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.

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 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
- Onedrive.live.com
- 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
- Drive.google.com (w/ Gmail account)
- Onedrive.live.com (w/ Microsoft account)
All files saved to the internal temporary storage will be wiped between sessions.