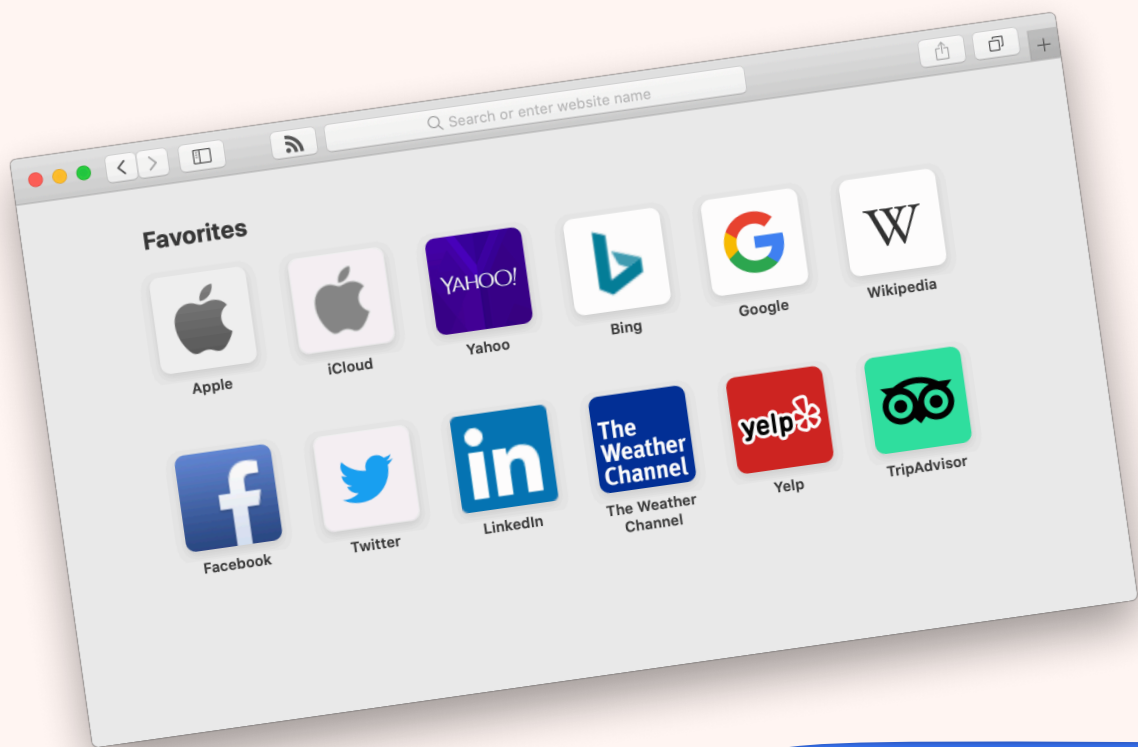


Greetings from beautiful



COVE APPLE CLUB



MAY 13, 2020

Proofreaders' Marks	
OPERATIONAL SIGNS	TYPOGRAPHICAL SIGNS
Delete	Set in italic type
Close up; delete space	Set in roman type
Delete and close up (use only when deleting letters within a word)	Set in boldface type
Let it stand	Set in lowercase
Insert space	Set in capital letters
Make space between words equal; make space between lines equal	Set in small capitals
Insert hair space	Wrong font; set in correct type
Letterspace	Check type image; remove blemish
Begin new paragraph	Insert here or make superscript
Indent type one em from left or right	Insert here or make subscript
Move right	PUNCTUATION MARKS
Move left	Insert comma
Center	Insert apostrophe or single quotation mark
Move up	Insert quotation marks
Move down	Insert period
Flush left	Insert question mark
Flush right	Insert semicolon
Straighten type; align horizontally	Insert colon
Align vertically	Insert hyphen
Transpose	Insert em dash
Spell out	Insert en dash
	Insert parentheses

Mac OS X Keyboard & Mouse Shortcuts

Valid for Mac OS X Version 10.4.x "Tiger"
© 2002-2007 by Mike Sullivan All Rights Reserved

During Startup	
Boot from CD-ROM	C
Boot from first hard disk partition	D
Boot into Open Firmware (non-EFI ROM Macs only)	Cmd-Opt-O-F
Reset Parameter RAM	Cmd-Opt-P-R
Boot with verbose Unix startup messages	Cmd-V
Eject stuck CD	Hold mouse button down
Boot from network server	N
Select OS partition to boot in BootCamp	Opt
Boot from external HD or CD drive	Cmd-Opt-Shift-Delete
Disable optional loaders on startup	Shift
Enable FireWire Target Disk mode	T

At Shutdown Dialog	
Shutdown	Return
Cancel shutdown	Esc
Restart	R
Sleep	S

Finder	
Mac Help	Cmd-?
Cycle between Finder or application windows	Cmd-~ (below tilde "~")
Show folder view as icons	Cmd-I
Show folder view as list	Cmd-2
Show folder view as columns	Cmd-3

Apple-enforced Application Shortcuts	
Select all	Cmd-A
Copy	Cmd-C
Preferences	Cmd-comma
	Cmd-H
	Cmd-M
	Cmd-N
	Cmd-P
	Cmd-Q
	Cmd-S
	Cmd-T

TONIGHT'S TOPICS

TONIGHT'S TOPICS

➤ **BOOKMARKS, Part II**



TONIGHT'S TOPICS

➤ **BOOKMARKS, Part II**

➤ **Hackerproofing 101**

TONIGHT'S TOPICS

- **BOOKMARKS, Part II**
 - **Hackerproofing 101**
 - **The most awesome iOS app ever**
-

TONIGHT'S TOPICS

- **BOOKMARKS, Part II**
 - **Hackerproofing 101**
 - **The most awesome iOS app ever**
 - **Mac keyboard shortcuts**
-

REMEMBER!

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➤ **The Keynote presentation and a recording of tonight's meeting will soon be available to download from our Archives website**

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-

HOUSEKEEPING

HOUSEKEEPING

➤ **Please keep your microphone muted throughout the meeting**

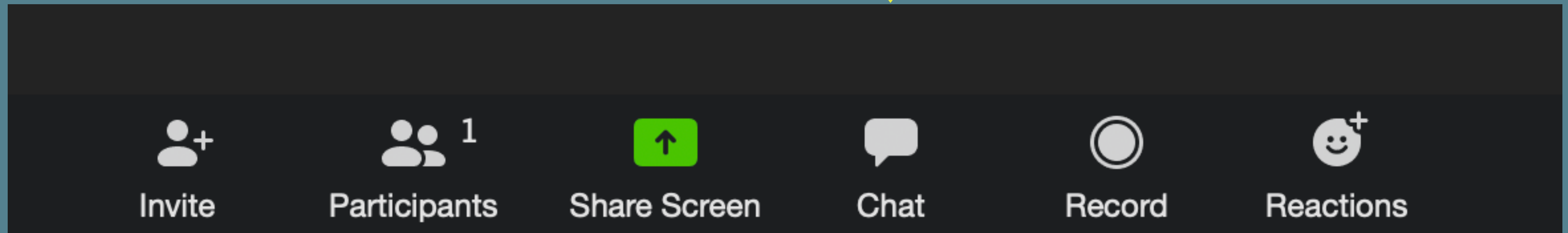
HOUSEKEEPING

- **Please keep your microphone muted throughout the meeting**
 - **We'll try to do a Q&A via Chat at the end of each topic**
-

HOUSEKEEPING

- **Please keep your microphone muted throughout the meeting**
 - **We'll try to do a Q&A via Chat at the end of each topic**
 - **You can have your video on or off**
-

CHAT WINDOW: MAC



CHAT WINDOW: IPAD



CHAT WINDOW: IPAD



Tap the screen to display the user interface

CHAT WINDOW: IPAD



Tap the screen to display the user interface

Tap on Participants

CHAT WINDOW: IPAD



Tap the screen to display the user interface

Tap on Participants

Tap on Chat

Support the Cove Apple Club

Come and watch us get "turned on" tonight!

[View this email in your browser](#)



COVE APPLE CLUB

Have fun & do more with your Apple gear!

Hey again, Mike & Marilyn!

It's crept up on us again!

