



Volume 7  
Sept. 2008

# Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by  
Sue Ann Dixon, ET



## Spotlight on Software Pixie

*Pixie* is an art program that allows you to create art using unique paint brushes, visual effects, stickers, and text.

Examples created using *Pixie*.



Georgia



A is for apple.

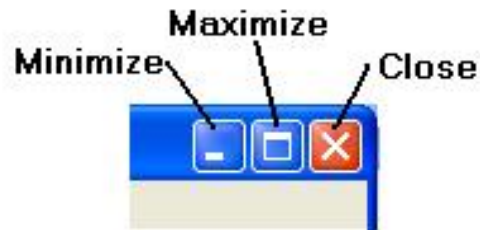
Click on the website to see samples:

<http://www.tech4learning.com/pixie/samples.html>

## Maximize Your Windows

This technology tip goes back to the basics. It's all about using the windows on your desktop more effectively.

For example, the buttons in the top right hand corner of the screen:

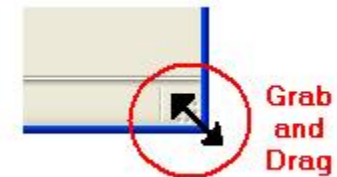


**Maximize** (full screen)

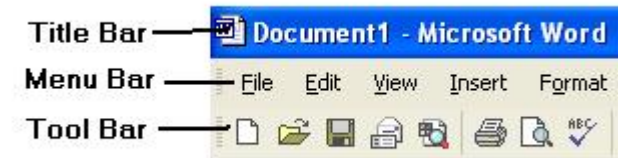
**Minimize** (Make a movable window)

**Close** (end a program by closing the window it's in)

To resize a window go to the bottom right hand corner, grab it by left clicking and holding the button. Then drag to make the window larger or smaller:



All windows have a title bar across the top and some windows, depending on the program that's running in them, might also have a menu bar and tool bar. Here's an example from Microsoft Word:





Volume 7  
Sept. 2008

# Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by  
Sue Ann Dixon, ET

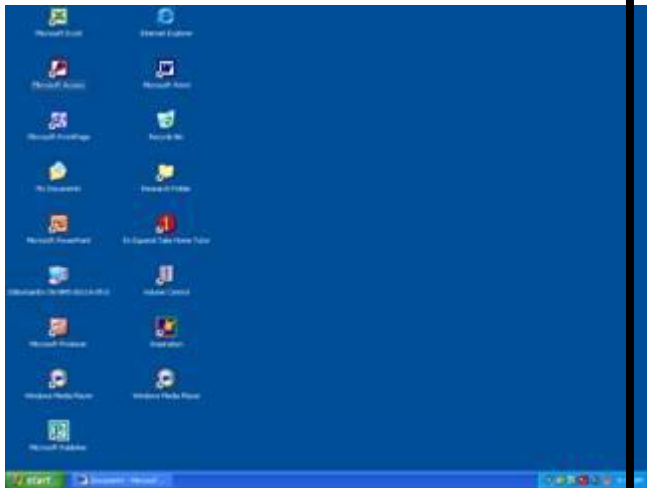


## Getting Through Windows

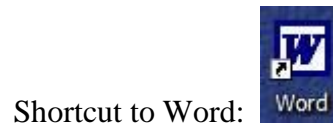
This Technology Tip will help you navigate your way through the various folders and windows on your Microsoft desktop.

Some common terminology you should be familiar with:

1. **DESKTOP:** The opening screen when you turn on your computers. It probably looks something like this:



2. **ICONS:** The little pictures that represent files or programs. Here are some sample icons:



3. **MY COMPUTER:** The desktop icon from which you can navigate your way through the various drives, folders and files on your computer.



4. **FOLDERS:** The basic organizational structure in Microsoft Windows. Like a giant filing cabinet your computer uses folders to organize everything in it. Here are some sample folder Icons:





Volume 7  
Sept. 2008

# Tech-Talk

## Dixon-Style

Stowers' Technology Newsletter

Created by  
Sue Ann Dixon, ET



You might notice that your icons and folders might look different than the ones pictured above. When ever you open a folder (by double clicking the left mouse button) a new window opens to show you what is in that folder. You can change how the icons (files) are displayed. Here's how:

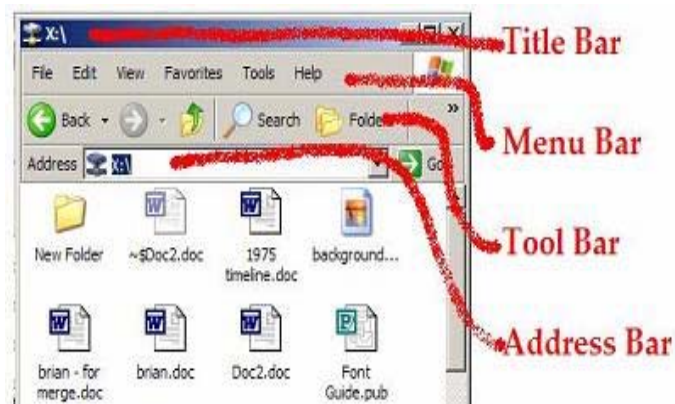
- 1) Open a folder, any folder.
- 2) Every window has the following "Bars" at the top:

Each word on the **Menu Bar** gives you a drop down menu of options.

