

MacOS Big Sur & Safari 14 Tips and Tricks

Did you know you could do these things?



MacOS Big Sur Tips and Tricks

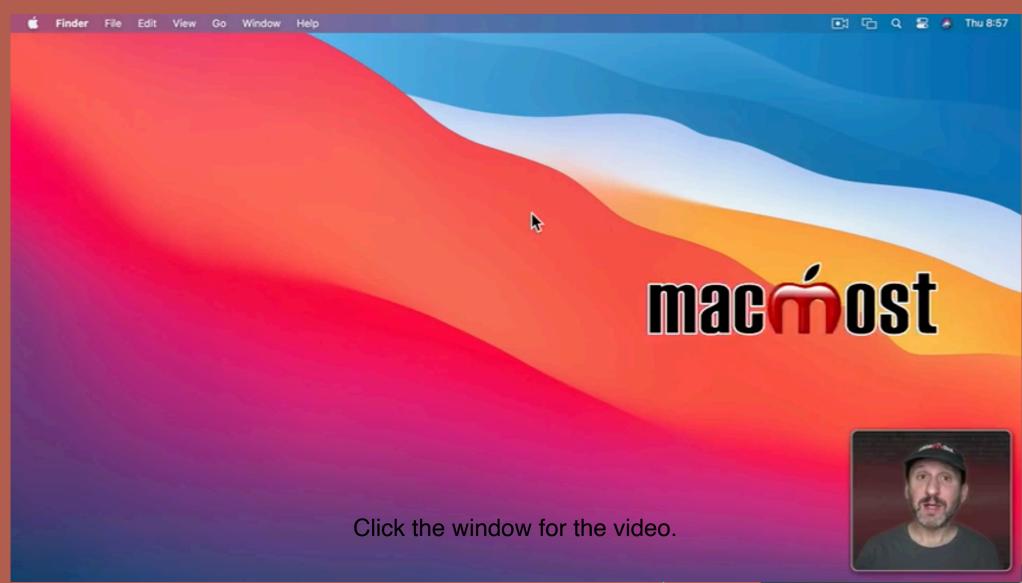
Control Center

Big Sur now has an iOS like Control Center. It's not quite as powerful or flexible as on iOS, but it still allows you some level of control over important functions.

Control Center gives users quick access to often used controls such as Wi-Fi, Bluetooth, do not disturb, screen and keyboard brightness, Sound, etc.

Let's take a look at how it works:

Control Center-How it works

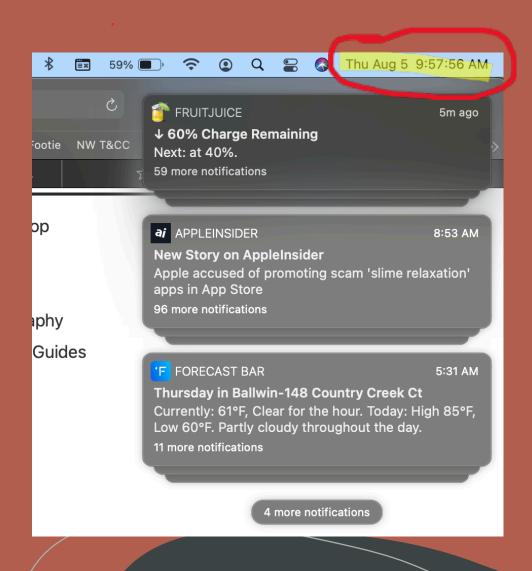


MacOS Big Sur Tips and Tricks

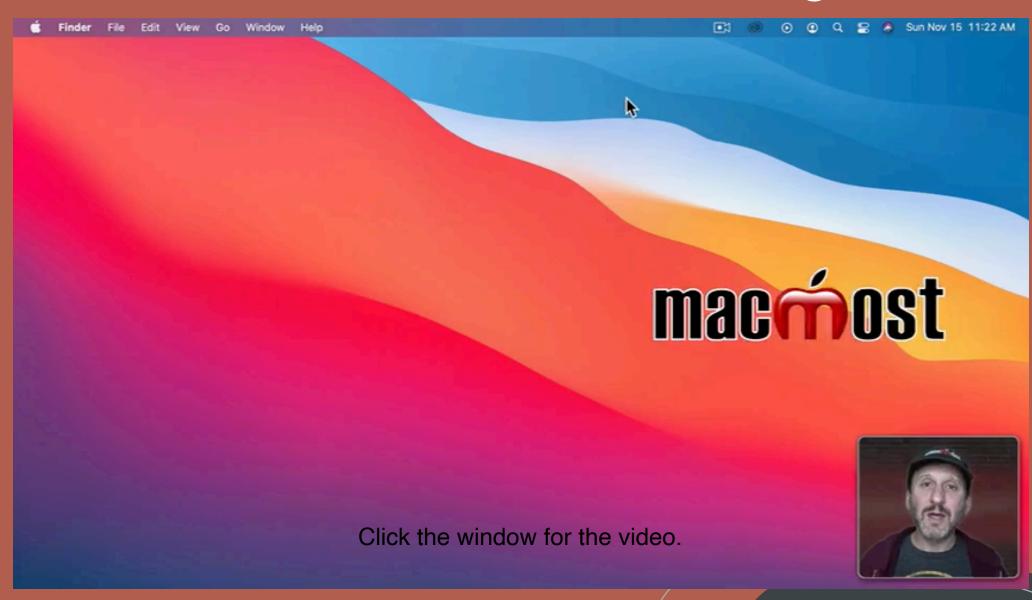
Notifications

Notification Center has been around on MacOS for a decade now, but Big Sur makes big changes and puts alerts and widgets in one location that is easy to get to from your Menu Bar. This makes for a simpler experience. To find your notifications click on the date/time in the upper righthand area of your menu bar. Once you click you will see your notifications slide in from the right side of the screen.

Let's take a look at how it works:



Notifications and how to manage them



MacOS Big Sur Tips and Tricks

Widgets

Widgets are a great way to keep up with any Important information that you want to have at your fingertips. While they've been around for a long time in MacOS, they are now a part of the notification center. When you click for notifications, you will see your widgets appear below notifications. You can customize these and let's see how you do that:



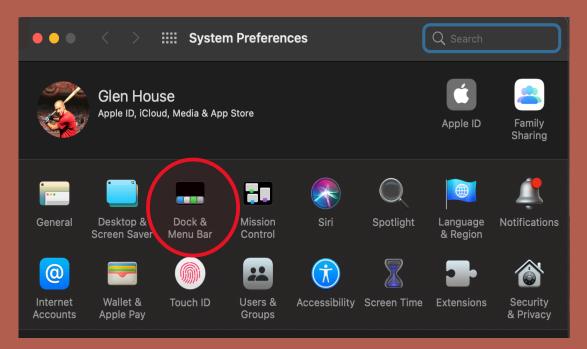
Widgets and how to manage them



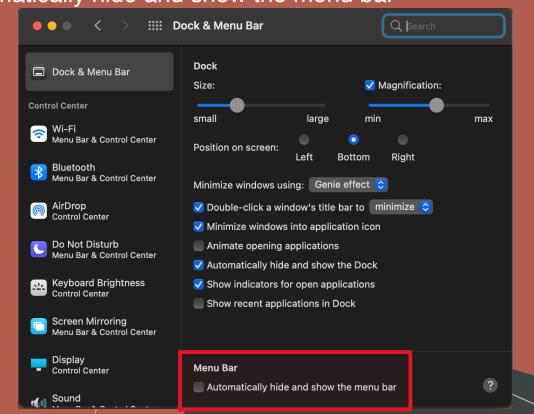
Hide Your Menu Bar

Want to hide your menu bar at the top of your screen so it doesn't distract you gives you more room to work? It's pretty simple to do.

