



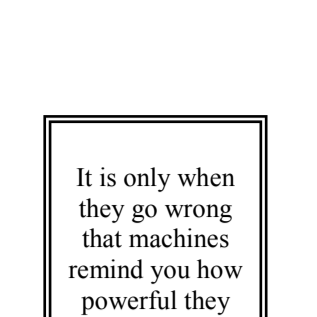
## TECHNOLOGY NEWSLETTER

### Google Earth Introduces Google Sky

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A new feature in Google Earth, called Google Sky, allows users to view the sky from their computer. You can zoom in on distant galaxies and nebulas, view constellations and planets, and learn about the lifecycles of stars. The data is provided by Google's partnership with NASA and the Hubble Space Telescope Observations.

To make this website even more interactive for your class, you may borrow the projector to show your class the site. It's like visiting the planetarium without having to leave your classroom. To download Google Earth go to <http://earth.google.com>. Current Google Earth users will have to download a newer version to use Google Sky.



### Open Office

Open Office is a handy tool for students and teachers to use at home if they want to work on documents, but do not have Microsoft Office on their computer. Open office is a free program that anyone can download from <http://www.openoffice.org/>. It is compatible with all versions of Microsoft Office and is offered by Sun Microsystems. Open Office offers word processing, spreadsheets, presentation software, and a drawing program. It is easy to use and its interface is very similar to other office suits. Best of all, it's free!

It is only when they go wrong that machines remind you how powerful they are.  
-Clive James

### Google Docs

Google Docs is another great free program to check out. You can make documents from scratch, or you can upload existing documents, without having to download anything on your computer. Google Docs is compatible with Word, Excel, and PowerPoint. All you have to do to get started is sign up for a Google account (this is free and only takes minutes.)

Once you upload or create documents you can share them with others by entering in their e-mail address. As soon as they log in they will be able to access your documents. Many people can view the documents at the same time and you can work on your documents from any computer with internet access.

[Click here to go to Google Docs](#)

### Quick Tips

- Many of you have probably visited one of our computer labs and noticed that the new computers are running Windows Vista. Here is a quick tip to help when using Successmaker in the computer lab. If you forget to adjust the volume before logging into Successmaker you can press the ALT and the TAB key to switch back to the desktop. This also applies to other programs.
- Have you ever gotten stuck trying to change the font while creating envelopes and labels? If you right click in the envelopes and labels window you can select the font option to change the font style, size, and effects.
- Did you know when using Internet Explorer you could add "www." to the beginning and ".com" to the end of the text typed in the Address bar? Type the name of the website in the address bar and type (CONTROL, ENTER). For example, type the word "google" then type (CONTROL, ENTER). You will see this as a result "http://www.google.com".
- Instead of constantly clicking the back and forward arrows in Internet Explorer, hold down the shift key and use the scroll wheel in the mouse to go back and fourth between pages.
- When you are in Internet Explorer you can hold down the shift key and click on a link. This will open the link in a new window so you don't lose your place. You can also hold down the control key and click on a link. This will open the link in a new tab.

### FYI...

We have been receiving several complaints that inappropriate e-mails are coming into people's inboxes. We have adjusted the Spam filter to a more rigid setting. This widens the criteria for what will get marked as spam. Please remember to check your Spam/Junk Mail folders because these new settings will probably mark some legitimate e-mails as Spam.

Happy Thanksgiving!  
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This newsletter is distributed and maintained by Heather Reynolds and Matthew Godzik