

Apple Tips & Tricks

Sun City Computer Club

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April 23, 2019

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The first rule of finding answers?

No, it is not emailing Shirley!

Just type the question into Google!

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

So let's get started

This presentation will be all about Q&A.

All the answers to the questions asked me over the past year for Macs, iPads and iPhones by the members of my MUG.

So sit back and enjoy, no need to take notes - as copies of this presentation will be available on your website.

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

The first rule of finding answers?

No, it is not emailing Shirley!

Just type the question into Google!

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

So let's get started

Google is great, but it's better to get very specific.

'Siri Problem' will result in too long a list of potential solutions.

Google

siri problem

All Videos News Images Shopping More

About 17,600,000 results (0.62 seconds)

Fix Siri by **Rebooting** the iPhone, iPad, iPod touch. Forcibly restarting the iPhone or iPad is often enough to fix an **inexplicable** Siri problem. You can also issue a soft restart by turning the iOS device off and back on again. Mar 2, 2017

Siri Not Working on iPhone or iPad? How to Fix Siri & Trox
csxdaily.com/2017/03/02/siri-not-working-iphone-ipad-fix/

About This

People also ask

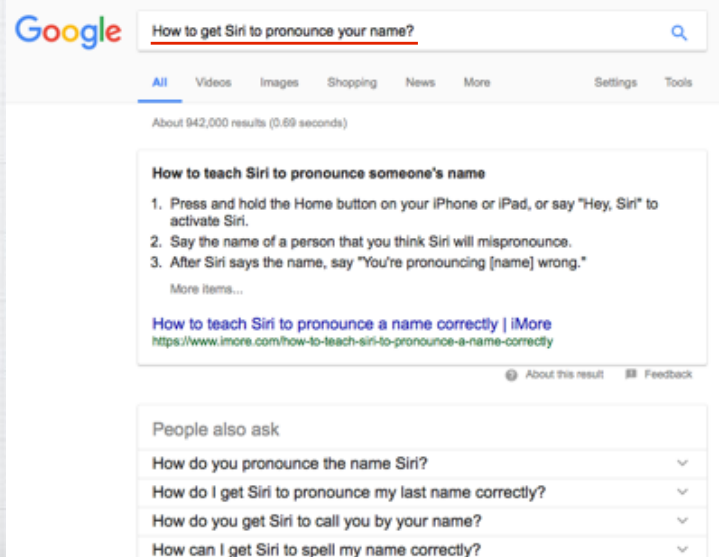
Why will my Siri not work?

How do I fix my Siri?

What do you do when Siri doesn't work?

How do I make Siri talk on my iPhone 6?

Use more words, not less, for the best, targeted results in Google.

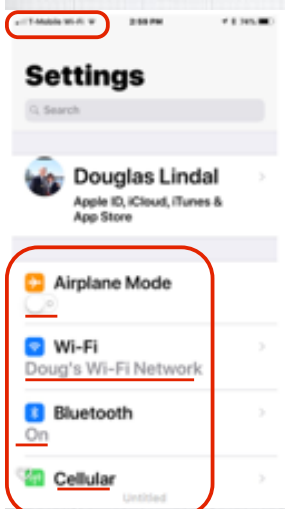


What happens in Airplane Mode on an iPhone or iPad?

Basically all your antennas (Bluetooth, WiFi & Cellular) get turned off to supposedly not disturb your airplane's navigation & communication systems.

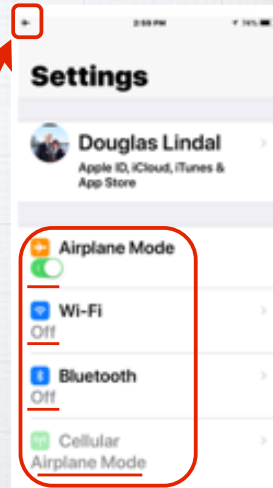
It's also a great 'Do Not Disturb' switch and power saver if your battery is low!

Switch on Airplane Mode in Settings



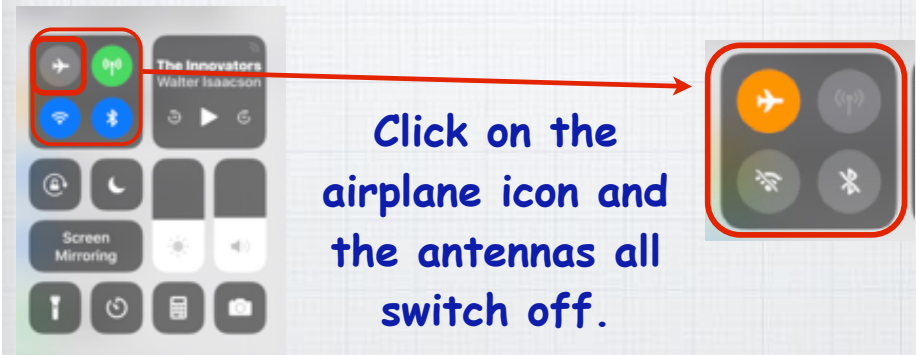
Before

And the WiFi, Bluetooth & Cellular systems all shut down and the icon in upper left becomes a little airplane



After

Or slide up from the bottom** of your iPhone/iPad screen and open Control Panel.

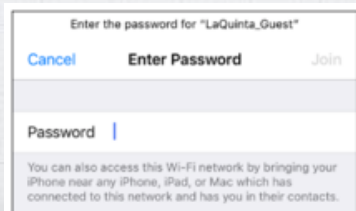


Click on the airplane icon and the antennas all switch off.

(** slide down from top right on iPhone X)

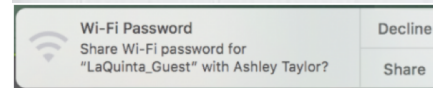
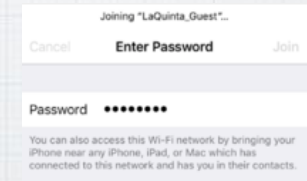
How do you Share WiFi Passwords on a iPhone/iPad?

Password Sharing is a handy new iOS feature. If you are at a friend's home or together in a restaurant where they have already logged into the WiFi, you don't need to reenter a password yourself.



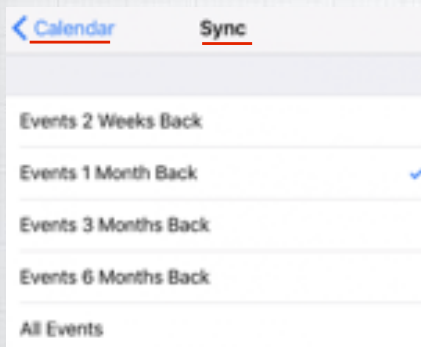
As long as you are in their Contacts list and have WiFi and Bluetooth enabled, their iPhone will display this message.

When they click 'Share Password', you are in!



It also works on MacBooks!

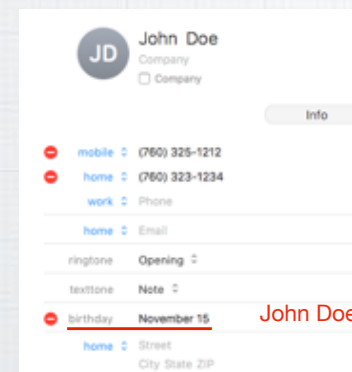
Why do my iPhone Calendar events disappear after three months? This one is easy! Open Settings/Calendar and scroll down to Sync.



Choose how long you want to keep your old events on your iPhone. All others will remain intact at: [icloud.com](https://www.icloud.com)

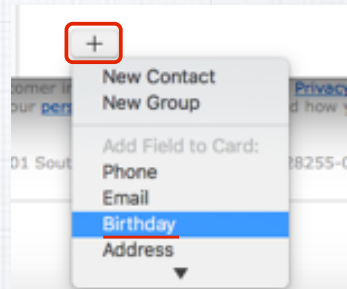
(Be sure you have Calendars turned on at: Settings/iCloud)

How do you add birthdays to your iPhone or Mac's Calendar App?

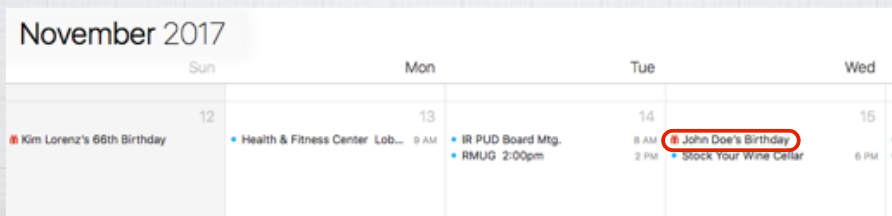


The trick is not to try adding them in ~~Calendar~~, but rather in Contacts.

