

Transcript: Most videos have a transcript. As the video plays, the transcript will highlight the sentence that is currently playing. To fast forward or rewind to an exact moment in the video, click on a section of the transcript, and it will return to the part of the video that has been selected.

Bookmark: If there is a particularly useful section, add a bookmark using the contents section to the left. This will bookmark the section of the contents, it will not bookmark the exact time. To note the exact time, go to the notebook section and add a note. You can see that you have bookmarked this section in your contents, or you can view your bookmarks in your profile.

Contents: Each course is divided into topics. A one hour long video may be divided more than 25 times into various topics. Use the table of contents to skip ahead to a particular topic, or view the entire video from the beginning to the end.

As topics are viewed, an eye icon will appear next to the topic in the contents, to signify that this portion of the video has been viewed.

Notebook: Add notes as you watch the video. As notes are added, time tags will be added to the note, so that you can click on the note and return to the portion of the video that the note pertains to. To add a note, click the note section, type your note, and click enter. Click the timestamp next to the note to go back to the section of the video that the note pertains to.

SAVING A COURSE FOR LATER (Playlist)

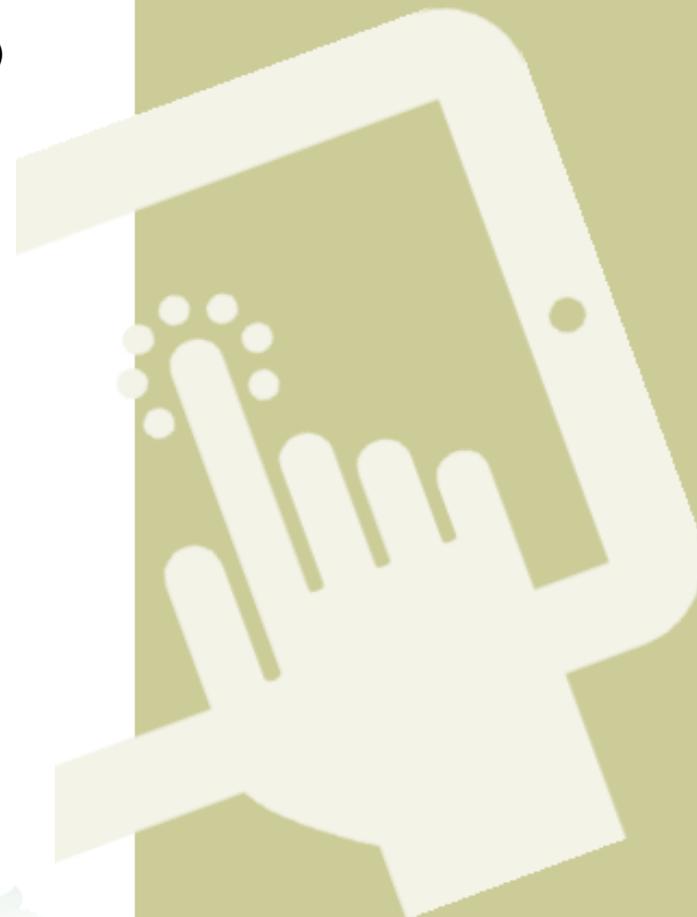
Saving a Course to a Playlist: You can save a course to a playlist in one of two ways:

1. Click the plus sign when you hover over the name of a course.
2. Click the name of the course, then click **+ Add to Playlist** in the top right corner.

Linda.com

Online

Gravenhurst Public Library



Browsing Lynda.com Online

Learn how to browse Lynda.com and further your learning.

You Will Need:

- A Gravenhurst Public Library Card and your pin number
- Internet access
- A computer

ACCESS LYNDA.COM ONLINE

- Turn on your computer and make sure you are connected to the internet.
- Open your favourite browser (ie Chrome)
- Go to the Gravenhurst Public Library eResources page, and select Lynda.com <http://www.gravenhurst.ca/en/library/e-resources-by-title.asp>
- Enter your library barcode number and your pin and click login. If you do not know your pin, contact the library.
- Create your account by entering your first and last name, as well as your email address. You will want to use your real name, since some courses issue certificates.
- When you are finished filling in the information, click save, or hit the enter key on your keyboard.
- Once you have created your profile, you can begin searching Lynda.com

NAVIGATING LYNDA.COM HOMEPAGE

When you first log into Lynda.com, you will be taken to the Homepage. On the Homepage, you will find the following navigation options:

Lynda.com Logo: Will return you to your homepage, where you can find “Continue Watching,” “My Playlists,” “Popular Learning Paths” and your profile.

Library: A comprehensive list of all topics. The library is split into two sections:

1. general categories, which break down into longer lists. View the categories by hovering over “library”, then hovering over the category.
2. a title list of every topic available. View the title list by clicking “library.”

Continue Watching: A collection of the most recent lessons that you have started, but not finished watching.

My Playlists: A collection of the playlists you create as you use Lynda. You can organize and name playlists in any way that makes sense to you.

Search: Search skills or software you would like to learn about.

Profile: Hover over your avatar to find your profile, your playlists, your history, recommended courses, certificates, bookmarks, and to log out.

Popular Learning Paths: Choose a goal and start watching courses that coincide with those goals. You can also find learning paths under **Library**.

New: Shows the most recent additions to the Lynda.com library.

Popular: Shows all of the most popular courses that have been viewed anywhere by Lynda.com users.

Recommended: Shows courses that are recommended by Lynda.com

Popular at Your Organization: Shows which courses Gravenhurst users are looking at.

TAKING A COURSE

Once you find a course you would like to take, click on the name of the course to begin.

Overview: Outlines an overview of the course, including a link to the author’s biography and the date that the course was released.

View Offline: View a video offline by downloading the Desktop App. This is available for Windows 10, 8, and 7, as well as Mac OSX.

Exercise Files: Some courses have exercises which can be downloaded and completed to aid in learning.