

Mac Tips & Tricks

By Phil Davis
September, 2016

OMUG Ocala Macintosh User Group
<http://www.ocalamug.org>

macOS Sierra

Will be available on September 20

Computers that can support macOS Sierra

Model	Year	Model ID
MacBook	Late 2009 >	MacBook6,1 >
iMac	Late 2009 >	iMac10,1 >
MacBook Air	2010 >	MacBookAir3,1 >
MacBook Pro	2010 >	MacBookPro 6,1 >
Mac Mini	2010 >	Macmini4,1 >
Mac Pro	2010 >	MacPro5,1 >

Memory Requirements

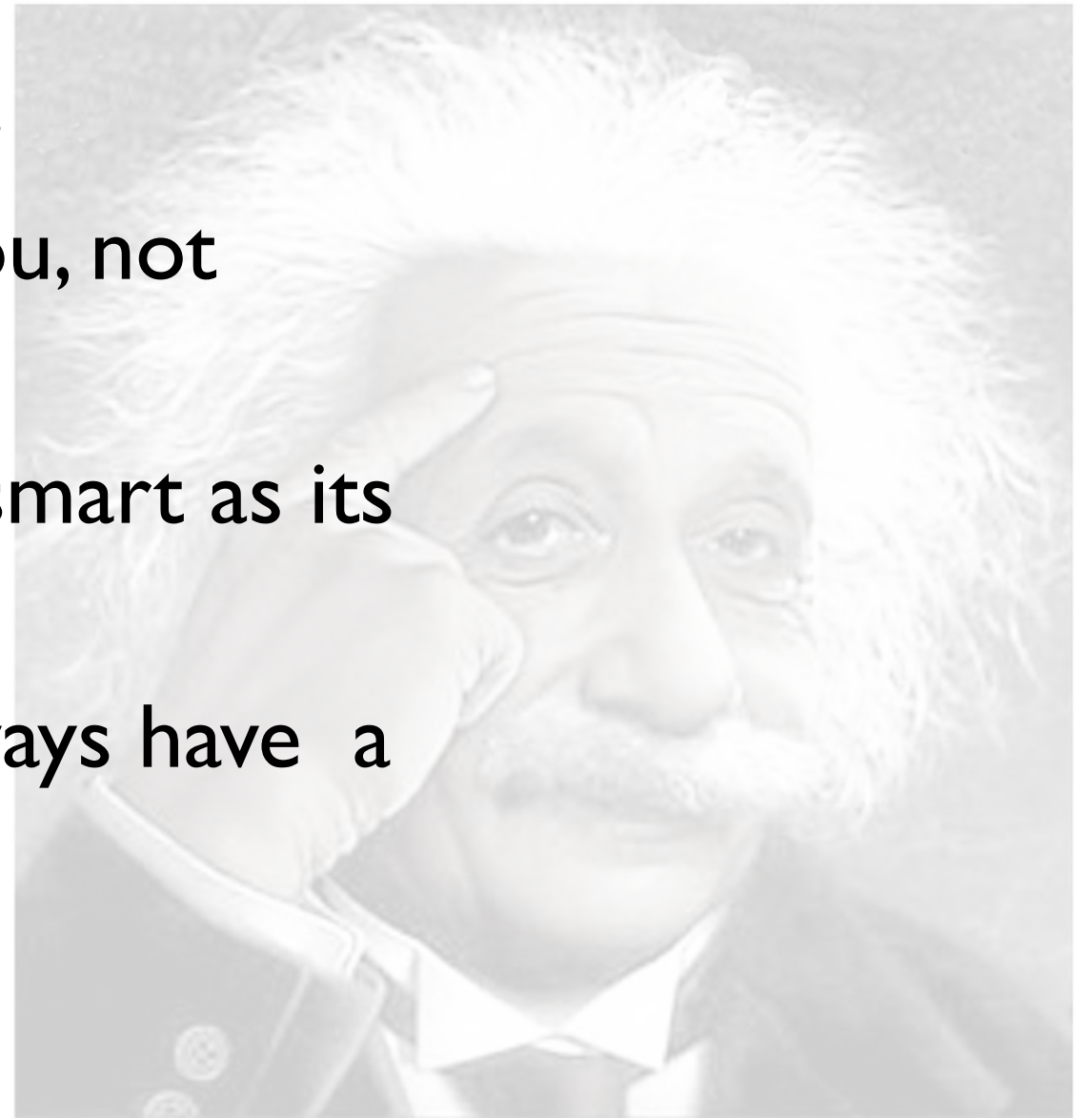
Item	Minimum	Recommended	Much Better
RAM	4 GB	8 GB	16 GB
Drive Space *	16 GB	32 GB	64 GB

* Free space needed just for the installation

Work Smarter, Not Harder

Ponder these thoughts ...

