



Technology I

A Handbook for Technology

2013

Special Olympics
Indiana





Technology I

Google Mail Information and Instructions

#1 – What’s good about a Google email (gmail) account?

1. It’s FREE!!!
2. You have lots of storage available for storing your messages.
3. It has very good SPAM protection so you will get very little junk mail.
4. It is supported by almost all the common Web browsers so you can read your mail from anywhere.
5. Apps are available for all smartphones and tablets.
6. Google search capabilities are built right in.
7. It’s simple, efficient and fun!
8. It automatically groups email and its replies into a conversation, so you can easily follow the back and forth of an email exchange.

#2 – How to create a Gmail account

1. Point your Web browser to: www.gmail.com.
2. Click on “Create an account.”
3. Fill in your name, your new username, your new password, and security question information.
4. Click on “Create my account.” You should get a message that your account was created.
5. Click on “Show me my account.”

#3 – How to read Gmail in the future

1. Point your Web browser to: www.gmail.com.
2. Sign in to Gmail with your USERNAME and PASSWORD that you created above.
3. Click on a message header line to read that message.
4. Click on “Back to Inbox” to return to your inbox.

#4 – Creating Gmail Labels

1. Click on (top right), then “ settings”; then click on “Labels.”.
2. Click on the box “Create a new label” and fill in the box with the new label you want.
3. Click on the “Create” button and the new label is created. Choose options needed. Select colors.
4. To assign a label, select the one or more messages and click on the “action” box, then apply the correct label to the message (s).
5. To list messages with a label, just click on the label along the left side.
6. You can apply more than one label to each message.

#5 – Creating Gmail Contacts

1. Click on “Gmail” then “Contacts” along the left of the Gmail screen.
2. Click on the “New contact” button or “+0” and a new contact page will be displayed.
3. Fill in the new contacts name and email address at a minimum.
You may add other information and “more information” if desired.
4. As you enter information the changes will be saved.
5. You can save a picture of the contact by clicking on “Add a picture”.

#6 – Keyboard Shortcuts will save you time

1. Click on then “settings” at the top right of the Gmail screen.
2. Click on the “Keyboard shortcuts on” box on the second page.
3. Click on the “Save Changes” box at the bottom.
4. To display the shortcuts information press <Shift> + ?. Or to print a chart of shorts, go to “Settings”, then under Keyboard shortcuts click on “Learn more.” Print the page that is displayed.



Email Hints and Notes

#7 – How to write a good email

1. Make sure every message you send is clear. Make sure that you're saying what you mean to say.
2. Try to keep your message as short as possible. You want to get to the point right away so you don't waste a person's time.
3. Make sure your spelling and grammar are correct.
4. Make sure your message won't be misinterpreted. For example, the person you send it to may not realize what you write is meant to be sarcastic or a joke – and may not take it that way.
5. Always use upper and lower case letters when typing messages. A MESSAGE WRITTEN IN CAPITAL LETTERS IS ANNOYING AND HARD TO READ. THIS IS CALLED SHOUTING.
6. Using black type and an easy to read "font" makes it easier for whoever receives your message.
7. Pick out a subject line for the message that will let the reader know what the email is about. You want to make sure the people you are emailing open your email messages. So don't make them guess about what the message is about. I'd recommend putting Special Olympics in the subject line along with whatever else the email is about. That way the person you're emailing will want to open it right away!

#8 – Good email habits

1. Check your messages regularly! Try to do it once a day if at all possible.
2. Reply to messages as soon as possible. You can reply to a message to answer a question, express an opinion, or supply the person with added information.
3. Be very careful about opening an attachment. Don't open an attachment unless you know the sender – check to make sure it's really the sender you know. Everyone should have anti-virus software on your computer. See page 5 for lists of virus and spyware software.

#9 – Top 10 ways to deal with junk mail (spam)

1. Never respond to a spam offer. Those fantastic deals for such things as high-paying, stay-at-home jobs are too good to be true. Responding will just bring a new flood of mail to your inbox.
2. Delete without reading.
3. Enroll with caution. Before you register for anything, read the privacy policy. Make sure the organization won't share your email address and that they will let you say "no" to future mailings. Be sure to scroll all the way down and look to find the place where you can say you don't want future mailings. Make sure no boxes are checked that you don't want information on.
4. Unsubscribe to email lists. Sometimes you'll be invited to join a list where you'll get a "tip of the day" or "joke of the day." Sometimes it gets to be too much. That's when you should go to the bottom of the email to "unsubscribe." If the link doesn't work or the organization doesn't honor your request, fill out an online complaint at www.ftc.gov or call 877-382-4357 toll free.
5. Use a filter. Your Internet Service Provider (ISP) may filter out a lot of junk email before it gets to you. Some provide users with an optional free program, like Earthlink's Spaminator or AT&T Worldnet's Email Screener. Most mail programs will let you block a specific sender or use other filtering processes.
6. Send junk mail to a separate address. Have a second email account to use when you give an address online.
7. Select a unique user name. Unless you have an unusual name, use number and letter combinations in your name to foil a "dictionary attack." Some spammers create alphabetical lists of probable addresses using common names.
8. Keep your address under cover. You can buy software, such as Spam Motel, that hides your address when you send a message.
9. Complain to both ISPs. Contact your ISP to report spam you receive. And then report it to the ISP of the spammer if possible.
10. Speak up. Ask your congressional representative to support laws against spamming.



