

CASELEARNS — SPRING 2010



Free Instruction Classes for the Case Community

PHONE: 216-368-2992 • library.case.edu/caselearns • E-MAIL: caselearns@case.edu

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WELCOME TO CaseLearns!

The CaseLearns program is designed to provide instruction for the Case Western Reserve University community members on how to find, use and present information and information technologies.

The program focuses on the effective integration of instructional and information technologies into teaching, learning and research. This integration includes rethinking strategies for effective learning and exploring potential of new tools for research. Support is readily available to move beyond the basic levels of instruction whenever appropriate.

All CaseLearns classes are open to current Case Western Reserve University's faculty, students, staff, emeriti faculty, alumni, Senior Scholars, and CIM conservatory faculty and students. Non-Case registrants will be charged \$100 per class if seats are available.

REGISTRATION

Online registration is preferred and the most up-to-date source for class changes & cancellations. If a class appears in print and not online, chances are it was cancelled. Refer to the CaseLearns blog for up-to-date changes.

Visit our web site at:
<http://library.case.edu/caselearns>

WALK-INS

Walk-ins are not encouraged and will be subject to space availability.

Guests are not permitted to accompany registrants.

CLASS CANCELLATION

In cases of unexpected circumstances, where the instructor is unable to teach a class, registrants will be notified ASAP by phone and/or email.

NO-SHOW POLICY

Participants must cancel their registration online or email: caselearns@case.edu at least 24 hours prior to class to be exempt from the No-Show fee.

Those who do not notify in advance will be charged as follows:

Departments will be assessed a **\$25.00** fee for staff & faculty. The fee will be charged to the account listed within the registrant's profile.

Students will have a **\$10.00** fine applied to their library record.

Classes start promptly as scheduled. Late arrivals risk the chance of losing their place in class and may be subject to the No-Show fee.

CaseLearns PRIVACY STATEMENT

The privacy of participants in the CaseLearns online registration is of utmost importance to the administrators of this program. We are highly concerned with protecting your privacy.

This statement will outline our privacy policy and the reasons behind the information being requested on this page through our online registration system:

- You do not have to give personal information except what is required for us to process your registration. These fields are required on the registration form.
- We will not share your personal information or information about the CaseLearns courses you take with anyone, except as required by a law enforcement agency.
- We will collect personally identifiable information (name, email address, or other unique identifier) only if specifically and knowingly provided by you.
- Personally identifying information you provide will be used only in connection with the registration program. This information is used internally, does not contain personal identifiers, and will only be used for internal management purposes.
- Information is collected for statistical purposes only.
- For further questions or concerns, please contact: caselearns@case.edu.

CUSTOMIZED INSTRUCTION

Case Western Reserve University FACULTY

Library Instruction – Customized for your Needs!

Kelvin Smith Library offers library instruction that is integrated and customized for academic courses, beginning with the SAGES First Seminar, the first year student's introduction to scholarship at the university level, through the University and Departmental Seminars and the Capstone Experience.

Rather than merely touring the library building or being given a list of resources, KSL's professionals provide hands-on instruction through the CaseLearns program, for students to develop effective skills for locating, analyzing, and using the many rich resources available to them.

In consultation with faculty, KSL librarians provide detailed and specific research help for projects and research papers that will be produced for class as well as show students the abundant world of information beyond Wikipedia that they have at their fingertips here at Case Western Reserve University.

Objectives for teaching incoming Freshman:

1. To know what kinds of resources are available for generating ideas and finding background information on that idea.
2. To become familiar with the library catalog and how to find both physical and electronic materials by using the catalog.
3. To understand the OhioLINK library consortia and how to borrow books from the OhioLINK Central Catalog.
4. The ability to use library databases to find magazine, newspaper, and scholarly journal articles on a given topic.

The research needs of the students in seminars beyond the freshman experience drive the objectives of library-faculty collaboration and cooperation. These objectives focus on discipline-specific research skills that provide the basis for scholarship and life-long learning.

Please contact KSL's Instruction Librarian, **William Claspay**, **216-368-3595**, william.claspay@case.edu to discuss how we can tailor library instruction to your curriculum or to book an instruction session for your class.

CLASS LISTINGS

RESEARCH & TECHNOLOGY RESOURCES

All Classes meet in KSL, Room 215 unless otherwise noted.

AUTHOR'S RIGHTS: WORK WITH YOUR PUBLISHER IN TODAY'S SCHOLARLY COMMUNICATIONS ENVIRONMENT **NEW!**

Instructor: Karen Oye

Thursday, April 1, 2010 **KSL-LL01** **11:30am-12:30pm**

Thursday, April 8, 2010 **KSL-LL01** **11:30am-12:30pm**

Bring a lunch or schedule an onsite group/department class!

Protect some of the copyrights that you'll want to use *after* you publish (instead of signing them away). Hear more about negotiation talking points, where to find publisher lists for options like Open Access, how to determine what rights to keep and what to share, and more about alternative publishing rights in Creative Commons and Digital Case.

"Copyright and Author's Rights was very useful for me...I didn't know about help...to negotiate my future rights as author with a publisher." Faculty, 2009, College of Arts & Sciences

BASICS OF MAKING A RESEARCH POSTER

Instructor: Ann Holstein

Tuesday, March 16, 2010 **12:00-12:45pm**

Wednesday, March 17, 2010 **4:00-4:45pm**

This class covers basic design and assembly of a research poster. You will be presented with guidelines to help you think about the information to be conveyed, its visual presentation, and layout.

BUSINESS SEARCH SUCCESS: FINDING COMPANY OR INDUSTRY INFORMATION, FAST!

