

# Beach Tech Talk

Issue #8 October 2001

## Code of Responsible Computing

On the back side of this newsletter are guidelines for responsible use of technology in the three PUSD elementary schools. Students will be introduced to these concepts in computer lab, and the code will be sent home in an upcoming Wednesday news. If you have any comments or suggestions please let Stephanie know.

## Using Internet Images

Printing, saving and copying images from the internet is easy and fun!

From a Mac click and hold on an image. A dialog box will pop up giving you a few choices-

- ◊ save image as- save for future use
- ◊ copy image- to paste onto something immediately
- ◊ view image- to show a page with just that image and no text, good if you just want to print

From a PC use the right click on the mouse and the same options will appear.

Be aware that copyright rules do apply- most in-class educational use is protected, but citing your sources is never a bad idea!

## Screen Shots

**Want to make visuals for computer project directions?**

**Take a screen shot of it!**

*Apple Key() + Shift key + 3*

The picture will appear on your HD as Picture 1. Double click to open in Simple Text. From there you can cut and paste in to Appleworks, if desired, or just print out.

Pressing the

*Apple Key() + Shift key + 4*

allows you to select a specific area of your screen. Just draw a box around the area you want to take a snapshot and then release. You will hear the snapshot sound, and can find your picture on the hard drive.

## Checking email from home

You can check your school email from home two ways:

1) using the web interface at <http://mail.piedmont.k12.ca.us>

2) by setting up your email "client" (ie your email software- outlook, eudora, Netscape, etc) to check the school account when it checks your personal account. Setting this up is very easy (really!). It usually involves setting up a new account in your software, putting in the network info about Piedmont's email system and your password... Use the settings in the screen shot, with your email info substituted for mine!

**Edit Account**

Account Settings Options

Account name: school

Include this account in my "Send & Receive All" schedule.

**Personal information**

Name: Stephanie Griffin

E-mail address: sgriffin@piedmont.k12.ca.us

**Receiving mail**

Account ID: sgriffin

POP server: mail.piedmont.k12.ca.us

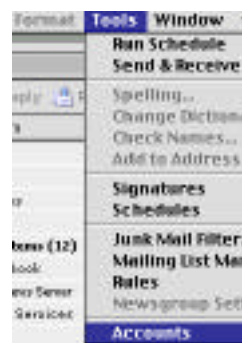
Save password: \*\*\*\*\*

*Click here for advanced receiving options*

**Sending mail**

SMTP server: put in your isp's server name here-ex: mail.earthlink.net (check your other account for the correct setting)

Cancel OK



a) set up a new account

b) put in the PUSD info