



Apple User Group

July 27, 2017
Episode 75*



*Since Jan 2010

Next Meeting

Thursday 1:00pm

August 31, 2017





Apple News!

Apple News



- Apple is running it's annual back to school special. This year, if you buy a Mac or iPad Pro, they will give you a set of Beats wireless headphones (on top of the usual educational discount)
- On July 19th, Apple released updates for iOS, macOS, watchOS, and tvOS, and iTunes. These are security and bug fixes. You should update ASAP
- Apple's Clips app was updated with posters and overlays from Disney and Pixar featuring Disney and Toy Story characters
- Apple released drawings of a number of new emojis that will come in iOS 11

New iOS 11 Emojis



Apple News



- Apple is at the top of the list of the Fortune Global 500 (most profitable companies)
- The next four companies on the list are Chinese banks, then three American banks.
- Alphabet (Google) and Samsung occupy 9th and 10th place on the list
- Google and Samsung combined had \$38.8 billion in profit, both companies add up to less than Apple's \$45.7 billion

Apple News



- Google announced a new app called Backup and Sync. That will let you backup up your files to Google Drive. The app is available now for Mac (and PC).
- The advantage of this over Time Machine, is your files are saved in the cloud. The disadvantage is that you need adequate storage in the cloud (\$\$)
- JCPenney is now accepting Apple Pay across all of its U.S. locations, including support for store-branded credit cards and rewards points
- Adobe will stop supporting and updating Flash by 2020 - Yea!!

Correction 32 bit Apps

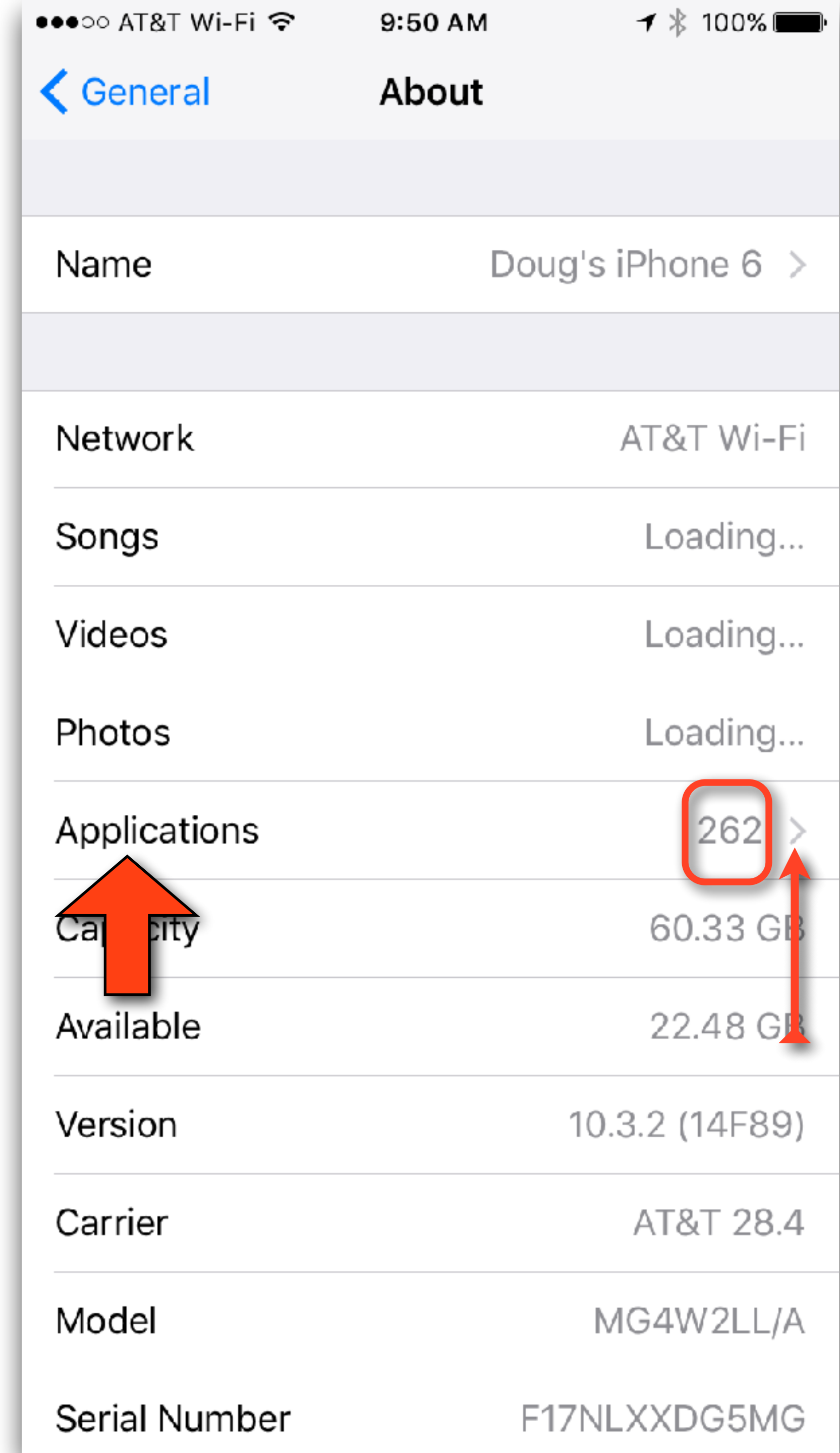
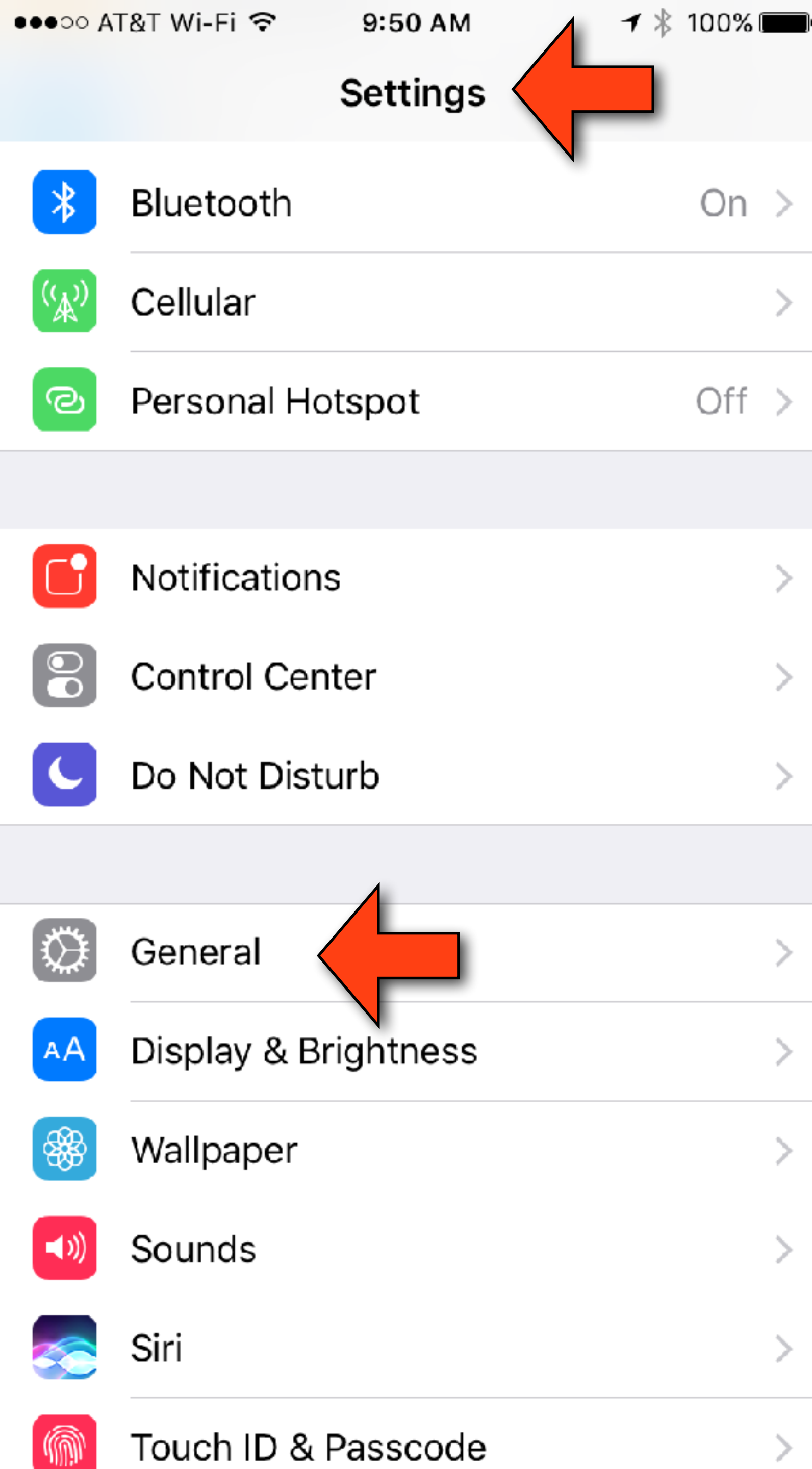


- In June's presentation, I explained that 32 bit apps would not run under iOS 11 (this fall)
- I showed how to get a list of 32 bit apps
- After the presentation, a number of people said that the method I showed didn't work for them
- After I had a chance to think about it, I found the problem

Correction 32 bit Apps














- I had said the number that was shown was the number of 32 bit apps on your device
- This is incorrect, the number shown is the total number of apps you have installed
- If you couldn't get to a list, it's because you don't have any 32 bit apps, and you don't have to worry about it
- To review: Go to Settings > General > About > Applications to see list of apps that will no longer run

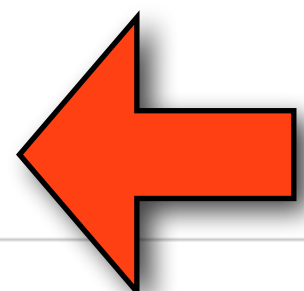
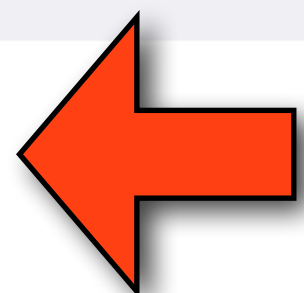


About App Compatibility

These apps may slow down your iPhone and will not work with future versions of iOS if they are not updated. If no update is available, contact the app developer for more information.

NO UPDATES AVAILABLE

-  Air Show
-  Comimix
-  Mahjong Artifacts
-  Park Guides
-  Gifts Free
-  TrackerLite
-  Convex
-  Tips
-  Swift Bill
-  Player
-  PerfectPhoto



Air Show HD for Chromecast & U-verse Splitmo

Offers In-App Purchases

★★★★☆ (12)

+ OPEN

Details

Reviews

Related

iPhone



Description











Show off your best iOS photos on a big screen TV with Air Show and an Apple TV, Chromecast or AT&T U-verse enabled TV.

"One of the best applications of the airplay technology..." [more](#)

About App Compatibility

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-  Tips
-  Swift Bill
-  Player

"Mahjong Artifacts" Not Available In App Store

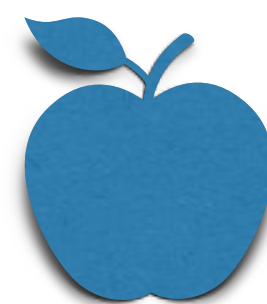
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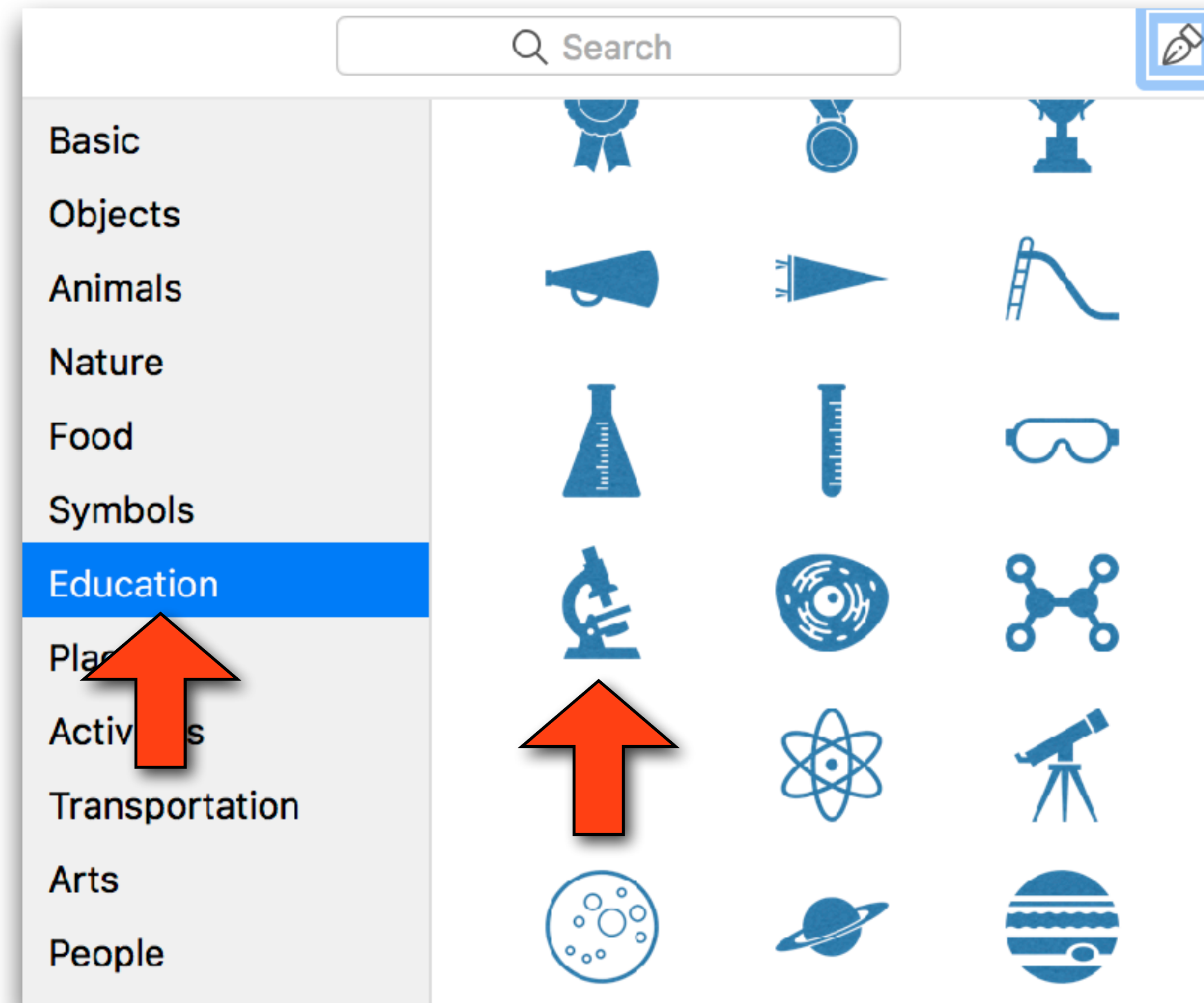
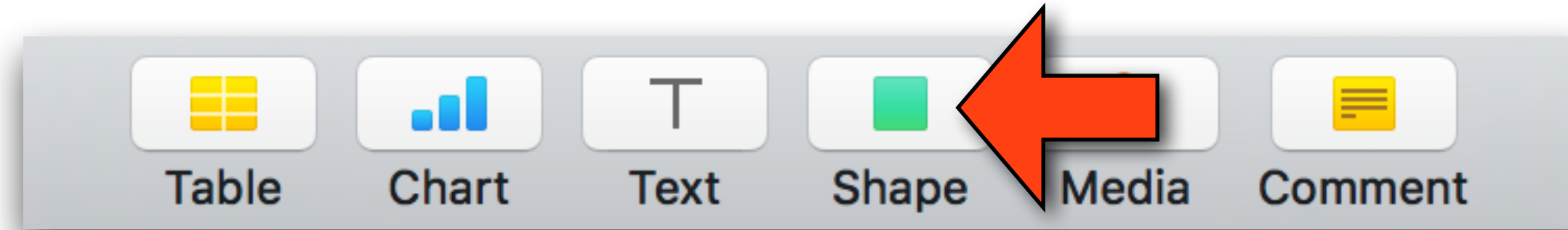
OK

iWork Upgrades



- In June, Apple released new version of Keynote, Pages, and Numbers (iWork) for both macOS and iOS
- While, I'm going to show some the features for the Mac, these features are also available on iOS
- First, A new shapes library with over 500 new shapes was added for all programs
- Just hit the shapes icon and select the shape you wish





