Understanding iCloud and Mac Tips

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Kent McDonald

Why You Should Use iCloud

- The first 5 GB of cloud storage, plus an email account are both free, once you set up your Apple ID

- Your multiple Apple devices will constitute an ecosystem

- Your personal info in Reminders, Messages, and Calendars will automatically be the same in all devices

- Your photos will be accessible everywhere, on all devices if the iCloud photo library setting is ON for Photos

- You may access the previous versions of Pages, Keynote, and Numbers documents stored online in iCloud Drive

- Storage optimization may be enabled on Mac and IOS devices

Other Reasons to Use iCloud

- iCloud may enable the "Find my iPhone/iPad" apps

- IOS devices may be backed up automatically each day

- Mac Desktop and Document folders may be backed up

- Certain Mac apps may have storage folders in iCloud

- Excellent security with optional Two-Factor Authorization when logging in from a new device

- Any file stored in iCloud Drive can be shared by sending a link to the file via message, mail, or an app, using "add people"

- Your Keychain may be stored in iCloud so it is accessible on all devices if turned ON in Settings and System Preferences

What is Does iCloud Storage Cost?

- Monthly cost of iCloud storage depends on capacity

- Family Sharing includes access to iTunes, iBooks and App Store purchases by up to six family members

  - 5 GB is free

  - 50 GB is $0.99

  - 200 GB is $2.99 and is eligible for Family Sharing

  - 2 TB is $9.99 and is eligible for Family Sharing

Photos and Music in iCloud-1

- Sync your iPhone pictures by turning ON "iCloud Photo Library" in Settings>iCloud>Photos when you have Wi-Fi access

- In the iCloud pane of System Preferences on your Mac, put a check next to Photos, and another check next to iCloud Photo Library after clicking on Options. This will sync copies of your photos to the Mac

- Also set the Photos preferences iCloud tab to "Download Originals to this Mac" so your Mac will have a backup copy.

- You have 30 days to retrieve a deleted photo in your iCloud account. In the Recently Deleted album, tap Recover to return that item to the library.

- Share photos or albums via AirDrop or iCloud Photo Sharing by tapping your choice on the Share Sheet with the album open.

Photos and Music in iCloud-2

- To access "all" of your music at your Mac as well as your mobile devices, you need iCloud Music Library, part of Apple Music and iTunes Match which both are subscription services. Once subscribed, turn ON iCloud Music Library in the Mac under iTunes Preferences, General. In IOS, it is in Settings> Music.

- To ensure that you can access music without an Internet connection, you can turn ON automatic music downloads. On the Mac it is under iTunes Preferences> Downloads; on IOS it is under Settings> Your Name> iTunes & App Store

Mac Tips-1

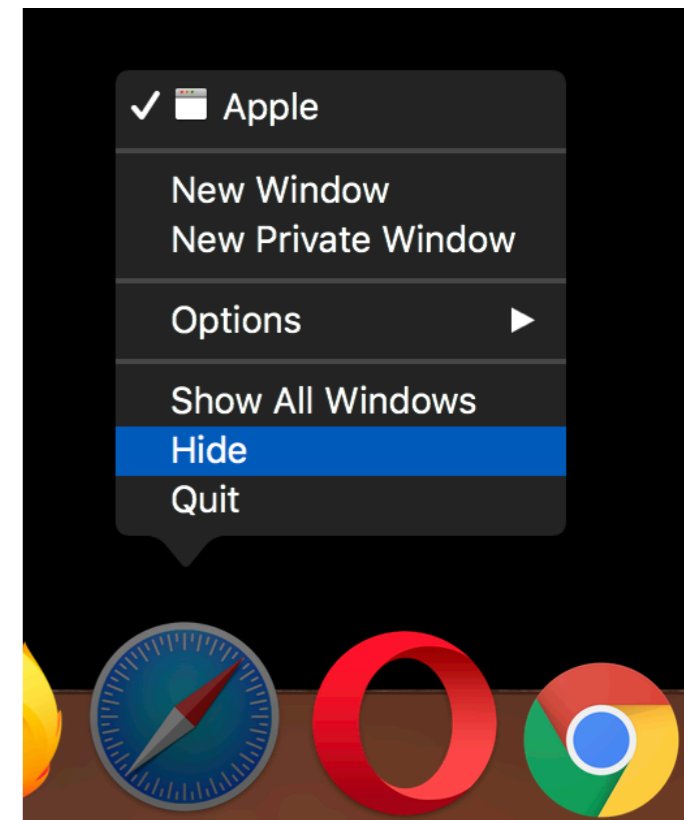- Get more workspace on the desktop by hiding the dock. Right-click the divider and select Hide

