



# Registration Tips

This schedule contains information about HRLC classes planned at the Somerset Technical Training Center (STTC) at Somerset County Library in Bridgewater, the Bergen Technical Training Center (BTTC) at the BCCLS Office in Hackensack, and the training lab at Morris County Library (MOCOLIBLAB) in Whippany.

Directions are included in this packet. They are also available online for Somerset and Bergen Technical Training Centers at: <http://www.hrlc.org/direct/dirindex.htm> and for Morris County Library at: <http://www.gti.net/mocolib1/compass.html>.

## ***Registration and payment are required in advance.***

**REGISTRATION:** Register either **online** at [www.peopleware.net/2909](http://www.peopleware.net/2909) or **by telephone** at 1-800-638-4752. Classes cost \$50 per one full-day session (2-day classes cost \$100 and half-day classes cost \$25). These fees are payable in advance by check made out to **Highlands Regional Library Cooperative**. The costs of programming are highly subsidized by the HRLC and our aim is to have all classes filled to capacity! **IF YOU MUST CANCEL AFTER YOU HAVE REGISTERED**, please call us as soon as possible so we can try to fill your place from our waiting list. **DON'T BE A "NO-SHOW!"**

**CANCELLATION POLICY:** You may cancel up to ten days before a scheduled class without penalty and receive a credit for another class. If you cancel less than ten days before, **you will be responsible for payment**. Class payments are **NON-REFUNDABLE**. HRLC reserves the right to cancel any class that is less than 60% full within 4 business days of the class. If HRLC cancels a class, you will receive a credit toward another class.

**WAITING LISTS:** If a class is full, we will be happy to put your name on a waiting list. We will contact you if an opening becomes available. Waiting lists expire at the end of every quarter. Classes are often repeated, so watch for the next class schedule and sign up again!

**FOOD AND BEVERAGES:** **NO FOOD OR BEVERAGE** is allowed in the Training Centers and no refreshments or meals will be provided. During full-day classes there will be a one-hour "on your own" lunch break as well as short morning and afternoon breaks. At the Somerset County Library, TTC participants are not permitted in the staff lounge and do not have access to staff vending machines. There are some restaurants a short drive away. At the Bergen TTC, there is a deli/bagel shop within walking distance. TTC participants are not permitted in the staff lunch area at the Bergen TTC, but there is a lounge area where eating is permitted. The Morris County Library is a short drive from the Morris County Mall.

### **PARKING:**

**Bergen TTC** – Parking in the area is limited. If parking is not available in the lot behind the building, parking along the street is permitted.

**Somerset TTC** - Please park in the library's "upper lot." To reach this lot, take the second entrance to the parking lot, which is actually in front of the Somerset Vocational Technical School area. *Please do not use the staff entrance into the building.* Use the library's front, public entrance. The TTC is on the left side of the lobby.

**Morris County Library** - Parking is available in the library's parking lot.

**INCLEMENT WEATHER:** In the event of inclement weather on the day of a workshop, call the Regional Office at 1-800-NET-HRLC after 7:30 a.m. for a message on the status of the workshop.

***Please remember to mark your check or purchase order with the names of all students and the classes for which you are paying! Please do not include payments for other services on the same check.***



