

macOS Computing Group – May (& June) 2025



Les Klein

PRESENTATION TITLE

+

•

AGENDA

Notes deep dive

○

Apple Notes

- In the beginning, Notes was not very useful
 - Many many apps for taking notes became available, including
 - OneNote (MS), Evernote, SimpleNote, Bear, Agenda, Notion, Obsidian, etc
 - Far too many to list !!!
- I tried many of them over the years but in the end Apple has made Notes as powerful as nearly all the others and it's fine for most people's needs (mine included 😊)
 - It runs on ALL Apple devices
 - It's free

Features to be covered...

- Notes
 - Creating in Notes
 - Creating outside Notes
 - Editing notes
 - Pinning notes
- Searching notes
- Tags
 - Words that start with a “#” e.g. #family
- Folders
- Smart Folders
- Linking notes
 - Type “>>” then some text from the note you want to link to
- Sharing notes
 - See following slides

Sharing Notes (1)



12 May 2025 at 15:25 — Shared
This note is not supported on some of your devices. [Learn more...](#)

Sample Note

1. Kihkisdhfkisd
2. Wbbin
- 3.
4. Seers

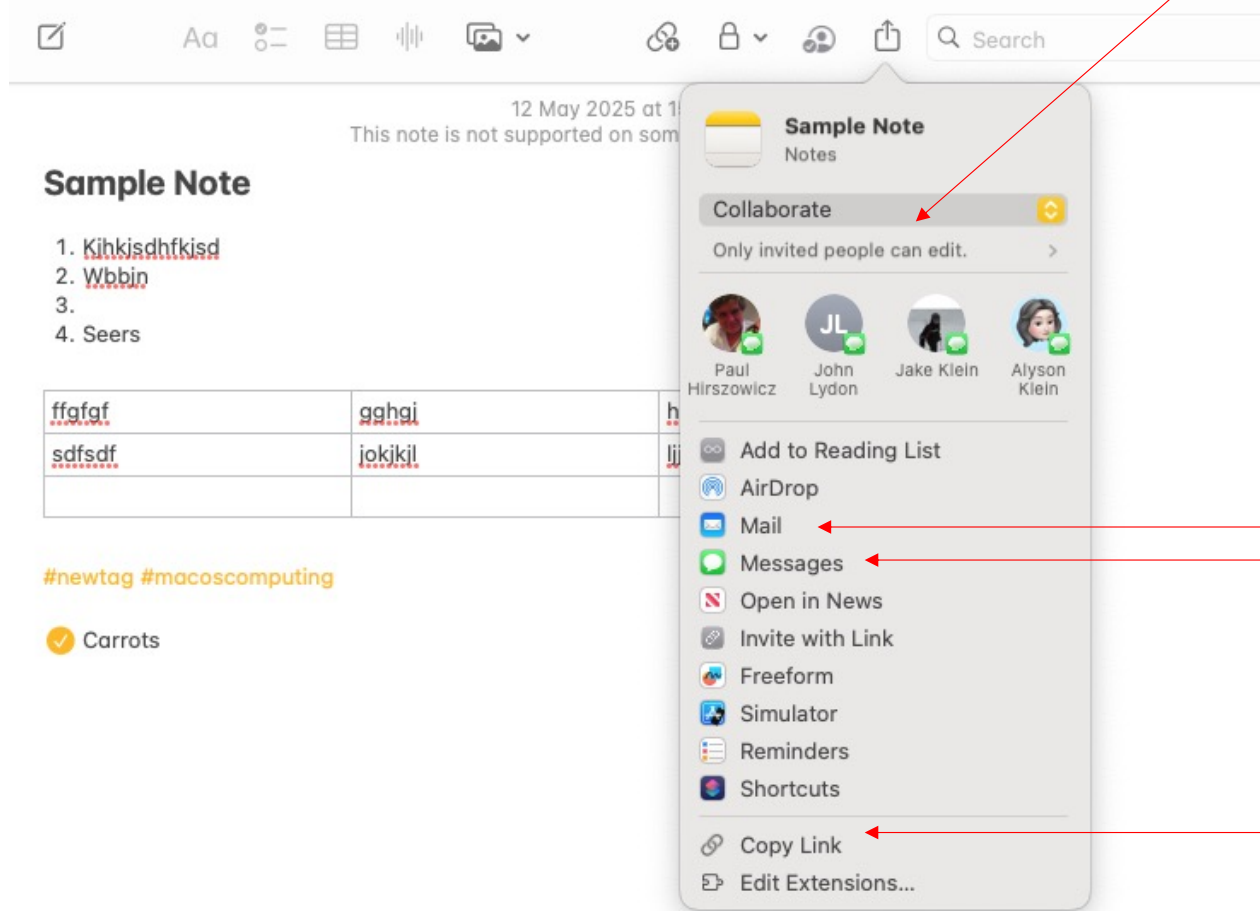
ffgfgf	gghgj	hh
sdfsdf	jokjkl	lijljh

#newtag #macoscomputing

✓ Carrots

Sharing Notes (2)

Make sure Collaborate is shown and you are happy for them to edit the note



On your Mac you (likely) only have 3 options:

1 – use Apple Mail

2 – use Apple iMessage (blue text, not SMS green)

3- copy the link and use something else to share it (e.g. Gmail)

On your iPhone or iPad you will likely have more options to share the Note (e.g. WhatsApp)

