

South Bay Apple MUG Macintosh

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A Monthly CUPFUL for South Bay Apple Mac User Group Members

Two-factor is the Best Defense, by Zack Whittaker

Every once in a while someone will ask me what is the best security advice. The long answer is "it depends on your threat model," which is just a fancy way of saying what's good security advice for the vast majority isn't necessarily what nuclear scientists and government spies require.

My short answer is, "turn on two-factor." Yet, nobody believes me. Ask almost any cybersecurity professional and it'll likely rank as more important than using unique or strong passwords. Two-factor, which adds an additional step in your usual log-in process by sending a unique code to a device you own, is the greatest defense between a hacker and your online account data. But don't take my word for it. Google data out this week shows how valuable even the weakest, simplest form of two-factor can be against attacks.

The research, with help from New York University and the University of California, San Diego, shows that any device-based challenge — such as a text message or an on-device prompt — can in nearly every case prevent the most common kind of mass-scale attacks.

Google's data showed having a text message sent to a person's phone prevented 100% of automated bot attacks that use stolen lists of passwords against login pages and 96% of phishing attacks that try to steal your password.

Not all two-factor options are created equal. We've explained before that two-factor codes sent by text message can be intercepted by semi-skilled hackers, but it's still better than not using two-factor at all. Its next

July 31 Meeting

Mac Shortcuts, by Kent McDonald

Mac operating system software provides numerous shortcuts that enable users to perform routine tasks more easily. However, we need to refresh our bag of tricks occasionally since our daily routines evolve over time. At our July 31 SBAMUG meeting, Kent McDonald will review the Mac shortcuts that you may have forgotten, or just were not available in earlier versions of Mac software. The presentation will draw upon material from online sources such as MacMost, Mac journals such as MacLife, and Don McAllister's ScreenCastsOnline videos. You may be very happy to discover a couple of shortcuts that you will use every day. We will also share our favorite shortcuts with the rest of the members present, so think about that.

Don't miss the meeting! See page 2 for details.

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Meetings: Lomita Veteran's Hall, 1865 Lomita Blvd, Lomita Mail: PO Box 432, Redondo Beach, CA

> 90277-0432 Phone: (310) 644-3315 Email: info@sbamuq.com

Welcome to the SBAMUG South Bay Apple Mac User Group

Members, friends and colleagues are invited to attend our monthly meetings (usually the last Wed. of the month). The \$35 annual membership dues entitle you to receive this monthly newsletter by mail or online, plus many more benefits (page 8). To become a member or get more info please visit our website sbamuq.com



Lomita Veteran's Hall, 1865 Lomita Blvd, Lomita

SBAMUG Monthly Calendar

July 31: Mac Shortcuts Aug 28: TBD

SBAMUG Meeting Format:

6:30—7:30 p.m. Questions & Answers and Sharing: *Everyone* is welcome, beginners

encouraged

7:30—7:50 p.m. 'iSocial' – shoot the Mac breeze with others over a cookie*

7:50-8:00 p.m. Announcements

8:00—9:00 p.m Program

*Refreshments provided; donations appreciated! Submit suggestions for topics or speakers, or articles, ideas & original artwork for this newsletter to pjmyerz@gmail.com by the last Wednesday of each month. Articles may be edited to fit space.

Other Meetings:

- Tue (6 days after last Wed) SBAMUG Core Group, 7:30 pm. Join FaceTime SBAMUG community, or email: info@sbamug.com.
- 2nd Sat. each month SMOG, 9AM in Costa Mesa, ocmug.org
- Last Sat. each month Northrop Grumman-Ham Radio & Computer Swap Meet, 7--11:30 a.m. Meet at SE corner of Marine/Aviation Blvd, Redondo Beach
- Los Angeles Portable Users Group: Mac OS X, iPhone, iPod, MacBook, etc.. .lapug.org/

Officers & Volunteers:

President: Kent McDonald

VP: open

Secretary: Nancie Silver Treasurer: CW Mitchell

Directors at Large: Dave Nathanson, Arnold Silver, George Wilde, Joan King, Pete Myers

PD Disk Editor: Jim Pernal Membership: CW Mitchell

Member Development: Pete Myers Programming: Kent McDonald

Greeter: open

Server Director: Dave Nathanson Newsletter: Pete Myers, Bill Berks

USPS Liaison: CW Mitchell

Refreshments: Arnold Silver/Andy Paroczai

Membership Report - 85 members!

