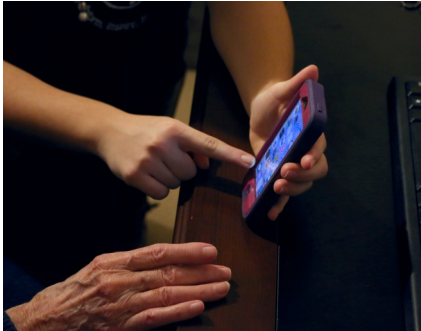


TECHNOLOGY TIPS OF THE WEEK

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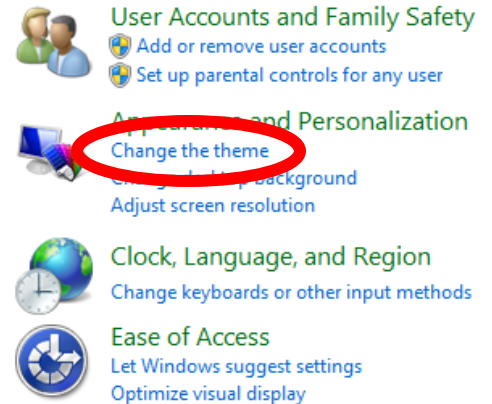
“The best way to find yourself is to lose yourself in the service of others”

—Mahatma Gandhi

Desktop Tip—Changing Homepage Theme

Setting a theme is a great way to personalize your computer.

1. Click on the “Start” icon at the bottom left of your screen.
2. On the pop-up menu, select “Control Panel”, located on the right side (alternatively, you can Right Click on “Start Icon” > Search > Control Panel).
3. Under “Appearance and Personalization”, select the option “Change the theme”.
4. You now have a variety of themes/backgrounds to choose from. Select one to your liking!



iPhone/iPad Tip—Switching Between Tabs

Your device has an extremely useful way to switch between apps without having to go through all of the steps of exiting and entering a new app.

1. On your homepage or while using an app, double click the home button in quick succession.
2. The view of the page will change (see right); swipe to the left to scroll through the tabs and click on the one you wish to access.
3. Swipe upwards on a tab that you no longer wish to use; this will allow you to conserve battery and clear up your opened tabs.
4. A list of your recently used contacts will appear at the top (see right); click on names to easily call/message them.

