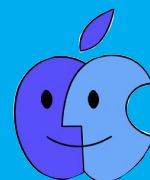


infoletter



Official Newsletter of SeniorNet Mac Inc. Christchurch

No 103: April/May 2018



see 'Photo Corner' article on page 5

From the President

— Barbara Blowes

This year has gone by so quickly for me and I had to present another President's report. Our AGM was held on Tuesday 27th March and I was elected to be the President again. This is a position I have held for many years now and it's a position that I really enjoy. I have a great committee and we all work well together and this makes our society so successful. I enjoy talking to everyone at the socials and helping members if problems arise.

I have just recently had a trip away with my daughter, she is very tech savvy (far more than me!) and all our boarding passes were on the iPhone so much easier than the old paper passes. Just go up to the machine, scan the barcode and off you go. Great!

I have been reading some info about the new iPhones that may come out at the end of the year really its so hard to keep up with all the technology but very interesting anyway. I may have to get a new toy at the end of the year! 🍏



SeniorNet Mac Christchurch AGM

Held at the Cashmere Club on Tuesday 27th of March at 1.30pm

There was a good attendance of Members.

Officers elected were:

Patron: John Hampton

President: Barbara Blowes was re-elected. (This is a position she has held since 2004)

Vice President: Charlie Millar

Treasurer: Margaret Harvey - (re-elected)

Secretary: Elizabeth Chesney - (re-elected)

Committee Members: Brian Henderson (re-elected), Erka White (re-elected), Mary Nicholson (re-elected), Clare Richards, Christene Berry

Auditor: Sharen Rutherford of Dunedin

SeniorNet Mac, Christchurch Executive and Committee

Patron:	John Hampton		
President:	Barbara Blowes	03-332-0673	Barbaras.Treasures@xtra.co.nz
Vice President:	Charlie Millar	03-365-6341	charliejudi@xtra.co.nz
Executive Officer:	Allan Rutherford	03-352-4950	ajmr@xtra.co.nz
Secretary:	Elizabeth Chesney	03-358-4774	lizziejbchesney@icloud.com
Treasurer:	Margaret Harvey	03-352-4950	margaret.harvey@xtra.co.nz
Distance learning:	Brian Henderson	03-942-5293	bshhen22@gmail.com
and	Barbara Blowes	03-332-0673	Barbaras.Treasures@xtra.co.nz
Infoletter Editor:	Ross Beach	04-297-0425	jbeach@netaccess.co.nz



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Email: Mac.SeniorNet@gmail.com
41 Essex Street, Christchurch
Web: <http://seniormac.org.nz/>

Friday Mornings

Pop in and have a cuppa in the clubrooms. You can get answers to computer problems, ask questions and get advice. If you need to bring in your computer please ring:

Brian Henderson, 03-942-5293 or
Allan Rutherford: 03-352-4950
in advance.

Items that can be solved quickly will be \$5.00 but problems requiring significant time will attract up to \$20 workshop charge.

The SeniorNet Mac Infoletter is distributed bimonthly on 10th April, June, August, October, December and February. Our CEO Allan Rutherford will keep you updated on important matters every week, in between times.



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Our Sponsors

The Rata Foundation
Community Organised Grants Scheme
Lotto NZ
Also in association with:
The Federation of NZ SeniorNet Societies

Editorial



Hi there.

Well Summer is over and there is a touch of Autumn in the air. Yes it's April and the temperatures are now more pleasant, the Summer temperatures were very extreme and likely to continue in the future.

The world is changing, we still have famines, refugee problems, countries

snapping and snarling at each other, 'The Donald' firing people left right and centre and so on. Let's all hope and pray that it will settle down and that the world becomes a much happier place. On page 5 you will find 'Photo Corner', a new addition to the Infoletter. Members who wish to contribute can either email me direct or send them through Barbara Blowes. Photo submissions should be sent as jpegs with a short description of the techniques used to obtain the photo. I will be continuing the 'Tips from Pam Doughty' and 'Brian the Pirate' which I hope you are finding helpful.

I would draw your attention to the Disclaimer on page 3 which appears in each *Infoletter*. 🍏

Deadline for June/July Infoletter

May 30th

Please have your copy for the next Infoletter to me by the above date.

Copy can be either typed straight into an email, as a Word file or as Rich Text Format.

Digital images need to be at least 220dpi or higher (72dpi will not reproduce well)

Please no hard returns except at the end of a paragraph.

Welcome to New Members



Pamela Alexander, John Ward, Rita MacRae,
Maria Garrett, Win Malcolm, Francis Flint,
Roger Newmarch, Lin Waterreus, Emy Emilikapati




APPLE USER GROUP

Applebyte

is the monthly magazine of Canterbury Apple Users

a subgroup of Christchurch SeniorNet Mac Inc and is available as a PDF file, which is FREE to download from the website: www.appleusers.co.nz The free HELP email list is open to all Mac users who wish to give or receive assistance. See the website under 'email list' for instructions on how to subscribe or unsubscribe to this service.

AUG meets on the last Wednesday of each month at SeniorNet Mac Rooms, 41 Essex Street, Christchurch.

A heated room with all conveniences, tea/coffee and bikkies. FREE to SNM members. General public \$4.00 

RAFFLE WINNERS

27th FEBRUARY 2018

Barbara Blowes, Janet Chambers

Iris Shaw, Grace Adams

WANTED Advertisers

- Web Advertising on our Web Site
- Infoletter Advertising
- Our Annual "Help" Booklet advertising

Reasonable Rates: For prices contact:

Allan Rutherford CEO phone: 352-4950

email: mac.seniornet@gmail.com

Cookin' with



Apple Pudding

Pastry


90grams butter (2ozs),

1¼ cups plain flour,

¼ cup self rising flour,

1 egg,

¼ cup sugar.

Beat butter creamy, add sugar & beat until just combined. Add lightly beaten egg gradually beating well. Add sifted flour with a wooden spoon, Refrigerate 30 minutes. Roll half into a 20cm or 8inch round fluted dish. Fill with well drained cooked apples. Sprinkle with cinnamon or nutmeg. Place other half on top and bake 20 minutes at 180°C 

IMPORTANT

INTERNET BANKING

PLEASE when paying monies to SeniorNet Mac, include as reference either your Name or Discount Card number.

We are receiving credits from time to time from unknown members.

We have no way of telling who they are from.

Your discount card has a unique number and should begin with the figure 4

Margaret Harvey
SeniorNet Mac Treasurer

Disclaimer

Every effort has been made to ensure that no known copyright issues have been breached and that appropriate acknowledgements have been made, with regard to all articles and advice given in this publication.

No liability is accepted for any errors or omissions or inadvertent disclosure not meant for publication. Any opinions expressed may not necessarily reflect the views of the Editor or SeniorNet Mac Inc. who, likewise, neither endorse nor accept responsibility for products or services of any advertisers or for opinions expressed within the *Infoletter*.

Beware of Children and Smart Phones

Toddler locks his mum out of iPhone for over 47 years

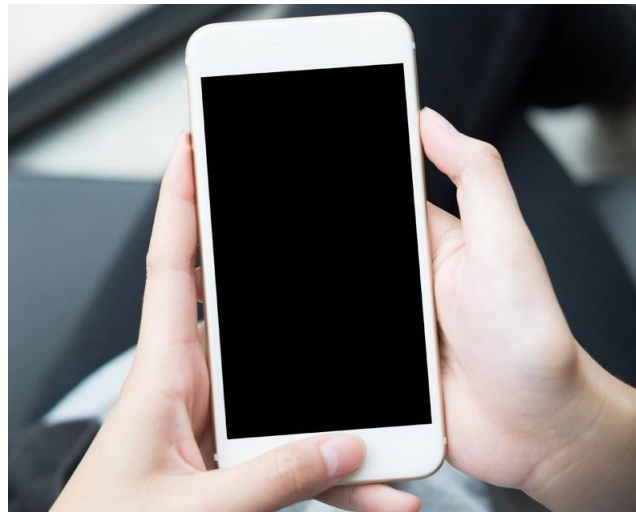
Newshub staff 07/03/2018

A toddler had shown how surprisingly easy it is to lock yourself out of your iPhone for half a lifetime.

One Shanghai mother has found this out the hard way after her toddler locked her out of her phone for more than 47 years - 47 years and six months to be exact.

The two-year-old boy locked his mother out after playing with it and repeatedly entering the wrong passcode in January, The South China Morning Post reports.

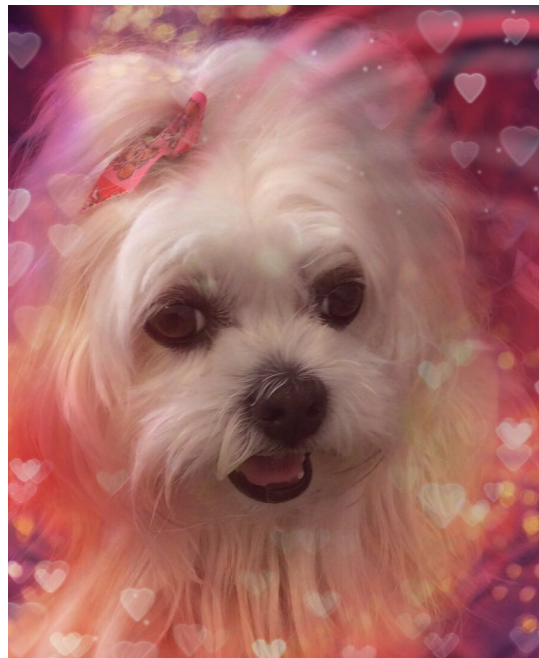
A phone technician at a Apple store in Shanghai told the woman she could either wait years to try to input her passcode again or wipe the contents of the handset clean and then reinstall files.



She has waited two months to see if the phone would fix itself, but it still won't unlock.

"I couldn't really wait for 47 years and tell my grandchild it was your father's mistake," the woman was quoted as saying. 🍏

Photo Corner



These two photos have both been taken on an iPhone 6s.

Barbara Blowes writes

The flower was taken at 11pm doing nothing at all with phone just taking the photo I was rather pleased how it turned out.

