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ONLINE FORMS

Welcome to the world of online forms. You have no doubt found out that the corporation is now hosting forms online for you to fill out for requests. The forms have been updated to PDF files to make them more universal. The conversion and posting has been done as we begin to reduce paper use and expedite interoffice mail by using more electronic communication. If you have never emailed a form before you may need a little guidance. You can actually submit the forms through email in a number of ways; outlined below are two of the easiest (I prefer the second method):

Filling out and Emailing from Online:

1. Navigate to the form you want to fill out and select "View" from the options on the website (this will open the file to edit directly in a new window).
2. Fill out the form.
3. When the form is filled out completely, select the email icon located directly above the form (it looks like an envelope).
4. From the options that pop up select "send copy."
5. Your email will then launch with the filled in document attached. Fill out the "To:" field along with a subject and message and send.

Filling out and Emailing from a saved file:

1. Download the form from the website.
2. Open the form and fill it out.
3. When the form is filled out completely, select "File">"Attach to Email" from the menu bar.
4. Your email will then launch with the filled in document attached. Fill out the "To:" field along with a subject and message and send.

UPCOMING EVENTS AND TRAINING

- *Acuity Diagnostic 3 March 15th-26th
- *7th and 8th Grade Website Review Training
Wednesday, March 17th at 1:35 in the Word Processing Lab
- *Elementary Moodle Training March 16th and 17th in Karen's Computer Lab
- *MS/HS Moodle Training March 23rd and 24th



Looking for a free antivirus program. Well, if you run Windows at home why don't you try Microsoft's free "Security Essentials" protection? It is kept up-to-date with the latest virus definitions and is a free download from the Microsoft. Google it and find out more.

PRODUCTIVITY TIP #25

If you are multi-tasking on the computer you may find that you have issues when you need to find something on your desktop. Well, have no fear, there is a timesaving shortcut to allow you to minimize all of your open windows and see your desktop at the same time. Pressing the "Windows" key (looks like a little windows icon on the keyboard) and the "D" key at the same time will minimize all processes to the taskbar. Now, if only your desktop weren't covered with millions of

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