



So Many Devices, So Little Time

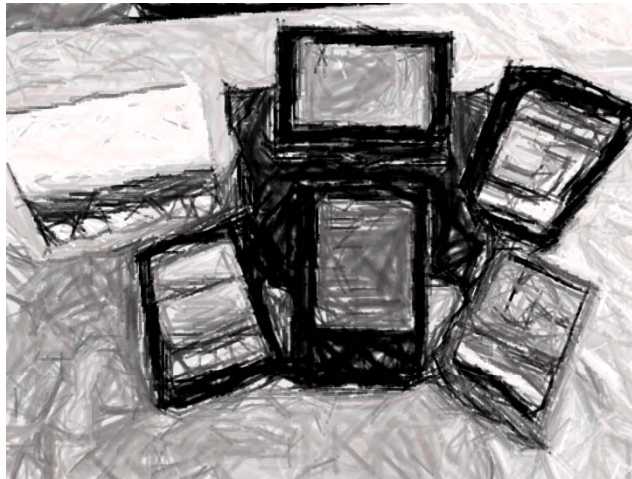
mobile device training

Goals

- Practical ways to offer training
- Steps to getting started
- Share training outlines
- Ways to manage formal training sessions
- Share ideas on one-on-one trainings

Where do we begin?

- It depends.



Depends on...

- What your patrons need!

- How to use the device

Or

- How to borrow eBooks from their library



Truth!



- If patrons are not comfortable with their device, they will not borrow eBooks from the library.

E Reading Devices

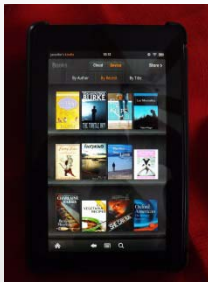
- Nook
- Nook Color
- Nook Tablet
- Nook Simple Touch/glow
- Nook HD – 2 sizes
- Kindle basic
- Kindle Keyboard
- Kindle Paperwhite
- Kindle Fire
- Kindle Fire HD
- Kobo Mini
- Kobo Glo
- Kobo Touch
- Kobo Arc
- Sony Reader
- Pandigital
- Novel color eReaders
- Pandigital Novel ePaper eReaders
- Pandigital Novel Color Multimedia eReaders

Tablets

- Microsoft Surface
- Samsung
- Lenovo
- HP
- Dell
- Google Nexus
- iPad
- Pandigital

Know your patrons

- What are the most popular devices in your community?
 - Device specific trainings are easiest to manage



Where to start

- Select type of training to offer
- Choose a presenter
- Create a lesson plan
- Plan a space
- Select a date & time
- Advertise





Mobile Device training at Great Falls Public Library! August 6, 2012

Questions? Call GFPL Information Department at 453-0349



What you'll learn:

- ✦ How to manage your device
- ✦ How to navigate your device
- ✦ How to download books and apps
- ✦ How to access and change the device settings
- ✦ How to borrow digital library books from Montana Library 2 Go.

When to come:

Amazon Kindle e-Ink devices: 10:00 am to 11:30 am

Amazon Kindle Fire: 12:30 pm to 2:00 pm

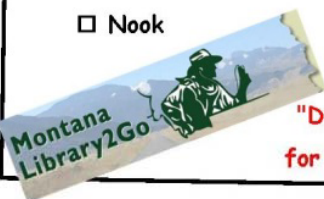
Barnes and Noble Nook Devices: 2:30 pm to 4:00 pm

iPad: 4:30 pm to 6:00 pm

Can't make the assigned device time? Don't see your specific device? No worries! drop-in when you can with your device. We'll do our best to provide assistance to all.

