

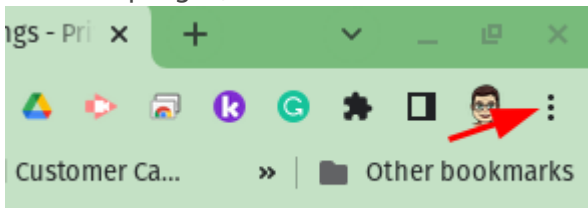
Chrome, Search & Extensions

- [Clear Cache in Google Chrome](#)
- [Google Search Tools](#)
- [Kami - Google Chrome Extension](#)
- [Grammarly Extension](#)
- [Useful Keyboard Shortcuts](#)

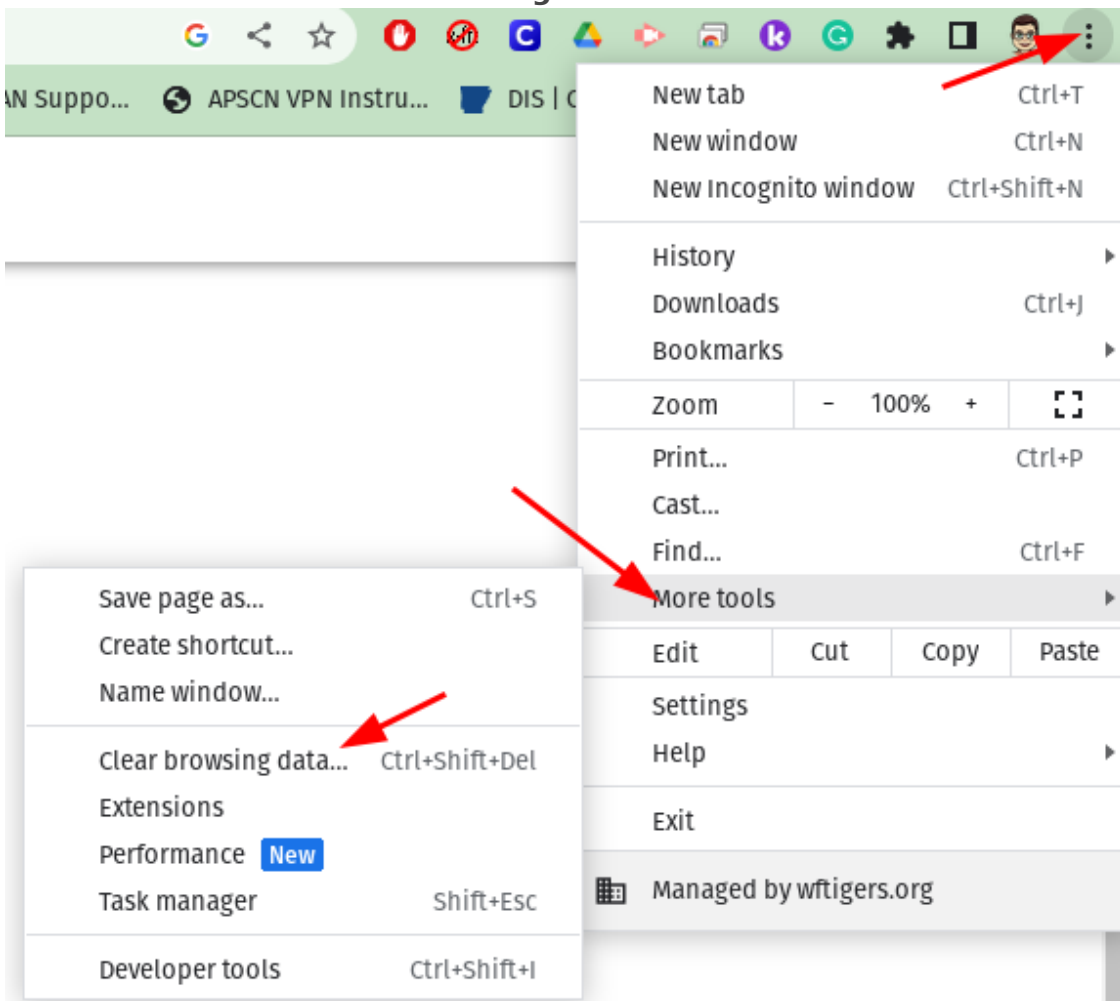
Clear Cache in Google Chrome

When you use a browser, like Chrome, it saves some information from websites in its cache and cookies. Clearing them fixes certain problems, like loading or formatting issues on sites.

1. On your computer, open Chrome.
2. At the top right, click More

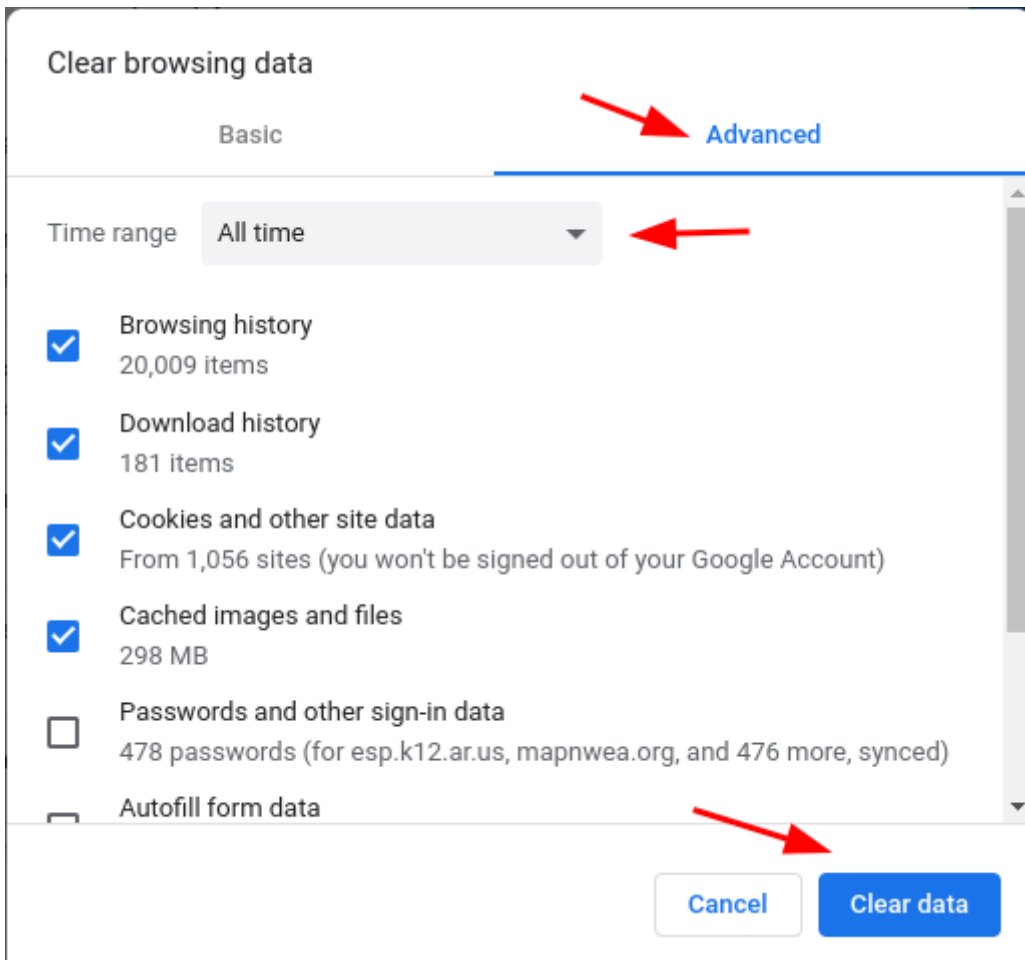


3. Click **More tools** > **Clear browsing data**.



4. Choose Advanced
5. At the top, choose a time range. To delete everything, select **All time**.

6. Next to “Cookies and other site data” and “Cached images and files,” check the boxes. We recommend checking everything except “Passwords and other sign-in data” and “Autofill form data.”
7. Click **Clear data**.



Originally posted by Carl Clements on the West Fork Technology Hub (2023-01-17).

