



Tech Savvy Seniors

INTRODUCTION TO THE INTERNET

PART 3 INTERMEDIATE GUIDE

TOPIC: INTRODUCTION TO THE INTERNET – PART 3

DOWNLOADING PROGRAMS AND MEDIA

For many people, CDs, DVDs, books, tapes and other physical media are becoming a thing of the past. Today you can download movies, music, television shows and books from the internet without leaving your home. You can also get new programs and games for your computer very easily, without ever having to step into a store. This workshop walks you through how to join that revolution.

WHO IS THIS WORKSHOP FOR?

You may want to build on what you've learned in the first two Introduction to the Internet workshops by completing the series with this session, or maybe you've heard that you can find music, books and movies online, but aren't sure where to look or what you need to access entertainment content and save it to your computer. This workshop shows you how.

WHAT YOU'LL NEED

- An internet-connected laptop/notebook or desktop computer; either your own or supplied by the workshop organisers. You may need to share a computer with others in the workshop.
- An email address; either the Gmail account created in the Introduction to Email Part 1 workshop, or another email account.
- A credit card for setting up an iTunes account.
(If you already have an iTunes account, you won't need this.)



WHAT YOU'LL LEARN

We'll learn how to install and use iTunes*, a popular online store for finding and buying media. We'll also look at some of the alternatives to iTunes, how to play the media you've downloaded, and how you can download new programs for your computer.

* To view and download media from iTunes, Apple requires you to create an

Apple ID and iTunes account using personal information and credit card details. For workshop activities involving setting up an Apple ID and iTunes account you should ensure your personal and financial information are protected, and not share your computer screen with others. Setting up an iTunes account does not oblige you to purchase media from Apple's online store during the workshop or at any time in the future.

TIMETABLE

This session is divided into sections, with a short break in between. Remember, ask questions at any time.

Subject: Introduction and review. Duration: 10 minutes

Subject: Downloading and installing iTunes*. Duration: 40 minutes

Break. Duration: 15 minutes

Subject: Choosing and downloading your media. Duration: 25 minutes

Subject: Viewing or listening to your downloads. Duration: 20 minutes

Subject: Downloading other programs. Duration: 20 minutes

Subject: Summary. Duration: 10 minutes

Total. Duration: 140 minutes

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SUBJECT: INTRODUCTION AND REVIEW

Time: 10 minutes.

RECAP:

If you've attended our previous Introduction to the Internet sessions, you should be pretty comfortable with a web browser. In those sessions, we covered:

- What the internet is, and how to connect to it
- What a web browser is and how to use some of its features like bookmarks and tabs
- How to navigate websites and search the internet
- How to download programs and files with your computer.

If you have any questions or need a refresher, feel free to ask! Your presenter should be able to quickly go back over some of those earlier lessons.

In our last Introduction to the Internet (Part 2) workshop, we took our first look at downloading. This workshop, we're going to take that to the next level. We're going to look at downloading media, including TV shows, movies and books. We'll also go further into installing programs that can add extra capabilities to your computer.

Much of our focus this session will be on iTunes*, a popular service from Apple that lets you download movies and music to your computer. If you have an iPhone (a smartphone), iPad (a tablet) or iPod (a music player), you might already have some familiarity with iTunes. iTunes is designed to work with these products and can be used to upload media directly to them, but you certainly don't need them to use iTunes.

iTunes is not the only online market for media, of course, and we'll also look some of the alternatives at the end of the session. We'll also take a look at places where you can get new programs for your computer.

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SUBJECT: DOWNLOADING AND INSTALLING ITUNES

Time: 40 minutes.

OVERVIEW

iTunes is a program that can be downloaded from the iTunes website. You first have to download the program, install it, then create an account with iTunes.

There is both free and paid media on iTunes. If you want to download any paid media, you will need a credit card. This workshop, we'll show you how you can pay for media, although you won't have to actually buy anything!

