

# QuickTips

November 14, 2018

# Screen Shot Changes

CMD + Shift + 3	Capture full screen; hold for 5 seconds
CMD + Shift + 4	Capture a region; hold for 5 seconds
CMD + Shift + 5	Capture full screen, window, region; hold for editing

- Mark up your screen shots using tools previously only available in Preview.
- Markup tools available using Quick Actions in the Finder

# Using Quick Actions

In Mojave, Quick Actions are added below the preview of the selected file in the right sidebar. Actions will vary depending on the file and the app used to edit it.

Enable Quick Actions in the Finder

- Open a Finder window: select View > Show Preview (Shift-Command-P)

Examples

- PDF files
- Images (jpg, png, etc.)
- Video and audio files

You can create custom Quick Actions using the Automator app.

# Using Notes App

Improved over last several years

- Create folders and subfolders
- Add images, PDFs, videos, audio files
- Sort, pin, password-protect notes
- Share notes
- Sync with all devices using iCloud
- Scan documents (iOS)
- Add pictures, videos (iOS)

# Contents

## Current Activities

- To do lists, shopping lists, medical records, recipes, maps, temporary notes, etc.

## Personal Knowledge Library

- Digital Asset Inventory -- account login and access information
- Personal Records -- financial, health, important docs, home, receipts
- Planning -- projects, travel
- Reference Library -- product manuals, technical information
- Genealogy files

## Utilities (Macintosh HD > Applications > Utilities)

- **Activity Monitor.app**
- Adobe Flash Player Install Manager.app
- **AirPort Utility.app**
- Audio MIDI Setup.app
- Bluetooth File Exchange.app
- Boot Camp Assistant.app
- ColorSync Utility.app
- Console.app
- Digital Color Meter.app
- **Disk Utility.app**
- Grapher.app
- **Keychain Access.app**
- **Migration Assistant.app**
- **Screenshot.app**
- Script Editor.app
- **System Information.app**
- Terminal.app
- VoiceOver Utility.app

## Hidden Files (Macintosh HD > System > Library > CoreServices)

- **About This Mac.app**
- Archive Utility.app
- Directory Utility.app
- **DVD Player.app**
- Feedback Assistant.app
- Folder Actions Setup.app
- **Network Utility.app**
- RAID Utility.app
- **Screen Sharing.app**
- Storage Management.app
- System Image Utility.app
- Wireless Diagnostics.app

File in red were moved from the Utilities folder and are now hidden.

# Help Files

## **Pages version 7.3 (5989)**

- Pages Help for Mac
- Pages Help for iPad
- Pages Help for iPhone
- Pages for iCloud Help

<https://help.apple.com/pages/mac/7.2/>

<https://help.apple.com/pages/ipad/4.3/>

<https://help.apple.com/pages/iphone/4.3/>

<https://help.apple.com/pages/icloud/>

## **Numbers version 5.3 (5989)**

- Numbers Help for Mac
- Numbers Help for iPad
- Numbers Help for iPhone
- Numbers for iCloud Help

<https://help.apple.com/numbers/mac/5.2/>

<https://help.apple.com/numbers/ipad/4.3/>

<https://help.apple.com/numbers/iphone/4.3/>

<https://help.apple.com/numbers/icloud/>

## **Keynote version 8.3 (5989)**

- Keynote Help for Mac
- Keynote Help for iPad
- Keynote Help for iPhone
- Keynote for iCloud Help

<https://help.apple.com/keynote/mac/8.2/>

<https://help.apple.com/keynote/ipad/4.3/>

<https://help.apple.com/keynote/iphone/4.3/>

<https://help.apple.com/keynote/icloud/>



# More Help Files

## Other

- Apple Support Site Map <https://apple.co/2OCLWtO>
- Photos - Official Apple Support <https://apple.co/2OwAKPI>
- Safari Version 12.0.1 <https://apple.co/2OypYrw>
- Apple - Manuals <https://support.apple.com/manuals>
- Messages Version 12.0 <https://apple.co/2OrLfDr>
- Mail Settings Lookup [https://apple.co/2OyKXL5.](https://apple.co/2OyKXL5)

## iPad

- Basic iPad Lessons to Teach You the iPad <https://tinyurl.com/yb6feuzt>
- iPad Tutorials & Resources - Lifewire <https://tinyurl.com/y7hkpc37>
- iPad Tips & Tricks - Lifewire <https://tinyurl.com/y6ucamya>