

Tech Tips

2018-03-21

Workshop Schedule

Workshop	SLI	MTP
Using Pages & Numbers	Mar 23	Apr 30
Using Google Drive/App	May 04	May 14
Mac Help		Jun 25
iOS Help	Jun 26	
Mac Help	Jul 24	Jul 30
Mac Essentials	Aug 14	Sep 17
Mac Productivity Tips	Sep 25	Oct 22
iOS Help	Oct 16	
Mac Help	Nov 27	Nov 26

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Productivity Tools Workshops

- A series of four hands-on workshops with two topics per session. Each 1-hr session will be presented by one of the workshop attendees.
- Learn together about some of the productivity tools available for the Mac.
- Learn to get more from existing Mac software.
- Attendees are expected to contribute by learning about the tools, sharing experiences and tips, and helping others get more from their computers.
- Potential topics will be posted on machelp.tech so be thinking about what software or productivity tool you would like to tackle.

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Productivity Tool Workshops

Date	Day	Time	Location
May 22	Tue	1:30 - 3:30	SLI
June 19*	Tue	10:00 - 12:00	SLI
July 10*	Tue	1:30 - 3:30	SLI
August 21*	Tue	10:00 - 12:00	SLI

* Tentative, depends upon level of interest

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More Details

- Will be held at Senior Learners, Inc.
- Will cost \$5 per 2-hr workshop.
- Send an email to Phil or Dan if you want to attend and are willing to present a topic of your choice.
- Success depends upon your active participation.
- You will learn a lot more by presenting than you will by just sitting and listening!

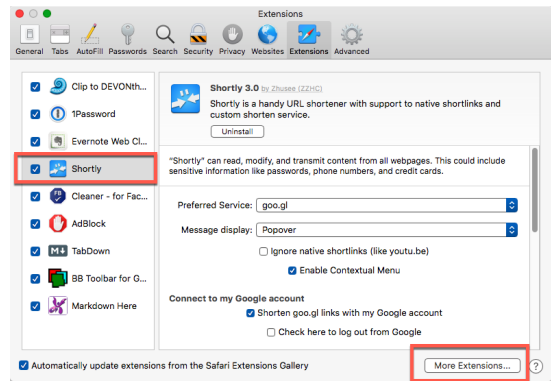
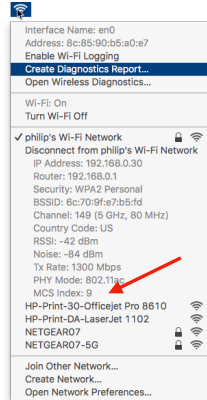
Potential Topics

- Using nvALT and the Archive as your short-term memory (Dan Pope)
- Using DEVONthink as your long-term memory (Phil Davis)
- Save time and work smarter with TextExpander
- Create smart searches and automate workflows with Alfred
- Organize your files and folders with Hazel
- Learn to use Mail more effectively (folder management, rules, templates, signatures)
- Use Apple Automator to automate repetitive functions
- Create a Personal Knowledge Library
- Supercharge your keyboard with Keyboard Maestro
- Manage your finances with Numbers
- Create a Digital Asset Inventory with Numbers
- Create greeting cards with Pages
- Create a Home Inventory with Numbers
- Using mind maps to inspire creativity
- Using LaunchBar and similar apps

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More Option Key Magic ...

- Hold down the option key before you click the wi-fi menu to see additional information regarding your connection and available networks.
- MCS Index. While not a precise measure of network throughput, the higher the number, the better/faster the connection in that spot, at least for downloading or streaming media.



https://www.amazon.com/dp/B012F8ALBC/?coliid=I39Q5QGGP0R3DZ&colid=W6YCNWYU9B5U&psc=0&ref_=lv_ov_lig_dp_it
<http://amzn.to/2pucRNC>

Mail Tip

Problem: When moving to a new computer your IMAP mail (Google, iCloud, Yahoo, etc.) will be automatically added to Mail on the new computer (after adding the accounts). But the folders that you may have created and saved "on my Mac" must be manually transferred.

- Open Mail in the old computer.
- Select one or more mailboxes (folders).
- From the menu: **Mailbox > Export Mailbox > select where to save the exports.** They will be in **.mbox** format.
- Open Mail in in the new computer.
- From the menu: **File > Import Mailbox > find the exported .mbox files.** They will show up in a folder called "Import" and be in a subfolder "<your filename>/mbox".
- Open the mbox subfolder, select all the messages and drag them to the parent folder.
- Select this mailbox and drag it out from under the "import" folder.

Reduce PDF File Size

Significantly reduce the size of a PDF file by saving it using a Quartz filter. This is particularly important when you are sharing files with others via email.

1. Open the PDF file in Preview
2. Select File > Save As (hold the option key down to see "save as")
3. Select Quartz Filter = Reduce File Size (from the menu at the bottom)
4. Click Save