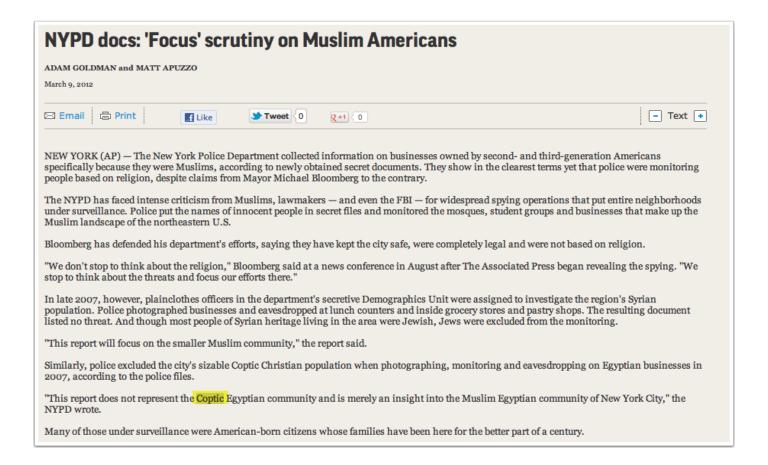
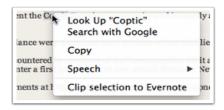
Select a word by double clicking it;

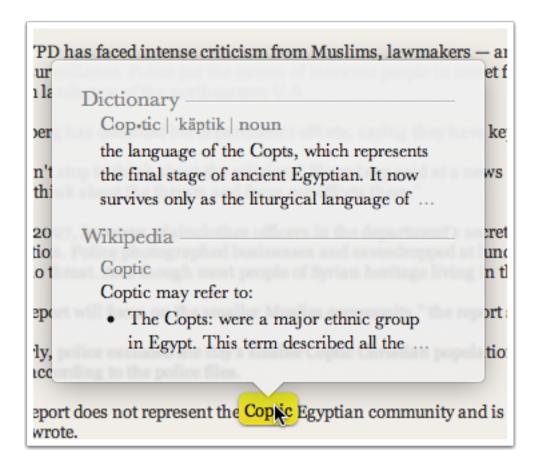


1. Hover your mouse over the word and right-click

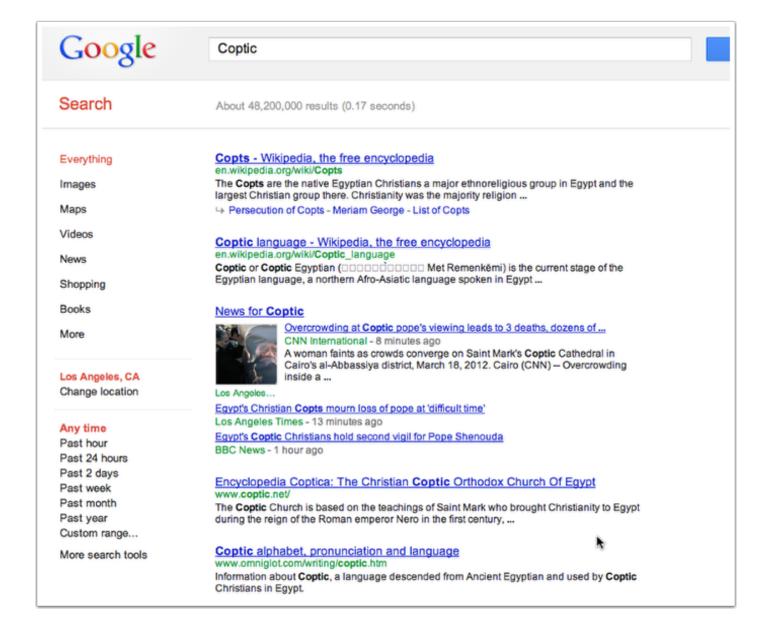
By selecting "Look Up 'Coptic' you will get definition from the Dictionary App; By selecting "Search with Google" you will get a search with even more choices



From Dictionary App:

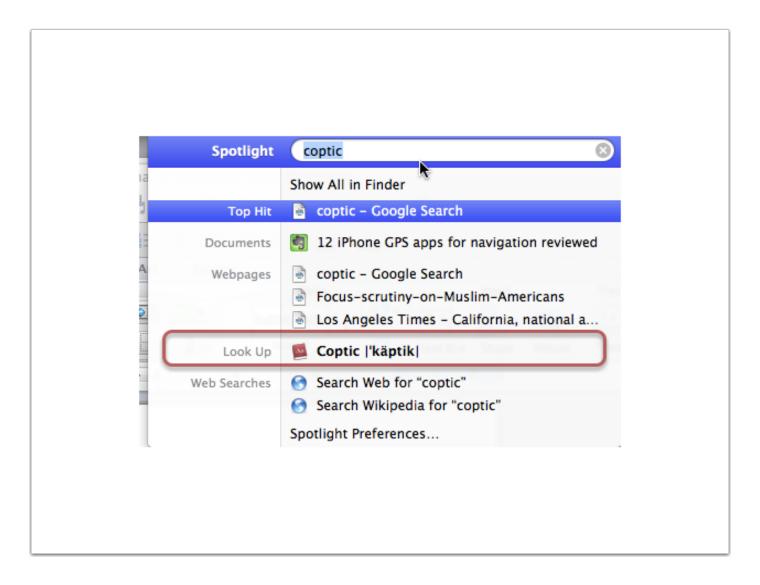


From: Search with Google



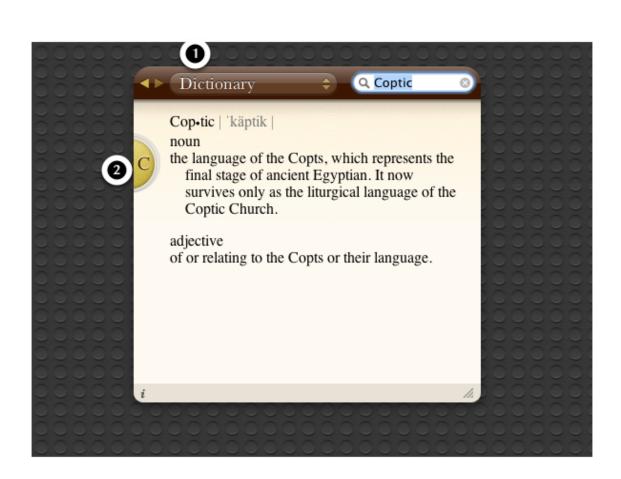
Source: Spotlight

Another way to find a definition of a word--SPOTLIGHT



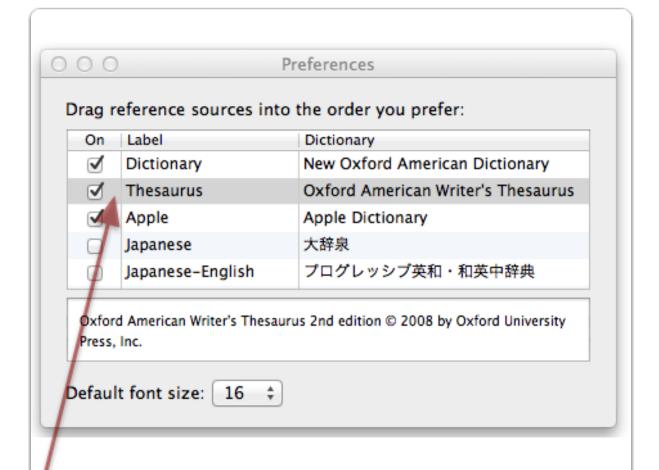
Source: Dashboard

Or, how about the Dashboard widget......Activate from Dock or F12



This may be the most convenient alternative to launching the application. From the source pop-up menu (1), choose your data source (Dictionary, Thesaurus, or Apple). Click the letter button (2) to the left to view other words with the same root.