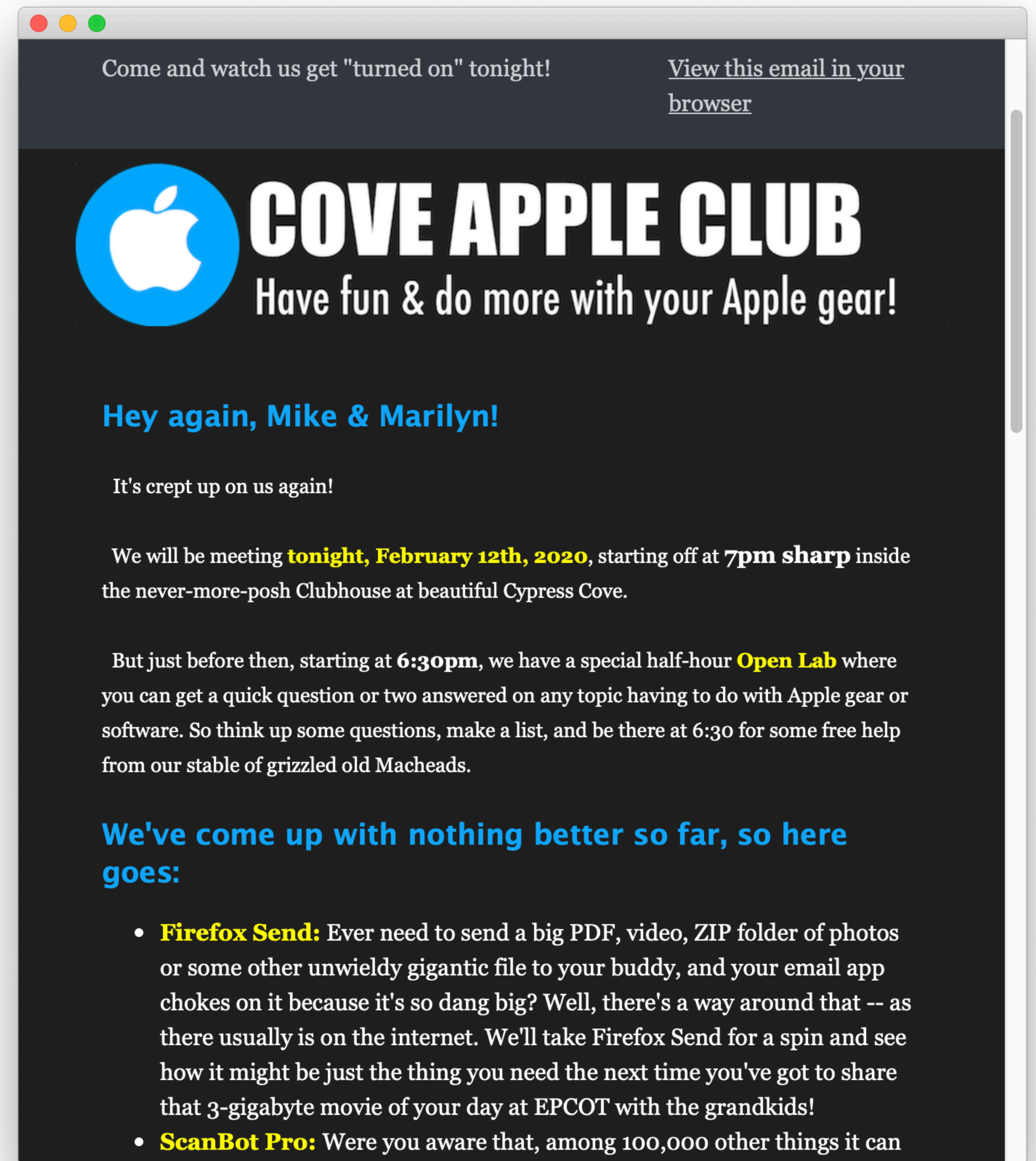
We will be meeting **tonight, February 12th, 2020**, starting off at **7pm sharp** inside the never-more-posh Clubhouse at beautiful Cypress Cove.

But just before then, starting at **6:30pm**, we have a special half-hour **Open Lab** where you can get a quick question or two answered on any topic having to do with Apple gear or software. So think up some questions, make a list, and be there at 6:30 for some free help from our stable of grizzled old Macheads.

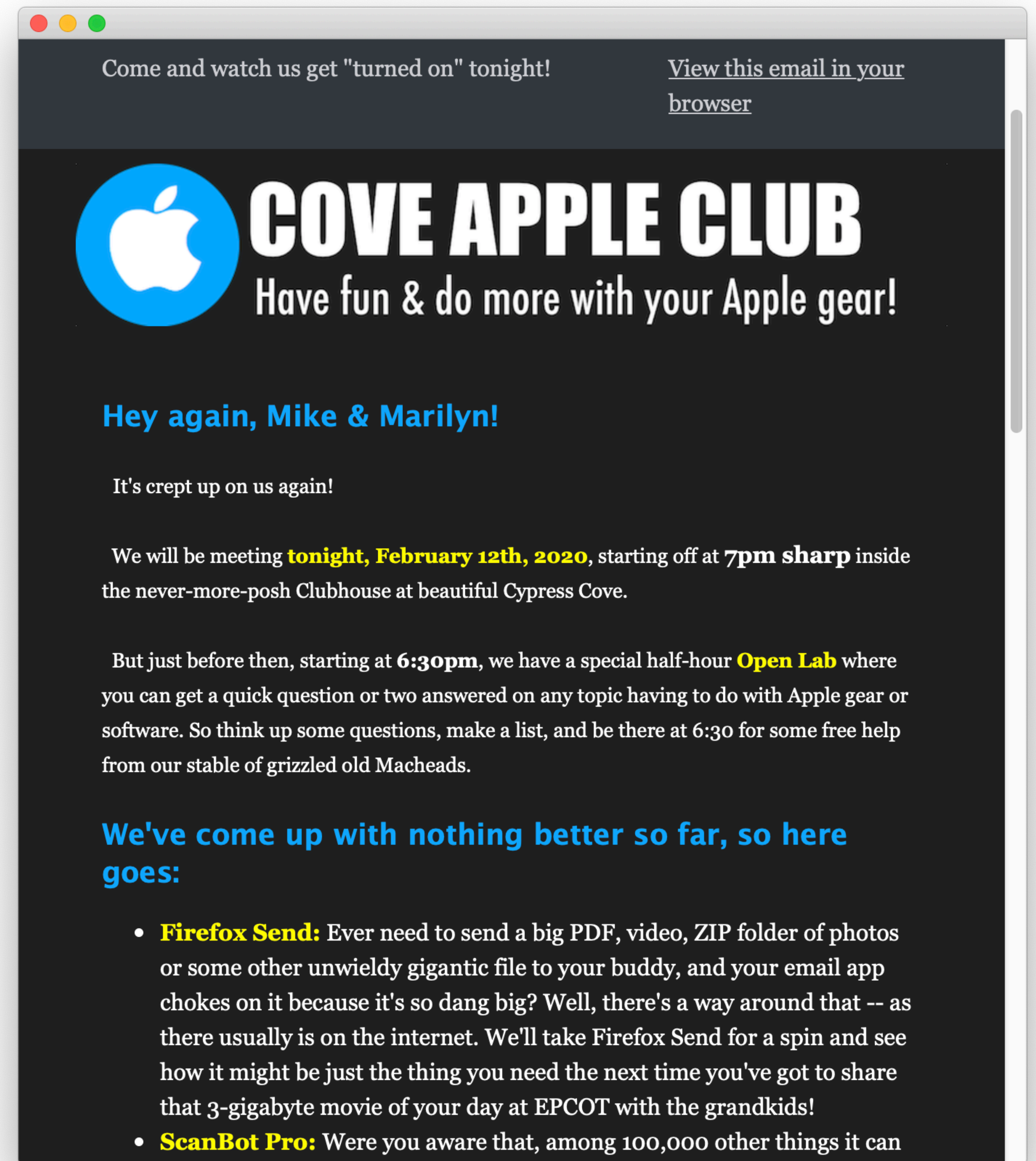
We've come up with nothing better so far, so here goes:

- **Firefox Send:** Ever need to send a big PDF, video, ZIP folder of photos or some other unwieldy gigantic file to your buddy, and your email app chokes on it because it's so dang big? Well, there's a way around that -- as there usually is on the internet. We'll take Firefox Send for a spin and see how it might be just the thing you need the next time you've got to share that 3-gigabyte movie of your day at EPCOT with the grandkids!
- **ScanBot Pro:** Were you aware that, among 100,000 other things it can

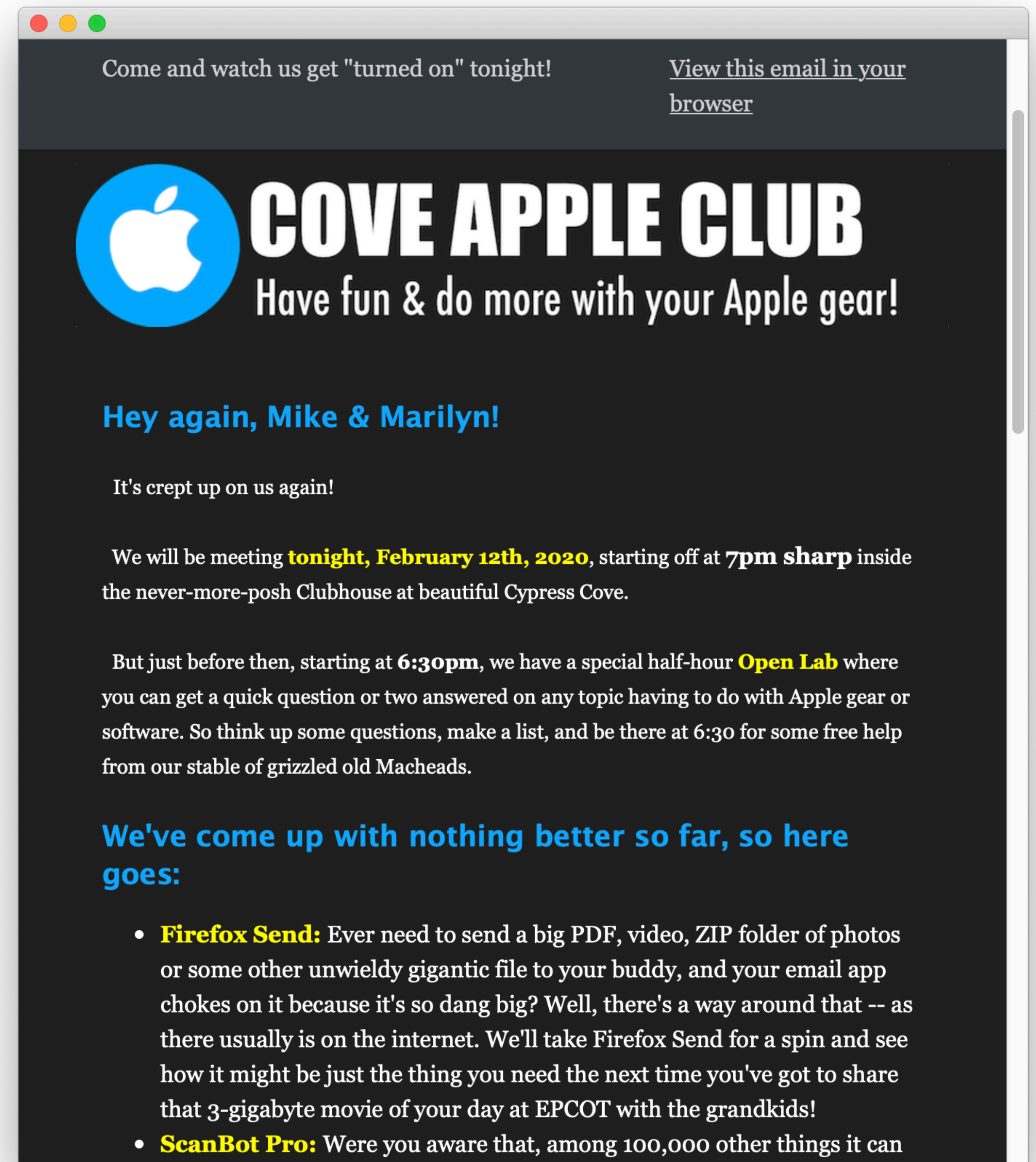
- Subscribe to the Cove Apple Club email list!



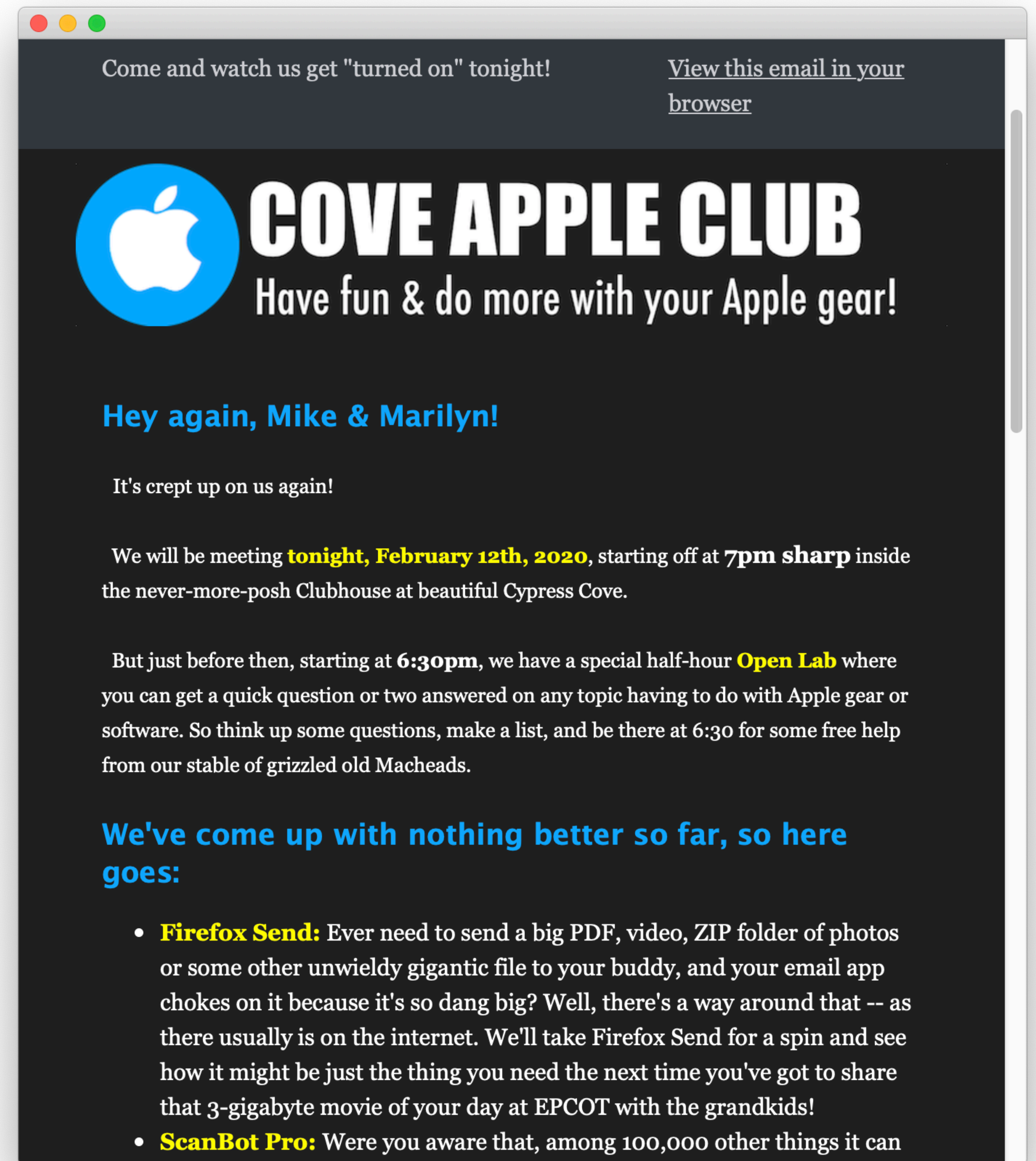
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- 4 emails a month, occasional special event updates



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- No spam, ever!



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- 4 emails a month, occasional special event updates
- No spam, ever!
- Subscribe at **coveappleclub.com**



Our Amazon link is at the bottom of every email from the mailing list

You'll want to be able to say, "I was there!"

[View this email in your browser](#)



COVE APPLE CLUB

Have fun & do more with your Apple gear!

Hey howdy, Mike & Marilyn!

Sure, there will probably be a few moments of soul-shattering disappointment. And even a minute or two that will want to make you re-examine the choices you've made in your life that brought you to this fateful moment. But in the end, we expect that the hour (more-or-less) that you'll spend at tonight's Cove Apple Club will be marked in the "credit" column of life's little victories.

That's reason enough for you to try to be seated, upright and at least semi-conscious when we meet **tonight, Wednesday, January 23, 2019**, at our usual time and place: the Clubhouse at beautiful Cypress Cove, promptly at **7pm sharp**. We always adjourn by 8pm or as close to it as possible, and then head over to Cheeks for some well-earned adult refreshments.

Just before that, **starting about 6:30pm**, we help out anyone needing a question answered or some quick advice during the **Open Lab** we hold before every Cove Apple Club meeting. So be there at 6:30 if you need a hand with any Apple-related item, and we'll offer our best advice from our frazzled posse of neck-bearded Apple nerds.

Ready to blast out of tonight's topic howitzer:

- **Gone Phishin'!** Try to show up a **few minutes early** as we do a little group exercise: can you tell when you're being **phished**? Watch, play along and see if you can spot the fakes in a fun little 5-minute test we'll begin

Our Amazon link is at the bottom of every email from the mailing list

When you shop at [Amazon](#) and start your shopping session with [this link](#), we earn a little tiny commission on your order. It doesn't cost you an extra dime, and it adds up throughout the year to make the Club possible.

So next time you need a new gadget, article of clothing, bit of furniture or almost anything else, [click here](#) and support the Club when you shop over 20,000,000 items in stock at [Amazon.com](#). Thanks!

See you next *a few minutes to 7 tonight!*

Mike

Support the Club!

Click the button below to help support the Club when you shop at Amazon.com. Thanks!

SHOP @ AMAZON

Meeting Schedule

Click the button below to check our latest meeting schedule on the Cove Apple Club website.

MEETING DATES

Meeting Archives

Handouts and presentations from all our meetings are online at our Club Archives site.

THE ARCHIVES

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You are among the 185 smartest people at Cypress Cove, all of whom belong to the Cove Apple Club! Tell your friends!

Want to change how you receive these emails?
You can update your preferences or unsubscribe from this list

Cove Apple Club is not affiliated with Apple, Inc. in any way.
Cove Apple Club meets at [Cypress Cove Nudist Resort & Spa](#), Kissimmee, FL 34746 USA

[Visit our website](#) | [Support the Club when you shop at Amazon!](#)

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Click here, then bookmark the resulting Amazon home page!