What to bring:

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Yourself | <input type="checkbox"/> Kindle e-ink | <input type="checkbox"/> mp3 player |
| <input type="checkbox"/> Library card | <input type="checkbox"/> Kindle Fire | <input type="checkbox"/> Smart phone |
| <input type="checkbox"/> Nook | <input type="checkbox"/> iPad or iPod | <input type="checkbox"/> Laptop computer |
| <input checked="" type="checkbox"/> Any of the above | | |



**"Don't forget to bring your user name and password
for your Amazon, Barnes & Noble, or Apple account!"**

Advertise

Objectives

Device Classes

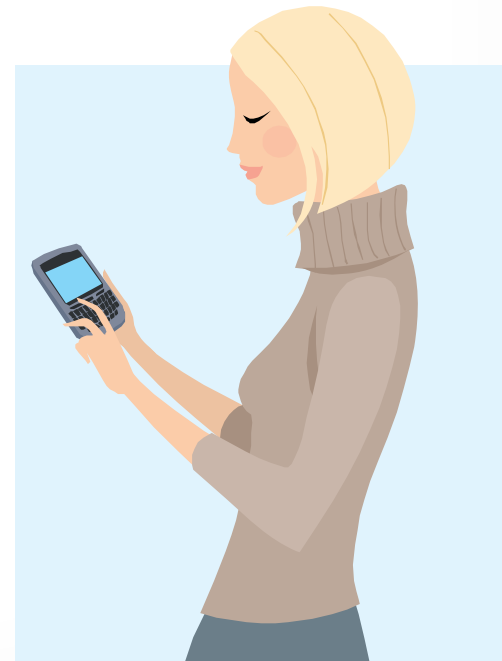
- Power settings
- Home screen
- Apps preloaded to device
- Settings
- Book settings
- Store
- Apps

Library Lending Classes

- Setting up an account
- Record/remember account information
- How to find books
- How to check out
- How to download
- Lending rules

Learn the device

- How?
 - Play with it!



