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.
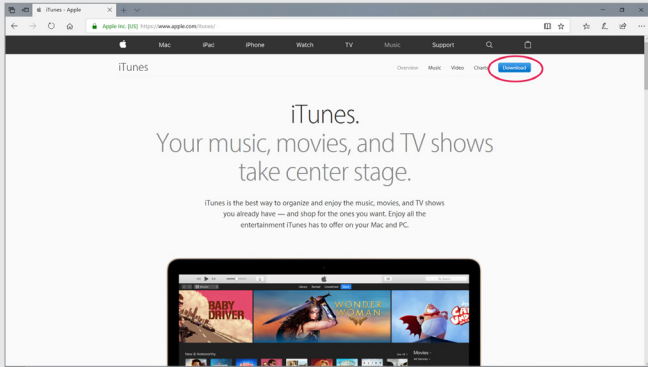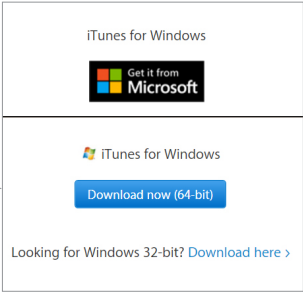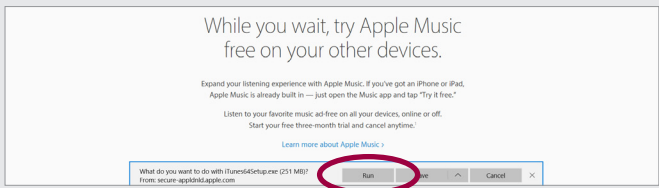
TIMETABLE

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

SUBJECT	DURATION
Introduction and review	10 minutes
Downloading and installing iTunes*	40 minutes
Break	*15 minutes*
Choosing and downloading your media	25 minutes
Viewing or listening to your downloads	20 minutes
Downloading other programs	20 minutes
Summary	*10 minutes*
TOTAL	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.

SUBJECT	**DOWNLOADING AND INSTALLING ITUNES**
TIME 🕐	40 minutes
OVERVIEW ①	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.**

iTunes for Windows

🪟 iTunes for Windows

Download now (64-bit)

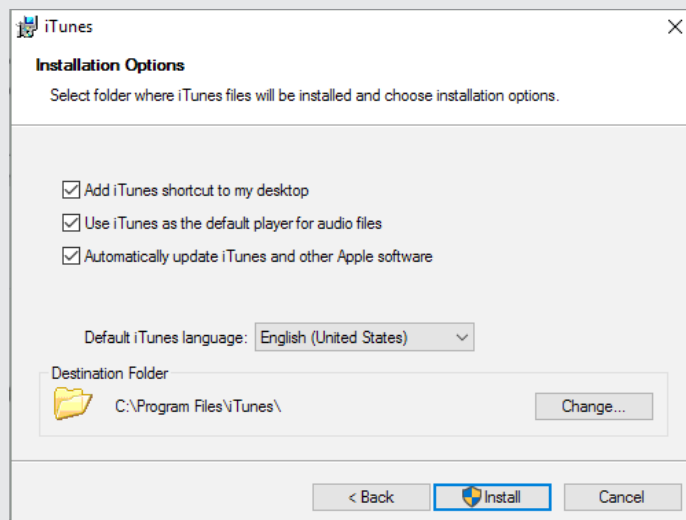Looking for Windows 32-bit? Download here ›