Shapes Library

Pages



- You can create two type of documents in Pages:
 - Word Processing: Where the primary emphasis is text. Use it for letters, reports, note taking, resumes, etc...
 - Page Layout: You start with a blank sheet and you add as many elements as you need: text boxes, graphics, charts, etc...
 - A Page Layout document is great for producing flyers, newsletters, cards, etc...
- You can convert back and forth between these document types in the File menu. Convert to Page Layout or Convert to Word Processing

Urna Semper
Instructor's Name
July 18, 2017

Geology 101 Report

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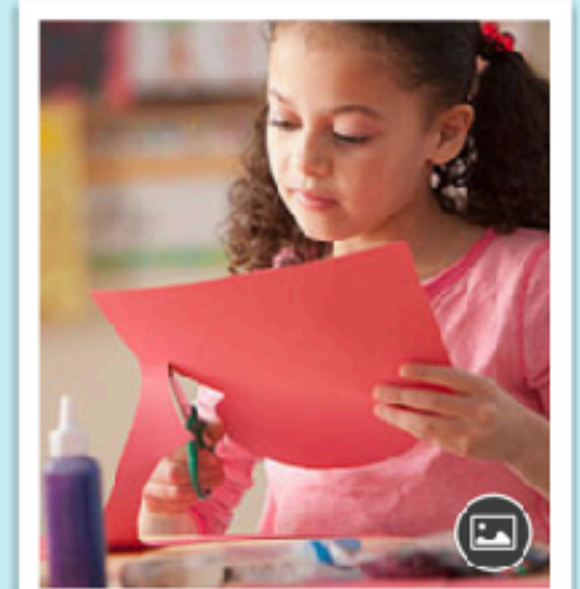
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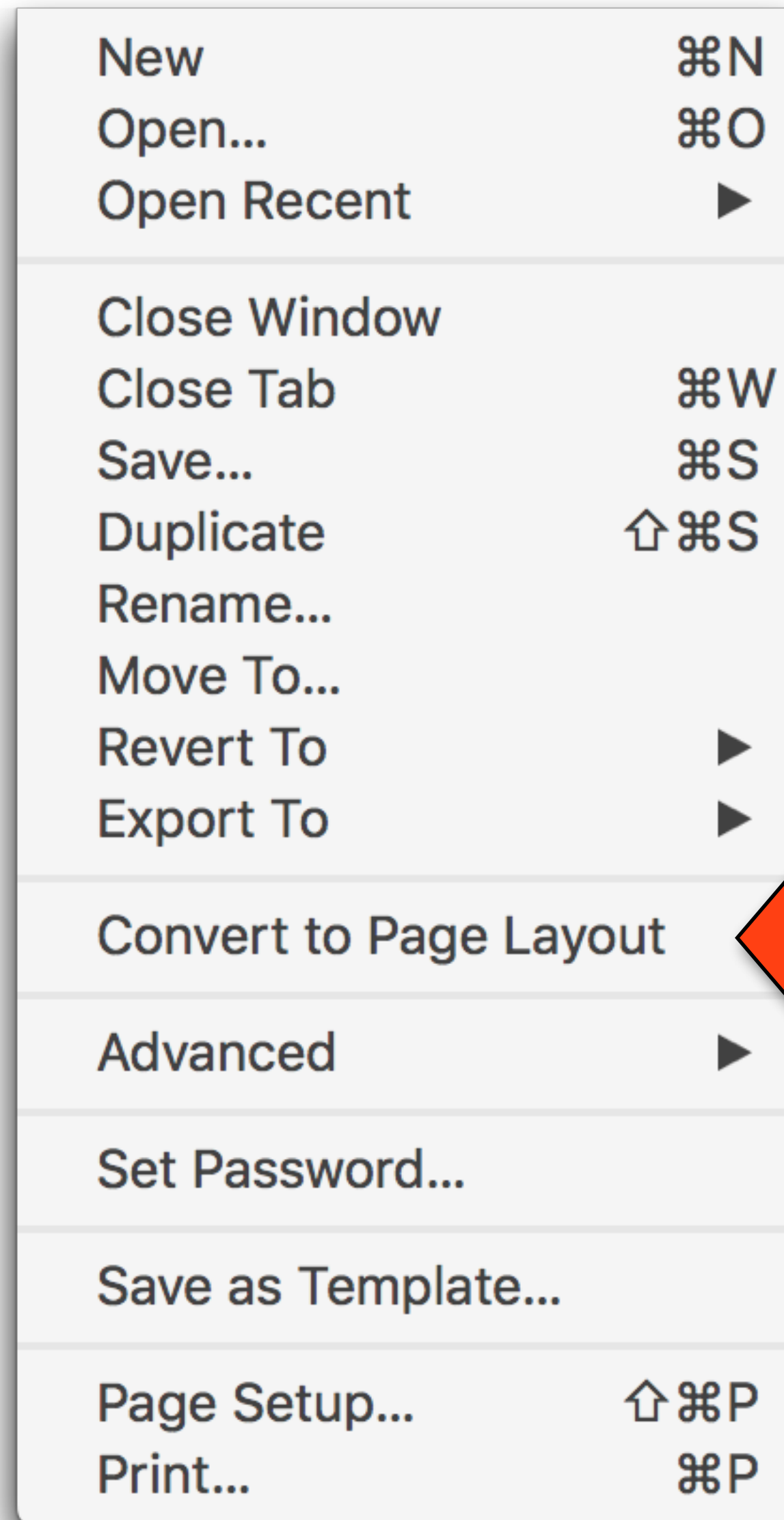
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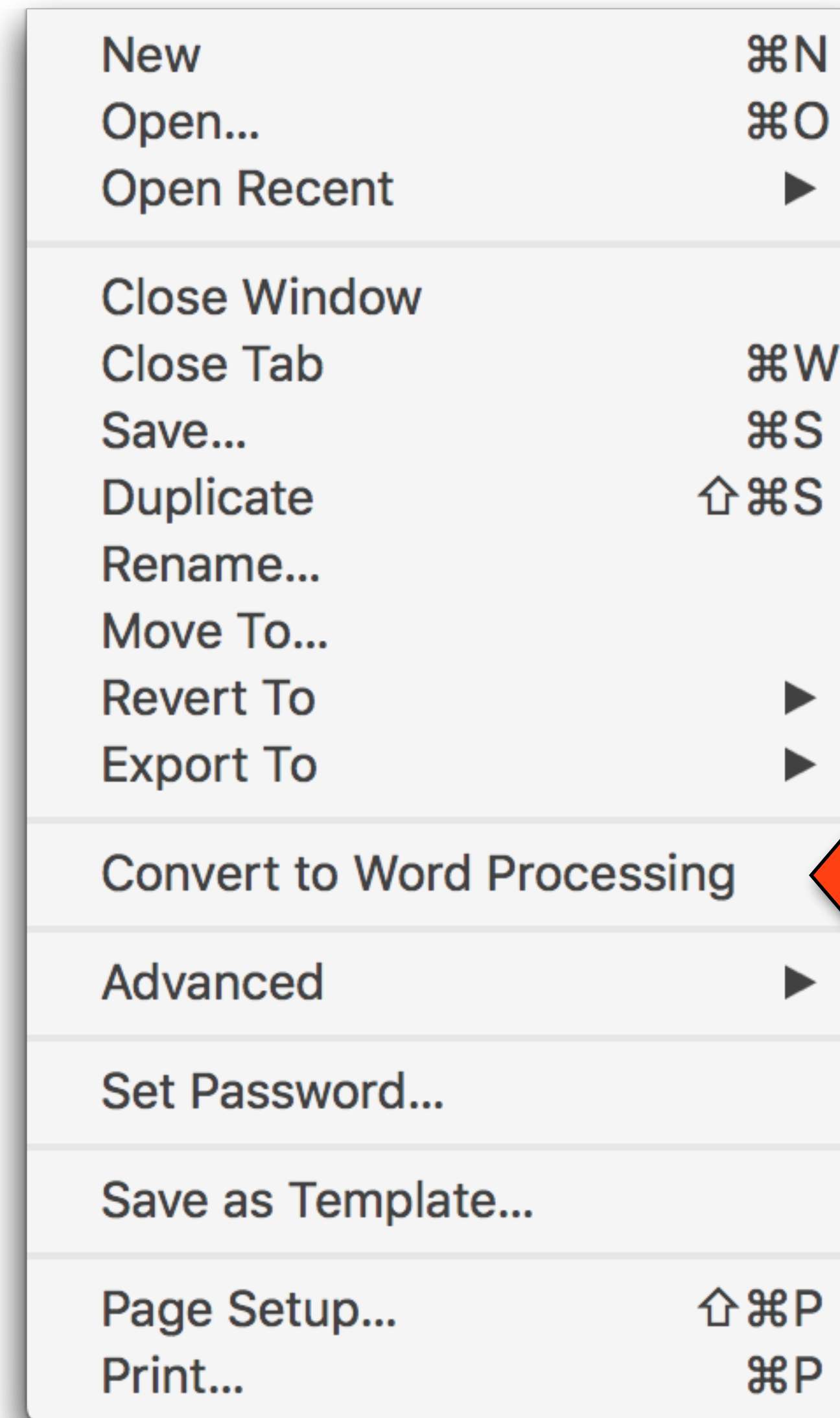
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Word Processing



Page Layout

Pages: Text Box Links



- In Page Layout documents, it's typical to have several text boxes
- A “new” feature is the ability to link multiple text boxes and have the text automatically flow from one box to another
- (Actually, this feature used to be in Pages but was removed during a major upgrade and now returns)
- You typically see this behavior in newspapers or magazines where you start reading an article on one page and then have to go to another page to continue

Text Flow

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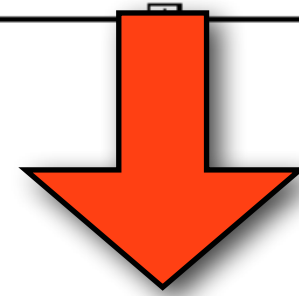
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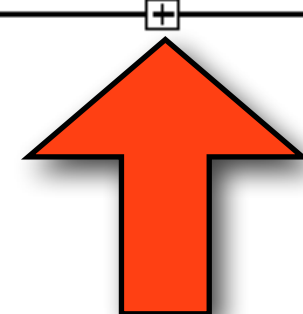
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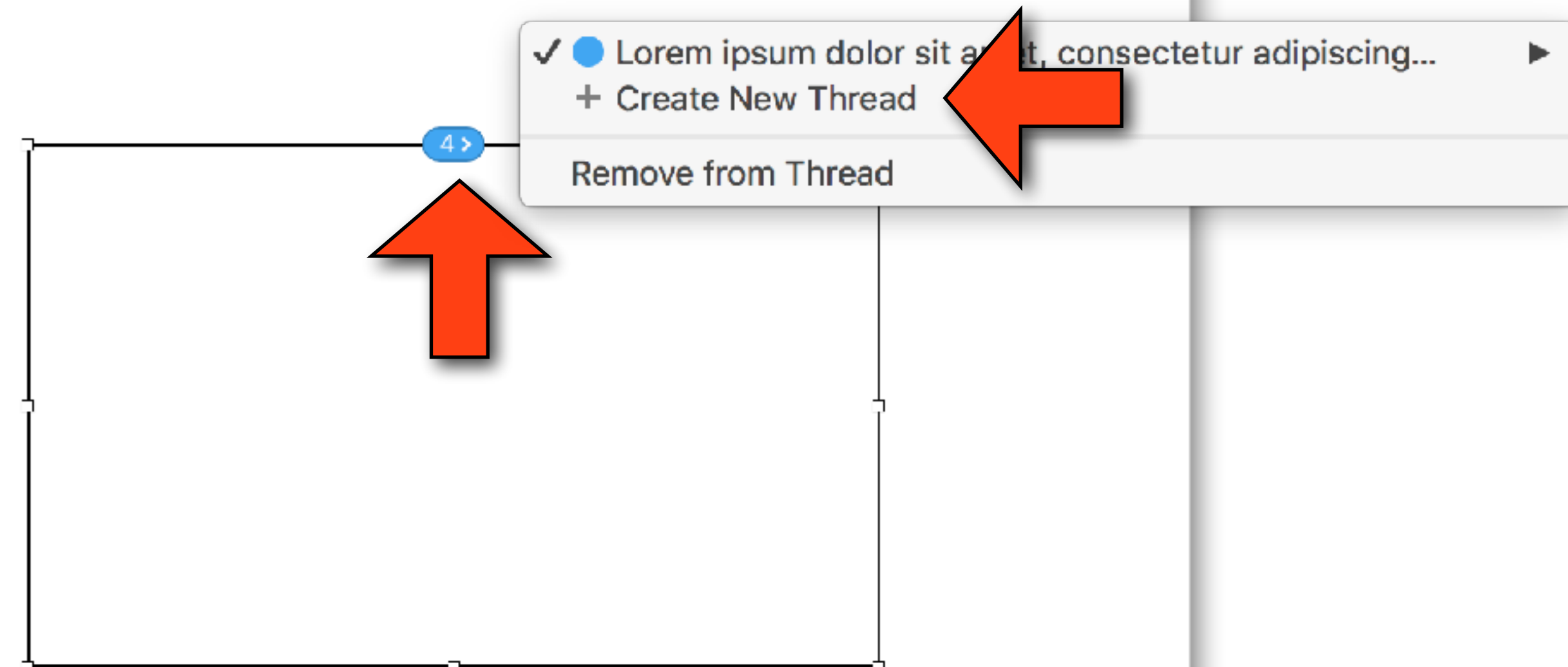


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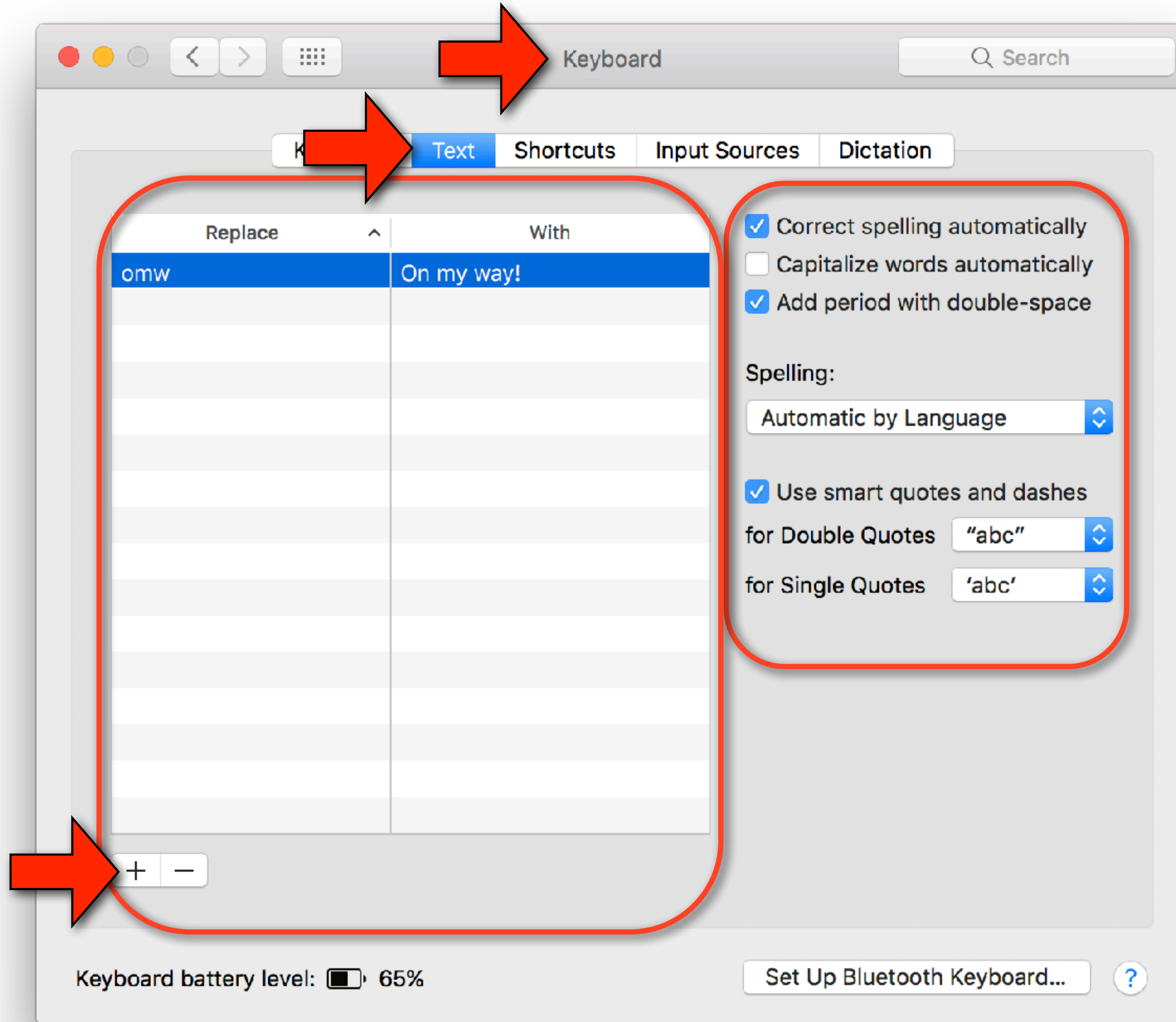
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System Text Preferences



