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

This first presentation of the new season will once again be all about Q&A.

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

So sit back and enjoy, no need to take notes - as copies of this presentation will be available on our website at:
www.rmug.weebly.com

And we'll have <u>plenty</u> of time for more questions at the end of the slideshow.

2

The first rule of finding answers?

No, it is not emailing me!

Just type the question into Google!

It's basically what they do when you visit the Genius Bar at the Apple Store.

In past sessions I have given you some Google tips, here are a few more ….

3

Use quotation marks in Google Search to find a specific phrase.

Quotation marks should be used around a phrase of two or more words. Doing this ensures that it will be searched for as a whole and not picked apart by the search engine. For example, typing death penalty without quotation marks will also retrieve all items that mention death or penalty.

4

Exclude words with the minus sign

It's frustrating when a search returns oodles of results that have nothing to do with what you're looking for — say, Apple's MacBook line, which includes the MacBook, MacBook Air, and MacBook Pro. Getting too many results for the Air and Pro? Just eliminate them from your search with minus keys (-) **macbook -air -pro** and you'll get more relevant results.
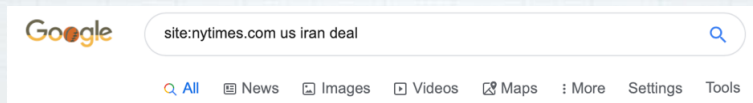
5

Narrow your search to a specific time period.

Put a date restriction on the results by clicking the Tools button under Google's search bar, and then clicking the "Any Time" drop-down. You can narrow your results to the previous week, month, year.
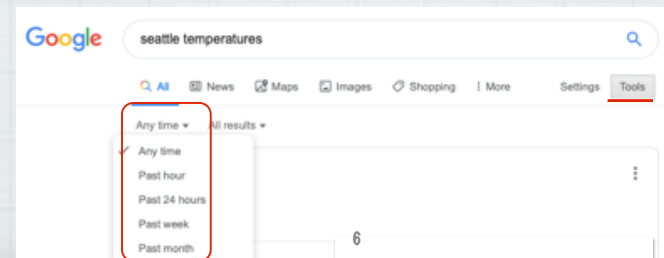
Search your favorite sites with the "site:" operator.

Instead of just Googling **US iran deal** search: **site:nytimes.com us iran deal** to see coverage only from the NY Times - instead of the results getting cluttered with news from other publications.

7

Find the source of a photo with reverse image search.

Sometimes, it can be handy to know where a photo came from. Open Google Images:

Copy/Paste or drag a photo into the search box.

8

A familiar image of Space Needle - where is it from?

Drag Photo into Google Images

Result? The photo is from Wikipedia:

WIKIPEDIA
The Free Encyclopedia

Space Needle

From Wikipedia, the free encyclopedia

This article is about the tower in Seattle. For other uses, see Space Needle (disambiguation).

The **Space Needle** is an observation tower in Seattle, Washington, United States. It is a landmark of the Pacific Northwest and an icon of Seattle. It was built in the Seattle Center for the 1962 World's Fair, which drew over 2.3 million visitors. Nearly 20,000 people a day used its elevators during the event.[7]

Once the tallest structure west of the Mississippi River,[7] it is 605 ft (184 m) high, 138 ft (42 m) wide, and weighs 9,550 short tons (8,660 tonnes). It is built to withstand winds of up to 200 mph (320 km/h) and earthquakes of up to 9.0 magnitude,[8] as strong as the 1700 Cascadia earthquake. It also

Or just open the Google Advanced Search Window:
www.google.com/advanced_search

Best free Video Training? ▶ YouTube

The very first YouTube video was uploaded April 23, 2005.
Well over a billion people use YouTube, owned by Google.
100 hours of video are uploaded to YouTube every minute!
A billion videos are watched on YouTube every day.
YouTube has terrific videos on all things Apple.

TheMacU.com has 100s of videos

TheMacU.com

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- Get started viewing all the tutorials with a 7 day free trial.

Learn Music for Mac TheMacU | macOS Catalina Core Concepts | macOS Catalina What's New | Learn iOS 13 Core Concepts | Learn iPadOS TheMacU | Learn iOS 13 What's New

Use code: RMUG for a 50% discount!
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Should I upgrade to the new iOS and macOS Operating Systems?

Upgrade your iPhone and iPads without hesitation as iOS is a closed tightly controlled system and gives you full virus protection.

Upgrading your macOS is a little more complicated.

- First check to be sure your computer is compatible to the new OS and not too old. (2012 models)
- Back up your computer to Time Machine (doesn't backup with iCloud)
- Consider doing a Clean Install if you have had issues with Auto Install. (Google 'clean install')

How do I increase the number of rings on my iPhone?

It's not based on the number of rings, it's based on time (20-25 seconds) and that is controlled by your cellular carrier. Try calling your carrier's Customer Service.

Wi-Fi 6? Did I miss the other 5?!

No, Wi-Fi 6 is just a new naming system for the latest Wi-Fi version. Previously they had names like 802.11ac that no one understood! It is apparently 30-40% faster than WiFi 5 (802.11ac) - but will require you to purchase a new router.

Google it for more technical information.

Why are some texts green while others are blue?

The short answer:

Blue ones have been sent or received using Apple's iMessage technology, while green ones are "traditional" text messages via SMS or Short Messaging Service by an Android user.   But not always …..

Sometimes the other party is also using an iPhone and I still see green?

- iMessage isn't activated on your device. (Tap Settings, Messages, to check).
- iMessage isn't activated on the recipient's device.
- There's no data network available. If your phone can still connect to a cellular tower, it will default back to SMS.

Use Continuity to connect your Mac, iPhone, iPad, iPod touch, and Apple Watch

Move seamlessly between your devices. Don't attempt to understand it - it's just magical!

Handoff

Start work on one device then switch to another.

Universal Clipboard

Copy something on one device and paste to another.

Panel 1 (top-left)

Handoff: Start work on one device, then switch to another nearby device and pick up where you left off.

Universal Clipboard: Copy content such as text, images, photos, and videos on one Apple device, then paste the content on another Apple device.

iPhone Cellular Calls: Make and receive calls from your Mac, iPad, or iPod touch when those devices are on the same network as your iPhone.

Text Message Forwarding: Send and receive SMS and MMS messages from your iPhone on your Mac, iPad, and iPod touch.

Instant Hotspot: Connect to the Personal Hotspot on your iPhone or iPad (Wi-Fi + Cellular) from your Mac, iPad, iPod touch, or another iPhone, without entering a password.

Auto Unlock: Get instant access to your Mac when wearing your Apple Watch. Just wake up your Mac and you're ready to go—without typing a password.

Continuity Camera: Use your iPhone, iPad, or iPod touch to scan documents or take a picture and it appears instantly on your Mac.

AirDrop: Wirelessly send documents, photos, videos, websites, map locations, and more to a nearby iPhone, iPad, iPod touch, or Mac.

Apple Pay: Shop online on your Mac and complete your purchase using Apple Pay on your iPhone or Apple Watch.

Panel 2 (top-right)

How to Set Up Continuity

Have all devices (Mac and iOS) updated to current operating systems.

Make sure you're signed into the same iCloud account & Wi-Fi network on both devices and Bluetooth is on. Check that Handoff is enabled on your iOS device.

Go to: Settings/General/Handoff

Learn more about Continuity features at:

https://support.apple.com/en-us/HT204681

Panel 3 (bottom-left)

Backing up your Photos

Google Photos 4+
Smart Photo and Video Storage
Google LLC

#5 in Photo & Video
★★★★★ 4.7, 183.7K Ratings

Free - Offers In-App Purchases

Apple iCloud does a great job of backing up your photos, but why not enable a free secondary backup from Google? Just install the Google Photos app and walk through the prompts to add this extra layer of protection.

Panel 4 (bottom-right)

Last year I showed you how to use Siri to help you spell.

I'm a lousy speller who loves to use big words!
My attempt at spelling the Northwest's favorite flowering bush was "rhodadenum".

So I just asked Siri

And she autocorrected my attempt!

Now here is a new tip…
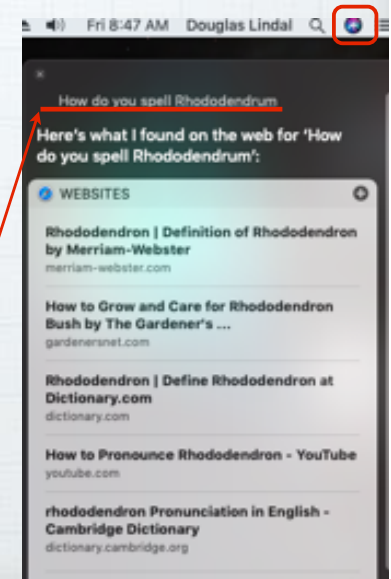
Press the F5 key on your Mac for spelling hints.

