

The slide features a solid blue background. On the left and right edges, there are decorative patterns of overlapping chevron shapes in yellow, magenta, and light blue. The main title is centered in a large, white, sans-serif font.

Surprising Easy Easily Surprising

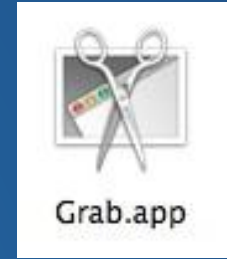
Fall 2015 USD 348 Technology Inservice

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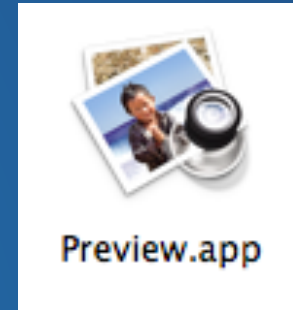
Need a picture of your screen?

- Find “Grab” in Applications/Utilities
- Drag it to your dock
- Choose Capture->
 - Selection - Draw a box around what you want
 - Window - Click and get an entire window
 - Screen - full screen shot
 - Timed Screen - Start the timer, activate a menu, get a screen shot when the time is up.
- Saves a TIFF



Need a different picture format?

- TIFF or PNG won't open in Google Slides?
- Open file with Preview
- File->Export as JPEG
- Can take a screen shot with this app as well
 - File->Take a Screen Shot
 - Selection, Window, Entire Screen

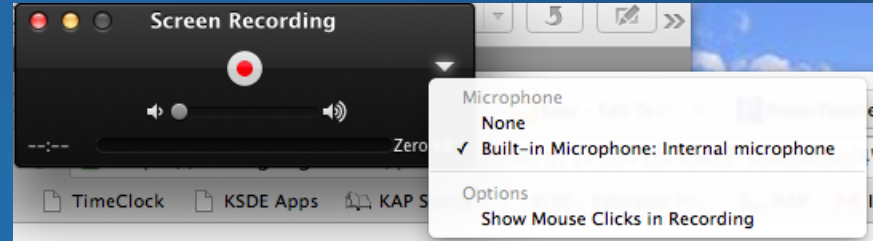


Need to edit a PDF?

- Use Preview again
- Tools->Annotate
- Text, Outline Text, Speech and Thought Bubble
- Circles, Boxes and Lines
- Highlight, Underline and strike-through
- Can take a pic of your signature and add

Need to record something?

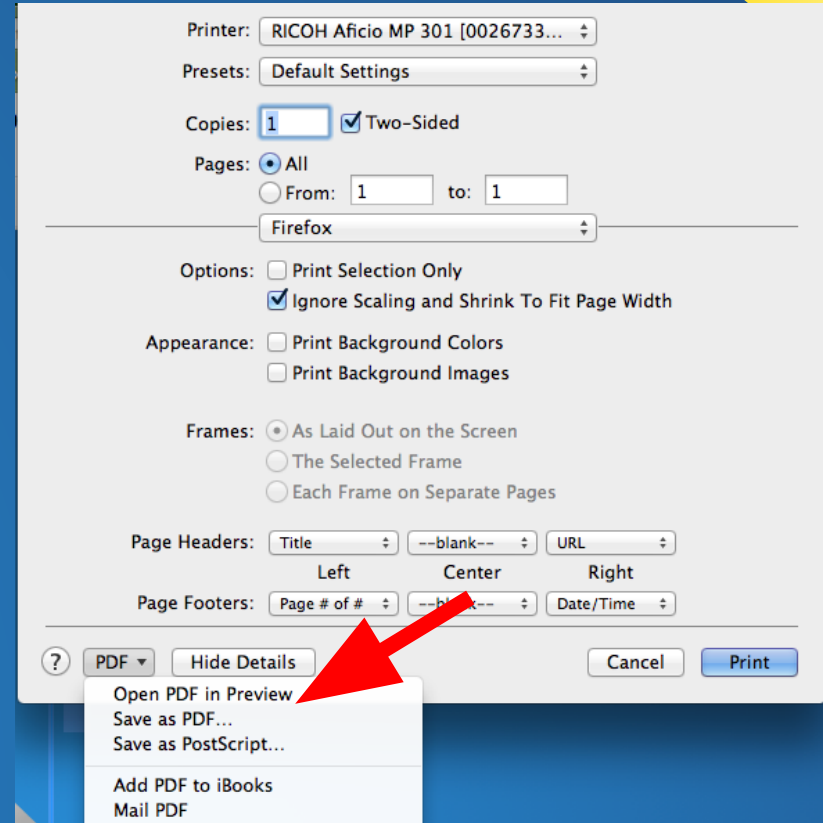
Use Quicktime



- File->New Movie Recording,
- New Audio Recording or New Screen Recording
- First Time - click tiny arrow and pick “Built in Mic...”
Arrow is either on the left or in the middle
- Red Button to start, black button to stop for movies and audio
- For Screen Recording the black button is in the top menu bar.

Need to share a document?

- If you want to share the editing, use Google
- Otherwise send a PDF
- From any application
 - File, Print, PDF,
 - Save as PDF



Need to find an email?



- Click the tiny arrow at the end of search box
- Get lots of options to help you find what is missing
- Always search Mail and Spam and Trash

A screenshot of an email search interface. At the top, there is a search bar with a magnifying glass icon. Below it, a dropdown menu is open, showing various search filters. A red arrow points to the dropdown menu. The filters include: "Search Mail & Spam & Trash", "From", "To", "Subject", "Has the words", "Doesn't have", "Has attachment", "Don't include chats", "Size greater than", "Date within 1 day", and "Create filter with this search".

Search **Mail & Spam & Trash** x

From

To

Subject

Has the words

Doesn't have

☐ Has attachment

☐ Don't include chats

Size **greater than** MB

Date within **1 day** of

Create filter with this search »

Need to change your email settings?

Click on the gear and pick settings



- Under General -
 - Turn “conversation view” on and off (the way the emails all get lumped together)
 - Add a signature
 - Add a vacation responder
- Choose Inbox to change how your mail is grouped

Need to tame a wild search?

You can use shortcuts in your search, but the easiest way to get started is to go to google.com, click on “Settings” in the lower right, and then on “Advanced Search.”

For more advanced research, checkout Google Scholar - searches only scholarly research, with some nice advanced features.

Using a Google presentation?

- Easier to work on, easier to share.
- Always be concerned you won't have a connection
- Download a PowerPoint backup
- File->Download as->Microsoft PowerPoint (pptx)
- It will open in LibreOffice or KeyNote