

## Mac Workshop

### Get More From Your Mac

February 25, 2016

By Phil Davis

email: [davistech@gmail.com](mailto:davistech@gmail.com)

These presenter notes are provided as an aid to workshop attendees. Print these and bring them to class as a reference.

Presenter notes are often revised before the workshop — a final version will be posted later.

## Quick Tips

### 1. CREATE A SECOND ADMIN ACCOUNT

**Note:** This will facilitate troubleshooting problems

- System Preferences > Accounts
- Show details of user account
- Create new user account with admin rights
- Open lock with computer password — click plus sign
- Also: View login items
- Also: Change password - click lock to make changes

### 2. INTERNET ARCHIVE: DIGITAL LIBRARY OF FREE BOOKS, MOVIES, MUSIC & WAYBACK MACHINE

- <https://archive.org/>

## Backup Tips

### BACKUP TYPES

- Versioned backup - Time Machine
- Bootable clone - CarbonCopy Cloner
- Off-Site - BackBlaze
- Off-site - extra external drive stored somewhere else

### BACKUP HARDWARE

- USB 3.0 bus-powered
- USB 3.0 / Firewire / Thunderbolt - AC-powered
- External SSD
- Do-it-yourself enclosures
- Time Capsule
- External Hard Drives: Amazon.com
- Amazon.com: External Solid State Drives: Electronics

### BACKUP SOFTWARE

- CarbonCopy Cloner, SuperDuper
- BackBlaze, Crashplan

### RECOMMENDATIONS

- Minimum:** TimeMachine
- Better:** TimeMachine + Bootable Clone
- Best:** TimeMachine + Bootable Clone + Off-site storage
- Hardware:** Bus-powered USB 3.0
- Software:** CarbonCopy Cloner; Backblaze

⇧	Shift Key
⌘	Command Key
⌥	Option Key
⌘	Control Key
←	Left arrow
→	Right arrow
↑	Up arrow
↓	Down arrow

## Basic Tools: Disk Utility

### BASIC INFO

- Drive — Volume
- Partition Drive — Multiple Volumes
- Erase Drive: delete everything on drive; reformat drive w/ single volume
- Erase Volume: delete everything in volume; doesn't destroy partition information.

### FUNCTIONS

- Get basic information
- Sidebar - disk / volume
- Toolbar - info
- Run First Aid on external drive
- Format a drive — Erase | Partition
- Tell Spotlight to ignore external drives
- First Aid: Verify, Repair - boot from recovery disk to repair startup disk (⌘ R while rebooting)

## Basic Tools: System Preferences

- General
- Security & Privacy > General
- Keyboard
- Mouse or trackpad > uncheck scroll direction: natural
- Printers
- iCloud
- Sharing
- Users & Groups: add user; change password; change login options
- Dictation & Speech
- Accessibility: vision; zoom

## Launching Apps

Spotlight      ⌘ **Spacebar**  
 Launchpad      ⌥ ⌘ **L**

May need to create Launchpad shortcut in system preferences:

System preferences > keyboard > shortcuts > show launchpad

**QUICK TIP**

Future-proof your work.

TextEdit saves files in RTF format by default. This universal format can be read by any word processor or editor running on any computer.

Therefore RTF files will still be readable when programs like MS Word and Pages change their proprietary formats in the future.

**TextEdit****USEFUL SHORTCUTS (FOR MANY APPS)**

- Save a file **⌘ S**
- Duplicate a file **⇧ ⌘ S**
- Save a copy of a file **⇧ ⌘ ⌥ S**
- Help shortcut **⇧ ⌘ /**

**FILES**

- Formats - RTF, RTFD, text, HTML, doc, docx,

**SHOW**

- Document properties; Special characters

**USE TEXT EDIT TO GET A LIST OF YOUR FILES/FOLDERS**

- Select files; paste-and-match style **⇧ ⌘ ⌥ V**

**DEMONSTRATE**

- Search **⌘ F**
- Search & Replace **⌘ ⌥ F**
- Wrap on/off **⇧ ⌘ W**
- Completing text **ESC**

**TEXTEDIT STYLES**

- Use paragraph drop-down to see styles
- Show Styles > Favorites
- Add/Delete Style

**TIPS FOR NAVIGATING TEXT**

Double-click	select word	⇧ ← →	select one character left or right
Triple-click	select paragraph	⇧ ⌘ ← →	select one word left or right
⌘-Click	select non-contiguous text	⇧ ⌘ ← →	select to start or end of line
⌘ ← →	move one word left or right	⇧ ⌘ ↑ ↓	select to start or end of paragraph
⌘ ← →	move to start or end of line	⇧ ↑ ↓	select up or down one line
⌘ ↑ ↓	move to start or end of paragraph	⇧ HOME	select from cursor to top of document
		⇧ END	select from cursor to end of document

**QUICK TIP**

Use Preview for making quick edits to your photos.

