

Would

You

Kindly

Turn on Do Not Disturb

And

Turn Off Your Ringer?

The Advantage of Being Young in a Digital Age.



Problems and What To Do Next!

- 1. Reboot your computer!**
- 2. Then restart in safe mode!**
- 3. Always listen for Apple Chime!**

Mac Basics



For

March 17, 2016

Contact Info.

eMail is the best way to reach me!



There are no stupid [or dumb] questions!
We learn by "asking!"

Web Site

tommillermachelp.com

The screenshot shows a web browser window displaying the website www.tommillermachelp.com. The page title is "iPhone and iPad Basics for January 25 and 28, 2016". The website header includes the name "Tom Miller Mac Help" with the tagline "Helping individuals with Apple devices!", a phone number "325-518-6662", and the address "Abilene TX 79603" and email "tdmill@me.com". A navigation menu includes "Home", "About Me", "Contact Me", and "Blog".

The main content area features a search bar, a "Recent Posts" sidebar, and an "Archives" sidebar. The "Recent Posts" sidebar lists several articles, with the top one being "iPhone and iPad Basics for January 25 and 28, 2016". The "Archives" sidebar lists months from January 2016 back to May 2013.

The main article content includes three images: an iPhone and its box, three Apple Watches, and an iPad. Below the images, the text reads: "You can view the slides presented at the Mockingbird Branch of the Abilene Public Library on January 25th and 28th, 2016 by clicking on the **Blue** link below." A blue link is provided: [iPhone iPad Basics Jan 25 and 28, 2016](#). At the bottom of the article is a purple box with the text "Mac Help Tom Miller tdmill@me.com 325-518-6662".

A large pink arrow points from the bottom left towards the "Recent Posts" sidebar, specifically highlighting the article "iPhone and iPad Basics for January 25 and 28, 2016".

Is Your OS Up To Date?

Overview Displays Storage Memory Support Service

OS X Yosemite

Version 10.10.5

iMac (27-inch, Late 2012)
Processor 3.4 GHz Intel Core i7
Memory 24 GB 1333 MHz DDR3
Startup Disk Fusion iMac
Graphics NVIDIA GeForce GTX 680MX 2048 MB
Serial Number C02K51UQDNMP

System Report... Software Update...

™ and © 1983-2015 Apple Inc. All Rights Reserved.

Overview Displays Storage Memory Support Service

OS X El Capitan

Version 10.11.3

iMac (27-inch, Late 2012)
Processor 3.4 GHz Intel Core i7
Memory 24 GB 1600 MHz DDR3
Graphics NVIDIA GeForce GTX 680MX 2048 MB
Serial Number C02K51UQDNMP

System Report... Software Update...

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Manage A Slow Computer

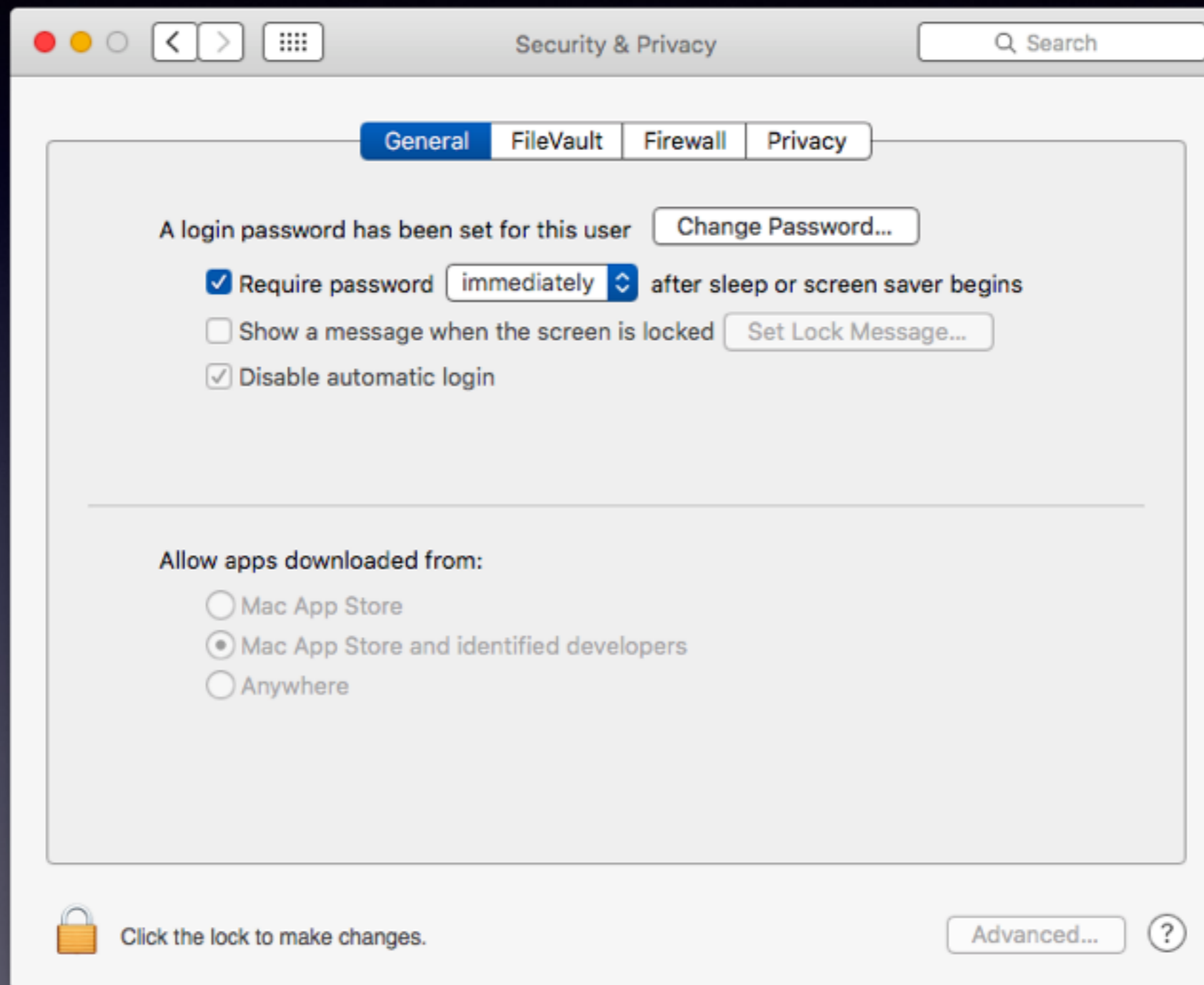


**At least three things affect
a computer's speed:**

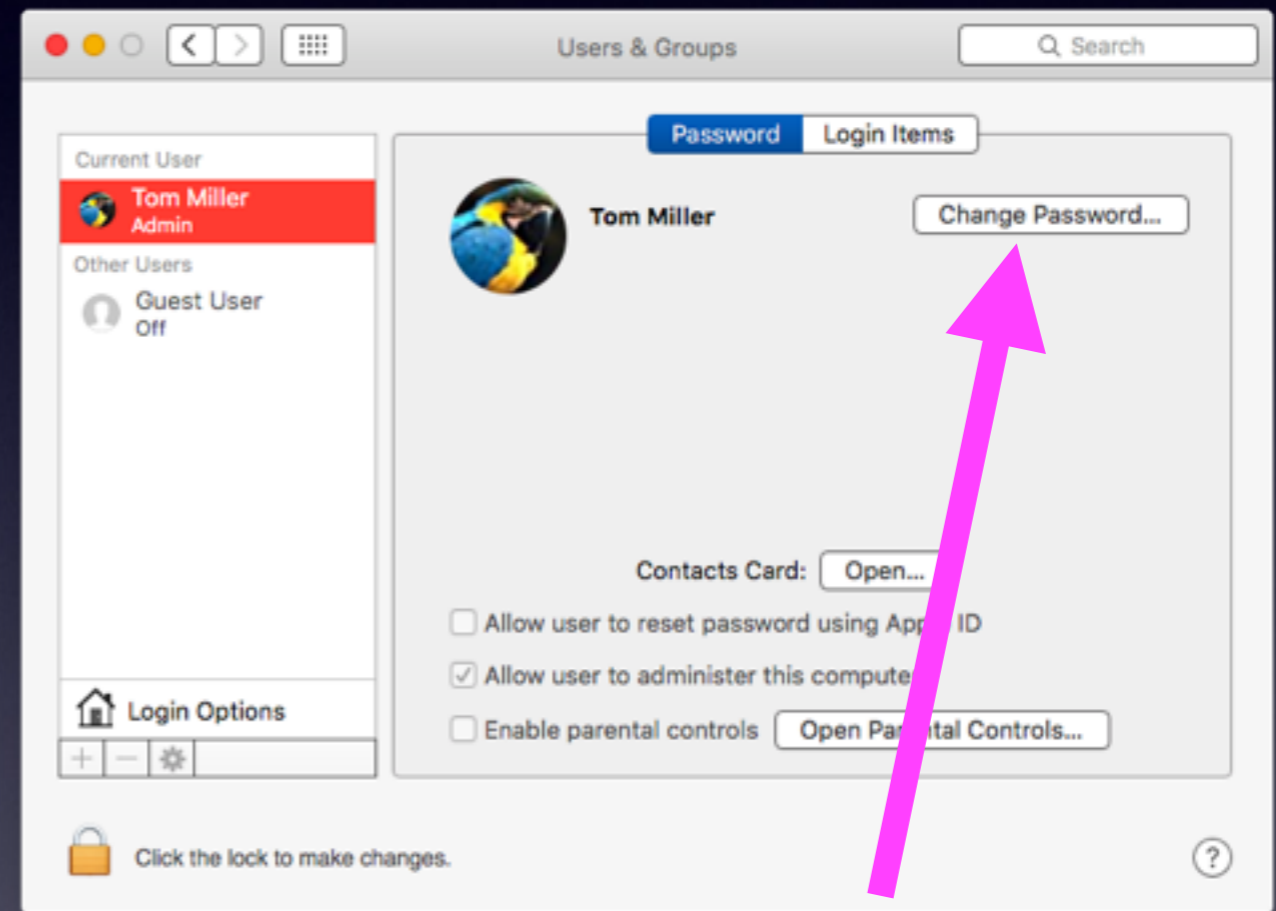
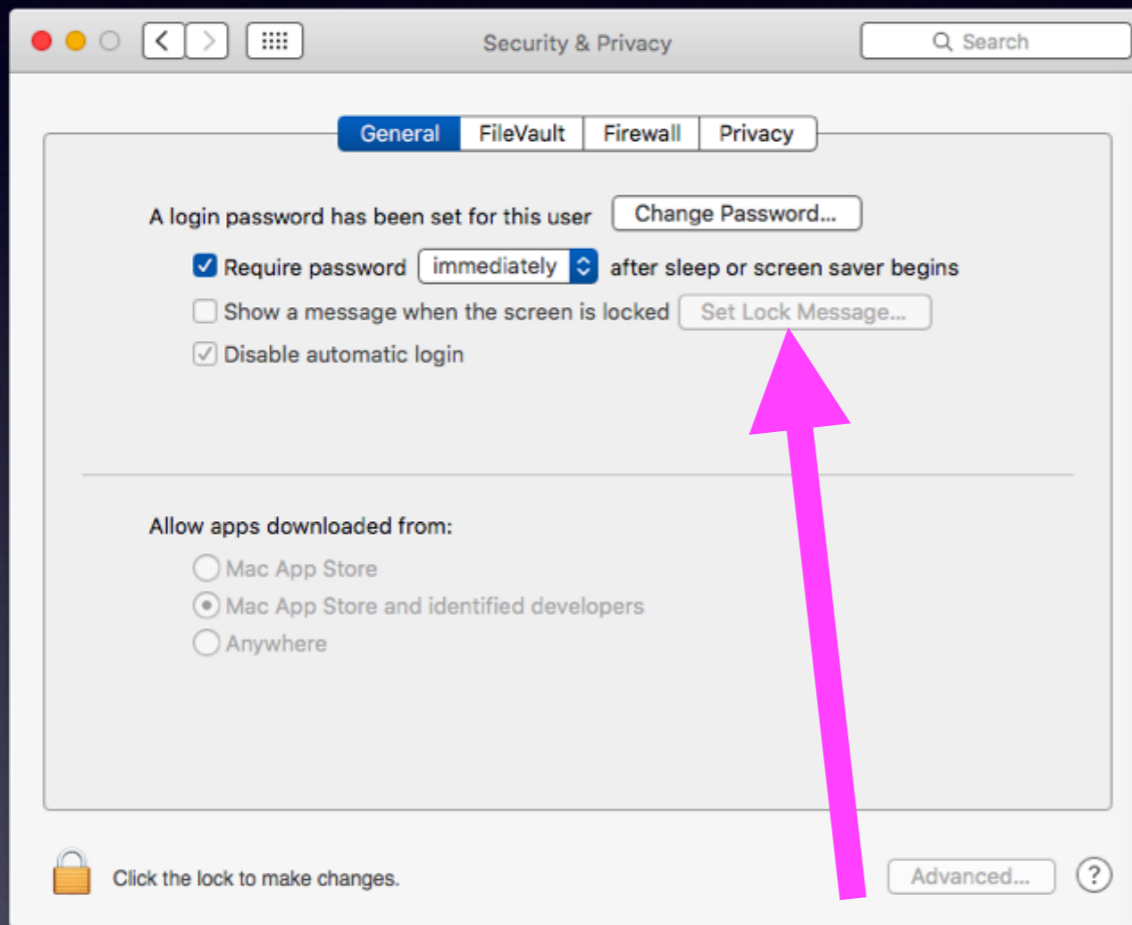
Hard drive is full
Processor is slow
Not enough memory

