
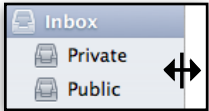
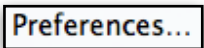
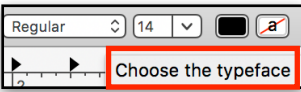

Helpful Hints

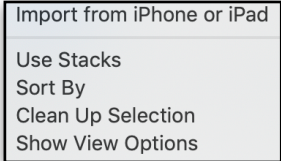
Indicators

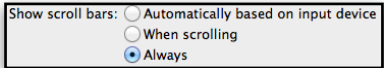
Flashing Insertion Point (blinking vertical line) means you can type text. 

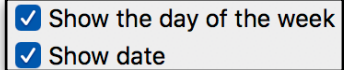
Double Arrows pop up when you hover over a vertical division. They allow you to enlarge and reduce an area. 


Ellipsis (three dots) open another window with choices. 

Tool Tips appear in Apple Apps to show the use of a tool. **Hover** (don't click) for a moment. The tip will appear and disappear. 

Control Click/Right Click brings up a shortcut menu depending on the "context" (where you click). 

Radio Buttons only one at a time can be selected. 

Check Boxes as many as you want. 

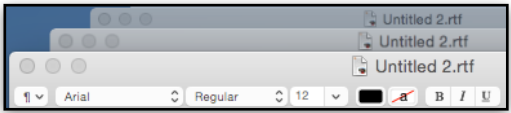
Disclosure Vs or Triangles will give you pop out choices or show added items. 

Back Ups

Time Machine (in System Preferences) backs up your computer every hour to an external drive. After the first back up, it only backs up items you have changed. See it backing up in the Menu Bar when it shows the Triangle at both ends. Using iCloud Drive is a form of Web back up. **If you unplug an external backup, turn off Time Machine!**

Autosave & Versions

Save and Name your document once from the **File Menu** and then Autosave works continuously. **Autosave** saves changes/additions as you pause.

Versions are saved every **hour** or when you **Press Command-S** to **save** more **often**. Go to the **File menu** and choose **"Revert to"** to go back to previous Versions. You may **Restore** or copy and paste from a previous version. Press **Option** on the **Restore** button to save **both**. 

Keyboard Shortcuts

Menus contain **Keyboard shortcuts** and can be used to perform the action instead of clicking on the menu. For Example, **⇧⇧⌘V** means press the Option, Shift, Command and V keys. Don't think you have to memorize these short cuts. You can operate your Mac without them by using your Mouse or Trackpad. Here are what the symbols mean.

⌘ = Command	⌘ = Delete
^ = Control	→ = Tab
⌥ = Option	⏏ = Eject
⇧ = Shift	⏏ = Esc
↵ = Enter/Return	

Helpful Hints

Clicks

Single Click

Opens a menu
Opens an app in Dock
Sets an “insertion point” in text

Right Click=Control Click

Double Click

Opens an app in the app file
Opens a folder
Selects a single word
Opens compressed files (.zip, mp4 etc.)

Press and Drag

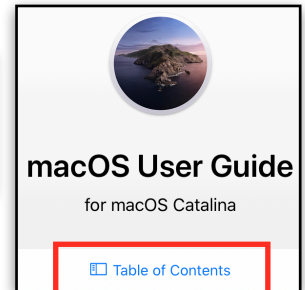
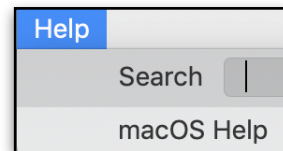
Selects a bunch of text or folders
Select, hesitate and drag moves text

Shift Click selects consecutively

Command Click selects non-consecutively

Help Files

Don't forget the **general Help** files from your **desktop (Finder)**. And the **Help** files from **within** each **Apple app**.



Apple's Support

Apple gives us a lot of free help at getsupport.apple.com. At the bottom, click on **See your products**; Click on one, sign in with your Apple ID type in the two factor number from your device.

At support.apple.com click on the Magnifying Glass icon to bring up Quick Links OR click on an image and then macOS support and follow the prompts.

Check Your Apps

Open an Application and **check all the menus** for the App. Then, use the **Option key** for each menu. Next, check the Contextual Menus with the Control Key **within** the App.

Learn to use **Drag and Drop** on an App in the Dock to open a document.

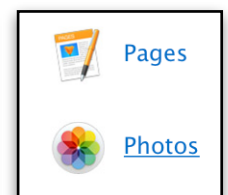
Customize your Tool bar in Finder, folders or in the Sidebar in any Finder App.

