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MAC/PC COMPATIBLE

AMAZING THINGS TO DO WITH YOUR COMPUTER

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- SECRET CODEMAKER
- POCKET MONEY RECKONER
- PHOTOFIT KIT
- OVER 100 PIECES OF CLIP ART...AND MUCH MORE


101
COMPACT
disc
accompanying book
101 AMAZING
THINGS TO DO
WITH YOUR
TAG
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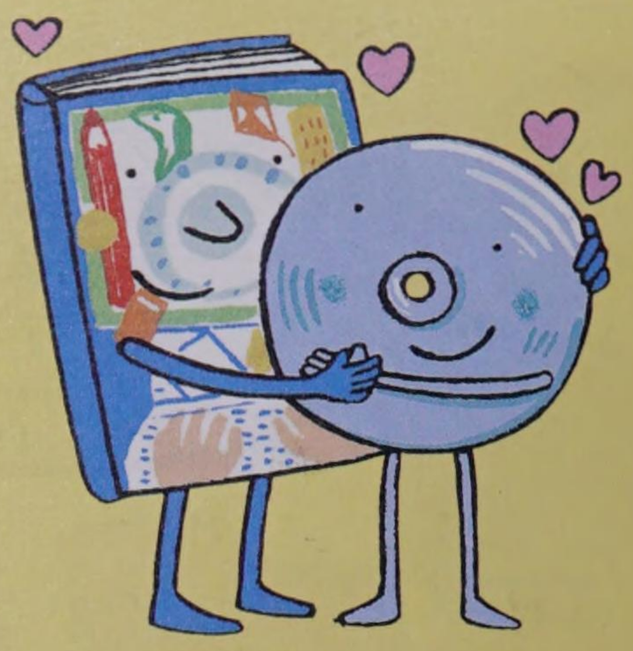
AMAZING THINGS TO DO WITH YOUR COMPUTER

KINGfISHER



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The *101 Things* team at KINGFISHER ...
Project management and editing **Clare Oliver**
Design direction **Terry Woodley**
Consultancy **Adam Hibbert** and **Peter Jewell**
Editorial management **Sarah Camburn**
Illustrations **Steve Dell** and **Jo Moore**
Cover photograph **Fox-Waterman**
A big thank you to **Ben Clewley** for lending us his hands

The *101 Things* team at TAG ...
Written and conceived by **Tony Wheeler** and **Ben Short**
Additional programming **Adrian Mawbey**
Project management **Tom Baird**
A big thank you to **Christopher Wheeler** for lending us his voice

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Guide to the icons used in this book:


OPEN


CLOSE


CUT


PASTE


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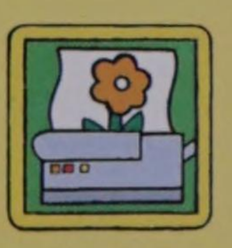
COPY


TYPE


PAINT

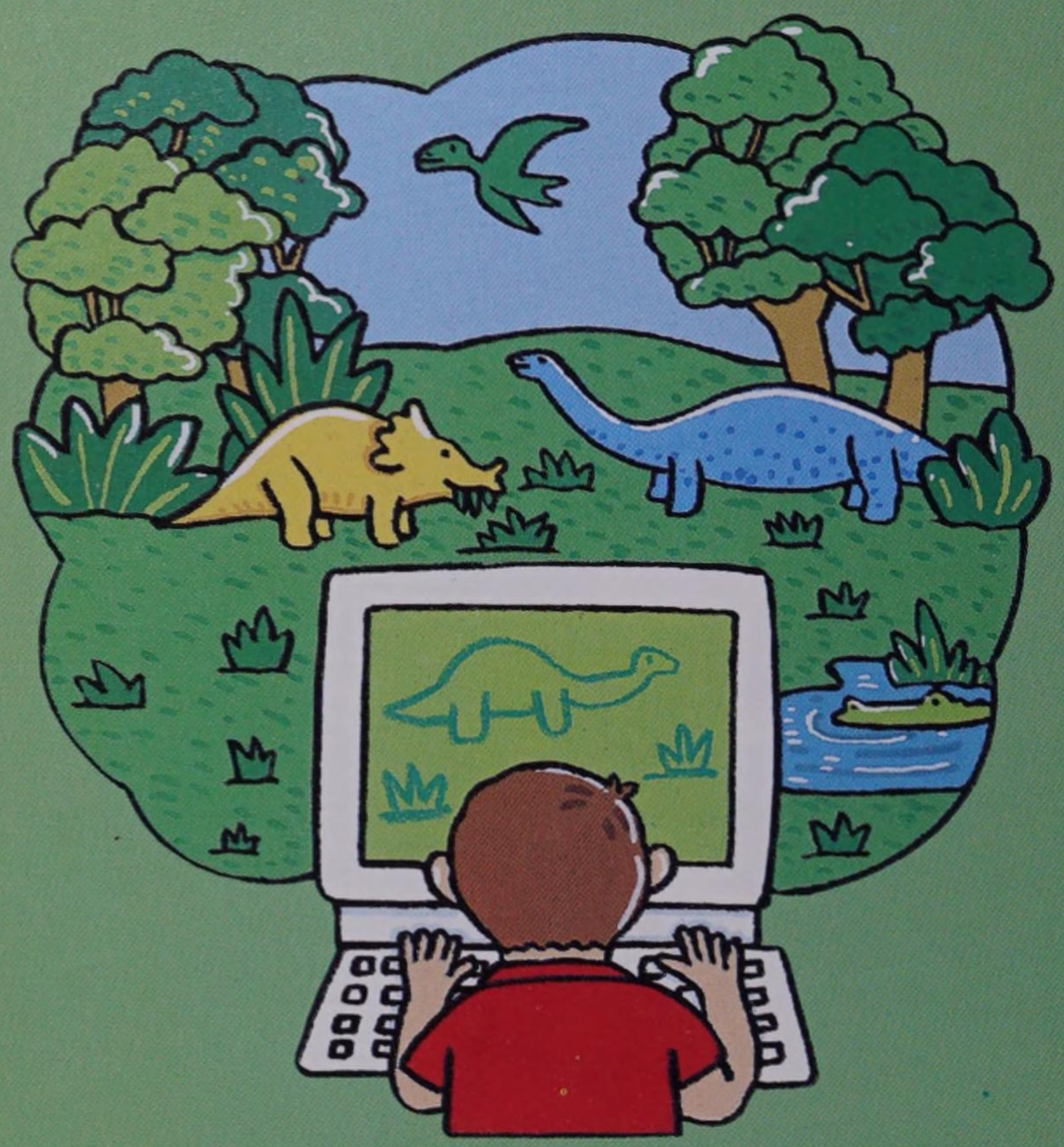

SCAN


PRINT


QUIT

Creative computing

Computers are amazing! With the right software, your PC can be almost anything you want it to be: an incredible painting set, a magical time machine, a spacecraft, an orchestra, or even your very own TV studio!



Your computer is the most fantastic machine ever invented. All it needs to get it going is your imagination and a little bit of know-how. Playing games on the computer is great fun, but there's so much more that you can do.

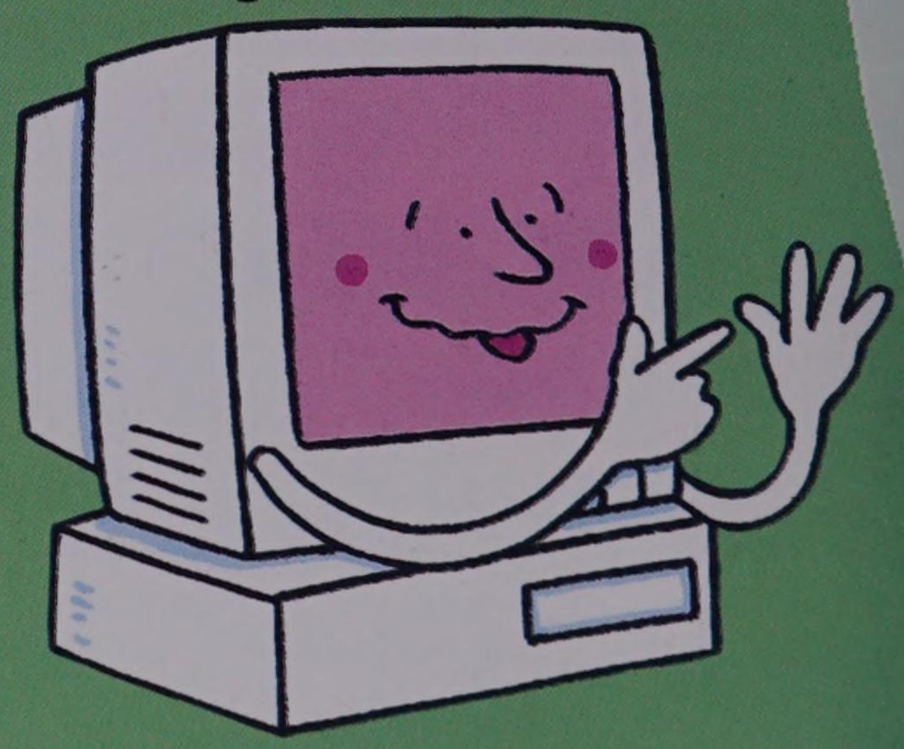
Some people, especially grown-ups, think computers are difficult to use. *Some* people, particularly mums and dads, think that all children want to do with computers is play games.

Some people, usually teachers, think PCs should only be used for schoolwork.

This book is for everyone who is interested in computers and wants to use them to do exciting, original and useful things. Instead of just playing games or doing homework on your computer, let loose your imagination with (at least) *101* things to do.

Using a PC isn't difficult. And to prove how easy it can be, we have included lots of useful ideas for projects to help get you started.

If your computer doesn't always behave itself, just remember that it is only a machine. It's not as intelligent as a human being!



Using the book and the CD

This book and CD-ROM have been designed to be used together. The *101* CD will work with Windows PCs or Apple Macintosh PCs.

People who use computers have made up lots of cool new words for the hardware and software they use. You don't need to bother about most of this, but there are a few basics that are helpful to know about, especially when you go to buy software or new bits for your computer. You will find some basic information about computer hardware and software on the next few pages.

And there is a glossary at the back of the book if you need to look up some of the most frequently used computer-speak for a short explanation.

Windows

If you have a Windows PC you will need:

- 486SX/50 Mhz processor or better
- Windows 3.1 or higher
- 640 x 480 monitor with 256-colour SVGA
- CD-ROM drive
- sound card
- speakers or headphones
- 8MB memory (RAM)
- hard disk with 27MB free disk space

Apple Macintosh

If you have an Apple Macintosh you will need:

- 040 processor or better
- System 7.1 or above
- 640 x 480 monitor set to 256 colours
- CD-ROM drive
- speakers (these are usually built in) or headphones
- 8MB memory (RAM)
- hard disk with 21MB free disk space

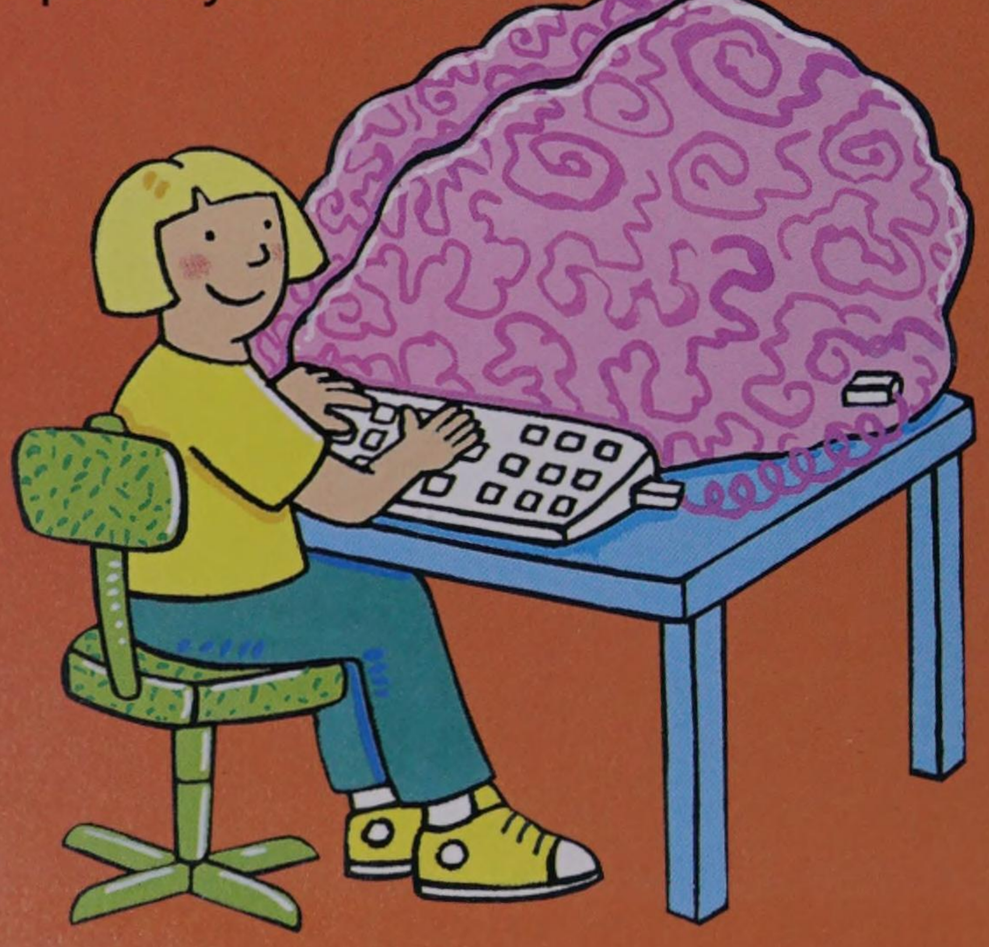
Hardware essentials

Even though this book is not about how computers work, it's worth spending a moment to make sense of the equipment you will be using. It really isn't necessary to understand everything, but it is useful to know what the various bits and pieces do, how they fit together, and how to use them most effectively.

The brainy bit

The bit that makes your computer work – its brain, if you like – is a big computer chip, packed inside a box called the CPU (Central Processing Unit).

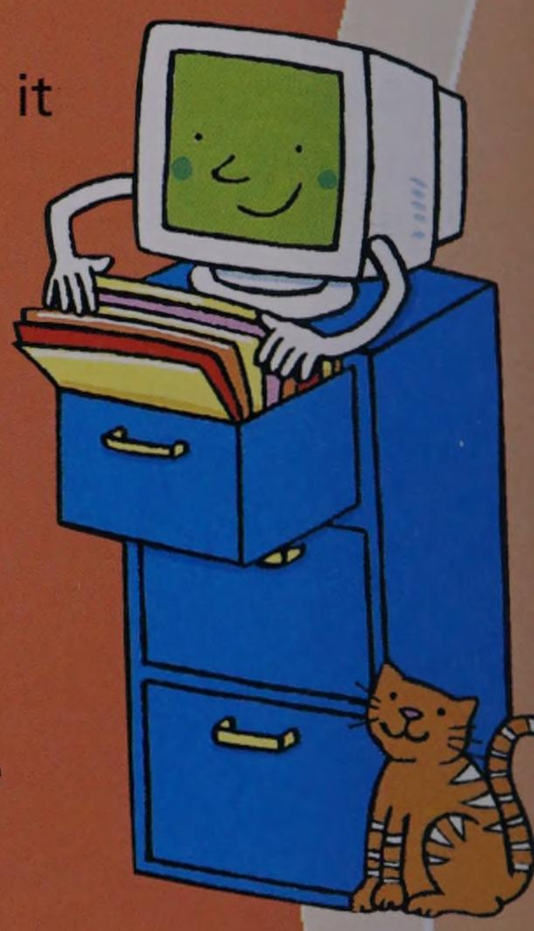
There are two important numbers which tell you the computer's digital IQ score, or how brainy it is. The first is its model number, which tells you what sort of computer you have and how fast it can think. The second number to look at is the RAM (Random Access Memory). This tells you how big your PC's brain is.



To use the *101* CD, you will need a 486 PC or an 040 Macintosh or above and at least 8MB of RAM, although 16MB would be better if you have Windows 95. You can always add more RAM later on, if you want to make your computer's brain bigger.

Computer cupboards

As well as processing your information (the thinking bit), the computer needs to keep it all in order for you (the memory bit). Normally, PCs store your files in three different ways.



The **hard disk** inside your PC is like a built-in filing cabinet where you can keep your work safe until you need it again.

Floppy disks slot in and out of your PC and allow you to copy and move your files from one computer to another.

CD-ROMs store loads of information. CD-ROM files are locked. You can look at them or copy them onto your hard disk, but you can't record over them or add anything else to the CD.

Screen

The screen allows you to look into your computer at all your files. To make it comfortable to work with, you really should be able to tilt and swivel it. Screens come in all shapes and sizes, but the most important thing to measure is how clear they are. The picture on your screen is made up from lots of little dots of coloured light. The smaller the dots, the clearer the picture. To use the *101* CD, you'll need at least a 640 x 480 screen set to 256 colours.

Keyboard and mouse

The keyboard and mouse are very important. They let you tell your computer what to do by pointing and writing instructions. You might find a trackball easier to control than a mouse.

Speakers and microphone

Make sure you have a multimedia computer that has a sound card, along with speakers or head-phones. These will let you listen to the sound effects on your software. You can also plug a microphone into a multimedia computer and use it like a cassette player to record your own sound effects.

Printer

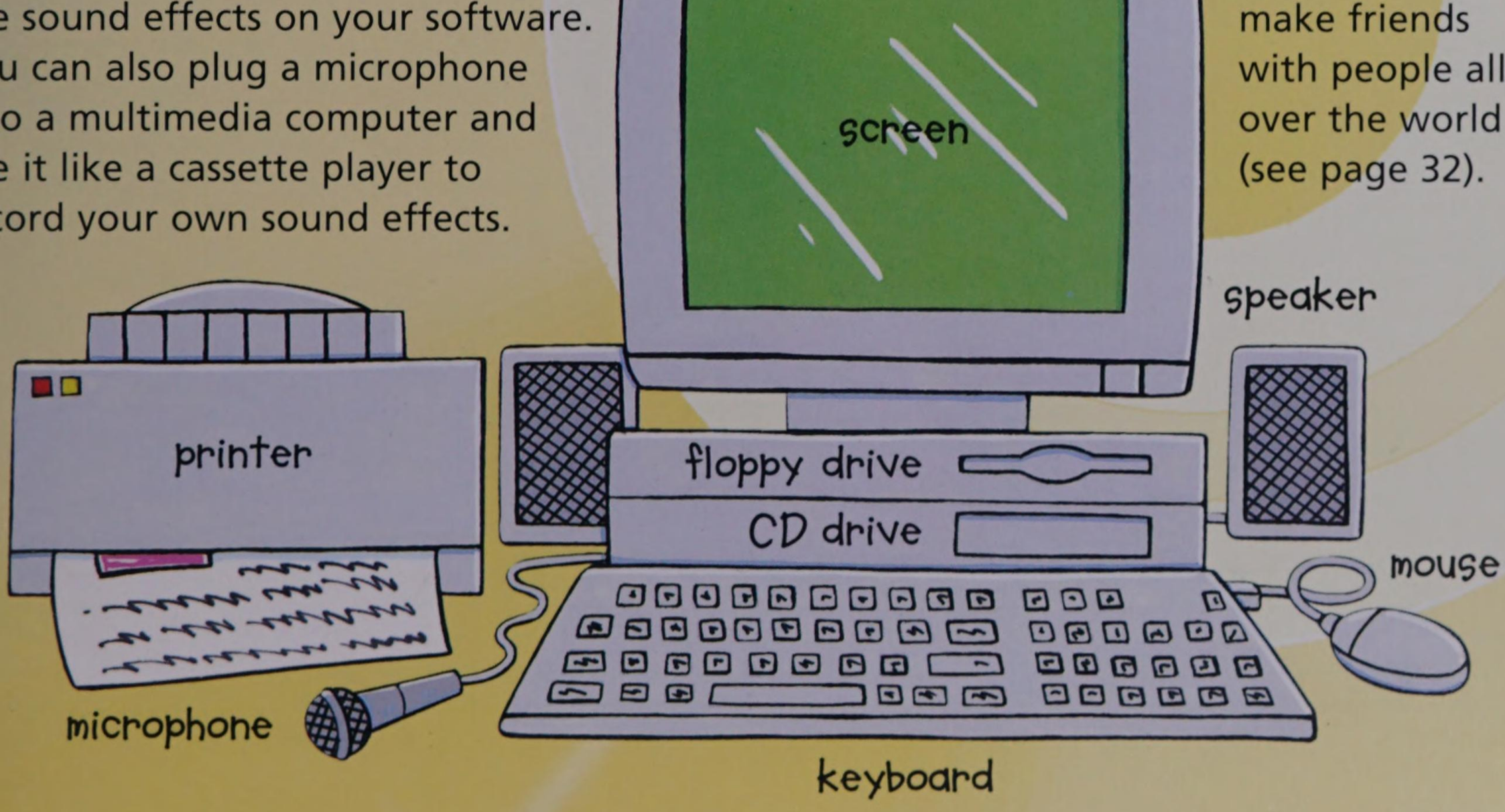
To get the most out of *101 Things*, you really do need a printer, or at least access to someone else's. A colour inkjet printer is probably the best to use. If you don't have a printer at home, copy your files on a disk and print them on someone else's.

Digital camera

Digital cameras are great for getting your own pictures onto your computer. Your school might have one you could borrow. But you can also get films from a normal camera converted to photo CD. Ask for details at your film processing shop.

Modem

With a modem and some special software you can connect your computer to the Internet along your telephone line. On the Net, you can find out all sorts of information, visit exciting places and make friends with people all over the world (see page 32).



Software essentials

There are thousands of different software titles to choose from and finding out about all of them is impossible. It's helpful to group together titles that do similar jobs. Your computer has to have some software in order to work, but *which* is a matter of choice. Without software that you can use and you want to use, your computer is useless – so choose carefully!

