



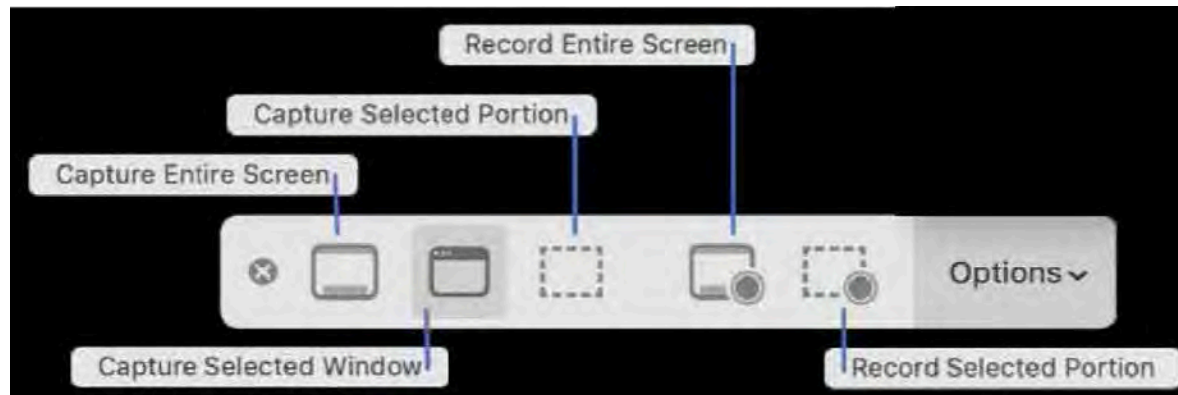
AUSOM Tips for macOS and iOS

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February 2024

⌘(Cmd)+Shift+5: with Mojave or better - Mac

- Shows ALL Screenshot tools



- A toolbar gives options for capturing the entire screen, a specific window, or capturing a specific portion of a window.
- Use it to record either the entire screen or a portion of it and,
- Additional Options such as where to save the image or video file.

Save to

- ✓ Desktop
- Documents
- Clipboard
- Mail
- Messages
- Preview
- Other Location...

Timer

- ✓ None
- 5 Seconds
- 10 Seconds

Options

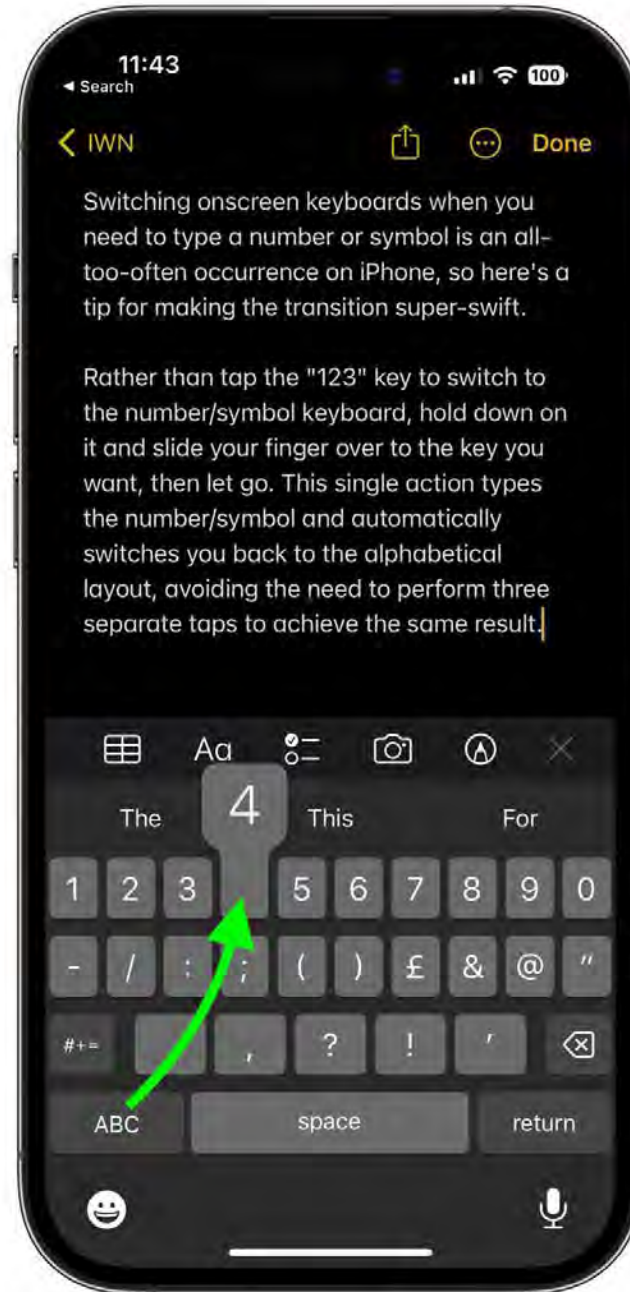
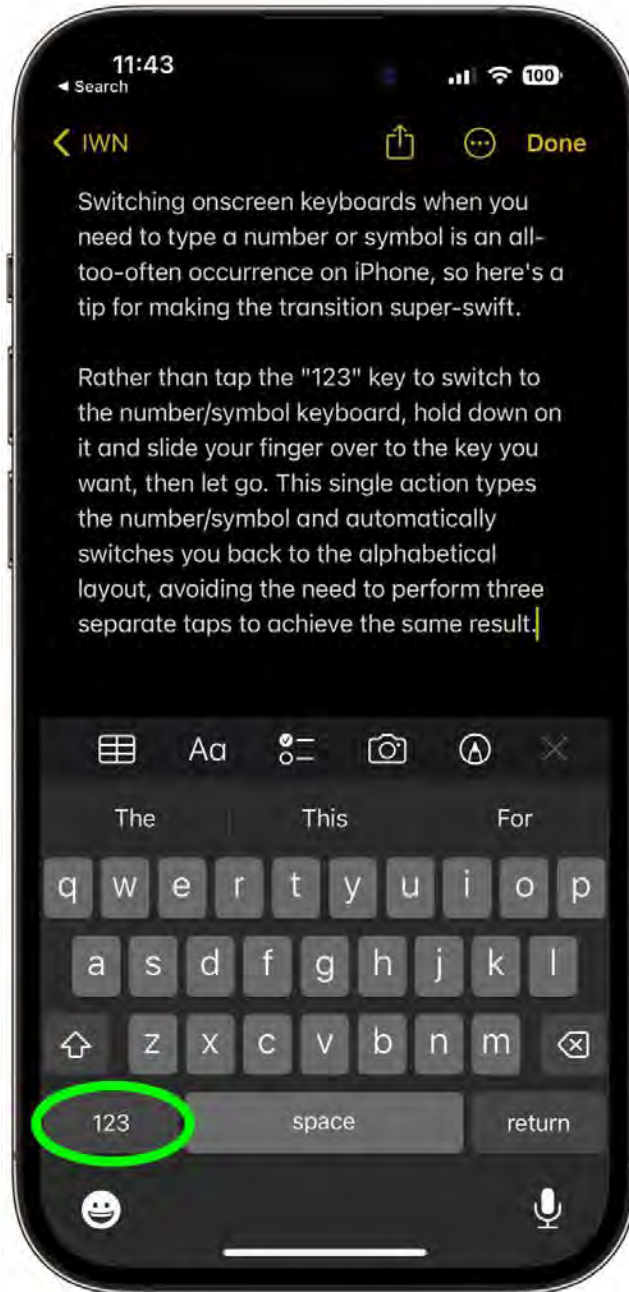
- ✓ Show Floating Thumbnail
- ✓ Remember Last Selection
- Show Mouse Pointer

Options ▾

Quickly enter NUMBERS - iPhone, iPad

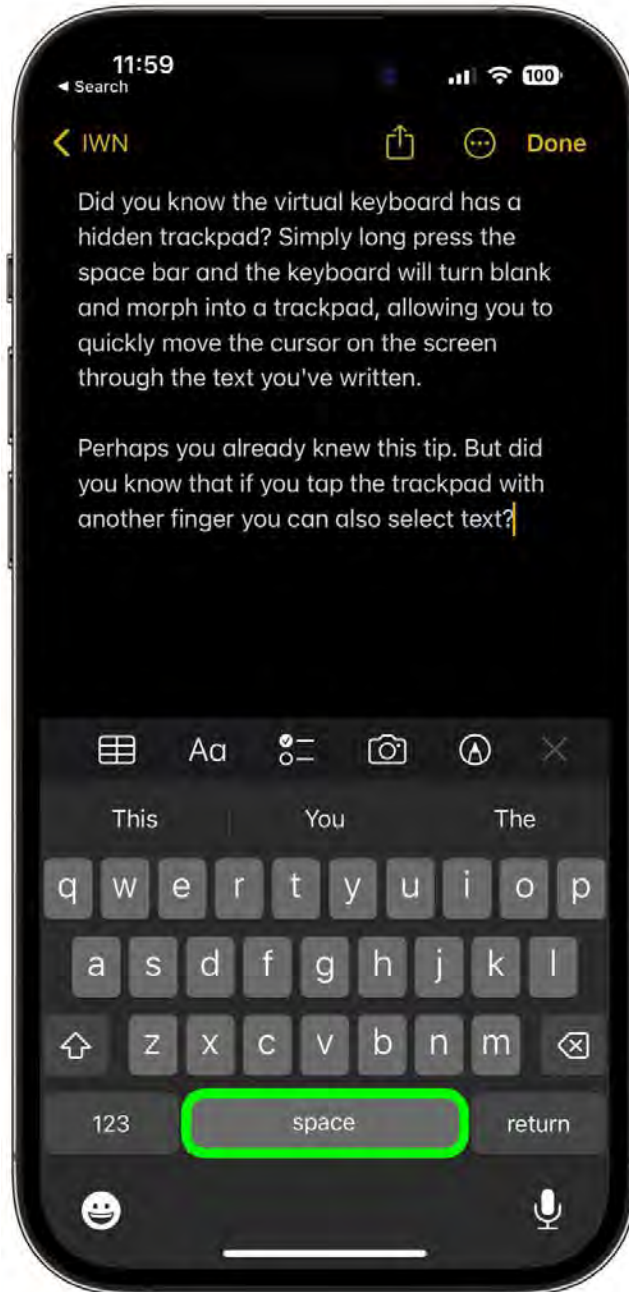
- Hold down on the “123” key,
- Slide your finger over to the key you want, and
- Then let go

NOTES: Rather than tap the "123" key to switch to the number/symbol keyboard, hold down on it and slide your finger over to the key you want, then let go. This single action types the number/symbol and automatically switches you back to the alphabetical layout, avoiding the need to perform three separate taps to achieve the same result. On an iPad you might find this easier than the 'quick flick down' method of selecting numbers.



Use the Hidden Trackpad - iPhone or iPad

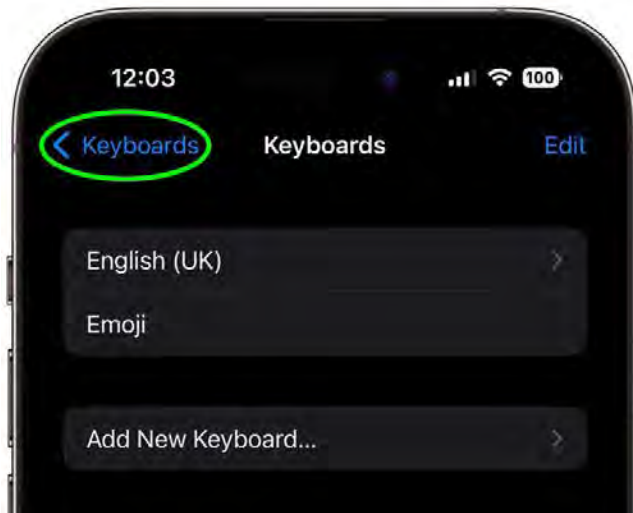
- Long press on the space bar,
- The keyboard will turn blank,
- Slide your finger to move the cursor on the screen.



Long press Back buttons - iPhone, iPad

- Long press the top-left Back button,
- A popover shows previous screen,
- Tap to jump back to the screen of your choice.

If you're several menus deep in a system app such as Settings, you don't have to tap the top-left Back button multiple times to get back to the top menu. Simply long press it instead to get a popover of previous screens that you can tap to jump straight back to.



Convert Images to a Different Format - Mac

Preview allows you to export images in different formats. Save time by using Finder to convert images instantly.

- Select the image you want to change and control-click (right-click) it.
- Go to **Quick Actions**.
- Select **Convert Image**.
- Choose the format and the image size you want.
- Once you're done, click on **Convert to ...**, and your Mac will do the rest.

- Feb 2024.pdf
- FloorPlan.jpg
- Ghost Train door.jpg
- Image1.jpg**
- Image2.jpg
- Image3.jpg
- Image4.jpg
- Image5.jpg
- Image6.jpg
- Image7.jpg
- Image8.jpg
- Image9.jpg
- Image10.jpg
- Image11.jpg
- Image12.jpg
- Image13.jpg
- IMG_7729.jpg
- IMG_7732.jpg
- IMG_7733.jpg
- IMG_7735.jpg
- IMG_7736.jpg
- IMG_7737.jpg

- Open
- Open With >
- Move to Bin
- Get Info
- Rename
- Compress "Image1.jpg"
- Duplicate
- Make Alias
- Quick Look
- Copy
- Share...
- Tags...
- Show Preview Options

- Quick Actions >**
 - Rotate Left
 - Markup
 - Create PDF
 - Convert Image**
 - Remove Background
 - Customise...
- Share...
- Send a copy...
- Get signatures
- Sign yourself
- Copy Dropbox link
- Version history

Convert Image

Format: JPEG

Image Size: Actual Size (97 KB)

Preserve Metadata

Cancel Convert to JPEG

**See the Quick Tip soon to be added to
AUSOM's website**

'Change File Type'

**For how to Convert Images to a Different
Format — iPad**

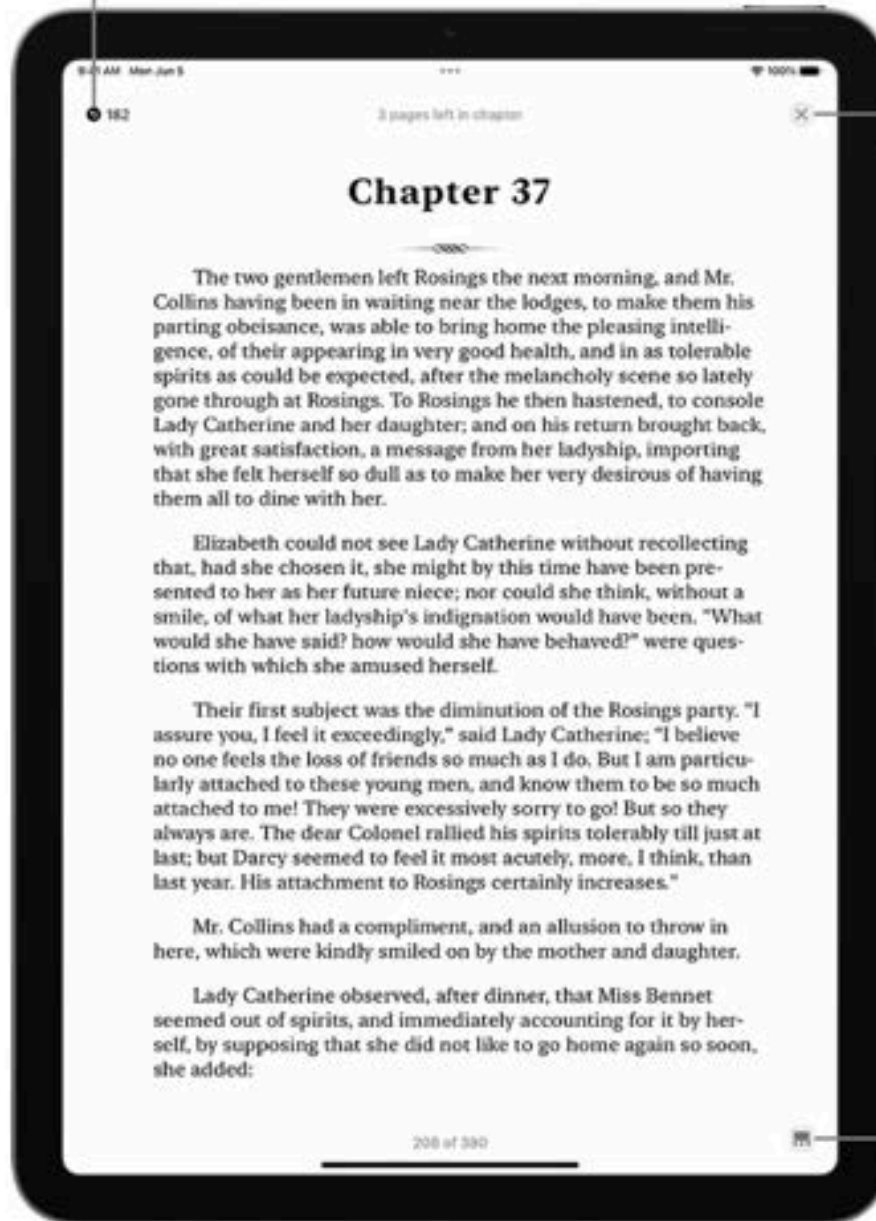
Reading a book in Books app - iPad or iPhone



In recent versions of iOS the above button is in the lower-right corner of the window — **tap** to access...

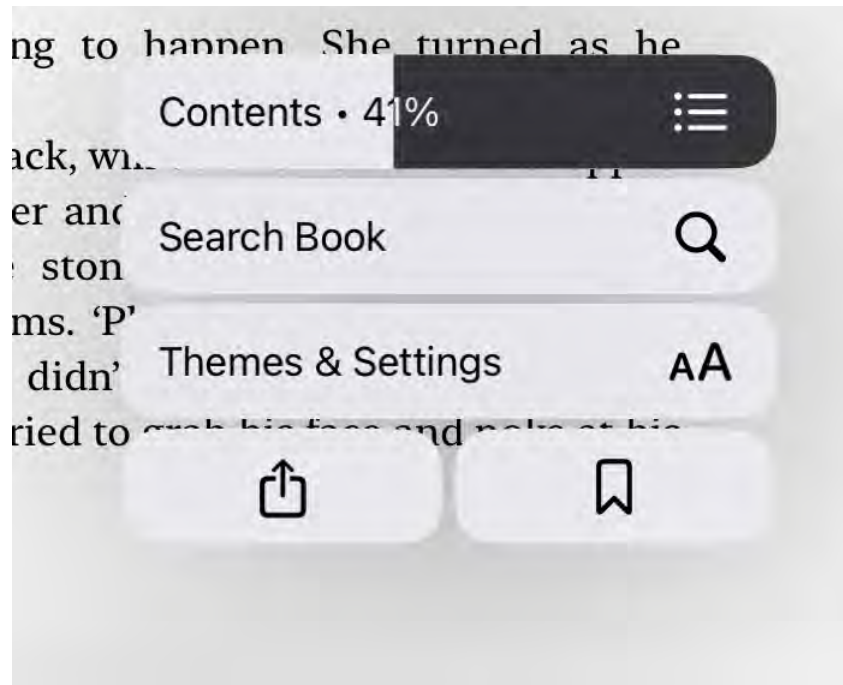
- Table of Contents,
- Change the display,
- Search.
- Share, and
- Bookmarks.

Tap to go back to previous reading location.



Tap to close book.

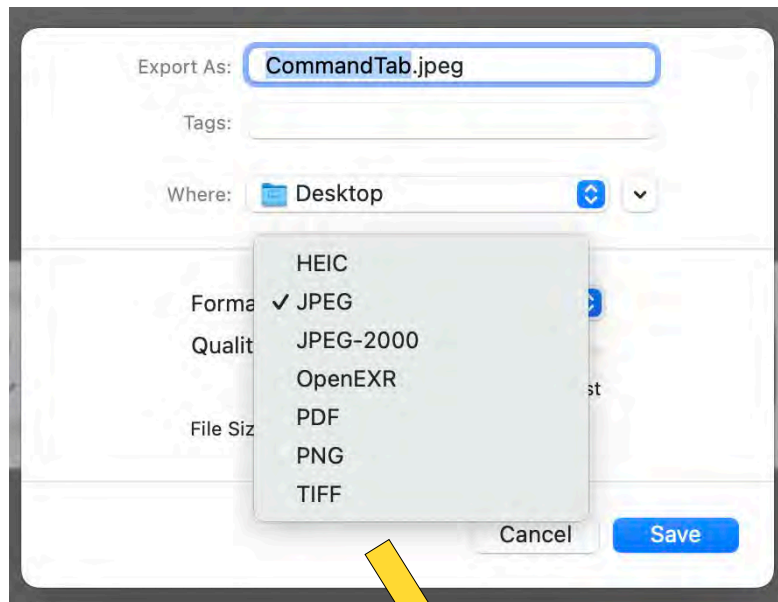
Tap to navigate the table of contents, change the display, search, share, and add bookmarks.



NOTE: When viewing PDF files in Books access to similar settings continue to be available at the top of the screen.

