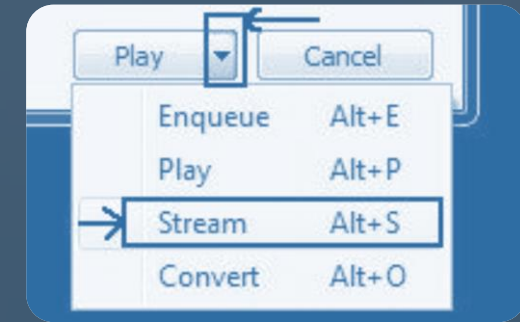


You can Download videos with the VLC player!!

To Download Video

1. Go to **Media > Open Network Stream** [CTRL + N].
2. Paste the video link.
3. Click on the little arrow right next to the *Play* button. A drop down will display. From there select the **Stream** option. [ALT + S]
4. In the next step just hit **Next**.
5. In the **Destination Setup** step, make sure that the new destination is selected as **File**. Click on **Add**.
6. Browse and choose a save location.
7. Make sure that the **Activate Transcoding** option is checked. In that option select "*Video – H.264 + MP3 (MP4)*". This ensures that your saved video will be a H.264 video with MP3 audio enclosed in an MP4 container. As usual, hit **Next**.
8. In the next option, just click on **Stream**.
9. Downloading will start within moments.

*** remember that the firewall can keep you from using this feature – you can always use it at home!



Windows 10 and emoji's 😊 😊 😊

It's easy to begin using emojis in Windows 10. Firstly, we need to enable the touch keyboard. To do so, right click your taskbar and select Show touch keyboard button (if isn't already ticked). This will place a new keyboard icon within your taskbar's notification area.

Click this new icon and a keyboard will appear on your screen. Note that, confusingly, this is actually different to the on-screen keyboard which can be enabled within Settings.

On this keyboard, next to space and Ctrl, you'll see a smiling face. Click the smiling face to access the emoji selection.

Power Point as PDF

There are 2 ways to save your power point as a pdf file. First, Select FILE then select SAVE AS. Choose the folder you want to save the file in. Give the file a filename (without an extension), and in the SAVE AS area, click the down arrow and select PDF. The file will save as a PDF to the folder you choose.

You can also choose FILE, then EXPORT, CREATE PDF/XPS. Click on the icon that's says create PDF/XPS give it a filename and then choose PUBLISH!

12 Tips to make an infographic

1. Create your infographic for your target audience – what is the purpose?
2. Keep it simple – if it is too busy, it's too hard to follow
3. Keep it focused – stay on track
4. Show things visually – use images
5. Promote it – market your product
6. Make it easy to view – layout the data in logical order
7. Make it a manageable length and size – more is not always better
8. Add white space – don't crowd or have a busy infographic
9. Create a killer headline – have a catchy header that grabs attention!
10. Focus on the flow – make sure it all makes sense
11. Check your facts and figures – verify the information
12. Cite your sources – give credit where credit is due