TMUG MEETING

11 November 2013
Trilogy Macintosh User Group

Opening Comments

• Any New Members ?

• Anyone Recently Purchase A New Apple Toy (Product) ?

• Anyone Have a Used Mac, iPad, iPhone or iPod touch for sale?

• Any Comments or Questions of General Interest ?

• A copy of this presentation will be made available to you later today or tomorrow; you will be able to find it on our blog at http:// trilogymug.wordpress.com

Next Meeting: 9 December 2013

Opening Comments

- **Any New Members ?**

- **Anyone Recently Purchase A New Apple Toy (Product) ?**

- **Anyone Have a Used Mac, iPad, iPhone or iPod touch for sale?**

- **Any Comments or Questions of General Interest ?**

- **A copy of this presentation will be made available to you later today or tomorrow**
  - **You will be able to find it on our blog at http://trilogymug.wordpress.com**

Next Meeting: 9 December 2013

Meeting Topics for November

- What's Happening in the Amazing World of Apple?

- Mac Apps

- Mac Tips & Tricks

- iPhone Apps

- iPhone and iPad Tips & Tricks

- Accessories

What's Happening in
The Amazing World of Apple ?

- Apple has announced that the newly released versions of iWork for Mac will have another update within the next six months (iWork includes <u>Pages</u>, <u>Numbers</u>, and <u>Keynote</u>

- According to Forbes, Apple is the most valuable brand in the world for a third straight time at $104.3 billion, up 20% over last year. It is worth nearly twice as much as any other brand on the planet

- Reviewer after reviewer are extolling the new iPad Air as not just the best iPad ever, but the best tablet on the market

  - David Pogue says that you'll find the Air a fantastic leap into the future if you're upgrading from an original iPad, or if you've never owned a tablet before.

- It is rumored that Apple is developing new iPhone designs including bigger screens with curved glass and enhanced sensors that can detect different levels of pressure, said a person familiar with the plans.
  - Two models planned for release in the second half of next year would feature larger displays with glass that curves downward at the edges. Sensors that can distinguish heavy or light touches on the screen may be incorporated into subsequent models

- Apple tops survey on tech support (<u>Consumer Reports</u>)
  - Apple also the only brand with positive standing in the phone support and online support caterories

What Do the Following Famous Apps Have in Common?

Microsoft Excel

Dreamweaver

PowerPoint

PageMaker

FileMaker

Photoshop

What Do the Following Famous Apps Have in Common?

They All Debuted on the Mac

(Before they became famous on the PC)

Excel (by Microsoft) 1985

Dreamweaver (by Macromedia) 1997

PowerPoint (by Forethought) 1986

PageMaker (by Aldus) 1985

FileMaker (by Forethought) 1985

Photoshop (by Adobe) 1988

Six Reasons to Buy an iPad

It has been said the you don't truly understand how useful an iPad will be to you until you live with one. Here are some observations regarding how others use theirs

1. <u>Portability</u>: For many, the main attraction is that you can <u>carry an iPad with you wherever you go</u>. In my case, this means that if I want to check email or look something up on the Internet, I needn't go over to where my Mac lives… I can do it all from the comfort of our patio, my recliner, or even at Starbuck's

2. <u>Access</u>: The iPad's portability is enhanced by its ability to connect to the Internet in a couple of ways. <u>All iPads work with Wi-Fi</u> but if you pay the extra $$$ required for the cellular model (which is $130 over the Wi-Fi price), you can get an iPad that works just about anywhere, much like your mobile phone

3. <u>Ease of use</u>: With iOS Apple has undertaken an effort to redefine what it means to interact with computing devices. While some computer veterans feel that an iPad's interface is dumbed down, not everyone wants the kind of power and flexibility that a more open operating system allows. They want a device that lets them <u>easily perform the tasks that interest them</u>

Six Reasons to Buy an iPad

4. **Workspace**: You may not be able to type as quickly as you can on your computer keyboard, but you'll **get things done a lot faster than you will with your two thumbs on a smart phone's virtual keyboard**. You can **also use a Bluetooth keyboard** with an iPad to try to replicate the computer experience, but without the aid of a pointing device you'll find yourself tapping on the screen pretty frequently as you perform one task or another

5. **Location**: The iPad's **ability to detect its location** is more helpful than you might imagine. This allows you to obtain information in context to your surroundings. The obvious example is mapping nearby shopping and services and using something like Yelp to learn more about a store or restaurant before paying a visit. But it can also help you learn what movies are playing nearby and how the local weather is shaping up

6. **Apps**: This **may be the greatest advantages of all**. The iPad has over 375,000 apps designed for the iPad. Obviously, not all of them are great—or even good. But even if only one percent of them are worth your time (and far more than that are), that's still 3,750 solid apps. And with those apps you can read books, create works of music and art, launch a journal or blog, organize your life, and entertain and inform your kids and grandkids

Is An AppleCare Extended Warranty Worth It?

With the purchase of an Apple product, Apple offers a one-year limited warranty and 90 days of free telephone support. AppleCare is an add-on service and support plan that extends the coverage on your Apple product.

- **What it covers**: For Macs and Apple displays, this coverage extends to three years total from the original purchase date. For iOS devices and Apple TVs, coverage is extended to two years from purchase.

- **What it costs**: The price of AppleCare depends on the device for which you purchase coverage. For example, AppleCare for a Mac mini is $149, an iMac's coverage costs $169, a 13-inch Retina display MacBook Pro or MacBook Air is $249, and a 15-inch Retina display MacBook Pro is $349.

- **Whether AppleCare is worth it**: A reasonable rule of thumb is that if your Mac has a built-in display (a laptop or iMac), it's worth paying for AppleCare. AppleCare for an iOS device is a tougher sell, as problems with those devices usually surface within the first six months.

What's New in OS X 10.9 "Mavericks"

Maps

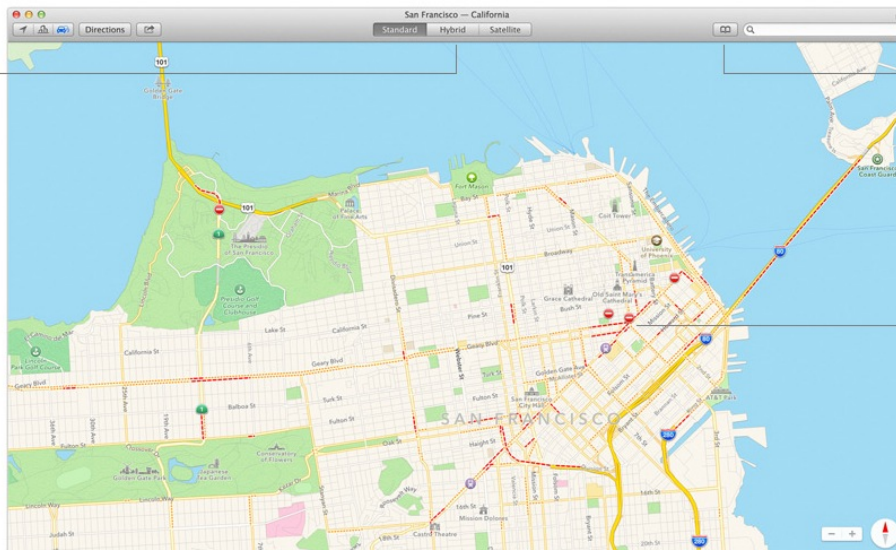**Maps** **is new to the Mac with the introduction of Mavericks**
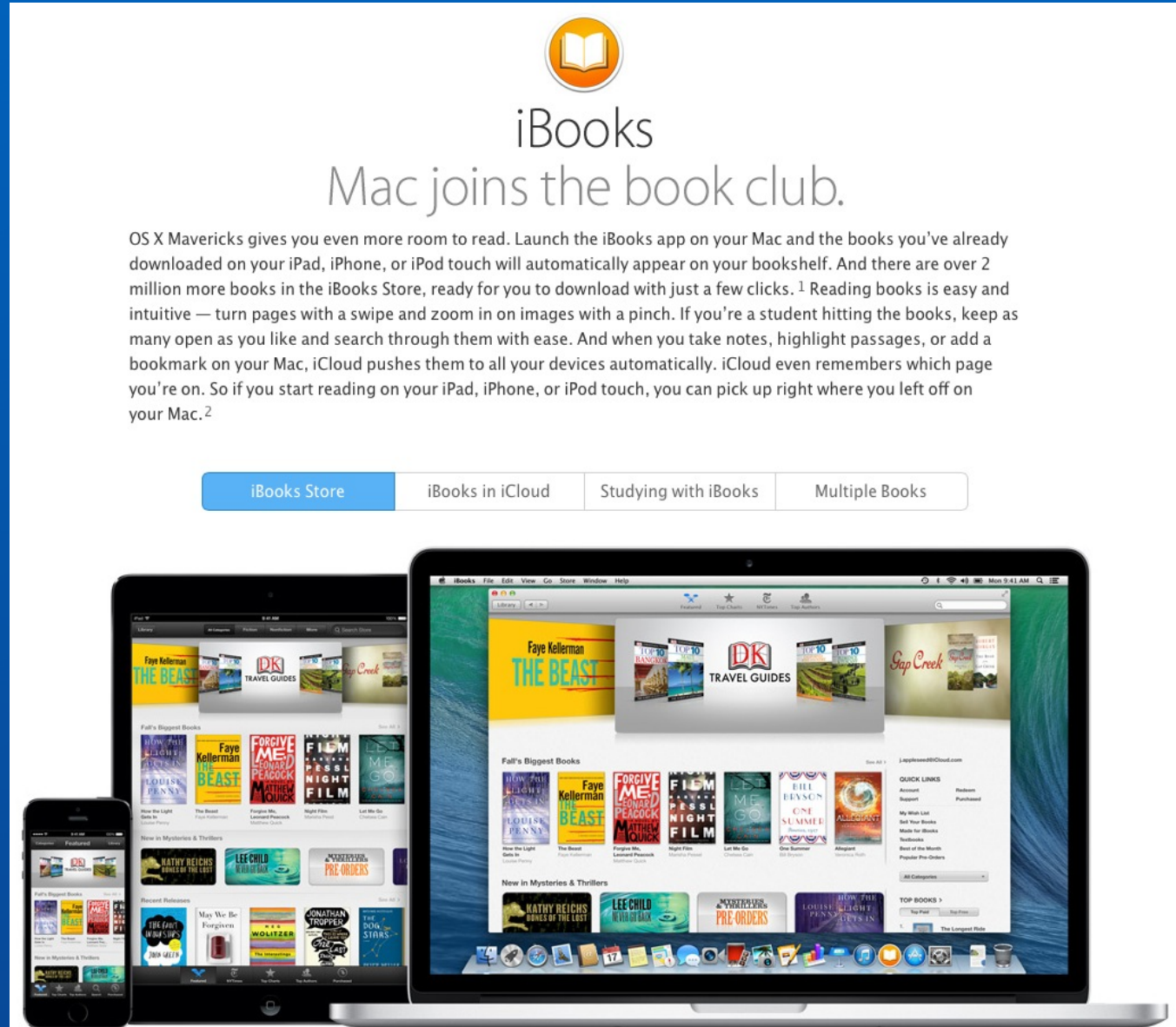**… Here are some of Maps features:**
- **Plan your trip on your Mac and send directions or a location to your iPhone**

- **Easily find restaurants, stores, and other places of interest. Information cards display addresses, phone numbers**

M

What's New in OS X 10.9 "Mavericks"
iBooks

iBooks has never before been a part of the Mac OS X; now with Mavericks you have another option for reading your books on your iMac or Mac laptop

- **You can start reading your book on your iPhone or iPad and later pickup where you left off when you open it on your Mac**

iBooks
Mac joins the book club.