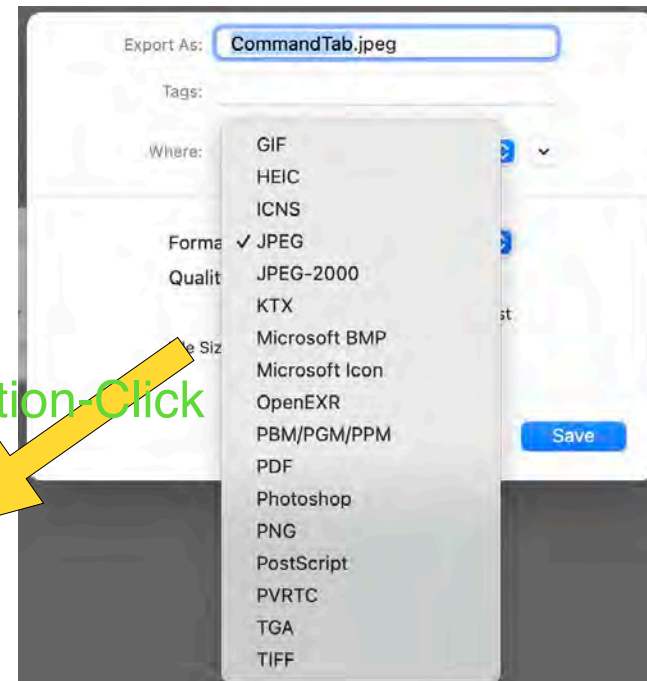
More Format Options (Preview) - Mac

When you save or export a file in Preview, **Option-click** the **Format** dropdown to access additional file types.



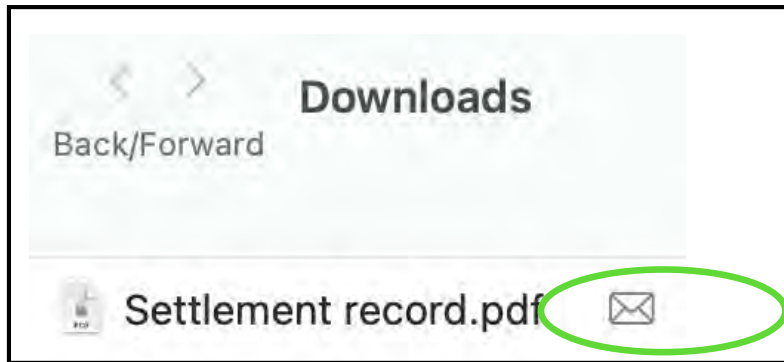
Click

Option-Click

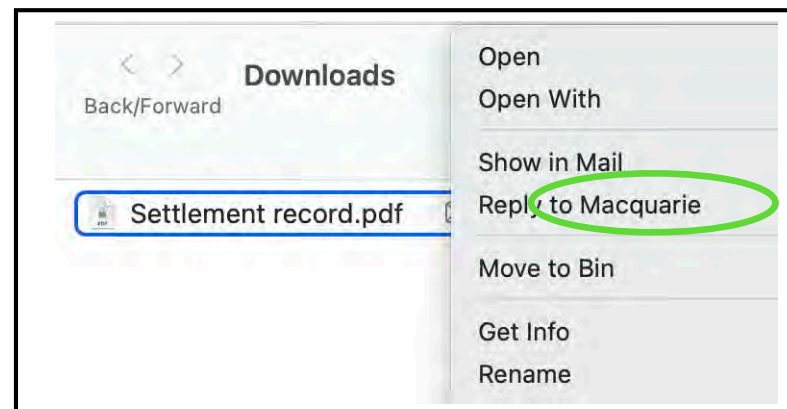


Attachment Downloads from Mail - Mac (Sonoma)

Download an email attachment from Mail and view it in Finder to see a new mail symbol.



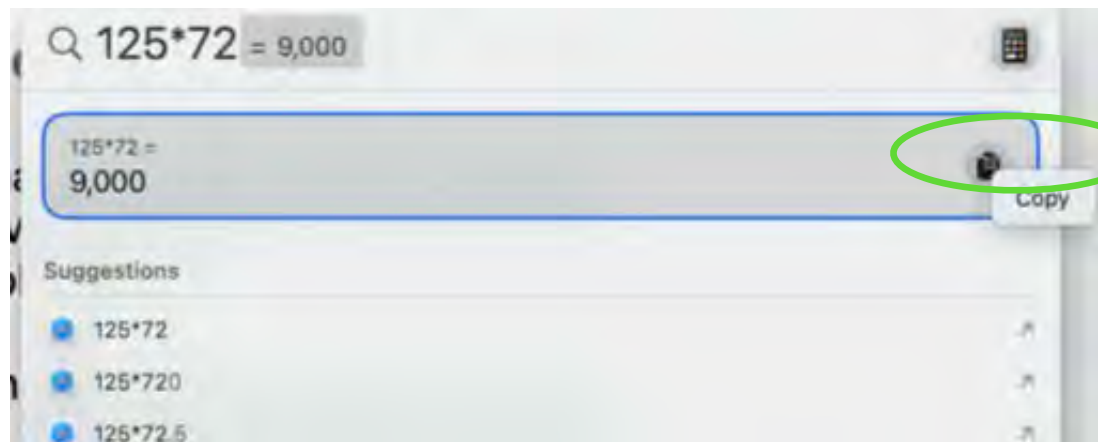
Right-click the attachment to see "Reply to [name of sender]" option. Select that option and a Mail compose window will open ready for your reply.



