

MONTHLY INSTRUCTIONAL TECHNOLOGY WEBSITES

May Focus: All Kinds of Teacher Technology Tips



:: DELETING FORWARDED E-MAIL TEXT - If you copy text from your email, paste into a document, you will sometimes see text broken up by : “>>>” . To delete all the ">>>". . . Hold down the Alt key + use your mouse to drag down the page to select vertically.

:: WEB PAGE PRINTING - To print only a few words or a single picture from a web page, highlight the information (or graphic or image) with your mouse. Then, from your browser's click File > Print, and then click the Selection button under the Page Range options.

:: INSERT IMAGE INTO DOCUMENT - Insert > Picture > From File > find and click on the saved image file > Open button.

:: PRINT SCREEN - place the screen image directly into your document:

MS Word: Press “Print Screen” key on the keyboard. Open document to insert image into. Click on Edit > Paste.

Mac: Hold down the 'Shift' key + 'Command' (open apple) key + 'Z' key. Image will save to the desktop as a .PDF file. Insert image into document (see 'how to' above).

:: WRAPPING TEXT AROUND AN IMAGE - After inserting graphic (image) into document:

MS Word: Right-click on the image. A Picture toolbar will appear. Click on the white square that has a dog-like icon on it. Select a method of text wrapping in the Wrapping Style area > Click on OK button.

OpenOffice: Click on the image (you will see dots around edge of image) > click on Format (in toolbar) > Wrap > Page Wrap (there are other options available).

:: INSERT SPECIAL CHARACTER - Place the cursor on the page and click where the symbol is to appear. Then:

MS Word: On toolbar: Insert > Symbol > (click on symbol) > OK button > Close button.

Open Office: On tool bar: Insert > Special Character > (click on symbol) > OK button.

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:: ADD A TABLE TO YOUR DOCUMENT -

MS Word: Place the cursor where you want to insert a table into the document. At top of screen, on the toolbar, click Insert. Select Table. Insert Table. Choose the table dimensions you prefer. OK button.

OpenOffice: Place the cursor where you want to insert a table into the document. At top of screen, on the toolbar, click Table. Insert Table. Table. Choose the table dimensions you prefer. OK button.

:: HOW MANY WORDS ARE IN YOUR DOCUMENT? - Click on Tools > Word Count.

:: “QUICK FIND” A SPECIFIC WORD/TEXT ON A WEBPAGE OR IN A DOCUMENT - Want to find specific text in a document or on a web page? On the keyboard, press the following:

MS Windows: Press Control key + 'F' key. Then, type the word you wish to find > Enter.

Mac: Press Command key (the open apple) + 'F' key. Then, type the word you wish to find > Return key.

Coming in June: Preparing your classroom computer for storage over the summer. . .