

# Twenty Best Technology Tips

Wed May 29<sup>th</sup> 2014  
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**We'll cover time saving tricks for the:**

- **web**
- **google**
- **smartphones**

# 1



One account. All of Google.

Sign in to continue to Gmail

elmhurstplclass

.....|

Sign in

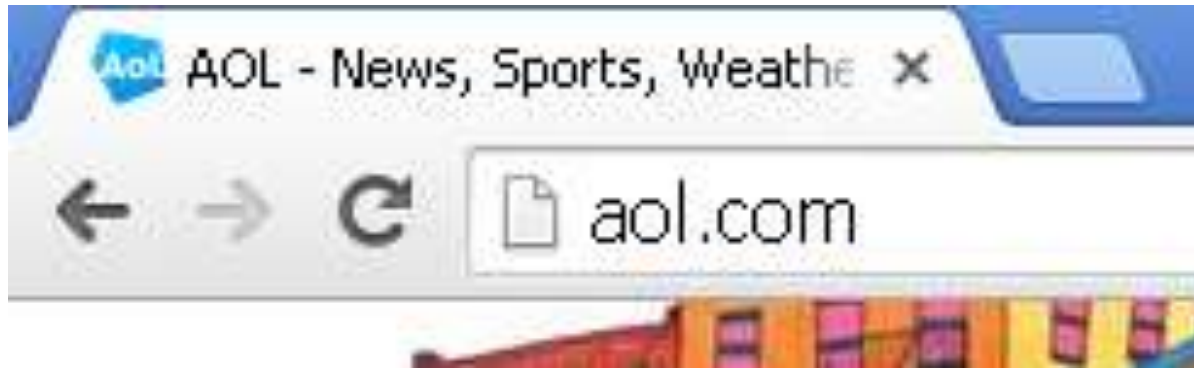
Stay signed in [Need help?](#)

[Create an account](#)

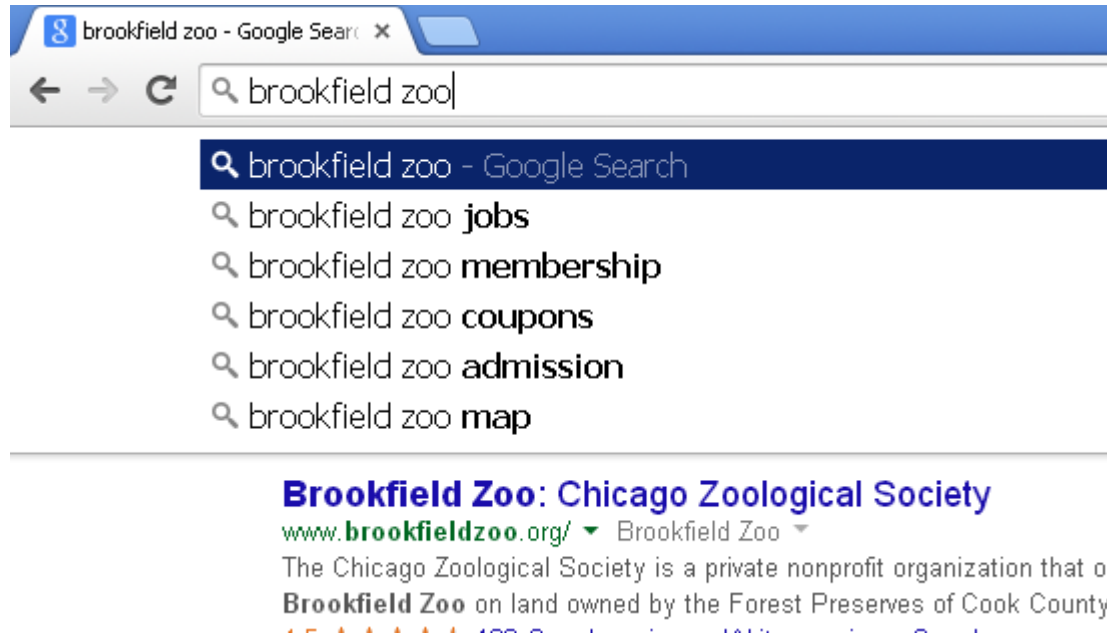
When logging into a gmail account you will not need to enter “@gmail.com” after the username

# 2

When going directly to a website in the navigation bar (top bar) there is no need to enter www. before entering the name of the website itself



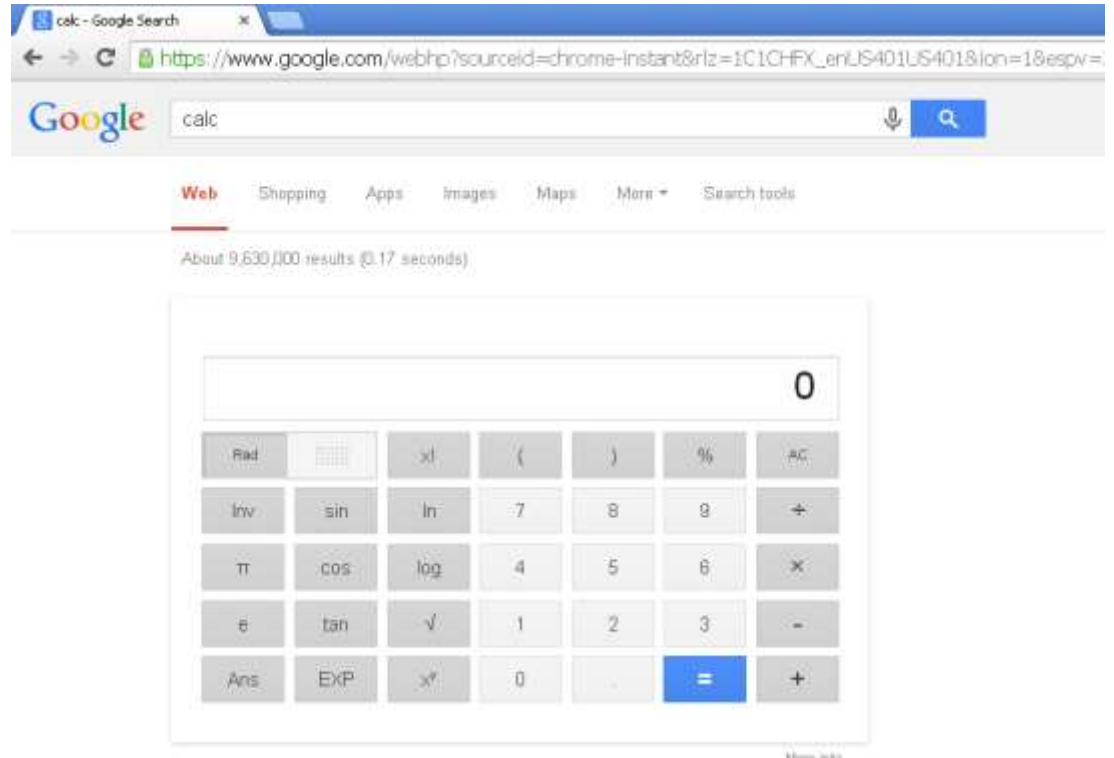
# 3



Another navigation bar trick: by entering a search term, location, etc into the navigation bar and then hitting enter the web browser will do a google or bing search

