

**Title of Session:** Tourmaker Tutorial

**Moderator:** Kim Foley

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Room: On Tap Cafe

**BJ:** Hi, Barbara. Welcome

**BJ:** are you here for the Tourmaker discussion?

**BarbaraEH:** I would like to be a part of your tapped in meeting today. I need to do this for my college class this semester, but this meeting looked like it would be something I could use at my school for my teachers. I am an elementary librarian at a school in Louisiana.

**BarbaraEH:** I am here for the Creating Virtual Field Trips

**BJ:** Kim, I know you have a lot to share, so how about if we get started.

**BJ:** Welcome, everyone to the Tourmaker discussion with Kim Foley

**BJ:** we usually start all the discussions with introductions

**BJ:** I'm an art teacher in Pennsylvania and a helpdesk volunteer for Tapped In

**MarkAH:** Hi, I'm from the University of Oregon where I help pre-service teachers with technology

**BarbaraEH:** I am very green with this chat room stuff so I was just going to watch and read along with the group if that isn't a problem.

**DebbieKC:** Hi, I'm a pre-service teacher at Uof H in Houston. I will graduate in spring.

**KimFo:** Hi all...I'm Kim Foley, one of the founders of Tramline, the company that developed TourMaker software. I've been working with educational technologies since the mid-eighties, and creating virtual field trips since 1996. These days I'm living in Spokane, Washington.

**KimFo:** Who has downloaded and installed TourMaker?

**DebbieKC:** I did

**MarkAH:** I down loaded, but haven't installed

**DebbieKC:** I just didn't know what to label my tour or where I would go

**KimFo:** Mark, do you want to take a minute and install the software? We can hold on for you....Debbie, we'll begin from scratch and I'll tell you what to label your tour....as we go along.

**DebbieKC:** Great

**CynthiaG** joined the room.

**KimFo:** Hi Cynthia, have you installed TourMaker?

**CynthiaG:** No

**KimFo:** OK.

**BarbaraEH:** Will I need to download to see what all are talking about?

**CynthiaG:** Do I need it for something? Just snooping around.

**KimFo:** Barbara and Cynthia, this session is on how to make a virtual field trip using TourMaker software. There's a free trial version at....wait a sec.

**KimFo:** <http://www.tramline.com/tm/download.htm>

**CynthiaG:** Thank you. I will check it out.

**BJ:** it only takes a few minutes to download

**DebbieKC:** My computer at home will not handle all of this, so I am up at the college to try it out. I think the school I am at will handle it and I would like to try it with the students in about two weeks. I need to work with them on technology and this looked like an unusual idea.

**KimFo:** If you want to take the tutorial, you'd need to have the software installed...but if you just want to follow along, you're more than welcome to do that too...

**MarkAH** installation complete

**KimFo:** Debbie, that's a great idea!

**DebbieKC:** Can it be used for 2nd graders?

**KimFo:** Debbie, yes! Cynthia and Barbara, you can decide what you want to do...for the next few minutes, I'll be providing some background info and you can download and install if you like.

**KimFo:** ok..

**KimFo:** I'll attempt to move pretty quickly, but all of this will be available from the session recorder so you can go back later and refresh your memory.

**CynthiaG:** Dinner is done...bye!

**CynthiaG** left the room.

**DebbieKC:** Oh, I'm so excited. I feel like a field trip.

**KimFo:** Have any of you attended any of my field trip sessions before?

KimFo smiles

**BarbaraEH:** I will just follow around with you.. I am at school and not sure what all I can download on these computers.

**MarkAH** no

**DebbieKC:** Unable to access at home last time.

**BJ** nods to Kim

**KimFo:** Great Barbara. If at some point you want to do the tutorial, just save the transcript from this session and you can then do it.

**KimFo:** I'll begin with a definition of TourMaker definition

**KimFo:** TourMaker software is a tool that allows one to create virtual field trips, which are also referred to as web tours. Trips created using TourMaker, have a consistent interface, and an easy to use control panel, which keeps students from getting lost on the web.

**KimFo:** To use TourMaker, you need Windows 95 or higher, and Internet Explorer installed since TourMaker uses part of the engine of IE.

**BarbaraEH:** No, this is my first.

**KimFo:** So other than BJ, no one here has seen a Tramline virtual field trip before?

**DebbieKC:** true

**MarkAH:** no

**BarbaraEH:** Thank you I will do that.

**KimFo:** ok..let's take a very quick look at an existing trip, then you'll know what the result can be from using this software. ok?