DOWNLOADING AND INSTALLING ITUNES

Our first task is to download and install iTunes. To buy media from the iTunes online store, you need to have this program.

Go to <http://www.apple.com/itunes> in your web browser. This is where we'll be downloading the program from.

Click on the link that says Download.

You can download iTunes from Microsoft's app store (the black Get it from Microsoft button).

Alternatively you can scroll down to Looking for another version and click Windows, which we've done for this workshop. At this point the black download button is replaced with 'iTunes for Windows' Download now (64-bit). Some older computers might need the 32-bit version.

Your web browser will pop up its regular download dialog box, asking if you'd like to Save or Run the program. You can click on Run.

DOWNLOADING AND INSTALLING ITUNES

When the download is complete, the iTunes install process will begin. You'll see a page that looks like this:

Click Next. This takes you to your options.



You can leave the default settings as is, and just click Install. One thing you might want to change, however, is the default language, which is English (United States); you can change it to English (United Kingdom) if you prefer British spelling.

Depending on the security settings on the computer you're using, you might be asked more than once if you want to let this program install software on your computer. Choose to allow it do so.

DOWNLOADING AND INSTALLING ITUNES

You'll see the install screen, with a progress bar as iTunes is installed.

When it's done, you'll see the completion screen. Leave Open iTunes checked, click on Finish.

On Windows 10 computers, you can launch iTunes by clicking on the Windows icon in the bottom left of the screen, then All Apps, then iTunes. You can alternatively double-click on the link embedded in your Windows desktop. When the Software License Agreement appears, click Agree.

Next, the iTunes Welcome window will appear. You can learn about all the things you can do in iTunes by clicking on Take a quick tour, but we're going to skip that for now. (To go back to it later, click on Help at the top-right of the iTunes window, then select iTunes Quick Tour

From here, you can choose to share information about your music library by clicking Agree or No Thanks. Sharing information can help Apple improve its software and services.

CREATING AN ITUNES ACCOUNT

Before we go hunting for things to download, it's time to create an account!

To download media from iTunes, you need to have an iTunes account. This isn't just for payment purposes; it remembers what you've downloaded in the past and remembers your preferences.

Having an account also allows you to log in from other computers and devices and download your media to them, too. For example, you can set up iTunes here in the Tech Savvy Seniors workshop, go home and install iTunes there. Once you log into your account, you'll be able to download any media you've selected or purchased there, too. If you're paying for media, you only need to pay once – that media will be accessible on any device with iTunes installed.

When this workshop is over, you can go home, install iTunes and sign in with the Apple ID you've created in the workshop. Everything you've done here will be reflected at home.



A box will appear, into which you can type your email address (which is your Apple ID) and Apple ID password. Since we don't have those yet, click on Create Apple ID instead. This is what the account you are creating is called (since it can be used for other Apple products as well).

Now you'll see a 'Welcome to the iTunes Store' window. Have a quick read, then click Continue.

On the next page, you have to enter your details:

- First your email address, which is also your Apple ID.
- Then a password for the Apple ID (which you have to confirm in a second box). It has to be at least eight characters long and include both a number and at least one upper-case letter, otherwise it will be rejected. Remember to take a note of it!
- Next, choose Australia as your country, tick the Terms and Conditions box and then click Continue. Then enter your title, name and date of birth.

Next we have security questions. These are additional questions that will be used if a special security check is ever required. Click on the selection box, then select a question from the list. After that, type your answer into the field.

Now scroll to the bottom of the window.

You can also choose to uncheck the boxes for receiving emails from Apple if you don't want to then click Continue.

Now you'll be asked for financial information. You need a credit card to purchase items on iTunes*. You can enter your card type, number, expiry date, security number (for most cards, that's the 3-digit number of the back of the card) and your billing details. Whenever you buy something, your card will automatically be charged. Enter:

- Your credit card type
- Number, expiry and security code
- Your billing address and information
- Click Continue when you're done.

For the last step, Apple emails you a confirmation code. You need to check your inbox for that email and then come back to iTunes, enter the code and click Verify.

