

Getting started with APNK Chrome computers



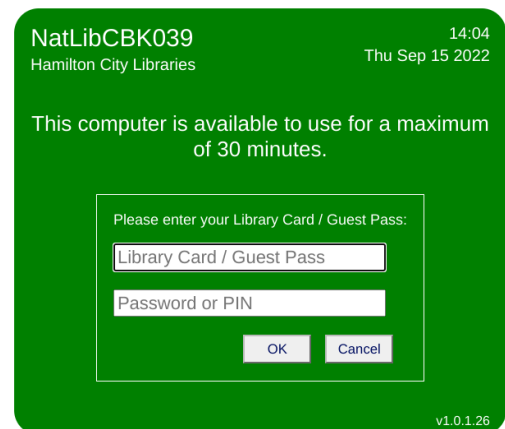
STEP 1: Start using an APNK computer

STEP 2: Read this booklet

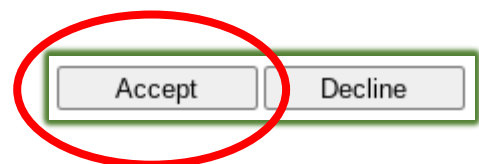
STEP 3: Become a Chrome expert!

Start your session

The first thing you need to do is type in a **Username** and **Password** to sign in. These details can be from a **Guest Pass** (provided by the library); in some libraries you may also be able to use your **Library Card** details.



The **APNK Terms Of Use** will then be displayed; have a read, then click “**Accept**” to begin your session.



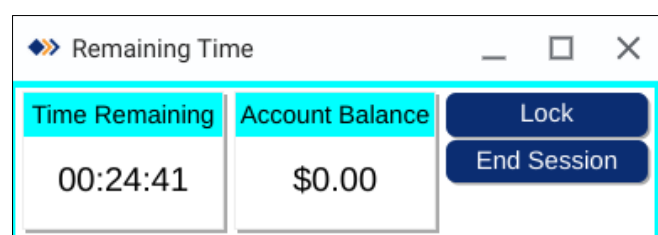
Keep track of the time!

When using APNK computers, it’s important to know that **your session has a time limit**. In the bottom-right of the screen is a pop-up window with a countdown clock, displaying the **Time Remaining** for your current session.

(If you can’t see this pop-up, click on the **blue and orange diamonds icon** near the middle bottom of the screen.)

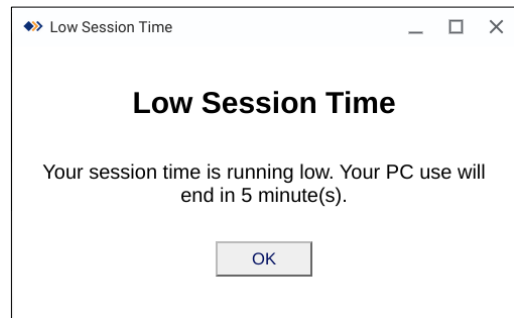


Diamonds icon
(bottom-middle of screen)



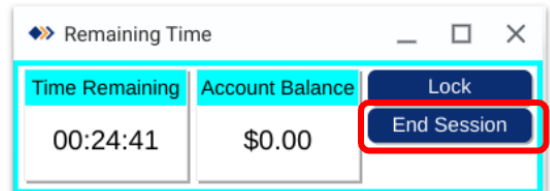
Time Remaining
(bottom-right of screen)

When your session time is getting low, a **Low Session Time** message will pop up on the screen.



OPTION 1: END THE SESSION

Click the **End Session** button in the **Time Remaining** window to end the session.



OPTION 2: EXTEND THE SESSION

Unless someone is waiting to use the computer, you can extend the time of the session. If this option is available, an **Extend Session?** pop-up will appear.



If you know upfront that you will need a longer session, have a chat to a librarian about this before you begin.



What happens when the session ends?

When your APNK computer session ends, all open webpages and apps will be closed, and any files still open or saved to the computer will be deleted.

Therefore it is essential that you finish what you are doing before the end of the session.

If you are working on a document, be sure to save it off the computer (either onto a USB flash drive or in the cloud) to avoid losing your work.

The Chrome Operating System

You might be familiar with **Windows**, the operating system (“OS” for short) that PC computers use. Mac computers use **MacOS**, and Chrome computers use **Chrome OS**.



Windows
(Microsoft)



Mac OS
(Apple)



Chrome OS
(Google)

All these operating systems are very similar; there are some differences that you need to know about, but it’s nothing too scary – if you know one operating system, it’s really easy to learn to use another!