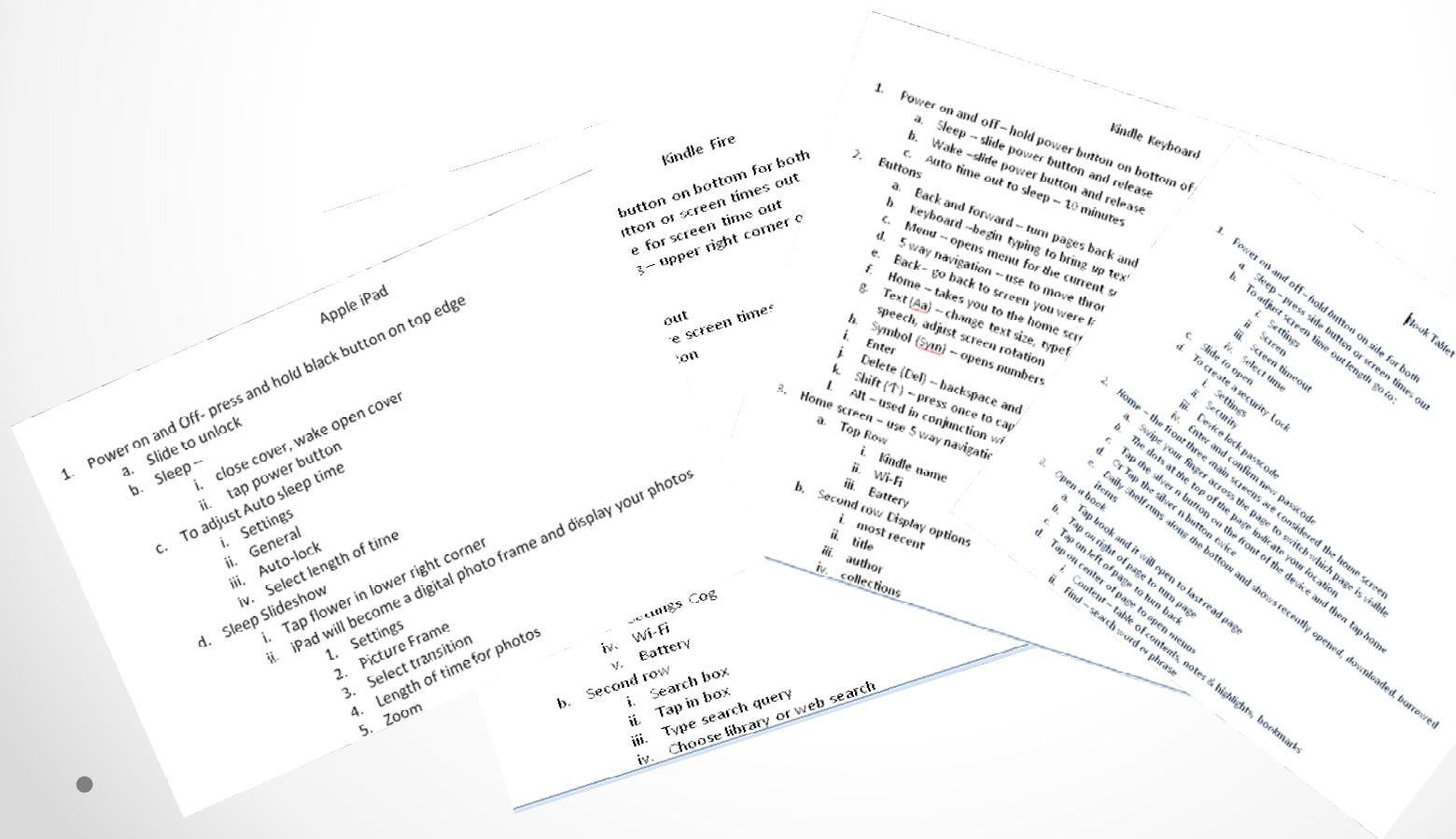
Device training

- Create an outline
 - Power
 - Home
 - Settings
 - Reading on device
- Model use
- Allow for practice
- Allow for questions
- Plan for 2 hours
 - It will take that long with new users...at least

