



HARVESTERS TECH TIPS

April 2009

INTERNET EXPLORER TIPS AND TRICKS

Viewing Internet Explorer WITHOUT the Toolbar Displayed Across the Top:

There may be some instances when you would like to display a website on your screen without the toolbars displayed across the top of the window. This is particularly useful when you are using your projector and discussing an internet image, map, or article with your students.

- Open the Internet to the site of your choice.
- Press Alt + Enter and release.
- Wait just a second and the toolbars will disappear.
- Press Alt + Enter to have the toolbars return.

Setting the HomePage:

The homepage is the first page that appears when you open the Internet.

Many people set the homepage to a page that they access frequently.

- Open the Internet to the page you would like to set as your homepage.
- Click on "Tools" > "Internet Options".
- In the "Home Page" section on the "General" tab, click on the "Use Current" button.
- Click "Apply" > "OK".

Keyboard Shortcuts:

- To add the current page to your favorites: Ctrl + D
- To open the History Utility: Ctrl + H
- To open the Favorites Utility: Ctrl + I

- To open a New explorer window: Ctrl + N
- To save the current window: Ctrl + S
- To close the current window: Ctrl + W
- To refresh the current page: Ctrl + R or the F5 key
- To open the Find box in the current window: Ctrl + F
- To go to your default homepage: Alt + H
- To go forward one page: Alt + right arrow key
- To go back one page: Alt + left arrow key
- Stop downloading a page: ESC

COOL TOOL FOR THE CLASSROOM TEACHER

For years we have drawn student names out of a hat, basket or bowl in our classroom. We have written their names on popsicle sticks, post-it-notes, and construction paper. Now we can go digital while selecting students for activities, groups, or demonstrations! Try this online "Name Picker" program!

www.davebsoft.com/jaws/apps/namepicker.jnlp

- Copy and paste the above URL into your Internet browser.

- Click on the "Names" button at the bottom of the screen.
- Type one name per line or copy and paste a list of names in to the screen. (Clicking "File" > "Open" will take you to browse your computer for a list of names.)
- Set the "Maximum number of picks" at the bottom of the screen. If the maximum number is set to 1, the students' names will be listed once. If the maximum number is

set to 2, the students' names will be listed twice, and so forth.

- Click "Pick" to randomly pick a name from the list.





SMARTBOARD SOFTWARE: FLOATING TOOLBAR

If you have the Smart software loaded on your computer, you can easily use the SmartBoard tools with documents, powerpoints, and websites without having to print to the Smart Notebook by using the Smart Floating Toolbar on the left or right of your desktop window.

If the floating toolbar is not visible:

- Right click on the Smart icon in the system tray on the bottom right of your screen and select "Show Floating Toolbar". (If you want to make the bar disappear, right click on the icon and select "Hide Floating Toolbar".)

Add or remove items from the floating toolbar:

- Click on the tool wheel on the bottom of the floating toolbar to access the window of tool options available.
- Click and drag tools to or from the floating toolbar to customize the bar as you so desire.
- (The camera will take a picture of your markings. The video camera will record your markings.)
- Click "Done" to close the screen.

Working with the Toolbar:

- Open a Word Document, Article, PowerPoint, Webpage, etc.
- Click on the tool needed on the floating toolbar to highlight, write, draw shapes, etc.
- You can save your ink layers on the document in the Smart Notebook software by clicking on the camera and selecting the camera with the blue screen.
- Post your lesson on your School Web site for future reference!

DOCUMENT CAMERA SETUP

It is possible to **toggle back and forth from the document camera to your computer** without having to disconnect the cords. For example, you may want to demonstrate something from a document being displayed under the document camera, toggle to a PowerPoint or video on your computer, and back to the document under the document camera.

The setup of the equipment is the key to being able to do this. (Watch the color coding.)

Materials needed: blue VGA cable from the projector box and black VGA cable from the document camera box

- Attach the blue VGA cable to the blue VGA plug (VGA Out) on the document camera and the blue plug (may be called Computer 1) on the projector.
- Attach the black VGA cable to the document camera (VGA In) and the laptop.

Use the "Source" button on the document camera to toggle back and forth from the camera (document camera) to the laptop screen (PC).

To use the **document camera software** or to use the document camera with a SmartBoard, you will need to download the software and connect the white USB cord from the laptop to the document camera.

Materials needed: white USB cord and AverMedia software

- Copy and paste this URL into your web browser: http://www.avermedia-usa.com/presentation/dl_cp300.asp or use the CD that comes with your document camera.
- Click on "AVerVision Software (v.3.4.1.0004) - Windows XP, Vista 32, Win2KSP4"
- Open the AverMedia software on your computer.
- Turn on your document camera.
- Push the "PC" button on the top of the document camera.
- On your computer, maximize the AverMedia software.

- Open the SmartBoard software, and then minimize the screen.
- Pick up one of the pens from the SmartBoard tray. This freezes the frame. You can now write on the SmartBoard.
- If you want to move the document to a new position, place the SmartBoard pen back in the tray and either tap the Smartboard with your hand or click with your computer. This will unfreeze the frame so that you can move the document.
- Set the document to the desired position and pick up the pen to write again.
- If you do not have a SmartBoard, the AverMedia software comes with writing tools, highlighting tools, camera, etc that can be used to write on the documents using your document camera and your laptop. To use these tools, you must have the software loaded on the laptop and the white USB cord connected.

