

Who can access Lynda.com?

Lynda.com is available to all Ohio residents.

All you need is a library card from your local public library.

How to sign in to start using Lynda.com

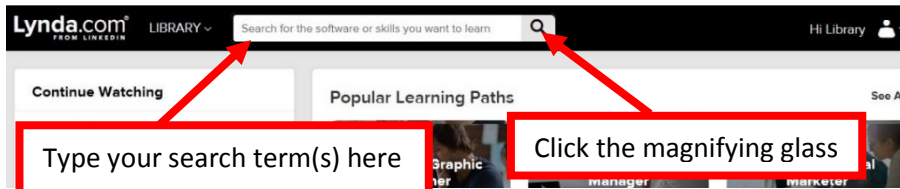
Using a PC or Laptop Computer:

Go to <https://www.bossardlibrary.org/dbases/>
Click on "Use this Resource"
Enter your **library card number** and **PIN**
Click **Log in**

NOTE: 1st time users click: **"No, I've never had an account"**
Complete your Lynda.com profile with your **First name, Last name & Email address**
Click **"Save"**

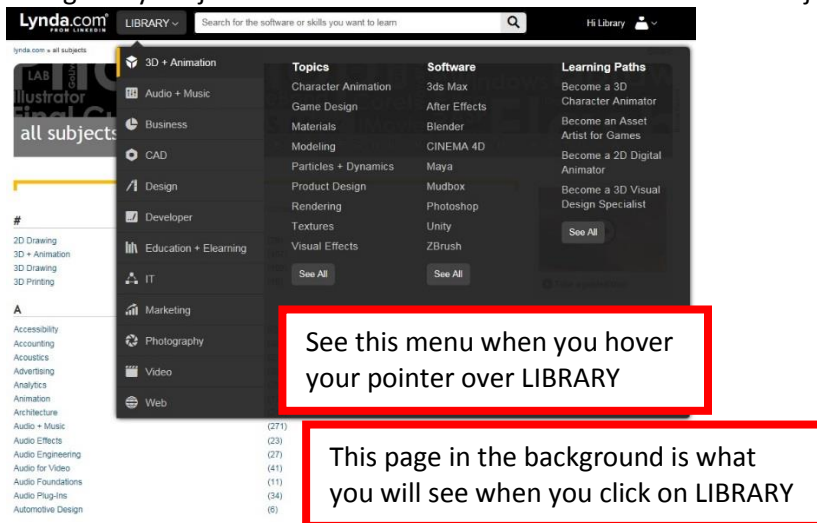
Using the Lynda.com app on a mobile device:

Open the app
Tap the 3 yellow lines in the upper left corner
Tap **Login**
Tap **Organization**
Under **Web Portal**, type: www.bossardlibrary.org
Tap **Log in**
Lynda.com will open in your internet browser
Enter your **library card number** and **PIN**
Tap **Log in**
Open in "Lynda.com"?
Tap **Open**



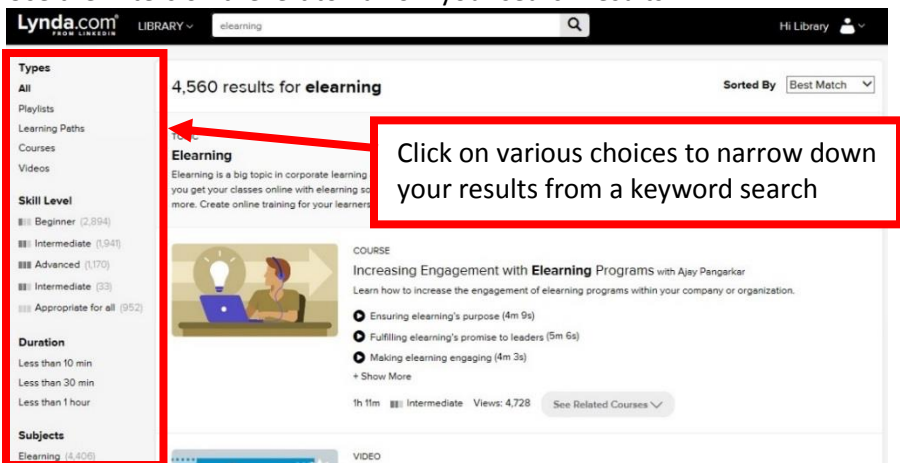
By Browsing

You can either hover over **Library** to see a drop down menu of contents divided into 'Topics, Software & Learning Paths' or click **Library** and be taken to a page listing every subject and the number of course available in that subject.



