

# TECHNOLOGY TIPS OF THE WEEK

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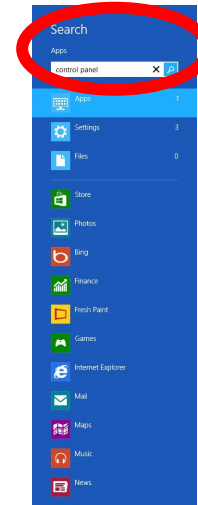
*“Mistakes are the portals of discovery”*

—James Joyce

## Windows Tip—Searching for Programs

Ever want to open up a program but don't know where to find it? You can easily use the search function to locate any program.

1. Click the Windows “Start” icon at the bottom-left.
2. For Windows 8, right-click on the white flag at the bottom-left.
3. Select the “Search” button.
4. In the white box that appears on the top right of the screen (see right), type in the name of the program you want to find.
5. A list of results will pop up. Click on the program that matches what you are looking for and it will open!



## iPhone/iPad Tip—Adding Pictures to Contacts

Add pictures of your contacts so it's easier to recognize them when they call or message you.

1. Open the “Contacts” app in the home screen.
2. Scroll through your list and select the contact who you want to add a picture for.
3. Click the “Edit” button on the top right of the person's information screen.
4. On the top left circle, click the “add photo” button to select which photo from your phone you want to add (see right).

