

# Simplifying Access to the Web

By Lorrie Jackson

## WHY A TECHTORIAL?

### What will I learn today?

You will learn three tricks to simplifying student access to the Web.

### What hardware and/or software does the techtorial apply to?

The techtorial applies to PC or Mac machines.

### Which National Educational Technology Standards for Teachers does the techtorial address?

The techtorial will help teachers accomplish standard IIe in particular.

The International Society for Technology in Education (ISTE) has developed a set of National Educational Technology Standards for Teachers. Standards or Performance Indicators are included for each techtorial to help teachers and administrators improve technology proficiency. For a complete description of the standards indicated, go to NETS for Teachers.

---

## WEBBING WITH EASE

Are your students having trouble clicking the right bookmark to get to a well-used Web page? Is your desktop cluttered with icons that students have a hard time deciphering? Check out these three cool tricks for simplifying students' access to the Web.

---

## SIMPLIFYING SHORTCUTS

Many teachers use "shortcuts" or "aliases" to make it easy for students to go to a file or Web page. How can you make a shortcut or alias?

Find the address bar in your Internet browser. The Address bar is a long white blank containing the address for the Web page you're using. The address for this techtorial, for example is [http://www.educationworld.com/a\\_tech/techtorial/techtorialintro.shtml](http://www.educationworld.com/a_tech/techtorial/techtorialintro.shtml).

Look just to the left of the actual address and you'll see an icon (picture). In Internet Explorer, it looks like the "at" icon. (In Safari and other browsers, the icon will look different, but it works the same way!)



Click, hold, and drag the icon to your computer's desktop. Release the mouse button. You now should see an icon on your desktop that links to that Web page. That icon is your shortcut!

Now, students simply click that icon to go to the designated Web site. If your students are not yet reading, however, or if you have multiple shortcuts on your desktop, how do you make each shortcut easy to find and use? You can simplify -- and clarify -- your shortcuts by changing the icon pictures.

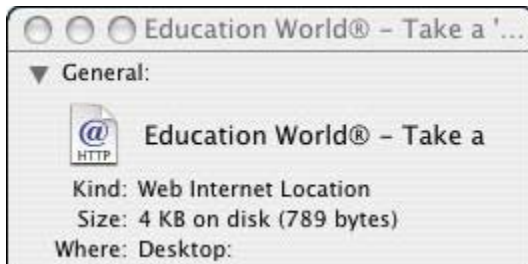
Find the apple with the word "Techoitorial" on it at the top right of the techtorial page. Right click (or hit CTRL and click on a Mac with a one button mouse) on the apple and select "Copy" or "Copy Image to Clipboard."

If you're working on a Mac:

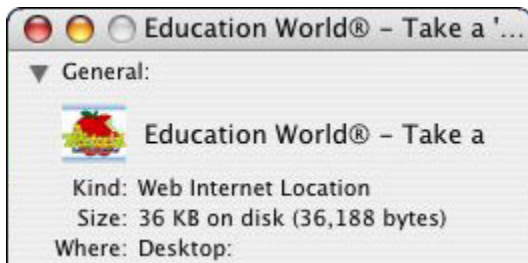
Go to the shortcut you made earlier on your desktop.

Hit CTRL and click and select Get Info.

Click the small icon (picture) on the Get Info window.



Click Edit>Paste. Voila! On both the Get Info window and on your shortcut or alias, your icon is now the Techoitorial apple.



If you're working on a PC:

First, you'll need to paste the Techoitorial apple into its own file. Go to Picture Editor (Start>All Programs on many machines running Windows XP), Photoshop, or any other graphics program, paste the apple into a new file, and save it on your desktop.

Right-click the shortcut icon and select Properties and Change Icon.

Click Browse to find the Techoitorial apple file. When you find the file, click the apple, and then click OK twice.

That's it! Now, you simply can tell students to click the apple to go to this techtorial page. You also can create a shortcut to a worksheet you've made in Word or AppleWorks! Just save the file to the desktop, then follow the steps above.

Remember, you can copy any image on your computer -- clip art, an image on the Web, a scanned photo....

---

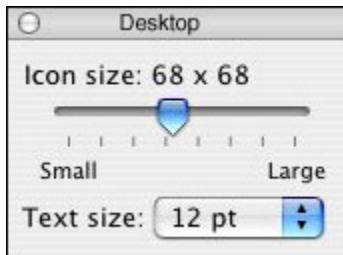
## SIMPLIFYING BY MAGNIFYING

Are your students getting to the wrong file because they're having a hard time seeing details on the icons? Younger students especially might need bigger icons, so let's increase the icon size on the desktop.

