

Power Strategies Cheat Sheet

Increase your productivity using Internet-based resources:

🕒 To find out **how many pages** are in a website before you print it out:

Go to FILE-PRINT PREVIEW.

The actual number of pages will be found in the upper right hand corner of the page.

Just print what you need. Take control.

🕒 To quickly **find a word** on a webpage:

Go to EDIT-FIND (on this page).

Type in the one word you are looking for.

Click on the Find Next button.

Your word will be highlighted on the page.

Let your computer do the work of scanning the page for you. Rest your tired eyes and save time.

🕒 To **print out a selection**, just what you want on a webpage:

Click and drag (highlight) the text you are interested in printing out.

Go to FILE-PRINT

When the print dialog box appears, click in the little radio button

next to the word SELECTION.

Now only the text you highlighted will print out on the page.

Sometimes we call this high tech notetaking.

🕒 To **export text** from a webpage to MSWord

Click and drag (highlight) the text you would like to export.

Go to EDIT-COPY (or right click on your mouse and select COPY)

Open up MS Word

Go to EDIT-PASTE (or right click on your mouse and select PASTE)

Sometimes we call this high tech notecards.

-Alysa Cummings
ETTC of Burlington
2004