

westchester
LIBRARY SYSTEM

Empowering libraries. Empowering communities.

WLS Computers & Windows 10

WELCOME TO WLS: STAFF ORIENTATION 2022

Hardware

WLS equipment on the WLS network includes

- staff workstations
 - iGel thin clients for virtual desktop interface (VDI) user sessions
 - PCs, laptops, and Chromebooks
- public PCs

All machines are targeted to use Windows 10 by the end of Q4 2022.

**Never plug in
unknown
USB (flash) drives -
They could be infected
with malware!**

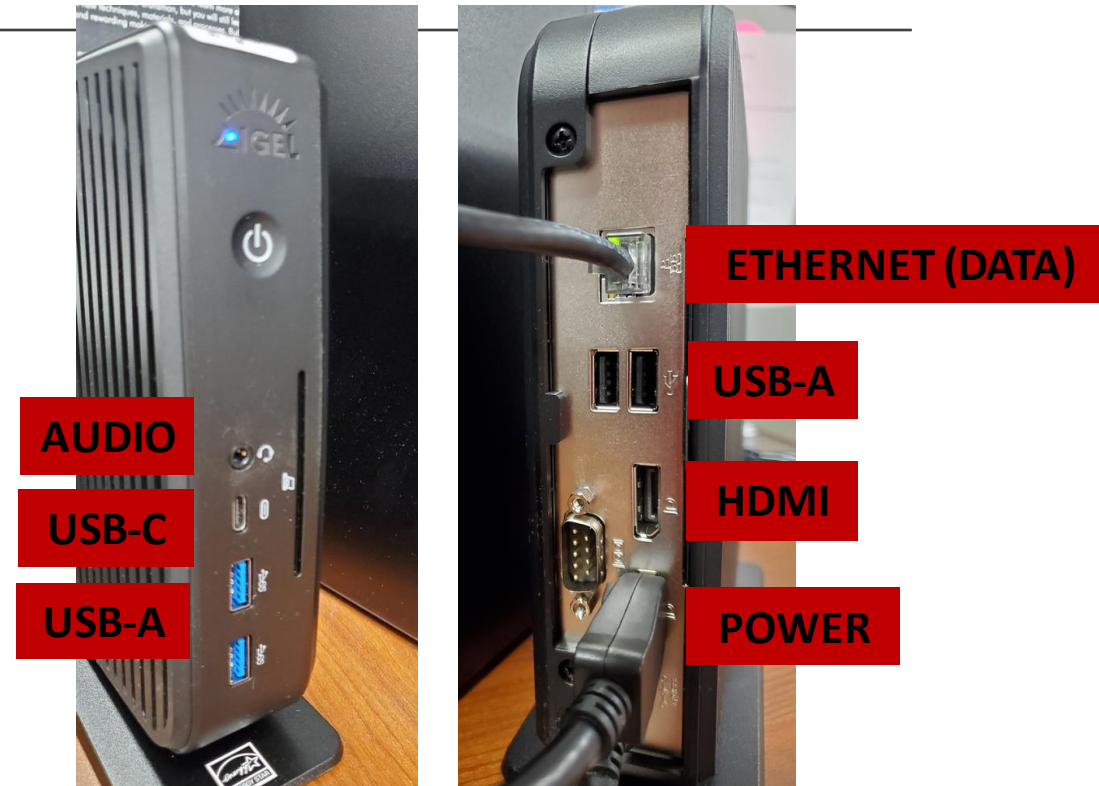
Staff iGel Hardware

Staff workstations iGel thin clients
for virtual desktop interface (VDI)
user sessions

Peripherals

- Barcode scanner
- Receipt printer
- Label printer

**Never plug in unknown
USB (flash) drives -
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TECH CHECK

How comfortable are you with these basic operations?

