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TECHNOLOGY TIPS OF THE WEEK

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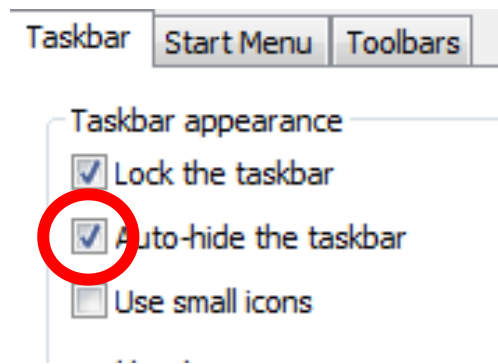
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"A journey of a thousand miles begins with a single step"

—Confucius

Windows Tip—Hide the Taskbar

Sometimes, you may want to maximize the amount of space on your screen. This can be done by hiding the "taskbar" that runs along the bottom of the screen.

1. Begin by right-clicking on the taskbar in any screen in which you can see the taskbar at the bottom.
2. On the pop-up menu, select "Properties".
3. In the following menu, simply click on the box next to "Auto-hide the taskbar" (see right). This will hide the taskbar from the bottom of your screen, but it will reappear momentarily when you move your cursor to the bottom of the screen.

iPhone/iPad Tip—Respond to Calls with a Text

When you are receiving a call, you may not be able to pick up the phone. Fortunately, there is an easy way to respond to the person calling by sending a text message from the incoming call screen.

1. This action can only be executed while you are receiving a call.
2. While your phone is ringing, you should see a "Message" button (see right).
3. Tapping on this button will pull up a list of possible texts that you can reply to the person calling with—all you have to do is tap on a message instead of writing it out, which will save you time! Note that you can write out a text by selecting "Custom…".