DOWNLOADING AND INSTALLING ITUNES

When the download is complete, the iTunes install process will begin. You'll see a page that looks like this:
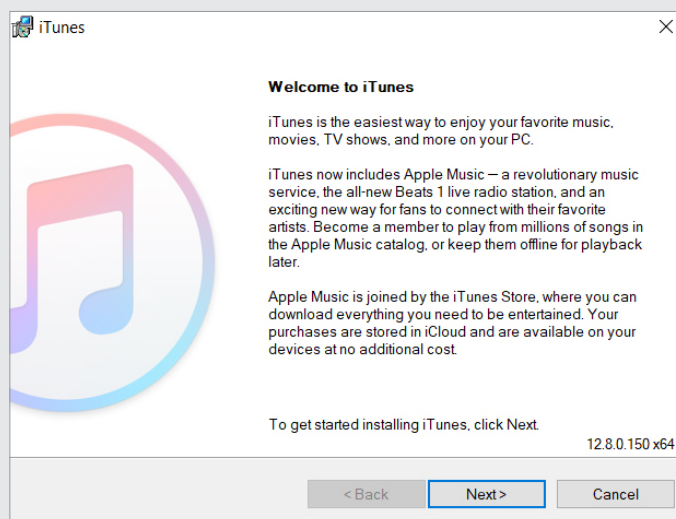
Click **Next**. This takes you to your options.

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.
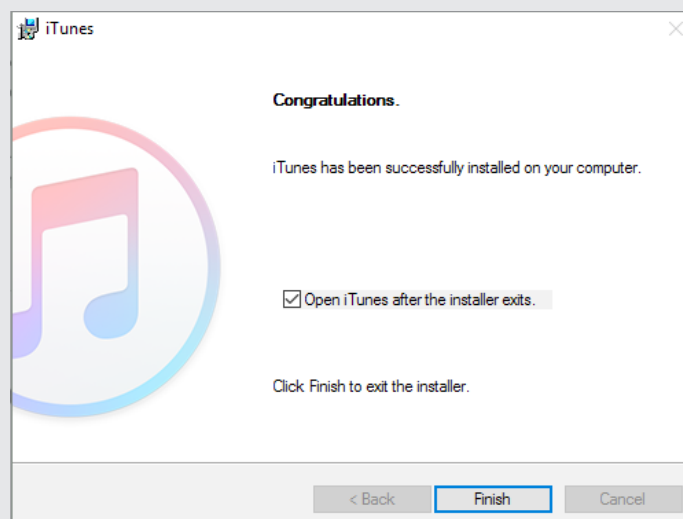
DOWNLOADING AND INSTALLING ITUNES

You'll see the install screen, with a progress bar as iTunes is installed.
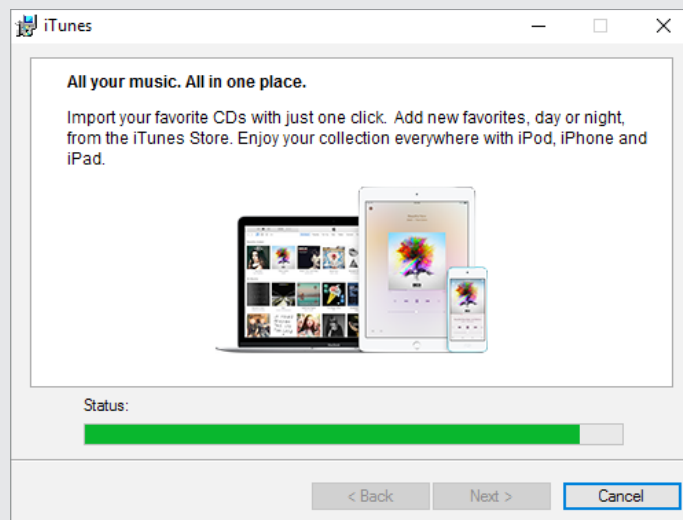
When it's done, you'll see the completion screen. Leave **Open iTunes** checked, click on **Finish**.


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.**

DOWNLOADING AND INSTALLING ITUNES

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**
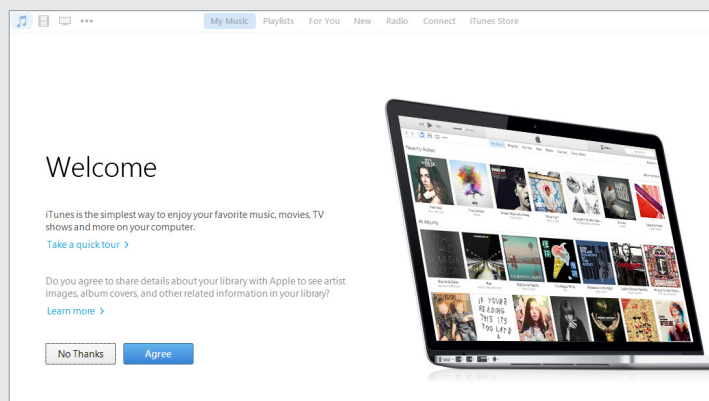
iTunes Welcome page

