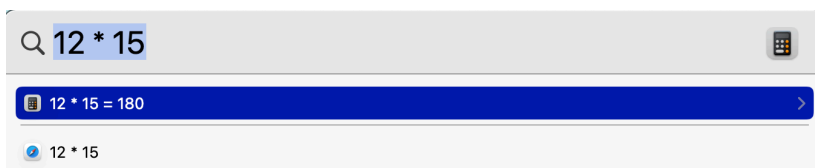


TIPS, TRICKS AND FIXES FOR YOUR APPLE PRODUCTS AND SOFTWARE

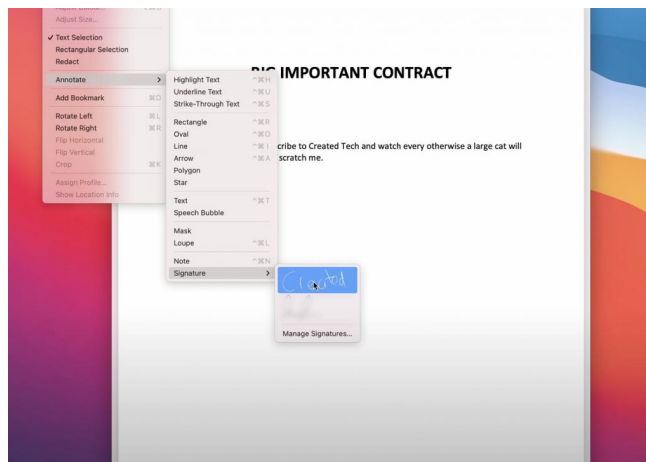
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MAC TIPS

1. *Spotlight Search* has extra functions. You can do math computations and currency conversions in spotlight search bar. Spotlight uses the live market rate for any conversions. Press **Command + Space bar** to open Spotlight Search.



2. How to capture part of your screen. Holding **Command + Shift + 4** will allow you to take a snapshot of any part of your screen using *Screenshot app*.
3. Preview files quickly. To preview a file, **single click** on it to highlight it and then press the **Space bar**. This will provide you with a short preview of the file without requiring you to open it.
4. File renaming made simple. To rename a file or folder quickly and easily, highlight it by **clicking it once**, then press the **Return key** on your keyboard. Then rename the file/folder and when finished simply press the **Return key** again and the new file name will be saved.
5. Add a signature to a document. You may add a signature to the preview app to sign papers fast and effortlessly. Go to the '**Preview**' app then navigate to **> Tools > Annotate > Signature > Manage signatures**.



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3/3/6/6/6/10 FT

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iPad Tip



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iPhone and iPad Tips

Move Multiple Apps at Once

You can group apps together on the home screen by dragging one app atop another to make a folder. But what if you want to move a several apps to another page on the home screen? Don't do it one at a time. Instead, hold down on one app until it goes all wiggly, then use another finger to tap a bunch of apps. They'll be grouped; you'll see a number increment go up as they're added. Without removing your finger, drag that stack to a new page and drop them all at once. It takes practice.

Three-Finger Symphony

Want to quickly undo a mistake in iOS? With iOS 13 and above, you have a few options.

- Swipe three fingers to the left
- Single-tap three fingers on the screen
- Shake to undo

Swiping left will automatically undo, while a single tap will produce a quick toolbar at the top that shows an undo curly arrow (plus cut/copy/paste and a redo button). Shake to undo, meanwhile, could be annoying in other circumstances, so you might want to disable that one in Settings > Accessibility > Touch > Shake to Undo and toggle it off.

Set an Animated Lock Screen

If you've got some fun Live Photos on your phone—which include a few seconds of video—you can put one on your iPhone Lock Screen to view whenever you whip out the handset. Go to Settings > Wallpaper > Choose a Wallpaper. Scroll down to the Live Photos option to see all the Live Photos you have stored. Pick one and drag it around with one finger to place it, or zoom in and out with two fingers to get it just right. Push down on the screen with one finger to see what the animation will look like. Tap Set > Set Lock Screen. (If you select Home Screen, or Both, it'll also appear on your iPhone home screen behind all the app icons.) To enjoy it, push on the screen to watch the photo in motion before you unlock your phone.

Share Your Wi-Fi Password Automatically

Want to share your Wi-Fi password without writing down a complicated string of numbers and letters? Make sure you and your guest both have Bluetooth turned on. Then, have them navigate to their Wi-Fi settings. If they have an iOS (12 or higher), iPadOS, or macOS (High Sierra or later) device, and they're in your contacts list, a pop-up will appear on your screen saying **Do you want to share the Wi-Fi password for [network name] with [contact name]?** Tap **Share Password** and that person will be logged in.

Change Siri's Voice

Voice assistants have long defaulted to female voices. Siri has offered the option to switch to a male voice since 2013, and the female voice will soon reportedly no longer be the default. But if you want to change up Siri's voice after the fact, go into **Settings > Siri & Search > Siri Voice**. In addition to a generic American female voice, you can select an Australian, British, Indian, Irish, or South African accent with a male or female voice. Or set the language, so even if they sound Irish, they'd use US phrases.