### Mac Basics

# For Everyone! March 18, 2014



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# Purpose Of The Class

#### How to use the Mac!



#### To See All the Slides in this Presentation....Go to:

#### tommillermachelp.com

look to the right to see recent posts and go to March 18, 2014

# Our presentation is not about any one specific app\*!

\*As the "presenter" There are some difficulties in knowing what is of importance and interest!

#### **Computer Password**

Is it worth locking your computer... with a password?

00	Users & Groups
Show All	C
Current User Tom Miller Admin Other Users Other Users Off	Password       Login Items         Image: Change Password       Change Password         Full name: Tom Miller       Apple ID: Set
Login Options	Contacts Card: Open Allow user to reset password using Apple ID Allow user to administer this computer Enable parental controls Open Parental Controls

?



#### **Computer Password**

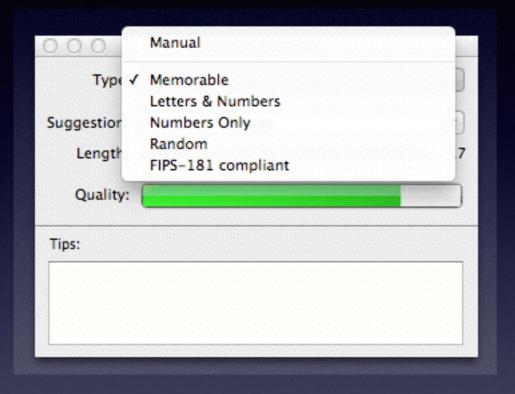
Is it worth locking your computer... with a password?

00	Security & Privacy	
	Show All	
	<ul> <li>Show a message when the screen is locked Set Lock Methage</li> <li>✓ Disable automatic login</li> </ul>	begins
	Allow apps downloaded from: Mac App Store Mac App Store and identified developers Anywhere	
Clic	ck the lock to make changes.	dvanced ?

#### **Computer Password**

O O O ⊲   ▷ Show All	Users & Groups	
Current User	Old password:	
Tom Mille Admin	New password:	
Other Users Guest Use Off	Verify:	
	Password hint: (Recommended)	
	Cancel Change Password	
_	Contacts Card: Open	
	Allow user to reset password using Apple ID	
	✓ Allow user to administer this computer	
Login Options + − ☆	Enable parental controls     Open Parental Controls	
Click the lock to n	ake changes.	D

