

## Learning Centre **Short Guide** to Induction Basics

### KEY

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|---|---|
| A | Ask one of the Learning Centre staff for help   |
| L | Look at a leaflet at one of the LC Helpdesks or print a copy  |
| W | Watch a video tutorial at <a href="http://induction.yorkcollege.ac.uk">http://induction.yorkcollege.ac.uk</a> |

How do I find out about...	Where to look...		
1 Getting a username and password for the computers and logging on	A	L	W
2 Setting up my printing credit	A	L	W
3 Where to find resources in the Learning Centre	A	L	W
4 Borrowing resources	A	L	W
5 Searching for a book or other resource using the OPAC library catalogue	A	L	W
6 The Learning Centre on Blackboard	A	L	W
7 Finding e-books on-line	A	L	W
8 Finding journals	A	L	W
9 Who's who in the Learning Centre	A	L	W
10 Creating and saving a Word document	A	L	W
11 Sending a document to print	A	L	W
12 Collecting printing and what it costs	A	L	W
13 Opening a saved document	A	L	W
14 Moving or copying a document	A	L	W
15 Photocopying a document	A	L	W

Print this document at <http://induction.yorkcollege.ac.uk>