**DebbieKC:** ok

**MarkAH** nods

**KimFo:** Click on <http://www.tramline.com/trips.htm>

**KimFo:** by the way, there are 40 free trips here that you can use in your classes or with other teachers.

**KimFo:** click on the Rainforest field trip and then wait a moment for further instruction.

**KimFo:** See how you arrive at the Trailhead page?

**MarkAH** nods

**KimFo:** This page provides a brief intro to the trip..and sometimes concepts and/or terms to learn.

**DebbieKC:** Yes

**KimFo:** this is NOT part of the software but a page from which the trip is launched. So you can make your own web page from which to launch your completed field trips. questions?

**MarkAH** . o O ( I see )

**KimFo:** Nearly all of the trips have a Trailhead and Teacher's Resource page.

**DebbieKC:** Sounds easy enough providing we do the research ahead of time

**KimFo:** you can easily click between them.

**KimFo:** OK, now click on the Start Field Trip link and then come back here.

**MarkAH** clicks

**KimFo:** let me know when you're back.

**DebbieKC:** back now

**KimFo:** You should see a TourMaker field trip window that is divided into 4 frames.

**MarkAH** back

**KimFo:** The largest top frame is black with the Tramline logo and field trip title. This look is always consistent in any field trip created with TourMaker.

**KimFo:** When we start using TourMaker to create a field trip, you'll notice it looks very similar to this except it has menus and buttons that help us create the trip.

**DebbieKC:** Is one of the frames on the bottom right filled with buttons?

**KimFo:** Yes...

**KimFo:** that's the control panel, and pretty much the heart and soul of a tourMaker trip in that it is always the same in any trip and...

**MarkAH** . o O ( I see )

**DebbieKC:** found it then, thanks

**KimFo:** once you know the buttons, it's so easy to navigate....for instance...

**KimFo:** the center button (expanded itinerary) provides a page which you can print. go ahead and take a look.

**BarbaraEH:** Have clicked in on the Start Field Trip link.

**KimFo:** click on the Next button to go to Stop 1...the right arrow

**BettyM:** Anyone having an interesting discussion/

**KimFo:** That was a custom page created for this field trip.

**KimFo:** You can use a combo of 3rd party web sites as well as your own pages to make up a trip.

**DebbieKC:** Oh, I like all the websites, I printed it

**KimFo:** so you could have a quiz page specific to what you want the students to learn...

**KimFo:** Go to stop 2 using the Next button again.

**MarkAH** arrives at stop 2

**KimFo:** The frame at the bottom is called the Narration frame. When YOU create your own trip, you decide what info goes into that frame....

**KimFo:** ideally, it's info about the visited web site...perhaps directing students to find something within that site or page.

**KimFo:** now....see the compass button on the control panel?

**KimFo:** the one on left middle?

**MarkAH** nods

**KimFo:** that's called the Itinerary or Contents button. Click it.

**DebbieKC:** yes, I see it

**MarkAH** clicks

**BarbaraEH:** The arrow will not open up. Or is it suppose to?

**KimFo:** Notice how the narration is replaced with the contents of the field trip. The great thing about this is that you can at a glance see how many stops are on your field trip.

**DebbieKC:** It took me back to the table of contents

**KimFo:** the arrow doesn't open...it moves you from one stop to the next.

**KimFo:** right Debbie....you can move randomly around a trip if you like, say if you're revisiting a trip.

**KimFo:** but...to get the narration back. click the Return to Tour button...the train on the top middle of the control panel.

**DebbieKC:** That is easy enough to manage

**KimFo:** Do you all have stop 2 narration back?

**MarkAH** nods

**DebbieKC:** Yes, but I went on to 3

**DebbieKC:** I can go back

**KimFo:** ok, that's a little quick peek into some of the features of a TourMaker trip. That's just fine Debbie :))) You can all come back and explore this trip and others later on...I'll also tell you one more feature about the Return to Tour button....

**BarbaraEH:** I think I have now.

**BarbaraEH:** Yes.

**KimFo:** if you (or your students) go off exploring links on the visited web page....a simple click on the Return to Tour button will bring them right back to the field trip's originating Stop....it helps maintain context while still allowing them freedom to explore.