Don't Shut Down

When you are through, let your Mac go to sleep! **Apple performs maintenance** tasks during the Mac's sleep cycle. If you shut the Mac down, Apple will perform these tasks when you are using your Mac which will slow your Mac.

Feedback!

Apple listens to problems and if enough of us give Apple feedback, they will respond with an update. If you see a bug or want an enhancement, be sure to go to apple.com/feedback and find the area you want to tell Apple about and send your information to them.



Helpful Hints

Safari



Websites occasionally go down for maintenance. Using **Safari**, Check the Apple's System Status by going to apple.com/support/systemstatus. This page will warn if there are any problems with Apple Services, Stores, or iCloud. Also check isitdownrightnow.com to see if an individual website you are trying to use is active.

- iCloud Calendar
- iCloud Contacts
- iCloud Drive
- iCloud Keychain
- iCloud Mail

Top Websites

Netflix
● Netflix.com is up. Checked 5 mins ago.

Youtube
● Youtube.com is up. Checked 11 mins ago.

Down Right Now

● **rottentomatoes.com** - Rotten Tomatoes Server is down. Last checked 10 secs ago.

Google your question. For Example, type in “How do I..... on a Mac?” **Google** will list several sites to go to to get answers. Look at the **date** as some may be old and therefore for an older operating system. Many open Tabs will slow Safari, as will History and cache. Use the Safari MENU to “**Clear History**” if you have spent a lot of time searching.

Clearing will remove history, cookies, and other website data.

History will be cleared from devices signed into your iCloud

Clear the last hour
 today
 today and yesterday
 all history

Clear History

Newsletters/Websites

Subscribe to **newsletters** that focus on Apple Products. These are the best: **MacMost.com (and the Q&A Forum)**, **appletoolbox.com**, **osxdaily.com**, **macworld.com** (“How To” and “Macs” tabs) , **Macissues.com**, **TechTalkAmerica.com (watch classes)**, and **TheiCreative** (one free class per month). And of course **YouTube**; use **Search** for a subject.

Books

My favorite book is by David Pogue. You can find anything in it from beginning to advanced. He tells you how AND why. Publishing January 28, 2020 at Amazon.



Problems ?



The Spinning Beach ball means the Mac is searching for something it can not find.

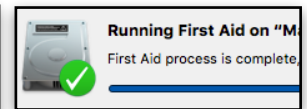
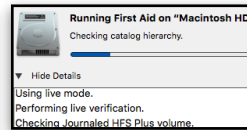
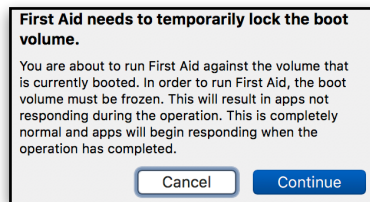
Go to the icon in the **dock** of the app that is not reacting and **press and hold** to get **quit**, add the **option key** to get **force quit**. Alternatively, Press **Command+Option+Esc keys**, choose the problem app and click on Force Quit. You can't Force Quit **Finder** but you can **Relaunch** it.

RESTARTING often solves the problem. Restarting **resets the environment, gets rid of temp files and cache**.

Helpful Hints

Utilities

Use **Disk Utility** First Aid (Finder > Go > Utilities) to see if there are problems. It shows how much disk space is being used and for what. Permissions are automatically repaired during software updates and are not allowed to be changed at other times.



Anti Malware App

Apple's silent **XProtect** has definitions for all known malware including ransomware, blocking it from running. **XProtect** uses virus signatures, so it cannot protect against new ransomware malware or variants, that is why it is **so important** to **immediately download** any updates from Apple as it also updates **XProtect**.

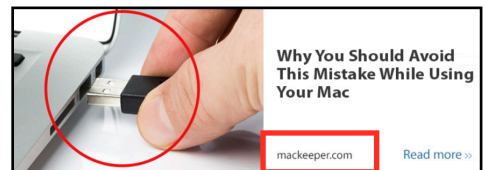
Scan for AdWare/Malware



If you use your Mac at airports, hotels or Starbucks, you might want the **free** version of *Malwarebytes*. Get it at: malwarebytes.com. Run it periodically to scan for AdWare and Malware. Be sure you get the Mac version. You can get malware from fake "Adobe Flash Player" update installer which you should not be using anyway!

NEVER INSTALL!

Never install **MacKeeper** or **Advanced Mac Cleaner**. Neither are good no matter how much they are advertised and **Advanced Mac Cleaner** actually opens a back door to your Mac for malware. Several sites have instructions for removing these apps. **Google** to find them. **Malwarebytes** will remove any **added files**.



