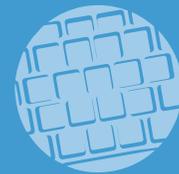


Spring 2016

Oklahoma
Department
Libraries



Computer Lab

ODL Computer & Apps Training

odlcomputerlabtraining.eventbrite.com —for up-to-date class listing
Enroll by clicking on desired dates below.

De-Clutter Your Brain! Use *Evernote* to Get Organized

(One-day workshop for library and literacy staff and volunteers)

Mon, Apr 25 –or– Wed, May 4 –or– Tue, May 10 –or– Wed, May 11

Librarians lead busy lives. Harness the power of *Evernote* to simplify and streamline everything from project management to reading lists. *Evernote* is an extremely popular and powerful tool which may facilitate bringing your chaos into order. Some users refer to it as an “external brain.” *Evernote* is a cross-platform app designed for note taking, organizing, archiving, and planning. You may download the free app to all of your computers and mobile devices, as well as use a web-based version. This will allow for seamless access whether you are at home, at work, or on-the-go.

In this class you will:

- Create an account (or use an existing account)
- Create a variety of note styles such as text, voice memo, photo, pdf, screenshots, web content, content from your mobile device, and more
- Save attachments to notes
- Organize notes using digital notebooks and tags for easy retrieval
- Share notes with others

There is no prerequisite for this class except that participants must have a free email account (such as *Gmail*, *Yahoo*, etc.) and the password to that account, if they are going to set up an *Evernote* account during class.

ODL will provide the use of iPads and computers for each participant, but you may also bring your own mobile device. This includes *any* type of smartphone or tablet, whether it runs on Android, Apple or Microsoft operating system.

Marie Reist, adult services and social media librarian at the Thomas J. Harrison Pryor Public Library, will teach the class. She uses *Evernote* on a regular basis.



Help! How Do I Use *Windows 10* and *Microsoft Edge* Browser?

(One-day workshop for library and literacy staff and volunteers)

Tue, Apr 19 –or– Wed, Apr 20 –or– Mon, May 9 –or– Tue, May 10 –or– Wed, May 11

This class is a *must* for anyone who works with customers in a library. Even if your library does not own any computers or tablets using *Windows 10*, chances are many of your customers will be asking about it. Be ready for them, plus have some *fun* yourself by learning the basics of the newest Microsoft operating system and new browser.

Topics include:

- Re-introduced and Designed Start Menu
- Unified Settings and Control Panel for Preferences
- Task View (Virtual Desktop)
- Cortana (Voice Controlled Digital Assistant)
- Hello *Microsoft Edge* Browser, Goodbye Grumpy *Internet Explorer*

There is no prerequisite for this class. Class participants will be using new Microsoft Surface tablets.

Wilson Daingkau, teacher and librarian from Anadarko Community Library, will teach the class.

Where Have All The Teenagers Gone? Re-Connect Your Library

with NeXt Gen

(One-day workshop for library and literacy staff and volunteers)

Mon, Apr 18 –or– Mon, May 16

Let's face it. Many teenagers stopped using *Facebook* as soon as the "old people" started setting up accounts and making "Friends." A good library *Facebook* presence is very important to connect with many of your patrons. However, surveys show that the NeXt Generation (teenagers, young adults) typically are not using *Facebook* as much, having left it for other social media apps.

It is time to get savvy with apps like *Instagram*, *Twitter*, *Periscope*, *Snapchat*, and *Vine*. Learn to leverage *Goodreads* and *LibraryThing* to get your teens interested in reading and their local library.

There is no prerequisite for this class except that participants must have a free email account (such as Gmail, Yahoo, etc.) and the password to that account. This is an introductory level class. The goal is to have participants leave the class with the confidence to learn and use these apps right away.

ODL will provide the use of iPads and computers for each participant but you may also bring your own mobile device. This includes *any* type of smartphone or tablet, whether it runs on Android, Apple or Microsoft operating system.

Mary Haney, director of Hennessey Public Library, will teach the class.

Make Online Docs Appealing and Usable for *All* Your Customers!