Instructor: Karen Oye

Thursday, February 4, 2010 **KSL-LL01** **3:15-4:15pm**

Thursday, March 11, 2010 **KSL-LL01** **11:30am-12:30pm**

Bring a lunch or schedule an onsite group/department class!

Save time with powerful databases that help you with your business class, your job interview, or plans for a business of your own. Learn which database features can give you a quick list of companies or a comparison chart, competitors & brands, names of officers & boards, and how to build a stock valuation chart in seconds. Industry research is easy, with the right tools, whether it's ratios, betas, financials, or analysis. Learn with great tools, for greater results!

COPYRIGHT DEMYSTIFIED - THE BASICS TO HELP YOU DETERMINE WHAT RIGHTS & EXEMPTIONS YOU HAVE

Instructor: Karen Oye

Thursday, March 4, 2010 **KSL-LL01** **11:30am-12:30pm**

Tuesday, March 9, 2010 **KSL-LL01** **11:30am-12:30pm**

Bring a lunch or schedule an onsite group/department class!

Q: Copies for class, URL vs. PDF, lectures on YouTube?

A: Find out what the Fair Use doctrine really means and what legal exemptions you have when using someone else's work. We cover copyright basics, helpful charts (determine rights for works that weren't renewed), campus scenarios, practical tips and more to help you avoid risk and uphold federal law while you teach and learn at Case.

"Class was very important and excellent timing for me. I have made more writing & publishing a professional goal. I definitely learned something new!" Faculty, 2009, Nursing

ADVANCE SEARCHING TECHNIQUES FOR SCIFINDER SCHOLAR ON THE WEB **NEW!**

Instructor: Shu Guo

Friday, January 22, 2010 **10:00am-Noon**

Thursday, February 25, 2010 **4:00-6:00pm**

SciFinder Scholar is a research database that allows faculty and researchers to access a wide diversity of research from many scientific disciplines, including biomedical sciences, chemistry, engineering, materials science, agricultural science, and more!

The new web version of SciFinder provides scientists with web access to the most comprehensive scientific information available with several brand new capabilities, such as the Keep Me Posted alert service. CAS has employed a very easy to use registration system and there is no need to download software. Access via the client software will be phased out eventually.

JOURNAL ALERTS MADE EASY - ALWAYS GET YOUR FAVORITE JOURNALS AS SOON AS THEY PUBLISH! **NEW!**

Instructor: Karen Oye

Wednesday, February 3, 2010 **KSL-LL06** 3:15-4:00pm

Thursday, February 4, 2010 11:30am-12:15pm

Tuesday, February 23, 2010 11:30am-12:15pm

Wednesday, February 24, 2010 **KSL-LL06** 3:15-4:00pm

Thursday, March 18, 2010 11:30am-12:15pm

Maximize your research time, eliminate paper routing, get automated online journal table of contents in your email. Bring your favorite journal titles & get hands-on help to easily set up accounts in databases or journal collections, customize your alerts, and/or create saved searches for the newest results on a topic. Invest 45 minutes in class for special features that optimize your work and make life easier.

LOCATING MEASURES AND ASSESSMENTS FOR THE SOCIAL SCIENCES

Instructor: Sharon Gravius

Friday, February 26, 2010 10:30-Noon

Thursday, April 8, 2010 1:00-2:30pm

Confused about where to get started looking for a test or measure? Wondering how to locate free vs. paid measures? Then this class is for you.

MAXIMIZING ACADEMIC EXCELLENCE WITH LIBRARY RESOURCES

Instructor: Mark Eddy

Wednesday, January 27, 2010 10:00am-Noon

Monday, April 5, 2010 2:00-4:00pm

New to KSL, or just looking for information? Let us introduce you to a world of high quality library resources that can boost your academic performance. Move beyond the vast, undifferentiated information landscape of Google and learn how to locate specialized research materials and services only available through the library. We'll also show you how to create systematic research strategies for your class project or paper.

MEDIAVISION COURSEWARE: AN INTRODUCTION **NEW!**

Instructor: Megan Linos

Tuesday, January 26, 2010 10:00am-Noon

Wednesday, April 21, 2010 **KSL-LL06** 3:00-5:00pm

In this training session, we will introduce the MediaVision courseware project from the curriculum design and creative teaching point of view while sharing the student learning assessment data that we have created in the past five years. You will also be learning the techniques to integrate embedded courseware tools into your teaching effectively.

NAVIGATING ELECTRONIC INFORMATION RESOURCES

Instructor: Mark Eddy

Monday, February 8, 2010 2:00-4:00pm

Wednesday, April 14, 2010 10:00am-Noon

Did you know that KSL provides access to over 300 research databases and 7,500 electronic journals, newspapers, and magazines? Our diverse collection of online resources can give you a tremendous academic edge. Learn how to use these resources effectively to get the information you need. We provide instruction on search formats and strategies to bring you to your information destination!

PATENT RESEARCH: BASIC SEARCH TECHNIQUES

Instructor: Brian Gray

Thursday, February 11, 2010 10:00-11:30am

This course will introduce simple patent terminology and basic search techniques. You will be able to locate patents of interest and utilize some of the freely available sources to attain copies of patents from the United States or other countries.

PATENT RESEARCH: BASIC SEARCH TECHNIQUES (ONLINE COURSE USING ADOBE CONNECT)

Instructor: Brian Gray

Wednesday, April 7, 2010 2:00-3:30pm

This class session will be offered totally online using Adobe Connect. It will consist of a presentation, including time for questions from participants. Registration will close 48 hours before the scheduled time so that email invitations can be sent with log-in instructions.