- ▶ Computers should help you, not other way around
- ▶ Your computer is only as smart as its user
- ▶ Anticipate problems -- always have a Plan B



Work Smarter Not Harder!



Three ways to work smarter

Work Smarter

1. Organize Your Stuff
2. Protect Your Stuff
3. Plan For Contingencies



**WORK SMARTER...
NOT HARDER!®**

“Have nothing in your house that you do not know to be useful or believe to be beautiful.”

–William Morris

computer

“Have nothing in your ~~house~~ that
you do not know to be useful or
believe to be beautiful.”

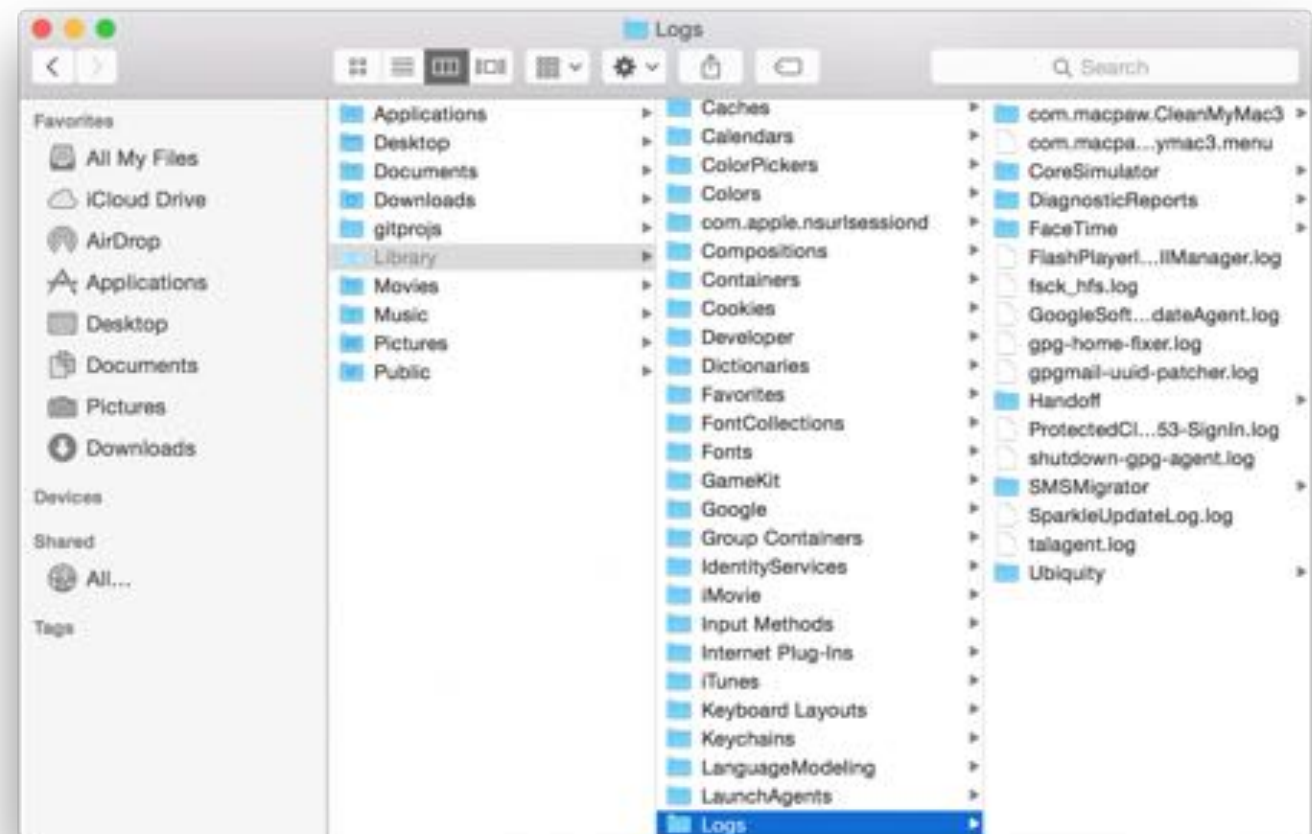
- ~~William Morris~~

- Phil Davis

Learn About Files

Everything is a file

- Documents
- Pictures
- Notes
- Creative Work
- Archives
- Email
- Applications
- etc.



