Google Chrome
Quick Reference Guide

The Google Chrome Window

Active Tab
Inactive Tab
New Tab
Extensions
Reload
Bookmark
Profile
Back and Forward
Customize and Control Google Chrome
Bookmarks Bar

Keyboard Shortcuts

Tab and Window Controls

New window.........................	**Ctrl** + **N**
New tab	**Ctrl** + **T**
New incognito window	**Ctrl** + **Shift** + **N**
Jump to next tab..................	**Ctrl** + **Tab**
Jump to previous tab	**Ctrl** + **Shift** + **Tab**
Close the current tab	**Ctrl** + **W**
Close the current window	**Ctrl** + **Shift** + **W**
Jump to the address bar	**Ctrl** + **L**
Reopen closed tab..............	**Ctrl** + **Shift** + **T**

Web Page Controls

Reload page........................	**F5**
Reload page, ignoring cached content	**Shift** + **F5**
Stop page loading	**Esc**
Print page	**Ctrl** + **P**
Save page...........................	**Ctrl** + **S**
Bookmark page...................	**Ctrl** + **D**
Toggle full-screen...............	**F11**
Zoom in..............................	**Ctrl** + **+**
Zoom out	**Ctrl** + **-**
Zoom to 100%	**Ctrl** + **0**
Display page source code....	**Ctrl** + **U**
Scroll down one page	**Page Down**
Scroll up one page...............	**Page Up**
Jump to top of page.............	**Home**
Jump to bottom of page.......	**End**
Select next clickable object ..	**Tab**
Select previous clickable object	**Ctrl** + **Tab**

Chrome Application Controls

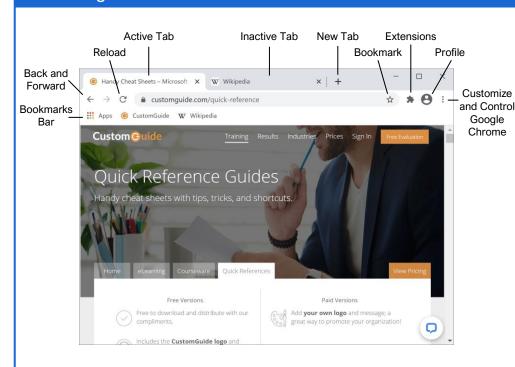|	
Open the Chrome menu	**Alt** + **E**
Toggle the Bookmarks bar ...	**Ctrl** + **Shift** + **B**
Open the Bookmarks Manager..........	**Ctrl** + **Shift** + **O**
Open the History page.........	**Ctrl** + **H**
Open the Downloads page...	**Ctrl** + **J**
Open the Find bar	**Ctrl** + **F**
Next Find match	**Ctrl** + **G**
Previous Find match	**Ctrl** + **Shift** + **G**
Open Chrome Help Center ..	**F1**

Browsing Basics

Enter an Address or Search: Click in the address/search bar at the top of the window, enter a website URL or search term, then press the **Enter** key.

Go Backward in your History: Click the **Back** ← arrow button to return to the page you were viewing before the current page.

Go Forward in your History: After having clicked the Back arrow button, click the **Forward** → arrow button to return to the previous page.

Reload a Page: Click the **Reload** ⟳ button next to the address bar to refresh the page.

Open a New Tab: Click the **New tab** + button at the top of the window, to the right of the tabs.

Open a Link in a New Tab: Click a web link while holding the **Control** key (or the **Command** key on a Mac), or right-click a link and select **Open link in new tab**.

Close a Tab: Click the **Close** ✕ button on the right end of a tab.

Bookmark a Page: Click the **Bookmark this tab** ☆ button at the end of the address bar, give the bookmark a name, choose a bookmark folder, then click **Done**.

Manage Bookmarks

Open a Bookmark: Click a bookmark on the Bookmarks bar, or click the **Customize and control Google Chrome** ⋮ menu button, select **Bookmarks**, and select a bookmark.

Open the Bookmark Manager: Click the **Customize and control Google Chrome** ⋮ menu button, select **Bookmarks**, and select **Manage bookmarks**.

Create a New Bookmark Folder: Right-click on the Bookmarks bar (or in the Bookmarks menu), select **Add folder**, give the folder a name, and click **Save**. Or, in the Bookmark Manager, click the **Organize** menu button, select **Add new folder**, give the folder a name, and click **Save**.

Move a Bookmark: Click and drag a bookmark (from the Bookmarks bar, Bookmarks menu, or in the Bookmark Manager) into a folder.

Edit a Bookmark: Right-click a bookmark (on the Bookmarks bar, Bookmarks menu, or in the Bookmark Manager), select **Edit**, edit the name and/or URL, and click **Save**.

Delete a Bookmark: Right-click a bookmark (on the Bookmarks bar, Bookmarks menu, or in the Bookmark Manager) and select **Delete**.

Browse Privately

Open an Incognito Mode Window: Click the **Customize and control Google Chrome** ⋮ menu button and select **New incognito window** to browse privately.

Open a Link in an Incognito Window: Right-click a link and select **Open link in incognito window**.

Browsing History

View Recently Visited Pages: Click the **Customize and control Google Chrome** ⋮ menu button and select the **History** submenu.

View Your Full Browsing History: Click the **Customize and control Google Chrome** ⋮ menu button, select the **History** submenu, then select **History**.