USING REFWORKS AS A BIBLIOGRAPHICAL TOOL

Instructor: Sharon Gravius

Wednesday, March 3, 2010 10:30-Noon

Tuesday, March 23, 2010 **KSL-LL06** 1:00-2:30pm

Learn how to use your personal RefWorks databases to manage all your research citations. This handy online program that you can access from anywhere will keep track of all the citations you gather and use in your research projects. Come learn how to gather references in RefWorks; generate an instant bibliography in any style format you need; and use the Write-N-Cite feature to insert footnotes and citations directly into your paper as you are writing.

REFWORKS: ADVANCED FEATURES **NEW!**

Instructor: Sharon Gravius

Wednesday, March 31, 2010 10:30-Noon

This course covers topics such as advanced searching, using RefMobile, using RefGrab-It to import web data, working offline, editing multiple references, viewing, printing and sorting references and more. Attendees should have a working knowledge of RefWorks' basic features.

ZOTERO: THE NEXT GENERATION IN RESEARCH MANAGEMENT APPLICATIONS NEW!

Instructor: Mark Eddy

Wednesday, February 24, 2010 2:00-4:00pm

Friday, March 26, 2010 9:00-11:00am

Zotero is an exciting, easy to use and versatile open source research tool for the Firefox web browser. With Zotero users can quickly grab and store bibliographic citations and keep track of web pages, images and PDFs, as well as take notes and link together every aspect of research in one collection. Working individually or collaborating in groups, users can store their Zotero collections on a personal computer or a free online storage server. Collections also can be synchronized and updated on multiple computers. Zotero also provides thousands of citation styles, generating footnotes and bibliographies that can be imported instantly into research papers and projects.

ADOBE ACROBAT 9: INTRODUCTION

Instructor: Debbie Korodi

Prerequisites: Familiarity with Windows or Mac OS; knowledge of Microsoft Word.

Tuesday, February 16, 2010 9:00am-Noon

Adobe Acrobat software is a set of programs that allow creation and modification of electronic documents in Portable Document Format (PDF) for transmission or electronic publication on the Web. Tools can be used within Acrobat to add interactive elements such as annotations, hyperlinks, and media clips. Documents can also be secured from alterations by others. This class will cover the basics of creating PDF documents from an existing word processing file, as well as using some of the tools to add capabilities to the PDF file.

ADOBE ACROBAT 9: CREATING PDF FORMS

Instructor: Debbie Korodi

Prerequisite: Knowledge of Adobe Acrobat 9.

Friday, April 9, 2010 9:00am-Noon

With Adobe Acrobat 9 Professional software, you can collect and compile data with easy-to-create electronic forms. Create fillable forms from an existing document, or leverage the template library to easily build your own form.

USING ADOBE CONNECT: HOSTING AN EVENT

Instructors: Genevieve Mathieson and Megan Linos

Thursday, March 4, 2010 KSL-LL06 1:00-2:30pm

Adobe Connect offers users the ability to broadcast formal presentations, webinars, large-scale meetings and other events to remote participants, but like any large events, Adobe Connect events require planning. In this session, we will discuss the best tools available within Adobe Connect for presenting content to larger audiences. We will also talk about what preparation and additional technology are needed for large-scale events in Adobe Connect, and what useful resources are available to ensure the success of an Adobe Connect event. Participants are encouraged to bring questions.

ADOBE CONNECT: INTRODUCTION

Instructors: Genevieve Mathieson and Megan Linos

Wednesday, January 27, 2010 KSL-LL06 2:00-4:00pm

Friday, April 30, 2010 KSL-LL06 10:00am-Noon

Adobe Acrobat Connect Pro is the web conferencing system being used by the University. It is available for use by all faculty, staff and students and provides a cross-platform, browser-based solution for remote instruction, collaboration and communication. Adobe Connect seamlessly integrates various online tools such as audio/video conferencing, screen sharing, white boards, chat and file-sharing to name a few. This beginner session will walk you through the basic functions of Adobe Connect, showing you what you need to get started in the system, set up a meeting and use some of the system's many features.

INTERMEDIATE ADOBE CONNECT: HOSTING AN INTERACTIVE MEETING

Instructors: Genevieve Mathieson and Megan Linos

Wednesday, February 24, 2010 KSL-LL06 10:00am-Noon

Friday, May 7, 2010 KSL-LL06 1:00-3:00pm

Adobe Connect is a user-friendly application and a great tool for meeting with remotely located colleagues and collaborators, but hosting a successful meeting requires preparation and practice. This hands-on session, intended for users who have some experience with Adobe Connect, will review meeting facilitation tools within Adobe Connect and address best practices for meeting hosts.

ARCGIS DESKTOP: TOOLS AND FUNCTIONALITY (FOR FEE CLASS) NEW!

Instructor: Ann Holstein

Consecutive Fridays (6 total): KSL-LL06 1:00-5:00pm
March 19 and 26; April 2, 9, 16 and 23

This course is a 24-hour certificate course (6 days) that teaches the range of functionality available in ArcGIS Desktop software and its essential tools for visualizing, creating, managing, and analyzing geographic data. This hands-on class emphasizes the use of the software to perform common GIS tasks. The course covers the creation and management of GIS data, displaying data on maps, performing data analysis, geocoding and address matching. This class covers all of the basics that you need to begin using this software on your own.

Cost: \$300 Case Students; \$450 Case Faculty & Staff

DO NOT Register through CaseLearns for these classes. Please go to: <http://library.case.edu/ksl/csgd/introductionarcgis.pdf> for additional information, including the downloadable registration form.

Please Note: Registration form must be completed and submitted by Friday, March 5, 2010.

