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WebJunction.org

## Annotated List of Web Resources for Working with Computers and Spanish Speakers

*These resources can also be found in the Working with Computers and Spanish Speakers section of WebJunction at: <http://www.webjunction.org/do/Navigation?category=7843>*

### General Resources

<http://www.itrainonline.org/itrainonline/spanish/computers.shtml>

ITrain Online offers links to Spanish resources for learning computer basics, email, and internet.

[http://www.americconnects.net/field/FS\\_Immigrants.asp](http://www.americconnects.net/field/FS_Immigrants.asp)

Working with Immigrant Populations: A Recipe by the University of Northern Iowa CTC Program

This article by America Connects highlights best practices for providing technology training to immigrant populations.

<http://www.css.qmul.ac.uk/foreign/eng-spanish.htm>

English-Spanish Dictionary of Common Computing Terms - A basic glossary of common computer terms in English and Spanish.

<http://www.gcfaprendagratis.org/>

GCF Global Learning® offers free web-based computer and career training programs in Spanish for beginning computer users.

### Internet Resources for Spanish Speakers

<http://data.webjunction.org/wj/documents/11279.doc>

Annotated Web Guide for Librarians Serving Spanish Speakers

This list of useful web resources created by the Colorado State Library points librarians to Spanish Language search engines, email providers, and popular sites.

<http://www.webjunction.org/do/DisplayContent?id=1341>

Annotation Guidelines

Use this handout to make notes about your library's collection of Web sites available for patron use. This document can be used in conjunction with Gates Web Guides or separately.

<http://data.webjunction.org/wj/documents/844.pdf>

Latino Resources

Web Guide provides English-language sites about Latino culture and society, arts and entertainment, current events and professional services.

<http://www.sanantonio.gov/library/web/enlaces.asp?res=1024&ver=true>

San Antonio Library Website - Connections in Spanish provides a rich collection of web resources for Spanish speakers covering everything from Arts and Culture to Technology.

[http://kidshealth.org/parent/en\\_espanol/padres/net\\_safety\\_esp.html](http://kidshealth.org/parent/en_espanol/padres/net_safety_esp.html)

Internet Safety Information for parents in Spanish

This informative site includes internet safety information for parents in Spanish. There also is additional health information for both parents and kids on issues ranging from immunization to surviving the teen years.

<http://users.pandora.be/educyclopedia/resources/translationsweb.htm>

A list of online translating resources.

### **Internet and E-mail**

<http://www.webjunction.org/do/DisplayContent?id=11674>

Clases de Computacion en Espanol - Introduction to the Internet

This curriculum provides an introduction to using the internet for Spanish speakers. It was developed by the Colorado State Library as part of a 2003 Outreach to Spanish speakers grant program.

<http://www.webjunction.org/do/DisplayContent?id=11672>

Instructions for creating a Yahoo account in Spanish, created by the Colorado State Library

<http://www.webjunction.org/do/DisplayContent?id=11671>

Instructions for setting up a Hotmail account in Spanish, created by the Colorado State Library

<http://www.webjunction.org/do/DisplayContent?id=8300>

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to use Internet Explorer 6.0. Can be printed out and placed by library computers for easy reference.

<http://www.webjunction.org/do/DisplayContent?id=8299>

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to search the Internet. Can be printed out and placed by library computers for easy reference.

<http://www.webjunction.org/do/DisplayContent?id=2475>

OPAC & Internet Basico en Español

Alvaro Sanabria, Program Manager of the International Center of the San Francisco (CA) Main Public Library, uses this PowerPoint presentation in his successful Basic Internet classes.

<http://www.webjunction.org/do/DisplayContent?id=5514>

Iconos de Internet

Use this Spanish language handout to help teach patrons about the icons they will encounter in Internet Explorer. The handout was created by 'BiblioRedes: Abre tu Mundo,' a program of the Chilean Public Libraries.

[http://www.infopeople.org/training/past/2003/spanish\\_speaking/](http://www.infopeople.org/training/past/2003/spanish_speaking/)

Teaching Spanish-speaking Patrons how to use the Internet

This information from a past InfoPeople Project workshop includes a wealth of online resources, pretests, cultural information, and instructional design best practices.

<http://www.civila.com/desenredada/>

La Red Desenredada is an online tutorial to help Spanish speakers untangle the web.

<http://www.learnthenet.com/spanish/index.html>

Learn the Net

This online tutorial is available in both Spanish and English and provides information for anyone just getting started on the internet. It covers the basics of how the internet works, browsers, searching for information, and downloading files.

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Email+Basics&tutorialID=17>

An online Introduction to Email course in Spanish offered by GCF Global Learning.

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Email+Basics&tutorialID=17>

An online Introduction to the Internet course in Spanish offered by GCF Global Learning.

<http://www.uco.es/ccg/glosario/glosario.html>

Glosario - A Spanish glossary of Internet terms compiled by José Cuadrado Marín.