Please wear membership card as your name tag - you may notice your first name is in larger letters on your card - so it can be used as a name tag at the meetings.:)

Welcome New Members: Lenna Harnett

Thank You Member Renewals: Rose Alsape, Wayne Inman, Michael Maiuri, Wayne Miyoshi, Russ Neglia, Arnold Silver, George Wilde.

If your name is not spelled right or your expiration date is wrong, contact cwmitchell@sbamug.com for correction. Or contact CW for everything membership, dues and benefits. Please watch for your renewal letter, then sign and date it and return it with \$35 check (in enclosed self-addressed envelope) or bring letter with payment (cash, check, PayPal) to meeting.

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SBAMUG July 2019 Shareware

This is the July shareware article. Six items this month. One is available from the Mac App store, the others from the vendors website, with the link included in each description.

A Better Finder Rename 10.42: Program that renames files. One or two is fine the way the Mac OS does it, but if you have hundreds, this program will make it easier. Instant preview shows if you have made any errors. MAC OS 10.7+ \$19.95 http://www.publicspace.net/ ABetterFinderRename/index.html

GraphicConverter 11: Image editing and conversion tool. Been around forever, this is a major upgrade. Shortcut to copy frames of a movie to the desktop. New file type export. OS X 10.9+\$39.95 https://www.lemkesoft.de/en/products/graphicconverter/

Org Chart Designer Pro 2.30.1: While I doubt we have many in our group that run medium to large companies, there is still a chance that some of you are involved in community organizations and the like. This program can create organization charts using simple drag and drop. Add photos. OSX 10.9+ \$27.99 Mac App Store

Pixelmator 3.8.5: Pure image editing program. Layers. Can work directly with your Mac's camera. \$29.99 Mac OS 10.12+ https://www.pixelmator.com/mac/

Stock Investment Guide (SIG) 4.2.0: Stock analysis program. Uses method that are used by stock clubs. Can read or write .ssg file types. OS 10.9+ \$90.00 http://churr.com

VLC Media Player 3.0.7.1: Mulimedia player for various audio and video types. Should play most all of those out there on the internet. OSX 10.7.5+ Mac OS Free (donationware) https://www.videolan.org

See you at the July meeting. Jim Pernal PD Editor

Two Factor, from page 1

best replacement, getting a two-factor code through an authenticator app on your phone, is far more secure.

Only a security key, designed to protect the most sensitive accounts, prevented both automated bot and phishing attacks but also highly targeted attackers, typically associated with nation states. Just one in a million users face targeted attackers, Google said.

For everyone else, adding a phone number to your account and getting even the most basic two-factor set up is better than nothing. Better yet, go all in and shoot for the app.

Your non-breached online accounts will thank you. Read the full article (with charts) at: https://techcrunch.com/2019/05/20/google-data-two-factor-security/

32-Bit Apps 'Not Optimized for Your Mac' to Stop Working on macOS Catalina, by Juli Clover

When macOS Mojave was announced, Apple warned that it would be the last version of macOS that would support older 32-bit apps. Apple has been phasing out 32-bit apps for the last 10 years and is now ready to take the final step, even if Mac users may not be ready to lose access to older apps.

In September, when macOS Catalina comes out, 32-bit app support will not be available, which means many of your older apps could potentially stop working if they're not updated to 64-bit.

32-bit vs. 64-bit

32-bit apps date back to a time when there were 32-bit processors and 32-bit operating systems. Apple has long since transitioned to 64-bit processors and macOS has been 64-bit since the launch of Snow Leopard in 2009.

Compared to 32-bit apps, 64-bit apps can take advantage of more memory and offer faster system performance. Apple technologies like Metal only work with 64-bit apps, and for Apple to ensure that Mac apps include all of the latest advancements and optimizations, support for 32-bit needs to end. In the simplest terms, 32-bit apps are inefficient.