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.
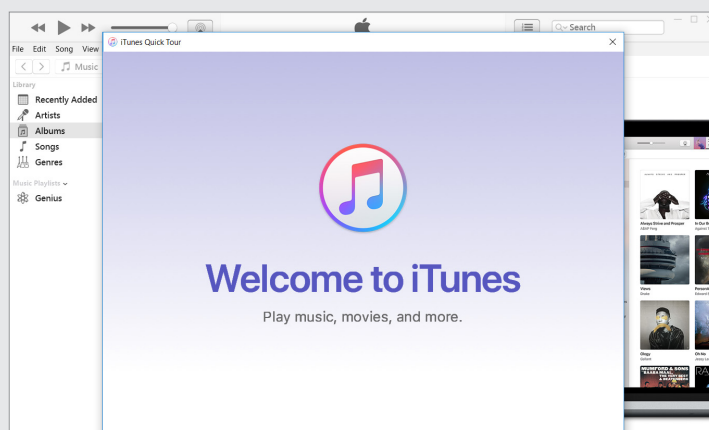
Take the tour to learn more about iTunes

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.

CREATING AN ITUNES ACCOUNT

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).
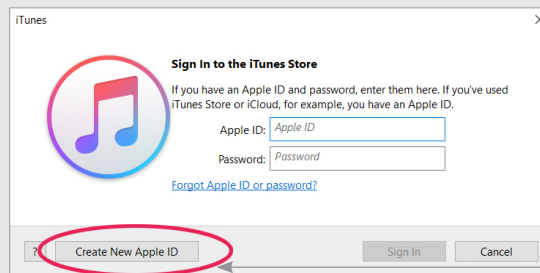
Set up an iTunes account by creating an Apple ID

Now you'll see a 'Welcome to the iTunes Store' window. Have a quick read, then click **Continue**.
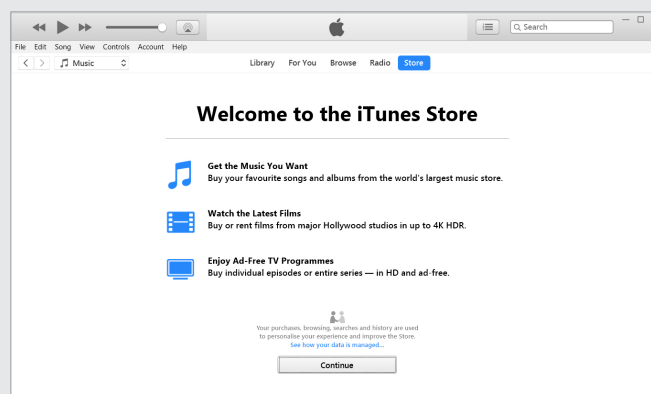
On the next page, you have to enter your details:

- ▶ 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.

CREATING AN ITUNES ACCOUNT

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.

iTunes payment screen

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.

