



## Files Associated with the wrong program!

Ever since I had windows 10 installed, my files are associated with the wrong program! I have little notepads showing up for html files and they open in notepad instead of the browser! My images are opening in "photos" as a slide show instead of paint! Ugh!

To fix this, right click on the file, select "properties". A window will open and you will see "type of file" and "Opens with". Next to opens with, the program associated with the file will be shown. To change the program, click on the "change" icon and select the program you wish to use to open that file. When you have selected the new program, select "apply" located in the lower right hand corner of the screen. All your files will now be associated with the new program!

Oohhh I closed the tab I had open in my browser by mistake ... ugh !!!

## Get back that tab you accidentally closed!

If you want to get back a tab you closed, just press "Control" (or "Command" on Mac), plus "Shift," plus "T," and it will magically reappear!

## BLACKBOARD TIP!

You can use Build Content Item to add weblinks to your course.

Using Build Content Item, rather than the Build Content | URL option gives you more control as the instructor.

When you want to add a weblink:

1. Select the text that you wish to link in the text editor.
2. Click the Globe Icon (highlighted in the red box)
3. Enter the URL in the URL Field in the Insert link window that appears.
4. Click the checkbox to open the link in a new window.
5. Click submit to create your weblink.



## Google accounts and your activity.

Are You using your gmail at work, home and on your phone? Your activity is tracked for you!

Sign into your gmail and select the "My Account " icon. My Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google services work better for you. You may be surprised how many apps you are giving permissions to! Spend a minute or two and check the security for your gmail account!

Did you know you can record audio right in power point! Select the "insert" tab, and then select the "audio" tab. Select "record audio" and then select the red button to record!

You can also save the audio to a media file to your desktop! Just right click on the audio icon and select "save as" and then choose where you want to save the file and give it a name!

Do you have an Mp4 file and you only want to play a portion of the video, but you don't have video editing software? You can use power point! Insert your video and then select the playback tab. Select the "trim video" icon.

Move the tabs to the desired area you would like to play. You can right click on the video and save it as another file if you wish.

The downside is that power point is NOT an editing program. The file will stay the same size as the original video.

In fact, you can always go back into the playback tab and set the tabs to another position If you want to change the area of the video that you are playing.