Checking If an App is 32-Bit or 64-Bit

To determine whether an app is 64-bit or 32-bit and to see if there are 32-bit apps installed on your machine, follow these steps:

- Click the Apple symbol (
 in the menu bar on your Mac's desktop.
- Click on About This Mac.

continued on page 4

- Choose "System Report" at the bottom of the window.
- Scroll down to the Software list on the sidebar.
- Select "Applications."
- Scroll all the way to the right to see the 64-bit list.

Anything in this list that has a "Yes" next to it is 64-bit and does not need to be updated. Anything that says "No" will need to be updated.

How to Prepare

The first step is to make sure there aren't already available updates for apps that you have on your system, which you can generally do by updating through the Mac App Store for Mac App Store apps.

Apps outside of the Mac App Store use other update methods that can vary by app, but for many, you can click on the app's name in the menu bar and choose the "Check for Updates" option. Some other apps have more hidden update methods, so if you do have a 32-bit app, make sure to Google how to update it to be sure there's not already new software available.

After ensuring you've updated everything you're able to update, you can contact developers and ask them to update their apps, but if that doesn't pan out, the only other solution is to start the search for an alternative app now so you're ready when the next-generation version of macOS launches.

Outdated Apple Apps and Files

There are many apps that are going to stop working. One major example is Aperture, and Apple recently warned current Aperture users that Aperture is not going to run on future versions of macOS.

If you're an Aperture user, now is the time to transition to alternate photo editing and management software, such as Adobe's Lightroom.

Affected Media Formats

Certain media files that use older formats and codecs are also not going to be compatible with macOS after macOS Mojave due to the 64-bit transition, and you will need to convert some iMovie and Final Cut Pro X libraries. Incompatible media files were created using codecs that rely on QuickTime 7, and while macOS Mojave has

QuickTime 7 frameworks, future versions of macOS will not.

Apple has a full list of media formats that are going to be affected by the transition available in a support document.

Continuing to Use 32-Bit Apps

In macOS Mojave and earlier versions of macOS like High Sierra, you can continue to use your 32-bit apps. If you have a 32-bit app that you absolutely depend on, you're going to want to think twice before upgrading to macOS Catalina when it's released.

How to Organize Your Messy Contacts List, by Whitson Gordon

The contacts list on your phone is probably less a list of people you talk to and more a list of everyone you've ever talked to. Here's how to clean it up.

Pick one 'bucket' and sync all your contacts there

Before you edit anything, you'll need to make an important decision: Where do you want to store these contacts? Depending on your phone, there's a good chance that you have some contacts stored in, say, an iCloud account, while the others are in a Google account. That likely means you have duplicates for some contacts, and storing them in two places means you could have trouble finding a contact's information when you need it most.

Here's my advice: If you have a Gmail address, put your contacts in Google's address book and keep them there. You can sync a Google account with just about any phone and access it on the web. Plus, it contains lots of advanced features and can even suggest updated information for your contacts who also use Gmail. iPhone users could sync with iCloud, Samsung users can sync with their Samsung account, and so on — but these usually don't have as many features as Gmail and won't always sync with other platforms, so I recommend sticking with the bucket of contacts attached to your email service.

If you use a phone with Google's Android operating system, your contacts are likely already stored in a Gmail account. But if you use an iPhone, they could be stored in any number of places, so head to Settings and then Passwords & Accounts to see the different accounts on your phone. Any account listed here with "Contacts" under its name is set to sync contacts — this could include iCloud, Gmail, Yahoo, Outlook and others.

If you have contacts in other accounts, you'll want to export them to a file on your computer, then import them into Gmail (or your email account of choice). Head to the web interface for each of those accounts, find the "export" option and use it to put the file on your desktop for the time being — then import them into your main bucket (ideally, Google, just because it's available in the most places and on the most devices). Don't worry about duplicates — we'll deal with those soon.

Organize Contacts, from page 4

Once you've done that, you can head back to your iPhone's Accounts page and uncheck "Contacts" for the accounts you no longer want to sync, or delete the contacts from those accounts altogether. (It might also be a good idea to also export your main list of contacts from Google so you have a backup in case anything goes wrong during the steps below.)

If you're forced to keep contacts in a few places (for example, if you have a work email in addition to a personal email), that's fine — just keep your work contacts in your work bucket, and your personal contacts in your personal bucket, and try not to duplicate them across accounts.

