

Technology Newsletter

May 2008

Flash Drives

Flash drives (also known as USB or Thumb drives) are a great way to save or back up your data. They are taking the place of floppy disks and CDs because they are more compact, faster, and hold more information. They are also very affordable and easy to use. Flash drives hook right into your computer's USB ports located on the front or back of your computer. They are available in many sizes. To give you an idea of what size flash drive to purchase, a 1 GB flash drive will hold approximately 450 photos, hundreds of documents, or 250 MP3's.



Plan on Purchasing a Computer or Laptop This Summer?

All staff members can purchase a computer through Gateway and receive the same educational discount as the school. All you need to do is visit www.mpccorp.com*, build your own quote, and e-mail it to Heather Reynolds. Heather will send the quote to the school's Gateway representative for pricing.

*The professional segment of Gateway was recently sold to MPC. Computers are still shipped with the Gateway name.

Get education discounts on computers and software!



Phone Features

TO SELECT RINGER TONE

The telephone system has fourteen kinds of ringer tones that you can select.

Press **Feature** and **3**.

Press **3** again for next tone.

Press **Feature** key to select.



TO ADJUST RINGER VOLUME

Press **Feature** and **0**. Ringer activates.

Press **v** or **^** key. Ringer volume decreases or increases.

Press **Feature** key to stop ringing.

TO ADJUST TRANSMISSION/RECEIVING VOLUME (DURING VALID CALL)

Press **Feature** and **4**. The Transmit Volume increases.

Press **Feature** and **4** again. Transmit Volume returns to normal.

Press **v** or **^** key. Receive Volume decreases or increases.

Tips & Tricks



- ⇒ Microsoft released Windows XP service pack 3 on April 30. Go to [Microsoft's download center](#) to download service pack 3, as well as other updates. Service pack 3 doesn't contain any major new features, but it will increase security and reliability.
- ⇒ Need a better way to organize your files? Open up your My Documents folder, single (left click) on the folder that contains the documents you wish to arrange. Next, go to View on the top toolbar. Point to Arrange Icons By. Select the option you wish to use. Available options are:
 - Name** - Arrange alphabetically.
 - Size** - By size, with the largest folder or file listed first.
 - Type** - By type, such as all documents created using Microsoft Word.
 - Modified** - Chronologically in order by the last modification date, with the latest modification date listed last.
 - Show in Groups** - In letter groups by alphabetical order.
 - Auto Arrange** - Automatically in orderly rows and columns.
 - Align to Grid** - Automatically in orderly rows and columns by invisible grid points.



This will be our last newsletter for the 2007-2008 school year. We wish everyone a great summer! The Technology handout regarding the end of the year computer procedures will arrive in your mailboxes shortly.