- Easily locate mouse pointer by shaking mouse to make pointer bigger. Under System Preferences> Accessibility> Display, click on "Shake Mouse Pointer to Locate"

- Get word definitions using only Spotlight. Just enter the word "define" followed by the word, and Spotlight will show the result from the Mac's dictionary

- If SIRI misunderstands what you asked, just click on the words it thought you said and edit them, then press Return.
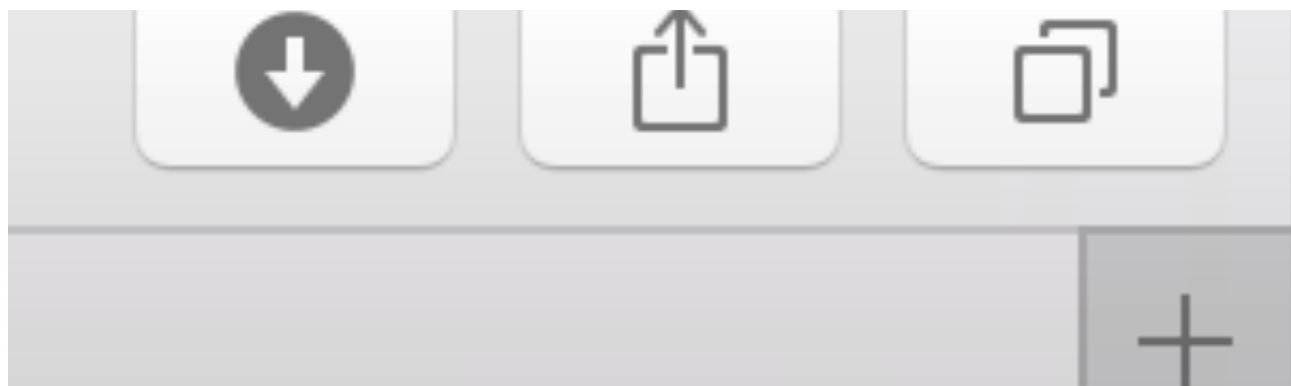
Mac Tips-2

- If you are using your laptop in a public place where you don't want your request of SIRI overheard, enable typing in System Preferences>Accessibility>Siri. Beware that SIRI will still speak the response, so you may need headphones for privacy.

- Long file names may be partly concealed in Finder's column view. To expand a column automatically to the required width, double-click the right dividing line of that column. Hold down OPT to simultaneously do all columns

