



Fall 2016 ODL Computer Lab & Apps Training

odlcomputerlabtraining.eventbrite.com —for up-to-date class listing

There's an App for That! Reading, Reference, & Beyond for Librarians

one-day workshop for library and literacy staff and volunteers

New
Class

Nov 15 (Tue) or Nov 16 (Wed) or Nov 17 (Thu)

Mobile devices come in many different styles and so do apps. This class is designed to provide an overview of popular apps for reference, reading, teaching, education, entertainment, and more. Apps for Apple and Android devices will be discussed. Because new apps are created all the time, this class will also provide basic tips to help you evaluate the quality of an app. Knowing how to tell the good from the bad will help you feel more confident when recommending apps to your patrons. This hands-on class will really help you get a feel for popular apps.

You may bring your own tablet or smartphone or use one of ODL's eleven iPads. Make sure and sign up for the appropriate registration type: "Bring Your Own Device" or "Use ODL iPad." Class size limited to twenty.

There is no prerequisite for this class.

Emily Hurst, head of Research and Education at Tompkins-McCaw Library for Health Sciences, Virginia Commonwealth University, will teach the class.

Better Than Email? Use *Slack* for Library Team Communications DEMO

2.5-hour demonstration overview for library and literacy staff and volunteers

New
Class

Sep 26 (Mon) or Nov 30 (Wed)

Having difficulty finding email correspondence and attached files when collaborating with multiple email users? *Slack* is an excellent communication, document sharing, searchable, customizable application software for committees, teams, and group projects. Join your fellow librarians for a live demonstration with some limited, hands-on instruction using the lab computers. Find out why you can stop wishing that email, Google Drive, and Dropbox could do more. *Slack* is all of those combined and so much more.

Class prerequisite: Since this overview is demonstration-driven with less hands-on, it is important that the attendee is well-versed and comfortable using computer software and apps in general.

Adrienne Butler, *Slack* advocate, ODL consultant, and Youth Services librarian, will teach the class.

Make Your Photos Pop! *Photoshop Elements* Basics for Librarians, parts 1 and 2 two-day workshop for library and literacy staff and volunteers

Part 1: Sep 7 (Wed) or Sep 12 (Mon) Part 2: Sep 8 (Thu) or Sep 19 (Mon)

Learn to use *Photoshop Elements*, the standard for digital camera picture editing.

Topics include:

- Download photos from a digital camera
- Crop and straighten
- Correct red eye
- Heal areas of photos
- Use basic histograms
- Clone
- Make simple color adjustments
- Organizer portal to locate, manage, tag, share, and backup photos

Class prerequisite: The attendee needs to be well-versed and comfortable using computers in general.

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

Make WOW Presentations! *Prezi* Basics for Librarians

one-day workshop for library and literacy staff and volunteers

Oct 5 (Wed) or Dec 13 (Tue)

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. Some 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*

On a personal note, my son in high school has been using *Prezi* for class presentations. It works well in a student environment since the online version is free and allows for collaboration. Impress the tweens and teenagers at your library, plus give the adults something different so they won't fall asleep during presentations!

Note: If your presentation needs to be displayed on your library website, you should not use *Prezi* as it is *not* 508 compliant. Instead, stick with *PowerPoint* so you can utilize the accessibility features in it. For more on accessibility, check out the one-day course sections of **Carolyn Bibbes' *Make Online Docs Accessible and Usable for All Your Customers: Word Techniques***—much of that class is applicable to *PowerPoint*.

Two prerequisites: 1) The attendee needs to be well-versed and comfortable using computers in general. 2) Class participants need to create a free *Prezi* account using this link before coming to class: prezi.com/recommend/zho6efdjyfi3/

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

Help! How Do I Use *Windows 10* & *MS Edge* Browser?

one-day workshop for library and literacy staff and volunteers

Oct 11 (Tue) or Nov 2 (Wed) or Nov 28 (Mon)

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 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*

Class participants will be using MS Surface tablets supplied by ODL.

There is no prerequisite for this class.

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

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

one-day workshop for library and literacy staff and volunteers

Oct 13 (Thu)

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

Topics include:

- How to take great photos and videos with a smartphone or tablet
- 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 upload and access your photos and videos to free cloud storage using any device or desktop, anywhere and everywhere

ODL will provide the use of iPads for each participant but you can also BYOD (bring your own device). This includes ANY type of smartphone or tablet, whether it runs on Android, Apple, or Microsoft operating system.

