

## DO...

DO — Software Updates regularly - Apple Menu > App Store > Updates

—to facilitate these updates, go to Apple Menu > System Preferences > App Store and follow this guide for checkmarks...



The App Store keeps macOS and apps from the App Store up to

- Automatically check for updates
  - Download newly available updates in the background  
You will be notified when the updates are ready to be installed
  - Install app updates
  - Install macOS updates
  - Install system data files and security updates

DO — backups regularly and before upgrading — Time Machine is the software resident on your Mac just waiting to do regular backups to an external drive (which you must purchase); for a Desktop, leave the external drive plugged in all the time; for a Laptop, plug in the external drive at least once a week, backup, then eject the drive, unplug.

DO — only download from the App Store, from developer's website (vendor of origin) or lastly from trusted websites; if attempting to download a non-native application and encounter install problems, go to Apple Menu > System Preferences > Security & Privacy >

General tab and see if “Allow” is indicated

DO — keep third party apps updated also from their menus or check their websites for updates

DO — wait a few days after the Apple Event to download new operating system OR BETTER YET—wait for first update

DO — shut down/restart computer at least once a week

DO — add shortcut/alias icons to Dock from Launchpad by drag/drop, as needed; remove those not needed by click/hold on Dock icon, slide up to Options in tiny menu to “Remove from Dock”

DO — use Force Quit (Apple Menu) for shutting down un-responding/offending application; if cursor is frozen use keyboard shortcut (command/option/escape) to get menu

DO — keep trashes emptied — Finder—can set up  Remove items from the Trash after 30 days with checkmark in latter — path is Finder Menu Bar > Preferences > Advanced tab...

DO — work out of and save into your Home User Documents folder or its shortcut icon in Finder Sidebar

DO — check “Show file name extensions” (Finder Menu

Bar > Finder > Preferences > Advanced tab)

Show all filename extensions

DO — show Path Bar & Status Bar (Finder Menu Bar > View)

DO — make choices of fonts, font sizes, styles from Toolbar or Menu or application's preferences

DO — use Help Menu or Google searches for problem solutions

DO — zoom in or out with command + or command - for more comfortable viewing

DO — (if using Mac Mail) be aware of Previous Recipients (Mail Menu Bar > Window > Previous Recipients) which is a list of “previous recipients” included/not included in Contacts

DO — have more than one browser e.g. Firefox, Chrome in addition to Safari to be able to drag/drop the website address from one browser to another if needed

DO — stay alert to what is being clicked—watch out for scam popups (quit the browser), phishing emails (delete), telephone calls warning of fake computer problems (hang up)—do not respond in any manner

DO — read the Mac Malware Prevention/Removal article on the Computer Club website — [www.sctxcompclub.org](http://www.sctxcompclub.org)

DO — remember to write down important passwords in an easily accessible place, especially

- computer password (if you have one)...
- email password
- Wireless network password
- Apple ID which is your iTunes Store & iCloud ID & PW
- be aware of how very usable [macmost.com](http://macmost.com) is for short tutorials/videos on all things Mac

## **DON'T...**

DON'T — unplug Desktop computer without shutting down first - upper left Apple Menu > Shut Down

DON'T — allow too many applications to be open at one time; check Dock for indication of open apps; you may click/hold on Dock icon & choose “Quit” from tiny menu

DON'T — clutter your Desktop with many, many icons; check out this fast method of cleaning Desktop; select those multiple desktop icons & choose Finder Menu Bar > File > New Folder with Selection (X items), then title new folder

DON'T — clutter Dock with shortcut icons you do not use;

click/hold icon & from tiny menu, slide to Options >  
Remove from Dock

DON'T — disconnect peripherals without first  
“ejecting” (dragging to Trash) — e.g. CDs/DVDs, thumb  
drives, external drives, etc

DON'T — download or use Adobe Acrobat Reader; our  
Mac Preview application does the same thing & with no  
risk

DON'T — download any third party applications unless  
you have read positive reviews and they have been  
recommended to you by a trusted source

DON'T — download third party applications from  
advertisements e.g. so-called “cleaners,” anti-virus  
apps, etc

**DON'T — CALL A MAC MENTOR IF YOU HAVE  
ALLOWED YOUR HOLIDAY VISITORS TO PLAY IN  
YOUR COMPUTER USER ACCOUNT — (just kidding!)**

**BE SMART — ENABLE THE**

# GUEST ACCOUNT!!!!

Apple Menu > System Preferences > Users & Groups,  
then unlock with computer PW if needed, select Guest

User —  Allow guests to log in to this computer this account  
returns to its pristine state after logging out, erasing all  
changes made by previous user...no password is required  
or allowed for this user account...