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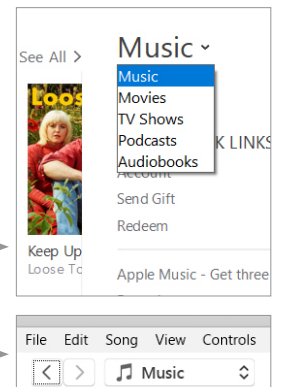
The Music home page in iTunes
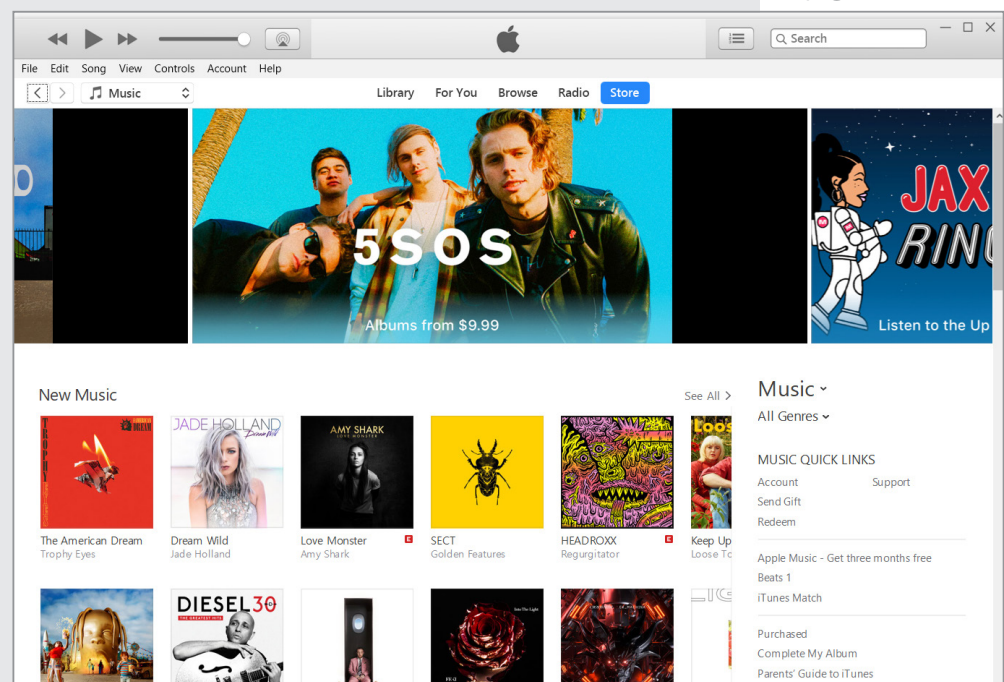
Clicking on any link will take you to a description page and purchase page for that particular item. There are Back and Forward buttons at the top left (next to the drop-down menu), like a web browser.
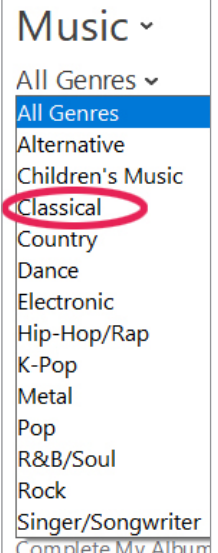
BROWSING FOR MEDIA

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.

