Downloading, Saving, and Importing Activities and Other Resources From Annie's Resource Attic

This guide will first discuss general concerns, such as downloading,browser settings,operating system, and working with zip files. Following that are tips on importing and using resources and on importing and installing activities into specific applications. Included are notes on how to get viewers for My Own Bookshelf and PowerPoint, and free 30 day trials of various applications.
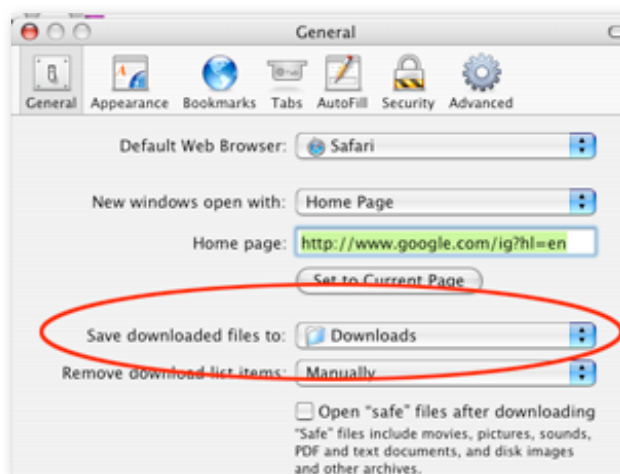
Downloading

In general, clicking the download link for a resource begins the download process. Note that this is **not** the same as opening something in your browser, which could happen without the file actually being saved. Clicking one of the Annie's Resource Attic download links sends the file to your computer and gives you a chance to save it. Where it goes and what happens to it at that point depends on the settings you have in your web browser, your operating system, and, in the case of .zip files, what applications you have to expand the file.

> **Important**: Be sure to make a note of the exact file name for the download. That way if you aren't sure where it went, you can search for it by name wherever it was saved.

Let's go through the ways these three factors might affect your downloaded file.

Browser Settings

Typically your web browser (Internet Explorer, Firefox, and Safari for Mac to name a few) gives you the option to designate a location for downloaded files to be saved. On a Mac, look for **Preferences** in the application's menu, and you'll find **Downloads** under **General** settings. **Internet Explorer** calls these **Internet Options**. There you can find out where downloaded files are saved, and even designate a different folder . The default for

Windows often is the **My Documents** folder, for example, but you might want to have downloaded files go to the desktop, or to some other folder you have created. Here I've created a new folder called Downloads for my files.

Operating System
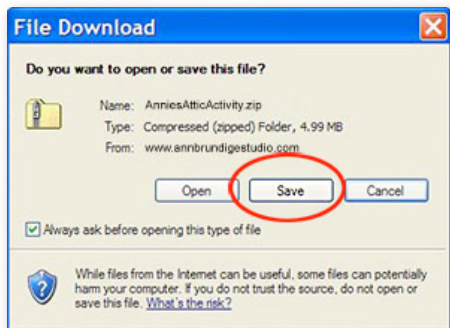
Depending on your operating system, you may get a dialog asking you what to do with the file. **Choose an option that lets you save the file rather than open it**. In the case of .zip files, you'll also need to expand the file before using it. For activities, you will need to follow the specific import instructions for the application in which that activity runs. For resources like sets of photos, probably you'll want to move the file(s) to a collection of resources for later use. The main point is to save the file when it is downloaded, rather than trying to open it right away. Be sure to note where the zip file is saved.

Working With Zip Files
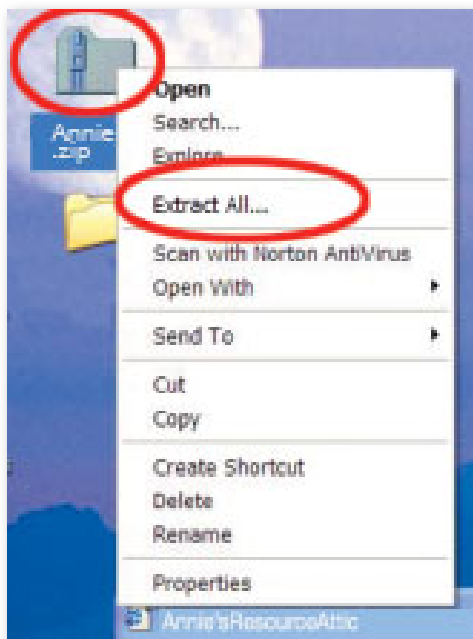
Most activities, and also sets of photos, movies, etc., come to you as (compressed) .zip files. Before actually using the files, you will need to decompress the files. **Exception:** Classroom Suite can import .zip files of activities (not photos, etc) directly.