**MarkAH** nods

**KimFo:** Come back later but for now click the Exit button on the control panel.

**MarkAH** clicks

**KimFo:** See how it takes you right back to where you started? another means of maintaining context...

**DebbieKC:** O.k., I like that

**KimFo:** so when you create a trip and launch it from say, your school web site, the student will be back on the school site page when they exit a trip.

**BarbaraEH:** This is very informative and interesting. My teachers would really enjoy this and the students would really like these trips!

**KimFo:** Be sure to pass it on Barbara...the Dark Ages field trip was created by 2 6th grade students. They caught on unbelievably quickly!

**KimFo:** ok....

**KimFo:** Before we start TourMaker I want to give you a heads up. To create a trip, TourMaker uses several windows. That means that while we're using Tapped In for this session, you will have the Tapped In windows AND TourMaker windows open on your desktop.

**DebbieKC:** I want to check that one out

**KimFo:** When working in TourMaker there are 3 different windows used to develop a field trip. It's really very simple but since we're not doing this face to face, it could get a little confusing.

**BarbaraEH:** It helps to keep the students on task. The teacher doesn't have to watch over the students so closely.

**KimFo:** exactly!

**KimFo:** Before we start TourMaker, I'm going to show you another URL that shows these 3 windows, and a brief explanation of their function. Take a look at the page, and when you're ready, return to the Tapped In window. (let me know when you're ready to move on) You can also print out this page as a quick reference for later.

**KimFo:** <http://www.tramline.com/ti/3TMwindows.htm>

**KimFo:** be sure to read about the 4 frames...and then the 3 different TM windows, and then come back here. Please let me know when you're back.

**MarkAH** returns

**KimFo:** Any questions about the windows or frames so far?

**MarkAH** . o O ( things are clear so far )

**BarbaraEH:** I'm back. Thank you I have enjoyed what I have seen so far.

**KimFo:** You're very welcome Barbara.

**DebbieKC:** O.K. I think it is understandable

**KimFo:** When you're ready, go ahead and close that window.

**DebbieKC:** It's closed for me

**KimFo:** Typically, when you are creating a field trip, you'll want to do a fair amount of research. Outline what you want your students to gain from this and so on. What are the objectives? You can get ideas from exploring the Field Trips Site at [www.tramline.com](http://www.tramline.com) but in the interest of time, I've done the research so that today we can focus on the mechanics of using TourMaker.

**KimFo:** Reminder before we get started:

**KimFo:** Since we'll be moving between the TourMaker windows and the Tapped In window, don't forget to come back to the Tapped In window frequently. If you can somehow arrange your windows so that Tapped In is always visible, that would be ideal.

**MarkAH** nods

**BarbaraEH:** Closed that window. Do you want me to close the field trip window also?

**KimFo:** also...even when the next step seems obvious, wait for me...I'll tell you what to name the trip and the folder so that at the end, you'll be able to open it in a browser using the path I provide.

**DebbieKC:** Sounds good to me

**KimFo:** If you like Barbara...

**KimFo:** Are you ready to use TourMaker?

**KimFo:** Since we're using a trial version, you will be seeing trial version notices throughout this session. It's a little annoying but just click OK and the notice will go away.

**MarkAH** nods

**KimFo:** If you want to purchase it later, you can email me after the session.

[kim@tramline.com](mailto:kim@tramline.com) or go to [www.tramline.com](http://www.tramline.com)

**DebbieKC:** Can we print out our field trip we make tonight?

**KimFo:** Now we'll launch TourMaker. Go to the Start menu (button located at the bottom left of your screen), Programs, Tramline, TourMaker.

**KimFo:** Unless you have registered TourMaker, the registration dialog box will pop up. Just click "Try it First." (TourMaker's splash screen displays and then the TourMaker Wizard pops up.)

**KimFo:** The default is Create a new tour so let's stick with that. Click Next. (If the trial version notice pops up, just click OK.)

**KimFo:** First you need to choose a field trip title. The topic I have selected for today's session is planets, so type Planets Field Trip.

**KimFo:** Next you need to name the folder that will hold all of the field trip files. Try to stick with short, descriptive names. Let's name it planets

**KimFo:** Click the Next button when you're done. Let me know when you've done that.

**KimFo:** Debbie, I just saw your question about printing the trip...you can definitely print out the Expanded Itinerary.

**DebbieKC:** I'm finished, good about the printing, thanks

**KimFo:** Note that you can store your trips anywhere on your hard drive but for today, let's stick with the defaults. Your tour will be stored in a folder called MyTours. Click Finish.

