INTRODUCING



WHAT IS LYNDA.COM?

Lynda.com is an online training video library with variety of courses within 12 categories: 3D & Animation, Audio & Music, Business, CAD, Design, Developer (programming), Education & Elearning, IT, Marketing, Photography, Video, and Web (design/development).

- Free for Woodridge Public Library cardholders.
- Available 24 hours a day, 7 days a week, 365 days of the year.
- Taught by recognized industry experts and teachers.
- New content is added weekly, sometimes daily.
- Appropriate for developing skills for professional and personal enrichment.
- Geared towards all levels of experience, from beginners to experts.
- Over 200,000 videos organized into more than **6,000** courses watch an entire course or just the video that covers your topic or question.
- Learn at your own pace: play, pause, rewind, bookmark-it and come back later!

HOW TO ACCESS LYNDA.COM

- Using your favorite web browser, go to the Library's website at www.woodridgelibrary.org. You cannot access the Library's subscription by directly visiting the Lynda.com website or by using the Lynda.com app!
- 2. Click the **ONLINE RESEARCH** button at the top of the home page.
- 3. Scroll down the page and click on Lynda.com
- 4. Log in with your **Woodridge Public Library card number** and **Library Account PIN**. First-time user? You'll then be asked to enter your name and email address to complete your account profile.

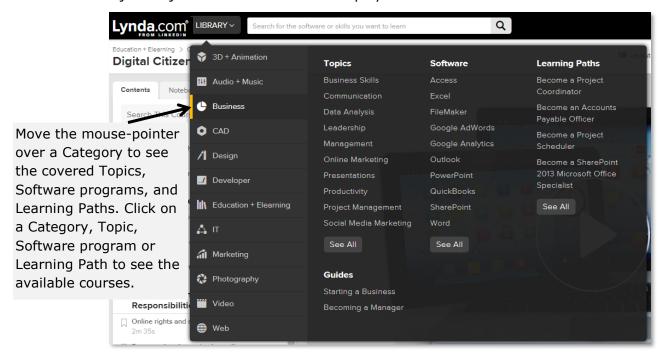
Please log in		
Enter your library card nu	mber and PIN to log it	n to lynda.com.
Library Card Number	Lib	rary Card PIN
i i		
l l		

- 5. To log out, click on the greeting (Hi, Yourname) in the upper right of any page and then select **Log out**.
- 6. Need help with using Lynda.com? At the bottom of any page, you'll find a link to **Support**.

BROWSE OR SEARCH THE LIBRARY

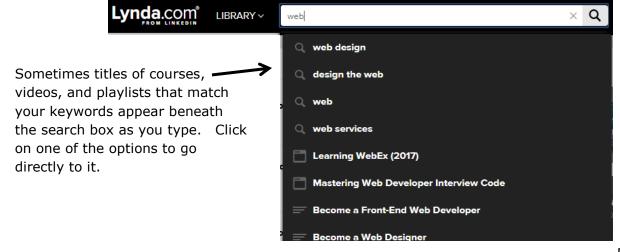
Browse the library

There are two ways to browse the Lynda.com library for content: (1) by **Category** – just put the mouse-pointer on LIBRARY to display a dropdown menu and (2) by an **A-Z index** of all subjects – just click on LIBRARY to display the list.

