

TECHNOLOGY TIPS!!

Need to capture an image of your screen for a document or presentation but don't know how? Read on to learn how to take screenshots on a Windows PC:

One Window

- If you want the contents of one window, make the window you wish to capture active by clicking on it.
- Press ALT + PRINT SCREEN to copy an image of the window. (The PRINT SCREEN key is located to the right of the F12 key.)
- Paste the image into your document by pressing CTRL + V.

Entire Desktop

- By simply pressing the PRINT SCREEN button, you can copy an image of the entire desktop.
- Paste the image into your document by pressing CTRL + V.

Want a Shortcut On Your Desktop of Your Favorite Website?

This is how you do it:

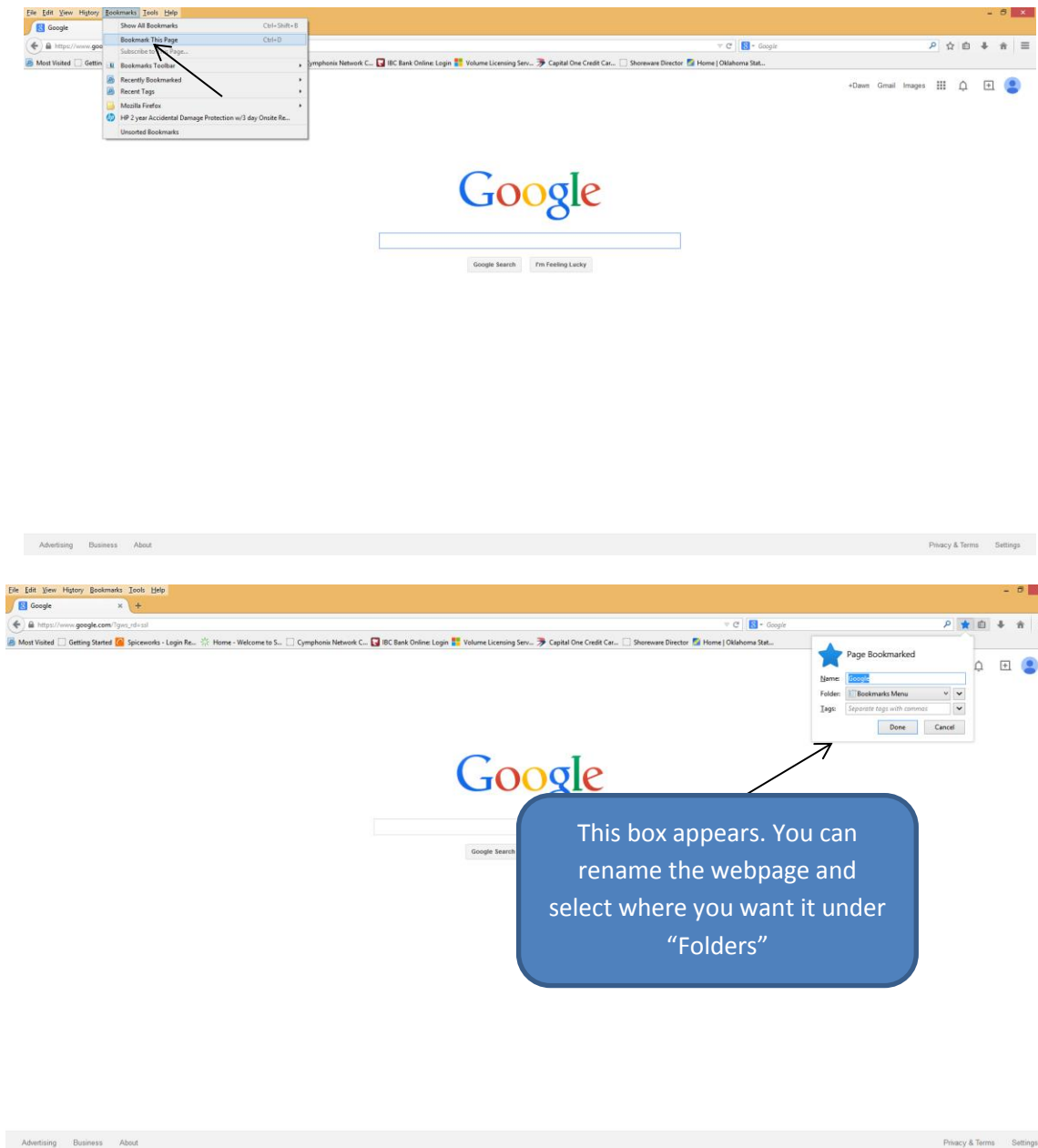
- Go to the webpage you are needing a shortcut for
- Highlight the web address in the browser's address bar, then hold the left mouse button down and drag it to your desktop
- Your webpage should now be on your desktop!

Want to bookmark your Favorite Website?

This is how:

Mozilla Firefox:

- Go to the webpage you are wanting to add as a favorite
- Click on "Tools" on the menu, then select "Options"



- **Your webpage should now be bookmarked!!**

Keyboard Shortcuts!!

Here are some shortcuts on your keyboard you may find helpful:

- CTRL+C: Copy
- CTRL+X: Cut
- CTRL+V: Paste
- CTRL+Z: Undo
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic