



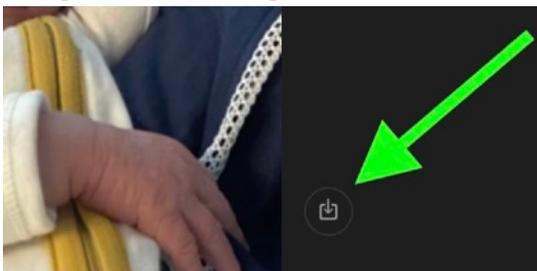
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TIPS, TRICKS AND FIXES FOR YOUR APPLE PRODUCTS AND SOFTWARE

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Lincoln Hills Apple User Group

MacOS Tips

- **Activate Spotlight for Searching** - To bring up a handy search interface that will let you find files on your Mac, just press Command + Space. Spotlight can do all kinds of things, from locating files to answering basic questions to solving math problems.
- **Swap Between Open Apps** - To switch between your open applications, press Command + Tab. Keep holding down the Command key and then press Tab to cycle through the open apps. Let go when the app you want is highlighted.
- **Quickly Open Folders** - To open up a folder in Finder or on your desktop, hold Command and press the down arrow key. To go back, just hold Command and press the up arrow key.
- **Clean Up Your Desktop** - For those with macOS Mojave or later, on a messy desktop, just right click or control click and choose "Stacks" to have your Mac automatically organize everything by file type.
- **Unlocking With Apple Watch** - If you have an Apple Watch, you can use it to unlock your Mac, which is a super useful feature for those who don't know about it. To set it up, open System Preferences > Security & Privacy and then toggle on to allow your Apple Watch to unlock your Mac
- **Force quit an app** - Is an app not responding? Are you primarily working on your keyboard and don't want to move the cursor to the top left to hit the red circle? Tired of apps just minimizing when clicking the red circle instead of completely shutting down? This one's for you! Just hold on the *Command* button and click Q. CAREFUL, though -- if you have unsaved changes in the app, you will most likely lose them if you quit using this method.
- **Save Photos** - There's a good chance you'll want to save the photos you receive in the Messages app to your Photos library, and macOS Monterey makes this easier than ever. Simply click the **Save to Photos** button to the right of the image instead.



USB C Flash Drive



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How to add an email account



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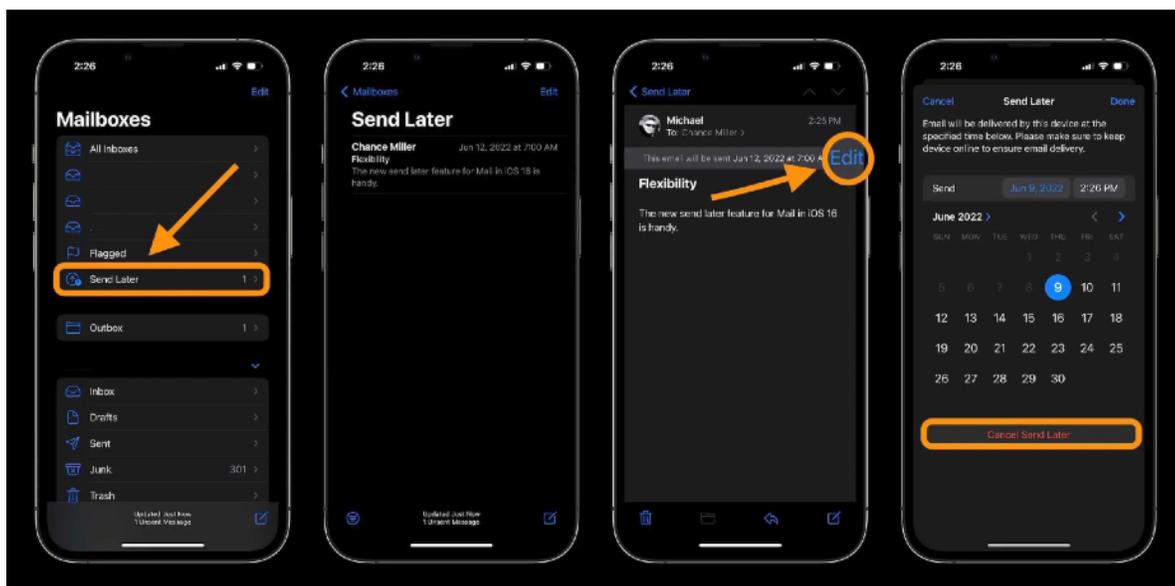
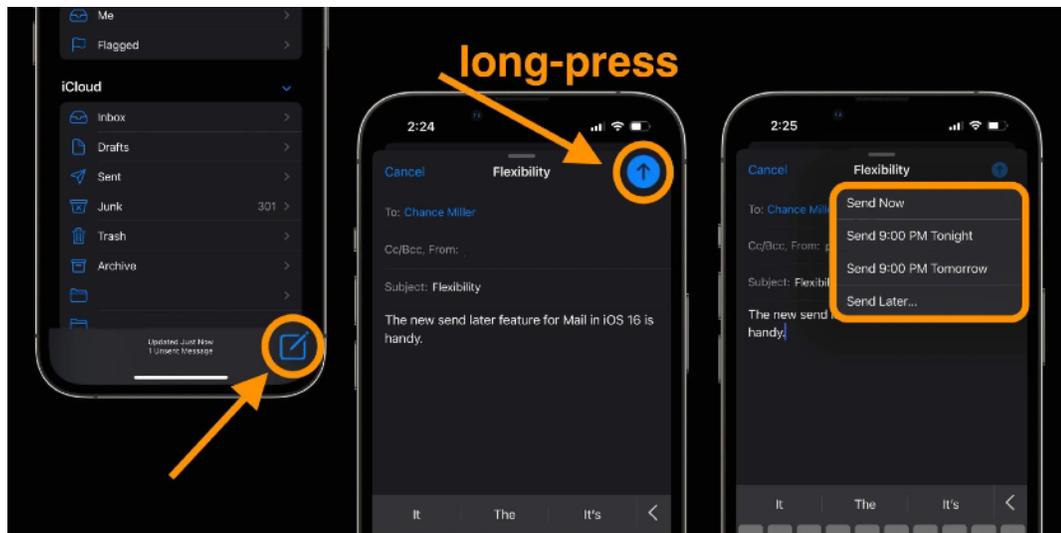
Check out the older issues of the Cider Press

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Send Later with Mail: How scheduled email works in iOS 16

1. Running iOS 16 on iPhone, open the Mail app
2. Draft a new email
3. After writing your email, *long-press the send button* (blue up arrow)
4. Now you can choose to send with one of two preset times or pick *Send Later* to use a custom time
5. *Tap Done* to set your email to Send Later
6. Repeat to schedule more emails
7. Head to the main Mail app screen to see all of your emails set to Send Later

Important: Apple notes you'll need to keep your "device online to ensure email delivery" during the scheduled time.



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