

Dear Educator,

Welcome to the 1998 MagnumMac Computer Training Courses. Each course has been carefully designed. Our introductory courses give you the required skills to competently use software, or to utilise computing tools in various subject areas. Our advanced courses allow you to master applications, as well as discover new and exciting ways to use the power of your Macintosh computer.

Our tutors have been chosen for their expertise, and ability to convey their knowledge and skills in a helpful manner.

In addition to our scheduled courses, we also offer a number of other services designed to help you use and implement IT. A list of these is below:

- needs assessment for hardware, software or professional development.
- personalised on-site training designed to suit your individual needs.
- ITPD training.
- a weekly "QuickTips" e-mail service intended for educators using IT.
- Mactropolis Bulletin Board System for sharing and communicating with other educators.
- conferences such as the Methven "Making IT Move" conference.
- tours of schools using IT in innovative ways.
- Apple Road Shows
- North Island Bus Trips
- Innovative Technology Schools Conference in Australia

We are always looking for ways we can improve the training courses we run. Your feedback and comments are welcomed.

If you require any further information on using or implementing IT in your school, please contact us on: tel: 03 366-5454, fax: 03 366-4456, e-mail: rob@magnummac.co.nz

Kind regards,

Rob Clarke
Education Consultant

Introduction:

The internet is having a progressively greater impact on both education and general life, and will continue to do so in the future.

Welcome to your introduction to *Surfing the Net, Browsing the Web* and *Cruising down the Information Superhighway!*

Internet First Steps Aims:

Course participants will:

1. Gain a basic understanding of the internet, what it is and how it functions
2. Develop skills and gain confidence in accessing and utilising information on the internet
3. Be introduced to the concept of the internet as a means of communicating locally and globally

Part One: Getting Going...

What is the internet?

Think of the internet as a huge number of computers linked together by phone lines all around the world. While this is a rather simplistic explanation, it gives an idea as to the vastness and continued room for growth of the internet. Anyone with a computer and modem can utilise the internet, including private individuals, schools, businesses and other organisations and institutions. It's massive and getting bigger all the time!!!

How do you get on to the internet?

Anyone can access the internet. You will require:

- a computer
- a modem
 - this is a piece of hardware that allows your computer to send and receive data through a telephone line
- Internet Service Provider (ISP)
 - A provider is the company that charges you money to use the web. You will hear about companies such as Clear, ICONZ and NetLink who all act as providers. (They are the people you pay). Your ISP will also provide you with a distinctive Email address as well as a password and dial-in numbers.
- a phone line
- software
 - usually provided by your ISP. Allows you to configure your computer to access the net through your Modem, as well as Browser and Email software (more about these later)

Why use it?

A very good question! The internet reflects both the best and the worst of humanity. Let's focus on the best...

The internet has a huge store of really useful information, for all interests and all age groups and it is ever expanding. If you develop the skills of tracking down and accessing this information, then the internet can provide a superb and everchanging resource.

Perhaps the most important part of the internet for people is the way in which it allows them to communicate quickly and effectively with each other wherever they are in the world. The possibilities for students to access and share information as well as communicate with others is vast.

This has ramifications for the way not only in which we teach, but how we allow students to utilise the internet in their daily learning...



Some important things to consider

How do you start the application at your school?

Where can you access internet in your school?

How will you help your class when they are accessing sites?

Do your children have access out of school?

How will you share a useful URL?

Opening it up

Let's start looking at the actual nuts and bolt of being "on-line" as well as de-mystifying some of the terms associated with using the internet. ..

Lingo & Definitions...

URL/Location/Address Every Web page has its own unique URL (Uniform Resource Locator) sometimes simply referred to as its *location* or *address*. A URL describes the exact location of a document on the internet and appears in your browser's *Location Bar*. For example the URL for MagnumMac is <http://www.magnummac.co.nz>

http Stands for *Hypertext Transport Protocol*. One of the protocols used to exchange information on the *World Wide Web*.

www Stands for... you guessed it - the World Wide Web! The Web is a vast array of electronic "pages" connected by the internet. You access these pages by using software on your computer known as a Web Browser (Netscape Navigator or Internet Explorer).

Site A web-site is a homepage (or collection of pages linked together at the same address). To get to a site you have to have use the correct address. You can often jump from one site to another if they are linked.

Hyper-Text Text which can be clicked on to access some other information or service on the internet. Can be linked to another part of the same page, another part of the same site or another web site altogether. Usually (but not always) this text is differentiated by being blue, and will always appear in a different colour after you have clicked on it for the first time.

Navigation The means by which you learn to move around the internet and the World Wide Web. Learning these skills are what this course is all about!

Bookmarks A method of storing an interesting site in the memory of your computer for visiting at another time. Saves you having to re-type the URL each time you want to visit a particular site.

Search Engine Is like a catalogue of information for you. When you enter key words the engine does the search and collating work for you and gives you a variety of sites (often thousands) that contain references to what you are looking for.
People have favourite engines they like to use... ask people.

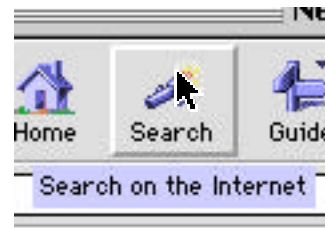
**Download/
Upload** You download information onto your computer to use or to look at. This is what you are charged for. You can upload your web pages to your provider so that they sit on their web server - then others can look at them.

- Hit** The number of hits is how many times a person has looked at your pages. Your provider can let you know each week how many “hits” you’ve had and from where in the world.
- Net Traffic** You may hear people speak of traffic on the superhighway. This is simply information travelling from place to place.
- HTML** This is **H**yper**T**ext **M**ark**U**p **L**anguage. It is the language used to create a web page. It looks and sounds complicated but really is very easy to use. Luckily we now have software such as Claris Home Page which means you can design a page in a similar way to word processing and it writes the html for you.

Part Two: Getting Around...

Navigation

1. First choose a subject in which you are interested. Then click on the *Search* button of your browser...
2. This will take you to a page with a range of Search engines on it available for you to use...
3. Type in some keywords for your topic (the more precise, the better).
4. You will then be presented with a list of homepages of websites to visit. These are usually presented in order based on the frequency with which your keywords were found on the Home page.
5. You will also notice that a short paragraph is written below the hypertext web address. This is text from the page itself and helps you narrow down your search by letting you know a little more about each page before you make your choice.
6. When you have decided, click on the hypertext to take you to that page.



Buttons, Addresses & Links

1. As you clicked on the hypertext, you probably noticed that the address changed in the Location bar of your browser...
2. This means that you are being taken to this new address on the Web.

3. Have a look at your page and you will see that it will probably include information in text, picture and even photographic form. If you are lucky you may have come across a page with a movie link on it, an animation or possibly a sound button etc. (The Web is increasingly becoming a multimedia experience).

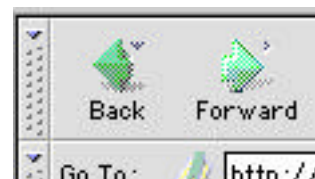
4. There will most likely be links from this page to others. These may be in the form of hypertext, buttons or clickable graphics. Try clicking on one of these to take you along that link to another web site or page.



5. Continue doing this to and from several pages - you may be surprised where you end up!

6. Let's now imagine that you want to go back to the first page you found - to do this quickly and simply, go to the *Back* button at the top left of your browser and click and hold this down. You will notice that all the pages you have so far visited in this session are listed in the order in which they were accessed...


7. Drag down to the page you want and click off - this will take you back to your first page (Note - you can do the same by moving forward through visited pages, using the *Forward* button). Let's imagine that you would like to store this web page address to visit again at a later date...




Bookmarks

To make a bookmark in NetScape Navigator, follow these steps:

1. Click on the  at the top of the screen on your menu bar.

2. Drag down to *add bookmark...* and when you next click on  - you will notice that the page title is listed under this menu bar item and will remain there until you want to remove it!

3. To go to this address at anytime in the future, it is simply a matter of selecting this title.

4. It is also possible to organise and reorganise your bookmarks by going to  on the menu bar and dragging down to *Bookmarks*.

Part Three: Going Further...

Communicating through the Internet

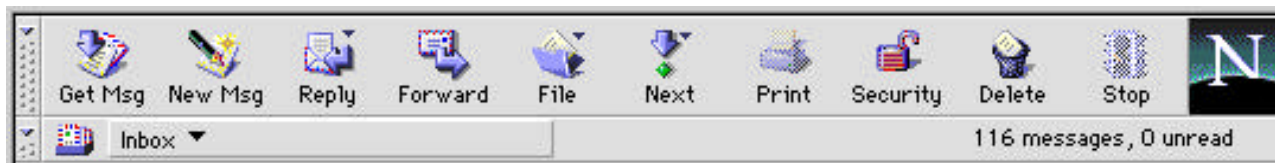


1. On the bottom left of your browser is a small sub-window. If you click on the circled portion above, the window will expand to this size...

2. You will then have access to Email by clicking on the Mailbox icon.

3. The latest version of Netscape has Email built into it although some people still prefer to run Email specific programmes for distributing, receiving and organising their electronic mail.

4. Spend some time exploring the features of your Netscape eMail centre...



5. It is also possible to send documents created by other applications (such as ClarisWorks) as attachments with Email.

Using data from the Internet

The internet can provide a great resource with the ability for you to:

- download software (freeware, shareware and to pay for new software electronically)
- dragging and dropping pictures and photos to your desktop or documents
- highlighting, cutting and pasting text to your own documents
- downloading movies and sounds to your hard drive
- print home pages

Have fun with the internet, it is a powerful and ever-expanding, multimedia resource...
Happy surfing!

