

Ngā pātuhi pokatata pukakita

Mā ngā pātuhi pokatata e tere ake ai te whakatutuki i ētahi mahi.

Tīwhiri: Hei kimi i ngā pokatata i tēnei whārangi, pēhia te pātaki + f, ka tāuru ai i tāu e kimi ana.

He pokatata e whāia nuitia ana

- Take a screenshot:

Hei hopu whakaahua kapomata: Pēhia te pātaki +  (te pātaki + F5 rānei)

- Take a partial screenshot:

Hei hopu whakaahua kapomata pahara: Pēhia te pāhiki + pātaki +  (te pāhiki + pātaki + F5 rānei), ka pāwhiri ai me te tō haere

- Take a screenshot (on tablets):

Hei hopu whakaahua kapomata (i ngā tīpapa): Pēhia te pātene Hiko + pātene Whakaiti kahaoro

- Turn Caps Lock on or off:

Hei whakaoho, hei whakamoe i te Pūmatua Mau: Pēhia te Rapu  + Alt

- Lock your screen:

Hei raka i te mata: Pēhia te Rapu  + L

- Sign out of your Google Account:

Hei takiputa i tō Pūkete Kūkara: Pēhia te pāhiki + pātaki + q (kia rua ngā patohanga i te q)

- See all keyboard shortcuts:

Hei tiroiro i ngā pātuhi pokatata katoa: Pēhia te pātaki + Alt + /

Katoa ētahi atu pokatata

Whakamārama: Mēnā koe e whakamahi ana i te papapātuhi a Windows, a Mac rānei, ko te pātuhi Windows, ko te pātuhi Command rānei te whakakapi o te pātuhi Rapu .

ctrl = pātaki

shift = pāhiki

alt = pākē

esc = pāputa

Ngā ripa me ngā matapihi

Open a new window

pātaki + n

Hei huaki matapihi hou	
Open a new window in incognito mode Hei huaki matapihi hou i te aratau matahuna	pāhiki + pātaki + n
Open a new tab Hei huaki ripa hou	pātaki + t
Open a file in the browser Hei huaki kōnae i te pūtiro tiro	pātaki + o
Close the current tab Hei kati i tēnei ripa	pātaki + w
Close the current window Hei kati i tēnei matapihi	pāhiki + pātaki + w
Reopen the last tab or window you closed Hei huaki anō i tētahi ripa i katia i nakua nei (whakamutunga, i te ripa whakamutunga rānei i katia)	pāhiki + pātaki + t
Go to tabs 1-8 in the window Hei haere ki ngā ripa 1-8 i te matapihi	pātaki + 1 piki atu ki te pātaki + 8
Go to the last tab in the window Hei haere ki te ripa whakamutunga i te matapihi	pātaki + 9
Go to the next tab in the window Hei haere ki te ripa o muri mai i te matapihi	pātaki + Ripa
Go to the previous tab in the window Hei haere ki te ripa o mua atu i te matapihi	pāhiki + pātaki + Ripa
Switch quickly between windows Hei whakawhiti rere i waenga i ngā matapihi	Press & hold Alt, tap Tab until you get to the window you want to open, then release. Pēhia roatia te Alt, ka pato ai i te Ripa kia tae koe ki te matapihi e hiahia ana koe ki te huaki. Kia tae ki reira, tukuna.
Open the window you used least recently Hei huaki i te matapihi kua tino roa ki muri tō whakamahinga whakamutunga	Press & hold pāhiki + Alt, tap Tab until you get to the window you want to open, then release. Pēhia roatia te pāhiki + Alt, ka pato ai i te Ripa kia tae koe ki te matapihi e hiahia ana koe ki te huaki. Kia tae ki reira, tukuna.

