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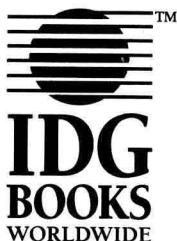
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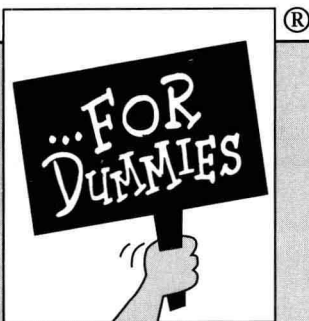
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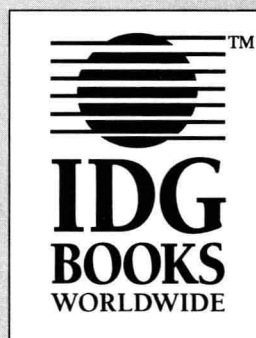
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# About the Author

## *Bard Williams*

Bard Williams bought his first computer, an Apple IIgs, just two days after it rolled off the assembly line. He scooped up his first Macintosh two weeks after it was first manufactured (it took the loan sharks a bit longer to give him the money). He still occasionally uses his Apple II, even though his computer habit recently forced him to add a Power Macintosh to his computer collection and turn his old faithful Macintosh 512K into a nifty aquarium. (Anyone know how to feed a live screen saver?)

Bard is an educator, a writer, and a technology consultant who believes, like many educators, that nothing is more exciting than seeing enthusiastic teachers use technology to guide motivated learners toward new ideas and new horizons. He is the author of more than 150 articles and, in his spare time (ha!), he gets his energy from speaking at educational conferences, teaching, and consulting.

After more than 12 years teaching middle school students (the *ultimate* challenge) and a position as Coordinator of Computer Technology and Support for the Gwinnett County school district in Georgia, Bard was recruited by Apple Computer, Inc., to manage strategic education relations in the Northeast U.S.

Bard received his doctorate in Curriculum & Instruction from the University of Georgia just two weeks before the first edition of this book was published and swears that the journey was worth the reward. Now that this book and his dissertation are complete, he looks forward to reintroducing himself to his family and friends — after he gets back from Disney World.

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# Dedication

The second edition of this book is dedicated to my niece Ashley Cook, her brothers Jordan and Cal, Joshua Wilson, and to all the people who believe that learning is fun and teaching is an honor.

## Author's Acknowledgments

Michelle Robinette, friend and teacher, deserves a whole page, but the editors wouldn't allow it. Michelle called one day and told me a story about writing a book for IDG Books, *Macs For Teachers*. Within 20 minutes, I was ready to jump on the bandwagon and crank one out myself. Since then, we've become great friends. Here's hoping *your* child ends up in Michelle's classroom.

Somewhere in Indianapolis there's a building packed full of amazingly intelligent people who help edit the content and style of my books. Christy Beck helped make a first edition into a second edition, filling pages with excellent edits and questions that helped me fill in lots of gaps. The book's first edition was edited by an amazing editor, Pat Seiler, somewhere in Virginia, who coached me through what it is like to be a "real" writer. I am forever indebted to Pat for making that first experience a joyous one.

Special thanks go to Tommy Hann of Apple Computer, Inc., who served as technical editor for both editions of this book. I chose him because I believe he's one of the best in the country at sharing the power of technology with others and because he (occasionally) laughs at my jokes. He also feeds my Internet habit with new ideas practically every week.

Bill Helling is the IDG Books "master-editor" who coached all the other editors, patiently wading through page after page of "delete this, add this", and whose professionalism and meticulous edits made working with the publisher a dream. He continues to be a great mentor and friend.