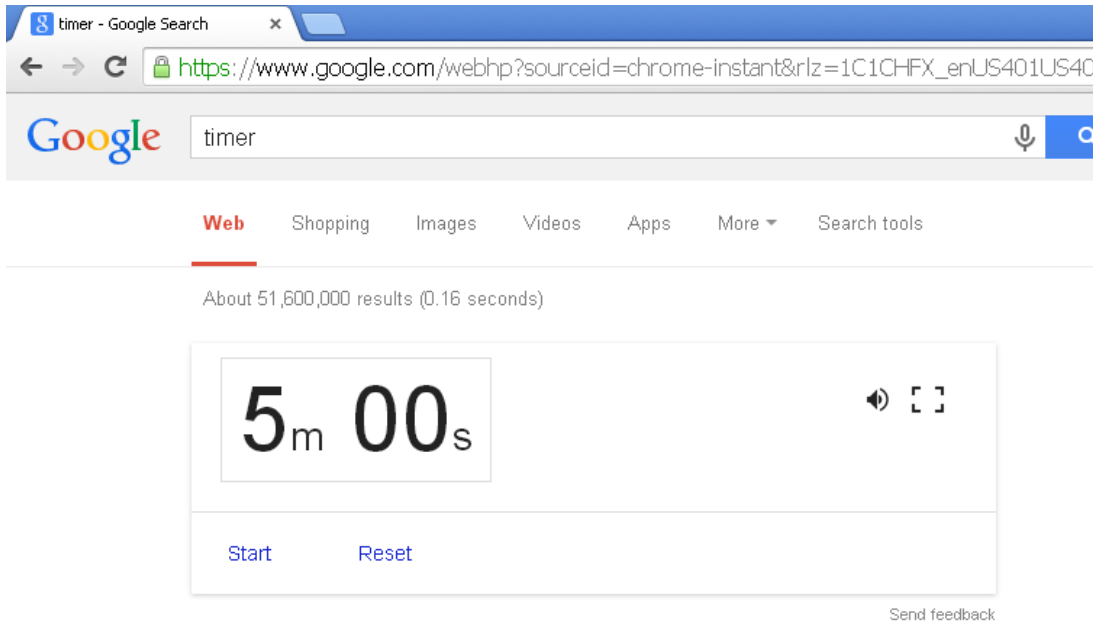
# 4

Doing a google search for “Calculator” or “calc” will bring up google’s browser based calculator



# 4

This also works for a timer if you search “timer”



The screenshot shows a web browser window with the address bar displaying `https://www.google.com/webhp?sourceid=chrome-instant&rlz=1C1CHFX_enUS401US40`. The search bar contains the word "timer". Below the search bar, the "Web" tab is selected. The search results show "About 51,600,000 results (0.16 seconds)". A large timer widget is displayed, showing "5m 00s" in a large font. To the right of the timer are icons for a speaker and a square. Below the timer are two buttons: "Start" and "Reset". At the bottom right of the widget area is a "Send feedback" link.

# 5



The screenshot shows a Google search interface. The search bar contains the text "define technology". Below the search bar, the "Web" tab is selected. The search results show "About 208,000,000 results (0.34 seconds)". A dictionary definition for "technology" is displayed in a box. The definition includes the word "tech·nol·o·gy", its phonetic transcription "/tek'näləjē/", and the part of speech "noun". The definition text is "the application of scientific knowledge for practical purposes, especially in industry. 'advances in computer technology'". Below the definition, there are two bullet points: "• machinery and equipment developed from the application of scientific knowledge." and "• the branch of knowledge dealing with engineering or applied sciences."

define technology - Google S x

← → ↻ [https://www.google.com/webhp?sourceid=chrome-instant&rlz=1C1CHFX\\_enUS401US401&ion=1&es](https://www.google.com/webhp?sourceid=chrome-instant&rlz=1C1CHFX_enUS401US401&ion=1&es)

Google define technology

Web Books Images Shopping Videos More Search tools

About 208,000,000 results (0.34 seconds)

**tech·nol·o·gy**  
/tek'näləjē/

noun

the application of scientific knowledge for practical purposes, especially in industry.  
"advances in computer technology"

- machinery and equipment developed from the application of scientific knowledge.
- the branch of knowledge dealing with engineering or applied sciences.

And a dictionary  
if you enter  
“define” before  
the word you  
want the  
meaning of



# 6

You can check the status of a flight by typing in the airline and flight number

Southwest Airlines Flight 2349  
On-time - arrives in 3 hours 1 min

MDW —→ SAN

Departed Chicago, Monday, July 7  
Arrives San Diego, Monday, July 7

Scheduled	Terminal	Gate	Scheduled	Terminal	Gate
11:52 AM	-	A4A	1:35 PM	1	8

Showing airport times

# 7

To tell when a text was sent in ios 7 slide the texts to the right to view their timestamp



# 8

Want to save a lot of time texting on a smartphone, hit the space bar twice – it will automatically enter a period and capitalize the first letter of the next sentence

