Welcome to RMUG

Please sign in
and add your email address
<u>only</u> if it has changed or
if you have not been getting
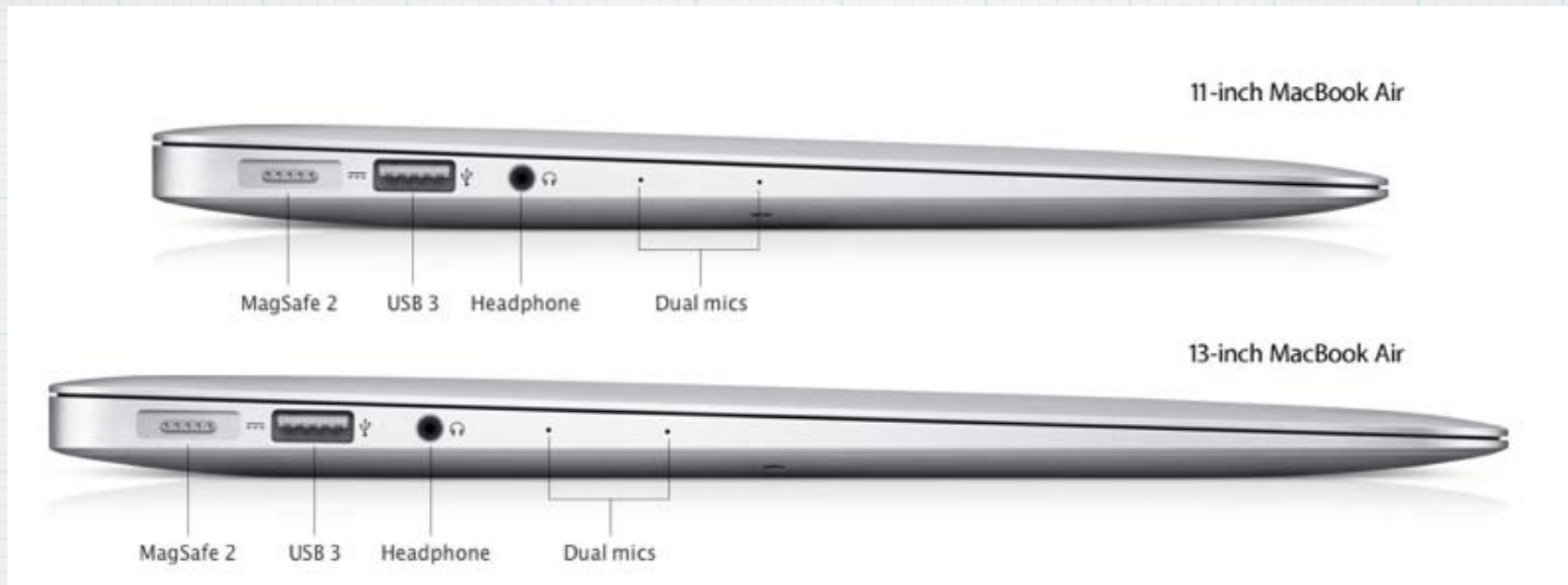my email blasts.

And please turn off your cell phone!!

Thunderbolt, HDMI, USB 2.0 & 3.0, Firewire, Gigabit Ethernet, Digital Audio.

What do they all do?
They are various Ports (or connections) for I/O (input/output) devices, like printers, monitors and disc drives.
If you are new to the Mac, here's a comprehensive guide explaining what all the ports do.

11-inch MacBook Air

MagSafe 2   USB 3   Headphone   Dual mics

13-inch MacBook Air

MagSafe 2   USB 3   Headphone   Dual mics

11-inch MacBook Air

USB 3   Thunderbolt

13-inch MacBook Air

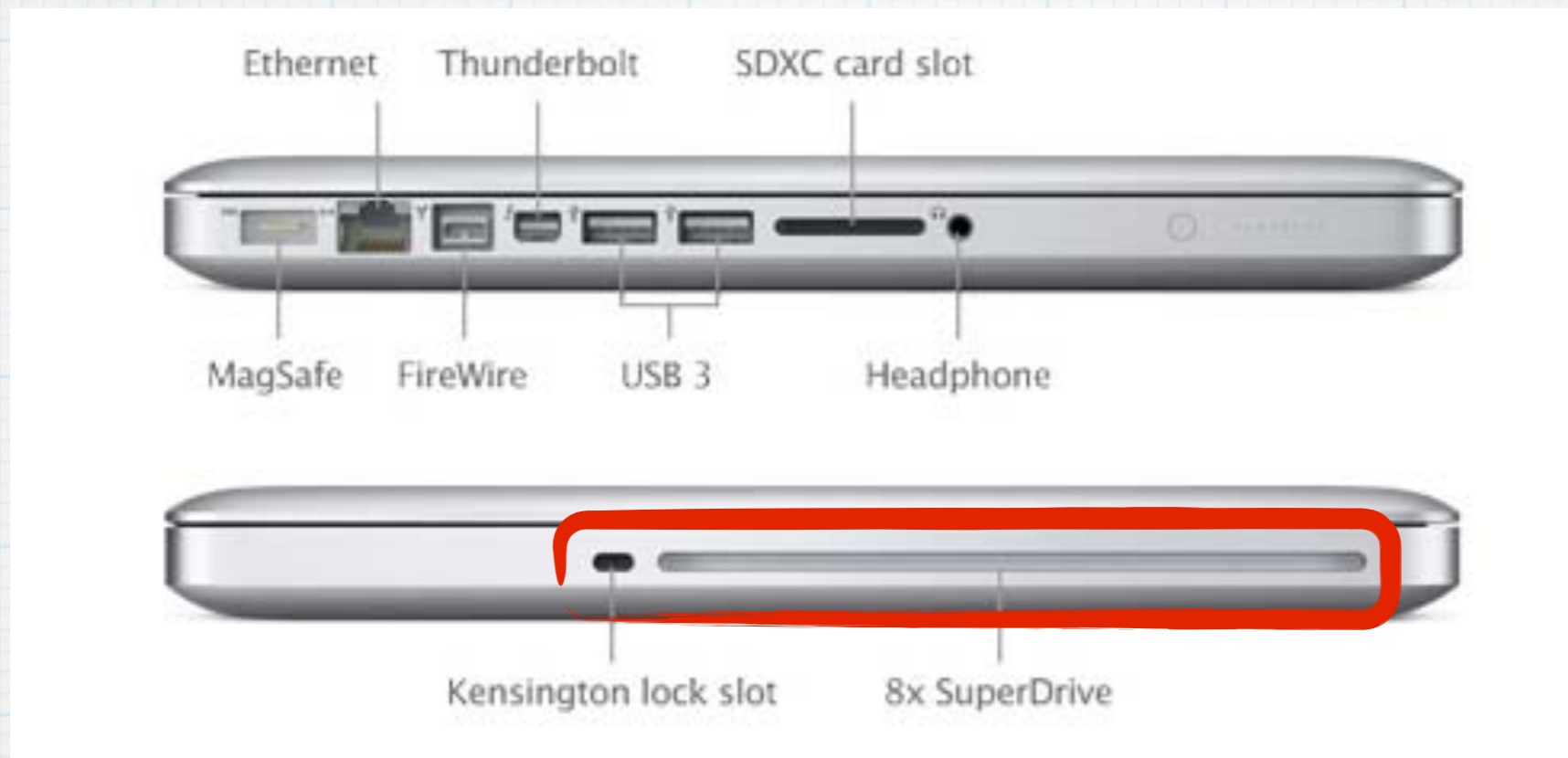SDXC card slot   USB 3   Thunderbolt

The Ports on the 11" & 13" MacBook Air
The 13" model has room for a SD Card for a photo card from a camera.

Ports on a MacBook Pro with Retina display:

MagSafe 2   Thunderbolt   USB 3   Headphone   Dual mics

SDXC card slot   HDMI   USB 3

Ports on a MacBook Pro are similar
to the MacBook Air,
but add a second Thunderbolt
and a HDMI Port.

The Ports on a 2011 era MacBook, included a disc drive, which many users miss, but it made the laptop thicker and added considerable weight.
The Kensington Lock allowed you to secure your laptop with a cable.

The Ports on a new iMac include four USB3.0, two Thunderbolt, Headphone, Ethernet and a SDXC Card Slot.

Power button   Gigabit Ethernet   HDMI   Thunderbolt   USB 3   SDXC card slot

Built-in power supply   FireWire 800   Audio in   Audio out

Ports on a Mac Mini are similar to the iMac but add a FireWire800 and a HDMI Port.

