

Chromebook Laptop Policies

- I agree to pay the overdue fine of **\$5.00/hour per part**, if I fail to return the Laptop or its accessories to the Media and Reserve Library's desk on time.
- I understand that while this laptop is in my possession, I am responsible for it at all times. **I WILL NOT GIVE THE LAPTOP TO ANYONE ELSE. I WILL NOT LEAVE THE EQUIPMENT UNATTENDED.** The Equipment must be returned only to the Media and Reserve Library.
- I will immediately report any loss or damage of the laptop or its accessories to the Media and Reserve Library. I agree to pay all costs associated with damage to, loss of, or theft of the equipment and its accessories (up to the **\$554** replacement fee) while it is checked out to me.
- I will return the laptop clean and free of foreign substances or risk being charged an equipment cleaning fee.
- Library laptops are for educational and research purposes, and I will abide by the Student Code of Conduct, the Computing Policy and Guidelines and all other applicable UWM policies. The laptop may not be used for illegal activities including, but not limited to: disruption of other users /services/equipment, harassment, distribution of unsolicited advertising, propagation of computer viruses, and attempts to make unauthorized entries into other computers.
- I agree that the Library is not responsible for any files left on the laptop or for loss of, or damage to, data during the loan period.

- **All laptops must be returned before the Media and Reserve Library closes.**
- I will not leave the laptop on the Media and Reserve Library desk unless a staff member is present. I will wait for Library staff as they fulfill obligations to inventory components, test laptop operations, and provide me with a receipt if requested.
- Borrowers should be proficient in the use of the hardware/software they plan to access. Library staff does not provide assistance in the use of either hardware or software.
- I acknowledge that all equipment has been examined by library staff prior to checkout, and that only complete and functioning equipment and accessories will be circulated to me. I will perform an inspection myself before leaving with any borrowed equipment, to ensure that everything is functioning properly.

Questions?

Media and Reserve Library
(414) 229-4673
Email: libmedia@uwm.edu
Website: <http://uwm.edu/libraries/media/>

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UWM LIBRARIES LAPTOPS Chromebook

Brief Guide



Related Equipment:
HDMI Cable
Mini Projector Kit
Mouse
SD Card Reader
USB CD/DVD Drive

Chromebook Laptop

The UWM Libraries are pleased to make Chromebook laptops available for use by current UWM Faculty, Staff and Students with their current, valid UWM ID. The Chromebook comes with an AC Power Adapter and bag.

External CD/DVD Drive Use (Playing DVDs)

These Chromebooks cannot play DVDs. External CD/DVD drives can only run cd-roms.

Keyboard Shortcuts

Right click – Click touchpad with two fingers.

Scroll – Use two fingers on the touchpad to scroll up or down a page.

Font Size – Press **Ctrl** and + (increase font size)
Press **Ctrl** and – (decrease font size)

Full Screen – The toolbars may be visible in full screen video mode.

Printing

Click File “**SAVE AS**” and choose “**Download a Copy**” to save it temporarily. Follow one of the following printing options:

- 1) **E-MAIL** - Using your UWM school email account, email your documents to print@wepanow.com. You will get a email with a “Release Code” to use at the WEPA printer.
- 2) **WEB** – Go to: wepanow.com/webupload
Choose UWM and then upload the documents and send to the printer.

Saving Your Work

Please use USB memory sticks or network storage (e-mail, One Drive, Google Drive or other web-based cloud storage to save your work.

WiFi - must be logged into first

Click the network icon  to connect to WiFi.

****CAUTION**** You should always use UWMWiFi, when available. “UWMVisitor’ WiFi is **not secure**. It broadcasts your logins and social media passwords to anyone snooping on the network.

For UWM Wifi - enter your login information:

Identity:
Password:

Log in to the Chromebook

- 1) Log in to Chromebook to be able to add/retrieve apps or save to your google drive.
 - a) Click on “Add Person” on the toolbar at the bottom of the screen.
 - b) Log in with your Google account credentials.

To just access the internet – click on the UWM Logo in the middle of the screen.

Programs

Chromebooks use web based programs. You cannot download traditional software to them.

- Log in to Office 365 to use the online versions of Word, Excel and PowerPoint.
- Use the web to access other programs like Skype and Vimeo.

Apps

Apps are available for use with the Chromebook. Some are already preloaded: PDF Viewer, Google Photos, and YouTube.

Some other useful (free) apps available from the Chrome web store include:

Docs (create a document)/**Sheets** (create a spreadsheet)/**Slides** (create a presentation)
VLC (play movies)/**Read&Write** (Screen reading/Studying tool)

Apps can be linked to your Google account from the Chrome web store. You must be logged in to the Chromebook with your Google account via “Add Person” login icon.

Open the Chrome Web Store with the icon or at <https://chrome.google.com/webstore/category/apps>

1. Browse or search for what you'd like to add.
2. Click **Add to Chrome** (if free) or **Buy** (if paid). *****Note Some Apps/Extensions may not be usable due to restrictions on the Chromebook.**

You'll see your apps in your launcher, and your extensions in your browser window as buttons on the toolbar. These apps will be available when you log in to your google account on other machines.