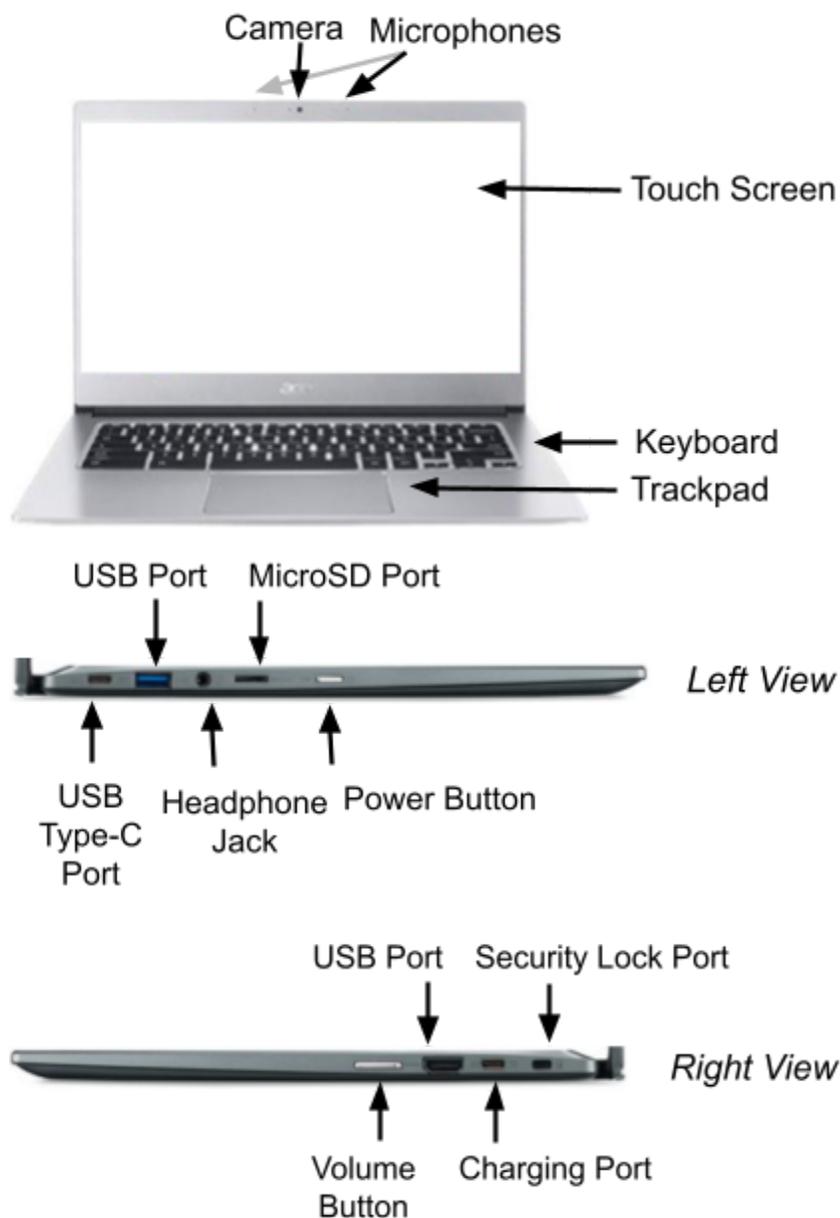


## Chromebook Cheat Sheet *Acer Chromebook Spin 514*

- ★ Remember that the Chromebook is on loan from Cape Breton Regional Library.
- ★ Keep the Chromebook charged.
- ★ Remember that the internet and Social Media are just tools to stay connected and informed. Face to face is still the best option when possible.
- ★ Need help? Call your local library or email [info@cbri.ca](mailto:info@cbri.ca)
- ★ Write down any email addresses and passwords you create so that you can use them on another device in the future.
- ★ Remember to click “Sign Out” when you return your Chromebook to the library.



## How to log into the Chromebook:

1. Press the button on the top right corner of the keyboard to turn on the chromebook. 
2. When the Chromebook turns on there will be a Welcome message. Click on 'Get Started' to begin.
3. You will then need to connect to a Wi-Fi network, and a list of nearby networks will appear. Click on a network and connect to the internet.
4. You will need to agree to Google Terms of Service, which will appear in a text box. Click on 'Accept and Continue' to agree to the terms.
5. It will then ask you to Sign in using a Gmail account. If you have a pre-existing Gmail account, enter your email address and password to continue. If you would like to create a new Gmail, select 'More options', then select create account. If you do not wish to use an account on the chromebook, select 'Browse as Guest'.

## How to Create a Gmail account:

1. Select 'Create Account' when logging in to the Chromebook.
2. It will ask you to input details including your name, birthday and gender. It will also ask you to choose a username and password, which you will need to remember.
3. You will need to agree to their terms and conditions. Review the terms and select 'I agree' to approve.
4. The Chromebook will now be signed into your google account.

## How to connect to Wi-Fi networks:

1. Enter the bottom right menu by clicking on the tab with the clock on it. 
2. Click on the gear icon to open the settings menu. 
3. At the top of the settings menu will be 'Network'. Click on 'Wi-Fi' and make sure it is turned on. 
4. A list of available Wi-Fi networks will appear, click on one of the available networks to connect to Wi-Fi.
5. A green 'Connected' will appear under the name of the Wi-Fi network once you are connected.
6. Remember that some Wi-Fi networks are password protected and will require you to sign-in.

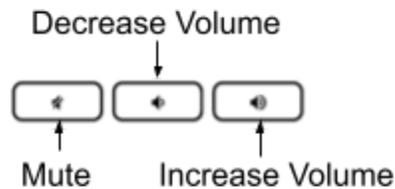
## How to adjust screen brightness:

- ★ There are two keys at the top of the keyboard with icons that look like Suns, one is larger than the other. To increase the brightness press the button with the larger sun. To decrease the brightness, press on the key with the smaller sun.



## How to adjust volume levels:

- ★ Three keys can be used to adjust the sound levels on the chromebook. The first key is the mute key which will silence the computer. The two other keys have an icon of a speaker on it. The left icon will decrease the volume and the right icon will increase the volume.



## Accessibility Settings

*These features help you to customize your Chromebook to fit your individual needs. Two of these features are outlined below but many more are available in the Accessibility tab in the computer's settings.*

### To increase text size:

1. Open the settings page by clicking on the bottom right corner menu and selecting settings by clicking on the gear symbol.
2. On the left side of the screen, click the 'Advanced' menu. More options will appear, select the option that says 'Accessibility'.
3. Select 'Manage accessibility features', and then select 'Open appearance settings'. A menu will appear where you can choose your font size from different options.



### To use zoom functions:

1. Open the settings by clicking on the bottom right corner menu and selecting settings by clicking on the gear symbol.
2. On the left side of the screen, click the 'Advanced' menu. More options will appear, select the option that says 'Accessibility'.
3. Select 'Manage accessibility features', and then select 'Enable Docked Magnifier'. Once you enable the magnifier, you can turn it on or off quickly by pressing the Ctrl+Search+M buttons at the same time.



## Using Apps on a Chromebook

While plenty of resources are available through the internet on your Chromebook, Chromebooks are able to download apps similar to other mobile devices.

### Pre-Installed apps:



Google Chrome is for searching the internet



Gmail is for email



Google Docs is for creating online documents



YouTube us for watching videos



Google Play Store is for downloading apps



Google Meet is for video calling



Google Drive is for storing documents on your Google account



Chrome Canvas is for creating your own designs

### How to Download apps onto the Chromebook:

1. Open the Google Play Store by clicking the icon at the bottom of the screen. 
2. Find the app you want by typing in the app's name at the top of the screen.
3. Download the app by clicking on the green icon next to the app name that says 'Install'. 
4. Once installed, it will show up in the launch tab and you can access it by tapping the circle icon in the bottom left corner of the screen, then tapping on the app to open it. 

**Library Apps:** These apps provide free books, movies, newspapers and more. You will need to log in with your library card number and PIN.



Libby is for eBooks & Audiobooks



Pressreader is for newspapers & magazines



Hoopla is for TV shows, movies, audiobooks, & eBooks



Kanopy is for movies & TV Shows

## Google Apps and their equivalent programs

TASK	RECOMMENDED	INSTEAD OF
Create a document	 Google Docs	 Word or Pages
Create a spreadsheet	 Google Sheets	 Excel or Numbers
Create a presentation	 Google Slides	 Powerpoint or Keynote
Find and save files	 Google Drive	 My Computer or Finder
Write an email	 Gmail	 Outlook or Mac Mail
Browse the internet	 Google Chrome	 Internet Explorer or Safari
Play videos/music	 Youtube	 Media Player or iTunes
Download apps	 Google Play Store	 Apple App Store
Create designs	 Chrome Canvas	 Microsoft Paint