CHROMEBOOK
QUICK START GUIDE

EVERETT WASHINGTON | **EVERETT PUBLIC LIBRARY**

INCLUDED IN THIS BAG

- Quick Start Guide
- Chromebook, Cable & Charger
- Mouse

ABOUT CHROMEBOOKS

- Chromebooks are different than other laptops. Instead of programs, Chromebooks use apps.

- The loan period is three weeks. The Chromebook will be disabled when overdue. **Please do not return through book drop.**

USING THE CHROMEBOOK

- Closing an app or browser will end a session. Before closing or ending a session, save your work to Google Cloud or a flash drive. Otherwise, you may lose your work. Save your work early and often!

- When you are ready to return your Chromebook to the Library, make sure to Exit Session or Sign Out.

- To use a Chromebook to its full potential you will need a Google (Gmail) account. A Google account will allow you to download apps and save files easier. Page 3 will show you how to use the Chromebook with your Google account. If you don't have, or don't want to use a Google account, Page 4 will show you how to login as an Everett Public Library Guest and sign up for a Google account if interested.

POWERING ON

- Open the lid. If the screen does not turn on, press the power button in top right corner of the keyboard.

- If the device does not turn on, plug it into a nearby outlet with the power cord.

CONNECTING TO WI-FI

The Library offers free Wi-Fi at both library locations (inside and outside). You can also checkout a free Wi-Fi hotspot to access the internet.

1. Click on the time at the bottom right of your screen.
2. Click on the Wi-Fi/No Network icon (📶).
3. Select your Wi-Fi Network.
4. Enter Wi-Fi password if needed.
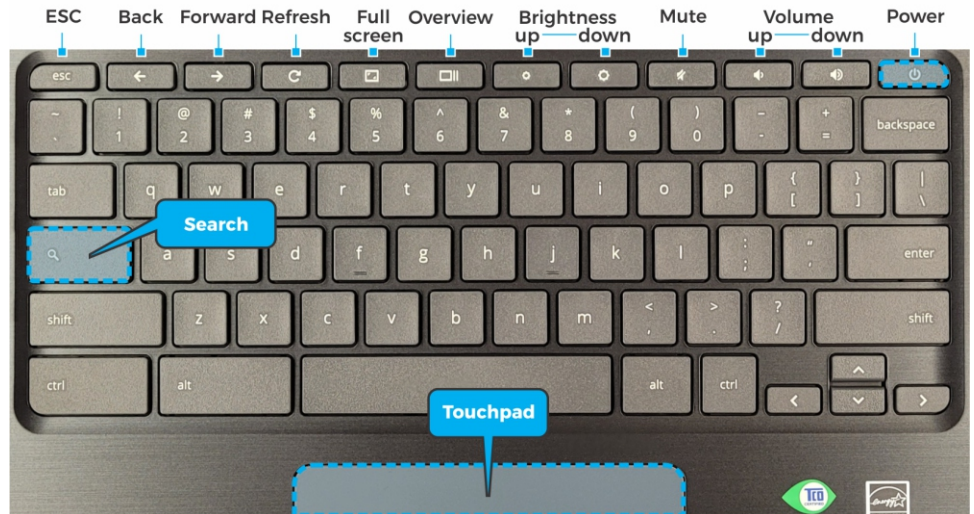
USING THE KEYBOARD

Your Chromebook keyboard works just like a regular keyboard, with a few small differences:

Tap the lower half of the **Touchpad** to click like you would with a mouse.

Tap the **Touchpad** with 2 fingers to right click.

