

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!**

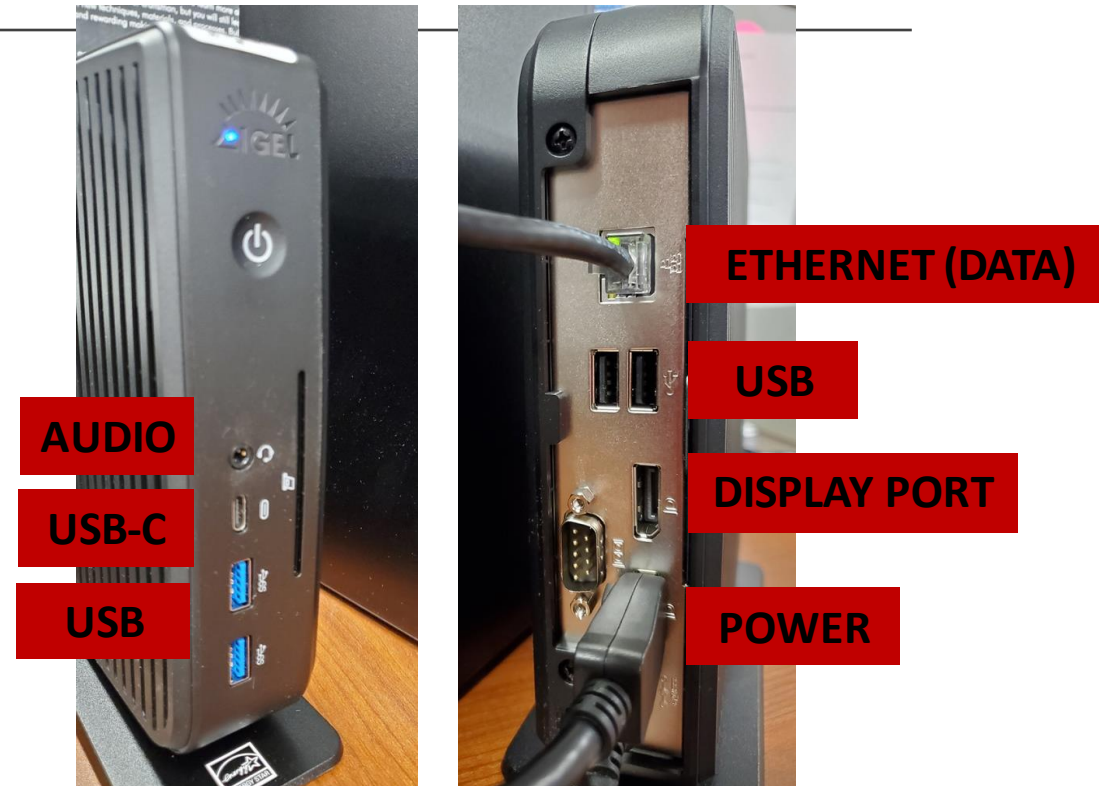
Staff IGEL Hardware

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

Peripherals

- Barcode scanner
- Receipt printer
- Label printer

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



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 (when directed by IT staff)			
Sign in/Sign out			
Use the mouse to click, right-click, scroll, and drag			
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 and IGEL Signin

Sign in with your Active Directory (AD) credentials

- Username firstname.lastname
- Password

These are the same as your Evergreen sign-in

For computers, VDI, and Evergreen, use the "short format"

- firstname.lastname
- example: wilson.arana (all lower case)