File Characteristics

Source

- Things we create
- Things we collect

Persistence

- Temporary — work in progress
- Permanent — completed work

Location

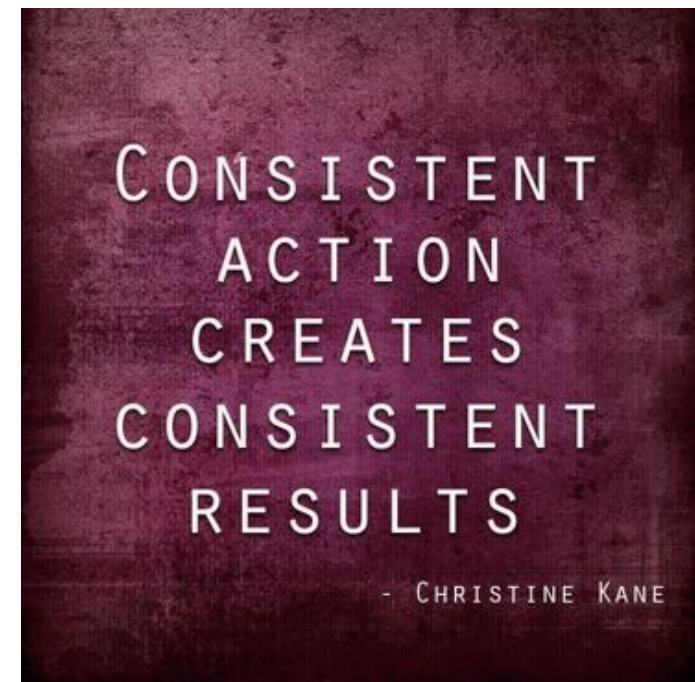
- In our computer
- In our mobile device
- In the cloud

Organize Your Files

Create an organizational scheme that works for you

- Folder naming
- Subfolder hierarchy
- File naming
- Location

Be consistent in using the scheme



Where is My Stuff?

Every user has a **Home** folder which contains unique subfolders ...

- Desktop
- Documents, Pictures, Music, Movies
- Downloads, AirDrop

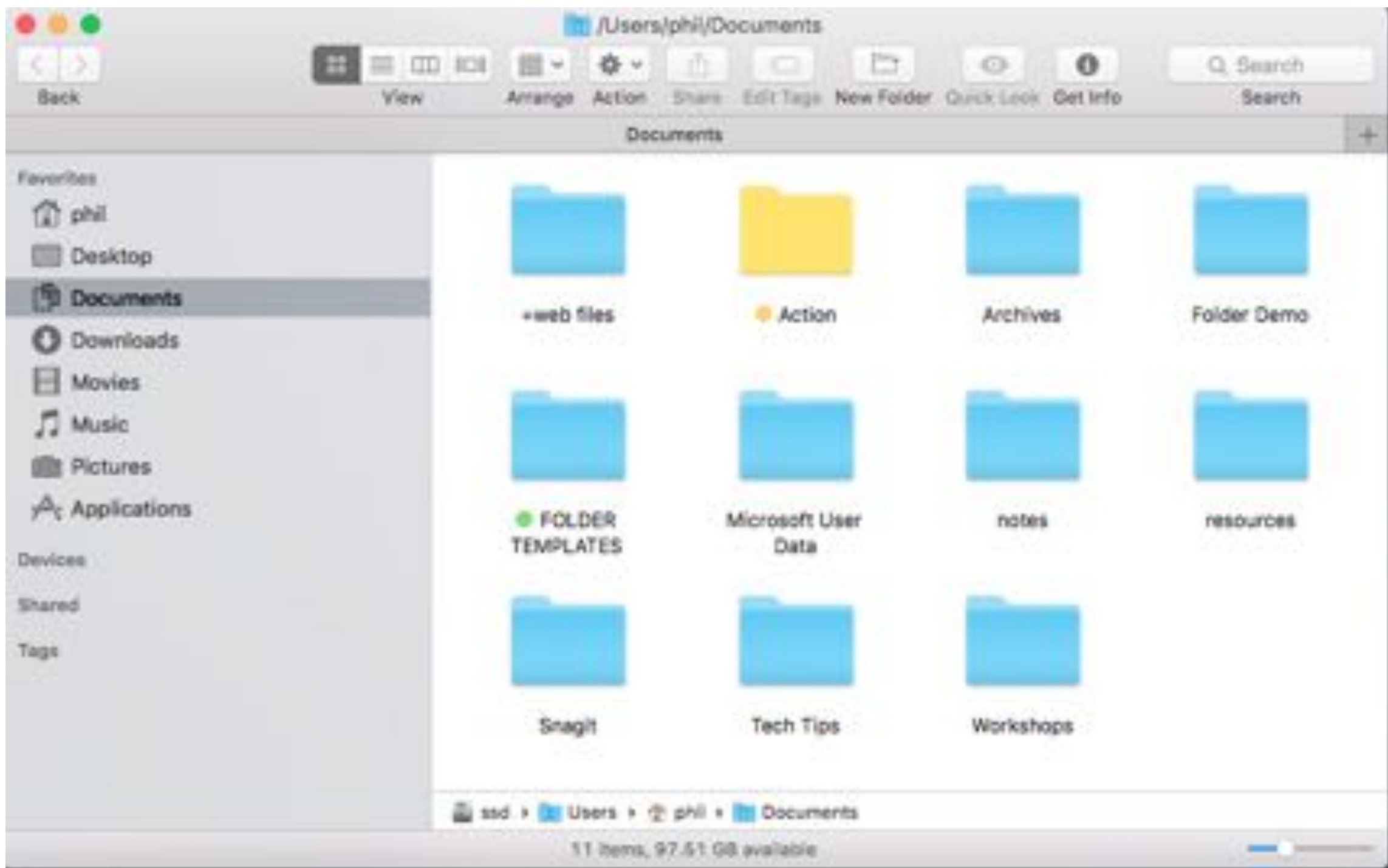
The **Applications** folder is shared by all users

