

# e MEDIA

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DIET, Mysore

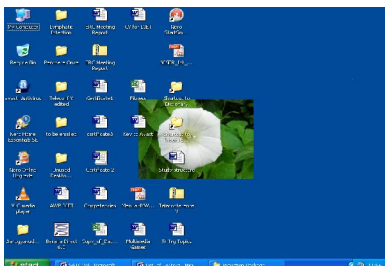
The use of electronic media for communication has become a part of our everyday life. Every file can be maintained in this medium meticulously. It is quick, storing and retrieval is easy and above all can be made available anywhere in the world simultaneously. Why have we called this chapter e-media and not computers? The word computers would have limited the scope of this chapter. Our concern is communication in the department. Whatever is useful in communication is of interest to us. The word computer refers to just one gadget. But e-media refers to all the gadgets used along with the computers, internet and any other electronic source. Perhaps a day may come when we have better equipments than the present computers. The mobile phones are already in such a race. Hence the all inclusive title e-media.

The use of e-media presupposes two qualifications in its users.

1. e enthusiasm
2. e literacy

Which one is more important out of the two mentioned above? Perhaps an enthusiast will end up being e literate. Perhaps one who becomes an e literate develops enthusiasm. These two will be automatically realized when proper opportunities are created for the use of e media. *Unconditional availability of the e media is a prerequisite for helping people develop the above two qualifications.* Then there is the purpose. Only those who know the possibilities of e media can appreciate its use and make use of it for a variety of purposes. Purposes get created when the above two criteria are fulfilled. Sometimes, a strict initiative from the department can also create a purpose. This chapter assumes that you are an interested learner and know to work on the key board of a computer. Our question is how e media can be useful in academics and administration of the department of education.

A computer can be compared to a shelf with different cabins. In an office, files relating to different issues are maintained separately in the different cabins of the shelf. Similarly, in a computer, we can create folders for different subjects and each folder can contain files which are nothing but all the letters or other information relating to the main subject. The file name can be given along with date or some number. When you open a computer you will see a picture as shown below.



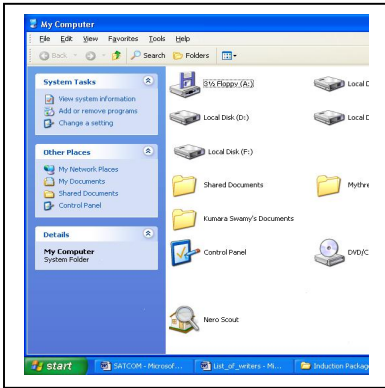
The small symbols with names that you see on the screen are called icons. Now double click the icon with the computer picture. This will open different drives available. Drives are large divisions within a computer. Drives contain folders/files, folders contain files. Folders can also contain sub folders. When you double click the icon named 'My Computer' the following screen will appear.

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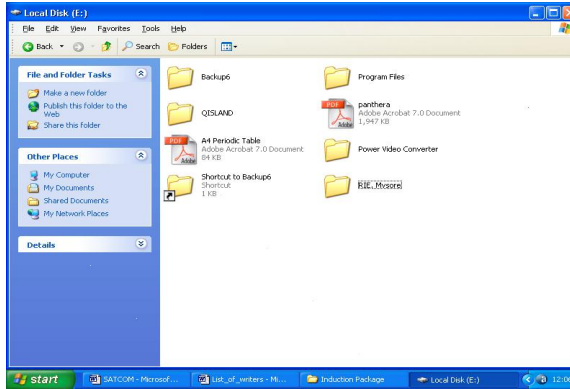
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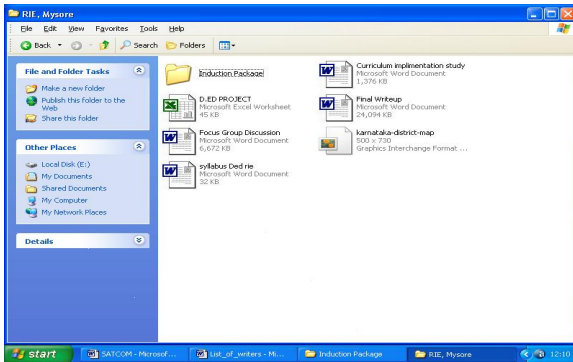
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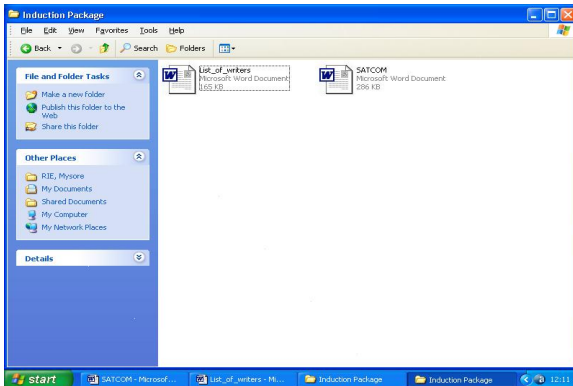
This screen shows four drives(C:, D:, E:, F:, on the hard disc, one floppy drive and one CD ROM drive. You can click any of the drives which will show you all the folders available in that drive. For example, we click drive E:. You will see the following screen.



