

# TUESDAY TIPS

DECEMBER 9, 2014



## *Technology News from NJSP*

- Reasons for a Slow Mac
- Web Browser Woes
- More Keyboard Commands
- Facebook Felicity

## TECHNOLOGY IN ACTION

### Reasons for a Slow Mac

**Smart Playlists on iTunes** – Smart Playlists can make iTunes run [slower](#) since they have to reload every time iTunes is launched. Speed up iTunes by going to File>Edit Smart Playlist and un-check Live Updating.

**Cluttered Desktop** – Having too many folders and files on your desktop can really [slow](#) down your computer. Put the files and folders in your Finder>Documents or save them to an external drive.

**Ignoring Software Updates** – Ignoring some software updates can stop your computer dead in its

tracks. Adobe Flash is one of those. Adobe Reader and Java can also [slow](#) your laptop down if they are persistently ignored. Other updates enhance the performance of applications. If they are ignored, glitches that should be fixed may be [slowing](#) you down.

**Hard Disk is Nearly Full** – Your Mac automatically uses space on your Hard Disk (Drive) as Virtual Memory (VM) to free up the RAM (memory). You need 10% free space for VM.



### Unused Applications Left

**Running** – All running applications use up your memory and CPU resources. Quit applications (Command + Q or Application Menu>Quit) when they are not in use. Closing them leaves them running. Some applications have memory leakage issues which means they tend to use more and more memory the longer they are left running.

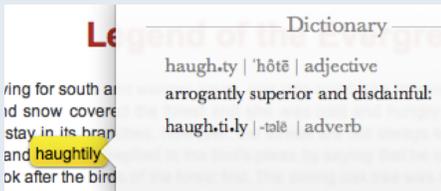
### Web Browser Woes

If your [web browser](#) suddenly quits, chances are you have too many tabs open at the same time. Any app may suddenly quit if there is too much going on in the app or if too many other apps are open and running at the same time.

## More Keyboard

### Commands

**Accessing a Dictionary** - When reading information on the web, we may encounter words for which we would like a definition; however, it can be a pain to open a **dictionary** and type in the word we want to look up. Instead, there is an easy way to quickly look up a word. With your mouse cursor over top of the word you'd like to look up, press **Command + Control + D**. A dialog will then pop up with the word defined by the built-in Mac OS X **dictionary**.



**Force Quit** – Sometimes applications become unruly and crash. They are still open, but you can't close or quit them. When this happens, you can press and hold **Command + Shift + Option + Esc** for **three seconds** to instantly **Force Quit** the application.



## FACEBOOK FELICITY

If you've been on **Facebook** for a while you probably have a friend or two whose posts tend to really get on your nerves. Perhaps they sometimes use language that's a little too salty for your taste or they tend to post a hundred status updates a day filled with meaningless drivel that you could not care less about. The list of potential annoyances goes on and on.

There are many reasons why you might not want a particular friend's posts showing up in your news feed, but did you know that there's a way to block his/her posts without having to actually Unfriend them, possibly saving your sanity and your offline friendship in the process? Here's how:

1 – Go to the Timeline page of the friend whose posts you wish to

block from your news feed.

2 – To the right of his/her name you'll see a button labeled "Following". Click that button and the word "Following" will change to "Follow". You have now stopped following your friend, which means his/her posts will no longer show up in your news feed. You're done!

From now on that friend's posts will never again see the light of day on your news feed! Be aware however that said friend will still be able to tag you in posts, post directly onto your Timeline and send you private messages.

If you want to block those activities as well, you'll have to get tough and either Unfriend or Block him/her depending upon how strongly you wish to curtail those activities. Keep **Facebook** the way you want it!