



Hints, Tips & Updates from the I.T. Team October 2012



There are several ways to contact I.T support if you need assistance in the classroom or workspace:

- Email computerservices@burnside.school.nz
(This is by far the best method as all five of us will receive your help request.)
- Telephone ext 878. *(Please don't leave messages)*
- Through Janis. *(If it's an urgent matter and neither of the above methods of contact have received a response)*

If you have any hints/tips you want to share (we don't know it all) please feel free to send an email to scottp@burnside.school.nz with the subject: "hints and tips".

Email

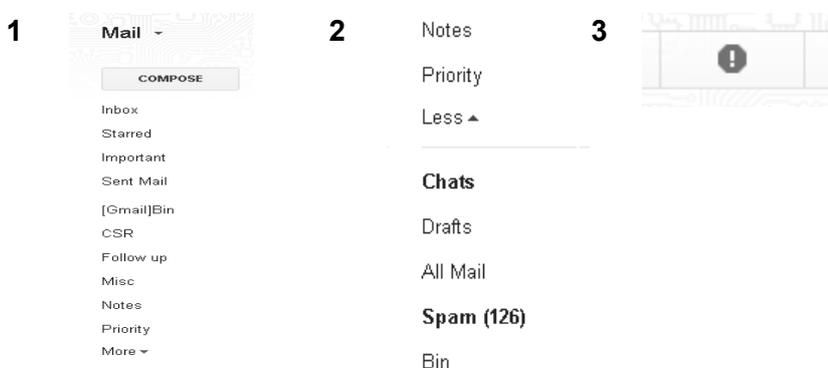
Check your spam folder

At least once a month it pays to have a quick check of your spam folder for emails that may have been mistakenly filtered (I check mine weekly). Why once a month?... because any spam emails older than month are deleted automatically.

To find the Spam folder look to left hand side of your main email window, where you will see a sidebar that looks similar to the image 1 below. Click on the "More" label which will change its name to "Less" and reveal more options (image 2) one of which will be "Spam". Click on that label to reveal the emails being filtered as spam, then of course check for any valid emails that may have been mistakenly filtered.

To mark an email as "Not Spam" or as "Spam"

By clicking in the tick box to the left of a incorrectly filtered email and clicking on button marked "Not Spam" will hopefully stop future messages from that email source being filtered as spam. Alternatively if you wish to mark an email as spam, from within your inbox simply put a tick in the box to the left of the offending email, then click on the button shown in figure 3.



There is some good tutorials on gmail here <http://www.gcflearnfree.org/gmail>

Printing pdf documents from Gmail.

Rather than printing pdf documents directly from "View" mode from Gmail, please instead click on the "Download" link which of course downloads the attached pdf, then from the Pdf viewing program print the document. When you print directly from Gmail View mode, the file name that is generated is incredibly long and difficult for the printer to process. This normally results in the printer not printing until the errant print job is cleared.

2 attachments — [Download all attachments](#)

 **September Staff Notices.pdf**
34K [View](#) [Download](#)

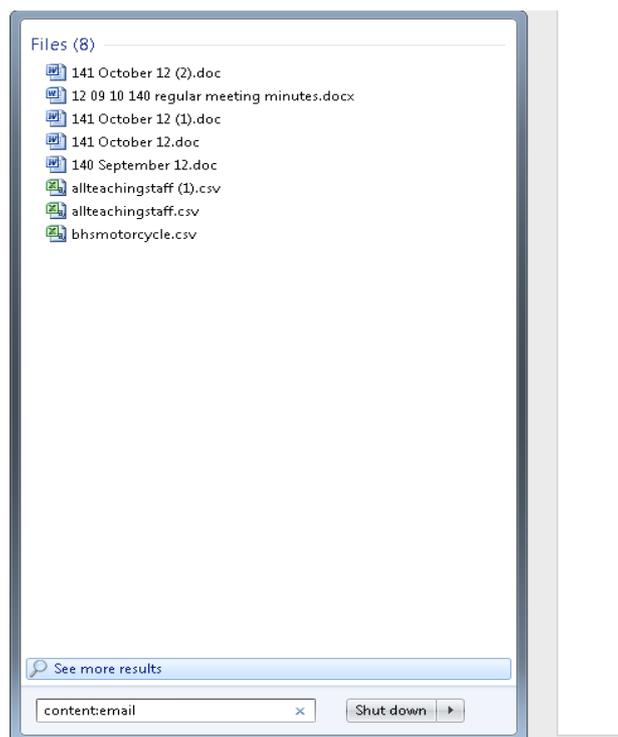
 **September Student Notices.pdf**
48K [View](#) [Download](#)

Hints and Tips

Windows Search

Search on file contents

There's no obvious way in the Windows 7 interface to search the contents of files, but all you need to do is start your search with the "content:" search filter (don't forget the colon). So entering content:email, for instance, will find all documents (whether they're actually indexed or not) that contain the word email.



This technique is good if you know a keyword used in a document such the name of a person but you have forgotten the document name or where it is stored on your computer.