For Microsoft 365, including Word, Excel, PowerPoint, and Teams, use the "long format":

firstname.lastname@westchesterlibraries.org



VDI Sign out

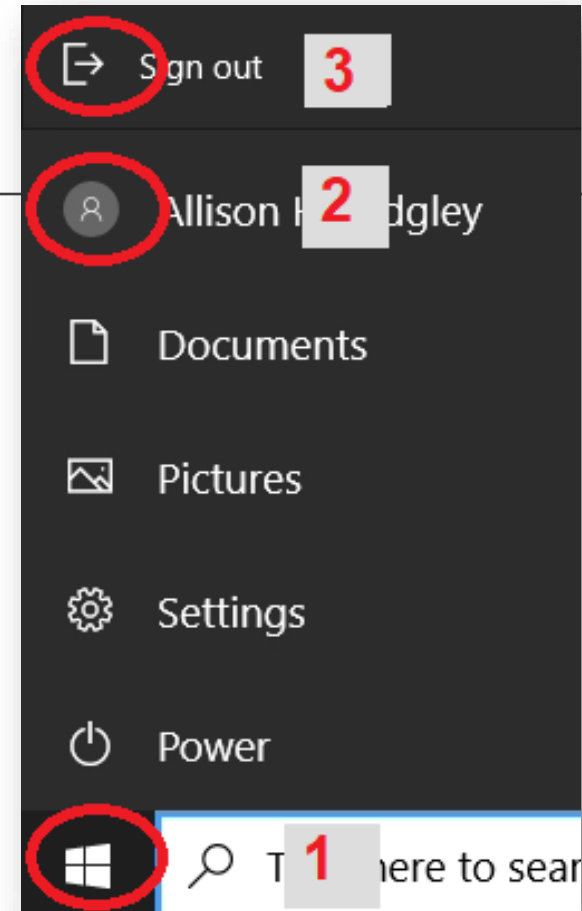
At the end of your shift or workday

1. Go to Start (the windows icon)
2. Select your username
3. Select Sign out

Leave computer and IGEL hardware on

for scheduled security update installations.

If you are at one workstation (A), you can move to another workstation (B) to pick up where you left off. Don't log out of (A). Sign into (B).



The IGEL session will be ready to use when you see the PC Reservation splash screen. It may take a few minutes, but this assures that all of your printers and other settings will be available when you need them!

- 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.

PC Reservation® Reservation Station

Make Reservation Area Reservation View Reservations View PC Status View History Make Guest

PCReservation®
Computer Access and Session Control

2:24 PM

Host
Network Interfaces 10.1.172.152
127.0.0.1

24 PM
2/23/2022

START

FILE, PROGRAM,
SETTING SEARCH

TASKBAR

CHECK INTERNET
ACCESS and
BITFENDER STATUS

Software

All computers have

- Windows 10
- Security software
 - Bit Defender
 - Carbon Black
- VDI hardware and software include audio and video capability

Public computer software

- PrinterOn
- PCRES

Leave computers and IGEL hardware on overnight for daily update installations.

To make sure your files are saved

- Save in *Documents*
- Don't save to the desktop
- Don't leave files in the Downloads folder

Windows 10 Operating System

- **Launch programs** from Desktop, Taskbar, Search, or Start
- **Search** for version, files, programs, or settings.
- **Open *This PC > Documents*** to find *Download, Pictures*, library share, and USB drives
- 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.

