

Mac Hints

April 5, 2012

Using the Dictionary

- Hover over a word in most applications and get some choices re definitions, thesaurus, or even Wikipedia
- A closer look at the Dictionary App
- A brief look at Spotlight and Quick Look

Make your own Aliases and using the Sidebar

- An alias is an "empty" icon that represents the real thing. (The alias icon looks just like the original icon, but with a small arrow in the lower-left corner.)
- Why? You create aliases so you don't have to go and find the original file every time you want to use it—you can put aliases where they're easier to find, and then keep the originals in their important folders.
- Great for organizing your work, anything is only a 2x click away.
- Using the sidebar to get to items quickly

Taking Screenshots

- Taking screenshots in Mac OS X is a handy trick to have and use. Unfortunately, Apple never talks about this tool, so in turn, it is a relatively unknown feature
- Keyboard shortcuts and differences
 1. Cmd-Shift-3-the entire screen
 2. Cmd-Shift-4...(Spacebar) –A selection on the screen
- Using Grab App
 1. Selection
 2. Window
 3. Screen
 4. Timed Screen

PDF Services

- Wouldn't it be nice if you could create a PDF and automatically file it in the right folder, without navigating through your entire file system to do so?

Backing up

- Not a matter of whether you will ever experience a hard drive gone bad....but WHEN
- Mandatory....if you care at all about your photos, documents, etc
- Back up painlessly with Time Machine

Personalize your Mac experience

- Dashboard
- Settings on some System Preferences
- Smart Folders

Must have 3rd Party Apps

- Dropbox
- Evernote

Tutorial available for download at:

http://dl.dropbox.com/u/17448997/RMUGMeeting_120405.pdf