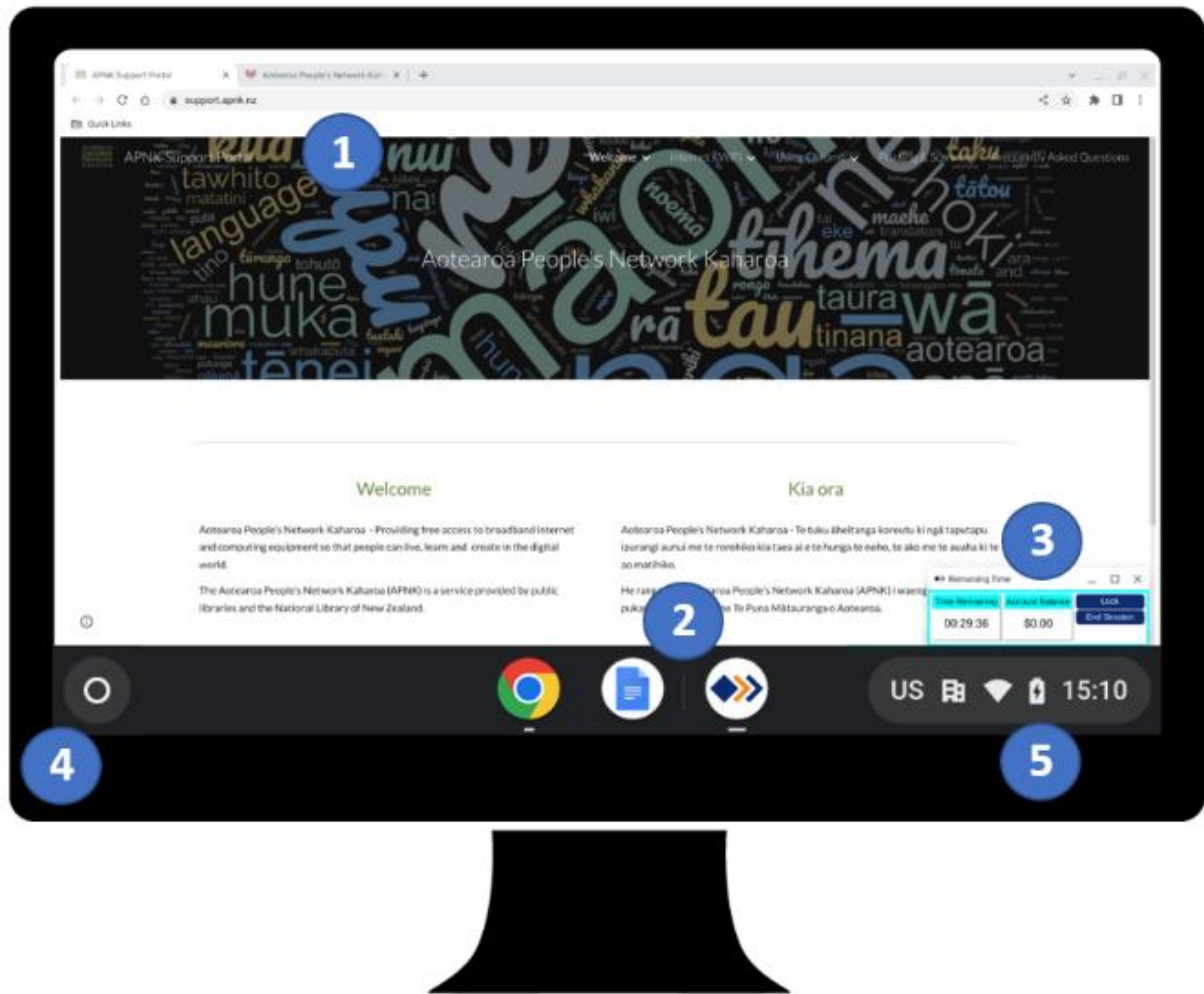
CAPS LOCK = alt + Q



The Chrome keyboard is almost identical to the familiar PC keyboards.

