# Safari to the Internet

Safari is a **Browser with a unified search bar.** Type in web address (URL) to take you to a website, the visual of the Internet. Type in a common word(s) and a **Search Engine** gives you a list of websites. Click on one that interests you and your browser takes you to that website.
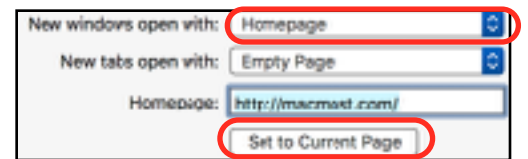
> **Preferences**

GENERAL: The first item tells **Safari to open with** your choice, New, Private (no history is collected) or All.

> A new window
> A new private window
> All windows from last session
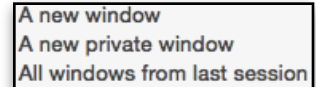
The **second three** have to do with your home page. As you can see I prefer an Empty Page.

> New windows open with: Empty Page
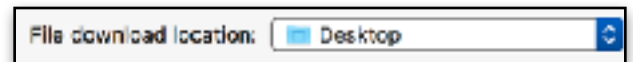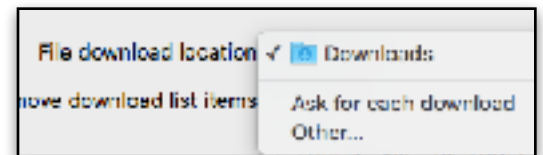> New tabs open with: Empty Page
> Homepage:

If you want Safari to open to a particular page, (Apple is the default), **go to the page FIRST** then open **Preferences >General** and click on **Set to Current Page AND New windows open with "Homepage"**

> New windows open with: Homepage
> New tabs open with: Empty Page
> Homepage: http://macmost.com/
> Set to Current Page

The next group in the **General Preference** allows you to use the disclosure triangles to decide how long you want to keep a history of the sites you open (**the more history you save, the slower Safari will become**), what **Favorites** shows and how many Top Sites to keep.

> Remove history items: After one day
> Favorites shows: Favorites
> Top Sites shows: 6 sites
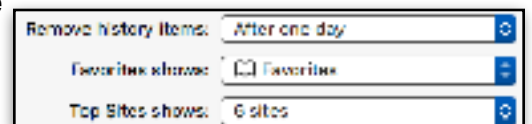
By default, Downloads go to the **Download Folder** in your Dock. I prefer to download items to my **Desktop**. Why? Because I may forget that I have downloaded something if it is hidden in the Download Folder and a full Downloads Folder will eat up memory. Use "**Other**" to **navigate to select your desktop here.**
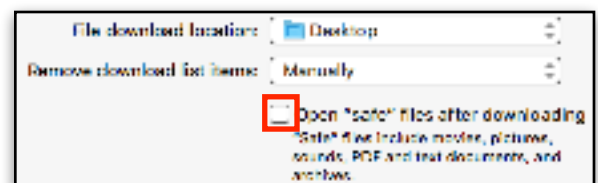
> File download location ✓ Downloads
> move download list items   Ask for each download
>   Other...

> File download location: Desktop

After you have **used (installed/opened)** a download, a disk image (**.dmg)** or a compressed **Zip** file may remain on your desktop, drag it to the **trash** from your desktop **and clear** it from your **Downloads** by clicking on the **down arrow** and selecting **Clear.**
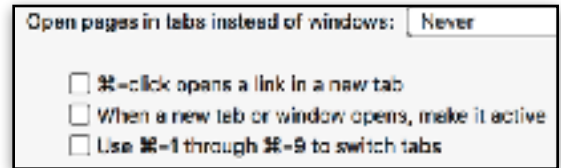
> Downloads   Clear
> Flip4Mac-3.3.1.dmg
> 10.9 MB
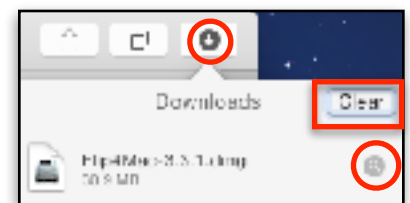
Because a false file may **open automatically,** techs say that you should determine if the file is safe**. Uncheck this box.**

> File download location: Desktop
> Remove download list items: Manually
> ☐ Open "safe" files after downloading
> "Safe" files include movies, pictures, sounds, PDF and text documents, and archives
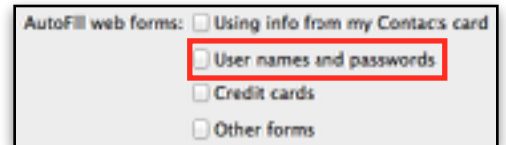
TABS: are a way to keep a number of web pages open all at once in a single window **Never, Automatically** or **Always.** You can then jump from one open page to another by clicking on each tab. **Tabs are a big drain on RAM and that slows Safari down**.
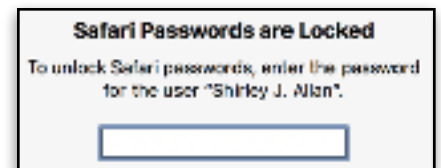
Open pages in tabs instead of windows: Never
☐ ⌘-click opens a link in a new tab
☐ When a new tab or window opens, make it active
☐ Use ⌘-1 through ⌘-9 to switch tabs

AUTOFILL: This preference will automatically fill in your address from contacts and/or your user name and password at Web sites. I don't use this preference as I am very cautious.
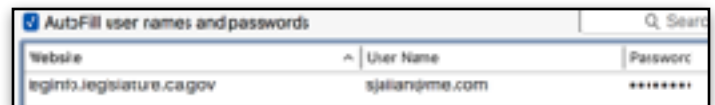
AutoFill web forms: ☐ Using info from my Contacts card
☐ User names and passwords
☐ Credit cards
☐ Other forms

When you get to a website, you will be asked if you want to save your password, choose a response.

Password: •••••••••
Save This Password
[Login]   Other Passwords...
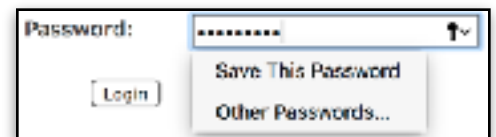
PASSWORDS: You are confronted with the Lock icon, type in your Administrative/Computer password and press Return/Enter to see those you have saved.
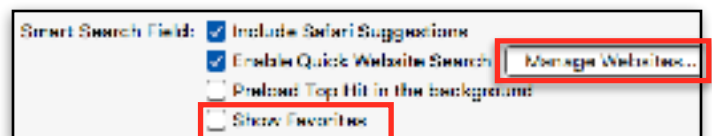
Safari Passwords are Locked
To unlock Safari passwords, enter the password for the user "Shirley J. Allan".

If you have chosen to Save a Password for a site and forget it, you can open this Preference and click on the Password to reveal it.

☑ AutoFill user names and passwords   Q Sear
Website   ^ User Name   Password
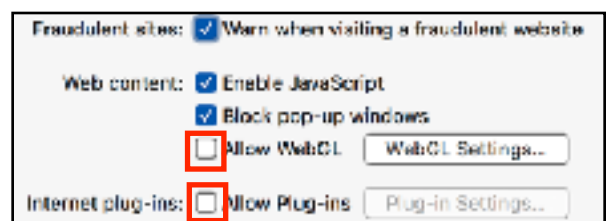leginfo.legislature.ca.gov   sjallan@me.com   •••••••

SEARCH: This Preference allows you to choose which Search Engine you want as your default. DuckDuckGo does NOT accumulate your search history. **Search Engine Suggestions** include locations, maps contacts etc.

Google ↕
☑ Include search engine suggestions

Google
Yahoo
Bing
DuckDuckGo

In **Enable Quick Search> Manage Websites**, leave those you might want to return to as they will quickly pop up in your search field. Click to **select** and **delete** those that you don't want. Unchecking **Show Favorites** just disables the pop up icons when you first click in the unified search bar.

