Your Mac Information

Go to the **Apple Menu** and select **About this Mac**
OS stands for Operating System. The operating system is the underlying directions to run your computer.
**Version** tells you what operating system you are running.
Processor: GHz and what chip is running your computer & tells you how fast your computer runs (the larger the numbers, the faster it is)
Memory tells you how much RAM (Random Access Memory) is installed in GB (Gigabytes) The more you have, the faster you can do things on your Mac.
**Graphics** tells you how fast graphics display (frames per minute)
Serial number is shown here. Apple may need it if you call them with a problem (double click to copy it).
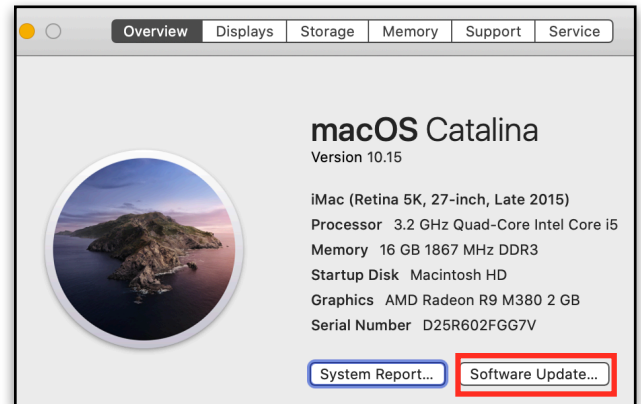
At the bottom Right Note: **Software Update.** Easier than opening System Preferences > Software Update.

Across the top you will see **STORAGE** which tells you how full your Mac is and how full your Backup Drive is (if you have one). Click on **Manage** on the **Right** to see **Recommendations** on the **Left**.
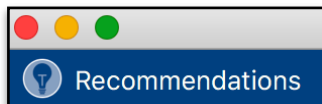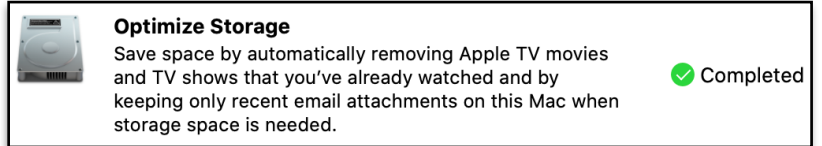
Store in iCloud gives you options to choose to store Desktop and Documents and/or Photos in iCloud.
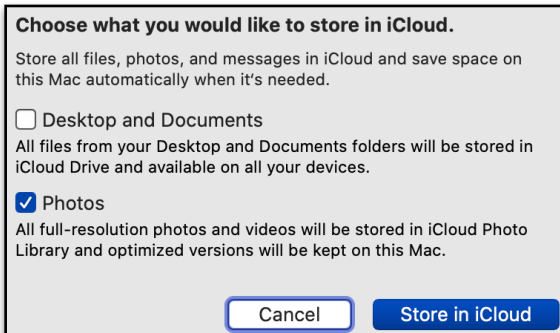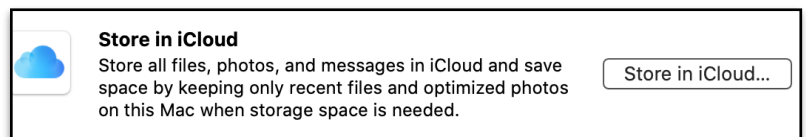
If you have both a laptop and a desktop computer, you may want to store your Desktop and Documents in iCloud so you have the same thing on both computers.
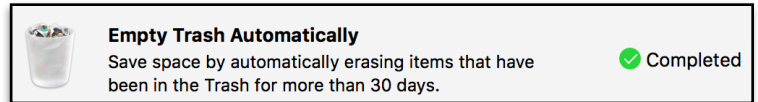
Optimize Storage is another easy decision because you generally don't want to keep old shows.

> **Optimize Storage**
> Save space by automatically removing Apple TV movies and TV shows that you've already watched and by keeping only recent email attachments on this Mac when storage space is needed.
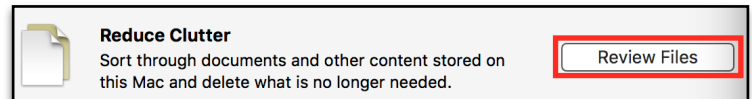> ✅ Completed

Empty Trash Automatically:
Deletes each item after it has been there for 30 days. (Master control is in Finder >Preferences > Advanced).
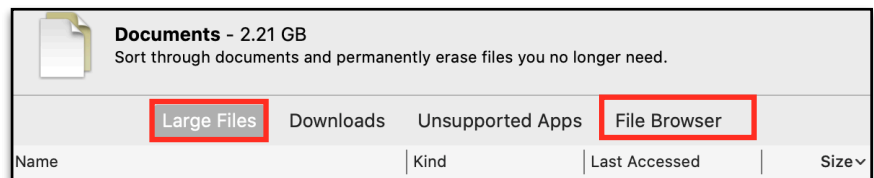
> **Empty Trash Automatically**
> Save space by automatically erasing items that have been in the Trash for more than 30 days.
> ✅ Completed

Reduce Clutter: "Review Files" opens the **Documents** category on the left and lists the biggest files. **Control Click** to remove documents no longer needed. See all your Documents by size by clicking on File Browser.