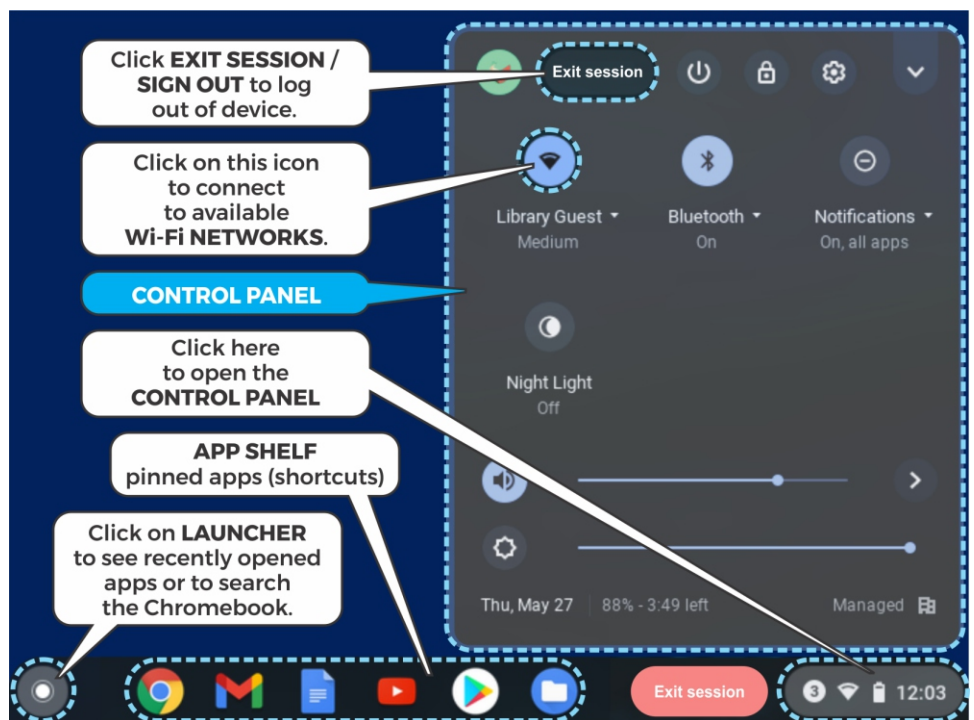🔍 = Search your apps and the web

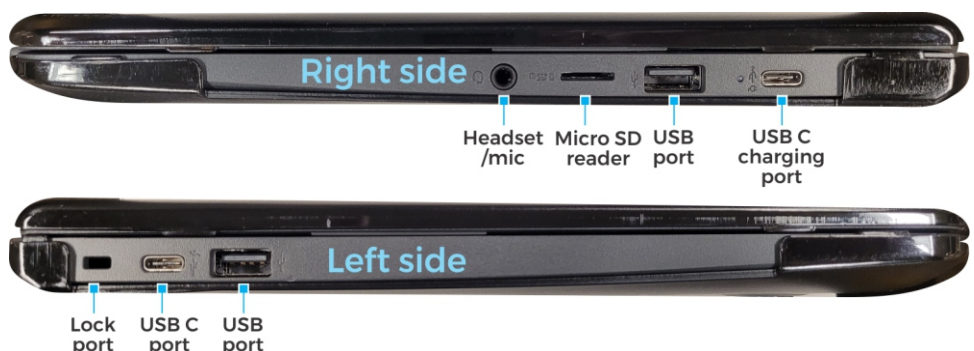🔍 + **alt** = Turn caps lock on or off

CHROMEBOOK DESKTOP

To find all installed apps, select **LAUNCHER** (◉) and then select the **Up Arrow** (⌃).

In the **Control Panel**, you can:

- Sign out of your account or exit the session.
- Use the Power button (⏻) to turn off the device.
- Use the Settings button (⚙) to access the device settings.
- There are also quick links in the control panel to control the volume, brightness and connect to devices like Wi-Fi or Bluetooth.

CHROMEBOOK PORTS

LOGGING IN WITH A GOOGLE ACCOUNT

To use a Chromebook to its full potential you will need a Google (Gmail) account.

Logging in with a Google Account will allow you to download apps, access the Google Workspace (Docs, Sheets, Etc.), and make it easier to save files.

If you do not have or don't want to use a Google account, you can use the *Logging in as an Everett Public Library Guest* instructions or *Getting a Gmail Account* instructions on the next page.

Log In

1. Power on device and connect to Wi-Fi.
2. Click Add person (☺ Add Person) in the bottom left bar.
3. Enter your Google email address and password.

Saving Files

- All downloaded files will be stored in the Files app. Press the **Search** (🔍) button and type Files to locate them.
- **When you click Exit Session or Sign Out, all files will be erased. Save files to a USB drive, your Google Drive, or email them to yourself.**

Installing apps & finding your favorite tools on a chromebook

Chromebooks come with several Google apps already installed, including Google Workspace (Docs, Sheets, etc.).

