# Would
# You
# Kindly
# Turn on Do Not Disturb
# And
# Turn Off Your Ringer?

# Mac Basics

# For January 21, 2016

# Mac Help


Tom Miller

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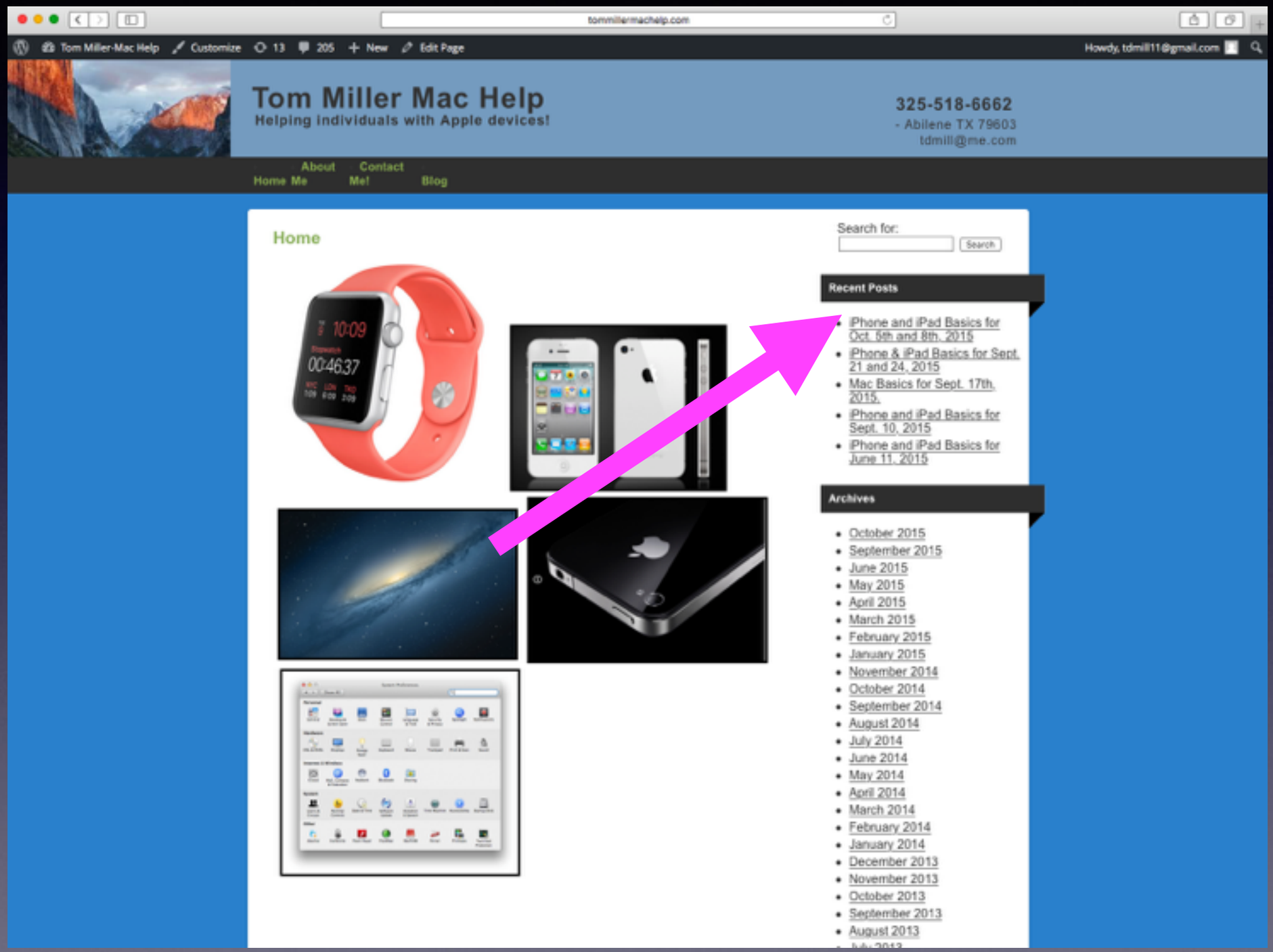
# Web Site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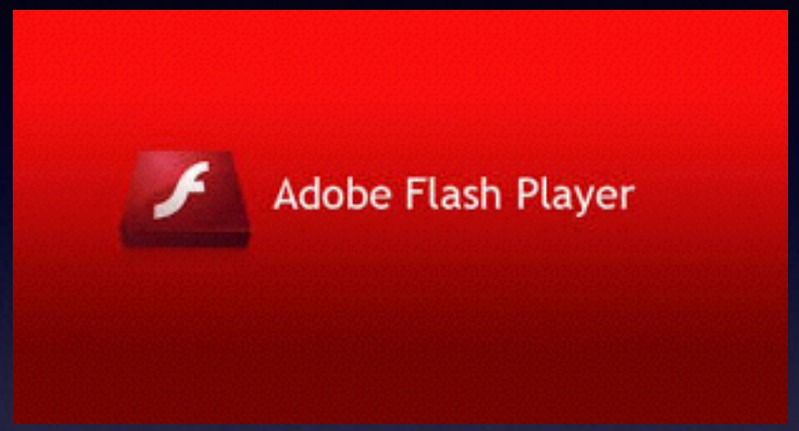
# Tips and Tricks

## 50 best Mac tips, tricks and timesavers

By Christopher Phin and Matthew Bolton December 14, 2015 How To

All the awesome things you forgot your Mac could do

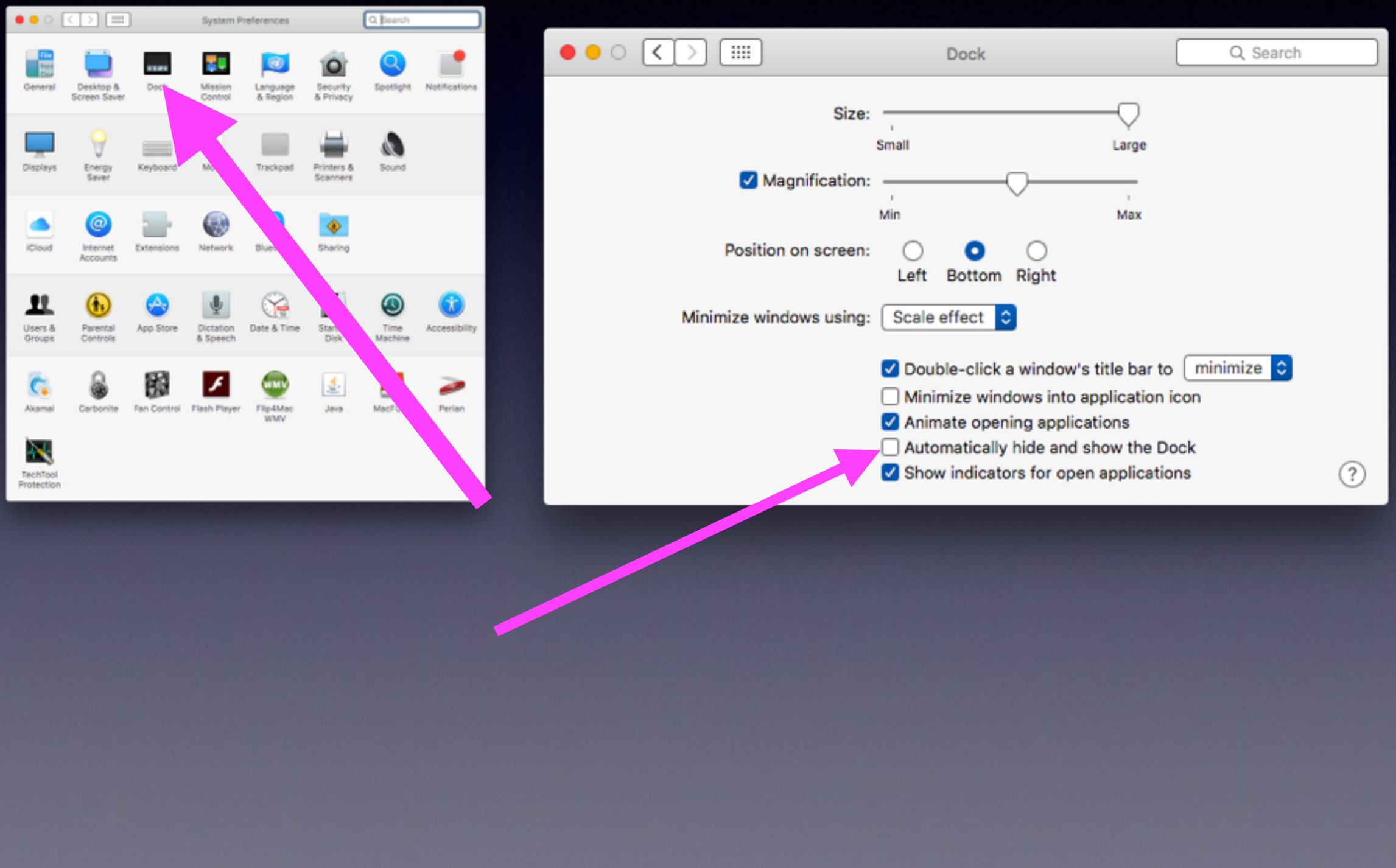
# Adobe Flash Player




Adobe Flash Player
is a program that
allows you to watch videos
from the Internet
on your computer.