- Tags are helpful in locating certain categories of files easily. Right-click a file and select a tag from the popup list. Customize a tag or create a new tag at Finder>Preferences>Tags
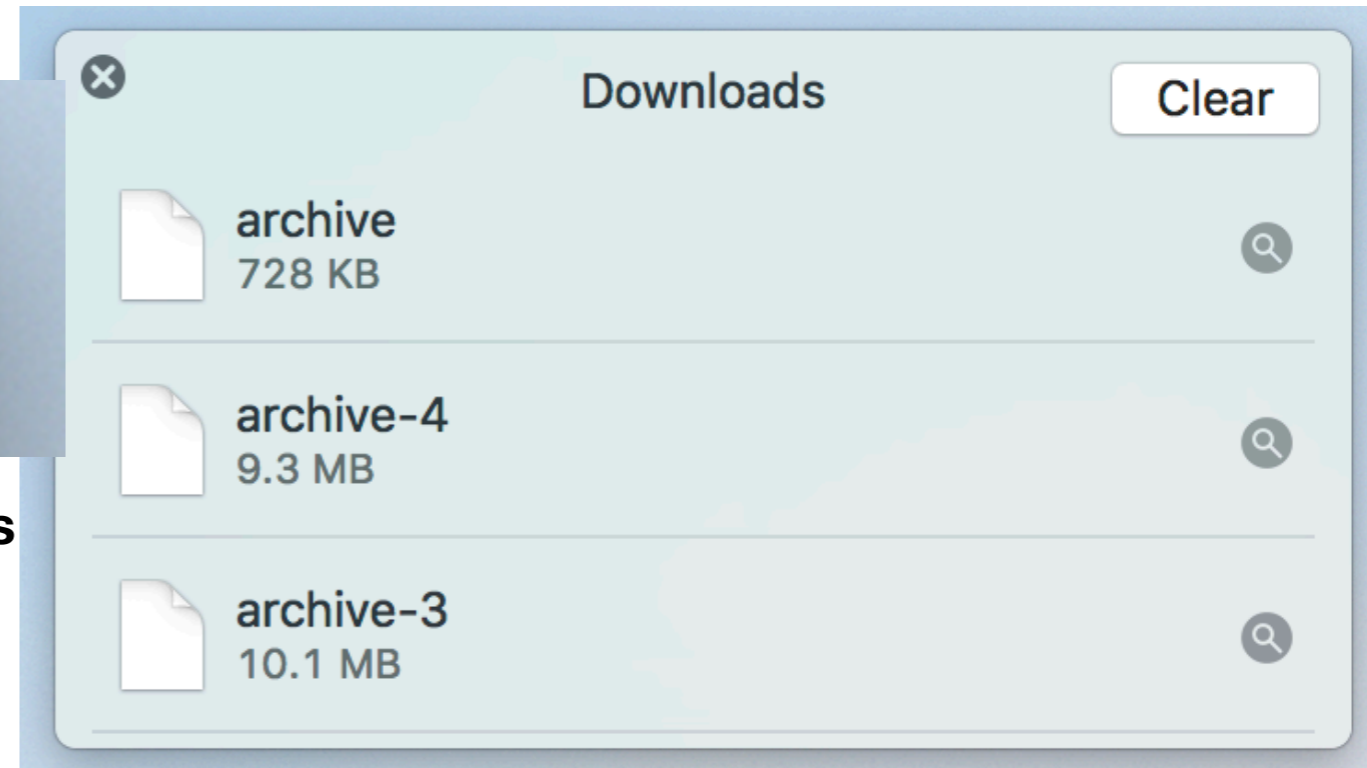
Mac Tips-3

- Temporarily hide a app's window without quitting

- View the set of all open-app icons by pressing command+tab (AKA app switcher), and select an application by repeatedly pressing tab.

- If the Q key is pressed at a selected app icon, that app will quit. This is a fast way to quit multiple apps.

- To zoom a window to fill the desktop, hold OPT and double-click any corner of the window

- Right-click on an app's icon in the dock to select "Hide"

Mac Tips-4

Click on down arrow to monitor Safari downloads

Drag download progress window to keep it open

- If you use a group of web sites for a given task often, put them all in a folder located in the Bookmarks sidebar of Safari. Right-click on the folder and select "Open in new tabs"

Mac Tips-5

- Save yourself from having to reformat text after copying it from elsewhere into Text Edit or Pages. The text will adopt the style at the position where it is inserted if you use OPT+Shift+Cmd+V to paste

- If you need to create successive documents in Pages based on a template that you edit, first establish the base document. Select that document in Finder, press Cmd+I and check the box "Stationery" and save the document as your template. Each time you open the template, a copy is created and the template is unchanged. The copy is edited into a new document time and again.

Mac Tips-6

- If you need an unusual math symbol or subscript, open a panel of special characters by pressing Ctrl+Cmd+Spacebar, and drag each character you need into your document

- A very useful keyboard viewer is available for you to interactively demonstrate special characters using combinations of keys on the keyboard. Along with it is an extensive set of special characters and emoji. In System Preferences>Keyboard pane, check "Show keyboard and emoji viewers in menu bar"