

# Technology Tips & Treats



Delta Kappa Gamma—Alpha State

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## Let your computer do the walking . . . & dialing!

Computers have become an integral part of our daily lives, more for some of us than for others. One of the advantages a computer and the Internet provide us is the ability to take care of certain business at convenient times and in the privacy of our own homes. Listed below are some resources that all of us, no matter the age or experience, can utilize to make life less hectic.

**Texas Online:** ([www.texas.gov](http://www.texas.gov)) This web site is the Official Portal of Texas. Among the things you can do from this site are the following: renew your driver's license or change the address on your current license, renew your vehicle registration, order birth, death, marriage, and divorce records, and many other things. It also provides links to other agencies, such as the Texas Legislature, Homeland Security, and Emergency Preparedness. This site is a valuable resource to people of all ages.

**IRS:** ([IRS.gov](http://IRS.gov)) This site provides you access to all the forms and

publications needed to file your taxes. In addition, you can check on your refund, apply for online payment, report phishing, get a copy of your return, and change your address. Also, you can ask questions and get quick answers to your tax questions. This site is especially helpful if you file your return without the help of a tax consultant.

**NOAA:** ([noaa.gov](http://noaa.gov)) The web site of the National Oceanic and Atmospheric Administration is a resource for information about our environment, be it the country as a whole or your own state specifically. Weather information is readily available as well as other environmental information, from energy and conservation to laws that govern our leisure time on lakes, streams, rivers, and beaches. Those who live along the coast can also get tropical updates directly from NOAA.

**TxDOT:** ([www.dot.state.tx.us](http://www.dot.state.tx.us)) Even if your vehicle has a navigator, this is a useful site in planning a trip. From the open-

ing screen you can select the county/counties in Texas you will travel through and get up-to-date road conditions. Those of us in Texas know that there is *always* road construction going on somewhere, and TxDOT provides you lists of congested roads as well as road closures. Those of you who have to travel a long way from home to work and back can also check this site for road conditions during severe or inclement weather before you leave.

**Texas Department of Public Safety:** ([txdps.state.tx.us](http://txdps.state.tx.us)) The possibilities are endless at this web site. One valuable section is the Crime Records Service. You can find out about fingerprinting services and crime statistics. You can also do criminal history searches and find sex offenders in your area and your neighborhood.

These and other public web sites are not only helpful but a convenient way for you to get information you need without waiting in line at an office or listening to how important your call is a recorded voice.

## How to quickly copy and paste in Word©

To copy a word from one sentence to another sentence (beginning, middle, or end), first select the word, hold down the Ctrl key, drag the word to the desired place and drop it.

You can also duplicate pictures by selecting the picture, depressing the Ctrl key, dragging and dropping:



This is the second issue of "Technology Tips & Treats." This will be a monthly publication created by the 2011-2013 Technology Committee. Our goal is to provide you with the most up-to-date technology information to assist you and your chapter in the 21st Century! Please let us know what you think of our newsletter at [sreddingdkg@gmail.com](mailto:sreddingdkg@gmail.com)

Shelly Redding  
Chairman

## Technology

### Tip of the Month

If you don't use a smartphone, and you're trying to call a business, you can [send a text message](#) with the name and location of the business to 466453 ("GOOGLE") and they'll text you the information, or on Gmail you can use the new [phone-calling features](#) to call any U.S. business free of charge. Also, if you don't have the free voice search app pre-installed on your phone, you can download it [here](#).

# Skype – What is it?

A special event, that new outfit, some stunning scenery, the big game... **Free video calling on Skype** lets you share all this and more with your friends and family **face-to-face**. You'll never miss out on the moments that matter most.

If you are separated from family or friends for long periods of time, you can miss out on many precious moments: grandchild loses his/her first tooth — baby's first steps — an up-to-the-minute report on Bobby's baseball game. With **Skype**, you do not have to miss these important moments! **AND IT IS FREE!**

If your computer is not more than three years old, it probably already has everything you need:

- A computer with a built-in microphone
- An Internet connection
- A web camera

The first thing you need to do is to download **Skype**. Go to **www.Skype.com** and follow the screen directions. (There is even a video to help you get started.)

Once **Skype** is downloaded, open the application, which is free of malware and spyware. Next, you will register your **Skype** name (the name others will use to con-

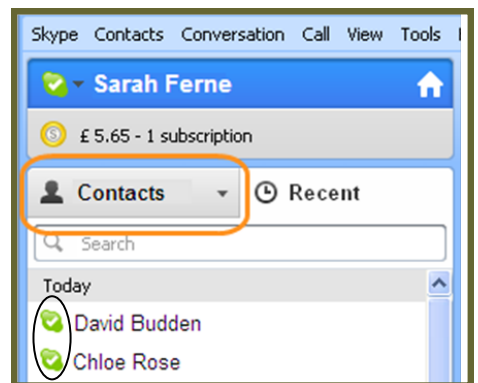
nect to you). Encourage your friends to also sign up for **Skype** and learn their **Skype** names. The next step is to add contacts.



Once you have registered and signed in, click **Contacts > Add a Contact** on the menu bar. (Your *Outlook* contacts can be accessed directly through **Skype**.) In the dialog box that opens, you will be asked for the email address, the phone number, and the full name or **Skype** name of the contact you wish to add. If that person has a **Skype** account already, his/her name will be displayed. Click **Add**. Sometimes there is more than one account that matches the name you provide. If so, click **View** to see the entire list and add the one you want. Before the contact becomes available, you must send a request. To send a request, you first provide an introduction and click **Send request**. Once your request is accepted, the contact will be added to your **Contact List** and you are ready to make your first video call!

There are certain things you must do before making your first video call, such as making sure your system has the necessary features and that the web cam is in good working order. Instructions are provided.

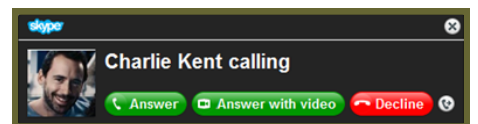
To initiate your first **video call**, click the **Contacts** tab. Find the person on your contact list you want to call and ensure he/she is online (appointments are helpful!). A green status icon indicates who among your friends is online:



Click the contact you wish to call and then click the **Video call** button.



You will hear ringing until the person answers. You have just begun your first face-to-face video call!



There is plenty support and instructions are easy to follow. Enjoy!

(Information and graphics found at [Skype.com](http://Skype.com))