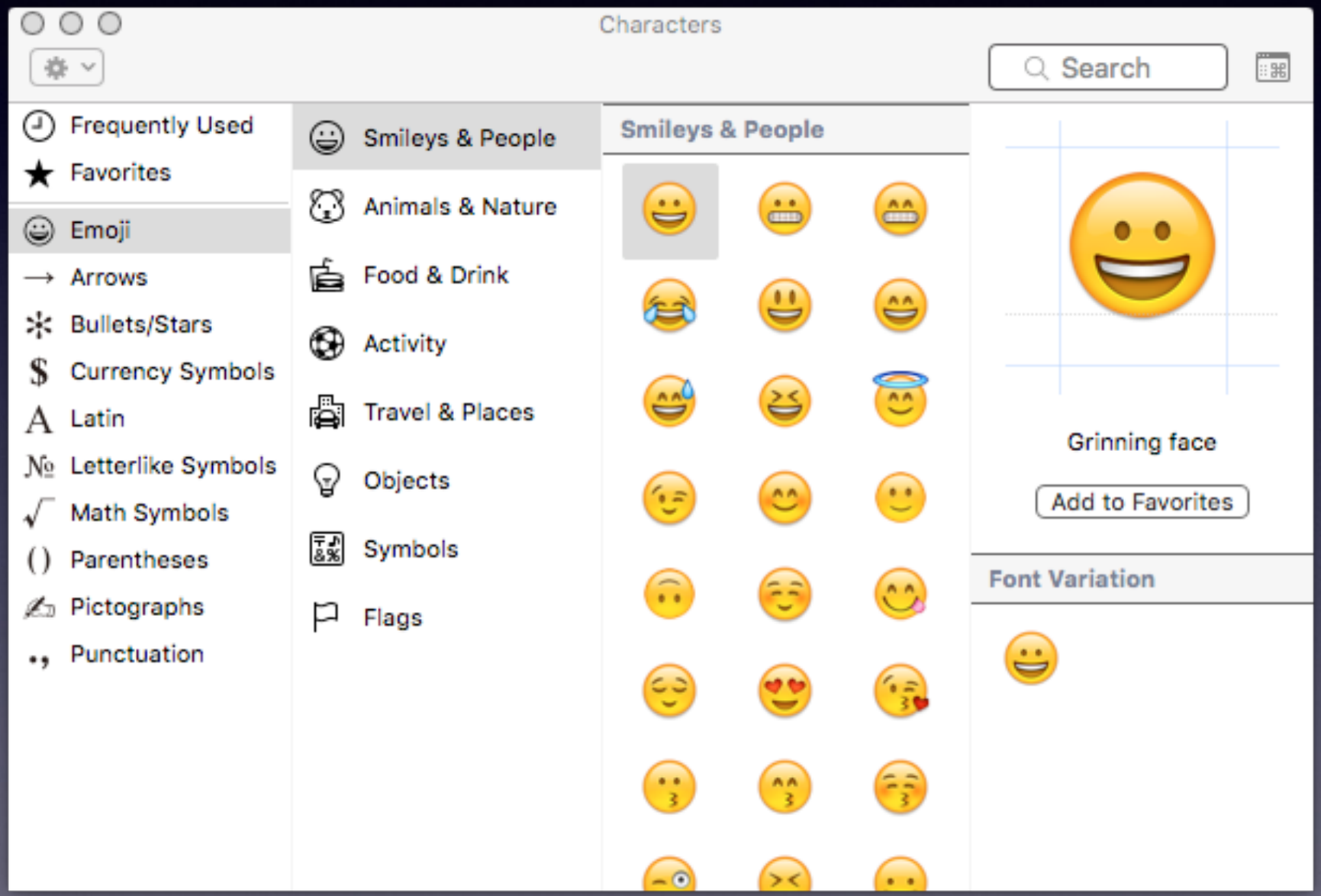
You cannot install Adobe Flash Player on an iPhone or iPad!

# Show / Hide Dock



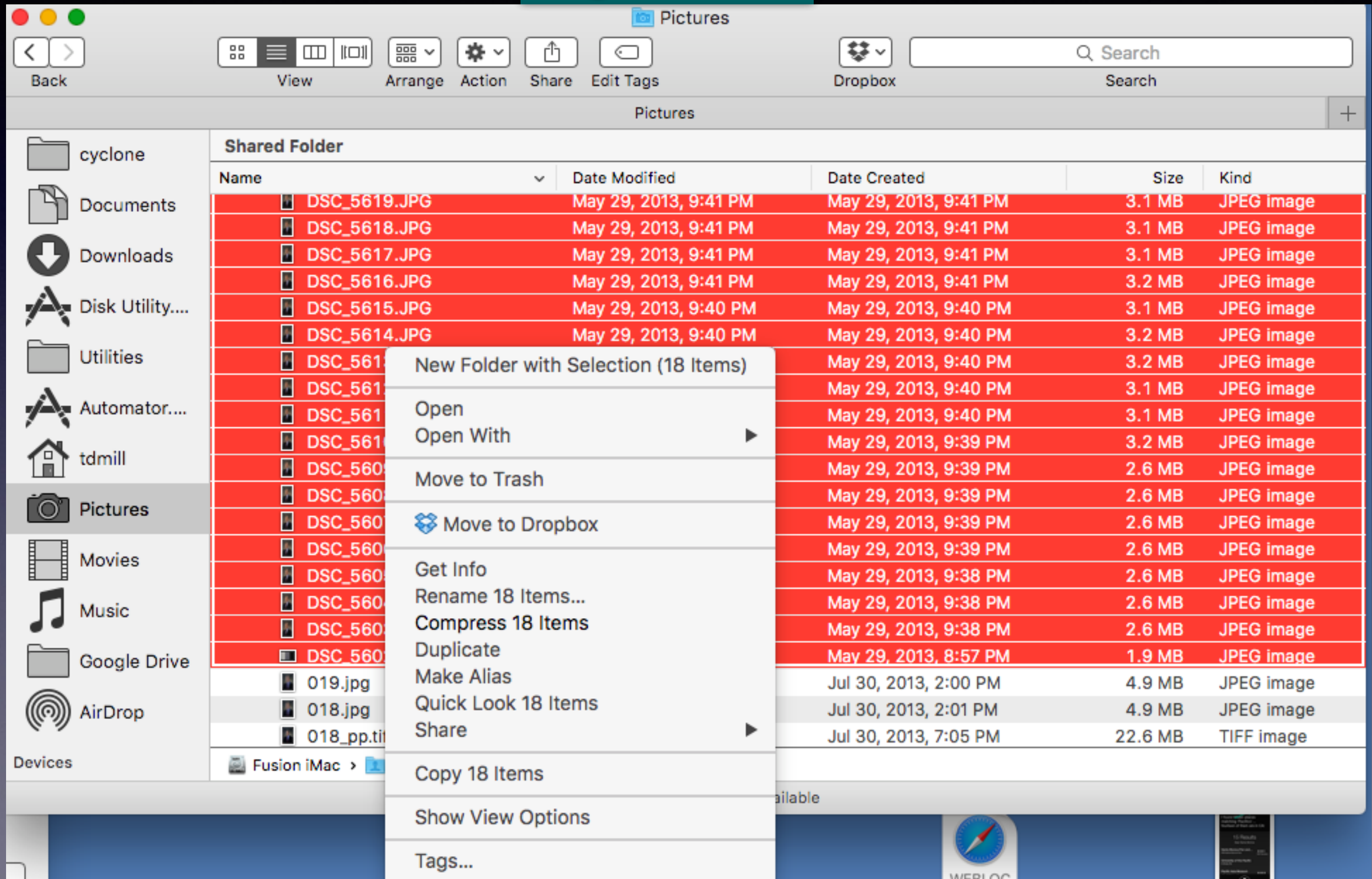
# Add Special Characters

**The shortcut is “Control + Option + Spacebar”**



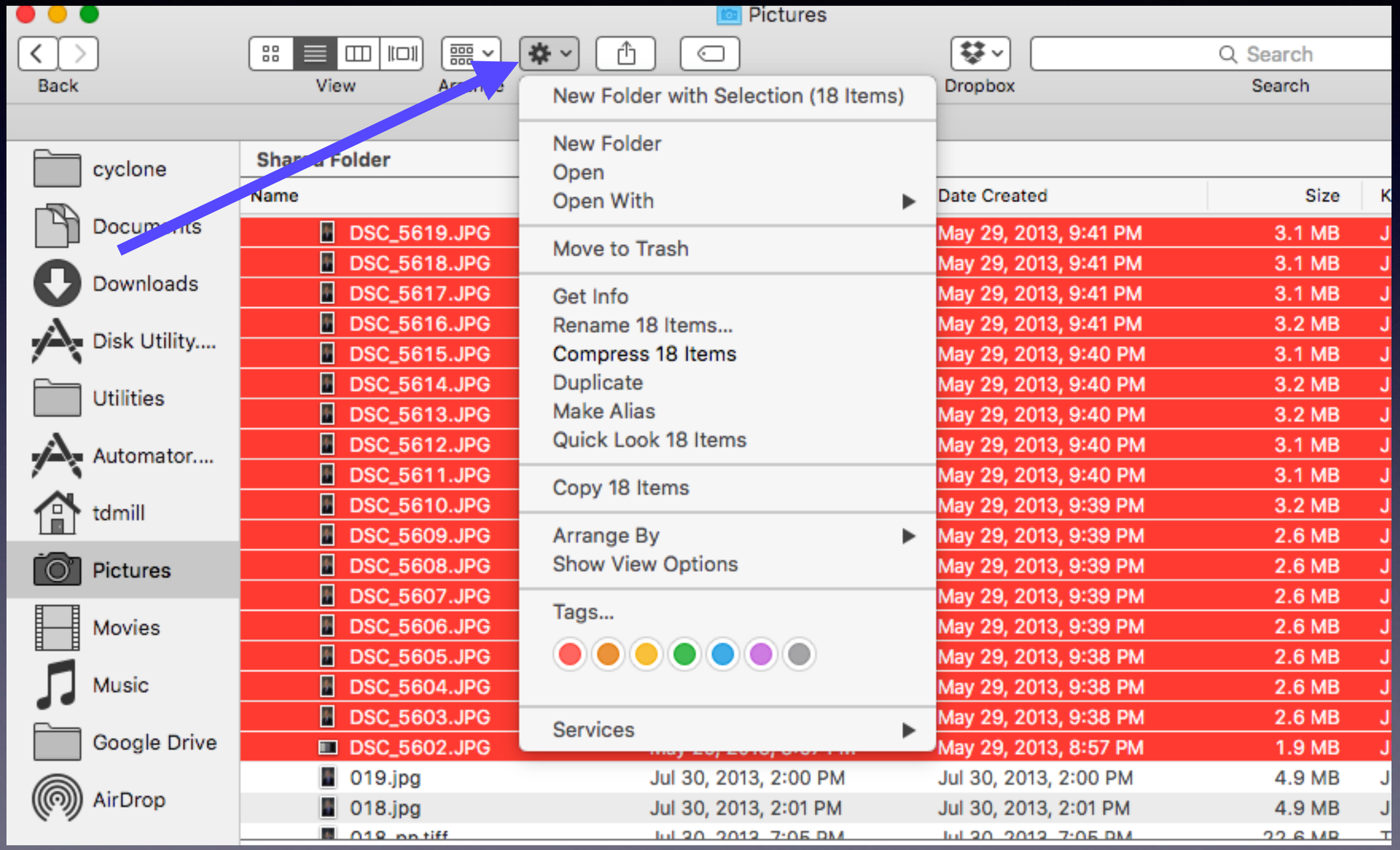
# Batch Rename

## Right Click



# Batch Rename

## Use the Actions Feature!



# Adding a Return to a Text Message Without "Sending"

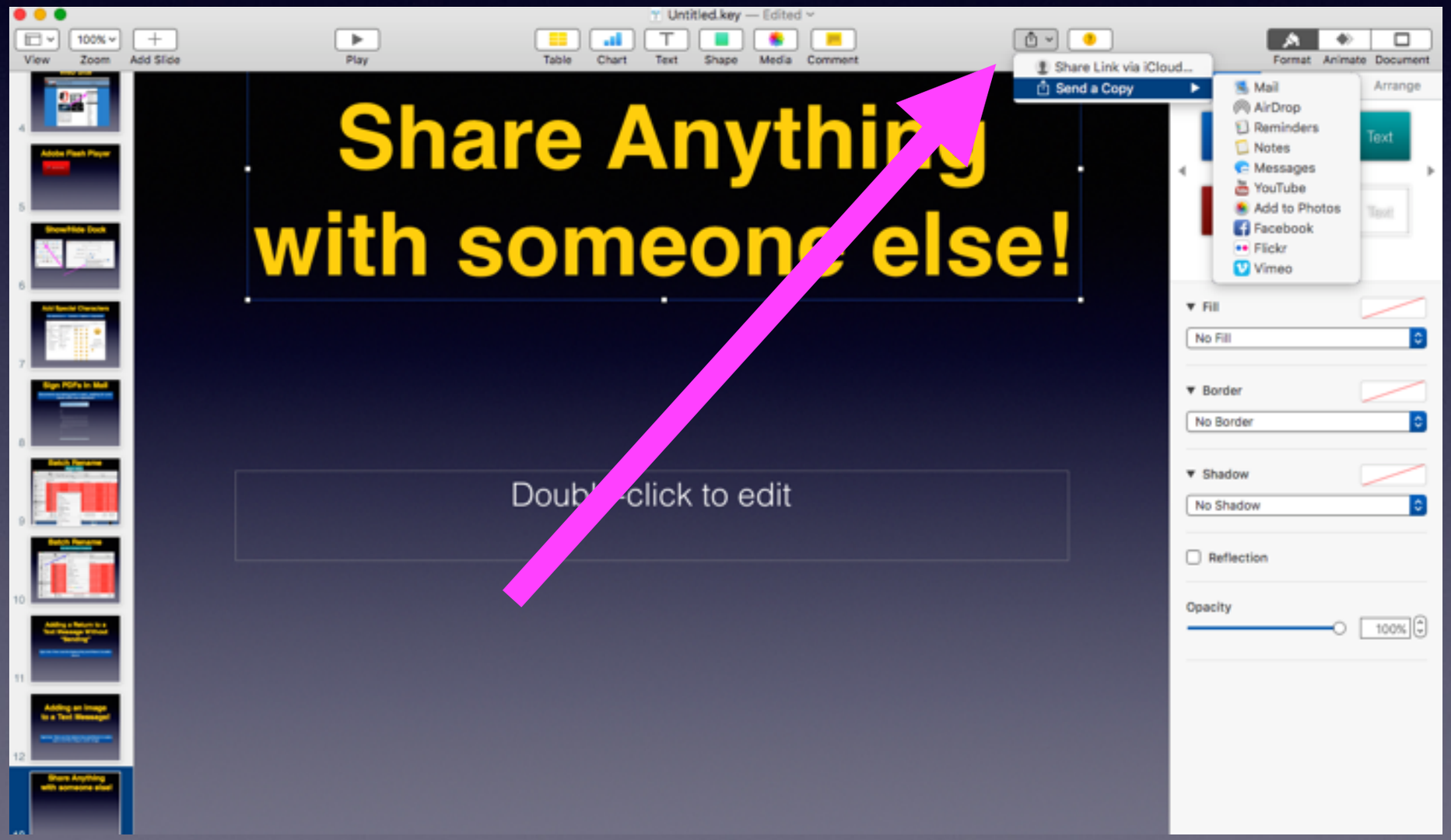
Type text. Then use the Option Key and Return to add a space.

# Adding an Image to a Text Message!

Type text. Then use the Option Key and Return to add a space and then drag or paste image.

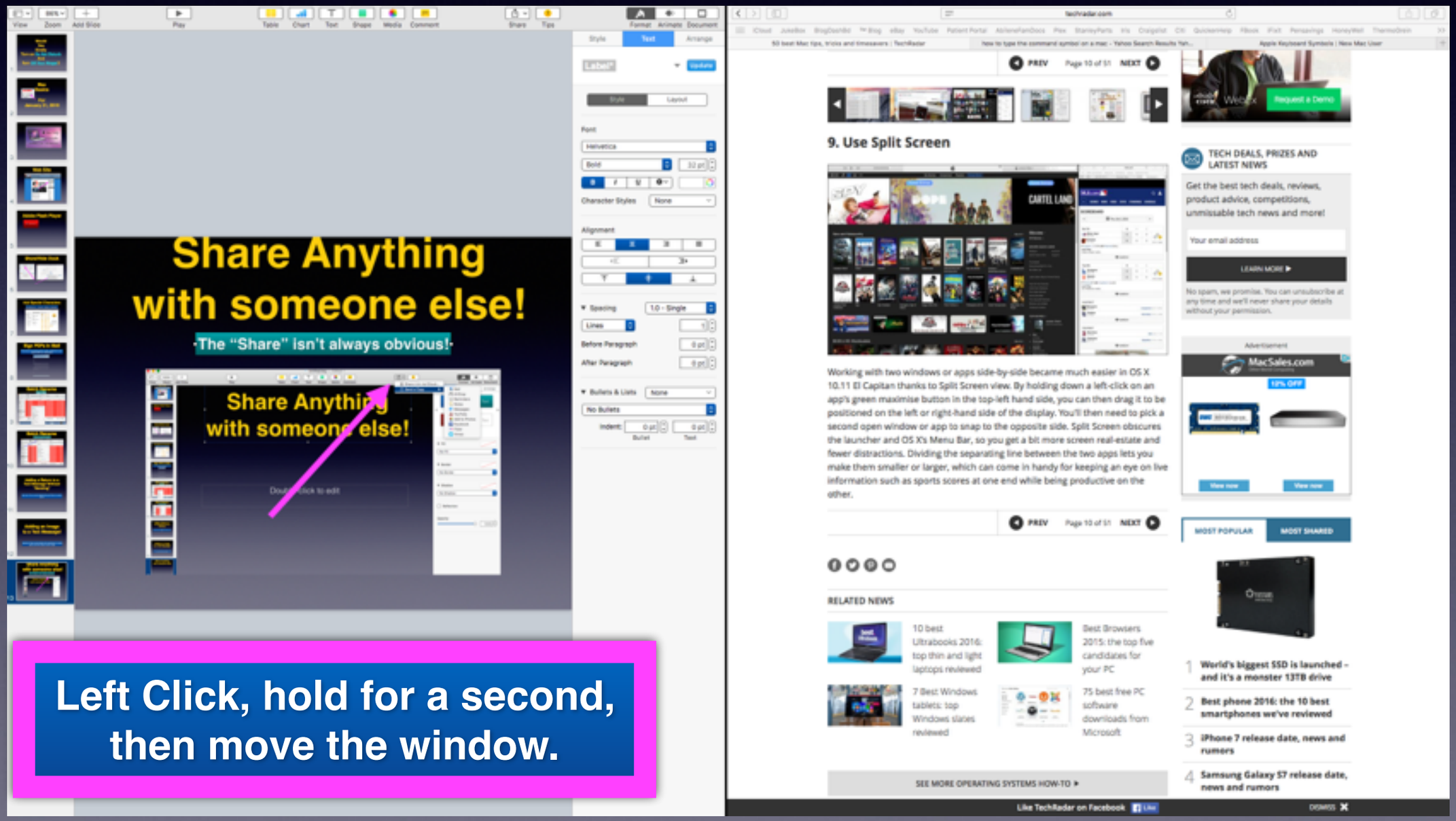
# Share Anything with someone else!