The last folder in this screen is 'RIE Mysore'. We will now click on this folder. This will show you the files and subfolders there. You can click on any of the files or folders on this screen to find out what this folder contains.

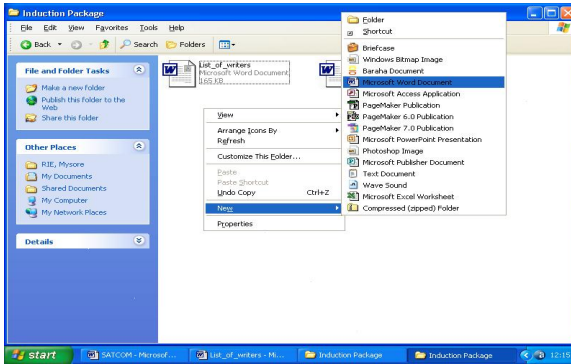


'RIE Mysore' folder contains one sub folder titled 'Induction Package' and six files. Now we will open 'Induction Package' and see how many files are there.

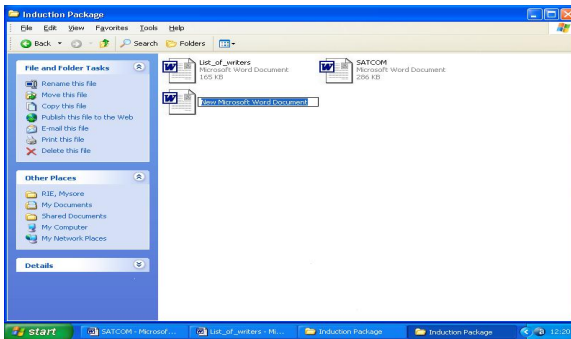


This folder contains just two files. One of them is the one I am currently working on. Look at the page above. How well organised the files are. There is no chance of mixing up at all. You can open a file and when you close it, it will automatically store itself in the same place.

How do we create a file?

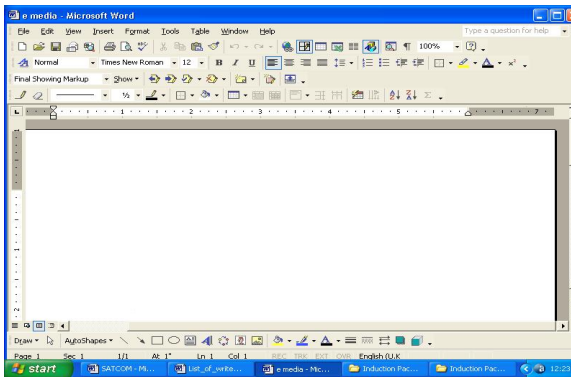


Click the right button of the mouse on the screen. A drop down menu will appear. Out of the many options given click 'New' and it will open another list. In this list you need to create a WORD file. So move the mouse pointer to the option and click it. If you want you can also open some other type of file.



A WORD file is opened. Whatever is in dark is ready to take a name you give. Just type the name you want. The dark patch will give room for your name. Otherwise you will have to right click and choose rename. I would like to call that file e media. Now let us open e media.

## Writing letters and saving letters and printing



Now you can start typing anything you like. Study the menu given above. See options they give you. Click each option and see what happens. You need to experiment with this page and the options it gives. Move the mouse button to each icon, a small drop down screen will show you what it is. Are you now ready to write a letter?

