**General Research Skills**

**Getting the Most Out of the Libraries' Website**
Learn to use Library Web, the gateway to Columbia's digital library and services, and to search CLIO and the Internet to identify and locate books, online articles, and websites. Evaluation and citation techniques will also be covered.

*Jan. 26, 2009 from 5:00-7:00, Room 306
Jan. 29, 2009 from 1:00-3:00, Room 306*

**Advanced Internet**
This two hour workshop will briefly examine the history of the Internet and the World Wide Web. Discussion will examine best practices for advanced search techniques with a special focus on Google.

*Mar. 11, 2009 from 2:00-4:00, Room 306*

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**Humanities and History**

**Key Online Humanities & History Resources**

**Part I: Bibliographic Tools**
Hands-on training in the critically important WorldCat bibliographic database, and a survey of some of the most important bibliographic tools for finding citations to articles and essays in the humanities and history.

*Jan. 28, 2009 from 3:00-5:00, Room 306
Feb. 26, 2009 from 3:00-5:00, Room 306*

**Part II: Full-Text Tools**
A hands-on survey of the most important online full text journal and monograph collections, primary source collections, and reference books, and the best techniques for finding and using them.

*Feb. 04, 2009 from 3:00-5:00, Room 306
Mar. 05, 2009 from 3:00-5:00, Room 306*

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**Tools and Techniques**

**Basic Scanning Techniques**
Creating and manipulating electronic texts and images from printed, slide, and microfilm sources.

*Mar. 04, 2009 from 11:00-12:00, Room 306
April 03, 2009 from 11:00-12:00, Room 306*

**Adobe Photoshop I**
A brief tutorial on this basic image manipulation tool, covering workspace, tools, and some basic functions.

*April 10, 2009 from 11:00-1:00, Room 306*

**Adobe Photoshop II**
More advanced features, including working with layers and color management.

*April 17, 2009 from 11:00-1:00, Room 306*

**EndNote Bibliographic Software**
A hands-on introduction to EndNote, a program for importing, managing, and using bibliographic citations.

*Jan. 27, 2009 from 1:00-3:00, Room 306
Feb. 11, 2009 from 10:00-12:00, Room 306
Feb. 19, 2009 from 1:00-3:00, Room 306
Mar. 12, 2009 from 3:00-5:00, Room 306
Mar. 23, 2009 from 3:00-5:00, Room 306*

**RefWorks Bibliographic Software**
An easy-to-learn web-based bibliographic software program that can be used anywhere and on any platform. Can also serve as a supplementary citation-gathering tool for EndNote.

*Feb. 02, 2009 from 1:00-3:00, Room 306
Feb. 18, 2009 from 10:00-12:00, Room 306*

**Zotero**
Learn the features of this free Firefox extension that can collect, manage, and cite your research sources -- especially useful for capturing information from the open web.

*Mar. 25, 2009 from 5:00-7:00, Room 306
April 03, 2009 from 10:00-12:00, Room 306*

**Microsoft PowerPoint**
Learn the basics and some advanced features of this widely used presentation software.

*Feb. 05, 2009 from 1:00-3:00, Room 306*

**Filemaker Pro**
Introduction to this database program, focusing on its use in maintaining files of research notes.

*Feb. 27, 2009 from 10:00-12:00, Room 305
Mar. 26, 2009 from 10:00-12:00, Room 305*

**Adobe InDesign**
A basic introduction to Adobe's popular and powerful desktop publishing program.

*March 24, 2009 from 1:00-3:00, Room 306*

**NVivo (Qualitative Analysis Software)**
Frequently used by social scientists to analyze textual research data, tracking themes, searching for patterns, and identifying significant relationships, these tools are of potential interest to researchers in any field focusing on the study of textual data. Sign up for one session of each of the two parts.

**Part 1: Importing Data and Setting Up Codes**

*Feb. 10, 2009 from 3:00-5:00, Room 306
Mar. 10, 2009 from 3:00-5:00, Room 306*
Online library tutorials.

www.columbia.edu/library/essentials

Can’t attend a workshop?

A variety of help services can be accessed online at www.columbia.edu/library/ask.

They include:

- Information about visiting or phoning a reference desk for in-person assistance in answering your questions, locating materials, or using reference tools.
- Emailing a reference question (generally a 48-hour turnaround time).
- Contacting a reference librarian online using IM.
- Scheduling a research consultation with a librarian for assistance on long-term research and writing projects.

Spring 2009

All courses free of charge to current students, faculty, and staff.

Registration Required
Register online at: www.columbia.edu/library/workshops