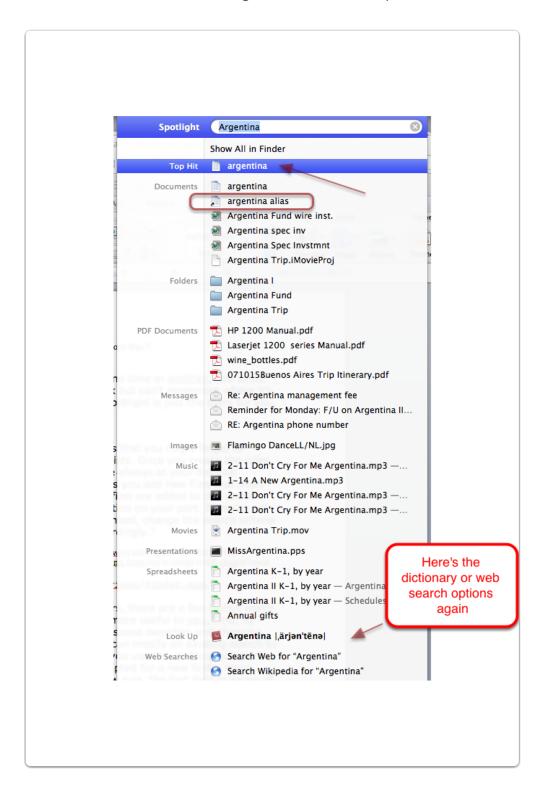
Dictionary Preferences



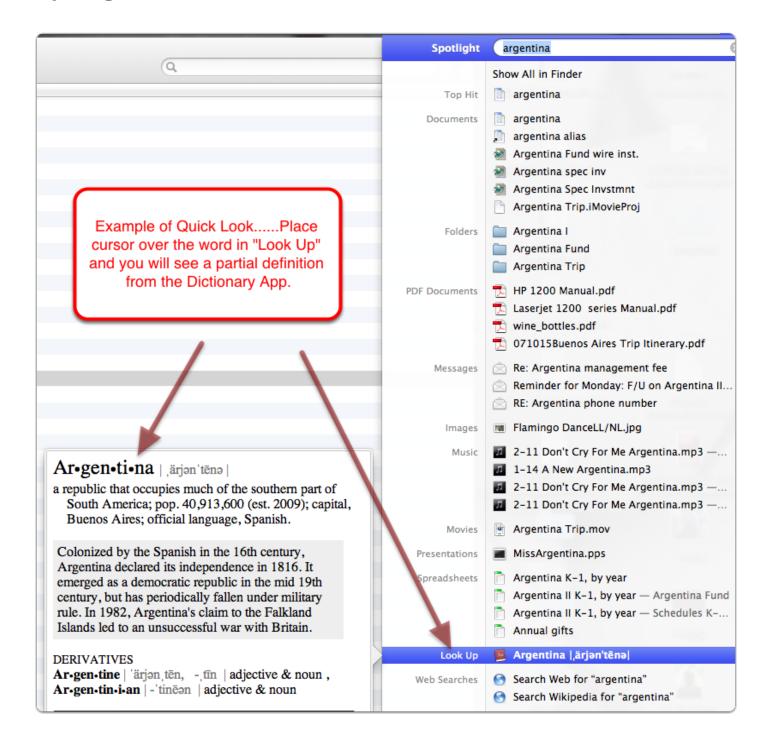
Change the Dictionary's priority from definitions to synonyms, and you'll see the Thesaurus entries at the top of the Dictionary window. This can be done by going to Dictionary/Preferences and dragging the Thesaurus to the top.

Spotlight

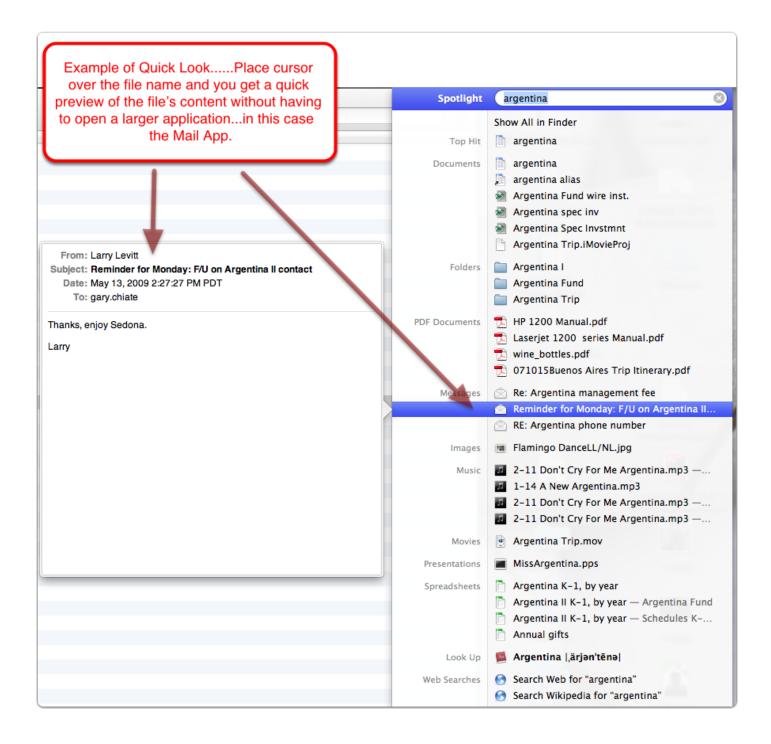
Shows all the instances of "Argentina" on the computer......



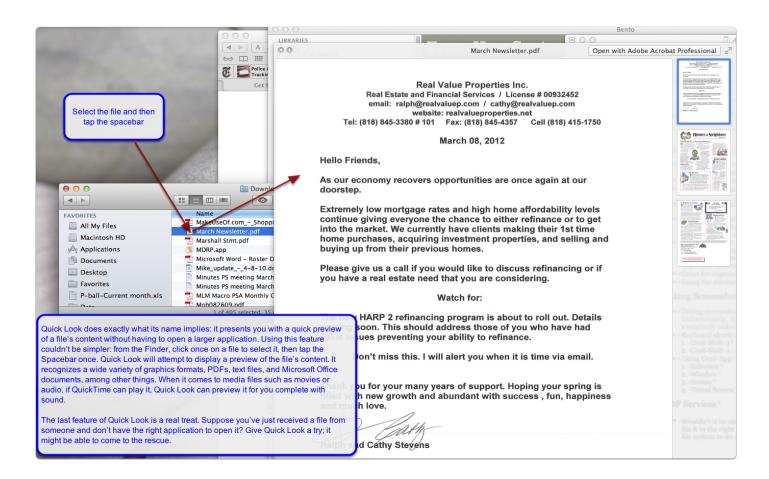
Spotlight



Spotlight



Quick Look



Make Your Own Aliases

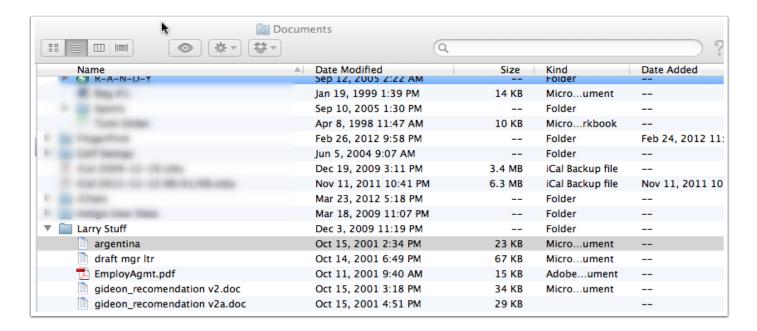
An alias is an "empty" icon that represents the real thing. (The alias icon looks just like the original icon, but with a small arrow in the lower-left corner.) You create aliases so you don't have to go and find the original file every time you want to use it—you can put aliases where they're easier to find, and then keep the originals in their important folders. You can make aliases of applications, documents, folders, utilities, games, etc. Aliases are wonderful tools for organizing your work—anything you want to use is only one double-click away from wherever you are. Remember, an alias is just a picture that goes and gets the real file.