Websites for you to visit

#10 – Some Special Olympics Websites

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|-------------------------------------------------------------------------------------------------------------------|-------------------|
| 1. www.soindiana.org | Indiana |
| 2. www.specialolympics.org | International |
| 3. www.lorettaclaiborne.com | Loretta Claiborne |
| 4. www.sostjoseph.org | St. Joseph County |
| 5. www.specialolympicscasscounty.org | Cass County |
| 6. www.lafayette-online.com/specialolympics | Tippecanoe County |
| 7. www.porcoso.org | Porter County |
| 8. www.whitecountyspecialolympics.cfsites.org | White County |
| 9. www.specialolympicspulaskicounty.cfsites.org | Pulaski County |
| 10. www.softl.org | Florida |
| 11. www.sonc.net | North Carolina |
| 12. www.specialolympicswisconsin.org | Wisconsin |
| 13. www.specialolympics.ca | Canada |
| 14. www.specialolympicsva.org | Virginia |
| 15. www.sonj.org | New Jersey |
| 16. www.facebook.com/SpecialOlympics | SO Incorporated |

#11 – Some other Websites of interest

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| 1. www.kelloggs.com | for Healthy Eating |
| 2. www.mypyramid.gov | for Healthy Eating |
| 3. www.vegweb.com | for Healthy Eating |
| 4. www.jokes.com | for Global Messengers |
| 5. www.toastmasters.org | for Global Messengers |
| 6. www.wal-mart.com | for coaches to buy supplies |
| 7. www.ebay.com | for coaches to buy supplies |
| 8. www.baseballrampage.com | for coaches to buy supplies |
| 9. www.baseballsavings.com | for coaches to buy supplies |
| 10. www.switchboard.com | addresses and phone numbers |
| 11. www.hotels.com | to locate travel information |
| 12. tile.net/lists | to read newsgroups |
| 13. groups.google.com | to read newsgroups |
| 14. www.google.com | Search engine |
| 15. www.bing.com | Search engine |
| 16. allmyfaves.com | Search engine |
| 17. search.yahoo.com | Search engine |
| 18. www.alltheweb.com | Search engine |
| 19. www.altavista.com | Search engine |
| 20. www.goodsearch.com | Search engine |
| 21. www.ask.com | Search engine |
| 22. dictionary.com | word definitions |
| 23. thesaurus.com | similar word choices |
| 24. www.facebook.com/SION.Tippe | Tippecanoe County Facebook |
| 25. www.facebook.com/groups/ALPsofTippecanoe/ | Tippe Co ALPs |
| 26. specialolympics-about.blogspot.com | Blogger by Jennifer Hoover |
| 27. jenlifewim.blogspot.com/blogger.com | Jennifer's swimming stuff |
| 28. soindianatippecanoe.wordpress.com | Tippe Co blog website |
| 29. otherinbox.com/organizer | Other inbox |
| 30. www.makeuseof.com/tag/are-you-sure-you-know-how-to-use-google | |



Internet Explorer and Searching Hints

#12 – How to set your personal Home page in Internet Explorer

1. Go to the page you want as your new home page (you can choose one you know or one from the handout).
2. Click on “Tools” in the Menu bar, and then click on “Internet Options.”
3. Click on the “General” tab. In the “Home Page” section, click on the “Use Current” button.
4. Click on “OK.”

#13 – How to Bookmark a favorite website in Internet Explorer

1. Go to the page you think you’ll visit often.
2. On the browser’s Menu bar, click on FAVORITES, then click on ADD TO FAVORITES (or Add to Favorites Bar) OR hold the CTRL key and press “D”.
3. When the ADD FAVORITE dialog box appears, check the name that will appear in your list of Favorites. Change it if you want. Click on ADD button.

#14 – Successful searching methods

1. Be specific. If you’re looking for tulips, don’t type “flowers” – type “tulips.” Being as specific as possible will help the search engine produce more focused results. Remember, computers aren’t human. They don’t know what you mean unless you tell them exactly.
2. Improve your search by using some symbols to narrow your search’s focus. Most search engines recognize math symbols like “+” and “-.” These let you add or subtract from your search results. If you want to find out about Toby Maguire and his Spiderman role, type “Maguire + Spiderman.” If you’d type just Spiderman, you’d get all sorts of things, but adding Maguire will tell you about the person who plays Spiderman. In the same way, if you want information about saints, but not the New Orleans Saints, type saints –“New Orleans” (notice, there’s no space between the hyphen and the quote).
3. Put phrases in quotations if you’re looking for something very specific. Again, if you want to know about the latest Spiderman movie, don’t just type Spiderman movie, put “Spiderman 3” in quotations.
4. Try to narrow the focus as much as possible by using several words. Say you’re looking for information about ALPs. Don’t type just athlete leadership, or you may come up with something about college or pro athletes. Type in Special Olympics Athlete Leadership to make it more specific.
5. Don’t feel married to Google or AOL or whatever as your search engine. Each works differently, so the same keyword will not always produce the exact same results from one to the next. Explore and see which ones work best for you.
6. Get help from your search engine. Most feature a section called “Helpful Hints” or “Help” or “Advanced Search.” They’ll give you pointers about how to use that particular search engine. You’ll save a lot of time if you learn the basics of each search engine you try.