Here's what all the Ports look like up close:

Here's what all the Ports look like up close:

USB 3.0

Thunderbolt

FireWire 800

Gigabit Ethernet

HDMI

Power Supply and Power Switch

Headphone and Microphone

SDXC Card Slot

Firewire 400 and 800 ports and cables are an older technology for hooking up disc drives and hard drives - replaced by the faster Thunderbolt.

Slot

Lock

Cable

The "Kensington Lock" comes with a cable and lock to secure a laptop

SDXC Cards and Port

Allows you to directly plug a camera photo card into your laptop.

USB Ports allow you to connect a keyboard, printer or a mouse to your computer.

USB3.0 is the latest version of USB (Universal Serial Bus) providing up to ten times the speed of USB2.0. USB3.0 is backwards compatible with USB2.0

The USB3.0 cables are often colored blue
to distinguish them from USB2.0
However Apple does not
add blue, or any color, to their ports.

USB cables come in many different shapes & sizes to power a wide variety of Portable HDs, Printers, Scanners, etc.

There are two versions of USB cables for your iPhones (Lightning & 30 Pin).

The mini DVI Port preceded the new Thunderbolt Port and was used primarily to hook up a separate monitor to your Mac or MacBook.

The Thunderbolt Port is Apple's new technology for hooking monitors and disc drives to a Mac or MacBook. It is Apple's high speed I/O (input/output) Port of the future.

HDMI Ports allow you to hook your Mac up to a flat screen TV or Apple TV, delivering both audio and video. Apple provides a HDMI Port on MacBook Pros and Mac Minis. On other Macs, Apple sells cables that convert Thunderbolt or Mini DVI Ports to HDMI.

Ethernet   Thunderbolt   SDXC card slot

MagSafe   FireWire   USB 3   Headphone

Kensington lock slot   8x SuperDrive

If you don't have a wireless network, an Ethernet cable connects you to the Internet via your router/modem.
The older style MacBooks had space for an Ethernet Port but the new MacBook models are too thin.
Apple sells a USB Ethernet Adapter.

A.) New 85-watt 15- and 17-inch MacBook Pro MagSafe

B.) 45-watt MacBook Air MagSafe

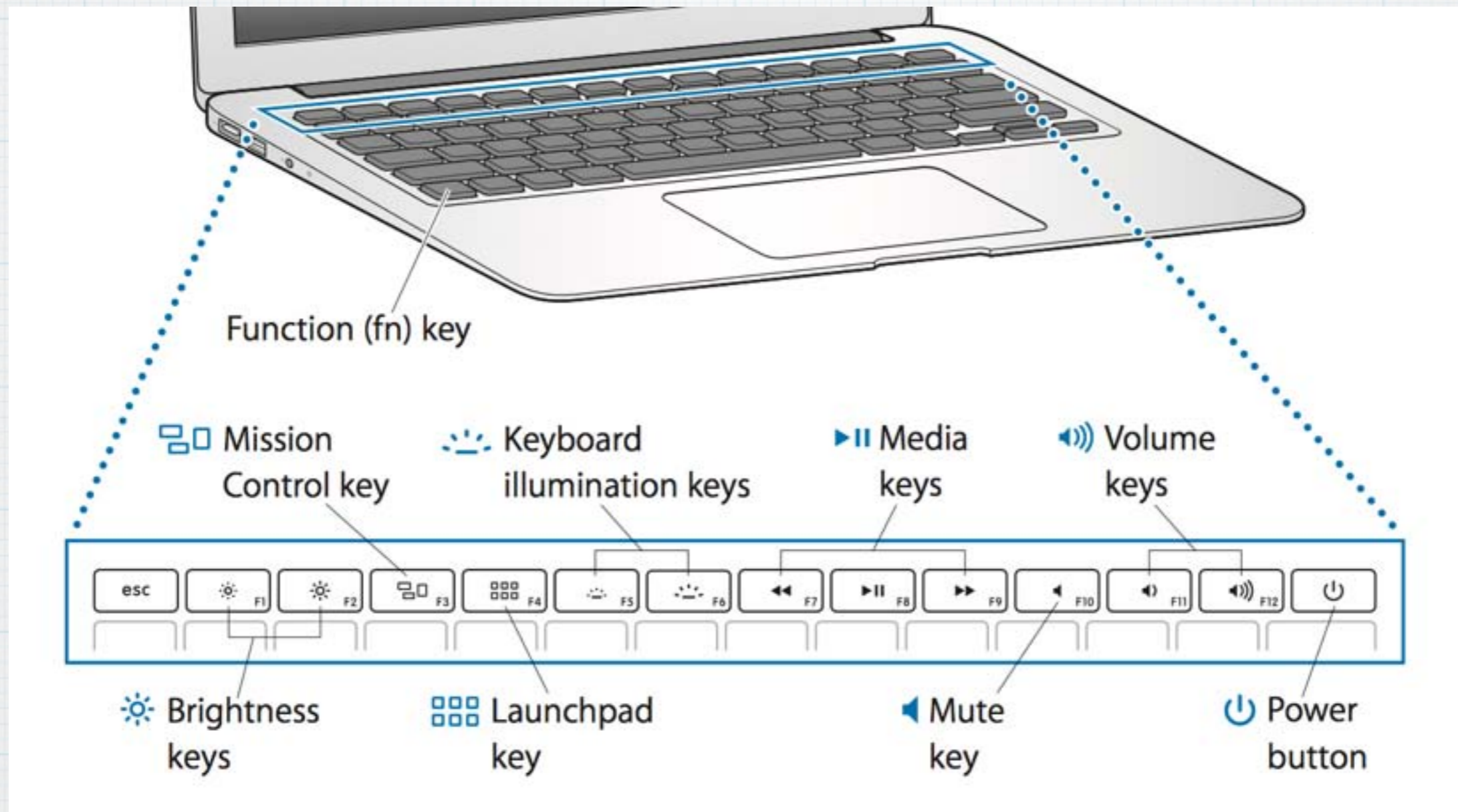C.) Current 60-watt 13-inch MacBook Pro and MacBook MagSafe

A   B   C

Apple's "MagSafe" power plug on their MacBooks provide a magnetic connection that will quickly disconnect without pulling the laptop off the table if snagged. There are three varieties, depending on MacBook model.

Different kinds of ports

- === MagSafe port: On a Mac notebook, this is where you connect the MagSafe power cable.

- ♆ USB port: A wired external keyboard or mouse connects to your computer's USB port, as do many printers and USB flash drives (wireless keyboards, trackpads, and printers do not need to use a USB port—these use wireless Bluetooth or Wi-Fi technology). Learn more about using USB devices with Mac computers here.

- ⚡ Thunderbolt: Connect a Thunderbolt display, or connect a Mini DisplayPort to DVI, VGA, HDMI, or DisplayPort adapter. Also connect storage devices, video capture, firewire, and gigabit ethernet adapters directly to your Mac's Thunderbolt port. Got a new Thunderbolt display? See which Macs can connect to it.

- 🎧 Audio ports: Connect your Mac to an audio system or to connect headphones or speakers using the audio ports.

- HDMI HDMI port: You can use this port and an HDMI cable to connect to an HDTV's HDMI port, and use the TV as an external display. **Note**: You can also use an Apple TV and AirPlay Mirroring to turn your HDTV into an external display.

- ⟨⋯⟩ Ethernet port: If you connect to the Internet without Wi-Fi, you probably have a modem or router connected to your computer's Ethernet port. If your Mac doesn't have an Ethernet port but you need one, you can use the Apple USB Ethernet Adapter.

- FireWire port: Some Macs come with FireWire 400 or FireWire 800 ports for connecting peripheral devices such as external hard drives.

- Some Macs include a card reader slot ("SDXC card"), which makes it easy to transfer photos to and from your computer.

- A Kensington lock slot is available on certain Macs.

Here's Apple's own listing of Ports as a handy reference guide.

OK - that covers the Ports, now what about the top row keys on the keyboard!?

Here is a current MacBook Air

Function (fn) key
Press and hold this key to activate customized actions assigned to the function keys (F1 to F12). To learn how to customize function keys, search for "function keys" in Help Center.

Brightness keys (F1, F2)
Increase (☀) or decrease (☀) the brightness of the screen.

Mission Control key (F3)
Open Mission Control to get a comprehensive view of what's running on your MacBook Air, including Dashboard, all your spaces, and all open windows.

Launchpad key (F4)
Open Launchpad to instantly see all the applications on your MacBook Air. Click an application to open it.

Keyboard illumination keys (F5, F6)
Increase (∴∵∴) or decrease (∴∵∴) the brightness of the keyboard illumination.

