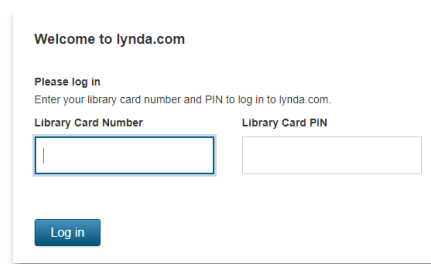# INTRODUCING

WHAT IS LYNDA.COM?

Lynda.com is an online video training library that helps anyone learn business, technology, and creative skills to achieve personal and professional goals. It features over 15,000 courses, covering 12 subject categories: 3D & Animation, Audio & Music, Business, CAD, Design, Developer (programming), Education & E-learning, 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 industry experts.
- New courses added weekly.
- Appropriate for all levels of experience, from beginners to experts.
- Watch an entire course or just the part that covers your question or interest.
- Learn at your own pace: play, pause, rewind...*stop viewing and then resume viewing where you left off!*

HOW TO ACCESS LYNDA.COM

1. Using your web browser, go to the Library's website at www.woodridgelibrary.org.
2. Click on ONLINE RESEARCH at the top of the page.
3. Scroll down the page and click on lynda.com .
4. Log in with your Woodridge Public Library card number and PIN. If you are a first-time user, you'll then be asked to enter your name and email address.

BROWSE OR SEARCH THE LIBRARY

Browse

Browse by Category – *move (don't click) the mouse-pointer on* LIBRARY to see the menu of categories OR *click* on LIBRARY to see an A-Z index of all topics.
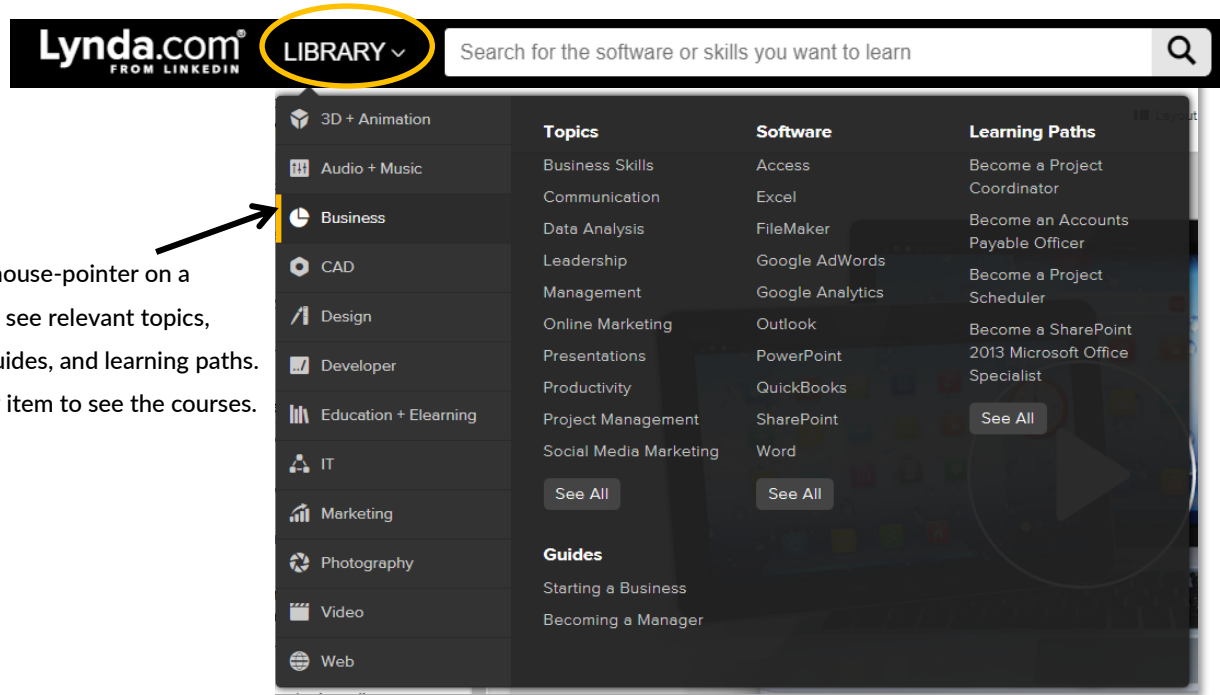
Move the mouse-pointer on a Category to see relevant topics, software, guides, and learning paths. *Click* on any item to see the courses.

