



Welcome to RMUG

(Indian Ridge Mac Uers Group)

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

And please silence your cell phone!!

To kick off the 2015/16 Winter Season
We are going to make this all about Q&A.

All the stuff that you have asked me that
stumped you over the summer.

So sit back and enjoy, there will be some
jewels here for you too I promise!

And we'll have plenty of time for more
questions at the end of the session.

The first rule of finding answers?

No, it is not emailing me!

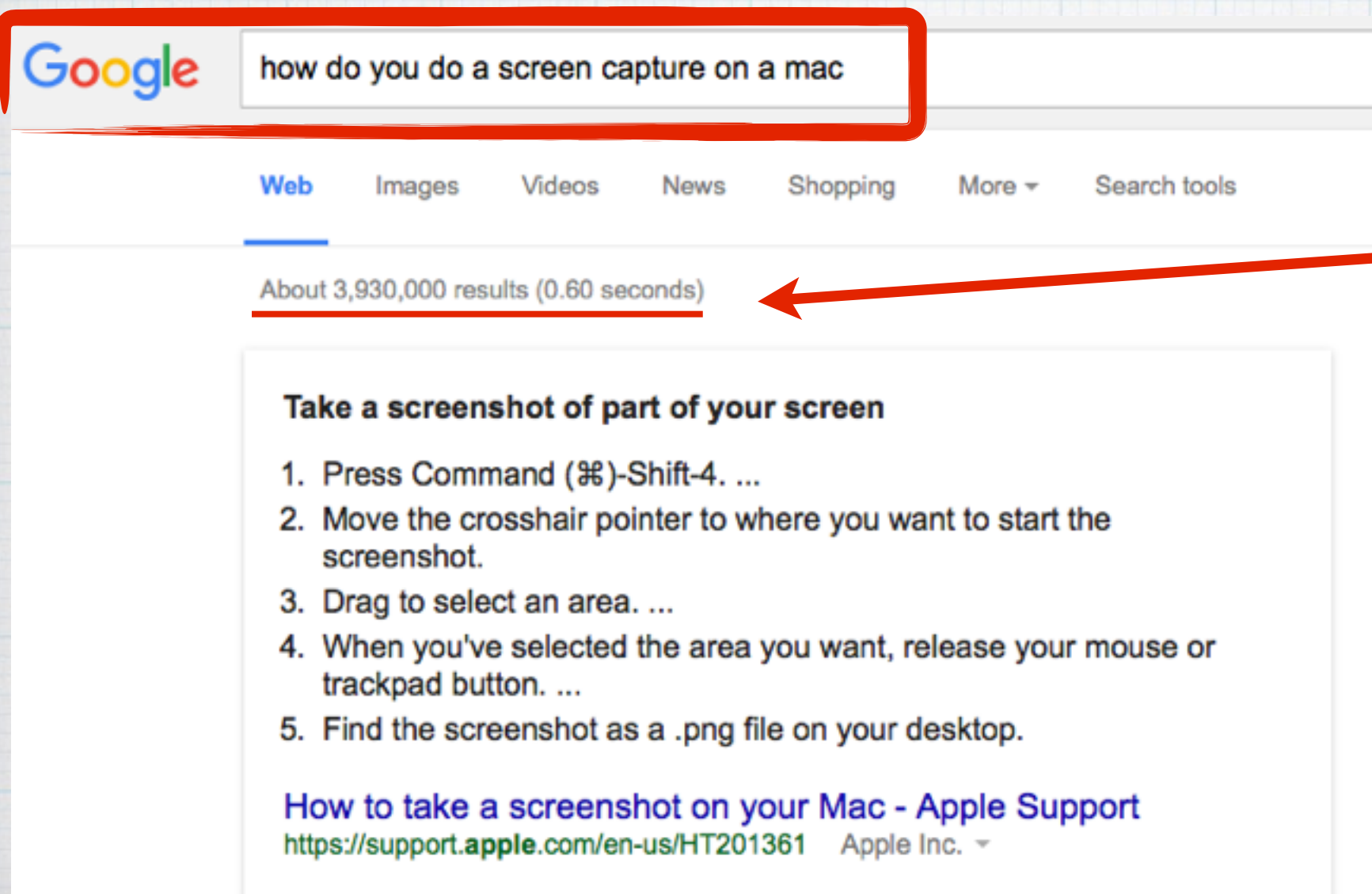
Just type the question into Google!

It's basically what they do at the Genius Bar, except they have even more powerful Apple databases for answers.

So let's get started

Everyone knows how to do a screen capture on a iPad (hold power & home button at same time).
How do you do a screen capture on a Mac?

Let's ask Google!



The image shows a Google search interface. The search bar contains the text "how do you do a screen capture on a mac". Below the search bar, there are tabs for "Web", "Images", "Videos", "News", "Shopping", "More", and "Search tools". The "Web" tab is selected. Below the tabs, it says "About 3,930,000 results (0.60 seconds)". A red arrow points from the text "Almost 4 million results, we'll chose Google's top recommendation!" to the "About 3,930,000 results" text. Below the results, there is a snippet for "Take a screenshot of part of your screen" with a list of five steps. At the bottom of the snippet, it says "How to take a screenshot on your Mac - Apple Support" and provides the URL "https://support.apple.com/en-us/HT201361" and "Apple Inc.".

Google

how do you do a screen capture on a mac

Web Images Videos News Shopping More Search tools

About 3,930,000 results (0.60 seconds)

Take a screenshot of part of your screen

1. Press Command (⌘)-Shift-4. ...
2. Move the crosshair pointer to where you want to start the screenshot.
3. Drag to select an area. ...
4. When you've selected the area you want, release your mouse or trackpad button. ...
5. Find the screenshot as a .png file on your desktop.

How to take a screenshot on your Mac - Apple Support
<https://support.apple.com/en-us/HT201361> Apple Inc.

Almost 4 million
results, we'll
chose Google's
top
recommendation!

How to screenshot your entire Mac screen

1. Open all the apps and windows you want to include in your screenshot, and arrange them just exactly the way you want to see them saved.
2. Press **Command + Shift + 3** all at the same time.
3. You'll hear a camera click sound, and your screenshot will appear on your desktop in **.PNG** format, with the title **Screen Shot [Date + Time]**.
4. **Double click** on the screenshot to open and share it with **Preview**. **Right click** and choose **Open With**, or drag and drop it, to open and share it with another app.



How to take a screenshot of a custom area of your Mac screen

1. Set up all the apps and windows you want to screenshot, and arrange them just exactly the way you want to see them saved.
2. Press **Command + Shift + 4** all at the same time.

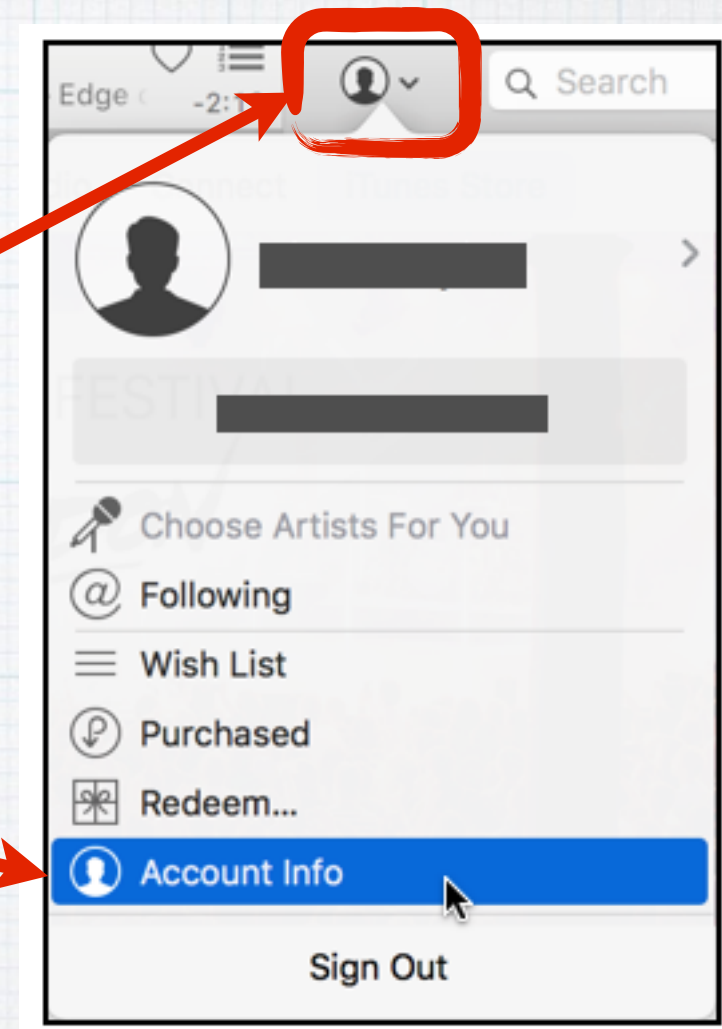


Okay, I gave Apple Music a try. But I don't want to keep paying \$10/mo. I don't have a clue how to turn off in iTunes. Help!

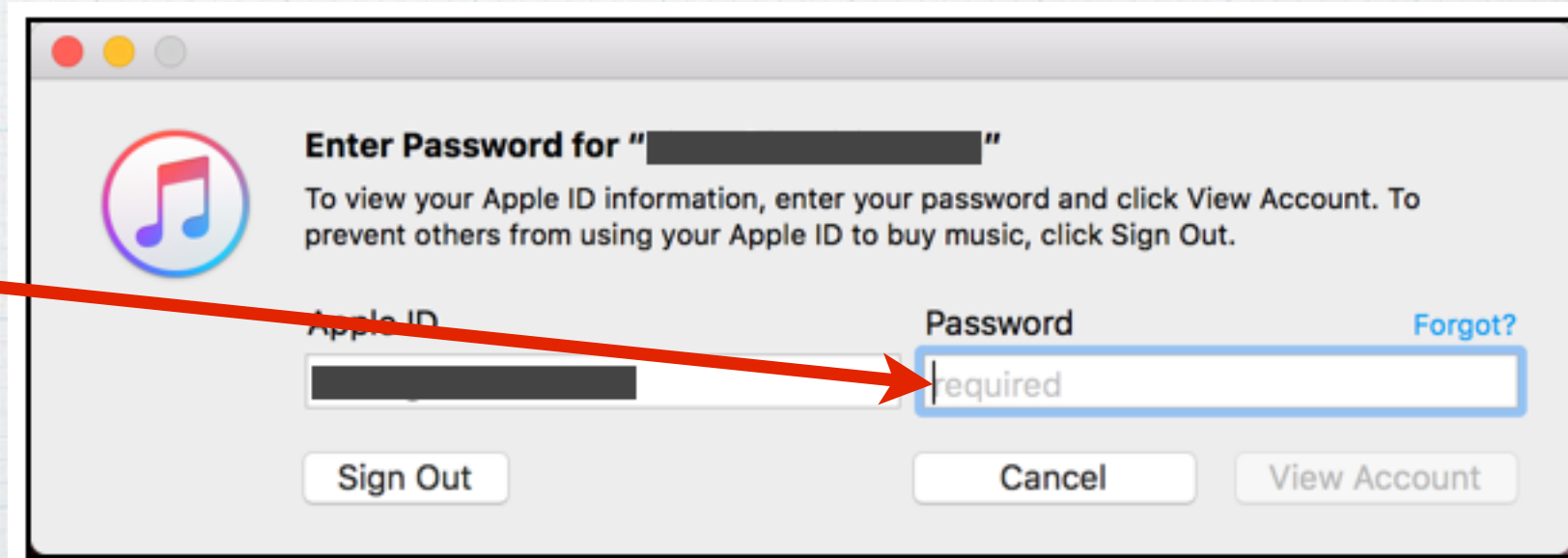
That's a great question because we're at the end of the initial three month free trial of Apple Music, so a lot of people are going to be darn curious about how to check their Apple Music auto-renewal settings and possibly turn them off. It's easiest to fix this on your Mac.

Open iTunes on your Mac
and click on the
silhouette at top.
silhouette at top.

Click on Account Info.

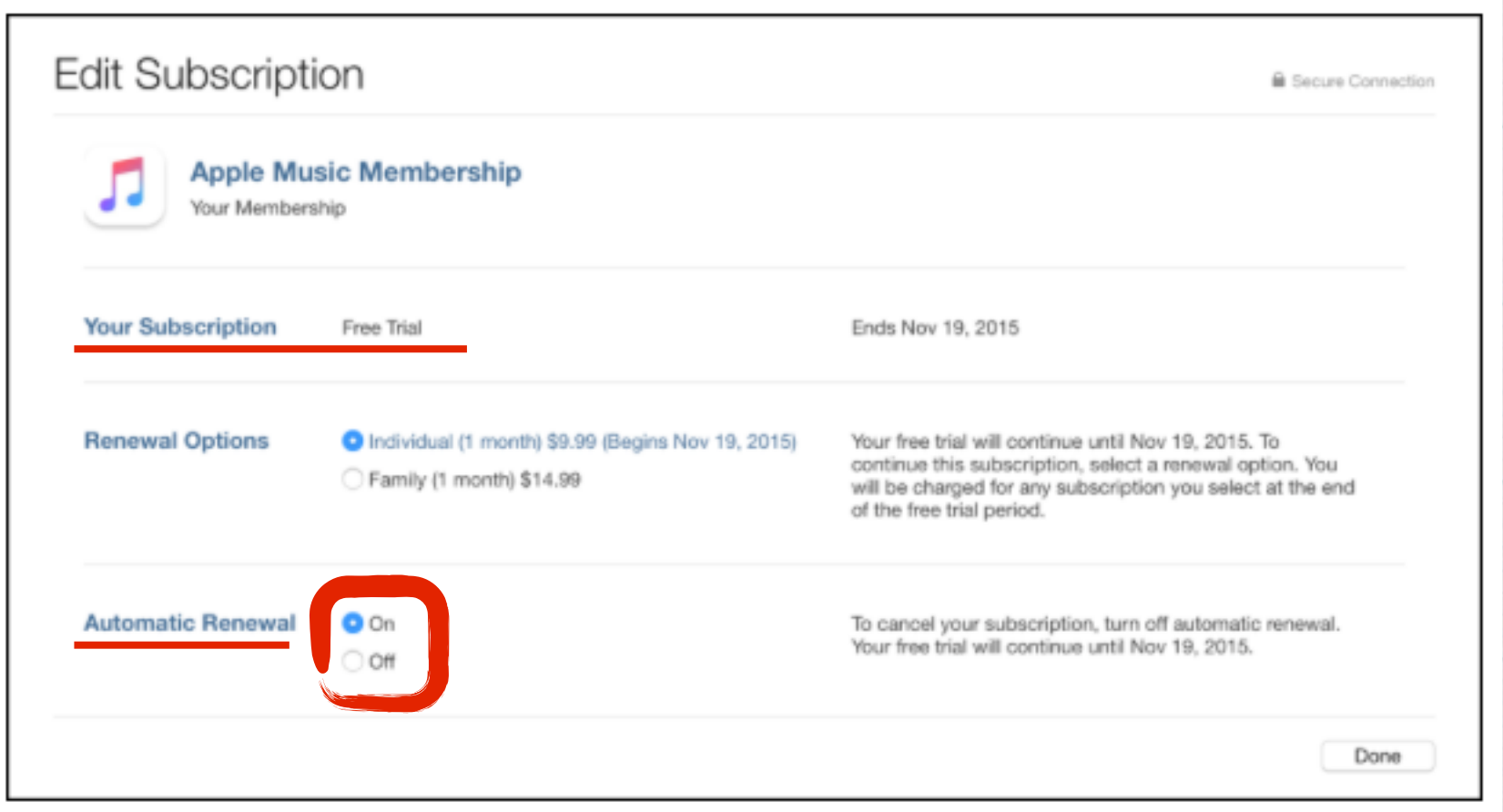


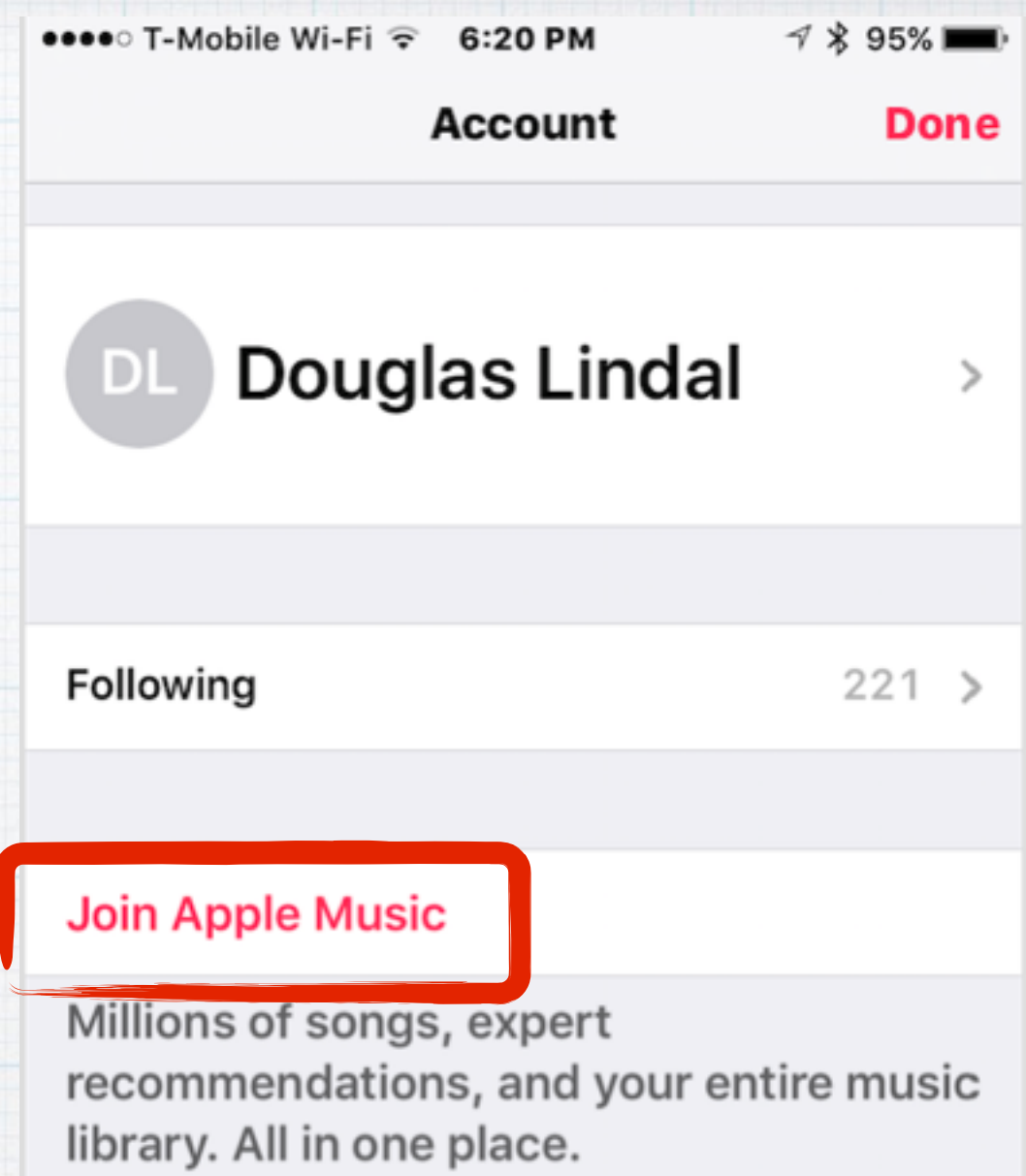
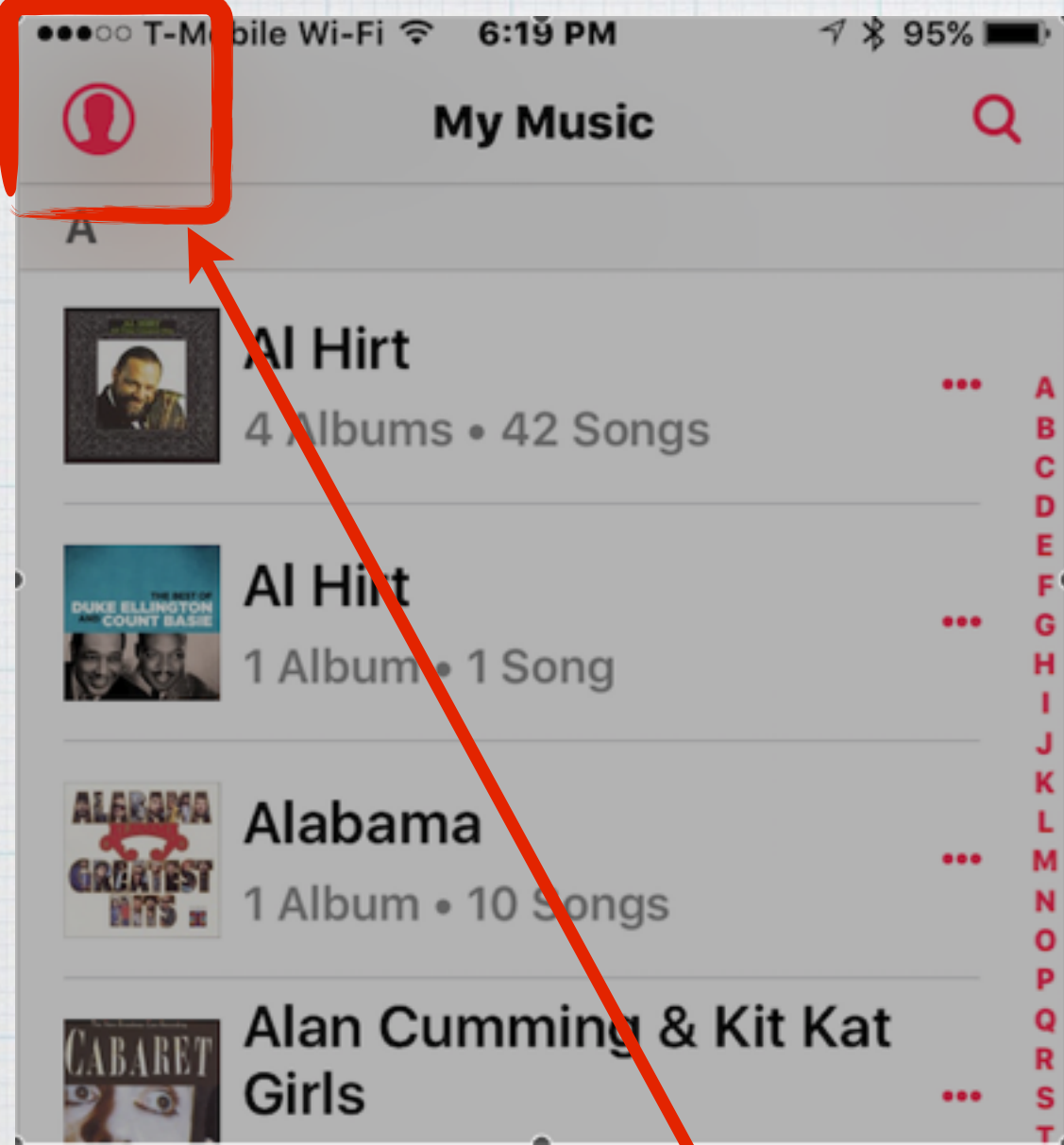
Enter your
iTunes Password



Scroll down to
Settings &
click on
Subscriptions

Note your
Subscription
for Apple
Music is set to
Free Trial.
Just turn off
Auto Renewal.