Can't remember how to spell encyclopedia?
Just start typing the first few letters and hit the F5 key to bring up a list of words that start with <u>enc..</u>

(Works in email, Safari, Pages, etc.)

Encyclopedia
Encourage
Encouraging
Encouragem...
Enclosed
Encouraged
Encore
Encourages
Enchanted
Encountered
Enchiladas
Encyclopedia
Encounter
Enchanting
Encryption
Enchilada
Encyclopedi...
Encounters
Encyclopedic

25

What are the best Mac keyboard shortcuts?

Here are my favorites:

⌘ **is your Command Key in lower left of keyboard**

- ⌘**+Space Bar:** opens Spotlight search tool.
- ⌘**+Q** to shut down any app.
- ⌘**+Shift 5**: for screen capture options.
- ⌘**+Tab**: Switch between active apps.
- ⌘**+L**: Access the search bar when in Safari.

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- ⌘**+S** to save a file.
- ⌘**+Z** to Undo the last action.
- ⌘**+H:** Hide current app instantly.
- ⌘**+Option+Q**: Force-quit an App.
- **Click+Space Bar**: Quick Look (preview) files.
- **Top Favorite:** ⌘**+X** to Cut the selected item, ⌘**+C** to copy it and ⌘**+V** to paste it.

Want more? Here is Apple's full list:

https://support.apple.com/en-us/HT201236
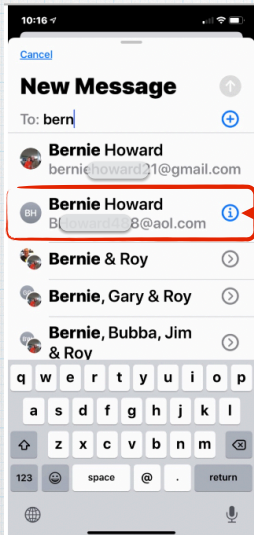
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How do I Remove Old Email Addresses that keep Popping Up?

Goodbye to the ghosts of emails past!
Here's how to erase them permanently.
In Mail on Mac, open Window/Previous Recipients
and start deleting the old email addresses.
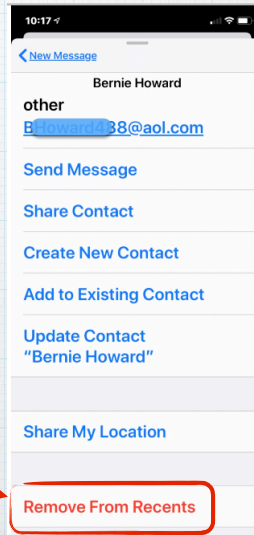

28
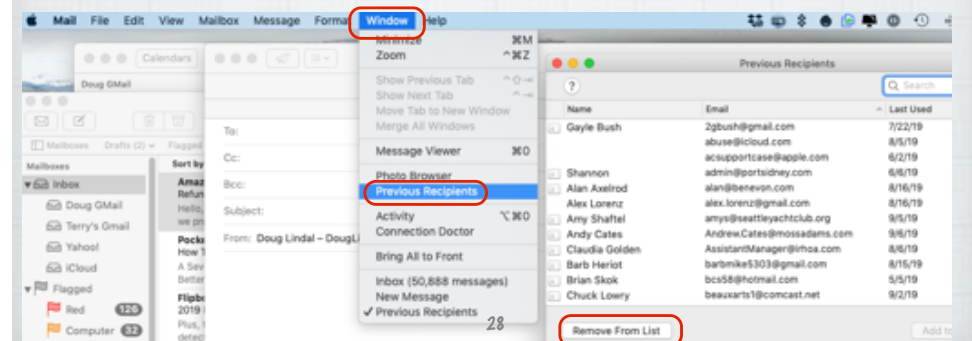
On your iPhone or iPad

Open Mail and start a new message:

Type in the name and look for the old email you want to get rid of.

