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Technology II

A Handbook for Technology

Updated: 2013

Special Olympics
Indiana





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Computer Terminology

Internal Computer Terminology

- RAM – Random Access Memory
- ROM – Read Only Memory
- BIOS – Basic Input/output System
- CPU – Central Processing Unit
- GPU – Graphic Processing Unit
- SPU – Sound Processing Unit
- GHz – Gigahertz 1,000,000,000 cycles/second
- MHz – Megahertz 1,000,000 cycles/second
- TB/Tb – Terabyte/Terabit 1,000,000,000,000 bytes
- GB/Gb – Gigabyte/Gigabit 1,000,000,000 bytes
- MB/Mb – Megabyte/Gigabit 1,000,000 bytes
- KB/Kb – Kilobyte/Kilobit 1,000 bytes
- 32-bit / 64-bit

External Computer Terminology

- CD-ROM drive = reads CD's only
- DVD-ROM drive = reads DVD and CD's
- CD-RW drive = reads and writes to CD's
- DVD-RW drive = reads and writes to DVD's
- CD/DVD-RW drives = reads and writes to CD/DVD media
- Floppy drive = read/write to floppy disk
- ZIP drive = read/write to ZIP disk
- Hard Drive = storage for OS and other data
- USB Media/Devices
- Blu-Ray Drive = Reads Blu-ray disc
- Blu-Ray RW = Reads/Write Blu-Ray Media