**The “Share” isn’t always obvious!**



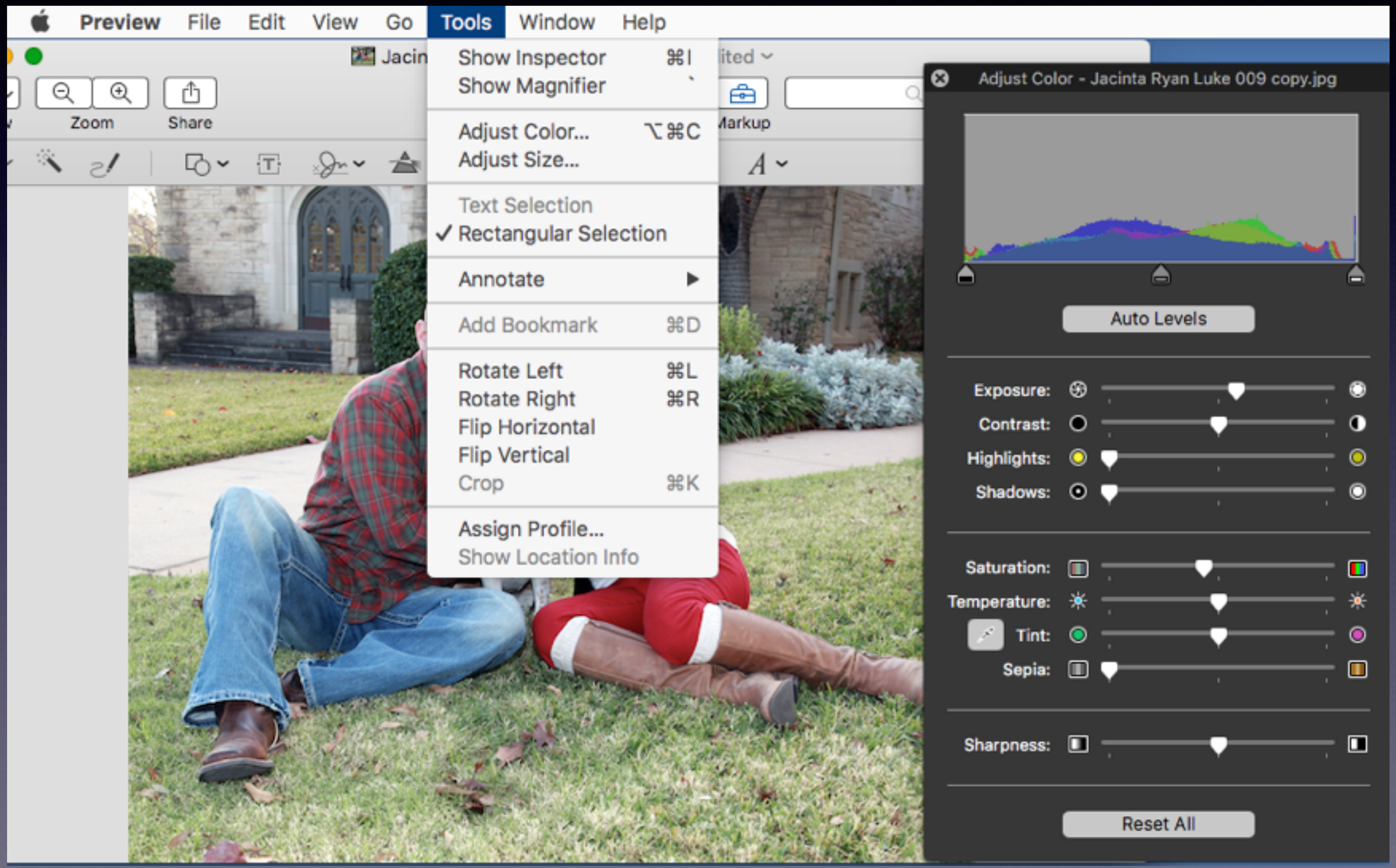
# Use Split Screen

**Use the Green Maximize Button to position one app.**
**Then pick another open app or window.**



# Fast & Easy Edit in Preview.

## Crop, resize and tweak images!



# iCloud Keychain!

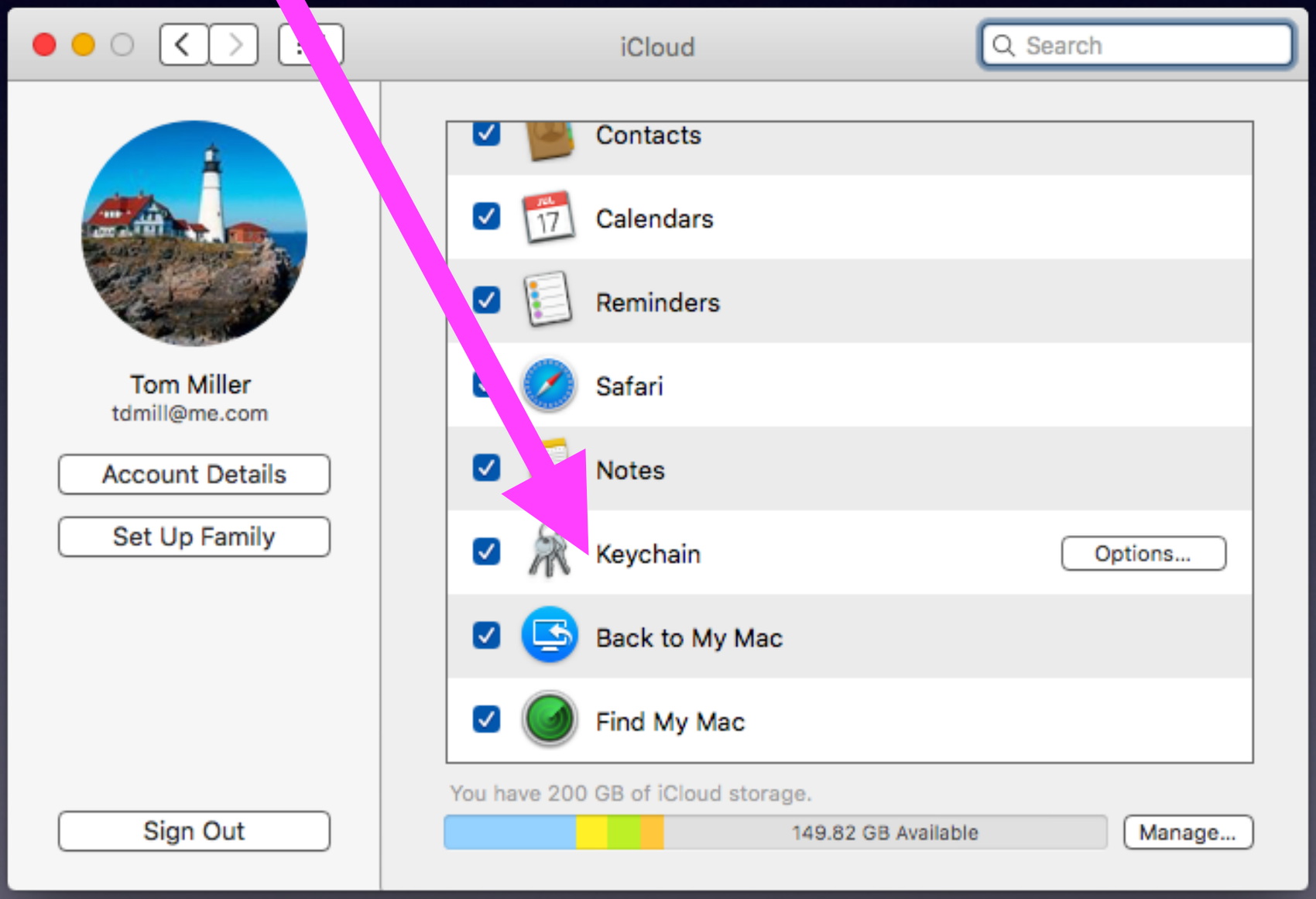
## What is iCloud Keychain?

iCloud Keychain keeps your Safari website usernames and passwords, credit card information, and Wi-Fi network information up to date across all of your approved devices that are using iOS 7.0.3 or later or OS X Mavericks v10.9 or later.

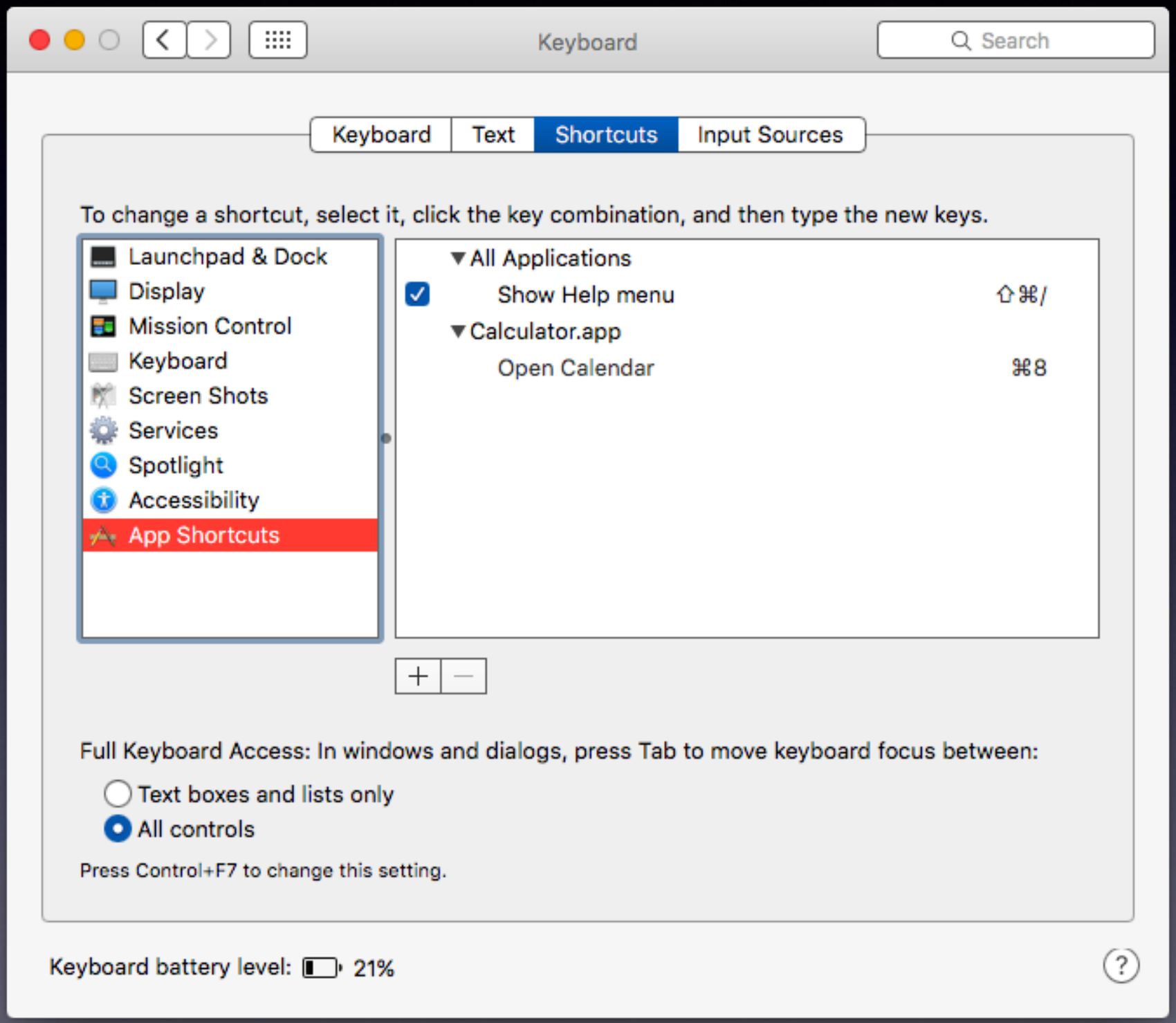
iCloud Keychain can also keep the accounts you use in Mail, Contacts, Calendar, and Messages up to date across all of your Mac computers. If you sign in to Facebook, Twitter, Linked In, or any other accounts in Internet Accounts on OS X Mavericks, iCloud can push those accounts to your Mac computers as well.

# iCloud Keychain *Cont.*

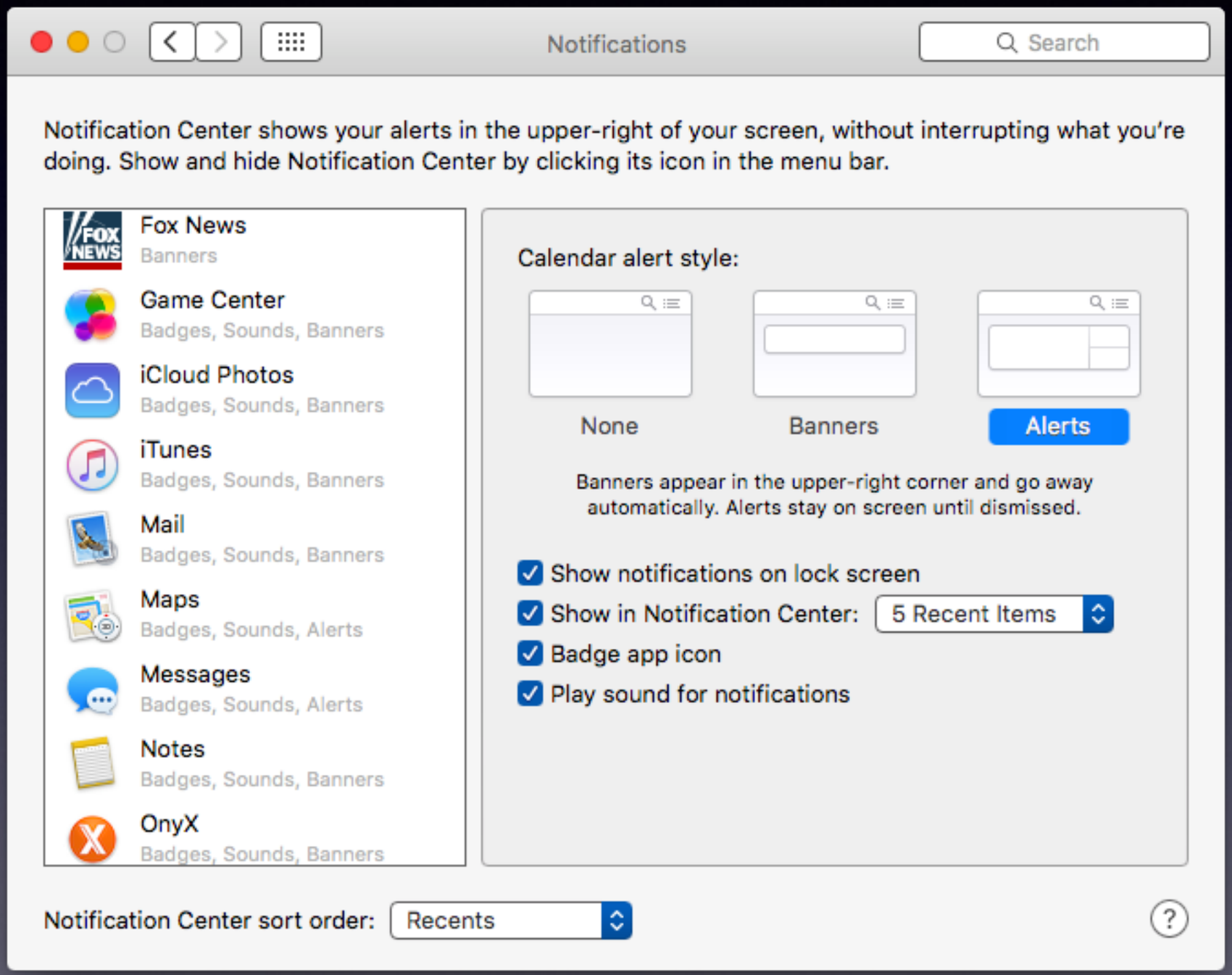
https://support.apple.com/en-ng/HT204085



