

TECHNOLOGY TIPS OF THE WEEK

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“The man who moves a mountain begins by carrying away small stones”

—Confucius

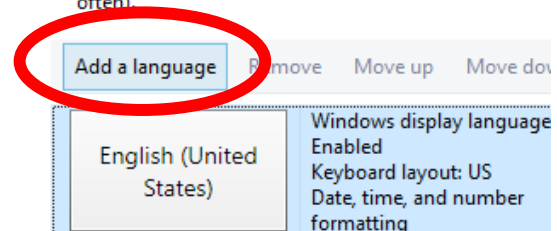
Windows Tip—Add a Language Preference

Setting language preferences is useful if you want to be able to switch between languages on your computer.

1. First, click on the “Start” icon at the bottom-left of your screen.
2. In the pop-up menu, find and click on “Control Panel”.
3. Under the option “Clock, Language, and Region”, click on “Add a language”.
4. Click on “Add a language” (see right).
5. Scroll through the list and find the language you’d like to add. Click on it and select “Add”.
6. In the previous menu, double click on a language to use it.

Change your language preferences

Add languages you want to use to this list. The language in your list is your primary language (the one you want to use often).



iPhone/iPad Tip—Use a Filter on a Photo

Setting a filter can help you get the desired mood or look on a photo you’ve taken.

1. Open the “Photos” app from the home-screen.
2. Open the photo album and tap on the photo you wish to set a filter on (this should enlarge it).
3. Tap on “Edit” at the top right of the screen.
4. Tap on the 3 overlapping circle icon at the bottom of the screen (see right).
5. Scroll through the list of filters—you can tap on each one to try it on your photo. Select “Done” at the bottom-right to finish.