When you shop at [Amazon](#) and start your shopping session with [this link](#), we earn a little tiny commission on your order. It doesn't cost you an extra dime, and it adds up throughout the year to make the Club possible.

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2020 YTD

Jan 01 2020 - May 12 2020 / [This Year](#) ▾ Tracking ID: [All](#) ▾

Last Updated: May 12 2020 +00:00

Summary

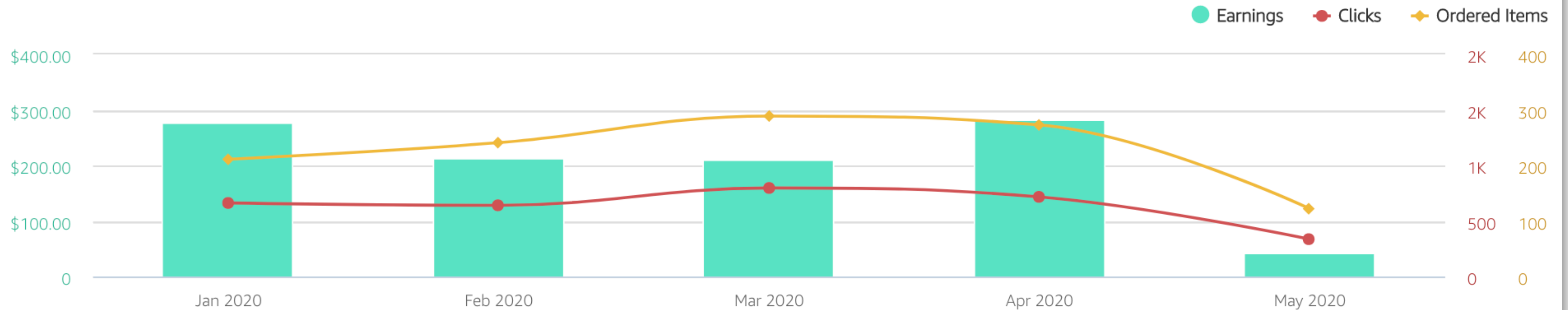
\$1,036.85

Fees

\$1,027.85

Bounties

\$9.00



Clicks	Ordered Items	Shipped Items	Returned Items	Conversion	Shipped Items Revenue	Bonus NEW	Total Earnings (Includes Bonus)
3,153	1,136	867	21	36.03%	\$19,953.01	\$3.00	\$1,027.85

Last 30 Days

Apr 13 2020 - May 12 2020 / [Last 30 Days](#) ▾ Tracking ID: [All](#) ▾

Last Updated: May 12 2020 +00:00

Summary

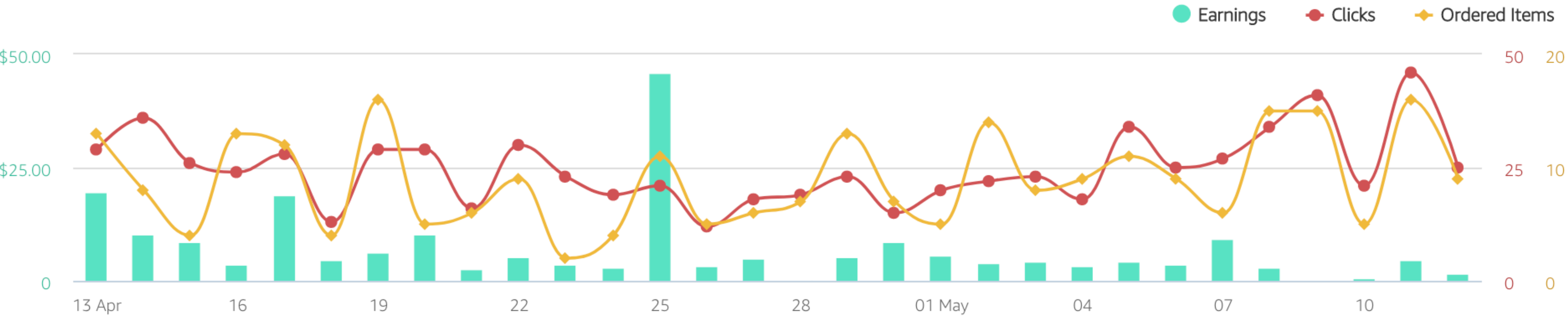
\$208.06

Fees

\$208.06

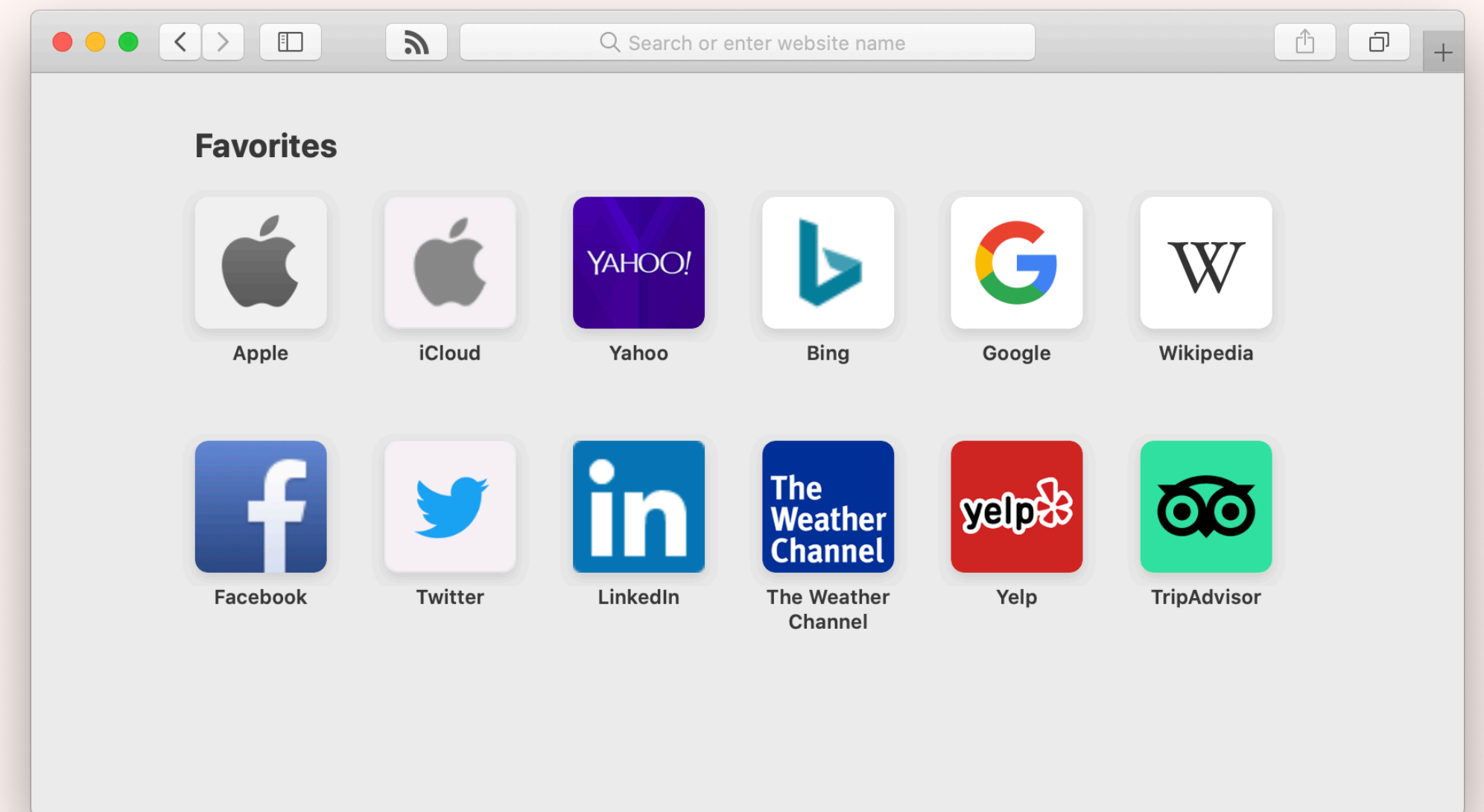
Bounties

\$0.00



Clicks	Ordered Items	Shipped Items	Returned Items	Conversion	Shipped Items Revenue	Bonus NEW	Total Earnings (Includes Bonus)
746	267	207	8	35.79%	\$5,483.63	\$0.00	\$208.06

BOOKMARKS, PT. II



IN OUR LAST MEETING

IN OUR LAST MEETING

➤ **What they're good for**

IN OUR LAST MEETING

- **What they're good for**
- **Why you need them**

IN OUR LAST MEETING

- **What they're good for**
 - **Why you need them**
 - **How to organize them**
-

IN OUR LAST MEETING

- **What they're good for**
 - **Why you need them**
 - **How to organize them**
 - **How to use them**
-

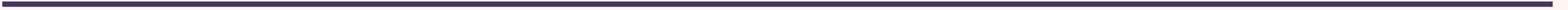
BUT WE DIDN'T COVER IT ALL

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➤ **Searching bookmarks**

BUT WE DIDN'T COVER IT ALL

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- **Quick editing of bookmarks from the sidebar**

