

Getting Started: Tab 3: Programmes

Tab 3: Programmes

- Most libraries will have at least one PC with all of the programmes showed on the picture below available on it - this PC will also have scanning and CD writing facilities on it.
- All other PCs will have all of this software installed on them except DreamWeaver, Fireworks, Flash and Photoshop Elements.



- **MS Office 2000:** fully functional, including the ability to use the test databases in MS Access, insert charts, insert organisational charts and use the entire clipart catalogue. This is especially useful for those studying for ECDL or Advanced ECDL who want to practise these features of the software.
- **Image Editing software:** each Hillingdon Library PC has 4 image editors to choose from:
 - **HP Image Editor:** particularly useful for beginners. You can also refer to its own Helpsheet in the Intermediate section.
 - **MS PhotoEditor:** can be used from within any MS Office application (as an object). It has some effects and filters.
 - **Serif Photo Plus 6:** enables you to also work with layers and animated gifs, it has a similar interface to Photoshop.
 - **Picasa:** helps you organise, edit (its fixes are easy to use and very effective), print and share your digital images.

Additionally some PCs (including the scanner PC, all children's PCs and all PCs in Uxbridge Learning Centre) have **Photoshop Elements 3.0** installed on them.

- **Web editing software** each Hillingdon Library PC has:
 - **Alleycode HTML editor:** includes wizards for HTML, CSS and PHP coding. Synchro View allows you to view your page as you are designing it.
 - **NVU:** a What You See Is What You Get, complete web authoring tool to design and publish web sites.

If you are new to HTML, both applications have built in tutorials to get you started; more can be found at www.nvu.com

Additionally some PCs (including the scanner PC and all PCs in Uxbridge Learning Centre) have **DreamWeaver MX 2004** installed on them. Scanner PCs also have **Flash** and **Fireworks MX 2004**.