Discover Digital with Leeds Libraries

For more information visit
www.leeds.gov.uk/libraries

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Leeds Library and
Information Service
The world at your fingertips

Introduction

There are hundreds of digital skills sessions every month in Leeds Libraries. Whether you want to read a book or book a holiday, keep in touch with friends and family or find a new hobby, you can do it online.

Our Librarians can show you how to use a tablet or a computer to get online for the first time. Once you've mastered the basics, we can show you some of the other things you can do online.

- Search the library catalogue, renew your books, download library eBooks and eMagazines
- Use council or government services
- Use the internet to help you follow your interests
- Get creative with Raspberry Pi, Minecraft, coding and much more

Choose a session

Whether you need a one-off session or a short course, we can help. **Contact any library to find out more about any of the sessions in this booklet.**

Choose a library

Some libraries have specialist software or specialist staff. Some run special sessions such as code clubs or tablet drop-in sessions. **Contact any library to find out what's available and where.**

Your digital journey

Starting with tablets or computers… **Using** the internet… **Understanding** how to get more out of life online…

Wherever you are on this journey, we can help.

First steps

No experience necessary. If you're completely new to tablets and computers, we can show you the basics.

Next steps

Once you're comfortable with the basics, we can help you get to grips with everyday tasks such as searching the internet or using your email account.

Follow your interests

By this stage you'll be exploring the internet and planning your next steps. We can show you some of the skills you'll need to keep going on your digital journey.

First steps

Learn the basic skills you'll need
to get online for the first time

Basic digital skills

The place to start if you've never used a tablet or computer before

On this session you will learn how to:

- Use a touchscreen, mouse or keyboard to control a tablet, laptop or computer

Basic internet

Get online for the first time and explore the internet

On this session we will show you how to:

- Find websites using the address bar
- Search the internet for information
- Use web links to explore the internet

Basic email

If you're already using the internet, sign up for an email account

On this session we will show you how to:

- Open a free email account
- Write, send and reply to emails

Next steps

Learn more about the internet
and increase your confidence

Next steps with email

If you've already got an email account and want to know more

On this session we will show you how to:
- Send attachments such as photos or letters
- Download and save attachments that you receive
- Use your address book or contacts list

Next steps with the internet

If you're already online and want to know more

On this session we can show you how to:
- Use the library catalogue and our online resources
- Use your tablet to download apps, library eBooks or eMagazines
- Find more of the things that interest you online

Learn more online

Use the internet to continue your digital journey

On this session we will show you how to:
- Find 'How To' guides and instruction sheets online
- Watch videos to learn specific tasks
- Ask questions and find answers online

IT for employment

Learn skills that will be useful
whether you're in work or looking for work

IT for employment

**Use your internet and email skills
to help you find a job**

On this session we can show you how to:
- Attach or upload your CV
- Download an application form
- Use the internet to search for jobs
- Use your email account to register with employment-related websites

Office skills

**Learn the basics to get you started,
learn how to find more help online**

On this session we can show you how to:
- Create letters or reports using word processing software
- Create spreadsheets to work with figures
- Create presentations
- Use the internet to find answers to specific software problems

Do it online

Save time and money by using council and government services online

Council services online

Use the Leeds City Council website to find out more about libraries and other council services
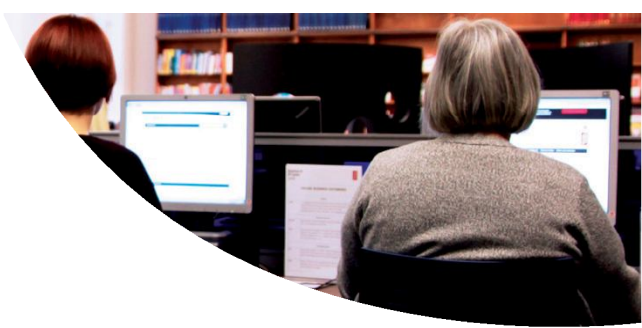
On this session we can show you how to:
- Renew your library books or search our catalogue
- Check your bin collection day
- Check the school calendar
- Search for council events and activities
- Create a MyLeeds account to request various services from the council and track the progress of your enquiry

Government services online

Use the gov.uk website to find government services and information

On this session we can show you how to:
- Renew your car tax or renew your passport
- Book your driving theory test
- Apply for jobs, apply for benefits or register for student finance online

Create, craft and code

We use special equipment on these sessions
so they are only available in some libraries

Coding

Code Clubs
Learn basic coding skills and discover how computer
games, animations and websites are made. Learn how
to use Scratch, Python and other programming languages

Raspberry Pi
Use the Pi to learn basic programming with fun, practical
projects using this credit-card sized computer.

Sonic Pi
Learn to code creatively by composing or performing music.
Define your own sounds, rhythm and tone and alter them
while you play.

Minecraft Pi
The Raspberry Pi version of the game is the only one
that comes with a programming interface. Write code
and manipulate the world around you.

