

Working towards ECDL

Information and Communication Module

Task 4

Downloading Information - creating a newsletter

To download an item means to transfer or copy it from a web page to your computer. The original item remains on the web page. Items which can be downloaded are:

- Images
- video files
- sound files
- the text of a web
- software program

Warning!

Be careful when choosing a file download to your PC. They file may contain a virus that could cause damage to your PC. Virus- infected files fall into two main categories:

- Files that appear to be sound, video or other regular files, but are really viruses in disguise.
- Microsoft Office files, such as Word documents, Excel works books, that contain types of viruses know as macro viruses. Macro viruses exploit the macro capabilities within Microsoft Office files to host malicious programs.

Copyright!

As you will learn, it is not difficult to copy and download items from the web to your computer. But it may not always be legal. If you intend to reproducing copyright materials that you obtained from the web, ask for permission first.

Task A

As a union member, you feel strongly about the issues of trying to balance work and home life together. Your shop steward asks you to design a newsletter with the subject mind as he lacks the skills and knowledge of using a computer. As you are attending a Trade Union Studies IT course, you thought you'd have a go!

Methodology

First, on a piece of paper draft out how you would like your newsletter to look like. You may want to add text boxes, shapes, lines, images etc.

Open up Microsoft Word. Insert a heading - (*your union*) Newsletter.

Add a header which includes your name to the left and the month and year to the right. Add a footer which includes a page number. To do this, choose View - Header and Footer. In the top left, type your name. Then press the Tab key twice and your cursor key will move to the right, now type the month and year. Select the Switch icon from the header and footer menu bar and the cursor will move to the bottom of the page. Select the page number icon. Click Close.

From this blank document, type up a small introduction about what this month's newsletter is about (work life balance). Remember to save your work on a regular basis! You now want to add some text you have found on the TUC website.

If you use a website on a regular basis, for instance in this task you will be using the TUC site, (the first page you see when you connect to the internet) you could change your web browser home. To do this:

Changing your web browser's home page

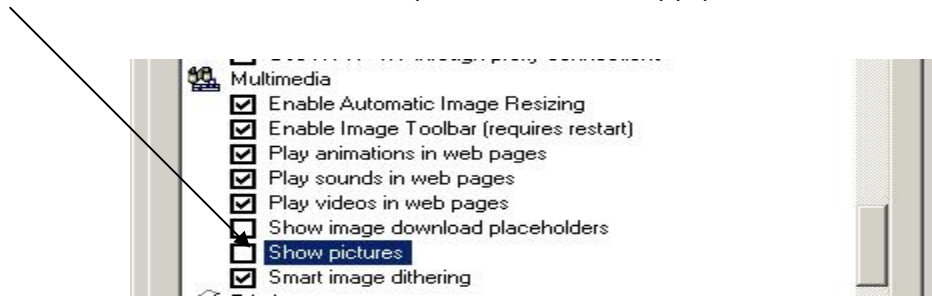
Go to the TUC homepage by typing in www.tuc.org.uk in the web address bar and wait for the page to appear. From the menu bar, select Tools - Internet Options - General. In the Home Page section, click on the Use Current. Click Apply and then OK.



Displaying/not displaying images

When looking at web pages, it is quicker to load a web page when you do not load the images contained in it since the image files are quite large. You are able to set up your browser so that it does not display images. Locate the TUC Website www.tuc.org.uk.

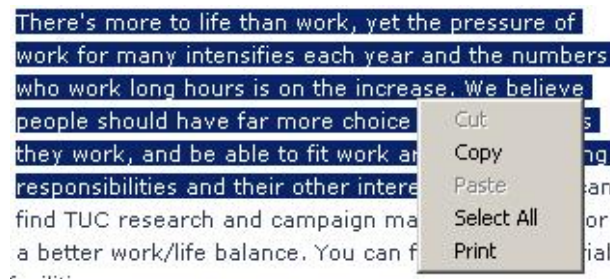
From the toolbar selection Tools - Internet Options - Advanced. In the multimedia section, click in the box next to Show pictures. Click Apply and the OK.



If you wish to display the images, follow the above instructions and place the ticks back in the appropriate boxes.

Copying text from a web page

If you decide not to change you home page, locate the TUC website by typing in the address bar, www.tuc.org.uk. Look around the home page and locate the Work Life Balance section. If this cannot be found, enter the keywords into the Search box - Work Life Balance. Read through the page and select a paragraph that you would like to use. To do this, highlight the section. Choose Edit from the menu bar and select copy.



Open up your document from the Task Bar at the bottom of your screen and then choose Edit from the menu bar and select paste to paste the selected text. Your text should now appear.