You can also turn off Apple Music on your iPhone or iPad by again clicking on the silhouette and clicking on Apple Music on the 'Your Account' page.

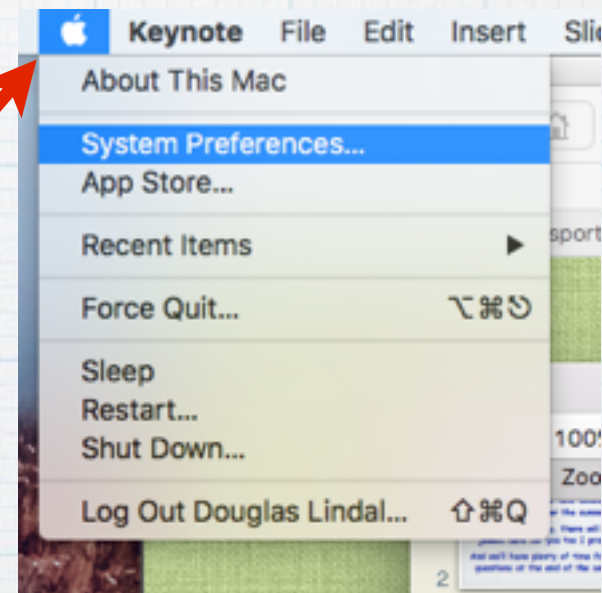
My iMac Log-In Picture is a daisy
(Ugh!) - How do I change it?



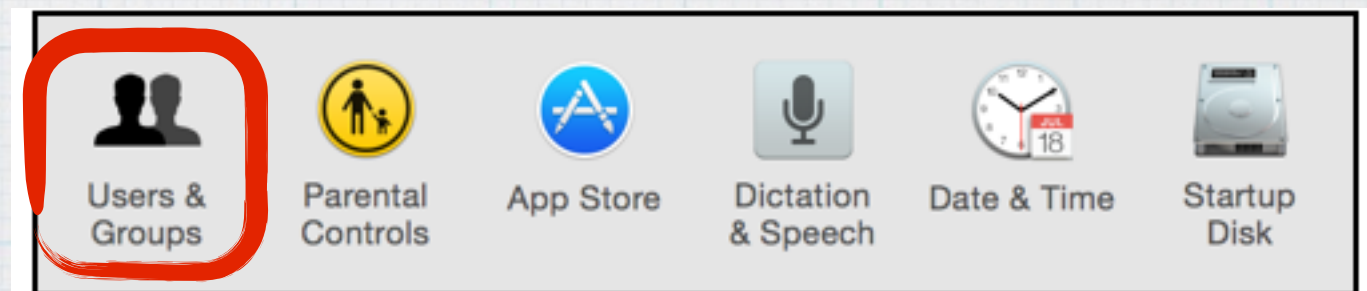
This one is simple, and fun.

Open System Preferences

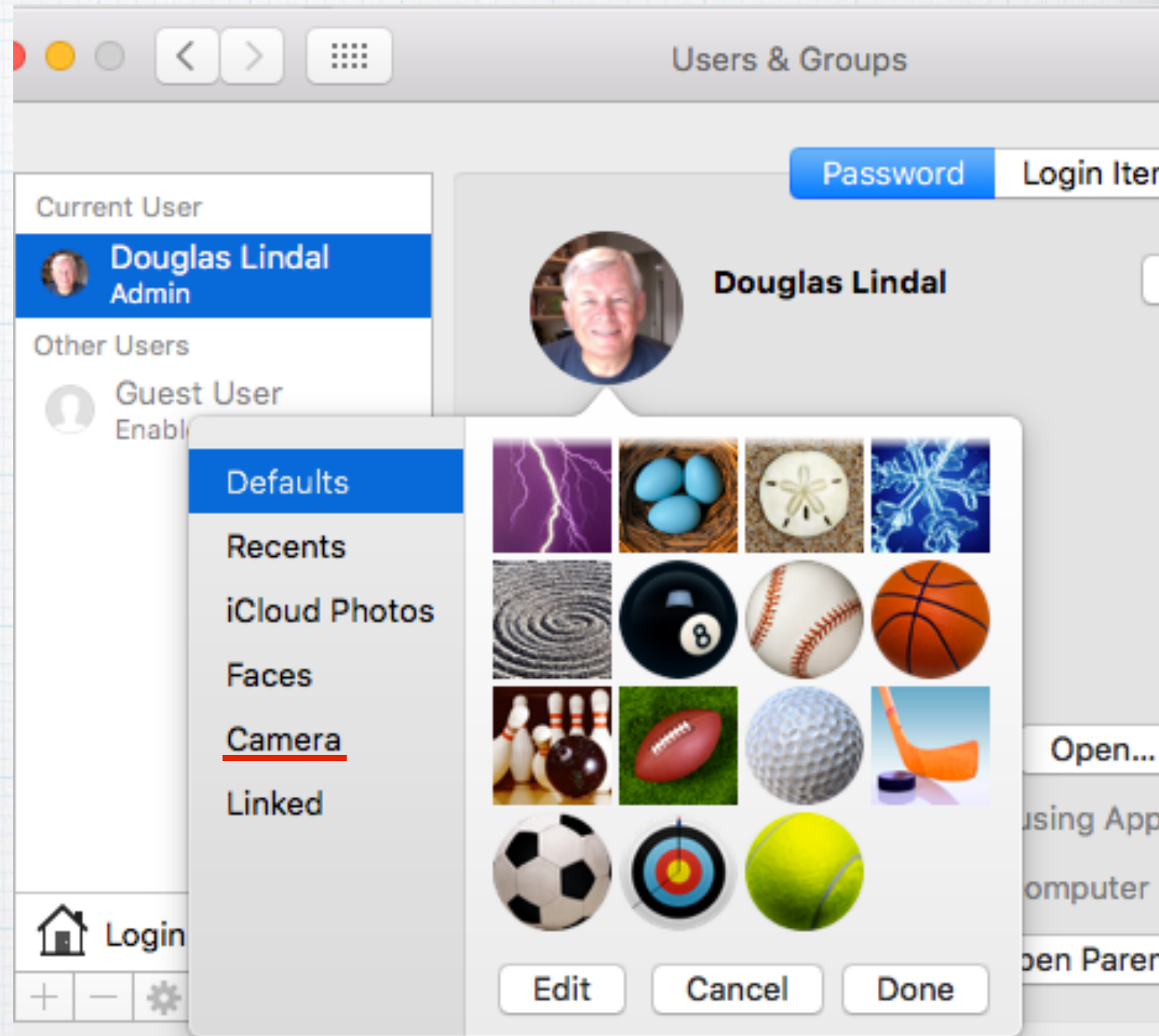
(click on apple in upper left corner of screen)



Open Users & Groups

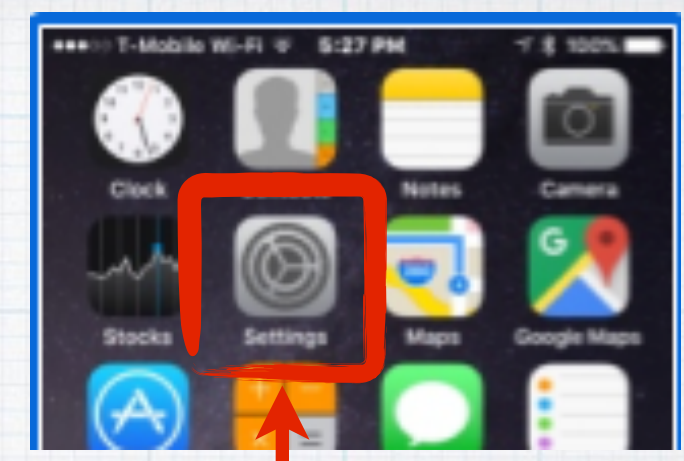
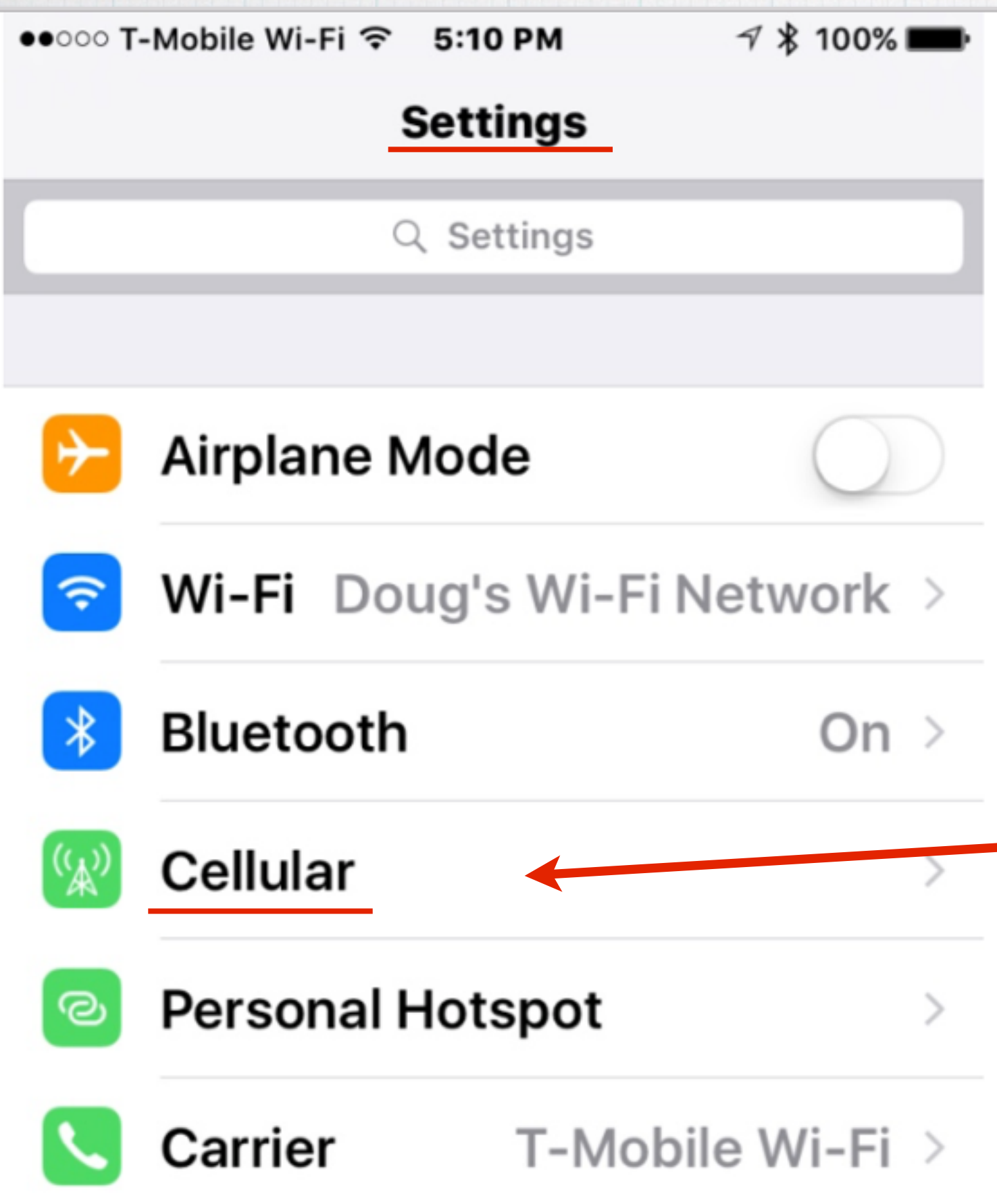


Click on your
Log-in Image and
you can change it
to a baseball, or
a golf ball -
or click on Camera
and take a "selfie"
like I did!



What's all the controversy about some new 'WiFi Assist' feature in iOS9?

Apple added a new so-called 'feature' to iOS 9 called WiFi Assist that can really cost us a lot of money if we aren't careful. With it turned on, your iPhone uses your cellular data when your WiFi signal is weak so you can connect to the Internet. But there is no warning, and you could unknowingly run up huge cellular data bills without warning! And the worst news? Apple turns it on by default! Let's change that.



Open your iPhone
Settings menu
and click on
Cellular

Settings

Cellular

WSJ WSJ

Wunderground

Yelp 1.5 MB

YouTube

System Services 388 MB >

Uninstalled Apps 14.6 KB

Wi-Fi Assist

Automatically use cellular data when Wi-Fi connectivity is poor.

Then scroll to the very bottom of the Cellular screen and turn off Wi-Fi Assist by clicking the button so it turns from green to gray.

Help! I lost a file I need -

How do I work with Time Machine?!

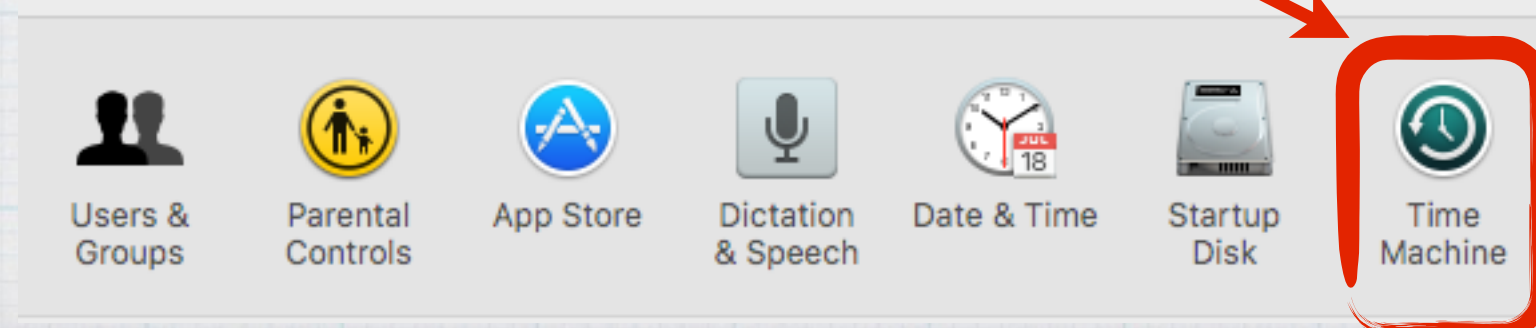
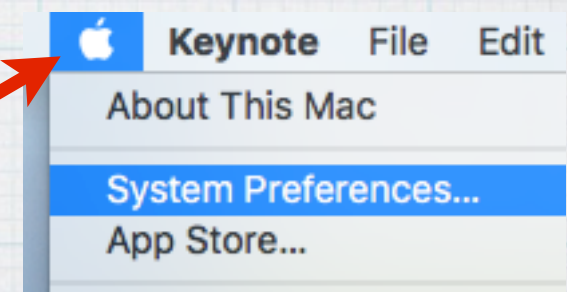
Assuming you have Time Machine turned on, it runs invisibly in the background, copying all your files to a separate hard drive.

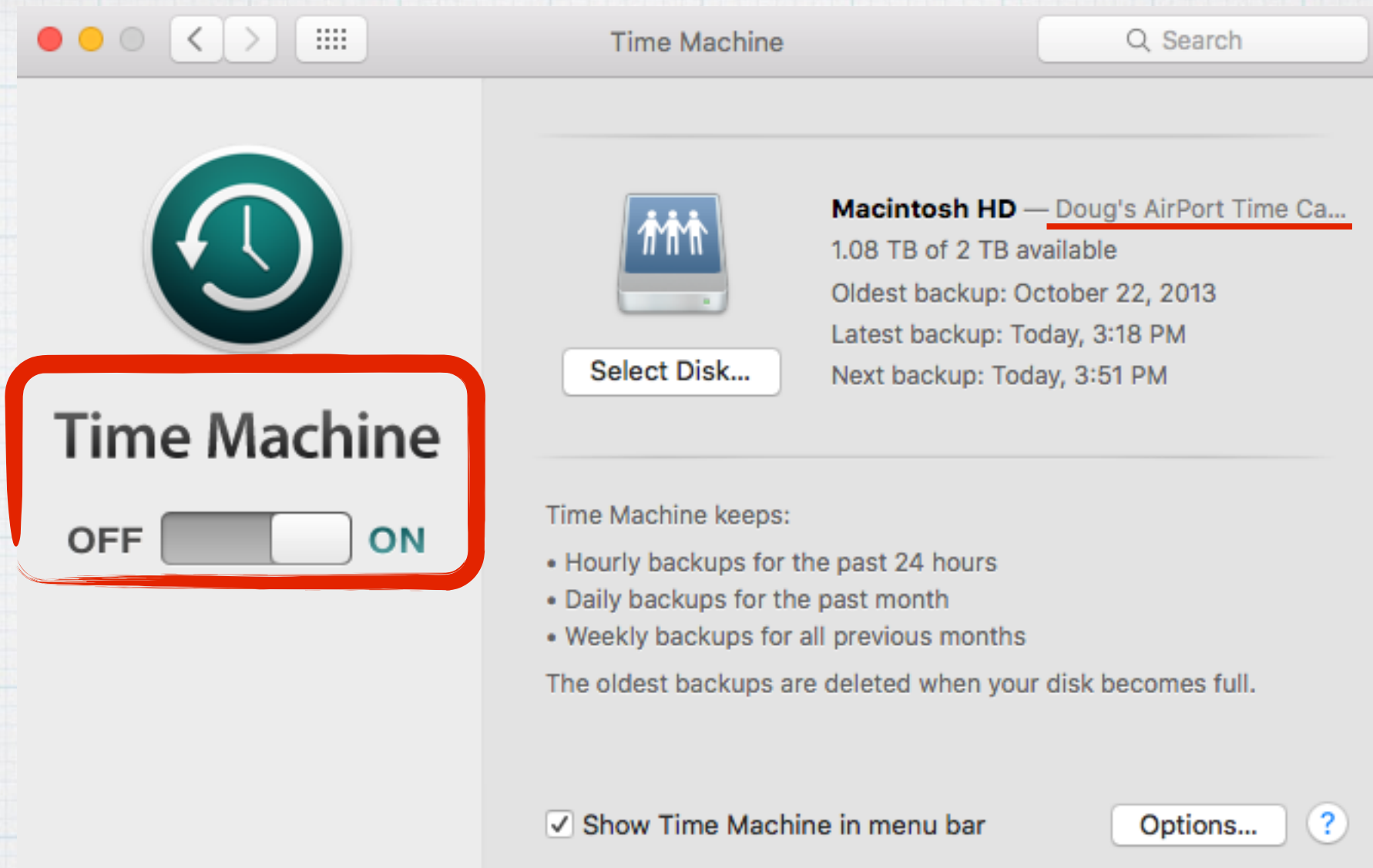
Let's check first that it is running.

First - Open System Preferences

(click on the apple in upper left corner of screen)

and click on Time Machine.

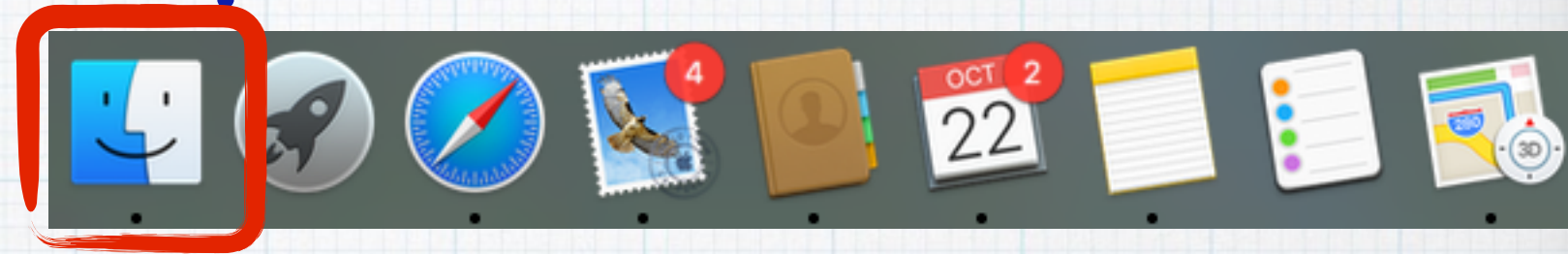




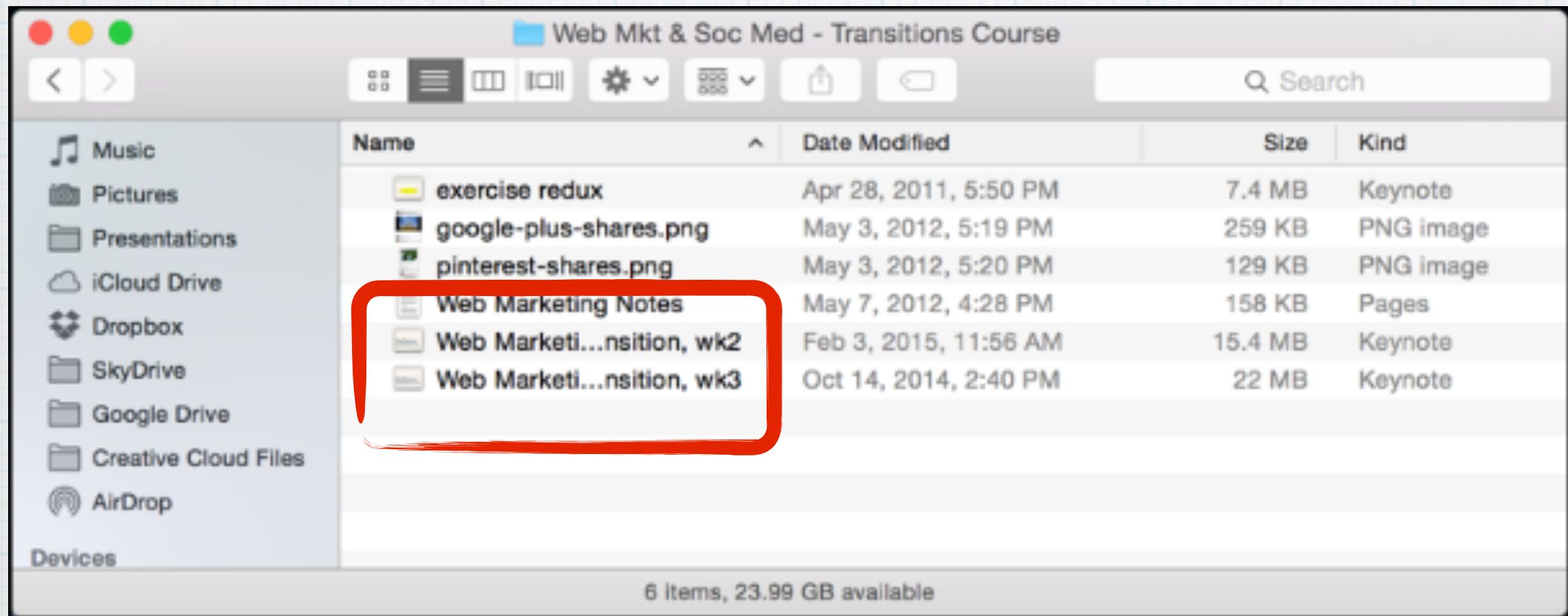
Hurray! Time Machine is turned on and backing up all my new or changed files once an hour, 24 hours a day. In my case, to my Apple AirPort Time Capsule.

