

## Advanced Internet Features

The following topics will create awareness of the vast opportunities the internet has to offer and allow users to get the most out of the web experience. As high-speed internet becomes more readily available, users can benefit from applications that go beyond basic email and website searching.



### Video Calling through Skype

Millions of individuals and businesses use Skype to make free video and voice calls, send instant messages and share files with other Skype users. Every day, people also use Skype to make low-cost calls to landlines and mobiles.

#### Voice Calls

- A telephone communication service that is transported via the Internet, rather than the public switched telephone network (PSTN).
- Skype lets you connect with other Skype users for free and offers low-cost calling to landlines and mobile phones.
- Requires you to have a head set with a microphone to allow you to hear and reply.



#### Video Calling

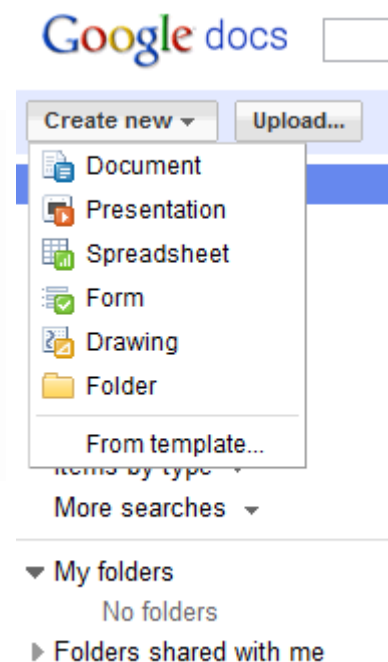
- Comprises the technologies for the reception and transmission of audio-video signals by users at different locations, for communication between people in real-time.
- You can now have multiple parties on a call because of the technology improvements such as increased bandwidth and sophisticated software clients like Skype.
- Requires you to have a web-camera with an integrated microphone.





## Windows Live Office or Google Docs

- By creating an email account with Windows Live or Gmail or using your existing email to open a Google account, you gain access to a wide selection of web-app programs.
- These programs are comparable and compatible with Microsoft Word, Excel and PowerPoint.
- You can create and save files to your email account so that your letters, budgets and work presentations can be accessed from any computer connected to the internet.
- You will be able to save your documents in various file formats including .PDF or .docx (Microsoft office 2007 or newer) formats.





## Uploading Video to YouTube

1. Visit YouTube and select create account
2. Enter a valid email address and a user name for You Tube



### Get started with your account

The image shows the 'Get started with your account' form on YouTube. It contains the following fields and options:

- Email Address:** A text input field with a red arrow pointing to it.
- Username:** A text input field with a note below it: "Your username can only contain letters A-Z or numbers 0-9" and a "Check Availability" link.
- Location:** A dropdown menu currently set to "Canada".
- Postal Code:** A text input field.
- Date of Birth:** Three dropdown menus for day, month, and year.
- Gender:** Radio buttons for "Male" and "Female".
- Let others find my channel on YouTube if they have my email address
- I would like to receive occasional product-related email communications that YouTube believes would be of interest to me
- Terms of Use:** A text area containing "Please review the Google Terms of Service and YouTube Terms of Use below:" and a "Terms of Service" link.
- A warning message: "Uploading materials that you do not own is a copyright violation and against the law. If you upload material you do not own, your account will be deleted."
- A final agreement: "By clicking 'I accept' below you are agreeing to the YouTube Terms of Use, Google Terms of Service and Privacy Policy."
- I accept** button

3. With your existing Google account, sign in.
4. If you don't have an account yet, create one using an existing email address (E.g., Windows Live, gmail or other)

**You Tube**

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**Create a new You Tube | Google account**

Signing up for YouTube means creating a Google Account that you can use to access YouTube, iGoogle, Picasa and many other Google services.

If you already have a Google Account, you can [sign in here](#).