Google Search Tools

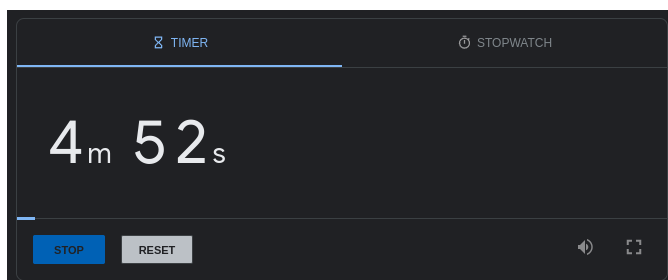
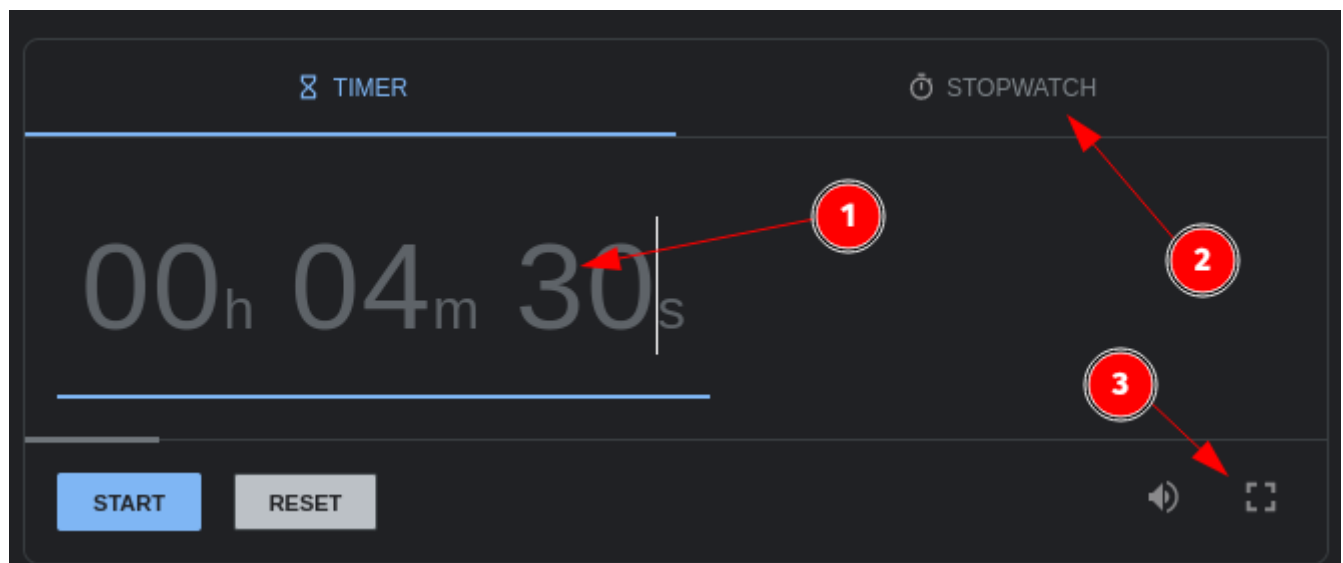
Google is the most used search engine in the world. It has many useful but hidden-away capabilities. This article explores some well-known and some lesser-known tools that are accessible from the Google search bar. Many of these are super handy in the classroom.

Click the arrow next to each topic for more details.

Timer

Type the word “**timer**” in the Google Search bar.
A 5-minute timer will load automatically.

1. Adjust the number of minutes by clicking on the time.
2. Click Stopwatch to switch modes
3. Clicking Full Screen is handy if displaying on a projector.

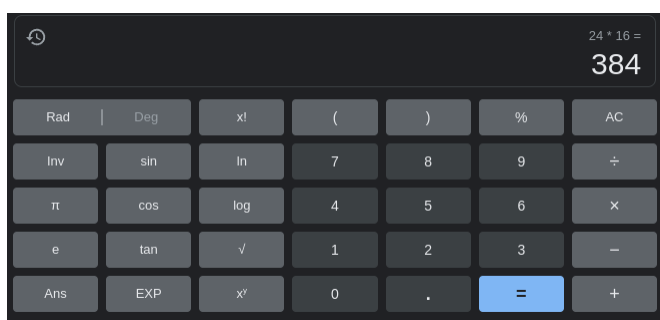
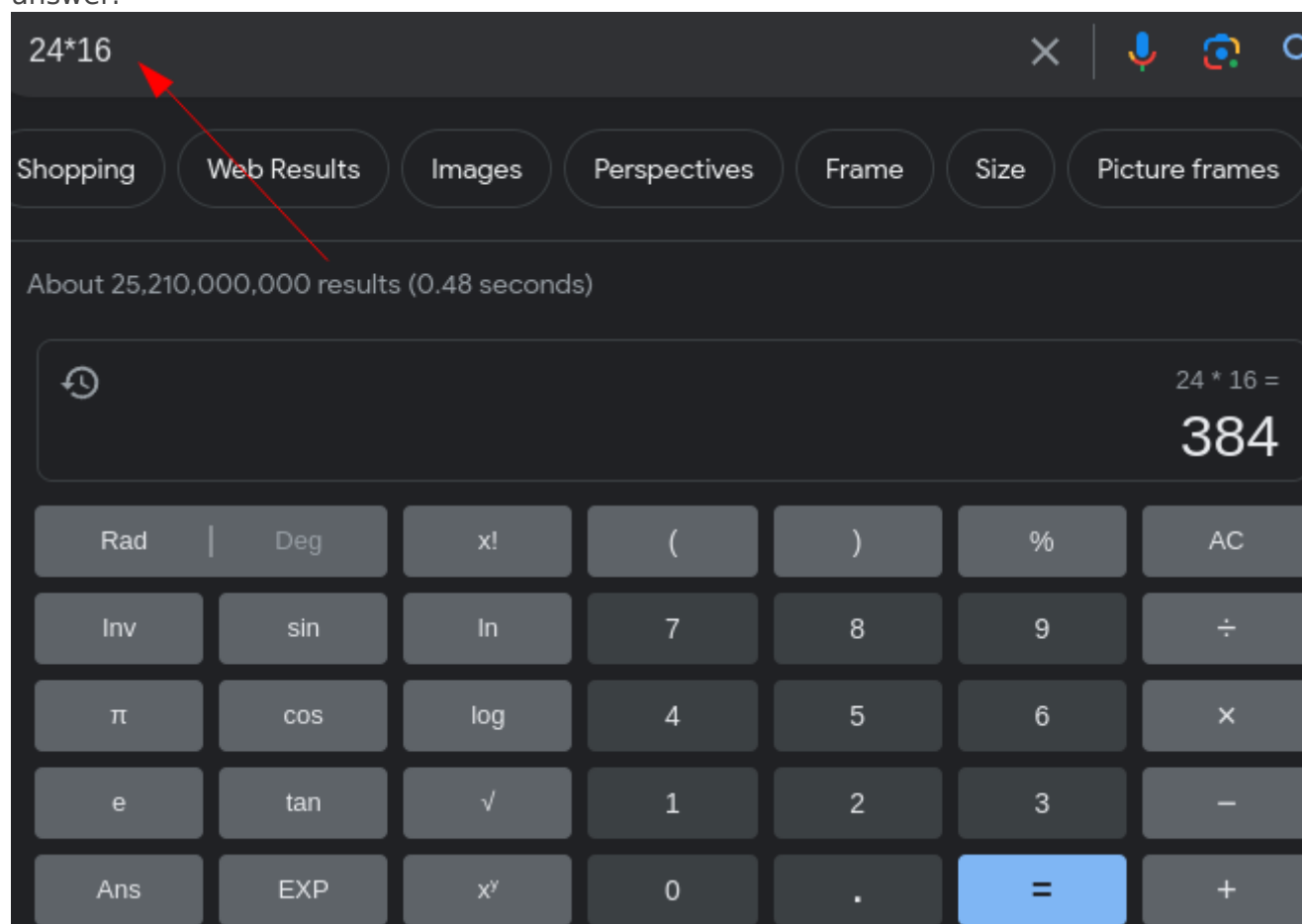


Calculator

Type the word “**calculator**” in the Google Search bar.

A basic scientific calculator is displayed.

Alternatively, type a math problem directly in the search box. The calculator will load with the answer.



Unit Conversion

Type a number and then two different units in the Google Search bar.

Examples: 5 km in miles or 2 cups to ml

1. Use the drop-down to change the type of conversion. Length, volume, time, temp, etc.
2. and 3. Use these drop-downs to change the units.

5 km in miles

Web Results Perspectives Formula Images Walking Average time Shopping

About 650,000,000 results (0.26 seconds)

Length

5 = 3.10686

Kilometer Mile

1

2

3

Formula for an approximate result, divide the length value by 1.609

Length

5 = 3.10686

Kilometer Mile

Formula for an approximate result, divide the length value by 1.609

Dictionary/Pronunciation

Type define and a word in the Google Search bar.
Click on the audio icon to hear the word pronounced.

