

PART IV: RESOURCES

In the introduction to her book, Bead on an Anthill, Delphine Red Shirt writes:

These stories are told through the eyes of my childhood but from an adult perspective. They are what I remember, “Weksuye” meaning “I remember”, “Ciksuye” meaning, “I remember you”, “Miksuye” meaning “remember me.”

In the process of writing these stories, I felt great satisfaction in reconnecting to my native language, Lakota... It came alive for me and brought back all the feelings I felt as a child when I first heard those words spoken. I was not sure what would come across to the reader. How effective it would be to use my native language to capture the essence of what my culture means to me and of what I wanted to convey about it to the reader. I know now that my writing was richer for its use...I am grateful to [my parents] and to my Lakota ancestors for the right to say in Lakota, “Le miye,” meaning “this is who I am.”

This section offers:

1. Software Resources
2. Selected online tutorials
3. Selected Website
4. Funding Sources
5. Suggested Current Readings on Language Revitalization

There are many avenues of inspiration and support. We hope that you will continue your efforts to use technology in support of language and that these resources help you in that journey.

SOFTWARE RESOURCES

Adobe Elements

If you have a knack for photography and want to take your skills to a new level, Adobe Elements is for you. Adobe Elements provides tools to both edit photos and creatively experiment with different photo options, including special effects or creating Web animations. For more information, visit <http://www.adobe.com/products/photoshopel/main.html>

Adobe Illustrator

Adobe Illustrator is a software program that provides tools for designing images for print, online, or other mediums. It has many special applications, such as 3D effects and scribble effects, meant to enhance images. For more information, visit <http://www.adobe.com/products/illustrator/main.html>

Adobe After Effects

This software program is designed to aid in the production of motion graphics and visual effects, for film, video and the Web. According to Adobe, it is easy to learn and use, and has extensive visual effects. For more information, visit <http://www.adobe.com/products/aftereffects/main.html>

Adobe Premier

Adobe Premiere Pro software is a nonlinear video-editing application. Powerful real-time video and audio editing tools give you precise control over virtually every aspect of your production. Built for the exceptional performance of Microsoft Windows XP systems, Adobe Premiere Pro takes video production to an entirely new level. For more information, visit <http://www.marcpeters.co.uk/adobe.html>

AuthorWare

Authorware is the leading visual authoring tool for creating rich-media e-learning applications for delivery on corporate networks, CD/DVD, and the Web. Develop accessible applications that comply with learning management system (LMS) standards. For more information, visit http://www.macromedia.com/software/authorware/?promoid=home_prod_aw_082403

Avid Xpress

Avid Xpress is another option for the editing and creation of digital video. It has both Windows and Mac software available and has numerous training and support options. For more information, visit <http://www.avid.com/products/xpressdv/>

Director

Macromedia Director aids in the development of high-performance multimedia content and is currently being used by a number of Indigenous language advocates. If you're interested in working more with multimedia in DVDs, websites, or CDs, Director can be a powerful tool. For more information, visit <http://www.macromediacom/software/director/>

Final Cut Pro

A Macintosh product used to capture DVCPRO HD over FireWire, edit using camera-native footage and output over FireWire with no quality loss. RT Extreme, now for HD, can deliver multiple HD streams, effects, filters and transitions in real-time to an attached Apple Cinema Display. For more information, visit <http://www.apple.com/finalcutpro/>

GoldWave

GoldWave is a professional digital audio editor. GoldWave allows you to play, edit, mix, and analyze audio and apply special effects, such as fade, equalizer, doppler, mechanize, echo, reverse and more. You can also digitally remaster and restore old recordings with noise reduction and pop/click filters. For more information, visit <http://www.goldwave.com>.

HP CD Writer Plus

The Hewlett-Packard 9510i is an internal IDE CD-re-writable drive for writing and rewriting CDs fast. This drive lets you save your files to CD quickly and cost effectively. Compatible with large-capacity, 80-minute CDs, this drive comes with CD creation and backup software so you can create reliable custom CDs for music, photos, and data; back up and protect individual files or folders; or restore your whole hard drive. For more information, visit <http://welcome.hp.com/country/us/en/prodserv.html>

Macromedia Flash

Flash provides the tools to create rich content and applications across desktops and the Web. Flash is installed on 97% of Web-enabled desktops, and would enhance any Indigenous language based website. For more information, visit <http://www.macromedia.com/software/flash/>

Microsoft Front Page

This software program is designed to make website development an easy and enjoyable process. Like other Microsoft products, it has helpful templates and step-by-step instructions to help you master HTML. For more information, visit <http://office.microsoft.com/home/office.aspx?assetid=FX01085802>