You'll now see the iTunes login screen again with your email address already filled in. Just type in your iTunes password that we created earlier and click OK.

The confirmation window will now say 'Apple ID Completed' and you can click Continue to start using iTunes.

* When entering personal and credit card information for the purpose of the Creating an iTunes Account activity, take care to protect your personal and financial details and do not share your computer screen with other participants. Remember, you are not required to



take part in this activity, nor are you required to purchase media from Apple's online store during the workshop or at any time in the future.

SUBJECT: CHOOSING AND DOWNLOADING YOUR MEDIA

Time: 25 minutes.

BROWSING FOR MEDIA

Now that we've created an iTunes account, we can start searching for media we'd like to download.

iTunes has music, movies, TV shows, books and podcasts available for download. (Podcasts are audio files, like radio programs, that you can download from iTunes). Most cost money, though a handful are free.

You start off looking at the iTunes Store's Music page. You can click on 'Music' on the right and use the drop-down menu to switch to another type of content. Alternatively you can use the 'Music' drop-down menu at the top left.

Click on any one of those to take you to the main page for that particular type of media.

You'll see the page; it's very busy, with lots of elements. At the top are featured downloads; below is New Music and you can scroll down to see more. As you go down you'll see Top Songs and Top Albums on the right.

Clicking on any link will take you to a description page and purchase page for that particular item. There are Back and Forward buttons at the top left (next to the drop-down menu), like a web browser.

But what if it has nothing you like? Well, you can filter it down to just the music genres you like. On the right-hand side of the page, you'll see a Music link. Click on All Genres. A drop-down list of genres will appear. Find one you like and click on it.

Let's say Classical.

Now the main page will show only classical music. Find any one you think is interesting and click on it. Don't worry – you won't be charged. That only happens when you click on a Price button. If you click on an album name, or the artist, it will show details of the album and the song within it.

From the album page, if you click on the name of an artist, it will show you all the albums and songs by that artist. Each will have a little Price button next to it. You can purchase entire albums or individual songs, as you please.



SEARCHING FOR MEDIA

Browsing is fun, but you want a specific song or a specific artist. That's what the Search bar is for. You'll see it at the top right of the iTunes window.

Click on the Search field, and type in the name of the song, the artist, the movie, the TV show, the book or the podcast you're interested in.

For example, you can type Mozart into the field and press Enter.

A page will appear showing all the results related to that search. That includes music, videos audiobooks, podcasts and movies.

Let's filter it down a bit. We just want music from Mozart, so under the filter options on the right, click on Songs. Now you'll see the individual songs relating to the search. Hold the mouse over the name of the song and a blue Play button will appear on the left. Click it to hear a preview of the track. You could also just click on the price button to purchase it with the credit card details you've entered.

LET'S DOWNLOAD SOMETHING!

Now we'll try actually downloading something to iTunes. We'll grab something free. Click on Music on the right and choose Podcasts from the drop-down menu. Pick a podcast that takes your fancy. It doesn't matter which one. If the subject matter interests you, click on it.

This will take you to that podcast's page, with a list of episodes. If it's a free podcast, each episode will have a Get button next to it. You can click on the name of an individual episode to bring up a pop-up description of that episode if you want.

Click on the Get button to download the episode. (This is the same as clicking on the Price button of a paid item of media.)

Now, at the top right of the window, you'll see a downloading icon at the top right. Click on it to see more details.

When the download is complete, the pop-up will disappear, and you'll be able to play your media. Alternatively, you can click play on any podcast and it will play as it downloads.

Note that podcasts also have a special button, just under the main podcast image – a Subscribe button. If you want, you can click on this. If you do, iTunes will automatically download every episode of that podcast as it becomes available.

