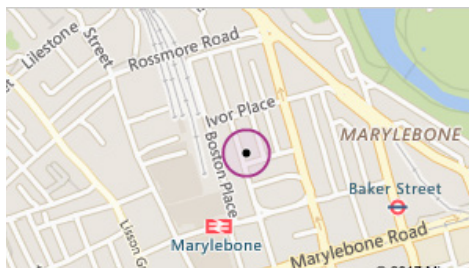


The meeting on Monday 13 May 2019
will be **Sir John Balcombe,**
21 Balcombe Street, London
NW1 6HE



LMUG May Meeting. Ongoing Offers for User Group Members:

We will start at 7pm with this month's Newsbyte; our look at, and discussion of Apple news over the past month. The raffle prize is a Wireless File Transfer hub for Macs, iPads and iPhones.

This month's LMUG Meet-Up will feature Special Interest Groups. It's time to deep dive into questions, issues and skills that matter to our members.

This month our topics will be:

- Living with iOS:
- Developing you website and
- Technical Corner

- Special Offer – iXflash storage device: 20% discount
- Special Offer – Readiris Pro 17 for macOS: 30% Discount
- Special Offer – TidBITS Content Network: Trial Offer
- Special Offer - EverWeb by RAGE Software: 50% Discount - Updated Link
- 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 J[] Complete Collection: 25% Discount
- Special Offer - AgileBits 1Password 7 Subscription: 25% Discount
- Special Offer - TechTool Pro 11: 50% Discount
- Special Offer - TechTool Pro 9.5: 60% Discount
- Special Offer - Noteboom Tutorials: 33% Off Annual Memberships
- Special Offer - Prosoft Engineering: 25% Off
- Special Offer - Que Publishing Products: 35-45% Discount



iWork Update Brings iOS Apps Closer to Parity

Just weeks after Apple unveiled new iPads with Apple Pencil support (see “Apple Quietly Releases New iPad mini and iPad Air” 18 March 2019), the company has issued updates to its iWork app suite, with changes largely aimed at iOS users.

A little history... back in 2013, when Apple completely revamped the iWork apps, bringing true cross-device document compatibility between the Mac and iOS versions of the apps, many users were horrified by how many iWork features Apple abandoned in the process (see “New Free iLife and iWork Apps Share across Devices and Platforms,” 22 October 2013 and “Why iWork Had to Change (and What That Has to Do with Aperture),” 9 July 2014). Although most of those features reappeared slowly over the years, they did so usually first—and often only—on the Mac: the iOS iWork apps would preserve any content created with those features on the Mac, but those apps might not be able to create or edit the same sort of content on their own. However, in the last year or so, Apple has been striving to make the iOS apps more capable of content creation.

The current round of iWork updates continues that trend, although the Mac and iCloud browser-based apps did get some attention as well.

What’s New with All the iWork Apps

iCloud looms large in the iWork story, and the latest updates expand upon the story. Both the Mac and iOS iWork apps can now:

- Save custom shapes that are shared via iCloud

- Create and share via iCloud document templates or, in the case of Keynote, presentation themes

- Edit grouped objects while collaborating via iCloud

- Create image placeholders (formerly a Mac-only feature)

- Support vertically typed text in text boxes and shapes for documents in Chinese, Japanese, or Korean; Pages provides vertical text support in the main document as well

What’s New with Pages

Tables of contents are the marquee feature of Pages 5.0 in iOS and Pages 8.0 on the Mac. Previously, you could create a table of contents for a document only with Pages for Mac; now you can not only create them on both platforms but also navigate and edit them in a new table of contents viewer.

The new iWork Table of Contents viewer.

In another major change, the iOS version of Pages has now gained the capability to switch a document between word processing and page layout formats, previously a Mac-only feature.

In addition, the Mac version of Pages now lets you place alignment guides on master pages to help with layout.

What’s New with Keynote

Both Keynote 9.0 for Mac and Keynote 5.0 for iOS now tout the unexpected capability to produce animated GIFs by exporting one or more slides. For the most part, Apple probably intends this feature to make it easy to publish a self-playing version of a presentation, but users will undoubtedly find more adventurous uses for it. (That also makes up for the loss of animated GIF functionality in Preview, see “It’s Frustrating That Preview in Mojave Isn’t Better,” 13 March 2019.)

Exporting an animated GIF in Keynote.

As for animations within a presentation, the iOS version of Keynote has inched closer to the Mac version, and in some ways surpassed it. Both apps now support action build effects, and in the iOS app, you can create hand-drawn animation paths, either by using your finger or, on those iPads that support it, an Apple Pencil.