#### Password Cont.

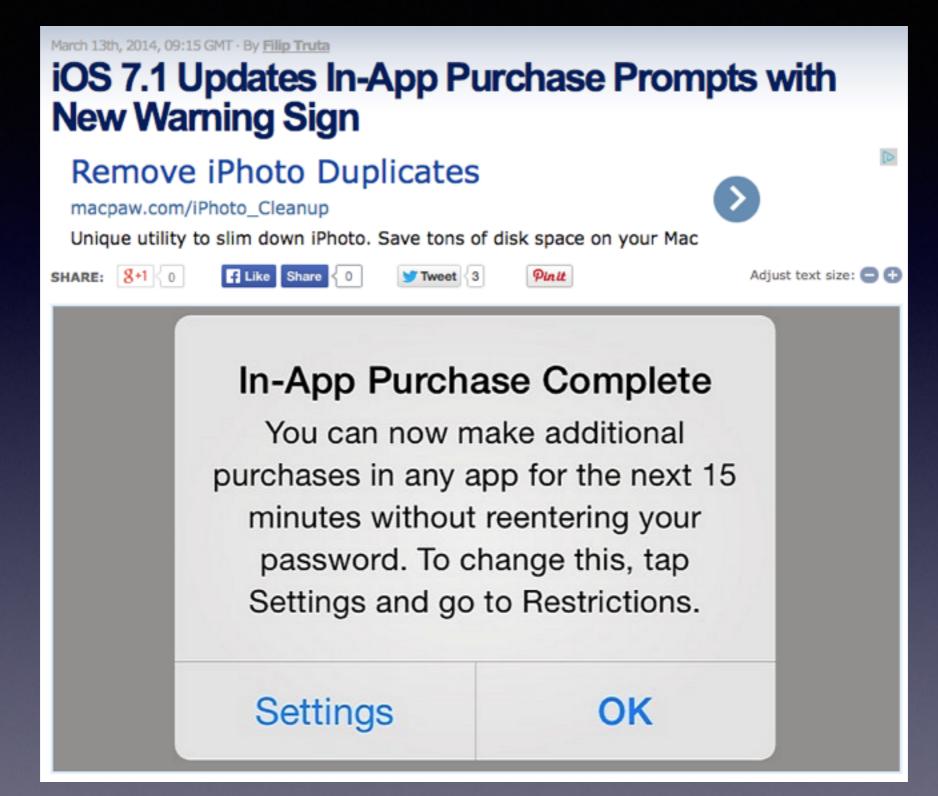


Θ	00	Password Assistant	
	Type:	Memorable \$	)
Su	ggestion:	Anita8,Rican	)
	Length:	Anita8,Rican	2
	-	sins47]whirr	
	Quality:	FYI4"Bretons	
		flu0}Jackson EPS8,refined	-
Tip	ps:	jabs93'kelps	
	Aix upper a	bleb984,BYOB	
U	Jse a longe	NLRB37;Tulsa	
	-	mooed17.mitt	
		meaty40@Mace	
		More Suggestions	

### Use the Notes App



#### Password on iPhone / iPad



#### Shut Down and Restart What should you do ....? 1. Check to reopen 2. Do not check to reopen

(J)	Are you sure you want to shut down your computer now?
	If you do nothing, the computer will shut down automatically in 41 seconds.
	Reopen windows when logging back in

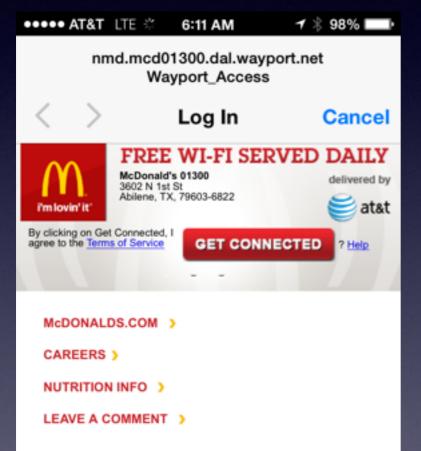
If you have an issue with an App... you may reopen the issue!

### What is



<b>H</b> ① *	🥱 🜒 🔺 📧 Mon Mar 17	4:26 PM	Tom Miller
	Wi-Fi: On Turn Wi-Fi Off		
) S	<ul> <li>✓ Airport Extreme Airport Extreme_xt 2.4Ghz Airport Extreme_xt 5Ghz</li> <li>NETGEAR NETGEAR75-5G</li> </ul>		ats with
	Join Other Network Create Network Open Network Preferences	0	Colors

## What is a Public Wi-Fi Network?



Generally, it is free.

There are terms of service.

You are sharing the Network!

# Why Should I Lock my Router [Network]?

<b>H</b> ① *	🛜 🐠 🔺 🔝 Mon Mar 17 4	4:26 PM	Tom Miller
	Wi-Fi: On Turn Wi-Fi Off		
) S	<ul> <li>✓ Airport Extreme Airport Extreme_xt 2.4Ghz Airport Extreme_xt 5Ghz NETGEAR NETGEAR75-5G</li> </ul>		ots with
	Join Other Network Create Network Open Network Preferences		Colors

Do You Have to type a passcode at McDonalds?

#### Why Lock my Router?

People Can Hack into my Computer and steal my Data!

People Can Hack into my Computer and steal my allotted data.

#### Bandwidth vs. Usage

Profile My Bill My Service			·
	My Email Online Tools Refe	er-A-Friend	
View your current	services and online resources like se	elf-help and scheduled appointments	L
		Notificati	ons
TV Lineup Suddenlink2GO	The best TV experience. Period	your are	e no reported outages in a. balance : \$0.00
	Active	Need hel	p?
Internet Usage	Say goodbye to slow.	Call us a	hoot my service it 1-877-794-2724 ine with an agent
		Quick lin	ks

Go to your account. Whom do you pay for Internet?

