![Technocademy™ — Inform. Inspire. Imagine.]

TECHNOLOGY TIPS OF THE WEEK

Brought to you by Technocademy, Inc.   **Aug 30—Sept 5, 2015**

Use these tips to improve your technology skills! Looking for more? Find our resources at:

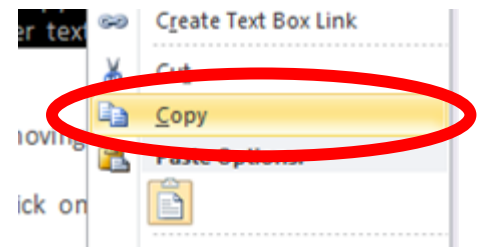**www.technocademy.org**

"Anything worth achieving will always have obstacles in the way"

—Chuck Norris

Windows Tip—Copying and Pasting Text

Copying and pasting text is useful for website URLs, copying paragraphs from the Internet, pictures, and just about any other text that can be difficult to type out.

1. Identify the text you wish to copy.
2. Highlight the text by clicking down and moving your cursor across the specific section of text (see right).
3. Right-click on your mouse/keyboard, and click on "Copy" (see right).
4. To paste the information you have copied, right-click the specific area you wish to place the copied text and select "Paste".

iPhone/iPad Tip—Type Faster with QuickType

Your device has a built-in system of predicting words to you as you type—this can help you save time and type faster.

1. Make sure that the predictive typing setting is on by opening the "Settings" app.
2. In the menu, select "General".
3. Scroll down and select "Keyboard".
4. Click on the button next to "Predictive" so that it turns green to turn the keyboard setting on.
5. While you are typing a message, your device will predict words based on what you are typing—tap a word to use it (see right).