

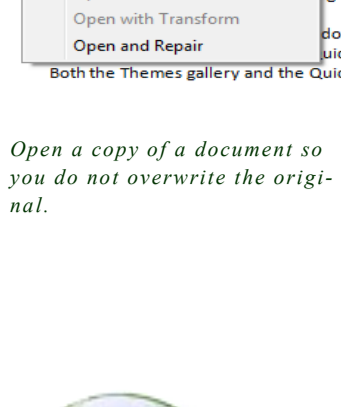


Technology Newsletter

Microsoft Office Tip

How many times have you opened a shared document or template and accidentally overwritten it? If this has happened to you this tip will surely be useful. If you are in word, for example, go to File, Open, in the Open window navigate to your file as you normally would, but do not hit the open button just yet. Instead of clicking the Open button click the small arrow to the right of the open button (see right). Choose Open as Copy. This will open a copy of the document keeping the original one safe and sound.

March 2008

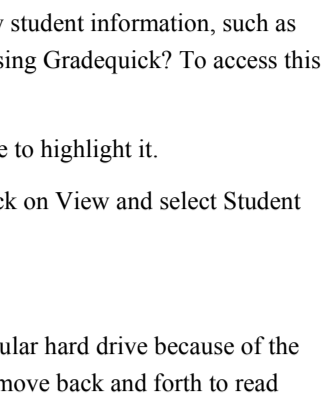


Open a copy of a document so you do not overwrite the original.

Creating E-mail Folders

If you receive many e-mails that you would like to keep, but do not want to clutter your inbox, try setting up folders. To do this, right click on your name in the folder list on the left of the screen. Select New Folder. Type in the name of the new folder and click OK.

You can either drag e-mail messages into the new folder, or you can right click on an e-mail message and choose Move/Copy to Folder, and click Move.



Check out the Technology Web Page!

We have created a web page so you can print out problem sheets, view tutorials, and view past newsletters. The link is located on the Thompson home page under the Tech/Media tab.

Tips and Tricks



* Did you know that you can view student information, such as addresses and phone numbers using Gradequick? To access this information:

1. Click on a students name to highlight it.
2. On the top menu bar click on View and select Student Summary View.

* Should I defrag my flash drive?

Defragging speeds up a regular hard drive because of the way it works. The drive head has to move back and forth to read different parts of fragmented files, which slows things down. So defragging (moving all the parts of each file to be closest to each other) speeds up access.

Flash drives do not work the same way as a hard drive. They don't have moving parts, and they can access a fragmented file just as quickly as one that's contiguous. If you do defrag a flash drive, you'll shorten its life because flash memory can only do about 10,000 – 100,000 of writes before it wears out. So you should **not** defrag flash drives.

To defrag your hard drive with Windows XP go to Start, Programs, Accessories, System Tools, and select Disk Defragmenter.

* Drag & Drop

When navigating through Windows Explorer and Different removable media (CDs, floppy disks, flash drives and mapped network drives) try these shortcuts instead of copying and pasting.

CTRL + Drag & Drop will copy items

SHIFT + Drag & Drop will move items

ALT + Drag & Drop will create shortcut to item

When you do the normal drag and drop (drag documents and drop them on your desktop or into another folder) if you are dragging items from your c: drive they will be moved completely. If you are dragging items from removable media or the network, they will be copied to the destination unless you use the shortcuts above.

Friendly Notice:

The technology department has been overwhelmed with projects over the past few months. We would like to remind you of the proper procedures to report all computer issues. All computer problems should be reported using problem sheets. If you feel that it is an emergency please call your school's office and they will contact the Technology office.