

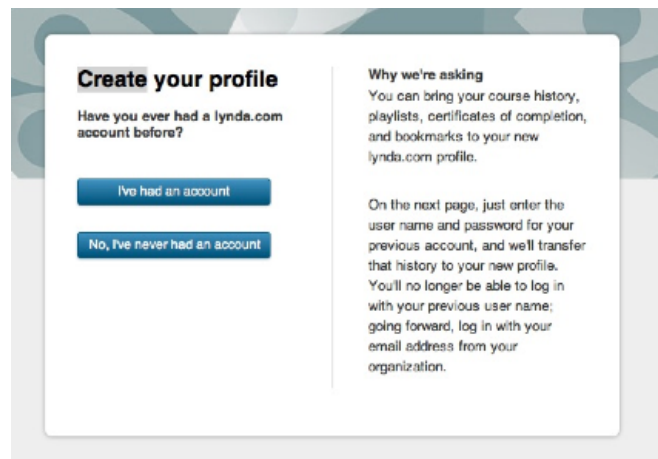
Lynda.com Essentials

Setting Up Your Account

1. Go to <http://www.lynda.com/email-signup>
2. Type your district email address in the box that appears (@fhda), and click **Submit**. You will get notification that an email has been sent to you.
3. Sign into your district email and look for a welcome email from Lynda.com. If you don't see it, check your junk folder. Follow the instructions in the email. You will be taken back to Lynda.com to set up your profile.
4. If you're previously had an account with Lynda, click **I've had an account**. You will be walked through the process of merging your old account with your new one.

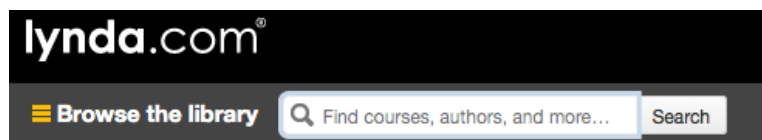
If you've never had an account, click **No, I've never had an account**. You will be walked through the steps to set up your profile and password.

5. **Start Exploring the Library**. In the future, you will be able to log into Lynda using your district email address and the password you created.



Searching for Courses

When using the search feature on lynda.com, the best way to find what you need is to be as specific as possible. Include the version of the software you're using. Sometimes it's helpful to include your operating system (Mac/Windows).



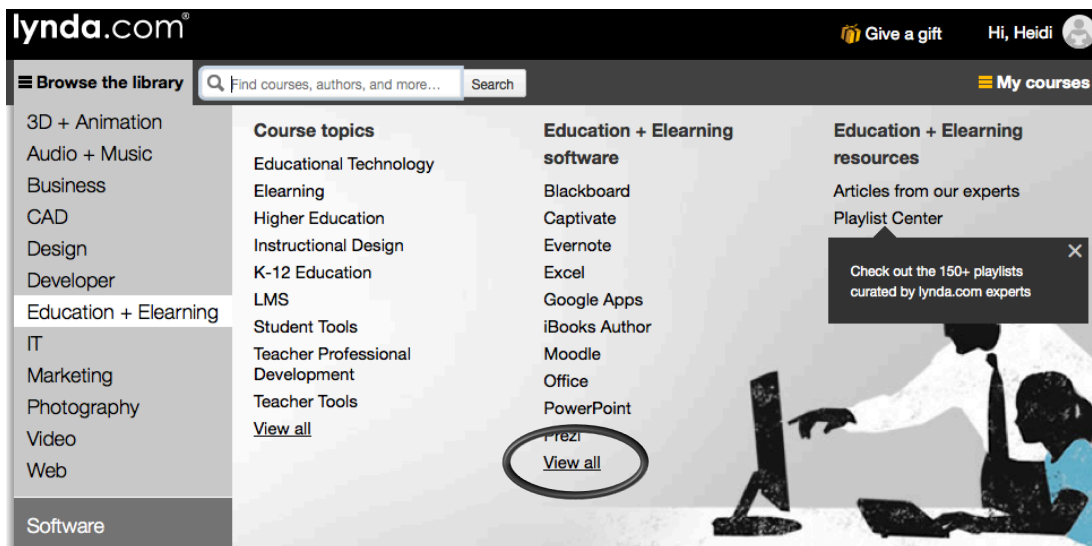
The search function divides results by courses, videos and articles.

- Courses are full trainings and you'll receive a certificate of completion when you've completed the components.
- Videos are generally shorter, topic-specific learning tools that are part of a larger course.



You can also Browse the Library to find courses that interest you. Most of what we use on campus can be found in the Education and E-Learning section.

Tip! If you click on View All at the bottom of the lists displayed, you'll be brought to a page with a more robust list of courses divided by topic/software application.