Lock Your Computer with a Password!

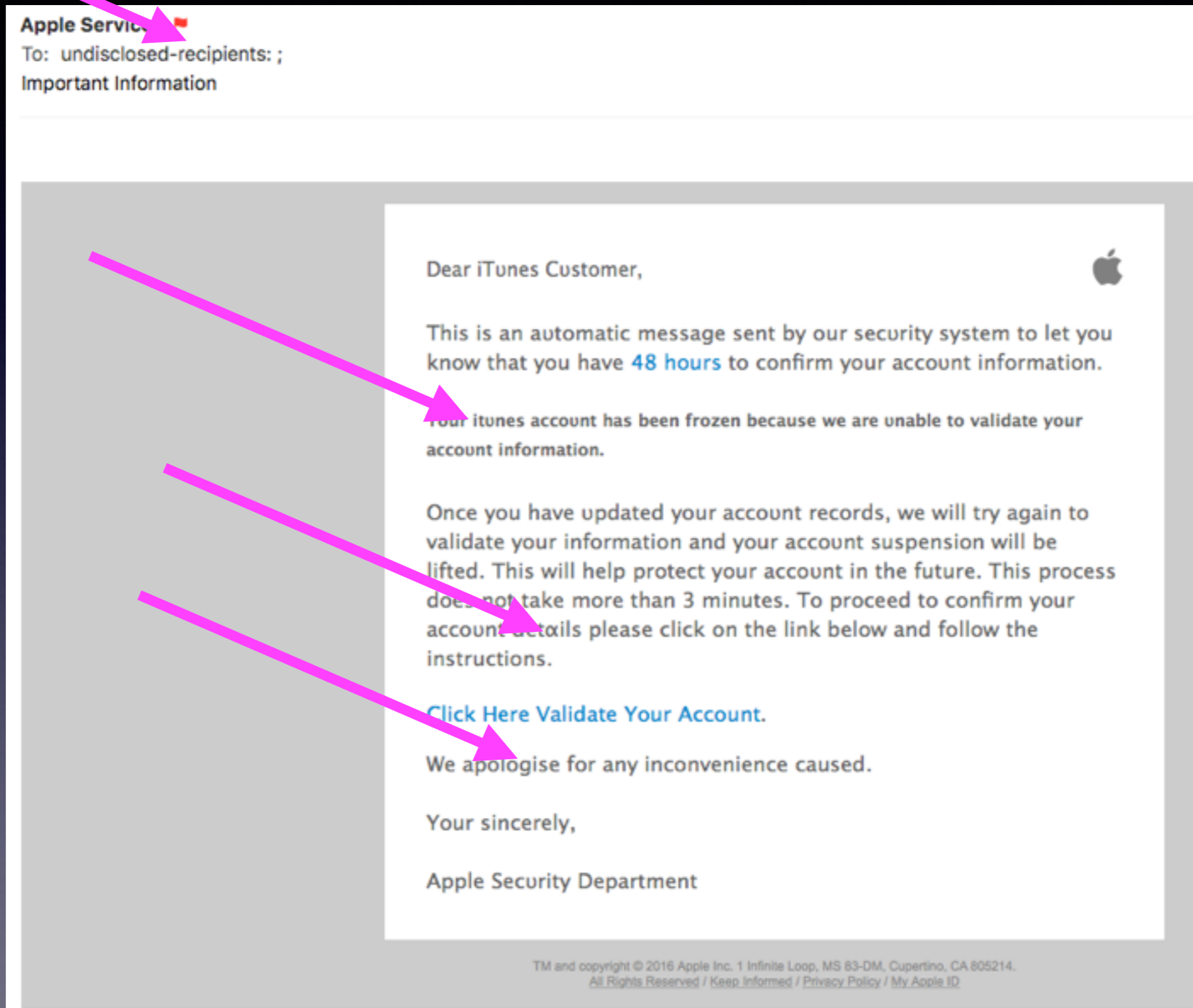
If your screen goes black; a password should be required!



Change Password Regularly



Scammers Sending Malicious Email!



Do Not Let Anyone On To Your Computer!

Unsolicited Calls

Don't Speak native "Texan"

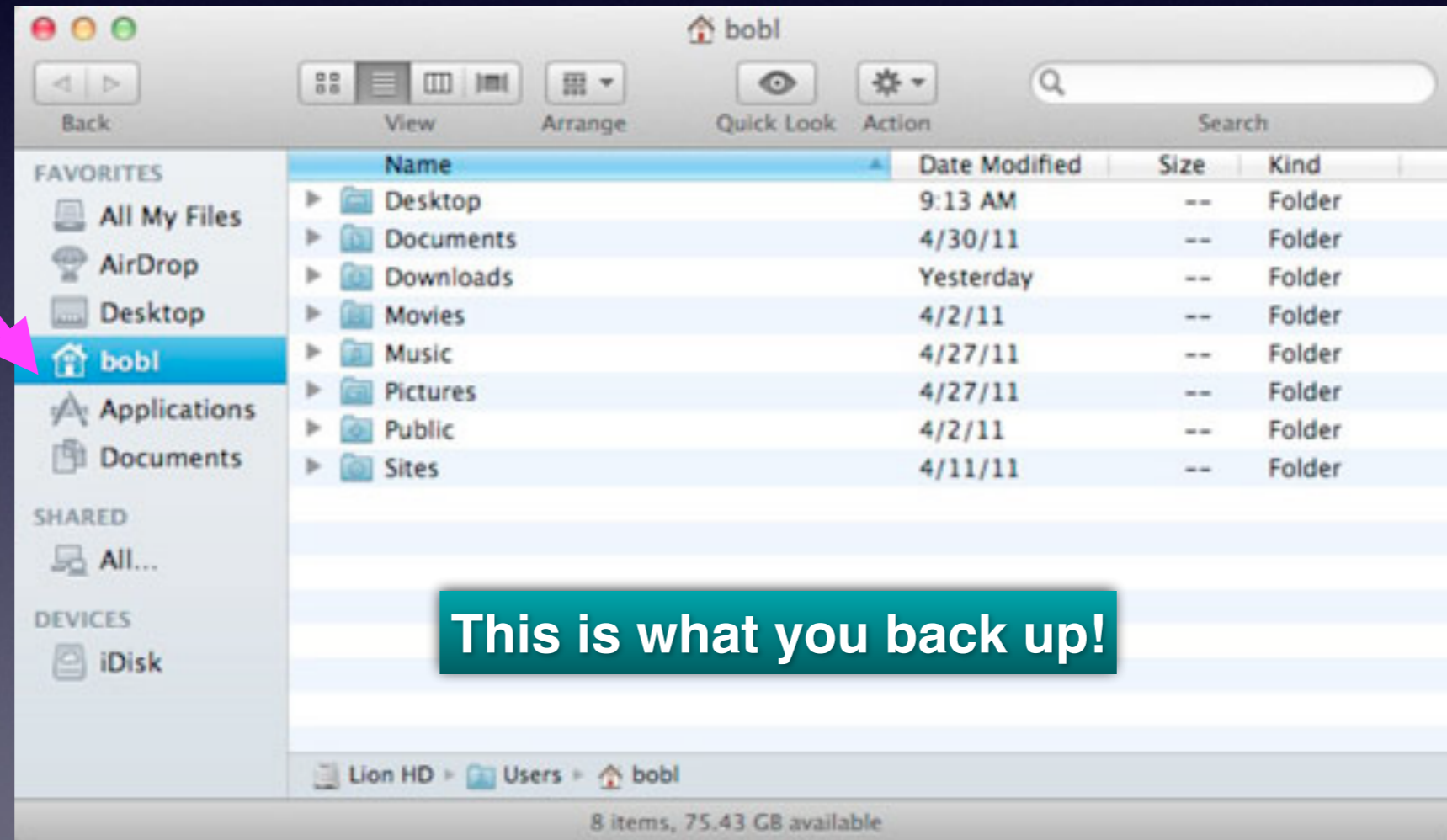
Somewhat belligerent.