Microsoft Picture It

A powerful photo-editing tool making it easy to improve photos. This software uses advanced editing and creative tools to make your good pictures great pictures. For more information, visit <http://www.microsoft.com/products/imaging/products/pipinfo.asp>

Microsoft Publisher

Microsoft Publisher is a software program that helps you to create and publish various materials, including newsletters, flyers, and brochures. It also has built in templates that aid in the creation of these various types of publications. For more information, visit <http://office.microsoft.com/home/office.aspx?assetid=FX01085794>

Paint Shop Pro

Paint Shop Pro is an image-editing package which combines low price and powerful features. Paint Shop Pro is a fully featured digital darkroom in the same mold as Adobe Photoshop and Corel Photo-Paint. Version 7 adds new features for retouching digital images, creating business graphics, and producing interactive Web graphics. For more information, visit <http://www.jasc.com/products/>

PrimoPDF

Convert to PDF from any application by simply 'printing' to the PrimoPDF® printer - it couldn't be easier! Within minutes, you can create high-quality PDFs by converting from Word, Excel, PowerPoint, and virtually any other printable file type. For more information, visit <http://www.primopdf.com/>

Roxio Easy CD-and DVD Creator 6.0

The digital media suite has been redesigned - it's easy to install and use. For more information, visit <http://www.smallbusinesscomputing.com/biztools/article.php/2106401>

Sound Forge

The Sound Forge[®] digital audio editor includes a powerful set of audio processes, tools, and effects for manipulating audio. Sound Forge software allows you to edit, record, encode, and master nearly any form of digital audio including WAV, AIFF, MP3, and more. For more information, visit <http://mediasoftware.sonypictures.com/products/soundforgefamily.asp>

Studio 8

Studio 8 is a software program that focuses on video editing and DVD authoring. It does not provide a template based learning environment, however, and would be more useful for those with extensive computer experience. For more information, visit <http://www.pcmag.com/article2/0,4149,574600,00.asp>

Toolbook Instructor

This software program aids in the creation of software application simulations and is easy to use. It is intended to help make learning more interactive and assessment comprehensive – tools essential to Indigenous language programs. For more information, visit <http://www.sumtotalsystems.com/toolbook/instructor.html>

Voice-It

Technology supporting personal voice recording.. The latest device records up to 5 minutes of notes with flash memory, which protects against data loss if the battery runs out. This recorder is easy to carry, weighing only 2 ounces and measuring 3.5 by 2.25 by 0.5 inches. Its features include four channels for sorting messages, a keypad lock, two erase options, two play options, and skip-forward and -reverse buttons. It runs on one AAA battery, which is included and lasts up to six months. For more information, visit <http://www.blueswimmer.com/category.act?categoryid=00008>

SELECTED ONLINE SOFTWARE TUTORIALS & ONLINE COURSES

Microsoft Home Page

This is the central site for accessing new information and tutorials about Microsoft Office products. See <http://www.microsoft.com>.

Florida Gulf Coast University

This site offers excellent tutorials for Office 2000 including Word, FrontPage and PowerPoint.: [http:// www.fgcu.edu/support/office2000/](http://www.fgcu.edu/support/office2000/)

Electric Teacher

This is a very helpful site for simple tutorials on PowerPoint, FrontPage, other software and many lesson plan ideas. <http://www.electricteacher.com>

Learning Electric.com

A number of helpful, easy-to-follow tutorials can be found at <http://www.learningelectric.com/word.htm>

Downloads.com

If you are looking for free software and lots of it check out www.downloads.com.

Multimedia Learning Lab

This is a University of Arizona resource site. Look under 'Workshops' for helpful tutorials at <http://www.mll.arizona.edu>

<http://www.actden.com/>

actden (Digital Education Network) has been your resource for online learning since 1995. Please 'click' around and enjoy our free software tutorials and high-quality online courses.

SOFTWARE TUTORIALS



[FrontPage 2000](#)

Making web sites is easier than ever!



[Office 2000](#)

Classroom communication collaboration presentation



[Internet Explorer 5](#)

Surf at warp speed in your classroom



[Internet Explorer 4](#)

Max the Web with IE4



[PowerPoint 98](#)

Pick up PowerPoint pointers from Jim and Sue



[FrontPage 98](#)

Why weave web sites without FrontPage?



[Outlook Express](#)

E-mail is easy with Outlook Express

ONLINE COURSES



[TestDEN](#)

Prepare for the TOEFL test on the Internet



[WritingDEN](#)

Are wolves really bad? You decide



[SkillsDEN](#)

A primer to Information Technology



[SkyDEN](#)

The Ever Expanding Universe



[GraphicsDEN](#)

Have you visited our student gallery?