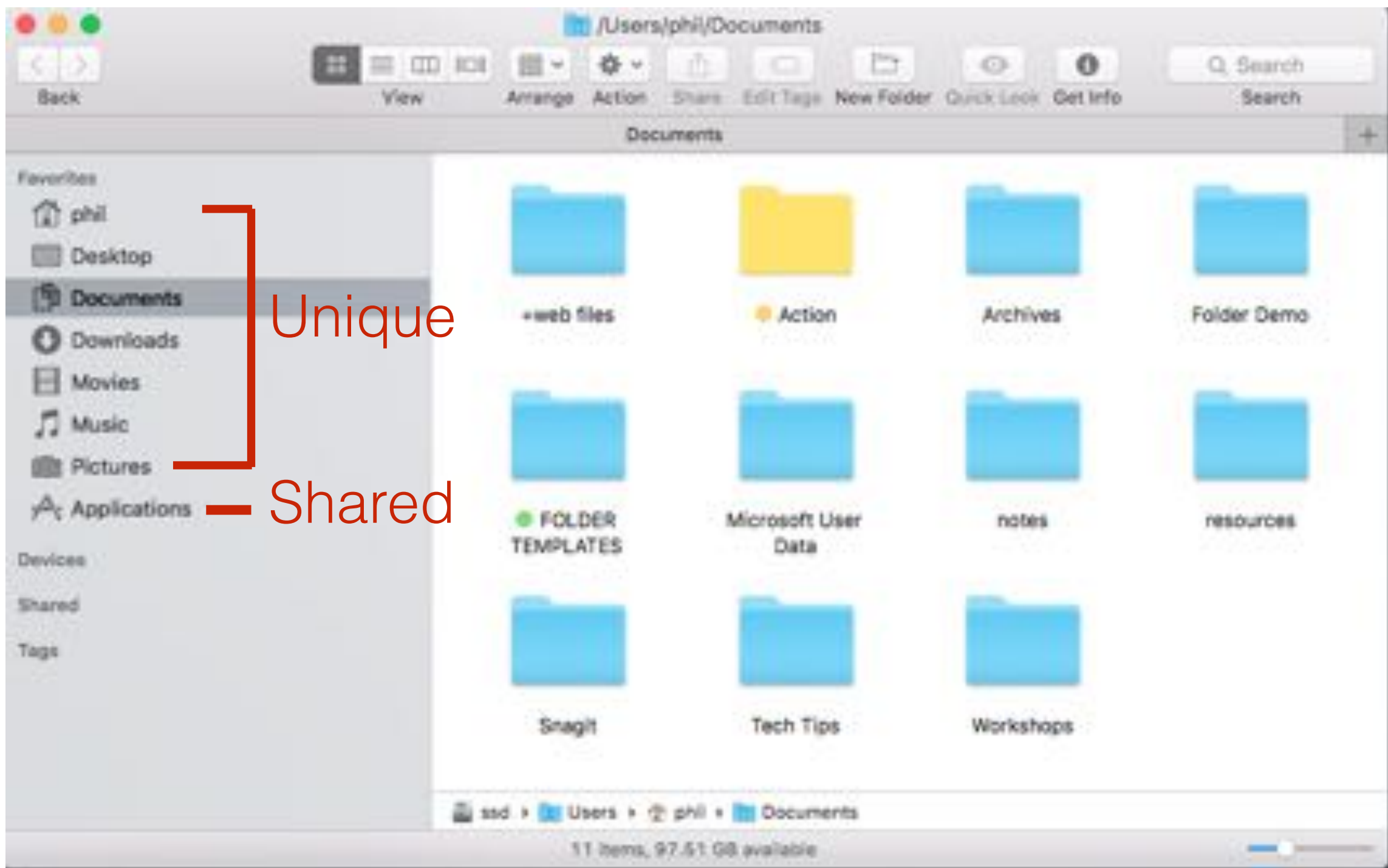
The Finder

The Finder should be your best friend!