1. First, go to your system preferences and then click on "Doc and Menu Bar"

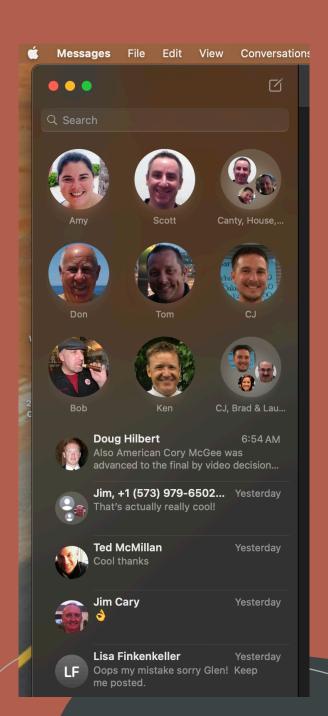


2. In the "Dock & Menu Bar" preferences, look at the bottom of the window under Menu Bar and click the checkbox labeled, "Automatically hide and show the menu bar"



Pin Your Most Important Contacts/ Conversations in Messages

Just like in iOS 14, you can now pin your most important or most used contacts/conversations to the top of your contacts in Messages. This way it is easy to find that contact/conversation when you need to text them. There are two ways to do this. Either click on a conversation and drag it to the top or Control-click on the message and a contextual menu pops up that will let you pin the message. You can pin up to 9 contacts/conversations to this top section for quick access. To unpin, just drag it back out of the top list



Dark or Light Mode? What's your preference?

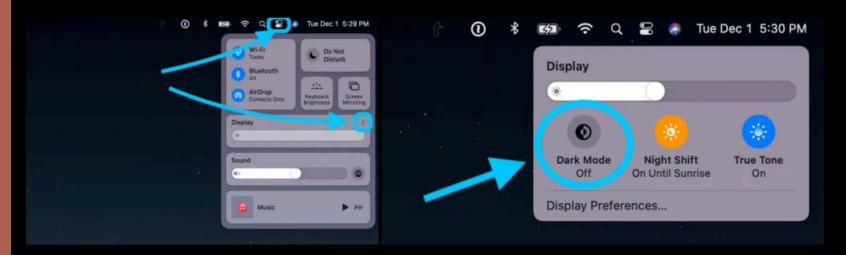
Big Sur gives you the option of using dark or light mode on your computer. You can also set it to auto to allow it to pick which is best to use in your current environment. There are 3 ways to change this setting:

Option 1 – Dark Mode on Mac with Siri

- Use Siri (on compatible Macs) by saying a command like "turn on Dark Mode" or even just "Dark Mode"
- You can turn off Dark Mode with "turn off Dark Mode" or "turn on Light Mode."

Option 2 - Control Center (Big Sur only)

- In the top right corner of your Mac, click the Control Center icon (two pill-shapes)
- Click the arrow in the "Display" button's top right corner
- Click Dark Mode



Option 3

- Open System Preferences
- Choose **General** in the top left corner
- Next to "Appearance," click **Dark** located in the top center of the window (or Auto)

Sign a PDF

Is there a PDF on your computer that requires your signature? If you have a MacBook or a Magic Trackpad it's easy to do. Open the document in the Preview app, then click on the Markup logo on the top right next to the Search box-It looks like a pen tip in a circle. Then look for the signature icon on the markup toolbar-it looks like a signature. Click on the signature icon and a dropdown menu gives you the option to click on "Create Signature" and you can now sign with your finger using your trackpad. Once you do this Preview will save your signature for future use and you can insert it in documents when you need.

Norkout Calendar.pdf

QQQCQ Search

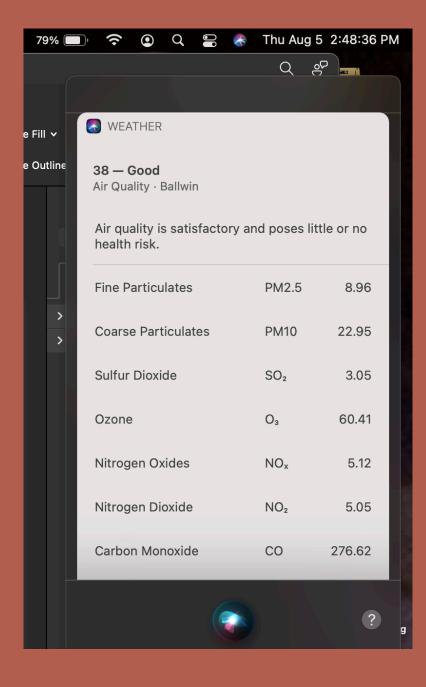
Click Here to Begin

Trackpad Camera

Click Here to Begin

SEPTEMBER 2021

Sign your name on the trackpad.