Media keys (F7, F8, F9)
Rewind (◄◄), play or pause (►II), or fast-forward (►►) a song, movie, or slideshow.

Mute key (F10)
Mute the sound coming from the built-in speakers and headphone port.

Volume keys (F11, F12)
Increase (◄))) or decrease (◄)) the volume of sound coming from the built-in speakers or headphone port.
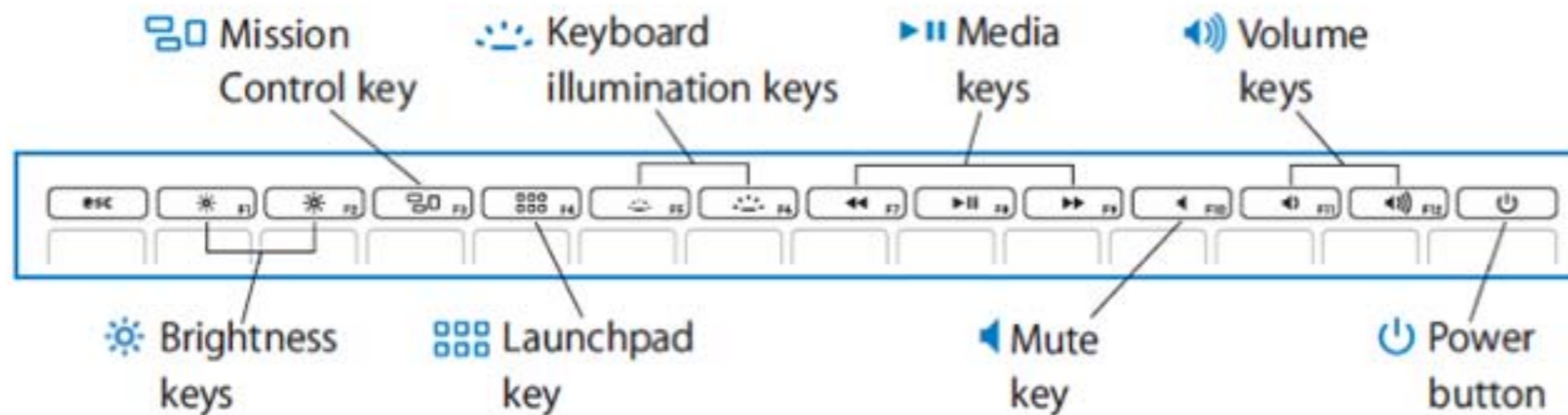
Power button
Turn your MacBook Air on or off, or put it to sleep.

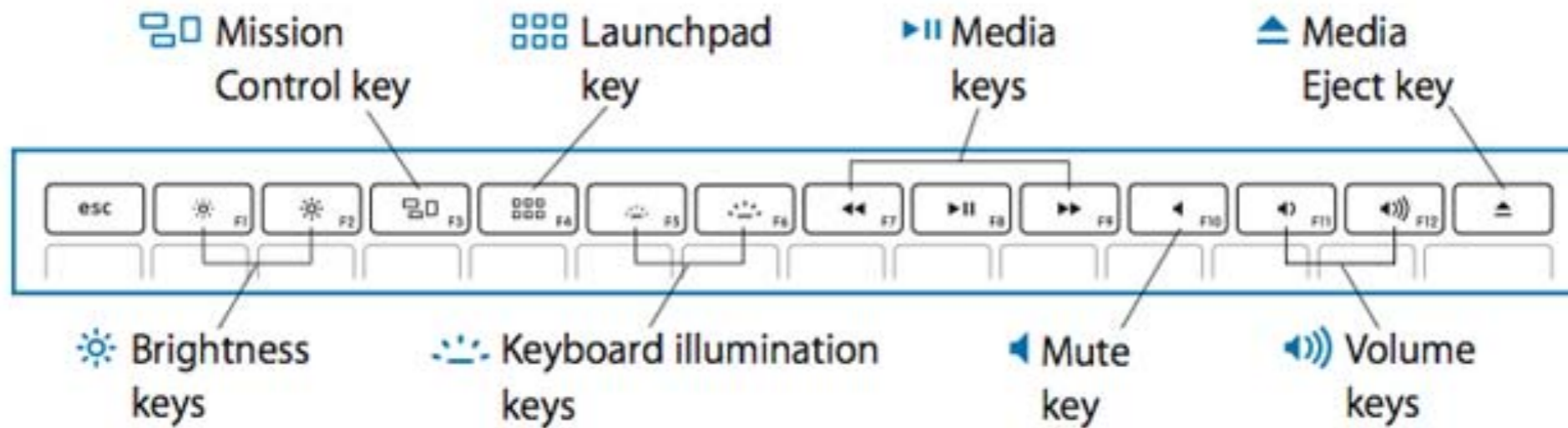# And here is Apple's description of the keys.

Over the past 5-6 years, Apple has tinkered with these keys, here is a reference list:

MacBook Air (Mid 2011) and later, MacBook Pro (Retina, Mid 2012), MacBook Pro (Retina, 13-inch, Late 2012 and later), and MacBook Pro (Retina, 15-inch, Early 2013 and later)
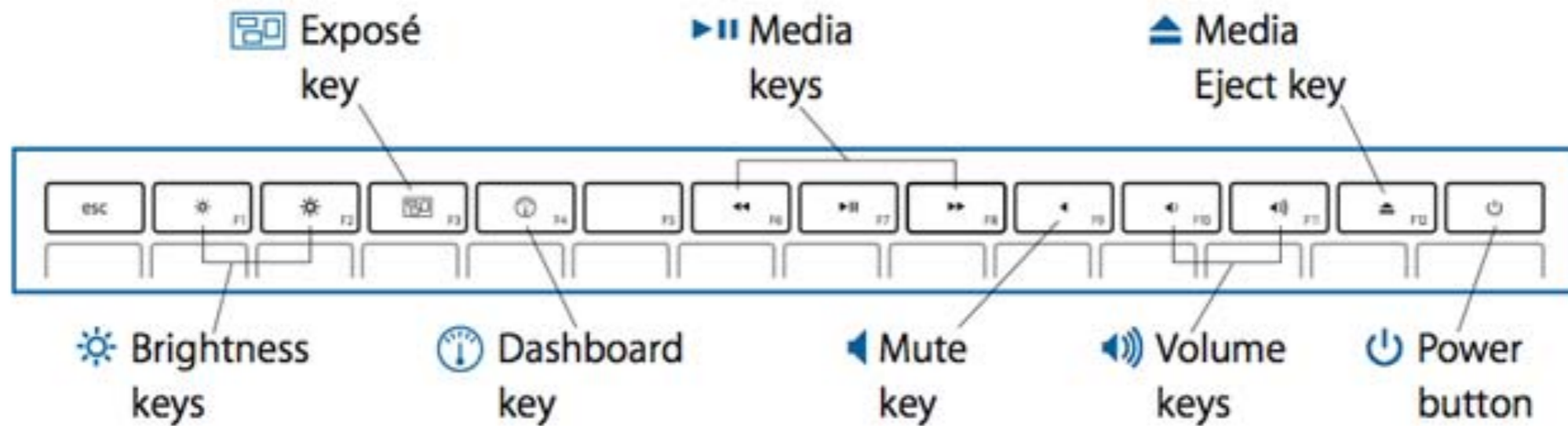
F1 – Reduce display brightness
F2 – Increase display brightness
F3 – Mission Control
F4 – Launchpad
F5 – Reduce keyboard brightness
F6 – Increase keyboard brightness
F7 – Previous track
F8 – Play/Pause
F9 – Next track
F10 – Mute
F11 – Volume down
F12 – Volume up

MacBook Pro (Late 2011) and later, MacBook Pro (Early 2011) with OS X Lion

- Mission Control key
- Launchpad key
- Media keys
- Media Eject key
- Brightness keys
- Keyboard illumination keys
- Mute key
- Volume keys

F1 – Reduce display brightness

F2 – Increase display brightness

F3 – Mission Control

F4 – Launchpad

F5 – Reduce keyboard brightness

F6 – Increase keyboard brightness

F7 – Previous track

F8 – Play/Pause

F9 – Next track

F10 – Mute

F11 – Volume down

F12 – Volume up

MacBook Air (Late 2010)

