

CHROMEBOOK QUICKSTART GUIDE

BEFORE YOU START!



Chromebooks from the library are designed to clear all user data whenever you close the laptop or sign out of the Chrome browser. You can save your files to a USB drive or cloud storage service. See page 3 of this guide for more information.



Please read user policy, bookmarked on the Chromebook. Using internet access for purposes that violate federal or state laws is prohibited. Internet service will be shut off if devices aren't returned. Lost or damaged fees apply. Please return this device to West Slope Library.



Help is available! If you have questions about how to use this Chromebook or resources on the web we can help. The West Slope Library staff can help with quick questions without an appointment via email and phone.

We also offer 30 minute appointments through our Book a Librarian service. Appointments can be made by calling us or booking directly from our website. The link is bookmarked in the Chrome browser.



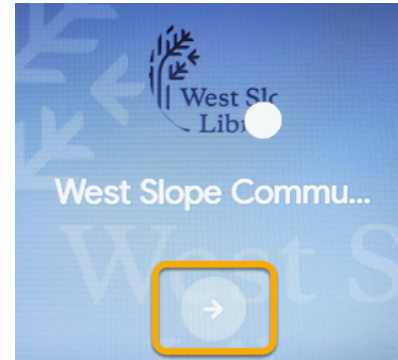
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POWER BUTTON AND LOGIN

The power button is in the upper right corner of the keyboard.



When the Chromebook turns on, press the arrow in the center of the screen to start a new session.



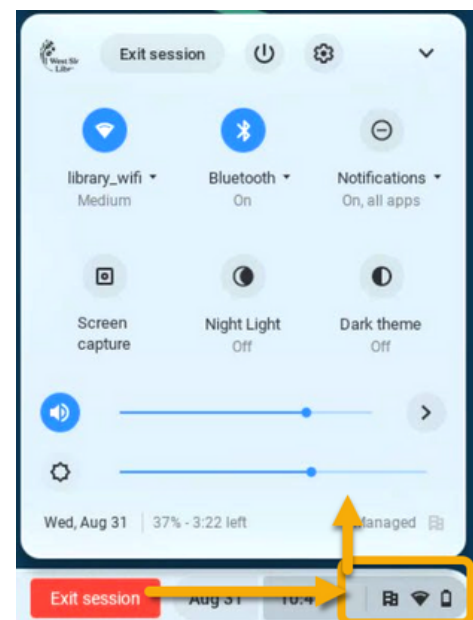
After 6 minutes of inactivity, the screen will go dark to save battery life — this won't log you out. Just press any key to wake up the screen.

Closing the laptop will log you out — please save your files to a USB drive or cloud storage service.

QUICK SETTINGS PANEL

Access the quick settings panel by clicking in the lower right hand corner of the taskbar. From here you can choose a Wi-Fi network, connect a Bluetooth device, adjust volume and screen brightness, and shut down the Chromebook.

Some Chromebook kits circulate with a Wi-Fi hotspot. Instructions on how to connect the hotspot are included with the kit.





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SOFTWARE AND SAVING YOUR WORK

Software access is web-based on Chromebooks. Word processing, streaming, and gaming is all done through the Chrome web browser. You can find three folders of bookmarks to get you started: Helpful Library Links, Cloud Storage and Computing, and Online Resources.

CLOUD STORAGE

There are many free and paid subscription cloud storage options available online. Most email programs come with cloud storage, so if you are using providers like Gmail, Outlook, or Yahoo you already have access to free storage. West Slope Library does not endorse or recommend any cloud storage services over another.

USB FLASH DRIVE STORAGE

If you don't want to use cloud storage, you will need a USB flash drive to save your work.

PRINTING AT THE LIBRARY

Need to print? The library's Print from Anywhere service can help with that! Submit prints to pick up at your library:
www.wccls.org/printfromanywhere

Printing is free for the first 100 pages. Any additional printing is 10¢ per page/side. Cash, check, and card are accepted. Color printing is not available. Prints must be picked up within 24 hours of submission.





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STREAMING, LISTENING & LEARNING

Many online resources are available with your WCCLS library card. You can watch movies, take online classes, listen to audiobooks, get homework help, and much more! Below is a sampling of what is available; more is bookmarked in the Chrome web browser.

LIBBY

Download e-books and e-audiobooks! You can borrow and hold up to 15 titles at a time. Fiction, non-fiction, picture books ... there are many options for all ages.



KANOPY

Stream movies, TV shows, and The Great Courses through Kanopy. Parents and children can also enjoy thousands of episodes of high-quality kids content through Kanopy Kids.



LINKEDIN LEARNING

Learn creative, business, and software skills to achieve your personal and professional goals. High-quality video courses taught by experts, from the industry leader in online training.



STILL WANT HELP? CONTACT US.

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