

# Point - Click - File & Save

## Technology Integration @ LMS

“Education is a precondition to survival in America today.”

Vol. 2 issue 2

Marian Wright Edelman

October 2004

### **Another Busy Month at LMS**

Since my last newsletter, I've had some very busy but exciting events in my life. Being busy explains the reason for the late newsletter. Soon I hope to get the newsletter back on a beginning of the month schedule.

As I mentioned, I've been very busy. David and I were out of the building for 7 days as we worked on our certification with Apple Computer. We are now Apple Certified Desktop and Portable Technicians. Earning this status was not easy as it required extensive study and the passing of three rather difficult exams. As part of our training, we had to dismantle and reassemble several Apple desktop and laptop computers. Scary? It was scary the first time; however, under the knowledgeable guidance of Ben Samms from Apple Toronto, we put the iBook back together and it worked fine. We did the procedure to a couple of other iBooks for practice.

We're now confident with our new abilities. David and I are now ready to take on any Apple iBook! It's not a scary task anymore. Our hopes are to be able to do in-house repairs on Apple computers that are out of warranty. In-house repairs would not only save money but could cut down on the turn around time of getting iBooks back in the hands of our students.

As you probably heard, I was selected as a runner up for Technology Teacher of the Year by the Association of Computer Technology Educators of Maine. I received my award on October 15th at the ACTEM conference held at the Augusta Civic Center. I was presented with a framed certificate and a check for \$500.

Being presented with this award was very exciting indeed. After teaching for nearly 27 years, it is such an honor to be recognized in this way. I was nominated by my former team leader, Barbara Mathieu. Barbara was an outstanding educator at LMS and a superb team leader that always promoted her teachers and the Unified Arts in

general. Barbara always treated us fairly and recognized our individual needs. We all gained from her hard work. Barbara and her daughter moved to up-state New York and is presently teaching at Burger Middle School in West Henrietta, New York. Her daughter Jessica is a student at RIT.

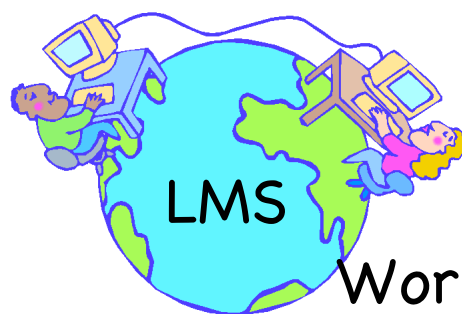
After word of my recognition got out to the LMS community, I received many mentions of congratulations from teachers and students at LMS. Your thoughtfulness is so appreciated. Thank you all for the nice words.

### **Classroom Web Site? You're kidding!**

Kidding? No, I'm not! This past month, I held five Technology Clinics that dealt with the construction of classroom web sites. Forty-two teachers took part in these clinics which were designed to give teachers the basics of constructing a web site. Will all of these teachers actually have a web site for their classrooms? In time, I believe so. I've seen several web sites up and running already.

As the year goes on, David and I are planning on continuing clinics dedicated to the Hyper Text Markup Language (HTML). Our next HTML clinic will show participants a few more advanced tricks with time set aside for teachers to continue work on their sites with our guidance.

Why are teachers so interested? The biggest advantage of having a classroom web site is the ability to upload worksheets for students to download. A web site is also a great way to set up links that you want your students to use within your classroom. The neatest thing is that students that are homesick or on vacation anywhere in the world can keep in touch with what is going on at school.



Worldwide

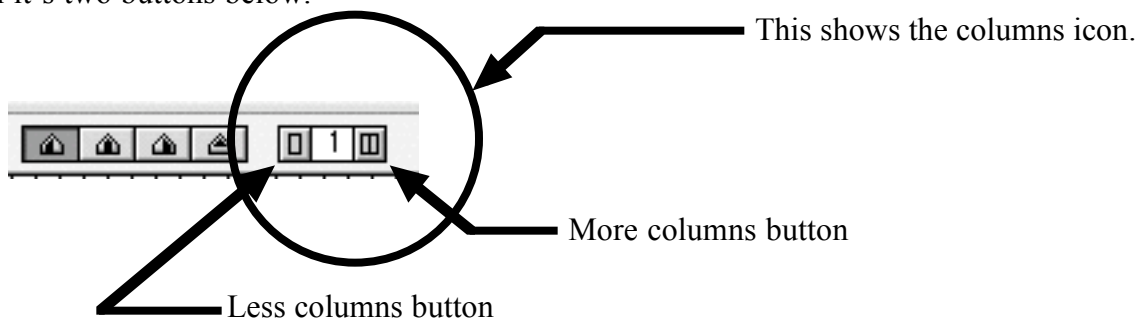
Hey  
Randy!

How do you: jump from one column to another?

Actually it's easy... if you know the trick. We will begin by learning how to make columns.

**Step 1** - Begin by opening up a new AppleWorks word processing document.

**Step 2** - At the top of word processing documents, you will see an icon that represents columns. I've shown this icon with it's two buttons below.



