

## Everything You Want To Know About Downloading

*Download - To transfer (data or programs) from a central computer (online) to a peripheral computer or device (your home computer).*

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In this class we will explore the four main types of downloads you might encounter as a computer user.

- ***Download an HTML page to read offline***

Reading online is just too slow. Perhaps you want a chance to study the information. You can download it to your hard drive and read it at leisure.

- ***Download an illustration on the web***

- Have you found the perfect picture for an article, or to send to a friend, or use in a card. You can save the image to your hard drive and paste it into another program.

- ***Download a Program***

Shareware and freeware are a big part of the web experience. Someone has referred to the internet as a kind of electronic potlatch."

There are many programs out there, and also many programmers who have donated their work to the internet community for free. Before you spend any money on software, you owe it to yourself to search the internet to see if someone has written the program you want or need and is offering it free.

There are also shareware programs, which are not public domain, but the author invites you to try it before you buy it. To keep such authors in business, do register and send in the money if you find you are using the program regularly.

- ***Download a plug-in to a program you already have on your computer***

Have you ever gone to a website and clicked on a link, and had a box pop up saying that you need to download something else to make it work?

Plug-ins are programs that add extra pizzazz or usefulness to a website. A plug-

in application is recognized automatically by the browser and its function is integrated into the web page that is being presented. Plug-ins will be covered in detail on Day 2 of this course.

The most important thing to remember is to **download only from trusted sites**. If the site owner is offering to let you steal the latest programs from Microsoft, he may also be offering downloads that will corrupt your computer, just for fun.

Trustworthy sites include:

- <http://www.tucows.com>
- <http://www.download.com> from C/Net
- <http://www.zdnet.com/> Ziff-Davis

Always back up your computer before you begin adding to

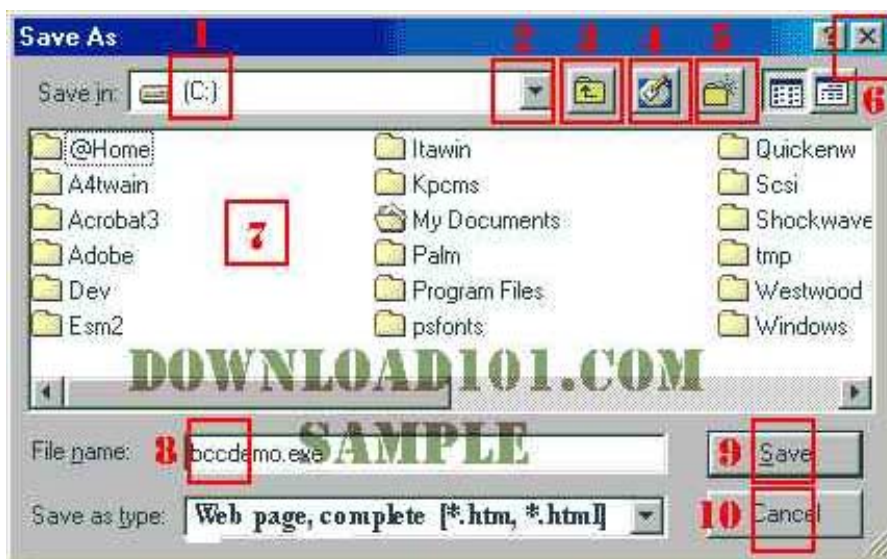
Be aware that even trusted sites can have software that will mess up your system. These sites simply check regularly for viruses, but downloading software always has the potential to create conflicts with existing programs on your system.

Never download software from obscure websites. If the software is really good, it will be found and rated on sites like Tucows, C-Net and Ziff-Davis. The Tucows site has a somewhat unique rating system - they rate in cows, and the highest rating is five glowing cows.

### Start with a web page

- *Download a web page to read offline.*

From any web page, click on the word File on the Menu Bar. Click on Save As and the following dialogue box will appear:



Notice that you have option of saving it as an HTML page or a text file. If you just want it for information and the illustrations are unimportant (or mostly advertisements), save it as a text file. It will be a much smaller file, and also easier to send to someone else or cut and paste into a word processor.

As noted above, **remember where you saved the file so you can find it later.** When you click on the filename later, if you've saved it as a web page, your browser will open and you can read it at your leisure. The HTML links should still work, which means if you click on one, your computer will go online to get to the website.

### What about a picture?

- ***Download an image.***

Find a picture you'd like to save. Right click on it and left click Save Picture As. As always, **remember where you put it.** I suggest My Downloads>My Pictures. If you find an image you'd like to use as wallpaper, right click on the image and choose that option. It will become the backdrop for your desktop. If you change your wallpaper later, however, the wallpaper will be lost, so if you really like it and want to use it again, save it to your picture folder as well.

The image is now available to send in an email. If someone sent you a photo as an email attachment, you'd use the same process. Right click on the image, left click on Save Picture As and give it a name.

Although it would be uploading instead of downloading, we basically reverse the process to send an elsewhere. In your email program, click on Attach, tell the email program where to find the file and it will be attached when the message is sent.