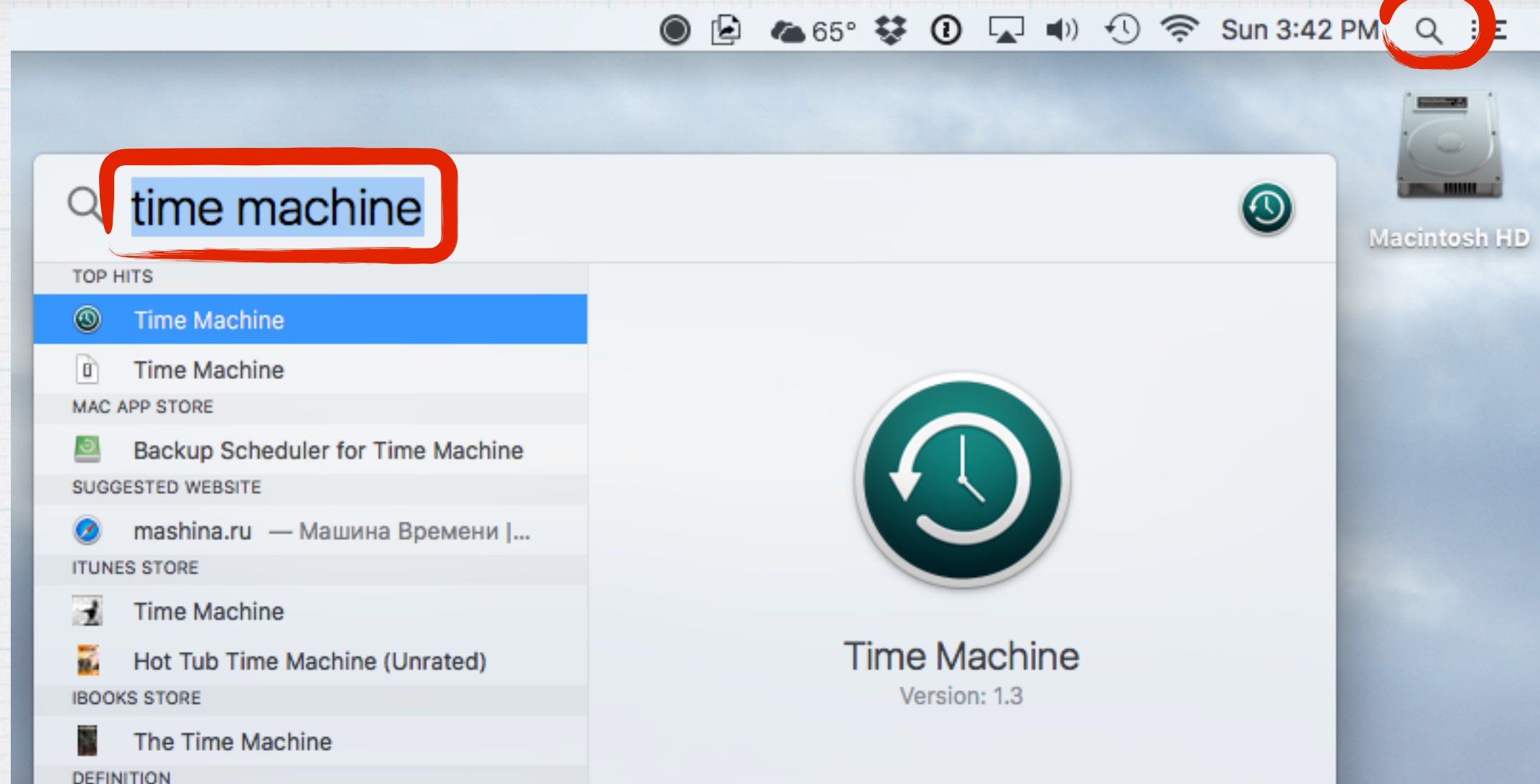
And here is my problem.

When I open Finder:

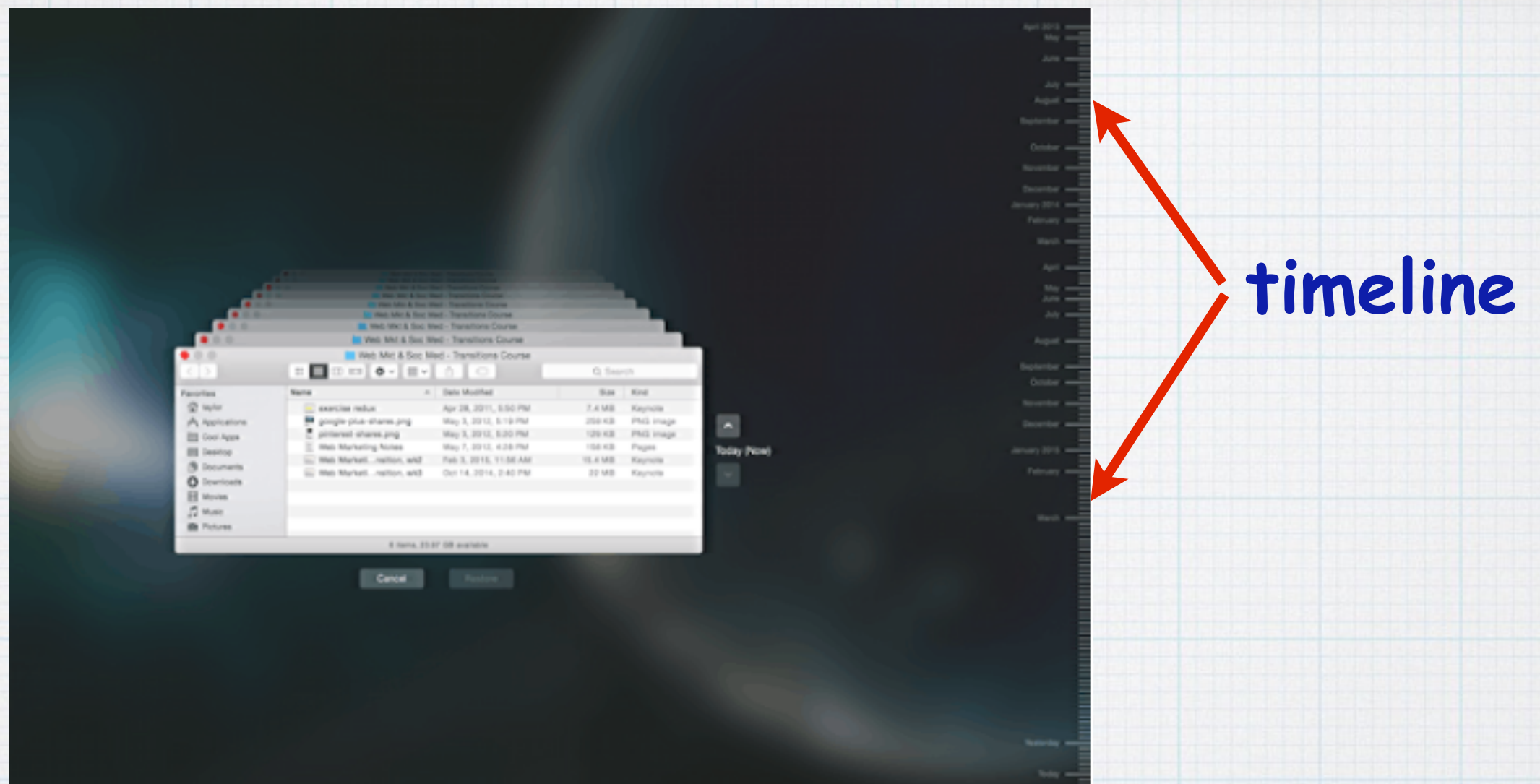


I can see wk2 and wk3, but I am missing a recent work file, "wk1".

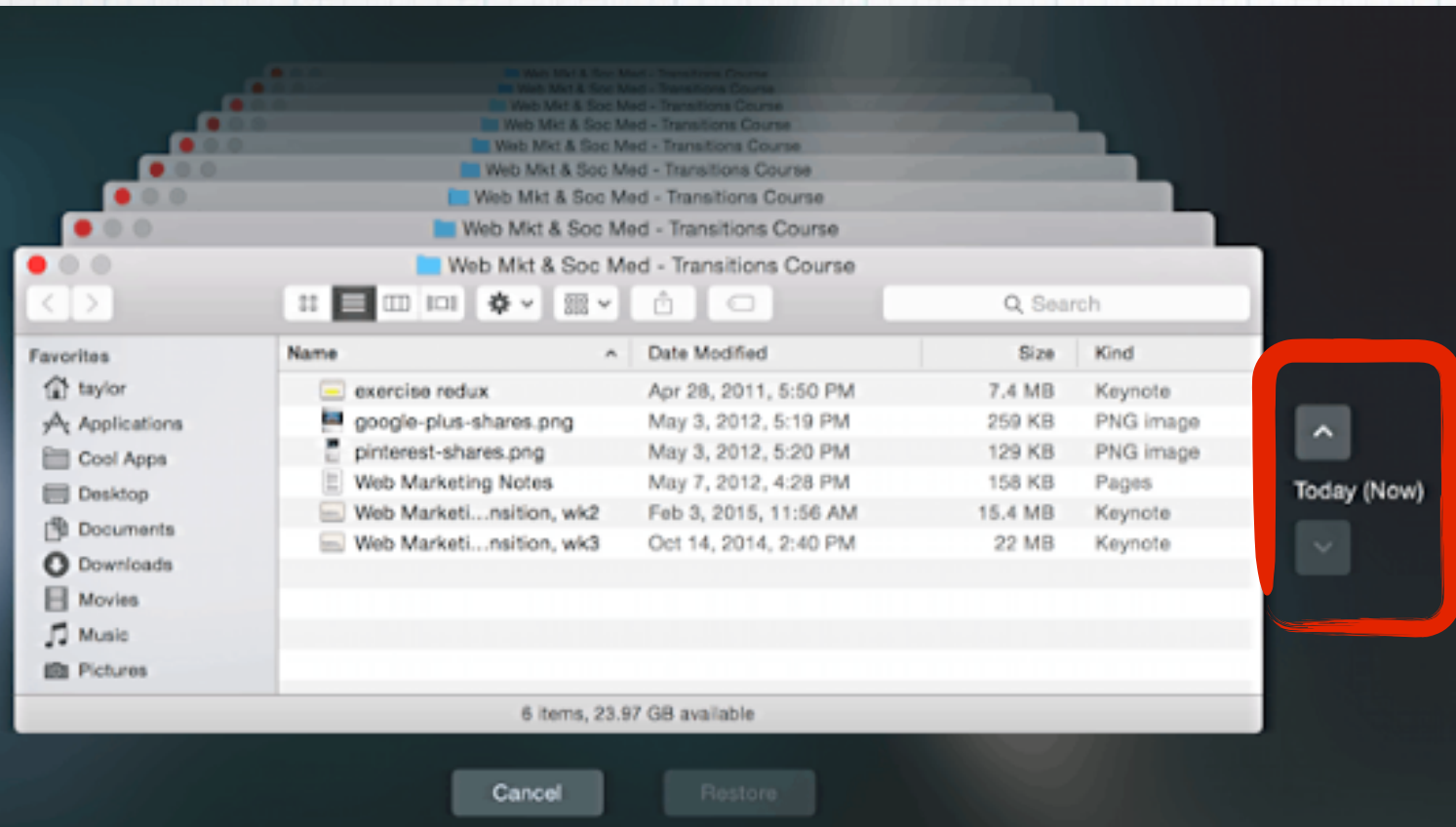




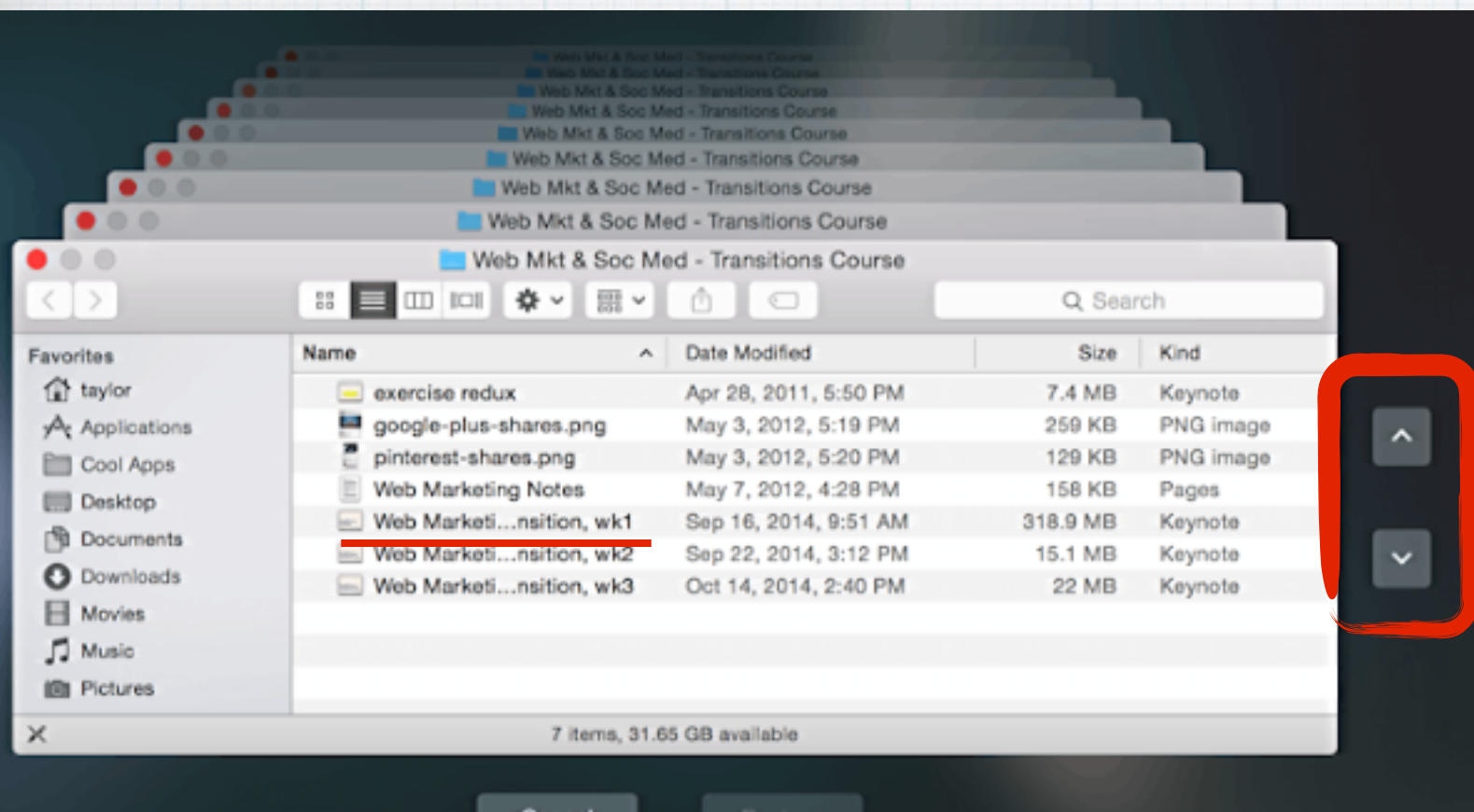
So let's open up Time Machine by clicking on the magnifying glass in the upper right edge of your screen that opens Spotlight (Apple's search tool) and type in "time machine".



This causes your desktop to fade away and opens an cool outer space style interface that is Time Machine, with a timeline down the right edge.

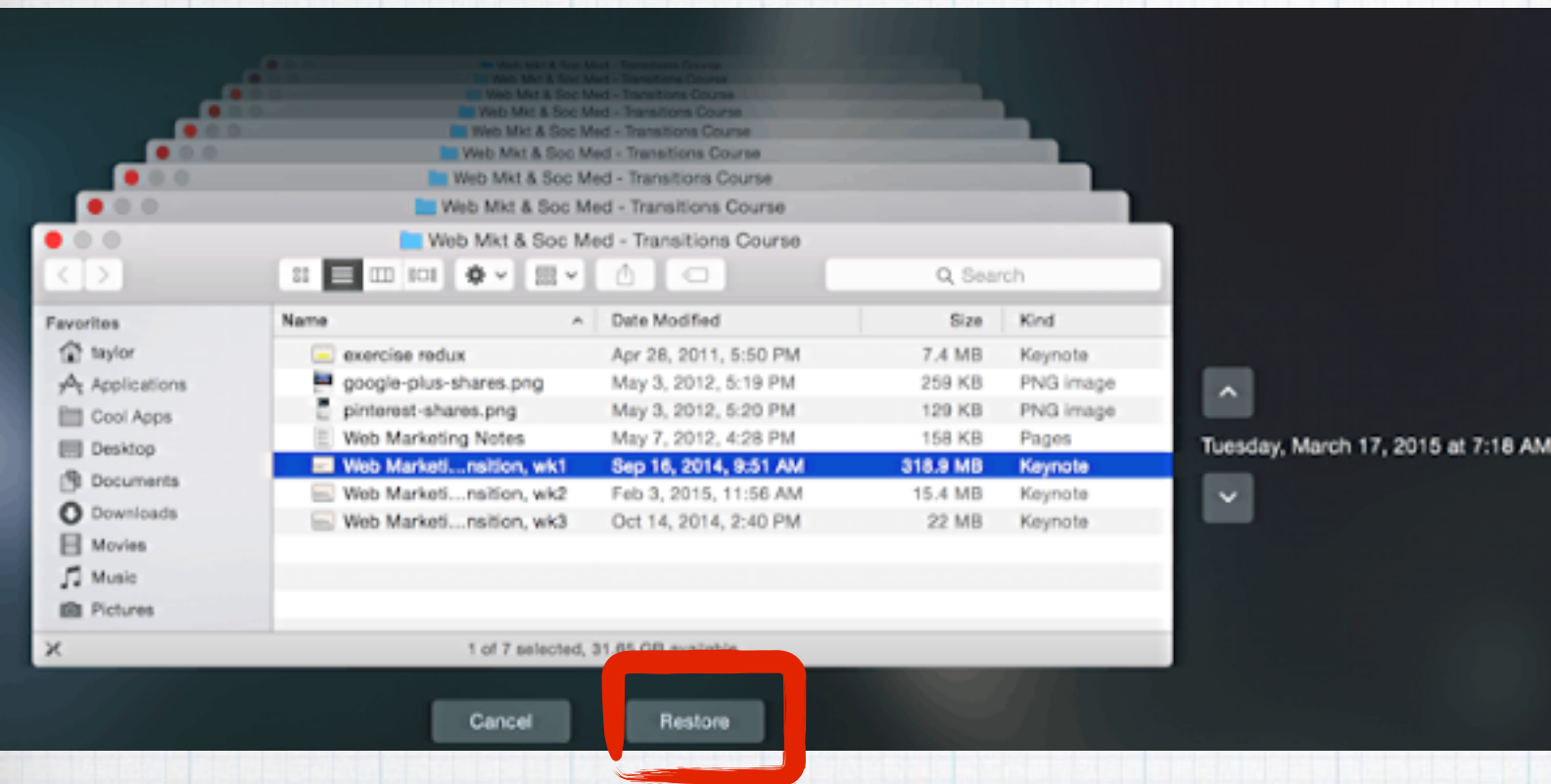


Looking at today, the wk1 file is missing.

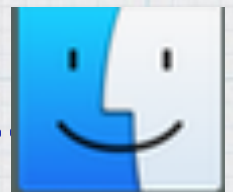
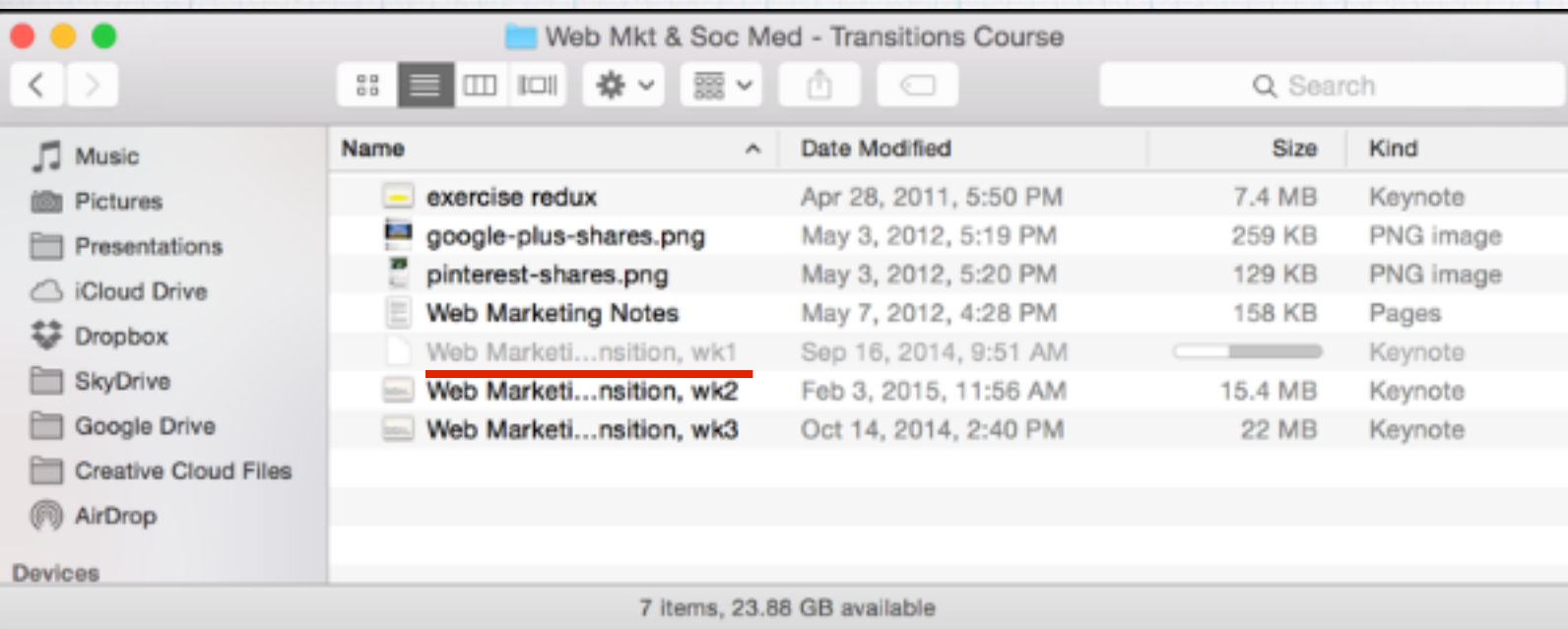


But go back few days with the arrow keys and there it is!