[MathDEN](#)

A last hurrah for Minus the Math Shark [[REGISTER](#)]



[NewsDEN](#)

Yahoos starting avalanches for fun [[REGISTER](#)]

SELECTED WEBSITES

Teaching Indigenous Languages

- <http://jan.ucc.nau.edu/~jar/TIL.html>

The Society for the Study of the Indigenous Languages of the Americas

- <http://www.ssila.org>

The Alaska Native Language Center

- <http://www.uaf.edu/anlc/>

The Piegan Institute

- <http://www.pieganinstitute.org>

The Indigenous Language Institute

- <http://www.Indigenous-language.org>

The Foundation for Endangered Languages

- <http://www.ogmios.org/home.htm>

Terralingua

- <http://www.terralingua.org>

Oneida Nation Cultural Heritage

- <http://language.oneidanation.org>

Technology-Enhanced Language Revitalization

- <http://projects.ltc.arizona.edu/gates/TELR.html>

Technology and Indigenous Languages

- Language Learning & Technology Special Issue
Volume 6, Number 2 May 2002
- <http://llt.msu.edu/vol6num2/default.html>

Native Languages Page

- <http://www.nativeculture.com/lisamitten/natlang.html>

"When a language dies, its universe--a unique way of understanding, interpreting, and inventing the world--dies with it. A cultural gene pool dries up, and all of us are the weaker and the poorer for the dying of diversity."

Brian Swann,
Coming to Light.

FUNDING SOURCES

The information about funding sources was taken from each website listed. These represent just a few of the many possible organizations which offer support for endangered languages.

Government Based

- **ANA**

Website: <http://www.acf.dhhs.gov/programs/ana/programs/index.html>
Administration for Native Americans
Mail to: 8th Fl. West Aerospace Center
370 L'Enfant Promenade
Washington, D.C. 20447-0002
Toll Free 1-877-922-9262

The **Administration for Native Americans** (ANA) promotes the goal of social and economic self-sufficiency of American Indians, Alaska Natives, Native Hawaiians, and other Native American Pacific Islanders, including Native Samoans.

- **NEH**

Website: www.neh.gov
The National Endowment for the Humanities
1100 Pennsylvania, NW, Washington, DC 20506
Call: 1-800-NEH-1121
Email: info@neh.gov

The **National Endowment for the Humanities** supports a wide range of projects, including language preservation. Because democracy demands wisdom, the National Endowment for the Humanities serves and strengthens our Republic by promoting excellence in the humanities and conveying the lessons of history to all Americans. The Endowment accomplishes this mission by providing grants for high-quality humanities projects in four funding areas: preserving and providing access to cultural resources, education, research, and public programs.

NEH grants typically go to cultural institutions, such as museums, archives, libraries, colleges, universities, public television, and radio stations, and to individual scholars. The grants strengthen teaching and learning in the

humanities in schools and colleges across the nation, facilitate research and original scholarship, provide opportunities for lifelong learning preserve and provide access to cultural and educational resources strengthen the institutional base of the humanities.

- **NSF**

Website: www.nsf.gov
The National Science Foundation
4201 Wilson Boulevard,
Arlington, Virginia 22230
USA

The **National Science Foundation** funds research and education in science and engineering. It does this through grants, contracts, and cooperative agreements to more than 2,000 colleges, universities, and other research and/or education institutions in all parts of the United States. The Foundation accounts for about 20 percent of federal support to academic institutions for basic research.

Private Foundations

- **The Benton Foundation**

Website: www.benton.org
Benton Foundation
1625 K Street, NW 20006
11th Floor
Washington, DC 20006
Phone: 202-638-5770
Fax: 202-638-5771

“The mission of the Benton Foundation is to articulate a public interest vision for the digital age and to demonstrate the value of communications for solving social problems. Current priorities include: promoting a vision and policy alternatives for the digital age in which the benefit to the public is paramount; raising awareness among funders and nonprofits on their stake in critical policy issues; enabling communities and nonprofits to produce diverse and locally responsive media content. **The Benton Foundation does not accept unsolicited**

grant applications or offer general grants. We are a private foundation, an institutional hybrid, bridging the worlds of philanthropy, public policy and community action. We assume diverse, crosscutting roles as nonpartisan knowledge broker, convener, public interest advocate and policy analyst. The Foundation has an endowment of approximately \$10 million, the annual income from which is devoted to our own operating projects. Because of Benton's pioneering work, a number of foundations and corporations have provided additional funding.”