System software

Your computer comes with special software to make it work. This is called system software. The three most common types of system software used in homes and school are:

• Windows	IBM PCs
• Mac OS	Apple Macintosh
• RISC OS	Acorn

Tools

Software tools give you a blank screen with lots of controls to add or make your own stories, pictures and sums. Integrated packages such as ClarisWorks and Microsoft Works are great value, because they combine lots of different tools in one title. You really should have software tools on your computer that let you work with:

• text	word-processor
• pictures	painting and drawing
• numbers	spreadsheet
• data	database

Ready reference

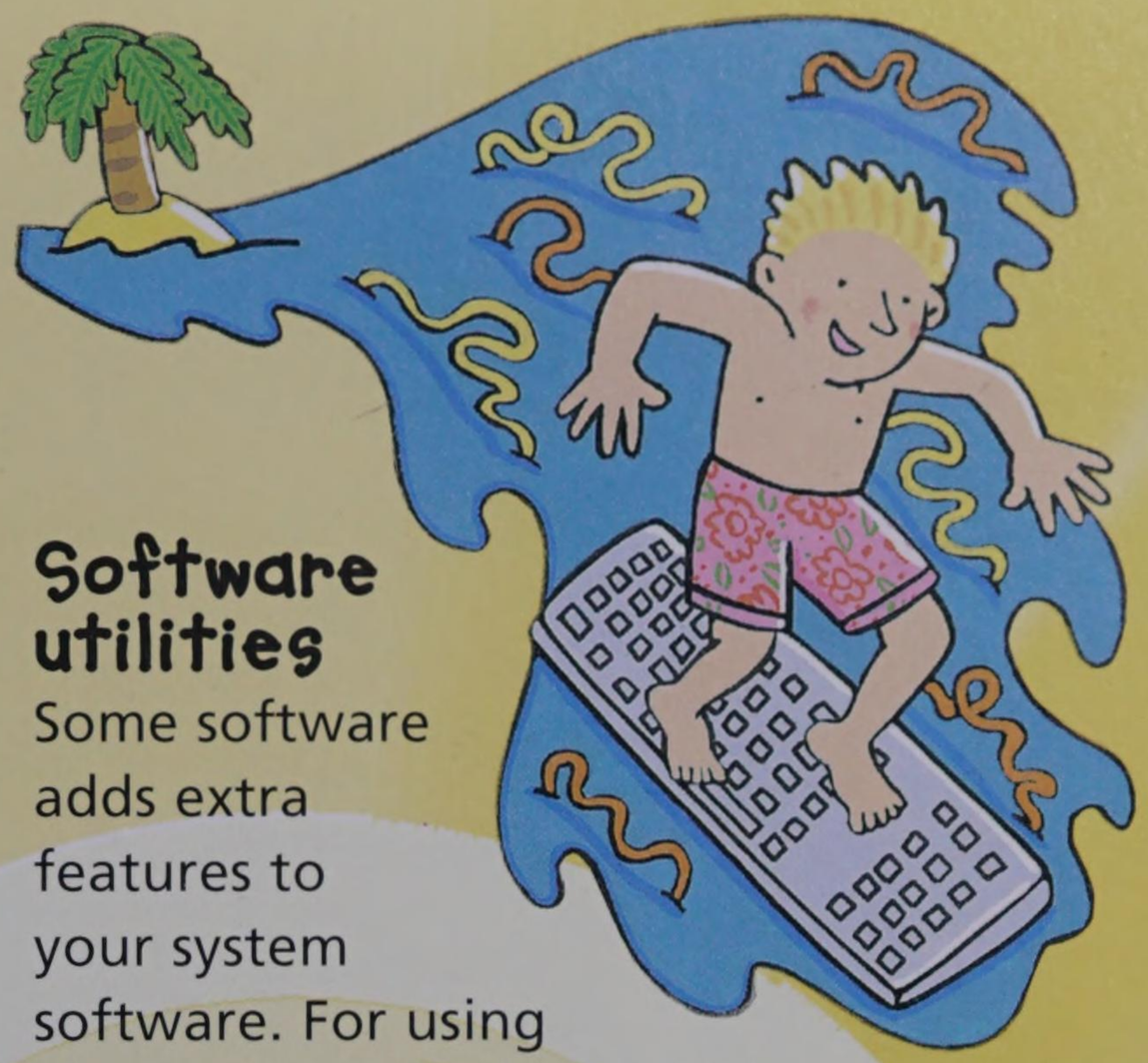
Some software, particularly on CD, is full of information – with lots of pictures, text and video clips. These are like reference books with an added dimension – a great help for homework!

• encyclopedia	Encarta, Children's Micropedia
• atlas	3D Atlas, RedShift
• picture libraries	ClickArt: Incredible Image Pak

Activity software

Lots of software combines tools and information in educational activities that can be completed on the screen. Some of our favourites are:

- **The Logical Journey of the Zoombinis**
- **Thinkin' Things**
- **Where in the World is Carmen Sandiego?**



Software utilities

Some software adds extra features to your system software. For using the Internet, there's special software that connects your computer up to the telephone line; to protect your screen from damage, there are screen savers; and to protect your files from damage, there's anti-virus software.

• **Internet browser**	**Microsoft Explorer, Netscape Navigator**
• **anti-virus software**	**The Norton Utilities, Symantec**
• **screen saver**	**Windows, After Dark**

Computer games

Some people think that all computer games are bad. Even grown-ups have to admit that some are quite good. Choose titles that set you a different challenge each time you use them, and that don't have a fixed or predictable outcome.

• **SimCity 2000**	**planning**
• **Lemmings**	**strategy**
• **Tetris**	**spatial awareness**

HyperStudio

The digital activities on the *101* CD have been made using HyperStudio. HyperStudio is an amazing piece of software that provides just about everything you need in one title to create your own multimedia projects. HyperStudio makes it easy for you to:

- **use text • paint • animate pictures**
- **play video • add clip art and sounds**

Getting started

First of all you'll need to install the *101* software onto your computer. Put the *101* CD into your CD drive (with the label pointing up). You only need to install the software once, but you will still have to put the CD in the CD drive each time you use *101 Things*.

Macintosh

Installing 101 Things

- double-click on the 'Install' icon

Follow the instructions on screen and *101 Things* will automatically be copied onto your hard disk.

Starting 101 Things

You'll find a folder called 101 CD on your hard disk. Open it and choose between

- Activity • Clip Art • Files

Windows 3.1

Installing 101 Things

- open the File Manager
- click 'File'
- click on 'Run' and type 'd:\setup' (where d is the letter of your CD drive)
- click 'OK' or press 'enter'

Starting 101 Things

- find the 101 CD program group in Program Manager
- double-click on '101 Activities Start'

Windows 95

Installing 101 Things

- click on 'Start' in the task bar
- click on 'Run' and type 'd:\setup' (where d is the letter of your CD drive)
- click 'OK' or press 'enter'

Starting 101 Things

- click on 'Start' in the task bar
- in Programs, go to '101 CD'
- double-click on '101 Activities Start'

Using the 101 Activities

Open the *101* Activity Folder in the *101* CD on your hard disk and double-click on the start icon. Click on an activity:

- **code • game • grapher • greeting**
- **photofit • reckoner • records**

Throughout the activities, there are buttons to press to allow you to move around easily:

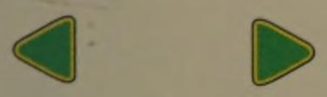
Click here to quit *101 Things*

Click here to go back to the digital activities menu

Click here to make a new thing

Click here to use or see a thing you've made

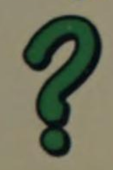
Inside an activity...



Click these to choose a style

Go back a screen

Go on a screen



Click here for extra (spoken) information

Using the 101 Files

Open the *101* Files Folder in the *101* CD on your hard disk. Choose between:

- **codes • covers • decorate**
- **explorer • fliers • ID • cards**

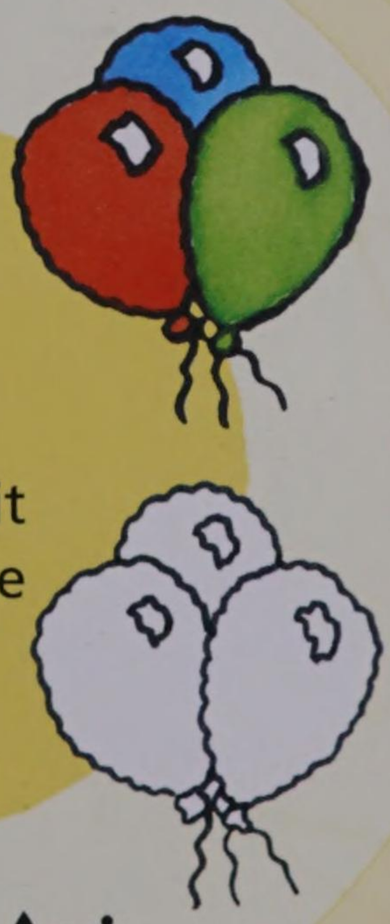
Double-click on the file you want. There are empty outlines and examples ready to print. The file should automatically open up your paint package.
If these files do not load with a double-click, open your paint package first. Choose 'open' from the file menu and then select the file you want.

Using the 101 Clip Art

You can see all the Clip Art at the back of the book (pages 44–45). Use it to decorate all your work: the *101* Files, letters to penpals, party invitations...

You can paste Clip Art straight into your work. If you're using Paint on a PC, use the 'paste from' option in the edit menu. If you're using ClarisWorks on a Macintosh, use the 'insert' option in the file menu.

If you don't have Paint or ClarisWorks, open the *101* Clip Art Folder first. It's in the *101* CD on your hard disk. Double-click on the picture you want, use the mouse to select it and copy it onto the clipboard. Open the *101* File you want, (or your own project), and paste in the Clip Art.



Printing Clip Art

To print on a Mac press '⌘' 'P', on a PC 'control' 'P'. If you have a colour printer, choose the colour files which will print out in full colour. If you have a black-and-white printer, choose the black-and-white Clip Art for outlines that you can colour in.

Useful Stuff



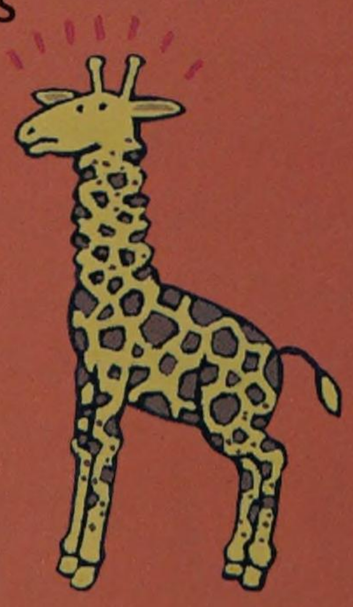
To get the most out of *101 Things*, use your paint package to personalise your backgrounds or touch up finished projects. Packages such as Kid Pix Studio or KidWorks include special effects tools to create all sorts of weird and wonderful looks.

And when at last you're satisfied with your creation, share it with a friend by sending it on floppy disk.

Copy and paste

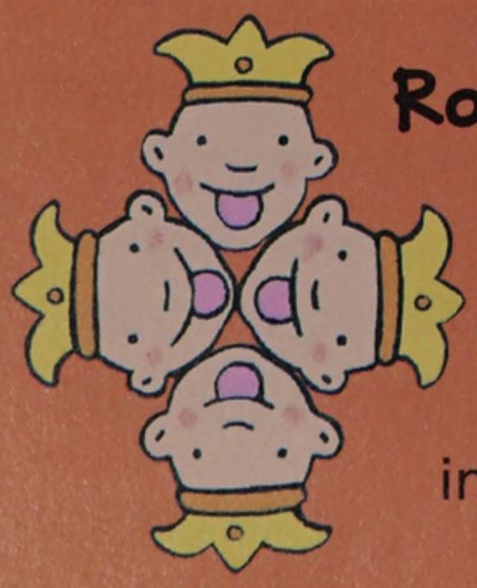
Make a small design in your painting or drawing program. Select your design and copy it.

Paste and position it over and over again to create mosaic patterns. Speed up the process by copying a group of copies to paste.



Scale and resize

If your picture is the wrong size you can use your painting program to squash it or enlarge it.



Rotate and reflect

Rather than just paste, rotate or reflect your design to create more interesting effects.

Save a screen

You can easily borrow pictures from any CD, game or computer program by saving the screen. Make sure the picture you want is showing on your screen then...

Windows

...press the 'print screen' button and then paste the image into your paint package.

Macintosh

...press down the 'shift', '⌘' and '3' keys. This creates a file called 'Picture 1' on your hard disk, which you can open and copy into your design.

Scan an image

If the picture you want isn't already on your computer, see if your school has a scanner you could use. This makes a copy of your picture which can be stored on a floppy disk. You can scan all sorts of things – photos, magazines, even wallpaper!

Digital cameras

If your school doesn't have a scanner, they may have a digital camera you could use. This takes special computer pictures which you can use on your computer and copy into your designs.

Using your own backgrounds

101 Things has a selection of background designs to help get you started. But adding your own is easy.

1 Open the Graphics Folder which is inside the Activity Folder on your hard disk.

2 Open the folder of the activity for which you want to change the background.

3 Double-click on the file called 'Myback'. It will automatically load up in your paint package. Now create your own background design.

4 When you save your new background, make sure it is called 'Myback' and is stored in the right Graphics Activity Folder.

SHARING *101 THINGS*

It's easy to send your digital designs to your friends. First you will have to make a Player Disk.

Making a Player Disk

Format a blank high-density floppy disk and name this disk 'Player'.

Open the Activity Folder on your hard disk and double-click on the 'start' icon.

Click the make player button.

Insert your Player Disk. All the files your friend's computer needs will be copied onto this disk.

This Player Disk will let your friend's computer read any of the *101* Activity Disks, so you only need to send one copy of it to each of your friends.

Installing a Player Disk

Windows: Insert the disk in the a: drive and run the application 'setup.exe'. To run an Activity Disk, start the Player, which is called King.

Macintosh: Insert the disk and double-click on the 'install' icon. To run an Activity Disk, double-click on the HyperStudio Player icon. You will find it in the *101* CD Player folder on your hard disk.

Making an Activity Disk

Format another blank high-density floppy disk and name it 'MyDisk'.

Open the Activity Folder on your hard disk and double-click on the 'start' icon. Select the activity you want and choose a file from the list. Click the make a disk button. Insert 'MyDisk'. The files you need will be copied onto this disk.

To use the activity copied onto 'MyDisk', your friend must have already installed the Player Disk. They should insert 'MyDisk' in their floppy drive, then start the HyperStudio Player ready to run the activity.

Digital codes



Computers are very good at making and breaking codes. Use the remarkable Digital Codemaker to create and send secret messages to all your friends. It jumbles up your message to make it unreadable – until you unlock it with the special key code.

Simply enter the key code to unlock the secret message.

You will need

- an empty floppy disk to save and send (see page 13)
- a top secret message

Open the Activity Folder on your hard disk and double-click on the start icon. Click on Code. Choose a code name from the list or make a new one.

1 type in your secret message
Write anything you like – only your friend will ever read it!

2 enter the secret key code
Add a four number code, clicking on the codemaker's key pad. This is your key to mix up and lock your secret message – don't forget it!
The key code to the example is 1234.

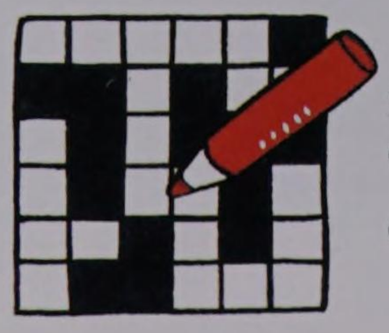
3 save and send
Save your game on a floppy disk and send it to your friend.

MESSAGES TO SEND

There are all sorts of reasons for keeping secrets. If you belong to a group or club, there will be times when you want to exchange information privately. Use the Digital Codemaker to pass on...

...team tactics
- players and positions
- moves and calls

...secret recipes and formulas
- fizzy drink cocktail mixes
- energy-giving snacks
- ultimate sandwich fillings
- perfect pizza toppings



...special information
- quiz answers
- crossword solutions




GRIDS AND WHEELS

The Digital Codemaker substitutes one letter for another to hide your message. Why not create your own codemakers?

You will need

- printer and paper
- scissors
- thin card and glue stick
- paper fastener (code wheel)

Open the Files Folder on your hard disk and double-click on Codes. Choose between a simple grid or a code wheel. It will automatically load up in your paint package.

Code grids

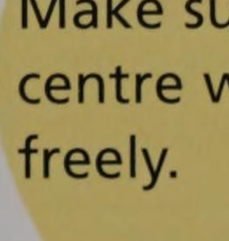
You can print out a blank grid and then fill in your code. Or you can fill in the grid inside your paint package before printing.

Stick the finished grid onto card.

Why not create your own picture code?

Code wheels

A code wheel lets you create lots of different codes.

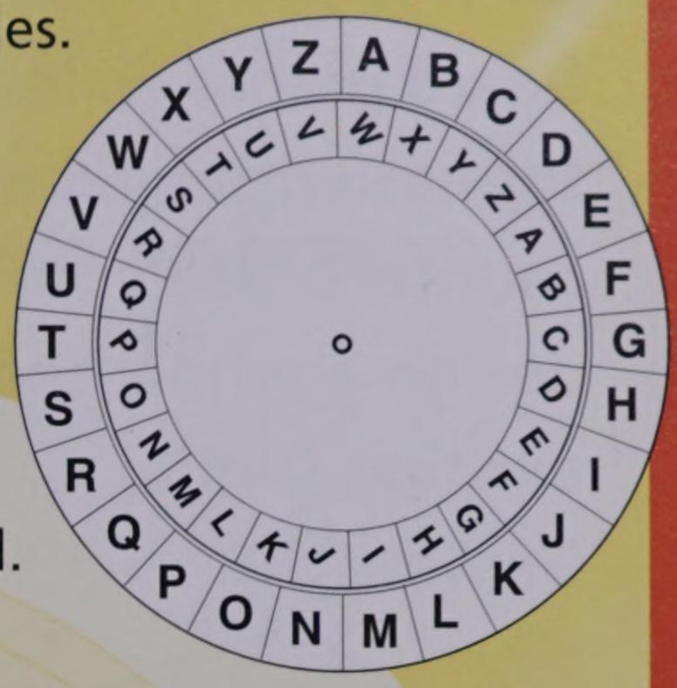


First, print out both templates.

1 Glue both templates onto card.

2 Cut out each wheel carefully.

3 Join the wheels at the centre with a paper fastener. Make sure the centre wheel spins freely.



The inner wheel displays the code. Make a note of which code you're using. For example, the code on the wheel above is W = A.

Other things to do

Find out more about codes and secret messages. If you have a CD encyclopedia, you could look up:

- **Braille • cipher • code • Morse code • hieroglyphs • semaphore • sign language**

Don't forget to print a copy of the codemaker for your friend!

Software recommendations
- ClarisWorks • HyperStudio
- Microsoft Works • My Make Believe Magic Castle

Digital games

Bored with board games? Why not design your own? Most board games follow a similar format with a board, dice and counters. Use your computer to design a whole collection of exciting Digital Games.

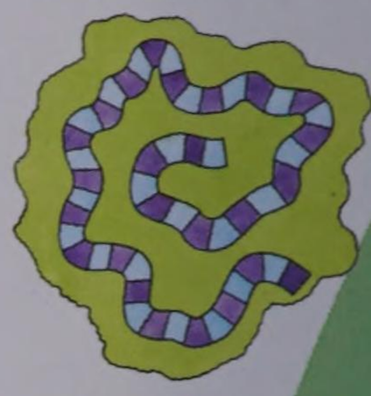
You will need

- an empty floppy disk to save and send (see page 13)
- a friend to play your game

Open the Activity Folder on your hard disk and double-click on the start icon. Click on Game. Choose a game from the list or make a new one. You can either play a game or make a game.

Games designer

If you choose to make a game, use the control screens to design your own Digital Game simply by clicking on the buttons.



1 select a board for your game

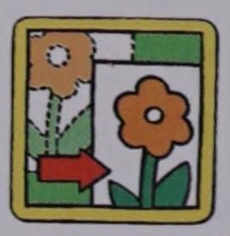
There are three to choose from, or you could make your own (see page 13).

2 mark the start and finish

Decide where to start and finish your game and drag the markers onto your board.

3 select a theme for your game

Choose from space, undersea, jungle or pirates.



4 add pictures

Drag the pictures onto your board to liven it up. Use as many or as few as you like.

5 set some digital hot spots

These buttons tell the squares what to do. There are five of each type. Drag the hotspots onto the board. They don't show when you play, but they soon tell you what you have to

do if you land on one! The mystery hot spot is a random button – so you never know what might happen if you land on that hotspot!

Play away

If you choose to play a game, take turns to click on the 'have a go' button or the die. Use the mouse to drag your counter along the squares. If you land on a hotspot, the computer will tell you what to do.

Other things to do

Find out more about board games. If you have a CD encyclopedia, you could look up these words:

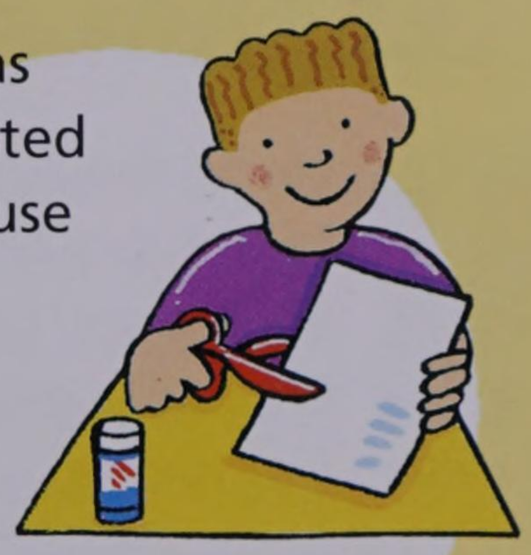
- **bingo • children's games • dice**
- **draughts/checkers • games**

Save your game on a floppy disk and send it to your friends (see page 13).

Design a Digital Cover (see page 28) and matching disk label (see page 29) for the disk you send to your friend.

Save a screen shot of your board (see page 12). Print it out and stick onto card so you can play away from the computer.

Design stand-up characters to use as counters on a printed board. You could use the *101* Clip Art (see page 11) or design your own.



Print out your playing pieces and stick onto card.

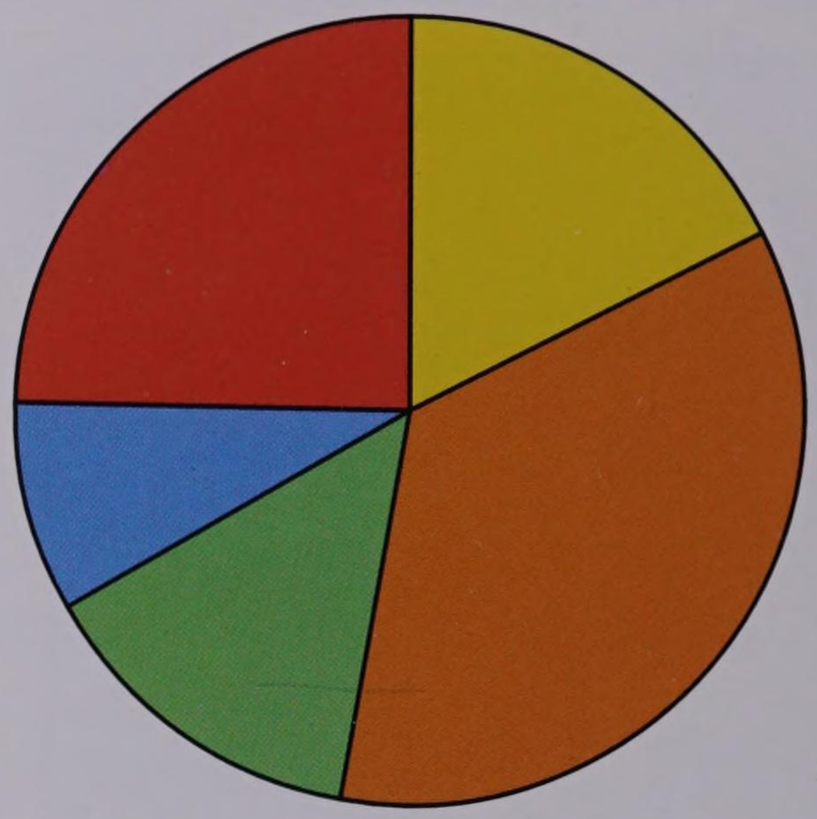
Make your fortune as a professional games designer!

