



Jeff Bohr
Naples Mac Help



Certified Support Professional 10.10

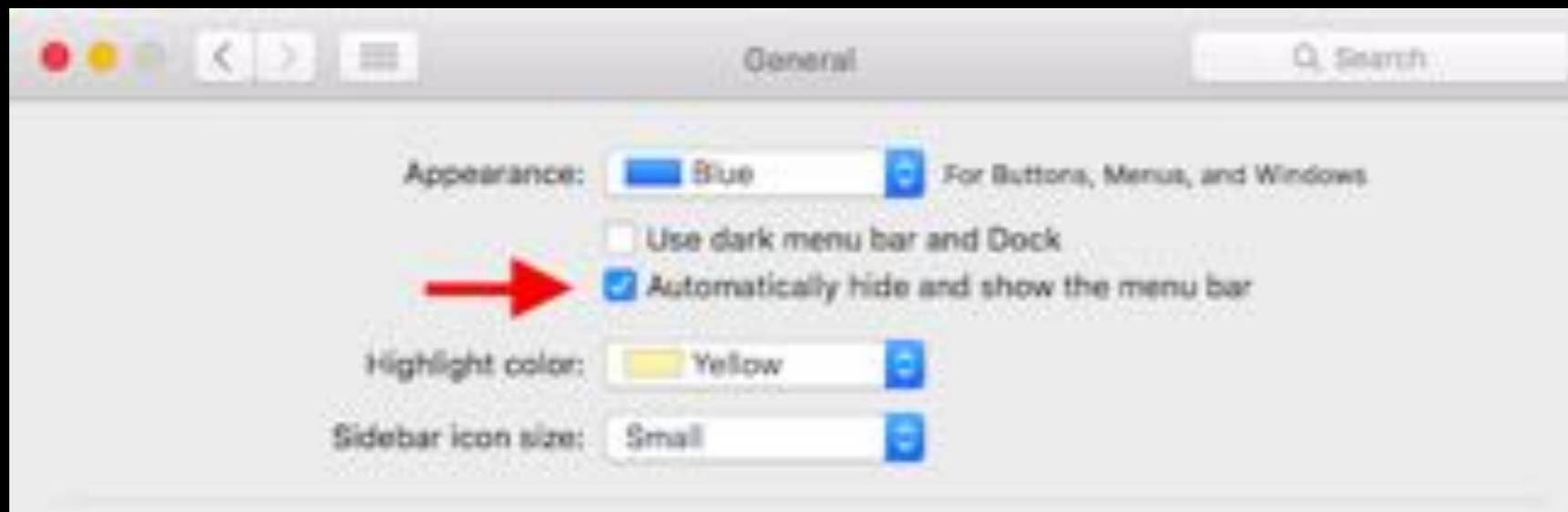
El Capitan Tips and Tricks

El Capitan was released on September 30, 2015. As of November 2, 2015, El Capitan has been installed on 31% of compatible Apple computers.





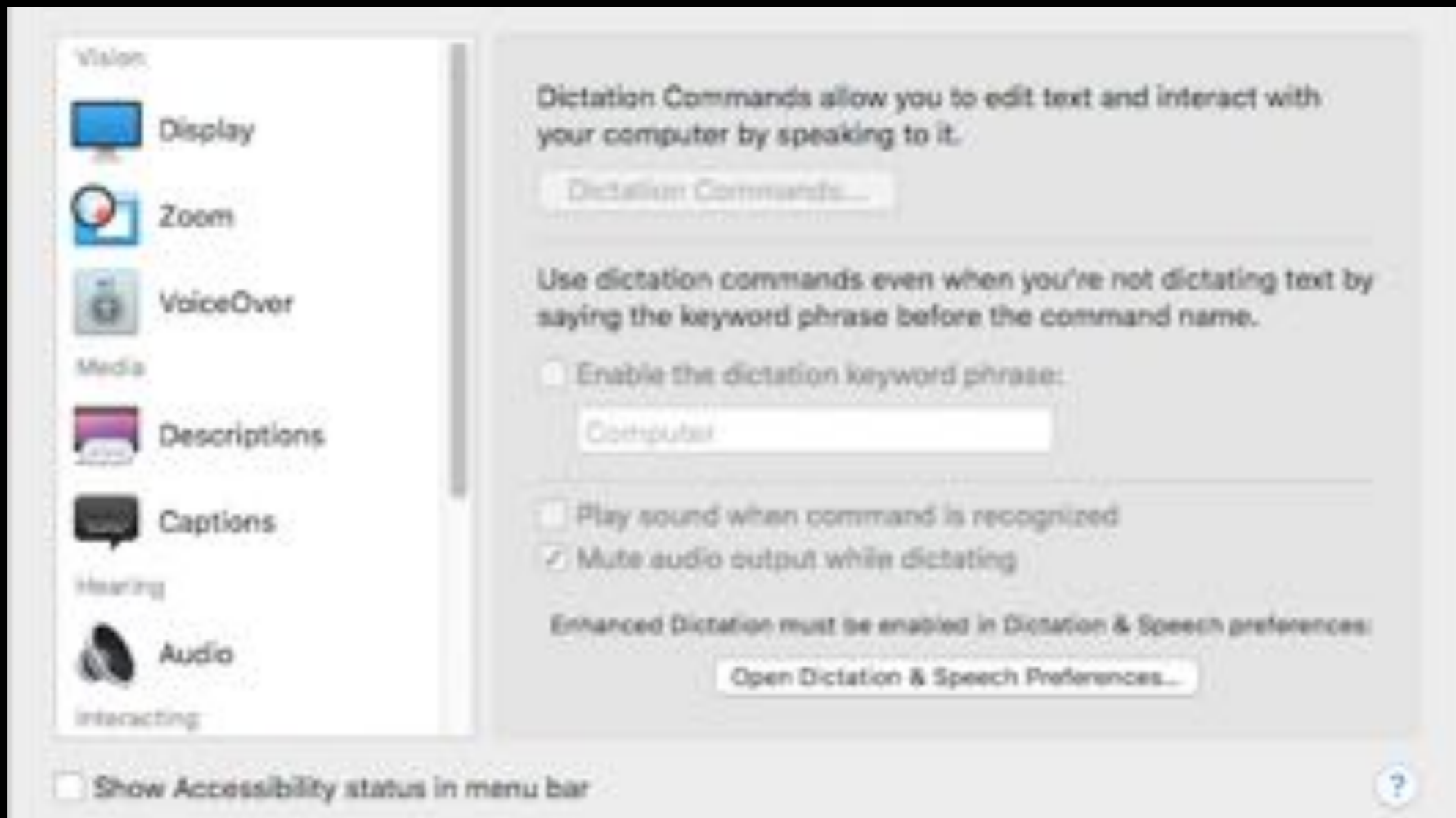
The Finder



Hide the menu bar

Hiding the menu bar is a quick trick that'll help make your screen feel a little more immersive. To do this, enter System Preferences -> General, then check the box next to "Automatically hide and show the menu bar."

With your menu bar gone, all you need to do is hover over it with the cursor to get it back into view, just like you would with your Dock (if you have it hidden).



Start dictation with a spoken command
"Jane, will you take this down for me?"

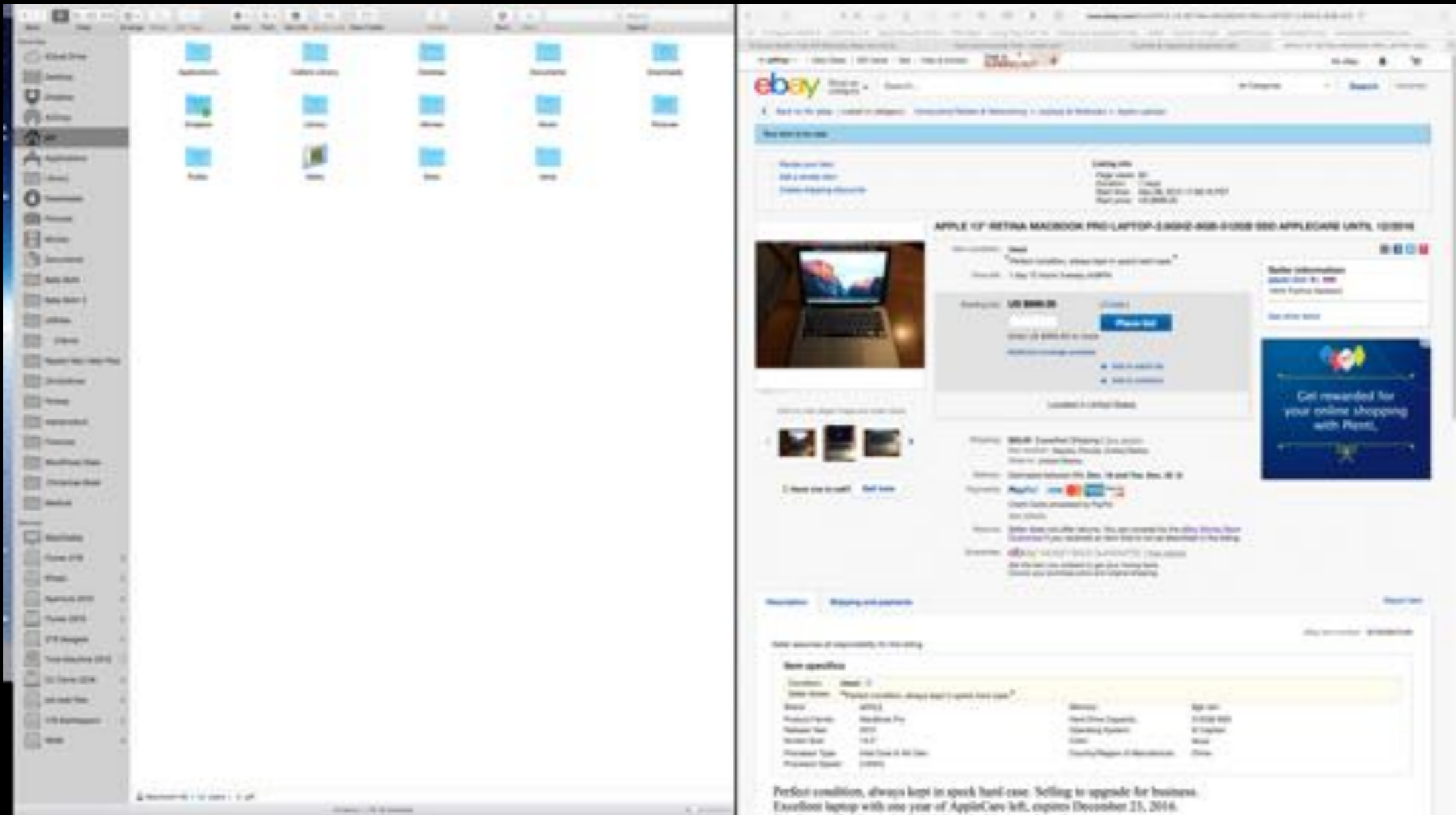
San Francisco Display Light

A B C D E F G H I

J K L M

OS X includes the same font found on the Apple Watch.

This new custom font, called San Francisco, provides better readability for on-screen text, as well as sharper text when using a Retina Mac. Since Apple has been shipping a lot more Retina Macs, this makes total sense.



View side-by-side apps in full-screen mode

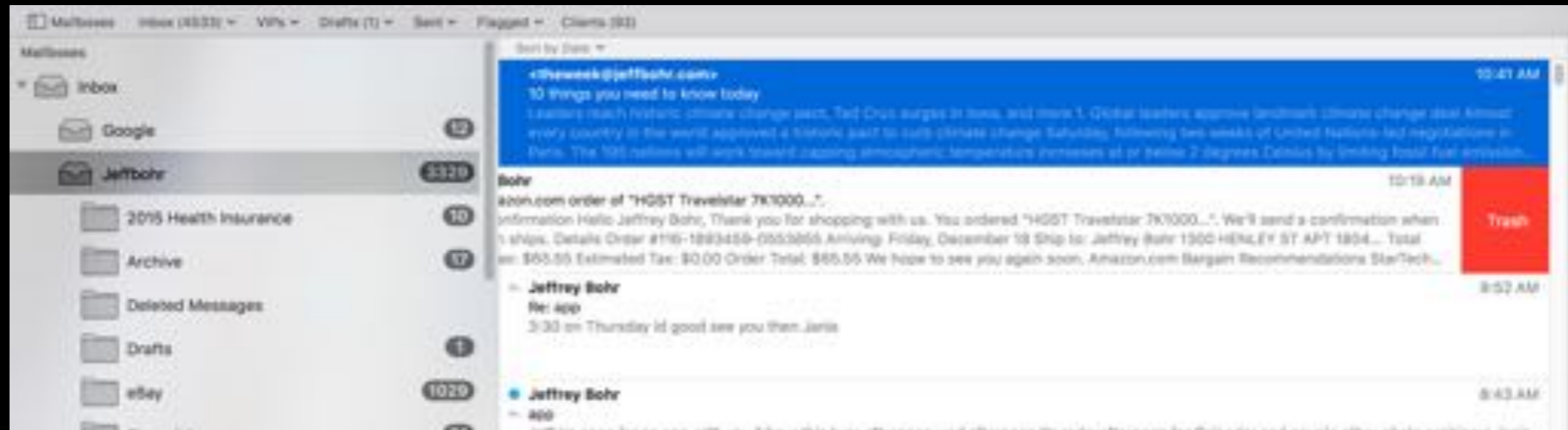
1. Hold down the full-screen button in the upper-left corner of a window.
2. As you hold the button, the window shrinks and you can drag it to the left or right side of the screen.
3. Release the button, then click another window to begin using both windows side by side.



In El Capitan, you can set your Mac to "zoom"—that is, to toggle the window between a larger and smaller window size. Go to System Preferences, click Dock, then check the box labelled "Double-click a window's title bar to" if it isn't already. Next, choose "Zoom" from the drop-down list.



Mail



If you have a Apple notebook or use Apple's Magic Trackpad, you can swipe across any message in Mail to delete it, just as you can on iOS

Day starts at: 8:00 AM

Day ends at: 6:00 PM


Show: 12 hours at a time

Default Calendar: Selected calendar

- Show Birthdays calendar
- Show Holidays calendar
- Show Found in Mail calendar



Show alternate calendar: Chinese

'Found in Mail' Calendar

Jeff Bohr Today at 7:59 AM 

To: Jeff Bohr

Lunch Tuesday?

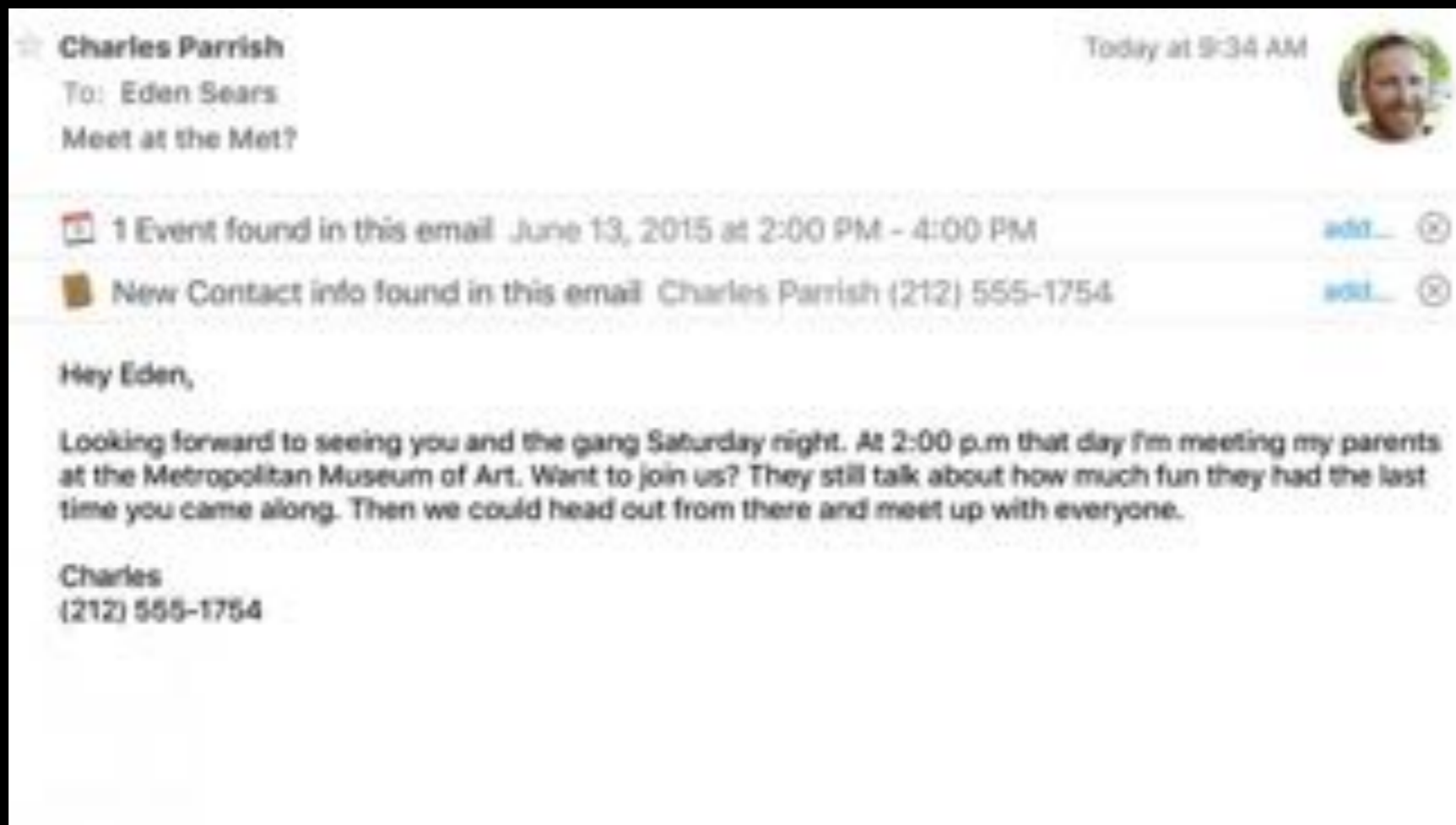
 1 event found in this email: December 15, 2015 from 12:00 PM - 1:00 PM [add...](#) 

Hello!

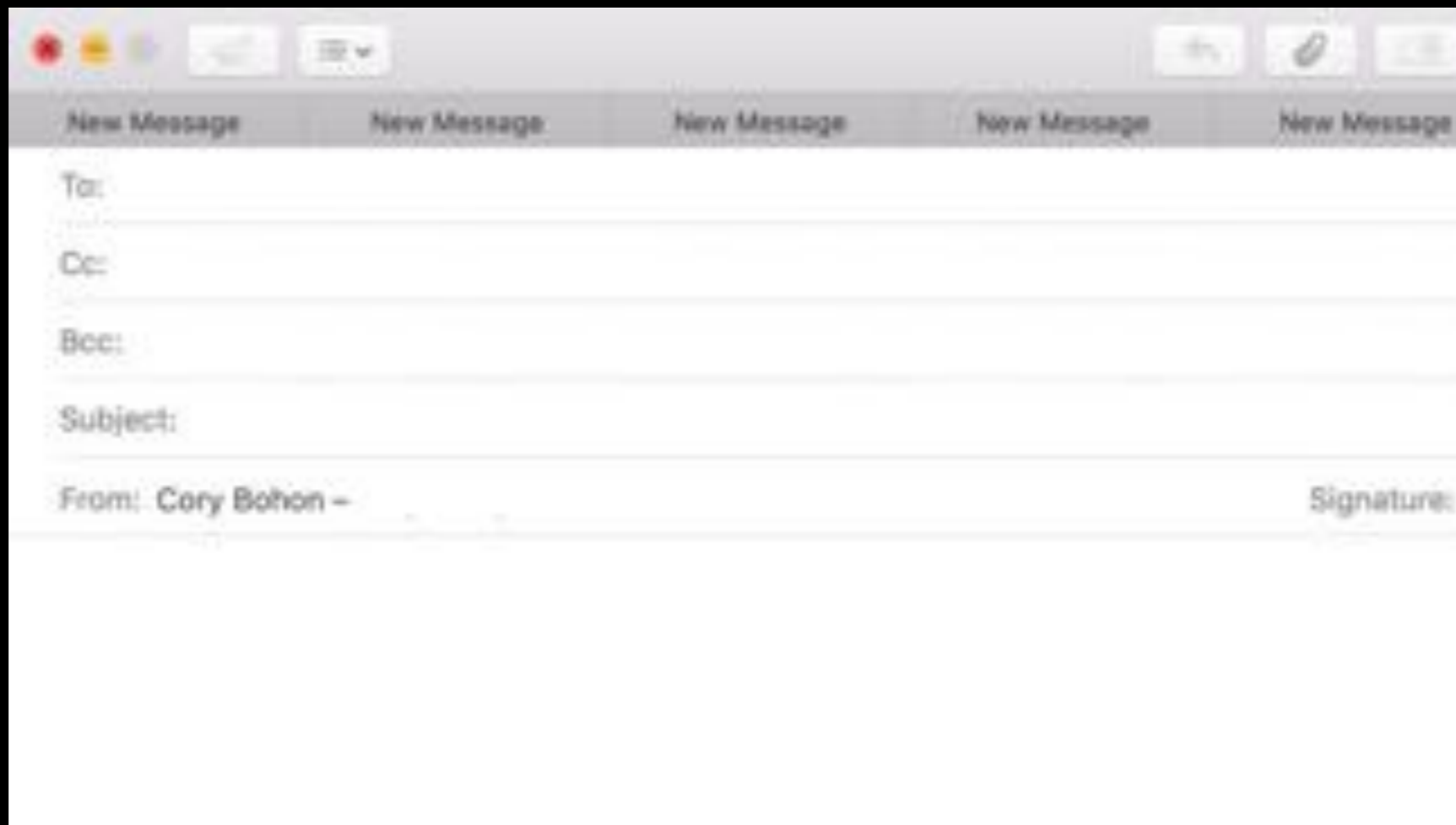
Are you free to meet for lunch at noon on Tuesday at Cider Press?

Let me know!

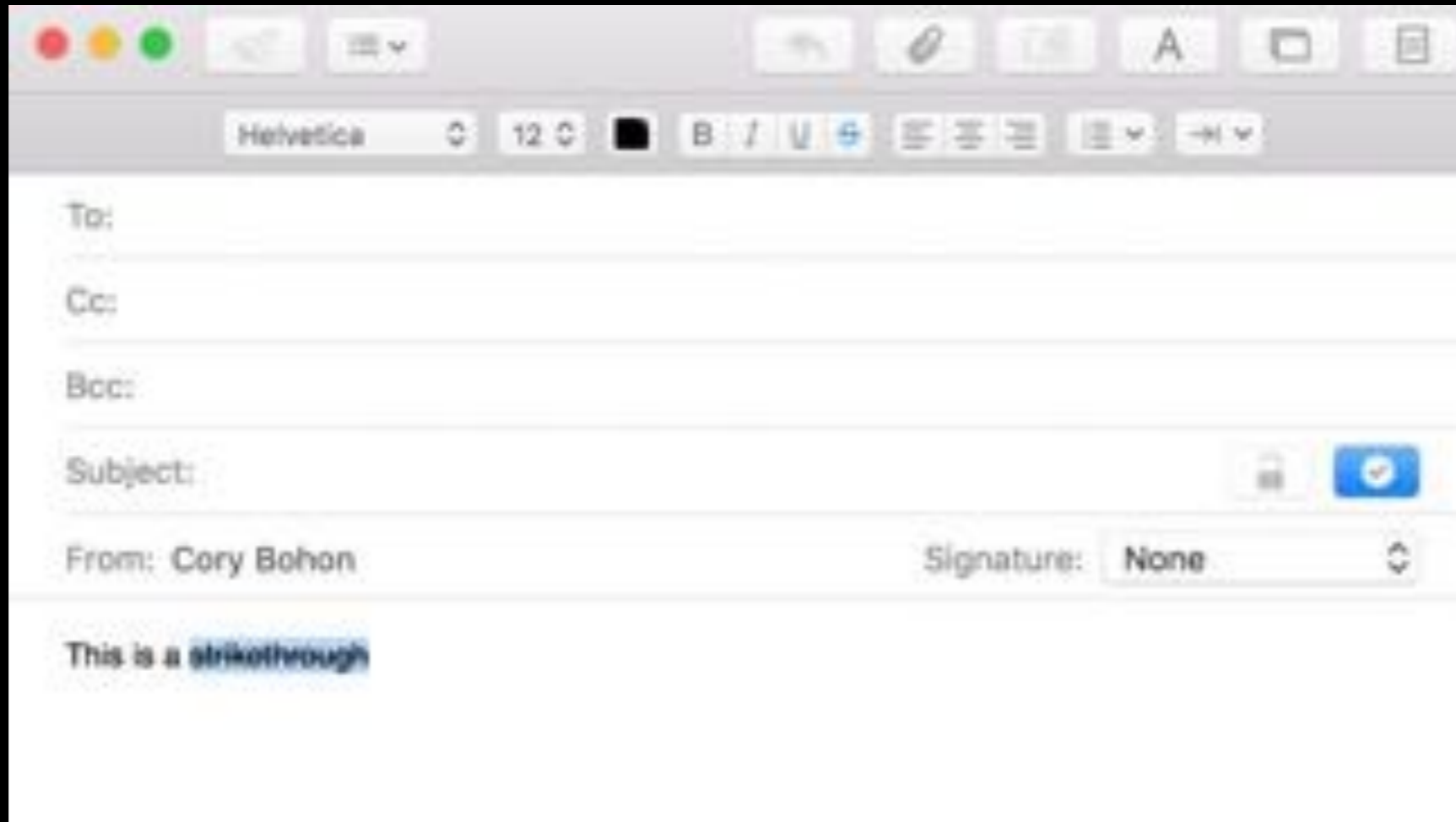
Jeff



Whenever a new contact emails you, and they are not in your contact list already, OS X Mail will automatically ask if you'd like to create a contact for that user. It'll gather their contact information from their email footer and create the contact card for you without any additional trouble. To do this, simply click "Add" to add this person to your contacts.



Tabs are also a new thing in OS X Mail, allowing you to work on creating multiple new messages at one time. To do this, open a new compose window, and then press Command + N as much as you want to create multiple tabs for new mail messages.



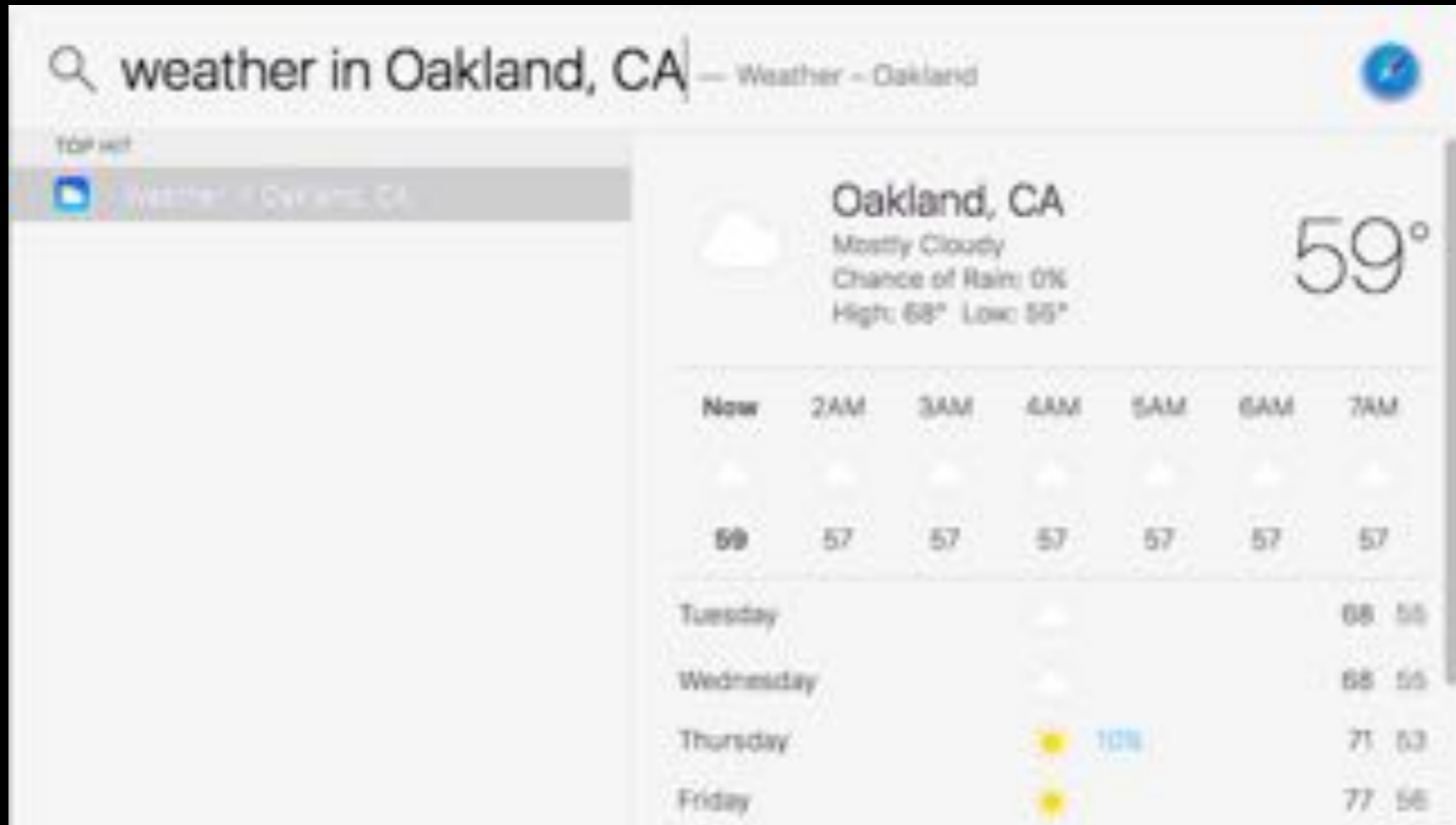
Mail includes a new easy-to-use strike through button in the formatting bar when creating new mail messages or replying to mail messages. If a strikethrough is your editing mark of choice, then enable this feature by clicking the "A" in the toolbar to show the formatting bar, then selecting some text, and clicking the "S" in the formatting bar to strike through the selected text.



Spotlight



In OS X Yosemite, Spotlight moved from a menu located in the upper right corner to a panel that appears front and center on your screen. While this new spot increased Spotlight's visibility – and allowed for some new tricks like previewing document – it also caused Spotlight to cover up a large portion of the screen. In El Capitan, though, you can easily drag and move the window around, placing it wherever you please.



Of course, Spotlight learned a few other tricks in OS X El Capitan. You can now use it to check the weather. To check the weather in New York City, for example, simply type "weather in New York" into the Spotlight window. You'll get current weather conditions, what to expect over the next few hours and a ten-day forecast.

San Francisco 49ers — San Francisco 49ers

TOP HIT

MAIL & MESSAGES

FLIGHT & TRAVEL

FlightAware Weekly Aviation News...

Cory Bohon, Susie Ochs, and 4 oth...

SUGGESTED WEBSITE

pro-football-reference.com/teams/...

TWITTER

#sanfrancisco49ers

WIKIPEDIA

W San Francisco 49ers

END SEARCH

49ers.com

bleacherreport.com

ninersnation.com

1-2

7 - 47

Final - Yesterday

3-0

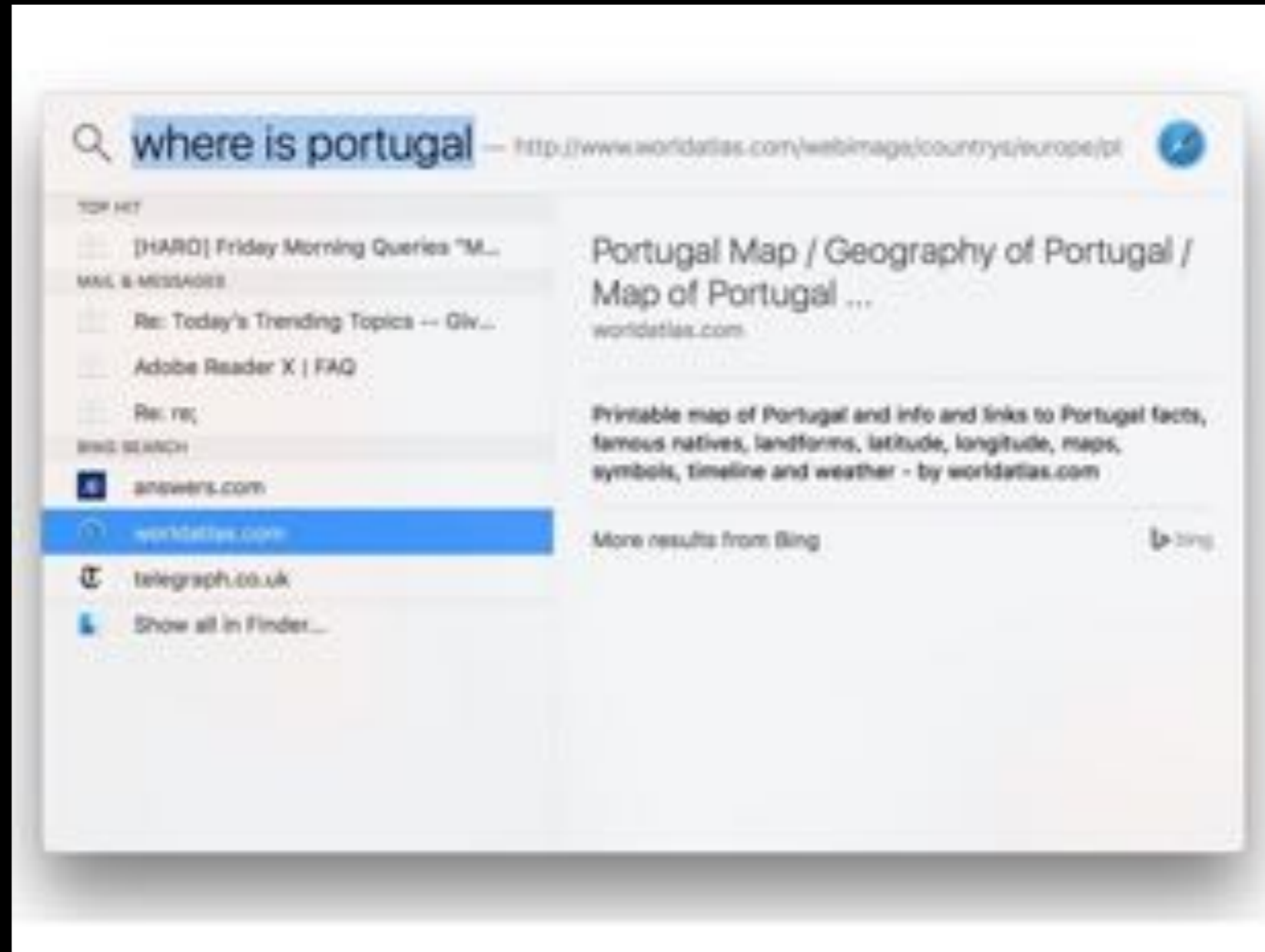
	1	2	3	4	T
49ers	0	7	0	0	7
Cardinals	14	17	9	7	47

Next: Oct 4 at 4:25 PM vs Packers

Schedule

Date	Team	Score
8/23	★ Dallas	W 23 - 6
8/29	🦅 @ Denver	L 12 - 19

Sports scores in Spotlight



Perhaps the best improvement in Spotlight on OS X El Capitan is support for natural language search. This means you can ask for things like, "what's the weather tomorrow?", "documents created in July" or "images I opened last Tuesday" to get the results you need.

apple stock price — Stocks — AAPL

TOP HIT

AAPL

MAIL & MESSAGES

- Apple Stock Price Reaches All-Tim...
- Apple Stock Price Reaches All-Tim...
- [NPMUG] Apple's First Computer...
- ChristiAnne Bohr on 2015-08-17 at...
- Cyber Monday II - Up To \$50 Off iP...
- ChristiAnne Bohr on 2015-08-17 at...

DOCUMENTS

- Another booming quarter, Apple pr...
- "The trouble with quotes on the int...
- Another booming quarter, Apple pr...
- Franks Work LATET VERSION JULY...

PDF DOCUMENTS

- IBM/ Mac Users Need Less IT Supp...

AAPL Closed

Apple Inc.

High: 115.39

Low: 112.85

113.18

-2.99 (2.57%)

OPEN	114.94	52W HIGH	134.54
VOL	46.89M	52W LOW	92.00
P/E	12.28	AVG VOL	45.80M

You can pop your stock ticker symbols, or phrases like "Apple stock price" or "Nasdaq price" to stay up-to-date with market activity as reported by Yahoo Finance.



Spotlight keyboard shortcuts

- Hold down the Option key to see the location of the currently selected item as text at the bottom right of the Spotlight results window.
- Cmd+R or Cmd+Enter will show the currently highlighted result's location in Finder, or launch an appropriate app.
- Cmd+L skips directly to the dictionary definition search result.
- Cmd+B: Search for the term in the default browser, using whatever search engine is selected as default too.
- Typed the wrong search term? Cmd+Backspace will instantly erase it.



Safari

⌘ 1

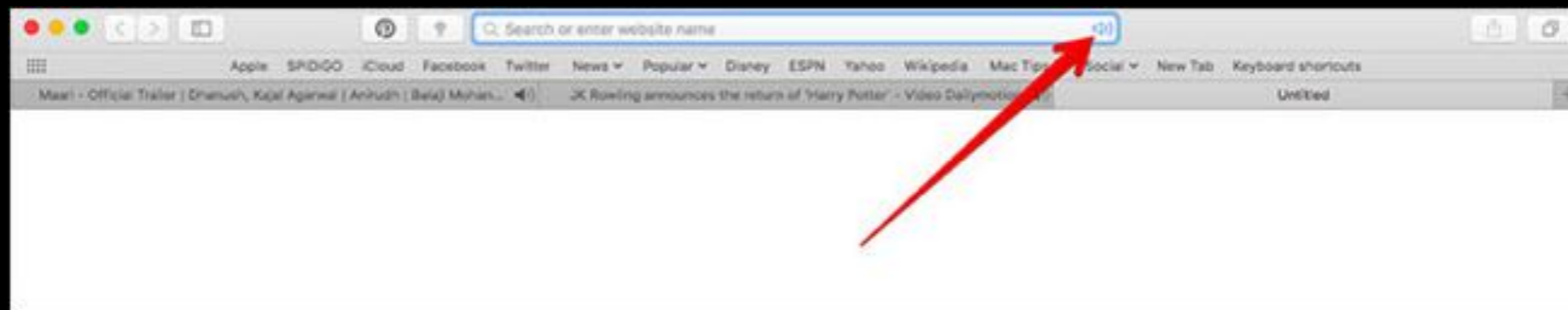
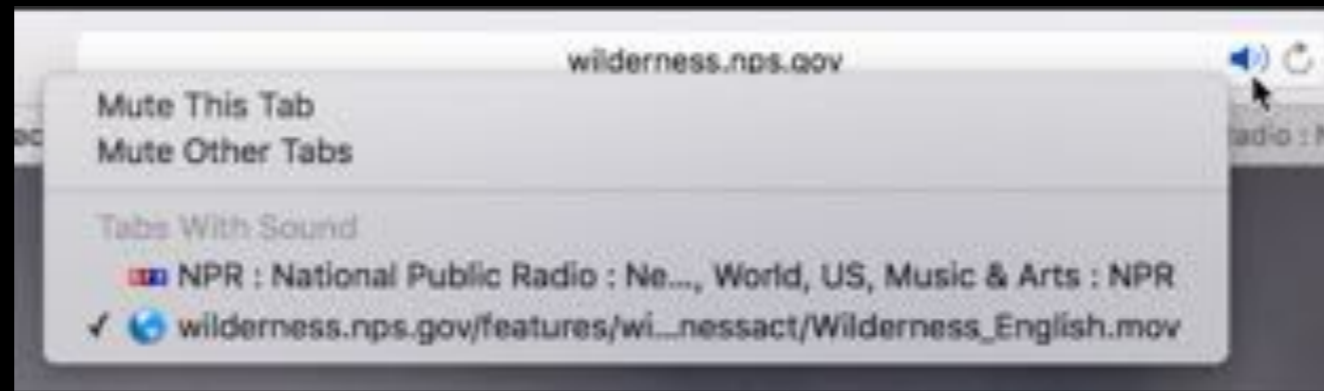
⌘ 2

⌘ 3

⌘ 4



Here's a new hidden feature that makes switching from one tab to another in Safari a little quicker: hitting the Command key plus any number between one through 9 on the keyboard now lets you jump to the tab that corresponds to that number. For example, typing Command-4 will let you jump to the fourth tab from the left in the current window.



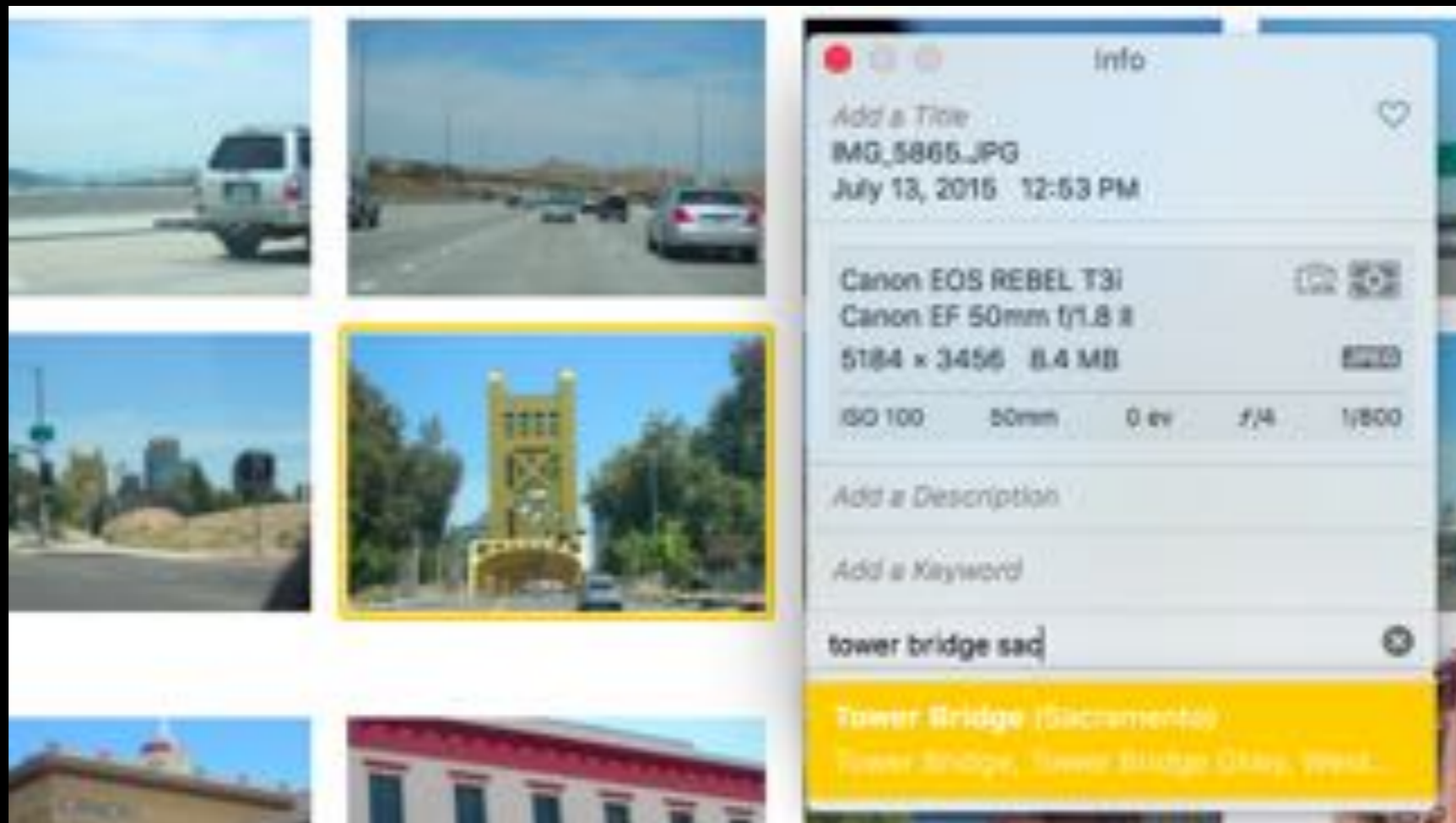
When an ad you cannot see starts making noise, wouldn't it be great to be able to mute all web page audio with a single click? With Safari on El Capitan, you can. If an open tab is playing any audio, a blue speaker icon will appear in the address bar. If you want to mute any and all audio playing in the tab, simply click the icon. Click and hold the icon to see a list of all tabs playing audio, and to choose to mute only tabs open in the background.



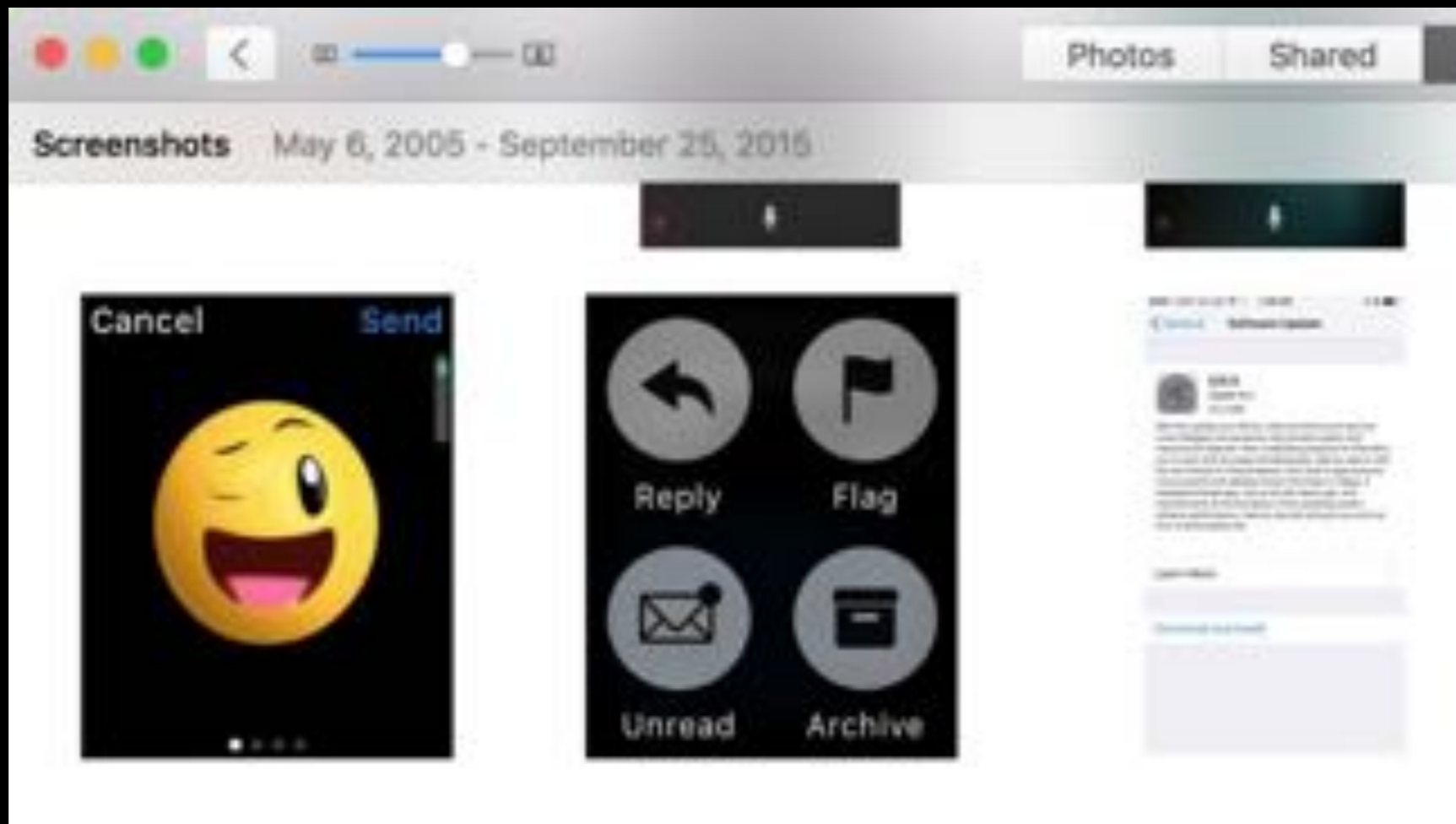
Font choices in Safari Reader
Click the icon to choose font options as in iOS



Photos



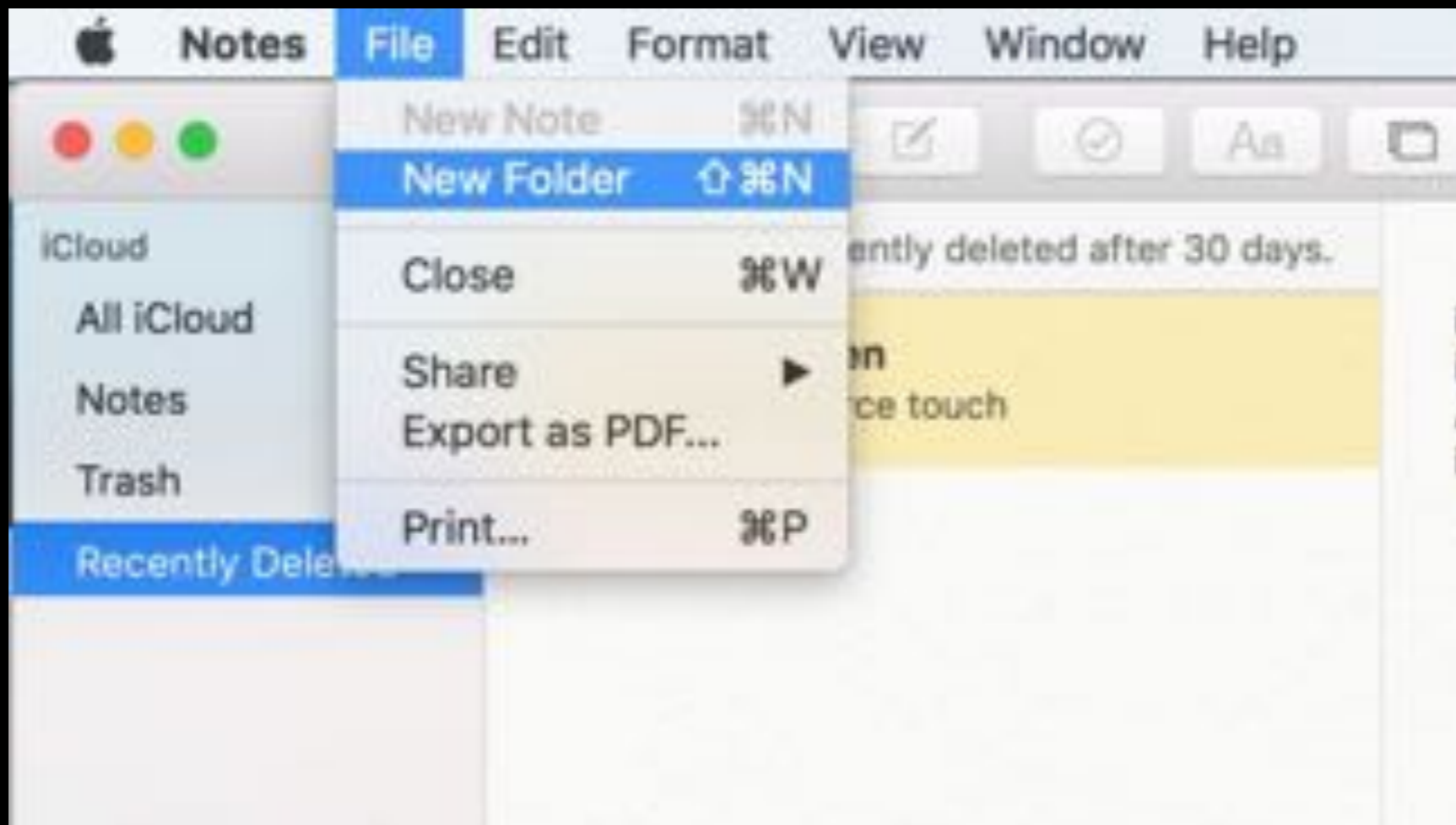
Manually geotag images in the Photos app
Get Info and tag away!



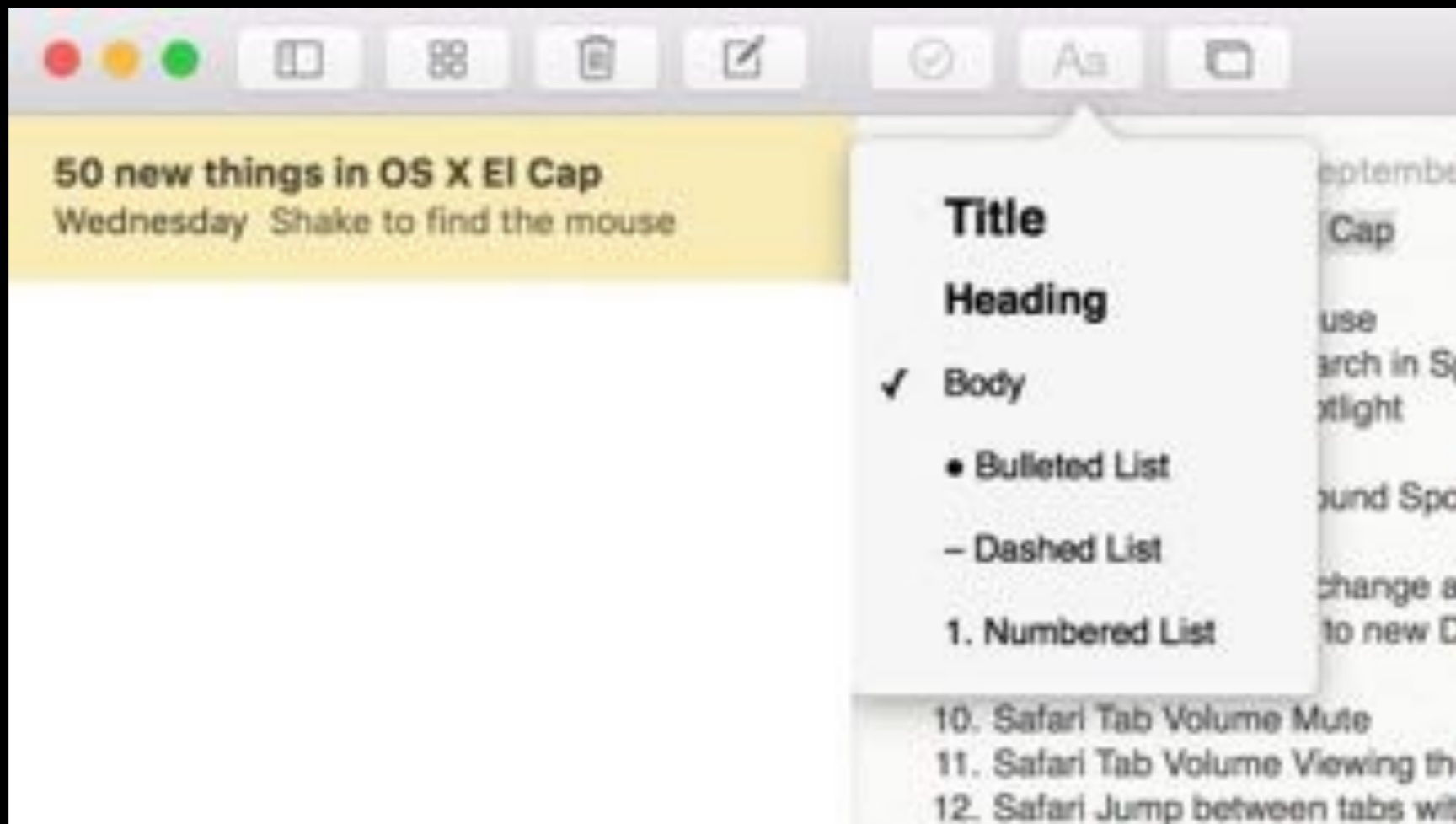
Screenshots album in Photos



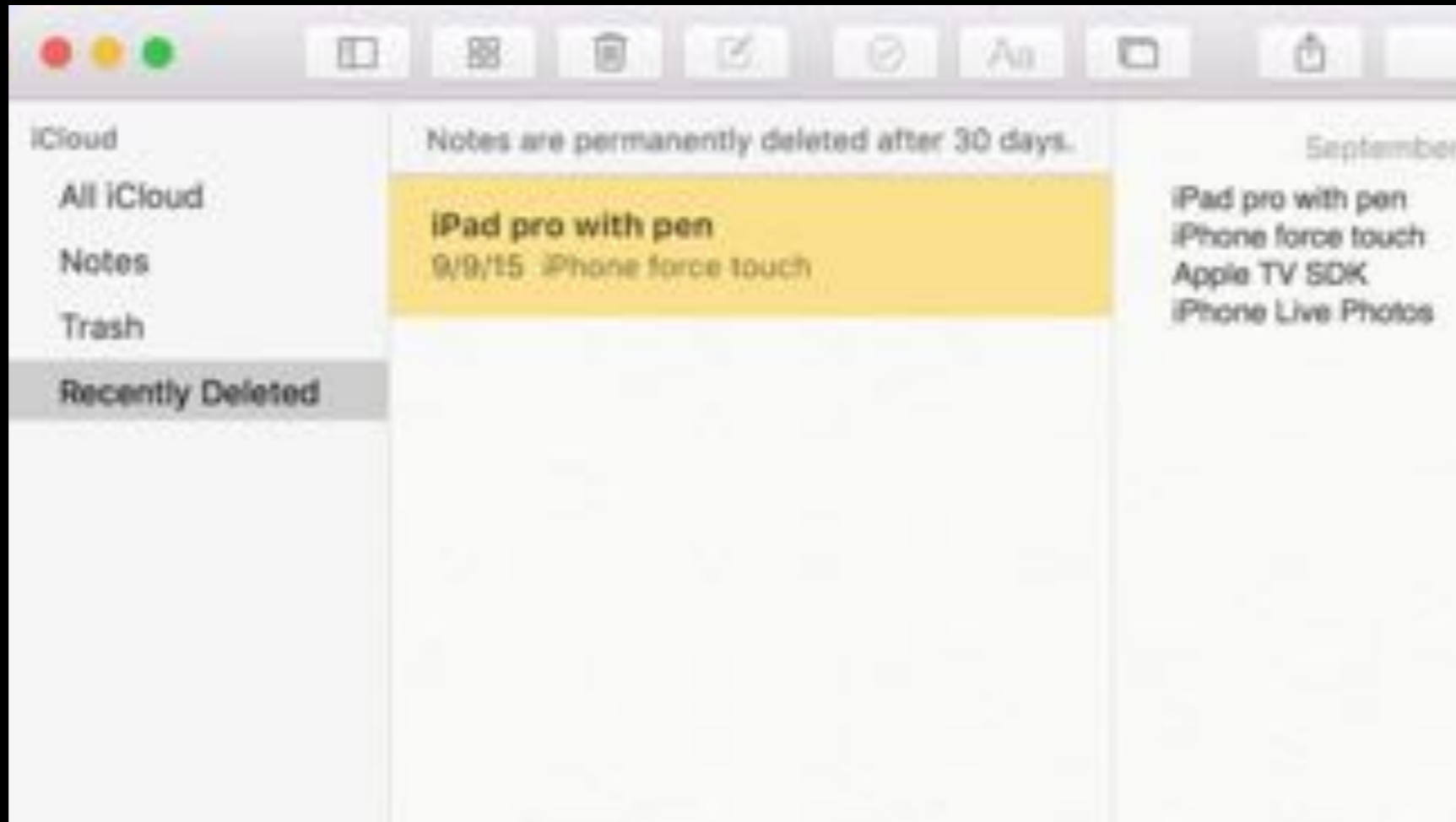
Notes



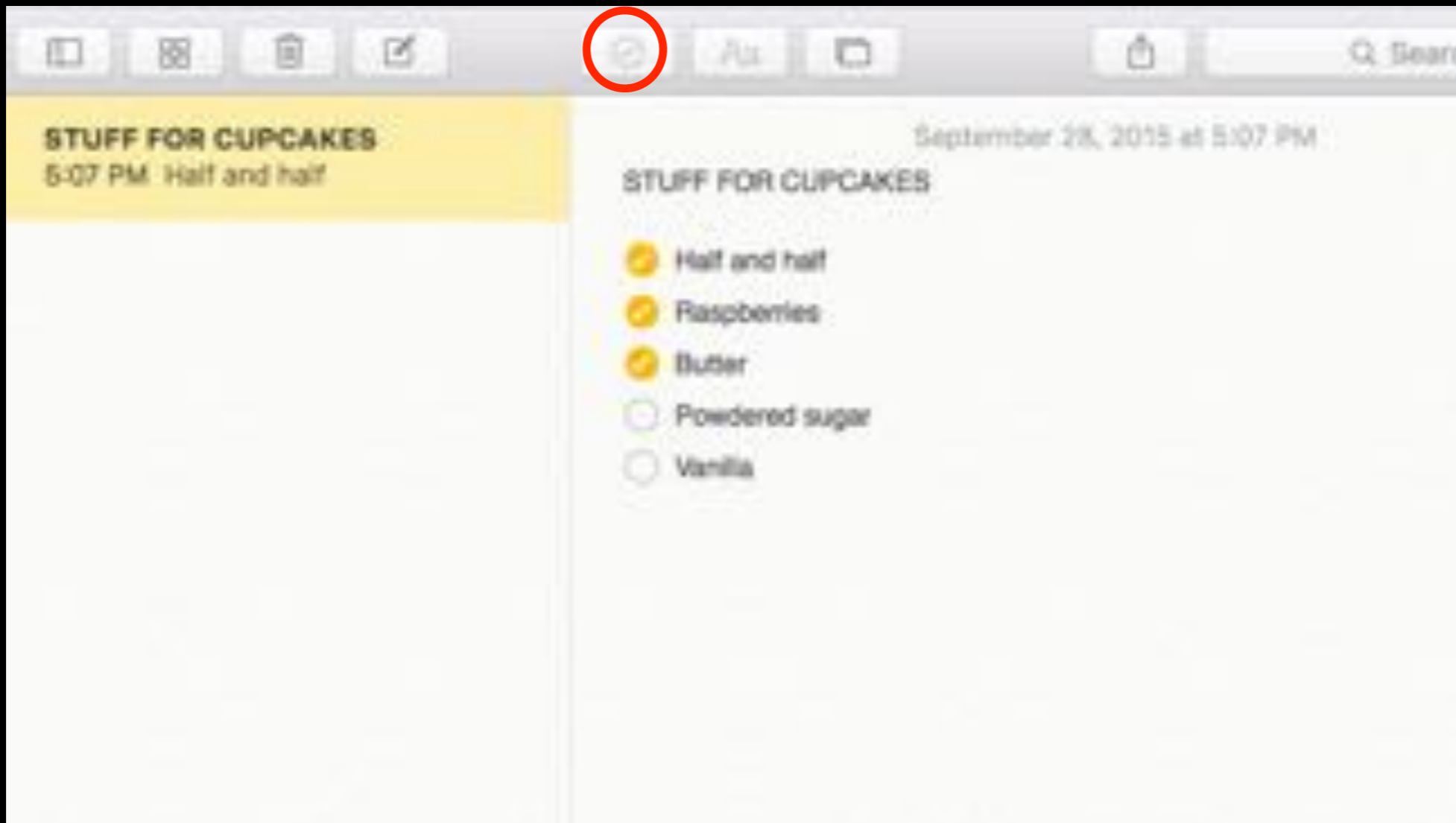
Notes has folders!



Notes now have headings and list options



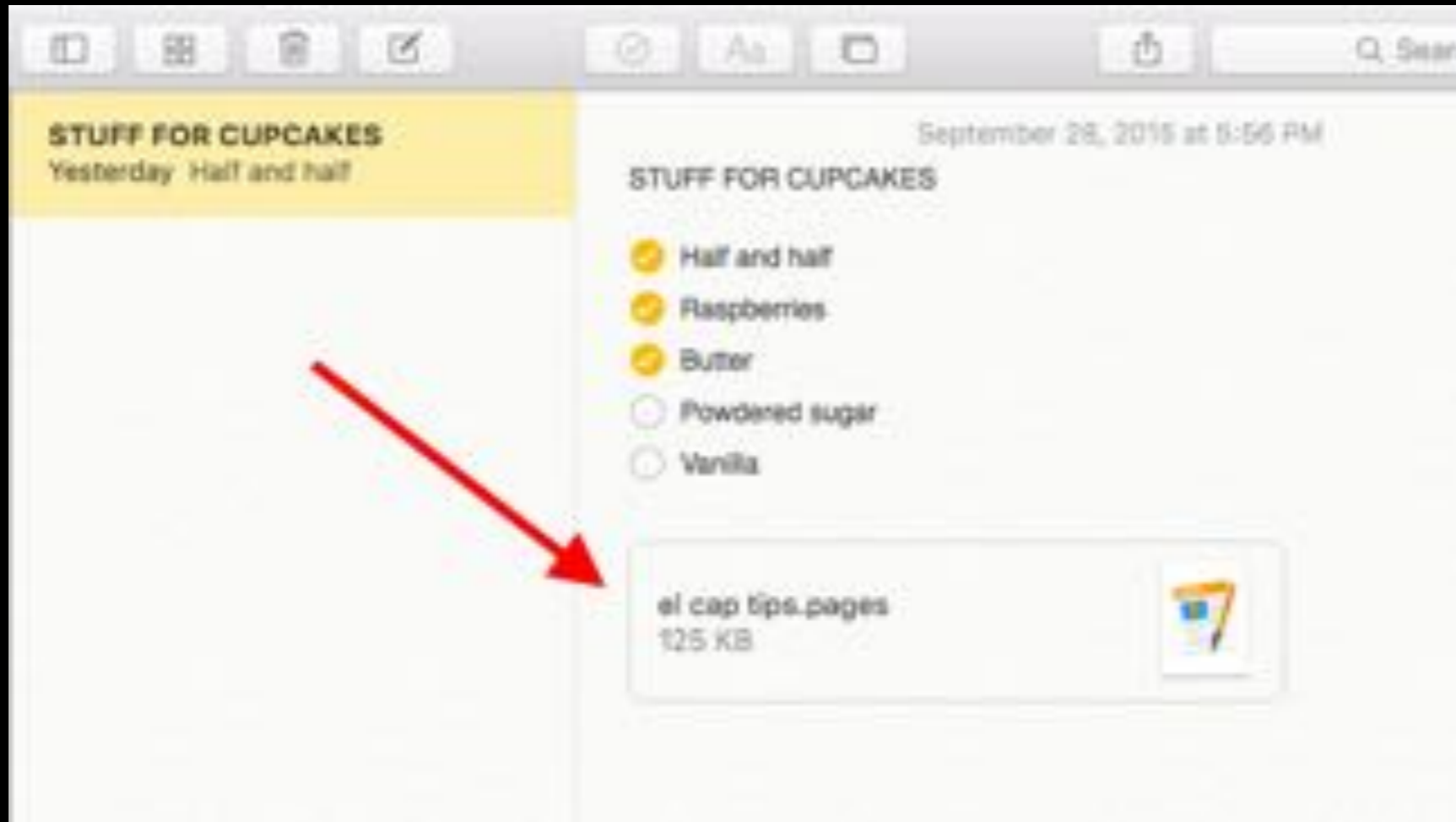
Notes recently deleted section



Use Notes app as a checklist

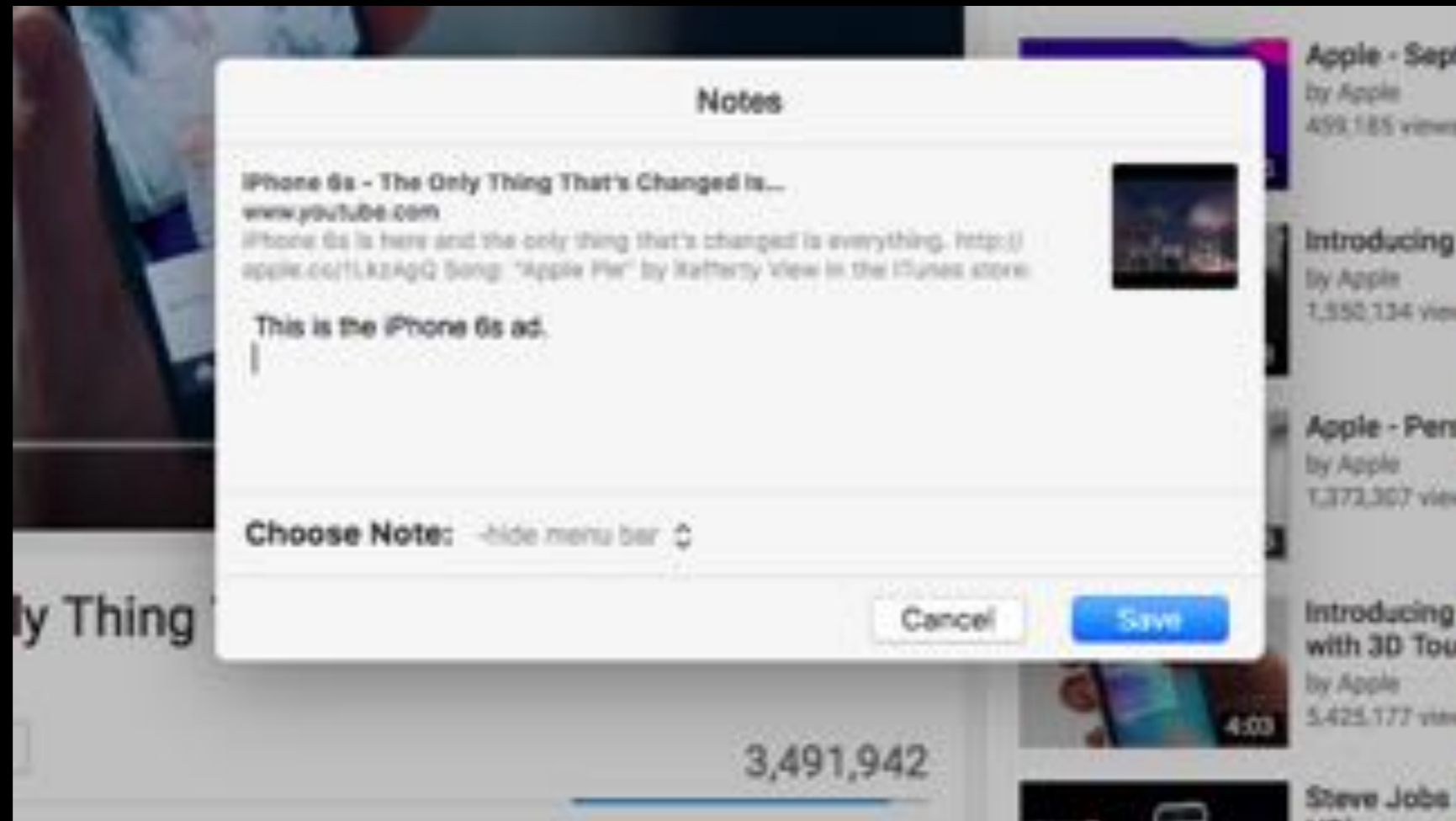
Add a checklist item on a new line in any note, then click the Checklist button in the toolbar (look for a check mark in a circle).

You can add as many tickable items as you want: just hit the Return key between list items, and press the Checklist button again when you're done.



Add file attachments to Notes

You can also add files to your notes as well—just drag any file into any open Notes file and drop it there. If your notes are synced on iCloud, you'll be able to access that file on all your iCloud devices.

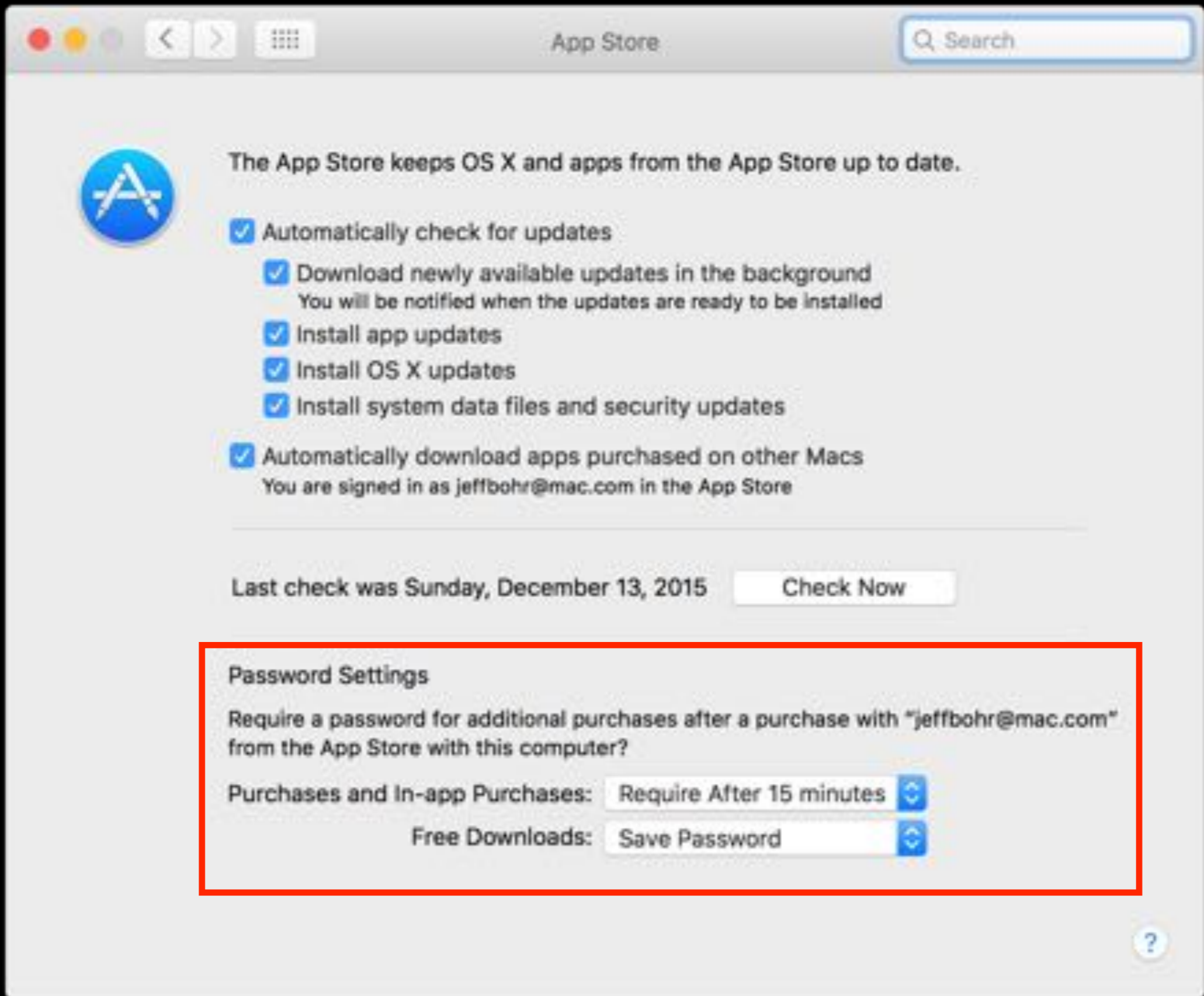


Save URLs in Notes

To add a link from Safari, go to the page for which you want to save a link, then go to File > Share and select Notes. Enter a descriptive blurb if you want, choose the note you want to attach the link to and lastly, click Save.



System Preferences



New security options for App Store purchases



See which devices use your iCloud account

Can't remember if you set up your work computer with your iCloud account? You can find out in El Capitan. Open System Preferences, click iCloud, click the Account Details button, then click Devices (you will be asked to enter your iCloud password and verify security questions at this point). At this point, you'll get a list of all devices currently signed in with your iCloud account, along with a few other details about that device. If you no longer want a device from accessing your iCloud account, select it, then click Remove From Account.



Lose your mouse pointer? just give it a shake

Whenever your cursor mysteriously disappears on the screen, instead of clicking around to try and find where it's at, you can now shake your computer mouse a little bit to make the cursor icon expand to a larger image, which is easily spotted.

If you don't like this feature, it can be disabled in System Preferences ->

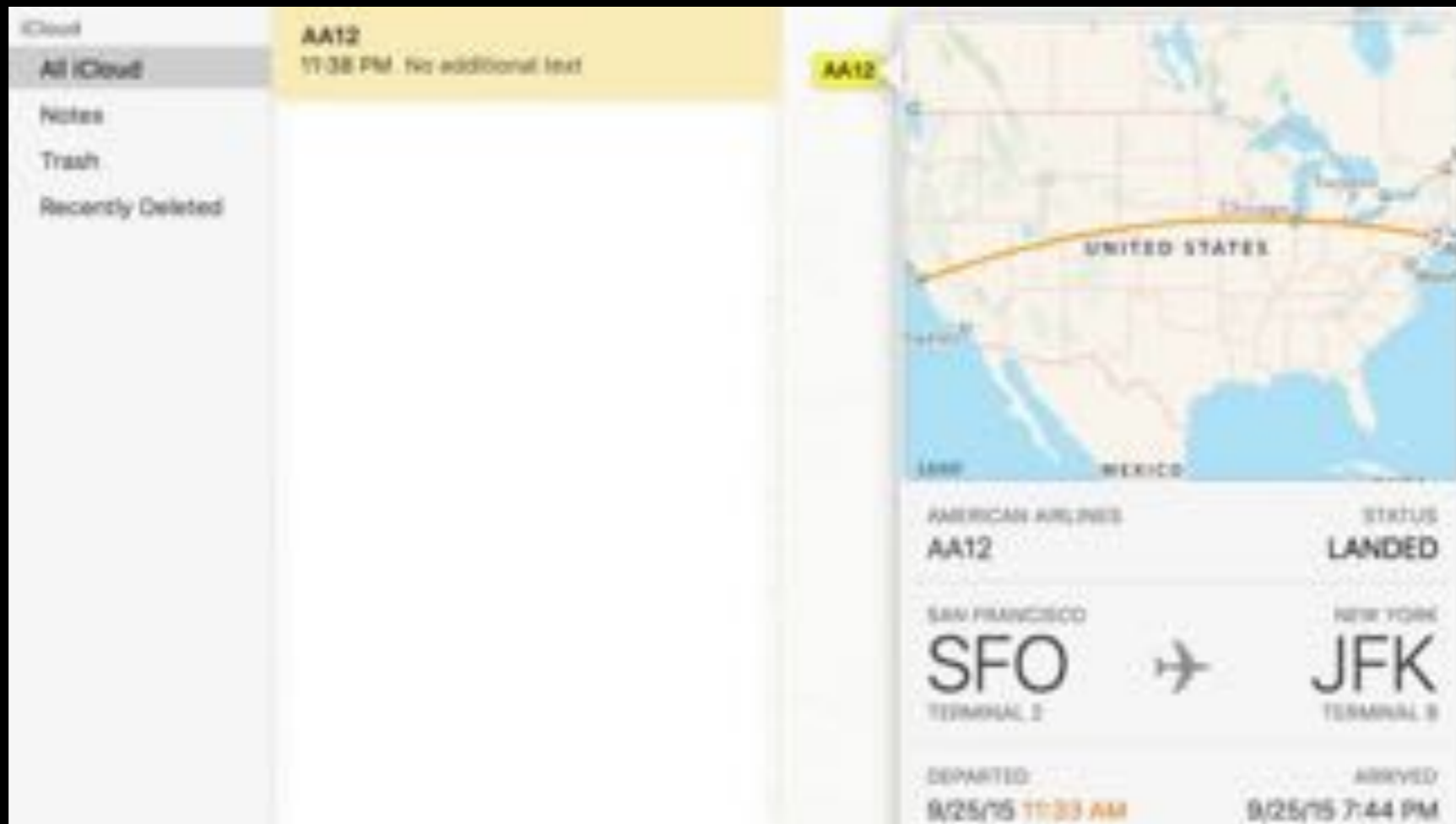
Accessibility -> Display.



Check out the new Disk Utility

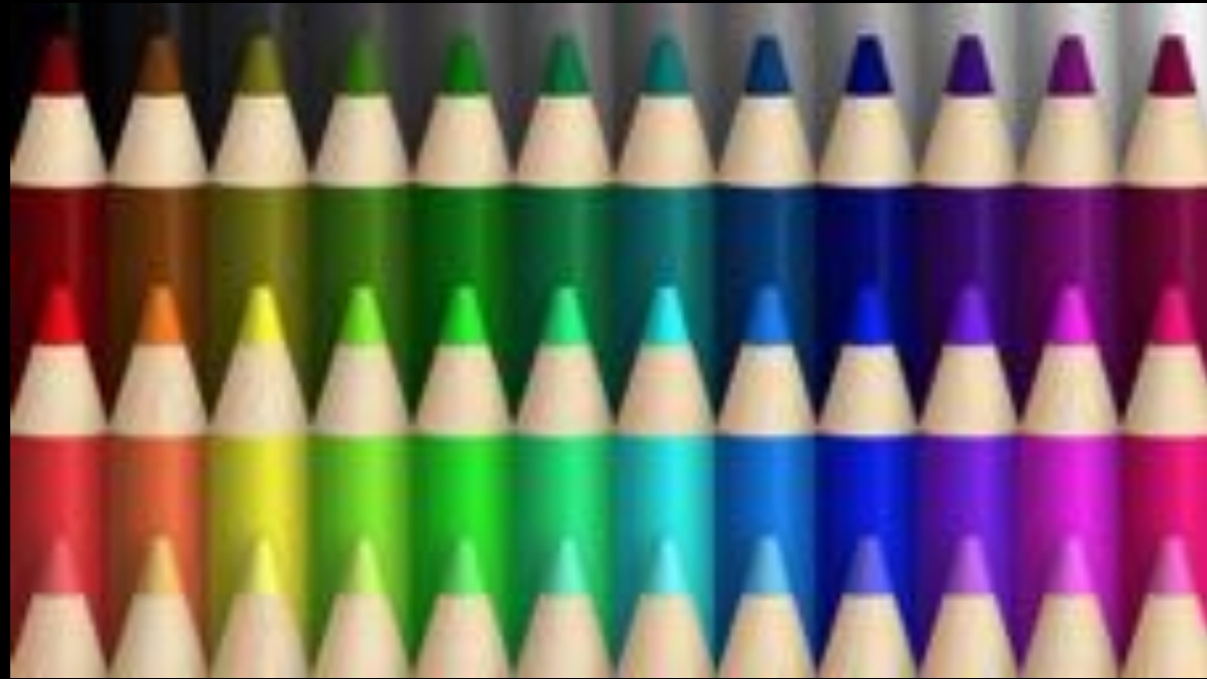
This new version provides as much detailed disk information as the old one, but it also now features a new at-a-glance overview of your disks.

When you Open Disk Utility (find it using Spotlight if you don't know where it is) you'll get a friendly, easy-to read overview of your drives.

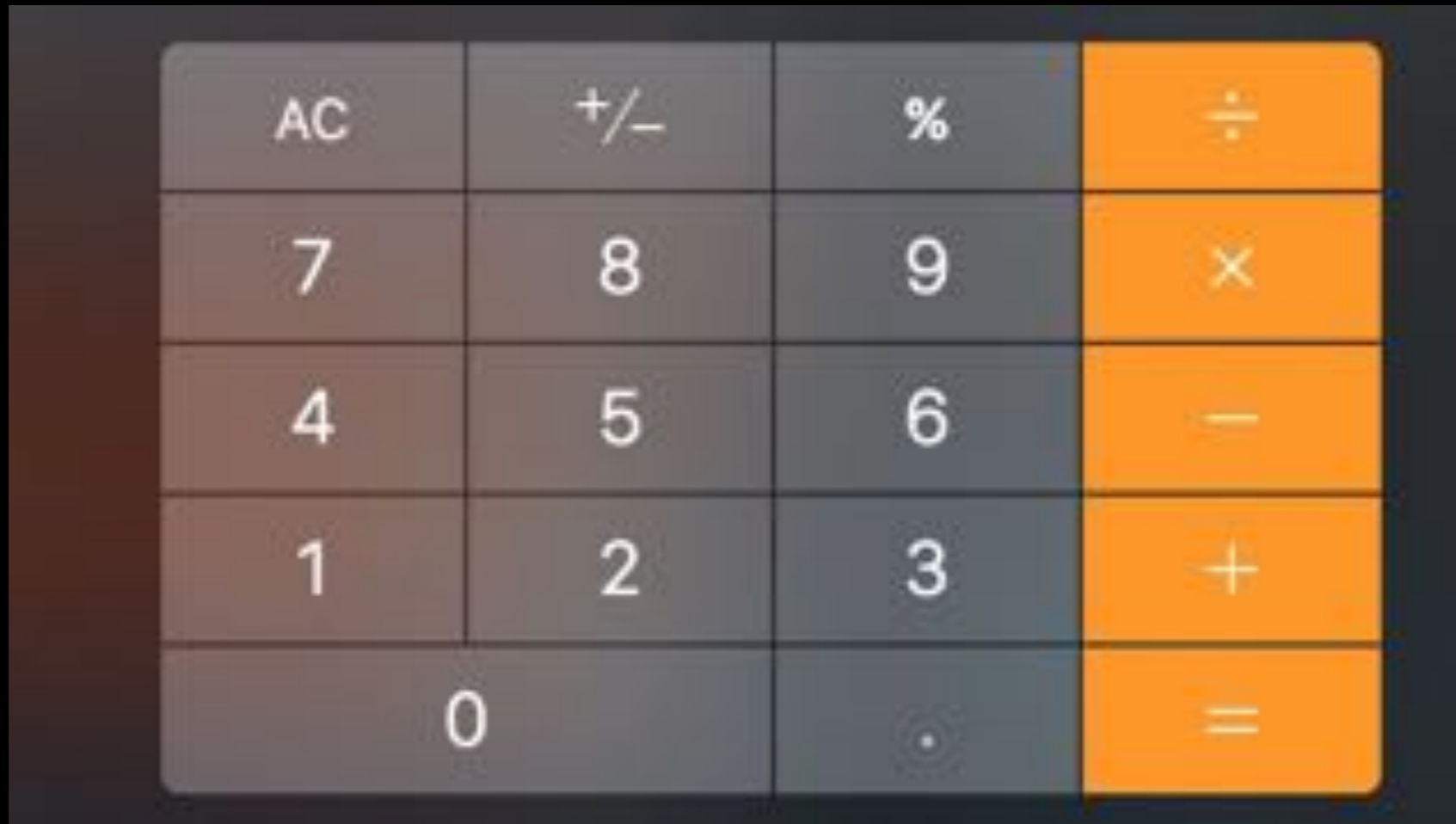


Flight tracking

El Capitan detects flight information, so if you receive a flight number in Mail, Messages, or saved one in Notes, you can click on it and get up-to-date information.

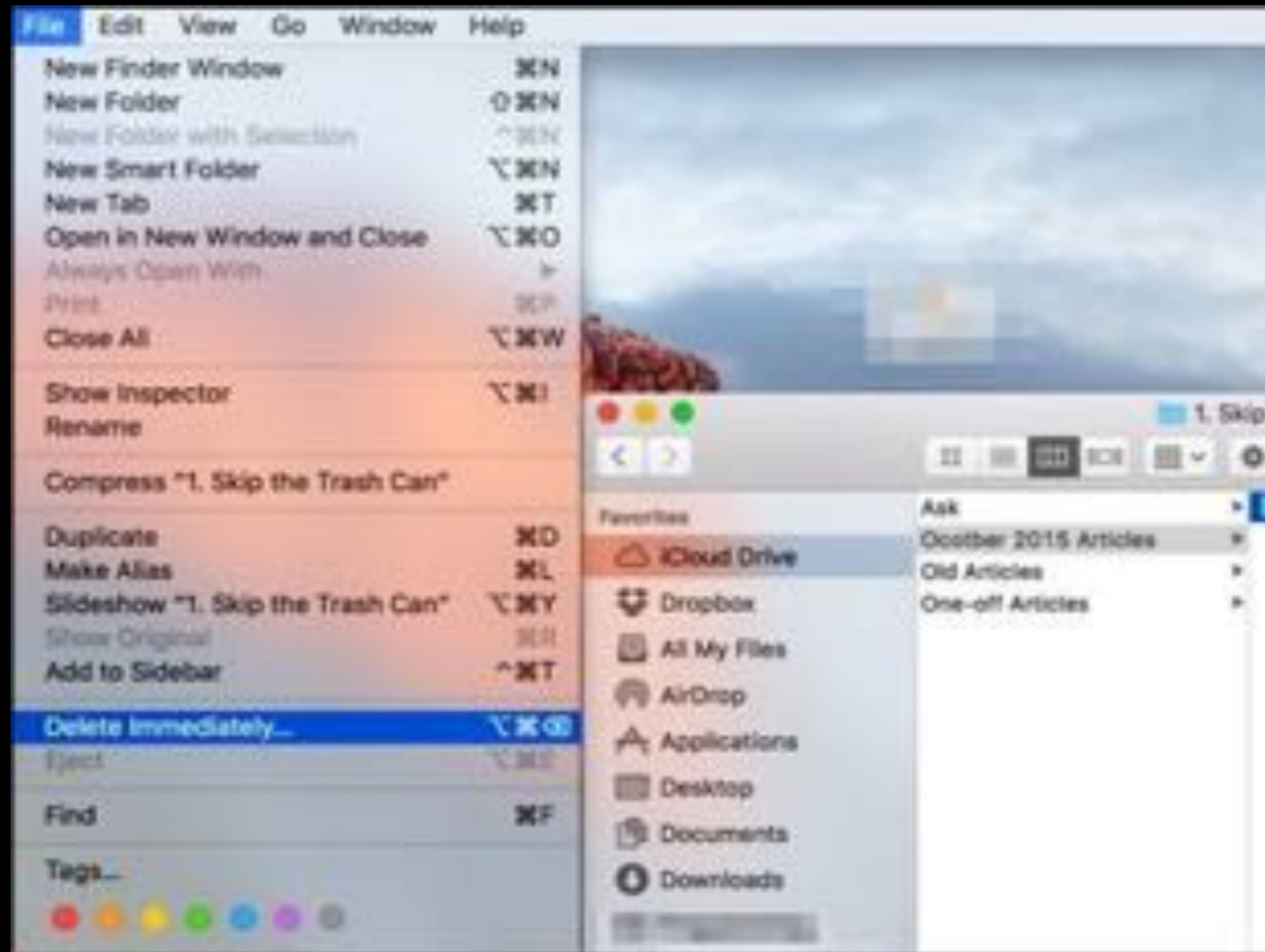


New color picker



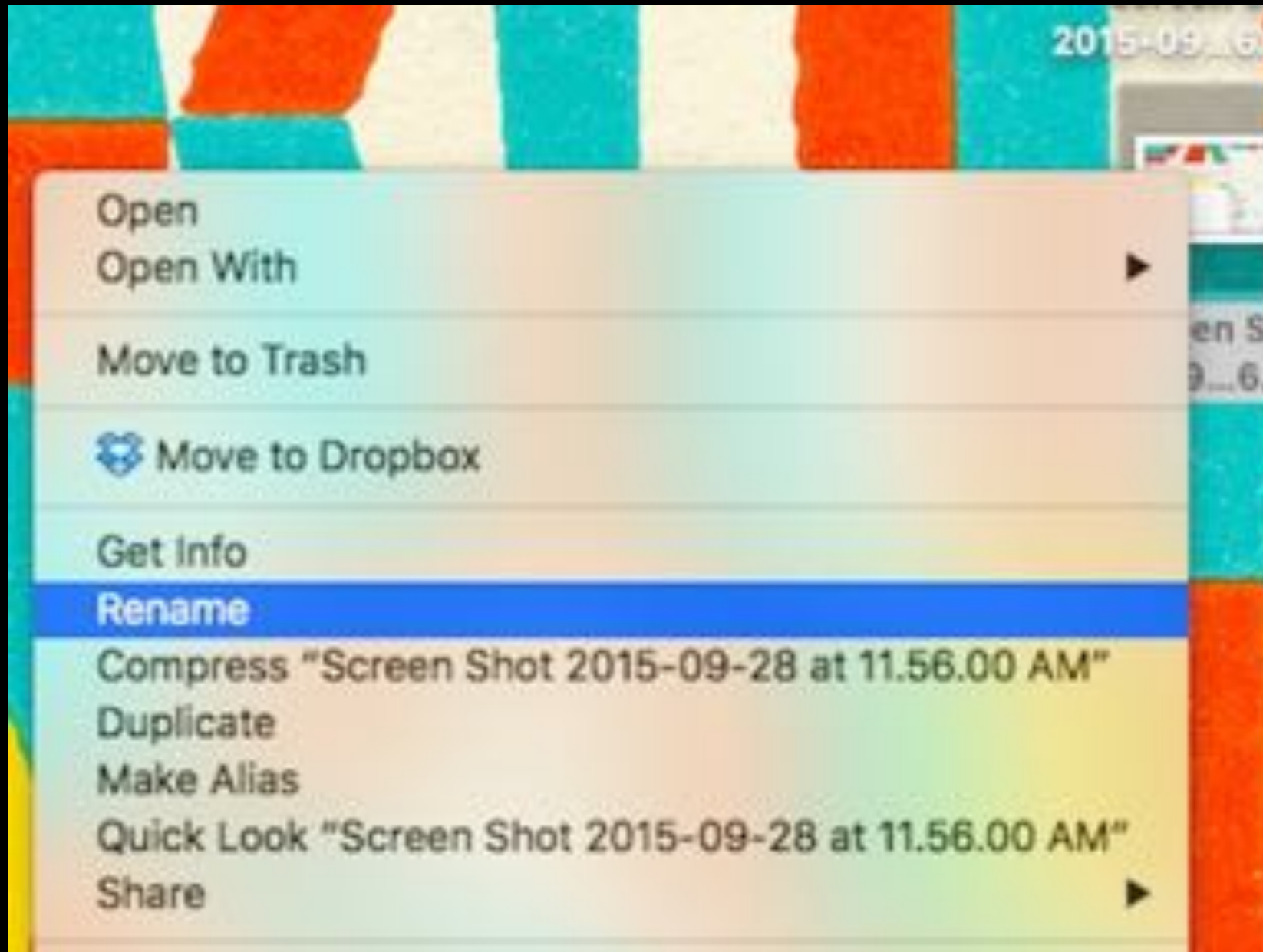
Calculator widget

To use it, open Notification Center, click "Edit," then add the "Calculator" widget. Open the Today view, and you'll be able to calculate to your heart's content.

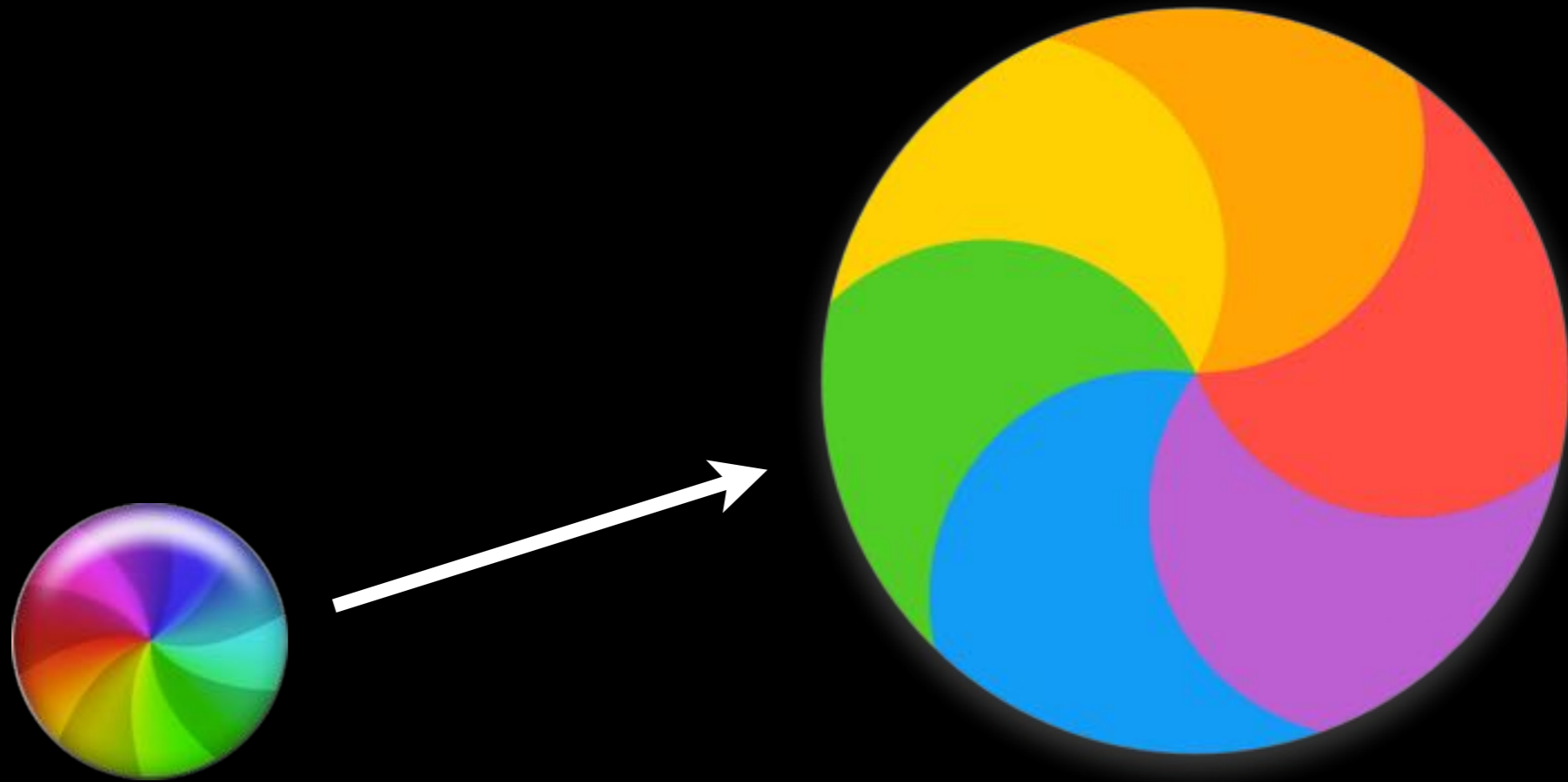


Skip the trash

Avoid a trip to the trash bin by permanently deleting files in El Capitan. Press Option+Cmd+Delete to erase files immediately. You can also find the option in the File menu after selecting the files you want to delete, just hold the option key when selecting the menu.

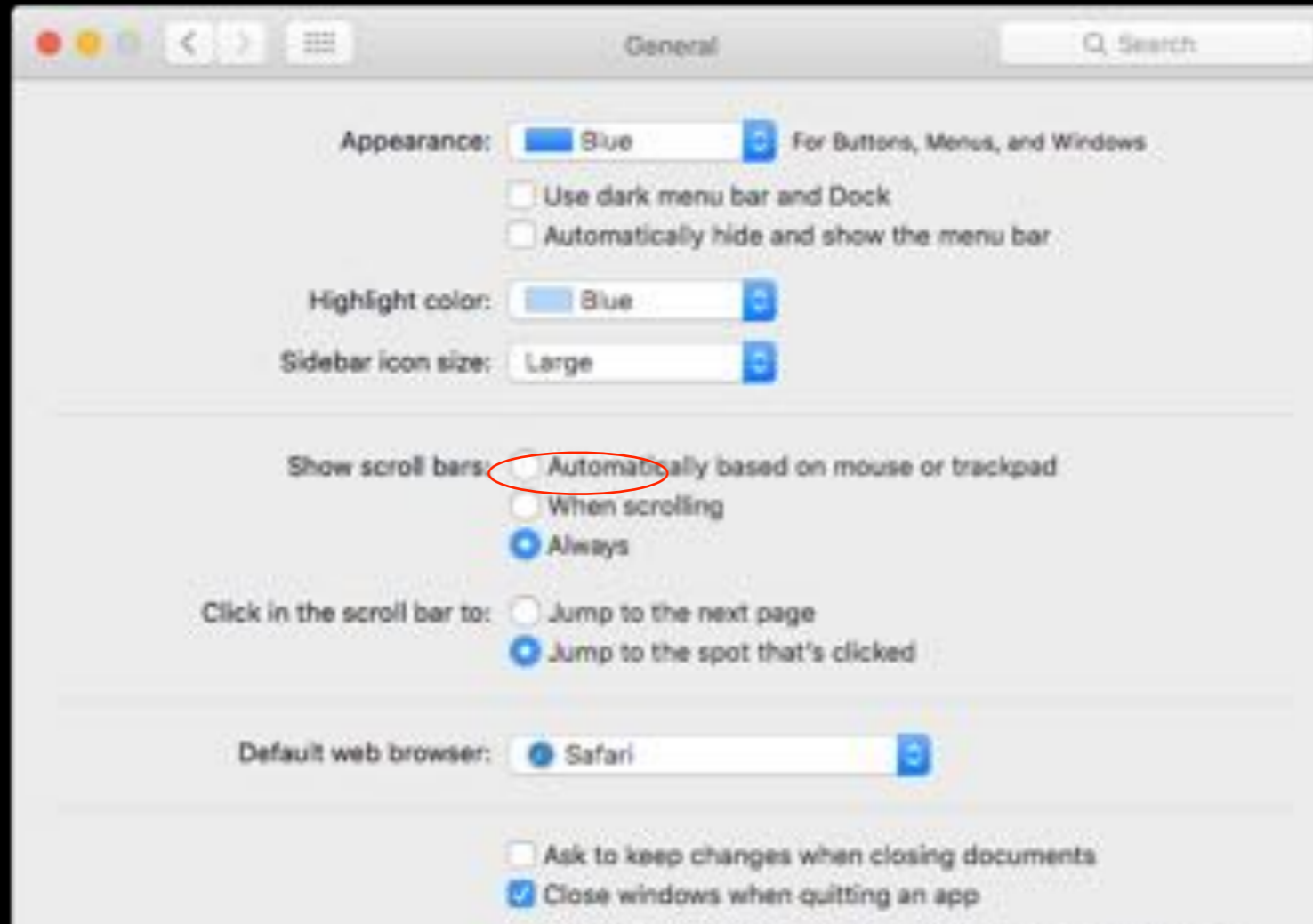


Rename files from the contextual menu
At long last, Apple has made it that much easier to rename files via the contextual menu. Simply control click on a file in the finder and select "Rename," which is located right below the tried-and-true "Get Info" option.



Spinning beachball of delay gets a new look!

Bonus Tip!



Scroll Bars Not Showing All the Time?
Show Scroll Bars adjusts how scroll bars in OS X behave. By default, they are not visible, but show automatically when you move your mouse or trackpad over them. In System Preferences > General, you can set Show Scroll Bars to Always