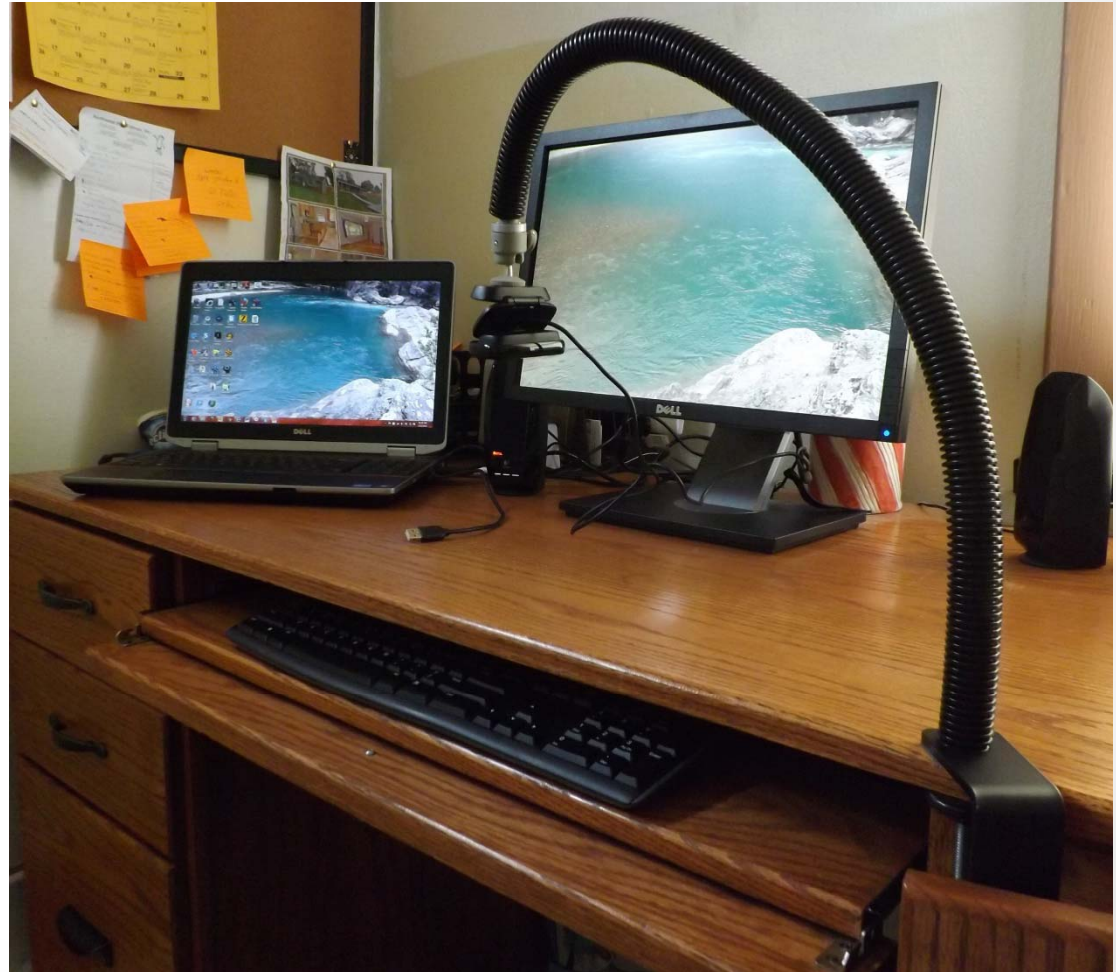


Outlines