# Make Keyboard Shortcut!

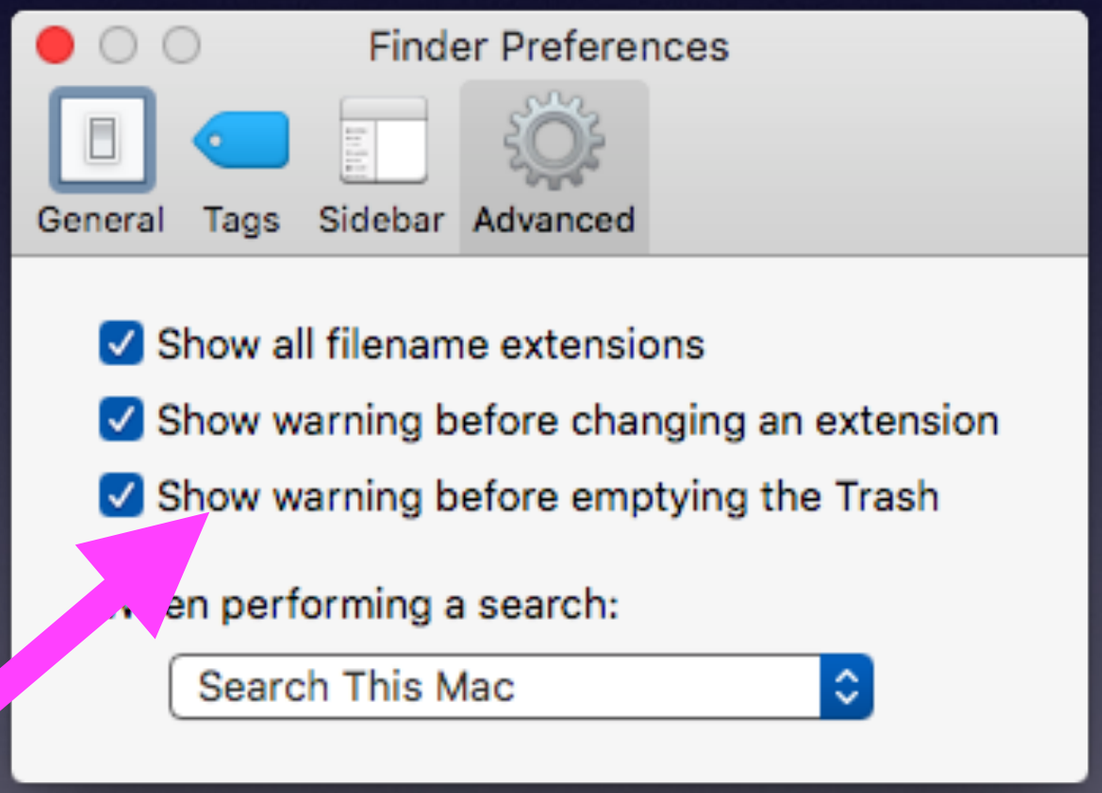


# Get Notifications



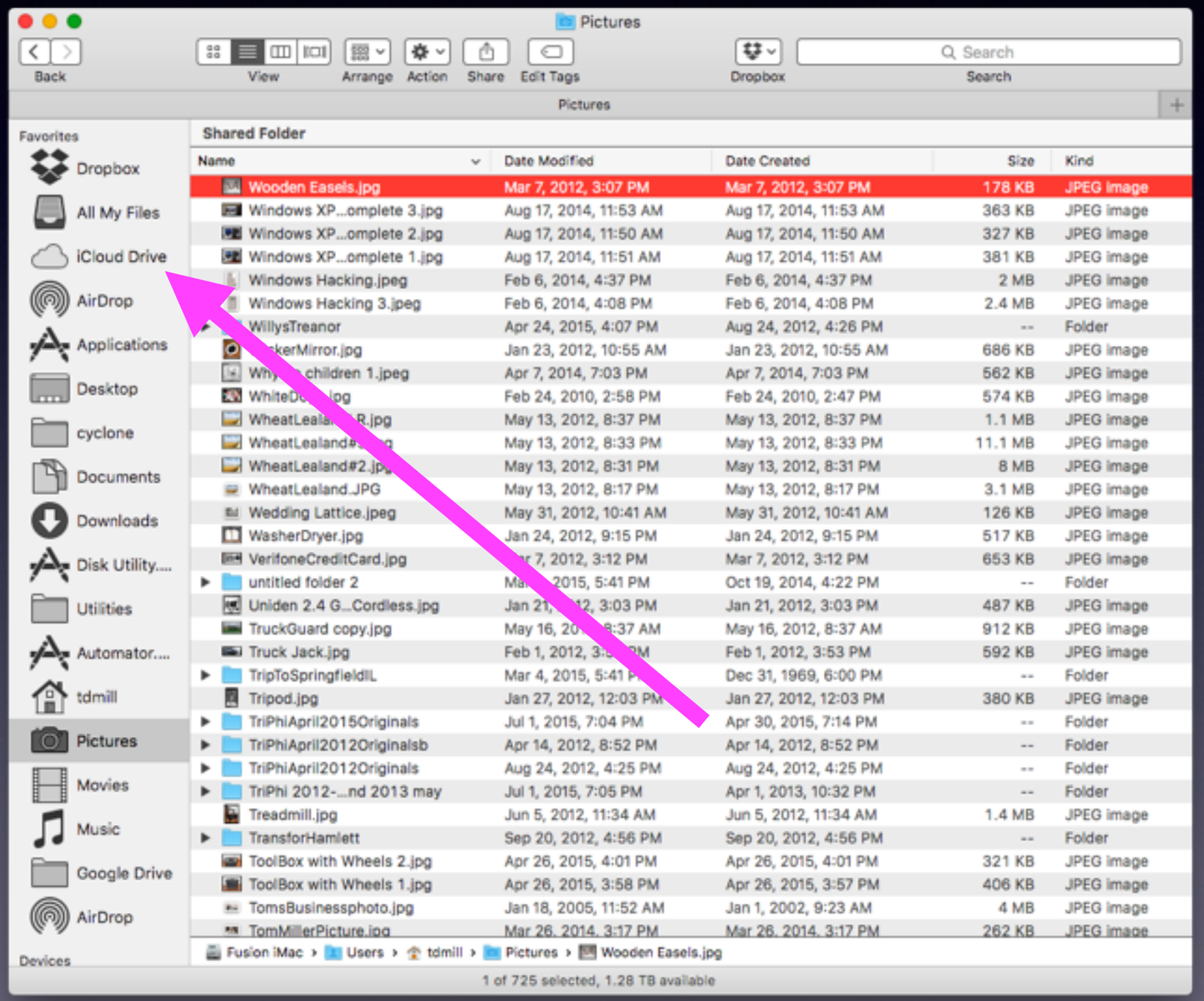
# Empty Trash

**Empty trash without a warning!**



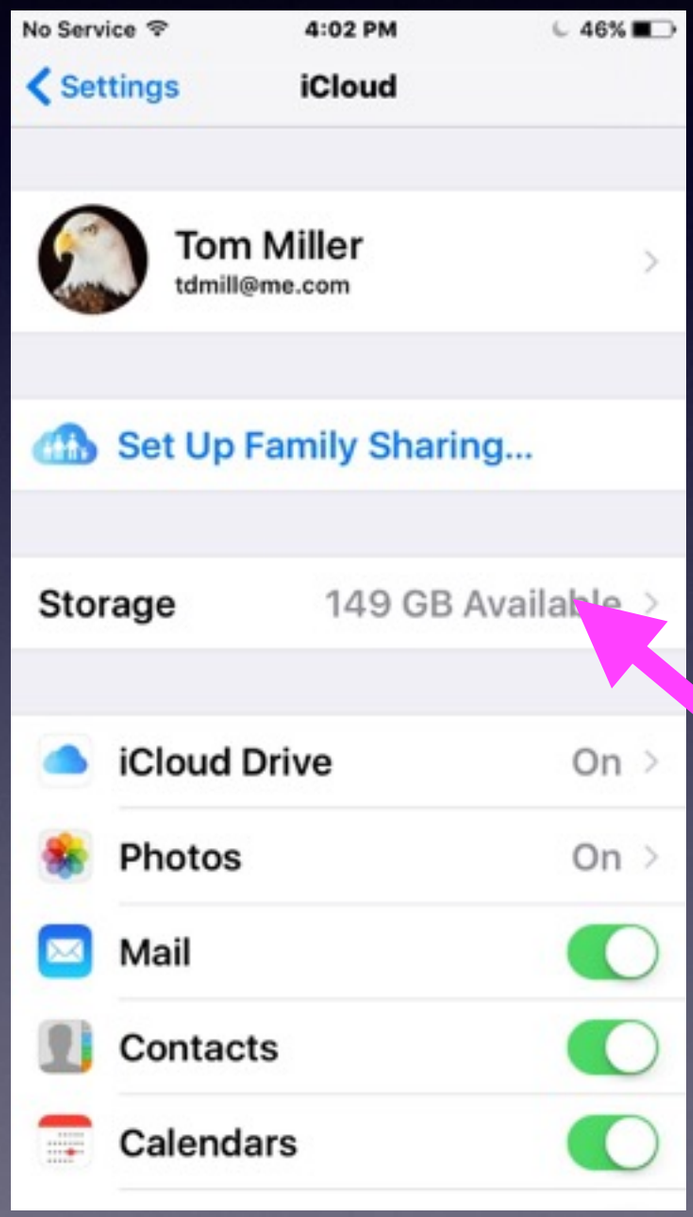
# Store Anything in iCloud Drive!

