

Tech Tips

September 13, 2016

Many from Phil Davis (See OMUG Website - August Meeting Tech Tips)

Others from <http://www.techradar.com/how-to/software/operating-systems/50-best-mac-tips-tricks-and-timesavers-1310283>

Quit Frozen Application

Problem

1. Your application is stuck and the beachball is spinning.
2. You can't use Force Quit from the Apple menu.

Solution

- Use **⌘ ⌥ ESC** to force the application to close

If all else fails ...

- Turn computer off and restart
-

Force Quit (⌘ ⌥ ESC)



⌘ - Command Key

⌥ - Option Key

ESC - Escape Key

Press & Hold Command & Option Keys and then add the ESC key

Incoming Emails Missing

Test

- Select Mail Menu > Window > Connection Doctor
- Are your messages OK online? (Gmail, iCloud, Yahoo)

Check

- Account settings (Tip: Keep a record of your settings)
- Network connectivity - are you connected?

Possible Actions

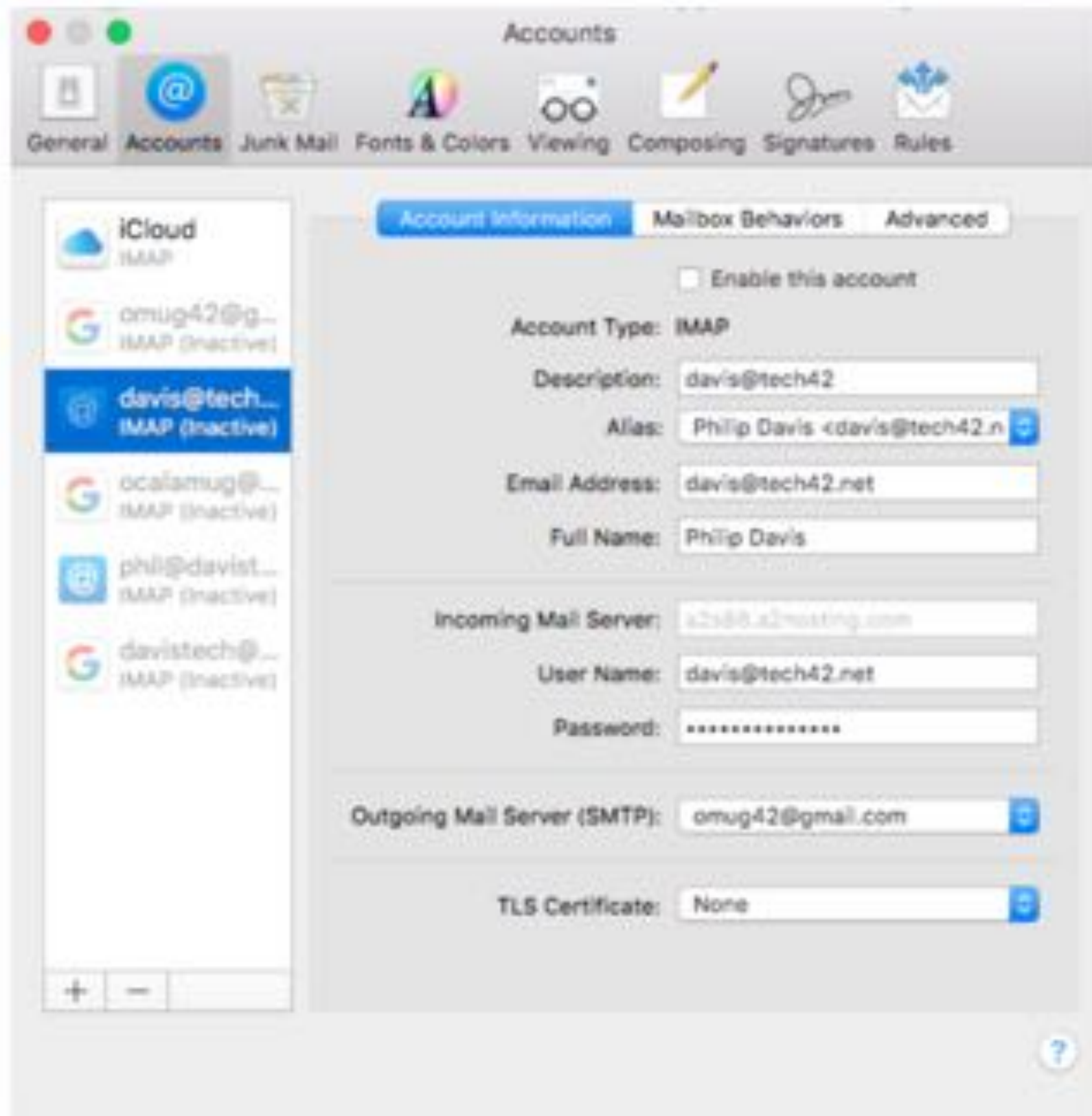
- Restart Mail app
- Reboot Computer
- Delete and restore the email account (only for IMAP)

