

Notes from Mac Demo 5/14/13

How many gigabytes are in a terabyte?

How many Terabytes are in a petabyte?

Here is a chart that will help you -

Gigabytes = 1000000000 bytes.

Terabytes = 1000 gigabytes (GB) in 1 terabyte (TB)

Petabyte = 1015 bytes = 1000 terabytes

Exabyte = 1018 bytes

Zettabyte = 1021 bytes

Yottabyte = 1024 bytes

1. Your trash can is full on your computer and you trashed something you need back again. You can open up your trash and take a Quick look at deleted files. Highlight the file and then click in "Quick Look", to see if that would be the file you want. When the trash can is open, you can also go up to where it says "View", and click on one of the three options and you can then see your trash in picture form so you can to right to what you are looking for.

2. In my Dock I have an application I do not want there anymore. To get rid of it just drag it to the desktop far enough out so it will go "Poof". If you want to add an application in the dock you just go to your Application folder and drag it into the dock.

3. When turning on your computer, what is the first thing you go to? Usually it is the mail, so why not let it start up when you turn your computer on? Here is how to do it... go to your Systems Preferences under the Apple to User/Groups, 4 rows down. Then make sure your user which is you and not someone else, is highlighted. Go to Login Items and hit the plus button. When you hit the plus button the Application folder will open up. All you need to do then is add what ever Application you want to add.

4. When someone tells you to go to your Finders Window.. It will be the icon in your dock with a square smiling face on it. Or in your menu bar under File, you would click on New Finder Window. This is where you should be storing your different folders that hold photos, music, documents and etc. When you have something you want to save in these folder you can just drag and drop them in there. Going to your desktop is also called the Finder.

5. Speech to text... if you would like your computer to read things to you such as your emails or articles on the internet, go to your Systems Preferences folder under your Apple to the 4th row down where it says Dictation & Speech, or it could just say Speech. Click on Text to Speech. Use the pulldown menu at the top of the Text to Speech pane to select a voice. The slider allows you to select the speaking rate that works best for you. To preview the voice and speaking rate, click on the Play button. Put a check mark in the sentence that says, Speak selected text when the key is pressed. Now click on Change Key or Set Key what every your computer has it as. I have mine set with the Control key (ctrl) and the letter S then push the Okay button. To use the text to speech feature, select the text you want to hear and press the keyboard shortcut you set up in the Text to Speech preferences. The same keyboard shortcut will stop the Text to Speech feature.

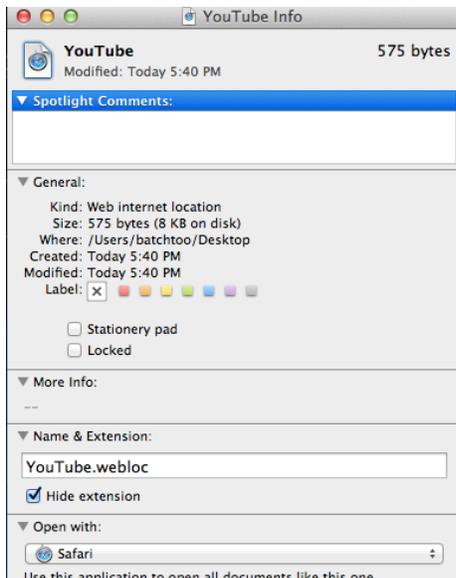
6. To learn about Cookies, Go to - Safari - Preferences - Privacy - click on Details to show the list of Cookies. From there you can delete the ones you do not want anymore or delete them all. If you are not sure if it is one you want or not read the name and type it into Safari to see what the website is and if you want it keep it if you don't delete it.

7. Video, showing MacMost a website that teaches a lot of hints and tips, plus a video to watch. Click on the lower right corner to make it larger while watching the video.

8. Help at the top of the screen - when you are in a program and you have a question go to the menu bar and ask your questions. It is full of information. If you are not in a program and have a question just make sure you click the desktop so it lets you out of anything you may be in and then go to the Help button and ask your question.

9. In Spotlight. New in Mountain Lion- type in a word and scroll down and hover over it. It will show you what it is... I wrote Agenda and it shows me all of my Mac meeting Agendas.

10. I put different websites in my dock. You can make the website into an icon of that subject like YouTube or FaceBook.. Open up Facebook or YouTube, I am just using this as a demo. Drag the address of the site to the desktop. Once on the website is on the desktop highlight it and then go to your menu bar under File. Got to "Get Info". When it comes up it will look like this.



Next go back to your icon on the desktop and highlight by selecting it, then copy it by clicking on the Apple and the letter C, or go under the menu bar and chose Edit and then Copy. Now go back to the file that you opened that says, Get Info. Making sure the icon in that upper left corner is clicked on to highlight it, either go under the Edit in the menu bar and say Paste or hit Command V and it will paste the photo of what you want it to be. Then drag it to the dock. Now every time you want to go to this site it is right there instead of having to go through all your favorites saved. I only do this with the sights I go to daily.