



October 2017



Technology Workshops

In October, workshops are offered in the following categories:

- Apple Skills
- Building an Online Business: Workshops for Creatives
- Microsoft Office
- Photos, Video & Media
- Python
- Robots!
- 3D Printing

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 Open Computer Lab 1:00 PM to 4:00 PM Learning to Program in Python 6:30 PM to 8:00 PM	3 Advanced Registration Required for All Classes Visit: Information Desk Call: 781-235-1610 x1105 Online: WellesleyFreeLibrary.org	4	5 Introduction to Word 2016 10:00 AM to 12:00 PM Etsy Shop Management 6:30 PM to 8:30 PM	6 Travel Planning Online 2:00 PM to 3:00 PM	7 
9 <i>Library Closed</i>	10 'For Sale!' Online Selling Tips and Tricks 10:00 AM to 12:00 PM YouTube 101: Creating Your Own YouTube Page 6:30 PM to 8:00 PM	11 Getting the Most Out of Your iPhone (Part 1) 1:00 PM to 3:00 PM	12 Intermediate MS Word 2016 10:00 AM to 12:00 PM Launching a Podcast 6:30 PM to 8:30 PM	13 Apps for Artists 2:00 PM to 3:30 PM	14 Did you know? Many WFL technology workshops are made possible by support from the Wellesley Free Library Foundation.
16 Open Computer Lab 1:00 PM to 4:00 PM Learning to Program in Python 6:30 PM to 8:00 PM	17 Digital Wellesley Townsman! 10:00 AM to 11:00 AM Photoshop Elements 15 (Part 1) Organizing Your Digital Photos 6:30 PM to 8:00 PM	18 Introduction to MSPublisher 2016 10:00 AM to 12:00 PM Getting the Most Out of Your iPhone (Part 2) 1:00 PM to 3:00 PM Online Privacy: Using the Internet Safely 6:30 PM to 8:30 PM	19 Advanced MS Word 2016 10:00 AM to 12:00 PM Email Newsletters: Build an Audience and Customer Base 6:30 PM to 8:30 PM	20	21
23 Open Computer Lab 1:00 PM to 4:00 PM Learning to Program in Python 6:30 PM to 8:00 PM	24 Photoshop Elements 15 (Part 2) Editing Your Digital Photos 6:30 PM to 8:00 PM	25 Intermediate MS Publisher 2016 10:00 AM to 12:00 PM	26 Twitter: Searching and More 2:00 PM to 3:00 PM	27 Learn How to Get Free Digital Magazines! 2:00 PM to 3:00 PM	28 3D Print a Name Keychain 1:00 PM to 3:00 PM
30 Small Business Builder 10:00 AM to 11:00 AM Open Computer Lab 1:00 PM to 4:00 PM Hello, Robot! 7:00 PM to 8:00 PM	31 Robot Lab by Appointment Register for a 45 minute hands-on session to test your Choregraphe program or to simply learn more about the NAO robots. Please email wflrobots@minlib.net to arrange an appointment.				

Open Computer Lab — Mondays 1 PM to 4 PM
Bring your projects and your questions! Help is available from technology trainers and knowledgeable volunteers.

October 2017 Technology Class Descriptions

APPLE SKILLS

Getting the Most Out of Your iPhone (Parts 1 & 2)
Learn how to take full advantage of all the amazing features your iPhone offers: great camera and video capabilities, text messaging, Siri, FaceTime, calendars, contacts and more. We will also demonstrate some key features of iOS 10 (Apple's new operating system for your iPhone). Skills required: experience with iPhones is helpful but not necessary.

Instructors: Marjorie & Carol Wein

BUILDING AN ONLINE BUSINESS: WORKSHOPS FOR CREATIVES

Etsy Shop Management (Arnold Room)
Etsy is a quick, easy, and inexpensive way for artists and makers to vend their goods to customers all over the world. Getting seen takes effort and skill. Learn how to optimize your Etsy shop for maximum impact and acquire marketing strategies to drive traffic and sales to your shop.

Presenter: Abby Glassenberg

Launching a Podcast (Arnold Room)
A podcast is an independently produced radio show distributed on the internet. Get your voice and your ideas out there by starting your own podcast. Hone in on a strong idea for your show, learn what equipment you'll need to get started, and come up with a plan to market your show and build listenership.

Presenter: Abby Glassenberg

Email Newsletters: Build an Audience and Customer Base (Arnold Room)
While not everyone is on every social media channel, everyone checks their email, often several times a day. With an email newsletter you can grow a strong and loyal community around your work. Compose a concrete plan for creating or reviving your email newsletter.

Presenter: Abby Glassenberg

MICROSOFT OFFICE

Introduction to MS Word 2016
In this introductory lesson you will learn to create documents, edit, format, save, and place your favorites on the Quick Access toolbar. A new expanded Ribbon makes accessing desired commands much easier. Learn how to use the 'Tell Me How To...' function that augments the former Help system found in earlier versions. Skills required: basic computer skills.