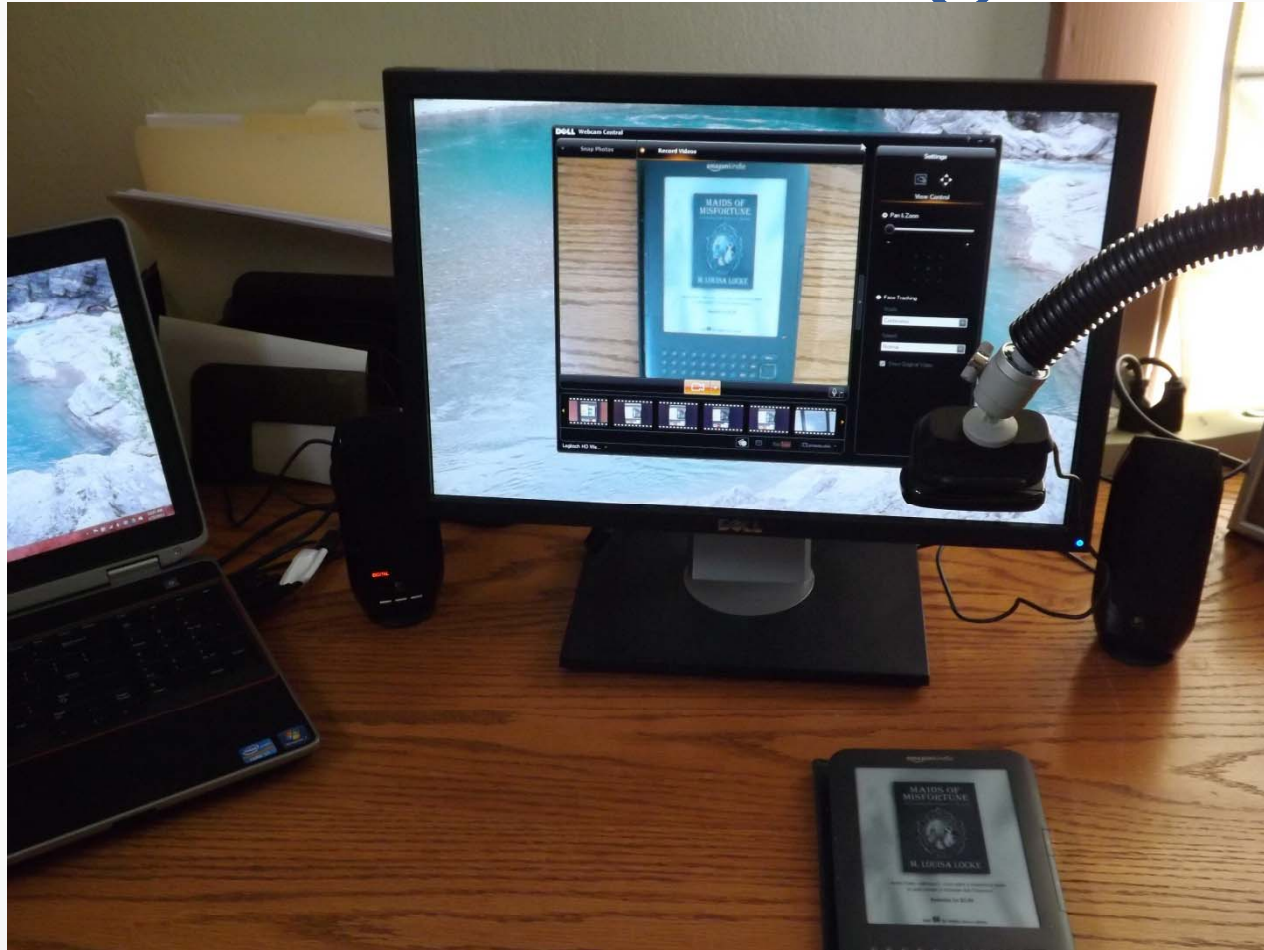
- Keeps you on track
- Make handouts for patron



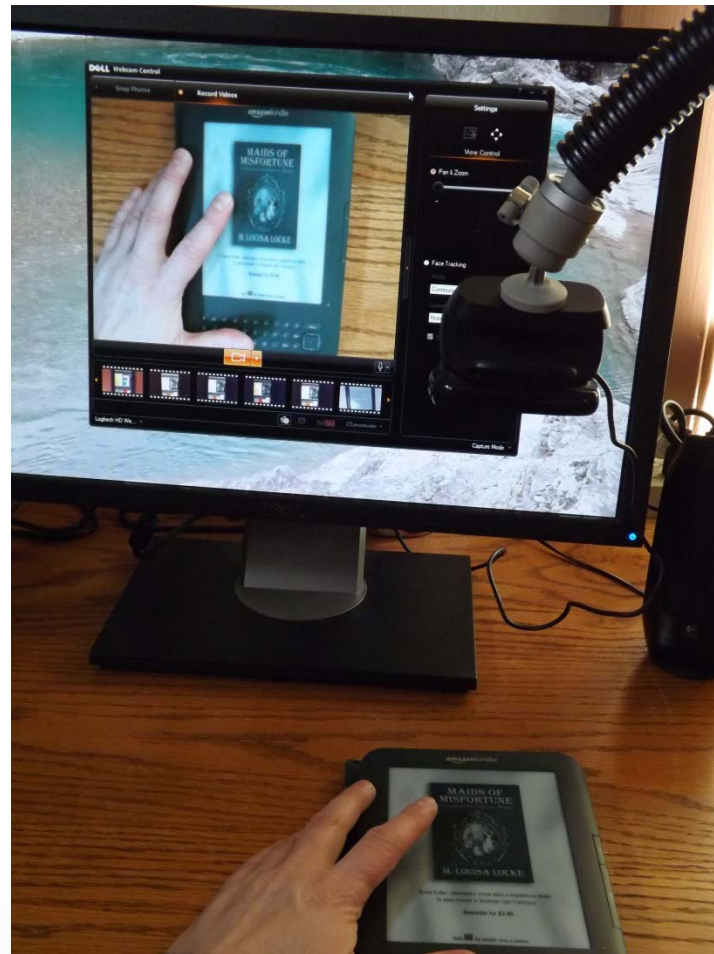
Webcam with a stand



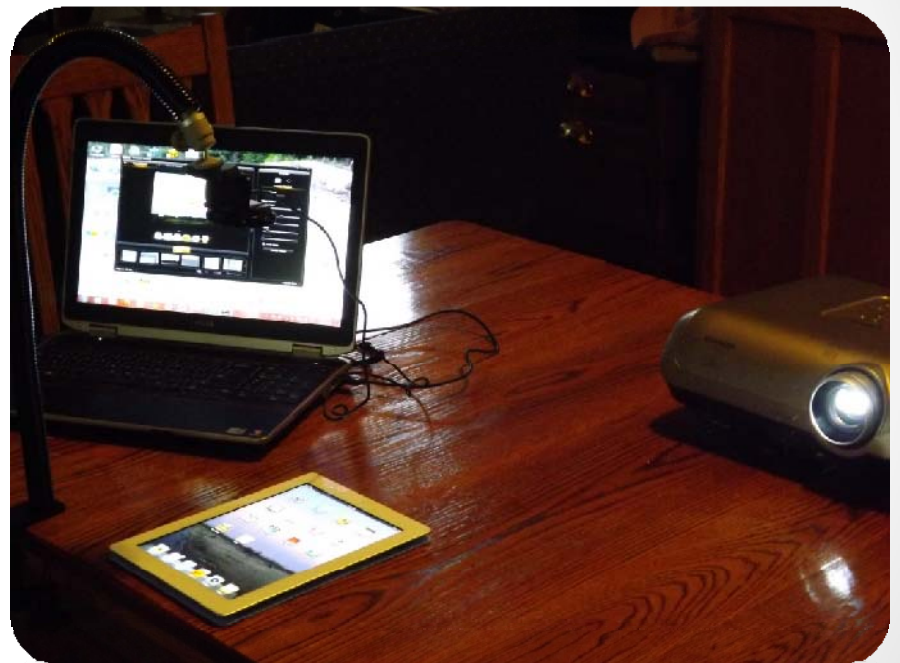
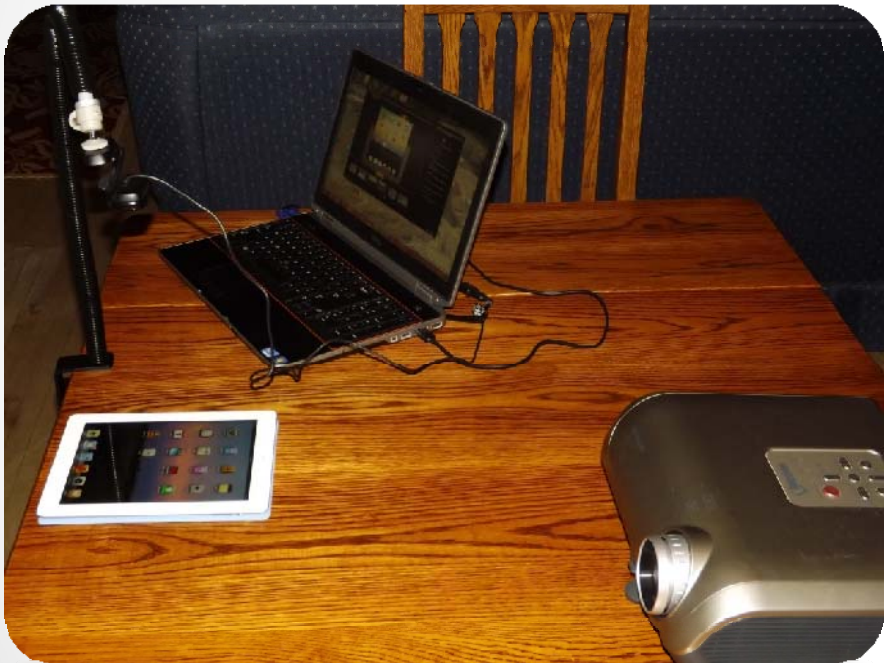
Screen Image