macOS Computing Group – June 2025

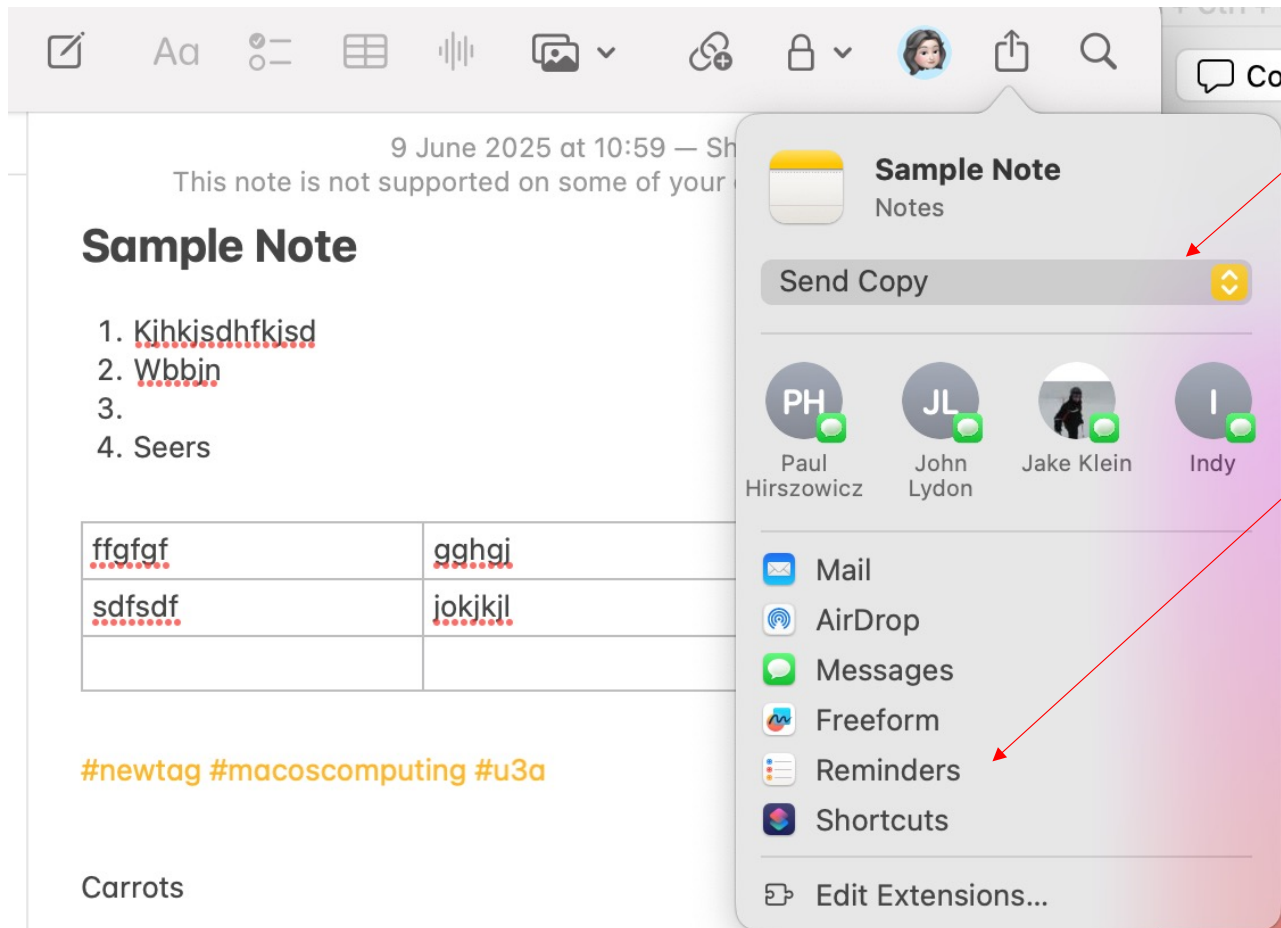
Les Klein

Features to be covered – 2

- Demo of Note sharing...
- Action lists (e.g. for shopping)
- Calculations (=)
- Integration with Reminders (see next slide)

