



Volume 3
August 2008

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET



Cite the Site

DoDEA Blackboard

<http://dodea.blackboard.com/webapps/login/>

This site has been developed to provide DoDEA educators and students with the latest information on the DoDEA school system and online learning opportunities.

See SueAnn for username & password



If you use a player piano as an analogy, the piano can be thought of as the hardware and the roll of music as the software.

The **software** is a series of very simple computer instructions carefully organized to complete complex tasks. The **hardware** is what sits on your desk and executes the software instructions. The player piano is useless unless the roll of music has been written correctly.



Monitor, CPU, Mouse & Keyboard

Monitor: The display screen

CPU: Central Processing Unit (the computer)

Mouse: The input device with left & right clicks allows operator to select operations

Keyboard: the keys to enter text or data



Check for Viruses

You **must** check all floppy discs and CD's before you use them on a school computer.

Step 1: Click on the yellow shield in the Tool Bar at the bottom of the screen.

Step 2: Click "Custom Scan"

Step 3: Click in box next to CD Drive or Floppy Drive

Step 4: Click "Scan"

(you can continue to work on other things while it's scanning)

If you get a message, other than "completed", see me ASAP!

Technology Tips



Creating a Distribution List (Contacts) in Outlook

1. Open Outlook
2. Open a New Email
3. Click "To"
4. Click "Advanced"
5. Click "New"
6. Click "Distribution List" (make sure it's "In contacts")
7. Name it (ex: 3rd Grade)
8. Click "Select Member" (find them) OR "Add New"...type the email address there
9. After you have added all the members for that particular contact list, click SAVE and CLOSE.





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According to a recent study from Knowledge Networks/Statistical Research (KN/SI), one-third of children ages 8 to 17 say the Internet is the medium they would choose if they could only have one, with the demand exceeding that for television, telephone and radio. That said, nearly 500 new Internet sites containing sexually explicit material are added to the Web every day. In 2000, the National Center for Missing and Exploited Children released the results of its survey of 1,500 kids who regularly use the Internet. This survey reported the following disturbing statistics:

- * 1 in 4 children is exposed to unwanted sexual material on the Internet.
- * 1 in 5 children is approached or solicited for sex through e-mail or chat.
- * 1 in 33 children is telephoned; receives letters, money or gifts; or is asked to meet for sex. (from Buzzle.com)

****One of the programs we use at Stowers is iSAFE. Our Media Specialist & Ed. Tech instructs the students in proper web etiquette, as well as internet safety.**

Tips for Internet Safety

- Always have good manners and be polite when talking to someone else online.
- Always ask your parents to spend time with you while online so that you can show them some of the neat things you can find online.
- Only use the Internet you're your parents or teachers tell you it's OK, and only for as long as you are supposed to.
- Don't give out personal information like your address, telephone number or school name to anyone unless you have permission from your parents.
- Never meet with a cyberfriend or key pal unless your parents go with you or you have their permission to go alone.
- Don't respond to any e-mail messages you get if they are strange, mean or upsetting to you, and tell your parents or teachers right away.
- Don't send pictures of yourself or your family to anyone unless you have permission from your parents.
- Stop right away if you see or read something on a Web site that upsets you and tell your parents or teachers about it



When Typing a Website



If you send someone a website in an email, once you type the website, hit "Enter"—it will underline and make it into a hyperlink so that they can click on it and go straight to the website:

www.google.com

If you don't hit enter, they will have to type the website into the Internet Explorer address to go to the website. www.google.com They can still get to the website by typing it in, but it's easier just to click on the link and go there.

Desktop Backgrounds

- Right-click on desktop
- Click Properties
- Click Desktop
- Make your choice
- Click Apply

(you can also browse for ones already created)





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In a Nutshell

To change your password:

Click CTRL+ALT+Delete
Click "Change Password"
Type old Password; then type the new one twice:



Flip Your Screen

(flip your screen)

1. Press CTRL + ALT + the up arrow key (see below)
2. Next press CTRL + ALT + the right arrow key
3. Then press CTRL + ALT + the left arrow key
4. Then, before you get too dizzy press CTRL + ALT + the down arrow key



At least you know how to flip your screen back if anyone messes with it.

And if this activity didn't work on your computer it just means you might have a different version of Windows (other than XP) or this particular feature may have been disabled. But if you ever see an upside down screen you'll know what to do.



Tracking Email

The default in Outlook tracks every email that you send and lets you know when and if that person has read your email. If you do not care to know every time an email that you sent has been read by that person, here's how to get rid of tracking:

1. Open Outlook
 2. Click "Tool" in the menu bar at the top of your Outlook screen
 3. Click "Options" (this will take you to the Preference tab)
 4. Click "Email Options"
 5. Click "Tracking Options"
 6. Take off all the checks
 7. The radio buttons at the bottom...your choice of one. (I always send a response—that way they won't keep asking if you want to)
 8. Click "OK"; "OK"; "Apply"
 9. Restart your computer
- Any emails that you have sent BEFORE you do this...you will still get notification when and if the person read it. This starts with the next email that you send.

. . .until next week