



Volume 10  
October 2008

# Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by  
Sue Ann Dixon, ET



## October

### Fire Prevention Month

<http://www.ci.flint.mi.us/fire/FPmonth.htm>

### 8th: Columbus Day

[http://www.atozteacherstuff.com/Themes/Columbus\\_Day/index.shtml](http://www.atozteacherstuff.com/Themes/Columbus_Day/index.shtml)

### 31st: Halloween

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

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## Technology Tips

### Print Preview

To view how the document is going to print, click on File; click Print Preview. You can edit while in the Print Preview Mode. You can also fix margins in Print Preview. Clicking "close" in the Menu Bar will take you back to the original.

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### Screen Savers

Screen Savers are not accessible on the school computers. To choose a screen saver:

- Right-click on desktop
- Click Properties
- Choose Screen Saver
- Use the down arrow and make your choice; preview
- Set the number of minutes to activate the screen saver
- Click Apply

1600 + FREE screen savers:  
<http://www.freesaver.com/>

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## Cite the Site

### The Weather Channel

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

# To Recall Email

**Have you ever sent an email that you wished you hadn't? (or has that happened just to me?)**



1. Click on your sent box
2. Open the email that you want to recall
3. Click "Actions" in menu bar
4. Click "Recall this message"
5. Make your choice of: "Delete unread copies of this message" or "Delete unread copies and replace with a new message"
6. Put a check next to "Tell me if recall succeeds or fails for each recipient."

Note: Recall as soon as you can! It may be read before you can recall...especially is someone is sitting at their computer and reads it as soon as it comes to them.



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### Digital Cameras

A **digital camera** is an electronic device used to capture and store photographs electronically in a digital format, instead of using photographic film like conventional cameras.

Using a USB cable, connect the camera to the computer and download your pictures to the computer to store and/or print.

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### Editing Pictures with Microsoft Office Picture Manager



1. Start
2. All Programs
3. Microsoft Office
4. Microsoft Office Tools
5. Microsoft Office Picture Manager
6. (on left) Add Picture Shortcut
7. find location of pictures
- 8 .Open folder
9. Add

10. Click twice on first picture
11. Edit Picture
12. Click 2 times on picture
13. Choose:
  - Brightness & contrast
  - Color
  - Rotate & flip
  - Red eye
  - Resize
  - Compress pictures
14. See arrows—click right arrow to go next picture
15. When you have edited all the pictures, x-out
16. Save

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## Email Signature

If you would like to have a signature on your email, so the following: (this signature will be on every email that you send out (you can also set the preferences to have the signature on all emails that you reply to also).

1. Open Outlook
2. Click on Tools
3. Click on Options

4. Click on Mail Format
5. Click on "Signatures" at bottom of page
6. Click on "New"
7. Enter a name
8. Click Next
9. Click on "Font"—choose your font, color, size, etc and type what you want for your signature

Example:

Sue Ann

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Sue Ann Dixon  
Education Technologist  
Stowers School  
Ft. Benning, GA 31909  
Lab: 706-544-2438

10. Click Finish
11. Click OK
12. Next to "Signature for New Messages" you will see a triangle...click on it and choose the name of your signature. If you want all of your replies to have that same signature, click on the triangle and choose your signature.
13. Click Apply

You can add more or edit the one you have at any time.

---until next week