> **Reduce Clutter**
> Sort through documents and other content stored on this Mac and delete what is no longer needed.
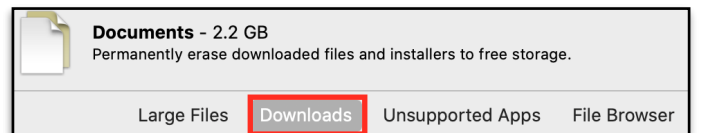> Review Files

> **Documents** - 2.21 GB
> Sort through documents and permanently erase files you no longer need.
> Large Files | Downloads | Unsupported Apps | File Browser
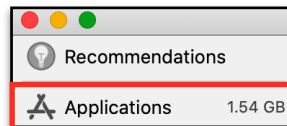> Name | Kind | Last Accessed | Size⌄

Documents in the left column shows Downloads. Do **not** fill up the Downloads Folder. Once you use a download, get rid of it.

> **Documents** - 2.2 GB
> Permanently erase downloaded files and installers to free storage.
> Large Files | Downloads | Unsupported Apps | File Browser
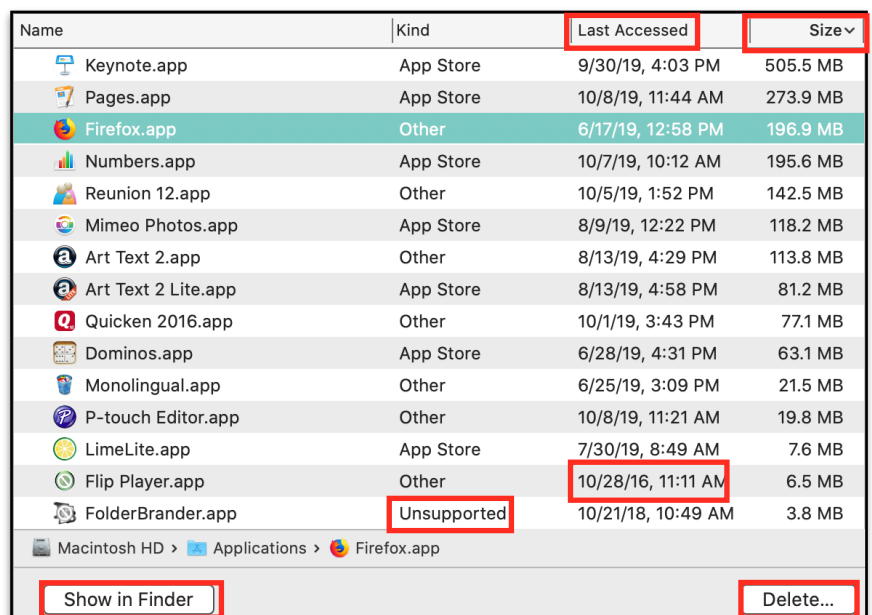
Next, look at **Applications**.

> 🔴 🟡 🟢
> 💡 Recommendations
> Ａ Applications   1.54 GB

Check your apps to see which are **large** (click on Size) and **Last Accessed** to see date you last used**.**

Use the **Delete** button on one you no longer use or is **Unsupported.** Type in your computer password to complete.

See what an app is by opening it with **Show in Finder**.

| Name	Kind	Last Accessed	Size⌄
Keynote.app	App Store	9/30/19, 4:03 PM	505.5 MB
Pages.app	App Store	10/8/19, 11:44 AM	273.9 MB
Firefox.app	Other	6/17/19, 12:58 PM	196.9 MB
Numbers.app	App Store	10/7/19, 10:12 AM	195.6 MB
Reunion 12.app	Other	10/5/19, 1:52 PM	142.5 MB
Mimeo Photos.app	App Store	8/9/19, 12:22 PM	118.2 MB
Art Text 2.app	Other	8/13/19, 4:29 PM	113.8 MB
Art Text 2 Lite.app	App Store	8/13/19, 4:58 PM	81.2 MB
Quicken 2016.app	Other	10/1/19, 3:43 PM	77.1 MB
Dominos.app	App Store	6/28/19, 4:31 PM	63.1 MB
Monolingual.app	Other	6/25/19, 3:09 PM	21.5 MB
P-touch Editor.app	Other	10/8/19, 11:21 AM	19.8 MB
LimeLite.app	App Store	7/30/19, 8:49 AM	7.6 MB
Flip Player.app	Other	10/28/16, 11:11 AM	6.5 MB
FolderBrander.app	Unsupported	10/21/18, 10:49 AM	3.8 MB

> 💻 Macintosh HD › Ａ Applications › 🦊 Firefox.app
> Show in Finder   Delete...

Still in **"About this Mac"** from the **Apple Menu,** next is **Memory.**

MEMORY shows if you have empty slots to add memory. Click on **Memory Upgrade Instructions** to go to a web page to find your model to see how to add memory.
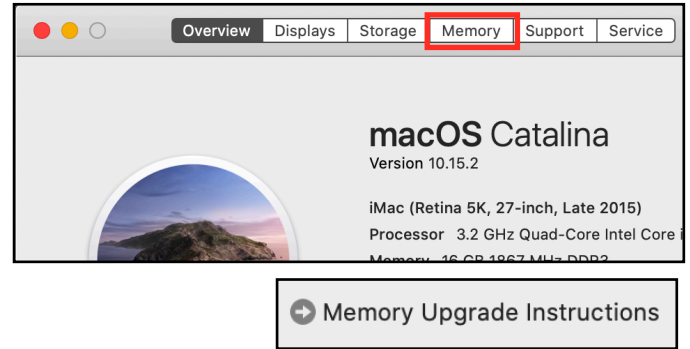
The **SUPPORT** Tab> macOS Resources> **macOS Help** brings you to the **User Guide**. Click on **Table of Contents** and then on the disclosure triangles to find what you need.
User Manual is for your Mac which contains basic info and **Support** is an online webpage.