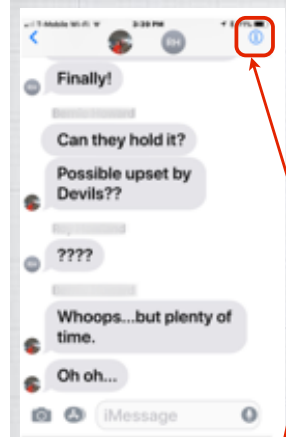
If the Birthday field doesn't appear in your Contact list, just click on the '+' icon and add it.



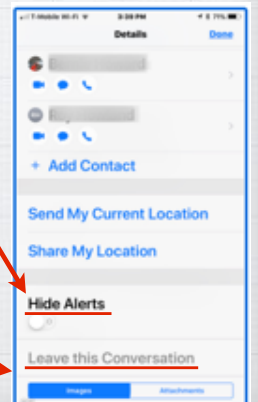
Then open your Calendar and John Doe's November 15th birthday will appear annually.



Do you want to take a break from long winded text conversations? (Sports fanatics are crazy!)

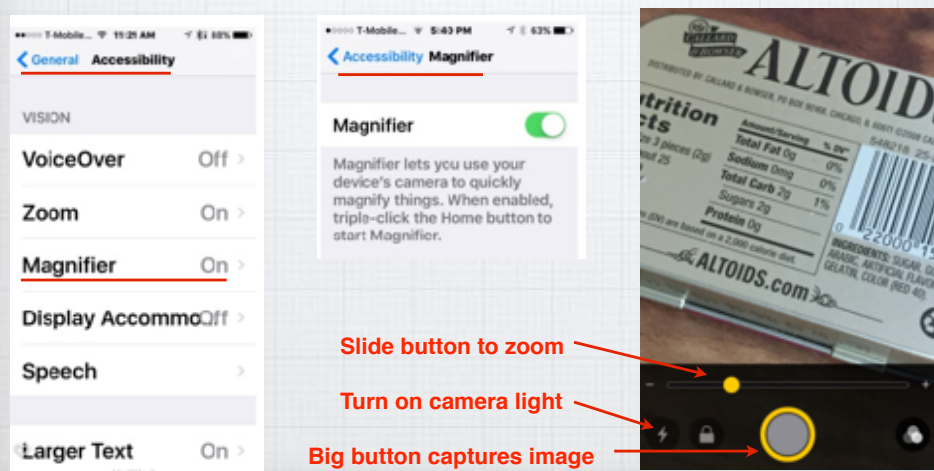


Click the 'i' (details) and choose 'Hide Alerts' for a temporary pause or 'Leave This Conversation' to stop them permanently.



Use Your iPhone As a Magnifying Glass.

Settings/General/Accessibility/Magnifier
Triple tap Home Button to activate & zoom.



Using Magnifier Mode to take Macro Photos on your iPhone.

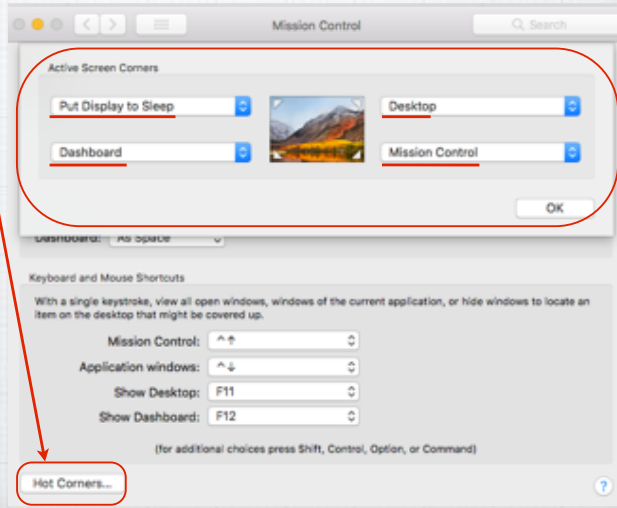
Zoom in on your subject (with yellow slider) and press white button. Then do a screen capture to save to Photos.



What are Hot Corners on a Mac?

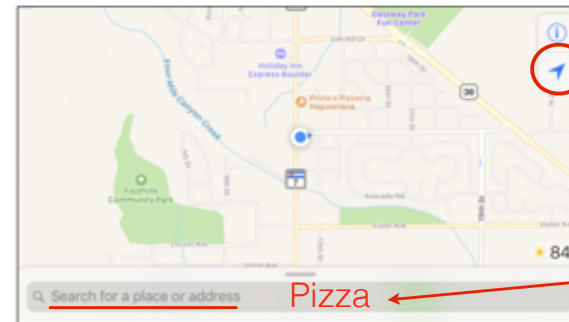
Quick mouse or trackpad strokes to the four corners of your screen opens up some options.

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

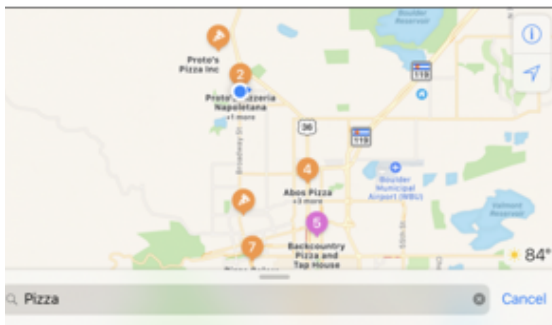


How to find pizza when traveling?

You could load up your iPhone with 3rd party apps like Yelp or Open Table, but why not just use the built-in Apple Maps to search! Launch Maps and tap on the arrowhead icon to center the map around your current location,

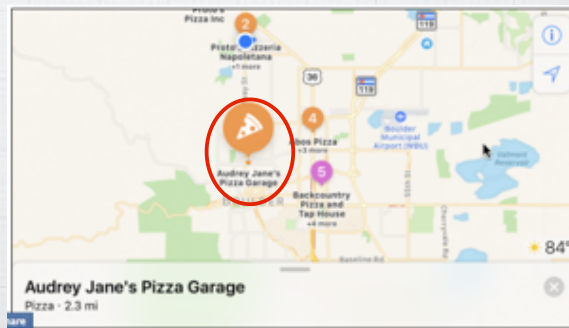


let's say you're in
Boulder Colorado.
Then enter your
search word -
'Pizza'

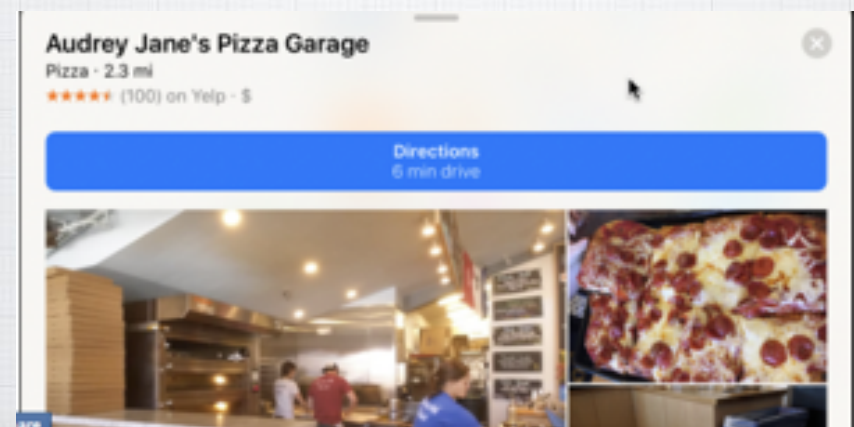


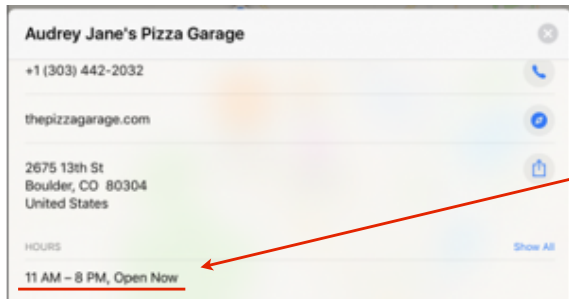
Who knew Boulder
was Pizza Central!

Then click on
one that looks
interesting - a
Pizza Garage?

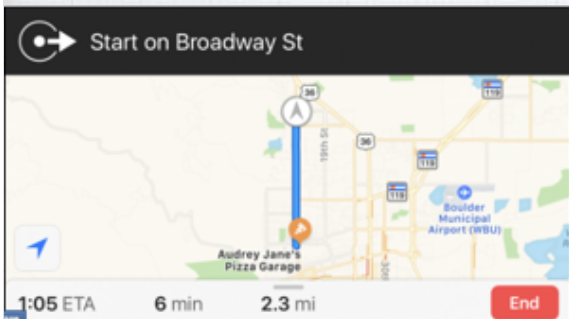


Swipe up on the search bar to
reveal information including photos,
distance, pricing and Yelp ratings.





