

Tech Tips



Reminder - It's the beginning of the last 9 weeks grading period. Now is a great time to update your website. Contact Laurien or Mary if you need assistance with Finals site.



Great Ideas - Go Paperless! Grade papers online. Use Word and add "comments". If you previously inserted comments into your document, using Word's Comment feature, and you want to duplicate one of them, you can use techniques you already know for copying regular text. To copy a comment, follow these steps:

1. Highlight the comment in your document.
2. Press Ctrl+C. The comment mark and the associated comment are copied to the Clipboard.
3. Position the insertion point at the location where you want to copy the comment.
4. Press Ctrl+V. The comment mark is inserted in your document, and the associated comment is added to your document.

If you want to move a comment to another location in your document (or even to another document), you can use techniques you already know for moving regular text. To move a comment, follow these steps:

1. Highlight the comment mark for the comment you want to move.
2. Press Ctrl+X.
3. Position the insertion point at the location where you want the comment moved.
4. Press Ctrl+V.

To remove a comment from your document, simply highlight the comment mark in your document and press the delete key on your keyboard.



Quick Tip - When you highlight a large section of text with your mouse do you zip right past the point where you want to stop? Try this: First, put your cursor at the point where you want to start highlighting (selecting) the text. Keeping your hand off the mouse, hold down your **SHIFT** key and use your **up/down arrows**. You'll find when you hold down an arrow that the text scrolls (and highlights) by at a much more manageable rate. If the section is really big, tap your **Page Up** and **Page Down** keys till you get close to where you need to stop. Who knew it could be so easy?



Awesome Web Site - Snopes.com sheds the light on the wild tales that get passed around in email. It's a well organized site. Hoaxes, rumors and other misinformation are categorized. You can also sign up for their weekly newsletter.



Comment [t1]: You can add a new comment by going to the "Review" tab and clicking on "New Comment".

Comment [t2]: Do this by clicking on the comment.

Comment [t3]: Remember those keyboard shortcuts? They work here!

Comment [t4]: The comment mark and the associated comment are removed from your document and copied to the Clipboard.

Comment [t5]: The comment mark is inserted in your document, and the associated comment is again added to the document.