OS X Mavericks gives you even more room to read. Launch the iBooks app on your Mac and the books you've already downloaded on your iPad, iPhone, or iPod touch will automatically appear on your bookshelf. And there are over 2 million more books in the iBooks Store, ready for you to download with just a few clicks. [1] Reading books is easy and intuitive — turn pages with a swipe and zoom in on images with a pinch. If you're a student hitting the books, keep as many open as you like and search through them with ease. And when you take notes, highlight passages, or add a bookmark on your Mac, iCloud pushes them to all your devices automatically. iCloud even remembers which page you're on. So if you start reading on your iPad, iPhone, or iPod touch, you can pick up right where you left off on your Mac. [2]

| iBooks Store | iBooks in iCloud | Studying with iBooks | Multiple Books |

From current best sellers to classic literature to textbooks, it's easy to find what you're looking for in the iBooks Store. You can browse by top sellers, author, or genre. And click to see details, check out reviews, or read a free sample.

What's New in OS X 10.9 "Mavericks"

Tags

Easy document tagging

You can **tag a file from the Save dialog, the Finder, or the iCloud Document Library**. When you click in the Tags field, choose from your recent tags or type in a new one.

Multiple tags

Files can **have multiple tags**, giving you the flexibility to organize files across multiple projects.

Tags in Finder sidebar

Your **tags automatically appear in the Finder sidebar**, so it's easy to find tagged files no matter where they're located.

Search by tag

Quickly find files by tag. Simply enter the **name or color of the tag in the Finder search field** and it creates a token for that tag. You can even combine multiple tags.
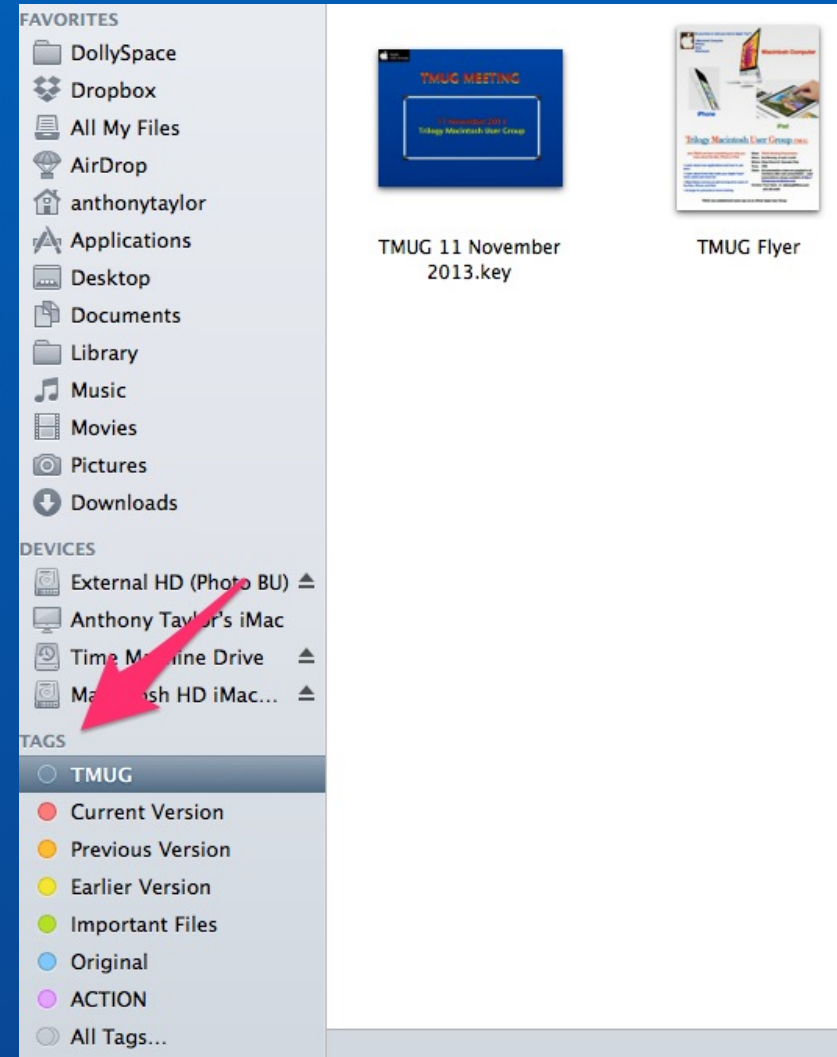
The Finder Sidebar

What's New in OS X 10.9 "Mavericks"

How to Make Finder Tags

Mavericks's Finder tags feature gives you the ability to assign labels and keywords to your files and folders, however; the process requires some time and effort

- **Tag when you save: For example, when you save a file, take advantage of the Tags field that appears in Mavericks's Save dialog boxes.**

- **Drag to tag: If you neglect to add the tag when you save, locate the file in the Finder and drag it on top of the appropriate tag in a Finder window's sidebar. It will adopt that tag.**

- **Use an iCloud shortcut: In an application that supports iCloud, such as Apple's TextEdit, click the small triangle that appears next to the document's name in the window's title bar and from the window that appears, add the tag in the Tags field.**

  - **As an example, when I started this presentation using the Keynote app, I clicked on the triangle in the name bar and created a tag in iCloud called TMUG**

- **Control-click (or right-click) to tag: You can also Control-click (right-click) an item in the Finder and choose a tag from the resulting contextual menu.**

- **Tag from the File menu: Select one file or more in the Finder and choose File > Tags and apply the tag in the window that appears.**

- **Create a tag shortcut: One thing that can make that last tip a bit easier is assigning a keyboard shortcut to the Finder's Tags command. To do that, launch System Preferences, choose the Keyboard preference, click the Shortcuts tab, click the App Shortcuts entry, and then click the plus-sign (+) button near the bottom of the window.**

What's New in OS X 10.9 "Mavericks"

How to Make Tags in Safari

- When you want to create a <u>Tag for an open Web page</u>, go to the File menu and click on Save As

- When the Save box opens, give the <u>Tag a name</u> and select where you want it saved and its version or action
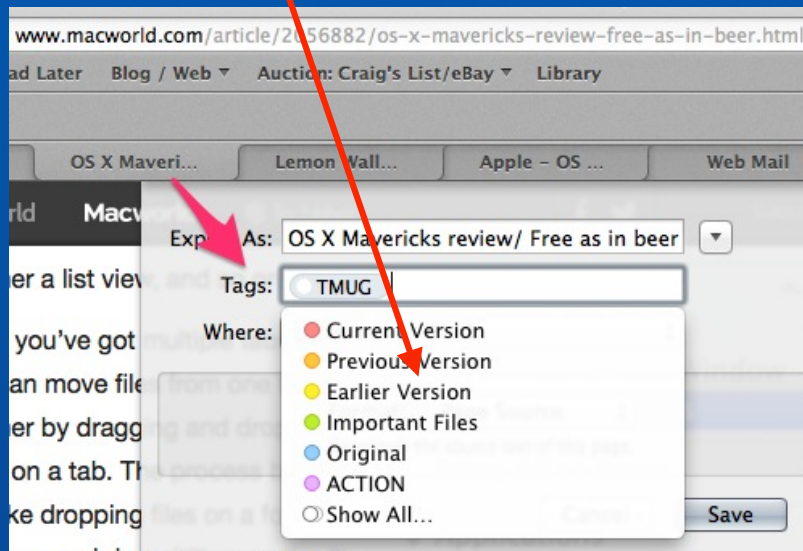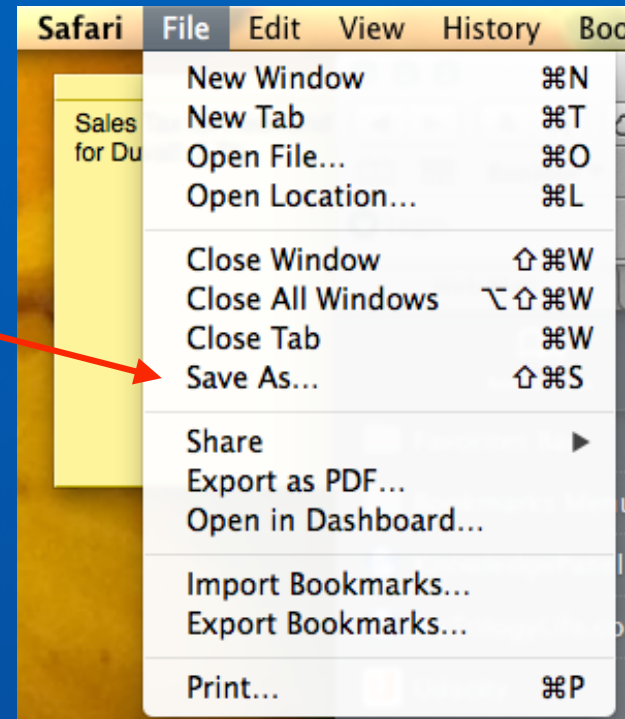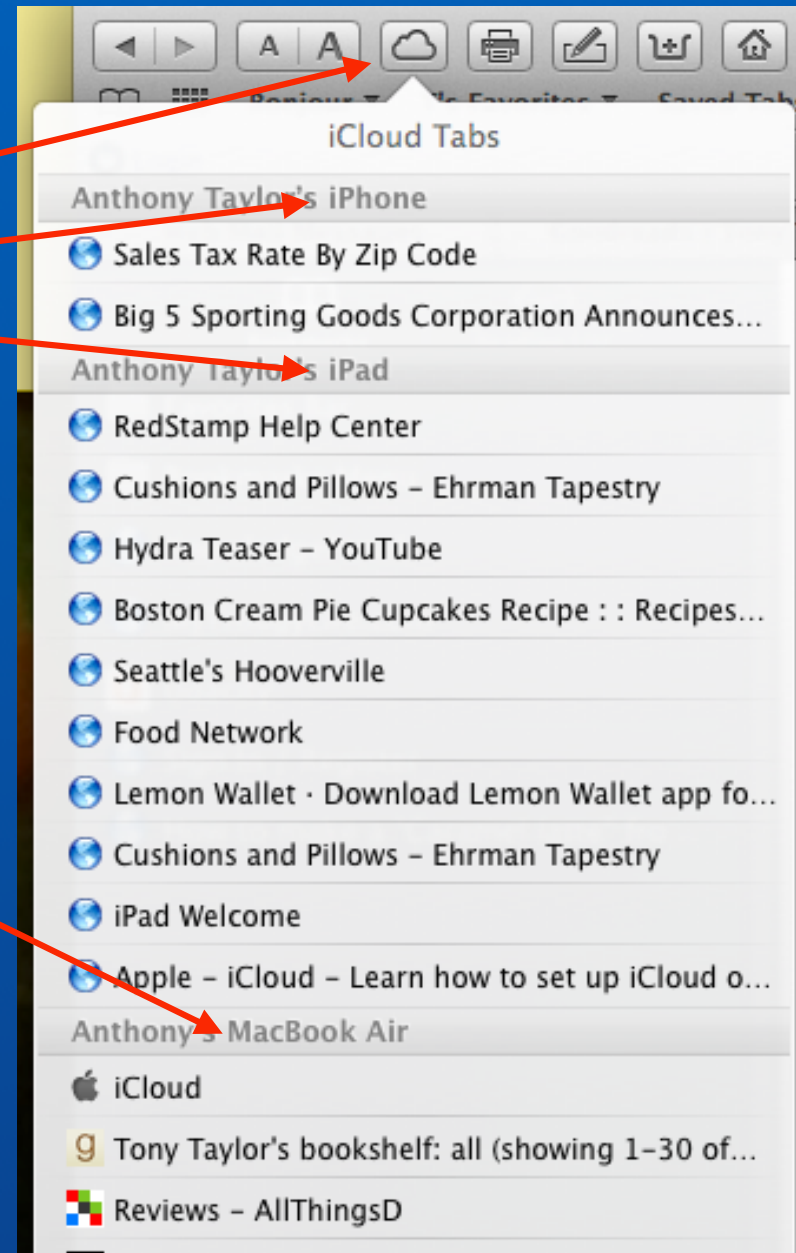
What's New in OS X 10.9 "Mavericks"