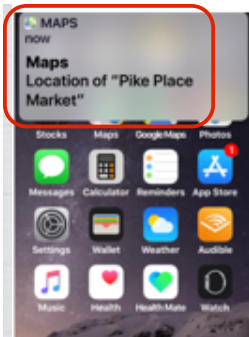
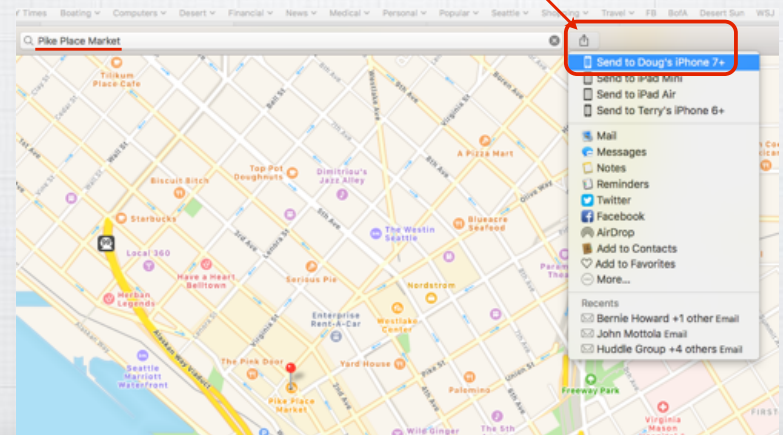
Scroll down for phone and hours. They are still open so let's go



Swipe back up to the big blue Directions button and tap to guide you.

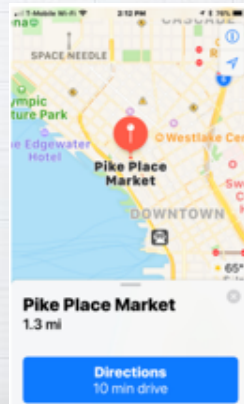
Send an Apple Map Location to your iPhone?

Typing addresses for navigation into your iPhone is awkward. Type in the address Maps on your Mac and choose Share with iPhone



An alert will pop open on your iPhone and when you click it....

Maps opens on the iPhone and the directions are available

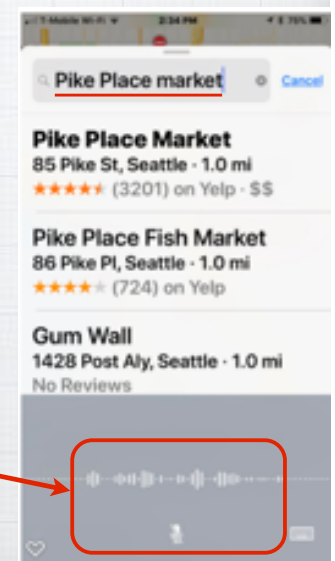
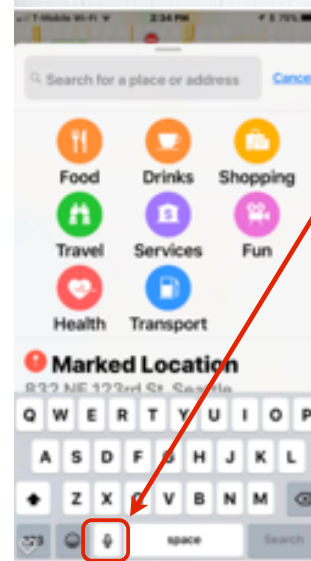


Don't have a Mac handy?

Use Siri -


Tap the microphone and dictate.

You'll see the words form on your screen.



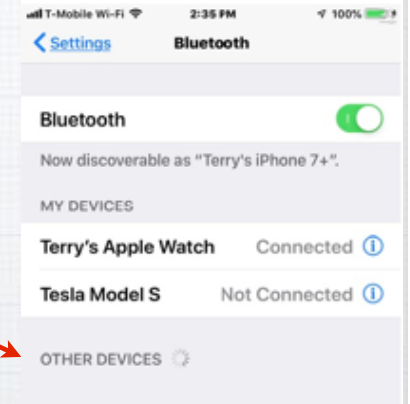
How do I pair a Bluetooth Device with my Mac and iPhone?



Bose Headsets have a Bluetooth (BT) icon: 

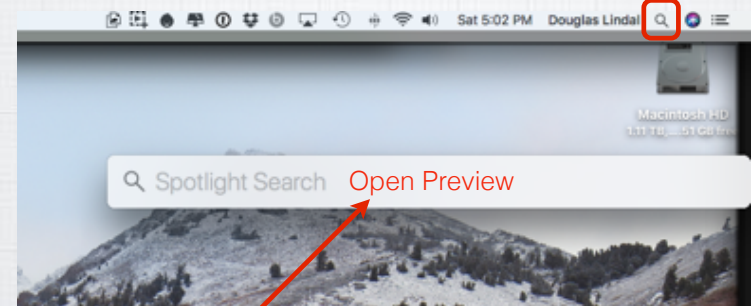
Very easy on both.
First turn on your new Bluetooth Headset or other device and put it in Discovery Mode (read the device's manual!)

On iPhone/iPad, go to: Settings/Bluetooth and wait for your new device to appear at the bottom of the screen:



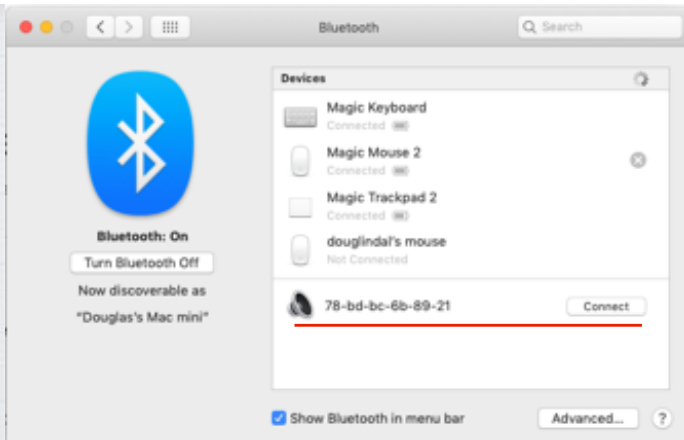
The simplest way to speed up your Mac usage is to utilize Spotlight.

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.

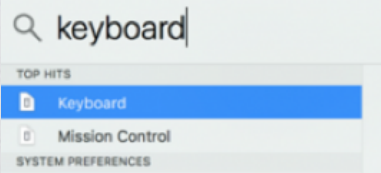
On a Mac, go to: System Preferences/Bluetooth and wait for your new device to appear at the bottom of the screen



Keyboard Shortcuts

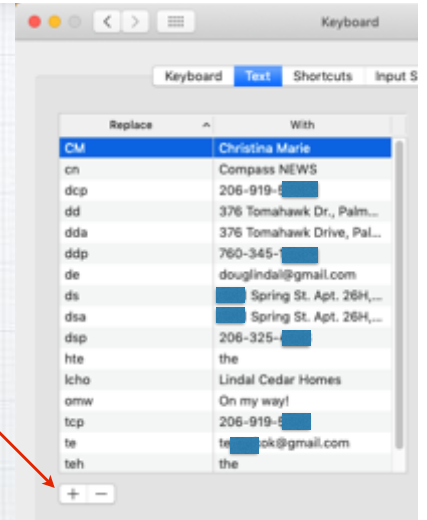
How do I create a shortcut to type out my email or street address on a Mac?

We know it's somewhere in System Preferences but rather than dig, just use Spotlight  to jump to it.



The top hit is it, just click to go to Keyboard System Preferences.

I've got a dozen shortcuts set-up myself, click the + sign to add your own.

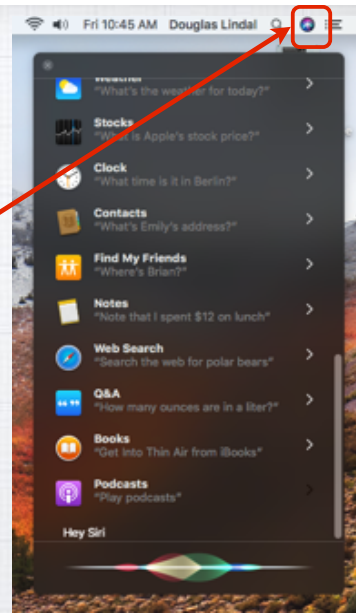


On an iPhone, open Settings and scroll to the top for the search window or go to: General/Keyboard/Text Replacements

Use Siri on your Mac

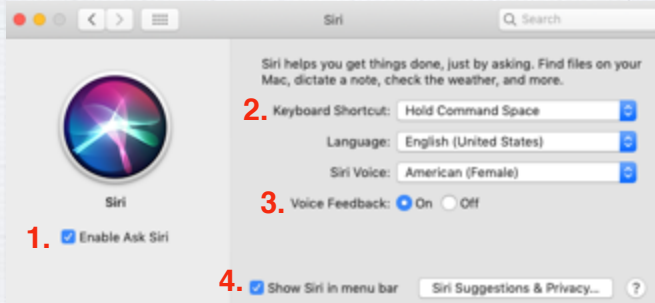
Invoke Siri by clicking on the icon in the Menu Bar or in the Dock below or Hold (Command+Space).