Highlight the missing wk1 file and click on Restore.

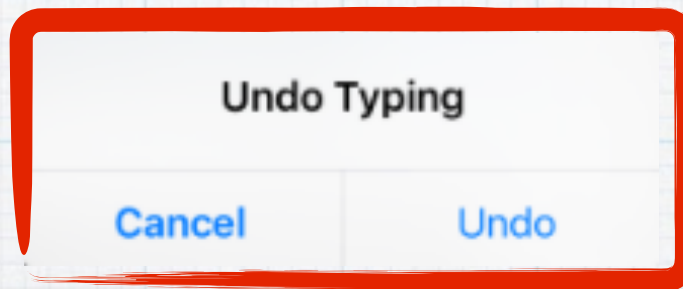


Time Machine closes and your missing wk1 file is restored to Finder.



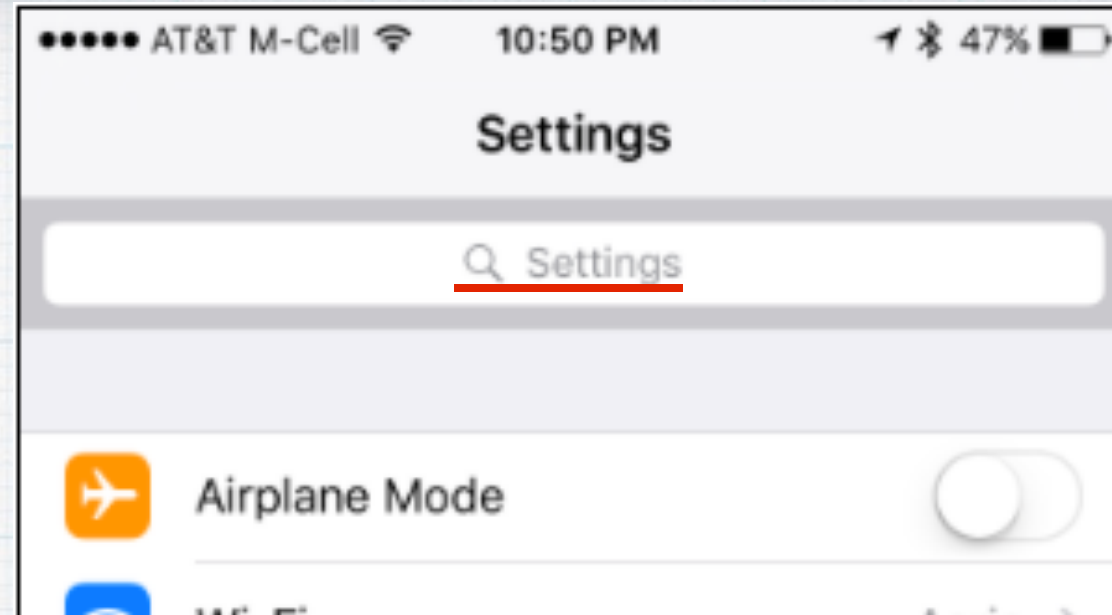
How do I disable 'Shake to Undo' on my iPhone!?

Really how many times have you had this message pop up on your iPhone screen:

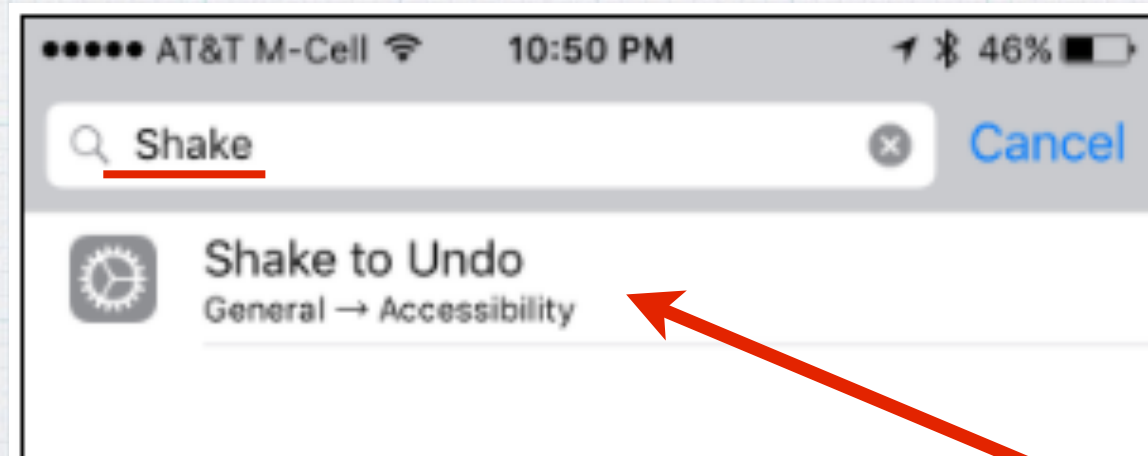


It's due to a 'cute' feature of iOS that allows you to shake your phone to undo what you have typed. But 99.9% of the time it appears just because you jiggled your phone putting it into your pocket!

Here is how to turn off this 'feature' - new in iOS 9.



In iOS 9 there is a new Search Field at the top of your Settings Screen. Just type in your query: **Shake**

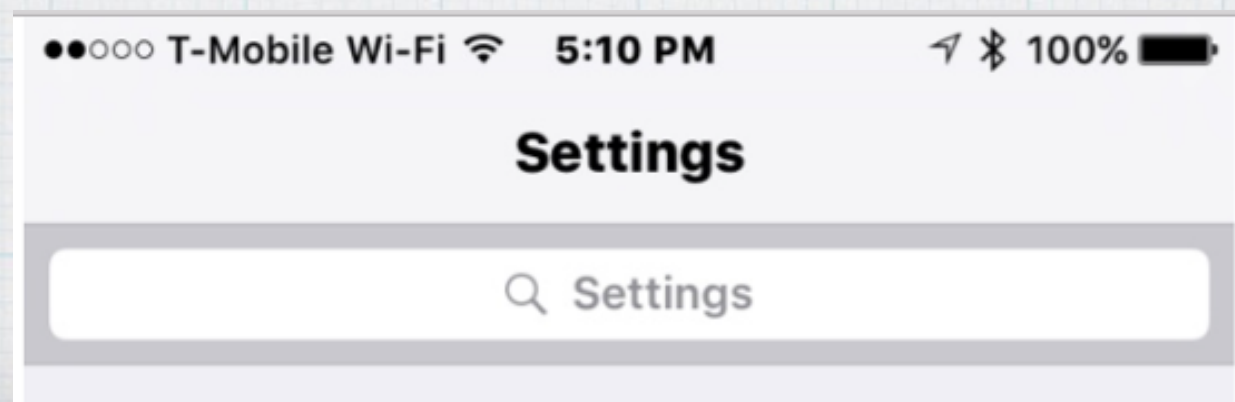


and a possible solution pops up - buried deep in the *General/Accessibility* menu!



Sure enough, a way to disable the Shake to Undo option.

Use this new search field to find options buried deep in the Settings Screen!



How do I add new cities to the iPhone Weather App?

There are lots of weather Apps available, but most of us stick with Apple's version - including me. A few observations before we add or delete weather reports for new cities.



Seattle
Partly Cloudy

48°

Thursday Today 59 45

Now 9AM 10AM 11AM 12PM

48°	48°	52°	54°	55°

Friday 59 46

Saturday 59 48

Sunday 61 46

Monday 61 46

Tuesday 63 48

The Weather Channel



Notice first the triangle
and ten dots on the
bottom of my screen.

This indicates I have
weather for my current
location and ten cities.

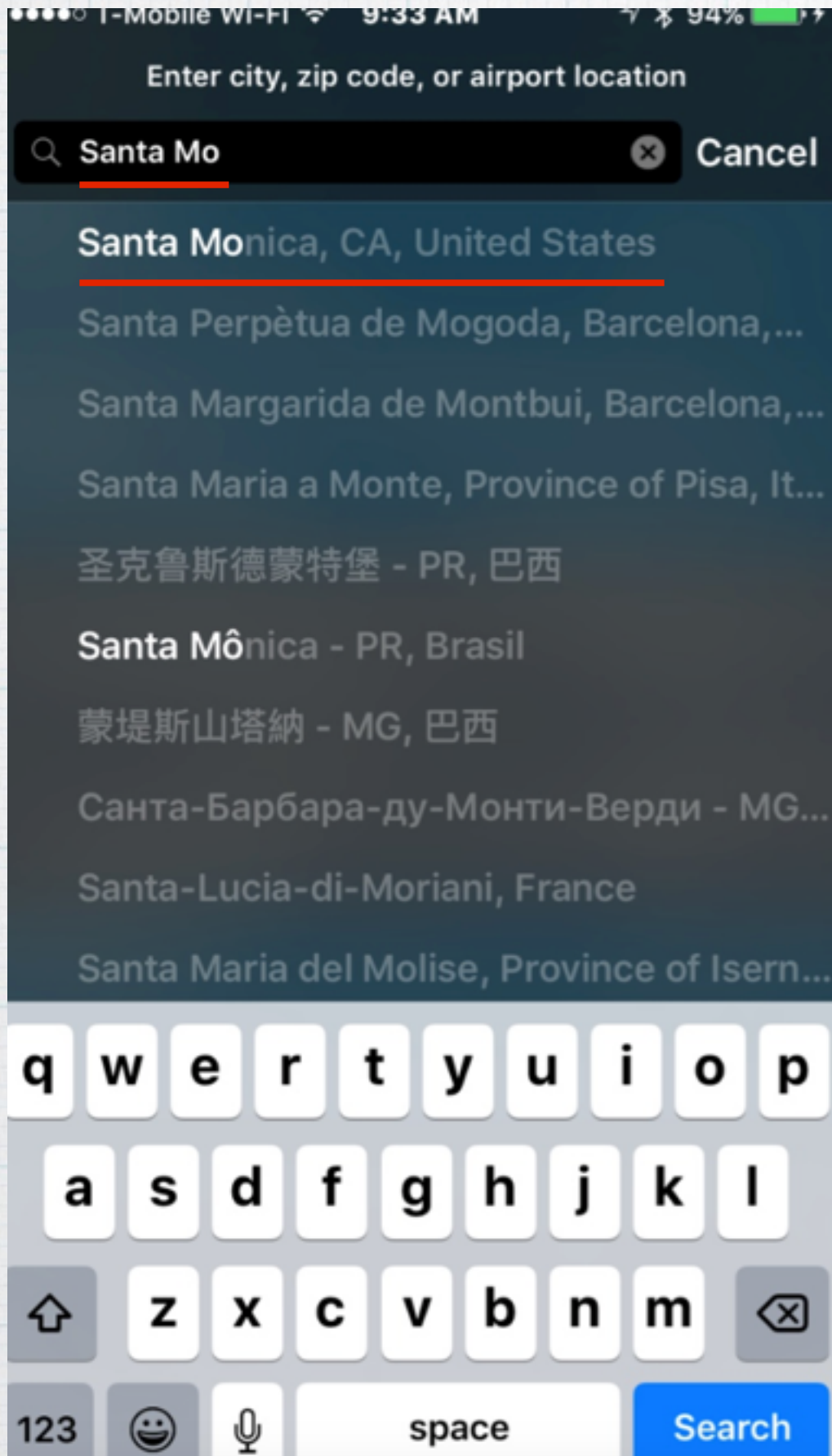
We want to click on the
3 horizontal lines.

9:32 AM	Phoenix	66°
9:32 AM	Las Vegas	66°
6:32 AM	Honolulu	72°
8:32 AM	Ketchikan	48°
11:32 AM	Chicago	57°
12:32 PM	New York	66°
7:32 PM	Moscow	39°
°C / °F		

I actually like this view to scan all my cities at once. But now we want to add Santa Monica to our list so we click on the

+





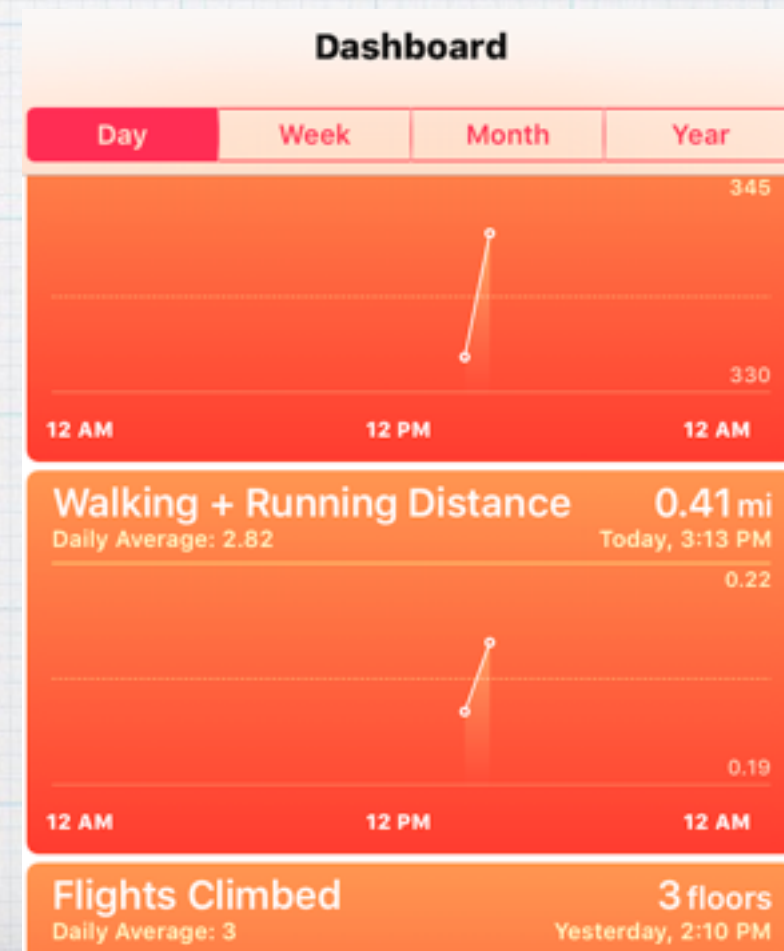
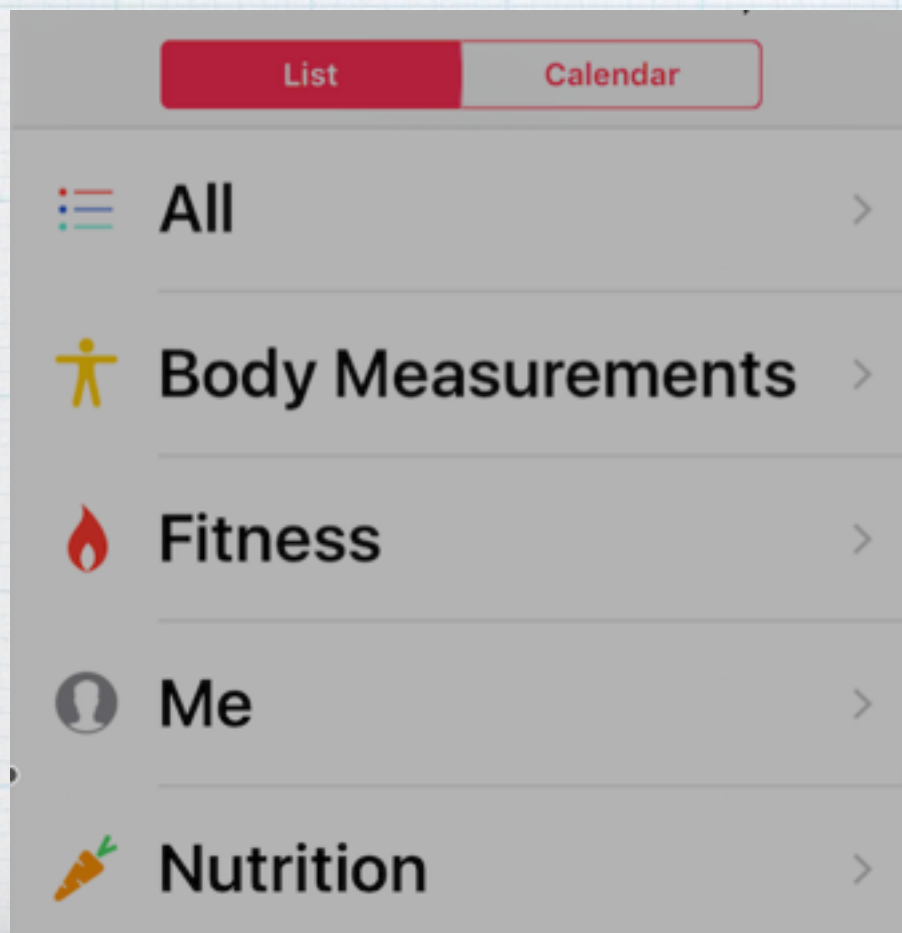
Start typing
'Santa Mo...' and
one of your
choices is Santa
Monica, just click
on it to add your
list.

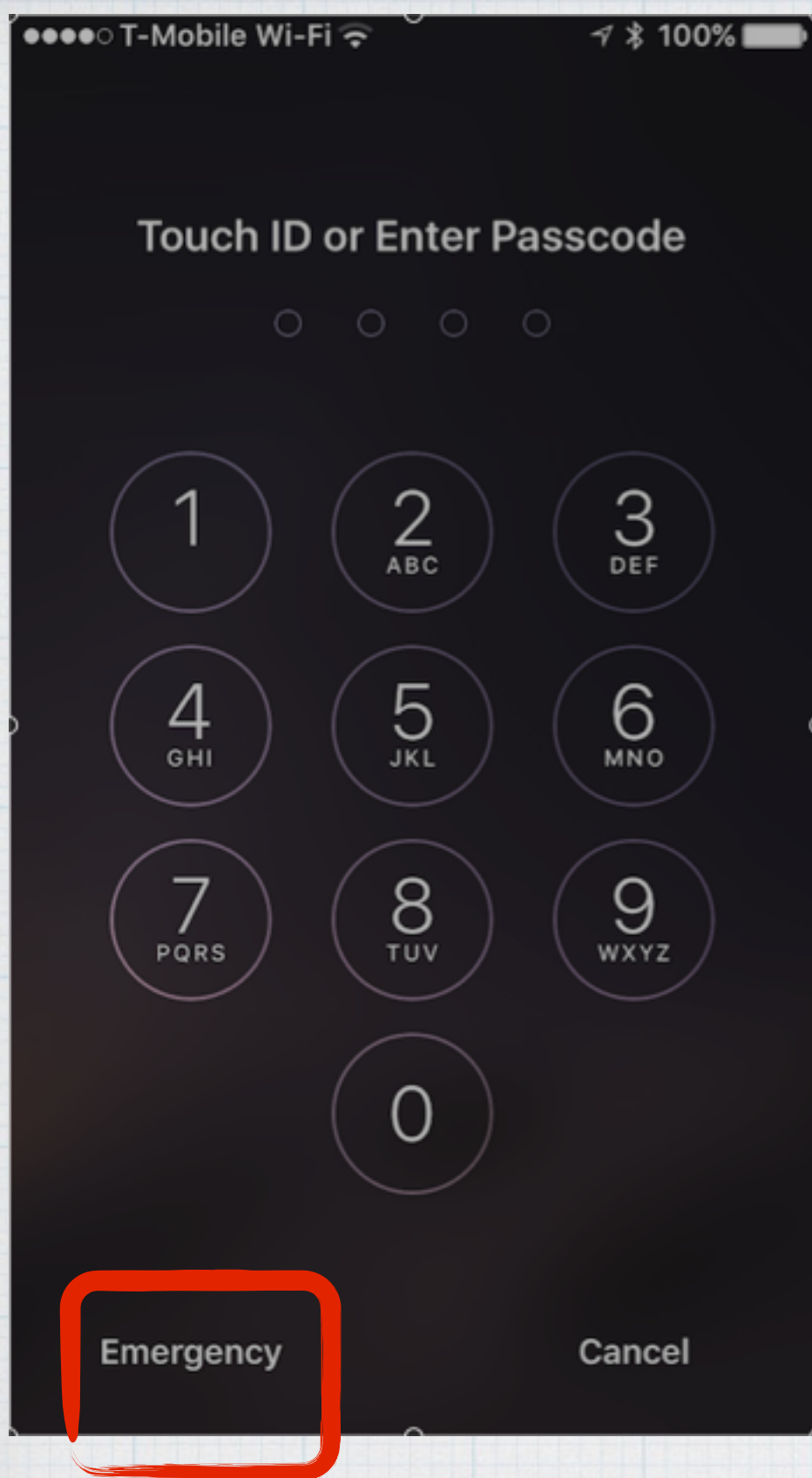


**Presto, Santa Monica is added to your list.
Want more detail? Just click on the city.
Want to delete it? Just swipe "right to left"
and click delete.**

How do I set up Emergency Contacts on my iPhone?