BASICS OF BLOGGING

Instructors: Brian Gray and Roger Zender

Thursday, March 25, 2010 10:00-11:30am

Learn about blogs, their various uses, and best practices to implementing your own blog. Explore various examples in action. Hands-on will get you started on Blog@Case and/or other alternatives like Blogger.

GETTING STARTED IN BLACKBOARD

Instructor: Genevieve Mathieson

Friday, January 15, 2010 10:30am-Noon

This class is intended to help instructors put their courses into Blackboard. We'll cover everything from creating the Blackboard site and adding the students to adding content and interacting with the students. While the session is aimed at those who are new to Blackboard, it should also be a good refresher for those who want to learn better ways to add content and communicate in Blackboard.

MAKING THE MOST OF BLACKBOARD

Instructor: Genevieve Mathieson

Monday, February 1, 2010 2:00-4:00pm

This class will review the features that make Blackboard such a powerful tool for instructors. Topics will include the best ways to use Blackboard for communication, interaction and assessment, from using the discussion board to quizzes, surveys and assignments. Participants with Blackboard experience will get the most out of this session, but newer users are also welcome.

GETTING TO KNOW THE GRADE CENTER IN BLACKBOARD

Instructor: Genevieve Mathieson **NEW!**

Thursday, February 18, 2010 10:30am-Noon

Friday, April 23, 2010 10:30am-Noon

The university has upgraded Blackboard to version 8.0. While most features of Blackboard remain the same, the new version offers instructors a completely new Grade Center and new self-assessment options. Instructors, come to this session to get an overview of these new tools and learn how to use them in your classes!

GOOGLE APPS: AN INTRODUCTION **NEW!**

Instructor: Roger Zender

Monday, January 25, 2010 10:00am-Noon

With the adoption of Google Apps for email, the university community also has access to web applications like Documents, Spreadsheets, Presentations, Forms and Google Sites. These are powerful applications that are free for Faculty, Students and Staff to use. They provide easy access to create, collaborate and share information. This session will provide instruction on how to use each of these applications, including sharing, collaboration, permissions and integration with Microsoft Office products.

UNDERSTANDING RSS FEEDS

Instructor: Brian Gray

Friday, April 2, 2010 11:00am-Noon

Learn about RSS and how it has changed the information world. We will explore what options are available to access RSS feeds (readers or aggregators), how KSL and Case are using RSS feeds, and look at various RSS feeds and other resources available for free on the Internet or within our library databases.

UNDERSTANDING RSS FEEDS (ONLINE COURSE USING ADOBE CONNECT)

Instructor: Brian Gray

Wednesday, March 3, 2010 2:00-3:00pm

This class session will be offered totally online using Adobe Connect. It will consist of a presentation, including time for questions from participants. Registration will close 48 hours before the scheduled time, so that email invitations can be sent with log-in instructions.

INTRODUCTION TO SPSS

Instructor: Ann Holstein

Monday, January 25, 2010 **KSL-LL06** 2:00-5:00pm

General introduction to SPSS, designed for those who want to learn how to use SPSS for basic statistical analysis. Topics include working with and defining variables, running basic statistical tests, creating frequency distributions, measuring central tendency & dispersion, calculating standard scores, and creating basic graphs & scatterplots.

INTERMEDIATE SPSS

Instructor: Ann Holstein

Prerequisite: Introduction to SPSS

Monday, February 22, 2010 **KSL-LL06** 2:00-5:00pm

Picking up where *Introduction to SPSS* leaves off, participants will learn how to use more advanced statistical functions. Topics include making predictions and associations using Pearson & Spearman correlations, calculating simple & multiple linear regressions, advanced graphing and more.

INTRODUCTION TO STRUCTURED QUERY LANGUAGE (SQL)

Instructor: Roger Zender

Tuesday, February 9, 2010 9:00am-Noon

This course will provide students with an introduction and a foundation for understanding SQL programming. Students will learn how to use SQL to interact with relational databases. Additionally, students will learn about relational databases in general, and about some common tools and methodologies professionals use to understand them.

INTRODUCTION TO TEXT ENCODING IN THE HUMANITIES

Instructor: Rich Wisneski

Prerequisites: Familiarity with HTML and XML

Tuesday, March 23, 2010 9:00am-Noon

Wednesday, April 7, 2010 1:00-4:00pm

This class will introduce participants to text encoding and the Text Encoding Initiative (TEI). Participants will learn how to create TEI documents from short prose works and verse, including TEI headers and structural markup.

BASICS OF WIKIS

Instructors: Brian Gray and Roger Zender

Wednesday, February 17, 2010 10:30am-Noon

Learn about wikis, their various uses, and best practices to implementing your own wiki. Explore various examples in action such as the Case Wiki, Wikipedia, and others. Hands-on will get you started on Case Wiki and/or other alternatives like PBWiki.

INTRODUCTION TO XML

Instructor: Rich Wisneski

Prerequisites: Familiarity with HTML and XHTML

Wednesday, February 3, 2010 9:00am-Noon

This class will introduce participants to the basic principles of Extensible Markup Language (XML). Participants will learn how to create an XML document and gain experience with Namespaces and Document Type Definitions (DTD). Hands-on practice will be an integral part of the class.

INTERMEDIATE XML

Instructor: Rich Wisneski

Prerequisite: Introduction to XML

Monday, February 15, 2010 1:00-4:00pm

This course is a continuation of the *Introduction to XML* class with an emphasis on Schemas, Extensible Stylesheet Transformations (XSLT) and XPATH.

