



Tech Tips

Ocala Macintosh User Group
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Basic Shortcuts

⌘ A Select All

⌘ X Cut

⌘ C Copy

⌘ V Paste

⌘ S Save

⌘ F Find

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Text Editing Shortcuts

⌘ ← ⌘ → Go to previous/next word

⌘ ↑ ⌘ ↓ Go to start/end of paragraph

⌘ ← ⌘ → Go to start/end of the line

⌘ ↑ ⌘ ↓ Go to start/end of the document

Add ⌘ to any of the above to select

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Create a shortcut for your email address (or other repeated text)

- System Preferences > Language & Text
- Select Text tab
- Check “use symbol and text substitution”
- Click (+) to add new shortcut
- ▶ Try this for your email address

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Use non-standard answers to security questions

- Example: What is your Father's middle name?
- Bad -- Easy for hackers to find
- Use nonsense, bogus, or unusual answers
- Use Password Assistant or 1Password to generate an answer

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Write Your Own Question (allowed by some sites)

Q: Is this the right question?

A: I don't know, is this the right answer?

Q: Name of first employer

A: 1,375,000 cubic meters

Q: Father's middle name

A: vayt-jeps-yaf-g

Q: Who's on first?

A: Yes.

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Using the OS X Password Assistant

- Finder > Utilities > Keychain Access
- File > New Password Item
- Click the black key icon
- Create your password
- Enter keychain name, account name

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How to view the Library folder?

Library folder contains user preferences and other configuration items

User's library folder is hidden in Lion and ML

Options

1. Finder > Go (hold \mathcal{L} down) - or -
2. Finder > Go > Go To Folder; Enter “~/Library/”

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