



Senior Personal Technology: A New Series of Monthly Programs @ The Southeast Steuben County Library



This new monthly series will offer an overview of personal technologies in a relaxed setting!

We'll offer an overview of today's popular personal technologies including smartphones, tablets, e-readers and computers.

And we'll be requesting feedback from attendees including asking everyone to tell us what different aspects of personal technology they'd like to see us cover in future monthly programs!

Should we do programs on specific software, on what exactly you do once you get online, how listen to and use digital music files, how to organize, edit and transfer photo, how to make video phone calls or any other personal technology related subject you are interested in learning more about!



iTunes



Google
Chrome



OverDrive
Media Console



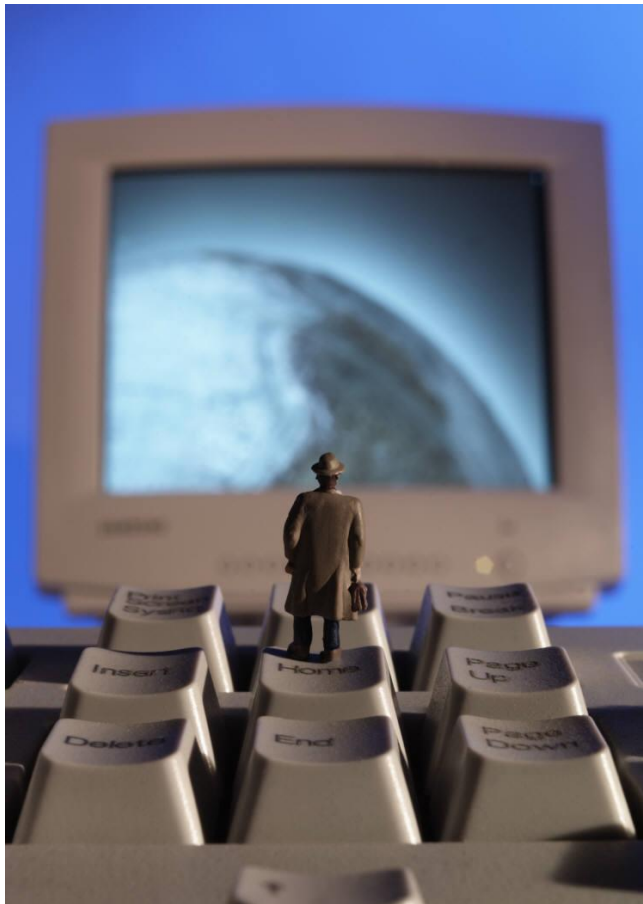
Microsoft Office

- Microsoft Excel 2010**
- Microsoft OneNote 2010**
- Microsoft Outlook 2010**
- Microsoft PowerPoint 2010**
- Microsoft Publisher 2010**
- Microsoft Word 2010**

If you feel like personal technology is huge and are wondering how you might master it –

Come to the library and we will assist you!

We offer programs and One-On-One tech usage sessions and we'll assist in honing your digital literacy skills so that big bad scary thing called personal technology will become your friend and using it will feel much more comfy!





Let's start out with a definition!



When we say we're going to offer monthly workshops on "personal technology" we mean, broadly speaking, that we'll be focusing on showing attendees how to use Internet connecting devices including tablets, e-readers, MP3 players and computers; and also offering tips on how to use some of the most popular software or apps available for those devices.

And we love questions and feedback!

So questions please ask us any questions that occur to you during our monthly programs!

Free One-On-One Tech Usage Appointments:

And just FYI you can also make an appointment for a free One-On-One tech usage session to answer any in-depth usage questions you might have about how to use your: computer, tablet or e-reader etc. and/or how to use the Internet, email, Microsoft Word, PowerPoint, Excel, Facebook, Skype etc.

To make a One-On-One tech appointment call the Reference/Tech Desk at the library and ask for Linda or Jenn. Our number is: 607-936-3713 ext. 501.