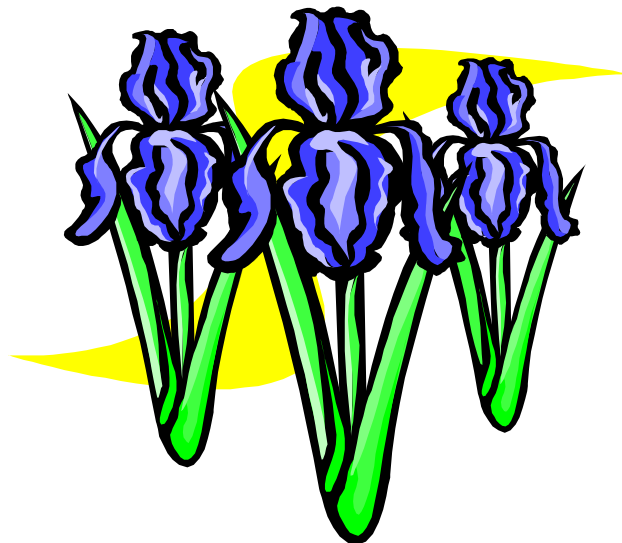
**PLEASE NOTE:** To download a copy of this brochure or to check for the latest information on course descriptions or classes, visit the "Continuing Education" section of the HRLC home page at <http://www.hrlc.org/ce/classes.htm>. As classes fill up, this information is added to the Calendar, after the name of the course. There is a link to the Calendar from the home page (and most other pages) at <http://www.hrlc.org> and...**Why not join our email list?**

- Late Breaking News will be e-mailed to members of the HRLC Listserv
- Share information with your colleagues
- Keep up with events in the Region

To subscribe to the Listserv, go to <http://www.hrlc.org/maillinglist.htm> and enter your name and e-mail address.



***Please bring a blank floppy disk or a flash drive with you to class to save your work and take it with you!***



# COURSE DESCRIPTIONS

(See *Course Confirmation/Payment Form* for exact times and locations.)

<b>TITLE:</b> <b>DESCRIPTION:</b>  <b>TIME:</b> <b>PREREQUISITE:</b> <b>OFFERED:</b>	<b>DEMYSTIFYING WIRELESS</b> A wireless “hotspot” in your library can lure your patrons away from Starbuck’s, but you may not feel able to answer their questions on how to “get connected” in the library. This workshop will give you an introduction to this fast-growing technology. You’ll learn about the technology, and the many ways that wireless can benefit your library. You’ll also find out how to help your staff and patrons make the most of wireless. 3 hours None BTTC: May 2 (Tues. morning)
<b>TITLE:</b> <b>DESCRIPTION:</b>  <b>TIME:</b> <b>PREREQUISITE:</b> <b>OFFERED:</b>	<b>DREAMWEAVER I - TWO-DAY INTRO</b> Because Dreamweaver is so rich in features, two days of introductory training are better than one! You'll learn basic skills for adding text, graphics & links to your page, using backgrounds, placing text on a page, making lists, character formatting, positioning text & changing font properties. Learn how to clean up HTML, add horizontal rules, work with graphics, add links and explore the elements of page design. Then go beyond to learn more about rollovers, inserting navigation bars and adding image states, using flash buttons and text, using the library panel, defining head elements, editing meta tags, customizing keyboard shortcuts, and more! 12 hours None BTTC: June 6 (Tues. full-day) & June 13 (Tues. full-day)
<b>TITLE:</b> <b>DESCRIPTION:</b>  <b>TIME:</b> <b>PREREQUISITE:</b> <b>OFFERED:</b>	<b>GOOGLE LIKE A “GOO-RU!”</b> Of course you can “find” Web pages by searching Google, but do you know how to use the Google search box as a calculator, dictionary, phone book, stock ticker, and street map? Do you use it effectively for finding images, discussion groups, indexed sites, and news? Have you ever used its “cache” element or its language tools? Have you searched its special features for who links to what page, mail order catalogs, government sites, university pages, and more? Come to this interactive, hands-on workshop and learn to Google like a Goo-Ru! 3 hours None BTTC: April 4 (Tues. afternoon) or STTC: June 7 (Wed. afternoon) Check out the morning sessions on these dates for more technical knowledge!

