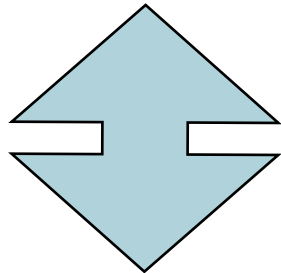


# HOW TO WORK ON DOCUMENTS AT SCHOOL & AT HOME

SPENCER BUTTE MIDDLE SCHOOL 2011

## **iWork**

(Apple - School - Pages & Keynote)



## **Microsoft Office**

(PC - Home - Word & PowerPoint)

The Good news is **iWork** - which we have here at SBMS and **Microsoft Office** - which many students have at home - **ARE COMPLETELY COMPATIBLE!**

**That means you can create a **Word/**  
**PowerPoint** document at home & open it  
here at SBMS with **Pages/Keynote!****

# HOW TO WORK ON DOCUMENTS AT SCHOOL & AT HOME

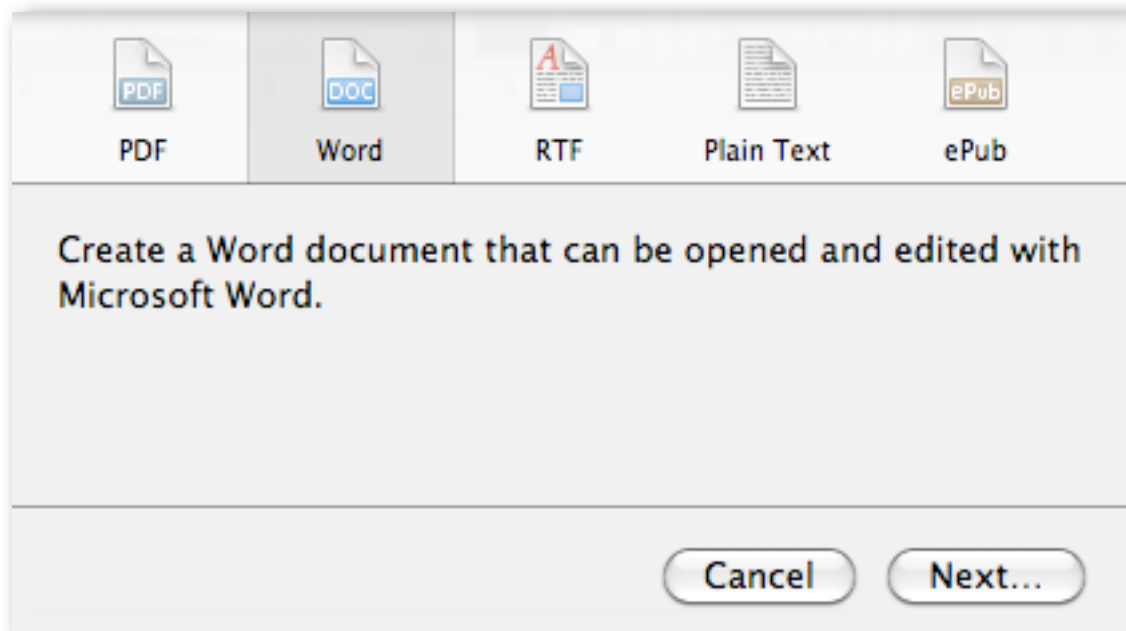
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## Pages > Word

We have **Pages 08** here at Spencer Butte for word processing. Many students don't have Pages at home, but they have Microsoft **Word** on a PC. The good news is Pages is compatible with Word! Here's how to save a Pages document as a Word document:

1. Create your Pages document

2. When you're finished, select **Export** under the **File** menu in **Pages** - you will see a box like this:



3. Choose **Word**

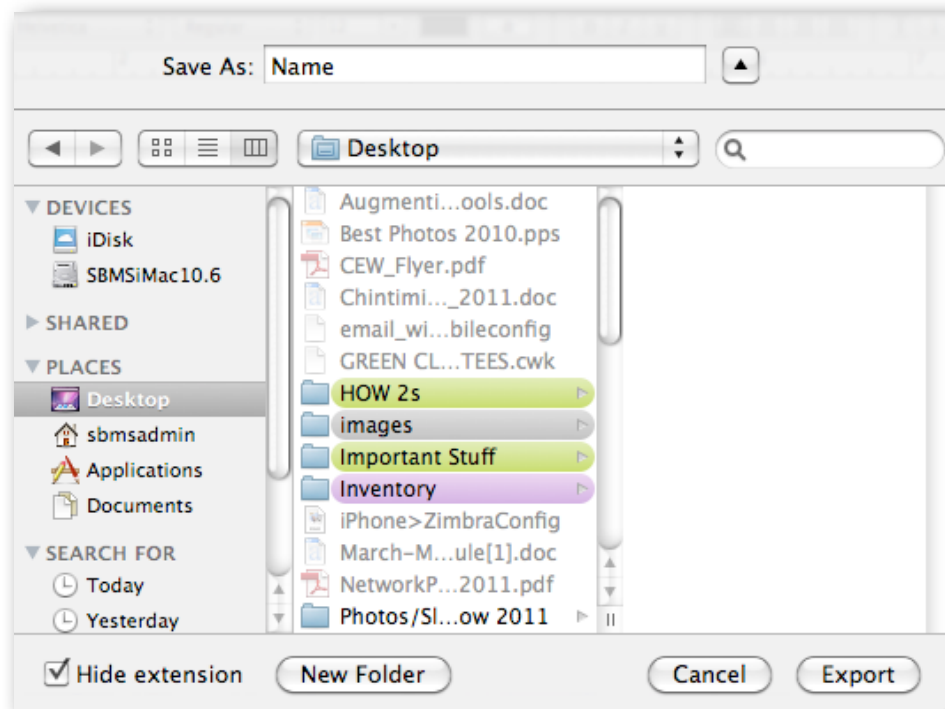
4. Choose **Next**

# HOW TO WORK ON DOCUMENTS AT SCHOOL & AT HOME

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## Pages > Word

5. You will see this window:



6. Enter a **name** for your document in the **Save As** box

7. Choose **Desktop** as your save location

8. You have just exported a Pages document as a Word document to your desktop

# HOW TO WORK ON DOCUMENTS AT SCHOOL & AT HOME

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## Using Student Email

All students have email accounts provided by the Eugene School District. The link to your email account can be found on the SBMS website's For Students page. Students log into their email using the same username & password they use to connect to their server space. The student email program is called **Zimbra** and it is the same program that teachers use. So here's how to use your school email:

1. Open a browser on a school computer & select the Spencer Butte website bookmark:  
<http://schools.4j.lane.edu/spencerbutte>
2. Select the **For Students** link at the top of the SBMS website
3. Select the **Student Email** link - you will this this window:



**Zimbra**  
Collaboration Suite

Username:

Password:

Remember me on this computer

Which version would you like to use?  [What's This?](#)

