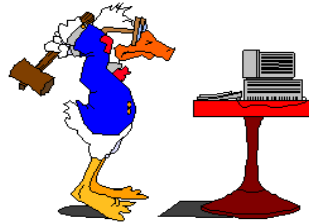## What is a PDF file?

PDF stands for Portable Document Format
A universal file format that preserves the fonts, formatting, colors, and graphics of any source document, regardless of the application and platform used to create it. PDF is the open de facto standard for distributing formatted documents over the Internet. PDF files are compact and can be shared, viewed, navigated, and printed using free Adobe Acrobat® Reader® software, downloadable from http://www.adobe.com. Documents can be converted into PDF files with Adobe Acrobat software.
You can get it for free from Adobe's Web Site
https://www2.dps.state.ny.us/ETS/help/ETSglossary.HTML

Note: In Word you can click and drag, copy and paste straight from Word. You can not do that form a .pdf file. You can "select all", then copy and paste into another document.

Is your computer giving you problems?

The computer starts up in "safe mode"

At times your computer could develop a problem which causes you machine to boot up in what is called "safe mode". The easiest way to try and solve this problem is to run a "scandisk".

- Click on Start, Programs, Accessories, System Tools, and Scandisk.
- Place a check on "Automatically fix errors".
- When Scandisk finishes, reboot your computer to see if this fixed the problem.
- If the computer still boots up in the Safe Mode, click on Start, Programs, Accessories, System Tools, and Disk Defragmenter.
- If you receive the message "You don't need to defragment this drive now", continue with the process anyway.
- When Disk Defragmenter is finished, reboot your computer to see if this fixed the problem.
- If the computer still starts up in safe mode, you need to contact a computer technician.

Computer Chat

HTML

The **H**yper**t**ext **M**ark-up **L**anguage is the language currently most frequently used to express web pages (although it is rapidly being replaced by XHTML). Every browser has the built-in ability to understand HTML. Some browsers can additionally understand Java and browse FTP areas. HTML is a proper subset of SGML.

http

The **h**yper**t**ext **t**ransfer **p**rotocol is the native protocol of browsers and is most typically used to transfer HTML formatted files. The secure version is called "https".

Tech-Talk
Dixon-Style

Spotlight on Software

Discover the artist within!

ImageBlender

With *ImageBlender i*mage editing has never been easier! It's fun and easy to edit images and create new art. The accessible interface and extensive features help you get images looking just the way you want for your multimedia projects, presentations and webpages. *ImageBlender* is one product of the Tech4Learning package purchased by DoDEA.

There is a username and password for Tech4Learning. See Sue Ann.

1. Click Start
2. All Programs
3. Tech4Learning
4. ImageBlender

Projects using *ImageBlender*

Georgia

Atlanta

SCHOOL

NEW YORK CITY

Save the Rainforest

Features

- **Quickly apply visual effects.** Double-click effects in a list to apply them to pictures or selections. Edit effect settings to make the effect just the way you like it
- **Add layers for more control.** Use layers to control every aspect of your image, making it easy to edit text, add shapes, and effects.
- **Paint with creative Blender shapes.** Select from categories of blender shapes and choose from the spray can, roller, or stamp blender to apply the shapes to your picture.
- **Share your creations in a slide show, online gallery, or other programs.** Export pictures for use in multimedia projects, show off your pictures in a slide show, or share your pictures in an online image gallery using *WebBlender* Share.
- **Create an instant Slide Show** from a folder of graphics.
- **Create an entire story book** using images and original writing
- Students use ImageBlender to **create posters, storyboards, cartoons, collages, cover pages, slide shows, cool words, and logos.**
  . . .until next week

Tech-Talk
Dixon-Style
Stowers' Technology Newsletter

Created by
SAD, ET

webwise

Web Browsers

A **Web browser** is a software application that enables a user to display and interact with text, images, and other information typically located on a Web page at a website on the World Wide Web or a local area network. Text and images on a Web page can contain hyperlinks to other Web pages at the same or different website. Web browsers allow a user to quickly and easily access information provided on many Web pages at many websites by traversing these links. Web browsers format HTML information for display, so the appearance of a Web page may differ between browsers.

Some of the Web browsers available for personal computers include Internet Explorer, Mozilla Firefox, Safari, Opera, and Netscape in order of descending popularity (as of August 2006).[1] Web browsers are the most commonly used type of HTTP user agent

Search Engines

A Search Engine is a program that searches documents for specified keywords and returns a list of the documents where the keywords were found.

A search engine works by sending out a *spider* to fetch as many documents as possible. Another program, called an *indexer,* then reads these documents and creates an index based on the words contained in each document. Each search engine uses a proprietary algorithm to create its indices such that, ideally, only meaningful results are returned for each *query*.
(click on the underlined words for definitions).

Most Popular Search Engines

…until next week