Some web browsers may be set up to automatically run a decompression utility, like Stuffit Expander (which is supplied with Mac or can be downloaded for free), and decompress as soon as the file downloads. If not, you will need to run such a utility manually. For Windows XP, there is a built-in file expander, but you might alternately choose another application, like WinZip. Whatever utility you use, once the file is expanded, it's ready to import.

> **Important**: Be sure to import activities and open photos and movies from inside the application needed to use them. If you just double-click a file from the desktop, it may not launch its application at all, or it may not launch the application in which you want to use it.

Importing and Using Downloaded Resources

Clip Art, Photos, Movies, Sounds

These resources, once decompressed, can be used in multiple applications. It's a good idea to store them in a folder or set of folders set aside for these building materials. You might store the graphics in the **My Pictures** folder on a Windows machine, for example. Eventually these might take up a large space on your hard drive. You could then move them to a secondary drive, or burn resource CDs with sets of materials to use in your classes. **Please identify these resources as coming from Annie's Resource Attic, along with the web address and copyright.**

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PDF Files
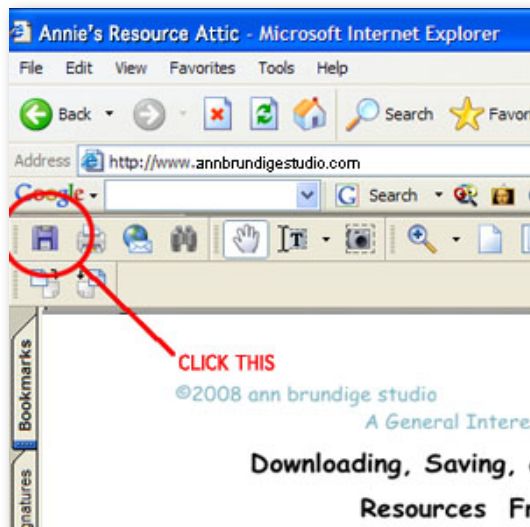
Many of the tips come to you as PDF files, which open with **Adobe Reader**. This is a free download from the Adobe web site, and you might find that you need to update this application to use some of the tips. There is a PDF version for many of the activities as well, and some extra resources relating to activities, such as matching cards, are in PDF format. You can use these on the computer, or print them out.

Be sure you save the PDF file, rather than just open it in your browser. Many browsers have a plug-in for PDF documents, and when you click the download link the file opens within the browser window. But this doesn't necessarily mean that the PDF file has been saved on your computer. For example, here is a PDF open in Internet Explorer. To actually save it to disk AS A PDF, you would need to click the floppy disk icon. Be sure to check that your PDF file is really saved!

Note that you cannot edit or change these with Adobe Reader. You would need the full version of Adobe Acrobat to edit them. The originals were constructed either in Pages or Microsoft Word on Mac. If you want to change up a PDF activity or tip, contact me and I can send you those original files.

> **Idea**: There is a way to have PDF files show up in the Classroom Suite interface. Notice that there are some tutorials that ship with Suite. You can open them from within Suite, provided you have Acrobat on your computer. Do a search for one of the tutorials to see where in your installation you can put PDF files. It will be somewhere in the **Templates** folder in the **IntelliTools/Classroom Suite** installation. Essentially, once you have imported the activities, you can copy a PDF file to the same folder and you will be able to open it from inside Suite.

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IntelliTools Activities, Tips, and Animations
You don't need to decompress zipped IntelliTools activities, because Classroom Suite can import them as is. There are three basic types of zipped activity files to download from this site: finished activities ready for students to use, activities that serve to illustrate techniques, and "activities" that are really just containers for useful buttons such as frame animations that you can use to build your own projects.   The only difference in handling these is where you decide to store them in your installation of Classroom Suite.

Run **Classroom Suite** and **IMPORT** the zipped activities into it from the **Navigation Screen**. Double-clicking on a file to open it is not recommended, as you will not be installing any attached files, such as movies, and this method in general does not always launch the correct application.

Typically, you should be in the **Activities** area to import finished activities that you will be assigning to students. You could create a folder there, open it, and import a set of activities, just to keep things organized. For example, you might make a new folder called Annie's Attic in the **Activities** section of Suite. Then you could open that folder before you click **Import**, and the files will go into the folder. That way, all the Annie's Attic stuff will be easy to find. Once you click **Import**, navigate to the zip file you downloaded, choose it, and Suite will do the rest.

For tips and resource storage activities, you can import into your own **My Work** area, if that is where you usually go to experiment. Or you can import them into the **Activities** section, whichever you prefer.