From the TUC website you feel that there is lots more information you feel you're your members could benefit from and you wish to copy some of to your newsletter. Instead of typing them out and making errors you are better off copying it with the aid of the mouse. Follow these instructions:

Copying a web address from a web page

Let's use the tuc website again. On the home page, go through 'Work Rights' located to the left of the screen, scroll down the page and right click the 'Flexible Working for Parents' and choose Copy Shortcut. You can then copy this address into your document by Edit - Paste. It should look like this:

http://www.tuc.org.uk/tuc/rights_flexible.cfm

These instructions are also useful if you wanted to forward an address via email for instance, to one of your members who would like further information about flexible working for parents.

You continue with your newsletter and you decide to in order to make the newsletter more appealing your members you decide to add images (pictures).

Copying an image from a web page

Let's go back to the TUC website. Look around the work life balance section and decide on an image. Right click and select copy. Switch back to your newsletter and choose Edit - Paste to insert your image. To position or resize your image, right click on the pasted image, choose Format Picture - Layout tab - tight - OK. You can now click and drag your image into the correct position.

Continue with your newsletter and practice copying text, address and images.

Downloading information

This next section gives general information on downloading images, video files, sound files and software from a web page. For evidence purposes the easiest way is to do a **Screen Capture**. Press the 'Print Screen' key on your keyboard. Open up Microsoft Word and then click on the 'Paste' icon. To finish off, add your a note to say what you have done and then print this off..

To switch back to your original screen, look along the bottom of your screen (task bar) and select the application.

Another way is to use the Paint application found on most machines. Ask your tutor if you wish to know more.

Download images from a web page

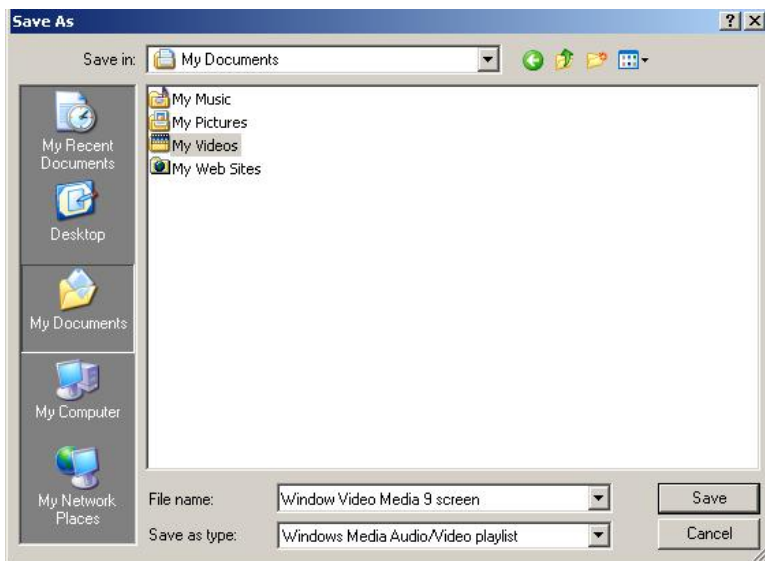
This is very similar to copying an image, but downloading an image can be stored in My Pictures and used at a later date. Find an image on the internet, right click and select Save target as. You will then be asked to where you would like it saving. Save the image in MY Pictures.

When you decide to insert the image, choose Insert - Picture - From File - My Pictures - select the file click - Insert. Format and resize if necessary.

Download video files from a web page

Let's go to www.microsoft.com website. In the search box (top right hand side of the screen) type in the key words Videos and Demos. From this web page, right click on a download button. A Save Target As panel appears.

Save the file in My Documents. Enter an appropriate file name and then click Save.



Download sound files from a web page

Let's go to the Microsoft Multimedia website at www.windowmedia.com

In the search box type: download samples - click search.

From this page, select a file to be downloaded by right clicking - choose Save Target as - tell the computer where you would like the file saving to - name the file and click the Save icon.

Download software from a web page

When browsing the internet you may want to read a document which mentions that it is a pdf format (Portable Document Format). This is a file format that has captured all the elements of a printed document as an electronic image that you can view, navigate, print, or forward to someone else. PDF files are created using Adobe Acrobat, Acrobat Capture, or similar products. To view and use the files, you need the free Acrobat Reader, which you can easily download. Once you've downloaded the Reader, it will start automatically whenever you want to look at a PDF file.

To download this software, in the address bar type: www.adobe.com. Select United Kingdom. Look around the screen and choose Support and then select Downloads from the menu. Then select the most up-to-date Adobe Reader and 'Windows' and follow the on-screen instructions.