#### Bandwidth

#### Network Transfer [of data] rate

#### What is bandwidth? - Definition from WhatIs.com



searchenterprisewan.techtarget.com/.../bandwidth - TechTarget -

by Margaret Rouse

 In computer networks, bandwidth is often used as a synonym for data transfer rate - the amount of data that can be carried from one point to another in a given ...

#### Bandwidth - Network Bandwidth - Networking - About.com



compnetworking.about.com/.../bldef\_bandwidth.htm - About.com by Bradley Mitchell

Definition: **Bandwidth** in computer networking refers to the data rate supported by a network connection or interface. One most commonly expresses **bandwidth** ...

#### Bandwidth Definition - PC Support - About.com

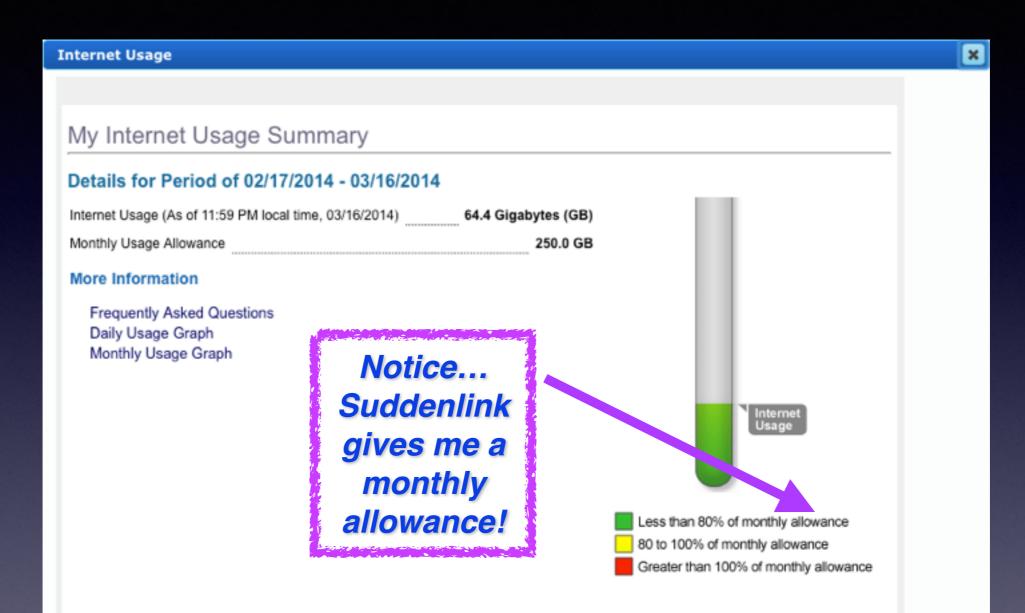


pcsupport.about.com > ... > Glossary / Terms About.com by Tim Fisher - in 7,638 Google+ circles Bandwidth refers to the amount of information that something can handle in a given time.

#### Check Speed with Speed Test [Ookla]

Check How Much Data Transfer with Your Internet Service Provider vs. How Fast does data travel to you.

### My Internet Usage



Our usage measuring and reporting system is designed to update the information reported on this page every 24 hours. Typically, those updates will be processed and posted to this page each day by or before 8:00 a.m. Central Time, reflecting usage through approximately 11:59 p.m. local time of the prior day. In those cases where a new update to this page shows no incremental usage in the 24 hours since the last update, one of two conditions apply: either (a) there was no incremental usage in that time period; or (b) the transmission of daily usage (from our counter to this page) was delivered too late to be deemed useful to the customer and was thus not counted and not applied to the customer's usage total.

# How Much Usage for a Movie?

Your plan

may

provide less

usage!

#### Applies To: Internet Explorer | Internet Explorer 9 | Windows 7 Question Had this guestion Me Too JOHNBOSSERT asked on September 21, 2011 how much bandwidth does a 2 hour movie use? I have just watched a movie on netflix andwould like to know what prportion of my allowable blandwith I have used? Reply with quote | Report abuse - Subscribe to Updates Reply | Answer Found this helpful Me Too Azam K rep. ed on September 22, 2011 -Microsoft Hi. An hour and a half move usually is about 700MB and a two hour movie about 1.8 GB if you want HD movies then it is about 3 GB for two hours, this is what Netflix says. Hope the information helps.

