

Technology Tips

Saving a Copy of your Computer Screen

- Have you ever needed to save an error message to send to someone or just need to save a copy of your computer screen to view later? Follow these simple steps to save a copy of your screen:
 - 1) Push "Prnt Scrn" on your keyboard (it is usually located above the F keys)
 - 2) That places it on your clipboard and now you need to place it either on a document or in an email. Once you open where you want to place it, you can hit the Ctrl+V key or just right-click and hit paste.
 - 3) You can use your Drawing Tools to crop the picture to delete any unwanted section.

How to Link a Website

- Ever need to include a link to a website, but hate those long URLs? Here is how to link to a website in an email, document, blog, wiki, etc.
 - 1) Go to the Website you want to link
 - 2) Copy the address (url) from the address bar (Ctrl+C) or right-click, copy
 - 3) Return to your document, email, blog, etc.
 - 4) Highlight the words that you want to use to link to the website
 - 5) Press Ctrl +K
 - 6) Press Ctrl + V
 - 7) You now should see that the word has turn blue with a line under it
 - 8) To check it, you will hover on it, and press Ctrl+ click.

Atomic Learning

- Don't forget to search Atomic Learning for short tutorials to help you answer questions on various applications, or check the Tech integration projects and 21st century workshops. [You can get to Atomic Learning from Inside LCM].

If you have any questions about these tips, please contact the Technology helpdesk at ext. 2000.