The Finder ...

- ☑ Is at the heart of how you interact with your Mac
- ☑ Provides access to files and folders
- ☑ Helps you find things (hence the name)
- ☑ Allows you organize things
- ☑ Is a window into your computer





More Folders

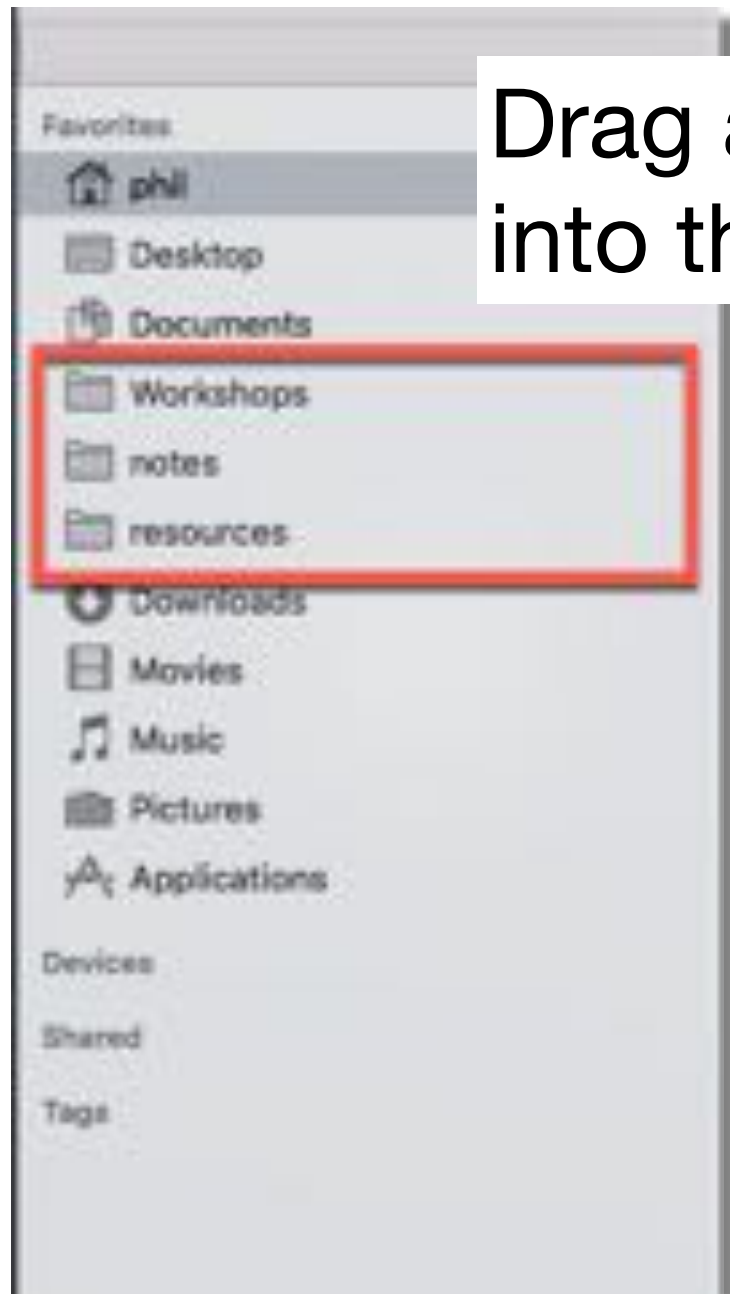
You may see other folders in your sidebar

