NEWS
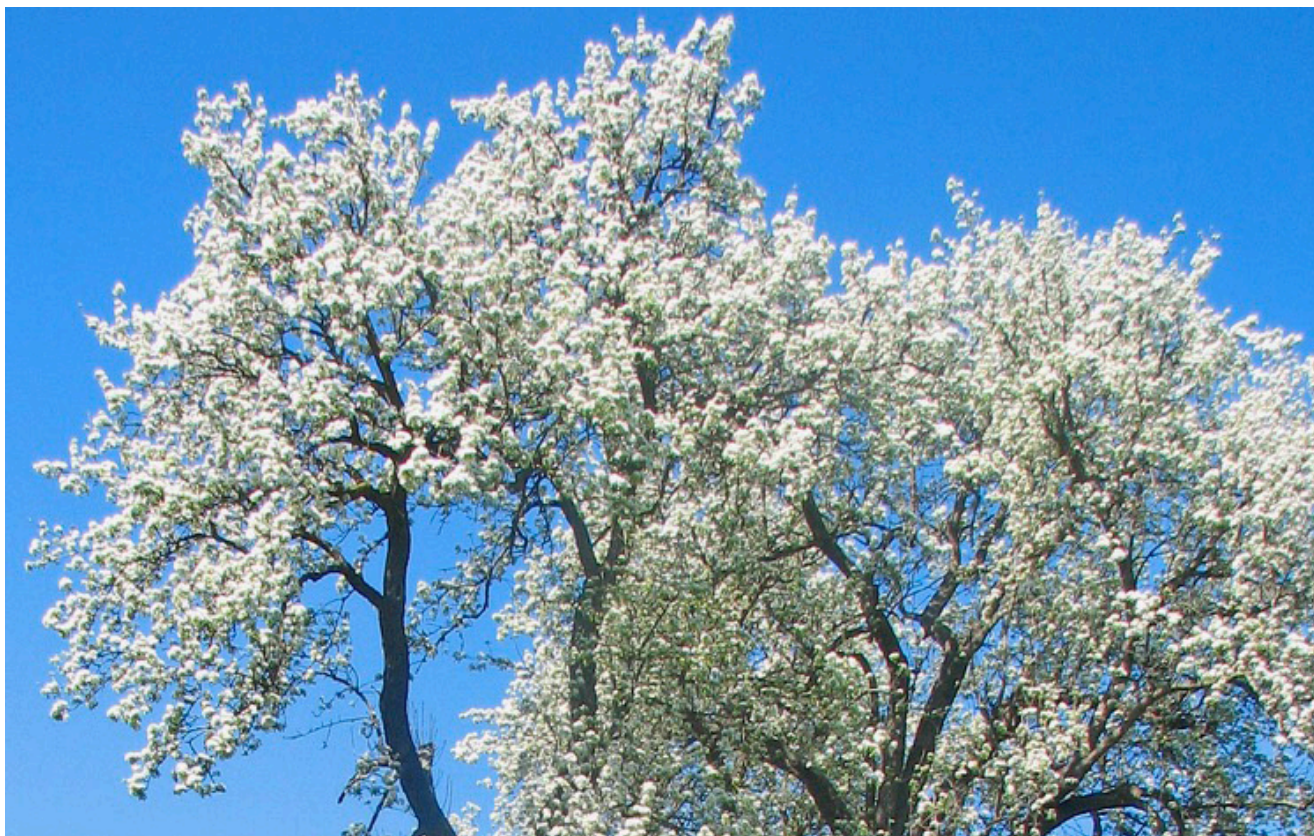
No 111
August/September 2019

Official Newsletter of SeniorNet Mac Inc. Christchurch

Telephone 03 365 1979   http://seniormac.org.nz

From the President

— Barbara Blowes

We had a very interesting speaker Bronwyn Groot at our monthly July social. Bronwyn's talk was about all the types of SPAMS and SCAMS that are doing the rounds at the moment. Two of the scams that she talked about I had never seen or heard of so we all have to be very vigilant in this digital world.

Why I am writing about this to you is that over the last two weeks I have heard of three people who have been scammed with the latest SPARK phone call or email. Spark ring you up, probably catch you when your guard is down, or you are feeling depressed with life's problems and you are very easy prey in these circumstances.The people I have heard of have been scammed out of a lot of money (thousands) not something you would feel good about at all.You will need to have your computer professionally cleaned at a cost, you have to deal with your bank and all through this stressful time you have to tell your families what has happened. I really feel for you if this happens but please I can't stress enough if you get any emails that you are not sure about the sender hit DELETE. Any phone calls from SPARK, HANG UP, don't have a conversation with them they are only after your MONEY.

If you need help about any of these scams please contact SeniorNet Mac or ring me. Please don't get caught, be very careful.

I am ordering more copies of Bronwyn's LITTLE BLACK BOOK on SCAMS and I will let you all know when there will be free copies of this book at our Learning Centre.

**SeniorNet Mac Inc. PO Box 475
Christchurch 8140
41 Essex Street, Christchurch
Web:** http://seniormac.org.nz/

Morning Sessions

MONDAY, WEDNESDAY, and FRIDAY 10.00 am to 12 Noon

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

03 365 1979
and leave a message

Items that can be solved quickly will be $5 but problems requiring significant time will attract up to $20 workshop charge.

