

Social Media

Facebook

Like the Pickering Public Library on Facebook.

facebook.com/PPLibrary

Twitter

Follow us on Twitter for our most current updates.

twitter.com/pickeringpublib



Questions or Comments?

Library staff will be pleased to answer any questions you have, or receive comments about library services.

You can email the Library at:
help@picnet.org



Branch Hours

Central Library
One the Esplanade
905-831-6265
1-888-831-6266

Monday - Friday	9:30 am - 9:00 pm
Saturday	9:00 am - 5:00 pm
Sunday	1:00 pm - 5:00 pm

Petticoat Creek Branch
470 Kingston Road
905-420-2254

Monday - Friday	9:30 am - 9:00 pm
Saturday	9:00 am - 5:00 pm

Claremont Branch
Claremont Community Centre
905-649-3341

Tuesday	3:00 pm - 8:00 pm
Thursday	9:30 am - 5:30 pm
Saturday	1:00 pm - 5:00 pm

Greenwood Branch
3540 Westney Road
905-683-8844

Tuesday	9:30 am - 1:30 pm
Wednesday	2:30 pm - 7:30 pm
Saturday	9:00 am - 12:00 pm

Automated Telephone Renewals:
905-831-8209 or renew your items at
www.picnet.org

Library Chromebooks User Manual



www.picnet.org



*Alternate formats available upon request.
Please talk to Library staff.*

Who can use a Chromebook?

Any Pickering Public Library cardholder with an account in good standing may borrow a Chromebook.

Where can I use it?

The laptop may be used anywhere inside the library. It may not be removed from the building.

How long can I keep it?

You may use the laptop for four hours a day. It may not be used overnight. Return it by the time shown on your checkout slip to avoid fees. A fee of \$1 per day, is charged for late returns. Please return it to a staff member at the iHelp, and wait for it to be checked in before you leave. You are responsible for any laptop and power cords checked out on your card; a lost or stolen laptop will be billed to your account.

How do I turn it on?



Normally, library staff will turn it on for you during the checkout process. However, if for some reason you need to turn it back on during your session, you can power on by pressing the Power button at the top-right corner of the keyboard. A small blue LED light will indicate that the laptop is on.

How do I connect to the Internet?

Laptops will automatically connect to the Library Wi-Fi. Click on the Continue to use the Library Wi-Fi network.

How do I log in?

If you have a Google (Gmail) account you can use it to sign in. If you do not, you can Browse as Guest. Browsing as a Guest will limit what you can do with your laptop and printing will not be available.

How do I search the web?

Type the search term, or the website address if you know it, in the box at the top of the screen. (You can use the same search box - called "the omnibox" - both for searching and for opening websites.)

How do I turn CAPS LOCK on and off?

Press the Shift and Search keys simultaneously.



How do I save a file?

By default, files will be saved to internal storage. You can use the file manager (Alt+Shift+M) to view saved files. 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.

Here are some options:

- ➔ www.dropbox.com
- ➔ drive.google.com (with a Google account),
- ➔ onedrive.live.com (with a Microsoft account).

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

Do I use the touchpad or a mouse?

You may use either the built-in touchpad or a loaner mouse.

Here are some tips for using the touchpad:



- To move the pointer: Move your finger across the touchpad.

- To click: Press down on the lower half of the touchpad.
- To right-click: Click the touchpad with two fingers.
- To scroll vertically: Place two fingers on the touchpad and move them up and down.
- Drag and drop: Use one finger to click on an item. Use a second finger to move the item to your intended location. Release both fingers to drop.

How do I create a document?

You can go to a website that offers free online software to create, store, and edit documents.

Here are some popular options:

- ➔ drive.google.com
- ➔ onedrive.live.com
- ➔ www.zoho.com

How do I sign off?

When you are finished, press and hold the Power button until the small LED light goes out. Warning — nothing you have created during your session will be saved unless you have taken specific steps to save your files.

