



CIDER PRESS



TIPS, TRICKS AND FIXES FOR YOUR APPLE PRODUCTS

Some MacOS Tips

Use Split View

Split View lets you have two apps running side-by-side on one Mac screen without having to resize either window. This saves you from switching between apps and losing your place if you're working in two different programs.

Here's how to enable and turn off Split View.

1. Open two apps and place them on opposite sides of the screen.
2. In the top left corner of one app's window, hover over, or click, the green bubble to open a dropdown menu.
3. Select either Tile Window to the Left of Screen or Tile Window to the Right of Screen. That app will fill that side of the screen.
4. Click the other app on the opposite side of the screen for the app to fill the remainder of the screen.

To exit Split View, click the green bubble again or press Esc on your keyboard. This only exits one app from Split View -- the other app will now be in full screen mode on its own Desktop.

Easily take a screen recording

Sometimes people learn better by watching a video than reading instructions. In these instances, taking a screen recording is better than any detailed list you might write.

Press Command + Shift + 5, then in the toolbar that appears near the bottom of your screen, click either of the icons highlighted below. The icon with the dashed border on the right will allow you to set a border to what you're recording, and the icon on the left will record your whole screen. When you've selected which you want to use, click Record. To stop recording, click the Stop icon in your Menu bar across the top of your screen, or you can press Command + Control + Esc.



Switching From

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Screen Shot

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Manuals

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April Seminars in
the Presentation
Hall - 7PM

4/4, 4/9, 4/22

Open Lab April
17th

Use Spotlight for conversions and simple math

You can use your Mac's built-in Spotlight feature to perform searches as well as conversions or do simple math. To open Spotlight, press Command + space bar or click the magnifying glass icon in the top right corner of your screen in the menu bar. Then, type in a math problem or what you want to convert -- like gallons to liters -- and Spotlight will do the rest. No Google needed.

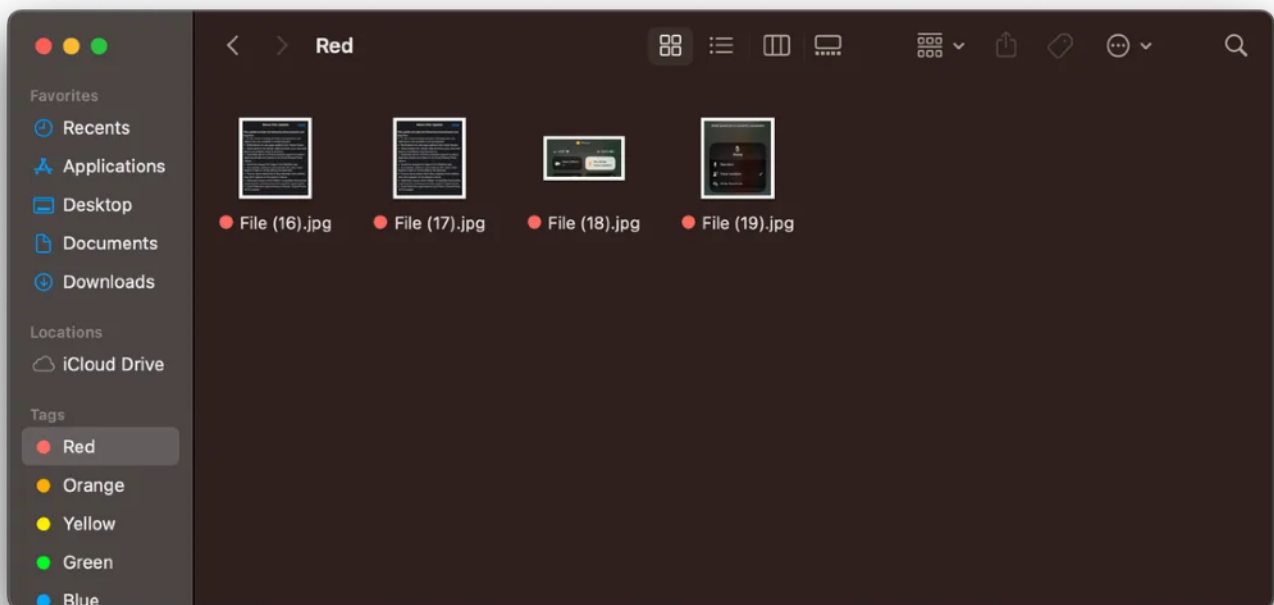
Try different shortcuts to take a screenshot

Screenshots are an easy way to maintain receipts for digital purchases or have extra copies of tickets for flights or sports games. On a Mac, there are a few different shortcuts to take screenshots.

Pressing Command + Shift + 3 takes a screenshot of your entire screen. This is a useful way to screenshot a video quickly so you don't miss a frame.

Press Command + Shift + 4 turns your mouse into a crosshair. This lets you click and drag the frame for your screenshot part of your screen or an app's window.

If you press Command + Shift + 4 and then press your space bar, your mouse turns into a camera icon and it can take screenshots of the window, application or other element your mouse is over. When your mouse is over a specific element for a screenshot, that element will have a light-blue filter over it to show it's being selected. Taking a screenshot this way also makes the screenshot look cleaner and gives it a nice shadow.



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