TECHNOLOGY TIPS OF THE WEEK

Brought to you by Technocademy, Inc.   **April 19—25, 2015**

Use these tips to improve your technology skills! Looking for more? Find our resources at:

www.technocademy.org

"No act of kindness, no matter how small, is ever wasted"

—Aesop

Windows Tip—Using ClearType

ClearType is a Windows program that allows you to customize your text to make it as sharp and clear as text on paper—it's great for those who have difficulty reading text on the computer!

1. Click on the "Start" icon at the bottom left of the screen.
2. On the pop-up menu, click on "Control Panel".
3. In the search bar at the top right, type in "cleartype" (see right).
4. Click on "Adjust ClearType text" (see right).
5. Check the box next to "Turn on ClearType", and click "Next".
6. The program will lead you through a series of steps in which you select the text that appears most clear—click "Next" as you go.

Control Panel   cleartype

Display
Adjust ClearType text

Search Windows Help and Support for "cleartype"
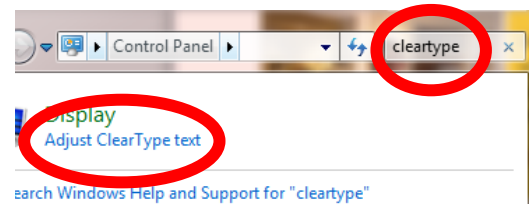
iPhone/iPad Tip—Notes

The "Notes" app is convenient when you want to remember something and pull it up later—instead of writing it down, use the app!

1. Begin by clicking on the "Notes" app icon in the home screen. The app appears as a yellow notebook page.
2. To create a note, tap on "New" at the top right.
3. Once you are finished typing the note, click on "Done" at the top right, and "Back" at the top left to return to the list (see right).
4. A set of three icons appears at the bottom of each note; select the left icon (trash) to delete the note, the middle icon to send/share the note, and the rightmost icon to create a new note.

Verizon   11:07 AM   29%

< Back

The Road Not Taken

Two roads diverge in a yellow wood
And sorry I could not travel both
And be one traveler, long I stood
And looked down one as far as I could
To where it bent in the undergrowth;
Then took the other, as just as fair,
And having perhaps the better claim
Because it was grassy and wanted wear;
Though as for that the passing there
Had worn them really about the same,
And both the morning equally lay
In leaves no step had trodden black.
Oh, I kept the first for another day!