

## PTSLUG's Apple Basics March 2026

A Few Basic Tricks to Make (Apple) Life  
Simpler

iPhones & Macs & iPads

Make Text Replacements

to eliminate keyboard typing of often used  
words or phrases

For Example

Your email address

Instead of typing sherman101@olympus.net

Type something like z then o and your phone or Mac  
will type in sherman101@olympus.net

or type z plus g plus m and it becomes  
Good Morning

You could even make a text replacement for an entire  
paragraph

Here's how to set it up on the Mac

Settings → Keyboard

→ Text Replacement

→ Add your replacement phrase under “Phrase”

add your shortcut under “Shortcut”

(like @@ or addr)

then tap Save.

+

That's it.

System Settings Edit View Window Help

Keyboard

Key repeat rate Delay until repeat

Off Slow Fast Long Short

Adjust keyboard brightness in low light

Keyboard brightness

Turn keyboard backlight off after inactivity After 5 Minutes

Press key to Start Dictation (Press Twice)

Keyboard navigation

Use keyboard navigation to move focus between controls. Press the Tab key to move focus forward and Shift Tab to move focus backward.

Touch Bar Settings... Keyboard Shortcuts...

Text Input

Input Sources U.S. Edit...

Text Replacements...

Dictation

Notifications

Sound

Focus

Screen Time

Lock Screen

Privacy & Security

Touch ID & Password

Users & Groups

Internet Accounts

Game Center

iCloud

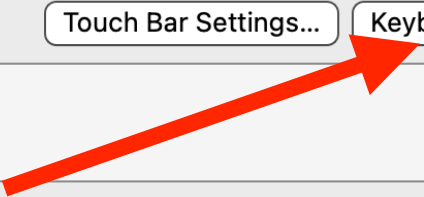
Wallet & Apple Pay

Keyboard

Mouse

Trackpad

Printers & Scanners



Here's how to set it up on the iPhone



Settings → General → Keyboard

→ Text Replacement

→ Tap the + button

→ Add your replacement phrase after “Phrase”