Convert the photo to .png format so that the image doesn't degrade when you make the edits and save it.

**Preview****FUNDAMENTALS**

- Open sample PDF
- View thumbnails
- Show/Hide Edit bar; Show/Hide Sidebar
- Modify Tool Bar
- Show Inspector ⌘ I
- Preferences
- Delete pages; Merge docs

**DEMONSTRATIONS**

- Demonstrate Search
  - backup | “backup” — even when | “even when”
- Demonstrate Magnifier use ` key
- Demonstrate Annotation
- Tools > annotate > note
- View > highlights and notes
- Highlight text — Save modified pdf to cloud
- Take Screenshot: File > Take Screenshot
- Screen Grab ⌘ ^ ⌘ 4
  - Open Preview > File > New From Clipboard ⌘ N
- Work with images - instant alpha
- Work with images - crop; enhance
- Copy text from PDF to TextEdit
- Alternate Apps: PDFPen and PDFPen Pro

**KEYBOARD SHORTCUTS**

Page up/down	spacebar
Jump to URL	⌘ L
Search	⌘ F
Open in new tab	⌘ CLICK
Jump to tab	⌘ 1 ... ⌘ 9

**Safari****PREFERENCES**

- General
- Show passwords

**MANAGE TABS**

- Right-click on a tab
- New tab, close tab, close other tabs, move tab, reload tab, reload all, add bookmark

**SEND A PAGE VIA EMAIL**

**KEYBOARD SHORTCUTS**

Create new message	⌘ N
Delete message	⌘ Del
Reply to message	⌘ R
Forward message	⇧ ⌘ F

**Mail****GOOD PRACTICES:**

- Use BCC, delete addresses when forwarding, be polite, think before you send
- Don't send a novel
- Don't send two-word emails
- Don't send a mass email intended for one person

**SECURITY TIPS**

- Use separate email accounts for personal and work
- Create a unique password
- Beware of Phishing scams
- Never click links in Emails
- Do not open unsolicited attachments
- Avoid public Wi-Fi

**DEALING WITH SPAM**

- Use SpamSieve (\$30)
- Use Gmail as a filter
- Create a blacklist folder
- Create a filter to send to blacklist
- create rule: preferences > rules
  - if [condition] then move to blacklist folder
  - [condition] can be address, IP address, other

**DEMONSTRATION**

- Customize Tool bar
- Mail Preferences
- View accounts
- Add a rule
- Add a signature
- Search Mail
- Quick Look - view attachments
- Add a Smart Mailbox
  - Select the Mailbox > New Smart Mailbox
  - Define your conditions

**ALTERNATIVES TO APPLE MAIL**

- Mozilla Thunderbird
- Postbox
- MailMate
- Airmail - integrates w/ gmail
- Mail Pilot - integrates w/ gmail
- Mailplane

**QUICK TIP**

Open this PDF file in Preview or Adobe Reader.

Click on any of the items in the list to jump to the website for the resource.

**Resources****APPS MENTIONED IN WORKSHOP**

- [Airmail](#)
- [Backblaze](#)
- [Carbon Copy Cloner | Bombich Software](#)
- [CrashPlan Backup Software](#)
- [Mail Pilot](#)
- [MailMate](#)
- [Mailplane](#)
- [Mozilla Thunderbird](#)
- [PDFpen: Mac PDF Editor](#)
- [Postbox](#)
- [SpamSieve](#)
- [SuperDuper!](#)

**APPLE RESOURCES**

- [Mac Apps - iMovie - Apple Support](#)
- [Mac Apps - Mail - Apple Support](#)
- [Mac Apps - Mail - Apple Support](#)
- [Mac Apps - Messages - Apple Support](#)
- [Mac Apps - Messages - Apple Support](#)
- [Mac Apps - Numbers - Apple Support](#)
- [Mac Apps - Pages - Apple Support](#)
- [Mac Apps - Photos - Apple Support](#)
- [Mac Apps - Preview](#)
- [Mac Apps - Safari - Apple Support](#)
- [Mac Apps - Safari - Apple Support](#)
- [Mac Apps - Spotlight](#)
- [Mac Apps - TextEdit](#)

**OTHER RESOURCES**

- [Email Field Guide — MacSparky - iBook](#)
- [Take Control of Apple Mail - PDF](#)
- [The case for using TextEdit as your word processor: old, but still relevant.](#)
- [How to Backup Your Mac: Your Complete Guide to Mac Backup](#)