Case Western Reserve University FACULTY:

Interested in having your students use the Freedman Center for projects? We can customize and schedule training workshops to best fit your needs. Contact us for more information at freedmancenter@case.edu.

FREEDMAN CENTER MULTIMEDIA TOOLS

POWERPOINT-FROM INTRO TO ADVANCED

Instructor: Jared Bendis

Tuesday, January 12, 2010 1:30-4:30pm

Friday, February 12, 2010 1:30-4:30pm

Sunday, March 7, 2010 1:30-4:30pm

Tuesday, March 9, 2010 1:30-4:30pm

Friday, April 16, 2010 1:30-4:30pm

Tuesday, May 4, 2010 1:30-4:30pm

Learn PowerPoint from A to Z. More than just the technology, participants will learn how to use PowerPoint to plan, craft, design and present more effectively, taking advantage of features (such as audio and video) that you may not be aware of to produce better presentations for professional talks and for teaching purposes. In addition, participants will learn how to avoid "PowerPoint poisoning" and the pitfalls of using technology to alienate your audience instead of engaging them.

MULTIMEDIA AUTHORIZING

Instructor: Jared Bendis

Thursday, February 18, 2010 1:30-4:30pm

Friday, March 26, 2010 1:30-4:30pm

Creating your own interactive multimedia experience can be rich and rewarding. Pachyderm is an easy-to-use multimedia authoring tool designed for people who have little or no multimedia authoring experience. It's accessed through a web browser and is as easy to use as filling out a web form. Authors upload their own media (images, audio clips, and short video segments) and place them into pre-designed templates, which include built-in functionality for playing video and audio, linking to other templates, and other features.

AUDIO RECORDING & EDITING

Instructor: Jared Bendis

Tuesday, January 26, 2010 1:30-4:30pm

Friday, February 26, 2010 1:30-4:30pm

Friday, March 19, 2010 1:30-4:30pm

Friday, April 30, 2010 1:30-4:30pm

Learn the fundamentals and concepts of digital audio, from music to digitization to recording and editing your own podcasts.

INTRODUCTION TO DIGITAL VIDEO

Instructor: Jared Bendis

Thursday, January 14, 2010	1:30-3:30pm
Wednesday, February 3, 2010	1:30-3:30pm
Sunday, February 21, 2010	1:30-3:30pm
Tuesday, March 2, 2010	1:30-3:30pm
Wednesday, March 24, 2010	1:30-3:30pm
Monday, April 12, 2010	1:30-3:30pm

Learn the fundamentals of digital video: everything from codecs to distribution. Learn how to capture video, perform basic editing and encoding, incorporate your video into PowerPoint or post to YouTube. Even those with some experience will learn new tricks.

VIDEO EDITING

Instructor: Jared Bendis

Thursday, January 21, 2010	1:30-4:30pm
Friday, February 19, 2010	1:30-4:30pm
Tuesday, February 23, 2010	1:30-4:30pm
Sunday, February 28, 2010	1:30-4:30pm
Friday, March 12, 2010	1:30-4:30pm
Tuesday, March 16, 2010	1:30-4:30pm
Friday, April 23, 2010	1:30-4:30pm
Tuesday, May 11, 2010	1:30-4:30pm

This intensive workshop is dedicated to teach the complete fundamentals of video editing using Adobe Premiere Elements including titling, transitions, voice-over audio, and special effects.

DVD AUTHORIZING NEW!

Instructor: Jared Bendis

Wednesday, February 10, 2010	1:30-3:30pm
Sunday, February 21, 2010	3:30-5:30pm
Thursday, February 25, 2010	1:30-3:30pm
Wednesday, March 17, 2010	1:30-3:30pm
Wednesday, March 31, 2010	1:30-3:30pm

Learn the art of DVD production! From menus to chapter points, learn how to prepare your video clips for easy distribution.

DIGITAL IMAGES - PART 1

Instructor: Jared Bendis

Friday, January 15, 2010	1:30-3:30pm
Sunday, January 31, 2010	1:30-3:30pm
Tuesday, February 2, 2010	1:30-3:30pm
Monday, March 1, 2010	1:30-3:30pm
Tuesday, April 13, 2010	10:00am-Noon
Monday, April 26, 2010	1:30-3:30pm

Learn the fundamentals of digital imaging: everything from resolution and file formats to digital cameras and scanners. This workshop covers fundamental vocabulary, concepts, and theory needed to be successful in Photoshop. This session is required for those who want to take Digital Images - Parts 2, 3, and 4.

DIGITAL IMAGES - PART 2

Instructor: Jared Bendis

Prerequisite: Digital Images - Part 1

Wednesday, January 20, 2010	1:30-3:30pm
Sunday, January 31, 2010	3:30-5:30pm
Thursday, February 4, 2010	1:30-3:30pm
Wednesday, March 3, 2010	1:30-3:30pm
Thursday, April 15, 2010	10:00am-Noon
Wednesday, April 28, 2010	1:30-3:30pm

Participants will learn how to navigate Photoshop and to learn to perform basic image editing such as cropping, advanced rotation, and the elusive "levels" feature. Even those with some experience will learn some tricks from the advanced workflow. Please DO NOT register for this class if you have not taken Digital Images - Part 1.

DIGITAL IMAGES - PART 3

Instructor: Jared Bendis

Prerequisites: Digital Images - Part 1 and 2

Monday, January 25, 2010	1:30-3:30pm
Sunday, February 7, 2010	1:30-3:30pm
Tuesday, February 9, 2010	1:30-3:30pm
Monday, March 8, 2010	1:30-3:30pm
Tuesday, April 20, 2010	10:00am-Noon
Monday, May 3, 2010	1:30-3:30pm

Moving beyond basic workflow, this workshop covers the filter tools, painting tools, and selection tools (including blemish correction). Please DO NOT register for this class if you have not taken Digital Images - Part 1 and 2.

