Dear Patrons,

We are providing this chromebook to you as a way to connect to the internet so you can accomplish what you need online. It is not indended for heavy duty workloads

How To Work It

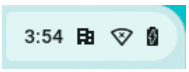
1. Power it on – Hold the power button down for a second and let it boot up. It will automatically log in as a managed guest user and take you to the desktop.

2. Connect to Wifi

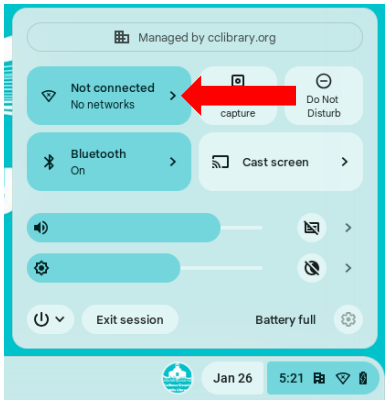
   NOTE: if you are at any of our libraries, it should automatically connect to our wifi.

   WARNING: if you are using a public wifi, such as at the library or a coffee shop, there is risk that someone on that network can capture your internet traffic and see sensitive information (such as credit card information) you may be entering in on a website (sending over the internet). If you must send sensitive information over the internet, it is best to encrypt your traffic using a VPN service (you must purchase this on your own), or wait to send that information when you are using a trusted, secure wifi network.

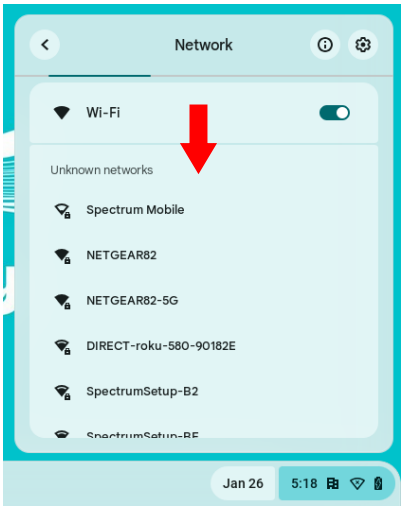
   a. If you are at a place that has wifi, such as your home, work, or coffee shop:

      1. Select the utility section of the taskbar 

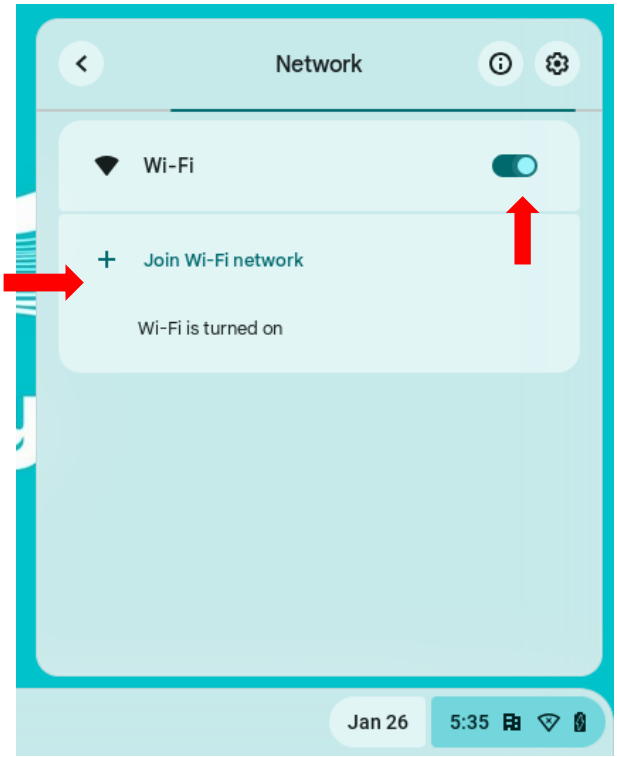
2. Select wifi settings:



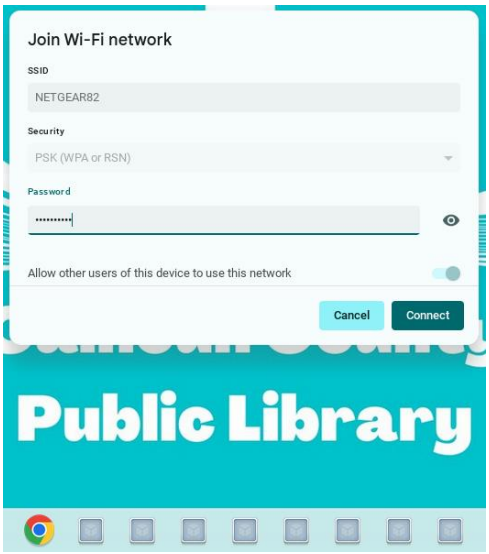
3. Select the wifi name (SSID) you want to connect to.



NOTE: if the wifi you want to connect to is ***hidden***, it **WILL NOT** show up in the list. You will have to enter it in. To do this, toggle the wifi button off, then toggle it back on. You have a few seconds to select **"Join Wi-Fi Network"**.



A. Type in the **name (SSID)** of the wifi
B. Under **Security,** WPA/WPA2 is usually the most secure, so choose that when it's available.
C. Type in the **password** for that wifi if there is one
D. Select **"Connect".**



b. Try browsing to a web page to see if you get an error.
    a. If your wifi status is "connected" but you don't have internet, then it is likely there is a problem with the wifi network.
    b. If your wifi status is "not connected" or similar, then you may have to try connecting to the wifi again.

Google Accounts:

- If you have a Gmail address or an Android phone, you already have a Google account. You will use either your email address or phone number and password to log into your account at www.google.com.

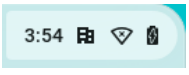
- If you have your own google account, you will need to navigate to it in the Chrome browser and log in to allow you to securely save bookmarks, passwords, and files you create or download online, allowing you to access them from any computer in the future.

- **Note:** Some Google accounts have what's called "Two-Factor Authentication." To increase the security of your account, logging in to your account on a new device will require an additional step, usually a six-digit password sent to your email or text message to your phone. If you have Two-Factor Authentication active on your account, you will need to enter that code when prompted during login.

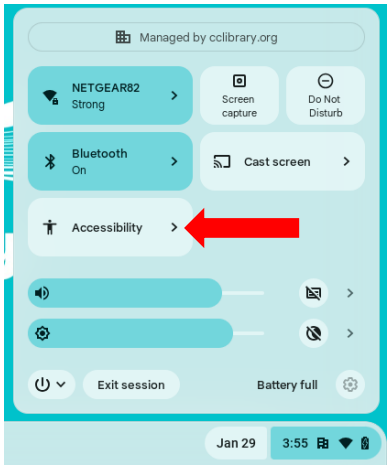
Accessibility

Turn on Chromebook accessibility features

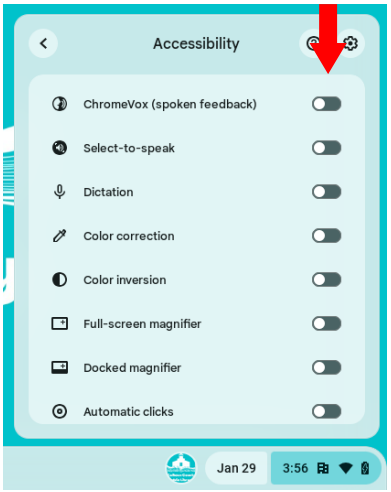
You can make your Chromebook easier to use by turning on accessibility features that work best for your needs.

1. Select the utility section of the taskbar: 

2. Select “Accessibility”:



3. Toggle on/off the accessibility features you want to use:



- **Text-to-speech**: Turn on the screen reader or Select-to-speak.
- **Type text with your voice**: Turn on dictation.
- **Display:** Enable color filters for protanopia, deuteranopia, or tritanopia, or view the display in grayscale with Color correction, turn on Color inversion mode, turn on the screen magnifier, and change screen resolution or text size.
- **Keyboard**: Turn on sticky keys, on-screen keyboard, keyboard focus highlighting, keyboard repeat rate, or word prediction.
- **Mouse and touchpad**: Turn on navigation buttons in tablet mode, automatic clicking, tap dragging, cursor highlighting, or change the cursor's size or color.
- **Audio**: Play all sounds together through all speakers or play sound on startup.
- **Chrome Live Caption:** Turn on Chrome Live Captions for media played on your Chrome browser.

