infoletter





Official Newsletter of SeniorNet Mac Inc. Christchurch No 107: December 2018/January 2019



From the President

— Barbara Blowes

If any of you know where this year has gone could you please tell me? Time seems to sneak up on me and here we are almost Christmas again.

I have finished the light box I have been working on (see image below) and I am very pleased with it. I must admit I am thrilled with the Brother Scan and Cut and having Photoshop and an imaginative mind makes this result very easy to achieve.

We are trialling a new idea called "Catch" where we will offer all sorts of ideas so if you want anything special please let me know and I'm sure we will be able to do it. This will be a "one off" informal session.

Personal thanks to all the committee for the help they have given to me through out the year and also to the tutors who have given their time to take courses and workshops.

Thanks to you all for being members of SeniorNet Mac, coming along to all our socials and taking part in the workshops and courses we offer during the year.

Thanks to Ross for all his work editing, formatting and producing the Infoletter—always interesting.

Merry Christmas and a Happy New Year to you all, enjoy the time with family and friends **6**



SeniorNet Mac, Christchurch Executive and Committee

Patron:	John Hampton		
President:	Barbara Blowes	03-332-0673	Barbaras.Treasures@xtra.co.nz
Vice President:	Charliie Millar	03-360-3719	charliejudi@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



SeniorNet Mac Inc. PO Box 475 Christchurch 8140 Email: mac.seniornet@gmail.com 41 Essex Street, Christchurch

Web: http://seniormac.org.nz/

Morning Sessions

MONDAY, WEDNESDAY, and FRIDAY 10.00 am to 12 Noon

op 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 Barbara Blowes: 03-332-9673 in advance.

Items that can be solved quickly will be \$5.00 but problems requiring significant time will attract up to \$20.00 workshop charge.

The SeniorNet Mac Infoletter is distributed bimonthly on 10th April, June, August, October, December and February. You will be kept updated on important matters with a Mini Newsletter by email every week, in between times.

Our Rooms will close on Friday 14th of December 2018.

Re-Opening on Monday 14th of January 2019

Contents

	Pag
Christmas 2018, New Year 2019	Cover
From the President, Barbara Blowes	2
Rooms closed and Re-open 14 January	2
Morning Sessions	2
SeniorNet Mac Executive and Committee	2
Editorial	3
Deadline for Infoletter	3
Welcome to New Members	3
Our Sponsors	3
Apple User Group	
Cookin' with Apple	
Raffle Winners	4
Wanted Advertisers	
Internet Banking	
Disclaimer	4
RU Free?	5
The Magical North-Pole Computer	6
SeniorNet Mac 2018 Photographic Competition	7 & 8
Socials & Luncheons, 30 October	9
Socials & Luncheons 27 November and Guest Speakers for 2019	0 & 11
Courses and Workshops— January/February	12 &13
Profile—Christene Berry	14
Mojave Screen shots tool	14
Brian the Pirate's Tips 1	15 & 16
Location Map	16

Our Sponsors

The Rata Foundation
Community Organised Grants Scheme
Lotto NZ

Also in association with:

The Federation of NZ SeniorNet Societies

Editorial



Hi there.

This issue of Infoletter marks the 2nd anniversary of my term as Editor, a task that I very much enjoy even though at times I feel quite remote from all the activities of SeniorNet Mac. Due to the lack of space in this issue, 'Tech Tips' and 'Members Photo Corner' are

missing but will return in 2019. Also in 2019 the minor placings in the 2018 Photographic Competition will be featured. I look forward to keeping you all up-to-date on the activities of SeniorNet Mac and the new technology as it comes on the market. I thank all the members who have sent articles and made contributions for each issue of Infoletter. I hope you all have a Very Enjoyable and Safe Festive Season with family or friends and lets hope and pray that 2019 brings a much more settled and happy world than the turmoil that we have experienced in the past few years.

Deadline for February/March Infoletter

January 27th

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



Allan Rolston Annette Rolston Annette Wood John Thorburn



APPLE USER GROUP

Canterbury Apple Users

is a subgroup of Christchurch SeniorNet Mac Inc. and meets on the last Wednesday of each month at the 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

It has its own web site called www.appleusers.co.nz The free HELP email list is open to all Mac users who wish to give or receive assistance. See on the website under 'email list' for instructions on how to subscribe or unsubscribe to this service.

