

MacMost Items

A Beginner's Guide to Windows and Tabs

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3.48 minutes 9/28/17

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from 10/5/17

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Type To Siri in High Sierra

A new feature in macOS High Sierra gives us the ability to type to ask Siri questions, instead of requiring us to speak audibly to her. This is handy if you are in a noisy environment, wearing headphones, or just like to put more thought into your requests.

2.14 minutes 10/5/17

<https://goo.gl/5HjKvR>

A Beginner's Guide to Web Searching

Even if you have been searching online for years, you may not know some basics about how to search quickly and efficiently. Often people try formulating a series of keywords for a search, when all that is needed is to type a question. On the Mac in Safari, you can choose your search engine, and sometimes skip the search results page with the suggestions provided. You can also search a specific site if you already know which site contains the information you seek.

5.5 minutes 10/5/17

<https://goo.gl/TgEgwz>

MacMost Top 10 Videos Of the First 10 Years

Gary takes a look back at the top videos of the first 10 years. He comments on how the topics addressed have changed since the original videos were made and how macOS, iOS and apps have improved since then.

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Create PDFs From Almost Any App With iOS

With iOS 11 you can export documents from many different apps as PDFs using the Share function. Other apps have special save or export functions for PDF creation. But any app that can print can also create a PDF using a hidden feature in the AirPrint function.

2.47 minutes 10/12/17
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In the Mac Reminders app, you can click on a list in the left sidebar to view the items in that list. If you want to see all of the items in more than one list at the same time, you can use the Command key and select more than one list in the sidebar. Use the Shift key to select a range of lists. All of the items from all of the lists selected will appear on the right, organized by list.

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4.40 minutes 1/4/18

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Navigating the Mac Finder With Keyboard Shortcuts

The Finder seems to be designed to require the use of your mouse or trackpad. But you can get around and do everything using only the keyboard. For some, this may be even more efficient than clicking and dragging. You can use arrow keys to select files, shortcuts to move into and out of folders, and even type the names of

folders to jump to them.

5:15 minutes 1/15/18

<https://goo.gl/gszoX8>

iPhone Medical Emergency and SOS Modes

There are two emergency modes that can help you when you are in trouble. The first allows anyone to make an emergency phone call to the local authorities or to one of your emergency contacts. It also shows critical medical information that can help someone help you. Another mode can be triggered by you to call for help.

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Taking a Screen Shot On Your iPhone or iPad

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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>

A Beginner's Guide To Whether To Shut Down or Sleep Your Mac

Typical Mac users never need to shut down their Macs on a daily basis. It is better to let your Mac go to sleep so it can handle maintenance tasks while you aren't using it. This will make your Mac faster when you are using it, and also allow you to avoid any delay while it starts up. A sleeping Mac uses very little power.

4:29 minutes 1/12/18

<https://goo.gl/7XncKN>

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
