

#### Next Meeting

March 30, 2023

Thursday 1:00pm



### Housekeeping



- Please make sure you've signed the attendance sheet
- And for the benefit of others:
  - Please silence your devices
  - Keep side conversations to a minimum
- Please ask questions at any time, but if you have additive comment on a topic, please wait till the end of the topic when I ask for questions/comments (in case I cover it in a future slide)
- Thank you!

# How To View My Talks on the Senior Surfers Web Site





#### Viewing My Talks on Club Web Site

- All my talks, since 2014, are available on the Senior Surfers Web Site - <u>nscsurfers.org</u>
- Once you are on the web site, go to the Apple Section
- In the Apple Section, scroll down to the bottom of the screen where you'll find the Presentation section
- Select/expand the year by hitting the + sign to the right
- Select the talk you want and hit "download file"
- This will open the talk for you



#### Newark Senior Center Technology Club



Newark Senior Center - Newark, DE

ABOUT CALENDAR



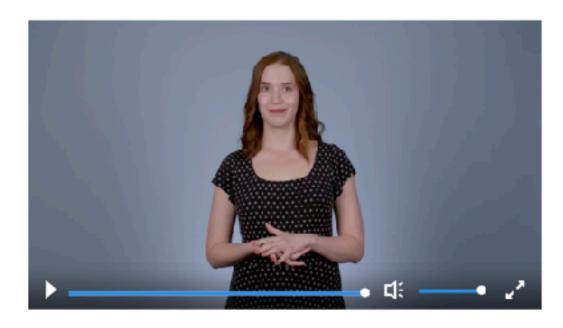
Congratulations to Doug Irish, Our Person of the Year! See photos from the event by clicking **December Social**. Last Updated: 02/04/2023

Bob put together this document with recommendations for things to consider when purchasing a new Windows computer.



Considerations for Purchasing New Computers - 2022/12

02/09 - Madison Walter - Container Gardening



2-and-a-half-minute video from Nielsen Norman Group about changes in how seniors use computers (from 2019).

Go to the NSC Website for the most current information about hours and restrictions.

Some information on this site may be impacted by changes made during the COVID pandemic.



Alexa? - Saturday Night Live Skit

#### APPLE USER GROUP

#### PRESENTATIONS

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#### **DOWNLOAD 2023 PRESENTATIONS**

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#### **DOWNLOAD 2022 PRESENTATIONS**

\*\*\*\*\*\*\*\*\* SEPTEMBER Download File Download File

o Presentations in October, November or December



Download File



Download File

#### No Presentations in April or May



Download File



Download File



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#### **DOWNLOAD 2021 PRESENTATIONS**

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#### DOWNLOAD 2020 PRESENTATIONS

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#### DOWNLOAD 2019 PRESENTATIONS \*\*\*\*\*\*\*\*\*\*

DOWNLOAD 2018 PRESENTATIONS \*\*\*\*\*\*\*\*\*\*\*\*

#### Viewing My Talks on Club Web Site

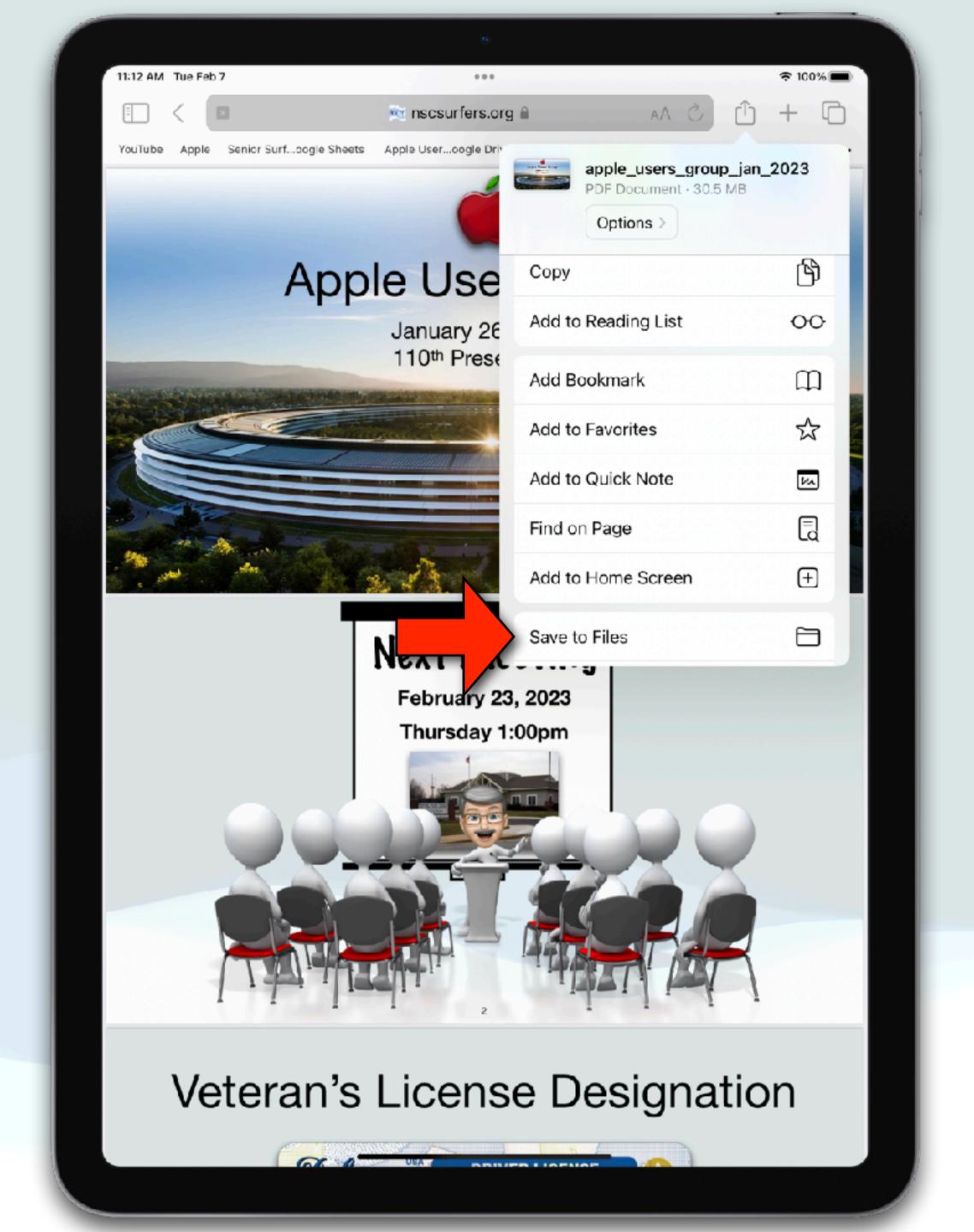
- When the talk appears, move your cursor around the bottom of the screen and the following icons will appear:
  - Will make the presentation smaller
  - Will make the presentation larger
  - Will open the talk in the Preview app
  - Will download the talk to your downloads folder in case you wish to keep it for future use

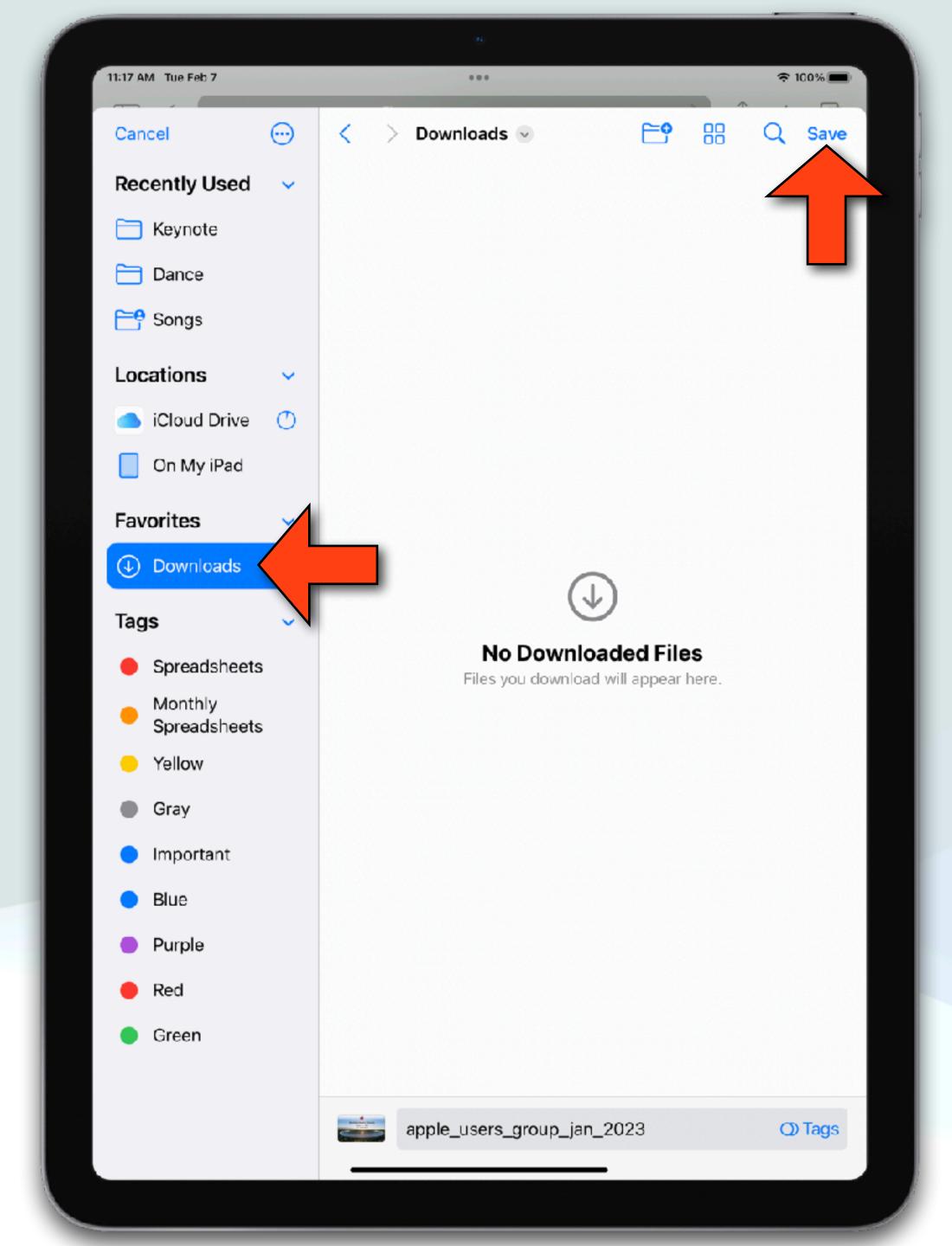


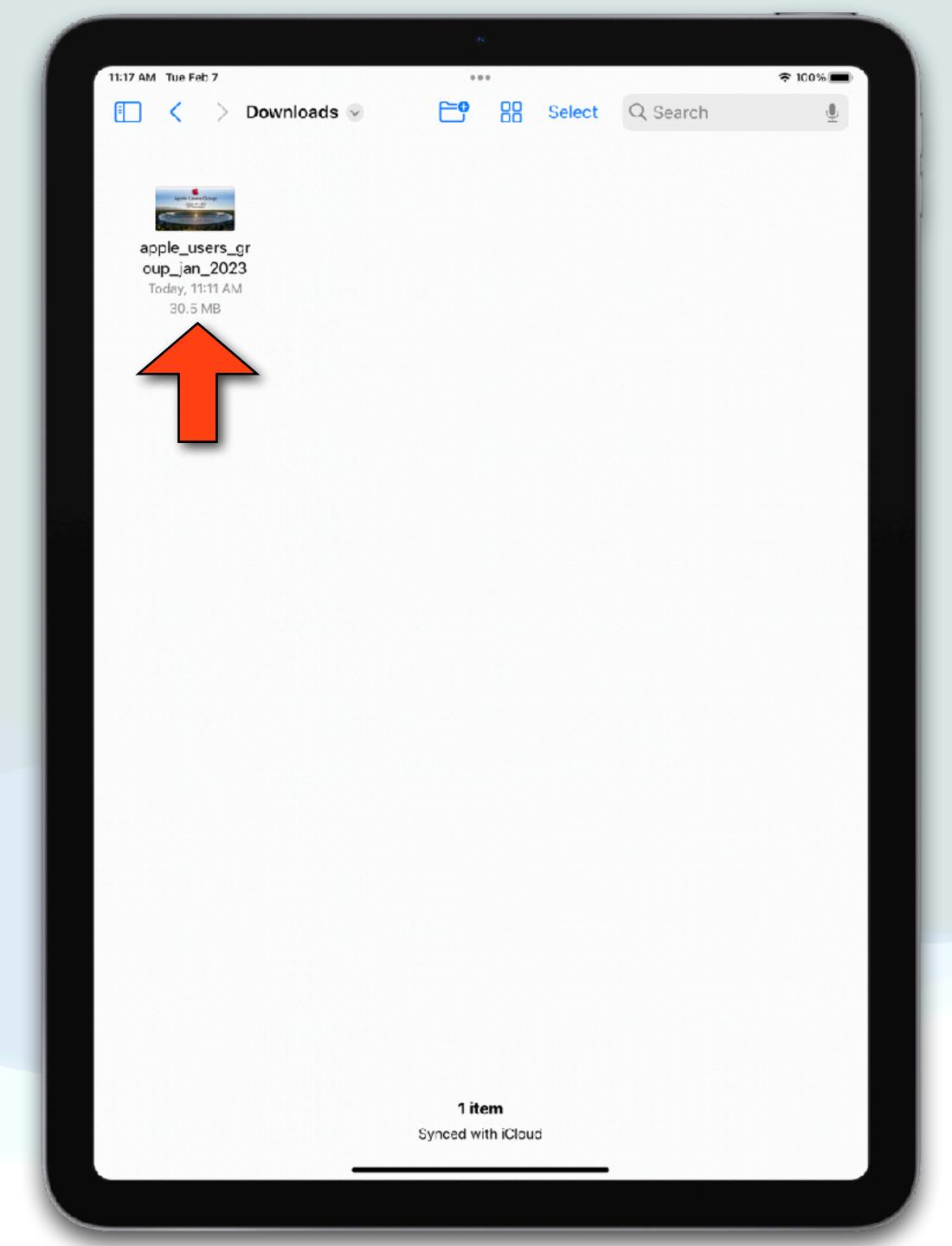
#### Viewing My Talks - iPad

- The same procedure works on the iPad or iPhone, but when you hit the download icon, the talk will open in Safari
- If you wish to save it, hit the share button (山), then select copy to files
- When you wish to view it, open the files app and tap the appropriate icon
- When you have it open in the files app, you also have the option to save it to the Apple Books app (if you wish)

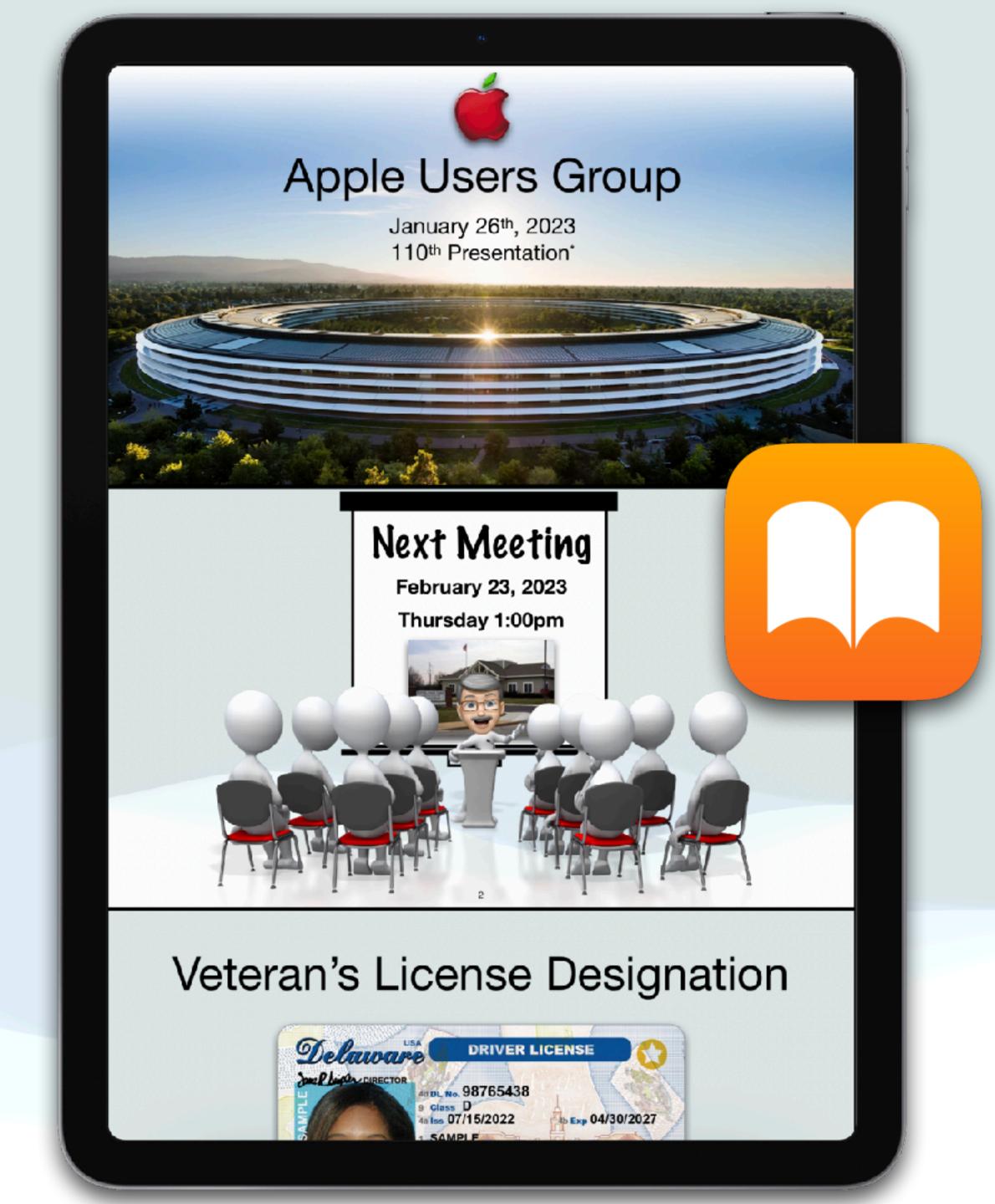












## My Apple Experiences



#### Removing My iMac Hard Drive





- I had an older iMac (2011), that I was using as a Plex server
- The display quit working, and I didn't want to sink any more money into it, so I decided to retire and recycle it
- But first, I first wanted to remove the hard drive for 2 reasons:
  - 1. I didn't want the recycled Mac to contain any of my personal data
  - 2. I wanted to keep the hard drive in case I needed anything from it in the future



