



2018-01-28

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Ponder these thoughts ...

1. Computers should help you, not other way around
2. Your computer is only as smart as its user
3. Anticipate problems -- always have a Plan B

TOPICS

- Organize Your Stuff
- Find Your Stuff
- Protect Your Stuff
- Plan for Contingencies



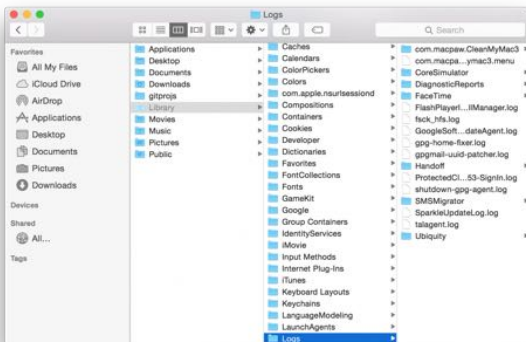
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What are Files?

Everything is a file

- Documents
- Pictures
- Notes
- Creative Work
- Archives
- Email
- Applications



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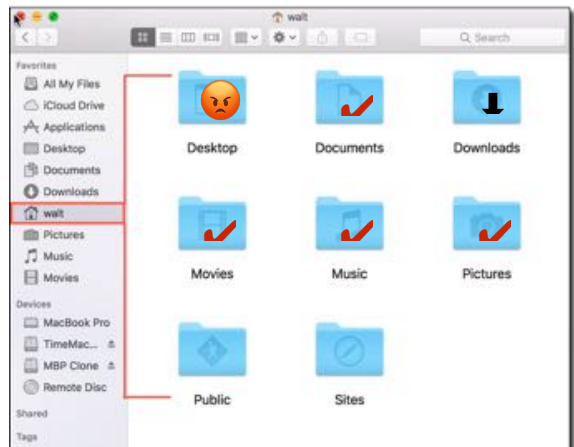
What are Folders

Every user has a Home folder which contains unique subfolders ...

- Desktop
- Documents, Pictures, Music, Movies
- Downloads, iCloud

The Applications folder is shared by all users.

Save things in the folders w/ ✓



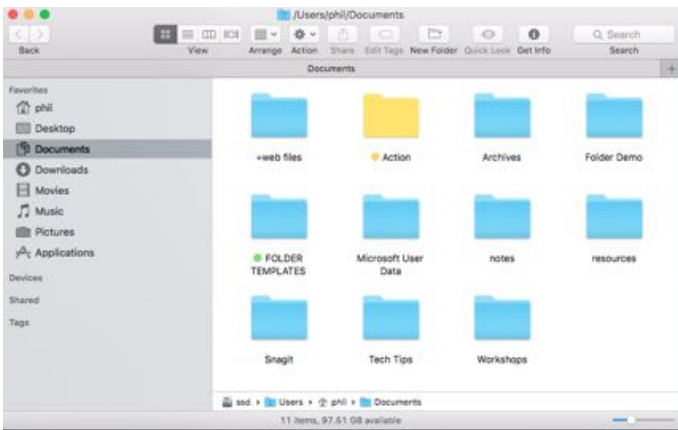
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Folder Tips

Don't save anything into the Home folder!

| | |
|-----------|-------------------------------|
| Documents | Create subfolders |
| Pictures | Create subfolders & templates |
| Downloads | Keep the folder clean |
| Desktop | Keep the folder clean |



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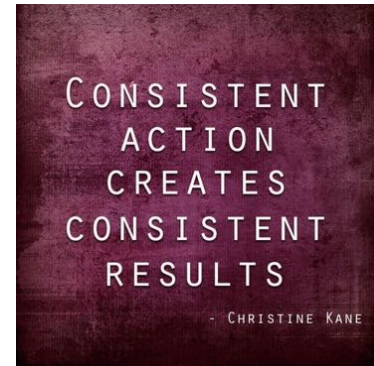
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Organize Your Files

Create a scheme that works for you . . .