Smart Search Field: ☑ Include Safari Suggestions
☑ Enable Quick Website Search   [Manage Websites...]
☐ Preload Top Hit in the background
☐ Show Favorites

SECURITY: Warn is a preventative only. It will warn you away from a bad website. Block pop-up windows may prevent certain websites from loading e.g., legitimate financial windows. Recently, I've unchecked WebGL (2D and3D graphics) and Internet plug-ins. **Why? See next page. Got tired of "ask."**
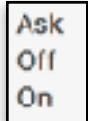
Fraudulent sites: ☑ Warn when visiting a fraudulent website
Web content: ☑ Enable JavaScript
☑ Block pop-up windows
☐ Allow WebGL   [WebGL Settings...]
Internet plug-ins: ☐ Allow Plug-ins   [Plug-in Settings...]
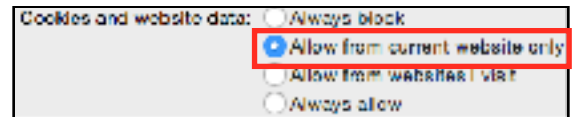
> **Preference (cont.)**

If you allow **Internet Plug-ins Allow Plug-ins** Set each that shows up to **ASK, Off** or always **ON** or select and click the **minus** on the **lower left to remove.**

Ask
Off
On

When you set the Internet Plug-ins to "**ASK**," this is what you will see. Choosing "Trust" the first time will allow the plug-in forever but you can change the decision on a site by site basis (or uncheck-see the previous page). If you don't need the plug-in to see something on the page, Click on **"Not Now or Never for this Website."** Adobe Flash is used for games and advertising on websites. To delete it download the Uninstaller for Mac.

Adobe Flash Player
Allow websites to use this plug-in with the settings below:
Configured Websites
macmost.com   Ask

When visiting other websites: Off

Do you want to trust the website "macmost.com" to use the "Adobe Flash Player" plug-in?

You can manage which websites you trust to use this plug-in in Safari Security preferences.

Never for This Website   Trust   Not Now

PRIVACY: Always Block, some pages will refuse to load: e.g., Amazon & social sites. **Always Allow** would load your computer up with unwanted cookies. That leaves **Current** which does not allow **third** parties to store **cookies** or other data on your Mac. **Visit** which may allow cookies from sites you have **ever visited before** to send data to your Mac
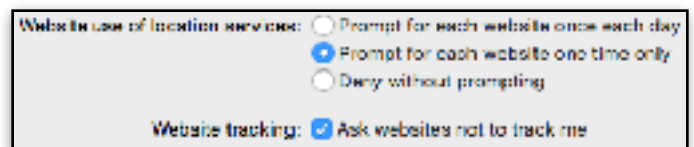
Cookies and website data: ○ Always block
● Allow from current website only
○ Allow from websites I visit
○ Always allow

You can always look at the cookies with **"Manage Website Data"** and remove those you don't recognize or just **Remove All**. They will build up again.

Cookies & Cache

Manage Website Data...

Determine which websites should use your location.

Ask not to track is just an "Ask." It is up to each website to grant your request.

Website use of location services: ○ Prompt for each website once each day
● Prompt for each website one time only
○ Deny without prompting

Website tracking: ☑ Ask websites not to track me

The overall preference is set in **System Preferences> Security & Privacy > Privacy > Location Services.** When you use Spotlight or Spotlight Suggestion in Safari, the location of your Mac will be sent to Apple to make suggestions more relevant.
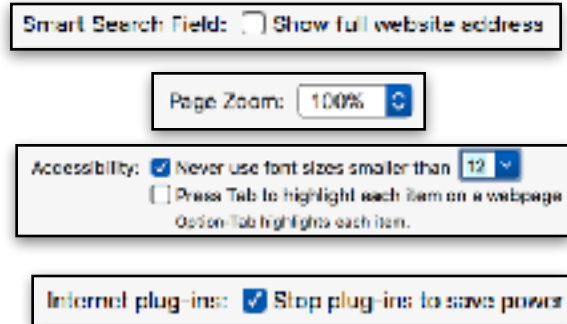
Location Services   ☑ Safari.app
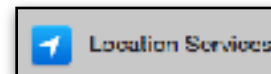
NOTIFICATIONS: This Safari preference is linked to the **System Preference> Notifications** where you can allow Safari to send you **banners**, **alerts** or **none (uncheck)** from sites like LA Times. OR, You can Remove them here. **Set** the **System Preference** to **include Safari or not**.

☐ Allow websites to ask for permission to send push notifications
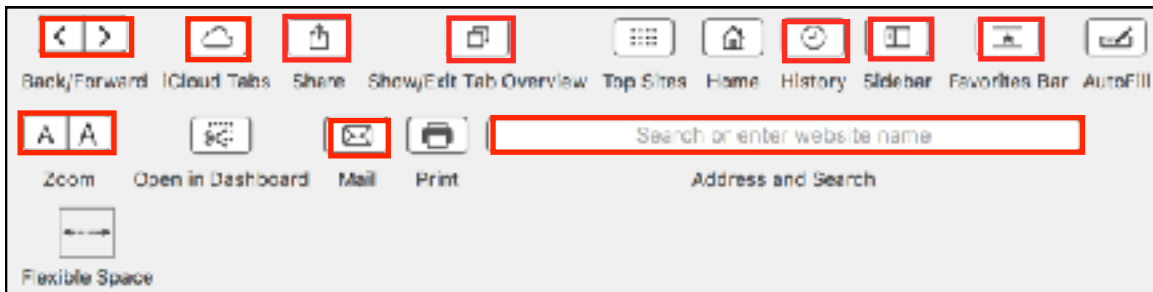
Notifications Preferences...
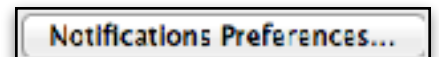
EXTENSIONS: are mini plug-ins that **MAY** enhance your Safari experience. Be aware that they are by third parties, not Apple software. Click on the **More Extensions** to see what is available. Only those that work with the current OS are listed here. Some like "Go to Meeting" install them when you download the app. Be sure to use Automatic Update if you add an Extension.

ADVANCED: You really don't need the full web address as you can see it by clicking on it to send it to the left in the address bar. Page Zoom as several options. Accessibility allows you to use the Tab key to jump to the major areas of text on a web page. You can Stop Plug-ins here if you are working on a battery. The Develop Menu at the bottom is for Web designers

Smart Search Field: ☐ Show full website address

Page Zoom: 100% ↕

Accessibility: ☑ Never use font sizes smaller than 12 ▾
☐ Press Tab to highlight each item on a webpage
Option-Tab highlights each item.

Internet plug-ins: ☑ Stop plug-ins to save power

Tool Bar

Set up your tool bar by going to the **View Menu** and select **Customize Tool Bar.**

Back/Forward You don't need Back/Forward if you have set System Preferences>Mouse> More Gestures (or track pad) to Swipe Between Pages but you may still want to use it.
iCloud button syncs all the **open** tabs on your other Apple devices. You will see it **ONLY IF** you have activated Safari in System Preferences> iCloud and in Settings>iCloud on the device.
Share button includes the items you have added to the defaults in System Preferences> Extensions
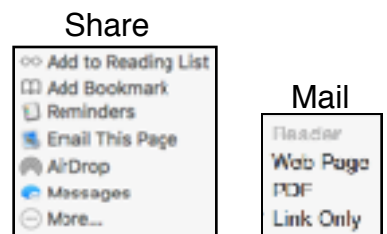**Show All Tabs** Shows those you have left open in the background.
History shows you have been as far back as you set in Preferences.
Sidebar opens to allow you to make folders for occasional sites.
Favorites hides and **shows** your Favorites Bar (I leave mine open).
Zoom is great for increasing the size of a web page.
Mail automatically opens Mail with a link which you can change.

Share

∞ Add to Reading List
⊞ Add Bookmark
⧉ Reminders
✉ Email This Page
AirDrop
● Messages
⊖ More...

Mail

Reader
Web Page
PDF
Link Only

Address Bar

When your Address Bar is **blank**, **Press and hold** on the **magnifying glass** to see **recent** searches OR to change the search engine.

Google
Yahoo
Bing
DuckDuckGo

In the upper left corner you will see the Close Red button (closes the window, does **NOT** close Safari). The Gold button minimizes the window to your dock, and the **Green** button moves the website to **Full Screen**. Tap the **Esc Key** or click the **green** button **again** to return to the desktop.
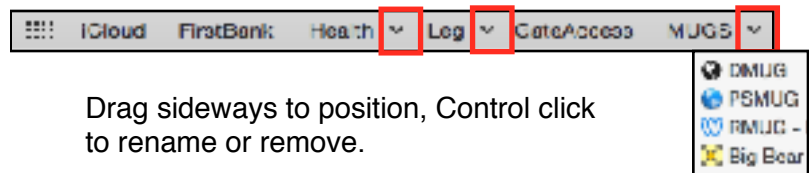
A **curled right facing arrow** is a refresh button if you think the site needs to reload.

Favorites Bar

Just below the Tool Bar is the Favorites Bar **View Menu>Show Favorites Bar or the star icon**). The **V indicates a folder.**

Drag sideways to position, Control click to rename or remove.

