





# 101 Technology Shortcuts

## Internet Hot-Spots


1. The internet has many great resources for gathering information to use with worksheets and handouts. One such location is [www.clipart.com](http://www.clipart.com). This website has a zillion copyright free images that they provide (for a fee). Because they are copyright free, I do not feel any qualms about using their search feature to find a graphic I want for a worksheet or handout. After searching and finding the perfect image, I use the “print screen” button, usually just above the “insert” button near the “delete” button, and then I use Microsoft Paint to select the part of the image I want to use on my document. The preview images from clipart are usually about the right size for a worksheet and are generally the only images I use for worksheets. Larger images have a “watermark” running through the image.
2. [www.wikipedia.org](http://www.wikipedia.org) is an interesting site that you might have heard of. The *BIG FLAW* is that anyone can edit any page to make it say what they want it to say, so any single article on the site can only be taken with a “grain of salt.” It is still, however, a great resource, because usually the information is true or nearly true. They also cite further resources on any good page, and from those resources other information can be gleaned from sites that can’t be altered like Wikipedia. I consider Wikipedia to be a great “jumping off point” when trying to find out information on any given topic. When used wisely, it will help you to find the correct information very fast. I’ve only contributed to it once however: Thanksgiving dinner before it was cooked. You can see it if you look up “Capon”.
3. <http://www.eduplace.com/graphicorganizer/> a graphic organizer web page
4. <http://www.artcyclopedia.com/> a place to look up art.
5. <http://www.teachers.net/cgi-bin/lessons/sort.cgi?searchterm=Senior> high school lesson plans
6. <http://glossary.plasmalink.com/glossary.html#T> Glossary of instructional strategies
7. <http://www.mathematicallycorrect.com/allen4.htm> An interesting article on Language and the Learning of Mathematics
8. <http://maps.google.com/> Maps of the world... you can get up close and personal. Last time I looked up BUHS on the map, I could see my car in the parking lot and know that the satellite picture was taken while school was in session.
9. <http://www.ade.state.az.us/> Arizona Department of Education
10. <http://www.andoverhs.anoka.k12.mn.us/imc/bogus.html> A list of bogus web sites that your students might try to use on their research papers. These web sites are all about people, places, and products that don’t truly exist. This is also entertaining reading.
11. <http://www.asset.asu.edu/> This is a great website with lots of cool information, even classes that can be taken to get professional development hours for re-certification.
12. <http://www.disciplinehelp.com/teacher/> A website with some discipline suggestions to help with classroom management.
13. [www.myschoolbuilding.com](http://www.myschoolbuilding.com) To fix stuff in your classroom, and request maintenance, go to this website. The organization account number is: 24410487 and the password is **password**

## Microsoft Paint

This simple program might seem to have very little functionality when compared with some of the more fancy paint programs out there. But what is great about it is that it is free, it is on your computer and you can use it to do a lot of cool things.

14. If you found an image from clipart.com or wikipedia.org or any other website, you use the “print screen” button to copy the image on the screen, and then you open up Paint, and go to the edit button and down to “paste”. You will have an image of your entire desktop and can then select the part you want to copy into your document with the “square lasso” tool. . When you’ve found what you want to copy, you select it with the lasso, use the Edit menu and select “copy”. Then in your word program you select “paste” to insert the picture into your document.
15. When using Microsoft Paint it is good if you know of a few of the tricks. One is the “opaque background”  and “translucent background”  buttons. If you select an object and want to move it elsewhere on the drawing window, you might prefer a translucent background, so you can see exactly where you are placing the object you’ve selected.
16. You can select an item and flip or rotate it using the “image” menu and going down to Flip/Rotate.
17. You can zoom in closer on the object you are working on using the zoom tool: 