Use Finder Preferences to choose the ones you want to see on the sidebar

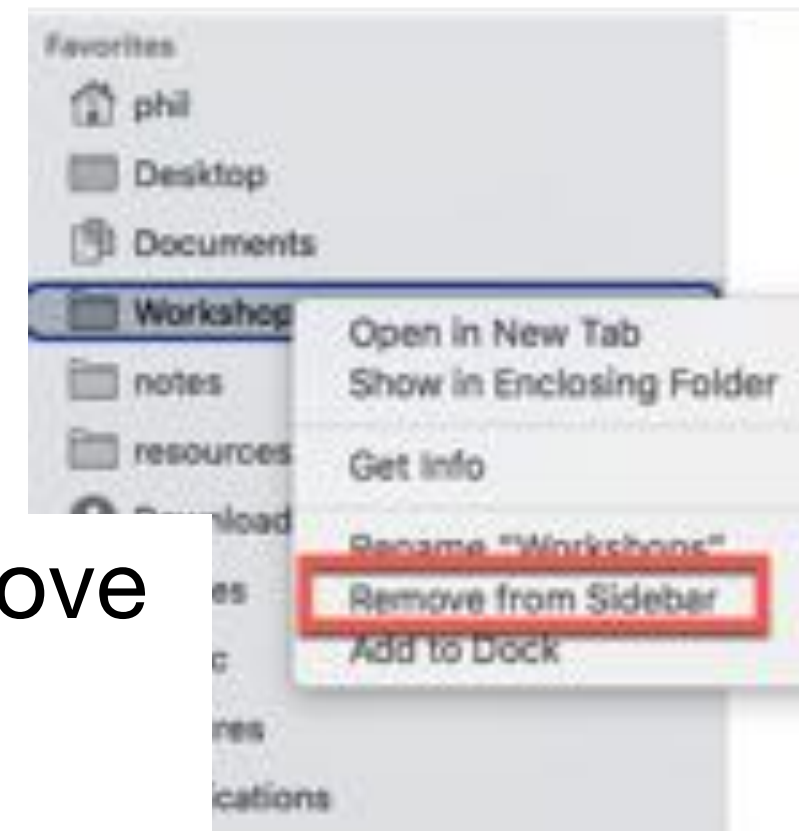


Managing the Sidebar

Drag and Drop folders into the sidebar



Right-click to remove folders from the Sidebar



Folder Tips

Home folder

- Don't save any files in this folder

Documents, Pictures, Movies

- Create subfolders; create folder templates

Downloads

- Move or delete downloaded files after use

Desktop

- Keep your desktop clean

Finder Tips

- ☑ Change Finder Views

 - Icons, List, Columns, Cover View

- ☑ Arrange files in views using the Arrange Tab

 - 10 options

- ☑ Use Finder Tabs

 - Open more than one Finder view

 - Useful when moving files

Work Smarter

Create a Knowledge Library (KL)

A searchable, organized repository for information — text, images, links, PDFs

Example: Create a KL when planning a trip

Example: Create a KL for tech tips and other “How Tos”

Tools

Apple Notes, nvALT, DevonThink, MS OneNote, Outline, Evernote, and more ...

Workshop: January 21, 2017

Work Smarter

Use tools like TextExpander to create shortcuts for:

Email addresses

Repetitive phrases

Fast form email replies

Filling out web forms

and much, much more ...