**Step 3** - By clicking on the “more” columns button, you can have up to nine columns. If you make more columns than you really need, you can decrease the number of columns by clicking the “less” columns button. As you can see below, I made three columns.

This is column 1	This is column 2	This is column 3
To go to column 2, press the “enter” key once .	To go to column 3, press the “enter” key once .	IMPORTANT! Once you have written something in each column, the way to move around from column to column is to use your mouse to click in the column you want to go to .

**Step 4** - As explained above, you jump from column to column by pressing on the “enter” key. Not the return key. The “enter” key is located to the right of the space bar. Once you have written something in each column, you simply jump from column to column by clicking on the column you want to work in with your mouse.

**Step 5** - Finally, if you are working in column three and would like to continue with columns on the next page down, just press on the “enter” key.

Hey  
Randy!

**How do you:** format a document to have columns at the top, no column in the middle of the document, and then columns at the bottom?

**Actually it's easy...** if you know the trick. We will start off by making a word processing document with three columns.

**Step 1** - As I explained on page two of this newsletter, make a three-column document like the one shown below.

Favorite Foods	Favorite Sports	Favorite Treats
<ul style="list-style-type: none"> <li>• Lobster</li> <li>• Steak</li> <li>• Chicken</li> <li>• Pork</li> </ul>	<ul style="list-style-type: none"> <li>◇ Skiing</li> <li>◇ Roller Blading</li> <li>◇ Mountain Bike Riding</li> <li>◇ Skate Boarding</li> </ul>	<ul style="list-style-type: none"> <li>A. Tapioca Pudding</li> <li>B. Peanut Butter Cups</li> <li>C. Chocolate Cake</li> <li>D. Chocolate Chip Cookies</li> </ul>

**Step 2** - The next step is to click after the last item in column 3 (Chocolate Chip Cookies) and then hit return.

**Step 3** - Now go to the Format menu and drag down to Insert Section Break. Once the section break is in place, you can type whatever you like. Note: If you used Label Styles like I did above for my listings, make sure that you choose none before making the section break.

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<p>You see, now I'm back to one column which is the default when you start an Apple Works document from the Starting Points window. I know that this may seem complicated at first, however, once you get the hang of this process, you will be using it all of the time. After I get done writing this sentence, I'm going to hit the return key and then go back to the Format menu to insert another section break.</p>		

**Step 4** - As I explained in the above paragraph, I simply made another section break and added three more columns.

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<p><b>Column One on Bottom</b></p>	<p><b>Column Two on Bottom</b></p>	<p><b>Column Three on Bottom</b></p>

## **Wow! 42 Teachers Attended**

David and I were very pleased to see how many LMS teachers took advantage of our first five Technology Clinic sessions. As was stated earlier in this newsletter, over 40 teachers participated. At this time, I would like to recognize and thank the following teachers for their time and dedication for improving their computer skills: Sue Grondin, Loretta Hamann, Lil Castonguay, Pat Langelier, Elisa Whittier, Kim Russell, Kay Allison, Deanna Marken, Brent Watson, Phil Brookhouse, Sue Reny, Jim Dobson, Christine Cook, Cassandra Young, Diane Bleakney, Nicole Goyette, Kelly Brown, Judy Howard, Marcia Potter, Beth Woodhead, Pat Harris, Howard Ellis, Katherine Cargile, Nicole Pendexter, David LeGloahec, Christine Poulin, Nat Scribner, Mike Courchesne, Shayna Malyata, Megan Cassada, Rona Boilard, Judy Drummond, Claire Gamache, Pam Brown, Jen Laroche-Albert, Dwayne Conway, Lyndsay Rae Delorme, Todd Mogul, Annette Caldwell, Susan Weber, Billie Jo Brito, and Celise Murphy.

As always, if you need extra help after a clinic, just ask. David and I are willing to help. Don't be afraid to ask. We want to see you succeed.

## **iTeam AM Laptop Triage**

Earlier this month, I began recruiting students to join our iTeam. This year's school wide iTeam is going to be made up of a few very select students. Training will take place as I bring students on to the team. The major role of this year's iTeam is to perform triage work in the library during morning homeroom.

Many of the problems that arise are due to operator inexperience. The iTeam is there to solve these small problems so that students don't have to go without a laptop. If a laptop really does have a serious problem, the iTeam members will recognize the problem and forward the problem already diagnosed to Mr. Plourde. Their work is a time saver for Mr. Plourde and keeps as many iBooks in the hands of students as possible.

Right now we have two 8th grade boys manning the iTeam Triage table. An 8th grade girl is expected to join the first week of November.

## **Upcoming Technology Clinics**

When I wrote last month's newsletter, I wasn't sure how I would "recruit" teachers for the upcoming Technology Clinics. I did know that we learned from last summer's technology sessions that 10 participants at a time was the only way to provide quality instruction. Keeping that in mind, instead of sending out sign-up sheets, I went around the school and personally invited teachers to attend. I began by inviting individual teams; however, I found that I had better luck by taking the first 10 teachers that were interested in attending. Since I offer the same clinic up to five times, my system seems to be fair and caters to the schedule of more teachers.