Limiting/Refining Search/Browse Results

Use the Filters on the left to narrow your search results.

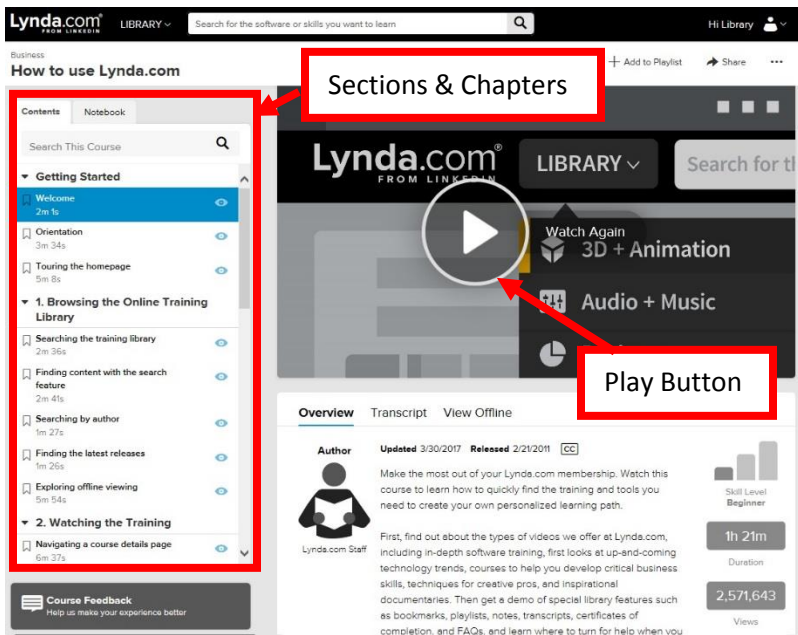


Finding a Course By Searching

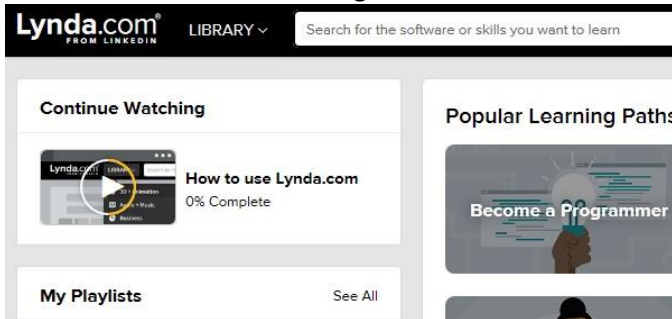
To search for courses on Lynda.com, simply start typing in the Search box and click the magnifying glass.

How to View a Video

Once you've found a course or video that you are interested in watching, click on the title or thumbnail image. This will bring you to the video player. The left hand side of the screen will show you all of the chapters and sections of the course. You can start from the beginning, or choose to watch them in any order. A small eye icon will appear if you've watched part of the video.



If you start watching a video, but don't finish you'll be able to continue it the next time you log in. At the top of your page you'll see a "Continue Watching" section. Clicking on the image or title will bring you back to the chapter you were watching. Beside the title you'll see the percentage of the video you've watched, and how much time is remaining in the video.



This handout only touches on the high points of Lynda use. For more information about getting started and using Lynda's features, check out the course **How to use Lynda.com**.

User Guide



Lynda.com[®]
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What is Lynda.com?

Lynda.com is an online library of training videos to help you learn the latest software, creative, and business skills.

Lynda.com allows you to learn what you want, when you want, at your own pace!