Software recommendations

- HyperStudio • Lemmings • The Logical Journey of the Zoombinis
- SimCity 2000 • Tetris • Where in the World is Carmen Sandiego?

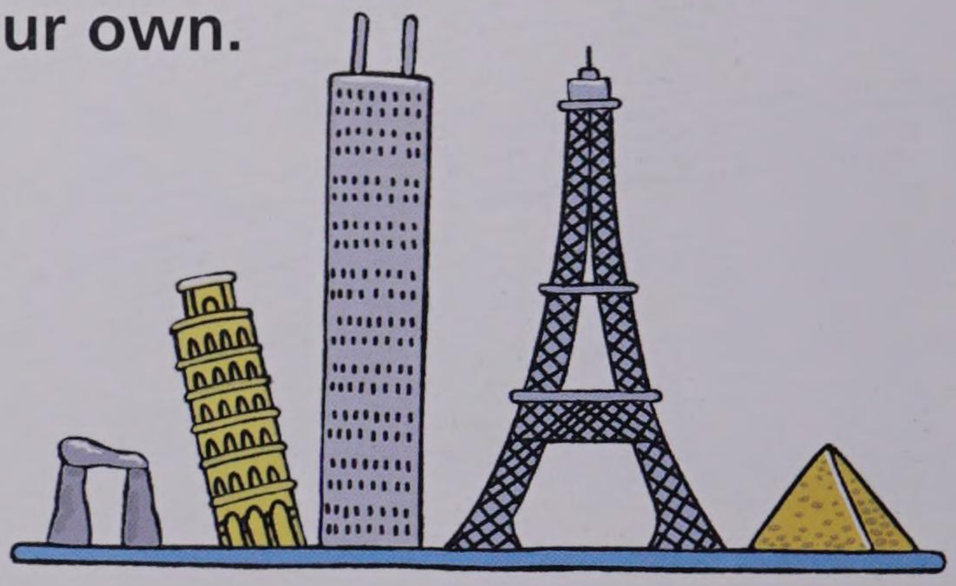
Digital grapher

Graphs seem to be everywhere. You find them in adverts, news reports, weather forecasts, school books – all over the place! Graphs make it easy to look at different bits of information at the same time and compare them. Use the Digital Grapher to make your own.

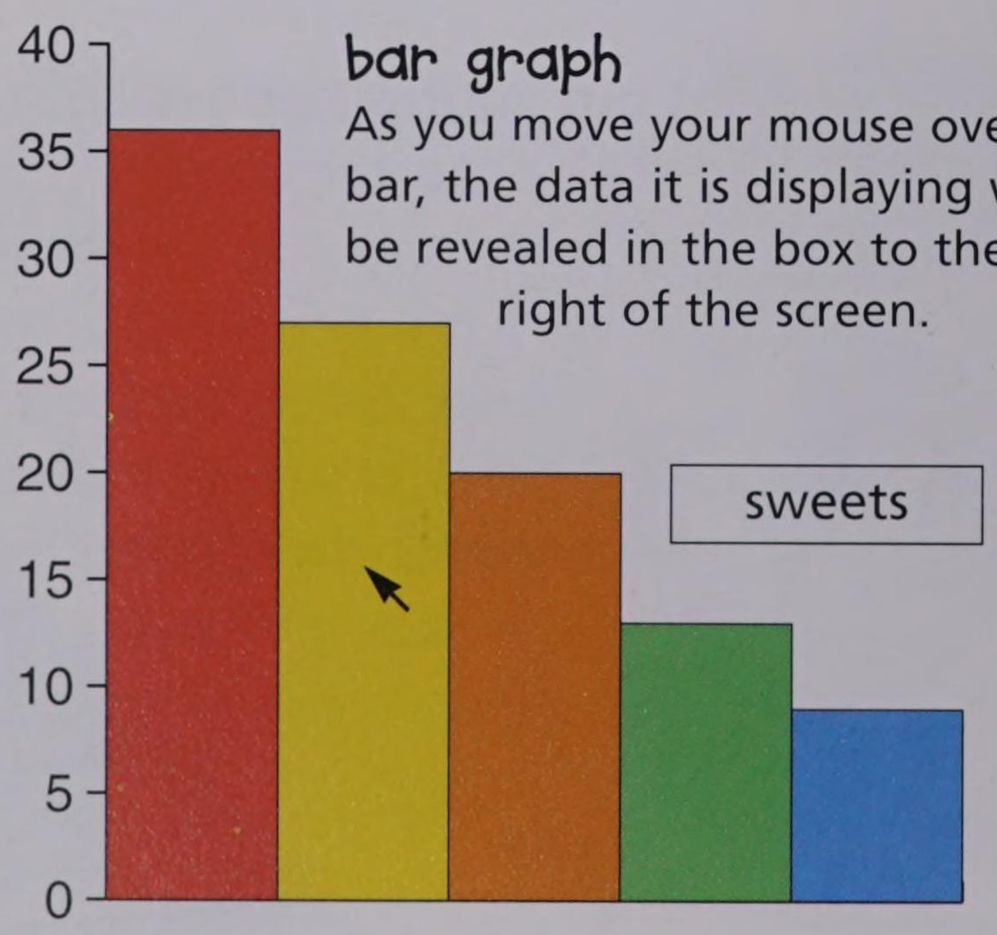


pie chart

With this graph, use the key to discover what the segments show. As you move your mouse over a dot, the data displayed in the matching segment is revealed in the box above. The pie chart also works out the percentage value for each piece of data.

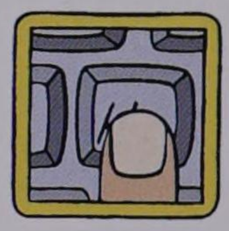


Open the Activity Folder on your hard disk and double-click on the start icon. Click on Grapher. Choose a graph from the list or make a new one.



bar graph

As you move your mouse over a bar, the data it is displaying will be revealed in the box to the right of the screen.



1 enter a heading

Give your table a title that says what your graph is showing.

2 put your data into the table

Name each piece of data and then enter how many of each (the value).

3 select a type of graph

There are two to choose from – a bar graph or a pie chart. To swap to another type of graph, click on the show table button and then select the other type.

GRAPHS TO GO

Use the Digital Grapher to...

...compare diets

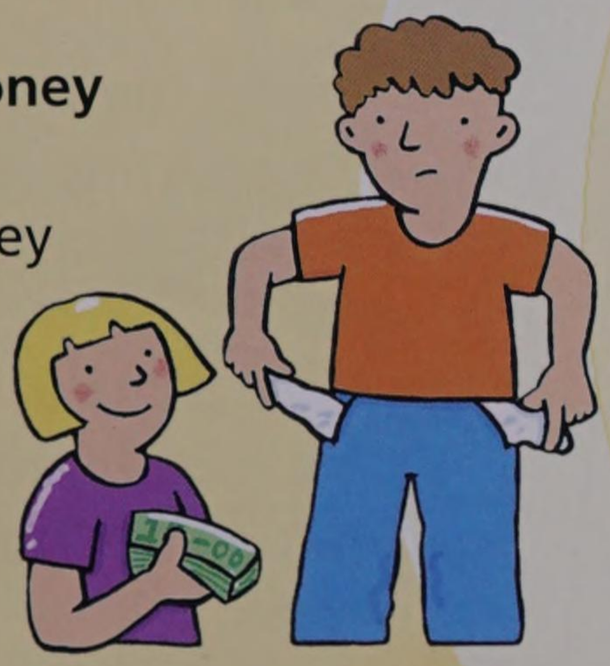
- how many snacks?
- how much fruit?
- how many fizzy drinks?
- how many slices of bread?

...display sporting stuff

- team results and statistics
- personal bests

...keep track of money matters

- your pocket money
- your friends' pocket money!



...plot weather trends

- rainfall
- temperature
- sunshine

Other things to do

Find out more about graphing things. If you have a CD encyclopedia, you could look up:

- **chart • graph**

For data to use, look up these words:

- **life span • money (exchange rates) • pollution • population • solar system • wind**

or use data from Digital Records (see page 26) or Digital ID (see page 38).

Some CD encyclopedias have a media button which you can use to look for all the graphs on the CD.

Print out graphs for school projects.

Collect different sorts of graphs from newspapers and magazines.

Save the Grapher screen (see page 12) and paste your graph into your paint package. Bring

the graph to life by adding your own pictures or the *101* Clip Art. Why not choose a different picture to decorate each section of your graph?

Use plastic building bricks to make a 3D model of your graph.

Software recommendations

- ClarisWorks • Graphers
- HyperStudio
- Microsoft Works

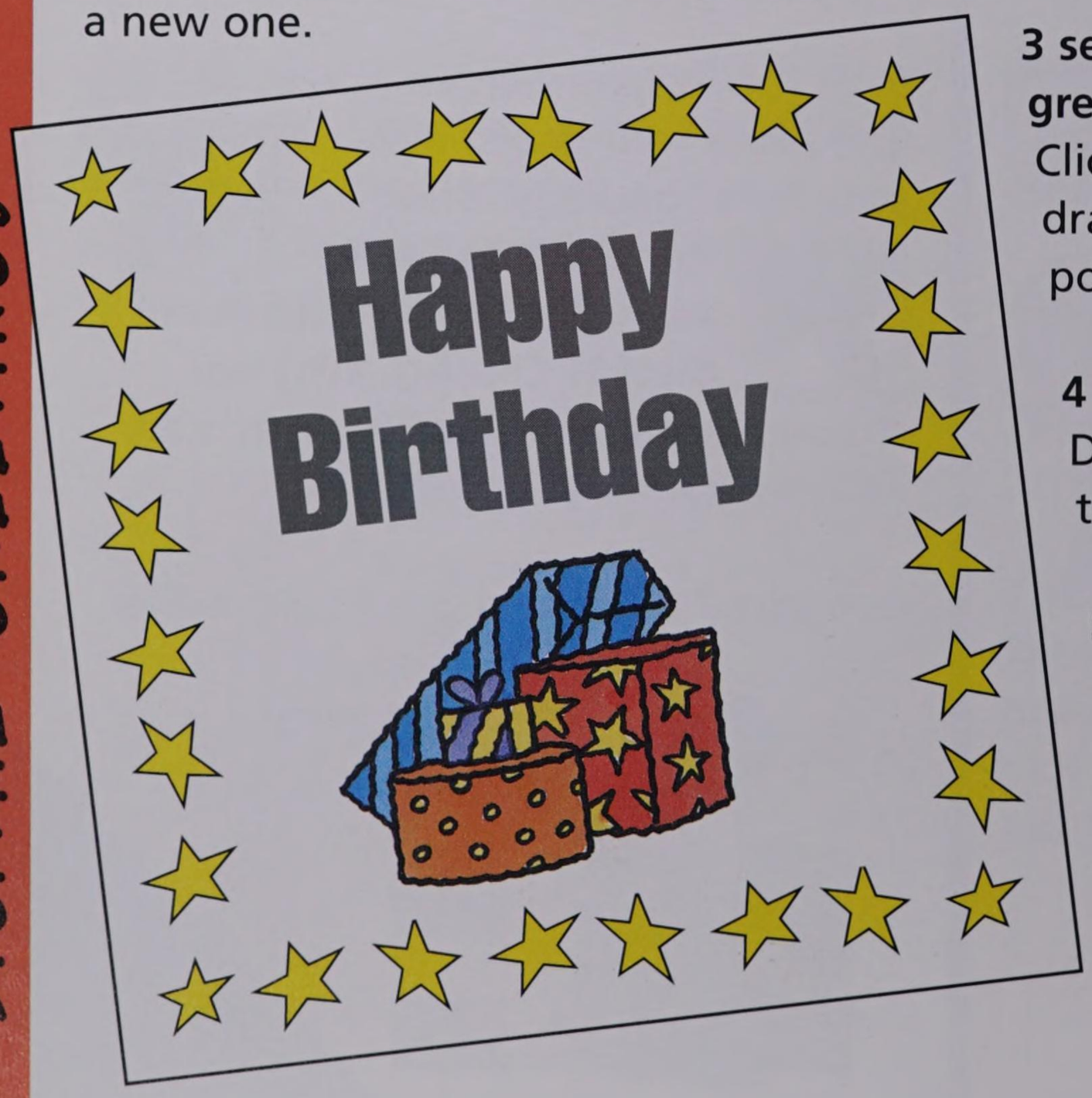
Digital greetings

"Hello", "How are you?" Happy Birthday". It's surprising just how many greetings we send. Why not use your computer to send Digital Greetings to your family and friends?

You will need

- **an empty floppy disk to save and send (see page 13)**

Open the Activity Folder on your hard disk and double-click on the start icon. Click on Greetings. Choose a greeting from the list or make a new one.



Create a card:

Use the control screens to design your own digital greeting, by clicking on the buttons.

1 select a border for your greeting

There are four to choose from, or you could make your own background (see page 13).

2 choose a theme

As well as a blank card, there are six ready-made greetings.

- **Christmas • birthday • mother's day**
- **father's day • get well • best wishes**

3 select the style for your greeting

Click through the choices and drag your greeting into position on the background.

4 add some pictures

Drag the pictures into place to liven up your card.

5 type in a message

Use the space on this screen to type in a special message.

6 save to send

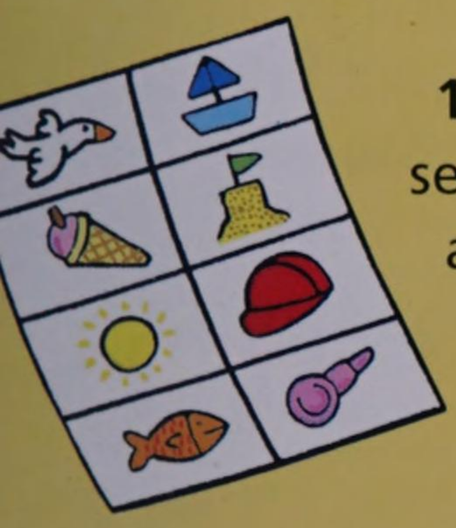
Save your greeting on a floppy disk and send it to your friend.

Countdown calender

Extend your celebrations by counting down to the big day!

You will need:

• two sheets of paper • Clip Art, magazine cuttings, or paints and brushes • scissors • glue stick • black felt-tip



1 Divide a page into sections (as many as there are days to count down), and put a different picture in each section.

2 Put one large picture on the other sheet. Place this over the first sheet.

3 Cut out doors in the big picture to reveal the smaller pictures underneath.

4 Number each door and carefully close it to hide the picture underneath.

Other things to do

Find out more about celebrations and sending greetings. If you have a CD encyclopedia, you could look up these words:

• Christmas • festivals • Hallowe'en • postal service • Valentine's day

If your friend doesn't have a computer, print out your digital greeting. Stick it onto card to make a traditional card.

Use your own pictures on the Digital Greetings. Simply save your own artwork as a background (see page 13).

If you have an Internet connection you could send an e-mail (electronic mail) greeting.

Make your own digital greetings for all sorts of special events:

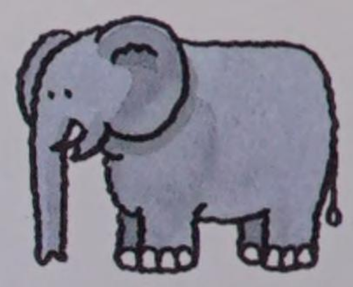
• thank you • Easter • anniversary • good luck • new house • Divali • Valentine's day • Hannukah • Hallowe'en

If you still don't have a good enough reason to send a greeting, why not make up your own celebration?

• pets' day • brothers' and sisters' day • no homework day • Doris Day • pocket money day

Software recommendations
• HyperStudio • Kid Pix Studio
• Microsoft Publisher
• Printshop Deluxe

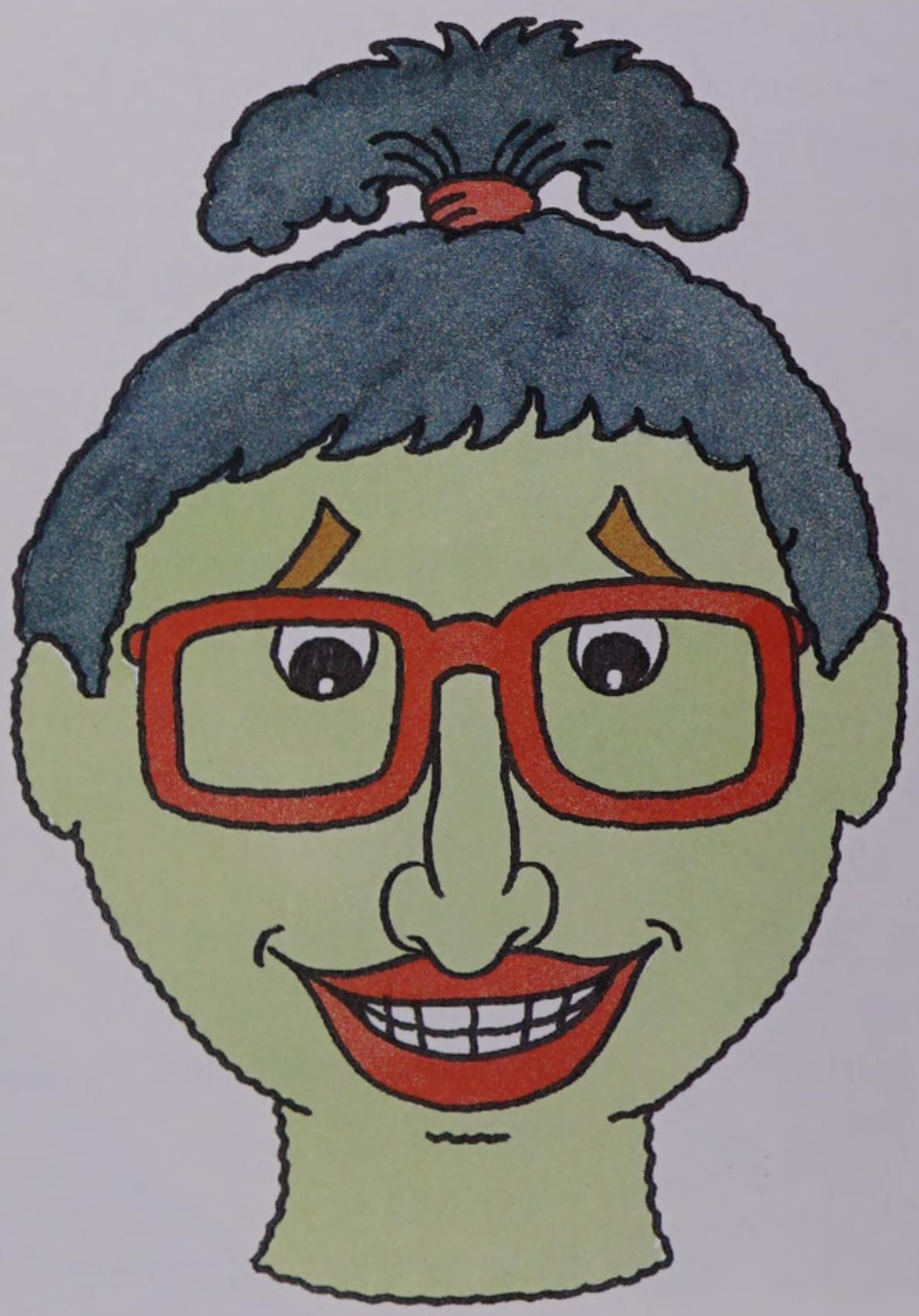
Digital photofit



Drawing freehand in your paint package takes a lot of practice. It's much easier to start with an outline or an existing picture and modify it. Create faces with the Digital Photofit that you can use as artistic starting points.

You will need

- an empty floppy disk to save and send (see page 13)

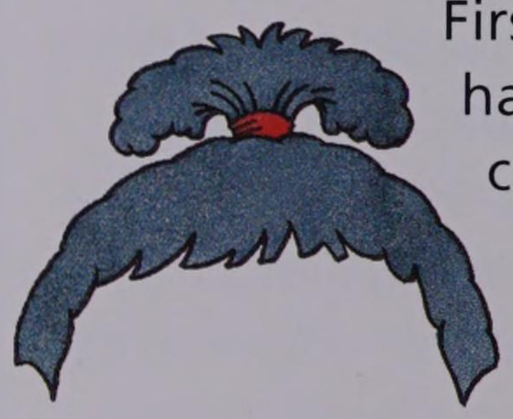


Open the Activity Folder on your hard disk and double-click on the start icon. Click on Photofit. Choose a face from the list or make a new one.

1 select a skin colour

There are four skin types to choose from.

2 add some hair



First select one of the six hair styles, then a hair colour. (Though of course, your photofit needn't have any hair at all!)

3 add some features

Use the green arrows to look through the different features. Choose eyes, glasses, nose and mouth.

4 position the features

You can drag the features around the face to get them in the right position. It's amazing how much you can change the look of a face just by moving the eyes or mouth up and down. Experiment to get the effect you want.

5 print or save

Use the print button to print a copy of your face. The 'save' option lets you touch up your picture in your paint package.

Digital make overs

If you want to continue working on your face in a painting package click the 'save' button. Give your face file a name and save it in your own folder or directory.

Quit *101 Things*, then load your paint package and open the face file you have just made.

Now you have an outline, you can add more details:

- **use the pencil tool to add fine features**
- **use the bucket tool to change colours**
- **use the spray tool to blend colours**
- **add hats, jewellery, moustaches and beards**

Use the Photofit tools to create a gallery of fantastic portraits.

Other things to do

Find out more about drawing faces. If you have a CD encyclopedia, you could look up these words:

- **cartoons** • **photography** • **portrait**

Look through magazines for pictures of faces. Cut out individual features, mix them up and then stick together to make new faces.

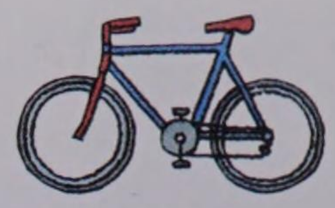
Scan a photograph or take a digital picture of yourself. Open this in your paint package and start experimenting. Select individual features and flip them upside down. You could create a new Digital You.

Make two copies of the same face in your paint package. Use the reflect option on half of one of the photos and see how much this changes the face.

