

TECHNOLOGY TIPS OF THE WEEK

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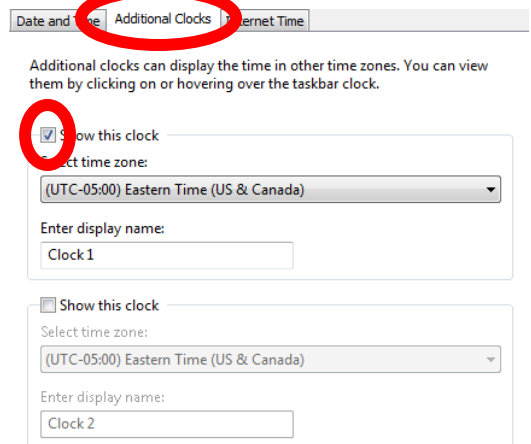
“Whatever the mind of man can conceive and believe, it can achieve”

—Napoleon Hill

Windows Tip—Displaying Additional Time Zones

Do you ever need to keep track of what time it is for a friend or relative in a different time zone? Follow these steps to set up additional clocks along with your own!

1. Begin by right-clicking on the time display at the bottom right of the screen.
2. On the pop-up menu, select “Adjust date/time”.
3. In the “Date and Time” window, click on the tab “Additional Clocks” (see right).
4. You can now set an additional two different clocks, even adding a display name; make sure to check the box “Show this clock”.



iPhone/iPad Tip—Organize Apps into Folders

Grouping similar apps together will allow for a more organized home screen and may make it easier for you to find apps.

1. App folders can be created directly from your homepage.
2. To begin, hold your finger on any app icon until all the icons start to shake.
3. Then, drag an app icon directly onto the app you wish to group it with.
4. A folder will appear that will be automatically named based on the apps you combined (see right).
5. You can customize the name by typing into the text box.