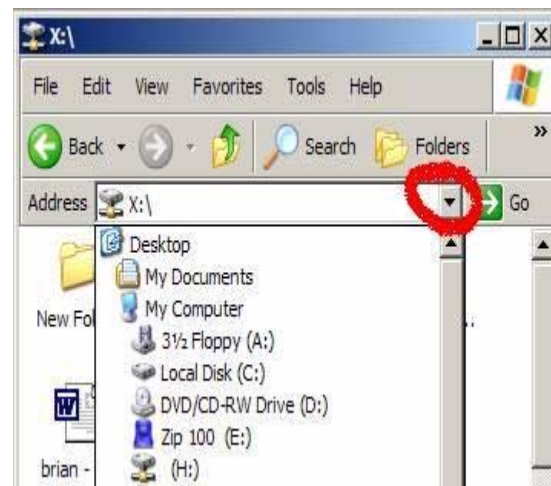
The **Tool Bar** offers you shortcuts for common tasks

The **Address Bar** tells you which folder you are in and also offers you a way to access other folders. If you click the triangle on the Address Bar you can see a drop down list of other folders and pathways to them:

- 3) To change the view click on the word "**View**" on the menu bar and select a new view from that list. Each view has its own advantages and disadvantages. For example, if you are looking at a folder full of pictures you might want to use the "Thumbnail" view so you can see what each picture looks like. If you are trying to clean out your C: drive you might want to use the "Details" view to find the largest files so you can delete them first.



The **Title Bar** tells you the name of the folder you are in. In this example the title bar tells you that you are in a network drive called "X:"





Volume 7  
Sept. 2008

# Tech-Talk

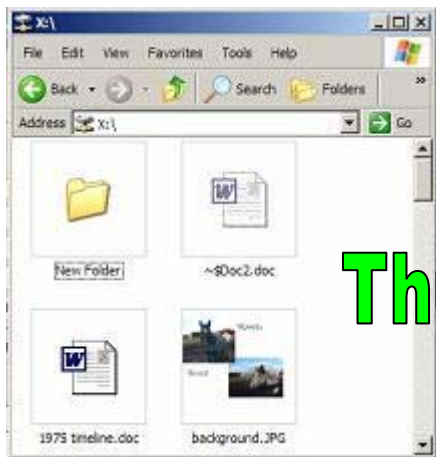
Dixon-Style

Stowers' Technology Newsletter

Created by  
Sue Ann Dixon, ET



## 5 Different Views of the Same Folder:

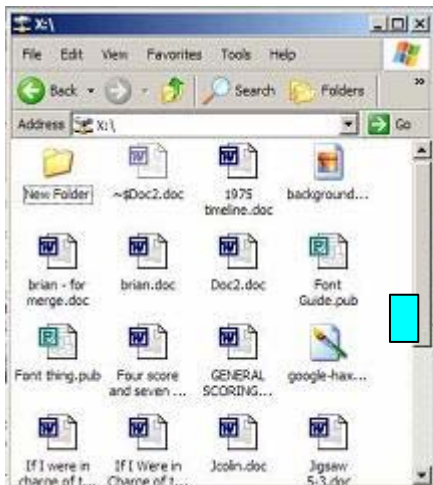
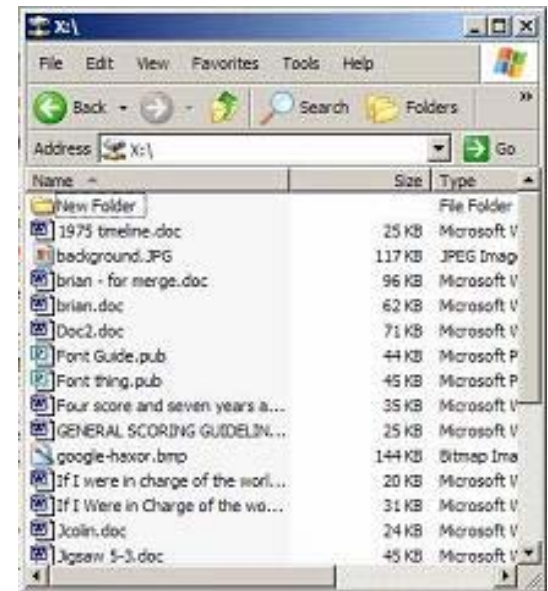


Thumbnail

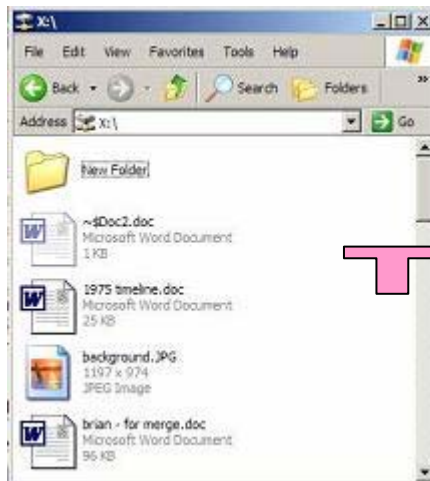


List

Details



Icon



Tile

...until next week