Keep in mind that if people have a relatively slow connection and you're on a DSL or cable modem, they will not be thrilled with your enormous photo as it ties up their line for a half-hour downloading. It is beyond the scope of this class, but you should use image editing software to shrink a file.

- ***Download a program***

Let's begin with a utility that you will need often once you begin downloading. An archive or zip program, is software that compresses information into the smallest possible package to shorten your download time. It also uncompresses downloaded software that has been archived.

Think of a zip or an archive file as a sack into which you are stuffing files to make them smaller and easier to move from one computer to another. The basic concept is

that you create the archive or sack and then you stuff files into it by zipping them. Later you unzip them, or remove them from the sack and use them somewhere on your computer. Many programs we will want to download will be sent as a Zip file, so we need a program to unzip them.

Point your browser to [www.download.cnet.com](http://www.download.cnet.com) and left click on the link on the right side of the page to download Winzip. The next page will have information about the program including the system requirements and the file size.

Click on the link labeled Download Now. The download should start automatically.

Your computer will show you the following screen:



- If you click on More Info, you will see the Windows Help file with details of downloading. Note that we have selected "Save this program to disk." **The most important part of this is to notice where Windows will put the file.** Click on OK and see where the default Save location is. Write it down.

- ***A better approach - download to a specific place***

You are usually asked where you want the downloaded file placed on your hard disk, and then the downloading transmission takes place.

Under Windows 98 your computer probably already has a folder labeled Downloads within the My Documents folder. If it does not, create such a folder before you start downloading. If you always download to that folder, you will be

able to find files later. This is not the same as installing the program on your system. Think of it as a holding tank for downloaded programs.

### ***Install the program you've downloaded***

Once you have downloaded the program to your Download folder, close all other programs except Windows Explorer and go to that folder. Double-click the left mouse button on the new file, in this case winzip.exe.

The program will launch an install routine which will include asking you to comply with the terms of their license. Take the time to read it through.

Then it will tell you where it plans to install the program – this is known as the default location that the programmer thought was correct but which may or may not be correct for your computer.

The chart on the last page suggests some possible locations to save to and some possible file types to save as.

To UNZIP a zip file, simply double-click on it and WinZip will launch with a dialogue box. The Win Zip Quick Start guide is included in the back of your handout.

Since multiple files can be archived into the same zipped file, one click can download everything you need for a program, including all the text information such as the Read me and owners' manual files.

That sounds more confusing to read than it actually is in practice, but the key is planning where you want a file before you unzip it.

- ***Plan Ahead***

File management makes life easier.

- 1- Notice where you are putting your downloaded file
- 2- Notice when you actually install the file (programs should normally be installed to the program files folder, and it's a good idea to give them a folder of their very own within that program files folder
- 3- Notice whether they offer to put an icon on the desktop, or a shortcut on the start menu. If they don't, you can do it manually.

Open Windows Explorer and left click on the folder where you put the program. Look for a file type called Application (msmsgs.exe for example). Right click and choose Send To>Desktop-Creat Shortcut.

## Using the Control Panel to Add/Remove Programs

Windows has planned ahead for you. Click on Start>Settings>Control Panel and click on the Add/Remove Programs icon. You should see the following dialogue box. If you wish to install a program, click on Install and select the file from the proper folder (My Downloads).



- ***Changing your mind***

Suppose you decide you don't want this program after all. Either you didn't find it useful, or it is incompatible with something else you've decided to use, or it's just not worth the money. Many programs come with a built-in Uninstall file. Sometimes it will be listed in the same file folder as Unwise.exe.

First try uninstalling through the Control Panel, as above. A well-behaved program should also list itself in the list showing which programs can be removed just by clicking on them in the list in the lower part of this illustration. Not all programmers are polite enough to allow for this step, but the good ones do. If they have not, go to the folder where you installed the program and look for a file called Unwise.exe. Frequently that is what the uninstall routine has been titled. Click on it, and it should remove all traces of the program.

- ***Download a plug-in***

Among popular plug-ins to download are Adobe's Acrobat, a document presentation and navigation program that lets you view documents just as they look in the print medium, RealNetworks' streaming media player, and Macromedia's Shockwave for Director, an interactive animation and sound player. There are now hundreds of possible plug-ins. Most users wait until they need a particular plug-in before they download it. You will find an extensive list on Netscape: <http://www.netscape.com/plugins/index.html>

Downloading plug-ins is the same as downloading programs – find the website, click on the file, remember where you saved it, then install it through the control panel.

For Internet searching, Copernic's site and program come highly recommended:

<http://www.copernic.com/download/>

Ziff-Davis' site has the latest patches to your software and hardware. They will even scan your computer and tell you what needs updating. But remember, you don't always need or want the latest and greatest. If what you're using now meets all your needs, keep using it. "If it ain't broke, don't fix it" applies in the computer world too.

And to conclude this class, please go to the following website:

<http://www.1112.net/lastpage.html>