 **phys·ics**
/'fɪzɪks/

 [Learn to pronounce](#)

noun

the branch of science concerned with the nature and properties of matter and energy. The subject matter of physics, distinguished from that of chemistry and biology, includes mechanics, heat, light and other radiation, sound, electricity, magnetism, and the structure of atoms.

- the physical properties and phenomena of something.

plural noun: **physics**
"the physics of plasmas"

 **phys·ics**
/ˈfɪzɪks/

 Learn to pronounce

noun

the branch of science concerned with the nature and properties of matter and energy. The subject matter of physics, distinguished from that of chemistry and biology, includes mechanics, heat, light and other radiation, sound, electricity, magnetism, and the structure of atoms.

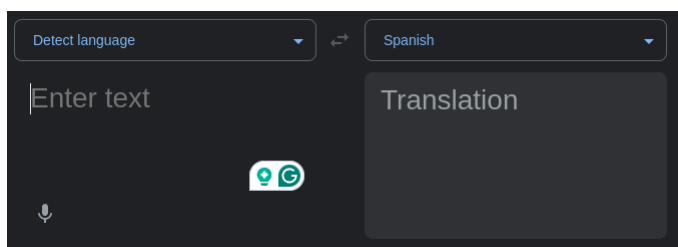
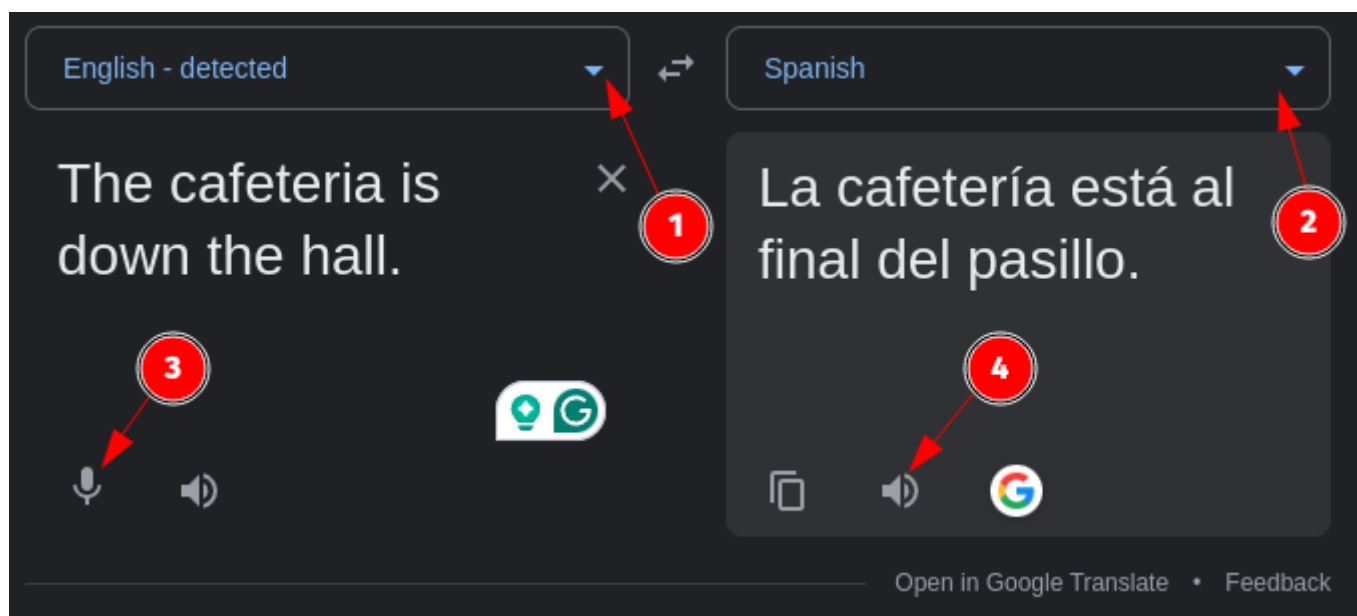
- the physical properties and phenomena of something.

plural noun: **physics**
"the physics of plasmas"

Google Translate

This is a simplified version of [Google Translate](#).

1. Select the input language or begin typing and let Google detect.
2. Select the output language.
3. Click the microphone for audio input.
4. Click the speaker to hear the translation.



Sunrise/Sunset

Type **"Sunrise"** or **"Sunset"** in the Google Search bar. This will display the sunrise or sunset time for your current location.

For more fun enter an alternate location and add a date.

sunset san diego ca July 4 2024



Tomorrow

Images

Web Results

Today

News

Sunrise and

Time

Perspec

About 10,300,000 results (0.38 seconds)

8:00 PM

Thursday, July 4, 2024 (PDT)

Sunset in San Diego, CA

Feedback

6:10 PM

Tuesday, February 27, 2024 (CST)

Sunset in West Fork, AR

Feedback

Time In Any Location

Type “**Time In**” followed by a location in the Google Search bar to see the current time.

Type just “**Time In**” to see the time in your current location.

Time In tokyo

Images

Web Results

Perspectives

Converter

To EST

About 1,250,000,000 results (0.28 seconds)

5:49 AM

Wednesday, February 28, 2024 (GMT+9)

Time in Tokyo, Japan

5:49 AM

Wednesday, February 28, 2024 (GMT+9)

Time in Tokyo, Japan

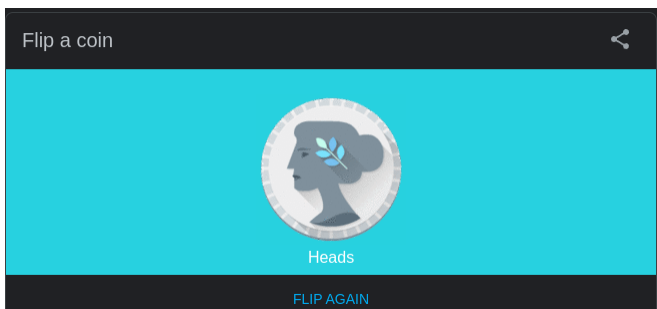
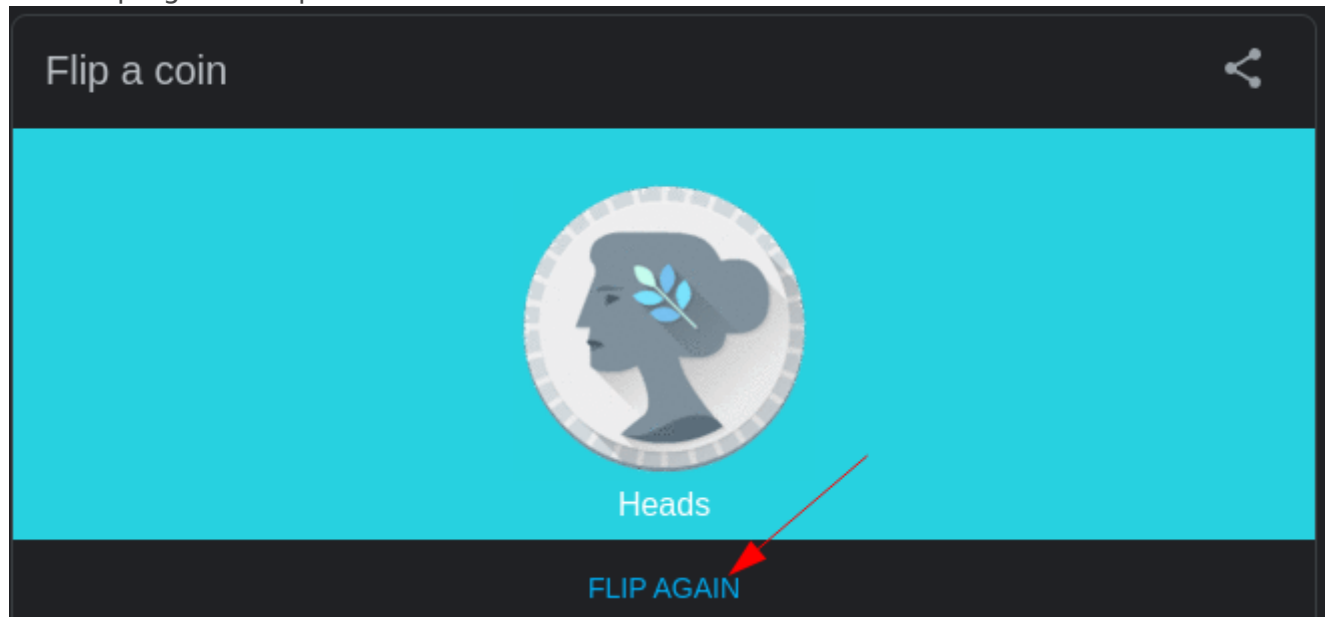
Coin Flip

Type “**Coin Flip**” in the Google Search bar.

