

The January meeting will be held Monday, Jan. 28, 3 p.m., Chota Rec Center. Topic will be Numbers and a trick or two with Keynote (I hope). Topics are getting a little tough for me...I could use some suggestions.

Good news for those of you who love the Mac Mini, Apple has released a new one—the first since 2014. The 2018 version gets great reviews, although the price has increased to \$799. It's a 3.6GHz quad-core that's as fast as the current \$1,499 21.5-inch 3.4GHz quad-core iMac, which was released in 2017. Macworld recommends upgrading, although warns that you may have to buy a USB hub and video adapter.

### **Using the Dock As an Alternative To Browser Bookmarks**

Some people like to put web location files on the Desktop or in the Dock as an alternative to using browser bookmarks. A better idea may be to create a folder to hold web location files and then add that to the Dock. You can set it to List mode and then use file names and folders to further organize your Dock bookmarks. [Read More...](#)

### **Tip: Drag a Window Without Bringing It To The Front**

When you click and drag a title bar of a window to move it, the window pops to the front, ahead of other windows. If you want to move a window without bringing it to the front, just hold the Command key down and click and drag the window. Then you can slide to behind other windows.

### **What you get when you export Calendar and Reminders in macOS, and how to use those files**

The archive formats vary by app and by export selection in Calendar. [Read more...](#)

### **Mac File Save Power User Tips**

When you save a file you get to assign a name and pick a location. The standard save dialog provides a lot of power user techniques that most people don't know about. You can harness the power of Finder windows to choose a location, you can use keyboard shortcuts to jump to locations and cancel. You can click on existing files to inherit the same name. [Read More...](#)

### **Removing Annoying Alerts By Setting Notification Alert Styles**

Many apps will give you alerts that appear in the upper right corner of your Mac screen. You can set whether these alerts need you to click on them to dismiss, or they dismiss themselves automatically, or they don't appear at all. The settings for this are in System Preferences, under Notifications. [Read More...](#)

### **Setting Up Your Mac Mail Signatures**

Email signatures are easy to set up so that you can have your name and other information automatically displayed at the bottom of any email you compose. You can also add multiple email signatures and assign them to different email accounts. You can set a signature to use as your default, or change your signature each time you compose a new message. [Read More...](#)

### **Tip: Autocomplete Hard-To-Spell Words On Your Mac**

If you are typing one of those hard-to-spell words on your Mac, you can start typing the beginning of the word and then use fn+F5 (or just F5 depending on your keyboard settings) to

see a list of words that start with those letters and choose one. For instance, type "maint" and then fn+F5 and then you can select maintenance.