Since my first five clinics dealt with the posting of homework assignments on a web site, it wasn't an appropriate clinic for Ed Techs. Thus, only lead teachers were invited. My next clinic, on Tuesday, October 26, will deal with the use of AppleWorks' "Slide Show" and "Presentation." These two applications are Apple's answer to Microsoft's "Power Point." This clinic is already full with ten participants. I will be offering this clinic possibly later in the week to ten more participants, and Ed Techs will be invited too. I will be offer this clinic as long as there are participants interested in attending.

My "Slide Show" and "Presentation" clinics are designed for participants that haven't attended the summer technology clinic. However, if you truly need a refresher, you are welcome to join. When I go out recruiting for participants I will explain exactly what we will be covering during the clinic. If this is something that is of interest to you, let me know and I'll come to you first. You may need to keep reminding me though!

## **Signed Up at Shaw's Yet?**

Specify LMS as your designated school and our school will receive a nice check from Shaw's. It's painless and doesn't cost you anything but your time to sign up.

Hey  
Randy!

**How do you:** make the buttons on the AppleWorks Button Bar bigger?

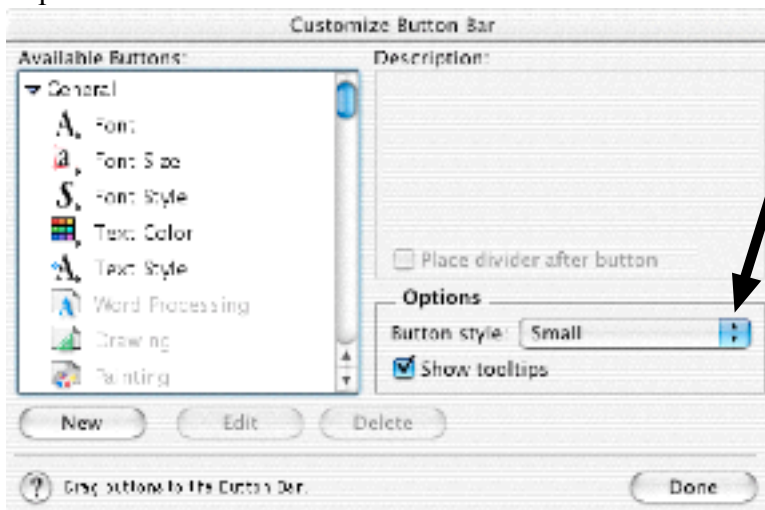
Actually it's easy... if you know the trick.

**Step 1** - First you need to know what the Button Bar is. Below I'm showing you the button bar as it appears with its default settings.



**Step 2** - There is a good chance that you might not see the Button Bar. If that's the case, go up to the Window menu and drag down to Show Button Bar. Likewise if the Button Bar is something that annoys you, you can remove it by going to the Window menu and dragging down to Hide Button Bar. But for this example, let's make believe that you aren't hiding it.

**Step 3** - To increase the size of the Button Bar buttons, simply go to the AppleWorks menu and drag down to Preferences and then drag to the right to select Button Bar. A window like the one below will appear.



**Step 4** - Change the Button Style from Small to Large by clicking on the drop-down menu shown here. Now click on the Done button.

*This is great modification for students that have a hard time seeing.*

**Step 5** - This is what the Button Bar will look like once you have increased its size. Below, I'm only showing a small section of the Button Bar.



Hey  
Randy!

**How do you:** find royalty free images that students can use without getting blocked out by our filtering system?  
**Actually it's easy...** if you know the trick or should I say, the web site address!

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[www.pics4learning.com](http://www.pics4learning.com)

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**Step 1** - All the pictures found at [www.pics4learning.com](http://www.pics4learning.com) are royalty free for educational uses. This means that you can use them on just about anything including your web site. Simply go to the site. Pick a category or do a search. Chances are that you will find the picture that you are looking for.

**Step 2** - Once you find the picture that you like, click on its thumbnail so that you can get a full size picture.

**Step 3** - Hold down on the ctrl key while clicking on the image. Drag down to download to disk and you now have the image on your desktop.

**Step 4** - With your AppleWorks tool panel showing, click on the arrow pointer so that it's selected.



**Step 5** - Go to the File menu and then drag down to insert. Change file format to all available and the picture is now on your document. (By the way, there are other ways of doing this too!) With the picture selected, go to the arrange menu and select Scale By Percent. Doing this will allow you to change the size of your picture.



**Step 6** - Give credit to the person that donated the picture and then consider donating your pictures to the site for other teachers and students to use.

Name: applesnovascotia.jpg  
Photographer: Bonnie Marks  
Caption: Nova Scotia Apples  
Location:  
Date Taken:  
Bibliography: Marks, Bonnie. [applesnovascotia.jpg](http://pics.tech4learning.com). Pics4Learning. 23 Oct 2004 <<http://pics.tech4learning.com>>