TECHNOLOGY TIPS OF THE WEEK

Use these tips to improve your technology skills! Looking for more? Find our resources at:
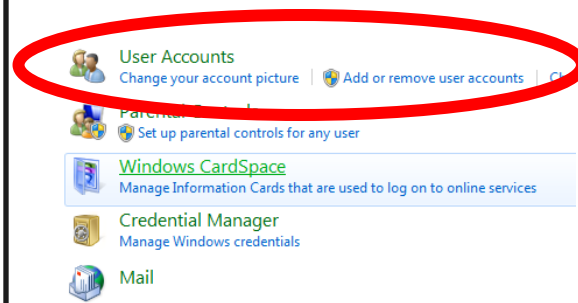
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"In teaching others we teach ourselves"

—Proverb

Windows Tip—Setting Account Passwords

Passwords ensure that you are the only one who can access the personal information stored on your computer.

1. Begin by clicking the "Start" button located at the bottom left of your screen.
2. On the pop-up menu, click "Control Panel".
3. In the following screen, click "User Accounts and Family Safety", the option at the top of the right column.
4. Select "User Accounts" (see right).
5. Click the first option, labeled "Create a password for your account".
6. **Note:** For maximum safety, your password should be something only you could possibly guess!

iPhone/iPad Tip—Flashlight

Ever in a dark room or looking for something under the couch? Use this quick flashlight function on your phone for a quick fix!

1. Access the control center by swiping up from the bottom of your screen (start your finger outside of the screen).
2. Click on the flashlight icon on the bottom left corner (see right).
3. Your phone's flash segment will turn on and you can begin to use it!
4. To turn off your phone's flash segment, press the same button again so that the light turns off.