Start by clicking the item for which you want to make an alias. Then choose one of these four ways to make an alias:

- Choose File > Make Alias.
- Press Command-L.
- Control-click the item and choose Make Alias from the contextual menu.
- Hold down Command-Option and drag the file. If you drag to somewhere else in the same folder, you'll create an alias with the word alias at the end of the name. If you drag to a different folder or to the Desktop, you'll create an alias without the word alias in its name.

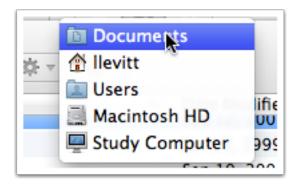
After creating the alias, drag the alias icon to wherever you want to keep it. Rename it, if you like. The new file isn't required to have the word *alias* in its name. (Tip: It doesn't matter if you move the original file later—the alias can always find it.)

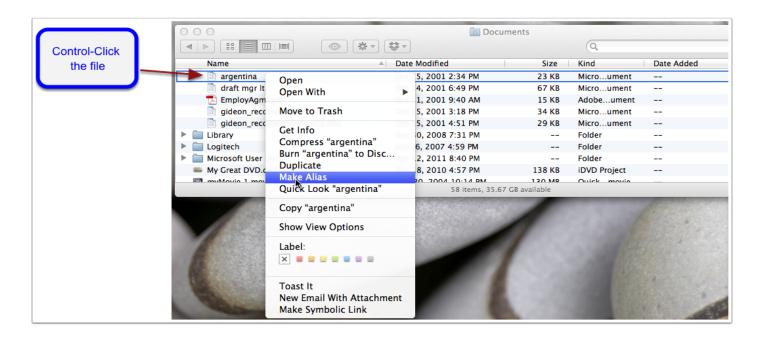
Select the file for which you want to make an Alias

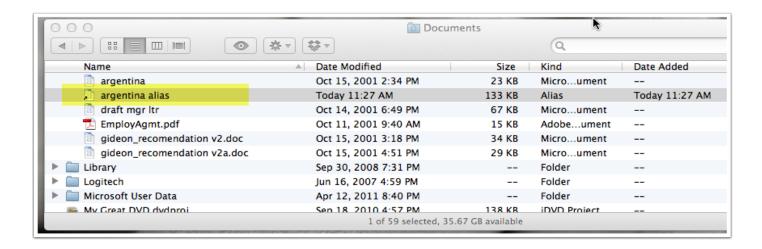


Path to your Documents

Hold down the Cmd key as you click the mouse over the folder name at the top of the window and you get a path to that folder which also can be written Study Computer/Macintosh HD/Users/llevitt/Documents

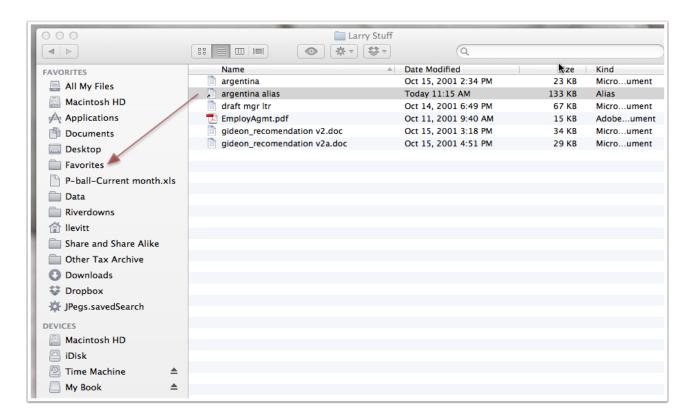






Making Aliases

Note the little arrow in the left hand corner of the alias; drag to Favorites



Screen Shots

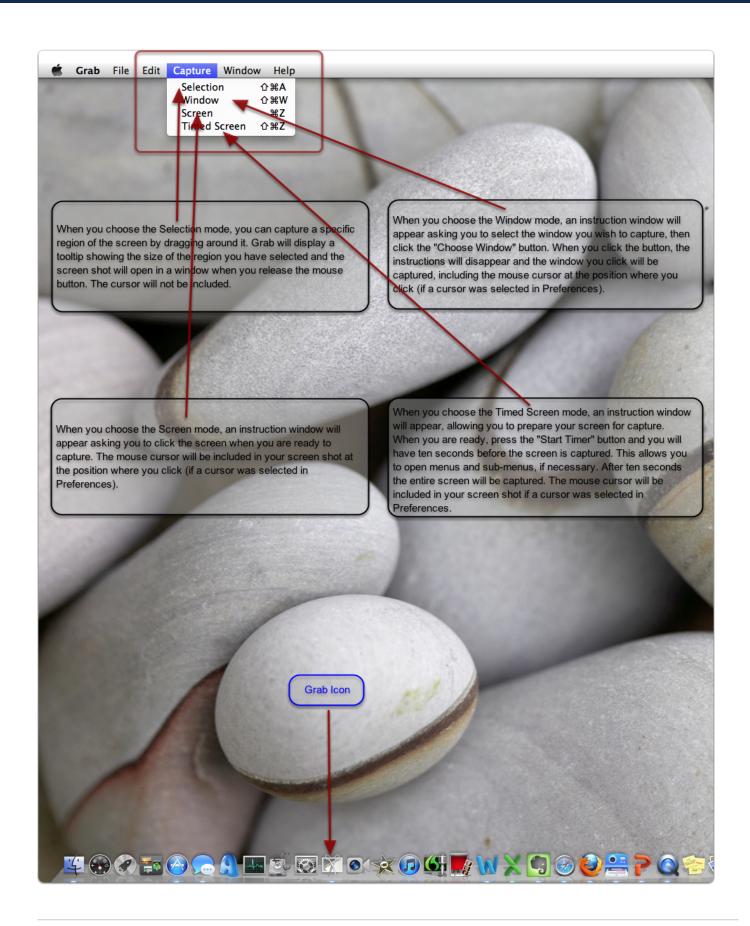
Screen Shots

What is a Screen Shot?

A screen shot is a way of taking a snapshot, or picture, of your computer screen. Screen shots can be very helpful when you need to demonstrate something that would be difficult to explain in words.

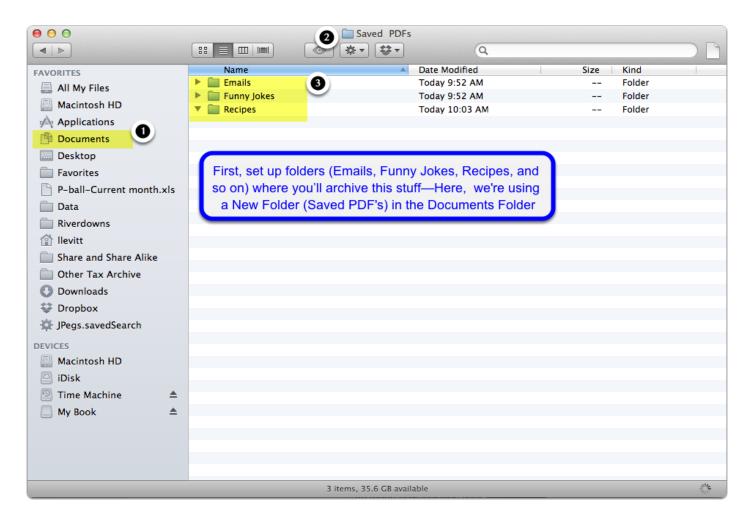
- To capture the entire desktop, press Command-Shift-3.
 The screen shot automatically will be saved as a <u>PNG</u> file on your desktop.
- To capture a portion of the desktop, press Command-Shift-4. A cross-hair cursor will appear and you can click and drag to select the area you wish to capture. When you release the mouse button, the screen shot automatically will be saved as a PNG file on your desktop.
- 3. To capture a specific application window, press Command-Shift-4, then press the Spacebar. The cursor will change to a camera, and you can move it around the screen. As you move the cursor over an application window, the window will be highlighted. The entire window does not need to be visible for you to capture it. When you have the cursor over a window you want to capture, just click the mouse button and the screen shot will be saved as a PNG file on your desktop.
- 4. A PNG file name will look like: Screen Shot 2012-03-29 at 12.02.18 PM.png, i.e., showing the date and time taken. You can email the file as an attachment.

