Slide 1

![RMUG logo]

Welcome to RMUG

Indian Ridge Mac Users Group

Please sign in on the sheet being passed around and add your email address <u>only</u> if:

- this is your first RMUG session,
- your email has changed or
- if you haven't been getting our email blasts.

And please silence your cell phone!!

1

Slide 2

Today we are going to learn about

Keyboard Shortcuts

for both the Mac and the iPhone/iPad.

Let's start with the Mac.

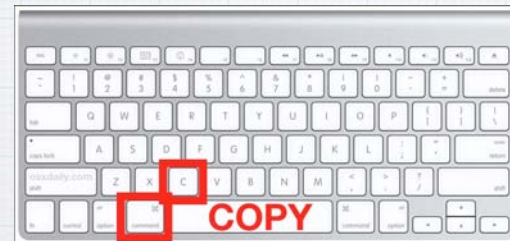(That means don't try these on your iPhone now as I announce them!)

2

Slide 3

Ever watch a friend on his Mac, who never seems to use the mouse, just types furiously! How do you do that?!

There are two kinds of Mac users -
Mousers and Keyboarders

If you'd like to save time and hand motions not grabbing for the mouse, become a Keyboarder! Here's some shortcuts.
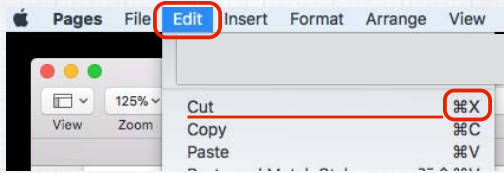
3

Slide 4

Most common shortcuts use the Command key in combination with various letter keys.

COPY

- "Command C" copies a highlighted item,
- "Command X" cuts it and
- "Command V" pastes it.
  That's a lot easier than using your mouse.

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Slide 5

"Mousers" can move their cursor up to the Menu Bar and under the Edit submenu, you can select Cut. (Or Copy or Paste)

You will notice that to the right you see the 'Cut' shortcut - **Command X**

(⌘ is the symbol for Command).

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Slide 6

Other common shortcuts include:

Command **A** - Select **ALL** items

Command **B** - **BOLD** the selected text

Command **H** - to **HIDE** the current app

Command **I** - **ITALICIZE** selected text

Command **N** - **OPEN NEW** Document or Window

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Slide 7

And more common shortcuts:

Command **P** - **PRINT** the current document

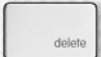Command **Q** - **QUIT** the current application

Command **S** - **SAVE** the current document

Command **Z** - **UNDO** the previous action

I'm attaching a page of the best shortcuts and this is a link to Apple's complete guide to these shortcuts:

http://support.apple.com/kb/ht1343

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Slide 8

It's easy to delete the letter 'behind' (to the left of the cursor) - just press the DELETE key.

But ever get frustrated wanting to delete a letter 'ahead' (to the right of the cursor)?

You could mouse over to the left and then click the DELETE key, but instead try:

"Control D" or
"Function (fn) DELETE"

8

Another example is the popular shortcut of tapping the "Command & Tab" keys simultaneously to open Application Switcher, to tab or switch between open programs.
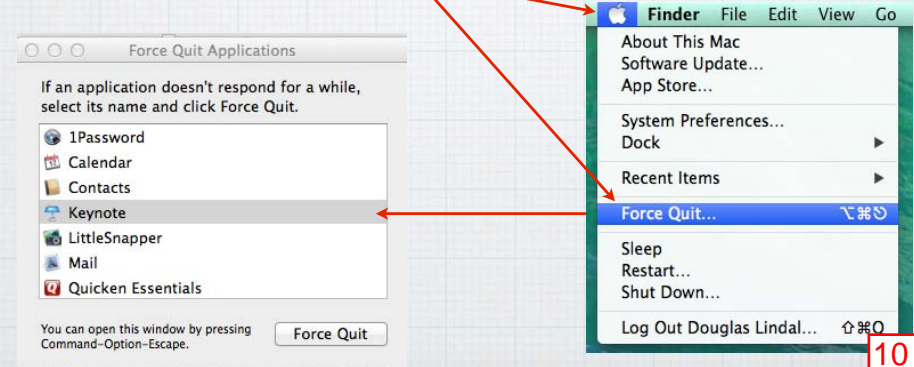

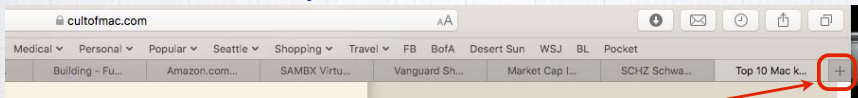**(Go backwards by tapping: Command & Shift & Tab)**

9

Apple's equivalent to the old Windows trick of "Control-Alt-Delete" to shut down a program? Use "Option-Command-Esc" on your Apple keyboard to open 'Force Quit'

(For "Mousers", click the 'Apple' in the upper left corner of screen and scroll down to Force Quit to chose which app to quit)

10

Want to open a new tab in Safari?

