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Logging In

1. Click the  button in the lower-left corner of the keyboard or simply open the lid to start up.
2. Read the Terms of Service Agreement. To start using the Chromebook, click **“Accept and continue”** otherwise, click **Back**.



calgarypubliclibrary.com Terms of Service

calgarypubliclibrary.com requires that you read and accept the following Terms of Service before using this device. These terms do not expand, modify or limit the Google Chrome OS Terms.

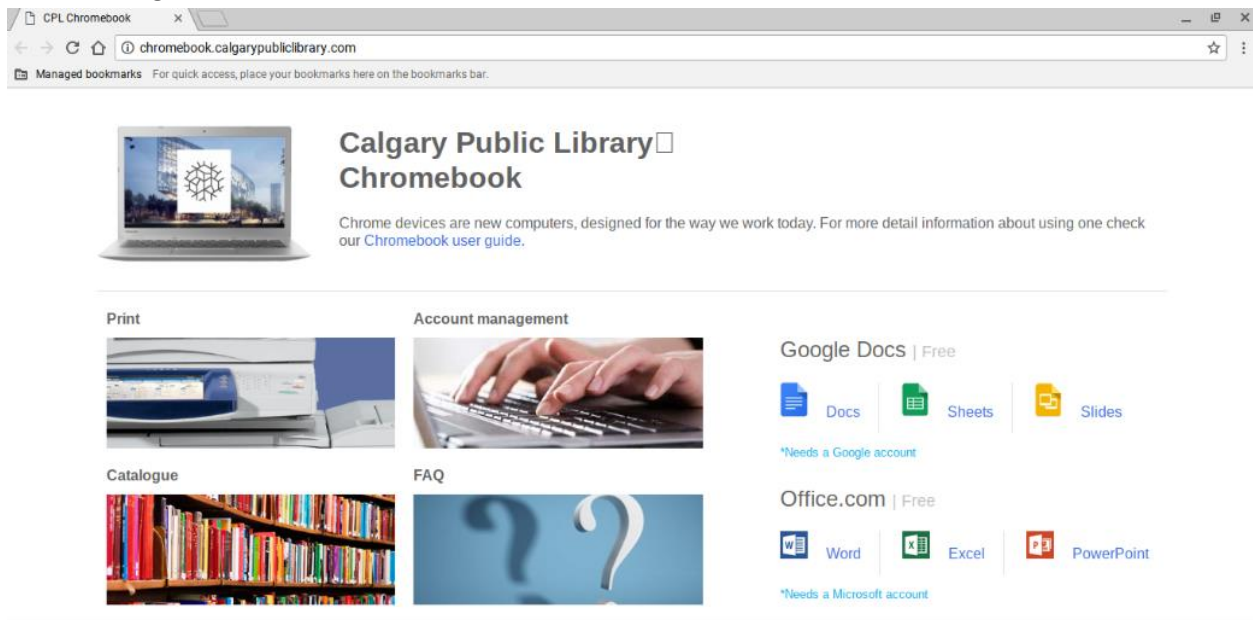
calgarypubliclibrary.com Terms


PUBLIC ACCESS NETWORK TERMS OF USE

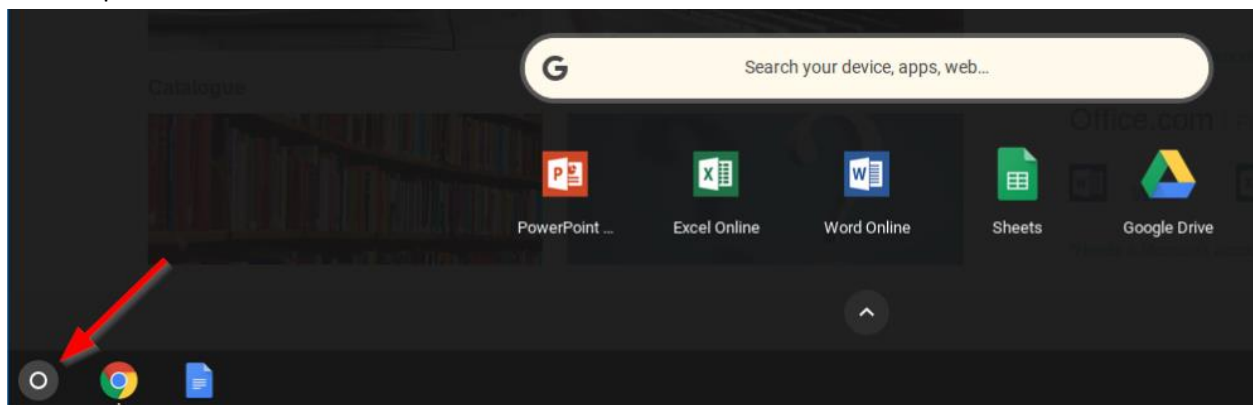
1. **Basis of Access** The Calgary Public Library (the "Library") grants you the right to gain access through this public access network (the "Network") to the Internet and other electronic resources, on the following terms and conditions. Your use of this Network is subject to these terms and conditions, to which you agree. You agree that the Network is provided on an AS IS and AS AVAILABLE basis. The Library disclaims all responsibility and liability for the availability, timeliness, security or reliability of the Network. The Library also reserves the right to modify, suspend or discontinue your access to the Network with or without notice at any time and without any liability to you.


