

BPS Technology News and Tips

April 2017



HelpDesk

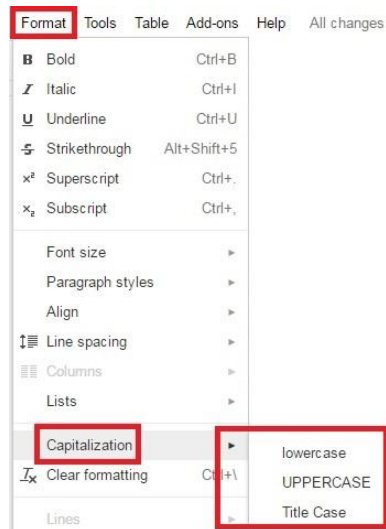
Just a quick reminder to use the **HELP DESK** whenever possible to report or ask technical things! We get lots of calls that start out... "I know I should have used the Help Desk, but..." Obviously if your computer doesn't boot up or the network is having issues your only means of letting us know is a phone call, but aside from that we **REALLY** appreciate the Help Desk tickets!!! Thank you!!

<http://10.1.3.25:9675/helpdesk>

Google Docs – Capitalization

Once again Google has updated Docs to include a "Word-like" option. Use Capitalization to edit text to be lowercase or UPPERCASE.

- Select the Text you want to edit.
- Go to Format.
- Choose Capitalization.
- Choose the Option you want.



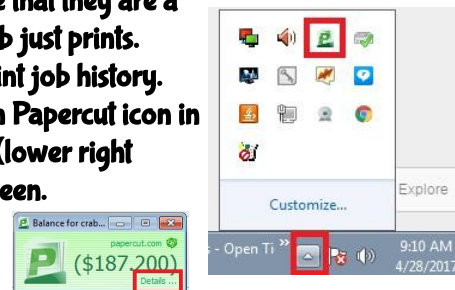
Canva – Chrome App

Click **HERE** to learn about using Canva to easily create really nice graphics to use anywhere you want!

Get Canva by using this **LINK** to the Chrome Web Store

Printing Reminders and Tips

- Papercut is the software the district uses to track printing.
- Network login/Print Code
 - Papercut knows who is printing by the Network Username of the person logged into the Laptop or Desktop. If you are assigned to other Codes i.e. an activity/sport, etc., the papercut box will come up for you to enter the code you want it charged to. If you print in color, the Papercut box will also come up for you to confirm.
 - If you are printing from a computer that someone else is logged into – you will have to use that person's copy/print code to retrieve your print job
 - If you print to a printer – not a copier/printer, the job will just print with no code necessary. Those jobs are still tracked by Papercut since it knows from your network login who sent the print job.
 - Students who are using a desktop or laptop do not need a code to retrieve their print jobs. Papercut knows by their network username that they are a student and the job just prints.
- Check your copy print job history.
 - Click on the Green Papercut icon in your system tray. (lower right corner of your screen.
 - Click on "Details"
- It will ask for your Network Password.
- Use the options on the left side to choose what you would like to see.
 - Transaction History and Recent Print Jobs are a couple of options that are useful.



PaperCut MF

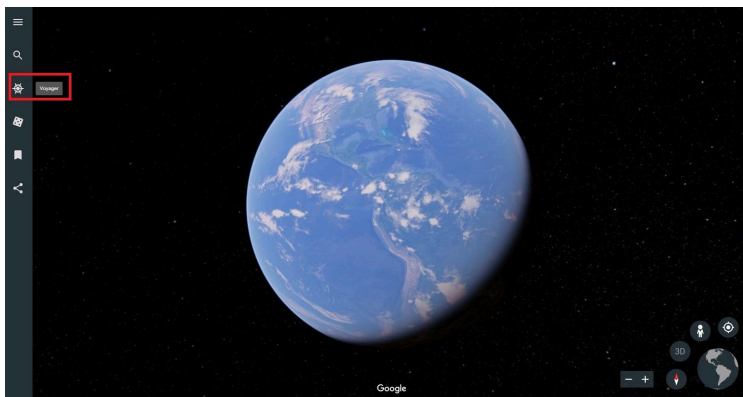
Recent Print Jobs

Date	Channel ID	Printer	Pages	Cost	Document Name	Applet	Status
Apr 27, 2017 4:10 PM	xxxxxxxx	HP4100EPR	1	\$0.02	xxxxxx	LETTER_ANGEL...	Printed
Apr 27, 2017 4:10 PM	xxxxxxxx	HP4100EPR	1	\$0.02	xxxxxx	LETTER_ANGEL...	Printed
Apr 27, 2017 4:10 PM	xxxxxxxx	HP4100EPR	1	\$0.02	xxxxxx	LETTER_ANGEL...	Printed

- Only Students can print from Chromebooks
 - No one can print from iPads.
- This Summer ALL copiers and printers will be replaced. Eakes will be our support/maintenance for all copiers and printers. Watch for information about training on the new devices coming this summer.

Google Earth 2017

Check out some of the new Google Earth enhancements including Voyager – Improved Virtual Trips!!

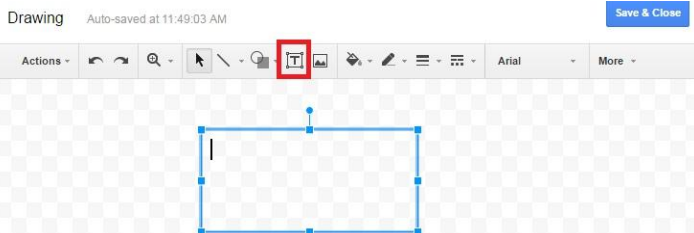


Google Drawings/Text Boxes

When working in a Google Doc, it is sometimes necessary to insert Text Boxes just like you did in Microsoft Excel. Text boxes make moving pieces of text much easier and you can make borders around the text box, and edit background colors etc. to make your document more interesting.

To do this in a Google Doc:

- Go to the Menu Bar and Select Insert
- Choose Drawing
- Choose the T in the Menu bar to create a Text Box
- Hold and drag your cursor to create the box
- You can type inside the box and edit your text size, color, font, etc
- Select other items on the Menu bar to add a border around the text box – or remove it, add a fill color, etc.
- Hit Save and Done when finished



- Any time you need to edit the Text Box (Drawing), just double click on it. You will be taken back to the Drawing window where you can make any change you wish!

Infinite Campus – Advanced Search

When working in Infinite Campus – remember to use Advanced Search to find people/students based on other information besides their name.

All People:

- For Example, if you know a phone number or address and what to see who it belongs to:
 - Go to the Search drop down box and select All People
 - Select Advanced Search
 - A window will come up for you to enter information you would like to search on
 - Enter it and hit Search

Account

- Account (Lunch Account)
 - Choose Account from the drop down search menu, then Advanced Search
 - This is nice if you have a PIN number but don't know who it belongs to.

Course/Section

- Find a course based on the Teacher, Room #, etc.
 - Choose Course/Section from the drop down search menu, then Advanced Search
 - Enter search criteria.