Special programs such as Kai's Power Goo allow you to squidge faces on the screen in all sorts of other weird and wonderful ways. Films such as *The Mask* use programs just like this to create the special effects you see on screen.

Software recommendations
- ClarisWorks
- HyperStudio
- Kai's Power Goo
- Kid Pix Studio

Digital reckoner


MythingO


MythingI

Computers are so good at maths that people often call them number-crunchers. You can work out all sorts of things using a calculator or special software called a spreadsheet. The Digital Reckoner will help you to keep track of your savings.

You will need

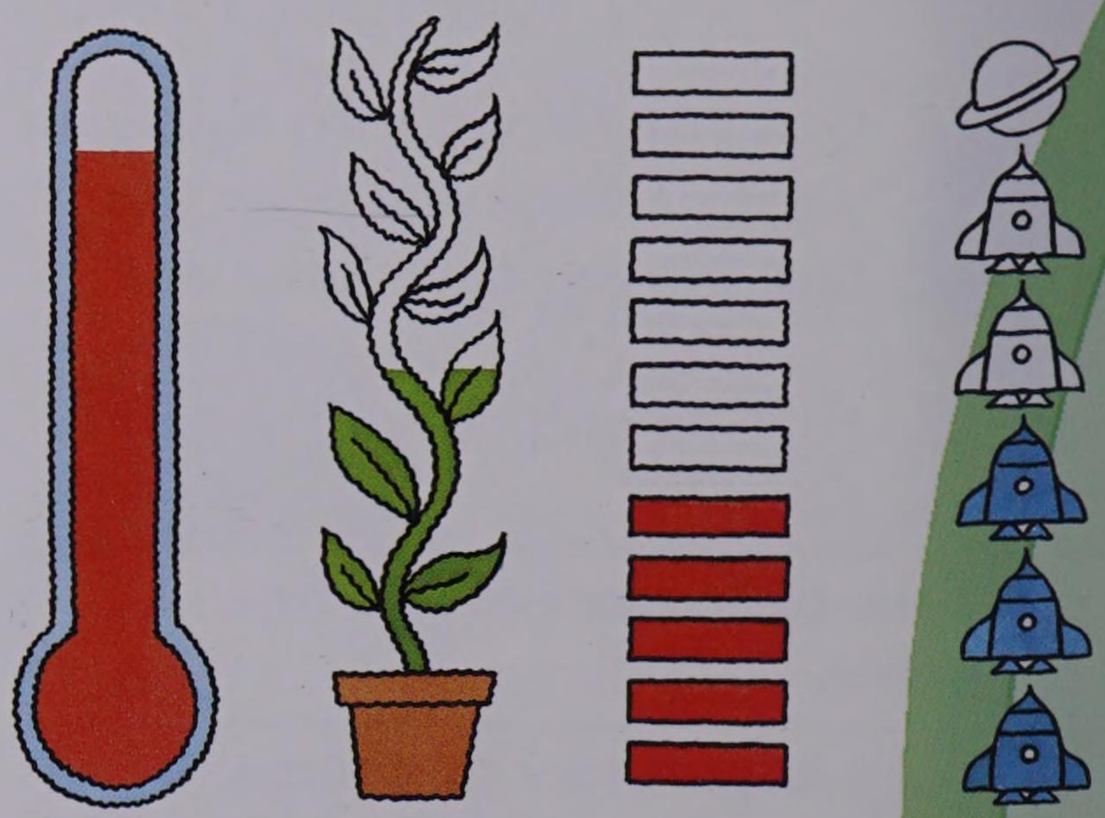
- an empty floppy disk to save and send (see page 13)
- something to save up for

Open the Activity Folder on your hard disk and double-click on the start icon. Click on Reckoner. Choose a file from the list or make a new one.

1 select a currency
The first time you use the reckoner, select '£', '$' or 'other'. (For 'other', type in the sign for your currency.) To reset, re-install the *101* CD.

2 select a background
There are four to choose from, or you could make your own (see page 13).

3 type in the information for the reckoner
It will ask you what you are saving up for, how much it costs and how much money you've already saved.



4 choose a reckoning scale
There are four different indicators to choose from.

5 show what you're saving up for
A picture of a bicycle will automatically appear. If that's what you're saving up for, fine! If not, click on the bicycle. You will be asked to choose a new graphic. There are 10 numbered pictures to choose from (you can see them at the top of the page). Or you can add a picture of your own.


Saving up for something special?


Mything2


Mything3


Mything4


Mything5


Mything6


Mything7


Mything8


Mything9

Using your own picture

This is like using your own background for an activity (see page 13).

1 Open the Graphics Folder which is inside the Activity Folder on your hard disk.

2 Open the Reckoner Folder. Inside are 10 picture files called 'Mything', numbered 0 to 9.

3 Double-click on the file you want to replace. It will automatically load up in your paint package. Change the picture to show what you are saving up for. You could use a piece of *101* Clip Art, or one of your own pictures. It is important not to change the size of your picture.

FUND-RAISING

If you're working to raise funds for a charity or sponsored event, why not use the Digital Reckoner to keep track of all your donations?

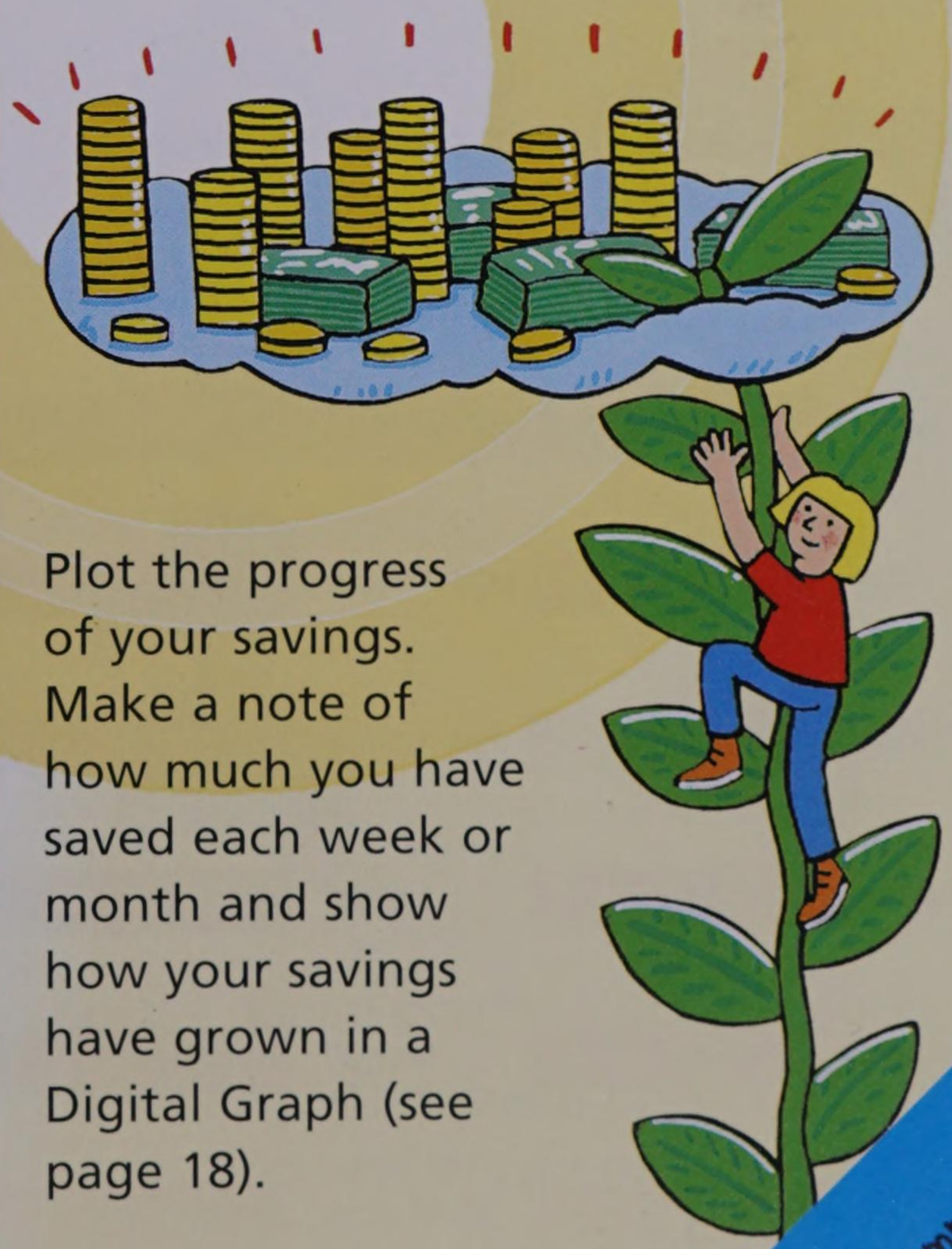
Save a screen shot of the Reckoner (see page 12). Use it in a newsletter or poster to tell people how everything's going.

Other things to do

Find out more about computers and calculators. If you have a CD encyclopedia, you could look up:

- **Charles Babbage • computer**
- **mathematics • John Napier**
- **number systems • office systems**
- **spreadsheet**

Print out a copy of the your indicator and pin it up to remind you how your savings are doing. Update it with coloured pencils or pens.



Plot the progress of your savings. Make a note of how much you have saved each week or month and show how your savings have grown in a Digital Graph (see page 18).

Software recommendations
- HyperStudio • ClarisWorks
- Microsoft Works

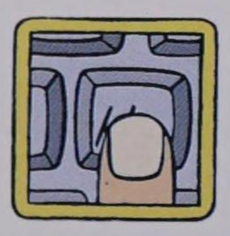
Digital records



Computers are used to store all sorts of information about people, places and things. In the past they used clever codes which made it difficult to look at the information. But now you can keep your own personal records on your computer using words and pictures.

name	**Theo's favourites**		
book	*101 Things*	comic	Beano
food	(silicon) chips	drink	cola
video	any – with popcorn	TV	animal programmes
hobby	digital activities	sport	surfing (the Net)
colour	yellow	music	disk-o

Open the Activity Folder on your hard disk and double-click on the start icon. Click on Records. Choose a record from the list or make a new one.



1 enter your personal details
Type the information you've gathered in the boxes provided.

name	**all about Theo**		
age	8	hair colour	brown
birthday	4th July	eye colour	brown
tel no	0100 100 100	height	giant
school	no thanks!	weight	don't know
star sign	★	shoe size	changes daily

2 select favourites
Type in your top favourite things.

3 select photofit
There is already a photofit there. To change it, click on it. You will be asked to choose a new one. There are 10 to choose from, numbered 0 to 9. You can replace any or all of these with your own photofits.

Using your own photofit

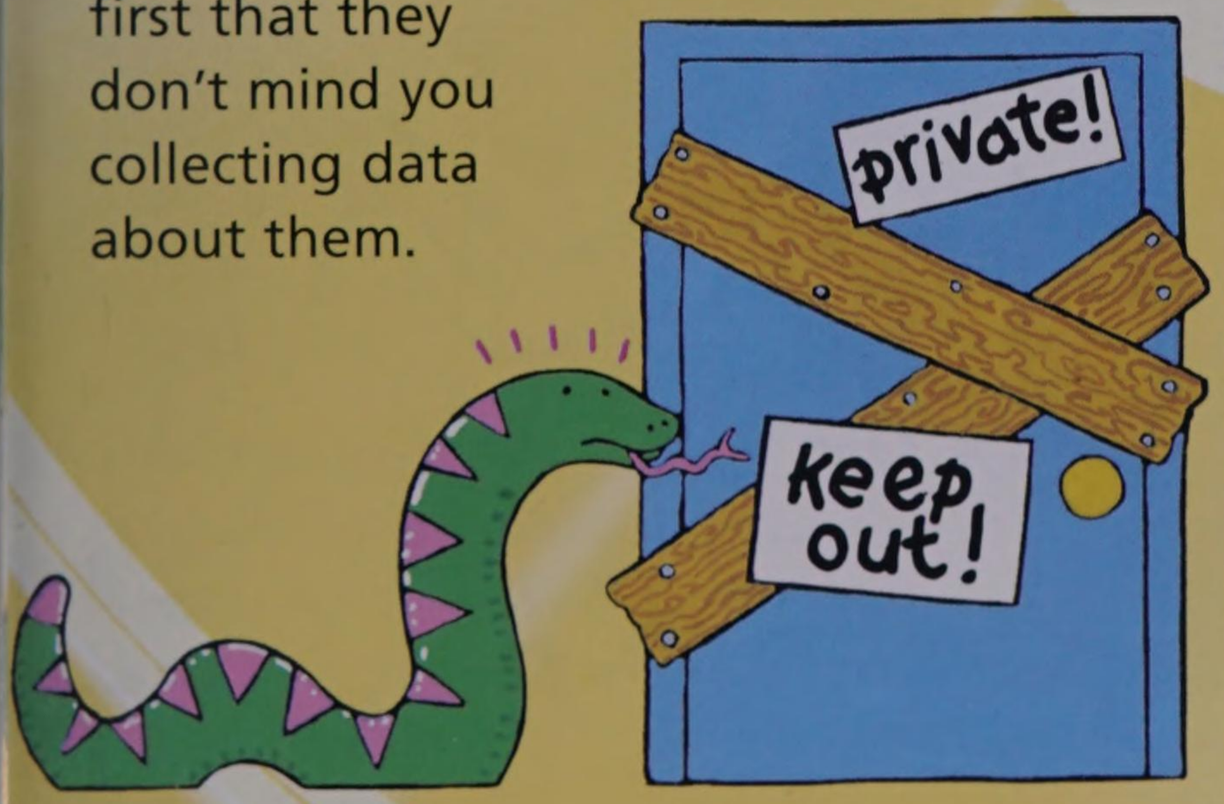
Open Digital Photofit and double-click on the face you want. Choose to save it (see page 22), but make sure you put it where Digital Records can find it. Call it 'Me1' (where '1' was the face you wanted to replace) and save it in the Records folder, inside Graphics, which is in the Activity Folder on your hard disk.

Compare your records over time. Some data seems to change overnight!

Computers like information that is written down as numbers – things like your height, age, or shoe size. To compare this data more easily, draw it as a Digital Graph (see page 18).

Access and secrecy

With so much data being collected about so many different things, it is important to feel that you have some control over it. You wouldn't give your name and address to a stranger in the street, so be careful that you don't do this by accident digitally. Guard your personal information and only share it with your friends and family. And always check with everyone first that they don't mind you collecting data about them.



Other things to do

Find out more about keeping records. If you have a CD encyclopedia, you could look up these words:

• **biography** • **data** • **information**

Look at forms in magazines and leaflets to find out what sort of data is collected about people.

Make Digital Records for your favourite...

• **pets**

• **pop singers**

• **historical figures**

• **visitors**

• **sports stars**

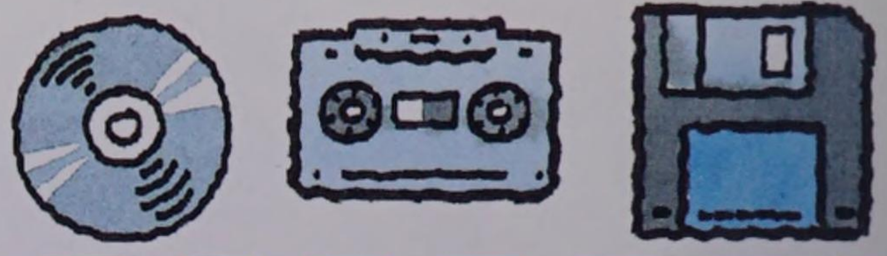
• **teachers!!**

Keep a digital portfolio of your work.

- **writing, stories and poems**
- **pictures and drawings**
- **recordings of your voice**
- **photographs**

Software recommendations
• ClarisWorks • EasyBook
• HyperStudio
• Microsoft Works

Digital covers



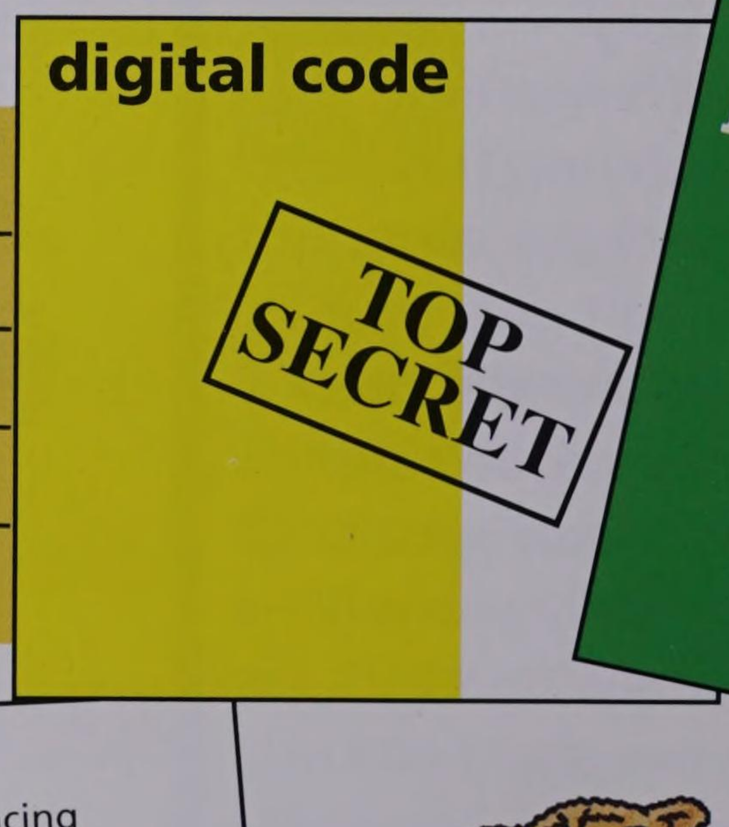
As more and more things are recorded electronically, we all end up with bigger and bigger collections of cassettes, CDs and disks. Keeping track of all this stuff can be a real headache. Use the Digital Covers files to keep all your recordings organised.

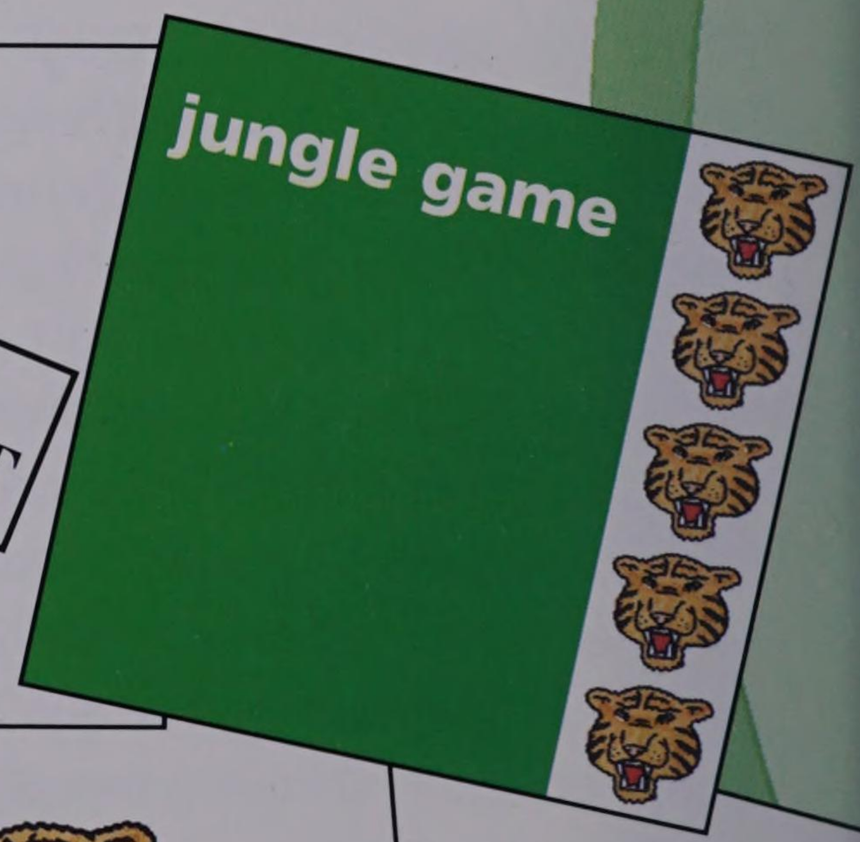
Open the Files Folder on your hard disk. Double-click on Covers and then again on the file you want. It will automatically load up in your paint package. There are some ready-to-print examples, and a useful collection of blank sleeves for you to decorate your own...