- Folder naming
- Subfolder hierarchy
- File naming
- Location

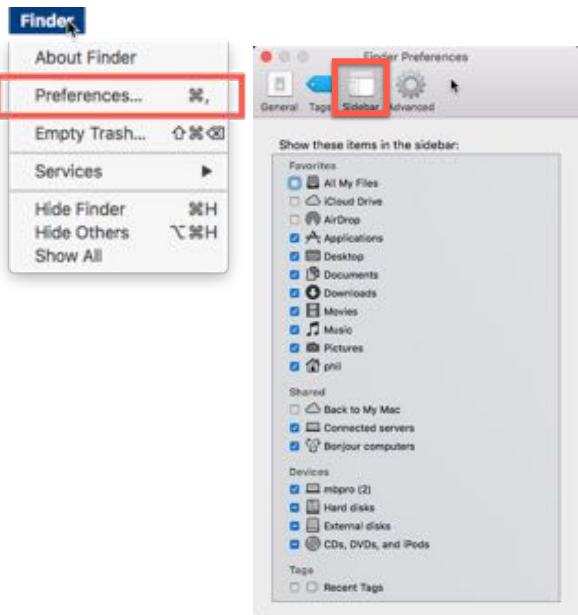
Be consistent in using the scheme.



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Finder Preferences



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The Finder

Is at the heart of how you interact with your Mac

- Provides access to files and folders
- Helps you find things (hence the name)
- Allows you organize things
- Is a window into your computer

Get to know the Finder — it should be your best friend!

Finder Navigation

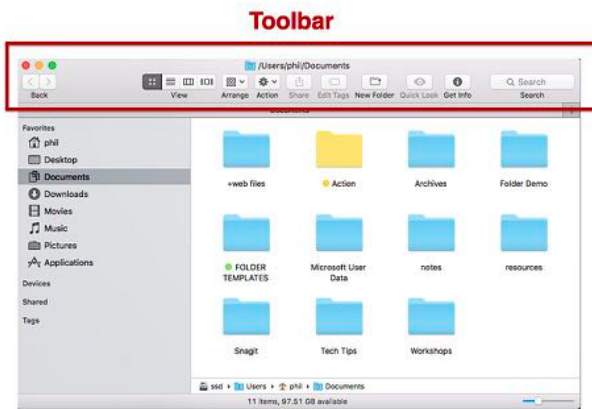
| | |
|----------------|-----------------------|
| Window buttons | Close, zoom, minimize |
| Finder Views | Icon, List, Columns |
| Quick Look | Preview files |
| Sidebar | Add and remove items |
| Path | View > Show Path Bar |
| Preview | View > Show Preview |

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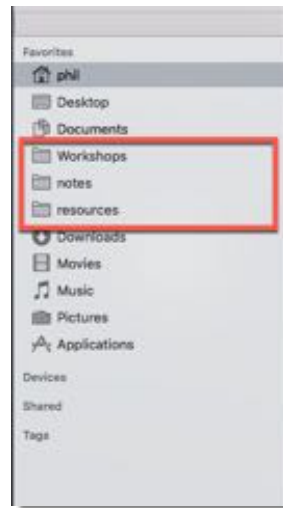
Finder Tips

- Sort file lists
- Arrange files in categories
- Use Finder Tabs
- Open more than one Finder window
- Use the Sidebar
- Use Finder Preferences

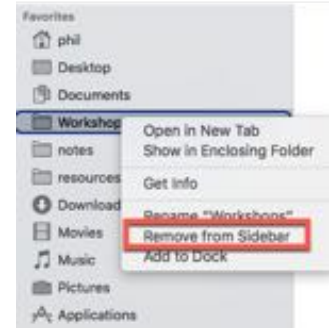


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Managing the Sidebar



Drag and Drop folders into the sidebar



Right-click to remove folders from the Sidebar

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Dock Tips



Options: (right-click on icon)

- Keep in Dock
- Open at Login
- Show in Finder

Modify Preferences

Put links to commonly used apps grouped into folder on the Dock.