<b>TITLE:</b> <b>DESCRIPTION:</b>  <b>TIME:</b> <b>PREREQUISITE:</b> <b>OFFERED:</b>	<b>I CAME, I SAW, I BLOGGED</b> By some counts, there are more than 70 million blogs on the internet. That's a lot of people voicing a lot of opinions! But what exactly are blogs, and if they're capturing your imagination, how can you start your own? While a blog may have many of the qualities as a personal Web page, a blog can also be a core upon which a virtual community can form. In this presentation, you will visit blogs, create your own blog, and become a blogger. You'll learn how a blog can increase visitors to your library. 3 hours None MOCOLIBLAB: June 8 (Thurs. afternoon) Increase your technical savvy! Sign-up for the morning session, <i>Pounded by the Surf – Technology Update</i> .
<b>TITLE:</b> <b>DESCRIPTION:</b>  <b>TIME:</b> <b>PREREQUISITE:</b> <b>OFFERED:</b>	<b>INTERNET EXPLORER - TIPS, TRICKS &amp; TROUBLESHOOTING</b> You use the Internet every day - perhaps all day. Are you using your browser in the most effective way? Learn to maneuver quickly and easily with keyboard commands and other shortcuts. Pick up timesaving tricks using the Internet Explorer toolbars, frames, the right mouse button, and more. Help your patrons get the most out of the Internet, and make your own Internet use faster and more fun! 3 hours None STTC: June 7 (Wed. morning) Get to know the internet even better! Sign-up for the afternoon session, <i>Google Like a "Goo-Ru!"</i>
<b>TITLE:</b> <b>DESCRIPTION:</b>  <b>TIME:</b> <b>PREREQUISITE:</b> <b>OFFERED:</b>	<b>PHOTOSHOP I - BASICS</b> PhotoShop has set the standard for image manipulation since 1987 and it may even already be on your computer. Learn the basics of editing, working with the toolbox, palettes, selection modes & tools, transformations, color modes & models, paintbrushes & art tools, digital painting, multiple layers & advanced painting techniques. 6 hours None STTC: April 5 (Wed. full-day)
<b>TITLE:</b> <b>DESCRIPTION:</b>  <b>TIME:</b> <b>PREREQUISITE:</b> <b>OFFERED:</b>	<b>POUNDED BY THE SURF – TECHNOLOGY UPDATE</b> Can you define the "World 'Live' Web?" What do you know about Blogs, Wikis, Podcasts, RSS feeds, XML, FRBR, Open Source, VoIP, and Folksonomies? Are you missing out on some wonderful ways to promote your library effectively just because you're not familiar with the latest technological trends? Come learn both about these technologies and about how and where to keep up with the constant changes. 3 hours None BTTC: April 4 (Tues. morning); STTC: May 10 (Wed. morning) or MOCOLIBLAB: June 8 (Thurs. morning) Check out the afternoon sessions on these dates for more technical knowledge!

<b>TITLE:</b>	<b>PUBLISHER I - BEGINNER</b>
<b>DESCRIPTION:</b>	Create professional-quality newsletters, flyers, brochures, business cards, and web sites. Achieve professional results without design expertise. Subjects covered include the basics of using Publisher, but focus on skills needed to produce a quality newsletter, including publishing on paper and on-line.
<b>TIME:</b>	6 hours
<b>PREREQUISITE:</b>	Basic Windows skills and experience using the mouse
<b>OFFERED:</b>	MOCOLIBLAB: May 4 (Thurs. full-day)
<b>TITLE:</b>	<b>TANGLED IN THE WEB</b>
<b>DESCRIPTION:</b>	Your chances of finding the page you need on the Internet are about 2.5 billion to 1. Come improve your odds with tips and suggestions on subject sites and search engines beyond the "normal" Yahoo! and Google. You'll have hands-on practice in finding information on the Web using subject sites such as Open Directory and the Librarian's Index to the Internet; search engines such as Fast and Vivísimo; and metasearch sites such as Ixquick, Dogpile and Momma.
<b>TIME:</b>	3 hours
<b>PREREQUISITE:</b>	None
<b>OFFERED:</b>	MOCOLIBLAB: April 6 (Thurs. morning) Learn how to defend your PCs against intruders caused by use of the Internet. Sign-up for the afternoon session, <i>What's Lurking in Your Computer?</i>
<b>TITLE:</b>	<b>WHAT'S LURKING IN YOUR COMPUTER?</b>
<b>DESCRIPTION:</b>	Are your PCs feeling sluggish? Has your browser recently acquired a mysterious new toolbar? Are new programs showing up unexpectedly in system trays? Do advertising windows pop up even when no one's browsing the Web? As if viruses and worms aren't bad enough, Adware and Spyware are here to sap the remaining life out of your (and your patrons') productivity and privacy. Learn how freeware, shareware, cookies, media players, interactive content, and file sharing may contain code or components that allow the developers of these applications and tools to actually collect and disseminate information about those using them. Learn what you can do to defend your PCs against these intruders!
<b>TIME:</b>	3 hours
<b>PREREQUISITE:</b>	None
<b>OFFERED:</b>	MOCOLIBLAB: April 6 (Thurs. afternoon) or STTC: May 10 (Wed. afternoon) Check out the morning sessions on these dates for more technical knowledge!