**BarbaraEH:** I will just follow the discussion now. I am not going to be able to download any of the trial program. I will have to use the transcript from this discussion to download on my own computer at my school/home.

**KimFo:** Ok Barbara,, and when you do...feel free to contact me via email with any questions...that goes for all of you.

**BarbaraEH:** That

**DebbieKC:** Thanks, I might need help at a later date.

**KimFo:** Do Mark and Debbie see the title Planets Field Trip on your intro page?

**BarbaraEH:** That's great. I will

**MarkAH** nods

**DebbieKC:** nods

**KimFo:** Keep me posted so I know if I need to wait up...or should move along :)))

**KimFo:** Notice how the window is divided into 4 frames, as in the other field trip we looked at?

**MarkAH** nods

**DebbieKC:** Yes

**KimFo:** The TourMaker window looks almost identical to a finished field trip except that it has buttons and menus that help you to create the trip.

**KimFo:** Does anyone remember the names of the 4 frames of the TourMaker window?

**DebbieKC:** Logo on bottom left,

**KimFo:** yes!

**DebbieKC:** Navigator on bottom right

**KimFo:** 1- Site frame (the top and largest frame, where the visited site is displayed.)

**KimFo:** 2- Narration frame (the yellow frame, bottom center where itinerary and custom info or instructions go.)

**KimFo:** 3- Control Panel frame (the field trip navigator.)

**KimFo:** 4- Logo frame (with school and commercial purchases, this can be modified to accommodate the school or company logo.)

**DebbieKC:** oops

**MarkAH:** . o O ( I see )

**KimFo:** no you got it :)))

**KimFo:** The opening page on a tour is automatically generated by TourMaker and has some bulleted button instructions as well as the field trip title.

**KimFo:** Note that the Narration frame (yellow bottom center) is scrollable although it is empty since we haven't yet added stops for our trip.

**KimFo:** there is only the 1 stop that TourMaker automatically creates when you first create a new field trip.

**MarkAH** nods

**DebbieKC:** O.k.

**KimFo:** To reiterate...The Itinerary is accessible at any point in the trip so you can move through the field trip sequentially, using the Next button, or randomly, using the contents

**MarkAH** nods

**KimFo:** You can't edit the Open page so click the Next button on the Control Panel to go to Stop 1.

**DebbieKC:** nods

**KimFo:** You should see a blank page in the Site Frame that says "New Page."

**KimFo:** Do you?

**MarkAH:** got it

**DebbieKC:** got it

**KimFo:** When I'm creating field trips, I often create a custom html Welcome page but we're not going to do that today. Just know that you CAN create custom pages for your field trip, such as adding your own Welcome page, or quiz pages, etc.

**KimFo:** Now mouse over the toolbar buttons at the top of the TourMaker window to see their name and function (don't click on them yet).

**KimFo:** Many of the button's functions are also available in the menus.

**DebbieKC:** OK

**KimFo:** For example, the 6th button from the left is the Edit Site Frame button (the one with the yellow top half.) If you go to the Edit menu, you'll see a Site Frame command in the menu.

**KimFo:** Now go ahead and click the Edit Site Frame button, which will open a second window called the URL Editor. This is the window where we choose the sites for our field trip.

**KimFo:** Notice the URL EDITOR window has a different set of buttons and simulates a web browser window. Again, you can mouse over the buttons to see their name and function.

**MarkAH** nods

**KimFo:** To tell the difference between the TourMaker window and the URL editor, which are both open at the same time, remember the TourMaker window has the 4 frames, including the control panel and logo frames.

**KimFo:** Both windows have a row of buttons at the top, but the URL editor has the address box where you can type a web address right below the row of buttons while the TourMaker window does NOT. OK?

**KimFo:** Also, the windows are labeled in the Title bar at the top of the window. Any questions here on understanding the difference between the 2 windows?

