



**melsa**

**an alliance of  
metro public libraries**

---

**extending your reach**

# techie toolbox guide

*This guide was developed for the **Techie Toolbox at the Regional Public Library Systems** grant from the IMLS, a federal agency that fosters innovation, leadership & a lifetime of learning, & State Library Services, the Minnesota State Library Agency, under the provisions of the Library Services & Technology Act.*

*Prepared by Nick Steffel*

*MELSA acknowledges the assistance of the Arrowhead Library System and SELCO in the development of this project.*

# Canon Digital Camera

## Canon Powershot A590 Quick Setup:

- Press the **On/Off** button on the top of the cameras to turn it on.
- To take a picture, make sure that the slider on the back is slid toward the red camera icon.
- There is a dial on the top of the camera that determines what mode you would like to use the camera in.
  - For general purpose photography, setting it to **Easy** (the red icon of a camera with a heart in the center) should suffice.
  - Setting it to **Auto** will display more information on the camera's screen.
  - For more advanced users, there are special options to optimize the camera for specific settings (night time, indoor, portrait, etc.) as well as to prioritize shutter speed or aperture. There is also an option to operate the camera in manual mode, allowing you to manually set the camera's shutter speed, aperture, film speed, etc.
- To zoom in and out, rotate the silver ring wrapped around the shutter -- pushing it to the left zooms out and pushing it to the right zooms in.
- To focus, push the shutter button down about halfway. The camera will beep and attempt to display the area that will be in focus in a green box on the camera's screen. In the more advanced modes, it will also show the shutter speed and aperture size it estimates it will need to use for a good photograph.
- To take a photograph, push the shutter down completely. The camera will take a picture and display it on the camera's screen for several seconds.
- The camera can also record brief videos. To do so, switch the dial to the icon that looks like a film camera. To begin recording, press the shutter down completely. To stop recording, press the shutter down again.
- To review all of the photographs and videos stored on the camera, move the slider on the back from the red camera icon toward the blue play button icon. Use the left and right parts of the four-pointed button on the back to move from item to item. To delete something, press the button in the upper-right corner (with a trash can above it).
- The camera includes a USB cable for downloading photos from the camera to your computer. Plug the small grey end of the cable into the port on the camera's left side. Plug the other end into your computer's USB port. The computer should automatically detect the camera, although the included software will make it easier to download the photos from the camera.

## Canon Powershot A590 Setup Notes:

- To access the camera's batteries and memory card, look on the bottom of the camera for a grey plate with a sliding switch on it. Slide the switch down and push the plate to the right to open the area up.
- The camera also includes a composite cable to display images and videos on a television. Connect the small black plug into the port on the camera's right side and plug the yellow and black plugs into your television's Audio In and Video In jacks and set the television to the correct input.

# Canon Digital Camera

## **Digital Camera Overview:**

A digital camera allows people to take photographs that are stored digitally on a small chip plugged into the camera. These photos can then be downloaded to your computer and e-mailed to friends, posted on a website, or printed like a traditional photograph. Digital cameras are increasingly popular for a number of reasons: they can hold hundreds of pictures at a time, they allow you to immediately look at your photograph without the cost of developing it, and they allow you to easily share photographs online.

The Canon Powershot A590 is a fairly typical digital camera. It is capable of taking photographs and short videos, with a variety of specialized options to either let the camera do the work for you or let more experienced photographers take control.

## **Programming Ideas:**

As a basic introduction, let people take some photographs with the digital camera. It functions the same as a traditional film camera, so people will likely feel comfortable with it right away. After people have had a chance to take a few photographs, show them their work on a computer or television. If appropriate, you could also explain how to perform basic photo editing with the included software or how to have digital photographs printed online or from a kiosk.

A number of photo-sharing websites have emerged as a way to store and share digital photographs online. Websites like Flickr ([www.flickr.com](http://www.flickr.com)) and Picasa ([picasaweb.google.com](http://picasaweb.google.com)) allow you to upload your digital photographs to a website, arrange them into distinct groups, and add captions or metadata tags. These sites can also have a certain social networking element, allowing people to comment on other people's photographs and keep lists of favorite photographs and photographers. Both also offer privacy options for people concerned about keeping their photos private.

The library could consider setting up its own account through one of the photo-sharing websites listed above. A staff member or volunteer could take photographs of events or programs, as well as some general photographs of the library itself, and upload them to the account. As with the digital video camera, be sure to get consent before photographing any patrons or speakers.

The library could also accept digital photographs of the library from the public. Photographs could be accepted via e-mail or be downloaded from this camera, then shared on the library's online account. As an incentive, the library could highlight particularly good examples on the library website or have them printed and displayed in the library itself.

In combination with the iPod Touch, you could show off how to view photographs on the go. Have patrons take some photos using the digital camera. Then have them download those photos to a computer and load it onto the iPod Touch using iTunes. This will help build skills and familiarity with both devices.

## **Additional Resources:**

Canon Powershot A590 Manual:

[http://gdlp01.c-wss.com/gds/0400000016/PSA590IS\\_CUG\\_EN.pdf](http://gdlp01.c-wss.com/gds/0400000016/PSA590IS_CUG_EN.pdf)

# Flip Video Camera

## **Flip Mino Video Camera Quick Setup:**

- Turn on the Flip by pressing and holding the small silver power button located on the camera's side.
- To record video, press the large red button on the back of the camera. To stop recording, press the button a second time.
- To review video that you have previously recorded, press the Play/Pause button in the upper-left corner on the back of the camera.
  - To fast-forward and rewind through this video, press the arrows to the left and right of the record button.
  - To erase this video, press the garbage can button in the upper-right corner.
- To charge or download material from the Flip, slide the black button on the top-left edge to pop out the unit's USB plug. Plug the Flip into a computer's USB port; the device should be automatically detected.

## **Flip Mino Video Camera Setup Notes:**

- The Flip is recharged using its USB plug. If the battery icon appears low, plug the Flip into a computer's USB port to recharge it.
- The Flip also includes a composite cable to display video on a television. Plug one end of the cable into the port on the camera's edge labeled **TV** and the other into the television's composite cable jack.

# Flip Video Camera

## **Flip Video Camera Overview:**

Digital video cameras allow people to record digital video, which they can easily share online or via e-mail. Digital video cameras also allow people to record without the need for tapes or film. They also frequently include software which can be used to perform basic editing on that video from a home computer.

The Flip Mino is one model of digital video camera. It is one of the smallest and simplest digital video cameras available, and as a result it is quite popular with kids and young adults. It holds about 60 minutes of recorded video, which can be downloaded to a computer using the camera's built-in USB plug. The included software makes it easy to upload videos to YouTube or other online video websites.

## **Programming Ideas:**

The Flip is a very simple digital video camera; as a result, it's a great model to use to teach people a bit about digital video. Have people record brief videos of themselves or one another, then download those videos to a computer. Show them a site like YouTube and explain how people post digital videos online and some of the related social networking aspects.

A library could use the Flip to record video content to support their library. Create an account for your library on YouTube and upload some short videos about your library. Some different ideas for things to record are:

- If the library holds any classes, events, or other special programming, have a staff member or volunteer record and upload it. Make sure to get everyone's consent first – not everyone wants to be recorded.
- Ask each member of the library staff to create a short video highlighting their favorite part of the library. This can be a great way to show off your library's different collections and features, as well as a great way for staff members to connect with the public.
- Similarly, ask patrons to record videos of themselves at the library and upload their videos to the library's account. Younger people in particular might enjoy being immortalized on YouTube.

In combination with the iPod Touch, you could show off how to watch a video on the go. Have patrons record a brief video of themselves with the Flip. Then have them download that video to a computer and load it onto the iPod Touch using iTunes. This will help build skills and familiarity with both devices.