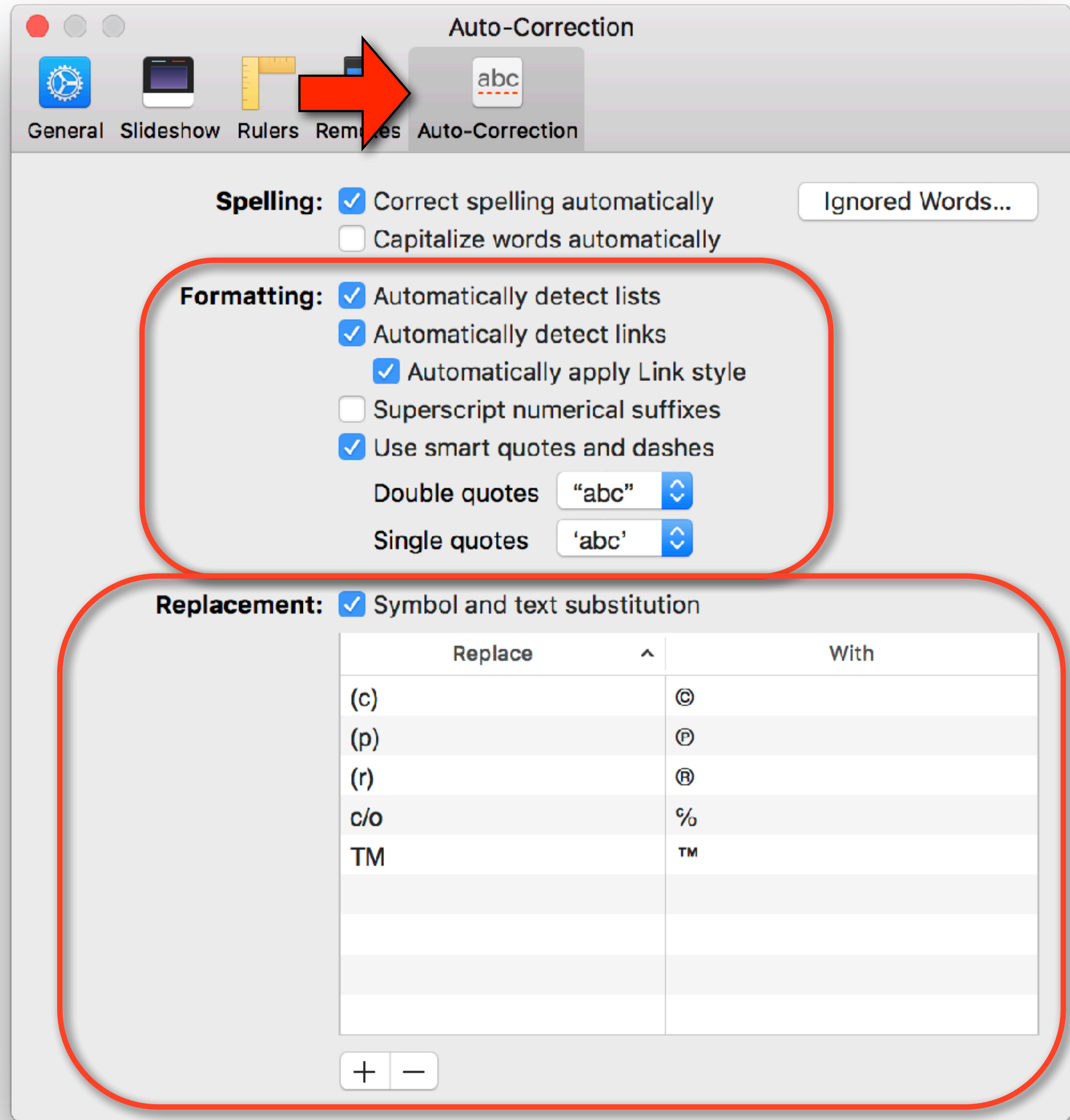
- If you go to System Preferences on the Mac and open Keyboard Preferences, the text section has options to:
 - Correct spelling automatically
 - Capitalize words automatically
 - Add periods with a double space
 - Use Smart Quotes
 - Or use Text Replacement



iWorks AutoCorrect



- Now each of the iWorks programs have their own auto correction/text preferences which include:
 - Detecting lists
 - Detecting links and Applying link styles
 - Applying superscript to number suffixes
 - Smart quotes
 - Text Replacement



iWorks List Detection



- iWorks programs can now detect when you're typing a list and format the list automatically
- In your document, place your cursor where you want the list to begin
- Type a dash, a bullet (Option-8), or a letter or a number followed by a period and a space
- Type the first item in your list, then press Return
- Every subsequent item in the list automatically begins with the same character. Numbers and letters are incremented accordingly

iWorks List Detection

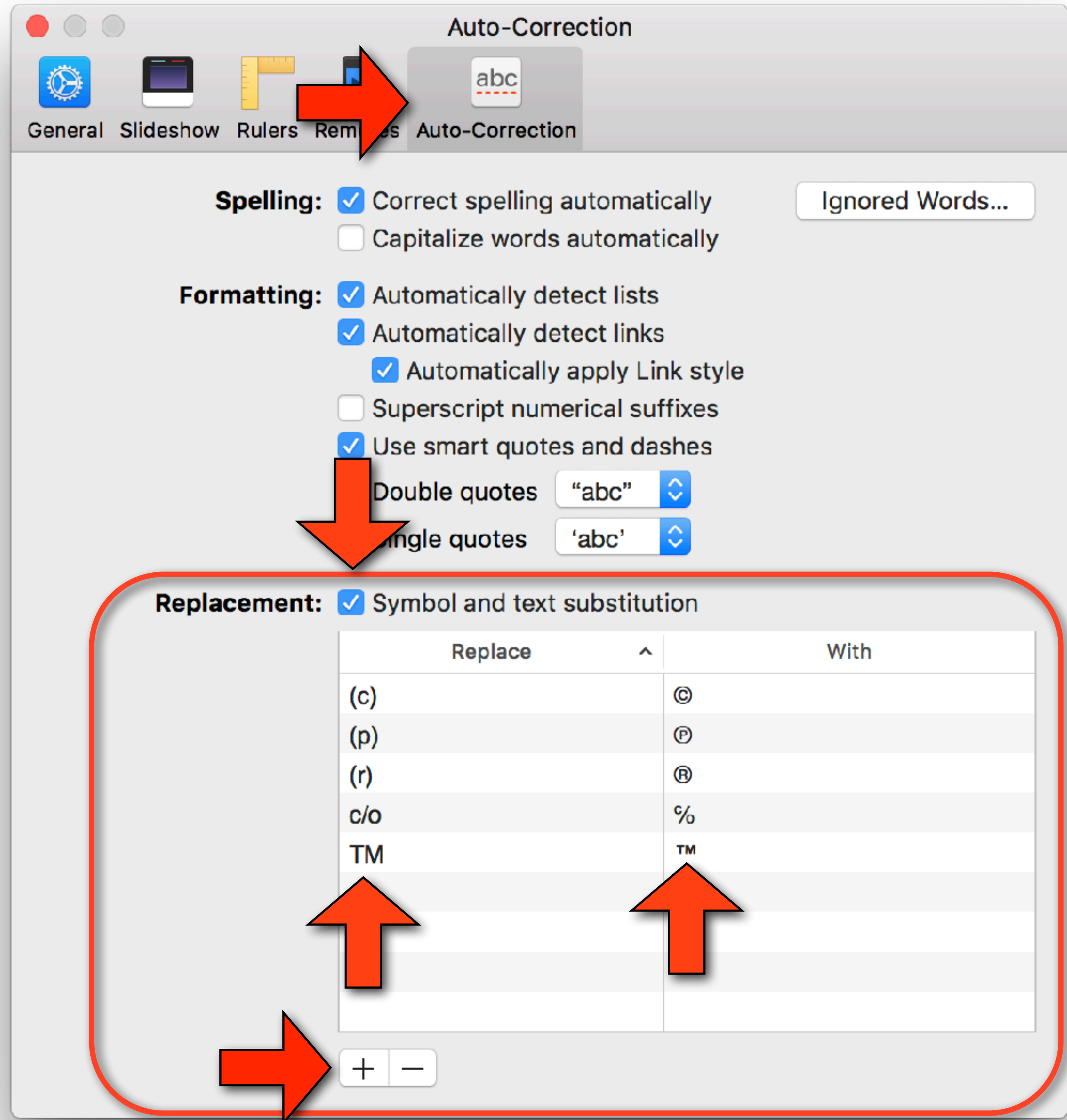


- To change the indent level (hierarchy) of an item in the list, click in the item, then do one of the following:
 - Press Tab to move the item to the right
 - Press Shift-Tab to move the item to the left
- To end the list, press Return twice
- Note: The current method of using the bullets and lists option in the text formatting pane still works

iWorks AutoCorrect

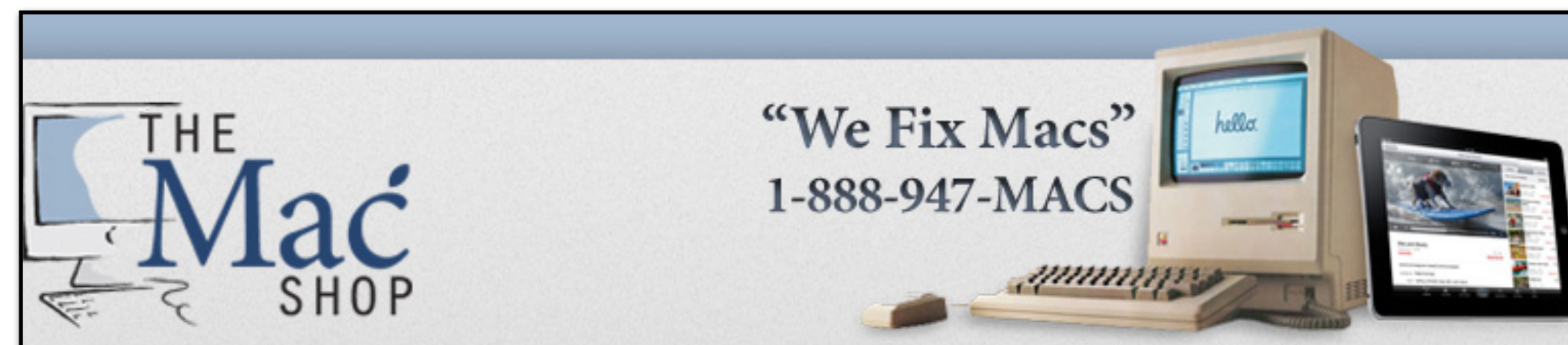


- Each iWorks program can also have their own text replacement options if you wish
- Open preferences and go to the auto-correction tab. In the Replacement section, make sure the “Symbol and text substitution” box is selected
- Under Replace, enter the text you want to use to prompt the replacement (for example, “(c)”)
- Under With, enter what you want the app to change the text to (for example, “©”)



The Mac Shop

- The Mac Shop is a great place if you need hardware upgrades or repairs
- The Mac Shop is a small privately owned shop in Trolley Square
- Jean Paul the owner is very knowledgeable and will do hardware upgrades (memory, hard drives) for you at a very reasonable price
- Note: Some machines can not be upgraded so call ahead





“We Fix Macs”
1-888-947-MACS



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Contact Us

The Mac Shop Inc.

1-888-947-MACS Tel.

1-888-947-6627 Fax

Hours:

Tuesday - Friday: 11:00 am to 7:00 pm

Saturday : 10:00 am to 4:00pm

Sunday & Monday by Appointment

info@demacshop.com

Please feel free to call us at 1-888-947-MACS with any Mac related questions you may have and we will do our best to assist you with any technical problem you may be facing, or email us at info@demacshop.com with a brief description of your problem and we will have a response for you within 24 hours.

21a Trolley Square, Wilmington, DE 19806



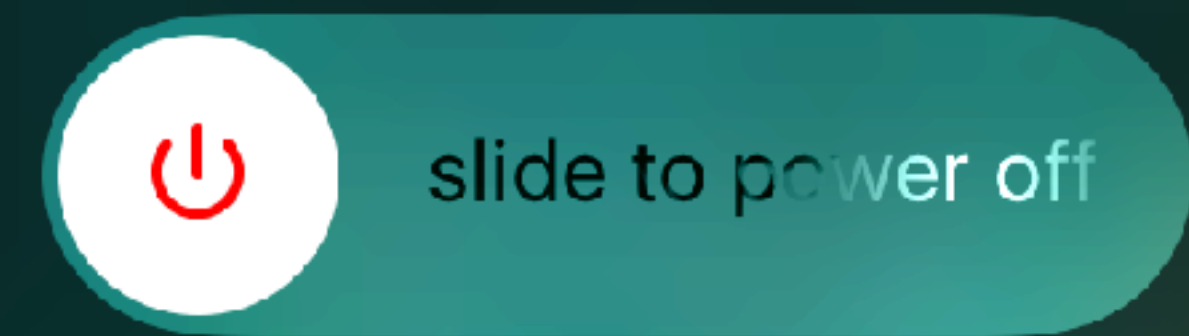
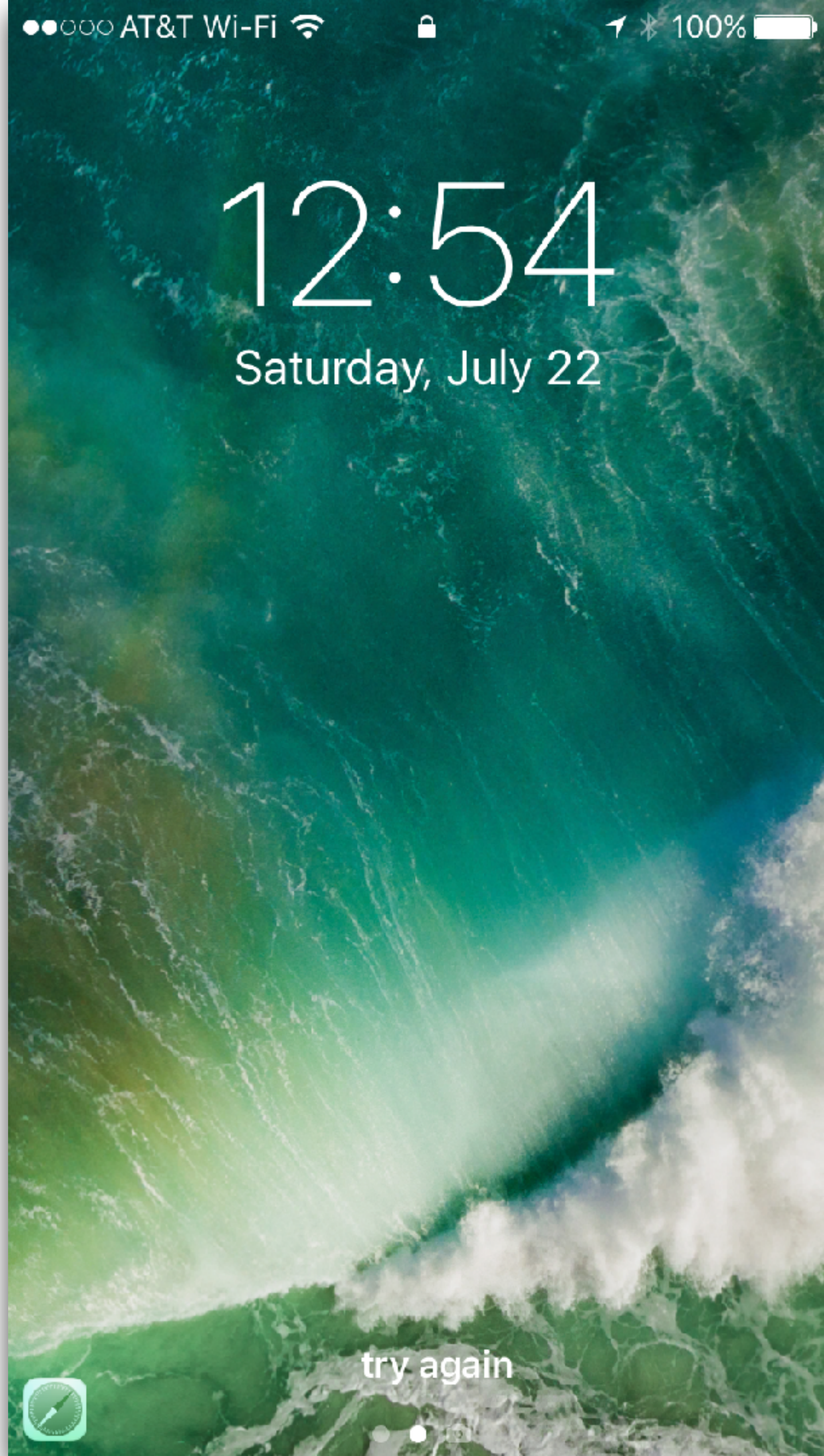
Question

- What do I do if my iPhone or iPad suddenly stops responding?

