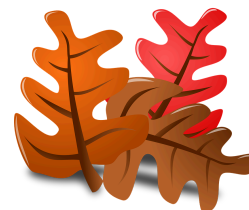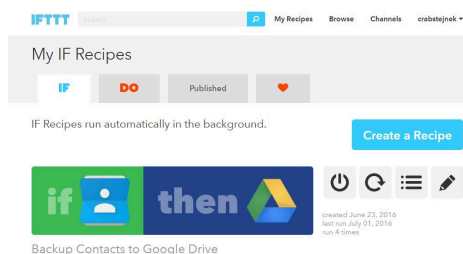# BPS Technology
News and Tips

September 2016

IFTTT
If Then, Then That

Just for fun, check out all the different "recipes" you can use to automate apps on your computer or mobile device. They have recipes for all kinds of things.
For Instance:

- Remind you each hour to drink a glass of water.
- Easily add Google Calendar Events
- Automatically turn down your phone volume at certain times or locations.
- Much more! **Click HERE**

Google Forms Idea

FreeTech4Teachers shows how to create a quiz or worksheet that directs students to a video about the question based on how they answered the quesstion.

Click HERE for instructions!

"Youngzine is an online new magazine that brings current events to children in a simple and unbiased manner with the appropriate context."

Click HERE!

Troubleshooting

Here are some simple tips to try when things aren't working.

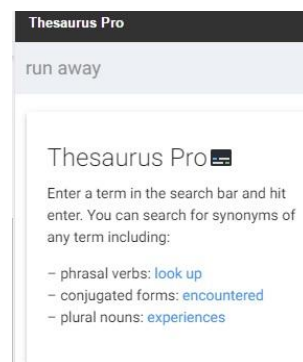| If you can't print	RESTART
If your computer freezes up	You may have to hold in the power button to turn it off, then - RESTART
If things are just acting "funny"	RESTART
If a website is not working	Empty Cookies and Cache. **Click HERE for instructions**
If you can't get to a website	Check to see who the filter thinks you are. **Click HERE for instructions**

Check out more basic computer tips on the BPS Website
Click HERE

If none of the these tips work - Please put in a **Help Desk Ticket.**

Thesaurus Pro

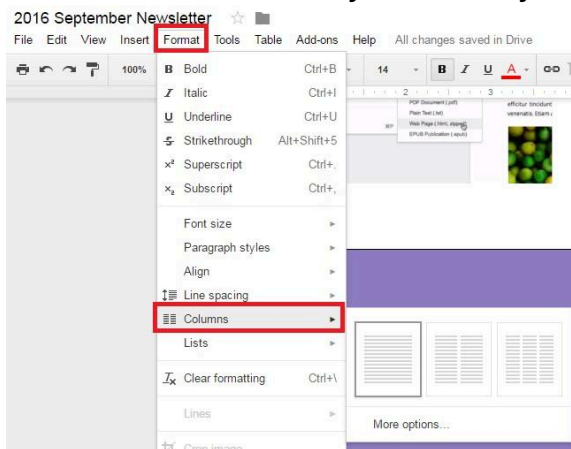This is a Google Doc Add-on that can not only be used as a Thesaurus for nouns, but for other phrases, etc. as well.
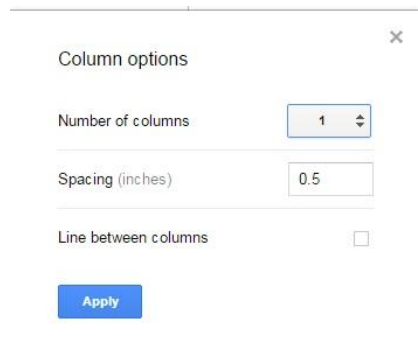
Click HERE to get the Add-on

New Google Docs Feature

Finally... They have updated Google Docs with the ability to insert columns. In the past if you wanted columns in a document, you had to insert a table. While that worked ok...it wasn't as easy as inserting columns.

- **Open your document**
- **Select Format**
- **Select Columns**
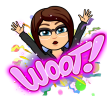- **Select how many columns you want.**

- **Go to More Options to set other options.**

Bitmoji Extension for Feedback

Install the Chrome Extension Bitmoji. It is not only nice to be able to insert more emojis into email, but you can also use it in Google Docs. While in a Student's Google Doc, open the Bitmoji extension. Select and Drag a Bitmoji onto a Student's Google Doc to provide some fun feedback.

[Click HERE to get the Extension](#)

BPS SOCS/Google Calendar

Click [HERE](#) for Directions to put the Beatrice Public Schools Website calendar events into your own Google Calendar.
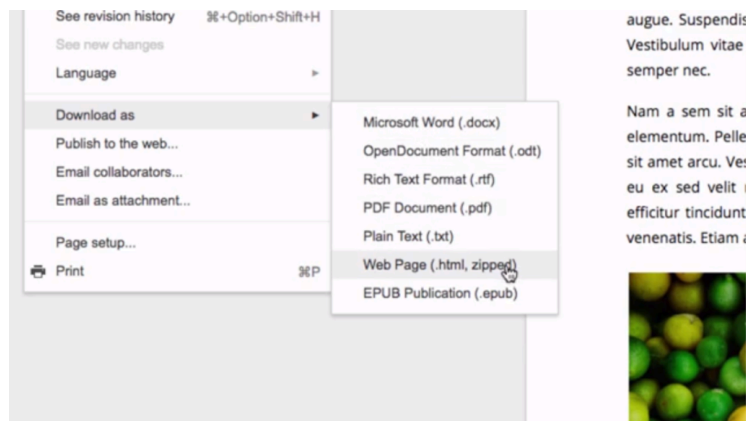
Create a Calendar in your Google Account, then get all the BPS events to populate your Google Calendar.

Copy/Download Images from a Google Doc.

There are time when I would like to copy an image from an existing Google Doc. Right clicking and copy does not work within Google docs. But you can download all the images from a doc all at once.

- **Go to File**
- **Download as**
- **Web Page (Html, zipped)**
- **This will create and download a zipped file that contains all the images from that document.**

This is helpful if you want to use images from that document in other applications.