Record Your Email Settings

1. Use Screen Capture
2. Save the screens in a document (Pages, TextEdit, etc.)

Keys	Action
↑ ⌘ 3	Screen to file
^ ↑ ⌘ 3	Screen to clipboard
↑ ⌘ 4	Area to file (Add spacebar to capture window)
^ ↑ ⌘ 4	Area to clipboard (Add spacebar to capture window)

Incoming: Account Information Tab



Incoming: Mailbox Behaviors Tab

The screenshot shows the 'Accounts' settings window with the 'Mailbox Behaviors' tab selected. The window title is 'Accounts'. The top navigation bar includes 'General', 'Accounts', 'Junk Mail', 'Fonts & Colors', 'Viewing', 'Composing', 'Signatures', and 'Rules'. The left sidebar lists several accounts: iCloud (iMAP), omug42@g... (iMAP (inactive)), davis@tech... (iMAP (inactive)), ocalamug@... (iMAP (inactive)), phil@davist... (iMAP (inactive)), and davistech@... (iMAP (inactive)). The main content area has three tabs: 'Account Information', 'Mailbox Behaviors' (selected), and 'Advanced'. Under 'Mailbox Behaviors', there are settings for 'Drafts', 'Sent', 'Junk', and 'Trash'. Each mailbox type has a checkbox to 'Store' messages on the server and a dropdown menu for 'Delete' messages when.