Visit a Page from Your History: Click the **Customize and control Google Chrome** ⋮ menu button, select the **History** submenu, and then select a page. Or, click the **Customize and control Google Chrome** menu button, select the **History** submenu, select **History**, then click a page title.

Clear Your Browsing History: Click the **Customize and control Google Chrome** ⋮ menu button, select the **History** submenu, and select **History**. Click the **Main menu** ☰ button on the History page (if necessary), select **Clear browsing data**, click the **Time range** list arrow, and select a time frame to clear. Check the **Browsing data** checkbox and then click **Clear data**.

Change How a Page is Viewed

Zoom In: Click the **Customize and control Google Chrome** menu button, then click (**+**) in the Zoom group.

Zoom Out: Click the **Customize and control Google Chrome** ⋮ menu button, then click (**-**) in the Zoom group.

View a Page Full-Screen: Click the **Customize and control Google Chrome** ⋮ menu button, then click the **Full-screen** ⟦⟧ button in the Zoom group. Click the **Exit full-screen** button at the top of the screen to return to normal view.

Use Profiles

Add a Profile: Click the user profile icon button, select **Add**, enter a profile name, select a profile icon, and click **Add**.

Change Profiles: Click the user profile icon button and select another profile.

Sync a Profile to a Google Account: Click the user profile icon button, click **Turn on sync**, enter your Google account email address, click **Next**, enter your account's password, click **Next**, click **Link Data** (if necessary), then click **Yes, I'm In**.

Manage Downloads

View Recent Downloads: Click the **Customize and control Google Chrome** ⋮ menu button and select **Downloads**.

Open a Downloaded File: Click the downloaded file in the Downloads bar. Or, click a downloaded file name on the Downloads page.

View a Downloaded File's Location: Click the menu arrow next to a file in the Downloads bar and select **Show in folder**. Or, click the **Show in folder** link below a file's name on the Downloads page.

Save a Web Page: Click the **Customize and control Google Chrome** ⋮ menu button and select **More tools**. Select **Save page as** and enter a file name. Click the **Save as type** menu arrow and select a file type, then click **Save**.

- **HTML Only** will save just the HTML code for a page without any images, style sheets, or other assets. This will save it with the smallest file size, but isn't useful if you care about more than the page's text.
- **Single File** will save the page and all of its assets into a single file, making it easy to share with someone else.
- **Complete** will save the page as one file, with all of the images and other assets saved to a folder you can easily browse.

Extensions

Access the Chrome Web Store: Click the **Customize and control Google Chrome** ⋮ menu button, select **More tools**, and select **Extensions**. Click the **Main menu** ☰ button to expand the left pane (if necessary) and click the **Open Chrome Web Store** link.

Install an Extension: Click an extension's thumbnail in the Chrome Web Store, click the **Add to Chrome** button, review the extension's requests for your data, and click **Add extension**.

View Active Extensions: Click the **Extensions** ✦ button to the right of the address bar.

Use an Extension: Click the **Extensions** ✦ button to the right of the address bar, then click an extension's name.

Manage Extensions: Click the **Customize and control Google Chrome** ⋮ menu button, select **More tools**, and select **Extensions**.

Toggle an Extension On or Off: Click the **Customize and control Google Chrome** ⋮ menu button, select **More tools**, select **Extensions**, and then click an extension's toggle switch.

Remove an Extension: Click the **Customize and control Google Chrome** ⋮ menu button, select **More tools**, select **Extensions**. Click an extension's **Remove** button then click **Remove** to confirm.

Extensions

Pin an Extension to the Toolbar: Click the **Extensions** ✦ button to the right of the address bar, then click an extension's **Pin** ⏷ button. Click the **Pin** ⏷ button again to unpin the extension.

Access an Extension's Options: Click the **Extensions** ✦ button to the right of the address bar, click an extension's **More actions** ⋮ button, then select **Options**. Every extension will have a different options page with different options available. Make any changes you want to an extension's options, then click **Save**.

Chrome Settings

Access Chrome Settings: Click the **Customize and control Google Chrome** ⋮ menu button, select **Settings**, and then select a settings category in the left pane.

- **You and Google** settings control how Chrome syncs to your Google account. You can change your account name and picture, import bookmarks, and adjust other settings.
- **Autofill** settings let you manage the passwords, payment methods, addresses, and other bits of personal information that Chrome can automatically fill in for you.
- **Safety Check** allows you to run a single test to see if there are any security concerns in Chrome, including whether Chrome is up to date, if you have any potentially malicious extensions installed, and whether any of the passwords you use have been compromised in any known security breaches.
- **Privacy and Security** settings allow you to clear your browsing data, control Safe Browsing settings, and modify specific site permissions settings.
- **Appearance** settings let you change the theme, toggle the Home button and the Bookmarks bar, customize the default fonts, and change the default page zoom level.
- **Search Engine** settings allow you to change Chrome's default search engine, as well as manage additional search engines you can access by using keywords.
- **Default Browser** settings includes a button to make Chrome your default browser.
- **On Startup** settings let you choose what appears when you first open Chrome—either the New Tab page, the tabs you last had open, or a specific set of tabs.
- **Advanced** settings contain more categories, including language and spellcheck, download location, accessibility settings, hardware acceleration settings, and options to reset settings back to defaults.

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