Use your voice to open Applications, check the weather or a Web Search.



Siri is great on my iPhone, how do I get it to work on my Mac? Why type? Use Siri voice commands instead. To set it up, go to Systems Preferences:

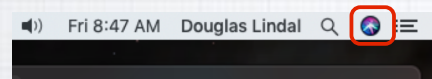




To Customize Siri, Open System Preferences:

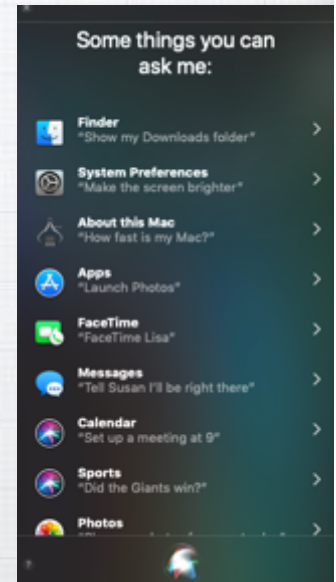
1. Enable Siri
2. Set a Keyboard Shortcut
3. Allow Voice Feedback
4. Show Siri in Menu Bar

So what can you ask Siri?!



Click the Siri icon in top right corner of your toolbar.

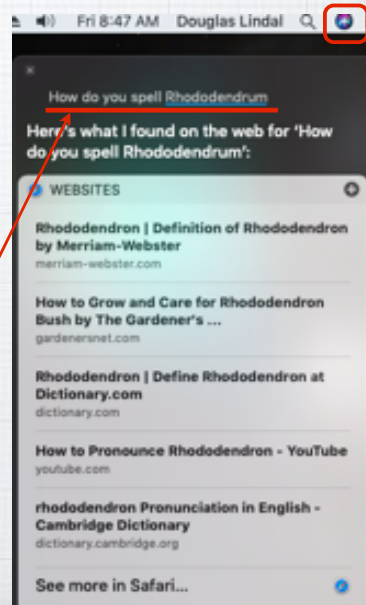
You can ask Siri just about anything! And if you hesitate in responding, she offers up this helpful list to get you started.



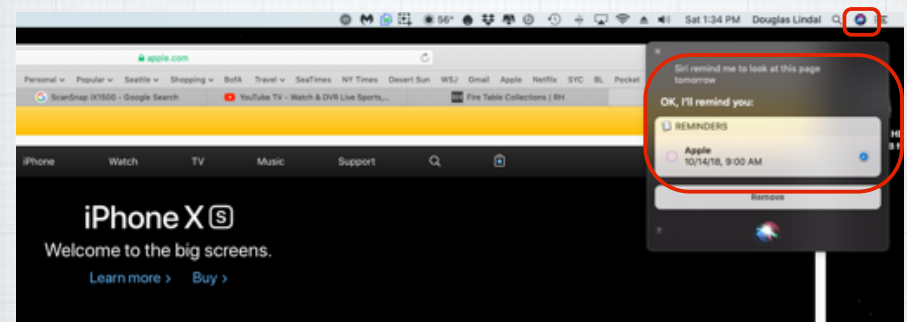
My new favorite is asking Siri to spell.

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 asked Siri



Siri Reminders



Looking at new iPhones and ran out of time? Ask Siri to remind you tomorrow at 9:00AM and she will do so and even provide a link back to the webpage!

How do you change Siri's Voice?

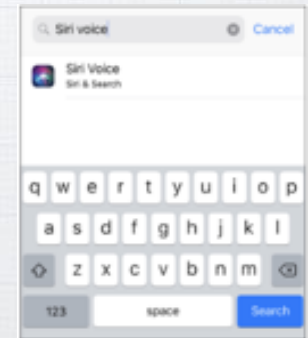
By default Siri's voice is that of a female actress, assembled from her intonations, phonemes and other elements compiled via artificial intelligence. But Apple also offers you many other choices, male and female.



I alternate between British & Australian female for my Siri. Makes the weather forecast just a bit more sophisticated!

To start out, just jump into the Settings app on your iPhone and drag down to reveal the search box.

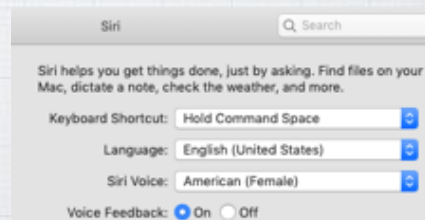
Then simply type in: "Siri voice":



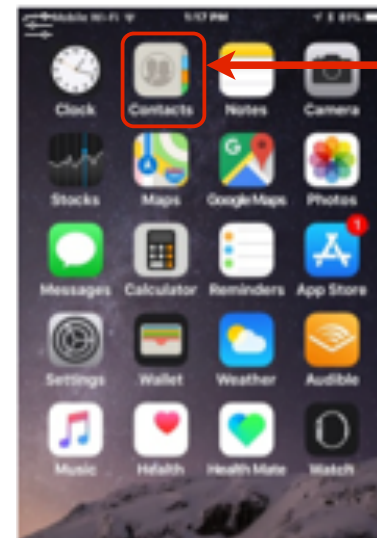
You have a choice of five regional variations of English - in both male and female voices.



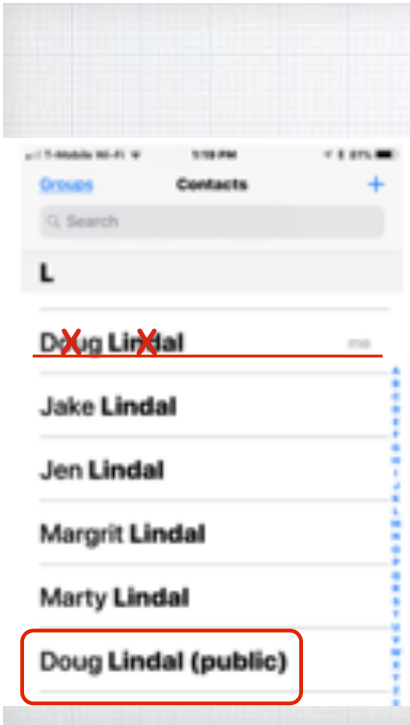
On your Mac, it's in System Preferences/ Siri with drop down menus for your options.



How to share your Contact Info on your iPhone

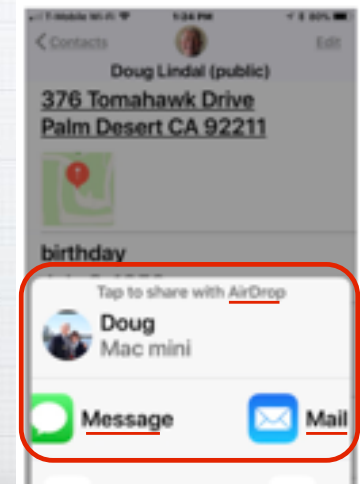
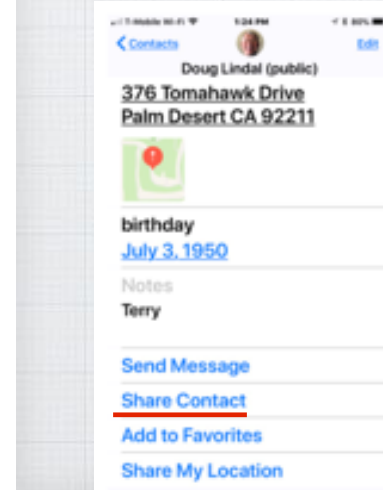


Open Contacts on your iPhone and find your personal info card



But first create a new 'public' card with no private information you might have in your personal card - no SS#, Drivers License #, etc.

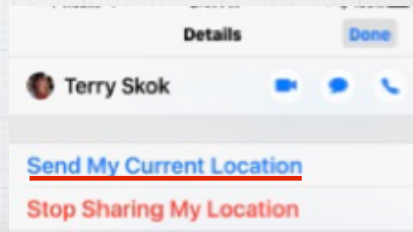
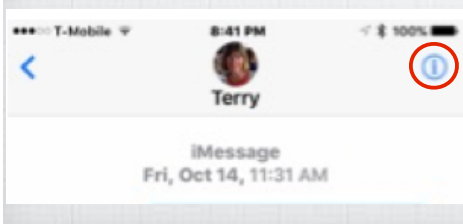
Scroll down to the bottom of your card and select Share Contact - Then choose AirDrop, Message or Mail



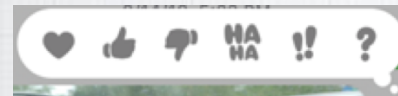
Sharing your location.

Sure you can turn on Find My Friends for everyone you know but that's kinda creepy!

1. Open Messages.
2. Start a conversation with a friend.
3. Tap on ⓘ (Details) in the upper corner.
4. Tap on 'Send my Current Location'.