## **Additional Resources:**

Pure Digital Flip Mino Manual:

<http://www.theflip.com/pdf/FlipMinoQuickStartGuide.pdf>

# GPS

## Garmin eTrex Legend Quick Setup:

- Hold down the button on the center-right edge (with a light-bulb on it) to turn the unit on.
- After turning it on, a screen labeled **Acquiring Satellites** will appear. If it is difficult to read, press the same light-bulb button several times to adjust the backlighting.
- To access the most common features of the GPS unit, use the button on the upper-right edge (with a box with an X on it). This will cycle the GPS unit through the main menu, a map of your current location, and a compass.
- When looking at the map, you can use the two buttons on the upper-left edge of the unit (with up and down arrows on them) to zoom in and zoom out.
- To move around the main menu, use the small black nub located above the screen. Move it in the four directions to move around the menu, and push it in to select an item. Some of the items included on the main menu are:
  - **Satellite** will show you the quality of your satellite connection, as well as your current geographic coordinates and the margin of error for the unit's accuracy.
  - **Trip Comp** can be used to track miles traveled, average speed, and other statistics when taken on longer trips.
  - **Find** allows you to find landmarks, geocaches, and specific geographic coordinates on the unit's map.
  - **Sun & Moon** will provide you with information on your location's sunrise, sunset, moonrise, and moonset times.
  - **Hunt & Fish** will provide you with information on the best hunting and fishing times for your location.

## Garmin eTrex Legend Setup Notes:

- The unit may not be able to receive satellite data if it is being used indoors. For the best results, use the unit outdoors.
- To replace the unit's batteries or access the unit's MicroSD memory card, use a screwdriver to remove the belt clip on the back of the unit. Beneath that there is a small metal ring. Turn the ring counter-clockwise and the back should slide off easily.
- The GPS unit is pre-loaded with detailed maps for the Minneapolis-St. Paul area. If the unit is taken outside of this area, the unit will still function normally, but the map will have much less detail. Additional maps can be loaded using the included USB cable and map software.

# GPS

## **GPS Overview:**

GPS stands for Global Positioning System: a network of satellites that can provide special GPS receivers with their precise geographic location. The accuracy of different GPS receivers varies, but usually the location will be accurate to between 15 to 50 feet. GPS units are popular with hikers, hunters, sailors, and other outdoor sporting enthusiasts as a tech-savvy alternative to a map and compass. They are also increasingly commonplace in cars as a way to provide real-time directions from one location to another.

## **Programming Ideas:**

A basic introduction to the GPS unit might be as simple as taking a group outside and turning the unit on. Show the unit's map function and explain how it uses satellite data to determine its current location. Explain some of the unit's uses for outdoor sporting.

One of the more popular activities using a handheld GPS unit is geocaching. Geocaching is a hobby where people with GPS units attempt to locate containers (or "caches") based on a set of GPS coordinates. Most caches consist of a large sealed container, a pen and logbook for people to record their visits, and a selection of small trinkets for people to take as a memento.

You could use the GPS unit to set up a geocache of your own. You'll likely want to set up your geocache outside: since geocaching is a hobby, typically people will be looking for geocaches during evening and weekend hours. For the cache's trinkets, you could include bookmarks or something else appropriate for your library.

Alternatively, you could lead a small demonstration on geocaching for the public. Consult a geocaching website to see if there are any geocaches located near the library, or consider just creating your own. Then, hold a class where you explain the basics of geocaching and show some of the different geocaching websites available. Conclude by leading a trip to a nearby geocache (or the library's own geocache) as a group, showing how to enter coordinates into the GPS unit and head toward them using the map.