This can be a fun and unbiased way to decide between two options.

Also handy when teaching probability.

Click Flip Again to repeat.

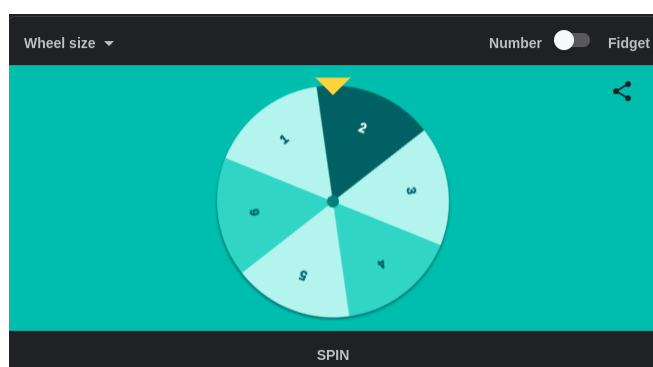
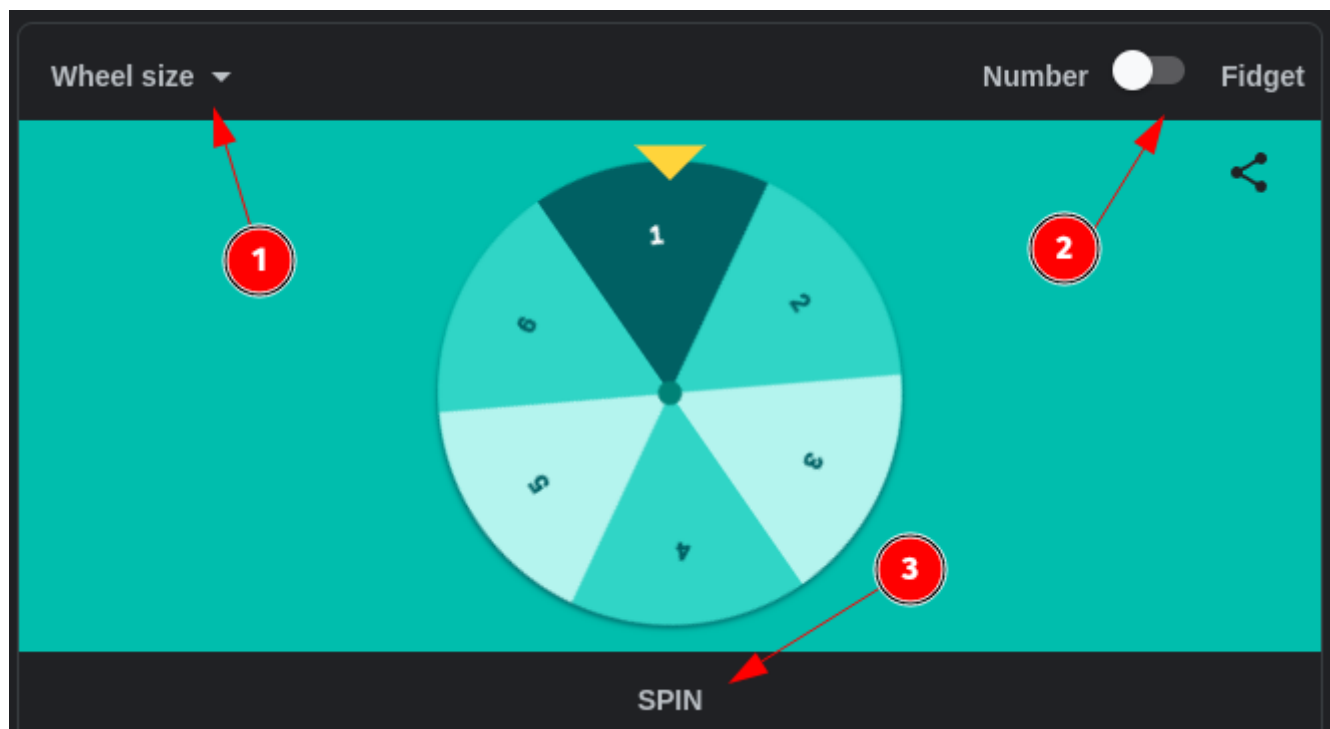


Spinner Wheel

Type “**Google Spinner**” in the Google Search bar.

This could be a creative way to call on students (or many other uses).

1. Click in the upper left corner to change the wheel size.
2. Click in the upper left to change the wheel to a fidget spinner.
3. Click Spin to spin again.

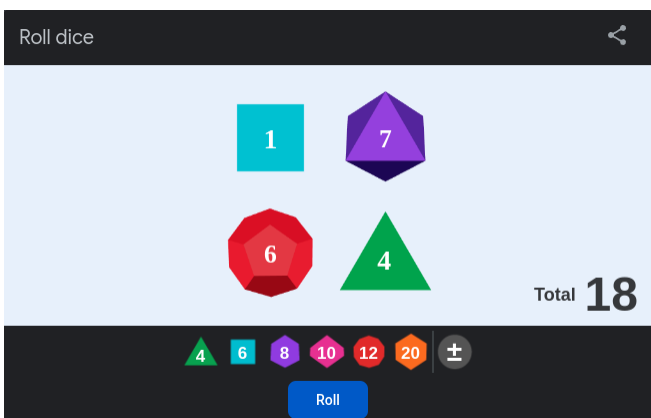
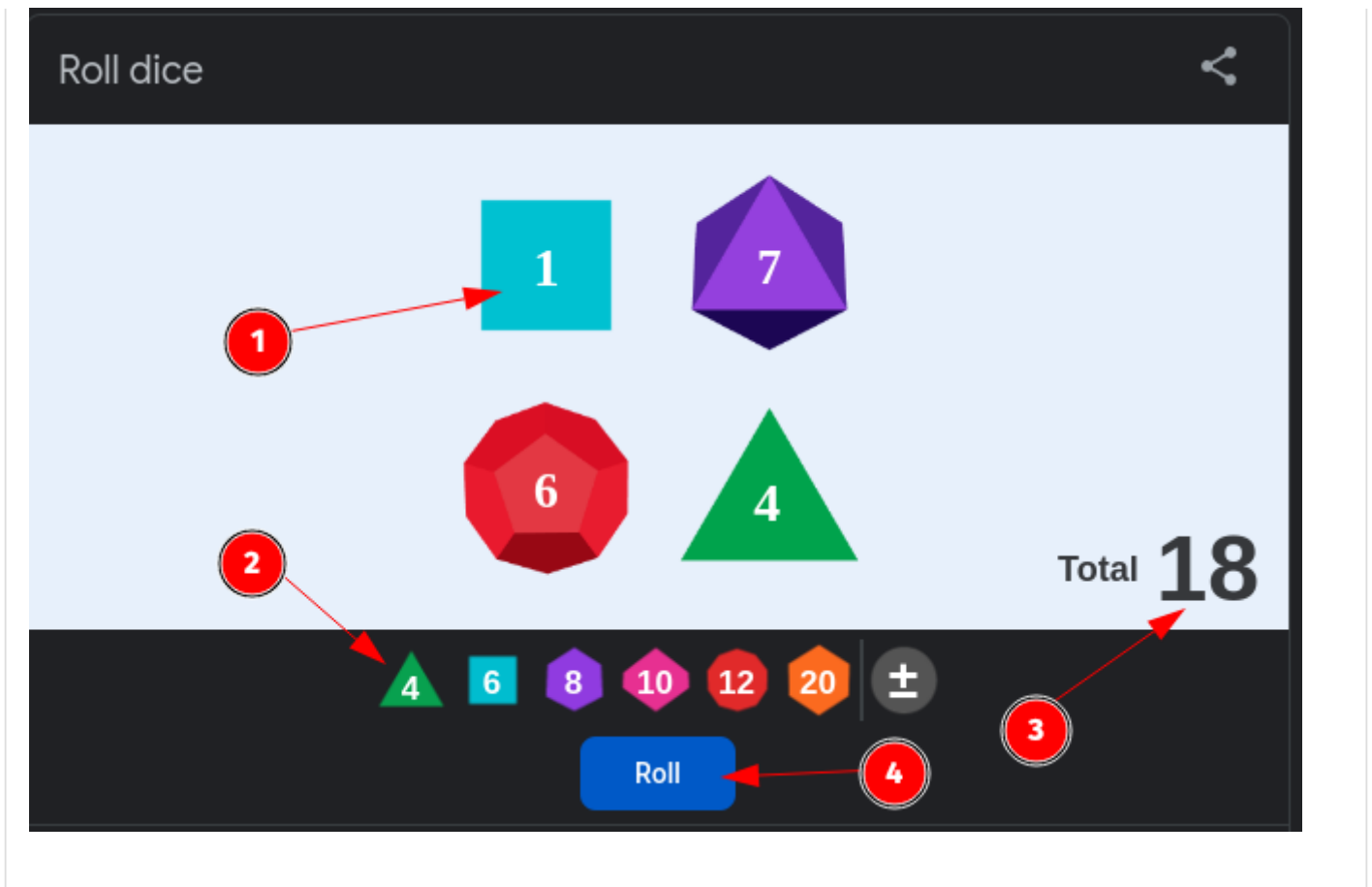


Roll Dice

Type **“Roll Dice”** in the Google Search bar.

