NYPL Tech Connect

Connect with Your Future at the Library

Free Technology Classes, Computer Labs & Online Resources
The New York Public Library's TechConnect program helps people of all ages develop confidence in their computer skills and grow more comfortable in today's digital world.

TechConnect offers more than 80 technology classes at libraries throughout the Bronx, Manhattan, and Staten Island—all absolutely free. From learning the basics of how to use a computer to mastering essential computer business programs, there is a class for all students from beginner to advanced, including series classes for those who want more in-depth knowledge.

TechConnect's computer labs provide designated hours for independent practice time and one-on-one help with an expert.

TechConnect also offers access to an array of online resources such as class materials and video tutorials for students who are unable to attend a class or want to learn more.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
With TechConnect, you’re never on your own. Our computer labs offer hands-on training and one-on-one help with our experts. During designated hours, students can ask questions, practice new skills, create an email account, polish a resume, and more.

See page 2 for a map of all TechConnect lab locations, including our new iMac Lab, or ask about open lab hours at your local library.

TechConnect offers a range of online resources, including video tutorials on YouTube and access to class handouts in English, Spanish, Chinese, French, and Russian. Plus, follow @NYPLTechConnect on Twitter to receive news and updates.

Want to measure your progress? Use our online assessments to test your knowledge on hardware, software, and other technology skills you learn in class.

TechConnect CLASS DIRECTORY

Computer Basics ................................................................. 6
Internet, Email & More .................................................. 8
Social Media ................................................................... 12
Digital Devices ................................................................. 14

Software & More
Microsoft Office 2010 ...................................................... 16
Get Creative ................................................................... 18
Mac Classes ..................................................................... 20
Series-Based Courses ....................................................... 24

Classes by Audience
Job Seekers ....................................................................... 26
Ages 50+ ......................................................................... 28
Users with Special Needs ................................................... 30

Not sure what classes to take? Find help at your local library or visit nypl.org/computers to take our “What’s Your Tech Profile?” quiz.

Visit nypl.org/computers and select ‘Test Yourself’ to measure your progress.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
ALL ABOUT COMPUTERS
These essential computer courses offer beginner-level introductions on the use of a personal computer, from navigating a PC to learning Microsoft Windows software to how to use a flash drive. No experience needed. Open to all ages.

Computer Basics
Learn about the various types and components of computers, as well as basic computer terminology, an overview of operating systems, and popular software applications.

Computer Buying Guide
Learn about hardware and software before buying a computer.

Computer Hardware: The Anatomy
Do you know what makes your computer tick? Learn about the different parts that make your computer run.

Computer Safety & Maintenance
Learn how to protect your computer from viruses and perform regular maintenance functions to keep it running smoothly.

How'd You Do That?
Connecting Stuff to Your Computer
Learn how to connect printers, monitors, and all types of other accessories to your computer.

Learn to Type & Use a Mouse
Learn how to hold, click, and move the mouse and practice your typing/keyboarding skills.

PC vs. Mac
Are you Mac or PC—or neither? Learn about the differences between Apple’s Mac computers and Windows PCs by exploring the advantages and limitations of each platform.

Saving & Recovering Data
Storing and retrieving information is a core skill to have. Learn how to save data to flash drives and other devices, as well as how to recover data that might be lost.

Windows 7 Basics
Boost your computer literacy by learning the basics of navigating a PC with Windows 7.

Windows 8 Basics
Learn common Windows 8 tasks, such as changing PC settings, customizing tiles on the start menu, and switching apps. Learn about charms, the control panel, and how to get the start panel back.

THERE’S MORE!
See page 21 for classes on the basics of Mac computers.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
Email for Beginners
Sign up for a free email account and learn about sending, forwarding and replying to messages, and attaching files.

Internet for Beginners
The Internet can be an overwhelming place. Learn about getting connected, navigating web pages, and using search engines, web browsers, and subject directories.

Advanced Email
Learn how to manage your contacts through your address book and how to send and receive documents and picture files as email attachments.

Advanced Internet Searching
Learn advanced search strategies to narrow search results and find the best information online more quickly.

