

# Technology Support Class Summary

Wednesday, August 4th

Subjects: Computer keyboard short cuts | iPhone display screen time | iPhone calendar event

## Computer keyboard short cuts

Purpose: save yourself time on the computer. Instead of doing right click and trying to find the right command you want your computer to do, you can use the below keyboard short cuts that are universal and used on all computers/laptops.


Select the text you'd like to alter. Hold down the control key and at the same time, select which letter you need.

Below is a cheat sheet so you don't have to memorize the codes!

- Control + C = COPY
- Control + V = PASTE
- Control + X = CUT
- *Control + I = Italics*
- **Control + B = Bold**
- Control + U = Underline
- Control + P = Print

## iPhone display screen time:

Purpose: does your phone keep going dark before you want it to? Phones (and computers) have a "sleep mode" that they go into after a certain amount of inactivity. Below is how you can alter that time of inactivity and elongate the time you phone can stay light up.

- Settings 
- Display & Brightness
- Auto-Lock
- Choose between 30 seconds – 4 Minutes or never. The longer you select (such as never) will use more battery time. I suggest using 3/4 minutes personally.

## iPhone calendar event:



- open your calendar
  - (all mac computers or iPhone/iPad products automatically come with this app- the steps may vary based on device- *these steps are specific to iPhones*)
  - ignore the day and number of this example. The app updates itself to tell you the current date and time so it will be different every day. However, it is a white app with a large number.
- On the top right of your screen, there will be a red + symbol. Select that to add a calendar event.
- Enter in the title of you event such as “eye appointment” or “lunch with Cindy”.
- Look a few rows down to see the “starts” on the left side. From there, you can manipulate the time and date of the event.
- Your phone will remind you before the event if you:
- Look down 6 more rows and select “alert”
- Select how far in advance you want you phone to remind you of the event. I typically use the 15minutes before.