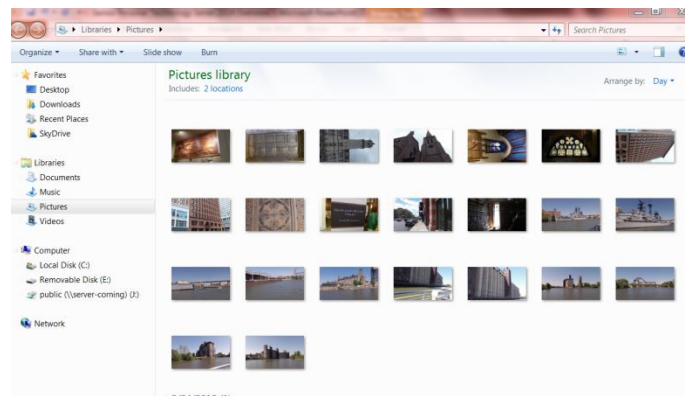
Personal Computers : Laptops & Desktops



There are two types of personal computers, also known as PCs, today; desktops and laptops. And the most widely used personal computers are Windows computers so that is the type of PC you probably have at home and all the photos in this presentation are taken from Windows PCs. If you own a personal computer you can do many things with it including accessing, storing and organizing your **digital photos**, **digital music files**, creating and storing your **documents** and accessing the Internet. Since the Internet is huge topic we'll discuss what that term means in a little more depth a bit later.

Digital Photos: The most common way people get digital photos on their computers is to take photos on their digital cameras, smartphones or tablets and then plug their photo taking device into their computer which will allow them to put the photos they've taken on their computer to organize, store and edit.

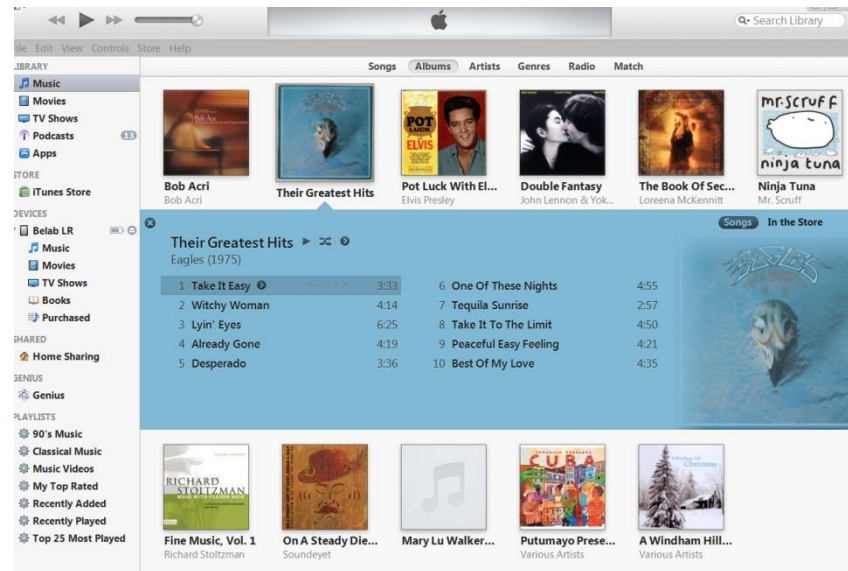
Seen in the example below is a picture of a typical Windows Pictures library:



Digital Music Files: The most popular way people put songs and albums on computers today is to purchase songs/albums from an online music store like iTunes or Amazon.

Another popular way to put songs onto a computer, and later transfer them later to your portable music devices, is to put a compact disc into your computer drive and import the music on it to your computer and then can transfer it to your portable music device. So if you have a large CD collection and buy a smartphone, tablet or portable music player like the iPod – you will be able to listen to the music you purchased on CD on your computer, smartphone or tablet!

Seen in the photo below is an iTunes (Apple) library of songs. You can download the iTunes software for free if you go to the following webpage: www.apple.com/itunes/download And the iTunes software can easily be used to either buy new digital songs or transfer songs from CDs you've previously purchased on your computer.



Computer Documents: What type of documents you have on your computer depends on what type of software you have installed on your computer. The Microsoft Office Suite of documents are the most common and the basic edition of that suite includes: Word, PowerPoint & Excel. The more high end, and thus more expensive edition of Microsoft Office – called “Office Professional has more software and of course costs more!



Microsoft Word: Think of Word as offering you a digital sheet of typing paper! Just as you can create letters, resumes, brochures, flyers, invitations and business cards by using a type writer so too you can documents by using Microsoft Word – and best of all – no white out is required!



