



Treasure Coast Macintosh® Users Group



*Living and playing with iOS,
watchOS, macOS and tvOS devices!*

*Mouse Tales
Newsletter*

February 2017 • Vol. 30 - 2

MEETING

Thursday, Feb. 16

LOCATION - Children's Services Council • 101 SE Central Parkway, Stuart 34994

• In the Green building between Unity Church and Bridges Montessori. Click on this map link - <http://tinyurl.com/clq2mkk>

5 - 8 P.M. "Here To Help"

Bring your laptop, iPad or iPhone and enjoy a format with Beginners tables throughout the room, where you can just join any group:

- iPad
- iPhone
- iPhoto
- Basic Help
- Email & Internet
- How can I ...

6:30 - 8 P.M. "Your Digital Legacy & Organizing Photos"

1 - You can make a will to handle your physical possessions, but what about your digital life—photos, videos, email, documents, and the like? We will review this ebook, written by tech expert Joe Kissell, who covers many aspects of preserving your digital legacy.

2 - In a great **Photos** video, you'll learn how to use albums, smart albums, favorites for tagging/sorting purposes, how to fix date and time issues, rotation, and more to help you get organized!

See you there!

• Early Front Page Edition •
<http://www.tcmug.net>

MISSION: Since 1988, TCMUG has provided a forum for Apple users by creating a member network to share information and offer support in the evolving world of technology.

Speak Screen

iPhone can read the contents of the screen to you, even if you don't use VoiceOver.

Turn on Speak Screen. Go to **Settings > General > Accessibility > Speech.**

Have iPhone speak the screen. Swipe down from the top of the screen with two fingers. Use the controls that appear to pause speaking or adjust the speaking rate.

Highlight what's being spoken. Turn on Highlight Content (a command that appears when you turn on Speak Screen), and the current word is highlighted as it's spoken.

Ask Siri. Say "speak screen."

IN THIS ISSUE -

- **Speak Screen**
- **How to Create a Home Inventory for Insurance Purposes**
- **Take Control of Your Digital Legacy**
- **Mark Weinberg: If you haven't used Apple's Continuity features, you're missing something**
- **Useful Things You Can Do with Siri**
- **How Do You Unsend an Email With Gmail?**

How to Create a Home Inventory for Insurance Purposes

by Craig Lloyd

If your house ever gets broken into or—God forbid—catches on fire, you’ll want an inventory of all your stuff, so that your insurance company will fairly compensate you for the items that you lost.

Most of the time, you can just generically tell your insurance company that you owned this and that, but if you’re not specific with a model number and brand, your insurance company will more than likely reimburse you for the cheapest comparable item. For example, if you just claim a “40-inch HDTV”, but you have a top-of-the-line model worth a lot more than most TVs in that category, your insurance company will find the cheapest 40-inch HDTV it can find and give you a check for that amount.

With that in mind, it’s important to create a home inventory of all your stuff, documenting model numbers, serial numbers, brands, quantity, receipts, and more—the more information you can gather on an item, the better your reimbursement will be.

What Items Should I Keep Track Of?

Obviously, it’s going to be a painstaking process to record and document every single item that you own, which is why you want to carefully pick and choose what you decide to document.

Expensive tech like your computer, camera, and television are obvious ones that you should include, as well as anything else that’s relatively expensive like power tools, fine

china, and perhaps that overflowing collection of pricey shoes in your closet.

