

SAMUG Presentation

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Finder Select Finder in Dock

1. Oval icon in upper right hand corner of window turns sidebar off and on.
2. View icon: Four ways to view: Icon – List – Columns – Cover Flow.
 - a. Icon view: Icon view size can be adjusted with slider bar in lower RH corner of window
 - b. List View: Sorted in alphabetical order – Or select Date Modified bar to see sort-by-date; or, select by Size or by Kind
 - c. Column View: Discuss options
3. Quick Look: Opens images or documents in small size (without opening original creative software), can then be expanded to full screen size.
4. Action: Various action selections ~ can open with original creative software, Quick Look or save to a location.

More Info icon: Will open data showing Creative software, file size, date created and other miscellaneous information.

Sidebar:

Basically shows the same selections as seen under the Finder toolbar > Go menu.

Finder Toolbar can be customized: Finder > View > Customize Toolbar

Icons in toolbar can move in location by holding down Command key and dragging.

- a. Any active working file, document or jpeg can be dragged into the Sidebar menu (under places) – or– the Finder toolbar itself as a quick reference location. It will be dragged in as an alias of the original.
- b. Titles under Places can be dragged up and down to your convenient location.
- c. Any titles can be removed from sidebar by dragging off onto desktop...
Poof it's gone!
- d. If a default icon is accidentally dragged off and Poofed!...it can easily be restored: Go to the Finder Toolbar under Finder > Preferences > Sidebar and reselect the deleted one.

Mail ~ Tips and “How To’s”

● Open Address Book:

● Open Address Book Toolbar > Preferences > General

●Setting Name Sequence...To set preference of First Name first and Last Name last in eMail messages:

Address Book Toolbar> Preferences > General

Names can be sorted in two ways:

1. Show first name • Before last name (select this option)
 - Following last name

Also under: Address Book Toolbar > Preferences > General

2. Sort By: First Name – or – Last Name (select this option)

Above (select) settings will offer the name arranged as Bob Jones in the email messages (in and out) instead of the default: Jones Bob

(Interesting note: I haven't found a way to sort my address book by last name first and my email by first name first...it's one-way or the other for both Address Book and eMail...Question for me: if not how can this be set separately?... I'm still learning- or trying...)

● Open Mail

1. Move bottom window up in order to see list of incoming address and the actual message that is currently highlighted.
2. Demo-highlight message and use keyboard's up/down arrow keys to scroll through and open messages.
3. Demo: Shift/Drag message window column widths and illustrate the differences available for day/date/time views.
4. Demo: By Subject bar – To – Date Sent ΔΔ
5. Demo: Go to a message with a reply return arrow in left column. Click on it to see your reply message. Hit red cancel button to return to original incoming message.
6. To see attachment on incoming mail:
Mail> View> Attachments> Columns> select Attachments
7. To see mail size on incoming (or sent) mail:
Mail> View> Attachments> Columns> select Size

● Mail Toolbar

1. Click on upper R/H oval to turn Toolbar On/Off.

Hold down command Key and click on oval –
Clicking provides three different view modes of Toolbar.
2. Recently PC users worldwide have been reporting they cannot read attachments on their email. Yahoo/Bellsouth has reported that they are aware of the problem and are fixing it. Seems to be working OK now.

To be sure PC users can view your attachments go to:
Mail> Edit> Attachments: select Always Send Windows–Friendly Attachments
3. Add helpful additional function icons to toolbar.

Mail> View> Customize Toolbar
 - a. To increase or decrease font size to assist in reading emails (in–or out):
Drag the “Smaller–Bigger” icon into your Toolbar. Note that once you change the font size it will remain at the affixed size on that message.
 - b. If you print eMails drag the Printer icon to your toolbar.
 - c. If you use color fonts or want to type an occasional word in color:

Drag the Colors icon into the toolbar > select the little crayon box for the standard PC/Mac computer colors. Select a color to type complete message in that color –or– highlight a word and select desired color for that word, then reselect black to continue typing.
4. Re–arrange toolbar icons by holding down Command key and dragging icon to desired location.
5. To remove a toolbar icon:
Hold down command key and drag it off to the desktop...Poof it’s gone!