



TECH SNIPPETS

Information, Communication & Technology

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Refreshing Chrome

A web browser like Google Chrome stores pages you visit in a local cache so that it does not have to fetch them from the internet every time you return to them during the same browsing session.

This can cause problems with a web-based email client such as Outlook because it may fail to refresh, with the result that your **Inbox** and **Sent items** folders do not appear to be working.

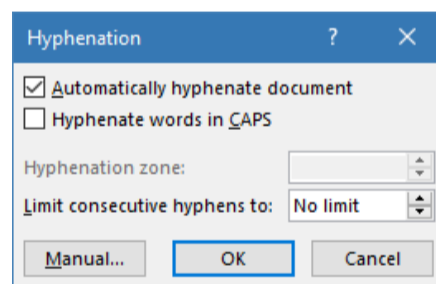
To force Chrome to refresh its local cache, press the “**Ctrl**” + “**Shift**” + “**Delete**” keys together.

To hyphen or not to hyphen?

Wikipedia defines the hyphen as a punctuation mark used to join words (e.g. *non-existent*) and to separate syllables of a single word (e.g. *beau-ti-ful*). There is no space before or after the hyphen. This differs from the dash — whose font is usually longer than that of the hyphen and is separated either side by a single space.

Did you notice how splitting the word *beautiful* above into its syllables allowed it to be split across two lines? This is very useful when you need to fit long words into narrow columns because the word will split across two lines at the location of the hyphen you choose to insert — if there is space.

Microsoft Word is capable of automatically hyphenating words at the end of lines for you, as in this paragraph where we have deliberately used some extra long words like *supercalifragilisticexpialidocious* (a song from *Mary Poppins*), *antidismestablishmentarianism*, and the longest official word in the English dictionary, *pneumonoultramicroscopicsilicovolcanokoniosis*.



Did you know?

Foolscap paper (203 mm wide by 330 mm high), also known as “foolscap folio” or just “folio”, was the standard paper size used in Europe and the British Commonwealth until the adoption of A4 paper (210 mm wide by 297 mm high). A4 is therefore wider by 7 mm and shorter by 33 mm than foolscap.



Foolscap was named after the fool's cap and bells watermark commonly used from the fifteenth century onwards on paper of these dimensions, as seen in the example above.

https://en.wikipedia.org/wiki/Foolscap_folio

A web of words

All student and staff Windows 10 Education installations include a handy little third-party application named **WordWeb**. You can find it in the main menu, but a shortcut to it also resides in your system tray at the bottom right of your display. If you don't see an icon like the one in the title of this article above, click the up arrow on the left of the system tray and it will appear in the pop-up. You can either click on the **WordWeb** icon in the pop-up, or drag it onto the system tray so it displays there permanently so you can click on it directly.

Whenever you come across a word in an article you are reading that needs clarification, whether it is in a document or in the body of a web page, select the word by clicking and dragging over it with your mouse, then click the **WordWeb** icon and it will give you the definition/s of the word as well as a whole host of other information and links to the internet.

If you are typing a document and need to confirm the meaning of a word — or find a synonym for it — **WordWeb** is the perfect reference tool.