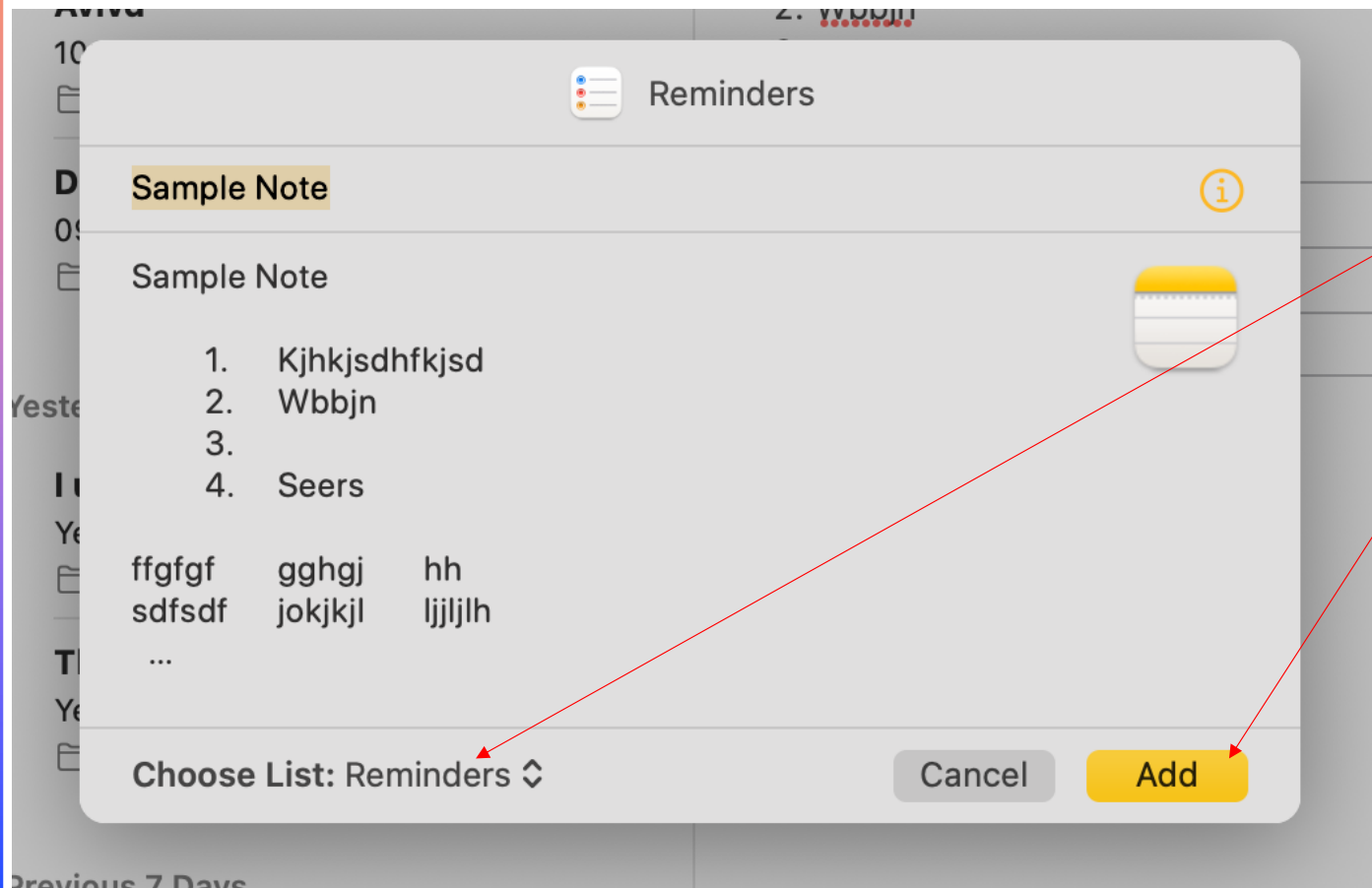
Add a Note to Reminders

1. Make sure "Send Copy" is shown