This is handy for playing games or probability lessons.

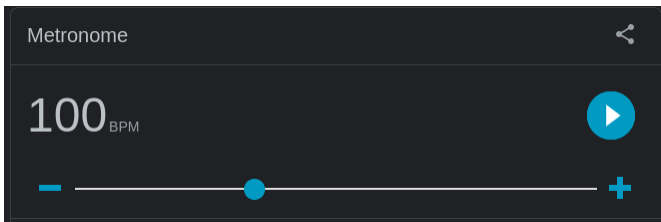
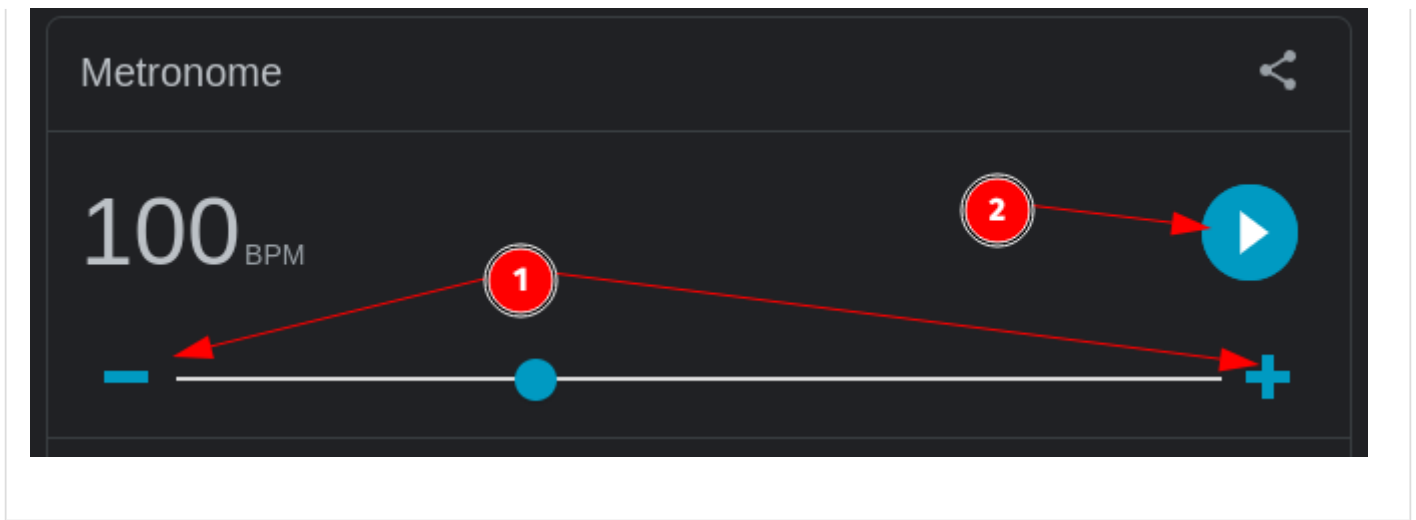
1. Click on a die to remove it from the board.
2. Click a die type to add it to the board.
3. The total is displayed automatically. Use the plus/minus button to add/subtract from the total.
4. Click Roll to roll again.



Google Metronome

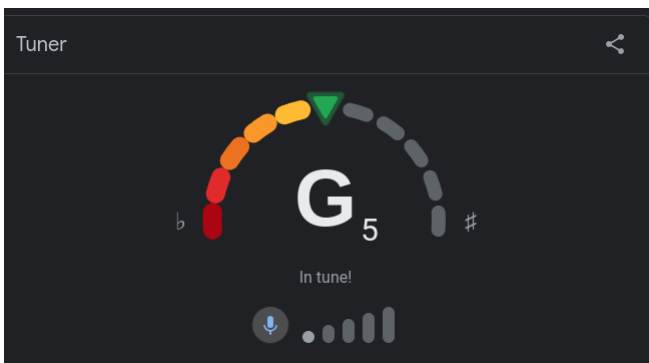
Type “**Google Metronome**” in the Google Search bar.

1. Click + or - to change the Beats Per Minute.
2. Click play to start the metronome.



Google Tuner

Type “**Google Tuner**” in the Google Search bar.
Click the microphone icon to begin.
It will display the musical note and if it is in tune.

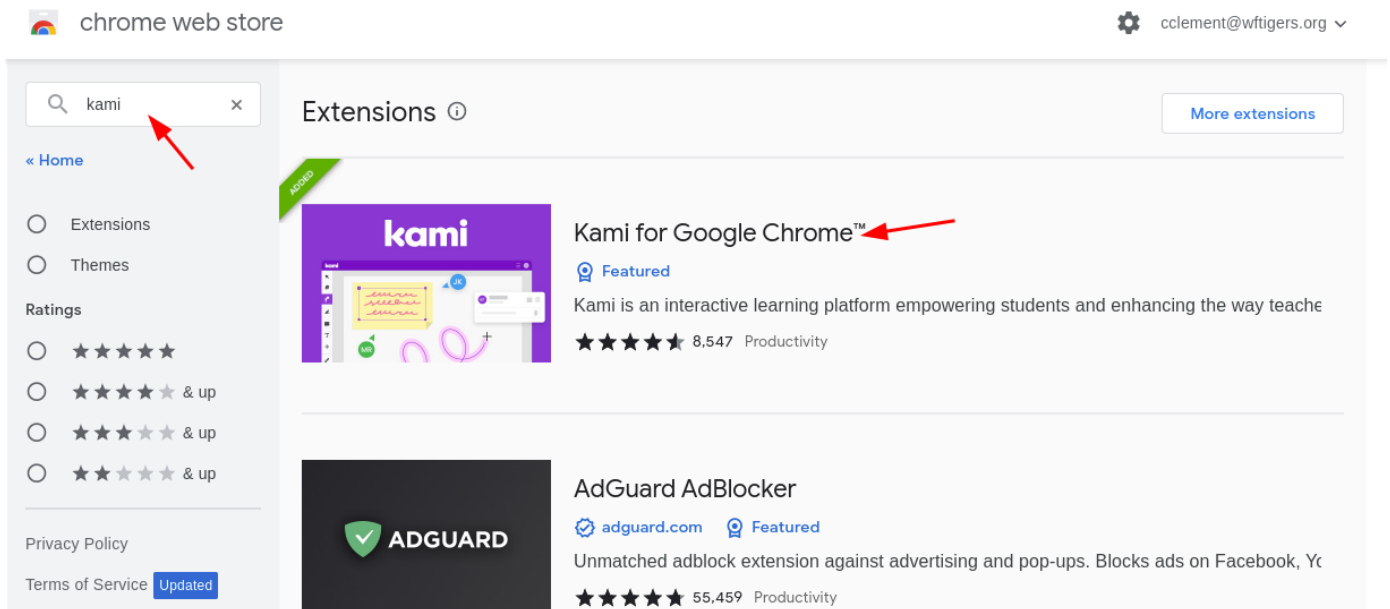


Originally posted by Carl Clements on the West Fork Technology Hub (2024-02-27).

