

## iPhone



# Mac Basics For the Beginner

Dec. 12, 2013

"for the beginner"

Mockingbird Public Library 7:00 PM 12/12/2013

## Purpose Of The Class

How to use the Mac Computer!

Not so much....how to use one specific app!



## The Library does not [and is not] offer this presentation!

We are all volunteers. Presentation is free of charge. Thanks to the library for providing the facility. Thanks to Barbara Kelly and Bill Emery, Bob Kolquist

### I do general consulting and service!



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# Why Should I Install the Latest OS and IOS?

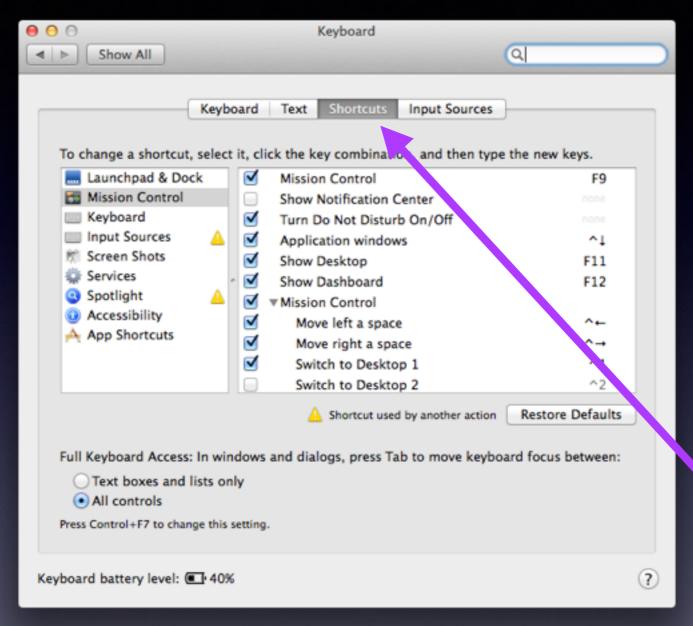
- 1. I try to discuss the new features that apply to the latest OS and IOS.
  - 2. Failure to stay up to date destroys harmony.

Example: iCloud sync does not work when IOS is 6 and the OS is 7.5.

Mavericks is OS 10.9

Client with OS 7.5 trying to use Photo Stream and iPad with IOS 7.3!