To find all installed apps, select **LAUNCHER** (◉) and then select the **Up Arrow** (︿).

You can install additional apps and extensions via the Google Play Store (▶) or Chrome Web Store (🛍). Many of your favorite tools are also available online, accessible via the Chrome browser (🌐).

LIBRARY APPS YOU MAY WANT TO ADD OR USE

APP	WHAT IT DOES
Brainfuse	Live tutoring and homework help, and live job coaching and job search assistance
Cloud Library	Check out and read eBooks and eAudiobooks from the Library
ComicsPlus	Read thousands of comic books and graphic novels for all ages
Hoopla	Stream movies, TV shows, comic books and music
Kanopy	Stream movies and documentaries
Libby	Check out and read eBooks, eAudiobooks and eMagazines from the Library
Linkedin Learning	Learn new skills through online courses, classes and training tutorials with content from lynda.com
Mango Languages	Learn a new language or improve English skills

LOGGING IN AS AN EVERETT PUBLIC LIBRARY GUEST

You will not be able to install additional apps if you are logged in as an Everett Library Guest. Many of your favorite tools may be available online, accessible via the Chrome browser (🌐).

If you would like to get a Google account, you can use the *Getting a Gmail Account* instructions below.

Log In

1. Power on device and connect to Wi-Fi.
2. Click the arrow in the center of the screen under Everett Library Guest.
3. Click the arrow on the next screen. You will see a message that says everettwa.gov may be able to monitor the device. **This device is not monitored.**

Note: Selecting "Browse as Guest" will only give you access to the Chrome browser.

Saving Files

- All downloaded files will be stored in the Files app. Press the **Search** (🔍) button and type Files to locate them.
- **When you click Exit Session or Sign Out, all files will be erased. Save files to a USB drive, your Google Drive, or email them to yourself.**

Finding Your Favorite Tools on a Chromebook

Chromebooks come with several Google and Library apps already installed. Many of your favorite tools are also available online, accessible via the Chrome browser (🌐).

To find all installed apps, select **LAUNCHER** (◉) and then select the **Up Arrow** (⋀).

Getting a Gmail Account

1. Log in as a Guest & open the Chrome browser (🌐).
2. Type **accounts.google.com** in the address bar and press enter.
3. Click on Create account and follow prompts.
4. Exit Session and sign in using your Google account.

PRE-LOADED GUEST APPS	
APP	WHAT IT DOES
Camera	Take a picture
Chrome	Browse the web
Chrome Canvas	Create your own designs (*Google account required*)
Docs	Create or edit a document (*Google account required*)
Explore	Get Help / Chromebook Orientation
Gmail Files	Find and save files
Gmail	Send and receive email messages (*Google account required*)
Google Drive	Find and save files (*Google account required*)
Google Translate	Translate words, phrases, and web pages
YouTube	Watch online videos and listen to music
Library Apps	Several Library apps are pre-installed. See previous page for details!

TASK	WE RECOMMEND	INSTEAD OF
MORE GOOGLE APPS TO EXPLORE		
Create a document	Docs (*Google account required*)	Word or Pages
Create a spreadsheet	Sheets (*Google account required*)	Excel or Numbers
Create a presentation	Slides (*Google account required*)	Powerpoint or Keynote
Open/edit a photo	Open image from Files	GIMP or Photoshop
Write an email	Gmail (*Google account required*)	Outlook or Mac Mail
Find and save files	Files or Google Drive (*Google account required for Drive*)	My Computer or Finder
Browse the web	Chrome	Internet Explorer or Safari
Organize and Play Music	YouTube Music	iTunes or Windows Media Player
Download apps	Web Store or Google Play	App Store
Create designs	Chrome Canvas	Microsoft Paint

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:

1. Open the Chrome Browser and navigate to https://www.office.com
2. Click Sign in. Note that you will need a free Microsoft account (e.g. @outlook.com, @hotmail.com, or @live.com) to use Microsoft Office online.
3. If you don't have a Microsoft account, click Sign up for the free version of Office and follow prompts.