

# TECHNOLOGY TALK

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EDTC 3123  
Applications of Educational  
Technology

Course Goals

- As a result of this course, students will be able to:
1. state and demonstrate important characteristics of planning instruction
  2. state and demonstrate skills in visual production techniques
  3. create documents using tool applications
  4. create instructional presentations using presentation software
  5. demonstrate basic features and capabilities of the Internet
  6. discuss issues and trends in educational computing
  7. gain experience in the use of computer applications and telecommunications services
  8. create documents using desktop publishing software
  9. state important characteristics of copyright law.

## ORGANIZING ELECTRONIC FILES

by Jeff Baygents

There are basically two approaches to setting up directories. Think of the old 3-view approach concept that libraries used: Locating books (like files) based upon author, subject, and title. Some people will setup files on networks with their name as a folder title (similar to "author"). I always recommend they do away with this. Word & Excel documents already store internally who the login user name creator of the file was so, this information under a folder by the person's name isn't needed. Also, most people will search for UNKNOWN computer files based upon FUNCTION, not by an unknown author. That leaves two areas to sort by: Title or Subject. Most of the time a title will describe its function and since each folder sorts all file titles alphabetically, we don't need to worry about titles since that's already built-in. What remains is "Subject". This is the key of organizing computer files. It is this concept of "Subject" that is definable in one of two ways that will determine how you setup your files.

"Subject" is equal to "Function" so these terms might be used interchangeably. Before continuing, here's a hard-nosed rule. NEVER save documents, files, etc. under a folder, which is under a software application/program! This is for several reasons. One important reason is that during upgrading sometimes folders are deleted and replaced (and that includes any subfolders!) without checking for any folders under them! Another reason is that you don't organize the saving of files based upon the application that created them. You save them based upon the FUNCTION or SUBJECT matter, which is totally separate.



**Organized files are easy to find. Organizing your files and folders means less time spent searching for important documents**

The difficulty will always remain in that many files have multi-functional use. For example, a Word document might serve the function as being a Flyer, a Marketing document, a Sale document, or a one-time Promotional Mailer. What do you name the folder you put it under so you can find it again? This is the method I recommend that tends to satisfy all companies and individuals; I hope it helps you.

STEP ONE: Work with all of your currently existing files first and move them to new folders that you will now create as follows.

Create a totally separate drive letter for your saved files (or at least a totally separate folder on your c:\

*(Continued on page 3)*

## THREE STEPS TO GETTING MOTIVATED

We all have certain things we want to accomplish, but we don't always have the motivation to do it. The tips below may just give you the energy you need.

### 1. LOOK FOR SUCCESS STORIES

Reading about others who found happiness and success can help to get you motivated. If someone else has done it, then you can too.

These stories can be found in many places. The newspaper, books, the Internet, television, and magazines are just a few. After a few days of looking, you'll have several success stories to help get you motivated.

### 2. FIND WHAT YOU'RE GREAT AT

You may not be great at everything, but you *(Continued on page 3)*

# March 2003

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4 Last FrontPage lab day	5	6 Intro to MS	7	8
9	10	11 Publisher Lab	12	13 Publisher Lab	14	15
16	17	18	19	20	21	22
-----OSU Spring Break-----						
23	24	25 Internet Tools	26	27 Intro to Power Point	28	29
30	31					

## SCHEDULE OF EVENTS

- **March 13**—Lesson Plan Number 2 is due. Bring a hard copy to class.
- **March 27**—Lesson Plan Number 3 is due. Bring a hard copy to class. Also bring along ALL accompanying materials for Lesson Plan 3.
- **April 10**—PowerPoint presentation to the class. Also, Lesson Plan Number 4 is due with accompanying materials.
- **April 15**—Creating an Excel Spreadsheet Grade Book.
- **April 17**—Digital imagery: scanners, cameras, and MS Photo Editor.
- **April 29 and May 1**—Class presentation of your website. Final Lesson Plan Number 5 is due on Tuesday, April 29.

## BANDWIDTH, BANDWIDTH, BANDWIDTH

By Michael Bloch

You've created the perfect site, it's elegant, it's slick, it has more bells and buzzers on it than the USS Enterprise....it's got Flash,Swish,Swoosh,Smash,Crash (you get the picture)....but will the index page load in under 20 seconds on a 33.6k connection?...if it doesn't you may wish to rethink it...

As I cruise around the net, looking at many hundreds of sites a week, I am still surprised at how many major sites have forgotten this design principle. As I have mentioned in other articles, we do not all have DSL connections. Using Australia as an example, DSL is still very expensive. It is only good 5km from the exchange. We have stingy download quotas.

I live in a capital city and have a 56k modem, but because of the poor line quality on my home system, I have had to train it back to around 33.6k. I am not the only one....others have to train it back further. Australia is not the only country in this situation.

When constructing your site, think about your audience. If you wish to receive international traffic, you may want to use a utility that gives you an approximate load time as you work on each page to act as a guide. View your site on a variety of systems in different locations.

Compression, Compression, Compression (as one designer keeps telling me). Don't take the standard .jpg or .gif file and think that there is nothing more that you can do to decrease it's file size. Packages such as PSP have further jpeg exporting functions which allow you to manipulate compression ratios and options. You'll

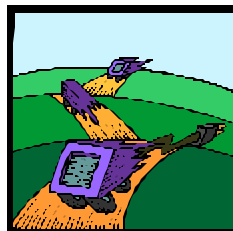
be surprised by the results. On one image I worked on recently for a designer in Albania, I was able to reduce his home page image by almost 50% without any apparent loss of image quality - and as you can see by my own site, I am by no means a graphic designer with a degree.....This adjustment took approximately 30 seconds to make....the software does most of the thinking!

