

INFOBYTES

TECHNOLOGY SERVICES DIVISION OF STUDENT AFFAIRS

Food Service Planning and Review Process and Guidelines

By Maria Laitan-Kirch

Tech Services' web developer Dave Christy helped launch a new food service planning and review process that went into place March 9th. It is specifically used in General Fund academic and administrative units and units within the Division of Student Affairs on the Ann Arbor campus.

The new food service planning process includes:

- ⇒ An overview of the University's food planning philosophies and strategies
- ⇒ Clearly defined roles and responsibilities during all phases of the process
- ⇒ A list of required project approvals for proposal, procurement, design, construction and licensing
- ⇒ Proposal forms and tools to define and evaluate needs
- ⇒ A new Food Service Review Committee to review food service proposals, consult and advise units, and make recommendations to the Provost, Chief Financial Officer, and Vice President for Student Affairs

For detailed information on the new process, guidelines, and tools, visit <http://www.foodplanning.umich.edu>.

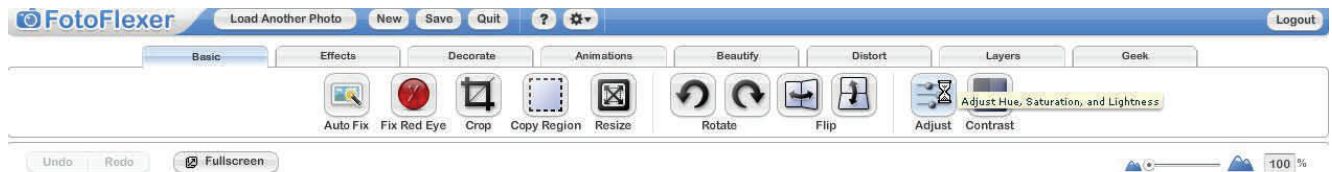
For additional questions, please contact Loren Rullman, Food Service Review Committee Chair and Associate Vice President for Student Affairs, by email at foodplanning@umich.edu or by phone at 734-763-1291.

Inside this issue:

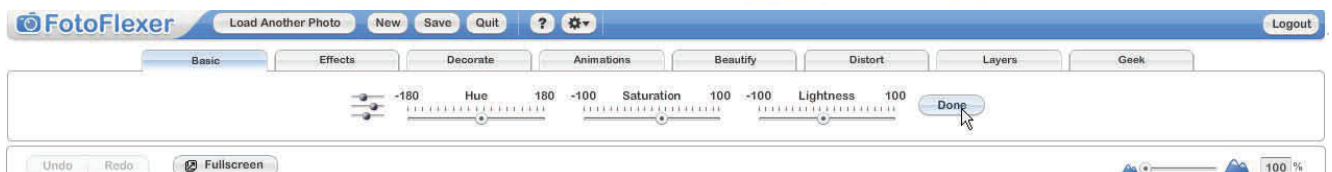
Fotoflexor	2
Fotoflexor cont'd	3
Collaboration Tools	4
Get Organized: Toodledo	4