The photo of Honey was also taken on the phone and I have numerous iPad apps that I play round with and I used Ultimatte to alter, and change the colour of the actual photo. 🍏

Accessibility (AssistiveTouch)— iOS11



This feature is for people who have difficulty touching the screen and is designed to assist with your finger dexterity when doing gestures like pinch or multi-finger swipe on the touchscreen.

Many people find some of its features — e.g. a Home icon and an icon to take a screen-shot — hard to live without.

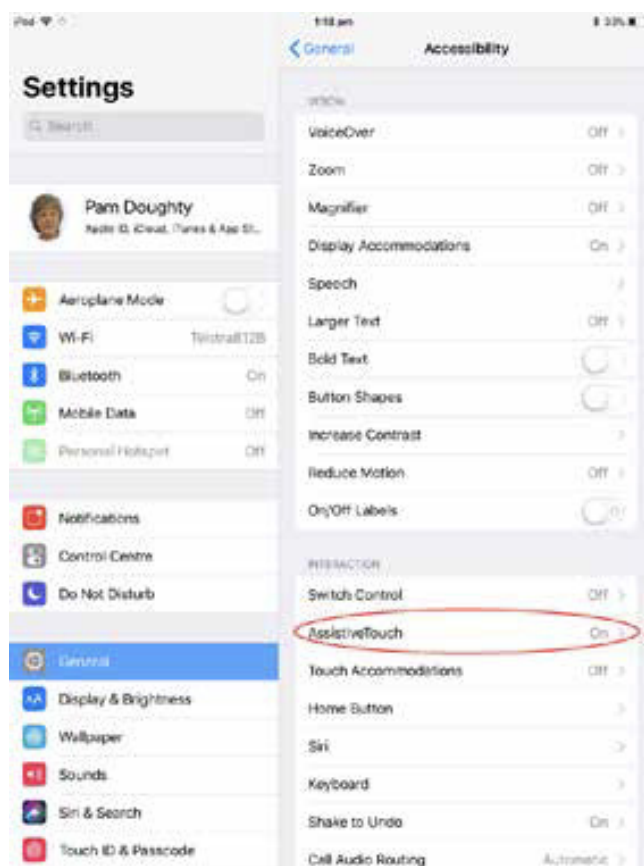
There are a couple of down-sides: the AssistiveTouch menu icon is often distracting or covering something important and it may contribute to draining your battery.

To turn it off

Go to Settings > General > Accessibility > AssistiveTouch and slide to turn it off. You CAN always tell Siri “Turn on AssistiveTouch.”

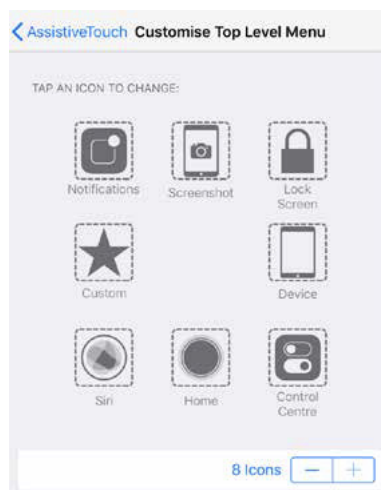
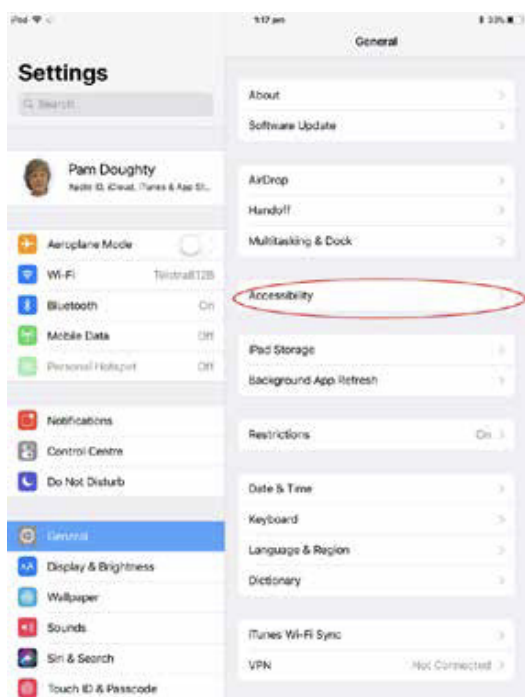
To Turn AssistiveTouch On

Go to Settings > General > Accessibility > AssistiveTouch and slide to turn it on.



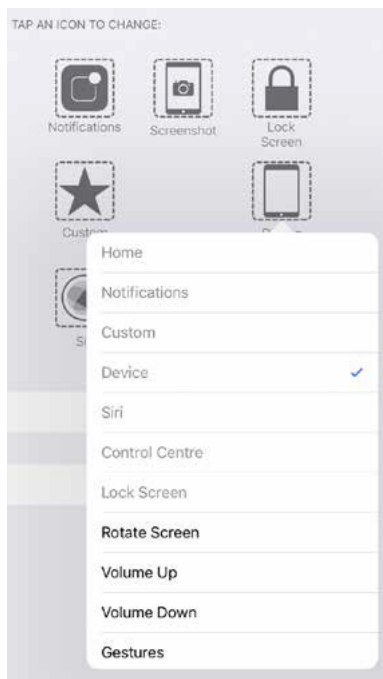
Customise Top Level

Icons (and associated functions) can be added to the top level. Tap the plus button on the customisation screen (next image). When you add a button, you can choose what function it will perform from a list of supported functions. Select the function you want to add the button for and tap ‘Done’.