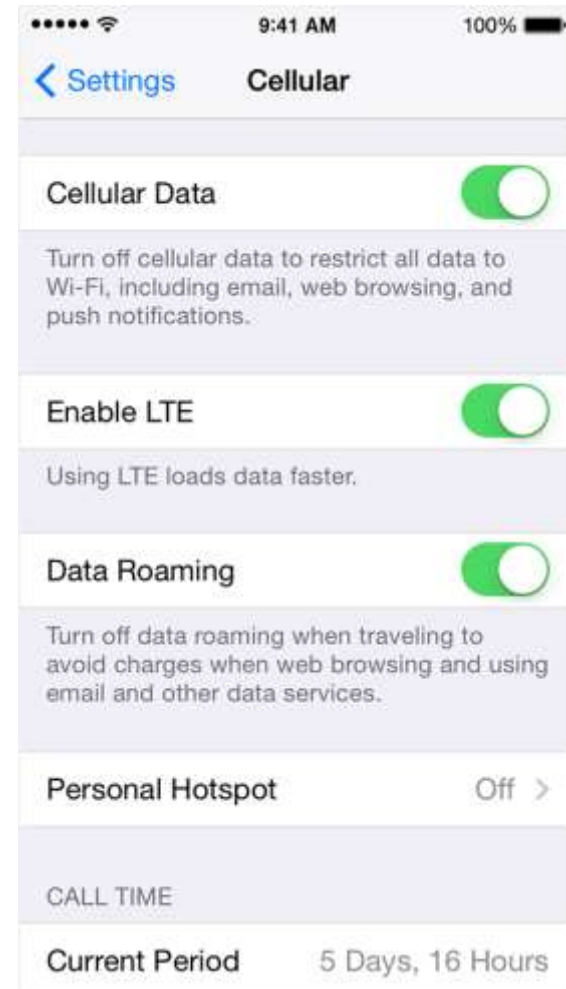
# 9

For Caps lock  
double tap the shift  
key until a small line  
(or blue color) is  
shown under the  
upwards arrow



# 10

In your Smartphone settings you can check data usage and disable data for specific apps



# 11

By hitting the middle scroll button of a mouse on a link, a new tab will open up

Inversely if you click the middle scroll button on a tab it will close it

**Hitting Ctrl + T will also open a new tab**



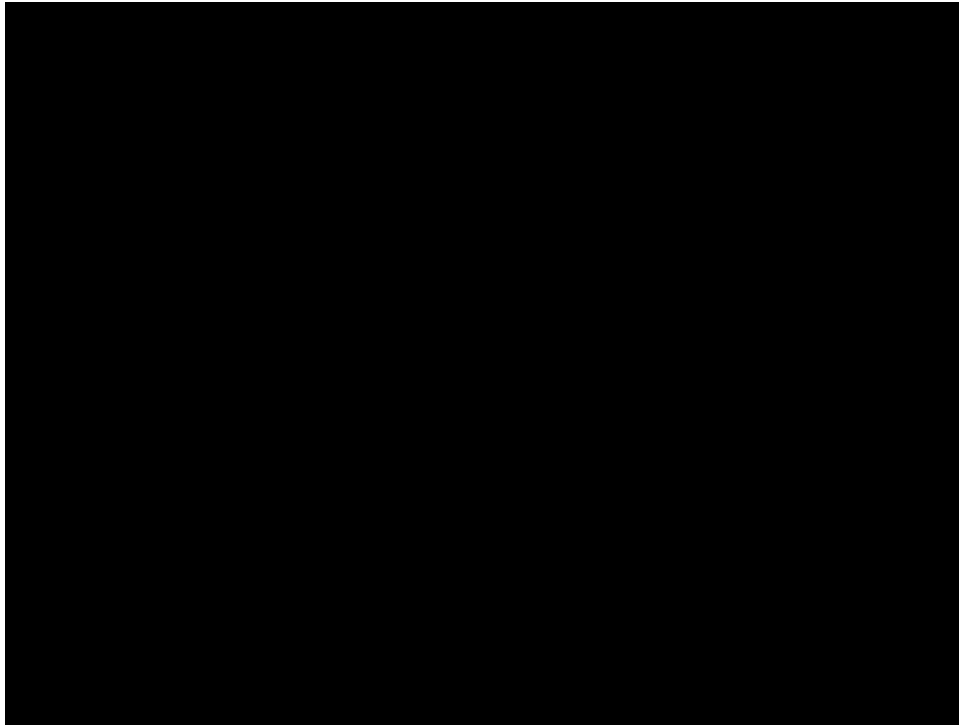
# 12



Want to be secretive or keep your information (search terms, passwords, and history) safe on a public computer try incognito browsing (chrome) or private browsing (firefox)

