

# TECHNOLOGY TIPS OF THE WEEK

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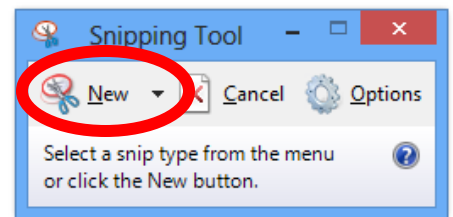
*“Education alone can conduct us to that enjoyment which is, at once, best in quality and infinite in quantity”*

—Horace Mann

## Windows Tip—Using the Snipping Tool

Ever want a picture of something specific on your computer screen? Use the Snipping Tool to do it!

1. Right click on the Window's Start Menu (click the icon at the bottom left of the screen). It will either be a blue circle with a flag or just four white squares, depending on your operating system.
2. Select the “Search” option.
3. Type in “Snipping Tool” and click the link that has a pair of scissors.
4. Once you do this, click the “New” button (see right) and then use the cursor to create a box of which you want to take a picture.
5. Once you do this, click the save button on the upper left!



## iPhone/iPad Tip—Using the Microphone in Messages

Aside from typing out each letter, you can simply speak to your device and it will make the words for you!

1. Open the app that you want the device to make words for you; this can be in the Messages app, on Safari, etc.
2. Click on the little icon on the bottom left that looks like a microphone (see right).
3. Now, you can begin speaking. As you speak, the words you just said should appear on the screen.
4. Once you finish, click the “Done” button on the bottom of the screen. You should have all the words there that you spoke!