'Mouse' over to the + or press "Command T"

Want to switch between your tabs in Safari? Tap the "Command-Shift-Right Arrow" to hop between open webpages without using a mouse.

Four open Tabs in Safari

11

Filling out a form on-line?

Instead of pausing between typing and mousing over to the next field, try using the Tab key to hop directly to the next entry field!
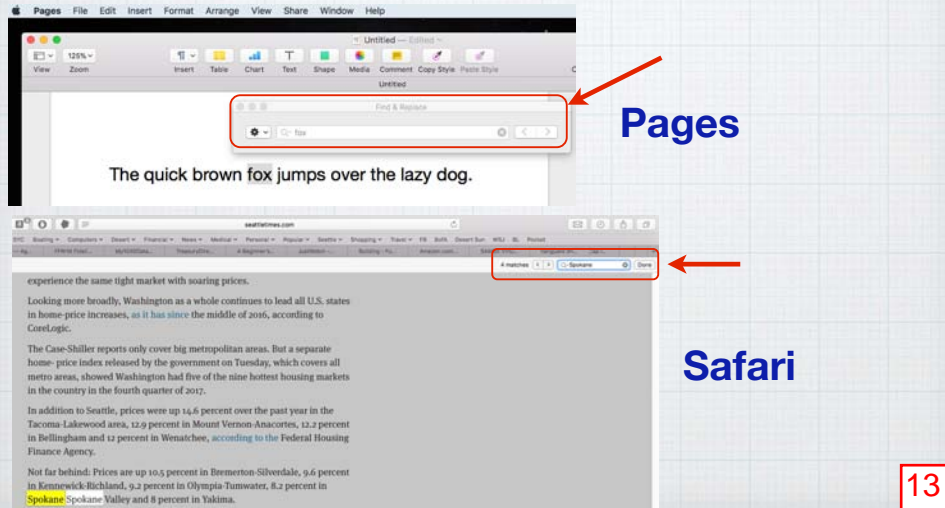

12

Find something fast on your Mac?

"**Command F**" opens a search window.
"**Command G**" then finds the next match.

Pages

The quick brown fox jumps over the lazy dog.

Safari

experience the same tight market with soaring prices.

Looking more broadly, Washington as a whole continues to lead all U.S. states in home-price increases, as it has since the middle of 2016, according to CoreLogic.

The Case-Shiller reports only cover big metropolitan areas. But a separate home-price index released by the government on Tuesday, which covers all metro areas, showed Washington had five of the nine hottest housing markets in the country in the fourth quarter of 2017.

In addition to Seattle, prices were up 14.6 percent over the past year in the Tacoma-Lakewood area, 12.9 percent in Mount Vernon-Anacortes, 12.2 percent in Bellingham and 12 percent in Wenatchee, according to the Federal Housing Finance Agency.

Not far behind: Prices are up 10.5 percent in Bremerton-Silverdale, 9.6 percent in Kennewick-Richland, 9.2 percent in Olympia-Tumwater, 8.2 percent in Spokane, Spokane Valley and 8 percent in Yakima.

13

Take Mac **Screenshots**

How do I take all my Screenshots for these classes?

Capture the entire screen

"**Command-Shift-3**"

- captures the whole screen.

"**Command-Shift-4**"

966
939

- turns your mouse cursor into crosshairs (like a sniper rifle) so you click and
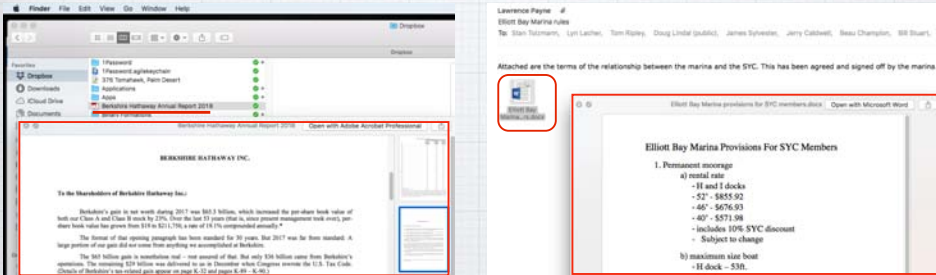- drag across the screen to capture a specific area.

