

The meeting on Monday 10 September 2018 will be downstairs at the Sir John Balcombe 21 Balcombe Street London NW1 6HE



This month we have three events! First, our regular meeting on Monday 10 September 2018 will be at the Sir John Balcombe, 21 Balcombe Street, London NW1 6HE. We will start at 7pm with this month's Newsbyte + Q&A

This month our main topic will be "When I'm 64!" - upgrade perils with Mac OS 10.14 Mohave. Learn about the things you need to check before upgrading, your computer, devices, programmes and backups.

Our Raffle Prize this month will be a choice between VM Ware Fusion 10 - allowing you to run Windows on a Mac and the Logitech Wireless Charging Stand for iPhone.

Join us a few days later on September 11 or 12 for Apple's September Keynote. We will confirm closer to the time for this Live Stream announcement of Apples' new iPhones and other devices. We will be raffling off a Go-Pro camera.

Finally join us for our member-only summer party on September 23 in the beautiful Ilford back garden of our Secretary Tina. Bring your own food and please send RSVPs to chairman@lmug.org.uk to receive the address and timings.

Members Only Updated Special Offers

- Working Smarter for Mac Users: 33% Discount
- TidBITS Content Network: Trial Offer
- EverWeb by RAGE Software: 50% Discount - Updated Link
- Take Control Books: 30% Discount on All eBooks
- Teams ID, a Password Manager for Teams: 33% Discount
- Eltima Software: Up to 60% Off OS X Apps
- Opus][Complete Collection: 25% Discount
- Joe On Tech Guides: 20% Discount on All Books
- AgileBits 1Password 6 Subscription: 25% Discount
- TechTool Pro 9.5: 20% Discount
- Noteboom Tutorials: 33% Off Annual Memberships
- Prosoft Engineering: 25% Off
- Que Publishing Products: 35-45% Discount

Mac repairs and updates

I had been having some problems with my MacBook Pro that I bought from Apple in 2011. It was running slow and the final straw was the second of the two USB ports failed to recognise devices and I use lots of SSD drives through a hub. I have a separate drive for each of the magazines I publish and of course one for LMUG. It was time to get the MacBook repaired but the company approved by Apple informed me that my laptop was now vintage and I should consider buying a new one. Apart from the cost, I prefer my MacBook to the latest models because it has 2 USB ports and a DVD slot. A search of the web unearthed many companies that would look at my MacBook and I chose iDoctor4U because they are in Guildford about 10 minutes walk from the station. The company is run by two young men who know their Mac equipment inside out and backwards and they fixed the USB port, upgraded the RAM to 16GB and changed the hard drive to a 500GB SSD with all the data intact that took two working days and cost £330. I would recommend them to anyone.

Maurice Baker

iDoctor4U.co.uk

macOS Hidden Treasures: Secrets of the System Preferences Window

System Preferences is easy to use: open it, click here, click there—whoops, not there, over here instead... wait, where is that setting? My point is: System Preferences could be easier to use. And it is, once you know the details.

You don't, for instance, need 30-plus items displayed when you use only a dozen of them regularly. You don't always have to start with the full window, click a preference pane, and then click a tab to get where you want to be. And that Search field is more useful than you might expect.

Open System Preferences and Preference Panes

To open System Preferences, you can choose Apple > System Preferences or click its icon on the Dock. (System Preferences isn't on your Dock? See the tip at the end of this article.) Or, use a keyboard shortcut to open it, as described below.

You can jump directly to a specific pane without first opening System Preferences itself, although the first two options here are limited to only a handful of panes:

If the item has a status menu on the menu bar, choose Open Preferences from its menu.

Opening Bluetooth preferences from the menu bar.

If an item has a dedicated function key—as do volume control and screen brightness, for instance—press Option and the function key to go to its preference pane. This trick also works with the Touch Bar.

If the System Preferences icon is in your Dock, press (click-and-hold, rather than just click) it, and choose the pane you want from the menu.

Accessing System Preferences panes from the Dock.

Put an icon for a specific pane in your Dock; clicking it opens System Preferences to that pane. (A tip at the end of this article explains how.)

Use Spotlight to jump directly to specific panes using only the keyboard. Command-Space bar is the system default for opening Spotlight, and typing the name of a pane—usually just the first few letters—gives you a list of options, including the preference pane. The first hit in the list is always highlighted, indicating that pressing Return will open it. I used this method for years, and often still do (I blame muscle memory), but

it's much quicker to use the next method.

Accessing System Preferences from Spotlight.

Okay, this isn't exactly "directly" to a pane, but it's so quick, it might as well be. Set up a keyboard shortcut to open System Preferences, and create shortcuts in System Preferences for the panes you use the most. The two keyboard shortcuts can get you to a pane in about two seconds. (I describe how to set these up later in this article.)

Open Panes from Within System Preferences

Once the System Preferences window is open, displaying its collection of icons, there are many ways to open a specific preference pane:

Click its icon.

Choose it from the View menu.

Navigating System Preferences from the menu bar.

Choose it from the Show All button's menu: press—that is, click and hold—the button for a list of panes.

Navigating System Preferences with the Show All button.

When the Search field is inactive (the magnifying glass and Search label are grayed-out and centered in the field), type one or more letters to specify a target pane; a quick animation outlines it in blue (as with the Dock icon shown below), and pressing the Space bar opens it.

Navigating System Preferences with the keyboard.

Assign keyboard shortcuts to items in the View menu that you open frequently—and to System Preferences itself—as described next. (The shortcuts show up in the Show All button's menu, too.)

To return from a preference pane to the icon array, you can:

Click the Show All button.

Choose View > Show All Preferences (Command-L).

Use the Back button on the menu bar, or choose View > Back (Command-[]). Use the Forward button or View > Forward (Command-]) to head in the other direction when you've been tweaking more than one setting. These buttons and commands can take you through a history of where you've been in

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System Preferences.

No matter how you move around, if you return to a multi-tab pane, the tab you worked in previously will remain selected as long as System Preferences remains open.

Set Up Keyboard Shortcuts

You can skip menu selections and/or multiple clicks to get where you need to go in System Preferences: set up a keyboard shortcut to open System Preferences, and then others within System Preferences to take you to the pane you want. Two quick key combos get you there in about two seconds, and you can move quickly from one pane to another if you have more than one thing to adjust.

For System Preferences itself:

Go to System Preferences > Keyboard and click Shortcuts.

Select App Shortcuts in the category list on the left, and click All Applications in the list on the right—you want this available no matter where you're working. Click the + button under the app list and type System Preferences... in the Menu Title field. You can type three periods instead of the ellipsis character that you get with Option-colon.

Click in the Keyboard Shortcut field and press your key combination. I use Command-Option-Control-comma because the three modifier keys are easy to press together and unlikely to conflict with any app shortcut, and Command-comma is used in almost all apps to trigger the Preferences command.

Setting a keyboard shortcut for System Preferences.

To set up a keyboard shortcut for a specific pane—one that works within System Preferences:

In System Preferences, go to Keyboard > Shortcuts and click App Shortcuts in the category list on the left.

Click the + button beneath the list of apps, and choose System Preferences from the pop-up menu. (Embedded little tip: Jump to the System Preferences item in this incredibly long menu by clicking it to open it and then typing sy to select it, or pressing its keyboard shortcut if you've created one.)

In the Menu Title field, type the name of the pane for which you want to make a shortcut. The name must be exact, so Date and Time will not work for the Date & Time preference pane. You can double-check the name by looking in the

View menu (since you're in System Preferences while you're doing this).

Enter the shortcut you want for the pane. Since System Preferences has no keyboard shortcuts of its own, you'll be able to use single-letter shortcuts for your most-used panes: Command-K for Keyboard, Command-T for Trackpad, and Command-S for Sound, for instance.

Setting a keyboard shortcut for a single System Preferences pane.

To use these shortcuts in tandem, you would press Command-Control-Option-comma to open System Preferences and then Command-K to open the Keyboard preference pane.

These keyboard shortcuts even open hidden preference panes, described ahead.

Use the Search Field

Using the View menu or the menu from the Show All button is great when you know where to find the feature you need, but what about items that are less obvious? Where do you change your default browser, for instance? You haven't used Spaces in a while... wait, there's no preference pane for that? Nor for dictation, which you've been meaning to try...

While the Search field may seem redundant, or just relatively useless for going to a pane, it's great for going directly to a tab, or finding where a setting lives when you're not sure where to look, and even if you're not sure of the correct term.

So, using login or even log in as a search term can get you directly to the Login Items tab of the Users & Groups pane. The icon used to identify you and other account owners at startup... what's that called? It doesn't matter: type picture and you can select from User Picture, Desktop picture, and Screen saver: Search for wallpaper, and you get Desktop picture.

As you type, a drop-down menu lists candidates, all of whose panes are spotlighted in the window. (If you've hidden seldom-used panes to cut down on clutter—that's covered next—they still appear in the Search field's menu of suggestions.) You can jump to the related pane by clicking its icon or by clicking an item in the menu; you'll be sent directly to the appropriate tab in the pane.

Searching System Preferences. Note that once the Search field is active, it stubbornly insists on

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staying that way as long as System Preferences is open, no matter what you do from then on, and even if you delete the search term. (Which means you can't simply type to select a displayed icon, as described earlier.) You can deactivate it by clicking its Cancel button or pressing Esc, but neither of those works unless there's something typed in the field because an empty, active field doesn't provide a Cancel button or respond to Esc.

Streamline the Preferences Window

The System Preferences View menu provides two organizational choices: Organize Alphabetically and Organize by Category. Experts agree that the alphabetical approach is by far the better of the two (the experts polled being Adam Engst and me.)

But how many System Preferences panes do you use on a regular basis, rather than in set-it-and-forget-it mode? How many do you never use (perhaps Mouse on your laptop, or maybe Parental Controls), or need only once in a blue moon, such as Startup Disk? If you want more convenient access to the panes you actually use, you can reduce the clutter by hiding seldom-used panes:

Choose View > Customize. Every icon starts with a checked checkbox, indicating it shows in the window.

Click icons to uncheck those you want to hide; if you change your mind, click the icon again. (You don't have to click the icon's checkbox—clicking the icon itself is enough.)

Checking and unchecking System Preferences icons.

Click the Done button in the toolbar. The unchecked items disappear:

You can still easily access a hidden pane if you need it: choose it from the View menu, use the Search field, or trigger it with a keyboard shortcut that you've set up. The only catch is that a hidden pane isn't listed in the Show All button's menu except for the duration of the current System Preferences session.

Note that neither the View > Show All Preferences command nor a click of the Show All button unhides out-of-sight icons. The purpose of Show All is to get you back from a specific preference pane to the window view that displays all the available icons.

Here's what my System Preferences window looks like—it would have even fewer icons, but the window has a fixed width, so I filled an entire row.

Sharon's System Preferences window, with only 8 icons.

