

Chromebook Guide



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

Topics:

1. **Chromebook Laptop and Mobile Hotspot Guide**
2. **Working with Documents**
3. **Converting Documents and Transferring Files**
4. **Downloading Apps**
5. **Zoom on Chromebook**
6. **Working with USB Flash Drives**



Chromebook Laptop and Mobile Hotspot Guide



Included in your Chromebook Kit:

- Chromebook Laptop
- Charger
- Mobile Hotspot and hotspot charger

Getting started

1. Turn on the Power Button
2. Enter your Google Credentials


(To use the Chromebook without an account, select Browse as Guest. If you don't have one, click **More options** and then **Create an Account**)

3. Start
Navigating

Connect to your Mobile Hotspot



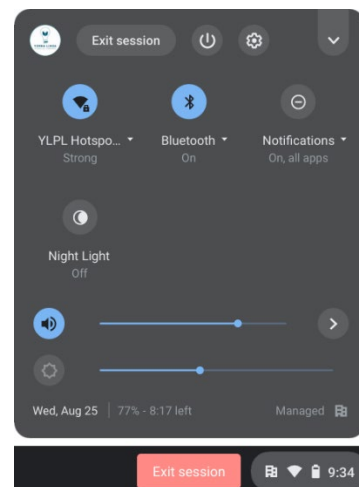
1. Turn the mobile Hotspot on

2. After you've turned on the mobile hotspot, click on the WIFI icon at the bottom right-hand side of the Chromebook.  If prompted to enter a password, the password is located behind the mobile hotspot.



3. Once you've clicked on the WIFI icon, a menu will appear with network options, select **YLPL Hotspot ##** from the menu. (YLPL Hotspot numbers vary between kits.) Once connection is established, it will say **Connected**.

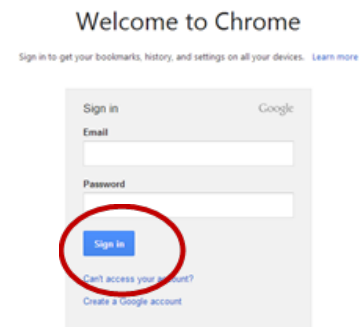
You can connect a max of 9 devices to this WIFI. The password for this device is located behind the hotspot.



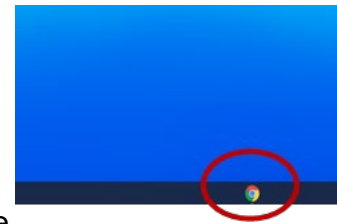
Working with Documents


To ensure your work is saved, make sure that you are working on a cloud-based app that autosaves your work, or that you manually save it to a USB drive. The Chromebook will **reset** every time a session ends (this includes closing the laptop) and all files will auto **delete** from the device. The same applies for accounts that you are logged into, or apps that you've downloaded to the device.

1. You will need to have a google account to access the Google Suite so that you can begin to work with different files. A Google account is easy to set up and free.



2. The default web browser on the Chromebooks is Google Chrome, you will find it at the bottom center of the screen.



3. Once you are logged in to your Google account, click on the  **Google apps** icon in the upper right-hand side, there you will have access to all of the apps available with your free Google account including **Google Docs**.

Google Docs is the default word processing app.

Open, Save, and Delete Files

Open Files

1. Click on the launcher app located on the bottom left-hand side of the screen
2. Click on **Files**
3. Type of files will be listed under **Recent (Audio, Images, Videos)**
4. To show more files, select the **More** icon at the top right-hand corner
5. Find your file and double-click it to open

Save File Save a file by pressing **CTRL+S**

1. The **Download Manager** will appear at the bottom right, select show in folder
2. Name your file> Select where you would like to save it
3. Select **Save**