Get rid of contacts you don't need

Now that all your contacts are in one place, it's time to start organizing — and as any Marie Kondo fan would tell you, that starts with getting rid of clutter. There's a good chance your address book is filled with contacts you don't need: acquaintances you don't talk to anymore, former co-workers you didn't even like and contacts previously imported from other apps like Facebook. While it doesn't hurt to have these numbers in your phone, it does make finding the people you want to talk to more difficult, since you have to scroll through a seemingly endless list of names to find the few you actually want.

So take some time to go through your contacts and delete the ones you don't want to see. If you're using an Android-based device, you can just tap and hold on a contact to enter selection mode. From there, you can select as many contacts as you want, then press the Delete button to remove them all at once. If you're on an iPhone, there's no option for purging multiple contacts at a time — you have to open each one up, tap "Edit," and scroll down to Delete Contact. That's why I recommend performing this step on the web, using Gmail's address book (or whatever service you use), since you can check off multiple contacts and delete them at once.

Merge duplicate contacts

Purging clutter is easy. Now for the hard part: taming the mess of contacts you are keeping. If you've been syncing contacts from multiple accounts, you probably have a few duplicates in your list (or, if you're unlucky, lots of duplicates).

If you're storing your contacts in Google's address book, you can merge those duplicate contacts on the web by clicking the "Duplicates" option in the left sidebar. (If you don't see it, click the "Try Contacts Preview" button, which will bring you to the newer interface that contains the "Duplicates" feature). You'll be presented with a list of contacts Google thinks are duplicates, and you can click the "Merge" button to combine each pair into one item. You can also view this menu on an Android phone by opening the Contacts app, clicking the three-line menu on the left, and tapping "Suggestions."

If you're using an iPhone, once again, you're in a sticky wicket, since the iPhone has no built-in features to deal with this problem en masse — only on a contact-by-contact basis. (It's as if Apple wants you to have a cluttered mess of contacts.) You can, however, use Google's web interface as described above, or — if you sync your contacts with iCloud

— use the Contacts app on a Mac to get rid of duplicates. Just click "Card" then "Look for Duplicates" and merge them together. If you aren't using Google and don't have a Mac, you can use an app like <u>Cleaner</u> to help streamline the process instead.

If you have work contacts stored in your office Outlook account, you can remove duplicate entries there, too, but you'll have to do some fancy footwork, since Outlook can merge duplicate contacts only when importing them.

Update everyone's information

You're in the homestretch now. You've got your list of important contacts, you just need to make sure each email, phone number and address is actually up-to-date (not to mention contact photos, if you're a completist). Unfortunately, you'll have to do a lot of this work yourself: While Gmail can import some extra information from contacts when you add them, this information can often be outdated. So grab that pile of Christmas cards you were going to throw away, check the return addresses and punch them in. Delete any old work email addresses that no longer apply. Since you pared down your contact list earlier — right? — this shouldn't take too long, and you'll have to do it in one big batch only once a year or so.

While you're going through your contacts, you may find it useful to mark certain people as favorites so they're easier to find or exclude from your Do Not Disturb settings. In addition, you can add contacts to different groups like Family, Work and so on, making smaller lists that are easier to navigate. These tricks aren't strictly necessary — cleaning up the main list is going to matter a whole lot more — but they can be helpful for some people.

It isn't fun, but when you're done, your contact list should feel like a well-organized Rolodex instead of a mess of metaphorical sticky notes stuck inside a book. And the next time you send someone an email, you'll know it's going to the right person.

nytimes.com/2019/06/18/smarter-living/organize-google-apple-phone-contacts.html

Forgot your passcode?

If you enter the wrong passcode too many times, you'll see a message that your device is disabled. If you can't remember your passcode, you'll need to erase your device, which deletes all of your data and settings, including the passcode. Unless you made a backup before you forgot your passcode, there isn't a way to save the data on your device. Follow the steps below to remove your passcode:

If you backed up your device, you can restore your data and settings after restoring your device. If you never backed up your device before you forgot your passcode, you won't be able to save the data on your device.

