



# Technology Basics: Book-a-Librarian

## What to Bring:

- Account Usernames & Passwords
- Your Device(s)
- Power Cords & Accessories
- A Way to Take Notes
- A Willingness to Learn

## What to Expect:

- Prompt Start and End Times
- 20 Minutes 1-on-1 with a Librarian
- To Learn
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## We Can Help With:

Setup & Configuration	Productivity	Sharing	Library Services	
Account Setup	Email	Photos	Print, Copy, Fax	HPLD2GO App
Connecting Accessories	Apps & Software	Videos	Resources	Streaming & Downloads
Storage	Word, Excel, & PowerPoint	Social Media	Consumer Reports	Libby / Hoopla
Starting Backups	Files		LinkedIn Learning	Newspapers
	Canva		Many Others!	Kanopy
	ChatGPT			Many Others!

## We Can't Help With:

Knowing your Password	Typing Documents for you	Manuscript Editing
File & Data Recovery or Migration	Advice on Job Application Content	Filling out: Legal, Tax, or Medical Forms
Accounting Software like Quickbooks		Making Financial Transactions on your behalf