Shared Links in Safari

See Web pages you're viewing on other devices, such as your iPhone or iPad

The iCloud Tabs button lets you view the webpages you have open on your other Mac computers (OS X v10.8.2 or later) and iOS devices (iOS 6 or later). They must have the iCloud Safari feature turned on.

iCloud Tabs

Anthony Taylor's iPhone
- Sales Tax Rate By Zip Code
- Big 5 Sporting Goods Corporation Announces...

Anthony Taylor's iPad
- RedStamp Help Center
- Cushions and Pillows – Ehrman Tapestry
- Hydra Teaser – YouTube
- Boston Cream Pie Cupcakes Recipe : : Recipes...
- Seattle's Hooverville
- Food Network
- Lemon Wallet · Download Lemon Wallet app fo...
- Cushions and Pillows – Ehrman Tapestry
- iPad Welcome
- Apple – iCloud – Learn how to set up iCloud o...

Anthony's MacBook Air
- iCloud
- Tony Taylor's bookshelf: all (showing 1–30 of...
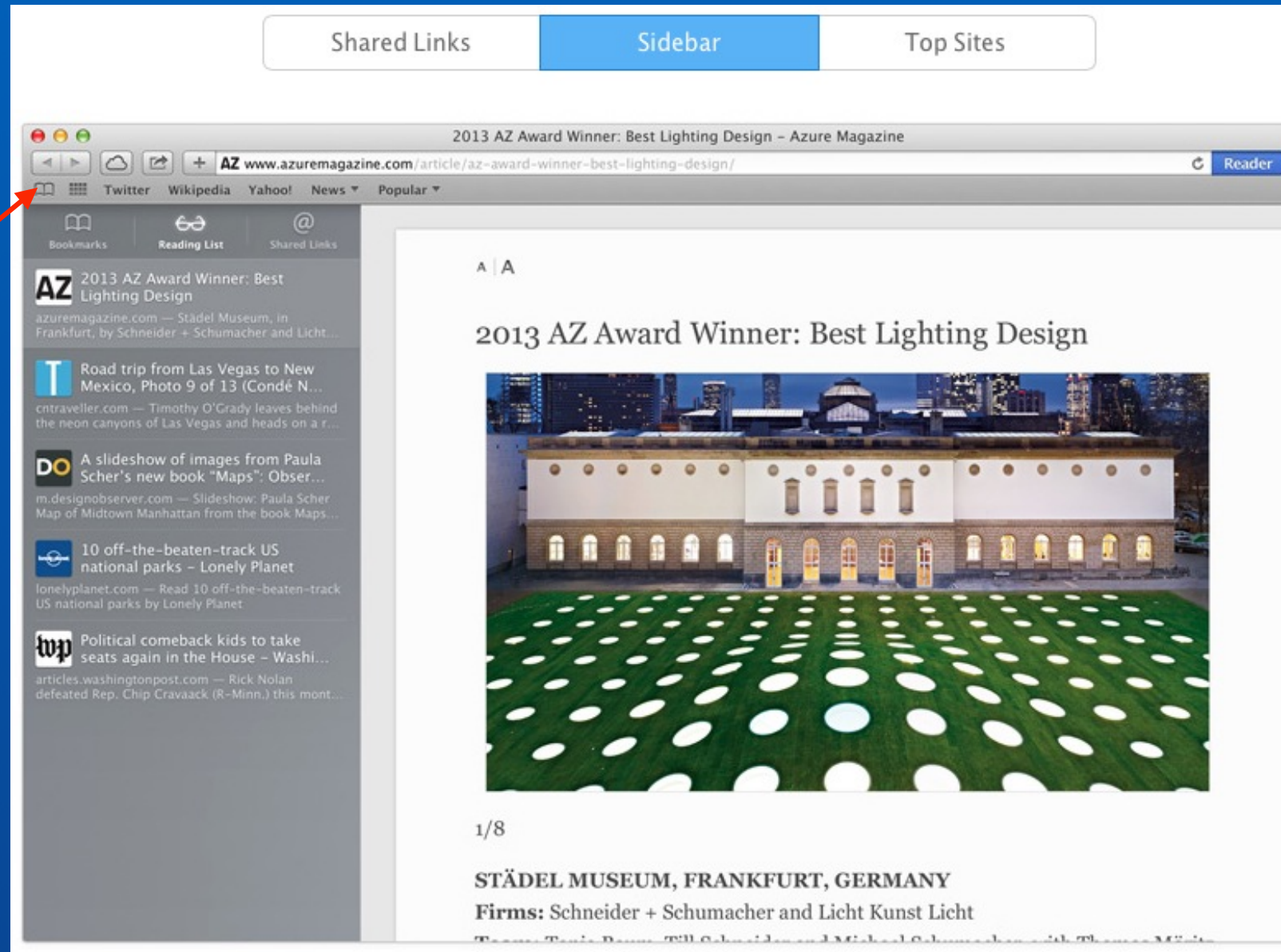- Reviews – AllThingsD

What's New in OS X 10.9 "Mavericks"

Sidebar in Safari

This is an image of Safari with the Sidebar open

Safari Sidebar

The Safari Sidebar makes it easy to access your bookmarks, Reading list, and Shared Links. Just click the Bookmarks icon in the Favorites Bar to open the sidebar

What's New in OS X 10.9 "Mavericks"

"Top Sites" in Safari

Top Sites
It's easier than ever to organize your favorite websites in Top Sites. Now you can add sites from your bookmarks and rearrange the thumbnails by dragging them wherever

What's New in OS X 10.9 "Mavericks"

Share Screenshots in Safari

Share Screenshots to eMail or Dropbox

- **If you take a screenshot of some portion of your computer screen, you can now choose to <u>save it directly to Mail, Facebook, Dropbox and other sites</u>**

  - <u>**To take a screenshot**</u>**, use the keys combination of <u>Command-Shift 3</u> (for the entire screen) or Command-Shift 4 to grab a selected portion of your screen**

  - **Screenshots are normally used to paste into another document**

  - **By default, screenshots are saved to your Desktop**

    - **When you are finish using a screenshot, don't forget to send it to trash so as not to clutter you desktop**
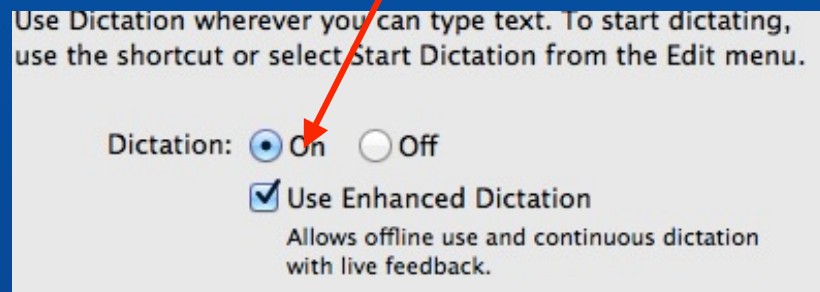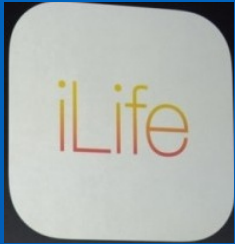
What's New in OS X 10.9 "Mavericks"

Dictation Enhanced in Mavericks

OS X has had Dictation for over a year now as part of OS X 10.8 Mountain Lion. However, OS X 10.9 Mavericks updated that to Enhanced Dictation, (as an option), which eliminates the need for the Internet connection.

- To try it out on your own, start with System Preferences/Dictation & Speech. Then, click on the Dictation Tab and then the checkbox for Use Enhanced Dictation.

- Enhanced Dictation relies on "Mac-based dictation" rather than "server-based dictation." This means that you are no longer limited to 30 seconds of text for your dictation. You can watch, as the text comes across the screen.

Use Dictation wherever you can type text. To start dictating, use the shortcut or select Start Dictation from the Edit menu.

Dictation: ⦿ On   ◯ Off

☑ Use Enhanced Dictation
Allows offline use and continuous dictation with live feedback.

What's New in iLife

iLife apps include iPhoto, iMovie and GarageBand (free on all Macs)… they have all been completely redesigned to take full advantage of OS X Mavericks and iOS 7

- All apps have been updated to 64-bit and are integrated with iCloud, and are loaded with hundreds of new features that let you do more than ever across your Apple devices
- iWork and iLife are now free with the purchase of every new Mac or iOS device

The apps have a cleaner, stripped-down design… here are a few new features:

- iPhoto now allows you to create Photobooks on the iPad

- iMovie lets you change the speed of the video

- Garage Band now supports up to 16 tracks (double the current limit) on older devices and up to 32 on those fancy new ones powered by Apple's A7 chip

  - There's also a new feature called "Drummer" in Garageband that gives you an assortment of different drum profiles

iPhoto - Some More Upgraded Features

iPhoto has been upgraded and now takes full support of Mavericks thanks to 64-bit support … everything launches faster, imports faster, and scrolls more smoothly

- When you take a photo on your iPhone, iPod touch, or iPad, it _automatically appears in My Photo Stream_, a rolling collection of your last 1000 photos that you can view on all your devices.

  - _If_ you want to post your photos on your Mac, iPhoto can automatically _import them into your library_. You can also add photos from your library to My Photo Stream so they'll appear on all your other devices.