Creating a folder

1. Open **My Files**
2. Under **Downloads**> **Right Click**>**New Folder**
3. Option 2, enter **CTRL + E**

Delete Files

1. Select the file you want to delete
2. Right Click> select **Delete**

Option 2

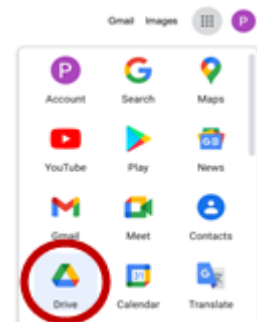
Select the file you want to delete
Press **ALT + Backspace**

Converting Documents and Transferring Files

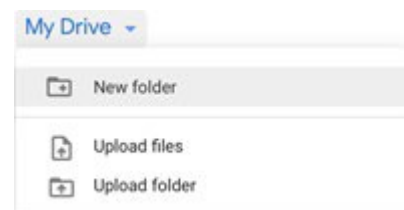
Google Docs is the default word processing software for Chromebooks. However, you can still work with Word Documents as well as convert files to PDF, Plain Text, EPub and more. You can also transfer files from your personal device to the Chromebook using Google Drive.

Working with Word Docs in Google Drive

1. Open your Google Drive. There are several ways to do this. From the Google Apps Icon on the Chrome browser, or through the Google Drive app.
2. Click on **My Drive > Upload Files** or **Upload folder**, select the word doc you want to work on. Upload to drive.
3. In Google Drive, click on your Doc. It should have a **docx** behind the file name.

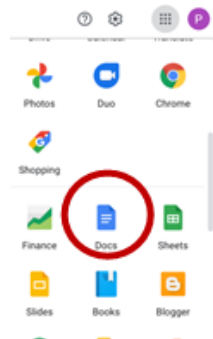


Test Document .DOCX

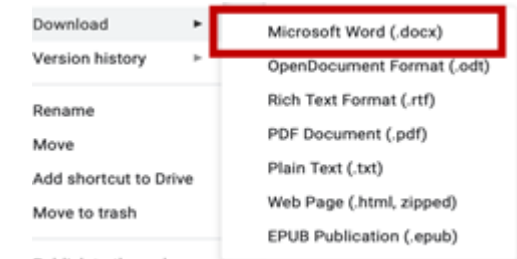


Converting a Google Doc to a Word Doc

1. Open Google Doc

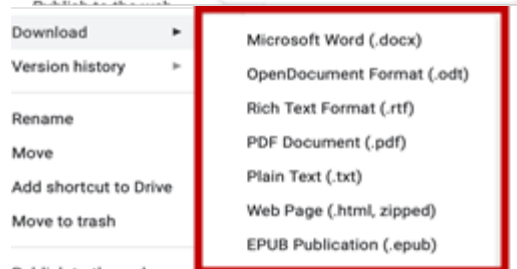


2. Select the document you would like to convert



3. Click on **File> Download Microsoft Word**

4. Document will be in the **Downloads Folder** in the Chromebook



Converting a Word Doc to a Google Docs

1. Open **Google Docs**
2. Select the document you would like to convert. Click **File> Save as Google Docs**
3. File will appear in a new tab
4. File can be found in **Google Docs and Google Drive**

Converting Google Docs to Other File Types

1. Open **Google Docs**
2. Select the document you would like to Convert
3. Click **File>Download as>** Select your desired document type
4. Find document in **Files**

Transfer Files

1. On your personal device go to **google.com/drive**
2. Log in with your **google account**
3. Click **My Drive> Folder Upload** or File Upload
4. Select the Folder or the File
5. Log into your Google Drive account on your Chromebook and the files will appear there

Downloading Apps

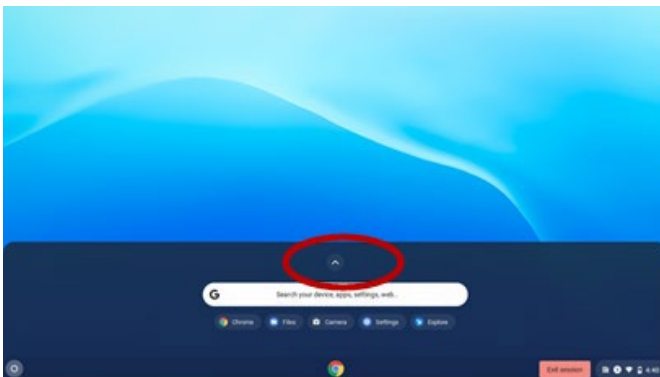
Google allows you to download their Office suite which includes google docs, slides, sheets, and more. You can also install Non google related apps. As with documents, these apps will delete after every session.