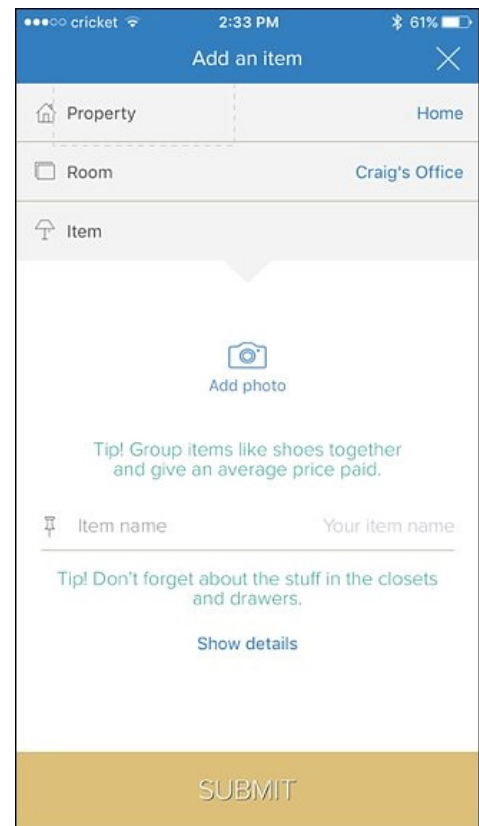
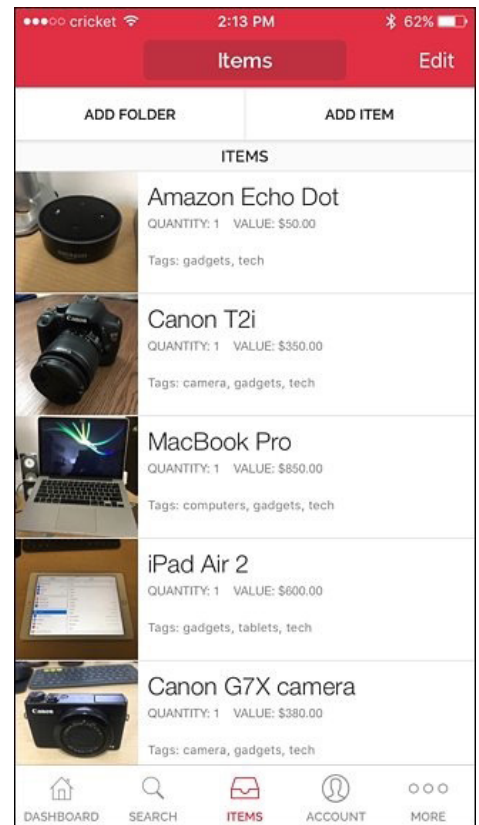
However, it’s always a good idea to at least snap a quick photo of all your general stuff, like the inside of your kitchen cabinets or your closet as a whole—that way you can see what all you have, but you’re not painstakingly documenting each every one of your Tupperware bowls and lids individually.

In any case, no matter what you plan on documenting, here are some methods that you can use to create an inventory for all your expensive gadgets so that if something bad should happen, you’ll get reimbursed fairly.

The Easiest Method: Video

This probably isn’t ideal for everyone, but perhaps the easiest way to create an inventory of all your stuff is to simply walk around your house and record everything. It sounds weird and unorthodox, but it’s fastest and easiest, and most insurance companies will accept this type of proof during a claim—some even recommend this method, including State Farm. Be sure to check with your own insurance company to see if a video is acceptable, though.

All you have to do for this is bust out your smartphone, open up the camera app, and begin recording. Make sure that you not only get the item in frame clearly, but that you get a close-up shot of the model number and serial number, and if you have a receipt of the item, get that on film as well—some insurance companies will reimburse you for the actual price you paid for the item if you have a proof of purchase.



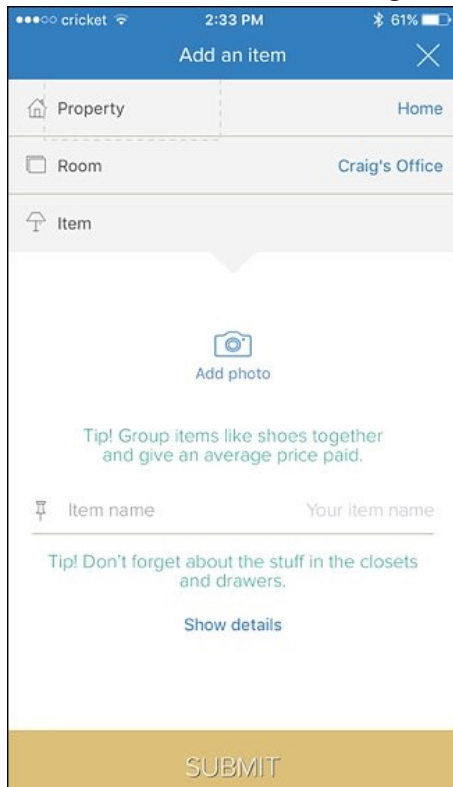
Of course, a downside to this method is that if you recorded one long video, it can be a chore to scrub through it in order to find a single item. You could record

individual video clips, but you would then have to organize all of those clips, which sort of negates the simplicity of recording a simple video.

Use a Mobile App Designed for Home Inventories

There are quite a few inventory apps that you can download, but <http://www.sortlyapp.com> and <https://knowyourstuff.org> are the best ones I've used. Unfortunately, Sortly is iOS only, but Know Your Stuff is available on Android and iOS. Both have their own web interfaces as well.

