press Ctrl + Shift + 0.



Note: On a touchscreen, touch and hold an area with two fingers. Then spread them apart to zoom in, or pinch them together to zoom out.

Magnify your screen

You can zoom in on your screen, like you're using a magnifying glass.

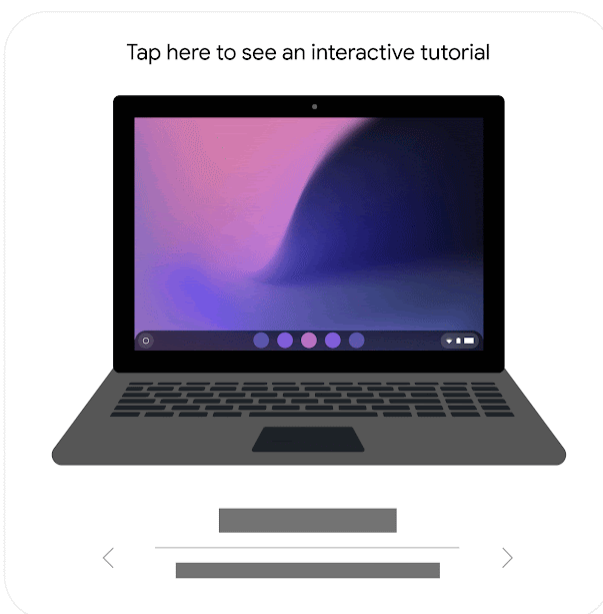
Magnify your whole screen

To quickly magnify your entire screen, press Ctrl + Search  + m or press Ctrl + Launcher  + m.



1. At the bottom right, select the time. Or press Alt + Shift + s.
2. Select Settings .
3. At the bottom, select Advanced.
4. In the "Accessibility" section, select Manage accessibility features.
5. Under "Display," turn on Enable fullscreen magnifier.
6. To choose your zoom level, next to "Fullscreen zoom level," select Down arrow .



Tips:

- To move around, press Ctrl + Alt + Up \wedge , Down \vee , Left \lt , or Right \gt .
- In fullscreen zoom mode on a touchscreen, use two fingers to move around the screen.

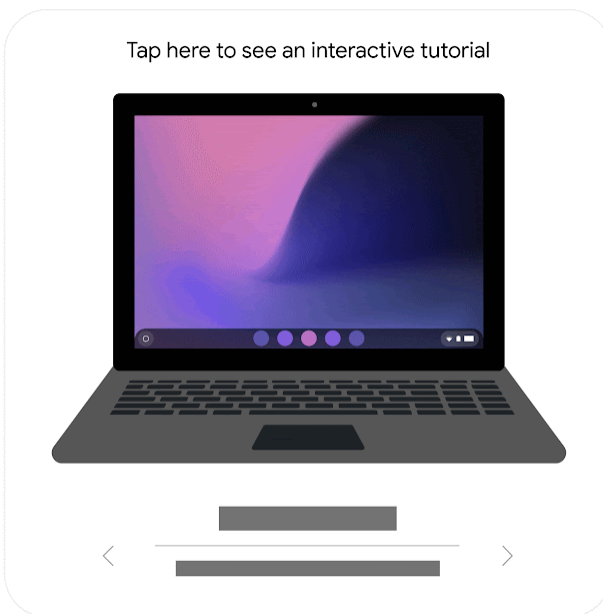


Magnify part of your screen



You'll see the magnified section in the top third of your screen. Your default screen will show underneath. To quickly magnify the top section of your screen, press **Ctrl + Search**  + **d**. Or press **Ctrl + Launcher**  + **d**.

1. At the bottom right, select the time. Or press **Alt + Shift + s**.
2. Select **Settings** .
3. At the bottom, select **Advanced**.
4. In the "Accessibility" section, select **Manage accessibility features**.
5. Under "Display," turn on **Enable docked magnifier**.
6. To choose your zoom level, next to "Docked zoom level," select **Down arrow** .
7. At the top of your screen, you'll see the zoomed in area. To change what's magnified, move your cursor.

Note: When you type in the bottom section of the screen, you'll see what you're typing at the top, just zoomed in.



Change the magnification level or move around

- To increase magnification: Press **Ctrl + Alt + Brightness up** . You can also press **Ctrl + Alt**, then scroll with two fingers up on the touchpad.
- To decrease magnification: Press **Ctrl + Alt + Brightness down** . You can also Press **Ctrl + Alt**, then scroll with two fingers down.
- To move the magnified view around: Move your cursor in any direction. You can also press **Tab** to move from item to item on your screen.

Tip: On a touchscreen, touch and hold an area with two fingers. Then spread them apart to zoom in, or pinch them together to zoom out to change the magnification level.