

# TUESDAY TIPS

SEPTEMBER 30, 2014



## *Technology News from NJSP*

- Healthy Computers
- Saving eMail as PDF
- Working with PDFs
- Meraki Systems Manager

## TECHNOLOGY IN ACTION

### Healthy Computers

You can help keep your laptop **computer** running quickly and smoothly by following a few simple procedures.

**Quit all applications, log out and shut down every night before leaving school.** This allows your **computer** some much-needed rest after a long day at school. Don't shut down without quitting all applications and logging out. Your laptop has a feature that auto-saves anything open if the power fails or if the application quits. Just shutting down, therefore, does not quit applications. They are still open

and will activate in recovery mode when you re-start your laptop.

### **Allow your laptop to run through its battery cycle.**

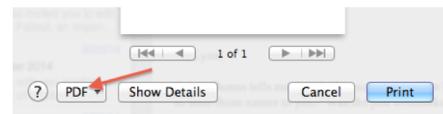
Don't keep it plugged in all the time. When the battery display says 10-15%, plug it in to recharge. Then unplug it to use.

### **Clean up your document folder and desktop frequently.**

If you really want to save your documents, put them on a USB drive or two. Months of documents and photos saved to your laptop documents folder, iPhoto, or desktop can eat away at your **computer** memory and slow things down.

### Saving eMail as PDF

You may want to save copies of **email** messages on a USB drive or in a folder other than in email. To do this, click on the print icon in the ENA webmail or use File>Print or "Command +P" for Postage Stamp mail. When the print window pops up, you will see **PDF** in the bottom left-hand corner.



Under the **PDF** pull-down, select "Save as **PDF**" and tell your computer where you want to save the message: documents folder, desktop, or USB drive. This is another great way to keep a copy without using paper!

## Working with PDFs

You've learned to annotate images using Preview, but you can also annotate PDFs. The annotations that you add through Preview are based on a standard that is compatible with Adobe's PDF app, Acrobat, so it's easy to share annotated PDFs with Windows users.

Just as with annotating an image, make sure the Edit Toolbar is visible (from the View menu). You'll see options for drawing shapes, arrows, speech and thought bubbles. There is also the option to highlight text in different colors, strikethrough text and type text into boxes.

You can convert a PDF into a Microsoft Word document by going to one of many free web services, <http://www.pdfonline.com/pdf-to-word-converter>. This is especially handy if you've lost the original, but still have the PDF or if someone has sent you a PDF and you want to edit or change. Open Office will open the converted Microsoft Word documents if you do not have Microsoft Word.



## MERAKI SYSTEMS MANAGER

Meraki Systems Manager is how we manage our NJSP computers and devices. We enrolled your laptop and iPad in the Systems Manager this summer and now we can track usage and problems.

On a normal school day, we see various applications being used.

Applications details		
#	Description	Group
1	Non-web TCP	—
2	Miscellaneous web	—
3	Google HTTPS	—
4	apple.com	—
5	Google Video	Video
6	Miscellaneous video	Video
7	YouTube	Video
8	Netflix	Video
9	Vimeo	Video
10	hulu.com	Video
11	Miscellaneous secure web	—
12	Google Drive	—
13	iTunes	Music
14	Pandora	Music
15	soundcloud.com	Music
16	Miscellaneous audio	Music
17	groovespark.com	Music
18	Spotify	Music
19	CDNs	—
20	Software updates	Software

We also see which APs are being used the most.

Top APs by usage

#	Name	Model	Usage *	Clients
1	AP51	MR26	6.76 GB	36
2	AP53	MR26	4.69 GB	37
3	AP7	MR26	4.53 GB	39
4	AP48	MR18	2.38 GB	11
5	AP80	MR26	1.73 GB	23
6	AP49	MR18	1.98 GB	28
7	AP91	MR26	1.39 GB	3
8	AP95	MR18	1.32 GB	8
9	AP1	MR18	1.30 GB	13
10	AP38	MR26	1.19 GB	16

We can see who our top WiFi users are and which device they are using. Another feature is the ability to see which devices are reaching their maximum memory load. We can let the user know that something needs to be deleted for the device to run efficiently.

Bandwidth usage can also be monitored. On an average day we peak at around 28-30 Mb/s of bandwidth.

