

Free things for your students or classroom

Adopt-A-Class. Teachers Jean Wasson and Amy Young ask family members at Forest Heights Elementary School in Harrison, AR, to adopt a class for as little as \$10 a month. "I've received \$200 already within the first three months of school," says Wasson, who used the money to buy books and supplies. For details, contact them at (501) 741-5837.

The Foundation for Exceptional Children funds projects that focus on improving relationships between parents and their disabled children, or on using technology to enhance the education of youths with disabilities. Deadline: March 1 each year. Contact the Minigrant Committee, Foundation for Exceptional Children, 1920 Association Dr., Reston, VA 20191, (703) 620-1054.

The Smithsonian Resource Guide for Teachers (\$5) lists lesson plans, posters, videos, teaching packets and other materials available for free or little cost from the Smithsonian Institution's many museums. Contact Smithsonian Institution, Office of Elementary and Secondary Education, Arts & Industries Bldg., Room 1163, MRC 402, Washington, DC 20560. Also available: Art to Zoo, a free teaching guide with lessons plans and resource lists for science, social studies and art teachers.

"Collecting Their Thoughts: Using Museums as Sources for Student Writing" suggests ways teachers can use museums to teach writing in grades 6-12. This guide provides background essays, lesson plans, handouts and student writing samples. Contact Smithsonian Institution, OESE, Arts and Industries Bldg., Room 1163, MRC 402, Washington, DC 20560, (202) 357-2425.

The National Museum of Natural History's teaching packet for anthropology includes suggestions for in-class and field activities such as mother-infant observation and exploring historic cemeteries. Contact Anthropology Outreach and Public Information Office, National Museum of Natural History, Room 363, MRC 112, Smithsonian Institution, Washington, DC 20560, (202) 357-1300.

The Edison Teaching Kit contains eight how-to booklets based on the experiments of Thomas Edison and other scientists. Designed for junior high students, each hands-on experiment includes simple directions and requires inexpensive materials. Contact the Charles Edison Fund, 101 South Harrison St., East Orange, NJ 07018. Include \$1 for postage/handling. **sb**



How can I find a lost file or e-mail on my computer?

by Nathan Nolle, Technical Support Representative, Socket

In today's information age, we use our computers to store a lot of data, including pictures, e-mails, important documents and more. As we accumulate files, it becomes necessary to organize them into a system of folders. However, a file or e-mail can still be misplaced in even the most structured system. Fortunately, you can use simple tools on your computer and e-mail program to help find your lost items.

To search for files on your computer (such as a Word document or picture), use the searching tool in your operating system. In Windows, you can access this tool by right-clicking on the Start menu at the bottom of your screen. Click on the Search or Find option. Enter the file name (or any part of it), or search for text inside a document. Choose the appropriate location from the drop-down menu. More often than not, you will want to select Local Hard Drives. A similar searching tool is also available on Mac computers. Access it by selecting Find from the File menu.

An e-mail search utility operates in a very similar way. If you are using Outlook Express, click the Find button on the toolbar, or select the Edit menu and click Find, then Message. Using the fields listed, you can search by sender, recipient, subject or text within a message. You can also limit the search to messages received within a particular range of time. Other e-mail programs offer a similar feature. Refer to your instruction manual or the Help menu of the program for more information.

Remember to keep your computer and e-mail program clean by using an organized folder system and deleting unused files and e-mails. This will make files and messages easier to find. When you need a little help, just use these tools to find what you're looking for in no time.

Have a question for Dear Techie? Send it to editor@socket.net. **sb**

An hour a day

The American Academy of Orthopaedic Surgeons said three out of four American school children are not getting enough exercise each day, contributing to obesity and poor bone health. Kids need at least 35 to 60 minutes of walking or other exercise each day. "Bones grow in size and strength during childhood," the academy said. "The bone mass you gain through physical activity while you're young helps determine your skeletal health throughout life."

The academy offers these tips to get your kids moving:

- Choose fun, year-round activities.
- Join kids for a bike ride, a ball game, or long walk.
- Use physical activity as a reward, such as a family canoe trip or berry-picking.
- Make exercise part of the daily routine, with chores such as raking the leaves or walking the dog.
- Schedule physical activities in 10 to 15 minute blocks throughout the day.
- Designate indoor areas for physical activity.
- Give physically active-oriented toys and gifts. **sb**