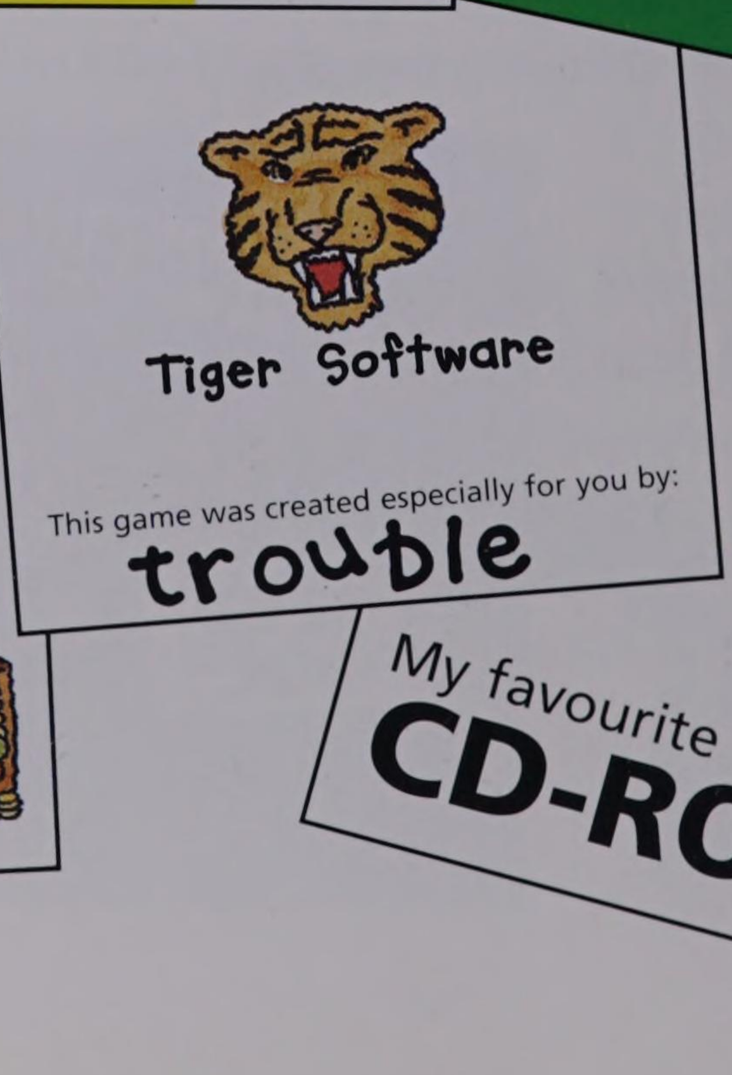
- floppy disk sleeves
- CD-ROM sleeves
- audio cassette inserts

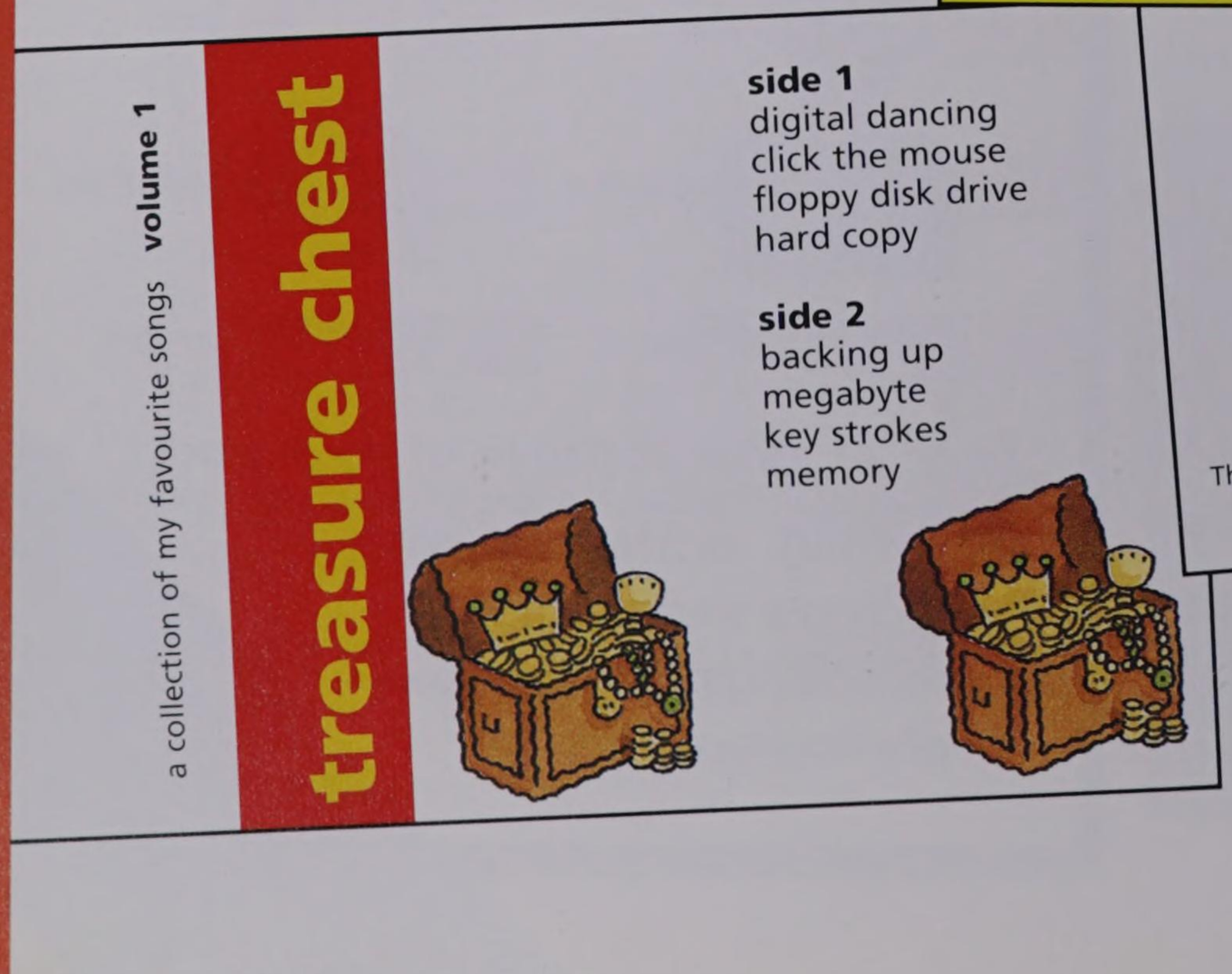
You will need

- printer and paper • scissors
- coloured felt-tips (optional)
- glue stick (disk sleeves)
- sticky back plastic (optional)









1 decorate your cover

Use the tools in your paint package to personalise the design (see page 12). Or use the *101* Clip Art (see page 11). Remember to rotate the text on the back and sides of your sleeve so you can read it.

2 print your cover

When you are happy with your design, print it out.

3 colour your cover

Cut along the thick lines. If you used outline Clip Art, colour it in now.

4 cover your cover

You could cover your cover with sticky back plastic to make it really last.

5 fold and glue

Fold along the dotted ones. Both disk sleeves have tabs to glue down, but check the sleeve fits snugly around your CD or floppy first.

Other things to do

Find out more about organising and cataloguing things. If you have a CD encyclopedia, you could look up:

- **classification • Melvil Dewey**
- **library • Linnaeus • museum**
- **periodic table**

You can use the Digital Playing Cards template (see page 40) to make record cards for each item in your collection. Use these to keep your collection organised.

Use your paint package to design a logo for yourself. Use your new logo design to co-ordinate all your covers.

Design floppy disk labels to match the disk sleeves. You can buy adhesive labels for printers and many come with a computer template. (You may have to cut them down to fit.)

Software recommendations
- ClarisWorks • Kid Pix Studio
- Microsoft Publisher
- Printshop Deluxe

Digital decorating

Personalise your computer! You could spend a fortune on special stuff from the shops, but it's more fun to do some workspace DIY.

DECORATE A MOUSE MAT

You will need

- old mouse mat • craft knife
- collage materials
- glue stick • scissors
- sticky back plastic

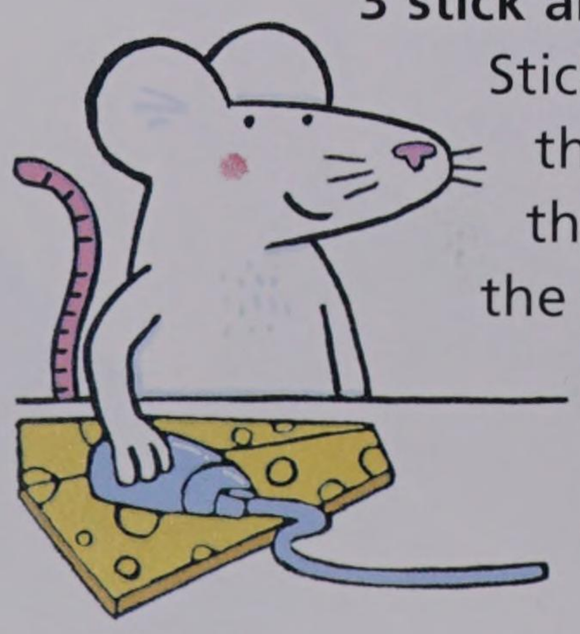
1 create a shape

Ask an adult to cut the mouse mat into the shape you want. Why settle for a square or circle? Be experimental: try starbursts, animal outlines, faces...

2 decorate!

Plan your collage before you stick it down. Use photographs, cut-outs from magazines, print-outs of Clip Art, or your own drawings.

3 stick and cover



Stick your design onto the mouse mat. Trim the edge neatly when the glue has dried.

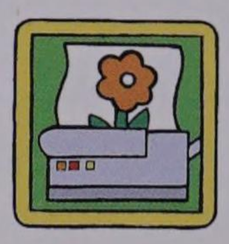
Protect your mat with a covering of sticky back plastic.

MAKE A DISK TOWER

You will need

- printer and paper
- glue stick • card
- scissors • ruler

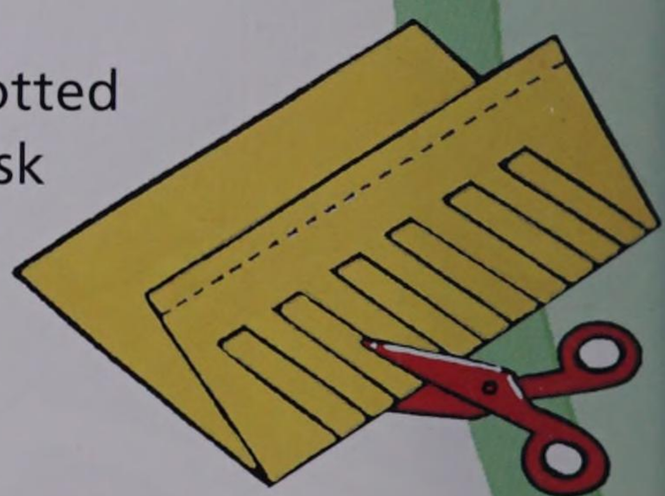
Open the Files Folder on your hard disk. Double-click on Decorate, then open Diskrack. It will automatically load up in your paint package.



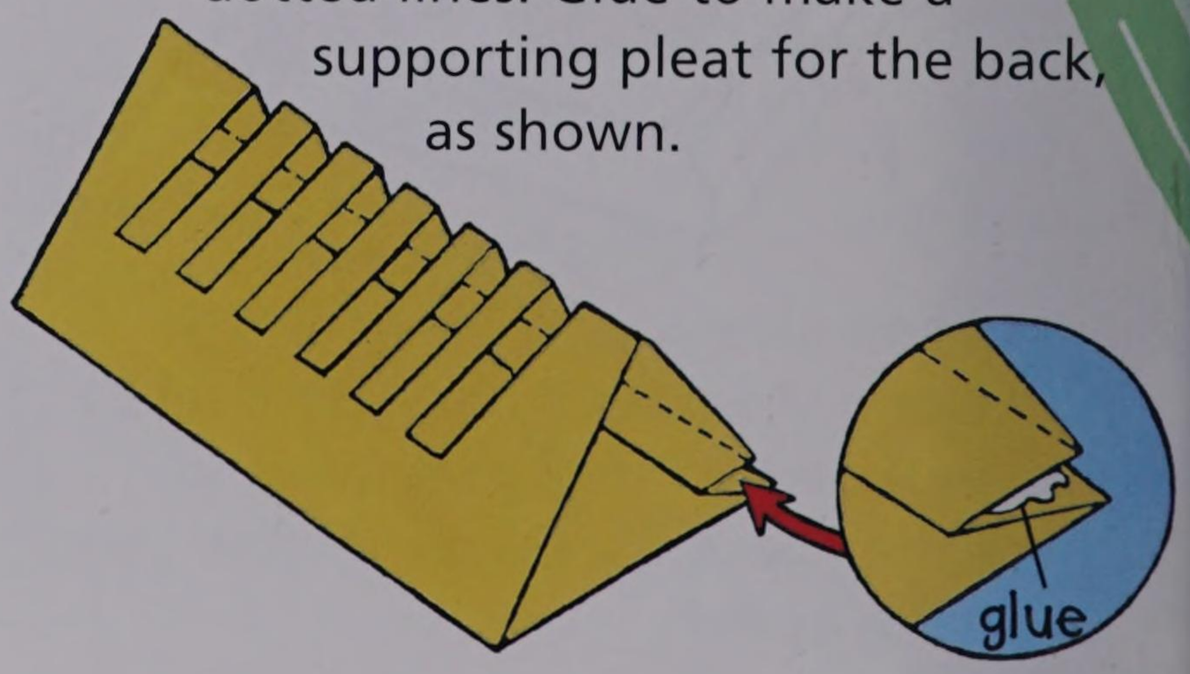
Print out the file and stick onto a sheet of card. Score along the dotted lines with scissors.

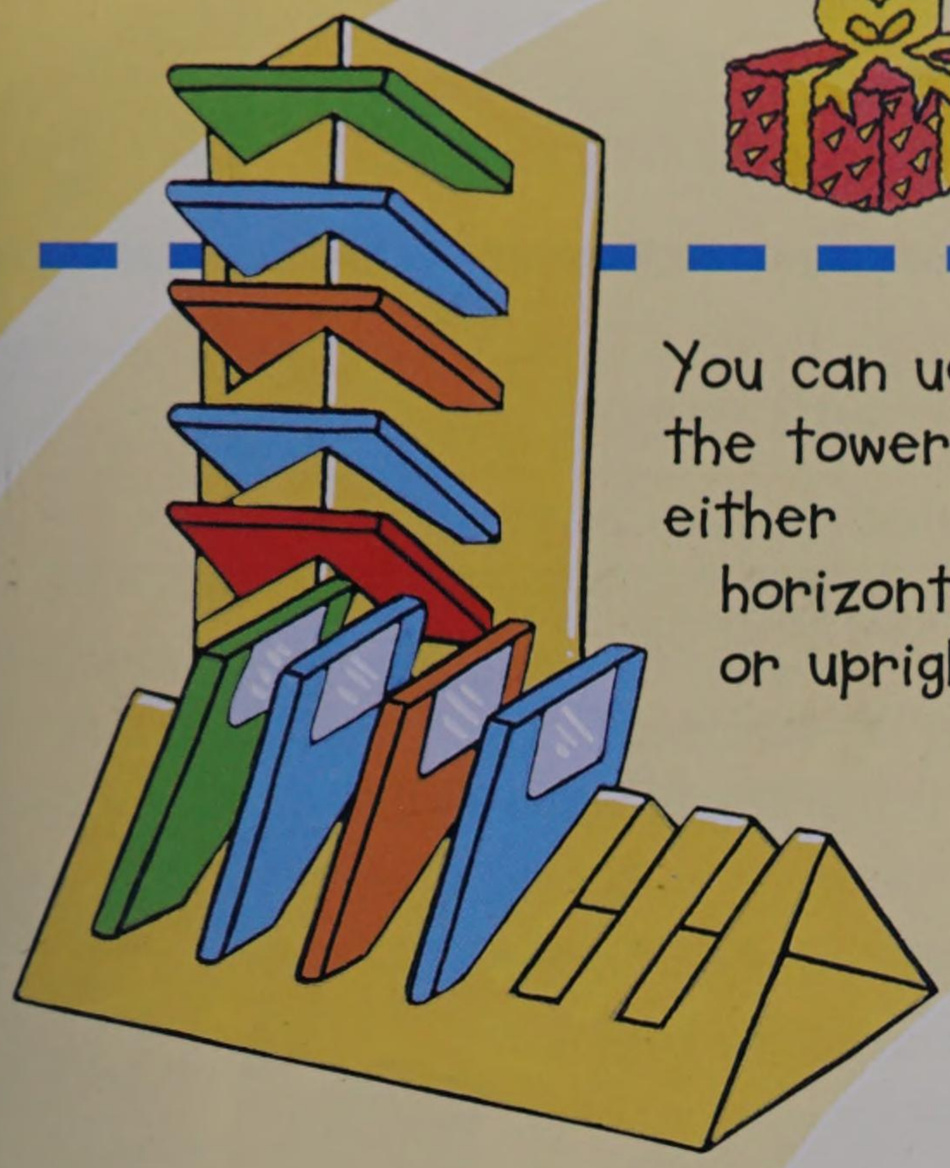
1 Cut around the edge of the template.

2 Fold along the dotted line through the disk slots, then cut along the solid lines.



3 Fold along the remaining dotted lines. Glue to make a supporting pleat for the back, as shown.





You can use the tower either horizontally or upright.

Other things to do

Find out more about decorating things. If you have a CD encyclopedia, you could look up these words:

- **decorate • graphic arts**
- **illustration • pattern • printing**

Think about other things you could store in folded card racks:

- **CD-ROMs**
- **letters or notepaper**
- **spare ID cards (see page 38)**

DESIGN A SCREEN FRAME

Screen frames make great presents for computer freaks of all ages.

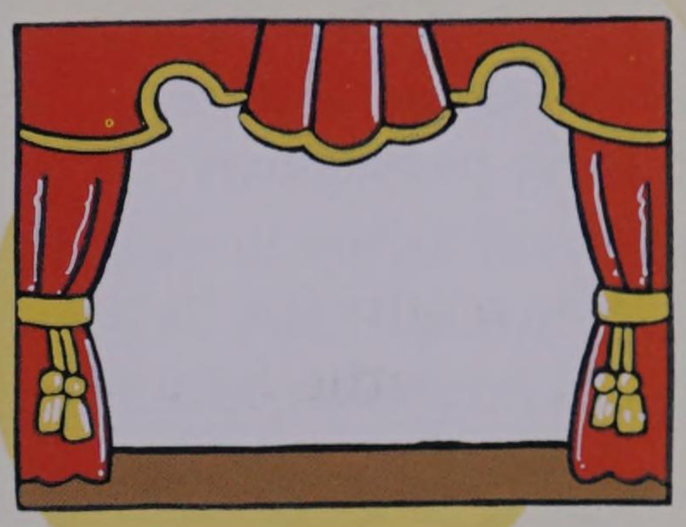
You will need

- **ruler and pencil**
- **scissors • thick flat card**
- **decorating materials • glue stick**
- **four self-adhesive Velcro™ pads**

1 Measure your screen (it's probably 27 cm x 20 cm).

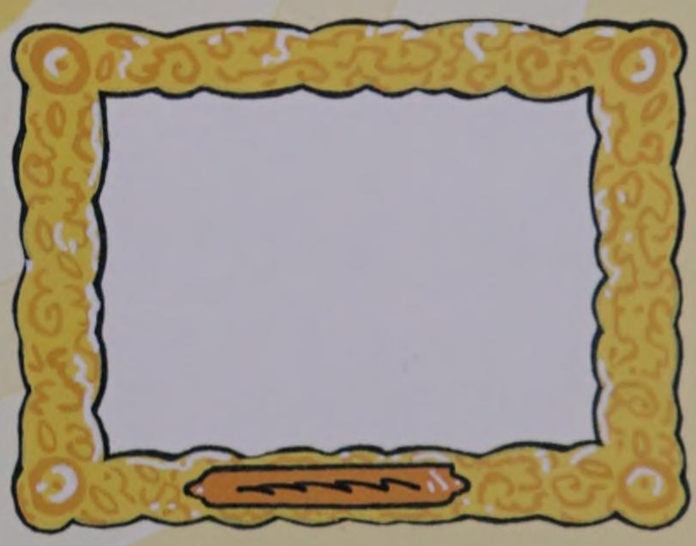
2 Draw a rectangle the same size as your screen on the card. Now draw a frame which is 10 cm bigger all round than your screen. Cut out the frame.

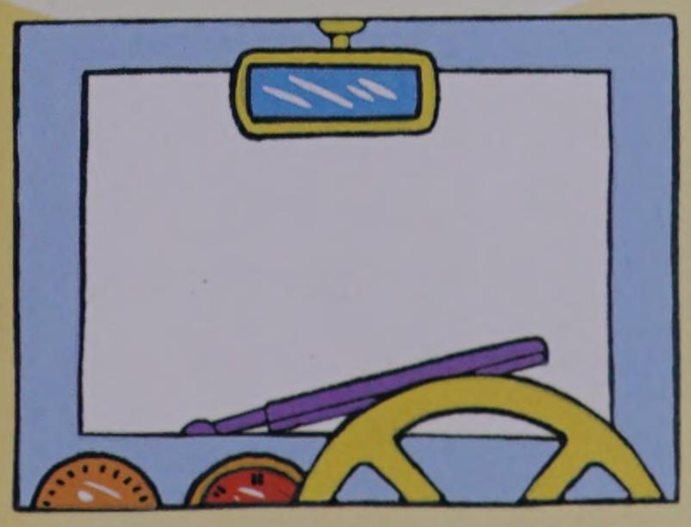
Always check with an adult before you stick anything to your computer!



3 Decorate with your own design:

- **stage**
- **picture frame**



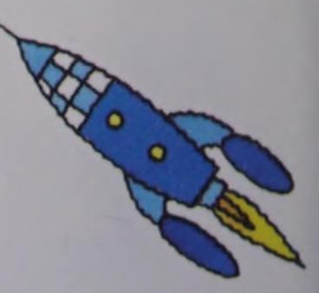


- **windscreen**

4 Fix on your frame with Velcro™.

Software recommendations
- ClarisWorks • HyperStudio
- Kid Pix Studio
- Microsoft Publisher

Digital explorer



Once you're connected to the Internet, you can explore all sorts of exciting places. And the Digital Explorer has shortcuts to some of the most exciting sites in cyberspace .

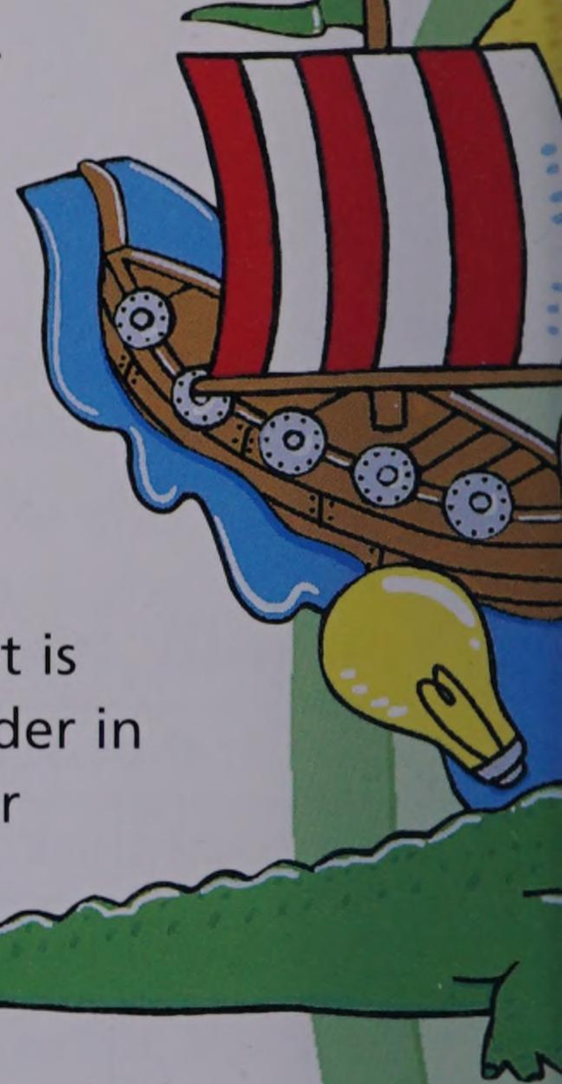
You will need

- a modem (see page 7)
- a Web browser (see page 9)
- a service connection (such as Compuserve, AOL or Demon)

Always get permission before plugging anything into your computer. And never use the telephone with your computer without asking permission first!

1 Launch your browser and connect to the Internet.

2 From inside your browser, use the  file menu to open the file 'digital.htm'. It is inside the Explorer Folder in the Files Folder on your hard disk.