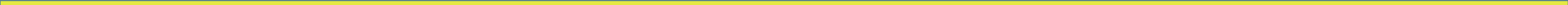


BUT WE DIDN'T COVER IT ALL

- **Searching bookmarks**
 - **Quick editing of bookmarks from the sidebar**
 - **Dragging URL tokens to & from Desktop**
-

BOOKMARKS DEMO

PART II



HACKERPROOFING 101

A TALE

A TALE OF WOE

A TALE OF WOE

➤ **Received a spammy email message, clicked the link in the message**

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 - **“Support rep” asked for, and was told: Apple ID and password, SSN, DOB, mailing address, etc.**
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 - **After hanging up, realized the whole thing seemed odd. Called a relative, relative told them to hang up immediately and call me.**
-

THIS WILL NEVER HAPPEN

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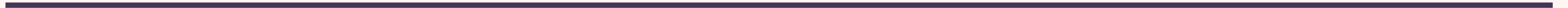
- **Your bank, Apple, Microsoft, Google, AOL, Verizon, etc., will NEVER call YOU to ask for your password over the phone**

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- **Your bank, Apple, Microsoft, Google, AOL, Verizon, etc., will NEVER call YOU to ask for your password over the phone**
- **They DO NOT KNOW your password, and they NEVER NEED TO KNOW IT.**

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- **It is scrambled (encrypted) on their side, so there is no point in asking you what it is.**



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 - **They DO NOT KNOW your password, and they NEVER NEED TO KNOW IT.**
 - **It is scrambled (encrypted) on their side, so there is no point in asking you what it is.**
 - **All of them have secure, automated processes for YOU to change or recover your password ON THEIR WEBSITES. You will NEVER need to do this over the phone.**
-

THIS WILL NEVER HAPPEN EITHER

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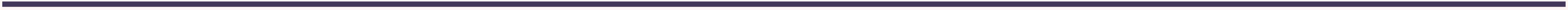
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- You should **NEVER** give any sensitive information to **ANYONE** over the phone that you're not **100%** sure is legit:
 - **DOB, passwords (EVER!), full SSNs, security codes from text messages, etc.**



ALWAYS ALWAYS ALWAYS

ALWAYS ALWAYS ALWAYS

➤ **If you're told that your account is locked or your password is invalid, do this:**

ALWAYS ALWAYS ALWAYS

- **If you're told that your account is locked or your password is invalid, do this:**
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ALWAYS ALWAYS ALWAYS

- **If you're told that your account is locked or your password is invalid, do this:**
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 - **Log into your account from your 1Password login item or your saved bookmark — DO NOT CLICK A LINK FROM AN EMAIL**

ALWAYS ALWAYS ALWAYS

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 - **If you can login with your correct password, your account is safe. There is no need to change your password (assuming it is a long, strong, unique password stored in 1Password or another password manager)**
-

ALWAYS ALWAYS ALWAYS

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 - **If you can login with your correct password, your account is safe. There is no need to change your password (assuming it is a long, strong, unique password stored in 1Password or another password manager)**
 - **If you CANNOT login with your correct password, use the provider's Forgot Password? tool to reset your password. Make sure the new password is long, strong and unique, and that you store it in 1Password.**
-

2-FACTOR AUTHENTICATION

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- **Most websites now offer a version of 2-factor authentication (2FA)**

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- **2FA is a second level of security on your account beyond a password. Many times, it is a code sent by text message to your phone (although this is not the best practice).**

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-

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 - **If 2FA is available for the services and websites you use, USE IT!**
 - **Find a list of websites/providers who support 2FA at <https://twofactorauth.org>**
 - **With 2FA, even if the bad guys have your password, they cannot hack your accounts**
-

To: 739-81

Details

SMS with 739-81
4/16/20, 5:09 PM

<#>BofA: Your code is 676308.
Don't share it; we won't call to ask for it. Call [800.933.6262](tel:800.933.6262) if you didn't request it.

4/24/20, 8:34 AM

<#>BofA: Your code is 089047.
Don't share it; we won't call to ask for it. Call [800.933.6262](tel:800.933.6262) if you didn't request it.

5/2/20, 10:13 AM

<#>BofA: Your code is 580059.
Don't share it; we won't call to ask for it. Call [800.933.6262](tel:800.933.6262) if you didn't request it.

<#>BofA: Your code is 927262.
Don't share it; we won't call to ask for it. Call [800.933.6262](tel:800.933.6262) if you didn't request it.

Yesterday, 12:18 PM

<#>BofA: Your code is 506985.
Don't share it; we won't call to ask for it. Call [800.933.6262](tel:800.933.6262) if you didn't request it.

Text Message

To: Amazon

Details

3/17/20, 9:54 AM

969724 is your Amazon OTP.
Do not share it with anyone.

4/12/20, 11:19 PM

968841 is your Amazon OTP.
Do not share it with anyone.

4/15/20, 7:03 PM

563861 is your Amazon OTP.
Do not share it with anyone.

4/17/20, 10:15 AM

625587 is your Amazon OTP.
Do not share it with anyone.

692488 is your Amazon OTP.
Do not share it with anyone.

5/10/20, 10:11 AM

177010 is your Amazon OTP. Do not share it with anyone.

Text Message

To: 949-60

Details

SMS with 949-60
12/3/19, 9:11 PM

SCHWAB
350394 is your Schwab security code for online login.

12/20/19, 10:43 AM

SCHWAB
752924 is your Schwab security code for online login.

1/17/20, 8:34 AM

SCHWAB
803910 is your Schwab security code for online login.

5/11/20, 4:36 PM

SCHWAB
472327 is your Schwab security code for online login. Please do not share.

Text Message

2FA DEMO



A TALE OF WOE: HAPPY ENDING

A TALE OF WOE: HAPPY ENDING

➤ **Zipped over to their house within minutes**

A TALE OF WOE: HAPPY ENDING

- **Zipped over to their house within minutes**
- **Logged into their account using their correct password — whew!**

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- **Zoomed over to their house within minutes**
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 - **Added 2FA to their account (rescue email address, 2nd device authentication, security questions with gibberish answers)**
-

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 - **Documented all changes in 1Password and kept a copy**
 - **Froze their debit card; other credit cards not affected**
-

THE MOST AWESOME IOS APP

EVER

THE MOST AWESOME IOS APP

THE MOST AWESOME IOS APP

➤ **There is an awesome iOS app that almost no one knows about**

THE MOST AWESOME IOS APP

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THIS AWESOME APP

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 - **Is ALWAYS updated with the latest info**
-

THIS AWESOME APP

- **Has been available for over two years**
 - **Isn't pre-installed on iPhone or iPad, BUT SHOULD BE!**
 - **Is VERY easy to use**
 - **Is ALWAYS updated with the latest info**
 - **And — did I mention? — it's FREE**
-