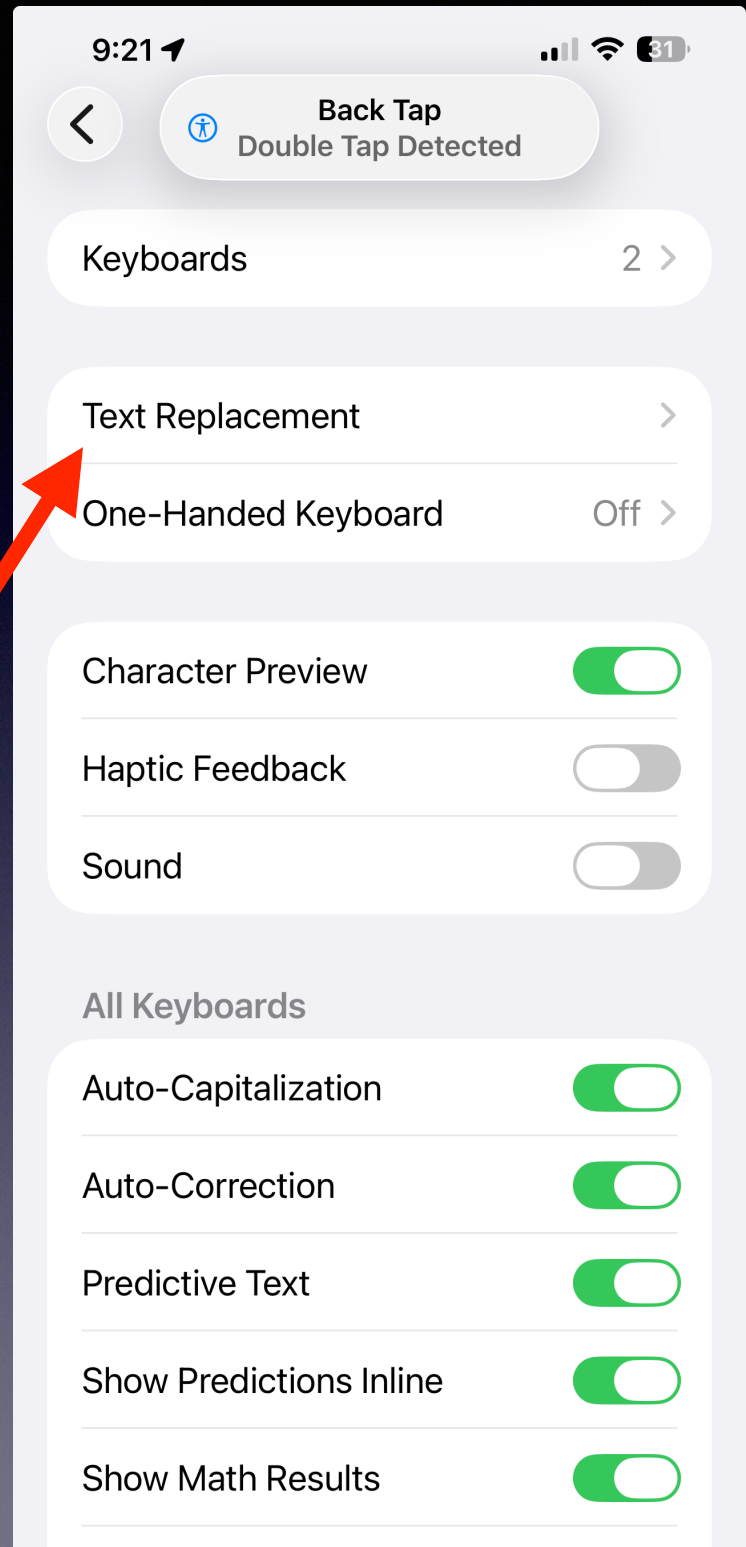
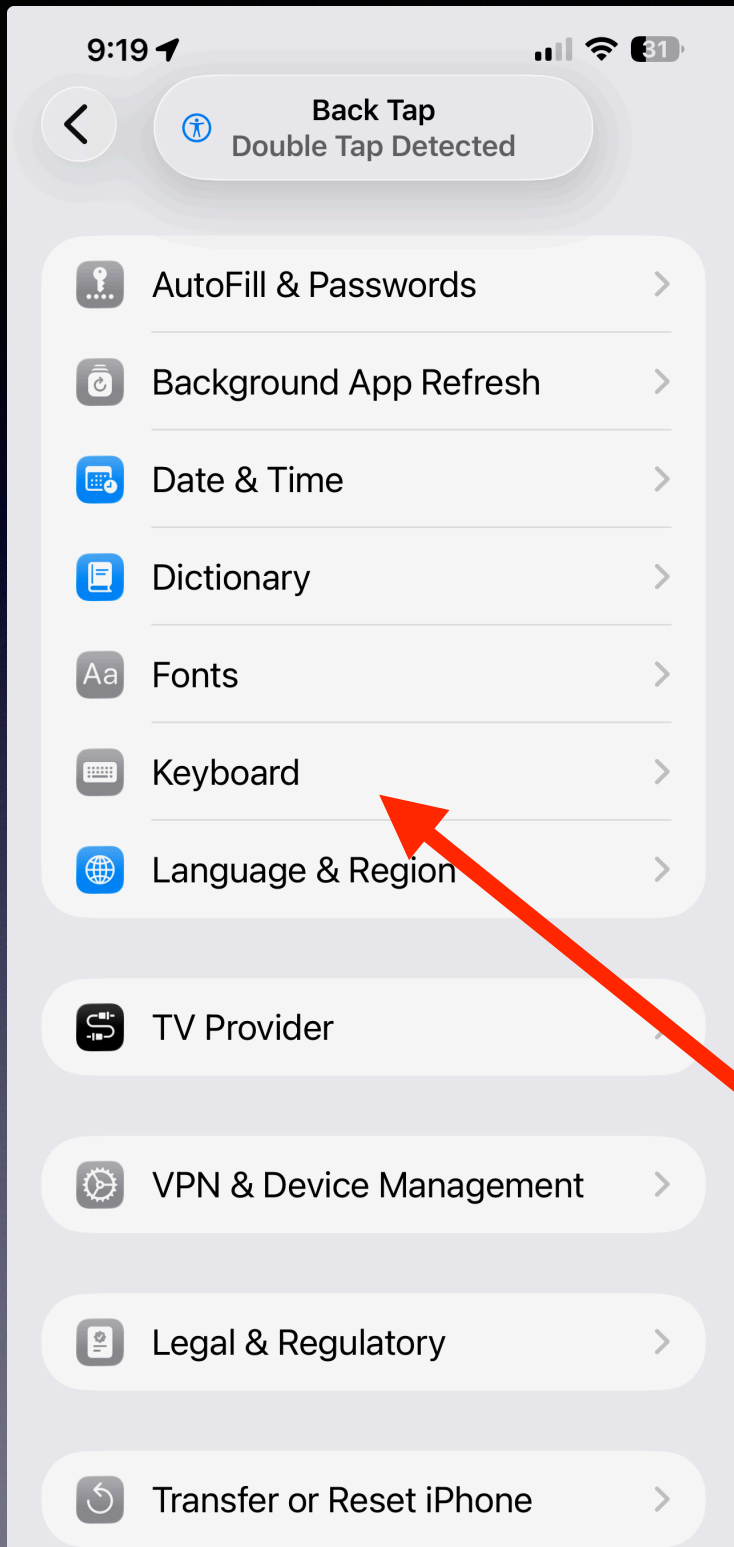
add your shortcut after “Shortcut”

