

Simmons UNIVERSITY

School of Library and Information Science

Technology Guidelines for SLIS Students

Note: These expectations are addressed to LIS students only.

Whether you plan to work in a library, archives, cultural heritage institution, or other information setting, technology will be a part of your professional life. The Simmons LIS curriculum provides all students with the opportunity to advance their technological skills in its core courses (including LIS 488: Technology for Information Professionals) as well as in its elective course offerings.

While all students enter the LIS program with different talents, skills, and abilities, LIS instructors expect all students to possess a baseline of knowledge, skill, and familiarity with technology. At a minimum, incoming LIS students should be competent in the following areas (see below for further details):

- Computing in a Windows or Mac Environment
- Digital File Management
- Internet Searching and Browsing
- Google Apps for Education, including Email
- Using Productivity Software (word processing, spreadsheet, and slide presentation software)

To ensure your readiness to begin coursework, take a few minutes to review the list of technology competencies outlined below. Are there areas you feel unsure about? If so, follow the links to access tutorials and review the materials on that topic. Your goal is to become comfortable and familiar with each of the baseline skills or topics described below.

Lynda.com Online Training

Several of the following resources link to the Lynda.com website for online training videos. All Simmons students have full access to Lynda.com with their Simmons accounts. For instructions on how to log in with your Simmons username and password see the how-to article on the Simmons Technology Support page:

<http://servicedesk.simmons.edu/articles/index.php?action=showEntry&data=3714&searchText=lynda>

This list was developed by the SLIS Technology Committee, in cooperation with the greater SLIS faculty. It was last reviewed and approved by the faculty in the Spring of 2016.

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Computing in the Windows or Mac Environment:

Whether you use a PC or a Mac, you should be familiar with some basic computer functions including cutting and pasting text, taking screenshots, using a portable USB flash drive, installing software, and updating your operating system.

Not sure how to do some of these things? Review the following tutorials for help:

Cutting and Pasting: how to copy or remove text from one location and insert it in another location “How to Copy, Cut, and Paste for Beginners,” from *Lifehacker*: <http://lifehacker.com/5801525/help-new-pc-users-learn-how-to-copy-cut-and-paste>

Taking Screenshots: how to take a picture or capture an image (“screengrab”) of what is on your computer screen

Taking Screenshots on a PC:

“Create screenshots using the Snipping tool”

<https://www.lynda.com/Windows-tutorials/Create-screenshots-using-Snipping-tool/423907/546377-4.html>

“Use Snipping Tool to capture screenshots,” from Microsoft support:

<http://windows.microsoft.com/en-us/windows/take-screen-capture-print-screen#take-screen-capture-print-screen=windows-8>

Taking Screenshots on a Mac:

“How to Take a Screenshot on Your Mac” from Apple support:

<https://support.apple.com/en-us/HT201361>

Portable Drives: How to use portable storage in the form of a USB Drive (sometimes called jump or flash drives), a very useful tool for the professional on the go

General Information:

“How to Use a USB Flash Drive,” from *WikiHow*:

<http://www.wikihow.com/Use-a-USB-Flash-Drive>

Mac:

“Portable storage devices,” from *Lynda.com*:

<https://www.lynda.com/Mac-OS-tutorials/Portable-storage-devices/588033/720184-4.html>

PC:

“Portable storage devices,” from *Lynda.com*:

<https://www.lynda.com/Windows-tutorials/Portable-storage-devices/449032/479044-4.html>

Installing Software: How to install programs (e.g. Microsoft Office 2016) or apps (e.g. Dropbox) on your personal computer

Mac: “macOS Sierra: Install, update, and uninstall apps,” from Apple support:

https://support.apple.com/kb/PH25083?viewlocale=en_US&locale=en_US

PC: “How to install programs on Windows 10,” from Microsoft support:

<https://support.microsoft.com/en-us/help/4026235/windows-10-how-to-install-programs>

Updating the Operating System: How to update your computer’s operating system

Mac:

“Update the software on your Mac,” from Apple support:

<https://support.apple.com/en-us/HT201541>

PC:

“Keep your PC up to date,” from Microsoft support:

<http://windows.microsoft.com/en-us/windows/windows-update>

Digital File Management:

Proper management of your digital assets (typically stored in files) is important. Skills such as creating folders, working with files and folders, understanding file types, compressing and uncompressing files, saving/converting files, and managing files in the cloud can make your digital life more efficient and productive.

Not sure how to do some of these things? Review the following tutorials for help:

Creating Folders: How to create folders on a PC or Mac to help organize your files

Mac:

Folder basics from Apple support:

<https://support.apple.com/guide/mac-help/organize-files-using-folders-mh26885/mac>

PC:

“How to Create a New Folder in Windows 10,” from Microsoft support:

<https://www.webucator.com/how-to/how-create-new-folder-windows-10.cfm>

Working with Files and Folders: Tips, Tricks, and Best Practices for working with files and folders

Mac:

“Creating, copying, moving and renaming files and folders”

<https://www.lynda.com/Mac-OS-tutorials/Creating-copying-moving-renaming-files-folders/495272/544469-4.html>

PC:

“Creating, copying, moving, and renaming files and folders,” from Lynda.com:

<https://www.lynda.com/Windows-tutorials/Creating-copying-moving-renaming-files-folders/511295/518836-4.html>

Understanding File Types: How to interpret file extensions (the combinations of letters that come after the filename, like “docx” and “pdf”) and directory locations (where a file is saved in your computer, portable storage, or on a server)

Mac:

“Understanding files, folders, and directories,” from *Lynda.com*: www.lynda.com/Mac-OS-tutorials/Understanding-files-folders-directories/588033/720169-4.html

PC:

“Understanding files, folders, and directories,” from *Lynda.com*: www.lynda.com/Windows-tutorials/Understand-files-folders/449032/479029-4.html

Compressing and Uncompressing Files: making files smaller--compressing them--so that they take up less storage space on your computer and can be sent to others more easily via email and returning compressed files to their "original" size--uncompressing them. A group of files or a folder can be compressed as well, a process called "zipping."

Mac:

"Zipping and unzipping archive files," from *Lynda.com*: www.lynda.com/Business-Software-tutorials/Zippping-unzipping-archive-files/606045/665481-4.html

PC:

"Zipping and unzipping packages," from *Lynda.com*: www.lynda.com/Windows-tutorials/Zippping-unzipping-packages/379064/423185-4.html

Saving/converting files: storing the work you have completed in a file housed on your computer, in the cloud, or in another storage device

Mac:

"Opening and saving files," from *Lynda.com*:
www.lynda.com/Mac-OS-tutorials/Opening-saving-files/588033/720176-4.html

PC:

"How to open and save files," from *Lynda.com*:
www.lynda.com/Windows-tutorials/How-open-save-files/449032/479036-4.html

Managing Files in the Cloud: Instead of saving files to your computer's hard drive or to a flash drive, you might save files in the "cloud," remote storage on a distant server that you can access via the Internet (Google Drive is an example of one cloud storage service).

"Get Started with Drive: Upload and store," from *Google Apps Learning Center*:
https://support.google.com/a/users/answer/9310458?hl=en&ref_topic=9296420

"Get Started with Drive: Organize and search," from *Google Apps Learning Center*:
https://support.google.com/a/users/answer/9310349?hl=en&ref_topic=9296420

Internet Searching and Browsing:

The internet is an integral part of our digital lives. As such, it is important to be familiar with a range of skills from navigating the web to contributing to the web. These skills include topics such as: accessing a Universal Resource Locator (URL) or website address, creating and managing bookmarks, installing browser plugins, accessing digital objects, viewing the source code of a web page, uploading and downloading files to/from a web server (SFTP), and editing Wikis.

Not sure how to do some of these things? Review the following tutorials for help:

n.b. Google Chrome is the browser recommended by the Simmons Service Desk. If you are using another browser you may need to research information specifically for your configuration.

Accessing a Universal Resource Locator (URL): finding a website when you know the web address

Type the URL into your Browser's Address Bar. "Search the web on Chrome," from *Chrome Help*:

https://support.google.com/chrome/answer/95440?hl=en&ref_topic=14676

Creating and Managing Bookmarks: saving web pages you visit frequently so that you can reference them easily

"Bookmarks," from *Chrome Help*:

https://support.google.com/chrome/topic/3434409?hl=en&ref_topic=3434340

Installing Browser Plugins: Browser "plugins" are special programs that can be attached to your Internet browser to enhance functionality. For example, the Adobe Flash Player plugin allows you to view some kinds of animation in your browser while the Adobe Reader plugin allows you to view some PDF documents in your browser

"Play Flash audio, video, and other content," from *Chrome Help*:

<https://support.google.com/chrome/answer/142064?hl=en>

Accessing Digital Objects:

Digital Objects include documents (.pdf, .docx, etc.), Images, Sound and Moving Image files. Generally these files will either open in the browser or download to your computer to be opened using a locally installed program. Be sure to review your screen for indications of missing plugins as these will assist you in troubleshooting.

