



Managing Form Time Notices

Alan Robertson <rt@burnside.school.nz>
To: allteachingstaff@burnside.school.nz

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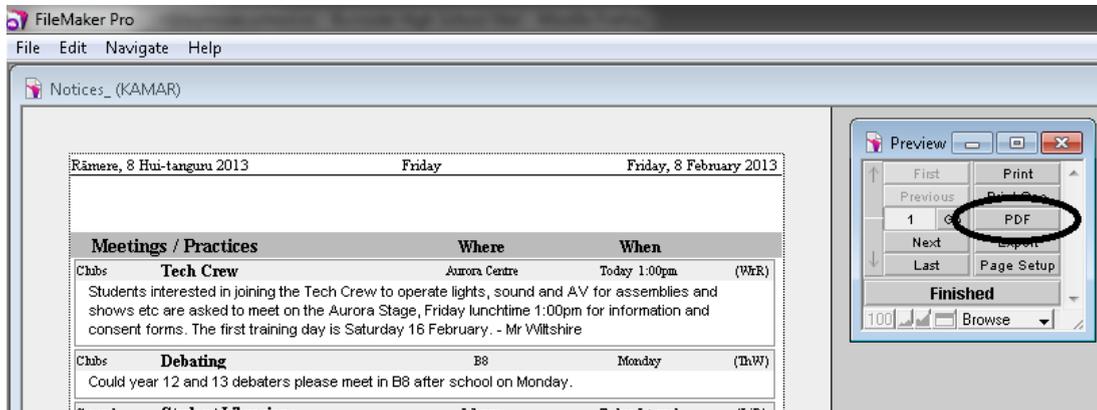
Kia ora koutou...

To be able to work on your computer, and have notices displayed through your projector at form time to avoid unnecessarily printing notices off every day

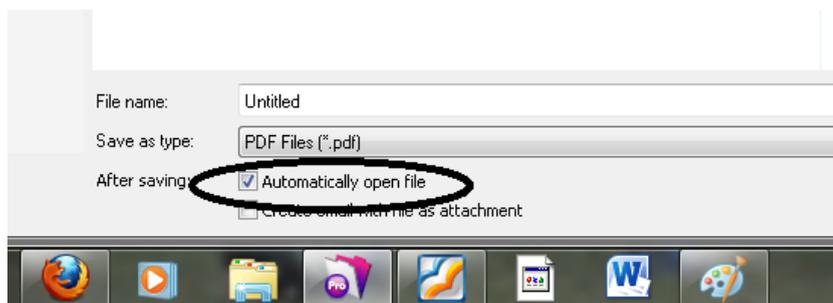
Here are a couple of steps which will help you set this up. I tried it with a couple of people this morning and it worked really well.

1. Convert KAMAR notices into a .pdf file.

- In KAMAR, go to **Teachers >> Student Notices >> View >> Print Notices**. You should end up with something like this...



- Click the PDF button instead of Print as shown by the black ellipse above.
- Save it to your desktop **after** selecting the box, '**Automatically open file**'. (shown below)



- A pdf file will open with todays notices.
- Use the following commands to make it auto-scroll at the correct pace...
 - **Ctrl - Shift - H ...** will make the notices begin to auto-scroll
 - **up and down arrows ...** to speed it up or slow it down

- **Ctrl +** ... will make the text bigger
- **Ctrl -** ... will make the text smaller

2. Now put notices on a separate screen through your projector (leaving you free to do absences on your computer)

- Plug in your projector and turn it on as usual
- Press **Function F5** to select your screen combination options - You should select the **two screens labelled 1 and 2**. This makes a new blank desktop through your projector
- Either, drag the notices across onto the screen (go off the right of your laptop screen)

- or -
- hold the **microsoft button - Shift and right arrow**... this will put the notices straight over to the projector screen

To go back to normal projector use again, simply push **Function - F5** again and select the **1 - 1** version

Thats it

You may wish to have a practice without your class there first

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Alan Robertson

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**Deputy Principal
North Division
PO Box 29 677
Christchurch 8540**

rt@burnside.school.nz
+64 3 358 8383 ext 835