DIGITAL IMAGES - PART 4

Instructor: Jared Bendis

Prerequisites: Digital Images - Part 1, 2, and 3

Wednesday, January 27, 2010	1:30-3:30pm
Sunday, February 7, 2010	3:30-5:30pm
Thursday, February 11, 2010	1:30-3:30pm
Wednesday, March 10, 2010	1:30-3:30pm
Thursday, April 22, 2010	10:00am-Noon
Wednesday, May 5, 2010	1:30-3:30pm

Layers! The heart of Photoshop is using multiple layers! This workshop will cover layers and an alternate workflow for color correction using Adobe Bridge. Please DO NOT register for this class if you have not taken Digital Images Part - 1, 2, and 3.

DESKTOP PUBLISHING - PART 1

Instructor: Jared Bendis

Friday, January 22, 2010	1:30-4:30pm
Thursday, March 11, 2010	1:30-4:30pm
Sunday, March 14, 2010	1:30-4:30pm
Thursday, May 6, 2010	1:30-4:30pm

Trying to put together a flyer, newsletter, postcard, or poster and finding that Word and Photoshop just don't seem to work? Participants in this session will learn the fundamentals and concepts of desktop publishing through a variety of services and software packages.

DESKTOP PUBLISHING - PART 2

Instructor: Jared Bendis

Prerequisite: Desktop Publishing - Part 1

Friday, January 29, 2010	1:30-4:30pm
Thursday, March 18, 2010	1:30-4:30pm
Thursday, May 13, 2010	1:30-4:30pm

Have you outgrown Microsoft Publisher? Do you have specific desktop publishing needs but can't quite figure out this complex but powerful program? Participants in this fast paced session will learn the basic ins and outs of Adobe InDesign. Desktop Publishing - Part 1 is required!

HOW TO MAKE WEB PAGES USING HTML

Instructor: Thomas Hayes

Wednesday, March 10, 2010	KSL-LL06	9:00am-4:00pm
Wednesday, April 21, 2010		9:00am-4:00pm

This course will introduce you to Hypertext Markup Language (HTML) and creating web pages using HTML. The course will cover general information about the web, the anatomy of a Tag: headings, paragraph, text, title, breaks, etc.; Lists; Hyperlinks; formatting text; incorporating images/multimedia; and Tables: displaying information on a web page.

CASCADING STYLE SHEETS (CSS): INTRODUCTION NEW!

Instructor: Thomas Hayes

Wednesday, February 10, 2010	9:00-Noon
Friday, April 30, 2010	9:00-Noon

A Cascading Style Sheet (CSS) is a document/language used to describe the presentation (the look and feel) of another document written in a markup language, usually HTML, but it can be applied to XML documents (XSLT). CSS is designed primarily to enable the separation of document structure (written in HTML) from document appearance: including elements such as the colors, fonts, and layout. This class will cover the fundamentals, including DIVs, ids, classes, spans, and styles.

DREAMWEAVER CS4: INTRODUCTION

Instructor: Thomas Hayes

Wednesday, January 13, 2010	9:00am-Noon
Wednesday, February 17, 2010	1:00-4:00pm
Monday, March 22, 2010	9:00am-Noon
Monday, May 10, 2010	1:00-4:00pm

Learn the basics of creating web pages with this powerful software program. Become familiar with many of the program's features by building a fictional web site.

DREAMWEAVER CS4: INTERMEDIATE

Instructor: Thomas Hayes

Thursday, January 21, 2010	9:00am-Noon
Friday, February 26, 2010	KSL-LL06 1:00-4:00pm
Thursday, April 1, 2010	9:00am-Noon
Wednesday, May 19, 2010	1:00-4:00pm

Introduce advanced features into your site. Designed for users that already have a fundamental working knowledge of Dreamweaver.

DREAMWEAVER CS4: ADVANCED

Instructor: Thomas Hayes

Friday, January 29, 2010	9:00am-Noon
Wednesday, April 14, 2010	1:00-4:00pm
Thursday, May 27, 2010	9:00am-Noon

Adobe Dreamweaver provides a set of built-in tools that you can use to work with databases: connect to data sources, pull data out, put data in, search, and report results. This course will walk users through this process. The concepts used are similar regardless of the technology used: i.e., PHP, ASP, ColdFusion; demonstrating once again why Dreamweaver is a powerful application for working with your web sites. This course assumes you are familiar with databases and a somewhat more savvy than average computer user. Note, also, that this course will not discuss how to create a relational database, nor will it teach how to use any particular server side technology (other than what is necessary to accomplish the given task). Given time, this course will also look at Dreamweaver CS4's implementation of Adobe's Spry (a version of AJAX-asynchronous javascript and XML) and utilizing XML datasources.

MICROSOFT OFFICE APPLICATIONS

MS ACCESS 2007: DATABASE OVERVIEW PART 1

Instructor: Debbie Korodi

Tuesday, January 19, 2010 1:00-4:00pm

Do you want to know what Access is and how it might help you? This course gives you an overview of an Access database, and how to start a new database. Table creation is introduced, as well as adding, editing and deleting records.

MS ACCESS 2007: DATABASE OVERVIEW PART 2

Instructor: Debbie Korodi

Prerequisite: MS Access Database Overview Part 1

Thursday, January 28, 2010 1:00-4:00pm

Part 2 of Access Database Overview introduces you to the basics of creating queries, forms, and reports. Hands-on practice exercises are provided at the end of class to review what was learned in Parts 1 and 2. Bring a copy of your own database if you have specific questions about it.