## **Additional Resources:**

How to Set Up a Geocache:

<http://www.geocaching.com/about/hiding.aspx>

(Also a popular site to register and search for geocaches.)

eTrex Legend Support:

<https://buy.garmin.com/shop/shop.do?cID=145&pID=8701#featureTab>

eTrex Legend FAQ:

[http://www.garmin.com/garmin/cms/site/us/support/searchsupport?search\\_key=eTrex%20Legend%20HCx](http://www.garmin.com/garmin/cms/site/us/support/searchsupport?search_key=eTrex%20Legend%20HCx)

# MP3 Player/Speaker System

## iPod Touch Quick Setup:

- Press and hold the button on the top-left edge of the iPod to turn it on.
- The screen that follows displays the different capabilities the iPod has. To select any of them, tap the icon once with your finger.
  - The first several rows of boxes launch different applications installed on the iPod. Many come pre-installed. Others can be purchased through the **App Store** (which itself has a button).
  - The bottom row of boxes (**Music, Videos, Photos**) will view or play the various types of files loaded onto the iPod.
- To move around on the screen, touch a spot and slide your finger up or down to move the screen the same direction. If there are multiple pages of something (such as multiple photographs in the Photo application), touch and slide to the left and right to move between pages.
- The iPod Touch is capable of using a wireless internet connection. To set up internet access, tap the **Settings** box, then **Wi-Fi**. To add a wireless network, tap **Other** under **Choose a Network** and enter your wireless network's name (and, if applicable, password).
- After that, you should be able to access websites with the pre-installed **Safari** web browser. Tap the address bar at the top of the screen and use the keyboard that appears to enter a web address. While browsing, tap and slide your finger to move around a page. To click a link, tap on it once. Tap twice in quick succession to zoom in on part of a page. Tapping twice again will zoom back out.
- For videos and web browsing, you may find it useful to use the iPod in landscape mode. Just rotate the device so you are holding it lengthwise and the screen should automatically adjust.
- To exit back to the main menu at any time, press the large button located below the screen on the front of the iPod.

## iPod Touch Setup Notes:

- The iPod Touch recharges via the included USB cable. To prolong the rechargeable battery's life, it will only recharge when the battery is very low. Don't worry if it doesn't appear to be charging every time you plug it in.
- To load music, videos, and photos onto the iPod touch, you will need to install Apple's iTunes software on your computer.

# MP3 Player/Speaker System

## SanDisk Sansa Quick Setup:

- Slide the switch located on the left side of the player up to turn it on.
- The large circular button below the screen is used to control the player. Use the different directions to move up, down, left, and right within the player. Use the button into the center to select something. To return to the main menu, press the small button with a house above it.
- From the main menu, you have three options (which you can cycle through using the down button):
  - **Music** will show all of the music files loaded on to the player, broken down in various ways (by song title, by artist, etc). Use the play/pause button to stop and start playing and the rewind and fast forward buttons to skip between tracks. You can also hold down the rewind and fast forward buttons to rewind or fast forward within a song.
  - **FM Radio** allows you to use the player to listen to FM radio stations. Use the left and right buttons to tune to a station.
  - **Voice** allows you to record audio to the player using its built in microphone. Use the play/pause button to start and stop recording. Press the center button to stop recording.

## SanDisk Sansa Setup Notes:

- Unlike the iPod Touch, the SanDisk Sansa does not require separate software to load music onto it. Simply plug it in to your computer via the included USB cable and it should be detected automatically. Your computer should treat it like a USB drive and assign it a drive letter. To load files onto it, just copy music files from your computer to the device's **Music** folder.

# MP3 Player/Speaker System

## Phillips Docking Entertainment System DC912 Quick Setup

- The Phillips Speaker System will work all types of MP3 players, including the iPod Touch and SanDisk Sansa. It can also play songs stored on USB drives and memory cards, as well as FM radio stations.
- Plug in the subwoofer and speakers. The subwoofer should automatically (and wirelessly) connect to the main portion of the speakers.
- Press the power button to turn the speakers on, then press the **Source** button to select the source of the music you would like to play.
- To control volume, switch between tracks, and play or pause, you can use either the buttons on the speakers themselves or the buttons on the included remote control. If using the remote, you will need to push the button for the type of source you are using (**iPod**, **USB**, **Tuner**, etc.) before the remote will work correctly.
- You can even play videos on the iPod and use the speaker system for the audio. The iPod dock will even rotate, allowing you to have your iPod in landscape mode while the video is playing.