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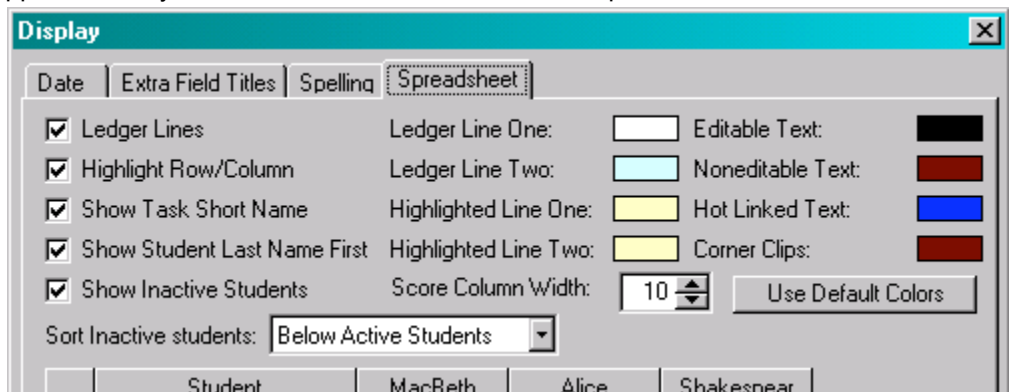
18. you can select a color you like from anything on your computer screen using the eyedropper tool: 

## IGPro

This is a great tool for recording and sharing information about your students with your students and their parents. There are many nuances to the program that can make it more functional and useful.

19. **Name your spreadsheets:** When you make a printout and the printout says *Weighted Type <Numeric Weighted Type>* at the top, it seems kind of redundant and lacking in real information. To change it so that it says the name of the class, go to the “Setup” menu, then down to “Spreadsheets...” and here you will see that there is a place to change the name from “Weighted Type” to whatever the name of the course is... you can have yours say *Basket Weaving 101 <numeric weighted type>* if you want.
20. **Custom Special Scores #1:** Students should receive a grade of unexcused for tests, quizzes, and homework for which they have an unexcused absence. Instead of just putting a zero, it can be more useful to put UNX as their score. This has to be programmed into IGPro. To do this, you go to the “Setup” menu, and then down to “Grading Rules”. Go to the “Special Scores” tab, and then click the “new” button at the bottom left. Type UNX as the name of the new symbol, and put 0 for the score value.
21. **Custom Special Scores #2:** When you get a new student towards the end of the semester and the transfer grade is something strange like 72.5%, one of the easiest ways to put that transfer grade into the computer is to create a special score. Following the steps in the previous tip, instead of UNX put in three letters that you might use for a student. For example, if the student's name is Bob Jones, you might use BJ and put the score value of 72.5. Once you have created the new grade symbol, go to the spreadsheet and right click on the student's name. Go to the option to “Fill row” and in the box you put the symbol you've chosen. In this example, I would put BJ and because I'm cautious I would select the box labeled “replace only empty scores”. This quickly adds the transfer grade with very little work on the part of the teacher.
22. **Custom Special Scores #3:** Some of my assignments are designed to be “pass fail” and it gets repetitive to enter a score of 20 over and over and over again. Using the steps in the two previous tips, I create a new grading rule called “X” and make that one worth 100%. It makes entering grades easier.
23. **Number of Decimals** When students are given a printout of their grade, they often wonder why the percent missing doesn't actually add up properly. One way to avoid this problem is to have the number of decimals set to “1”. To do this, go to the “setup” menu, and then to “Grading Rules” then select the “Grade Tables” tab. In the upper middle, you can select the number of decimal points.

24. **Changing the Display colors** If you don't like the colors or the way that the gradebook displays data, you can change a number of options: To get the dialog box below, go to the “Setup” menu and then to the “Display” option. These are fun to play with, and if you really make a mess of things, you can start all over again by clicking the “use default colors” option.



25. **Show Inactive Students** In the “Display” dialog box, you can choose whether or not you want to show the inactive students. This is a great option, and also available on the bottom left of the screen where you enter the actual grades. Students who transfer out will become invisible but their information will remain in case they transfer back in, or in case there is a question about their transfer grade.
26. **Student Progress Reports** When printing student progress reports or spreadsheets, one way to limit the amount of information that students have about *other* students is to **de-select** the “class average” and the “% of spreadsheet” options. This eliminates questions about the grades *other* students are getting, and helps students to focus on the grades **they** are getting.