Connecting to the Cloud
Curious about the Cloud and what it can do for you? Learn all about the Cloud, what it is, and how you can use it.

Create Your Own Website
Create your own website using Google Sites. Learn how to use templates to develop a site or build one from scratch.

Protecting Your Privacy & Security
Protect your individual privacy and personal information online. Learn how to protect yourself against hackers and how to ensure that your computer—and livelihood—stays safe.

Digital Media Basics
Learn how to download music, videos, images, and more, including streaming and sharing.

eBay & More
Learn how to buy, sell, bid, and more using eBay and other online auction sites.

Online Banking
Managing your money can be easier online. Learn how to check your balance, view account details, pay a bill, and more. You will also learn about the latest banking technologies such as depositing checks using your smartphone.

Shopping Online
Learn how to protect yourself when shopping online and how to take advantage of the services available.

INTERNET, EMAIL & MORE
Internet and email are two important aspects of computer communication. Learn the ropes of the Internet and email to research a paper, improve opportunities for job searching, compare consumer goods online, promote your own skills and talents, download digital media, and more.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
Finding an Apartment Online
Looking for housing in New York? This class will help you navigate the web to find apartments. Learn tips and tricks on how to use websites such as Zillow, Realtor.com, Craigslist, and more.

Health Information Online
Learn how to find reliable consumer health information online, including doctors’ credentials, hospitals, drug side effects, medical conditions, and how to stay healthy.

Navigating the NYC 311 Website
Learn how the NYC 311 website can save you time. Explore services including filing noise complaints, paying tickets, and other tools.

Navigating NYC’s DOE Website
Learn how to use the NYC Department of Education website effectively and explore all that the site has to offer, such as information about enrollment, schools, and student services.

Parents’ Internet Safety for Kids
Protect your kids against the dangers of the Internet. Learn what you can do to be more informed and cautious about children’s Internet use.

Google Series
Getting More Out of Google
Google, an online search engine, became so powerful it is now a verb. To “google” means to look something up online. Learn how to leverage this amazing online tool.

Gmail
Learn how Gmail works, sign up for a free email account, and learn how to send, reply, and forward messages and attachments.

Drives & Documents
Learn how to create, edit, and share online documents using Google’s ever-evolving word-processing, spreadsheet, presentation, and calendar programs.

Hangouts
Learn all about video chatting via Google Hangouts, a social networking platform for Gmail users that provides easy access to Google apps such as Google Drive and Documents.

Google+
Learn about this great social networking system and how it can be beneficial to you and the community you build through Google.

Library Resources
The New York Public Library is a big place with endless materials. Where to begin? Let TechConnect help you figure out how to leverage the Library’s abundance of programs and digital media, all accessible through the Library’s website, nypl.org.

Getting the Most Out of the NYPL Catalog
Explore our redesigned catalog. Learn how to search for books and other materials, place holds, rate items, add items to your shelves, look at reviews, and create lists.

Downloading NYPL E-Books and More
Electronic books, downloadable audiobooks, digital music, and videos are all available through NYPL’s website. Learn how to take advantage of free access to exciting new media.

Learn a Language with Mango
Use Mango Languages to practice vocabulary, pronunciation, and grammar with fun and interactive strategies. Library card, PIN number, and headphones are required.

Searching Besides Google
Explore NYPL’s various databases so that you can make the most of all these resources at your fingertips. Use Library Express to study for an exam or download music using Freegal.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
SOCIAL MEDIA

Social media allows you to communicate with people around the world through your computer, tablet, or smartphone. From tweeting to blogging, there are many platforms through which you can reach people. Learn how to connect with family and friends, share posts and photos, promote your business, and more.

Blogging for Beginners
Explore the “blogosphere,” or the world of blogs, by looking at blog examples. Learn how to blog and to create your own using Blogger or WordPress.

Facebook Basics
Facebook is a social media platform that allows friends and family to stay in touch and small business owners to promote their services. Learn how to upload photos, adjust your account settings, and customize your privacy settings.

Google Series: Google+
Learn about this great social networking system and how it can be beneficial to you and the community you build through Google.

