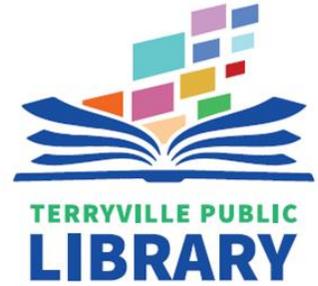


Chromebook Basics



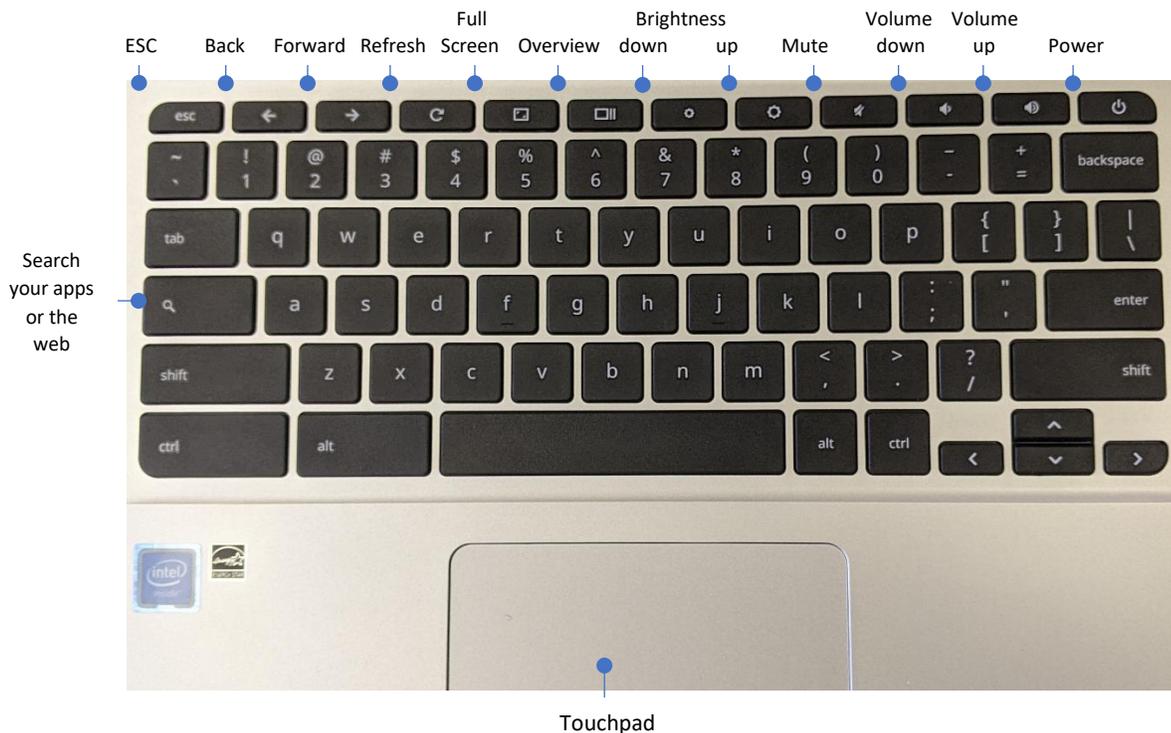
What is a Chromebook?

Unlike most computers, Chromebooks do not run Windows. Instead they use Chrome OS, which is similar to the Google Chrome web browser. This means you can use a Chromebook to do just about anything you'd normally do online: visit and read websites, check your e-mail, and watch videos. Your Chromebook runs web apps instead of software programs used on other computers. For example, instead of Microsoft Office to create documents, you can use Google Docs and Google Drive to create and share files online.