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27. **Students with IEP's that require modification of the grade:** When I receive the IEP thumbnails, I want to mark any and every student who needs modification of their grade. I go to the "Setup" menu, and down to the "Students" icon and select the appropriate student. After their first name I usually put something like "(MOD)" next to their name. This will not appear when a grade printout is produced with student ID numbers, but will help as a reminder when it is time to submit grades.
28. **TA's:** I use the same method as the tip above, to modify student's name so that when I alphabetize the names, the TA's name will drop to the bottom of the list. In front of their last name I put a Z so that it will not interfere with entering grades. **Caution!** If you have a student in one of your class hours as a student and another class hour as a TA, this will not work, when you change their name, you change it in both places.
29. **Students who need an NC, have modifications to their grade, and TA's.** For all of these students who have a need for a modification of the grade that the computer will produce, I usually enter an INC on one task, so that I will remember when posting grades that I need to research their grade more carefully. It is important to remember to check those grades thoroughly before they are exported.
30. **Report Setup** If you use a special symbol for full credit, or otherwise have something that will always appear on your printouts you can use the Report Setup feature to include important interpretation information for those who read the report. In my gradebook, an L means the assignment is late and only 50% is received on the assignment. So I go "Reports" and then to "Report Setup" and my report title says "L means 50% for late assignments". This makes it easier for students and parents to read the printout.

## ClassXP and SASIXP:

31. **Custom Buttons** Class XP and SASI will allow you to look up important and pertinent information about your students. To the right you will see the buttons I have on my computer that I use frequently. To get these buttons, you have to open up the SASI Modules icon in the upper right side of the screen in SASI or in CLASSXP (it doesn't matter which program you do this in, it will make the changes for both programs for you). In here you will find all of the buttons to the right.
32. **Student Info Button:** This button will give you contact information about the student, as well as information on page 3 about their AIMS results. Click on the "SASI Modules" icon, and then on the "Student Info" briefcase. Inside you will see the "Student" icon. Drag that icon over to a blank menu button on the left of the screen.
33. **Classes Button:** This button will give you class schedule information about the student. If you need to know where a student is for a specific period of the day, you can use this button to track them down. Click on the "SASI Modules" icon, and then on the "Student Info" briefcase. Inside you will see the "Classes" icon. Drag that icon over to a blank menu button on the left of the screen.
34. **Period Att. Button:** This button will give you information about the student's attendance in yours and other periods in the day. This is a great way to find out if students are ditching your class, and other vital information. Click on the "SASI Modules" icon, and then on the "Attendance" briefcase. Inside you will see the "Period Attendance" icon. Drag that icon over to a blank menu button on the left of the screen.
35. **Grades Button:** This button will give you information about the student's grades in your class as well as all other classes. Remember that this and all other information gained from the SASI and CLASSXP programs are confidential. Click on the "SASI Modules" icon, and then scroll down to the "Grade Reporting" briefcase. Inside you will see the "Grades" icon. Drag that icon over to a blank menu button on the left of the screen.



## Customizing Your Desktop

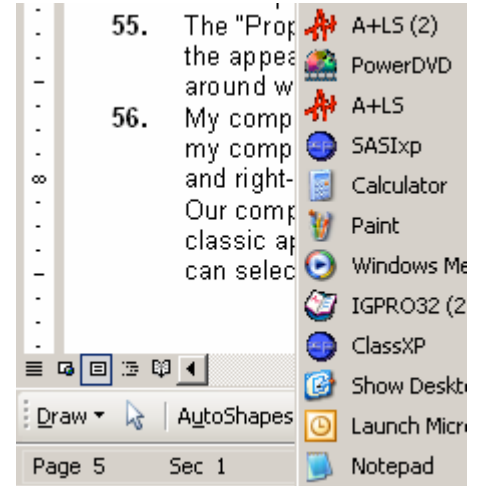
Personally, I hate clutter. My desktop has six icons: My Document, a Junk folder, Internet Explorer, My Network Places, My Computer, and the Recycle Bin. My background image used to be a nuclear bomb (for when I was in the Meet & Confer Committee, to represent my feelings!). Now it is one of the Kittens I'm trying to give away.