Apple Support

4+

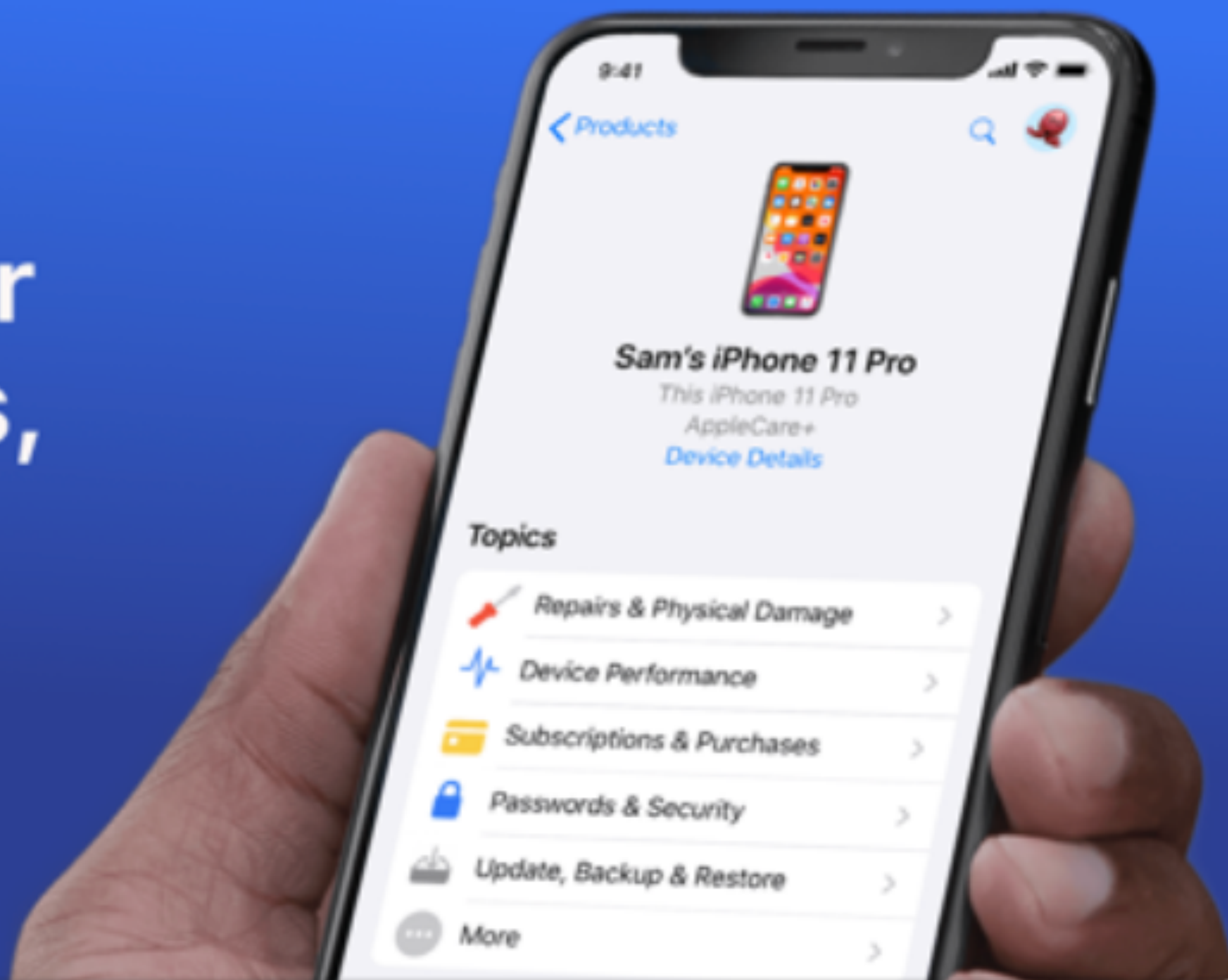
We're here to help
Apple



3.7, 4.3K Ratings

Free

Help for all your
Apple products,
in one app.



**Solutions at
your fingertips.**



Support for all
of your Apple
services.





DEMO!

Download the FREE Apple Support app on the iOS App Store

Search for “Apple Support”



MAC KEYBOARD SHORTCUTS

MAC KEYBOARD SHORTCUTS

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- **Apple introduced keyboard shortcuts with Macintosh in 1984**

MAC KEYBOARD SHORTCUTS

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- **100% of those original Macintosh System 1.0 keyboard shortcuts still work today on every Mac**

MAC KEYBOARD SHORTCUTS

- **Apple introduced keyboard shortcuts with Macintosh in 1984**
 - **100% of those original Macintosh System 1.0 keyboard shortcuts still work today on every Mac**
 - **The few minutes you invest in learning a keyboard shortcut pays you back in time saved for decades to come**
-

MAC KEYBOARD SHORTCUTS

- **Apple introduced keyboard shortcuts with Macintosh in 1984**
 - **100% of those original Macintosh System 1.0 keyboard shortcuts still work today on every Mac**
 - **The few minutes you invest in learning a keyboard shortcut pays you back in time saved for decades to come**
 - **There are VERY FEW things you cannot do on a Mac with a keyboard and keyboard shortcuts alone**
-

MAC KEYBOARD SHORTCUTS

VALID 1984-2020 — 36 YEARS!

Apple-enforced Application Shortcuts	
Select all	Cmd-A
Copy	Cmd-C
Preferences	Cmd-comma
Hide	Cmd-H
Minimize windows	Cmd-M
New document or window	Cmd-N
Print	Cmd-P
Quit	Cmd-Q
Save	Cmd-S
Show / hide Fonts chooser (if available)	Cmd-T

Mac OS X Keyboard & Mouse Shortcuts

Valid for Mac OS X Version 10.4.x "Tiger"
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During Startup	
Boot from CD-ROM	C
Boot from first hard disk partition	D
Boot into Open Firmware (non-EFI ROM Macs only)	Cmd-Opt-O-F
Reset Parameter RAM	Cmd-Opt-P-R
Boot with verbose Unix startup messages	Cmd-V
Eject stuck CD	Hold mouse button down
Boot from network server	N
Select OS partition to boot in BootCamp	Opt
Boot from external HD or CD drive	Cmd-Opt-Shift-Delete
Disable optional loaders on startup	Shift
Enable FireWire Target Disk mode	T

At Shutdown Dialog	
Shutdown	Return
Cancel shutdown	Esc
Restart	
Sleep	

Finder
Mac Help
Cycle between Finder or application windows
Show folder view as icons
Show folder view as list
Show folder view as columns
Show folder view as CoverFlow (Leopard only)
Select all items

Finder	
Copy	
Open Finder preferences	
Look up word under cursor in Dictionary	
Copy picture of screen selection to clipboard	
Copy picture of selection area to clipboard	
Duplicate selected file / folder	
Move selected item to trash	
Eject selected removable disc	
Show / hide Front Row	
Find using Finder Spotlight interface	
Hide current application	
Show Info of selected item	
Show / hide View options	
Connect to server	Cmd-K
Make alias of selected item	Cmd-L
Minimize window	Cmd-M
New Finder window	Cmd-N
Open selected item(s)	Cmd-O
Show / hide Dock	Cmd-Opt-D
Shut down	Cmd-Opt-Eject
Zoom in	Cmd-Opt-equals sign
Force quit	Cmd-Opt-Esc
Hide other apps	Cmd-Opt-H
Open to iDisk	Cmd-Opt-I
Zoom out	Cmd-Opt-minus sign
Select the Desktop	Cmd-Opt-Shift-Up arrow
Close all Finder windows	Cmd-Opt-W
Show original of selected alias	Cmd-R
Take snapshot of entire screen	Cmd-#

Finder	
Take snapshot of dragged marquee selection	Cmd-\$
Take snapshot of selected window	Cmd-\$ then Space
Go to Applications folder	Cmd-Shift-A
Open Bluetooth Device Browser	Cmd-Shift-B
Go to Computer	Cmd-Shift-C
Empty Trash	Cmd-Shift-Delete
Go to folder	Cmd-Shift-G
Go to Home folder	Cmd-Shift-H
Go to iDisk	Cmd-Shift-I
Go to Network Browser	Cmd-Shift-K
Make a new folder	
Log out	
Go to Utilities folder	
Open Stickies	
Find with Spotlight	
Add selected item to Sidebar	
Switch between apps (Q to quit, H to hide selected app)	
Paste	
Cut	
Undo	
Restart (on Apple keyboards)	
Paste picture of screen to clipboard	
Paste picture of screen selection to clipboard	
Move focus to menu bar	
Move focus to Dock	
Move focus to active window or next window	
Sleep (on Apple keyboards)	
Exposé – tile all document windows	
Exposé – show all documents in current app	

Finder	
Exposé – show desktop	F11
Show / hide Dashboard	F12

Shortcuts for Freezes	
Force quit	Cmd-Opt-Esc
Force power-down	Hold Power button or Cmd-Ctrl-Power button

Within Dialogs	
Jump to Desktop folder for Open / Save	Cmd-D
Don't save changes (in Save dialog)	Cmd-D
Jump to Applications folder for Open / Save	Cmd-Opt-A
Jump to Computer folder for Open / Save	Cmd-Opt-C
Save changes (in Save dialog)	Cmd-S or Return
Jump to Home folder for Open / Save	Cmd-Shift-H
Click the default button	Return
Close the dialog, confirming choices	Esc or Cmd-Period
Select prior field of dialog	Shift-Tab
Select next field of dialog	Tab

Folders & Views	
Open selected item or folder	Cmd-Down Arrow
Close expansion triangle in list view	Cmd-Left arrow
Minimize window	Cmd-M
Open selected folder or item	Cmd-O
Open folder or item, close enclosing folder behind	Cmd-Opt-Down Arrow
Open enclosing folder, closing current folder behind	Cmd-Opt-Up Arrow
Open expansion triangle in list view	Cmd-Right arrow
New folder	Cmd-Shift-N
Show / hide Sidebar & Toolbar	Cmd-Opt-T

Open enclosing folder	Cmd-Up Arrow
Close current folder or window	Cmd-W
Rename selected item	Return, then type name
Copy name of selected item to clipboard	Return-Cmd-C-Return
Paste name from clipboard to selected item	Return-Cmd-V-Return
Select prior item alphabetically	Shift-Tab
Select first item in folder or list	Space
Jump to folder or item by name	Start typing item name
Jump to folder or item by name	Tab

Mouse Shortcuts	
	Click & drag folder icon in window title bar
	Click & hold on icon
	Click within folder hierarchy after Cmd-Click on window title
	Cmd-Click
	Cmd-Click window title
	Cmd-drag title bar
	Cmd-Scroll wheel

	Options in Finder
	properties
	Close enclosing folder behind
	Switch to another application (in dialog)
	Remove item from selection group

Apple-enforced Application Shortcuts	
Select all	Cmd-A
Copy	Cmd-C
Preferences	Cmd-comma
Hide	Cmd-H
Minimize windows	Cmd-M
New document or window	Cmd-N
Print	Cmd-P
Quit	Cmd-Q
Save	Cmd-S
Show / hide Fonts chooser (if available)	Cmd-T
Paste	Cmd-V
Close window	Cmd-W
Cut	Cmd-X
Undo	Cmd-Z
Delete / Clear selection	Delete

