

westchester
LIBRARY SYSTEM

Empowering libraries. Empowering communities.

WLS Computers & Windows

Hardware

WLS equipment on the WLS network includes

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

All machines use Windows 10 or Windows 11.

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

Public PCs

- There are no changes to printing, storage, or downloads
- Data is cleared with daily scheduled restart
- 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.
- Free Microsoft Office365 Online account
 - access to Word, Excel, PowerPoint
 - 5GB of storage

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			

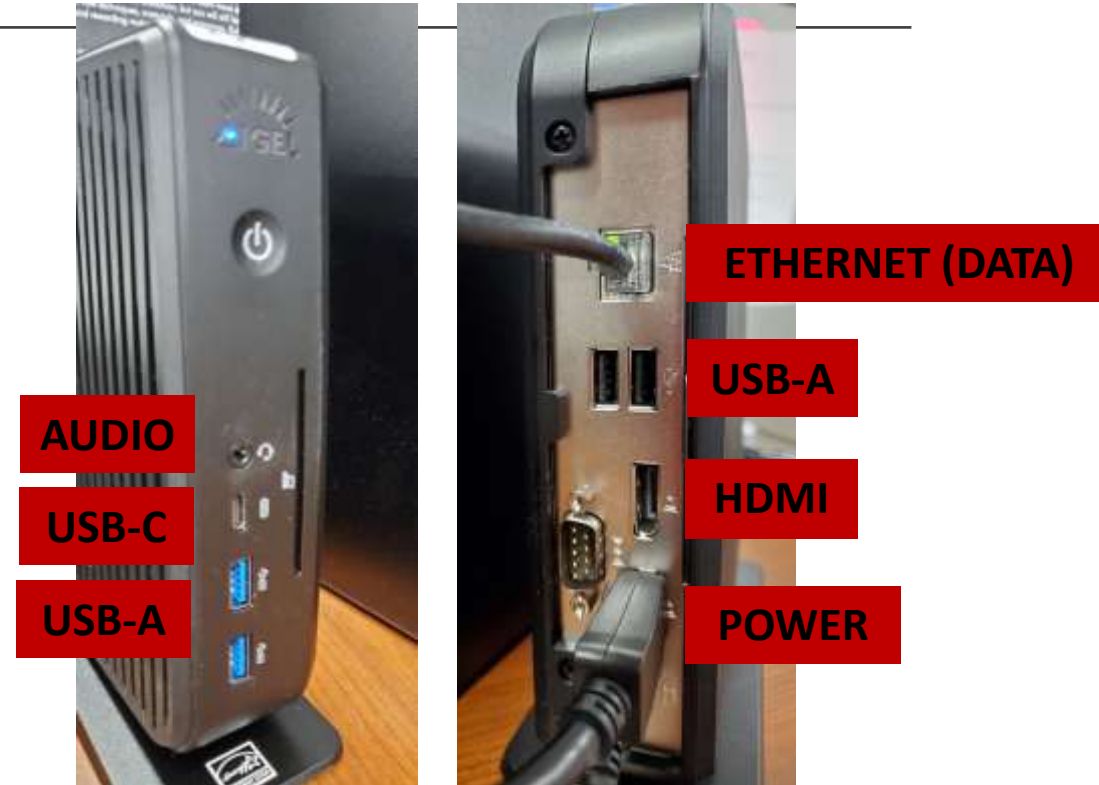
Staff iGel Hardware

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 - They could be infected with malware!



