



“How Do I” - Computer Program

A program is being developed for Pastors and staff to enhance your Computer, Email and Internet knowledge. It will prepare you for sending information and pictures, videos, audio, etc. through Email to other department, etc. and for presentation on your current or future website. Topics include:

- **Computer Terminology** (understanding computing terms)
- **Internet Terminology** (understanding Internet terms)
- **Email Terminology** (understanding Email terms)
- **Digital Messaging Terminology** (understanding Digital Messaging terms)
- **Graphic (pictures) Terminology** (create, edit, format, resize, crunch, save, share, etc)
- **Document Terminology (digital letters, bulletins)** (create, edit, format, erase, save, share, etc)
- **Spreadsheet Terminology (like a ledger sheet, with columns and rows)** (create, edit, format, erase, save, share, etc)
- **Computer Basics** (cut, paste, formatting)
- **Internet Basics** ("surfing", search, find, addresses, uploading, downloading)
- **Email Basics** (sending an email, voice mail, attachments, pictures, video, audio, reply, and forward, plus erase, cut & paste, etc.)
- **Digital Messaging Basics** (Use free PC-to-PC calling around the globe. Or send instant messaging, video messaging, text messaging, PLUS chat, forums, blogs)
- **Graphic Basics** (create, edit, format, resize, crunch, save, share, etc)
- **Document Basics** (create, edit, format, erase, save, share, etc)
- **Spreadsheet Basics** (create, edit, format, erase, save, share, etc)



“How Do I” - Computer Program Manual

INTERNET TERMINOLOGY

[DESCRIBE HARDWARE...](#)

[DESCRIBE SOFTWARE...](#)

[DESCRIBE A COMPUTER...](#)

[DESCRIBE A MONITOR...](#)

[DESCRIBE A PRINTER...](#)

DESCRIBE A SCANNER...

DESCRIBE A MULTIFUNCTION...

DESCRIBE A COMPUTER SYSTEM...

DESCRIBE AN OPERATING SYSTEM...

DESCRIBE A NETWORK...

DESCRIBE A SERVER...

DESCRIBE THE INTERNET...

DESCRIBE THE WORLD WIDE WEB...

DESCRIBE AN INTERNET SERVICE PROVIDER?...

DESCRIBE A WEBSITE...

DESCRIBE A WEBPAGE...

DESCRIBE A HOMEPAGE...

DESCRIBE A BROWSER...

HOW DOES THIS ALL WORK?...



QUESTION:

Explain the terminology used on the internet

DESCRIBE HARDWARE... Hardware is like a car. The frame holds all the parts assembled together to enable you to travel down the highway. You can touch and feel your car, just like you can touch and feel your computer. Computer components (parts and accessories) are called "hardware".

DESCRIBE SOFTWARE... Software is comparable to your brain. Your brain tells your body what to do (like moving your arms, etc.). Software tells your computer what to do and when to do it.

DESCRIBE A COMPUTER... A Computer is the hardware, including the frame and all the parts assembled together. We use the computer to process instructions and information, to keep copies of records and files, and to communicate with others.

DESCRIBE A MONITOR... Compare your monitor screen with a "TV screen". A "TV screen" (viewing screen) provides a way for you to view TV programs. A Monitor is like a TV. It is hardware. It has a "Display screen". We use a monitor to view information sent in, out, and through the computer.

DESCRIBE A PRINTER... When you use your computer to write a letter, you might want something on paper. A printer is a hardware item attached to the computer by a cable. Your computer uses printer software to transfer a copy of your letter from the computer to the piece of paper. The copy that is printed on the paper is called a "hard copy".

DESCRIBE A SCANNER... Think of a copy machine. To reproduce a picture, you might use a copy machine. In the same way, a scanner does the same thing (it reproduces the picture). However, it does not send copies on paper. Instead it transfers a copy to your computer.

DESCRIBE A MULTIFUNCTION... Want something that will print, scan, copy, and fax? A "multifunction" is combination of a printer, scanner, copier, and fax machine.

