



Bergenfield Public Library

Chromebook Laptop Quick Start Guide

What are Chromebook Laptops?

A Chromebook is a laptop that runs on the Google Chrome Operating System. Chromebooks primarily use Google's Chrome web browser and Google's wide variety of cloud based apps as well as apps available through their Google Play app store.

Getting Started

- 1 **Turning on your Chromebook Laptop**
 - To turn on the Chromebook Laptop press and hold down the power button (⏻) located in the top right of the keyboard, or simply open the laptop screen.
- 2 **Click the arrow below BPL Guest and the following blue arrow to proceed.**
- 3 **Accept the library's Internet Use Policy.**
- 4 **Connect to your home's Wireless Network.**
 - Located in the bottom right corner of the screen you will see the following icon (📶). Click on it to bring up the various settings.
 - Next click the text below the WiFi symbol.
 - The Chromebook will search for your home's network. When you see it displayed, click on it, enter your password and click connect.
- 5 **To save documents while using the Chromebook you will need to have a Google account (an email that ends in @gmail.com)**
- 6 **If you DO NOT have a Google Account you can still browse the internet, however you will not be able to complete any additional work (e.g. write letters, save documents).**

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7 Setting up a Google Account:

- Click the Google Chrome icon (🌐)
- Type **gmail.com** into the search bar
- In the top right hand corner click “Create an account”
- Once you have set-up your account you will be able to use Google Docs, Sheets, and other free Google Applications.

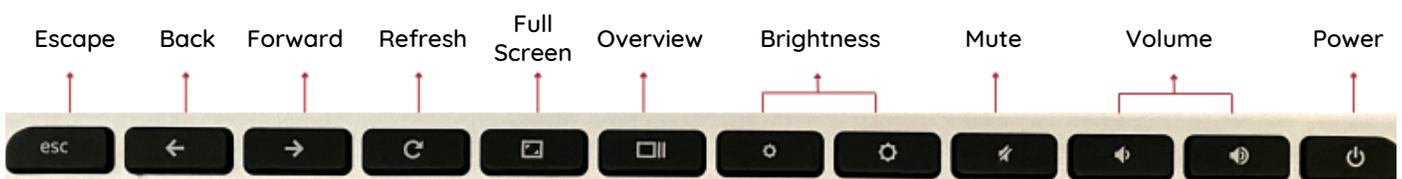
8 Turning off your Chromebook Laptop

- Press and hold down the power button (🔌) in the top right corner of the keyboard.
- Select Power Off on the left hand side from the options.
- Your Chromebook will now be powered off.

! User Notes

- Exiting a page (clicking the “x” in the top right corner of the page) will prompt a logout message. If you are not ready to log off, click “Cancel”
- Keep the Chromebook screen open at all times while you work.
 - Closing the screen will restart your session and will not save the page you were working on.

Quick Keys



Need More Assistance?

Call Reference at 201-387-4040 ext. 2