With these apps, you can create entries for each item in your house and include photos of the device (as well as receipts if you have them). There are entry fields for the quantity, price, purchase date, serial number, and other product details. You can even include a web link to the product from any website, as well as organize items into different folders and add tags to each item to make searching



easier. Sortly also has features that make it great for moving day, where you can create QR codes for moving boxes so that you can quickly view what's all inside of a certain box.

Unfortunately, Sortly limits you to 200 items unless you pay a one-time \$9.99 fee to unlock the premium features, but Know Your Stuff is completely free and doesn't have any limits. Know Your Stuff also lets you export your inventory to a cloud service or print it out (which you'll want to do as a back up), while Sortly requires you have a premium account in order to do that.

Create a Spreadsheet and Take Photos

If you don't want documentation of everything you own to be stored on your phone or on the internet, then the most basic way to create an inventory is to open up a spreadsheet and jot everything down on that. Create columns for the item, description, serial number, price, and any other details you want to include.

You can be as organized or as messy as you want with an inventory spreadsheet, and this is perhaps the best option for those who want complete control over customizability.

As for photos, you can organize them into folders and name each photo after what the item is, and then store the photos either locally on your computer or in the cloud, which can be great if you're running out of storage space on your computer. Plus, Amazon Prime Photos and Google Photos both let you upload an unlimited amount of photos.

A Word on Receipts

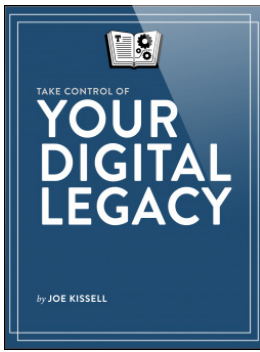
As briefly mentioned above, if you have the receipt for something that you own, it never hurts to take a quick photo of it to have it as a backup (or if you just don't want to keep the paper copy lying around).

There are plenty of mobile apps that can scan receipts and save them in PDF format. Scanner Pro is a great iPhone app that I use for document scanning in general. For Android, the Google Drive app has built-in document scanning that works great (the iOS version does not have this feature, sadly). The Dropbox app also includes built-in document scanning and it's available for both iOS and Android.

If you bought something online, you'll most likely have the receipt emailed to you, in which case you'll never want to delete it—archive it and leave it alone in case you need it in the future. Most email clients offer way more storage space than you'll ever need, so keeping those emailed receipts shouldn't be a big deal at all.

And if you use Amazon a lot, you can view a history of everything you've ever bought and get a copy of the receipt whenever you need it.

In the end, it doesn't really matter what method you use to document all the stuff in your house, just as long as you document it all in the first place—it just really comes down to what system works best for you. Nothing's worse than losing your belongings only to find out that your insurance company won't accept your claim or fully reimburse you. ■



TAKE CONTROL OF Your Digital Legacy

Preserve your data for posterity!

TCMUG is offering this \$15 ebook free to members, look for a TCMUG email next week.

This ebook, written by tech expert Joe Kissell, covers many aspects of preserving such electronic ephemera as part of your digital legacy.

If you're not at the stage of life where you can think about this for yourself, consider that you may have to do so for your parents or other relatives. Following Joe's advice will also help loved ones access your key accounts and important info if you're incapacitated, which can happen at any time.

- Identify your key digital assets: online accounts, photos, audio files, videos, passwords, documents, email, and more.

- Ideal file formats to use, how to deal with social media sites, the best ways to digitize paper documents and photos, and strategies for sharing passwords with family members, among much else.

- Communicate your wishes in a "digital will" and designate someone to be its "digital executor." The book includes a template document that you can develop into a personalized digital will.

- Types of archival storage media, cloud-based storage services, backups, and what instructions to provide about maintaining your data as file formats and storage media types evolve. ■

MARK'S CORNER

By Mark Weinberg
Vice President • TCMUG

If you haven't used Apple's Continuity features, you're missing something

Did you know that you can use your iMac or MacBook with your iPhone to save time and trouble?

You can, and this feature is called "**Continuity.**" It lets you start something on an iPhone and finish up on a Mac, or vice versa.

One example is making cellular phone calls using your iMac or MacBook along with your iPhone.

Here's how I did it:

First, I set up my iMac and iPhone so they were signed into the same Apple ID.