Internet Explorer

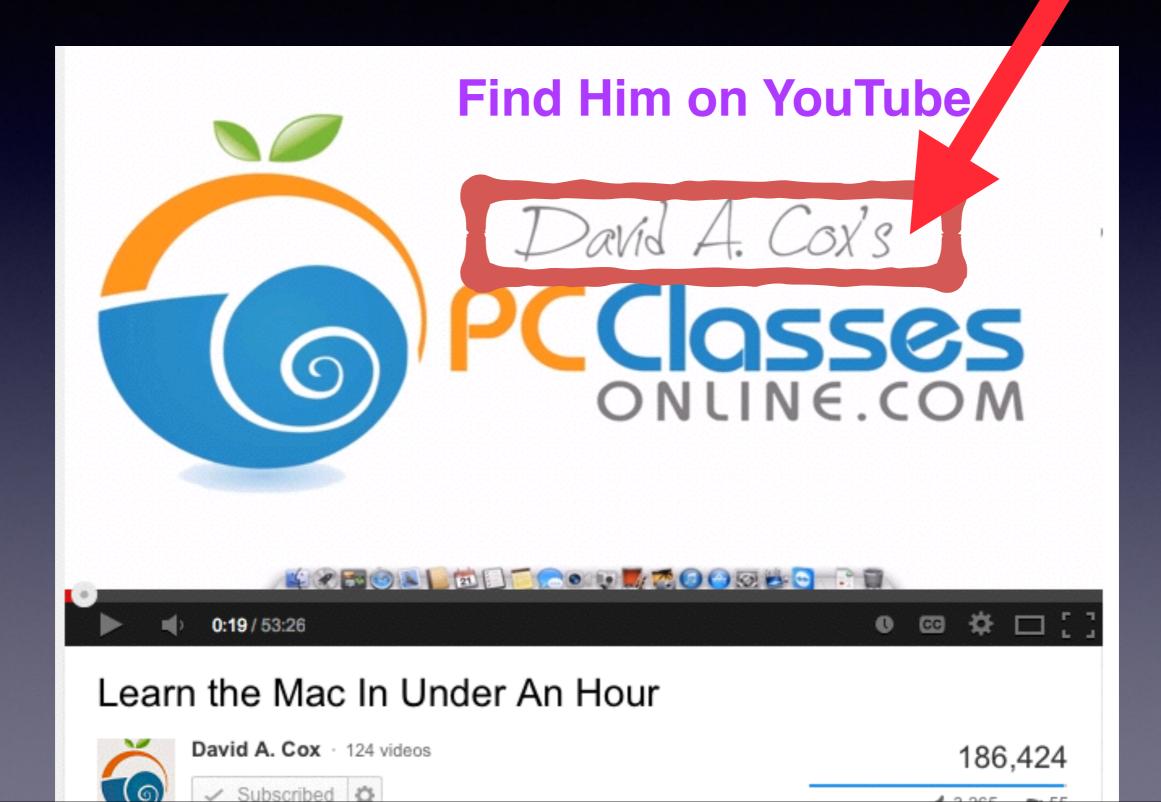
#### Perform a Search on a Mac

● ○ ○ Finder Preferences
General Tags Sidebar Advanced
<ul> <li>Show all filename extensions</li> <li>Show warning before changing an extension</li> <li>Show warning before emptying the Trash</li> <li>Empty Trash securely</li> </ul>
When performing a search:
Search This Mac \$

# Arranging Displays

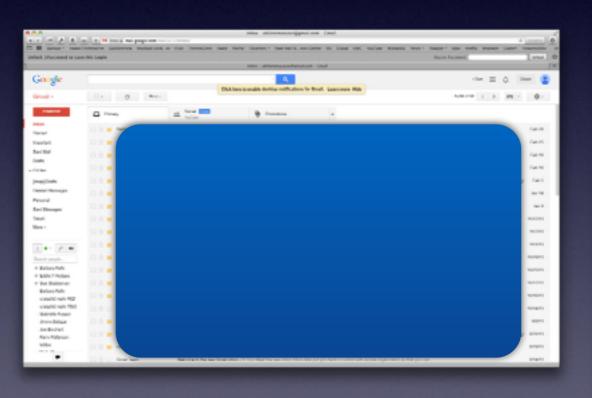
000	iMac		00	SAMSUNG		
Show All		٩	Show All	and the second	Q	
To rearrange the displays, drag th To relocate the menu bar, drag it	Display Arrangement Color tex to the desired position. to a offerent display.		To rearrange the displays, dr To relocate the menu bar, dr	Display Arrangement Coor ag them to the desired position. ag it to a different display.		
Mirror Displays			Mirror Displays			
Show mirroring options in the	menu bar when available	Gather Windows ?	Show mirroring options in	the menu bar when available	Gather Windows	?

