

Macmost CP-01 Fall 2018 Session

Links to class topics

MacMost is a free website with video tutorials for Apple Mac, iPhone and iPad users. Visit here daily for new tutorials, sign up for the free weekly newsletter, check out some Mac tips, and ask questions in the forum. New to the Mac? Check out the Beginner's Guide to the Mac.

How To Save Email Messages As Document Files

If you need to save an important email as a document rather than simply marking it in the Mail app, you can export a message in four different ways. You can save it as plain text, rich text, or as a raw .eml file. The latter is useful for seeing the message in Mail as it was original displayed. You can also export as a PDF file to insure that the message looks good and remains unchanged even after online images no longer exist.

8/27/18 <https://goo.gl/YfA1iN>

Common Windows Keyboard Shortcuts On Mac

If you are new to Mac, learn how some of the most common keyboard shortcuts differ from what you may have learned to use on Windows. Realizing that the primary keyboard modifier on the Mac is Command, not Control, is the first step. But there are other differences and some shortcuts that are completely different.

8/14/18 <https://goo.gl/hvPo5r>

Technical Terms: Kilobyte, Megabyte, Gigabyte, Terabyte

Multiples of the byte are used to define the size of memory and storage in your computer, and the size of files and data. Each one is a multiple of 1024, although, sometimes multiples of 1000 are used instead, particularly in the marketing of storage and drives.

8/24/18 <https://goo.gl/j4dFNh>

Technical Terms: CAPTCHA

When you sign up or log in to a web site, or fill out a form, you will often be asked to complete a task such as typing some random characters from an image or selecting images from a group. This is called a CAPTCHA. These are used to protect web sites from automatic systems that try to log into accounts or create new ones.

8/17/18 <https://goo.gl/WEVVB4>

Stop Cloning Your Hard Drive As a Backup

Warning: I strongly disagree with this tip. See comments.

Many people still use cloning as a method of backing up a Mac. However, this method is not nearly as useful or robust as a standard Time Machine backup. Files you may think are safely backed up to a clone can actually be completely missing. If you use a clone as a secondary backup, better solutions exist such as online backups, cloud storage, or simply a second Time Machine backup.

8/15/18 <https://goo.gl/gjWy4g>

Understanding Application Quit Options

Most Mac apps will automatically reopen the previous windows and documents when you launch them. However, you can choose to close all windows when you quit. You can also have closing all windows set as the default behavior, in which case you have the option to quit and keep all windows. Even after you quit, many apps allow you to launch without the old windows and documents if you hold down the Shift key.

8/28/18 <https://goo.gl/1F21sM>

Technical Terms: Internet Troll

An Internet Troll is someone who posts online with the intent of starting a distracting argument. Trolls can be found all over the Internet in forums, message boards, comments sections and any other place where people

discuss anything. The term comes from both the fantasy creature and the fishing technique. There are effective ways to deal with trolls whether you are a member of a community or the moderator of a discussion. Patent Trolls are another type of technology trouble-maker.

8/31/18 <https://goo.gl/UAKPiW>

How Old Is Too Old?

Is it time for a new Mac, iPhone or iPad? The answer depends on what you use your device for and your budget. But Apple does give us some clues as to which devices it thinks are too old on a few web pages. Ultimately, you've got to decide when to get a new Mac. How old do you think is too old?

1/4/16 <https://goo.gl/jcLGkP>

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Checking For and Removing Adware From Your Mac

While each piece of unwanted software that tries to get on your Mac is slightly different, there are some general steps you can take to check for and remove malware. The LaunchAgents and LaunchDaemons folders are

usual locations to check. You should also look for unwanted browser extensions and do an audit of the files in your Applications folder.

9/7/18 <https://goo.gl/rXtY7Z>

*Note from Lewy: I use ClamXavto search for malware and **

Creating iCloud Email Aliases

You can create up to 3 extra email addresses in your iCloud account that you can use to mask your real email address. These extra addresses will direct email to your regular iCloud account, but the sender doesn't know what your real email address is. These are handy for creating one-time use accounts or using a different email address for certain types of services like online games, shopping or newsletters.