The SeniorNet Mac *Apple NEWS* 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.

Contents

Out of my mind... Back in 5 Minutes

Editorial

Hi there.

Here we are into August, our Daffodils are out, and so far we have had a fairly mild winter. The Black Caps lost the Cricket World Cup final in a fiasco result, but the sun still comes up every morning and goes down in the evening just the same. The Crusaders got their 3 peat, the Silver Ferns are now World Champions once again. The All Blacks have had a narrow win and a draw. The UK have a new Prime Minister, (where to now with Brexit?). In this issue of *Apple News* we have the regular features— From the President, Profile, Brian the Pirates tips, Courses and Workshops, Members Photo Corner. I have begun a new series on Typefaces with Part One (further Parts in the coming months). Tech Tips from Pam Doughty, and an article supplied by a SeniorNet Mac Member plus details on "Kanopy" a new download service available to Members of the Christchurch City Libraries. Also an excellent article from Bronwyn Groot on Spams and Scams.

Deadline for October/November Apple NEWS

September 28th

Please have your copy for the next *Apple NEWS* 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

Lynn and Graham King, Charlotte Rivers

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.

Cookin' with

APPLE BUTTER-SCOTCH PIE

Take 6 or 8 apples, 1½ cups brown sugar, 1 cup of water, 1 teaspoon of vanilla, 4 tablespoons of flour, 2 tablespoons butter, 2 teaspoons vinegar, a pinch of salt.

Cook half the sugar with water and vinegar until it boils, add apples (cut fairly large) and cook until tender. Remove apples. Mix remaining sugar with flour and salt, add slowly to syrup until it thickens. Remove from stove, add butter and vanilla, let cool. Line deep pie dish with pastry, fill with the apples, pour over the butter-scotch mixture. Place criss-cross strips of pastry on top, Bake in a fairly hot oven.

IMPORTANT
INTERNET BANKING

Our Direct banking number is 020816-0376043-00

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

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

We have no way of telling who they are from.

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

Elizabeth Chesney
Treasurer@seniormac.org.nz

Helvetica • Baskerville • Univers • **Bodoni** • Arial • Times
Tekton • *Brush Script* • Goudy • *Chopin Script* • Garamond
Snell Roundhand • Zapf Chancery • Memphis • Rockwell
Caslon • Copperplate • Hobo • Cooper • Stencil • Gill • *Mistral*
Fette Fraktur • **THORNE SHADED**
Bernhard • LITHOS PRO • **PLAYBILL** • **STENCIL** • Penhurst
Goudy Text • Baskerville • Reisling • **Marker Felt** • RIALTO

Part One

Introduction

Today in this digital era, you are overwhelmed by a proliferation of typefaces—TV Adverts, Posters, Signage of every description, Brochures, Magazines, Books and Book Jackets, Newspapers, Shop signs, Road signs—in fact everywhere that you look there will be typefaces.

When I began my apprenticeship as a Hand Typographer in 1952, there were only typefaces used in Newspapers, Invoices, Statements, Invitations, Shop signs, Posters, Books and Magazines. And most of those typefaces were Sans Serif, Serif, Scripts and Blackletter (more commonly known as Old English).

Though the firm that I was working for had a much wider selection than most printers, due to my employer on a visit to the USA in the early 1920s importing a wide selection of American typefaces.

Today in this digital era I have available on my personal computer over 1000 diferent typefaces which I have collected over the last 28 years.

The Basics of the different typefaces

They are Serif, Sans Serif, Scripts and Blackletter.

Examples of Serif faces O indicates the Serif—

Baskerville Times Goudy
Bodoni Garamond Caslon

Examples of Sans Serif—

Helvetica Univers Arial
Gill Sans Futura

Examples of Scripts—

Snell Roundhand *Chopin Script*
Baroque Script *Shelly Volante Script*

Examples of Brush and Freehand Scripts—
Brush—

Ashley script *Mistral* *Reporter*
Brush Script

Freehand—

New Berolina *Savoye* *Tekton Oblique*
Ruling *Freestyle*

Examples of Black Letter—

Goudy Text Fette Fractur
Notre Dame San Marco
Wittenberger Fractur

Those are the basic typefaces, obviously there are many more—in the next installment I will give you more, such as Display faces, Decorative faces, Modern faces—and discuss their origins and tell you what are my favourites, why they are my favourites.

"How would you like your alphabet soup... Helvetica, Courier Bold or Comic Sans?"

**Dale Chihuly Glass Exhibition,
New York, Bronx Botanical Gardens,**
(photos taken by Erika White during her visit in September 2017)

Blown Glass Art
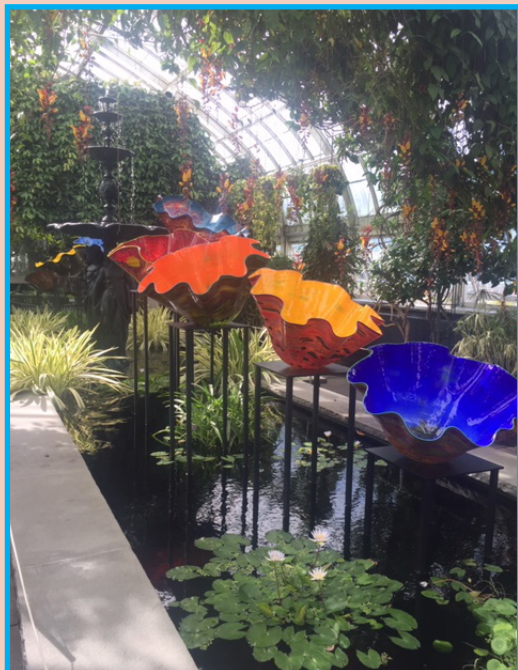
Macchia Forest appears molten, especially when illuminated at night.