- I was thinking of paying someone to do it, but Bob graciously said he'd do it for me
- That got me thinking: Could I do it myself?
- So I used Google to see what it would take and found several videos and finally settled on <u>ifixit.com</u> which has a very comprehensive step by step tutorial
- This is a great web site if you ever wish to see what a device looks like on the inside or what it would take to service it
- They will even sell the tools you need if you wish

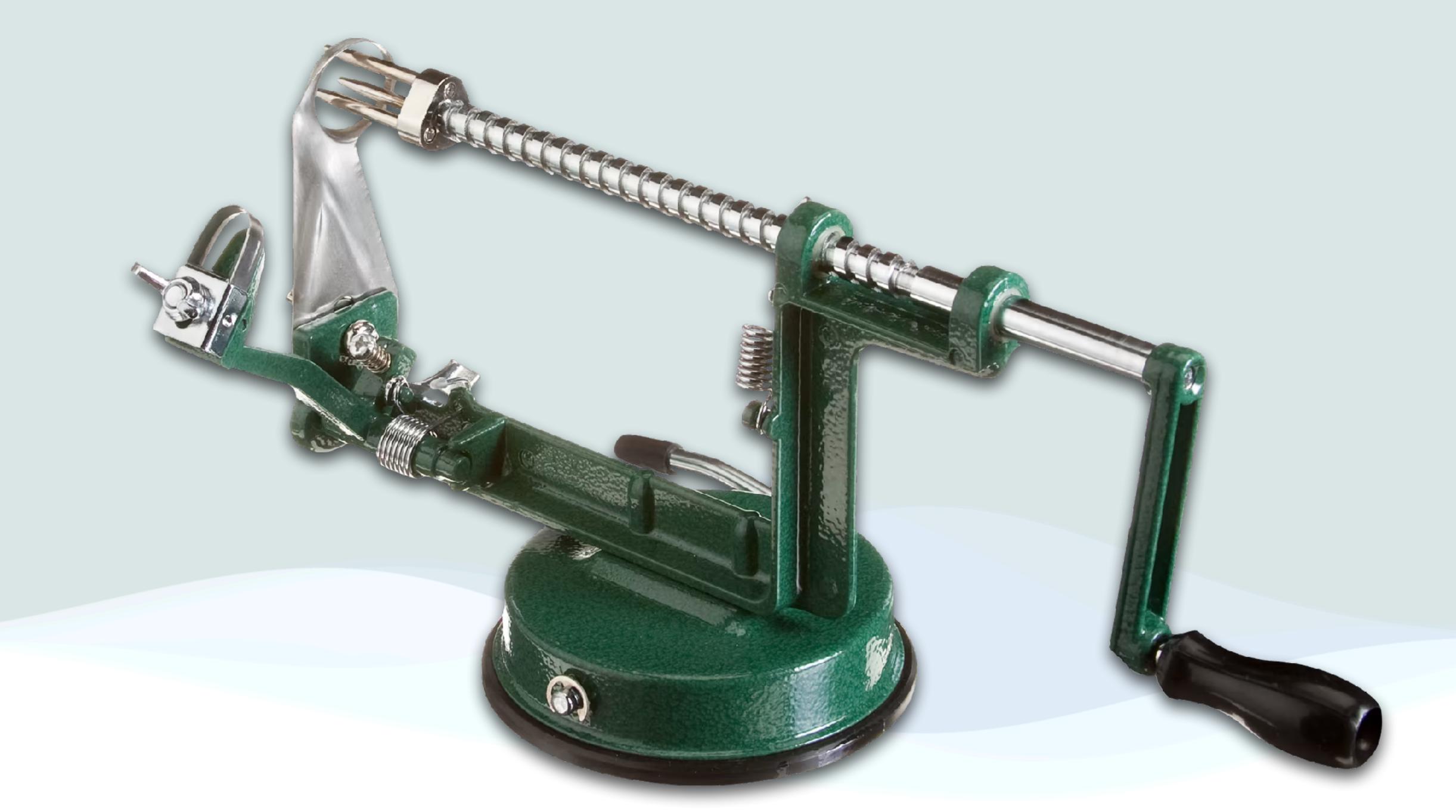


- Note: There was no real risk here since I was going to recycle it anyway
- Unless you are <u>very</u> experienced with hardware, I would not recommend anyone doing this, especially if you want the device to ever work again
- I found that the glass front of this iMac was held onto the computer only with very strong magnets at the edges
- To remove the glass, you need a suction device to pull it free





- Needless to say I didn't have any tools like this around the house
- So, what I could use?
- Peg and I remembered we have an apple fruit corer and slicer that had a suction pad to keep it on the counter while you're using it
- So we found it, and I attached the bottom to the face of the iMac and pulled
- Success!!



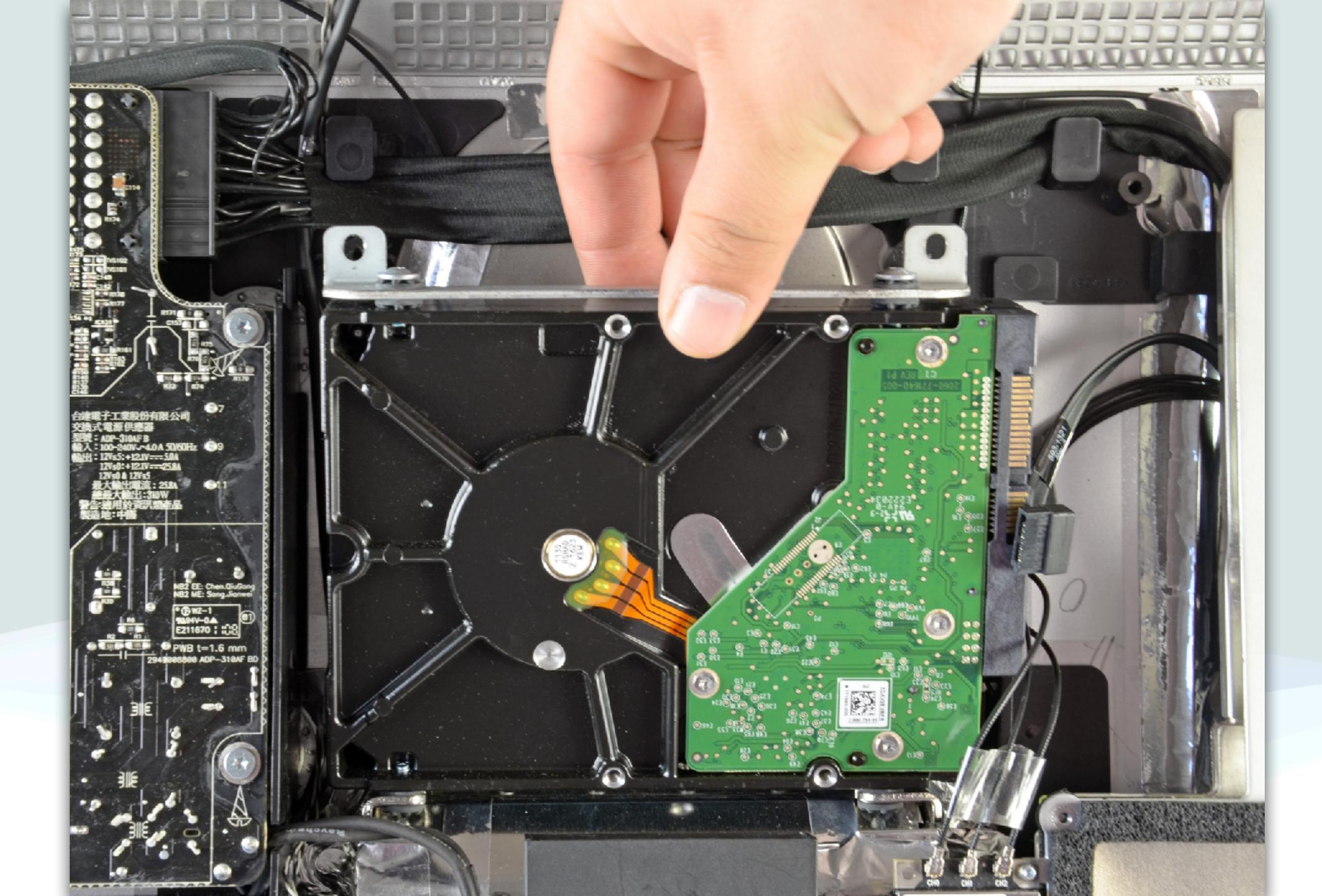


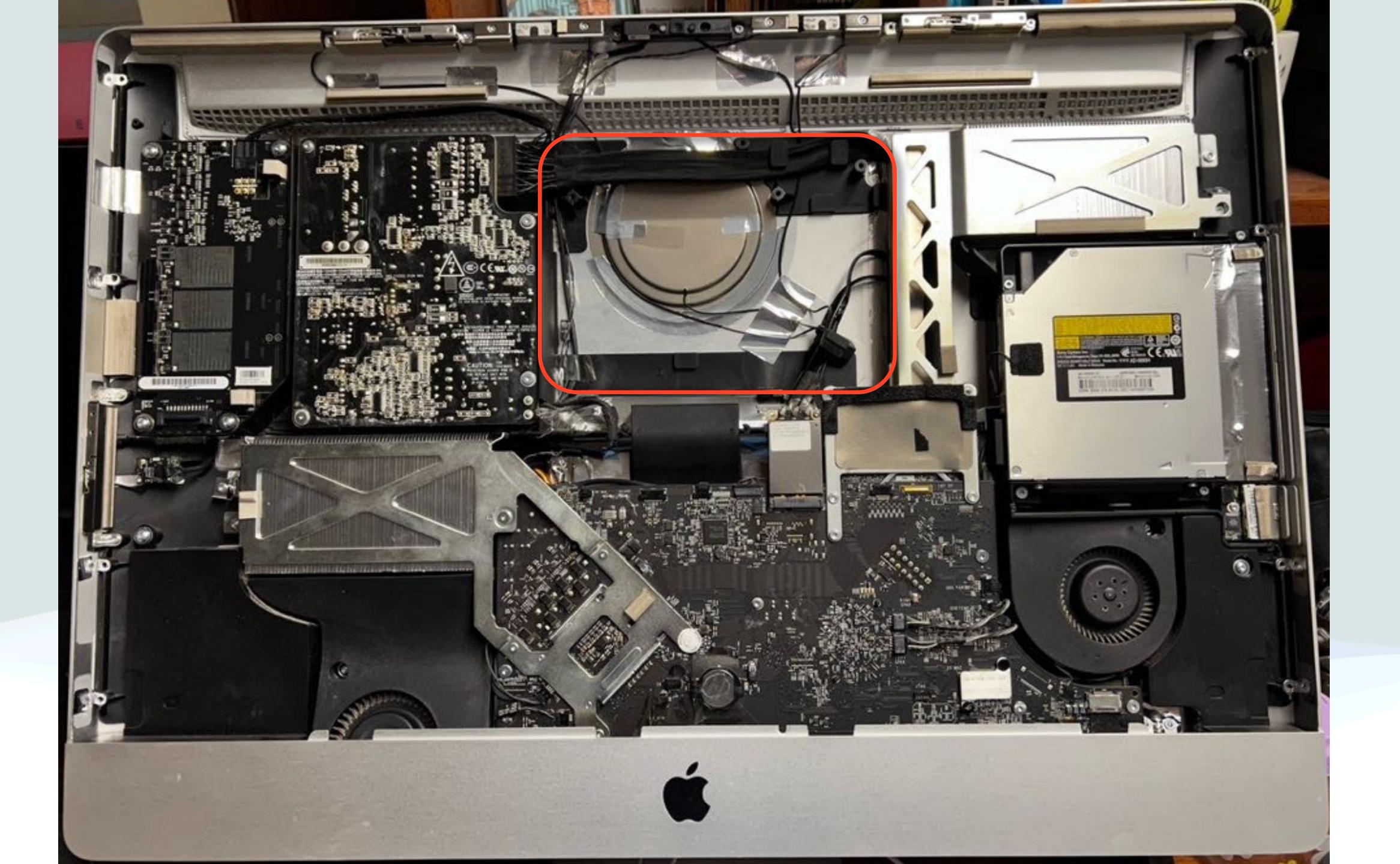


- Once inside the iMac, you had to unscrew 8 T10 Torx screws to remove the display
- Fortunately, I had replaced a MacBook drive a long time ago and still had a Torx screwdriver that worked perfectly for this
- I took the screws out, and disconnected the cables connecting the display to the motherboard
- The hard drive was then exposed and all I had to do is remove the screws holding it
- After removal, I was able to read the disk and copy the files I needed to another drive











- Again, I want to reiterate that I completely trashed the machine during this exercise
  - I lost some screws in the body, when I was screwing it back in
  - I was not very careful pulling the cables from the display and did not even bother to hook them back up on reassembly
  - Disassembly is almost always easier than reassembly
- As an aside, I also took out the memory, which was not difficult at all
- This would not even be possible with a current iMac since most parts are soldered to the mother board, or included in the chip

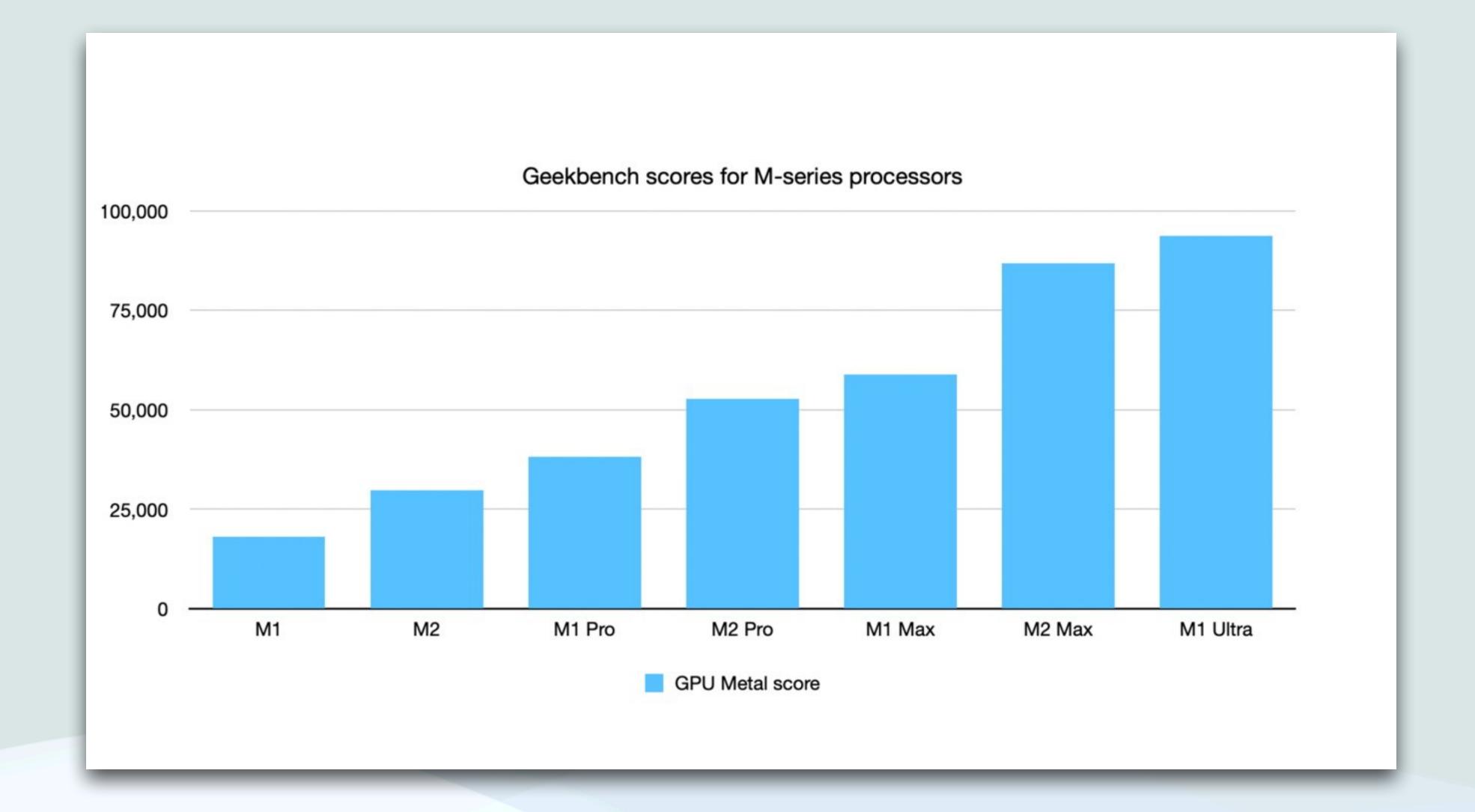
### Apple Recycling



- You can recycle any Apple device by bringing to any Apple Store
- Or, you can also do it on line thru apple.com
- This includes your batteries and old electronic products
- Apple will also allow you to trade in your device depending on age
- Apple will thoroughly inspected the devices to determine if components can be recycled or reused and dispose of it responsibly
- I brought my shell of an iMac to Apple and they recycled it



# Apple News!



#### M2>M1 Ultra>Max>Pro

### Apple Product Ownership



- Consumer Intelligence Research Partners did a recent analysis about devices owned by Apple Users
- They found almost 90% of Apple customers own an iPhone
- In second place, 73% own an iPad
- Surprisingly, 58% owned an Apple Watch
- 50% own a Mac
- They found that most Apple customers own more than one of Apple's main products

## New Apple Web Site



- Apple redesigned its website for both desktop and mobile devices to make it easier to find individual product pages and other helpful links
- On the desktop, there are new drop-down menus that appear when you hover over the categories in the top menu bar: Store, Mac, iPad, iPhone, Watch, AirPods, TV & Home, Entertainment, Accessories, Support, Search, and Bag
- On mobile devices, a new drop-down menu is now located on the right side of the top menu bar
- When you tap on a category in the menu, a submenu opens with individual product pages and other helpful links, similar to the desktop experience





t \$200–\$570 in credit toward an iPhone 14 when you trade in an iPhone 11 or newer.¹ Shop iPhone >

#### iPhone 14 Pro

Pro. Beyond.

Learn more > Buy >





Explore Mac

MacBook Air MacBook Pro iMac Mac mini Mac Studio Mac Pro

Compare Mac

Displays

Why Mac

Explore All Mac

Shop Mac

Shop Mac

Mac Accessories

Financing

Apple Trade In

More from Mac

Mac Support

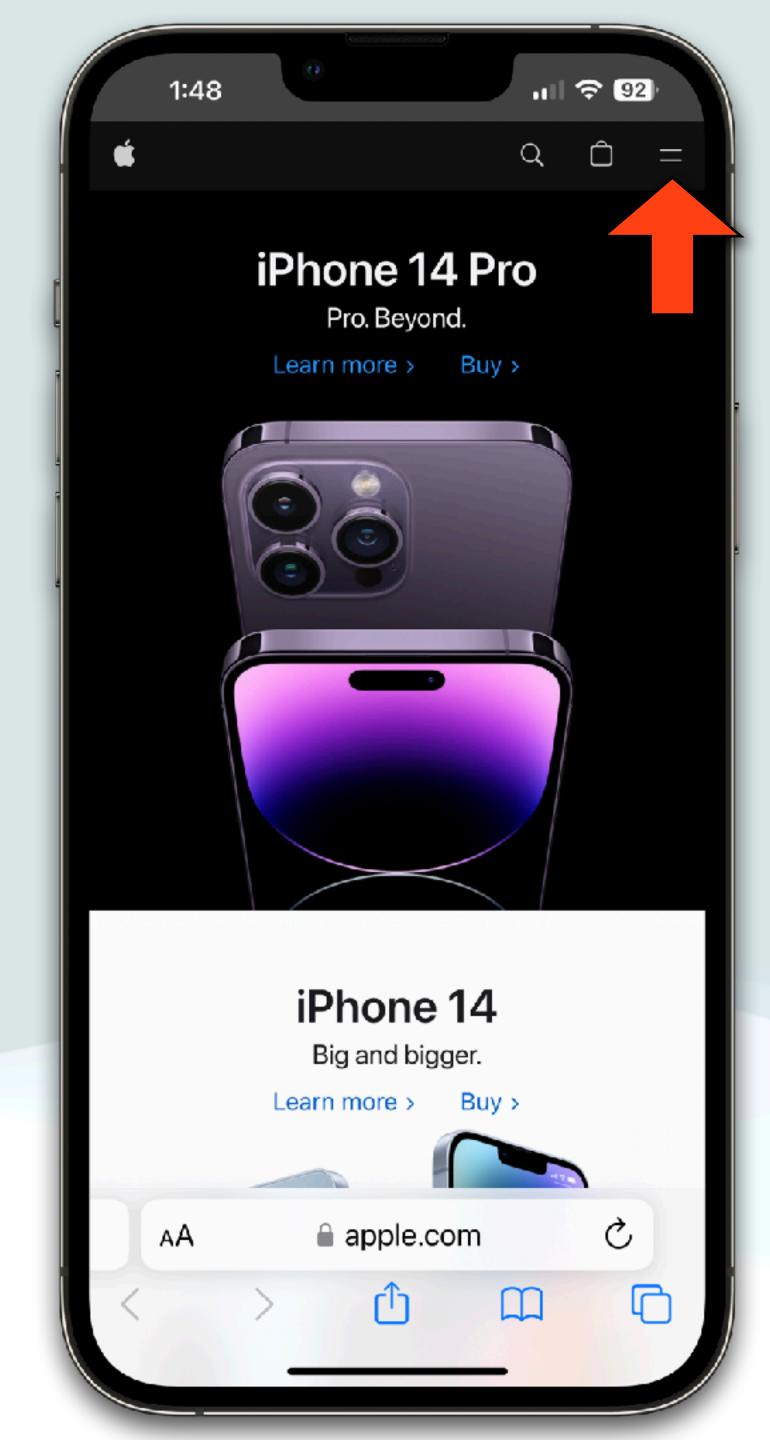
macOS Ventura

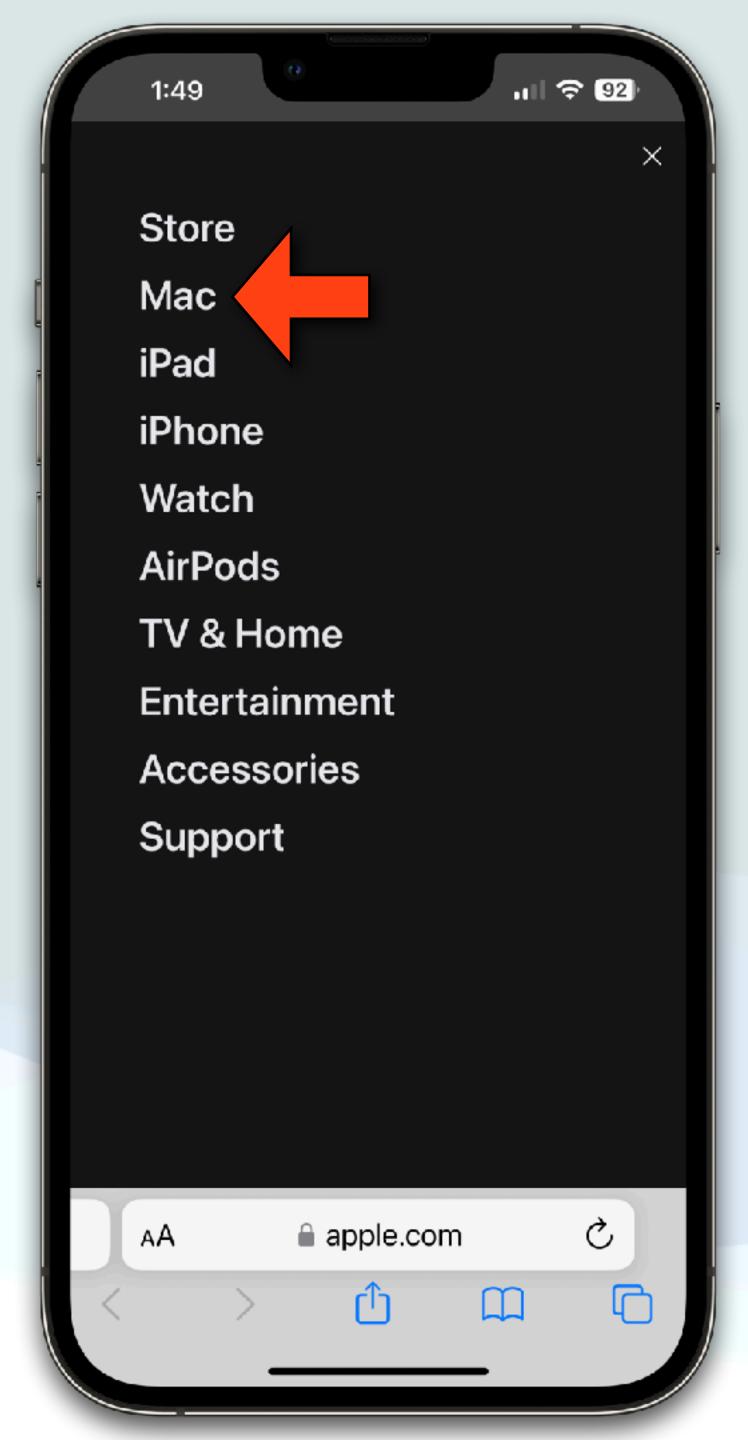
Continuity

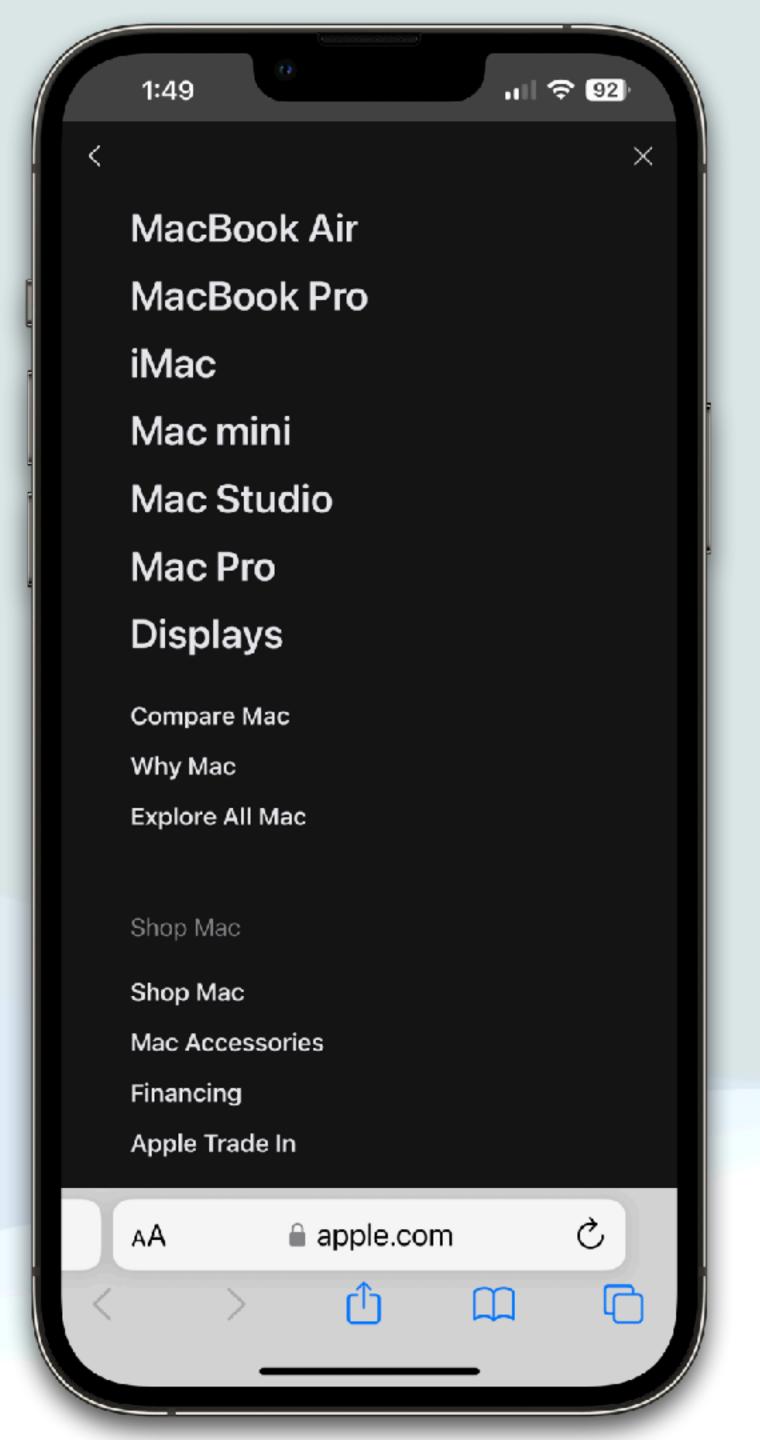
iCloud

Mac for Business

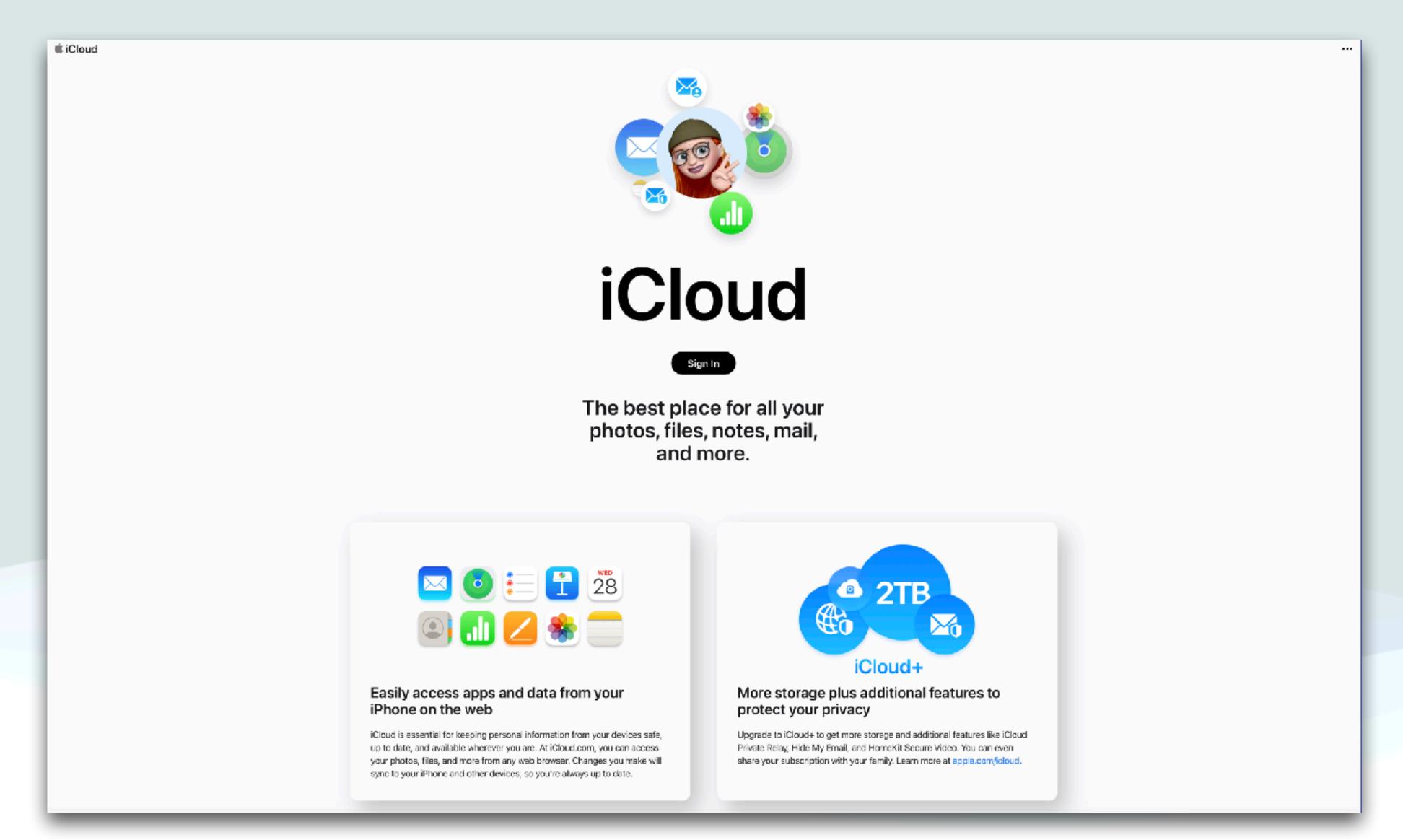
Education





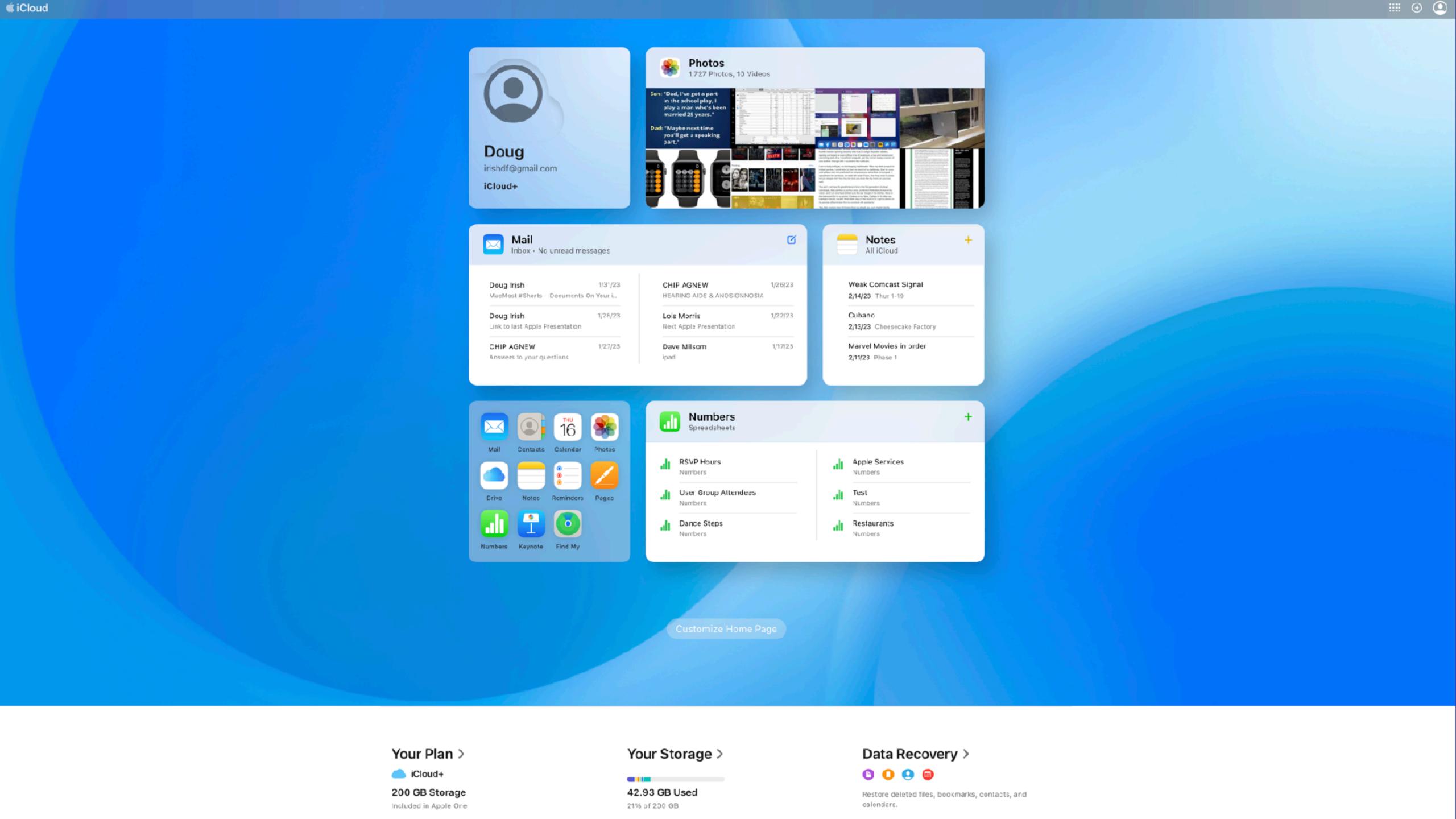


#### New iCloud Website



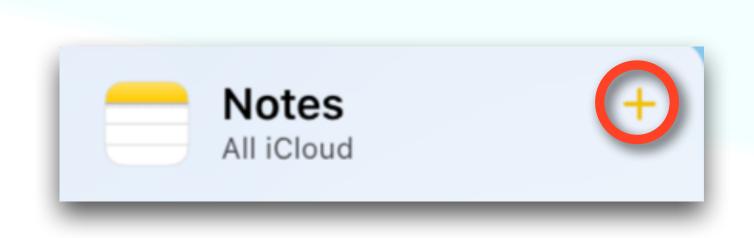


- Apple has also recently redesigned the user interface for it's iCloud.com website
- iCloud.com can be useful if you want to quickly access some of the apps that are on your Mac, iPhone or iPad thru a website vs. your Apple device
- This might be useful, for example, if you're on a computer you don't own, or you are using a non-Apple device (PC)
- The new design now looks a bit like the iPad interface
- It features tiles for your Apple ID account, as well as Apple apps like Photos, Mail, iCloud Drive, Calendar, and Notes and Reminders

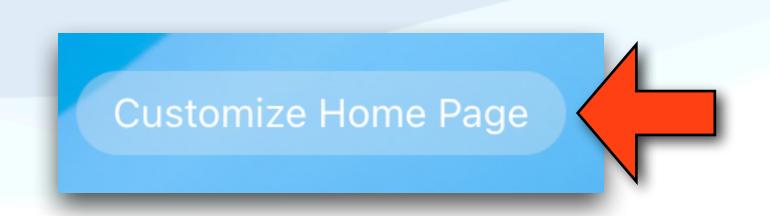




- Each app tile has an icon in the upper right corner that allows you to create a new document, note, reminder, etc... depending on the app
- There is also a separate tile with multiple Apple app icons where you can launch web versions of the app
- The page can be completely customized, with users able to choose which apps appear in each tile or remove a tile entirely

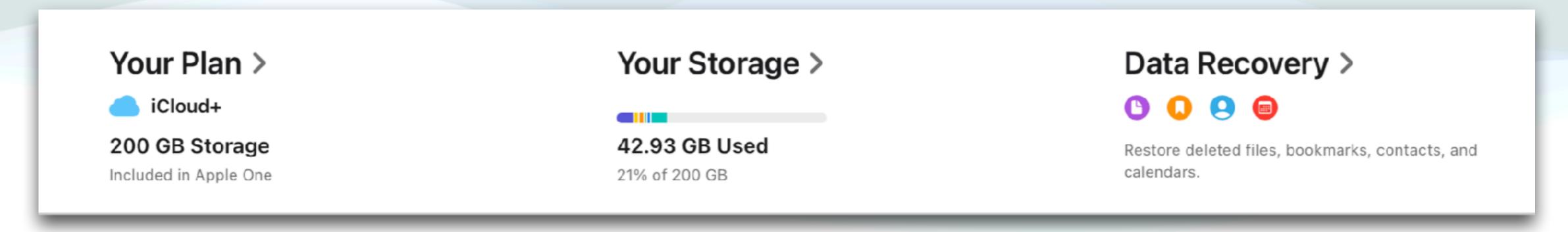








- The bottom of the page displays your iCloud storage plan and usage, as well as a link to recover recently deleted files from iCloud Drive and other apps
- This is where you can a find a quick overview of the status of your iCloud account, including the cost of your plan and the amount of storage you have left



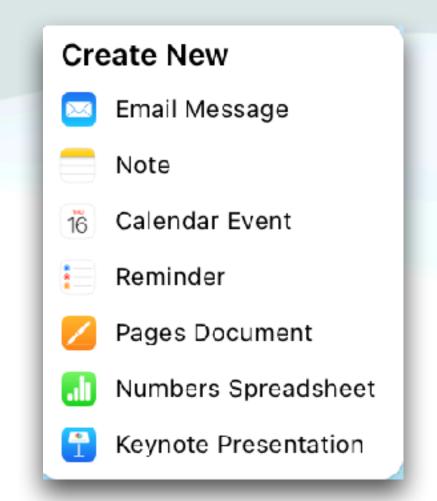


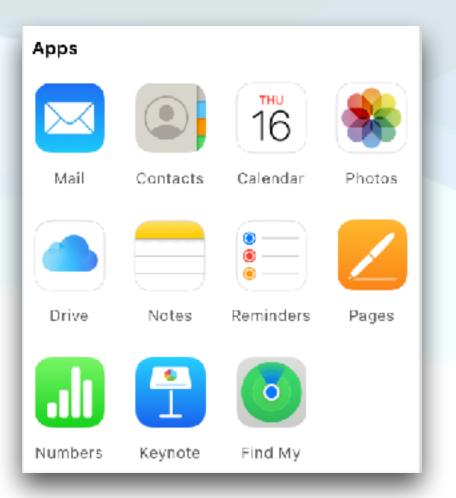


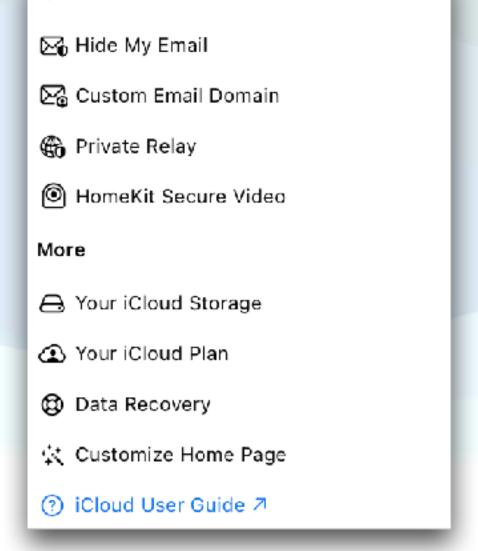
- In the top menu bar, users can click or tap on the plus (①) sign to create a new email, note, calendar event, and more.
- The grid sign (IIII) provides access to apps and settings for iCloud+ features

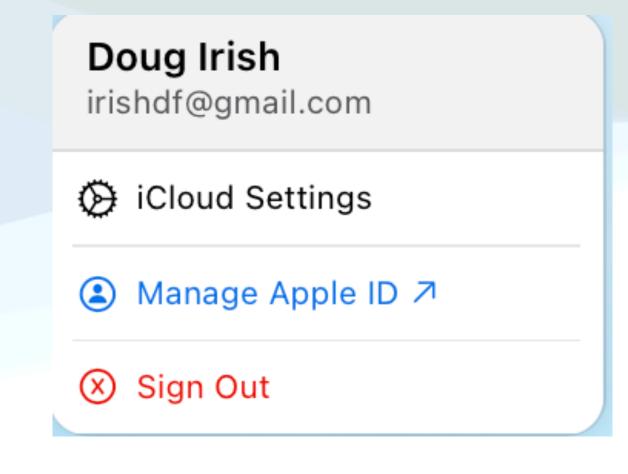
• The 
icon gives you access to your iCloud settings and management of your Apple ID

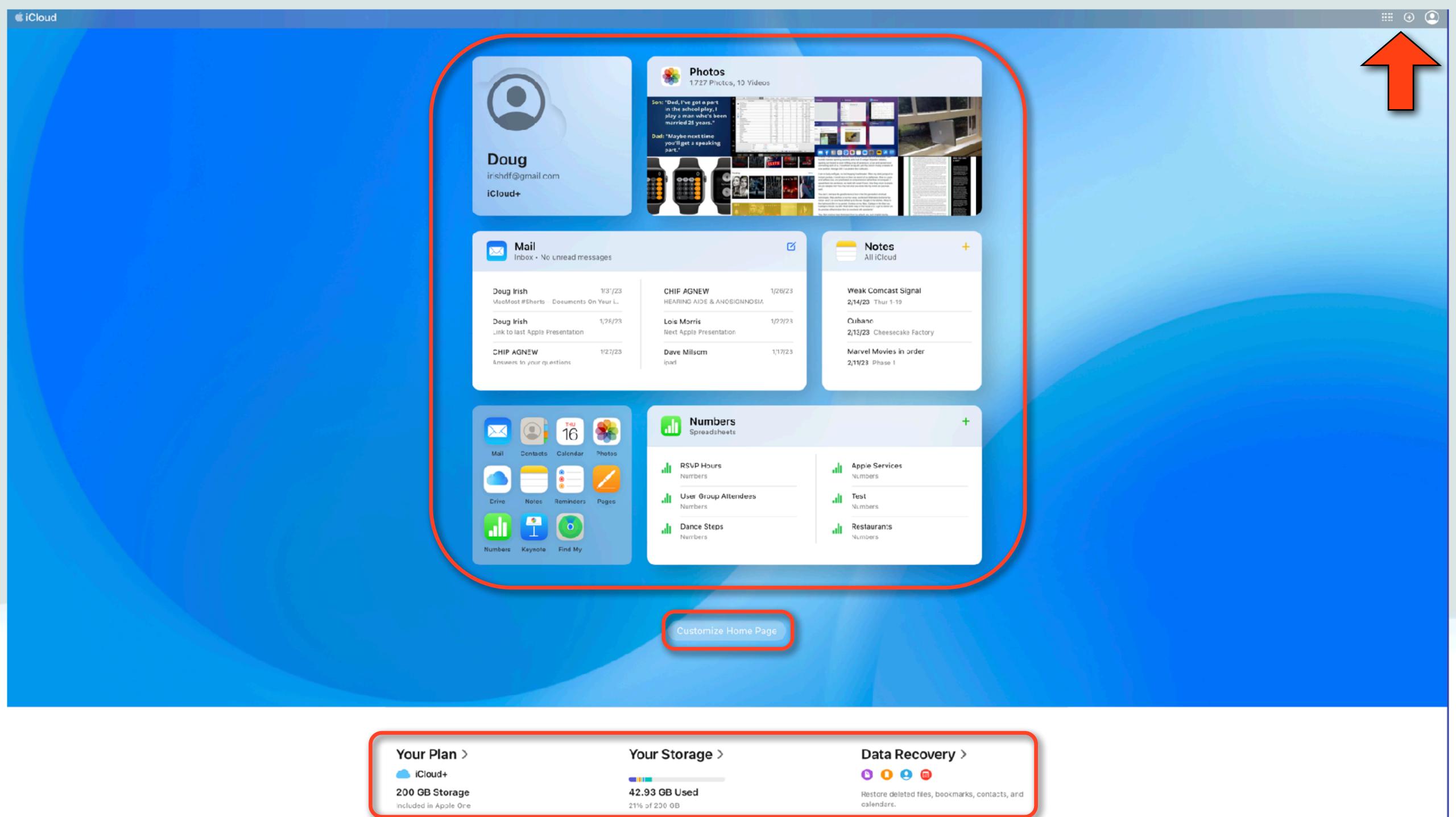
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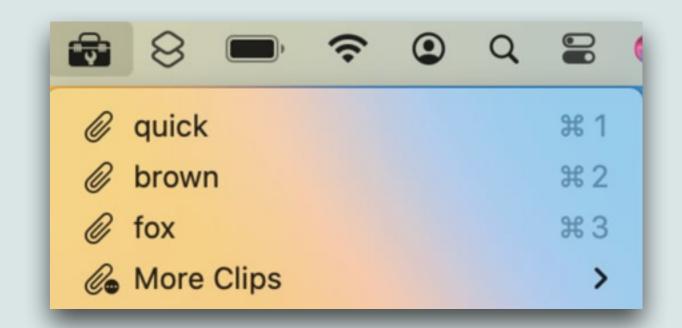