## Phillips Docking Entertainment System DC912 Setup Notes:

- If the subwoofer does not appear to be connected to the rest of the speakers, turn the main speakers off (so the clock is displayed) and press and hold the play/pause button for a few seconds. The word **Pair** should appear on the speakers. Now press and hold the **Pair** button located on the back of the subwoofer for a few seconds. The subwoofer's light should flash and the two should be synchronized again.
- The speakers come with a variety of adapters to fit different styles of iPods. They should slide smoothly against the existing iPod dock and allow for a better fit.

# MP3 Player/Speaker System

## **MP3 Player/Speaker System Overview:**

MP3 Players like the Apple iPod and SanDisk Sansa are portable devices used to play digital audio files (the most common format of which is called an MP3 file). These files can be anything from music to audio books to radio programs. People have even begun producing amateur audio content specifically for MP3 players known as podcasts. More recently, MP3 players have also begun to include small LCD screens, allowing people to view photos, videos, and even full television programs on their portable device.

The iPod Touch is the newest version of the most popular form of MP3 player, the Apple iPod. It has the capacity for approximately 4,000 songs, 25,000 photographs, or 50 hours worth of video. It includes a built in Wi-Fi capability, allowing it to connect to open wireless internet networks and access websites. It is also the first iPod to operate using a touch-sensitive screen.

The SanDisk Sansa is a different, somewhat simpler type of MP3 player. It is smaller both in actual size and in data capacity (holding about one-eighth as much as the iPod Touch), although it is also much less expensive. It cannot access the internet, although it does have a built-in radio tuner which allows it to play FM radio stations as well as digital music files. It also includes a built-in microphone, allowing it to record audio as well as play it.

With the rise of MP3 players, speaker systems like the Phillips Docking Entertainment System have become a popular alternative to the traditional stereo system. They allow users to plug in their MP3 player directly into the system and play their digital music files over a set of speakers. It will also work for playing audio when watching videos on the iPod.

## **Programming Ideas:**

For an introduction to MP3 players, you might want to do a side-by-side comparison of the iPod Touch and SanDisk Sansa to demonstrate some of the differences between them. Talk about the different features of both to give people an idea of what to look for in a MP3 player and what sort of features they might want. A brief demonstration of how to load files on to both players may also be useful. You may also want to discuss the legal issues involved with MP3s, explaining the difference between legally purchased files (and the websites and services available to use) and illegally downloaded ones.

Using the SanDisk Sansa's built in microphone, you could record an audio tour of the library. Highlight some of the library's different features and areas, then make that file available through the library website. The library could even consider purchasing a small, cheap MP3 player and keeping it, pre-programmed with that audio tour, at the library's front desk for patrons to borrow.

The iPod Touch is also capable of displaying photos and video. Together with the digital video camera or digital camera, have patrons take photographs or video and show them how to download that content to the iPod Touch and view it on the go.

Combining one of the MP3 players with the speaker system opens up a number of options. If holding a public event, you could load an MP3 player with some desired music and use the speaker system to play it. For children's programming, you could use the two to create a musical storytime.

# MP3 Player/Speaker System

## **Additional Resources:**

iPod Touch Manuals:

<http://support.apple.com/manuals/#ipodtouch>

SanDisk Sansa Manual:

<http://www.sandisk.com/SiteMap.aspx>

Phillips Docking Entertainment System Manual:

[http://www.p4c.philips.com/files/d/dc912\\_37/dc912\\_37\\_dfu\\_eng.pdf](http://www.p4c.philips.com/files/d/dc912_37/dc912_37_dfu_eng.pdf)

