

HARVESTERS TECH TIPS

DeLay is scheduled to migrate on April 14th!

Software Changes For LISD...a **MUST READ!**

LISD is making quite a few changes in software in the upcoming months that will certainly affect each one of us.

The first change will be moving from GroupWise email to Microsoft Outlook. Each campus staff member will receive clarification of the date for the transition for their campus via email from the technology department. Read your emails carefully and make certain that you have taken the steps nec-

essary to save any emails you wish to save prior to the transition date for your campus.

At the same time the district will upgrade from Microsoft Office 2003 to 2007. The look and feel of the new software will be challenging at first, but in the end, you will love the difference!

In addition, at the end of the school year, we will be changing from Novell to the Microsoft

Server. Because of this change, it is necessary for you to save everything from your network drive to an external source, such as a flash drive, external drive, CDs or data DVD. These items can be purchased at an office supply store, WalMart, Target, etc.

Use this newsletter as a quick step-by-step guide to saving your emails and teacher created materials.

Special Points of Interest

- Software Changes for LISD
- How to Get Organized
- How to Save Your Emails
- How to Access Your Archived Email
- Preparing for Purchasing an External Drive
- How to Burn a CD
- How to Save Items to a Flash Drive or External Device
- How to Make a Data DVD

Let's Get Organized!

This year, plan to add your computer files to your Spring-Cleaning-To-Do list! Start by cleaning up the loose items on your computer and placing them in organized folders. By taking a few steps to get organized, you will save an enormous amount of time by not having to search endlessly for items you have saved!

The first step is in planning. How do you want to organize your items? By Subjects? By Units of Study? By Chapters? By Themes? Once you have a plan, create folders for your items both in the My Documents folder and on your network drive (H://

drive).

To create a folder:

- Open the My Documents folder.
- Click on File > New > Folder.
- Right click on the new folder and select "Rename".
- Type a name for the folder such as the name of the subject, if you teach more than one subject.
- Repeat to create a folder for each subject that you teach.
- Once you have the subject folders created, double click on one of the folders and repeat the process to create folders for each unit of study, chapter, or theme.
- Click on the lose items in the My Documents folder and drag them into the correct unit folder.
- Repeat the process of creating folders on your network drive.
- Click and drag lose items into the folders.
- (Be sure and take time to delete unwanted items.)

Everything from the H:// drives WILL be deleted during the software transition at the end of the school year. Be sure you have saved your items from the H:// drive to an external source before you leave for the summer!

Open some of the items you copied from the beginning, middle and end of the list to be sure you can access them later.

As always, come see me for assistance!

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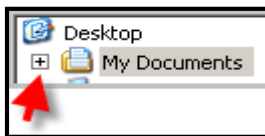
Saving Email

Before your campus moves from GroupWise to Outlook, be sure to save any emails that are important to you. If there is an attachment on the email, it is possible to save the attachment, as well.

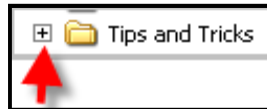
- Open the desired email to save.
- Click on File > Save As. A new screen will open.
- At the bottom of the screen, click "Browse" to navigate to the location of the folder in which you would like to place the email. (Remind yourself not to place it loosely in the My Documents folder because you are getting organized!)



- A new screen will open. Click on the plus sign next to My Documents.



- Click on the plus sign next to the name of the folder you wish to place the email in OR...



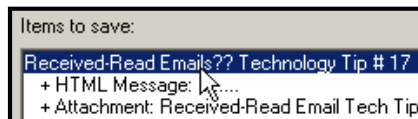
- Click on "Make New Folder" to create a new folder in the My Documents folder.



- Click and drag across the name "New Folder" and type a new name in the highlighted space next to "Folder".



- Click "OK". The screen will close.
- The "Save" screen will reappear. Notice that the email title is highlighted.

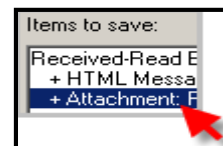


- To save the email, click the "Save" button.



- Do not "save" the HTML Message on the next line. If you attempt to, you will get a screen that says "Bad File Name." No problem. Just click "OK".

- To save an attachment, click on the attachment name on the "Save" screen.



- Repeat the "Browse" process to select the folder in which you would like to place the attachment.

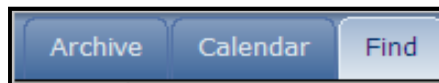


- Click "Save".

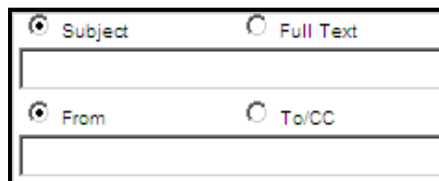
How to Access Archived Email

To access archived email it is easiest by logging in to GroupWise via the Internet.

- Go to www.lisd.net
- Click on Staff > GroupWise.
- Login using your regular computer username and password.
- In the upper right corner of the screen, click on "Archive".
- On the left, click on the "Find" tab.



- Type in the information that will help describe the item you are seeking.

