

Workshop Outcomes

As a result of the experiences in this workshop, participants will be able to:

- Install the GIST software on both a Mac and PC.
- Access the GIST Help resources to answer questions.
- Describe the various GIST interface components used to create and modify GIST documents
- Create GIST documents
 1. Course Organizers
 2. Unit Organizers
 3. Lesson Organizers
 4. Your own documents from scratch
- Save, store and retrieve GIST documents for later use
- Accessing and Using the Content Enhancement Online Library
 1. Creating your account and signing in
 2. Surfing the site and finding what you want.
 3. Downloading and storing files in GIST
 4. Joining a private group
 5. Uploading files to the library
- Downloading base templates from www.gistplan.com
- Be aware of what Professional Developers must know to lead GIST workshops in the field

INSTALLING AND STARTING GIST

- Installing the CD-ROM
- Migrating Interactive Organizer documents to GIST
- Starting the GIST Program
- Points for Mac users
 - Where to find the application after installation
 - Where to find the My Organizers folder
 - Control click versus right click

HANDS ON ORIENTATION TO GIST FEATURES

- **MY ORGANIZERS**
- **CONSTRUCTION AREA**
- **NAVIGATION BAR**
- **PROPERTIES BAR**
- **OUTLINE WINDOW**
- **FLIPPERS AND F3 & F4**
- **EDIT MODE**

HOW TO CREATE A NEW DOCUMENT FROM SCRATCH

- Start with a blank sheet.
- Draw three rectangles in the center of the construction area
- Change two of the rectangles to ovals.
- Position the rectangle above the two ovals.
- Connect the ovals using the Connector Tool.
- Add labels to the ovals.
- Add text to the line labels on the connectors.
- Change the font and text size on the rectangle.
- Change the proportion and width of the outline of the rectangle.
- Change the outline background colors of the ovals.
- Return to Presenting Mode.

Activity: Draw a simple flowchart that shows the steps to becoming a SIM Content Enhancement Professional Developer.

HOW TO USE A TEMPLATE TO CREATE A DOCUMENT

- Technical Overview (lists, changing font sizes, drop down menus. Copying and pasting)
- The Course Organizer
- The Unit Organizer
- The Lesson Organizer
- *Overriding the templates to personalize your documents*

HOW TO DESIGN YOUR DOCUMENTS

- Bringing color into your documents
- Changing the text font, size and STYLE
- Changing the line size and style
- Connecting shapes
- Making shapes line up
- Using layers
- Linking

HOW TO SHARE YOUR DOCUMENTS

- Printing, e-mailing, sharing
- Using the contentenhancement.org website to publish your work
- Save, store and retrieve GIST documents for later use
- Accessing and Using the Content Enhancement Online Library