

**Would**

**You**

**Kindly**

**Turn on Do Not Disturb**

**And**

**Turn Off Your Ringer?**

# Mac Basics



For  
January 21, 2016



🍏 Mac Help

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# Web Site

The screenshot shows a web browser window displaying the website [tommillermachelp.com](http://tommillermachelp.com). The browser's address bar shows the URL, and the page title is "Tom Miller Mac Help". The website's header features a navigation menu with links for "Home", "Me", "About", "Contact", and "Blog". The main content area is titled "Home" and includes a search bar, a "Recent Posts" section, and an "Archives" section. A pink arrow points from the "Recent Posts" section to the "Home" section.

**Tom Miller Mac Help**  
Helping individuals with Apple devices!

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Home Me About Contact Blog

Search for:  Search

**Recent Posts**

- [iPhone and iPad Basics for Oct. 5th and 8th, 2015](#)
- [iPhone & iPad Basics for Sept. 21 and 24, 2015](#)
- [Mac Basics for Sept. 17th, 2015](#)
- [iPhone and iPad Basics for Sept. 10, 2015](#)
- [iPhone and iPad Basics for June 11, 2015](#)

**Archives**

- [October 2015](#)
- [September 2015](#)
- [June 2015](#)
- [May 2015](#)
- [April 2015](#)
- [March 2015](#)
- [February 2015](#)
- [January 2015](#)
- [November 2014](#)
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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



PREV

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NEXT



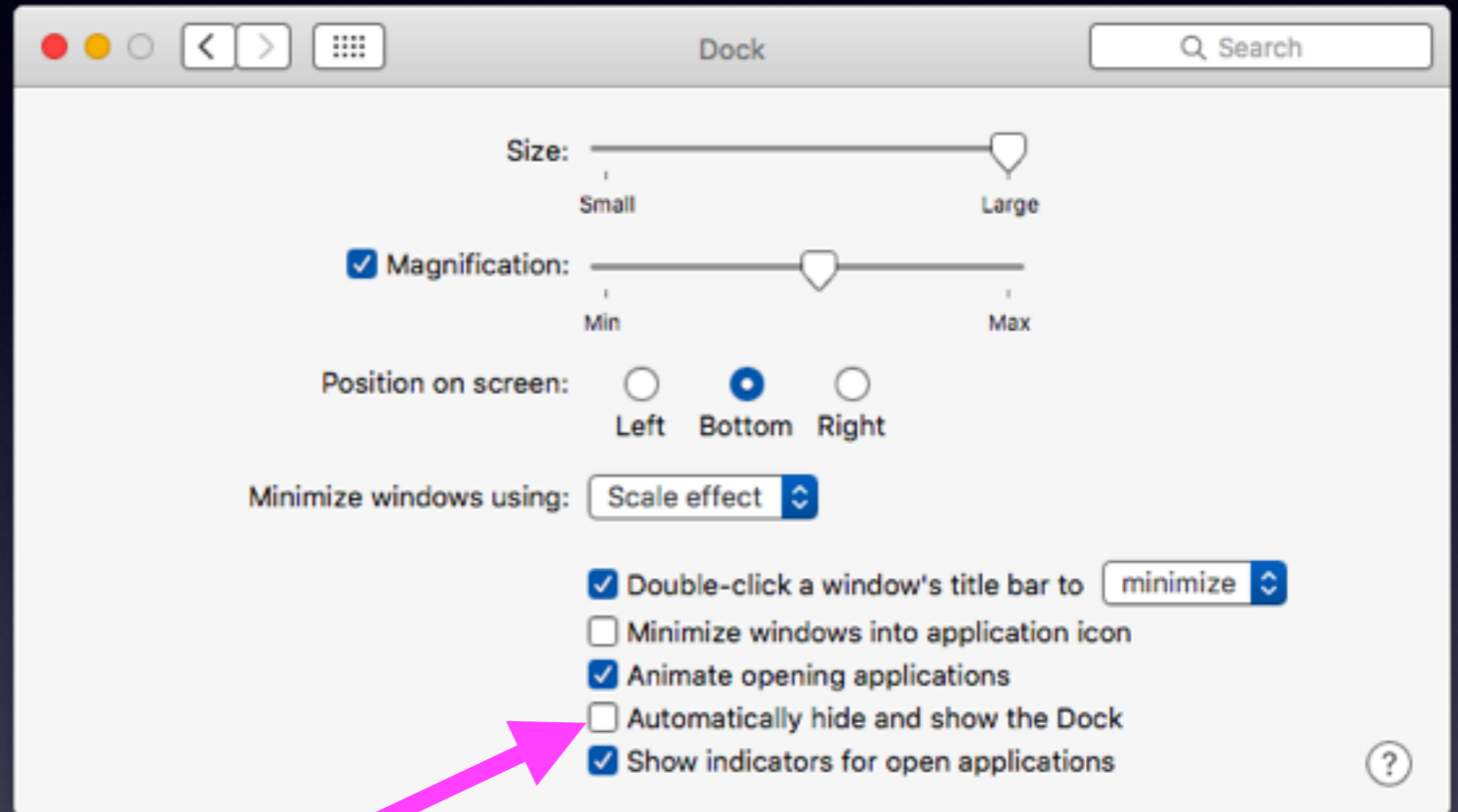
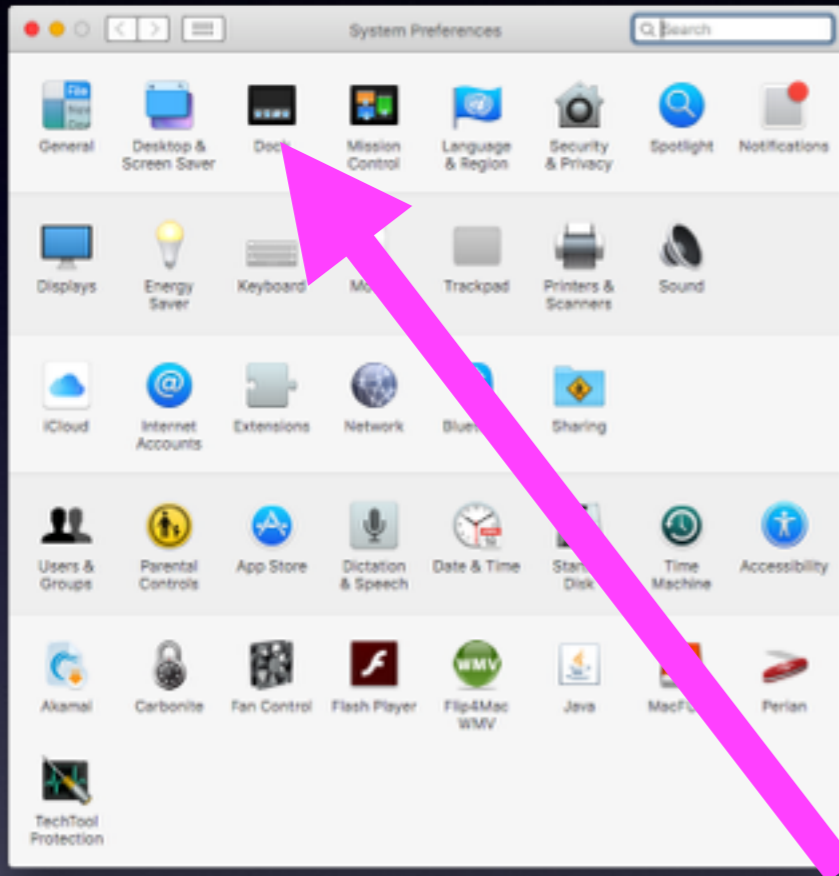
# Adobe Flash Player



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

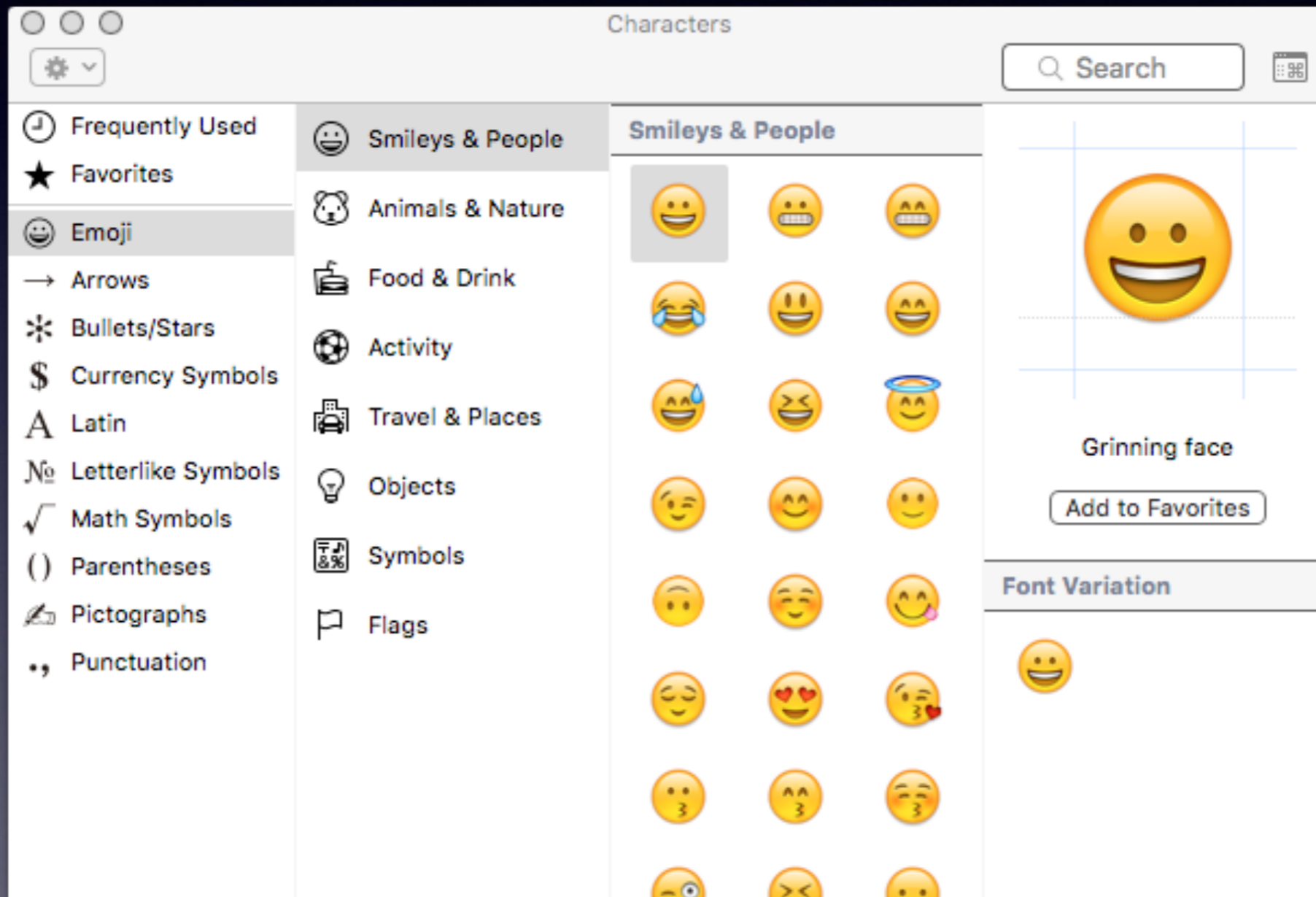
You cannot install Adobe Flash Player on an iPhone or iPad!

# Show / Hide Dock



# Add Special Characters

The shortcut is “Control + Option + Spacebar”





# Batch Rename

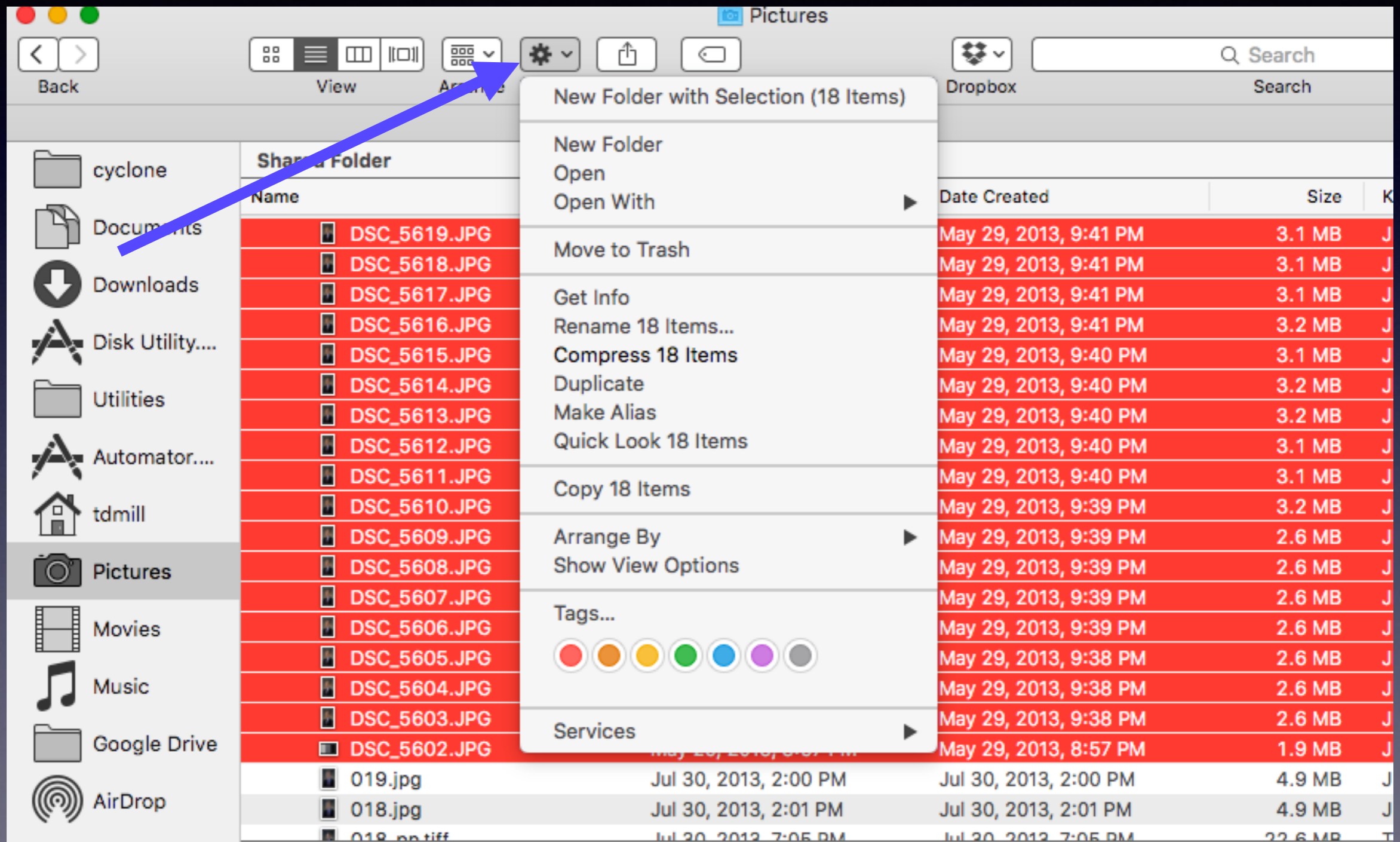
## Right Click

The screenshot shows a Mac Finder window titled "Pictures" with a sidebar on the left containing various system folders like "Documents", "Downloads", "Utilities", "Automator...", "tdmill", "Pictures", "Movies", "Music", "Google Drive", and "AirDrop". The main pane displays a "Shared Folder" containing a list of image files. A context menu is open over the selected files, listing actions such as "New Folder with Selection (18 Items)", "Open", "Open With", "Move to Trash", "Move to Dropbox", "Get Info", "Rename 18 Items...", "Compress 18 Items", "Duplicate", "Make Alias", "Quick Look 18 Items", "Share", "Copy 18 Items", "Show View Options", and "Tags...".

Name	Date Modified	Date Created	Size	Kind
DSC_5619.JPG	May 29, 2013, 9:41 PM	May 29, 2013, 9:41 PM	3.1 MB	JPEG image
DSC_5618.JPG	May 29, 2013, 9:41 PM	May 29, 2013, 9:41 PM	3.1 MB	JPEG image
DSC_5617.JPG	May 29, 2013, 9:41 PM	May 29, 2013, 9:41 PM	3.1 MB	JPEG image
DSC_5616.JPG	May 29, 2013, 9:41 PM	May 29, 2013, 9:41 PM	3.2 MB	JPEG image
DSC_5615.JPG	May 29, 2013, 9:40 PM	May 29, 2013, 9:40 PM	3.1 MB	JPEG image
DSC_5614.JPG	May 29, 2013, 9:40 PM	May 29, 2013, 9:40 PM	3.2 MB	JPEG image
DSC_5613.JPG	May 29, 2013, 9:40 PM	May 29, 2013, 9:40 PM	3.2 MB	JPEG image
DSC_5612.JPG	May 29, 2013, 9:40 PM	May 29, 2013, 9:40 PM	3.1 MB	JPEG image
DSC_5611.JPG	May 29, 2013, 9:40 PM	May 29, 2013, 9:40 PM	3.1 MB	JPEG image
DSC_5610.JPG	May 29, 2013, 9:39 PM	May 29, 2013, 9:39 PM	3.2 MB	JPEG image
DSC_5609.JPG	May 29, 2013, 9:39 PM	May 29, 2013, 9:39 PM	2.6 MB	JPEG image
DSC_5608.JPG	May 29, 2013, 9:39 PM	May 29, 2013, 9:39 PM	2.6 MB	JPEG image
DSC_5607.JPG	May 29, 2013, 9:39 PM	May 29, 2013, 9:39 PM	2.6 MB	JPEG image
DSC_5606.JPG	May 29, 2013, 9:39 PM	May 29, 2013, 9:39 PM	2.6 MB	JPEG image
DSC_5605.JPG	May 29, 2013, 9:38 PM	May 29, 2013, 9:38 PM	2.6 MB	JPEG image
DSC_5604.JPG	May 29, 2013, 9:38 PM	May 29, 2013, 9:38 PM	2.6 MB	JPEG image
DSC_5603.JPG	May 29, 2013, 9:38 PM	May 29, 2013, 9:38 PM	2.6 MB	JPEG image
DSC_5602.JPG	May 29, 2013, 9:38 PM	May 29, 2013, 9:38 PM	2.6 MB	JPEG image
DSC_5601.JPG	May 29, 2013, 8:57 PM	May 29, 2013, 8:57 PM	1.9 MB	JPEG image
019.jpg	Jul 30, 2013, 2:00 PM	Jul 30, 2013, 2:00 PM	4.9 MB	JPEG image
018.jpg	Jul 30, 2013, 2:01 PM	Jul 30, 2013, 2:01 PM	4.9 MB	JPEG image
018_pp.tif	Jul 30, 2013, 7:05 PM	Jul 30, 2013, 7:05 PM	22.6 MB	TIFF image

# Batch Rename

Use the Actions Feature!



# Adding a Return to a Text Message Without “Sending”

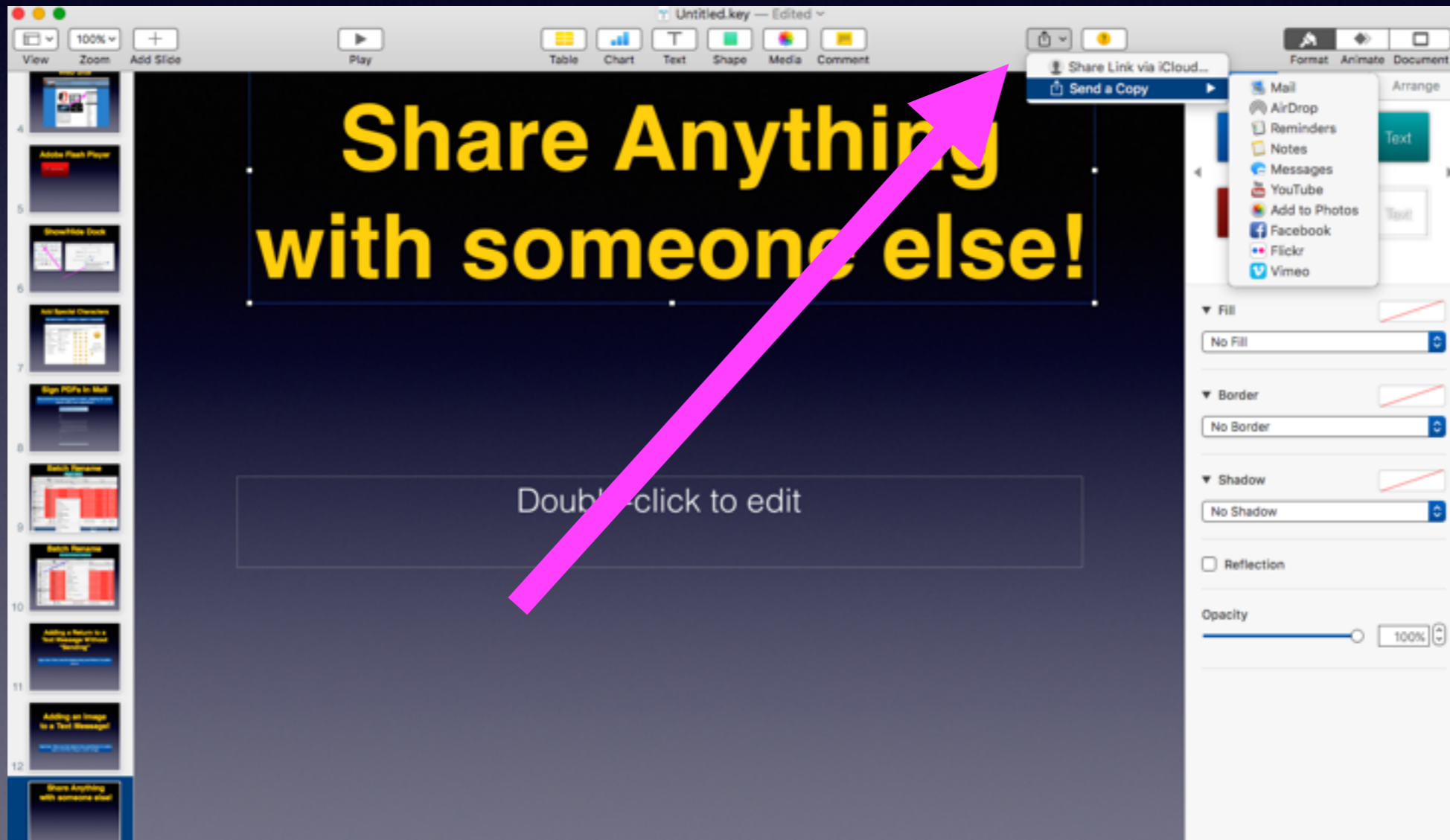
Type text. Then use the Option Key and Return to add a space.

# 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.

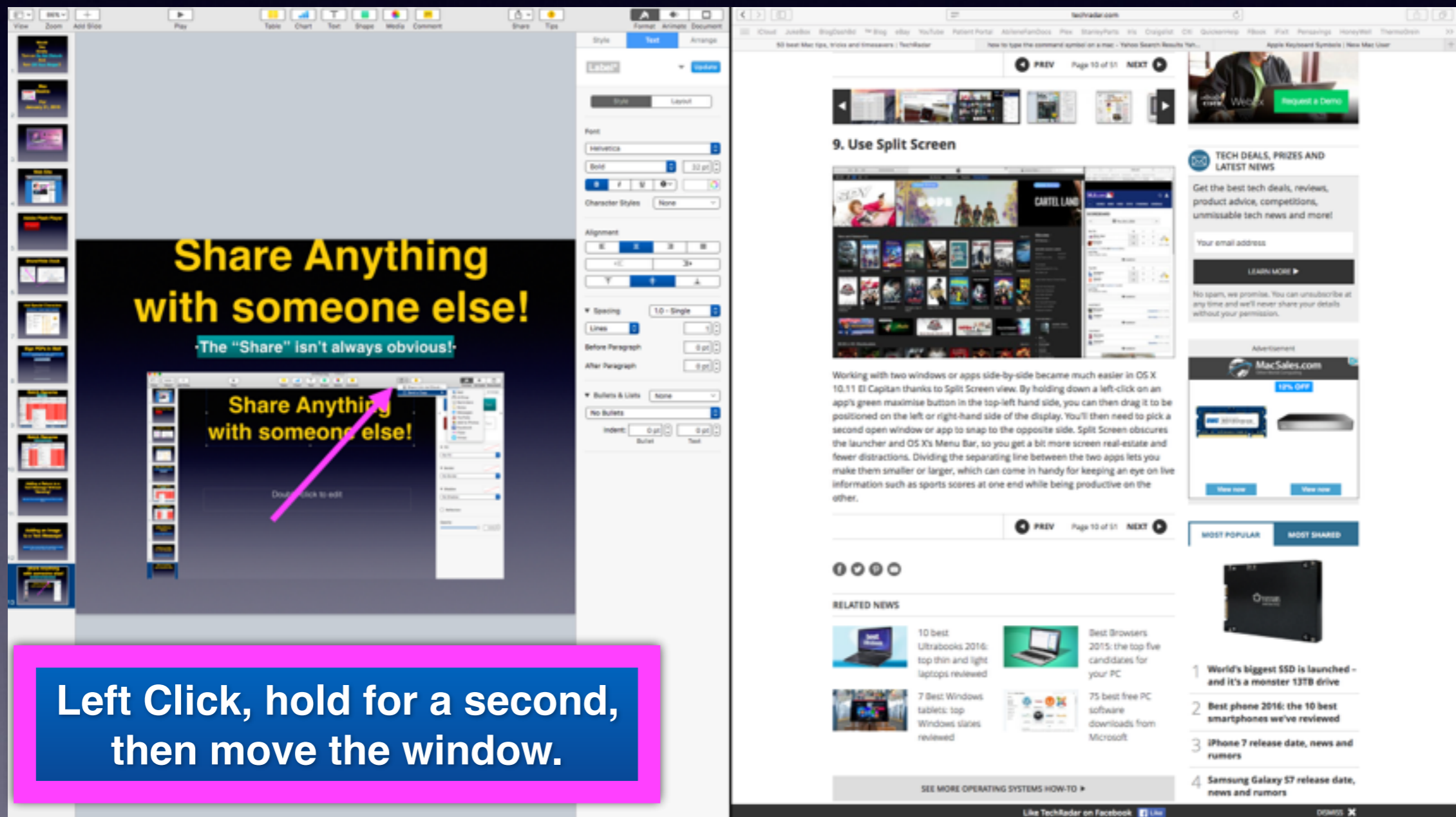
# Share Anything with someone else!

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.



**Share Anything with someone else!**  
The "Share" isn't always obvious!

**Share Anything with someone else!**

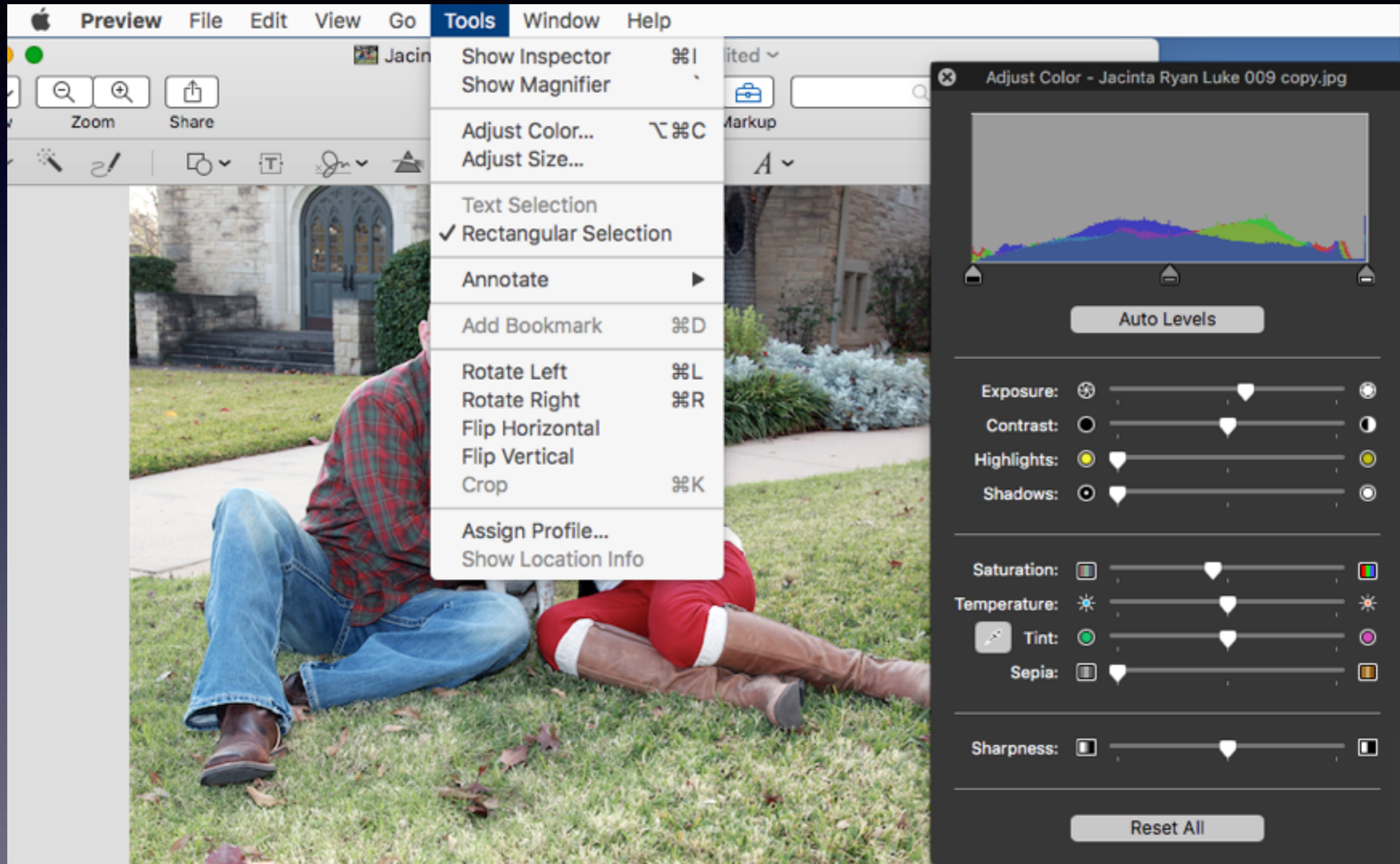
**9. Use Split Screen**

Working with two windows or apps side-by-side became much easier in OS X 10.11 El Capitan thanks to Split Screen view. By holding down a left-click on an app's green maximise button in the top-left hand side, you can then drag it to be positioned on the left or right-hand side of the display. You'll then need to pick a second open window or app to snap to the opposite side. Split Screen obscures the launcher and OS X's Menu Bar, so you get a bit more screen real-estate and fewer distractions. Dividing the separating line between the two apps lets you make them smaller or larger, which can come in handy for keeping an eye on live information such as sports scores at one end while being productive on the other.

**Left Click, hold for a second, then move the window.**

# Fast & Easy Edit in Preview.

Crop, resize and tweak images!



# iCloud Keychain!

## What is iCloud Keychain?

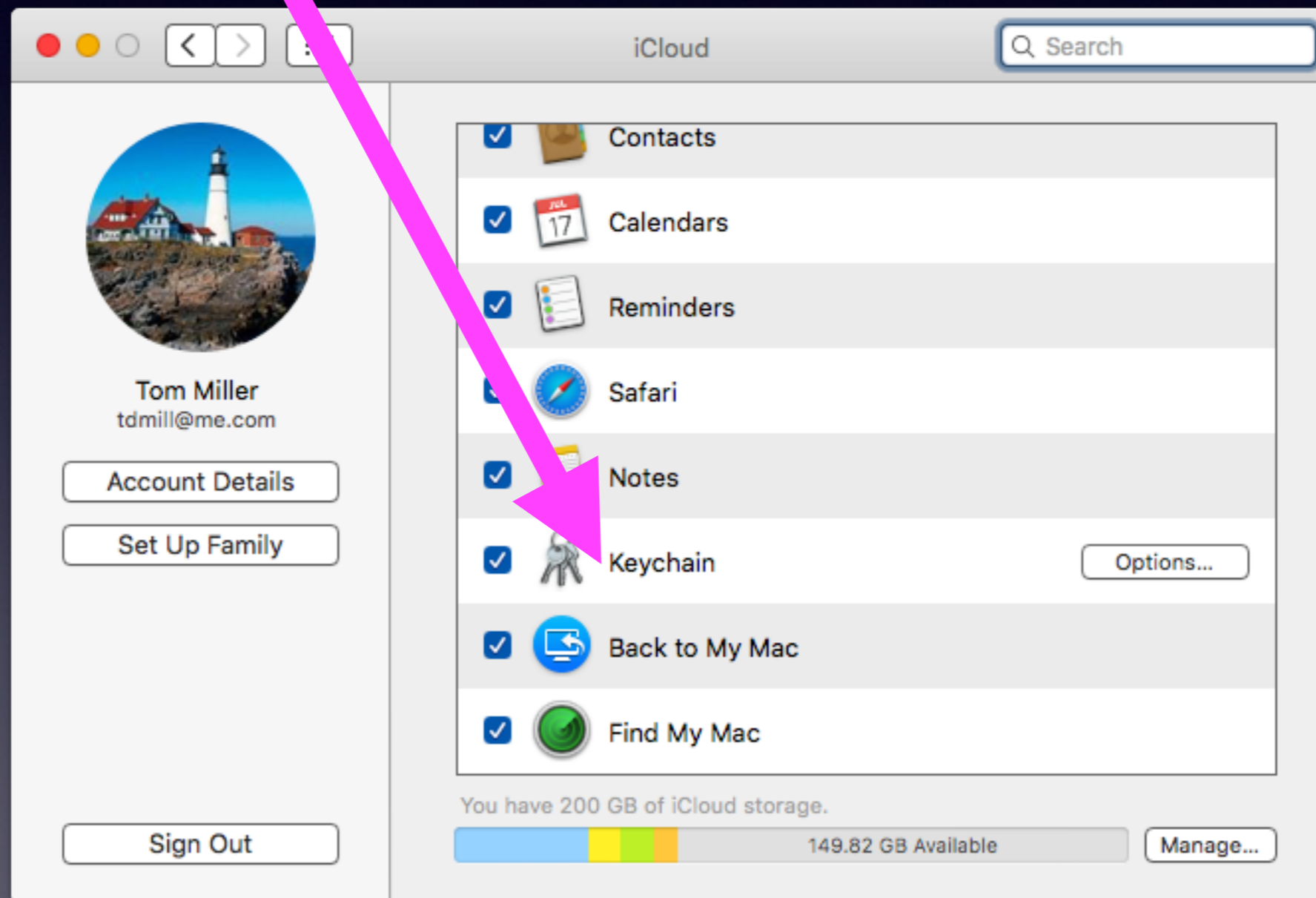
iCloud Keychain keeps your Safari website usernames and passwords, credit card information, and Wi-Fi network information up to date across all of your approved devices that are using iOS 7.0.3 or later or OS X Mavericks v10.9 or later.

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.

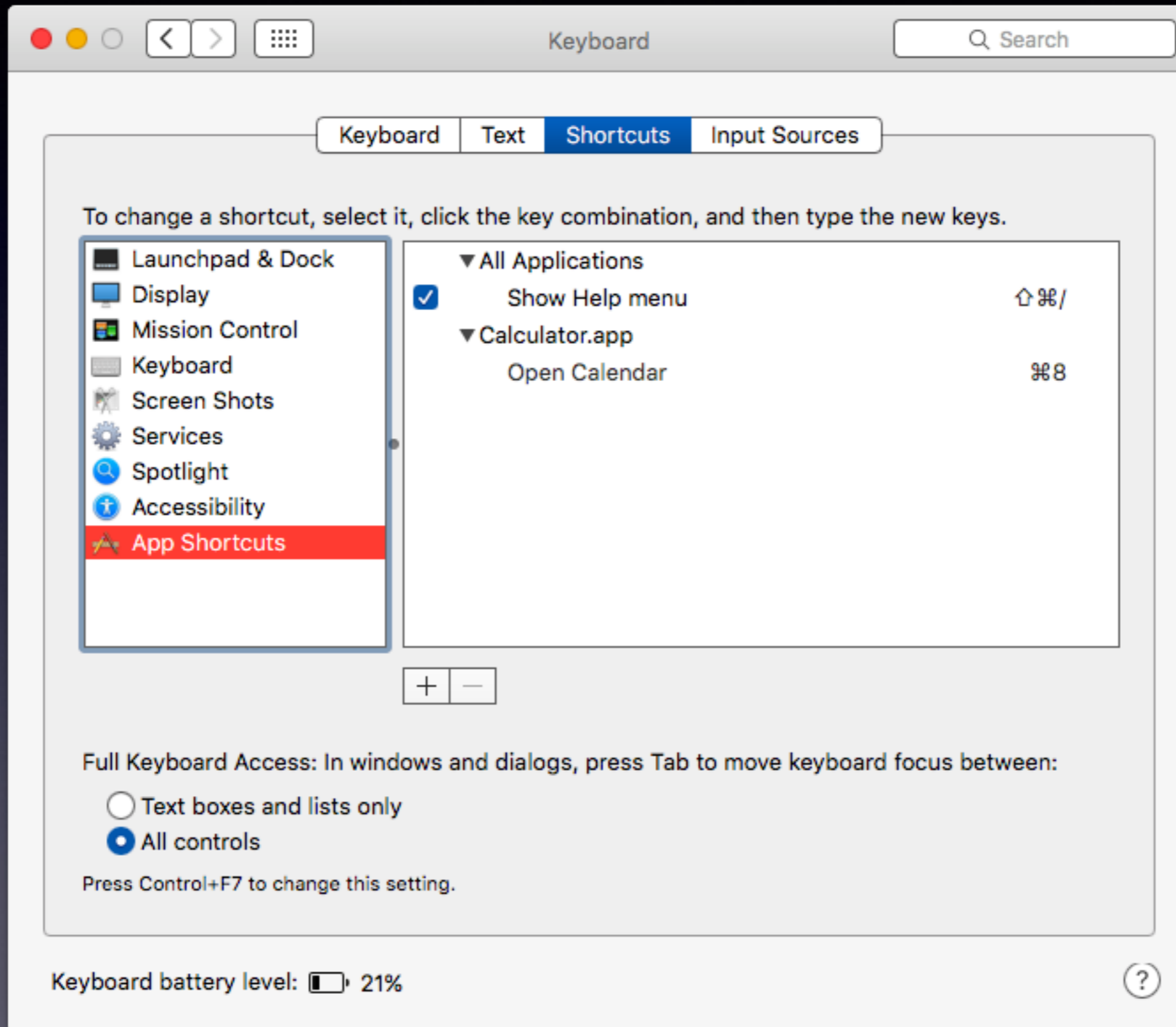


# iCloud Keychain *Cont.*

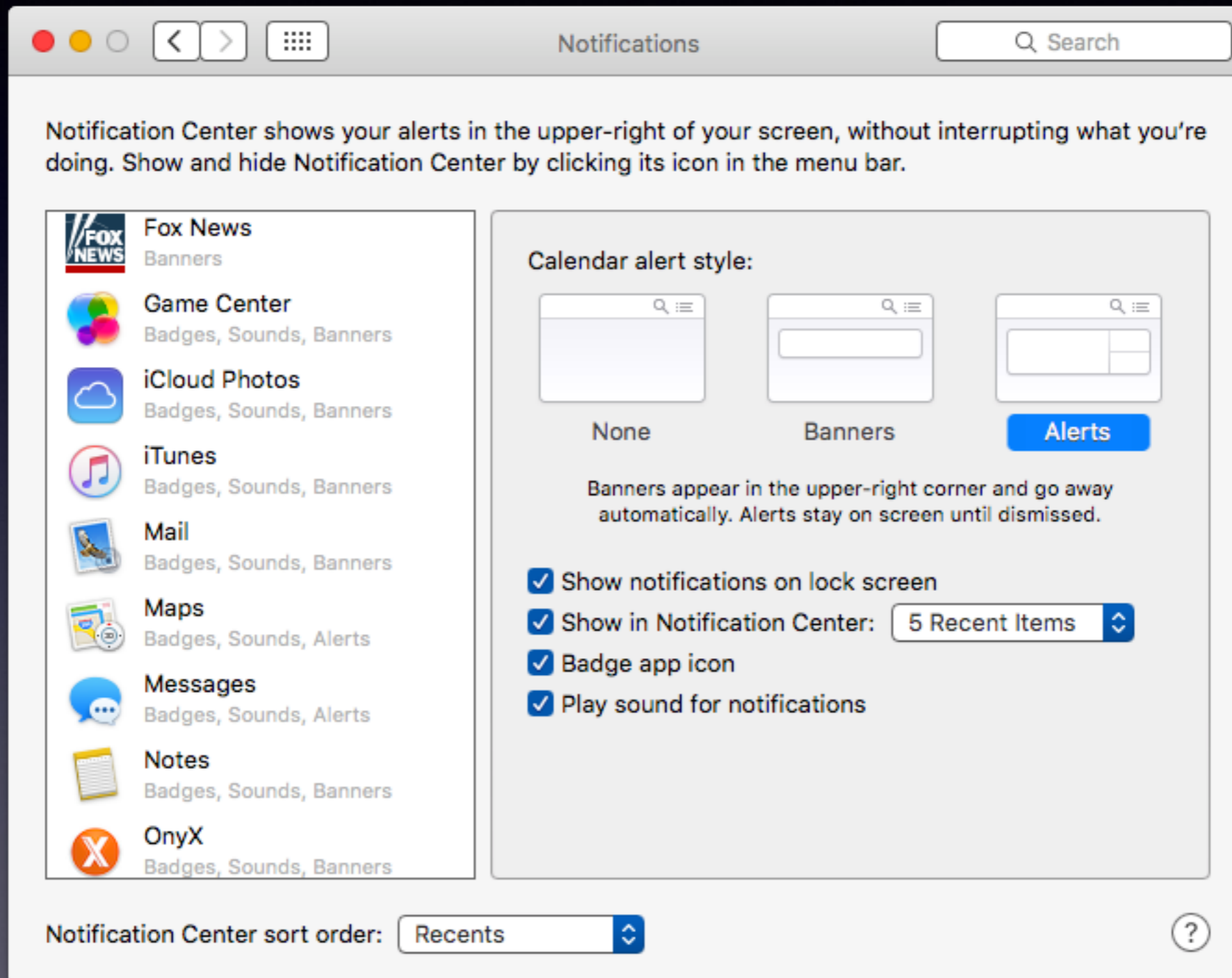
<https://support.apple.com/en-ng/HT204085>