## How much storage depends on your iCloud Acct.

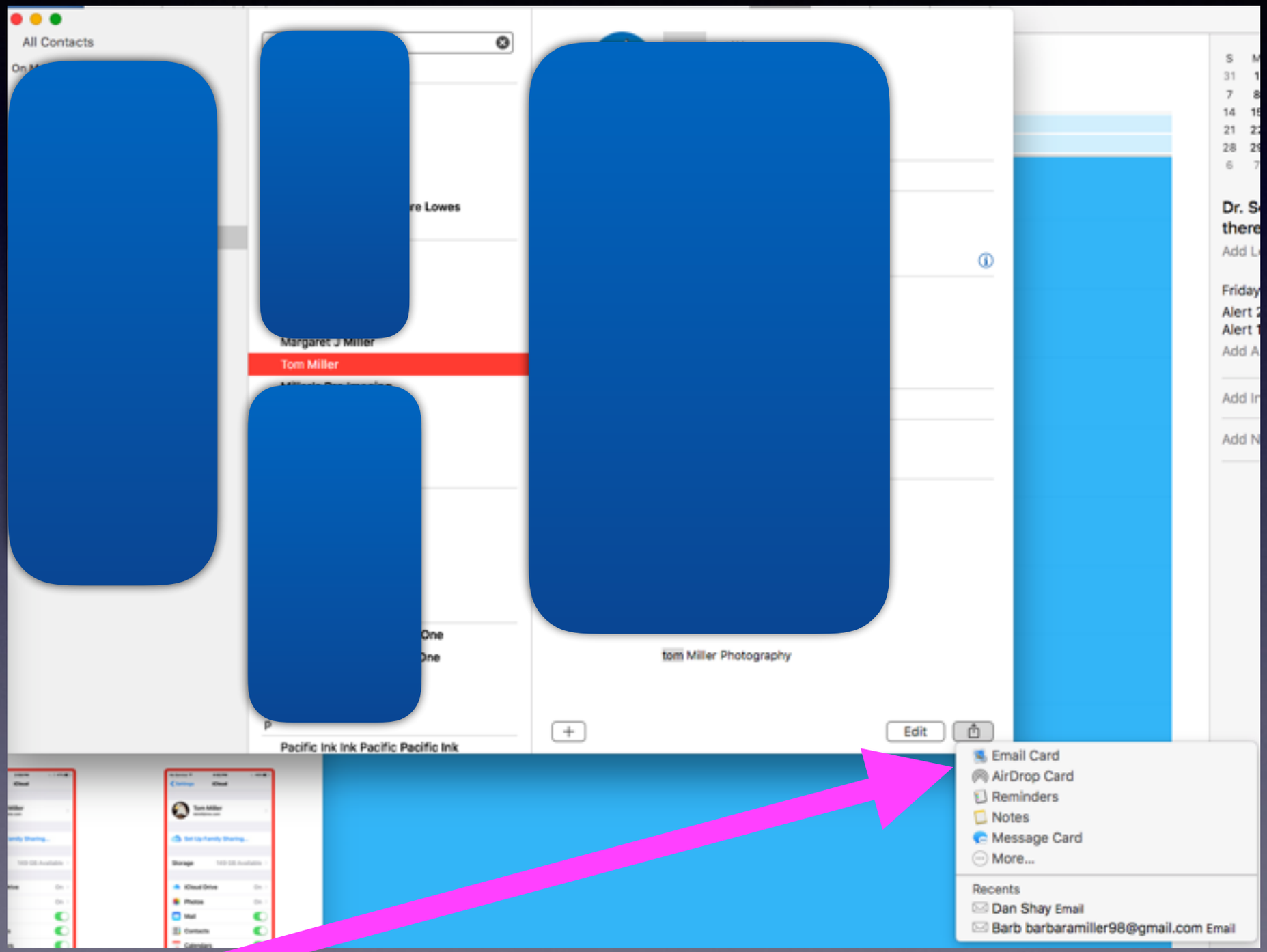


# Store Anything in iCloud Drive! Cont.

## How much storage depends on your iCloud Acct.



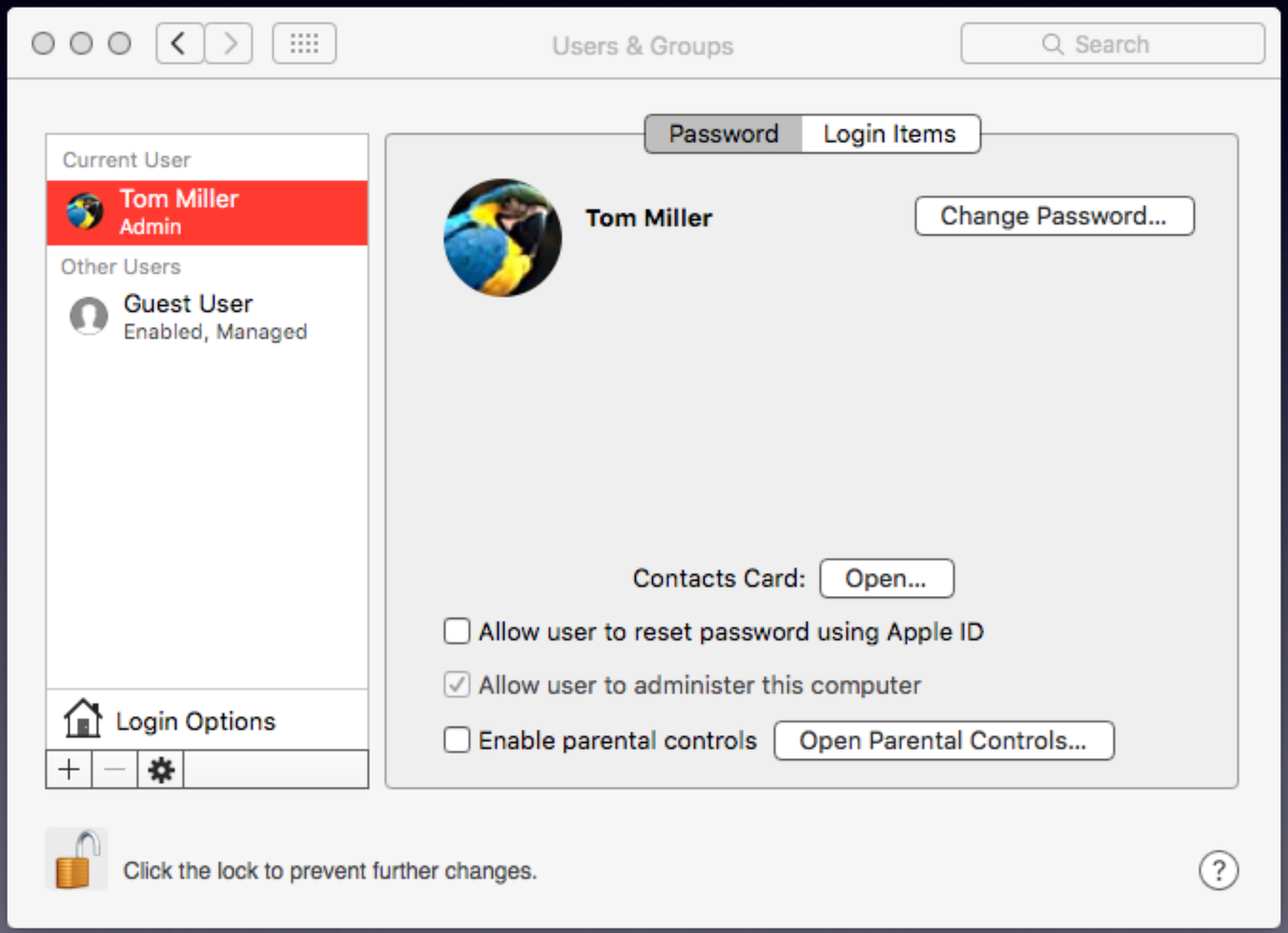
# Share Contact Info.