Workshop: October 27, 2016



Protect Your Stuff

Information

Passwords

— Use a password manager app

Account Logins

— UID, PW, secret Q&As

Financial Plans

— Save copies in the cloud

Important Docs

— Scan and save as files

Work in Progress

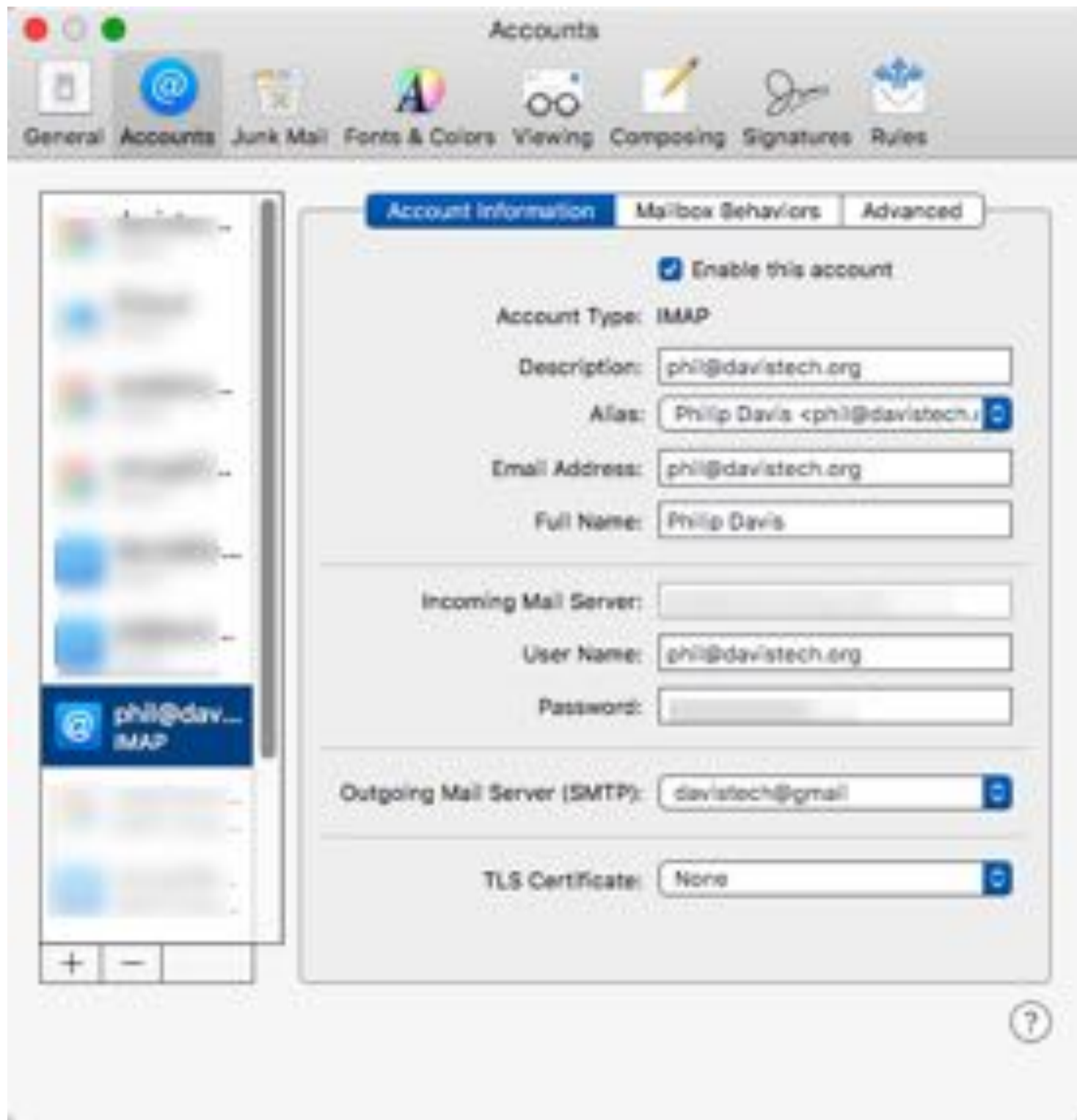
— Use copies in the cloud

Family Photos

— Save digital copies off-site

App Configurations

— Document and save





Backup your computer

Why Backup?

Facts

- Hardware can fail
- Software can fail
- Users can fail (PEBKAC)
- Nature can bite us (lightning, floods, fire)
- Burglars can ruin our day

Reasons & Excuses

Reasons I've heard for not backing up ...

- Too much trouble
- Don't know how
- Don't think it's necessary
- Too expensive
- Why bother

Are you willing to roll the dice?

Backup 101

Provides specific information on the why, what, and how of Mac backups.

I encourage you to download and read this short Tech Note.

Go to OMUGWeb >
Resources > Tech Notes



Download Link: <http://goo.gl/xcysnA>



Uninterruptible Power Supply

Important in Florida - lightning!



Don't forget the network!

What You Probably Have Now



— COAX

— Ethernet

What You Should Have



* UPS should be in at least one of these positions.

— COAX

— Ethernet

When trouble strikes...



“When in trouble, or in doubt,
run in circles, scream and shout!”

“Panic can be lots of fun,
if you shout and scream and run!”

– Author unknown



Always have a Plan B!

Plan for Contingencies

Maintenance

- Learn routine things to help your Mac perform better and avoid problems

Troubleshooting

- Learn to fix common problems

Tools

- MachineProfile, Etrecheck, ONYX, CleanMyMac
- TeamViewer

Books

- *TCO of Maintaining Your Mac, TCO of Troubleshooting Your Mac*

Learn About Your Computer

- Attend Workshops
 - Mac Fundamentals: September 22
 - Using Evernote & TextExpander: October 27
 - More in 2017!
- Study tutorials
- Read books
- Read tech blogs
- Ask questions

One More Thing

You are the only one that knows what you don't know!

- Take the initiative to learn about your computer
- Many resources and tutorials — Check OMUGWeb
- Ask for help on the OMUG Forum
- Ask Google “How do I
- Learning is fun, and pays enormous dividends

NEW — MacHelp Sessions

MacHelp Sessions

Non-structured help sessions where volunteers provide 1-on-1 info to beginners, and individual help. The sessions will be open to anyone.

Mac users may come at any time during the session. Help will be on a first-come, first-served basis. If there is a crowd, you may have to wait a little while.

Location: Discovery Center

Time: 10 AM - Noon

Dates: First Saturday of each Month (tentative)

Nov 5 - Trial run

Future sessions are TBD, depending upon interest and how the November session goes.

Workshops in 2017

Starting in January our workshops will be held at the Discovery Center.
Visitors are always welcome.