Chromebook FAQs

How do I check my email and browse the internet?

- You can check your email by going to your email provider’s website and logging into your email account. Google Chrome is a web browser, so as soon as you log in with your Google account or as a guest, you can start surfing the web.

Where is Microsoft Word/Excel/PowerPoint?

- Chromebooks use Google’s Chrome operating system. Instead of Word, Excel, or PowerPoint software programs, Google has equivalent applications called Docs (Word), Sheets (Excel) and Slides (PowerPoint).

How do I access apps like Google Drive, Docs, Sheets, etc.?

- First, you must be logged in to your Google account. All apps on the device are accessed through the "launcher" by clicking the button on the lower left-hand corner of the screen

How do I save my document/spreadsheet/presentation?

- Your document will be automatically saved in whichever application you are working within your personalized Google Drive account.

How do I change the name of my document from "Untitled Doc"?

- Click the words “Untitled Doc” and give the document a new name.

How do I save my document in order to share it with someone who has Microsoft Word/Excel/PowerPoint?

- In the document you're working on, go to the File menu and scroll to “Download As.” From the menu, choose the Microsoft format that appears.

I did that. Where did it go?

- It downloaded to the "Downloads" location on the Chromebook. To access this location, you will need to open the “Files” application on the Chromebook. This can be found by clicking the button on the lower left of the screen and opening the files app.

How can I save this file to use on another device?

- You can either email the file as an attachment to yourself or insert a flash drive into one of the Chromebook’s USB ports and then *cut* or *copy and paste* the file from the downloads folder to the flash drive.

How do I locate my flash drive on the Chromebook?

- Open the “Files” application. In the left column you will see your flash drive. Click on it to open it and view the documents on the drive.

Can I open Microsoft Word/Excel/PowerPoint files on my Chromebook?

- Google applications will open Microsoft format documents in the corresponding application: Word will open in Docs; Excel will open in Sheets; and PowerPoint will open in Slides. However, the full suite of editing tools will not be available until the document is converted to the corresponding Google application.
    - After double clicking the file, you will be in preview mode. To open the file in the corresponding Google application, click the “Open” button at the top of the preview window and Google will convert the document into the corresponding Google App format and automatically save it in your Google Drive

How do I print from my Chromebook?

You can print from your Chromebook with most printers that connect to Wi-Fi or a wired network. Currently, Chromebooks don't support Bluetooth printing. Check that your printer is compatible with your Chromebook.

Tip: You can connect your printer to the Chromebook via USB cable. After you plug in the cable, a notification appears. Follow any on-screen instructions.

- If you have a printer at home:

Important: Your printer and Chromebook must be connected to the same network.

1. Turn on your printer.
2. Connect your printer to the network. If you need help, follow your printer manufacturer’s instructions.
3. If you haven’t yet, turn on your Chromebook and sign in.
4. Connect your Chromebook to the same network as your printer.
5. To print the page, image, or document you’re viewing, press **Ctrl** + **p**.
6. Next to "Destination," select the Down arrow .
7. Select **See more...**
8. Choose your printer.
9. Some printers listed in the drop down menu may not be compatible with your Chromebook. When you select your printer, your Chromebook does a compatibility check.
10. If you can’t find your printer on the list, select **Manage**.

11. Select **Print**.

- If you need to print at the library, please email your document to calcolibrary@gmail.com, and pay for your printout at the front desk.

How do I safely eject my flash drive?

- Go to the “Files” application and in the left column, to the right of the flash drive name, there will be an eject icon (triangle with a line under it). Click the icon and then remove your flash drive from the Chromebook.

How do I know my personal information isn't stored on the Chromebook after I've used it?

- All files and data stored directly on the Chromebook will be “power washed” when your session closes (either when the session times out, you log out of the session, or you power off the device). Be sure you save your work to your online storage (like google drive), or an external storage device if you don’t want to lose it!