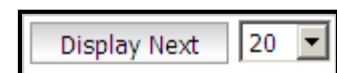


- Click "Search". The emails re-

Archived email will not be saved in the migration to Outlook.

lated to your description will appear on the right.

- Notice at the bottom that you can display more than 20 emails at a time by changing the selection on the "Display Next" menu.



- Save any emails you need into specific folders in you're my Documents folder following the above directions.

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Preparing for Purchasing an External Device

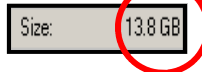
There are several external devices available on the market. Before you purchase one, it is necessary to determine what size space you will need. This is important because you do not want the frustration of attempting to save your items onto a device that is too small to store all of your work.

To determine the size of the "My Documents" folder on your computer:

- Right click on the folder > select "Properties".
- Select the "General" tab.
- The size is posted in the middle of the screen.

- Repeat the process to determine the size of your network drive. Click on "My Computer" > Right click on the H:// drive and select Properties > General tab.

- Various External Devices are posted below:



Pay attention to the size type: GB (gigabyte) or MB (megabyte).

Flash Drive

(Also known as "pen" or "thumb drive")

Available in sizes:

- 128MB
- 256MB
- 512MB
- 1GB
- 2GB
- 4GB
- 8GB...
- 32GB



External Drive

(More expensive than most Flash Drives. More space. Also comes in smaller portable boxes.)

Available in sizes:

- 80GB
- 120GB
- 160GB
- 250GB
- 320GB
- 500GB
- 1000GB



CDs

(Recordable CDs are available in 3 sizes: 21 min, 63 min, and 74 min. Sold in sets of 20, 50, 100, etc.)

Available in sizes:

- 21 min = 184MB
- 63 min = 553MB
- 74 min = 650MB



DVDs

(Recordable data = 4.7GB for most DVDs. Double layer DVDs can hold up to 9.4GB. Sold in sets of 15, 20, 25, etc.)

Available in multiple sizes and types.

- DVD-5 = 4.7GB
- DVD-R/W = 4.7GB
- DVD+R/W = 4.7GB
- DVD-9 = 8.5GB



1 gigabyte = 1028 megabytes

How To Burn a CD

Generally, a CD holds 650MB. That sounds like a lot, but PowerPoints with images, animations, and videos can be quite large. Therefore, it is important to check the size of the folder before burning to a CD.

- Place the CD in the CD drive.
- Click "Open writable CD folder".
- Open the My Documents folder.
- Copy and paste portions of the folder onto the CD window. (Right click on the folder > select "copy" > right click on the CD window > select "paste")
- As it completes its copy, a down arrow will appear next to the folder. It is now ready to be written to the CD.
- Click the "Write these files to a CD" link.
- To copy your network drive go to My Computer and double click on your network drive (the H:// drive).
- Copy and paste portions of the folder onto the CD window.
- Click the "Write these files to CD" link.

How to Save to a Flash Drive or External Device

Prior to copying your documents to the flash drive or external drive, determine the size of the folder to be copied. Make sure the external source is large enough to hold everything from the "My Documents" folder and/or the network drive, H:// drive.

- Plug the flash drive or external drive into the USB port on your computer.
- Wait until you get a message from the computer system tray on the bottom right of the desktop that the computer has found the new device.
- Click to open "My Computer".
- The external source is located as the E:// drive.
- Right click on the "My Documents" folder and select "Copy". (You will not see anything happen. Just trust the computer.)
- Next, place the cursor on top of the E:// drive and right click to select "Paste".
- You will see the folder of documents flying across to the new location in a small screen.
- To copy items from the H:// drive, click on "My Computer" to open.
- Double click on the H:// drive.
- Press the Ctrl + A key to select everything.
- Right click on the blue highlighting anywhere and select "Copy".
- Place the cursor on top of the E:// drive and right click to select "Paste".



How to Make a DATA DVD—(HP Laptops Only)

Only the HP laptops have DVD burners. The earlier, older laptops issued by the district do not have a DVD burner. If you have an older laptop, save these instructions for another time as they will not apply to you. However, if you have an HP, you have the capability to burn DVDs using the DVD drive and the Nero software on your computer.

- Place the DVD in the DVD drive.
- The software should open immediately. If not, click on "Start" > "All Programs" > "Nero" > "Nero StartSmart".
- On the new screen that opens, click on "DATA" on the top left.
- A new list of items will appear. Click on "Make Data DVD".
- On the right side of the new screen, click on "Add" to open the Browse menu.
- On the top bar, click on the menu arrow to navigate to your network drive.
- Click once on the list of items on your H:// drive and press the Ctrl + A keys on the keyboard. This will highlight everything at once.
- Click on the "Add" button at the bottom of the screen and then click "Finished".
- You should now see all of the folders in the Nero StartSmart window. Click "Next" on the bottom right. A new window will open.
- Type a name for the DVD on the space next to "Disc Name".
- Set the writing speed to "Maximum".
- Click to make a check in the box next to "Verify data on disc after burning".
- Click "Burn" on the bottom right.

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2. Open some of the items from the beginning, middle and end of the list to be sure you can access them later.
3. As always, come see me for assistance!