

## **Printed Documentation**

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# Welcome to lynda.com

Welcome to "How to Use [lynda.com](http://lynda.com)". This documentation contains everything you need to know about navigating around the lynda.com web site, so you can make the most of your learning experience. You will learn about the navigation system and the many options you have for finding the topics and courses that interest you, including how to filter down the list of relevant courses to find exactly the information you need. We will go through the ins and outs of our custom video player, and how to control movie playback options like close captioning and playback speed. This system will describe and compare the current types of courses, so you will understand the differences between an Essential Training course, a Getting Started course, a Creative Inspirations documentary, and all of our other course types. Finally, this help system will explore troubleshooting options and how to get answers to questions about our site or service or our courses. One thing you'll discover as you use the library is that all of our courses are made up of short and targeted training videos organized by chapters. This allows you to watch an entire course from beginning to end, or simply jump to the specific video that interests you. This help system is similar. It is recommended you keep that in mind as you use the library. The lynda.com web site is easy to use, so explore and see what you can find on the site. If you have any questions or need help finding something, you can always come back to this documentation to find the help you need. So let's get started with [Memberships](#).



# Memberships

lynda.com offers four types of subscription levels for individual members. All four types give you complete and unlimited access to our entire Online Training Library. Our most basic membership is a monthly subscription. For \$25 per month, you can access to our entire library and no long-term commitments. So if you want to sign up for a month or two so you can learn a few things, this is the most cost-effective plan. If you think you will be with us for at least a year, we offer an annual subscription for \$250, which is like getting two months of access for free. We also have premium versions of our monthly and annual memberships for \$37.50 per month or \$375 per year respectively. In addition to the complete and unlimited access to all of our training courses that you get with the monthly and annual subscription types, premium membership also gives you the ability to download and use the exercise files from our courses, so you can follow along, performing the exact same actions and tasks as you see our instructors perform. So if you are more of a hands-on learner but have limited time, consider purchasing a monthly premium subscription. If you're able to commit to an entire year, the annual premium subscription is your best choice for the value, saving you \$75 over the cost of the monthly premium service. Again, whichever membership level you choose, you always have unlimited access to our entire Online Training Library, so you can watch any courses or movies anytime you like.





# **How to Use this On-Line Help System**

The following describes how to use this on-line help system, including how to search the index and specific topics.



# Browsing Software Titles

When you are looking for courses on specific software products, use the Software menu found in the navigation bar. Here, you can browse alphabetically by software name or by the name of the company that publishes the software. Let's say I am interested in learning Photoshop CS5. Now, I already see Adobe here listed under A, and they are the company that publishes Photoshop, but I can also see there are nearly 400 courses that cover Adobe software. Let's narrow it down a bit by clicking P to see all the software that starts with that letter, and here is Photoshop. Now, I see all of our Photoshop courses. Since I am interested in mainly Photoshop CS5 training, I will click CS5 to filter my search results to show only the tutorials on Photoshop CS5. As we saw in a previous movie, I can continue to click filters to pare down on my list. For example, I will click Photography under Subjects, and then Beginner to see just the course that's suitable for beginners who are interested in using Photoshop and Photography. Again, you can roll over any of these course names to see a brief description of that course. Now another way to filter your results once you arrive on the Software page is to use the menu items found here in the header area. Notice I can click All Courses to once again view all 92 courses related to Photoshop, or I can click the Version menu to select the version of Photoshop I'd like to learn. As you can see, choosing CS5 adds that filter term here. You can also click Latest Releases to see a list of the most recently released courses, and the blog entry will take me to the lynda.com blog and display any entries related to Photoshop. Now, you won't always see these tabs with every software or software company page you land on. You will only see them with the most popular software products and companies. So, for example, if I select a software product that we have very few training titles on, like AJAX, you see we don't see any of those buttons here in the header area. But if I select say a company like Apple, we again do see those tabs. Now you will see variations in the tabs that are available depending on what company or software product, or for that matter subject, that you have chosen, because you will find these tabs when you select items from the Subject menu. So, for example, if I select Audio, we can see tabs here, and notice that the Audio subject menu also has a Documentaries tab because we have audio-related documentaries available in our Library. Lastly, at the top of this menu you will find All Software and All Company links. Click these if you'd like to browse a list of all the software products we cover in alphabetical order, click the letter in the header to jump to that particular letter, or click All Companies to view a list of all the companies whose products we cover. That's how to browse the Online Training Library using the Software menu found in the navigation bar.



# Browsing by Subject

Let's continue looking at how to browse the Online Training Library with the navigation bar. Let's say you are interested in seeing what kind of courses we have on photography. Since that's not really a software- specific topic, the Subject menu is probably a good place to start. So I roll over Subject, and here I will find Photography, and the number next to it tells me there are currently 113 courses related to photography in our Library. So I will click to select that subject. Now, I see the list of those 113 courses related to photography organized by release date. But again, as I mentioned previously, you can click any of these headers to resort the list. But 113 courses is a lot to browse through, and most likely you have a specific type of photography course in mind that you are looking for. So you can always pare down your results using the filter terms you see here under the sections of subtopics, software, software company, and author. These filters appear in the order of the number of courses in each section. So you can see there are 91 courses in the Photo Editing subtopic and 73 courses related to Photoshop under Software. In most cases each filter list will have a View More menu, where you can view additional filters. So maybe under subtopics I will select Lighting. Now, I am looking at just five courses, which is a much more manageable list of tutorials to browse through, so I can figure out which one I want to watch. But you can continue to add filters to pare down your list if necessary. Maybe I only want to see courses that are targeting intermediate skill levels. Now I see only the two courses that have to do with lighting and are at the intermediate level. If the list here was still really long, I could continue filtering, and you can remove filters by clicking the X next to the filter name. Roll over any of the course title to see a brief description of that particular course. But once you've found a course you'd like to watch, just click its title to be taken directly to that course's details page. Now, from here you can read more about the course, or you can sign in and click on movie names to watch the course. That's how you browse the Online Training Library by subject.



# Browsing by Author

As you watch movies at lynda.com, you may find that you really connect with certain authors and their teaching styles, and feel that you'd like to sample other courses by the same instructor. All you have to do is go to the Author menu in the navigation bar, click the first letter of the author's last name, and locate him or her in the list. To the right of each name, you will see the number of courses that author has recorded for us. Clicking the name takes you to that author's landing page, where you can read a brief biography and browse through a list of the author's courses. Rolling over the name of a course will give you a brief description of that particular course. This list can be sorted by the title of the course, by the skill level, by the duration, by the release date--which is the default sorting scheme--and you can also see whether each course has closed captioning and whether it's available to be purchased on CD or DVD. Clicking any of these headers a second time reverses the order of the list. To see a complete list of all of our authors, go back to the Author menu and choose All Authors. On this page, you can either click to scan through each author bio one at a time, or you can scroll down through the list and see which products and subjects each author has taught at lynda.com. Again, clicking a name will take you directly to that author's landing page.





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