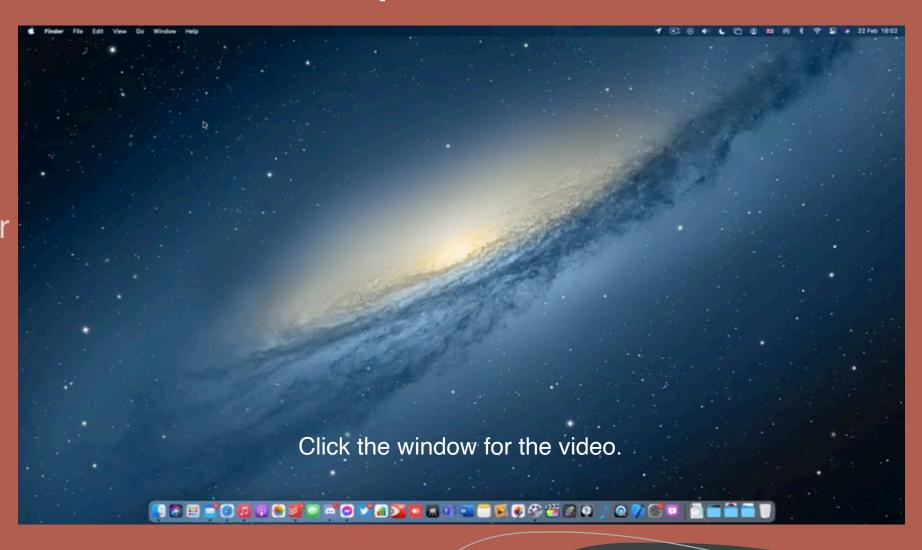


Siri Air Quality Report

Do you want Siri to give you a report on the air quality in your area? Just ask! Click on the Siri button at the top right of your menu bar and ask.

Classic Macintosh Startup Chime

Do you love the sound of the classic Macintosh startup chime? Do you miss hearing that when your computer starts? Apple disabled it on their computers after 2017, but you can bring it back!

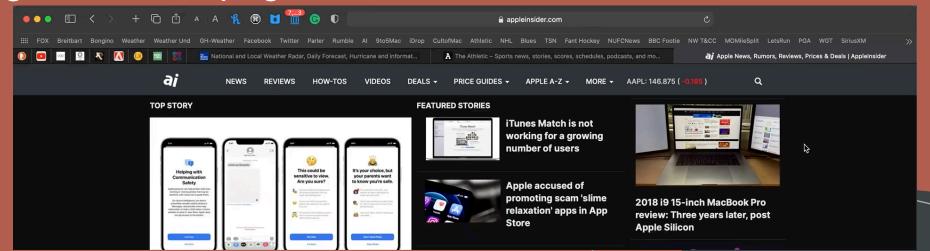




Safari 14 in Big Sur Tips and Tricks

Safari in Big Sur gives a lot of functionality to tabs that you can use to help your internet browsing and productivity. Here are some of the things you can do with tabs:

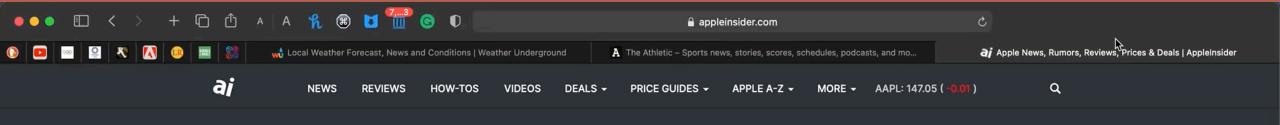
1. <u>Tab Preview</u>-Hover over any open tab other than the one you are in and wait for a second. A preview will appear under that tab of the page. This allows you to see the content of each tab quickly without having to load the page.

