

# TECHNOLOGY TIPS OF THE WEEK

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*“Don’t let what you can’t do stop you from doing what you can do”*

—John Wooden

## Desktop Tip—Adding Programs to the Taskbar

The “taskbar” is the banner that runs along the bottom length of your computer—having icons there can be very convenient!

1. Access your homepage with no windows open.
2. To place a program on the taskbar for easy access, simply drag the icon from the homepage onto the taskbar and release it at the desired spot.
3. Icons in the taskbar can be accessed by a single click even when other windows are open. To remove an icon in the taskbar, right click on the icon and select “Unpin this program from taskbar” (see right).
4. Alternatively, you can open select any file, photo, website, etc. in the file system, right click, and select “Create shortcut”.



## iPhone/iPad Tip—Adding Photos for Contacts

A contact’s picture can show up during communication so that you can more easily recognize the contact.

1. Begin by opening the “Contacts” app on your device.
2. Scroll through your list of contacts and tap on the one you wish to add a picture to.
3. While viewing the contact, select “Edit” at the top right of the screen.
4. Now, tap on “add photo” (see right).
5. After selecting “Choose Photo”, you can scroll through and click on a photo from your album of your contact—tap on “Choose”.

