


Welcome to the “Secret Club” of Technology Users

The following commands work in almost every program, whether desktop or web-based.

| | PC | Mac (Cmd = ) |
|--|---|--|
| Place Cursor | Single left-click | Single-click |
| Highlight word | Double left-click | Double-click |
| Highlight paragraph or text field | Triple left-click | Triple-click |
| Open contextual menus | Right-click | Ctrl-click |
| Bold (toggle or apply to selection) | Ctrl-B | Cmd-B |
| Italics (toggle or apply to selection) | Ctrl-I | Cmd-I |
| Underline (toggle or apply to selection) | Ctrl-U | Cmd-U |
| Undo the last operation | Ctrl-Z | Cmd-Z |
| Redo the last operation | Ctrl-Y | Shift-Cmd-Z |
| Cut selection | Ctrl-X | Cmd-X |
| Copy selection | Ctrl-C | Cmd-C |
| Paste selection | Ctrl-V | Cmd-V |
| Paste without formatting | Ctrl-Shift-V | Cmd-Alt-Shift-V |
| Paste special | Ctrl-Alt-V | Cmd-Alt-V |
| Select everything on the page | Ctrl-A | Cmd-A |
| Select multiple adjacent objects | Click on first one, hold down SHIFT, click on last one | Click on first one, hold down SHIFT, click on last one |
| Select multiple non-adjacent objects | Click on first one, hold down CTRL, click on all others | Click on first one, hold down CTRL, click on all others |
| Save | Ctrl-S | Cmd-S |
| Open Print Dialog box | Ctrl-P | Cmd-P |
| Find | Ctrl-F | Cmd-F |
| Jump to the start of a document or page | Ctrl+Home | Cmd+← |
| Jump to the end of a document or page | Ctrl+End | Cmd+→ |
| Move from field to field, box to box, object to object, cell to cell | TAB | TAB |
| Indent a paragraph inside a table | Ctrl-TAB | Ctrl-TAB |
| Superscript (first select the text) | Ctrl-Plus | Ctrl-Cmd-Plus |
| Subscript (first select the text) | Ctrl-Minus | Ctrl-Cmd-Minus |

| Web Browsers (most of them) | PC | Mac |
|--|-------------------------------------|------------|
| Open another tab | Ctrl-T | Cmd-T |
| Magnify page (for web browsers) | Ctrl-Plus | Cmd-Plus |
| Shrink page (for web browsers) | Ctrl-Minus | Cmd-Minus |
| Find a word or phrase on the page | Ctrl-F | Cmd-F |
| Go to previous webpage | Backspace | Backspace |
| Make a webpage into a new window | Drag the tab out of the window | |
| Move a page (a tab) to another window | Drag the tab to another window | |
| Search the web (in Chrome and Firefox) | Type your search in the address bar | |

Slides: <http://www.slideshare.net/wyandersen/the-secret-technology-club>
 More tips can be found at: <http://busynessgirl.com/category/digital-life/stc/>

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| Collected Windows Tips | Actions |
|---|---|
| Show the START Menu (and file search box) | WIN button |
| Minimize every window on your screen | WIN+M (like lowercase m) |
| Restore all windows to previous state | WIN+SHIFT+M (like capital M) |
| Minimize all windows except the one you’re using (may only work in Windows 7) | Grab and shake the window |
| Cycle between all open windows (and desktop) | WIN+TAB (let go of WIN key when you see the window you want on top) |

| Collected Mac Tips | Actions |
|---------------------------|--|
| Cycle between windows | CMD+PLUS |
| Show or hide your Desktop | F11 |
| Magnify Screen | Hold down CTRL, Slide two fingers on Touchpad |

| Collected Google Search Tips | |
|---|---|
| Search for exact phrase | Use “quotes” around the phrase |
| Search for a word exactly as you typed it (no spelling variations) | Use “quotes” around the word |
| Exclude a word from search | Use a minus in front of the word Ex: History Youtube -Youtube.com |
| Search within a website | Use a colon after the website Ex: Youtube.com: Recipe Free Range |
| Fill in a blank word | Use a * wildcard. Ex: Obama voted * on the * bill |
| Move to an autofilled search result | Use arrow keys, then press enter. |
| Use the google calculator | Type the calculation in the search window, then wait a sec. |
| To search for either word | Use OR between the words. Ex: Detroit Tigers 2010 OR 2011 |
| Looking for an image? | Make “Image” the first search word |
| Looking for some kind of handout? | Make “pdf” the first search word |
| Not sure what you’re looking for, but you’ll know it if you see it? | Try using http://search-cube.com |