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Quick Look

In Mail, Messages or Finder, highlight an item and tap the SpaceBar to get a 'Quick Look' at a Photo, File or Folder without having to open it.

Finder

Mail

highlight an item and tap the SpaceBar to get a 'Quick Look'

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iOS Keyboard Shortcuts

Now let's look at a dozen ways to use your iPad and iPhone more efficiently.

Everyone should know that when you double-tap the Shift key, the symbol changes to the up arrow with a line under, and you enable Caps Lock.
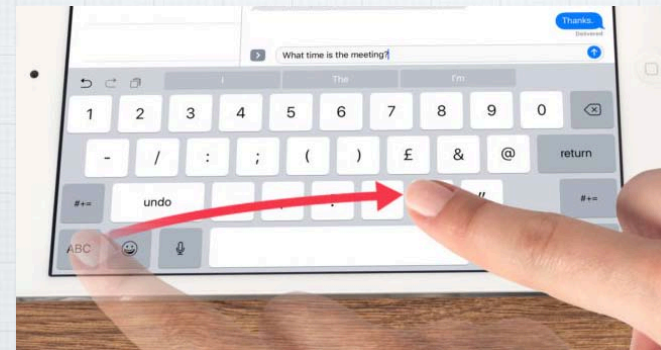
(Press again to shift back.)

A S D F
↑ Z X C

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But did you know that by pressing the Shift Key you can then slide your finger over to capitalize any single key in one stroke?
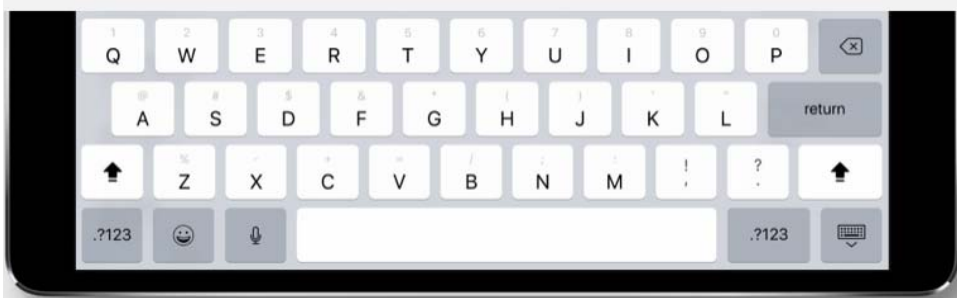

Touch Shift and slide to the letter.

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Even more productive –
Press and hold the ABC Key and the keyboard changes to the numerical keyboard so you can enter a single number - and by letting go, jump back to the alpha keyboard.
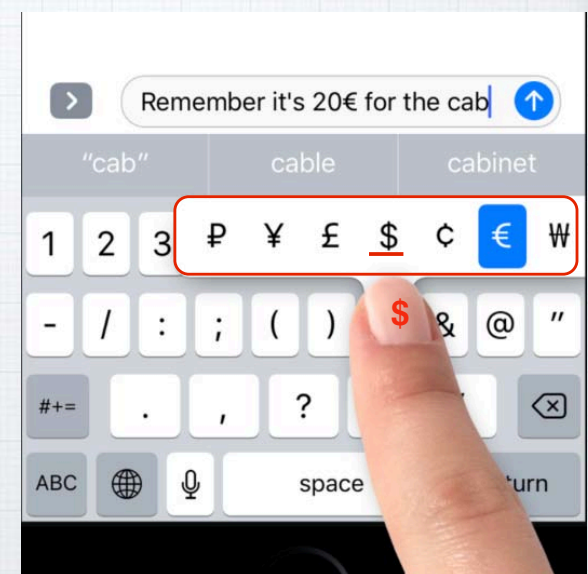

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QuickType keyboard on iPad.
Typing as quick as a flick.