# Mac ClipTools





- ClipTools is a Mac utility written by Gary Rosenzweig of MacMost.com fame
- It is free and available in the Mac app Store
- ClipTools is an app that appears in your Menu Bar as a little toolbox icon
- ClipTools allows you to copy multiple items and then paste from a list any recently copied text
- You can also paste other items like date and time, or "Lorem lpson" text





- There are also actions you can do with selected text
- The app also has links to his newsletters and to documentation for the app
- The first section at the top of the ClipTools menu contains a recent history of text you have copied to your clipboard
- The list continues in the submenu named More Clips
- In Settings, you can specify how many total clips are stored, and how many appear before More Clips is needed





- To add an item to the list, just copy it as normal, with Edit/ Copy, or "Command C"
- Only plain text and rich text will be added to the list, no images
- Text that apps label as "passwords" also won't be added to the list
- To paste an item from the list, place the text cursor at the position you want, then click on the item you want to paste



# ClipTool Modifiers



- Modifiers can be used when selecting (clicking) on an item:
  - •Shift+Control while you click pastes the item as plain text
  - Shift pastes multiple items at once: everything on the list above the selection
  - •Shift+Option removes an item from the list
  - Option adds the item to a Saved Clips list





- Saved clips will remain in the submenu until you remove them and you paste a saved clip just like you do with regular clips
- Saved Clips might be used for your telephone number, name, address, or other things you use a lot but don't change
- Paste Date or Paste Time, is used to paste the date or time, and the formats can be changed in Settings
- Paste Lorem Ipsum will paste nonsense sample text (Ex. "Quae molestias dolorem tempore numquam corporis vero quasi")
- These are generally used as a text placeholders in templates





- The Classic Paragraph option uses the original Lorem Ipsum text but all other options will use random Lorem Ipsum text
- You can paste various lengths of Lorem Ipson text:
  - Title will paste a short phrase with each word capitalized
  - Other options include Sentence, and Paragraph (1-100)
- The <u>Change Selection Case</u> option will take whatever you have highlighted and change it to: all upper case, all lower case, capitalize each word, capitalize each sentence, capitalize each line, and more