RAFFLE WINNERS

30th October

Lachlan Hunter, Brian Bowkett, Wendy Perkins

27th November

Main Raffle: Ist Rona McNeill, 2nd Bruce Perkins, 3rd Margaret Austin, 4th Helen Cox, 5th Lorraine Sutherland, 6th Barbara Tonkin. Donated to SeniorNet Mac by Malcolm Westgarth Wooden Toys Raffle: 1st Charlie Millar, 2nd Elizabeth Chesney

Cookin' with



Quick Aero Apple Crumble

2-3 cups stewed apples 3/4 cup brown sugar
1 tbp butter 1/2 tsp cinnamon
1 cup S.R. flour 1/2 cup coconut

Spoon hot apples into your dish. Rub butter (1tbs) into sifted flour, mix in sugar, cinnamon and coconut. Sprinkle this crumble mixture over apples. Drizzle over the melted buttar. Bake in moderate oven 25 mins and serve warm with cream.

Winter Salad

2 finely chopped onions 2 finely chopped apples

2 stalks of chopped celery 2 bananas

1/2 cup raisins 1/2 cup chopped dates

1/2 cup salted peanuts

Mix all together and pour over the dressing

Dressing

1/3 cup white vinegar 2 crushed cloves garlic 3/2 cup olive oil 3/2 cup olive oil 3/2 cup olive oil 3/4 cup olive oil 3/



Our Direct banking number is 020816-0376043-000

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



- 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



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*.



RU Free?

Monday, Wednesday or Friday 10am - Noon?

Do you have an iPad or iPhone?

Do you have an Apple Watch?

Do you have a MacBook or iMac

or any combination of the above?

or do you have a PC / Mac device?

CAN U

Listen to members' problems?

Make cups of tea or coffee?

Help or give advice where you can if possible?

NB. You probably have more knowledge than most of those asking for help or advice.

Ask other helpers if you "don't know" the solution to a

particular problem?

Attend at least one session (your choice) per month?

If U can do any of these tasks ... then we need U

CONTACT (03) 942 5293 for details

Three can keep a searet ift Two are dead.

Benjamin Franklin

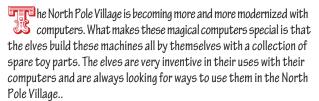
When mothing is going right, go left.

Anonymous

TITE WEST

NORTH CONTRUKT





Mrs. Claus, who was new to computer uses decided she should have a computer to keep track of her cookie baking. She has so many recipes that she believed she could benefit from this new technology. When the elves brought Mrs. Claus a computer, she decided her computer needed proper Christmas decorations. She knitted a nice, colorful woolen blanket with red trim to cover this computer and keep it warm. She also made for her machine a huge, red stocking cap! The elves think this is the only computer in the world that has it's own hat and blanket!



The elves keep telling Santa that the North Pole computers are powered by candy canes, so Mrs. Claus has to make sure there is always a good supply. Reindeer Vixen, a collector of candy canes, informed the elves that they could borrow some of his candy canes just in case they started running low. Vixen is always sharing his stuff with others. He, like the other North Pole Villagers, knows the importance of cooperating with each other and sharing.



Once the elves made a special connection from a big computer to one of Mrs. Claus's big blue-colored cookie-baking oven. The elves then typed in a special cookie baking software program. By simply typing in the name of your favorite cookie and holding down the letter 'C' - then pressing the ENTER key rapidly three times, the magical stove will rumble and shake and then a loud bell starts ringing. Then there is a loud "Ka-FLOOMPH" sound! The oven door pops open and your favorite cookie comes flying out! You have to be quick to catch it!



Elf MooMoo, our elfin cookie specialist, uses a baseball-like glove padded with magic snow-powder to catch these cookies! This allows him to catch the cookies without crumbling them.

Mrs. Clause decided to have a naming contest for her new computer.
Santa voted for The N-Polar-Treater, Frosty wanted to name it, Comp-U-Yum, Reindeer Rudolf voted for MMMMmmmm-MMMMmmmm.
Several of the the elves are calling it The Compu-Lippo-Ratta-Tatta-Baker. Of all the names, Mrs. Claus chose to name her computer
"Treater"

If you ever eat a wonderfully tasting cookie and it has the letter, "T" baked on it - it just might have come from Mrs. Claus's computerized Big-Blue Oven baker - The Treater!