Day: Saturday

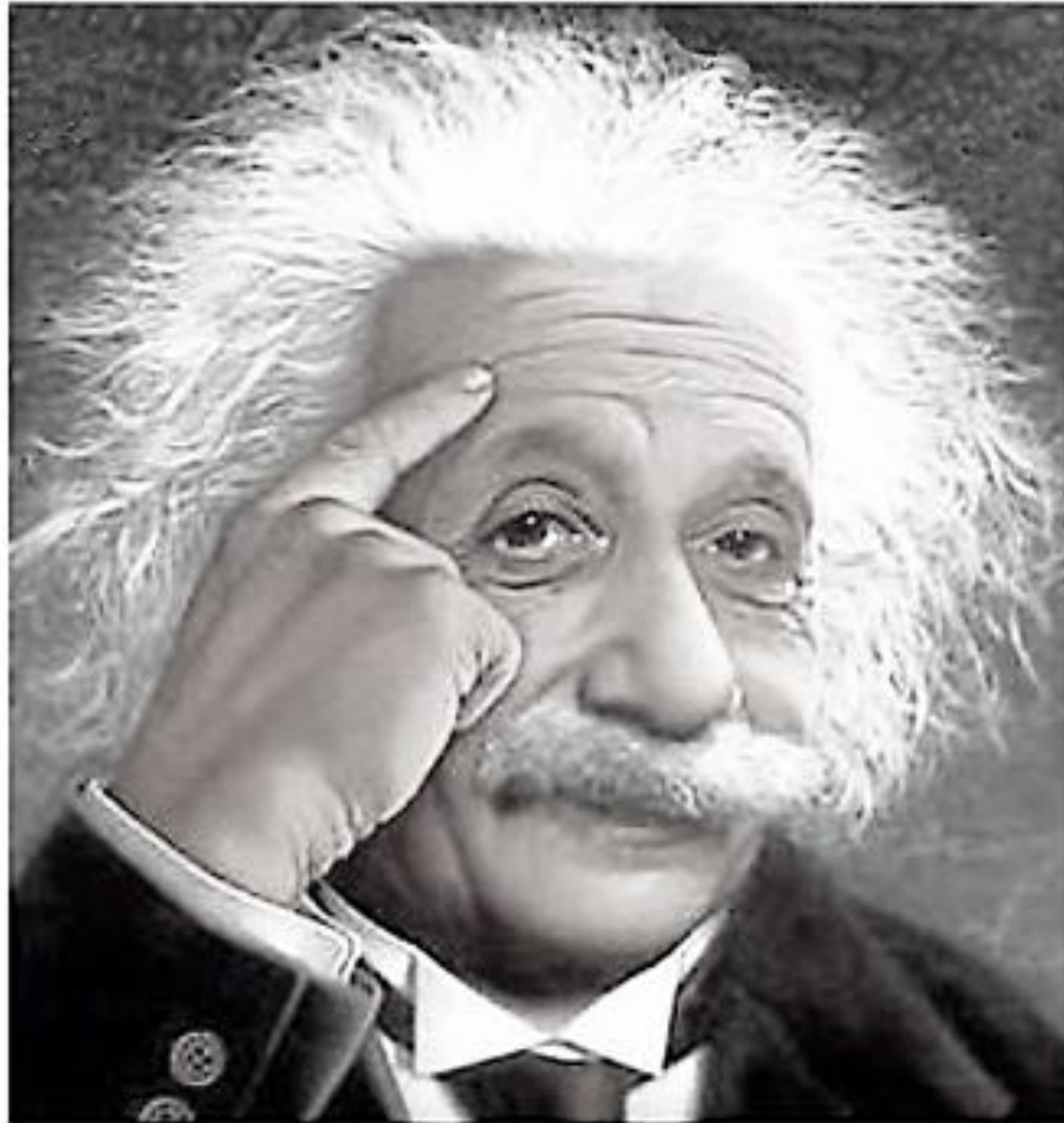
Time: 10 AM - noon

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- Jan 21 - Create a Personal Knowledge Library
 - Feb 18 - Using iPhone and iPad
 - Mar 18 - Budget Planning Using Numbers
 - Apr 29 - Using Apple TV
 - May 20 - Finding Free Apps and Useful Websites
 - Sep 23 - Mac Fundamentals
 - Oct 21 - Get More From Your Mac

Potential Future Topics

- Create an ebook with Pages
- Create a newsletter with Pages
- Be your own genius: learn how to maintain and troubleshoot your Mac
- iDevice/iOS topics

Let us know your interests. Also, feel free to give a workshop. It's fun!



Work Smarter Not Harder!



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