IIII   iCloud   FirstBank   Health v   Leg v   GateAccess   MUGS v

DMUG
PSMUG
RMUG -
Big Bear

Individual Sites Visited Frequently

Simple way: add a single website by dragging the web address straight from the website to the **Favorites Bar**. **Shorten** the name.
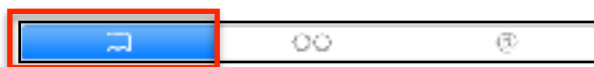
The official website of Grea   Creative
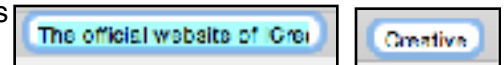
Sidebar

Make folders for subjects. Click on the **Sidebar icon** to open your **sidebar.**
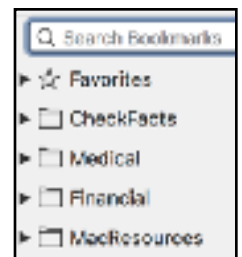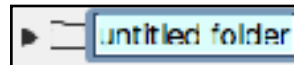
Control Click to get a new **New Folder.**

Name the Folder and drag it to Favorites for Frequent use and to show in your Favorites Bar or below Favorites for occasional use.

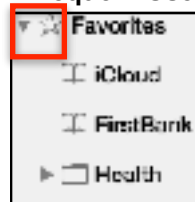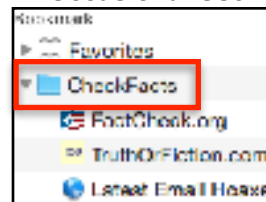**Control Click to rename or delete** or use the faint x to the right.

New Folder

Sidebar Icon

▶ ⬜ untitled folder

Q Search Bookmarks
▶ ☆ Favorites
▶ ⬜ CheckFacts
▶ ⬜ Medical
▶ ⬜ Financial
▶ ⬜ MacResources

Note: Open Disclosure triangles to put in an interior folder.

Frequent Use
▼ ☆ Favorites
   I iCloud
   I FirstBank
▶ ⬜ Health

Occasional Use
Bookmark
▶ ☆ Favorites
▼ ⬜ CheckFacts
   FactCheck.org
   TruthOrFiction.com
   Latest Email Hoaxes

Drag up and down in the sidebar to order.

Reading List

Hover over the **Left Side** of the **Address Bar** and click on the **Plus** to add a page to your **Reading List.** The web address changes to Add Page to Reading List (or just drag it to your opened Reading List.
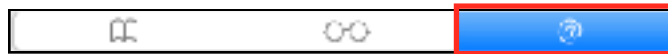
Click on the **Sidebar** icon to open the Sidebar and click the The **Glasses** to open your **Reading List.** Click on a site you have saved to read. **Swipe from right to lef**t to remove or **Control click to delete.**
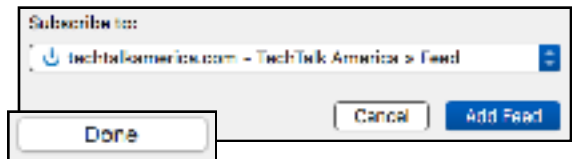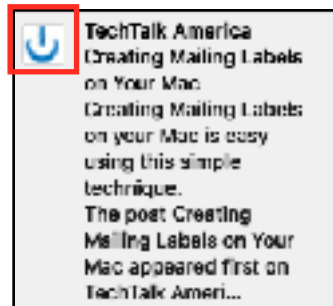
Sidebar

RSS Feed

To add a feed, go to a site, open the sidebar and click on **Subscriptions** at the bottom then on **Add Feed.** To **see** the Feeds, click on **Done** at the bottom **left**.

Click on the "Open sign" to get to the Feed list. Click on the Feed to see the up-to-date information (like from a news source).

To **delete a feed**, click on **Subscriptions** (bottom left) and then on the X in the circle.

Tabs

To use Tabs occasionally. Tabs show below your Favorites Bar and allow you to have several web pages open in one window. Click on the **Plus** at the **right** to add a tab.

Close a Tab by **hovering** over the **left** side of the tab and clicking on the hard to see X. Remember leaving Tabs open is a **big drain on RAM** and will **slow Safari** down.
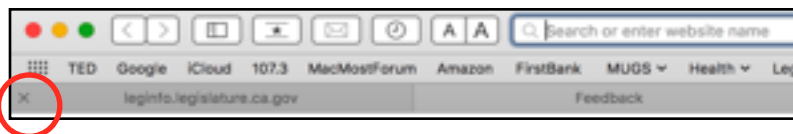
Control Click on the tab you want to retain and choose "Close Other Tabs" to close all other tabs.

Open Tabs are easier to see & Close if you click on the **"Hide/Show All Tabs" button.**
**Hover** to the **left** to see a larger **X** to **close.**
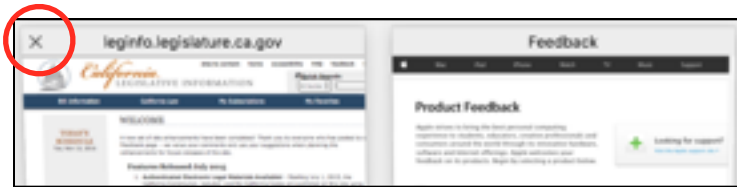
Many websites auto-play media **sound.** That can be distracting and may even come from a tab you are not looking at. Click on the blue icon to mute the sound in the tab that is playing or in the **Address Bar** to **Mute All tabs.**
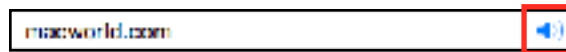
Pinned Sites

Pinned sites only work in Tab view. They are actually "Live" and stay up-to-date in the background. Too **many Pinned sites** may be a **RESOURCE HOG!** Control click on an Opened Tab to Pin. To unpin, Control click on the tab. To Rearrange, drag sideways.

Pin Tab

Close Tab
Close Other Tabs
Move Tab to New Window

Unpin Tab
Close Tab
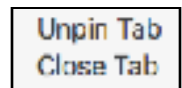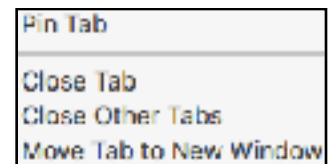
Using the Address Bar

Type a URL (Uniform Resource Locator) i.e.,web address in the **Address Bar.** A list appears in the following order: **Top Hit, Google Search, Bookmarks and History.** Press the **Return/Enter Key.**

To type **another** address, **click in** the address bar to turn it **blue**. If you have been to the address before, a **drop down** list of **sites** will **appear** to choose from as you start to type.

If you type in **words without a domaine name** and press Return, Safari will take you to a page that lists all the web pages that contain those words using the **Search Engine** you set in Preferences.

Typing in **question**s in **normal language** will bring up wealth of informational pages to search for answers. Be sure to look at the **date** (if one is shown) to choose current information.

Links

When you arrive at a web page, web designers embed **links** to pictures or text or other pages. Slide your **cursor arrow** over a web page and when the arrow turns into a **gloved hand**, you have found a link.

Web Archive

If you don't use Safari's Sidebar to add Favorites or Reader to return to a site later, you may press and drag to drop the web address to your desk top to create a **web archive**. Double click on it to go directly to the site. Please don't clutter your desktop screen with these as they will slow your Mac.

Dictionary

Control click on a word on a website to bring up **Look Up** in the **dictionary, Copy, Share or to hear the word pronounced with Speech.**
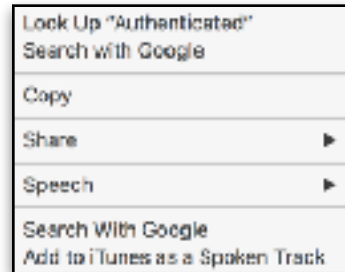
Have Text Read

Select some **text** on a web page and go to **Edit>Speech>Start Speaking** to have the page read to you.

Copy Text

My favorite trick, no need to copy and paste.