# Make Keyboard Shortcut!

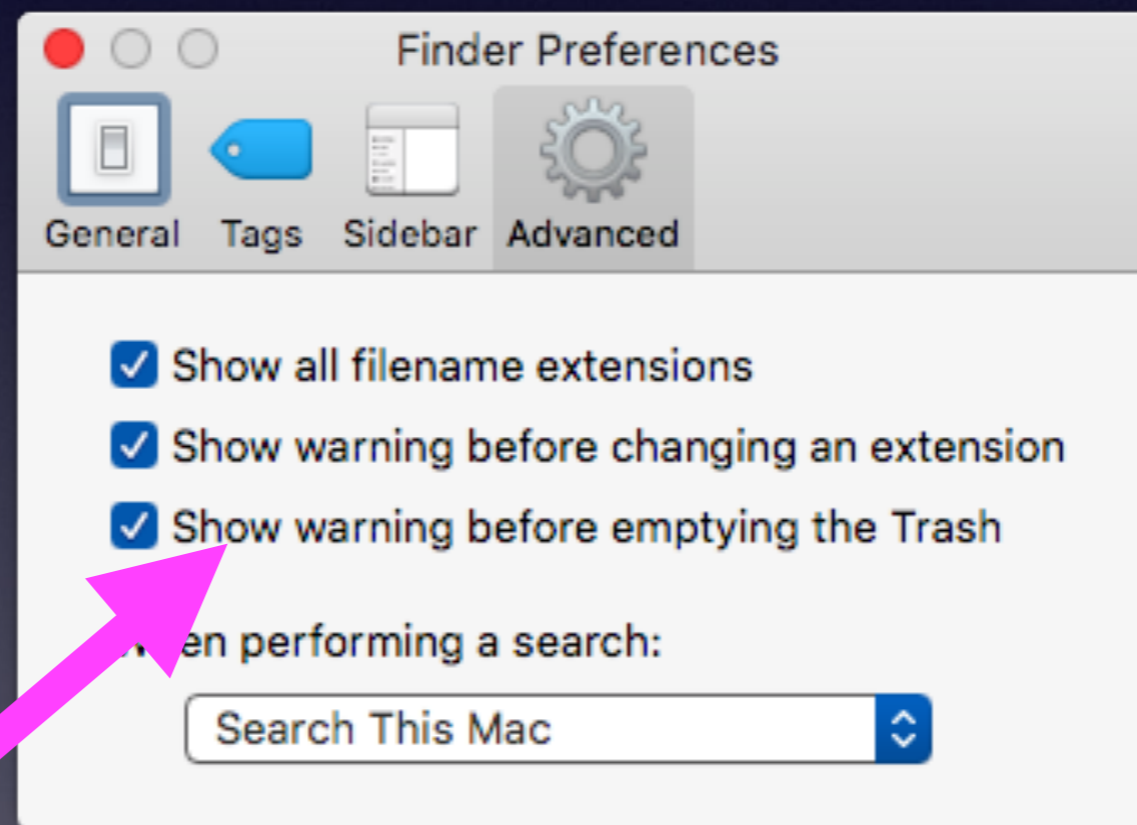


# Get Notifications



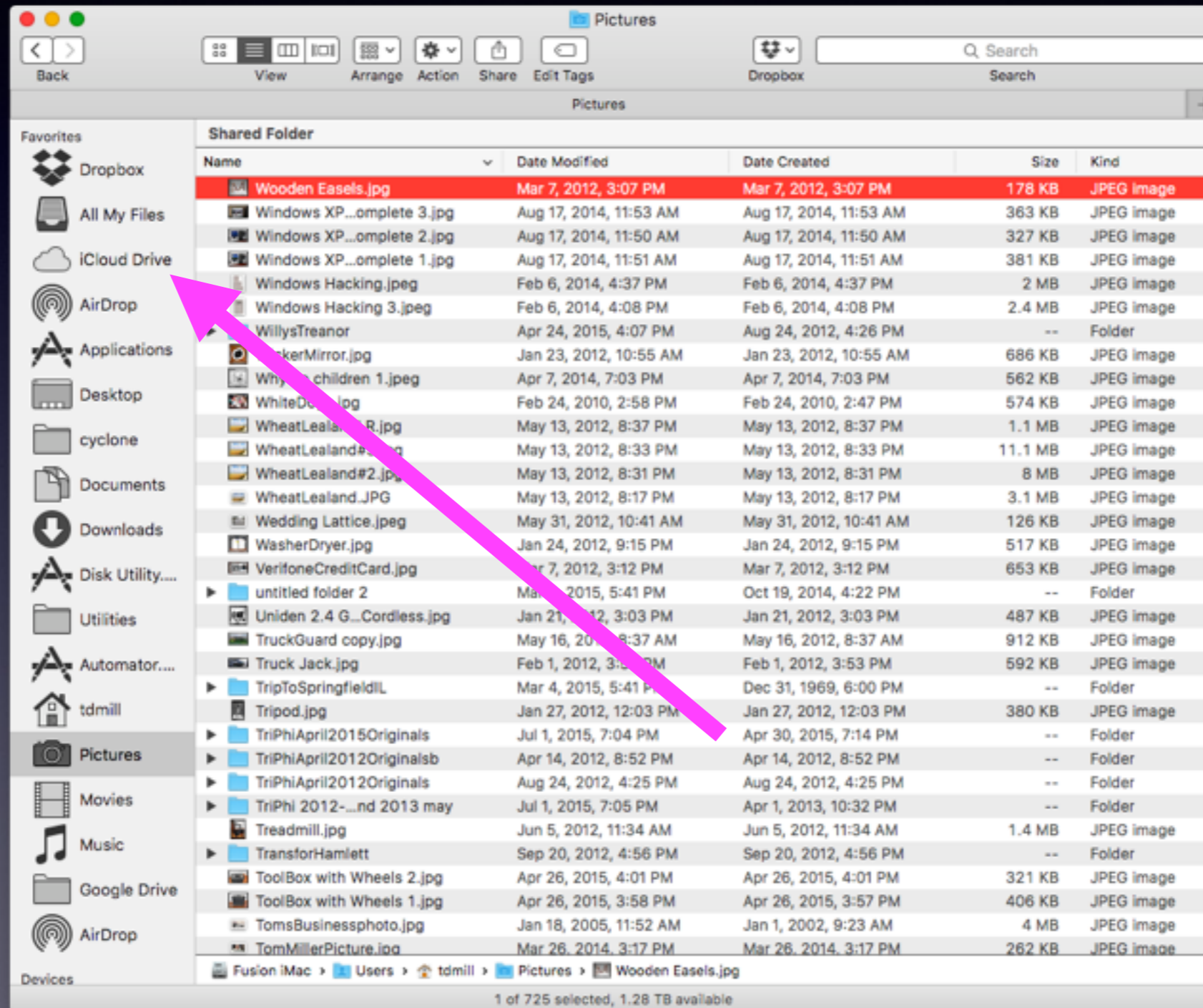
# Empty Trash

Empty trash without a warning!



# Store Anything in iCloud Drive!

How much storage depends on your iCloud Acct.

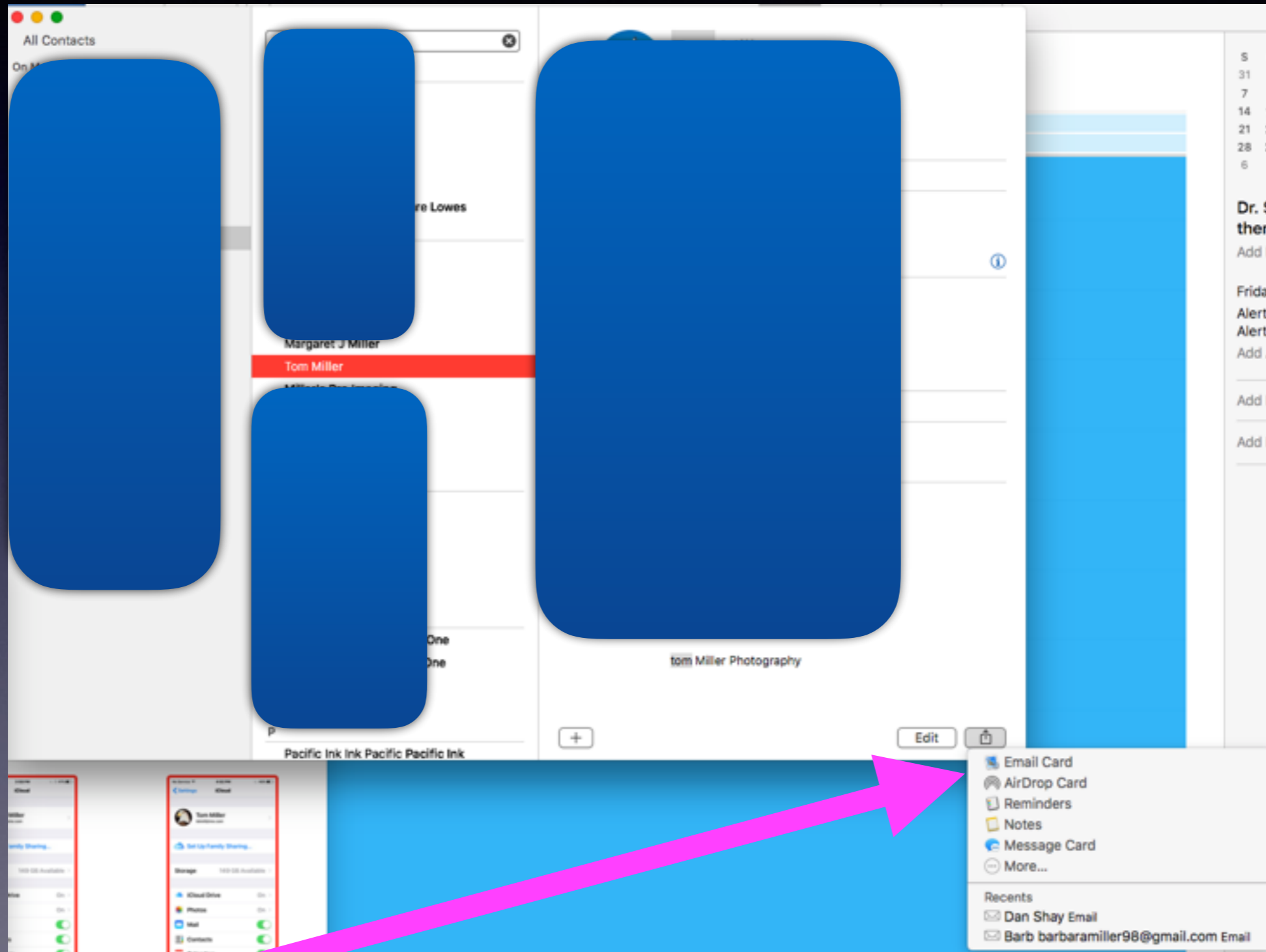


# Store Anything in iCloud Drive! Cont.

How much storage depends on your iCloud Acct.