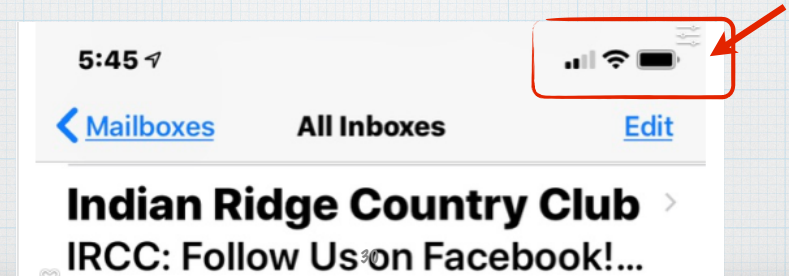Click on the ⓘ of the old email address.

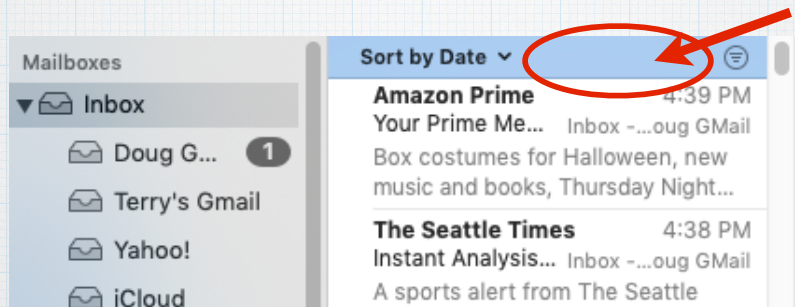Scroll down & click on: 'Remove From Recent'

How to quickly Scroll to the Top of your Inbox in Apple Mail

To avoid having to swipe over and over to reach the top of the message list, use these tricks.

On an iPhone, just tap in the status bar where you see the battery & signal strength.

On a Mac just tap the status bar top, next to the 'Sort By" selection.

On both an iPhone and a Mac, this will bring you instantly back to the top of your list of email messages.

I'm finally dumping AOL! Which email service should I use?

Use iCloud.com for email, not GMail Yahoo or MSN. Why? Because AppleCare has a real support phone number you can call for help: 800-275-2273 (APLCARE)
To set up your Apple Mail, go to:

https://support.apple.com/kb/ph2620?locale=en_US

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Making Home Screen bookmarks.

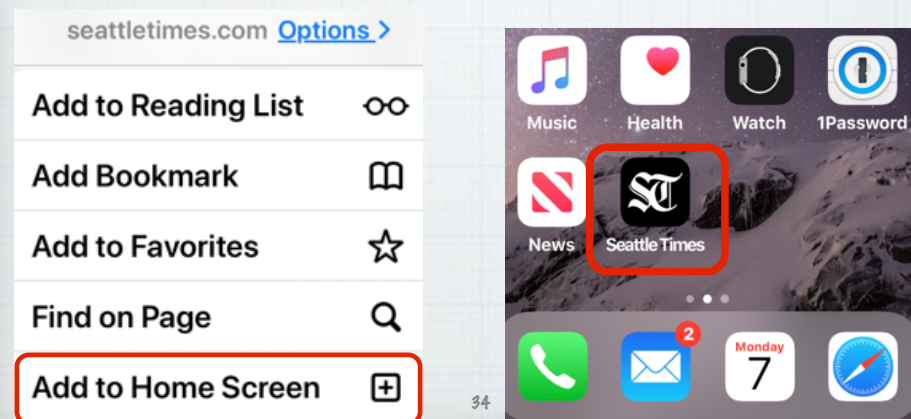To open a iOS website, normally you painstakingly type in the web address.

But you can also create bookmark "app" icons on your home screen for favorite sites that require only a single tap to open.

To create one, open the web page. Then Tap the Share button at bottom.

Scroll through the icons and tap "Add to Home Screen"

Creates a new icon on Home Screen

Squeeze for silence!

When your phone rings at a movie or in a meeting, don't extend the embarrassment by pulling it out, fumbling to terminate it. Instead, just reach into your pocket or purse & squeeze the phone. Pressing any button on the edge of the phone -

"Squeeze the phone, stop the shame"

Text-to-speech dictation is still an imperfect technology.

But executing tasks with Siri is far more reliable, and you're probably not using it enough.

Here's your homework for the week:

Adopt four new voice commands.