This creation is called White Belugas (white whales) so graceful and delicate.
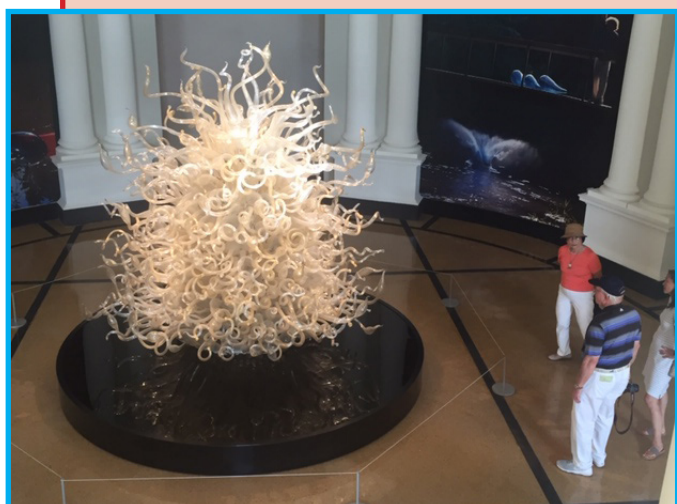
Citrus Fruit—Sol del Citron.

Garden Fiori adds a magical display of art and light to the surrounding natural specimens.

Artist Dale Chihuly returned to New York City with his first show in ten years: a grand exhibition in the New York Botanical Garden (NYBG). The showcase, titled CHIHULY, includes glasswork sculptures that will be radiating throughout the gardens all summer long, by day and night. With site-specific installations, CHIHULY aims to interact with the landscape of the gardens to build a dialogue between movement, color, and light. *(Google: "Chihuly Glass Exhibition New York" for more amazing photos)*

Hi my name is Andrew Grant

I was born in Christchurch in 1948; my mother was also born in Christchurch; my father was from Scotland. Growing up, when I heard a pipe band I would always try to get to the front of the crowd to watch them play. In the late fifties my father managed to get me into the Irish Society Pipe Band here in Christchurch, the only one in NZ. Dad was the bass drummer for the band, which was quite funny as he was Scottish.

In 1966 I started work as an apprentice at Suckling Brothers Shoe Factory in Dundas Street. I worked there for a number of years, while still playing the bagpipes on and off. Then in 1980 I joined the Canterbury Caledonian Society Pipe Band grade 3

I worked my way up to being Pipe Major.

The Caledonian Pipe Band then started a grade 4 band, so I moved there and became Musical Director. We had really good results as I had a good team with me. They then decided to change the uniform from military uniform to alternative. With a bit of knowledge working with leather I said to the committee that I could make new sporrans and waist belts for the grade 3 and 4 bands. That's how I started making sporrans and belts for other bands. Then I looked at different types of sporrans such as day type sporrans, semi dress, and dress also children's sporrans.

So it turned out I was making sporrans for: Canadian, Australia, and New Zealand Pipe Bands.

Now that I have retired, I no longer play the pipes and I am also cutting back on making sporrans and waist belts. I have now joined Santa's Work Shop making wooden toys for underprivileged children.

Creating Animated Titles in Keynote for iMovie

—courtesy SeniorNet Mac member Joe Adams

Open Keynote

(1)   Select Theme and wide screen

(2)   Remove Sub-title box and type in title in large top box on screen.

(3)   Make this text box full screen .

(4)   Increase type size to fill space and type title and style - around 500 points ideal.

(5)   Centre vertically and SET COLOUR TO GREEN - this is important.

(6)   Now select Build-in animation at top right panel (eg Swoosh) and set duration (maybe 8 sec)

(7)   Next set animation (eg maybe pop and duration 9 ideally 4 sec)

(8)   Now choose Build-out animation (say Skid) and ensure Playback settings are on Self Play.

(9)   Go to File and Export to Animated clip< choosing Tiff and 1080 and a movie will build.

(10)   Now minimise or close Keynote.

Open iMovie

(11)   Create New Project, Select and import first clip.

(12)   Find Title Clip seated in Keynote, drag in to timeline ABOVE clip, Select and click Greenscreen.

(13)   Use Greenscreen erase button and click on Title.

(14)   Trim or extend both clips to suit and your movie is now ready to be built or added to.
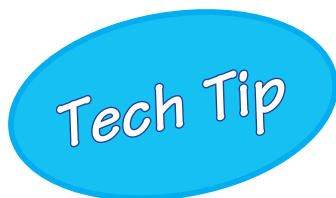
Draw within Notes — iOS12

NOTE: I have only tried this on an iPad.