# Share Contact Info.



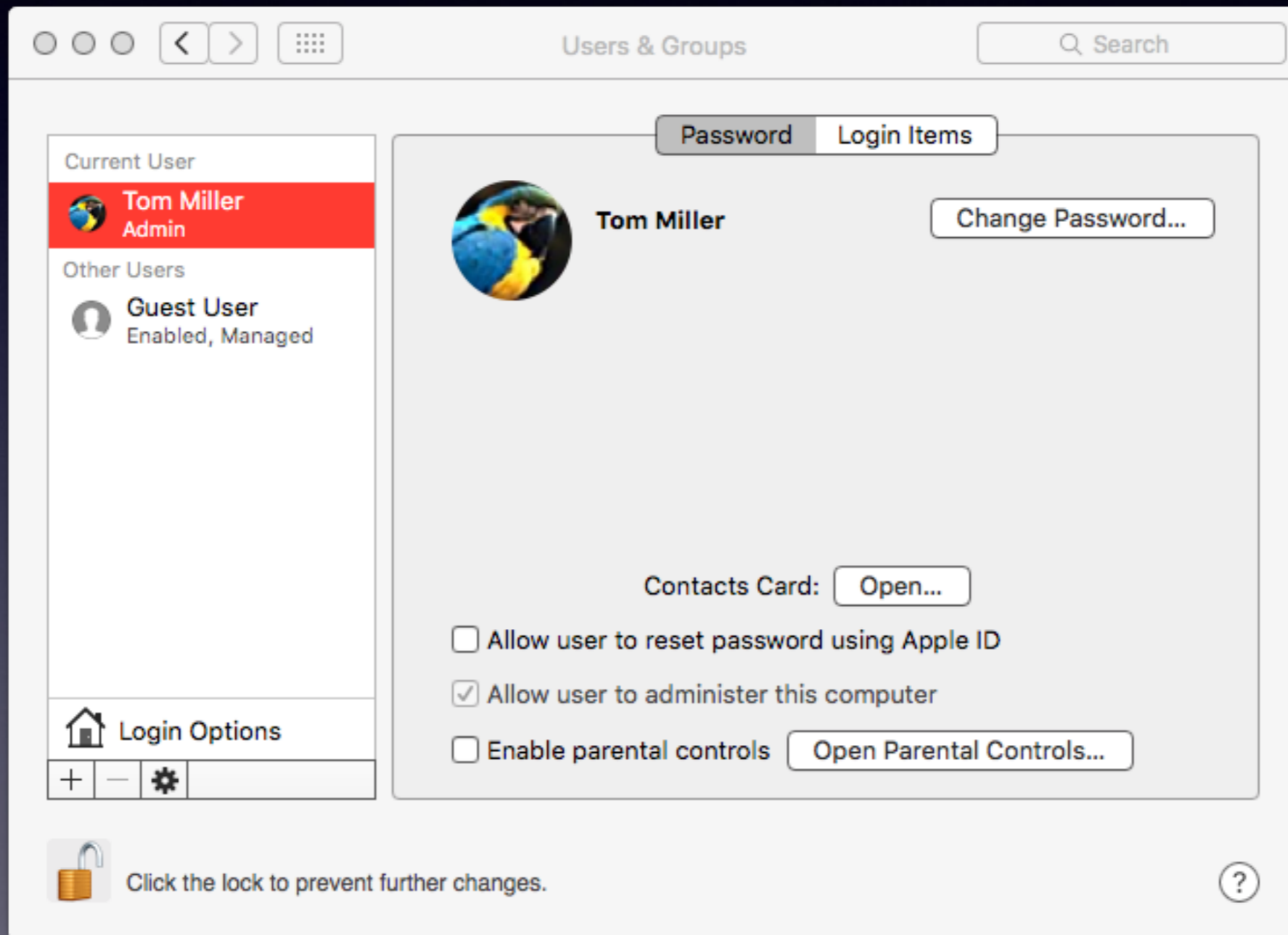
# Add Another User With Password

Keep others from accessing your data.





# Add Another User With Password Cont.



# Restrict What Someone Can Do!

The image shows a screenshot of the macOS Parental Controls window. The window title is "Parental Controls" and it has a search bar in the top right corner. The "Time" tab is selected, and a pink arrow points to it from the left. On the left side, there is a sidebar for "Guest User" with a list of users and a lock icon at the bottom. The main content area is divided into three sections: "Weekday time limits", "Weekend time limits", and "Bedtime". Each section has a calendar icon and a description of the restriction. The "Weekday time limits" section shows a slider set to "3 hours a day". The "Weekend time limits" section shows a slider set to "5 hours a day". The "Bedtime" section has two options: "School nights" (Sunday - Thursday) and "Weekend" (Friday and Saturday), both with time pickers set to "10:00 PM" to "8:00 AM". At the bottom, there is a lock icon with the text "Click the lock to prevent further changes.", a "Logs..." button, and a help icon.

Parental Controls

Search

Apps Web Stores **Time** Privacy Other

Guest User

July

**Weekday time limits**  
Allows access to this computer Monday through Friday for the specified number of hours only.

Limit weekday use to: 3 hours a day  
30 minutes 8 hours

July

**Weekend time limits**  
Allows access to this computer Saturday and Sunday for the specified number of hours only.

Limit weekend use to: 5 hours a day  
30 minutes 8 hours

**Bedtime**  
Prevents access to this computer during the specified hours.

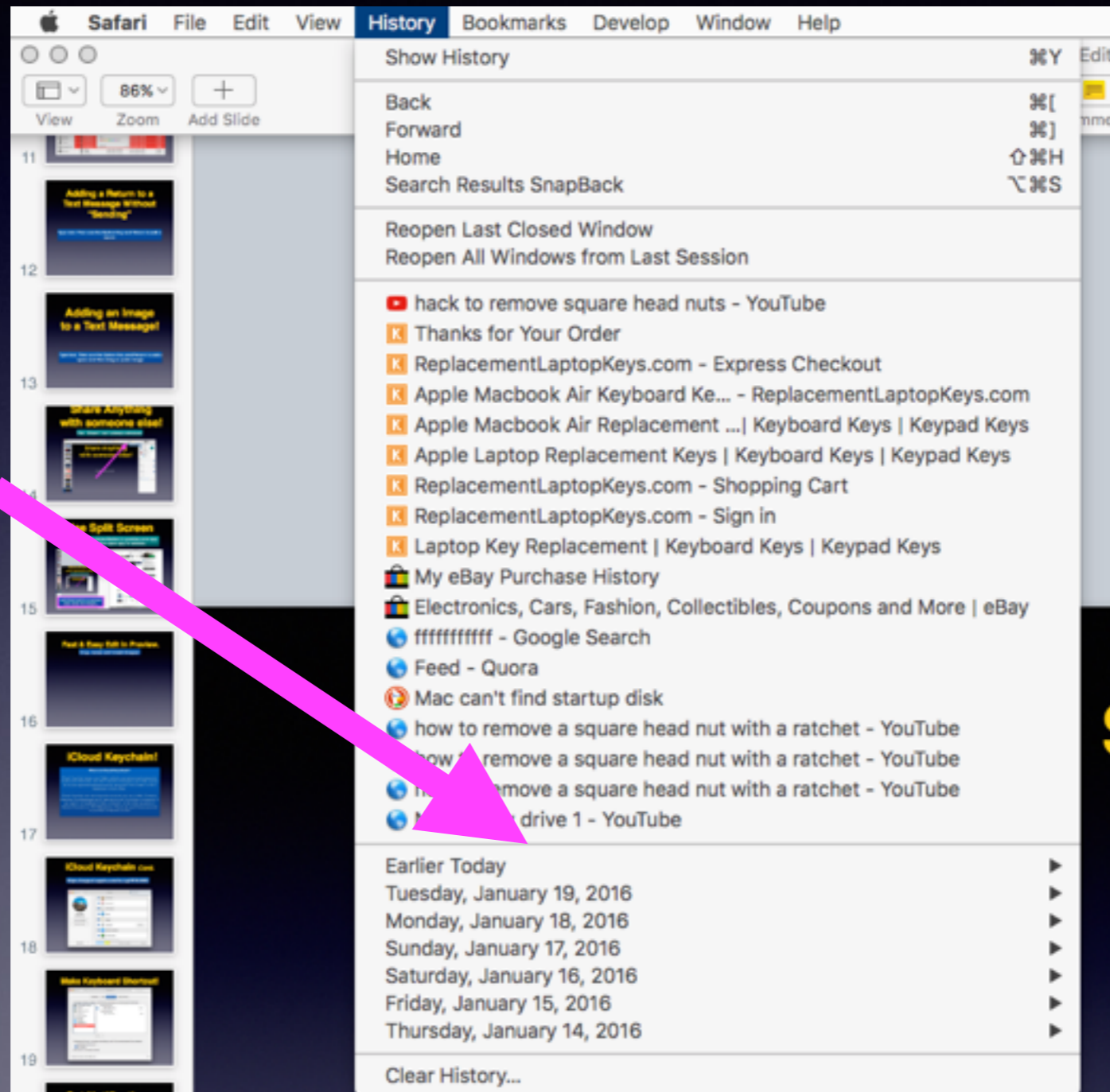
School nights: 10:00 PM to 8:00 AM  
Sunday - Thursday

Weekend: 10:00 PM to 8:00 AM  
Friday and Saturday

Click the lock to prevent further changes. Logs... ?

# Cover Your Tracks in Safari

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



# Email Huge Files