**Create your Google Account**



Your YouTube username:

Your current email address:   
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:   
Minimum of 8 characters in length.  
[Password strength:](#)

Re-enter password:

Enable Web History. [Learn More](#)

Word Verification:  
  
 

## Video File Upload

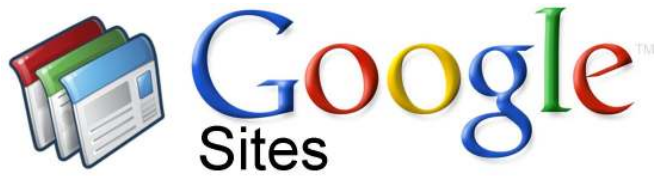
**Upload video** or [Record from webcam](#)

Drag and drop videos anywhere on the page.

**Videos can be...**

- High Definition
- Up to 2 GB in size.
- Up to 15 minutes in length.
- A wide variety of formats

- After creating video using a web-cam, a digital camera or a camcorder your videos should be uploaded and saved on your computer.
- YouTube will be able to upload various video formats included high definition.
- Your video must be up to 15 minutes in length and up to 2GB in size, click Upload video and locate the video file from your computer.



**Google Sites** is the easiest way to make information accessible to people who need quick, up-to-date access. People can work together on a Site to add file attachments, information from other Google applications (like Google Docs, Google Calendar, YouTube and Picasa), and new free-form content. Creating a site together is as easy as editing a document, and you always control who has access, whether it's just yourself, your team, or your whole organization. You can even publish Sites to the world. The Google Sites web application is accessible from any internet connected computer.

- No HTML required – Creating a Google Site is as easy as editing a document, which means there's no mark-up language for you to learn.
- Their customization options let you give your Google Site your own look and feel.
- Offers a growing list of page types (web page, announcements, file cabinet) to help you get started with your Google Sites pages
- Google Sites is integrated with other Google products, so you can insert videos, docs, spreadsheets, presentations, photo slide shows, and calendars directly onto your Google Sites pages

### **Helpful Tutorials**

- Video Tutorial: <http://www.youtube.com/watch?v=fD-4FRTzxkI>
- Video Tutorial: <http://citrushightechnology.com/2008/05/30/google-sites-video-tutorial/>
- Google Sites Step-by-Step: <http://groups.google.com/group/sites-help/web/step-by-step-guides?pli=1>

## Digital Photography

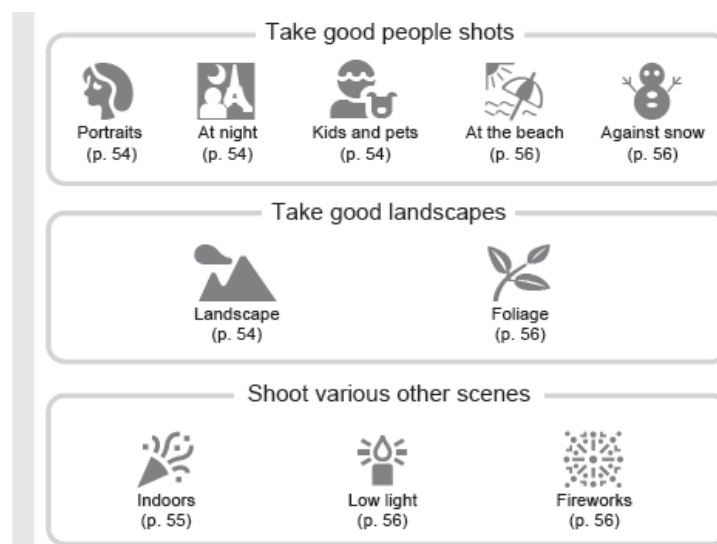
Digital photography has given users control over the ability to review your pictures instantaneously and to make sure you always get that perfect picture every time. Computers and the internet have given new ways of sharing those perfect moments with friends and family as fast as a click of a button.