# Nintendo Wii

## Nintendo Wii Quick Setup Guide:

- The Nintendo Wii can be set up vertically or horizontally. If you choose to set it up vertically, you will need to place the console in the grey stand provided.
- Insert the AV cable into the back of the console. Insert the three colored prongs into the corresponding colored jacks on the television.
- Connect the sensor bar by inserting the plug into the back of the Wii console. Place the sensor bar either on top of the television or directly in front of it. The goal is to place it directly in front of your players.
- Plug the AC adapter cord into the input connector on the back of the Wii. Plug the cord into a power outlet.
- Turn on the TV and the Wii console. Select the correct input setting for the TV. The Wii Menu should appear on your TV screen when the appropriate setting is selected.
- To play a game, insert the game disc into the slot on the front of the console.
  - If your console is placed vertically, the disc label will face to the right. If your console is placed horizontally, the disc label will face upwards.
- Use the Wii remote to move the cursor over the top left corner of the Wii menu and press the A button to make a selection. Select “Play” to start a game.

## Wii Rock Band Setup Guide:

- Set up the drums and the guitar following the directions given in the manual. Make sure batteries are placed in the guitar and the switch on the back of the guitar is turned on.
- Plug the white USB hub into one of the Wii’s USB ports. Plug the microphone, the drums, and the wireless guitar receiver into the USB ports.
  - You must plug the drums/microphone/guitar into the USB hub, not straight into the console.
- Turn on the Wii console and insert the Rock Band game disk. Using the Wii controller, select the Rock Band game from the top left corner to begin.
  - You can use either the Wii controller or the guitar instrument to move around the menus within Rock Band.
- When finished, be sure to turn the guitar controller off.

## Wii Setup Notes:

- Make sure to wear the wrist strap at all times. Also, make sure you have enough room to move around while playing the Wii. The optimal distance between the Wii remote and the Wii sensor is about 5 to 10 feet.
- The Wii controller has two components: the remote controller and an attachment called a nunchuk. Generally speaking, the Wii will advise you if you need to plug in the nunchuk attachment before a

game that requires it. If it isn't required, you don't need to attach it.

# Nintendo Wii

## Wii Overview:

Unlike other video gaming systems, the Wii is the first to use a motion-sensitive controller. Instead of just pushing buttons, the Wii also requires players to move the controller in certain ways. Most of these motions are very intuitive. When playing baseball, for example, you attempt to hit the ball by swinging the controller like a bat. When pitching, you whip the controller away from you to throw the ball. For bowling, you move the controller in an underhand motion while holding down a button, then release the button when you want to release the ball.

WiiSports provides five simple sports games that use the motion-sensitivity of the Wii controller: baseball, tennis, boxing, bowling, and golf. WiiPlay adds another nine simple games such as air hockey, table tennis, and pool. These games should be fairly simple and include directions on the correct buttons to push and motions to make before each game begins. All of these games support one or two players.

Rock Band is a popular video game available on a variety of different video gaming systems. Using specially designed controllers that look like different instruments, players attempt to play along to popular songs by pressing buttons representing different notes (or, in the case of the microphone, actually singing along). The correct notes are displayed on the screen and players do their best to play along with what is shown. Many teens and young adults will already be familiar with Rock Band; it and other similar games are among the most popular in recent years.

Super Monkey Ball: Banana Blitz is a popular party game for the Wii. It consists of a variety of simple mini-games that pit players against one another. Like WiiSports and WiiPlay, most of the games are simple and familiar (ring toss, darts, whack-a-mole, etc.) and make good use of the Wii's motion-sensitive controller.

## Programming Ideas:

For people curious about the Wii, the library could do a quick demonstration showing off some of the basic features of the system. To get people started, have them create a Mii (a character) using the Wii's Mii Channel. This will help get them used to the controller and interacting with the screen. After they've created a character, have everyone play one of the simpler games such as baseball, bowling, or air hockey. These games are fairly familiar and tend to have simple controls, making them a good place to start.

