Holiday Buying Guide

By Hsiawen Hull

So, it’s the holidays, and you’re looking for that special gift or gadget for someone in your life, but you don’t want to spend a bundle, you say? Well, have I got some great information for you! Around the Information Technology office we’ve got a few websites we like to visit for deals on electronics, gifts, toys, and even diapers! Check them out and thank us later:

www.slickdeals.net – A website run by users dedicated to finding great deals on everything from computers to toilet paper. This is a must check-out site for the savvy consumer.

www.woot.com – This website is dedicated to a deal a day. Woot caters to the computer nerd in your family, but there are also sections for kids, wine, and even home goods.

www.chronoshark.com – Do you know a watch fanatic? Check out ChronoShark for great daily deals on watches from various manufacturers, including Citizen and Nixon.

www.whiskeymilitia.com – For that snowboarder, surfer or skateboarder you know; Whiskey Militia runs specials every 30 minutes on gear such as boards, clothing, and accessories.

Discounts on Software and Hardware

By Brian Malmeth

For this holiday season get discounts on computer software and hardware. Our community college gets software discounts from www.foundationccc.org. The website offers various discounts from Microsoft products to Adobe and more. Looking for the latest in Microsoft Office? The website offers Office 2010 for $80. How about an upgrade from Windows XP to Windows 7? The website charges $90, a savings of $250.

For hardware savings, the college gets special deals. Dell offers a 7 percent discount on all Dell products and peripherals, as well as tv’s, printers, cameras, cell phones, and accessories. (www.dell.com/canyons).

Apple also offers an educational discount by visiting our link at http://store.apple.com/us_edu_441060. A 13-inch MacBook Air gets discounted to $1,149—a savings of $50.

With all of these savings you can even get yourself some goodies. These discounts are available all year, so for any gift, or when it is time to upgrade, there will be savings waiting for you.
Technology Tips and Tricks

Putting A Face To A Name

By Be Phan

In Microsoft Office Outlook 2010, you can put a face to a name by including a photograph or a logo with a contact or electronic business card. This allows you to quickly recognize a contact by their photograph or company logo. This will also make it easier for you to scan your contacts in many different views. The image you add will be visible in both your contacts as well as the electronic business card. The best part, you can let people know who you are by adding your own picture to your contact card or electronic business card. Outlook 2010 accepts most standard graphics file formats, including .jpg, .png, .gif, .bmp, .tif, .exf, and .ico. Your photo or logo is automatically sized to fit when you add it to your selected contact.

To add a picture

- Open Outlook
- Go to Contacts and do the following:
- Open an existing contact.
- On the Contact tab, in the Options group, click Picture, and then click Add Picture.

  NOTE: You can also click the space for the contact picture, and then browse to find an image.

- Locate the picture that you want to add, and then double-click it.

Pinning to the Windows 7 Taskbar and Start Menu

By: Kourtney Brewster

You probably use the same programs every day, over and over and over again. Did you know that you could “pin” these programs to the task bar, as well as to part of the start menu for easy access? Go into the start menu and select “All Programs”. Navigate to a program you use often and right click on it to get a new menu. Here you can choose to either “Pin to Taskbar” or “Pin to Start Menu” (or both!). Now that it’s in the location you chose you can drag it to where you would like it to show up on the task bar or start menu list.

Is your desktop cluttered with numerous documents that you need to access frequently? Windows 7 lets you pin these files to the program shortcuts as well. Right click on the pinned icon in the task menu, or click on the arrow to the right of the pinned program in the start menu, to see a list of recent documents you have opened. When you hover your mouse over a choice a small grey pushpin will appear. Clicking this will turn the pushpin blue and place the document in a special section at the top of the list. Now you can access this file easily from your taskbar or start menu, and clean up your desktop!

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