Accounts

General Accounts Junk Mail Fonts & Colors Viewing Composing Signatures Rules

Account Information **Mailbox Behaviors** Advanced

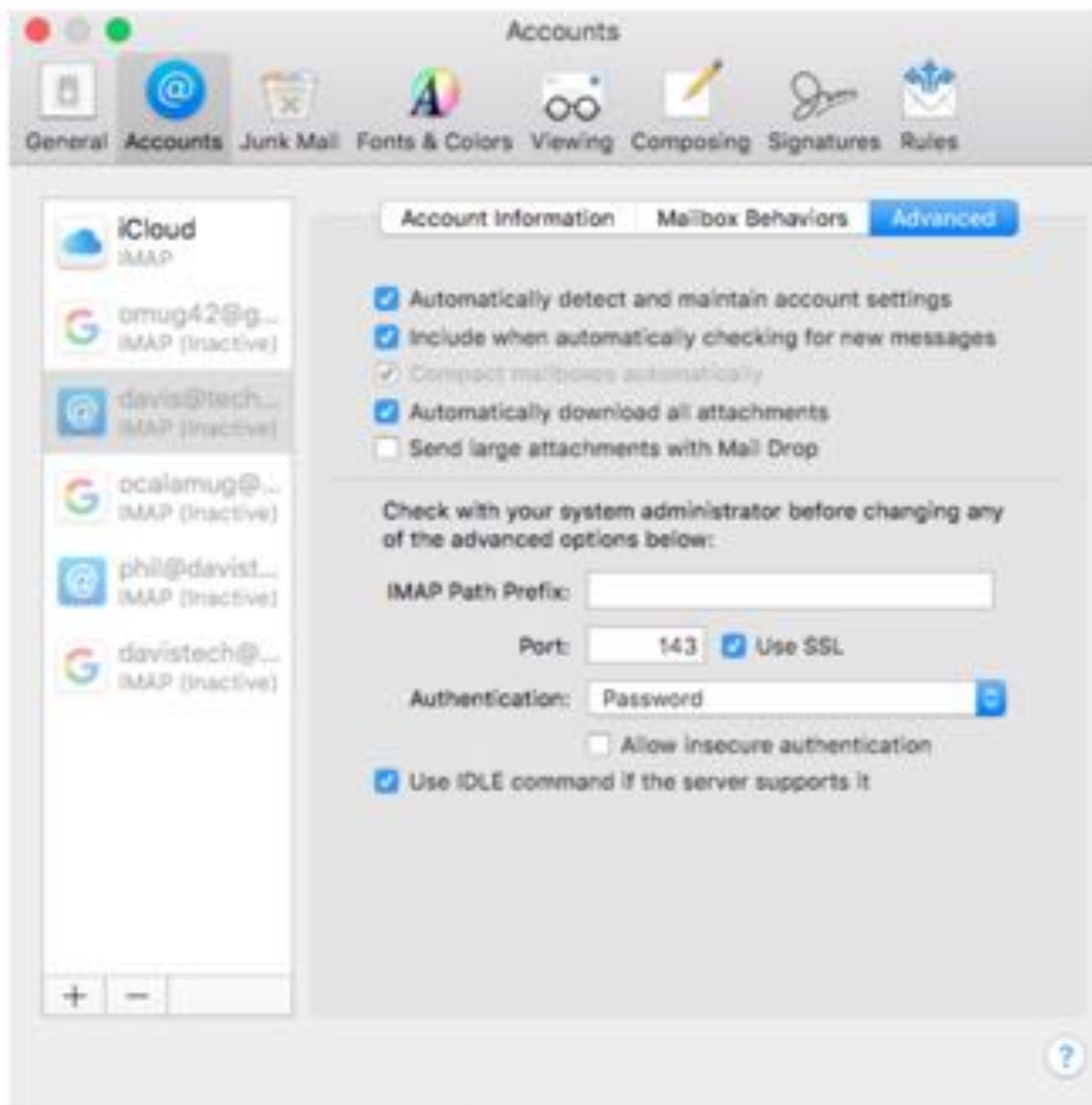
Drafts Store draft messages on the server

Sent Store sent messages on the server
Delete sent messages when: Never

Junk Store junk messages on the server
Delete junk messages when: Never

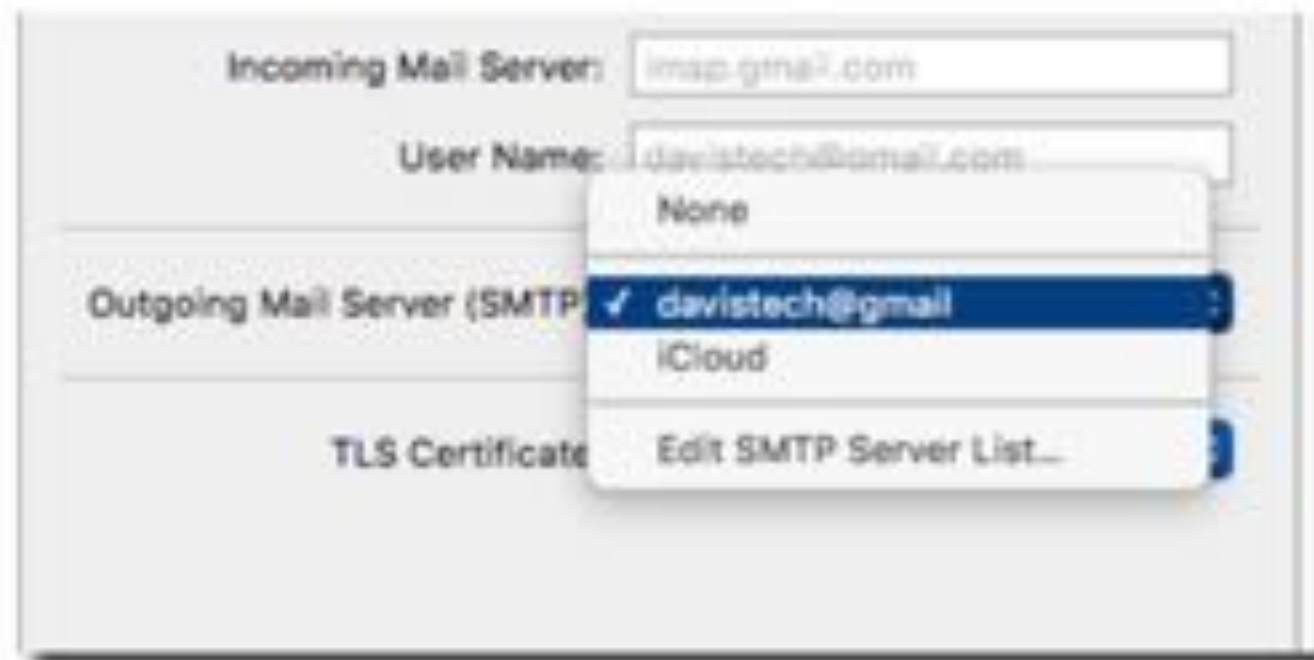
Trash Move deleted messages to the Trash mailbox
 Store deleted messages on the server
Permanently erase deleted messages when: One month old