INTERNET RADIO

If you click on the drop-down menu at top left and select Music, then to the right you'll see Library, For You, Browse, Radio and Store. Radio opens up Internet Radio which are literally radio stations that are broadcast over the internet. Unfortunately, most Stations are



only available if you sign up for the paid Apple Music service. You can still click on Beats 1 and listen for free, it will start playing from your computer. A few local radio stations are available too, such as ABC radio so you can tune into your favourite news and broadcasts from home via the internet, regardless of where you are in the world.

SUBJECT: VIEWING OR LISTENING TO YOUR DOWNLOADS

Time: 20 minutes.

PLAYING MEDIA

This part is easy. As soon as you download something, all you have to do it play it.

On the top left you'll see the drop-down menu for the different media types. Choose a media type and then click the Library button, this is where all the media you've downloaded can be found (as well as any music CDs or home videos you might have copied to your computer).

Click on the Podcast in the drop-down menu and then click Library. The podcast you've downloaded displays in the right-hand side of the window, along with a short description. Double-click the podcast to make it play or click the play button in the top left of the window.

The play bar will display at the top of the window and the podcast will begin. You can jump ahead by clicking at any point in the progress bar. This will leap ahead in the podcast.

You can also use the play controls at the top left of the iTunes window to pause, fast forward or rewind the track.

You can actually go and do other things in iTunes, even while an audio track is playing (this is true for both music and podcasts). You could head back to the iTunes store to find more media, for example.

Other media categories in iTunes work on a similar principal. You can download music, movies and TV shows and view them by clicking on their respective icons.



SUBJECT: DOWNLOADING OTHER PROGRAMS

Time: 20 minutes.

OVERVIEW

Now that you've experienced downloading internet media, we'll change tack a little and look at downloading extra programs you can use on your computer.

We had a taste of this in the Introduction to the Internet Part 2 workshop, and it's very similar to the way we downloaded and ran iTunes in this workshop.

There are sites on the internet where you can get literally thousands of different programs – there's a list of some at the end of these materials.

We're going to head to www.download.com, so you can close iTunes for now. We don't need it for this activity!

THREE FREE GAMES

We're going to download three different games for your computer, all from www.download.com.

The three games are: Everyday Jigsaw, Pure Sudoku and Sliding Block Puzzle. They are all free.

The first step is to open up your browser.

In the browser Address bar, type www.download.com. This takes you to Cnet Download.com, one of the web's most popular download sites.

Now, once each for each game:

- Go to the Search bar at the top of the page. Type in the name of the game you're searching for. Click Enter and then tick the Windows box on the left, under Platform, to narrow your search to PC games.
- Scroll down to find the name of the program in the results page and click on the Free button next to it.
- The download page will appear click Download Now.
- In Windows 10, the Edge browser will save the file to your computer's Downloads directory. You will be asked if you want to Run, Open or View the file.
- Click Run to have the program start automatically when the download is complete.
- Walk through the installation process for each game.



- Click on the Windows icon in the bottom left of the desktop, then click All Apps. Scroll to find the name of the game you just installed and click on it.
- Play!
- Later, you can go back to www.download.com and browse or search for more games you'd like to download. There are literally thousands of them to discover!

SHAREWARE AND TRIALWARE

Shareware and trialware are terms you might come across when you're downloading new software for your computer. They refer to commercial programs that you can download and run on a trial basis, and you can unlock the full program by paying for it. With shareware, it's often the case that some crucial function or feature is missing, and you'll only unlock it when you pay for the full license. With trialware, the program is fully functional, but will cease to function after a certain period of use.

There's a third type of downloadable program as well: freeware. That's software that is simply free to use and own.

SUMMARY

Well done, you've finished our Introduction to the Internet series! By now you should be a master of the web browser and fully capable of accessing much of what the internet has to offer.

Time: 10 minutes.

RECAP

In this session we covered specifically how to use iTunes to download music and podcasts from the internet. We also looked at how you can get new games and other programs for your computer.

But there's much more to explore yet!