Microsoft PowerPoint: PowerPoint can be used to create slide shows using your favorite photos and/or graphics for personal or professional projects.



Microsoft Excel: Excel can be used to calendars, budgets, inventories or simply keep track of how much a list of items costs individually and collectively.



Microsoft Publisher: Publisher is a very versatile software – you can use it to easily create brochures, flyers, greeting cards, invitations and other documents. And you can easily insert photos and graphics and move text to the exact place you want it to appear on the page.

The Internet: The Internet really epitomizes our modern technology!

The Internet is a communications network that allows us the ability to communicate with more people and more people across the globe than at any previous time in human history. You may consider the Internet to be made up of building block connections upon which the rest of today's personal technology devices including smartphones, tablets, computers and smart home devices are built.

To access the Internet you must have a wired or wireless Internet connection.

If you have a wired Internet connection than your computer or other Internet connecting device actually has a cable plugged into it which allows it to connect to the Internet. And if you are using a wireless network to connect to the Internet than your computer or other Internet connecting device connects to the Internet through a wireless connection which is more commonly known as Wi-Fi.

You can pay for Internet service to be installed in your home so you can access the Internet or you can access the Internet for free at a variety of institutions including many restaurants, stores and most public libraries!



Online Library Resources

Check out these online resources available for free to library card holders!

You can access these online resources through the library's website – you'll need your library card number, found on the back of your library card, to onto any of these resources except the Mango Languages resource.

The library offers patrons free access to a number of online research resources through our website.

Here's a selection of those online resources:

ACADEMIC OneFile: ACADEMIC OneFile is the premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. With extensive coverage of the physical sciences, technology, medicine, social sciences, the arts, theology, literature and other subjects, Academic OneFile is both authoritative and comprehensive. With millions of articles available in both PDF and HTML full-text with no restrictions, researchers are able to find accurate information quickly. Includes full-text coverage of the New York Times back to 1995. Updated daily.

BUSINESS INSIGHTS: ESSENTIALS: Investment profiles, business news, company profiles and more!

Gale Opposing Viewpoints in Context: This resource offers articles and information on opposing sides of current events subjects including: global warming, arctic drilling, abortion, nuclear energy, the Arab-Israeli conflict and more.

General OneFile: A one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social science, sports, technology, and many general interest topics. Millions of full-text articles, many with images. Updated daily.

HEALTH REFERENCE CENTER: A multi-source database providing access to full-text articles in nursing and allied health journals, plus a variety of personal health information sources, from Gale and NOVEL

HERITAGEQUEST ONLINE: Genealogical search resource. Includes scanned Census data 1790- partial 1930, Freedman's Bank data, U.S. Serial Set and more. Funded with a generous grant from The Community Foundation of Elmira-Corning and the Finger Lakes.

JOBNOW! Get free resume help, free cover letter help. Chat live with resume experts. Conduct a job search. Your next job could be waiting for you!

LITERARY REFERENCE CENTER: Get information about thousands of authors and their work. Content includes thousands of plot summaries, essays of literary criticism, author biographies, book reviews, classic and contemporary poems, classic and contemporary short stories, and author interviews.

MANGO LANGUAGES: Learn a second language or improve your English Language skills. There are more than forty languages you can learn via the interactive Mango Languages software.

NY STATE NEWSPAPERS: Search or browse through digital versions of New York State newspapers.

NOVELIST: A reader's advisory service that provides more than 135,000 fiction titles, including book reviews, first chapters and book discussion guides, an STLS* member library subscription resource, via Steel Memorial Library through Central Book Aid Funding.

OMNIFILE FULL TEXT SELECT (H.W. Wilson): A database (online resource) of full text scholarly journals. This is a great resource for those doing scholarly research!

For instructions as to how exactly you can access this online resources – turn the page!

To access the library's online resources:

1. Go to the library's website found at SSCLIBRARY.ORG

2. Click on the Research link located at the top of our homepage.

It looks like this: 

The Research page will display;

3. Click on the Subscription Services link—it looks like this:



4. Click on the link of the online resource that you'd like to access.

5. You'll be prompted to log in with your library card number and your PIN – which is initially the last four digits of your telephone number.