DESCRIBE A COMPUTER SYSTEM... A computer system consists of a computer, monitor, keyboard, mouse, and speakers (a printer is not part of the computer system).

DESCRIBE AN OPERATING SYSTEM... Remember, software tells your computer what to do and when to do it. The Operating System software (Windows 98, 2000, XP) tells all the other software (word processing, games, etc.) what to do, and what other software it needs to use, so you can use other hardware (printers, scanners, etc)

DESCRIBE A NETWORK... Think of a city government. Various city department computers connect to each other through cable, phone lines, satellite, etc. called a network. A network (Intranet) enables city employees to access information from various city locations.

DESCRIBE A SERVER... Constructed like a computer, a "server" is used to process instructions and information, etc. However, it is more powerful and robust than a normal computer. A "server" is used specifically for "networks" because it "serves up" information and requests to other "servers" and computers on its "network" or "Intranet".

DESCRIBE THE INTERNET... Also called the "Net", the Internet is simply a *collection of millions of computers* (SERVERS) connected together throughout the world. Some are connected to the "World Wide Web" (Web). Some are simply connected to governments, universities, utilities, etc. that are not available through the "Web".

DESCRIBE THE WORLD WIDE WEB... The World Wide Web (Web) is a collection of computers (SERVERS) used to transfer requests and information to each other.

WHAT IS AN INTERNET SERVICE PROVIDER?... We use the telephone every day. In order to do this, we must purchase the service from someone. The internet is the same way. We must purchase the internet service from a "provider". Your computer connects with their computer and they give you access to the internet/web so you can communicate with others.

DESCRIBE A WEBSITE... Think of a book. A website is like a book, and includes pages (web pages) and a cover (home page).

DESCRIBE A WEB PAGE... Think of a single page in a book. A webpage is a single page in a website.

DESCRIBE A HOMEPAGE... Think of a cover of a book. All websites have a "cover", or "HOMEPAGE". It's the very first page you see when you visit a website.

DESCRIBE A BROWSER... A "Browser" (Internet Explorer, Netscape, Firefox, Opera) is software that you use with your computer to view "Websites" and "web pages" through the Internet.

HOW DOES THIS ALL WORK?... Think of how the phone works. You connect locally to your local phone company, then your connection is transferred through millions of different "switches" (some located in different towns) before you connect with the person you're calling.

The Internet works the same way. You connect to your Internet Service Provider; they connect to the Internet and their Regional "server". Then your Internet connection (request or information) is transferred through millions of different COMPUTERS before you connect with the website SERVER you requested. The WEBSITE SERVER then "serves" or sends you the website (or webpage) you requested back through all those other SERVERS, through your Internet Service Provider, and then finally back to your computer.

(By the way, if you have a computer at home, are you thinking about security and virus exposure you have while traveling through all those "servers"?)



QUESTION:

Why does your church need a website?

- **WHY IS A WEBSITE FOR YOUR CHURCH A PRIORITY?...** Your church uses the newspapers, magazines, TV, and radio, along with the Internet to get exposure. UMC knows websites increase exposure to all generations, and as you know, they specifically encourage all UMC churches to provide a well maintained website. Your church must increase its congregation. To do that, it must have exposure.
- **WEBSITES VS. OTHER MEDIA...** We have all used various Medias (radio, TV, newspapers, magazines, and websites). With the **radio and TV**, you pay for "spots", determined by the minutes shown, the time of day it's shown, and number of times it's provided. With the **newspapers and magazines** the placement, size, and number of displays determines your cost. With your **website**, it's cost effective. With a low monthly fee you can place as many displays as you want, where you want to display it on your website, as many items and pictures as you want to display, and it is there 24 hours a day, 7 days a week. Now that's why the internet/web is so popular. And, getting more so day by day.
- **GROW YOUR CHURCH ~ INCREASE MEMBERSHIP...** via internet. Yes, those moving to a new area and vacation travelers use the internet to find a local church in the area they are moving to or visiting. List your church location, service times, office hours, etc.
- **INCREASE PARTICIPATION...IF THEY KNOW WHAT YOU ARE DOING...THEY WILL COME:** A large growing group of individuals from tots to seniors are looking via internet (my oldest student was 99). Show them what you are doing and more people will be interested and get involved. Use a web calendar and event schedule.