(like @@ or addr)

then tap Save.

That's it

+



9:24

31

Text Replacement Edit +

Z

zga Good Afternoon

zge Good Evening

zgm Good Morning

zo sherman101@olympus.net

zol sherman101 @olympus.net

zpt Port Townsend

zpts PTSLUG

zr recife737@gmail.com

zs sherman101@mac.com

ztel (360) 821-9075

ztt timbuctooties@mac.com

#

Search



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# How to make Siri less terrible

## Train or retrain Siri on your voice

On your iPhone, go to Settings, select Siri or Apple Intelligence & Siri, and tap Talk & Type to Siri. Turn the option at the top to Off. Turn it back on again by selecting Siri or Hey Siri or Hey Siri. You'll be prompted to train or retrain your voice.

Keep tapping Continue until you reach the first screen where you're prompted to repeat the words you see.

Continue this with each phrase that appears. Make sure you enunciate each word clearly and that you speak in your usual tone and volume.

When finished, tap Done.

# Back taps on your iPhone

Back Tap is basically a hidden “button” on your phone.

You can setup a Double Tap or a Triple Tap or bit

Settings - Accessibility → Touch - Back Tap

Choose Double Tap or Triple Tap → tap Shortcuts

→ pick the shortcut you want.

If Double Tap triggers by accident too often,  
switch it to Triple Tap so you only do it on purpose.

Shortcuts for actions vs.  
text replacements

If you're doing some things dozens of times a day, the cumulative result is a lot of wasted time. For example printing a document.