[http://zircon.mcli.dist.maricopa.edu/tut\\_es/](http://zircon.mcli.dist.maricopa.edu/tut_es/)

Spanish HTML Tutorial

A Spanish online tutorial for creating simple web pages in HTML. Presented by the Maricopa Center for Learning and Instruction

## **Basic Computer Skills**

<http://www.webjunction.org/do/DisplayContent?id=11673>

Clases de Computacion en Espanol

This curriculum provides an introduction to computers for Spanish speakers. It was developed by the Colorado State Library as part of a 2003 Outreach to Spanish speakers grant program.

<http://webjunction.org/do/DisplayContent?id=9075>

Computer Comfort Class Instructor Guide

An instructor guide for teaching a basic Introduction to Computers class. The guide is in English and is accompanied by a Spanish version for class attendees.

<http://webjunction.org/do/DisplayContent?id=9076>

Computer Comfort Class Spanish Handout

A Spanish-language handout for a basic introduction to computers class. This handout is to be used in conjunction with the English-language instructor guide.

<http://data.webjunction.org/wa/documents/8296.pdf>

Changing Language Options Quick Guide

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to change the language profile on the computer. Can be printed out and placed by library computers for easy reference.

<http://data.webjunction.org/wa/documents/8298.pdf>

Copying and Moving Text and Pictures Quick Guide

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to copy and move text and pictures. Can be printed out and placed by library computers for easy reference.

<http://data.webjunction.org/wa/documents/8295.pdf>

Logging On Quick Guide

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to log on to the computer. Can be printed out and placed by library computers for easy reference.

<http://data.webjunction.org/wa/documents/8297.pdf>

Printing, Saving and Opening Files Quick Guide

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to print, save and open files. Can be printed out and placed by library computers for easy reference.

<http://data.webjunction.org/wa/documents/8170.pdf>

Poster: How to Log on to the Computer - Spanish  
Directions in Spanish for logging on to a computer.

<http://www.webjunction.org/do/DisplayContent?id=8172>

Poster: Questions about this computer? - Spanish

Poster in Spanish directing users to the Gates Library Computer Quick Guides for additional help.

<http://www.webjunction.org/do/DisplayContent?id=5510>

Las Funciones Del Computador

Use this handout to describe basic functions of a computer to Spanish-speaking patrons. The handout was created by 'BiblioRedes: Abre tu Mundo,' a program of the Chilean Public Libraries.

<http://www.webjunction.org/do/DisplayContent?id=5512>

Que es un Mouse?

This handout in Spanish explains using a mouse to beginning computer users. The handout was created by 'BiblioRedes: Abre tu Mundo,' a program of the Chilean Public Libraries.

<http://www.webjunction.org/do/DisplayContent?id=5989>

Introduccion a Windows

This lesson plan in Spanish is used in the Chilean Public Library program, 'BiblioRedes: Abre tu Mundo,' and can be used to teach staff or patrons a basic understanding of the Windows XP operating system.

<http://data.webjunction.org/wa/documents/8173.pdf>

Poster: Maximizing Text Size - Spanish

Poster in Spanish describing how users can enlarge text size.

<http://data.webjunction.org/wj/documents/8169.pdf>

Poster: What can you do with this computer? - Spanish

This poster gives a basic overview of desktop icons and the types of tasks that Office applications can help users accomplish in Spanish.

<http://tech.tln.lib.mi.us/tutor/spanish/welcome.htm>

New User Online Tutorial in Spanish

This tutorial by the Library Network Technology Committee is designed to help Spanish speakers who have never used a computer before. It concentrates on using the mouse and a few other basic skills. An English version is also available.

[http://oceancountylibrary.org/In\\_House/Tutorials/Mousercise\\_Espanol/mouse1.html](http://oceancountylibrary.org/In_House/Tutorials/Mousercise_Espanol/mouse1.html)

Mousercise: Online Tutorial in English and Spanish

A great introduction to using the mouse for Spanish Speakers. An english version is also available.

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Windows+XP&tutorialID=33>

Microsoft Windows XP

An online Microsoft Windows XP course in Spanish offered by GCF Global Learning.

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Windows+98&tutorialID=18>

Microsoft Windows 98

An online Microsoft Windows 98 course in Spanish offered by GCF Global Learning.

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Computer+Basics&tutorialID=16>

Introduction to Computers

An online Introduction to Computers course in Spanish offered by GCF Global Learning.

[http://www.mesalibrary.org/research/mouse\\_espanol/page01.htm](http://www.mesalibrary.org/research/mouse_espanol/page01.htm)

Online Mouse Tutorial in Spanish

Written in Spanish, this basic mouse tutorial teaches everything from clicking to filling out online forms. A great resource for training Spanish-speaking web users.

### **ESL Tutorials**

<http://english-zone.com/index.php>

This website was created for ESL students and teachers, but has expanded to include information for native English-speakers wanting to improve their English grammar skills as well.

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

A compilation of interactive quizzes, discussion forums, lessons and links for ESL students. For teachers, this site offers lessons plans, discussion forums, a variety of useful links and more.

<http://www.esldesk.com/index.htm>

A fantastic comprehensive resource developed by a non-native English-speaker that includes information for both students and teachers.