LinkedIn for Job Seekers
LinkedIn is a popular social media website professionals use to connect with potential employers and find new jobs. Learn ways to make the most out of your LinkedIn account, including customizing your profile, determining groups to join, performing job searches, and more.

Skype & Video Chatting
You can still chat face-to-face with family, friends, and colleagues even if you can’t be there in person. Learn all about Skype and other video chatting tools.

Social Media for Your Small Biz
This class focuses on how to use Facebook, Instagram, Twitter, and a host of other social media sites to promote and grow your small business.

Twitter Basics
To tweet or not to tweet? Twitter is an online social media channel that allows users to connect with people all over the world and keep up with current events. Learn how to share photos, videos, and short messages with other Twitter users.

There’s More!
See page 15 for classes on how to use digital devices.
DIGITAL DEVICES

From smartphones to tablets, digital devices provide the power of a computer in the palm of your hand. Learn how to make these devices work best for you. Many classes provide devices for use in the classroom.

**DIGITAL DEVICES**

**From smartphones to tablets, digital devices provide the power of a computer in the palm of your hand. Learn how to make these devices work best for you. Many classes provide devices for use in the classroom.**

**Android vs. iPad Petting Zoo: Tablet Test Drive**
Explore the wide range of features that make Android tablets and iPad tablets similar and different so you can determine which device best suits you.

**Apps on Tablets**
This course focuses on how to find apps, review them, and discover the most popular ones for iOS and Android devices.

**Cell Phone Buying Guide: Basics**
Learn about all the different cell phone plans that are available to consumers and how the whole process of buying a cell phone works.

**Cell Phone Buying Guide: Smartphones**
There are so many smartphones to choose from. Learn about their differences to find which phone is the best for you.

**E-Reader Basics: Differences & Settings**
Learn the differences and settings for e-readers such as the Kindle Fire, iPad, and Nook Tablet. Please note that this class will focus only on the e-reader portion of the devices and will not address other applications.

**iPad Basics**
Learn some basic features of the iPad including hardware, settings, navigation, and apps.

**iMovie on the iPad**
Learn the basics of using Apple’s iMovie app on iPad tablets. Class is conducted on iPads.

**Photo Editing on Tablets**
Learn how to use different photo editing apps on your tablet to enhance your pictures.

**Tablet Buying Guide**
With all the tablets out there it is hard to figure out which one to buy. Discover which tablet is the best fit for you. This class will cover some of the basic features and specs of the devices.

**Wearable Tech: SmartWatches & More**
Learn all about wearing the future of technology. Discover the Apple Watch and Android smartwatches, health and fitness activity trackers such as the Fitbit and Nike Fuelband, Google Glass, and more.

**For class schedules:**
Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
These essential computer courses offer beginner-level introductions on the use of a personal computer, from navigating a PC to learning Microsoft Windows software to how to use a flash drive. No experience needed. Open to all ages.

***MICROSOFT OFFICE 2010***

Microsoft Office 2010 is a computer-processing program used by professionals and students worldwide. From creating Word documents and Excel spreadsheets to building PowerPoint presentations, TechConnect has a Microsoft Office class that fits your need and speed.

**MS Word 2010 for Beginners**
Learn the basic features of Microsoft Word 2010, a word-processing program for creating documents. Learn how to enter and edit text, save files, and adjust formatting.

**MS Excel 2010 for Beginners**
Learn the basics of working with spreadsheets using Microsoft Excel 2010, including entering data and formulas, moving and copying data, and formatting and print-previewing worksheets.

**MS PowerPoint 2010 for Beginners**
Learn how to create a slideshow presentation using Microsoft PowerPoint 2010. Develop and edit slides, insert images and clipart, and run your slideshow.

**MS Publisher 2010**
Learn desktop publishing basics using Microsoft Publisher 2010, including creating flyers, brochures, business cards, and communication materials.

**MS Access 2010**
Learn how to create a database from scratch using Microsoft Access 2010, including developing tables, queries, forms, and reports to better organize information.

**Advanced MS Word 2010**
Explore more advanced features of Microsoft Word 2010, such as mail merge, tables, text boxes, headers and footers, footnotes, and endnotes.