| Collected WYSIWYG/HTML Tips (especially useful for Blackboard in Chrome) | WYSIWYG Editor | HTML Editor |
|---|----------------|---|
| Force a single line break (like when the CSS formatting has double spacing) | Shift-Enter | |
| Break between paragraphs | Ctrl-Enter | <p> before and </p> after (the closing tag is necessary for HTML5, don’t skip it) |

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Technology Glossary (also see <http://www.techterms.com> and <http://www.whatsabyte.com/>)

Browser: this interprets HTML code on the WWW and renders it into nicely formatted pages.

- Internet Explorer (IE) – built by Microsoft, almost exclusively used on PCs (built
- Safari – built by Apple, almost exclusively used on Macs
- Firefox – built by Mozilla for both PC and Mac users. Programming gold standard.
- Chrome – built by Google for both PC and Mac users. Extremely lightweight (fast).

HTML: Hypertext Markup Language – this is the code that runs the Internet, and behind every web-based WYSIWYG editor, there is HTML code running everything

WYSIWYG: What you see is what you get (programs like Word are WYSIWYG editors). Some WYSIWYG editors will only work using certain web browsers. For example, the WYSIWYG editor in Moodle and Bb will not work in Chrome, but they will work in Firefox.

EMBED: HTML code designed to quickly integrate a resource into a web page. Generally speaking, you copy the EMBED code, then go to the HTML-editor for the page, paste it where you want it, and save.

IFRAME: This is essentially a different type of embedding in which an inline frame that allows other HTML to be placed inside it. Some programs (like Wordpress or some LMS’s) will not allow IFRAME code to execute for security reasons.

URL: Uniform Resource Locator, directs the web browser, usually begins with <http://>

HTTP: Hypertext Transfer Protocol is the protocol used to transfer data over the WWW

Hyperlink: A word, phrase, or image that you can click to jump to a new page, section, or resource

Web page: A document written in HTML which is translated by a web browser.

Website: A collection of web pages. In the URL, it’s what follows the <http://> without any extras.

URL: <http://teachingcollegemath.com/dissertation/hourly-reports/>

Web page: teachingcollegemath.com/dissertation/hourly-reports/

Web site: teachingcollegemath.com

Hyperlink: [Teaching College Math](http://teachingcollegemath.com) (click on the text to go to the website)

URL Shortener: Translates a lengthy URL into a short one for ease of sharing or for hiding the details
Commonly used examples are bit.ly and [tinyurl](http://tinyurl.com).

Favicon: Pronounced “fave” icon is also called the “Favorite Icon” or “URL Icon”, it is a 16x16 pixel icon associated with a particular website.

LMS: Learning Management System – Blackboard, Moodle, Canvas, Sakai, D2L, etc.

IM: Instant messaging – what you do when you “chat” with someone via text on the Internet

VoIP: Voice over Internet Protocol

Cloud Computing: Applications and services offered over the Internet. Example: Microsoft Word runs off your desktop. Google Docs runs in the cloud (no file is ever stored on your hard drive).

Clipboard: The “invisible” place where your computer stores copied data (where things go when you copy or cut. The “paste” command resurrects whatever is in this space.

Bit (b): Binary digit, the smallest unit of data that a computer uses (1 or 0, yes or no)

Byte (B): 8 bits or 256 states of information, (each bit has two states, so a byte can be set in 2^8 ways)

- | | |
|----------------------------------|--------------------------------|
| • Character = 1 Byte | • 1 Byte (B) = 8 bits |
| • Word ≈ 10 Bytes | • 1 Kilobyte (KB) = 1000 Bytes |
| • Sentence ≈ 100 Bytes | • 1 Megabyte (MB) = 1,000 KB |
| • Paragraph ≈ 1000 Bytes or 1 KB | • 1 Gigabyte (GB) = 1,000 MB |
| • Page ≈ 100,000 Bytes or 100 KB | • 1 Terabyte (TB) = 1,000 GB |

NOTE: Internet speed is calculated in Kbps or Mbps ... that’s BITS not BYTES.

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