**MarkAH** nods

**KimFo:** By the way, when you're just using TM without Tapped In, you'd only have 2-3 windows open at once.

**KimFo:** Now click the Search button on the URL editor window. (6th from the left)

**KimFo:** You should see a list of search engines, do you?

**DebbieKC:** WAIT, I'm lost

**KimFo:** where are you Debbie?

**MarkAH** sees search engines

**DebbieKC:** Still trying to find site editor frame, let me click on it and catch up

**KimFo:** the 6th button from the left is the Edit Site Frame button

**KimFo:** See it?

**KimFo:** (the one with the yellow top half.)

**DebbieKC:** I'm on that window

**KimFo:** which? the Main Tourmaker window or the URL Editor?

**DebbieKC:** Let me click on the search window

**KimFo:** do you see the search engines?

**DebbieKC:** Yes, I'm there now

**KimFo:** 3 cheers!

**DebbieKC:** I have search engines

**KimFo:** Click on Google Search Engine.

**DebbieKC:** I'm not too fast, sorry for the inconvenience

**KimFo:** you're doing just fine....

**DebbieKC:** nods, have google

**MarkAH** googling

**KimFo:** Type planets into Google's search box, then click on Google Search Make sure you click on Search ENTIRE WEB. A page of results appears.

**DebbieKC:** cute Mark

**KimFo:** Click on ?The Nine Planets? which should be the 1st or 2nd entry in the list. (Note the listing can change as the search engine databases are constantly updated.)

**DebbieKC:** I have the page

**MarkAH** sees nine planets

**KimFo:** yippee!

**DebbieKC:** My first entry

**KimFo:** In the interest of time, let's say that this is a site we want on our field trip.

**MarkAH** nods

**KimFo:** we do, don't we????

**KimFo:** Click the Use this Site button on the URL editor toolbar, (the one with a checkmark.) The site gets transferred into the main Site Frame of the TourMaker window and the URL Editor goes to the background.

**KimFo:** yes?

**DebbieKC:** yes

**KimFo:** Now let's add some narration for this stop.

**KimFo:** Click the Edit Narration Frame button on the TourMaker window toolbar (the 7th from the left.)

**KimFo:** In the Stop Title box, erase the text that's there and type "Overview of Nine Planets"



**KimFo:** without the quotation marks.

**KimFo:** Then, see where it says, ?<!--narration-->? under Stop Text:?

**DebbieKC:** Got it

**DebbieKC:** Yes

**MarkAH:** got it

**KimFo:** Do you know how to use Tapped In's whiteboard?

**DebbieKC:** only slightly

**MarkAH** nods

**BJ:** Debbie, did you detach your chat window?

**DebbieKC:** yes

**KimFo:** I'm going to copy some text in there which you can copy and paste

**MarkAH** nods

**DebbieKC:** o.k.

**BJ:** Debbie, attach for a sec

**BJ:** then click on the whiteboard in the blue menu on the left above this chat window

**MarkAH** mark's in a whiteout

**BJ:** you can highlight text on the whiteboard and use control C to copy and Control V to paste

**DebbieKC:** O.K. I see the whiteboard

**KimFo:** the text you want is at the bottom...it's

**KimFo:** This site, created by Bill Arnett, provides an overview of the nine planets in our solar system.

**BJ:** do you see the text, Mark?

**MarkAH:** yes I see it, towards the bottom

**DebbieKC:** O.K. it is on my tourmaker

**DebbieKC:** I copied and pasted it in the area that had narration

**KimFo:** ok..so it's typed in your narration frame, yes?

**MarkAH** transfers text to narration

**DebbieKC:** Yes

**MarkAH** and applies it..

**KimFo:** Then click the Apply button in the lower right. The Narration frame closes and you should be able to see your new Stop 1 title and narration in the Narration frame of the TourMaker window.

**DebbieKC:** OK. I'll try it

**KimFo:** You've got your first STOP 1!

**MarkAH:** Yea!

**DebbieKC:** Yeah!

**KimFo:** Now is a good time to click the Save button on the toolbar, the 3rd from left that looks like a floppy disk.

**KimFo:** Ready to add another stop?

**MarkAH** . o O ( Sorry, but I've got to run to an appointment. Thanks for the intro. I'll show it to my students )

**DebbieKC:** saved and ready

**KimFo:** You're welcome Mark! Thanks for coming.

**MarkAH** waves bye

**DebbieKC:** bye Mark

KimFo waves bye

**MarkAH** left the room (signed off).

**KimFo:** Click the Insert Stop button on the TourMaker window, the one that has a PLUS sign (8th from left on TourMaker window). A new page appears, Stop 2.

**KimFo:** You should see a blank page in the Site frame that says "New Page."

**KimFo:** do you?

**DebbieKC:** I have it

**KimFo:** Click the Edit Site Frame button (6th from left) again to bring the URL editor window to the front. (If you had closed it, clicking the button will open it again.)