Search Results page for 'Mozart', showing Albums, and Songs

SEARCHING FOR MEDIA
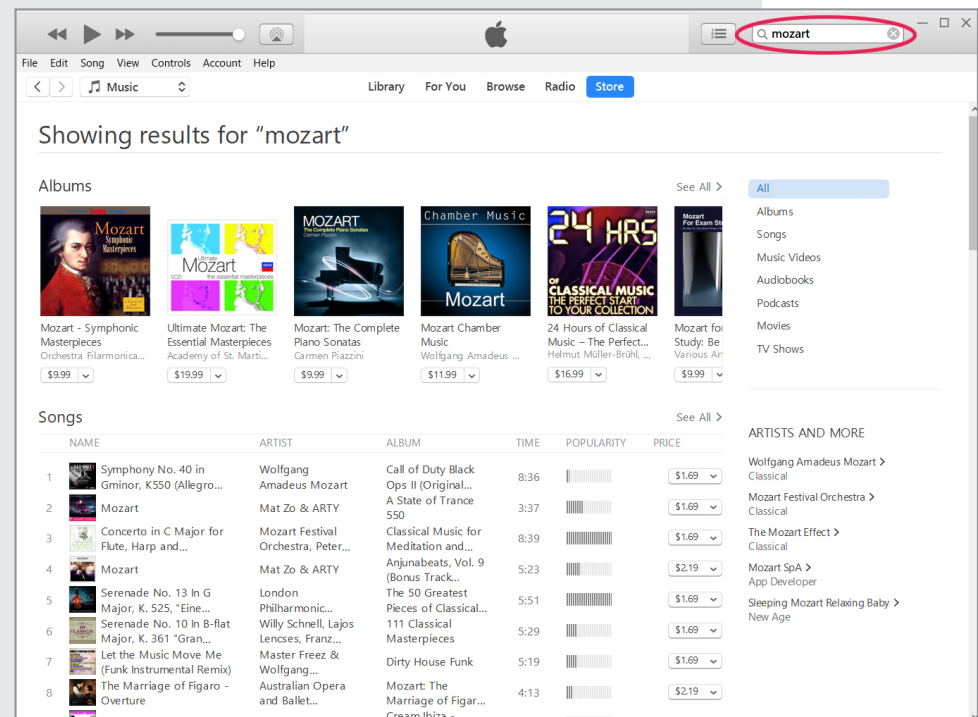
Let's filter it down a bit. We just want music from Mozart, so under the filter options on the right, click on **Songs**. Now you'll see the individual songs relating to the search. Hold the mouse over the name of the song and a blue Play button will appear on the left. Click it to hear a preview of 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.
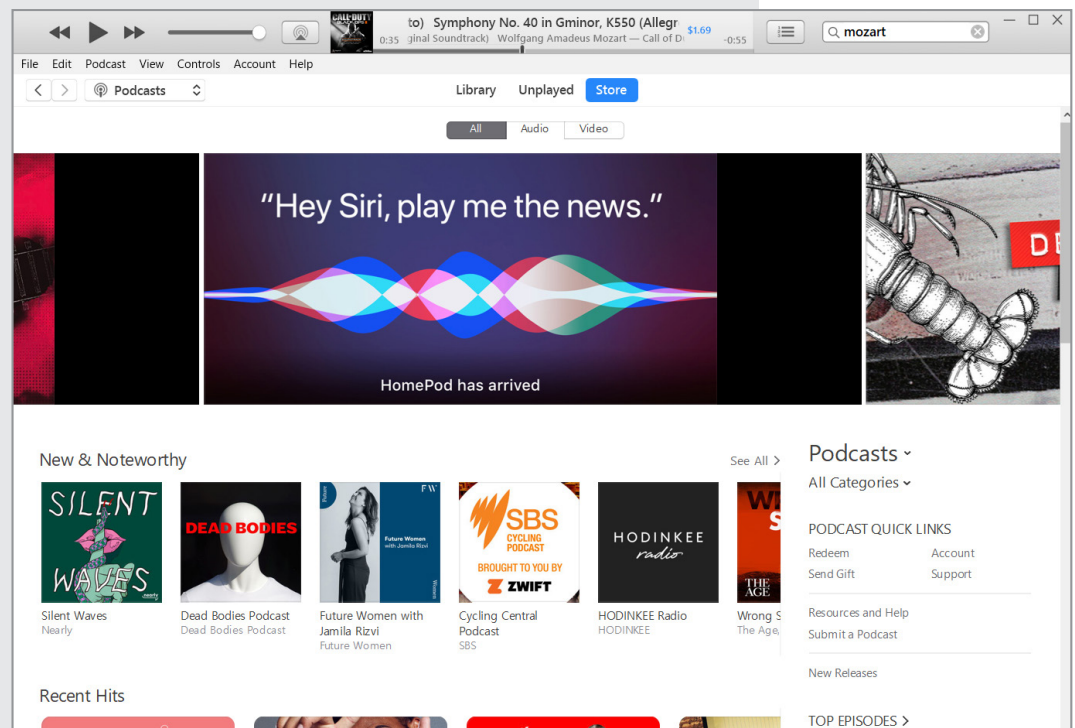
This will take you to that podcast's page, with a list of episodes. If it's a free podcast, each episode will have a **Get** button next to it. You can click on the name of an individual episode to bring up a pop-up description of that episode if you want.

The drop-down menu on the right reveals more media options, such as podcasts

iTunes podcast main page

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.)