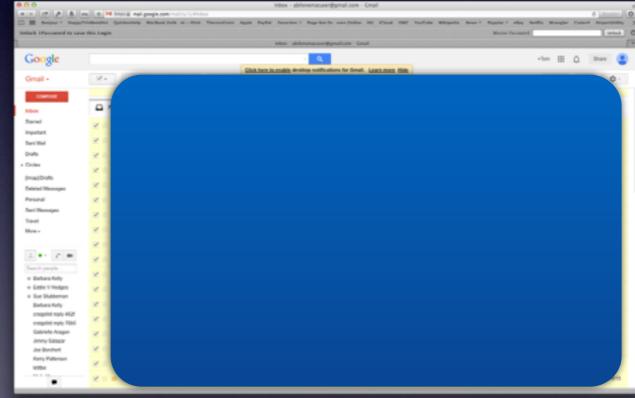
#### Learn the Mac



### Apple Mail vs Web Mail

#### Can I delete all my email in one fell swoop? Use Web Mail





### How to Add an eMail Acct.

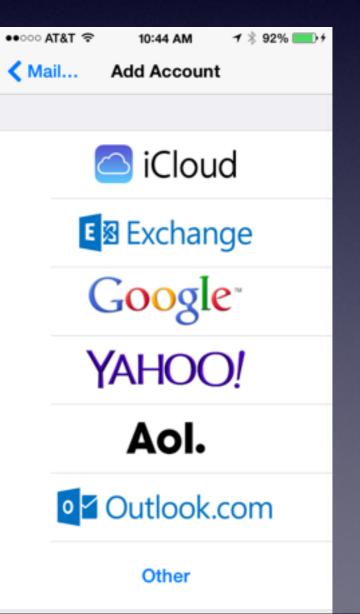
If you do not have a Gmail account; go to my web site: tom <u>millermachelp.com</u> and search for "setting up a Gmail account.

0 0 0	Accounts	
General Accounts Junk Mail Fonts & Colors	Viewing Composing Signatures Rules	
<complex-block><image/><image/></complex-block>	Choose a mail account to add	Advanced

#### Setting up eMail Acct on an iPad or iPhone and Mac Computer

••000 A	T&T 🗢	10:44 AM	୶ 🖇 92%	•+
	5	Settings		
U	Frivacy			1
	iCloud			>
	Mail, Con	tacts, Cal	endars	>
	Notes			>
	Reminder	rs		>
	Phone			>
	Message	s		>
	FaceTime	•		>
হ	Maps			>
(+)	Compass			>
0	Safari			>

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ACCOUNTS			
<b>iCloud</b> Mail, Contacts, (	Calendars and	8 more	>
MacUser Mail			>
<b>Gmail</b> Mail, Calendars,	Notes		>
Yahoo! Mail, Contacts, (	Calendars and	2 more	>
Add Account	t		>
Fetch New D	ata	Off	>
MAIL			
Preview		2 Lines	>
		_	-



# Keep Typing the wrong email address?

	Mail File Edit	View	Mailbox	Message	Format	Window	Help	
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	?		QSearch	1		200111		
1000	Name A	Email	Last	Used	in the second second	Messag	e Viewer	ж0
	Steven Perry		76453€ 11/	-		Photo B	Browser	
	gary pethybridge		30be3 7/1	-		Address		₹₩
1.22	John Pettit		@me.ci 7/3	-		Previou	is Recipients	
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	tmplds@yahoo.com		ahoo.c( 2/9	-			tion Doctor	
	Susan Placencia	-	ia@gm 1/3			Bring A	II to Front	
	Jeanna Posey Kristin Postell		@yahoo 5/3 926de3 3/3	-		Inhoy (	Found 201 matches	for coarch)
1	Marty Pothier		ocamal 5/3	-			s Recipients	ior search)
	stacey powdrill	-	5a6b34 8/3	-		+ ITCHOU	is needpients	
	Cunthia Powell	nowellc@:	acu edi 9/1	2/13				
	Remove From List		A	dd to Contae	ts			

