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TECHNOLOGY TIPS OF THE WEEK

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"Believe you can and you're halfway there"

—Theodore Roosevelt

Desktop Tip—Enlarging the Mouse

You use your mouse all the time on the computer, but sometimes it may be difficult to see. Find out how to change your mouse's settings to your comfort!

1. Click the "Start" icon at the bottom left of the screen.
2. On the pop-up menu, select "Control Panel".
3. Select "Ease of Access", the bottom option on the right-hand side.
4. On the following screen, select "Ease of Access Center", the first option at the top.
5. Find and click on "Make the mouse easier to use" (see right).
6. Click the circle next to "Large White" or "Extra Large White" to enlarge the size of the mouse; changes will occur the next time you log on.

Use the computer without a mouse or keyboard
Set up alternative input devices

Make the mouse easier to use
Adjust settings for the mouse or other pointing devices

Make the keyboard easier to use
Adjust settings for the keyboard

Use text or visual alternatives for sounds
Set up alternatives for sounds

iPhone/iPad Tip—Using the Calendar

If used correctly, your device's calendar is a great way to stay organized and manage your upcoming events.

1. Access the "Calendar" app by clicking the icon in the home screen.
2. Swipe to the left at the top of the screen where the list of dates is located (see right) to find a date on which you wish to create an event. Alternatively, click the arrow at the top left of the screen to see a view of dates by month instead of week.
3. When you have selected a date, click the "+" at the top right to create an event (see right).
4. On the following screen, you can select the date and location of your event, as well as what time you would like to be notified.