- If you don't have iTunes, download and install
 iTunes on your Mac or PC. If you don't have a
 computer, borrow one from a friend, or go to
 an Apple Retail Store or Apple Authorized Service
 Provider.
- Make sure that your device isn't connected to your computer, then choose your device below and follow the steps:
 - iPhone X or later, and iPhone 8 and iPhone 8
 Plus: Press and hold the Side button and one
 of the volume buttons until the power off slider
 appears. Drag the slider to turn off your device.
 Connect your device to your computer while
 holding the Side button. Keep holding the Side
 button until you see the recovery-mode screen.
 - iPad with Face ID: Press and hold the Top button and either volume button until the power off slider appears. Drag the slider to turn off your device. Connect your device to your computer while holding the Top button. Keep holding the Top button until you see the recovery-mode screen.
 - iPhone 7, iPhone 7 Plus, and iPod touch (7th generation): Press and hold the Side (or Top) button until the power off slider appears. Drag the slider to turn off your device. Connect your device to your computer while holding the Volume down button. Keep holding the Volume down button until you see the recovery-mode screen.
 - iPhone 6s or earlier, iPod touch (6th generation or earlier), or iPad with Home button: Press and hold the Side (or Top) button until the power off slider appears. Drag the slider to turn off your device. Connect your device to your computer while holding the Home button. Keep holding the Home button until you see the recoverymode screen.
- 3. In iTunes, when you see the option to Restore or Update, choose Restore. iTunes will download software for your device. If it takes more than 15 minutes, your device will exit recovery mode and you'll need to repeat step 2.
- 4. Wait for the process to finish. Then you can set up and use your device.

GoodTask 3 Task Manager for iOS and macOS, by Allister Jenks

When it comes to task management apps on Apple platforms, there has long been a gold standard in the Omni Group's OmniFocus. I've been invested in OmniFocus for over three years now and admire the fit and polish of the product, but I'm at a point in my life where its complexity is now overkill and, well, I'm falling out of love with it.

One of the few uses I have for Siri is setting reminders, as I often think of things I need to add to my list when it's not terribly convenient to stop, open an app, tap around, and type out the reminder. As of iOS 11, it has been possible to direct Siri to add a reminder directly to OmniFocus. Or rather, *theoretically possible*.

In my experience, Siri tends to cut me off before I add "in OmniFocus" to the end of my sentence, and sometimes I cut myself off because it's just not a natural thing to say. It has been so frustrating that I simply stopped doing it, or on the few occasions I decided to use Siri, I just let the reminder go into the default Reminders app.

Last November, my eye was caught by a headline on MacStories. I'd been vaguely aware that some apps directly used Apple's Reminders data, but I had not given any a try in a long time. I started reading the MacStories post and the more I read, the more I liked. The benefit of this approach is I don't need to direct Siri to put the reminder into a specific app, but I still get a nice interface and a few extra features over the default app.

I liked the look of GoodTask and downloaded it on my iPhone to have a go. GoodTask gives you 14 days of full functionality before you have to decide whether to pay, and this was plenty for me to make that decision. I chose to make a one-time payment to unlock the app and then installed it on my iPad as well. Mostly I use my iPhone to manage tasks, but if I happen to be using the iPad when something crops up, it's right there. As some of my tasks are 100% going to be executed on the Mac it's very useful to have it there as well, so I've also paid for the Mac version now. So what are the features of GoodTask that make me happy?

Themes are much appreciated. Everyone has their color preferences and at the moment I like my utility apps to have a dark theme. GoodTask delivers on this with a handful of predefined choices plus the ability to go completely custom.

Smart lists are a really useful feature. I've got a number of lists for different purposes, some time-critical, some "one day", so only a subset of those need to remain front of mind. I have a Smart List I call "Focus" which includes tasks from those important lists that are either due in the next three days or have no date set. Each actual list has its own color, so in the Smart List I can easily see the nature of each task from the color.

You can also show calendar appointments in the GoodTask views. This is incredibly handy for an overview of what I've got on. It's interesting that I also recently started using BusyCal (for many of the same reasons) and it includes reminders in its calendar views.

