

# TECHNOLOGY TIPS OF THE WEEK

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*“Anyone who keeps learning stays young”*

—Henry Ford

## Windows Tip—Computer Brightness

Changing your computer screen’s brightness is very useful and easier than it sounds!

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 “Control Panel” option. Next, find the choice that says “Power Options.”
3. In this screen, a “screen brightness” bar will be on the bottom of the screen. You can move the cursor left and right to set the brightness to your preference (see right).



## iPhone/iPad Tip—Using the Mute Button

The mute button is important when you want to silence your device or when your device does not have sound when you want it.

1. Locate the mute button on the left edge of the device, above the volume buttons (see right).
2. If a red line is visible, your device is on silent.
3. To take a phone off of silent or to put it on silent, push the button up or down.
4. The temporary image on your screen that comes up immediately after pushing the button tells you if your device is on silent or not.