Word Techniques

(One-day workshop for library and literacy staff and volunteers)

Fri, Apr 15 –or– Thu, Apr 28 –or– Thu, May 19

Microsoft Word is a great starting place to make professional and accessible website documents. **Online docs should be compliant with federal and state laws so patrons with disabilities will have access** to your library's information. (See Federal Rehabilitation Act of 1973 and Oklahoma HB 2197.) This one-day, hands-on workshop will take attendees through the process of creating an accessible *Microsoft Word* document to then save as a PDF.

Topics include:

- Create accessible headings, lists, and links
- Create text equivalents for visual elements, such as pictures
- Create accessible simple tables
- Use color effectively in documents
- Create, edit, and apply *Word* styles

Two prerequisites: 1) Attendee needs to be comfortable using basic features in *Microsoft Word*.
2) There is a required video viewing before attending—webaim.org/intro

Carolyn Bibles, software teacher, consultant, and Adult Education trainer, will teach the class.

ABC's of iPads: Basic Training for Librarians

(One-day workshop for library and literacy staff and volunteers)

Thu, Apr 21

This fun hands-on class will explore the ins and outs of iPads for library use. More and more patrons are accessing information via their tablets. The Apple iPad is one of the most popular devices on the market. This class will address **some important aspects of tablet use in libraries, including technical issues** such as Wi-Fi set up and popular apps. Apps for library use will be explored to help you help your patrons as well as to help you in everyday tasks. Hands-on activities with tablets will help users get a feel for the devices as well as explore some of the more technical settings.

There is no prerequisite for this class. We will have 10 iPads available in class for hands-on use, though you may also bring your own iPad or iPhone.

Amy Brandley, ODL trainer and consultant, photographer, and former library director, will teach the class.

XYZ's of iPads: Intermediate Training for Librarians

(One-day workshop for library and literacy staff and volunteers)

Fri, Apr 22

Learn how to take iPad use in libraries to the next level with this fun, hands-on class. **Move beyond the basics and learn even more about popular apps for library services and multimedia—including apps for photo, video, and e-book access.** Advanced tips and tricks for everyday use will also be explored. Hands-on activities with tablets will

allow users to test and explore apps and settings.

There is no prerequisite for this class. We will have 10 iPads available in class for hands-on use, though you may also bring your own iPad or iPhone.

Amy Brandley, ODL trainer and consultant, photographer, and former library director, will teach the class.

Photo Apps for Success: Take and Share Great Library Photos and Videos

(One-day workshop for library and literacy staff and volunteers)

Fri, Apr 29

Do you want to **get your event photos and videos online quickly and easily**? Need help with the basics? This hands-on class may be a great starting point.

Class topics:

- How to edit photos and videos with easy, fun, and often free Android, Apple, and Microsoft apps
- How to upload those photos and videos to online sites such as *Facebook, Flickr, Instagram, Vine, Twitter, YouTube*, and *Pinterest* as well as your library website
- How to take great photos and videos with a smartphone or tablet
- How to upload and access your photos and videos to free cloud storage using any device or desktop, anywhere and everywhere

There is no prerequisite for this class. ODL will provide the use of iPads for each participant, but you may also bring your own device. This includes any type of smartphone or tablet, whether it runs on Android, Apple or Microsoft operating system.

Amy Brandley, ODL trainer and consultant, photographer, and former library director, will teach the class.

Manage Your Library Classes and Events: *Eventbrite* Basics

(One-day workshop for library and literacy staff and volunteers)

Thu, May 5

This class will introduce participants to *Eventbrite*, a web-based event organizer, which can be used as a registration and promotion tool for library programs, classes, conferences, etc. If a library or literacy organization's event does not have a fee, then there is no charge for using this full-featured website.

Topics include, but are not limited to:

- Creating and modifying an event page
- Adding logos to events
- Collecting registration data
- Inviting prospective attendees
- Emailing attendees
- Promoting the event
- Checking in attendees
- Dealing with waitlists
- Creating various reports
- Setting up an Organizer Profile
- Tie-in with *Survey Monkey* to collect surveys from participants

ODL has been using *Eventbrite* for the computer and app classes since 2012. The Office of Library Development loves using it! It has very much simplified our class enrollment

process, and has not cost us a dime. It allows us to manage our classes and events from any computer, with some management features even available on our smartphones or tablets.