There is a distinct difference between adding a Sketch Object and Drawing on a Note on the iPad.
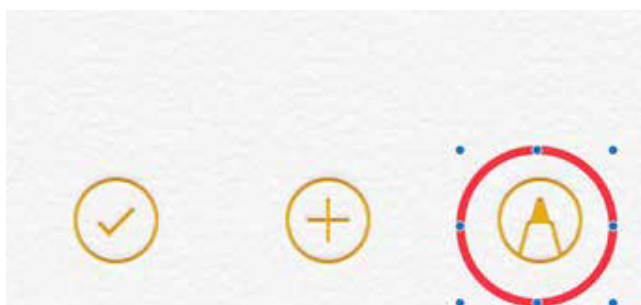
Tapping on the pen/pencil icon (as shown above or located on the on-screen keyboard) brings up many tools but there is no ruler and no 'selection' tool.

Drawing this way allows more control over the various tools and provides a pop-up palette area to select colours.
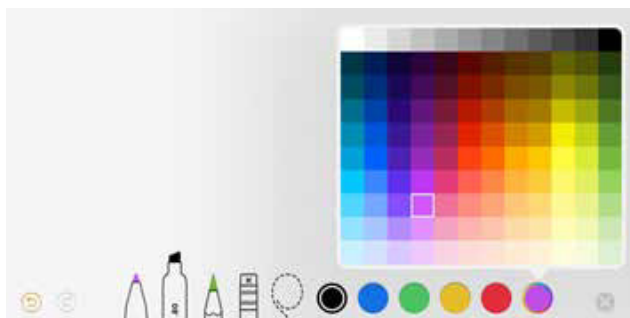
If you need the ruler then you need to add a Sketch Object by tapping the +.

Scan Documents

Take Photo or Video

Photo Library

Add Sketch
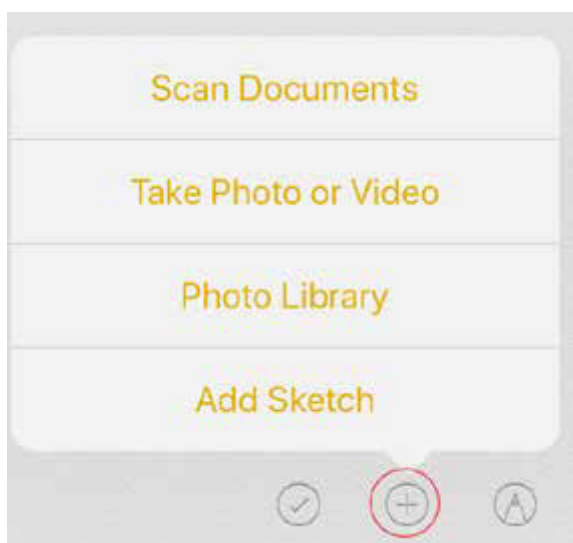
When you add a sketch this way the tools differ slightly— I cannot find how to control the 'width' of the lines created. Colours are selected by sliding left and right across the 'dots'.

The 'object' created this way will be shown when you view the 'attachments' associated with your notes.

One final tip

When drawing on a Sketch Object you do not actually tap the ruler icon to select it.

You can place the ruler on the screen by tap-and-hold with, in my case, your left hand. Try it! The ruler will appear.

Keeping hold of your 'ruler' you can move it around until you are ready to draw beside it with the tool of your choice (with your other hand).
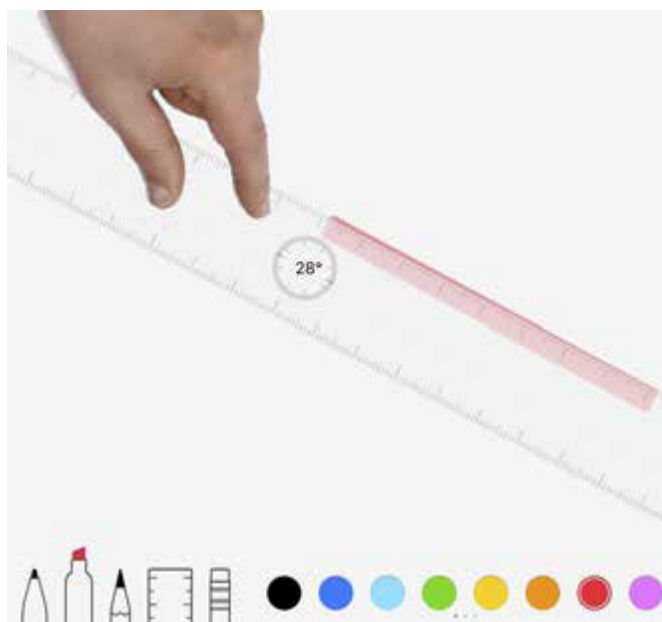
iWork v Microsoft Office

Apple has a comprehensive set of tables showing the ways Pages, Numbers and Keynote support popular Microsoft Office features at

https://www.apple.com/mac/numbers/compatibility/

Information—Photos—Mac OS

Using Photos on your Mac you can view and add information about each of your photos (and in some cases if more than one photo is selected you can add the same information to each of the selected photos). For example, you can see details of the camera that took the photo, the date and time a photo was taken and assign captions/descriptions and titles.

To view or change information for a photo, you open the photo's Info window:

• Double-click a photo to view it,

• click the Info button in the toolbar or press Command-I.

• You can now alter any of the following:

Title: Enter a name in the Title field.