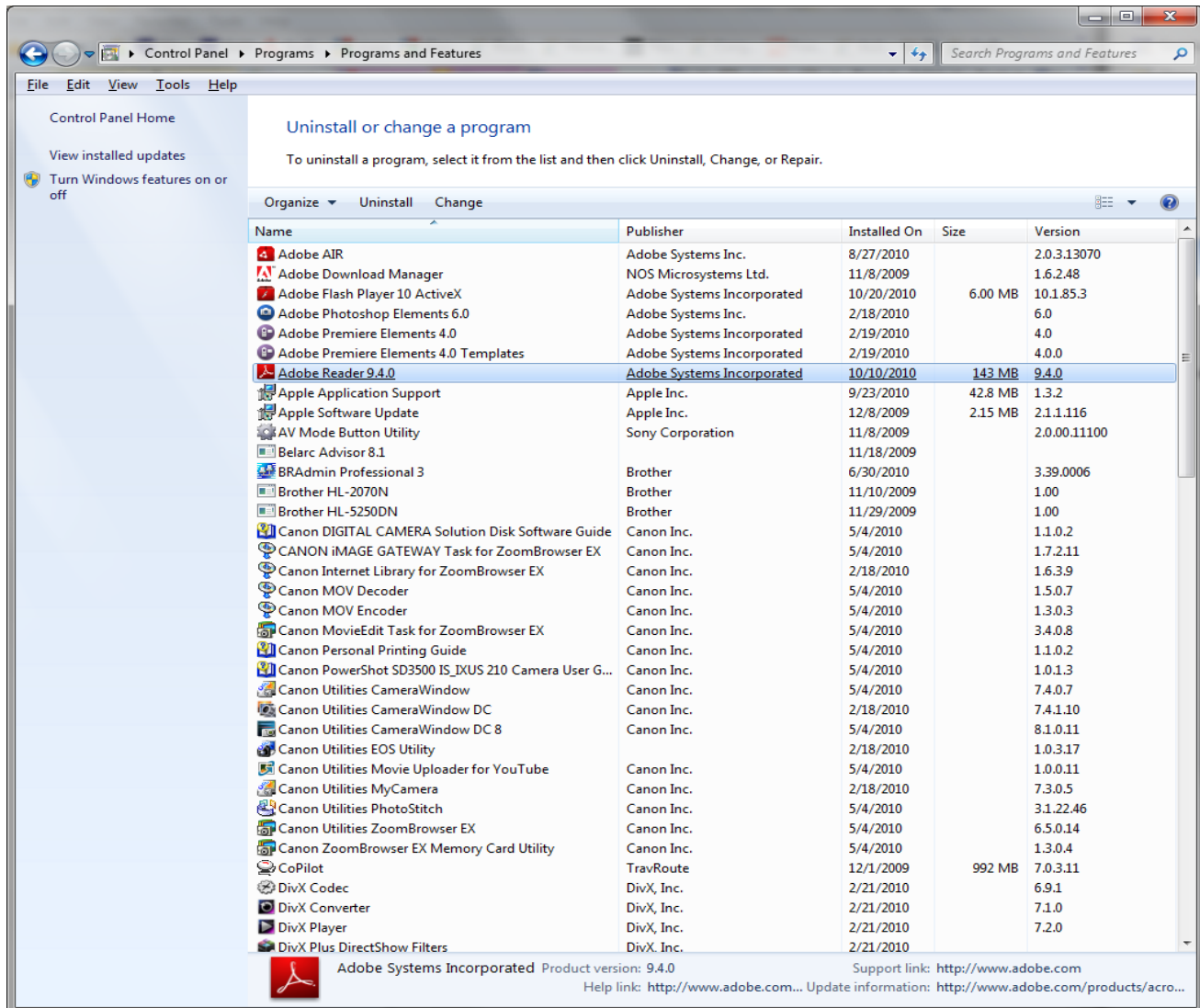
Media Computer Terminology

- CD-ROM = Compact Disc Read Only Memory 650-747 MB
- CD-/+R = Recordable CD 650-747 MB
- CD-/+RW = Re-writeable CD 650-747 MB
- DVD-ROM = Digital Video Disc Read Only Memory 4.7 GB
- DVD-/+R = Recordable DVD 4.7 GB
- DVD-/+RW = Re-writeable DVD 4.7 GB
- Floppy Disk 1.44 MB
- Zip Disk 750 MB
- Blu-Ray Read Only Memory 25 GB
- Blu-Ray +/- R = Recordable 25 GB
- Blu-Ray +/- RW = Rewriteable Blu-Ray Disc 25 GB
- DVD-DL-ROM = DVD Dual-Layer Read Only Memory 8.5 GB
- DVD-DL +/- R = DVD Dual-Layer Recordable 8.5 GB
- DVD-DL +/- RW = DVD Dual-Layer Rewriteable 8.5 GB



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Uninstall, Change or Repair Software



- Cleaner from www.piriform.com
- Advanced SystemCare from www.iobit.com
- Revo Uninstaller from www.revouninstaller.com
- Glary Utilities from www.glarysoft.com
- Absolute Uninstaller from www.glarysoft.com



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Antivirus and Spyware Software

Antivirus software point browser to:

www.pcmag.com/article2/0,2817,2369749,00.asp#fbid=-reK_GaZLnB

- | | |
|---|-------------------------|
| 1. Microsoft Security Essentials 2013 | free with Win Vista & 7 |
| 2. Norton Internet Security 2013 | \$22 - \$68 |
| 3. Kaspersky Lab Internet Security 2013 | \$25 - \$40 |
| 4. AVG Internet Security 2013 | \$22 - \$55 |
| 5. PC Tools Internet Security 2013 | \$43 |
| 6. BitDefender Internet Security 2013 | \$50 one year/three PCs |
| 7. McAfee Internet Security 2013 | \$11 - \$70 |
| 8. Spyware Terminator | free |
| 9. Avira AntiVir Personal Edition | free |

Spyware protection software:

- | | |
|---------------------------------------|---------------------------------------|
| 1. Microsoft Security Essentials 2013 | free with Win Vista & 7 |
| 2. WinPatrol 2013 | 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 |
| 7. Malwarebytes | free |



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Digital cameras have gained better lenses and increased pixel resolutions over the years, but that doesn't mean that every photo you snap will be a gem. Overexposure, underexposure, random blemishes, red-eye problems, white balance issues, and other visual mishaps will occur, so it's incredibly handy to have a good photo editing application on your PC to make corrections. Fortunately, there are plenty of photo editing applications that can get the job done—for free!