9/6/18 <https://goo.gl/KQGWxa>

Viewing File Contents With Quick Look

Quick Look gives you the ability to view the contents of files without needing to open them up in an app. You can easily view a single photo or document by pressing the spacebar. You can also page through PDF files or view groups of photos. If you open up the Quick Look window you can continue to select different files with the cursor or arrow keys and the window will reflect whatever is selected.

9/5/18 <https://goo.gl/GD3jcv>

Creating Video Slideshows In Photos

A quick and easy way to create a video slideshow with your photos is to use the built-in Slideshow function in the Photos app. You can just select some photos, stick with the defaults, and get a video to upload to YouTube or Facebook in less than a minute. Or, you can customize the theme, individual photos, text and more to create something a little more specific.

9/4/18 <https://goo.gl/SU9Jx7>

Understanding Page and Section Breaks in Pages

When creating word processing documents you can insert page breaks and section breaks. It is helpful to think of both types of breaks as actual characters in your text, and you can see them as such when you show invisible characters. Page breaks are simply ways to force the text to start on the next page. Section breaks are more complex, giving you control over properties of the pages within the sections and also allowing you to re-arrange pages in your document.

9/3/18 <https://goo.gl/kRFFvo>

How To Record a Video Diary On Your Mac

You can record a simple video diary on your Mac using your built-in camera and the QuickTime Player app. When you save the video, you can export it as a lower-resolution video to save space. You can use the comments field for the file to add comments and keywords. Save these to a folder and you can easily view them in a list by date.

8/30/18

<https://goo.gl/HCcqFR>

Creating Bullet List Builds In Keynote

You can build a bullet list slide in Keynote item-by-item, with an animation for each line. You can group lines together and have them animate in succession, or as a single item. You can also have the current item highlight while the previous lines are dimmed.

8/29/18 <https://goo.gl/HCcqFR>

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8/28/18 <https://goo.gl/23dC5r>

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Spotlight Weather

Did you know you can get current weather conditions and a forecast using Spotlight? The results can appear quicker than even using Siri. Just use Command+space to bring up spotlight and then type Weather. Depending on other factors, the forecast may appear even before you type the whole word. You can get weather for a different location by adding “in” and the location name or postal code.

6/14/18 <https://goo.gl/TGQL27>

Technical Terms: Storage and Memory

People often confuse storage and memory, but they are two different things in your computer and mobile devices. Memory is temporary and helps your device perform complex tasks. Storage is persistent and determines how much data you can keep on your device.

6/8/18 <https://goo.gl/dwTroX>

The iOS Built-In Dictionary

The iPhone and iPad have a built-in dictionary that doesn't appear as an individual app, but as a resource you can access Safari, text editing and other apps. You can look up any work you have selected. You can also look up words directly and quickly narrow search results to only show the definition. You can customize which dictionaries are used as well.

6/13/18 <https://goo.gl/dHHFuX>

Technical Terms: Virus and Malware

People often use the term Virus when what they really should be saying is Malware. A computer virus is a very dangerous type of malware that can spread from computer to computer on its own. Malware is a more general term that can be correctly used to describe viruses, trojan horses, adware, spyware and more. It is better to use the term Malware unless you know for a fact that the problem is a virus.

6/15/18 <https://goo.gl/AqJe2g>

How To Use Tags To Organize Your Files

Instead of placing every file in a specific folder, you can tag your files for greater flexibility. Files can have more than one tag, so you can include a file with more than one project, task or collection. You can rename and assign colors to tags. You can easily view all of the files that have a tag, search for files by tag, or even create smart folders for a single tag or set of tags.

7/16/18 <https://goo.gl/mjWGJR>

How To Deal With Robocalls On Your iPhone

Spam robocalls are getting more and more common. They can be quite a nuisance. Some of the methods that people use to deal with these, such as blocking and reporting, are ineffective because the caller ID is fake. However, ignoring them, using custom ringtones, or using services from your mobile network can help alleviate

the problem.