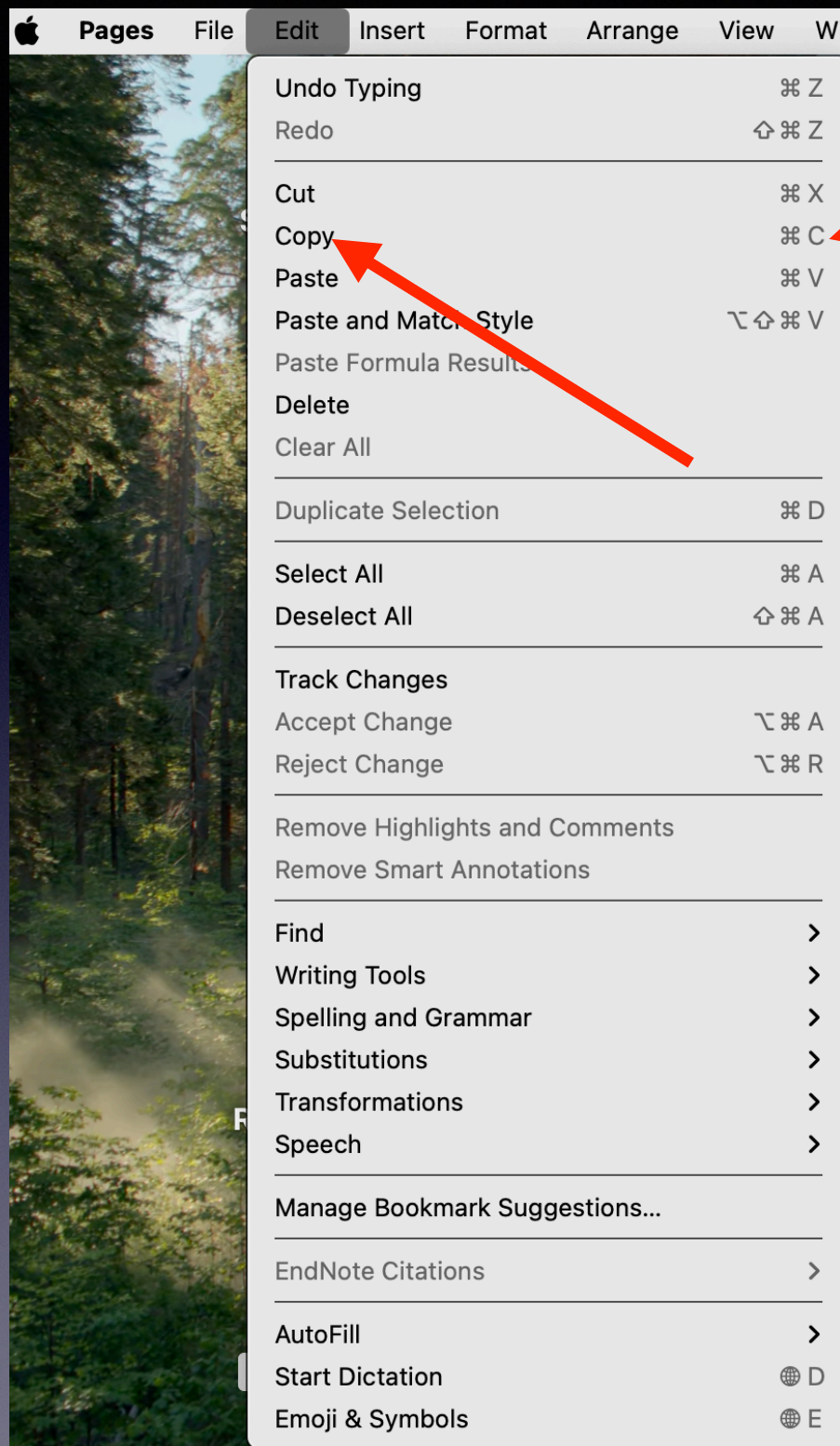
Instead, you could just hold down the Command (⌘) key and press P, because ⌘-P is the keyboard shortcut for Print.

No mousing around, no having to remember which menu the command was on; you go straight to the action you want.

Many menu commands have keyboard shortcuts. Although you're never obligated to use them, learning the most common shortcuts and getting in the habit of using them will save you a lot of time.

To see whether a command has a shortcut and, if so, what it is, just look at the menu.

First  
select  
a block  
of text  
and  
find  
“copy”



The Command Key  
Plus the C key  
copies the selected  
text

You just need to  
know what the  
key symbols  
and the  
letters are

## General macOS Shortcuts

These shortcuts will help you navigate MacOS and perform essential tasks quickly.