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Boot from network server	N
Select OS partition to boot in BootCamp	Opt
Boot from external HD or CD drive	Cmd-Opt-Shift-Delete
Disable optional loaders on startup	Shift
Enable FireWire Target Disk mode	T

At Shutdown Dialog	
Shutdown	Return
Cancel shutdown	Esc
Restart	
Sleep	

Finder
Mac Help
Cycle between Finder or application windows
Show folder view as icons
Show folder view as list
Show folder view as columns
Show folder view as CoverFlow (Leopard only)
Select all items

Finder
Copy
Open Finder preferences
Look up word under cursor in Dictionary
Copy picture of screen selection to clipboard
Copy picture of selection area to clipboard
Duplicate selected file / folder
Move selected item to trash
Eject selected removable disc
Show / hide Front Row
Find using Finder Spotlight interface
Hide current application
Show Info of selected item
Show / hide View options

Connect to server	Cmd-K
Make alias of selected item	Cmd-L
Minimize window	Cmd-M
New Finder window	Cmd-N
Open selected item(s)	Cmd-O
Show / hide Dock	Cmd-Opt-D
Shut down	Cmd-Opt-Eject
Zoom in	Cmd-Opt-equals sign
Force quit	Cmd-Opt-Esc
Hide other apps	Cmd-Opt-H
Open to iDisk	Cmd-Opt-I
Zoom out	Cmd-Opt-minus sign
Select the Desktop	Cmd-Opt-Shift-Up arrow
Close all Finder windows	Cmd-Opt-W
Show original of selected alias	Cmd-R
Take snapshot of entire screen	Cmd-#

Finder
Take snapshot of dragged marquee selection
Open selected item or folder
Go to Applications folder
Open Bluetooth Device Browser
Go to Computer
Empty Trash
Go to folder
Go to Home folder
Go to iDisk
Go to Network Browser
Make alias of selected item
Log out
Go to Utilities folder
Open Stickies
Find with Spotlight
Add selected item to Sidebar
Paste picture of screen to clipboard
Cut
Undo
Restart (on Apple keyboards)

Paste picture of screen selection to clipboard
Move focus to menu bar
Move focus to Dock
Move focus to active window or next window
Sleep (on Apple keyboards)
Exposé – tile all document windows
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Finder
Exposé – show desktop
Show / hide Dashboard
Shortcuts for Freezes
Within Dialogs
Jump to Desktop folder for Open / Save
Don't save changes (in Save dialog)
Jump to Applications folder for Open / Save
Jump to Computer folder for Open / Save
Save changes (in Save dialog)
Jump to Home folder for Open / Save
Click the default button
Close the dialog, confirming choices
Select prior field of dialog
Select next field of dialog

Jump to Desktop folder for Open / Save	Cmd-D
Don't save changes (in Save dialog)	Cmd-D
Jump to Applications folder for Open / Save	Cmd-Opt-A
Jump to Computer folder for Open / Save	Cmd-Opt-C
Save changes (in Save dialog)	Cmd-S or Return
Jump to Home folder for Open / Save	Cmd-Shift-H
Click the default button	Return
Close the dialog, confirming choices	Esc or Cmd-Period
Select prior field of dialog	Shift-Tab
Select next field of dialog	Tab

Folders & Views	
Open selected item or folder	Cmd-Down Arrow
Close expansion triangle in list view	Cmd-Left arrow
Minimize window	Cmd-M
Open selected folder or item	Cmd-O
Open folder or item, close enclosing folder behind	Cmd-Opt-Down Arrow
Open enclosing folder, closing current folder behind	Cmd-Opt-Up Arrow
Open expansion triangle in list view	Cmd-Right arrow
New folder	Cmd-Shift-N
Show / hide Sidebar & Toolbar	Cmd-Opt-T

Close current folder or window
Rename selected item
Copy name of selected item to clipboard
Paste name from clipboard to selected item
Select prior item alphabetically
Select first item in folder or window
Jump to folder or item by name

Mouse Shortcuts
Click & drag folder icon in window title bar
Click & hold on icon
Click within folder hierarchy after Cmd-Click on window title
Click on items
Click on window title
Drag title bar
Scroll wheel

Click on items in Finder
Click on properties
Click on enclosing folder behind
Click on another application in Dock
Click on selection group

Apple-enforced Application Shortcuts	
Select all	Cmd-A
Copy	Cmd-C
Preferences	Cmd-comma
Hide	Cmd-H
Minimize windows	Cmd-M
New document or window	Cmd-N
Print	Cmd-P
Quit	Cmd-Q
Save	Cmd-S
Show / hide Fonts chooser (if available)	Cmd-T
Paste	Cmd-V
Close window	Cmd-W
Cut	Cmd-X
Undo	Cmd-Z
Delete / Clear selection	Delete

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Select OS partition to boot in BootCamp	Opt
Boot from external HD or CD drive	Cmd-Opt-Shift-Delete
Disable optional loaders on startup	Shift
Enable FireWire Target Disk mode	T

At Shutdown Dialog	
Shutdown	Return
Cancel shutdown	Esc
Restart	
Sleep	

Finder
Mac Help
Cycle between Finder or application windows
Show folder view as icons
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Show folder view as columns
Show folder view as CoverFlow (Leopard only)
Select all items

Finder	
Copy	
Open Finder preferences	
Look up word under cursor in Dictionary	
Copy picture of screen selection to clipboard	
Copy picture of selection area to clipboard	
Duplicate selected file / folder	
Move selected item to trash	
Eject selected removable disc	
Show / hide Front Row	
Find using Finder Spotlight interface	
Hide current application	
Show Info of selected item	
Show / hide View options	
Connect to server	
Make alias of selected item	
Minimize window	
New Finder window	
Open selected item(s)	
Show / hide Dock	Cmd-Opt-D
Shut down	Cmd-Opt-Eject
Zoom in	Cmd-Opt-equals sign
Force quit	Cmd-Opt-Esc
Hide other apps	Cmd-Opt-H
Open to iDisk	Cmd-Opt-I
Zoom out	Cmd-Opt-minus sign
Select the Desktop	Cmd-Opt-Shift-Up arrow
Close all Finder windows	Cmd-Opt-W
Show original of selected alias	Cmd-R
Take snapshot of entire screen	Cmd-#

Mike's Pre-Retirement UberList
of 150+ Mac Keyboard
(and MOUSE!) Shortcuts
Maintained from 2002-2007

Valid for Mac OS X 10.4 "Tiger"

Will be available for download at
coveappleclubarchives.com

Finder	
Take snapshot of dragged marquee selection	Cmd-\$
Open selected item in new window	Cmd-Shift-B
Go to Applications folder	Cmd-Shift-A
Open Bluetooth Device Browser	Cmd-Shift-B
Go to Computer	Cmd-Shift-C
Empty Trash	Cmd-Shift-Delete
Go to folder	Cmd-Shift-G
Go to Home folder	Cmd-Shift-H
Go to iDisk	Cmd-Shift-I
Go to Network Browser	Cmd-Shift-K
Make alias of selected item	Cmd-Shift-L
Log out	Cmd-Shift-O
Go to Utilities folder	Cmd-Shift-U
Expose – show desktop	F11
Open Stickies	
Show / hide Dashboard	F12
Find with Spotlight	
Add selected item to Sidebar	
Remove selected item from Sidebar	
Cut	Cmd-H
Undo	Cmd-Z
Restart (on Apple keyboards)	Cmd-R
Paste picture of screen to clipboard	Cmd-Shift-Command-V
Paste picture of screen selection to clipboard	Cmd-Shift-Command-V
Move focus to menu bar	Cmd-M
Move focus to Dock	Cmd-D
Move focus to active window or next window	Cmd-Tab
Sleep (on Apple keyboards)	Cmd-E
Close this window and all other windows	Cmd-Shift-W
Close this window and all other windows	Cmd-Shift-W
Click the default button	Return
Select next field of dialog	Tab
Within Dialogs	
Jump to Desktop folder for Open / Save	Cmd-D
Jump to Applications folder for Open / Save	Cmd-Opt-A
Jump to Computer folder for Open / Save	Cmd-Opt-C
Save changes (in Save dialog)	Cmd-S or Return
Jump to Home folder for Open / Save	Cmd-Shift-H
Click the default button	Return
Select next field of dialog	Tab
Shortcuts for Freezes	
Open selected item or folder	Cmd-Down Arrow
Close expansion triangle in list view	Cmd-Left arrow
Minimize window	Cmd-M
Open selected folder or item	Cmd-O
Mouse Shortcuts	
Click & drag folder icon in window title bar	
Click & hold on icon	
Click within folder hierarchy after Cmd-Click on window title	
Click on item	Cmd-Click
Click on window title	Cmd-Click window title
Drag title bar	Cmd-drag title bar
Scroll wheel	Cmd-Scroll wheel
Apple-enforced Application Shortcuts	
Select all	Cmd-A
Copy	Cmd-C
Preferences	Cmd-comma
Hide	Cmd-H
Minimize windows	Cmd-M
New document or window	Cmd-N
Print	Cmd-P
Quit	Cmd-Q
Save	Cmd-S
Show / hide Fonts chooser (if available)	Cmd-T
Paste	Cmd-V
Close window	Cmd-W
Cut	Cmd-X
Undo	Cmd-Z
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Find using Finder Spotlight interface
Hide current application
Show Info of selected item
Show / hide View options
Connect to server
Make alias of selected item
Minimize window
New Finder window
Open selected item(s)
Show / hide Dock
Shut down
Zoom in
Force quit
Hide other apps
Open to iDisk
Zoom out
Select the Desktop
Close all Finder windows
Show original of selected alias
Take snapshot of entire screen

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Will be available for download at
coveappleclubarchives.com

95+ % of these still work and will
ALWAYS work on the Mac!

