



Getting Started Guide



Software Training. When and where you need it.

Atomic Learning provides web-based software training and support for over 100 applications students, faculty, and staff use everyday. You get just-in-time answers to your “how do I do that?” software questions.

Our short, easy-to-view-and-understand tutorials are an integral part of a professional development program, and an anytime/anywhere resource.

Consider:

- Professional development and student training.
- Thousands of short, easy-to-view tutorial movies.
- Dozens of applications
- Online availability 24/7.
- Helpful workshops and other resources.
- Like CliffsNotes™ for software learning.

With Atomic Learning, you don't have to know everything about software. Because we do.



Web-based software training and support.



Getting Started Guide



Web-based software training and support.

1. Log on to Atomic Learning.

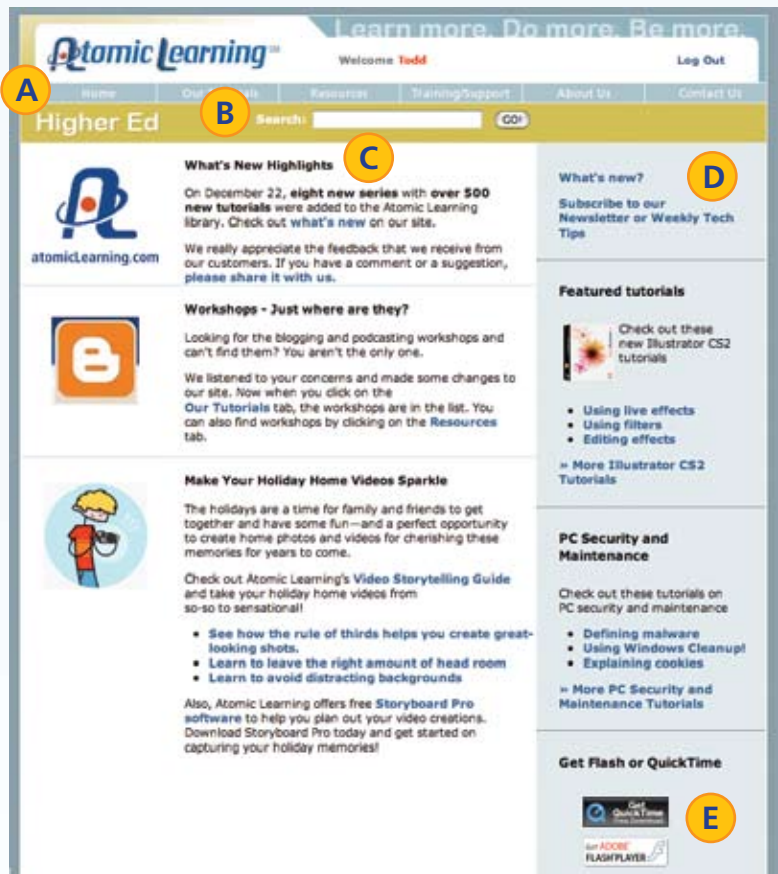
Go to www.atomicLearning.com/highed and type in the username and password provided for you by Atomic Learning's customer support team.

Note: You may not see the username and password fields if your institution automatically logs you in.



2. Find what you need.

- A** Use the blue tabs to easily navigate around the website.
- B** Type in your software question here and click Go! to find your answer.
- C** These articles will keep you up to date on industry happenings, updates, events and new releases from Atomic Learning.
- D** Look at the column on the right hand side for featured tutorials, and other helpful links.
- E** Before you can watch our award-winning tutorials, you may need to download either Flash or QuickTime. Visit the links for more information.



3. Points of interest.

A Our Tutorials

- Click on the Our Tutorials link in the navigation bar to access an index of tutorial series. From there, you can sort the tutorial series by application, platform, or publisher. Once you click on the series you have chosen, you'll be taken to the list of tutorials.
- You can also look for tutorials by using the search feature at the top of the page—just type in your software question!

B Resources

- From the Resources tab, you can access Workshops. These are a great tool for professional development. Learn about mail merge, designing newsletters, creating podcasts, and more!
- Atomic Learning's Digital and Video Storytelling Guide is another valuable resource. This guide will help improve the quality and effectiveness of your video stories. You can also download the FREE Video StoryBoard Pro software which many faculty and students use to create video projects.

C Closed-captioning

- Thousands of Atomic Learning's tutorials are closed-captioned. Look for the closed-captioning icon on a series page and turn this function on or off by clicking the link in the right column.

| A. Tables and Fields | Key # | Length |
|------------------------------------------------------|-------|--------|
| 1. Indexing a field using field properties | 10046 | 1:29 |
| 2. Indexing multiple fields using the Indexes button | 10047 | 1:12 |
| 3. Using validation rules in a table | 10048 | 1:08 |
| 4. Creating a lookup field | 10048 | 2:28 |
| 5. Creating a value list | 10050 | 1:53 |
| 6. Creating and using a OLE field data type | 10051 | 2:17 |
| 7. Creating a junction table | 10052 | 2:18 |

4. Training and support.

Atomic Learning will be with you every step of the way to help you successfully implement technology learning within your school. Visit these areas for helpful tools and resources.

- A** FAQs
- B** Support materials
- C** Online training sessions
- D** Contact Us

Note: You can also sign up to receive AL's *Weekly Tech Tips* and e-newsletters. From the home page, select the newsletter link in the right column.