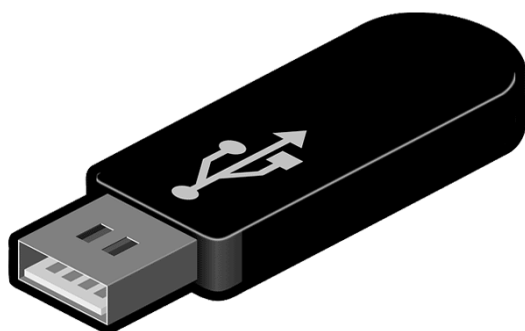
One small difference to be aware of is regarding **CAPS LOCK** – to turn Caps Lock on, hold down **ALT** then press the **SEARCH (Q)** key.

What's what on the screen



- 1 Internet browser (type in the address bar to search)
- 2 Diamonds icon (to show Time Remaining window)
- 3 Time Remaining window (shows Time Remaining)
- 4 Circle button (to view all available apps)
- 5 Time (click to view more settings)

Accessing and managing files

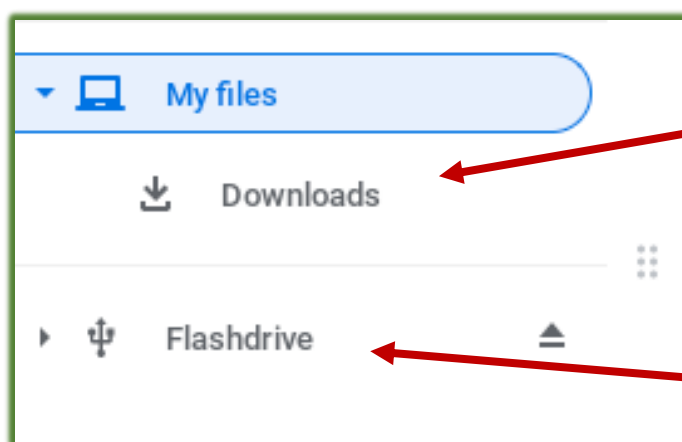


USB FLASH DRIVE

Chrome computers have USB ports, where you can plug in a flash drive and copy files to and from it.

DOWNLOADS

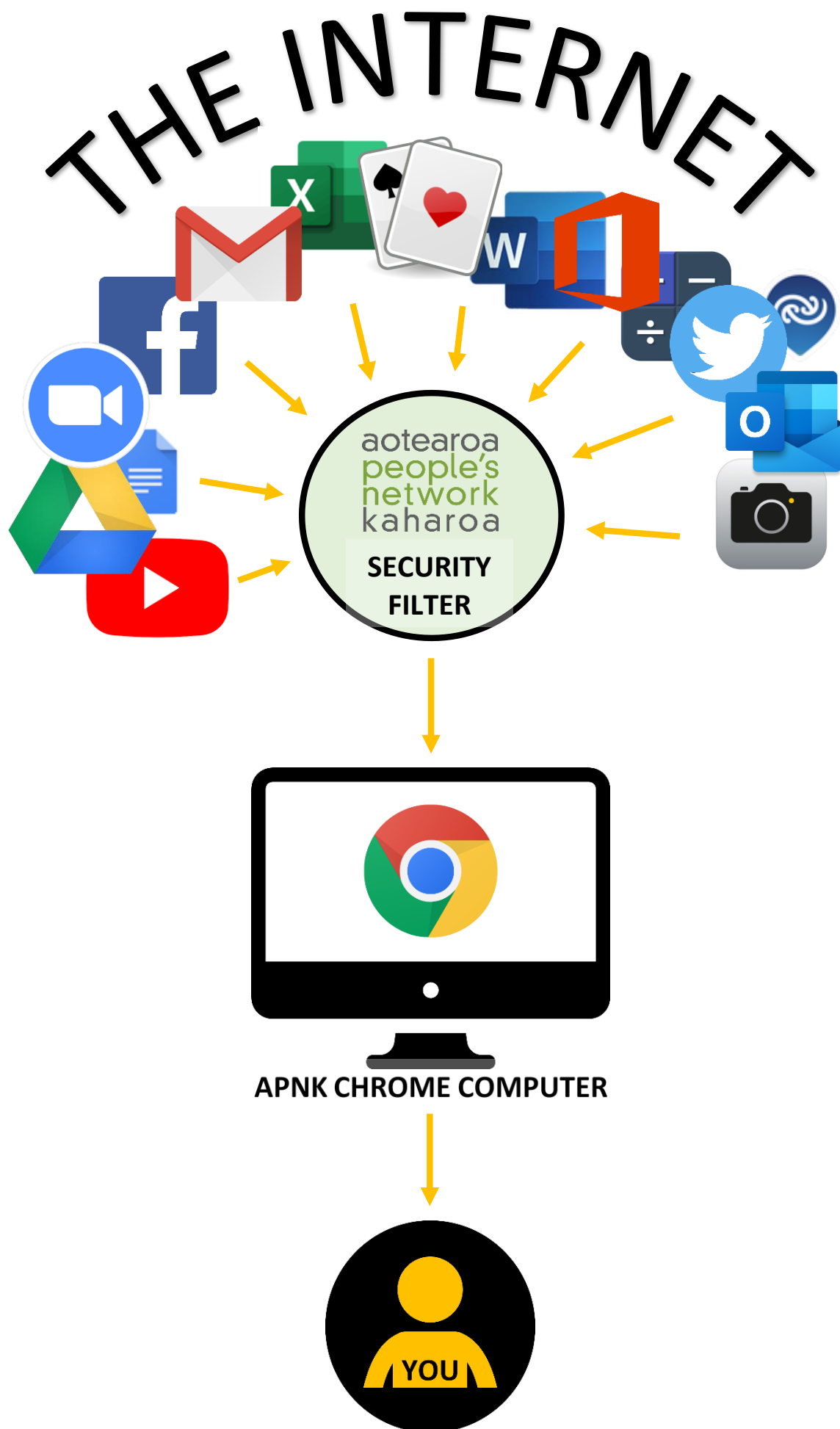
If you save something to the Chrome computer, it gets saved in the **DOWNLOADS** folder.