Viewing the Source Code of a Webpage: the "source code" of a webpage is a list of computer instructions that govern how information is presented on a webpage

"How to View Source Code," from *wikiHow.com*:

<http://www.wikihow.com/View-Source-Code>

Uploading and Downloading Files To/From a Web Server (SFTP): "SFTP" stands for "Secure File Transfer Protocol" and describes the transfer, access, and maintenance of files over a data stream or network

"Understanding FTP," from *Lynda.com*

<https://www.lynda.com/FTP-tutorials/What-FTP/189068/364891-4.html>

Editing Wikis: a "wiki" is a website created with software to allow multiple users the opportunity to add, edit, or change its content and structure. Wikis are a commonly used collaborative tool.

"Help:Editing," from *MediaWiki.com*: <https://www.mediawiki.org/wiki/Help:Editing>

Google Apps for Education, including Email:

All students at Simmons College have access to the Google Apps for Education Suite. This includes Gmail, Hangouts, Calendar and Drive. You should be familiar with using the tools provided to you in this suite of tools as they are useful for communication and collaboration.

Not sure how to do some of these things? Review the following tutorials for help:

General:

“Google Apps for Students,” from *Lynda.com*:

www.lynda.com/Apps-Education-tutorials/Google-Apps-Students/142961-2.html

Email:

“Get started with Gmail - Compose and send,” from *Google Apps Learning Center*:

<https://apps.google.com/learning-center/products/gmail/get-started/>

“Reply vs. Reply All,” from *Lynda.com*:

www.lynda.com/Windows-tutorials/Reply-vs-Reply-All/68554/71182-4.html

Hangouts:

“Get started with Hangouts - Start a Hangout from Gmail,” from *Google Apps Learning Center*:

<https://apps.google.com/learning-center/products/hangouts/get-started/#section-1-1>

Calendar:

“Calendar,” from *Google Apps Learning Center*: <https://apps.google.com/learning-center/products/calendar/#/list>

Drive:

“Drive,” from *Google Apps Learning Center*:

<https://apps.google.com/learning-center/products/drive/#/list>

Using Productivity Software:

Productivity Software consists of commonly used tools such as Microsoft Word, Excel, and PowerPoint. In addition to the Google Apps for Education Suite, students should be familiar with the use of desktop productivity software as it is commonly used in the home and office.

Not sure how to do some of these things? Review the following tutorials for help:

Word: word-processing software:

“Office 365: Word Essential Training,” from *Lynda.com*: www.lynda.com/Word-tutorials/Word-Office-365-Essential-Training/378103-2.html

Word 2016 Essential Training,” from *Lynda.com*: www.lynda.com/Word-tutorials/Word-2016-Essential-Training/378044-2.html

Excel: spreadsheet software

“Office 365: Excel Essential Training,” from *Lynda.com*: www.lynda.com/Excel-tutorials/Excel-Office-365-Essential-Training/376986-2.html

“Excel 2016 Essential Training,” from *Lynda.com*: <https://www.lynda.com/Excel-tutorials/Excel-2016-Essential-Training/376985-2.html>

PowerPoint: presentation software

“Office 365: PowerPoint Essential Training,” from *Lynda.com*: www.lynda.com/PowerPoint-tutorials/PowerPoint-Office-365-Essential-Training/375927-2.html

PowerPoint 2016 Essential Training,” from *Lynda.com*: www.lynda.com/PowerPoint-tutorials/PowerPoint-2016-Essential-Training/375928-2.html

Open Source alternatives: What Open Source alternatives to Microsoft Office are available to me?

Open Office: <https://www.openoffice.org/>

Libre Office: <https://www.libreoffice.org/>

Plain Text Editor: What is a Plain Text Editor?

“Plain text files vs. word processor files,” from *Wikipedia.com*:
https://en.wikipedia.org/wiki/Text_editor#Plain_text_files_vs._word_processor_files

Recommended Resources

Want more information? Have a question that was not addressed yet? You may find the following sites helpful:

Lynda: <http://www.lynda.com> - Log into Lynda.com using Organization Login and your Simmons College credentials

W3C Schools: <http://www.w3schools.com> - Tutorials for web development

Connecting to Simmons WiFi while on campus: How to connect to Simmons’ WiFi
<http://servicedesk.simmons.edu/articles/?action=showEntry&data=1964>