

What equipment do I need?

After seeing a presentation or training by the New Mexico Media Literacy Project, many people ask us how they can use our CD-ROMs or DVD-ROMs to do their own presentations. This document will explain:

1. What equipment you need to use our DVD-ROMs
2. What kind of computer you need to use our CD-ROMs
3. What software you need to use our CD-ROMs
4. What additional equipment will help you present to classes and groups
5. No-equipment alternatives

1. Using DVD-ROMs. Our DVD-ROMs can be used in any DVD player connected to a TV monitor. (Or for presentations to a large group, to a video projector – see below). DVD-ROMs can also be used in any computer (Windows or Mac) with a DVD-ROM drive. Use a computer to access and print the discussion guides. (You can also access these files on our website, using a password.)

2. Computer equipment. All NMMLP CD-ROMs are compatible with both Windows and Macintosh operating systems. You can use them on either desktop or laptop computers.

Your computer must meet these minimum system requirements:

- Pentium processor or Macintosh PowerPC
- Windows 95/98/NT/2000, or MacOS 8.6
- 20MB of free RAM
- 28MB free on hard disk
- CD-ROM drive 4x speed or greater
- Monitor capable of displaying 640 x 480 screen resolution and 16-bit color (thousands of colors)
- Audio card and speakers

Some of our CD-ROMs allow you to access websites for more information. To do this, you'll need an Internet connection and an Internet browser (e.g., Microsoft Internet Explorer, Netscape). Most of our CD-ROMs also feature printable talking points or lesson plans. To use these, obviously, your computer must be connected to a printer.

3. Software. In order to view the video clips on NMMLP CD-ROMs, *QuickTime* must be installed on your computer's hard drive. In order to print out the talking points or lesson plans, *Adobe Acrobat Reader* must be installed on the hard drive. The particular version of *QuickTime* and *Acrobat Reader* needed depends on which CD-ROM you are using. The correct version of *QuickTime* and *Acrobat Reader* is included on each CD-ROM. If you are having problems running a CD-ROM, install *QuickTime* and/or *Acrobat Reader* from the CD-ROM and restart your computer. (See the documentation for your CD-ROM for installation instructions.) If you have more than one CD-ROM from NMMLP, install the software from the most recently released CD-ROM. If you have technical problems with any NMMLP CD-ROM, please contact us.

4. Equipment needed for presentations. To use NMMLP CD-ROMs for a class or group presentation, you'll need some additional equipment in order to display the media examples:

- You will need powered speakers to amplify the sound of the video clips. For most classrooms or small groups, good quality stand-alone computer speakers (\$30 and up) should work fine. For larger groups, connect your computer's audio (headphone) output to a more powerful amplifier/ speaker system or P.A.
- NMMLP presenters use a video projector (also known as an LCD projector) to project the computer display onto a projection screen. Video projectors are available at many libraries and in-school computer labs. While the best new video projectors (small, with a very bright image) are expensive (\$1000 and up), with some effort you can find older models or used projectors (larger and not as bright) at discounted prices. Ask dealers of new projectors, businesses that may be upgrading their equipment, and classified ads in newspapers and on the Web. A cheaper alternative is to use a small electronic device called a scan converter to connect your computer to a large-screen TV. (This only works with very small groups, since the image will still be rather small.) Scan converters are available at most computer and home electronics stores, or on the Web.
- A projection screen helps to present a bright, readable image. A 6'x6' screen is ideal for classrooms.

5. No-equipment alternatives. If you don't have access to a computer and/or presentation equipment in your classroom or presentation location, you can still do media literacy! Use the CD-ROMS on a computer in your home or office, or in your local library, to learn media literacy concepts and skills, and to prepare your presentation. Then collect other media examples to use in your lesson or presentation. (Luckily, this isn't difficult, since we are all surrounded by many forms of media.) It is perfectly legal to copy or record media examples to teach media literacy. Some examples of media to use in your presentation:

- Magazines – Covers, articles, photographs, advertisements. Pass around or make copies.
- Newspapers – News & feature stories, photographs, advertisements.
- TV & radio shows, commercials – Tape some at home and play clips in class.
- Movies – Rent a video, or check one out from the library. Analyze and discuss one or two scenes.
- Popular music – Play a song from a CD or tape; type up and copy the lyrics, if necessary.
- Product packaging – Deconstruct cereal boxes and other packages.
- Direct mail advertising – Put your junk mail to good use!
- Role-playing, skits, debates – Teach the language of persuasion through persuasive speech