Burwood Library
Chromebook User Guide

Conditions of use

* Library members aged 15 years+ with an unrestricted membership can borrow a Chromebook to use within Burwood Library and Hub.

* The Chromebook will be issued to the borrower and a checkout slip provided.

* No peripheral equipment (mouse, earphones, power cord, etc.) will be provided.

* Holds cannot be placed on the Chromebooks, and no renewal is allowed.

* The Chromebooks will be circulated on a first-come, first-served basis.

* Chromebooks must be borrowed and returned at the library customer service desk.

* Chromebooks must be returned at least 30 minutes before the library closes.

* Chromebooks are connected automatically to the library Wi-Fi.

* Borrowers should check the condition of the Chromebook at the time of borrowing and upon return.

* Borrowers are responsible for loss, damage, and theft of the laptop while in their possession.

* If a Chromebook is damaged but repairable, the borrower will be charged the cost of the repair plus a $75 processing fee.

* If damaged beyond repair, the borrower will be charged the device cost plus a $75 processing fee.

> ⚠️ Warning — nothing you have created during your session will be saved unless you have taken specific steps to save your files on an external website or device.

Chromebook tips

How do I turn it on?

You can power on by pressing the Power button at the top-right corner of the keyboard. A small light will indicate that the laptop is on.

How do I connect to the Internet?

Laptops will automatically connect to the Library Wi-Fi.

How do I search the Internet?

Type the search term, or the website address if you know it, in the box at the top of the screen

How do I save a file?

You can save a file to your own external drive (like a memory stick or thumb drive), or you can save files to a web site that offers free storage. Some options include Dropbox, Google Drive and Microsoft Onedrive.

All files will be erased from the laptop when you sign-out, so remember to save your work.

How do I create a document?

You can go to a website that offers free online software to create, store, and edit documents such as Google Docs, Microsoft Office or Zoho.

How do I connect devices / headphones / a mouse?

You can use Bluetooth to connect devices to the Chromebook. Please note that we cannot supply any equipment.

How do I print?

Printing is available through the library's printing service burwood.nsw.gov.au/printing.

How do I sign off?

To end session click on 'exit session' at the bottom right hand corner and then click on 'sign out'.

Burwood

Chromebook touchpad

You can use your Chromebook's touchpad to right-click, switch between tabs and more.

Move the pointer
Move your finger across the touchpad.

Click
Press the left button below the touchpad.

Right-click
Press the right button below the touchpad..

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

Move between pages
To go back to a page you were just on, swipe left with two fingers. To go forward to a page you were just on, swipe right with two fingers.

See all open windows
To see all open windows, swipe up with three fingers. To close it, swipe down with three fingers.

Drag and drop
Click and hold the item you want to move with the left button. Continue holding and drag the item to its new spot, then release the button.

Burwood Library

Burwood Library
2 Conder St, Burwood, NSW 2134
(02) 9911 9999
library@burwood.nsw.gov.au
burwood.nsw.gov.au/Library

Our library staff are always happy to help you find the information you need.

Visit our website for the latest opening hours and updates on events and programs.

Follow **@BurwoodLibrary** on **Facebook** and **Instagram**.

Borrowing Hours

Chromebooks will be available 30 minutes after opening and must be returned 30 minutes prior to closure

Library Opening Hours:
Monday & Friday 9:30 am – 5:00 pm
Tuesday & Thursday 9:30 am – 8:00 pm
Wednesday 9:30 am – 6:00 pm
Saturday 11:00 am – 4:00 pm
Sunday 12:00 pm – 4:00 pm