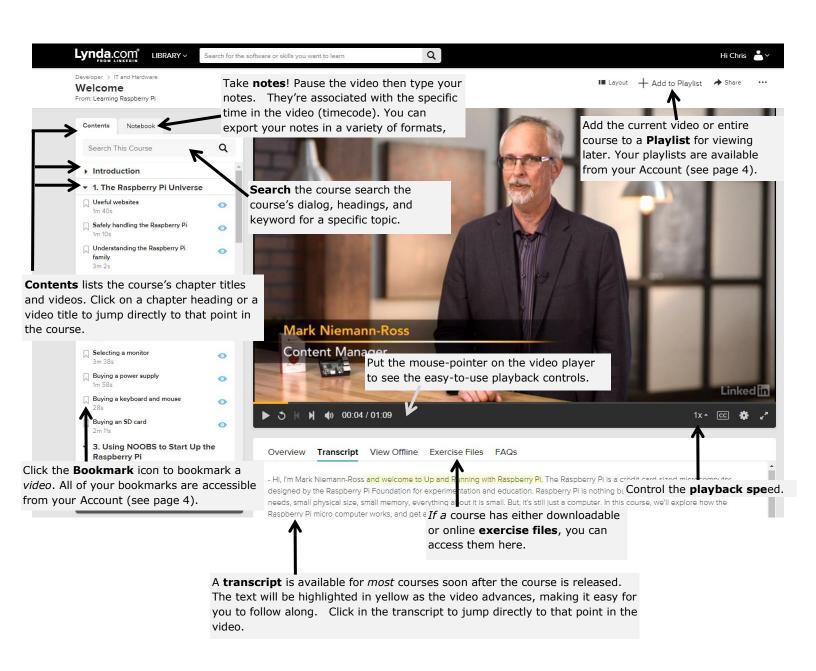


Search the library

Are you interested in a particular skill, a software program, or how to do something specific? At the top of each page on Lynda.com there is a search box that you can use to find keywords from the library's course material and headings. Simply type a few words or an exact phrase (use quotation marks around the phrase, i.e. "mail merge") that describe what you're looking for.



WATCH A COURSE



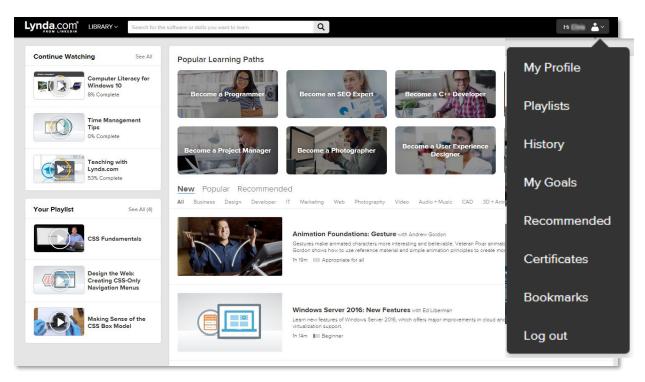
Some courses have an option to **View Offline**. You'll need to download the Lynda.com desktop app from the Microsoft store or Apple App Store *first* (go to **www.lynda.com/apps/desktop-app** for instructions). Log in to the app with the library's web address:

Or, enter your organization's URL to log in through their portal:

www.woodridgelibrary.org

PERSONALIZE YOUR LEARNING EXPERIENCE

Your Lynda.com account has several features to personalize your learning experience. After you log in, you'll see many of these features on your account home page. You can always return to your account home page by clicking on Lynda.com in the upper left of any page. To access *all* of your account features, click on the personalized account greeting in the upper right of any page.



- **My Profile:** Edit your account contact info, your interests, site setting preferences, and newsletter subscriptions and email.
- **Playlists:** A playlist is a list of courses and videos that you're interested in viewing. Your default playlist is called **My playlist**. You can create multiple playlists to organize items any way you want.
- History: Course history is a comprehensive list of your in-progress courses and your completed courses (view certificate appears at the right). Click on a course title to continue viewing or to repeat it.
- **My Goals:** Not sure where to begin? Let Lynda.com guide you to appropriate courses and Learning Paths based on your goals and personal interests.
- **Recommended:** Suggested courses that you may be interested in based upon courses viewed by Lynda.com users with interests similar to yours.
- **Certificates:** With each course you *finish viewing*, a certificate of completion will appear in your account that you can print, email, share via Facebook and Twitter, or post to your LinkedIn profile. *There is no testing mechanism completion just means you sat through the course.*
- Bookmarks: A list of your saved bookmarks. Click on the video title for instant playback.