You can download and try a 30 day trial version of Classroom Suite from http://www.intellitools.com/classroom_suite/download.aspx

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Clicker 5 and Cloze Pro Activities
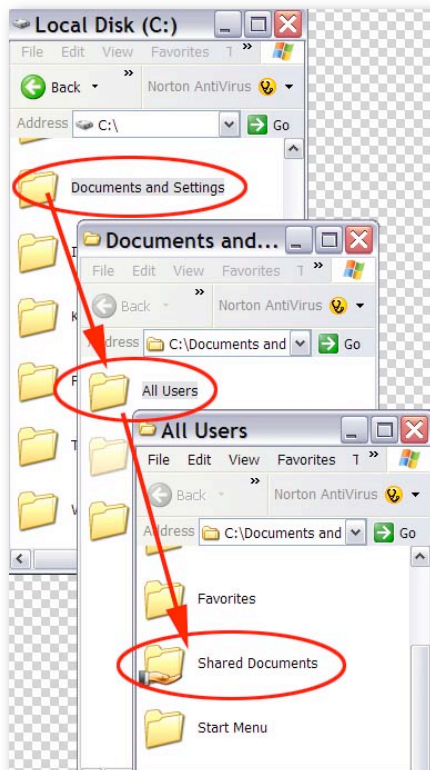
When your students run Clicker 5 or Cloze Pro, they see the files and folders in the Clicker shared files or Cloze Pro shared files respectively. So for downloaded Clicker 5 or Cloze Pro activity sets, you need to decompress the file and then **move or copy the ENTIRE activity folder into the shared file area for that application.** It is VITAL that you do this rather than moving individual files. That would break links. For detailed instructions, download a PDF from the Integrated Study Units For Clicker 5 post on the Attic web site.

The procedure is as follows: First, find the decompressed activity folder, right click it, and choose **Copy**. Next, go to the shared Clicker files or shared Cloze pro files folder and paste the activity folder. Here's how to find the shared files:

The full path to the Clicker 5 shared files is:
C:\Documents and Settings\All Users\Shared Documents\Clicker 5

The full path to the *Cloze Pro* shared files is:

C:\Documents and Settings\All Users\Shared Documents\Cloze Pro

Go to **My Compute**r, double-click to open the directory of the *C* drive (your main hard drive), open **Documents and Settings folder,** Open **All Users** folder. Open **Clicker 5** folder or **Cloze Pro** Folder. Paste the activity folder into the Clicker 5 folder, or, for a Cloze Pro activity, into the Cloze Pro folder.   When a student opens the application, the new activity set will be listed, ready to click open.

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My Own Bookshelf and Test Me Score Me
When you decompress activity sets for these applications, you will have a folder that contains both the book (or test in the case of TMSM) and the media used (movies, sounds, pictures).   Do NOT try to move these files manually. Run the application, and click the **Publish** button from the main menu. Follow the instructions to import the activity.   This will place the main file and its linked media into the correct places, preserving all links. Remember that once imported, you must add the book or test to a bookshelf or file cabinet, in order to use it.

Trials and Viewers
These and all the other *SoftTouch* products are now part of Abelnet, Inc. You can download a 30 day trial of My Own Bookshelf from http://support.softtouch.com/ default.aspx, the SoftTouch support page. I did not see a trial offer for Test Me Score Me.

When you create a book and export it, demo bookreaders for Mac classic, Mac OSX, and Windows are also exported. These run a book as a slideshow, not as an interactive book with students turning pages. It's a way to share books, though, and does play the movies, so it's an option if you don't have My Own Bookshelf. Including these in activities makes the file too big; therefore, I've posted these on the Annie's Resource Attic Site. You can download the Mac OSX Bookreader here. For the Classic bookreader, Mac 9.xx, click here. Get the Windows Bookreader here. There isn't a Reader for Test Me Score Me.

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PowerPoint and PowerPoint Packages
Once you have the zip files decompressed, copy the entire folder to wherever you will store it. Do not move individual file, or links to movies may be lost.   The Powerpoint Package format may work better for the latest PowerPoint. PowerPoint earlier than 2003 may not show the movies. Open your version of PowerPoint, and open the activity file from within the application.

Note that I am experimenting with PowerPoint, and don't guarantee that you'll be able to see all the movies. Feedback here is welcome!

Trials and Viewer

If you do not have PowerPoint, download the PowerPoint Viewer2007, which should run the activities you download from Annie's Resource Attic. The URL is (brace yourself!):

http://www.microsoft.com/downloads/details.aspx?
displaylang=en&FamilyID=048dc840-14e1-467d-8dca-19d2a8fd7485

This runs in Windows XP and Vista, and says it will open and run PowerPoint 97 or later presentations. It does not run PowerPoint on Mac. I haven't tried it myself. You can also download a 60 day trial of Office from the Microsoft® web site.