Finally, Keynote on the Mac better supports extra-wide slides in its slide navigator, light table, and presenter displays, and iOS users can now edit presenter notes as they rehearse or present a slideshow.

What’s New with Numbers

Numbers 6.0 for Mac and Numbers 5.0 for iOS received the least love in this latest round of updates, with most of the changes polishing existing features. For example:

- The iOS version provides better support for adjusting row and column sizes with the format

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pane

Apple increased the maximum zoom level in Numbers for iOS to 400%

Smart Categories in the iOS version received unspecified performance and usability improvements

Both apps received enhancements to their Excel and CSV import capabilities

At the End of the iWork Day

As is nearly always the case, if you upgrade the iWork apps on one of your devices, you should upgrade them on all of your devices. Otherwise, you may experience interoperability problems or just confusion when new features, such as shared templates and custom shapes, don't seem to be available. Nonetheless, unlike many prior updates to iWork, I have found the previous versions of the iWork apps can open documents created with the latest iWork apps.

"As is nearly always the case, if you upgrade the iWork apps on one of your devices, you should upgrade them on all of your devices"

But what about iWork for iCloud, the browser-hosted versions of the suite's apps? Those apps have been updated too. They now provide the capability to recover recently deleted files, and they incorporate some of the enhancements of their on-device siblings, such as better Smart Categories support in Numbers and improved table editing. Nonetheless, they remain second-class citizens suitable mostly for light commenting and collaboration, rather than full-fledged content creation and editing.

In any case, Apple's iWork suite has advanced considerably since its 2013 reboot. No longer toys, these free apps have acquired capabilities that rival those of the most powerful productivity apps available on any platform. If you haven't looked at Pages, Keynote, and Numbers recently, you should, especially if you're an iPad user: iWork has become a powerful competitor in the tablet-based app market, and you certainly can't beat its price.

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) ⌘

Shift ⇧

Option (or Alt) ⌥

Control (or Ctrl) ⌘

Caps Lock ⇧

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.

Command-Z: Undo the previous command. You can then press Shift-Command-Z to Redo, reversing the undo command. In some apps, you can undo and redo multiple commands.

Command-A: Select All items.

Command-F: Find items in a document or open a Find window.

Command-G: Find Again: Find the next occurrence of the item previously found. To find the previous occurrence, press Shift-Command-G.

Command-H: Hide the windows of the front app. To view the front app but hide all other apps,

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**SoundByte is the newsletter of the London Mac User Group.
It is produced solely by, and for, LMUG members.
LMUG Committee 2017/18**

Chairman	Chris Mahon(chairman@lmug.org.uk)
Treasurer	Pietro Falcone (treasurer@lmug.org.uk)
Secretary	Tina Jacobs (secretary@lmug.org.uk)
Editor	Maurice Baker (soundbyte@lmug.org.uk)
Webmaster	Craig Jobbins (socialmedia@lmug.org.uk)
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Technical Officer	Alastair Whitehouse (technical@lmug.org.uk)
Proof Reader	Tom Macnamara
Communications Officer	(communications@lmug.org.uk)
Committee Members	Martin Kelly, Craig Jobbins,,
Ideas & Suggestions	suggestions@lmug.org.uk. Website: http://www.lmug.org.uk

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press Option-Command-H.

Command-M: Minimize the front window to the Dock. To minimize all windows of the front app, press Option-Command-M.

Command-O: Open the selected item, or open a dialog to select a file to open.

Command-P: Print the current document.

Command-S: Save the current document.

Command-T: Open a new tab.

Command-W: Close the front window.

To close all windows of the app, press Option-Command-W.

Option-Command-Esc: Force quit an app.

Command-Space bar: Show or hide the Spotlight search field. To perform a Spotlight search from a Finder window, press Command-Option-Space bar. (If you use multiple input sources to type in different languages, these shortcuts change input sources instead of showing Spotlight. Learn how to change a conflicting keyboard shortcut.)

Control-Command-Space bar: Show the Character Viewer, from which you can choose emoji and other symbols.

Control-Command-F: Use the app in full screen, if supported by the app.

Space bar: Use Quick Look to preview the selected item.

Command-Tab: Switch to the next most recently used app among your open apps.

Shift-Command-5: In macOS Mojave, take a screenshot or make a screen recording. In earlier macOS versions, use Shift-Command-3 or Shift-Command-4 for screenshots. Learn more about screenshots.

