

Techie Times

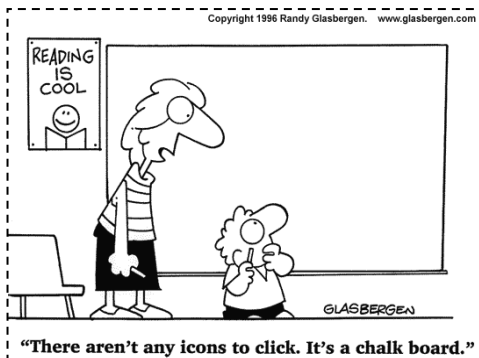
Volume 2, Issue 5

Glenwood Community School District

December 2007

Effective Google Searches

- Put the most important word first.
- Google treats words next to each other as "and" relationships first, then as "or" relationships.
- Search for a phrase by putting quotes around the phrase, such as "peanut butter".
- Using a + sign in front of a required word (*peanut + butter*) means that you want only things with both peanut and butter somewhere in the document.
- You can make a NOT relation by putting a space then a hyphen in front of a word you don't want. For example, *star -wars* would eliminate documents about Star Wars. Notice that there must be a space before but not after the hyphen for this to work.
- Use a tilde (~) to get synonyms for the search terms. For example, *~peanut butter* might return links to nut butter and cashew butter.



- To search only within a certain site type your search terms, then site: and the name of the site, such as "staff email" *site:tech.glenwoodschoools.org* (You can also avoid hits from that site by using -site: in front of the name of the site.)

Check Out This Site!
www.teachertube.com

TeacherTube is an educational version of YouTube. It is a place where teachers can upload and share videos that they have created for their classes or for professional development activities.

According to TeacherTube, their goal is to "fill a need for a more educationally focused, safe venue for teachers, schools, and home learners."

Timing the Emails

Did you know that you can use Microsoft Outlook to make emails in advance and have them go out automatically hours, days, weeks, months or even years later? For example, let's say you want to send out an email about a meeting next Friday but you want everyone to receive it on Thursday. Instead of waiting until Thursday to compose and send the email you could write it now and time it to go out on Thursday

morning. You could even use this feature to schedule a reminder email to yourself about an upcoming event or meeting.

Setup your email in the usual way but click on Options before you send it. Depending upon the version of Outlook, you are looking for "Do not deliver before" or "Delay Delivery". You can set the day and time the email is sent.

Gone Phishing?

Phishing is the slang term for using email to get people to divulge their personal information so it can be used to steal from them. Con artists use phishing emails to literally "fish" for information that they can use to illegally access bank accounts and open credit card accounts. An e-mail directs the user to visit a Web site where they are asked to update personal information, such as passwords and credit card, social security, and bank account numbers, that the legitimate organization already has. The Web site, however, is bogus and set up only to steal the user's information.

Check It Out!

All tech newsletters are stored on the GCSD tech webpage. Check it out at: <http://tech.glenwoodschoools.org>. The site is full of resources.