If enough people are interested, you could consider setting up a tournament for one of the sports games. Set up teams to play against one another and have a small prize for the winners. Note the winners on the library website or keep a running log of the winners in the library.

In additions to patrons, library staff may enjoy playing with the Wii as well. Consider borrowing it as part of a staff appreciation party and holding your own tournaments or Rock Band sessions.

In addition to video gaming, the Wii is also capable of displaying digital photographs. A small port on the front of the machine allows you to plug in a smartcard from a digital camera. The pictures located on that smartcard will then be displayed in a slideshow. Together with a digital camera, you could have people take digital photographs and then use the Wii to present them on a bigger screen.

# Nintendo Wii

## **Additional Resources:**

Nintendo Wii Operating Manual:

[http://www.nintendo.com/consumer/downloads/WiiOpMn\\_setup.pdf](http://www.nintendo.com/consumer/downloads/WiiOpMn_setup.pdf)

WiiSports Manual:

[http://www.nintendo.com/consumer/gameslist/manuals/Wii\\_Wii\\_Sports.pdf](http://www.nintendo.com/consumer/gameslist/manuals/Wii_Wii_Sports.pdf)

WiiPlay Manual:

[http://www.nintendo.com/consumer/gameslist/manuals/Wii\\_Wii\\_Play.pdf](http://www.nintendo.com/consumer/gameslist/manuals/Wii_Wii_Play.pdf)

# Sony E-Book Reader

## **Sony PRS-505 eBook Reader Quick Setup:**

- To turn on the reader, find the power button on the top edge of the book and slide it to the right.
- After the eBook starts, a menu should appear showing different ways to look at the books loaded onto the device (**Books by Title**, **Books by Author**, etc.). There will also be options to look at the music and pictures stored on the device.
- Use the column of numbered keys to select different items from the menu, and the left and right arrows to move between pages.
  - There are two different sets of buttons you can use to turn the page: one on the far right side of the reader and one at the bottom-left.
- When inside a book, use the same left and right arrow buttons to move from page to page.
- To change the size of the text, press the small button with a magnifying glass on it at the bottom-left. Each book should have a few different text size options.
- To set a bookmark, press the small button with a dog-eared page on it at the bottom-left. This will allow you to get to this page immediately from the main menu or book menu.

## **Sony PRS-505 eBook Reader Setup Notes:**

- The eBook reader can be charged either using its USB cable or the included AC adaptor. Both cords plug into ports on the bottom of the unit.
- To add or remove books, music, and photos to the reader, you will need to install the included Sony eBook Library software. You can use that software to both purchase content directly from Sony or to load the reader with public domain works in other formats.

# Sony E-Book Reader

## **eBook Reader Overview:**

An eBook reader is a device which allows people to download books, newspapers, and other texts to a single book-sized electronic device. In contrast to a normal book, an eBook reader is capable of holding dozens of different texts at a time. More popular texts can be purchased through an online service, typically for a lower cost than in printed form. Older works now in the public domain can be downloaded and loaded onto the eBook for free.

The Sony PRS-505 is one type of eBook reader that is available. It comes pre-loaded with several books and book excerpts and is able to have other books purchased and downloaded to it using Sony's eBook Library software. It is also capable of having audio files and photos loaded onto it.

## **Programming Ideas:**

Introduce people to the eBook reader by just showing them the basics of opening and flipping through an eBook. Show off some of the reader's special features like changeable text size and bookmarking. You might also want to explain some of the motivations behind using an eBook reader (e.g.: the ability to carry around multiple books, the lower cost of buying books, etc.).

A demonstration of how to load items onto the eBook reader might also be helpful. Find a few different text and PDF files online and use the eBook Library software to load them onto the reader. People may be intrigued by the idea of being able to load files from work or school onto the reader for later perusal.