[Zimbra](#) :: the leader in open source messaging and collaboration :: [Blog](#) - [Wiki](#) - [Forums](#)  
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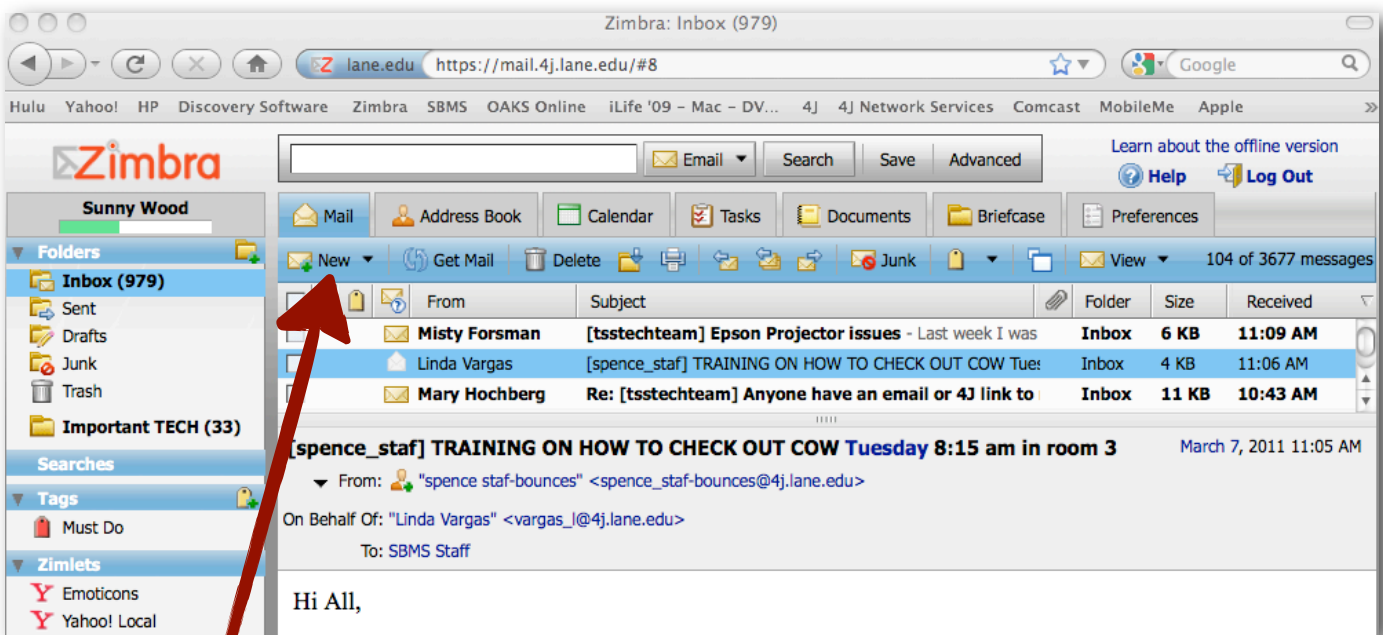
4. Log in to your email using the same username & password you use to connect to your server

# HOW TO WORK ON DOCUMENTS AT SCHOOL & AT HOME

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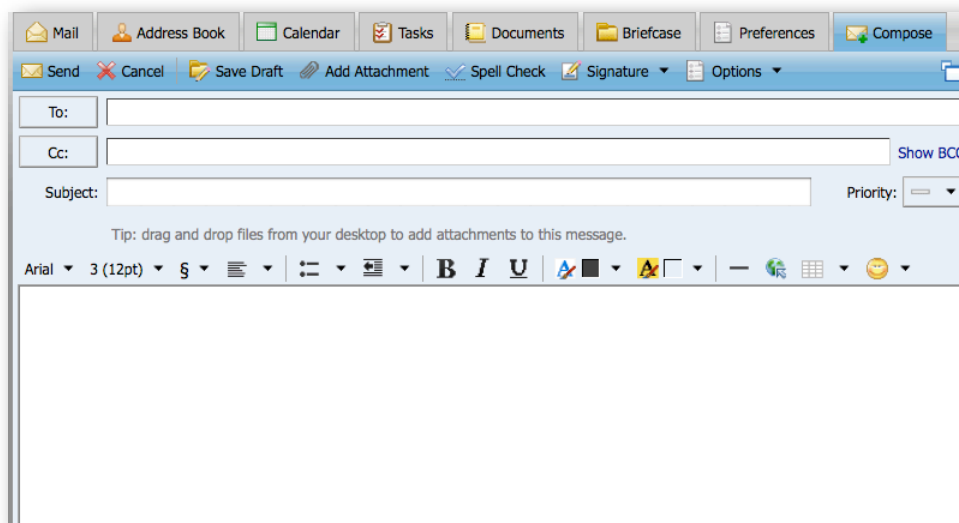
## Using Student Email