If you're working on a Mac:

Click on the desktop, and then click View>Show View Options on the menu bar.

See the toggle bar? Move the bar closer to large to increase the icons to whatever sizes you'd like.



If you're working on a PC:

Click Start>Control Panel. (Make sure you're in Classic View. If not, click Switch to Classic View in left pane.)

Click Display>Appearances>Effects.

Click Use Large Icons, and then click OK twice.

Close the Control Panel.

---

## SIMPLIFYING BY COMBINING!

Do you have four, five, or more online games you allow students to play, but your computer's desktop too cluttered for students to find them? Make a Word document as a portal to those games! Students simply open a Word file that has pictures on it; each picture is a link to an online game.

To make a Word doc portal, open Microsoft Word for PC or Mac, and insert 2 images into the document:

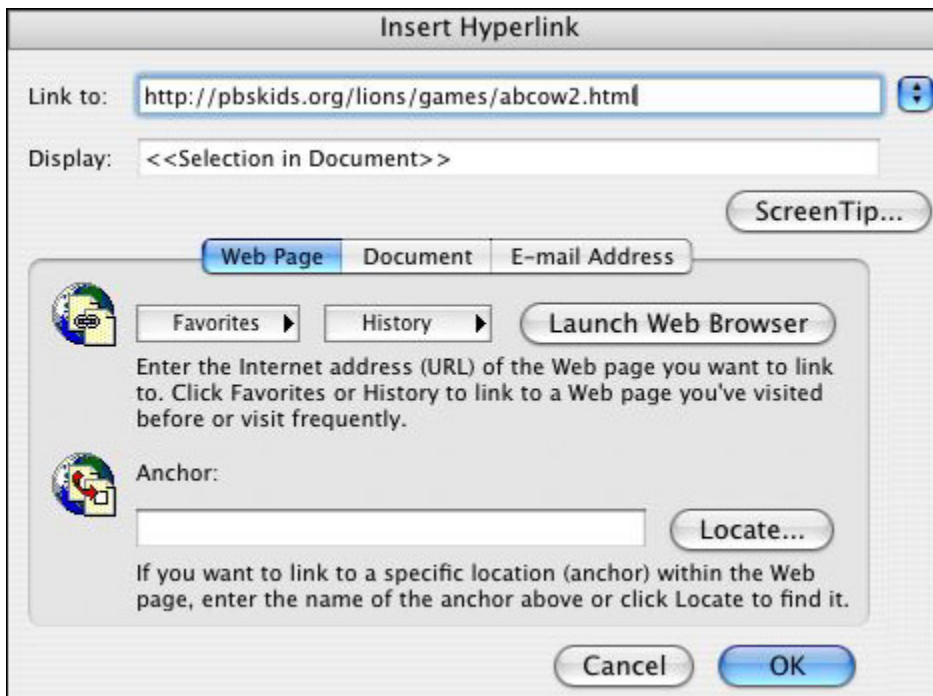
Insert one image from your computer: Click Insert>Picture>Clip Art, and browse to find the picture of a cow. Click Insert.

Insert one image from a Web site: Go to Discovery School's Clip Art Gallery and select the bookworm in color (the last image on this page). Right-click (CTRL click on some Macs) and choose Copy or Copy Image to Clipboard. Go back to the Word document and right click Paste (or Edit>Paste).

You now should have two images in your Word document -- a cow and a bookworm. (Feel free to insert more images if you'd like. Remember, you also can paste from Web sites pictures that might not look like clip art. If you right-click the image and get an option to Copy, you can use it!) Next, you need to link your images to the games.

Click the Cow, and then click Insert>Hyperlink.

In the Link to (or Hyperlink) blank, type: <http://pbskids.org/lions/games/abcow2.html>, and then click OK.



Move the mouse over the cow. A white hand, not an arrow, should appear. If you click the cow, your Internet browser should open to A.B.Cow, a game from the PBS site Between the Lions. Click the bookworm, and then click Insert>Hyperlink.

In the Link to (or Hyperlink) blank, type: <http://www.storyplace.org>, and then click OK. The bookworm now is linked to Storyplace, a Web site at which books are read aloud.

That's all you need! Add any other images you like and follow the steps above to link them to other games. To change the background color (Format>Background) or do other formatting, see Holiday Worksheets Using Word for tips on moving and formatting pictures.

---

## TELL ME MORE!

**Where can I find more information on simplifying Internet use for kids?**

Check out the Education World techtorial Tots and Technology for more suggestions.