- ⌘ (Command)
- ⌥ (Option)
- ^ (Control)
- ⇧ (Shift)
- 🌐 (Globe)

or fn key



Some of the most  
common  
and useful keyboard  
shortcuts  
in word processing are  
these

- **Cut:** ⌘-X
- **New:** ⌘-N
- **Open:** ⌘-O
- **Paste:** ⌘-V
- **Print:** ⌘-P
- **Redo:** ⌘-Shift-Z
- **Save:** ⌘-S

- **Select All:** ⌘-A
- **Settings:** ⌘-,
- **Undo:** ⌘-Z

## System Navigation

Command (⌘) + Space: Open Spotlight Search to quickly search your system.

Command (⌘) + Tab: Switch between open applications.

Command (⌘) + H: Hide the current window.

Command (⌘) + M: Minimize the current window.

Command (⌘) + W: Close the current window.

Command (⌘) + Q: Quit the current application.

Command (⌘) + Option (⌥) + Esc: Open Force Quit

# File Management

Command (⌘) + N: Open a new Finder window

Command (⌘) + Shift + N: Create a new folder in Finder

Command (⌘) + O: Open the selected item

Command (⌘) + Delete: Move selected item to the Trash

Command (⌘) + Shift + Delete: Empty the Trash

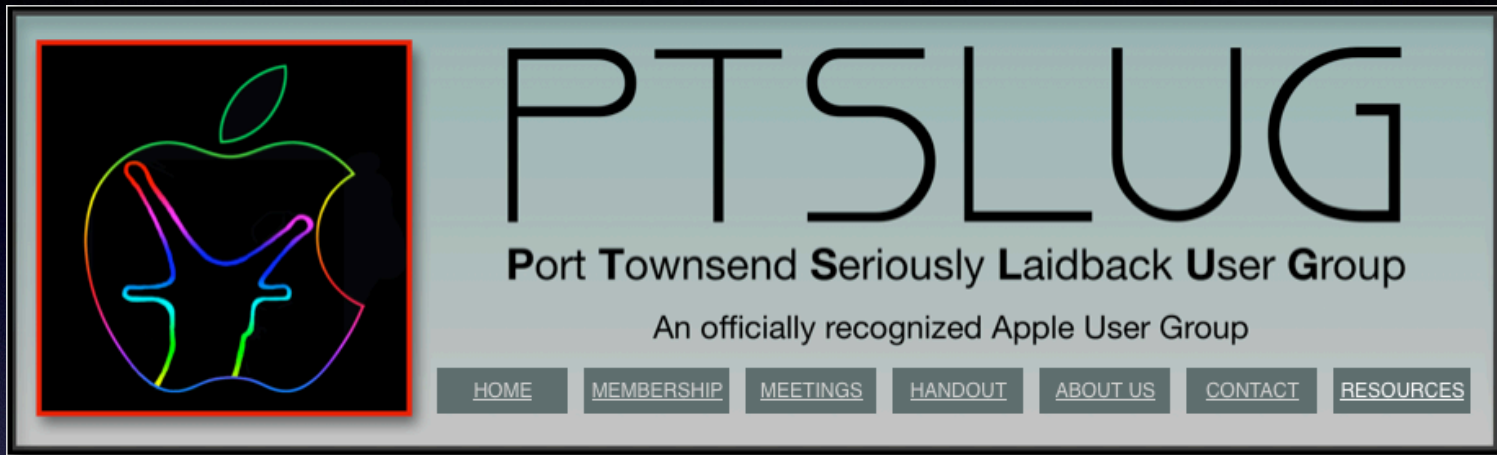
Command (⌘) + C: Copy the selected item

Command (⌘) + X: Cut the selected item

Command (⌘) + V: Paste the copied or cut item

Command (⌘) + Z: Undo the previous action

Command (⌘) + Shift + Z: Redo the previous action



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