Search

Are you interested in a specific skill, software program, or topic? In the search box at the top of the page, type one or more words that describe what you are looking for. Put words in a phrase inside quotation marks, i.e. "mail merge" and "outlook calendar". The results will have your keywords in the course and video titles, description, and/or transcript.
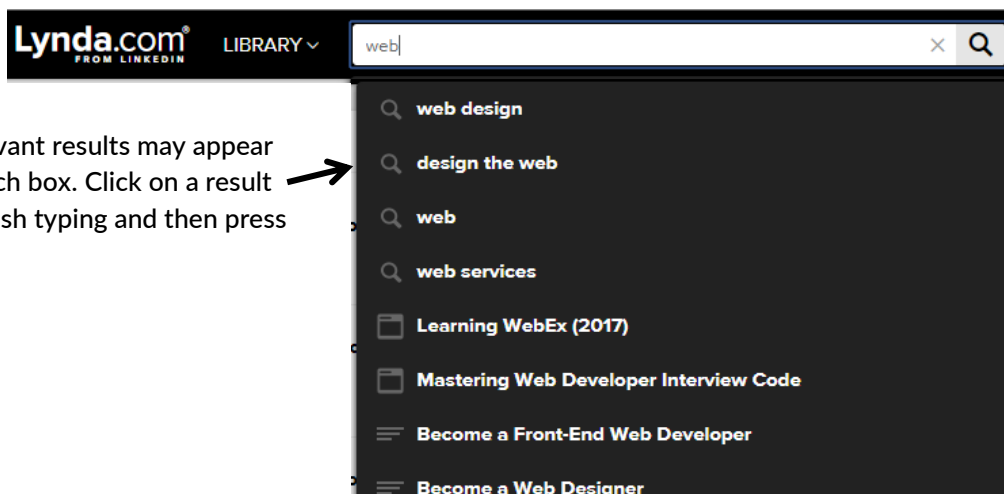
As you type, relevant results may appear beneath the search box. Click on a result to go to it OR finish typing and then press the ENTER key.

WATCH A COURSE

Click the Notebook tab to take notes as you watch. They're saved in your account and can be exported.

Add the course or just the current video to a Playlist for later viewing.

Keyword search for specific topics in the course's Contents & Transcript.

Contents lists the chapter topics and video titles. Click on a title to jump directly to it.

Click the bookmark icon to keep track of videos for later viewing.

Move the mouse-pointer anywhere on the video player to see playback controls.

Playback speed, Captions/Subtitles, and Full-screen options.

Some courses have *downloadable* Exercise Files.

Transcript text is highlighted as the video advances so you can follow along. Click in the transcript to jump directly to that point in the video.

The library's premium subscription allows you to view a courses offline with the Lynda.com desktop app (for Mac and Windows). Click View Offline and follow the instructions to get the app. Note: Log in to the app using the library's website address (see below).