**DebbieKC:** O.K.

**KimFo:** Normally, you can type OR copy a URL into the Address box (the Address box is the narrow white box at the top where you can enter a URL),

**KimFo:** but, to ward off typos, I've already typed it into the whiteboard, and from there you can copy and paste it. First of all, if there is any text in the Address box already, delete it.

**DebbieKC:** I understand

**KimFo:** Paste the URL into the address box of the URL editor (Click ctrl-v on your keyboard to paste.) Then hit Enter on your keyboard.

**DebbieKC:** It will take me a second

**KimFo:** that's ok.

**KimFo:** You should see an image of Earth from space.

**DebbieKC:** Entered it

**KimFo:** and?

**DebbieKC:** See a planet in space view, but cannot move around

**KimFo:** great! you're right where you need to be.

**KimFo:** Click the Use this Site button (checkmark).

**DebbieKC:** ok

**DebbieKC:** I have site 2 now

**KimFo:** Now click the Edit Narration Frame button and for a title, type Planet Earth

**DebbieKC:** Title there

**KimFo:** Go to the whiteboard, then copy and paste the text into the Stop Text box:  
?Let's begin with a look at our own planet. This view of Earth showing clouds over water, was taken by Apollo 11 crewmembers in July of 1969.?

**KimFo:** When you're ready, you can click the Apply button.

**KimFo:** Save your work (click the Save button.)

**DebbieKC:** saved

**DebbieKC:** and applied

**KimFo:** yeah!!!

**DebbieKC:** I'll say

**KimFo:** You should now have 2 stops on your field trip!

**DebbieKC:** I sure do!

**KimFo:** Let's add 1 more stop for now.

**DebbieKC:** Great

**KimFo:** Click the Insert stop button (the plus sign). (you should see a New page)

**KimFo:** Click the Edit Site Frame button (6th from left) again to bring the URL editor window to the front.

**DebbieKC:** Got it

**KimFo:** Select and delete any existing text that appears in the Address box.

**DebbieKC:** Ok

**KimFo:** From the whiteboard, Copy the URL to the Address box in the URL Editor. Then hit Enter on your keyboard.

**KimFo:** [http://nssdc.gsfc.nasa.gov/planetary/lunar/apollo\\_11\\_30th.html](http://nssdc.gsfc.nasa.gov/planetary/lunar/apollo_11_30th.html)

**BarbaraEH:** KimFo you have made my experience of this type of chatting very pleasant! Thank you. I will be getting back with you on that info at a later date. I have also enjoyed this discussion. It was very informative and several of my teachers will like to try this out. The students will enjoy this different way of learning about a subject or topic being talked about in class.

**KimFo:** You're very welcome Barbara! I'm glad you could join us!

**DebbieKC:** I have the URL

**KimFo:** Have your students create some trips too! that's really fun.

**KimFo:** OK Debbie..

**KimFo:** You should see a page that reads "30th anniversary of Apollo 11 : 1969 - 1999" Do you?

**DebbieKC:** I keep loosing you in order to get the current whiteboard info

**KimFo:** oops.

**DebbieKC:** Yes I have it

**KimFo:** Click the Use this Site button.

**DebbieKC:** Clicked it

**BarbaraEH:** This does look like a bit of work just by following the discussion or is it easier as you do it?

**DebbieKC:** It is really easy, I'm old and inexperienced on the computer

**KimFo:** Go to the whiteboard (sorry). Select, then copy and paste the text into the Stop Text box. "This page commemorates the 30th anniversary of Apollo 11. What was so special about this mission? You can find out by exploring the information on this page."

**DebbieKC:** It takes a while because I have to keep deleting the window about the trial version

**KimFo:** It's much easier as you do it.

**KimFo:** Thanks Debbie :)))

**BarbaraEH:** Don't feel bad being a part of this chat has made me feel a lot less educated on the computer than I thought I was.

**KimFo:** Oh no! It was supposed to make you feel confident

**DebbieKC:** Oh, it is easy and be sure to get the transcript, these are great sites!

**KimFo:** It's just because you're not following along or you would see what we're talking about.

**BJ:** one really nice feature is that you'll get a transcript of this discussion when you log out, Barbara

**DebbieKC:** You will love it

**KimFo:** and as they say...a picture is worth a 1000 words...

**KimFo:** smiles

**KimFo:** OK Debbie, where are you?

**DebbieKC:** I have three stops completed

**KimFo:** yippee!!!!

**DebbieKC:** hee, hee

**KimFo:** Save your work (click the Save button.)

**KimFo:** Are you getting a general feeling for how this works?

**DebbieKC:** yes, I am now. It is great

**KimFo:** When I am done with a field trip, I usually add a custom Goodbye page so that the student knows the trip is complete.

