

## CFD's Tuesday Tech Tips #5



### Welcome

Have you ever been hesitant about trying out new software? Does it feel like tightrope walking without a net? Is the instruction manual a mystery in an unknown language?

Well, apply Eve Merriam's approach in *How to Eat a Poem*. "Don't be polite. Bite in. Pick it up with your fingers and lick the juice that may run down your chin . . ."

Jump right in—with these basics, there are no limits.

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### Exploring New Software

1. Before you begin exploring a new piece of software, search the web for instructions; usually you will find sites that contain tutorials and instructions, often on different levels. Then check out what you think will work best for you.
2. You may find examples of the program's use on the web, as well. This will give you a quick look at what the application can do for you.
3. Once you open the software, keep in mind that most software has the support systems you are used to in such programs as word processing and others. There are a few typical places where you can find assistance:
  - a. The menu bar on top
  - b. Tool bars with icons, top and/or bottom
  - c. The right click menu (when using a pc), which opens up the properties of whatever you click
  - d. Help in the menu bar
4. Explore the drop down menus at the top; click on some of the items to see what they are and where they take you. These menu items will give you a picture of what you can do with the program and how to do it.
5. When all else fails and you need a safety net, don't forget that we have exceptional and very patient assistance here at the College in TLT—Teaching and Learning with Technology.

Good teaching,

*Sara*