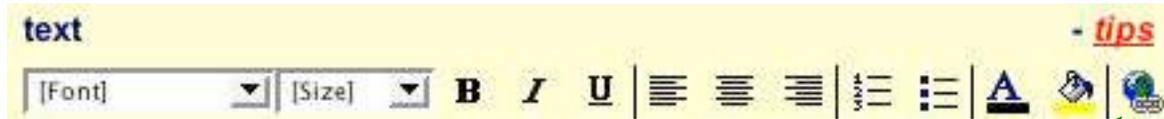




"Power User" Tips

Create Links by Highlighting a Word or String of Words



In the *eBoard* rich text formatting bar in your note editing window, the links icon lets you insert a web site link. Highlight the text you wish to be linked, click the icon and insert the web address you want to link to in the pop-up box that appears. Note: You can also insert a link into your eBoard by just typing a web address in the text box.

Attaching Photos Or Documents

1. Enter admin mode 2. Click the "edit" link on the note you want to edit, or click on the note and then click the "edit note" button.
2. Scroll down until you see a box labeled "attachment:" with a button to the right of it that says "Browse...". Click on "Browse...".
3. Select the file you want to upload and click "Open" (make sure the file has the three letter suffix at the end of it---ex.: words.doc)
4. If you wish, you can enter a caption for your image or document to help other people understand what it is.
5. Scroll down to the bottom of your note and click "submit".

**Remember that the document you attach can only be read by your viewer if they have the same application on their computer. If they don't have the application, they will see what appears to be hieroglyphics. So a better idea is to change your documents into PDF files before you attach them to a note.*

Changing Documents To PDF format

1. Open your document
2. Go to **file>print**
3. On a Mac, in the print dialogue box that appears, merely click the "save as PDF" button and then navigate to where you want to save the file.
4. On a **school PC** (*Acrobat Professional* writer is on all instructional PCs that enables you to format a PDF), in the print dialogue box that appears, in the "choose printer" field, drop down to "Acrobat PDF Writer" and then click the **print** button and navigate to where you want to save the file.

* If you want to reduce the file size of a PDF document, open it in *Acrobat Professional* NOT *Acrobat Reader* and go to **file>reduce file size**---a great help with *PowerPoint* presentations since they are usually large in file size!

When you attach the resulting document to your *eBoard* note, be sure the .pdf file extension is present.

PC users---download a free PDF writer called *CutePDF Writer* at <http://www.cutepdf.com/Products/CutePDF/writer.asp>

Reduce The File Size of Your Photos to Fit More On Your eBoard

1. Open your photo in *PhotoShop Elements*
 1. (if You have uploaded your photos to *iPhoto* first, you can set *iPhoto* to open your photos in *PhotoShop Elements* for editing
 2. to do so, in *iPhoto* go to ***iPhoto*>preferences**
 3. in the *General* tab, Set the “double-click photo” button to “opens photo in” and then click the “Select Application” button
 4. Choose *PhotoShop Elements*
2. Edit your photo for brightness, color, size, etc, add effects or frames
3. Go to **file>save for the web**
4. A two pane window appears. The window on the left is your original photo---look at the file size underneath the photo . The window on the right is the photo after it is compressed using the parameters chosen in the right column---look at the file size under this photo
5. Your aim is to reduce the file size of the photo without compromising the quality
6. Use the slider under the quality drop down to play with the quality while looking at the change in file size
7. When you are satisfied with the compressed photo, click the OK button, name and save the new file