SERVICE tells you about your coverage (one year warranty) and 90 days telephone technical support which in actual experience is now **free** and **unlimited**.
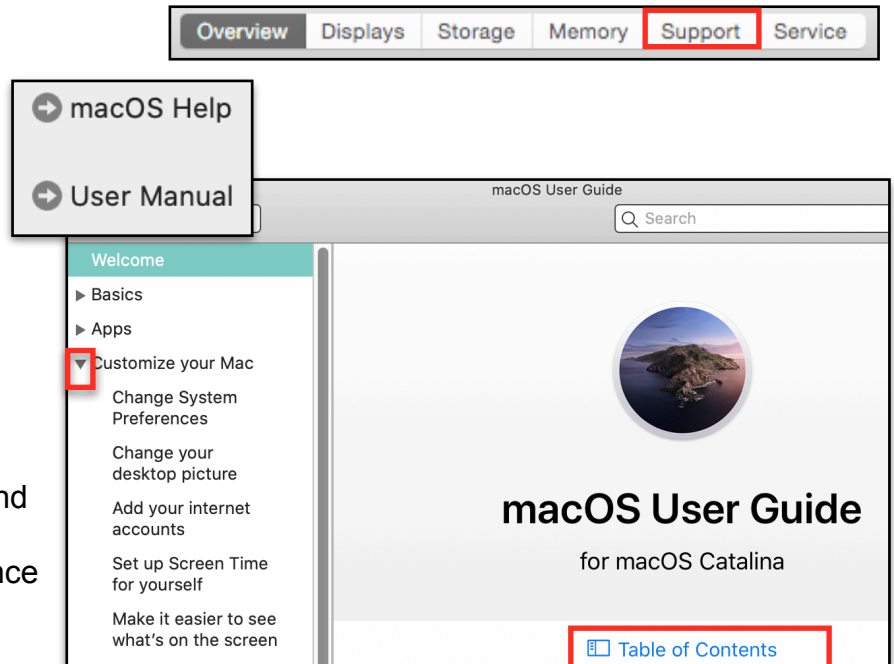
Desktop = Finder

The **Finder** application runs your **desktop** and shows to the **right of** the **Menu** when you are on your **desktop**. The **Finder Icon** is also shown in your dock. I use the **Dock** on the **Left** because the screen is wider than tall.
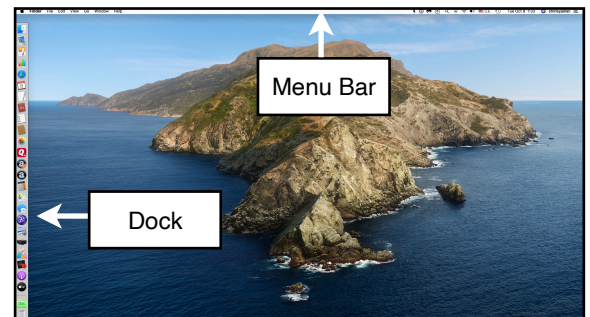
DESKTOP No need to use the default picture. Choose one you want from **System Preferences > Desktop.** Use the **disclosure triangles** to get to **Photos.** Click on the one you want to use or just drag and drop a single photo into the "Well." Be sure and check Fill, Fit or Stretch, etc. Decide if or how often you want to change.
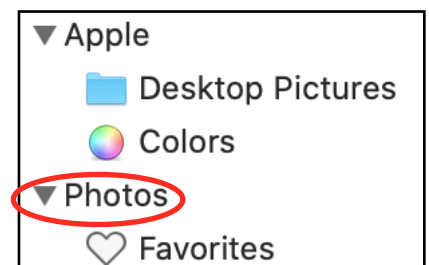
Aliases or Stacks

Aliases: Leaving folders filled with items on your desktop **will slow** your computer as it has to produce the whole item each time you wake-up your computer. Click on the folder or document and go to the **File Menu** and choose **Make Alias**. Stash the original in your Document File. The Alias works just like the original as it is just a pointer (note the arrow) to the original. I put things in and take things out daily.
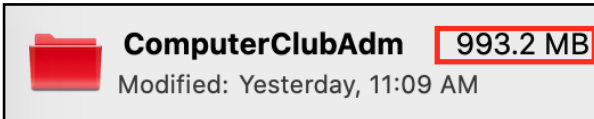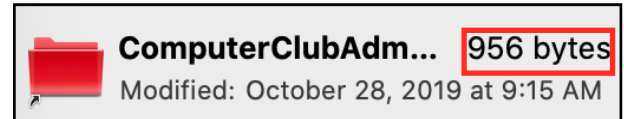
ComputerClubAdm
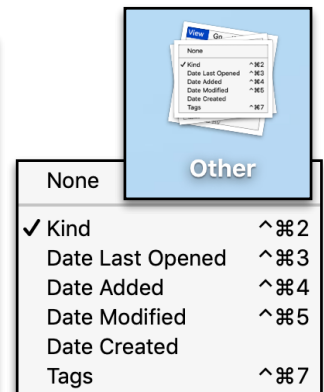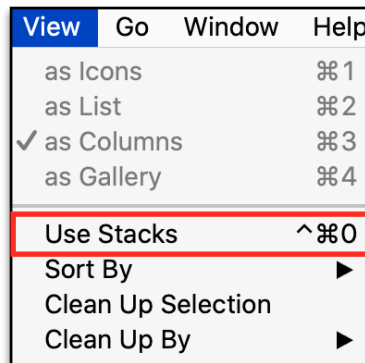
Look at the difference using an **Alias** of a Folder