**DebbieKC:** Alright

**KimFo:** It's just sort of a nice cue.

**DebbieKC:** Sounds good

**KimFo:** but not essential.

**DebbieKC:** How do we do it?

**BarbaraEH:** You have it just seems to be like you have to know a lot more than we really do to do some of these projects. As the old saying goes if you don't use it you loose it. I feel that that goes along with the use of computers and the more you apply your technology the better you get.

**DebbieKC:** I'm 43, did not grow up in the computer generation, but I sure am trying to learn. I have to be knowledgeable to help my students

**KimFo:** use a web design program to create a simple web page and then you just add the URL (on your computer) to the trip using the URL editor. There's a select Local File button on the right.

**DebbieKC:** Like one from Microsoft Front Page?

**KimFo:** Barbara...you really don't...I think in many ways this is easier than using email. but hey, maybe I'm just prejudiced.

**KimFo:** Yes Debbie...that would be just fine...anything that allows you to create a web page will do...Even Microsoft word will let you create a web page these days....

**KimFo:** ok...Use the Next and Back buttons on the Control panel to check out your work.

**KimFo:** You can also click the Tour Itinerary button (the compass) on the control panel to see the list of stops you've added so far.

**DebbieKC:** Kim, I cannot find the local button

**KimFo:** OR you can click the Expanded Itinerary button in the middle and print that itinerary page :))) It has the Stop # and title, the stop narration and the visited URL.

**KimFo:** The Local File button is on the URL editor, not the main TourMaker window....Click the Edit Site Frame button to open the URL editor.

**DebbieKC:** I need to know where that is so I can add the web pages of my choice

**DebbieKC:** Oh, I see it on the far right. It was off the screen for the most part

**KimFo:** That's only for custom web pages on your local computer...all the rest of the web site pages you find on the web are just added the way we've been adding them..either thru the search engine or by typing in a URL.

**KimFo:** OK...Save your tour again and we'll Quit TourMaker

**KimFo:** (A note about quitting TourMaker: You can exit from the Close button in the upper right of the window, or choose Exit from the File menu. While you are actually creating a tour, the Exit button on the Control Panel is disabled.

**KimFo:** Now we're going to take a look at the field trip we've created using Netscape or Internet Explorer, whichever one you prefer

**DebbieKC:** O.K.

**KimFo:** let me know when you're ready.

**BarbaraEH:** Save, save and save some more. Don't forget to save your work. I have learned that the hard way.

**DebbieKC:** Ready and willing

KimFo laughs and empathizes with Barbara

**DebbieKC:** nods

**DebbieKC:** lol

**KimFo:** note that the ideal way to view a trip is to post it on your school web site or somewhere and then anyone can at any time view your field trip....but another way

**KimFo:** is to have it on your local classroom computer (or you can create the trip at home and bring it in on a floppy disk -the tour folder is THAT SMALL). And view the trip through a browser.

**KimFo:** which is what we'll do right now.

**KimFo:** To check out the tour you just created, open Netscape or Internet Explorer.

**DebbieKC:** Wow, I didn't know you could do that

**KimFo:** yep

**KimFo:** Now go to the File menu and choose Open Page or Open.

**DebbieKC:** O.K. I think I just opened IE

**KimFo:** that's fine.

**DebbieKC:** It is asking for a page

**KimFo:** Go to the whiteboard to copy, then paste into the Browse box.

**KimFo:** C:\Program Files\Tramline\MyTours\planets\framever.htm That path may break into 2 lines, make sure that it is all on 1 line with a space between the words Program and Files. This is VERY important.

**KimFo:** then click the Open or OK button

**KimFo:** Your Planets Field Trip should appear. It only has 3 stops right now but it gives you an idea of what's possible.

**KimFo:** Do you see it?

**BarbaraEH:** Could I look at what DebbieC made?

**KimFo:** Not yet because it's still just on her computer. but if she were to post it to a web site, then yes you could.