Some of the greatest people on the planet work for IDG Books. Jim Kelly had enough faith in my work to stand up in a crowd and yell, "We need *The Internet For Teachers*," so that everyone noticed. I couldn't have created this or any of my other works without my friend, Mary Bednarek, who knows what readers want and knows how to convince me to continue to write. Megg Bonar and Suki Gear helped me translate *publisherspeak* and get a dandy deal. Joyce Pepple should get a gold star for doing all the hard work to make sure my readers got the best possible software on the CD. Special thanks to John Kilcullen, the creator of the IDG Books empire, for vision and knowing — and grabbing the brass ring. Diane Steele and Judi Taylor helped steer the IDG Books machine for this project — all on behalf of the teachers of the world. If you ever want to experience what it's like to work with a winning team, try working with IDG Books. It's wonderful.

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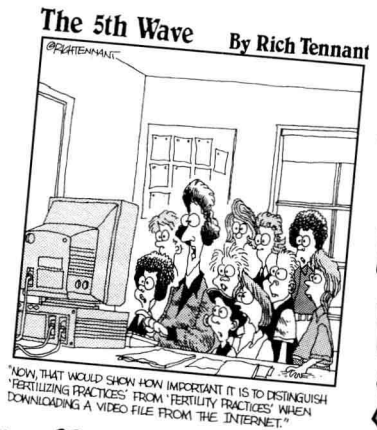
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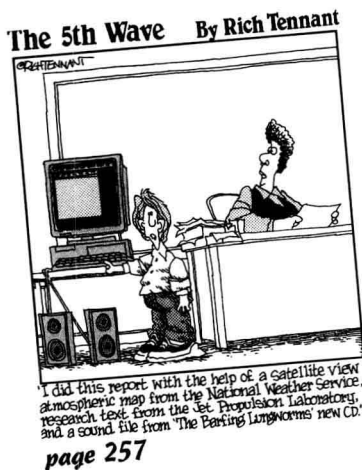
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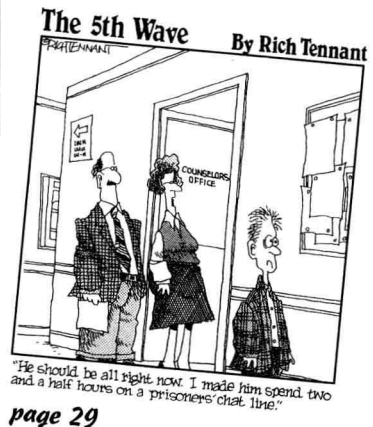
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# Installation Instructions

.....

**W**ell, almost. *The Internet For Teachers*, 2e CD-ROM contains software for Windows users, software for Mac users, and plenty of things for both Windows and Mac users. The installation instructions for each program are too long to summarize here. Just turn to Appendix D at the end of this book to find detailed instructions on all that you get on the CD . . . and how to put these wonderful things on your computer.

Before using this CD, however, I recommend that you install Adobe Acrobat Reader and Stuffit Expander. These programs make it easier for you to install some programs and read the manuals for some of the software.

## ***Adobe Acrobat Reader, from Adobe Systems, Inc.***

**Windows installation (all versions):** In the Run dialog box, type in D:\ACROBAT\ACROREAD.EXE

**Macintosh installation:** Open the Adobe Acrobat Reader folder, double-click the ACROREAD.MAC icon, and follow the on-screen instructions.

## ***Stuffit Expander, from Aladdin Systems***

**Windows installation (all versions):** In the Run dialog box, type in D:\STUFFIT\SITEX10.EXE

After you install Stuffit Expander for Windows, follow these instructions to configure the program to ask you where to install decompressed items.

1. Open Stuffit Expander.
2. Choose Options⇨Destination.
3. In the dialog box that appears, under the section “Destination Directory for Expanded Files,” click the Ask button.
4. Just below, in the section marked “Create a subdirectory with the same name as the archive,” choose the button next to When the archive contains more than one file or directory.
5. Click OK.

**Macintosh installation:** Open the Stuffit Expander folder on the CD and double-click the Stuffit Expander Installer icon to begin.

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