
Using Reminders and Notes to Save Links

Instead of saving links in bookmarks or the Reading List, you can also save them to a Reminders list and the Notes app. This can be useful during research or when you want to share a link of links with students or co-workers.

3:44 minutes 12/21/17
<https://goo.gl/iDqoVh>

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.

3:12 minutes 11/22/17
<https://goo.gl/iDqoVh>

Taking a Screen Shot On Your iPhone or iPad

It is fairly simple to take a screen shot in iOS 11 on the iPhone or iPad, if you know the combination of buttons you need to press. With iOS 11, you can mark up or crop the screen shot and share it before saving it to your Photos library. Or, you can share it and skip saving a copy.

3:25 minutes 11/28/17
<https://goo.gl/hyT92d>

Activity Monitor Dock Icon

If you use the Activity Monitor app to check your CPU, memory, energy or disk use, you can hide the main app window and use the Dock icon to keep track of use. You can have the icon show CPU, disk or network usage in a little graph that updates continuously.

3:16 minutes 11/21/17
<https://goo.gl/WY2NFJ>

PDF Highlights and Notes In Preview

You can use Preview to study or for research with its simple highlighting tool. You can highlight in several colors and see a list of all of the text you have marked. You can also add notes through the document.

4:10 minutes 4:10
<https://goo.gl/FSwZqY>

A Beginner's Guide to Mac User Accounts

New Mac users may not yet be using multiple user accounts, one for each individual using the Mac. Using accounts is a good way to keep from stepping on each other's toes when more than one person share a Mac. They are a must if you want to use iCloud or customize your Mac experience in any way. You can also set up a guest user account for one time uses.

4:18 minutes 11/10/17
<https://goo.gl/6FZHsX>

A Beginner's Guide to Sending Images In Email Messages

There are several ways to attach an image to an email message. You can place the image anywhere you want in the message, or at the end. You can choose a size for the image, sending a smaller version or the full resolution image. You can also markup an image before sending it.

5:14 minutes 11/17/17

<https://goo.gl/qDK5d7>

A Beginner's Guide to Mac Modifier Keys

If you are new to Mac, then you may not be familiar with the modifier keys like Command, Option and Control. These each have special symbols that you will see in articles and the menu bar. Learn how to use these important modifier keys and how they differ from Windows modifier keys.

3:32 minutes 10/20/17

<https://goo.gl/hDVkND>

Expanding Your Save As PDF Options

You may already know how you can print and then use Save As PDF to save a PDF of almost anything on your Mac. But you can also add to that menu, creating convenient locations to save PDFs without needing to search for folders. You can also indicate applications that handle PDFs to send a PDF version of your document directly to that app.

6:14 minutes 1/11/18

<https://goo.gl/8rkF5F>

Sorting Photos and Photo Albums

The main Photo library view in Mac Photos doesn't let you choose a sort order. But you can easily view your photos sorted by time or title by creating a Smart Album and using that to view your photos instead. You can also sort your list of Photo albums by viewing all of the albums and choosing a sort option, or manually dragging and dropping the albums.

4:26 minutes 1/9/18

<https://goo.gl/7WQf96> from newsletter
