

Tech Tips



Reminder - Google Apps for Education is a set of great online tools for communication, collaboration, time-management, and document storage. These tools include:

- 📧 Gmail: a full functioning email program
- 📅 Calendar: a customizable calendar and todo list
- 📇 Contacts: an address book
- 📄 GoogleDocs: a wordprocessing, spreadsheet, presentation, form and drawing program that allows multiuser access and editing
- 🌐 GoogleSites: a website application allowing the gathering of a variety of information in one place

Click [here](#) to get started learning about Google Apps. Contact your CIT when you're ready to begin using these tools with your students.



Great Idea -



Do you have trouble remembering all those passwords? I sure do! Instead of taping them to the underside of your keyboard, try using the "Notes" section of MS Outlook. Just click on the "Sticky Note" icon in the lower left hand corner of the window, click on the "New" button, and type your message. "Notes" are automatically saved. It's so easy!



Quick Tip - [Google offers lesson plans](#):

Use these classroom-ready lesson plans that make use of Google apps.



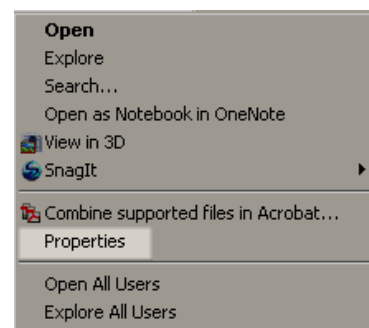
Tech Tip - Put your Favorites on Your Start Menu

There is a quicker way to get to your "Favorites" without opening your browser first.

1. First, go to your **Start** button and right-click it. Left-click on **Properties**.



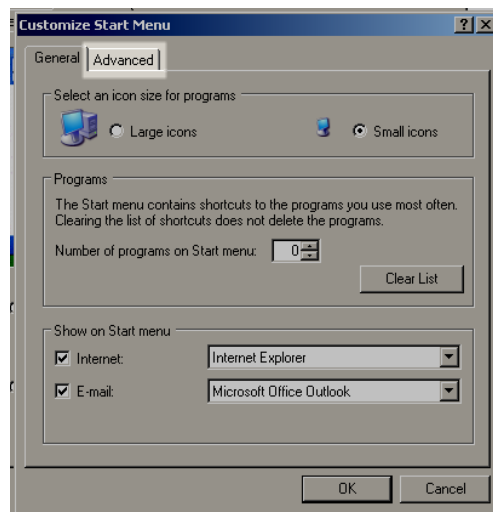
← right click on the start menu



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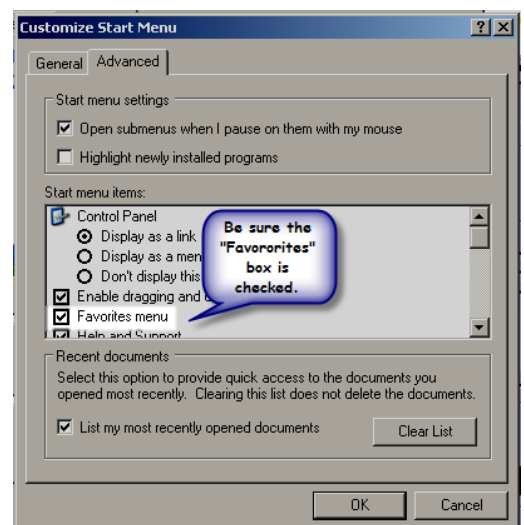
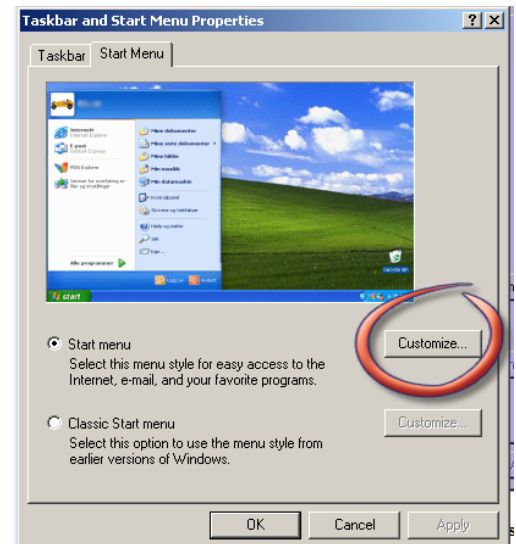
2. Left-click on **Customize**.

3. Left-click on **Advanced**.



4. Next look under **"Start menu items"** and check **"Favorites Menu"**.

5. Click on **OK**, and then click on **Apply**, and **OK** again.



This is what it now looks like.