## Search Mail by Attachement

	Q exce
	Message contains: exce
1	Subjects
	Subject contains: exce
	Winston Churchill 1899. Opinion of islam
	UPS Exception Notification, Tracking Number
	Word, Excel, & Print
	Re-thinking procedure for iPhone and Mac cl
	I am selling a Dell dimension 4700 desktop c
	Excellent MIG Welding Machine!
	The iFlash Drive Slurps Excess Photos *Off* Y
	Don't miss out on item ALLEN EDMONDS MEN
	Excellent info and video about kitchen fire
	Attachments
	Attachment name contains: exce
	Microsoft Excel Open XML spreadsheet
	Excel Document

# Dock App Options



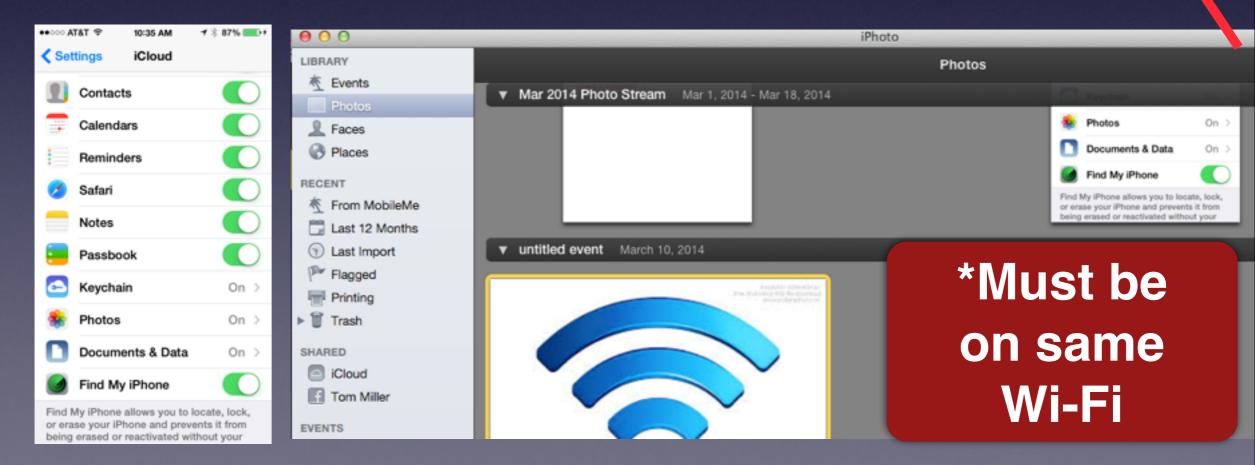
#### iCloud Does Not \*With Back up Pictures Photos

iCloud

"Shares"