- **The Christensen Foundation**

Website: www.christensenfund.org
145 Addison Avenue
Palo Alto, California 94301

Geographic Bio-Cultural Focus: The Christensen Fund (TCF) is developing a new grant-making program that combines our interests in arts, biological conservation science and education into a single approach. Funding will be directed towards strengthening the understanding, appreciation and creative persistence of biological and cultural diversity in four geographic regions:

- The Greater South West (USA and Mexico)
- Turkey, Iran and Central Asia
- The African Rift Valley (Ethiopia)
- Northern Australia and Melanesia

We will also accept proposals from California San Francisco Bay Area-based organizations whose activities support bio-cultural and educational outreach efforts linked to one or more of these geographic regions or the diaspora from those regions living in the Bay. A small number of grants will also be made that support efforts to build knowledge and practice worldwide around integrating concerns for cultural and biological diversity.

- **Endangered Language Fund**

Website: <http://www.ling.yale.edu:16080/~elf/>
Endangered Language Fund, Inc.
Department of Linguistics
Yale University
P. O. Box 208366
New Haven, CT 06520-8366
USA

The Endangered Language Fund is devoted to

- The scientific study of endangered languages
- The support of native efforts in maintaining endangered languages
- The dissemination, to both the native communities and the scholarly world, of the fruits of these efforts

The fund supports efforts originated by the native community or the scholar planning to work with a language. Each year, we solicit proposals for such work as

- Preserving the texts of a native culture
- Preparing videotaped instruction in the language
- Support for "generation skipping" language learning

- **The Indigenous Language Institute**

Website: <http://www.Indigenous-language.org>
560 Montezuma Avenue, 202
Santa Fe, NM 87501
Ph: 505/820-0311
Fax: 505/820-0316

The Indigenous Language Institute (ILI) recognizes the imminent loss of Indigenous peoples' languages and acknowledges the individuality of Indigenous communities. ILI facilitates innovative, successful community-based initiatives for language revitalization through collaboration with other appropriate groups and organizations, and promotes public awareness of this crisis.

- **Foundation for Endangered Languages**

Website: <http://www.ogmios.org/home.htm>

A few of the stated aims of the Foundation are: To raise awareness of endangered languages, both inside and outside the communities where they are spoken, through all channels and media; to support the use of endangered languages in all contexts: at home, in education, in the media, and in social, cultural and economic life; and to monitor linguistic policies and practices, and to seek to influence the appropriate authorities where necessary;

- **Ford Foundation**

Website: office-of-communications@fordfound.org

Ford Foundation

(Headquarters)

320 East 43rd Street

New York, NY 10017 USA

tel: (212) 573-5000

fax: (212) 351-3677

“We work mainly by making grants or loans that build knowledge and strengthen organizations and networks. Since our financial resources are modest in comparison with societal needs, we focus on a limited number of problem areas and program strategies within our broad goals.”

- **Lannan Foundation**

Website: www.lannan.org

Lannan Foundation

313 Read Street

Santa Fe, New Mexico 87501-2628

505-986-8160 phone

505.986.8195 fax

Lannan Foundation is a family foundation dedicated to cultural freedom, diversity and creativity through projects which support exceptional contemporary artists and writers, as well as inspired Native activists in rural Indigenous

communities. The foundation recognizes the profound and often unquantifiable value of the creative process and is willing to take risks and make substantial investments in ambitious and experimental thinking. Understanding that globalization threatens all cultures and ecosystems, the foundation is particularly interested in projects that encourage freedom of inquiry, imagination, and expression. **The Indigenous Communities Program** (ICP) supports the resolve of Native Americans to renew their communities through their own institutions and traditions. Funding priority is given to rural Indigenous projects that are consistent with traditional values in the areas of education, Native cultures, the revival and preservation of languages, legal rights, and environmental protection. The foundation has supported the efforts of several national organizations, though funding priority is currently given to smaller, rural grassroots organizations serving communities that are Indigenous to specific geographic locations. Organizations supported both serve and are controlled by Native people.

SUGGESTED CURRENT READINGS ON LANGUAGE REVITALIZATION

Bradley, David and Maya Bradley (Eds). *Language endangerment and language maintenance* London; New York: Routledge Curzon, 2002.

DeCoteau, Tammy Eastman. "Who Will Teach my Great-Great-Grandchildren Dakotah?" *Tribal College*, Spring 2004, Vol. 15 Issue 3.

Grenoble, Lenore A. and Lindsay J. Whaley, (Eds.) *Endangered languages: language loss and community response*. New York: Cambridge University Press, 1998

Hinton, Leanne. *Flutes of fire: essays on California Indian languages*. Berkeley: Heyday Books, 1994

Hinton, Leanne and Ken Hale. *The Green Book of Language Revitalization in Practice*. San Diego, CA.: Academic Press, 2001

Matsumura, Kazuto (Ed.). *Studies in endangered languages: papers from the International Symposium on Endangered Languages*, Tokyo, November 18-20, 1995. Tokyo: Hituzi Syobo, c1998.