Special Olympics Indiana Contact Information

#15 – Special Olympics Indiana ALPs Management Team:

See your “Handbook for Athlete Leaders” from Registration for ALPs Management Team contact information.

#16 – Antivirus software www.pcwORLD.com/product/1250002/internet-security-2013-.html

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|-----------------------------------|----------------------------------|
| 1. Microsoft Security Essentials | free with Windows 7 |
| 2. Norton Internet Security | \$22 - 68 for one year/three PCs |
| 3. Kaspersky Internet Security | \$25 - 40 for one year/three PCs |
| 4. AVG Internet Security | \$22 - 55 for one year/three PCs |
| 5. PC Tools Internet Security | \$43 for one year/three PCs |
| 6. BitDefender Internet Security | \$50 for one year/three PCs |
| 7. McAfee Internet Security | \$11 - 70 for one year/three PCs |
| 8. Spyware Terminator | free |
| 9. Avira AntiVir Personal Edition | free |

#17 – Spyware protection software

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|----------------------------------|---------------------------------------|
| 1. Microsoft Security Essentials | free with Windows 7 |
| 2. WinPatrol | Free or One Time Fee \$29.95 for Plus |
| 3. Spyware Doctor | \$30 plus \$50 annual renewal |
| 4. Windows Defender | free |
| 5. Task Catcher | \$13 for purchase |
| 6. PC Tools Firewall Plus | free |

#18 – Facebook websites

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|---------------------------------------|-------------------------------------------------------------------------------------------|
| 1. Facebook Privacy Manual (52-pages) | dl.dropbox.com/u/8324990/FBpm.pdf |
| 2. SOI | www.facebook.com/SpecialOlympics |
| 3. SOIN | www.facebook.com/soindiana |

#19 – Password Manager websites

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| 1. Password Safe | passwordsafe.sourceforge.net/quickstart.shtml |
| 2. Password Safe Guide | dl.dropbox.com/u/8324990/PWSgd.pdf |
| 3. Password Box | passwordbox.com |
| 4. LastPass | lastpass.com |
| 5. Password Management Guide (35 pages) | dl.dropbox.com/u/8324990/pmg.pdf |

#20 – DropBox websites

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| 1. Getting started (5-pages) | dl.dropbox.com/u/8324990/DBgs.pdf |
| 2. A DropBox Guide (36 pages) | dl.dropbox.com/u/8324990/DBgd.pdf |
| 3. DropBox tips (1 page) | dl.dropbox.com/u/8324990/DBtp.pdf |

#21 – OtherInbox websites

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|------------------------------|-----------------------------------------------------------------------------------------|
| 1. Getting started (4-pages) | dl.dropbox.com/u/8324990/OIB.pdf |
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Technology I

Practicum Exercises to Receive Credit

All exercises are due within 6 months of the class date.

- 1) **Come to class with an email account to use
OR create your own new Gmail account to successfully use**
If you already have an email account, you may use it. Or you will complete the steps of creating your own Gmail account for athlete leadership. From your email account, you will need to demonstrate you can successfully use email.
- 2) **Research fund raising**
You will research Special Olympics fund raising projects in other states and email a report to the instructors. You should include a description of the project with references and pictures. You can indicate how to find additional information by including website addresses.
- 3) **Send a story and pictures to SOIN**
Write a story for the weekly newsletter called “SO What” that is emailed to many people in Indiana. It doesn’t have to be long, but should tell the readers something interesting about yourself, your sport, or your local program. Include an interesting picture about the story. Email the picture and story to Tracy Miller in the state office. You are responsible for finding her email address. Email a copy of the picture and story to the instructors.
- 4) **Keep in continual email contact**
The instructors will be emailing each student about once a month. You need to reply to each of these emails.
- 5) **Tell ALPs and County Coordinator and Area Director about training**
Email your ALPs coordinator and local county coordinator with a report of what you learned in this class and how it will help you to be a better athlete leader. You should have created contacts for these two important people as an exercise in class. Email a copy to the instructors.
- 6) **Research a speech or Athlete Input Council issue**
Conduct some research on a speech or Athlete Input Council issue you find interesting or would like to be involved in. Write a little about this speech (an outline of the points you want to present) or issue (what are the important points and what outcome do you want to see happen) and send it to someone who you think can help you make it happen. Email a copy to the instructors.
- 7) **Improve future Technology classes**
Think of at least 3 advanced technology topics you would like to learn about in a future Technology class.
Email your suggestions to the instructors.

For the instructors email all items to Mike and Jennifer (they’re in your contact list)



Notes: