



Level 1 Transitions

Level 1-Transitions

LEVEL 1 Using the Internet



Internet Safety and Etiquette

The most important thing to remember is that when you're on the Internet, anyone can read everything you write. You should never write anything on the Internet that you wouldn't want other people to read.

Safety Rules:

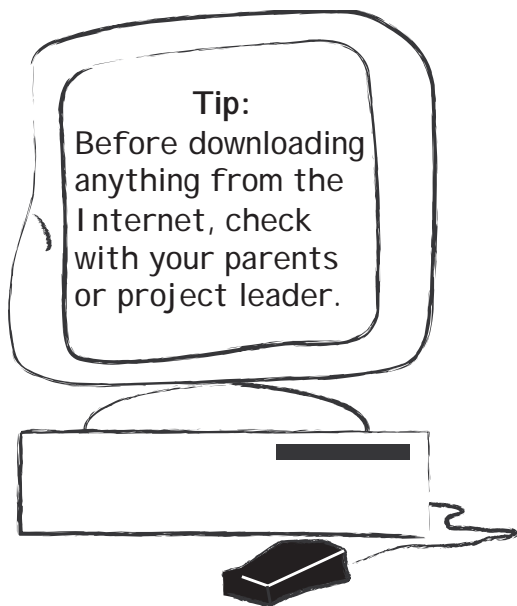
1. Never tell anyone who you are
Never give out your name, your mailing address, your telephone number, the name of your school, your 4-H Club name or any other information that could help someone figure out who you, your family or friends are.
2. Never get together with someone you "meet" online.
The biggest danger to your safety is if you get together with someone you "meet" online. Remember, you never know for sure if people you meet online are who they say they are.
3. Never Send or Reply to e-mail, chat comments, or newsgroup messages that are hostile, rude, inappropriate, or make you or others feel uncomfortable.
4. Talk with your parents, computer project leader and tech buddy about their expectations and 4-H Ground Rules for Using the Internet.

It's important that you and your parents agree when it comes to your online activities. Communicating with your parents means that you agree on things like:

- when you can use the Internet,
- what you can download,
- what search engines you can use, etc.

Tip:

Before downloading anything from the Internet, check with your parents or project leader.



As part of your Computer 1-2-3 project you need to talk with your parents, record and sign an Internet Safety Plan. It should include all of the basic rules for safety and etiquette, as well as when you can use the Internet, supervision, downloading rules, chat, email, etc. The plan must be agreed to and signed by you and your parent(s). It's a good idea to review your plan with your project leader and your tech buddy.

Internet Safety and Etiquette Plan



Name:

Date:

My Internet Safety Plan is: _____

4-H member
signature

Parent/guardian
signature

Tech Buddy
signature

Searches

Remember, the purpose of doing a search on the Internet is to find the information you need, not to sort through hundreds of thousands of hits.

Here are three tips for successful searching:

1. Read the "hints" and "help" for each search engine. This will explain exactly how their search tool operates.
2. Get familiar with Boolean searching by using a search engine and typing in "Boolean searching". These articles and lessons on Boolean searching will be very helpful. You can also refer to the 4-H website for Boolean sites.
3. Be very specific about what it is you are looking for. If you are interested in space exploration, try a search that is "space exploration". If the number of hits is too large try to narrow your search. For example, "unmanned space exploration by Canada".



Search Engines

Here's a list of safe search engines:

www.aol.com/netfind/kids/
www.ajkids.com/
www.yahooligans.com/
sunsite.berkeley.edu/KidsClick!/
www.onekey.com/live/index.htm
www.education-world.com/

or check out:

www.alberta4H.ab.ca
<http://webmania.ctv.ca/>

Identifying website names

Every country, business, organization and school has a fairly common set of suffixes (top level domain names) to make identifying them easier.



We've all heard of the dot com's of the world. "Dot com" actually refers to businesses and their website domain names.

Examples of some common top level domains are:

.com - Commercial/business (www.yahooligans.com)

.net - Network (www.telusplanet.net)

.org - Non-Profit Organizations (www.unicef.org)

Countries

Canada .ca (www.gov.ca)

United States .us (www.ajb.dni.us)

Japan .jp (www.japantimes.co.jp)

Some top-level domains are different between Canada and other countries, for example:

.edu - USA Educational websites

Canada Universities are:

www.ualberta.ca

www.ucalgary.ca

and Canadian Colleges

www.gmcc.ab.ca

www.lethbridgecollege.ab.ca

www.fairviewc.ab.ca

Governments

Alberta (www.gov.ab.ca)

United States (www.whitehouse.gov)

Communicating using e-mail

How to use e-mail

Electronic mail (e-mail) is one of the most common uses of the computer next to word processing. People can communicate across the world anytime and from anywhere there is Internet access. It's quick, easy to use and it is a great way for you to communicate with family and friends.

How does e-mail work?

The main web browsers (Netscape Navigator™ and Microsoft Internet Explorer™) have a built-in e-mail.

An e-mail address will look something like: `yourname@shaw.ca` or `yourname@telusplanet.com`.

Sending e-mail

First you need to know the e-mail address of the person you are sending a message to. To send an e-mail, you will need to type the person's e-mail address in the "To" box, also type in a short description of what the e-mail is about in the subject line and then type your message in the main part of the e-mail window below the subject line. To send the e-mail click "Send"!

Replying to an e-mail

If someone has already sent you a message, you can click on the "Reply" button and type your message. This will automatically reply to the person who sent you the message. If the message was sent to a group of people and you want to reply to the whole group you can hit the "Reply All" button!

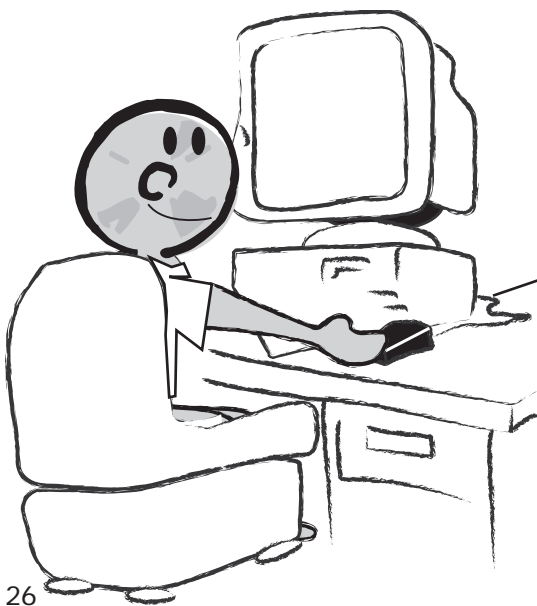
CC and BCC e-mail

CC stands for Carbon Copying. It simply means that the message that is being sent to you is also being sent to someone else and their e-mail address or name will appear after the cc on your e-mail.

BCC means Blind Carbon Copy. This is the same as CC except the person sending the e-mails has hidden the names and addresses of the people receiving the message. This is a good thing to do because when you send a CC email you are sharing other people's e-mail addresses, often without their permission.

Attachments

An attachment is another file(s) that you are sending with an email message, To send an attachment you need to click on add attachment or on the paper clip, a window will open and you then find the file you want to attach, click on it and press attach or choose. The file is now part of your email and a copy will be sent when you press send. The original file stays on your computer.



Reading your e-mail

Each time you connect to your Internet account, you will either automatically receive your e-mail or you may have to press "send/receive" or "get messages". To read your e-mail, select your "Inbox" and then click on the bolded messages (bold usually means they have not been read).



Deleting messages

Each e-mail program comes with a way to delete or get rid of unwanted or old e-mails. Usually you can press the delete button or send to trash. After sending the e-mail to trash or deleting it you will also have to empty your deleted items or trash folder.

SPAM Mail

Sometimes you may receive unwanted electronic junk mail, called "SPAM". One way to stop SPAM is by replying and requesting to have your name removed from the mailing list. The one problem with this method is you may be confirming for someone that this is your e-mail address and it may encourage them to send more. It's best to delete these messages without opening them.