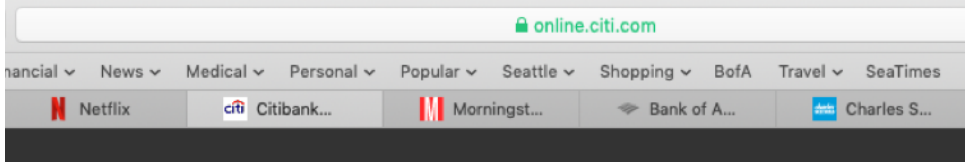
How do I send 'Tapback Emojis'?



- **Heart:** Like or love
- **Thumbs up:** Happy, approve, or agree
- **Thumbs down:** Sad, disapprove, or disagree
- **Ha ha:** Laugh, either happily or sarcastically.
- **!!:** Exclaim emphatically.
- **?:** Question.

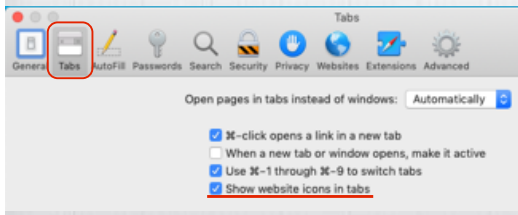
You have seen them in texts, how do you send them?! On your iPhone, press and hold the photo or message and you will get these six choices. On a Mac, 'right click' (or 'Control Click') to see the option for these Tapback Emojis.

What are Safari Favicons?!



Favicons are corporate icons that make recognizing the various tabs in Safari easier.

You can use them on an iPhone but they're tiny!



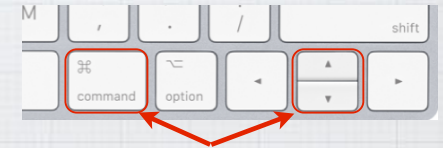
- Click Safari Toolbar
- Select Preferences
- Click on Tabs
- Check the box - "Show Website Icons in Tabs"
- Close Preferences

How do you jump to the top of a webpage in Safari.

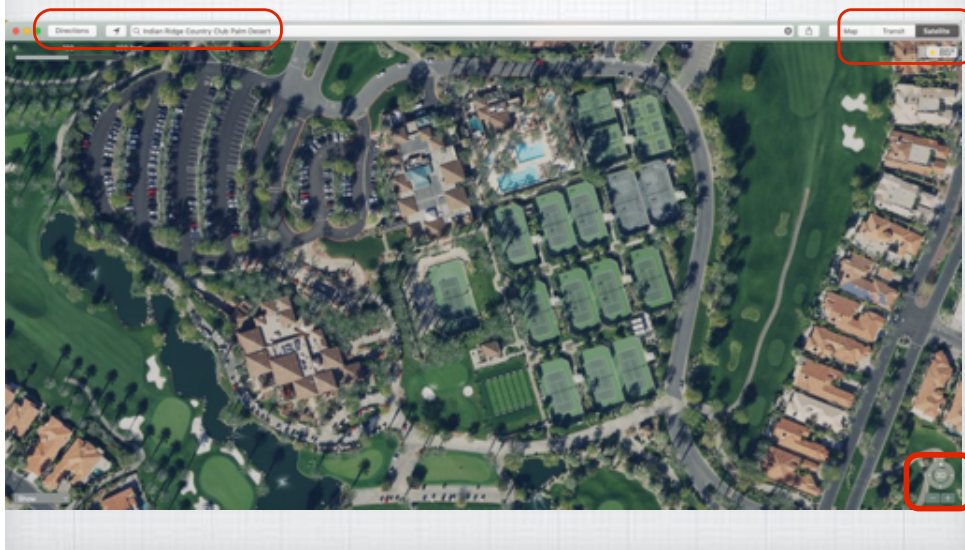
It's easy on an iPhone, just double tap above the address bar.



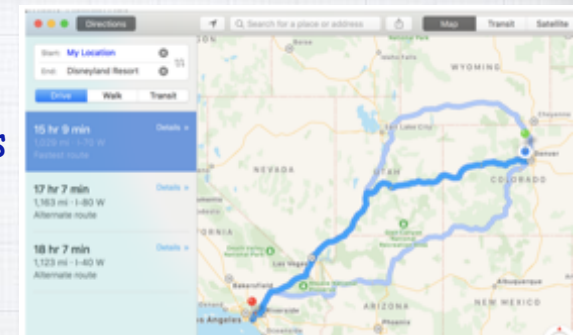
On a Mac, you hold the Command Key and tap the Up Arrow Key. (Or Down Arrow to go to the bottom)



Getting started with Apple Maps

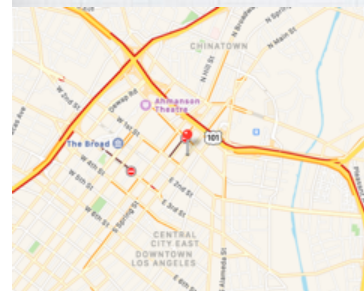


Click on Directions, enter destination and get travel times and distance - Plus alternate routes.



Click on Traffic to see 'red lines' for slow traffic areas.

(I had to use a LA map as we don't have bad traffic here!)



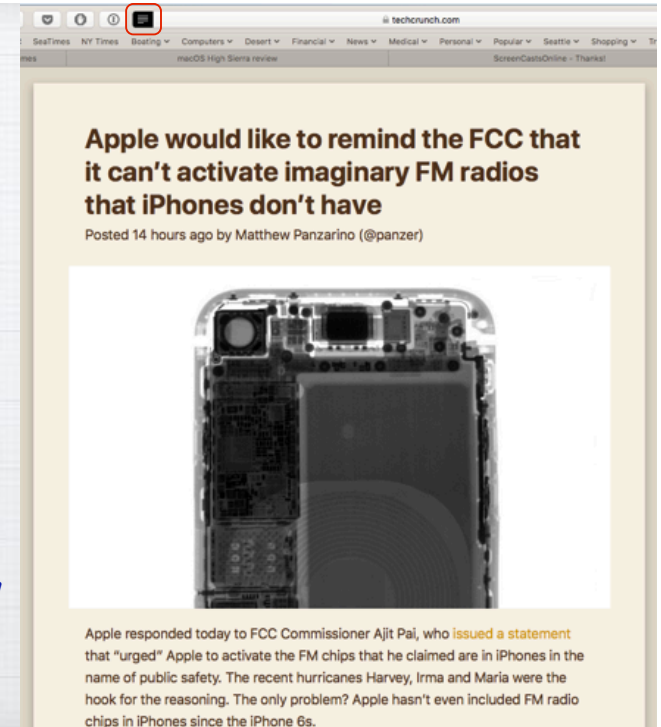
What is Reader Mode in Safari?

It removes all the ads and clutter!



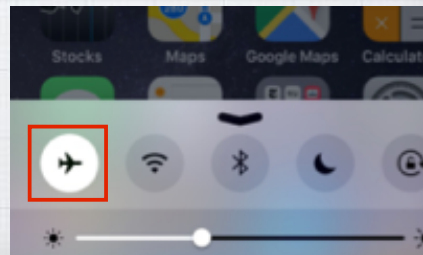
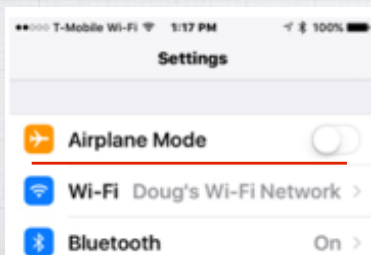
Tap on the four horizontal lines in the Search Box on a Mac, iPad or iPhone in Safari and something magical happens...

All the ads and clutter disappear and you can focus on the story's text and photos. Plus change the background color and blow up the text.

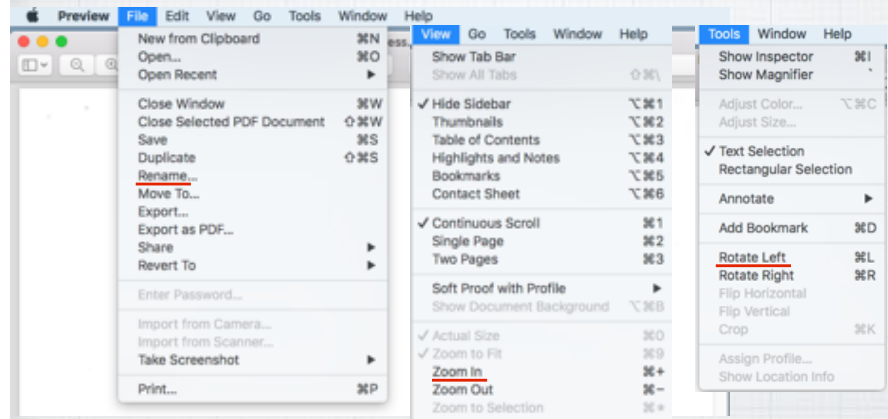


How to quickly charge a dead iPhone?