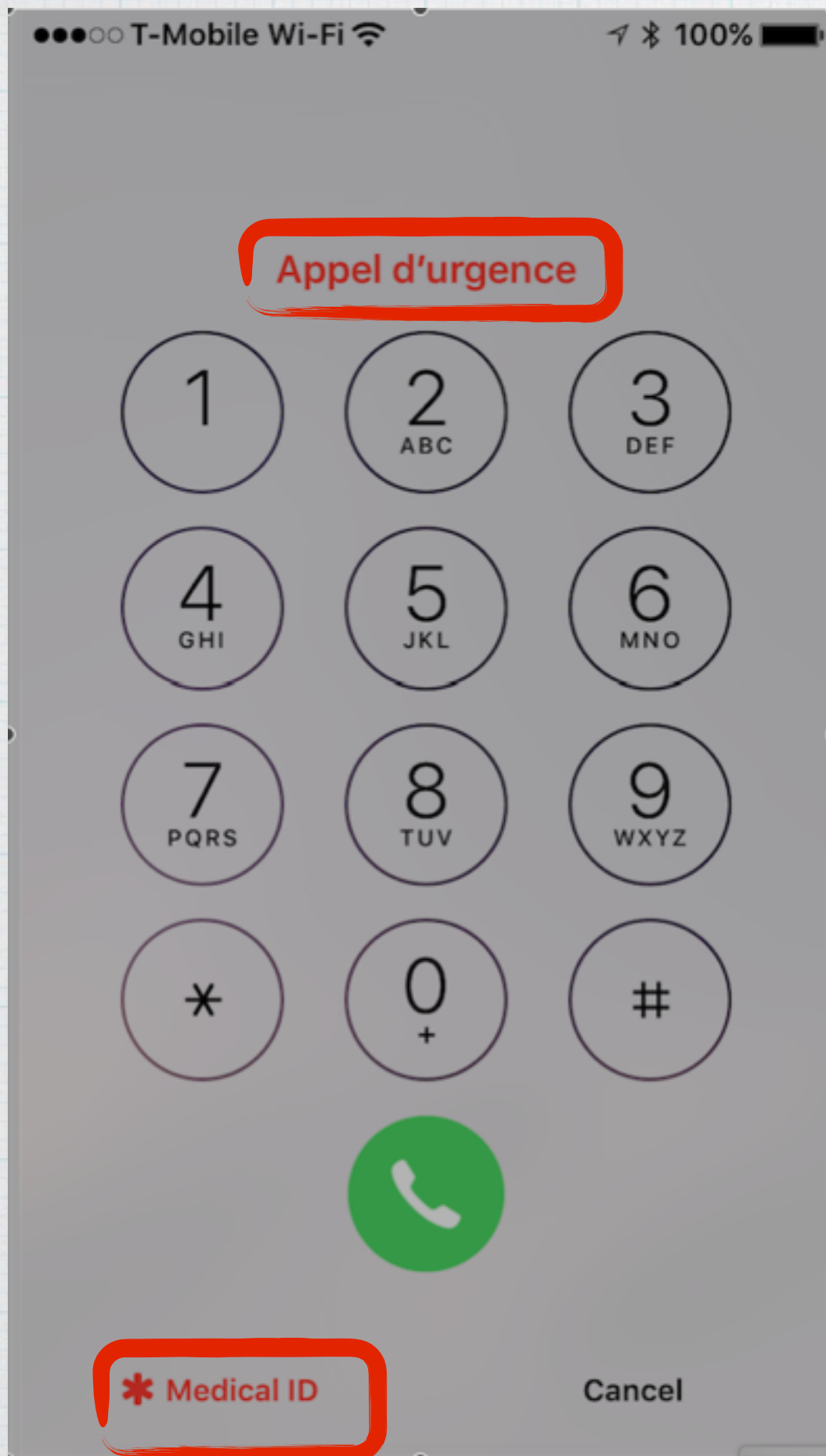
One of the best features of last year's iOS 8 update is the new Health App. It allows you to document your medical history and a Dashboard that keeps track of your exercise programs.





But the new Health App also allows you to enter key medical and contact info so if you are unconscious, your iPhone will provide this critical information.

Responders will tap on the Emergency button on your unlock screen.



When you press the Emergency button this screen opens to allow emergency phone calls - but now also has a new Medical ID button in the lower left corner to allow access to your medical info.

(Notice it says 'Emergency Call' in a half dozen languages at the top!)

* Medical ID Done

1 (206) 725-0900

doctor

Virginia Mason Clinic... 

1 (206) 223-6600

spouse

Terry Skok 

Blood Type

O-

Organ Donor

Yes

Weight

250 lb

Height

6 ft3 in

The Medical ID screen gives all the information needed to assist you in the event of an emergency, including telephone contacts.

I 'lose' my cursor on my Mac screen. Is there a way to make it bigger?

This one is fun, and opens up a whole lot of options for you. Open up System Preferences on your Mac and click on Accessibility.

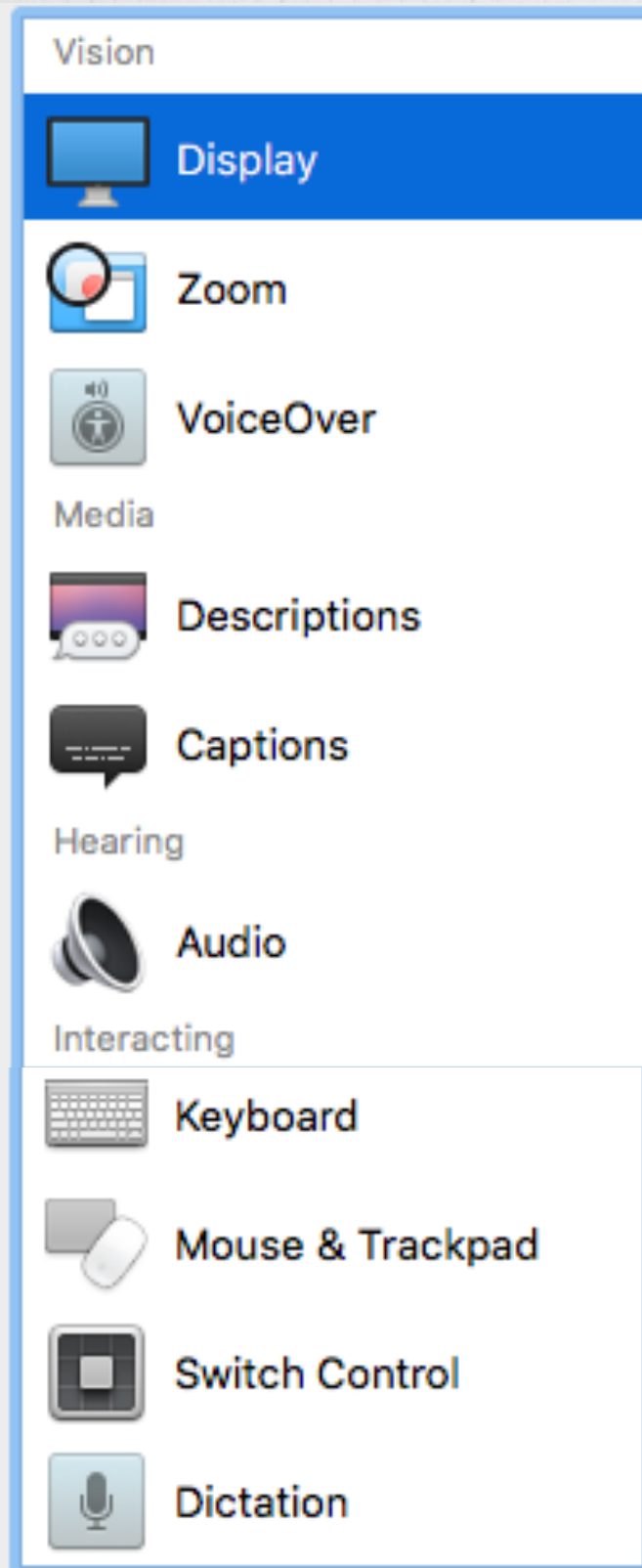
(click on the Apple in upper left of your screen to open System Preferences)

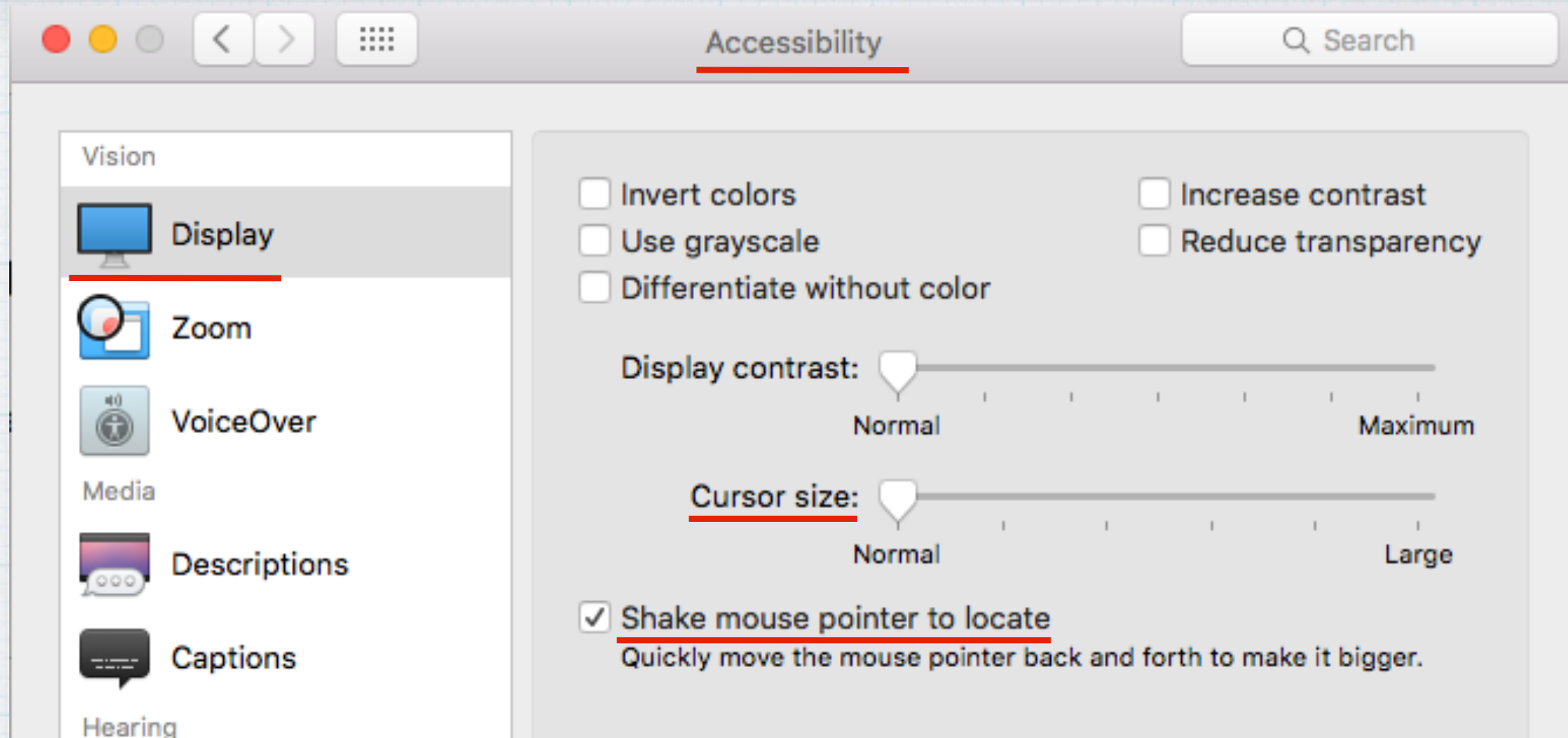


In the Accessibility menu you can change dozens of settings to make the Mac more friendly for our old eyes!

- Display
- Zoom
- VoiceOver
- Audio
- Mouse & Trackpad

...and many, many more.
Explore for yourself.





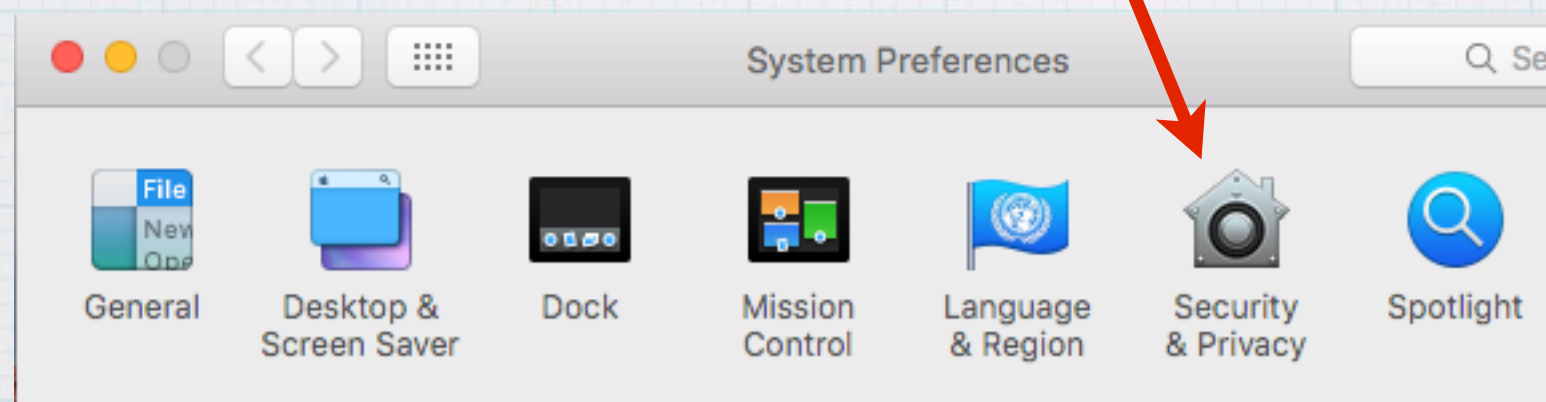
Specifically to increase the size of our cursor,
click on: **Settings/Accessibility/Display.**

And new with El Capitan, you can now turn on
an option to shake your mouse to temporarily
make the cursor bigger!

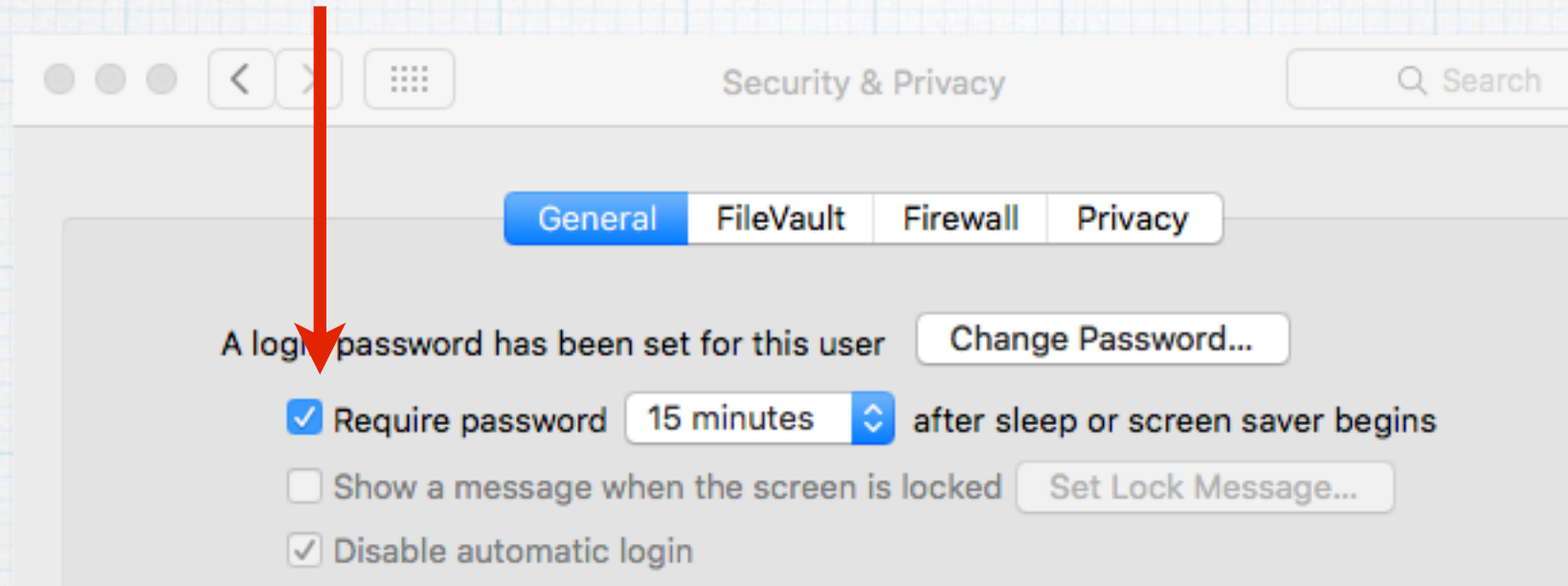
How do I add passwords to a Mac & iPad?

Everyone should have passwords on their MacBooks and other mobile devices, like iPhones and iPads.

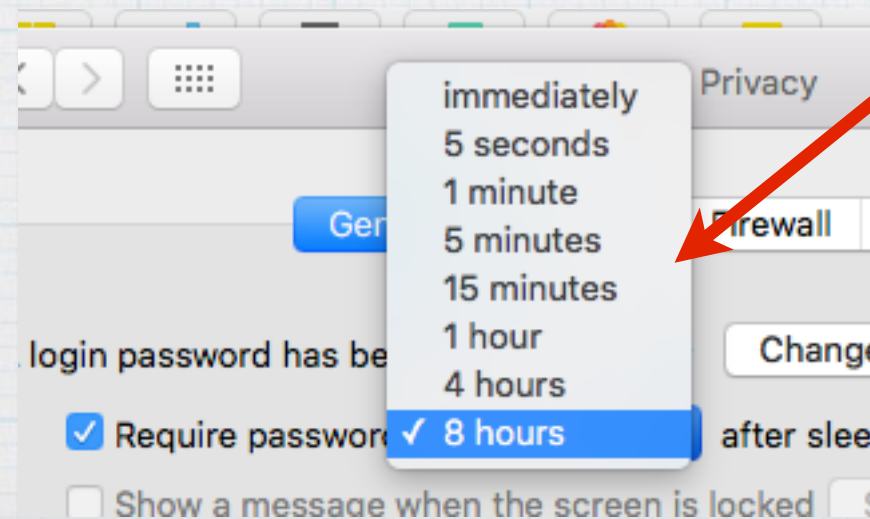
On your MacBook, start by opening System Preferences (click the apple in the upper left corner) and selecting **Security and Privacy**



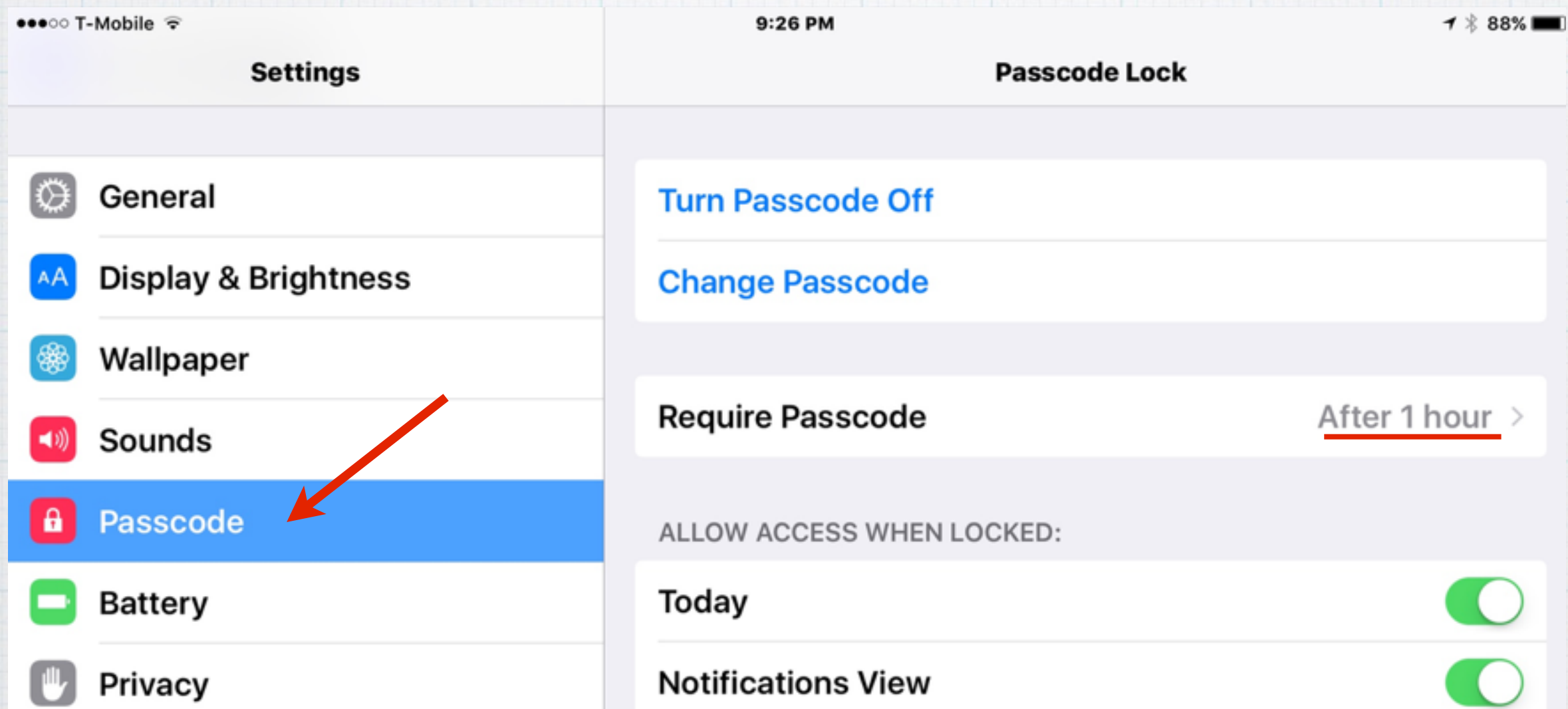
In Security and Privacy, select General and click on Require Password.



Select anywhere from immediate to 8 hours.

