

# TECHNOLOGY TIPS OF THE WEEK

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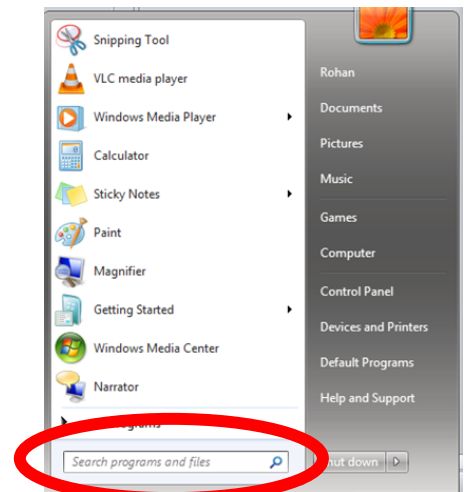
*“Once you learn to quit,  
it becomes a habit”*

—Vince Lombardi

## Windows Tip—Search Bar

The Windows search bar is an easy and effective way to locate and open anything on your computer, whether that be a specific program, function, or file.

1. Begin by clicking the “Start” button. The Start button is the multi-colored windows icon at the bottom-left of the screen.
2. A pop-up menu should appear with a search bar at the bottom (see right).
3. Simply type keywords into the search bar, and click on the suggestions that appear to open them.



## iPhone/iPad Tip—Save Photos from Messages

Photos that are received through text/Messages can be saved directly in your Photos app.

1. Open the “Messages” app, and open the message chain from which you wish to save a photo.
2. Tap on the button that says “Details”, located at the top right of the screen in a message chain.
3. On the following menu, you should see pictures sent in the message chain under “Attachments”.
4. To save a photo, simply hold your finger down until a pop-up menu appears; then, select “More” (see right) and finally select “Save image”.