Restarting iOS



- When an iOS device refuses to behave properly, a good course of action is to restart (reboot) the device by:
 - Pressing and holding the Sleep/Wake button until the slider appears
 - Then drag the slider to turn your device completely off
- After the device turns off, wait a couple of minutes, then press and hold the Sleep/Wake button again until you see the Apple logo



Cancel

Restarting iOS



- If this doesn't work, you can force restart your iOS device
 - On an iPhone 7 or 7+: Press and hold both the Sleep/Wake and Volume Down buttons for at least ten seconds, until you see the Apple logo
 - On an iPhone 6s and earlier, iPad, or iPod touch: Press and hold both the Sleep/Wake and Home buttons for at least ten seconds, until you see the Apple logo
- The Apple Logo tells you your device is rebooting

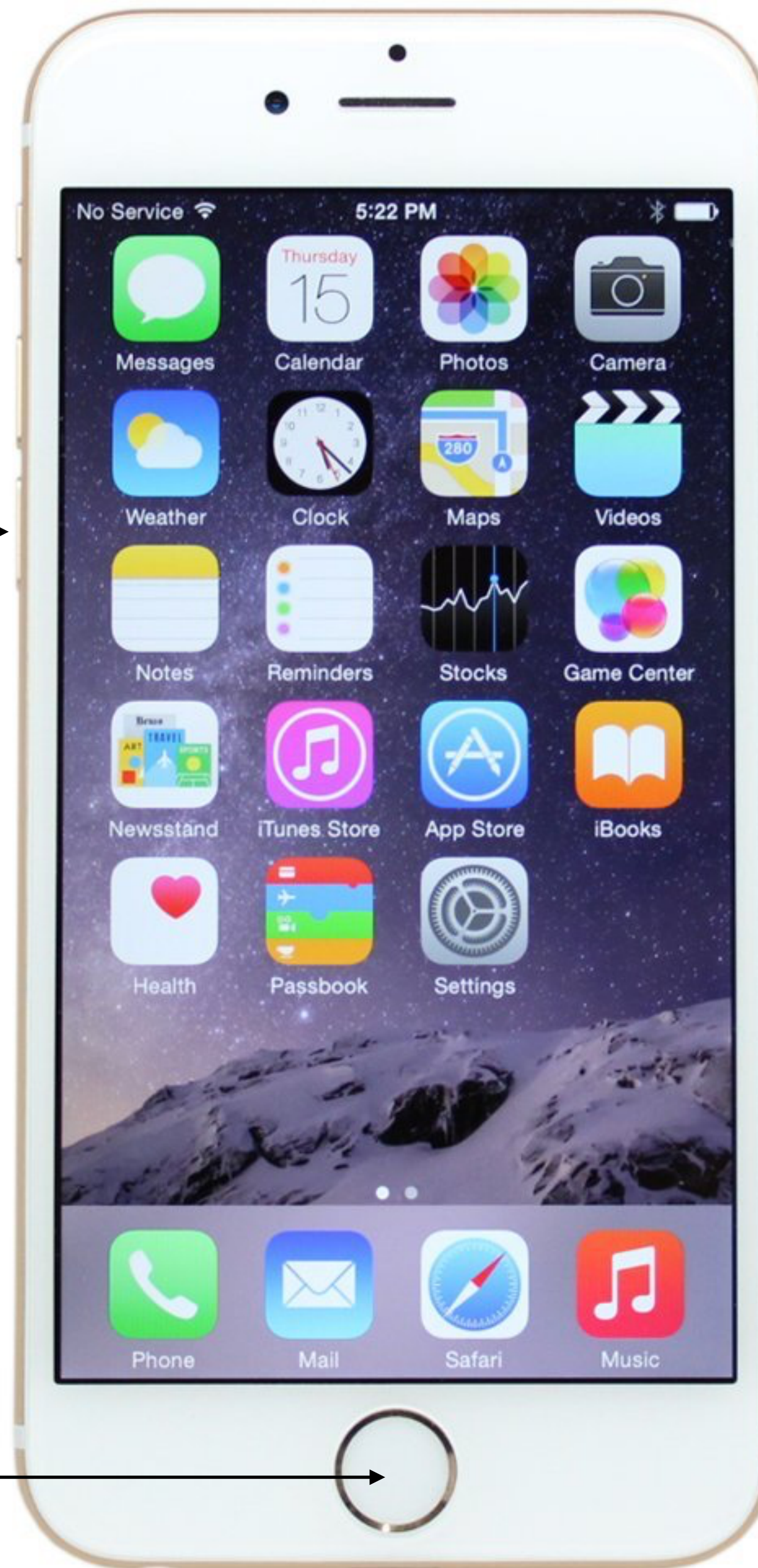
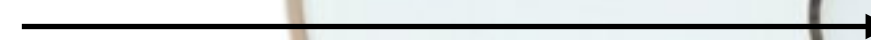
Volume Down



On/Off
Sleep/Wake



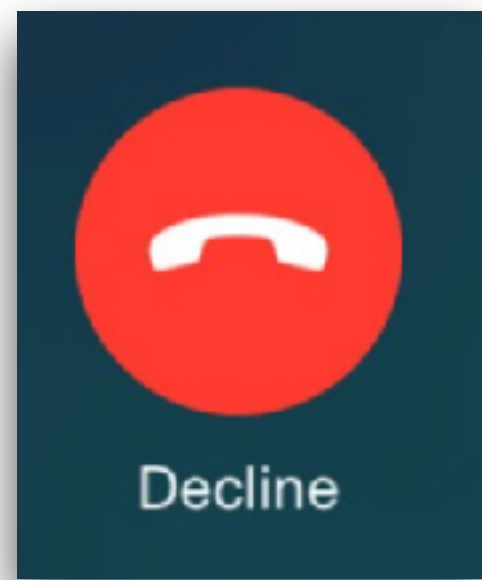
Home Button



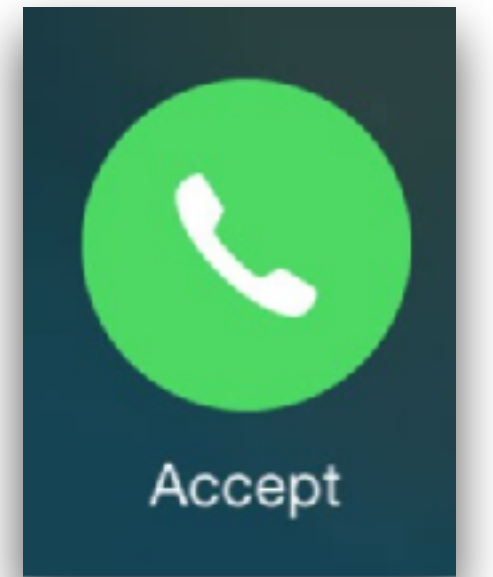


Question

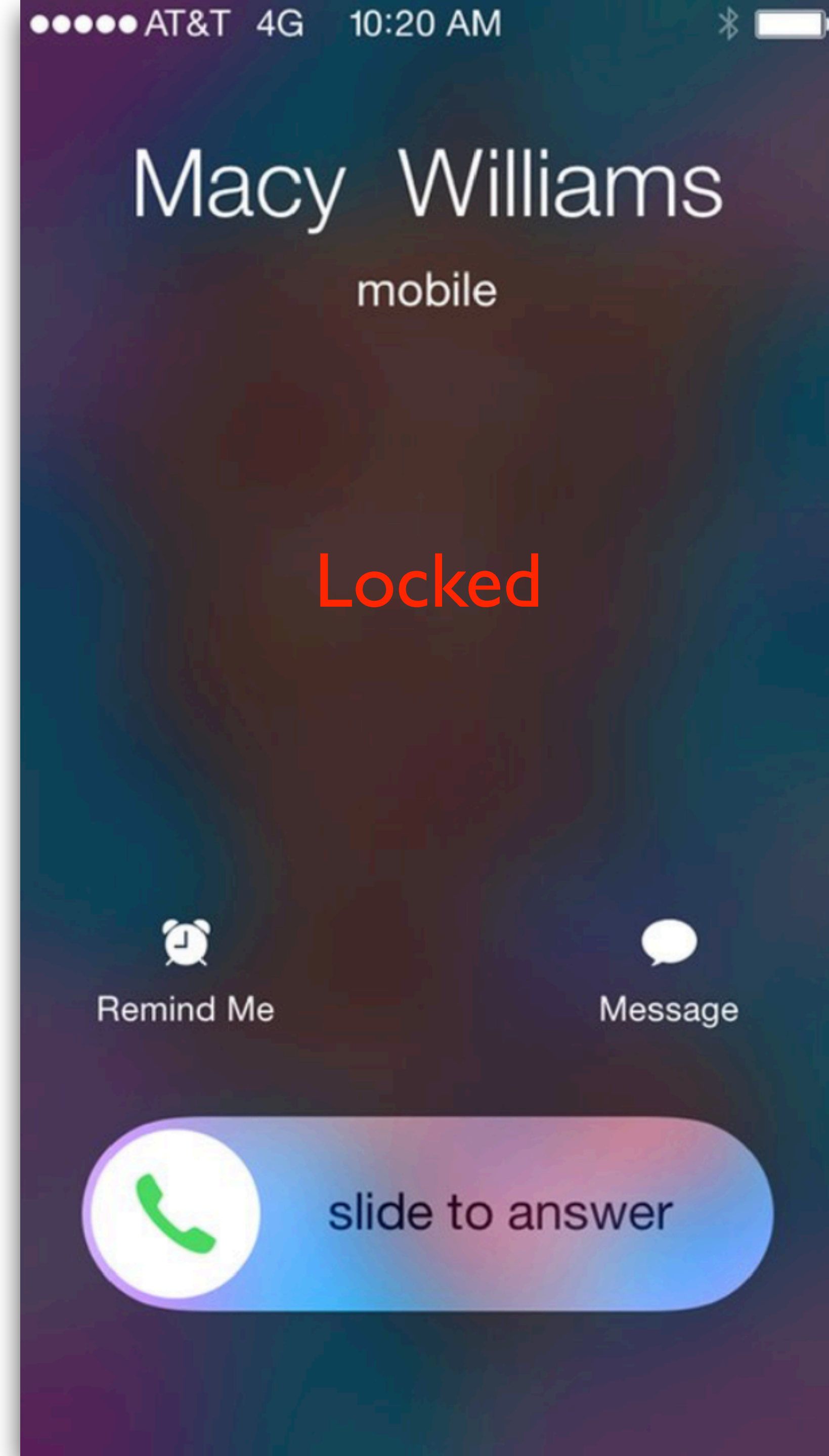
- How do I decline an unwanted incoming call when the screen on my iPhone is locked?

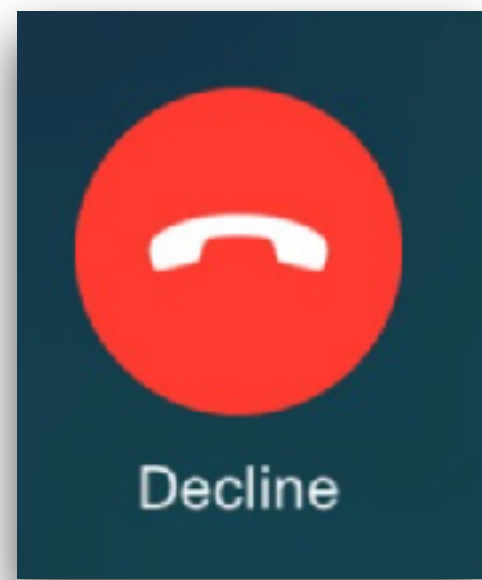


Declining a Phone Call

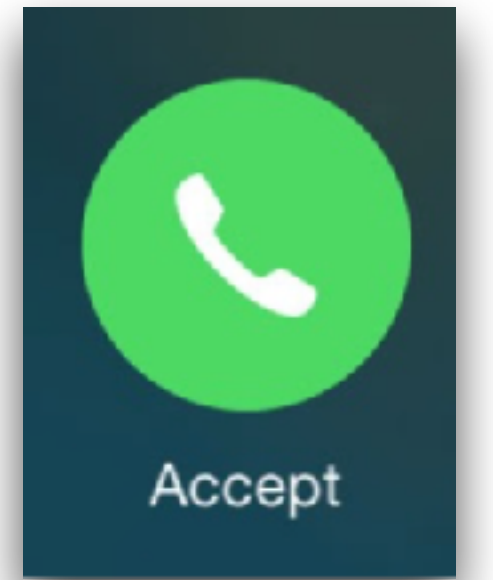


- If your iPhone is unlocked, then you get a screen that allows you to Accept or Decline a call
- However if your iPhone is locked when you get a call, you only get an option to Slide to Answer
- I never understood why Apple didn't make these screen identical