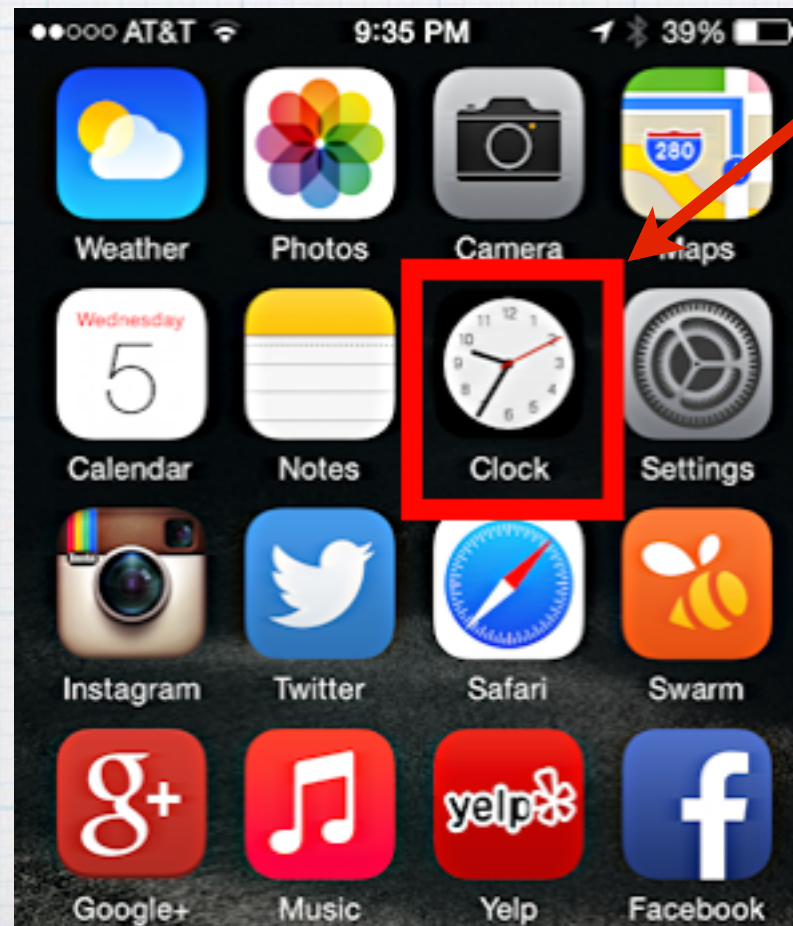


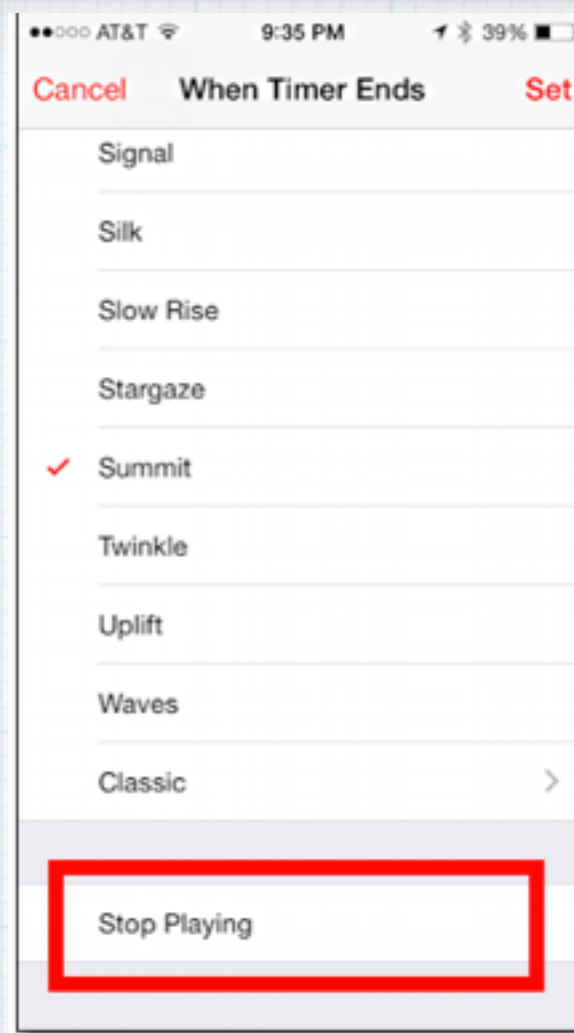
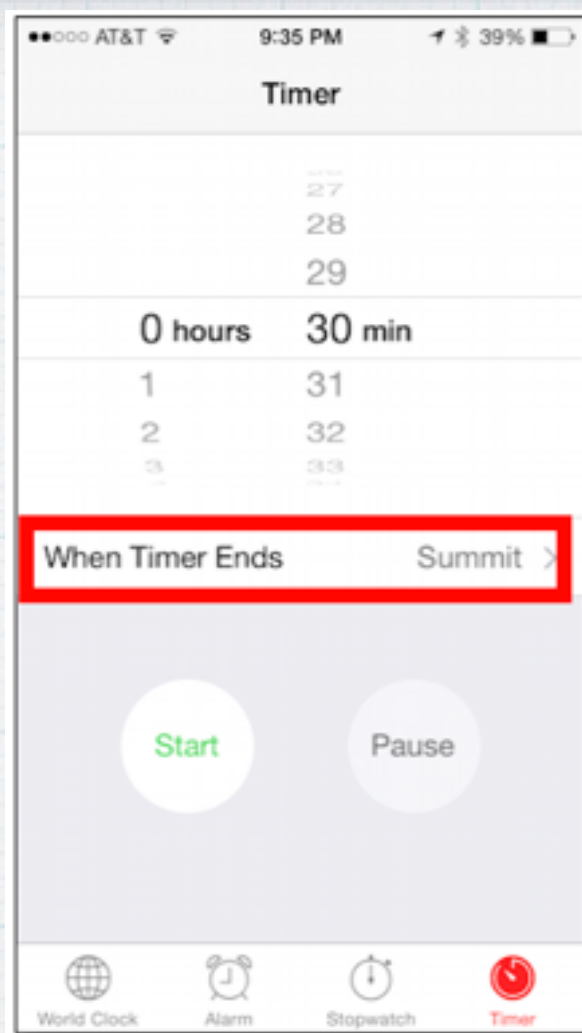
On a iPad or iPhone, click on Passcode (not Privacy) then 'Turn Passcode On' and select the length of time required until a password is required. I use one hour on my iPad and 5 minutes on my iPhone.



Is there an iPhone Sleep Timer for music?

If you like to go to sleep listening to music on your iPhone there is a simple way to turn off the phone after you fall asleep. But you won't find it in your Music App. Instead click on your Clock App.





Set your timer for say 30 minutes and then click on "When Timer Ends". It takes you to this second screen where you scroll down & click "Stop Playing".
Sweet Dreams!

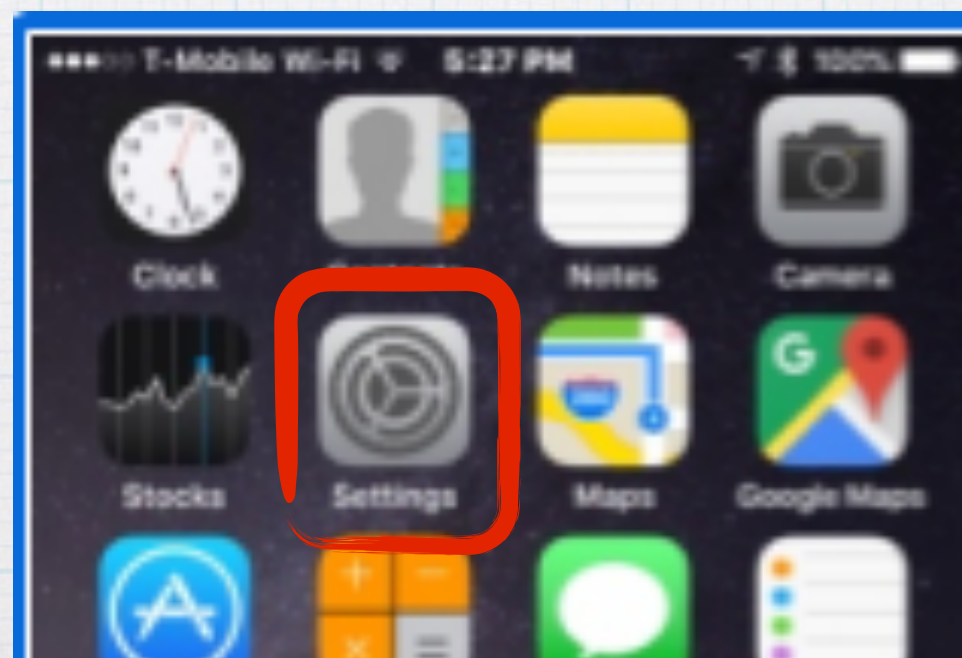
What iPhone Apps are listening in on my microphone?! How do I stop them?

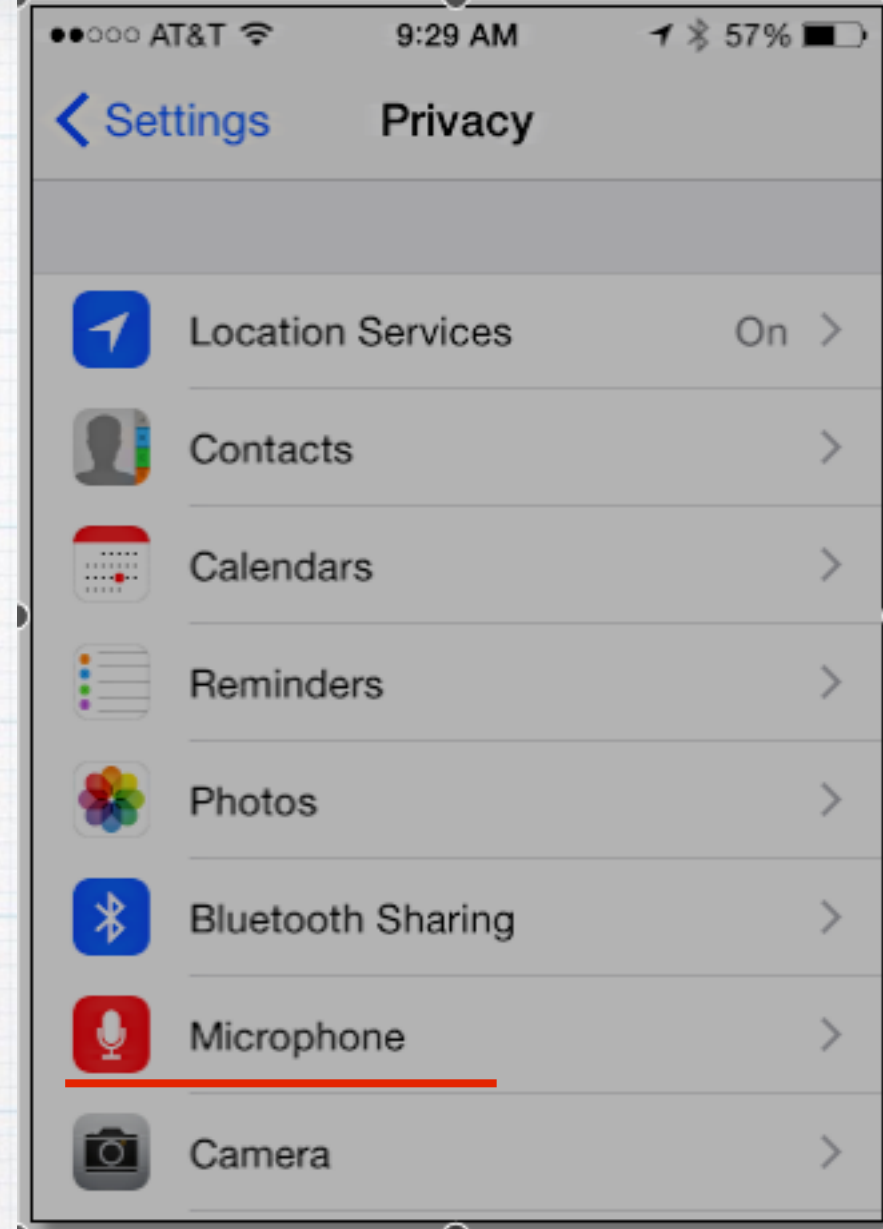
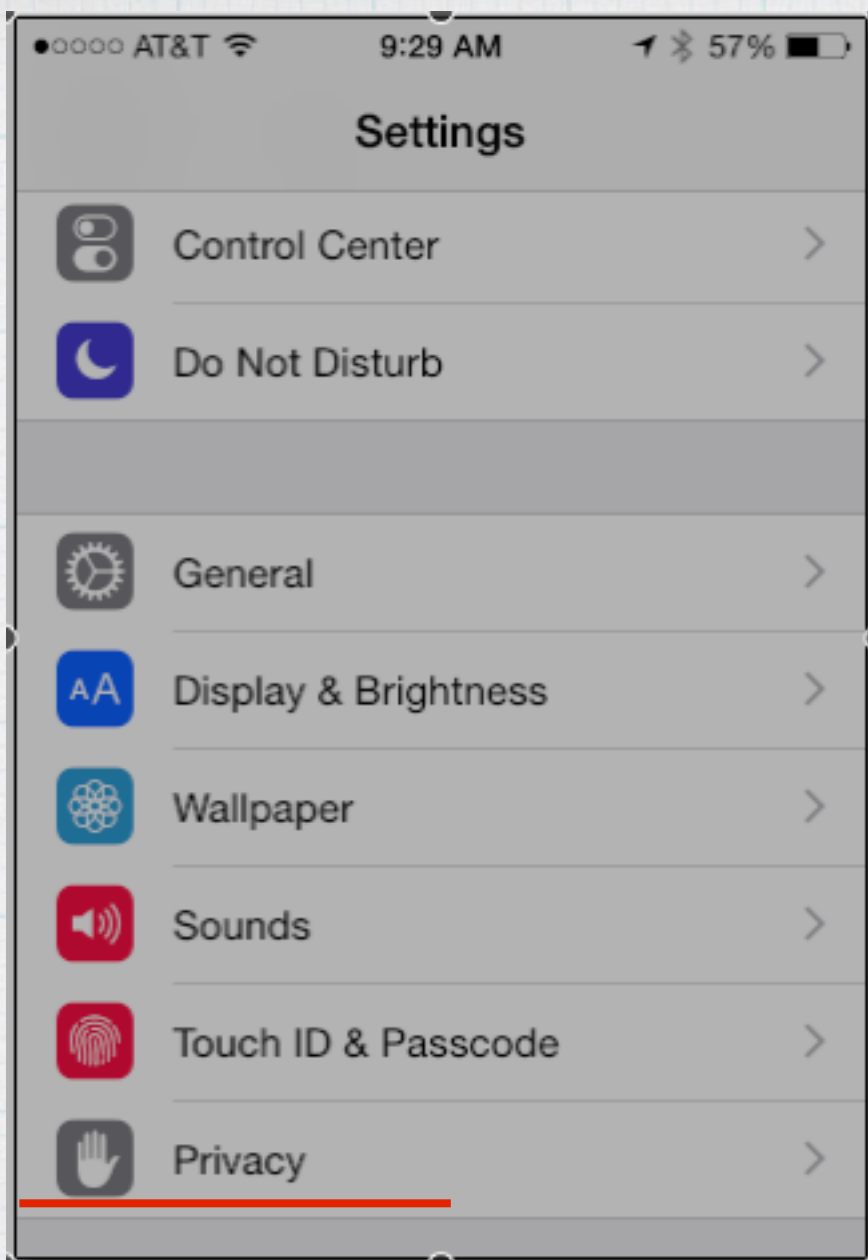
If you think about it your voice is a terrific data entry system - think about Siri and dictation.

But lots of other Apps want to listen in.

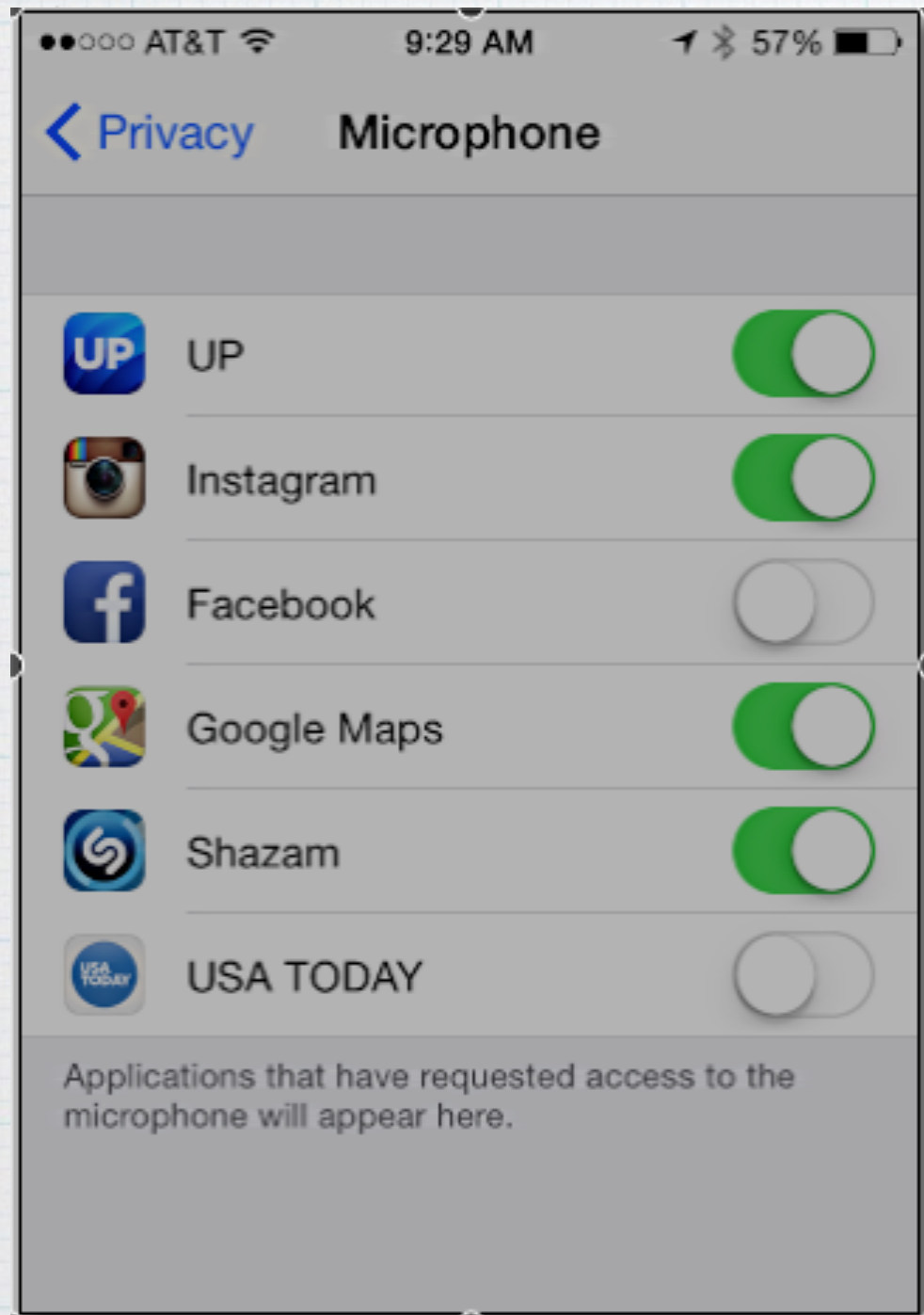
Here's how to review the list & turn off some of them.

First open Settings on your iPhone.





**In Settings you might think you want Sounds, but instead click on Privacy.
In Privacy click on Microphone.**



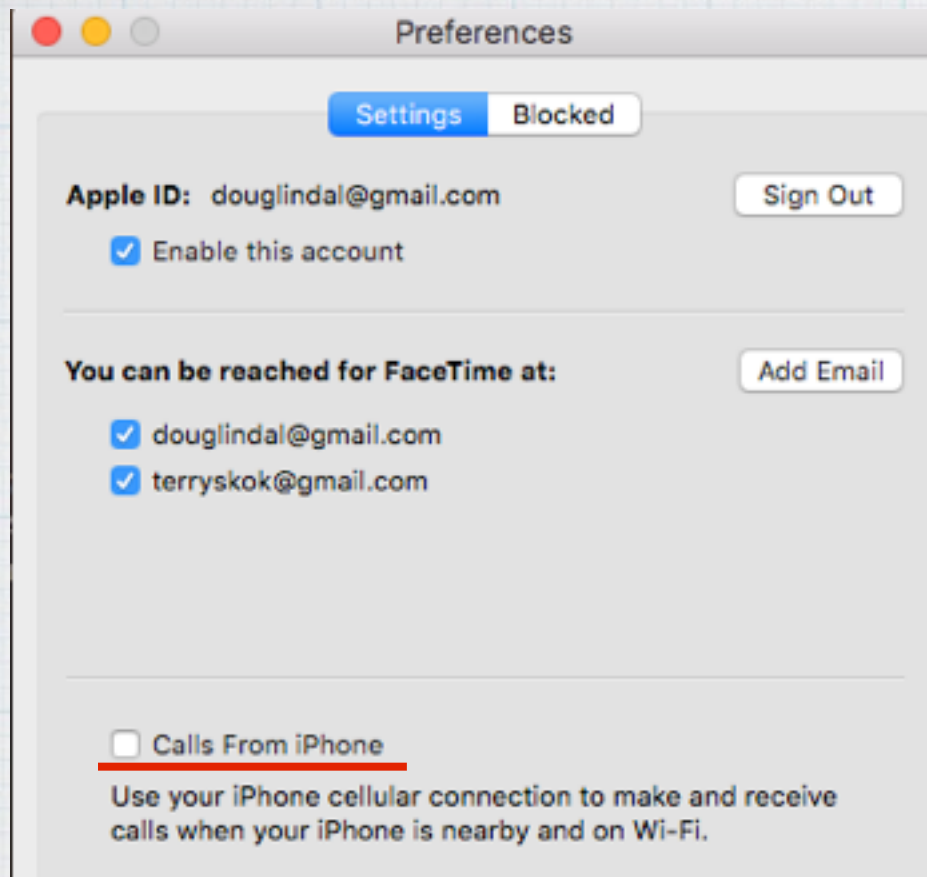
I find it downright creepy to think that Facebook and other Apps can listen into my conversations whenever they are open! Just slide the tab over from green to gray to turn off the microphone access in each App.

Since I installed the Yosemite OS last year, my Mac and iPad ring whenever my iPhone does - how do I stop this?

It's the result of new Apple 'features' called Continuity and Handoff. Being able to answer your iPhone on your Mac is slick, but not for everyone.