Select some **text, hesitate** and drag onto **TextEdit** or **Mail Icons** in your **Dock (**OR to the **desktop)**.The app will open with the text inserted. You may have to resize the text as most web pages use large text. **Good for recipes!**

Save Pictures

If you find a graphic you would like to save from a web page, you can often drag and drop it to your desktop or iPhoto. Alternatively, **Control click** the photo to get a contextual menu.
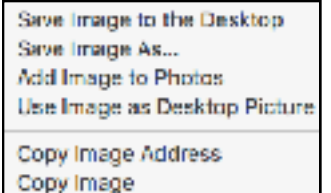
Secure Sites

If you are going to a site where you will enter sensitive information be sure the site shows a **padlock** and a **greenish hue** which means you have to sign in using a password because the information you type in is encrypted. **Without the padlock** means that the website is talking to your browser using the regular "unsecured" language. In other words, it is possible for someone to "eavesdrop" on your computer's conversation.
Click on the **Padlock** to see that it is encrypted, Click on the **website name** to see that it also shows http**s, the S also tells you it is a secure site.**
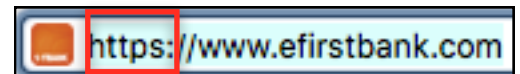
Safari to the Internet

Clear History

The **History Menu** will give you a choice to **clear all history** which erases cookies, past downloads, and cache files (bits of web pages that the browser stores on your hard drive) or clear just a portion of time. Even if you set it in Safari preferences, you may want to do this too.

the last hour
today
today and yesterday
all history
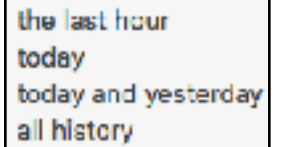
Reader View

On news sites (e.g., latimes.com), click on a **single article,** hover over the left side in the address bar, to see **Horizontal Lines** and the the words **"Show Reader View"** to read the article without distractions. After opening the Reader View, the **AA** in the Address Bar allows you to change the text size, font, select the background and invert the text for reading at night.

Show Reader View

AA

Andas
Chaster
✓ Georgia
Iowan
Paladino
San Francisco
Seravek
Times New Roman
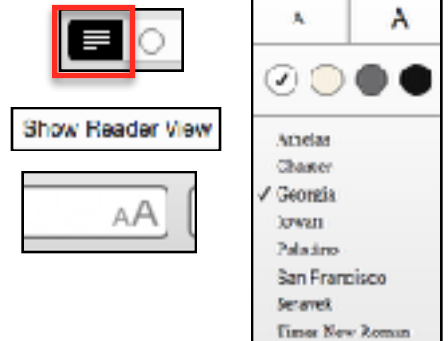
Save as PDF

 Go to the File menu and Select "Export as a PDF" even in Reader View to see later.

Fun Stuff

Listen to "our" **music** at http://www.1073modfm.com Click on the start arrow (takes a second to bring it in). Double click the tool bar to minimize it to the dock and keep it playing while you read email or surf the web (Safari> File Menu> Open new window). Click it in the Dock to bring it back to the screen and click the ⊘ to shut it off or just Quit Safari.

107.3 Mod fm

Go to justpark.com to test your reaction time, to zillow.com to see how much your home is worth, to cad.chp.gov (Indio communications center) to see any accidents around us, to dmug.bravesites.com (Meetings) to find the next Desert Macintosh Users Group Meeting, to gateaccess.net to list a visitor, to scpdca.com (Board) to watch a video of the Association Board of Directors meetings.

Top Sites

At the top **Left** of your Favorites Bar you will see an icon that you didn't add. Click on it to see Top Sites. **Top Sites** is a Wall of Images that Safari creates from sites you visit often.

Open Top sites at the **Right** with the **dotted icon** and then click on each top site your Mac has retained. Hover at the upper left to see an X **Click the X to "Never retain as a Top Site**, Click the **Pin** to **retain** it as a Top Site.
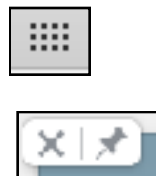
That's all folks !

System Preferences

Find your **System Preferences** in the Black Apple Menu **⌘**. This View is **Alphabetical** from the **View Menu** (more user friendly). You should know where they are and what they do but **you probably will access them only once** so don't worry about remembering them **after they are set to your satisfaction!**

You can always **search** for the correct System Preference with the Search Bar at the **top right**. It will spotlight some of the choices to match your search word.
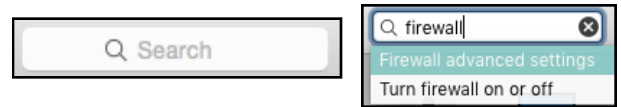
There is a question mark in the lower corner of each **opened Preference** to **explain** the **preference** choices. Click on it to see information. Use the back arrow or the dotted icon to return to all System Preferences.

Hide those you don't use by the **View Menu>Customize** and **uncheck**. Click Done. Reverse the process to show again adding a check in the box. Control click to remove third party Preferences.
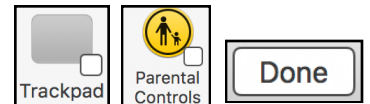
Accessibility

There are 13 categories that you can use. Read about them here: http://www.apple.com/accessibility/osx/
The one that you may use the most is **Display. Reduce transparency** makes the Menu Bar and Dock easier to see. **Increase Contrast** outlines buttons and makes the font sharper. Set your **Cursor size** here, remember the tip causes the action. The other may be **Zoom**. Memorize the Keyboard shortcuts to **Zoom**. **Picture-in-picture** gives a **magnifying rectangle** that follows your cursor when you you use a shortcut. **More** gives options to increase the zoom and Adjust Size and Location shows the result.
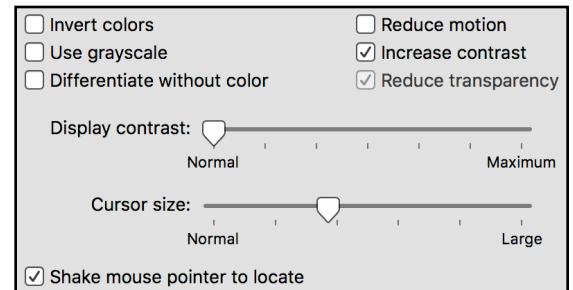
Speech is also here. You can use the default System Voice or download one you prefer (uses a lot of **memory** so be careful). Click on **Play WITHOUT CHECKING** to hear them.

Uncheck and delete if you get carried away.
Requires Adm. Password.

App Store

Determine if you want to **Automatically** download AND install app updates purchased (free or paid for). If you uncheck the *"Install system data files and security updates,"* you are just asking for trouble.
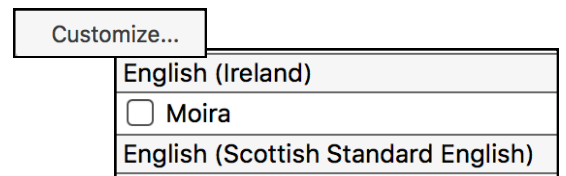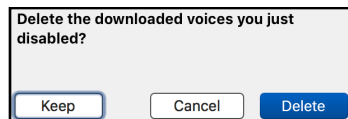
Passwords determine if you want to always Require or be able to purchase many in 15 minutes. Free Downloads can Remember your Password

The App Store keeps OS X and apps from the App Store up to date.

☑ Automatically check for updates
　☑ Download newly available updates in the background
　　You will be notified when the updates are ready to be installed
　☑ Install app updates
　☑ Install OS X updates
　☑ Install system data files and security updates

☐ Automatically download apps purchased on other Macs
　You are signed in as sjallan1@verizon.net in the App Store

Purchases and In-app Purchases: Always Require
Free Downloads: Save Password

Bluetooth

Bluetooth refers to your wireless devices that are connected to your Mac. All boxes in **Advanced** should be checked. It is also helpful to have Bluetooth in the menu bar (shown to the right) to check your percent of charge for your device (mouse, keyboard).

☑ Show Bluetooth in menu bar

☑ Open Bluetooth Setup Assistant
　If you use a keyboard and your compu
　Bluetooth Setup Assistant will open to
☑ Open Bluetooth Setup Assistant
　If you use a mouse or trackpad and yo
　computer, the Bluetooth Setup Assista
☑ Allow Bluetooth devices to wake

Date & Time

In Date & Time> Clock Tab, you can add the day of the week and date to the Menu Bar. **Check Announce the time** to remind you to look away from your computer to **save your eyes**, and to get up and stretch to **save** your **neck and back**!

☑ Announce the time:　On the half hour

☑ Show date and time in menu bar

Time options:　◉ Digital　　◯ Analog
　　　　　　　☐ Display the time with seconds
　　　　　　　☐ Flash the time separators
　　　　　　　☐ Use a 24-hour clock
　　　　　　　☑ Show AM/PM

Date options:　☑ Show the day of the week
　　　　　　　☑ Show date

Desktop & Screen Saver

DESKTOP is fun to play with. There are 53 **Apple** Desktop pictures. Using the **disclosure triangles** below you can use pictures from Photos and other Folders, just click on the one you want to use or drag and drop a single photo into the "Well." Be sure and check Fit, Fill or Stretch, etc. Decide if or how often you want to change.

