LMUG SoundByte

London Mac User Group

The meeting on Monday 10 December 2018 will be **Sir John Balcombe, 21 Balcombe Street, London NW1 6HE**

Doors open at 6:30 for a 7pm start with Newsbyte.

At 7:15 we will run our famous Christmas Quiz!

Join a team of 4 and test your general and Mac knowledge, win prizes for first place, runner up and wooden spoon!

We will have a complimentary buffet for members. New members can join in by joining LMUG on the night (£15). We will also run a fantastic raffle!

Current user group offers for Members only section:

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

- Offers Ending December 31:
Special Offer – Apparent Software: 30% Discount
Special Offer – Working Smarter for Mac Users: 33% Discount

Gifts for Christmas

macOS Hidden Treasures:

Have you ever had an image that just begged for a speech balloon with a snarky comment coming from your spouse (or baby), or needed a villainous Snidely Whiplash handlebar mustache added to your boss (or baby)? Ever wanted to highlight or magnify part of an image for special attention, or simply crop a screenshot or other image?

You don't have to open the image in Preview to avail yourself of its special markup tools, and then copy or otherwise use the altered version. While Apple's productivity apps (Pages, Numbers, and Keynote) have a plethora of native markup-like tools, the company's other apps that can contain images—Photos, Mail, TextEdit, Stickies, Notes, and even (in macOS 10.14 Mojave only) Messages—can now employ markup tools. As if that's not enough, Mojave also incorporates these tools throughout the Finder and even within its new screenshot interface.

Enable the Mac's Markup Tools

Extensions are little plug-in utilities that add functionality to programs. Back in 2014, Apple added the Markup extension in 10.10 Yosemite, along with the Extensions preference pane; neither got the attention it deserved.

Enable markup capability in System Preferences for three areas in Mojave:

Go to System Preferences > Extensions.
Select Actions in the list, and check Markup in the panel.
Select Photos Editing and check Markup.
Select Finder and check Markup. (You should also check the other three items, but I'm not covering their usage in this article, except for one, in passing, in "Quick Tips.")
macOS Extensions settings.

In High Sierra's Extensions preference pane, activate Markup for Actions and Photos—there's no Finder option.

Access the Markup Tools

How you get to your markup tools depends on where you're working:

In Photos: In Photos, you can access the markup tools when an image is in Edit mode. (Zoom a thumbnail with a double-click and then click Edit in the upper right, or just select a photo and press Return.) Click the More ••• button in the toolbar and choose Markup from its menu; the Adjust pane disappears from the right of the window, and your markup icons are displayed along the top of the image.

In other Markup-savvy apps from Apple: In apps such as TextEdit, place an image in the document and then hover over its upper-right corner until you see a down-arrow button; click it, and choose Markup from its menu to open the markup window. Markup in TextEdit.

In the Finder: Mojave lets you use markup tools right in the Finder, where you can access them in many ways.

Quick Look windows: Quick Look? It's not Apple's fault if you've ignored this handy Finder feature that 10.8 Mountain Lion introduced back in 2012—macOS provides five ways to peek at a selected document in the Finder. You can:

Press the Spacebar.
Choose File > Quick Look.
Choose Quick Look from the menu in a window's toolbar.
Use the Quick Look button if you've added it to the toolbar.
For Force Touch trackpads: a light touch selects the file, a little pressure enlarges the icon a bit, and a full press opens the Quick Look window.

Whichever method you use, you get a window with a full-size version of the selected file (screen real estate permitting). Click the Markup button in the window's toolbar for the markup tools.

Column-view windows: The final column of a window set to Columns shows the item chosen in the previous column. When it's a markup-able item, a markup button appears at the bottom of the pane.

A window's Preview pane: No matter what view you set for a Finder window—Icons, List, Columns, or (new in Mojave) Gallery—you can add a pane to the right side of the menu so you can see a large version of a selected item: choose View > Show Preview. This preview is more than just a big icon; you can, for instance, flip through a multi-page document. When the pane displays a markup-able document, there's a markup button beneath the image.

Any image file anywhere: Control-click any image file in the Finder and choose Quick Actions > **Markup.**

On the floating thumbnail: In Mojave, when you save a screenshot as a file, it first appears as a

thumbnail in the lower right of the screen. Double-click the thumbnail to open it in a markup window. But avoid this approach unless you're doing a quick-and-dirty markup and sending it on its way (say, in Mail) for someone to see—because, as with other Finder-based markups, once you close the window, the markups "flatten"—they become part of the file and can't be edited. But this mark-up-and-send approach is obviously what Apple expects you to do here, because a Share button appears on the markup toolbar, and I've not seen that anywhere else.

Regardless of how you invoke the markup tools, you'll get a toolbar across the top of the Markup window that displays six basic markup tools (one inoperable—the highlighter tool to the right of the text tool), a menu that offers a further ten, four formatting menus, two Rotate tools, and a Crop tool. (High Sierra lacks the Rotate and Crop tools, although it has cropping capability.)