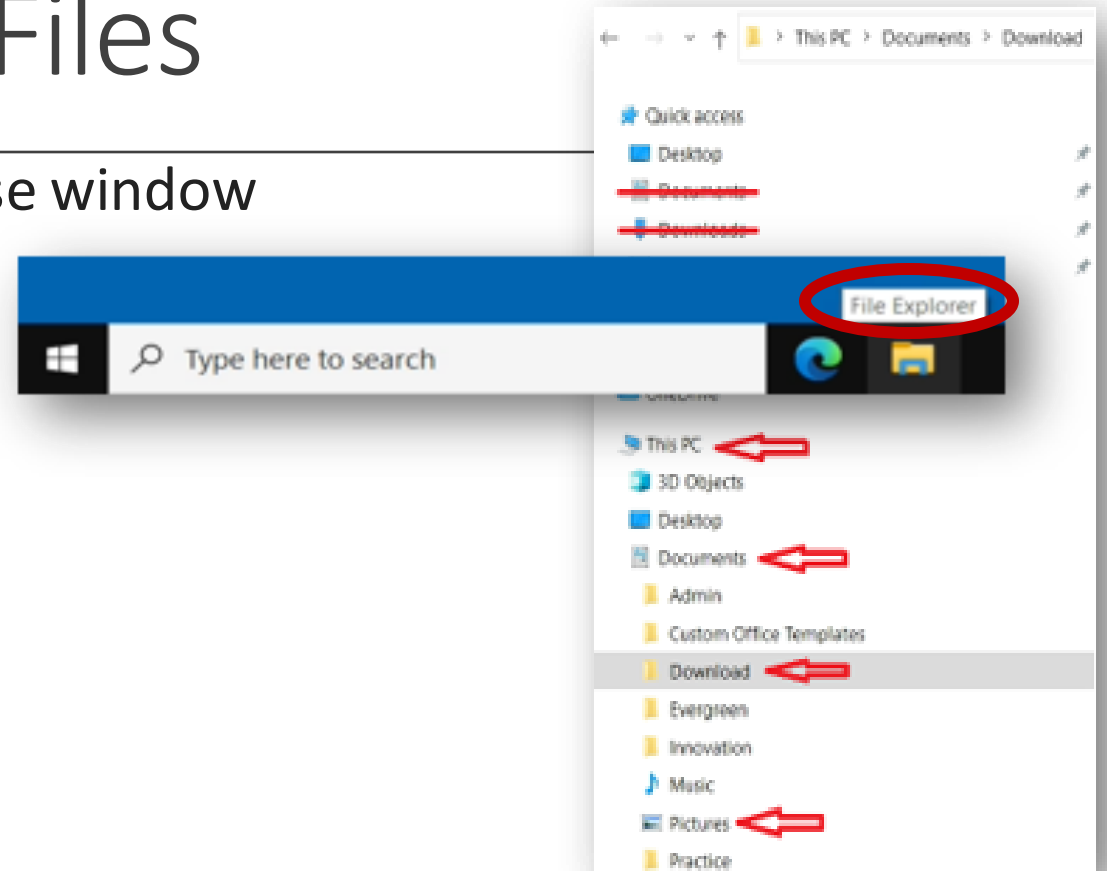
File Explorer, Folders, Files

Access your files in *File Explorer* or a browse window (open, save as, upload, etc.)

- Go to *This PC > Documents*
- Open *Download* or *Pictures* folders
- Open your library share or USB Drive
- Ignore *Quick access* links

Also use File Explorer to

- 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



Program Windows

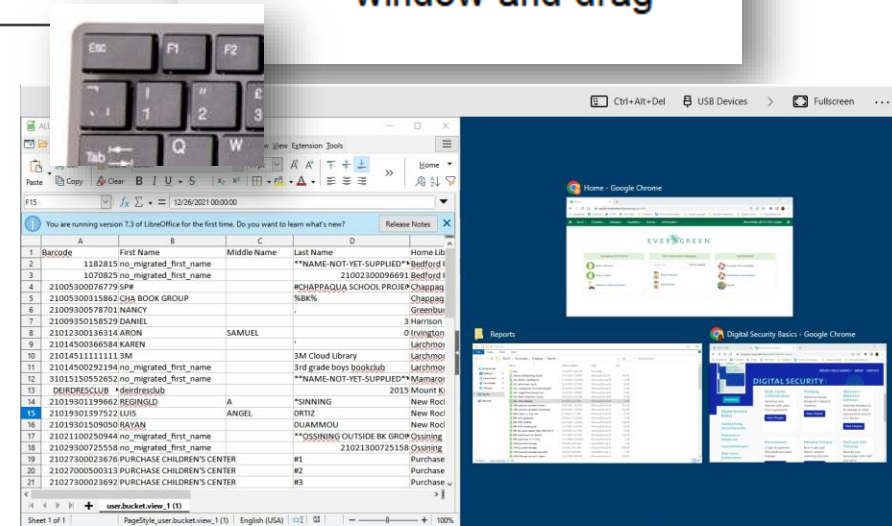
- Resize, move, and use multiple windows
- Use your keyboard Esc (Escape) key to "restore" a window that's filling your screen.
- Open a link in a new window and drag the new window to the edge of your screen to see both windows side by side as tiles.
- Right-click anywhere for a "context" menu of options
 - 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



Resize to make larger or smaller



To Move a window, point at the title bar at the top of a window and drag



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TECH CHECK: Windows OS

How comfortable are you with these Windows operations?