Letters, numbers, symbols, and punctuation marks are now all on the same keyboard — no more switching back and forth. Just flick down on a key to quickly select what you need.
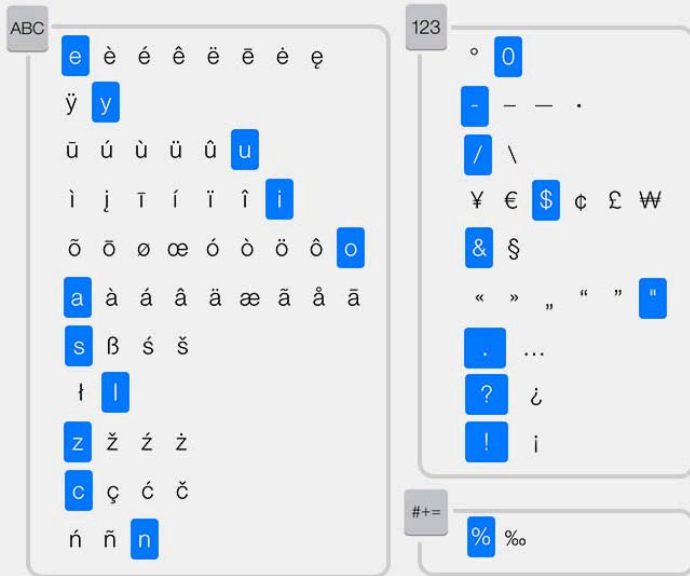
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Secret Keys!

Press and hold many keys for extra symbols related to the original. The $ key reveals Yen, Euros, Pounds, Lira, etc.

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Slide 21

Here is a pretty complete list of Secret Keys. The highlighted blue key is what we see.

ABC

e è é ê ë ē ė ę
ÿ y
ū ú ù ü û u
ì į ī í ï î i
õ ō ø œ ó ò ö ô o
a à á â ä æ ã å ā
s ß ś š
ł l
z ž ź ż
c ç ć č
ń ñ n

123

° 0
- – — ·
/ \
¥ € $ ¢ £ ₩
& §
« » „ " " "
. …
? ¿
! ¡

#+=

% ‰

Slide 22

Another trick you all probably know is while typing to double tap the spacebar to: add a period, a space and capitalize the next letter.

But how do you turn this 'feature' off if you do a lot of texting and want freeform text?

AT&T 3G   12:38 PM   51%

General   **Keyboard**   Edit

Check Spelling   ON

Enable Caps Lock   ON

"." Shortcut   OFF

Double tapping the space bar will insert a period followed by a space.

Go to Settings - General - Keyboard and turn "." Shortcut off.

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One-Handed Keyboard on iPhone

Tap on the Emoji icon and choose left or right sided keyboard layout to make one thumb typing easier!

Shift back to center by clicking on the chevron >.

Slide 24

How to use the keyboard as a trackpad on your mobile devices.

Place two fingers on the keyboard to switch to a touchpad and swipe to move the cursor.
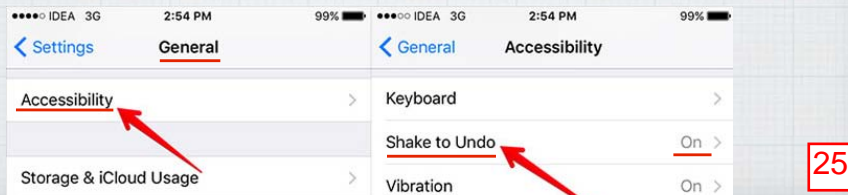
Shake to Undo!

Ever delete something on your iPhone by mistake?! Just shake your phone or iPad vigorously to 'undo' the action.

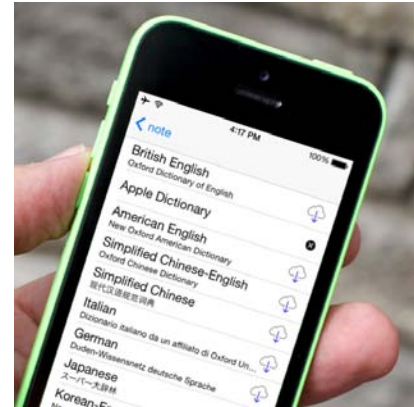If the Shake to Undo is triggering too often when it's unwanted, you can turn it off in:

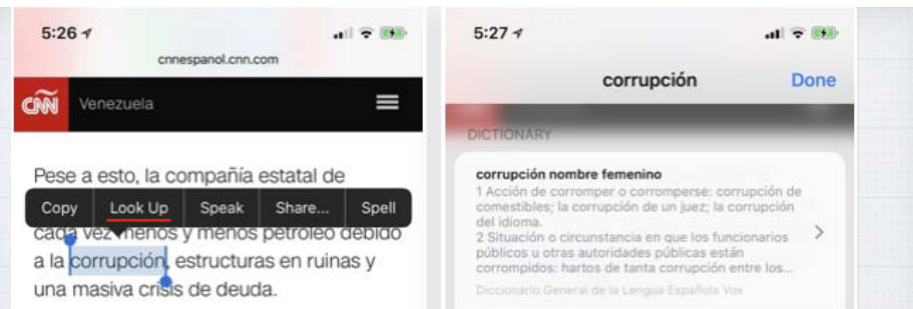Settings - General - Accessibility - Shake to Undo.