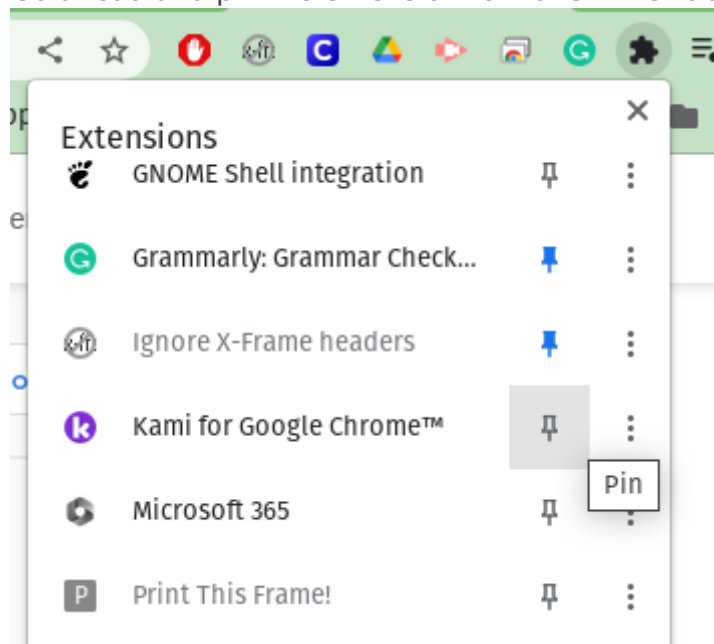
Kami - Google Chrome Extension

Kami is another free extension for Google Chrome (with paid advanced features). It is most popular for allowing the editing/annotating of PDF documents, which will be demonstrated in this article. However, it also has many other features including; text recognition, splitting and merging existing files to create new ones, free educational templates, and even Google Classroom Integration.

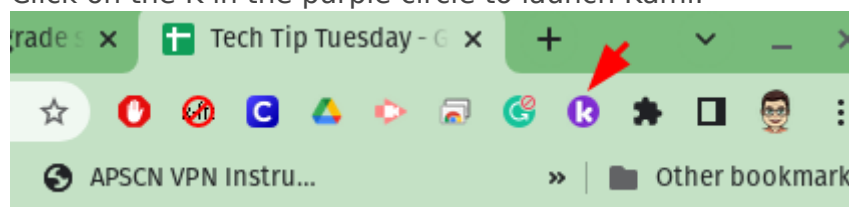
To get started, add the Kami extension. You can install it from a quick Google search or by searching the [Chrome Web Store](#). When prompted, choose the “Login with Google” option and accept the appropriate security notifications.



Go ahead and pin the extension to make it viewable to the right of the address bar.



Click on the K in the purple circle to launch Kami.



It will open the Kami home screen. For this example, I will open a PDF form from the state about ACT testing. Since it is already downloaded to my computer, I will click My computer and navigate to its location. Keep in mind you can also open files from Google Drive.

Open file

Google Drive

OneDrive

My computer

Kami Library

Create new

Blank page

Google Classroom assignment

Edit file

Text Recognition

Split & Merge

Convert scanned documents to make them editable

Mix and match existing files to create new resources

Recents

ACT Form.pdf

District FACE Plan.pdf

HS Intercoms.pdf

ACT Information Release Form.pdf

Trending templates

Browse templates >

Digital Notebook

St Patrick's Day Multiplication Color By Numbers

St Patrick's Day Coloring Sheet | Cat

Multiplication Worksheet Pack

Ramadan Reading Comprehension Worksheet

Hamburger Writing Template

Cornell Notes | Lined

Ramadan Coloring In

Tutorials

Browse tutorials >

Getting started with Kami >

Dashboard tour >

Toolbar tour >

Sharing Kami assignments >

Click the Text Box tool. Then click on the screen where the text should be added and begin typing. Once modifications are made, Kami will prompt saving the document to Google Drive.

ACT Form.pdf

Sans Serif 14px 1.5pt B I U S A x₂ x² [text alignment icons] [undo/redo icons] [search icon] [CC icon]

T

Grade 11 ACT Parental Consent to Release Student Information Form
Parent/Legal Guardian



If you do want your child/ward to participate in the state and district administration of the Grade 11 ACT, at no cost to you, this form must be completed & returned to your resident school district.

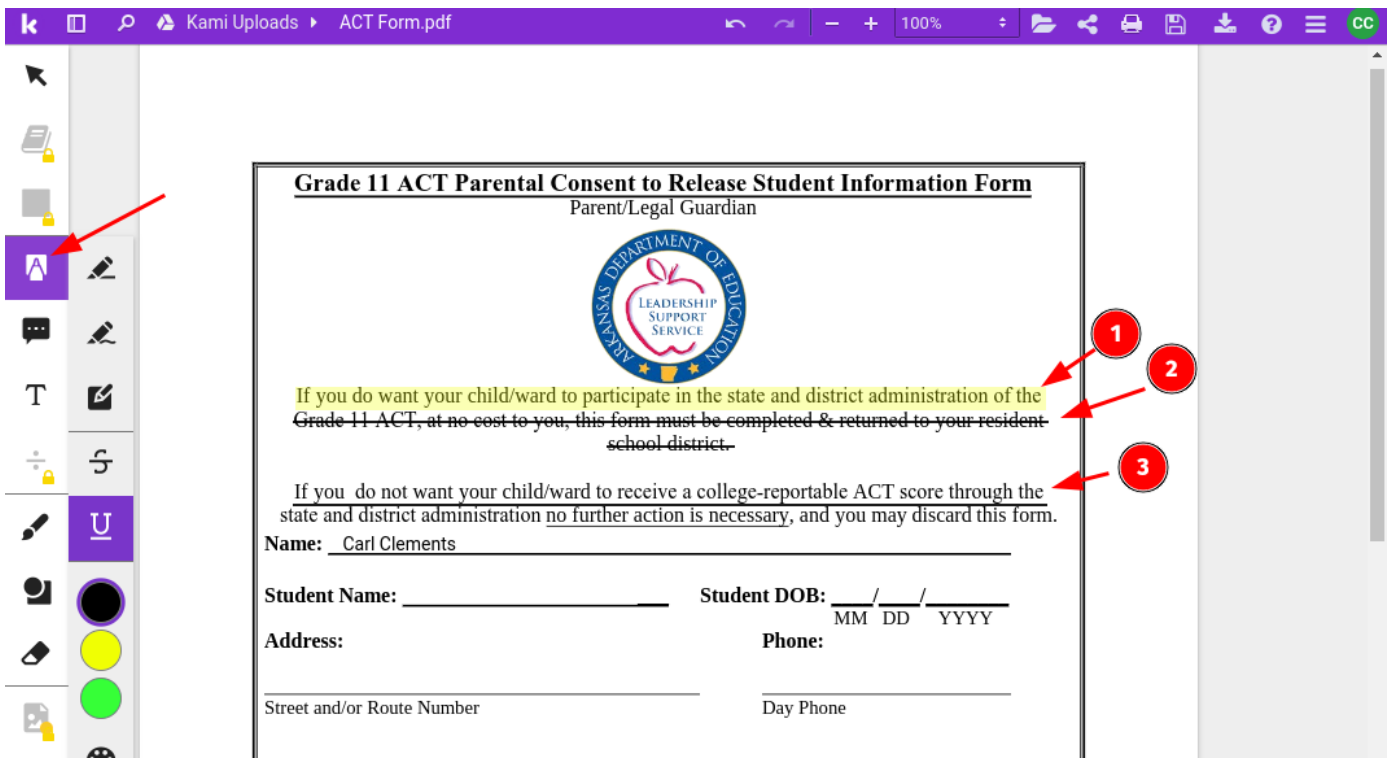
If you do not want your child/ward to receive a college-reportable ACT score through the state and district administration no further action is necessary, and you may discard this form.

