



TECH SNIPPETS

Information, Communication & Technology

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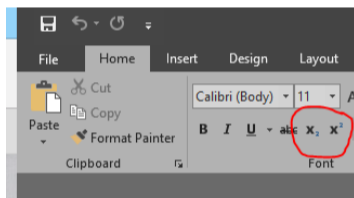
Moodle file uploads

When you create a new Moodle course you will see an option to upload a file. This file has to do with the course framework and is *not* the place to upload course files to. To upload a file to your Moodle course, you must first finish creating the course framework, then click on the “**Turn editing on**” button at the top right of your screen. Next, click on “**Add an activity or resource**”. You will see a long menu of “**ACTIVITIES**” and “**RESOURCES**”. Scroll down to and select the “**File**” option, *then* proceed to upload your file.

The ^{ups} and _{downs} of technical writing

Everyone needs a ^{superscript} or a _{subscript} now and then, but this is especially so with technical writing. Those of you who teach Life Sciences, Natural Sciences, Physical Sciences and Technology will be familiar with the complexity of achieving this type of formatting.

One method is to type everything normally, and then use the subscript and superscript buttons in the MS Word “**Home**” ribbon (see image below). This involves manually selecting each character to be changed, and then clicking the appropriate button. Tedious!



Another method is to insert everything associated with the superscripts and subscripts you need using MS Word’s built-in equation editor, but this can upset your other formatting. Overkill!

With a bit (or maybe a lot) of practice, you can insert superscripts and subscripts on the fly using the following switches (key combinations):

- To turn superscripting ON, press “**Ctrl**” + “**Shift**” + “**+**” together. Type what you want as a superscript and then return to your normal font by pressing the same key combination again to turn superscripting OFF. You can see the effect of this key combination by monitoring the superscript button in the “**Home**” ribbon.
- To turn subscripting ON, press “**Ctrl**” + “**=**” together. Type what you want as a subscript and then return to your normal font by pressing the same key combination again to turn subscripting OFF.

Note that there must not be any character immediately to the right of where you are inserting your superscript or subscript. If there is, you will lose your superscript or subscript when you turn the feature off. To avoid this frustration, insert a space between where you are working and the nuisance character to the right. Practice with $\text{Na}_2\text{S}_2\text{O}_3$ and SO_4^{2-} until you get it right!

Purify your text

When you select and copy text, whether it be in a website, MS Word, MS Excel or any other app, you are not just copying the text. Associated with it is a long list of formatting attributes including font and size, bold, underline or italic, paragraph and bullet styles, page setup, language and — in MS Excel — formulae and cell formats as well. This means that if you simply copy and paste, all or some of this baggage usually gets transferred to the destination. There are several paste options in most applications, but often these still carry some baggage across.

We have installed a third party application named **PureText** on all our Windows 10 PCs and laptops. If you click the up arrow on the left of the system tray at the bottom right of your screen, you should see a P_T icon. If you want to lose *all* formatting before you paste, simply click this icon after you have copied your selection, then paste into the new location. You can make some adjustments to how **PureText** functions by right-clicking the P_T icon and selecting *Options*.

PureText is especially useful when copying the content of a cell in MS Excel. The copied content will inherit all the attributes of the destination cell and carry over nothing else.

Quotable quotes:

Bill Gates



- The advance of technology is based on making it fit in so that you don’t really even notice it, so it’s part of everyday life.
- Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is the most important.
- Research shows that there is only half as much variation in student achievement between schools as there is among classrooms in the same school. If you want your child to get the best education possible, it is actually more important to get him assigned to a great teacher than to a great school.
- Intellectual property has the shelf life of a banana.