Then I made sure both devices had **Handoff** turned on in the Mac's **System Preferences/General/Allow Handoff**; and on the iPhone **Settings/General/Handoff**. Next, both devices have to be on the same **Wi-Fi network**, and both devices must have **Bluetooth** turned on.

That sounds like a lot of work, but after you do this once, you don't have to do it again.

Now, I was ready to go, with my iPhone next to me as I sat in front of my iMac.

On the iMac, I opened Contacts and found the person I wanted to call. I clicked on the phone number. In the upper righthand corner of the iMac screen, a FaceTime window opened. The window showed the contact and a visible representation of the sound. I could hear the phone call connecting on my iMac's speakers. And I could use the iMac's microphone to talk to the person I was calling.

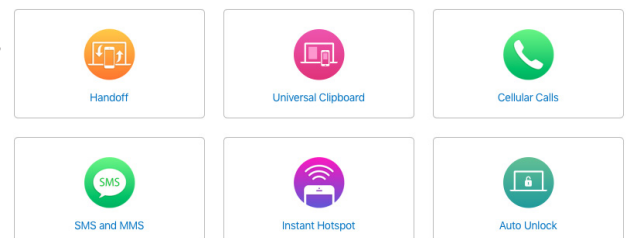
I ended the phone call by clicking "End" in the iMac FaceTime window.

Another way to do this is to open **FaceTime**. In the search box that opens up in the FaceTime window, start typing the name of the contact until the right one shows up. Then click the telephone icon next to the name to start the call.

Once you have set up your iOS and macOS devices for Continuity, you can take advantage of other Continuity features. These include the Universal Clipboard, Messages and other tricks, such as using your Apple Watch to automatically unlock your Mac without typing a password.

Learn the details in this Apple Support document:

<https://support.apple.com/en-us/HT204681> ■



Useful Things You Can Do with Siri

by Matt Klein

Siri can easily be activated by holding down the home button on your iPhone and iPad until it beeps and the Siri interface appears. Siri can also be activated by saying “Hey Siri”, which is invaluable when you’re eating or driving, or your iPhone is simply out of reach, and accessible on your locked screen!

Searching for Things

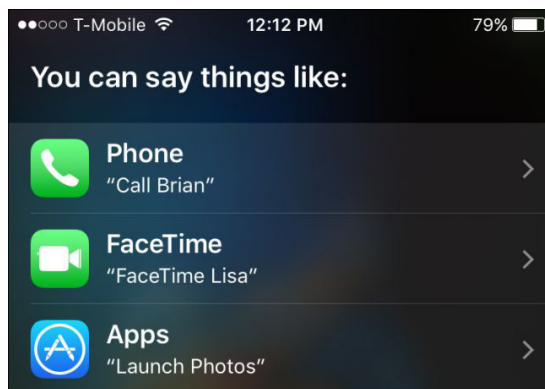
You can use Siri to search, which it uses a variety of web services to pull data from other sources. If you want to find movie times, or know sport scores, then you’ll see direct results rather than being shown websites you could visit to get more information.

Create Reminders

Simply say “remind me to ...” and Siri will instantly add it to the Reminders app on your device.

If you have other iOS devices or a Mac, your reminders will be replicated to those as well, so no matter what Apple device you’re using, you can always access your reminders. Further, you can have Siri give you more specific timely reminders, for example, “Hey Siri, remind me to go to the gym at 3 PM.”

Ask Siri to read you your to-do list, as well as location-oriented reminders like reminding you to perform an action when you leave the house, when you return home, or arrive at a certain place. If you have specific lists, you can tell Siri to add items to it like “add apples to my grocery list” or “add change oil to my to-do list.”



Create Events

Just tell Siri to create an event titled “such and such” at this time on this day and she’ll enter all that into your calendar for you.

Once Siri has the details nailed down, she’ll ask you to confirm or cancel. Once confirmed, the event will be replicated across all your devices so you don’t to repeat the effort on your Mac or iPad.

Want to do more, such as moving meetings, rescheduling appointments, adding people to your meetings, and you can also ask about events, like what the rest of your day looks like, when you’re meeting with someone, and when your next appointment occurs.

Set Alarms

Simply say something like “set an alarm for 8 AM” or “Hey Siri, wake me up at 6:30 AM” and it will turn the alarm on for that appointed time. You can also change alarms such as “change my 6:30 AM alarm to 7:00 AM,” turn off all your alarms, or have Siri set an alarm to wake you after a certain duration, i.e. “wake me up in 45 minutes.”

