

TECHNOLOGY TIPS OF THE WEEK

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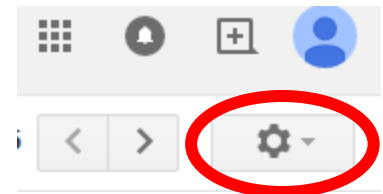
“The whole purpose of education is to turn mirrors into windows”

—Sydney J. Harris

Email Tip—Setting a Gmail Theme

Email themes are a great way to personalize your email.

1. Open gmail.com and enter your username and password to access your account.
2. Click the gear icon located at the top right of the page (see right).
3. On the drop-down menu, choose “Themes”.
4. You now have a list of themes to choose from, ranging from colors to settings (mountains, beach, etc.).
5. Simply click on a theme and enjoy!



iPhone/iPad Tip—Deleting Photos/Videos

Old and unnecessary photos are a waste of memory and may be getting in your way. Read on to learn how to delete them!

1. After unlocking your device, access the “Photos” app.
2. Access an album and tap a photo to enlarge it.
3. Tap the trash can symbol at the bottom right of the screen (see right) and click “Delete Photo” to continue.
4. To delete multiple photos at once, access an album and tap “Select”, located at the top right of the screen.
5. Tap on each photo you wish to delete to select it.
6. While the photos are selected, tap the trash icon.