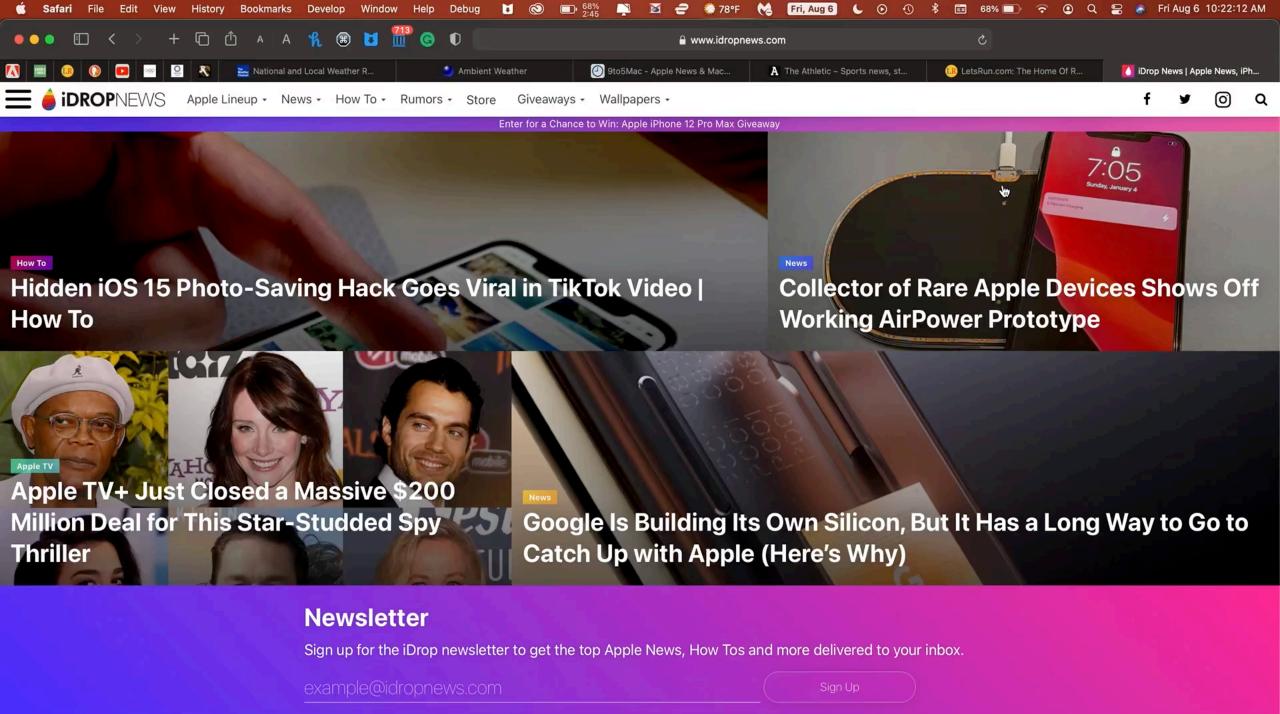


Safari 14 in Big Sur Tips and Tricks

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2. <u>Pin Tabs</u>-You may want to keep web pages open that you can come back to later for quick access. However, if you don't want the full tab open and taking up a bunch of space, you can pin these tabs to the left where they will stay open and be smaller. They will also stay pinned in any new Safari window you open. Keeping multiple tabs pinned can use up more battery life. To pin a tab, either drag it to the Safari window and "drop" it or control-click on the tab and select "pin tab." To release a pinned tab, either drag it back to the right so it fully open the tab or control-click on a pinned tab and select "unpin tab."





Safari-Translate Web Pages

Do you ever want to read web pages with text in a foreign language? If you do and need to translate the page, you can translate web pages between seven different languages within Safari. This function will work if your Mac is running MacOS Mojave, Catalina, or Big Sur. Safari can translate between the following languages: English, Spanish, Italian, Chinese, French, German, Russian, and Brazilian Portuguese. By default, our version of Safari is set to translate any of those languages to English.

Open any web page in one of the supported languages. Safari will automatically recognize the language and *IF* Safari is able to translate the page you will see a translation button on the right side of the URL window. It will not translate every page, so it can be hit and miss.

If you hover over the button the web page address will chance to the words: "Translation available" Press this button and select Translate to English and the page will be translated into English.