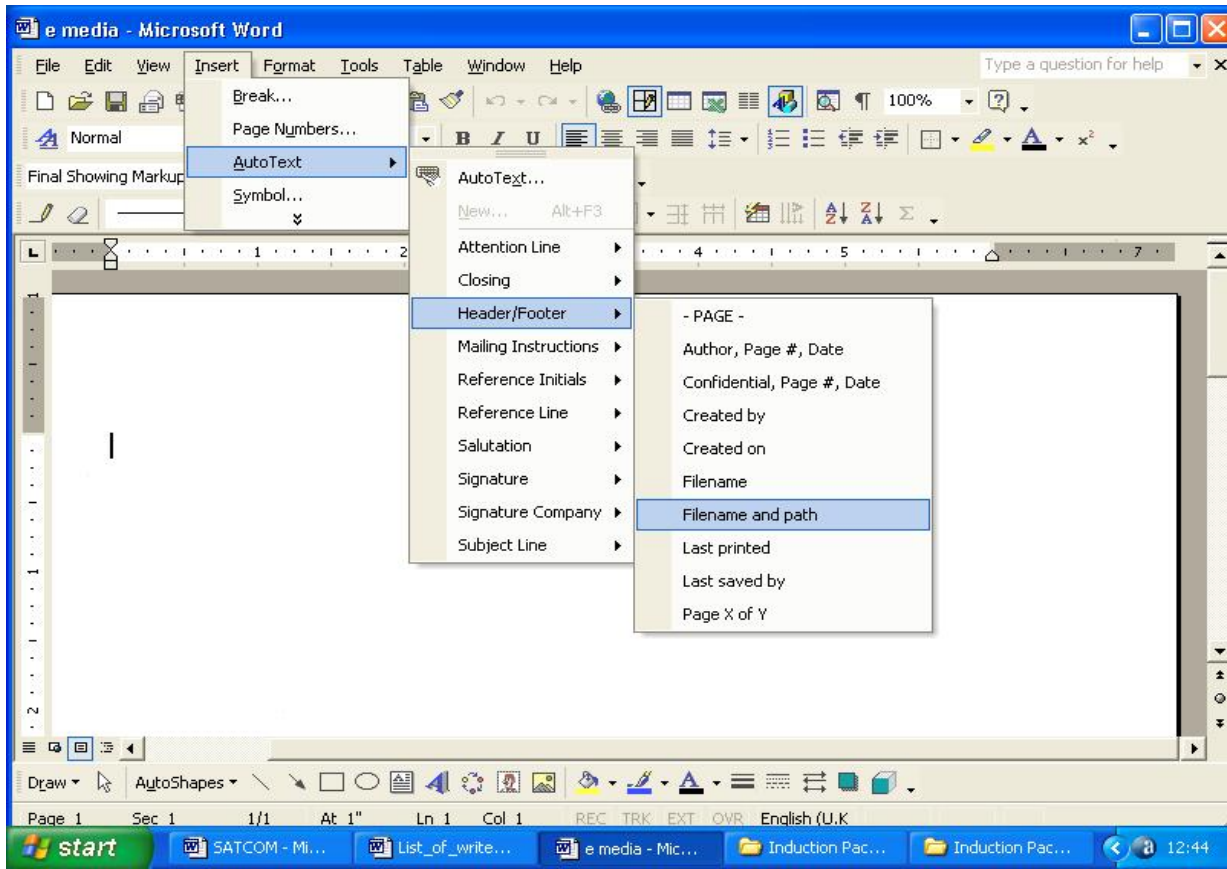
You have seen one way of creating a file. Is there any other way of creating a file and saving it where we want. Yes. But now you will have to find out how. You can check with your computer savvy friends and learn it. I would like to show you how you can insert the file address right at the bottom of the page that you are typing. Look at the word 'insert' used in the previous sentence. You need to 'insert' the address. Is there any option in the menu given on the screen shown above? Look at the fourth option. Click it. A drop down menu will open. What is it that you want to do there? You want to insert the address of the page in that computer. Which option might be suitable? You want the computer to do it automatically. So it could be Auto Text. Under auto text there could be more options. You want the address either at the head of the page or at the foot of the page. What is the option? Let us see the on screen position now.