Incoming: Advanced Behaviours Tab



Outgoing Mail Settings

1. Select the Account Information Tab
2. Click the drop-down arrow beside **Outgoing Mail Server (SMTP)**
3. Select **Edit SMTP Server List**



Repair Boot Disk

Problem

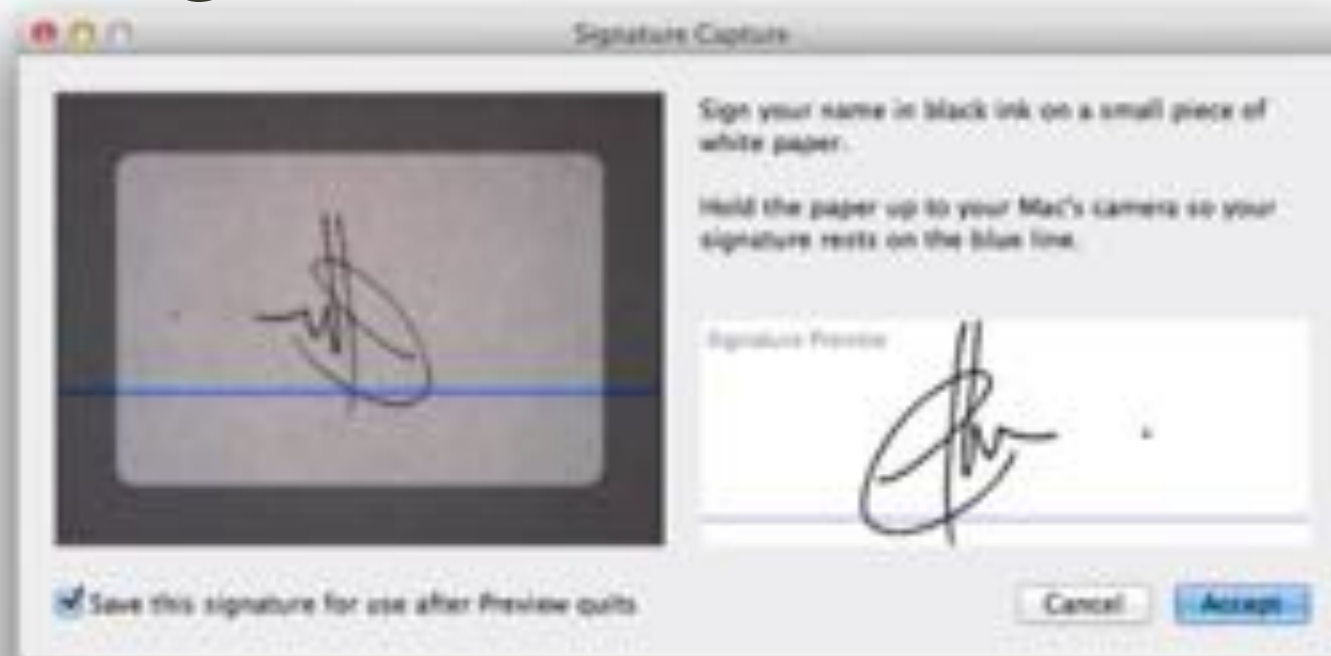
You suspect that something might be wrong with your boot disk (your internal hard drive or SSD).