Quick Actions are just superb. When you create a task, you get the usual selection of fields to fill out, but a simple swipe on

Good Task, from page 6

the screen takes you to a grid of Quick Actions. A standard set is provided, but you can create your own and customize the existing ones as you please. What is a Quick Action? It's a button that sets some aspect of a task. I have a button for "Tomorrow at 9:00am" for things I expect to do when I'm at work, and another for "6:30pm" for things I expect to do when I get home from work. I've also got buttons for "plus one day" and "plus 2 hours," and (a default) one to clear the date and time. But you can have them set more than just times. Priority, tags, alerts, repeating, and more can be set. I also have three buttons that allow me to instantly allocate a task to one of my three most commonly used lists.

While your basic lists will intrinsically sync between devices because they are internet-based, you can also sync your GoodTask preferences using iCloud. A nice touch, as tweaking a Smart List on one device will see the changes propagate to all other devices automatically.

There are numerous other features and many configurations you can make to personalize GoodTask. I'm slowly exploring further in the app to find these and see if they add value for me.

This is not intended to be a comprehensive review, as I have deliberately focused on what makes GoodTask great for me and glossed over some of the important implementation details (like how features not in Reminders are implemented). It would be remiss of me, however, not to mention the price. It goes for \$19.99 in the Mac App Store.

https://www.podfeet.com/blog/2019/03/goodtask/

DEVICELAND

20790 Hawthorne, Torrance, 310-357-4400 The owner (Ray Kahn) might give you a discount as an SBAMUG member. Check 'em out and let us know about your experience.

Here is his blurb: Advanced Micro Systems Inc doing business as **DEVICELAND** is the local South Bay hub for all Apple-related needs. As an independent, authorized Apple Premier Partner, we provide our customers with a convenient and familiar place to take care of all things Apple. No matter the need or desire, our experts are there the moment you walk in, with no appointment necessary. We take a personal interest to ensure you leave with your questions answered, needs met and products operating properly and efficiently.

Get More From Your Letters With Custom Stationery for Print or Pixels, by JD Biersdorfer

Even in today's digital world, notes sent under a formal letterhead can help get the right message across. Here's how to make your own powerful design with just a few

Sure, emails and texts are easy ways to send written messages. But there are many times when an old-fashioned letter works best — for legal matters, for instance, or for official notices or personal recommendations.

To get the most out of those letters, it's handy to have your own personalized stationery. It can add an important touch of professionalism. And with free tools and templates available, you can whip up a custom letterhead design in just a few minutes. Here's how to get started.

Step 1: Serve Up a Template

Most major word processing programs include a set of predesigned templates for many types of documents, including a business letterhead. Look for the "template gallery" in your word processing app. With a template, you don't need to get bogged down in layout details. The type styles and basic graphic design are already there, created with generic place-holder information. (You can usually tweak the fonts and colors, though.) Just replace the default text with your own name, address etc and there you have your letterhead.

Step 2: Cook Up Your Own Design

If you don't care for the look of the templates — or have a specific design in mind for a small business or other venture — create your own unique letterhead. You can modify an existing template, or start from scratch on a new document and use your app's layout tools for type style and size, color and alignment. Make sure you have any special fonts or graphical elements (like a logo file) you want to use on hand, and be sure to proofread your final version.

Step 3: Save Your Custom Stationery

If you didn't choose "create new template" option before you started crafting your letterhead, you can save the current file as a template to use over and over for future correspondence. Check your program's help guide for specific instructions.

Step 4: Print Your Letter for Mailing

One you have created your letterhead, compose your letter. If you don't want to use cheap white printer paper, look for thicker, nicer stock at your local stationer or office-supply store. Load your fancy paper in the printer, hit the Print button and scrawl your signature on the finished page. (Or, if you really want to go old school, print out your design and write your letter by hand.

Step 5: Sign and Send Your Letter Electronically

Sure, you can just email your composed document, but it may not look as intended if your recipient doesn't have the same fonts and graphics files. If you want the look of a printed letter — but also the flexibility of email delivery and easy archiving — save the file as a PDF document instead of printing it.

If you don't already have a program or an app to make PDF files from documents, you may not need to get one. On the computer, look for a "Save as PDF" or "Print to PDF" option when you choose the Print command and are asked to select a printer. Recent versions of Android and iOS can also make PDF files from documents right on the mobile device in the Print options.

Read the full article at: https.www.nytimes.com/2019/06/12/technology/personaltech/design-and-mail-your-own-letterhead-stationery.html



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Current level of Mac expertise
Beginner Intermediate Advanced
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