**BarbaraEH:** Ok

**KimFo:** Barbara,,, Give me your email and I'll post the same trip later on so you can take a look at it.

**KimFo:** I can do it this evening sometime.

**KimFo:** and then I'll send you the URL.

**BarbaraEH:** [elaine.hebert@cpsb.org](mailto:elaine.hebert@cpsb.org)

**KimFo:** great.

**KimFo:** Debbie...are you still here?

**DebbieKC:** I cannot see what I am doing wrong

**DebbieKC:** I cannot pull it up.

**DebbieKC:** Are there any other spaces than between Program and Files

**KimFo:** OK...the way this works is if you used the EXACT folder and field trip name that I gave at the very beginning.

**KimFo:** Did you call the folder planets?

**KimFo:** and store it in the default location when we were initially creating the trip?

**BarbaraEH:** This has been fun. I have learned a lot and DebbieC you have been a trip all by yourself. Thanks again. Debbie I do mean it nicely.

**KimFo:** Thanks Barbara for being here and adding your input. I'll be in touch later today.

**DebbieKC:** Have a great night Barbara

**DebbieKC:** I think next time, I will save it on a diskette as I go

**DebbieKC:** Either that, or I will upload it immediately to my server space

**KimFo:** no....do that after your trip is done...otherwise it would take too long I would think.

**KimFo:** yes, if you have server space by all means....

**DebbieKC:** When I do this for real, I will finish it.

**KimFo:** do you recall if you named the folder planets?

**DebbieKC:** We get free server space at the college

**DebbieKC:** Yes I did

**KimFo:** ok...open IE again and try it once more. I'll go step by step.

**DebbieKC:** Can you type the url one more time

**KimFo:** it's on the whiteboard. and is...

**KimFo:** C:\Program Files\Tramline\MyTours\planets\framever.htm

**DebbieKC:** It kept scrolling up as you were talking

**BJ:** Debbie, here's another trick...click on the actions drop down menu

**KimFo:** it's just pointing to where the trip folder is stored on your computer.

**BJ:** and scroll down to send to pasteboard

**DebbieKC:** YEAH!! I have it

**BJ:** then you can copy and paste the url from the pasteboard

**DebbieKC:** Whoopie, it is there

**KimFo:** ooohh I like that BJ.

KimFo jumps up and down with glee.

**DebbieKC:** Hee, hee it is working

**DebbieKC:** Thank you for showing me.

**KimFo:** you bet! here's a little more info for you.

**DebbieKC:** I will have my own class next fall. I temporarily get to teach now

**KimFo:** Before others can take your trip, (unless you just do it on a local computer like we're doing now) you'll need to create a web "launch" page with a link to your field trip. You'll need to tell TourMaker the address of that launch page. You do this using the Launching tab in Tour Properties. With this set, when a student exits the tour, they'll return to your web page.

**KimFo:** Tour Properties is a button on the TourMaker window.

**KimFo:** Detailed instructions on the launch page and how this works is in the manual, which can be found at <http://www.tramline.com/tm/support.htm> . It is available as an HTML document AND a pdf file.

**DebbieKC:** O.K.

**BarbaraEH:** I need to go. Keep up the hard work DebbieC. Hope to share with you on another chat. Have a great week. I will be looking for your email KimFo. Again, thank you for this info.

**DebbieKC:** This will help keep me legal too right?

**KimFo:** so that about wraps it up.

KimFo laughs

**DebbieKC:** When I purchase a copy, is it good for my entire classroom?

KimFo waves to Barbara

**DebbieKC:** waves to B

**BJ:** I have some sad news...this is the last Tourmaker discussion that Kim will have in Tapped In.

**KimFo:** It's good for one computer in your classroom but as many of your students can use it as want.

**BJ:** The tourmaker software will still be available and there will be archived transcripts

**KimFo:** BJ is so sweet.

**DebbieKC:** That will work, most classrooms only have one computer that we have to share anyway

**DebbieKC:** Thank you so much for your time and assistance

**DebbieKC:** This was really an interesting session.

**KimFo:** You are very welcome. Thank you for taking the time to attend.

**DebbieKC:** Have a great night. I tried to attend last month by my home computer was ancient

**DebbieKC:** You two were wonderful, take care and good night. Kids and husband are waiting at home

**BJ:** Glad you had a successful session this month, Debbie

**KimFo:** Well I'm glad you made it back :) take care, good luck and I'd love to hear about trips you and your students create.

KimFo waves good nite

**BJ:** Thanks so much for all you've done, Kim

**DebbieKC:** O.K. take care ladies, deb waves goodnight