

TECHNOLOGY TIPS OF THE WEEK

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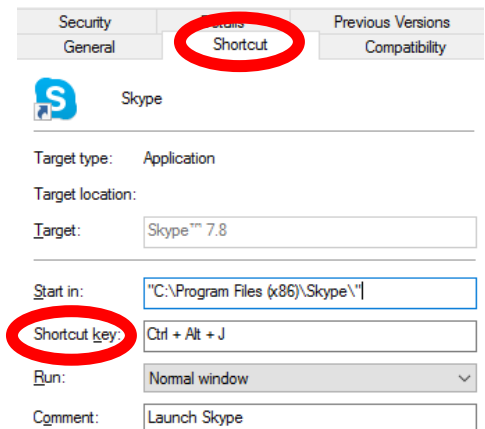
“Even if you fall on your face, you’re still moving forward”

—Victor Kiam

Windows Tip—Create Keyboard Shortcut for Programs

Keyboard shortcuts are a convenient way of quickly opening programs simply by clicking Ctrl + Alt + the letter(s) you choose.

1. You must be in your desktop screen, where all programs are minimized.
2. Right-click on the icon you wish to make a shortcut for.
3. In the pop-up menu, click on “Properties”.
4. In the next menu, click on the “Shortcut” tab (see right).
5. Type in a letter into “Shortcut key” (see right). The letter used in the example is J, but you can use the letter of your preference.
6. Holding down the Ctrl, Alt, and J keys will open the program.



iPhone/iPad Tip—Quickly Take and Send a Photo

Photos can be sent immediately from the “Messages” app. If you are using this, keep in mind that the photo you take will automatically send.

1. Open the “Messages” app.
2. Tap on a conversation to open it.
3. Touch and hold the camera icon located to the left of the box you type into (see right).
4. Doing so will open your camera. Tap the camera icon to send a photo and tap the red video icon to begin recording a video.
5. The photo and/or video will send through iMessage immediately after it is taken.