We recommend you take the 'quick tour' of iTunes to learn more, and then investigate more media categories, such as Movies, Books and TV Shows. You can find the quick tour by clicking Help at the top-iTunes Quick Tour of the iTunes window, then selecting iTunes Quick Tour.

You can also explore much more of what the internet has to offer with respect to downloads. Below we've listed some alternative sites for software downloads, as well as other sites and services apart from iTunes where you can get hold of media.



OUR FAVOURITE SOURCES FOR DOWNLOADING MEDIA

Bigpond Movies: www.bigpondmovies.com Bigpond is best known as an internet provider but you can also buy and rent movies and TV shows.

Apple iTunes: www.apple.com/au/itunes

The internet's biggest seller of music, movies and TV shows.

Google Play: play.google.com

This is Google's version of iTunes, selling books, music and movies online (as well as applications for Android smartphones). There is much more free content here than on iTunes, and you don't need to install any software on your computer; you can watch movies and read books in your web browser. But if you have an Android tablet or smartphone, you can also download books, music and movies to it.

OUR FAVOURITE SOURCES FOR DOWNLOADING MEDIA

Other stores where you can buy electronic books online include www.dymocks.com.au, www.angusrobertson.com.au and many other online bookstores.

You should also check out Project Gutenberg, www.gutenberg.org, a massive collection of free eBooks, comprised of thousands of out of copyright and other free works.

Other sources of downloads:

Cnet Download.com: www.download.com

A massive repository of free and commercial software for your computer.

Softpedia: www.softpedia.com

It's a little less friendly than Download.com, but it has software for more computer platforms and a very comprehensive collection.

USEFUL WEBSITES

www.apple.com/support/itunes/

Apple's iTunes support site.

www.youtube.com/telstra

For 'know how' video demonstrations.

www.bbc.co.uk/webwise/

A great site for internet beginners.



GLOSSARY

Term: ADOBE FLASH. Explanation: An add-on for your browser that lets it play online videos (as well as other things).

Term: BROADBAND. Explanation: A fast, always-on internet connection.

Term: BROWSER. Explanation: A program used for viewing web pages. Edge, Internet Explorer, Safari, Chrome and Firefox are examples of browsers.

Term: DIAL-UP. Explanation: A type of internet connection in which a modem dials a phone number to connect to the internet.

Term: DOMAIN NAME, ADDRESS OR URL. Explanation: A web page's unique code that allows you to find it among the billions of other web pages on the internet.

Term: DOWNLOAD. Explanation: To transfer information (data) from the internet to your computer.

Term: EBOOK. Explanation: Short for 'electronic book'. A book in digital form, that can be opened and read on a computer, smartphone, tablet or dedicated ebook reader.

Term: HOME PAGE. Explanation: This can either refer to your home page, which is the page that your browser opens to, or the home page of a specific website, which is the 'base' page that links to all the others and the first page you generally see when you visit that site.

Term: INTERNET. Explanation: A worldwide network that allows computers to exchange information with each other.

Term: ITUNES. Explanation: A popular service for downloading media online. Also the name of the software that accesses that store.

Term: KILOBITS PER SECOND (KBPS), MEGABITS PER SECOND (MBPS). Explanation: A way of measuring how much data an internet connection transfers every second. 1Mbps=1024Kbps.

Term: KILOBYTE (KB), MEGABYTE (MB), GIGABYTE (GB). Explanation: A way to measure an amount of data transferred or stored (the same as your computer's hard disk or memory). 1GB=1000MB=1000000KB.

Term: LINK (OR HYPERLINK). Explanation: A shortcut that connects one web page to another.

Term: TAB. Explanation: A web page that you have open in your browser. You can have multiple tabs open, each with a different web page.

Term: ONLINE. Explanation: Connected to the internet.



Term: PODCAST. Explanation: A recorded radio-style broadcast, available for download. It can be either a professional broadcast or an amateur one.

Term: WEB PAGE. Explanation: A document on the internet.

Term: WEBSITE. Explanation: A collection of web pages about the same subject that are published by the same person or organisation.

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