DIGITAL EXPLORER HOT LINKS*

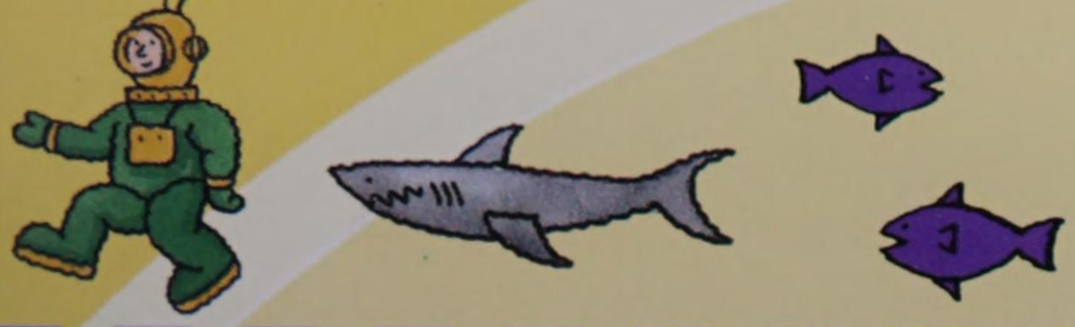
Museums and galleries

- Science Museum
- Natural History Museum
- Cabaret Mechanical Theatre
- Exploratorium
- Discovery Museums
- Jorvic Centre
- Egyptian Museum
- Louvre

Zoos and safari parks

- Chester Zoo
- American National Zoo
- SeaWorld
- Adelaide Zoo
- San Diego Zoo
- Metro Toronto Zoo
- Woodland Park Zoo
- Washington Wildlife Park

*These links were all correct at time of going to press. They may have changed since. If you have problems try linking up through a search service, such as Yahoo.



3 Now choose from the menu to zoom to the digital attractions below.

The Internet is a public place with nasty people as well as nice people to meet. Just as you wouldn't expect to be left alone to explore a busy city, work together with an adult to make sure you stay safe on the Internet.

Other things to do

Find out more about the Internet. If you have a CD encyclopedia, you could look up these words:

- **computer • e-mail • Internet**
- **modem • World Wide Web**

If you're planning a trip, look for information about your destination on the Internet before you go. That way, you'll get the most out of your visit.

Use HyperStudio or Web Workshop to create and publish your own Web page. Tell the world about your...

- **school • club • town • hobbies**

Send e-mail messages to penpals all over the world. You could join in discussions on all sorts of topics.

Interesting places

- **Children's BBC**
- **Berit's Best Sites for Children**
- **HMS Victory**
- **Tower of London**
- **Seven Wonders of the World**
- **Young Magicians' Club**
- **Castles for Kids**
- **LEGO**

Software recommendations

- HyperStudio • Microsoft Explorer
- Netscape Navigator
- Web Workshop

Digital flying machines

These flying machines are ready to print out. All you have to do is cut, fold and fly! There are planes, spinners and kites to make.

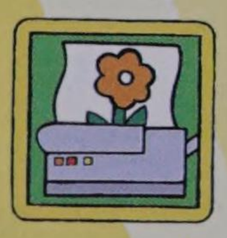
You will need

- **printer and paper**
- **scissors • ruler • sticky tape**
- **cotton, thread or fishing line (kite)**
- **glue stick (spinner, kite)**
- **pin and pencil (windmill)**

Open the Files Folder on your hard disk. Double-click on Fliers and open the file you want. It will automatically load up in your paint package.

1 decorate your flying machines

You can make your own aeronautical designs in your paint package (see page 12), or use the *101* Clip Art (see page 11).



2 print your flying machines
For smaller machines, change the print size.

3 cut and fold
Cut along the thick lines and fold along the dotted lines. It helps if you score the fold lines lightly with scissors first.

PAPER PLANES

To make a sheet of paper fly, you need to create some lift by making the front of the wing thicker than the back, then you need to add some weight to the front of the plane to pull it through the air. That's why these planes have folds at the front.

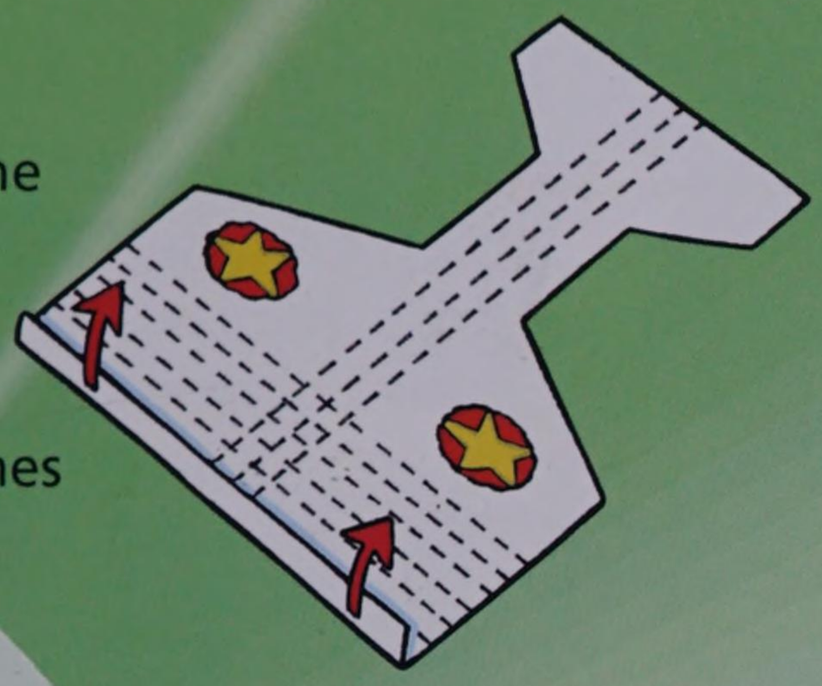
If your plane always flies upwards make another fold at the front, or cut some of the tail off. You could use a paper-clip or some modelling clay to add weight to the nose.

Never throw paper planes at someone else, even gently. You could accidentally poke them in the eye.

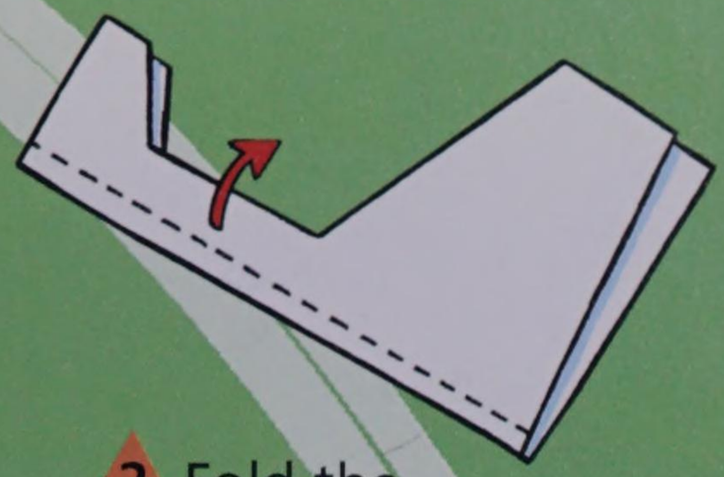
Can you make your plane loop the loop or fly in a circle?

Plane 1

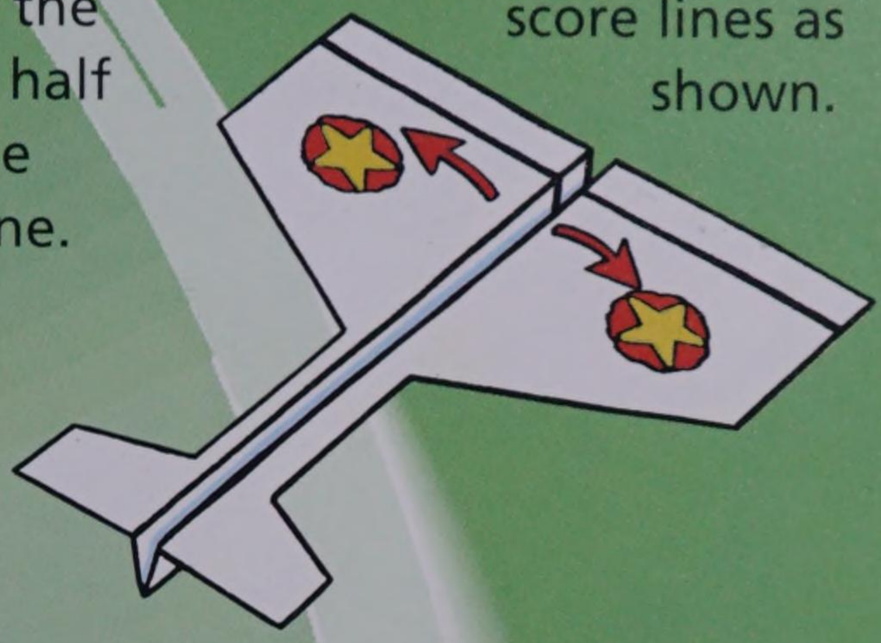
Cut out the template for Plane 1 carefully and score along the dotted fold lines. Then follow these steps to fold correctly.



1 Fold the front of the plane over and over six times as shown.



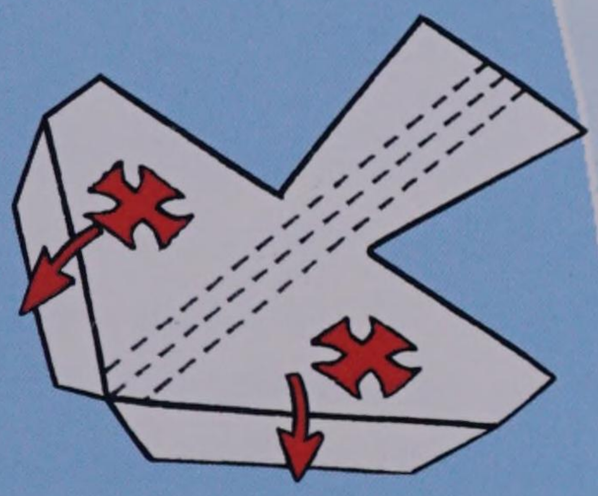
2 Fold the plane in half along the centre line.



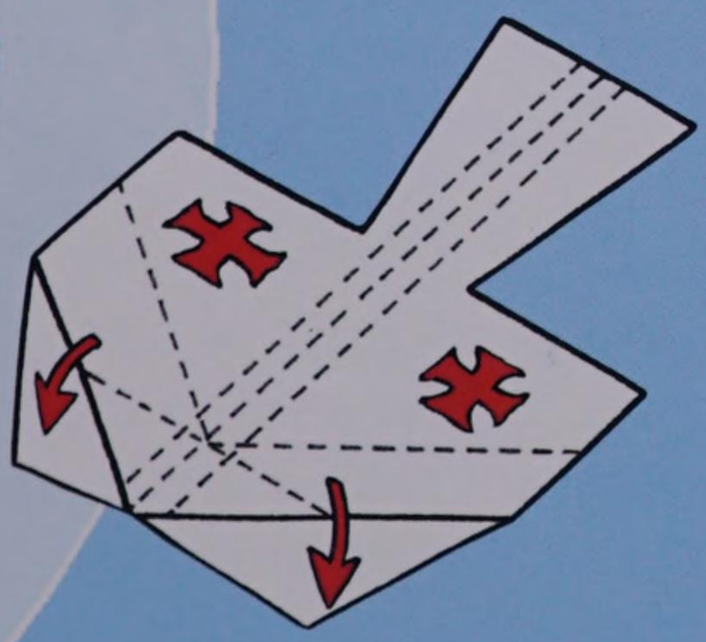
3 Fold back each wing along the score lines as shown.

Plane 2

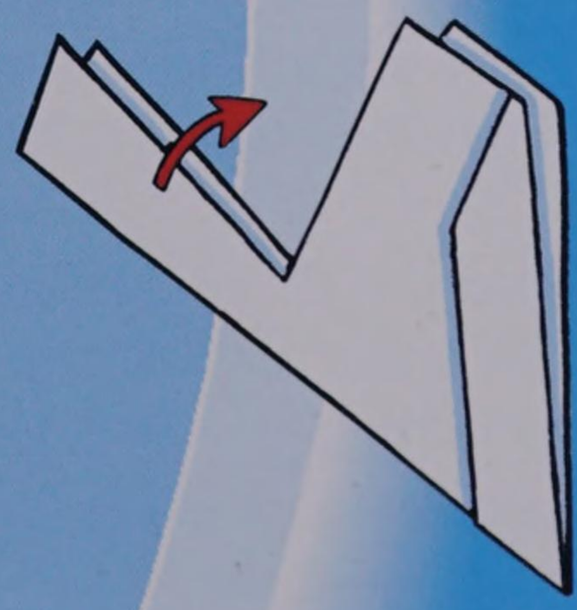
Cut out the template for Plane 2 carefully and score along the dotted fold lines. For this plane, the first few folds are *under* not over.



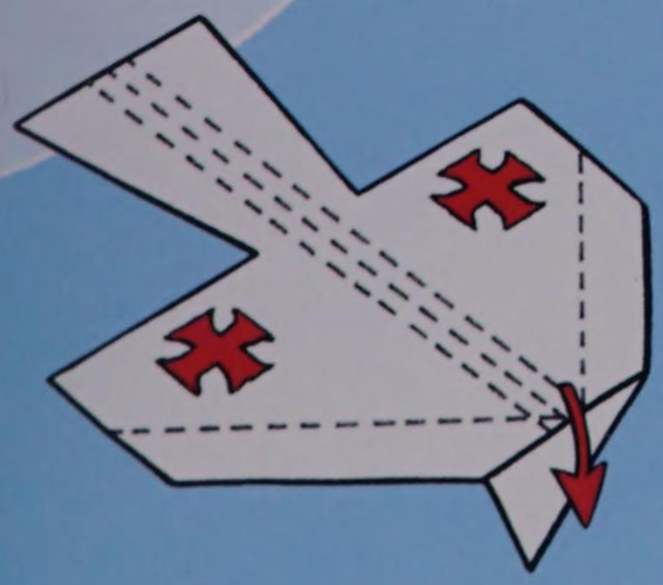
3 Fold under along the other two diagonal lines to make an arrow shape.



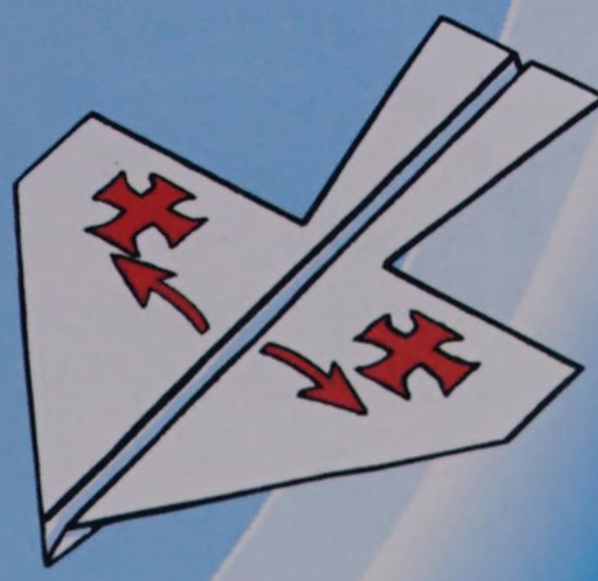
1 Fold under the front corners of the sheet to meet at the centre line



4 Now fold *over* the plane along the centre line.



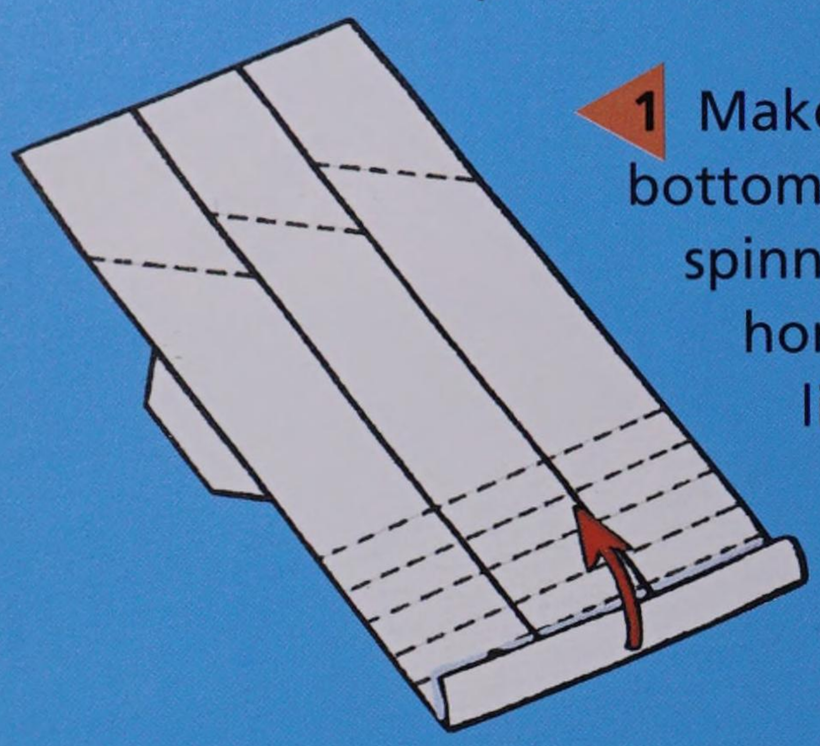
2 Fold the nose under following the score line, leaving a flat edge.



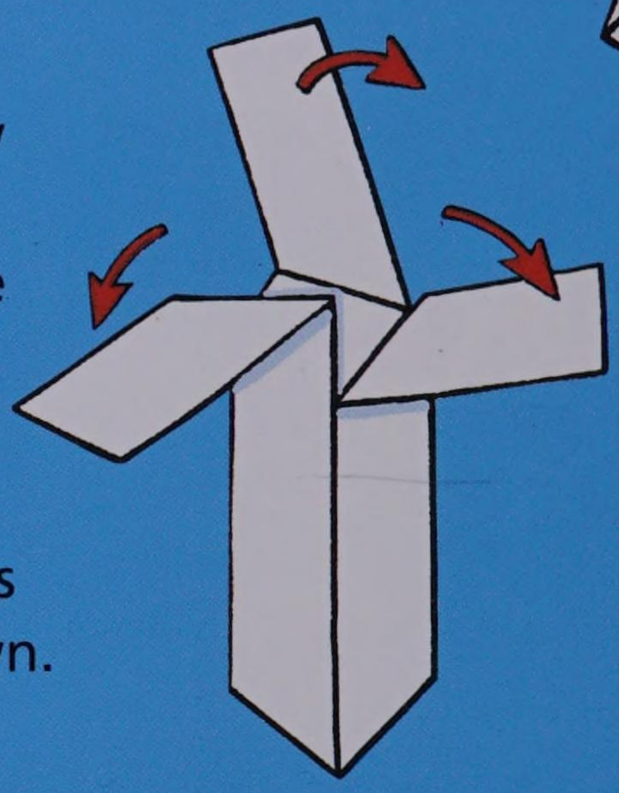
5 Fold back each wing along the score lines as shown.

Spinners

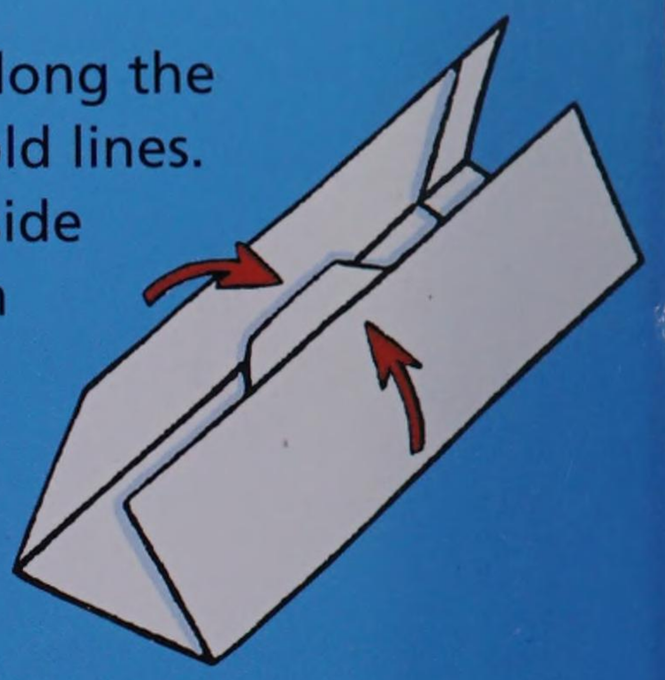
Lots of plants have seeds that spin like helicopters to carry them further when they fall. This Spinner catches the wind too. Cut it out and score along the dotted lines, then follow the steps below.



1 Make a weighty bottom for your spinner. Fold the horizontal lines over and over six times as shown.



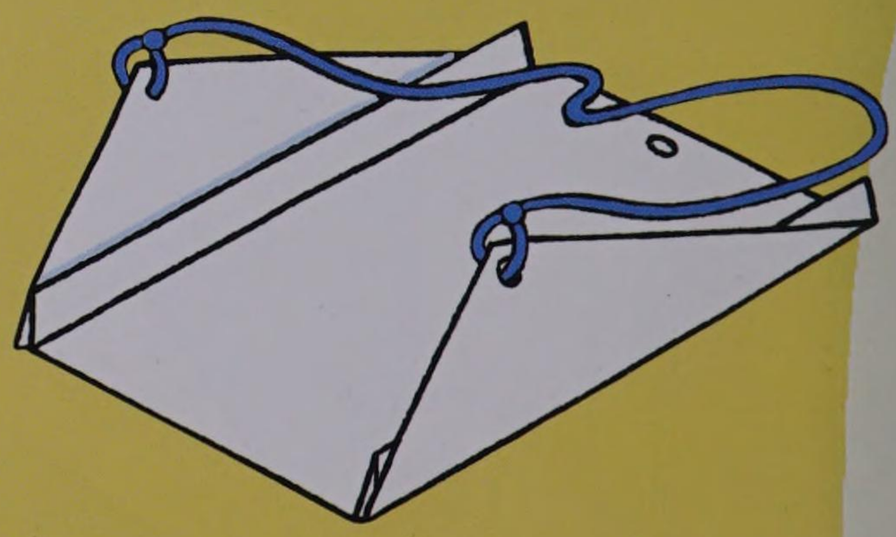
2 Now fold along the three vertical fold lines. Glue the tab inside to make a prism shape.