ComputerClubAdm   993.2 MB
Modified: Yesterday, 11:09 AM

Actual Folder in **megabytes**

ComputerClubAdm...   956 bytes
Modified: October 28, 2019 at 9:15 AM
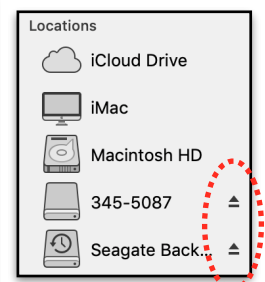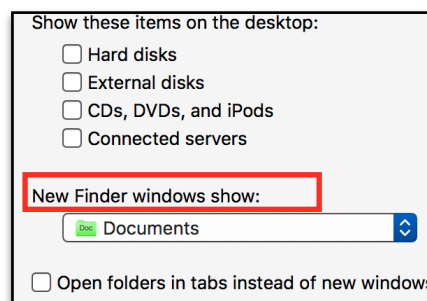
Alias Folder in **kilobytes**

Stacks: Use the **View Menu** to use Stacks. This automatically collects specific file types (such as PDFs) into a single pile. When you want to sift through the pile, just click on the stack and it'll expand while other stacks remain in organized chaos. After you choose **Stacks**, go back to the **View menu** to choose how to Group. Stacks **Kind** is the default. Go back to **Finder> View** and **choose "Use Stacks" again** to **stop** using Stacks.

View	Go	Window	Help
as Icons			⌘1
as List			⌘2
✓ as Columns			⌘3
as Gallery			⌘4
Use Stacks			^⌘0
Sort By			▶
Clean Up Selection			
Clean Up By			▶

None	Other
✓ Kind	^⌘2
Date Last Opened	^⌘3
Date Added	^⌘4
Date Modified	^⌘5
Date Created	
Tags	^⌘7

Finder Preferences

GENERAL: Controls what you see on your desktop. Check **External disks** to show a plugged in **Flash Drive/External back-up disk.** If you don't want to see your back-up disk on your desktop, uncheck External Disks. Then you will see Flash Drives and/or a back-up disk in a **Finder window sidebar** (anything from the Finder> View menu) **along** with an **eject button.**
Control Click on a flash drive to eject or Command + E (for eject) may work too.

Show these items on the desktop:
☐ Hard disks
☐ External disks
☐ CDs, DVDs, and iPods
☐ Connected servers

New Finder windows show:
📄 Documents

☐ Open folders in tabs instead of new windows

Locations
☁️ iCloud Drive
🖥️ iMac
💽 Macintosh HD
🖴 345-5087 ⏏
🕘 Seagate Back... ⏏

In **"New Finder windows show"**, select the folder you want to open with the **Finder Icon** (blue two face icon shown on page 3). The Default is "Recents," I prefer Documents.
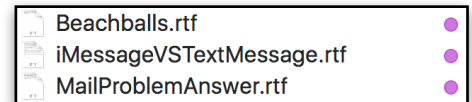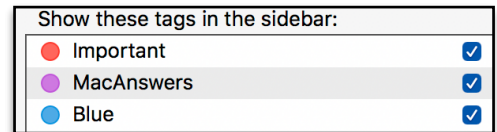
Finder Preferences (cont.)

☐ Open folders in tabs instead of new windows

| Applications | Documents | + |

To use **"Open Folders in tabs instead of new windows"** go to the **View Menu** and choose **"Show Tab Bar."** Click Plus to add a Tab. I don't find it useful and don't use it.

TAGS Only those checked will show in the Finder sidebar. **Name** them what you want by **selecting** and pressing the **Return/Enter key.** Drag in the order you want. **Tag** when you **Save** a document or **later** by **Control clicking.** Click on a Finder sidebar tag to **find all files** with that color tag. Remove with Control click.
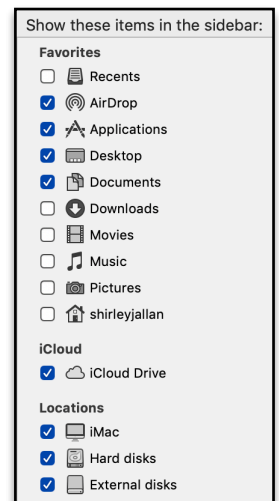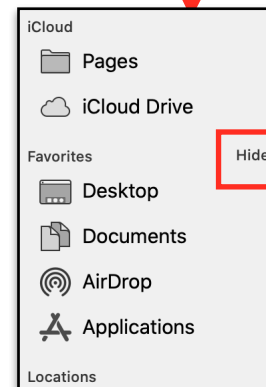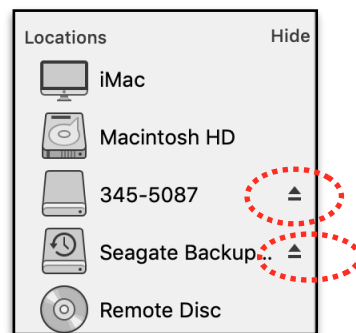
Show these tags in the sidebar:
- 🔴 Important ☑
- 🟣 MacAnswers ☑
- 🔵 Blue ☑

Beachballs.rtf ●
iMessageVSTextMessage.rtf ●
MailProblemAnswer.rtf ●

SIDEBAR Check what you want shown. If you don't check any items in a category the **category won't appear.**