Grab

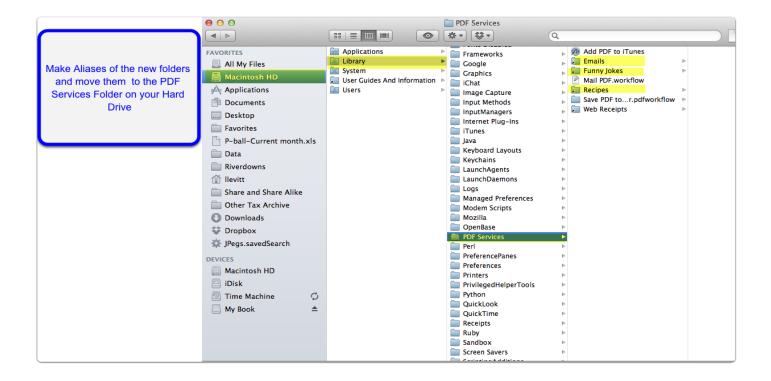


PDF Services

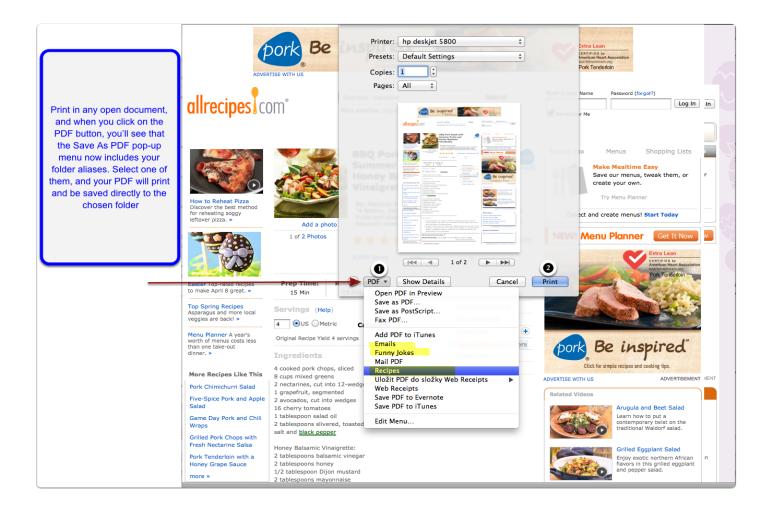
If you're taking advantage of all that OS X has to offer, you're already "printing" things to PDF. Just press Command-P and click on the PDF button in the Print dialog box. It's a great way to store tidbits of information—from funny e-mail messages to online receipts—without killing a tree in the process. 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? Well, you can!



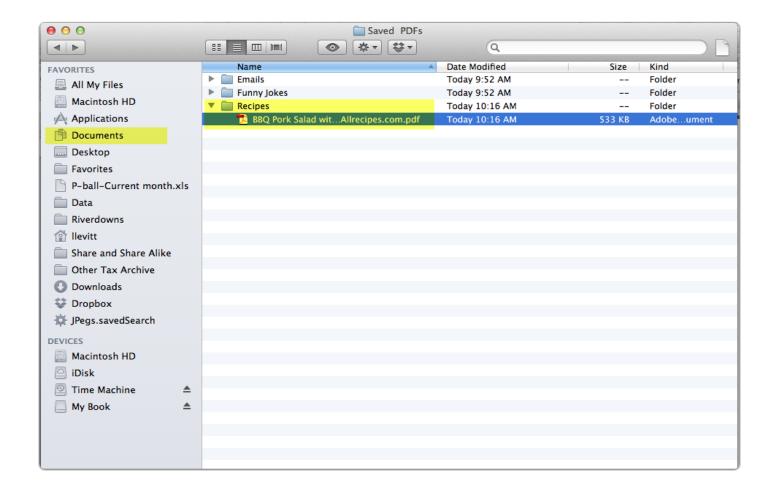
Saved PDFs



Saved PDFs



Saved PDFs



Backing up your Mac

Backing up your Mac

You never forget the first time your hard drive dies and you realize that you haven't backed up. The horrible, stomach-turning moment when you know you've just lost a whole bunch of stuff that's irreplaceable. Photos. Music. Videos that you took at family events. All gone.

Most of us use hard drives every day, without realizing what an amazing piece of engineering they are. Inside every hard drive are a number of extremely thin circular platters, made from glass or ceramic material, spinning at 7200rpm or more.

Leave your hard drive on all day, every day, and each platter will spin 3,784 million times in a year. Floating just nanometers away from these platters is the read/write head, the part of the drive that (as the name suggests) reads and writes data to the drive.

As the head passes over the drive, it magnetizes the surface of the platters in a series of zeros and ones. And the drive has to carry on working like this even when knocked, without crashing the head into the platter, which could easily kill the drive.

Given this, it's perhaps no surprise that hard drives fail. Generally, though, catastrophic failure is relatively rare.

It's not a matter if your hard drive is going to fail...but when!

The best back-up plan is something you don't have to think about once it is set up. The best way to set up the plan is with Time Machine, Apple's own software that comes with every Mac.

How To Easily Back Up Your Mac With Time Machine [Video How-To]

Here is a 5-minute Video showing all the steps in easily backing up your Mac with Time Machine

Quick Video



Mac 101: Time Machine

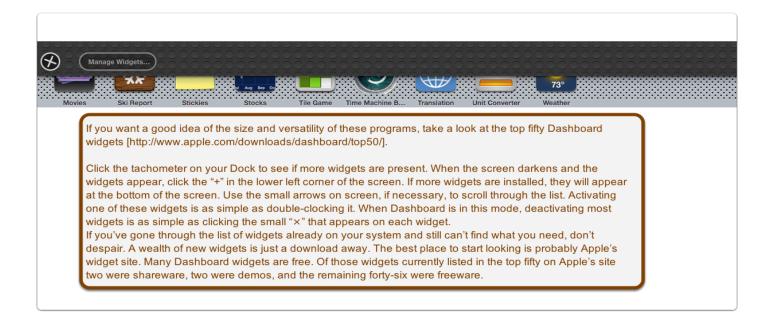
Or you can follow Apple's instructions for setting up and using Time Machine by Cmd-clicking here:



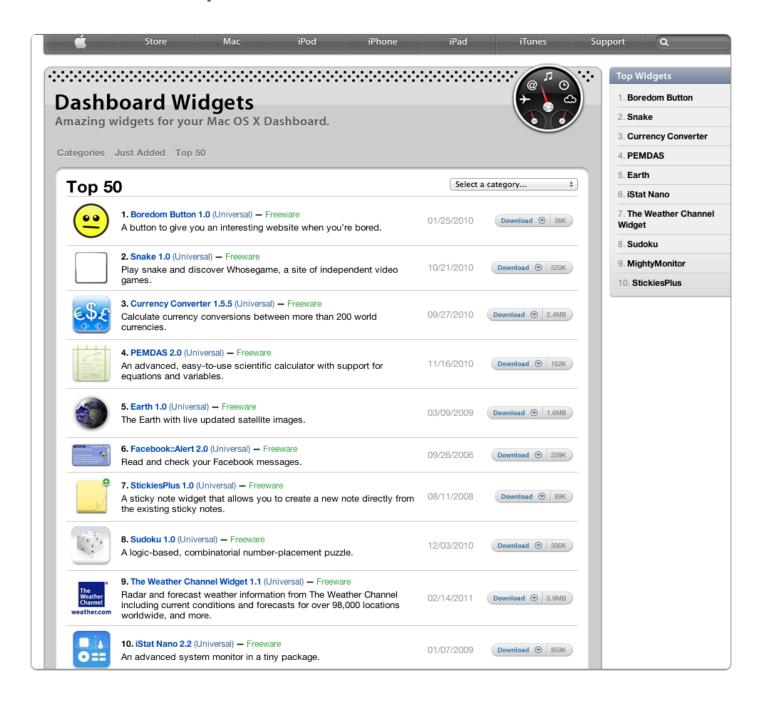
Dashboard



Dashboard Add-Ons



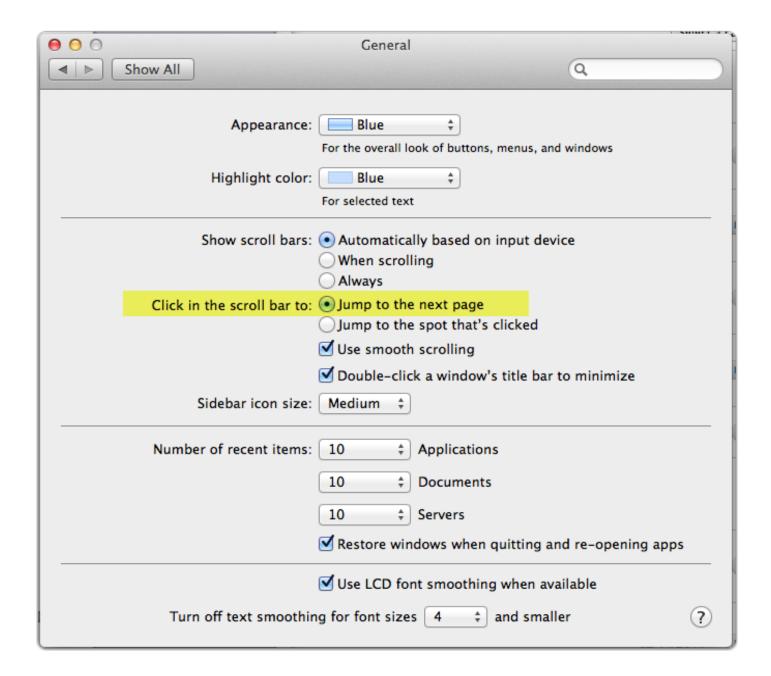
Dashboard - Top 50



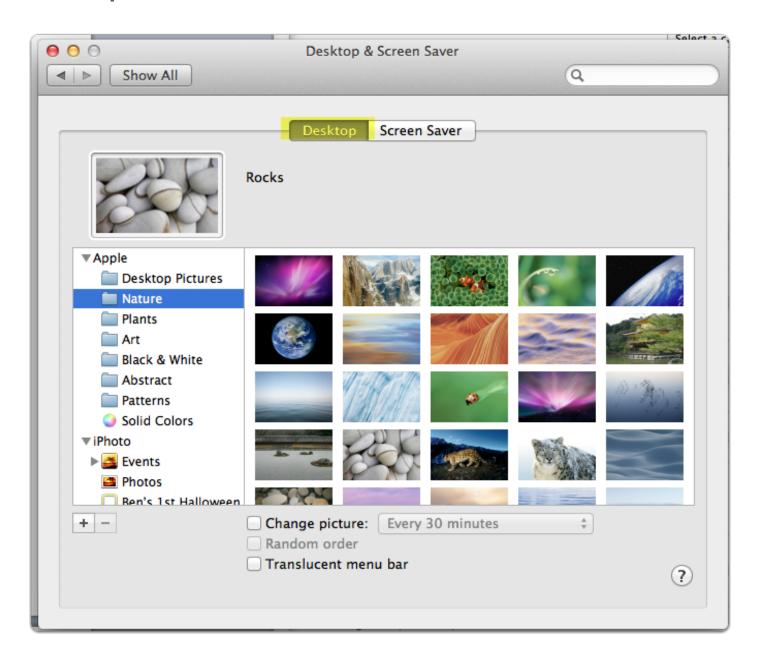
System Preferences



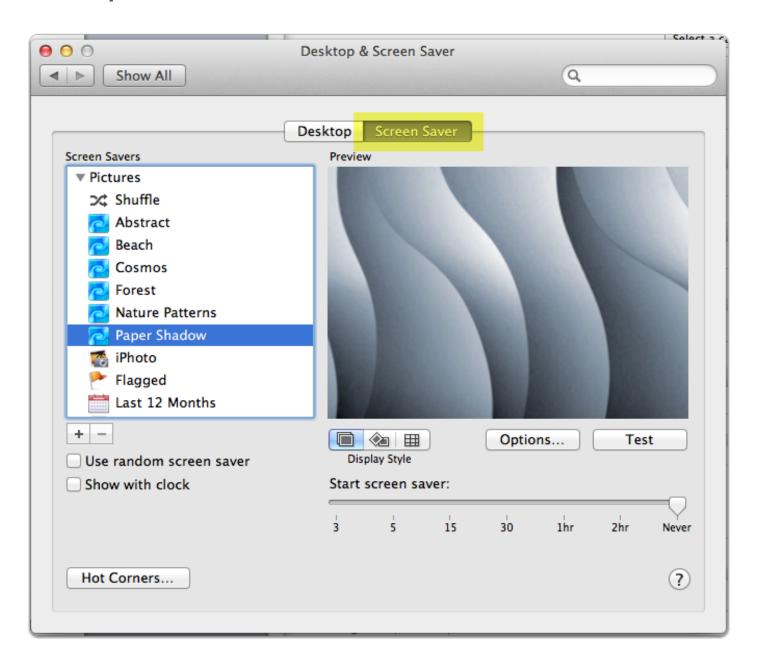
General



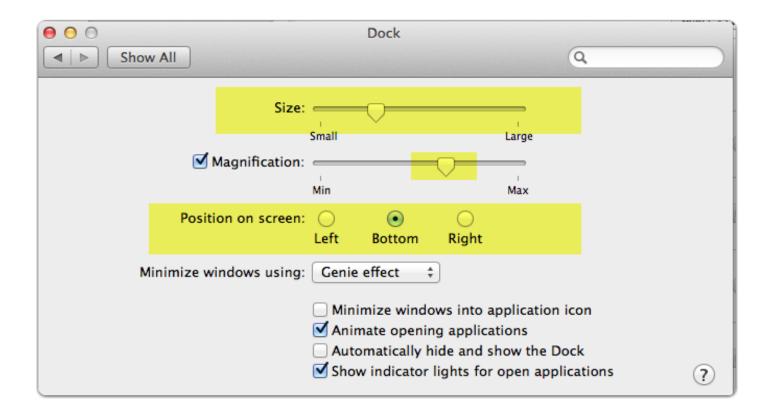
Desktop & Screen Saver



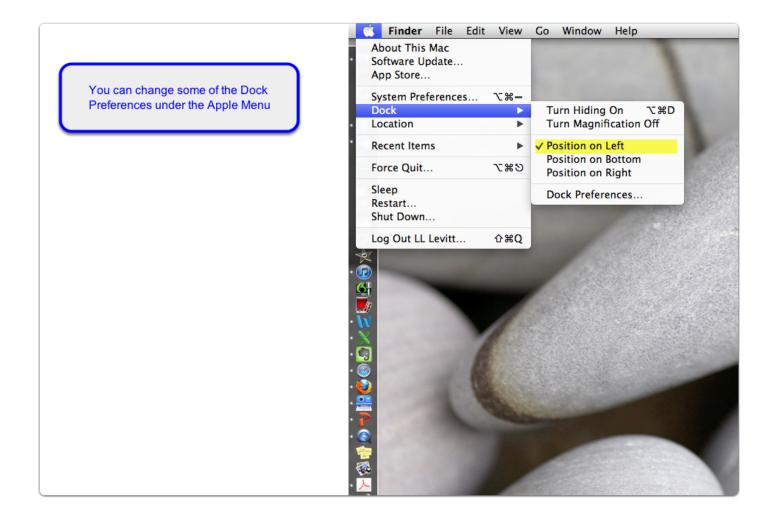
Desktop & Screen Saver



Dock



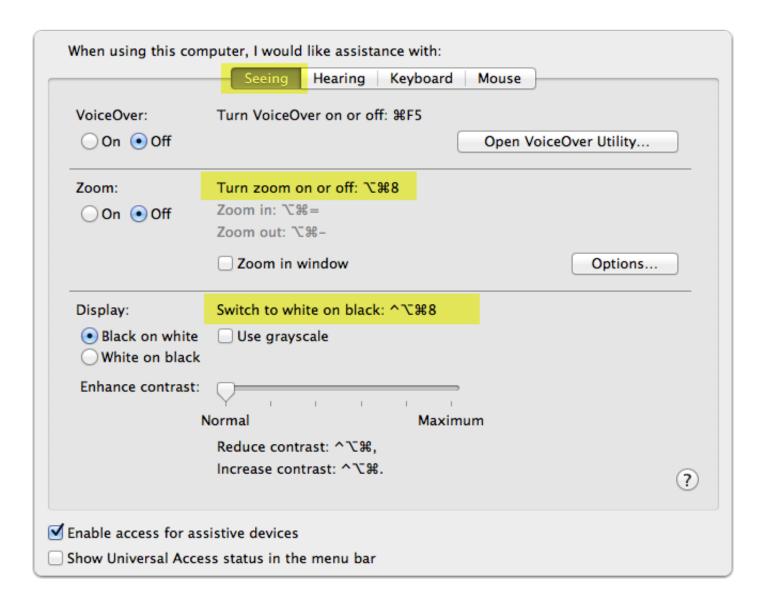
Dock on the left



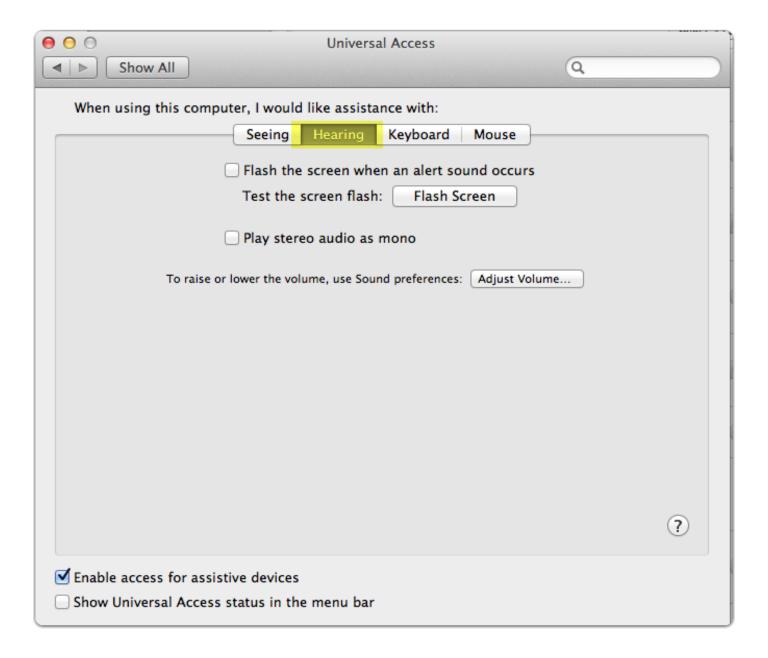
Dock magnification



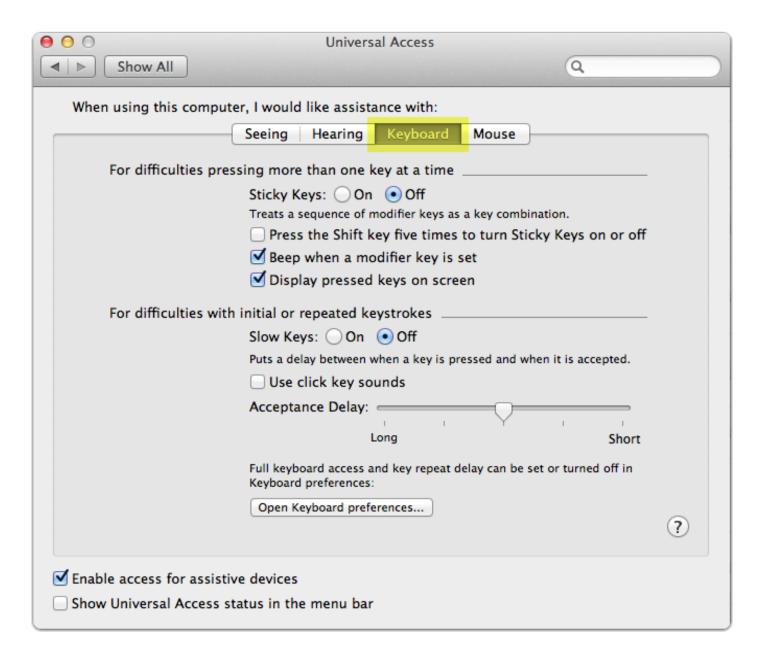
Universal Access-Seeing



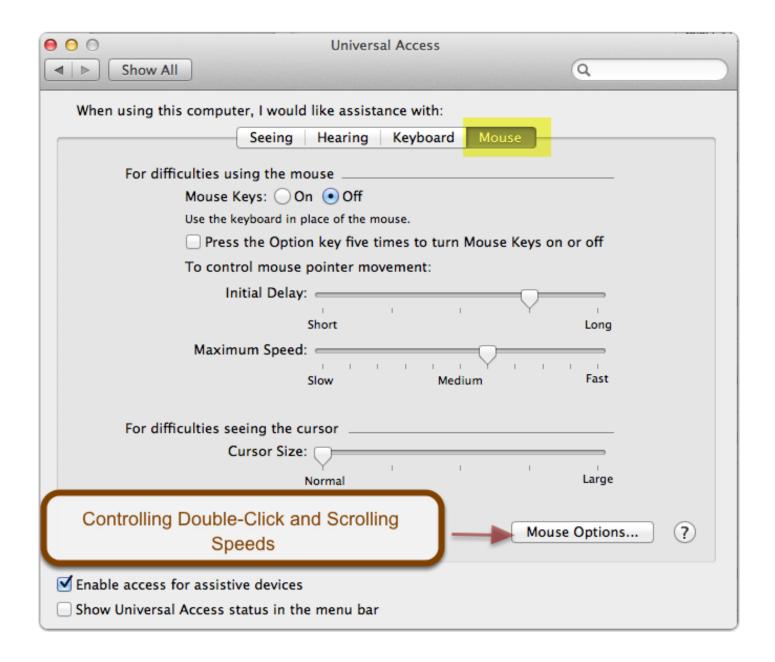
Universal Access-Hearing



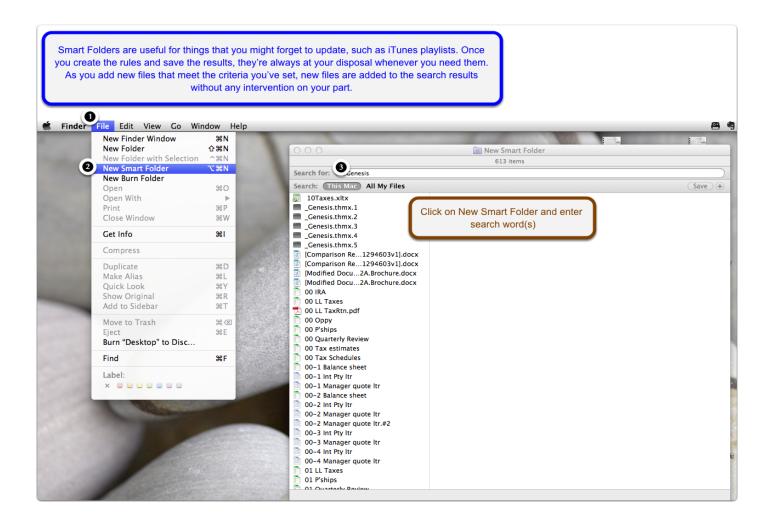
Universal Access-Keyboard



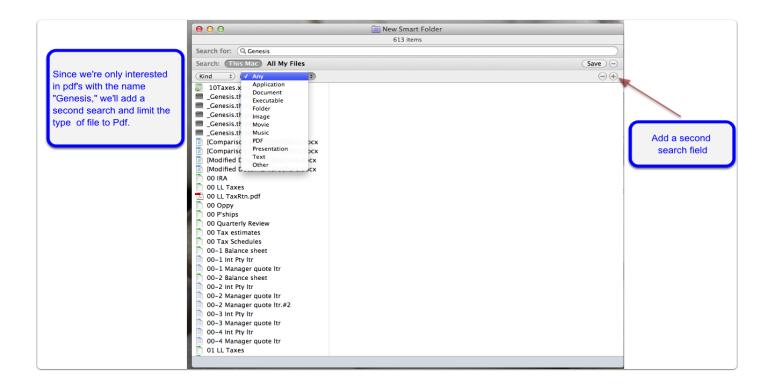
Universal Access-Mouse



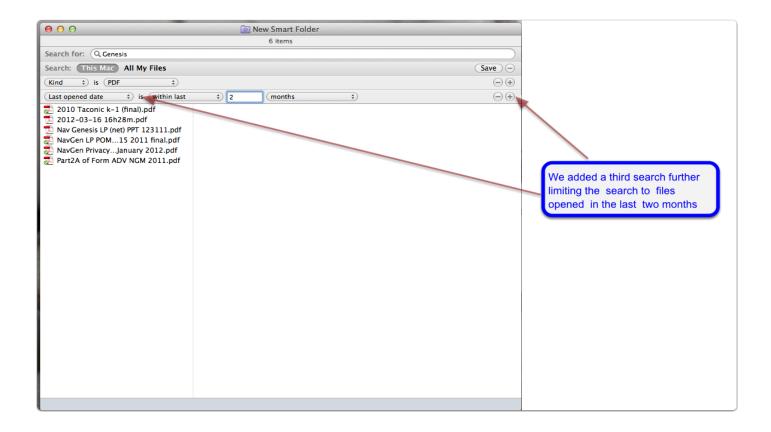
Smart Folders



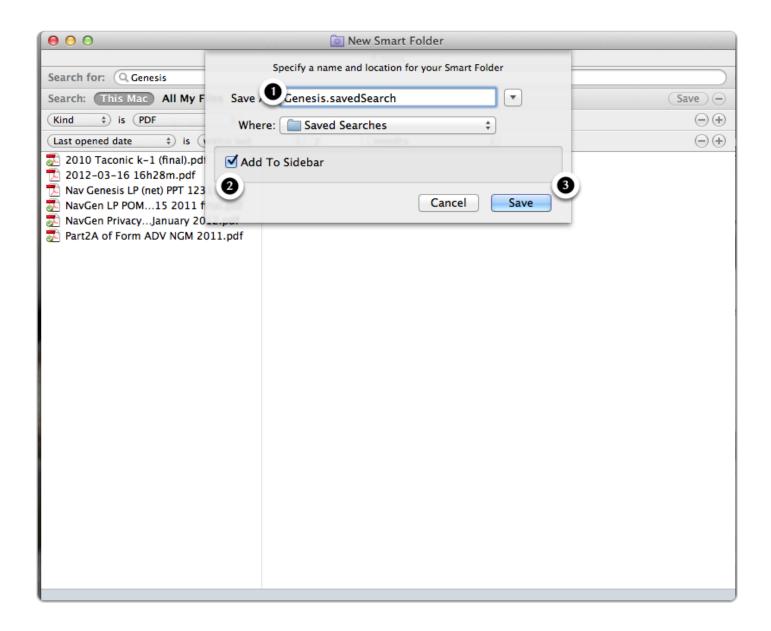
New Smart Folder



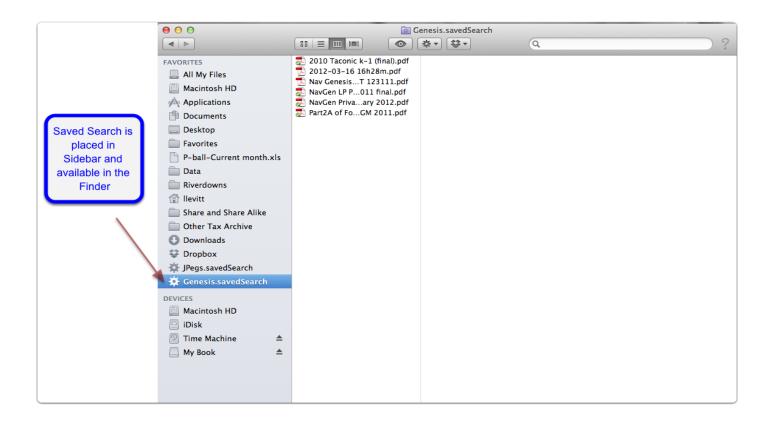
New Smart Folder



New Smart Folder



Genesis.savedSearch



Tour - Dropbox



Features - Dropbox



Your files, anywhere

Any file you save to Dropbox also instantly saves to your computers, phones, and the Dropbox website.

- 2GB of Dropbox for free, with subscriptions up to 100GB available.
- Your files are always available from the secure Dropbox website.
- Dropbox works with Windows, Mac, Linux, iPad, iPhone, Android and BlackBerry.
- Works even when offline. You always have your files, whether or not you have a connection.
- Dropbox transfers just the parts of a file that change (not the whole thing).
- Manually set bandwidth limits -- Dropbox won't hog your connection.



SMS OF THE PARTY O

Dropbox mobile

Apps for iPhone, iPad, Android, and BlackBerry keep your Dropbox at hand, even on the go.

- Bring your files with you when you're on the go.