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System Preferences Tips

General

- set scroll bars
- set default browser

Dock

- minimize windows into app icon

Security & Privacy

- uncheck "require password"

Keyboard > Text

- uncheck "correct spelling"

Mouse or trackpad

- uncheck "natural scroll direction"

iCloud

- review synced items

Users & Groups

- create second admin account

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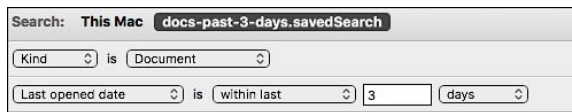
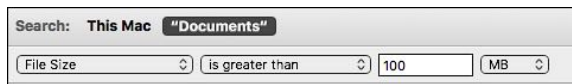
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Smart Searches

Open Finder

File > New Smart Folder (⌘ + ⌘ + Spacebar)

Click + to add criteria



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Work Smarter

Use tools like TextExpander to create shortcuts for:

Email addresses
Repetitive phrases
Fast form email replies
Filling out web forms
and much, much more ...



ds = 2018-01-17
/dtg = davistech@gmail.com
/ad3 =
/change =

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Work Smarter

Create a Knowledge Library (KL)

A searchable, organized repository for information (text, images, web links, PDFs)

This is your electronic “memory”

Examples:

Create a KL when planning a trip
Create a KL for tech tips
Create a KL for recipes

Tools

- Apple Notes
- nvALT
- DevonThink
- MacJournal
- MS OneNote
- Evernote
- and more ...

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Protect Your Stuff



Protect Information

Passwords — Use a password manager
Account Logins — UID, PW, secret Q&As
Financial Plans — Save copies in the cloud
Important Docs — Scan and save as files
Work in Progress — Save copies in the cloud
Family Photos — Save digital copies off-site
App Configurations — Document and save

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Back Up Your Computer



Why Back Up?

Facts

- Hardware can fail
- Software can fail
- Users can fail (PEBKAC)
- Nature can bite us (lightning, floods, fire)
- Burglars can ruin our day

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Excuses

- Too much trouble
- Don't know how
- Don't think it's necessary
- Too expensive
- Why bother

Are you willing to roll the dice?



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Backup 101

Provides specific information on the why, what, and how of Mac backups. I encourage you to download and read this Tech Note. Download: <http://goo.gl/xcysnA>

Backups are critical

- Minimum:** Time Machine
- Better:** Time Machine + Bootable Clone
- Best:** Time Machine + Bootable Clone + Offsite/Cloud

Backup software

- Time Machine — included in macOS
- Bootable Backups
 - Carbon Copy Cloner <http://www.bombich.com/software/ccc.html>
 - SuperDuper <http://www.shirt-pocket.com>
- Offsite/Cloud
 - Backblaze <https://www.backblaze.com>

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Battery Backup & Surge Protection



Very important in Florida — lightning!

- Uninterruptible Power Supply (UPS)
- Whole house surge protector

SECURITY SOFTWARE

- Malwarebytes Anti-Malware for Mac:
 - <http://www.adwaremedic.com/index.php>
- BitDefender: Antivirus:
 - <http://www.bitdefender.com/solutions/virus-scanner-for-mac.html>

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When Trouble Strikes



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Always have a Plan B!