⊟🞐 Exposé key
▶ǁ Media keys
⏏ Media Eject key

esc ☀F1 ☀F2 ⊟🞐F3 ⊕F4 F5 ◄◄F6 ▶ǁF7 ▶▶F8 ◂F9 ◂F10 ◂))F11 ⏏F12 ⏻

☀ Brightness keys
ⓘ Dashboard key
◄ Mute key
◂)) Volume keys
⏻ Power button

F1 – Reduce display brightness
F2 – Increase display brightness
F3 – Exposé   **(Exposé was an earlier version of Mission Control)**
F4 – Dashboard
F5 – Reduce keyboard brightness
F6 – Increase keyboard brightness
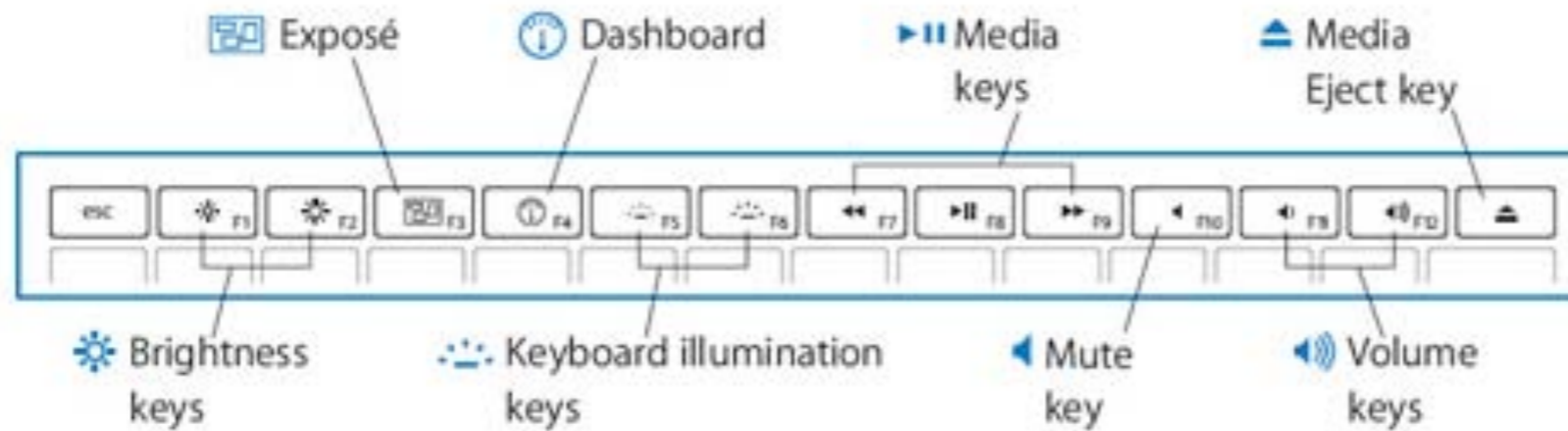F7 – Previous track
F8 – Play/Pause
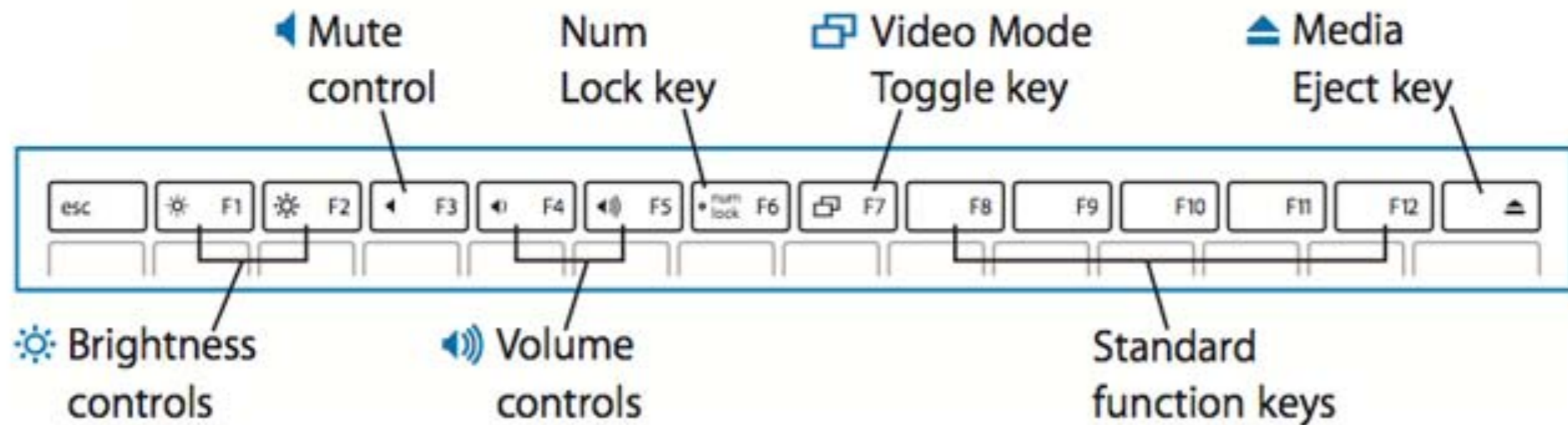F9 – Next track
F10 – Mute
F11 – Volume down
F12 – Volume up

MacBook (Late 2007 through Mid 2010), MacBook Air (Original through Mid 2009), MacBook Pro (Early 2008 through Early 2011 with Snow Leopard Mac OS X 10.6)
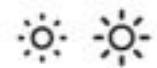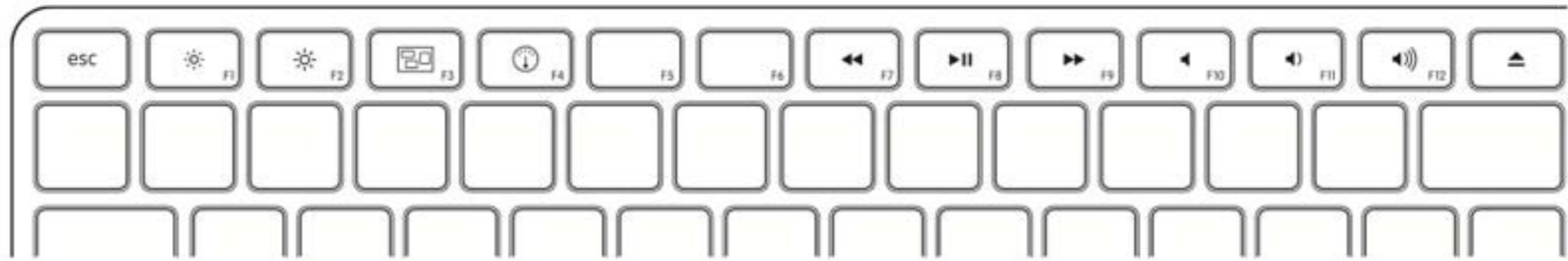

F1 – Reduce display brightness

F2 – Increase display brightness

F3 – Exposé

F4 – Dashboard

F5 – Reduce keyboard brightness

F6 – Increase keyboard brightness

F7 – Previous track

F8 – Play/Pause

F9 – Next track

F10 – Mute

F11 – Volume down

F12 – Volume up

MacBook (13-inch Mid 2007), MacBook (13-inch Late 2006), and MacBook (13-inch)

◀ Mute control   Num Lock key   ▭ Video Mode Toggle key   ⏏ Media Eject key

| esc | ☀ F1 | ☀ F2 | ◀ F3 | ◀◦ F4 | ◀◦ F5 | num lock F6 | ▭ F7 | F8 | F9 | F10 | F11 | F12 | ⏏ |

☀ Brightness controls   ◀)) Volume controls   Standard function keys

F1 – Reduce display brightness
F2 – Increase display brightness
F3 – Mute
F4 – Volume Down
F5 – Volume Up
F6 – Num Lock
F7 – Toggle Display Mode

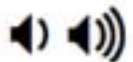|	
☀ ☀	Decrease (☀) or increase (☀) the brightness of your display.
🖵	Use Exposé All Windows to see all of the open windows on your desktop at once.
⊙	Open Dashboard to access your widgets and get information about the weather, stocks, and more.
⏮	Rewind or go to the previous song, movie, or slideshow.
▶‖	Play or pause songs, movies, or slideshows.
⏭	Fast-forward or go to the next song, movie, or slideshow.
◀	Mute the sound coming from the speakers or headphone port on your computer.
◀⁾ ◀⁾⁾	Decrease (◀⁾) or increase (◀⁾⁾) the volume of sound coming from the speakers or headphone port on your computer.
⏏	Press and hold the Media Eject key to eject a disc.

And finally, the iMac wireless Keyboard.

There are two kinds of Mac users - Mousers and Keyboarders.

If you like to save time and hand motions not grabbing for the mouse, here's some shortcuts.

An example is a popular shortcut of tapping the "Command & Tab" keys simultaneously to open Application Switcher, which allows you to do just that, tab or switch between open programs.