Description: Enter a caption in the Description field.

Keywords: Enter keywords in the Keywords field. As you start typing, Photos suggests keywords that you've used before. Press Enter when you've finished a keyword. To remove a keyword, select it and press Delete.

Favourite: Click the Favourite button to mark the photo as a favourite. Click the button again to unmark it. (The favourite button is a tiny heart shape).

Faces: Click the PLUS to Add a Face. Move the circular area (face identifier) over the photo and type a name to identify a face.

Click multiple times and drag the face identifier over different faces to identify multiple faces in a photo. As you start typing names, Photos will suggest names you have used before and/or names from your Contacts. Click the X in any face identifier to delete it.

Photos can display the title you assign to photos in the Info window, metadata (other information about each photo, such as its file type), and badges that identify whether the photo has been edited, had keywords added, and more. To ensure Photos display this information select View >Metadata > and tick the metadata name(s) you want displayed.

Change a photo's date and time

You can change the date and time associated with a photo or a group of photos. You might want to do this if you travel to a location in another time zone, and your camera assigns your photos dates and times that are correct for your home, but not the place you visited.

• Select the photos you want to change.

• Choose Image >Adjust Date and Time.

• Enter the date and time you want in the Adjusted field.

• Click a time zone on the map, if necessary.

• Click Adjust.

Change a photo's location

To adjust the location double-click the date and time field within the Information area. OR Select Image >Adjust Date and Time

Accessing tools: iWork apps — MacOS

When using Pages, Numbers or Keynote the Format side-panel includes an Arrange tab giving options for positioning objects with precision.
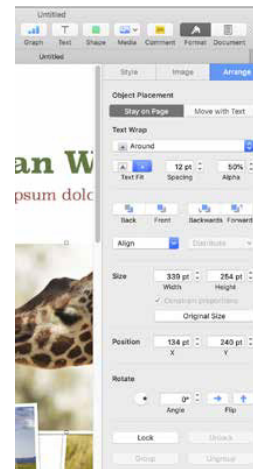
To make the tools easier to access select Show Arrange Tools from the View Menu.

The tools are then available as a pane, which can be moved anywhere on your screen.
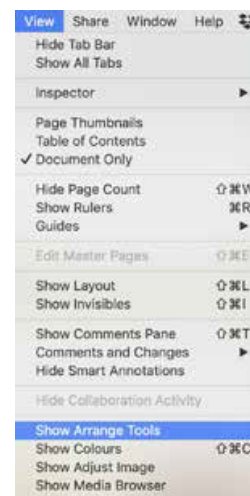
It is also possible to use this technique with Colours, Adjust Image and the Media Browser.

Fed up with the Dross and Pap that Prime Time TV offers ?

If you are a member of Christchurch City Libraries—then this is your answer !

Kanopy is available through Christchurch City Libraries—contact them and with your Membership card plus a password they will sign you up for an account and give you instructions on how to Download etc.

Kanopy is an online video streaming service providing thoughtful entertainment aimed at adults and kids. Kanopy has more than 10,000 of the world's best films, including award-winning documentaries, rare and hard-to-find titles, film festival favourites, indie and classic films, and world cinema with collections from Umbrella Entertainment, Madman Entertainment, Under the Milky Way, SND Films and thousands of independent filmmakers.

Sign up for an account and you will get 10 play credits per month. Once you press play on a video, you will automatically use one play credit. When you have selected a film, you have 3 days to play your selection as many times as you wish. Once you've used the 10 credits for the month, you won't be able to watch any films until your new monthly quota arrives on the first of the month.

Films can be streamed from any computer, television, mobile device or platform by downloading the Kanopy app for iOS, Android, AppleTV or Chromecast. Set up an account then login into the app.

GUEST SPEAKERS

27 August

Dr Geoffrey Rice

Pictorial Overview of Lyttelton's history up to about 1990.

Dr GEOFFREY RICE is an independent historian who was formerly Head of History (2006-10) at the University of Canterbury, where he started as a student in 1965 and ended up as Emeritus Professor. He was general editor for the second edition *Oxford History of New Zealand* (1992). His more recent books have been in local and public history: *Christchurch Changing: an illustrated history* (1999) and *Lyttelton, Port and Town* (2004) have both been reprinted. The second edition of his definitive account of the 1918 influenza pandemic in New Zealand, *Black November* (2005), was shortlisted in the History section of the 2006 Montana NZ Book Awards. His more recent books include *Victoria Square: Cradle of Christchurch* (Canterbury University Press, 2014), *Cricketing Colonists: the Brittan Brothers in Early Canterbury* (2015), and a co-authored biography of Dr Leslie Averill (2018). He was secretary of the Canterbury Historical Association for 25 years, and is currently secretary of the Canterbury History Foundation. A condensed and updated version of *Black November* was published by Canterbury University Press in 2017 as *Black Flu 1918*. A collection of eye-witness accounts of the 1918 pandemic in New Zealand was published in 2018 as *That Terrible Time*.
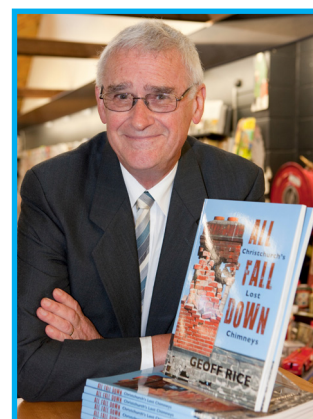
Dr Geoffrey Rice

24 September

New Horizons

This will be an enjoyable, interactive and interesting afternoon looking forward into the future of digital technologies and SeniorNet Mac's place within it. Laugh, learn and have your say. Facilitated by members of the Committee.

SeniorNet Mac

Social & Luncheons

25 June

Ross Clendon

Ross is a long-standing member of SeniorNet Mac and our honorary legal advisor, so it was a pleasure to hear about some of his background experiences when he and his family lived in Manilla, Philippines, from 1985 to 2005. As is often the case, his "trailing spouse" (Ross' words, not mine) gave up her work in Wellington and moved the family, twin boys barely a year old, to be where Ross had been offered work as legal advisor in the Asian Development Bank (ADB). They went initially for 3 years and stayed 20, sending the twins back to New Zealand aged 13 to live with their grandparents in Christchurch and have a more "normal" life rather than the "luxurious" life of expatriates in Manilla.

The first part of Ross' talk was about the nature and set-up of the ADB and the second part about his personal reflections on being an expatriate family in Manilla. It was not easy separating the two as they were so intertwined. He began by explaining that the ADB was set up mainly at the instigation of the Japanese in the same way the World Bank was set up after WWII to help nations get funds for rebuilding and development. The main goal was to alleviate poverty by providing low interest loans to the most needy areas of Asia, an area stretching from the edge of Europe in the West across the Baltic States, Mongolia, India, Indonesia, the Philippines, China, Japan and as far East as Samoa. There are 64 nations who are members, including New Zealand, some as donors and others as recipients. The donor members underwrite the loans giving the bank credibility. While improvements have been made to reduce the number of people in abject poverty in this area, there is still a long way to go. Although China became and is still a member of ADB, it now has its own Development Bank centred in Beijing with 99 members across the world including the Americas with billions of dollars at its disposal.

Ross' role was to ensure all the documentation regarding the loans was correctly set up. To do this he travelled extensively throughout the region but also went to the UK, US and Western Europe. His favourite among all the countries was Mongolia. At first he loved the travel but in later years he was ready to stay at home more often. His wife was very involved in the expatriate community as there were over 50 different nationalities working in the ADB and lots more in other sectors. She particularly enjoyed working voluntarily in the museum and helping to organise the bridge club. They had Philippino maids, gardeners and cooks to look after them, and then they in turn helped these Philippino families if there was need. They found the people of the Philippines were really friendly and hard-working. Looking back, would he do it all again? His answer was yes but he was not sure whether his wife would give the same answer.

Raffle Results 25 June

1st. Wendy Perkins

2nd Christene Berry

3rd Quoylene Hansen

30 July

Bronwyn Groot

Raffle Results 30 July

1st Judi Millar

2nd Lynne Grego

3rd Margaret Higgins

We had a large attendance of 58 people at our July Social and Luncheon and an excellent speaker, in Bronwyn Groot who is a Fraud Education Manager. She advised everyone who attended of the different types of scams and by the look on their faces and the gasps from some of the audience I think they were flabbergasted at the number and different types of scams that are around today.

Sections of those attending enjoying their Lunch.

SeniorNet Mac

Social & Luncheons

Sections of a rapt audience during Bronwyn's Presentation

"....and you say that you spent 6.35 years deleting spam from your emails."

"WELL, I *TOLD* YOU NOT TO OPEN THAT ATTACHMENT!"

Bronwyn Groot "Scams" — Fraud Education Manager
Commission for Financial Capability (CFFC)

Bronwyn has won several awards for protecting the elderly.

Dec 2018 losses of $33 million

Types of scams:
Charity
Romance
Money Laundering
Investment
Car Trading
Door-to-door
Tax
Health and Medical
Purchase of Merchandise
Subscription Traps
Emergency
Mobile Phones
Phishing & Smishing
Identity Theft etc. ……….. All provide link sites to get information from YOU.

What to do when in doubt:
1. Hover the mouse over the sender's address to check if a genuine sender.
2. Stop and THINK

Scammers want to isolate you. Currently the biggest scams from phone (landline), they try to keep you engaged (up to 8 hours) while they work in the background collecting data about you. Basically they are trying to glean details of your bank account/credit card. Either hang up the phone or ask the scammer to call back, then ring your ISP and check.

Recovery room scams. This usually occurs some weeks/months after you have been previously scammed, the "new" scammer pretends to be from the police and details the previous scam and suggests knowledge of what they advised you to do including reporting to the police, cancelling the credit card, changing email address etc. All leading you on towards you providing details of your new credit card.

Every minute of every day huge amounts of data is exchanged.

Subscription Traps: Over 103 million letters are sent through the mail (snail mail) consisting of glossy brochures and follow-up type subscriptions.
Scams often include confidentiality clause.

What to do when you receive a scam or suspected scam:
1. Show the fake letters to the police.
2. Use a separate credit card with a low amount ie $500.00 for online shopping.
3. Cars in Malls requiring you to fill out a form giving contact details etc. This data is on-sold.
4. Beware of abuse from loyalty cards.

Fraudsters are real —You're the target—Learn to fight fraud—Report it!