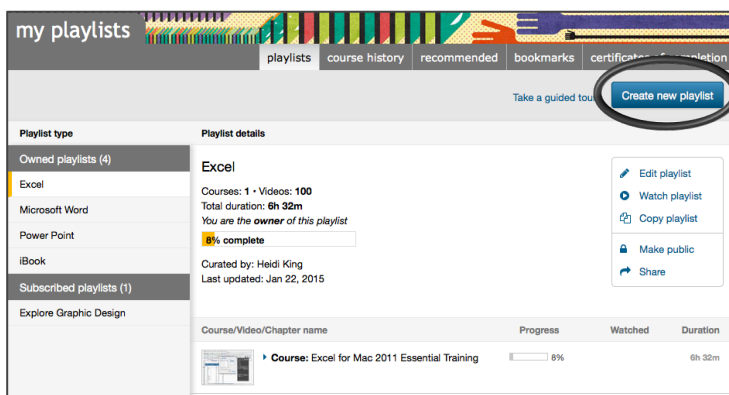
Playlists Vs. Bookmarks

Consider **Playlists** like a self-designed library of courses you're interested in. **Bookmarks and Bookmark Tags** are something you can use to easily find your way back to a video, or just a piece of the video, that you might want to use again.

You can access all the organizational tools Lynda.com has via the **My Courses** pull-down menu at the top of your window.

Creating Playlists

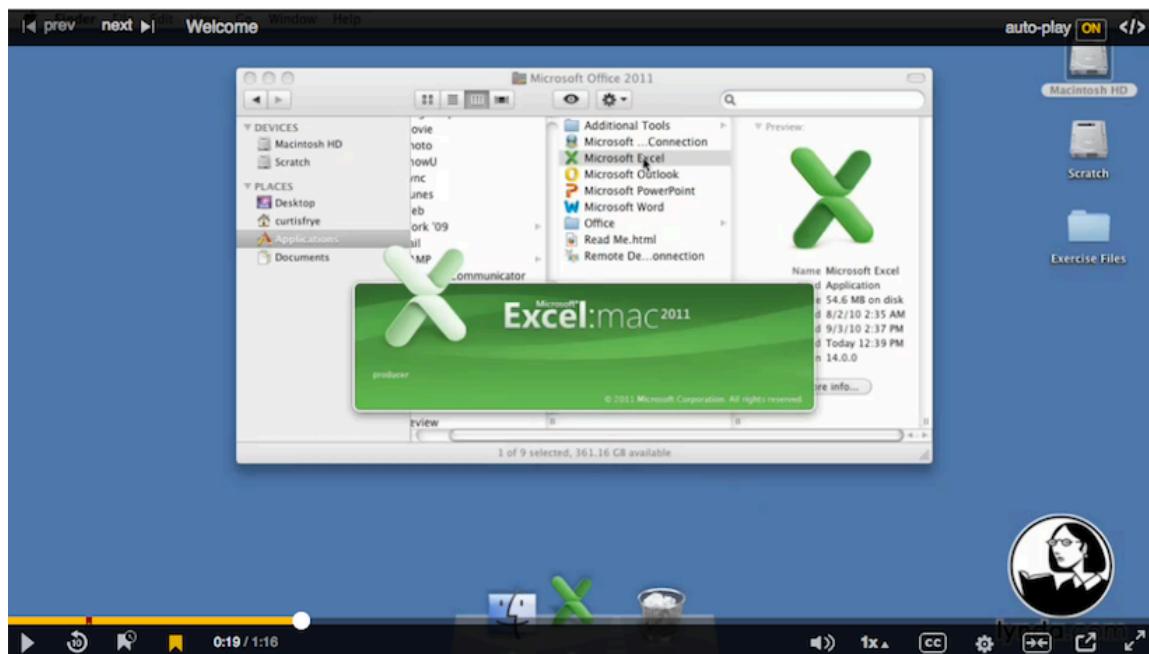
1. Select **Playlists** from the **My Courses** pull-down menu. You will be directed to your playlist page.
2. Click the **Create new playlist** button. A window will appear where you can Name and Describe your playlist.
3. Click **Save**.



Bookmarks

You've found some courses you want to take, and you've stored them in your Playlist, and now you've watched a course and want to be able to refer back to it. You can bookmark that entire video, or tag the portion of it that you might want to refer to again.

The **Bookmark Tools** are found in the video screen of the course you're watching.



Bookmark Button – Bookmarks the entire video and plays it back from the beginning when selected.

Bookmark Tag – Tags a certain place in your video that you may want to refer back to. Your video will begin at that time/tag when you select it from your bookmark page.

Exercise Files

Most courses on lynda.com come with exercise files. These downloadable files are designed to help you practice the skills you're learning. The most effective way to do this is to watch a chapter of your course, then practice the skills with the corresponding exercise file before continuing with the course.

The **Exercise Files** are found at the top of the launch screen before you begin your course. Click on the button to download. (Note: These files are compressed/zip files that you will need to unzip/unstuff before you can access them).