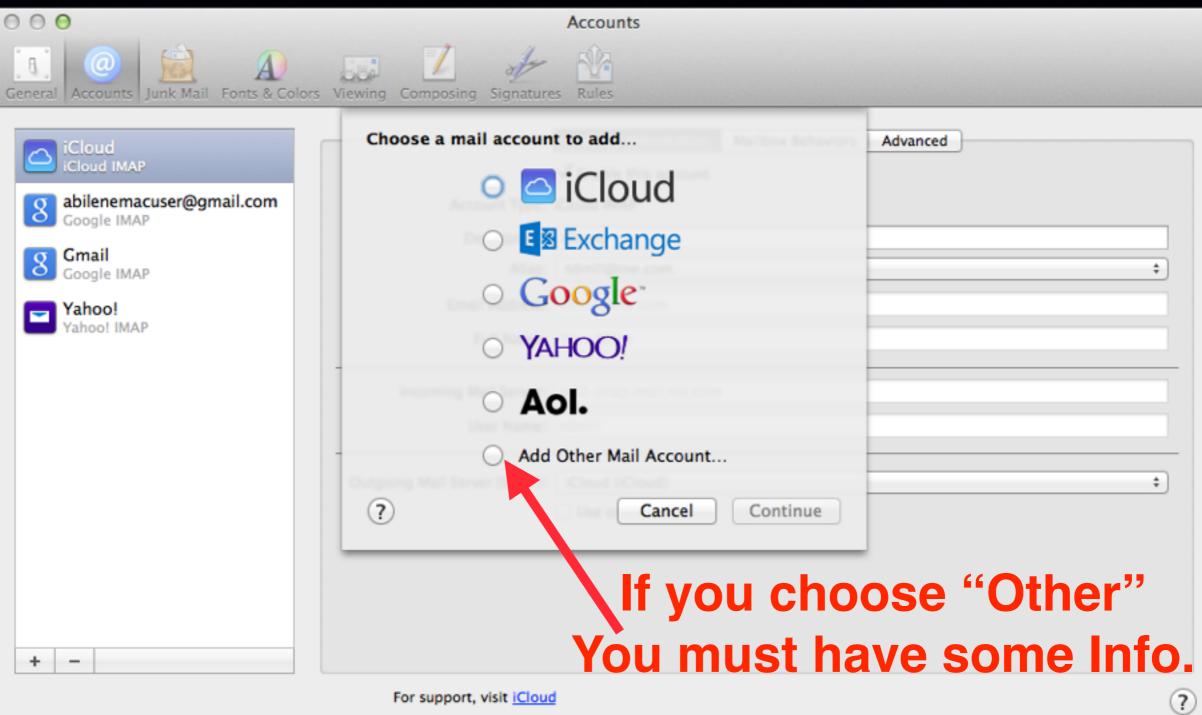
PhotoStream = Photos = iCloud

Check **iCloud.com** and log into your account. There is no category for photos.



#### Mail on Mac

#### **Open Mail, then Preferences, then Add Account**



For support, visit iCloud

# Adding a Suddenlink Account to Mail

#### IMAP Configuration for Email

Technical Operations Job Aid/Training Revision Date: 7/17/13 Effective Date: IMMEDIATELY

Customers may choose how their email accounts are configured whether they are set as Post Office Protocol (POP/POP3) or Internet Message Access Protocol (IMAP) accounts. In most cases, the BBT provides the information to the customer so that the customer can configure his own email account. Traditionally email accounts have been setup as POP/POP3 accounts.

With the increase in mobile devices used by our customers and the demand to check email from multiple devices from the same email server, it is recommended that email accounts be set up as Internet Message Access Protocol (IMAP) accounts. IMAP allows customers to access their emails and folders through an email client as well as webmail.

Benefit of IMAP is that the mail clients synchronize with each other allowing customers to make changes in one email client and seeing the changes on all o email clients.



When setting up a client email account, the information listed below should be used:

- Account Type: IMAP
- Incoming Mail Server: IMAP.Suddenlink.net Port 143
- Outgoing Mail Server: SMTP.Suddenlink.net Port 25

This must be setup up on each device to synchronize with the mail server.



# Google Images for Anything

Google Images

💽 https 🔒 www.google.com/imghp?hl=en&tab=wi&authuser=0&el=kG8oU7fSN6Wn8QGB5YHIBQ&ved=0CAQQqI4oAg

IArt QuickenHelp MacBook Unib...nt - iFixit ThermoGrein Apple PayPal Favorites Page Not Fo...sses Online HU iCloud OWC YouTube Wikipedia News Popular Google Images

#### images.google.com

Google

#### ● ○ ○ ▲ MacIntosh Hard Drive 3T...

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MacIntosh Hard Drive 3TB Modified: Today, 12:04 PM

Add Tags...

#### ▼ General:

Kind: Volume Created: April 21, 2013 at 8:07 PM Modified: Today, 12:04 PM Version: 10.9.2 Format: Mac OS Extended (Journaled) Capacity: 3 TB Available: 1.37 TB Used: 1,632,749,395,968 bytes (1.63 TB on disk) Shared folder

▼ More Info:

Last opened: March 14, 2014 at 10:03 AM

Name & Extension:

MacIntosh Hard Drive 3TB

Hide extension

Comments:

Preview:



Sharing & Permissions:

#### You have custom access

Name	Privilege	
🔔 system	Read & Write	
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#### Go to images.google.com Find an icon and copy image Cmd + IClick on top icon Click CMD + V

#### Create a Custom CON

#### MacIntosh Hard Drive 3T.

MacIntosh Hard Drive 3TB Modified: Today, 12:08 PM

Add Tags...

