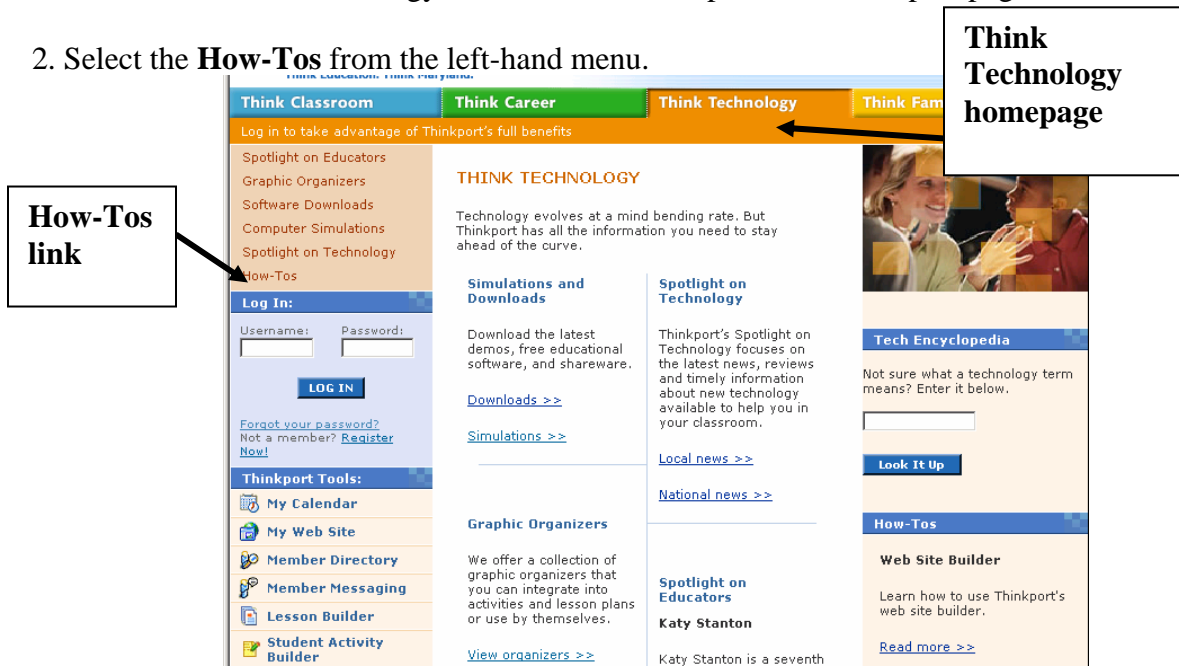


How-Tos

In this exercise you will open the How-To documents for the Lesson, Activity, Project and Website Builders.

1. Go to the **Think Technology** homepage. This can be found by clicking on the orange bar that reads Think technology located across the top of each Thinkport page.
2. Select the **How-Tos** from the left-hand menu.



The screenshot shows the Thinkport Think Technology homepage. The top navigation bar has tabs for 'Think Classroom', 'Think Career', 'Think Technology', and 'Think Family & Community'. The 'Think Technology' tab is selected. On the left-hand menu, there is a 'How-Tos' link. A box labeled 'How-Tos link' points to this link. Another box labeled 'Think Technology homepage' points to the 'Think Technology' tab. The main content area displays 'THINK TECHNOLOGY' with a description, 'Simulations and Downloads', 'Spotlight on Technology', and 'Tech Encyclopedia'.

4. Use these How-To documents to help you with the tools offered to registered users of Thinkport.



The screenshot shows the 'How-Tos' page on the Thinkport Think Technology homepage. The page title is 'How-Tos' and it includes a breadcrumb trail: 'You are here: HOME >> Think Technology'. Below the title is a table listing various tools and their available document formats. A box labeled 'How-to documents in PDF and MS Word form.*' points to the table.

Item	Version
Lesson Builder	MS Word PDF
My Calendar	PDF
My Idea Box	MS Word PDF
My Web Site	MS Word PDF
Organizing Your Files and Folders	PDF
Project Builder	PDF
Scanning	PDF
Student Activity Builder	MS Word PDF

* The How-Tos are offered in both PDF and MS Word form. The files are large and make take several minutes to load. Please be patient.