  - And with iCloud Photo Sharing, you can even create a shared stream and invite _friends and family to add their photos_, video clips, and comments as often as they want

iPhoto '11
version 9.5 (902.7)

Copyright © 2002-2013 Apple Inc. All Rights Reserved.
Apple, the Apple logo, and iPhoto are trademarks of Apple
Inc. registered in the U.S. and other countries.

iPhoto is a FREE upgrade in the App Store

iMovie - Some More Upgraded Features

iMovie with an all-new design for Mac lets you enjoy your videos like never before.

Browse your clips more easily, instantly share your favorite moments, and create beautiful HD movies and Hollywood-style trailers

- If you have an iPhone or iPad, not to mention a camcorder or digital camera, you probably have a lot of great video.

  - All your clips are organized in one place — where they're easy to browse, fun to watch, and ready to be made into the next great movie or trailer

  - Just choose the clips you want to use. Insert titles, add effects, and create a full soundtrack with powerful tools that are as easy as drag and drop.

iMovie is a FREE upgrade in the App Store

iMovie
Version 10.0

© 2001–2013 Apple Inc. All rights reserved. Apple, the Apple logo, and iMovie are trademarks of Apple Inc., registered in the U.S. and other countries.

Garageband - Some More Upgraded Features

GarageBand: From music lessons to mastering tools, creating great music on your Mac has never been easier. Or more fun.

- GarageBand gives you a dream collection of amps and stomp-boxes, an <u>all-new Sound Library of instruments and loops</u> — even a virtual session drummer that follows your lead

- And you can <u>release your hit single to the world in seconds</u>. GarageBand has everything you need to make and share truly great music, while having a blast doing it

GarageBand is a FREE upgrade in the App Store

GarageBand '11
Version 6.0.5 (428.5)

Copyright © 2002–2012 Apple Inc. All Rights Reserved.
Apple, the Apple logo, and GarageBand are trademarks of
Apple Inc., registered in the U.S. and other countries.

iWorks Apps Have Been Upgraded

Up-To-Date Program for Pages, Numbers, and Keynote.

On October 22, 2013, Apple announced that its Pages, Numbers, and Keynote apps are available free with every qualifying new Mac. If you purchased a qualifying Mac on or after October 1, 2013, that did not include Pages, Numbers, and Keynote, you can download them free by following the steps below.

Go to the App Store to download these iWork apps on newer Macs

If you have never owned any iWork apps and you
do not have a brand new Mac, Pages, Numbers,
and Keynote are available in the App Store for
$19.99 each… well worth it….

Pages Has Been Upgraded

Pages for Mac is a powerful word processor that gives you everything you need to create documents that look beautiful. And read beautifully.

- It lets you work seamlessly between Mac and iOS devices. And it even works effortlessly with people who use Microsoft Word

- From the first letter you type, you'll realize how natural it is to make beautiful documents in Pages… you can add a picture, shape, or interactive chart.
  - Tools for whatever you're doing appear right when you need them. When you're ready, you can share in lots of ways with a single click.

Pages is a FREE upgrade in the App Store
For Previous Owners of Pages

Pages
version 5.0 (1465)

© 2005–2013 Apple Inc. All rights reserved. Apple, the Apple logo, iWork, Keynote, Numbers, and Pages are trademarks of Apple Inc., registered in the U.S. and other countries.

Numbers Has Been Upgraded

Numbers helps you make spreadsheets more insightful — and more beautiful.

- Drop your data into a stunning, Apple-designed template. Or start with a blank canvas. Add in some quick calculations. Then visualize the numbers with a dramatic interactive chart.

- With Numbers for Mac, sophisticated spreadsheets are just the start. The whole sheet is your canvas. Just add dramatic interactive charts, tables, and images

- You can work seamlessly between Mac and iOS devices. And work effortlessly with people who use Microsoft Excel.

Numbers
version 3.0 (1470)

© 2008–2013 Apple Inc. All rights reserved. Apple, the Apple logo, iWork, Keynote, Numbers, and Pages are trademarks of Apple Inc., registered in the U.S. and other countries.

Numbers is a FREE upgrade in the App Store
For Previous Owners of Numbers

Keynote Has Been Upgraded

Keynote: Start by choosing an Apple-designed theme. Bring in photos and videos, and tweak them with powerful graphics tools.

- Spotlight crucial points with <u>animated, interactive charts</u>. Then cue up <u>cinematic effects and transitions</u>. It's all available from an intuitive interface.

- You can work seamlessly between Mac and iOS devices. And <u>work effortlessly with people who use Microsoft PowerPoint</u>

- <u>Note:</u> This TMUG presentation was created using Keynote

Keynote is a FREE upgrade in the App Store
For Previous Owners of Keynote

iCloud Has Been Upgraded

iCloud lets all these powerful <u>apps work and play together across your devices</u>.

• So if you just created a document in Pages on your iMac, it shows up the same in Pages on your iPhone. When you finish making a movie on your iPad, you can watch it on your MacBook Air.

• iCloud <u>keeps all the things you do up to date everywhere</u>, so you'll always be up to speed Pages. Numbers. Keynote. All your work. Always on the same page.

Mac Apps

Duplicate Annihilator

Duplicate Annihilator is the easiest way to find duplicates in iPhoto

- Duplicate Annihilator takes on the time consuming task comparing the images in your iPhoto library using effective algorithms to make sure that no duplicates escape
  - When found, the duplicate will either be marked with a description of your choice to make it searchable or simply moved to iPhoto's trashcan

- Key Features
  - Detects duplicates
  - Detects imported thumbnails
  - Detects missing images
  - Easily find and annihilate duplicates created internally by iPhoto or during import.
  - Compare images using different algorithms to detect and understand differences.

Duplicate Annihilator for **iPhoto**
Scan your iPhoto library for duplicates. [more]
DOWNLOAD NOW
BUY NOW! ONLY $7.95

Duplicate Annihilator for **iOS**   NEW!
Scan your iPod, iPhone or iPad photos library for duplicates. [more]
DOWNLOAD NOW
iOS
BUY NOW! ONLY $7.95

Mac Apps

Battery Health

With Battery Health you can easily see all the important information about your MacBook's battery, such as current charge level, battery capacity, power usage, number of times it has been charged and much more
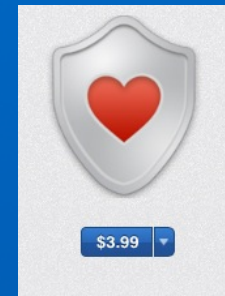
Mac Apps

## Healthier

Healthier allows you to set how often you'd like to be **interrupted to take a break**—between 10 and 90 minutes, at one minute intervals—and how long that break should be —between one and 20 minutes.

- Healthier resides in the menu bar, where you can see on its icon how long you have before your next break. Clicking on the icon will open a window showing you a timer, counting down to your next break.

  - What happens during those breaks? Healthier takes over your screen, **counting down the seconds until your break time is over**. (You can opt to skip the break by clicking the Ready to Work button in the top right.)

  - As for what's shown on the screen during your break, you have a couple options.

    - By default, Healthier shows you health exercise you can do to rest those muscles that you tax while sitting at your desk. It might involve shrugging your shoulders for two minutes, or blinking your eyes, or even stretching—there are 14 separate tips in all, and Healthier rotates through them.
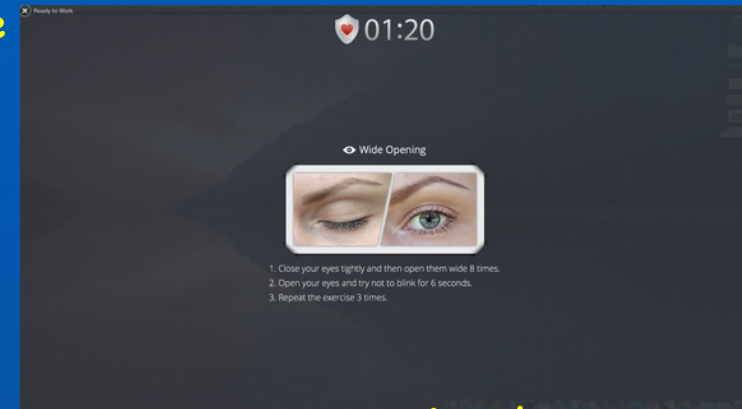
Mac Apps

MyStuff Pro

MyStuffPro is designed to inventory what your house or office contains if you should have a loss due to fire or theft and when you need to figure out exactly what to claim with your insurance company.

- It helps ease the process by keeping track of all your purchases and acquisition, neatly grouping them in a variety of categories, recording their value, and even helping you remember when your warranties expire.
- Should the time ever come to produce a full inventory, the app can produce a neatly-printed spreadsheet, complete with all the appropriate details, that you can hand over to an adjuster or even just keep for your records.
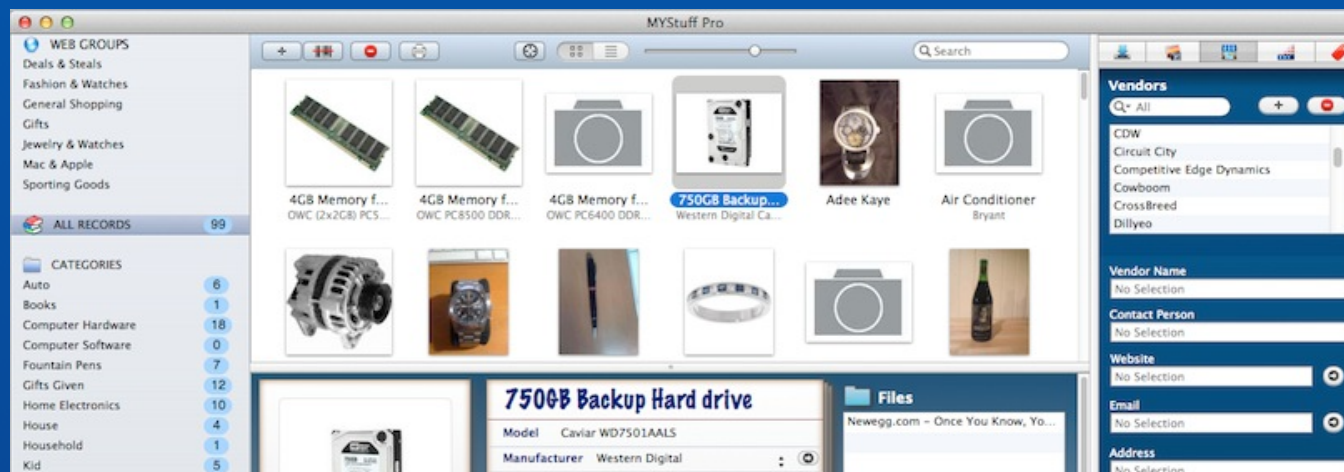
Available at http://www.mindersoftworks.com/products/mystuff/ $29 (free demo available)

Mac Tips & Tricks

The "Downloads" Folder on the Mac: EMPTY IT!

REMINDER:

The Downloads folder in the Dock of your Mac is where most everything you download from the Web is first placed. Most of the time these downloads are installers that you click on to start the installation process.