To open these functions up in Firefox they can be accessed in “file” or in both by right clicking and selecting new incognito (or private) tab

# 13

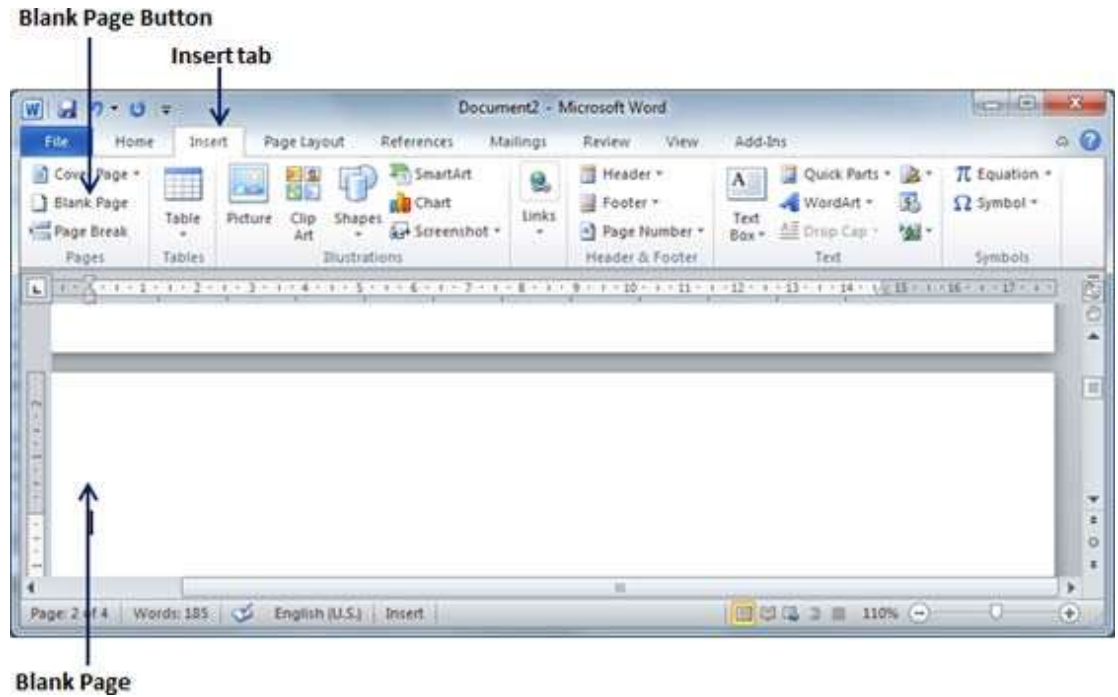


During a powerpoint presentation (presentation mode) hitting 'b' on the keyboard will black out a slide so people can focus on you instead of a slide



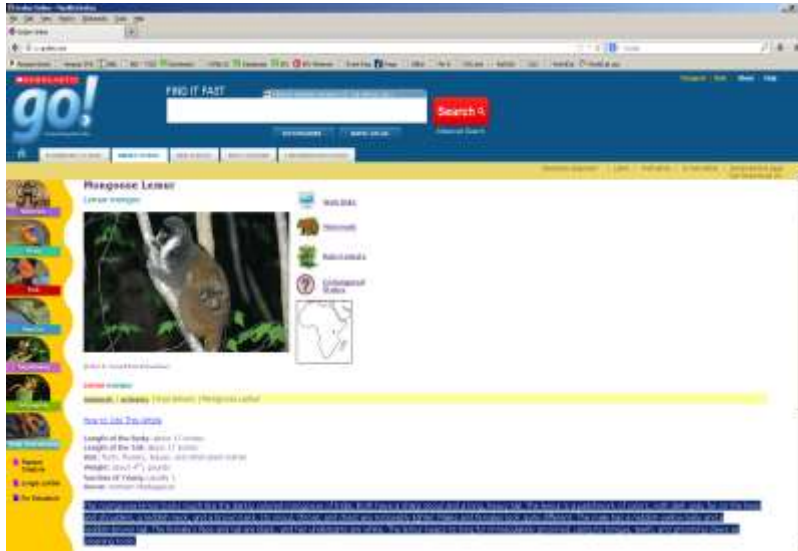
# 14

Hitting control + enter in Microsoft Word and Google docs will move the cursor to a new page, one that is not linked to others (adding spaces, words etc to previous pages will not cause content on the previous page to move down)



# 15

After highlighting something from a webpage, word document, excel document, etc., hitting Ctrl + C will copy it. Hitting Ctrl + V will paste it.