- Edit files in your Dropbox from your phone.
- Easily upload your photos and videos to Dropbox.
- Share freely with family and friends.

Simple sharing

Shared folders allow people to work together on the same projects and documents.

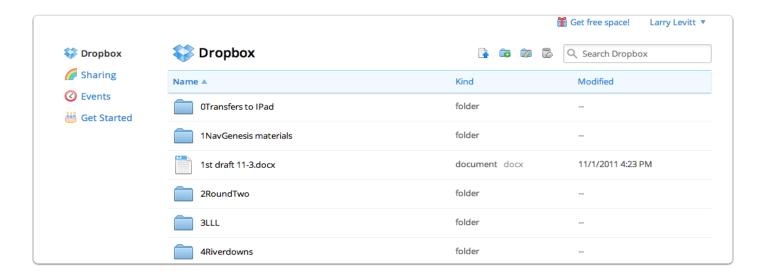
- Invite friends, family or teammates to a folder. It'll be as if you saved the folder to their computers.
- See other people's changes instantly.
- Create photo galleries viewable by anyone you choose.
- Send a link to any file in your Dropbox using your Public folder.



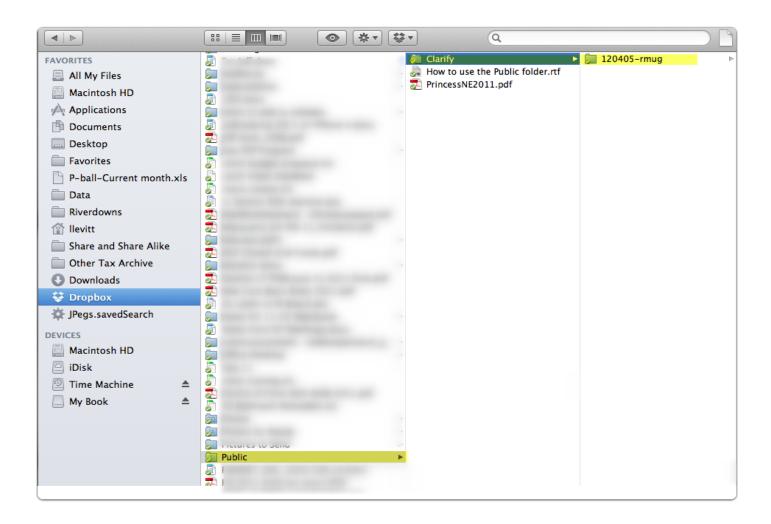
Dropbox folder on my computer



Dropbox Website



Path to Public Folder



Evernote

Welcome to Evernote

Manuals 🛊 click to add tags

Created: Oct 19, 2009 Updated: Oct 19, 2009 www.evernote.com

Welcome to Evernote

Use Evernote to save your ideas, things you see, and things you like. Then find them all on any computer or device you use.