36. To have a custom background, or change the one you currently have, go to the desktop and right-click somewhere there isn't an icon. On the menu that pops up, select "properties" and then the "Desktop" tab. In the window you will see a list of images you can select as your background. Choose one and then click "Apply" before closing the window. You now have a new desktop.
37. If you want to create a custom background from a picture you found on the internet, first find a picture you like. There are some GREAT background images to be found here:

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[http://en.wikipedia.org/wiki/Category:Wikipedia\\_featured\\_desktop\\_backgrounds](http://en.wikipedia.org/wiki/Category:Wikipedia_featured_desktop_backgrounds) on this site you can select a picture you like, click on it so that it is no longer a “thumbnail” and then again to get the largest and nicest image available, then to set it as your background image, right-click on the image with your mouse and select “Set as background”... when you next look at your desktop, you should see the desktop image. (If you only see a portion, right-click on the background, select “properties” and the “Desktop” tab, and then in the “Position” drop down menu, choose “stretch”).

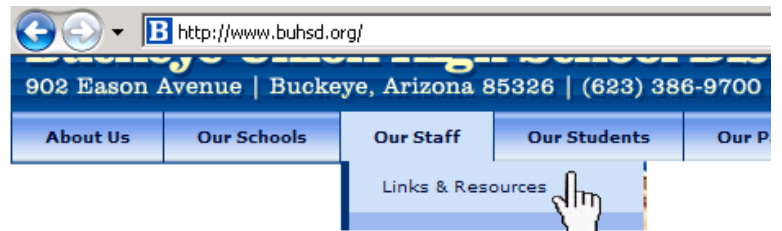
38. The “Properties” dialog box you used in the previous two tips is a fun one to play with. You can change the appearance of your desktop, the color of menu bars, and the screen saver. Have fun and play around with the different options.
39. My computer has the traditional Window’s Classic look. One of the biggest ways that I save time with my computer is by modifying the icons in the taskbar. I go to the taskbar at the bottom of the screen and right-click and select “properties” Select the tab for the “start menu” and choose your preference. Our computers came standard with the Windows XP start menu, but if you prefer you can have the classic appearance from earlier eras. I’ve put all of my most-used programs into the taskbar so that I can select them without searching for them: I drag the icon for any program I use frequently on the small icon menu near the Start button, and then click the double left arrow to access the programs.



## BUHS Webpage

If you want to improve your webpage now, so that you will have very little to do in the “build your webpage” in-service in the fall, check your webpage and make the changes now instead of later:

40. Go to [www.buhsd.org](http://www.buhsd.org) to see how your web page looks.
41. If you need to make changes, go to [www.buhsd.org](http://www.buhsd.org) and click on the Our Staff link and go to the links and resources. The logon link is on that page, or you can go to the following link if you prefer: <http://208.179.48.119/asp/security/login.asp> and see if you can log in. (ask for instructions by calling x1251 or emailing [skurfman@buhsd.org](mailto:skurfman@buhsd.org) for logging in if you don’t remember or know how or if you don’t remember your user name or password)



### Things to check:

42. Are there any strange characters that need to be eliminated? Do you see a “&nbsp” in the text for your webpage? If there are strange typos, log in and go to the page with the errors and delete all of the spaces between the words, up to and including the letters before and after the space where the &nbsp symbol appears on the web. Retype the letters and put a SINGLE space between the words. NEVER type a double space or you will get &nbsp on your webpage. For example, if your text says “Welcome to &nbsp my webpage” you will want to delete the following and then retype it with only ONE space: “Welcome to &nbsp my webpage” **Don’t forget to Save**
43. Does the information about you look good? Are there typos? Fix them. **Don’t forget to Save**
44. Does the webpage show your email address as first initial followed by last name? If it is first name followed by the initial of your last name, you will need to change it to first initial last name like so: [skurfman@buhsd.org](mailto:skurfman@buhsd.org). The old email addresses with first name and last initial will be deleted from the system soon, so use the appropriate format. **Don’t forget to Save**
45. Does your web page show the phone number that goes directly to your classroom? If it doesn’t please make sure that it does. A lot of classrooms have the phone number of 327-2 followed by the last three digits of your extension. For example, my extension is 1251, so my phone number is 327-2251. Change the phone number on your web page. **Don’t forget to Save**
46. Does your teaching schedule reflect the classes you teach each hour **this** school year? If it doesn’t, fix it. **Don’t forget to Save**
47. Does your web page have a separate link for each distinct type of class you teach? If it doesn’t, it should have. For example, I teach Geometry, Honors Geometry, and AIMS Prep, so I have two links