And presto! You'll be in research land!

Tablets:

There are all kinds of tablets available today; however, the two most popular types of tablets are the ones running Apple's iOS operating system, which are made by Apple, and the ones running Google's Android operating system which are made by a number of different manufacturers.

Most tablets are from 7-10" in length and you can buy a tablet that have only one way to connect to the Internet through a wireless (or Wi-Fi) Internet connection, or, you can buy a tablet that has two ways to connect to the Internet – either via a Wi-Fi network or through a cellular connection – just like a cell phone.

Tablets that can connect to the Internet only via a Wi-Fi network are cheaper to purchase than the tablets that can connect to the Internet in two ways via a Wi-Fi network and through a cellular connection.

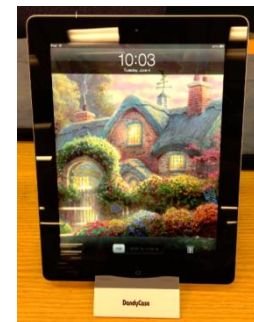
Also of note, tablets that are Wi-Fi only don't cost you anything above the purchase price to use – you do have to be in range of a Wi-Fi Internet connection to use them; however, you don't have to pay of a connection yourself unless you want to – instead you can take your tablet to many restaurants, stores and public libraries and use their Wi-Fi internet service. In contrast, if you purchase a tablet that can connect to the Internet through both a Wi-Fi network and via a cellular connection – you have to pay a cell phone provider, like Verizon, T-Mobile or AT&T, to access the Internet through the cellular network.

Tablets really are small portable computers; most of the tasks you can accomplish using a PC you can also accomplish by using a tablet. Tablets are great for accessing the Internet, reading e-books (including free library e-books!), reading magazines, playing games, taking photos, watching videos, listening to music and making video calls.

The only two areas that desktop and laptop computers beat tablets hands down are screen size and storage space – in other words a tablet can't beat looking at things on a 25" monitor and you can store more stuff, i.e. photos, documents, music etc. on a computer as compared to a tablet.

You can buy a tablet, a good to great tablet, at a price range of about \$140 on up to over \$1,000.

And you can get a really good tablet for about \$200! We do recommend though, that you stay away from the really inexpensive generic tablets, most of which cost less than \$75, that are sold in drug stores and other non-electronic stores. We, the members of the SSCL Digital Literacy Services team, recommend that because those tablets are slow and much harder to use than the brand name tablets you can buy in stores – tablets made by major companies like Apple, Google, Samsung, Amazon and Barnes & Noble. The tablets are, from left to right: B&N HD, Amazon's Kindle Fire, a Google Nexus 7 and an iPad. Note: The screen size of the tablets isn't really seeable in the photos the first three feature a 7" screen and the full sized iPad features a 9.7" screen.



E-Ink E-Readers:

E-Ink e-readers, which are the ones that do not feature a color display but instead feature black text and illustrations on a gray or light gray background.

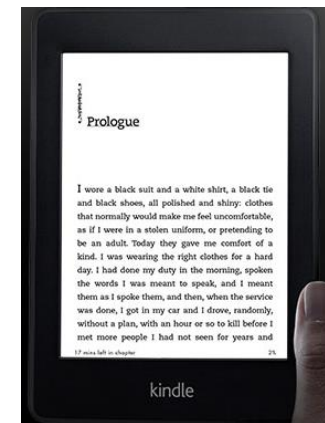
E-ink e-readers are, not surprisingly, devices that allow you to read e-books. And some e-readers do feature black and white web browsers; however, e-readers are really rather simple personal tech devices made for reading e-books and magazines.

E-ink e-readers, which today are simply referred to as e-readers, cost much less than tablets and they are much lighter, weight-wise, than tablets – so you can think of an e-reader as an electronic pocket paperback! And the great thing about an e-reader is you can actually store thousands of paperbacks through it so you'll never run out of books to read!

Also of note, you can easily carry an e-reader in a large coat pocket, a backpack or a purse because they are all very light-weight – in contrast tablets can be a bit heavy – and you probably wouldn't read using a tablet and hold the tablet in just one hand – something you might do if you were using an e-reader.