Avoid fumbling in the dark by saying "Turn on the flashlight" **saves three taps.**

"What's my next appointment?" **saves a few more.**

Setting your next alarm with "Wake me at 7:30 a.m." **will save seven taps.**

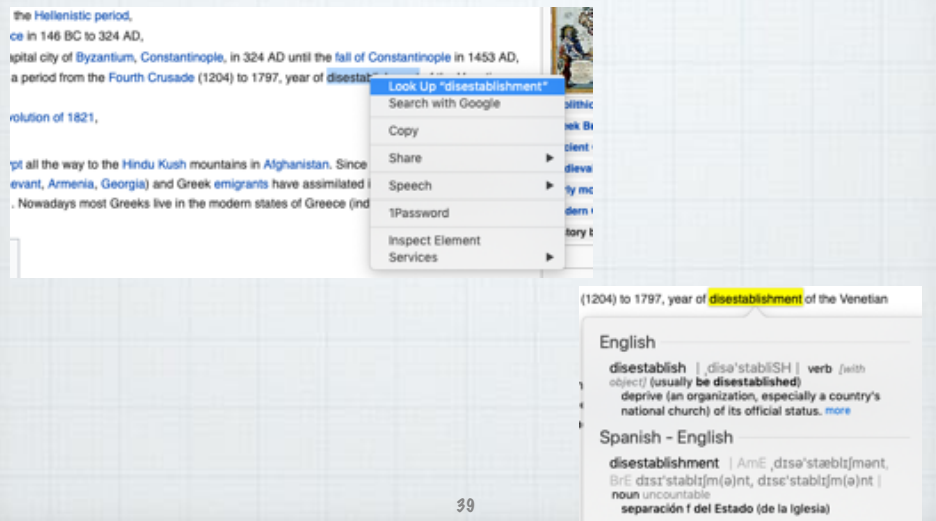**And saying,** "Text Casey that I'm running 15 minutes late" **saves about 50 taps!**

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How Do I Look Up Words While Reading on My iPad or iPhone?

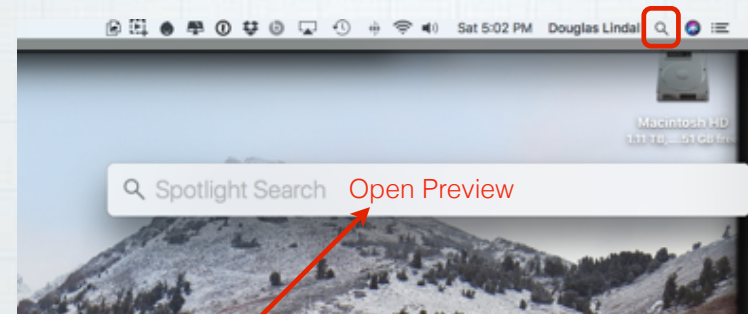**Press and hold on the word to open Apple's built-in Dictionary**

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Look up also works on a Mac.

Right click (or Control Click) on a word:

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The simplest way to speed up your Mac usage is to utilize Spotlight.

Hit Command+Space or tap the magnifying glass icon.

Then type in any query to make computer-wide searches, open Apps or search the Internet.

40

What are Hot Corners on a Mac?

Quick mouse or trackpad strokes to the four corners of your screen opens up some options.

Open *System Pref/ Mission Control* **and click** Hot Corners. **Choose among ten actions including putting display to sleep & showing Mission Control or Desktop.**
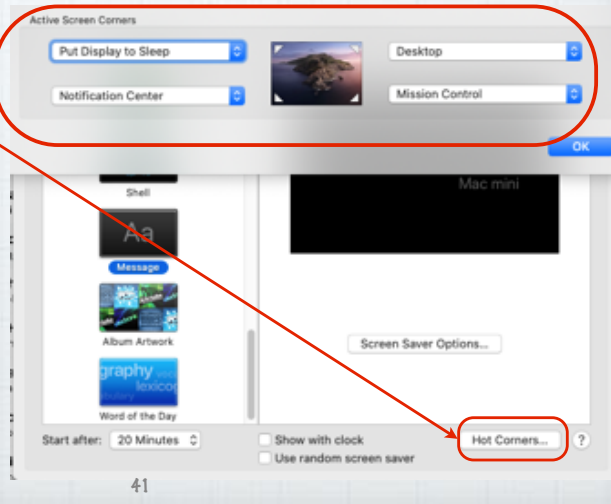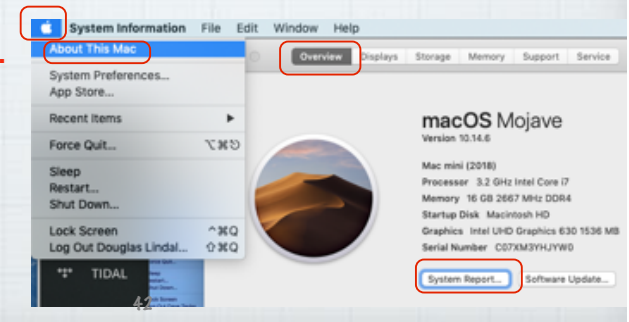