Shift-Command-N: Create a new folder in the

Finder:

Command-Comma (,): Open preferences for the front app.

Finder and system shortcuts

Command-D: Duplicate the selected files.

Command-E: Eject the selected disk or volume.

Command-F: Start a Spotlight search in the Finder window.

Command-I: Show the Get Info window for a selected file.

Command-R: (1) When an alias is selected the Finder: show the original file for the selected alias. (2) In some apps, such as Calendar or Safari, refresh or reload the page. (3) In Software Update preferences, check for software updates again.

Shift-Command-C: Open the Computer window.

Shift-Command-D: Open the desktop folder.

Shift-Command-F: Open the Recents window, showing all of the files you viewed or changed recently.

Shift-Command-G: Open a Go to Folder window.

Shift-Command-H: Open the Home folder of the current macOS user account.

Shift-Command-I: Open iCloud Drive.

Shift-Command-K: Open the Network window.

Option-Command-L: Open the Downloads folder.

Shift-Command-N: Create a new folder.

Shift-Command-O: Open the Documents folder.

Shift-Command-P: Show or hide the Preview pane in Finder windows.

Shift-Command-R: Open the AirDrop window.

Shift-Command-T: Show or hide the tab bar in Finder windows.

Control-Shift-Command-T: Add selected Finder item to the Dock (OS X Mavericks or later)

Shift-Command-U: Open the Utilities folder.

Option-Command-D: Show or hide the Dock.

Control-Command-T: Add the selected item to the sidebar (OS X Mavericks or later).

Option-Command-P: Hide or show the path bar in Finder windows.

Option-Command-S: Hide or show the Sidebar in Finder windows.

Command-Slash (/): Hide or show the status bar in Finder windows.

Command-J: Show View Options.

Command-K: Open the Connect to Server window.

Command-L: Make an alias of the selected item.

Command-N: Open a new Finder window.

Option-Command-N: Create a new Smart Folder.

Command-T: Show or hide the tab bar when a single tab is open in the current Finder window.

Option-Command-T: Show or hide the toolbar when a single tab is open in the current Finder window.

Option-Command-V: Move: Move the files in the Clipboard from their original location to the current location.

Command-Y: Use Quick Look to preview the selected files.

Option-Command-Y: View a Quick Look slideshow of the selected files.

Command-I: View the items in the Finder window as icons.

Command-2: View the items in a Finder window as a list.

Command-3: View the items in a Finder window in columns.

Command-4: View the items in a Finder window with Cover Flow.

Command-Left Bracket ([): Go to the

previous folder.

Command-Right Bracket (]): Go to the next folder.

Command-Up Arrow: Open the folder that contains the current folder.

Command-Control-Up Arrow: Open the folder that contains the current folder in a new window.

Command-Down Arrow: Open the selected item.

Right Arrow: Open the selected folder. This works only when in list view.

Left Arrow: Close the selected folder. This works only when in list view.

Command-Delete: Move the selected item to the Trash.

Shift-Command-Delete: Empty the Trash.

Option-Shift-Command-Delete: Empty the Trash without confirmation dialog.

Command-Brightness Up: Turn target display mode on or off.

Command-Brightness Down: Turn video mirroring on or off when your Mac is connected to more than one display.

Option-Brightness Up: Open Displays preferences. This works with either Brightness key.

Control-Brightness Up or Control-Brightness Down: Change the brightness of your external display, if supported by your display.

Option-Shift-Brightness Up or Option-Shift-Brightness Down: Adjust the display brightness in smaller steps. Add the Control key to this shortcut to make the adjustment on your external display, if supported by your display.

Option-Mission Control: Open Mission Control preferences.

Command-Mission Control: Show the desktop.

Control-Down Arrow: Show all windows of the front app.

Option-Volume Up: Open Sound preferences. This works with any of the volume keys.

Option-Shift-Volume Up or Option-Shift-Volume Down: Adjust the sound volume in smaller steps.

Option-Keyboard Brightness Up: Open Keyboard preferences. This works with either Keyboard Brightness key.

Option-Shift-Keyboard Brightness Up or Option-Shift-Keyboard Brightness Down: Adjust the keyboard brightness in smaller steps.

Option key while double-clicking: Open the item in a separate window, then close the original window.

Command key while double-clicking: Open a folder in a separate tab or window.

Command key while dragging to another volume: Move the dragged item to the other volume, instead of copying it.

Option key while dragging: Copy the dragged item. The pointer changes while you drag the item.

Option-Command while dragging: Make an alias of the dragged item. The pointer changes while you drag the item.

Option-click a disclosure triangle: Open all folders within the selected folder. This works only when in list view.

Command-click a window title: See the folders that contain the current folder.

Learn how to use Command or Shift to select multiple items in the Finder.

Click the Go menu in the Finder menu bar to see shortcuts for opening many commonly used folders, such as Applications, Documents, Downloads, Utilities, and iCloud Drive.

Document shortcuts

The behavior of these shortcuts may vary with the app you're using.

Command-B: Boldface the selected text, or turn boldfacing on or off.

Command-I: Italicize the selected text, or turn italics on or off.

Command-K: Add a web link.

Command-U: Underline the selected text, or turn underlining on or off.

Command-T: Show or hide the Fonts window.

Command-D: Select the Desktop folder from within an Open dialog or Save dialog.

Control-Command-D: Show or hide the definition of the selected word.

Shift-Command-Colon (:): Display the Spelling and Grammar window.

Command-Semicolon (;): Find misspelled words in the document.

Option-Delete: Delete the word to the left of the insertion point.

Control-H: Delete the character to the left of the insertion point. Or use Delete.

Control-D: Delete the character to the right of the insertion point. Or use Fn-Delete.

Fn-Delete: Forward delete on keyboards that don't have a Forward Delete key. Or use Control-D.

Control-K: Delete the text between

the insertion point and the end of the line or paragraph.

Fn-Up Arrow: Page Up: Scroll up one page.

Fn-Down Arrow: Page Down: Scroll down one page.

Fn-Left Arrow: Home: Scroll to the beginning of a document.

Fn-Right Arrow: End: Scroll to the end of a document.

Command-Up Arrow: Move the insertion point to the beginning of the document.

Command-Down Arrow: Move the insertion point to the end of the document.

Command-Left Arrow: Move the insertion point to the beginning of the current line.

Command-Right Arrow: Move the insertion point to the end of the current line.

Option-Left Arrow: Move the insertion point to the beginning of the previous word.

Option-Right Arrow: Move the insertion point to the end of the next word.

Shift-Command-Up Arrow: Select the text between the insertion point and the beginning of the document.

Shift-Command-Down Arrow: Select the text between the insertion point and the end of the document.

Select the text between the insertion point and the beginning of the current line.

Shift-Command-Right Arrow: Select the text between the insertion point and the end of the current line.

Shift-Up Arrow: Extend text selection to the nearest character at the same horizontal location on the line above.

Shift-Down Arrow: Extend text selection to the nearest character at the same horizontal location on the line below.

Shift-Left Arrow: Extend text selection one character to the left.

Shift-Right Arrow: Extend text selection one character to the right.

Option-Shift-Up Arrow: Extend text selection to the beginning of the current paragraph, then to the beginning of the following paragraph if pressed again.

Option-Shift-Down Arrow: Extend text selection to the end of the current paragraph, then to the end of the following paragraph if pressed again.

Option-Shift-Left Arrow: Extend text selection to the beginning of the current word, then to the beginning of the following word if pressed again.

Option–Shift–Right Arrow: Extend text selection to the end of the current word, then to the end of the following word if pressed again.

Control-A: Move to the beginning of the line or paragraph.

Control-E: Move to the end of a line or paragraph.

Control-F: Move one character forward.

Control-B: Move one character backward.

Control-L: Center the cursor or selection in the visible area.

Control-P: Move up one line.

Control-N: Move down one line.

Control-O: Insert a new line after the insertion point.

Control-T: Swap the character behind the insertion point with the character in front of the insertion point.

Command–Left Curly Bracket ({}): Left align.

Command–Right Curly Bracket (}): Right align.

Shift–Command–Vertical bar (|): Center align.

Option–Command-F: Go to the search field.

Option–Command-T: Show or hide a toolbar in the app.

Option–Command-C: Copy Style: Copy the formatting settings of the selected item to the Clipboard.

Option–Command-V: Paste Style: Apply the copied style to the selected item.

Option–Shift–Command-V: Paste and Match Style: Apply the style of the surrounding content to the item pasted within that content.

Option–Command-I: Show or hide the inspector window.

Shift–Command-P: Page setup: Display a window for selecting document settings.

Shift–Command-S: Display the Save As dialog, or duplicate the current document.

Shift–Command–Minus sign (-): Decrease the size of the selected item.

Shift–Command–Plus sign (+): Increase the size of the selected item. **Command–Equal sign (=)** performs the same function.

Shift–Command–Question mark (?): Open the Help menu.