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TECHNOLOGY TIPS OF THE WEEK

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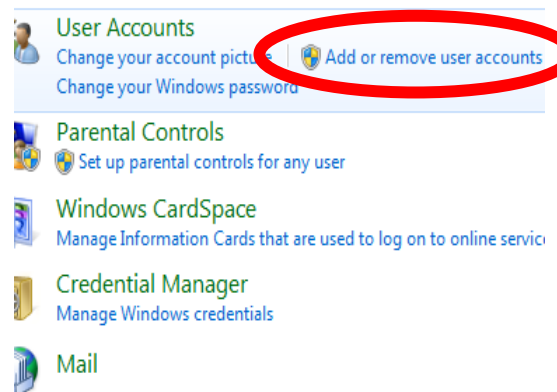
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"Learning never exhausts the mind"

—Leonardo da Vinci

Windows Tip—Creating a Password

Account security is of great importance when using computers that may hold sensitive information; creating a password is essential.

1. Begin by clicking the "Start" icon at the bottom-left of the screen; in the pop-up menu, select "Control Panel".
2. In the next menu, select "User Accounts and Family Safety".
3. Now select "Add or remove user accounts" (see right).
4. A list of accounts that can be modified appears; click on the account you would like to create a password for.
5. Click on "Create a password" and follow the steps. Make sure that your password is somewhat complex and unique.

iPhone/iPad Tip—Send an Audio Message

Your device has a convenient way to send recordings through Messages. Read below to find out how!

1. Begin by opening the "Messages" app.
2. Open the conversation in which you want to send a recording.
3. In the area where you would normally type a message, you should see a microphone icon on the right side.
4. Touch and hold the microphone icon to begin recording; hold the icon for the duration of your recording.
5. Swipe up to send the recording, and swipe left to delete it.