Chromebook Ports



Using the Keyboard



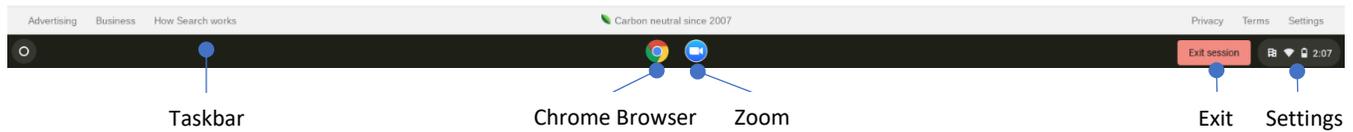
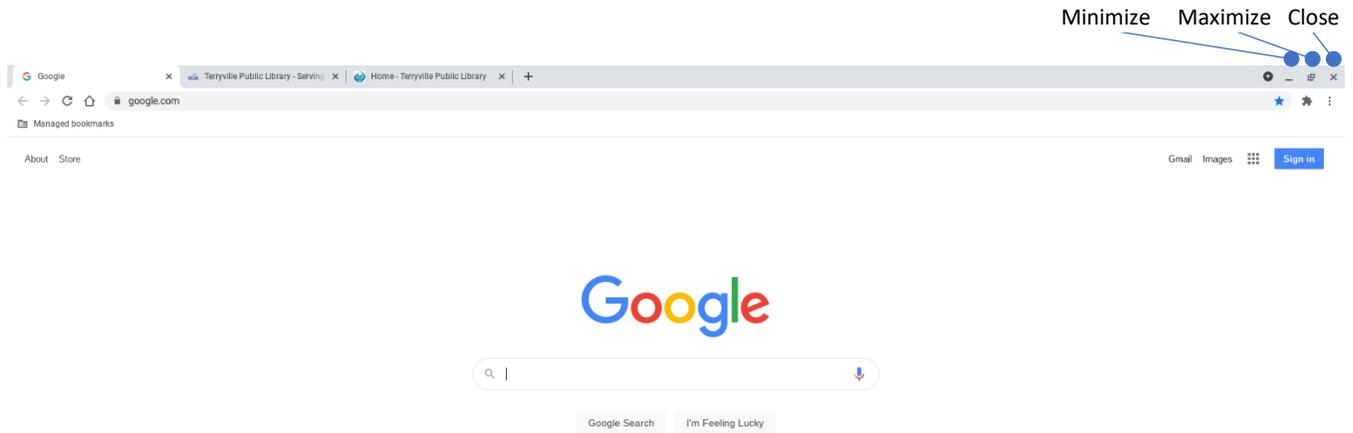
TIP: To turn "caps lock" on or off, press **alt + Search** (press both keys simultaneously)

Browsing as a Guest

You will be using the Chromebook as a “Terryville Lib Guest”. Upon powering on the Chromebook, click on this symbol  to initiate your session, then click on that symbol once more to proceed.

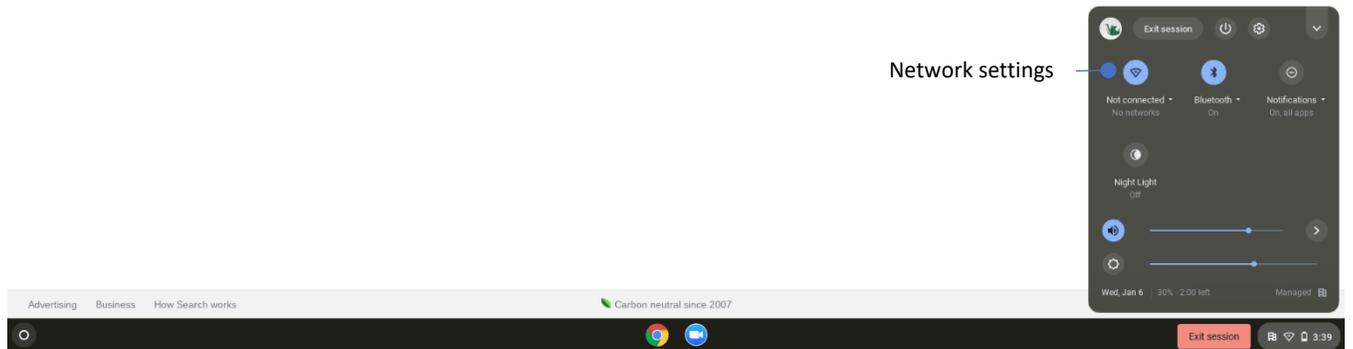
Chromebook Desktop

When the Guest session begins, the Chromebook will load the Google Chrome web browser.



