

Technology Tip Tuesday Newsletter

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Retrieve your Email at Home

Cartridge Recycle

Here's a way to help out the Phoenix Zoo and the environment too. The zoo raises money by recycling empty ink jet cartridges. If you email them they will be happy to send you free postage paid mailers that you then place your empty cartridges in and drop in a mail box. You might want to involve your students with this worthwhile project as well. [MORE INFO.](#) For free mailer bags email phoenixzoo@ckarecyclaid.com

Retrieve your email from home or wherever you happen to be. Whether at the local Starbucks or on the Great Wall of China, if you have access to the internet you can check your Creighton email. (Isn't technology wonderful?) The URL address to type in is <http://www.creightonschools.org/mail>. So next time you go on vacation to Aruba you can still read your work email. Aren't you glad to know that? 😊 Oh, and don't forget to logout when you're done.

Smartboard Tip

Does your Smartboard seem to get a bit sluggish at times? If it seems to be slow to respond remember it's not the board it's the computer slowing down. There are two things that are the biggest reasons for the slowdown.

1. **Having too many applications open at the same time.** If you are a Mac user you need to be sure to QUIT the application by going to the application name and then "Quit". Simply clicking on the red button of the application does not shut it down, it only closes the open window and not the application.

Look at your Dock. If you have a little black triangle pointing at the application's icon then it is still running. Click on it and shut it down by going to "File" and "Quit". This does not include the Finder or the Dashboard.

2. **Not shutting down your computer.** Shutting down your computer for at least a couple of minutes gives your computer a chance to "clean out" and reset some important components which when over-used, will slow down the operation of software like the Smartboard software. So give your computer a break and get better performance by shutting it down every day.

If you will do these two things you'll find you have a noticeably faster laptop operation and performance.

Dear Techno Geek

Dear Techno Geek,
I would like to put a copy of a PowerPoint I created on my SWIFT website but I want it to be “read-only” so that others can download it but not edit it. Is that possible? How do I save the document as read-only?
Signed,
Pondering PowerPoint

Dear Pondering,
Yes it’s possible to save your PowerPoint presentation in a format that is basically read-only; simply save it as a slide show. To do that do a “Save As” and choose a format of “PowerPoint Show” rather than the default setting of “PowerPoint Presentation”. Now when someone downloads the document it will open as a read-only show.
Good Question!
Techno Geek

Useful Shortcut

Do you frequently type in URL addresses into your browser? If you do, here’s a shortcut to save you some keystrokes. You won’t have to type www or .com if you use the shortcut.

Let’s use www.brainpop.com as the example URL address for our different browsers below:

Mac Users - If you use Safari simply type [brainpop](http://www.brainpop.com) in the address bar and hit the Apple Button and Return. A new window opens up with www.brainpop.com automatically as the URL.
If you use Firefox simply type [brainpop](http://www.brainpop.com) in the address bar and hit the Apple Button and Return, then www.brainpop.com automatically becomes the URL.

PC Users - If you use Internet Explorer simply type [brainpop](http://www.brainpop.com) in the address bar and hit the Ctrl Button and Enter, then www.brainpop.com automatically becomes the URL.

Links Worth a Look

PowerPoint Templates	Free PowerPoint Templates for Mac users that can be downloaded.
Story Starters	Lots of good writing prompts.
50States.com	Lots and lots of information here about our 50 states for students to use as a research tool.
FreeFoto.com	A good website with lots of free photos organized by category.