- **LOWER PRINTING COSTS**...prospective members can download brochures and information from the comfort of their home or office.
- **MEMBER CONVENIENCE**...Church members can download and print their own calendars and newsletters.
- **CHURCH OFFICIALS CONVENIENCE**...Ever been at home or out of town and need a form? Now church officials can download and print forms and materials anytime.
- **TIMESAVER**...having trouble getting everyone together? With your own "conference room" you can be at work, home, or on the road and still attend the meeting. It's called a TextNetMeeting.
- **SECURITY FIRST**... Parents can encourage their children-teens to use the church website with links to other safe websites. And parents will know what they are doing!
- **COUNSELING**... use the TextNetMeeting to discuss topics. Some teens, children, and even adults express themselves more through anonymous counseling (they can get answers without someone knowing who they are).
- **MEMBER INVOLVEMENT**... people like to see pictures. They will tell their family and friends when they see their pictures on the internet.
- **DONATIONS**... showing your mission work and church activities can increase your donations. Remember even the Winter Texans like to know what's happening while they are up North.
- **INCREASE YOUR VOLUNTEERS**... Again, show people what you are doing. When you have something that interests them, they want to participate.



Now that we know how to compute, use the Internet, work with Email, messaging, documents and spreadsheets:

- **WHY IS SUBMITTING ITEMS FOR OUR WEBSITE A PRIORITY?**
As previously stated, Your church must increase its congregation. To do that, it must have exposure. UMC specifically encourages all UMC churches to provide a well maintained website.
- **WHO SUBMITS ITEMS FOR OUR WEBSITE?**
The church is responsible for all content displayed on the website. Therefore, each church must designate the person(s) responsible for collecting and sending the updated information (such as bulletins, newsletters, announcements, events, pictures, etc)
- **HOW OFTEN DO WE NEED TO SUBMIT ITEMS FOR OUR WEBSITE?**
Newsletters are updated according the printed version. In other words, if your Newsletter is issued twice a month, it needs to be sent twice a month for the website.
Bulletins are updated on a weekly basis. Therefore, it needs to be sent every week prior to the Sunday Service.

Flyers to be posted to the website must be sent according to the designated publication deadlines shown below.

- **PUBLICATION DEADLINES:**

Weekly

We need the following items each week by Thursday 12:00 p.m. to guarantee information will be available on the website by the following Sunday at 8:00 a.m.

1. Bulletins
2. Sermons
3. Event Reporter (pictures)
4. Announcements - (ideally 2 week prior to event)
5. Other (any other weekly publications you wish posted to the websites)

Monthly

We need the following items by the 25th of each month to guarantee information will be available on the website by 8:00 a.m. the 1st of the following month:

1. Newsletters
2. Birthdays/Anniversaries/Obits
3. Prayer requests
4. Calendars

- **HOW DO WE SUBMIT ITEMS FOR OUR WEBSITE?**

You have just completed a program designed to prepare you for submitting information for your website. After formatting the item for Email, send them as attachments.

- **WHERE DO WE SUBMIT ITEMS FOR OUR WEBSITE?**

You can send items through your Email to helen@rgvcc.com Remember, if you save copies of the Email you send out, you will be using up your space in your Email box. Pictures, Newsletters, and Bulletins take a lot of space, and you could use up your Email box storage space really fast.

SO, ANOTHER OPTION IS...
(see videos)

YouSendIt.com (yousendit.com) [click to play video](#)

YourFileLink.com (yourfilelink.com) [click to play video](#)

Compressed file or folder - [click to play video](#)