



BPS Technology

News and Tips

October 2013



Website Tips from Educatorstechnology.com

This blog post offers suggestions for using audio, video, photo editing, you name it!

(keep in mind we support Google Sites and Socs)



Phrase.it

Fun and easy site to upload an image and add speech and thought bubbles. Save your image to use however you wish.




How to insert bookmarks in a Google Doc

BPS Help Desk
BPS Technology Site



**Is Chrome running slow, crashes, or just acts “funny”?
You may have loaded an app or an extension got loaded that is causing the problem!**

You can fix this by going to

- **Settings** 
- **Choose Tools**
- **Select Extensions**
- **Disable all the extensions**
- **Close Chrome**
- **Reopen and see if things work better**
- **You can add back the extensions you use most one at a time to see which one is the culprit.**



New Tool for the Tech Department!

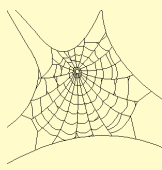
- **We now have the capability to remote to your computer to help you! (with your permission)**
We can see what you are seeing, actually install updates, help with software issues, and all kinds of things.



Windows 7 Desktop Icons

Want to change the size of your icons??

- **Select all of your desktop icons by clicking anywhere on your desktop then hitting the Control and the “a” key. (they should all be highlighted.**
- **While holding down the Control key, use the scroll wheel on your mouse to make the icons**



smaller or larger!

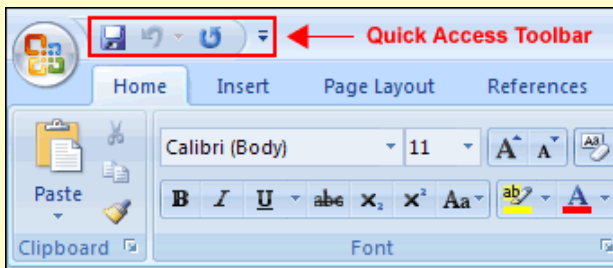


MS Office Tip

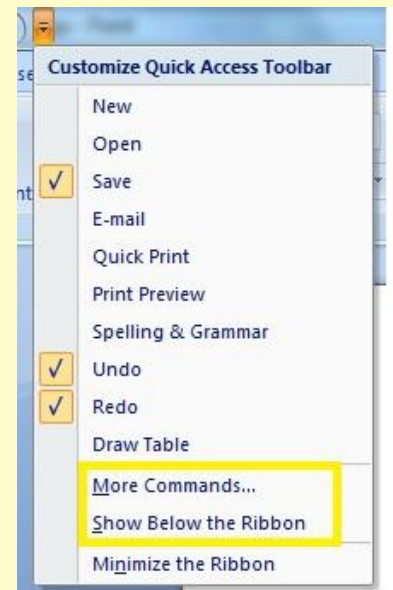
Save Clicks & Make your life easier by using the MS Office Quick Access Toolbar!

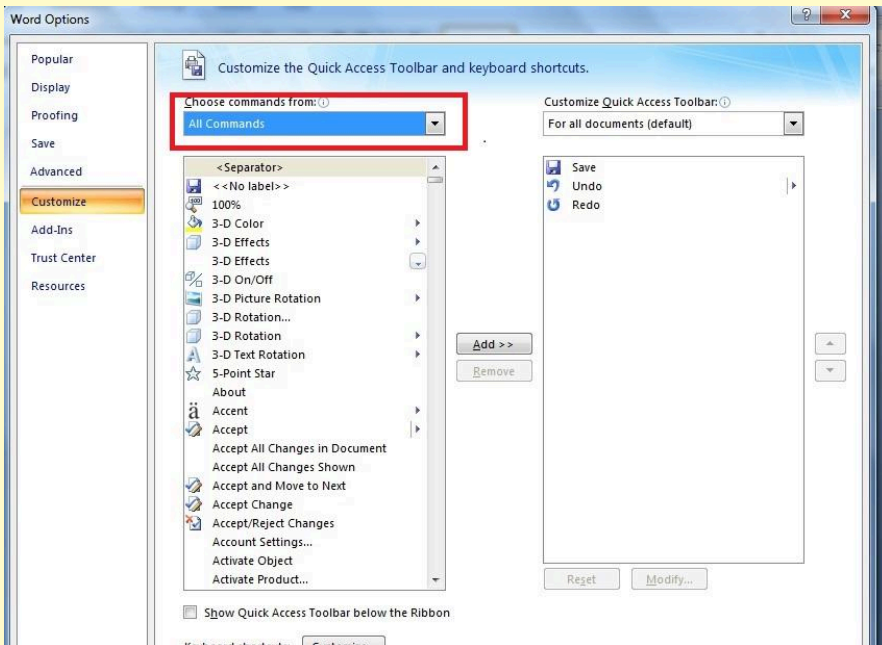
**Move the toolbar to display above or below the “Ribbon”.
Add or remove shortcuts to tools you use the most!**

- **Click on the Down Arrow on the Toolbar**



- **Choose “Show Below the Ribbon” to move the toolbar below....or if it already below it will say “Show Above the Ribbon”.**
- **Select “More Commands” to add more shortcuts to your Quick Access Toolbar.**
 - **Change to view All Commands**
 - **Select what you want and “Add”**
 - **Hit OK**





Suggestions for your Quick Access Toolbar:

- **Save**
- **Save as**
- **Print**
- **Print Preview**
- **New**
- **Open**
- **Undo**
- **Redo**
- **Anything you use often!!**