#### General:

#### Kind: Volume Created: April 21, 2013 at 8:07 PM Modified: Today, 12:08 PM Version: 10.9.2 Format: Mac OS Extended (Journaled) Capacity: 3 TB Available: 1.37 TB Used: 1,632,740,052,992 bytes (1.63 TB on disk) Shared folder

▼ More Info:

Last opened: March 14, 2014 at 10:03 AM

V Name & Extension:

MacIntosh Hard Drive 3TB

Hide extension

▼ Comments:

▼ Preview:

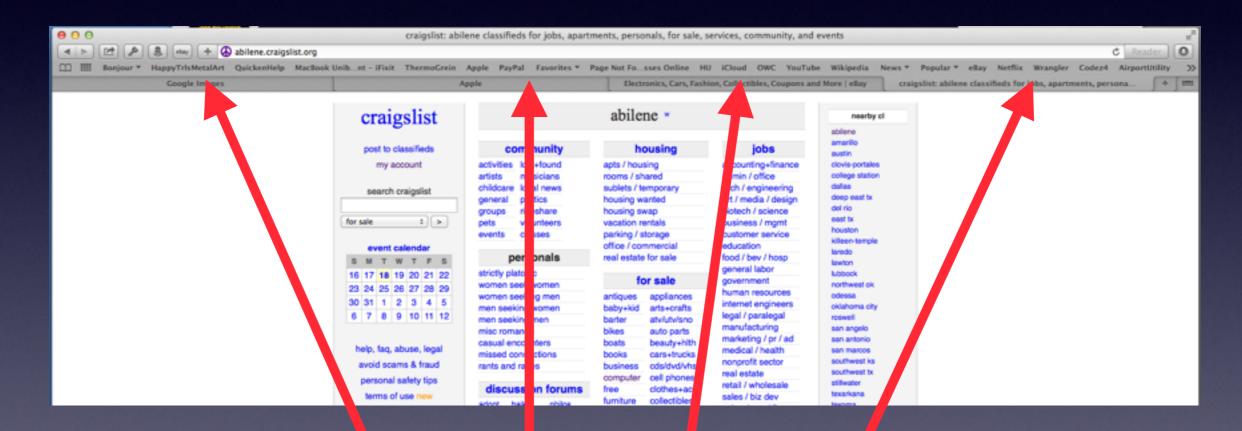


Sharing & Permissions:

You have custom access

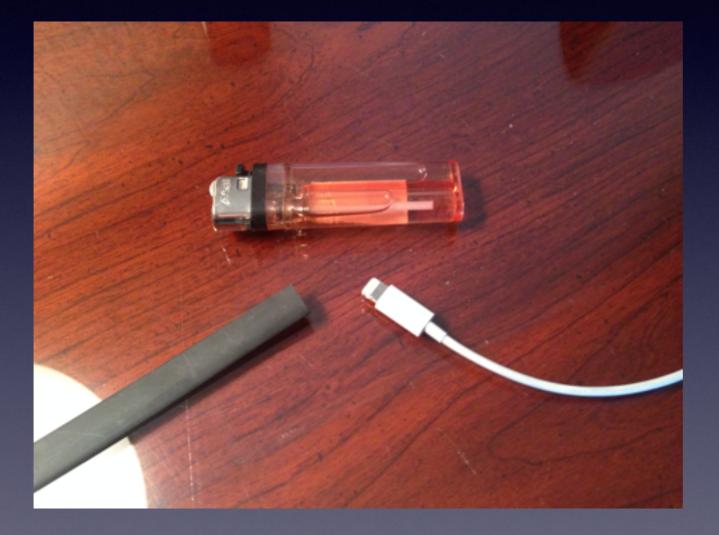


# Use Cmd + T with Safari



#### Four Separate Tabs

# Repairing USB Cable



Scissors Heat Shrink Lighter.