Protect yourself by seeking out more information ………… www.scamwatch.govt.nz

Tips to Protect Yourself
1. Keep your computer systems up-to-date, reputable antivirus software and strong passwords.
2. Validate all transfer requests either on the phone or in person. Never use the contact information provided in emails.
3. Verify the sender's email address. Scammers may use similar addresses from legitimate ones.
4. Limit the details you share publicly.

Notes by Bryan Kelly

Example of an IRD Tax Scam

From: Inland Revenue [mailto:noreply@is.mailpost.co.nz] ← Not from ird.govt.nz
Sent: Monday, July 22, 2019 3:58 AM
To: [redacted]@xtra.co.nz
Subject: Your Income Tax Update: July 2019

Having trouble viewing this email? View Online

Inland Revenue
Te Tari Taake

Your Income Tax Update

July 2019

Dear [redacted]@xtra.co.nz, ← No personalised greeting

You are eligible to receive a refund of $319.27 NZD. ← Inland Revenue do not include dollar amounts in refund emails

You have GST returns for period ending **1 July 2018**, due **31 July 2019**, now available for refund!

Remember: We tried to send it to you automatically but were unable to do so as we don't have your details on file.

Ready to refund it now?

- Have your credit/debit card ready.

- Open the application form below in your browser and login to your myIR account.

- Follow the instructions on your screen.

Remember, If you are not the intended recipient of this email, please reply to inform us that you have received this email in error and then delete it without retaining any copy.

Note: Make sure all your income, benefits and family details are up to date in myIR, this will help make sure you're getting the right entitlements.

Your Summary

- Issuing number: 81226191068120

- Issuing date: July 22, 2019

- IR number: NZ-01V3RAGJ57NUWH ← Not your IRD number, in fact not a valid IRD number at all

- Receiver: [redacted]@xtra.co.nz

- Payment method: myIR Online

Hovering over the link shows that the link does not point to ird.govt.nz

To get Started

Please take few moments to complete this quick refund form.

To start, please visit our website below:

https://services.ird.govt.nz/cgi-bin/qwebRefunds.dll?idx=[redacted]@xtra.co.nz

http://irdirsso-services.blogdns.net?https:/services.ird.govt.nz/cgi-bin/qwebrefunds.dll
Click or tap to follow link.

After completing it, please submit the form on your screen and allow us from 1 up to 5 business days for processing.

Courses & Workshops

2 Week Courses: $20
Workshops: $10
One on One $20 per session

Please pay at the start of your Course or Workshop.

All Courses and Workshops held at the SeniorNet Mac Rooms, 41 Essex Street, Christchurch

SEPTEMBER

COURSE DESCRIPTIONS

iPad Basic.	Basic operations for iPad
Mac Basic 2	Using important apps, their setup/customisation
iPhone apps	How to use the key Apple provided applications on iPhones

COURSES					
iPad Basic	2 weeks	3rd Sept.	10th Sept.	Tuesday	10 -12 noon
Mac Basic 2	2 weeks	11th Sept.	18th Sept.	Wednesday	2 - 4 pm
iPhone applications	2 weeks	16th Sept.	23rd Sept.	Monday	2 - 4 pm

WORKSHOP DESCRIPTIONS

Skype/ FaceTime	Basic video conferencing applications
iPad /iPhone Introduction	A basic introduction to the iPad and iPhone
Updating to iOS13	New features in iOS 13, iPad and iPhone
Family History	Discovering your ancestry

WORKSHOPS			
Skype/FaceTime.	5th Sept.	Thursday	10 - 12 noon
iPad/ iPhone Introduction	17th Sept.	Tuesday	10 - 12 noon
Updating to iOS 13	19th Sept.	Thursday	10 - 12 noon
Family History	26th Sept	Thursday	10 - 12 noon

For all of the above Courses, Workshops, Contact: bookings@seniormac.org.nz

or Phone 03 3651979 and leave a message. We will contact you as soon as possible.

We prefer that members with iPad and iPhones take an iPad/iPhone introductory workshop before taking any other course relative to their device. Please contact the teacher if you are confident that you have sufficient basic knowledge to move to the next level.

Courses & Workshops

2 Week Courses: $20
Workshops: $10
One on One $20 per session

Please pay at the start of your Course or Workshop.

All Courses and Workshops held at the SeniorNet Mac Rooms, 41 Essex Street, Christchurch

October

COURSE DESCRIPTIONS

iPad Basic	Basic operations for iPad
Mac Basic 1	Introduction to Mac, Finder, Doc and running applications
iPhone apps	How to use the key Apple provided application on your iPad under iOS13
Pages on the Mac	Text formatting word processing/ page layout document settings and more

COURSES					
iPhone Basic	2 weeks	1st October	8th October	Tuesday	10 - 12 noon
Mac Basic 1	2 weeks	2nd October	16th October	Wednesday	2 - 4 pm
iPad/iPhone apps	2 weeks	14th October	21st October	Monday	2 - 4 pm
Pages on the Mac	2 weeks	23rd October	30th October	Wednesday	2- 4 pm

WORKSHOP DESCRIPTIONS

Apple T. V. and Netflix.	Streaming video services
Simple word processing	Getting ready for Xmas letters
IPad/iPhone Introduction	A basic introduction to the iPad and iPhone
Reunion application	Data base on family history

WORKSHOPS			
Apple T.V. and Netflix	7th October	Monday	2 - 4 pm
Simple word processing	9th October	Wednesday	2 - 4 pm
iPad/iPhone Introduction	17th October	Thursday	10 - 12 noon
Reunion application	24th October	Thursday	2 - 4 pm

For all of the above Courses, Workshops, Contact: bookings@seniormac.org.nz

or Phone 03 3651979 and leave a message. We will contact you as soon as possible.