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on my page. If you don't have classes go to "ADD CLASS" at the bottom and add your class(es) **Don't forget to Save**

48. Does your web page have links for classes you *don't* teach? Click on the class, and then scroll down to the bottom and hit "delete". Only do this if you are sure that this is a class you do not teach. **Don't forget to Save**

**On each of the sub-pages for the classes you teach, check to be sure that:**

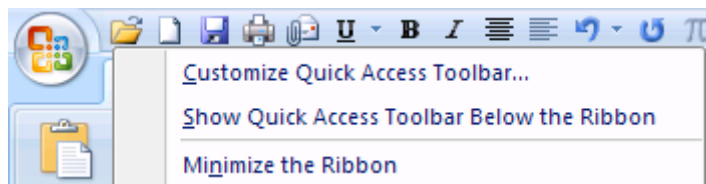
49. You have **your** course rules. Specific rules for your classroom, taken from your classroom management plan. If you don't, add those. **Don't forget to Save**
50. You should have YOUR grading scale on this page. For instance, if 10% of the grade in Basket Weaving 101 is based on the final project, it should reflect that. This is NOT the place to put the universal information that 94% and up is an **A**. If you don't have *your* grading rules, add them. **Don't forget to Save**
51. You should have a homework policy listed that reflects YOUR policy, not the policy of the school. Explain whether students can turn homework in early or late, what the penalties are, how those assignments are treated. Are they worth full credit? Half credit? If you don't have a policy on your webpage, make sure that you add one, and **Don't forget to Save**
52. You should have a makeup policy listed that reflects YOUR policy of what types of homework students can make up, how they can make it up, etc. If you don't have one, then add one, and **Don't forget to Save**
53. At the top of the course description page you should have a quick synopsis of what the class is about. This can be taken from the course description guide. Make sure that there are no typos, no "&nbsp;" typos. If this isn't on your class page, add it. Take care of any of the &nbsp; typos and **Don't forget to Save**
54. **Make sure you SAVE after each change. If you don't save, you have WASTED your time.**
55. Don't add a photo to the website. If you do, you are opening yourself up to having web-thieves steal your image. One year a teacher found out that some nice student had taken her photo, created a MySpace page for her, and listed numerous dubious practices on the page as if they were really her choice. This can be alarming and misleading to the public. Do NOT post your photo.
56. Once you have updated your website and your updates are complete, your password will be changed. This is a security feature. If you need to change something on your website, just contact Mrs. Kurfman at x1251 or email her and she will give you temporary access.

## Microsoft Word 2007

Progress is good, or so they say, so we have to get used to the new Word program that has been installed on our computers. I've kept the old tips and tricks for Word 2003, and am adding some new ones for Word 2007. If you haven't used Word much before, you will find this new version of word more intuitive and easy to use. If, on the other hand, you customized your version of Word last year after the technology workshop, you might find this new version clunky and moronic. If that is the case, I'll show you how to re-customize your new version of Word to the best of its abilities to be customized. Also included here are a few of the great features that can be found in this version of word.

57. **Preview:** One of the things that is absolutely excellent about this new version of Word is the ability to preview what certain changes would make to a document without actually making them. This probably makes little sense unless you actually see it happen. The basic idea is that if you are trying to decide what font is the best, or what font size, then you can go through the list of fonts and as the cursor goes over each font, the document will change to reflect the new font. You can see what that font will do to your document without actually selecting it. The same holds true for font sizes. This is an excellent way to improve productivity, and make your documents look better.
58. **Customizing the Quick Access**