2.

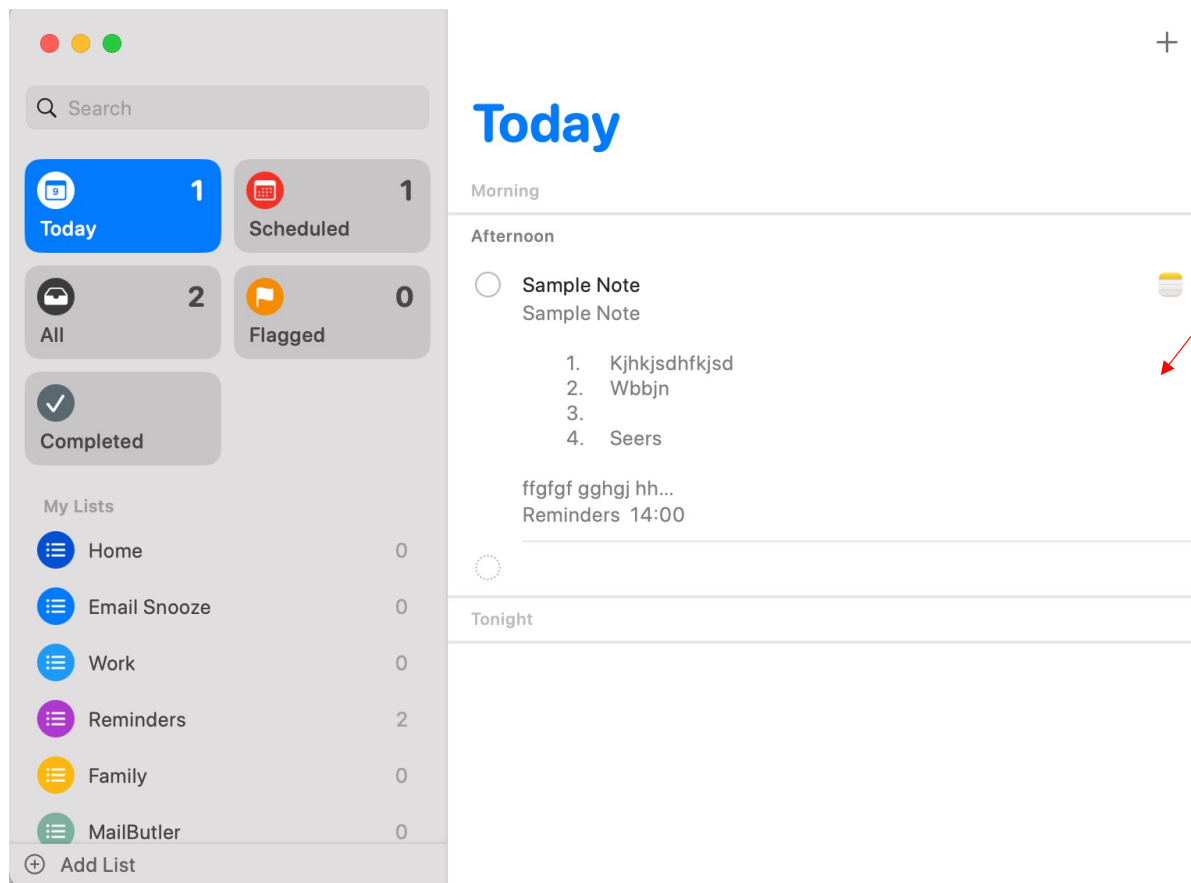
Add a Note to Reminders (cont'd)



