

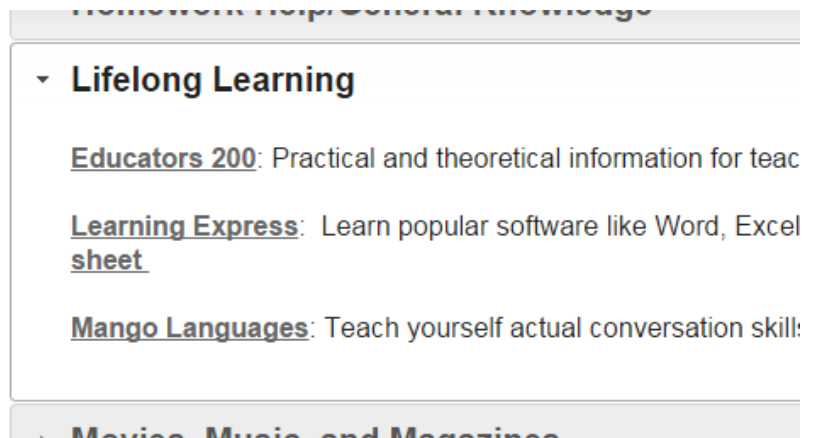


Using Learning Express

If you do well with self-directed learning, you might enjoy Learning Express online courses. Learn Word, Excel, Outlook, Photoshop and more at your own pace, from the comfort of your own home! You will need a valid library card to access Learning Express, and it works best if you use your library card number as your username. Anyone who lives or works in Innisfil is entitled to a free library card; visit your nearest branch for assistance.

To find Learning Express:

- Go to the library's web site:
www.innisfillibrary.ca
- Go to the **Learn** tab and click on **Websites and Databases**
- Click on **Lifelong Learning**
- Click on **Learning Express**



If you are a New User:

- Click **Register** and fill out the form indicating that your institution is **Innisfil Public Library**.
- Use your email address as your **username**
- Select a **password** - must be at least six characters in length, no spaces
- You do not have to include your last name
- Click **Create Account**
- You will only have to register with Learning Express once.

If you are a Returning User:

- Enter your **username** (email address) and **password** and click **Login**

Click on **Popular Software Tutorials**, then click to choose one of three categories:

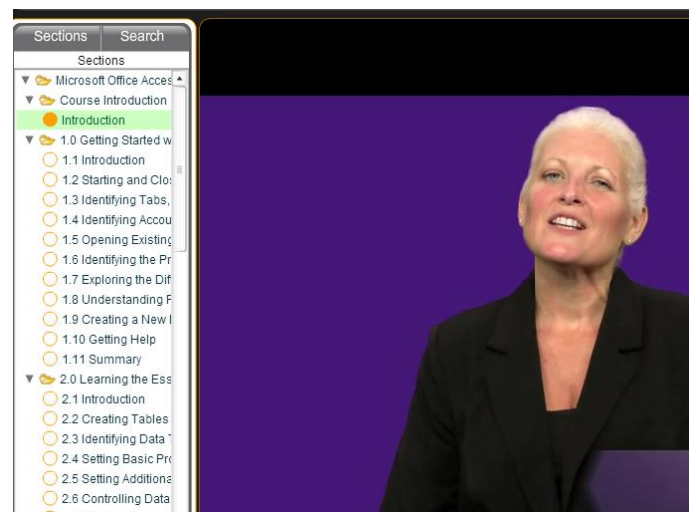


Select a course from the menu on the left side of the page by clicking the arrows or plus signs and clicking the course for the version of the software you want to learn. On the right side, click Launch to start your tutorial. You may have to allow your browser to accept pop-ups, as the tutorial will open in a new window.



The tutorial will open with a left pane for navigation. Skip ahead to the sections you want by clicking in the circles. At the bottom of the window you'll find video controls to move forward and back through the tutorial. Some tutorials even include hands-on quizzes!

You can access your favourite tutorials by clicking **My Center** at the top of the page.



Click **Logout** when you are finished. The next time you log in, you can click on the **My Centre** link at the top right of the screen to pick up where you left off.