41

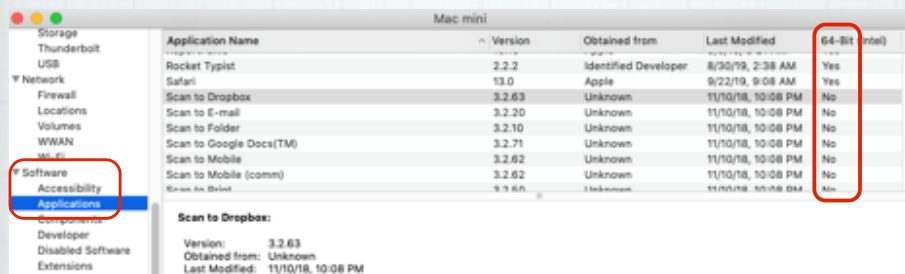# Are all my Mac Apps Compatible with MacOSX 10.15 Catalina?

Apple's new OS will only support 64-bit applications so any old 32-bit apps need to be replaced or updated. Here's how:

Tap on the Apple in the upper left corner. Select:
1. **About This Mac**
2. **Overview**
3. **System Report**

In System Report, tap on Software/Applications

The non 64-bit apps will be revealed. You can then decide if you need to search for updates for any of these - or that they are old programs you no longer use and can be discarded.

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How do I Manage Notifications on an iPhone & iPad

If you get an unwanted Notification from an App, swipe left and tap on the Manage button that appears to turn them off or deliver them quietly.
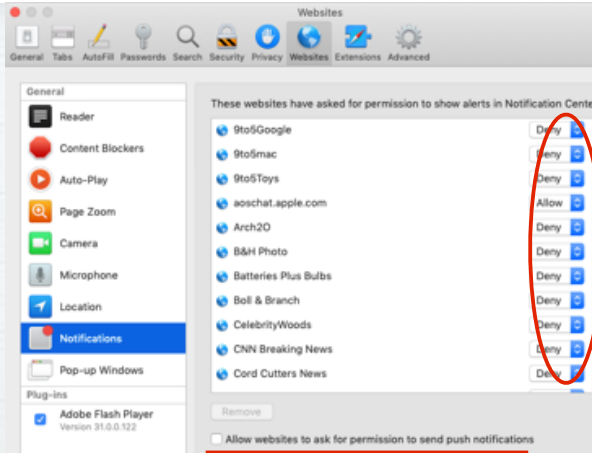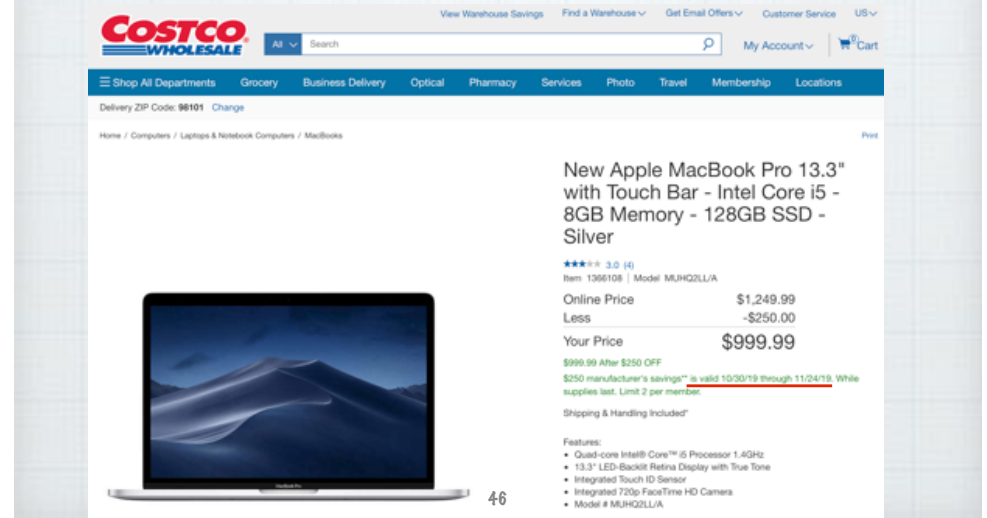
44

