

# Tech Tips

Welcome back!



**Reminder** - for those coming to inservice on January 14<sup>th</sup>, please register in [Eduphoria](#).



**Great Idea** - Do you have a bajillion things on your desktop. Would you like to clean it up? Here's a great idea:

1. Create 3 folders by **right clicking** on the **Desktop** and selecting **New** and **Folder**.
2. Name your folders **Downloads**, **Pictures**, and **Current Project**.
3. Drag & drop your desktop documents into the folders.
4. If it doesn't go in one of these - file in **My Documents**!



**Quick Tip** - Another amazing Google Trick - What Time is it, Google?

The next time you want to know what time it is anywhere in the world - for example, Japan, just ask Google.. Usually, I'd just use the Windows clock, change the time zone, etc., etc., but for this, I decided to Google it and see what happened. So, all you do is browse over to [Google](#), and in the search box, type: "What time is it in (Insert location here)"

Like this:



And voila!, there's the time!



**Awesome Web Site** - Two Amazing Wikis!!!

<https://www.terrelltechinservice.wikispaces.com>

<https://laurien.wikispaces.com/>

Ok, maybe we're bragging a little, but we think our wikis are pretty useful. Both of us keep almost all our inservice "hand-outs" on the wikis and there's lots of great information. Take a look!