There is no prerequisite for this class.

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

Easily Track Library Funds! *Excel* Financial Features, parts 1 and 2

two-day workshop for library and literacy staff and volunteers

Part 1: Oct 18 (Tue) Part 2: Oct 19 (Wed)

Learn to use *Excel* to create and manage library budgets and other financial data.

Part 1 topics include getting familiar with the *Excel* environment, entering and editing data, and modifying a workbook. The majority of the day will focus on basic formula creation. Part 2 will cover workbook formatting, printing, working with multiple sheets, and more in-depth training on formulas.

[Class prerequisite: The attendee needs to be well-versed and comfortable using computers in general.](#)

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

ABCs of iPads: Basic Training for Librarians

one-day workshop for library and literacy staff and volunteers

Oct 20 (Thu)

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 tablet. The Apple iPad is one of the most popular devices on the market. This class will address some important aspects of tablet use in library settings, including technical issues such as Wi-Fi setup and popular apps. Apps for library use will be explored to help you assist your patrons, as well as help 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.

[We will have ten iPads available for use in class, though you may also bring your own iPad or iPhone.](#)

[There is no prerequisite for this class.](#)

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

Manage Library Classes & Events 24/7: *Eventbrite* Basics

one-day workshop for library and literacy staff and volunteers

Oct 26 (Wed)

This class will introduce participants to *Eventbrite*, a web-based event organizer, which could 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:

- 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
- Tying-in with *Survey Monkey* to collect surveys from participants

[On a personal note, we have been using *Eventbrite* at ODL for the Computer and App classes since 2012. Those of us in the Office of Library Development love 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/events from any computer, with some management features available on our smartphones and tablets.](#)

[Two class prerequisites: 1\) The attendee needs to be well-versed and comfortable using computers in general. 2\) Students need to create a free *Eventbrite* account at \[eventbrite.com\]\(http://eventbrite.com\). Bring logins and passwords with you to class.](#)

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

XYZ's of iPads: Intermediate Training for Librarians

one-day workshop for library and literacy staff and volunteers

Oct 27 (Thu)

Learn how to take iPad use in libraries to the next level with this fun, hands-on class. Move beyond the basics and make the iPad work for you. Learn more about iCloud, your personal assistant Siri, multitasking, and parental controls. Explore popular apps for library services and multimedia, including apps for photo, video, and e-book access. Discover the many useful accessibility features that increase iPad functionality for those with hearing, vision, dexterity, and language challenges. We'll finish up with iPad tips and tricks.

We will have ten iPads available in class for hands-on use, though you may also bring your own iPad or iPhone.

Class Prerequisite: Either basic familiarity with using iPads or attendance in the one-day *ABC's of iPads for Librarians* class.

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

Excel/ Intermediate Formulas: Quick Find Analysis for Library Lists

one-day workshop for library and literacy staff and volunteers

Oct 31 (Mon)

Library database spreadsheets can be used to store Summer Reading enrollment, Friends of the Library lists, budget information, book titles, ID numbers, employee records, invoices, purchase orders, genealogy records, and account numbers, to name a few.

This extremely useful class will show you how to automate searching, finding, and highlighting records in your spreadsheet databases by using *Excel's* conditional formatting features. Explore data bars, color scales, icon sets, and custom rules. Create permanent lookup fields and combo boxes for entering search criteria. Write formulas using various *Excel* functions to use in your custom rules.

An excellent hands-on book, written by the instructor, will be given to each class participant to take home for practice and to use for reference.

Class prerequisite: Students must attend at least day one of *Easily Track Library Funds! Excel Beginning Financial Features* (formerly named *Excel Financial Features*) or get permission from Computer Lab Coordinator to sign up. There is an *Easily Track Library Funds! Excel Beginning Financial Features* class this fall Oct 18 (part 1) and Oct 19 (part 2).

ODL has offered these classes on a regular basis for more than twelve years. Students need to be comfortable with AutoSum formulas and have *listened* to the lecture from *Excel Financial* class on relative/absolute cell references. Students are not expected to be proficient with relative/absolute cell references.

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

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

one-day workshop for library and literacy staff and volunteers

Nov 1 (Tue)

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.

Topics include:

- 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* can really help generate interest for your library and its services!

Two prerequisites: 1) Must be well-versed and comfortable using computers in general. 2) Need to set up a free *Pinterest* account at www.pinterest.com. Please bring login and password with you to class.