**Need your credit card & wants to bill your
CC.**

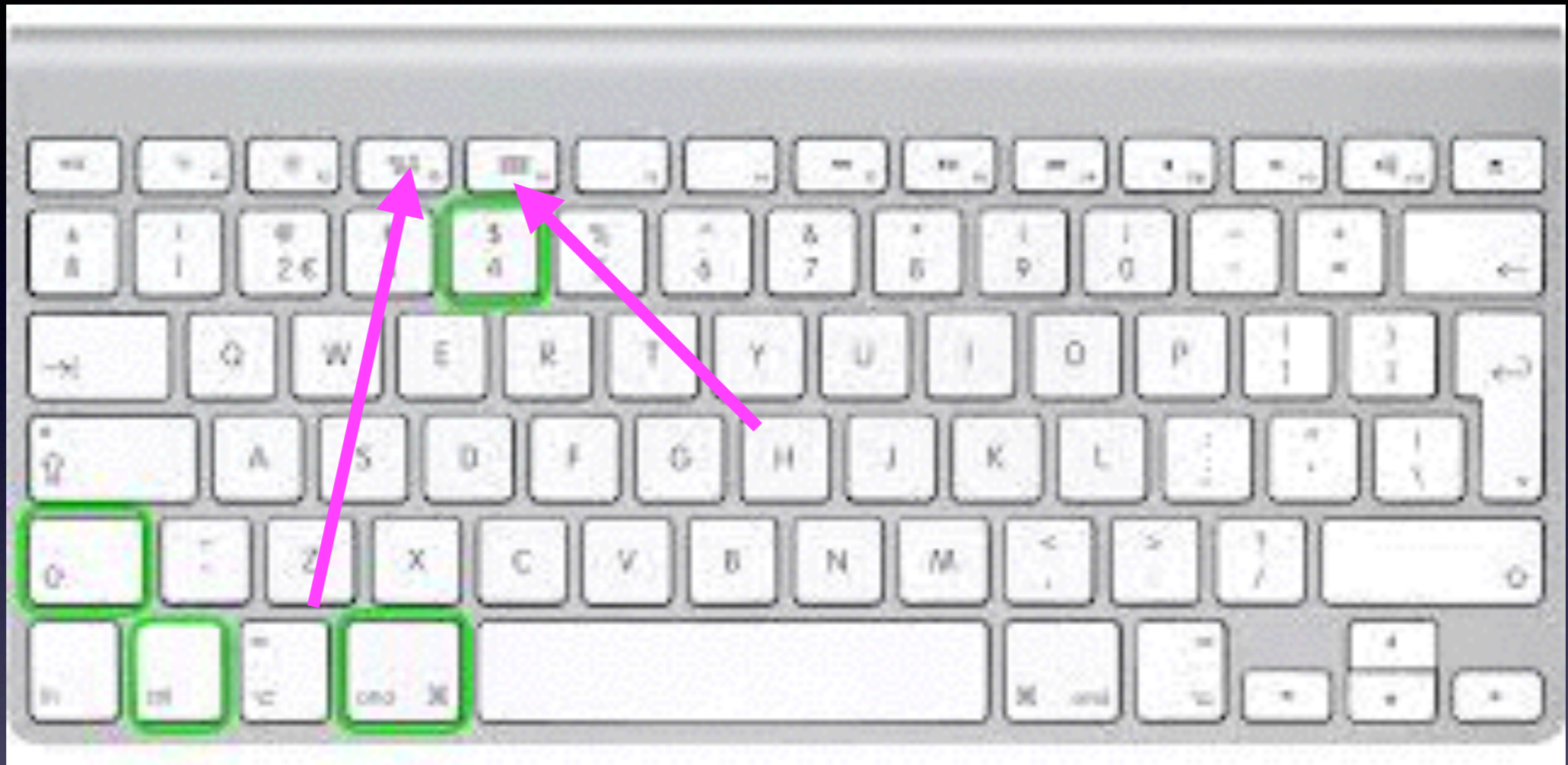
Your Home Folder

If you create it: its in your Home Folder.

Upon setting up your computer; you name your computer and your computer will then name your Home Folder.

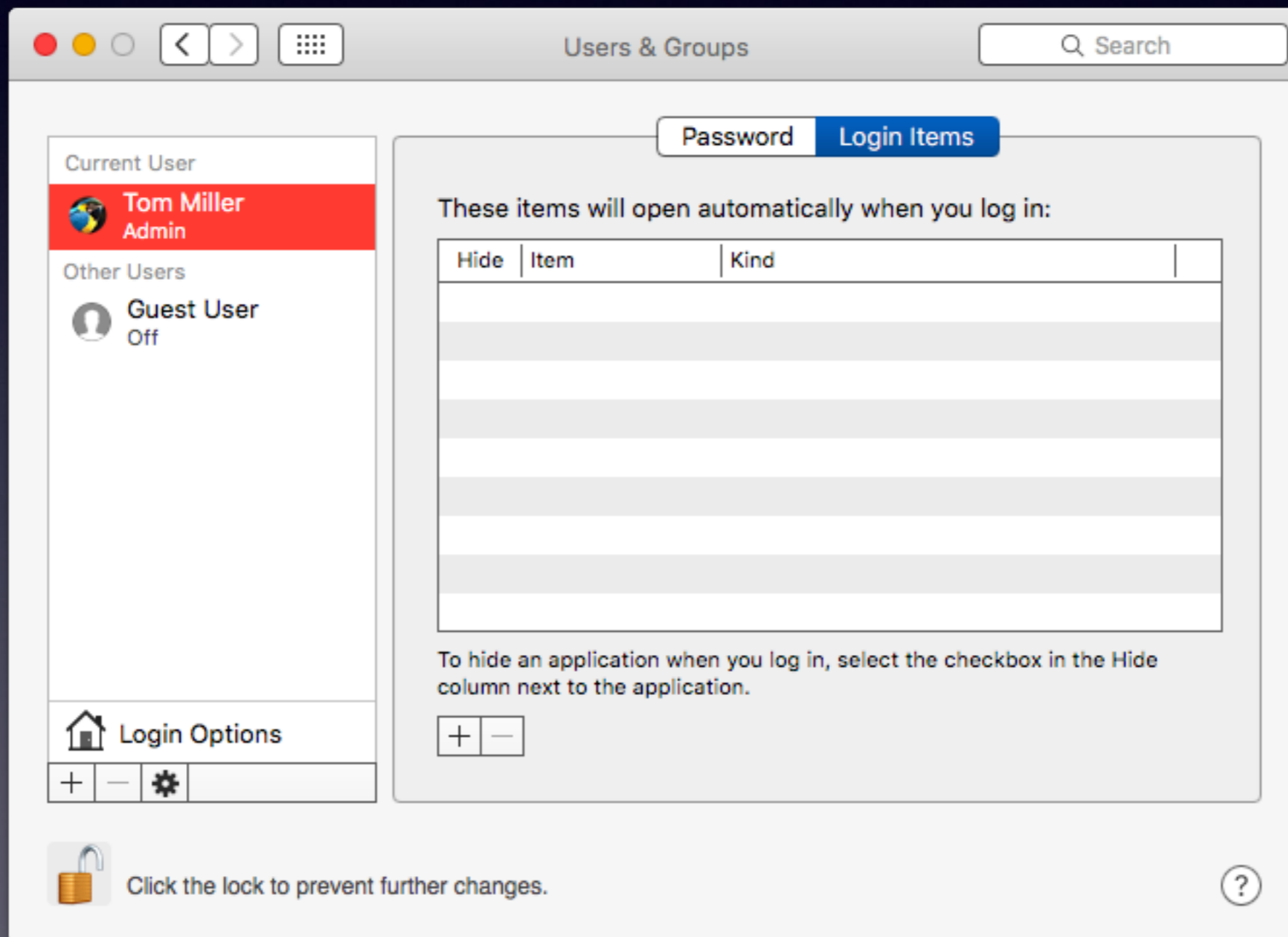


Make Your Computer Experience Faster!



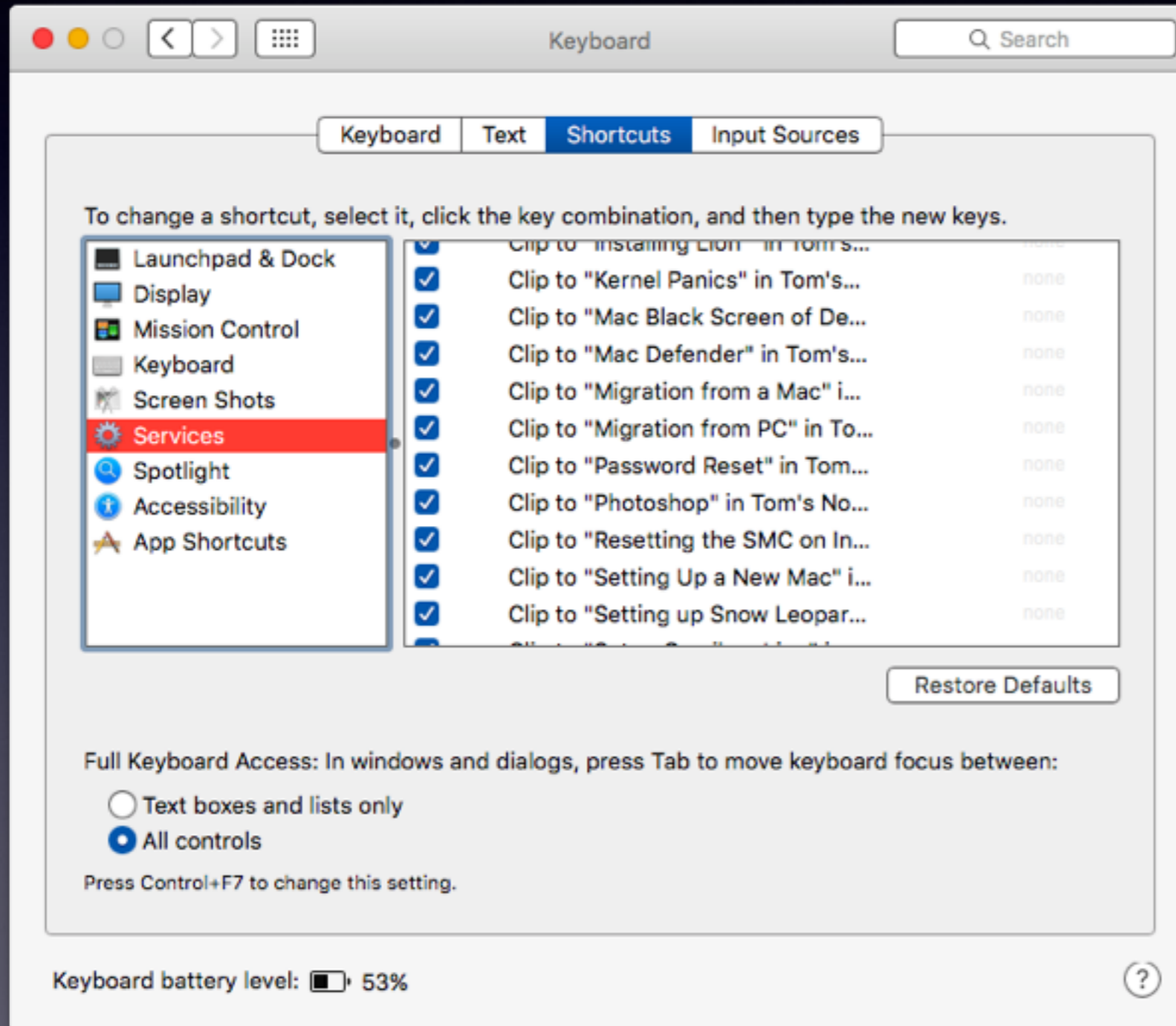
Don't Let Your Computer Load Apps For You!

Nothing or only iTunes Helper should load upon startup!



Make Your Computer Experience Faster!

Try not to use the mouse...learn the shortcuts!



Cmd + O
Cmd + C
Cmd + V
Cmd + Z
Cmd + X
Cmd + A
Cmd + N
Cmd + P
Cmd + S
Cmd + W
Cmd + Q

Learn All The Shortcuts

<https://support.apple.com/en-us/HT201236>

Mac keyboard shortcuts

By pressing a combination of keys, you can do things that normally need a mouse, trackpad, or other input device.

To use a keyboard shortcut, hold down one or more modifier keys while pressing the last key of the shortcut. For example, to use the shortcut Command-C (copy), hold down Command, press C, then release both keys. Mac menus and keyboards often use [symbols for certain keys](#), including the modifier keys:

- Command ⌘
- Option ⌥
- Caps Lock ⌕
- Shift ⇧
- Control ⌘
- Fn

If you're using a keyboard made for Windows PCs, use the Alt key instead of Option, and the Windows logo key instead of Command. Some Mac keyboards and shortcuts use special keys in the top row, which include icons for volume, display brightness, and other functions. Press the icon key to perform that function, or combine it with the Fn key to use it as an F1, F2, F3, or other standard function key.

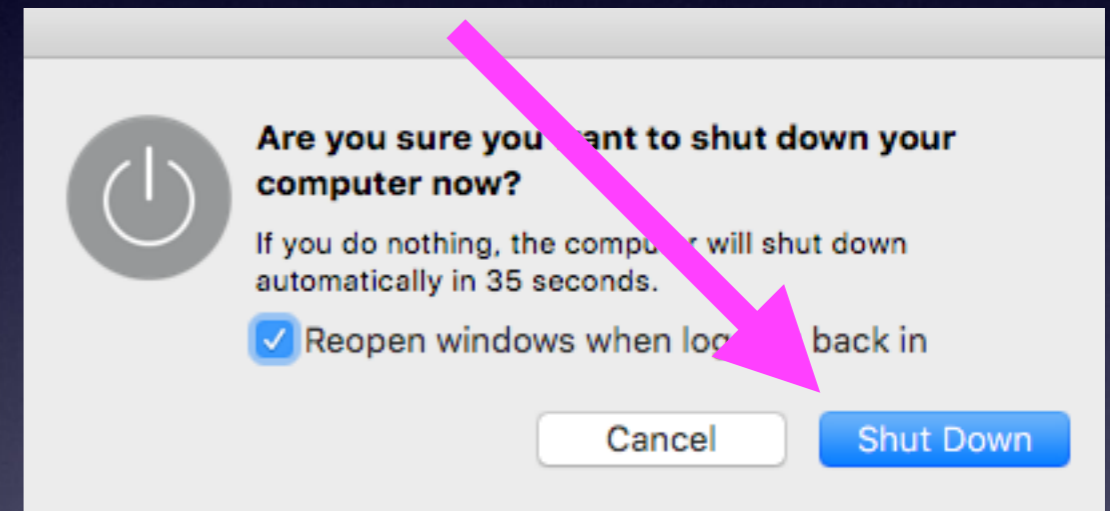
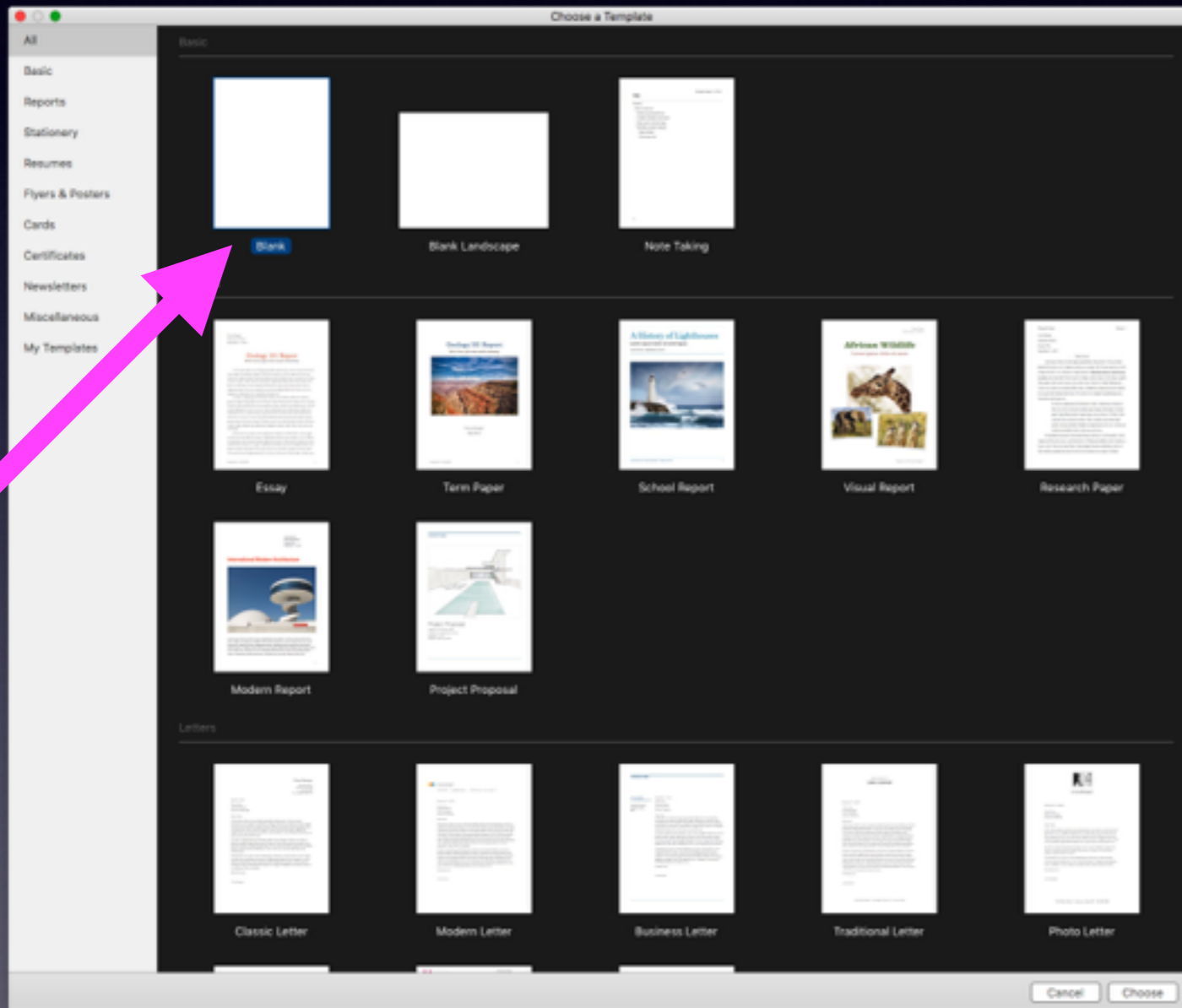
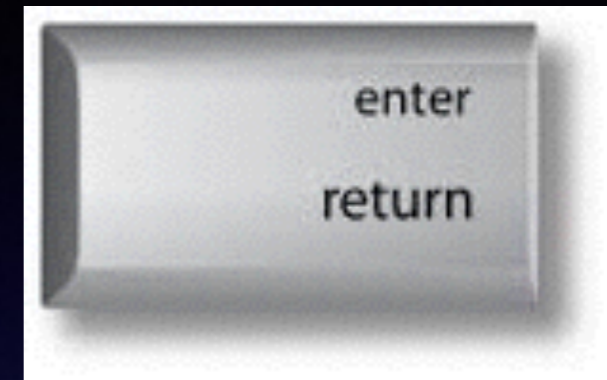
To learn more shortcuts, check the menus of the app you're using. Every app can have its own shortcuts, and shortcuts that work in one app may not work in another.

Cut, copy, paste, and other common shortcuts

Shortcut	Description
Command-X	Cut: Remove the selected item and copy it to the Clipboard.
Command-C	Copy the selected item to the Clipboard. This also works for files in the Finder.
Command-V	Paste the contents of the Clipboard into the current document or app. This also works for files in the Finder.
Command-Z	Undo the previous command. You can then press Command-Shift-Z to Redo , reversing the undo command. In some apps, you can undo and redo multiple commands.
Command-A	Select All items.

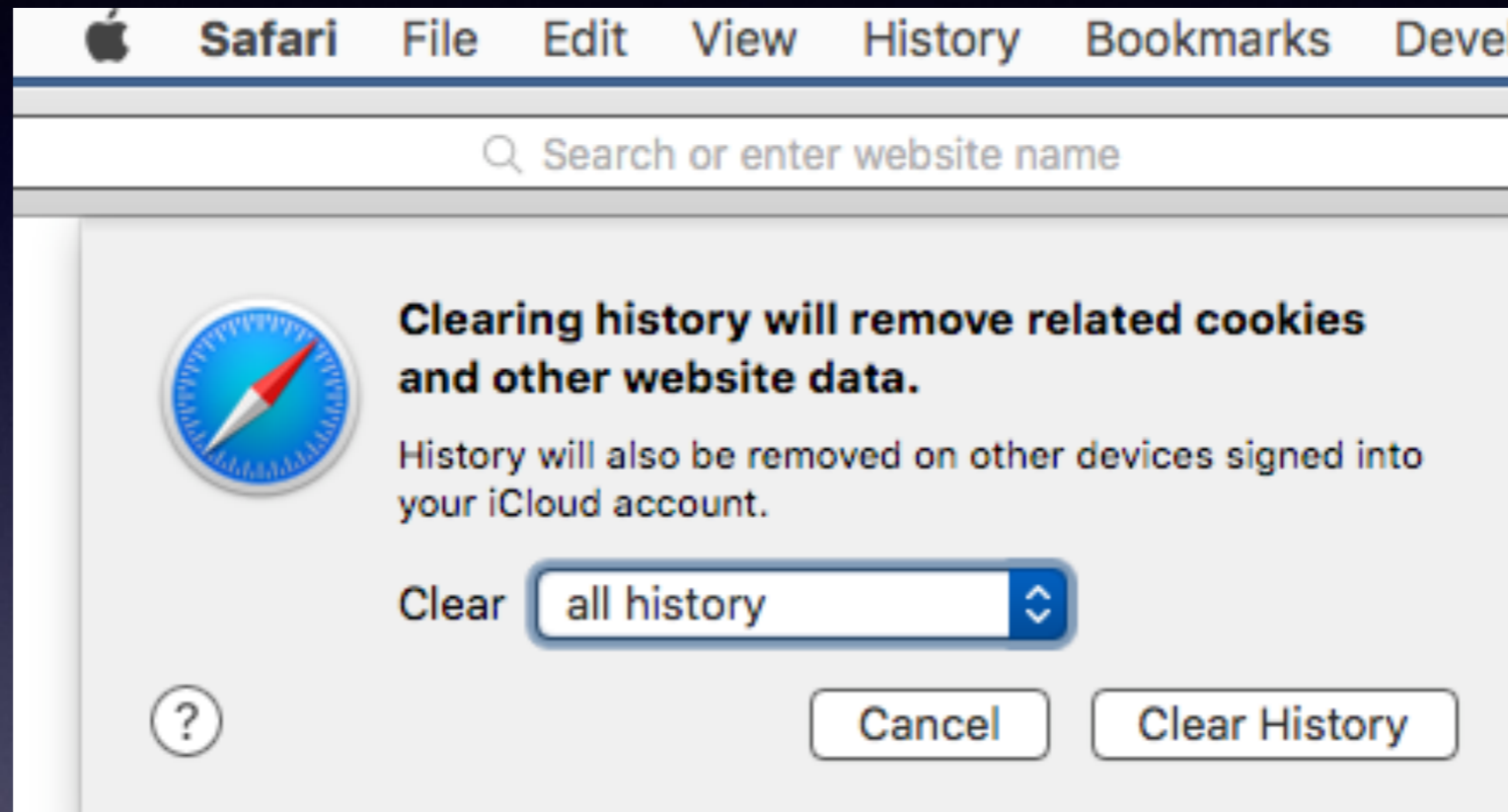
Using The “Enter Return” Key.

If it is highlighted in blue; just click on the enter key!



Clear Our Safari

Clear History and Cache



Clear Out Cookies

Not these!



What do Cookies Do?

A cookie is the term given to describe a type of message that is given to a Web browser by a Web server. The main purpose of a cookie is to identify users and possibly prepare customized Web pages or to save site login information for you.

When you enter a Web site using cookies, you may be asked to fill out a form providing personal information; like your name, e-mail address, and interests. This information is packaged into a cookie and sent to your Web browser, which then stores the information for later use. The next time you go to the same Web site, your browser will send the cookie to the Web server. The message is sent back to the server each time the browser requests a page from the server.

How To Learn This Stuff!

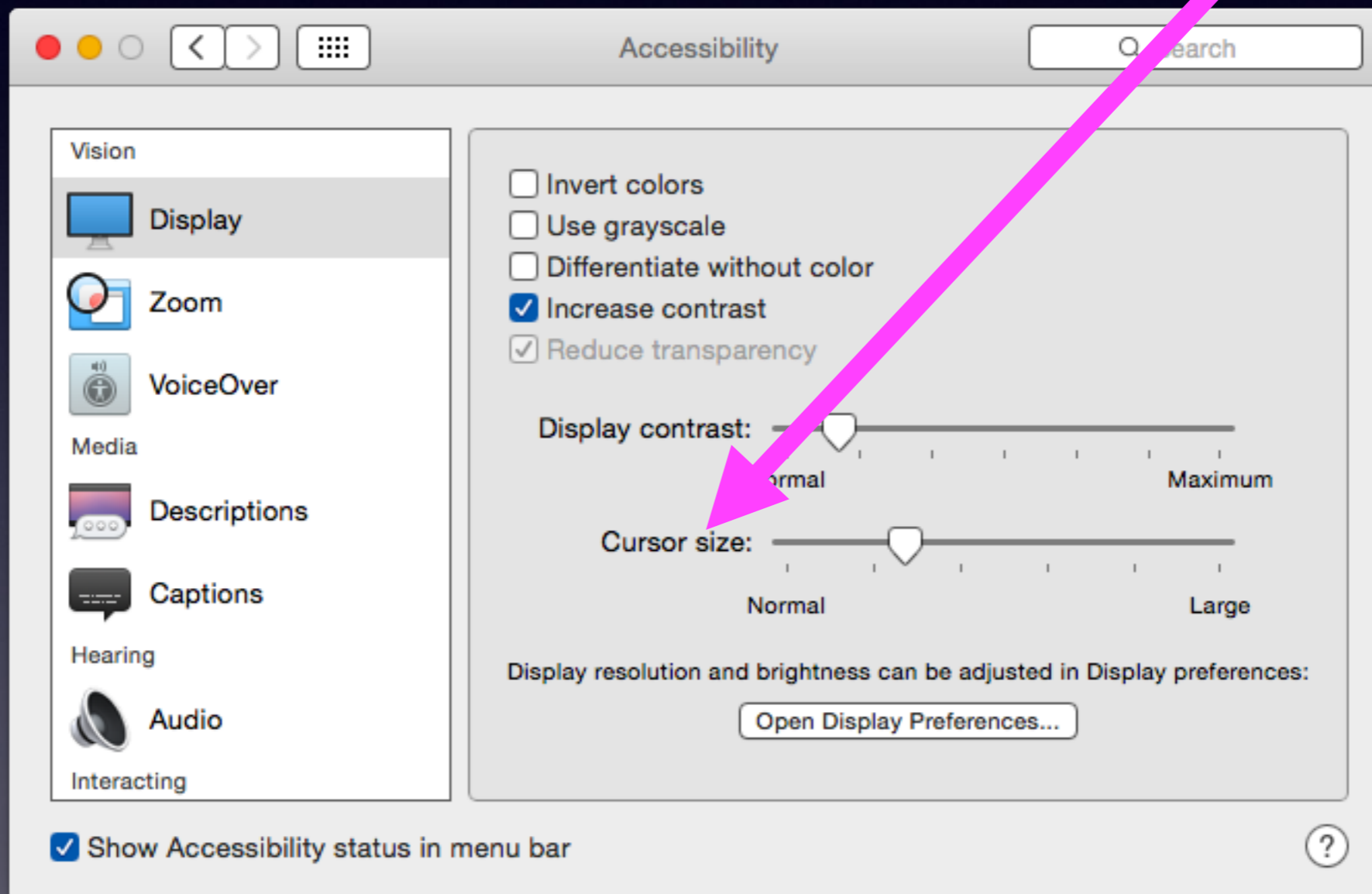
David A Cox on YouTube!

The image shows a screenshot of a YouTube search results page. The search bar at the top contains the text "el capitan tutorial" and a magnifying glass icon. Below the search bar, the YouTube logo is visible on the left. The left sidebar shows navigation options: Home, My Channel, Subscriptions (64), History, and Watch Later (9). The main content area displays search results. A "Filters" dropdown is visible. In the top right of the results area, a box indicates "About 149,000 results". The first result is a video titled "El Capitan OS X Tutorial" by David A. Cox. The video thumbnail shows a laptop with the text "OSX EL CAPITAN TUTORIAL" and the TechTalk logo. The video details include "1 month ago • 242,766 views" and a description: "El Capitan for Mac is here! Download our user guide here: <http://bit.ly/ElCapitanGuide> OSX 10.11 aka El Capitan is the latest ...". There are also "HD" and "CC" icons below the video title.

Mouse [cursor] Trick # 1

Make the mouse larger.

Wiggle the mouse or trackpad to easily see the mouse!



50 Best Tip, Tricks and Timesavers!

<http://www.techradar.com/us/how-to/software/operating-systems/50-best-mac-tips-tricks-and-timesavers-1310283>

The screenshot shows a Spotlight search interface. At the top, a search bar contains "\$1300 = 1,171.75 Euros". Below the search bar, the results are organized into sections: "TOP HIT" with "1,171.75 Euros", "WIKIPEDIA" with "1300", "BOOKMARKS & HISTORY" with four entries related to "abilene", "SUGGESTED WEBSITE" with "congress.gov/bill/96th-congress/...", and "DOCUMENTS" with five files including "Dg741.doc", "Dg740.doc", and two "112TomMillQuickenExport" files. On the right side of the search results, a large graphic displays "1,300 US Dollars" and "1,171.75 Euros" with a coin icon. Below this, a list of other currencies is shown: "908.88 British Pounds Sterling", "147,901 Japanese Yen", "1,724.97 Canadian Dollars", and "1,283.3 Swiss Francs". At the bottom right, it says "Data from YAHOO!".

\$1300 = 1,171.75 Euros

TOP HIT

1,171.75 Euros

WIKIPEDIA

1300

BOOKMARKS & HISTORY

- abilene for sale "Nikon D7100" - cr...
- Nikon D7100- 7 lenses- bag-tripod...
- abilene photo & video equipment -...
- abilene tools - by owner - craigslist

SUGGESTED WEBSITE

- congress.gov/bill/96th-congress/...

DOCUMENTS

- Dg741.doc
- Dg740.doc
- 112TomMillQuickenExport8/22.qif
- 112TomMillQuicken Oct22.qif - tdmill

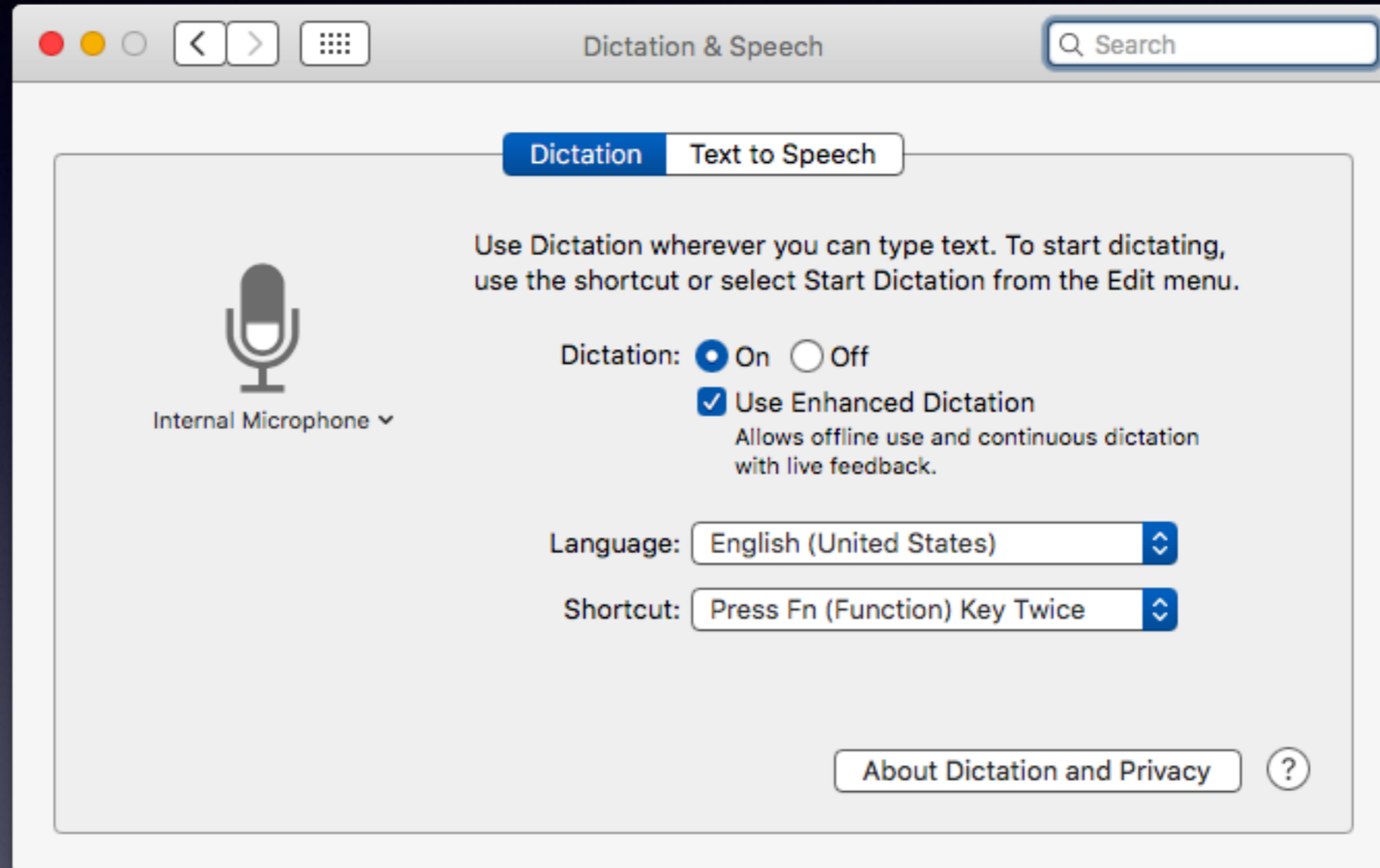
1,300 US Dollars
1,171.75 Euros

908.88 British Pounds Sterling
147,901 Japanese Yen
1,724.97 Canadian Dollars
1,283.3 Swiss Francs

Data from YAHOO!