Finder	
Take snapshot of dragged/marquee selection	Cmd-\$
Open selected item or folder	Cmd-Shift-B
Go to Applications folder	Cmd-Shift-A
Open Bluetooth Device Browser	Cmd-Shift-B
Go to Computer	Cmd-Shift-C
Empty Trash	Cmd-Shift-Delete
Go to folder	Cmd-Shift-G
Go to Home folder	Cmd-Shift-H
Go to iDisk	Cmd-Shift-I
Go to Network Browser	Cmd-Shift-K
Make alias of selected item	Cmd-Shift-L
Log out	Cmd-Shift-O
Go to Utilities folder	Cmd-Shift-U
Expose – show desktop	F11
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Show / hide Dashboard	F12
Find with Spotlight	
Add selected item to Sidebar	
Remove selected item from Sidebar	
Cut	Cmd-C
Undo	Cmd-Z
Restart (on Apple keyboards)	Cmd-R
Paste picture of screen to clipboard	Cmd-Shift-Command-V
Paste picture of screen selection to clipboard	Cmd-Shift-Command-V
Don't save changes (in Save dialog)	Cmd-D
Jump to Applications folder for Open / Save	Cmd-Opt-A
Jump to Desktop folder for Open / Save	Cmd-D
Jump to Computer folder for Open / Save	Cmd-Opt-C
Save changes (in Save dialog)	Cmd-S or Return
Jump to Home folder for Open / Save	Cmd-Shift-H
Click the default button	Return
Click the Cancel button	Cmd-W
Click the OK button	Return
Select previous field of dialog	Tab
Select next field of dialog	Tab
Open selected item or folder	Cmd-Down Arrow
Close expansion triangle in list view	Cmd-Left arrow
Minimize window	Cmd-M
Open selected folder or item	Cmd-O
Open folder or item, close enclosing folder behind	Cmd-Opt-Down Arrow
Open enclosing folder, closing current folder behind	Cmd-Opt-Up Arrow
Open expansion triangle in list view	Cmd-Right arrow
New folder	Cmd-Shift-N
Show / hide Sidebar & Toolbar	Cmd-Opt-T

Close current folder or window	Cmd-Up Arrow
Rename selected item	Cmd-W
Copy name of selected item to clipboard	Return, then type name
Paste name from clipboard to selected item	Return-Cmd-C-Return
Select prior item alphabetically	Return-Cmd-V-Return
Select first item in folder or list	Shift-Tab
Jump to folder or item by name	Space
	Start typing item name
	Tab

Mouse Shortcuts	
Click & drag folder icon in window title bar	Click & drag folder icon in window title bar
Click & hold on icon	Click & hold on icon
Click within folder hierarchy after Cmd-Click on window title	Click within folder hierarchy after Cmd-Click on window title
Click on item	Cmd-Click
Click on window title	Cmd-Click window title
Drag title bar	Cmd-drag title bar
Scroll wheel	Cmd-Scroll wheel

Click on item	Cmd-Click
Click on window title	Cmd-Click window title
Drag title bar	Cmd-drag title bar
Scroll wheel	Cmd-Scroll wheel

Apple-enforced Application Shortcuts	
Select all	Cmd-A
Copy	Cmd-C
Preferences	Cmd-comma
Hide	Cmd-H
Minimize windows	Cmd-M
New document or window	Cmd-N
Print	Cmd-P
Quit	Cmd-Q
Save	Cmd-S
Show / hide Fonts chooser (if available)	Cmd-T
Paste	Cmd-V
Close window	Cmd-W
Cut	Cmd-X
Undo	Cmd-Z
Delete / Clear selection	Delete

Updated 10/22/07

**Apple's list is better,
and always up-to-date!**

**Find it in the Apple Support app,
by typing**

“Mac keyboard shortcuts”

into any search engine,

or at:

<https://support.apple.com/en-us/HT201236>



Mac keyboard shortcuts

By pressing certain key combinations, you can do things that normally need a mouse, trackpad, or other input device.

To use a keyboard shortcut, press and hold one or more modifier keys and then press the last key of the shortcut. For example, to use Command-C (copy), press and hold the Command key, then the C key, then release both keys. Mac menus and keyboards often use [symbols for certain keys](#), including modifier keys:

- Command (or Cmd) ⌘
- Option (or Alt) ⌥
- Caps Lock ⌫
- Shift ⇧
- Control (or Ctrl) ⌞
- Fn

On keyboards made for Windows PCs, use the Alt key instead of Option, and the Windows logo key instead of Command.

Some keys on some Apple keyboards have special symbols and functions, such as for display brightness , keyboard brightness , Mission Control, and more. If these functions aren't available on your keyboard, you might be able to reproduce some of them by [creating your own keyboard shortcuts](#). To use these keys as F1, F2, F3, or other standard function keys, combine them with the Fn key.

Cut, copy, paste, and other common shortcuts

- **Command-X:** Cut the selected item and copy it to the Clipboard.
- **Command-C:** Copy the selected item to the Clipboard. This also works for files in the Finder.
- **Command-V:** Paste the contents of the Clipboard into the current document or app. This also works for files in the Finder.

The Original Three:

Cmd-C = Copy
Cmd-X = Cut
Cmd-V = Paste

Proofreaders' Marks

OPERATIONAL SIGNS

- Delete
- Close up; delete space
- Delete and close up (use only when deleting letters *within* a word)
- Let it stand
- Insert space
- Make space between words equal; make space between lines equal
- Insert hair space
- Letterspace
- Begin new paragraph
- Indent type one em from left or right
- Move right
- Move left
- Center
- Move up
- Move down
- Flush left
- Flush right
- Straighten type; align horizontally
- Align vertically
- Transpose
- Spell out

TYPOGRAPHICAL SIGNS

- Set in italic type
- Set in roman type
- Set in boldface type
- Set in lowercase
- Set in capital letters
- Set in small capitals
- Wrong font; set in correct type
- Check type image; remove blemish
- Insert here or make superscript
- Insert here or make subscript

PUNCTUATION MARKS

- Insert comma
- Insert apostrophe or single quotation mark
- Insert quotation marks
- Insert period
- Insert question mark
- Insert semicolon
- Insert colon
- Insert hyphen
- Insert em dash
- Insert en dash
- Insert parentheses

Source: Chicago
Manual Of Style
Proofreader's Marks
17Th Ed., Fig. 2-6

stet	Let it stand
#	Insert space
eq #	Make space between words equal; make space between lines equal
hr #	Insert hair space
ls	Letterspace
¶	Begin new paragraph
□	Indent type one em from left or right
]	Move right
[Move left
][Center
□	Move up



Caps	Set in capital letters
sc	Set in small capitals
wf	Wrong font; set in correct type
X	Check type image; remove blemish
✓	Insert here or make superscript
^	Insert here or make subscript

PUNCTUATION MARKS

↵	Insert comma
‘ ’	Insert apostrophe or single quotation mark

- Set** Let it stand
- # Insert space
- eq #** Make space between words equal; make space between lines equal
- hr #** Insert hair space
- ls** Letterspace
- H** Begin new paragraph
- Indent type one em from left or right
-]** Move right
- [** Move left
-][** Center
- Move up



- Caps** Set in capital letters
- sc** Set in small capitals
- wf** Wrong font; set in correct type
- X** Check type image; remove blemish
- ✓** Insert here or make superscript
- ^** Insert here or make subscript

PUNCTUATION MARKS

- ↵** Insert comma
- ‘ ’** Insert apostrophe or single quotation mark

MAC KEYBOARD SHORTCUTS DEMO

REMEMBER!

REMEMBER!

➤ **The slides and a recording of tonight's meeting will soon be available to download from our Archives website**

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-

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- **The slides and a recording of tonight's meeting will soon be available to download from our Archives website**
 - **Visit CoveAppleClubArchives.com**
 - **Heck, you might even want to bookmark it!**
-

OUR NEXT MEETING

OUR NEXT MEETING

WEDNESDAY, MAY 27, 2020

7PM

LOCATION TBA

**PLEASE SEND US YOUR IDEAS FOR
MEETING TOPICS YOU'D LIKE TO SEE
OR VOLUNTEER TO PRESENT A
TOPIC OF YOUR OWN!**

**EMAIL:
INFO@COVEAPPLECLUB.COM**

**LATEST MEETING
SCHEDULE
ALWAYS ONLINE**

COVEAPPLECLUB.COM

Greetings from beautiful