- Once the installer has been opened and the new application or file has been installed or saved on your computer, you can now TRASH the installers.
  - Your Downloads folder should be empty and should remain empty… there is no need to keep anything in the Downloads folder… it is not a storage folder, nor are the installer icons of any use once you have opened the app.
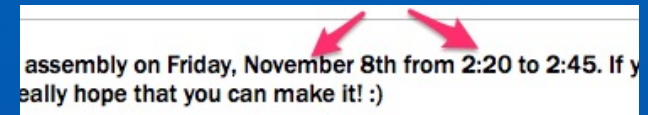
KEEP YOUR DOWNLOADS FOLDER EMPTY!
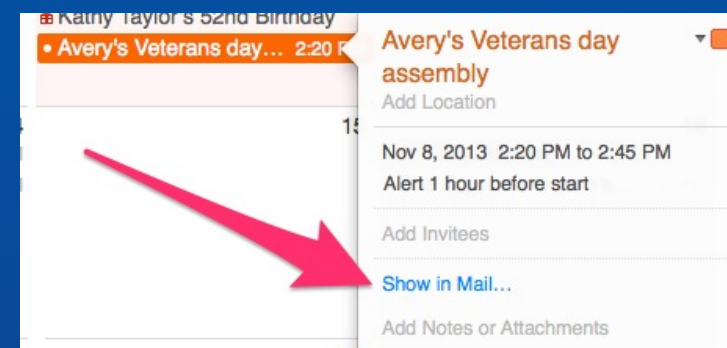
Mac Tips & Tricks

Syncing Events and Dates in eMail with Calendar

Whenever you receive an email on the Mac that makes reference to an event (day & time), you have the option to click on the event date in the email and tell it to create an event in Calendar, and voila!, it will appear in your calendar... you could even include location and appropriate notes to the event

- In Mavericks you can now double-click the event in Calendar and a window will appear giving you the option of "Show in Mail" which means that you can now go back and see the original email that announced the event
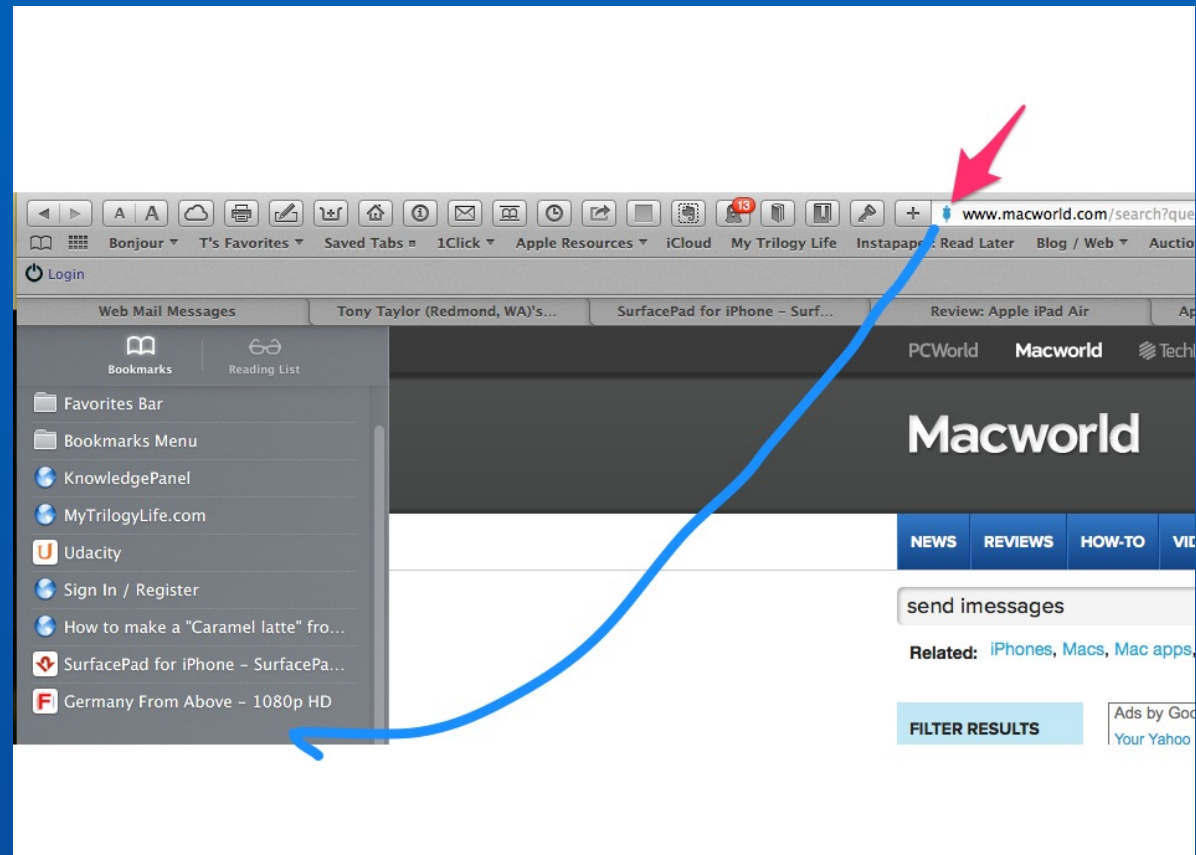
Mac Tips & Tricks

Saving A Web Page to Your Bookmarks

• If you want to <u>Bookmark a Web page</u> to your Bookmarks in Safari, click your mouse cursor over the icon to the left of the Web address, and then <u>drag it over to the Bookmarks</u> column to save for another time.

• You can also save folders with multiple sites within folders in Bookmarks

Mac Tips & Tricks

Send iMessages From the Finder

You can send iMessages from the Finder

- Right-click any file or folder, and choose Share from the contextual menu
  - Through that command you can share files via AirDrop, email, and social media services, depending on the file's type, but thou can share nearly any file through iMassage.
    - Select Messages, and a pop-over will appear for you to compose your message
    - Send the selected file
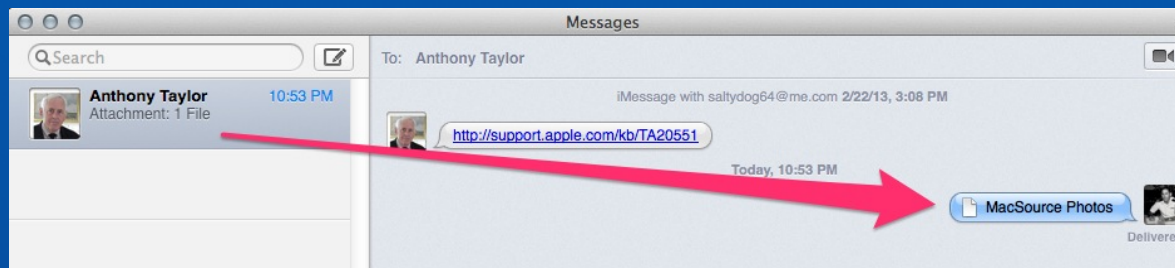
Example: This is an iMessage with an attached folder that I
Sent to myself

Mac Tips & Tricks

Make OS X's "Help" More Helpful

No matter how proficient you are with OS X and the apps you use, there will still be moments when you need a helping hand. The quickest way to find out how to accomplish a task is to get "Help"

• The Help menu is everywhere in OS X: it's the rightmost menu in every app
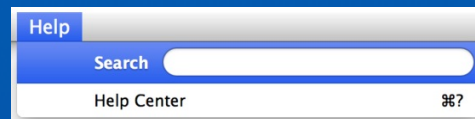
• Clicking the <u>Help</u> menu brings up a menu with a Search field, not unlike the Spotlight menu. Below that field, you see a menu item for Help Center, the OS X Help system

(continued on the next slide)

Mac Tips & Tricks

Make OS X's Help More Helpful
(continued)

- Before delving into Help Center, let's look at what that search field does. Let's say you want to find out about Finder labels; type "`label`" into the field, and watch as the menu populates with two types of items.

- The first are the various <u>Menu Items</u> in Finder menus containing the word "label." Hover over one of them and the menu item you've selected will display, with a big blue arrow pointing to it. This help system will lead you to a menu item even if it is buried in sub-menus, as you can see in the screenshot below.

- The second section in the Help menu, labeled <u>Help Topics</u>, is a gateway to Apple's Help Center app. Select one of them, and Help Center will open with that topic selected.

- Navigating the Help Center window is simple. When you see a topic, you'll often have several sub-topics.
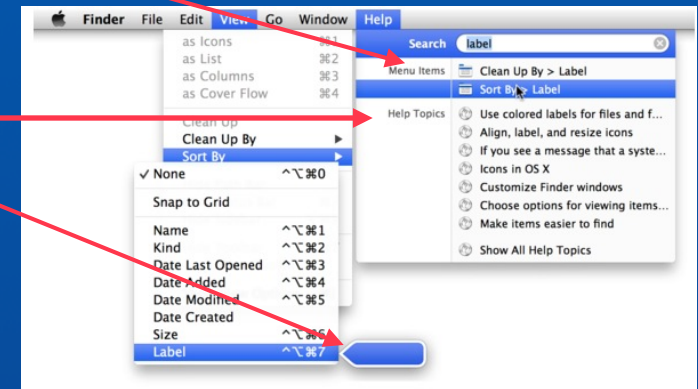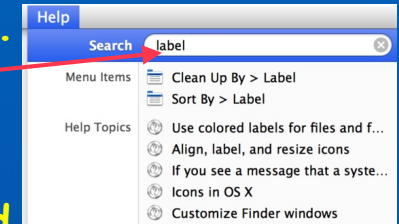
Mac Tips & Tricks

Make OS X's Help More Helpful
(continued)

With judicious searching, you can find what you need in the Help Center. This is the case for <u>OS X</u>, <u>Apple apps</u>, and even <u>third-party apps</u>,

- <u>Change the font size</u>: If the font's not the right size for you, click the <u>Action Menu</u> (the one with the gear at the Help window's top left), and then Make Text Smaller or Make Text Bigger.

- <u>Save bookmarks</u>: You can bookmark any help topic you want to come back to. Just click the <u>Bookmark icon</u> at the top-right of the Help Center window. When you've done this, a book icon will appear next to it. Click the book icon to see a list of all topics you've bookmarked, then double-click one to view it.