Show these items in the sidebar:
Favorites
- ☐ 🕘 Recents
- ☑ ◎ AirDrop
- ☑ 🅰 Applications
- ☑ 🖥 Desktop
- ☑ 📄 Documents
- ☐ ⬇ Downloads
- ☐ 🎬 Movies
- ☐ 🎵 Music
- ☐ 📷 Pictures
- ☐ 🏠 shirleyjallan

iCloud
- ☑ ☁ iCloud Drive

Locations
- ☑ 🖥 iMac
- ☑ 💾 Hard disks
- ☑ 💾 External disks

Drag up or down IN an **OPEN** Sidebar to place **in order** you want. You may **drag** and **drop** any **folder** to **Favorites**; **Option drag** to **remove.** Hover (don't click) to the right of each category in an **OPEN** sidebar and choose **Hide** or **Show**.
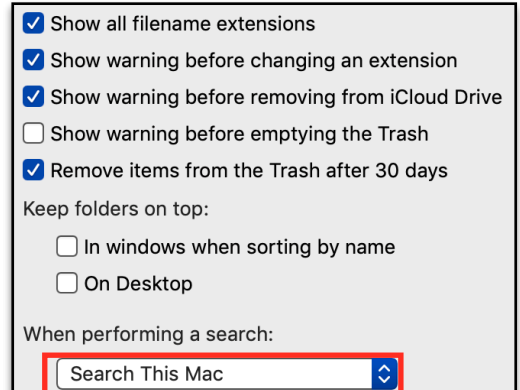
Locations: you want to show Devices to see your plugged in flash drive with an eject icon. Of course you don't want to eject a Backup disk.

Locations   Hide
🖥 iMac
💽 Macintosh HD
💽 345-5087   ⏏
🕘 Seagate Backup.. ⏏
◎ Remote Disc

iCloud
📁 Pages
☁ iCloud Drive
Favorites   Hide
🖥 Desktop
📄 Documents
◎ AirDrop
🅰 Applications
Locations

ADVANCED Showing extensions helps you understand what application will open a file.
Show warning for iCloud Drive, Remove from Trash after 30 days and Keep Folders are all your choice.
Keep folders on top On Desktop will prioritize folders on the desktop when you have the **icons snap to grid** (which I don't use).

You have three choices when Searching-**Current Folder**, **Prior Search** or your **Mac**.

☑ Show all filename extensions
☑ Show warning before changing an extension
☑ Show warning before removing from iCloud Drive
☐ Show warning before emptying the Trash
☑ Remove items from the Trash after 30 days
Keep folders on top:
   ☐ In windows when sorting by name
   ☐ On Desktop
When performing a search:
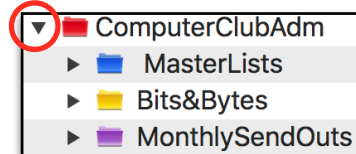   [Search This Mac ⌄]

Views

Open your **Document File** and choose the view you want to use.

In **ICON VIEW**, go to the **View Menu> Show Status Bar**, to see a slider to change the size of the icons at the bottom right.
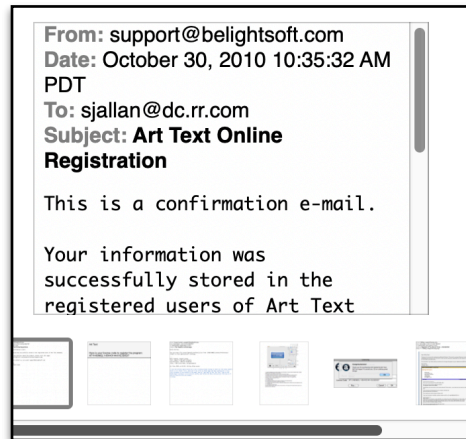
Icon View   Gallery View

View

List View   Column View
(I use)

In **LIST VIEW,** use the **disclosure triangles** to see/use the contents of folders.

▼ 🟥 ComputerClubAdm
   ▶ 🔵 MasterLists
   ▶ 🟡 Bits&Bytes
   ▶ 🟣 MonthlySendOuts

In **COLUMN VIEW** each folder's contents are shown in the next right column.
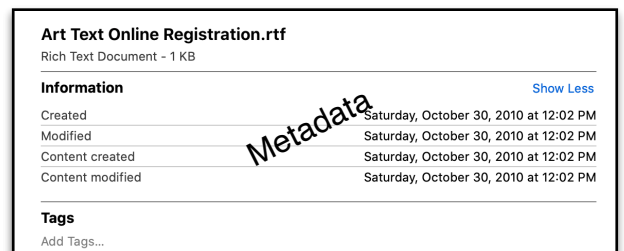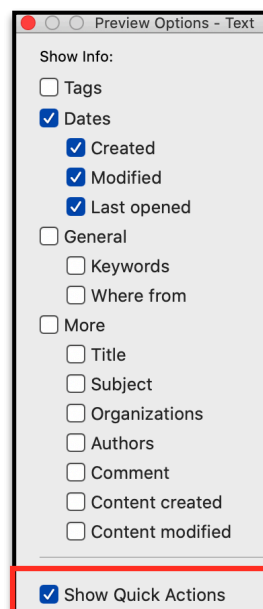
📁 ArtText   ▶   📄 ArtTextKeyCode.rtf

In **GALLERY VIEW** each folder's contents are shown along the bottom of the open folder. It is **most useful for folders of photos**.
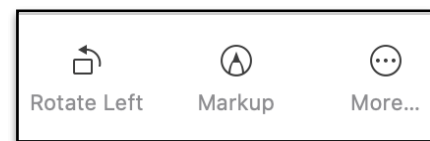
From: support@belightsoft.com
Date: October 30, 2010 10:35:32 AM PDT
To: sjallan@dc.rr.com
Subject: Art Text Online Registration

This is a confirmation e-mail.

Your information was successfully stored in the registered users of Art Text

Metadata & Quick Actions

Click on View> Show Preview Options to select what you want shown. See the **Metadata** in all **Preview** Panes depending on what **single** item you open.