- Maffi, L. "Endangered languages, endangered knowledge." *International Social Science Journal*, Sept. 2002, Vol. 54 Issue 173.
- Malone, Dennis L. "Developing Curriculum Materials for Endangered Language Education: Lessons from the Field." *International Journal of Bilingual Education & Bilingualism*, 2003, Vol. 6 Issue 5.
- Mühlhäusler, Peter. "Language endangerment and language revival." *Journal of Sociolinguistics*. May 2003, Vol. 7. Issue 2.
- Stikeman, Alexandra. "Talking My Language." *Canadian Geographic*, Jan/Feb 2001, Vol. 121 Issue 1.
- Reyhner, Jon . "A Resource Guide." Tribal College, Spring 2000, Vol. 11 Issue 3.
- Warschauer, Mark. "Technology and Indigenous Language Revitalization: Analyzing the Experience of Hawai'i ." *Canadian Modern Language Review*, Oct 1998, Vol. 55 Issue 1.
- Williams, Colin H. *Language revitalization: policy and planning*. Cardiff: University of Wales Press, 2000.

GLOSSARY

We have included many basic technology-related terms here. For more, check online at

www.webopedia.com.

Adobe Acrobat

Software that allows the user to read certain files, called pdf files that may be sent via email or found on the Web. This is free software that is easily downloaded.

Analog

A format used for storing data, including sound recordings. Sound is stored in analog format on audio cassette tapes, for instance.

Audacity

An open source sound editing system.

Authorware

Authorware is a software meant to provide tools for creating interactive learning and training environments that use digital movies, sound, animation, text and graphics.

AWE card

A sound card that uses wave table.

Backup

Making a copy of software and files/documents on another storage device so that it can be restored if the computer loses that information.

Bandwidth

Technically, bandwidth is the difference, in Hertz (Hz), between the highest and lowest frequencies of a transmission channel. However, as typically used, it is also the amount of data, usually measured in bits per second, that can be sent through a given communications circuit.

Battery

Your laptop can run on a battery, which will need to be recharged if it runs down. The computer usually has an automatic recharge function that will recharge the battery when your computer is plugged in.

Binary

Computers store information in the form of on-off electrical impulses, which correspond to the binary (2 base) digits, 0 and 1. Files can be transferred over the Web in either binary or ASCII (text) format. A binary file is one that contains any non-printable characters, such as compiled programs, graphics files, word processing and spreadsheet files, audio files, and so on.

Bit

A binary digit. A bit is the primary unit of digital data and is written in binary language as a 1 or a 0. There are eight bits in a byte and in one ASCII character.

Beta

A beta version of something is not yet ready for prime time but still possibly useful to related developers and other interested parties.

Bookmark

A list of frequently accessed websites which you can create using a 'bookmark' function such as clicking on 'Favorites' in Internet Explorer.

Boot

Starting up an operating system (OS) is called 'booting' it. If the computer is already running, it is more often called 'rebooting'.

Browse

When you browse on the Web, you look around at various websites, following links or doing searches.

Browser

An application that displays HTML and other information found on the Web. Netscape and Internet Explorer are examples of browsers. This software accesses the Web and let you drift from link to link without having to have a purposeful search.

Byte

Unit of measurement for computer memory roughly equal to one character (For example, the letter "A"). A byte is a grouping of bits. Memory is typically measured in kilobytes or megabytes, and disk space is typically measured in megabytes or gigabytes.

1000 Bytes=1 Kilobyte (K, KB)
1000 Kilobytes=1 Megabyte (MB)
1000 Megabytes=1 Gigabyte (GB)

CD read/write drive
(see Drive)***CD-ROM (CD-R and CD-RW)***

A portable Compact Disk ROM, which means that you cannot interact with the data on this disk.

Click

When the cursor is pointing to something you want to access on your screen, click with the mouse by pressing down with your right forefinger on the left mouse button.

Double click – by pushing the left mouse button twice in a rapid manner.

Left click - Used for navigating within your documents and on the screen and it operates the cursor.

Right click - Enables you to bring materials into your file, to cut and paste, and change document formats.

Clipboard

A temporary storing area for cut or copied information.

Computer

An electronic machine that accepts, processes, outputs and stores data. More technically, a computer is a programmable machine. Some of the major parts of a PC include the motherboard, CPU, memory (or RAM), hard drive, and video card.

CPU

Central Processing Unit (the circuitry or ‘engine’) controls storage and processing of data. CPU's have a clock speed measured in Megahertz (Mhz). Higher numbers usually mean faster computers.