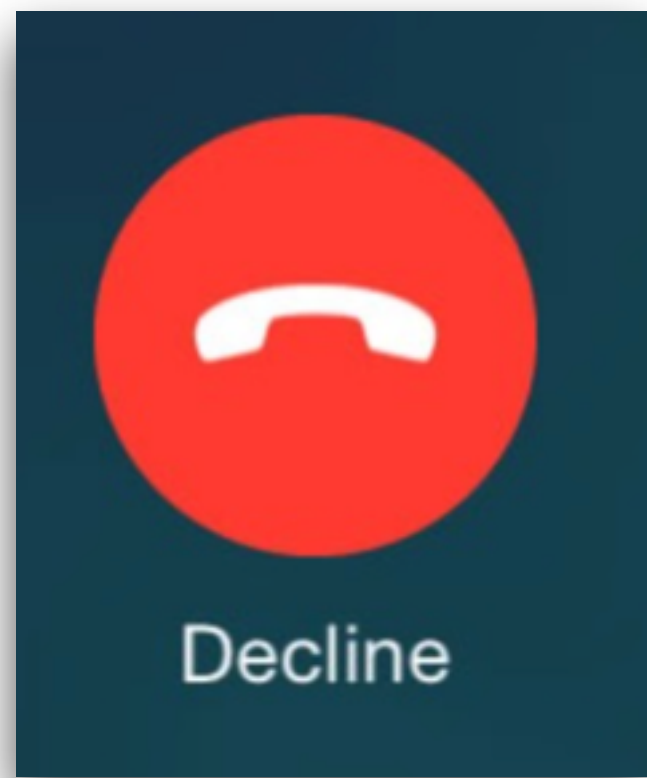




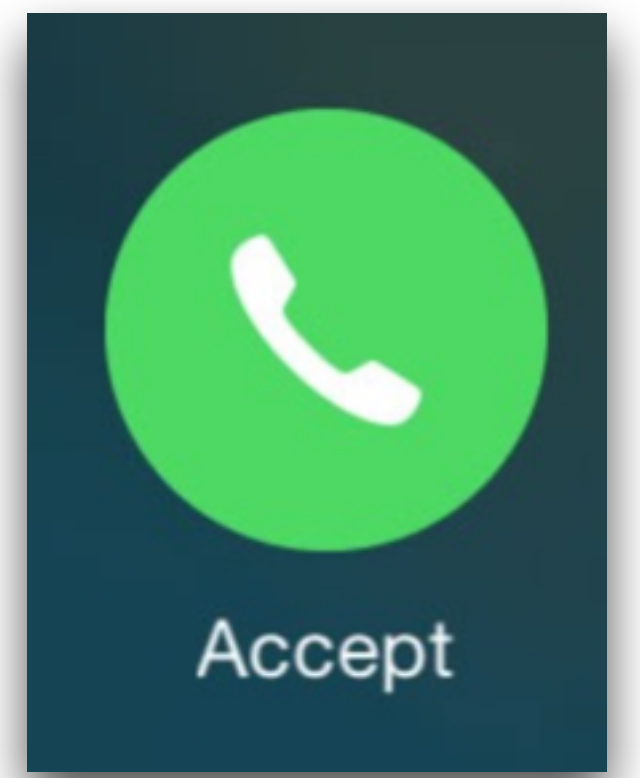
Declining a Phone Call



- There are two ways to do it, depending on how you want to decline the call
- They both use the sleep/wake button, which is either on the side of your phone or on the top depending on the model
- If you press this once, the call is silenced
- The caller will still hear the rings and will go to your voicemail at the normal time



Declining a Phone Call



- The second is to press the sleep/wake button twice quickly
- This immediately declines the call, and the caller is sent to voicemail right away
- Why would you want to do the first and not the second?
- With the first, you are not giving away the fact that you are taking an action
- The caller gets the same response as if you were out of the room and your phone was ringing with no one to answer it

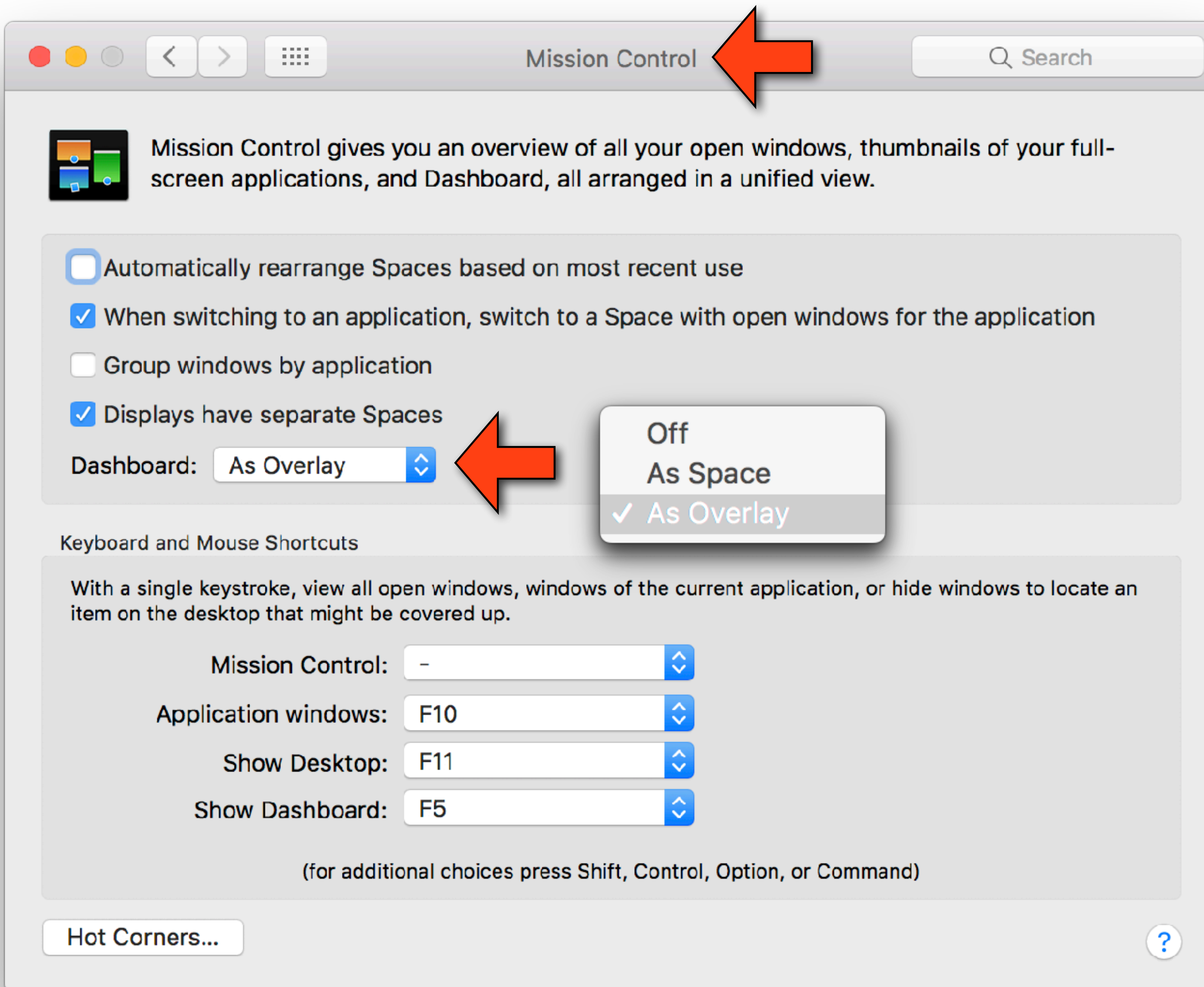
Dashboard



Dashboard



- Dashboard is a collection of small programs, called “widgets,” that let you quickly let you do things like: check stock prices, find weather information, check a calendar, etc...
- To use Dashboard:
 1. Apple menu > System Preferences, then click Mission Control
 2. From the Dashboard pop-up menu, choose As Space or As Overlay
- As Space: Dashboard appears in a separate space in mission control
- As Overlay: Dashboard appears over your current desktop





Dashboard



Desktop 1



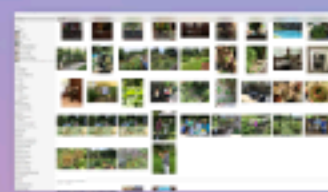
Desktop 2



Finder



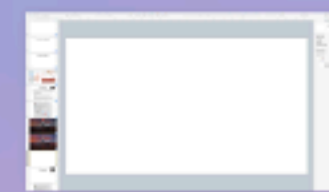
Mail



Photos



Safari



Keynote



Pages



Space

No Available Windows



Space

11:07°
Hockessin
L: 70°

80°

TUE	WED	THU	FRI	SAT	SUN
87°	90°	91°	91°	90°	90°

PM

PHILADELPHIA

Tuesday

18

July 2017

S	M	T	W	T	F	S
26	28	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Contacts Search

Search

CPU
User: 2%
System: 2%
Nice: 0%
Idle: 98%

MEMORY
Used: 2.14GB
Active: 6.85GB
Inactive: 2.11GB
Free: 3.19GB
Swap: 14GB/1.0GB
Page Ins: 6.4MB
Page Outs: 36,284

DISKS
Macintosh HD
0: 679.0GB
F: 144.1GB
Time Machine 2
0: 678.0GB
F: 3.32TB

NETWORK
Wi-Fi - en1
10.0.1.119
In: 348.5 (8.33GB)
Out: 0.0 (1.21GB)
Ext: Updating...

TEMPS
APPLE HDD: 95°
Ambient: 47°
CPU: 94°
CPU Diode: 92°
Mem Bank A1: 90°
Mem Bank A2: 85°
Mem Bank A3: 85°
Mem Bank A4: 85°

FANS
Main: 1207rpm

UPTIME
Uptime: 6d 21h 19m
Processes: 334
Load Average: 1.81, 1.73, 1.63

PROCESSES

Overlay

H: 87°
Hockessin
L: 70°

80°

TUE WED THU FRI SAT SUN

87° 90° 91° 91° 90° 90°



Tuesday

18

July 2017

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Name

Contacts Search

Search

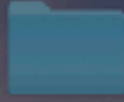
CPU User: 0% System: 1% Nice: 0% Idle: 99%	MEMORY Wired: 2.13Gb Active: 6.50Gb Inactive: 2.37Gb Free: 3.56Gb Swap: 146mb/1.0Gb Page In: 6.4mb Page Out: 36.784	DISKS Macintosh HD U: 678.8Gb F: 1.41Tb Time Machine 2 U: 678.0Gb F: 3.32Tb	NETWORK Wi-Fi - en1 10.0.1.119 In: 2kb/s (8.33Gb) Out: 0kb/s (1.18Gb) Ext: Updating...	TEMPS APPLE HDD: 85° Ambient: 47° GPU: 94° CPU Diode: 90° Mem Bank A1: 85° Mem Bank A2: 85° Mem Bank A3: 85° Mem Bank A4: 85°	FANS Main: 1202rpm	UPTIME Uptime: 6d 21h 16m Processes: 334 Load Average: L74, L67, L59	PROCESSES
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Apple Users Group
June 2017



Dance Videos
16 Items



Music
9 Items



The best Wi-Fi mesh
networking...people.pdf



map

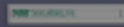


image001.jpg
286 x 24



GetDoc.pdf



M&Y Form.pdf



How To Grill
Peaches.pdf

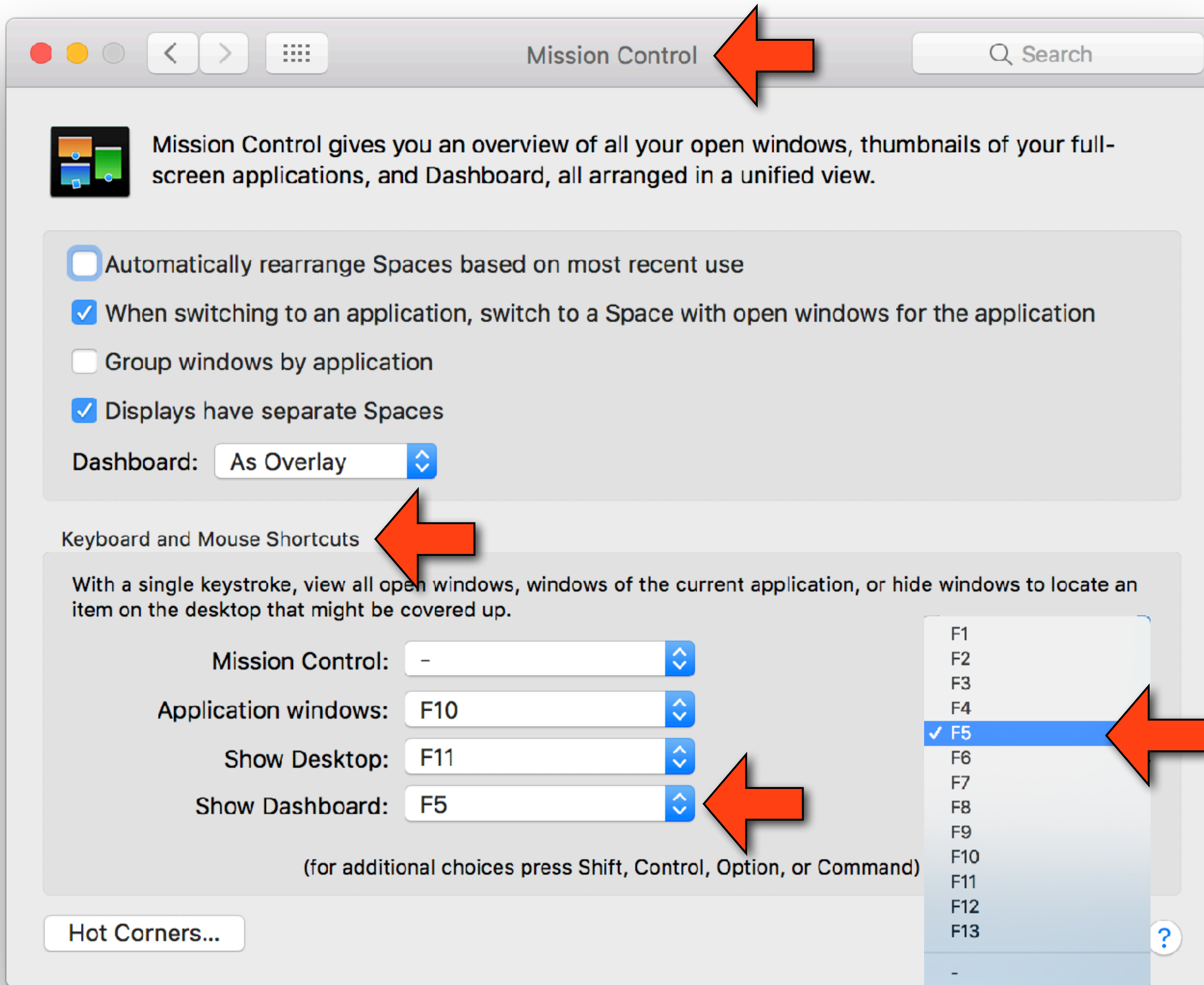


Text Flow Test
643 KB

Dashboard



- You can set a shortcut key to invoke Dashboard
 1. Choose Apple menu > System Preferences, then click Mission Control
 2. In keyboard and mouse shortcut section, click the show dashboard pop-up menu and select the shortcut key you wish to use
- By default, the short cut key is F12



Dashboard



- To select which widgets you see in Dashboard
 - Open Dashboard, click the Add button in the lower-left corner of the screen, then click the widget you wish to add
 - To organize widgets, drag them where you want them
 - To remove a widget in Dashboard: click the remove button in the lower-left corner of the screen, then click the close button of the widget you want to stop seeing
- If you don't see a close button, press the Option key, then move your cursor over the widget

H: 87°
Hockessin
L: 70°

82°

TUE	WED	THU	FRI	SAT	SUN
87°	90°	91°	91°	90°	90°



Tuesday

18

July 2017

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Contacts Search

Search

CPU	MEMORY	DISKS	NETWORK	TEMPS	FANS	UPTIME	PROCESSES
User: 0% System: 1% Nice: 0% Idle: 99%	Wired: 2.16Gb Active: 2.97Gb Inactive: 2.45Gb Free: 2.01Gb Swap: 148mb / 1.0Gb Page Ins: 6.4mb Page Outs: 36,784	Macintosh HD 11.67% free F: 1.34Tb Time Machine 2 U: 878.0Gb F: 3.32Tb	Wi-Fi - en1 10.0.1.119 In: 4Kb/s (8.34Gb) Out: 0Gb/s (1.26Gb) Ext: Updating...	APPLE HDD ... 95° Ambient 45° CPU 92° CPU Diode 90° Mem Bank A1 88° Mem Bank A2 83° Mem Bank A3 83° Mem Bank A4 83°	Main 1202rpm	Uptime 6d 21h 39m Processes 337 Load Average 1.98, 1.55, 1.49	



Search



Calculator



Calendar



Contacts



Dictionary



Flight Tracker



Movies



Stickies



Stocks



Tile Game



Translation



Unit Converter



Weather



Web Clip



World Clock



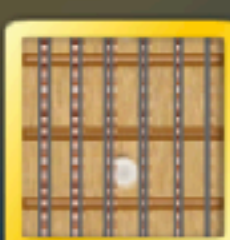
Apple Events



Canto Pod



Delicious Library



GuitarChords



iStat nano



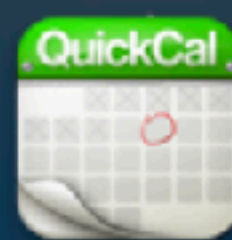
iStat Pro



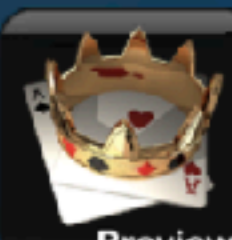
Mac Tips and Tricks



mLyrics



Quick Cal



Preview Solitaire



The Weather Channel



Time Machine Buddy




More Widgets...

