

## Summer Tech School Course Descriptions

### **Monday, July 23, 10:30-11:30**

#### Backing up Your Computer

In this course we'll look at tools to safely back up files on your computer. Topics will include saving to the network, archiving files to CD or DVD, and options for external hard drives. Instructor: Quentin Dodd; Baxter 114

### **Monday, July 23, 1:30-3:00**

#### How to Find Books (Beyond the Basics)

This course will explore a variety of resources to identify books at Wabash and beyond. Participants will learn how to take full advantage of searching the Lilly Library Catalog and the WorldCat database of materials in libraries around the world as well as how to use ILLiad, our Interlibrary Loan system.

Instructor: Jeff Beck; Lilly Library, 1<sup>st</sup> floor

### **Tuesday, July 24, 10:30-11:30**

#### Working From Home

This course will discuss the Wabash resources available to faculty/staff from their personal home computer, and show participants how to connect to servers, configure an email client, install anti-virus and anti-spyware software, and evaluate options for transferring files. Instructor: Mike Heinold; Lilly Library Computer Lab

### **Wednesday, July 25, 10:00-noon**

#### Creating Personal Webpages

A hands-on tutorial for creating and managing a personal web site using Macromedia's Dreamweaver. Learn how to build a basic web page: select fonts, change format, work with images, insert photos, use tables, activate hyperlinks, update pages, and apply general web protocol. Instructor: Monica Brainard; Goodrich 101

### **Wednesday, July 25, 1:30-3:00**

#### How to Find Journal Articles (Beyond the Basics)

This course will explore a variety of resources to identify journal articles (including EBSCO and JSTOR). Participants will learn how to take full advantage of the rich options within these databases, such as setting up journal alerts, saving searches, managing citations, building advanced searches using proximity and wild cards, and browsing journals online. Instructor: Jeff Beck; Lilly Library, 1<sup>st</sup> floor

### **Thursday, July 26, 10:30-11:30**

#### Google Calendar

Keep track of appointments and meetings, and share your calendar with others using Google Calendar. Instructor: Monica Brainard; Lilly Library Computer Lab

## Summer Tech School Course Descriptions

### **Friday, July 27, 10:00-11:30**

#### Advanced Word

Topics include working with comments to edit papers, adding tables and charts, numbered lists, and mail merge. We'll also cover some handy keyboard shortcuts. Instructor: Macie Rudoff; Goodrich 101

### **Monday, July 30, 10:30-11:30**

#### Advanced Email

In this course we'll look at several advanced email tasks, such as filtering messages, adjusting Postini spam filtering settings, creating a vacation message, searching for messages, and configuring an email client. Instructor: Mike Heinold; Baxter 114

### **Monday, July 30, 1:30-3:00**

#### Introduction to RefWorks

This course will present an overview of RefWorks--a tool to help you manage your scholarly and personal references. Participants will learn how to set up a RefWorks account, how to import citations to books, articles, websites etc., how to insert references in a Word document as you write in Word, and how to generate bibliographies from your personal RefWorks database in your preferred style (APA, Chicago, MLA, etc.). Instructor: Jeff Beck; Lilly Library, 1<sup>st</sup> floor

### **Tuesday, July 31, 9:00-10:30**

#### Basic Photo Editing for Windows Users

This course will demonstrate basic image editing and management for Windows users with Picasa. Instructor: Jeana Rogers; Lilly Basement Computer Lab

### **Wednesday, August 1, 9:00-10:30**

#### Basic Photo Editing for Mac Users

This course will demonstrate basic image editing and management for Mac users with iPhoto. Instructor: Jeana Rogers; Lilly Library, 1<sup>st</sup> floor

### **Wednesday, August 1, 1:30-3:00**

#### Intro to RSS

This course will present an overview of RSS--a simple way to access web feeds of frequently updated content such as journal table of contents, news stories or blogs. Participants will learn how to access and organize a range of RSS feeds, including feeds from the library catalog, scholarly journals, New York Times, Chronicle of Higher Education, etc. Instructor: Jeff Beck  
Lilly Library, 1<sup>st</sup> floor

### **Thursday, August 2, 9:00-noon**

#### Intro to Photoshop

This course will cater to faculty/staff with limited experience with Photoshop. This course will cover the basics of a few image file types, automatic level adjustments, manual

## Summer Tech School Course Descriptions

adjustment of the image size/resolution, crop, rotate, and minor spot editing such as red eye removal. Instructor: Jeana Rogers; Lilly Basement Computer Lab

### **Friday, August 3, 10:00-11:30**

#### Advanced PowerPoint

Topics include creating custom templates, adding diagrams and multimedia, printing options, and publishing slideshows as a webpage. We'll also cover some handy keyboard shortcuts. Instructor: Macie Rudoff; Goodrich 101

### **Monday, August 6, 10:00-noon**

#### Datatel User Interface

Learn the functions and features of User Interface as we demonstrate techniques, tips and tricks, and answer your questions about navigating through UI forms and menus. Instructors: Alice Moore, Kathy Tymoczko; Goodrich 101

### **Monday, August 6, 1:30-3**

#### Intro to the Science, Arts & Humanities, and Social Science Citation Index

Would you like to know the impact of a particular journal article that you wrote? Would you like to know the most cited article on a particular topic? This course will introduce one of our newest databases that indexes all disciplines. This powerful resource not only provides access to thousands of journals not covered by our other databases, but it provides analytical tools to help you discover the impact of journal authors and articles. Instructor: Jeff Beck; Lilly Library, 1<sup>st</sup> floor

### **Tuesday, August 7, 1:30-3**

#### How to Find Newspaper Articles (Beyond the Basics)

This course will explore a variety of resources to identify newspaper articles (including Lexis-Nexis, New York Times, and America's Newspapers). Participants will learn how to search, print and download newspaper articles, including the PDF image of historical newspapers. Special attention will be given to printing newspaper articles of unusual sizes. Instructor: Jeff Beck; Lilly Library, 1<sup>st</sup> floor

### **Wednesday, August 8, 10-11am**

#### Classroom Projection Systems

In this course we'll provide an overview of using classroom projection systems, including computer projection, DVD/VCR projection, connecting a guest computer, and basic troubleshooting. Instructor: Rod Helderman; Baxter 114

### **Wednesday, August 8, 10-noon**

#### Datatel Discussion Forum

Datatel has adopted web-based discussion forums to replace the old info-datatel and xtalk listservs. Those who use the Datatel products (other than Ask Wally) as part of their daily job might find them useful. Instructors: Alice Moore, Kathy Tymoczko; Goodrich 101

## Summer Tech School Course Descriptions

### **Thursday, August 9, 10-noon**

#### Wabash Website Management

This course will provide an overview of how to manage a department's or organization's web page on the Wabash website using the Wabash Content Management System.

Instructor: Brad Weaver; Goodrich 101

### **Friday, August 10, 10-noon**

#### Creating and Manipulating PDFs

This course will use Acrobat Standard/Pro to teach participants how to create and modify PDFs. Skills will include making and using forms, and converting a PDF into a Word document or a digital image. Instructor: Brent Harris; Goodrich 101