Markup toolbars in Mojave and High Sierra

To leave markup mode if you're working in Photos, click either the Save Changes button or the Cancel button. You'll be returned to the standard Photos Edit window, which you can exit by clicking Done or pressing Return. In other apps, the saving part is automatic; use the Done or Cancel button to close the Markup window.

The Sketch Tool

This tool is more magical than its pencil icon might indicate. Draw a line or a shape with the Sketch tool, and Markup attempts to smooth it out, even joining close-together ends. So, for instance, you can draw an almost-circle and get an actual one.

A little drop-down menu that appears from the tool icon offers two or three final-sketch options. One is to leave the item as you drew it, although it's not always selected by default. If the freeform item resembles a shape, or a combination of shapes (like the "lollipop" in the figure below), that will be another choice; I've also occasionally seen two shape choices in the menu. A final option offers a super-smoothed-out version of your sketch. Leave your artwork as-is by dismissing the menu with a click of its close button; otherwise, click a suggested option.

In each case, you get blue resize handles on your sketch so you can alter its size; depending on the shape, you may also get green feature handles to change some contours, as in the second and third shapes here.

The sketch tool.

In the initial version of Mojave, pressing Return when the dropdown is active occasionally confirmed the highlighted choice, usually deleted the selected squiggle, and once made the TextEdit document I was drawing in just blink into non-existence. So, click your menu choice, and avoid the keyboard for this until you've tested it thoroughly in your environment.

The Draw Tool

The Draw tool is available only if you have a Force Touch trackpad; if you do, you'll want to doodle with it because as you change the pressure on the trackpad, the line thickness changes. With some patience and practice, you can draw rather elegant swashes or the previously mentioned mustaches. When the Draw tool is selected, the line thickness choices in the Shape Style menu change from the standard offerings to special ones that define the thickness "range" you'll be working with.

I found that in High Sierra, once I finished a squiggle, it often shrank as soon as it was done, but that glitch has disappeared in Mojave.

The Shapes Menu: Lines and Arrows

The Shapes menu provides six shapes: line, arrow, rectangle, rounded rectangle, ellipse, speech balloon, star, and hexagon. It also has two special tools, described separately ahead.

Line and arrow shapes are somewhat fluid, as you can draw a line and then apply a "shape style" that has an arrowhead, or draw an arrow and later apply a non-arrowhead style to it. Format the line/arrow shape with line thickness, line style, arrowhead placement, and even drop shadow choices from the Shape Style menu (detailed ahead). You can attach text to lines and arrows, as described later in "Tackle Text."

A selected line or arrow shape has blue resize handles on each end with which you can change the length of the shaft (the size of the arrowhead is determined by the line thickness), as well as alter its orientation. The green mid-line feature handle changes the curve of the line; you can also slide the handle along the length of the line to reposition the farthest point of the arc.

The shapes menu: lines and arrows. When you drag either end of a line/arrow to change its orientation, pressing Shift after you start

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dragging snaps the object to a horizontal, vertical, or 45-degree position.

The Shapes Menu: Standard Shapes

The rectangle, rounded rectangle, ellipse, and speech balloon tools have much in common, and working with them is intuitive. A selected shape has blue resize handles on each of its sides and at its four corners; for ellipses and speech balloons, the handles live at the corners of their bounding rectangles. (Note that any of these shapes can also be a text container, as described later in "Tackle Text.")

The speech balloon's tail has green feature handles at its point and base that let you adjust its length, as well as the width and position of its base along the balloon edge. As with line objects, if you press Shift after you start dragging the tail to change its position, it will snap to a horizontal, vertical, or 45-degree angle.

Do you need thought balloons instead? There's no special tool for that, but there is a special, hidden technique described in "Quick Tips" at the end of this article.

The Shapes Menu: Stars and Polygons

In addition to basic resize handles, star and polygon shapes have green feature handles that let you change the number of points/sides in the object. Select the object to get the handles (for a star, use the outer of the two). Drag the dot around the perimeter of the circle that appears; clockwise deletes points/sides, and counterclockwise adds them. A star can have up to twenty points, while a polygon can go to the twelve-sided dodecahedron. Stars have a second feature handle that defines the inner perimeter of the star (and therefore the length of the points).

As with other shapes, these can accommodate text, as described later in "Tackle Text."

The Shapes Menu: Highlight Tool

This tool at the bottom of the Shapes menu works not by actually highlighting part of an image (which would alter the part of a photo you most want to emphasize) but by dimming everything else. It's a cinch to use: draw a rectangle around the area you want to emphasize and press Return.

Resize the highlight rectangle by first clicking anywhere on the dimmed area, which puts resize handles around the highlight. But to move it, grab and drag outside the rectangle. It's not intuitive, but think of the "highlight" as a semiopaque sheet with a cutout—which is pretty much what its tiny icon in the Shapes menu represents. Delete the highlight by clicking it and pressing Delete.

This everything-else-is-covered approach means you can't move any already-created object, or draw new ones, in the dimmed area of the image. So, do all your other markups first, or get rid of the highlight, make your edits, and then redo it.