1. Choose a list

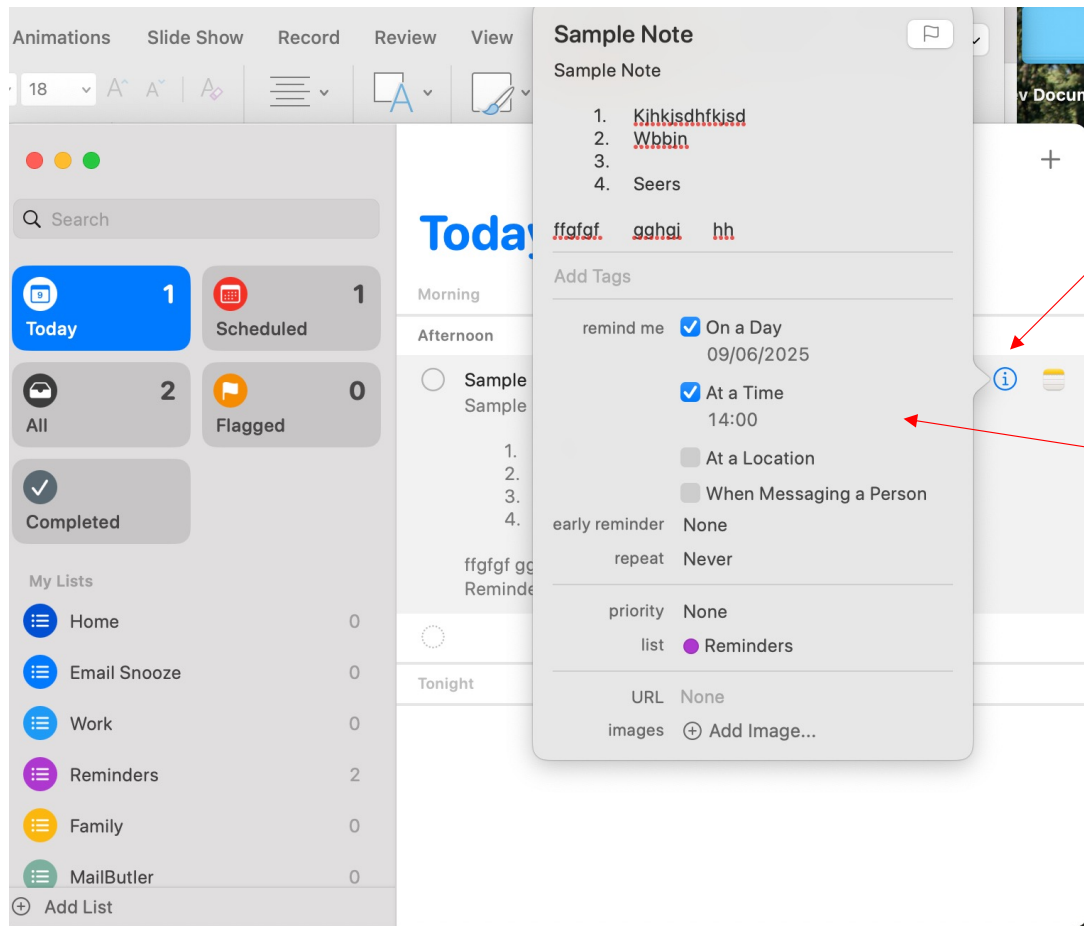
2.