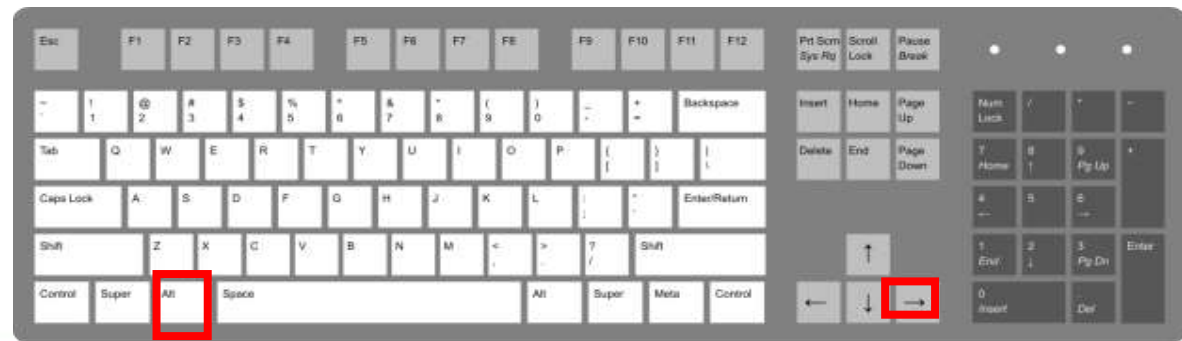


COPY: CTRL+C

PASTE: CTRL+V

# 16

If you have been changing websites, hitting Backspace OR Alt + ← will bring you back to the last website you visited. Alt + → will bring you forward to the most recent site you visited.



# 17

Need to make website text larger? Hitting Ctrl + + zooms in. Hitting Ctrl + - zooms out.

**R&R - All Databases by Title**

- [3M Cloud Library](#) Catalog of downloadable ebooks.
- [Academic Search Premier](#) More than 4,600 magazines and journals, including full text for nearly 3,900 peer-reviewed titles. In addition to the full-text, this database offers indexing and abstracts for 8,470 journals. [Tutorial](#)
- [Amazing Animals](#) Nearly 1,200 articles on all kinds of animals, complete with information, photographs and Web links.
- [America the Beautiful](#) Information on each of the 50 states, Puerto Rico and U.S. Territories, including maps, fast facts, history, geography, economy, culture, government, cities, and timelines. For students in grades 4-8.
- [American Wholesalers and Distributors Directory](#) Searchable directory of detailed listings for thousands of wholesalers and distributors throughout the United States and Puerto Rico. This title is part of the Gale Directory Library.
- [Ancestry Library Edition In Library Use only](#)  
A new genealogy research tool created for the library market. It provides patrons with instant access to a wide range of unique resources for genealogical and historical research. With more than 1.5 billion names in over 4,000 databases, Ancestry Library Edition includes records from the United States Census; military records, court, land and probate records; vital and church records; directories; passenger lists and more! These collections are continuously expanding, with new content added every business day.
- [ArchivalLead](#) Descriptions of nearly a million archival collections owned by libraries, museums, historical societies and archives worldwide. Useful for search for historical documents, personal papers and family histories.
- [ArticleFirst](#) OCLC index of articles from the contents pages of journals.
- [Auto Repair Reference Center](#) Includes repair and maintenance information for over 31,660 domestic and import vehicles from 1945 models to the present. All content created by ASE certified technicians. [Tutorial](#)

