

Tech Tips



Reminder - Your CITs are here to help you. Whether it's designing a lesson, showing you something new in the software, or being the extra hands when you take your class to the computer lab, Laurien and Mary will do whatever it takes to make your technology life easier. Email is the quickest way to find us.



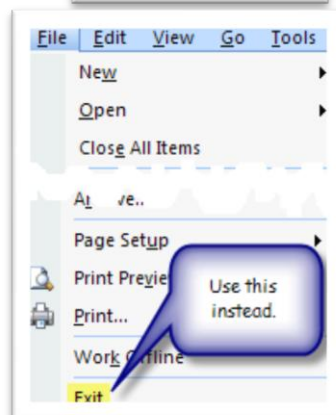
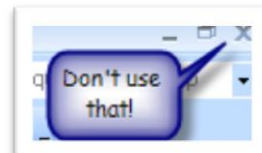
Great Idea - Using an online comic strip maker is an easy way to engage many students. Click here for a [webpage](#) that not only contains links to many free comic building websites but also has examples that will spark ideas on using comics in your classroom.



Quick Tip - Open Multiple Outlook Window with One Click

Personally, I like having my "Inbox", my "Calendar", and my "Tasks" open in different windows so I can just click in the taskbar to change to the different sections of **Outlook**. The only problem is closing all those windows individually and re-opening them up later on. *Too many clicks!* There is a solution and it's very easy!

1. Open **Outlook**. It generally starts up with the **Inbox**.
2. The right-click on any other part of **Outlook** (**Calendar**, **Contacts**, **Tasks**, **Notes**) and choose "Open in New Window".
3. **Now here's the important part:** when you close one of those parts, don't use the X in the upper right hand corner. Go to the **File** menu and choose **Exit**. This closes all the different windows of **Outlook** that you've opened (with just one click!).
4. **And here's the cool part:** when you open **Outlook** again, it will automatically open all the Outlook windows you previously had open!



Awesome Web Site - [Smart Exchange](http://exchange.smarttech.com/index.html#tab=0) - Lesson plans for your smartboard and connect with other "smart" teachers. <http://exchange.smarttech.com/index.html#tab=0>