## - Remember -



Make sure you have taken any prerequisites before you register.  
Classes run smoothly when everyone is prepared!



**BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM (BCCLS)**

**810 Main Street, Hackensack 201-489-1904**

**FROM ROUTE 4 WEST:** Exit at Kinderkamack Road, River Edge onto Grand Avenue. Turn right at first traffic light onto Kinderkamack Road. (Kinderkamack becomes Johnson Avenue.) Two blocks after street change, make right turn onto Oak Street (Mobil Station is on the next corner). Go one block to Main Street. Turn left to 810 Main Street (2-story white building on left). Parking is in rear or on side of building.

**FROM ROUTE 4 EAST:** Exit at Kinderkamack Road, Oradell/Emerson (just past Ethan Allen Furniture and Liberty Travel). Make quick right turn onto Main Street and proceed for about 7 blocks. 810 Main will be on your left. (See directions above).

**FROM INTERSTATE 80 EAST:** Use LOCAL lanes. Exit at Hudson Street. Go to the end of exit ramp, turn left and proceed to traffic light. Turn left onto Hudson Street North and continue around the County Complex. You are now on Main Street. Continue on Main Street past Sears. After you pass Waterloo Sue's Restaurant, 810 Main Street is in the middle of the block on your right. (See directions above).

**FROM INTERSTATE 80 WEST - LOCAL LANES:** Use LOCAL lanes. Exit at Hudson Street. At the end of the ramp, yield to traffic and get into the left lane. Go to traffic light and turn left onto Hudson Street North and continue as above.

**FROM INTERSTATE 80 WEST - GARDEN STATE PARKWAY NORTH:** Use Garden State Parkway North. Take Exit 161 - Route 4 East/Paramus. This will place you on service road; bear left to Route 4 East. Follow directions from Route 4 East above.

**FROM NEW YORK THRUWAY - GARDEN STATE PARKWAY SOUTH:** Use Garden State Parkway South. Take Exit 163 to Route 17 South/Paramus. Continue on Route 17 to Route 4 East. Exit at Kinderkamack Road (just past the Bergen Mall and directly after Liberty Travel and Ethan Allan Furniture). Make a quick right turn onto Main Street and proceed for about 7 blocks. 810 Main Street is on your left. (See directions above).

**MORRIS COUNTY LIBRARY**

**30 East Hanover Avenue, Whippany 973-285-6930**

**FROM THE NORTH:** Route 287 to Exit 36, Lafayette and Ridgedale Avenue. Stay to the right coming off of 287 and bear right onto Ridgedale Avenue. Seven tenths of a mile to intersection with Hanover Avenue (Sunoco station on the right); right turn onto Hanover. The library is a half-mile down the road on your left, marked by a stoplight and overhead sign.

**FROM THE SOUTH:** Route 287 to Exit 36A, Morris Avenue and Route 511. Turn right at top of exit ramp. Stay in middle lane. Pass the equestrian statue on your right, Ford Mansion (large white colonial home) on your left. Road narrows to two lanes; move into left turning lane as you approach the second light. Turn left off Whippany Road onto Hanover Avenue. The library is 200 yards up the road, on your right.

