Free Library Instruction

Wake Forest School of Medicine

Carpenter Library: April, May, June 2013 See our website (www.wakehealth.edu/library) for Class Information & Individual Assistance Topics and Contacts, under Classes		
Ektron Basic This training is required for working within the Content Management System. Topics covered include: *Differences external vs. internal sites; Adding Base Content; Uploading Files; Adding Images and Using Add-ons.* To obtain appropriate permissions to update websites, please contact the Web Team at *(external)* webteam@wakehealth.edu or *(internal)* intranet@wakehealth.edu.	4/9, 9:00 am to 12:00 noon 5/8, 9:00 am to 12:00 noon 6/4, 12:00 to 3:00 pm	Classroom B. Kim McBride - kmcbride@wakehealth.edu On our Classes website, go to this Ektron Class Registration form *to register for this class*.
Ektron Advanced Advanced training focuses on specialized Content Management System topics: *Menus, Tables and Forms.* Basic Ektron Training is *required* before attending. Permissions should already be set from Basic class, but log in before class to verify working credentials. If problems, please contact the Web Team at *(external)* webteam@wakehealth.edu or *(internal)* intranet@wakehealth.edu.	4/23, 9:00 am to 12:00 noon 5/22, 9:00 am to 12:00 noon 6/18, 12:00 to 3:00 pm	Classroom B. Kim McBride - kmcbride@wakehealth.edu On our Classes website, go to this Ektron Class Registration form *to register for this class.*
EndNote & EndNote Web Learn the basic principles of creating your own bibliographic databases, importing references and publishing manuscripts. Free to the medical center, EndNote Web can be used alone or with your desktop EndNote or Reference Manager software.	Wednesdays, 9:30 to 11:00 am 4/10, 5/15, 6/12	Classroom A. Rochelle Kramer - rkramer@wakehealth.edu
Excel 2007/2010 See what changes have been made to Excel. This will show you how to get started in Excel or modify existing projects. It is also an opportunity to get up to speed and have some questions answered.	4/16, 9:00 to 11:00 am 5/15, 9:00 to 11:00 am 6/11, 1:00 to 3:00 pm	Classroom B. Kim McBride - kmcbride@wakehealth.edu
Library Orientation This one hour class provides a very basic introduction to medical libraries, finding information and available services and resources. A tour of the library is included.	Wednesdays, 9 to 10:00 am 4/17, 5/15, 6/19	Orange Study. Alex Norwood - anorwood@wakehealth.edu
NIH Public Access Policy Compliance In the spring of 2013, the NIH will delay processing of noncompeting continuation grant awards if publications arising from that award are not in compliance with the NIH Public Access policy. The Library will offer training covering the steps to compliance focusing on the creation and management of the MyNCBI, MyBibliography tool as well as the new features that will improve the workflow between PI's and authors.	Wednesday, 4/10, 10:00 to 11:00 am Thursday, 5/2, 2:00 to 3:00 pm Friday, 6/14, 8:30 to 9:30 am	Classroom B. Molly Barnett - mbarnett@wakehealth.edu **OVER**

Outlook 2007/2010 Learn how to make the most of your Outlook email, calendar, contacts, and tasks. In this class, we will also be covering some time management tips and other often-missed features in all areas of Outlook.	4/17, 9:00 to 11:00 am 5/14, 9:00 to 11:00 am 6/12, 1:00 to 3:00 pm	Classroom B. Kim McBride - kmcbride@wakehealth.edu
PowerPoint 2007/2010 Beginners Learn how to create presentations from scratch, and jazz up your slideshows with color, images, and effects. Office 2003 users will want to upgrade before learning this program. Advanced users should schedule individual training.	Wednesday, 4/ 17, 1:00 to 3pm Monday, 5/13, 2:00 to 4 pm Friday, 6/14, 10:00-12 noon	Classroom B. Julie James - jujames@wakehealth.edu
PubMed Medline Learn about special features including customizing and saving your searches and collections with My NCBI, new tutorials, the Single Citation Matcher, advanced searches, and more.	Tuesdays - 9:30 to 10:30 am 4/9, 5/14, 6/11	Classroom A. Rochelle Kramer - rkramer@wakehealth.edu
Publishing Strategies: Impact Factors, Copyright, Open Access This class is two parts - 45 minutes for each. - The first segment demonstrates methods for searching articles that cite a person's work and teaches the basics of how journal titles are ranked by various impact factors. - The second part discusses the basics of Copyright for authors and instructors and includes the mechanics and benefits of publishing in Open Access journals.	9:30 to 11 am - Monday, 4/29, in Orange Study. Thursday, 5/23, Classroom A. Monday, 6/24, in Orange Study.	Molly Barnett - mbarnett@wakehealth.edu and Rochelle Kramer - rkramer@wakehealth.edu
Reference Manager Learn the basic principles of creating your own bibliographic databases, importing references and publishing manuscripts. RefMan is the only bibliographic software package that can be accessed by multiple users at the same time and has similar features to EndNote.	Mondays, 9:30 to 11:00 am 4/15, 5/13, 6/10	Classroom A. Rochelle Kramer - rkramer@wakehealth.edu
Word 2007/2010 See how Word has changed with the newer 2007 and 2010 version. Learn ways to use Word more effectively. Some experience using Word is necessary.	4/24, 9:00 to 11:00 am 5/21, 9:00 to 11:00 am 6/19, 1:00 to 3:00 pm	Classroom B Kim McBride - kmcbride@wakehealth.edu

Questions or registration, please contact anorwood@wakehealth.edu

Microsoft Office training tutorials - office.microsoft.com/training

See The Right Click, www.therightclickinc.com/ to schedule with them.

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