Preview Options - Text

Show Info:
☐ Tags
☑ Dates
   ☑ Created
   ☑ Modified
   ☑ Last opened
☐ General
   ☐ Keywords
   ☐ Where from
☐ More
   ☐ Title
   ☐ Subject
   ☐ Organizations
   ☐ Authors
   ☐ Comment
   ☐ Content created
   ☐ Content modified

☑ Show Quick Actions

Art Text Online Registration.rtf
Rich Text Document - 1 KB

Information   Show Less

Created   *Metadata*   Saturday, October 30, 2010 at 12:02 PM
Modified   Saturday, October 30, 2010 at 12:02 PM
Content created   Saturday, October 30, 2010 at 12:02 PM
Content modified   Saturday, October 30, 2010 at 12:02 PM

Tags
Add Tags...

Quick Actions

⟲   Ⓐ   ⋯
Rotate Left   Markup   More...

Views

From **Finder**, set your Desktop and Document Views. **View Menu>Show View Options.** Choose the size of Icons, their grid spacing and the **size of the text** under the icons. Check **Show Icon Preview** to tell one picture from another when you drag a picture out of an email or a web site. Unchecked, you will see a plain .jpg icon.
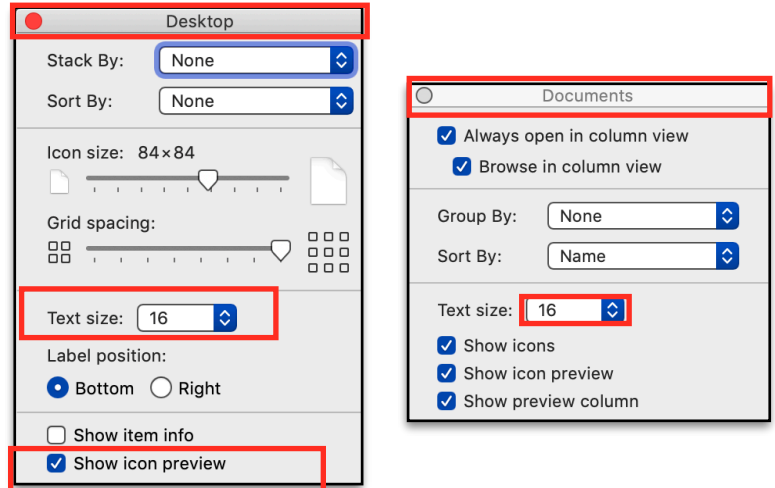

Quick Look

In **any View**, press the **space bar** to **"Quick Look"** a **SINGLE** document, photo etc., **without opening the program.** If you "Quick Look" a PDF, or JPEG you will see icons that allow you to use **Markup** and **Share.** Quick Look works on items in the **trash!**
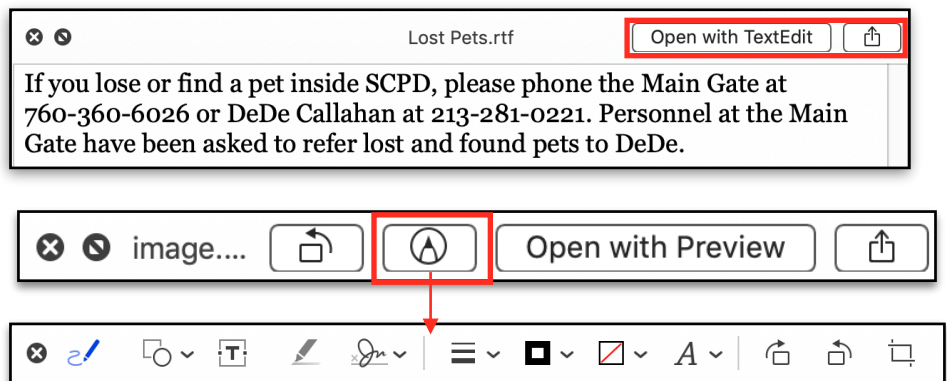
Tool Bars

Open a **Finder app** (**Applications, Documents** or **Utilities**) and go to **View>Customize Tool Bar** and set what tools you want to appear in your Tool Bar. Be sure and click on **Icon and Text** at the bottom so you know what each stands for. Use the **View Menu>Hide Tool Bar** if you don't use BUT it will hide Sidebar also!
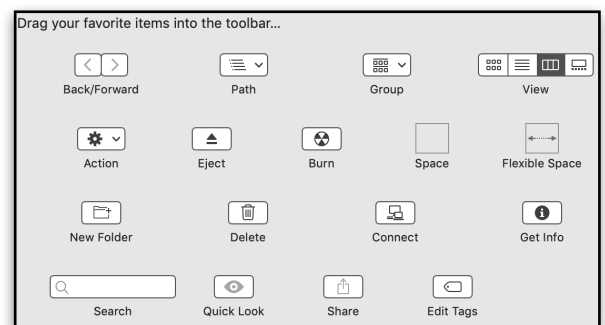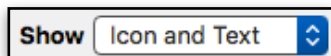
Dock

The Dock holds Icons representing applications. Click once on an icon to open the app. A black or white mark under an icon in your dock means it is open and **paused** in the background even though no window is on your desktop. The Open Indicator is found in System Preferences> Dock and is addressed in the System Preferences Class.

Dock (cont.)

Press and **hold** on an open **application icon** in your Dock to **Quit. Add** the **Option Key** to get a **Force Quit** (or press **Option-Command-Esc** to select an app to Force Quit).

Show recent apps in an area between your trash & the rest of the dock icons separated by vertical lines is in System Preferences Class, I don't use it.