Downloaded files
are saved here


External USB storage
(eg flash drives)
looks like this

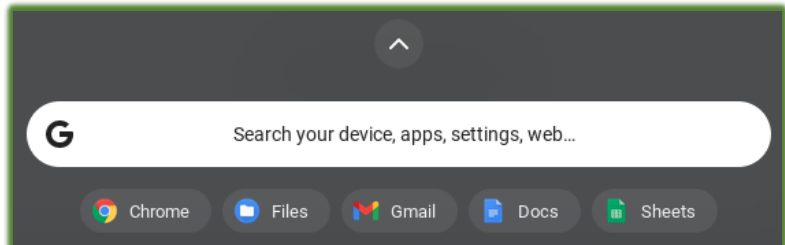
An even better option than a flash drive is to **save files "in the cloud"**, which means they get stored securely online. Online storage allows you (and *only* you) to access them wherever you are. There are a variety of free online storage options to choose from, including **Google Drive**, **OneDrive** and **DropBox**.



Using Apps

Click on the **circle button**  in the bottom-left of the screen. A tray of commonly-used apps will pop up.

Click on the **up-arrow button**  to expand a full-screen view showing all apps available.



What Apps are available?

There's a fantastic range of Apps available for you to use on Chrome computers. Here's a selection of some popular ones, to help get you started.



Chrome

An internet browser - this is the primary way that you view websites and use web-based apps.



Files

Launches the browser where you can view files stored on the computer's drives, including downloads and any external storage (eg flashdrives).



Typelt (Māori)

A website tool for using special characters. It is useful for typing macrons in Te Reo Māori text, but you can also switch to other languages as needed.



Zoom

A video calling app, using the computer's webcam.



Pixlr

An online photo/image editor.



Word (Online)

An app for creating and editing documents.



Docs

An app for creating and editing documents. It features a range of formatting features, similar to Microsoft Word.



MetService

Real-time NZ weather forecast information.



Don't forget your password!

Many online services (email, social media, cloud storage, etc) require that you set up a free account in order to use them. When you set up an account, you need to choose a password. Here are some tips for choosing and remembering your password(s):

- ✓ A password should be easy for you to remember, but hard for someone else to guess
- ✓ Avoid using the same password for different things (Email and Facebook, for example)
- ✓ Apps called **Password Safes** are available to help you remember your passwords; you may like to consider installing one on your mobile phone

Time to print

You can print from anywhere in Chrome, whether it's a photo, a document or a webpage. Just click on the **printer** icon or press **CTRL-P**. Make sure all the print settings are as you want them, then click **OK**.



Keep your APNK session open until your printing is completed.

CTRL

+

P

Using Microsoft Word

Microsoft Word is a popular program used for creating and editing documents. The good news is that you can use Word on Chrome OS too; the look and feel is much the same, but instead of being a program stored on the computer, it's an online version accessed from the internet browser.

STEP 1: SET UP A MICROSOFT ACCOUNT

To use Word you'll need a Microsoft Account. This is free to set up, and only takes a couple of minutes.



Do you use a Microsoft email service?