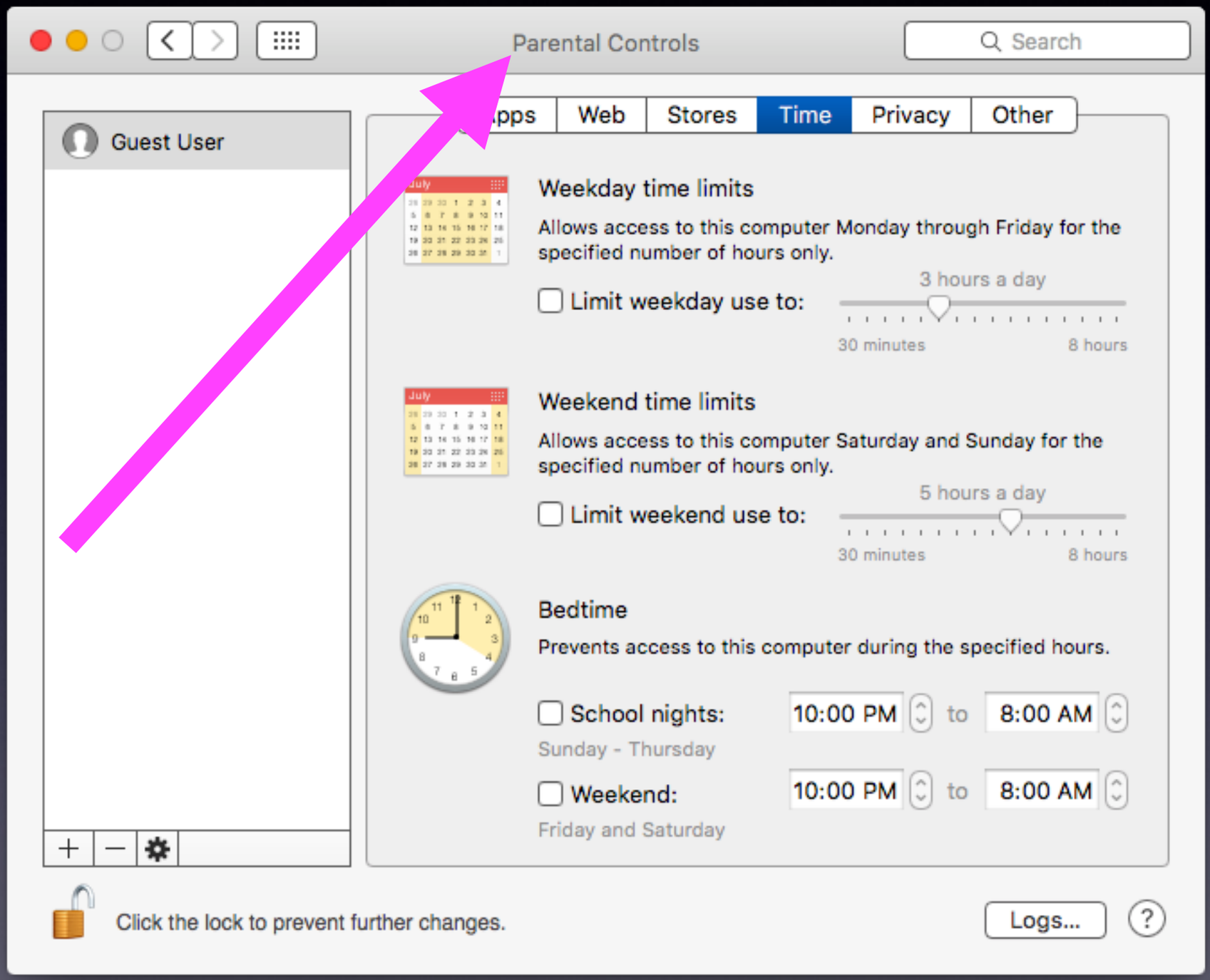
# Add Another User With Password

**Keep others from accessing your data.**

# Add Another User With Password Cont.

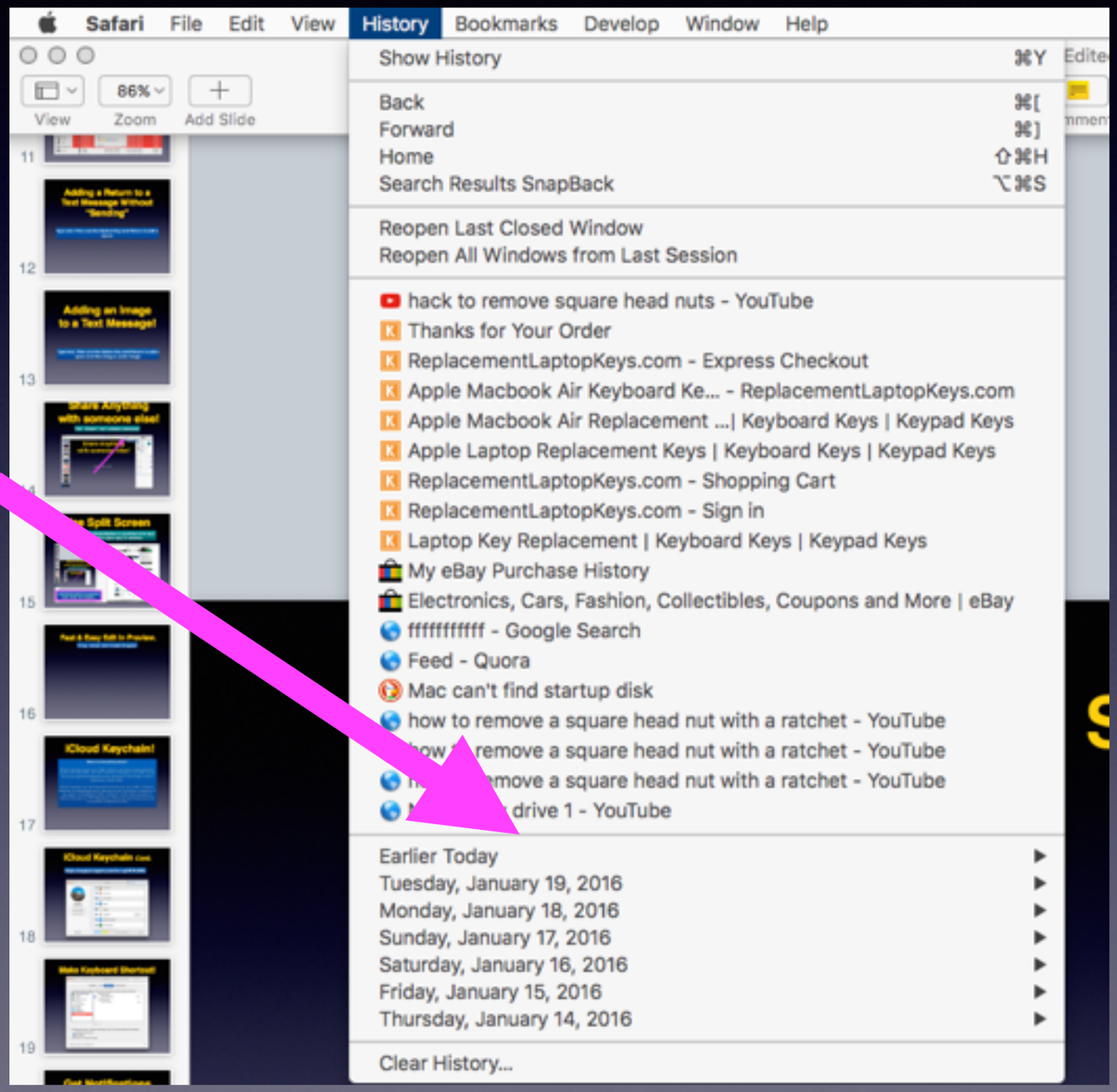
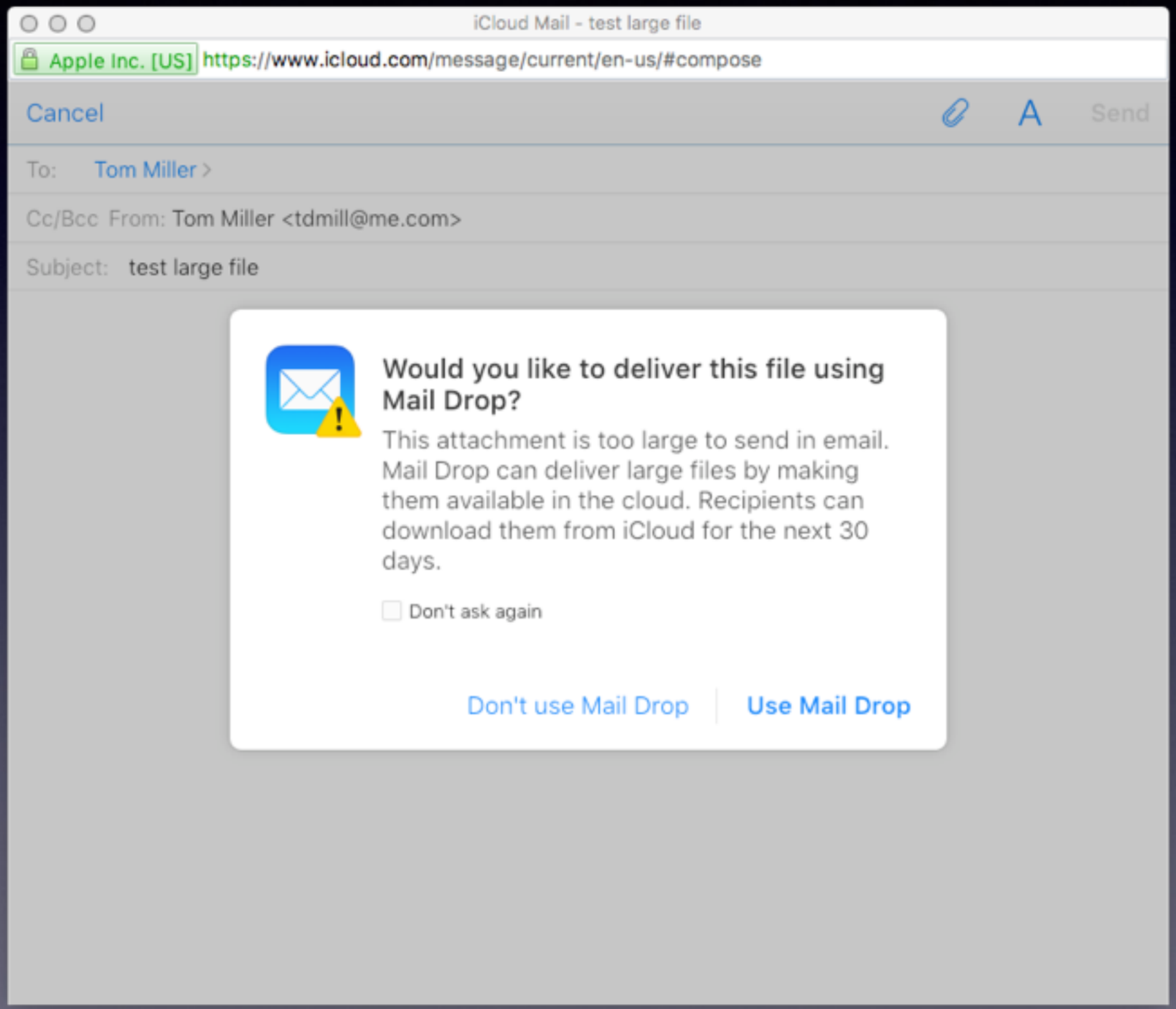


# Restrict What Someone Can Do!



# Cover Your Tracks in Safari

It clears your history from all devices signed into your iCloud account too.



# Email Huge Files