Download Google Apps

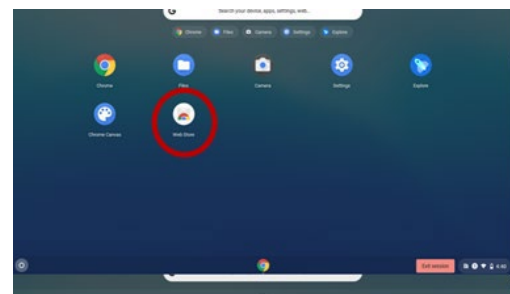
1. Click on launcher



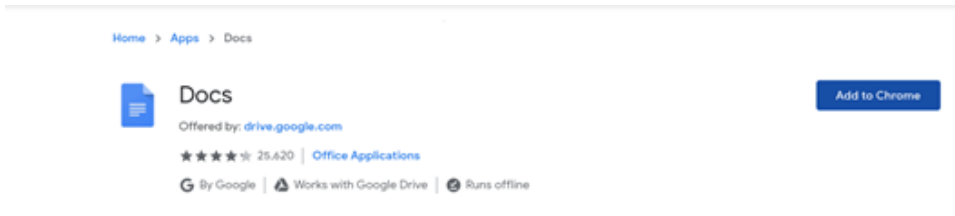
2. Scroll up and click on the up-arrow icon.



3. Select the Webstore



4. Select **Apps** under *Types* select **Websites**. Under Features select **by Google> Free** you will see the google apps
5. Select the one you would like to download> **Add to Chrome> Add app> Launch App**



A pop-up window will appear asking Add “Doc?” Click on “Add app”



You will be directed to a new page. Click on the blue “Launch app” button.



6. App will be installed on Chromebook. You can find it on the Chromebook desktop. Sign in with your Google Account.

Non-Google Apps for this device can be added through the Chrome Web Store, not the GooglePlay store.

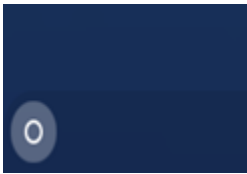
1. Click on **Launcher**
 2. Scroll up> select **Webstore**
 3. Click on **Apps**
 4. Search the Store
- (Not all apps are available through the webstore)

Zoom on Chromebook

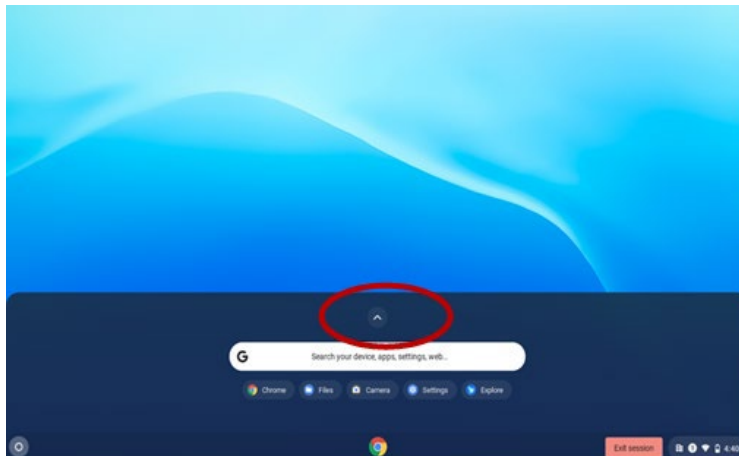
Zoom is one of the most popular video conference apps and it is used by many companies to communicate with employees and conduct virtual interviews with potential employees. Here is a step-by-step guide to installing Zoom on Chromebook