Fill Screen
Fit to Screen
Stretch to Fill Screen
Center
Tile

☐ Change picture:　Every 30 minutes
☐ Random order

▶ Apple
▼ Photos
　▶ 🖼 Moments
　▶ 🖼 Collections
　▶ 🖼 Years
　▶ 🖼 Places
　▼ 🖼 Albums
　　　🖼 All Photos

SCREEN SAVER is really no longer needed but they are nice and you can just get up and walk away **IF** you set **this Preference and the Energy Saver Preference** to work in **tandem**. Click on **SOURCE** to choose pictures from your own **Photo Library.** Make it easy by putting your favorite photos in an Album and name it "ScreenSavers." I like the "Ken Burns Effect."

Start after: 2 Minutes   ☑ Show with clock

Source: ScreenSavers
☑ Shuffle slide order

Display

Display is set for the default resolution. **Change** it to **Scaled** to see how to change you Menu bars and desktop items Larg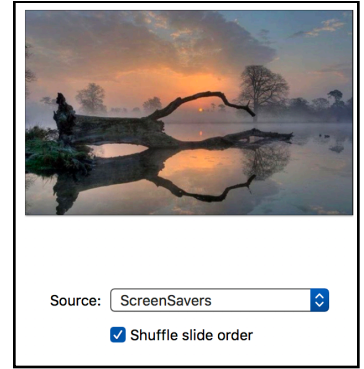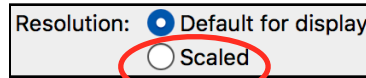er or or to have more Space. The larger the text, the more blurry. The screen goes black for just a second during the change. Hover over each with out clicking to see the resolution under the iMac. There are easier ways to increase text on your screen in Safari and Mail by adding the "AA" tool or pressing Command+Option+Equal which increases and Command+Option+Minus which decreases.
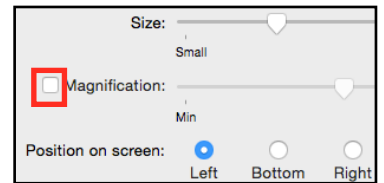Don't play with color unless you understand it, I don't. Use AirPlay and Mirroring to wirelessly send what's on your Mac to another display.

Resolution: ⦿ Default for display
              ○ Scaled

Larger Text   **Default**   More Space

Looks like 2048 × 1152

Dock

Use of the Dock was in Class #1, Desktop, but here is where you set the Dock up to look like you want it. The Size will stretch to within in about a half inch from the edge of your screen. If Magnification drives you crazy, as it does me, uncheck it here. I prefer my Dock on the Left as the screen is wider than it is high.

Size: Small
☐ Magnification:
                  Min
Position on screen: ⦿   ○   ○
                    Left Bottom Right

Genie effect
Scale effect

Genie effect is fun, hold down the shift key to go slow, Scale effect is quicker.
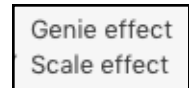
Double-click a title bar **default** is to **Zoom**, it is your choice. I use Minimize more often and it easier to double click the title bar than hit the tiny yellow button. If you Minimize windows into an app, they will be hard to find. Animate opening makes the Dock icon jump to show it is opening. Automatically hide and show requires you to mouse to the Dock every time you want it to show. Show indicator lights helps you know how many apps are running (Command +Tab does too). Many open apps may slow down your Mac.

Prefer tabs when opening documents: Manually

☑ Double-click a window's title bar to minimize

I'm not fond of Tabs, so I choose to use them Manually.

Always
In Full Screen Only
Manually
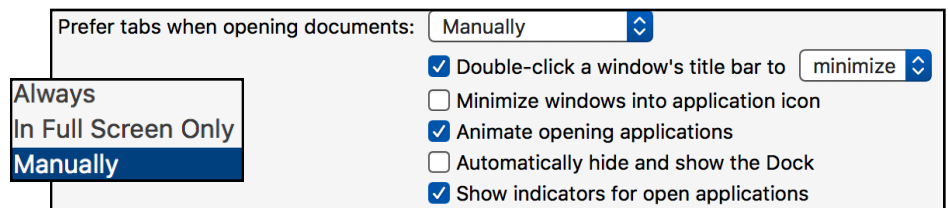
☐ Minimize windows into application icon
☑ Animate opening applications
☐ Automatically hide and show the Dock
☑ Show indicators for open applications

Energy Saver

Set your Energy Saver so that you can just get up and walk away from your computer. Set the time so that it works in tandem with Screen Saver.When you click on the slider tab, it will show the exact minutes on the right. Example: Set Screen Saver at 2 minutes then Turn Display off at 4 minutes and finally Hard Disk when possible. **Wake for Network access** is needed to share printer and to use Find My Mac. Note that **Laptops** may have slightly **different** energy saver options depending on use of power or battery.
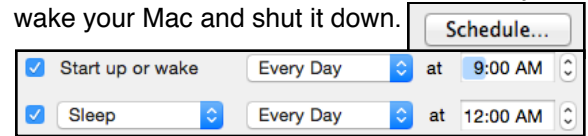
Turn display off after:
1 min   15 min   1 hr   3 h

☐ Prevent computer from sleeping automatically when the display is off
☑ Put hard disks to sleep when possible
☑ Wake for network access
☐ Start up automatically after a power failure
☑ Enable Power Nap
   While sleeping, your Mac can back up using Time Machine and periodically check for new email, calendar, and other iCloud updates
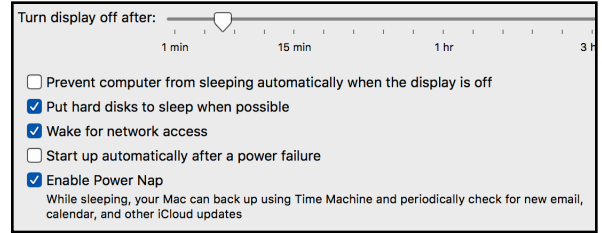
You can also use **Schedule** to automatically wake your Mac and shut it down. `Schedule...`

☑ Start up or wake   Every Day   at   9:00 AM
☑ Sleep   Every Day   at 12:00 AM

Extensions

All shows third party extensions that you have added.

☑ 🔧 Markup

**Actions** and **Photos** show **Markup** which allows annotations in Mail **and other apps.** It is used for PDFs & photos **YOU** are sending. Hover over the upper the right corner to choose Markup. A drop down tool bar appears. To use it on a PDF or photo sent **TO** you, you must have Mail>Edit Menu>Attachments> Include attachment in reply selected.

Extensions ⋯
Markup
⋯ More…

Share Menu icon is in several apps and you can select what is shown in the menu here. Some are pre-checked. **Drag** in the order you want. Add only the ones you use.

☑ Mail
☑ Reminders
☑ Add to Photos
☑ Add to Reading List
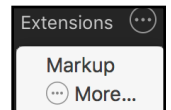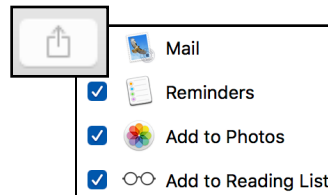
Today check or uncheck items to show in the Notification Center. Drag them to order.

☑ Reminders
☑ Weather
☐ Stocks
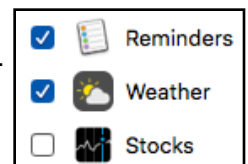
General

Try the **Dark Menu Bar** and Dock. I don't know why anyone would want to hide the Menu Bar then you have to mouse up to find it. Your **Highlight** color should be light enough to allow text to be read. **Sidebar** controls **Finder** and **MAIL** sidebars.

Appearance: Blue   For Buttons, Menus, and Windows
☑ Use dark menu bar and Dock
☐ Automatically hide and show the menu bar
Highlight color: Other...
Sidebar icon size: Medium
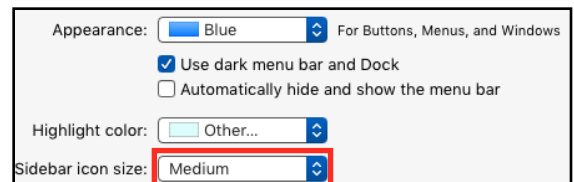
Always Scroll is the best otherwise you are constantly looking for the scroll bar which only appears when you physically stroke your mouse or track pad. "Click in scroll bar to" is your choice.