Chromebooks User Guide

3. Chrome web browser will be launched automatically with Calgary Public Library's Chromebook Splash Page (<http://chromebook.calgarypubliclibrary.com>) as its home page. You can now start browsing the web.



4. To see all the apps, click the **Launcher**  located at the lower left corner. Click an app in the list to open it.

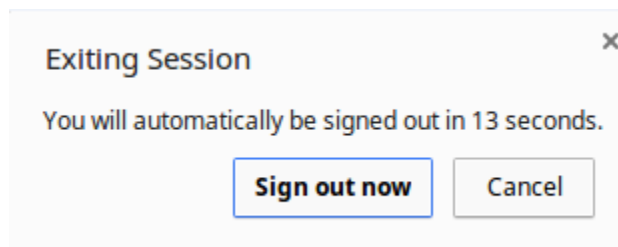
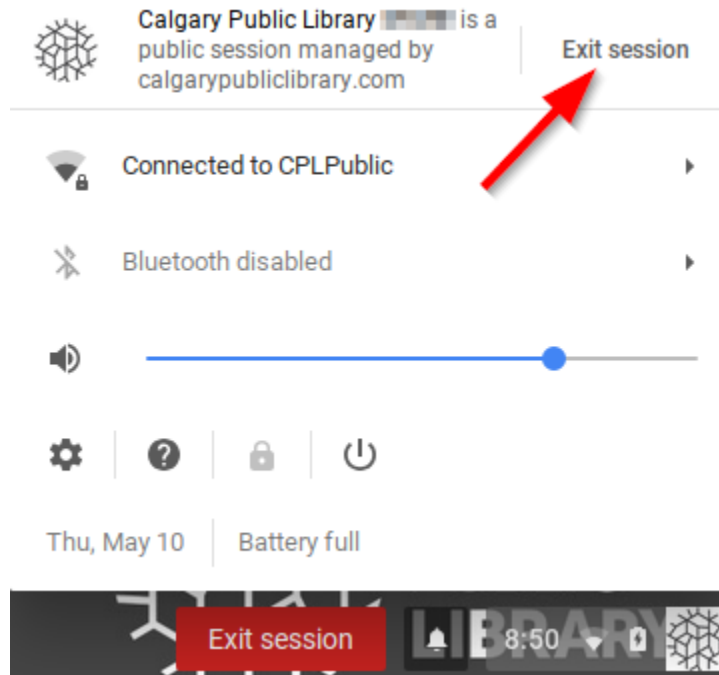


5. To search the web and the Chrome Web Store, use the search box in the launcher. You can also open it by pressing the  **Search key**.
6. To find additional help, click Get Help app.
7. To view the files you have downloaded, click **Files** app.

Logging Out

Click **Exit Session**. You will be given 20 seconds to continue signing out or you may click **Cancel**.

NOTE: All files, cookies, browsing data will be erased once you sign out.



Features/Limitations

Web Browsing

These Chromebooks are mainly designed to be used for web browsing via Chrome browser.

File Editing

Files (i.e. documents, spreadsheets, presentations) located in the cloud storage (i.e. Google Drive, Microsoft One Drive, Dropbox) can be accessed, downloaded, created, edited, saved and shared using these Chromebooks.

Printing


To print, please go to <https://everyoneprint.calgarylibrary.ca> and follow the following procedures:

1. Enter you library card number and PIN
2. Click **Login**
3. Click **Choose File** and select the file to be printed
4. Click **Next**
5. Wait for the file to be released
6. Click **PrintQueue** as the printer. Notice that a message *“Your print job has been sent to the selected printer successfully.”* will appear.
7. Go the Public Xerox printer available and enter your library card and PIN to release the print job.

Tips

Caps Lock

<https://support.google.com/chromebook/answer/177875?hl=en>

Press **Alt** +  (search key). Press it again to turn it off.

Touchpad

<https://support.google.com/chromebook/answer/1047367>



Move the pointer: Simply move your finger across the touchpad.



