

TECHNOLOGY TIPS OF THE WEEK

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“An investment in knowledge pays the best interest”

—Benjamin Franklin

Windows Tip— Reduce Screen Distractions

You can personalize your display settings to display only the important information and save space.

1. Click on the Windows “Start” icon at the bottom-left.
2. In the pop-up menu, click on “Control Panel”.
3. Now, select “Ease of Access”.
4. Click on “Ease of Access Center”.
5. Select the option “Make the computer easier to see”.
6. Scroll down and click the boxes next to “Turn off all unnecessary animations” and “Remove background images” (see right).

Fine tune display effects

☐ Make the focus rectangle thicker

Set the thickness of the blinking cursor: 1

☒ Turn off all unnecessary animations (when possible)

☒ Remove background images (where available)

iPhone/iPad Tip—Delete a Contact

Have some contacts you no longer use and need to clear up space? Use these steps to delete them.

1. Begin by opening the “Contacts” app from the home screen.
2. Under “All Contacts” find and tap on the contact you wish to delete to open it.
3. Now, click on “Edit” at the top right of the screen.
4. Scroll to the bottom of the edit menu and tap on “Delete Contact”.

Verizon 7:35 PM 20%
Cancel Done

Notes

add field

LINKED CONTACTS

+ link contacts...

Delete Contact