

# IMPORTANT INFORMATION BEFORE YOU BEGIN!

If you or your students are planning to use a computer lab for an upcoming assignment or project, please share the following important information and tips with them.

**Q: Which applications can I use in any computer lab?**

**A: Internet Explorer, Microsoft Word, Microsoft PowerPoint, Microsoft Excel, Data Studio, Geometer's Sketchpad, scanning images**

## Tips for seamless conversion between Mac and Windows platforms...

- T Choose simple fonts, such as Arial, Times New Roman or Courier. Exotic or unusual fonts may not duplicate across platforms.
- T When you SAVE a document or presentation for the first time on a Mac computer, check the box "Append file extension" in the "Save" dialog window. This will automatically put the appropriate Windows file extension on to the file name and Windows will be able to launch the file just by double clicking on it.
- T If you're going to embed graphics or photos, use .jpg format. Do not just copy and paste an image from the Internet directly into your document or on to a slide because some times it works, some times it doesn't. Instead, re-name and save the image to the user's document folder, close completely out of the Internet, and then embed the image so that you know there is no connection between the document or slide and the image's original Internet location.
- T Avoid embedding media files (sound or video) in PowerPoint if possible. These large files do not get embedded directly, instead, PowerPoint simply links these files to the location in the slide and they must then move along with the file if you copy it from one location to another (or to a disk.)
- T Students or staff should never run a PowerPoint presentation or launch a Word document directly from an external media, such as a floppy disk, zip disk or CD. These types of media should only be used to TRANSPORT the file from home to school or vice versa. Students should copy the file from the media to their personal documents folder and launch the file from that file location. We've experienced many problems where the disk becomes corrupt or embedded objects don't display.
- T PowerPoint Projects...If you don't want to have students log in and log out as they rotate between giving presentations in the classroom (and save TONS of valuable class time)...see Mr. Torres for instructions on how to create a classroom folder on the server that ALL students can save and access their projects from. This is also very helpful when students are working in groups and need to share slides. This eliminates the need to transfer files via email, floppy disk or logging in as each other.
- T Remember the most important rule....SAVE, SAVE, SAVE! Students should name their project immediately upon creating it and save frequently.

**Q: Which applications are NOT cross-platform capable?**

**A: Microsoft Publisher (Windows only - for brochures, calendars, newsletters, etc.), Inspiration (Mac only), Microsoft PhotoEditor and Microsoft PhotoDraw (Windows only), Adobe PhotoDeluxe (Mac only), MicroType and MicroPace Pro (Windows only), Corel WordPerfect (Mac only...but don't use unless absolutely unavoidable!)**