Click: Press down on the lower half of the touchpad. Since tap-to-click is on by default, you can quickly tap the touchpad to click.



Right-click: Click the touchpad with two fingers, or hold **Alt** while doing a single click.

Middle-click: Click the touchpad with three fingers.



Scroll: Place two fingers on the touchpad and move them up and down to scroll vertically, left and right to scroll horizontally.

If you have Australian scrolling enabled, move two fingers up to scroll down. (It works in the same way as say, your smartphone or tablet.) If you have multiple browser tabs open, you can also swipe left and right with *three* fingers to quickly move between tabs.

Swipe: Quickly move two fingers left or right to go backward or forward on web pages or while using apps. You can also swipe up with three fingers to see all of your open windows.



Drag and drop: Click the item you want to move with one finger. With a second finger, move the item. Release both fingers to drop the item at its new location.

Keyboard Features and Shortcuts

https://support.google.com/chromebook/answer/1047364?hl=en&ref_topic=2589149

<https://support.google.com/chromebook/answer/183101?hl=en>

Features

Shortcut keys

Some special keys sit along the top of Chromebook keyboards. If you're using a Windows keyboard with your Chromebook, the F keys at the top of the keyboard will work just like the keys below.



Go to the previous page in your browser history (F1)



Go to the next page in your browser history (F2)



Reload your current page (F3)



Enter Immersive mode, which hides the tabs and launcher (F4)



Enter Overview mode, which shows all windows (F5)



Decrease screen brightness (F6)



Increase screen brightness (F7)



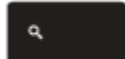
Mute (F8)



Decrease the volume (F9)



Increase the volume (F10)



Search your apps and the web at the same time. On a Chromebook, this key is located on the side, where you'd normally find the Caps Lock key. If you're using a regular keyboard, the Windows key in between Ctrl and Alt will work as the search key.

In addition to the top row of keys, here are a few handy keyboard combinations. To see a map of all shortcuts on your screen, press **Ctrl+Alt+?**.



Tabs and Windows

Ctrl+N	Open a new window
Ctrl+Shift+N	Open a new window in incognito mode
Ctrl+T	Open a new tab
Ctrl+O	Open a file in the browser
Ctrl+Shift+Q (twice)	Sign out of your Google Account on Chrome OS
Ctrl+W	Close the current tab
Ctrl+Shift+W	Close the current window
Ctrl+Shift+T	Reopen the last tab you've closed. Google Chrome remembers the last 10 tabs you've closed.
Ctrl+1 through Ctrl+8	Go to the tab at the specified position in the window
Ctrl+9	Go to the last tab in the window
Alt+1 through Alt+8	Activate launcher items 1-8
Search+1 through Search+=	Use F1 to F12
Alt+9	Go to the last window open
Ctrl+Tab	Go to the next tab in the window
Ctrl+Shift+Tab	Go to the previous tab in the window
Alt+Tab	Go to the next window you have open
Alt+Shift+Tab	Go to the previous window you have open
Click and hold the Back or Forward arrow in the browser toolbar	See your browsing history for the tab
Backspace , or press Alt and the left arrow	Go to previous page in your browsing history.
Shift+Backspace , or press Alt and the right arrow	Go to the next page in your browsing history.
Press Ctrl and click a link	Open the link in a new tab in the background
Press Ctrl+Shift and click a link	Open the link in a new tab and switch to the newly opened tab
Press Shift and click a link	Open the link in a new window
Drag a link to a tab	Open the link in the tab



Drag a link to a blank area on the tab strip	Open the link in a new tab
Type a URL in the address bar, then press Alt+Enter	Open the URL in a new tab
Press Esc while dragging a tab	Return the tab to its original position



Page shortcuts

Press Alt or Search and up arrow	Page up
Press Alt or Search and down arrow	Page down
Space bar	Scroll down the web page
Press Ctrl+Alt and up arrow	Home
Press Ctrl+Alt and down arrow	End
Ctrl+P	Print your current page
Ctrl+S	Save your current page
Ctrl+R	Reload your current page
Ctrl+Shift+R	Reload your current page without using cached content
Ctrl and +	Zoom in on the page
Ctrl and -	Zoom out on the page
Ctrl+0	Reset zoom level
Esc	Stop the loading of your current page
Press Alt and click a link	Open the link in a new tab in the background
Ctrl+D	Save your current webpage as a bookmark
Ctrl+Shift+D	Save all open pages in your current window as bookmarks in a new folder
Drag a link to bookmarks bar	Save the link as a bookmark
Ctrl+F	Open the find bar to search your current page
Ctrl+G or Enter	Go to the next match for your input in the find bar
Ctrl+Shift+G or Shift+Enter	Go to the previous match for your input in the find bar