Unless you demand the image-editing power of Adobe Photoshop, you can do a lot with your pictures for absolutely no cost. On the high end of the spectrum is GIMP 2013, (available for Linux, Mac, and PC), which delivers near Photoshop-like editing. As such, it's a bit of a beast for the uninitiated, but those who take their time to learn the applications intricacies—layering, rotation, RAW compatibility—will find that there's a lot to like.

On the lower end, you'll find one of the best tools in this category for novices is Picnik, an online image editor that lets you tweak photos in the cloud. Not only does it let you perform contrast, color, and light correction from an intuitive interface, but you can create collages as well.

Of course, GIMP and Picnik represent just two of the many free photo editing applications available; there are dozens of others that appeal to both the casual shooter and the dedicated photographer. Go to PCMag.com for full reviews of the following image editors, so you can know which is best suited for your job at hand.

GIMP 2013

The OS-agnostic GIMP brings high-end photo editing to users for zero dollars, but only the dedicated should walk this deep, complex road.

Fotoflexer

This Web-based photo editing application has casual and prosumer appeal, but lacks vital elements that both groups desire.

Paint.Net

Featuring an easy-to-use interface and an array of effects, Paint.net is a solid free photo editing applications for those that don't need the power of Photoshop.

Picasa

With a slick new interface and cool new features and tools, Picasa remains a terrific, easy, and free way to edit and organize your images.

Picnik

Picnik packs in nearly every feature (and more) that non-professionals desire, but its Web-based nature won't let you open an image on your desktop without uploading it first.

Windows Live Photo Gallery 2012

Now with face recognition and retouching, Windows Live Photo Gallery can stand up proud against the likes of Apple iPhoto and Google Picasa.



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www.download.com is a program search engine you can get 100's of free programs from download.com. Download.com checks these programs for viruses and spyware so you will know you are getting a program with no viruses and no spyware

Paid Software:

Free software does the same as a paid full version program. But a paid full version program has a lot more features than a free program. But a paid full version program can cost you from \$1 to \$1000.00. Most people can do very well by using free programs. Here is a list of the most popular paid full version programs.

- | | |
|--------------------------|--|
| 1. Microsoft Office 2013 | www.microsoft.com/office |
| 2. Microsoft Windows 7 | www.microsoft.com/windows |
| 3. Roxio Creator 2013 | www.roxio.com |
| 4. The Print Shop | www.broderbund.com |
| 5. Adobe Photoshop | www.adobe.com |
| 6. Paint Shop Pro | www.corel.com |
| 7. Nero 12 | www.nero.com |



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Best Free Photo Sharing Sites (from www.brighthub.com)

1. Facebook (www.facebook.com)

Bottomline: Perfect for sharing vacation, party, and personal photos and short video clips with friends and family.

2. YouTube (www.youtube.com)

Bottomline: Perfect for HD video and movie sharing to a large audience and searching for videos to watch.

3. Flickr (www.flickr.com)

Bottomline: Perfect for amateur photographers looking to share their photos and get feedback.

4. Vimeo (www.vimeo.com)

Bottomline: Perfect for amateur cinematographers looking to get exposure and feedback from professionals and amateurs alike. Vimeo's focus is more about quality rather than quantity.

5. Photobucket (www.photobucket.com)

Bottomline: Great place to quickly upload and share small photos and videos.

6. Picasa Web Albums (www.picasaweb.com)

Bottomline: Excellent for storage and sharing of original-sized photos and Blogger bloggers.

7. Shutterfly (www.shutterfly.com)

Bottomline: Great for uploading a large number of pictures, especially if you intend to get them printed at Shutterfly.