### **Changing the Language of a Computer**

<http://data.webjunction.org/wj/documents/12021.pdf>

Changing Windows XP Language Options Quick Guide

Helpful instructions for changing the language of the computer interface for Windows XP Gates Library Computers or other Windows XP machines. Also includes information on using the visual keyboard in other languages and restoring the computer to English.

<http://www.webjunction.org/do/DisplayContent?id=7311>

Changing the Computer's Language

Follow these steps to change the Gates Library Computer's language to a language other than Spanish or English.

<http://www.techsoup.org/howto/articles/software/page1693.cfm?cg=searchterms&sg=m>

Multilingual PC Software

TechSoup is serving up info on choosing multilingual software to meet your needs.

<http://www.microsoft.com/globaldev/reference/win2k/setup/default.msp>

Configuring and Using International Features of Windows

A link to a Microsoft reference page on how to set up the Multi-Language User Interface for Windows XP

### **Office Applications**

<http://data.webjunction.org/wj/documents/8304.pdf>

Excel 2002 Quick Guide

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to use Excel 2002. Can be printed out and placed by library computers for easy reference.

<http://data.webjunction.org/wj/documents/8305.pdf>

#### Front Page 2002 Quick Guide

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to use Front Page 2002. Can be printed out and placed by library computers for easy reference.

<http://data.webjunction.org/wj/documents/8302.pdf>

#### PowerPoint 2002 Quick Guide

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to use PowerPoint 2002. Can be printed out and placed by library computers for easy reference.

<http://www.webjunction.org/do/DisplayContent?id=8303>

#### Publisher 2002 Quick Guide

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how to use Publisher 2002. Can be printed out and placed by library computers for easy reference.

<http://data.webjunction.org/wj/documents/8301.pdf>

#### Word 2002 Quick Guide

A Bill and Melinda Gates Foundation Quick Guide in Spanish to help teach Spanish speakers how use Word 2002. Can be printed out and placed by library computers for easy reference.

<http://data.webjunction.org/wj/documents/5513.doc>

#### Guardar un Documento

This handout describes how to save a document in a Windows environment and is useful for Spanish-speaking patrons. The handout was created by 'BiblioRedes: Abre tu Mundo,' a program of the Chilean Public Libraries.

<http://data.webjunction.org/wj/documents/5988.doc>

#### Insertar Imágenes

Use this Spanish-language handout to show staff and patrons how to insert images into documents. The handout was developed by 'BiblioRedes: Abre tu Mundo,' a program of the Chilean Public Libraries.

<http://data.webjunction.org/wj/documents/5990.doc>

#### Insertar imágenes y diagramas

This lesson plan in Spanish was developed by a program of the Chilean Public Libraries, 'BiblioRedes: Abre tu Mundo.' It can be used to teach staff and patrons how to insert images and diagrams into documents.

<http://www.americconnects.net/research/wordplusESOL.asp>

#### Teaching English, Microsoft Word, and Internet Skills to Beginning ESOL Students

This multiple lesson curriculum was developed by Janine Gutierrez at Literacy Volunteers of Maricopa County, in Phoenix, Arizona. It was made possible with a grant from the America Connects Consortium.

[http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=PowerPoint+2002+\(XP\)&tutorialID=57](http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=PowerPoint+2002+(XP)&tutorialID=57)

Microsoft PowerPoint 2003

An online Microsoft PowerPoint 2003 course in Spanish offered by GCF Global Learning.

[http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=PowerPoint+2002+\(XP\)&tutorialID=56](http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=PowerPoint+2002+(XP)&tutorialID=56)

Microsoft PowerPoint 2002

An online Microsoft PowerPoint 2002 course in Spanish offered by GCF Global Learning.

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=PowerPoint+2000&tutorialID=9>

Microsoft PowerPoint 2000

An online Microsoft PowerPoint 2000 course in Spanish offered by GCF Global Learning.

[http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Excel+2002+\(XP\)&tutorialID=59](http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Excel+2002+(XP)&tutorialID=59)

Microsoft Excel 2002

An online Microsoft Excel 2002 course in Spanish offered by GCF Global Learning.

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Excel+2000&tutorialID=8>

Microsoft Excel 2000

An online Microsoft Excel 2000 course in Spanish offered by GCF Global Learning.

[http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Word+2002+\(XP\)&tutorialID=55](http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Word+2002+(XP)&tutorialID=55)

Microsoft Word 2002 XP

An online Microsoft Word 2000 XP course in Spanish offered by GCF Global Learning.

[http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Word+2002+\(XP\)&tutorialID=47](http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Word+2002+(XP)&tutorialID=47)

Microsoft Word 2003

An online Microsoft Word 2003 course in Spanish offered by GCF Global Learning.

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Word+2000&tutorialID=6>

Microsoft Word 2000

An online Microsoft Word 2000 course in Spanish offered by GCF Global Learning.

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Office+XP&tutorialID=50>

Microsoft Office 2003

An online Microsoft Office 2003 course in Spanish offered by GCF Global Learning

<http://www.gcfaprendagratis.org/Tutorials/Details.aspx?Tutorial=Office+XP&tutorialID=46>

Microsoft Office XP

An online Microsoft Office XP course in Spanish offered by GCF Global Learning.