**Advanced MS Excel 2010**
Explore more advanced features of Microsoft Excel 2010, such as how to use formulas and functions, data sorting, and conditional formatting.

**Advanced MS PowerPoint 2010**
Create a more powerful presentation by learning the advanced features of Microsoft PowerPoint 2010, such as transitions and animations.

See page 22 for Microsoft Office classes for Macs. See page 25 for more in-depth training with our Office Readiness Series.
GET CREATIVE

If a picture says a thousand words, what can digitally enhanced pictures say? Photo editing, movie-making, creating compelling websites—TechConnect offers a variety of opportunities to help you develop your digital storytelling skills and create eye-catching images and videos.

Photo Editing for Beginners
Tap into your artistic side by learning how to edit photos using Microsoft Paint. Please bring a flash drive or SD card with pictures to be edited.

Photo Editing for Beginners Using Pixlr
Take photo editing to a new level by learning how to use Pixlr. Please bring a flash drive or SD card with pictures to be edited.

Photo Editing on Tablets
Make the most of your family and vacation photos by learning how to use different photo editing apps on your tablet.

Photoshop for Beginners
Enhance and manipulate your own photos using the most sophisticated photo editing software available: Adobe Photoshop.

Get Photoshopped! Photo Retouching
Take your Photoshop skills to the next level by modifying digital images. Learn how to use the clone stamp tool, duplicate backgrounds, and much more.

iMovie on the iPad
Learn the basics of using Apple’s iMovie app on iPad tablets. Class is conducted on iPads.

YouTube Video Production
Interested in learning about film production? Learn the basics of YouTube and how to create videos using a green screen.

Music Making with GarageBand
Learn how to create, arrange, and edit music using GarageBand. Class will focus on the techniques of creating your own tracks.

Create Your Own Website
Create your own website using Google Sites. Learn how to use templates or build your own website from scratch.

MS Publisher 2010
Learn desktop publishing basics using Microsoft Publisher 2010. Topics include creating flyers, brochures, business cards, and more.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
Macintosh computers are often preferred by professionals in the publishing, design, and computing industries. For those interested in these fields as careers, learning how to work on a Mac computer can be an advantage in the workplace or a step toward the next great job opportunity.

**MAC CLASSES**

Macintosh computers are often preferred by professionals in the publishing, design, and computing industries. For those interested in these fields as careers, learning how to work on a Mac computer can be an advantage in the workplace or a step toward the next great job opportunity.

- **Mac Computers for Beginners**
  Learn the basics of using a Macintosh computer.

- **Photoshop for Beginners**
  Enhance and manipulate your own photos using the most sophisticated photo editing software available: Adobe Photoshop.

- **Get Photoshopped! Photo Retouching**
  Take your Photoshopping skills to the next level by modifying digital images. Learn how to use the clone stamp tool, duplicate backgrounds, and much more.

- **iMovie for Beginners**
  Learn the basics of Apple’s entry-level video editing program iMovie by working through a simple project.

- **Stop Motion Animation**
  Lights, cameras, action! Learn how to use iMovie to animate images and create your very own mini-movie.

- **Digital Storytelling Using iMovie**
  Explore different ways to use Apple’s popular iMovie software to combine words, images, video, and other media into a compelling narrative.

- **Photoshop Green Screen Effects: Transform Your Images**
  In this class you will use the green screen to take photos to be manipulated in Photoshop. You will get an understanding of how to light the green screen, combine multiple images, and use color correction tools and FX options.

- **iMovie Effects: Green Screen & More**
  In this class you will use the green screen to manipulate the background in your iMovie scene. Learn about color correction, how to light and use green screens, and the FX panel.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
Pages for Macs
Get acquainted with Apple’s word processor. Create documents that read beautifully and let you work seamlessly between Mac and iOS devices, as well as with colleagues, friends, and family who use Microsoft Word.

Numbers for Macs
Get acquainted with Apple’s spreadsheet application. Create ledgers, reports, and graphs that help you visualize or present your data. Work seamlessly between Mac and iOS devices, as well as colleagues, friends, and family who use Microsoft Excel.

Keynote for Macs
Let TechConnect walk you through Apple’s presentation software that gives you everything you need to create slideshows and videos that bring your ideas to life. Work seamlessly between Mac and iOS devices, as well as with colleagues, friends, and family who use Microsoft PowerPoint.

Beginner Word for Macs
Learn the basic features of Microsoft Word 2010, a word-processing program that is the foundation for creating documents. Learn how to enter and edit text, save files, and format.

Beginner Excel for Macs
Learn the basics of working with spreadsheets using Microsoft Excel 2010, including entering data and formulas, moving and copying data, and formatting and previewing worksheets.

Beginner PowerPoint for Macs
Learn how to make a slideshow presentation using Microsoft PowerPoint 2010, including how to create and edit slides, insert images and clipart, and run your slideshow.

Advanced Word for Macs
Explore more advanced features of Microsoft Word 2010, such as mail merge, tables, text boxes, headers, footers, footnotes, and endnotes.

Advanced Excel for Macs
Explore more advanced features of Microsoft Excel 2010, such as using formulas and functions, data sorting, and conditional formatting.

Advanced PowerPoint for Macs
Explore more advanced features of Microsoft PowerPoint 2010, such as using transitions, animations, etc. Please note: Bring a flash drive with an MP3 or WMA audio file and an MP4 or MOV video file if you wish to embed media.

New! iMac Creator Lab
TechConnect’s iMac Creator Lab is open at NYPL’s Mid-Manhattan branch. This exciting new lab features 20 iMac desktop computers along with free courses on how to use Apple desktop software and related programs.

This lab also has late evening and weekend classes.

Mid-Manhattan Library
455 Fifth Avenue at 40th Street
Manhattan

Learn more: nypl.org/mml

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
Series-Based Courses

Gain an in-depth understanding of computer programming and more with these ongoing courses. Cap your learning experience with a project that can lead to a potential career change. Most classes meet weekly over a period of time. Advanced registration is required.

Project_phase I
Start your journey into the captivating world of coding with Project_phase I. Phase I focuses on HTML and CSS, the languages used to build websites. This 10-week program takes a blended learning approach to teach you the syntax (grammar when coding) for HTML and CSS. Apply syntax and project-based learning skills to individual or group projects.

Project_phase II
Take your computer programming and coding skills to the next level with Project_phase II. Phase II is a 10-week advanced course that introduces you to Javascript, jQuery, and Twitter Bootstraps. With these new languages, you will be able to take what you learned in Phase I and make your websites responsive for mobile devices. Learn how to make websites more interactive by having them respond to the actions of your visitors.

Office Readiness Series
This 10-week series provides students with technology skills using MS Office 2010. Whether you have a start-up business and need to use Office for invoices, budgets, and flyers, or you want to improve your skills for a future position, this course is for you. The series covers MS Word, Excel, PowerPoint, and Google Drive.

Photoshop Workshop
This multi-week course is aimed to give participants a crash course in photo manipulation using Adobe’s Photoshop CS6. Participants will learn key techniques of retouching, masking, and applying effects to images with a focus on crafting print-ready projects.

3D Modeling for the 3D Printer
Need a keychain, a cup for paperclips, or a prototype for that great invention? This is a two-session class that teaches you how to create and manipulate a 3D model using tools like TinkerCad and MeshMixer to prepare an object for 3D printing.

THERE’S MORE!
See page 27 for our Do-It-Yourself Coding Lab.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers

SERIES-BASED COURSES
Computer literacy can make all the difference in landing a better job—whether applying for jobs online, job hunting, or simply putting your best foot forward with a winning profile that will appeal to employers.

**Finding a Job Online**
Learn how to use the Internet to find and apply for jobs. Topics include searching for job listings, filling out online application forms, and submitting electronic resumes.

**Get Your Resume Right**
This hands-on class will guide you through formatting your resume in Microsoft Word. Please bring a written draft of your resume and a USB drive to save your resume.

**LinkedIn for Job Seekers**
LinkedIn is a popular social media website professionals use to connect with potential employers and find new jobs. Learn ways to make the most out of your LinkedIn account, including customizing your profile, strategies for determining groups to join, performing job searches, and more.