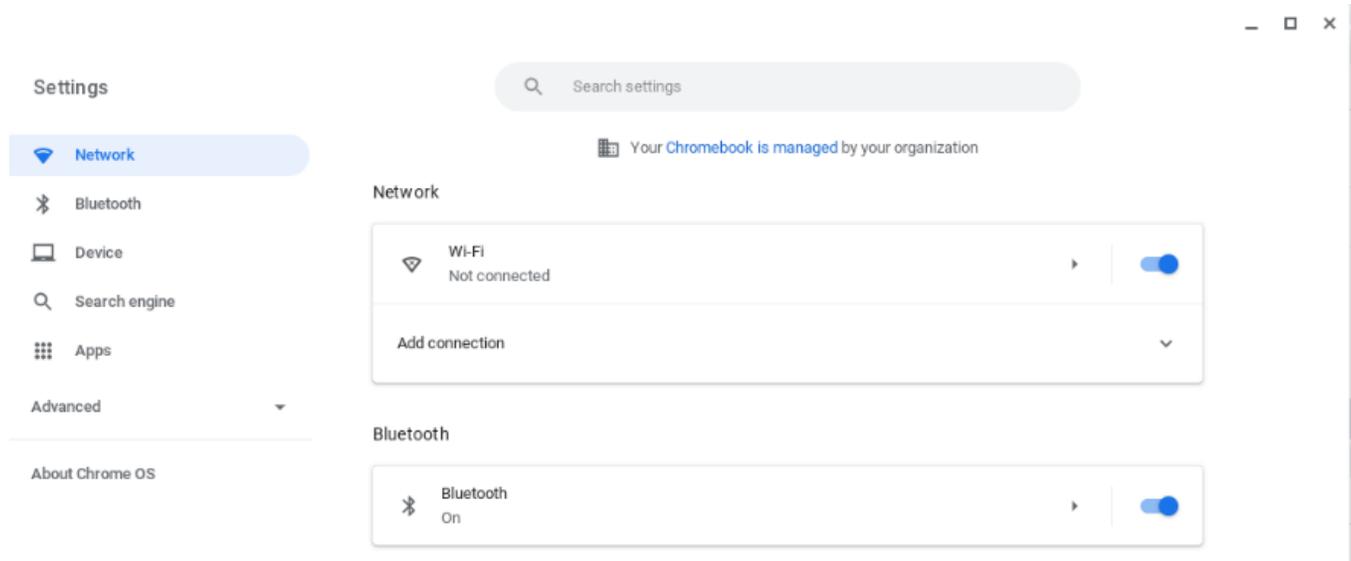
Connecting to the Internet

Click on Settings to reveal the status window.



Click on the network icon.

The Settings window will open.



Click on “Wi-Fi” to display available Wi-Fi networks.

Click on the appropriate network from the list of “known networks” then click “Connect”.

You may be asked to enter a password to join the selected Wi-Fi network. If so, enter the password in the appropriate box and click “Connect” again.

There may be a slight delay before “Connected” will appear in green font. You can click on the “X” in the upper right hand corner of the Settings menu.

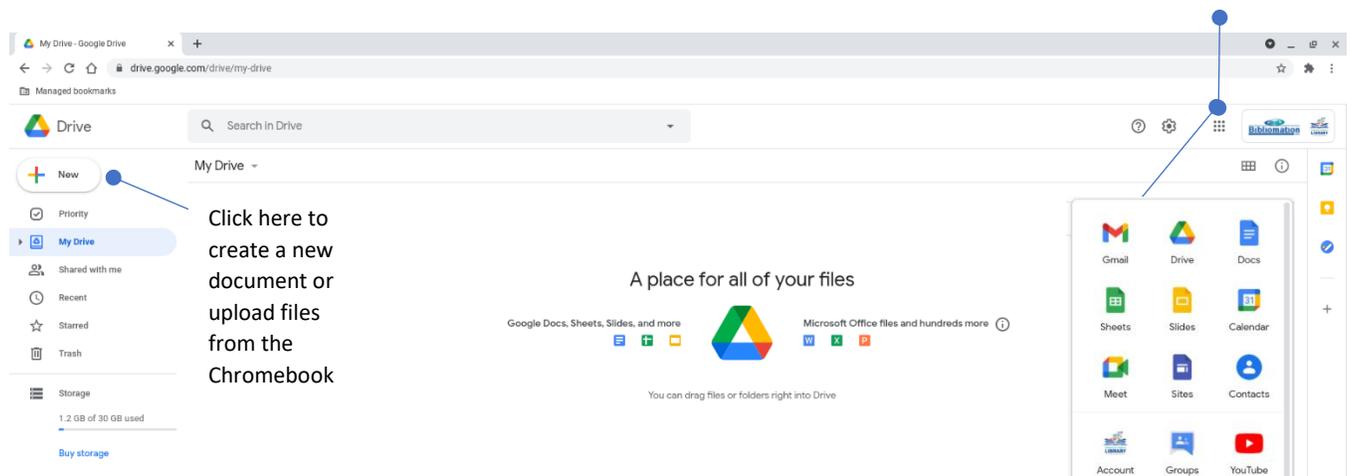
Google Drive

Chromebooks use Google Drive instead of the Microsoft Office suite. Google Drive is web-based and allows users to store files and create documents, spreadsheets, and presentations. **You can only access Google Drive if you have a Google account. Files in Google Drive automatically save so you can access them anywhere.**

To access Google Drive in a Guest session:

1. In the Chrome browser, navigate to <http://drive.google.com>
2. Click on “Go to Drive” in the upper right-hand corner of the screen.
3. Sign in to your Google account when prompted.

