

Exercise #2 Fix the Handout

Library Thing

Library Thing is an online catalog for your personal library of book. You create your online library by importing records from Amazon, Library of Congress, and other sources into a searchable, sortable database. It's social software features allow you to share your catalog and browse other catalogs for readalikes, connect to other profiles who own the same titles, and participate in groups and forum discussions.

LibraryThing is FREE for the first 200 records; \$10/year, \$25/lifetime membership. Examples include the Hip Librarian's Book Blog: <http://www.librarything.com/catalog.php?view=hiplibrarians>. Librarythink has 168,651 Members, 11,632,503 Books cataloged, 14,918,500 Tags added, 1,795,398 Unique works, 142,135 Total reviews, 1,766,144 Ratings, and 1,677 User groups

To register, Go to <http://www.librarything.com/> and Enter a screen name & password. Don't forget to write down your screen name and password and store it somewhere safe!

screenname: _____ Password: _____

Add Books

- Click "Add Books"
- Enter a title, author, keyword, or ISBN
- Click "Search"
- Scroll through search results on the right
- Click the pencil icon to edit the book record
- add a review, tag & rating
- Click "Submit" to save changes

Tips

- Use a readable font--non-Serif are better for short headings, serifs lead the eye for longer phrases.
- 50% of the handout should be white space --room for notes, and for the eyes to rest.
- Develop a consistent look--font, style, color.

- Use consistent language and don't forget to define unfamiliar terms.
- Correct spelling & mechanics frequently.
- Number actions in a sequence; use bullets if the order is unimportant.
- Brand everything you do—it's marketing for your library! Include your contact information.

Word-processing Shortcuts

Sometimes Word has a mind of its own about formatting. Create all your content, then highlight to select, and format to get the look you want.

<CTRL> and <C> = Copy
 <CTRL> and <X> = Cut
 <CTRL> and <V> = Paste
 <CTRL> and <A> = select all

<CTRL> and <N> = New (document)
 <CTRL> and <O> = Open (document)
 <CTRL> and <P> = Print
 <CTRL> and <S> = Save

<CTRL> and = Bold
 <CTRL> and <I> = Italics
 <CTRL> and <U> = Underline

<CTRL> and <Z> = undo (typing)
 <CTRL> and <Y> = repeat (typing)