Maintenance: Help your Mac perform better and avoid problems

Troubleshooting: Learn to fix common problems

Tools: ONYX, CleanMyMac 3, MalwareBytes, MachineProfile, Etrecheck

TeamViewer (for remote troubleshooting)

Books: TCO of Maintaining Your Mac, TCO of Troubleshooting Your Mac

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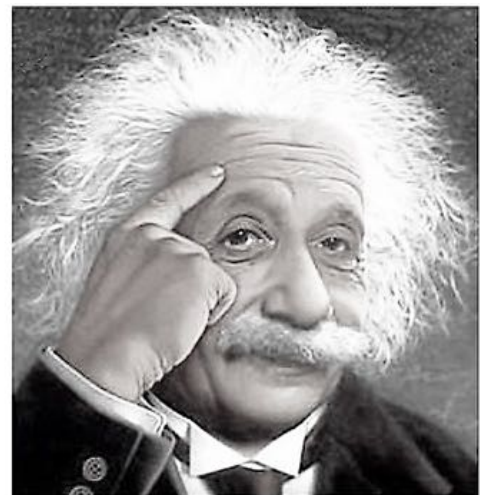
Learn About Your Computer

- Create documentation about your computer and application configurations (use as a baseline)
- Attend workshops
- Get free help from library volunteers
- Study tutorials
- Read books
- Read tech blogs
- Ask questions

You are the only one who knows what you don't know!

- Take the initiative to learn about your computer
- Resources and tutorials (machelp.tech; ocalamug.org)
- Join the Ocala Mac User Group (OMUG)
- Ask Google "How do I"?"

Learning is fun, and pays enormous dividends.



Work Smarter Not Harder!

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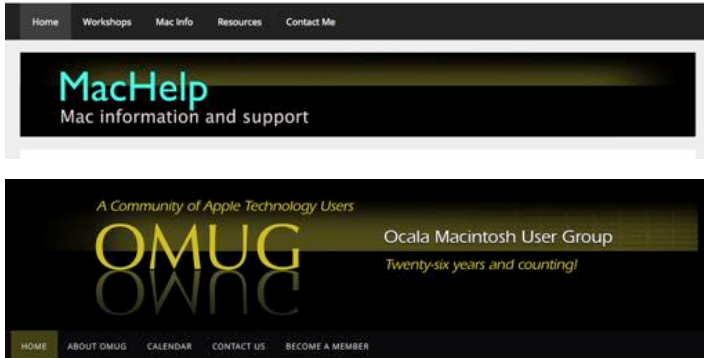
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Resources

| | |
|--------------------------|----------------------------|
| MacHelp | machelp.tech |
| OMUG Website | ocalamug.org |
| OMUG Blog | blog.ocalamug.org |
| Senior Learners, Inc. | seniorlearners.org |
| Master the Possibilities | masterthepossibilities.org |
| Questions | davistech@gmail.com |



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Workshops in 2018

- Feb 23 - Mac Tips & Tricks (SLI)
- Mar 23 - Using Pages & Numbers (SLI)
- Apr 30 - Using Pages & Numbers (MTP)
- May 04 - Using Google Drive/Apps (SLI)
- May 14 - Using Google Drive/Apps (MTP)

2018 Summer/Fall — TBD

Potential Future Topics

- Create an ebook using Pages
- Create a newsletter using Pages
- Unstructured Mac Help sessions
- Create a Personal Knowledge Library
- Learn how to maintain and troubleshoot your Mac
- iDevice/iOS topics

Let me know your interests.

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Flash Drive — Free Apps & Videos

APPS - COPY THESE TO YOUR APPLICATIONS FOLDER

- 4K Video Downloader.app - Download YouTube videos
- AppCleaner.app - Delete apps completely
- Disk Cartography.app - Scan disk to look for large files.
- EtreCheck.app - Runs a series of tests to check for hardware or software problems.
- Find Any File.app - Better than Spotlight for finding files on your computer.
- MachineProfile.app - Create a file with basic information about your computer.
- Mactracker.app - Get information on every Apple computer ever built.
- Malwarebytes.app - Run this occasionally to detect any malware on your computer.
- OnyX.app - Run this occasionally to clean out unnecessary files that build up over time.

VIDEOS

- 1Password Full Class
- New to Mac Sierra Edition (applies to High Sierra too)
- Organizing Your Stuff on a Mac

REMOTE SUPPORT TOOL

- TeamViewerQS.dmg - Allows connection with someone providing remote support.

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