Online Photo Editing: Fotoflexor Adjusting Color, Frames & Text

By Maria Laitan-Kirch
<http://fotoflexor.com/>

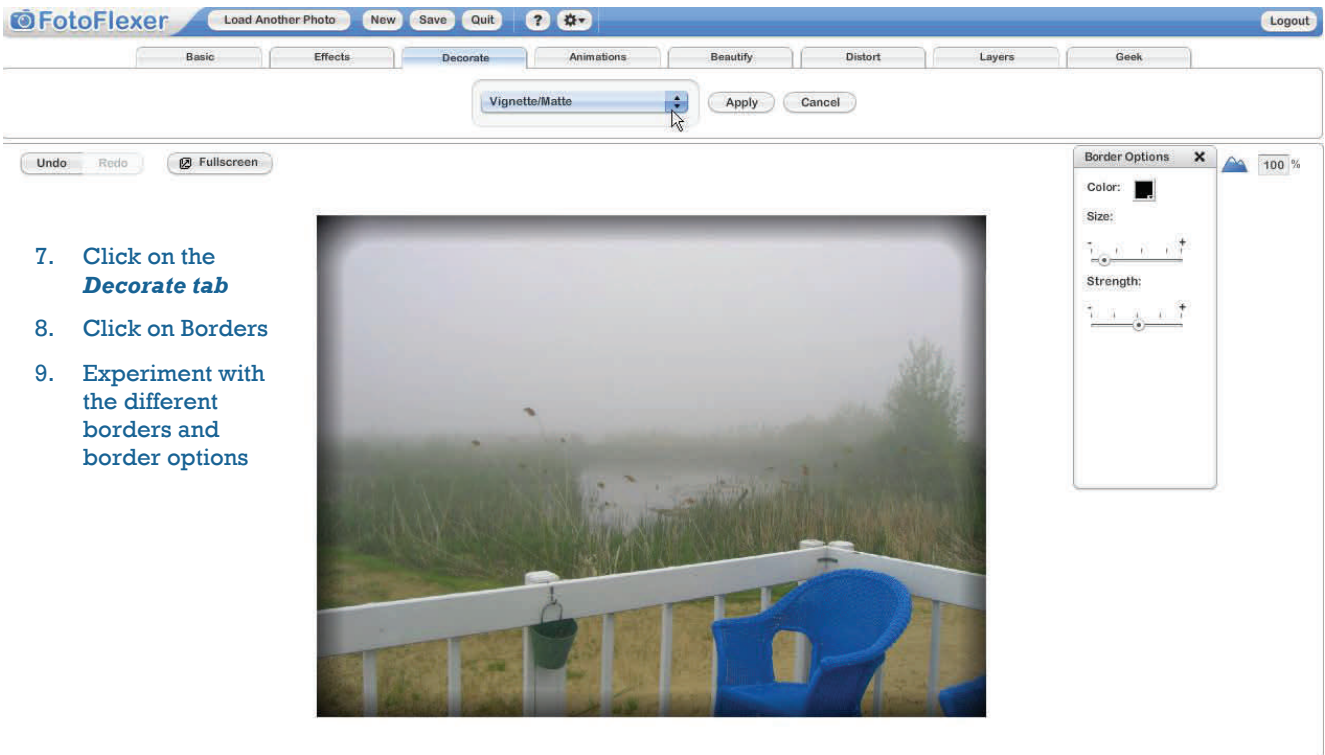


1. Upload an image
2. Your picture will open up in the **Basic tab**
3. Choose adjust

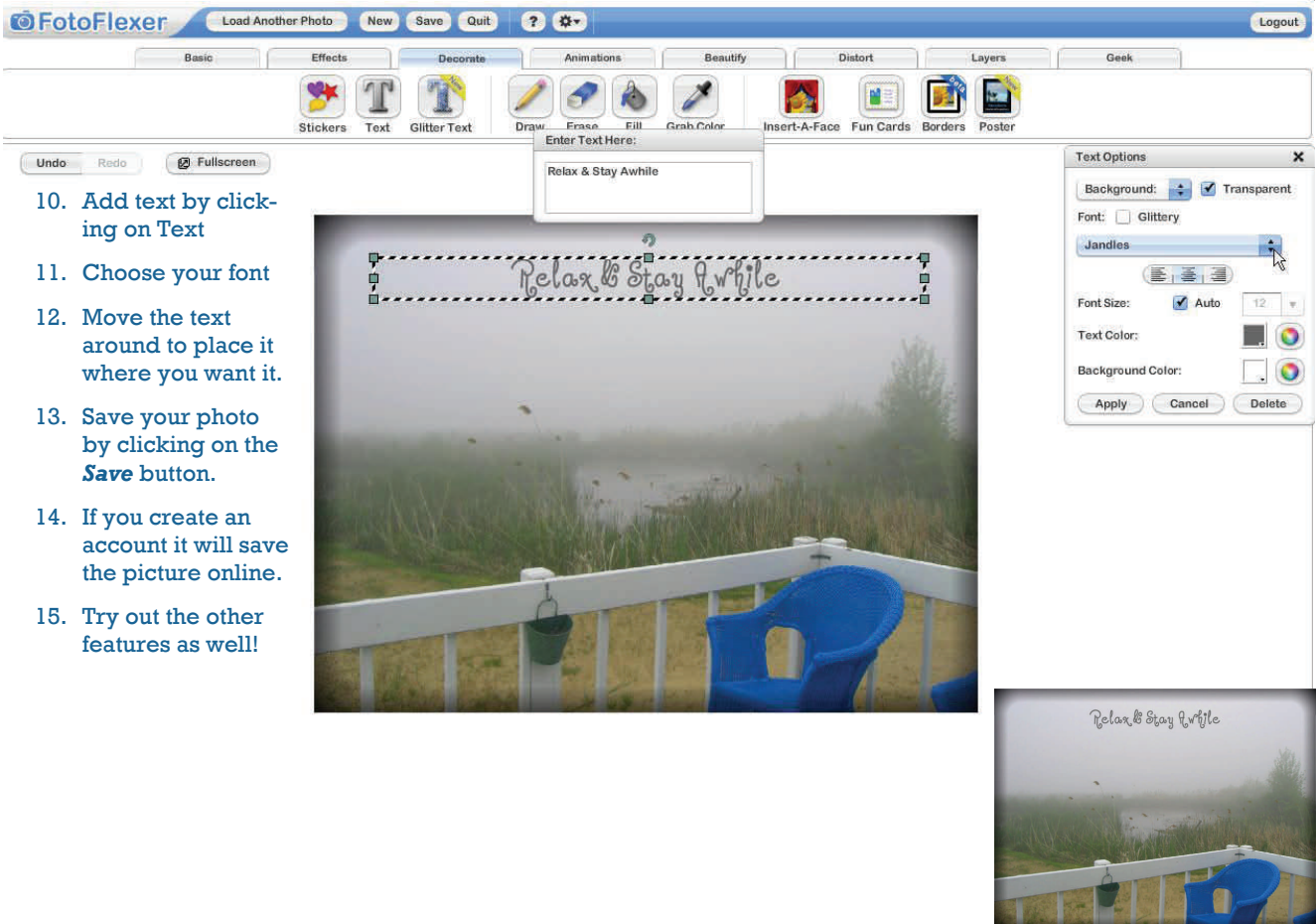


4. Play around with changing the hue, saturation and lightness
5. When you are satisfied click Done
6. You can also use Auto Fix under the Basic tab





7. Click on the **Decorate** tab
8. Click on Borders
9. Experiment with the different borders and border options



10. Add text by clicking on Text
11. Choose your font
12. Move the text around to place it where you want it.
13. Save your photo by clicking on the **Save** button.
14. If you create an account it will save the picture online.
15. Try out the other features as well!

“It’s just ones and zeros”

Collaboration Tools: Ways to Collaborate on Documents Online in Real Time

Original source: <http://mashable.com/2009/02/21/online-document-collaboration/>

- * [EtherPad](#) offers real-time editing and collaboration of plain text documents. It includes a mini chat room and shows each user’s edits with their own color in real time. Also nice is the ability to save and restore revisions.
- * Like Google Docs, [Zoho](#) offers a suite of apps to create online documents, spreadsheets and presentations (plus databases), but their sharing features are much better. Not only can you invite others to view or edit documents, but you can create groups to make them easier to manage.
- * [Microsoft Office Live](#) allows existing owners of Microsoft Office to share and collaborate with other Office owners by using their Microsoft Office Online account. It’s important to note that this service is not free and if you do not have Office installed on your computer then you’re out of luck.
- * [ThinkFree](#) provides a slick suite of online apps like Zoho and Google Docs. You can use the web versions of their apps or install a desktop client that syncs with your online account which will allow you to work offline. Zoho and Google claim to let you work offline via Google gears but you can’t create new documents offline, only view existing ones. Thinkfree allows you to do everything just like the full blown Microsoft Office suite.

Get Organized with Toodledo

<http://www.toodledo.com/>

An easy to use, web-based to-do list. Get organized, stay motivated, and be more productive.

- * Organize your tasks
- * Improve your productivity
- * Go anywhere
- * Collaborate
- * Customize
- * Import your existing tasks
- * Web 2.0 buzzword compliant

**TECHNOLOGY
SERVICES DIVISION
OF STUDENT
AFFAIRS**

530 South State Street
3410 Michigan Union
Ann Arbor, Michigan
48109-1349

Phone: 734-647-0271
Fax: 734-647-1483
Email:
techservices@umich.edu

[http://
techservices.umich.edu/](http://techservices.umich.edu/)