Go to previous page in your browsing history Hei haere ki te whārangi o mua atu i tō hītori pūtirotiro	Alt + pere Mauī <
Go to the next page in your browsing history Hei haere ki te whārangi o muri mai i tō hītori pūtirotiro	Alt + pere Right >
Open the link in a new tab in the background Hei huaki i te hononga i tētahi ripa hou i te tuarongo	Pēhia te pātaki, ka pāwhiri ai i tētahi hononga
Open the link in a new tab and switch to the new tab Hei huaki i te hononga i tētahi ripa hou me te whakawhiti ki taua ripa hou	Pēhia te pāhiki + pātaki, ka pāwhiri ai i te hononga
Open the link in a new window Hei huaki i te hononga i tētahi matapihi hou	Pēhia te pāhiki, ka pāwhiri ai i te hononga
Open the link in the tab Hei huaki i te hononga i te ripa	Drag the link to the tab's address bar Tōia te hononga ki te pae wāhitau o te ripa
Open the link in a new tab Hei huaki i te hononga i tētahi ripa hou	Drag the link to a blank area on the tab strip Tōia te hononga ki te wāhi wātea i te tāhei ripa
Open the webpage in a new tab Hei huaki i te whārangi ipurangi i tētahi tapanga hou	Type a web address (URL) in the address bar, then press Alt + Enter Patohia te wāhitau tukutuku (URL) ki te pae wāhitau, ka pēhi ai i te Alt + Enter
Return the tab to its original position Hei whakahoki i te ripa ki tōna wāhi tīmatanga	While dragging the tab, press Esc I a koe e tō ana i te ripa, pēhia te Hōnea
Dock a window on the left Hei nuku i te matapihi ki te mauī	Alt + [
Maximize window Hei whakamōrahi i te matapihi	Alt + =
Minimize window Hei whakamōkito i te matapihi	Alt + -

Dock a window on the right Hei nuku i te matapihi ki te matau	Alt +]
Switch windows between screens (when your Chromebook is connected to a monitor) Hei whakawhiti matapihi i waenga i ngā mata (ina honoa tō Pukakita ki tētahi atu mata)	Rapu XXX + Alt + m

Te pūtirotiro whārangi me te pūtirotiro ipurangi

Page up Piki whārangi	Rapu XXX , ko te Alt + pere Runga ^ rānei
Page down Heke whārangi	Rapu XXX , ko te Alt + pere Raro v rānei
Scroll down the web page Hei panuku whakararo i te whārangi ipurangi	Pae mokowā
Go to top of page Hei haere ki runga rawa o te whārangi	pātaki + Alt + pere Whakarunga ^
Go to bottom of page Hei haere ki raro rawa o te whārangi	pātaki + Alt + pere Whakararo v
Print your current page Hei tā mai i tēnei whārangi	pātaki + p
Save your current page Hei tiaki i tēnei whārangi	pātaki + s
Reload your current page Hei uta anō i tēnei whārangi	pātaki + r
Reload your current page without using cached content Hei uta anō i tēnei whārangi me te kore e whakamahi raraunga kua rokiroki	pāhiki + pātaki + r
Zoom in on the page Hei topa ki tata i te whārangi	pātaki me te +
Zoom out on the page Hei topa ki tawhiti i te whārangi	pātaki me te -
Reset zoom level Hei whakarerekē i te kaha o te topa	pātaki + 0
Stop the loading of your current page Hei aukati i te utanga o tēnei whārangi	Hōnea

Right-click a link Hei pāwhiri-matau i tētahi hononga	Pēhia te Alt, ka pāwhiri ai i tētahi hononga
Open the link in a new tab in the background Hei huaki i te hononga i tētahi ripa hou i te tuarongo	Pēhia te pātaki, ka pāwhiri ai i tētahi hononga
Save the link as a bookmark Hei tiaki i te hononga hei tohuwāhi	Tōia te hononga ki te pae tohuwāhi
Save your current webpage as a bookmark Hei tiaki i tēnei whārangi ipurangi hei tohuwāhi	pātaki + d
Save all open pages in your current window as bookmarks in a new folder Hei tiaki i ngā whārangi tuwhera i tēnei matapihi hei tohuwāhi ki tētahi kōpaki hou	pāhiki + pātaki + d
Search the current page Hei rapu mea i tēnei whārangi	pātaki + f
Go to the next match for your search Hei haere ki te mea whai i muri e rite ana, ki reira rapu ai	pātaki + g, te Tāuru rānei
Go to the previous match for your search Hei haere ki te mea o mua atu e rite ana, ki reira rapu ai	pāhiki + pātaki + g, te pāhiki + Tāuru rānei
Perform a Google search Hei tuku atu mā Kūkara e rapu	pātaki + k or pātaki + e
Add www. and .com to your input in the address bar, then open the page Hei tāpiri i te www. me te .com ki tāu kua tuhi ki te pae wāhitau, ka huaki ai i te whārangi	pātaki + Tāuru
View page source Hei tiroiro i te takenga mai o te whārangi	pātaki + u
Show or hide the Developer Tools panel Hei whakaatu, hei huna rānei i te paewhiri Taputapu Ringawaihanga	pāhiki + pātaki + i
Show or hide the DOM Inspector Hei whakaatu, hei huna rānei i te Karutiroiro DOM	pāhiki + pātaki + j
Show or hide the bookmarks bar Hei whakaatu, hei huna rānei i te pae tohuwāhi	pāhiki + pātaki + b
Open the History page Hei huaki i te whārangi Hītori	pātaki + h
Open the Downloads page Hei huaki i te whārangi Tikiake	pātaki + j