Basic Operation	I got this!	I'm not sure	I need help
Plug in computer power, monitor, and peripherals			
Identify hardware ports and accessories			
Turn on/Shutdown/Restart			
Use the mouse to click, right-click, and wheel			
Access audio output (adjust volume, mute)			
Use settings to adjust headphones, speakers, and camera			
Identify if the computer is connected to the internet			

Staff VDI Sign-in

Sign into the new server: nxt.westchesterlibraries.org

Enter your Active Directory (AD) credentials

- Username firstname.lastname
- Password

These are the same as your Evergreen sign-in

If you get a "You're not entitled to use this system" error message,

- right-click on mypc.westchesterlibraries.org
- click **Delete** to delete the server

Then click on the **Add Server** button, click **Connect/Add Server**, enter view.westchesterlibraries.org and sign in

Staff VDI Operations

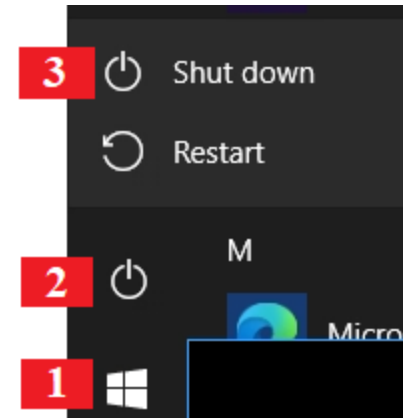
USB Drives

1. Insert your USB drive
2. Mouse to the top of the screen.
A gray bar will display.
3. Select *Connect USB Device*. Your USB drive will display in Explorer.

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VDI Shut down

- At the end of your shift or workday,
1. Go to Start > Power > Shut down to end your session.
 2. Leave the iGel hardware on.



Software

All computers have

- Windows
- Bit Defender
- VDI hardware and software include audio and video capability

Staff computer login gives access to storage

- My Documents for an individual user
- Library share

Public computer software

- PrinterOn
- PCRES

Computers should be left on overnight for daily updates

To make sure your files are saved

- Save in My Documents
- Don't save to the desktop
- Don't leave files in the downloads folder

Windows 10 Operating System

- Launch programs from Desktop, Taskbar, or Start
- Search for version, files, programs, or settings.
- Open *This PC > Documents* to find *My Documents* and *Pictures* folders
- Use the Trash
 - Delete and retrieve items
 - Empty the Trash

Windows 10 Audio

Audio is enabled and the volume is set to maximum. The sound can be adjusted using the Windows 10 volume control at the start of each login. It can also be disabled in Evergreen

Go to Administration>Workstation
Check the box by Disable Sounds

The setting will be saved to the Evergreen workstation. Staff that work at multiple libraries can set the default for each workstation they use.

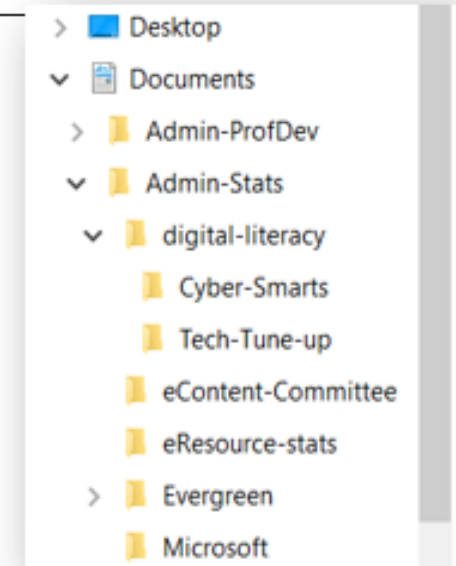
Windows Explorer, Folders, Files

Use Windows Explorer directory to

- Browse to or search for files and drives
- Drag files to move or copy them
- Right-click to create folders and interact with files
- Eject USB drives
- Delete files

File types and extensions

- Text and words – txt, docx, odp
- Spreadsheet – xlsx, ods
- Image – jpg, png, tiff
- Video – mp4, mov
- Other – pdf