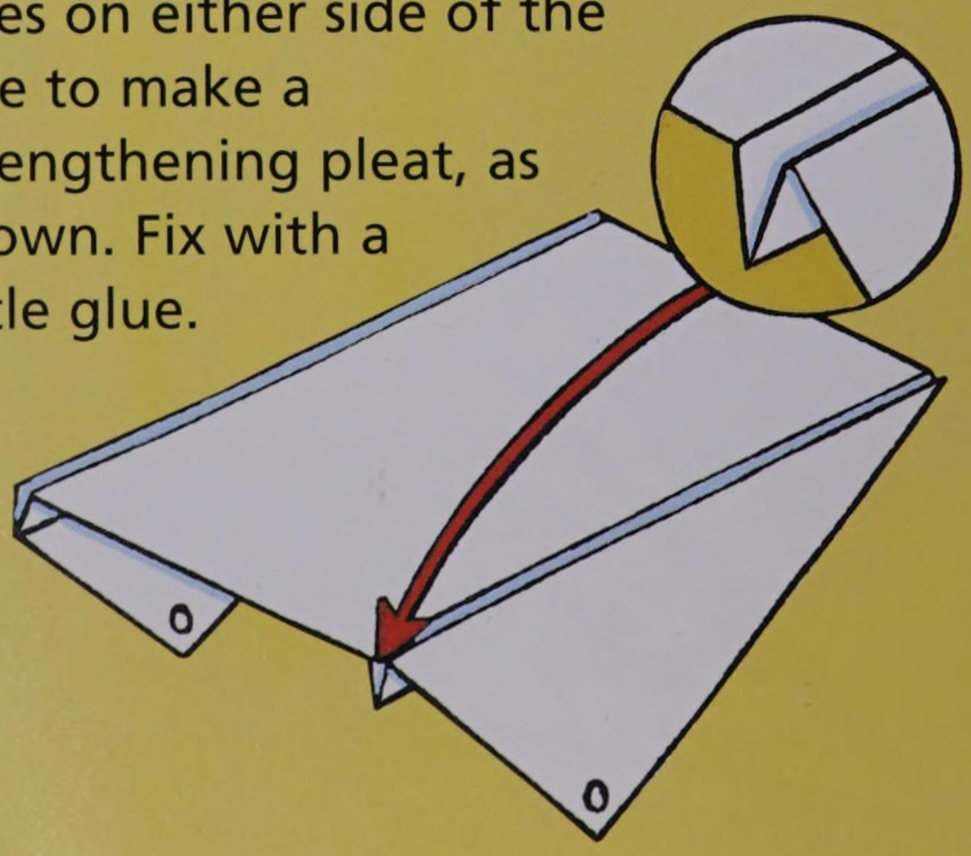
3 Fold out each wing along the diagonal score lines. Then throw your spinner up in the air and watch it spin!

Mini kites

Kites come in all sorts of shapes and sizes. To make this Kite you will also need some glue and thin cotton or fishing line. First cut out the Kite and its tail decorations and score along the dotted lines. (Remember to cut out the holes, too.)



1 Fold the three dotted lines on either side of the kite to make a strengthening pleat, as shown. Fix with a little glue.

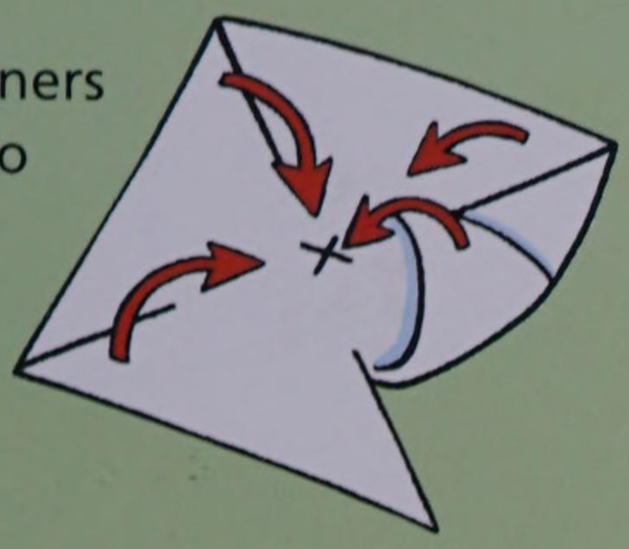


2 Cut a length of cotton about 45 cm long. Tie the ends to the holes in the wings to make a bridle. You can reinforce the holes with sticky tape or with hole reinforcers from a stationery shop.

Windmills

This Windmill is like the ones you can buy at the fair. 'Plant' one in an outside window box and watch its sails whizz round in the breeze.

1 Fold the corners into the centre to make the sail as shown.



2 Pin them in place on the end of a pencil or thin dowel rod.

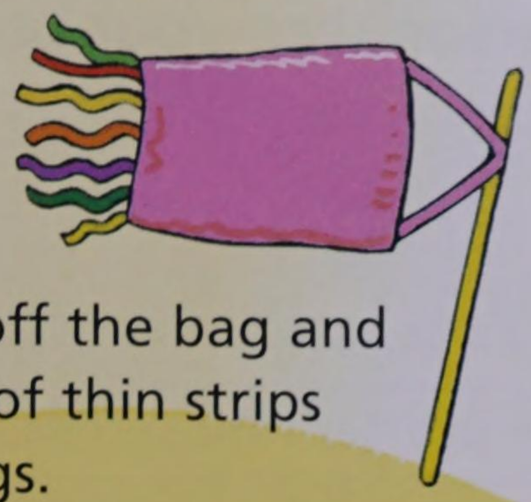
3 Cut a length of cotton 30 cm long. Tie on the tail decorations. Tie the tail to the third hole. The tail helps to hold the kite upright and stops it flapping around.

Use the *101 Clip Art* to decorate your flying machines.

Other things to do

Find out more about flying. If you have a CD encyclopedia, look up these words:

- **aerodynamics • aeroplane**
- **aircraft • airplane • flight**
- **helicopter • kite • windmill**



Make a wind sock from a brightly coloured plastic bag. Cut the end off the bag and tape on a 'fringe' of thin strips cut from other bags.

You could make bigger kites using newspaper or plastic bags, with thin strips of wood or plastic for supports.

Always choose an open space to fly your kite. Never fly kites near overhead wires.

Experiment with the shape of the fliers. Cut out curved wings rather than straight lines, punch out holes and fold up flaps to see how this affects the way they fly.

Try printing out on coloured rather than white paper. (Always check with your parents before you put unusual paper in your printer!)

Software recommendations
- Microsoft Flight Simulator
- Microsoft Publisher
- Microsoft World of Flight

Digital ID

Because computers are very good at lettering you can use them to create all sorts of labels and signs. Personalise your possessions with Digital ID.

You will need

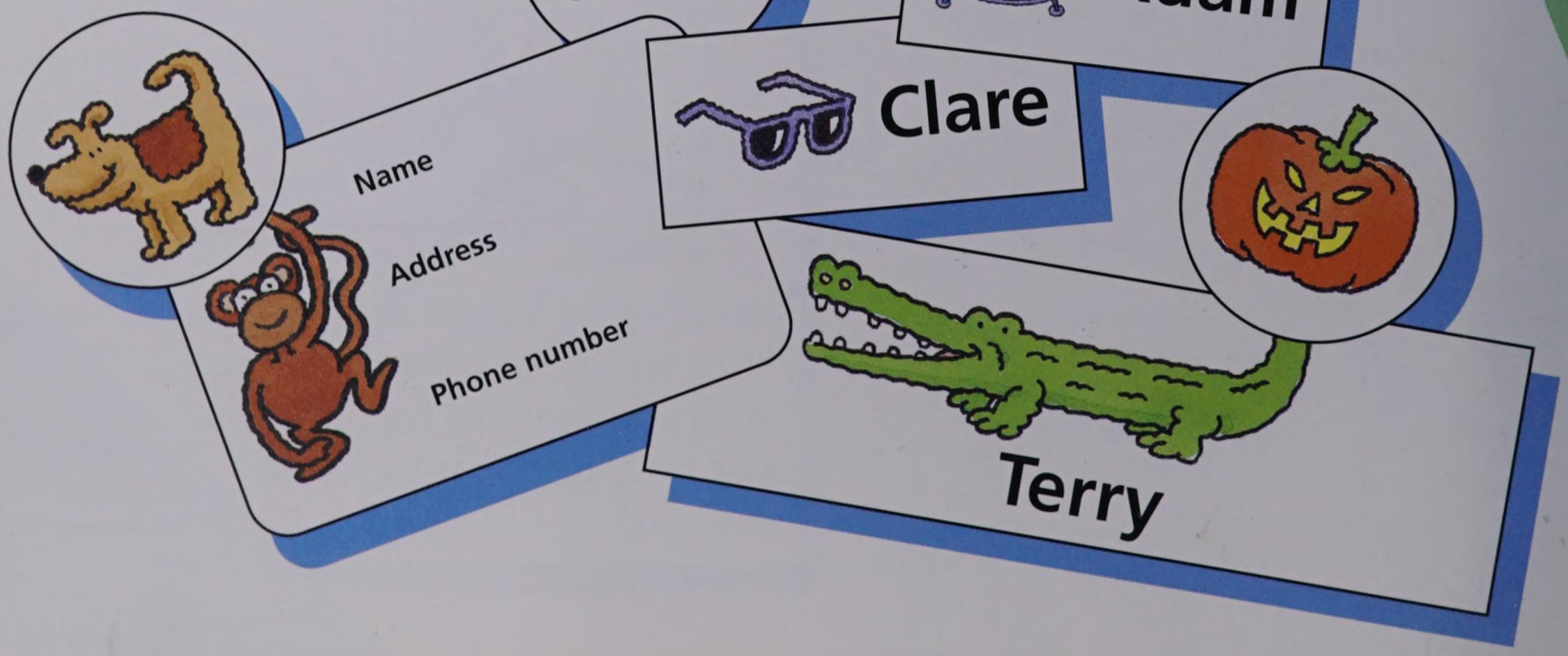
- printer and paper
- scissors • glue stick
- card • sticky back plastic
- paints or coloured pencils
- safety pins and sticky tape (badges)

Why not throw a party to show off your creations?

Open the Files Folder on your hard disk. Double-click on ID and choose the file you want. There are four different templates to choose from...

- badges • bookmarks
- identity cards
- place names

Or you could select the examples included. If you have a colour printer, you can use the colour folder which has full-colour images. Choose the black-and-white folder for picture outlines which you can colour in.





Using the ID templates

The file you select will automatically load up in your paint package.

Use the tools in your paint package to personalise the design. There's information on pages 11 and 12 to help you...

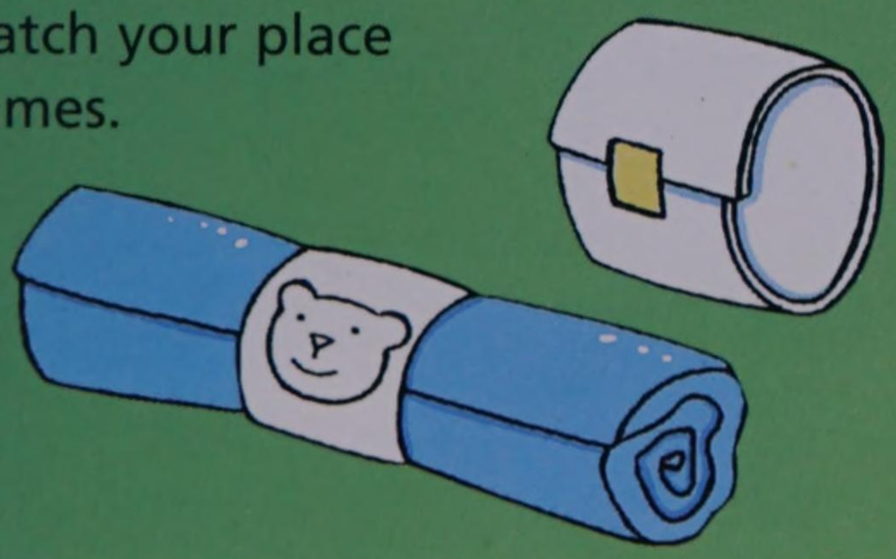
- **use Clip Art or existing pictures**
- **grab any picture from your screen**
- **scan a picture from a magazine**
- **experiment with your paint package**

Once you are happy with your designs, print them out.

To protect them, glue onto card and cover with sticky back plastic before cutting out.

To complete the badges, tape safety pins to the back.

You can tape the ends of a bookmark together to make a napkin ring to match your place names.



Other things to do

Find out more about personalising things. If you have a CD encyclopedia, you could look up:

- **camouflage • graphic arts**
- **illuminated manuscripts**
- **illustration • posters • printing**

Keep cards and magazine clippings that catch your eye. Scan them and create your own gallery of clip art to use.

Design a logo for yourself in your paint package. Use it on all your labels and signs so they co-ordinate.

Use your computer to create camouflage effects to hide things as well as make things stand out. Try disguising your...

- **diary • savings book**
- **Christmas shopping list**

Make ID badges for everyone who visits your bedroom – and insist on inspecting them at the door!

Software recommendations
- ClarisWorks • HyperStudio
- Kid Pix Studio
- Microsoft Publisher
- Printshop Deluxe

Digital playing cards

Use your computer to make your own playing cards. Design a full set with your own kings, queens and jacks, or make simple picture cards for snap and pairs.

You will need

- printer and paper
- scissors
- glue stick • wrapping paper
- sticky back plastic (optional)
- a friend to play your game

Open the Files Folder on your hard disk. Double-click on Cards and choose the file you want. It will automatically load up in your paint package. There are four different styles of blank cards for you to work with, or you can choose ready-to-print examples.

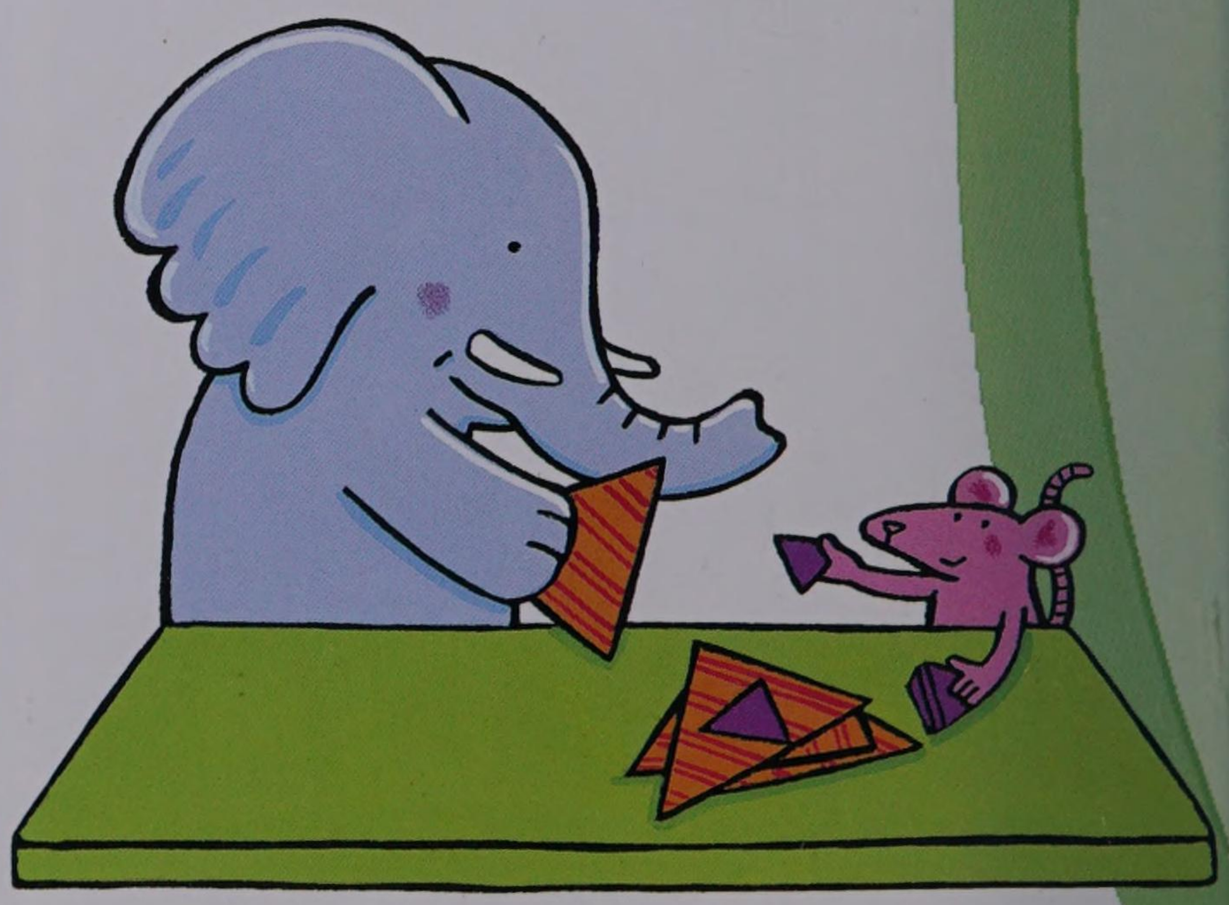
Create your own card designs on the blank cards using the tools in your paint package.

There is information on pages 11 and 12 to help you...

- use Clip Art or an existing picture
- grab any picture from your screen
- scan a picture from a magazine
- experiment with your paint package

When you have designed your cards, print them out. For snap or pairs, print four copies of the same sheet so you'll have enough matching cards to play the game. To make them more like proper playing cards, back your printed sheets with wrapping paper. Designs with a small pattern work best. Use a glue stick so the paper doesn't wrinkle too much.

To protect your cards, it's a good idea to cover them with sticky back plastic. To get the best effect, cover the whole sheet of cards before you cut them out.



You can make cards in different shapes and print them in different sizes.

GAMES TO PLAY
(for two or more players)

Snap!
Shuffle the cards and share them out. (Don't look at the cards!)
Take turns to put one of your cards face up on a pile on the table.
If the two top cards match you must shout "Snap!".
The first to shout wins the pile and puts them under their own cards.
You are out when you use up all your cards.
The last player with cards is the winner.

Pairs (Pelmanism)
Shuffle the cards.
Place them all face down on a table. It's best to lay them out in lines.
The first player turns over two cards.
If the cards match, the player keeps the pair and has another go
If they don't match, the cards must be turned back over and it's the next player's turn.
Carry on until all the pairs are collected.
The winner is the player with the most pairs.

Card marbles
Stand a card up against a wall.
Take turns to flick another card at the first card.
If you knock it over, you win all the cards that have been dropped on the floor.

Other things to do
Find out more about card games. If you have a CD encyclopedia, you could look up these words:

- **cards • children's games**
- **collect • marbles**

Ask your relatives about their favourite card games and use the card templates to design special cards for them.

Check out Happy Families, Pontoon, Sevens, Chase the Ace, Beat Your Neighbour, and Donkey. You could print the rules of each game on a blank card to keep with the rest of the pack.

Use the card templates to make collectable cards. Draw, grab or scan in pictures and add some written information about each image.

- **favourite animals • places to visit**
- **sports teams • pop personalities**
- **film stars**

Why not build a house of cards?

Software recommendations
- HyperStudio • Kid Pix Studio
- Thinkin' Things

Sitting comfortably?

When you are playing with your computer, it's very easy to lose all track of time. Sitting in one position and making the same movements over and over again can put a great deal of strain on your body.

Looking after your hands and wrists

Make sure you are sitting in front of your computer.

Keep your elbows at the same height as the keyboard.

Use a wrist support.

Sit up straight so you are not resting any weight on your hands or wrists.

Looking after your eyes and ears

Do not sit too close to the screen.

Make sure the lighting is not reflecting off the screen.

You should look away from the screen regularly.

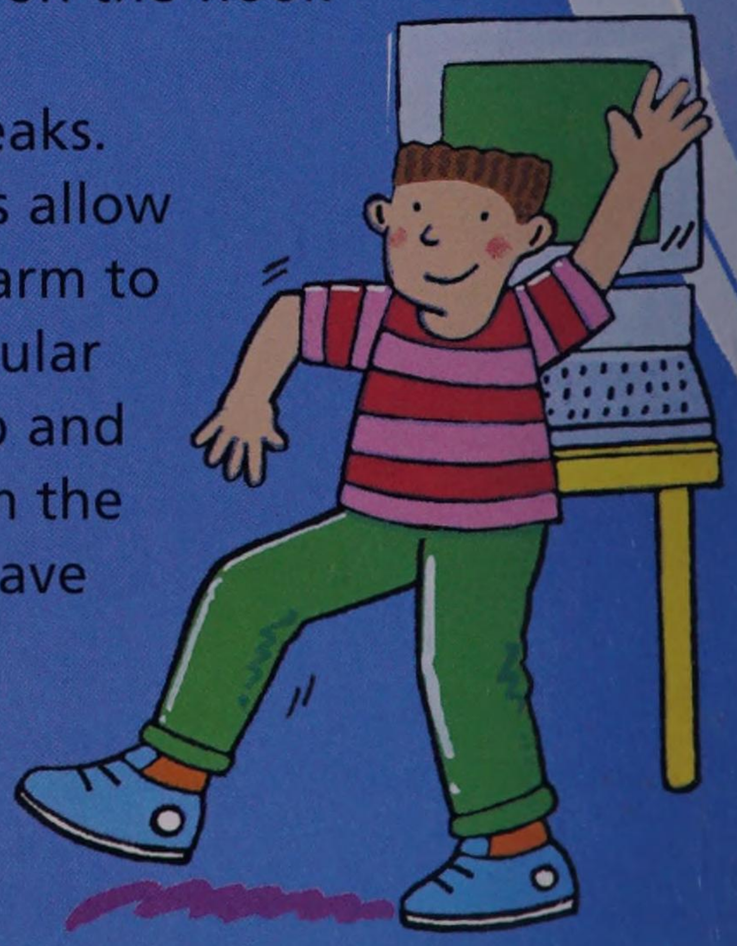
If you are using headphones, don't turn the sound up too loud.

Looking after your back (posture)

Use a chair with height adjustment and make sure you can reach everything without twisting or stretching.

Sit up straight in your chair with your feet resting flat on the floor.