- <u>View a Help catalog</u>: Lots of apps use Help Center. To see which ones do, click on the <u>house icon</u> at the top-left of the Help window, and then scroll down and <u>click Help for all your apps</u>. You'll see a list of Recent applications, Apple applications, and Other applications. Click Show all in either of the latter two categories to show all the help available.
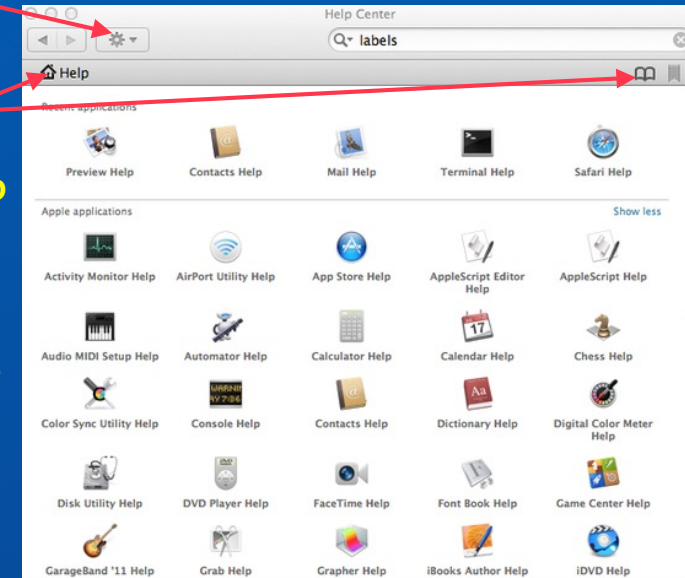
Mac Tips & Tricks

iPhone 5 Guides

If you recently purchased an iPhone and are still trying to get up to speed as to how to set it up, here are some resources for how-to guides accessible on your Mac:

- Apple's iPhone manual http://manuals.info.apple.com/MANUALS/1000/MA1565/en_US/iphone_user_guide.pdf
- Apple's iPhone tips site http://www.apple.com/iphone-5s/tips/
- Macworld iPhone 5 Superguide
  - The Macworld iPhone Superguide 5 contains seven chapters: Get Started, Change Your Settings, Connect & Communicate, Be Productive, Multimedia, Troubleshooting Tips, and Find New Accessories
  - Get the PDF version at http://sites.fastspring.com/macworld/product/iphone5_pdf or go to the iTunes Store and download it through iBooks ($9.99 at either store)

Mac Tips & Tricks

Eight Mac Energy Myths

1.'Laptops use less energy than desktops.'

The iMac tested averaged around 83W with the screen set to full brightness, and with Bluetooth and WiFi enabled. That's six times more than the 13.4W that the MacBook Pro drew at similar settings when fully charged. When the MacBook Pro's battery was at a 50 percent charge and plugged in, however, our 15-inch laptop drew 80W, just about the same as the iMac.

Takeaway: Over the course of a day, laptops do use less energy than desktops.

2.'Turning off Bluetooth preserves your MacBook's battery life.'

There was little, if any, difference in the laptop's energy draw with Bluetooth enabled versus with Bluetooth disabled.

Next, we paired a Bluetooth mouse and keyboard with our MacBook Pro with SSD, and ran the tests again. This time the power draw increased a touch to 14.3W. Looking at the OS X's Energy Saver preferences, we noticed that the estimated battery life of the charged MacBook Pro dropped from 7 hours, 24 minutes with Bluetooth turned off to 7 hours, 5 minutes with Bluetooth turned on and the wireless keyboard and mouse paired with the system.

Takeaway: The estimated battery life decreased—when a wireless keyboard and mouse were paired with the laptop.

Mac Tips & Tricks

Eight Mac Energy Myths
(continued)

3. '<u>Dimming the screen on your MacBook prolongs battery life.</u>'

The validity of this hypothesis is easy to demonstrate. At full brightness, with a fully charged battery and with Wi-Fi and Bluetooth turned off, the MacBook Pro drew about 13.4W of power. When we set the screen to half brightness, the power draw dropped sharply to 9.4W. And with the screen set to the lowest level that allowed us to make out what was on the screen, the power draw fell further, to 8.2W.

<u>Takeaway</u>: Turning down the brightness on your laptop's screen is an easy way to extend the length of time your laptop can run between charges.

4. '<u>You'll save energy if you disconnect all your chargers and peripherals when you're not using them.</u>'

Some of your peripherals may continue to suck power when they are turned off but still plugged in; but the Macs we tested did not.

<u>Takeaway</u>: Turning off devices is sufficient. The power draw of our charged MacBook Pro plummeted to zero when we turned it off but left it connected to the power meter. Turning off the power strip also brought the power draw down to a zero reading

Mac Tips & Tricks

Eight Mac Energy Myths
(continued)

5. <u>'If you use your Mac's default energy settings, you don't need to turn your computer off at the end of the day.'</u>

We found that both the MacBook Pro and the iMac drew power at a rate of around 1W once they were set to sleep.

<u>Takeaway</u>: Though the wattage level wasn't high, both Macs did continue to draw a small amount of power when asleep.

6. <u>'Your computer sucks in so much power when it starts up that you'll save energy by simply leaving it on.'</u>

A significant spike in energy draw occurs when you boot your Mac, but it settles down very quickly. Our MacBook Pro gobbled up to 40W during the first minute of boot-up, but the system's consumption dropped back to its 12W-to-13W average by the 90-second mark.

<u>Takeaway</u>: The Mac doesn't use much power when sleeping, about 16 watt-hours from 5 p.m. to 9 a.m., but that's more than it uses during the first minute of starting up.

Mac Tips & Tricks

Eight Mac Energy Myths

(continued)

7.'Solid-state drives use less energy than regular hard drives.

At full brightness, with Wi-Fi and Bluetooth on and a regular hard drive installed, our MacBook Pro drew about 14W when idle. At the same settings, but with an SSD in place of the regular hard drive, the MacBook Pro drew just shy of 15W. When idle with Wi-Fi and Bluetooth on, the iMac averaged 82.7W using the hard drive and 77.6W with the SSD.

Takeaway: In our tests, the SSD appears to have used less power than the 3.5-inch, 7200-rpm hard drive in the iMac, but a bit more power than the 2.5-inch, 5400-rpm hard drive found in the stock MacBook Pro.

8.''Bus-powered FireWire drives use more power than USB hard drives.'

We connected a My Passport Studio drive equipped with both USB 2.0 and FireWire 800 ports to our 15-inch 2010 MacBook Pro. With the drive mounted (but idle) via USB 2.0, the MacBook Pro's display set to full brightness, and the laptop fully charged and with Bluetooth and Wi-Fi turned off, the Watts Up Pro meter reported a draw of about 16.1W. With the drive attached via FireWire (but idle), and all other conditions the same, the meter registered 18.4W. While we performed a Time Machine backup, the MacBook Pro with USB hard drive used 25.1W versus 28.2W over FireWire 800.

Takeaway: Our drive drew less power, whether idle or in use, when connected over USB than when connected via FireWire.

Mac Tips & Tricks

Dictionary Tricks

Do you really know how to make the most of OS X's built-in Dictionary app? Here are some hints:

- **Use pop-up definitions**

A useful OS X feature is systemwide pop-up definitions. In most Mac applications—including Safari, Mail, Pages, TextEdit, you name it—just position your cursor over the word you want to define and press Command-Control-D. A pop-up window appears containing the definition, synonyms, and any relevant Wikipedia entry.

- **Use contextual menus**

Say you've forgotten the Command-Control-D shortcut already. Are you out of luck? Of course not. In most applications, you can instead select a word and Control-click (or right-click). A contextual menu appears. Select Look Up in Dictionary (or Look Up) and the definition appears.

- **Use Spotlight**

Another quick way to look up a word is by using the Spotlight search menu. Press Command-spacebar to activate it, and then type in the word you need defined. One of your results will be 'Look Up' next to the Dictionary icon. You don't have to select this and press Return. Instead, simply hover your cursor over the entry and a pop-up menu will appear with the full definition.

Mac Tips & Tricks

Dictionary Tricks
(continued)

• **Make Dictionary talk**

Did you know that you can get Dictionary to pronounce words for you?

Go to System Preferences, click D<u>ictation & Speech</u>, click the <u>Text to Speech </u>tab, and choose a voice.

To make Dictionary talk, select a word and <u>Control-click</u> (or right-click) it. From the contextual menu, choose <u>Speech > Start Speaking.</u>

• **Change your sources**

Dictionary comes with a bunch of built-in reference sources. Select <u>Dictionary > Preferences</u> to see the list. Here you can determine which sources will show up when you search and what order they'll show up in. So, for instance, you could get rid of Wikipedia, add a Spanish language dictionary, or switch out the American English dictionary for a British English one.

Mac Tips & Tricks

Creating Business Cards Using Pages

Have you every thought of creating your own <u>personal business cards</u> on the Mac?

- **Using Pages (part of Apple's iWork package of apps), Select "New" under the File menu; this will open a list of templates.**
  - **Scroll down until you find Business Cards… select one that suits your style, type in your personal data, and once you are satisfied with your layout, insert business card stock in your printer (Avery 8376 or its equivalent available at most any business store, such as Staples or Office Depot), and start printing**
    - **Most business card stock has laser cut perforations for ease in separating the cards once you have finished printing**
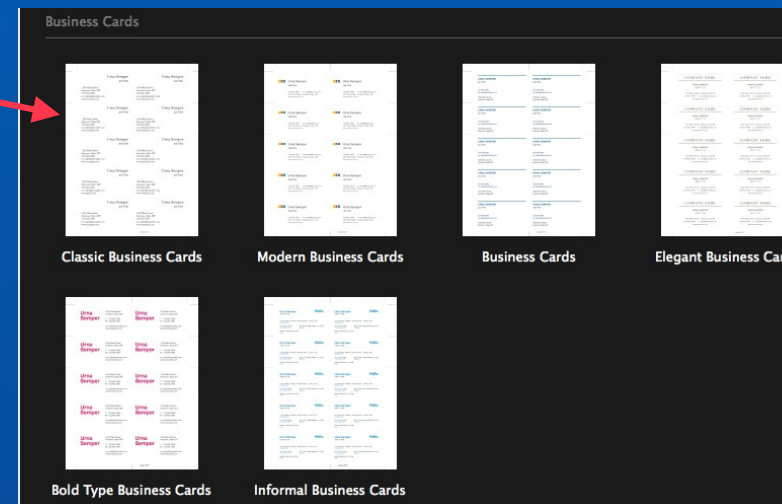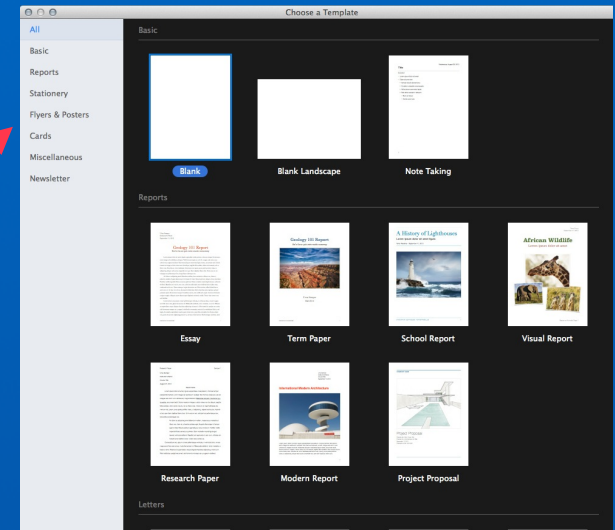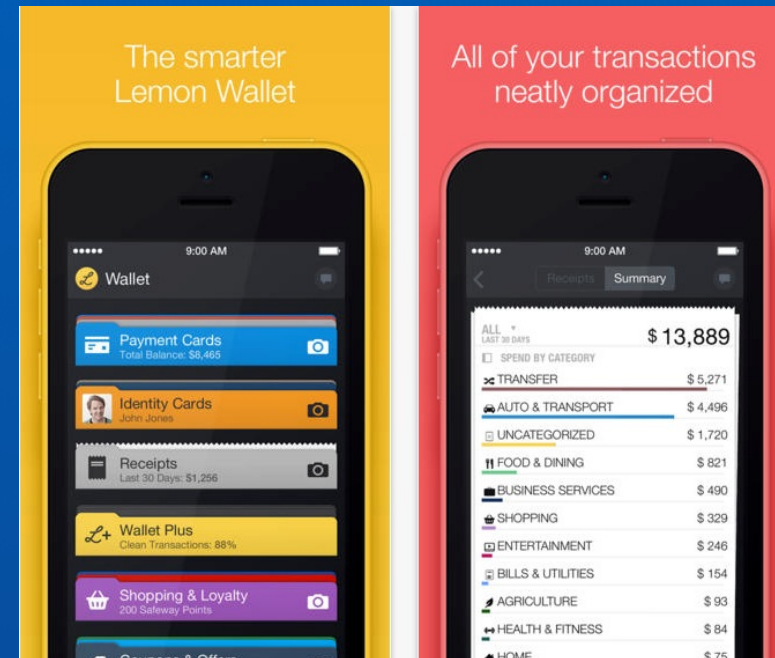
iPhone/iPad Apps