OS X's Application Switcher lets you hop between your open applications when you press Command-Tab or Command-Shift-Tab.

The most common shortcuts are using the Command and Control keys in combination with various letter keys.

For example "Command C" copies any highlighted item and "Command V" pastes it. That's a lot easier than using your mouse.

Here is a link to Apple's complete guide to these shortcuts:

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

OS X keyboard shortcuts
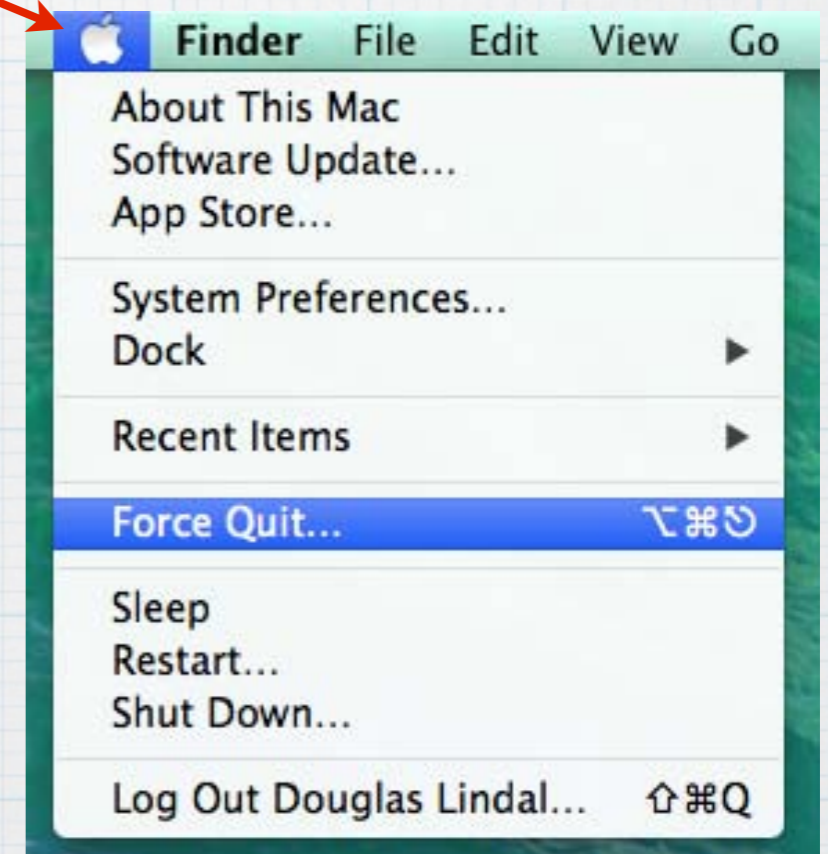
Languages [English ▼]

A keyboard shortcut is a way to invoke a function in OS X by pressing a combination of keys on your keyboard. Learn about common OS X keyboard shortcuts.

To use a keyboard shortcut you press a modifier key with a character key. For example, pressing the Command key (it has a ⌘ symbol) and then the "c" key copies whatever is currently selected (text, graphics, and so forth) into the Clipboard. This is also known as the Command–C keyboard shortcut.
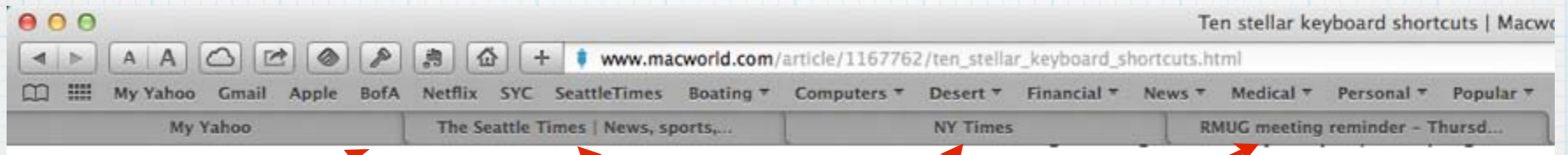
Apple's equivalent to the old Windows trick of "Control-Alt-Delete" to shut down a program. Use "Command-Option-Esc" on your Apple keyboard to open 'Force Quit'

(For "Mousers", click the 'Apple' in the upper left corner of screen)

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

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!

Recipient's Delivery Information

* Required Fields

First Name *

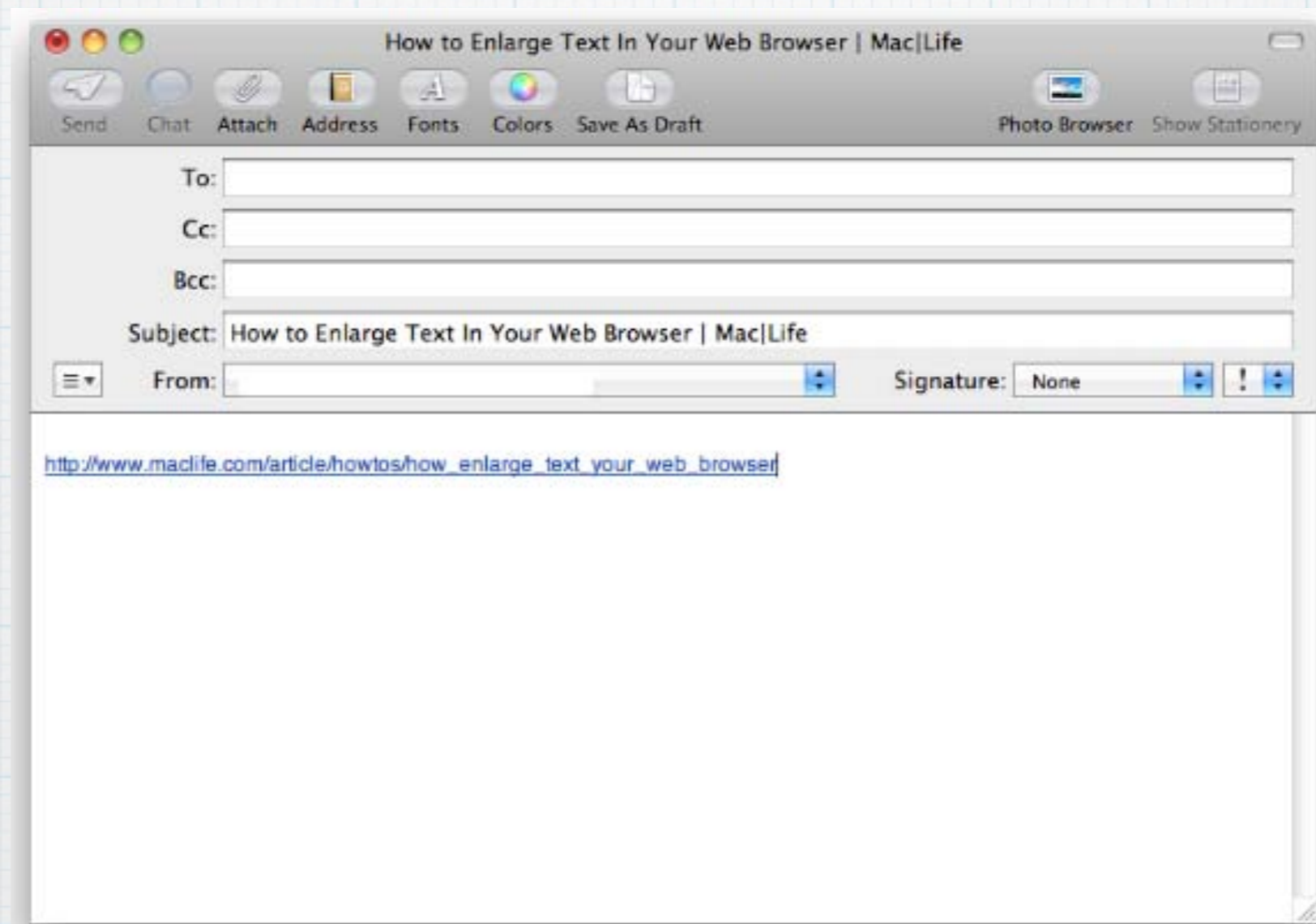Last Name *

Address *

City, State, Zip **SEATTLE, WA 98104**
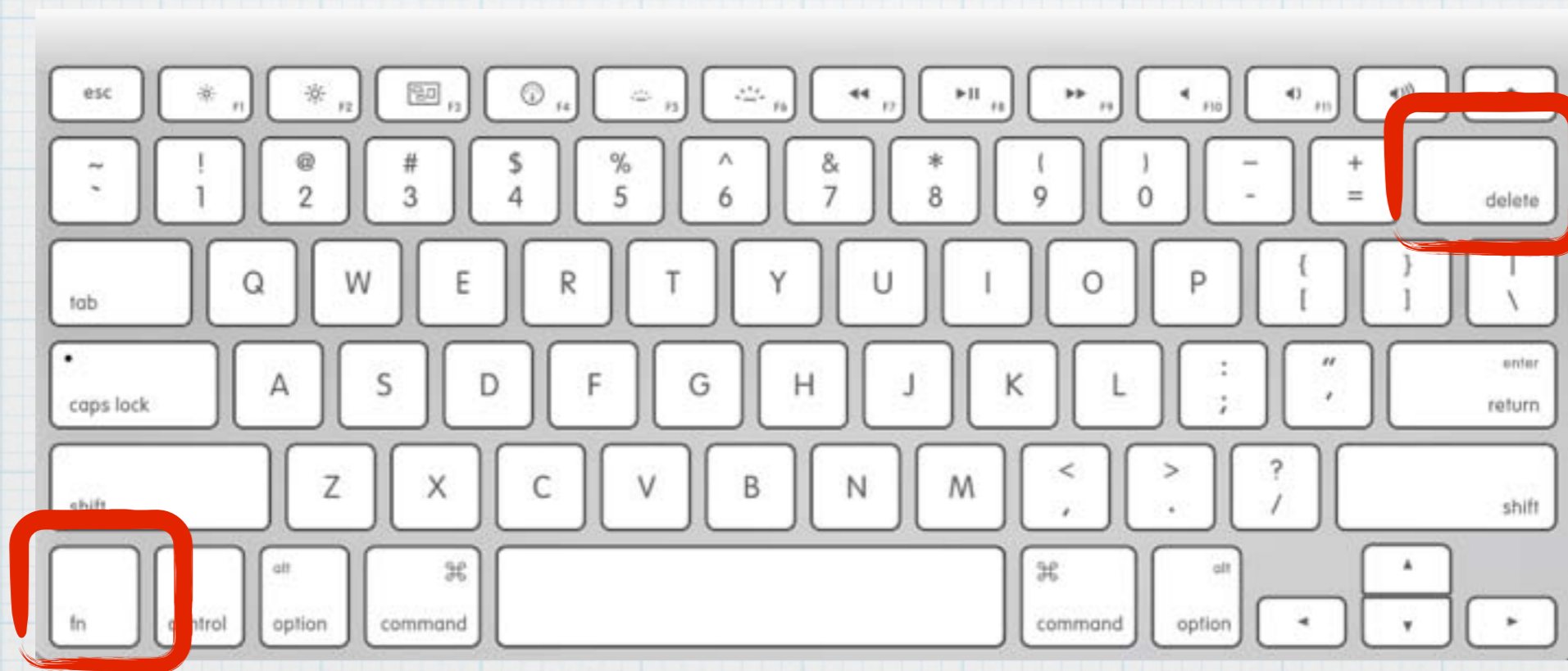
Phone * ( ) -

E-mail Address

"Shift-Command-I" is a quick way to send someone an email link to the webpage you are currently browsing in Safari.
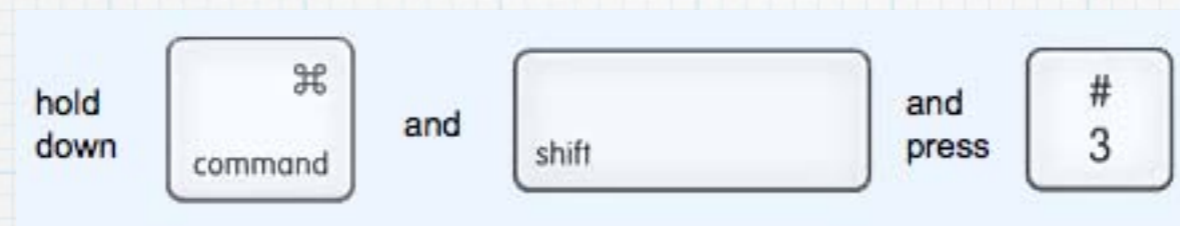
To the bane of many former Windows users, the Delete key on an Apple keyboard acts as a backspace key instead of deleting the character in front of the cursor (to the right).
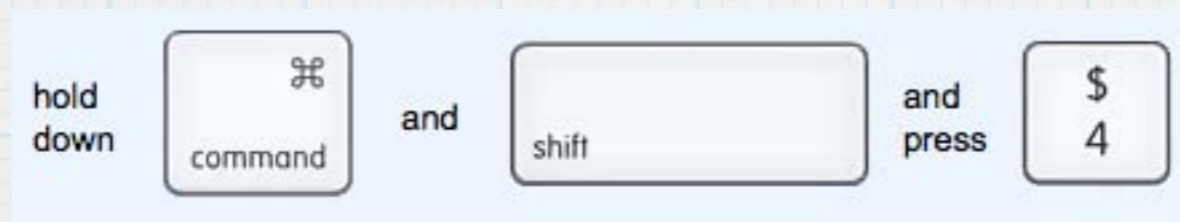Use "Function-D" in any text area to delete from the front of the cursor.

Want to capture an image of what's on your screen (a screenshot)?

A complete screenshot: "Command-Shift-3"

hold down [⌘ command] and [shift] and press [# 3]

A partial screenshot: "Command-Shift-4"

hold down [⌘ command] and [shift] and press [$ 4]

For full details visit the website:

http://www.take-a-screenshot.org

And finally one last keyboard shortcut, the one I use each night to put my Mac to sleep! "Command-Option-Eject"

(or "Command-Option-Power Button" if your computer doesn't have an optical drive).
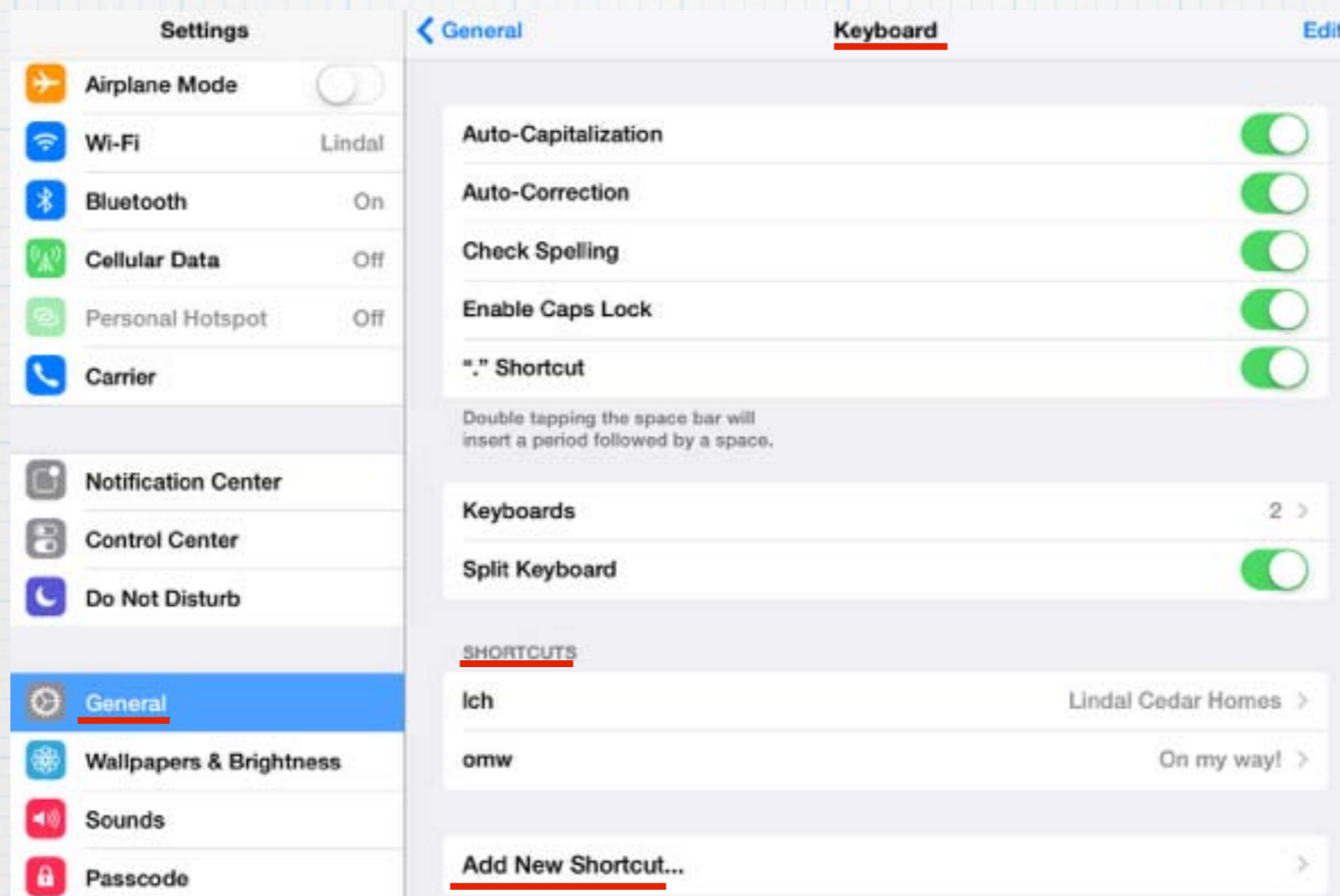
iPhones and iPads have only 2 ports (audio & USB),
but some handy Keyboard shortcuts are available.

Create your own personal keyboard shortcuts by going to:
Settings->General->Keyboard->Shortcuts
Tap "Add New Shortcut", add a new phrase & a shortcut.

Create shortcuts for phases or numbers you use frequently. Then just type the shortcut and tap the spacebar to accept the phrase.
Some examples:

ty	Thank you very much
de	douglindal@gmail.com ('de' for Doug's email)
ds	1301 Springs St. Seattle, WA 98104
dd	376 Tomahawk Dr. Palm Desert, CA 92211
dp	206-919-5504
pd	Palm Desert
lch	Lindal Cedar Homes
omw	On my way! (This one is included by default by Apple - go ahead and try it!)

When I type **lch** in an email or letter, I am given the option of using 'Lindal Cedar Homes' by tapping the space bar - or rejecting it by tapping the '**x**'

Cancel	New Message	Send

To:

Cc/Bcc, From: douglindal@gmail.com

Subject:

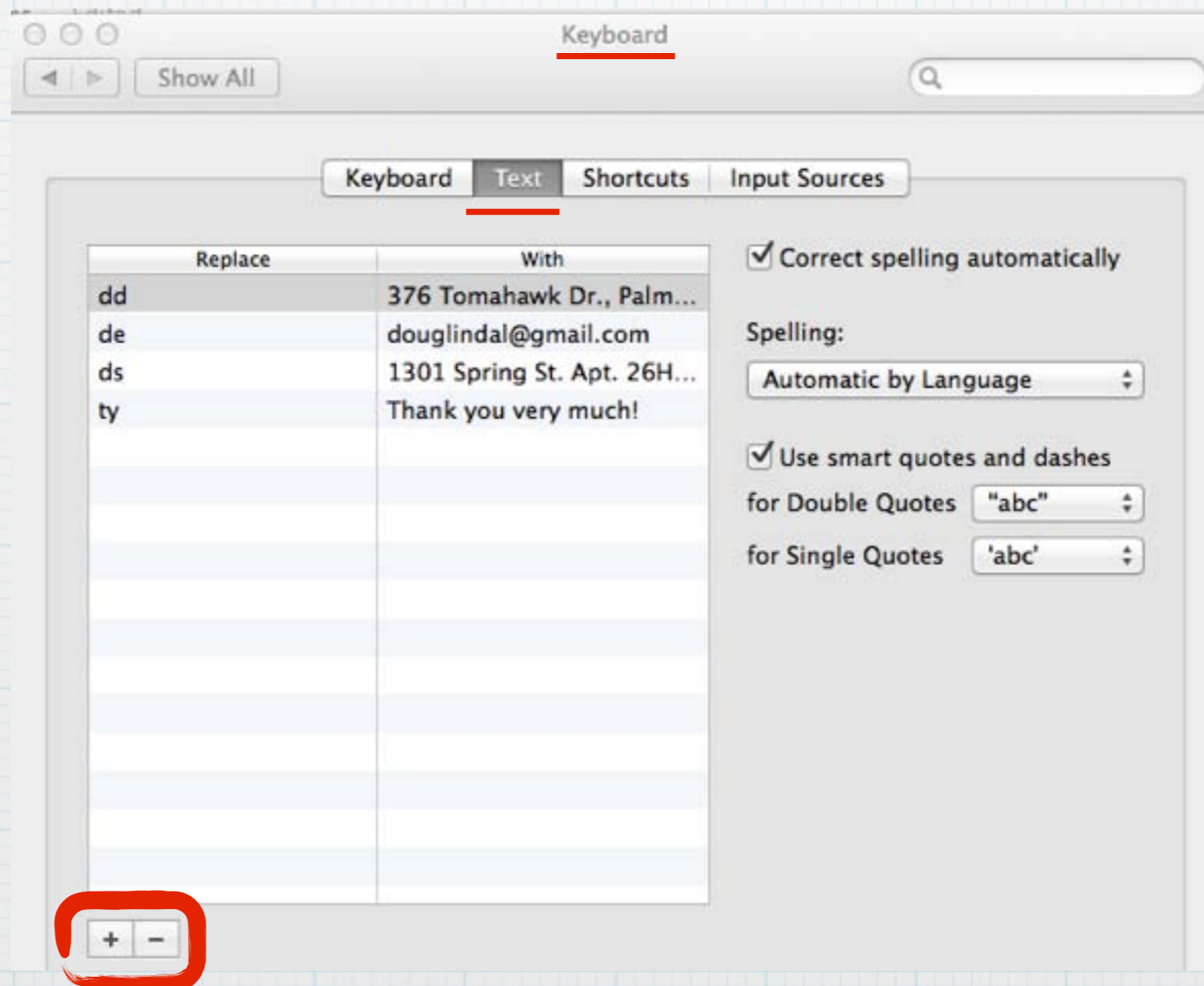Lch
Lindal Cedar Homes ×
~~Sent from my iPad~~

And yes, you can add shortcuts on a Mac too!

Go to: System Prefs->Keyboard->Text and add shortcuts by tapping the + sign

Keyboard

Show All

| Keyboard | Text | Shortcuts | Input Sources |

Replace	With
dd	376 Tomahawk Dr., Palm...
de	douglindal@gmail.com
ds	1301 Spring St. Apt. 26H...
ty	Thank you very much!

☑ Correct spelling automatically

Spelling:

Automatic by Language

☑ Use smart quotes and dashes
for Double Quotes   "abc"
for Single Quotes   'abc'

+ −

Some more iPad & iPhone tips.

HOW TO: Delete Text Using Gesture Controls

We've all done it — while pecking away at the iPhone keyboard with our mind on other things, we realize that last sentence was utter nonsense. Instead of holding down the delete key while you curse your uselessness, there's actually a more fun, and somewhat therapeutic way of deleting the text you've just typed.

Simply shake the handset and you'll get a pop-up asking you if you want to "Undo Typing" or "Cancel." Hit undo, and the latest lot of gibberish will be gone forever.
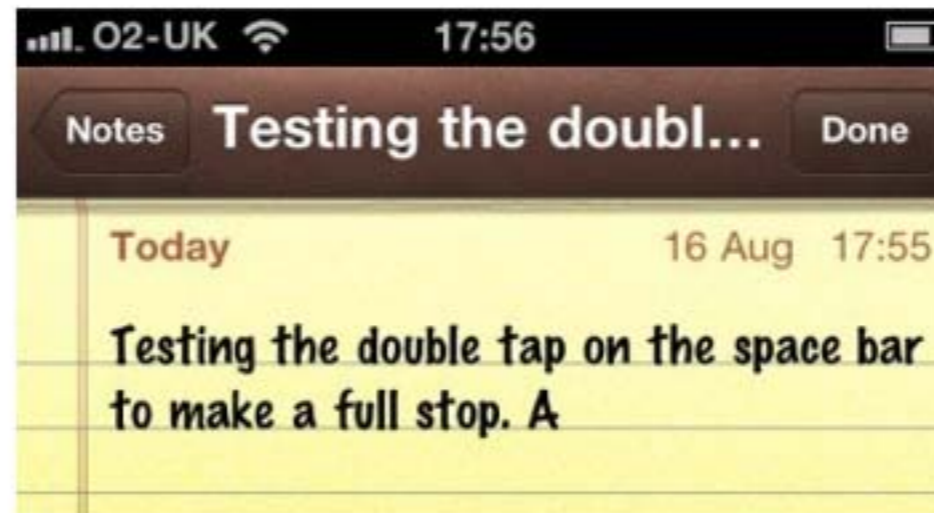
⌐ HOW TO: Insert Punctuation More Quickly

To add punctuation to text, most iPhone users will pause typing, press the "123" key to see the numerical and symbolic options, tap the symbol (or number) they want, and then hit the "ABC" menu to return to the alpha keyboard.