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

Make Online Docs Appealing & Usable for *All* Your Customers! *Word* Techniques

one-day workshop for library and literacy staff and volunteers

Nov 7 (Mon) or Dec 7 (Wed)

Microsoft Word is a great starting place to make website documents professional and accessible for everyone. Online docs should be compliant with federal and state laws so patrons with disabilities will have access to your 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 *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 *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.

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

one-day workshop for library and literacy staff and volunteers

Nov 9 (Wed) or Nov 10 (Thu)

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 can help bring order to your chaos. It has been referred to as an “external brain.” *Evernote* is a cross-platform app designed for note taking, organizing, archiving, and planning. You can download the free app to two devices such as a computer or mobile device. There is also a web-based version which does not require a download. 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, scanned content using your mobile device, and more
- Save attachments to notes
- Organize notes using digital notebooks and tags for easy retrieval
- Share notes with others

ODL will provide the use of iPads and computers for each participant but you can also bring your own mobile device. This includes *any* type of smartphone or tablet, whether it runs on Android, Apple, or Microsoft operating system. The lab computers will also be used to access the full version of *Evernote*.

Class prerequisite: Participants must have a free email account (such as Gmail, Yahoo, Hotmail, etc.) and the password to that email if they are going to set up an account during class. If you already have an *Evernote* account, make sure you bring your login email address and password to class.

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.

Take Library Pics Like a Pro! Step-by-Step Digital Photography, part 3

one-day workshop for library and literacy staff and volunteers

Nov 29 (Tue)



This digital photography class expands on the two-day Beginning Digital Photography classes, formerly named *Dumbed Down Digital Photography* or *Step-By-Step Digital Photography*.

After a quick review of the basics (menus, settings, zoom, flash, composition techniques), we will:

- Explore how aperture, shutter speed, and ISO work together
- Tackle lighting and exposure problems
- Learn about depth of field and create photos with sharp subjects and blurry backgrounds
- Practice portrait and group shot techniques
- Upload our photos into *Photoshop Elements*
- Using *Photoshop Elements*, apply photo editing techniques to enhance our shots

Bring your digital camera, charged batteries, USB charging cord, and card reader (if you have one). If your camera does not have aperture or shutter speed settings, you can still take this class and learn work-arounds.

Class prerequisite: Attendee must have completed either *Dumbed Down Digital Photography* (parts 1 and 2), or *Take Library Pics Like a Pro! Step-By-Step Digital Photography Basics* (parts 1 and 2).

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

Intermediate *Photoshop Elements*: Layers & Selection Techniques

one-day workshop for library and literacy staff and volunteers

Dec 1 (Thu)

Layers and Selections are important topics as they allow *Photoshop Elements* to affect only certain parts of a photo. This one-day workshop will expose participants to the various selection tools and give practical examples of what to do with them, all using layers.

Class Prerequisite: Attendees must have completed the *Photoshop Elements Beginning, parts 1 and 2* classes or receive special permission from the instructor. This is *not* a basic level class, but intermediate.

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

Intermediate *Photoshop Elements*: Color Correction Techniques

one-day workshop for library and literacy staff and volunteers

Dec 9 (Fri)

The procedures taught in this one-day workshop will be invaluable in helping attendees make the colors in their photos pop, as well as correct color casts and other color-related issues. Students will leave with a set of color swatch digital cards to assist in color correction for future photos.

Topics include:

- Manual and scientific color correction methods
- Adjustment layers
- Histograms
- Using color swatch digital target cards for studio portrait correction
- Drag and drop color correction on a series of photos

Class Prerequisite: Attendees must have completed the *Photoshop Elements Beginning, parts 1 and 2* classes or receive special permission from the instructor. This is *not* a basic level class, but intermediate.

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

Excel/ Library Lists 101: Create, Sort, AutoFilter, Subtotal, & Mail Merge

one-day workshop for library and literacy staff and volunteers

Dec 5 (Mon)

Excel database lists can be used to track all kinds of information. Some examples include: Summer Reading program registrants, Friends of the Library lists, mailing lists, and donations.

Topics include:

- Best practices and rules for setting up lists
- Sorting lists
- Custom sorts
- AutoFilter queries
- Automatic subtotals
- Introduction to integration of *Microsoft Word's* Mail Merge feature with your *Excel* list

Class prerequisite: The attendee should be well-versed and comfortable using computers in general.

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