

TECHNOLOGY TIPS OF THE WEEK

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"Wisdom begins in wonder"

—Socrates

Windows Tip—Changing the Time Zone

Traveling to a new region? Find out how to set the correct time zone!

- 1. Click the "Start" icon in the bottom-left corner of your screen (or right click on the white flag if in Windows 8).
- 2. On the pop-up menu, click on "Control Panel".
- 3. In the Control Panel, select "Clock, Language, and Region" (Windows 7).
- 4. Alternatively, search for "Date and Time" (Windows 8).
- 5. On the new window that pops up, click on "Change time zone" (see right).
- 6. Finally, simply click on the pop-up menu to open a list of time zones. Select the one you wish to set and click "OK".

Date: Sunday, April 12, 2015 Time: 2:58:52 PM Change date and time... Time zone (UTC-05:00) Eastern Time (US & Canad Change time zone... Daylight Saving Time ends on Sunday, November 01, 2013 at 2:00 AM. The clock is set to go back 1 hour at that time. Notify me when the clock changes Get more time zone information online How do I set the clock and time zone?

iPhone/iPad Tip—Using the Camera's Flash

Flash is convenient to use in dark areas when dim lighting prevents your device's camera from taking a quality picture.

- 1. Open the "Camera" app in the home screen by clicking on the Camera icon.
- 2. Manage the Flash option by clicking on the lightning bolt icon in the top left of your screen, which will expand the options (see right).
- 3. Selecting "On" will enable flash every time you take a photo, whereas "Auto" will use flash only in dark areas.
- 4. The flash icon located at the center shows that flash will be used.