Download Zoom

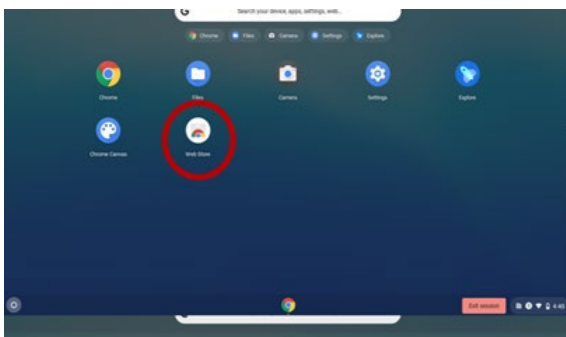
1. Click on launcher



2. Scroll up and click on the up-arrow icon.



3. Select the Webstore

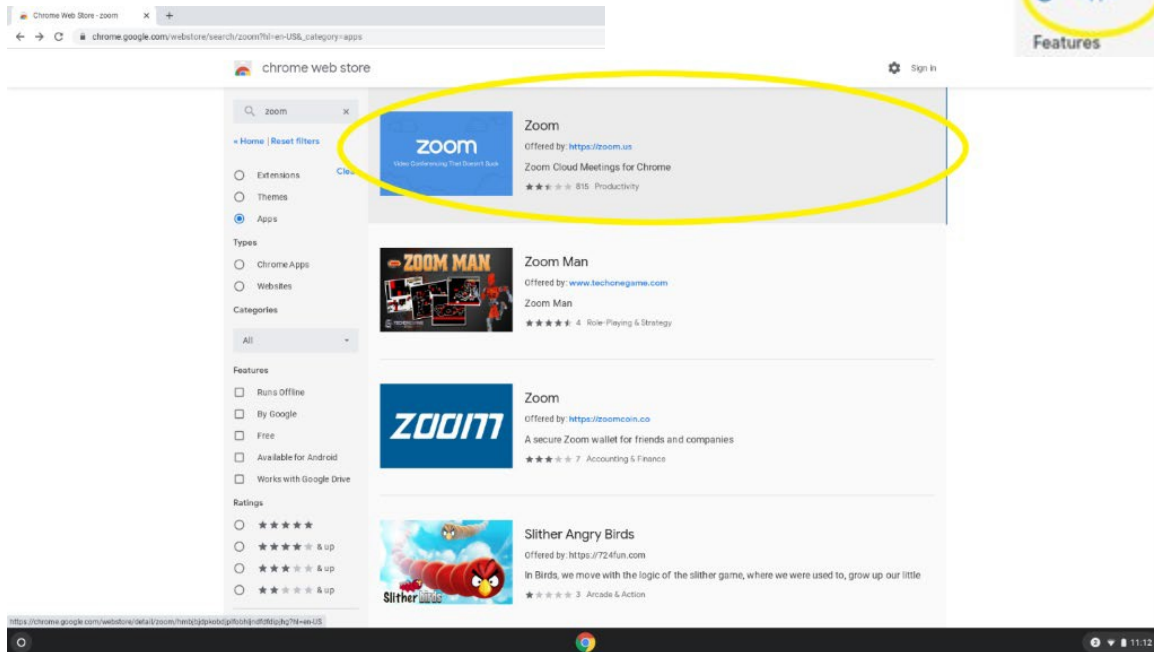
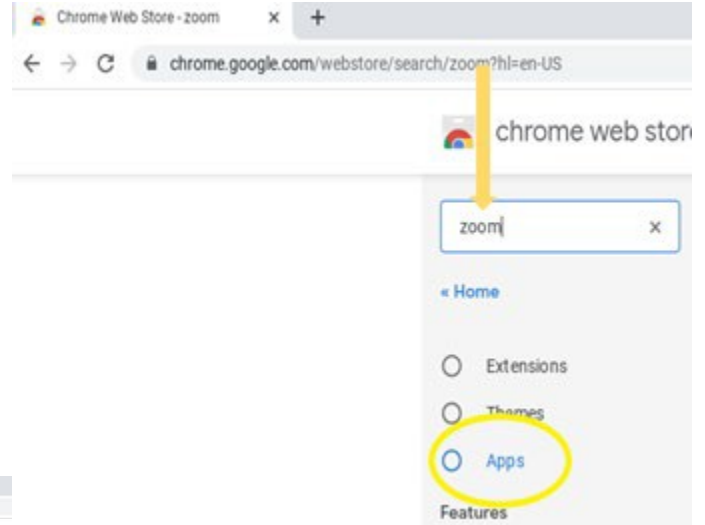




