

TECHNOLOGY TIPS OF THE WEEK

Brought to you by Technocademy, Inc.

October 18—24, 2015



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

www.technocademy.org

"It always seems impossible until it's done"

—Nelson Mandela

Windows Tip—Rearrange Taskbar Icons

The taskbar is the banner that runs along the bottom of the screen that contains icons/programs that can be directly opened. You can put frequently accessed icons in the taskbar to make them easier to open.

1. To add an icon to the taskbar, simply drag an icon from the home screen and drop it into the taskbar.
2. To rearrange the icons into the order of your preference, drag the icons within the taskbar to the location you want them to be.
3. To remove an icon from the taskbar, right-click on the icon and select "Delete" or "Unpin".
4. Click once on an icon in the taskbar to open it.



iPhone/iPad Tip—Replying from the Lock Screen

When you receive a message, you can reply to the message directly from the lock screen without having to open your phone.

1. To do this, you must first have received a message that you can see in your lock screen (without having unlocked your phone).
2. On the message banner, swipe to the left.
3. You can tap the "x" button to remove the message from your lock screen (it will still show up in Messages).
4. Tap on the "Reply" button.
5. This will open up the keyboard and the message at the top of the screen—after typing, press "Send".