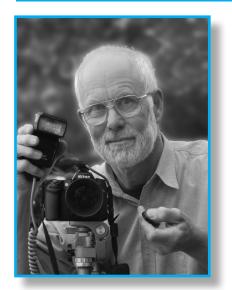








2018 Photographic Competition



Portrait Section



Brian Smith

Landscape Section



Jocelyn Seleen





Street Scene Section



Mhairi Erber

continued on page 8

2018 Photographic Competition



Household Pet Section



The Placings in each Section were as follows:

PORTRAIT: Brian Smith 1st, Jan Tedesco 2nd, Neil McPherson 3rd.

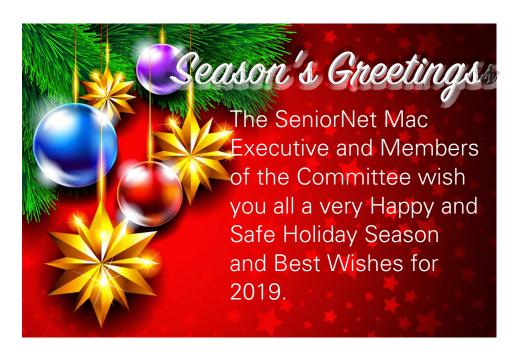
LANDSCAPE: Jocelyn Seleen Ist, Brian Smith 2nd, Doreen Fraser 3rd

STREET SCENE: Mhairi Erber 1st, Shirley Schmidli 2nd, John Cordell 3rd

HOUSEHOLD PET: Elizabeth Gamlen 1st

There was a tie for OVERALL WINNER from all CATEGORIES and they were: Brian Smith and Mhairi Erber

The photos of the other Placings will feature in Infoletters next year.



SeniorNet Mac Social & Luncheons

30th October

On an unseasonable cold, wet day we were all cheered by good company and a hot meal after which President Barbara Blowes opened the meeting. Members were very concerned to hear that our dedicated, hard working CEO, Alan Rutherford was recently rushed to hospital where he underwent major surgery. Alan is now slowly recovering at home and is on three months compulsory sickness leave. This was a big shock to everyone. We miss him, and wish him a speedy recovery.

Elaine McLardy was our guest speaker and her topic was:

"ADVANCED CARE PLANNING— It's time to talk."

Elaine is a registered nurse and her role is to make people more aware of "Advance Care Planning". This is a free legal system available throughout New Zealand including Christchurch which conects electronically to hospitals, health care specialists, St. Johns etc. By using Advance Care Planning, individuals are able to make their dying wishes known if there ever comes a time when they become incapable of doing so through an accident, brain damage, age or illness related conditions such as a stroke, a severe mental condition, permanent unconsciousness etc. In such cases it overrides Power of Attorney, family, medical advice etc. It is what the individual desires. The 'Advance Caring Plan' form which a person writes, reflects your personality, it is YOU. In it you say what is important to YOU, the healthcare and treatments YOU want and/or don't want, how you wish to be remembered, what done, said when you are gone. If you want a funeral etc. It must be written and discussed only in a sound state of mind. It can only be over ridden if you are a prisoner or if you have committed suicide.

To become legal the correct ACP forms must be completed seen and signed by a medical centre/practitioner who must enter the 'Plan' into the electronic database (there may be a cost). You file the original in a safe accessible place known to family, or to a responsible person. If going overseas, take it with you. It becomes the law and cannot be overthrown.

Everyone was seriously interested, asked many questions and the pile of booklet/forms made available quickly disappeared.

For more information search:

ACP http://www.advancecareplanning.org.nz/



Barbara opening Meeting



Guest Speaker Elaine McLardy



A rapt audience

"I never make the same mistake twice. I make it three or four times, you know, just to be sure!"
—Anonymous

Social & Luncheoms

27th November

Malcolm Westgarth—Santa's not so little helper

If it was not for some excess paint Malcolm Westgarth probably wouldn't be involved on a day to day basis with Shirley-based Santa Claus Workshop. He was asked to clear out some from his home to a garage in 1967.