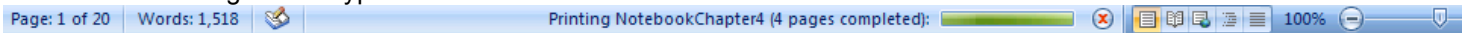
**Toolbar:** The quick access toolbar is the only way to make any custom menus in Word 2007, and there is only one menu allowed. You begin by right clicking on the toolbar in the upper left corner next to the Office button. You'll see something like the menu at the rest to pop up: Select "Customize Quick Access Toolbar..." You'll see a large dialog



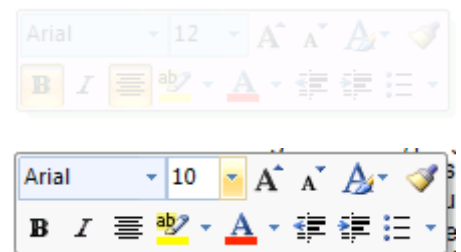
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box with all of the possible menu commands available on the screen. The commands I have copied over to my menu include “open”, “new document”, “save”, “print...”, “send as attachment”, “bold”, “italic”, “underline”, “center”, “left justify”, “undo”, “repeat action”, “insert symbol”, “insert equation”, “superscript”, “subscript”, “page border”, “small caps”, “strikethrough”, “save as...”, “insert table”, “table borders”, “color shading”, “align center”, “split cells”, “distribute rows evenly”, “distribute columns evenly”, “replace”, “page setup”, “insert/edit header”, “insert page break”, “font”, “font size”, and “zoom”. There is probably room for two or three more icons. You can also organize the icons in this dialog box, and choose to put the menu below the ribbon instead of on top, which brings it closer to your workspace, as well as allowing for a longer menu.

59. **Minimize the Ribbon:** in the same menu that was called up when you right clicked on the quick access toolbar, is the option to minimize the ribbon. This will give you more space for what you are working on, and when you need a menu option, you can select any of the broad “ribbon categories” and bring up the corresponding ribbon.
60. **Adding things to the Quick Access Toolbar** if you find a menu command that you would normally use frequently, you only need to right click on the menu option and a menu will pop up that will allow you to add it to the quick access toolbar. If you don't like the location where the button is placed, use the “customize the quick access toolbar” menu item to rearrange the location of the different buttons.
61. **SAVE AS** this is a very important and useful tool in Word 2007, especially if you have Word 2003 at home and will be working on documents in both locations. Make sure that any new document you create and save to be worked on at home is saved in the Word 2003 mode. Otherwise you will be unable to open the file with your Word 2003.
62. **Program symbols and frequently typed words:** In Word 2003 you can program it to replace a combination of characters with something else. For example if you were writing an article on Beelzebub, and hated typing the name, you could program it to recognize that blz should be replaced with Beelzebub every time you type it. Math teachers use many symbols like  $\Delta$ ,  $\infty$ ,  $\Sigma$ ,  $\approx$ ,  $\geq$ . It can be very practical to program in these symbols instead of going to the symbol menu, looking through a huge list of symbols, and programming those in. In Word 2007 this option remains viable. While the actual location of the Autocorrect option is not clear on the ribbons, it is easy to program into the quick access toolbar. In the dialog box that comes up, select the drop down menu at the top of the screen where it says “choose commands from” and select “all commands” and then scroll down to where it says “Autocorrect Options”. This is the button you want on your quick access toolbar. Once you press that button, you can program in any thing you want Word to remember. For example, I type /\_ and the computer instantly changes it to  $\angle$  which is the angle symbol.
63. **Status Bar** at the bottom of the active window is a status bar. There are some nice features of this status bar that are not available in the old version of Word. For example, Word now counts the number of words in the document, as well as the number of pages. Another good feature is that if you send a print job to the printer, while the job is still spooling, you can cancel the printing job by clicking on the little red X. To the far right of the status bar is the level of zoom you have the document, in case you need to make it larger or smaller. In addition, if there is a typo or grammatical error in your document, the little icon to the right of the number of words will contain a red X which you can select in order to change those typos or errors.