Model



Project and share images



Practice



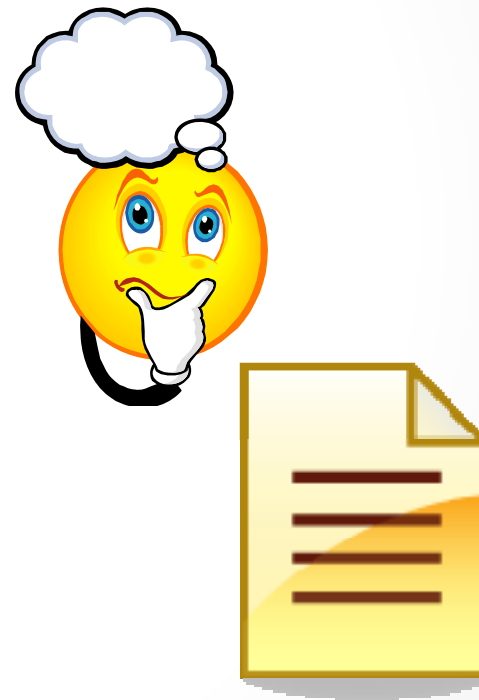
Library Lending

- What type of content can your library lend
 - Overdrive
 - 3M
 - Others
- What does a patron need to get started
 - Library card
 - Accounts
 - Software Downloads
 - Device Cords
 - Wi-Fi



Library Lending

- How does a patron borrow an ebook from your library
 - Think of the step-by-step process
 - Walk through the process and document
 - Revise list of steps into usable check list
 - Add photos if appropriate
 - Process will change over time – update



Example lists

From your Kindle Fire:

Use your Kindle Silk Browser to navigate on your Kindle Fire to:
www.montanalibrary2go.org

- Click on Login.
- Select your library from the drop down list.
- Enter your Library Account Number.
- A page reminding you to download the appropriate digital book software is displayed; you do not need this software on the Kindle Fire.
- Search for titles or browse through titles. Use the navigational menus on the left to help you browse. Narrow your search using Advanced Search.
- When you have chosen a title, select the **Kindle** version, click on "Add to Cart."
- You are presented with the option to Continue Browsing or Proceed to Checkout.
- When finished selecting titles click Proceed to Checkout.
- Select lending period: 14 Days (default) or 7 Days. Click Confirm Checkout.
- Click "Get for Kindle"
- You will be taken to your Kindle account page.
- Make sure you are logged into your Amazon account.
- Notice the green dialogue box on the right of the screen.
- If you have more than one Kindle, select which device to place the book using the dropdown arrow under "Deliver to."
- Click "Get Library Book"
- Click "Download Now"
- The book should show up in your carousel – this may take a few minutes.
- If the book does not appear, click the cog at the upper right corner of you Kindle screen, then click on Sync

No Wi-Fi or when USB transfer is required by the publisher...

- Click "Get Library Book"
- If you have more than one Kindle select the Deliver To option you want
- Click "Continue" and wait for the book to download
- click the cog at the upper right corner of you Kindle screen, then click on Sync

To return items early:

- Login to your Amazon.com account
- from the dropdown menu under your name select Manage Your Kindle
- on the right side of the title you wish to return, Click on **Actions**
- Click on **Return This Book**.

From your Kindle Fire:

Use your Kindle Silk Browser to navigate on your Kindle Fire to:

www.montanalibrary2go.org

1. Tap on Login.



2. Select your library from the drop down list.



3. Enter your Library Account Number. If you do not know how to find this number, ask your librarian. It is usually on the back of your card with a barcode.



The New look

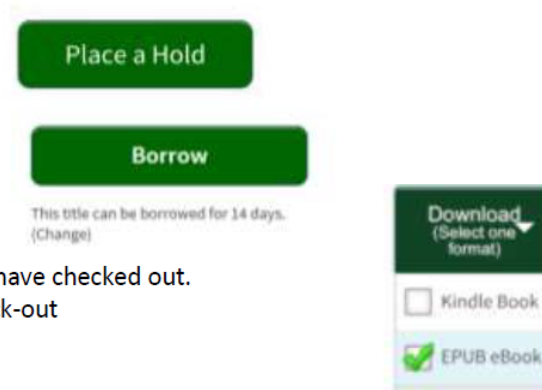
Log-in:

1. Visit montanalibrary2go.org
2. Click **ACCOUNT**
3. Select your library from the drop-down list.
4. Enter your library card number