Cookie

A cookie is a small file that a web page on another machine writes to your computer’s disk to store various bits of information.

Crash

This is what you DON’T want to experience! A computer ‘crashes’ when a bug (problem) enters a program severe enough to cause the computer to become inoperable without being restarted.

Cursor

This is the symbol on your display screen which represents your logical position within a document. The cursor can be either an arrow, a hand, a vertical bar, an hourglass, or some other symbol.

Database

A collection of related information (data) that can be sorted, searched and calculated.

Default

The option that is selected automatically by a system unless an alternative is specified.

Delete

To delete a file, click on its name, hold down the mouse button and drag the name to the recycle bin icon. Then let go.

Desktop

The desktop is the main screen of your computer. When you turn the computer on, you will see the desktop. Go from here to other software or functions.

Digital

A format for storing data, including sound recordings. Sound is stored in digital format on computers, CDs, and disks. The digital format is used whenever a computer is involved: digital code is the language of computers. It is called digital because it is made of binary code.

Digital camera

A digital camera looks and behaves like a regular camera. However, instead of using film, it stores the image as a file for later transfer to a computer.

Directory

On a hard drive, a file which acts as a folder and contains other files or directories. On the Web a Listing of websites, email addresses or other data.

Disk

A disk is a physical object used for storing data. It will not forget its data when it loses power. It is always used in conjunction with a disk drive. Some disks can be removed from their drives, some cannot.

Documents

Any files you may create, especially on a word processing program like Microsoft Word.

Domain

A named collection of network hosts. Some important domains are: .com (commercial), .edu (educational), .net (network operations), .gov (U.S. government), and .mil (U.S. military). Most countries also have a domain. For example, .us (United States), .uk (United Kingdom).

Download

To 'download' a file is to copy it from a remote computer to your own. The opposite of this action is upload.

Drive

A device for storing and/or retrieving data. Usually you will be saving files to a hard drive, which is an integral part of the computer's hardware. You may also wish to keep files on floppy disks, which are portable. Some drives (such as disk drives, zip drives, and tape drives) are typically capable of having new data written to them, but some others (like CD-ROMs or DVD-ROMs) are not.

DVD player

This drive allows you to play DVDs.

Edit

To make changes to a document, a sound file, a video file, and so on.

Email (electronic mail)

A system whereby a computer user can exchange messages with other computer users (or groups of users) via a communications network. Electronic mail is one of the most popular uses of the Web.

FAQ

Frequently Asked Questions.

File(s)

Where you keep your work. You may want to think of them as file folders like the ones we put in filing cabinets. On the computer, these are usually kept on the hard drive or stored on a CD or Floppy disk. A file is an information packet, either data or code, identified by a filename and accessible by a filing system.

Firewall

A hardware device (or collection of devices) that is placed between two networks. One network is considered inside the company (safe) and one is considered outside the company (not safe). All traffic, both from the inside and outside, must pass through this device.

Floppy disk (aka Floppy)

Small portable devices that are used to save files and transport these files between computers.

Floppy drive

(see *Drive*)

Folders

Folders contain and help you organize your files. You may wish to have a separate folder for different subjects or projects. All of your files related to that subject or project can then be stored together in the same folder.

Font

The font defines what each letter, number, and other symbol looks like.

GIF

Graphic Interchange Format is a highly compressed format for storing and transferring graphic images.

Gigabyte

Approximately one billion bytes or 1,000 MB (actual 1,073,741,824 bytes).

Gopher

A simple, menu-based system for searching and retrieving information from resources across the Web.

Graphic

A binary file that is displayed as an image (picture or drawing) as opposed to text.

Graphical User Interface (GUI)

A GUI is a software which lets the user use pictures and "point-and-click" technology to access the software application. It allows a computer user to interact with the computer by manipulating graphic (image) representations (called icons) with a mouse or other pointing device instead of typing text commands.

Hard copy

A printed copy of any produced document or data.

Hard drive

A piece of computer hardware used to store files or information. They are currently getting cheaper and smaller--some now fit on a key chain.

Hardware

The actual physical parts of a computer system: monitor, keyboard, mouse, the CPU and so forth – anything you can actually touch. These are the pieces of equipment that hold the working parts of the computer as well as the working parts themselves. Also included are drives and boards.

Home page

The starting point for a set of information about a particular topic in the Web; the first screen you see when you access a website.

Host

A computer that provides a physical link to the Web and allows users to communicate with other host computers on a network.

HTML

HTML stands for **H**yper **T**ext **M**arkup **L**anguage, which is a standardized method for defining formatting, links, and other special handling of text, images, and objects. The Web can be thought of as a single VERY large HTML document. Every browser has the built-in ability to understand HTML.