**FROM THE EAST:** Route 10 West, passing under 287. Take the jug handle turn for Ridgedale Avenue and follow directions above OR Route 24 West to last exit, 1A. Turn right off the exit ramp and pass under Route 24. Take the immediate right hand feed off of Whippany Road onto Hanover Avenue. The library is 200 yards up the road, on your right. There is a stoplight and overhead sign at the library entrance.

**FROM THE WEST:** Route 10 East through Parsippany. Just before the 287 overpass, turn south off Route 10 at the Hanover Marriott onto Ridgedale Avenue. Proceed on Ridgedale about 2 miles, past Allen papers on the right and, next, the Morris County Mall on the left. As you reach the Mall and approach the intersection, move into left turning lane. A Sunoco station is left and across the intersection from you. Turn left onto Hanover Avenue. The library is a half-mile down the road on your left. There is a stoplight and overhead sign at the library entrance.

**SOMERSET COUNTY LIBRARY**

**North Bridge Street and Vogt Drive, Bridgewater 908-526-4016**

**FROM INTERSTATE 287 SOUTH:** Take Exit 17 (202/206 South), ½ mile to Commons Way/Garretson Rd. Exit (Bridgewater Commons Mall). Make left at traffic light onto Commons Way. Turn left at the third traffic light onto Prince Rodgers Avenue. Proceed ½ mile to traffic light at North Bridge Street; go straight through light onto Vogt Drive. Turn right at 2nd entrance into upper parking lot just beyond library.

**FROM INTERSTATE 287 NORTH:** Take Interstate 287 North to Route 22 West (left lane exit). Travel 1½ miles on Route 22 West. Turn right (before first overpass) onto North Bridge Street (library sign). Bear right onto North Bridge Street and proceed ½ mile to first traffic light. Turn right onto Vogt Drive. Turn right at 2nd entrance into upper parking lot just beyond library.

**FROM ROUTE 206 NORTH:** Take Route 206 North to South Bridge Street. Turn right onto South Bridge Street and proceed 2 miles to West Main Street, Somerville. Turn right onto West Main Street and then left onto Grove Street. Proceed 2 miles to Route 22 overpass and turn left onto overpass. Just before stop sign, bear right onto North Bridge Street. Proceed ½ mile to first traffic light. Turn right onto Vogt Drive. Turn right at 2nd entrance into upper parking lot just beyond library.

**FROM ROUTE 202 NORTH:** Follow Route 202 North to First Avenue (Raritan) exit. Turn left at stop sign and cross over Route 202 onto First Avenue. First Avenue becomes Country Club Road. Proceed 3 miles to Garretson Road traffic light. Turn right onto Garretson Road (becomes Woodlawn Avenue) and proceed to North Bridge Street. Turn right onto North Bridge Street and proceed ½ mile to traffic light at Vogt Drive. Turn right at 2nd entrance into upper parking lot just beyond library.

**FROM ROUTE 22 EAST:** Follow Route 22 East to the Grove Street Exit. Bear right and proceed over overpass. Just before stop sign, bear right onto North Bridge Street. Proceed ½ mile to first traffic light and make a right onto Vogt Drive. Turn right at 2nd entrance into upper parking lot just beyond library.





# Highlands Regional Library Cooperative



## Technical Training Centers Course Confirmation/Payment Form



April 1 – June 30, 2006

- Telephone the Regional Office at 1-800-NET-HRLC to register for the course(s) of your choice or Register Online at [www.peopleware.net/2909](http://www.peopleware.net/2909).
- Put a R in the last column next to the course(s) for which you are successfully registered.
- Complete the Registration Form on the reverse side of this form. (Keep a copy for yourself!)
- Send this form along with a check or a library Purchase Order for the total amount owed to:

**PLEASE TAKE NOTE OF OUR NEW ADDRESS!**

Highlands Regional Library Cooperative  
400 Morris Avenue, Suite 202, Denville, NJ 07834  
(Our delivery ID # is 1146.)