Spotlight Search for quick calculations - Mac

For simple equations open the Search by pressing **Command + Space Bar** and type the calculation you need.

- Click the icon to the right of the result to **Copy**, and
- Then **Paste** where you need it.



Spotlight Search for quick calculations - almost identical on your iPad and iPhone

Quickly Swap Between Apps - Mac

- Press and hold the **Cmd** key, then press the **Tab** key to cycle through apps.
- You can keep pressing Tab to switch apps until you reach the app you want. Release the **Cmd** key to switch to the highlighted app. To move from right to left use **Shift-Tab**.
- Keep **Cmd** depressed and you can use your mouse or trackpad to scroll across and select an app.
- I use **Cmd-Tab** and release immediately to swap to the last app I was using.



**OR make use of Mission Control:
Four-finger swipe up on trackpad**

Quickly Swap Between Open Windows - Mac

NOTE: this tip does not apply if your windows are open in full-screen.

To swap between open windows within an apps on your Mac


- Press **Com + ~**
- Continue pressing **Cmd + ~** to cycle through all open windows.

OR use Four-finger swipe down to show Application Windows on trackpad



OR use Four-finger swipe down on trackpad to show all windows

Quick Look - macOS

- Select a file and press the Space bar to preview it in a Quick Look window.
- Use the arrow keys to preview other files in the same folder without closing and reopening the Quick Look window.
- Quick Look multiple files and click  in the toolbar to display all items, move the cursor over an each to see its name.

NOTE: The files can be images, text etc. or a mixture of file types.

Quick Look works in Open dialogs, Mail etc.

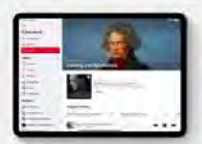
Quick Look - macOS (cont.)

- **BONUS TIP:** Select multiple images in Finder and hold Option when pressing the Space bar. Finder will run a full-screen slideshow with a 5-second interval between images. Move the cursor to display slideshow controls, including a button to bring up an index sheet.

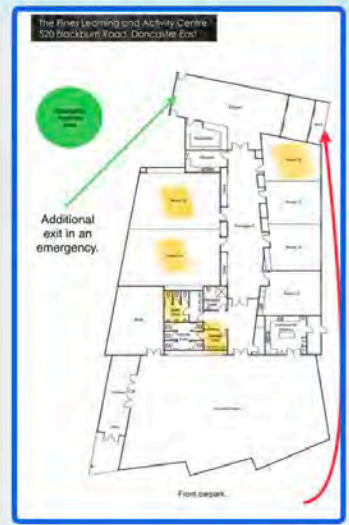
It can be a lifesaver when you need to run a quick slideshow.
See file names by using Accessibility > Zoom > Hover Text

- @11111 Dec...r pruned.rtd
- 1_#\\$!@%#!#...dGr
- 2_#\\$!@%#!#...dGr
- 3_#\\$!@%#!#...dGr
- 4_#\\$!@%#!#...dGr
- 5_#\\$!@%#!#...dGr
- 6-Running animati
- AUSOMNews.num
- Blank 2.pages
- CardTrick.key
- Collaboratio...iWor
- CommandTab.jpg
- Creativity nov 202
- Drop Shado...tte ef
- East Street.txt
- FebNewMacBook.i
- Icons Ex...number
- IMG_0395.HEIC
- iWork ic...ibrary.ke
- Let's Get Organise
- Luna Park, G...ain c
- MeetingLinksAUSC
- My computer need

1_#\\$!@%#!#_pastedGraphic.jpg



@FloorPlan.jpeg



Local Council Report

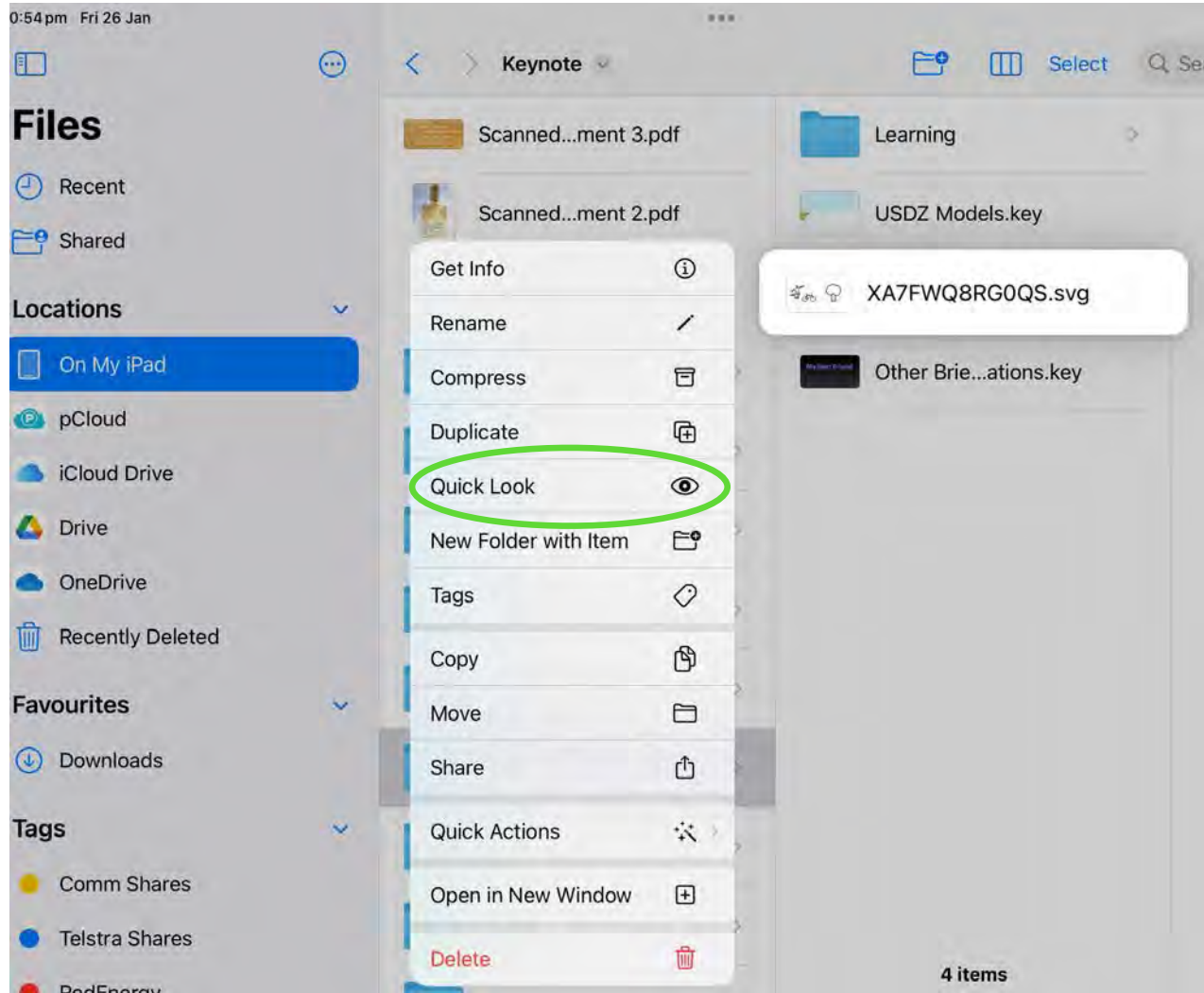
Background
 The Council has been a member of the Innes Learning and Activity Centre since its opening in 2017. The Council has been a member of the Innes Learning and Activity Centre since its opening in 2017. The Council has been a member of the Innes Learning and Activity Centre since its opening in 2017.

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Quick Look - iPad

- Use the Files app.
- To ensure Quick Look - long-press and select Quick Look from the options offered.
- NOTE: 'To ensure Quick Look' method is suggested as tapping some files will **open** them in the appropriate app.



**Tips are frequently added to
AUSOM's website.**

www.ausom.net.au