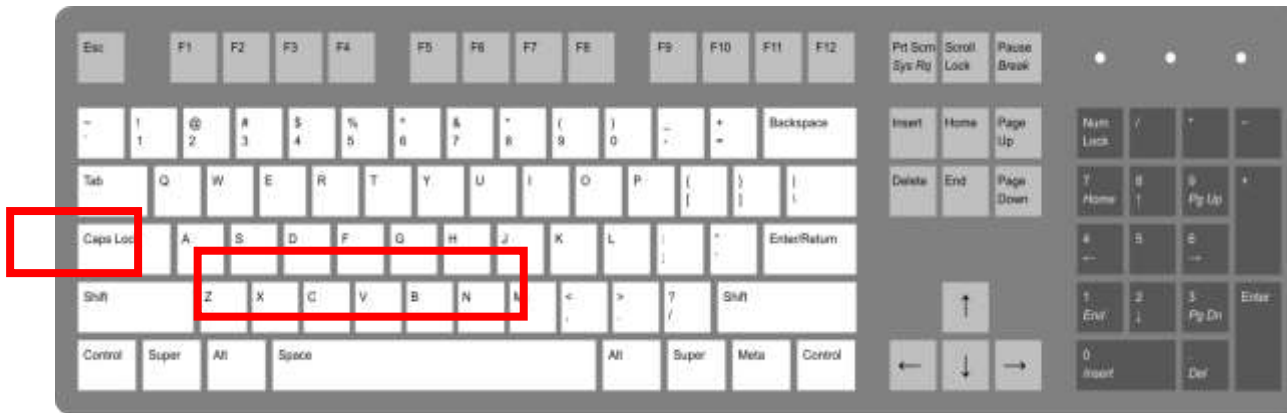
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- [Amazing Animals](#) Nearly 1,200 articles on all kinds of anima information, photographs and Web links.
- [America the Beautiful](#) Information on each of the 50 states, F Territories, including maps, fast facts, history, geography, ec government, cities, and timelines. For students in grades 4-8
- [American Wholesalers and Distributors Directory](#) Searchable listings for thousands of wholesalers and distributors throug Puerto Rico. This title is part of the Gale Directory Library.
- [Ancestry Library Edition In Library Use only](#)  
A new genealogy research tool created for the library marke instant access to a wide range of unique resources for genea research. With more than 1.5 billion names in over 4,000 dat

# 18

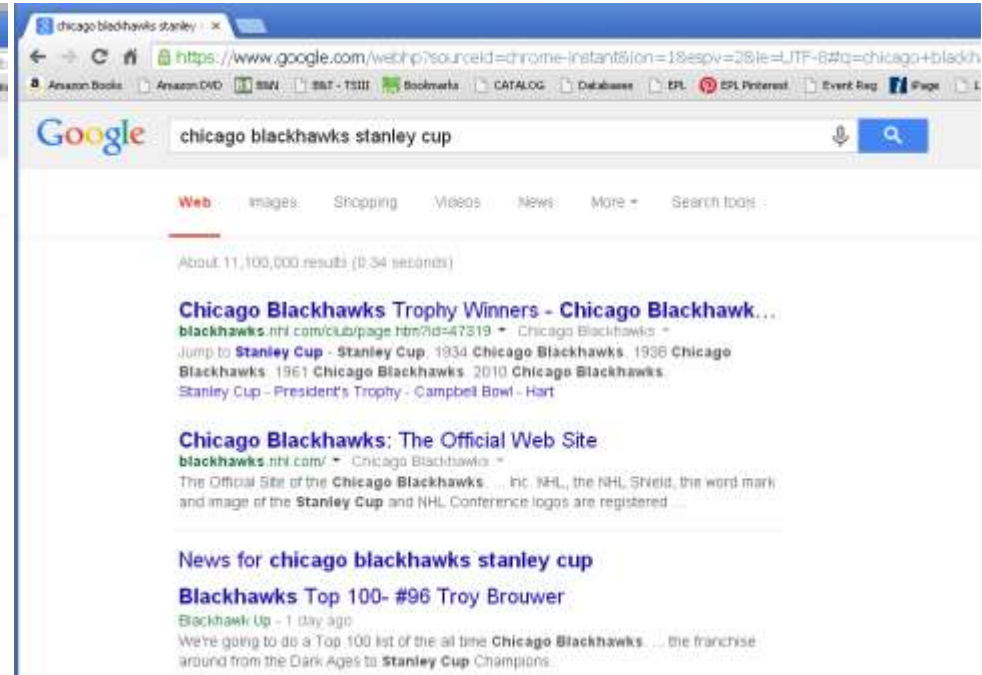
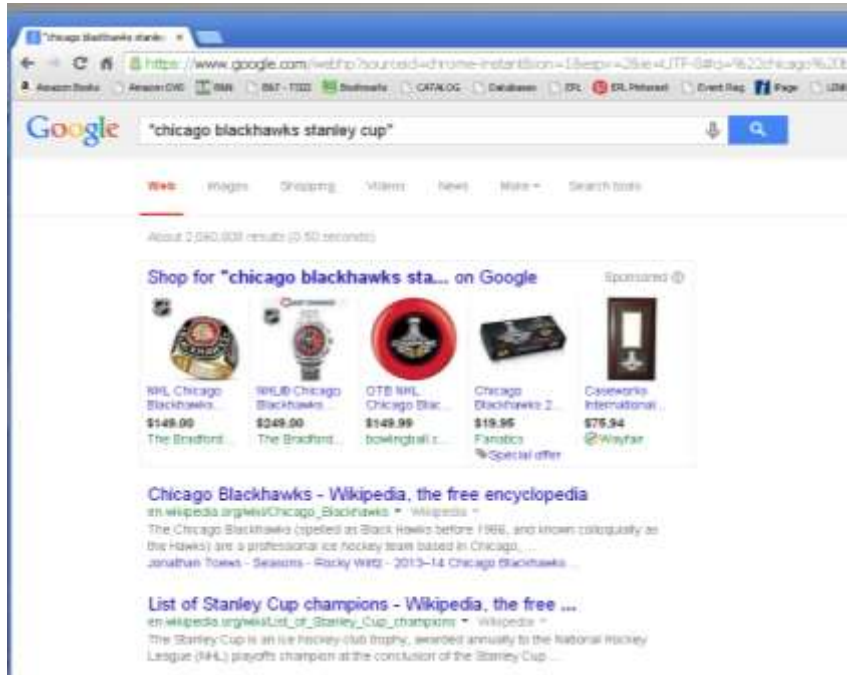
Easily scroll up and down a website by using the scroll wheel.