Create, craft and code

Contact any library to find out when and where these sessions are happening

Gaming

Join our Adventures in Minecraft to improve your skills, learn new tricks and tips, meet other players and create your own worlds. Or use Bloxels to create your own game. Play, share and collaborate with friends.

Inventing

Create instant circuits for fool-proof inventing with LittleBits. Snap it all together to spark creativity and collaboration. Or use MaKey MaKey to turn everyday objects into replacements for your mouse and keyboard.

Crafting

Use Minecraft themed background cards and props or Lego bricks for endless storytelling. Use a special app to create and edit your stop-motion movies.

Special interests

Use the online resources in libraries
to pursue your interests

Boardmaker

**Explore thousands of symbols
to support visual communication**

Boardmaker symbols can be used with anyone who may
need additional support with communication. This could
be children or adults with autism or anyone who has a
condition or disability that affects communication. Create
symbols for schedules, social stories or to support PECS.
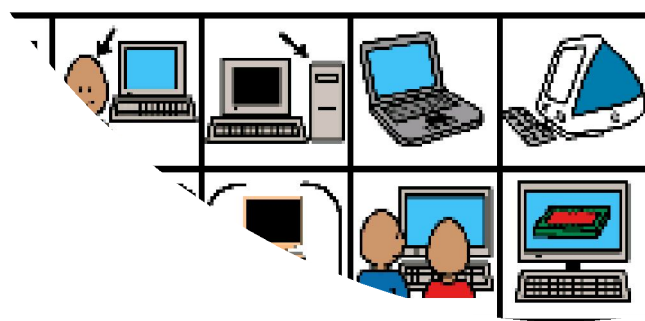
On this session we will show you how to:
- Design your own boards and buttons
- Search for symbols and edit them
- Print and laminate your boards

Online resources

**Access a world of information free
through your library membership**

On this session you can:
- Login to our online resources
- Download the latest eMagazines and eBooks
- Find old newspaper articles
- Use online reference books and encyclopaedias
- Practise for your driving theory test

Local and family history

Learn more about where you live
and where you came from

Local history on the internet

Discover how Leeds has changed

On this session we can show you how to:

- Search thousands of old and new images of Leeds on the Leodis website
- Search millions of pages of old newspapers online
- Search for local history societies in your area

Family history on the internet

Learn more about your family tree

On this session we can show you how to:

- Search billions of genealogy records on the Ancestry website
- Search census records and the world's largest collection of family trees
- Search the internet for other sites that can support your research
- Use Leodis Collections to view images on specific themes or use Leeds Playbills to view playbills from a wide range of Leeds theatres such as The City Varieties, The Grand, The Princess and The Theatre Royal.

Go further…

Services available exclusively at
Leeds Central Library

Specialist resources, staff who are experts in their subject and sessions that aren't available at any other library.

Studio12

An audio visual media production suite with industry-standard software and hardware

- Film and photography
- Music and video
- Graphic design
- Animation

At Studio12 you can create your own projects using the latest technology.

Get free access to a production studio, training and support. Take part in our Masterclasses to take your projects to the next level. Get the chance to work with creative industry professionals from design, music, video and media arts.

At Studio12 you can:
- Be creative
- Experiment with new technology
- Achieve personal goals
- Explore professional avenues

Go further…

Explore your interests in even more depth
at Leeds Central library

Business & IP centre

A comprehensive service to support all of your business and Intellectual Property needs

Help for existing businesses, entrepreneurs, start-ups, inventors or anyone wanting to become self-employed.

- **Inventors group.** Meet other inventors, get advice from people involved in the business of protecting and exploiting new ideas and products.
- **Enterprise club.** Information, support and advice on starting and running a business. Workshops for anyone thinking about setting up their own business or becoming self-employed.

Local and family history

Use resources that are only available at the Central library

Collections of over 180,000 items including books, directories, maps, photographs, prints, playbills and microfilms.

Sessions include:
- Tracing your family history online
- Family history for beginners
- Maps and trade directories

Useful websites

www.leeds.gov.uk/libraries Everything you need to know about Leeds Libraries. From opening hours and contact details to the latest news and events.
www.leeds.gov.uk/24hourlibrary Links to our eBooks and eAudio collections, library catalogue and online resources.
www.leeds.gov.uk/bipcleeds A range of services, activities and events with specialist information for jobseekers, business start-ups and inventors.
www.leeds.gov.uk/boardmaker Download the Boardmaker booklet and the dates for Central Library's autism advice sessions.
www.leodis.net A photographic archive of Leeds, including images of paintings and engravings dating back to the 18th century.
www.studio12.org.uk Watch some of the videos created in Studio12, read about the latest projects and get involved.
www.leeds.gov.uk/localandfamilyhistory Find out about the lunchtime talks, download the newsletter, get dates for the family history workshops.

Notes

Your digital diary

Need tablet tips or mad for Minecraft?
Basic internet or basic coding?
Find a session and find out more by phoning:
0113 3785005. Once you've arranged your session,
make a note of it here

Date and Time	Library	Session

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