We prefer that members with iPad and iPhones take an iPad/iPhone introductory workshop before taking any other course relative to their device. Please contact the teacher if you are confident that you have sufficient basic knowledge to move to the next level.

Brian the Pirate's Tips

15 Keyboard Shortcuts Mac users need

Most Mac users know **Command-C** means **Copy** and **Command-V** means **Paste**, but there are many other useful shortcuts to make a Mac user's life much easier:

Command + M
> Press this combination to minimise the front app window to Dock, or press **Command-Option-M** to minimise all the windows belonging to the front app.

Command & Option
> If you can't see your desktop for all the open applications, just hold **Command** and **Option** down and click anywhere on your desktop. If you just want to get to all the open windows in any app, hold down the same keys and click on any available window for that app.

Command + Shift + A
> When in Finder (Desktop view):
> > **Command + Shift + A** to get to your **Applications folder**
> > **Command + Shift + U** to open your **Utilities folder**
> > **Command + Shift + D** for Desktop
> > **Command + Shift + H** for Home
> > **Command + Shift + I** to access **iCloud Drive**

Command + Space
> Opens **Spotlight**, and just start typing your query.

Command + L
> The fastest way to make a search or navigate to a Website in Safari, *Command-L* instantly selects the address bar: start typing your query and select the appropriate choice using the up/down arrows on the keyboard.

Command + Tab
> While keeping **Command key** pressed use **Tab** to navigate to the app you want to use.

Command + Option + D
> Show or hide the Dock (applies to most apps)

Command + up arrow (or down arrow)
> Use the **Command key + up/down arrows** to jump to the **top** or **bottom** of any page.
> Another way is to use **Control + Tab** and **Control + Shift + Tab**.

Command-left/right arrows
> Hit Command and the left arrow to go back a page in the browser window. Hit Command right to go forward again.

Try holding down either the **Command key** while holding down other keys and key combinations to see what they do. Then try holding down the **Option Key** and see what happens while holding down other key combinations - the results may surprise you!

Brian the Pirate's Tips

Tip #2

HOW2 Limit Screen-Time in a Connected World

The world has become more connected than ever, in fact it breaths information overload. Children have countless options on how and when they connect to the internet.

It has easy to understand why limiting screen-time has become virtually impossible. Connected devices such as computers, iPhones, iPads, smart TVs and gaming consoles, all have web browsers that anyone including children can use to surf the web. This all makes it very hard to limit the time children spend online.
In 2016 the American Academy of Pediatrics suggested changes and recommendations for screen-time viewing:

- **Children under 18 months** should avoid screen-time, other than video-chatting (perhaps to parents/grandparents).
- **Children aged 18 months to 2 years** watch or use high-quality programs or apps only if adults watch or play with them to help them understand what they're seeing.
- **Children aged two to five years** should have no more than 1 hour a day of screen-time.
- **Children aged 6 years and older** should have consistent limits on the time they spend on electronic media and the types of media they use.

To date, Australian research has shown guidelines were being routinely broken by children, with 63% of children exceeding the recommended amount of screen-time. For example, in 2016, children spent an average of 12 hours per week online and 10.5 hours watching TV. Similar patterns can be seen with NZ children.

One suggestion was to control children's use of the internet by controlling the time limits when children can go online on any of their connected devices at home. Parents must ensure their children are growing up healthy and getting a good night's sleep.

Another major issue is that inappropriate content is now more available and accessible, than ever before, making it easy for curious children to stumble on something they should not be exposed to.

Parents can set up filtering tools on computers and various other devices which use browsers to access the internet. The NetSafe website offers suggestions to help with monitoring children's use of the internet. Often parents seek advice to curb cyber-bullying and educate children about safe social media usage particularly when they use apps where cyber-bullying could occur.

< netsafe.org.nz >

Cashel Street

Fitzgerald Avenue

BNZ

Raglan Street

41
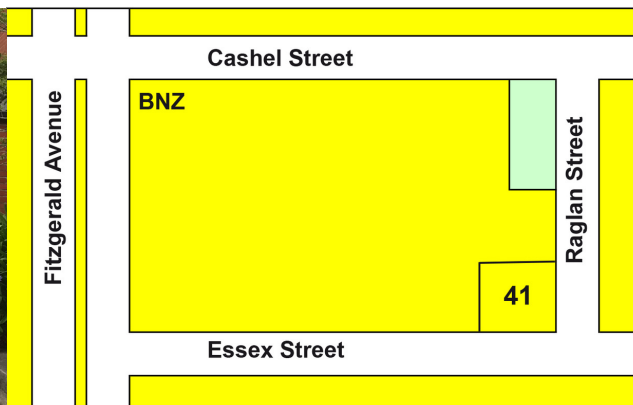
Essex Street

SeniorNet Mac Inc. Rooms and Learning Centre
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