

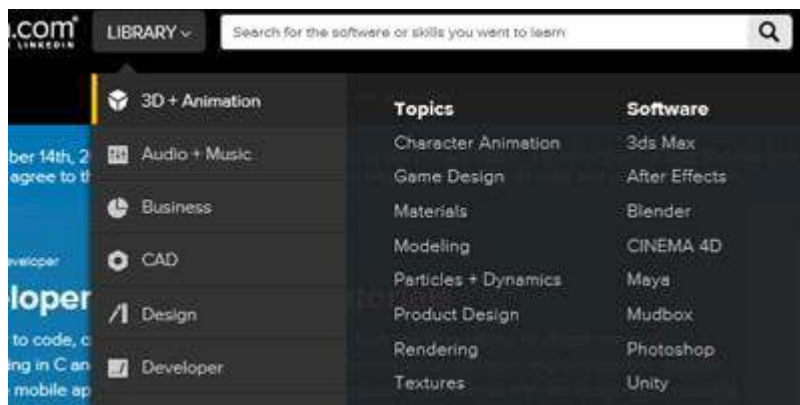


Helpsheet LY_003

Quick Tips

To help you save time when using Lynda.com. We have compiled a list of tips and tricks we have picked up along the way to help you save time.

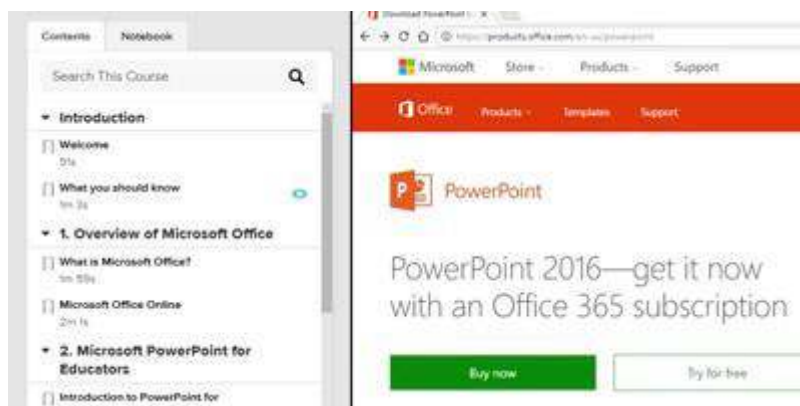
Searching



Lynda.com has a lot of content, so we have written some tips to help you search through the available courses in order to find the content you are looking for:

- Use the search box at the top of the page to narrow down your search results.
- Be precise in your searches, i.e. look for software or process names to help define your search.
- Use the filters on the left of the search results to refine further.
- Use the library course categories to select specific software/subjects.
- Once you've found a course or video you like, if needed, you can refine even further by searching through the course's full transcript.


Learn at your own pace



Each of the courses on Lynda.com are divided into bite sized chunks usually no longer than 6 minutes each. This means that you can jump straight to the feature you want to learn without going through the whole course to find what you are after.




Making notes



▼ **2. Microsoft PowerPoint for Educators**

Communication skills are important to help with a variety of different issues






Lynda.com has an inbuilt note taking system. You can use this system to take notes at certain key points in the video. The notes that you make will be automatically associated with a specific time code. This allows you to jump back in the video to reference what you've written or revisit specific parts of a video.


You also have the option to download your notes by exporting them as Microsoft Word, PDF, text files, Google Docs or EverNote documents.

Bookmarks

▼ **Introduction**

 **What is Premiere Elements 2018?**
2m 1s

 **Using the exercise files** 
1m 45s

 **An introduction to the interface**
4m 24s

To bookmark you need to click the bookmark icon on the left of the video in the course list.

Bookmarking is a feature that allows you to save videos from the course table of the contents page. These will then be stored in your profile. You can then categorize and locate your bookmarked videos later on. You can also create your own tags for videos to help you organise them. Once a tag has been created you can click on the tag and all videos which share that tag category will be shown.

Enhanced Productivity

Learning Paths and Curated Playlists

Popular Learning Paths



Learning paths can be found on the home page of Lynda.com and are designed to help you develop elements that are needed for certain career paths. Lynda.com have put together a playlists of courses, quizzes and practice sessions that have been carefully curated by experts in the industry to help support your development in that field.

Collaborative Learning



A lot of research supports the fact that collaboration increases motivation and enhances learning. Lynda.com allows you to create groups, give and receive constructive feedback.

You can set your own goals, create custom playlists, set timed tasks and even set your own performance assessments.

If you would like help to create a working group please contact digitaleducation@lincoln.ac.uk



Exercise Files



Lynda.com provide example files used by the authors as part of their subscription costs. These files are here to help support your learning by allowing you to follow along. Not every course has files attached but the courses that include files will have them available on the download menu above the video player.

Practice Environments



Practice Environments are a new features for Lynda.com. They are mostly used for coding sessions and they allow you to code alongside the video inside your own web browser. This features is available for a variety of user levels. Ranging from the beginner to the advanced.

The practice environments have features such as: Real-time preview, syntax highlighting, and a built-in JavaScript console for debugging and element interaction

For a full list of courses please visit: [A full list of Practice Environment-enabled courses at Lynda.com](#)