Chromebook Instructions *and* Guidelines

THINGS TO KNOW BEFORE YOU BEGIN:

- Internet access / Wi-Fi is required to use the Google suite of tools and is not provided by the Chromebook itself. You can use your own Wi-FI, check out a BCPL Hotspot which will provide internet access, or use free Wi-Fi at area businesses such as coffee shops, restaurants, stores, and of course inside the library AND outside in our parking lots.

- Chromebooks support the Google suite of productivity tools including Docs, Sheets and Slides. These tools can access Microsoft Office files including Word, Excel, and PowerPoint.

- You can browse as a guest or use an existing Gmail Account.

- If you browse as a guest be aware that your documents and history will be immediately removed when the Chromebook sleeps, restarts, or shuts down.

- For printing, you can save or send your work and open it on a library PC for printing.
  1. Upload your files to a free cloud service like Dropbox or Google Drive.
  2. Attach your files to an email that you send to yourself.
  3. Save your files to a USB / Flash Drive (Type C)

- Before returning the Chromebook the library recommends the following procedure: Log out of all applications and sign out of your email.

GETTING STARTED:

Turn it on: Open the cover, press and hold down the power button located on the top right side of the device.

A black screen opens welcoming you to a Bullitt County Public Library Chromebook.

Click the right arrow.

The next screen alerts you that the Library takes the management of the device seriously. Basically, the configuration policy of the device is what is managed by the Library, not the data on the device. All data is encrypted so even if we had the device in front of us nothing that is saved by a user is readable by BCPL.

BCPL is deeply committed to patron privacy. The Library limits staff access to the admin console and only applies necessary device configurations and extensions. This is to ensure reliable and secure operation of the Chromebooks and to comply with applicable regulations.

Launcher   Shelf Area   Status Area
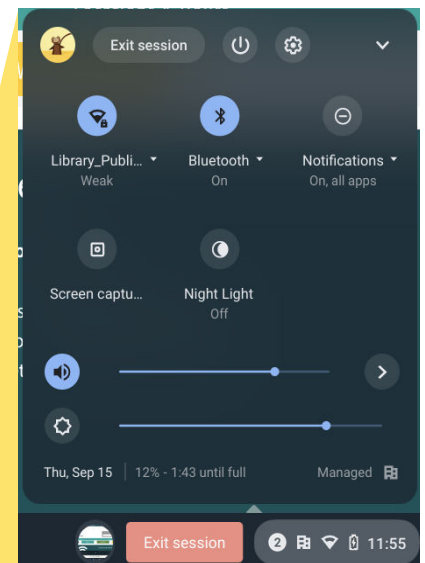
Connect to Wi-Fi: Open the Status Area and click on the Wi-Fi symbol. Find the network you will be using, for instance, a BCPL Hotspot, free Wi-Fi at a business or school, or at home.

Enter the Wi-Fi password if required. (See our Hotspot Guidelines and Instructions, if needed.)

Sign into Google: If you have a Google account (an email that ends in @gmail.com) sign in with your email address and password. A window will appear asking if you want to Sync your Chromebook.

No Google Account? You can browse as a guest, or create a Google account by clicking the Chrome icon in the bottom center of the screen and entering Google in the address bar.

Select one of the icons on the shelf to open Chrome browser, Kanopy, Hoopla, or Libby. You can also search for and open other applications by clicking on the Launcher button on the left end of the shelf area.

Turn it off: Press and hold the power button in the right of the keyboard, or select Power Off on the top center of the Status Area

To find out more, check out the
Google Workspace Learning Center:

www.support.google.com

THESE ARE THE APPS ALREADY LOADED ON YOUR CHROMEBOOK:

Calculator - Provides math functions

Calendar - Manage calendars and events

Camera - Take pictures

Chrome browser - Access the web

Chrome Canvas - Create your own designs

Docs - Write reports, take notes, work on files with multiple people

Explore - Get help and find answers about navigating your Chromebook

Files - Manage your documents, pictures, downloads, etc.

Gallery - Store and organize your pictures

Gmail - Free email service

Google Drive - File storage in the "cloud"

Google Maps - Navigate the world

Google Web Store- Add extensions to the Chrome browser.