Dashboard Widgets

Amazing widgets for your Mac OS X Dashboard.



Widget Browser

Category	Widget	Info
Blogs & Forums (157)	10key Timer	 Binary Watch Freeware Download 82K A Binary Watch widget for your Dashboard.
Business (85)	1RM	
Calculate & Convert (118)	3-2-1	
Developer (64)	A Basic Scientific Calculator	
Email & Messaging (38)	A Body Mass Index Calculator	
Food (35)	A-NO-NE DAW Disk Space Calc	
Games (89)	A-NO-NE Wave Length Calc	
Information (49)	Adult Body Mass Indicator	
International (234)	Advanced Scientific Calculator	
Just For Fun (100)	Audiectric Calculator	
Movies & TV (62)	Audiocon	
Music (84)	BC Calc	
Networking & Security (54)	beRuler	
News (107)	Binary Watch	
Radio & Podcasts (81)	Bit Rate Calculator	
Reference (108)	BVI Calculator	
Search (72)	Calc Board	
Shopping (90)	Calculate	



Categories

- Blogs & Forums (157)**
Post to your blog and stay up to minute with favorite feeds and discussions.
- Business (85)**
Get organized with widgets for everything from Main St. to Wall St.
- Calculate & Convert (118)**
Measure twice, cut once. These widgets keep your calculations on the money.
- Developer (64)**
You're in command with widgets that speed up development tasks.
- Email & Messaging (38)**
Track your email, find buddies, and send text messages to mobile networks.
- Food (35)**
Discover local restaurants and mouth-watering recipes from your Dashboard.
- Games (89)**
You should be working, but these widgets are sure to tear you away.
- Information (49)**
Know it all with widgets for weather, tides, astronomy and more.
- International (234)**
Search Australia or Austria with this worldwide collection of widgets.
- Just For Fun (100)**
Fun widgets to brighten up your Dashboard.
- Movies & TV (62)**
What's on? Look up TV listings, track hot movies, and show up on time.
- Music (84)**
These widgets will have you singing, dancing, and tuning your iTunes.
- Networking & Security (54)**
Manage and protect your wired world from your Dashboard.
- News (107)**
Track the latest feeds from news agencies near and far.
- Radio & Podcasts (81)**
Listen to live audio streams while you work or play.
- Reference (108)**
From the essential to the esoteric, these widgets can ask anything.
- Search (72)**
Leave no stone unturned with quick and powerful search widgets.
- Shopping (90)**
Find deals, track orders and shop from your Dashboard.
- Sports (102)**
Follow your favorite teams with widgets for scores, stats and TV time.
- Status (97)**
No worries — monitor everything from disk space to battery status.
- Transportation (37)**
Get out the door on time with widgets for traffic, trains and timetables.
- Travel (43)**
Plan your next trip with interactive maps and panoramic photos.
- Webcams (35)**
Visit the world through the eyes of these webcam widgets.

Apple is providing links to these applications as a courtesy, and makes no representations regarding the applications or any information related thereto. Any questions, complaints or claims regarding the applications must be directed to the appropriate software vendor.

My Dashboard



- I prefer “as overlay” as it doesn’t disrupt whatever I’m doing
- Widgets I use the most are the calendar, weather, and clock
- Other widgets I have are contacts, dictionary, iStat pro, iStat nano
- I use the F5 key as my shortcut key. Why? It was the first function key that was not being used on my new keyboard



Ordering a New Device



Ordering a new Apple Device



- As I discussed at the last meeting, it's a good time to buy a Mac or iPad, and many of you are planning to buy a new iPhone this fall
- So, how do you configure your new device?
- Your choices will be color, display size, CPU, memory, storage, and storage type
- Since color and display size are primarily personal preferences, I'll focus on the technical choices

CPU



- I don't personally worry about the CPU
- Today, most casual users do not tax the CPU, and I feel any CPU Apple offers is adequate
- Instead, I worry about the other choices and then accept the CPU that comes with the other choices
- Exceptions are people who do tasks like producing videos, heavy photographic editing, gamers, ...
- If you are one of these people, you probably do not need my advice

Memory



- On the iPhone and iPad, you do not have a purchasing choice on memory - it's not even listed in the specs
- On the Mac, you need at least 8GB, and with the exception of the Mac Mini, all Macs come with a least 8GB
- Memory has a big impact on performance, especially if you keep multiple programs open at the same time
- While 8GB is probable good enough for most people today, I like 16GB as a hedge for performance down the road
- It also depends on if the memory is upgradable or not

Storage Size



- You want adequate storage for your apps and data now and in the future
- If you have a device today, a good place to start is to see how much storage you are currently using
- You will add more apps and probably photos, so give yourself some room. I like a new device to not exceed 50% of available storage
- On an iPhone or iPad, the minimum storage is 32GB. I would personally spend more and go with at least 64GB or even 128GB

Storage Size



- On a Mac, it depends completely on what you do
- If you just surf the web, and read mail, the minimum storage options are probably fine
- However, if you have a big photo library, download videos/movies, or have other hobbies that take a lot of storage, don't short yourself
- Again, look at your current computer and project your storage needs and try to stay below 50% utilization on a new device

Storage Type



- There are two types of storage: Solid State Drives (SSD), and rotating hard drives (HD)
- SSDs are very fast and expensive, HDs are slower but cheaper
- On some Macs, you have a third option - a Fusion Drive which combines a smaller SSD with larger HD
- Fusion drives gives you speeds faster than a HD and costs less than a SSD

Storage Type



- Regardless of the type, the larger the drive the more it costs
- iPads and iPhones only have solid state drives, so no decision here
- If your storage size needs is modest, go with a SSD. You will definitely see a noticeable speed increase
- If you need a lot of storage consider a Fusion Drive

Other Considerations



- Think about how long you want to keep your new device
- It wasn't that long ago that an iOS device was perfectly fine with 16GB. Today that is way too small
- If you trade in your device every year or two, you can configure your device much closer to the vest
- If you plan to keep your device a long time, then it's important to configure your device so it'll perform until you are ready to trade it in

Alexa Updates



Alexa Update



- I bought another Echo (refurbished) for \$80 just before Prime Day (normally \$180)
- I now have 3 Echo's, 1 Tap, and 1 Dot, which covers most of the rooms I spend time in each day
- Fun item to try: “Alexa, sing a barbershop quartet”
- You can now name your timers. This makes it very handy when you are using multiple timers in the kitchen. For example:
 - Alexa, set egg timer for 2 minutes
 - After 2 minutes, Alexa alarms and says: “Your egg timer is done”

Alexa Calling and Messaging



- With the Alexa app on the iPhone, you can set up Calling and Messaging by hitting the conversation icon and following directions
- This allows you to call or message anyone with a supported Echo device or the Alexa App on their smart phone for free
- You need an Amazon account, the Alexa app installed on your iPhone, and a cell phone number

Alexa Calling and Messaging



- It uses your contact information and finds which of your contacts have an Echo with calling enabled
- You can block anyone you wish from using this feature
- This works on the Echo, Echo Show, and Echo Dot. It does not work on the Echo Tap
- The call will go to your iPhone as well, and you can take the call thru the Alexa app

Alexa Calling and Messaging



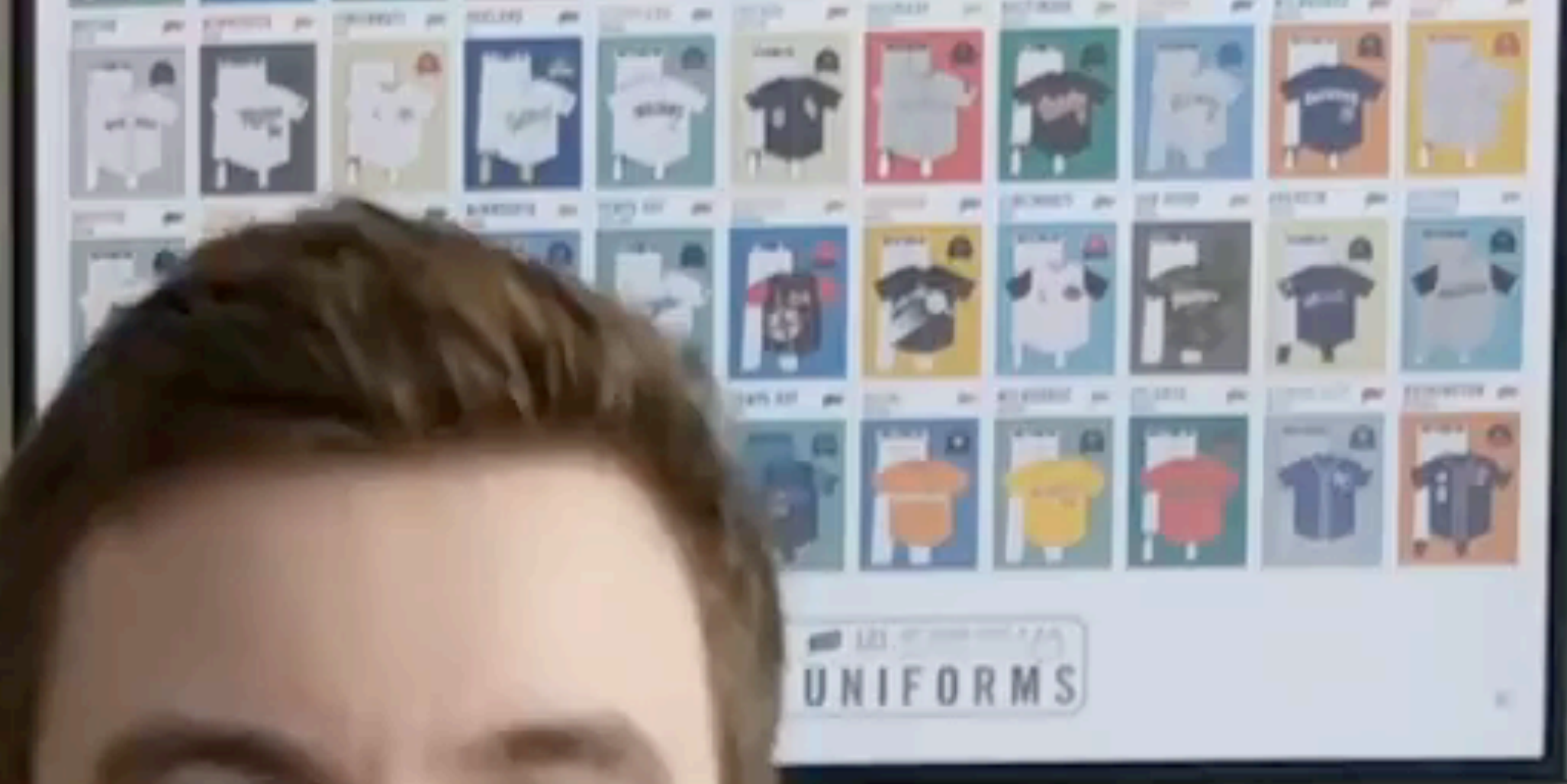
- You can now leave a message for someone by:
 - “Alexa, leave a message for Peg Irish”
 - Alexa responds: “What’s the message?” (give a voice message)
 - Alexa responds: Sending message to Peg Irish from Doug Irish
 - When done, the light ring turns yellow so you know a message is waiting
 - To get your message: “Alexa, get my message”

Alexa Calling and Messaging



- Calling allows you to use your Alexa devices as an home intercom
 - “Alexa, call home”
 - All echos will ring and the light ring will turn green
 - “Alexa, Answer”
 - This now sets up a call between the calling device and the one you answered on
 - When finished just say: “Alexa, hang up”

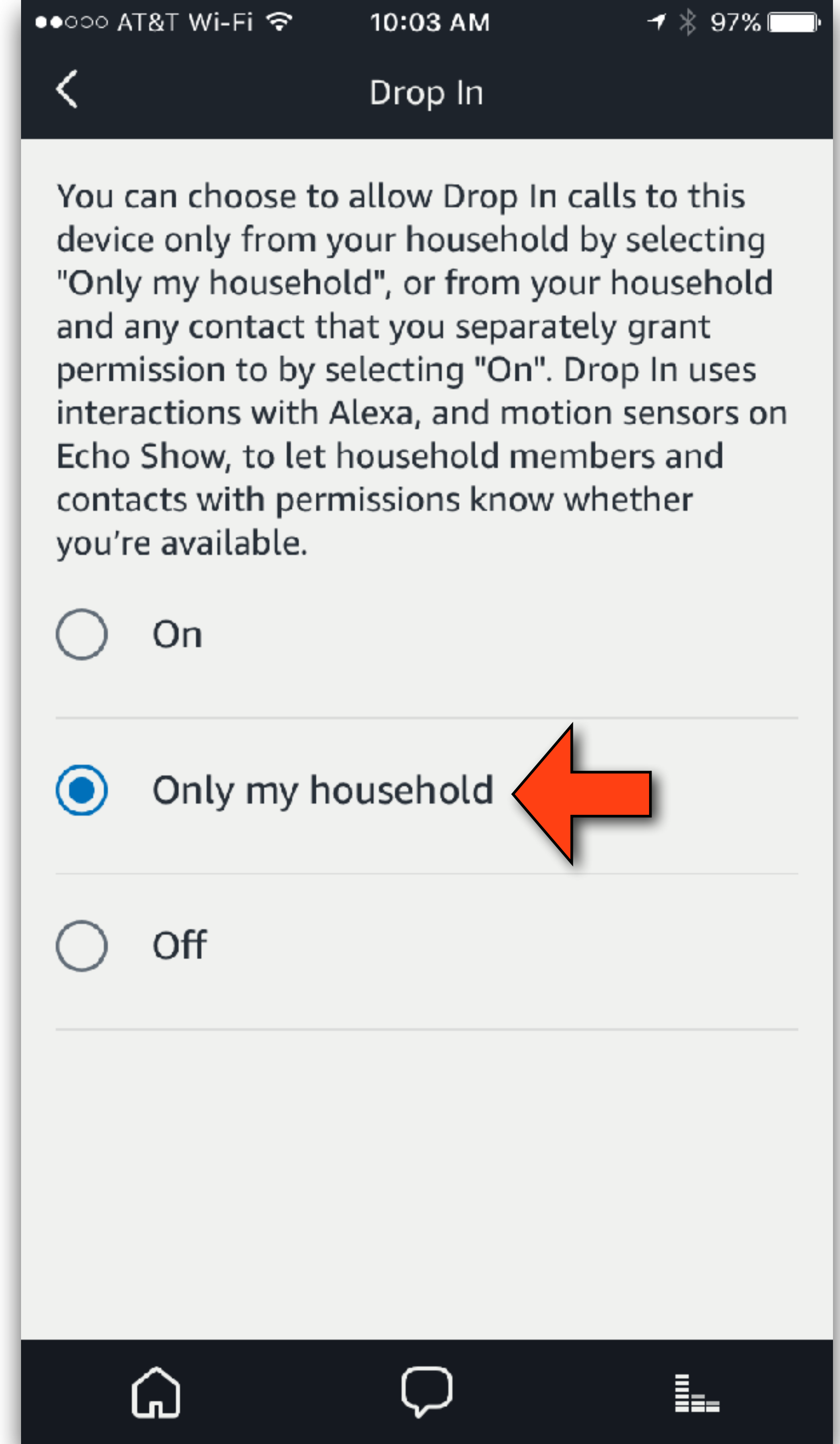
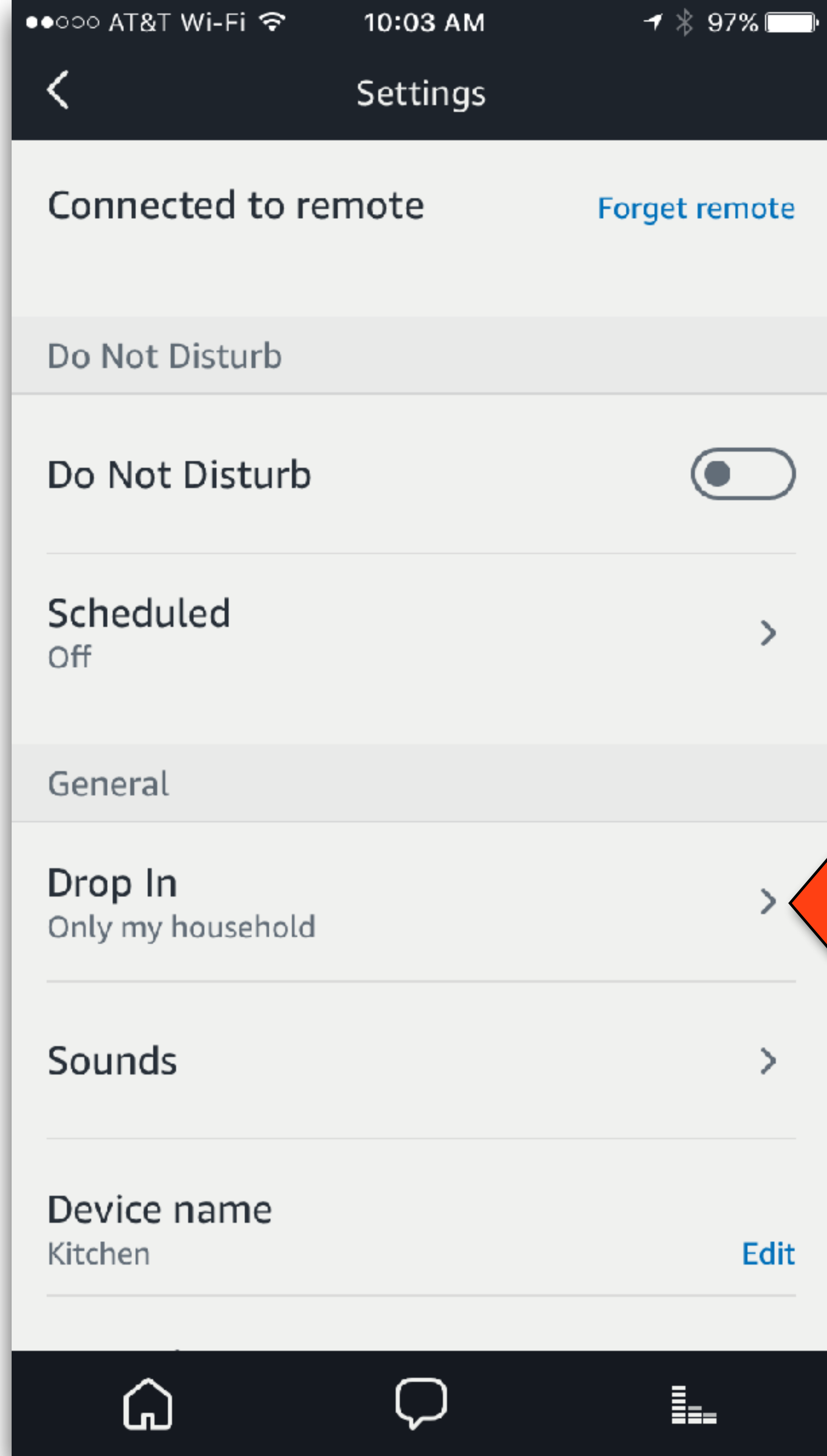