What goes Where

Applications stay on the **Left side** of the dividing line in the Dock. You can add your own **folders to the right** of the **line.** Add your **Document File** to the **Dock** for **easy access** by dragging the icon in the **Title Bar** of your Documents Folder to the right of the dividing line.
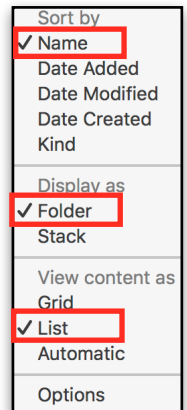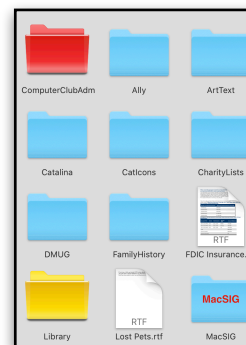
Applications   Your Choice

Automatic

Icons or List

I put my **Document File** in my **Dock** for easy access. But have so many items in it, I can't see them all in the Grid view, can you? Wouldn't it be better to see them in a list alphabetically?

Rather see a List

Control Click and choose **Name**, **Folder** and **List.** Then you can press and hold to find a document and slide over to it to select and open it OR go to the bottom to Open in Finder.

Apps In the Dock

Keep only the **apps** that you **use often** in your dock. Find the app in the alphabetic list. **Drag and drop** it into your dock. All the other apps will move out of the way to make room for it. Drag sideways to order.

Can't find Cursor?

The mouse/track pad controls the Pointer (Cursor) on your screen, the **tip** of the pointer does the action. Make it larger and easier to find by going to **System Preferences> Accessibility> Display>Cursor** and drag the slider to keep it bigger. **SHAKE** the mouse to make it bigger momentarily.
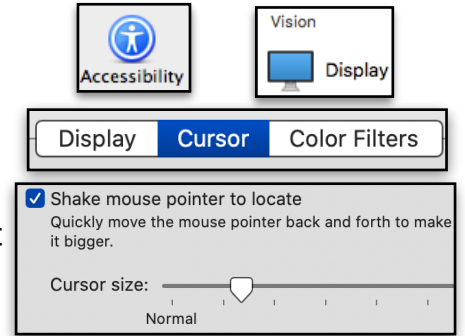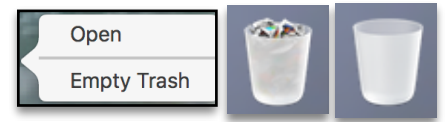
Trash

Full Trash: Uses Memory, don't leave it full
Empty Trash: Press and hold the Trash Icon
Trash by Mistake: Click on Trash to open it. **Press & Drag out.**
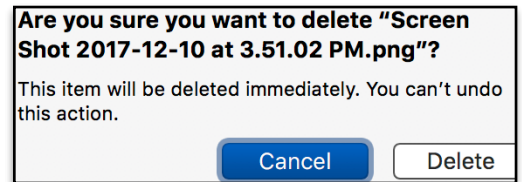**Within Trash:** use **Put Back** from the **File Menu** to restore the item to its prior its location.

Select items on the desktop & press:
  Command+Delete to put selected items in the trash.
  Option+Command+Delete will delete items without putting them in the trash (**which cannot be undone**).

Close, Minimize, Full Screen

The **Red** button closes the **window**. **IT DOES NOT CLOSE THE APPLICATION**.The **Yellow** button minimizes to the Dock (or Zooms, see System Pref.>Dock). The **Green** button enlarges the window to **FULL SCREEN or Tiles to Left or Right (to see two windows or documents)**. Slide your cursor up to see your menu bar and click the Green button again OR click the **ESC Key** to return to desktop.
Option click the **Green button** the window will **expand** but not any larger than it can show.
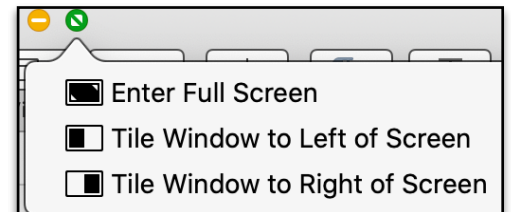
Size Arrows

Size Arrows are in all four **corners and sides** of every application's window (hover to make them appear). **Press** and **drag out** or **push in** to resize the window. **Option drag** to open **in equal amounts** on all sides. **Double click edge** to snap to screen edge. **Option double click** a **corner** to fill entire screen without loosing the menu bar and dock (different than full screen mode).
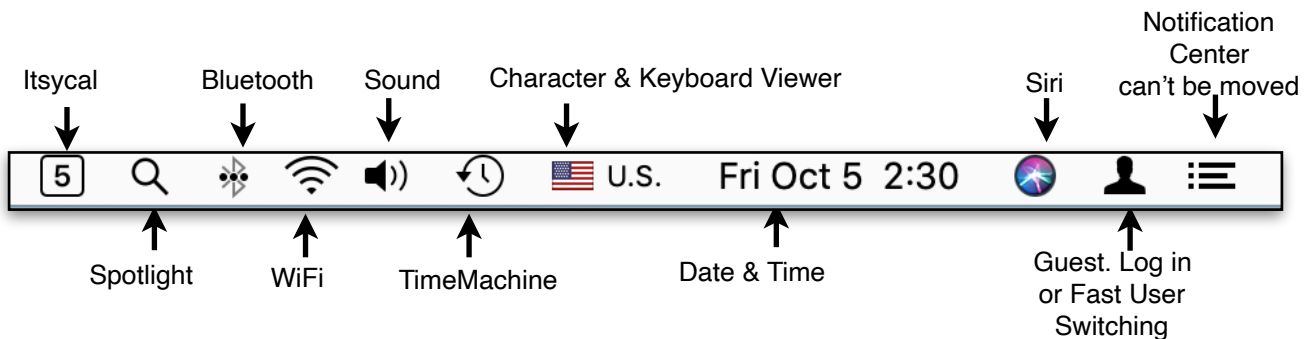
Tool/Title Bar

The gray area above a **Window** is a **Tool Bar/Title Bar**. **Press** and **hold** on it to **drag** the window around the desktop, or **double click** it to minimize an open window to the dock (System Preferences> Dock>Double-click option-default is Zoom). Click it in your Dock and the window comes back up.