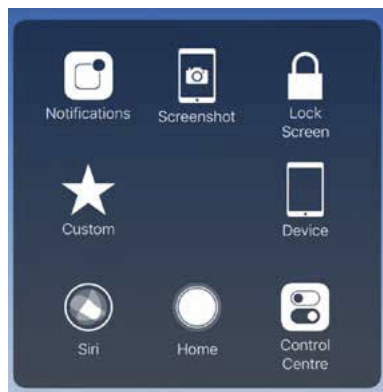
continued on page 7

You can edit a button to replace it with a different one. Tap the button you want to replace on the customisation screen. A list of all supported functions will appear. Select which function you want to swap the old one out for and tap 'Done'.



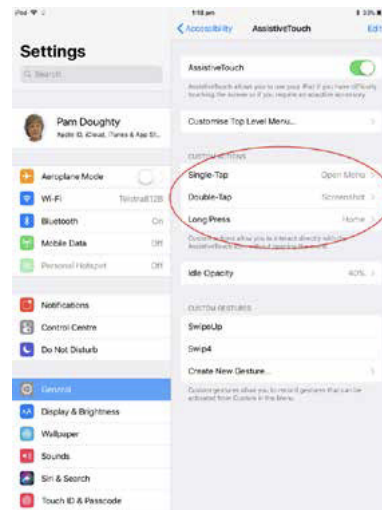
Modern Versions of iOS added features

Most people use the AssistiveTouch Menu icon with a single-tap and the menu similar to the screenshot below becomes available.



A closer look at the AssistiveTouch screen within Settings shows that each of Single-Tap, Double-Tap and Long Press can be given their own functions. I have chosen Open Menu, Screenshot and Home as shown opposite.

BONUS TIP: If the AssistiveTouch icon floating around your screen distracts you tap Idle Opacity (below the circled area above). You can move a slider left/right to increase/decrease the visibility.



Using AssistiveTouch

I expect that most users become familiar with AssistiveTouch to replace the pressing of the Home button. If you don't really need any of the other buttons that appear when you tap the AssistiveTouch menu icon.

You can remove all other buttons from the menu. Keep the Home button and when you tap the AssistiveTouch menu icon, it will execute the Home button's function without showing you a menu of other buttons.

If you are taking many screenshots do not worry about the AssistiveTouch menu icon it will not appear in your screenshot.

However, if you want to record the screen, i.e create a movie, I found that the AssistiveTouch menu icon IS included. (I used screen recording to produce the icon at the beginning of this article). 🍏

Crop a Photograph—Photos in macOS

Objective

To take advantage of an offer at a local camera store to supply digital prints of photos. The camera store is offering 6 x 4 prints and the photos have been taken using an iPhone.

What should I worry about?

I know the iPhone has provided a very clear photo and also that the image size is more than sufficient to result in a clear 6 x 4 print.

I should be concerned that the iPhone takes a photo that is closer to a ratio of 6 to 4.5. If the image from the iPhone is dropped into the centre of a 6 x 4 area about 1/4 of an inch will be removed from each side.

continued on page 8

Controlling what will be lost

I can remember taking photos with my 'Box Brownie' as a child and being sad when the print came back with part of the subject's head missing. The negative showed that yes I'd been careless but I could tell from the negative that if I'd printed the image myself I could have made a difference.

If the camera store is doing the printing for you they will automatically print your photo without paying attention to exactly where it is on the paper.

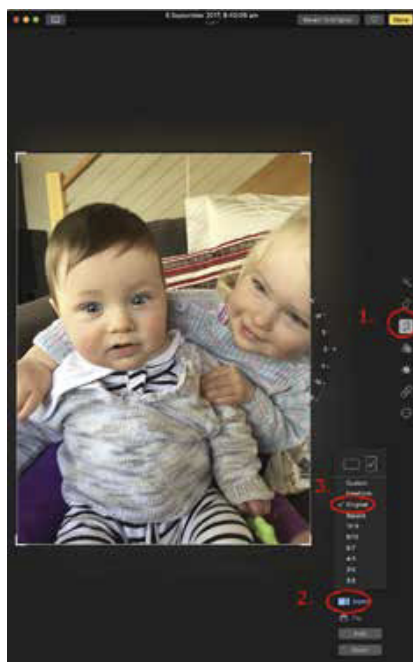
If you take your photo to the store or use their software 'on-line' you should have an option to move your image within the space that will be the actual size/shape.

However, if like me, you have not thought about it in advance it is very easy to be unhappy with your results. You can use Photos on your Mac (or iPad) to test various aspect ratios even if you plan to do all the size adjustments at the camera store.