7/23/18 <https://goo.gl/w8CtEJ>

Note: read the comments. Good advice there.

Technical Terms: Serif and Sans-Serif

Most fonts can either be called Serif or Sans-Serif fonts. The difference is that Serif fonts have extended strokes at the ends and corners whereas Sans-Serif fonts do not. The use of this term predates computers, and the existence of serifs even predates modern printing. Today it is useful to know the difference when choosing a font for a document or graphic element.

7/27/18 <https://goo.gl/3MQV7x>

How To Control YouTube Video Playback With Keyboard Shortcuts

When you play a YouTube video on your Mac in a web browser you can use keyboard shortcuts to jump around in the video, control volume, go to full screen and turn on or off captions. Make sure you have the YouTube video selected as the keyboard focus by clicking on it before you try to use shortcuts.

8/13/18 <https://goo.gl/5E7NWb>

Technical Terms: CAPTCHA

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8/17/18 <https://goo.gl/WEVVB4>

Videos by Category: Technical Terms

A list of technical terms from which to select the term of interest.

date varies <https://goo.gl/r97KFW>

Show Dock Dots For Open Applications

Ever wonder what these little dots at the bottom of the Mac Dock represent? They indicate whether an app is currently open. Since apps can be open, but without any document window open, it can be useful to see that. However, if you'd rather the dots not be there, you can disable them in System Preferences, Dock, "Show indicators for open applications."

8/29/18 <https://goo.gl/Nx9wgE>

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7/23/18 <https://goo.gl/w8CtEJ>

Allow Important Calls And Messages To Bypass Do Not Disturb

Don't avoid using the iPhone's Do Not Disturb feature because you are worried you will miss an important call of message. You can set specific contacts to ring through the Do Not Disturb barrier by setting them up as a Favorite contact. You can also enable Emergency Bypass for individual contacts to bypass Do Not Disturb for calls and messages. You can also inform important people in your life that simply calling twice in three minutes will allow their call to get through in an emergency.

5/31/18 <https://goo.gl/xCDjXu>

Blocking iPhone Phone Calls and Messages

You can easily block a phone number or Apple ID from calling your iPhone or sending you messages. Once you block a number, you can review the list and unblock any that may have been mistakes.

11/22/17 <https://goo.gl/mp4eaD>

Add Web Links To the Desktop, Dock and Menu Bar

In addition to adding quick ways to access web sites in Safari bookmarks and the Favorites bar, you can also put links outside of Safari that will launch Safari and go directly to that page. You can add them to the Desktop or any Finder location. You can also put them in the Dock as a single link or a folder of links. You can add them to the Menu Bar with the help of the Script Menu.

5/18/18 <https://goo.gl/gr8M8f>

Change the default browser or email client on your Mac

Learn how to choose which app opens when you click a website link or an email address.

1. Change your default web browser
2. Choose System Preferences from the Apple (🍏) menu.
3. Click General.
4. Choose your web browser from the "Default web browser" pop-up menu.

Change your default email app

1. Open Mail. 2, Choose Preferences from the Mail menu, then click General. Or, if you're prompted to set up an email account, add your account, then choose Preferences from the Mail menu.*
2. Choose your email app from the "Default email reader" pop-up menu. 3, You can also set your default email app in the preferences of your third-party email app.

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Published by Apple: July 25, 2018 <https://support.apple.com/en-us/HT201607>

The New macOS Mojave Arrives

The new version of Mac's operating system began to show up in the Mac App Store today for all users with Macs that are compatible. Apple has a page that lists which machines can use it and some basics about upgrading.

9/24/18 <https://goo.gl/btzf29>

Online Course: The Guide to macOS Mojave

The Guide to macOS Mojave is a complete course with more than 60 video tutorials, more than 7 hours of video instruction. It begins by showing you the basics of the desktop and then goes into detail about using the Finder, Safari, Mail, TextEdit, Preview and other basic apps. This course includes lots of tips, tricks and techniques.

9/28/18 \$\$\$ <https://goo.gl/dcsjfT>
