

TECHNOLOGY TIPS OF THE WEEK

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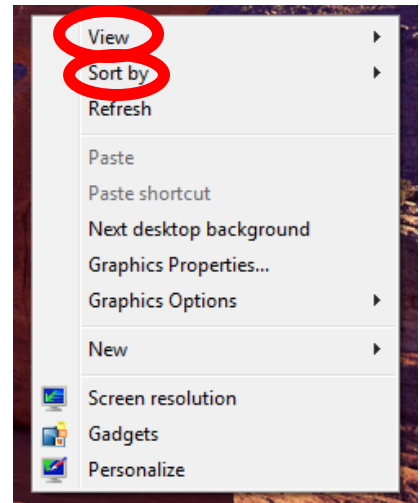
“It always seems impossible until it’s done”

—Nelson Mandela

Windows Tip—Icon Layout

These steps will allow you to personalize your computer’s home screen to make it easier to find icons.

1. To change the icon layout, you must be in your home screen, with all programs closed/minimized.
2. Begin by right-clicking in the home screen— a pop-up menu should appear.
3. You can change the size of icons by hovering over “View”, and then selecting either small, medium, or large (see right).
4. You can also change the layout of icons by hovering over “Sort” and selecting a method of sorting icons (see right).



iPhone/iPad Tip—Siri

Siri is a voice-controlled “personal assistant” that answers questions and performs actions on your device—it is convenient to use when you don’t want to do these actions manually.

1. Make sure Siri is on by opening the “Settings” app in the home screen.
2. Select “General”, and then tap on the “Siri” option
3. Verify that Siri is on—the indicator should be green (see right).
4. To use Siri, hold down the home button in any screen, and say a command into your device’s microphone.