Open Reminders App



Click on your note

Edit Reminder details



1. Click on the "i"

2. Change as needed

Scan <n> pages to 1 document

- MacOS has had a document scanning utility for as long as I can remember...
- It is called "Image Capture" and it is installed as standard on all versions of macOS
- You can launch it by pressing CMD+Space and then typing "image"
OR from the "Other" folder in the Launchpad
- Demo...

Image Capture (1)

The screenshot displays the 'Image Capture' application interface. On the left, there is a sidebar with 'DEVICES' (0) and 'SHARED' (Canon MG3600 series). The main area shows a scanned document titled 'NEWSLETTER' with a dashed crop box around it. The document content includes a welcome message, committee news, and event announcements. On the right, the configuration panel is set to 'Kind: Colour', 'Resolution: 75 dpi', 'Use Custom Size' (checked), 'Size: 0 x 0 pixels', 'Rotation Angle: 0', 'Auto Selection: Detect Separate Items', 'Scan To: Pictures', 'Name: Scan', 'Format: JPEG', and 'Image Correction: None'. A red arrow points to the 'Format: JPEG' dropdown menu. At the bottom, there are buttons for 'Hide Details', 'Overview', and 'Scan'.

Image Capture

DEVICES 0

SHARED

Canon MG3600 series

NEWSLETTER

Welcome to the May Newsletter:
Hasn't the weather been brilliant over the past week or so? Let's hope for a great summer.
This issue of the newsletter has news from many of our interest groups - and the number of groups keeps growing. We now have a third wine appreciation group, and a proposal for a new Curry Club.
Both the Garden Walks and the Excursions Group have been very busy lately with visits to Westcotter Arboretum, Stratfield Saye (Home to the Duke of Wellington) and the Tulp Festival at Arundel Castle, with more trips to come in May - see inside for more details.

David Powell, newsletters@chalfonts3a.org.uk

Committee News

Membership Update
Thank you to all the members who have paid their subscription for another year! Final reminders will be going out shortly to the ones who haven't paid but if you no longer wish to be a member please inform the Membership Secretary.
Maureen Green, membershipssecretary@chalfonts3a.org.uk

10th Anniversary Update
The 10th anniversary will be celebrated with several events and the committee will keep you up to date as time goes on.
Keep these dates!

11th June monthly meeting: Fizz and cake on offer!

20th June Celebration at the Bull Hotel, Gerrards Cross
7 August Fun Event at CSP Cricket Club

Kind: Colour

Resolution: 75 dpi

Use Custom Size

Size: 0 x 0 pixels

Rotation Angle: 0

Auto Selection: Detect Separate Items

Scan To: Pictures

Name: Scan

Format: JPEG

Image Correction: None

Hide Details Overview Scan

Image Capture (2)

2. Change anything else as needed, e.g. Resolution

The screenshot shows the 'Image Capture' application window. On the left, there is a sidebar with 'DEVICES' (0) and 'SHARED' (Canon MG3600 series). The main area displays a scanned document titled 'NEWSLETTER' with a dashed box around the main content. On the right, the settings panel is visible, including 'Kind' (Colour), 'Resolution' (75 dpi), 'Size' (0 x 0 pixels), 'Rotation Angle' (0), 'Auto Selection' (Detect Separate Items), 'Scan To' (Pictures), 'Name' (Scan), 'Format' (PDF), 'Combine into single document' (checked), 'Image Correction' (None), and buttons for 'Hide Details', 'Overview', and 'Scan'. Two red arrows point to the 'Resolution' dropdown and the 'Combine into single document' checkbox.

1. Click here

END

+



+