Plug it into the wall with your charger -that is twice as fast as a laptop USB jack. Then put it into Airplane mode which focuses all the power into charging. Turn on in Settings Menu or swipe up from bottom of the home screen.



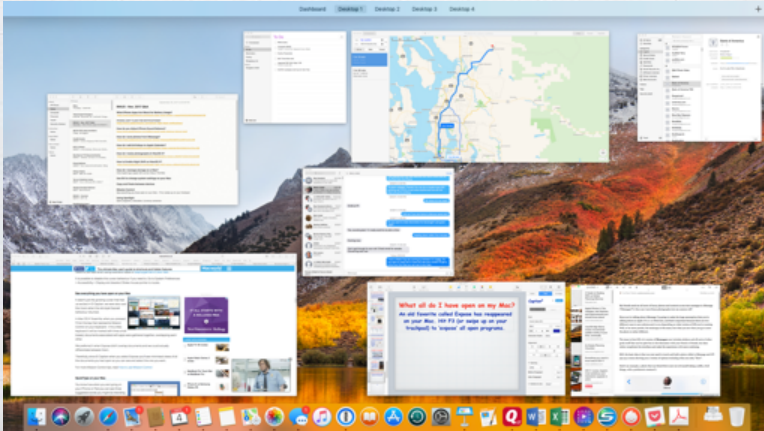
Try Preview for PDFs & Images.



Much more robust than Adobe Reader, allowing you to convert, resize and rotate your images.

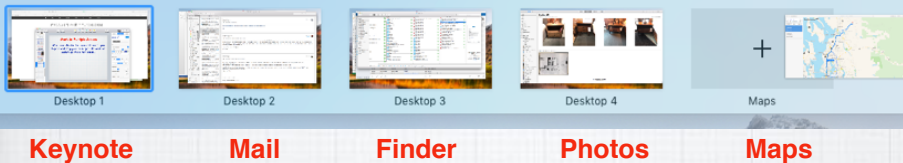
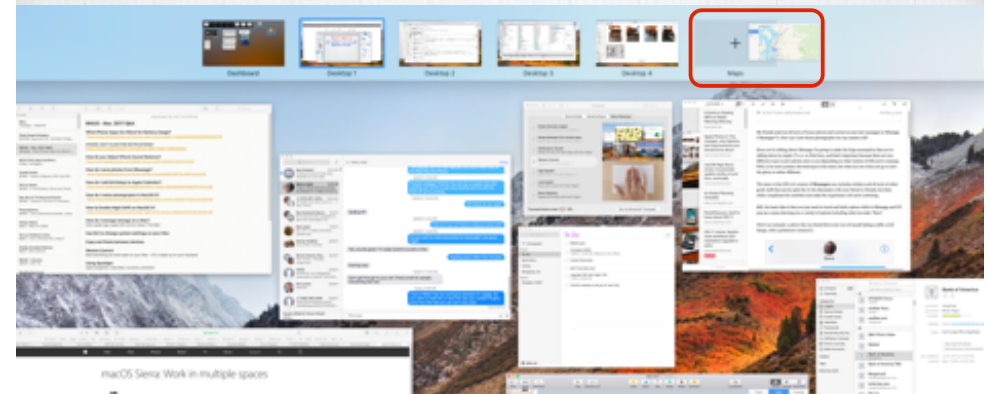
What programs are open on my Mac?

It's easy to tell with Exposé on your Mac. Tap F3 (or swipe up with 3 fingers on your trackpad) to 'expose' all open programs.



Work in Multiple Spaces

When your desktop becomes cluttered, open Exposé and drag your current active app up to top into a new 'space'. (Maps in this case)



Here I have five 'Spaces' open.

Now I just swipe left or right with three fingers on my trackpad (or Control ← →) to move between the spaces - from Keynote to Mail to Finder to Photos to Maps - and back.

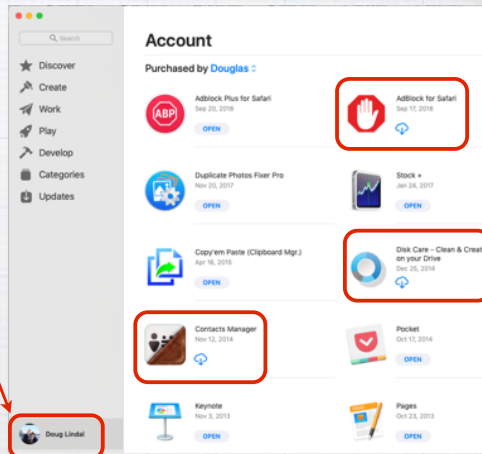


Photos Search

The Photos App identifies objects and scenes within your images. So you can search your photos by what's in them. Find every beach, every dog, or every birthday cake. Works on a Mac or an iPhone/iPad.

Can I download a Mac App I purchased years ago in App Store?

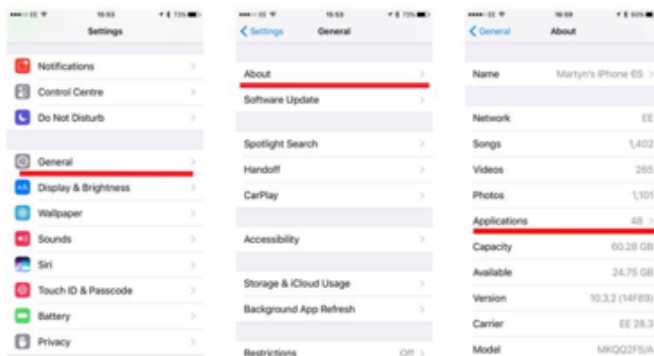
If you bought from Apple, you own the App forever! Just click on your name in lower right corner and your old Apps will appear with a 'cloud' symbol:



Which apps won't work in iOS 12?

Apple has announced that 32-bit Apps will no longer work, as the whole App Store moves to 64-bit instead. Faster and more efficient, but unfortunately some of your old favorites might not be supported any longer. To check, open:

Settings/General/About/Applications



Check your Settings menu to look for old 32-bit Apps

Fortunately I only had one App that wasn't 64-bit, and I hadn't opened it in years!

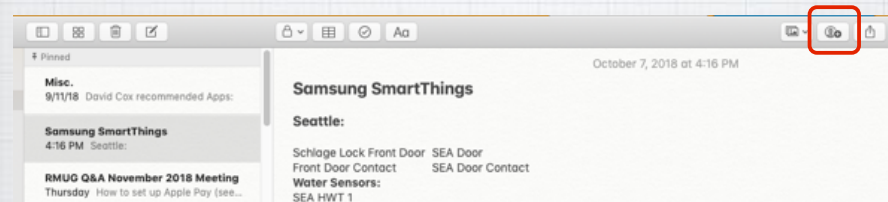
These apps may slow down your iPhone and will not work with future versions of iOS if they are not updated. If no update is available, contact the app developer for more information.

NO UPDATES AVAILABLE

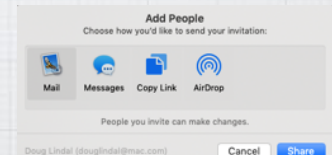


Can I share Notes?

The Notes App is very powerful and allows you to collaborate with others on Shopping Lists or Task Lists.



Just click on the Add People icon to send an invitation.



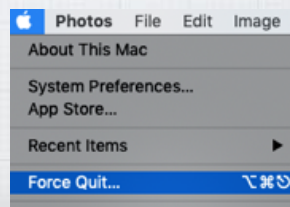
Force Quit a program on a Mac?

Do you have old programs that freeze up? Apple's Operating System is robust and can fix the problem quickly. Either:

1) Hold the Option and Command Keys & click on ESC



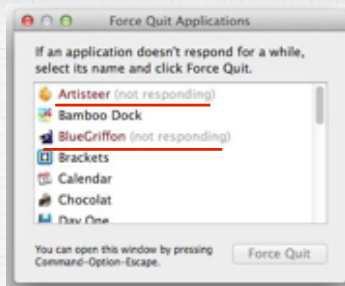
2) Click on the 'Apple' in the upper left of your screen and select Force Quit..... Or



3) For an app whose icon you have parked in the Dock, you can right-click on the icon and hit the Option key. The Quit menu item turns into Force Quit.



Maps frozen?! Just right-click on the icon in your Dock to close. Or Hold the Option Key and right-click to Force Close the unresponsive program.



The first two options bring up a list of all open programs on your Mac and the frozen programs will be identifiable with a "not responding" notice. Click to close them - and consider getting newer 64-bit programs to replace them as the old 32-bit ones likely will continue to freeze up on you!

How do you borrow e-books & audiobooks from the library?

First get a library card at your local library, here in the desert or elsewhere.



Riverside County Library System
RCLS Your Information Highway

Every library system is different! Ask the support staff how to access e-books.