There is no prerequisite for this class except that the attendee is well-versed and comfortable using computers in general and has created a free Eventbrite account at eventbrite.com before attending the class. Please bring login and password with you to class.

Kathy Blick O'Donnell, trainer and computer lab coordinator at ODL, will teach the class.

Take Library Pics Like A Pro: Step-By-Step Digital Photography Basics, Parts 1 & 2

(Two-day workshop for library and literacy staff and volunteers)

Part 1, Friday, May 6 –and– Part 2, Friday, May 13

If the thought of aperture and shutter speeds frustrate you, then consider this class. We will take a fresh approach to “basic” digital photography, leaving out the more detailed aspects and focusing on getting good pictures from a compact “point and shoot” camera. As much as possible, each topic taught will immediately have students reinforcing that topic by taking pictures with their camera and downloading into *Photoshop Elements*. Class participants will need to bring their own camera, the camera’s USB cable, instruction manual, and extra batteries.

There is no prerequisite for this class except that the attendee is well-versed and comfortable using computers in general. Students must enroll in both Parts 1 & 2 –or– get their names on a waiting list with Doris.Dixon@libraries.ok.gov or by calling her (405) 522-3217.

Amy Brandley, ODL trainer and consultant, photographer, and former library director, will teach the class.

Make Wow Presentations! Prezi Basics for Librarians

(One-day workshop for library and literacy staff and volunteers)

Fri, May 20

Prezi is a cloud-based application used to design and display presentations on a virtual canvas. Some describe it as a cross between PowerPoint and a white board, though we see it more as a camera panning and zooming on a large canvas. The free online editor version of *Prezi* will be used in this course. (Sign up for an account and bring your login and password—prezi.com/recommend/zho6efdjyfi3—but make sure and get the public, free account where no credit card is needed.)

Topics include:

- Panning and zooming
- Importing from *PowerPoint*
- Inserting frames, text, images, videos, website addresses
- Changing themes
- Understanding the basics of paths
- Multiple options for sharing your *Prezi*

The trainer’s high school son has been using *Prezi* for class presentations. It works well in a student environment since the online version is free and allows for collabo-

ration. Impress the tweens and teenagers at your library, plus give the adults something different so maybe they won't sleep during your presentations!

(Note: If your presentation needs to be displayed on your library website, you should not use *Prezi* as it is not Section 508 compliant. Instead, stick with *PowerPoint* so you may utilize the accessibility features in it. *For more on accessibility*, check out the one-day course sections of "Make Online Docs Accessible and Usable for all Your Customers: Word Techniques." Much of what Carolyn Bibles presents in that class is applicable to *PowerPoint*.)

There is no prerequisite for this class except that the attendee should be well-versed and comfortable using computers in general and have created a free Prezi account using the link prezi.com/recommend/zho6efdjyf3 before attending the class.

Kathy Blick O'Donnell, trainer and computer lab coordinator at ODL, will teach the class.

Harness the Power of Virtual Pinboards: *Pinterest* Basics for Librarians

(One-day workshop for library and literacy staff and volunteers)

Mon, Apr 11

Pinterest is a social media internet site that allows you to "pin" pictures and videos on a virtual bulletin board. **This fun class will assist you in learning how to use *Pinterest* to promote your library** and help your co-workers with display boards, new book recommendations, library programming, crafts, Summer Reading ideas, printables for parents, etc.

Learn how to:

- Set up an account and profile
- Create pins
- Create boards: public, shared (group collaboration) and secret (hidden)
- Follow "pinners" and boards
- Share pins and boards
- Set up a library *Pinterest* presence for your customers
- Explore ways other libraries are using *Pinterest*

Proper use of *Pinterest* may really help generate interest for your library and reading!

There is no prerequisite for this class except that the attendee is well-versed and comfortable using computers in general and has created a free Pinterest account at www.pinterest.com. Please bring login and password with you to class.

Kathy Blick O'Donnell, trainer and computer lab coordinator at ODL, will teach the class.