Call People

You can use Siri to call people by simply telling it who to call. You can even have it call a person on speaker so you don’t have to look

at the phone to turn it on. That way, if you are driving, your eyes never leave the road.

You can also call specific numbers, get your call history, see if you have any missed calls, redial the last number, check your voice-mail, and much more.

FaceTime with Your Friends

You can specify whether you want to make a regular FaceTime call (with video) or a FaceTime call with only audio.

Turn on a Timer

Use Siri to create a timer so that if you’re cooking something and washing your hands, you don’t need to touch the phone.

Setting timers in this way is actually a lot easier than using the Clock app in our opinion. You can also have Siri stop, pause, resume, and so forth.

Find out What Time it is

You can ask Siri what time it is, either where you live, or somewhere more distant.

Play Songs from Your Favorite Artist

You can ask Siri to play songs from your favorite musical artist, or to play songs similar to your favorite artist, or a specific song from your favorite artist, etc.

If you don’t have any music from them on your iPhone or iPad, then Siri will offer to queue them up on an Apple Music station.

You can ask it to play music by genre, play specific albums, and basic controls like play, pause, and skip, among other things.

➤➤➤➤➤➤➤ Siri

Launch Applications

Just tell Siri to “open Dropbox” or “launch YouTube” and you’ll never have to scroll through your home screens again.

You can also have Siri go and fetch apps from the app store, such as “download Twitter” or even have it search the app store for new apps, such as if you’re looking for a cooking app.

Find and Read Emails

You can have it search for email by subject, sender, date, and so forth. Thereafter, once Siri finds the emails, you can have it read them to you, or you can just tap the one you want to open it in the Mail application.

Beyond this, you can ask Siri to check your email, replying to an email, and of course, sending new emails.

Perform Calculations

Why use a calculator when you can just ask for example, “Hey Siri how much is 321 times 19?”

Check Dates

Siri can tell you what day of the week something is, how many days have elapsed between two dates, what day next Friday will be, etc.

Change Settings

Just ask it to turn off something like Wi-Fi, or turn on Bluetooth.

Access App Settings

If you have an app open on your iPhone or iPad, you can quickly access that app’s settings by opening Siri and saying “Settings”.

We like this particular trick because it’s so much faster than accessing an app’s settings the traditional way. Also, you don’t have to

have the actual app open, you can ask Siri to open that app’s settings by saying “open [app] settings”.

Mapping

You can ask Siri to show you how to get from point A to point B, or simply how far away a destination is.

Ask Siri to give you directions home, ask what your ETA is, find the nearest gas station, show you landmarks, and tons of other stuff.

Because Apple Maps has gotten progressively better, you may not even need Google, meaning that you can have Siri route you around the country to your heart’s content.

Take Notes

It’s simple just to ask Siri to take a Note, and like Reminders and events, it will be synced to iCloud so it will be available across all your devices.

Send Text Messages

Ask Siri to “send a text message” to so-and-so, and it will ask you what you want it to say.

Once, Siri has your message ready, you can tell it to send it to the recipient or just cancel.

If you simply want to dictate a message to send, you can just tell Siri to text someone with the message content. For example, “text Mom and tell her I’ll be home for Christmas” or “reply to Kirk that’s fantastic news.”

Read Text Messages

In addition to being able to dictate and send text messages, you can also have it read them to you.

Once Siri has read you your new text message, you can have it reply or simply call the sender.

Follow Sports

For those of you who love and follow sports, you can have Siri keep you abreast of what is going on with your favorite (or not so favorite) teams.

You can ask when a team is playing, who they play, or what the score was, standings and information about specific teams, as well as what games are on, what channel your favorite team is on, etc.

See Where and When Movies are Playing

Ask Siri to show you where something is playing nearby.

Ask Siri about who starred in a movie, find out which types of movies are playing, and so on.

Give Yourself a Nickname

If you don’t want Siri to refer to you by your name, you can tell it to call you by another, and you can change it at anytime by simply asking Siri to call you something else.

Just Ask About What You Can Ask About

Say, “what can I ask you?”

Siri will give you a long list of categories, and when you tap on each one, it will give you further examples of all the things you can do with it.

Say Goodbye

Finally, when you’re finished using Siri, you can make it go away by saying something dismissive like “bye” or “see you later.”

If you want to change Siri’s gender or accent, or have it respond to your voice, then you can do that too. ■

How Do You Unsend an Email With Gmail?

by Heinz Tschabitscher 12-16

Gmail lets you unsend emails for a certain time. Make sure the feature is enabled.

Errare Humanum Est

Did you just send that message to Sam W. instead of Sam G.? It may not be too late. If you use Gmail on the web, you may be able to unsend the message you just sent.

Gmail can hold back delivering emails for up to 30 seconds after you have clicked Send. You can "unsend" an email and recover from false recipients, spelling mistakes, a sub-optimal subject and maybe forgotten attachments.

Unsend an Email with Gmail

To take back an email shortly after you have sent it in Gmail:

- 1 - Make sure **Undo Send** is enabled (see below).
- 2 - After having sent an email in Gmail:
 - Click **Cancel** immediately (if background sending is not enabled),
 - click **Undo** when it appears



- or press **z**.
- 3 - Make any desired changes to the message, then send it again.

Enable "Undo Send" in Gmail

To have Gmail hold back delivery of sent messages for a few seconds so you can take them back:

- 1 - Click the **Settings gear** (⚙️) in Gmail.
- 2 - Select **Settings** from the menu that appears.
- 3 - Go to the **General** tab.
- 4 - Make sure **Enable undo send** is selected for **Undo Send**.
- 5 - Click **Save Changes**.

Change the Time Before a Message Is Delivered With "Undo Send" Enabled in Gmail

You have at least 5 seconds to unsend the email by default and up to 30 seconds. To increase the time before the email gets delivered:

- 1 - Click the **Settings gear** in your Gmail's toolbar.
- 2 - Choose **Settings** from the menu that has come up.
- 3 - Open the **General** category.
- 4 - Pick the **desired time** to undo message delivery for **Send cancellation period**:
 ___ seconds under **Undo Send**.
- 5 - Click **Save Changes**. ■

2017 MEMBERSHIP

Joining the Treasure Coast Macintosh Users Group will keep you from missing out on the best Mac resource since the mouse — including the *Monthly Meetings • Newsletter • Help Sessions* and more! Membership is just \$30 a year per family - getting your colorful newsletter by e-mail.

\$30 Yearly Dues

Check payable to: TCMUG (or Treasure Coast Macintosh Users Group)
Mail to: 1819 SW Willowbend Lane • Palm City FL 34990

Name(s) _____
 Address _____ Apt. _____
 City _____ State _____ Zip _____
 Home Phone _____ Cell _____
 Email address _____
 Birthday (ex. Sep.24) His _____ Hers _____ Retired? ___
 ___ Beginner ___ Intermediate ___ Advanced ___ Genius
 Computer model(s) _____
 Most used programs _____
 ___ Photos ___ Web design program: _____
 ___ Photoshop ___ Quicken ___ Skype ___ FaceTime
 ___ FileMaker ___ InDesign ___ Microsoft Office

Pay dues by Credit Card at -
<http://www.tcmug.net>

Check what devices and items you use:

___ iPhone	___ Time Machine
___ iPad	___ Preview
___ iPod	___ Pages (layouts)
___ iMovie	___ Keynote (slides)
___ Messages	___ Numbers (data)
___ iDVD	___ iBooks
___ iTunes	___ 2+ computers

What help content would you like to see in TCMUG meetings & newsletter: _____

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2017 CALENDAR

Jan. 19 • Feb. 16

March 16 • April 20

May 18 • June 15

July 20 • Aug. 17

Sept. 21 • Oct. 19

Nov. 16 • Dec. 7

**All located at the Children's
Services Council Auditorium*

• **BOARD OF DIRECTORS** •

** 2017 **

• **MONTHLY VIDEOS** •

<http://www.youtube.com/user/tcmug/videos>

MEETING LOCATION

Children's Services Council • Stuart

<http://tinyurl.com/clq2mkk>

**101 SE Central Parkway, Stuart • (772) 283-5646 •
Green building between Bridges Montessori & Unity Church.**

West Palm Beach Apple Store - Gardens Mall:

<http://www.apple.com/retail/thegardensmall/>

West Palm Beach Apple Store - Wellington Green:

<http://www.apple.com/retail/wellingtongreen/>

Find Out How:

<http://www.apple.com/support/sitemap/>

<https://www.apple.com/support/macbasics/>

Manuals for Computers, iPhones & iPads:

<http://support.apple.com/manuals/>



*A variety of programs for Beginners
to Advanced Mac enthusiasts.*

MEETING INFO

(772) 283-5646

<http://www.tcmug.net>

*\$30 Yearly Dues per family may be
paid in person (cash or check),
by mail or credit card (tcmug.net)*

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