

# TIDBITS

## Do you need a title graphic fast! You don't have Photoshop!

Open power point – on a blank screen insert your image/images. Apply a design, shadow or bevel (located under format). Insert Text/title over the images. Select all and Group them together. Right click and save the grouping as an image! You can use the image anywhere! Word, power point, html pages or in e-Campus!

## Move Around Faster

If you are working on a lengthy Word document, you can press the *Shift+F5* keyboard shortcut to cycle through the spots that you have edited most recently. Also, when you open an existing document inside Word, the same *Shift+F5* shortcut will take you to the location that you were working on when the document was last closed.

## What the SNIP?

Sometimes the easiest way to make a copy of something is to take a snapshot of your screen—this is what Snipping Tool does!

Capture part or all of your PC screen, add notes, save the snip, or email it right from the Snipping Tool window.

You can capture any of the following types of snips:

**Free-form Snip.** Draw a free-form shape around an object.

**Rectangular Snip.** Drag the cursor around an object to form a rectangle.

**Window Snip.** Select a window, such as a browser window or dialog box, that you want to capture.

**Full-screen Snip.** Capture the entire screen.

After you capture a snip, it's automatically copied to the Snipping Tool window. From there, you can annotate, save, or share the snip. The following procedures explain how to use Snipping Tool.

Go to the start menu icon on your machine and in the 'Search Programs and Files' type:

**Snipping Tool.**

<https://support.microsoft.com/en-us/help/13776/windows-use-snipping-tool-to-capture-screenshots>

## OBS <https://obsproject.com/>

Open Broadcaster Software

Free and open source software for video recording and live streaming. Download and start streaming quickly and easily on Windows, Mac or Linux.

## Add a discussion link on the course menu

1. Select the Add Menu Item icon above the course menu to access the menu.
2. Select Tool Link.
3. Type a Name for the link.
4. From the Type menu, select Discussion Board.
5. Select the Available to Users check box.
6. Select Submit.

The new tool link appears last in the course menu list.

Black board  
Tip !

## Free training! Cybrary's Cyber Security

We believe Cyber Security training should be free, for everyone, FOREVER. Everyone, everywhere, deserves the OPPORTUNITY to learn, begin and grow a career in this fascinating field.

Therefore, Cybrary is a free community where people, companies and training come together to give everyone the ability to collaborate in an open source way that is revolutionizing the cyber security educational experience.

**Course Catalog** <https://www.cybrary.it/coursecatalog/>