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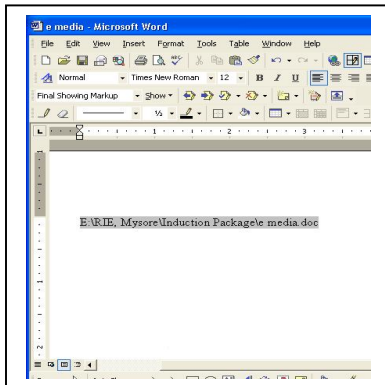
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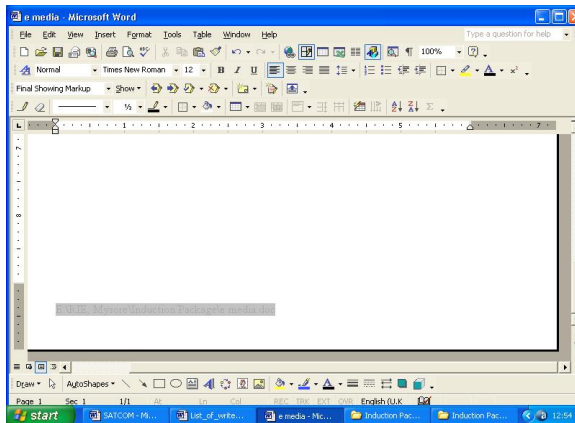
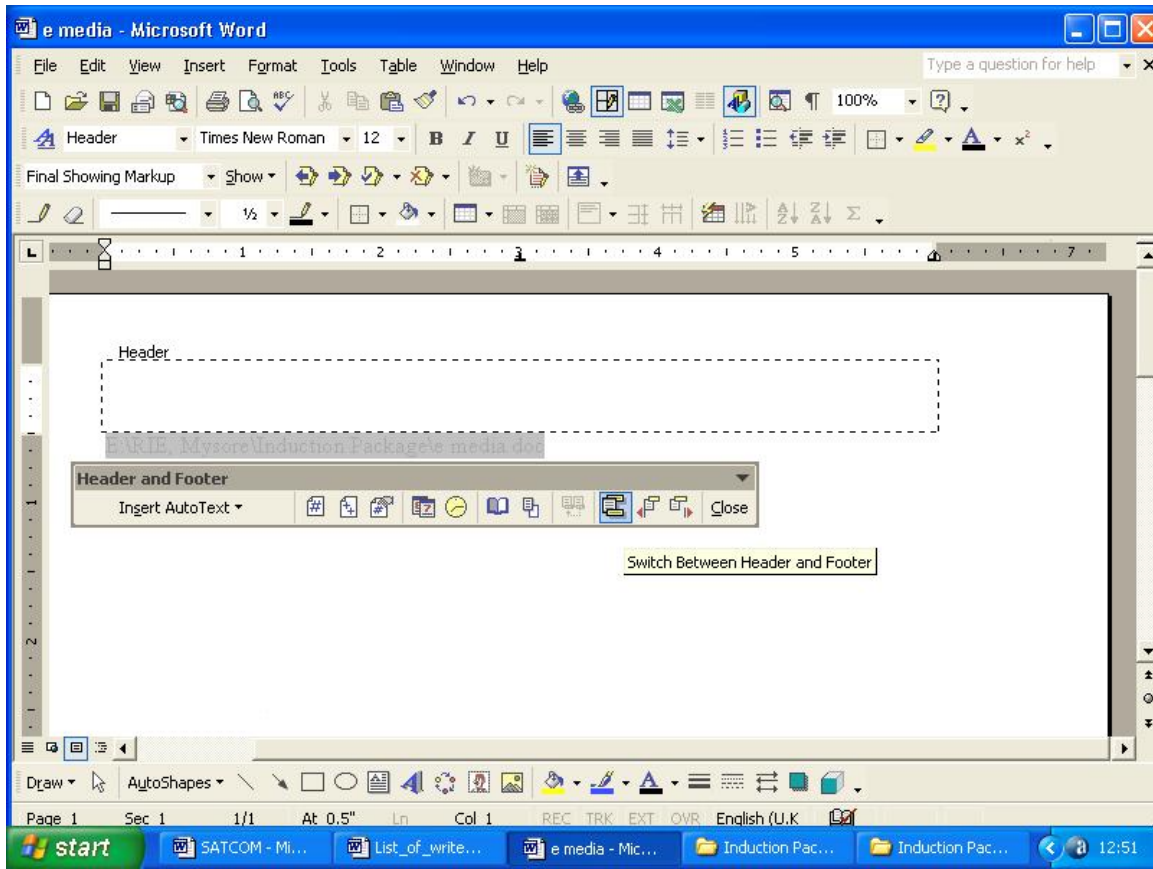


Click file name and path. What happens?



Oh! It has printed the address at the top of the page. I do not want it there. I want to view it at the bottom of the page. Look at the word 'view' in the previous sentence. Perhaps we should go to the option 'view' in the main menu. There could be a way of bringing the header and footer to the bottom. Let us see. Click 'View' and then 'Header and Footer' option.

Study the screen below carefully. One icon in the small menu bar is highlighted. It says 'stitch between header and footer'. That is it. Click it. The address bar will be the footer.