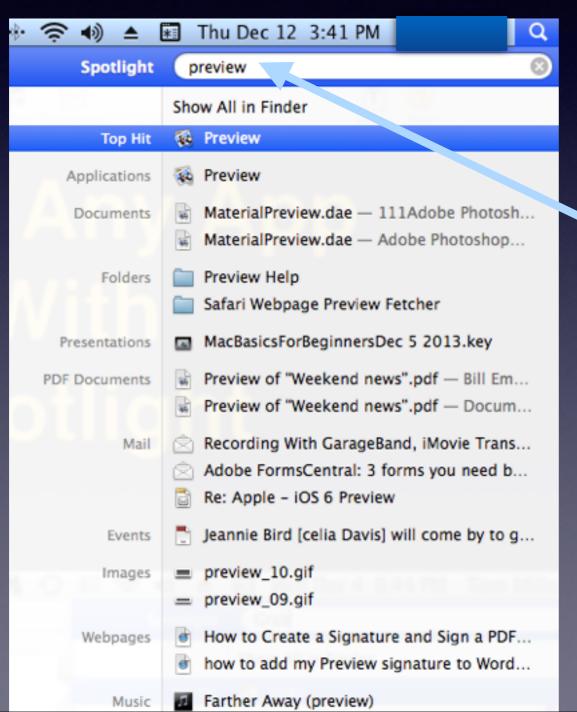
## **Shortcuts for Screen Shot**



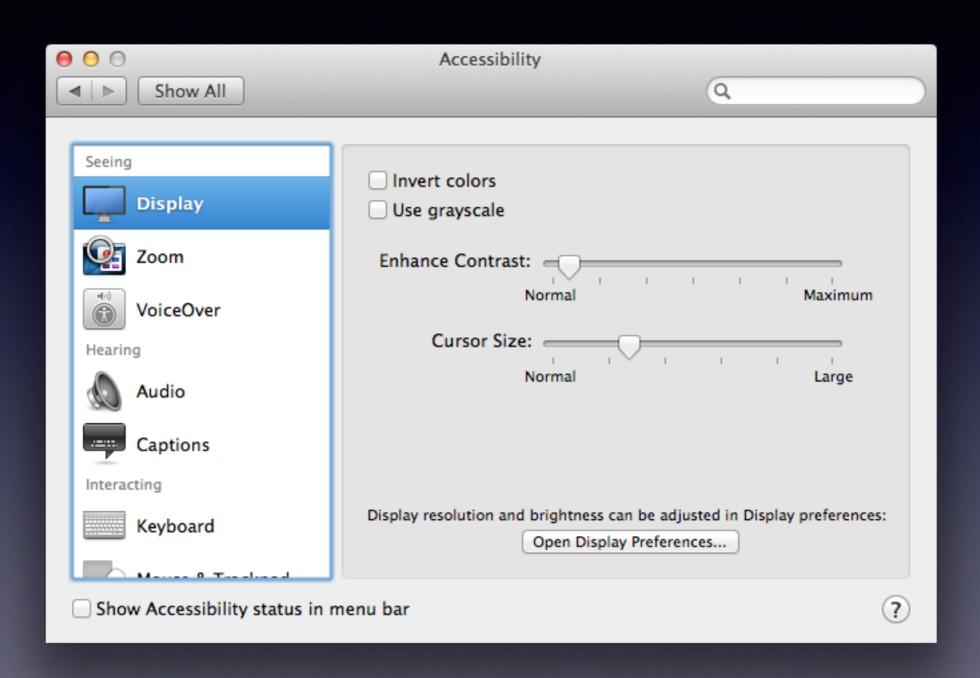
Go to Sys Prefs then to Keyboard and Open the Shortcuts tab!

Why not learn the Mac OS Shortcuts!