MS ACCESS: ALL ABOUT QUERIES

Instructor: Debbie Korodi

Prerequisite: MS Access Database Overview Parts 1 and 2

Tuesday, February 16, 2010 1:00-4:00pm

This course uncovers the power of Access queries. Basic select queries are covered in addition to powerful action queries, including Update, Make Table, Append, and Delete. Setting up criteria, sorting, and calculated fields will be covered too. You should take this course prior to Access Forms and Reports.

MS ACCESS: FORMS

Instructor: Debbie Korodi

Prerequisite: MS Access: Database Overview Parts 1 and 2

Tuesday, April 27, 2010 9:00am-Noon

This course covers basic form design in addition to advanced topics including calculated fields, lookup fields, and subforms. Learn how to modify forms in both Layout view and Design view. Discover the advantages of using forms for data entry instead of table datasheets.

MS ACCESS: TABLE DESIGN & RELATIONSHIPS

Instructor: Debbie Korodi

Prerequisite: MS Access: Database Overview Parts 1 and 2

Monday, March 15, 2010 9:00am-Noon

Tables are the backbone of your database. This course focuses on creating tables to maximize data input and validation. Topics covered include naming fields, data types, and setting field properties. In addition, defining relationships, enforcing referential integrity, importing and linking will be covered.

MS ACCESS: REPORTS

Instructor: Debbie Korodi

Prerequisite: MS Access: Database Overview Parts 1 and 2

Wednesday, May 12, 2010 9:00am-Noon

This course concentrates on the many ways your data can be presented in a report. The Report Wizard is introduced and we go behind the scenes to work in both the Layout view and the Design view. Grouping, sorting, and calculating data is covered too.

MS EXCEL 2007: NEW FEATURES

Instructor: Debbie Korodi

Friday, February 5, 2010 9:00am-Noon

This course will cover new features of Excel 2007, such as the Ribbon, Office Button, and Quick Access Toolbar. The new Page Layout view will be discussed in addition to contextual tabs, and the new file format (.xlsx).

MS EXCEL 2007: BASICS - CREATING SPREADSHEETS

Instructor: Debbie Korodi

Tuesday, January 19, 2010 9:00am-Noon

Monday, March 22, 2010 KSL-LL06 1:00-4:00pm

This course will cover the basics of designing a spreadsheet with Microsoft Excel 2007. Topics include entering data, navigating, editing cells, page setup and formatting your worksheet. Basic formulas and functions are covered, as well as auto filling to save time.

MS EXCEL 2007: LIST MANAGEMENT TOOLS

Instructor: Debbie Korodi

Prerequisite: MS Excel: Basics - Creating Spreadsheets

Friday, April 9, 2010 1:00-4:00pm

This course covers Excel's list management tools. Sorting, custom lists, and data validation is covered. In addition, filtering, subtotaling, pivot tables and pivot charts are explored.

MS EXCEL 2007: CHARTING

Instructor: Debbie Korodi

Prerequisite: MS Excel: Basics - Creating Spreadsheets

Monday, March 15, 2010 1:00-4:00pm

Enhance your Excel data by creating charts. Many different chart types are explored, such as column, bar, and pie. Learn to work with the new Chart Tools tabs (Design, Layout, and Format). Moving, sizing and printing charts are covered too.

MS EXCEL 2007: FORMULAS & FUNCTIONS

Instructor: Debbie Korodi

Prerequisite: MS Excel: Basics - Creating Spreadsheets

Friday, March 5, 2010

9:00am-Noon

This course covers formulas and using many of Excel's common functions. Relative versus absolute references is explained, in addition to naming and linking cells. Some of the functions covered are SUM, AVERAGE, IF, VLOOKUP, SUBTOTAL, and CONCATENATE.

MS EXCEL 2007: EVALUATE & INTERPRET DATA

Instructor: Debbie Korodi

Prerequisite: Extensive experience with Excel 2007 spreadsheets

Monday, April 19, 2010

1:00-4:00pm

Excel provides many tools to evaluate information. This course covers a variety of topics including naming cells, IF function, Conditional Formatting, Conditional Sums Wizard, Form Controls, Goal Seek, Solver, Scenario Manager, Data Tables, and data Consolidation. This course is NOT for the novice Excel user.

MS EXCEL 2007: ADVANCED COURSE

Instructor: Debbie Korodi

Prerequisite: Extensive experience with Excel 2007 spreadsheets

Wednesday, May 12, 2010

1:00-4:00pm

This Advanced Excel course covers a variety of topics. Working with nested functions and advanced list management features will be discussed. In addition importing and exporting data will be covered. Also, running, recording and basic editing of macros is included. This course is NOT for the novice Excel user.

MS WORD 2007: NEW FEATURES

Instructor: Debbie Korodi

Thursday, January 28, 2010

9:00am-Noon

This course will cover new features of Word 2007, such as the Ribbon, Office Button, and Quick Access Toolbar. Contextual tabs and the new file format (.docx) will be discussed.

MS WORD 2007: TABS, INDENTS AND STYLES

Instructor: Debbie Korodi

Friday, March 5, 2010

1:00-4:00pm

This class covers many paragraph formatting features. Setting custom tabs and indenting paragraphs are discussed. In addition, alignment, line spacing, bullets, numbering, and borders are covered. Finally, learn how to apply and create your own styles to quickly format your document.