Riverside County Library System
RCLS Your Information Highway

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Magazines

Use the Dictionary App to translate

On your Mac open Spotlight and start typing 'dict' ...
The Dictionary app will open.

Click on Dictionary Preferences

In Preferences, select Spanish (German or French)

Drag reference sources into the order you prefer:

- Oxford Paravia Il Dizionario in...iano - inglese (Italian-English)
- Oxford Portuguese Dictionary...rtuguês (Portuguese-English)
- Oxford Russian Dictionary - Р...ло-Русский (Russian-English)
- Diccionario General de la Lengua Española Vox (Spanish)
- 五南國語活用辭典 (Traditional Chinese)

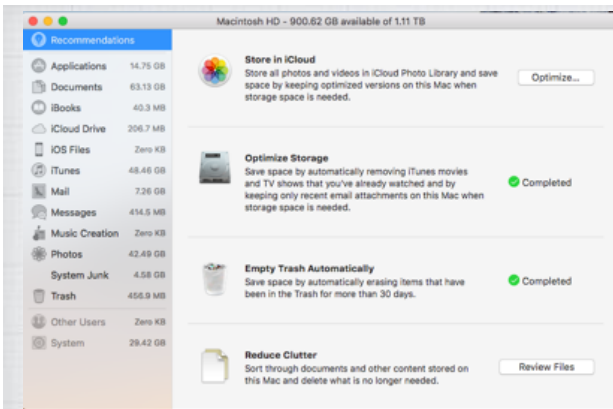
Type in a word (computer) and select the Spanish dictionary for the translation.

How do I Manage Disk Storage?

On your Mac, tap the Apple icon in upper left & click on 'About this Mac'.

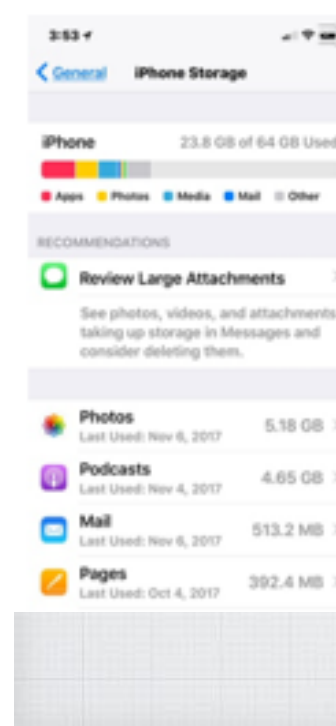
Then click on Storage and Manage.

A graphic shows how your computer's memory is being used.



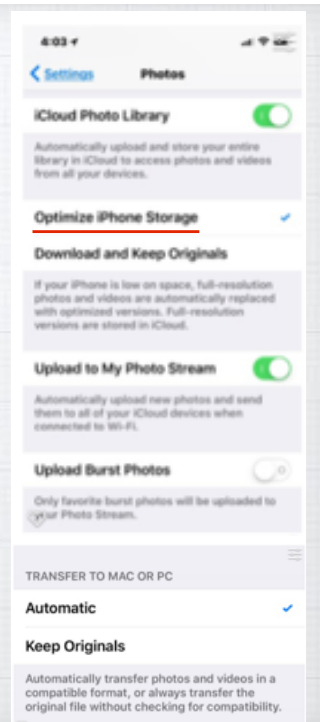
Clicking on Storage opens a window that allows you to customize your settings.

Reduce your Photo Storage by moving them to iCloud. Optimize storage by deleting videos. Auto-empty your Trash every 30 days. Reduce clutter by reviewing & deleting old documents.



On your iPhone (iPad), open Settings and click on General/iPhone Storage. Review Large Attachments first and then look over your list of Apps to see which ones you really never use and can delete. Remember that you can always reinstall them from the App Store.

You should also review your Settings/Photos. Turn on iCloud Photo Library and Optimize iPhone Storage (don't keep big original photos on your iPhone!). Do not automatically Upload Burst Photos (they are usually mistakes!) Transfer your photos automatically to your Mac or PC.



Two-factor authentication for Apple ID

Two-factor authentication is an extra layer of security for your Apple ID designed to ensure that you're the only person who can access your account, even if someone knows your password.



How Two-factor Authentication works

Your account can only be accessed on devices you trust, like your iPhone-iPad-Mac. Signing in to a new device for the first time, you need to provide two pieces of information—your password and the six-digit verification code that's auto-displayed on your trusted devices.

If you have an iPhone and are signing into your account for the first time on a newly purchased Mac, you'll be prompted to enter your password and the verification code that's auto-displayed on your iPhone.

Because your password alone is no longer enough to access your account, two-factor authentication dramatically improves the security of your Apple ID and all the personal information you store with Apple.

Mail Settings Lookup

Need to verify your email settings? Simply enter your email address below and we will use it to provide your Mail settings.

lindal@gmail.com

Incoming Mail Server	
Account Type:	IMAP
Username:	clindal
Server hostname:	imap.gmail.com
Server port:	993
Authentication:	Password
SSL/TLS:	Yes

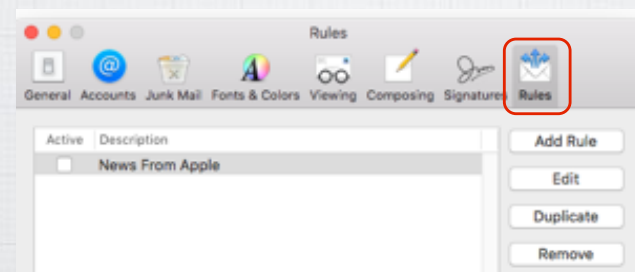
Outgoing Mail Server - SMTP	
Username:	clindal
Server hostname:	smtp.gmail.com
Server port:	587
Authentication:	Password
SSL/TLS:	Yes

Apple offers a service where you can check the settings on an email account. I stumbled on it when fiddling with email issues on a new Mac. It's called simply **Mail Settings Lookup**, and it can greatly help when setting up an account in the Apple Mail.app

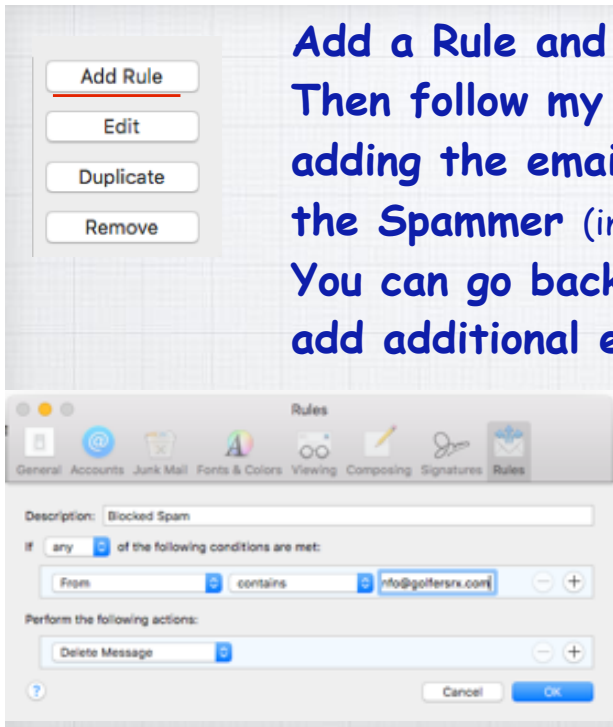
www.apple.com/support/mail-settings-lookup

How to block spam in Apple Mail

Legitimate advertisers include a link to unsubscribe, but when you get on a real spam mailing list they don't honor these requests. Time to break out the big guns! Open Mail Preferences/Rules on your Mac:



Add a Rule and label it Spam. Then follow my example below, adding the email address of the Spammer (info@golfersrx.com) You can go back in later and add additional email addresses!



On an iPad or iPhone, you need to open Settings in [iCloud.com](https://icloud.com)

Avoid phishing emails, fake 'virus' alerts, phony support calls, and other scams

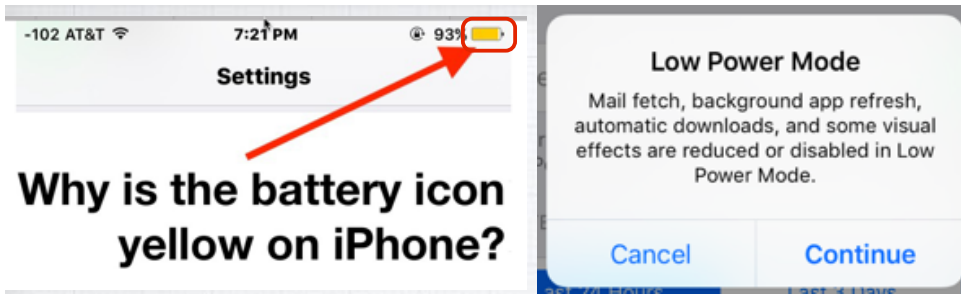
Use these tips to avoid scams and learn what to do if you think your Apple ID has been compromised.

