How to Use the Library Internet Computers

The Grace A. Dow Memorial Library has 15 computers located next to the Reference Desk on the main floor and 10 in Youth Services.

1. Click into the first box and enter your whole library card number, no spaces

2. Click into the second box and enter your Pin, usually the last four numbers of your phone number

3. Click Log In

4. Click Confirm

5. Click Accept

6. Double click on the option to open your task.

Get on the Internet using a web browser

- Google Chrome
- Internet Explorer
- Mozilla Firefox

Word – Create a document
PowerPoint – Create a presentation
Excel – Create a spreadsheet
Publisher – Create a flyer

7. Click here when you are done

Move the mouse to “wake up” the computer if needed.
How to Print from the Library Internet computers

Example using Chrome Web Browser

1. Click menu button
2. Click Print
Or if you can click the print button if there is one in the page
3. Click Print
For color click Change and choose Color
4. Click OK
5. Click OK

6. Go to the Print Release computer with your Library Card number to release your print jobs.

7. Click Release a Print Job

8. Click into the top box and enter your whole library card number, no spaces and click OK

9. Click Select All or click individual print job

10. Click Print

If you need to pay to print, put your money in the light gray box beside the Print Release computer, then click Pay from Vending Device.