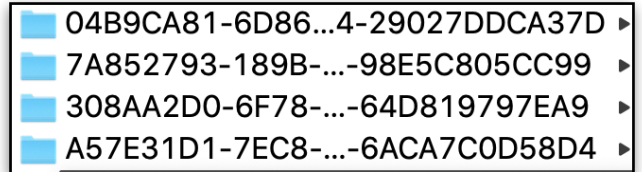
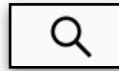
Advertisements for MacKeeper.



Helpful Hints

How to Remove Mail Downloads

If your friends send you a lot of jpeg, PDFs, docx, and jokes in (attached to) emails that you look at and then delete, they can add up. Click on **Spotlight**, Type in “**Mail Downloads**” double click on the folder in the **left** column in Spotlight to open and drag old downloads to the trash. I had 61 just now!

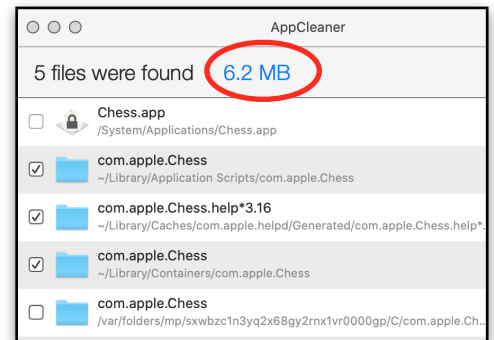


Drag these to the trash!

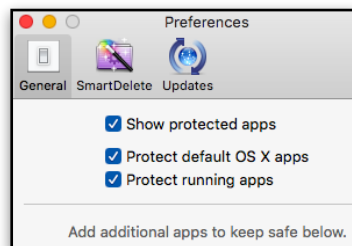


How to Remove Apps

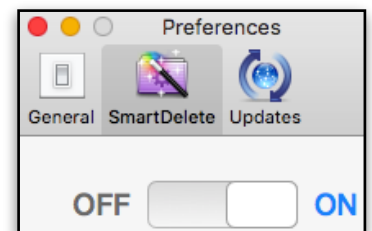
App Cleaner (free) from freemacsoft.net will remove apps. If you have downloaded an app in the past and find you no longer use it, just dragging it to the trash doesn't take out all the ancillary files that an app adds other places on your Mac. I no longer play Chess so I removed it and all the ancillary files.



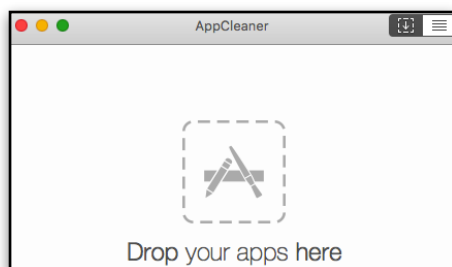
Set the **Preferences** first. In General, check all and add Apps you want to protect.



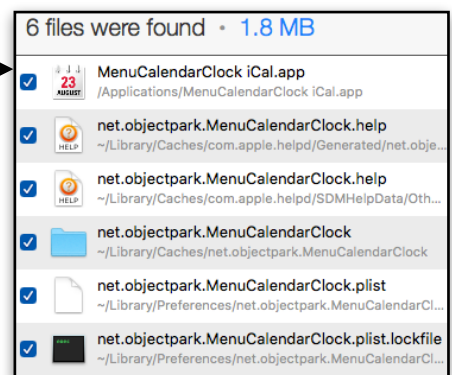
Turn Smart Delete on to clear out all the cruft that accompanies apps you trash.



Drag and drop the App, into the window that opens.



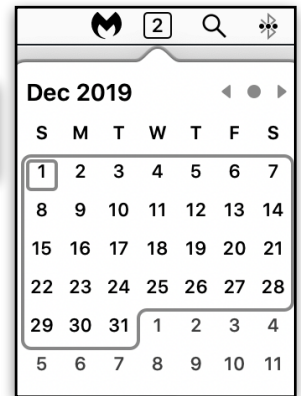
You can see how many hidden files are put on your computer. Click **Cancel** and the app is returned to the App File, Click **Delete** to remove the app and all accompanying files.



Helpful Hints

Handy Menu Calendar

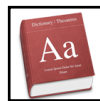
I like a calendar that drops down out of my **menu bar**; one that doesn't take too much space on my screen. This one from **mowglii.com/itsycal** is free. **Google "itsycal"** to find it. Click on it again and it rolls up into your menu bar. If you use "Calendar" you can link itsycal to it.