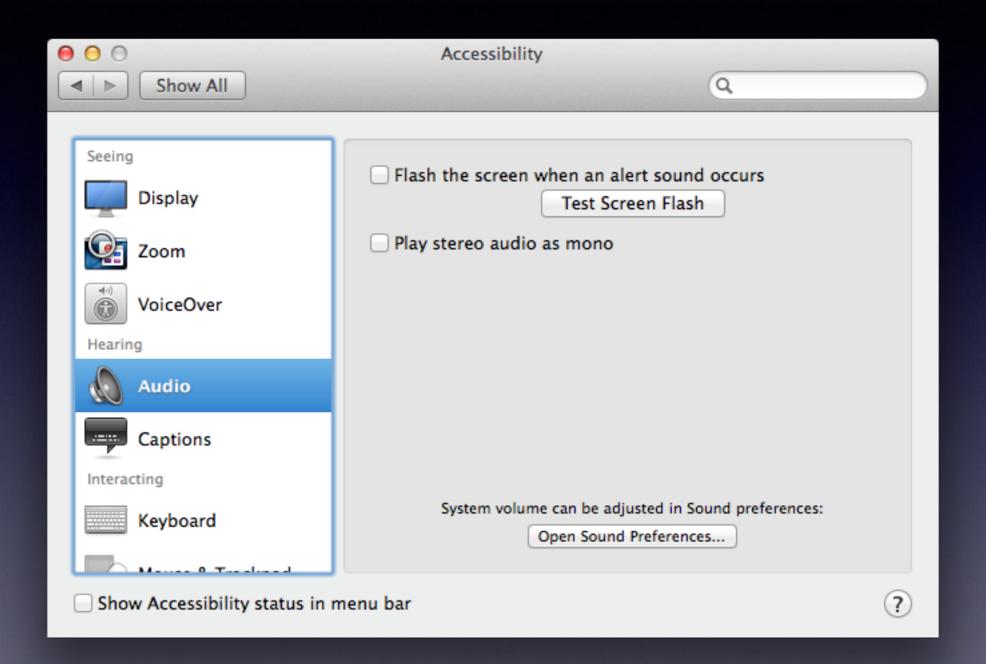
# Open Any App With Spotlight



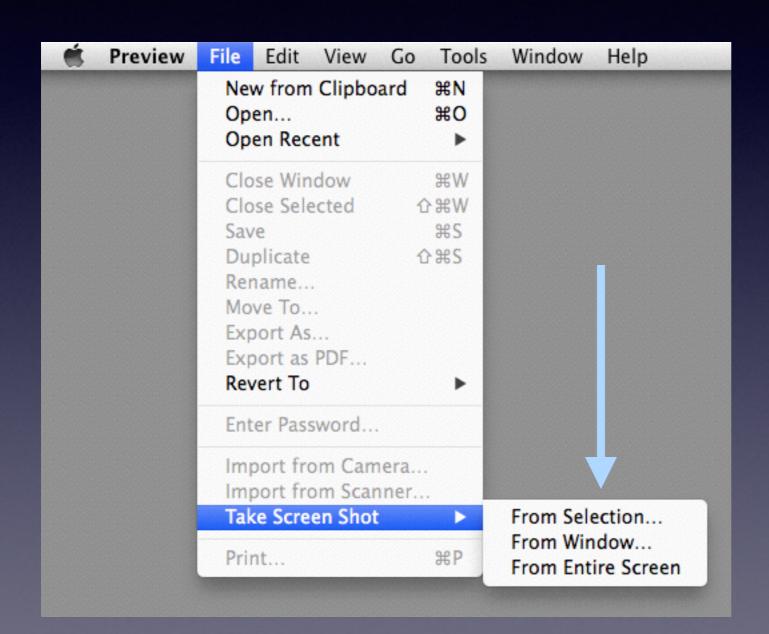
## Vision Impairment



## Hearing Impairment



## Preview

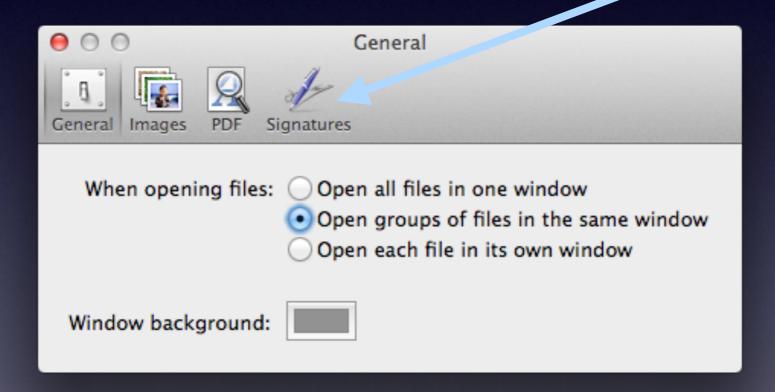


Other options
Shift + Cmd + 4
Create a Cross Hair

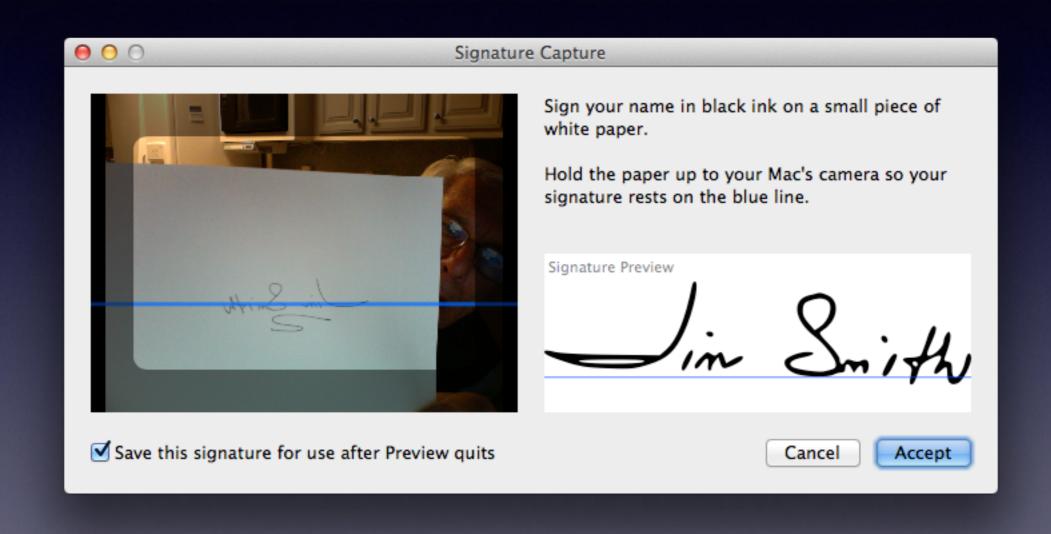
Spacebar activates the camera and copies the screen!