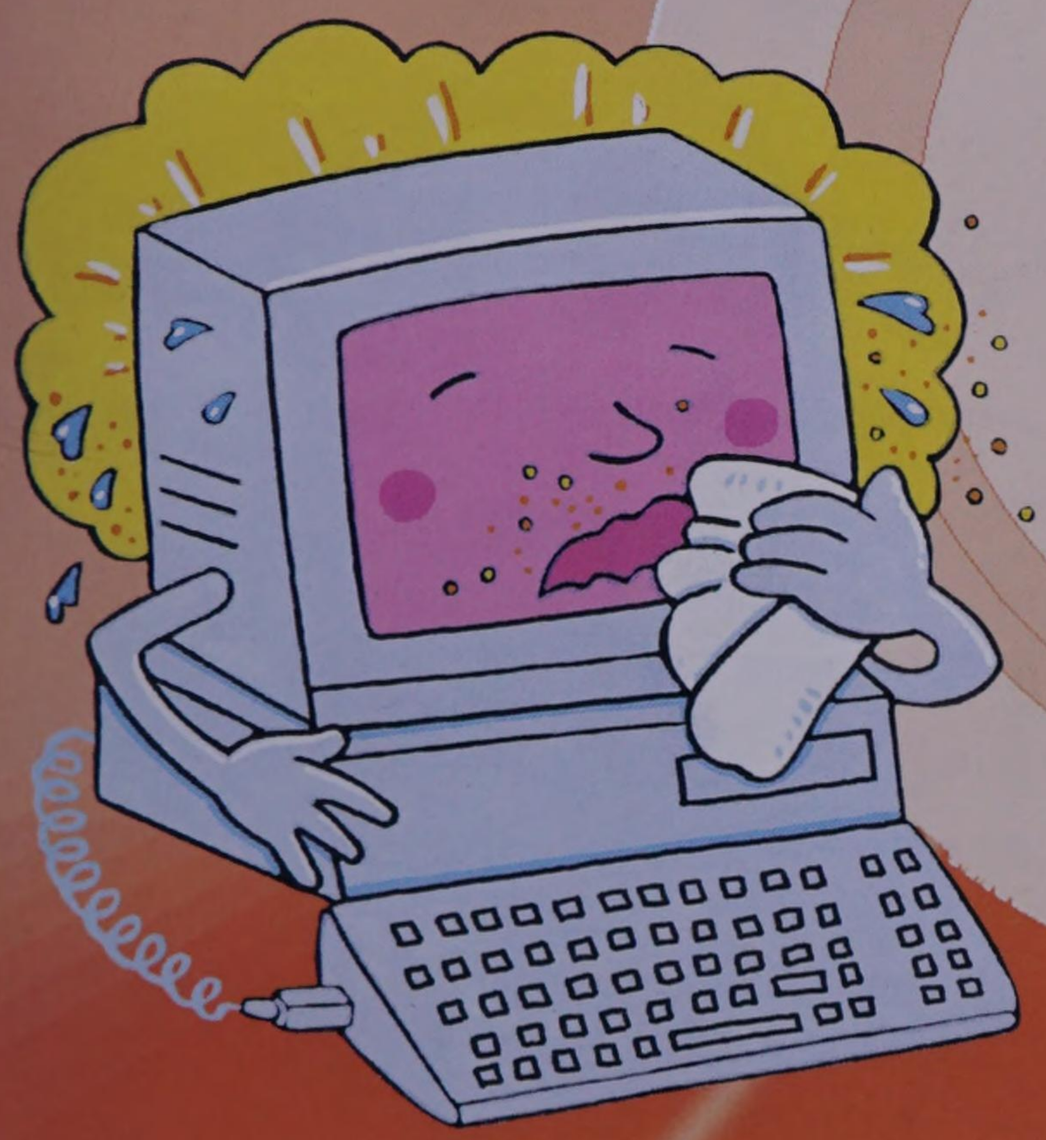
Take regular breaks. Some computers allow you to set an alarm to warn you at regular intervals. Get up and move away from the computer and have a shake down.



It's not just you that needs looking after. Even though computers are quite robust, there are some things you need to do to make sure your PC – and the files you create – work smoothly.

Slips and spills

It's very easy to knock drinks and snacks over. A little slip could seriously damage your keyboard, mouse or disks. Keep all drinks and snacks well away from your computer.



Heat and dust

Computers need to keep cool, so keep them away from very high temperatures. Dust can also be a problem and should be avoided.

Screen burn-out

If you leave the same picture on your screen for a long time it could cause serious damage. Screen savers (see page 9) turn your screen off automatically when it is not being used.

Computer viruses

It is possible for nasty programs called viruses to get into your computer without permission. These programs can upset or even destroy your files. Use anti-virus software (see page 9) to check disks for viruses – and destroy any it finds.

Managing your work

You will soon have lots of your own files, which can easily get lost. Create a folder to store your own work in and make sure you always save your files in it.

Backing up

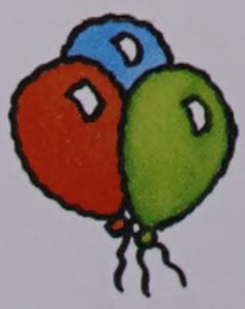
Even though you have saved your work, always make another copy just in case the original gets damaged. Better safe than sorry!

Clip Art


alien 1

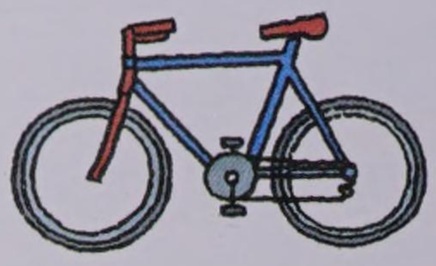

alien 2

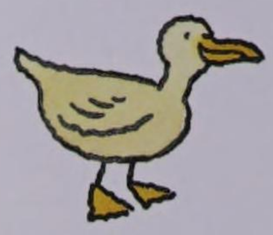

apple

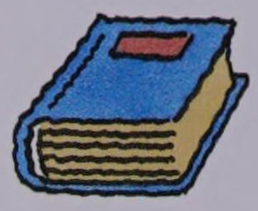

balloon


banana

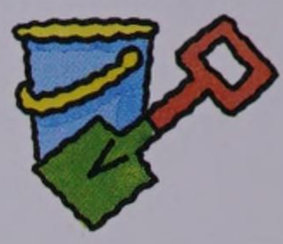

bear


bike


bird

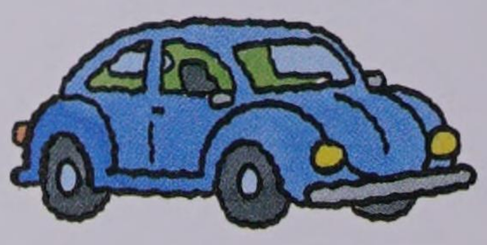

book

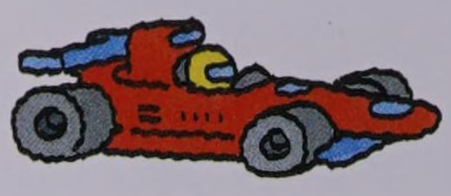

boy


bucket


burger

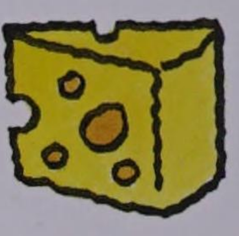

cake

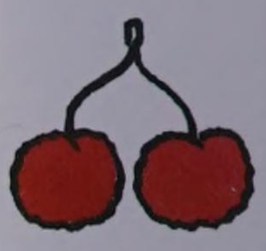

car 1


car 2


cat


cd


cheese

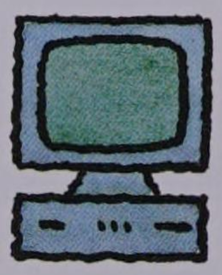

cherries

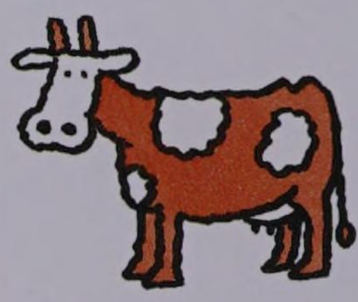

cloud


clown


club

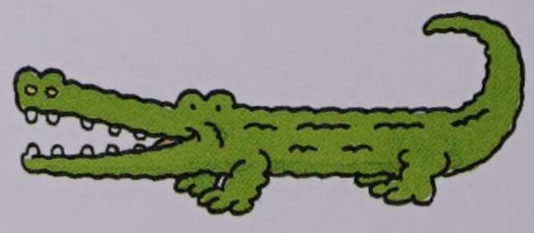

comet


computer


cow


crab

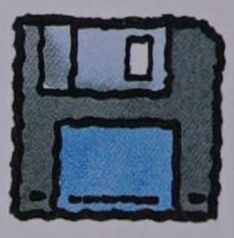

cracker


croc


cross


cutlass


diamond

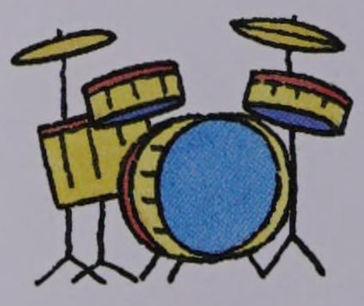

disk


diver

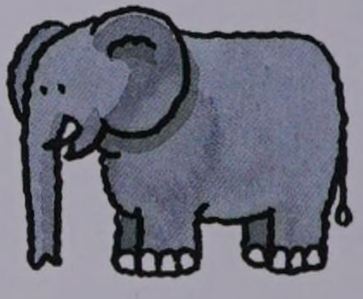

dog


doll


drink

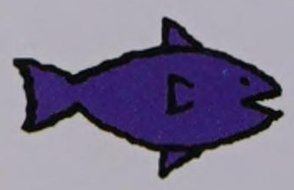

drums


egg


elephant


eyeglass


firework


fish


flag


flash


flower

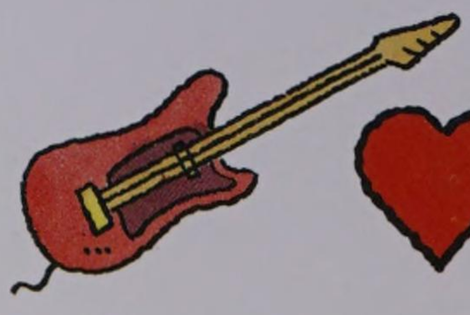

flowers


fries


gift


gifts


girl


guitar


heart 1


heart 2


holly


hotdog


icecream


jewel


keyboard


kite


lemon


map


menorah


monkey


moon


mouse 1


mouse 2


octopus

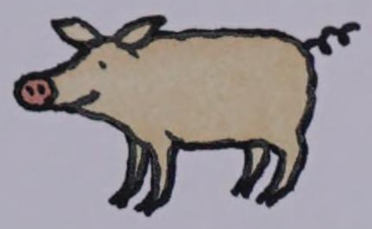

orange


palmtree


parrot


pasta


penguin


pig


pineapple[1]


pirate


pistol

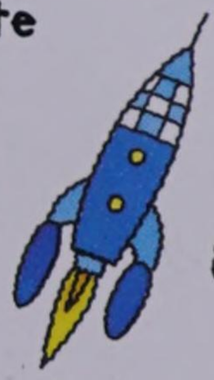

pizza


planet


pumpkin


rain

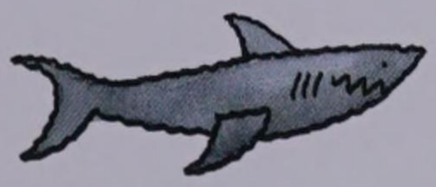

recorder

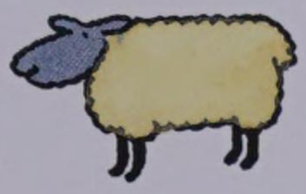

rocket


sandwich

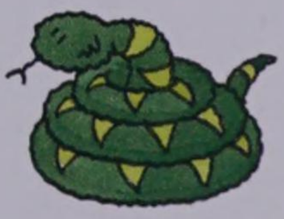

santa


sax


shark


sheep


ship


snake


snowman


spaceman


spade

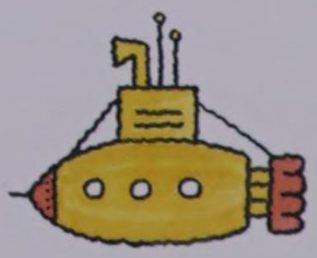

star 1


star 2


stocking

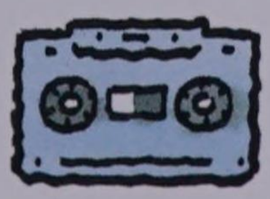

storm


strawberry[2]


sub


sun


sunspecs


tape


target


tarzan


temple


tiger


trainers


treasure


violin


wind

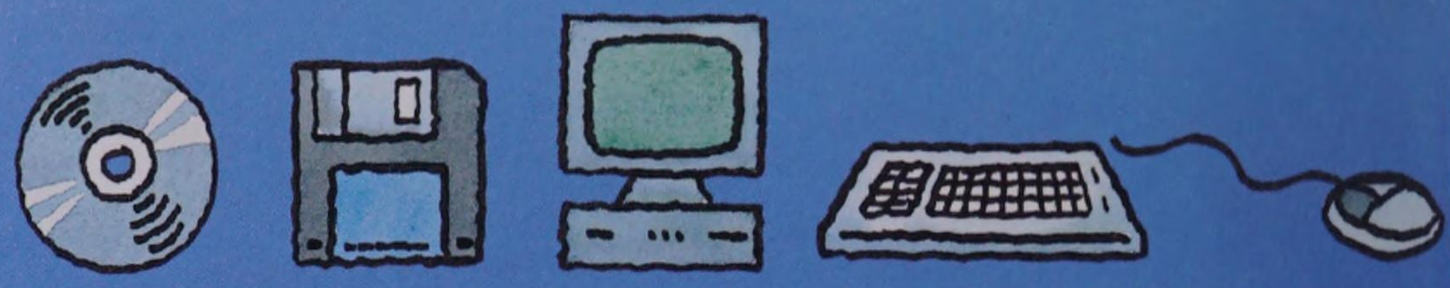

wreck


xmastree


yacht

[1]Mac name only; PC version named 'pineapp'. [2]Mac name only; PC version named 'strawb'.

Glossary



Animation You can use your PC to create moving (animated) pictures like cartoons. Paste these into your work to bring it to life.

Application or Program Software which contains all the instructions your computer needs to do something, such as painting, counting or word-processing.

Back-up Always make another copy of your work in case your original gets damaged. Better safe than sorry!

Bit, Byte, Kilobyte, Megabyte, Gigabyte Units used to measure computer data. A byte is about eight bits (tiny units of information). A kilobyte is one thousand bytes, a megabyte is one million bytes and a gigabyte is one thousand million bytes. Whew!

Bug A mistake in a computer program or system. Whoops! Hope you don't find too many of these!

Browser Special software that you need to explore the Internet. Make sure you have the most up-to-date version.

CD-ROM Compact disk used to store computer data as well as music. You need a special CD drive and software to allow your PC to read CD-ROMs.

Chip Silicon chips are like the brain cells of your computer. The model number tells you how fast they can work.

Click, Double-click Clicking is used to select and control items on screen. Press your mouse button to click. Clicking twice opens the file you have pointed to.

CPU (Central Processing Unit) The bit that does all the calculations that make your PC work. It is inside the box with your hard disk, floppy disk and CD drive.

Cursor The screen pointer that you move around with the mouse and use to select, move and control icons on your desktop.

Cut, Copy and Paste Having selected something from a document, you can cut it or copy it and then paste it down again in the same document or a new one.

Desktop This is the working area on your monitor where you display all your work, just like a desk top in a real office.

Database A piece of software for organising and storing information on your computer. A database makes it easy to find what you want.

Digital camera A special camera with no film. Digital cameras take electronic pictures that you can see on your computer.

DTP (Desk Top Publishing) Combining words and pictures in a single document on your computer. Books, newspapers and magazines are produced using DTP.

Documents These are the files you produce when you use an application or program. Your letters and pictures are all stored as documents on your PC.

Dot-matrix printer These printers use little pins to press against an inky ribbon to print your work on paper. Cheap, but they can be a bit noisy.

Drag If you keep the mouse pressed down when you click on an object on the screen you can move or drag it around your desktop.

E-mail (Electronic mail) When two computers are connected to the Internet, distance is no object. Your computer can send messages electronically down the phone line to a mailbox inside another computer.

File A set of instructions that tells your computer what to do. There are two types of file: applications or documents.

Floppy disk Used to store your work and move it from one computer to another. The 'floppy' part is inside a hard plastic case to keep it safe.

Folder or Directory A space on your disk to hold lots of files. Folders allow you to organise your work. If you open a folder you can see what it contains.

Format or Initialise To prepare a disk with special instructions so that it can work with your type of computer.

Font A set of characters with a particular look or style to use in your word-processor, DTP or paint package.

Hard disk Special storage disk built into your computer that stores all the files, such as applications and system software, that you use most.

Hardware All the bits of solid machinery that make up your computer – the CPU, disk drives, screen, keyboard and mouse.

Icon A little picture that is used to represent a file or folder on your computer desktop. Double-click to open or launch it.

Information superhighway The Internet is still very slow. In the future there will be faster connections between computers letting us use the superhighway.

Inkjet printer Printer that sprays little dots of ink to print your work on paper. Cheap, and can produce colour pictures.

Interface The interface is any part of a computer system that you use to interact with your computer.

Internet A worldwide network of computers connected together by telephone. You need a modem and special software to connect up to it.

Joystick A special pointing device, used in place of the mouse, which allows you to control movement as well as buttons in computer games.

Laser printer This sort of printer uses special powder to make very clear images. More expensive, but produces good quality black-and-white print-outs.

Memory Your computer has two sorts of memory, measured in bytes. RAM memory is for quick reference, and hard disk memory is for storing files away.

Menu A quick way of showing all the choices or tools available in a program. Menus appear when you click on items on the tool bar.

Modem A special piece of hardware used to connect your computer to a telephone line when you want to send e-mail or use the Internet.

Monitor, Display, Screen or VDU The 'television' bit of your computer, that allows you to view all the information stored in your computer.

Mouse or Trackball Pointers with buttons that are used to move the cursor around and allow you to control your computer.

Multimedia Combining different sorts of computer information – such as pictures, text and sound – in a single document.

Network Several computers joined together. They could be in the same building or linked by telephone across the world.

On-line You are on-line when your computer is connected up to the Internet via a modem.

Open Double-clicking opens a file so that you can view it or work on it. You could also choose 'open' from the File menu.

Operating system (PC or Acorn) or System software (Mac) The software your computer uses to wake up, to give you a desktop and to help other software with jobs such as filing and printing documents. The three most popular types are Windows, Mac OS and RISC OS.

Peripheral Any extra bits of hardware that you plug into your computer such as printers, scanners, digital cameras, extra disk drives, etc.

PC (Personal Computer) A PC is any personal computer. But PC is also used to refer to only IBM compatibles that run Microsoft Windows system software.

Pixel A single dot on the screen. Many dots are needed to make up a computer picture. The smaller the dots, the clearer the picture.

Printer see **Dot-matrix printer**, **Inkjet printer** and **Laser printer**.

RAM Special memory that your computer puts the files you are using into. More RAM gives you room to do more things at once.

Resolution Measures the number and size of the pixels that make up your screen or printed image.

Save To store or record some information for future use. Always make more than one copy so you have back-up in case one copy gets damaged.

Scanner Special machine that copies pictures onto your computer to use in your work. Could be a small hand-held or bigger desktop version.

Screen saver Software that protects your screen when you are not working at your computer. It saves you having to keep turning your PC off and on.

Scroll bar The grey strip and arrow boxes on the right and at the bottom of an active window that let you move around a large document.

Software The instructions that tell a computer what to do (rather than the hardware that makes up the computer system).

Sound card Special hardware that allows you to plug speakers and a microphone into your PC to listen to the sound effects on your software.

Spreadsheet A program that divides your document into a series of boxes, to make it easier to work with numbers and calculations.

Virus A nasty program that gets into your computer without permission and upsets – or even destroys – your files.

Window The frame that surrounds an open document. It is called a window because it lets you look in on your work.

WYSIWYG What You See Is What You Get. In other words, what you see on your screen is what will print out on paper.

Word-processor Any software that lets you work with text. More complex word-processors will number your pages or check your spelling.

World Wide Web Network, or web, of information published on pages and accessed through the Internet.

Useful addresses

ORGANISATIONS

National Council for Educational Technology (NCET)
Milburn Hill Road, Science Park, Coventry CV4 7JJ
☎ 01203 416 994
http://www.ncet.org.uk

Scottish Council for Educational Technology (SCET)
74 Victoria Crescent Road, Glasgow G12 9NJ
☎ 0141 337 5000
http://www.scet.org.uk

Parent's Information Network (PIN)
☎ 0181 248 4666

HARDWARE MANUFACTURERS

Apple Computer UK Ltd
Information Service
☎ 0800 127 753
http://www.apple.com

Compaq Computer Ltd
☎ 0181 332 3000
http://www.compaq.com

IBM (UK) Ltd
☎ 01703 265 181
http://www.pc.ibm.com

SOFTWARE SUPPLIERS

TAG Developments Ltd
☎ 01474 357 350
email sales@tagdev.co.uk

SOFTWARE PUBLISHERS

RWP HyperStudio
01474 357 350
http://www.hyperstudio.com

Brøderbund Europe
☎ 01429 520 250
http://www.broderbund.com

Claris UK
☎ 0345 413 060
http://www.claris.com

Microsoft Ltd
☎ 01734 270 002
http://www.microsoft.com/uk

PUBLICATIONS

Computers for the Family
XL Communications Ltd
☎ 0171 490 7997

Parents and Computers Magazine
IDG Media Ltd
☎ 0151 357 275

Age 7+

101 Amazing Things to do with your Computer

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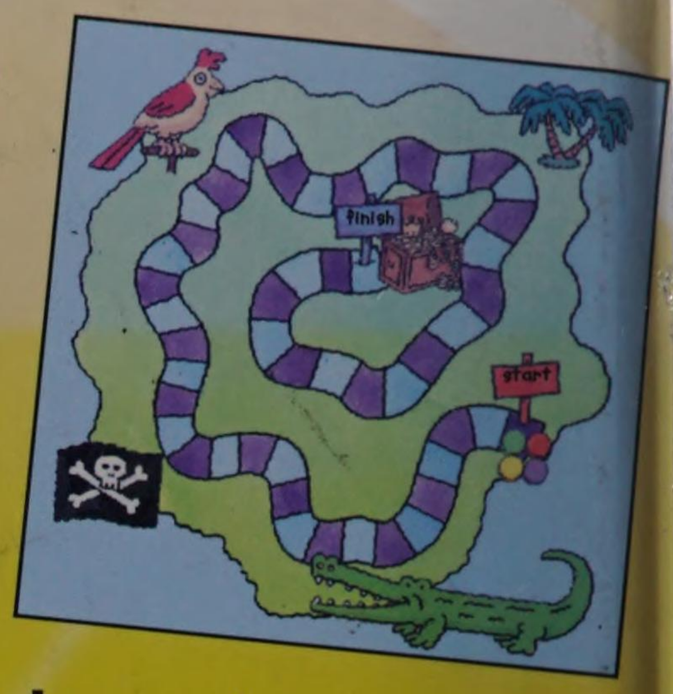

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- grapher • photofit creator
- greetings cards • personal records
- pocket money reckoner

★ **templates to design your own**
- playing cards • flying machines
- badges • ID cards • tape covers
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PLUS

★ **fast Internet links***
★ **top tips and techniques**
★ **nerd-speak glossary**
★ **over 100 pieces of clip art**

★ **instructions for player disks to share your secret codes, games and greetings with your friends**

YES! so long as you have...
- 486SX / 50 Mhz processor or better
- Windows 3.1 or higher
- 640 x 480 monitor with 256-colour SVGA
- CD-ROM drive
- sound card
- speakers or headphones
- 8MB memory (RAM)
- hard disk with 27MB free disk space
- *a modem and Internet account to use the Internet fast links

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YES! so long as you have...
- 040 processor or better
- System 7.1 or above
- 640 x 480 monitor set to 256 colours
- CD-ROM drive
- speakers (usually built in) or headphones
- 8MB memory (RAM)
- hard disk with 21MB free disk space
- *a modem and Internet account to use the Internet fast links