

TECHNOLOGY TIPS OF THE WEEK

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“Whatever the mind of man can conceive and believe, it can achieve”

—Napoleon Hill

Windows Tip—Make it Easier to Focus on Tasks

These steps will allow you to reduce the amount of information on your screen so that it is easier to read.

1. Begin by clicking on the “Start” icon at the bottom left.
2. In the pop-up menu, find and click on “Control Panel”.
3. Under this menu, click on “Ease of Access”.
4. Now, click on “Ease of Access Center”.
5. Scroll down and click on the option “Make it easier to focus on tasks”.
6. You can now check the box next to each option you would like to turn on, such as “Remove background images” (see right).

Reading



☐ Turn on Narrator

Narrator reads aloud any text on the screen. You will need speakers.



☐ Remove background images (where available)

iPhone/iPad Tip—Get Visual Alerts

Visual alerts are useful if you are unable to hear sounds from your phone or if you simply want an additional alert when receiving texts and calls.

1. First, open the “Settings” app from the homescreen.
2. In the following menu, find and tap on “General”.
3. Now, tap on “Accessibility”.
4. Scroll down until you see “LED Flash for Alerts”. Tap on the button next to this option to turn it on—if the button is green, then it is turned on (see right).