Add a Dictionary

Go to: Settings - General - Dictionary

And choose from 40+ languages.

I've added a Spanish - English dictionary to help me with translating text.

I can press on a word and choose Look Up **to get a Spanish definition or an instant translation to English.   Easier yet?**

Just ask Siri in English how to say something in Cantonese, Mandarin, Japanese, Korean, Spanish, French, German, Italian - and Siri will translate the phrase.
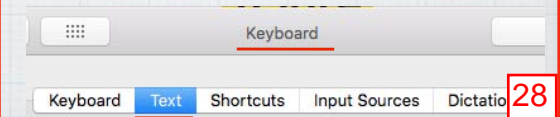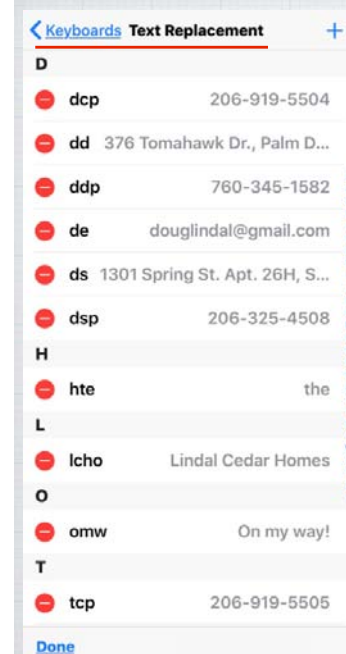
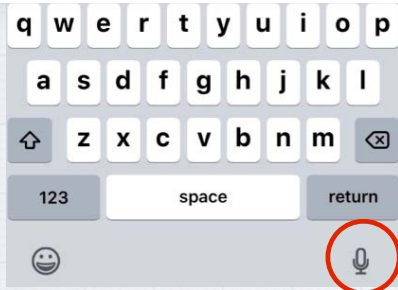## Text Replacements

Tired of typing out names, addresses, phone numbers? Set up keyboard shortcuts for words you use a lot -

Settings - General - Keyboard - Text Replacements.

(You can also set up on your Mac in System Preferences.)

Dictation on an iPhone or iPad.

Why struggle with that little keyboard!?
Just tap the microphone icon and start talking.
Remember to add all punctuation:
"Hello John comma the check is in the mail exclamation mark" becomes:
Hello John, the check is in the mail!

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Take iPhone Photos with Your Voice.

Life's photo-worthy moments can be fleeting. Whether the light is just right or your dog is actually cooperating, unlocking your phone to take a photo might mean you miss the moment.

So use Siri instead!

Settings   Siri & Search

ASK SIRI
Siri can help you get things done just by asking. About Ask Siri & Privacy...

Listen for "Hey Siri"

Press Side Button for Siri

Allow Siri When Locked

Open Settings - Siri **and turn on** "Hey Siri" **and** "Allow Siri When Locked"

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Now you can say things like:

"Take a picture" or "take a photo"
and Siri will open the Camera app or

· "Take a panoramic picture"

· "Take a video"

· "Take a Selfie"

You still have to press the camera button yourself!

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Indian Ridge
COUNTRY CLUB

Questions, Comments???

Visit: rmug.weebly.com
to download this slideshow
Next meeting - Tues. November 13th 2:00PM

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Apple Mac Keyboard Shortcuts

Shortcut	Description
Command-X	**Cut** the selected item and copy it to the Clipboard.
Command-C	**Copy** the selected item to the Clipboard.
Command-V	**Paste** the contents of the Clipboard into the current document.
Command-Z	**Undo** the previous command.
Command-A	**Select All** items.
Command-F	**Find** items in a document or open a Find window.
Command-B	**Boldface** the selected text, or toggle boldfacing on or off.
Command-I	**Italicize** the selected text, or turn italics on or off.
Command-N	**New:** Open a new document or window.
Command-O	**Open** the selected item.
Command-P	**Print** the current document.
Command-S	**Save** the current document.
Control-D	**Delete** the character to the right of the Cursor. (Also: **Fn-Delete**)
Command-Q	**Quit** the app.
O-Cmd-Esc	**Force Quit** the current app. **(Option-Command-Esc)**
Cmd–Space	**Spotlight**: Show or hide the Spotlight search field.
Space bar	**Quick Look:** Highlight and tap to preview the selected item.
Cmd-Tab	**Switch apps:** Switch to the next open app.