LET'S DOWNLOAD SOMETHING!
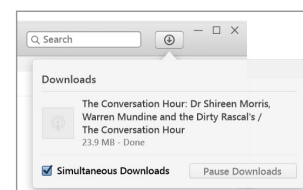

Select Podcast episodes to download, or Subscribe to download them all

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.

A notification box indicates your podcast is downloading

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.

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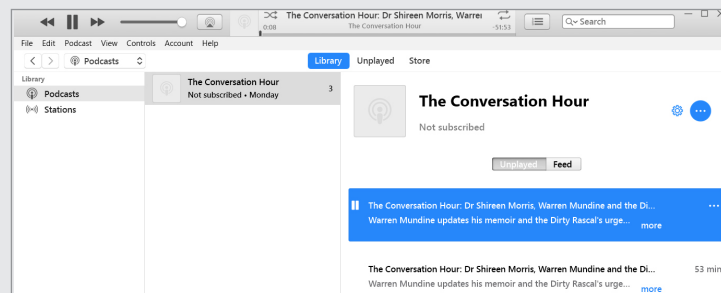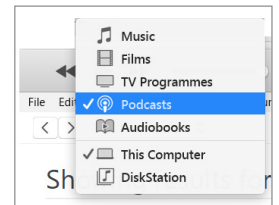
The play bar will display at the top of the window and the podcast will begin. You can jump ahead by clicking at any point in the progress bar. This will leap ahead in the podcast.
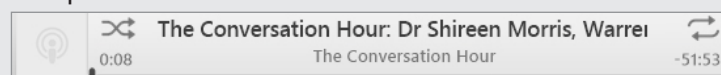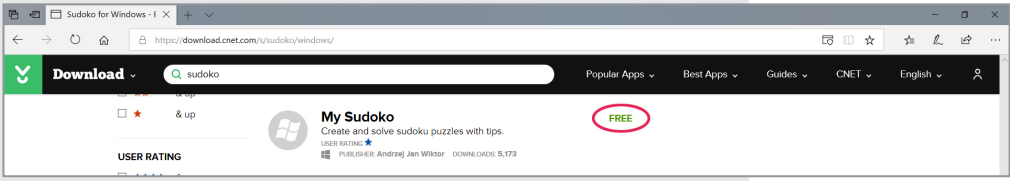
Play bar

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 ①

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.

THREE FREE GAMES

- ▶ 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	EXPLANATION
ADOBE FLASH	An add-on for your browser that lets it play online videos (as well as other things).
BROADBAND	A fast, always-on internet connection.
BROWSER	A program used for viewing web pages. Edge, Internet Explorer, Safari, Chrome and Firefox are examples of browsers.
DIAL-UP	A type of internet connection in which a modem dials a phone number to connect to the internet.
DOMAIN NAME, ADDRESS OR URL	A web page's unique code that allows you to find it among the billions of other web pages on the internet.
DOWNLOAD	To transfer information (data) from the internet to your computer.
EBOOK	Short for 'electronic book'. A book in digital form, that can be opened and read on a computer, smartphone, tablet or dedicated ebook reader.
HOME PAGE	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.
INTERNET	A worldwide network that allows computers to exchange information with each other.
ITUNES	A popular service for downloading media online. Also the name of the software that accesses that store.
KILOBITS PER SECOND (KBPS), MEGABITS PER SECOND (MBPS)	A way of measuring how much data an internet connection transfers every second. 1Mbps=1024Kbps.
KILOBYTE (KB), MEGABYTE (MB), GIGABYTE (GB)	A way to measure an amount of data transferred or stored (the same as your computer's hard disk or memory). 1GB=1000MB=1000000KB.
LINK (OR HYPERLINK)	A shortcut that connects one web page to another.

GLOSSARY

TERM	EXPLANATION
TAB	A web page that you have open in your browser. You can have multiple tabs open, each with a different web page.
ONLINE	Connected to the internet.
PODCAST	A recorded radio-style broadcast, available for download. It can be either a professional broadcast or an amateur one.
WEB PAGE	A document on the internet.
WEBSITE	A collection of web pages about the same subject that are published by the same person or organisation.

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