



Chrome OS (Operating System) Flex for Mac Hardware Hot Keys and Tips

Accessibility Hot Keys when Enabled:

Feature	Function
Dictation (speech-to-text)	Click on microphone icon located bottom right side of screen or Control + D
Reading Feature	Click on speaker icon located bottom right side or highlight content with cursor, then Control + S
Zoom In	Command and +
Zoom Out	Command and -
Reset Zoom	Command + 0

Troubleshooting Hot keys:

Issue	Command Keys
If program freezes (reload current page)	Command + R
Turn caps lock On or Off	Press Control + Alt
Close current tab	Command + W
Open the tab	Command + T
Undo	Command + Z
Right click	Tap touchpad with two fingers to open right click menu

Standard Hot Keys:

Feature	Command Keys
Copy	Command + C
Paste	Command + V

Screenshot Hot Keys:



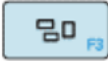





Type of Screenshot	Command Keys
Entire screen	Command + F3
Selected portion	Shift + Command + F3

Split screens:

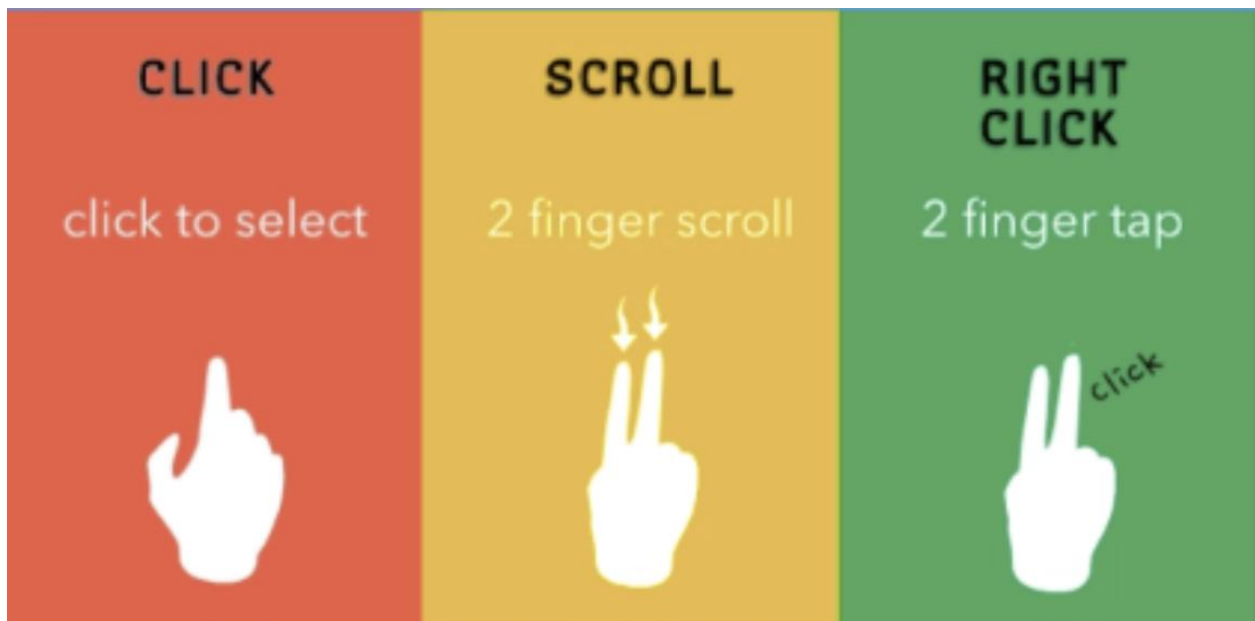
Split screen direction	Command Keys
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Dock a window on the left	Control + [(Left square bracket)
Dock a window on the right	Control +] (Right square Bracket)
Open a new window	Command + N

Function Keys:

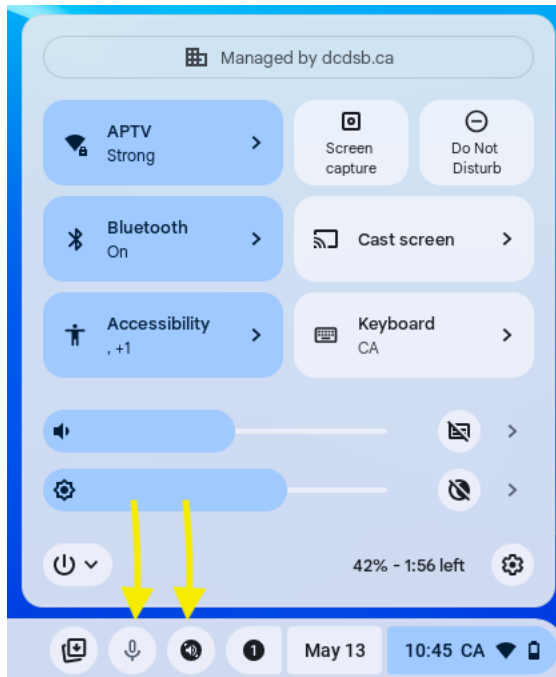
Using Function Keys	Key (Function)
F1 - Decrease brightness	
F2 - Increase brightness	
F3 - Switch to the next window	
F4 - Application launcher	
F8 – Play/Pause	
F10 - Mute	
F 11 - Decrease volume	
F12 - Increase volume	

Trackpad Gestures:





Settings and Accessibility Menu:



To open: tap the time button (bottom right corner of your screen)

In this menu, you can control and customize various settings in your device, including Wi-Fi, audio, language, and accessibility features.

Note: to enable read back & dictation features (pushed icons at bottom, left of date) For read back, open settings> accessibility> Text-to-Speech, enable Select-to-Speak. For Dictation, open settings> accessibility> Keyboard and Text input, enable dictation.





OneDrive for Durham Catholic District School Board

This is a file hosting service. It allows the user to sync files online. All students/staff must work in and save to their OneDrive. It can be accessed by using your app launcher (nine dots) at the top left corner of Microsoft office suite (Outlook, Word, Excel etc.)

Application launcher:



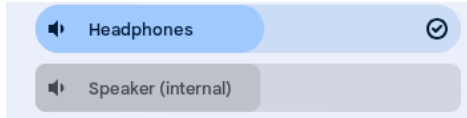
Press  or  to engage the application launcher. The launcher contains everything installed on your device. The application launcher will appear on the bottom left corner of the screen.

Headset troubleshooting:

If sound does not come through the headset while plugged in – open the settings menu.



See audio, volume bar, press arrow >



In output, select headphones. The selected output will highlight in blue and have a checkmark.

USB drive:

Plug a USB cable or thumb drive into the USB port on the device. Next, click on the application launcher and choose the files app (blue file folder). On the sidebar, you will see the name of your drive or equipment. Click on the item you want to access. To copy files from a drive to your device, drag the file either onto the desktop or into the downloads folder.