Alexa Drop In



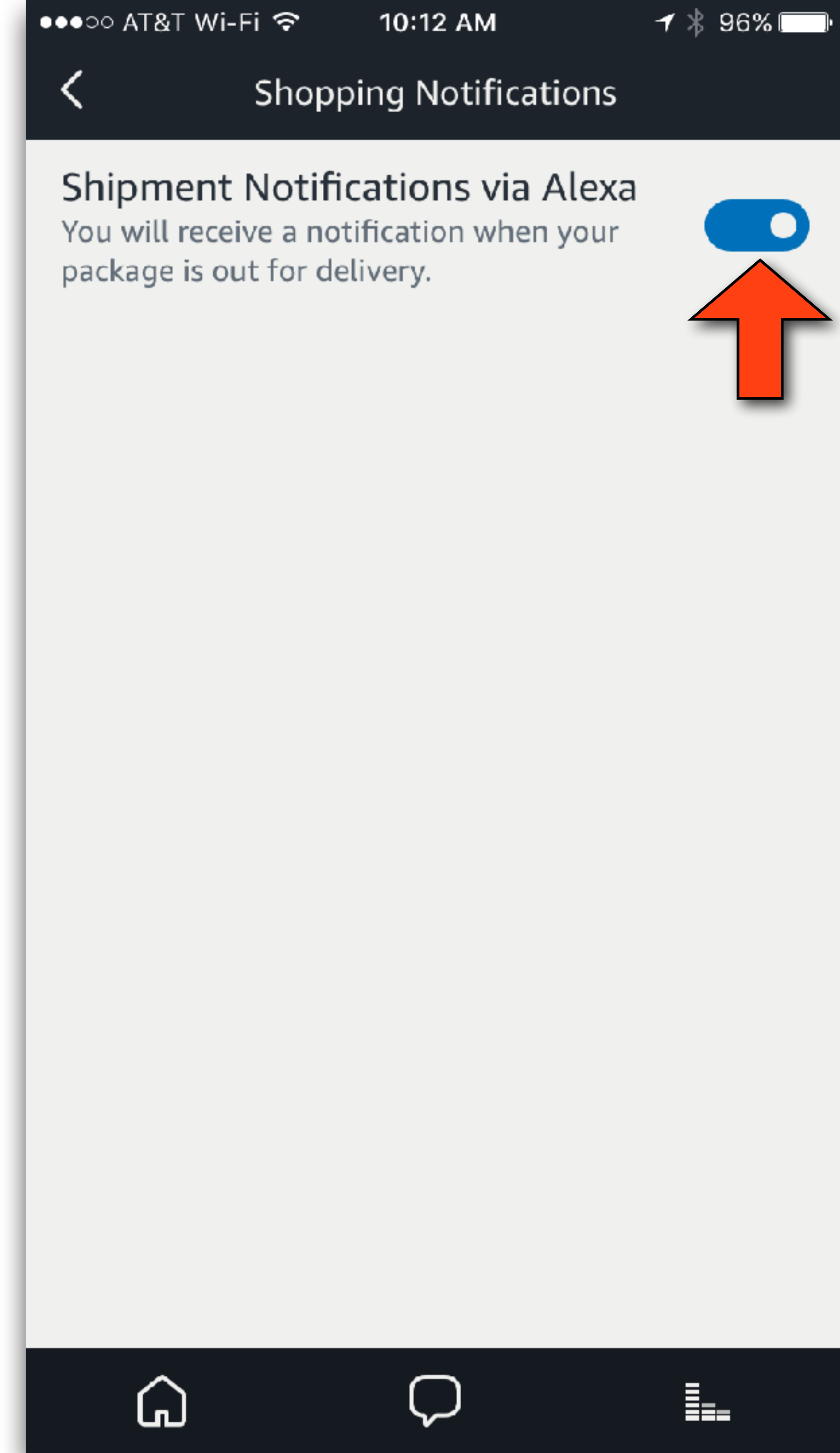
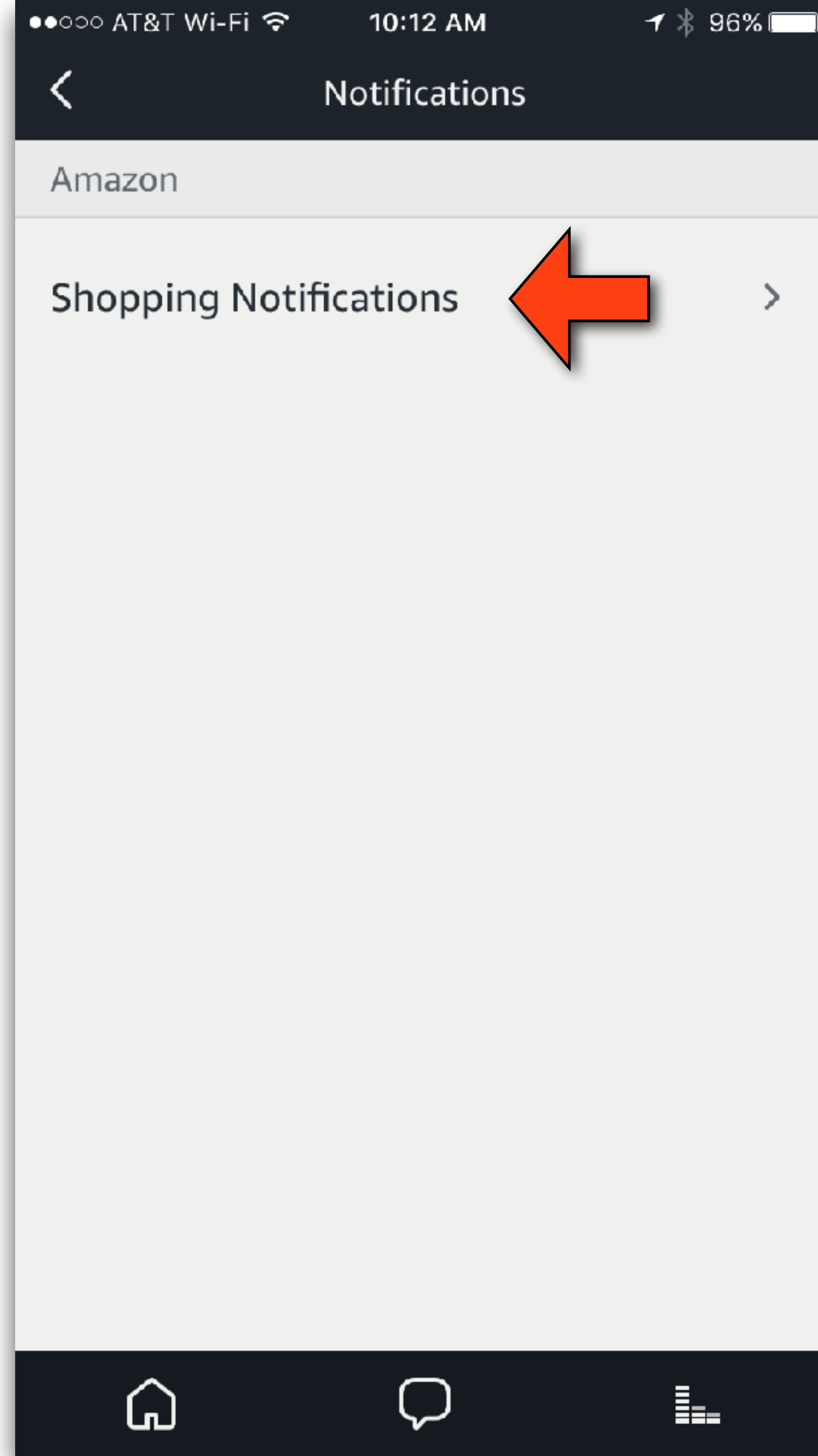
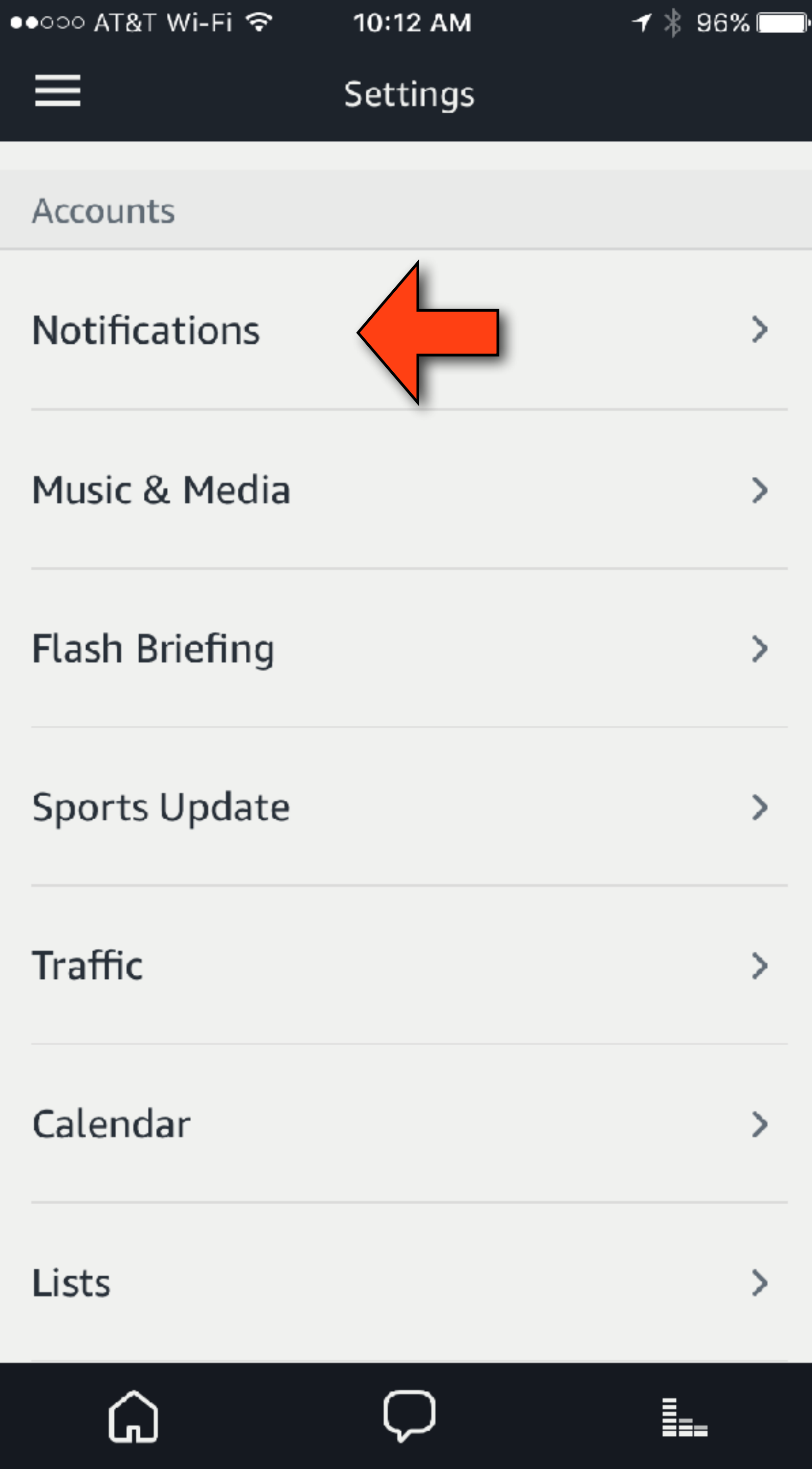
- Another way to use Alexa as an intercom is to use Drop In. Drop In connects two specific echo devices. For Example:
 - “Alexa, drop in basement”
 - Where Basement is the name of an Echo. If you are going to use this frequently, you might want to name your devices by the room in which they are located (Basement, Kitchen, etc...)
 - An alarm goes off and immediately opens a conversation path between the two devices only (Note: You don't have to answer the call)
 - When done, “Alexa, hang up”
- This must be enabled in the Alexa App



Alexa Notifications



- You can also have Alexa leave you a notification when an Amazon order has shipped
- When the order has shipped the light ring turns yellow
- You get the notification by “Alexa, get my notifications”
- Amazon has made it possible for “Skills” (Alexa Applications) to send you notifications as well in the future
- This must also be enabled in the Alexa App



Vaux Speaker for Dot



- The Dot costs \$50, but has been on sale for as low as \$35, which makes it the least expensive way to start with Alexa
- It does everything the original Echo does, but just has a smaller speaker
- If you want to upgrade your Dot's speaker, there is an accessory you can buy called the Vaux Cordless Home Speaker (\$50)
- You set the Dot into the top of this speaker and connect the audio out and power cables
- This not only upgrades your speaker, but also makes the Dot portable