Control Safari Notifications on a Mac

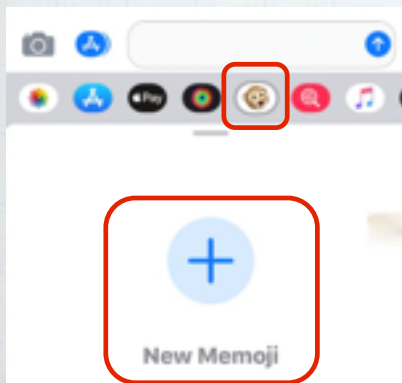**Bothered by all the pop-up Notifications in the upper right corner of Safari?! Turn them off at:**
Safari Preferences/Websites/Notifications

Pre 'Black Friday' special on the new MacBook Pro At Costco - I'm buying one!

Build your own custom Memoji.

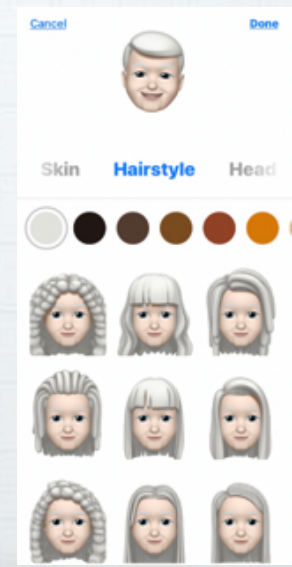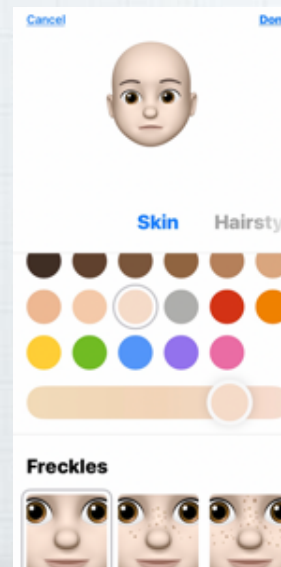I love my personal Memoji and think you will love yours too! First, open Messages and start a new message.

Select the Animoji icon (denoted by a monkey) in the app tray beneath the text composition box.
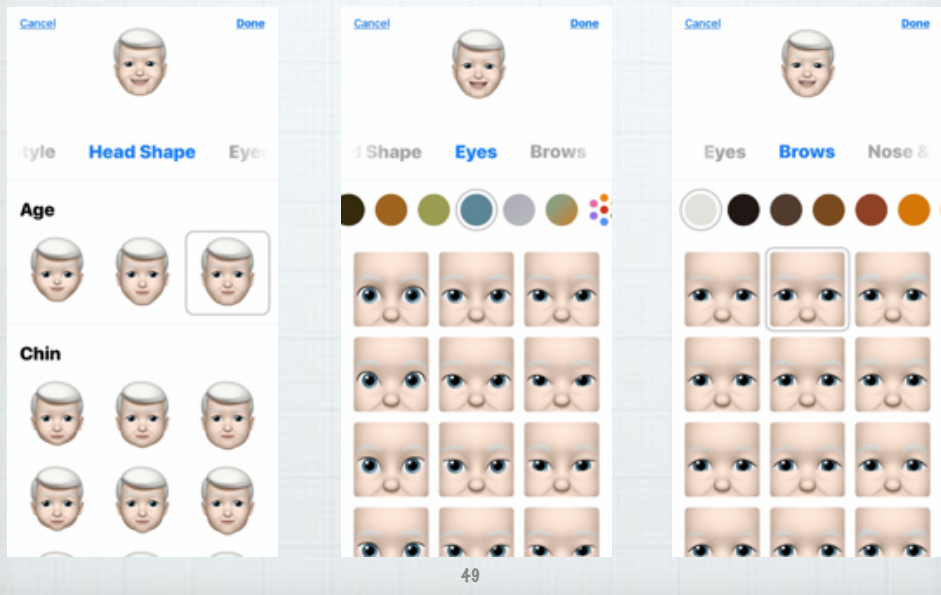
Tap on New Memoji

