

How can I print?

The Chromebooks do not communicate with our printers. If you would like to print something out you will need to access our public computer workstations.



How do I sign off?

When you are finished, press and hold the power button until the small LED light goes out.

Warning: Nothing you have created during your session will be saved unless you have taken specific steps to save your files.

How do I turn the Chromebook back in?

Bring the Chromebook to the front desk when you are finished and hand it to a staffer so they can check it back in.

General tips:

- To click, press down on the lower half of the touchpad.
- To right-click, click the touchpad with two fingers.
- To scroll vertically, place two fingers on the touchpad and move them up and down.
- Drag and Drop: Use one finger to click on an item. Use a second finger to move the item to your intended location. Release both fingers to drop.



**Grand Ledge Area
District Library**

131 E. Jefferson St.
Grand Ledge, MI
Phone 517.627.7014
Fax 517.627.6276
gladl.org

Monday - Thursday 10am - 9pm
Friday & Saturday 10am - 5pm
Sunday 1pm - 5pm

GLADL Chromebooks



**Information on how
to check out, use,
and return our
GLADL
Chromebooks.**

Who can use a Chromebook?

GLADL cardholders that are 18 years or older with an account in good standing may borrow a Chromebook.

Where can the Chromebook be used?

Chromebooks can be used anywhere!

How long can I keep it?

Chromebooks can be checked out for 14 days. Please return it to a staff member, and wait for it to be checked in before you leave. You are responsible for the Chromebook during your checkout. A lost or stolen Chromebook will be billed to your library account.

How do I turn it on?

Library staff may turn it on for you in the checkout process. If not, however, it can be powered on by pressing the power button on the right edge of the Chromebook.

How do I log in?

Log in by clicking the arrows on the startup screens.

How do I navigate the screen?

You may either use the built-in touchpad, or the device's touchscreen.

How do I connect to the internet?

Choose a network by clicking the Wifi icon in the bottom right of the desktop, then select your desired network from the menu.

How do I search the web?

Type the search term or website (URL) if you know it, in the box at the top of the screen.

How do I create a document?

You can go to a website that offers free online software to create, store, and edit docs. *Popular examples:*

- [Drive.google.com](https://drive.google.com)
- [Onedrive.live.com](https://onedrive.live.com)
- [Zoho.com](https://zoho.com)

How do I turn on/off CAPS LOCK?

Press the Shift and Search keys at the same time.

How do I save a file?

By default, files are saved to internal temporary storage. You can use the file manager (Alt+Shift+M) to view saved files. You can save a file to your own external drive (such as a USB drive), or you can save files to a website that offers free storage. Examples of these are:

- [Dropbox.com](https://dropbox.com)
- [Drive.google.com](https://drive.google.com) (w/ Gmail account)
- [Onedrive.live.com](https://onedrive.live.com) (w/ Microsoft account)

All files saved to the internal temporary storage will be wiped between sessions.