MS WORD 2007: TABLES, COLUMNS, GRAPHICS & DRAWING TOOLS

Instructor: Debbie Korodi

Monday, March 22, 2010

KSL-LL06

9:00am-Noon

This course covers tables completely and then covers columns as a feature of their own and in contrast to tables. Add graphics and use drawing tools and you'll be doing desktop publishing with ease. Topics include: creating and setting up tables/columns, inserting & deleting, formatting, tables, clip art, merging/splitting cells, and more.

MS WORD 2007: MAIL MERGE

Instructor: Debbie Korodi

Monday, April 19, 2010

9:00am-Noon

This class will teach you how to save time by using Mail Merge to create form letters, envelopes and labels. Find out how to use selective merging and sorting of data. Also, merge data from other sources like Excel or Access.

MS WORD 2007: MACROS, TEMPLATES AND FORMS

Instructor: Debbie Korodi

Tuesday, April 27, 2010

1:00-4:00pm

Learn how to save time by creating templates to standardize documents. Create custom forms that users can fill in; use the Macro Recorder to automate repetitive tasks; assign keyboard shortcuts; and make simple edits to VBA code.

Case Western Reserve University GRADUATE STUDENTS

KELVIN SMITH LIBRARY STAFF can help you with creating and formatting your thesis or dissertation to be submitted electronically. Opportunities are available for graduate students to attend a MS Word 2007 class specifically to learn the skills necessary to create your document.

Graduate students can also reserve one-on-one sessions with our instructor to answer specific questions related to your thesis/dissertation.

See the following for specific class times and individual session opportunities.

MS WORD 2007 FOR SUBMITTING YOUR THESIS/DISSERTATION

Instructor: Debbie Korodi

Friday, February 5, 2010

1:00-4:00pm

This class is designed to help GRADUATE STUDENTS use MS Word 2007 to create and format their thesis/dissertation to be submitted electronically. In this class you will learn about page formatting, such as margins, custom headers, and footers. In addition, you will learn about features like tabs, indents and tables. You will understand what section breaks are and when you need them instead of a page break. You will apply heading styles and learn how to generate a Table of Contents. Also, create footnotes, captions, cross references, a bibliography, and convert your Word document to a PDF file. Register through the CaseLearns online system at library.case.edu/caselearns.

GRADUATE STUDENTS - THESIS/DISSERTATION ONE-ON-ONE APPOINTMENTS

Schedule thirty-minute or one-hour sessions by calling Library Administration at (216) 368-2992 or email: caselearns@case.edu.

All one-on-one sessions take place in KSL's **Freedman Center**, located on the main floor of the library. You will receive an email confirmation of your reservation.

Spring session one-on-one appointments are available on the following dates:

Tuesday, February 16	4:30-6:30pm
Friday, March 5	4:30-6:30pm
Monday, March 15	4:30-6:30pm
Monday, March 22	4:30-6:30pm
Friday, April 9	4:30-6:30pm
Monday, April 19	4:30-6:30pm
Tuesday, April 27	4:30-6:30pm
Wednesday, May 12	4:30-6:30pm



All sessions meet in the Health Center Library, Room 244

ENDNOTE FOR WINDOWS

Instructor: Michael McGraw

Thursday, February 4, 2010 1:00-2:30pm

Wednesday, April 21, 2010 10:00-11:30am

Learn how to organize references easily and create bibliographies within Microsoft Word.

EVIDENCE BASED PRACTICE

Instructor: Michael McGraw

Wednesday, April 7, 2010 10:00-11:30am

Full text topic reviews of the evidence-based medical literature, provides authoritative "bottom line" evidence-based information ideal for doctors and nurses.

MEDLINE

Instructor: Michael McGraw

Thursday, February 25, 2010

1:00-2:30pm

Learn to search Medline effectively. Medline, the bibliographic database of the National Library of Medicine, is the computerized counterpart of Index Medicus, the Index to Dental Literature, and the International Nursing Index.

NIH PUBLIC ACCESS

Instructor: Staff

By Appointment. Please contact: hceref@case.edu

Learn about the NIH's new policy, copyright and how to site with EndNote and Reference Manager.

NURSING INFORMATION

Instructor: Michael McGraw

Wednesday, February 10, 2010

3:00-4:30pm

Learn to develop a strategy to search the World Wide Web for health and professional information. Learn to take a critical look at web sites for quality and reliability.

REFERENCE MANAGER FOR WINDOWS

Instructor: Kathleen Blazar

Tuesday, March 2, 2010

10:00-11:00am

Learn how to organize references easily and create bibliographies within Microsoft Word.

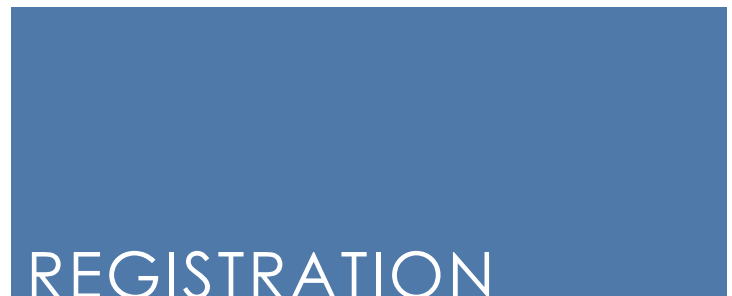
SCHOLARLY ELECTRONIC JOURNALS IN HEALTH SCIENCES

Instructor: Kathleen Blazar

Tuesday, January 12, 2010

10:00-11:00am

This session will demonstrate to the user how to locate electronic journals on the web, how to read them with Adobe Acrobat, how to print, how to save, etc.



Please register through the online registration system: <http://library.case.edu/caselearns>

Any questions, please contact us:

Email: caselearns@case.edu

Phone: 216-368-2992