Delete selected Autofill suggestion when filling out a form Hei muku atu i te whakaaro Whakakī-aunoa kua tīpakona ina whakakīia tētahi puka	pāhiki + Alt + Hokimuri
--	-------------------------

Ngā tautuhinga pūnaha, whakaatu

Open the Files app Hei huaki i te taupānga Kōnae	pāhiki + Alt + m
Preview a file in the Files app Hei arokite i tētahi kōnae i te taupānga Kōnae	Tīpakohia te kōnae, ka pēhi ai i te Mokowā
Display hidden files in the Files app Hei whakaatu i ngā kōnae huna i te taupānga Kōnae	pātaki + .
Open the status area (where your account picture appears) Hei huaki i te wāhi tūnga (kei reira tō whakaahua pūkete)	pāhiki + Alt + s
Click icons 1-8 on your shelf Hei pāwhiri i ngā ata 1-8 i tō pae	Alt + 1 piki atu ki te Alt + 8
Click the last icon on your shelf Hei pāwhiri i te ata whakamutunga i tō pae	Alt + 9
Use F keys (F1 to F12) Hei whakamahi i ngā pātuhi pokatata (F1 to F12)	Rapu XXX + 1 piki atu ki te Rapu XXX + =
See your notifications Hei tiroiro i ngā whakamōhiotanga mai	pāhiki + Alt + n
Change screen resolution Hei whakarerekē i te ariari o te mata	pāhiki + pātaki me te +, te - rānei
Reset screen resolution to default Hei whakahoki i te ariari o te mata ki te mea taunoa	pāhiki + pātaki + 0
Rotate screen 90 degrees Hei huri i te mata kia 90 tākiri te huringa	pāhiki + pātaki + 
Switch to the next user Hei whakawhiti ki te kaiwhakamahi whai i muri ake	pātaki + Alt + .
Switch to the previous user Hei whakawhiti ki te kaiwhakamahi o mua atu	pātaki + Alt + ,

Te whakatika kuputuhi

Caps Lock on or off Hei whakaara, hei whakamoe i te Pūmatua Mau	Rapu XXX + Alt
Select everything on the page Hei tīpako i ngā mea katoa kei te whārangi	pātaki + a
Select the content in the address bar Hei tīpako i ngā kōrero kei te pae wāhitau	pātaki + L or Alt + d
Select the next word or letter Hei tīpako i te kupu, i te pū rānei ka whai i muri mai	pāhiki + pātaki + pere Matau >
Select text to the end of the line Hei tīpako i ngā kuputuhi ki te mutunga o te rārangi	Rapu XXX + pāhiki + pere Matau >
Select text to the beginning of the line Hei tīpako kuputuhi ki te tīmatanga o te rārangi	Rapu XXX + pāhiki + pere Mauī <
Select previous word or letter Hei tīpako i te kupu, i te pū rānei o mua atu	pāhiki + pātaki + pere Mauī <
Move to the end of the next word Hei pāhiki ki te mutunga o te kupu ka whai i muri mai	pātaki + pere Matau >
Move to the start of the previous word Hei pāhiki ki te tīmatanga o te kupu o mua atu	pātaki + pere Mauī <
Move to beginning of the line Hei pāhiki ki te tīmatanga o te rārangi	Rapu XXX + pere Mauī <
Move to end of the line Hei pāhiki ki te mutunga o te rārangi	Rapu XXX + pere Matau >
Go to end of document Hei haere ki te mutunga o te tuhinga	Rapu XXX + pātaki + pere Matau >
Go to beginning of document Hei haere ki te tīmatanga o te tuhinga	Rapu XXX + pātaki + pere Mauī <
Copy selected content to the clipboard Hei tārua i te mea kua tīpakohia ki te papatopenga	pātaki + c
Paste content from the clipboard Hei whakapiri i ngā kōrero mai i te papatopenga	pātaki + v
Paste content from the clipboard as plain text Hei whakapiri i ngā kōrero kei te papatopenga hei kuputuhi tōkau	pāhiki + pātaki + v
Cut Hei tapahi	pātaki + x
Delete the previous word Hei muku atu i te kupu o mua atu	pātaki + Hokimuri

