

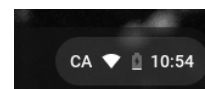
Chromebook Accessibility Features

If this is your first time using your Chromebook, you will have to:


- Select a Wi-Fi network,
- Sign in with an google account and choose an account picture

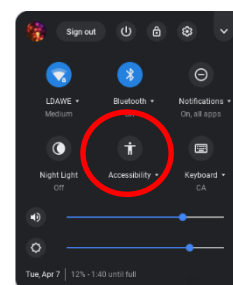
Next you will need to turn on the Accessibility Features:

1. Move the mouse cursor to the bottom right hand corner of the screen and click on the oval to access the settings menu.

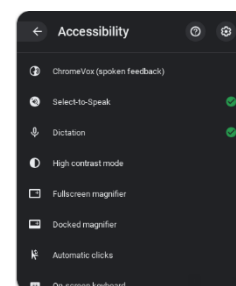


2. The settings windows allows you to customize your Chromebook. If you do not see the Accessibility icon (Circled), follow these steps:

- Click on the gear icon  near the top right corner of the pop-up menu
- Scroll all the way to the bottom until you see the “Advanced” option in the center and click on it
- Scroll down until you see the Accessibility options Click the button beside “Always Show accessibility features”



3. Click on “Select-to-Speak” and Dictation” to turn them on. This will enable dictation using the built-in microphone. You can also explore the accessibility options for other useful tools such as: screen magnification and high-contrast settings for users with vision impairments; a variety of cursor highlighting tools that helps visual tracking and sticky keys.





App Management

Click on the launcher in the bottom left hand corner of the screen to see all apps and open and switch between them. You can drag apps onto the shelf so you have quick access to them. Apps can be removed from the shelf by clicking and dragging them off.

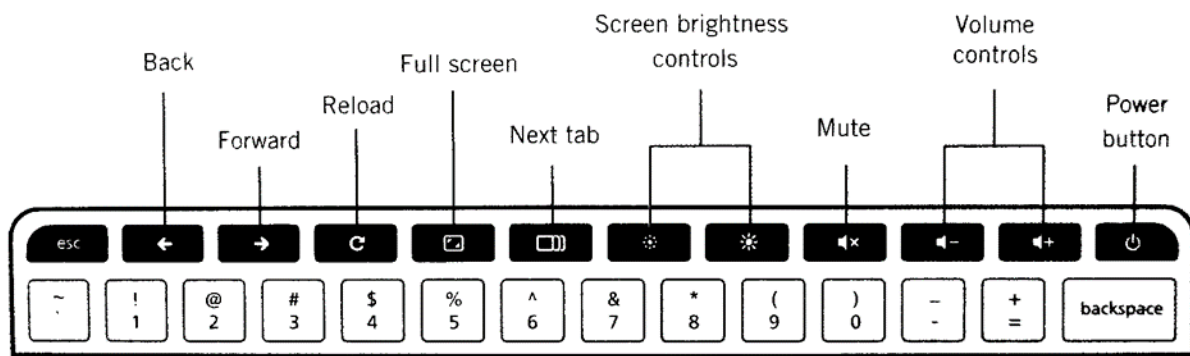


The Chromebook Keyboard




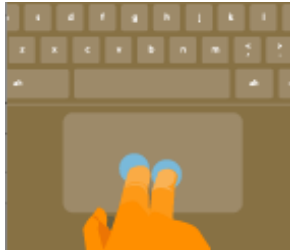

As there are less keys on most Chromebooks, keyboard shortcuts are important to learn.

Key Strokes	Action
Ctrl + Alt + ?	Chromebook Keyboard Shortcut Map
Alt + Backspace	Delete
Alt + Search	Caps Lock
Alt + Up Arrow	Page Up
Alt + Down Arrow	Page Down
Ctrl + Alt + Up Arrow	Home
Ctrl + Alt + Down Arrow	End
Ctrl + S	Save
Ctrl + Z	Undo
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + 	Take a screenshot
Ctrl + Shift + 	Take a partial screenshot

The special keys at the top are also helpful to know:



Touchpad Tips

	<p>Move the Mouse Pointer</p>	<p>Move your finger across the touchpad.</p>
	<p>Left Mouse Click</p>	<p>Press down (Click) in the bottom half of the touchpad. OR Tap the touchpad.</p>
	<p>Right Mouse Click</p>	<p>Press down (Click) in the bottom half of the touchpad with two fingers. OR Press Alt + Left Mouse Click.</p>
	<p>Scroll</p>	<p>Move two fingers up and down to scroll vertically. OR Move two fingers left and right to scroll horizontally.</p>
	<p>Drag and Drop</p>	<p>Click and hold the desired item with one finger. With a second finger, move the item. Release both fingers to drop the item in its new location.</p>