A few simple ideas to get you started

- Click New Note and take down an idea or task.
- Clip and save a webpage with a Web Clipper.
- Use Evernote on your phone to snap a photo of a whiteboard, business card, or wine label. Evernote automatically makes text in your snapshots searchable!

So many ways to capture your notable world

- Get Evernote on all your computers and phones
- Install a Web Clipper into your web browser
- Email notes to your Evernote email address
- Save Twitter messages by following @myEN
- Import photos from your digital camera

Lots of useful features

- Sync notes among your computers and phones
- · Search for printed or handwritten text in images
- Add notes, images, to-dos, PDFs, and more
- Share your notes with friends and colleagues

Evernote for your computer:

- Windows
 Mac
- Web browser

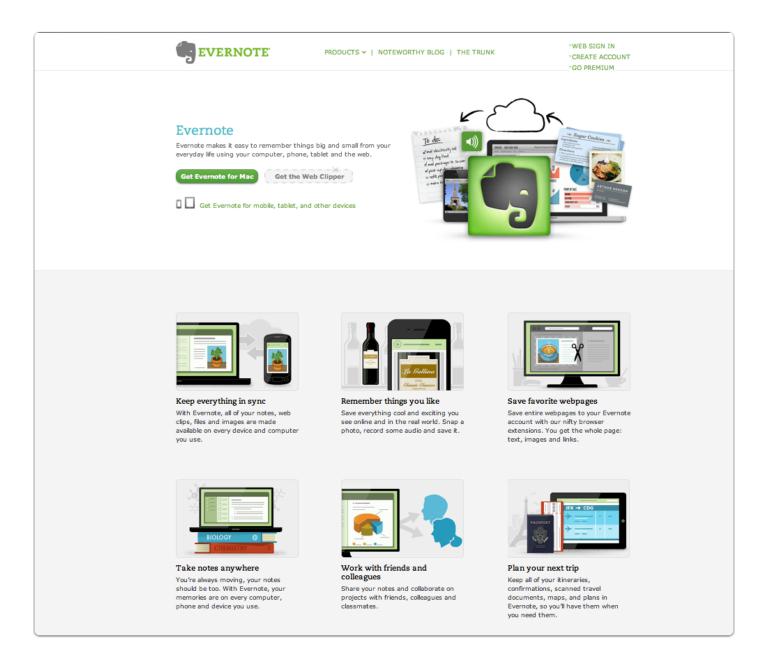
Evernote for your phone:

- <u>iPhone</u>
- Android
 BlackBerry
- Palm Pre + Pixi
 Windows Mobile

Get the latest news

- Read our blog
- Follow us on <u>Twitter</u>
- · Check out our tips blog

Use Evernote to save and sync notes, web pages, files, images, and more. I Evernote



Evernote.pdf

Evernote

If you don't know it yet, Evernote is a "freemium" app that can help you store and organize notes, and keep them in sync with a multitude of devices. The app lets you tag and store your notes

Evernote helps you remember things you might normally forget.

Evernote is accessible just about anywhere (apps, browsers, etc...).

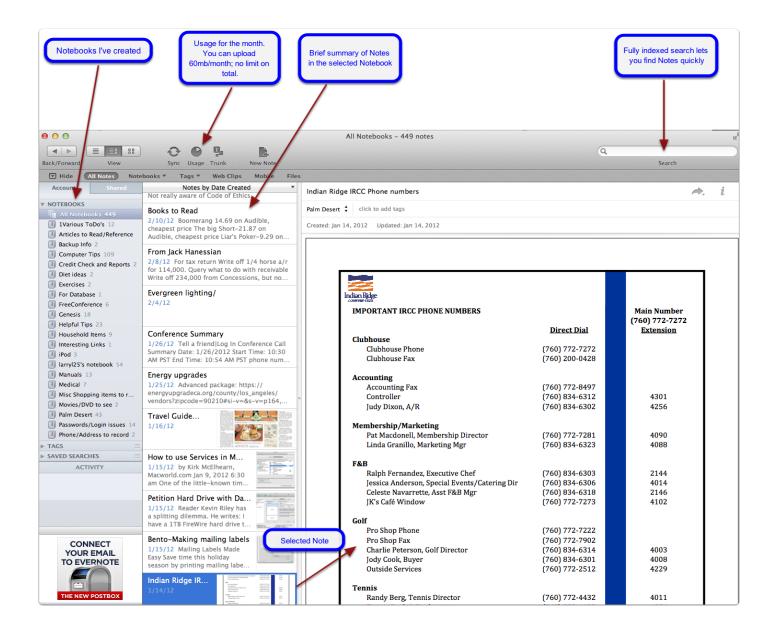
Evernote is free (You can pay \$5 a month for a premium version but generally not needed)

The bottom line: when your information is centralized and organized, you spend less time looking for it; you feel more in control; and you can get back to doing work, being productive, or just enjoying life.

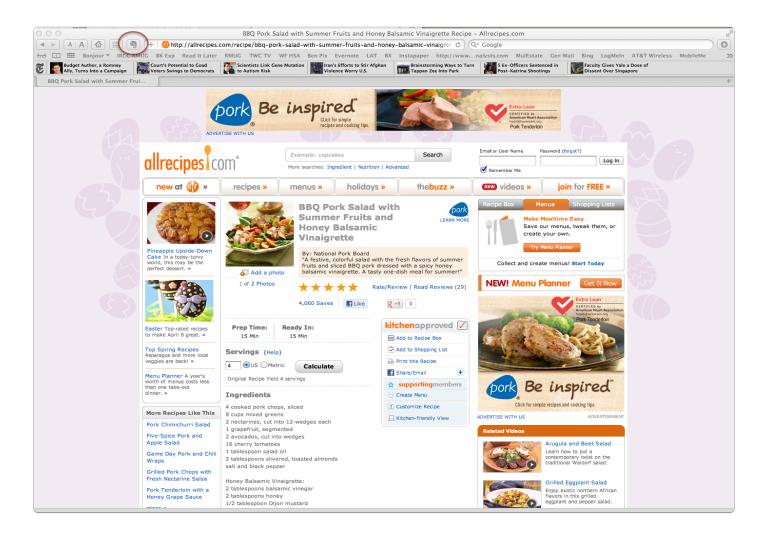
Things you can do with Evernote:

- Syncing between all your devices: If you type up a note using the Evernote
 software on our laptop or home computer, it's instantly on your iPad and iPhone when you
 may need it a few moments later. Likewise, if you snap a picture with your mobile device
 while on the go using Evernote's mobile app, it's conveniently waiting for you on your
 computer when you're back home.
- Take snapshots of your gym's latest class schedule; takeout menus; labels of wines
 you like (and don't like, so you don't make that mistake again)
- IT information: anything that may help save time and make it really easy to get your computer network back up and running (like your router settings)
- Use Evernote's mobile app to record audio notes of ideas you may get while driving, or to record "agenda" items you want to remember to discuss with someone whether a contractor, your spouse, or a business associate.
- Bits of information you'll need in a rush: the best place to park at the mall
 for your favorite stores; how to pick the best vegetables and fruits; the vitamins and
 medications you take; the lightbulb type for your outside lights; your grandchildren's
 clothes and shoe sizes.
- Receipts: Those little scraps of paper that magically seem to multiply, otherwise known as receipts? You can take a picture or scan the receipt and save it in Evernote.
- Home Management: Keep track of account numbers and other hard to remember information a lot of which you may keep in your wallet....that could be lost.
- Recipes: Pretty easy to copy web pages of favorite recipes directly to Evernote where they can be put in folders by type of food.
- Save Articles to Read Later On: If you have Evernote on your iPhone and/or iPad, you can pull up these articles when stuck waiting in line and have a few minutes to kill or at the airport, on the plane, on a cruise, or even at the beach.

Evernote



Using the Evernote Plugin



Recipe clipped to Evernote

With Evernote...an alternative to PDF Services