Http

The **H**yper **T**ext **T**ransfer **P**rotocol is the native protocol of browsers and is most typically used to transfer HTML formatted files.

Icon

A graphic image that appears on your computer monitor which represents a computer task or file. You can click on it to access its function. Double clicking on an icon for Microsoft Word will load that software program so that you can use it. Icons have a variety of functions. They usually have a hidden attached description that can help you see what they are and what they do which appears when you place the cursor over the icon.

Import

To bring new information into an existing file from an outside source.

Input

Any data or instructions entered into a computer through any of a variety of processes for storing and configuring application software on a hard drive. Also, adding hardware to a system.

Interface

Hardware that connects one thing to another, enabling you to move or change the format of data; also, a means by which the two systems interact.

Internet (aka Web)

(see Web)

Internet Explorer

A popular browser. Double click on this icon to get access to email, and the Web.

Java

An independent programming language, developed by Sun Microsystems. Java Applications are compiled and stored on a server and downloaded to be run on local "Java Virtual Machines" embedded into the client software.

Javascript

A special purpose Java-like language especially adept at interacting with user input and used extensively to make web pages interactive.

JPEG

JPEG stands for **J**oint **P**hotographic **E**xperts **G**roup, which defines a standard compression format for high-resolution color images.(.jpg)

Kilobit

One thousand bits. The kilobit is a convenient unit of data for talking about transmission speeds over computer networks.

Kilobyte

Approximately one thousand bytes (1,024).

LAN

Local **A**rea **N**etwork is a linking of many computers so that they may exchange files and share hardware (like printers and disk drives).

LAN port

This is the location (port in back of the computer) where you connect to LANs.

Language lesson modules

Sets of short, related lessons written on MaxAuthor.

Laptop

A small, portable computer that can be held on your lap (if you want!). This name distinguishes it from a desktop computer. Desktops have separate monitors, keyboards, and CPUs. Laptops have everything in one package.

Local printer

This usually refers to a printer that is directly connected to a computer, as opposed to one connected via a network.

Login (verb)

A procedure used to establish communication, by the user, to a computer.

Login (noun)

The same as User ID – ‘User Identification’ name or number.

Link

A word, phrase, graphic, or address that, when clicked on, loads other information about the linked phrase or loads a related web page.

Listserv

An automated mailing list distribution. Listserv’s are used to send single messages to a wide audience (usually with a common interest like, ILAT - Indigenous Languages and Technology listserv) usually to promote a discussion among members of the list.

Lurking

Listening without responding publicly on a listserv or mailing list. As the name implies, this activity is considered somewhat antisocial, but lurking allows beginners to get a feel for the flavor and response patterns of the participants of the group, and also lets them get up to speed on the history of the group.

Macintosh (aka Mac)

The type of microcomputer made by the Apple computer company.

Mail folder

A file organized in a standard format where one or more email messages are stored.

Mail server

A program that distributes files or information in response to requests sent via email.

Main menu

The ‘main menu’ usually refers to the first menu you encounter in a software program.

MaxAuthor

Software created by the Critical Languages program at the University of Arizona for language learning. It contains self-directed lessons and learning modules in which students can see, hear, practice, and repeat language lessons. Designed primarily for languages that are less commonly

taught. MaxAuthor contains video, audio, and text so that learners may simulate a classroom experience by listening to, reading, and repeating words, phrases and sentences. Many of the lessons include video of the language being spoken by native speakers. Users of MaxAuthor can also create their own lessons.

Megabit

One million bits.

Megabyte (MB)

Approximately one million bytes (1,048,576).

Megahertz (MHz)

A unit of measurement, equal to one million cycles per second, used to compare the speed of computers. The higher the number, the faster the computer.

Memory

Computer hardware (usually chips) used to store information, not to be confused with the hard drive.

Menu

A list of items that you may select that may have a variety of functions such as provide information, start an application, or show another set of choices.

Microcomputer

A personal desktop or portable computer; usually refers to either a compatible PC or Macintosh.

Microsoft Windows

A graphical interface that runs on the MS/DOS operating system modem.

Modem

A modem converts digital signals to analog and back again to digital.

Monitor

Output device that produces on-screen display of processed data and computer instructions.

Mouse

A hand-operated pointing device that enables you to operate your software programs to create and manipulate files. On the screen you will see the blinking cursor that indicates where the mouse is pointing. The mouse itself rests on the table or desk and can be moved easily by hand. It usually has rolling ball underneath it that helps it move. It's easier to use a mouse with a mouse pad, a special pad with a surface that makes mouse movement go more smoothly.

Mouse operation

The mouse has two buttons near the "tail" or cord which you may 'click' left or right on. These buttons enable you to interact with your software, give commands to the computer and move around the screen.