No tiny elf, Malcom is one of nearly a dozen people, mostly men, who use their tools and skills to create wooden toys for Lions Club members to distribute to children at the end of the year. In 2017, the year the workshop turned 50, they made 1500 toys, some of which made their way to Waiau, a North Canterbury community badly impacted by the 2016 Kaikoura quakes. The workshop itself had its own problems after the Canterbury earthquakes and the demolition of the Shirley Community Centre.

The toys go to children who don't have their own so it is not surprising to hear of a young boy bursting into tears when told it was his and he could keep it. The group also take in broken wooden toys at their workshop at Shirley Intermediate, repair them and pass them on to toy libraries or kindergartens.

Some members of the workshop create toys at their own homes but they are mostly made at the workshop from untreated wood offcuts, which have been sourced with a bit of door knocking. The exception is some parts made from MDF, or wood chips mixed with resin and compressed, although that is about to change when the workshop phases out MDF. Some of the toys are painted in primary colours but most retain the original timber grain and colour.

Margaret Austin—Aiming for the stars

You wouldn't immediately associate former politician Margaret Austin with star gazing but she's been doing a fair bit of that in the last 15 years or so, using her involvement with UNESCO to help gain recognition for New Zealand's night skies.

What's important about this? Well, most people living in the northern hemisphere in particular never get to see the night sky as it appears over Lake Tekapo. Light pollution, particularly in large cities, renders most of the stars invisible at night. It is significant that councils like the Mackenzie District are making sure street lighting is LED-based and facing the ground, to reduce light pollution and increase the visibility of stars. Rising numbers of overseas tourists are visiting the area, keen to experience the night sky in Tekapo and at the university-owned Mt John Observatory. On a cloudless night and with

to experience the night sky in Tekapo and at the universityowned Mt John Observatory. On a cloudless night and with a new moon, it is one of the best places in the world to stargaze. The International Dark Sky Association thinks so and awarded the area dark sky reserve with gold award status in 2015, one of five in the world that can claim that honour.



















Social & Luncheons



Margaret led the Tekapo Starlight Project that resulted in that award.

But she's not stopping there. The aim now is to gain recognition for its heritage from UNESCO's World Heritage Committee. Stars have cultural significance to Maori—they sailed to Aotearoa thanks to the stars, and it was also stars—the transit of Venus in particular—that helped bring Captain Cook to these shores.

The latest plan being hatched is to convince the New Zealand Government to extend the eastern boundary of the terrestrial Te Wai Pounamu UNESCO world heritage reserve (which includes much of South West New Zealand and Mt Cook) a few more kilometres to take in Tekapo and Mt John.

Margaret, in her 80s, doesn't think heritage recognition for Tekapo's starlight will happen in her life time, but you never know. The more recognition from Government bodies and relevant organisations it receives the more likely (and the sooner) this will happen.

Margaret kindly distributed a pile of Fraser Gunn's photo of the chapel at Tekapo, a night sky studded with millions of tiny stars, a contrast to the mere handfuls we now see in Christchurch after dark.





Guest Speakers



29 January 2019

Jillian Wilson

Canning Stock Route Expedition, Australia

Another desert! But it's different again. Australia's longest and most remote 4WD track - 1800kms, give or take, depending on which exact route you take. Lots of history, Aboriginal and White Settlers, as well as burnt out vehicles and rough roads, especially for the blokes! Scenery, birds and wildlife too.





26 February 2019

Brian Bowkett

Driver licensing and my experiences as a testing officer.

Brian has been a Tester for NZTA for 13years. The presentation consists of the test itself, how it is conducted and some of the pitfalls, questions and answers. Some of us Seniors will need to re-sit our driving test sooner or later, so this talk will be very beneficial.

Courses & Workshops

January/February 2019

4 Week Courses: \$40 Prepaid 2 Week Courses: \$25 Prepaid

Workshops: \$20 One on One 1Hour: \$20 Catch Session. \$5

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

Our Direct banking number is 020816-0376043-000

COURSE DESCRIPTION

Mac Basic 1. Introduction to Mac Finder, Dock,& running key applications

iPad Basic. Basic Operations for iPad user only

iPhone Basic Operations for iPhone user only

FEBRUARY					
		START.	END		
iPad/iPhone Basic	2 Weeks	7th February	14th February	Thursday	10-12 noon
Mac Basic 1	2 Weeks	7th February	14th February	Thursday	2 - 4 pm
iPad /iPhone Apps	2 Weeks	20th February	27th February	Wednesday	2 - 4 pm
Mac Basic 1	2 Weeks	21st February	28th February	Thursday	2 - 4 pm

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.