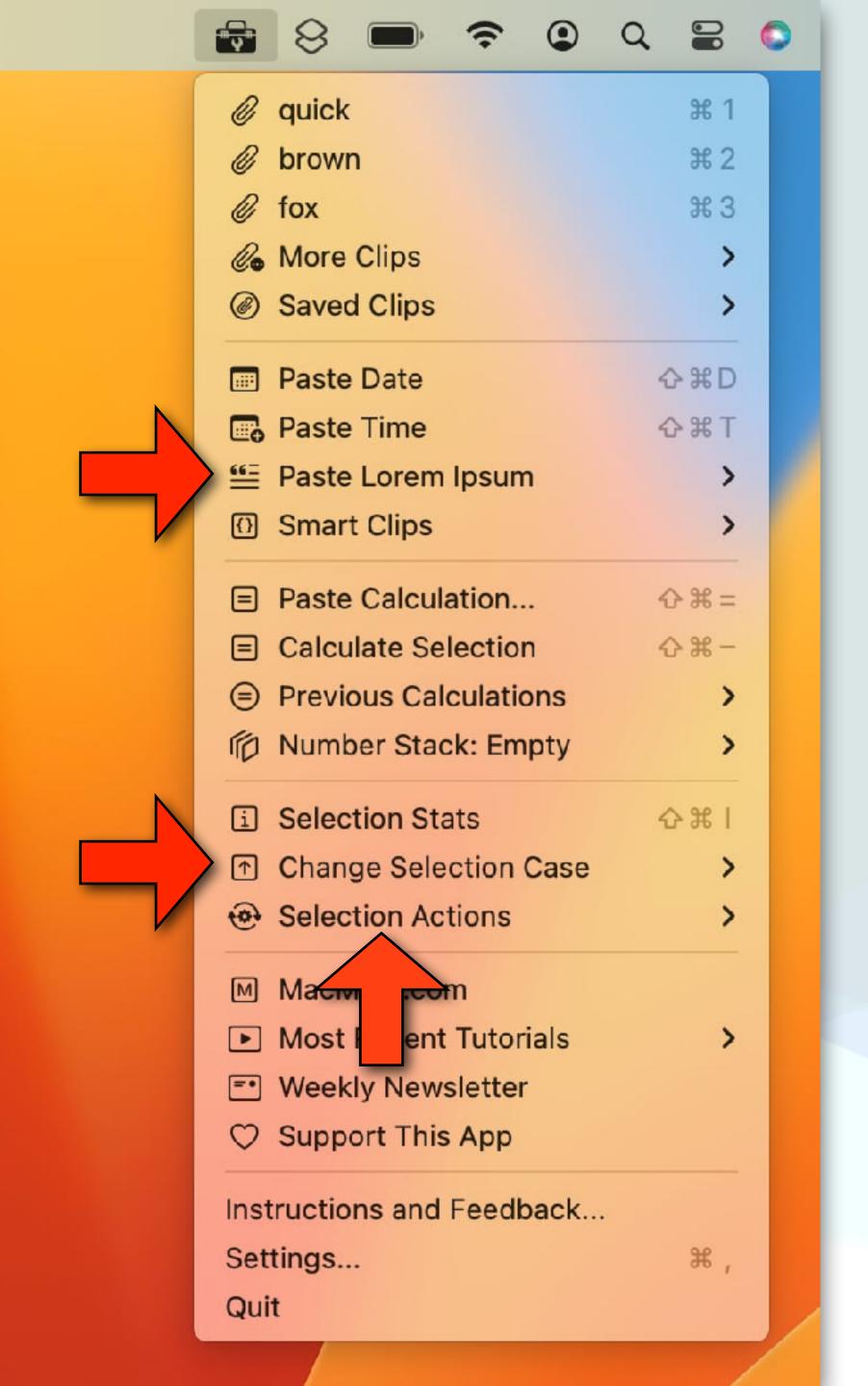


- There is a special <u>Headline Case</u> action will capitalize most words, except for words listed in <u>Settings</u> (ex. The Catcher in the Rye)
  - You can specify which words such as "the, and, a, of" are lowercase, except when at the start of the selected text
  - This would be used, as an example, in Titles or Headlines
- Convert To Number Words will take a selected number like 1234 and convert it to words like "one thousand two hundred thirty-four."
- Remove Extra Spaces will look at the selection for places where more than one space character appears together, and convert those to a single space





- Sort Lines will take a selection and sort it alphabetically by line
  - It handles numbers properly, to give the order 1, 3, 21 instead of 1, 21, 3
- There is also a "MacMost Links" section which contains links to the MacMost.com homepage, the free weekly newsletter signup page, and a submenu that lists the last 5 video tutorials posted at MacMost
- There are also several other options that I did not cover here but you can access entire manual with <u>Instructions and Feedback</u>



Classic Paragraph Title Sentence 1 Paragraph 2 Paragraphs 5 Paragraphs 10 Paragraphs 20 Paragraphs 50 Paragraphs 100 Paragraphs

Capitalize Sentences Capitalize Lines Headline Case Alternate Case Random Case Upside Down Change Selection Case

**Upper Case** 

Lower Case

Capitalize Words

^ **公** # W Copy Number Words Remove Extra Spaces Strip Tags **URL Encode URL Decode** Convert To HTML Entities Convert From HTML Entities Sort Lines

心器 日

Selection Actions

Paste Lauren Ipson



# ClipTools Settings



- <u>Maximum Total Clips</u>: How many regular clips to store in the main menu and More Clips submenu total
- Clips Shown In Main Menu: How many regular clips will appear at the top of the main menu. (If this is set to 3, and the Maximum Total Clips is 10, then 3 clips will appear in the main menu, and 7 clips in the More Clips submenu)
- Clear Clipboard Manager Data: These buttons will clear all regular clips or all Saved Clips
- <u>Launch At Login</u>: Check this to have ClipTools automatically start up when you log in or restart

	ClipTools Settings

Maximum Total Clips: 10

Clips Shown In Main Menu: 3

Clear Clipboard Manager Data: Clear Clips Clear Saved

Group Paste Separator: \n

Paste Date Format: M/d/yy

Paste Time Format: HH:mm

Paste Formula With Calculation

Headline Case Exception Words: a,an,the,and,or,not,but,at,by,for,in,of,on,macOS,iOS,iPh

Global Keyboard Shortcut 2: Set Clear None

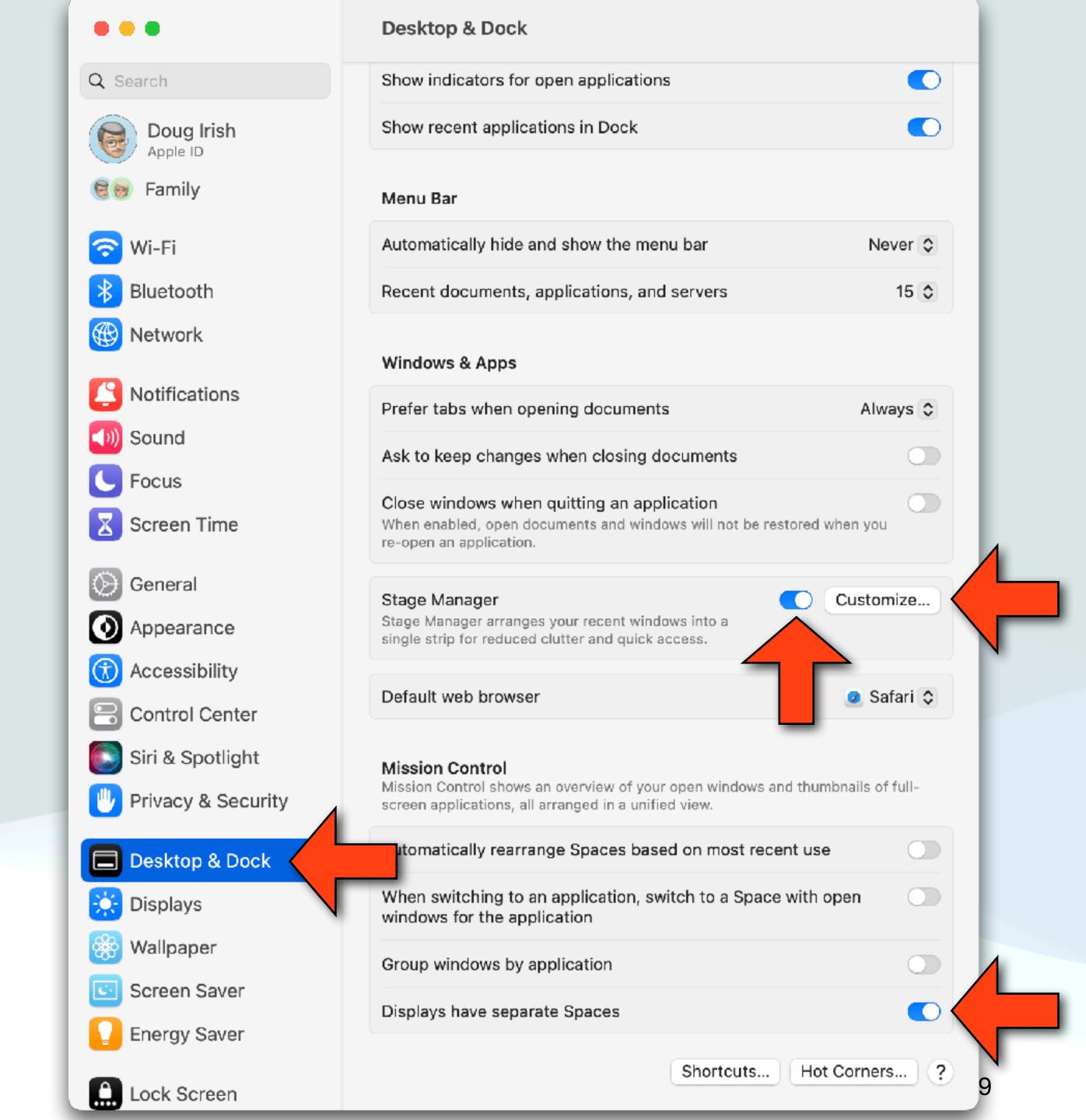
Launch At Login: <

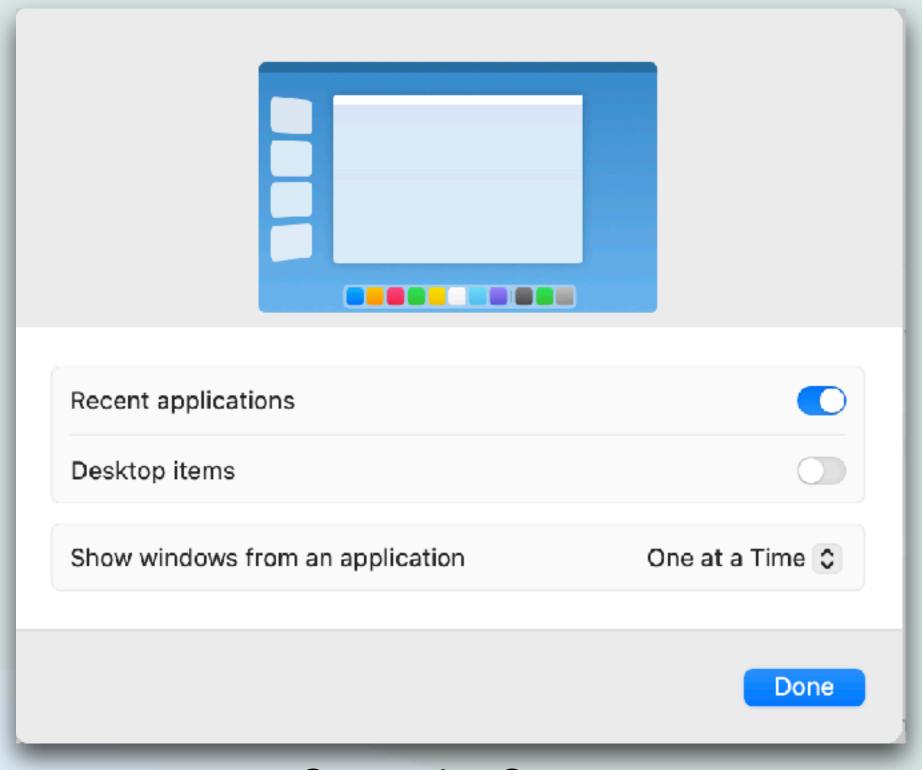






- Stage Center, new with macOS Ventura, is a new way to work with windows on your Mac
- First, make sure the feature is turned on:
  - Go to Apple menu > System Settings and click Desktop & Dock in the sidebar
  - Then scroll down on the right, and make sure that "Displays have separate Spaces" is turned on
  - Then on the same screen, turn on Stage Manager
- Hit customize if you wish to change the Stage Manager Settings





Customize Screen

#### Active App

Desktop





# Stage Manager Settings



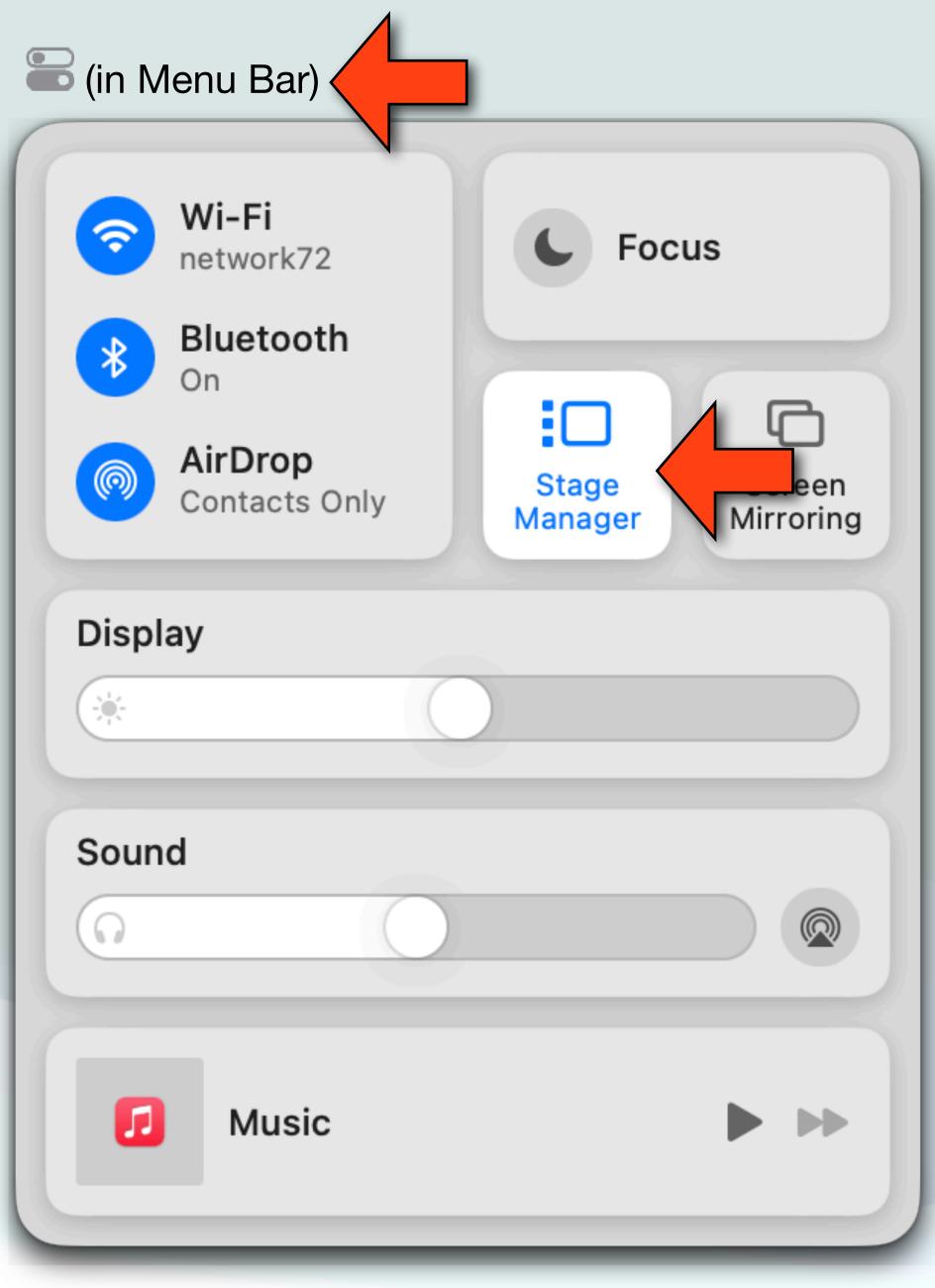
- Recent Applications:
  - On: thumbnails remain visible, unless covered by a window
  - Off: thumbnails are hidden until you move your pointer to the left edge of the screen
- Desktop items:
  - On: items on your desktop remain visible
  - Off: items on your desktop are hidden until you click your desktop



# Stage Manager Settings



- Show windows from an application:
  - All at Once: The app in the center of the screen shows all of its windows at the same time
  - One at a Time: The app in the center of the screen shows one of its windows at a time
    - Its other windows are in the app's thumbnail
    - To switch between them, click the thumbnail
- Stage Manager is also in the Control Center (≅) in the menu bar at the top right of your screen, where is can be turned on/off



Control Center





- Stage Manager shows the app you're currently using in the center of the screen
- Other apps you're using appear as thumbnails on the left side
- To switch between windows, click a thumbnail
- Thumbnails are arranged automatically based on recent use, with up to six thumbnails shown, depending on the size of your desktop
- Each thumbnail shows a live view of its window, so you can see updates like incoming messages without switching to that window

#### Active App







- To access files and folders on your desktop, click on the desktop
- To create a group of windows in the center, drag a thumbnail to the center window, or press the Shift key while clicking the thumbnail
- To remove a window from a group you created, drag it back to the thumbnail area
- You can move or resize the center window using standard techniques
- If a window covers the thumbnails, the thumbnails hide until you uncover them or move the pointer to the left edge of the screen





- If you make a window full screen, it moves to its own space outside of Stage Manager
- To drag items to another window, hold the dragged item over a thumbnail until its window moves to the center, then drop the item into the window
- To send a window to the side as a thumbnail without switching windows, click the minimize button (-) in the corner of the window, or press "Command M"



# My Take



- In the past, I've always preferred using applications in full screen mode
- I've found Stage Manager to be extremely useful
- For example, when doing these talks, I use several apps: Keynote, Photos, Safari, and occasionally others like Reeder, Books, etc...
- I find it very handy to have all the apps I'm using in Stage Manager where I can easily switch, copy/paste, and drag items between these windows