Show scroll bars: ○ Automatically based on mouse or trackpad
○ When scrolling
● Always
Click in the scroll bar to: ○ Jump to the next page
● Jump to the spot that's clicked
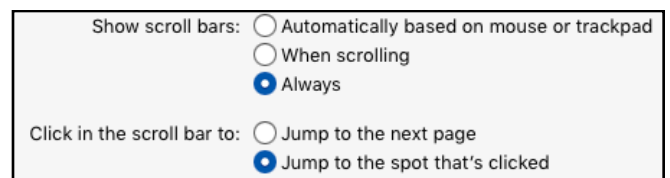
Choose browser default here.

Default web browser ✓ 🧭 Safari.app
🦊 Firefox.app

"Ask to keep changes" cautions you to Save. After you first Save, "Auto Save" takes over.

☐ Ask to keep changes when closing doc
☑ Close windows when quitting an app

I don't use Recent Items. Go to File>Recents to use.

Recent items: None ⬍

Use Handoff if your devices are new enough. This has to be checked to use Universal Clipboard to copy on one device and paste on another.
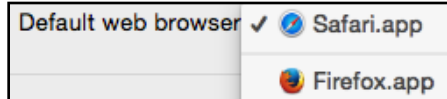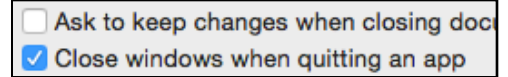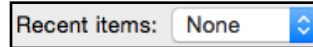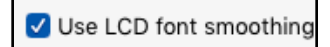
☑ Allow Handoff between this Mac and your iCloud devices
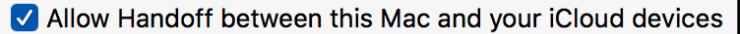
Font smoothing gets rid of pixillation where it can.

☑ Use LCD font smoothing

iCloud

Apple gives you 5 GB of free storage. **Purchased** music, apps, books, TV shows, and Photo Stream do **NOT COUNT** in the **5 GB**. **Check** what you want to sync to your other devices in **iCloud Drive.** You must have an Apple ID and be signed in to the same Apple ID on all your devices. Note the OPTIONS in both iCloud Drive and Photos. A **new** option is **Desktop & Documents** which is useful if you are running out of HD space. If this is checked be sure you have enough iCloud Drive space though.

Options...
☑ ☁️ iCloud Drive
➖ 🌈 Photos

☐ 💻 Desktop & Documents Folders
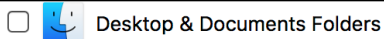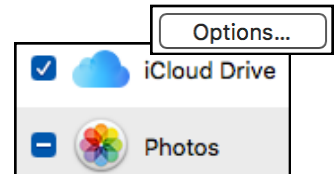
☑ Optimize Mac Storage
The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older Documents will be stored only in iCloud when space is needed.

If checked, this will take Desktop and Documents out of the Finder Sidebar "Favorites" section and place them in the iCloud section of the Sidebar. They will be accessible on all your devices. Apple says that the most recent documents are kept on your computer, older ones are uploaded to the cloud. To edit, you must download, edit and upload. If you delete files on the website, they will be deleted from your Sierra Mac.

At the bottom, note that you can hover over each colored area to see how much storage you are using in iCloud. Click on **Manage** to add more for a monthly price. **Manage** also gives you options for each.

☑ 🟢 Documents
139.3 MB
You have 5 GB of iCloud storage.

Manage Storage
3.16 GB of 5 GB available

🖼️ **Photo Library**
1.3 GB

🔄 **Backups**
253.1 MB

✉️ **Mail**
174.6 MB

📄 **Pages**
124.1 MB
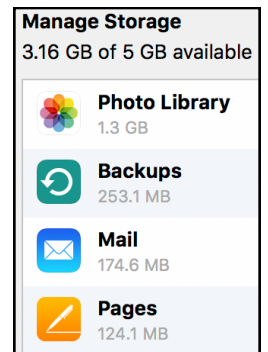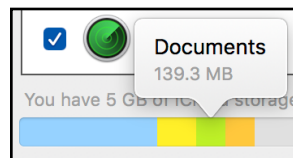
Shows the accounts you have are on the left, click on one and it choose the items you want on the right. Click on **Manage** either **here or** in **iCloud** to see how much you are storing and what is left for free.

Internet Accounts

This is where you set up your email accounts. Either IMAP (Internet Message Access Protocol) or POP (Post Office Protocol). **POP** accounts and uses **"Other"** at the bottom of the list.

☁️ iCloud
E Exchange
YAHOO!
Google
Aol.
Add Other Account...

System Preferences

Keyboard

Keyboard: Uncheck "*Use all*" to to use the Function Keys as depicted on your keyboard. I check it to use **F10,** to bring up the foremost window, (hiding other windows), **F11** to clear the desktop and **F12** to bring up my Dashboard apps left open. **It must agree with Mission Control (bottom)**

☑ Use all F1, F2, etc. keys as standard function keys
When this option is selected, press the Fn key to use the special features printed on each key.

☑ Show viewers for keyboard, emoji, and symbols in menu bar

For easy access, show the Keyboard & Character Viewers in the Menu Bar.

TEXT allows you to input key combinations to result in another thing being typed. Delete those you won't use. Your spelling will be automatically corrected in the **language** you choose just below. **New is auto Cap and double-space to get a period.**

Replace	^	With
!!!		Now is the time for all goo...
(c)		©
***		The quick brown fox jumps...
1/2		½
SC		Sun City Palm Desert
teh		the
xx		🌷

☑ Correct spelling automatically
☑ Capitalize words automatically
☑ Add period with double-space

SHORTCUTS are listed you can add to the list or uncheck those you don't use. Note those you can add to show in the Services Menu. I use Tab a lot. do you?

☑	Save picture of screen as a file	⇧⌘3
☐	Copy picture of screen to the c...	^⇧⌘3
☑	Save picture of selected area a...	⇧⌘4
☐	Copy picture of selected area t...	^⇧⌘4

☐	Capture Full Screen
☑	Capture Screen using Timer

Full Keyboard Access: In windows and dialogs, press Tab to move keyboard focus between:
◯ Text boxes and lists only
◉ All controls

INPUT SOUCES refers to all the languages you may use. Click the **Plus** to see them all. English is the default in the U.S**.** To see an American Flag in the menu bar as the icon for Character Viewer, search for and click on **U.S. and US international.** It replaces the rather blah icon.

🇺🇸 U.S.
🇺🇸 U.S. International - PC
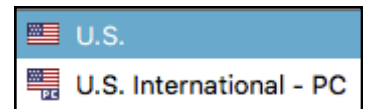
Dictation works in Pages, TextEdit, Mail and Safari's Google search. Use it only for short bursts of dictation (**about 30 seconds**) and don't forget to say the punctuation!

Press the **fn key twice** to **activate** the microphone, start dictating after the beep, press the **fn key once** to **stop or** click **done** on the microphone icon.

Enhanced Dictation is a **1.2 GB** download where you can see the feedback as you dictate and even use it off line (though I have not tried off line). It doesn't limit your dictation to short bursts. **It does NOT send your words to the Apple Servers.**

Language & Region

Click the plus to change to a different language for your menus, websites, and messages here. Drag to place them in order. If you add to **Input Sources** (above) they will be added to the list. **Type** in a different language by choosing the language and using **Keyboard Viewe**r to see the keys you are typing.

Mission Control

Mission Control will give you virtual desktops. I dislike it and only open it to **match Keyboard Function keys and Dashboard to work with F 12** as an **Overlay.** If you push an open document window to the top of the screen it will start Mission Control. Click on the plus at the **top right** to add virtual desktops. Click on the X at the upper left to delete virtual desktops.
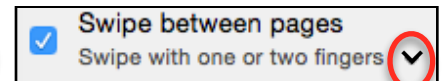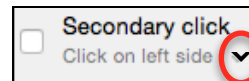
Dashboard: As Overlay

Desktop 1   Desktop 2
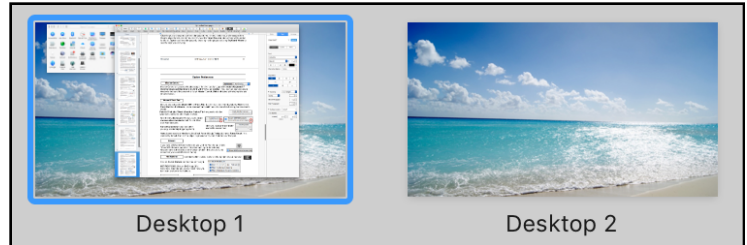
Mouse & Track Pad

Be sure and look at the **Mouse OR** the **Track Pad** to see the all the different gestures. **More** for the **Track Pad** than the **Mouse.** Hover over each and watch movie to see what checking the box does to decide.