Vaux Speaker



My Apple Experiences



Swift Publisher 5

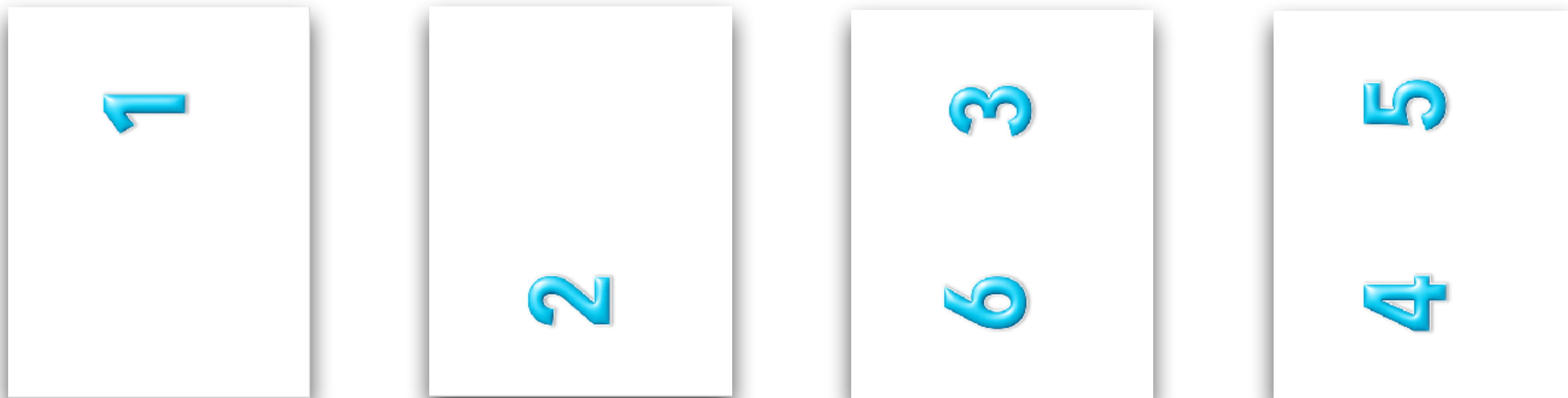


- Peg and I generally use Pages for any document production we need to do
- However, Peg produces a yearbook for her Garden Club
- After she finishes the yearbook, she has a service print it out for her
- She has it printed with two pages on a horizontal 8.5X11 inch sheet
- She then needs to print as a booklet so it can be assembled

While Editing



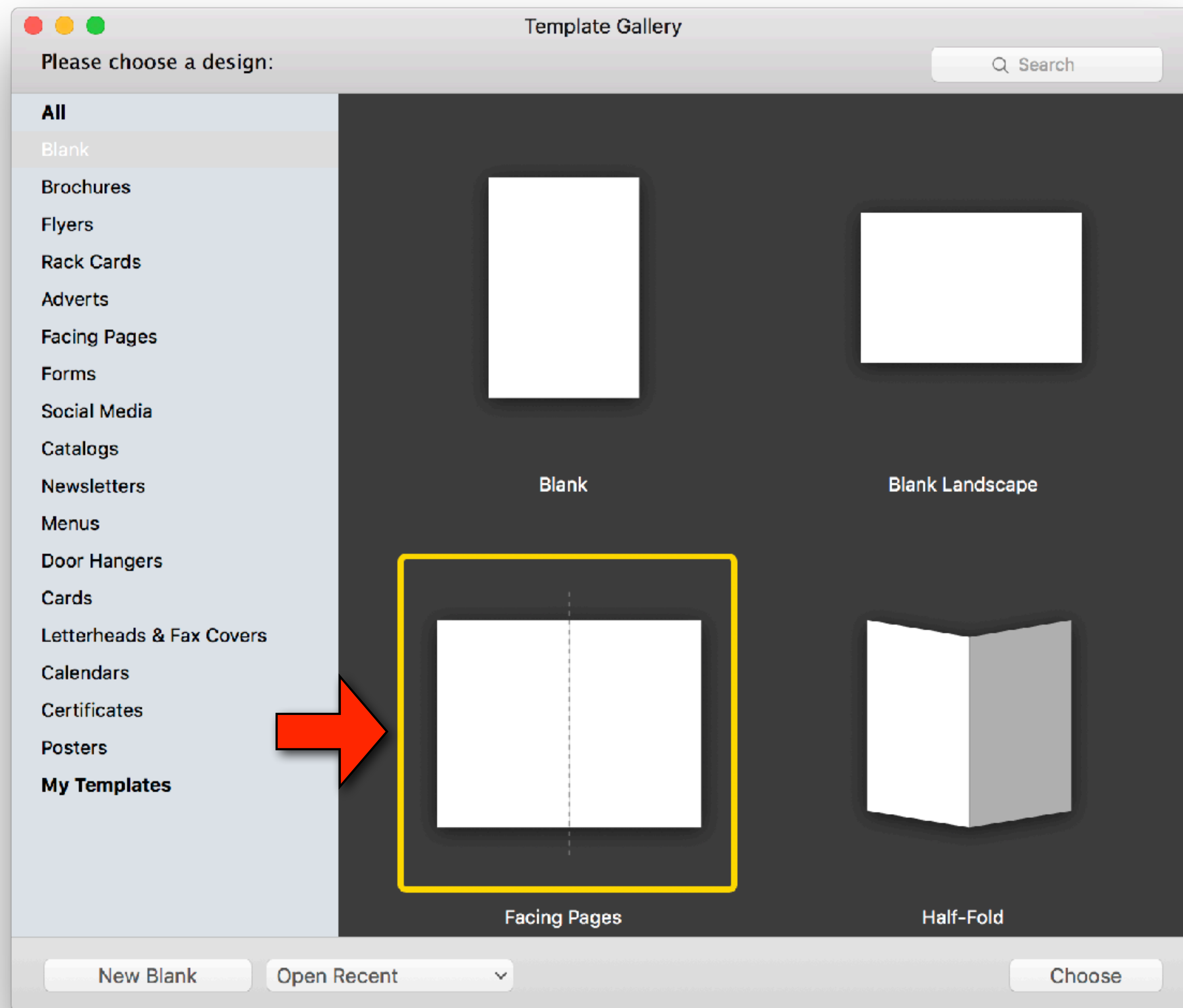
Print Formatted as Booklet

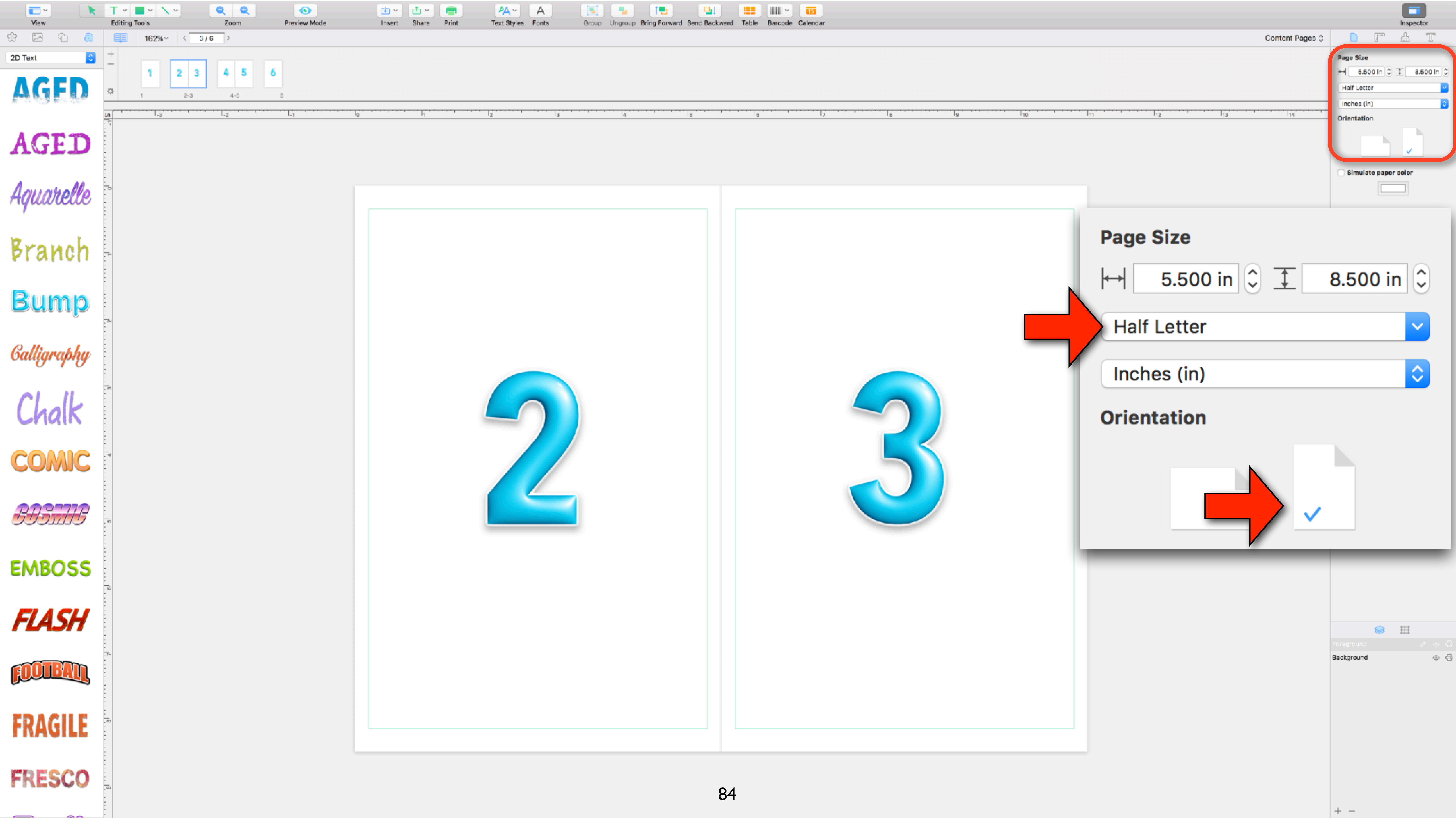


Swift Publisher 5



- Pages today will not do this, so we downloaded an app called Swift Publisher for \$20 in the app store
- With Swift Publisher, you create and edit the pages in the normal order (1,2,3,4,...), and it can print the document as a booklet
- To do this, use the Facing Pages template with page size set to half letter
- Then when you print, you print as a booklet with paper size set to letter and horizontal
- Note: paper size is not the same as page size - 2 pages/sheet of paper





Page Size

5.500 in 8.500 in

Half Letter

Inches (in)

Orientation

Simulate paper color

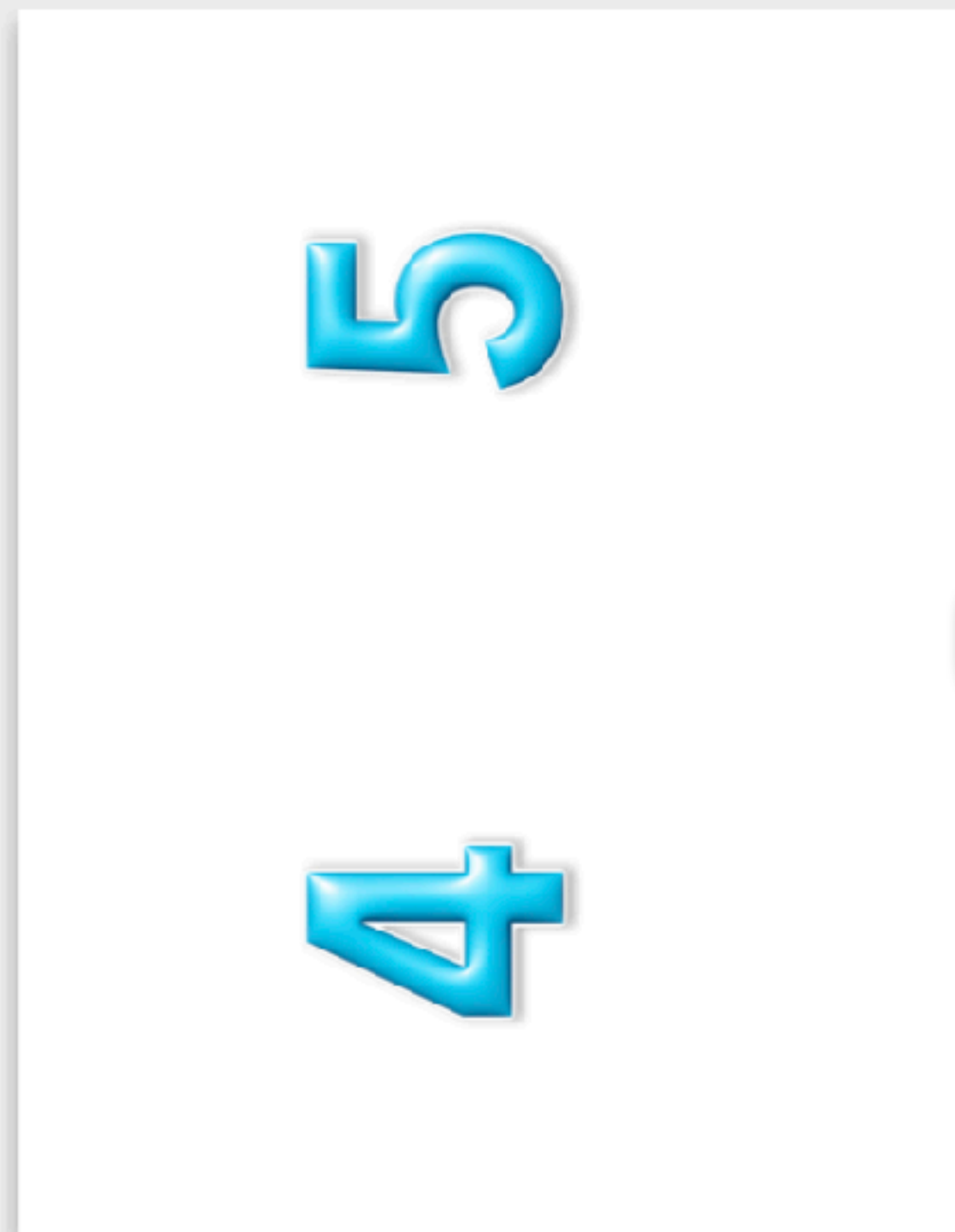
Page Size

5.500 in 8.500 in

Half Letter

Inches (in)

Orientation



<< < 4 of 4 > >>

Printer: Canon MG7700 series (d8.49.2f.ee.e8.77)

Presets: Default Settings

Copies: 1 ☐ Two-Sided

Pages: ☒ All

☐ From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Swift Publisher 5

Quantity: 1

☐ Scale to fit to paper size

☒ Format as booklet

Arrangement: ☒ Horizontal

☐ Vertical



Mail Merge: Print List...

PDF

Hide Details

Print

Swift Publisher 5



- Swift Publisher, in general, seems pretty easy to use and has a lot more features aimed at desktop publishing than Pages
 - 2000 clip art library
 - 300 pre-designed templates
 - Google Map integration
 - Directly integrates with the Mac Photos App
 - More...
- One down side is that it does not have an Alpha feature

Key Features



Customizable Templates

Over 300 pre-designed templates that you can customize and use for a quick solution.



Booklet Printing

Printing booklets in Swift Publisher for Mac is simple thanks to the page imposition features.



Spread View

Use the Spread View mode to view and edit two pages side-by-side.



Import from Photos and Custom Folder

Use photos from your favorite Photos albums and custom folders in your design projects.



Over 2,000 Clipart Images

A collection of 2,000 royalty-free photos, illustrations, and more. Get over 40,000 with the [Extras Pack](#).



Integration with Depositphotos

Access numerous high-quality images on [Depositphotos](#) right from Swift Publisher.



Flexible Text Tools

Take advantage of flowing text boxes, vertical and circle text tools.



Customizable Text Styles

Set up text styles for any document just once and apply them with one click of the mouse.



Customizable Grid

Take advantage of a customizable grid for precise document layout.



Unlimited Editing Layers

Swift Publisher for Mac sports a layer-based workflow for creating complex designs with no mess.



Export to PNG, TIFF, JPEG, EPS, and PDF

Export your projects to the most popular image formats and send them to a print shop.



Stylish Headings and Art Text 3 Integration

A collection of artistic headings and integration with [Art Text 3](#) will brighten up your documents.



Share to Facebook and Twitter

Sharing a document on Facebook and Twitter has never been easier, just click and Share.



Google Maps Integration

You're now able to insert Google Map in printable resolution, set a marker or draw a route.



Questions

Thank You!



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