



Volume 13
October 2008

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
SAD, ET



www.pics4learning.com

Thousands of images that have been donated by students, teachers, and amateur photographers. Unlike many Internet sites, permission has been granted for teachers and students to use all of the images in the collection.

Right-click on picture and "Save As" to your location. (ex: folder on desktop)



A template is a pre-developed page layout used to create new pages (paper or electronic) from the same design, pattern, or style.

If you frequently create documents that contain a lot of specialized formatting but don't always contain the same text, you can save yourself a considerable amount of time if you create Word templates to use as the basis of future documents.

By using Word's template feature, you can focus your concentration on the content of the document and leave the formatting up to the template.

Steps in creating a template:

1. Open a Word Document and put the information that you want on every document with this title. (Example: Lesson Plans).
2. Add formatting, clipart, font, size, color, etc. etc.
3. File
4. Save As
5. Click on the down arrow next to "Save as Type" and choose document template.
6. At the top in the "Save in", click on the down arrow and find the location for this template. (Example: Desktop; Teacher folder)
7. Type a file name (ex: Lesson Plans or Newsletter)
8. Click Save

~~Bottom Line~~

Internet Connections

The first internet connection I had was "Dial-Up (Dial-up ties up your phone line); from Dial-up I went to cable modem, much faster; now wireless. (I can take my laptop everywhere in the house or even outside! We've come a long way, baby!

For more information, click on the website below:

<http://www.techsoup.org/learningcenter/connections/page4801.cfm>





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Start Menu

The Start menu can be found at the bottom-left of the screen, looking like this:  Start
The Start menu is a good way of starting programs, and doing various tasks, especially shutting down the computer.

Click on "Start" (down the bottom-left). You will probably see a short list of programs, then "Programs", "Documents", "Settings", "Help" and finally "Shut Down...".

Before you switch your computer off it is a good idea to shut it down properly. This can be done by clicking on "Start", then "Shut Down..." You will be given options on what you want to do - shut down, restart, and possibly some others.

To run a program, first see if it is listed at the top of the menu (it probably won't be). If not, click on "Programs" and try to find the program you want. Near the top will be [Accessories](#). Other programs might be listed under the company name or the program name.

The Desktop

If you minimize all windows, you will see a large, usually colored area called the Desktop. There will probably be some icons on it. If so, one of the icons will be "My



Computer". **My Computer** Double-clicking on this shows a new window, with an assortment of icons in it. One of these will

probably look something like this:



Model 85 (C:) If so, double-click on it to show the contents of your hard disk. Depending how much you've used your computer, a number of folder icons will appear. On my home computer there are 82. Further down, there are a number of files, most of which are important for your computer to function correctly, in other words, leave them alone.

Quite a few of the folders will have names representing programs or companies, e.g.

"Acroread" or "Msworks". These will probably contain the program itself, documentation, various related junk, and sometimes documents that were saved by that program.

One of the important folders is "Program Files". This is where most of your programs live. Again, the program itself will be here together with a load of junk.

To tell if a file is a program, first look at its name. If it ends ".exe", it is a program (but not necessarily the one you want - don't run a random program just to see what it does). If none of the files end with .xxx then click on "View", "Folder Options..." then the "View" tab, and click on something like "Hide file extensions for known file types", then "OK". The .xxx file extensions should then appear.





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¿Qué tú dijo? What did you say?

In many ways the internet has been making the world a smaller place. To help break down language barriers there are many free online language translation websites out there. The translations are done by computers that simply match words from different languages together. It's called a "machine translation."

Below are two websites used to translate the English text into other languages

http://web.archive.org/web/20071112040328/http://www.google.com/language_tools?hl=en

<http://web.archive.org/web/20071112040328/http://www.babelfish.altavista.com/>

Credit: 180Techtips.com

iPod



An iPod is a hand held computer device for listening to music. Here's a more descriptive definition from the internet:

<http://web.archive.org/web/20071112040323/http://en.wikipedia.org/wiki/iPod>

You might think of it as a digital update on the old "[walkman](#)" from years gone by. So what's the big deal about the newest iPod? The newest one plays downloaded video as well as music and music videos

Such hand held video technology could be used for good in education also. For example podcasting could give students an opportunity to create their own downloadable radio show. Here's a link to more information about [podcasting in the classroom](#).

Credit: 180Techtips.com

Marking Your Internet Turf

The internet is big, really, really big. Huge barely describes it and it keeps growing every day. So when you're on the internet, and you finally find something useful that you might want to come back to, how do you mark the spot? **Here's how:**

- 1) Go to the webpage that you want to put on your favorites list. In this example I'm going to use this website:
<http://www.180techtips.com>

- 2) Click the Favorites button on the toolbar:



- 3) Click the "Add" button, change the name of the website if you need to and then click "OK"



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