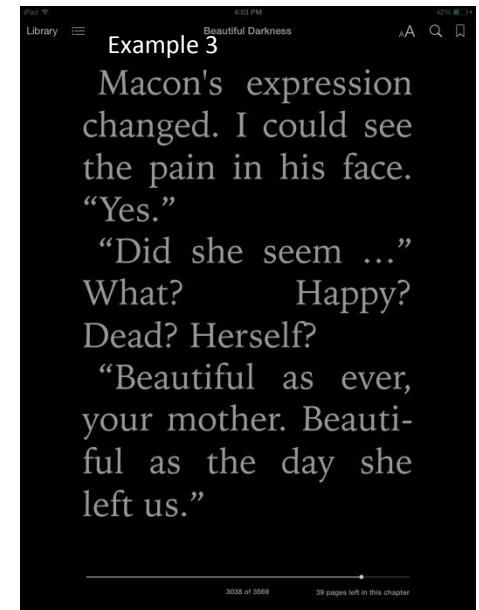
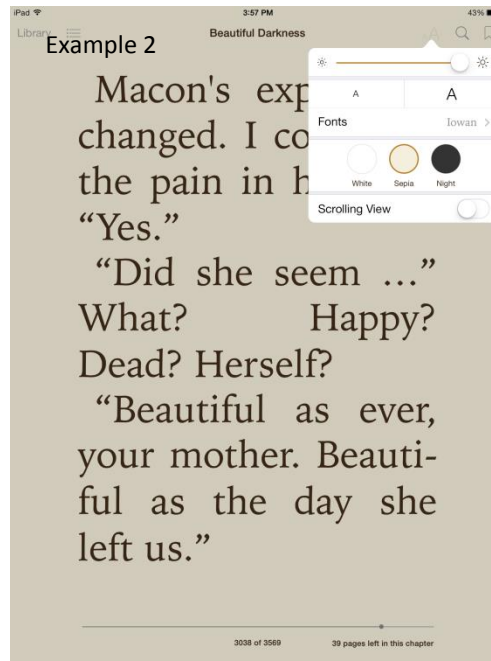
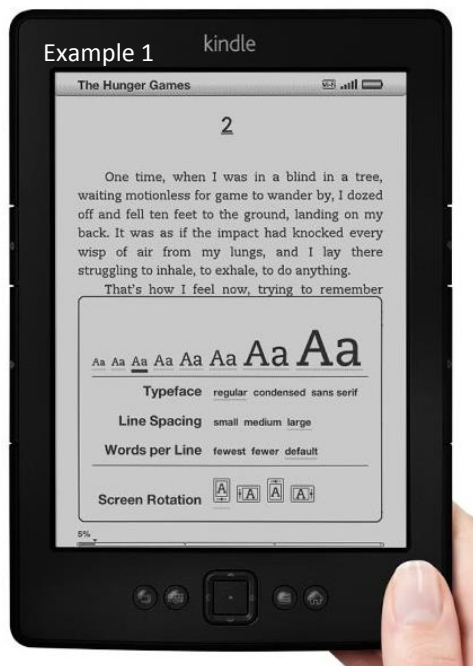
Carry your library; holds up to 3,500 books



Large Print is Cool!

And there is one more really cool thing to mention about reading on both e-readers and tablets!
And that is the fact that you can increase the size of the text that displays so that every book you read is a large print book!

You can increase the size and style of the text that displays on both e-readers and tablets; however, tablets offer you the added bonus of being able to change the color of the background too!
Example 1 shows a Kindle e-reader with the text options displayed, Example 2 shows a screen shot from an iPad with the text options displayed – including the option to change the background and Example 3 shows an e-book displayed on a tablet with the option for a black background selected.



Smartphones:

The two most popular kinds of smartphones today are the iPhones made by Apple and Google's Android phones which are made by a variety of manufacturers including Motorola Samsung.

The colorful smartphones seen on the left are all Apple iPhone 5 C models and the smartphones on the right are all Android phones – from left to right the models are: Motorola Droid Maxx, Samsung Galaxy Note 3 and the HTC One. And in the bottom right hand corner you see a Nokia Windows phone – Windows phones are gaining in popularity so just FYI!