## **Additional Resources:**

Sony PRS-505 Manuals and Guides:

<http://esupport.sony.com/US/perl/model-documents.pl?mdl=PRS505>

Sony eBook Library Software:

<http://ebookstore.sony.com/download/>

# Television

## **Toshiba Television Quick Setup:**

- Adjust the television's black base to stand up properly and plug the television into an outlet. Press the **Power** button to turn it on.
- The television can either be controlled by the included remote control or the buttons along its left-hand side.
- To select an input, press the Input button to bring up the menu of options. Press it again to cycle through the list to the desired input.
  - The television's input jacks are located on the rear of the television. In addition to a standard composite video jack, there are additional jacks for connecting to a computer or to high-definition video equipment.
- To play a DVD, slide the disc into the slot on the TV's left side and switch the television's input to **DVD**.
  - There is a button on the top of the remote control labeled **TV/DVD** that will allow you to quickly switch between the TV input and DVD input.

# Logitech Webcam

## **Logitech QuickCam Connect Quick Setup Guide:**

- Insert the included CD-ROM into the computer's CD-ROM drive and install the drivers necessary to use the webcam.
  - This will only need to be installed once per computer, and can be done ahead of time.
- After the installation is finished, insert the webcam's USB plug into an open USB port on your computer.
- Two windows will open on your computers: one labeled QuickCapture and one labeled QuickCam.
  - The QuickCapture window shows how you will appear to other people. Adjust the camera's position until the image looks as you'd like it to. There is also a silver ring around the webcam's lens which can be used to focus the image. After that, you may close both windows.
- For the headset, insert the pink and black audio plugs into the corresponding pink and black jacks on your computer.
  - The location of these jacks will vary from computer to computer. Some newer computers may have them on the front of the machine, while older ones will have them on the back.
- The headset's volume is controlled by the small wheel attached to the cord. You may wish to play an audio file on the computer to make any necessary adjustments to the headset volume.
  - There is also a volume control for the microphone on this wheel, allowing you to mute and unmute it. Make sure the switch is in the left position (unmuted) to start.
- Open your desired video conferencing program and begin.

# Logitech Webcam

## **Webcam Overview:**

A webcam is a type of digital video camera designed specifically for online videoconferencing and video chat. Instead of being portable (like the Flip video camera), webcams are typically connected to a computer by a short cord. The camera is then designed to attach to the computer's monitor or sit on a desktop or tabletop, pointing directly at the person using the computer.

The Logitech QuickCam Connect is a fairly typical type of webcam. The camera is small and designed to clip to a computer's monitor. The included headset allows people to hear other chat participants over a pair of headphones as well as speak to them with the attached microphone.

In addition to the webcam, you will need to install a special videoconferencing program to perform the actual chat. Among the more popular options are Skype ([www.skype.com](http://www.skype.com)), Windows Live Messenger ([get.live.com/messenger/overview](http://get.live.com/messenger/overview)), and SightSpeed ([www.sightspeed.com](http://www.sightspeed.com)). These tools allow you to have video chats with other users with a webcam and that particular program. Generally these programs are free to use when chatting with other people on the same program. Some programs, such as Skype, also allow you to use the webcam and microphone to call people on their telephone or cell phone (although there is usually a monthly or per-minute charge for doing so).

## **Programming Ideas:**

A simple introduction to webcams could be to set two of them upon different computers, then do a video chat between them using one of the videoconferencing programs listed above. Demonstrate how to set up the webcams themselves and how to connect to other users through one of the programs listed above. People with relatives across the country or abroad may be particularly interested – programs like Skype are a good way to talk face-to-face with people far away, but without the cost of long distance or international calling.

Like the Flip or any other digital video camera, the webcams are capable of recording video to a computer. You could have people use one to record a video of themselves to a computer. You could then take that video and load it onto the iPod Touch to watch on the go, or onto a website such as YouTube to share with the world.

## **Additional Resources**

Logitech QuickCam Connect Official Website:

[http://www.logitech.com/index.cfm/webcam\\_communications/webcams/devices/4266&cl=us,en#](http://www.logitech.com/index.cfm/webcam_communications/webcams/devices/4266&cl=us,en#)