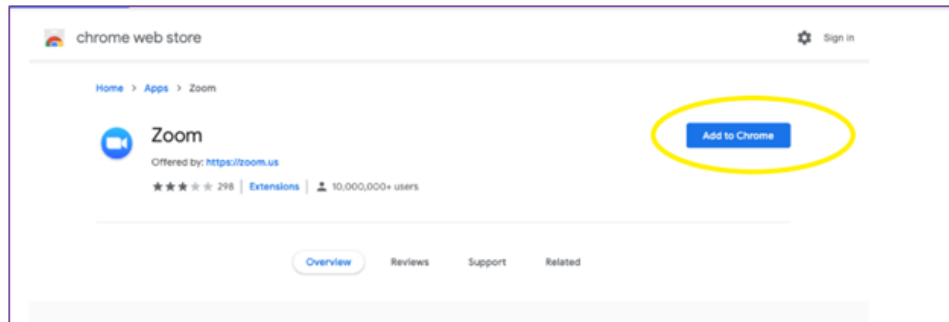
4. In the search bar in the upper-left side type in “Zoom”

5. Click on Apps

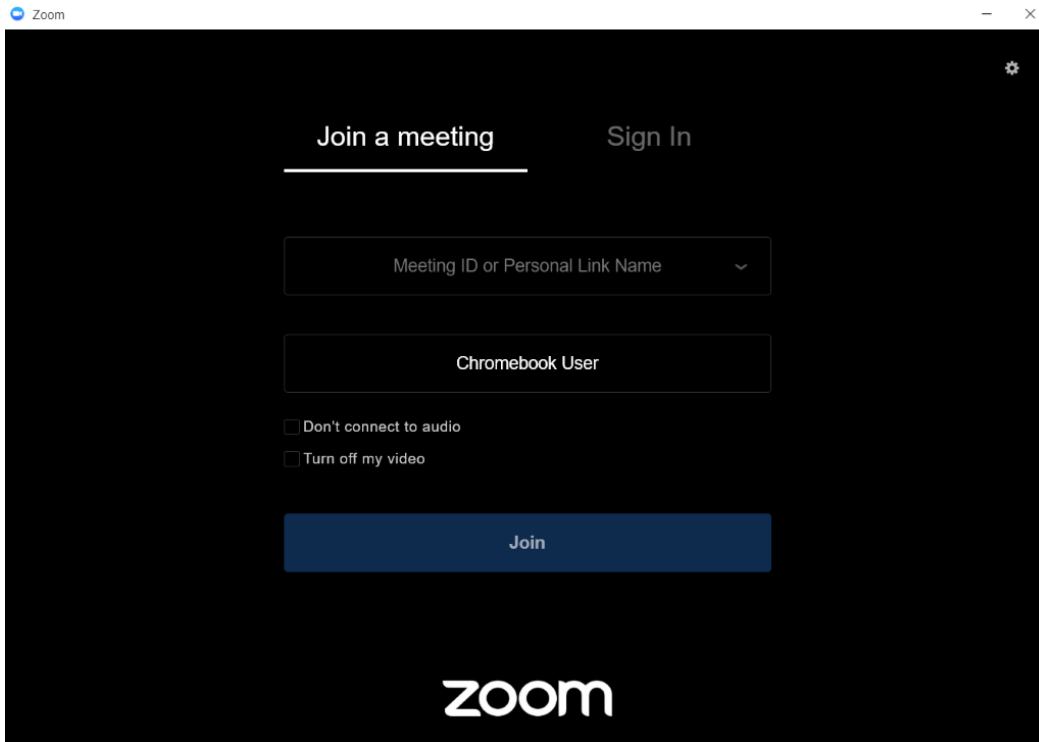
6. Select Zoom from the list



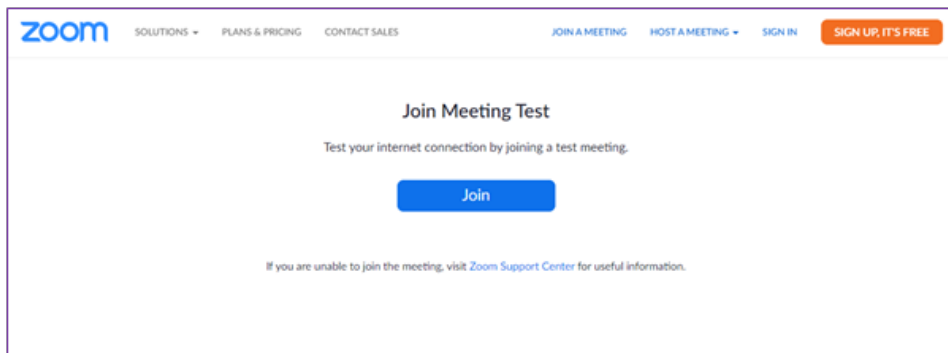
7. Click on “Add to Chrome”



8. Go to the Launcher, click Zoom, and sign-in or sign-up for an account



9. Join a test meeting by going to zoom.us/test to check your mic and camera





You're all set!



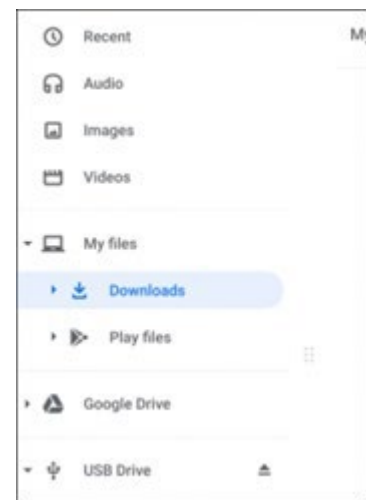
Working with USB Flash Drives

You can open and save files to a USB drive. This guide will also show you how you can save and convert files from Google Drive to your flash drive. USB drives are an excellent back up to have to save your work, and they allow you to work on documents offline. The Chromebook will **reset** every time a session ends (this includes closing the laptop) and all files will auto **delete** from the device.

How to Save Files to your USB Drive

1. Plug your USB Flash Drive into your Chromebook. You will see a notification saying "Removable Device Detected"
2. Next Click on the Launcher  and from there, open the files  app

3. Documents that you have downloaded to the device can be found in the **Downloads** folder under my **Files**. Find the file that you want to save to your USB Flash Drive and Right Click on it



4. Once you've selected it, select **Copy** from the context menu or hit **CTRL+C**. Then select your USB Flash Drive. Once you've copied the file, select your USB Drive which is located on the left sidebar. Right Click on a blank space in the USB drive and then select **Paste** from the context menu or hit **CTRL+V**.

