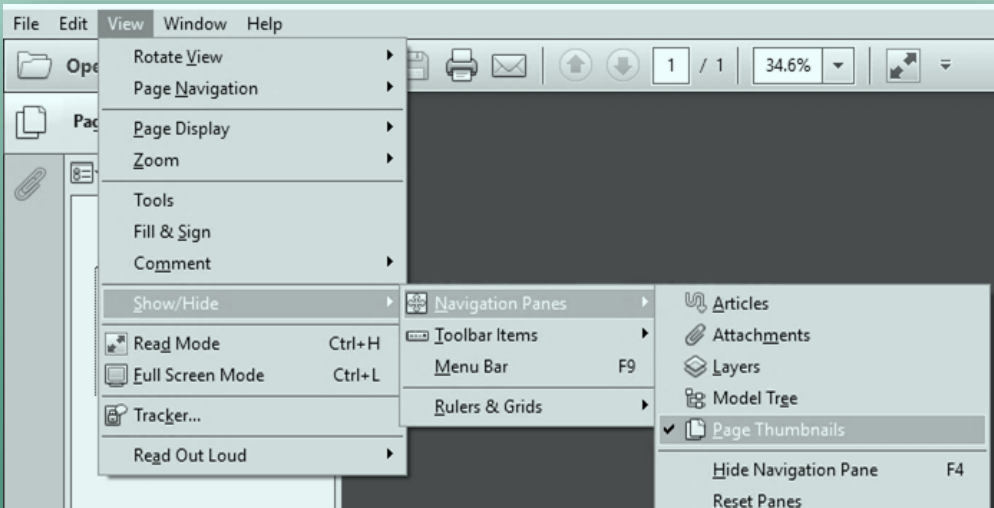


Do you only need a few pages from a pdf file and you don't have Adobe Pro!! You can select "print" file and then in the "pages to print" section – choose the pages you want (for instance pages 3,5,9 or pages 1 - 4) after you select "print", save file as a pdf. file with a new name, your new pdf will only have pages 3, 5 and 9!

You can also do this another way... open your pdf file in Adobe Reader. Under View, select **Show/Hide** then **Navigation Pane**, then **Page thumbnails**.

On the left hand side you will see all your pages in the pdf file as thumbnails. Select the pages you want to keep by clicking and holding down the Ctrl key on your keyboard.

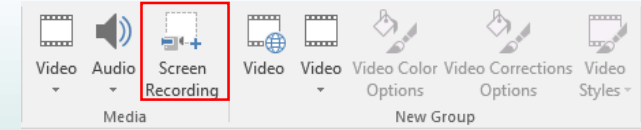
When you are finished selecting all the pages – Select **File** then **Print**. You will see the pages you selected listed in the "pages to print" section. Print the file but save it as a pdf file with a new name if you need it in file format – or just print to the printer if you just need those pages!



Choose the amount of minutes you want your MS Office files to automatically save; the default is 10 minutes. If you don't like losing 10 minutes of work you may want to change your "save" settings. Open the program; Select "File", then select "Options". Choose "SAVE" on the left hand side. Next to "Save AutoRecover information every" – enter the new number of minutes you would like *auto save* set to.



Free Video converter! Prism is a free video file converter for Windows. It can convert video files from avi, mpg, vob, wmv (Windows Media Video formats) and more into avi, asf or wmv files. ... Set resolution and frame rate of output files. Batch convert thousands of video files at once.



You can capture video right from Power point! Use the *screen recording* tool. If you need to trim off the beginning or end of the video – you can use the playback tools. You can also save the file to your desktop by clicking on the "Create Video" icon!

Create a **Web** folder in Blackboard!

First open your blackboard course and navigate to the content collection area. Copy the URL. Open **Start > Computer**. In the empty area at the bottom of the right-hand pane, right-click and select **Add a network location**. The **Add Network Location Wizard** will open. Click **Next**. When asked where you want to create the network location, select **Choose a custom network location**. Click **Next**. When asked for the location of your website, paste the URL in that you copied. Click **Next**. When prompted to enter a username and password, type your Blackboard Learn username and password. Click **OK**. You will be prompted to enter a name for the location. Enter a name and select **Next**. On the **Completing the Add Network Location Wizard** page, click **Finish**. The web folder will open. It will now be listed in **Computer under Network Location**.



Clear your cache in seconds!

Quickly clear your cache by pressing "Control," plus "Shift," plus "R." This will also refresh your page!