The image shows a Windows 10 desktop environment with a blue background. On the left side, there are desktop icons for Recycle Bin, Adobe Acrobat DC, Firefox, and Google Chrome. The Start menu is open, showing the user's name 'Allison H Midgley', 'Documents', and power options: 'Shut down', 'Restart', and 'Power'. A search bar is visible at the bottom left of the Start menu. In the center, a grey box contains a list of tasks. To the right, a yellow-bordered box shows a system tray area with icons for network, volume, and battery. A blue callout points to a context menu for a taskbar icon, highlighting the 'Pin to taskbar' option. Another blue callout points to the taskbar itself. A third blue callout points to the system tray area. The taskbar at the bottom shows the Start button, a search bar, and several pinned applications: Edge, File Explorer, Mozilla Firefox, and Google Chrome. The system tray on the right shows the date and time as 3:27 PM on 12/28/2021, along with weather information (43°F Mostly cloudy) and icons for network, volume, and battery.

- Shutdown/Restart from Start menu
- Launch programs from Desktop, Search, or Start menu
- Search for version, programs, settings, files
- Check computer and antivirus software to see if it's on and up to date.
- Use the Trash
 - Delete and retrieve items
 - Empty the Trash

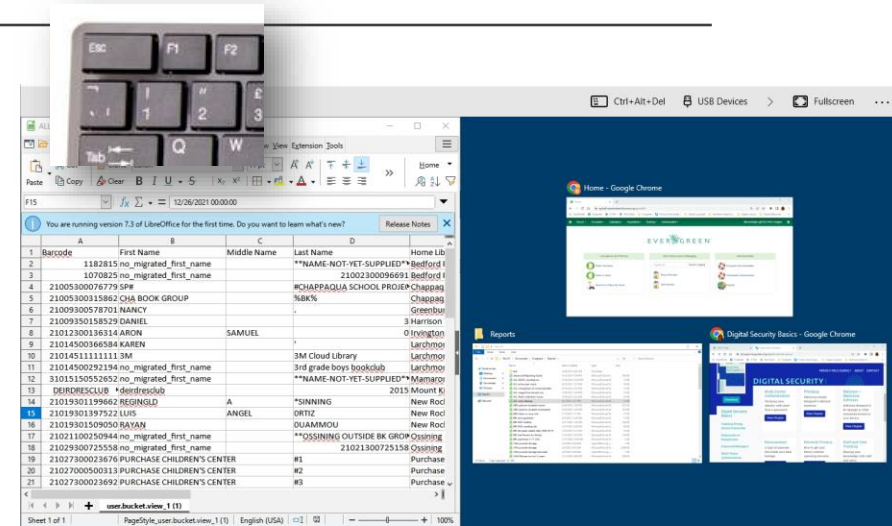
FILE, PROGRAM, SETTING SEARCH

TASKBAR

CHECK INTERNET ACCESS

Program Windows

- Resize, move, and use multiple windows
- Use your keyboard Esc (Escape) key to "restore" a window that's filling your screen.
- Open a link in a new window and drag the new window to the edge of your screen to see both windows side by side as tiles.
- Right-click anywhere for a "context" menu of options
 - in a browser on a hyperlink to open in a new tab
 - In Windows Explorer to create new folders
 - On the Start menu for a list of common programs



TECH CHECK: Windows OS

How comfortable are you with these Windows operations?

Windows Operation	I got this!	I'm not sure	I need help
Log on/off			
Check Windows and antivirus software to see if it's on and up to date			
Check and restore your internet connection			
Launch programs from Desktop, Taskbar, or Start menu			
Set a printer as default			
Delete and retrieve items and empty the Trash			
Move, resize, minimize, and close windows			
Using right-click context menus			

Productivity

LibreOffice desktop program

- Writer Document
- Calc Spreadsheet
- Impress Presentation
- Draw Drawing

Staff can also sign into Microsoft 365 online with their AD credentials and use Word, Excel, PowerPoint and Teams.