Staff VDI Sign-in

Sign into the new server: view.westchesterlibraries.org

Enter your Active Directory (AD) credentials

- Username firstname.lastname
- Password

These are the same as your Evergreen sign-in

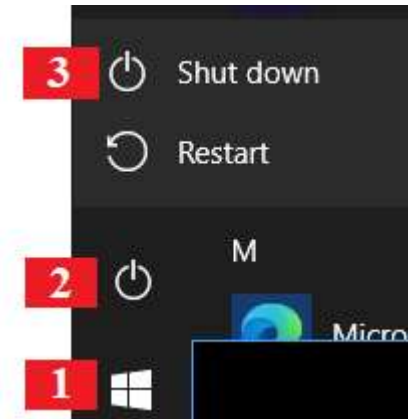
If you get a "You're not entitled to use this system" error message,

- 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

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

- 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

For use with public computers

- PrinterOn
- PCRES

Machines are updated daily overnight

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 Operating System

- Launch programs from Desktop, Taskbar, or Start menu
- Find your Windows version
Select the **Start** button > **Settings** > **System** > **About Device specifications** > **System type**, to see if you're running a 32-bit or 64-bit version
- Use the Trash
 - Delete and retrieve items
 - Empty the Trash

Windows 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.

The image shows a Windows 10 desktop environment with a blue background. On the left, the Start menu is open, displaying the user's name 'Allison H Midgley', 'Documents', and power options: 'Shut down', 'Restart', and 'Power'. The desktop features icons for 'Recycle Bin', 'Adobe Acrobat DC', 'Firefox', and 'Google Chrome'. A central grey box contains a list of tasks. A yellow-bordered window titled 'Microsoft Office Picture Manager' is open, with the 'Pin to taskbar' option circled in red. The taskbar at the bottom shows the Start button, search bar, and open applications: Edge, File Explorer, Firefox, and Chrome. On the right, a system tray area is highlighted with a yellow border, showing icons for network, volume, and battery. Three blue callout boxes with white text are present: 'FILE, PROGRAM, SETTING SEARCH' pointing to the Start menu, 'TASKBAR' pointing to the taskbar, and 'CHECK INTERNET ACCESS' pointing to the network icon in the system tray.

- Shutdown/Restart from Start menu
- Launch programs from Desktop, Taskbar, 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

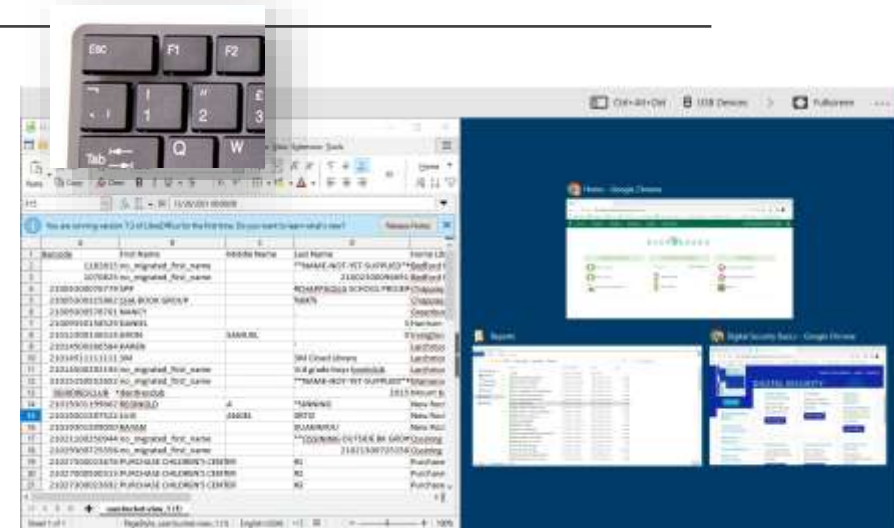
FILE, PROGRAM, SETTING SEARCH

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 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
- Microsoft 365 online
 - Word, Excel, PowerPoint
 - Storage

Create:



Writer Document



Calc Spreadsheet



Impress Presentation



Draw Drawing



Math Formula



Base Database

Welcome to Office on the web



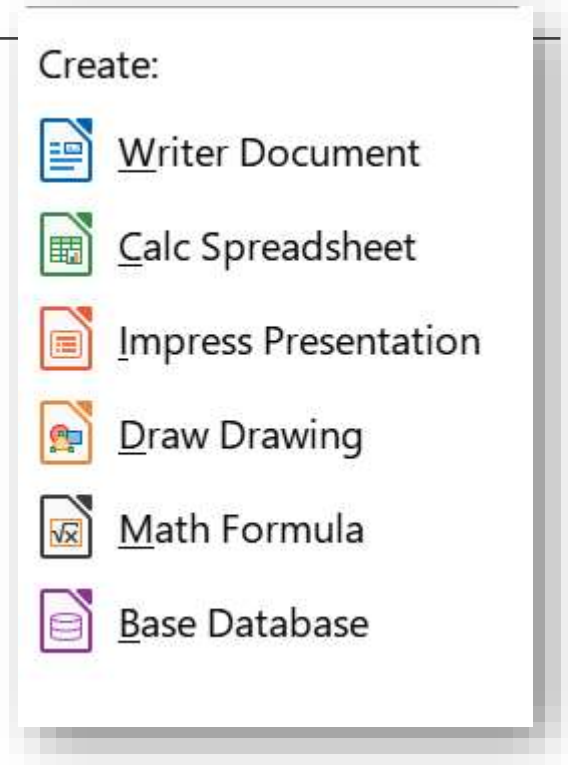
- ✓ Free web versions of Word, Excel, and PowerPoint
- ✓ Free 5 GB of secure online storage for files and photos
- ✓ Easily share and co-author documents with others

Sign in

Create a free account

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

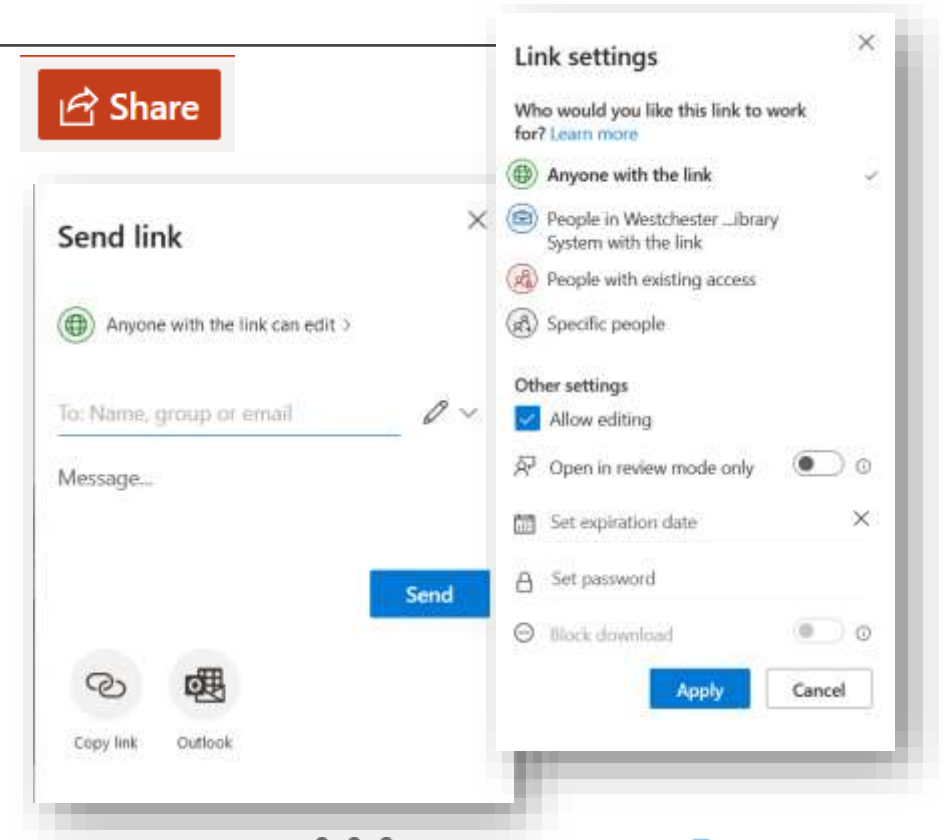


Office Online File Sharing

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

- Use the Share button
- Edit is set by default. Change the link settings
- Uncheck *Allow Editing* to set to *Review mode only* to limit to comments but no edits
 - 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



Download file

In Office, go to your OneDrive

Upload the File.