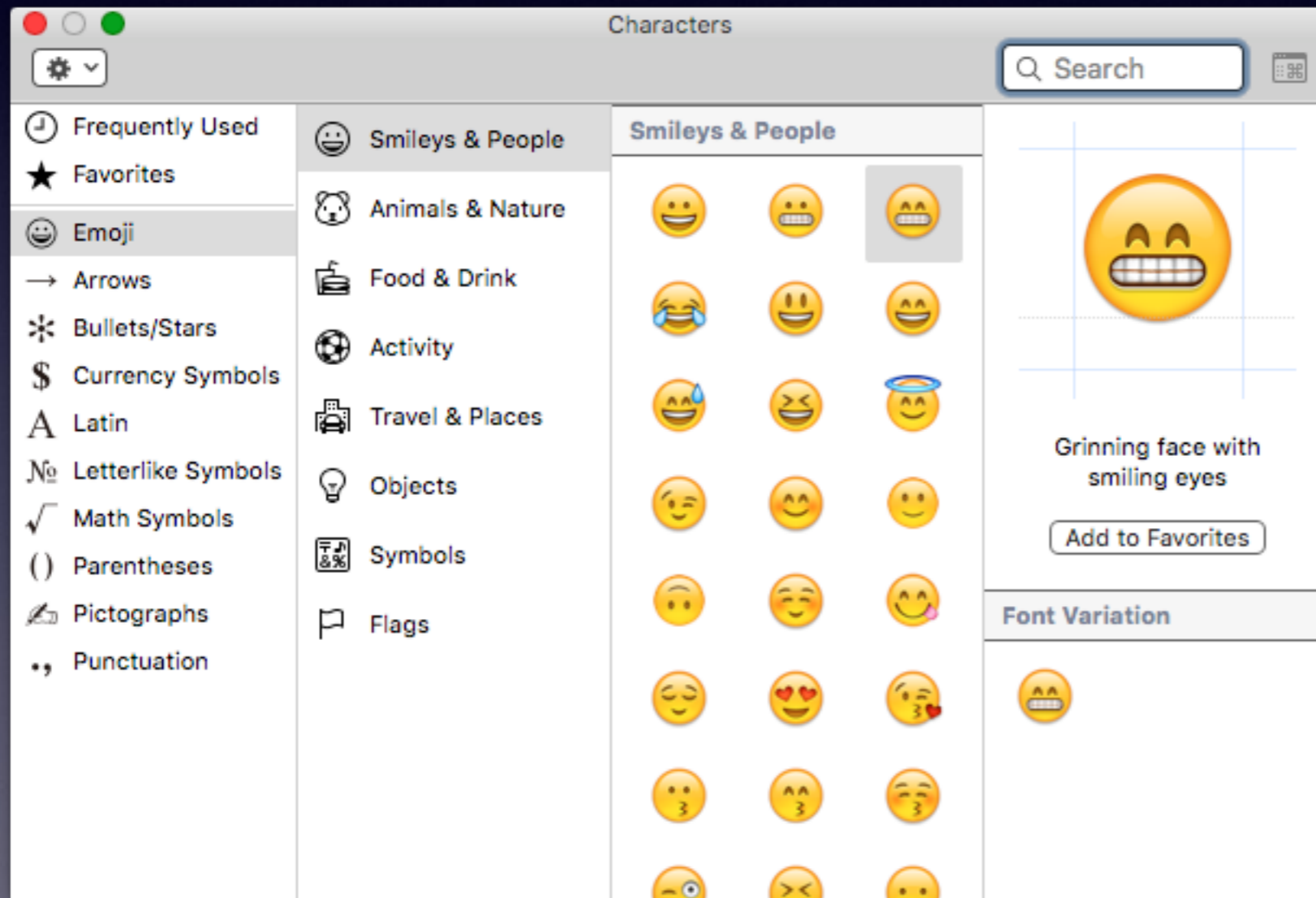
Spotlight
will
convert \$

Talk and Listen to Your Mac



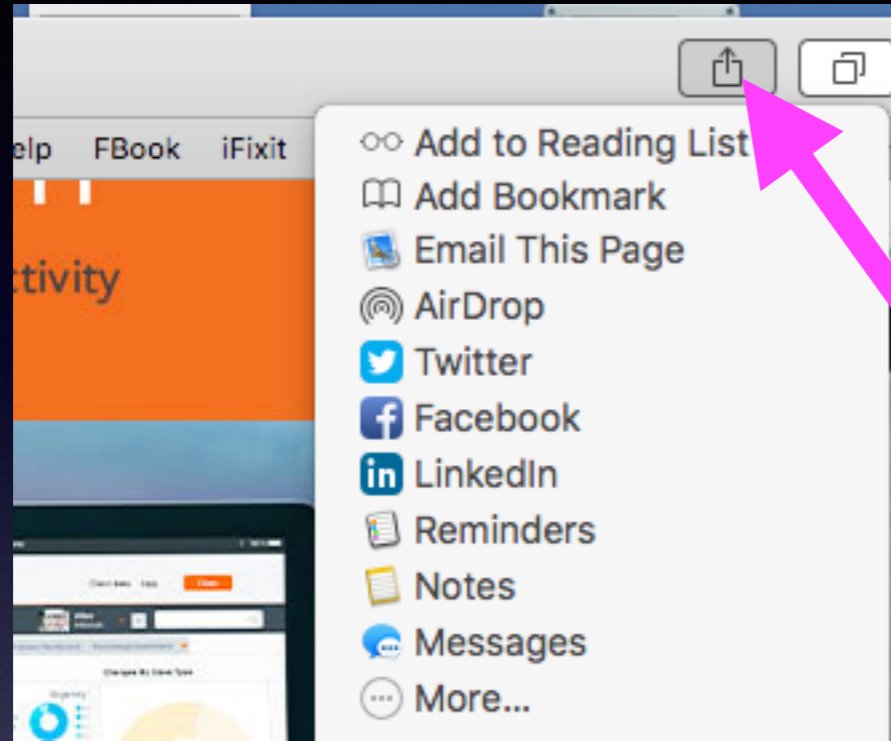
Type Exotic Characters

Control + Cmd + Spacebar 😊



An emoji can be enlarged!

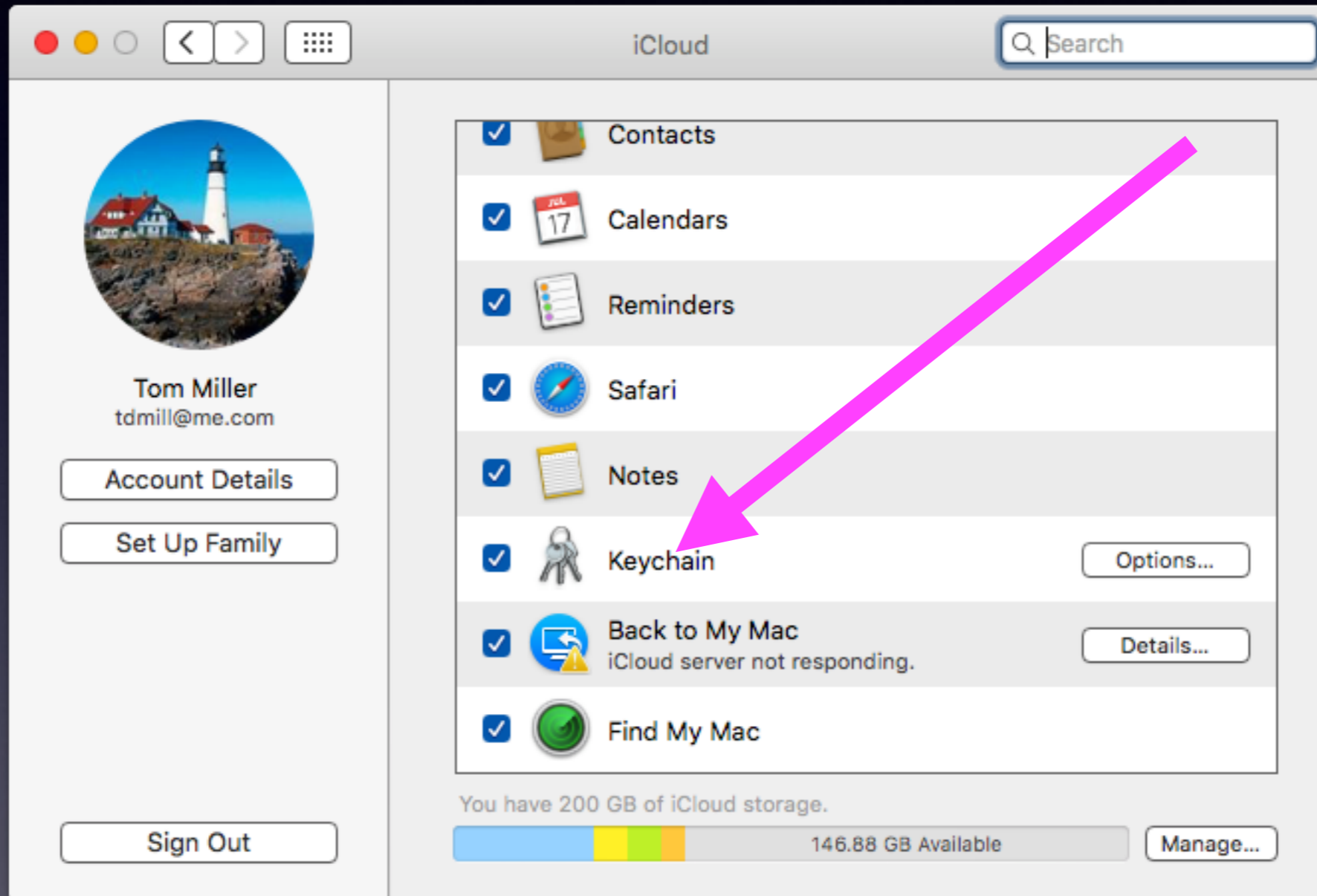
Share With The Share Icon.



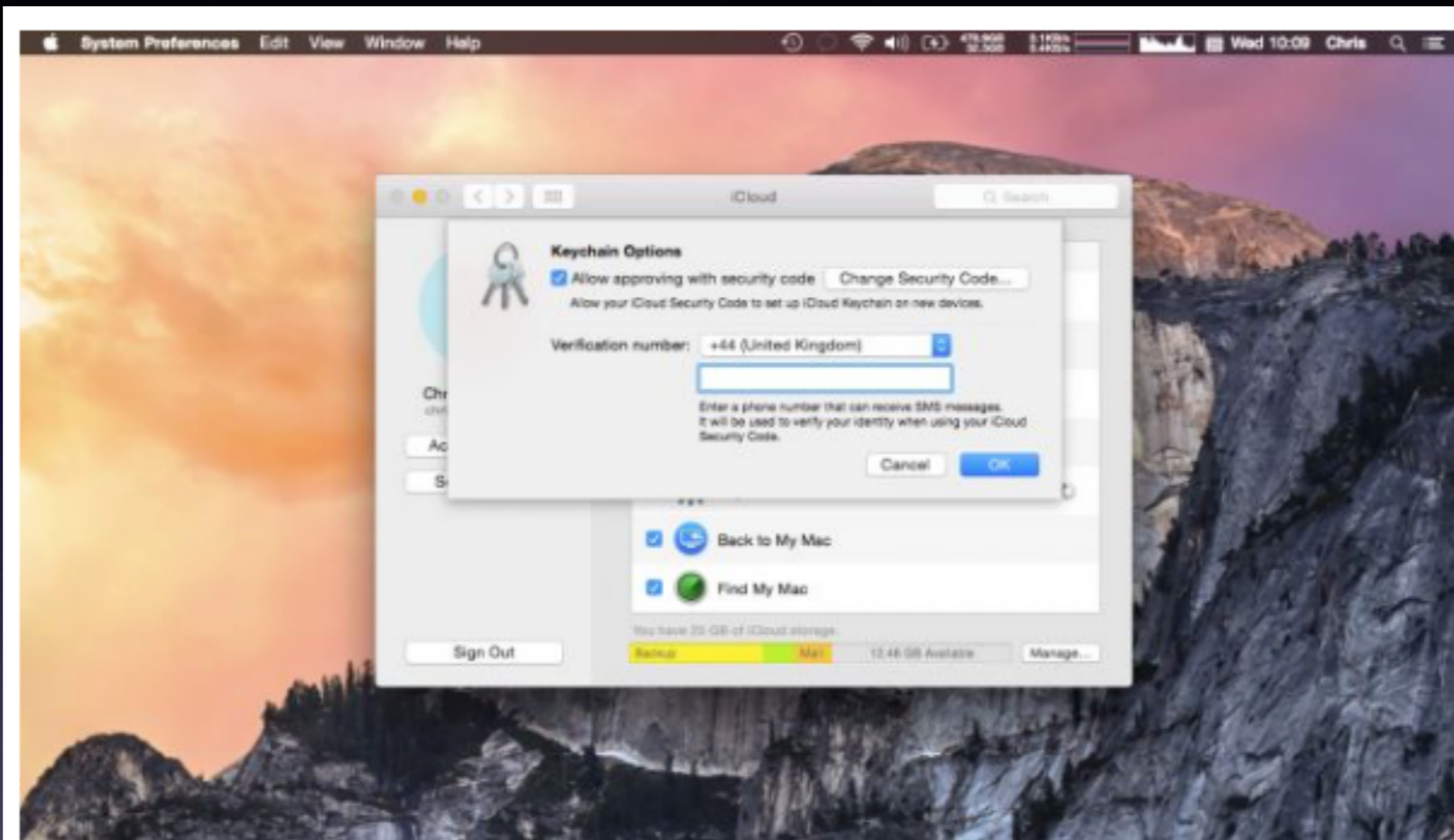
The Share icon provides different options depending on what app or content you are sharing!

Keychain Access

Mac Computer



Keychain Access *Cont.*



If you have more than one Apple device – whether that's a work and a home Mac, a Mac and an iPhone, or a couple of iOS devices – then it's worth turning on iCloud Keychain. This lets you keep your Safari website usernames and passwords, credit card information, and Wi-Fi network information in sync across all your devices, so that, for example, you can quickly log into a website on your Mac having saved a password on your iPad, or enter your secure credit card details automatically on an iPhone having saved them on your Mac. It's a slightly complex setup, but worth a bit of pain up-front to make your life easier later on; start at [this page](#) on Apple's website to find out how.

Keychain Access *Cont.*

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

Frequently asked questions about iCloud Keychain

Learn more about 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.

Learn about [iCloud Keychain availability by country](#).