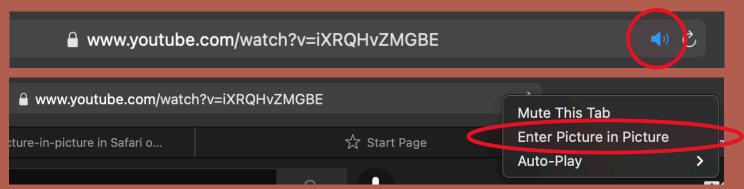
Safari-Translate Web Pages



Safari-Picture in Picture

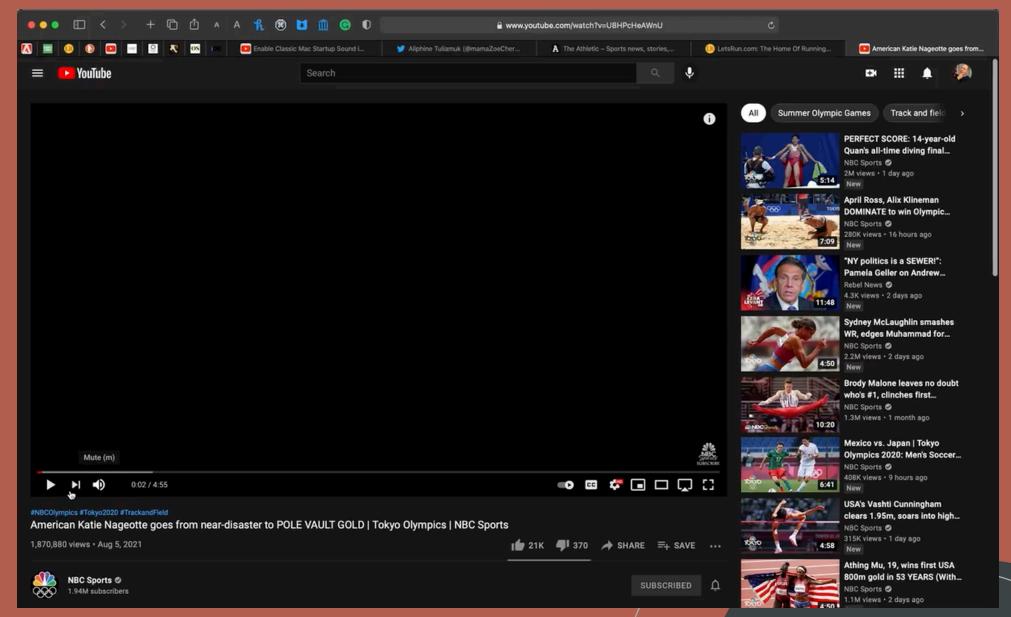
If you are watching a video in Safari some sites will allow you to enable picture-in-picture for that video. You can be working on your Mac while still watching that video.

To enable picture-in-picture, start a video and then hold control and click the small volume icon on the right of the URL bar and select "Enter Picture In Picture."



If you have multiple tabs open with videos or if you are playing an individual video, you can also look on the individual tab and you can click on the small volume button on the tab to enable picture-in-picture. You will see a similar menu.

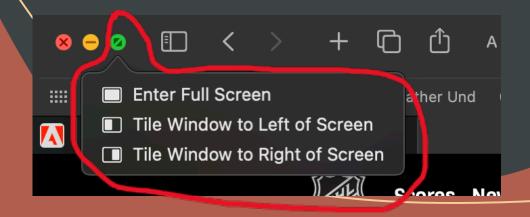
Safari-Picture in Picture



Safari-Side-By-Side/Split Screen View

When you have multiple Safari tabs open it's a pain to have to go back and forth between tabs. You may not know that you can create a side-by-side or split view of two Safari tabs in macOS. Here's how to do this:

Open multiple tabs and click one of the tabs in the Tab Bar and drag it *away* from the tab bar to release it. It will now be a separate window. Now LONG press the green maximize button on the top left of the window. When you long press a drop-down menu will come up. Choose to place it on either the left or right of the screen.



Safari-Side-By-Side/Split Screen View

You will now have your tab on one half of your screen that you chose. On the other half of the screen, you will see multiple windows. Choose the one you want for the other half of the screen. If you choose Safari, it will display the current tab, but you can switch tabs within the split screen. You aren't limited to just Safari though. You can have a Safari window on one side and another application on the other side.

You will now have side by side Safari pages in full screen mode. To get out of split screen mode, just leave full screen mode by pressing escape.

