Top Tips for a Simpler Life

Many people have their favourite shortcut or simple tool that helps them work quicker/better with their computer. Here are a few of mine that you might like to check out.

Snipping Tool – Built-in to Windows 7, 8 and 10. Great for taking a snapshot of all or part of the screen. Whether it's a bit from a website, or part of a document, the Snipping Tool helps you take a copy, which you can then save, or paste into something else.

Cute PDF – PDFs are by far the best way to send documents to other people. Whatever you are sending, if you convert it to a PDF first, then you can be sure that the person receiving it will be able to open it, and it will appear exactly as you intended. If you use a recent version of Microsoft Office, you can already save documents as PDFs. But for everything else, download Cute PDF, then anything else can be converted.

PIN not Password – If you use Windows 10, then don't waste time with long passwords to get into your computer. Search for the Sign-in Options, and switch to a 4 digit PIN. Much quicker.

Google Image Search – If you have ever needed to find out where an image has come from, or need images of a similar type, use the Google Image Search. Upload the first image, and Google will search for other instances of that image, plus similar ones. Very useful for homework assignments.

Competition

Win a Raspberry Pi Media Centre Kit worth £55 !

Last month we showed you how to make your TV smart. This month you can win a complete Raspberry Pi 3 Media Centre kit to add to your own TV, or to create any one of thousands of raspberry Pi projects available on the Internet.

Visit our competition page at www.thewarminsterway.com , answer 2 questions about the Raspberry Pi, and you could be in with a chance to win. Full terms and conditions are available on the website, and all entries must be submitted by Thursday 18th of May