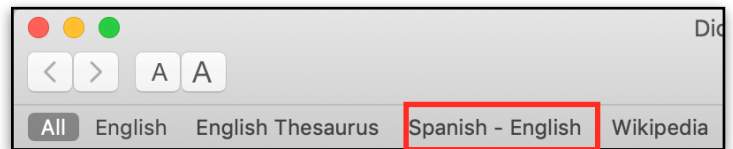
Apps not in Dock

Many **apps come with your Mac** that may not be in your Dock. Put the ones in your **dock** that you **use often**, **drag the other off** and they return to your App file. Here are some that I use often.

Dictionary

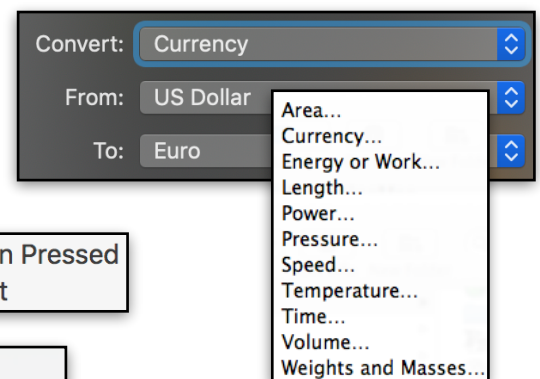
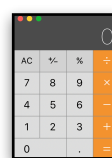


Click on **Preferences**, you may add Spanish (at the bottom of the list). **Drag Preferences** in the order you want. Check out the **Go Menu>All>Front/Back Matter>New Oxford American Dictionary** to see our **Constitution**. **Control-Click anywhere** (PDF, Website, etc.) on a word and choose "**look up.**" You can also ask **Siri** to "look up" a definition.



Calculator

You can change it to Scientific or Programmer with the **View Menu**. Use it to make Conversions (**Convert Menu**) You must be connected to the internet to get the most recent conversion rate. You can show a **Paper Tape (Window Menu)** and **Save paper tape (File Menu)** or have the numbers you click spoken out loud so you don't make a mistake (**Speech Menu**).



Speak Button Pressed
Speak Result

✓ Basic
Scientific
Programmer

Helpful Hints

Emoji & Keyboard Viewers

Emoji and Symbols Viewer has the ubiquitous faces (Emoji) and more colorful icons. They work in Mail, Text Edit and Pages with a double click. Find them at System Preferences >Keyboard “Show Keyboard & Emoji Viewers in Menu bar.” OR use the keyboard:

Command+Control+Space Bar to bring up a small version. Press and hold on Faces to change skin/hair color.

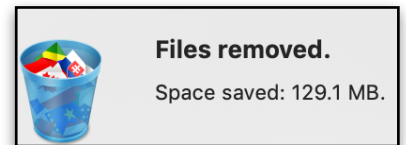
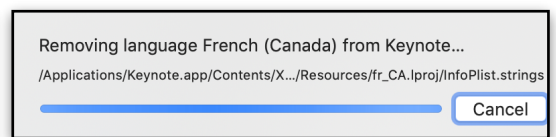
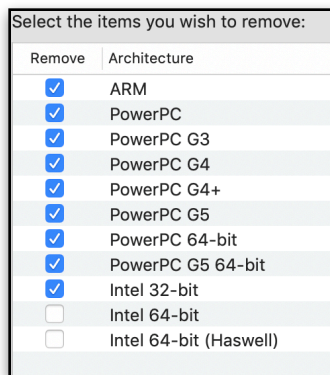
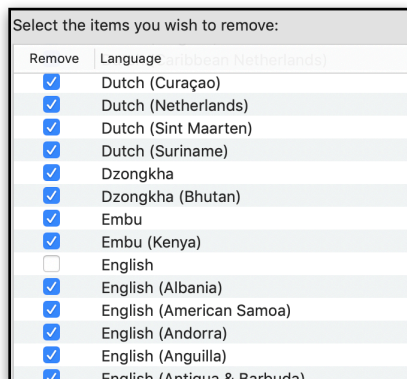


Keyboard Viewer will show a keyboard. Press **Option** and/or **Option/Shift** to see the Keys to use to get the added characters.

Remove Languages



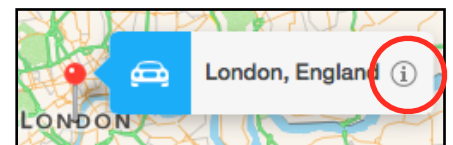
Monolingual has been updated and is working again to remove hundreds of languages from your Mac. Get it from here: <https://ingmarstein.github.io/Monolingual>. Use it after every update as Apple adds languages back in for every Apple app!



Apple Maps



Not just for directions! Take a **Flyover tour** of some of the world's major cities and sometimes your home town! Open **Apple Maps**. Type in a city and state/country. Click on the **i** in the circle and choose Flyover Tour.



Flyover Tour

