

# Techie Times

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Glenwood Community School District

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## Check It Out!

- Want old copies of Techie Times?
- Like to see your grade's Technology Standards and Benchmarks?
- Feel like checking your email from home?
- Have to download the latest version of Java?
- Need a graphic organizer for your class?
- Need to figure out Office 2007 menus?
- Want to create a digital story?

Check out all the resources available at: <http://tech.glenwoodschoools.org>.

## Screen Print

Would you like to be able to print out a screen on the computer for your students to see? Word, in conjunction with Windows, makes this quite easy. Try this the next time you are faced with this task:

1. Go to the screen you would like to print. Make sure the screen is maximized.
2. Press the **Print Screen** key to capture the entire screen, or **Alt + Print Screen** to capture the active window or dialog box.
3. Paste the captured screen information into Word by pressing **Ctrl+V**.

## Cropping a Picture

Once you have placed a graphic in your document, you may decide to crop it. "Cropping" means to cut off part of the graphic so it doesn't show in your document. To crop a graphic, follow these steps:

1. Make sure the Picture toolbar is open. You can right click on the graphic and select Show Picture Toolbar if it is not.
2. Click on the Crop tool on the Picture toolbar.
3. Click on one of the graphic's handles with the mouse pointer.
4. Drag the handle toward the center of the graphic, stopping when you have cropped the desired amount.
5. You can turn off cropping by again clicking on the Crop tool.

You should realize that cropping a graphic in Word does not make any changes to the actual graphic. Instead, cropping means that you are simply telling Word how much of the original graphic you want displayed. If the graphic is embedded in the document, then cropping is not a way to reduce file size because the full, complete graphic is still saved with the document.

If you want to crop a graphic and reduce file size, then you will need to crop it in a graphics program (outside of Word) and insert the edited graphic in the document.

## Quick Scroll

Do you ever become impatient when using the cursor control keys (the arrows) to scroll through text in your document? Depending on your system settings, it can be a painfully slow process to move through a document a single character at a time.

To speed things up considerably, just hold down the **CTRL** key and press either the left or right arrow keys. This causes the insertion point to jump from word to word, rather than character to character. The increase in speed is dramatic.

## Ha! Ha!

- **What do you call a computer superhero?**  
A Screen Saver.
- **Why did the computer cross the road?**  
To get a byte to eat.
- **Who chases computer criminals?**  
A hacker-tracker.
- **What do you get when you cross a dog and a computer?**  
A machine that has a bark worse than its byte.
- **Why did the computer sneeze?**  
It had a virus.
- **Where do cool mice live?**  
In mousepads.
- **Why was the computer so angry?**  
Because it had a chip on its shoulder.