

## Using the Integrated Technology Curriculum How to Download Files

Just what is downloading? Simply put, it's transferring files from another computer somewhere on the Internet onto your computer. You can download many types of files, from text to computer programs. In order to use a file after downloading, you need to have compatible software—software that can open and use the file.

### Downloading Files Using a Web Browser

Most links you follow on Web pages zap you to other Web pages or zip you from one place on a Web page to another place on the same page. Sometimes though, you'll find a link that says something like, "Click to Download." You've found a download link. It's connected to a file that, when accessed, will download, or transfer, to your computer. ***All you have to do is click on the link.***

Depending on your browser and how you have it set, you will see one of the following:

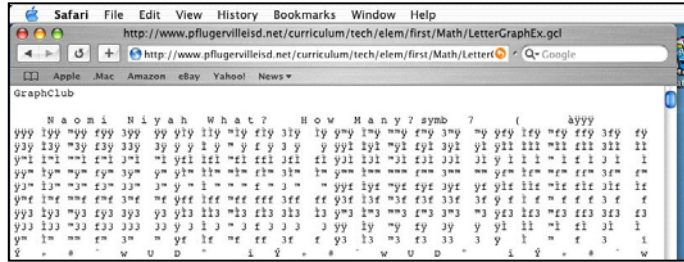
- A window may pop up asking if you want to **Save** or **Open in this location**.
  - *Save* will prompt you to choose a location for saving the document (Probably your server folder). Then, go to the location and open the document. Use this option if you are placing a document, such as a template, in the Assignment folder for student access.
  - *Open in this location* will allow you to view the document in the browser window.
    - After making this choice, you can always go to **Save** in the File menu.
    - Use the back button in your browser to return to the web page because no application was opened.
- The file may automatically download, saving in a folder that is chosen through the Browser settings.
- The file may automatically open in the browser window.  
*Remember you can save the document from this window.*

### Macintosh Users

You will have the best results using the web browser Safari on a Macintosh running Mac OS X.

- Clicking once on any of the lessons, examples or templates should bring up the .pdf files in the window. You can then print or save them in your server file.

- **IF YOU GET GOBBLY-GOOK:**



1. Click the back button on the browser window.
2. Click and hold on the **E**, or other "letter," while holding down the control button on the keyboard at the same time. A window will pop up.
3. Choose "Download linked file As" or "Save linked file As." A Save window will appear.
4. Choose your server file or the desktop as the location for saving.
5. Click on Save.
6. Open the file from the saved location.

**There are two types of files you will download from the Technology pages: unaltered and PDF (Portable Document Format).**

1. An unaltered file is one that was created by a program and put directly on the server in its original form. It could be almost any kind of file, such as word processing, drawing, spreadsheet, or an image file.
2. PDF files are basically scans or pictures of files created with the program Adobe Acrobat. PDF files can be read by PC or Mac computers. To read a downloaded PDF file, your computer needs a program such as Adobe Acrobat Reader. Acrobat Reader is often included in the stock software that comes on or with computers. There is a link on our web page to help you download Adobe Acrobat Reader if you need it.

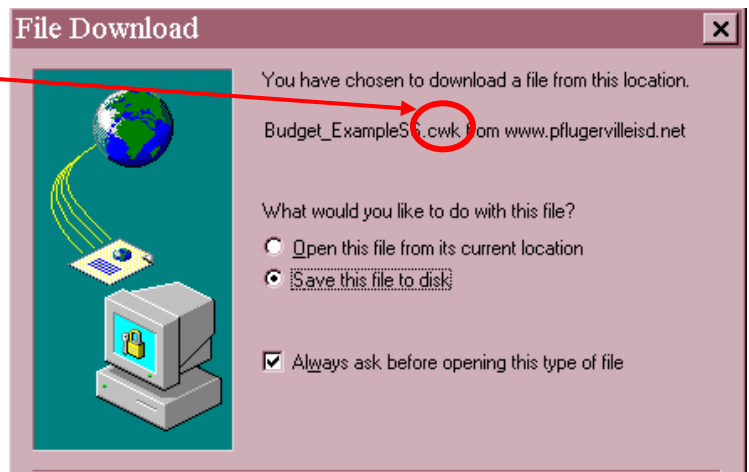
**Middle School Technology Integrated Curriculum Language Arts**

All links are PDF files. They should open right in the web browser window. You can view the document and print.

**Math**

- Lesson Plan – PDF
- Student Worksheet – PDF, Excel, ClarisWorks
- Student Instructions - PDF
- Spreadsheet Template – Excel, ClarisWorks
- Example Spreadsheet – Excel, ClarisWorks
- TEKS – PDF

**Special Note:** When downloading ClarisWorks files, you must save the file. These files will not open in the Browser window. After saving the file, go to the server folder and open it.



## Science

Teacher Overview - PDF  
Student Sheet - PDF  
Student Planning Sheet - PDF  
Templates - PDF  
Sample Presentation - PowerPoint  
Database – ClarisWorks

*Remember ClarisWorks files must be saved. They will not open in the browser window.*

## Social Studies

Lesson Plan - PDF  
Assignment Sheet - PDF  
Database - ClarisWorks  
Presentation - PowerPoint  
Matrix - PDF

*Remember ClarisWorks files must be saved. They will not open in the browser window.*

## More Information On Downloading Files

For more information on downloading files, check out the sites listed below.

### [Downloading](#)

<http://www.earthlink.com/internet/faq/downloading.html>

Earthlink's Help site has a list of FAQs on downloading.

### [Get Adobe Acrobat Reader](#)

<http://www.adobe.com/products/acrobat/readstep.html>

Follow the steps provided to download Adobe Acrobat Reader. Now you will be able to view and print PDF files!

### [Learn the Net](#)

<http://www.learnthenet.com/english/index.html>

Welcome to Learn the Net, a Web site dedicated to helping you find out how the Internet works! Try out The Web at a Glance, a 20-minute tutorial on the World Wide Web.