Computers and the internet allow photographers the ability to:

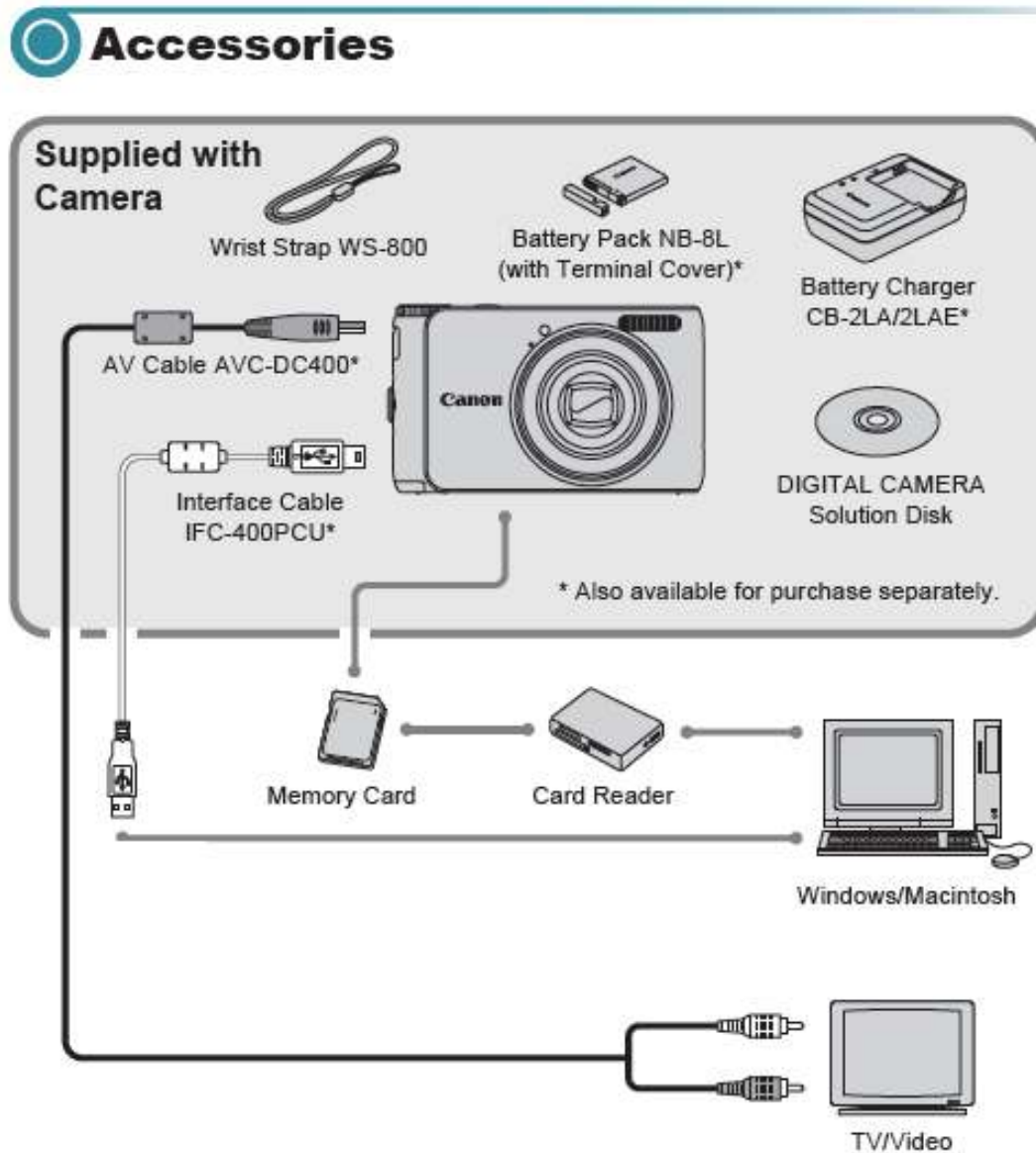
- Edit, crop, fix and enhance their images before printing.
- Allow you to share your pictures with all of your friends and family via Email and Social networking sites.
- Order as little or as many pictures as you want online inexpensively. Many picture companies offer 1 hour service. (i.e. Wal-Mart Photo Centre)
- Print quality images on photo paper right at home.

