

TIPS, TRICKS AND FIXES FOR YOUR APPLE PRODUCTS AND SOFTWARE



Issue #2 2/2023

A Publication of the
Lincoln Hills Apple
User Group



Ideas to Check Out



Anker USB C/A
Charger 65W

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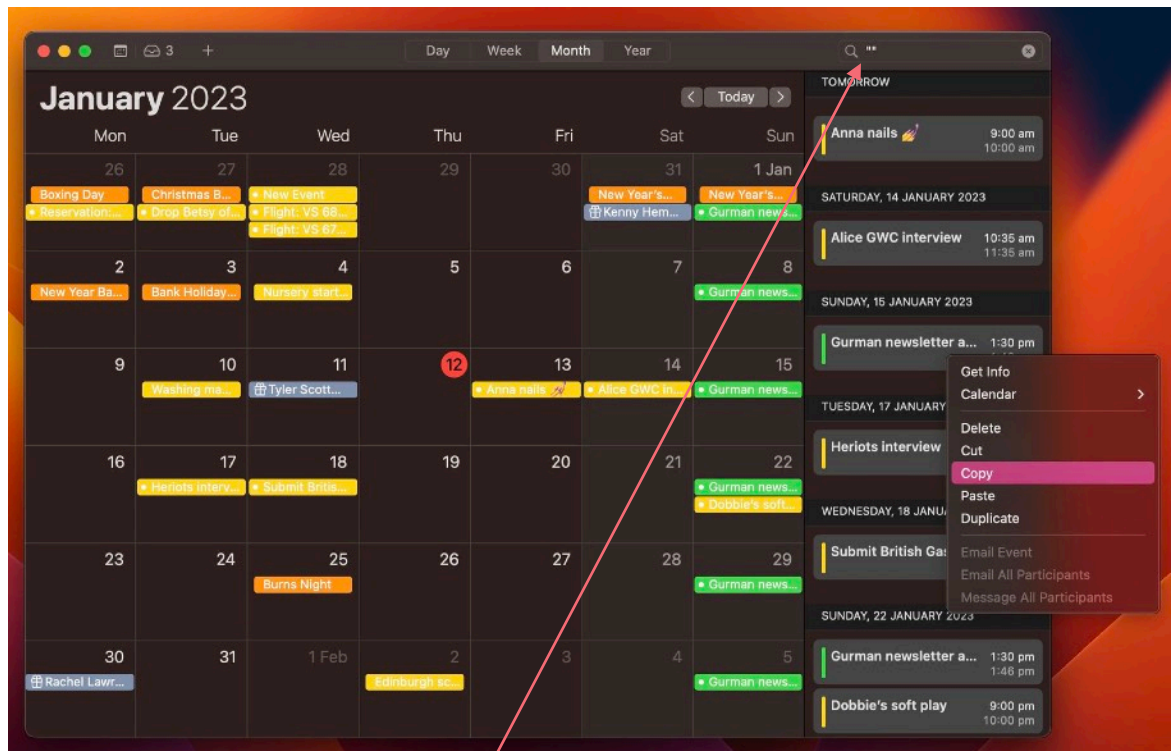
Apple
Watch Support

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macOS Tips

View All Calendar Events as a List

Some calendar apps allow you to view all your upcoming events as a vertical list. Many users find this sort of viewing mode beats staring at the regular calendar interface, since it provides a quick at-a-glance summary of their entire schedule over the coming days and months.

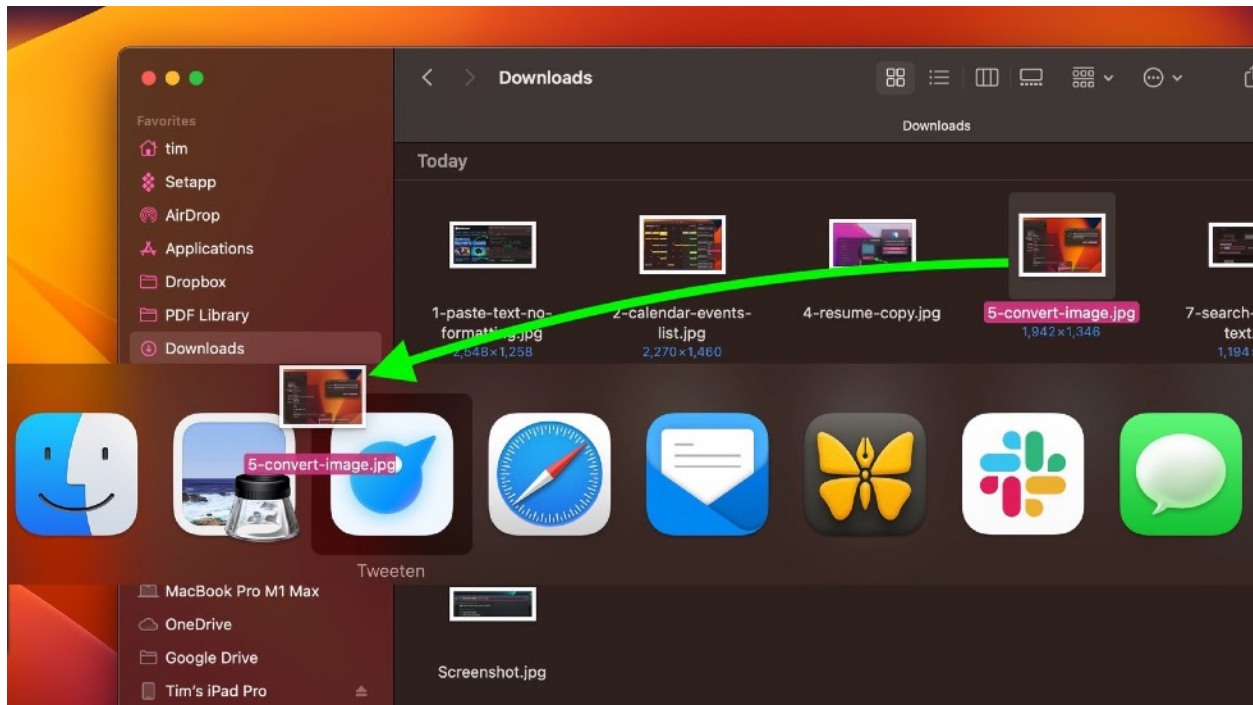


On the face of it, Apple's Calendar app for macOS lacks an equivalent feature. However, there is one way to force a list view that includes all your events. Click the **Search** field in the upper right corner of the Calendar window and type **two double quotes ("")** to generate a list of all upcoming events. This makes it easier to copy multiple events and paste them into other apps in chronological order.



Open Files From the App Switcher

Most long-time macOS users will be aware of the Application Switcher. It's invoked using the **Command+Tab** keyboard shortcut, and lists all of the apps currently running on your Mac, enabling you to quickly switch between them.




An oft-overlooked function of the App Switcher is its ability to open files. Simply begin to drag a file from a Finder window, then invoke the App Switcher and drag the file onto the relevant app icon in the overlay. Let go of the file and it should open in the selected app.

Bonus tip: To quit an open app with the App Switcher, highlight the app and tap **Q**. To quickly quit multiple apps, try cycling through the overlay with the Tab key, tapping Q as you go.

About your Mac

If you are talking to the clubs support team on the phone they might ask you for information concerning your Mac. This is how you find it:

From the Apple menu  in the corner of your screen, choose About This Mac.

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