Lemon Wallet

View In iTunes

Free

Lemon Wallet is a great app for saving all of your important membership and credit cards, as well as import documents such as passport and IDs

- **Take a picture of all your cards—ID, insurance, loyalty and payment cards—so you can access them whenever you need**

- **All of your cards will be kept in their respective compartments for quick accessibility and improved organization**

- **A paid premium service offers real time balance updates, transaction details, grey charge monitoring and automated budgeting tools.**

- **Our bank level security and redesigned password protection make Lemon Wallet much safer than the physical wallet you currently have in your purse or back pocket**

iPhone/iPad Apps

Yahoo! Finance

Yahoo! Finance: Follow the stocks you care about

- **Follow stocks to personalize your news**

- **Receive push notifications for breaking stories**

- **Pinch and pan full screen, real-time charts**

- **Stay connected with portfolios and quotes that sync all iOS devices**

Free the App Store in iTunes

iPhone/iPad Apps

ibotta: Get paid real cash instantly, just for shopping!

- Get rewards, coupons, savings and discounts on the brands and products you purchase most often

  - Turned into instant cash on your iPad or iPhone

  - Get $10 just for trying ibotta, for a limited time only, any new user can earn up to $10 in ibotta Welcome Bonuses by redeeming offers with your first two weeks of registering

  - iBotta users have earned over $3.7 million with ibotta Offers and Bonuses

ibotta
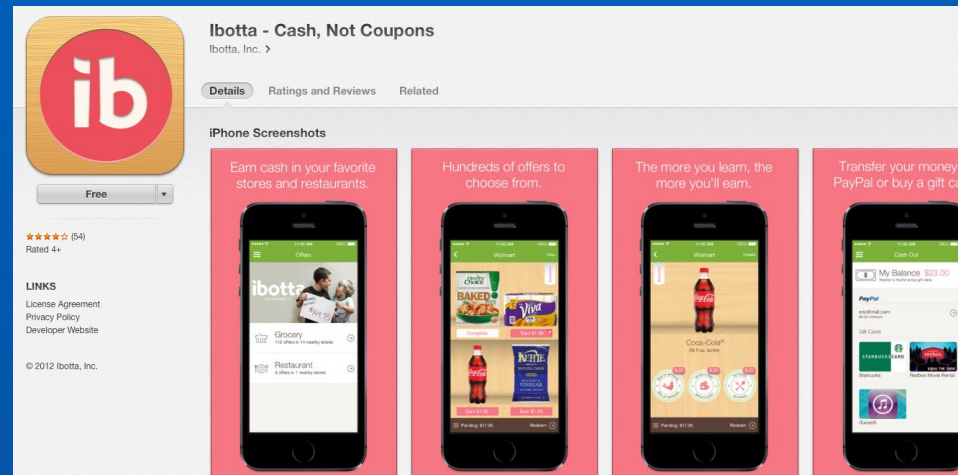
Free the App Store in iTunes

iPhone Tips & Tricks

How To Manually Store Your Credit Card Information To iCloud Keychain With iOS 7

iCloud Keychain allows you to not only save and generate passwords, but to securely store credit card information for easy access. Here's how to <u>manually add a credit card number</u> to iCloud Keychain for use later:

1. Launch the <u>Settings</u> app from the Home screen of your iPhone or iPad.

2. Scroll down and tap on <u>Safari</u>.

3. Under the first section labeled General, tap on <u>Passwords & AutoFill</u>.

4. At the very bottom, make sure the Credit Cards option is turned to On and then tap on <u>Saved Credit Cards</u> directly beneath it.

5. Now tap on <u>Add Credit Card</u>.

6. Enter the credit card information and then tap Done in the upper right hand corner.

iPhone Tips & Tricks

Block Unwanted Callers without iOS 7

iOS 7 has a feature on the iPhone that gives the user the ability to <u>block unwanted callers</u>. But if you have an older iPhone that can't run iOS 7, or perhaps you want to see a log of unwanted calls (something that even iOS 7 precludes), there is a way you can configure your iPhone to block unwanted callers

- You first must create a special contact entry. You might name the new contact "Don't Answer" or "Loser" … it is your choice
  - Go to the <u>Contacts</u> app, tap the plus (+) icon at the upper right, and create the new contact without a phone number or any other details.
  - Then, the next time you receive a phone call from one of those particularly annoying folks, add their number to your special contact entry
    - Find the number - you can see it under the Phone app's <u>Recent</u> tab - and tap the button at the right.
    - On the screen that appears, tap "<u>Add to Existing Contact</u>," choose your special contact's name, and save
  - Next time the bothersome person calls, you'll see your chosen name and know not to bother answering

iPhone Tips & Tricks

Get Directions and Details From Siri

You may already know that you can ask for directions from Siri on your iPhone or on a newer iPad
- For example, you might say "Take me home" when you are out and about, but are not sure as to the best way home.
- But you can say a few other things while your iOS device is helping you navigate.
  - Ask Siri, "Are we there yet?" or "how much longer?" and get an update on your estimated time of arrival.
    - You can be more specific too. Ask "When is my next turn?" and Siri will give you the number of minutes until you should encounter your next turn.
    - Tank running low? Ask Siri where the nearest gas station is located, and you will receive suggestions for fill-up spots along your route.
      - If you tap one, though, you'll cancel your current navigation, and Siri will start directing you to the new destination instead

iPhone Tips & Tricks

Adjust the Volume of Turn-by-Turn Directions From Siri

The Maps app on the iPhone offers turn-by-turn directions using Siri's voice, but did you know that you can adjust the volume of that voice? It is not where you would expect it….

• Open Settings and scroll down to Maps
  • You will see controls for disabling the app's voice, or changing the volume
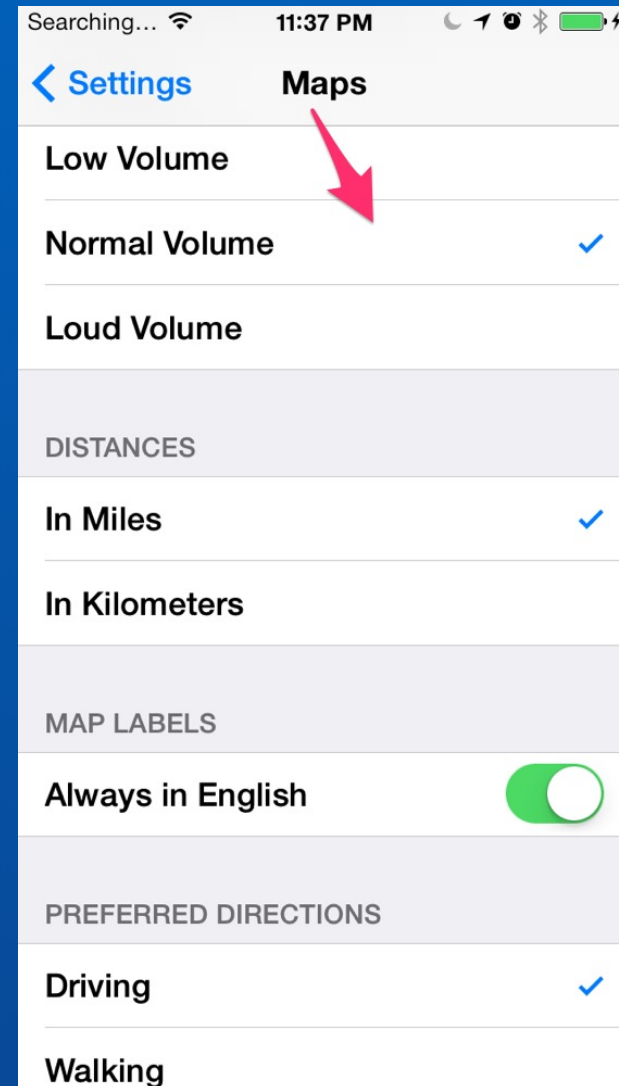
iPhone/iPad Tips & Tricks

Taking Panorama Photos The Easy Way

When it comes to making panoramas, most iOS device owners have it easy: Just turn on panorama mode on the Camera screen, and then make a panorama in a single fluid, sweeping motion after tapping the shutter release icon. (Tip: You can change the panning direction just by tapping the panorama bar in the middle of the screen.)

If you don't like the sometimes jagged panoramas, or if you have an older iOS device that can't make panoramas automatically, don't worry—you still have options.

- One of the best panoramic stitching apps for the iPhone is Pano. For $2, you can take sweeping vistas using up to 16 photos (and a final resolution of 24 megapixels).
  - The image quality is excellent, with superb alignment and blending. The interface works great, with a guide that helps you line up each subsequent photo

$1.99 Buy

Pano is available
in the App Store

iPhone/iPad Tips & Tricks

Taking Panorama Photos The Easy Way

What if you want to make a fully immersive <u>360-degree panorama</u> that connects end-to-end, like a photographic cylinder?