(e.g. @outlook.com, @live.com, @hotmail.com)

YES

You already have a Microsoft Account set up
(*just use your email details to sign in*).

NO

You can register for a Microsoft Account using any email address, from here: **signup.live.com** *

STEP 2: OPEN WORD ONLINE

You will find an icon for **Word** in the Apps pop-up menu. Click on this to launch **Word**.



* See over the page for steps and screenshots of the sign-up process.



How to create a Microsoft Account

1 Go to signup.live.com

2 Enter your email address or create a new one



Create account

someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

Create a password

Enter the password you would like to use with your account.

Create password

☐ Show password

3 Choose a password

What's your name?

We need just a little more info to set up your account.

First name

Surname

Next

4 Enter your name

What's your date of birth?

We just need a little more information to set up your account. Your date of birth helps us to provide you with age-appropriate settings.


Country/region

New Zealand

Date of birth

Day Month Year

5 Enter your date of birth

 Microsoft

← testemail@apnk.nz

Verify email

Enter the code we sent to **testemail@apnk.nz**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

☐ I would like information, tips and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).


6 You will be emailed a verification code to confirm

7 Congratulations! You have successfully set up a Microsoft Account.

How to create a Google Account

Setting up a Google Account is a very similar process to the Microsoft one. Go to **accounts.google.com** to get started.

Shown here (right) is the first screen you'll see.

 Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

☐ Show password

Alternatives to Word

Google Docs is a great alternative to Word for editing documents online. Google also offers alternatives for almost everything you can do in Microsoft Office. For example:

	Microsoft	Google
DOCUMENTS	Word	Docs
SPREADSHEETS	Excel	Sheets
PRESENTATIONS	PowerPoint	Slides
CLOUD STORAGE	OneDrive	Google Drive

Setting up a Google Account is also free and easy to do. Just head to **accounts.google.com** to get started.

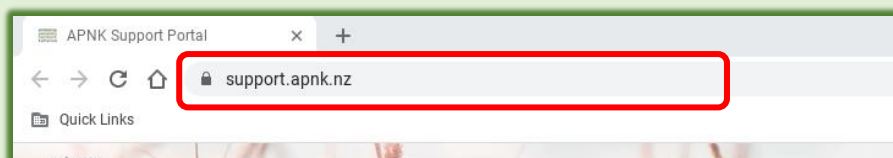
Note that both options include free cloud storage: **OneDrive** (Microsoft) and **Google Drive** (Google). These offer you a private space on the internet for storing files, and only you can access them.

Working with old Word files (.doc)

.doc is an old (pre-2007) Word file format, and will not work with Microsoft Office Online or Google Docs. Instead, you will need to first convert the file to the newer **.docx** format. There are websites available online that can do the conversion for you; ask a librarian if you need help sorting this.

Can't find what you're looking for?

If you can't see the program or website you're after, simply type its name or description in **the Address Bar** of the Chrome internet browser, to run a Google search to find it for you.



Some Useful Terms To Know

Chrome OS	the Chrome operating system
APNK	Aotearoa People's Network Kaharoa <i>(the service providing internet and computers)</i>
Apps	short for 'applications' <i>(another word for computer programs)</i>
Web Apps	apps that are used via an internet browser
The Cloud	internet-based storage <i>(as opposed to storing files locally on a hard drive or USB flash drive)</i>
USB flash drive	portable storage device that slots in a USB port; sometimes called a memory stick , pen-drive or thumb-drive
Webmail	email that you access via a website
Chromebook	a laptop Chrome computer
Chromestation	a desktop Chrome computer

Commonly asked questions

Can I use Microsoft Word?

Yes, you can. First, go to **signup.live.com** to create a free Microsoft Account; you'll then be able to access Word Online (and your files) from wherever you are.

Can I access my email?

As long as you have webmail (**Gmail, Yahoo, Outlook.com**, etc.), you can access your email from anywhere with an internet connection. Just make sure you know your password!

How/Where do I save my files?

If you have a USB flashdrive, plug that into the computer and save your files there. Or better still, you can save files “in the cloud”, which means they get stored securely online. There are a variety of free online storage options to choose from.

Is it safe? Is my information private?

The APNK Network is a highly secure internet connection. Also, APNK **does not** monitor what websites you go to or what text you type, so your personal information will remain private.

That said, you still need to be careful when using the internet, and be sure not to share personal details on websites that you don't know are safe.

aotearoa
people's
network
kaharoa