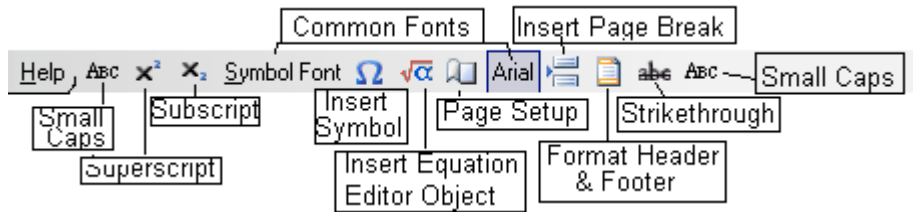
64. **Mid-Document Changes** If you want to change something about a single line of typing, you can move the cursor to the left side of the screen until it turns into the white-filled outline of an arrow. If you click the mouse button you will select the entire line of text and a ghostly looking menu will pop up looking something like the ghost image to the right. This is a very handy little pop-up menu that allows you to make important changes to your document. If you click on the menu, it will turn opaque, allowing you to see that there are a variety of important changes you can make to your document. You can change the font, the font size, make the words bold or italic, center them, highlight them, change the color of the text, work on indenting, and make a bulleted list.



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## Microsoft Word 2003

65. To **customize the small-icons menu-bar**, go to the “insert” menu to “Toolbars” and down to “Customize” and select the “commands” tab. Any command you usually use, you can drag to your menu bar from there, and it will always be available.



Some of the changes I've made to my own menu bar:

66. To **remove items from your small-icons menu-bar**, go to the “insert” menu, to “Toolbars” and down to “Customize”. Select the “commands” tab. Any menu item that you have never used, nor think you will ever use, you can select from the menu bar and drag off the menu into “space”. It will disappear from the menu bar permanently, leaving only the buttons you prefer to use.
67. If you frequently have to **choose a specific printer** before you print a document, you can eliminate the “print” button using tip #2 and replace it with the “print...” button using tip #1. This saves me wasted copies.
68. **Alphabetizing a list.** If you need to send a list of students out to teachers for a field trip, or any other reason, type their names, last name first, one per line and then select the entire list. Use the “Table” menu and the “sort” option, and Microsoft Word will sort the entire list for you.
69. **Common Misspellings.** Microsoft Word is smart enough to always replace common misspellings with the word you really meant to type. But you probably have some words you mistype frequently that Microsoft Word doesn't know. When the word appears with a red zig-zag underline, right-click on the word, and go up to the menu item labeled “Auto-correct” and choose the word you meant to type. Now Word will correct that misspelling every time you make it.
70. **Shortcuts for symbols and long words.** If you use a specific word or symbol frequently, you can train Word to insert that word or symbol with only a few keystrokes. For example, if I type the symbols “( )” my computer will replace it with “()”. To do this, you go to the “Tools” menu, then down to “Autocorrect Options”. In the window that pops up, you select the “Auto Correct” Tab and then go to the “Replace” and type in the keystrokes that you want to use. Then in the “With” box you put the symbol or word you would like Microsoft to put in place of the shortcut. That way you can save time typing or looking up a specific symbol.
71. **Spice Up Documents.** One way I spice up my documents is by going to the “Format” menu, down to “Borders and shading” and then selecting the “Page Border” tab. In the middle towards the bottom is the “Art” option and there are a number of borders already available from Word. These make creating a certificate easy.
72. **Send a document.** If you want to send a document that you are working on, go to the “file” menu, down to the “Send To” option, and over to “Mail Recipient (as attachment)”. This will send your document as an attachment that they will be able to open and edit if desired.

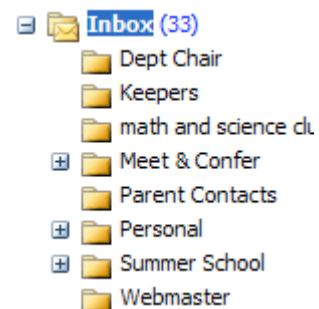
### Outlook 2003 – Email program and a Whole Lot More

73. **Using the Calendar:** Your email program has many features that are very useful in keeping track of what is going on in your life, both at school and at home. It is especially useful if you are on a committee or hold meetings that people must attend. When in Outlook, look at your screen and notice that you have a calendar option on the bottom left hand side of the screen. Select the calendar and you will see it before you as a daily schedule, a weekly calendar, or a monthly calendar. Select the day and time that you have an appointment and double click. Type in the subject of your meeting. If necessary the location, and if you want you can even give it a color. This will put the item into your calendar, and as long as Outlook is open, it will send you a reminder of your appointment.
74. **Reminding others of appointments:** If you want to be sure that others are reminded of the impending appointment, you can click the button in the middle of the menu bar that says “Invite Attendees” and then choose all the people you want to be reminded about this meeting. They will have the opportunity to accept, decline, suggest a new meeting time, etc. If they accept the appointment, their computer will pop up a reminder screen before the event to remind them of their appointment.