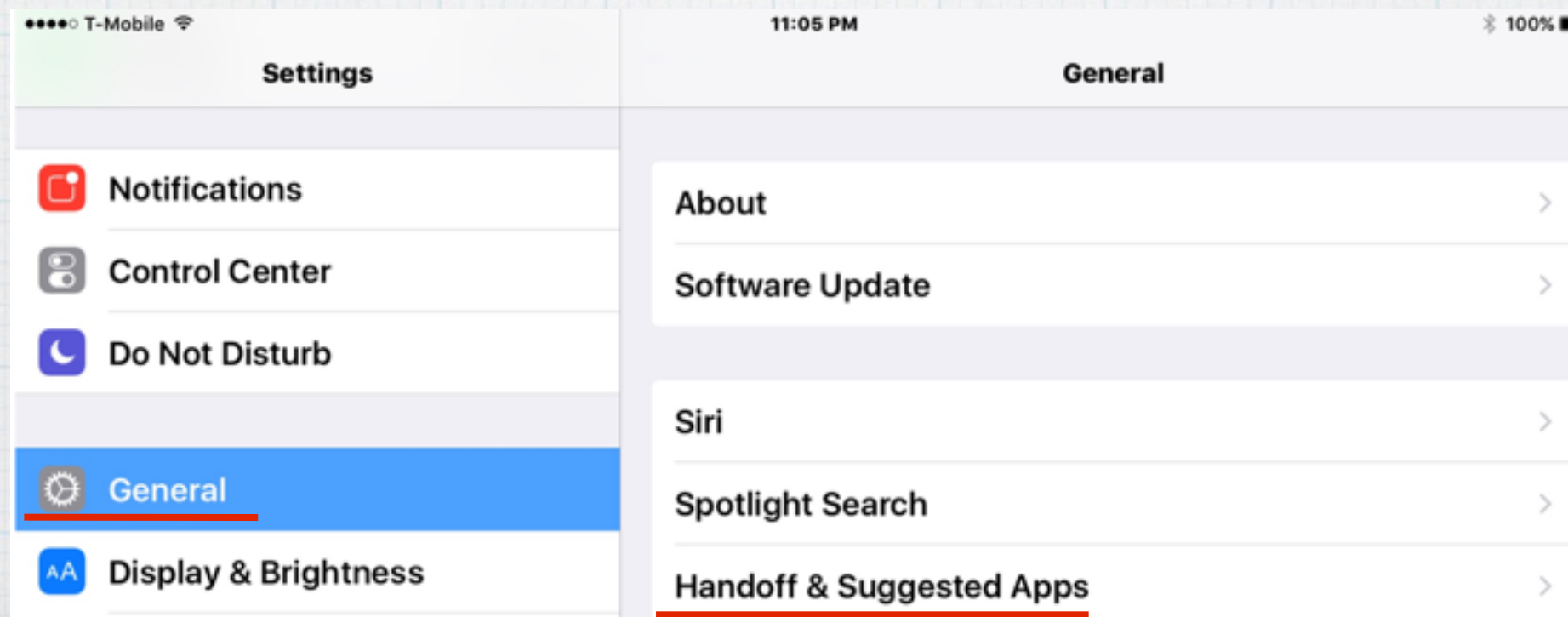
Fortunately Apple recognizes this can be annoying for many and gives us a way to turn it off.

The key is realizing it is all done through FaceTime.

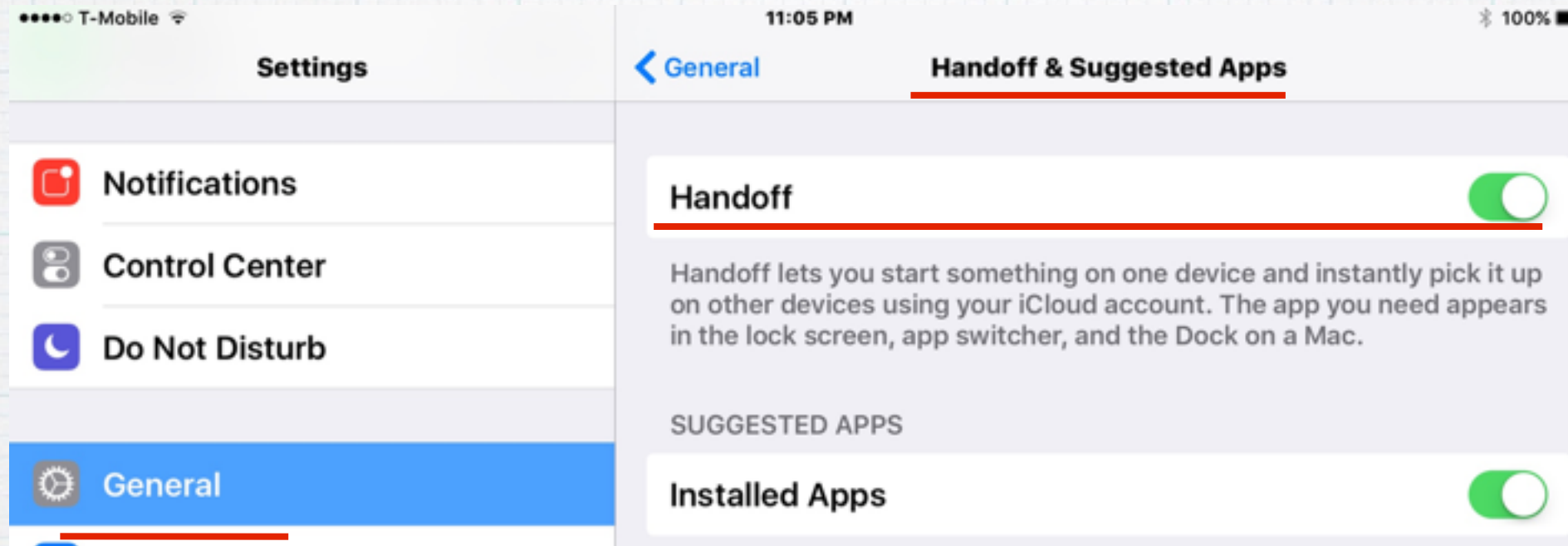


So first go into FaceTime Preferences on your Mac and uncheck "Calls From iPhone".

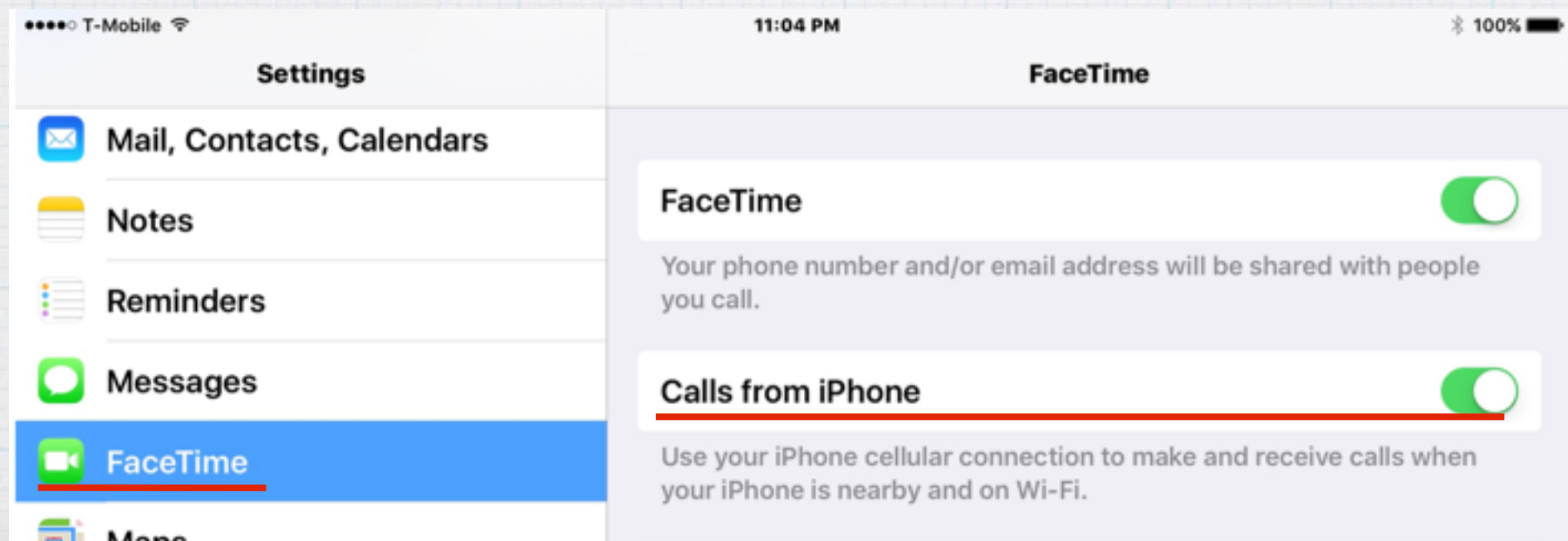
Then on your iPad go into Settings under General and click on Handoff & Suggested Apps.



Under General, leave Handoff enabled.

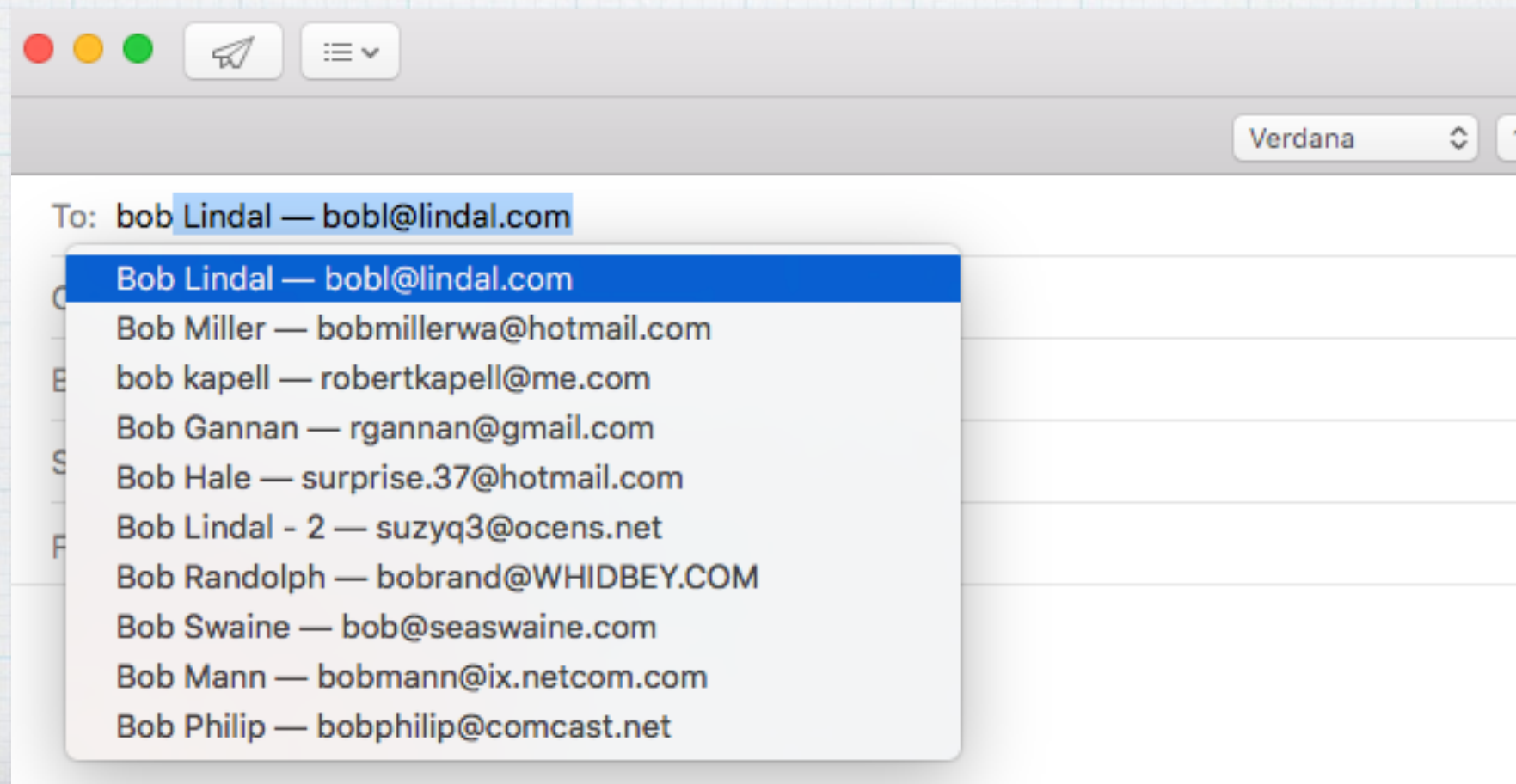


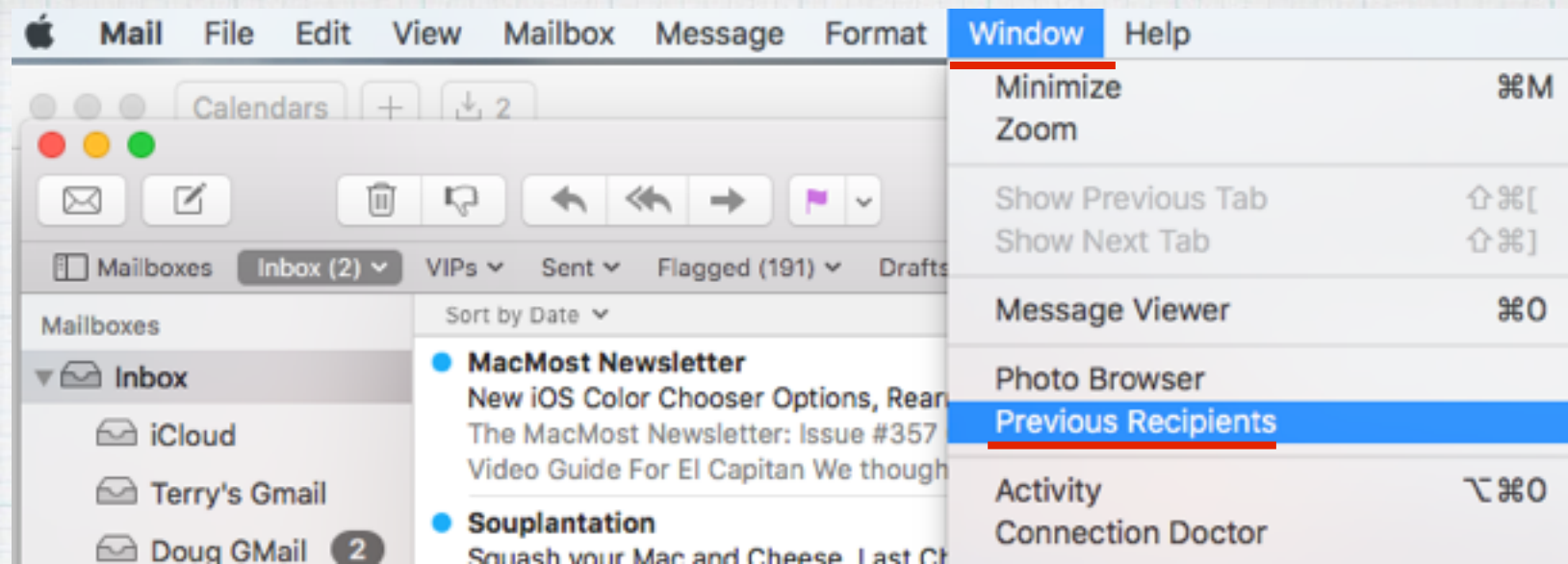
And under FaceTime, turn off 'Calls from iPhone'.



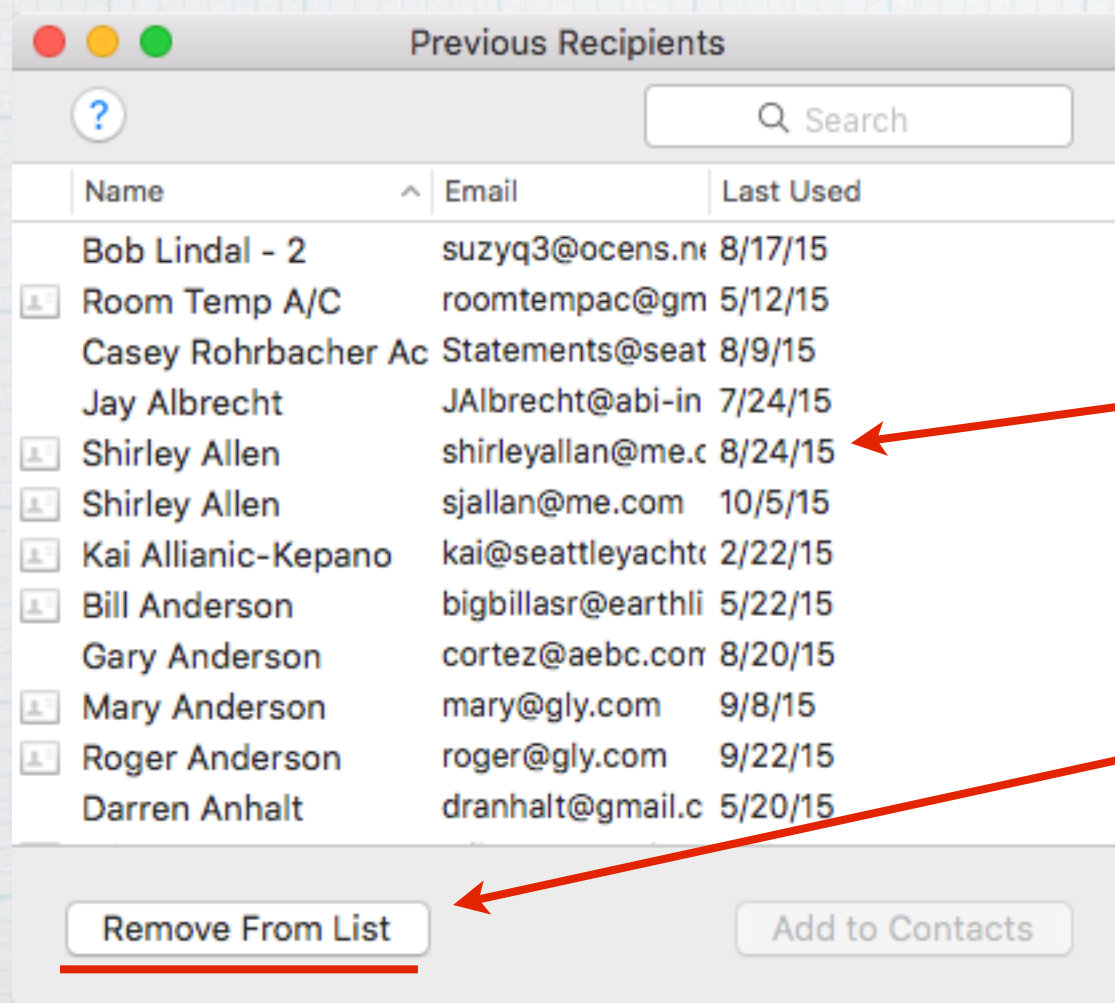
A friend changed their email address but their old email address keeps coming up when I start typing their name in Apple Mail?

Apple 'auto-suggests' potential email addresses to save us time, but sometimes it is a hassle when an old inactive email address keeps popping up!





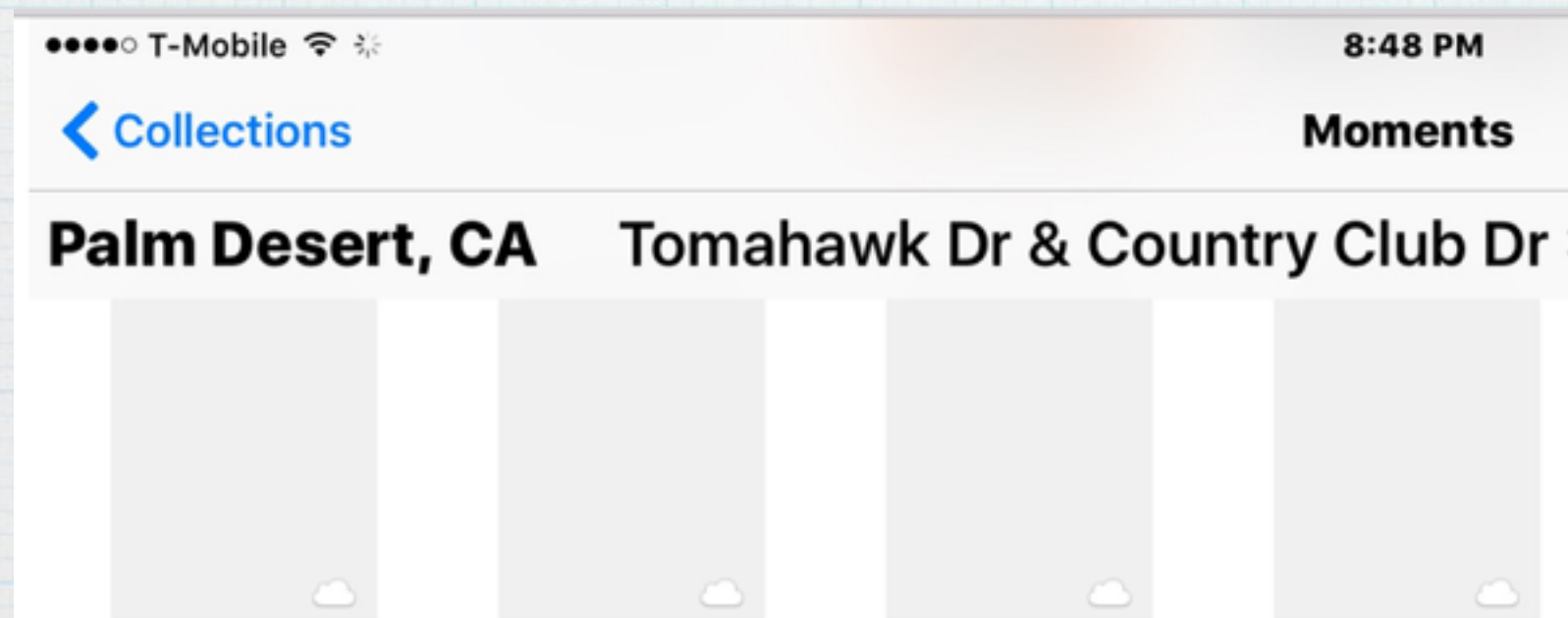
In Apple Mail, click on the Window menu, then Previous Recipients



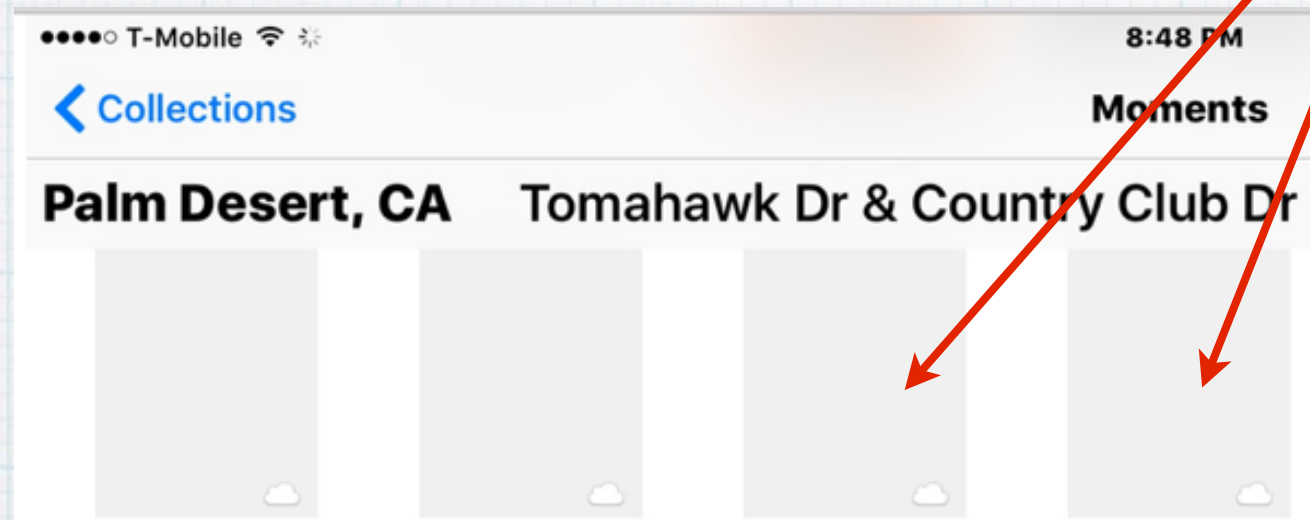
Then find and highlight the old email addresses and click on 'Remove From List'.