How does iCloud Keychain protect my information?

iCloud Keychain keeps the passwords and credit card information that you save up to date only on the devices that you approve. When you turn on iCloud Keychain on an additional device, your other devices that use iCloud Keychain receive a notification requesting approval for the additional device. After you approve the additional device, your iCloud Keychain automatically begins updating on that device.

iCloud Keychain is protected with [industry-standard encryption techniques](#) on all of your devices, both in transit and in the cloud.

How do I set up iCloud Keychain?

After upgrading to iOS 7.0.3 or later, the iOS setup assistant will ask you to set up iCloud Keychain. If you skipped this step and want to set up iCloud Keychain now, follow these steps:

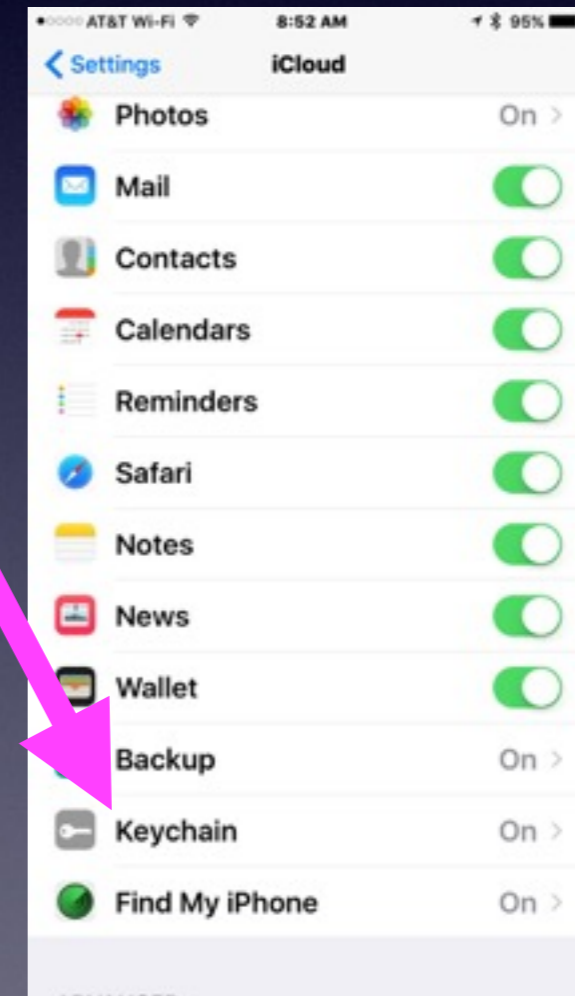
Use these steps if you're using iOS 7.0.3 or later:

1. Tap Settings > iCloud and turn Keychain on.
2. Follow the onscreen instructions.

Use these steps if you're using OS X Mavericks v10.9 or later:

1. Choose Apple () menu > System Preferences, then click iCloud.

iPad & iPhone



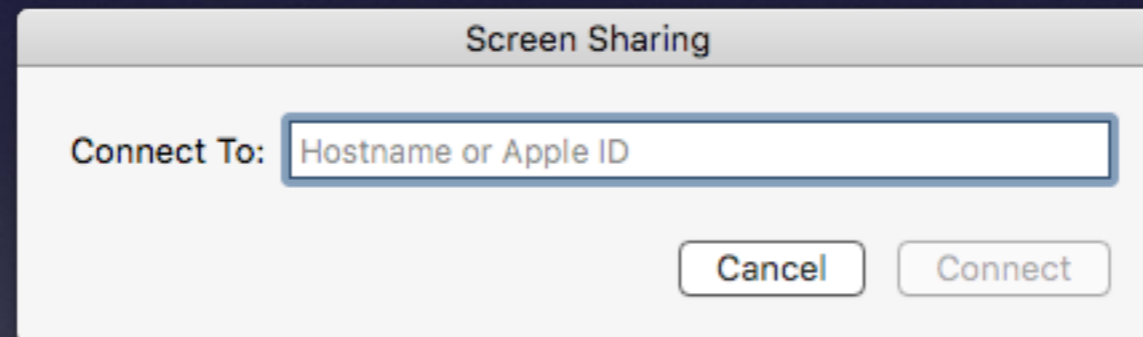
Do You Have An iCloud Security Code?

How to reset your iCloud Keychain security code in iOS 8 or later.

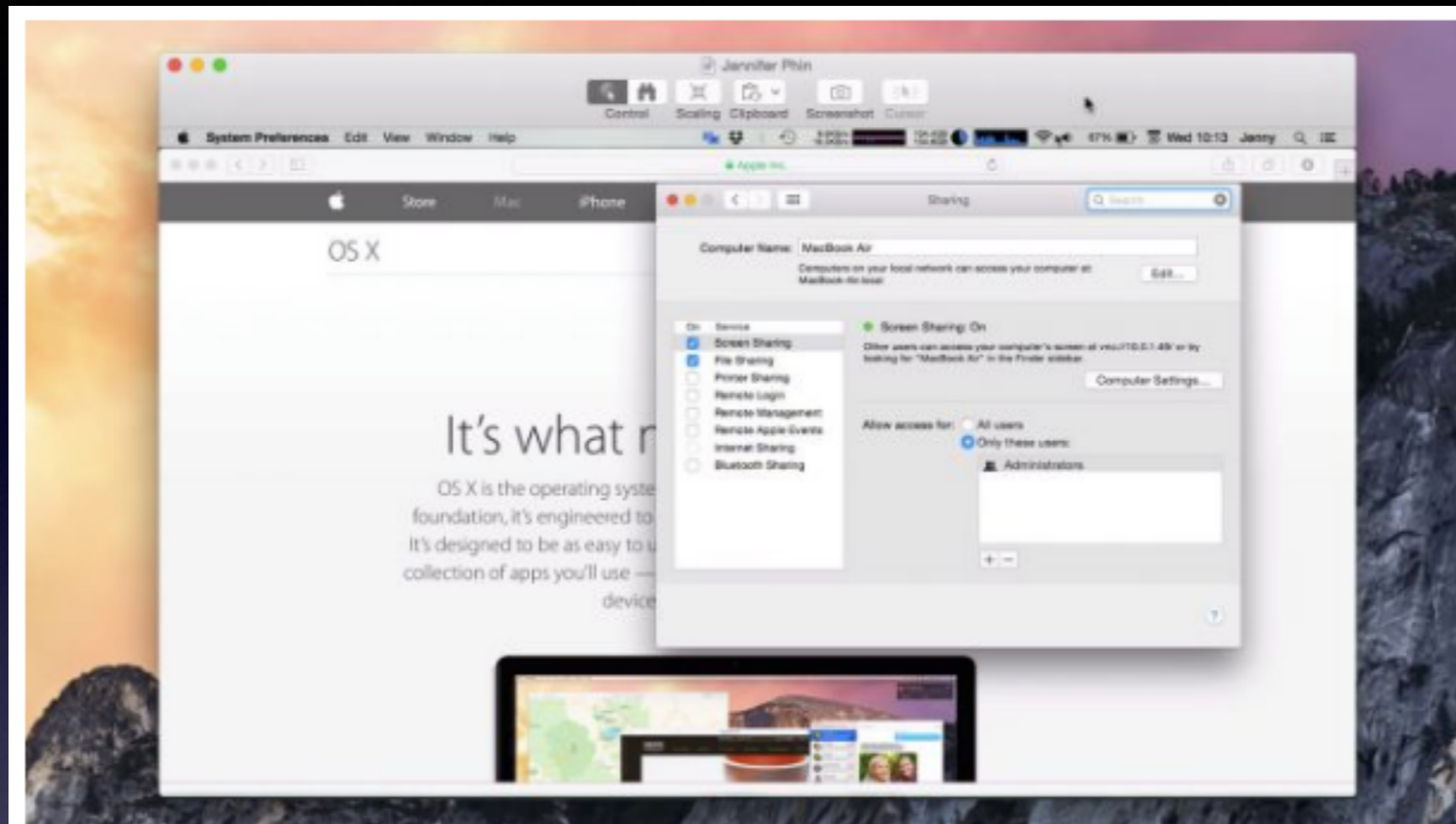
- 1 Launch the Settings app on your iPhone or iPad running iOS 8 or higher.
- 2 Tap on iCloud.
- 3 Tap on Keychain.
- 4 Enter your iCloud password if prompted.
- 5 Tap on Advanced.
- 6 Tap on Change Security Code.
- 7 Type in a new code.
- 8 You can also tap on Advanced Options in order to choose a more complex code or have one generated for you if you choose.

Control Another Person's Mac

Open Spotlight to Launch Screen Sharing.



Control Another Person's Mac cont.



One really easy way to view someone else's screen or even control their Mac over the internet – which is invaluable if you're helping troubleshoot a relative's computer problems – is to launch Screen Sharing by searching for it with Spotlight then entering the Apple ID of the person you're trying to contact. (If you or they don't know it, just have them look in the iCloud pane of System Preferences. And while they're there, make sure Screen Sharing is enabled in the Sharing pane of System Preferences.) They'll be asked to grant you permission to view their screen, and they can also then click on the screen sharing icon in the menu bar and grant you the ability to virtually, remotely control their mouse and keyboard too.

TeamViewer Allows Remote Access.

The image displays two overlapping windows from the TeamViewer application. The primary window, titled "TeamViewer", is in the foreground and shows the "Remote Control" tab. It features a blue header with navigation icons for "Remote Control" and "Meeting". The main content area is divided into two columns. The left column, titled "Allow Remote Control", contains fields for "Your ID" (791 563 864) and "Password" (tvx838). Below this is the "Unattended Access" section with three radio button options: "Start TeamViewer with System", "Assign device to account", and "Grant easy access". The right column, titled "Control Remote Computer", includes a "Partner ID" field (318 479 571) and radio buttons for "Remote Control" (selected) and "File Transfer". A blue "Connect to partner" button is positioned at the bottom of this column. A status bar at the bottom of the window shows a green dot and the text "Ready to connect (secure connection)" on the left, and a user profile icon for "Tom Miller" on the right. A second window, titled "Computers & Contacts", is partially visible behind the first. It shows a search bar, a "My partners" section with "iMac (This computer)" listed, and an "Offline (1)" section. At the bottom, it lists "Contacts from recent sessions" including "Cliff" and "Jim Miller".