COURSE NO.	LOCATION	DATE	DAY	TIME	COURSE NAME	CE HRS	COST	TO CONFIRM
B060404A	B TTC	04/04/06	Tues.	9:30 – 12:30	Pounded by the Surf – Technology Update	3	\$25.00	
B060404B	B TTC	04/04/06	Tues.	1:30 – 4:30	Google Like a “Goo-Ru!”	3	\$25.00	
S060405	S TTC	04/05/06	Wed.	9:30 – 4:30	Photoshop I – Basics	6	\$50.00	
T060406A	MOCOLIBLAB	04/06/06	Thurs.	9:30 – 12:30	Tangled in the Web	3	\$25.00	
T060406B	MOCOLIBLAB	04/06/06	Thurs.	1:30 – 4:30	What's Lurking in Your Computer?	3	\$25.00	
B060502A	B TTC	05/02/06	Tues.	9:30 – 12:30	Demystifying Wireless	3	\$25.00	
T060504	MOCOLIBLAB	05/04/06	Thurs.	9:30 – 4:30	Publisher I - Beginner	6	\$50.00	
S060510A	S TTC	05/10/06	Wed.	9:30 – 12:30	Pounded by the Surf – Technology Update	3	\$25.00	
S060510B	S TTC	05/10/06	Wed.	1:30 – 4:30	What's Lurking in Your Computer?	3	\$25.00	
B060606	B TTC	06/06/06 & 06/13/06	Tues.	9:30 – 4:30	Dreamweaver I – Two-Day Intro	12	\$100.00	
S060607A	S TTC	06/07/06	Wed.	9:30 – 12:30	Internet Explorer – Tips, Tricks & Troubleshooting	3	\$25.00	
S060607B	S TTC	06/07/06	Wed.	1:30 – 4:30	Google Like a “Goo-Ru!”	3	\$25.00	
T060608A	MOCOLIBLAB	06/08/06	Thurs.	9:30 – 12:30	Pounded by the Surf – Technology Update	3	\$25.00	
T060608B	MOCOLIBLAB	06/08/06	Thurs.	1:30 – 4:30	I Came, I Saw, I Blogged	3	\$25.00	

**Sign-in time is ½ hour prior to the start of classes.  
Please call 800-638-4752 if you can't attend!**

**Please include both sides of this page with proper payment or purchase order.**

**Registering for a class means you agree to the Terms and Conditions of this  
CANCELLATION POLICY**

You may cancel up to ten days before a scheduled class without penalty and receive a credit for another class. If you cancel less than ten days before, you will be responsible for payment. Class payments are NON-REFUNDABLE. HRLC reserves the right to cancel any class that is less than 60% full within 4 business days of the class. If HRLC cancels a class, you will receive a credit toward another class.

**Please print clearly.**

**YES! I REGISTERED FIRST BY PHONE OR ONLINE FOR THE CLASSES INDICATED ABOVE.**

Name \_\_\_\_\_

Library \_\_\_\_\_

Telephone (WORK) \_\_\_\_\_ (HOME) \_\_\_\_\_

E-mail \_\_\_\_\_

Total amount enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_

Check, payable to "Highlands Regional Library Cooperative" OR  Purchase Order



**Please remember to mark check/P.O. with student  
name(s) and course number(s).**

**We've moved!**

**Highlands Regional Library Cooperative  
400 Morris Avenue, Suite 202, Denville, NJ 07834  
(Our delivery ID # is 1146.)  
TEL: 973-664-1776 / 800-638-4752  
FAX: 973-664-1780  
[www.hrlc.org](http://www.hrlc.org)**

**PLEASE DO NOT SEND IN THIS FORM WITHOUT REGISTERING BY PHONE OR ONLINE FIRST!**



*HRLC is a NJ Department of Education Registered Continuing Education Provider - Registraton #213*

***Please include both sides of this page with proper payment or purchase order.***