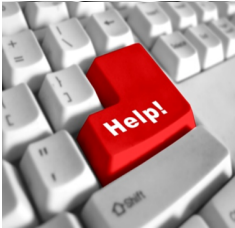




Hints, Tips & Updates from the I.T. Team September 2012



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 got 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 scott@burnside.school.nz with the subject: "hints and tips".

Backup your Laptop

When a hard drive fails or software is corrupted, either by virus or by other means to such a extent as to force a reformat, it is not always possible to recover data!

Do you do backups on a regular basis?. If you do, good. If not, have you ever thought about what may happen if I.T. staff are forced to reformat your laptop due to virus infection or your Hard Drive fails or your laptop gets stolen? Murphy's law of computing says "when you least expect it to happen, it will" so protect yourself and do regular backups.

Those staff that use workstations should be saving their work to network locations (H or Q drive) which are backed up automatically every night.

Recommended method of backing up Laptops :- recent email to staff from Dael



The replacement application for backing up your school folder is now ready for use. In your Zenworks Application Launcher Window is this new icon
If you launch this icon your 'My Documents', 'Favourites' and 'Desktop' will get backed up to a network location. The first time you run this it may take some time, subsequent launches will just update the network backup to reflect what has

changed since the last time you ran it and therefore should take less time to run.

The backup application will advise you if there are any problems with it's operation and if you need to contact computerservices to get something sorted for you.

If you use Chrome or Firefox as your main browser of choice you may want to export your favourites into your My Documents somewhere so that they get picked up by this as well.

Personal data such as IRD records, emails or family photos stored on your laptop should be backed up by yourself to a USB portable drive or other suitable backup media.

Email your Class members

Well Andrew and Dael have been busy, did you read Daels email titled "E-Mailling all your students in a particular class" if you didn't, here it is as shared google doc [emailing class groups](#)

Hints and Tips

Shake Feature Windows 7

Got a lot of windows open and want to minimise them all at the same the same time except the one you are working on....

left click and hold on the Title Bar of the window you wish to keep open, give the mouse a quick left right shuffle whilst retaining the left click. To restore all windows ... preform the same action.

I didn't mean to do that

Ever mistakenly deleted some text, or deleted an icon from your desktop? Press ctrl + z and this may undo your last action.

In Passing

Consider this

Give a Wo/man (or for that matter anyone) a fish and you feed them for a day; teach them to use the Net and S/he won't bother you for months.

Error Messages

Keyboard not found – press F3 to continue.

(if you know how to achieve this, please let me know)

Opps I got that wrong

I think there is a world market for maybe five computers.

- Thomas Watson, chairman of IBM, 1943

Tui's moment for Bill Gates (quote from 1993)

The Internet? We are not interested in it.