## Preview with Signature

**Open Preferences!** 



## Signature with Preview

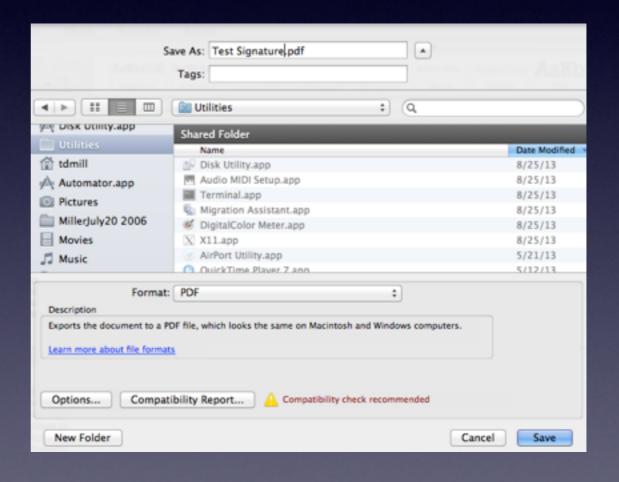


### How to Add a Digital Signature

### **Open Word or Pages**



First Page Footer | Close (2)



## Open PDF in Preview



#### +JimSmith

[Insert Date]

[Recipient] [Title] [Company] [Address 1] [Address 2] [Address 3]

#### Dear [Recipient]:

Pusce neque mi, consectetuer gravida, convallis ac, varius a, pede. Fusce pellentesque pretium quam. Ut luctus, justo id volutpat iaculis, est diam pulvinar sem, quis bibendum turpis dui eget mauris. Sed in mauris. Ut massa. Pellentesque condimentum felis nec sapien. Integer posuere elit at turpis. Nulla facilisi. Sed sapien ipsum, commodo ut, facilisis vitae, ultrices non, metus. Aenean non nulla. Curabitur molestie volutpat magna. Vestibulum tempor faucibus nisi. Pellentesque vitae enim.

Aliquam rhoncus volutpat mauris. Sed auctor. Donec tincidunt velit et tellus. Donec sed augue eget lacus placerat adipiscing. Ut convallis suscipit nulla. Morbi posuere ullamcorper ligula. Duis sit amet odio nec lorem ornare gravida. Suspendisse ante nulla, gravida quis, eleifend sit amet, placerat eget, purus. Sed egestas magna ut erat. Vivamus euismod, odio id mattis porttitor, tellus nisl consectetuer turpis, ut auctor enim justo euismod nulla. Fusce eget diam vulputate massa tempor tempor.

In ante. Phasellus convallis, nisl in vestibulum facilisis, lacus pede bibendum urna, dapibus pellentesque eros magna sed nibh. Etiam tortor arcu, porta nec, laoreet quis, mollis in, libero. Aenean dapibus est a metus. In sit amet elit. Pellentesque luctus lacus scelerisque arcu. Cras mattis diam. Sed molestie, lectus id bibendum luctus, magna orci luctus quam, et auctor urna diam sit amet ligula. Sed purus dui, suscipit et, malesuada non, consectetuer in, augue. Proin et sapien. Maecenas aliquam, nibh id aliquet tincidunt, ante neque pulvinar mauris, sit amet fermentum nibh augue mollis risus. Mauris portitor varius mauris. Vivamus in urna et sem accumsan imperdiet. Aenean fringilla, eros tincidunt gravida elementum, justo eros pharetra felis, in rhoncus arcu lectus non enim. Phasellus odio tortor, mattis ut, mattis elementum, luctus at, orci.