5. You will see this window:



6. Select **New** to compose an email

7. You will see this window:



# HOW TO WORK ON DOCUMENTS AT SCHOOL & AT HOME

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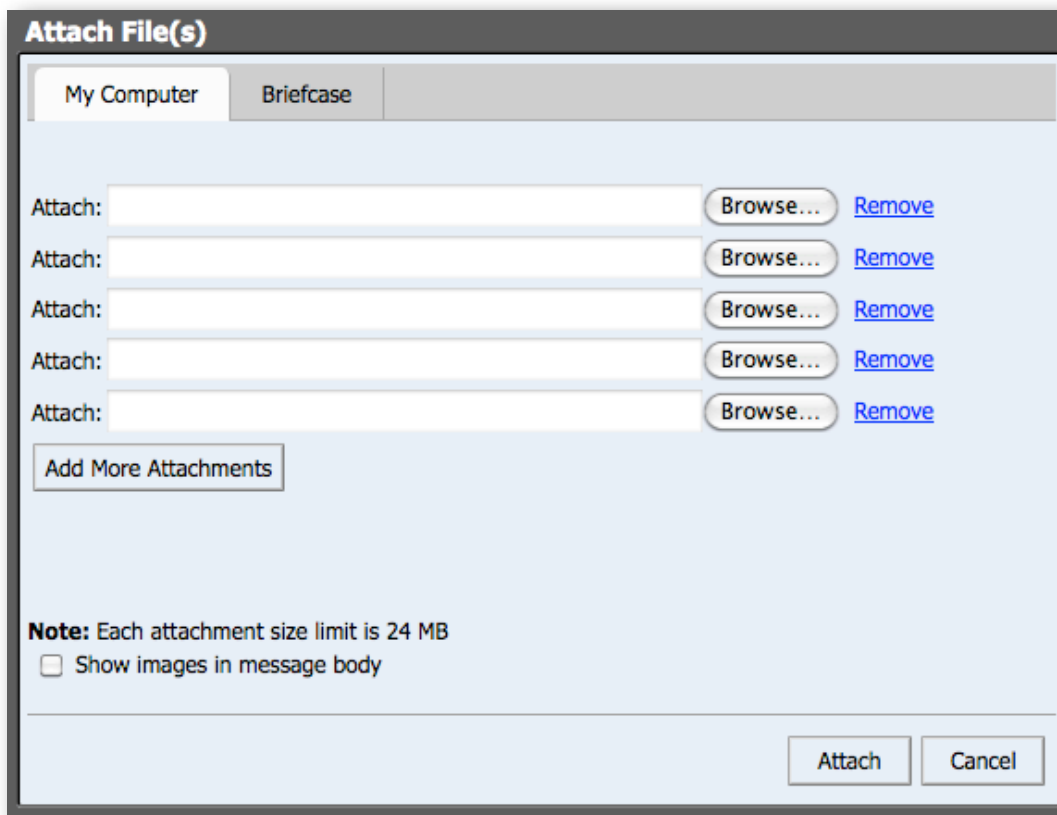
## Using Student Email

8. Enter your email address in the **To** box: **yourusername@4j.lane.edu**
9. Enter a subject in the **Subject** box - so you will know what the email is about
10. To attach your document to your email so you can work on it at home:

a. Select



b. You will see this window:



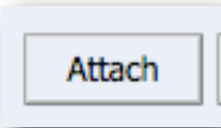
c. Select **Browse** and find the document on your desktop you want to send home/school

# HOW TO WORK ON DOCUMENTS AT SCHOOL & AT HOME

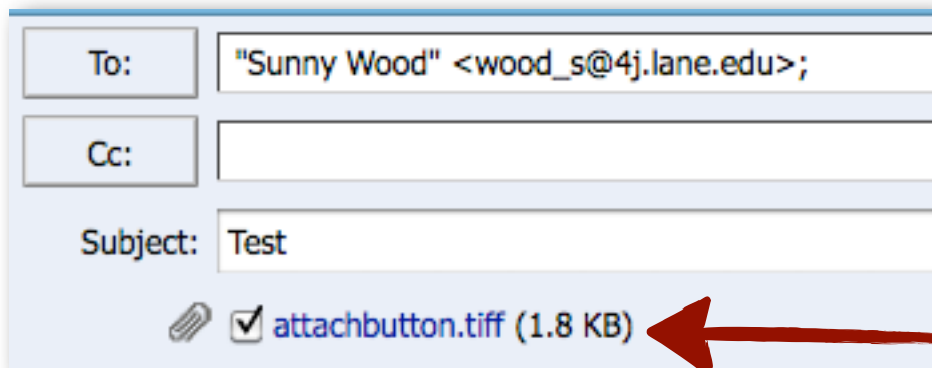
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## Using Student Email


d. Select

A rectangular button with a light blue border and a white background, containing the word "Attach" in a simple black font.

e. Now you should see your document attached in your email like this:



f. Now select

A blue rectangular button with a white envelope icon on the left and the word "Send" in white text on the right.