- For that kind of panorama, check out the aptly named 360 Panorama, which, for $1, automates everything.
    - Just hold the camera up and start to pan in a circle; the app snaps and stitches on the fly, so by the time you make a full spin, you have a complete panorama that you can swipe to see all 360 degrees of landscape.
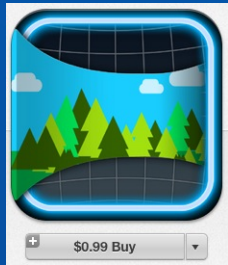
360 Panorama is available
in the App Store
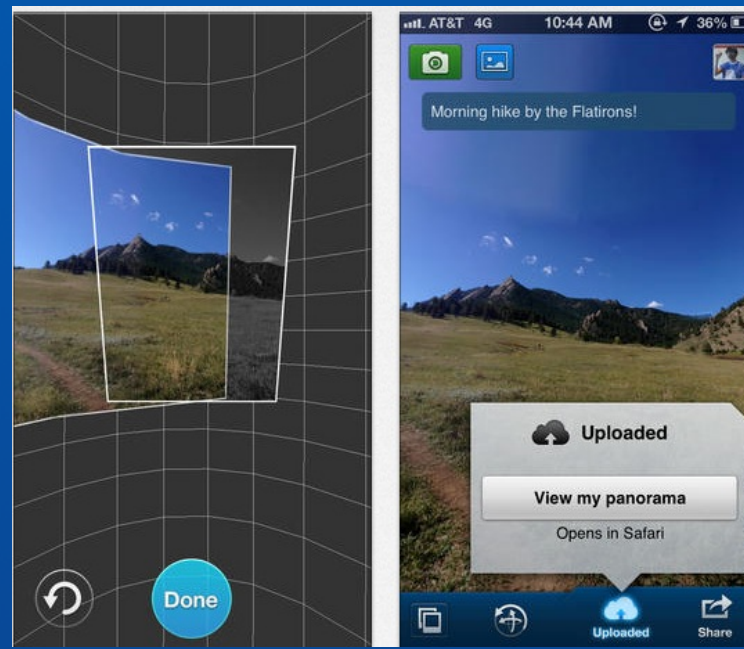
iPhone/iPad Tips & Tricks

Taking Panorama Photos Vertically

If you have been taking <u>panorama</u> photos, you might be surprised to know that you can use it to take panoramic photos vertically

- When you want to capture a tall photo, such as a very tall building, hold your phone in the landscape position instead of the portrait position
- Move your phone slowly up or down to take your photo... you will see the guide line indicating the direction that you should be moving

Move iPhone continuously when taking a Panorama.

PHOTO   SQUARE   PANO
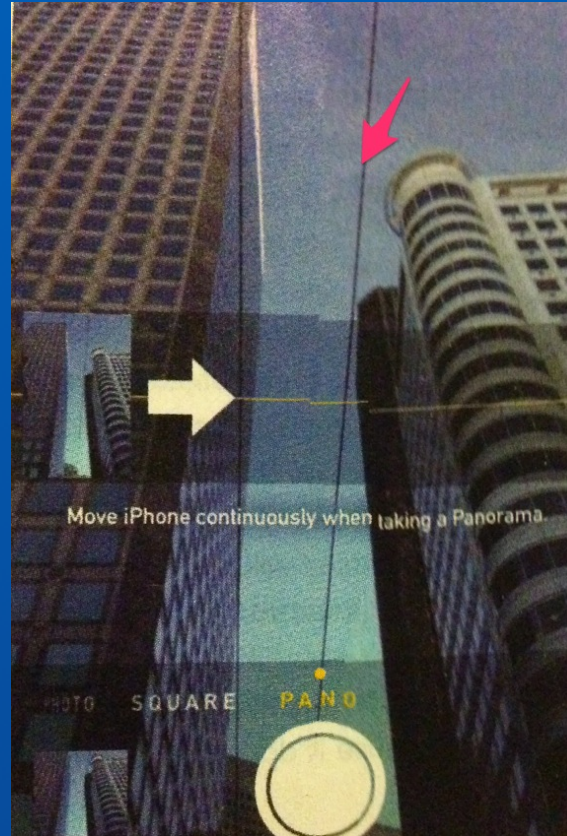
<u>NOTE</u>
The phone was held horizontally in the landscape mode while following the line (red arrow) tilting the phone up from bottom to top

iPhone/iPad Tips & Tricks

The 10 Best New Photo Features in iOS 7

One major reason—maybe the reason—to snap up iOS 7 is the new photographic capabilities built into the Camera and Photos apps. The new features expand the range of photos you can take, and most are accessible and easy to use.

1. The Camera app's new vision: Apple completely overhauled the Camera app's interface in iOS 7, giving it a different look, feel, and style of operation, with slick performance throughout.Just swipe to the Photo camera and tap, and you have a picture. Do it again, and you have a video, a square image, a panorama, or (if you have the iPhone 5s) a slow-motion video.

2. Slo-mo camera: Slow-motion videos play back to the viewer at a speed slower than the one they were shot at. With the iPhone 5s (but not with any other iPhone), iOS 7 lets you use one of the built-in video cameras to shoot a video and then choose which parts to slow down. Designed to capture quick-action shots, the camera shoots at 120 frames per second, but you can use built-in software to slow down the playback at the points you choose while keeping the rest at "normal" speed.

iPhone/iPad Tips & Tricks

The 10 Best New Photo Features in iOS 7

(continued)

3. <u>Bursting at the seams</u>: Nothing is simpler or more useful than the new Camera's burst mode. Burst mode functions here just the way it does on your DSLR. You hold down the shutter button, and the camera captures 10 frames per second. It's a great way to catch fast, full-resolution action without having to shoot a video.

4. <u>It's hip to be square</u>: With iOS 7 anyone can take a square photo—with or without the obligatory filter. For some snapshooters, that capability may be enough to entice them away from Instagram altogether.

5. <u>A photo finish</u>: Apple overhauled and simplified the Photos app's interface, with three major panes: <u>Photos</u>, <u>Shared</u>, and <u>Albums</u>. Within Photos, the Years block shows what looks like a computer-generated collage, except that it consists of each photo you took with or synced to your phone. Each year shows up as its own block, with a general location. If you tap a block lightly, you get a thumbnail of the image you're touching. Tapping inside the Years block breaks it out into larger, more usable thumbnail sets called Collections, each labeled with date and location. Tap again and you get the precise image or Moment you want to see. From there you can edit or share your picture.

iPhone/iPad Tips & Tricks

The 10 Best New Photo Features in iOS 7
(continued)

6. <u>Filter finesse</u>: Apple provides eight filters—three of them monochromatic—but they're arguably the ones whose effects photographers use most often, and some might even improve on auto-enhance button. If you're the kind who tends to default to separate camera, Apple's new filters will give you yet another reason not to leave the app.

7. <u>Map this</u>: Although iOS 6 did have a photo mapper, that mapper wasn't nearly as specific as the new Collections feature. Collections sorts through all your photos and organizes them by date and location. When you tap the location, it automatically moves you to the map

8. <u>Better albums</u>: The Albums pane is more granular than in the past, but in a good way. The Photos software separates your panoramas and videos from the rest of the images on your Camera Roll, making them easier to find in a hurry, but retaining them in your main Camera Roll with all your other images

9. <u>Control Center launch</u>: iOS 7 gives you a new, super-quick way to launch the Camera app and to access the Camera Roll: the new Control Center. Unlock the phone, swipe up to access Control Center, and tap the camera icon. That's even easier than searching for the Camera app's icon on your home screen.

iPhone/iPad Tips & Tricks

The 10 Best New Photo Features in iOS 7

(continued)

10. <u>Shared streams</u>: iCloud has always let you stream photos, but now you can have a shared photo stream that selected people can contribute to and comment on. It's still limited to the most recent 1000 images uploaded, but you can restrict who has access to or can comment on your photos. This feature is especially useful for sharing a group activity—letting multiple people add shots to the shared photo stream can lend various perspectives to the same event.

Enjoy your iPhone/iPad/iPod touch camera… more fun than ever!

iPad Accessories

Top iPad Keyboard

For serious typing sessions an <u>external keyboard</u> offers the tactile advantages of real keys without sacrificing the iPad's portability and touchscreen features.

The <u>iPad supports almost any Bluetooth keyboard</u>, but there are many keyboards on the market that are specifically made for use with the iPad. These tend to be designed for portability, and they usually include special iPad-function keys for adjusting volume and screen brightness, controlling media playback, opening iOS's Spotlight-search screen, going to the home screen, and more.

There are a few issues to think about when shopping for a keyboard for your iPad.

- <u>Always attached or removable?</u> If you frequently need a physical keyboard when using your iPad, you'll appreciate the convenience of a keyboard built into a case, as the keyboard will always be with you.
- <u>Portability versus usability</u> With the exception of stand-alone models, iPad keyboards involve usability trade-offs: The thinner the keyboard, the worse the feel of the keys; the smaller the keyboard, the more crowded the keys will be, or the more you'll find keys that are the wrong size or in the wrong locations.

iPad Accessories

Top iPad Keyboard

(continued)

Here's a look at the main types of full-size iPad keyboards available, along with my recommendations for a few of the best in each category:

- **Folio-case-style keyboards**
  - Easily the most-common type, these keyboards are integrated into a full-body, folio-style iPad case. The all-in-one design of folio keyboards is convenient, and most models make it easy to type on your lap—no desk or table required. These models, along with keyboard shells (below), also tend to include the thinnest keyboards. However, folio keyboards have a few drawbacks that can significantly affect usability and comfort. For starters, the actual keyboards tend to be cramped and have small, poor-quality keys

    Recommendations:
    - Zagg's $130 ZaggKeys ProFolio+ (iPad 2, 3, 4)
    - The $130 Solar Keyboard Folio for iPad (iPad 2, 3, 4)
    - Logitech's $100 Keyboard Folio for iPad (iPad 2, 3, 4)

iPad Accessories

Top iPad Keyboard

(continued)

- **Clamshell (laptop-case) keyboards**
  - These models essentially turn your iPad into a laptop: The iPad acts as the laptop screen, while the keyboard and its surrounding enclosure, attached by some sort of hinge, play the role of the laptop base. The downsides to most clamshell keyboard cases are that they tend to add a good amount of weight and bulk to your iPad; they usually make it difficult to use your iPad as a tablet when you're not typing; and they use smaller-than-normal keys in a cramped layout.

    Recommendations:
    - The $169 ClamCase Pro (iPad 2, 3, 4)
    - ClamCase's $149 standard ClamCase
    - Brydge's Brydge+ … $200 for aluminum, $100 for black polycarbonate composite (iPad 2, 3, 4)

iPad Accessories

Top iPad Keyboard
(continued)

- ### Keyboard shells
  - These models are the thinnest and lightest of the keyboard cases. They integrate a thin keyboard into a rigid shell that protects the front or back of the iPad in transit. (Most cover the iPad's screen, leaving the backside exposed.)
  - ### Recommendations:
    - Logitech's $100 Ultrathin Keyboard Cover (iPad 2, 3, 4)
    - Zagg's $130 ZaggKeys Pro Plus and $100 ZaggKeys Pro (iPad 2, 3, 4)
    - Belkin's FastFit Keyboard Cover (iPad 2, 3, 4)

- ### Stand-alone keyboards
  - A stand-alone keyboard must be carried separately from your iPad, and it usually requires you to buy a separate iPad stand (or at least use a case with a built-in stand). But stand-alone keyboards offer a number of advantages over other types of iPad keyboards: Stand-alone keyboards usually offer full-size, high-quality keys arranged in a standard layout
    - ### Recommendations:
      - Apple's $69 Wireless Keyboard
      - Logitech's $100 Bluetooth Easy-Switch Keyboard

"A Profile in Courage"

Senator John F Kennedy
Aboard SS America
South Hampton England to New York City
August 1958

Tony Taylor

9 December 2013

Trilogy
Macintosh User Group