

# TECHNOLOGY TIPS OF THE WEEK

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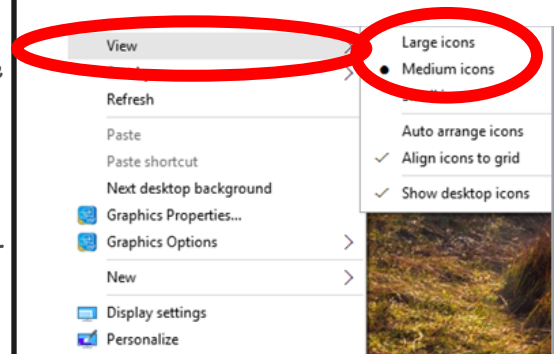
*“Be kind whenever possible. It is always possible.”*

—Dalai Lama

## Windows Tip—Make Icons Larger

Double-clicking icons in the home screen is an easy way to access programs. Use the following steps to make these icons larger.

1. Minimize all open windows/programs so that you are in your home screen.
2. Right click on your mouse or keyboard.
3. In the following pop-up menu, hover your cursor over “View” (see right).
4. This should lead to another pop-up menu. Here, click on “Medium icons” or “Large icons” to increase the size according to your choice (see right).



## iPhone/iPad Tip—Set a Timer

Setting a timer will cause an alarm to go off after a certain period of time.

1. Begin by opening the “Clock” app from the home screen.
2. A list of options is located at the bottom of the screen (World Clock, Alarm, Stopwatch, Timer). Tap on “Timer” (see right).
3. Scroll vertically through the hours and minutes to set the amount of time before the timer goes off.
4. Tap on “When Timer Ends” to open a list of sounds that can be chosen for when the timer goes off. When you have selected and tapped on one, tap on “Set” at the top right.
5. Tap “Start” to begin the timer.