Sincerely

Jim Smith

## Preview

#### Open PDF in Preview and Click on Edit

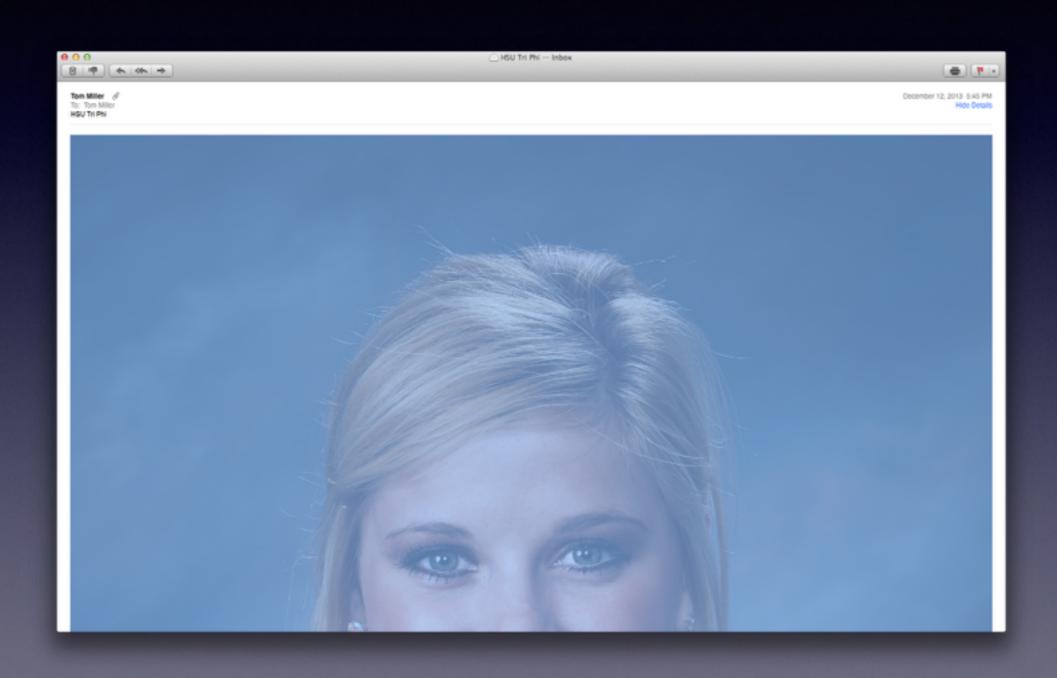


## Click on Signature Go to Document Drag the Cross Hair

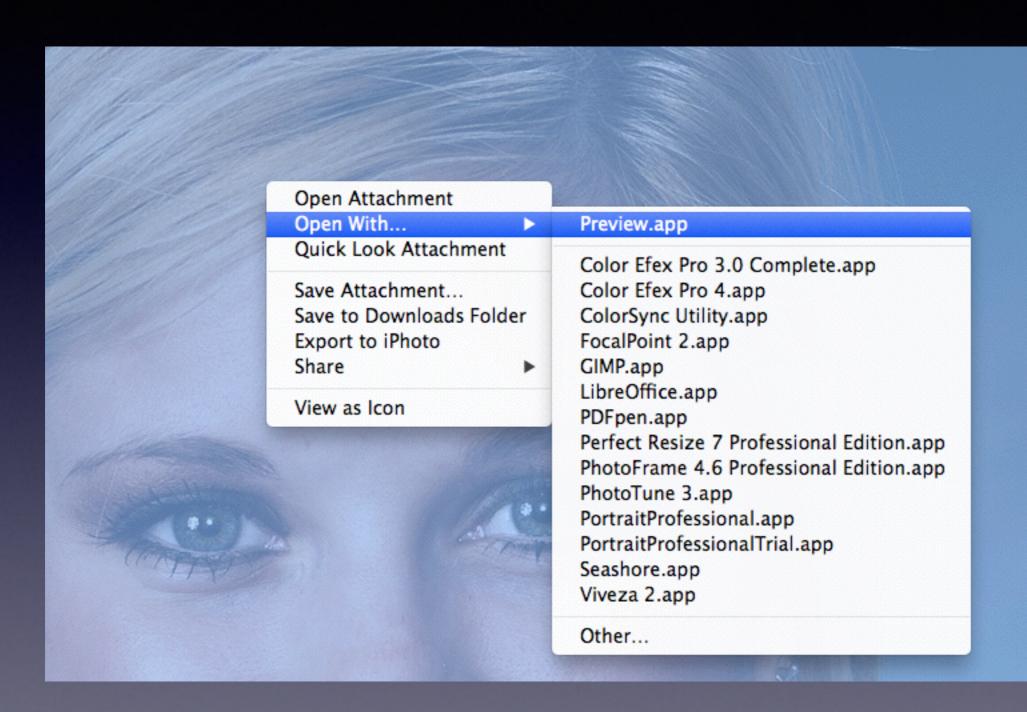