8. Windows Live Skydrive by Microsoft (www.windowslive.com/Online/SkyDrive)

Bottomline: If you have a lot of photos, videos, and large files to store, this is the place!

9. Twitpic (www.twitpic.com)

Bottomline: Great for keeping your friends and world up to date with what is going on around you.

10. Tinypic (www.tinypic.com)

Bottomline: Great for quickly uploading a picture or two without registering for an account. This is useful for forums, email, or MySpace/Twitter users.

11. Snapfish (www.snapfish.com)

No review available. Suggested by Wes' teacher.



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Best Online Photo Labs

For a top ten list of best photo print services, point your web browser to:
www.digital-photo-printing-review.toptenreviews.com

There you will find an extremely thorough comparison of the best online digital photo printing services currently available including: ease of use, quality of prints, service and site features and technical support. Each of the ten recommended sites has a thorough listing of reviewer comments. (See sample below)

Some retail stores online photo labs:

- 1. Walmart at photos.walmart.com
- 2. Walgreens at photo.walgreens.com
- 3. Meijer at www.meijer.com/photo
- 4. CVS at www.cvsphoto.com
- 5. Target at www.target.com/photo

(The following is just a partial listing. It's actually about 10 times longer.)

Walgreens Photo Center Review

Walgreens is no stranger to photo printing. Their stores are a well-known brand that not only specializes in pharmaceuticals but also photography. The digital photo printing service includes same day in-store pickup, a nice selection for photo based gifts and a desktop organizer application. In the past **Walgreens Photo Center** has performed well in our reviews with good quality photos and a healthy set of features.

Ease of Use - Ordering Process: ■■■■□

We would like to see Walgreens Photo Center be a little clearer about their pricing and delivery options upfront. It wasn't until the end of the process where we presented with the option to have our prints delivered to our home. The whole first step of the ordering process assumes you are picking your prints up in the store and the price in your shopping cart reflects the in-store price.

Walgreen Photo Center's upload and ordering process is similar to many of the other photo printing services we reviewed. It is easy to use and even the most inexperienced users would feel comfortable uploading their digital prints.



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Ten Tips by Andrew Hudson

1. Hold It Steady

A problem with many photographs is that they're blurry. Avoid 'camera shake' by holding the camera steady. Use both hands, resting your elbows on your chest, or use a wall for support. Relax: don't tense up. You're a marksman/woman holding a gun and it must be steady to shoot.

2. Put the Sun Behind You

A photograph is all about light so always think of how the light is striking your subject. The best bet is to move around so that the sun is behind you and to one side. This front lighting brings out color and shades, and the slight angle (side lighting) produces some shadow to indicate texture and form.

3. Get Closer

The best shots are simple so move closer and remove any clutter from the picture. If you look at most 'people' shots they don't show the whole body so you don't need to either. Move close, fill the frame with just the face, or even overflow it. Give your shot some impact. Use a zoom to crop the image tighter.

4. Choose A Format

Which way you hold the camera affects what is emphasized in your shot? For tall things (Redwoods, Half Dome) a vertical format emphasize height. Use a horizontal format to show the dramatic sweep of the mountains.

5. Include People

Photographs solely of landscape and rocks are enjoyable to take but often dull to look at. Include some of your friends, companions, family, or even people passing by, to add human interest. If there's no one around, include yourself with the self-timer.

6. Consider Variety

You may take the greatest shots but if they're all the same type or style, they may be dull to look at. Spice up your collection by adding variety. Include landscapes and people shots, close ups and wide angles, good weather and bad weather. Take personal shots that remember the 'being there' — friends that you meet your hotel/campsite, transportation, street or hiking signposts.

7. Add Depth

Depth is an important quality of good photographs. We want the viewer to think that they're not looking at a flat picture, but through a window, into a three-dimensional world. Add pointers to assist the eye. If your subject is a distant mountain, add a person or a tree in the foreground. A wide angle lens can exaggerate this perspective.

