How To Use Lynda.com

Accompanying User Guide
What Do You Want to Accomplish on Lynda.com?

Before beginning to explore the library, take the time to select 'What do you want to accomplish on Lynda.com?', to receive personalised recommendation for content relevant to your learning goals.

Select from wanting to improve at your current role, new or current skills you are interested in, software skills, or courses to help you build your own app or website.

Add to, or Edit, these skills through the My Goals section for a continued customised and personalised learning experience.
**Finding Content with the Search Feature**

There are 3 different ways to find topics and videos on Lynda.com:

1. **Find by Searching**
2. **Find by Browsing**
3. **Find by Key Words within video content**

### i) Find by Searching

1. Go to the search bar and type in the keyword or subject you are wanting to learn.
2. Click the Search Icon or press enter to complete your search.

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*Tip: Use keyword search in Lynda.com like a search engine – in let Lynda.com become your go-to 'search platform' for your learning content!*
ii) Find by Browsing

1. Locate the Library Tab at the top of the page
2. Click Library and Browse
3. Once you select a segment, you will be able to select from Topics, Software, or Learning Paths to further assist you in locating relevant content.

Tip: our IT segment is our newest Segment – browse here to locate content relating to **Big Data**, Cloud Computing, **IT Helpdesk**, SQL, SharePoint, and **Network Administration**.
iii) Find by Key Words within video content

Once you select a subject, Lynda.com will take you to your search results. Filters on the left hand-side of the page will allow you to further filter your result based on Skill Level, Duration, and Subject.

Tip: Upon searching, you may notice at the top of your results a dedicated page to your subject area – if so, click to be taken to the dedicated search page for your chosen subject or topic area for easier searching.
Finding the latest Releases

Tip: We release 25 - 30 courses per week across all our different segments – keep up-to-date by making it a weekly practice to visit the New section of your homepage.

You’ll always see our latest releases on your homepage under the New section. We release new content every week so this list is updated on a daily basis. Click into the different segments to filter results based on your areas of interest. Or, simply select All to get a running list of all our new release content.

If you like the content, the + allows you to easily add the course to a playlist.

Clicking on a course will take you to that course’s detail page, where you can watch the entire course, or pick and choose individual videos to watch.
The Site Map

At the bottom of nearly every page you will find our footer with a link to our site map. This is the place to find out further information about our company and our courses using other navigation and course links. This is also where you will find:

1. Support and Contact Us options
2. How Do I? For commonly asked questions
3. Quick links to further information on our Mobile Apps
4. Connect with us! LinkedIn, Twitter, and Facebook.

💡 Bonus! Our Site Map is where you will also find our Categories and Courses tabs for additional browsing, helping you locate content which is right for you.

Visit: Lynda.com Courses tab
Exploring Off-line Viewing

The free Lynda.com Mobile app can be easily found in all app stores. You may download the app on an unlimited number of mobile devices.

The Lynda.com Mobile app is supported on:

**iOS**
- Devices: iPad2+, iPhone 4GSM or iPod touch (5th generation)
- iOS 7.0+

**Android**
- Devices: All android phones and tablets
- Android 4.0+

**Win8**
- Devices: All tablets, laptops and desktops
- Windows 8.1+

**m.lynda.com (viewing lynda.com on mobile browsers)**
- Default Android browser or Mobile Safari
- Android 2.3+ or iOS 7.0+

**Important information to remember:**

* Account management features are not supported on the mobile app.
* The app gives you unlimited access to all courses and allows you to browse by subject, software, and new courses.
* The app allows full-screen playback and provides both course and video titles for search results. You can also use pause, rewind and auto-play features when viewing courses.
* The following features are not available on the app: exercise files, transcripts, bookmarks, and closed captioning.

💡 Tip: Time challenged? Downloading the mobile app can save you time, and allow you access to your courses **anytime, anywhere**.

Watch: How to Use Lynda.com - Exploring Offline Viewing
Navigating a Course Details Page: Basic anatomy of a course page

Tip: To ascertain if a course is right for you, watching the Welcome Video is a great place to start. This video will give you a good idea of whether this course is right for you.

These 3 features allow you to choose your preferred layout, Add a course to a Playlist, and Share a course with your colleagues.

Search within the course itself using the in-course search function.

The ‘eye’ icon next to a video indicates that you have watched this video.

Easily Bookmark your place in a course And pick up where you left off.

Have feedback? Complete our Course feedback form and let us know your thoughts.

Each of our courses feature a course Overview, Interactive transcripts, and View Offline option. Explore these features through the tabs.
The Exercise files allow you to follow along with the author in the courses you watch, doing exactly what the author is doing with photos, videos, audio files, business documents, and so on. Not all courses have exercise files, but for those that do, you will see this exercise files option under the download menu above the video player. You may want to note the size of the files before downloading, and to continue, click on the link to initiate the download. The files are available for download on both Windows and Mac.
Using Practice Environments

Our Code Practice environments are available in some of our courses and can help you follow along with the instructor in a safe and full featured editor. Look for the practice environment next to the other utility links around the video player. It’s labeled Code Practice.

Watch: How to Use Lynda.com – Using Practice Environments
Using Basic Video Player Controls

- **Basic Play/Repeat/Skip functions**
- **Progress counter**
- **Volume Control slider**
- **Access Speed control here – speed up or slow down the pace of the video.**
- **Turn on closed captioning for easy read-along with the author.**

**Auto-play** – choose whether your videos play automatically or not.

To save precious space on your screen pop-out video to re-size the video screen to the size of your choice.

Tip: For additional ease of use, navigate to Keyboard Shortcuts, or Take a Tour.
Defining Your Interests

At the bottom of each course page you’ll find an area labeled Suggested to Watch Next. These are courses that have been selected by our content teams as the logical or related next courses to watch next.

Below this, you’ll find some scrollable lists of courses other members who have watched this course have watched next, which you might find useful to browse.
Creating and managing your playlists

Adding a course:

Navigate to a course or video that you would like to add to your playlist. If you would like to add the entire course, click the + - this will open up your playlist options. Alternatively, press the arrow to see your playlist options.

Click Add to a new Playlist to create a new Playlist.

Give your Playlist and title and a description for your reference.

💡 Tip: Think of your Playlists as a ‘virtual bookshelf’ – as a place where you store all the courses you are wanting to view and reference at a later date. Our Learning with Lynda.com course can help you take your learning to the next level through the effective creation of playlists to support your overall learning plan.
Adding a video to an existing playlist

- Locate the video you would like to add
- On the top of the course page you will see + Add to Playlist

Viewing playlists

In the top right corner of your screen, place the cursor over the avatar next to your name.

Select the Playlists option.

From your list of playlists, select the playlist you would like to view.

Edit, watch, copy, or share your playlist by selecting one of the options on the right side of the page.

Watch: How to Use Lynda.com - Creating & Managing your Playlists
Watch: How to Use Lynda.com - Sharing your Playlists
Curated content & Learning Paths

If you’re not sure where to begin with Lynda.com, a good place to start is the Playlist Center. Here you’ll find a selection of playlists that have been curated by our experts to guide you through specific learning paths and goals of interest.

Learning Paths are a great avenue for answering the question where do I get started? Whether you are looking to transform your current career path, jump into a brand new career, or sharpen your skills in your current job, Learning Paths can be your guide to success.
Bookmarking videos, chapters, courses that interest you

Use the Bookmarks feature to mark any individual videos within a course, so you can easily find them again later.

To locate your bookmarks, navigate to your landing page menu, and locate Bookmarks. From here, search for your bookmarks easily using the Search feature – you will notice your bookmarks also appear by date saved, and have naming conventions to help you identify which Chapter the video belongs to, the Course, and the name of the author.