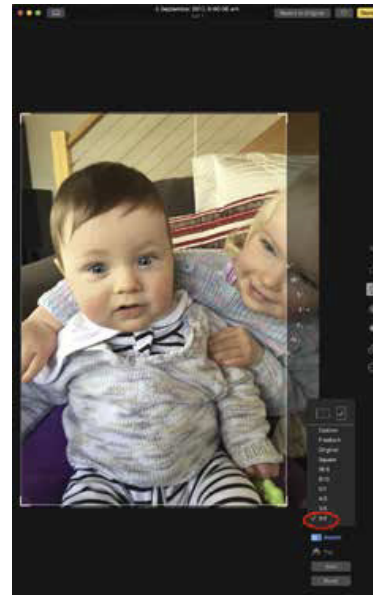
Using Photos to Assist

The first image below is the original photo in editing-mode where I have selected:

1. The Crop Tool
2. The Aspect Icon and
3. Original 'ratio'



The next image shows what is happening as I select the 3:2 ratio. In Photos the approx. 1/2 inch is removed from the right-hand side. I would not be happy to have a print of the two children if a large part of the face of the child on the right is missing. Especially so if the final print is to be put into a frame when most of the child's face would be hidden. I can at least partially solve this problem in Photos by clicking-and-dragging the photo to the left.



If I export the 'cropped' photograph from Photos and take it to the camera store I know that at least both children will be visible in the printed image. Using 'shrink to fit' at the camera store might result in a white border along 2 sides of my photo.

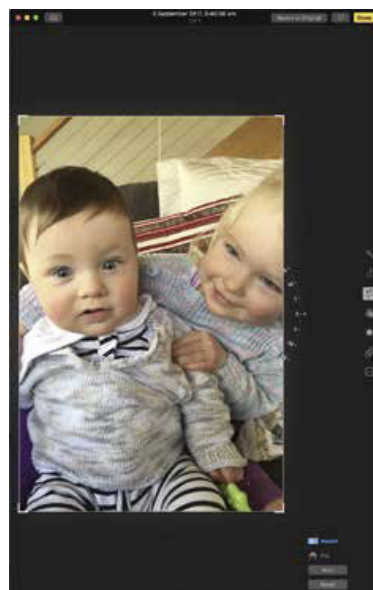
Even Further Considerations

In this case it would be better if a white border was added and the image reduced slightly in size so that the photo PLUS the white border measured 6 x 4. This would allow the photograph to be put into a standard frame with both children visible.

If you are selecting to have your photograph printed with a border it is important to take notice of how the addition of the border might affect your original photo.

Final Note

6 x 4.5 prints are available at many camera or on-line stores. I used 6 x 4 as a 'warning' as it is often the size offered at a special price or one that suits standard photo frames. 🍏



SeniorNet Mac Social & Luncheons



Guest Speaker 27th February, 2018

Dr Colin Meurk

Colin Meurk is a senior ecologist at Landcare Research Lincoln and a consultant for aspects of Christchurch's rebuild and restoration projects. Although retired he continues to focus on engaging people with the natural world. He has a passion for nature and a sense of place and identity. He refers to this as Citizen Science (symbiosis and mutual respect between scientists and the wider public).

Nature Watch New Zealand is NZ's most successful Citizen Science Platform. This website is amazing, 'naturewatch.org.nz'

On this site are the following search areas:

Observations: Anyone can send in a photo of a e.g. plant/animal. Observations can be anecdotal or part of a structured monitoring programme (There are about 300,000 observations).

Species: Identification of specimens

Projects: Outlines of related studies, completed or ongoing

Places: Where the specimen can be found in NZ and world wide

Guides: What can be done next

People: Experts and involved people to consult

He is dedicated to getting the community to appreciate the ordinary natural life of Christchurch, even amongst the rubble. We have one major Eco Sanctuary in Christchurch, 'The Travis Wetlands'.

The 'CHCH 360 Trail' (connected to Nature Watch) is designed to encompass diversity. He believes that Christchurch is a biodiversity treasure and that we should market ourselves as an eco city and a model to the world of eco structure and cultural layers. 🍏

Guest Speaker 27 March 2018

Helen Bickers

Shift supervisor and Intensive Care Paramedic, St John Ambulance Service, Christchurch.

A talented story teller entertained us today.

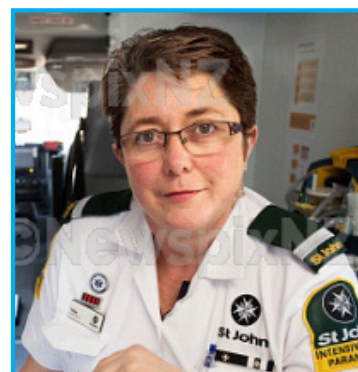
For 25 years Helen Bickers worked her way up the ranks of St Johns Ambulance Service to become a Shift Supervisor with responsibility for 30-40 staff and an Intensive Care Paramedic. Her forceful, strong personality and down to earth way of making fun of herself did not disguise her total dedication and pride in her accomplishments and love of her job.

She wore her uniform proudly and described the many items she carried on her person to enable her to respond quickly and efficiently at all times.

The new \$9million Hub in Christchurch (post earthquakes) is state of the art and is newly organised to allow specialists such as Helen to focus on their skills rather than menial tasks such as cleaning ambulances. There are also 5 Spokes in the suburbs where staff rest and prepare for jobs, and larger stations at Rolleston, Rangiora and Kaiapoi.