Name: Carl Clements

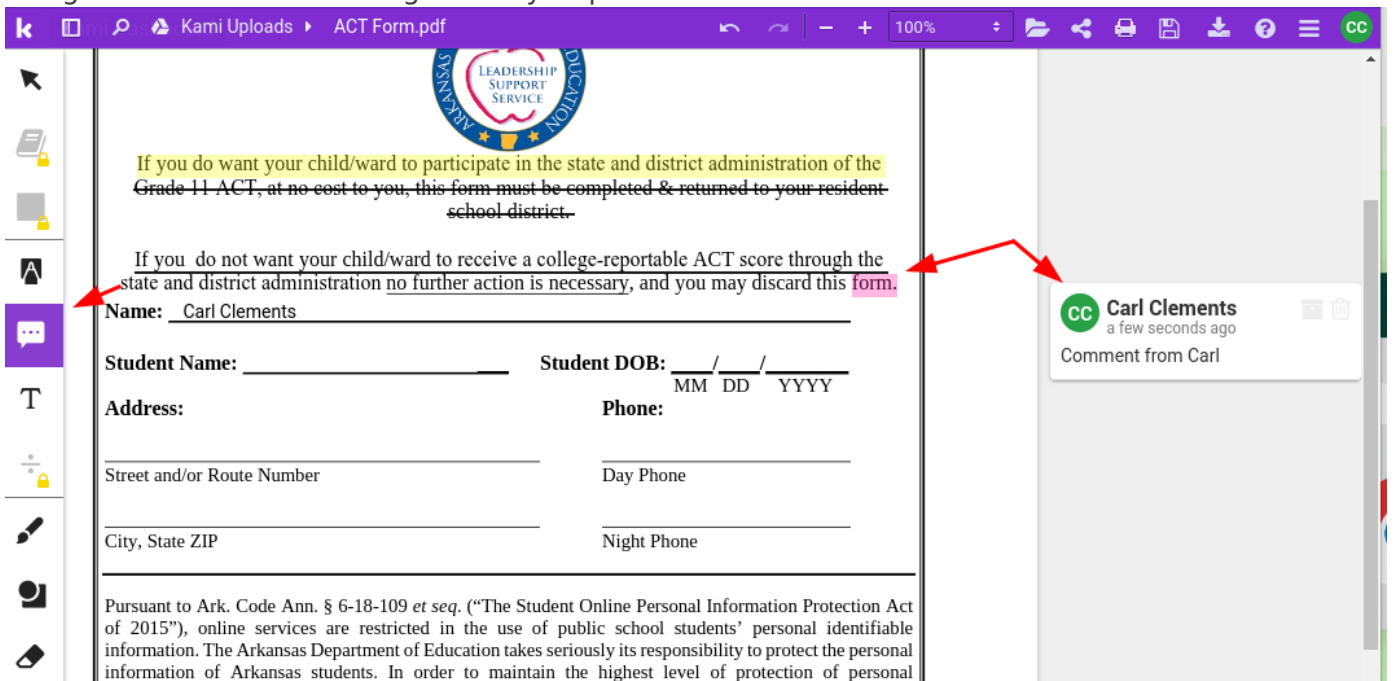
Student Name: _____ Student DOB: ____/____/____
MM DD YYYY

Address: _____ Phone: _____

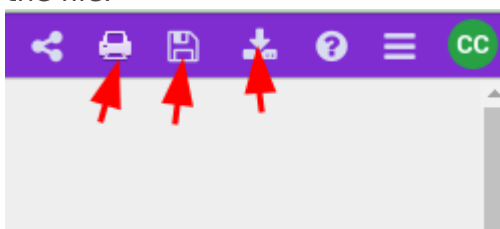
Use the Markup tools to highlight, strikethrough, or underline text. Great for giving student feedback on papers.



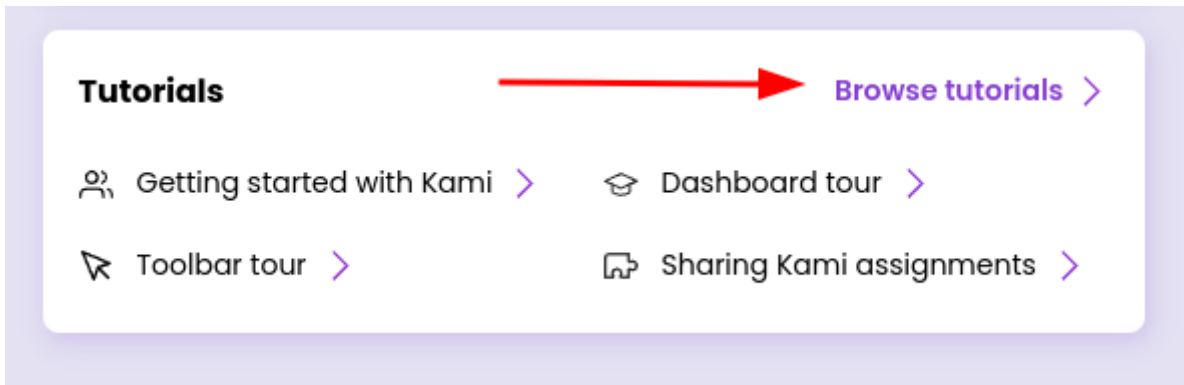
Use the Comment tool to add comments to the document. This is very similar to comments in Google Docs and is another great way to provide feedback.



Once the modifications are completed, use the tools in the upper right to print, save, or download the file.



This is just one example of what Kami is capable of. To learn more, check out their Youtube Tutorials on the Kami home screen.



Originally posted by Carl Clements on the West Fork Technology Hub (2023-03-28).

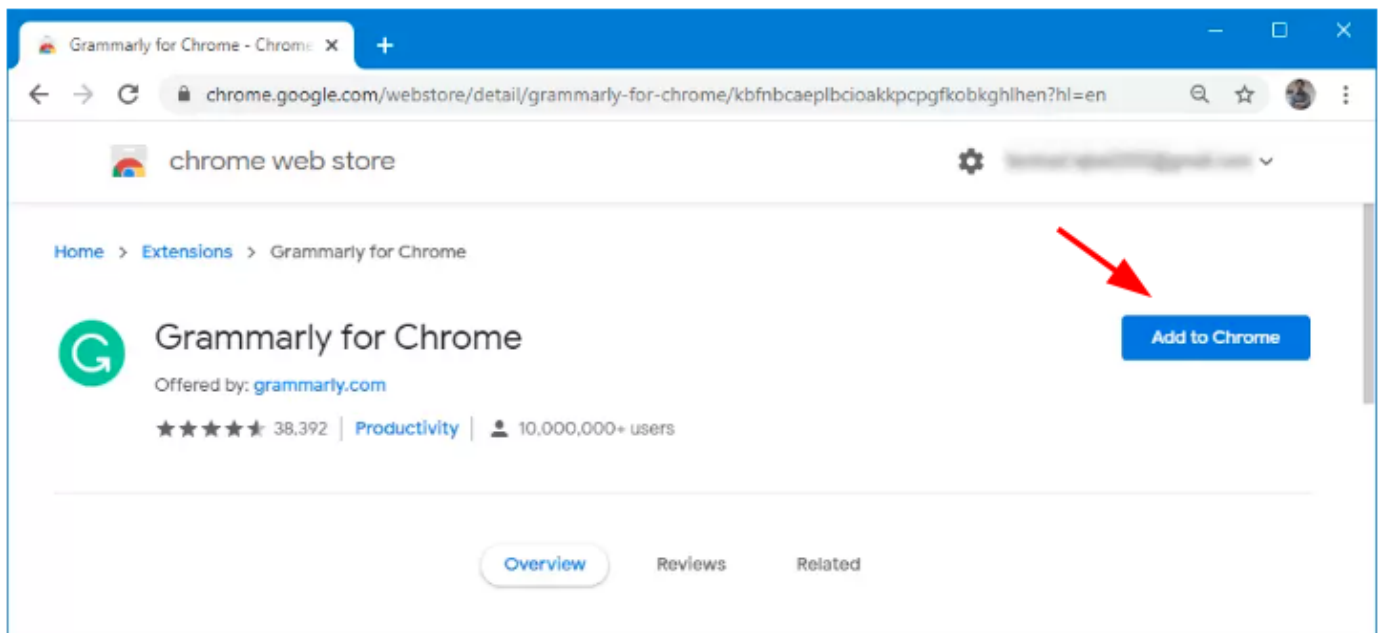
Grammarly Extension

Grammarly is a free extension for Chrome and other web browsers. It is a powerful tool that checks for spelling, punctuation, and grammar mistakes.

To install Grammarly open the Chrome web browser and click this link:

<https://chrome.google.com/webstore/detail/grammarly-grammar-checker/kbfnbcaepfbcioakkpcpgfkobkghlhen?hl=en-US>

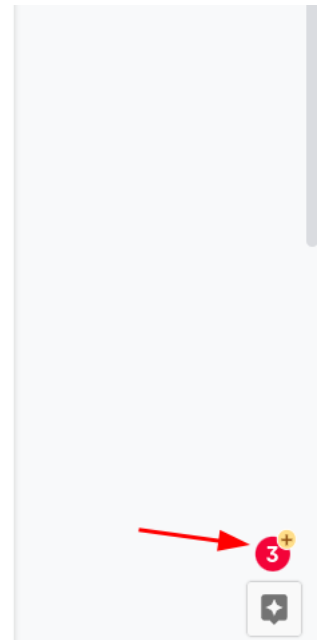
Click the Add to Chrome button and follow the prompts.



(It also works with Safari, Firefox, and Edge.)

Once installed, it will proofread your writing in Chrome as you type. It works automatically in Gmail, Google Docs, and many other applications. It currently does *not* work in Google Sheets or Slides. Anything identified as suspicious will be underlined in red. This example has a capitalization error, an incorrect word, and missing punctuation. Grammarly will display a total of potential errors at the bottom right of the screen.