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

www.woodridgelibrary.org

Go

PERSONALIZE LYNDA.COM

Your Lynda.com account has several features to personalize your learning experience. After you log in, you'll see your account home page. You can go to your home page anytime by clicking on the Lynda.com logo in the upper left of any page. To access your account menu, click on the greeting 'Hi *Your name*' in the upper right of any page.
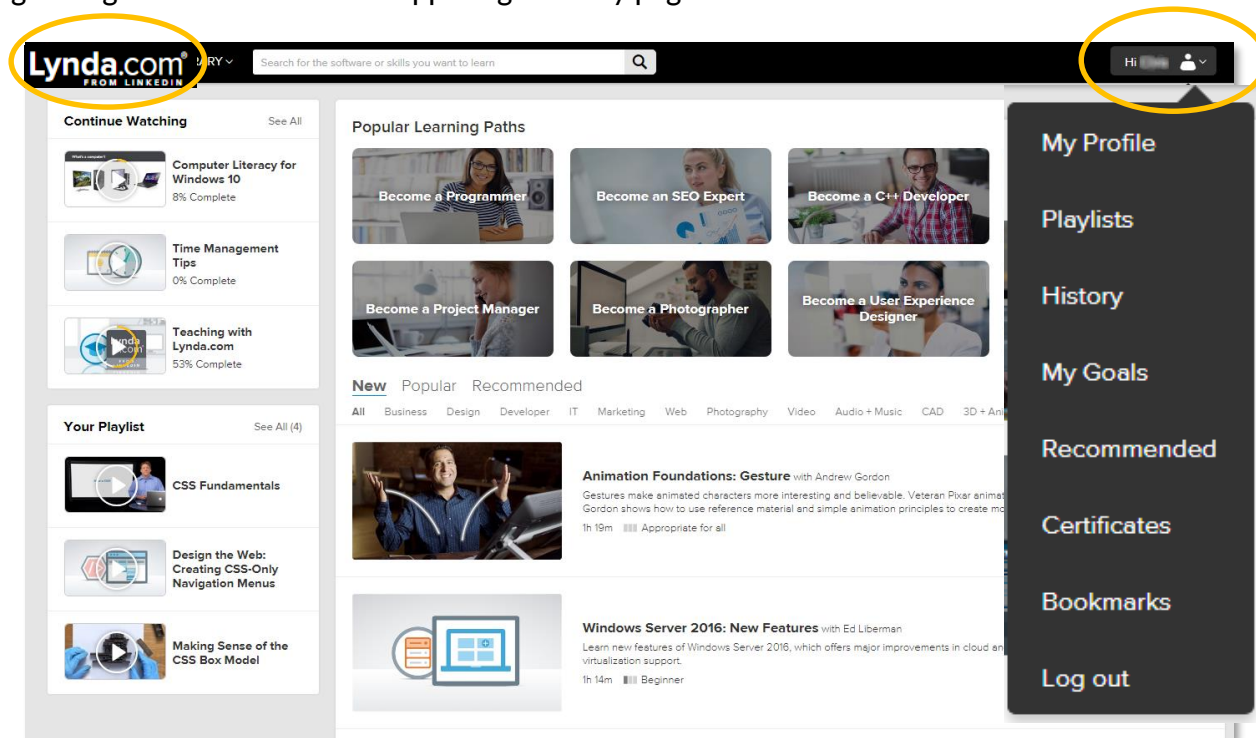
- **My Profile:** Edit your account info, interests, setting preferences, and newsletter subscriptions.
- **Playlists:** View, create, and manage playlists to keep track of courses and videos that you're interested in viewing.
- **History:** A list of your in-progress and completed courses. Click on a course title to resume or to repeat it.
- **My Goals:** Select the skills that you are interested in learning so that Lynda.com can guide you to appropriate courses to take. Select/de-select skill as you progress.
- **Recommended:** Lynda.com suggests courses based upon your goals *and* what users with interests similar to yours have viewed.
- **Certificates:** After you have viewed an *entire* course, you'll receive a certificate of completion in your account. You can view/save/print, share via Facebook and Twitter, or post to your LinkedIn profile. **Note: There is <u>no</u> testing mechanism — completion just means you sat through the whole course.**
- **Bookmarks:** A list of your bookmarked videos. Click on a video title for instant playback.
- **Logout:** Click to log out of your account.