

TUESDAY TIPS

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Technology News from NJSP

- Deleting Mail Folders
- How Long Do Batteries Last?
- iPad Usage (Memory)
- Drawing in Google

TECHNOLOGY IN ACTION

Deleting Mail Folders/Mailboxes

To delete a [mail folder](#) or [mailbox](#) in **postage stamp mail**, click on the folder you want to delete. Then click on the gearbox at the bottom of the [mailbox](#) column. Click on “Delete [Mailbox](#).”

In **ENA webmail**, hold the Control button and click on the [mail folder](#) you want to delete. Let go of the Control button and click on “Delete.” All the messages from the deleted folder will transfer to the Trash folder and you will need to delete them as you would any messages in the Trash.

How Long Do Batteries Last?

Most, if not all, laptops use lithium-ion [batteries](#). The [batteries](#) charge when plugged in to electricity and discharge when mobile. Over time the [batteries](#) lose their capacity.

Manufacturers like Apple and HP rate most of their [batteries](#) at between 300 and 1,000 cycles. (Usually, the more expensive the laptop, the more capacity the [battery](#).) After the rated number of charges and discharges, most [batteries](#) lose about 80% of their original capacity. You’ll notice that you can’t be mobile as long as you

were in the past and that you have to plug in to your charger more often.

How can you maximize [battery](#) lifespan? Charge your laptop regularly, but don’t leave it plugged in all the time. Discharging your [battery](#) all the way before charging will shorten your [battery’s](#) lifespan. Extreme temperatures will also adversely affect the lifespan.

Taking care of your laptop’s [battery](#) can extend the lifespan a little, but once it is dead, it cannot be revived. [Batteries](#) that are taken care of can be expected to last four to six years, but the capacity will diminish over time. Take care of your [battery](#) for better laptop performance.

iPad Usage (Memory)

You can check the amount of space taken up by your apps on your iPad by going to **Setting>General>Usage**. Each app requires a certain amount of **memory** to function. Everything on your iPad takes space. In order to update, you'll need 3.1-5 GB of **memory/storage** depending upon what you're updating.



STORAGE	
21.2 GB Available	6.6 GB Used
Music	1.4 GB >
FreePlay	964 MB >
Facebook	464 MB >
Silly Walks	413 MB >

In **Storage** you can see how much memory is available. This will help you determine what you might need to delete or move so that you can do your updates. Photos and music take up quite a bit of **storage**. If you save them in iCloud, you can free up **storage** space. Messages should also be deleted often. Be aware that it usually takes more **memory** to do the update than is required by the app itself.



DRAWING IN GOOGLE

One of Google's apps that may prove useful to you and your students is *Drawing*. In your Google Drive under "Create" you can select *Drawing*. Name your **drawing** and then take a look at the tool bar for some useful features.

Although you can use the Insert pull-down, the tool bar is a handier method of placing the shapes you want to use. Within the Shapes icon you will find Shapes, Arrows, Callouts, and Equations. Once you place a shape on your canvas, you can fill it with color and even outline it in a different color by using the "Paint Bucket" and "Pencil." With the "Line Weight" menu, you can make your outline thicker. The "Line" menu allows you to make the outline a solid line

or a broken line with dashes or dashes and dots.

Google *Drawing* allows you to layer your **drawing** and rotate elements with the middle circle on the handle. If you want to have two shapes of equal dimensions, you can copy and paste with Command+c and Command+v. To move the layered object to the back, click the "Control" button and select "Order." Under "Order" you can send the shape to the back or bring it forward. Text boxes and word art can also be employed.

Download the **drawing** as a .jpeg or .png; this can be inserted into a Google document. Give this Google app a try to brighten up your documents or to make decorations for your classroom!