While ACC and the Government contribute money to St John, fundraising is needed. Helen told us that in the South Island it costs \$56,000 a day to run the ambulance service.

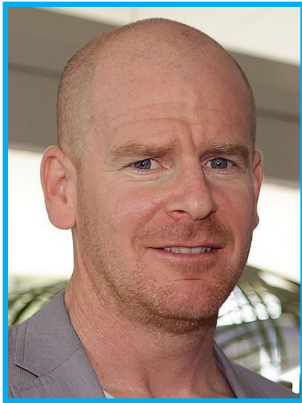
Once Helen had covered the more serious role of ambulance staff and intensive care paramedics she began to tell stories. With humour and dramatics she had us all laughing and we barely noticed how she went over time and she confessed that she could go on all day. What a lovely surprise it was to be so informed and entertained after a pleasant lunch and the AGM. 🍏



Guest Speakers

24 April

You will be notified in a Mini Newsletter at a later date who will be speaking at our April Social & Luncheon.



29 May

Dr Jarrod Gilbert

"Gangs, with a particular focus of Gangs in New Zealand"

Jarrold Gilbert is a senior lecturer in sociology at the University of Canterbury and the lead researcher at Independent Research Solutions. Jarrod has done extensive research in the areas of crime and justice, and has recently coedited Criminal Justice: A New Zealand Introduction. He is New Zealand's leading authority on gangs and the author of Patched: The history of gangs in New Zealand, an award winning and bestselling book based on a six year ethnographic study. 🍏



COMMITTEE RUMBLINGS

Hygiene at Rooms and Socials.

We are about to enter Autumn & Winter

We are keen to get the message to members that if they have the flu, colds or coughing—Please do not attend classes or our functions.

Our health is very important—

Flu vaccinations have already begun. 🍏

Volunteer Required

We are keen to recruit a volunteer script writer who could write up text for advertising courses, workshops, newspaper publications, and web advertising. Contact the CEO if interested. 🍏

Service Charges

We have increased some of our service charges:

These will take effect on the 1st of May. They are:

Courses 4 - 2 hour sessions \$60 (8 hours + tutorial notes)

Courses 2 - 2 hour sessions \$35 (4 hours + tutorial notes)

All other activity remains at \$20

Note: This is the first increase to courses since we began in 2001 🍏

© 1996 by Randy Glasbergen.
E-mail: randyg@norwich.net



**"Hello, Bob? It's your father again.
I have another question about my new computer.
Can I tape a movie from cable TV then fax it from
my VCR to my CD-ROM then E-mail it to my
brother's cellular phone so he can make a
copy on his neighbor's camcorder?"**



**MINISTRY OF SOCIAL
DEVELOPMENT**

TE MANATŪ WHAKAHIATO ORA

56 The Terrace
PO Box 1556
Wellington 6140
Telephone: 04 916 3300
Facsimile: 04 918 0099

20 February 2018

Manager

SeniorNet Mac Incorporated - Christchurch

PO Box 475 Christchurch, 8140

Kia ora,

**Launch of *Safe to talk, He pai ki te korero* sexual harm helpline in
Canterbury**

I am pleased to let you know that a new 24/7 sexual harm information and support helpline – called *Safe to talk* – is available in Canterbury from 19 February 2018.

Safe to talk provides free, confidential information and support to people affected by sexual harm. People who contact the helpline can remain anonymous and say as much or as little as they would like.

The helpline can be accessed free, 24 hours a day, 7 days a week by phone, text, website, online chat and email on:

- Freephone: 0800 044 334
- Text: 4334
- Website / online chat: www.safetotalk.nz
- Email: support@safetotalk.nz.

Safe to talk is staffed by specialists trained in sexual harm support. People will be able to access information, crisis counselling and support, and/or be given advice about their local service providers.

Homecare Medical has been contracted by the Ministry of Social Development to run *Safe to talk*. They run the National Telehealth Service which provides other helplines such as *Healthline*, *Quitline*, *Depression*, and other specialist services.

Launching *Safe to talk* in Canterbury initially allows time to establish the helpline before it goes live nationally in April 2018.

Safe to talk has been set up as part of the Government's commitment to better support people affected by sexual harm in any way and prevent sexual harm by ensuring more people get the help they need at the right time.

Please help to spread the word about *Safe to talk*. For more information, go to www.safetotalk.nz or email the team at info@safetotalk.nz.

Nāku noa, nā

Helen Aiken

Safe, Strong Families and Communities

Ministry of Social Development *Te Manatu Whakahiato Ora*

Courses & Workshops

May Courses and Workshops

4 Week Courses: \$60 Prepaid

2 Week Courses: \$35 Prepaid

All courses must be prepaid before the course starts. Held at the SeniorNet rooms.

		Starts	Ends		
iPhone/iPad Basic	2 Weeks	31st April	7th May	Monday	10am - Noon
Mac Basics 2	4 Weeks	7th May	28th May	Monday	2pm - 4pm
iPad / iPhone Basic	2 Weeks	16th May	23rd May	Wednesday	2pm - 4pm

Workshops, \$20 payable on the day. Held at the SeniorNet rooms.

