

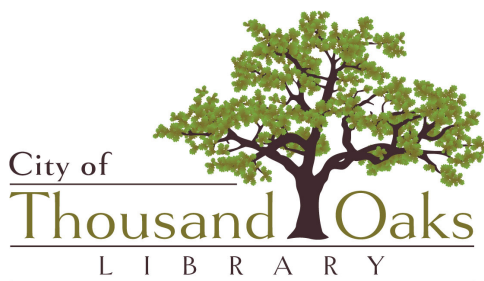


chromebook

Chromebook Guide

This document provides an overview for how to get started and use your Thousand Oaks Library provided Chromebook.

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CHROMEBOOK GUIDE

This document provides an overview for how to get started and use your Thousand Oaks Library provided Chromebook.

Topics Covered In This Guide:

- Chromebook Laptop Initial Setup and Mobile Hotspot Guide
- Managing Chromebook languages
- Find, Open and Save files to Google Drive or USB/removable drive
- Open and Edit Microsoft Office files on your Chromebook
- Converting Microsoft Word documents to Google Docs
- Use Zoom on Chromebook

Chromebook Laptop and Mobile Hotspot Guide

Included in your Chromebook Kit:

- 1 Bag
- Acer Chromebook
- Acer 2 Part Charging Cord
- 1 Hotspot
- 1 Mouse


Chromebook Laptop Initial Setup and Mobile Hotspot Guide

Press and hold the power button on the right side to turn on device.



You will see the Thousand Oaks Library Logo and “Library Patron” in the middle of the screen. The first step is to get your Chromebook connected to WiFi.

1. Getting connected to the Library’s Wifi



On the bottom right corner of the screen you will see a wifi  icon. Hover over the wifi icon to view the name of the connected WiFi network. If you are using the Chromebook within the Library, you may automatically be connected to the network name “LIBRARY.” There is no password for our wifi, but you must agree to our Internet Use Contract.

OR

2. Connect to the Library’s WiFi Hotspot

- Power up the hotspot by **pressing and holding** on the device power button until the screen says “Welcome” and the screen says “T-Mobile”.

Note the hotspot WiFi name and password posted on the back of the device.

- Click on the  icon on the bottom right corner of the screen, a menu will appear.
- Click underneath the wifi  icon on the top left of the menu screen. A list of networks will appear.
- Double click on the hotspot WiFi name and log in with the hotspot password posted on the back of the hotspot.

If you wish to connect to a different WiFi network, choose the network name and enter the password if one is required by the network. Check with the owner of the network for the password.


Choosing a way to login

Listed below are three options for logging into the Chromebook. Depending on your personal preference.

****VERY IMPORTANT**** Before you shutdown the Chromebook and before you return the Chromebook, be sure to save your files to either a Cloud Drive (Google Drive, etc) or your own USB drive. If you do not do this your files will be lost. *For more details, see the section on Find, Open and Save files to Google Drive or USB/removable drive.*

All data on the Chromebook will be deleted upon return of the device.

1. Library Patron

The default option is “Library Patron.” With this option, the Chromebook is setup with the Chrome browser, an easy link to the Library’s home page, and the Zoom video conferencing app. With the Chrome browser, you can access Google Workspace, including Gmail, Google Drive, Google Docs, and more. You can download apps with your personal Google account. Please note that if you close or “X out” of your Chrome browser window your session will end. To avoid an unintentional shutdown, click the minimize () button in the top right corner of the browser. To bring the browser window back click on the Chrome icon  on the bottom of the screen .

2. Add Person

This option on the bottom left of the screen will allow you to add your existing Google account to the device. You also have the option to sync your Chromebook apps, settings, bookmarks and more. You can download apps, etc. This option is best for those with existing Google accounts and those with experience using Chromebooks.


3. Browse as Guest

The guest profile is best for browsing the Internet. This option is accessible on the bottom left of the screen and is the most basic option with no additional apps installed. You are not able to install Chrome apps, extensions, etc. to the device with a guest profile.

You’re all set and ready to use your Chromebook!





Managing Chromebook Languages


Your Chromebook's features, like settings and menus, use the language you chose when you first set up your device. To change the language, follow the instructions below.

1. At the bottom right, select the time.
2. Select Settings  > Advanced.
3. In the “Languages and Inputs” section, select Languages.
4. To change your Chromebook's language, next to “Device language,” select Change.
5. Type or choose your preferred language.
6. Select Confirm and restart.
7. Please remember to change the language back to English before you return your Chromebook to the library.

Find, Open and Save files to Google Drive or removable/USB drive

Find and open a file

1. On the bottom left hand corner of your screen, select the Launcher  > Up arrow .
2. Open Files. 
3. On the left, choose where your file is saved.
 - For files you've just used, select **Recent**.
 - For a list of files by type, select Image, Video, or Audio.
 - For Android app files, select **My files** > **Play files**. To show more folders, in the top right, select **More**  > Show all Play folders.
 - For files in your cloud, select the folder, such as Google Drive.
 - To access files on a removable/USB drive connect the device to the port on the side of the laptop, it will appear on the left.
4. Find your file and double-click it to open.

If you're opening a file on an external storage device, remove the device safely when you're done by clicking Eject .

Save a file

To save the page, image, or document you're viewing:

1. Press Ctrl + s.
2. At the bottom, enter a name for your file.
3. Optional: To the left of the file name, change the file type.
4. In the left column, choose where you'd like to save your file, such as Google Drive My Drive or plug in your USB/External storage device to the side of the Chromebook and it will appear in the list.
5. Select **Save**.


IMPORTANT: Make sure to save files you intend to keep to your own USB drive or your Cloud Drive/Google Drive. Any files saved directly to the Chromebook will be deleted once returned to the library.

Open & Edit Microsoft Office Files on your Chromebook

On your Chromebook, you can open, edit, download, and convert many Microsoft® Office files, such as Word, PowerPoint, or Excel files.

Option 1: Edit Office files on your Chromebook (If you do not have a Microsoft Office online account)

You can edit most Microsoft® Office files on your Chromebook without the need to install any other apps, if you have the “Office Editing for Docs, Sheets, and Slides” extension. The easiest way to do this is to do a Google search in your Chrome browser for “Office Editing for Docs, Sheets & Slides extension” the extension should be the first search result link. Click on it. Then click “Add to Chrome”

1. If you haven't yet, download the Office file to your Chromebook.
2. On the bottom lefthand corner of your screen, click the **Launcher**  > Up arrow ^.
3. Find your file and double-click it to open.
4. Edit your file.

Option 2: Use Office to edit files

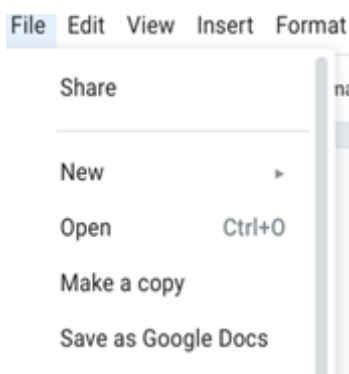
If you have a Microsoft® Office online account, you can edit your files with the Office Online Chrome extension.

Go to <https://chrome.google.com/webstore/detail/office> and install. Or you can open the Chrome browser and login to your office.com account.

IMPORTANT: Make sure to save files you intend to keep to your own USB drive or your Cloud Drive/Google Drive. Any files saved directly to the Chromebook will be deleted once returned to the library.

Converting Microsoft Word documents to Google Docs

1. Go to <https://drive.google.com/> in the Chrome Browser to access your Google Drive.
2. On the left side click on New, then File Upload. Find the file you would like to convert then click **Open**.
3. You will see that the file is uploaded into your Google Drive. If you don't see the file, click **Recent**.
4. Double Click on the file to open it.
5. From the menu click File, then **Save as Google Docs**.



6. You will then see that a new version of your document has been created in Google Docs format and has an icon that looks like this:

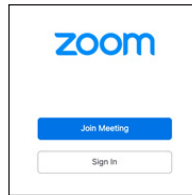


Zoom on Chromebook

If you logged in using the “Library Patron” method the Zoom App for Chrome will already be installed on the bottom of the screen, next to the Chrome browser. You can click on it and then it will give you the option to Join a Meeting or Sign in to your Zoom account.

If you have added your profile to the Chromebook (Add person method above) you can download the Zoom app using method below.

1. In Chrome browser type in the URL play.google.com
2. On the left click on “Apps”
3. Type in Zoom for Chrome – PWA and install
4. Open the Zoom App



5. You can then join a meeting if you have a meeting ID or personal link name. Or you can sign in if you have a Zoom account. If you have received an email with a Zoom meeting link you can also click on the link to get to your Zoom meeting.

Tip: Before your meeting go to <https://zoom.us/test> to join a test meeting to make sure everything is working properly with your connection, video, and audio.

Check out Google’s Chromebook support page at <https://support.google.com/chromebook> for help with additional Chromebook topics.



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