Courses & Workshops

January/February 2019 continued

WORKSHOP DESCRIPTION

iCloud Basics. What is iCloud and what can it do for you

iPad/iPhone Introduction. Basic introduction to iPad/iPhone. Assumes no prior knowledge

	WORKSHOPS	
iPad/iPhone introduction	Tuesday 22 January	2pm - 4pm
iCloud Basics	Monday 11 February	2pm - 4pm
iPad/iPhone introduction	Monday 18 February	2pm - 4pm



CATCH SESSION DESCRIPTION

Photo editing and	Tidying up your holiday photos and
sending	sending to your friends using JamJar

	CATCH SESSION	
Photo editing and sending	3 Weeks, Wednesdays 6 ,13, 20 February	10 - 11 am

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



Christene Berry

I was born in Greymouth where Mum had 2 weeks rest then back to the state house in Christchurch. 5 kids sharing a room, Mum and Dad in the other. 'Go outside and play' was a frequent command— maybe my love of the outdoors grew from that.

I qualified as a Nurse at Christchurch Hospital where I ended up in the orthopaedic ward for 21 years in charge of 40 patients and trainee nurses—scary stuff.

I'm lucky to have been a full time mum to 2 children and now have 2 grandchildren. Their childhood and my life was filled with endless 'bags' of gear, pack, wash, pack, and a constant supply of food for all.

I have always enjoyed sport and a physical challenge so I've tried many activities—Indoor Basketball, Indoor Cricket, Sea Kayaking, Dragon Boating, Jet Boating, Mountain Biking, Tennis. A couple of seasons playing Underwater Hockey that was suppose to be for my teenage daughter! We both made the Canterbury Womens team. Ran the Christchurch half marathon. Tramped the Routeburn track and enjoyed a surprise beer high up on a mountain with a fantastic view. Aqua jogged to stay fit. Tramped the Milford Track the 'paid' way, slightly dampened by my son's bar tab at the end!

Walked and walked around Hagley Park with a friend supporting her for the New York marathon. Took part in the 2010 New York marathon with a team of Disabled folk.

I have been a Quilter, of abstract wall hangings and exhibited. Trotted off to a Fibre Art Symposium in Kansas, great experience— but I didn't see Dorothy running up the yellow brick road in her red shoes!

From 2008 spent 4 years immersed in art at CPIT, finishing with a Bachelor of Design, in Printmaking. Since 2010 life drawing has taken over, often sitting in Cafe's observing people.

Using my MacBook for family research and genealogy has taken over my house somewhat. SeniorNet is great, I am constantly discovering new technology and being inspired by others.

This is balanced by a little gardening, so I 'go outside and play.'

How to use Mojave's new screenshots tool

In addition to using $^{\circ}$ #3 to capture the entire screen, and $^{\circ}$ #4 to get a crosshairs cursor to select a section of the screen, Mojave introduced a new screenshot shortcut: $^{\circ}$ #5.

When you press 1%5, a new panel pops up letting you take control of the screenshot process.



This control strip doesn't really offer anything new — it repackages the existing screenshot tools, as well as bringing in some features from the Grab and QuickTime apps.

Here are the functions of those new control strip icons, from left to right:

- Whole screen capture, just like ⊕\\$3.
- Single-window capture, also like ⊕#4.
- Capture a selection, just like ⊕ 344
- Full screen video capture
- Capture a video of a selected part of the screen

I'm trying to drag the file to my desktop, but it won't go past the edge of the screen!





Brian the Pirate's Tips

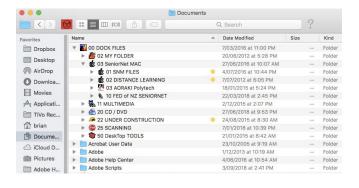


HOW2 Organise Your Documents Folder

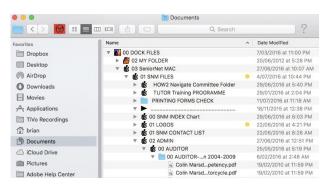
The **Mac Operating System** ranks files and folders alphabetically in any **View** by **List**. However these can be re-arranged and placed at either the top or bottom of any alphabetic list. The order of priority is determined by you. The following is a possible way to organise your Documents Folder.