Another way of shaving off valuable seconds is removing redundant code....I shudder at some of the code on my site....it definitely needs a clean up. The use of repeating the same image for buttons is also an excellent way to speed things up. Utilize tables to place the buttons (as a background image in each cell), then creating the text label within the cell. This can be rather restrictive, but may suit your site.

If you need to use Flash - give your visitors a choice of the Flashed version of your site, or a none Flashed version. Flash detection is great, but even those visitors who are Flash capable may not want to see your presentation for the 50th time!

I am sure that the time is not too far away when the majority of the world will not have such a problem with bandwidth, and articles such as this will be laughed at....but until then,

Bandwidth, Bandwidth, Bandwidth, Compression, Compression, Compression - make it a mantra....



## Computtoons

by John Zakour



Okay, first I'll tell you what I want our company's Intranet to do, then you can tell me what the heck an Intranet is.

## The Writer

There was once a young man who, in his youth, professed his desire to become a great writer. When asked to define "great" he said, "I want to write stuff that the whole world will read, stuff that people will react to on a truly emotional level. Stuff that will make them scream, cry, and howl in pain and anger!"

He now works for Microsoft, writing error messages.

## THREE STEPS TO GETTING MOTIVATED

(Continued from page 1)

can be great at one thing. Once you find your passion, you will become naturally motivated to keep learning and getting better.

You may be a great teacher, or writer, or whatever else interests you. Keep testing new ideas and avenues until you find your passion. Then become the best!

### 3. REACH FOR THE STARS

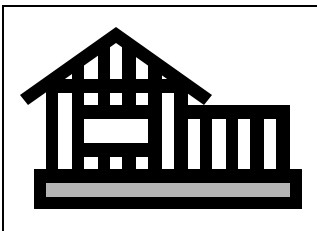
When you reach for the stars, remember to reach for the closest ones first. Not every success has to

be life-changing. Small successes each day can build your confidence and your motivation.

You may have bigger goals, but the smaller ones are just as important. Many small successes will develop into a full and happy life.

**WANT TO GET MOTIVATED?** Get your **FREE Motivation123 Idea-Kit**, filled with tips and ideas to help you get and stay motivated, reach your goals, and improve your attitude at the *Motivation123 Web site*.

<http://www.motivation123.com>



Caption describing picture or graphic.

## ORGANIZING ELECTRONIC FILES

(Continued from page 1)

drive). Name it something like "DATA" or "DATA&DOC" or "FILES"; keep it 8 or less characters because of many old remaining DOS file readings will only see 8 characters when you transfer files to diskette or older tape backups. Also, clients might give them back to you with 8 or less characters due to the software they currently use. For now, let's say you named a new folder as "FILES". So, it now appears as "c:\Files".

Pick an existing file as your first file to move.

Decide a name for the functional use of that file. Using the example mentioned above, would you search for it first as a flyer or as a mailer or whatever.

Create a folder e.g., "FLYERS" under "c:\Files".

MOVE the file to the FLYERS folder.

Pick another existing file by repeating the process from 'b)' and continuing until all files have been relocated.

STEP TWO: Look at how many files you have under each folder. Here are some ideas to consider.

If you have an excessive amount of files under one folder then, consider

relocating those files under other folders or create some subfolders to further determine their SUBFunction, e.g., "Flyers/Mailers, Flyers/Promos, Flyers/Marketing, ..."

You have to decide if a flyer should go under c:\Files\Marketing or under c:\Files\Flyers\Marketing. This is what makes you file system dynamic and changes periodically. That's why it's important that you keep files under their PRIMARY function first.

STEP THREE: Create new empty folders for future files. To keep a consistent train of thought, create any remaining folders for other FUNCTIONS you may not yet have files in existence.

STEP FOUR: Create a shortcut to Windows Explorer that default opens and expands your "c:\Files" directory for quickly finding files to open. Tip: Create a shortcut using the following path "C:\WINDOWS\EXPLORER.EXE /n,e,c:\Files" as your default access to you custom files. "C:\Windows", of course, refers to your Windows directory, which you might have named it something else, like "Win".

STEP FIVE: Consider other separate folders for major functional file areas such as MEDIA (clipart, photos, sounds, movies, etc.), TECHNICAL (software patches, drivers, downloaded betas, etc.).

Brought to you by: *World Wide Information Outlet* - <http://certificate.net/wwio/>, your source of **FREEWare Content online**.

EDTC 3123 Applications of  
Educational Technology

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### EDTC 3123 Classroom Shots!



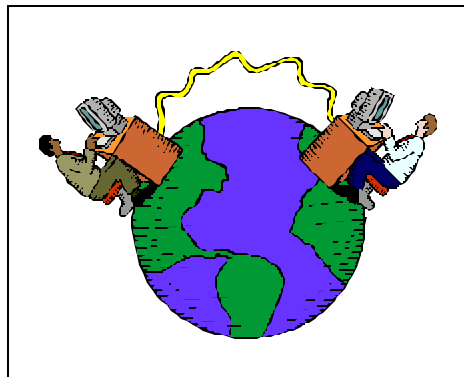
## WEBSITES FOR TEACHERS!

<http://www.teach-nology.com>

TeAch-nology.com offers teachers free access to 19,000 lesson plans, 5,600 printable worksheets, over 200,000 reviewed web sites, rubrics, educational games, teaching tips, advice from expert teachers, current education news, teacher downloads, web quests, and teacher tools for creating exciting classroom instruction

<http://www.microsoft.com/education/default.asp?ID=ClassCorner>

Here you'll find a potpourri of practical, ready-to-use ideas, activities, lesson plans, and more - all designed especially for the classroom teacher. Whether you're a first-year teacher or a seasoned pro, you're sure to find ideas, resources, and information that you can put to work in your classroom today.



Check out these great teacher websites!