## Preview Does Editing

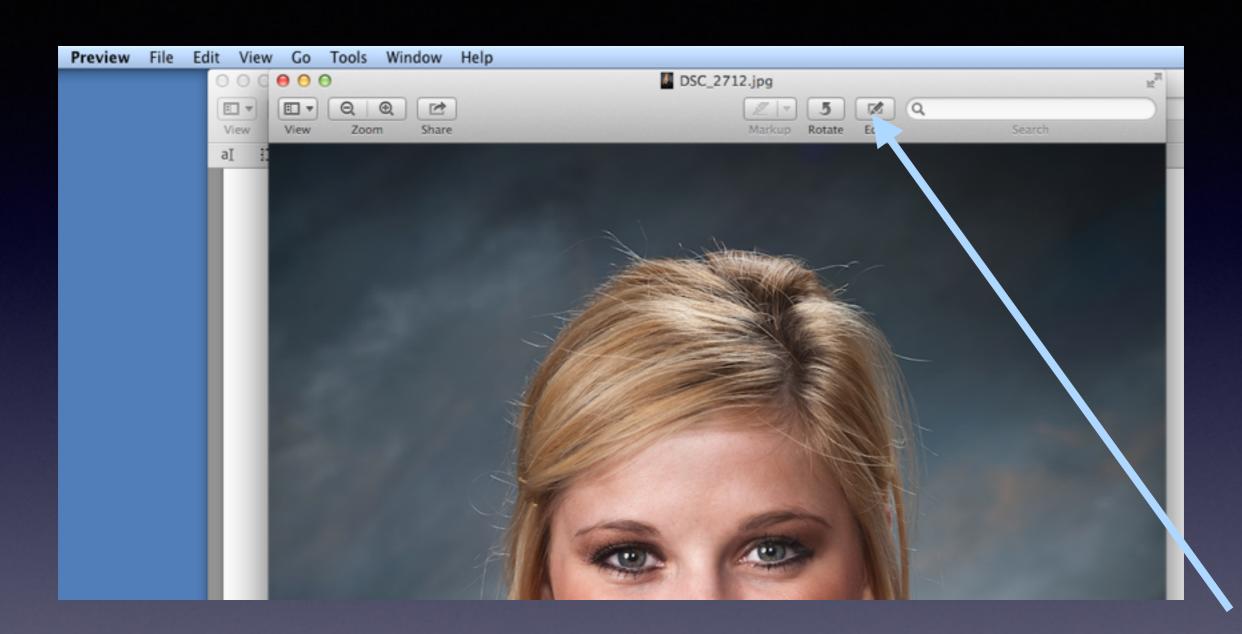
Open an eMail, photo from camera, etc.



# "Open with"



## Edit in Preview



# Save Time Editing in Preview

This is fast compared to iPhoto, Aperture, Photoshop Elements and Photoshop

## Fast Editing