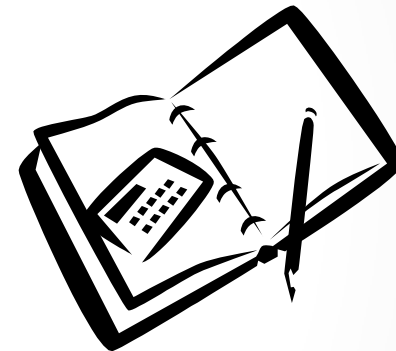
Find, Checkout and Download Titles:

1. Use the search function or browse to find titles. If an item is not available, you may click **PLACE A HOLD** to get in line to check it out.
2. Once you find a title you wish to read, click **BORROW**
NOTE: *The default check-out time is for 14 days. Click **CHANGE** to check-out for 7 days.*
3. Your BOOKSHELF page will open, showing all of the titles you have checked out.
4. Click the **DOWNLOAD** button next to the title you wish to check-out
5. Click the EPUB eBook for the format.
6. Click **CONFIRM AND DOWNLOAD**.



Training Session

- Be sure to advertise what to bring
 - Device with cords
 - Laptop
 - Library card or card number
 - Amazon account username and password
 - Adobe epub username and password
 - iTunes username and password
 - Barnes and Noble username and password



Device Specific

- Use guide lists as handouts
- Walk through the steps
- Model
- Practice
- Time for questions



Individual sessions

- Requires a person to offer training
- Informal
- Less intimidating
- More focused on particular questions



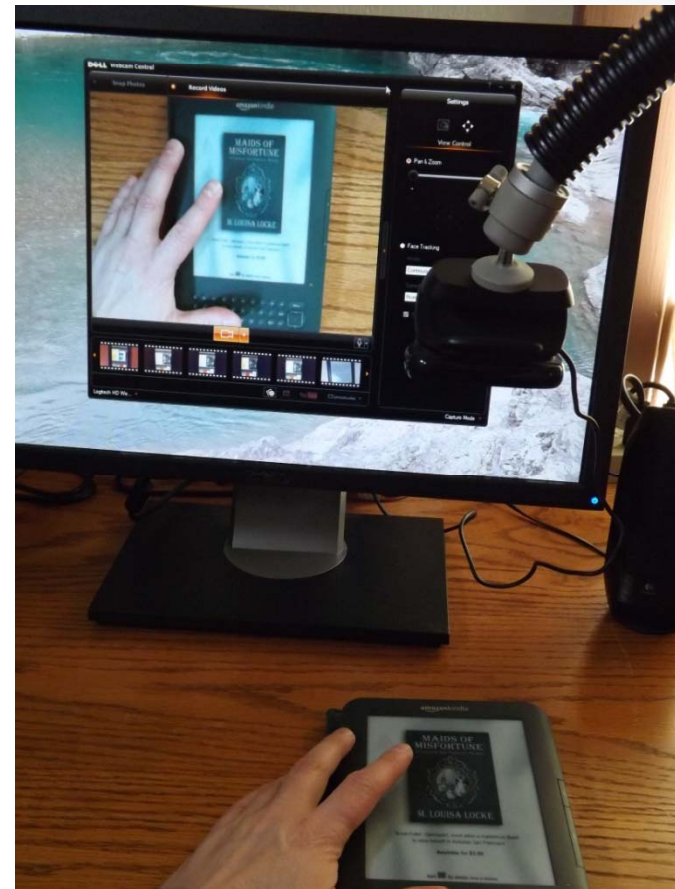
One-on-One

- Schedule a session with a designated start and end time
 - Appointments
 - Sign-up
- Find out what the patron hopes to learn
- Use the same class hand-outs when applicable
- Model and practice; side-by-side, device in hand



Video Solutions

- Record short videos of device use
 - Use your webcam software
- Create screen captures
 - Screenr
 - Jing
 - Webex



Summary

- Decide which devices to train
- Decide which type of training is needed: Device or library lending
- Learn the device
- Plan the training
- Create handouts
- Decide if one-on-one trainings are an option
- Create videos if possible

Questions



Contact Information

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