Lynda.com User Guide

For free access visit:
www.aclib.us/lynda
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[lynda.com logo]
Lynda is an online library of instructional videos covering the latest software, business, and creative skills. The skills are taught by accomplished instructors and recognized industry experts. Whether you are looking to develop skills in Microsoft Office, Adobe Creative Suite, project management, communication, and/or a wide range of other topics, Lynda.com has the resources to help you achieve your full potential.

**Why Use Lynda.com?**

With Lynda.com, you will have access to high-quality online instructional videos and other resources that will:

- Keep you current on technology
- Track your individual training progress
- Inspire you to be more effective and productive
- Allow you to learn at your own pace—anytime, anywhere
- Provide certificates of completion that can be posted on LinkedIn
- Offer personal and professional development.

**User Guide**

This guide will lead you through the basic features available at Lynda.com. Take a few moments to follow along with this getting
You will need your 14-digit ACLD Library Card Barcode and 4-digit Pin

You can login in two ways

Using the direct URL:

www.aclib.us/lynda

OR

You can access by going to the Lynda.com site and putting in your organization name “aclib.us” under the organization tab:
LOGGING IN TO LYNDA.COM

1. Click the “Sign in with your organization” link

2. Enter your ID (aclib.us) into the login prompt
From here you will be able to navigate through the different sections to find courses that are of interest. Some useful ones that may appeal are within Business (relating to customer service, communication and more) there is also the option to brush up your skills on Microsoft office. Also when you are ready to progress further there are many Advanced IT courses such as web design. On the homepage if you hover over library at the top of the page a drop down menu will appear with a selection of topics on the left hand side. This will then update the topics that are presented on the right hand side.
When a topic on the left hand side is selected a new webpage with a list of course and video tutorials will appear. These can be refined by choosing a specific topic on the left hand side.
Once you have selected a course, it will open up a new window with a video and table of contents.
Click on “Watch Now” to begin the lesson. You may use the table of contents to view and/or move between the various parts of the course.
Click on “Transcript” to read the lesson if you prefer this option.
Click on “Exercise Files” to download files to help in your learning of the course. If you are prompted, choose “Save” rather than “Open.” The example above has only one file available, but some lessons contain multiple files to download. Once they have downloaded, open the folder to view the contents which will be referred to throughout the video.
To view your account on Lynda, please locate your name in top right hand corner. Hover over the arrow next to your name. From here you are able to view your history, certificates and any courses that you have saved to your playlists.
Another option under your account is the playlist, this allows you to save any courses that you find so that you are able to watch them in the future. So if something takes your fancy when looking through hit the + sign and it is then saved for your use in the future.
This is an overview of how to start to use Lynda.com, however there are other options and features that allow you to keep notes and more on the site. If you would like to know more then there is a course for using Lynda on the website or feel free to ask staff.

FAQ’s: http://www.lynda.com/support/faq.aspx
Support Website: http://www.lynda.com/support/