TeamViewer

Remote Control Meeting

Allow Remote Control

Your ID 791 563 864

Password tvx838

Unattended Access

- Start TeamViewer with System
- Assign device to account
- Grant easy access

Control Remote Computer

Partner ID

318 479 571

Remote Control

File Transfer

Connect to partner

Free license (non-commercial use only)

Ready to connect (secure connection)

Tom Miller >>

Computers & Contacts

Tom Miller

Search

My partners

- iMac (This computer)

Offline (1)

Contacts from recent sessions

- Cliff
- Jim Miller

Add Another User With Password

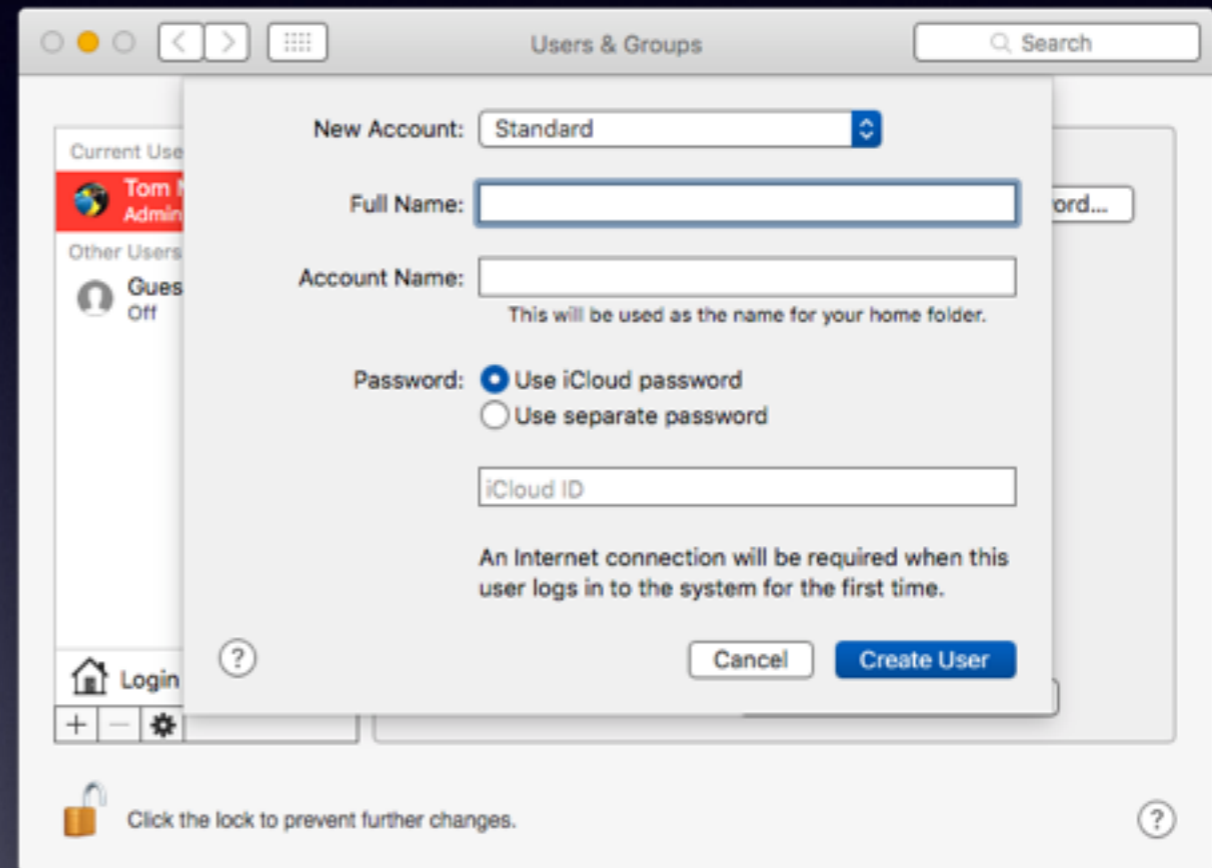
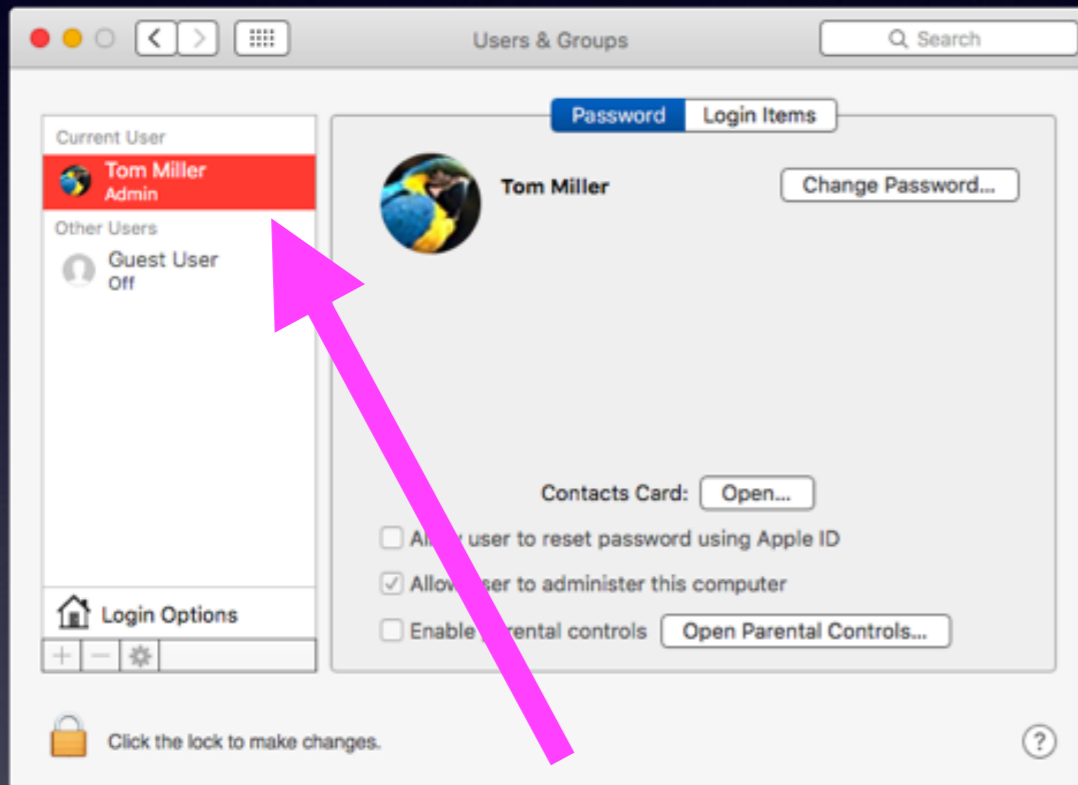
Keep others from accessing your data.

Letting someone on your computer is like sharing your toothbrush.



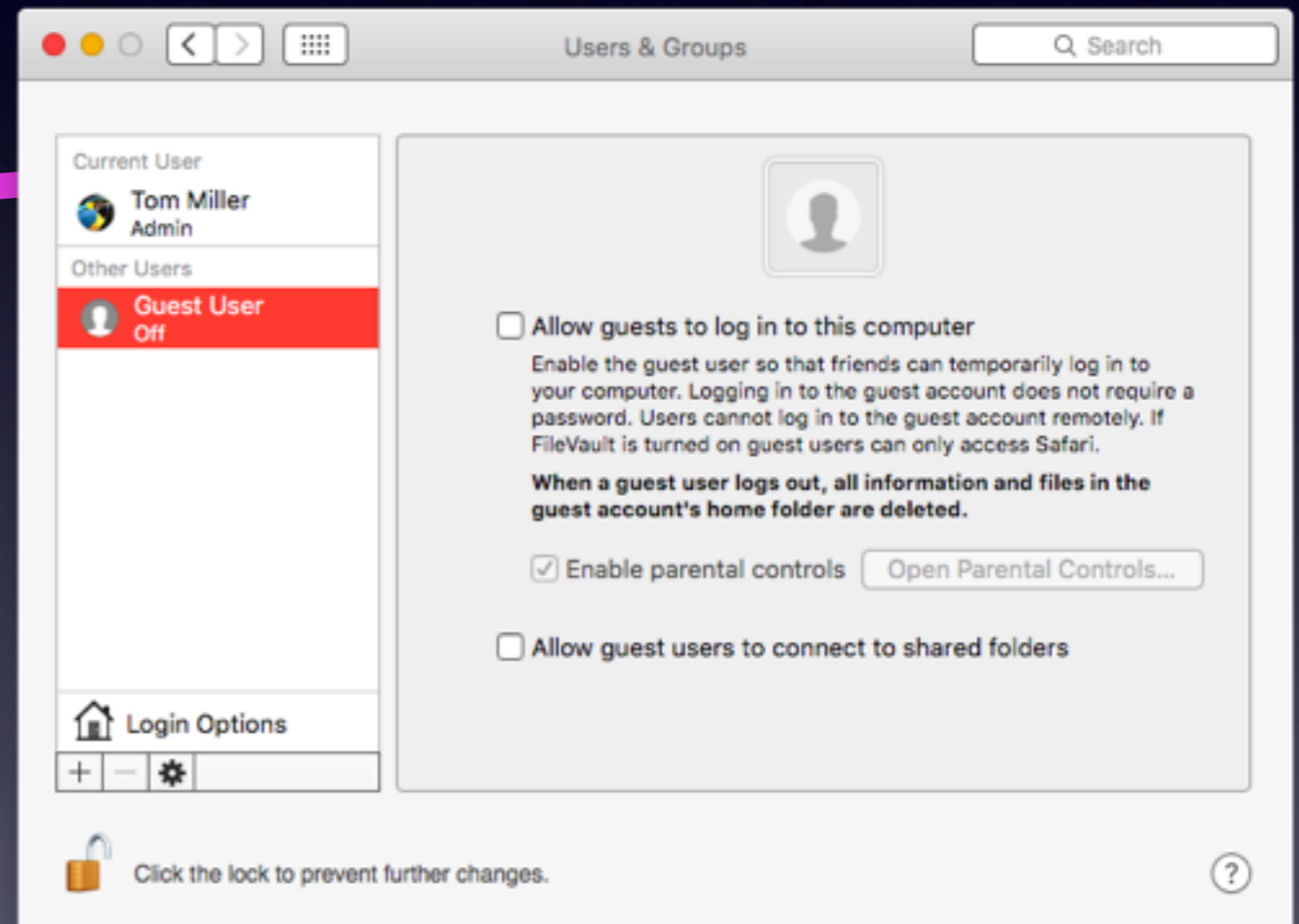
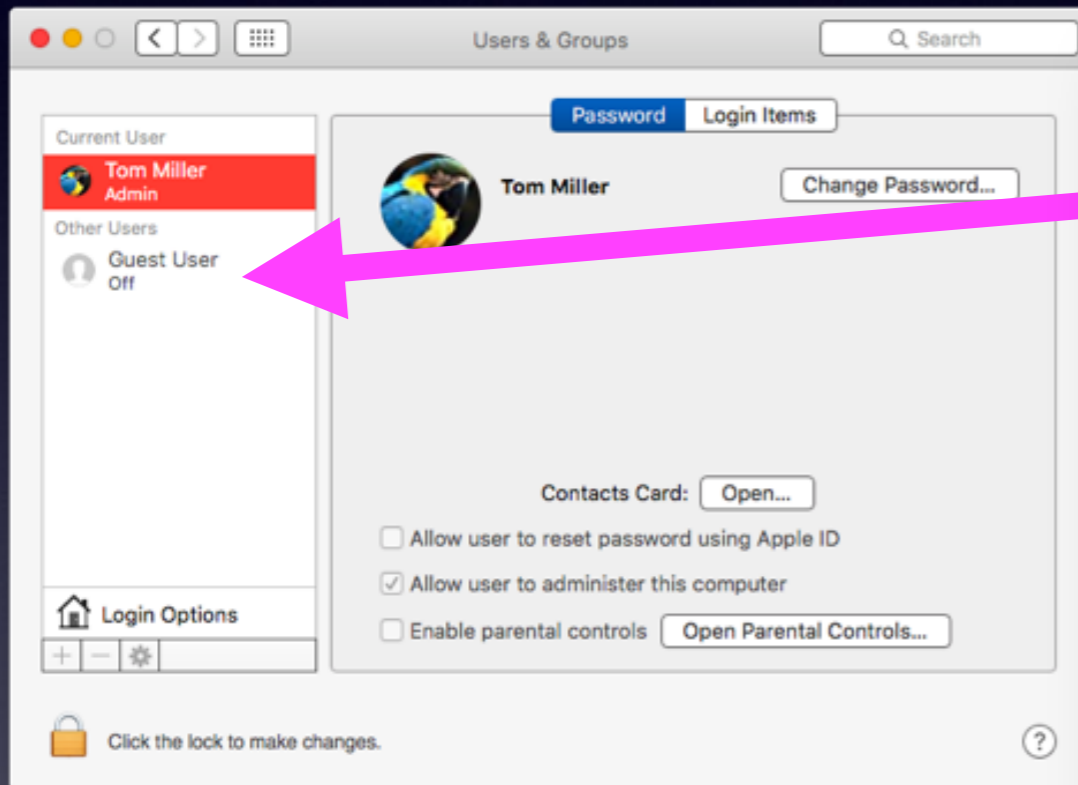
Add User or Allow Guest.

A new user can save data!



Add User or Allow Guest.

A guest user cannot save data!



Empty Trash

Empty trash without a warning!

