

ChatGPT Keyboard Shortcuts and Tips Cheat Sheet

A quick, plain-English reference for using ChatGPT in a desktop web browser. These are browser shortcuts, not special ChatGPT commands.

Verified browser shortcuts

Action	Windows / Linux	Mac
Find a word or phrase on the page	Ctrl + F	⌘ + F
Select the address bar	Ctrl + L	⌘ + L

Confirmed for Chrome and Microsoft Edge on the listed desktop systems. Safari on Mac supports ⌘ + F to find on the page and ⌘ + L to select the Smart Search field.

[Free resource from WhatIsChatGPT | whatischatgpt.co.uk](#)

Use ChatGPT more effectively

General techniques, not shortcuts

Start with the outcome you want, then add the useful context: who the answer is for, what format you need, and any limits such as length or tone.

Ask for one clear task at a time. For complex work, split it into steps and review each result before moving on. If the first answer misses the mark, say what to change and what to keep.

Provide examples when you have a preferred style or structure. Ask ChatGPT to show assumptions or explain uncertainty when accuracy matters.

Check before you rely on an answer

Treat responses as a starting point, not a guaranteed source of truth. Verify important facts, current information, calculations, citations and advice with reliable sources or a qualified professional.

Avoid sharing passwords, payment details or other sensitive personal information. Check your browser and device help for the current shortcut if a key combination behaves differently.

Platform and browser variation

The table lists desktop browser shortcuts verified in official help for Chrome and Edge on Windows or Linux and Mac, plus Safari on Mac. Other browsers, operating systems, keyboards and app versions may differ. On many keyboards, ⌘ means Command; Ctrl means Control.

Official shortcut references

Google Chrome Help: Chrome keyboard shortcuts support.google.com/chrome/answer/157179

Microsoft Support: Keyboard shortcuts in Microsoft Edge support.microsoft.com/en-us/edge/keyboard-shortcuts-in-microsoft-edge

Apple Support: Keyboard shortcuts and gestures in Safari on Mac support.apple.com/guide/safari/keyboard-shortcuts-and-gestures-cpsh003/mac

[Free resource from WhatIsChatGPT | whatischatgpt.co.uk](#)