Why do my new photos take so long to show up when I open the Photos app on my iPad?

It's a function of iCloud having to transfer the new photos from 'the cloud' to your iPad. The transfer occurs quickly if you are on a fast WiFi network, quite a bit slower via cellular.



Until they show up, the little clouds  appear in the Photos app -



then photos start appearing and the clouds go away.



Watching a friend on his Mac, he never seems to use the mouse, just types furiously! How does he do that?!

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.

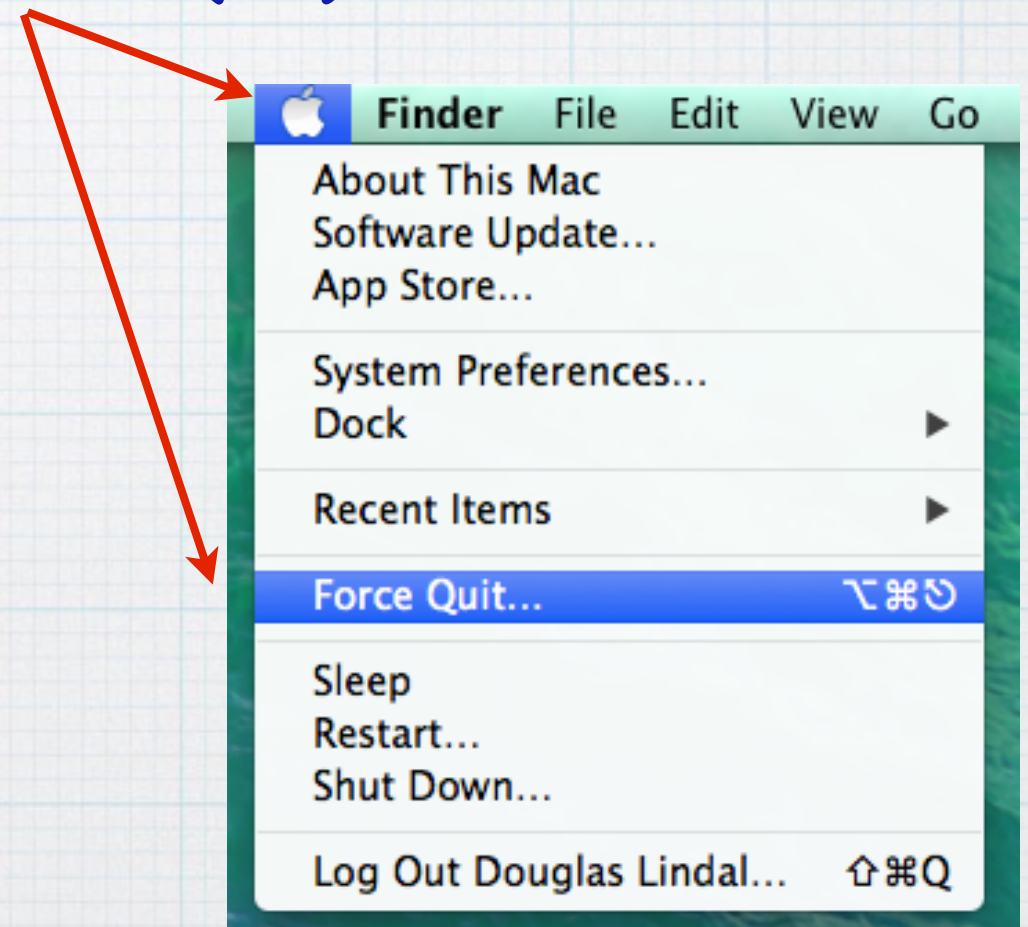
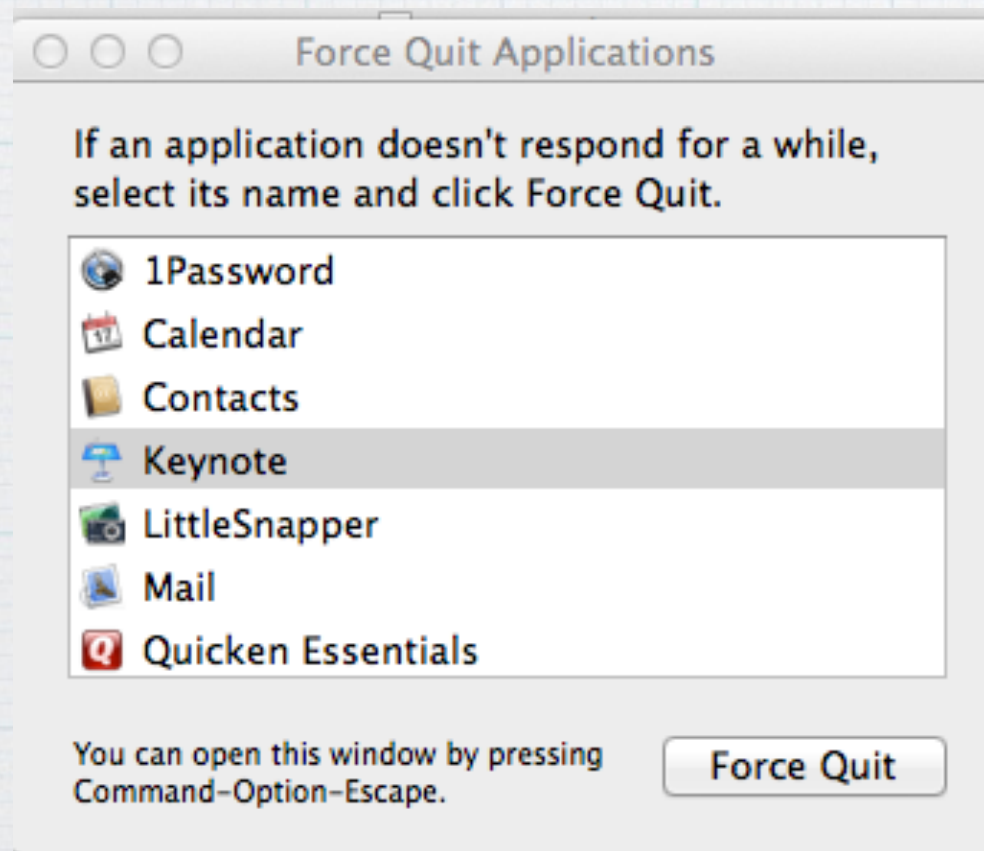
For example "Command C" copies any highlighted item, "Command X" cuts it and "Command V" pastes it. That's a lot easier than using your mouse.

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

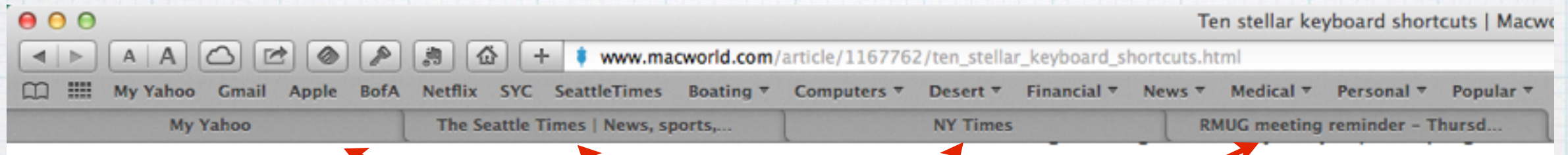
<http://support.apple.com/kb/ht1343>

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 and scroll down to Force Quit)



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

How to track down a lost iPhone or iPad?

Fortunately Apple provides a free location tool called Find My iPhone that helps figure out if you left your phone on the bus—or if it's just in the couch cushions.

First you'll need an Apple ID and an iCloud account. There's a good chance you already have both, if not, visit iCloud.com, click the link "Create yours now," then follow the onscreen instructions.



●●●●● AT&T 4G 3:26 PM 🌙 🔒 44% 🔋

< iCloud Find My iPhone

Find My iPhone



Find My iPhone allows you to locate, lock, or erase your iPhone and prevents it from being erased or reactivated without your password. [About Find My iPhone and Privacy...](#)

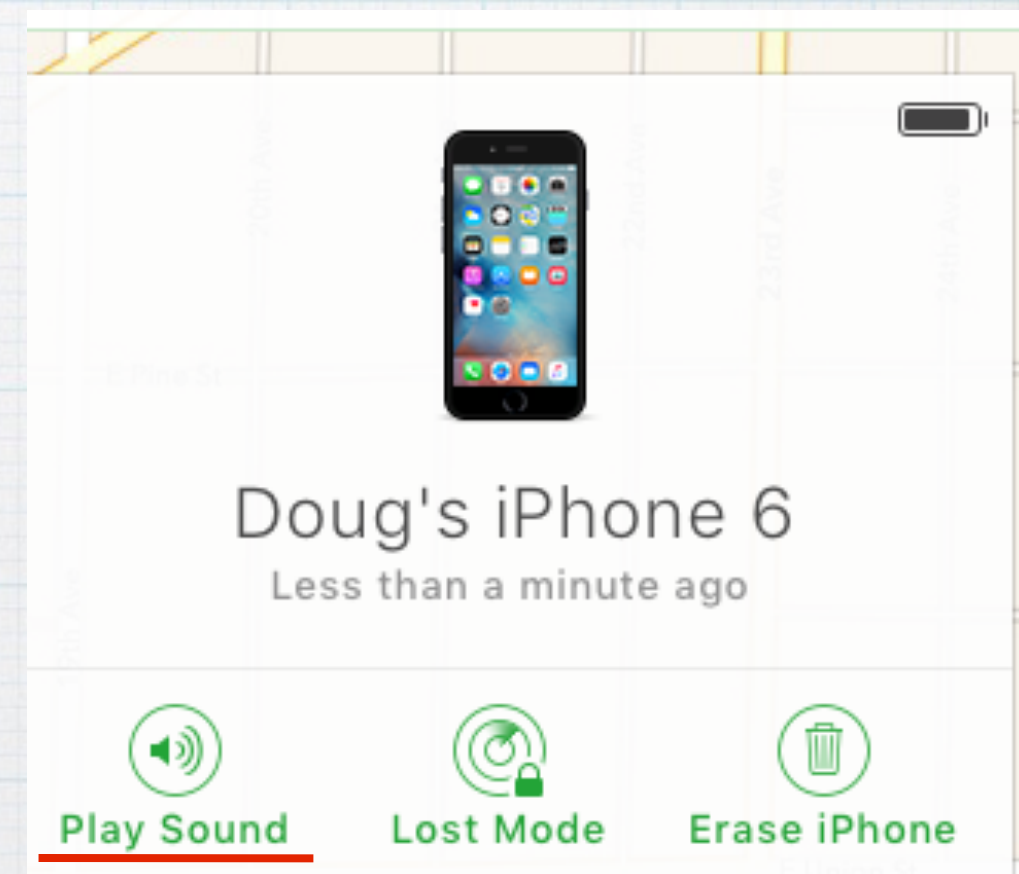
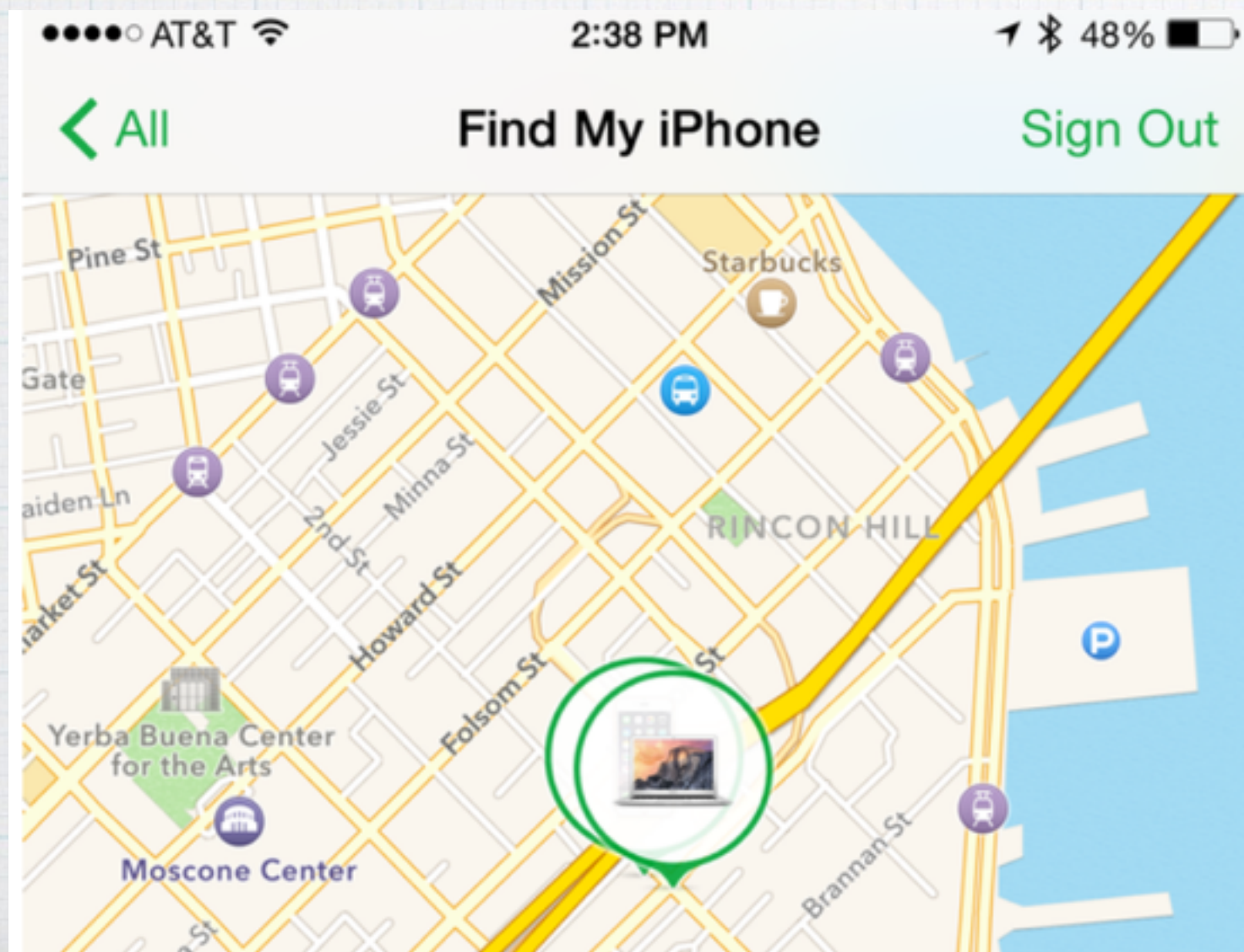
Send Last Location

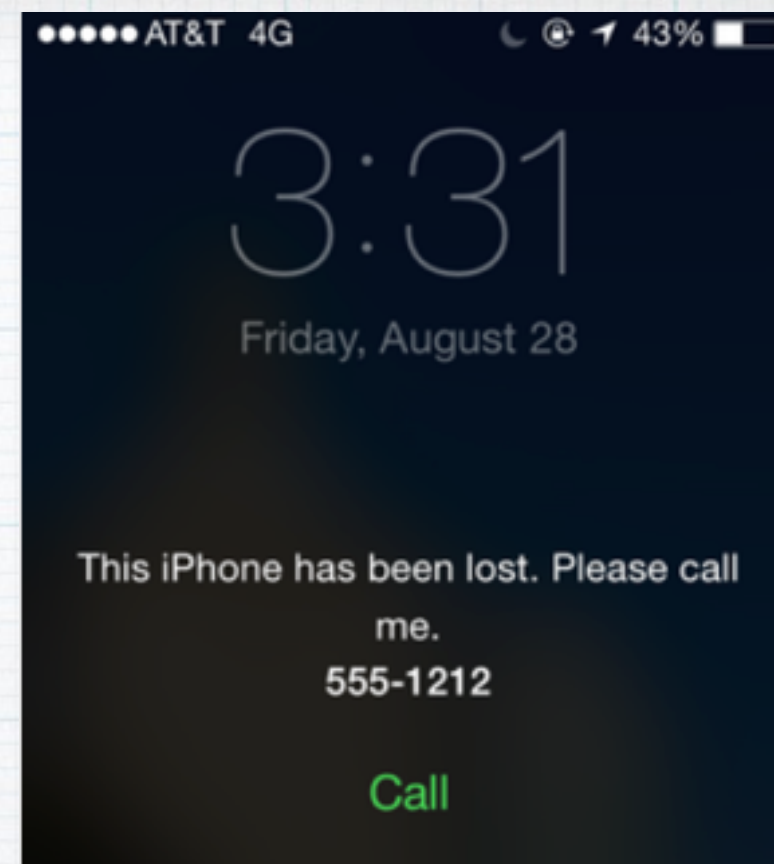
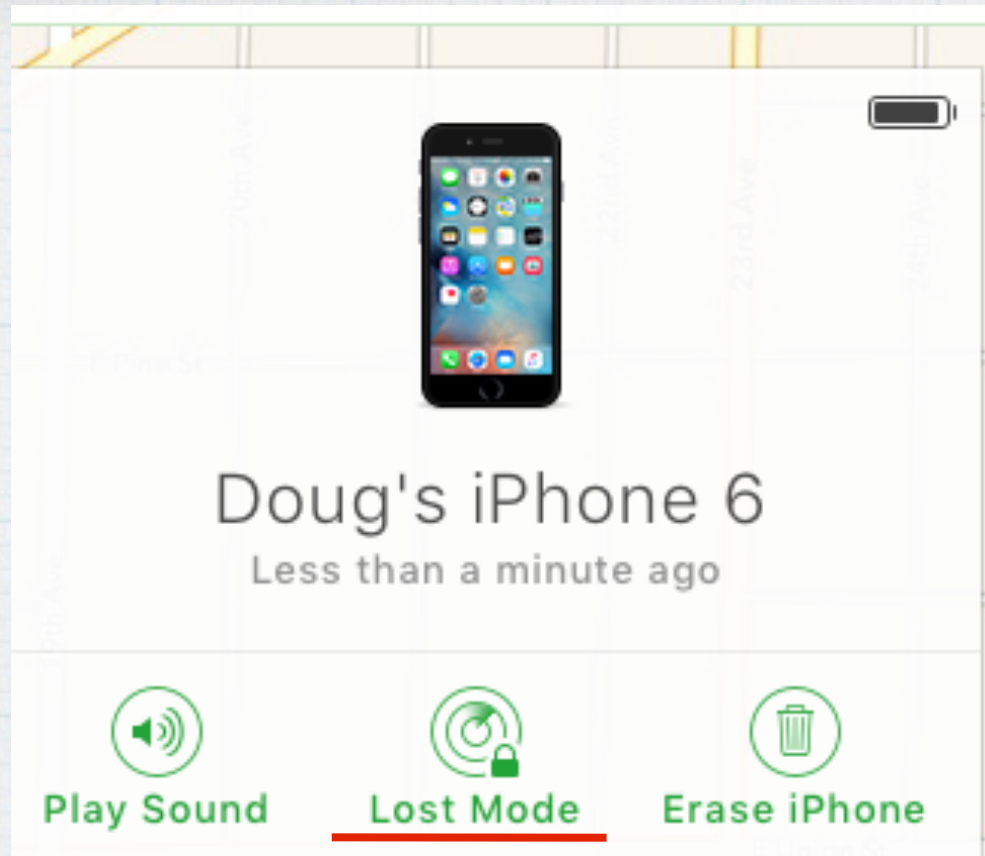


Automatically send the location of this iPhone to Apple when the battery is critically low.

Next, hop over to your iPhone, open the Settings app, then tap iCloud. Tap Find My iPhone, and toggle the 'Find My iPhone' switch to On (it'll turn green) and you are all set. While there toggle on 'Send Last Location'.

If your iPhone goes missing, visit [iCloud.com](https://www.icloud.com) from any computer and click on 'Find My iPhone', and a map appears with it's location. If it's just misplaced at your current location, click the 'Play Sound' button to help locate it.





If you left it on the bus and it is really lost, click on 'Lost Mode' and it will lock up plus you can add a message. If after a couple of days it's not returned, click on 'Erase iPhone' contact the police & go shop for a new phone!



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Questions, Comments ???

Visit: <http://rmug.weebly.com>
to download this slideshow



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All 2016 RMUG sessions are on the first Thursday of the month at 2:00PM in the Kramer Room.

- Thurs. Dec. 3rd 2-4p
- Thurs. Jan. 7th 2-4p
- Thurs. Feb. 4th 2-4p
- Thurs. Mar. 3rd 2-4p
- Thurs. Apr. 7th 2-4p



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The December 3rd topic will be
Apple's new operating systems -

iOS 9 for the iPad/iPhone
and El Capitan for the Mac.