And you can do many more things with a smartphone than just make phone calls! You surf the web, read, write and send email, play games and make video phone calls among other things...



<http://abcnews.go.com/Technology/apple-iphone-5s-5c-official-details-finally-confirmed/story?id=20211880>



<http://reviews.cnet.com/best-android-phones/>



MP3 Players: Taking Your Music With You Wherever You Go!

MP3 Players are sort of the modern version of the Walkman – you can easily take your music or audio books with you whenever you go! And notable, you can do this same thing – take a music library with you wherever you go – if you own a smartphone. However, if you want a music player that isn't a smart phone – you might consider purchasing an MP3 Player! They come in models that are very simple like the iPod Shuffle which doesn't have a display and only plays back music and audio books and high end models like the iPod Touch that does everything an iPhone does – except make cellular phone calls!

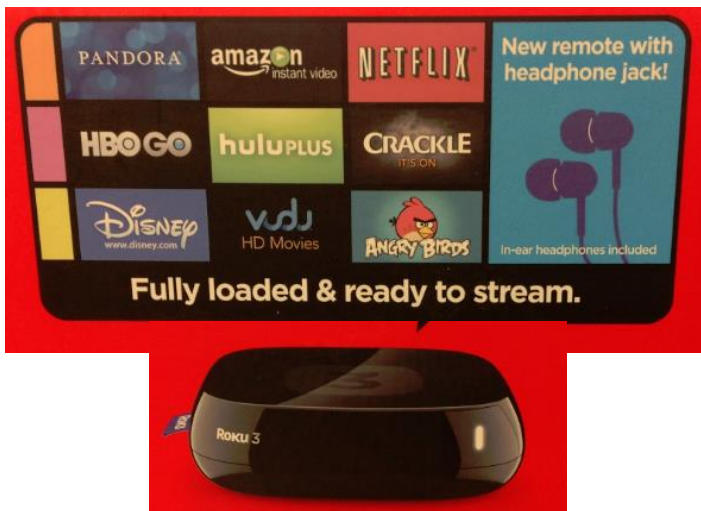
On a final note, you can buy a decent MP3 player like the SanDisk Sansa Clip Zip for about \$30 or buy a high end (very fancy...) one like Apple's iPod Touch for \$300.

Seen in the photos on the bottom of the page are, from left to right, Apple's iPod Touch, SanDisk Sansa Clip Zip, Samsung Galaxy Player 4.2, Apple's iPod Nano & Apple's iPod Shuffle.



Media Streaming Players: Media Streaming players are small hockey puck sized devices that you connect to the Internet, usually through a Wi-Fi Internet connection, and which allow you to access music and videos from a variety of providers including: iTunes (Apple), Amazon Instant Video, Netflix, Hulu Plus, HBO, Crackle, Pandora (Internet Radio), TuneIn Radio, PBS, Disney, YouTube and more.

The three most popular Media Streaming Players on the market today are the Roku Player, The Apple TV (box) and the Google Chromecast Streaming Stick (for use with an HDTV). Roku comes in several different models which range in price from \$49.99 to \$99; in contrast there is one model available of both Apple TV and Google Chromecast which cost, respectively, \$99 and \$35.



Want to know more? Free Technology Assistance Appointments Are Available @ The Library!

Did you know you can make an appointment for free individual assistance in using hardware or software?

You can!

Call us to make an appointment or stop in if you have a question or two; we're here to help!

Some of the frequent personal technology subjects we assist patrons with include: using personal technology devices including the following devices: iPad, scanner, Windows 8 laptop, Galaxy Tab, Windows Tablet, Kindle Fire, Nook HD, Macs, iPhones and e-readers of all kinds!

And some of the frequent personal technology software subjects we assist patrons with include how to use: Microsoft Word, Excel, PowerPoint and Publisher, creating and using an email account, organizing, editing of scanning photos (or slides), submitting a job application online, making video calls with Skype and answering the question of "What can I do with the Internet anyway?"

To make a free On-One-One appointment, with a member of our Digital Literacy Services team, stop by the Reference Desk at the library or give us a call at: 936-3713 ext. 502 today!

Thanks for attending our first monthly Senior Personal Technology program!



21st Century Libraries are about more than just books!

We're all about technology and digital literacy too!