Instructor: Phillis Mays

Intermediate MS Word 2016
We will review the Spelling and Grammar checker. Discover the contextual tabs that make inserting photos and tables easier, and master the photo editing tools now included in Word. Insert screenshots from other windows, either cropped or in full, into your Word documents. Examine the history list that retains earlier versions of your revisions. Skills required: 'Introduction to MS Word' or prior experience with the program.

Instructor: Phillis Mays

Advanced MS Word 2016
Topics include Smart Lookup, powered by Bing, a new feature that brings research directly into your Word document. Learn advanced collaboration tools that simplify co-editing and sharing. This new version allows you to work on all devices from PCs and Macs to tablets, phones, iPads, Android devices and cloud apps such as OneDrive. Skills required: previous series classes or extensive experience with MS Office.

Instructor: Phillis Mays

Introduction to MS Publisher 2016
Publisher is a great application for creating visually rich, professional looking publications without having to learn a complicated desktop publishing program. Many of the operations are similar to those in other MS Office 2016 programs. Skills required: copying and pasting, selecting areas with the mouse, drag and drop.

Instructor: Phillis Mays

Intermediate MS Publisher 2016
Learn to link text boxes in newsletters, incorporating photos and clip art, columns, a table of contents, and pagination. Discover the building blocks feature that allows users to add reusable features such as an editorial board list, advertisements and calendars of events. Skills required: 'Introduction to Publisher' or instructor permission.

Instructor: Phillis Mays

ROBOTS
Hello, Robot! *(Previously named Introduction to Choregraphie)*
Learn how to program the NAO robots with Choregraphie. All ages are welcome to this class to learn the basics of Choregraphie, the software that is used to program and control the robots. **Please sign up each person up individually, including parents and guardians who are attending.**

Instructor: Library Staff

PHOTOS, VIDEO & MEDIA

Photoshop Elements 15 (Part 1) — Organizing Your Digital Photos
This class will introduce students to Adobe Photoshop Elements 15 and provide an in-depth overview of the digital photo organizational features of the program. Skills required: an understanding of computers and digital photography.

Instructor: James Joyce

Photoshop Elements 15 (Part 2) — Editing Your Digital Photos
This follow-up class focuses on digital image editing features of Adobe Photoshop Elements 15. We will also cover ways to share your photographs using the program. Skills required: must have taken Photoshop Elements 15: Part 1.

Instructor: James Joyce

YouTube 101: Creating Your Own YouTube Page
Learn how to create your own YouTube page and upload your videos. Also covers sharing videos across social media platforms and websites. Skills required: none.
The above Video & Media workshops are made possible by a grant from the Wellesley Media Corporation to the Wellesley Free Library Foundation, and are open to anyone who lives, works, or attends school in Wellesley.

Instructor: James Joyce

PYTHON

Learning to Program in Python
This six-week course began in September. Registration is filled.

Instructor: Jim Klumpp

3D PRINTING

3D Print a Name Keychain
Welcome to the world of 3D printing! In this workshop, associates from Toysinbox will guide you through the process of designing a name keychain to 3D print in two colors! Skills required: none.

Instructors: Toysinbox

YOUR ONLINE LIFE

Apps for Artists
Whether you're a painter, writer, or musician, there are a wealth of apps to help you expand your craft. Please note: not all apps explored in class are available for Android or non-iOS devices. Skills required: experience with mobile applications helpful.

Instructor: Anna Dorste

Digital Wellesley Townsman!
The digitized Wellesley Townsman has a new look. Details of using the new interface, including search, browse and viewer modes will be discussed. We will look at different ways of searching and options for downloading and printing. The Townsman is digitized for the years 1906-1989. Skills required: basic computer skills, including using tabs.

Instructor: Tyson Bolles

E-Magazines with RB Digital
NEW to the Wellesley Free Library: digital magazines! We will show you how to use the RBdigital application on a web browser and on your mobile device, including how to download the app. Bring your library card login information. Skills required: experience with mobile applications helpful but not required.

Instructor: Anna Dorste

‘For Sale!’ Online Selling Tips & Tricks
Review the numerous online selling apps and see how outlets like Facebook and Next-door.com enable local sales, yard sales and purchases with nearby neighbors. Skills required: basic computer skills including using the Internet.

Instructor: Deb Robi

Small Business Builder
Learn how to use a step-by-step online planning tool for starting, managing and optimizing a business or non-profit by developing a successful long term business plan. Skills required: basic computer skills including using tabs.

Instructor: Sue Hamilos

Online Privacy: Using the Internet Safely
How do you know that you are safe on the Internet? How can you keep yourself protected? This course outlines many of the steps that you can take to protect yourself and your information on the Internet. Skills required: basic computer and internet skills.

Instructor: Carlo Cence

Travel Planning Online
Great research skills will help you plan better travel. Topics covered include structuring and refocusing web searches, identifying top travel books and travel-specific sites, using library databases, etc. Also introduces the WFL's new international travel information database. Skills required: basic computer skills including web searching.

Instructor: Mary Kate LeCam

Twitter: Searching and More
Learn how to use Twitter, focusing on common uses, best practices and Twitter terminology. Skills required: none.

Instructor: Mary Kate LeCam