Security

There are some simple guidelines to using email. User ID's and passwords should never be written down and left where others can find the information (except, of course your parents), nor should you give them out to anyone.

Viruses in e-mail

E-mail viruses are tiny programs that are sent as attachments. An e-mail virus is usually created to damage or cause glitches in the hard drive of the computer(s) that it reaches. You can easily stop the spread of a virus by paying special attention to e-mail attachments. One of the most common suffixes on e-mail viruses is .exe, which stands for execute or start. If you open these attachments it starts the virus program, it may harm your computer and then send the virus automatically to everyone in your address book. There are different anti virus programs available on the Internet and they are worth checking out daily or at least monthly.

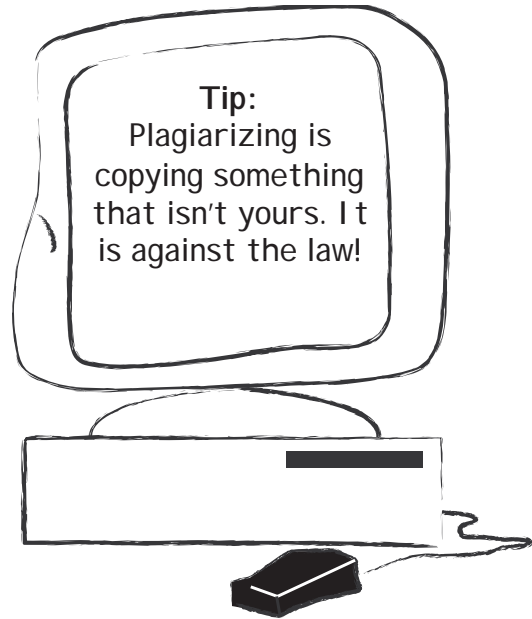
Virus Hoaxes

Virus hoaxes are just that, they aren't real viruses. There are several websites that update information daily to monitor viruses. It's a good idea to visit those sites (check out the 4-H website for links), your computer hard drive will thank you!

“Cite the Site”

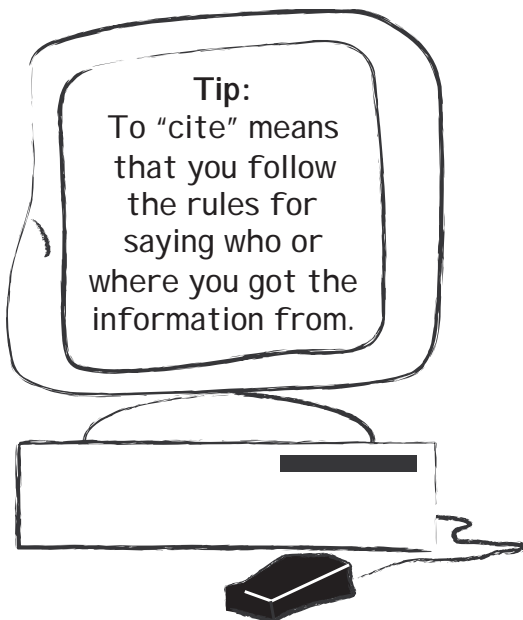
Copyright and Plagiarism

The Internet (World Wide Web) has become a major source of information and graphics for everything from research and term papers, to brochures and presentations. How to avoid plagiarizing these sources has become a hot topic. Typically, the rules as they apply to a printed source are the same: when a writer must refer to ideas or quote from a WWW site, he/she must cite that source.



Graphics

If a writer or computer user wants to use visual information (graphics) from a website, many of the same rules apply. Copying graphics from a website (the same as from a printed source like a book) is very similar to quoting information, and the source of the graphics must be cited. For this manual we got permission from different people to use their information. We actually got emails back from them that we are saving so that we know it was OK to copy their stuff.



