

# TECHNOLOGY TIPS OF THE WEEK

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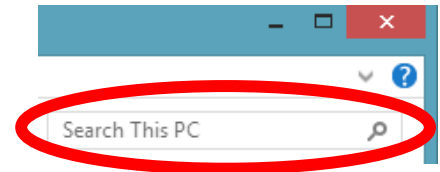
*“We must learn to live together as brothers or perish together as fools”*

—Martin Luther King, Jr.

## Windows Tip—Using File System Search

Ever forget where you placed a file on your computer? Using the search feature, you can make sure you never lose another file again!

1. Click on the “Start” icon at the bottom left of the screen.
2. On the pop-up menu, click on “Windows Explorer.” Alternatively, simply click on the Windows Explorer icon (beige colored folder) on the desktop.
3. In the search bar at the top right, type in whatever you are searching for (see right).
4. Your computer will bring up the results and you can then find what you are looking for!



## iPhone/iPad Tip—Using the Swype Keyboard

Ever wish you could type faster on your iPhone or iPad? This app allows you to slide your finger from key to key continuously to make words which is much faster.

1. Begin by going to the App Store.
2. Search for “Swype Keyboard.”
3. Search for the icon that is a black background with a white finger and an orange stripe inside.
4. Open the app and follow the listed instructions.
5. After, whenever your keyboard is out, you can click on the globe in the bottom left to switch to Swype and begin making words faster (see right)!

