

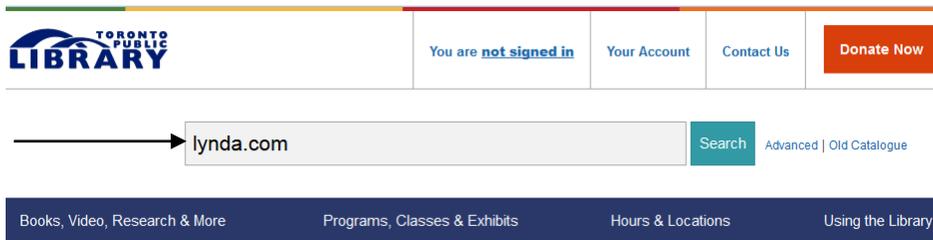
WHAT

Online courses and video tutorials on:

- Business software, marketing and communications, leadership and project management
- Computer programming and web and app development, from beginner to advanced levels
- Graphic design, illustration, typography, logos and branding
- Multimedia, including photography, video and audio production and editing, animation, 3D modeling and game design

HOW

- 1 Go to www.torontopubliclibrary.ca, the Toronto Public Library site home page, and enter “lynda.com” in the search window



- 2 Click on Access Online under *Lynda.com*
- 3 Enter your library card number and PIN
Note: Library cards must be in good standing (not expired or blocked)

CREATING AN ACCOUNT

The first time you use *Lynda.com*, you're required to create a personal account/profile. The account will allow you to track your progress through tutorials and to manage your bookmarks and certificates of completion. Certificates of completion are issued if you complete all of the courses though they are not official certifications.

- Enter your first and last names and your email address in the registration window that opens after entering your library card number and PIN
- Click on “Save”

FINDING AND TAKING COURSES

To **browse** the courses, move your cursor onto “Library,” then down to a category (e.g. Design) and then across to a topic or software; or click on “See All” at the bottom of the lists of topics and software.



To **search** for specific software or skills, type your search term(s) in the search box. Filter results using the menus of levels and software on the left of the results.

NOTES

- Click on the title or thumbnail image to bring you to the video player. The chapters and sections of the course are on the left. You can take the whole course or just a specific lesson.
- Closed captioning is available for some videos; select the small CC button near the bottom of the window when you launch a movie.
- Some courses include exercise files which can be downloaded.
- Transcripts are course notes that can be read online, copied and pasted into any text editor.

USING ON A MOBILE DEVICE

A wireless internet connection is needed to stream the content. Using cellular data is not recommended as streaming multimedia content can consume a lot of bandwidth. Wireless internet access is available at all Toronto Public Library branches. You can do courses on your smartphone or tablet.

The Library's *Lynda.com* service is not accessible through *Lynda.com* apps. Access the Library *lynda.com* site through your device's browser.