# My Take



- When working on other projects, I just create another space with the appropriate applications (ex: Calendar, Mail, Contacts), and then switch back and forth between projects by switching spaces
- I really like Stage Manager, but you have to get used to it by using it for a while, until it becomes second nature
- Stage Manager also works on the following iPads: iPad Pro 12.9-inch (3rd generation and later), iPad Pro 11-inch (1st generation and later), and the iPad Air (5th generation)
- Try it you'll like it





https://www.youtube.com/watch?v=B7t\_BCmY-lg



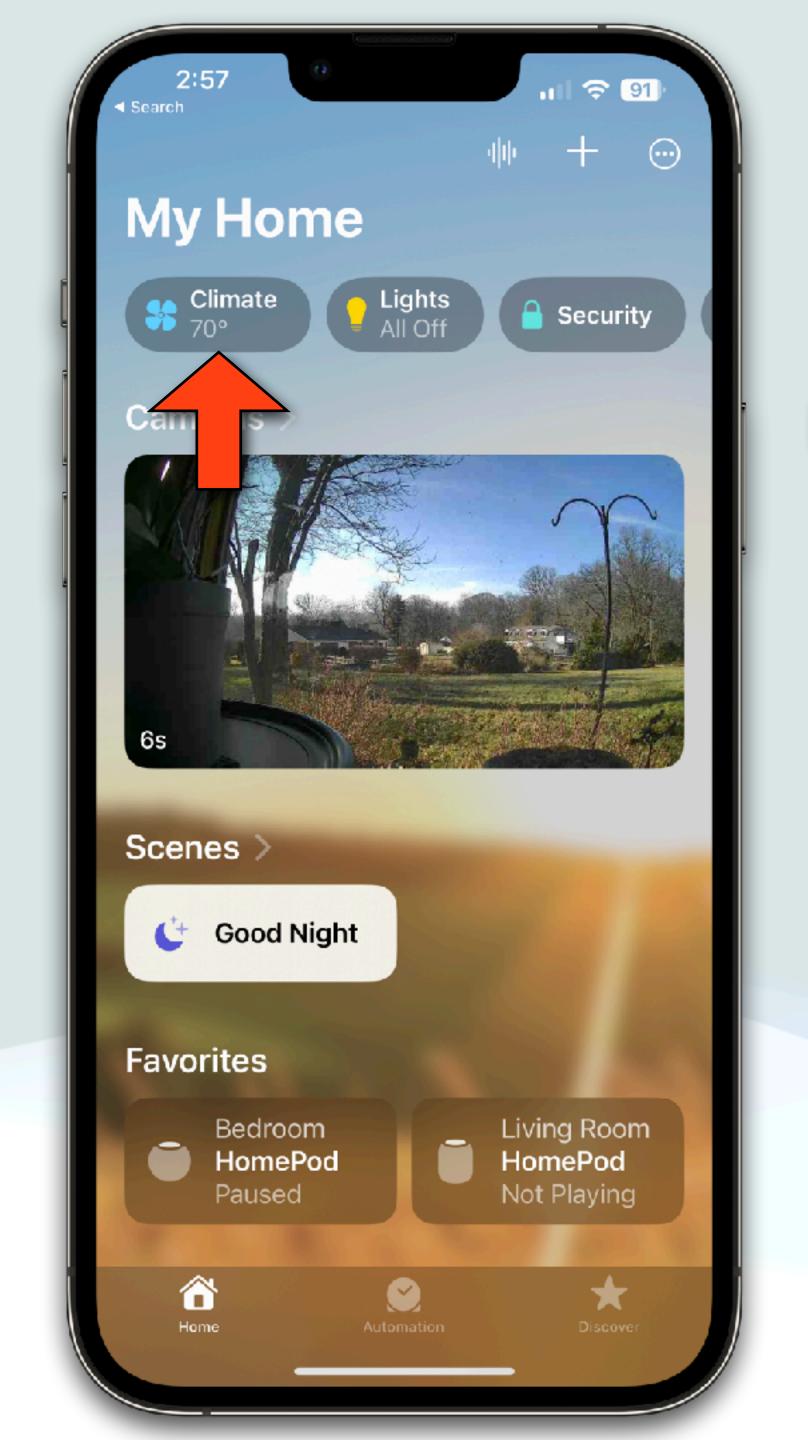
#### HomePod Sensors

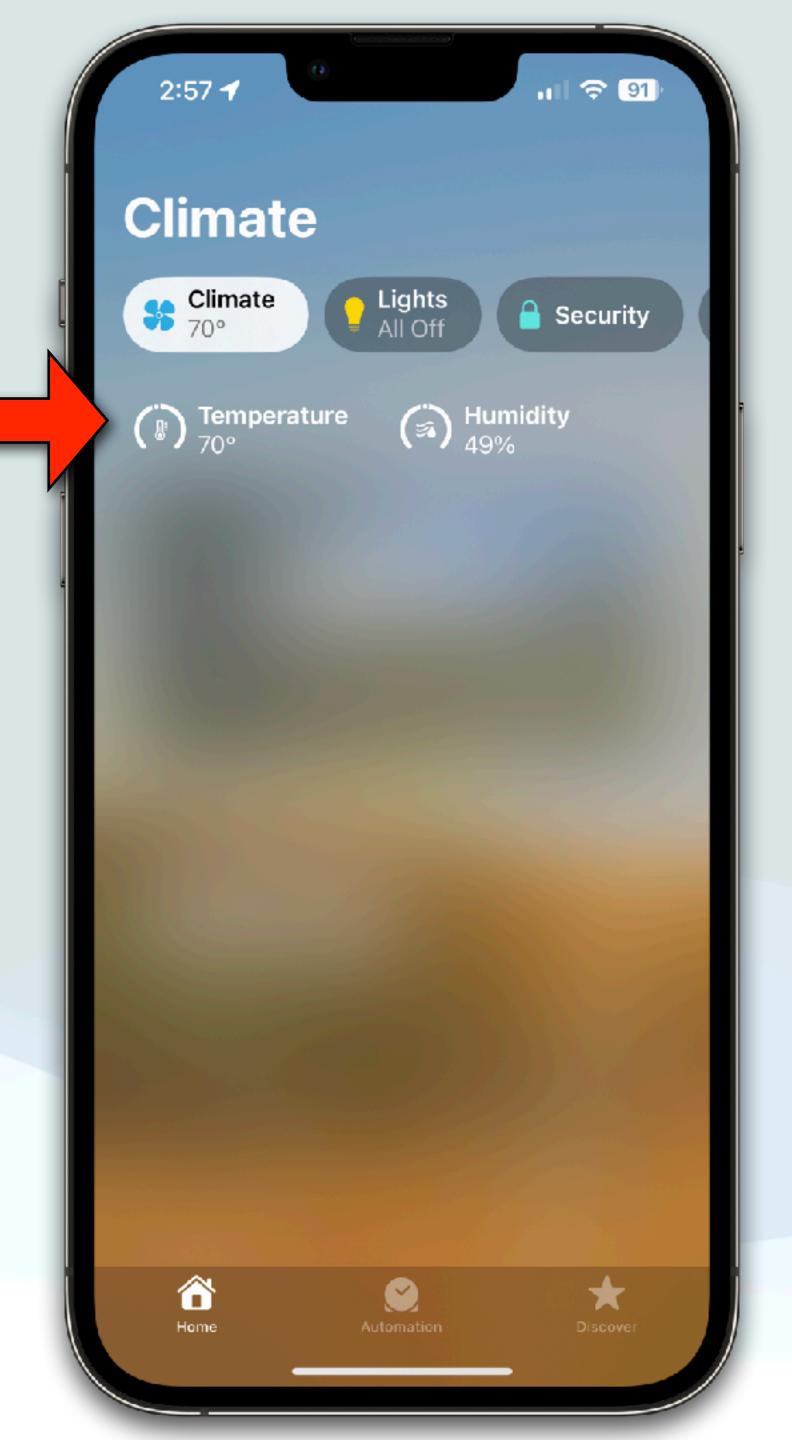


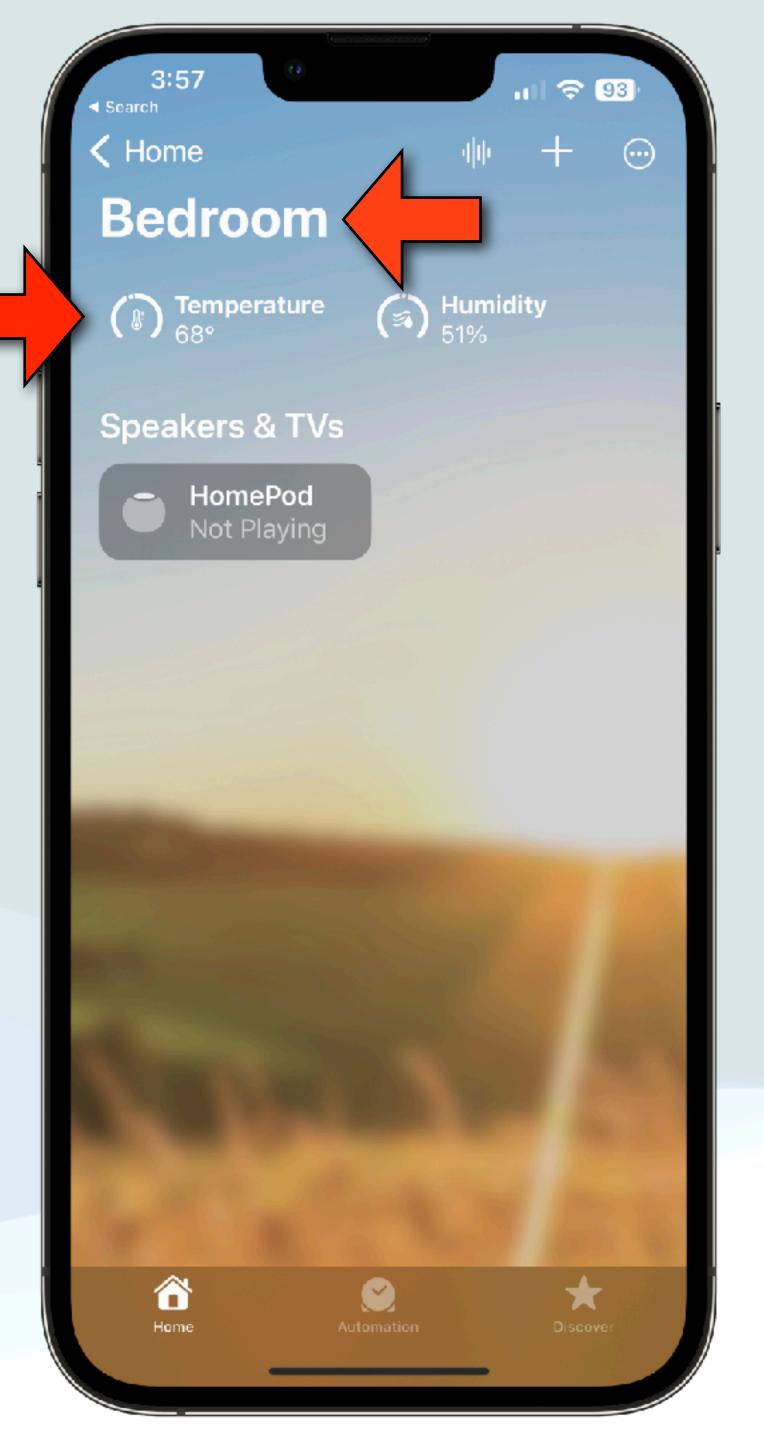
#### HomePod Sensors



- One of the new features of the HomePod 2, is that it contains Humidity and Temperature sensors
- Apple also surprisingly announced that these sensors existed all along in every HomePod mini
- These sensors can be used from any Apple device that uses Siri
  - "Hey Siri, what's the Temperature (or humidity) in the bedroom"
  - "Hey Siri, what's the indoor Temperature (or humidity)"
- You can also access the sensors in the Home app using the climate button







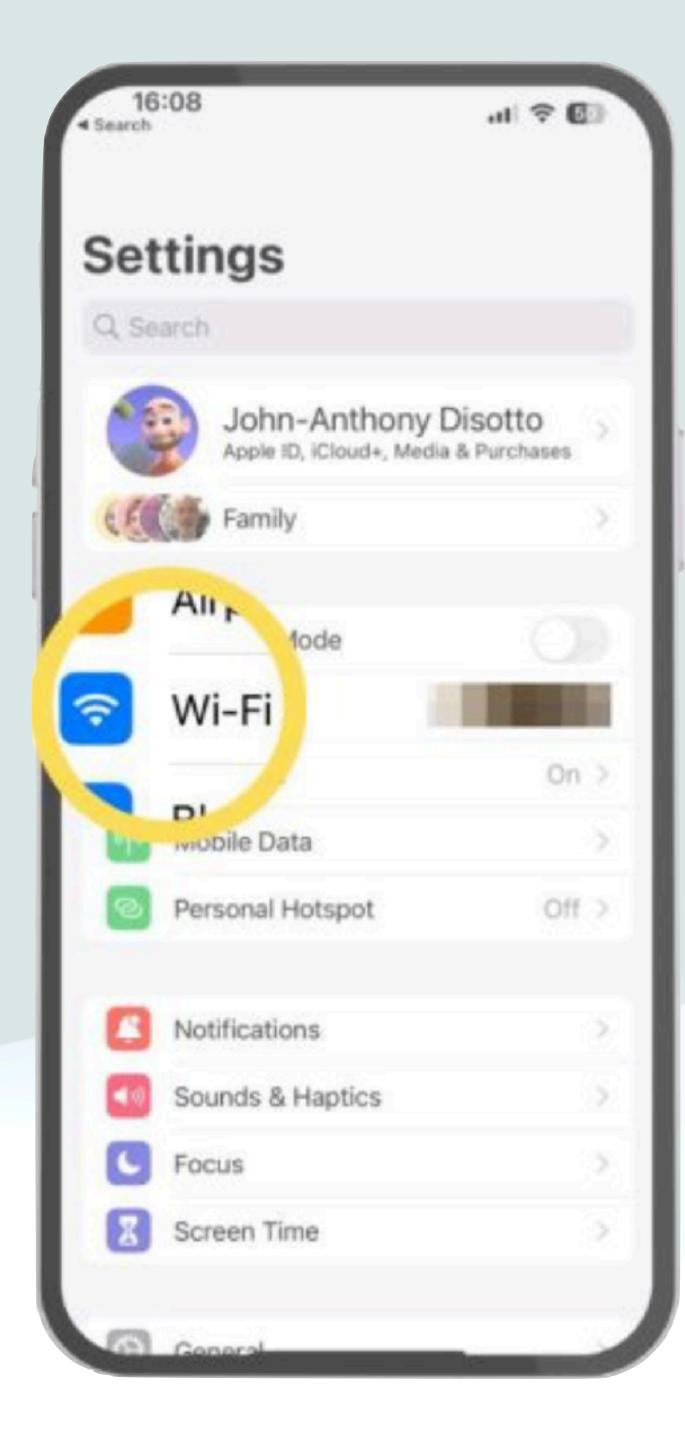
### Quick Tips

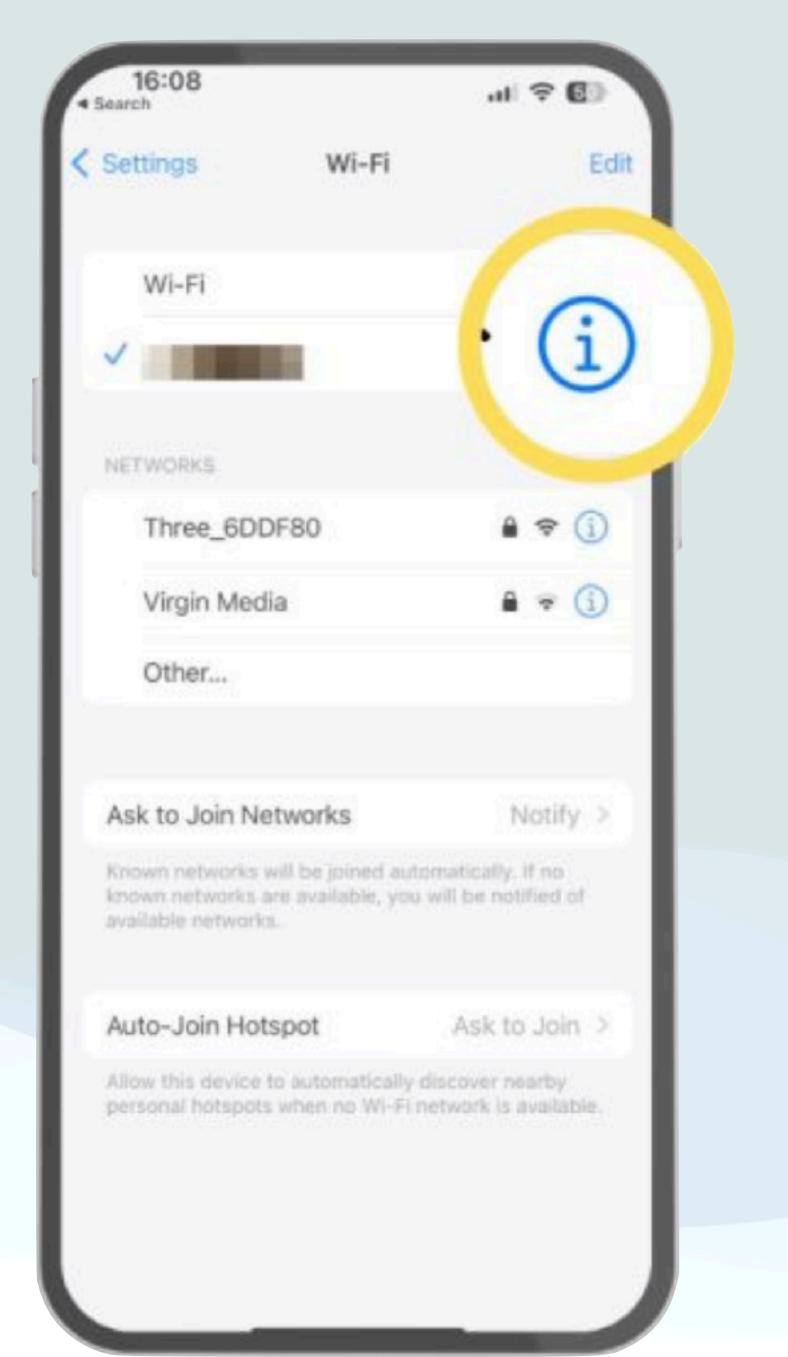


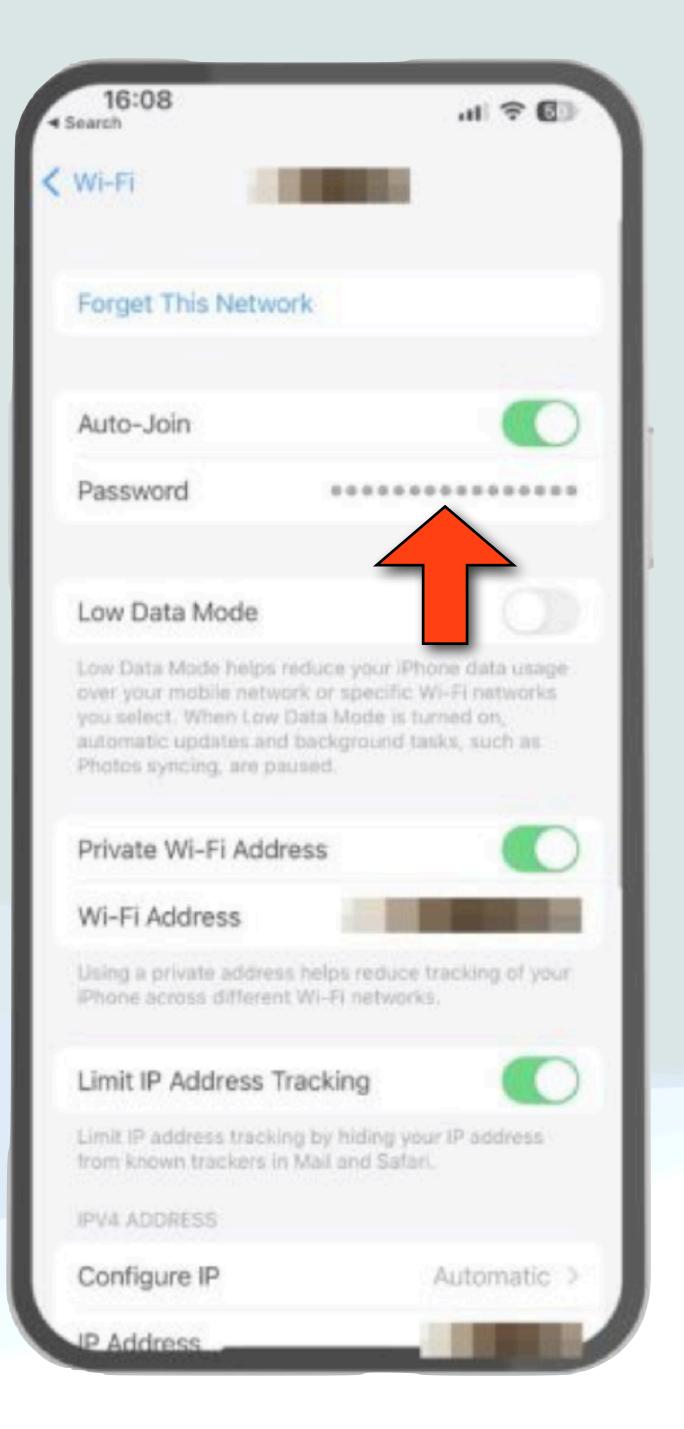
#### WiFi Passwords



- To find the current WiFi password:
  - Go to Settings on your iPhone or iPad (requires iOS 16)
  - Select Wi-Fi, and tap the i on your current Wi-Fi network
  - Tap the Password field
  - Your device will authenticate via Touch ID or Face ID
  - Your password will now be revealed
- Tap Copy on the popup menu and paste it where you need it



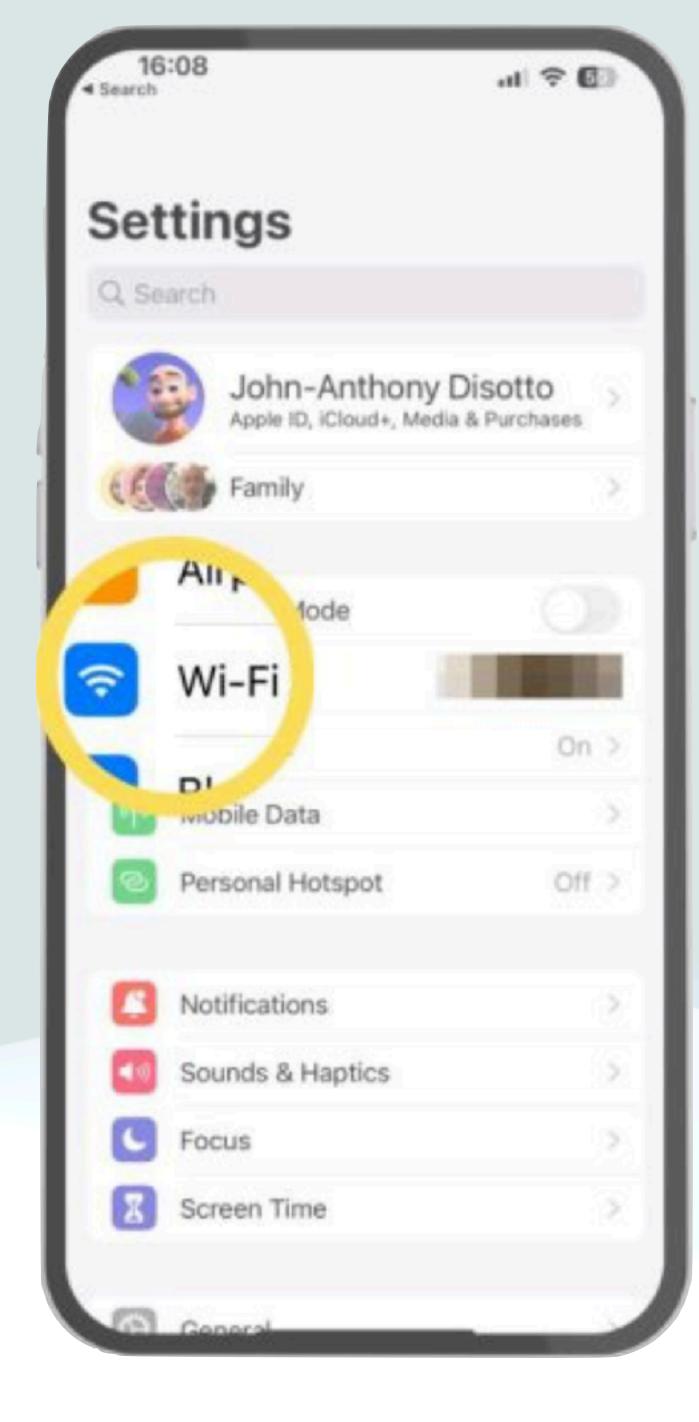


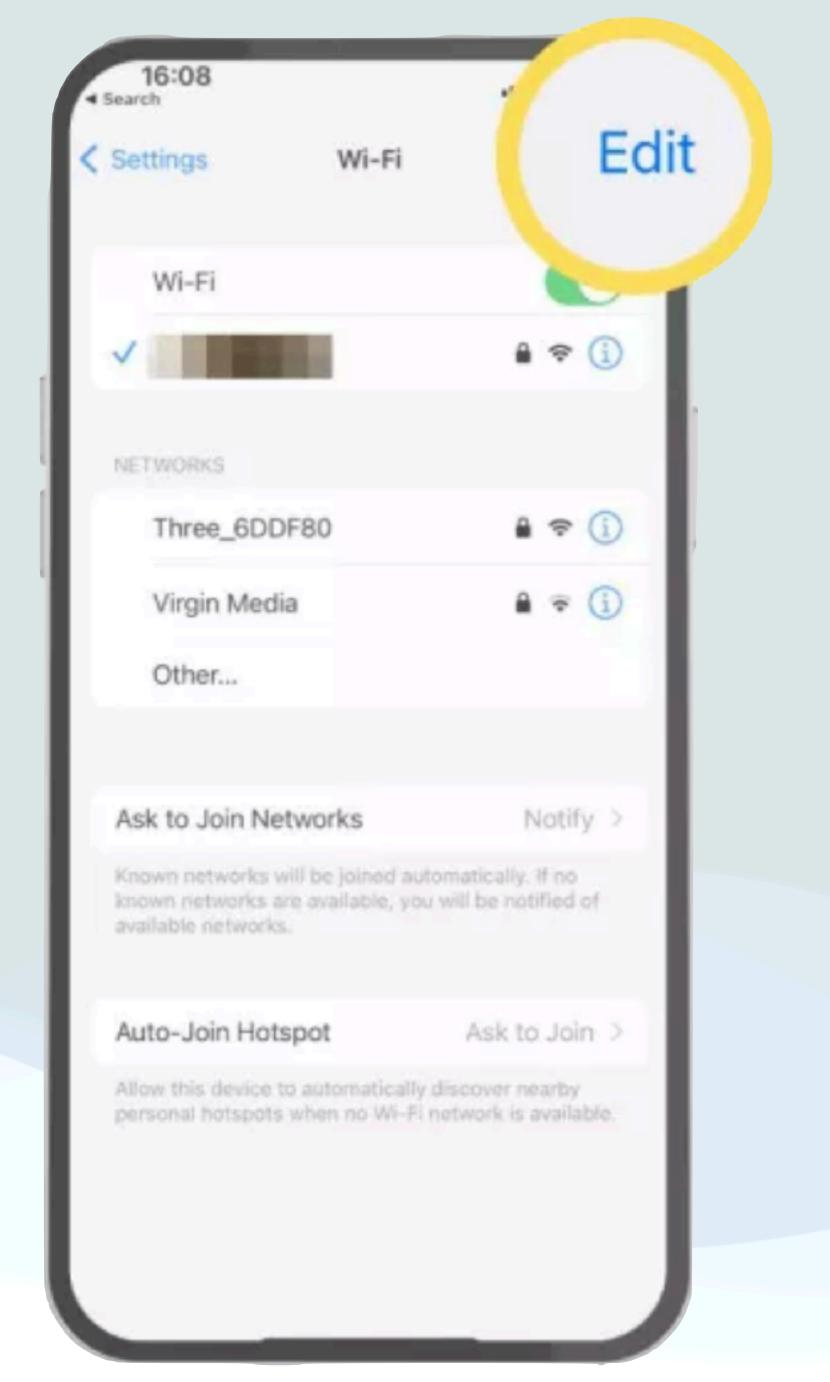


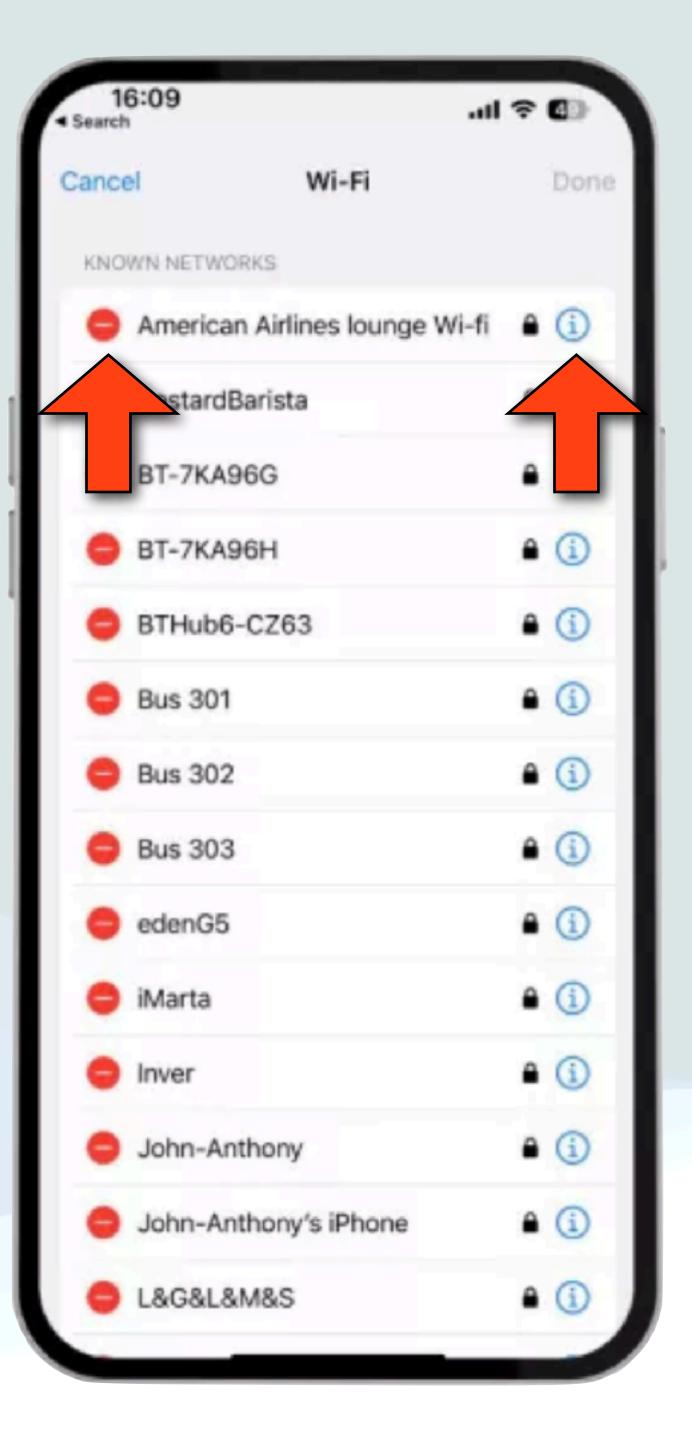
#### WiFi Passwords



- To Find WiFi passwords that you've used before
  - Go to Settings on your iPhone or iPad and tap Wi-Fi
  - But this time tap Edit in the upper right corner
  - Your device will authenticate via Touch ID or Face ID, and show you a list of all of the networks that you've connected to in the past
  - Tap the i on any network
  - Then tap the password field to see password
- You can also tap the red minus (-) button on any network you wish to delete









## t. We request that Selecting text in iOS



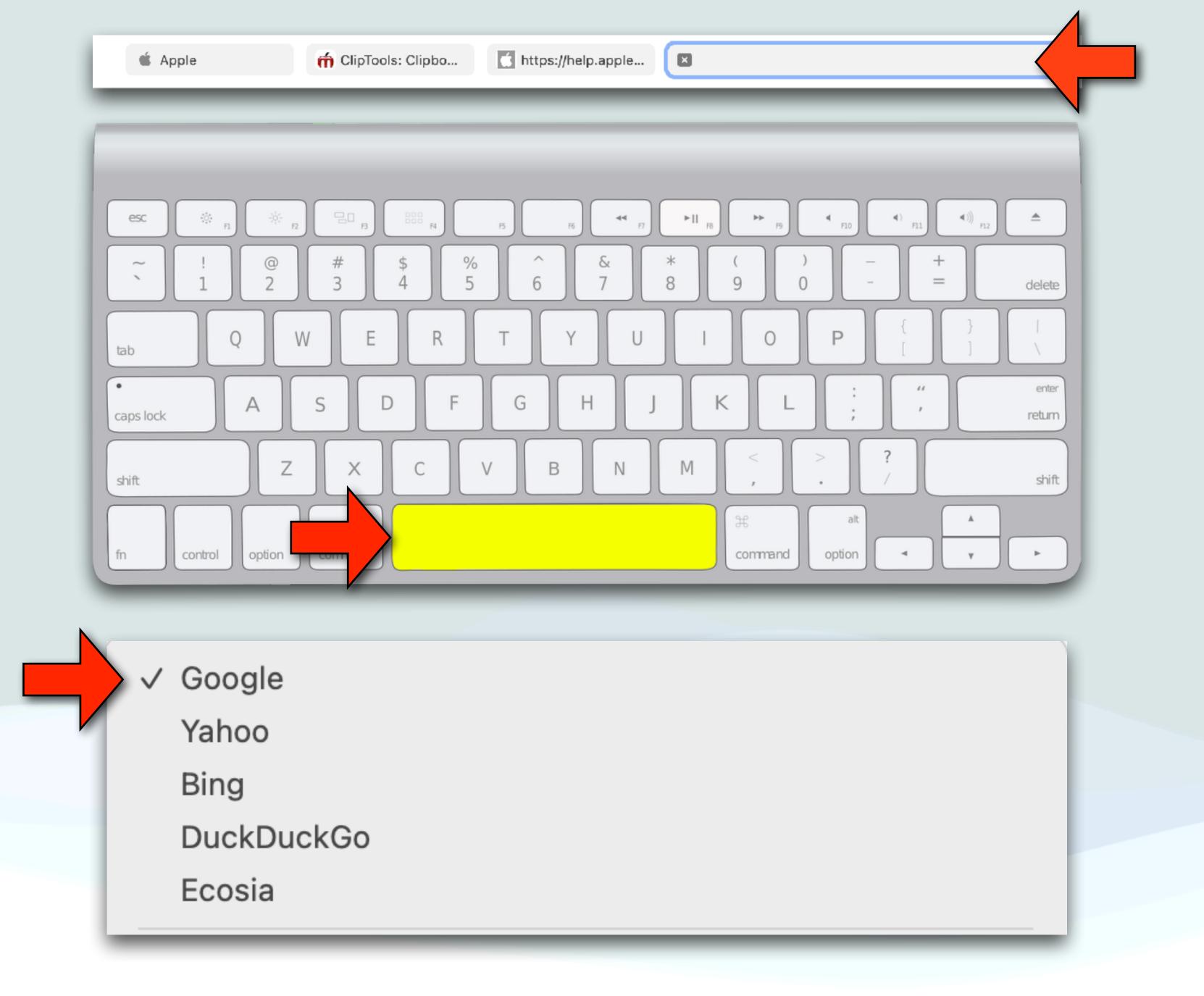
- Select a word: Double-tap it
- Select a paragraph: Triple-tap in the paragraph
- Select a range of text:
  - Double-tap a word, then move the drag points to include more or less text
  - Or the thing that works best for me: Double-tap, and on second tap, hold, then drag

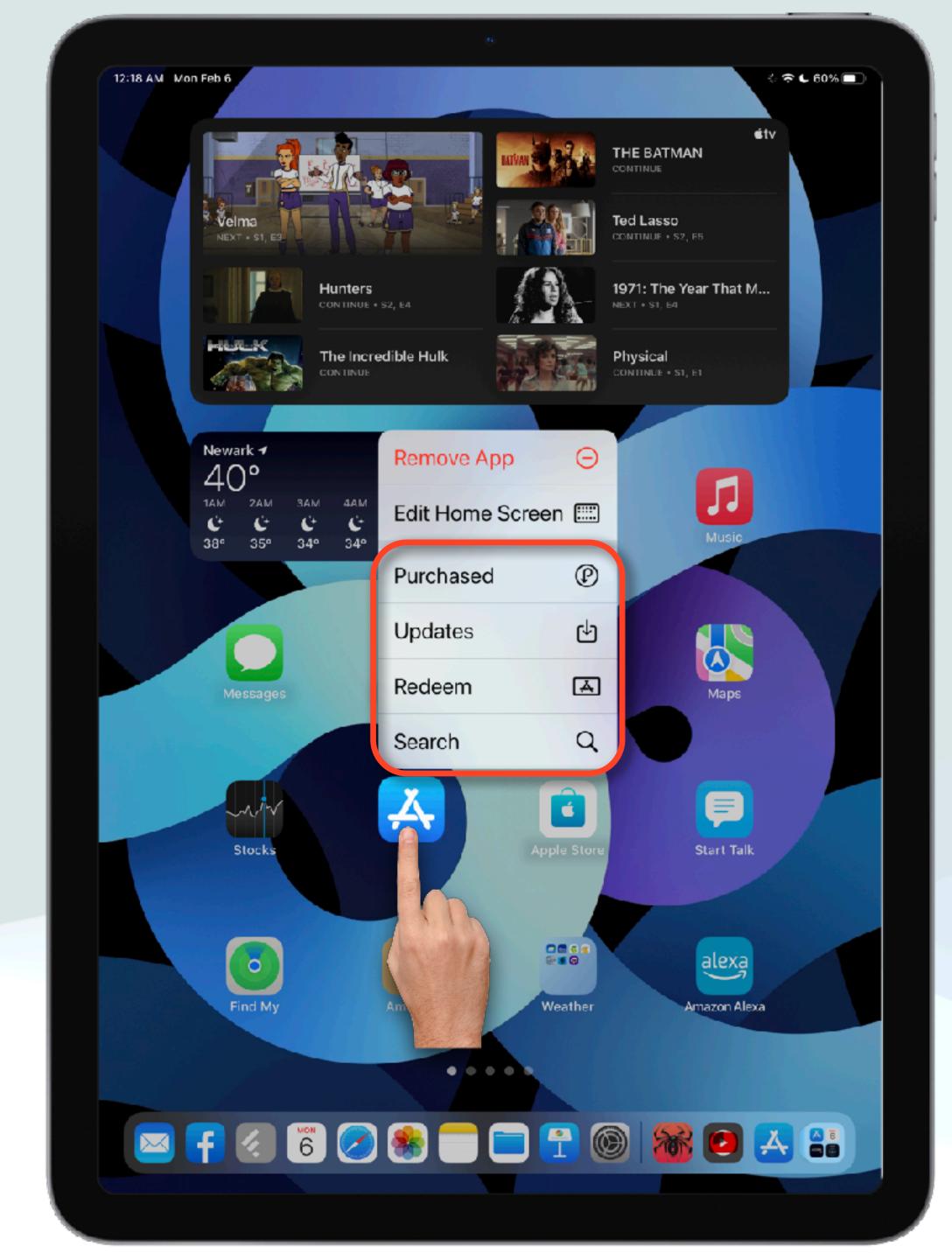


## Switch Search Engines

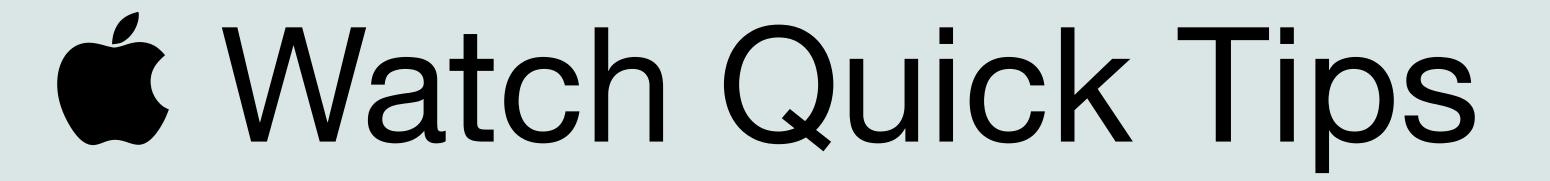


- You can go into Safari > Preferences to select which search engine is used
- But, on a Mac, a quicker way to do it is to simply press the spacebar in the search field when it is completely empty
- This brings up a list of the search engines that you can arrow-down and select
- This is very useful if you need to switch between search engines often





- Long pressing on an icon in iOS or iPadOS will sometimes give you other options
- For example, if you long press on App Store icon, you get options to go directly to:
  - Purchased
  - Updates
  - Redeem
  - Or Search
- Try other icons to see what they can do





- If you want to launch the most recent Watch app quickly, just double-tap the Digital Crown
- The Apple Watch's Control Center has a Ping option to locate your missing iPhone



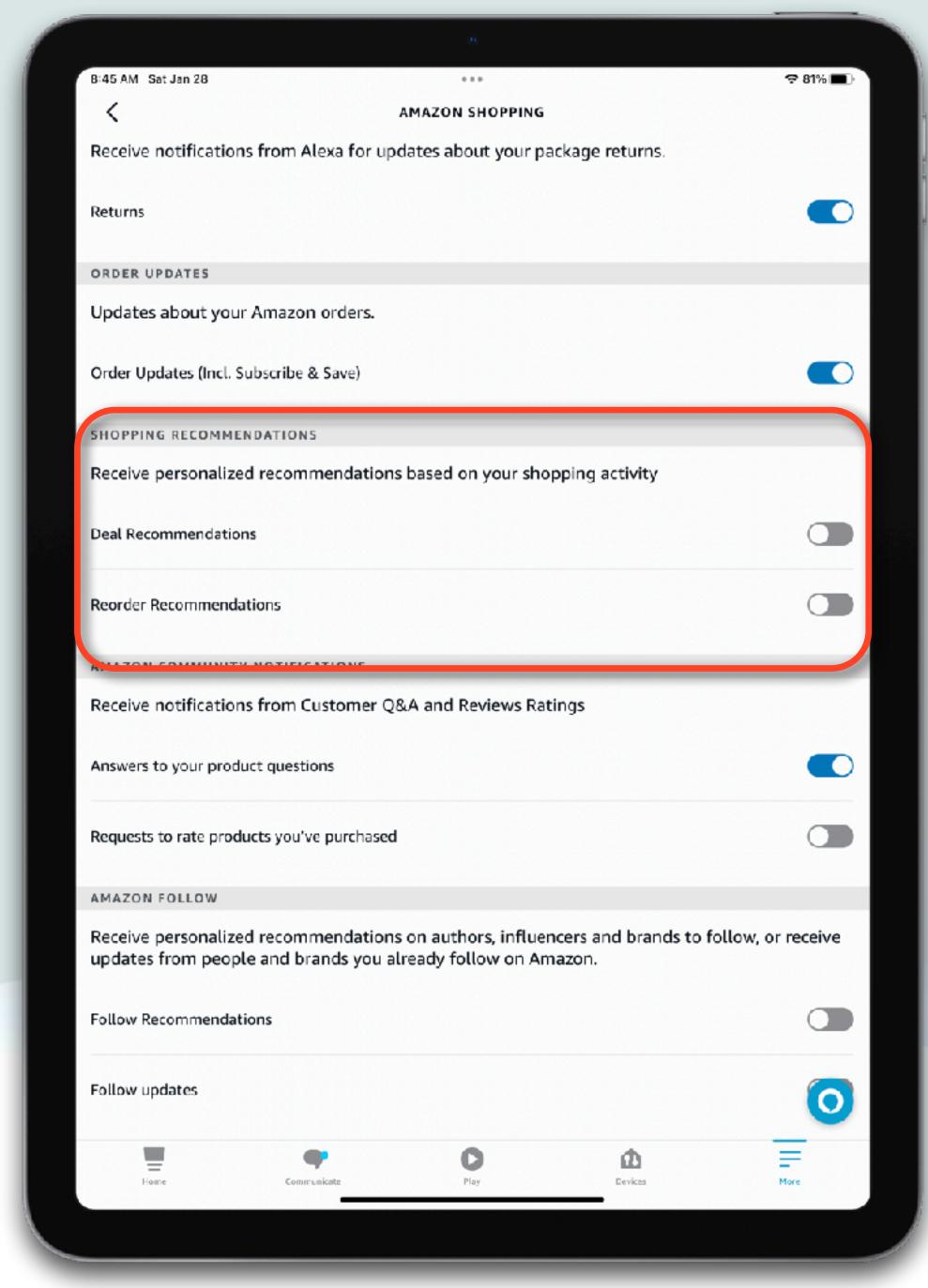
- But, if you also long-press the same Ping option the iPhone's flashlight will also flash on and off
- It'll still play the same sound, but the light-sound combo might make it easier to find
- Hear the time: Open the Settings app on your Apple Watch, tap Clock, then turn on Speak Time, then holding two fingers on the watch face will speak the time

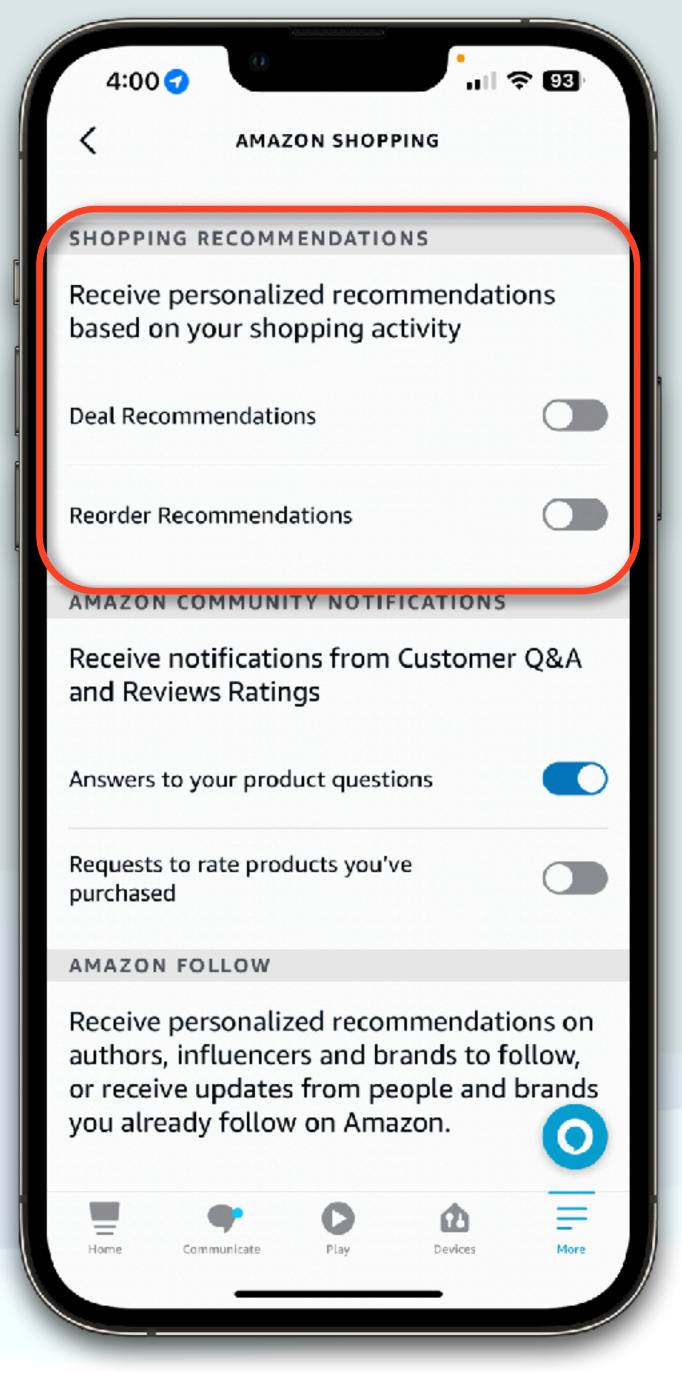


#### Reducing Alexa Chaff



- You can stop Alexa from asking if you'd like to buy something:
  - Open the Alexa app and select the More (three horizontal lines) tab in the bottom-right corner
  - Select Settings / Notifications / Amazon Shopping
- Scroll down and turn off the options under "Receive personalized recommendations and deals based on your shopping activity."
- In addition you can also tell her "Alexa, stop 'by the way' "

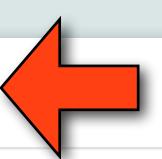




#### Messages Scam



To: noreply-customerapple-log002-ll192-0012.17@segereasegg.club



Text Message Today 4:45 PM

Your Apple ID has been locked.

We have locked your Apple ID because our service has detected two unauthorized devices.

To unlock your account, you required verify your Apple ID.

Click the link below to unlock your Apple ID.

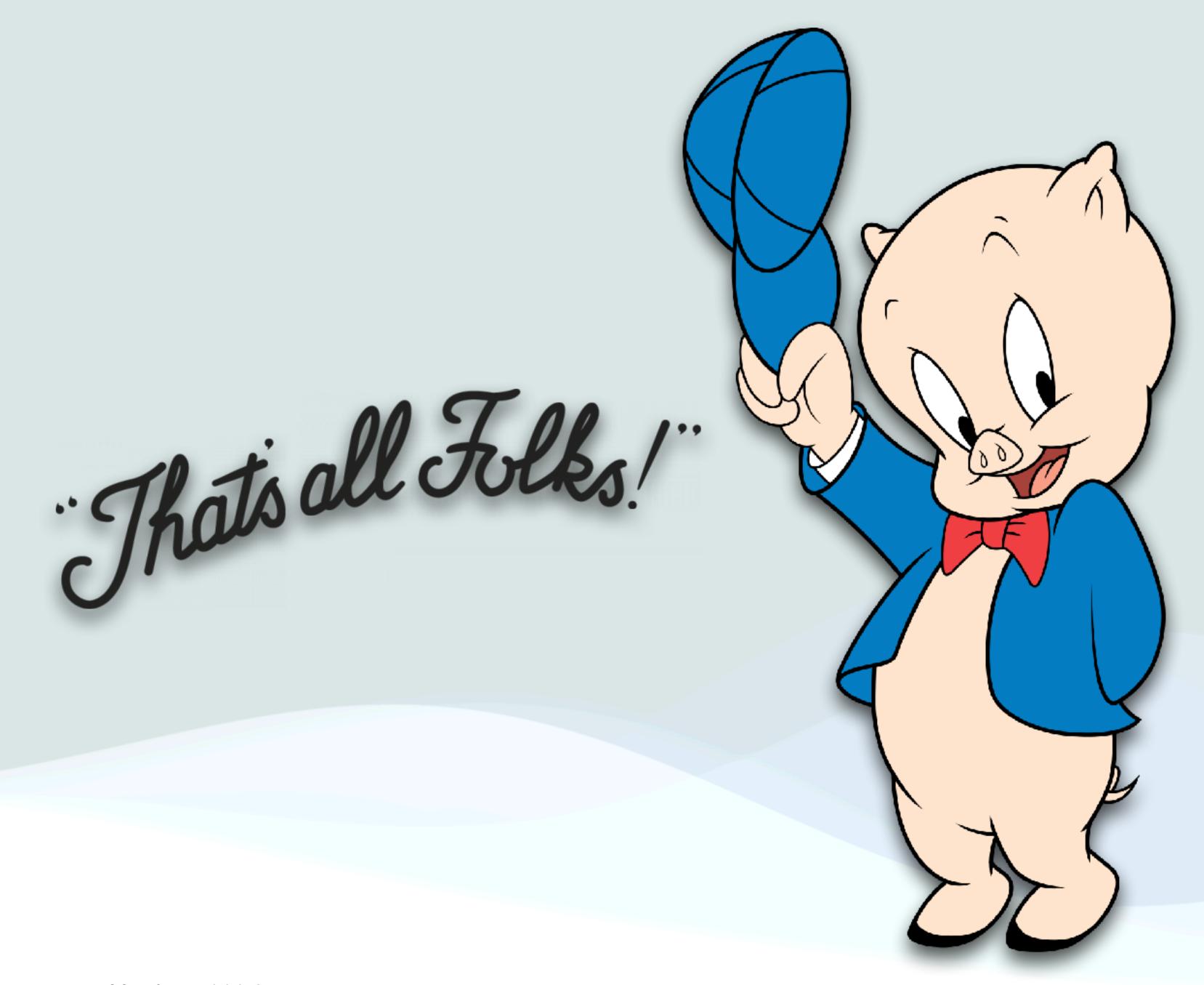
http://s949656378.onlinehome.us

Your account will be automatically unlock, after finishing the verification.

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## Questions?



# Thurk Hou!

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Presentation produced on an iMAC using Apple's Keynote software and presented using an iPad/iPhone