







BPS Technology

News and Tips November 2014



Chromebook Shortcuts

- Caps Lock - press ALT + SEARCH  
- Press Shift + Alt + M to open the file manager
- While viewing pictures in File Manager, press E (as in Editor) to quickly edit the picture using the built in image editor.
- Hold Shift key and click on any app to open it in a separate window, without the address bar. This makes it look like an app, instead of a website.
- Take a Screenshot  
- Take a Partial Screenshot.
Your cursor will turn into a    + so you can select the part of your screen you want.

Accessibility Options In Chrome OS

- Go to settings and search accessibility.
- You can also access them by going to: Settings > Advanced Options > Accessibility.
- The following accessibility features are available:
 - Enable spoken feedback
 - Enable high contrast
 - Enable screen magnifier
 - Enable tap dragging

Copy & Paste on a Chromebook



- If you want to copy an image from a website to a Google Doc:
 - Click on the image
 - tap with TWO fingers on the TouchPad
 - A menu will come up that allows you to choose Copy
 - Select the area you want to paste to
 - Tap with TWO fingers on the TouchPad
 - Select Paste when the menu pops up

Wendy Pilcher's Technology Pinterest Board

She also has lots of fun elementary classroom ideas on her [Education Board](#).



YouTube Channel "Crash Course"

This Channel has many educational videos presented in a fun way!



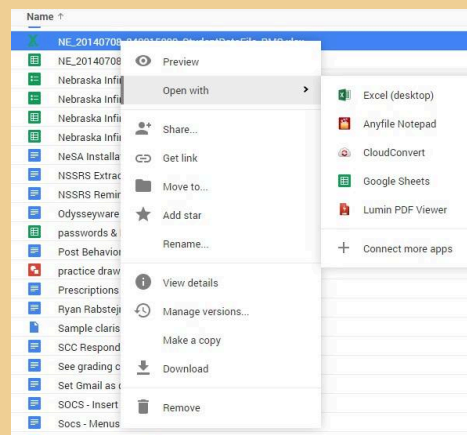
Free Tech 4 Teachers

Best of the Web - Fall 2014

Google Drive - New Feature!

You can now choose how you would like to open a document on Google Drive by "right clicking" on it and choosing what program you want to use - even programs on your computer like Word or Excel! Once you make your change, it will save right back to Drive.

[Click here for more information.](#)



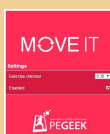
Chrome App



This app works on Chromebooks and any Android device. Take a picture, screenshot, or upload a picture from Google Drive. Mark up the image with drawing tools, and add your own narration! You can share the video by emailing the link. I email the link to myself, then use that link on a website, document, etc.

Clarisketch Sample video

Move it



I know, teachers and staff aren't sitting at a computer all day. But.... for those occasions that you might be at home, or for those of us that do spend lots of time in front of a computer, here is a fun app to remind us to **MOVE!!!!** You can set this app to pop up at whatever interval you wish. It will give you a random quick activity to do to get your nose out of the monitor!!

PDF to Word

<https://www.pdfword.com/>



I had not tried this PDF converter before. It works pretty well - It converts text to be editable and isn't bad at keeping the format when the document includes images, tables, etc.

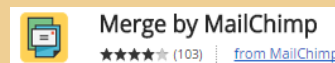
Just use the web version, DO NOT download the trial.

Give it a try!

Remember to use the HELP DESK

BPS Technology Site

Google Add-Ons



- **Merge by Mailchimp** uses Docs, Sheets and Gmail to send custom bulk email
Click here for instructions.



- **FormMule** is an add-on for Google Forms that sends an email when you hit submit. This is handy if you have a form that evaluates staff or students. You fill out your form and the results get emailed to who you are evaluating.

Click here for directions.



- **Form Values** is another Google Forms add on. When you create a multiple choice question you don't have to enter each choice by hand. This add on lets you use a Google Spreadsheet to house data to use as question choices - much quicker - and you can reuse the lists in multiple forms!

Click here for directions.

cooltext.com

Create fun Text Graphics!

Go to cooltext.com, select your Font, Enter your text, edit colors, size, etc. Hit the Create Logo Button. Right Click on the Logo and choose "Save Image As"...save to your desktop or wherever you wish. Insert the Cool Logo as an image in a document, website, etc.!!

Chrome Extension Tab Cloud

If you have a lesson or presentation that you want certain tabs in Chrome to open automatically, use Tab Cloud. You can have several sets of tabs you want to keep handy.

Click Here for a short video about Tab Cloud from friEdTechnology

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