Apple T/V - Netflix	Monday 21st May	10am - Noon	
iPad / iPhone Introduction	Tuesday 25th May	10am - Noon	

All of the above **Courses, Workshops contact :**

Allan Rutherford Ph: 352-4950 or email: ajmr@xtra.co.nz

Members with iPad and iPhones must have taken an iPad/iPhone introductory workshop before being allowed to take any other course or workshop relative to their device.



Computer Humour

"If at first you don't succeed; call it version 1.0"

"Windows Vista: It's like upgrading from Bill Clinton to George W. Bush."

Microsoft: "You've got questions. We've got dancing paperclips."

"Difference between a virus and windows ? Viruses rarely fail."

Courses & Workshops

June Courses and Workshops

4 Week Courses: \$60 Prepaid

2 Week Courses: \$35 Prepaid

All courses must be prepaid before the course starts. Held at the SeniorNet rooms.

		Starts	Ends		
iPad / iPhone Basic	2 Weeks	31st May	7th June	Thursday	2pm - 4pm
iPad / iPhone Apps	2 Weeks	14th June	21 June	Thursday	2pm - 4pm

Workshops, \$20 payable on the day. Held at the SeniorNet rooms.

iCloud / Dropbox	Monday 11th June	10am - Noon	
iPad / iPhone Introduction	Monday 18th June	10am - Noon	

All of the above **Courses, Workshops contact :**

Allan Rutherford Ph: 352-4950 or email: ajmr@xtra.co.nz

Members with iPad and iPhones must have taken an iPad/iPhone introductory workshop before being allowed to take any other course or workshop relative to their device.



Profile

Clare Richards

I have lived in Christchurch all my 68 years. My family lived near Kerrs Reach in Dallington. My mother was the local music teacher. I met Bill when I was 15 and we married when I was 19. Bill was share milking on the family's town supply dairy farm near Spencerville. We lived there and raised our three children on the farm. I wasn't really interested in an education until I was 30. I completed my Real Estate exams, but it didn't fit in with the farming life. Bill worked long hours. When I was 35 I became a sales rep. I introduced a range of plastic tablet bottles and ointment pots to Christchurch pharmacies and extended my territory to include Christchurch South. I also studied part time to complete my N.Z. Institute of medical reps. diploma. Generic drugs from Canada increased my work load. I had been diagnosed with Rheumatoid Arthritis when I was 30. By the time I was 45 I needed a number of joint replacements and so stopped employment for good. Once



these were done, I spent the following 18 years as a volunteer for Arthritis N.Z. A group of us formed the Canty Arthritis Advocates. Our aim was to seek a better quality of life for people with arthritis. I enjoyed the camaraderie and the challenges we undertook.

Bill retired and we moved into town. At the same time the number of our grand children grew to seven, though three of our grand daughters live in the U.K. We try to see Matthew and his family once a year. This year they are coming home for three weeks at Xmas. Aaron and his

family live at West Melton and Katie and her family live in Avonhead.

I am enjoying my association with SeniorNet, becoming more confident as time goes on. Bill and I belong to the Papanui Club. Once a fortnight we join friends for a meal there. I have always loved the movies and have lovely girlfriends to go with. Lunch and coffee included. 🍏



Facebook—Closer Together

FACEBOOK DATA

Find out exactly what it knows about you

If you use (or have ever used) the social network Facebook, you've probably wondered at some stage how much it knows about you. Well, it turns out there's a way to see a full breakdown of every single piece of data stored against your name on Facebook's servers. Spoiler alert: it's a lot.

We were alerted to this fact by an article from [Georges Abi-Heila](#) entitled [Your Facebook data is creepy as hell](#). It really is astonishing to see so much of your life archived in one place: every post you've ever made, detailed metadata for every photo, your facial recognition profile, names and numbers of all your contacts, who you've unfriended, which advertisers are interested in you. No single item is that surprising – obviously, the social network has your photos. You put them there. But to see it all stored like this is kinda unsettling!

HOW TO DO IT

Downloading an archive of your Facebook data is surprisingly easy to do, though you will need a computer (PC or Mac) to do it. Press the menu arrow in the top right of any page on facebook.com, click **Settings** and then **Download a copy of your Facebook Data**. Then press **Start My Archive** and wait for an email from Facebook.

It may take several hours for the data to be compiled, but eventually, you'll get an email with a link to download the entire archive to your computer. You'll need to confirm your identity before initiating the download to avoid just anyone grabbing access to your entire digital life. Then simply open up the zipped file and explore the depths of stored personal information.

Facebook is getting better at being open when it comes to topics like privacy, and has a lot of options for locking your profile down beyond the default settings. But this is a stark reminder that one of the world's biggest companies probably knows an awful lot about you, whether you know it or not!



Brian the Pirate's Tips

Tip #1

HOW2 Wipe a Computer Easily and Securely

Disposing of / Selling your Computer / laptop?

Before you sell or give away your Mac, you should back up your computer, disable some features and services, and erase the hard drive.

1. Make sure that all your personal data is gone before it reaches its new owner

You must destroy all the information on the devices to prevent it falling into the wrong hands. This is important whether you're selling, recycling, or even just throwing away your old laptop or computer.

You'd be surprised the amount of information held on your computer that you initially may not think is sensitive information, but it may include credit card details, passwords, your address history, probably even your mother's maiden name or other prompts, which may have been used as your secret answer in the case you ever forget your password.

More concerning is the amount of sensitive data held on the device that you don't necessarily want released into the wider world which may include access to confidential information that won't just be a minor inconvenience and could have much longer-lasting effect.

2. Back up important data

Before removing data, you need to make sure all of your files and folders are correctly backed up either in Time Machine and or on a separate external drive.

NB. Murphy's Law applies even if you think you'll never need the data again, There may be a need to refer back to something you created a long time ago.

When the removal process is complete, you will not be able to recover anything.

Hence, the need to back up your data, just in case.

Depending on the amount of data you need to copy, there are a number of ways to do this:

- If you don't have many files, then you can selectively backup those files to either an external hard drive or iCloud.
- The quickest way is to back up to an external hard drive is by directly connecting to your computer.

How much storage needed for your backup depends the total data stored on your hard drive.

- Highlight (click) on the Macintosh HD icon (usually top right on the screen)
- In the Finder Menu under File go to Get Info to see how much data the Macintosh HD (computer) is using. This will determine the size of the backup requirements.
- Connect a big enough external drive to store all the data you need from the computer you want to wipe.
- Then simply double-click on the Macintosh HD icon select the Library and Users folders and drag them onto the External Drive icon.

3. Before wiping your Mac Remember to:

- Sign out of iTunes

Open iTunes. From the menu bar at the top of your computer screen or at the top of the iTunes window, choose Account > Authorizations > Deauthorize This Computer.

When prompted, enter your Apple ID and password. Then click Deauthorize.

- Sign out of iCloud

Choose Apple () menu > System Preferences, click iCloud, then click the Sign Out button followed by dialog box asking whether you want to keep a copy of your iCloud data on the Mac.

Click Keep a Copy because the hard drive will be reformatted in a later step.

After signing out of iCloud, the iCloud data remains in iCloud and on any other devices you've signed into with your Apple ID.

- Sign out of iMessage

If you're using this application, then you need to sign out of iMessage.

In the Messages app, choose Messages > Preferences, then click Accounts. Select your iMessage account, then click Sign Out.

4. How to wipe a Mac

How to wipe a Mac hard drive

- 1 Make sure your Mac is turned off.
- 2 Press the power button to turn it on again.
- 3 Immediately hold down the Command and R keys.
- 4 Wait until the Apple logo appears.
- 5 Select Disk Utility from within the Utilities folder.
- 6 Select the Erase tab security options.
- 7 Click 7-pass Erase. This will write data to the disk several times and may take a few hours to complete.





Brian the Pirate's Tips

Tip #2

HOW2 Optimise Personal Efficiency

Learning to Learn

Program Your Brain

1. Set Objectives - What am I looking for and want to achieve?
2. Write down the Objectives - Clarify the ideas.
3. Set a Task - Create an expense budget for the next five years
 - Design a database for reference books
 - Write a Report with 10 sections (each of about one page)

The Principles and Procedures involved apply irrespective of the actual length of the documentation.

Find the Hidden Clues

1. Ascertain the Meaning of every icon on the screen. It is important to know what it does rather than how to use it.

Shortcuts.

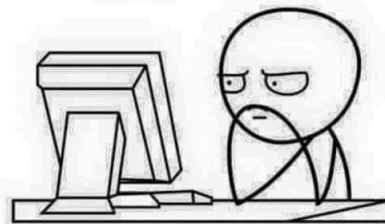
2. Experiment—load a file to work with and “Save As...”
Continually check Objectives.
Always noting difficulties, problems, confusing items and inconsistencies.
3. Check with an existing user of the program - prioritise the questions to be asked.

4. Utilise the Help files in the program to :
 - discover additional program capabilities.
 - reveal potential power and unearth useful tricks and keyboard shortcuts.
 - find quick memory joggers on how to do something when needed.

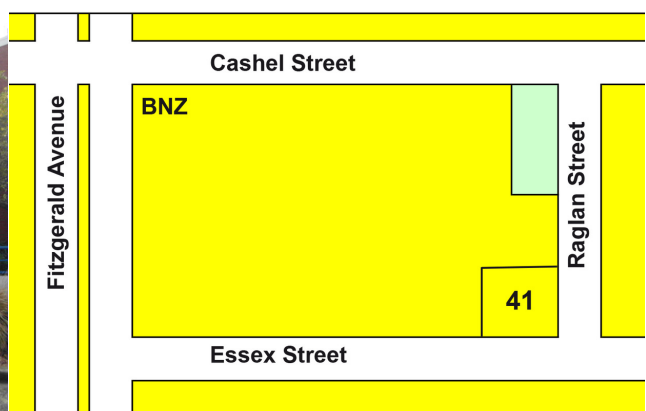
Reference

1. Read the Manual supplied with the program or an appropriate reference manual.
2. Read any appropriate magazine articles about the program.
3. Check with the Canterbury Apple User Group, which is a sub-group within SeniorNet Mac and meets on the last Wednesday of every month, barring December. 🍏

Never let your computer
know that you are in a hurry.



Computers can smell fear.
They slow down if they know that
you are running out
of time.



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