8. Use Proportion

The beauty of an image is often in its proportions. A popular technique with artists is called the Rule of Thirds. Imagine the frame divided into thirds, both horizontally and vertically, like a Tic-Tac-Toe board. Now place your subject on one of the lines or intersections. Always centering your subject can get dull.

9. Search for Details

It's always tempting to use a wide angle lens and 'get everything in.' However, this can be too much and you may lose the impact. Instead, zoom in with a longer lens and find some representative detail. A shot of an entire sequoia tree just looks like a tree. But a shot of just the tree's wide base, with a person for scale, is more powerful.

10. Position the Horizon

Where you place the horizon in your shot affects what is emphasized. To show the land, use a high horizon. To show the sky, use a low horizon. Be creative.



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Time of Day by Andrew Hudson

The most important element too many great photographs is the lighting. Warmth, depth, texture, form, contrast, and color are all dramatically affected by the angle of the sunlight, and thus the time of day. Shooting at the optimum time is often the biggest difference between an 'amateur' and a 'professional' shot.

In the early morning and late afternoon, when the sun is low, the light is gold and orange, giving your shot the warmth of a log fire. Professional photographers call these the 'magic hours' and most movies and magazine shots are made during this brief time. It takes extra planning, but saving your photography for one hour after sunrise, or one to two hours before sunset, will add stunning warmth to your shots.

Plan Your Day

Assuming a sunrise is at 6am and sunset at 7pm, and that your spouse/kids/friends suddenly give you the reverence and servility you so obviously deserve, a good day might be:

- 5am: Pre-dawn: A pink, ethereal light and dreamy mist for lakes, rivers and landscapes.
- 6-7am: Dawn: Crisp, golden light for east-facing subjects.
- 7am-10am: Early morning: The city comes to life; joggers in the park.
- 10-2pm: Midday: The sun is too harsh for landscapes and people, but perfect for monuments, buildings and streets with tall buildings.
- 2pm-4pm: Afternoon: Deep blue skies with a polarizer.
- 4pm-6:45pm: Late Afternoon: Terrific warm, golden light on west-facing subjects. Best time for landscapes and people, particularly one hour before sunset.
- 6:45 — 7:30pm: Sunset: Great skies 10 minutes before and 10 minutes after sunset.
- 7:30-8pm: Dusk is great for skylines, while there's still a purple color to the sky.
- 9pm: Night shots, or go to bed — you've got to be up early tomorrow!

"The [35mm] camera is for life and for people, the swift and intense moments of life." Ansel Adams

Have you ever got your photos back only to discover that something that looked awe-inspiring at the time looks dull on paper? This is because your eye needs some reference point to judge scale. Add a person, car, or something of known size to indicate the magnitude of the scenery.



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ALPs Technology Server Instructions

The ALPs technology classes sometimes have practicum (homework exercises) that require creating large files or documents. Rather than e-mailing them to the instructors, you should put them on this server and let the instructor know they are there. The server you will be accessing is usually available 24/7, but occasionally will be unavailable when it's travelling from Indiana to Florida.

Point your web browser to: <https://chocolat.homeserver.com/Remote/>

Enter username of "alpstech" and password of "ALPsis#1" and press "logon". (case sensitive)

This should log you on and you'll want to click on the "ALPs" folder (not the alps1 folder).

This should get you to the following screen. You should look at the "ALPs DVD Contents.doc" file because it describes the structure and contents of the folders and subfolders.