Windows Operation	I got this!	I'm not sure	I need help
Sign 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, and Start menu			
Set a printer as default			
Delete and retrieve items and empty the Trash			
Move, resize, minimize, and close windows			
Use right-click context menus			

Productivity

Check with your supervisor to find out whether your library has desktop versions of

- **LibreOffice** with Writer, Calc, Impress, Draw
- **Microsoft Office 365** with Word, Excel, PowerPoint

Create:



Writer Document



Calc Spreadsheet



Impress Presentation



Draw Drawing



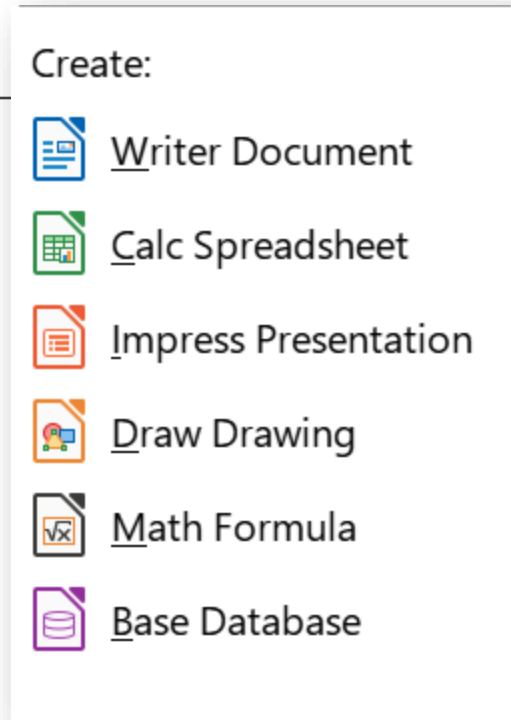
Math Formula



Base Database

LibreOffice

- Opens and converts most Office files
- Saves as MS Office
or OpenDocument format files
 - **.odt** – a text document
 - **.ods** – a spreadsheet file
 - **.odp** – a presentation file
 - **.odg** – an illustration or graphic
- Export to pdf
- [LibreOffice Help](#)