Apps: Click here to access other Google Apps



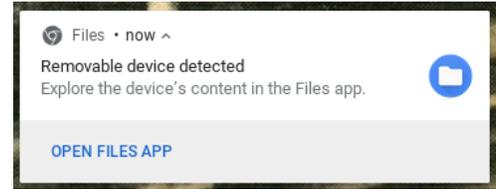
Storing information

Files must be saved in the cloud (e.g. Google Drive) or on an external storage drive (e.g. USB stick)

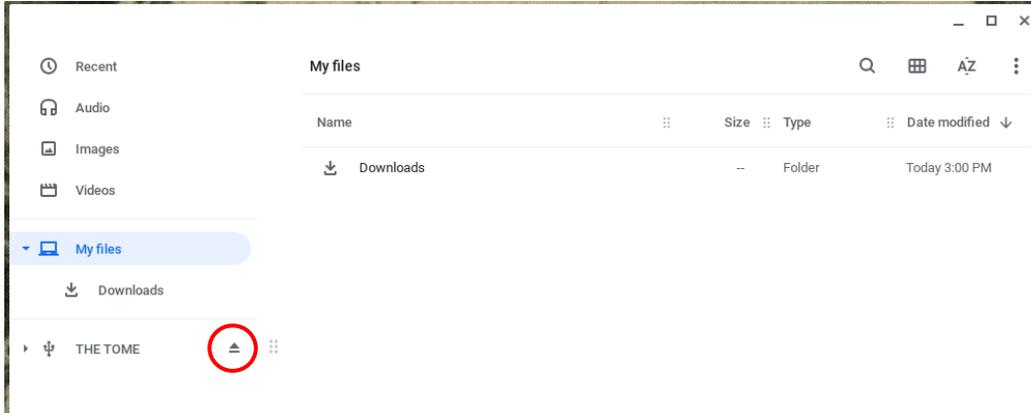
Using a USB data storage device

Plug your USB device into one of the USB ports.

Your Chromebook should recognize your device and prompt you with the Files app.



Click Open Files app.



To safely remove your device, click on the eject symbol (circled in red above).

Apps

Chromebooks run web apps instead of software programs, similar to that of a smart phone.

To access your apps

Click on the **launcher** in the bottom left-hand corner or press the Search key.

You will see a Google search bar and some commonly used apps. To see all of the pre-installed apps, click **All Apps**.

To install other apps, click the Web Store app.

****IMPORTANT: Please remember, as a guest user, any apps/files you install will be removed when you end your session****

Common Apps

Task	Recommended Chromebook app	Similar Software
Create a document	Google Docs	Word, Pages
Create a spreadsheet	Google Sheets	Excel, Numbers
Create a presentation	Google Slides	Powerpoint, Keynote
Take a note	Google Keep	Notepad, Notes
Organize and Play Music	Youtube Music	iTunes, Window Media Player
Make Calls and Video Chat	Google Meet	Skype, Zoom
Write an E-mail	Gmail or Inbox	Outlook, Mac Mail
Organize your Calendar	Google Calendar	Outlook, iCal

Printing

Printing is limited to Google's Cloud Print Service. You can, however, print at the Library with Princh, a print-from anywhere wireless printing solution.

Visit <https://print.princh.com>. When prompted, enter the following printer code: **103413**.

Click on "Click here to select and upload a file..." to open the Files App.

Locate the file you want to print on the Chromebook or your USB data storage device.

Double-click on the file name to select the file to print.

Choose whether you will print in black and white  or color . Printer fees are \$0.15 per page for black and white prints and \$0.25 per page for color prints.

Review and accept the Terms and Conditions before pressing "Continue".

Select your method of payment. If you choose to pay with cash, select "Pay at the Desk". If you pay in cash, you will be prompted to enter your name. This is the name that you will give to the Librarian at the Reference Desk when you come to pick up your print job.

Click "Order print" to receive your confirmation.

Your print will be available at the Terryville Public Library Reference Desk during open hours. The print will be deleted after 24 hours if it is not picked up.

Visit <https://terryvillepl.info/services/computers-equipment/princh/> for more information.

Need Help?

For Chromebook help, please visit the support site: <https://support.google.com/chromebook>

Visit or call the Terryville Public Library at <https://www.terryvillepl.info> or 860-583-4467.