### Shooting Modes

- In order to get the best pictures from your camera it's important to always select the appropriate scene for your image from your camera presets.
- Remember that on most digital cameras it's important to hold down the shutter button for approximately one second before taking the picture. The camera will focus on the main objects of the picture, reducing the chance of blurry faces or scenes.
- Here are a few examples of typical camera settings:



## Typical Camera Accessories



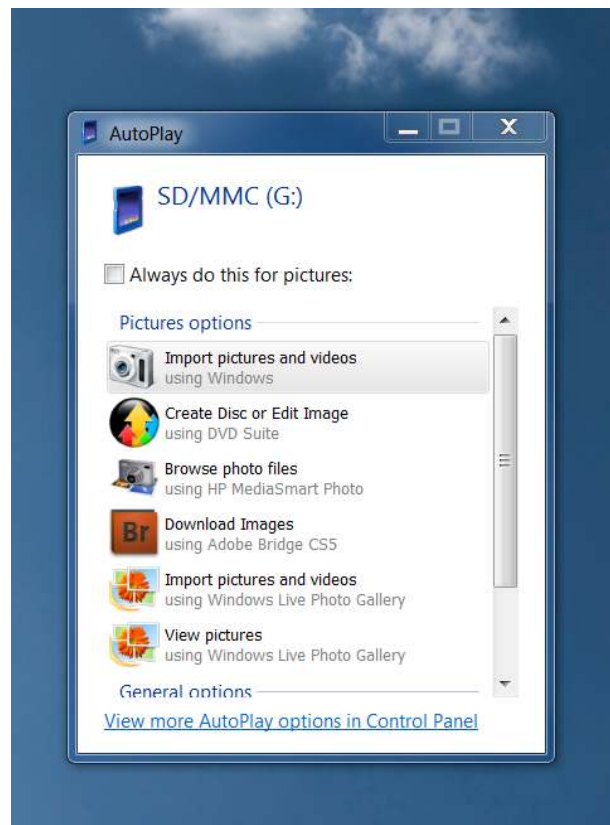


## Importing Pictures to your computer via

- **USB** – Use the Supplied cable and insert it into an available USB port on your computer.
- **Memory Card** – Typically called an SD (Scan Disk) except for Sony digital cameras (Memory Stick Duo), they can be inserted directly into your computer.

Afterwards a notification will show that your camera has been identified.

Similar to:



- Every camera comes with different software but they all have similar functions.
- The default *Windows Live Photo Gallery* is a simple program that will import your photos into your Windows Pictures folder, automatically orientate and allow you to edit your photos.
- If a notification doesn't appear you can access your files by clicking on computer and selecting either your camera or the SD card under devices and removable storage.

## Basic Editing Techniques

### Red Eye

- The red-eye effect in photography is the common appearance of red pupils in color photographs of eyes. It occurs when using a photographic flash very close to the camera lens (as with most compact cameras), in ambient low light.

### Crop

- To cut out or trim unneeded portions of an image or a page is to crop.

### Color Enhancing

- Color enhancing is the alteration of a picture's original color to create artistic effects or to improve appearance. Color enhancements often include black and white, Sepia or manual adjustments to the tint and saturation.

### Adjusting Exposure

- Exposure often relates to the amount of light that hits the film during picture capture.
- With digital pictures you can edit the exposure afterwards to brighten or darken images to improve their appearance.

## Sharing photos through Email or Facebook

- After capturing, uploading and enhancing all of your favorite memories it's important to learn how to share your images with all of your friends and family.