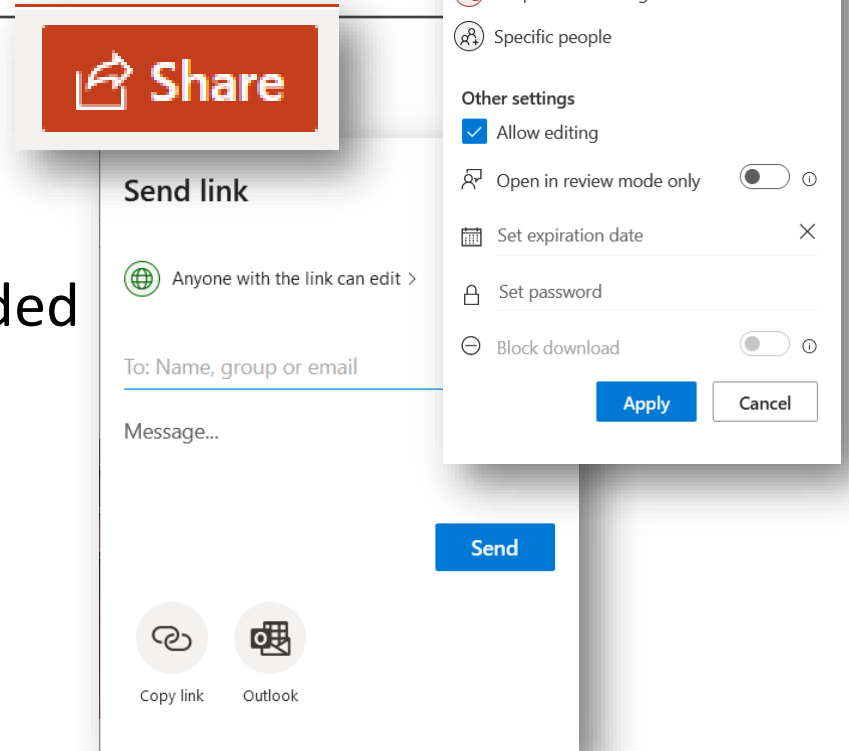


Office Online File Sharing

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 (optional)
- Copy the link and paste it into a Gmail or other message to share it

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



Excel Online And File Downloads



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

To upload in batch to Evergreen

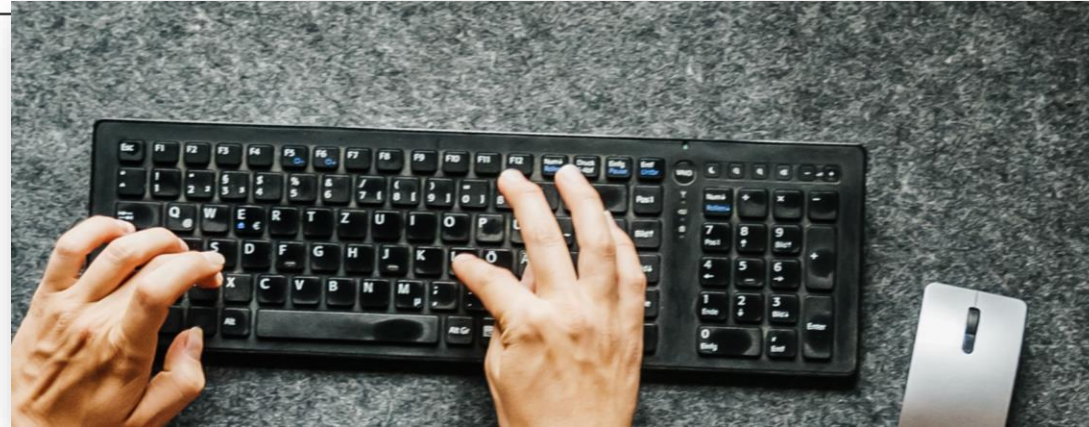
- Select up to 500 barcode IDs and copy
- Paste the barcodes into Notepad and save the .txt file to upload in Item Status

[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



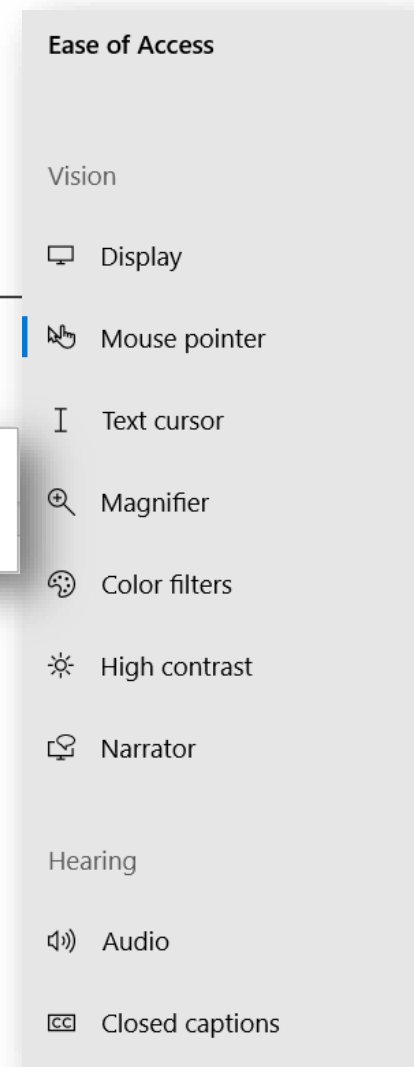
Take screen shots

- 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

- **Leave computers on at the end of the day** so that a scheduled restart that clears data and installs updates occurs.
- 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**