Now browsing:

\\HPSERVERLX \ ALPs

Showing: 1 - 9 of 9 in ALPs Show: 20 | 50 | All Files Page 1 of 1


	Name	Size	Type	Date Modified
<input type="checkbox"/>	ALPs Florida		File Folder	7/20/2011 3:09:33 PM
<input type="checkbox"/>	ALPs Indiana		File Folder	7/19/2011 4:40:26 PM
<input type="checkbox"/>	ALPs International		File Folder	9/16/2011 9:34:41 AM
<input type="checkbox"/>	ALPs pictures		File Folder	7/20/2011 12:02:03 PM
<input type="checkbox"/>	ALPs University		File Folder	9/15/2011 3:15:21 PM
<input type="checkbox"/>	ALPs video pictures BIG		File Folder	9/17/2011 4:32:20 PM
<input type="checkbox"/>	OLD stuff		File Folder	7/28/2011 4:19:48 PM
<input type="checkbox"/>	ALPs DVD Contents.doc	29.5 KB	Wordpad Doc...	7/20/2011 12:26:12 PM
<input type="checkbox"/>	desktop.ini	0 B	Configuration ...	6/1/2010 1:02:33 PM



You'll mainly be interested in the "ALPs University" folder. Here's what you should see there:

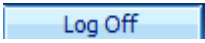
Name	Size	Type	Date Modified
2002 and before		File Folder	6/1/2010 1:08:48 PM
2003		File Folder	5/14/2011 4:35:17 PM
2004		File Folder	5/14/2011 4:37:16 PM
2005		File Folder	4/13/2011 4:21:57 PM
2006		File Folder	4/22/2011 2:50:11 PM
2007		File Folder	4/13/2011 4:22:04 PM
2008		File Folder	5/14/2011 4:41:40 PM
2009		File Folder	3/27/2011 12:56:18 AM
2010		File Folder	4/24/2011 4:56:36 PM
2011		File Folder	10/4/2011 11:42:02 AM
ALPs db		File Folder	10/5/2011 12:51:19 AM
Courses		File Folder	10/4/2011 12:11:40 PM
Grant growth gifts		File Folder	7/14/2011 10:56:18 AM
Handbook for Athlete Leaders		File Folder	9/14/2011 5:03:10 PM
Paperwork		File Folder	4/12/2011 9:36:21 AM
Practicum		File Folder	9/13/2011 10:35:46 AM
Resources		File Folder	9/18/2011 1:18:51 PM

HOW TO PUT THINGS THERE???

You can open or save documents individually just by clicking on a document name. You can download a list of documents by clicking on the arrow  and adding files to the box that appears.

I don't use this interface to the folders and files very much, so if it doesn't work as described or if you have suggestions to improve this description, please let me know by e-mailing ALPsUniversity@gmail.com.

WHEN YOU FINISH:

Please remember to log off the server by clicking on  Thanks



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Practicum Exercises to receive credit

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

Download and install Ccleaner

Download and install Ccleaner and tell us what you thought of the process. E-mail a report to the instructors.

Investigate your system

Find out what anti-virus software and firewalls are installed on your system and network. Send us a snapshot of the names and version numbers of them. Run an anti-virus scan and send a snap shot of the final results to the instructors.

Do some photo editing

Create some nice and beautiful photos using the editing software with some catchy text titles. E-mail a copy to the instructors.

Create a video from your photos

Using the skills from class, create a video of some of your best photos. E-mail a copy to the instructors. If your video is too big for e-mail, upload it to skydrive and send the instructors an invite so the instructors are able to download a copy.

Keep in continual e-mail contact

The instructors will be e-mailing each student about once a month or more frequently. You need to reply to each of these e-mails to all instructors.

Tell ALPs and County Coordinator and Area Director about training

E-mail 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. E-mail a copy to the instructors.

Evaluate the Technology II class

Think about everything we covered in class. What did we do right? What should we have done better? What was missing from the class? What should be eliminated from class? Give us all your feedback on how to make this class better next time. E-mail a copy to the instructors.

E-mail all items to ALL INSTRUCTORS:

Wes Hartwell wahalps@comcast.net Steven Benson shadow42085@gmail.com
and alpstechnology@gmail.com

To Download some free software and more go to this link

<https://www.dropbox.com/sh/tg4idxb2x2dgs0h/FcqGdfw6uy>