

Our next meeting is:

September 4th, 2018 — Tuesday
at Creative Source (location details below)

6:30 PM — Socializing, news and announcements
7:00 PM — Presentations begin

This month's topic:

THE BEST WORD PROCESSING TRICKS FOR MAC **(most of which you have never seen before)**

Little-known techniques, shortcuts and tips to make word processing
faster and easier, with better-looking documents
to be presented by **Rob Ellis**



Nearly all Mac users already know how to do basic word processing. What most Mac users do not know is that there are dozens, perhaps hundreds, of very clever, seldom-discussed techniques to make the job easier, and shortcuts to complete any document faster. At our September meeting, Rob will unveil many ways to improve and streamline your word processing, including keyboard tricks to navigate rapidly through a document without touching the mouse or trackpad; how to quickly type various specialized characters such as accents and umlauts without memorizing a thing; how to easily turn words to upper case, lower case or capitalized; how to select non-contiguous words; how to create reusable templates to save yourself work in the future; how to audibly confirm your keystrokes by making your Mac sound like a typewriter; and much more. Whether your word processing involves email, documents or letters, whether you are putting words on paper or on pixels, this is the meeting where you can learn how to do all of it better.

Also,

BACK TO MAC BASICS

In this segment, we focus on more fundamental skills, to make life a little easier for those who are trying to learn how to use their Macs. This month:

RINGTONES FOR IPHONES
to be presented by **Al Risaliti**

iPhones come supplied with lots of choices of ringtones, which ring-a-ling whenever you receive a call. However, suppose you are less than crazy about the choices. Or what if you want your very own customized ringtone? Or what if you want a snippet of a particular song as your ringtone for a particular person? What if all the above? On Tuesday, Al will start off by explaining how to adjust a few iPhone settings which relate to sounds and ringtones, then show simple ways to use GarageBand for both Mac and iOS to create custom ringtones. Pick out what you want to use for a ringtone, a few clicks here and there, and your iPhone will never have rung so beautifully.

OUR MEETING LOCATION:

*Creative Source
4623 Everhard Rd NW
Canton, OH 44718
330-497-5556*

DIRECTIONS:

Creative Source is located in the Belden Village area, in the small plaza at the intersection of Belden Village Street and Everhard Road. Within the plaza, it is to the right of PetPeople.

For a map, along with options to get directions from anywhere, [please click here](#)

About Creative Source: Creative Source is a provider of high-quality design, print ads, posters, and impressive large-scale banners, signs, displays and floor decals. For more information, visit their website at <http://www.csforideas.com>

FOR MEETING HIGHLIGHTS, SCHEDULES AND OTHER INFO, PLEASE VISIT OUR WEBSITE:

<http://www.mac2mug.org>

It may be tempting to assume that you already know everything you need to know about word processing on the Mac, but we promise you, that is not the case. Please join us for the inside story on how to do word processing so much better and faster. And please feel free to bring a friend. See you there!