Point & Click tab: "Scroll direction: Natural" is the opposite of older systems but similar to other Apple Devices.

Scroll direction: natural
Content tracks finger movement

Note the tiny **disclosure V** that gives you **more choices when checked** in both Point & Click and More Gestures.

Secondary click
Click on left side

Swipe between pages
Swipe with one or two fingers

Turn off (uncheck) those that bother you (e.g. accidentally triggering Zoom)

Make your **cursor move faster** across the screen here.

Tracking speed
Slow   Fast
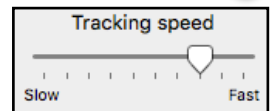
Note: Latest models of MacBooks, MacBook Pro and Magic Trackpad 2 have "**Force Touch.**" It is enabled by default. Turn it off or adjust its pressure at System Preferences> Trackpad.

Network

If you have a Network Modem you want Wi-Fi at the top. Check "Show WiFi Status in menu bar." See it connecting (all dark stripes). Network name is the ESSID on the White on red strip on the Modem. if you have a wired connection your want Ethernet at the top.

☑ Show Wi-Fi status in menu bar

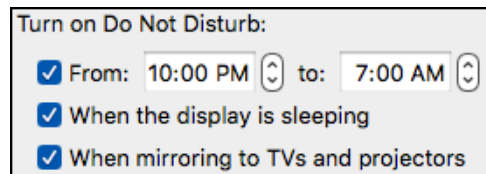### Notifications

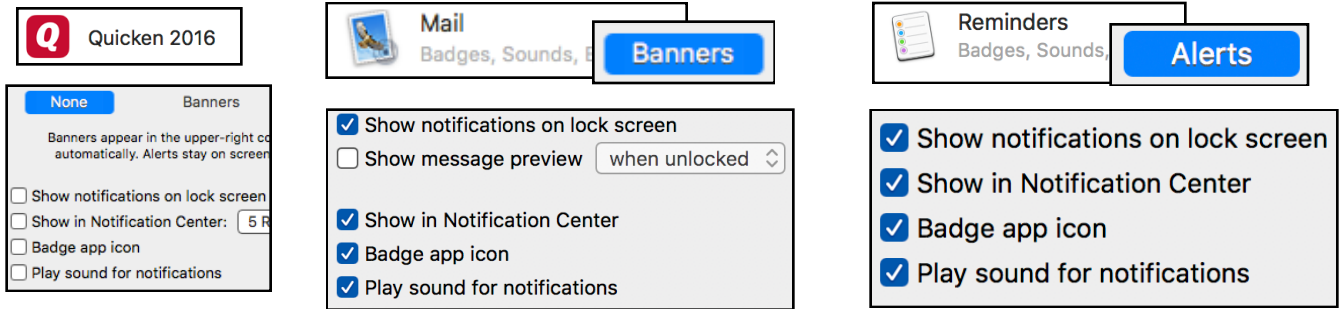Controls the Notifications Center on the top right of your menubar.

Click on **Do not Disturb**. Set the time on the right.

NOTIFICATIONS: Click on **EACH** app (Mail, Reminders, Calendar etc.) and uncheck those you don't want to show in Notifications.

Turn on Do Not Disturb:
☑ From: 10:00 PM to: 7:00 AM
☑ When the display is sleeping
☑ When mirroring to TVs and projectors

Quicken 2016	Mail — Badges, Sounds, **Banners**	Reminders — Badges, Sounds, **Alerts**

Quicken 2016
None | Banners
Banners appear in the upper-right co
automatically. Alerts stay on screen
☐ Show notifications on lock screen
☐ Show in Notification Center: 5 R
☐ Badge app icon
☐ Play sound for notifications

Mail
☑ Show notifications on lock screen
☐ Show message preview | when unlocked ⌄
☑ Show in Notification Center
☑ Badge app icon
☑ Play sound for notifications

Reminders
☑ Show notifications on lock screen
☑ Show in Notification Center
☑ Badge app icon
☑ Play sound for notifications

For those you choose to show in Notifications, choose **Banners** which slide out and go away automatically or **Alerts** which must be dismissed or postponed. If you **uncheck "Show in Notification Center"** you still can choose Banners or Alerts. They will just not pile up in the Notifications Center.
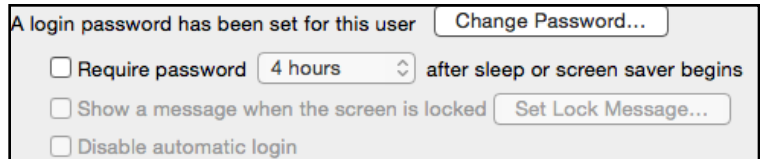
Printers & Scanners

Print | Scan

Choose your default printer here and change to **Scan** to use it as a scanner. Choose to Share so you can print from other devices if it is an "air print" printer.

☑ Share this printer on the network

Security & Privacy

GENERAL: Choose to change your current password to your Apple ID password here (you have to know your current password.)

A login password has been set for this user   Change Password...
☐ Require password 4 hours ⌄ after sleep or screen saver begins
☐ Show a message when the screen is locked   Set Lock Message...
☐ Disable automatic login

The **General** tab contains **Gatekeeper at the bottom and Sierra has eliminated "Anywhere."** If you want to download and install an app that does not have a signed certificate from Apple, there are two reported work arounds if you are sure the app does not contain Malware. One says to **control click** the app and you will be allowed to open it. The other says to open Security & Privacy and the app will show allowing you to click on "open anyway" which is available for about an hour.

Allow apps downloaded from:
○ App Store
● App Store and identified developers
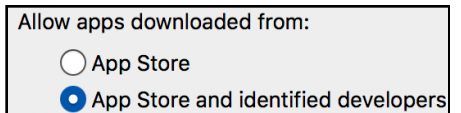
Apple uses its own encryption to insure that developers apps have not been modified between when the developer created it and when it gets to you to reduce the chance of malware. Apple can revoke a certificate for malicious activity and prevent the app from running on Macs.

It is always wise to be careful and to only download from well known developer directly from their site that is under their control and using a http**S** connection.
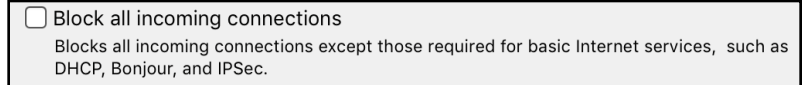
FILEVAULT encrypts everything. Forget your password and you will never see anything again!
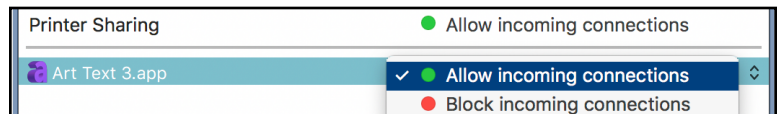
FIREWALL is really not needed if you have a router or a Modem that contains a router (which is a hardware Firewall) but it is always safe to have it on,
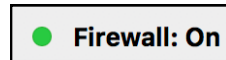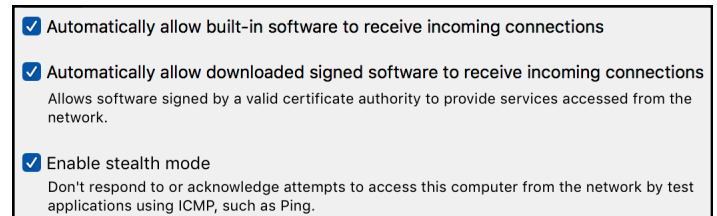
⬤ **Firewall: On**

Firewall Options I would never block all incoming as it will prevent all sharing services.

☐ Block all incoming connections
    Blocks all incoming connections except those required for basic Internet services, such as DHCP, Bonjour, and IPSec.
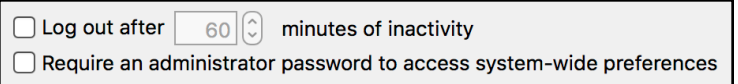
Firewall Options mean that the firewall is allowing that app to send and receive network traffic. Your Mac will take care of determining whether or not an app should be allowed to send and receive depending on the validity of the certificate. You may add apps by clicking on the Plus but I wouldn't do it unless you are very sure.

Printer Sharing   ⬤ Allow incoming connections

Art Text 3.app   ✓ ⬤ Allow incoming connections
                 ⬤ Block incoming connections

Allow built-in and signed apps to receive traffic. Stealth Mode prevents someone from outside to send a probe to reveal your Mac's existence.