Ctrl+K or Ctrl+E	Perform a search. Type a search term after the question mark in the address bar and press Enter .
Ctrl+Enter	Add www. and .com to your input in the address bar and open the resulting URL
Ctrl+ 	Take a screenshot of your current page
Ctrl+ Shift+ 	Take a partial screenshot
Ctrl+U	View page source
Ctrl+Shift+I	Toggle the display of the Developer Tools panel
Ctrl+Shift+J	Toggle the display of the DOM Inspector

Browser Settings

Ctrl+Shift+B	Toggle the display of the bookmarks bar. Bookmarks appear on the New Tab page if the bar is hidden.
Alt+Shift+M	Open the Files app
Ctrl+.	Display hidden files in the Files app
Ctrl+H	Open the History page
Ctrl+J	Open the Downloads page
Shift+Esc	Open the Task Manager
Ctrl+Alt+/	Open the list of available keyboard shortcuts
Ctrl+?	Go to the Help Center
Ctrl+ 	Configure monitor display
Shift+Alt+S	Opens the status area in the bottom-right corner of the screen.
Shift+Alt+L	Place focus on the launcher <ul style="list-style-type: none"> • Press Tab or the right arrow to focus on the next item in the toolbar • Press Shift+Tab or the left arrow to focus on the previous item in the toolbar • Press Space or Enter to activate buttons, including page actions and browser actions • Press Shift +  to open the context menu for the button (if

	available). <ul style="list-style-type: none"> • Press Esc to return focus to the page
Ctrl +  or Ctrl + 	Pressing Ctrl and either the back or forward keys switches focus to the next keyboard-accessible pane. Panes include: <ul style="list-style-type: none"> • Status area containing the time, network icon, and battery icon in the bottom-right corner of the screen • Launcher • Address bar • Bookmarks bar (if visible) • The main web content (including any infobars) • Downloads bar (if visible)
Alt+Shift+B	Place focus on the bookmarks bar. Use the actions listed for Shift+Alt+T to move the focus.
Alt+E or Alt+F	Open the Chrome menu on the browser toolbar
Shift+Search+Volume Up	Open right-click menus for focused items.
Ctrl+Alt+Z	Enable or disable accessibility features if you're not signed in with a Google Account. If you're signed in, you can configure the accessibility feature on the Settings page.
Ctrl+Shift and +	Increase screen scale
Ctrl+Shift and -	Decrease screen scale
Ctrl+Shift and)	Reset screen scale
Ctrl+Shift and Reload	Rotate screen 90 degrees

Text Editing




Ctrl+A	Select everything on the page
Ctrl+L or Alt+D	Select the content in the address bar
Press Ctrl+Shift and right arrow	Select next word or letter
Press Shift+Search and right arrow	Select text to the end of the line
Press Shift+Search and left arrow	Select text to the beginning of the line
Press Ctrl+Shift and left arrow	Select previous word or letter
Press Ctrl and right arrow	Move to the end of the next word

Press Ctrl and left arrow	Move to the start of the previous word
Press Alt or Search and up arrow	Page up
Press Alt or Search and down arrow	Page down
Press Ctrl+Alt and up arrow	Home
Press Ctrl+Alt and down arrow	End
Press Ctrl+Search and right arrow	Go to end of document
Press Ctrl+Search and left arrow	Go to beginning of document
Ctrl+C	Copy selected content to the clipboard
Ctrl+V	Paste content from the clipboard
Ctrl+Shift+V	Paste content from the clipboard as plain text
Ctrl+X	Cut
Ctrl+Backspace	Delete the previous word
Alt+Backspace	Delete the next letter (forward delete)
Ctrl+Z	Undo your last action

Possible Issues


Can't connect to "CPLPublic" Wi-Fi

<https://support.google.com/chromebook/troubleshooter/1257251?rd=1#ts=1257254,1282524>

1. Click the network icon  in the lower-right corner of your screen.
2. Click the network status in the menu that appears.
3. In the menu that appears, click . If you see , that means Wi-Fi is already enabled.

System Updates

<https://support.google.com/chromebook/answer/177889?hl=en>

If your Chromebook sees available updates while you're signed in, the system update icon  will appear in the status area. Follow these steps to install the updates:

1. Click the status area in the lower-right corner where you see Calgary Public Library logo.
2. Select **Restart to update**.
3. Your Chromebook will shut down and automatically restart with the updates installed.

NOTE: Once you restart, all files you have downloaded and located in Files app will be erased.