MPEG

Motion Pictures Experts Group, which defines a standard compression format for video and sound. It is used to display and hear online movies.

MS/DOS

(see Operating System)

Multimedia

Multimedia refers to the combination of sound and video on a computer or software package. This indicates a capability to work with and integrate various types of things including audio, still graphics, and especially video as part of specific software programs.

Netiquette

A pun on "etiquette" referring to proper behavior on a network. There currently is no "Miss Manners" of the Web—but 'netiquette' is expected of users.

Network

The term refers to any group of computers that are connected to each other and can share information.

Network printer

A printer that is attached to a network and is accessible by other machines on that network.

Notebook

Portable, battery powered computer, a small laptop, with monitor, system unit and keyboard combined as one unit.

Online

Connected to or part of a network especially the Web.

Open URL

The dialog box you use to type the complete URL address for a web page or other Internet server.

Open

When you open a file, you are telling your software program to find a particular file or piece of software and bring it up on your monitor screen. In the Microsoft environment, the Open command can be found in the main menu under the command 'File'.

Open source

Open source software goes one step beyond freeware. Not only does it provide the software for free, it provides the original source code used to create the software. Thus, curious users can poke around with it to see how it works, and advanced users can modify it to make it work better for them.

Operating system

This is the software that enables your computer to run other software. The two main operating systems are the DOS system (which is usually used on IBM-type PCs) and the Mac system (Macintosh or Apple computers).

Output

Data that is displayed on the computer monitor or printed in hard copy.

PC

The term **Personal Computer (PC)** properly refers to any desktop, laptop, or notebook computer system.

PDF files

These files have a format that requires you to use the software Adobe Acrobat when you want to read them. In many cases, this software will load automatically when you attempt to open the files.

Pixel

The smallest distinct point on a computer display is called a 'pixel'.

Plug-in

A plug-in is a piece of software designed not to run on its own but rather work in cooperation with a separate application to increase that application's abilities.

Port

A small plug-in or connection station in the back of your computer.. There is usually more than one port. The mouse port, for instance, is where you plug in your detachable mouse.

Power Point (Microsoft)

Software that you use to create presentations. It makes colorful and visually interesting slides that can be shown to an audience on a projector. You can also add audio and video files to Power Point slides making it a good medium for creating language lessons.

Power supply

The plugs and cords connect you to a wall plug. The battery is also a power supply.

Presentation

Using Power Point, a presentation usually covers a small subject that can be discussed in detail in ten to twenty minutes. It is meant to be an oral talk that is based on information recorded on the slides. The presentation itself is a performance, in front of an audience, that uses the Power Point slides to underscore, emphasize, or illustrate the points you wish to make. Learning to be a language advocate, means that you might make many such presentations!

Printer

The hardware component that produces hard copy output.

Program

A set of instructions or steps that tells the computer how to perform a task. Also, another word for 'software'. A program is designed to accomplish certain tasks on the computer. For instance, the Power Point program (software) is used to create presentations, the Microsoft Word program is used to create documents.

Protocol

A protocol is a means of communication used between computers. As long as both computers recognize the same protocol, they can communicate without too much difficulty over the same network or even via a simple direct modem connection regardless whether or not they are themselves of the same type.

Queue

A backup of packets or print selections, lined-up and awaiting processing.

Quick Time

A video format for making movies available on the World Wide Web.

RAM

Random **A**ccess **M**emory temporarily stores current application software.

RealPlayer

Software that enables you to play movies and listen to sound files on your computer.

Real-time

Something that happens in real-time will keep up with the events around it and never give any sort of "please wait" message.

Recycle Bin

If you delete files, they will go to the Recycle Bin. You can empty this bin by clicking on the icon and following instructions on the window that comes up.

ROM

Read **O**nly **M**emory stores permanently essential system programs and start-up instructions for the PC.

Robot

A robot (or 'bot' for short) in the computer sense is a program designed to automate some task, often just sending messages or collecting information. A 'spider' is a type of robot designed to traverse the Web performing some task (usually collecting data).

Save

A command like Open, Save is commonly used in the Microsoft environment. To keep the changes or edits you make to your files, you must use this command. It records the changes you have made on the older version of the file that is stored on the computer's hard drive, changing

the original version of the file. If you want to keep the old version, you should use the Save As function and name the revised file a new name.

Scanner

A scanner is a piece of hardware that will examine a picture and produces a computer file that represents what it sees. Scanners digitize (converts into a series of dots) hard copy and stores it as a graphics scanner file.

Search engine

A search engine is a computer program or group of programs which can take a search string (usually a word or words) and rapidly compare that string with the information in its database, keyword index, or the text of many documents.

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