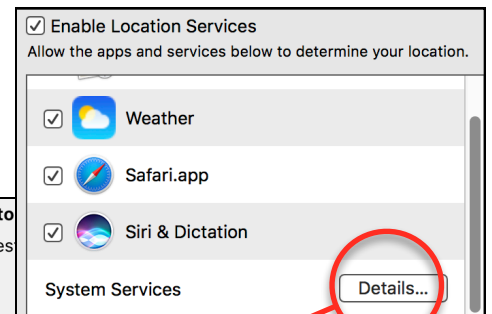☑ Automatically allow built-in software to receive incoming connections

☑ Automatically allow downloaded signed software to receive incoming connections
    Allows software signed by a valid certificate authority to provide services accessed from the network.

☑ Enable stealth mode
    Don't respond to or acknowledge attempts to access this computer from the network by test applications using ICMP, such as Ping.

Firewall **Advanced** is really meant for business users. No need to check these.

☐ Log out after   60   minutes of inactivity
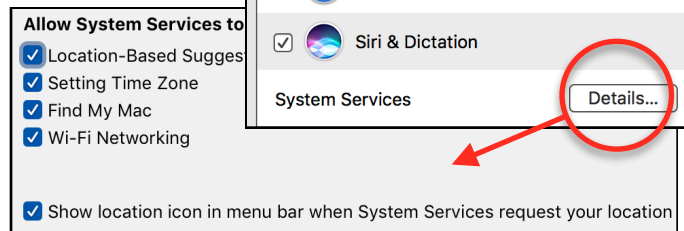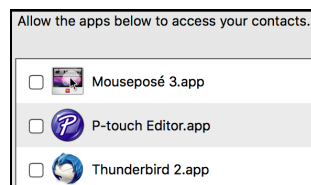☐ Require an administrator password to access system-wide preferences

Privacy controls Location Services, Contacts, Calendars, Reminders, Accessibility and Diagnostics.

Location Services click Location Services in the left column and check those in the right column to use your location. At the bottom of the list see the **System Services Details** to determine if want location based suggestions etc.

☑ Enable Location Services
Allow the apps and services below to determine your location.

☑ Weather

☑ Safari.app

☑ Siri & Dictation

System Services   Details...

Allow System Services to
☑ Location-Based Sugges
☑ Setting Time Zone
☑ Find My Mac
☑ Wi-Fi Networking

☑ Show location icon in menu bar when System Services request your location

Click each app in the left column to set what you will allow in the right column e.g., **Contacts.**

Allow the apps below to access your contacts.

☐ Mouseposé 3.app

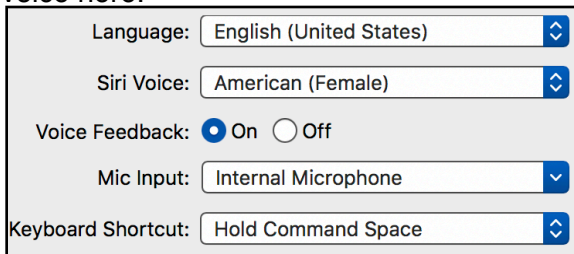☐ P-touch Editor.app

☐ Thunderbird 2.app

Sharing

Turn on **Screen Sharing** ONLY **when YOU initiate the contact to a trusted source (e.g.,Apple)**. **Bluetooth** sharing allows you to pass documents to other devices in close proximity. **Printer Sharing allows you to print from** another room and from other devices to a Print printer that is ON but paused.

● Printer Sharing: On
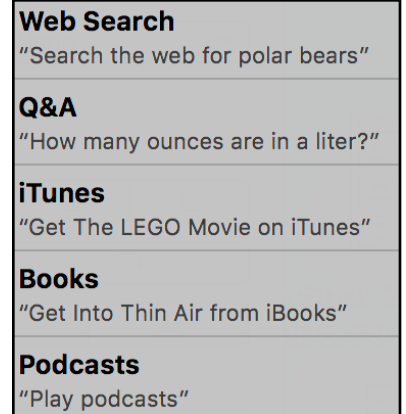Printer Sharing allows others on your network to use printers connected to this computer.

Printers:
☐ Brother QL-570
☑ Photosmart 651

Users:
Everyone   Can Print
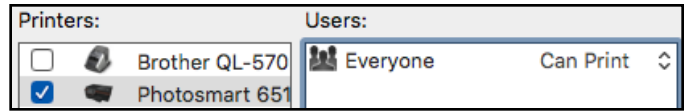
Siri

Siri is there to help by asking. Fun to play with as you saw in the Desktop Class. You can change her voice here.

Language: English (United States)
Siri Voice: American (Female)
Voice Feedback: ● On ○ Off
Mic Input: Internal Microphone
Keyboard Shortcut: Hold Command Space

Ask her things like:

Web Search
"Search the web for polar bears"

Q&A
"How many ounces are in a liter?"

iTunes
"Get The LEGO Movie on iTunes"

Books
"Get Into Thin Air from iBooks"

Podcasts
"Play podcasts"

Sound

| Sound Effects | Output | Input |

☑ Show volume in menu bar
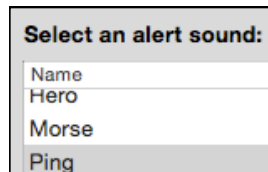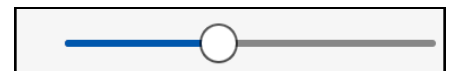
Select your "Alert" sound and be sure you Show Volume in Menu Bar. Input has to be all the way to the right to pick up a soft voice for Siri and for sending Video emails.

Select an alert sound:
Name
Hero
Morse
Ping

☑ Play user interface sound effects
☑ Play feedback when volume is changed

Spotlight

Check Only those areas you want Spotlight to search. Click on Spotlight in the menu bar (Magnifying glass) or Command+Spacebar and it appears in the middle of your screen. Type in your search in natural language (document I wrote last week). You can add folders or apps to the Privacy tab by clicking the plus. Note that Spotlight now searches the web, music, app store, movies, restaurants and maps, sports teams schedule/scores etc. Queries using **Spotlight Suggestions and Look up** will be sent to Apple. If you do not want this to happen turn off Spotlight Suggestions and **Bing Web Searches.** Position the Spotlight Search where you want it and the computer remembers the position.
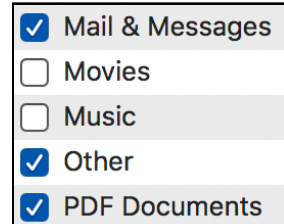
☑ Mail & Messages
☐ Movies
☐ Music
☑ Other
☑ PDF Documents

Time Machine

If you use an external Hard Disk as a back-up check to show it in the Menu bar, when back ups are happening the tail of the circle will show a triangle. If you unplug your back up drive and leave Time Machine on it will back up to your startup drive once every 24 hours.

☑ Show Time Machine in menu bar

Users & Groups

Here is where you can change your **Administrator/Computer Password** to use your iCloud password (however your iCloud password should be long and your Adm password need not be) **Login items** shows all the items that Activate when you log in, Hide them here.

Password   Login Items

🏠 Login Options

At the **bottom left** you will see the **Login Options**. Most of us use the **Automatic Login** so we don't have to type in a password each time. If two of you share a computer and want to have different preferences, check Show Fast User Switching in the Menu bar. **If you have chosen to use your Apple ID (iCloud) password to Log in to your Mac or if you have enable File Vault, you can not use Automatic Login.**

Automatic login: Shirley Allan
Display login window as: ◯ List of users
                        ● Name and password
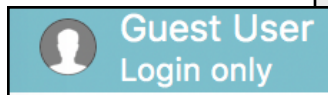☑ Show the Sleep, Restart, and Shut Down buttons
☐ Show Input menu in login window
☐ Show password hints
☑ Show fast user switching menu as   Icon
☐ Use VoiceOver in the login window

If you enable a Guest user you can add Parent Controls.

👤 Guest User
Login only

☑ Allow guests to log in to this computer
Enable the guest user so that friends can temporarily log in to your computer. Logging in to the guest account does not require a password. Users cannot log in to the guest account remotely. If FileVault is turned on guest users can only access Safari.
When a guest user logs out, all information and files in the guest account's home folder are deleted.
☐ Enable parental controls   Open Parental Controls...
☐ Allow guest users to connect to shared folders

Some may want an additional app that shows up in System Preferences such as Flip4Mac from **Telestream** which is a plug in to allow Quicktime to run Windows Media Player videos.

▶ Flip4Mac. Play, import, and export Windows Media on your Mac.
Watch Windows Media on your Mac with the Flip4Mac player, or upgrade for more features.
Buy starting at $9.99

"That's all folks!"