

# Mac Tips and Tricks

## PMUG—November 2020 Meeting

### Customize your desktop background

- Open System Preferences
- Click on Desktop and Screen Saver icon
- Use Dynamic Desktop (seven choices) or
  - Choose Light or Dark still image
- Use Desktop Pictures
  - You can also choose a number of other backgrounds or
  - Use your own photos

### Customize your dock

- Open System Preferences
- Click on dock
- Change the size of dock icons
- Change the magnification of icons when hovering mouse
- Change position of the dock (left, right, bottom)
- Auto hide the dock

### About This Mac

- Allows you to view information about your Mac
- Contains useful information when calling Apple Support



- Allows adjustments to screen resolution and text size
  - Click on Displays tab
  - Click on Displays Preferences
    - Choose size of text you prefer
    - Turn on automatic brightness
    - Adjust brightness level
    - Set Night Shift if desired
- Allows viewing of all storage devices
- Allows viewing of installed memory
- Can view Mac OS help
- Can view Mac User Guide

## **Take a screenshot**

- Press Shift/Command/5 (also found under Utilities)
- Choose capture option
  - Capture entire screen
  - Capture selected window
  - Capture selection
- Click on capture
- Image displays briefly in lower right hand corner of display
- Click on thumbnail to view or edit
- Screenshot saved to desktop

## **Launchpad**

Simple method to launch applications

- Click on rocket ship icon in dock
- Find desired application icon in list
- Click once on selected app

## **Mission Control**

- Allows you to select from all open windows
- Select the desired window