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](#)

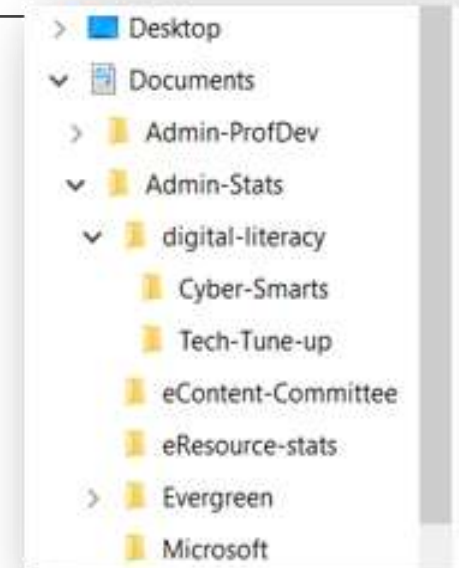
Windows Explorer, Folders, Files

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



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



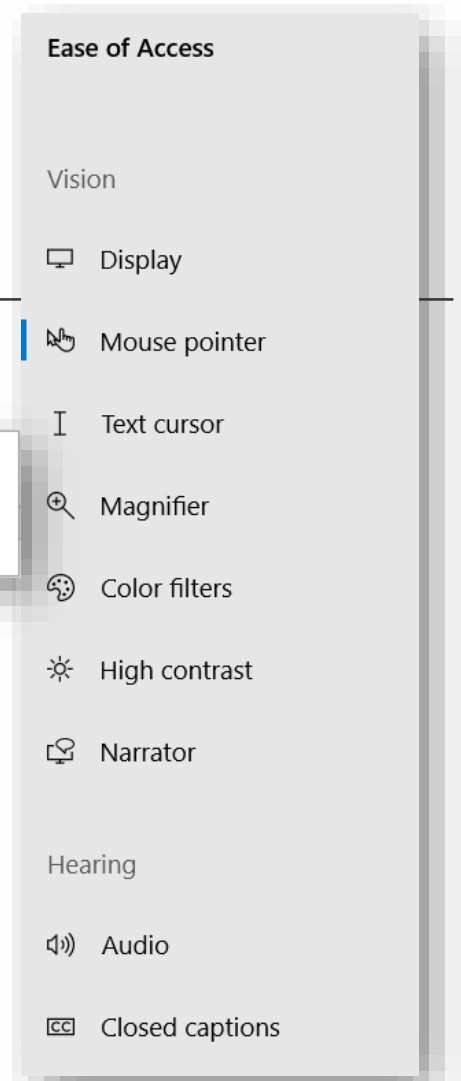
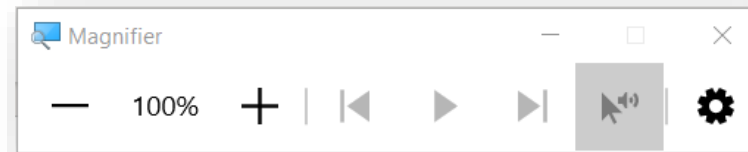
Take screen shots

- Snipping Tool (Windows logo + Shift + S)
- For open menus, use timed snips or PrtSc

Change volume with Fn-UpArrow or 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

Links & Support

Microsoft Helps

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

LibreOffice

- [Discover LibreOffice](#)

Email Allison Midgley

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- Training@wlsmail.org

Check your knowledge!
ALA All Staff Technology
Competencies
Checklist