Delete the next letter (forward delete) Hei muku atu i te pū whai i muri ake (muku whakamua)	Alt + Hokimuri
Undo your last action Hei whakakore i tō mahi o mua tata atu	pātaki + z
Redo your last action Hei tukurua i tō mahi o mua tata atu	pāhiki + pātaki + z
Switch between the keyboard languages you've set. Learn how to choose your keyboard language . Hei whakawhiti i waenga i ngā reo papapātuhi kua tohua e koe. Hei ako me pēhea te kōwhiri i tō reo papapātuhi .	pāhiki + pātaki + Mokowā
Switch to the previous keyboard language you were using. Hei whakawhiti ki te reo papapātuhi e whakamahia ana e koe i mua tata ake. Learn how to choose your keyboard language . Hei ako me pēhea te kōwhiri i tō reo papapātuhi .	pātaki + Mokowā
Dim keyboard (for backlit keyboards only) Hei whakakaurehu i te papapātuhi (mō ngā papapātuhi whitimuri anake)	Alt + 
Make keyboard brighter (for backlit keyboards only) Hei whakaahoaho i te papapātuhi (mō ngā papapātuhi whitimuri anake)	Alt + 

KIA NGĀWARI AKE TE WHAKAMAHI I TE PUKAKITA/PUKARANGI

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

Turn ChromeVox (spoken feedback) on or off Hei whakaara, hei whakamoe rānei i te Reo Kita (e rangona ai he reo kōrero)	pātaki + Alt + z
Turn on high contrast mode Hei whakakā i te pūahoaho	Rapu + pātaki + h
Highlight the launcher button on your shelf Hei tāmuramura i te pātene uaki i tō pae	pāhiki + Alt + L

Highlight the next item on your shelf Hei tāmuramura i te mea whai i muri ake i tō pae	pāhiki + Alt + L, kātahi ko te Ripa, ko te pere matau rānei
Highlight the previous item on your shelf Hei tāmuramura i te mea o mua atu i tō pae	pāhiki + Alt + L, kātahi ko te pāhiki + Ripa, ko te pere mauī rānei
Open the highlighted button on your shelf Hei huaki i te pātene kua tāmuramuratia i tō pae	pāhiki + Alt + L, kātahi ko te Mokowā ko te Tāuru rānei
Remove the highlight from a button on your shelf Hei tango i te tāmuramura i tētahi pātene i tō pae	pāhiki + Alt + L, kātahi ko te Hōnea
Switch focus between: Hei whakawhiti i te arotahinga i waenga i: Status area (where your account picture appears) Whaitua tūnga (kei reira tō whakaahua pūkete) Launcher Kaiuaki Address bar Pae wahitau Bookmarks bar (if visible) Pae tohuwāhi (ina kitea) The webpage that's open Te whārangi ipurangi e tuwhera ana Downloads bar (if visible) Te pae tikiake (ina kitea)	pātaki +  or pātaki + 
Highlight the bookmarks bar (if shown) Hei tāmuramura i te pae tohuwāhi (ina kitea)	pāhiki + Alt + b
Highlight the row with the address bar Hei tāmuramura i te haupae kei reira te pae tohuwāhi	pāhiki + Alt + t
Open right-click menu for highlighted item Hei huaki i te tahua pāwhiri-matau mō te mea kua tāmuramuratia	Rapu + pāhiki + 
Use shortcuts on a braille keyboard Hei whakamahi pokatata i te papapātuhi matapō	Tirohia ngā pokatata papapātuhi matapō

Magnify your whole screen Hei whakarahi ake i te katoa o te mata	Rapu + pātaki + m
Magnify part of your screen Hei whakarahi ake i tētahi wāhanga o te mata	Rapu + pātaki + d