

TECHNOLOGY TIPS OF THE WEEK

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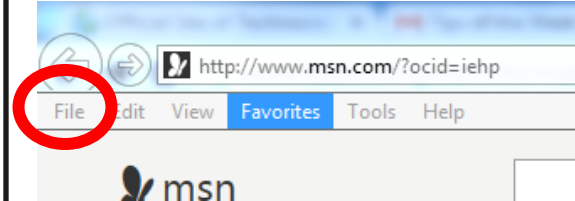
“It does not matter how slowly you go as long as you do not stop”

—Confucius

Windows Tip—Creating a Desktop Shortcut

Are you in need of a faster way to access your favorite websites? Use these steps to create a website icon in your homepage!

1. Open Internet Explorer and access the webpage you wish to add as an icon in your home screen.
2. Click on the “File” tab in the top left screen (see right).
3. On the dropdown menu, hover over “Send”
4. On the next menu, click on “Shortcut to Desktop”.
5. Click “Yes”; you have now created an icon in your homepage!



iPhone/iPad Tip—Deleting Message Conversation

Deleting old conversations can help you clear up your message inbox and save memory space.

1. Select “Messages” in your home screen.
2. Tap “Edit”, located in the top left corner.
3. Select the conversations you wish to delete, and click “Delete” at the bottom right corner (see right).
4. An alternative way to delete a conversation is to swipe left on the conversation, and select “Delete”.