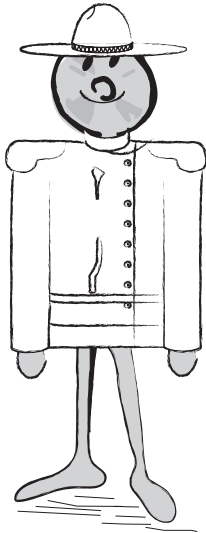
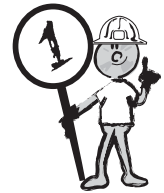
Web Content

These rules also apply to other uses of text or graphics from the Internet.

If a 4-H member or any other web designer is building a web page, and copies graphics or text from other websites, she/he must also provide information about the source of the information that has been copied. It is a good idea to get permission from the WWW site's owner before using the graphics. That contact information is usually available on the site

To see what we mean, go to:
www.indiana.edu/~wts/wts/plagiarism.html

The text on the last page, about “Copyright and Plagiarism” even though it has been changed, still must be cited as being from their web page, otherwise it would be considered plagiarism. In this case, we requested and were given permission to use the text from Writing Tutorial Services, at Indiana University Bloomington.



Copyright Laws in Canada

In the simplest terms, copyright means the right to copy. Only the owner of the copyright, very often the creator of the work, is allowed to produce or reproduce the work in question or to permit anyone else to do so.

From Copyright Board <http://www.cb-cda.gc.ca>

Software

Now that you have some basics on how to use the Internet it's time to get started on learning some of your software. Because everyone has a different computer and may have different software this manual is not a step-by-step instruction guide. For specific instructions or tutorials on the use of your software you will need to:

1. Work with your tech buddy, computer project leader or parents
2. Use the HELP menu on your tool bar
3. Find free online tutorials
4. Borrow or buy books about your software

Common Menu bars

Most programs on a Mac or PC have some basic things that are the same. When you open your program either by double clicking or using the pc start menu, across the top of your monitor you will see a series of title words. Under each of those title words (point your mouse at the word and hold the button down) there is a "pull down" menu with a series of instructions. The File menu, which you will find on the far left of most menu bars also has some common commands.



Most of the software we will be looking at can:

- Insert text - insert text anywhere in the document.
- Delete text - erase letters, words, lines, or pages
- Cut and paste - remove (cut) a section of text from one place in a document and insert (paste) it somewhere else.
- Copy and paste - duplicate a section of text and paste it in the same or another document.
- Set page size and margins - use various sizes (letter, legal, tabloid) and margins (edges of the printed page)
- Find and replace - search for a specific word or phrase and replace it with another word everywhere that the first word appears.
- Change Font style - For example, you can make the text bold, italicized, or underlined. Most word processors also let you change the font size and even the typeface (the style of the letters).
- Insert Graphics: Allows you to put images and graphs into a document. Some word processors let you create the image within the word processor; others let you insert an image from a different program.
- Format Layout allows you to specify different margins, paragraphs, headers, footers, and turn on automatic page numbering.

Software

Let's look at some software applications (programs) and do some mini projects to help you learn the basics!

Word Processing

Using a word processing application is the most common use of the personal computer. A word processor is used to create a document, store it electronically on a hard drive, disk, CD, display it on a screen, and format it (fonts, tabs, margins, etc).

Many people consider the word processor the modern replacement of the old typewriter because you can make changes or correct mistakes at anytime without retyping the whole thing. You can delete a paragraph, or insert a word, sentence, or paragraph in the middle of your document. Word processors also allow you to cut, paste and reorganize your text or images from one place to another within a document, or between documents.

Word Processors allow you to create, delete, move, and search for files.

Most word processors let you merge text from one file into another file. This is very useful for making many files that have the same format but different data(information).

Generating mailing labels is a good example of using merges.

Spell check is an automatic dictionary that allows you to check the spelling of words you have used.

Thesaurus is a built-in thesaurus that allows you to search for synonyms electronically.

Tables of contents and indexes are automatically created based on special codes you can insert in the document.

OK Let's get started. Remember, work at your own pace and ask for help when you need it!