Create:



Writer Document



Calc Spreadsheet



Impress Presentation



Draw Drawing



Math Formula



Base Database

LibreOffice

- Open or save MS Office or OpenDocument format files
 - **.odt** – a text document
 - **.ods** – a spreadsheet file
 - **.odp** – a presentation file
 - **.odg** – an illustration or graphic
- [LibreOffice Help](#)
- Writer Document
- Calc Spreadsheet
- Impress Presentation
- Draw Drawing

Create:



Writer Document



Calc Spreadsheet



Impress Presentation



Draw Drawing



Math Formula



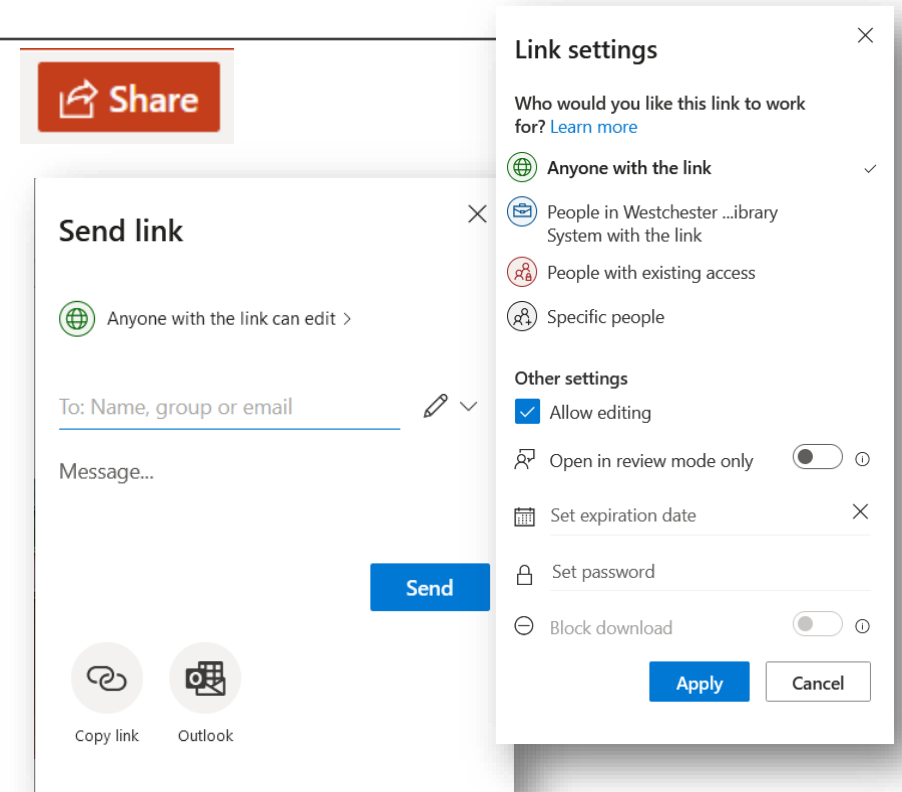
Base Database

Office Online File Sharing

365 Share means you don't have to download, email, and upload versions to collaborate

- Use the *Share* button
- Edit is the default. Change the link settings as needed
 - Uncheck *Can Edit* and set to *Can View* to limit to comments
 - Choose a date when access expires
- Copy the link and paste it into a Gmail message to share it

****Don't use the Message feature, which uses Outlook****



Excel Online And File Downloads



1. Download a file
2. In Office, go to your OneDrive
3. Upload the File.
4. Open the file. Excel will convert it to a spreadsheet if needed.

To upload in batch to Evergreen

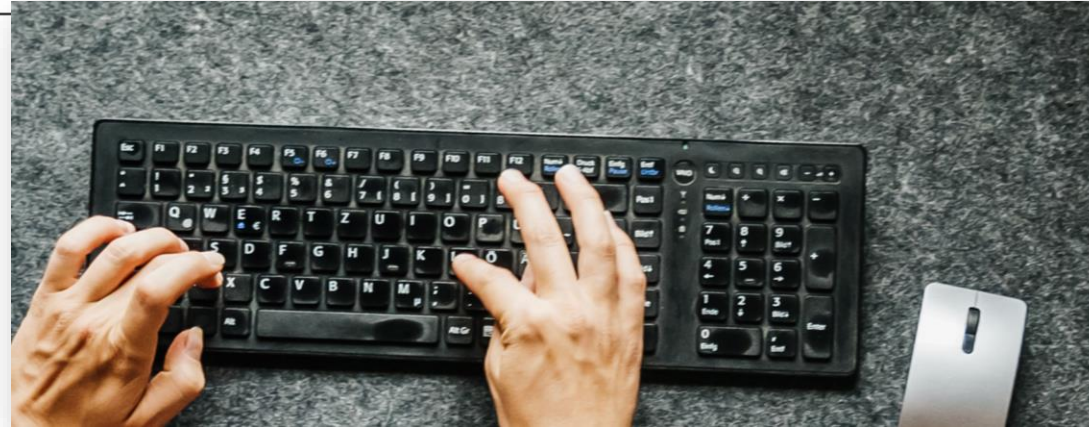
- Select up to 500 barcode IDs and copy
- Paste the barcodes into Notepad and save the .txt file to upload in Item Status