You can't use Disk Utility to repair your boot disk!

Solution

- Use **⌘ R** while restarting your computer to boot into the Recovery Partition
- Select **Disk Utility > Repair Disk**
- Reboot normally after repair completed

Sign Your Documents



- Go to the Signatures tab in Preview's preferences and then click the +. Now, sign your name in black ink on a small piece of white paper and hold it up to your Mac's webcam.
- Line it up and click Accept (making sure the 'Save this signature' option is checked if you want to use it in the future).
- Open a document you want to sign, pop up the Edit Toolbar and click the signature icon - it looks like an S on a line next to a tiny x.
- Draw a box to add your signature on the form. You can scale and reposition it afterwards too.

Make a keyboard shortcut for anything



- **Go to System Preferences > Keyboard > Application Shortcuts. Click the + button**
- **Choose which app you want to apply it to from the drop-down list, you must know the exact name of the menu command to type into the next box, including the correct case and any special characters**
- **Choose a unique key combination to invoke the command, then click Add.**

View someone's screen remotely



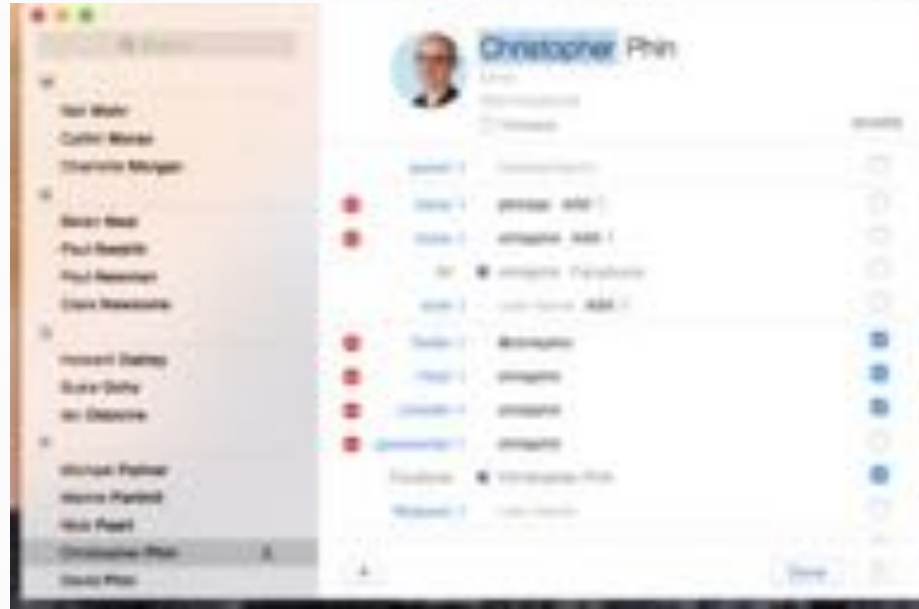
- **Launch Screen Sharing by searching for it with Spotlight then entering the Apple ID of the person you're trying to contact. (If you or they don't know it, just have them look in the iCloud pane of System Preferences.)**
- **Make sure Screen Sharing is enabled in the Sharing pane of System Preferences.) They'll be asked to grant you permission to view their screen, and they can also then click on the screen sharing icon in the menu bar and grant you the ability to virtually, remotely control their mouse and keyboard too.**

Record your iPhone or iPad's screen



- **Connect your iOS device to your Mac using its cable, then launch QuickTime Player. Chose New Movie Recording from the File menu and then, if it's not already selected for you, choose your connected iOS device as the 'camera' source from the drop-down menu next to the record button.**
- **Choose whether you want to record sound (either from a built-in or external mic, or the audio the iOS device itself is producing) from the same menu, then click the record icon.**
- **Trim the clip (⌘T) and then easily share it, e.g., to YouTube.**

Share (some) contact details



- **Old-fashioned way - drag a contact card out of the Contacts app and then attach to an email**
- **In Contacts' preferences, click vCard then Enable private me card. Now, when you go to your Me card in Contacts – and you might have to define one first – and click Edit, you get a series of checkboxes next to each field to show whether it would be included when you share a card.**



The
End

Until Next Month When Phil
will do his usual great job