- 1. Open the **Documents folder**.
- 2. **Create a new folder** and give it a name. Either prefix the name with spaces or numerals ie.**00 DOCK FILES** so that the folder will always be at the top of any list within the **Documents folder**.
- 3. **Double-Click** on **00 DOCK FILES** and then create other folders to suit your needs ie. **HOME, ENTERTAINMENT, HOBBIES, WORK** etc.

These new folders can be given an order or rank by simply numbering each folder. However remember that single digit numbers will only allow nine folders in order because number **10** appears in ranked order coming after **1** as **10** followed by **11** and **12** etc.



4. Inside the **00 DOCK FILES** you may create any number of folders to suit your needs. For example if your interest is bowling, then you may dedicate a folder for **BOWLS** or **TOURNAMENTS**. Within each folder you can create sub-folders to accommodate other sections with that same theme. These folders can always be added to or edited later.



Remember not to establish too many layers of folders until you get used to working with the various files that are housed within the folders. Systematically label and name everything.

If you save everything to the Desktop, then files can be sorted and placed in folders of your choice at your leisure.



HOW2 Organise Files Using Tags

To make files and folders easier to find you can attach tags to them and store them on your Mac or keep them in iCloud.

HOW2 Tag files and folders

- 1. To add multiple **Tags** to any file just hold the pointer to the right of the document title, click the arrow, click in the **Tags field**, then enter a new tag (or choose one from the list).
- 2. When **Tagging** a new file, save it and in **Save dialog**, click in the **Tags field**, and enter a new tag, or choose one from the list.
- 3. To **Tag** a file on the desktop or in the Finder, first highlight the File and then open the File menu. **Alternatively Control-click** the item (or tap it with two fingers). **Choose** a colour below **Tags**, or click Tags to choose from more tags or enter a new tag.
- 4. The item can be selected in a Finder window by clicking the **Tags button** , then enter a new tag, or choosing one from the list.

HOW2 Find items you tagged

1. By **Clicking** the **Finder** icon in the **Dock** and opening a Finder window you can see everything with a certain tag, click the **Tag** in the Finder sidebar.



Brian the Pirate's Tips

continued from previous page

- 2. To change the items you see in the sidebar, choose **Finder** > **Preferences**, click **Tags** and then select the tags you want to see.
- 3. **Tagged** items can be sorted or searched for in the Finder. Enter the tag colour or name in the **Finder search field**, then select the **Tag** from the suggestions.

HOW2 Remove tags

- 1. **To Remove Tags, Control-click the item** (or tap it with two fingers). Click **Tags** and Select the tag/s you want to remove, then press **Delete**.
- 2. To **Remove Tags** from your Mac, **Choose Finde**r > Preferences, then click **Tags**. Select the tag/s you want to remove, then click **Remove**.

HOW2 Edit tags

Choose **Finder** > **Preferences** and click **Tags** and do any of the following:



"I had a pretty good day. For a little while, my computer and I were both functional at the same time."

- 1. **To See a Tag in the Finder sidebar** Select the blue checkbox to the right of the **Tag**.
- 2. To **Change a Tag colou**r Click the colour next to the **Tag** and choosing a new colour.
- 3. To **Change a Tag name** Click the **Tag**, then clicking the tag's name and entering a new name.
- 4. To Create a new Tag Click Add +.
- 5 To **Delete a Tag** Selecting the Tag and then clicking **Remove**.
- 6. To **Add a Tag** to the shortcut menu Select the **Tag** in the list and drag it over the **Tag** you want to replace in the favourites section at the bottom of the window.
- 7. To **Remove a Tag from the shortcut menu Drag the Tag** out of the **Favourite Tags section** until you see a gray remove sign (x).



"I'm no expert, but I think it's some kind of cyber attack!"





SeniorNet Mac Inc. Rooms and Learning Centre
41 Essex Street, Christchurch

Fitzgerald Avenue