



// **Finder Preferences**

- To set finder references go to where it says "finder" at the top left and go into "preferences"
- General - Check External Hard Disks, CD's, DVD's and iPods, and Connected Servers
- General - New finder window opens: Change away from "All My Files" to either Documents, Downloads, Applications, or Desktop
- Sidebar - Check the following: AirDrop, Applications, Downloads, Home folder (looks like a house icon), iCloud Drive, Desktop, Documents, Hard Disks, and External Disks
- Advanced - Consider checking "Remove trash after 30 days"
- Advanced - Check "Keep folders on top when sorting by name"

// **Viewing Options** (these are located at the top of any finder window)

- Icon view - great for Applications folder
- List view - great for Documents folder
- Columns view - great for Documents folder if you have a lot of folders •
- Cover flow - great for Downloads folder

// **Dock**

- To add any items into the dock just go into the Applications folder and drag and drop it into the dock. You can also move them around.
- To remove any items from the dock just drag and drop it off the dock.
- Stacks - Drag any folder to the left of the Trash. Secondary click to see viewing options.

// **Red, Yellow, and Green Dots**

- Red - Close (Occasionally this is also quit i.e. Photos)
- Yellow - Minimize window into Dock
- Green - Full Screen (or Split Screen when held down)
- Half Screen - Press and hold the green dot. You can then drag it to either side of the screen and pick a second app to run on the other half.

// **Trash**

- To empty the trash go into trash and click "empty" at the top right • **HOT TIP:** To quickly delete files press Command+Delete

System Preferences (Apple Menu > System Preferences)

// **General**

- If you'd like the scroll bars to always show you can change "Show scroll bars" to "always" • **HOT TIP:** Want to scroll exactly one page? Just tap the space bar.

// **Desktop & Screen Saver**

- Either choose one of Apple's Wallpapers, your own photos (via the "Photos" drop down) or check out the App David's Recommends "Magic Window 4K"

- **TIP:** If you want your photos to change by utilizing the "change picture" option, tell it to switch photos at least every 15 minutes. Less than that will affect your Mac's performance when it comes to memory.

Security & Privacy // General

- Set "allow apps downloaded from" to "App store and identified developers"
- If you notice a lock at the bottom left of the screen you will need to click that and enter the administrator password to make changes.

// File Vault

- Unless you are a high profile person I do not recommend you use this feature. This will encrypt all your data which significantly slows everything down and takes up more space too. (You want it to say "Turn On FileVault" which would imply it is currently turned off).
- If yours DOES say "turn off" then click the lock to make changes, switch to "off" and prepare to wait a while as your computer decrypts everything.

// Firewall • Turn it on.

// Spotlight

- Recommend you turn off "Bookmarks and History"
- Under the "Privacy" tab drag in any folder which may contain sensitive information.
- Notifications - Go through these and turn on/off whatever apps you do/don't want popping up.

// Energy Saver

- Battery (for laptop owners) Set "turn off display" to around 10 minutes, check "put hard disks to sleep when possible", and make sure "Power Nap" is disabled.

- Power Adapter - Enable Power nap

- **HOT TIP:** If you have a laptop be sure to use your battery. It's not a good idea to leave your laptop plugged in all day. Think of it like a muscle... use it or lose it!

// **Keyboard**

- Text (aka text replacement) - Use this feature to create auto fill features. (See video for

details)

// **Dictation**

- Turn on. Turn on enhanced dictation. Set language and shortcut (recommendation: Fn twice)

// **Trackpad Settings**

- Enable the following: Secondary click, tap to click, scroll direction (natural), zoom in or out, rotate, swipe between pages, swipe between full-screen apps, mission control, and launchpad.

// **Printers & Scanners**

- Looking for a good printer? Check out our [product recommendations page](#).

// **iCloud**

- What is "the cloud?" Basically the cloud is a massive super computer that lives elsewhere. It syncs your data so that if anything happens to your computer, you can log into your iCloud account and still have access to everything.

- Everyone should have at least 50gb of iCloud storage. If you decide to use the "desktop and documents" feature you may need even more.

- If you are low on space on your computer, absolutely enable iCloud drive to save your Desktop and Documents to the cloud. This will free up a lot of space.
- Photos - use iCloud Photo library and Photo stream on your computer. On your mobile devices? Probably hold off on the library option (but keep photo stream).
- If you enable the "Mail" feature in iCloud you are creating a new e-mail address which will end in "@icloud.com" if you're looking for a new e-mail address this is a really good option!
- Items I recommend you DO sync via iCloud: basically everything minus keychain. For that check out our [class on 1Password here](#).

// App Store

- I recommend you check everything except possibly "install MacOS updates automatically." You should always try to buy via the Mac App Store over software on the web (when possible) because it is more secure.

// Networks

- To change the order of preferred networks, go into "advanced" and move the higher priority networks to the top of the list. Lower priority networks can either be moved down or deleted.

- **HOT TIP:** You pay a lot for the internet. If you're using a cheap router, you're not getting what you're paying for. Typically I do NOT recommend boosters as they tend to weaken your overall signal. Instead get a GOOD router. Specifically this one.

// **Bluetooth**

- To pair a bluetooth device with your Mac usually you'll start with the other device and hold the button that has the bluetooth symbol (looks like two triangles on top of each other). After a few seconds it should enter a pairing mode which is usually indicated by blinking lights, a tone, etc. Then go into bluetooth preferences, it should appear in the list and click "pair."

// **Users & Groups**

- Use this feature to add/remove users from your computer

// **Siri**

- Set your preferred voice (male/female and accents)
- Set your keyboard shortcut (recommended: hold command and space bar)

// **Time Machine**

- This software automatically backs up your computer but still requires a hard drive. Everyone has different storage needs, but you can find all the drive's I recommend backing up to at our [Product Recommendations](#) page on [TechTalkAmerica.com](#)

// **Apple Menu**

- About this Mac - Where you can go to get your serial number
- Storage - This aspect will give you the tools to reduce the amount of "stuff" on your computer by utilizing iCloud drive. For details about this please see the video.

// **Force Quit**

- You should know the hot key: Command + Option + Escape (Esc)

// **Sleep, Restart, Shut Down**

- It's a good idea to sleep your computer instead of using a screen saver.
- It's a good idea to restart your computer once every week or every other week.
- It's a good idea to shut down your computer if there is a storm coming.
- Desktop Owners: One piece of equipment I strongly recommend is a battery backup (NOT a surge protector or power strip). For links to the models I recommend, please visit the [product recommendations page](#).

// **Notification Center**

- Two tabs - widgets and notifications
- Widgets can be customized, rearranged, go to "edit at the bottom"
- To enable "Do not disturb" just scroll down on the list and the option is at the top
- Notifications - includes things like recent e-mails, messages, etc.

// **Siri**

- One way to get to Siri is to use this icon at the top right. For a full list of our favorite Siri commands see our other PDF

// **Spotlight**

- Use this to search for anything on your computer or even beyond your computer (i.e. Weather, movie show times, sports scores, etc.)
- **HOT TIP:** Hotkey for Spotlight: Command Spacebar (tap... not hold)

// **Selecting Multiple Items on a Mac**

- Individual - hold command key and click on each item you wish to select
- List - Click on the first item, hold the shift key, then click the last.
- Everything - hotkey is Command + A
- Individual Deselection - If an item is already highlighted and you wish to deselect it, just hold the command key and click on it.

// **Mail**

- If you're having trouble with junk mail and use one of the major e-mail services out there, check out the app unroll.me (can be used as a website or via their app).
- When sending an e-mail with a photo be sure to adjust the image size so that it doesn't send in "actual size"
- To access "previous recipients" go to the top menu "window" and go into "Previous recipients"

// Photos - For more details, see our complete class on Photos here

// **Software I recommend for everyone**

- Malwarebytes
- VLC - Media Player
- Flash - Installing flash will not help your battery life, but so many websites use it that the majority of people still use Flash.

- How to resolve a locked browser
 - This is one of the most common scams. If you need to learn how to unlock a hijacked web browser, the first step is to force quit the app (Command + Option + Esc) and close it from running. Then hold the shift key on your keyboard while opening your web browser again. The final step is you'll want to go into your web browser's preferences and make sure the search engine and homepage are correct. Many of these scams can change your homepage or default search engine.

Want to support Tech Talk America?

Use our link when you shop on Amazon! [Find out how here.](#)