# 101 Technology Shortcuts

- 75. Folders** if you want to organize the email you receive, it is useful to create folders inside the inbox folder. You can move important emails into those folders and delete any unimportant emails. An example of how I've used folders:

I have a place to put all of my emails to and from parents, room for the department chair emails, emails I need to keep because they contain important information I will refer to throughout the school year. The math and science club folder for emails pertaining to that club. Meet & Confer issues go in that folder. Personal emails, what few I get, are put in that folder, and there is a folder for summer school issues and for webmaster issues. This helps me to be organized with my emails, and quickly find an email I've kept.



- 76. Filters.** To filter out some spam that gets through the established spam filters, go to the "Tools" menu then down to the "Rules and Alerts" option. In the window that pops up select the "Email Rules" tab and you can create a number of filters. This is also helpful if you want email from specific individuals to go to a specific folder, you can create a rule in this window that allows all email from your department head to go to one folder, or if it is from an annoying stalker it can go into the trash folder.
- 77. Email tip #1.** With the number of junk emails that are being sent around the internet, it is important that certain etiquette be followed, especially with WORK email. NEVER forward a "cute" email to any of the BUHS groups.
- 78. Email tip #2.** When you get an email with some alarming fact included on the email that suggests you forward it to everyone you know for their safety or education, check the validity of the information at [www.snopes.com](http://www.snopes.com). This website is not itself perfect, but they have most of the email hoaxes listed on this site. You will save yourself a lot of embarrassment if you first look it up. Many of the email "alerts" you receive are really just urban legends coming to roost.
- 79. Email tip #3.** NEVER EVER send an email to ANYONE that promises them good luck if they pass it on, and eternal damnation if they don't pass it on. Chain emails like this are one of the scourges of the internet. They are RUDE to any recipient you send them to. They are also a way that spam-email harvesters find email addresses to add to their lists. Every time you forward a chain email, you are sending SPAM to the people you care about, and MORE spam from those who harvest email addresses.
- 80. Email Tip #4:** Avoid cutesy smiley symbols that require an extra program to add them on to your emails. The more images, icons, and backgrounds you add to emails, the larger your emails, the more work the servers have to do to process all of your emails.
- 81. If you receive Spam:** If it says [spam] or you just KNOW it is spam, then send it to the IT department [Jmurray@buhdsd.org](mailto:Jmurray@buhdsd.org) so that they can block it permanently.
- 82. Spam Tip #1:** If you get an email that says "Your friend has sent you an email greeting" or any other version of this type of subject, do not open it. These are ways to harvest email addresses and propagate viruses. If you think it is a friend, email that friend and give them your home email address and ask that they do not send such things to your work address.
- 83. Spam Tip #2:** If you get an email with an attachment from ANYONE you don't know, delete it immediately. Do not let curiosity result in a virus. This crashes the system, results in the loss of data, and gets the IT guys REALLY mad at you.
- 84. Spam Tip #3:** Never open emails if you don't know the sender, especially if the subject line appears to be a non-sequitur.
- 85. Signature:** To put a signature on all of your email messages, go to the "Tools" menu, down to "options" and then select the "mail format" tab. Click on the "Signatures" button at the bottom right, and then click "new..." Name the signature, and choose to start with a blank signature. Click "next" then type the signature you want to be on the bottom of all of your emails. Click "finish" and you will see a preview of what your signature looks like. Click "ok" and then select the name you gave your signature in the pull-down message to the right of "Signature for New Messages" and to the right of "Signature for replies and forwards". Play with this feature, you will discover a lot of fun options.