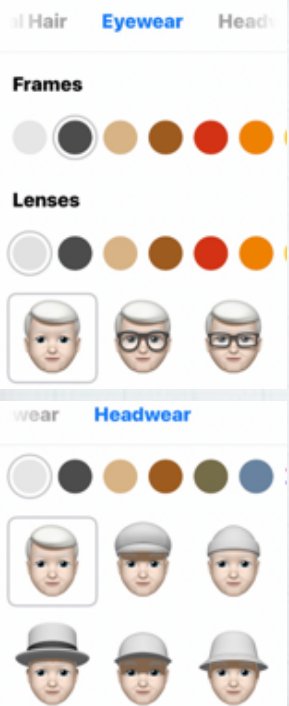## Now start building your personal Memoji
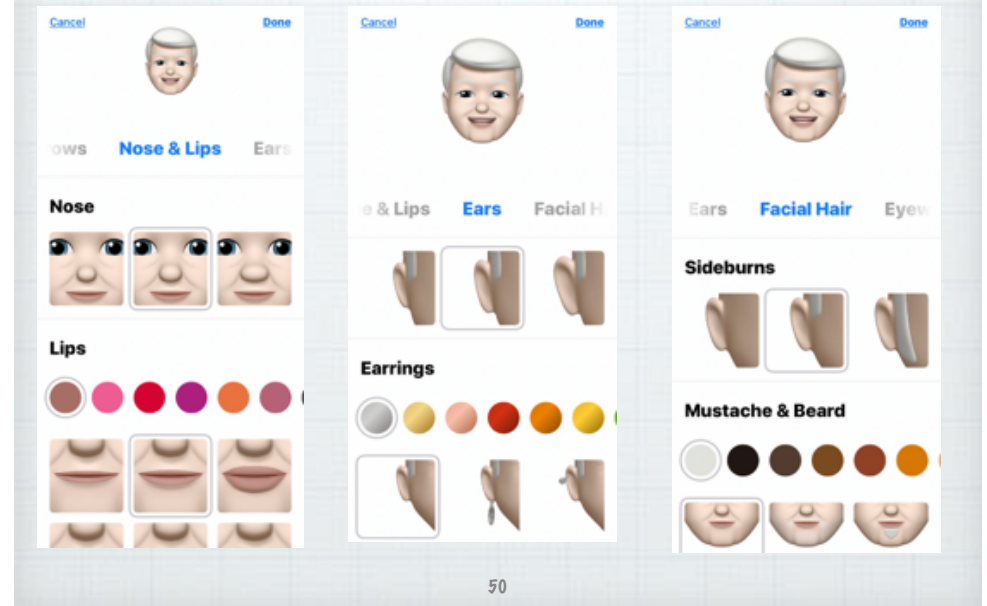
Select Skin Color   Hair Style & Color

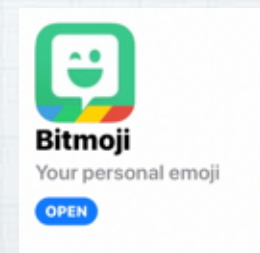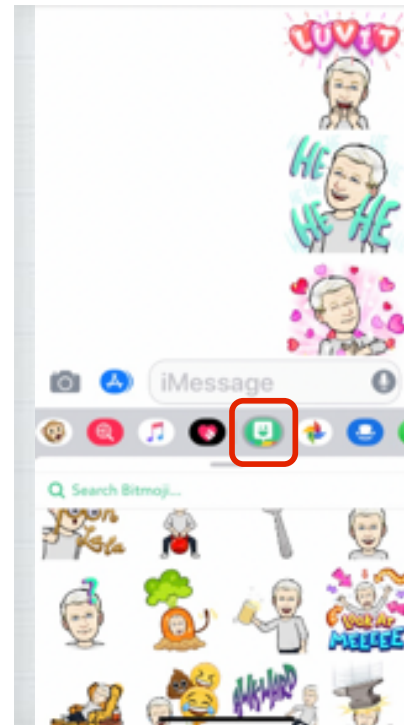## Start working on Head Shape, Eyes & Brows

Personalize with Nose, Lips, Ears & Facial Hair

Add any Eyewear or Headwear and finally:

My Memoji

But as much as I like Apple's Memoji, I like Bitmoji even better for the extra graphics!

Bitmoji
Your personal emoji
OPEN

Just download from the App Store and experiment with it.

**Stop the presses!
Apple just released
Memoji Stickers in
iOS 13 that allow you
to add graphics to
your existing Memoji.**

Memoji Stickers

Questions, Comments ???

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to download this slideshow
Next meeting - Tues. Dec. 10th 2:00PM