Menu Bar Left Side

There is only one menu bar at the top of the screen. The menus change depending on the program that is open.The Menu never changes no matter what app you have open. The **Active app** name is always next to the Menu. **File** and **Help** are on every Apple program's Menu Bar.

Menu Bar Right Side

Right side Menu Bar icons are **added** by an **App** or **System Preferences. Command drag** to arrange or delete.

Notification
Center
can't be moved

Itsycal   Bluetooth   Sound   Character & Keyboard Viewer   Siri

5   Q   ∗   �📶   ◀))   🕐   🇺🇸 U.S.   Fri Oct 5 2:30   ◉   👤   ☰

Spotlight   WiFi   TimeMachine   Date & Time   Guest. Log in
or Fast User
Switching

Spotlight

Spotlight: Drag an **opened spotlight** to a **position** you like and the computer will memorize the spot. It searches with natural language.
Locate a document by pressing **Command key**; the path shows at bottom right;
Go to the app or document, press **Command + R keys.**
It also is a search engine for the Web for sports teams, music, App Store, movies, restaurants and Maps and can do calculations, conversions and look up definitions.
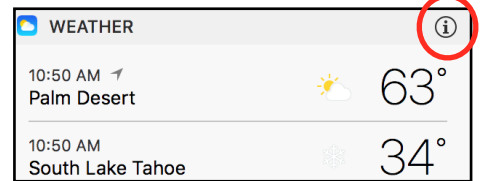
Q
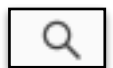
Q Spotlight Search

Notifications Center   ☰

At the far right is **Today** and Notifications.
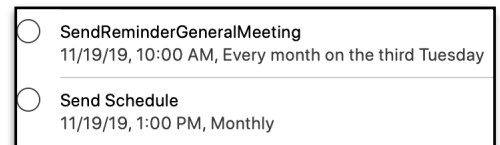
Today   Notifications

In **TODAY**, hover at the right of "Weather" to bring up the "i" to add and delete a location with the **green plus** and the **red minus** then click on "Done".

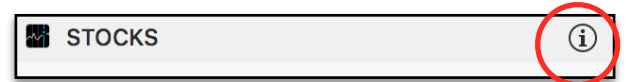| WEATHER		ⓘ
10:50 AM ↗ Palm Desert	⛅	63°
10:50 AM South Lake Tahoe	❄	34°

At the bottom, click on **Edit** into see all that you can add to "Today." Click on the Green plus to add. Click on the **App Store** to see the Widgets you can add.
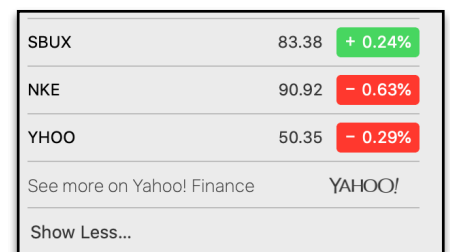
Edit   App Store

At the bottom, click on **the circle icon** to go to System Preferences> Notifications to see what else you can add.

○ SendReminderGeneralMeeting
  11/19/19, 10:00 AM, Every month on the third Tuesday
○ Send Schedule
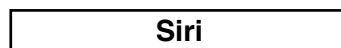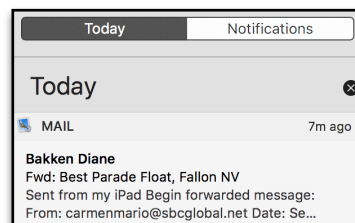 11/19/19, 1:00 PM, Monthly

Click on the **green Plus** to add to your **Today** e.g., Stocks. Click on **Done.** Once you have Stocks in Today, click on the "I" in the circle to **delete** with the **red minus** or add your own. Click on Done.

STOCKS	ⓘ

At the bottom of the list you may select to "Show More" or "Show Less."

SBUX	83.38	+ 0.24%
NKE	90.92	− 0.63%
YHOO	50.35	− 0.29%
See more on Yahoo! Finance		YAHOO!
Show Less...		

Today	Notifications

NOTIFICATIONS you set up in **System Preferences** will show here.

Today	Notifications

Today   ✕

📧 MAIL   7m ago

Bakken Diane
Fwd: Best Parade Float, Fallon NV
Sent from my iPad Begin forwarded message:
From: carmenmario@sbcglobal.net Date: Se...

Siri

One of the best ways to learn what Siri can do is, Click on the Icon in the Dock (or use the Option-space shortcut) and ask: **"What can you do for me?"** It takes a LONG time but eventually she will show all the things she can do.

☑ Enable Siri on this Mac

If you feel uncomfortable talking to Siri, go to System Preferences> Accessibility>Siri and check:

☑ Enable Type to Siri

That's all folks !
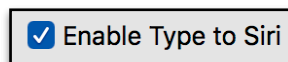
Of course you can have fun with Siri, your virtual assistant by asking her "What is the meaning of life?", or "What is your secret?" Or "Can you sing?" Or "Will you marry me?"