Hoopla - Audiobooks and more with your BCPL library card & PIN

Kanopy - Access films & documentaries with your BCPL library card & PIN
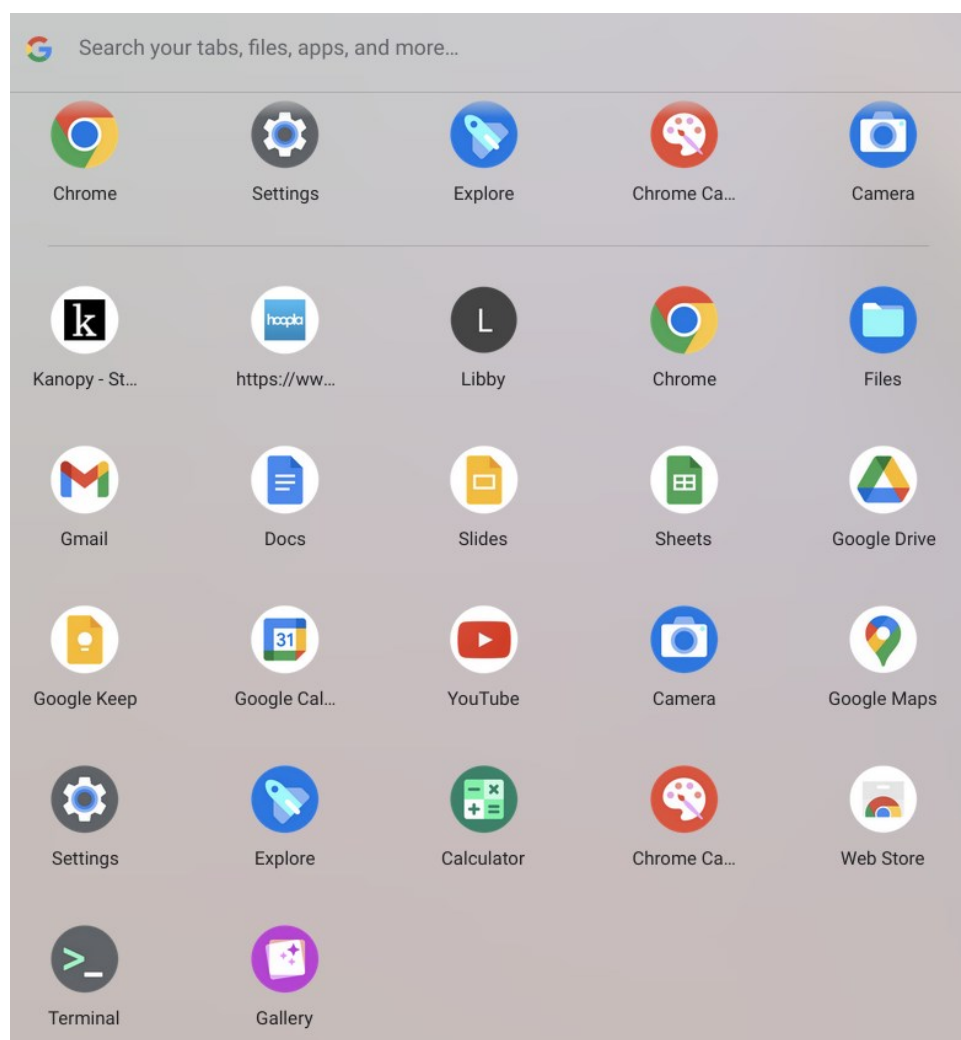
Keep - Create and share notes and tasks

Libby - Books, magazines and more with your BCPL library card & PIN

Sheets - Analyze and track data, use formulas, and create graphs and charts

Slides - Create presentations, pitch decks, and training modules

YouTube - An online video sharing and social media platform

Troubleshooting the Chromebook

Removing an Account

When someone no longer uses the Chromebook regularly, or before you return the device to the library, you can remove your account from showing up on the home screen. All files and local data associated with the email will be permanently deleted from the Chromebook. Note: the Gmail account can still be used anywhere, any time going forward.

Installing apps

Chromebooks run web apps instead of software programs, similar to that of a smart phone. Chromebooks come with several Google apps already installed but when you want to download additional apps, use Google Play Store. You must be signed in to a google account to access the Play Store. To access all the apps click on the launcher in the bottom left-hand corner or press the Search button on the keyboard.

Microsoft Office

You can install the Office apps from the Google Play Store or login at Office.com. If you do not have a subscription, there is a free version available online. You will need a free Microsoft account to use Microsoft Office online. (Email ending with @outlook.com, @hotmail.com, or @live.com)

Storing documents, files, photos

Files must be saved in the cloud (Google Drive) or on an external storage device. To use a USB (Type C) flash drive, plug the device into one of the ports on the sides of the laptop. Your Chromebook should recognize it and prompt you with opening the Files app. Remember to "safely remove" the flash drive by clicking on the eject symbol.

Touch Screen

You can use your fingers on the screen (like a mouse & curser) to perform the following actions

Tapping—selects menus, options, or applications (just like clicking the left mouse button),

Double Tapping—depends on the launched application (one finger + tap twice)

Tap with two fingers at the same time—Right clicking; opens a box with more options

Dragging—to move an item to another location, tap with one finger and hold it, and then drag it on the screen to the desired location.

Swipe—use one finger to scroll the screen up, down, left, or right.

Spreading and pinching—zoom in by spreading two fingers apart on an image or text, pinch fingers together to zoom out.

FOR CHROMEBOOK HELP:

https://support.google.com/chromebook

IMPORTANT REMINDER

All files, bookmarks, pictures, and documents cannot be permanently saved to the Chromebook and will be erased when you Exit Session/Sign Out. To save your work we urge you to use a flash drive, cloud storage, or email them to yourself