Help

Using this Library and Contacting the Helpdesk

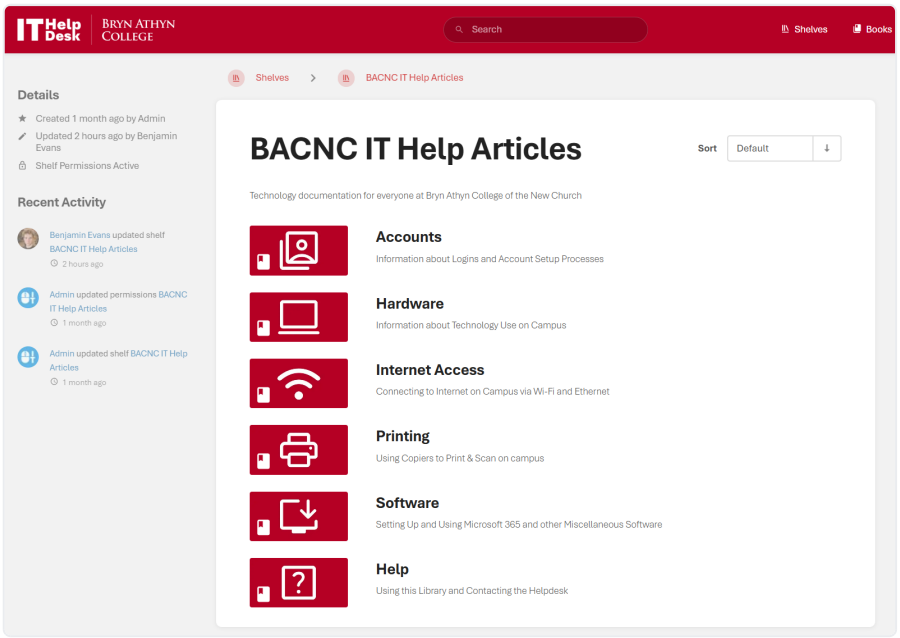
- Navigating the help articles
- Helpdesk contacts & office hours

Navigating the help articles

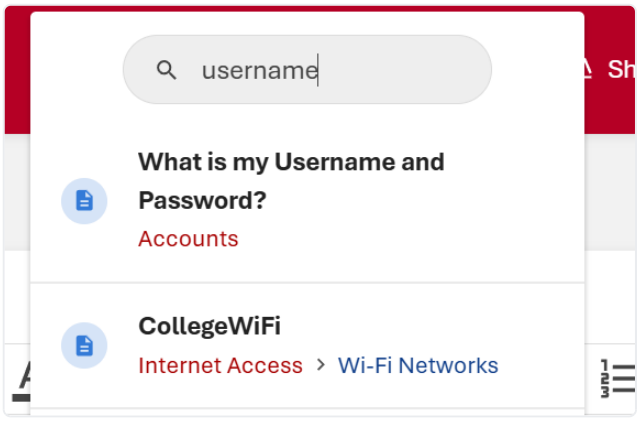
This page contains some tips and tricks for getting around this website in case you get lost.

- This website is divided into Books, Chapters, and Pages.
    - **Books** contain Chapters and Pages of one genre of articles, such as Printing.
        - **Chapters** group Pages within a book, such as Printing Methods.
            - **Pages** contain information about a specific policy or procedure, such as Printing on Non-Standard Paper.

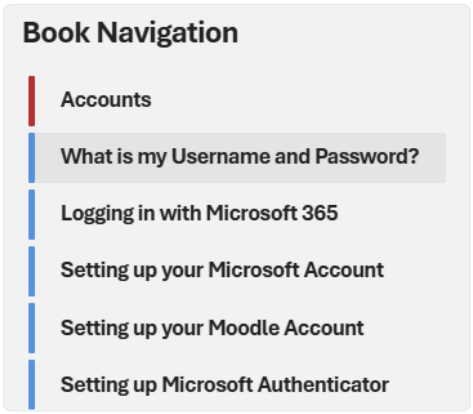
- The logo in the top left can be clicked to return to the **Shelf** view, which contains all books.



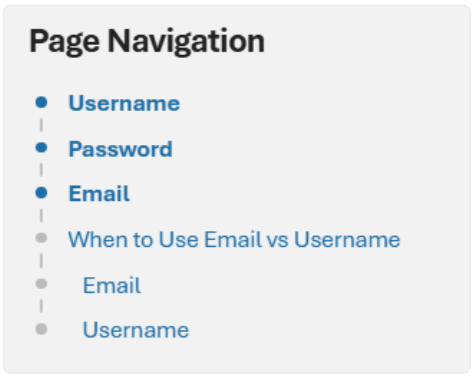
- You can search for specific pages via the search bar at the top of the screen.



- **Book navigation**
  - This can be used to jump from page to page within a book without returning to the book page itself.
  - Locate it to the left of the content pane in any page.



- **Page Navigation**
  - Click on a section to jump to that header in the document.
  - Locate it to the left of the content pane in pages that contain headers.
  - This is a useful tool for longer articles with multiple headers.



- Printing a Page
  - You can print a page if you want to have it on location.
  - Press `ctrl+P` on any page to do so. This will be the most consistent method.

Helpdesk contacts & office hours

Contact us

Email — helpdesk@brynathyn.edu

Call — 267-502-2680

Visit — Pendleton Hall Room 107, in the mail room

Office hours — Fall 2026

> Posted hours do not account for lunch breaks or other appointments. Please call or email before any in-person meeting to ensure a tech will be available to help.

Monday/Tuesday/Thursday

- 8:30am–5:00pm

Wednesday/Friday

- 8:30am–9:30am
- 11:30am–5:00pm