Your Bookmarks have editing capability which you are able to utilise – you can choose to give them your own name for easy reference, as well as allowing you to add in a brief description, and Tags.

Watch: How to Use Lynda.com – Learning Paths
Starting where you last left off with Course History

Anytime you log back into Lynda.com, you can easily pick up where you left off by navigating to Continue Watching on your Homepage, or Your Playlists.

You can also access past History from the navigational menu – History.

Here, you can see your full Course History list. By default, the most recent video that you've watched will be toggled open, so you can see the list of all the videos you've actually started watching in that course.

You can also click on any of the other arrows to see all the videos you've watched in that title as well. Clicking on a name will take you to that video's Course page, and you can start watching exactly where you left off in the Course. You can get back to your list of recently viewed videos at any time by going up to Profile and selecting History.

And while you're here on this History page, you can also select any Course title and add it to a Playlist; check on the progress of any Course and see how much time it'll take to complete that Course; and how much time you have remaining in that Course, and how long ago you viewed it.
Using My Notes

As you watch courses on Lynda.com and come across information you want to take note of to organize and personalize your thoughts, or to pinpoint specific parts of information within a course that you find particularly useful or interesting, with Lynda.com's integrated note-taking tool, you can do just that.

The Notebooks tool will automatically save all of your notes and associate them with specific time codes so you can easily jump back when you want to reference what you've written or revisit specific parts of a video.

**How does it work?** Once you've selected the course you want to watch, click on the Notebook tab. If you find great information at any point in the video that you want to take note of, just start typing in the entry box and press Enter or Return on your keyboard to save that note. A new text box will appear, saving the previous note below it. And you don't have to take notes in sequence, either. You can skip around and take notes wherever you want.

Tip: You have the option to download your notes using various different methods of saving and sharing your notes. By clicking on the Export button, you can export as Microsoft Word, a PDF, a text file, or even to Google Docs or Evernote.
Certificates of Completion make it easier than ever to share your success and progress at Lynda.com with your coworkers, teachers, friends, employers and to your social media networks.

And with each course you finish, a new Certificate of Completion will appear in your account. Just go to your Profile Menu and select Certificates. Here you’ll see the list of all the titles you’ve completed. Certificates of Completion are a great way to let your social networks, coworkers, and current and potential employers see the value and diversity of your skills. You have several ways of displaying and sharing your certificates. View/Print to see your Certificate, then click save as PDF to save it in the Adobe PDF format.

Watch: How to use Lynda.com – Printing and Sharing Certificates of Completion
3 Courses To Help Get You Started:

**Course: Bill George on Self Awareness, Authenticity & Leadership**

Bill George’s approach to leadership, based on self-awareness and authenticity, is widely considered the gold standard in the field. Here Bill discusses these two traits of every proven leader. He provides an effective and human approach to not just leadership, but overall self-improvement. Learn how to examine your strengths and weaknesses, solicit honest feedback, and become more authentic in how you behave and lead.

**Course: Learning with Lynda.com**

Explore the tools and features of Lynda.com while creating a learning game plan, so you can better achieve your learning goals. Aaron Quigley shows how to find the right courses for you and engage with the training materials, and offer tips for making the learning stick.

**Learning Path: Master In-Demand Professional Soft Skills**

What does every hiring manager look for in an employee? Set yourself apart from the pack by getting the essential soft skills – abilities that help people interact effectively with others – that employers value most, from communication fundamentals and being a team player to advancing your critical skills. Courses included in this Learning Path include Achieving your Goals, Building resilience, Critical Thinking, + 8 more.
Have questions or require extra assistance?

For Customer Support: lynda-support@cs.linkedin.com

For Technical Support: ts@lynda.com

Contact Us

Using Lynda.com Support

Connect with us!

Please note: Lynda.com may periodically make changes to the Lynda.com platform and associated features as we continue to further improve and streamline our learner experience. Please contact Customer Support - cs@lynda.com - with any questions or queries in relation to any changes / updates /and or feedback.