[Step-by-step video](#)

Keyboard Shortcuts

Common Commands

Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V
Undo	Ctrl + Z
Print	Ctrl + P
Save	Ctrl + S
Select All	Ctrl + A



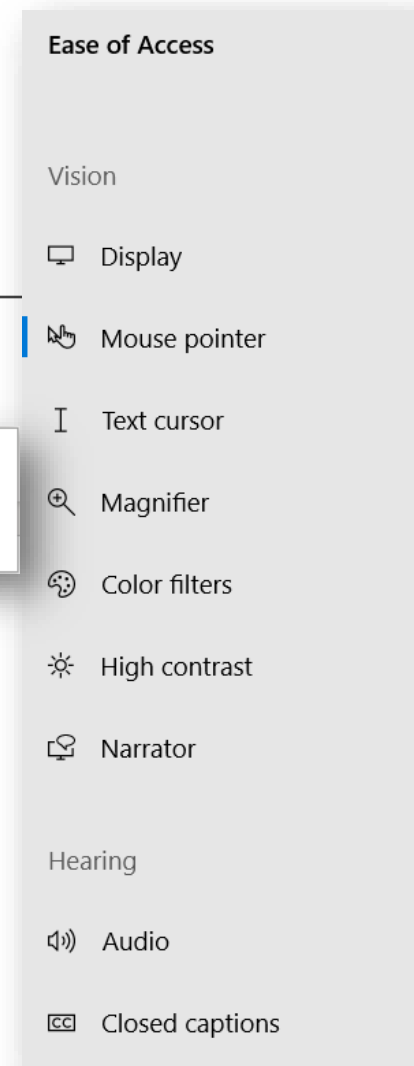
Take screen shots

- Snip & Sketch (Windows logo + Shift + S)
- For open menus, use timed snips or PrtSc

Change volume with Fn-UpArrow or Fn-DownArrow

Windows 10 Ease of Access

- Mouse Pointer
- Text cursor
- Magnifier
- Color filters
- High contrast
- Narrator
- Closed captions
- Speech recognition and Dictation



On a Public PC, it requires restart to clear settings

Public PC Management

- Envisionware is public computer management software that is used for patron login, reservations, and time management. Control is centralized on a server, usually at a PC at the reference or information desk.
- PrinterOn Mobile Printing allows a patron to print documents, photos, and more from his own computer, laptop or mobile device, inside or outside the library via the library's WiFi.
- Microsoft Office365 Online free accounts provide
 - access to Word, Excel, and PowerPoint
 - 5GB of storage

Public PC Maintenance

- Computers should be left on at the end of the day so that a scheduled restart that clears data and installs updates can occur.
- Patrons should
 - Delete files from Downloads folder, desktop, other locations
 - Delete browser caches to remove sensitive information
 - Log out of all accounts – email, Office, etc.

Links & Support

Microsoft Helps

- [Microsoft Tips](#)
- [Microsoft Windows 10 Quick Start Guides](#) – surprisingly thorough!
- [Windows Speech Recognition Commands](#)
- [Windows 10 on GCFGlobal](#)

LibreOffice

- [Discover LibreOffice](#)

Email Allison Midgley

- amidgley@wlsmail.org or
- Training@wlsmail.org

Check your knowledge!

**ALA All Staff Technology
Competencies Checklist**