If you're still adding in symbols and numbers this way, then boy, do we have a treat for you. This will take a teeny bit of getting used to, but from now on, the next time you want to add punctuation, pause typing, press and hold the "123" key, then without removing your finger (or thumb!) from the screen, slide it over to land on what you want to insert.

As you release your digit from the display, the symbol will have been entered into your text and you'll be back on the alpha keyboard.

HOW TO: Use a Sentence-Stopping Shortcut

If you're not already using this trick, you most certainly should, as it can seriously speed up your typing. It is enabled by default, but to confirm it's active, go to "Settings," then "General," then "Keyboard," then make sure the toggles next to the "Auto-Capitalization" option and the fourth option down — "." Shortcut — are set to the "On" position.

Now when you're typing away, a double tap of the space-bar will add a period (or a "full stop" if you're British!) and automatically capitalize the very next letter you type.

HOW TO: Quickly Change .com to Other Domains

If you're typing in the browser bar in Safari, the iPhone adds a handy ".com" button to the keyboard. However, there are a ton of other domain extensions that you'll likely need to type out on a regular basis. There is a shortcut that can help you out with this — simply press and hold the .com button and other common options will come up.

Similarly, when composing an e-mail, pressing and holding the period will offer a list of domain endings to make entering e-mail addresses super quick.
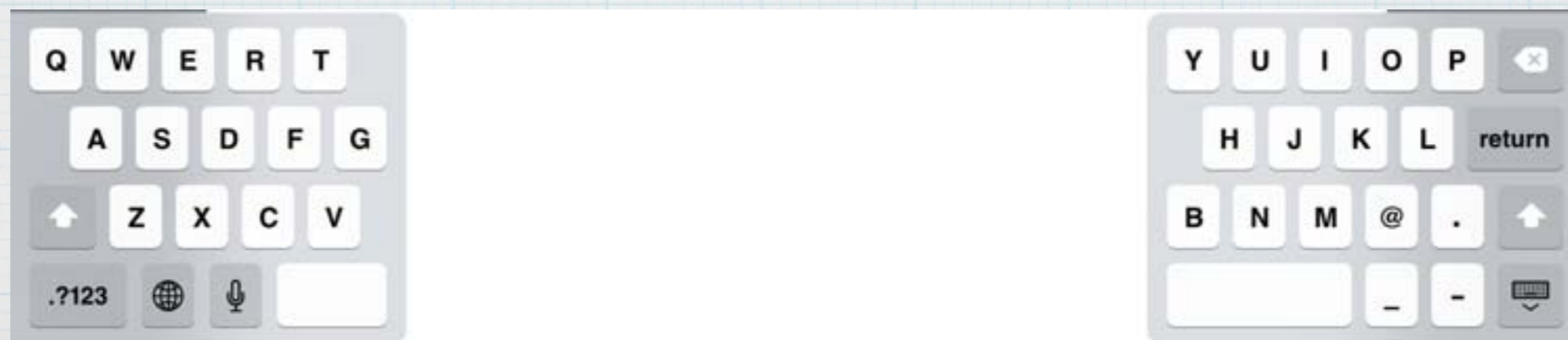
⌐ HOW TO: Quickly Add a Special Symbol

If you don't quite see the need to add an international keyboard, but will occasionally need to use special symbols, then there's a quick way to do it.

Simply tap and hold the relevant letter and the special symbols associated with that letter will appear on the screen. This also works for common symbols too, and is particularly useful for changing a currency sign, using alternative quotation marks, longer hyphens, etc.

A final iPad keyboard tip.

You can literally split the keyboard by swiping your fingers apart (between the T & Y). This allows you to grasp the iPad by the sides and type with your two thumbs like many do on an iPhone.
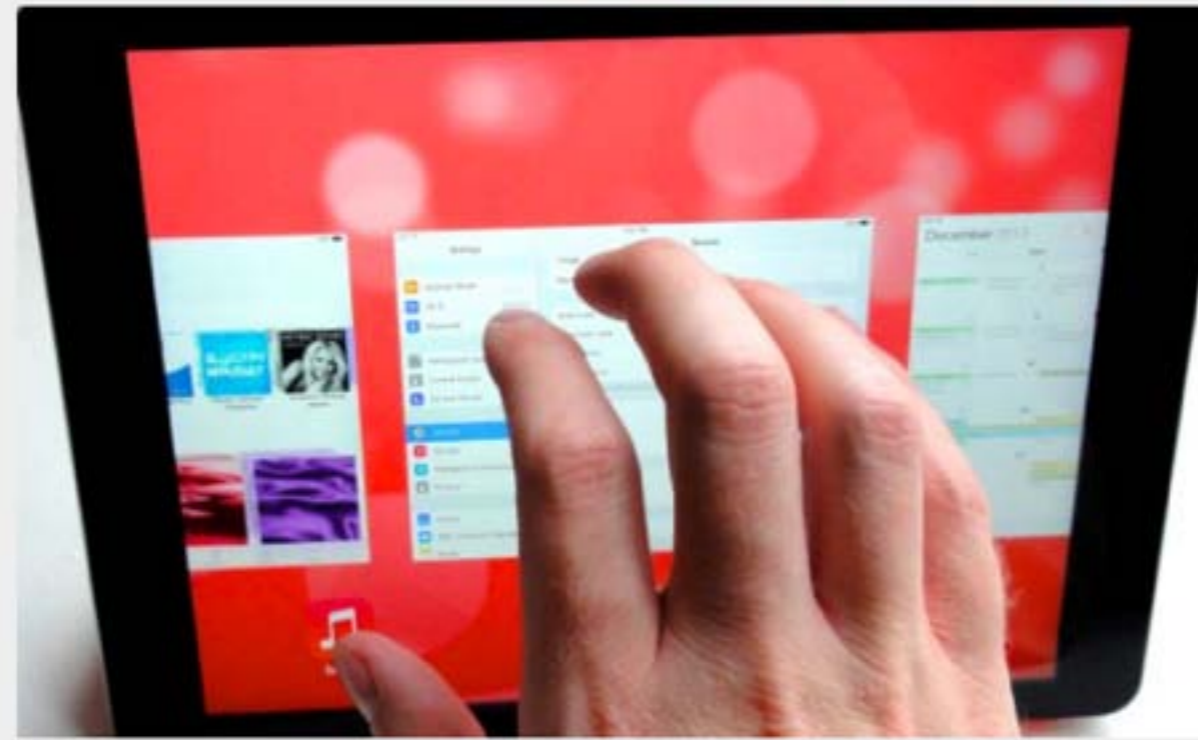
Multi Finger Swipes on the iPad

(But first, be sure the gestures are turned on.
Look in: Settings/General/Multitasking Gestures
to set the slider to On if necessary.)

Four Finger Swipe Up

Swipe four (or five) fingers up to reveal the Multi-Tasking Bar showing the other iPad Apps you have open.
No need to double tap the round home button anymore!

Four Finger Swipe Left/Right
Swipe four fingers together left or right to visit other Apps you have open.
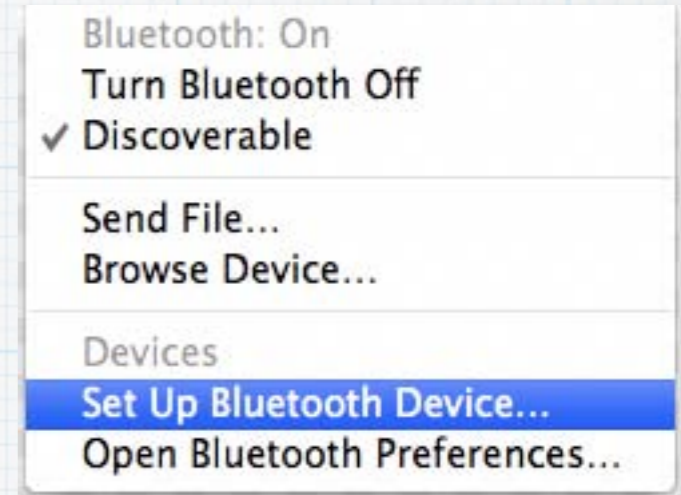
Five Finger Pinch

This will close the current open App and return you to the Home Page.
No more tapping the round home button!

Bluetooth logo   and   typical sign in menu

One last puzzle - What is Bluetooth? And how did it get such an odd name?!

A short range radio system for controlling I/P devices wirelessly, named after a tenth century Danish King, by Ericsson & Nokia, the big Scandinavian technology companies.

Questions, Comments ???

Visit: http://rmug.weebly.com/downloads.html

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