



# BPS Technology



## News and Tips October 2014

### Tech Tips!

If you have a tip to share, please let me know!!



Ok...I know lots of you already know some of the following tips, but, who knows, you may find something useful!  
.... so here you go!!

#### • Select All

Many users already know this tip - but I have run across many that don't. Hit the Control Key and the "a" key together. This will select everything in a document, folder, or website, etc. so you can copy, revise, delete - anything you want without having to use your mouse and highlight everything.

#### • Alt + Tab

Toggle between open programs. Handy when copying and pasting.

#### • Ctrl/Shift/Del

This is an easier way to Clear cookies, temp files, cache, passwords etc. from any web browser. When you are in your browser (Chrome, Firefox, etc.), press the Ctrl/Shift/Del Keys all together. It will bring up a window to clear history.

**Thank you Stacy Damme for the tip!!**

#### • Alt + d

Press Alt+D to highlight the Address bar at the top of your Web browser. Without touching the mouse, type the site name you want.

#### • Web Addresses

You don't have to type "http://www" into your Web browser. For example, just type [beatricepublicschools.org](http://beatricepublicschools.org) or [google.com](http://google.com)

#### • Scrolling on a Web Site

On any web page, you can press the spacebar on your keyboard to scroll down and you can use Shift + Space to scroll up - you don't even have to touch the mouse!

#### • Windows Button

Open the Start menu by hitting the "Windows" button (next to Ctrl)

#### • Right click

Right click on a file, windows desktop, or menu bars, etc. You never know what cool menu will pop up for you to do things quickly!

#### • Windows + d

Windows key and "d" key will minimize all open windows. Hit those keys again and all windows will pop back up.

#### • [Tech tips cheat sheet](#)

[This link](#) will bring up a page with all kinds of easy tech tips and fixes.

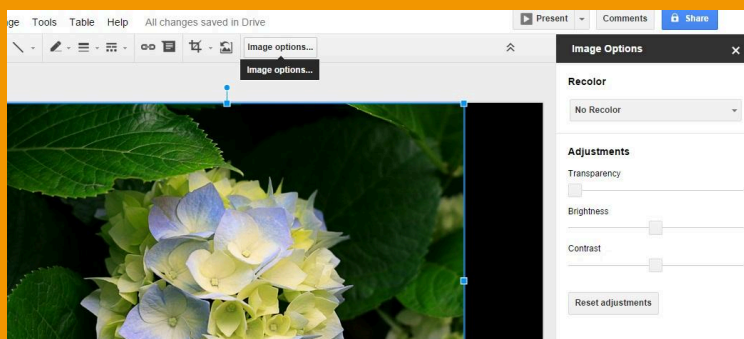
[Help Desk](#)

[BPS Tech Site](#)

# Google Apps Updates and Tips

Use the links below for Instructions and Videos!

- [Google Docs: How to create Block Quotes](#)
- [Things all teachers should know about Google Docs](#)
- [Google Classroom: Use Doctopus & Goobric](#)
- **More ways to Edit Images in Slides**
  - Click on the inserted image
  - Choose Image Options
  - A box will pop up on the right with image editing options
  - Use the Crop button on the top to crop your image



- [More Google Forms Enhancements!!](#)

▼ Form Settings

- ☐ Require Beatrice Public Schools login to view this form
- ☐ Automatically collect respondent's Beatrice Public Schools username
- ☐ Show progress bar at the bottom of form pages
- ☐ Only allow one response per person ?
- ☐ Shuffle question order ?

You can now randomize questions, limit responses, etc.

Select the link above for instructions, or [watch this short video](#) from Google Gooru.



## Good Advice from [Ask a Tech Teacher](#) About Internet Browsers

By Jacqui Murray

**“Try a different browser”**

“All browsers are not created equally. I have a lot more problems with IE than Firefox and more with Firefox than Chrome. Yes, you counted right. I have three browsers on my computer because they are all quirky at times in their delivery of websites. If I can't load a site in one browser, I try another. I don't care WHY it won't work in one if it works in another. All I care is that I got to the website. It's become the first troubleshooting tool I use when a website doesn't work. It's not just me, either. It's the Universe. You'll often see suggestions on websites –Works better with the \*\*\* browser. Coding and scripts and stuff are different in different browsers, which makes them act differently on websites. That's as technical as I can get about the reasons. In the geek world, which browser is best is a hot topic. The only point Chrome and Firefox users agree on is they're better than IE.”



## [Set Gmail as Your Default Email Client](#)

You can set your browser to use Gmail as the default email client when you click an email link within a website (i.e. Infinite Campus, BPS website, etc.)

[This Link will show you how!](#)



<http://www.theteacherscorner.net/>

Teacher Resources, Lesson Plans, Worksheets  
and Activities