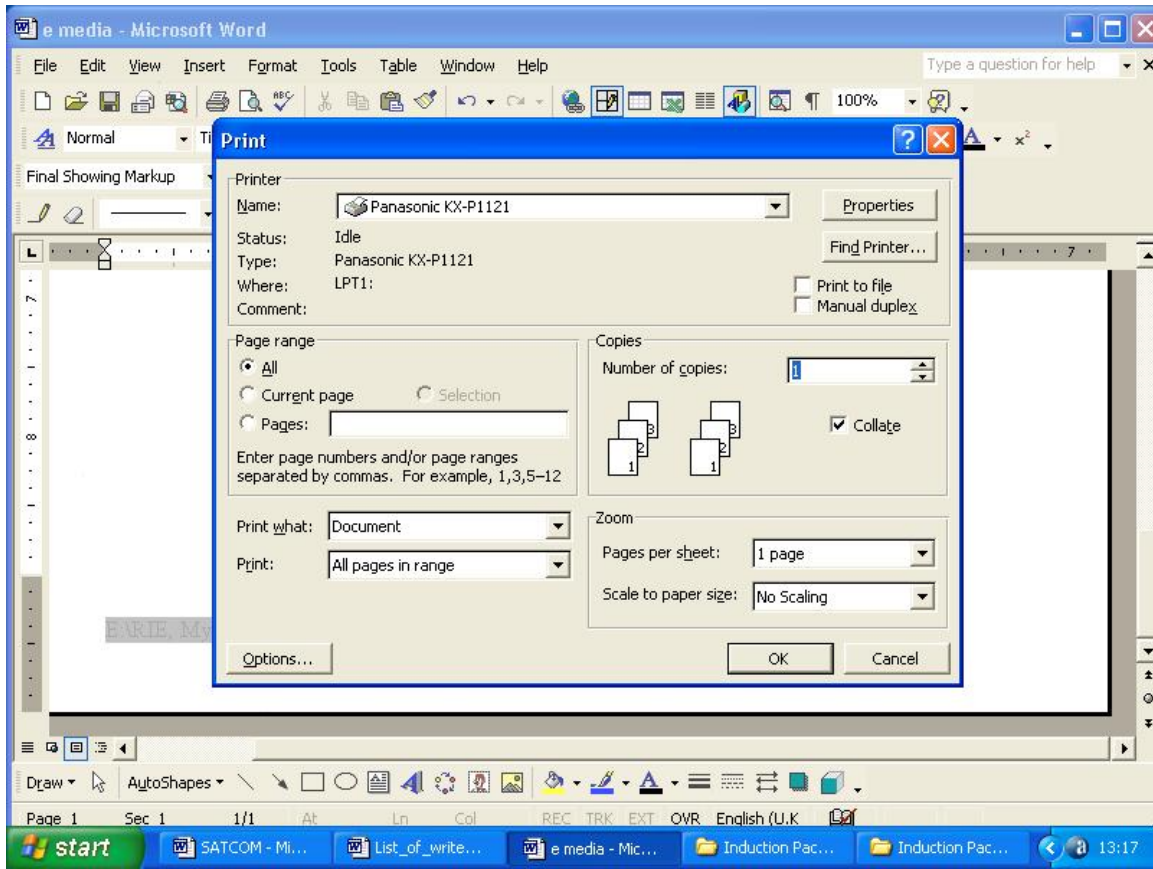
It is possible that the address line will appear both at the top and the bottom. You can remove the one that you do not want by selecting it and pressing the delete button. Now you need to save the file. 'File' is the word. Go to 'file' in the main menu. You will get 'file' in the main menu. You will get 'Save' options. Click 'Save'. OK. Now close the file. You can find out how to close using the same logic as I have shown above.

Inserting the address in each of the file that you create would be a good practice. Many a time we forget where the file is located. In such situations we can follow the path given in the address line and get the file.

### How do we print a file?

The answer is right in the question. The key word is 'file'. You need to print a file. So you may get options under the menu 'File'. Check Yes. You get it there. Now click the option 'print'. The screen that is shown below will appear.

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Study the options given there. If your computer is connected to a printer then you will have to just click the OK button. All the pages in the file will be printed. If you want only the page that you are working on, then click 'current page' option. Study each option and see what happens if you select it. That is how you get to know to work with the computer. I would not like to tell you anything more. Please get ready for your practicals.

### Some Practice

1. Create a file, type a leave letter to your boss and take a print out of the same.
2. While working on the letter, insert the address line.
3. Click 'Save As' option in 'File' menu and save the same file under a different name.
4. Close all the files. Open the file with the new name. Edit the contents and save it.
5. You can try to edit the page in various ways. Try all the options given in the menu and see what happens.

### What did you do?

Prepare a write up on your experiences in the above activity and share it with your colleagues.

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