

Meeting Tips (2018-02-14)

Screen Capture Tips

Use Services in various editing windows to do a full or partial screen grab. Use Markup in the captured image to add text and other markup items.

- Mail, Pages, Text Edit, Notes – right-click to select Service (uses the Grab utility)

See a list of all the available services.

- Sys Pref > Keyboard > Shortcuts > Services

Text to Speech | Speech to Text

There are a number of assistive technology features in macOS. Here are a couple to try:

- Dictation: Sys Pref > Keyboard > Dictation > Turn on
 - Right CMD CMD – shortcut to activate (this can be changed)
 - Say “computer” to issue commands (the activation word can be changed)
 - See a list of commands: Sys Pref > Accessibility > Dictation > Dictation Commands
- Text to Speech: Sys Pref > Accessibility > Speech
 - Select text > OPT+ESC to read selected text (the shortcut can be changed)

Finder Tips

Demonstrate how to:

- show/hide sidebar
- show/hide favorites
- add folders to favorites
- add folders to tool bar (opt+cmd drag)
- customize tool bar

Window Tips

Demonstrate how to:

- Minimize window options
- Select from list while hovering over icon to open
- Change window sizes; move windows
- Behavior of control buttons
- Zooming
- Full Screen
- Split Screen