



Volume 4
August 2008

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET



Technology Tips



Home Page for Internet Explorer

1. Open Explorer
2. Click "Tools"
3. Click "Internet Options"
4. In the Address box, type your choice (ex: www.google.com)
5. Click "Apply"



Empty Recycle Bin Often

1. Open the recycle bin
 2. Click File—Empty Recycle Bin
 3. Click "yes" to delete all items
 4. x-out
- OR...Right-click on recycle bin & click "empty recycle bin"



Installing Software

You can NOT install software at school.
Only your ET can install approved software.

1. Make sure the software is compatible with your computer. The manual will give the requirements for the software.
2. Click on Start—Control Panel
3. Open "Add or Remove Programs".
4. On the left, click "Add New Programs"
5. On top right, you will see "CD or Floppy"...click on it
6. Insert the CD (or floppy) and click Next.
7. The pop-up menu will tell you exactly what to do next. Follow the directions.
8. When you finish, X-out. Some installations require that you restart you computer.



Cite the Site

www.atomiclearning.com

Atomic Learning provides web-based software training and curriculum resources for more than 100 applications students and educators use every day. Our just-in-time approach focuses on answering the common questions people have when learning popular software packages.

Atomic Learning provides thousands of short, easy-to-understand tutorial movies and a library of curriculum resources that can be used as an integral part of a professional development program, a valuable curriculum supplement, and an anytime/anywhere software training resource





Volume 4
August 2008

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET



Spotlight on Software

Kidspiration2





It's proven that kids build their confidence in creating stories, organizing information, understanding concepts and expressing and sharing their thoughts. Kidspiration2 allows students to see, organize and develop great ideas.

Every computer at Stowers has Kidspiration2.

FYI: I have created over 300 templates for Kidspiration2, covering all curriculum areas and levels. I have put them in a folder in ClassesStowersShared.

I have step by step handouts on how to use the program, including the templates. If interested, stop by the lab and I will give you the handouts.

Here's two examples:
Animal Classification & Comparing living and non-living things

Which critter is which?	1	Look at the different kinds of animals in the Symbol libraries.	2	Find as many examples of each kind as you can. Go to Writing view to tell what makes these groups special.
	insect	bird	mammal	reptile
				




USB Flash Drive



USB flash drives (memory sticks; jump drives) are compact and easy-to-use memory data storage devices integrated with a USB interface. They are great for personal data storage and portable computing.

Important: **Always remove any USB drive correctly.**

1. Right-click on the "Safely Remove Hardware" icon in bottom toolbar
2. Click Stop; OK; Close





Volume 4
August 2008

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET



Display Properties

There are 2 ways to get to the Display Properties.

- Right-click on the desktop
- Click on Properties

OR:

- Click on Start
- Click on Control Panels
- Click on Display

There are 5 tabs on the Display Properties Menu:

1. Themes
2. Desktop
3. Screen Saver
4. Appearance
5. Settings

Themes

A theme is a background, plus a set of sounds, icons and other elements to help you personalize your computer with one click.

Desktop

There are several desktop backgrounds for you to choose from. Scroll through the list and click on each one to see a preview in the monitor display.

There is a Browse button that you can use to find a picture, clipart, etc. that you want to use for your desktop. (example, a picture of your dog or grandchild).

There are 3 positions: Center, Tile or Stretch.

You can also choose a solid color if you choose "none" under the backgrounds or if your picture is centered and you need background color.

Screen Saver

Several screen savers come with your computer. By clicking on the down arrow, you can choose one or you can create your own. (example: Slideshow of your grandchildren or newest pets).

You also have a choice of how many minutes to wait until the screen saver starts. You also have a choice if you want a password so no one else can get to your background icons.

Appearance

There are a couple of choice for "Windows & Buttons" and "color scheme"; the great thing here is the "Font Size". You have choice of Normal, Large or Extra Large. (when you turn 61, these choice really make a differences!) The "Effects" button gives you several choice, one of which is "Large Icons". There are many more choices under "Advanced". Click to view these choices. In the end, it's your preference on how you want the appearance on your computer.

Settings

Under "Display"—leave as is. "Screen resolution": Choices from 800 x 600 (makes icons, folders, text large) up to 1024 x 768 (much smaller). Try them and see which you prefer.

"Color Quality" has two choices: 16 bit and 32 bit. Some programs like Wiggle Works will not work unless it's set at 16 bit. The "troubleshooting" button takes you to a Help Desk. Under "Advanced" are some more choices...I never go there—so if you have a question, try it...remember, it's YOUR preference





Volume 4
August 2008

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET



How to Search the Internet like a Pro

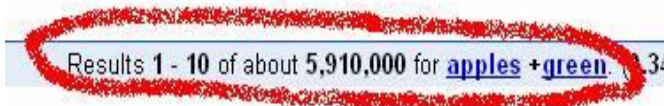
From www.180techtips.com

The internet is big, really, really big. And it keeps growing bigger every day. If you want to search it effectively you're going to need to develop a couple of tricks to help you narrow the search. Here's a few real easy ones to integrate into your next search:

Using +, - and " " (quotes) to narrow your searches:

Lets say you were looking up apples on Google.com. If you just type in "apples" you get 22 million returns. A few more sites than you can check in an afternoon so lets narrow the search down. Let's say that what you're really interested in is **green apples**. To see all the apple websites that also have the word "green" on them type this:

Now you will only see those apple sites that also have the word green on them. Unfortunately we are still getting almost 6 million returned websites:



Now I will only see websites that have the words "granny smith" on them in that order spelled the way I spelled them. Using quotes is always a great way to narrow a search and in my example I was able to go from having 22 million web pages returned from my original search for "apples" to around 220,000 by my last example.

To narrow the search even more lets eliminate a word. For example, some of the websites are also about Apple Computers so lets get rid of them by typing this:



Try using +, - and " " to narrow a search on the internet. This technique will work in most search engines, not just Google. Give it a try today!

Reminder!

Empty all Outlook Mailboxes (InBox, Sent Box & Deleted Box ONCE a WEEK!

...until next week

That reduced about 1 million of the returns but we still have about 5 million web pages to check out. A final way to narrow the search is to use quotes to narrow the search to an exact phrase. For example if what we're really interested in is **granny smith apples** we can add that to the search like this:

