



Volume 9
September 2008

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET



Using Roxio CD Creator

- Click on start
- Click all programs
- Click on Roxio
- Click on Creator Basic

At this point, click on the link below and print out the directions. It will give you step by step (with pictures) of how to "burn" a CD.

<http://www.cvm.ncsu.edu/cr/howto/Burn%20CD%20using%20ROXIO.htm>



2 Kinds of CD's

CD-R & CD-RW

(CD recordable & CD rewritable)
Whether you are using CD-R or CD-RW disks, you burn them the same way. The difference is in whether you write all files and close a session with the CD-R or leave the burn session "open" so you can write more files to the disk late with the CD-RW.

Computer Chat



Getting numbers instead of letters
when you are typing?

Solution: Fn+NumLk/ScrLK



Tips for
Home

Power Options

You can set the time for your monitor and hard drive to turn off and your system to go to the sleep mode by doing the following:

- Click Start
- Open Control Panel
- Click Power Options
- Make your choices



Cite the Site

www.passkeylearning.com

PassKey is a modular diagnostic and prescriptive software program for self-paced instruction in math, reading, writing, science, and social studies. Awesome!!!

See me for username & password

Printing Continues to be a problem!



PLEASE remind students to click on File; Print instead of clicking on the printer icon. Why? Because if they click on the printer icon, sometimes it takes a while for the printer to warm up and the student thinks it's not printing, so they click the icon again and again—wasting paper. Also, if they click on the printer icon, they will not know if the printer is the correct default printer.

Make sure you have set the default:

- Click Start
- Click Printers & Faxes
- Find the printer that your classroom has been assigned to print to.

Example: BN-STs-ROOM-####

Note: Printers sometimes "jump the track" and often happens when a new update is pushed through to the computers. Remind yourself and students to check the location of the printer before you/they print. If it's not correct, just click on the arrow next to the name of the printer that is in view, find the one you want to print to and print (or reset default as above)





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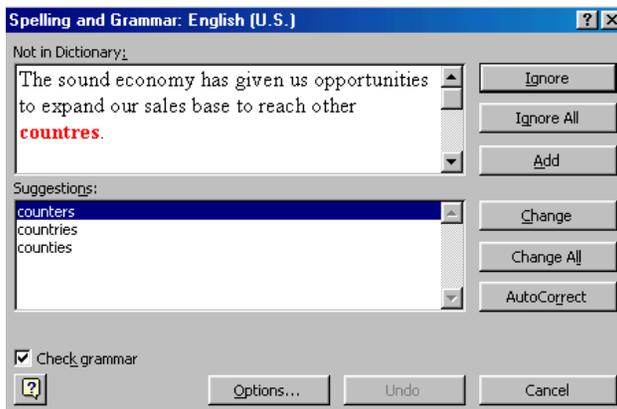
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Spell Check



Spell-check is designed to verify the spelling of word and help user ensure correct spelling. Spelling checkers are features of a larger application, such as a word processor, email client, electronic dictionary or search engine.

Spelling checkers can operate as the user enters text, notifying the user when an error is made (underlining the erroneous text in red). They can also operate at the user's request, checking an entire document or email at once. Spelling can be checked simultaneously with grammar (underlined in green.).

Reminder!!!

To Always Get the Newest Updates or Additions to a Folder that you have Created:

IF you clicked and dragged the folder to your desktop, you will not receive the new updates. You must create a shortcut of the folder you want if you want to get the new things that are added to that folder. (Questions, see me)

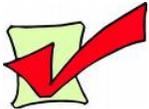


InFocus Projector



Educators have been throwing pictures up on classroom and auditorium walls since the beginning of time. The 21st Century answer to projection is the InFocus. When connected to a computer, both teacher and student can make presentations to the entire class. It's also great for large audience presentations. These projectors are very expensive, but worth every penny!

Technology Tips



Portrait vs. Landscape Format

The default for Word documents is in **portrait** format, the long edge of the page is vertical.



If you want the document with the long edge horizontal then set the format to **landscape**.



Here's how:

- Open a Word Document
- Click File
- Click Page Setup
- Click the Landscape Icon
- Click OK





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In a Nutshell

Finding Information on Internet

To find information, pictures, videos, etc. on the internet, "Google" it! Type the most important words first.

www.google.com

Example: Math Interactive 3rd grade.

What about for students?

Suggested search engines that are safer than "Google" for students:

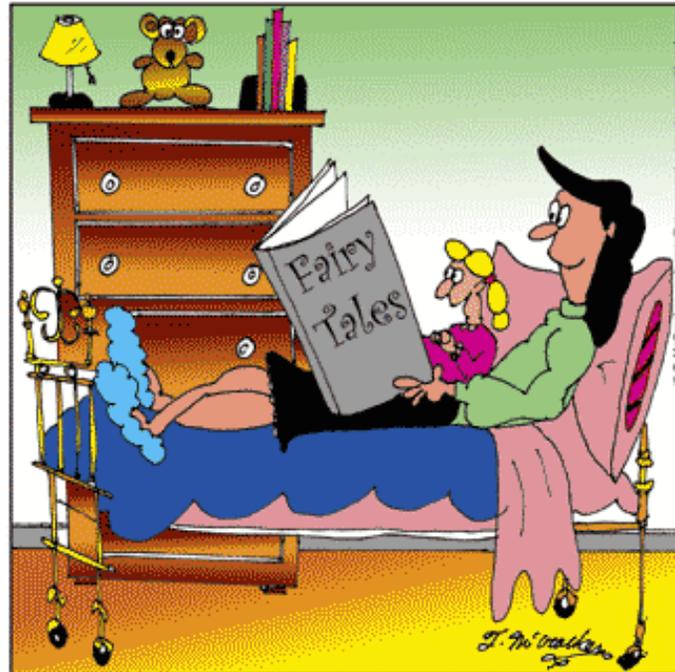
www.galileo.usg.edu
(password: riblet)

www.yahooligans.com

www.askjeeves.com

www.kidsclick.com

MCHUMOR by T. McCracken



"When Humpty Dumpty fell off the wall, I bet all the kings men could have found how to put him back together again by searching the internet."

Have you ever sent an email that you wished you hadn't? (or has that happened just to me?)

To Recall Email



1. Click on your sent box
2. Open the email that you want to recall
3. Click "Actions" in menu bar
4. Click "Recall this message"
5. Make your choice of:
"Delete unread copies of this message" or "Delete unread copies and replace with a new message"
6. Put a check next to "Tell me if recall succeeds or fails for each recipient."

Note: Recall as soon as you can! It may be read before you can recall...especially if someone is sitting at their computer and reads it as soon as it comes to them.

...until next week