

TECHNOLOGY TIPS OF THE WEEK

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"If you are not willing to risk the usual you will have to settle for ordinary"

—Jim Rohn

Windows Tip—Adding User Accounts

If more than one person uses your computer, setting up different user accounts is useful so that you can each customize Windows to your preference.

1. First, open the "Start" menu by clicking the Windows icon at the bottom left of the screen.
2. On the pop-up menu, select "Control Panel".
3. On this menu, select "User Accounts and Family Safety".
4. Then, select "Add or remove user accounts".
5. You can now manage accounts or add a new account by clicking "Create a new account".

User Accounts

Change your account picture |  Add or remove user accounts

Parental Controls

Set up parental controls for any user

Windows CardSpace

Manage Information Cards that are used to log on to online services

Credential Manager

Manage Windows credentials

Mail

iPhone/iPad Tip—Adding Photos to "Favorites"

Using the "Photos" app in your device, you can group your favorite shots together into a single album.

1. Begin by opening the "Photos" app in the home screen.
2. Open an album in which you would like to find photos to add to your "Favorites".
3. In the album, enlarge the photo you wish to add to "Favorites" by tapping on it.
4. Tap on the heart symbol in the banner at the bottom to add a photo to your "Favorites" album (see right).