**Open Labs**
In addition to our classes, TechConnect offers special lab hours with extended computer sessions to help you boost your skills. Visit our 12 specialized locations (see page 2 for map) and many other NYPL locations to receive one-on-one help with an expert, practice independently, or gain access to more online learning.

**Open Labs for lynda.com**
NYPL offers free access to lynda.com, an online video library of business, creative, and software classes. This open lab allows you to spend more time with a tutorial of your choice. A library card and PIN are required.

**DIY Coding Labs**
Learn coding and become a programmer on your own. This do-it-yourself open lab lets you explore any coding language you want during these extended computer sessions.

**THERE’S MORE!**
See page 17 for classes on Microsoft Office programs.

Expand Your Skills!

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
Understanding all the latest technology and gadgets available today can feel overwhelming. TechConnect has designed classes specifically for people ages 50 and older who would like to learn more about digital media and how to best be active online, use tablets, and engage in social media.

Computer Basics for the 50+
Learn about the various types and components of computers, as well as basic computer terminology, an overview of operating systems, and popular software applications.

Email for Beginners for the 50+
Learn how email works, sign up for a free email account, and learn about sending, replying to, and forwarding messages and attachments, such as documents and images.

Exploring Websites for the 50+
What’s out there online that might be particularly appealing for active older adults? This course walks students through websites of interest.

Facebook: Connecting with Family & Friends for the 50+
Facebook is a social media platform that allows friends and family to stay in touch more actively and small business owners to promote their talents. Learn how to upload photos, adjust your account settings, and customize your privacy settings.

iPad Basics for the 50+
Learn some basic features of the iPad, including hardware, settings, navigation, and apps. This course is a popular one among users age 50 and older.

Online Banking for the 50+
Managing your money can be easier online. Learn how to check your balance, view account details, pay a bill, and more. You will also learn about the latest banking technologies like depositing checks using your smartphone.

Photo Editing on Tablets for the 50+
Make the most of your photos and treasured memories by learning how to use different photo editing apps on your tablet.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
Introduction to JAWS
Learn how to use JAWS, the screen-reading software that reads aloud what’s on the screen and allows for keyboard interaction with the computer.

Introduction to MAGic
Learn how to use MAGic, a screen-magnification program that can increase the font size on your screen and more.

BARD on Your Digital Device
Explore the NYPL catalog using the BARD app to download braille and talking books to your iOS or Android device.

Downloading Accessible E-Books with BARD
Using the National Library Service’s Braille and Audio Reading Download website, learn how to download over 50,000 books and magazines and play them on your Digital Talking Book Machine or commercial player. Participants must be eligible for the services of the Andrew Heiskell Braille and Talking Book Library.

iPad Basics with Voice-Over & Zoom
Learn basic features of the iPad using Apple’s accessibility software. Explore the iPad’s hardware, settings, navigation, and apps using text-to-speech software and magnification features. This class is ideal for those with low vision or blindness.

For class schedules: Ask a librarian | Call 917-ASK-NYPL | Visit nypl.org/computers
About The New York Public Library

Founded in 1895, The New York Public Library is the nation’s largest public library system, featuring 88 neighborhood branches throughout the Bronx, Manhattan, and Staten Island and four scholarly research centers. Serving more than 18 million patrons a year, and millions more online, the Library offers free materials, classes, and programs for users of all ages.

Get a library card!

Check out books, movies, music, and digital media—for free! Library cards provide access to NYPL’s full range of resources, from computers and printers to downloadable and digital materials. Learn more: nypl.org/librarycard

There’s more!

Connect with NYPL for top book recommendations, events, exhibitions, and more: nypl.org/connect

NYPL TechConnect is made possible thanks to the generous support of Arthur W. Koenig; The Pasculano Foundation; Arlene and Arnold Goldstein Foundation; Altman Foundation; and by NYC Connected Communities, a program of the New York City Department of Information Technology and Telecommunications.

NYPL TechConnect is funded in part by:

nypl.org/computers | 917-ASK-NYPL