You have just sent a document to yourself - which you can receive and open from any computer!



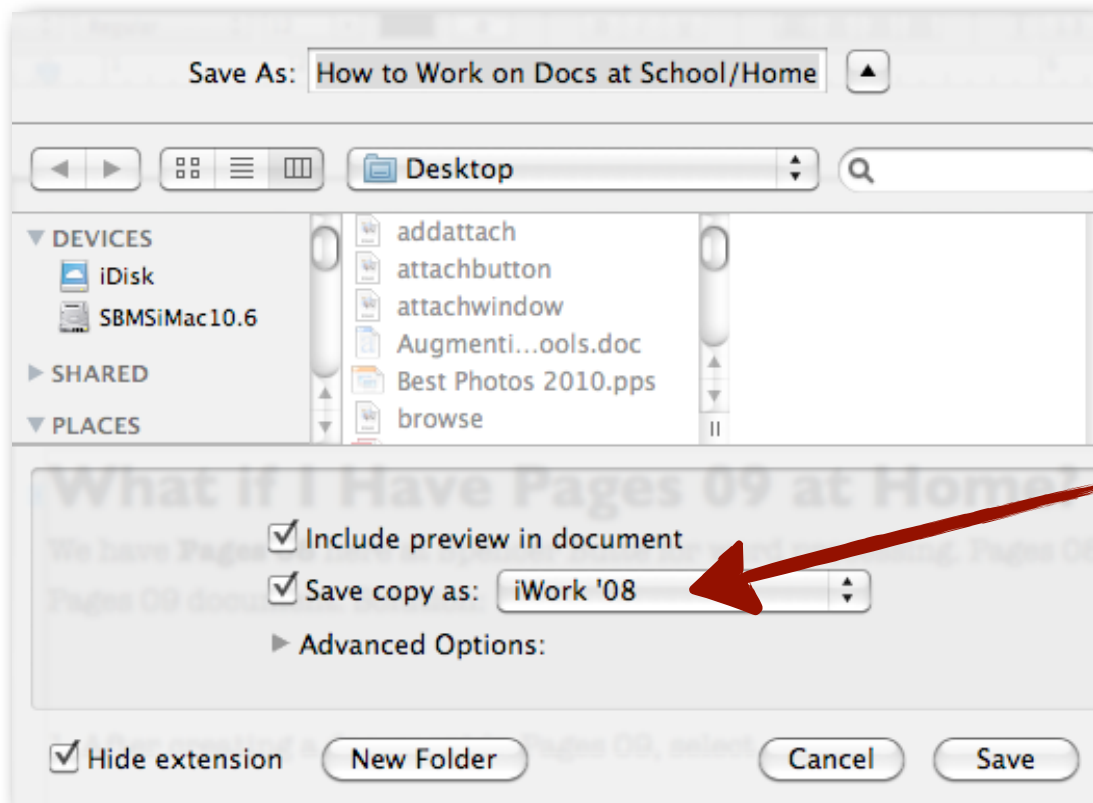
# HOW TO WORK ON DOCUMENTS AT SCHOOL & AT HOME

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## What if I Have Pages 09 at Home?

We have **Pages 08** here at Spencer Butte for word processing. Pages 08 **will not** open a Pages 09 document. Solution:

1. After creating a document in Pages 09, select **Save As** under **File**, then **Save copy as**, and choose **iWork '08**, then **Save**.



2. Your document will now be compatible with the Pages 08 we have here at school.



# HOW TO WORK ON DOCUMENTS AT SCHOOL & AT HOME

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## Other Options

**OpenOffice** is installed on all student computers as a cross-platform option to iWork 08.

You can Google OpenOffice on your home PC computer and download it for **free**. So you could create OpenOffice documents at school, email them to yourself, and open them on your home PC with your OpenOffice.



1. The OpenOffice icon looks like this in your dock/may be a circle

2. **4J Google Docs** > Access 4J Google Docs on the “For Students” page of the SBMS website: [4J Google Docs](#). Students just use the same username & password that they use to access their server space!