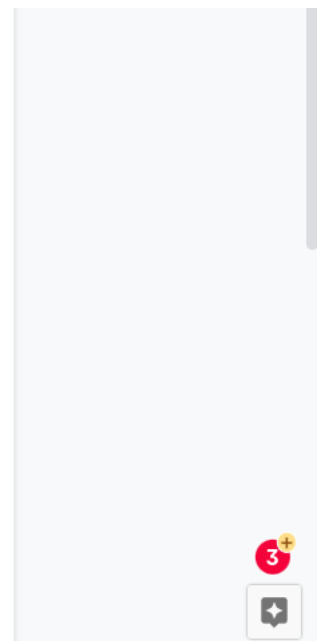
This is how grammarly can work for your.
Thank you Steven!



To clear the potential errors click on the underlined word or sentence and either accept the change recommended or choose “Dismiss” to ignore the suggestion. Choose “Add to dictionary” for uncommon words that are correct, but identified as an issue. ie: eSchool

This is how grammarly can work for your.
Thank yo

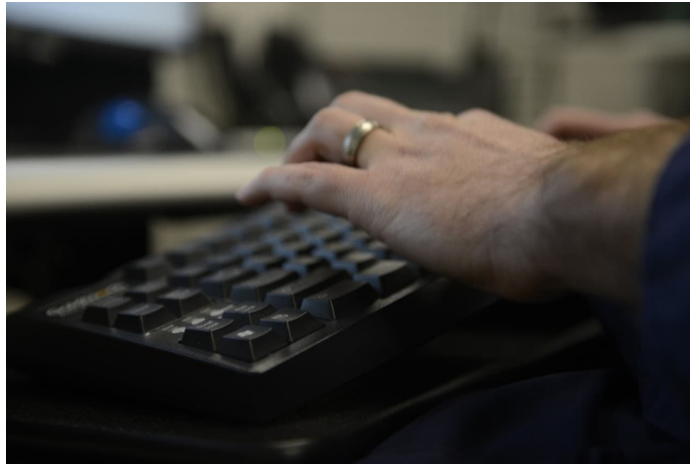
Change the capitalization
Grammarly
Add to dictionary
Dismiss
See more in Grammarly



Over time Grammarly will send reports by email that indicate your productivity, mastery, vocabulary, and tone. Not life-changing but fun to look at!

Originally posted by Carl Clements on the West Fork Technology Hub (2023-03-14).

Useful Keyboard Shortcuts



Keyboard shortcuts are a faster and more ergonomic alternative for mouse-driven actions, allowing you to perform tasks with just a few keystrokes. Whether you're composing emails, crunching numbers in Google Sheets, or simply browsing the web in Chrome, there are keyboard shortcuts for almost every task.

Google Workspace Shortcuts:

Full Article: [Use Google Workspace keyboard shortcuts - Google Workspace Learning Center](#)

Gmail

Full Article: [Keyboard shortcuts for Gmail - Computer - Gmail Help](#)

To see a complete list, open Gmail and press `Shift` + `?`

- Compose new email: `C`
- Send email: `Ctrl` + `Enter`
- Reply to email: `R`
- Forward email: `F`
- Archive email: `E`
- Mark as read/unread: `Shift` + `I`

Drive

Full Article: [Keyboard shortcuts for Google Drive on the web - Computer - Google Drive Help](#)

To see a complete list, open Drive and press **Shift** + **?**

- Create new document: **Shift** + **T**
- Create new spreadsheet: **Shift** + **S**
- Create new presentation: **Shift** + **P**
- Open selected file: **Enter**
- Rename selected file: **N**

Calendar

Full Article: [Use keyboard shortcuts in Google Calendar - Google Calendar Help](#)

To see a complete list, open Calendar and press **Shift** + **?**

- Create new event: **C**
- Edit event: **E**
- Move to next/previous period: **J** / **K**
- Jump to today: **T**
- Go to date: **G**

Google Meet

Full Article: [Use Google Workspace keyboard shortcuts - Google Workspace Learning Center](#)

To see a complete list, in a meeting press **Shift** + **?**

- Mute/unmute microphone: **Ctrl** + **D**
- Enable/disable camera: **Ctrl** + **E**
- Raise/lower hand: **Ctrl** + **Alt** + **H**
- Show/hide people: **Ctrl** + **P**
- Increase/decrease maximum tiles: **Ctrl** + **Alt** + **K** / **J**

Chrome Browser

Full Article: [Chrome keyboard shortcuts - Computer - Google Chrome Help](#)

1. Navigation:

- Open a new tab: `Ctrl + T`
- Close the current tab: `Ctrl + W`
- Reopen the last closed tab: `Ctrl + Shift + T`
- Switch to the next/previous tab: `Ctrl + Tab` / `Ctrl + Shift + Tab`
- Jump to a specific tab: `Ctrl + [1-8]`
- Go back / forward a page: `Alt + Arrow keys ← →`

2. Bookmarks and History:

- Bookmark the current page: `Ctrl + D`
- Open bookmarks manager: `Ctrl + Shift + 0`
- Open the browsing history: `Ctrl + H`
- Clear browsing data: `Ctrl + Shift + Delete`

3. Other Useful Shortcuts:

- Open the Chrome menu: `Alt + F` or `Alt + E`
- Toggle full-screen mode: `F11`
- Zoom in/out: `Ctrl + +` / `Ctrl + -`
- Reload the current page: `Ctrl + R` or `F5`
- Password Autofill: `Ctrl + Shift + L`

Docs

Full Article: [Keyboard shortcuts for Google Docs - Computer - Google Docs Editors Help](#)

To see a complete list, open a Google Doc and press `Ctrl + /`

1. Basic Text Editing:

- Bold: `Ctrl + B`
- Italicize: `Ctrl + I`
- Underline: `Ctrl + U`
- Undo: `Ctrl + Z`
- Redo: `Ctrl + Y`
- Select all: `Ctrl + A`
- Copy: `Ctrl + C`
- Cut: `Ctrl + X`
- Paste: `Ctrl + V`
- Paste without formatting: `Ctrl + Shift + V`

2. Formatting:

- Increase/decrease font size: `Ctrl + .` / `Ctrl + ,`
- Align left/center/right: `Ctrl + Shift + L` / `Ctrl + Shift + E` / `Ctrl + Shift + R`
- Bulleted list: `Ctrl + Shift + 8`
- Numbered list: `Ctrl + Shift + 7`

- Insert hyperlink: **Ctrl** + **K**

3. Navigation and Selection:

- Move to beginning/end of line: **Home** / **End**
- Move to beginning/end of document: **Ctrl** + **Home** / **Ctrl** + **End**
- Move to previous/next word: **Ctrl** + **Arrow keys** ← →
- Select text: **Shift** + **Arrow keys**

Sheets

Full Article: [Keyboard shortcuts for Google Sheets - Computer - Google Docs Editors Help](#)

To see a complete list, open a Google Sheet and press **Ctrl** + **/**

1. Navigation and Selection:

- Move to beginning/end of row/column: **Ctrl** + **Arrow keys**
- Select entire row/column: **Shift** + **Space** / **Ctrl** + **Space**
- Extend selection: **Shift** + **Arrow keys**
- Show all formulas: **Ctrl** + **`**

2. Editing and Formatting:

- Insert row/column: **Ctrl** + **Shift** + **+**
- Delete row/column: **Ctrl** + **-**
- Fill down: **Ctrl** + **D**
- Fill right: **Ctrl** + **R**
- Format as currency: **Ctrl** + **Shift** + **4**
- Format as percentage: **Ctrl** + **Shift** + **5**
- Clear formatting: **Ctrl** + ****

Slides

Full Article: [Keyboard shortcuts for Google Slides - Computer - Google Docs Editors Help](#)

To see a complete list, open a Google Slide and press **Ctrl** + **/**

1. Basic Slide Navigation:

- Move to previous/next slide: **Arrow keys** ← →
- Jump to slide: **Ctrl** + **Shift** + **S**
- Start presentation: **F5**

2. Editing and Formatting:

- Duplicate slide: **Ctrl** + **D**

- Insert new slide: `Ctrl` + `M`
- Delete slide: `Ctrl` + `D`
- Change text alignment: `Ctrl` + `Shift` + `L` / `Ctrl` + `Shift` + `E` / `Ctrl` + `Shift` + `R`

Other Shortcuts

There are many other shortcuts out there, if you use a program often you may check and see if there are shortcuts in it to make your life a bit easier.

PopOS - [Pop!_OS Keyboard Shortcuts - System76 Support](#)

Canva - <https://www.canva.com/help/keyboard-shortcuts/>

Originally posted by Stephen Hale on the West Fork Technology Hub (2024-04-09).