(Alternatively, you could drag it over with your track pad using one finger to select the file and another to drag it)

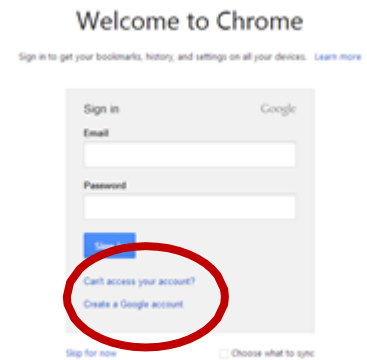
5. If you want to save the file within a folder in your USB Drive, select the folder first and then paste.

To Eject your USB drive select the Eject icon on the right-hand side of your USB Flash drive's name.

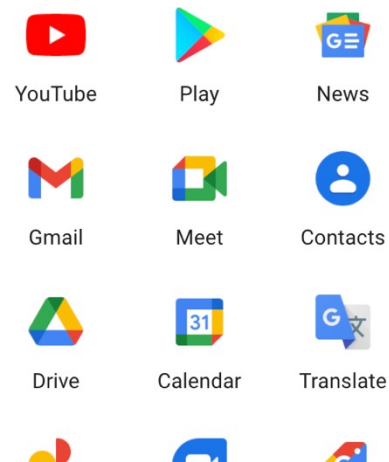
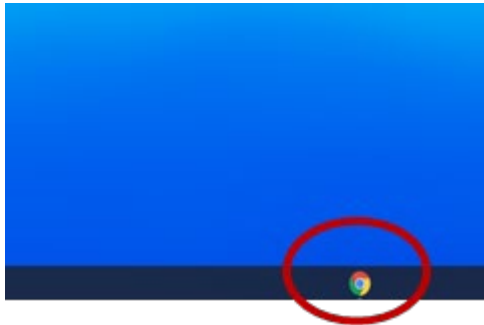



Downloading files from your Drive to a USB Drive

6. You will need to have a google account to access the Google Suite so that you can begin to work with different files. A Google account is easy to set up and free.

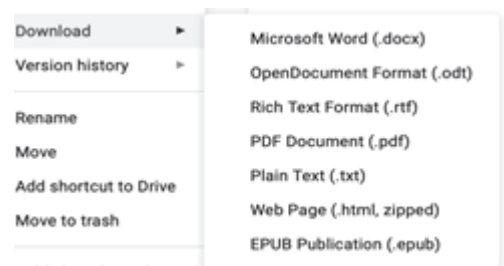


7. The default web browser on the Chromebooks is Google Chrome, you will find it at the bottom center of the screen.



8. Once you are logged in to your Google account, click on the  Google **Apps** icon in the upper right-hand side, there you will have access to all of the apps available with your free Google account including **Google Drive**.

9. Once you've logged into your Google Drive, select the file that you would like to save. Once it has been selected, Click on **File** and scroll down to **Download** and select the file type you would like to download.


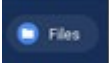


10. The Downloads Manager notification will pop up at the bottom right hand of the screen, click on **Show in Folder**. The downloads folder will open you can view your file.

11. Select your file and right click, select **Copy** from the context menu or **CTRL+C**. Then select your USB Flash Drive. Once you've copied the file, select your USB Drive located on the left sidebar, Right Click on a blank space in the USB drive and then select **Paste** from the context menu or hit **CTRL+V**.

(Alternatively, you could drag it over with your track pad using one finger to select the file and another to drag)

Open Files from USB

1. Plug your USB Flash Drive into your Chromebook. You will see a notification saying "Removable Device Detected"
2. Next Click on the Launcher  and from there, open the files app 
3. On the left-hand side bar, you will see your USB Flash Drive, click on it and from there, select the document you want to open.

Side note: You will be prompted to open the file through a browser extension, please disregard that and follow the steps below.

4. Open your Google Drive. There are several ways to do this. From the Google Apps Icon on the Chrome browser, or through the Google Drive app. Click on **My Drive > Upload Files** or **Upload folder**, select the file you want to work on. Upload to drive. If the document is a Microsoft Word file (Word, Excel, PowerPoint) you will be able to work on it as that file within google drive. PDFs will open in a separate window.