Apple has an excellent Support page on the subject at: <https://support.apple.com/en-us/HT204759>

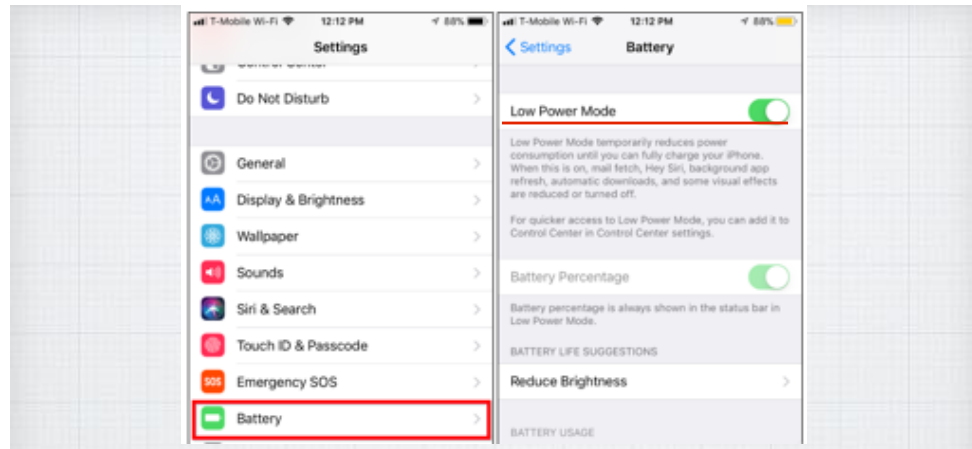
Report spam and Phishing emails to Apple by forwarding them to: reportphishing@apple.com

Apple Support Page

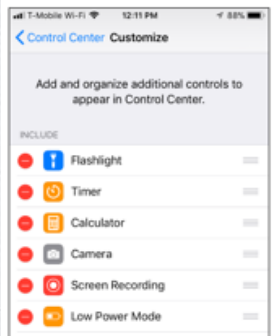
Why is the battery icon yellow on iPhone?



When you reach a level of 20% battery remaining, you will receive this warning advising you to enable Low Power Mode and shutting down big power users. As a visible warning, your battery icon will turn yellow until you recharge.

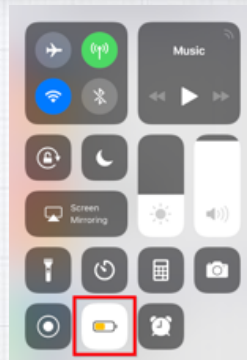


You can also enable Low Power Mode whenever you like. For example, let's say it's the start of a long day and you know you'll be away from an outlet for a long while.



You can also activate and deactivate Low Power Mode from the Control Center rather than digging through the Settings app each time:

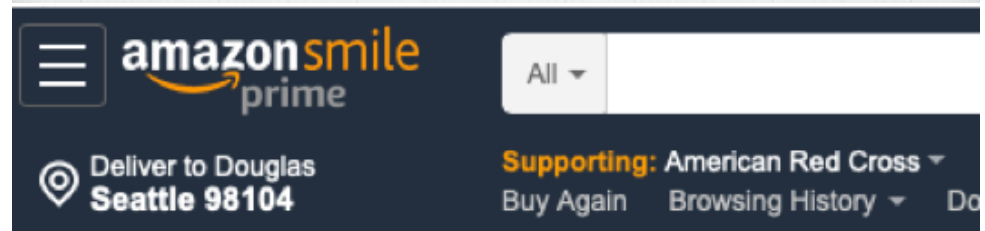
Settings/Control Center/Customize/Low Power Mode



Swipe up from the bottom of the screen and tap the battery-shaped button to enable Low Power Mode.

What is AmazonSmile?

When you shop on AmazonSmile, the AmazonSmile Foundation will donate half of 1% of the purchase price of eligible products to the charitable organization of your choice. Sign up at smile.amazon.com



Your Account > [Change Your Charity](#)

Choose one of our spotlight charities



Susan G. Komen

Save lives by meeting the most critical needs in our communities and investing in breakthrough research to prevent and cure breast cancer.

Select Susan G. Komen



Or pick your own charitable organization:

Charity name or location

Search

You can change or rotate your choice of charity at any time on the amazon.com website by clicking on: Your Account and then: Change Your Charity

Beware of Fake News!

If it just doesn't look right, Google it!



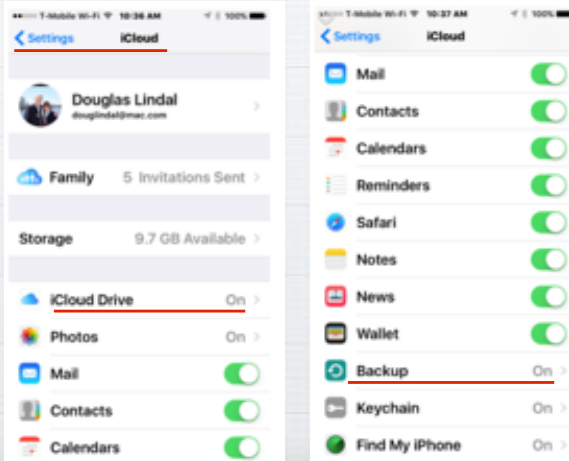
Celebrating after the game becomes flag burning on Facebook and other social media!

How do I prep my iPhone/iPad to give it away or sell it?

There are three important steps:

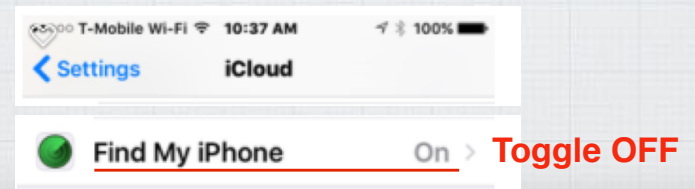
1) Back it up:

Back up all of your important data - including contacts, photos, and apps - open: Settings > iCloud



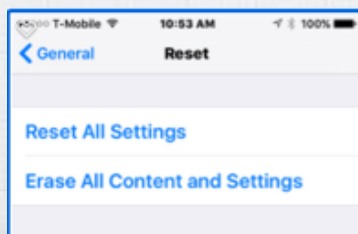
2) Turn off Find My iPhone:

Find My iPhone is a security feature that must be turned off before you sell or give it away - or nobody else will be able to use it. Open Settings and go to iCloud > Find My iPhone and toggle it off.



3) Wipe it: Sign out of iCloud.

Then, open the Settings app and go to: General > Reset > Erase All Content and Settings to erase everything from your iPhone. Once this is complete, you can also go to General > Reset > Reset All Settings to restore the iPhone to factory settings.

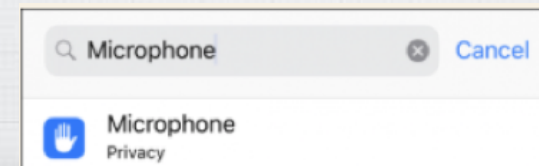


Step 2.

Step 1.

Privacy?!

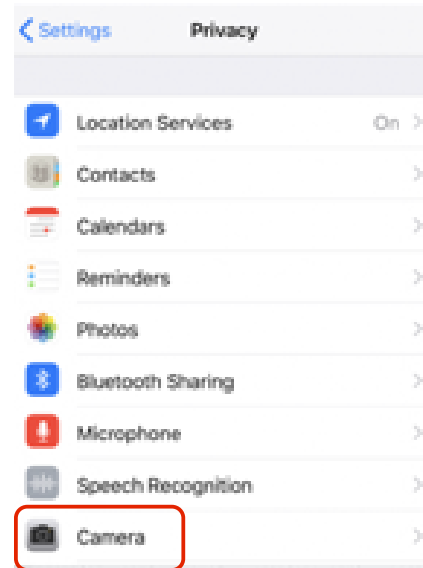
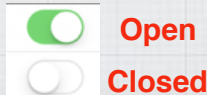
After reading this summer that Facebook could access your microphone, you indeed have reason to be a little paranoid! Fortunately iOS is easy to lock down. You know the answer lies in Settings, but where? Open Settings and swipe down to open the Search Box and type 'microphone'.



It takes you to the Privacy/Microphone page and be prepared to be surprised - there are lots of Apps listening in!



To revoke permission for Instagram or Gmail to hear your conversations, click the Green (open) slide to White (closed) to turn them off.



As long as we are here on the Privacy tab, click on the other options to see who can access various features of your iPhone.

The Camera for example

Surprise Again!

At some point I inadvertently gave all these Apps permission to access my camera. You can bet I have since shut them down.



Hope that helps you wrest back control of your privacy. It's important. On the Mac fix them in System Preferences.



Time for your Questions??

Sun City Computer Club will upload a PDF of this slideshow to their website

(or visit www.rmug.weebly.com)