### NOTE:

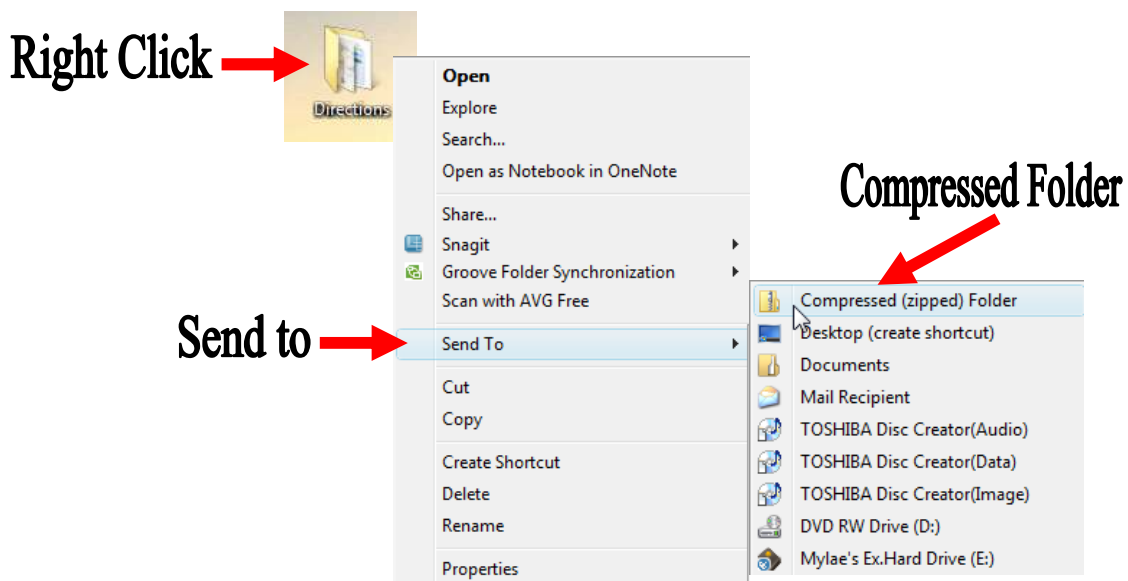
- Always remember what you post online is not private. Employers, parents, teachers, coaches, etc., may go online and find out things about you – from your profile, or from someone else's. Some people have lost jobs, admission offers, and scholarships because of information posted online.
- Set privacy so that people can only view your profile if you have approved them as a friend.

## Email

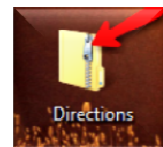
- When emailing single pictures you can attach the individual files directly to your message.
- When sending multiple picture files or an album folder it's best if they are sent to a compressed folder. The compressed (zip) folder reduces the overall size of the files to make it easier to send. Also, Zip folders can be attached to your email as a single item.

## How to Create a Compressed (zipped) Folder

1. Place your cursor over the folder you would like to compress and right click on your mouse.
2. Scroll down to where you see "Send To". Another menu will appear, select "Compressed (zipped) Folder".

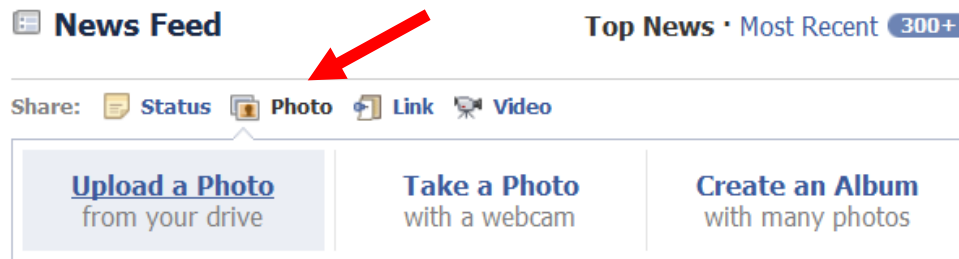


3. Your folder will automatically be created into a Compressed (zipped) Folder on your Desktop. It will have a zipper on it so you'll know which one it is.



## Facebook

- Using social network sites such as Facebook allows you to post albums containing multiple images to be shared with your friends.
- By doing so everyone in your network will be able to view and comment on your images. This method is by far the most efficient at sharing pictures with multiple family members and friends at once.
- Upload pictures by clicking photo at the top of your account home page and selecting the option you desire. Whether it's a single photo or an album



## **Contact Information**

### **Luc Marion**

Community Outreach Coordinator  
(705) 476-0874 ext. 213  
luc.marion@blueskyregion.ca