

TECHNOLOGY TIPS OF THE WEEK

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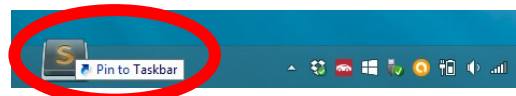
“Education is the transmission of civilization.”

—Will Durant

Windows Tip—Pinning Programs to the Taskbar

Do you see at the bottom of your screen a list of icons? These are programs that you can easily access by pressing on the picture!

1. First, go to your desktop.
2. Make sure that the program you want to pin to your taskbar (the bottom bar) is on the desktop. If not, find it in the folder > right click > create desktop shortcut.
3. Select the program by clicking it once.
4. Click and drag it over to the taskbar until it says “Pin to Taskbar” and then you’re done (see right)!



iPhone/iPad Tip—Accessing the Notifications Center

You can quickly check all the notifications on your phone through the Notification Center.

1. Place your finger at the very top of your screen (even above the touch screen area).
2. Slide your finger down until a gray box appears.
3. Scroll through all your notifications and delete ones that are not of interest to you (see right).