Don't have a mouse? Hitting the space bar will scroll down the page. Hitting Shift + space bar will scroll up.



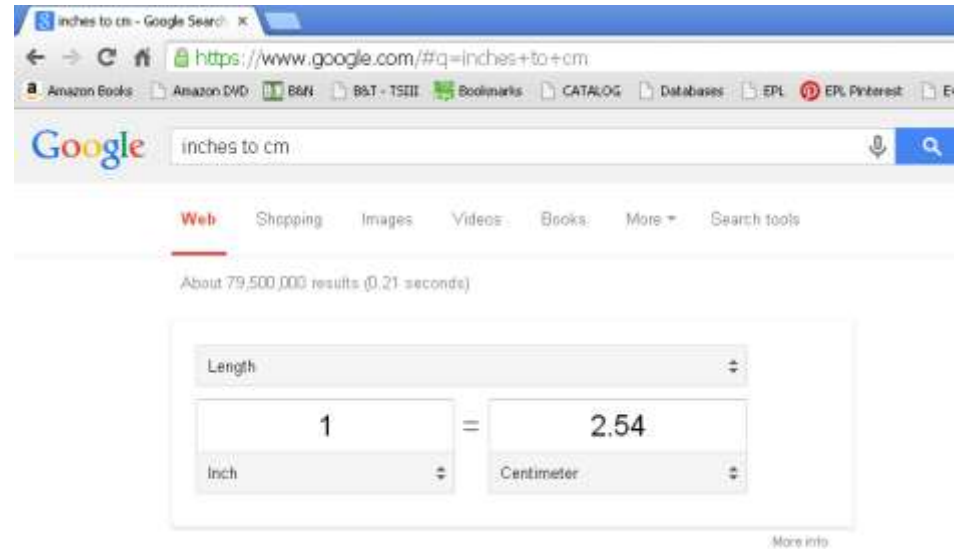
# 19

Typing quotes around a google term will limit your results to only those that contain the entire quote



# 20

Need to convert inches to centimeters, milliliters to gallons, or fahrenheit to celcius? Type your conversion terms into google and it will bring up google's unit converter



Hopefully these tips will save you a ton of time – in addition they are all on the handout!