Getting More From Your Mac
Finder

R. Scott Granneman & Jans Carton

2.0

Finder is the file manager for macOS

When you look at the Desktop, you are using Finder, but so is using the Finder app directly

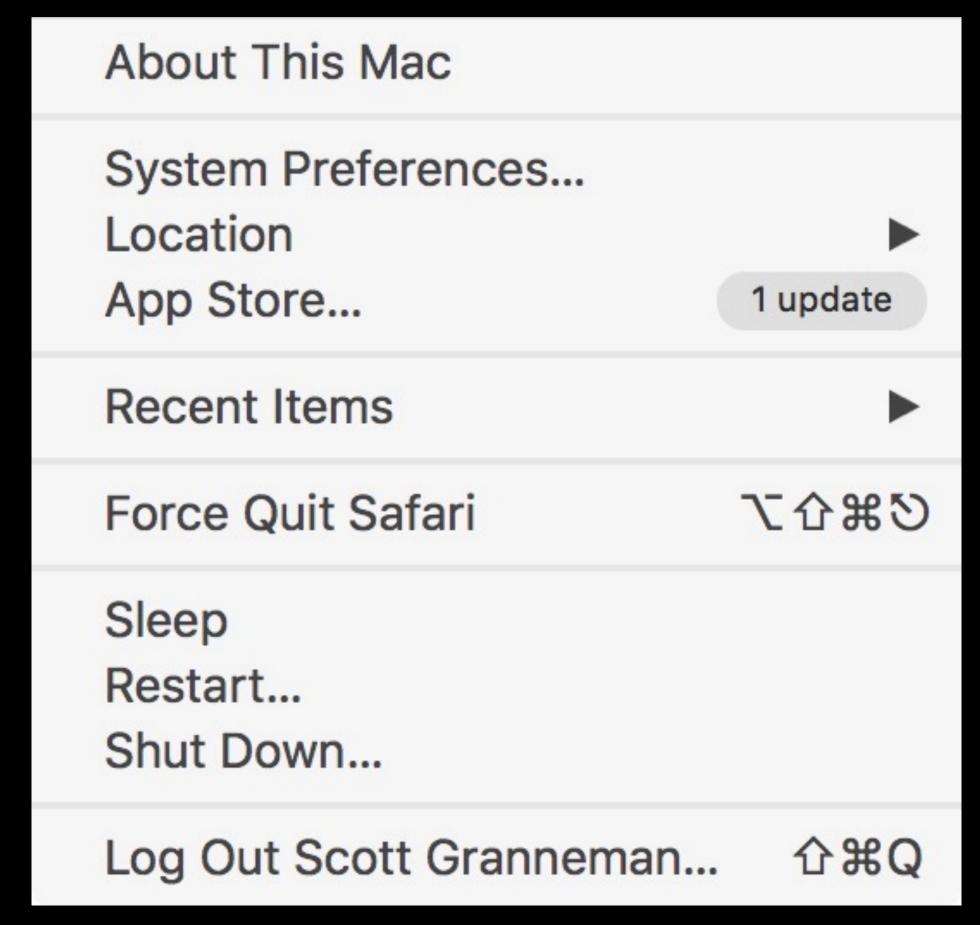# Components

Menu Bar

There's only 1 menu bar, so if someone references a *menu*, that's the one

 [App] File Edit View Window Help + others for each app
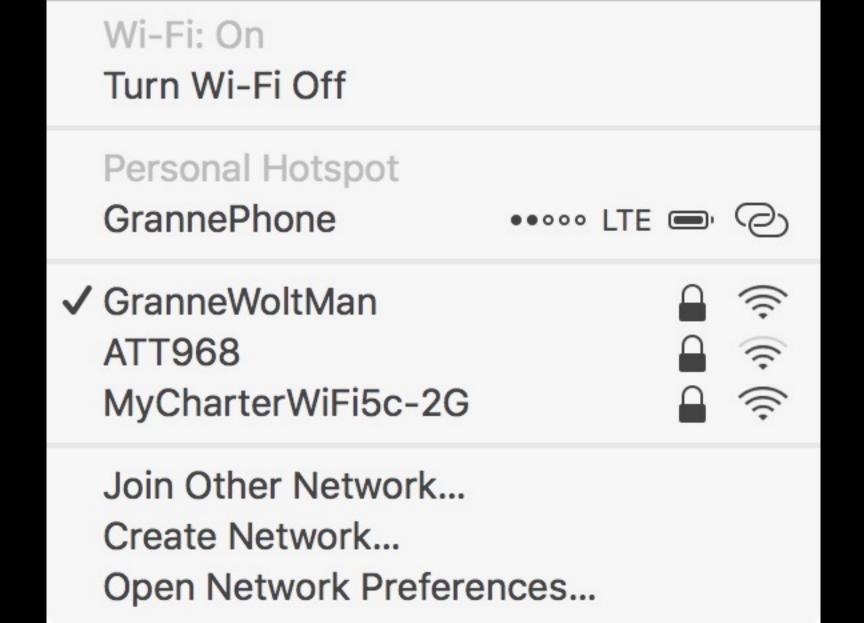
 shows you system-wide commands that are always available

Status menus (AKA *menulets*) are on the right of the menu bar

Holding down ⌥ on some status menus gives you additional info

Left menu:

Wi-Fi: On
Turn Wi-Fi Off

Personal Hotspot
GrannePhone ●●●○○ LTE 🔋 🔗

✓ GranneWoltMan 🔒 📶
ATT968 🔒 📶
MyCharterWiFi5c-2G 🔒 📶

Join Other Network...
Create Network...
Open Network Preferences...

Right menu:

Interface Name: en0
Address: 6c:40:08:a5:86:00
Create Diagnostics Report On Desktop...
Open Wireless Diagnostics...

Wi-Fi: On
Turn Wi-Fi Off

Personal Hotspot
GrannePhone ●●●○○ LTE 🔋 🔗

✓ GranneWoltMan 🔒 📶
Disconnect from GranneWoltMan
IP Address: 192.168.1.101
Router: 192.168.1.1
Internet: Reachable
Security: WPA2 Personal
BSSID: 2c:30:33:43:6d:07
Channel: 153 (5 GHz, 80 MHz)
Country Code: US
RSSI: –35 dBm
Noise: –92 dBm
Tx Rate: 1300 Mbps
PHY Mode: 802.11ac
MCS Index: 9
MyCharterWiFi5c-2G 🔒 📶
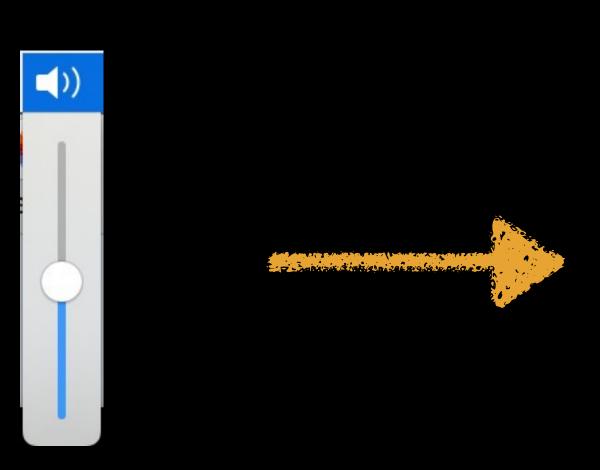
Join Other Network...
Create Network...
Open Network Preferences...

Output Device:
Headphones
✓ Boom2Device
pope
pope Ex

Input Device:
✓ Internal Microphone
Boom2Device

Sound Preferences...

Holding down ⌘ allows you to move status menus around on the menu bar

Tabs Tabs Tabs
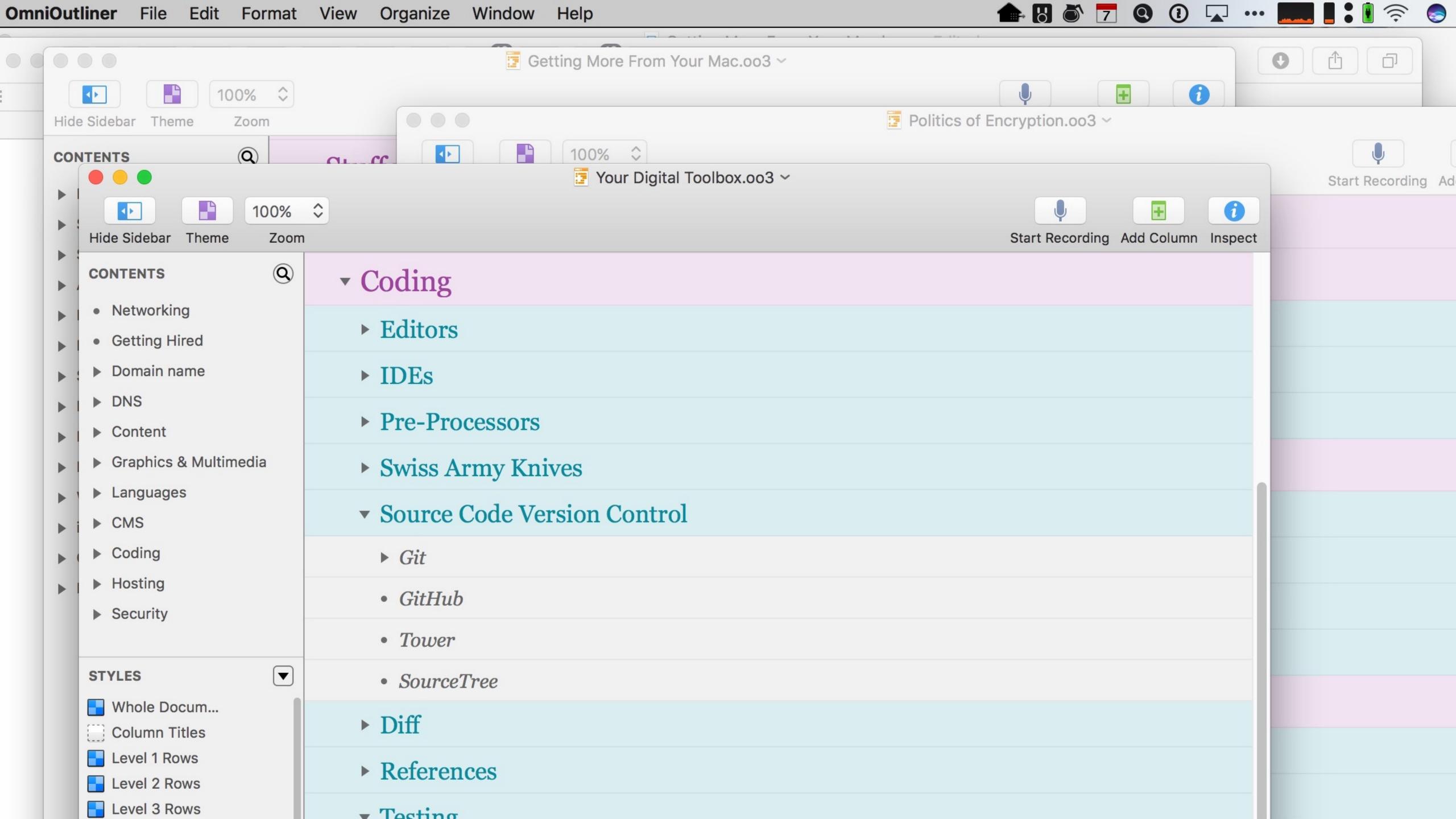
Many apps already supported tabs, e.g., Chrome & Safari, or Finder
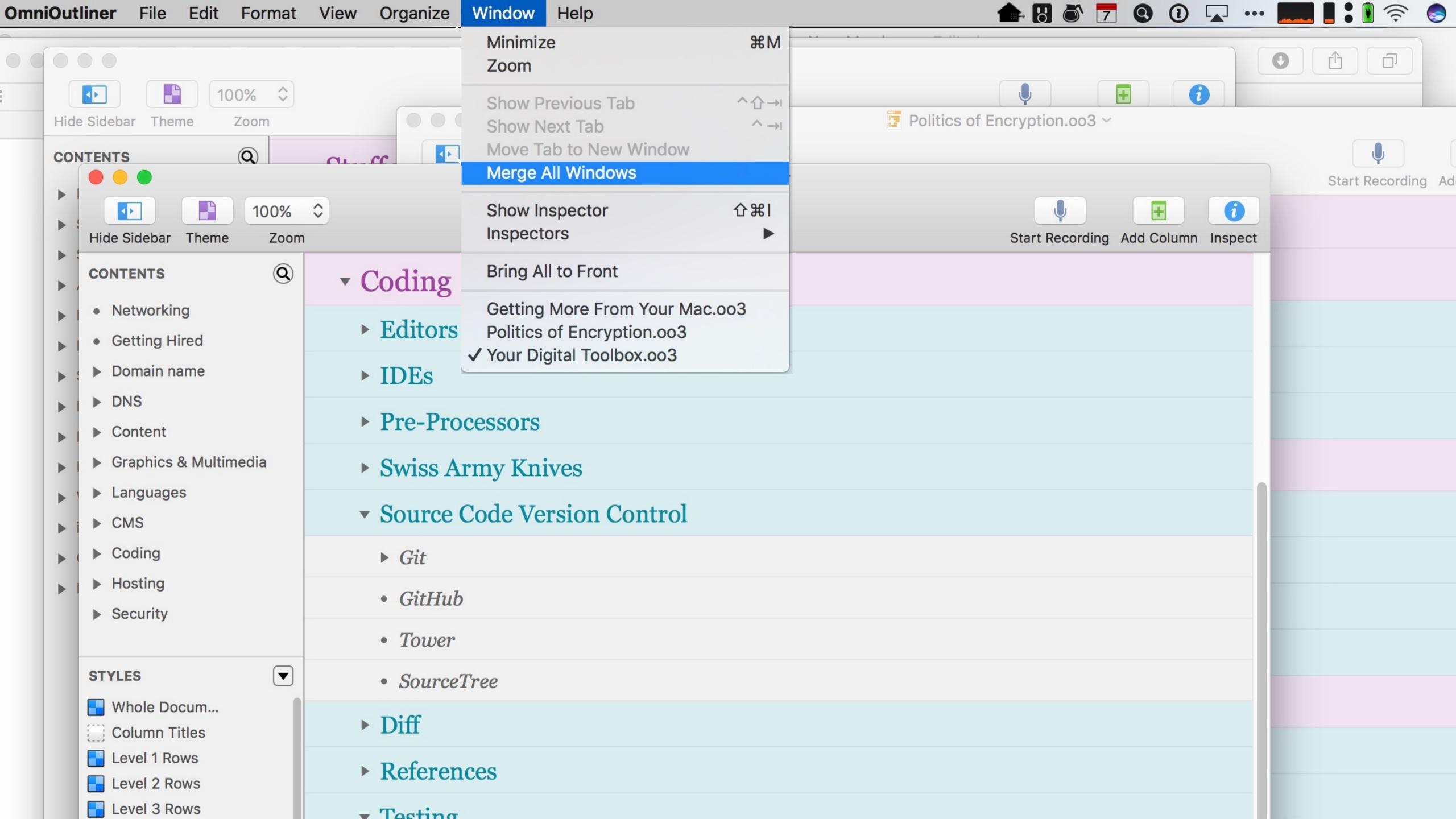
Sierra enables (almost) every app to support tabs too, as long as the app supports multiple windows

Holdouts? Microsoft Office

⌘T opens new tabs

What if the app doesn't support ⌘T (or it opens Show Fonts)?

OmniOutliner   File   Edit   Format   View   Organize   Window   Help

Getting More From Your Mac.oo3

100%

Hide Sidebar   Theme   Zoom

Politics of Encryption.oo3

100%

Start Recording   Ad

CONTENTS

Stuff

Hide Sidebar   Theme   Zoom

Your Digital Toolbox.oo3

100%

Start Recording   Add Column   Inspect

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- Networking
- Getting Hired
- ▶ Domain name
- ▶ DNS
- ▶ Content
- ▶ Graphics & Multimedia
- ▶ Languages
- ▶ CMS
- ▶ Coding
- ▶ Hosting
- ▶ Security

▼ Coding

  ▶ Editors

  ▶ IDEs

  ▶ Pre-Processors

  ▶ Swiss Army Knives

  ▼ Source Code Version Control

    ▶ Git

    • GitHub

    • Tower

    • SourceTree

  ▶ Diff

  ▶ References

  ▼ Testing

STYLES

- Whole Docum...
- Column Titles
- Level 1 Rows
- Level 2 Rows
- Level 3 Rows

OmniOutliner   File   Edit   Format   View   Organize   **Window**   Help

Hide Sidebar   Theme   100%   Zoom

CONTENTS

Politics of Encryption.oo3

Start Recording

Start Recording   Add Column   Inspect

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  ▶ CMS
  ▶ Coding
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  ▶ Security

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  ▶ Pre-Processors

  Swiss Army Knives

  ▼ Source Code Version Control

    ▶ Git

    • GitHub

    • Tower

    • SourceTree

  ▶ Diff

  ▶ References

STYLES

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- Column Titles
- Level 1 Rows
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Hide Sidebar | Theme | 100% Zoom | Start Recording | Add Column | Inspect

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STYLES

- Whole Docum...
- Column Titles
- Level 1 Rows
- Level 2 Rows
- Level 3 Rows
- Level 4 Rows
- Level 5 Rows
- Notes
- Topic

A Vermilion   F1
A Ultramarine   F2
A Malachite   F3
A Ochre   F4

▼ Coding

  ▶ Editors

  ▶ IDEs

  ▶ Pre-Processors

  ▶ Swiss Army Knives

  ▼ Source Code Version Control

    ▶ *Git*

    • *GitHub*

    • *Tower*

    • *SourceTree*

  ▶ Diff

  ▶ References

▼ Testing

  ▼ *Linting & Validation*

    ▼ HTML

      • W3C Validator

Hide Sidebar | Theme | 100% Zoom | Start Recording | Add Column | Inspect

Your Digital Toolbox.oo3 | Getting More From Your Mac.oo3 | Politics of Encryption.oo3

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- Column Titles
- Level 1 Rows
- Level 2 Rows
- Level 3 Rows
- Level 4 Rows
- Level 5 Rows
- Notes
- Topic

A Vermilion F1
A Ultramarine F2
A Malachite F3
A Ochre F4

▼ Coding

  ▸ Editors

OmniOutliner | File | Edit | Format | View | Organize | Window | Help

  ▸ Pre-Processors

  ▸ Swiss Army Knives

  ▼ Source Code Version Control

Minimize	⌘M
Zoom	
Show Previous Tab	^⇧→
Show Next Tab	^→
Move Tab to New Window	
Merge All Windows	
Show Inspector	⇧⌘I
Inspectors	▸
Bring All to Front	
Getting More From Your Mac.oo3	
Politics of Encryption.oo3	
✓ Your Digital Toolbox.oo3	

    ▸ Git

    • GitHub

    • Tower

    • SourceTree

  ▸ Diff

  ▸ References

  ▼ Testing

    ▼ Linting & Validation

      ▼ HTML

        • W3C Validator

Groups

- :: ForkLift [Palette]
- :: Google Chrome
- :: Google Chrome [Palette]
- :: GraphicConverter [Palette]
- :: Interarchy
- :: iTunes [Palette]
- :: Keyboard Maestro
- :: Keynote
- :: Keynote [Palette]
- :: Kindle
- :: Mail
- :: MailMate [Palette]
- :: Numbers [Palette]
- :: nvALT
- :: OmniOutliner
- :: Opera
- :: Pages [Palette]
- :: Path Finder
- :: Path Finder [Palette]
- :: PDFpenPro [Palette]
- :: Photos [Palette]
- :: Postbox
- :: Preview [Palette]
- :: Safari
- :: Safari [Palette]
- :: ScreenFlow [Palette]
- :: Spam Sieve
- :: Sublime Text [Palette]
- :: Transmit
- :: Transmit [Palette]

Macros

Next Tab	⌥⌘→
Previous Tab	⌥⌘←

Previous Tab

Triggered by any of the following:

The Hot Key ⌥⌘Left Arrow is pressed

Will execute the following actions:

Type the ^⇧Tab Keystroke

Changing OmniOutliner with Keyboard Maestro

1 of 70 selected

1 of 2 selected

Edit

🔍 Search

Groups

- 🔤 :: ForkLift [Palette]
- 🌐 :: Google Chrome
- 🌐 :: Google Chrome [Palette]
- 🎨 :: GraphicConverter [Palette]
- 📁 :: Interarchy
- 🎵 :: iTunes [Palette]
- ⌘ :: Keyboard Maestro
- 📊 :: Keynote
- 📊 :: Keynote [Palette]
- 📕 :: Kindle
- 📁 :: Mail
- 📧 :: MailMate [Palette]
- 📊 :: Numbers [Palette]
- 🎤 :: nvALT
- 📑 :: OmniOutliner
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- 📝 :: Pages [Palette]
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- 📝 :: PDFpenPro [Palette]
- 🖼 :: Photos [Palette]
- 📮 :: Postbox
- 🖼 :: Preview [Palette]
- 🧭 :: Safari
- 🧭 :: Safari [Palette]
- 🎬 :: ScreenFlow [Palette]
- ♻️ :: Spam Sieve
- 📝 :: Sublime Text [Palette]
- 🔤 :: Transmit
- 🔤 :: Transmit [Palette]

Macros

📋	Next Tab	⌥⌘→
📋	Previous Tab	⌥⌘←
⬜	Switch to Left Pane	^⌥⌘←
⬜	Switch to Right Pane	^⌥⌘→

📋 Previous Tab

Triggered by any of the following:

⌨️ The Hot Key ⌥⌘Left Arrow is pressed

Will execute the following actions:

📋 Select Menu Item in Path Finder

   Select: Window ⇢ Select Previous Tab

   Stop macro and notify on failure.

Changing Path Finder with Keyboard Maestro

⚙️ ➕ ➖ ☑️ 1 of 70 selected   ➕ ➖ ☑️ 1 of 4 selected   ➕ ➖ ☑️ 🕐 Edit   ?

🔍 Search

Groups

- 🖼 ⌘ :: GraphicConverter [Palette]
- 📁 ⌘ :: Interarchy
- 🎵 ⌘ :: iTunes [Palette]
- 🎛 ⌘ :: Keyboard Maestro
- 🖥 ⌘ :: Keynote
- 🖥 ⌘ :: Keynote [Palette]
- 📕 ⌘ :: Kindle
- 📁 ⌘ :: Mail
- @ ⌘ :: MailMate [Palette]
- 📊 ⌘ :: Numbers [Palette]
- ✏️ ⌘ :: nvALT
- 🦉 ⌘ :: OmniOutliner
- 🔴 ⌘ :: Opera
- ✒️ ⌘ :: Pages [Palette]
- 🔵 ⌘ :: Path Finder
- 🔵 ⌘ :: Path Finder [Palette]
- 📄 ⌘ :: PDFpenPro [Palette]
- 🖼 ⌘ :: Photos [Palette]
- 📮 ⌘ :: Postbox
- 🖼 ⌘ :: Preview [Palette]
- 🧭 ⌘ :: Safari
- 🧭 ⌘ :: Safari [Palette]
- 🎬 ⌘ :: ScreenFlow [Palette]
- 🔵 ⌘ :: Spam Sieve
- 🟠 ⌘ :: Sublime Text [Palette]
- 📨 ⌘ :: Transmit
- 📨 ⌘ :: Transmit [Palette]
- 🦋 ⌘ :: Ulysses [Palette]
- Ⓦ ⌘ :: Word [Palette]

Macros

- 📄 ⌘⌥^←. Focus on Local   ^⌥⌘←
- 📄 ⌘⌥^→. Focus on Remote   ^⌥⌘→
- 📄 F5. Upload/Download   F5
- 📄 F6. Upload/Download   F6
- 📄 Next Tab   ⌥⌘→
- 📄 Previous Tab   ⌥⌘←

📋 Previous Tab

Triggered by any of the following:

🖥 The Hot Key ⌥⌘Left Arrow is pressed

Will execute the following actions:

📋 Select Menu Item in Transmit

     Select: Window ⇢ Select Previous Tab

     Stop macro and notify on failure.

Changing Transmit with Keyboard Maestro

⚙️ ➕ ➖ ✓   1 of 70 selected   ➕ ➖ ✓   1 of 6 selected   ➕ ➖ ✓ 🕐   Edit   ?

BTT Remote | Magic Mouse | Trackpads | Keyboard | Drawings | Normal Mice | Siri Remote | Apple Remote | Other | Leap Motion

Select Application:	Shortcut	Assigned Action	Enabled	Notes
Dash	⌘⌥←	⌘⇧[	☑	
Finder	⌘⌥→	⌘⇧]	☑	
Firefox				
Google Chrome				
Keynote				
MailMate				
Path Finder				
Safari				
Safari Technology Preview				
System Preferences				
Vivaldi				

+ | − | App Specific ▾ | ⚙

Presets

Default

New | Remove
Import | Export

FAQ | Feedback
👁 Show Live View
☰ Print your gestures

+ Add New Shortcut or Key Sequence | Attach Additional Action | − Delete selected

Changing Safari with BetterTouchTool

Dialog Boxes

Always click on *disclosure buttons*

Bonjour ⌄   S-Foc   Ent ⌄   RSG ⌄   WS ⌄   Best ⌄   G ⌄   Soc ⌄   Apps ⌄   lets ⌄   News ⌄   Save ⌄

Guillermo del Toro's House of Horrors - The New York Times

SECTIONS   HOME   SEARCH   rsgranne ⌄

CRITIC'S NOTEBOOK
A Guide to Enjoying the Final Stretch of the New York Film Festival

ndrzej Wajda, Towering teur of Polish Cinema, s at 90

The Real Messa Lee's Latest? 'It' to Look At'

Export As: Guillermo del Toro's House of Horrors - ⌄

Tags:

Where: 📁 Desktop ⇅

Format: Web Archive ⇅

Saves text, images, and other content of this page.

Cancel   Save

MOVIES   SHARE

Guillermo del Toro's House of Horrors

By **MELENA RYZIK**   OCT. 7, 2015

The director of fantasy and horror films keeps his collection of books, gory props and mannequins where he can see, and be inspired by, them.

Bonjour ⌄   S-Foc   Ent ⌄   RSG ⌄   WS ⌄   Best ⌄   G ⌄   Soc ⌄   Apps ⌄   lets ⌄   News ⌄   Save ⌄

Guillermo del Toro's House of Horrors - The New York Times

☰ SECTIONS   𝕋 HOME

CRITIC'S NOTEBOOK
A Guide to Enjoy
Final Stretch of th
York Film Festiva

MOVIES

Export As: Guillermo del Toro's House of Horrors - ᵀ   ⌃

Tags:

◀ ▶   ⊞ ☰ ⊟   ⊞ ⌄   📁 Desktop ⇕   🔍 Search

Favorites

🏠 rsgranne   📁 CSOATS   ▶
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                        🖼 Disclosure...-10-10.jpg
🅰 Applications   📁 iPhoto Organize   ▶
☁ iCloud Drive   📁 JANS & WebSanity   🟡 ▶
📦 Dropbox   📁 PUTAWAY   ▶
📄 Documents   🖼 Screen Sh....20 PM.jpg
⬇ Downloads   🖼 Screen Sh....54 PM.jpg
📁 Library   📁 Share Sheet   ▶
📷 Pictures   📁 wu-granneman-com   ▶
🖼 Photos
📁 WebSanity Sh...

Format: Web Archive ⇕

Saves text, images, and other content of this page.

New Folder   Cancel   **Save**

rsgranne ⌄   ⚙

ing
na,

➦ SHARE

The Real Messa
Lee's Latest? 'It'
to Look At'

To open all disclosure boxes by default, open Terminal, enter the following on one line, & press ↵:

```
defaults write -g
NSNavPanelExpandedStateForSaveMode -bool true
```

Then do the same thing with this:

```
defaults write NSGlobalDomain
NSNavPanelExpandedStateForSaveMode2 -bool true
```

To check if all disclosure boxes open by default, open Terminal, enter the following on one line, & press ↵:

```
defaults read NSGlobalDomain
NSNavPanelExpandedStateForSaveMode
```

Then do the same thing with this:

```
defaults read NSGlobalDomain
NSNavPanelExpandedStateForSaveMode2
```

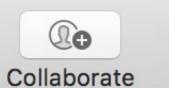After each one, Terminal should return just this: 1

To close all disclosure boxes by default, open Terminal, enter the following on one line, & press ↩:
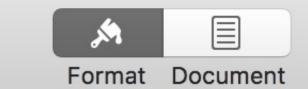
```
defaults delete NSGlobalDomain
NSNavPanelExpandedStateForSaveMode
```

Then do the same thing with this:

```
defaults delete NSGlobalDomain
NSNavPanelExpandedStateForSaveMode2
```
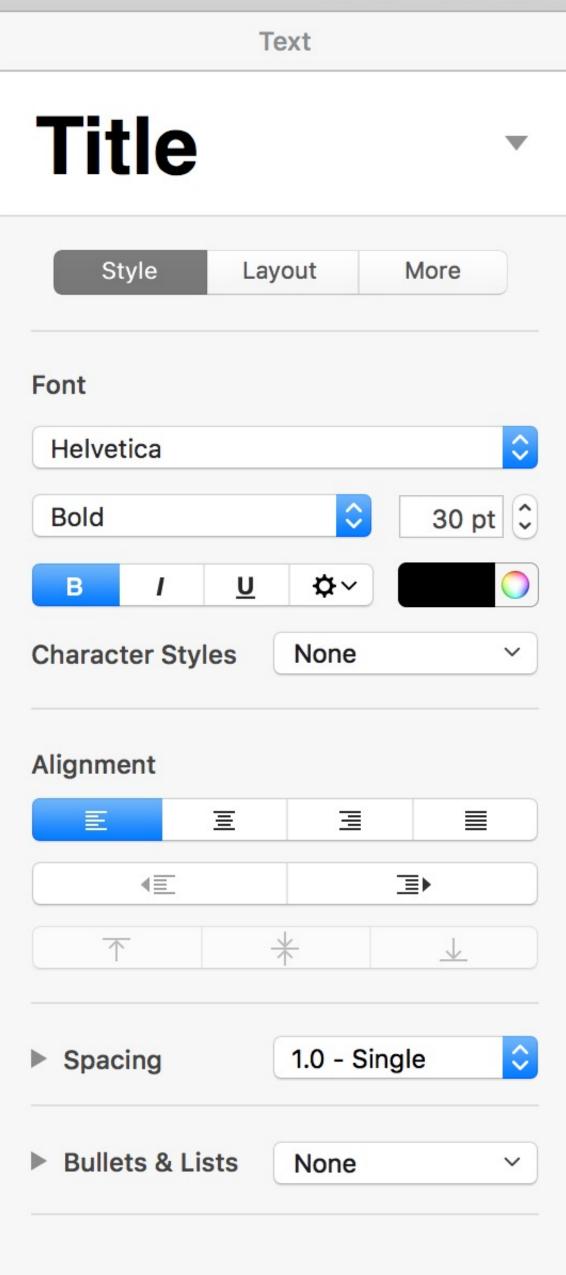
You can resize dialog boxes

Communications Tech & New Media Evaluation

This semester, we covered the following topics:

- What is "communication"? "Technology"? "Media"? "New media"?
- How do communications technologies change society?
- How do specific communications technologies change society?
- How do communications technologies change our minds & brains?
- How do communications technologies change our relationships?
- How is old media coping?
- What roles does social media play? For whom?
- How do people collaborate using new media?
- How has new media changed journalism?
- What are some of the legal issues involving free speech & new media?
- How is new media affecting so-called intellectual property?
- How has privacy been impacted by new media?

View Zoom Insert Table Chart Text Shape Media Comment Collaborate Format Document

Text

Com
Media

This semes

- What is "
  media"?
- How do o
- How do s
- How do c
  brains?
- How do c
- How is o
- What rol
- How do
- How has new media changed journalism?
- What are some of the legal issues involving free speech & new
  media?
- How is new media affecting so-called intellectual property?
- How has privacy been impacted by new media?

Communications Tech...

Name	Date Modified
Communications Tech & New Media Evaluation.pages	May 5, 2016, 6:51 P
Communications Tech & New Media.scap	Feb 28, 2015, 10:27
Communications Technology &...a Syllabus 2014-01-17.markdown	Jan 17, 2014, 11:30
Pathetic Dot.markdown	Feb 21, 2014, 3:26
Readings	Apr 24, 2015, 11:25
Sample Presentations re Communication, Culture, & Tech	Aug 26, 2016, 1:52
Sample Syllabi	Mar 1, 2015, 2:02 P

Favorites
Recents
rsgranne
Desktop
Applications
iCloud Drive
Dropbox
Documents
Downloads
Library
Pictures
Photos
WebSanity S...
Inbox

New Document   Done   Open

Grab & drag

Title

Style Layout More

Helvetica

Bold   30 pt

araracter Styles   None

gnment

Spacing   1.0 - Single

Bullets & Lists   None

View

125%

Zoom

Insert

Table

Chart

Text

Shape

Media

Comment

Collaborate

Format

Document

Text

Communications Tech…

Name	Date Modified	Size	Kind
Communications Tech & New Media Evaluation.pages	May 5, 2016, 6:51 PM	223 KB	Pages
Communications Tech & New Media.scap	Feb 28, 2015, 10:27 AM	24 KB	Scapple Board
Communications Technology &…a Syllabus 2014-01-17.markdown	Jan 17, 2014, 11:30 AM	10 KB	Markdown
Pathetic Dot.markdown	Feb 21, 2014, 3:26 PM	1 KB	Markdown
▶ Readings	Apr 24, 2015, 11:25 AM	--	Folder
▶ Sample Presentations re Communication, Culture, & Tech	Aug 26, 2016, 1:52 PM	--	Folder
▶ Sample Syllabi	Mar 1, 2015, 2:02 PM	--	Folder

More

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Recents

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Applications

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Dropbox

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Pictures

Photos

WebSanity S…

Inbox

30 pt

New Document

Done

Open

- How has new media changed journalism?
- What are some of the legal issues involving free speech & new media?
- How is new media affecting so-called intellectual property?
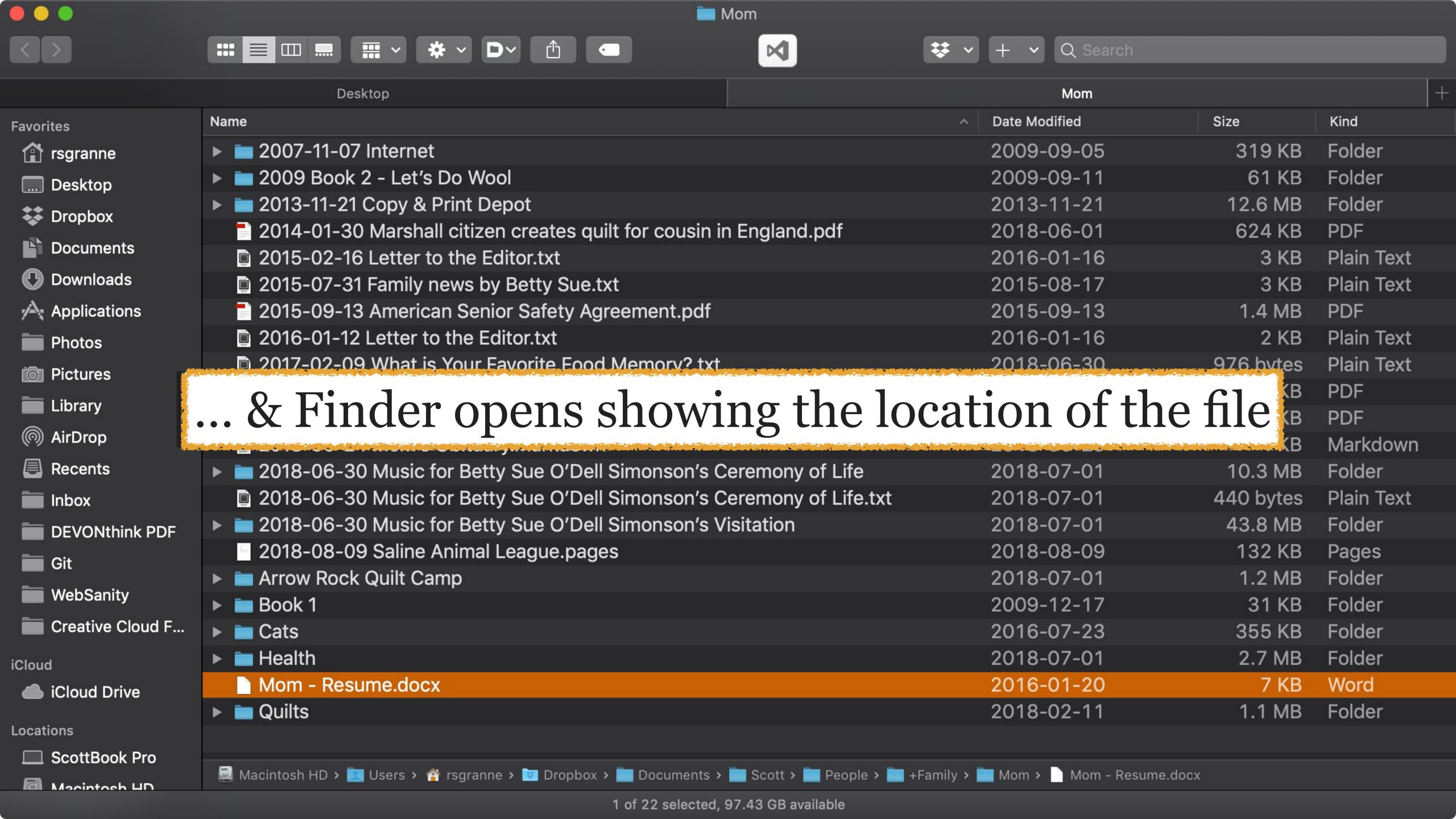- How has privacy been impacted by new media?

Bullets & Lists

None

Single

Show the Finder location of a file from a dialog box

Press ⌘R from within a dialog box…

Name	Date Modified	Size	Kind
▶ 🖿 2007-11-07 Internet	2009-09-05	319 KB	Folder
▶ 🖿 2009 Book 2 - Let's Do Wool	2009-09-11	61 KB	Folder
▶ 🖿 2013-11-21 Copy & Print Depot	2013-11-21	12.6 MB	Folder
📄 2014-01-30 Marshall citizen creates quilt for cousin in England.pdf	2018-06-01	624 KB	PDF
📄 2015-02-16 Letter to the Editor.txt	2016-01-16	3 KB	Plain Text
📄 2015-07-31 Family news by Betty Sue.txt	2015-08-17	3 KB	Plain Text
📄 2015-09-13 American Senior Safety Agreement.pdf	2015-09-13	1.4 MB	PDF
📄 2016-01-12 Letter to the Editor.txt	2016-01-16	2 KB	Plain Text
📄 2017-02-09 What is Your Favorite Food Memory? txt	2018-06-30	976 bytes	Plain Text
		KB	PDF
		KB	PDF
		KB	Markdown
▶ 🖿 2018-06-30 Music for Betty Sue O'Dell Simonson's Ceremony of Life	2018-07-01	10.3 MB	Folder
📄 2018-06-30 Music for Betty Sue O'Dell Simonson's Ceremony of Life.txt	2018-07-01	440 bytes	Plain Text
▶ 🖿 2018-06-30 Music for Betty Sue O'Dell Simonson's Visitation	2018-07-01	43.8 MB	Folder
📄 2018-08-09 Saline Animal League.pages	2018-08-09	132 KB	Pages
▶ 🖿 Arrow Rock Quilt Camp	2018-07-01	1.2 MB	Folder
▶ 🖿 Book 1	2009-12-17	31 KB	Folder
▶ 🖿 Cats	2016-07-23	355 KB	Folder
▶ 🖿 Health	2018-07-01	2.7 MB	Folder
📄 Mom - Resume.docx	2016-01-20	7 KB	Word
▶ 🖿 Quilts	2018-02-11	1.1 MB	Folder

... & Finder opens showing the location of the file

🖥 Macintosh HD › 🖥 Users › 🏠 rsgranne › 🗀 Dropbox › 🖿 Documents › 🖿 Scott › 🖿 People › 🖿 +Family › 🖿 Mom › 📄 Mom - Resume.docx

1 of 22 selected, 97.43 GB available
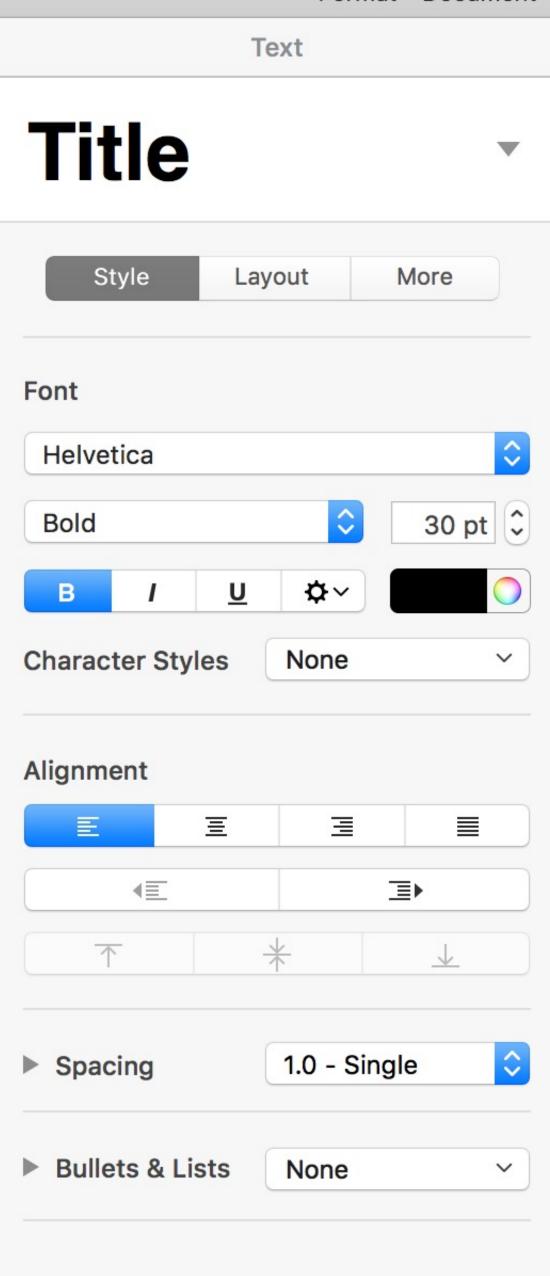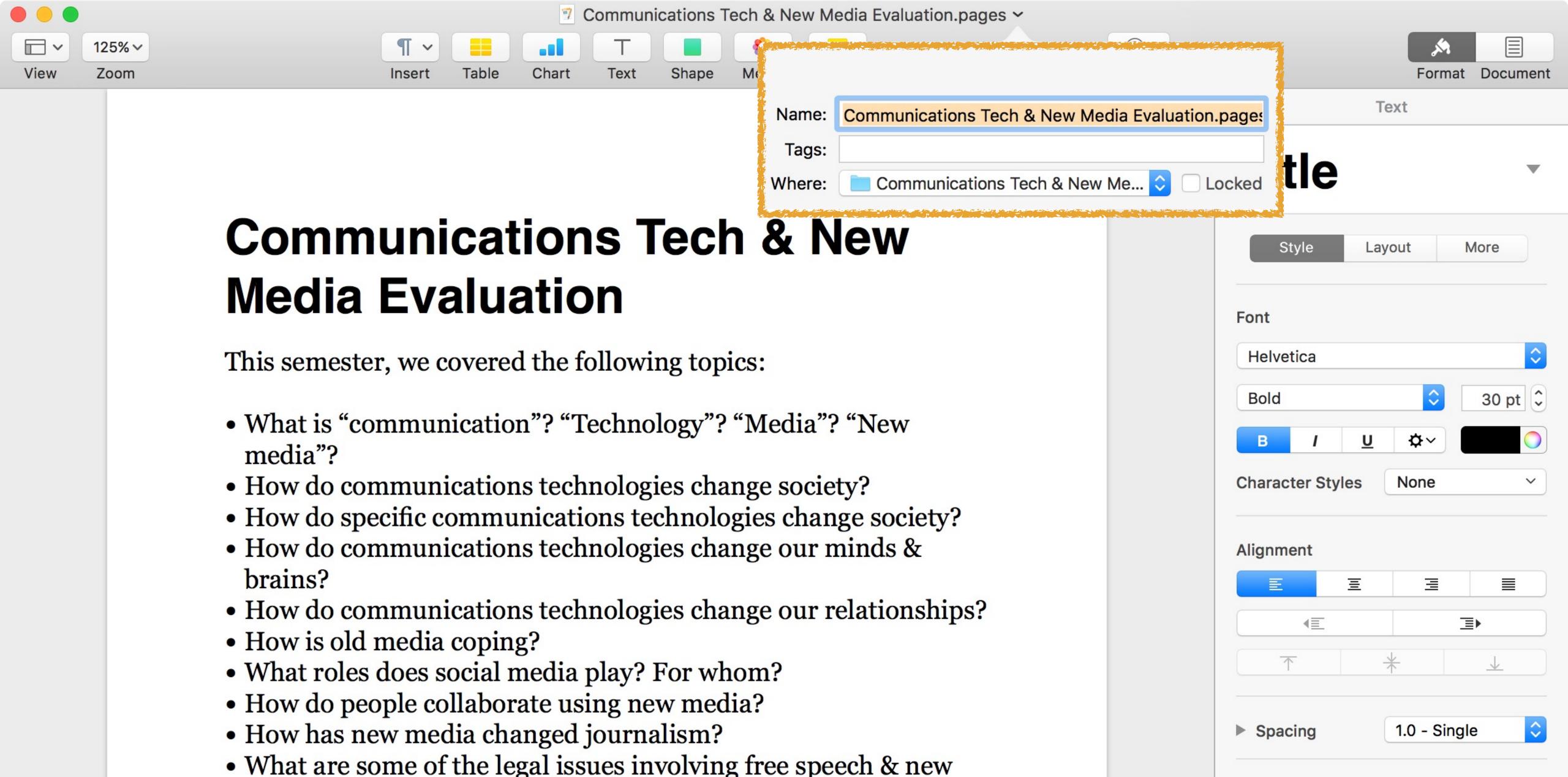
Title Bar

Rename documents from the title bar

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- How is new media affecting so-called intellectual property?
- How has privacy been impacted by new media?

View | Zoom | Insert | Table | Chart | Text | Shape | Format | Document

Name: Communications Tech & New Media Evaluation.pages

Tags:

Where: 📁 Communications Tech & New Me... ⬍ ☐ Locked

Text

Style | Layout | More

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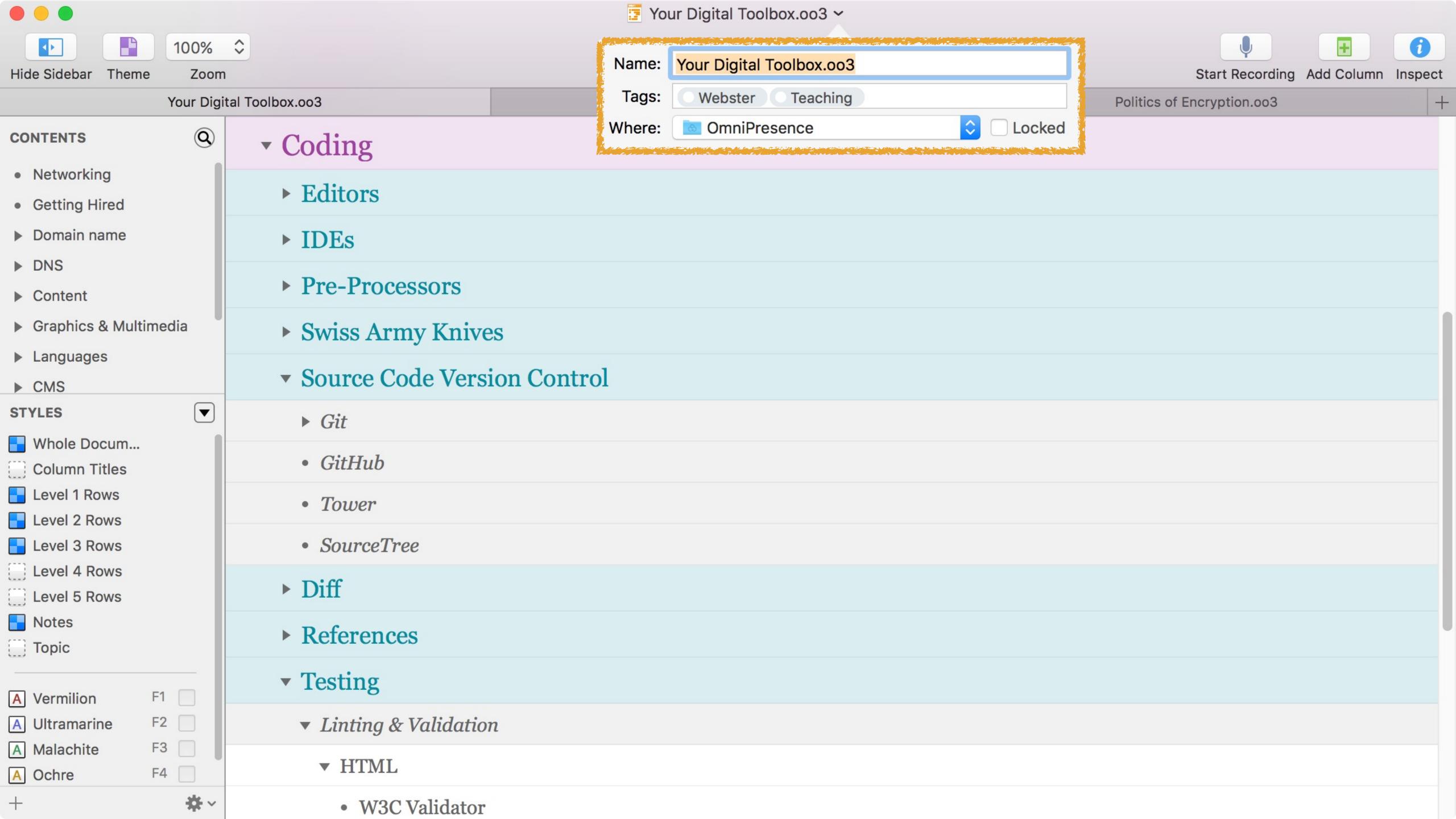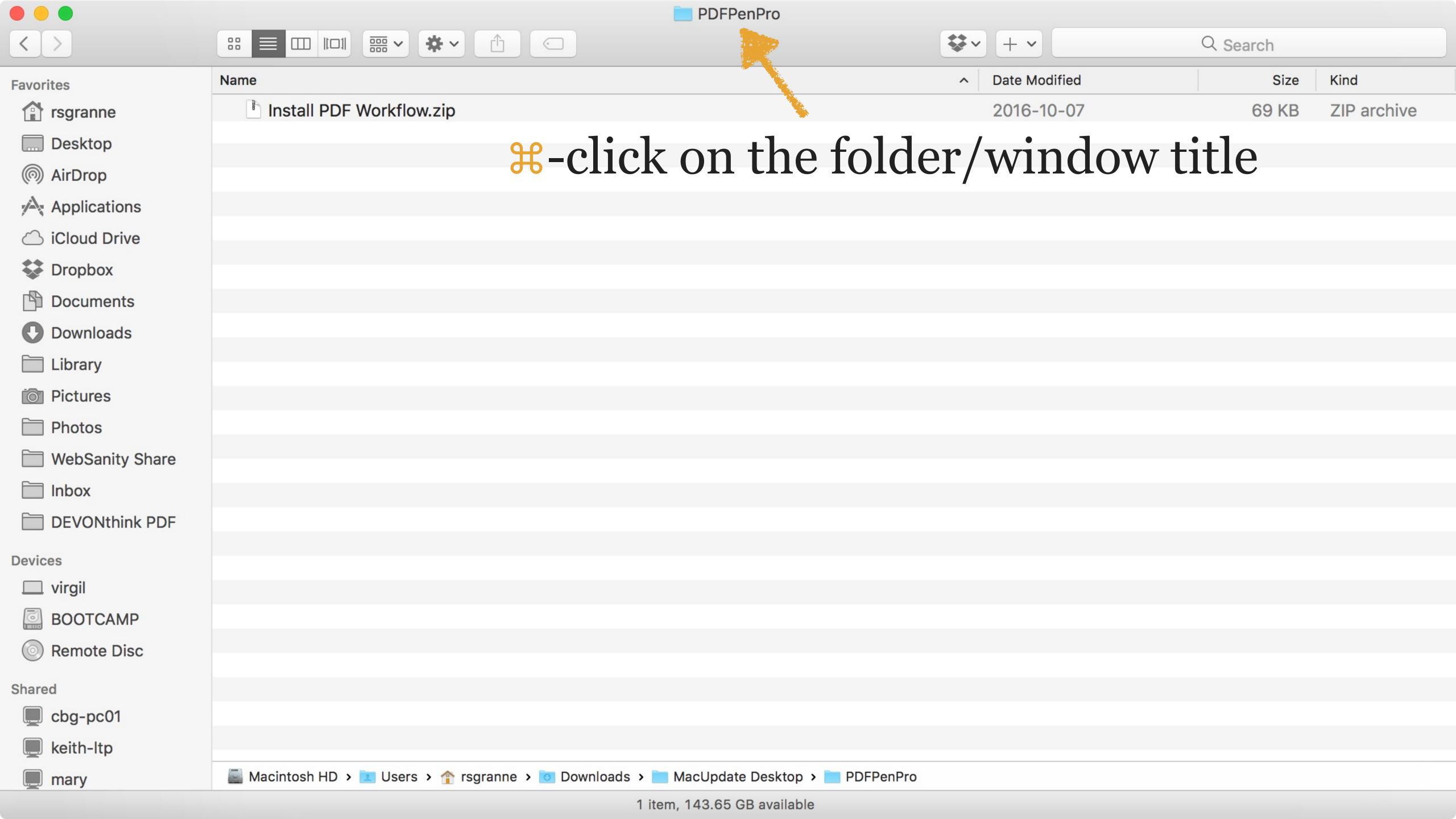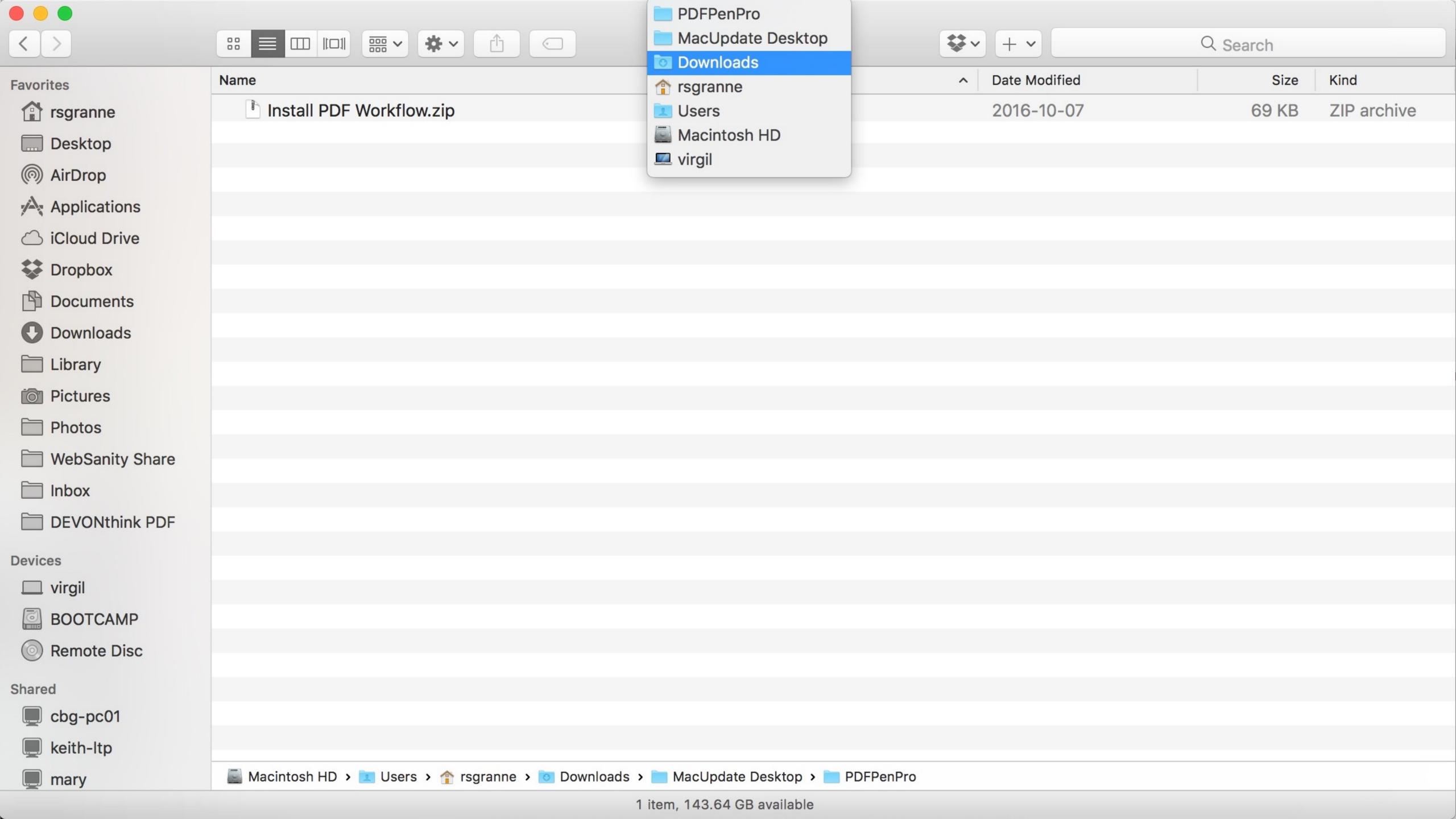- How has privacy been impacted by new media?

Font

Helvetica

Bold | 30 pt

B | I | U | ⚙⌄

Character Styles | None

Alignment

Spacing | 1.0 - Single

Bullets & Lists | None

Your Digital Toolbox.oo3 ⌄

Hide Sidebar | Theme | 100% Zoom | Start Recording | Add Column | Inspect

Name: **Your Digital Toolbox.oo3**

Tags: ⚪ Webster   ⚪ Teaching

Where: 📁 OmniPresence ⇕   ☐ Locked

Your Digital Toolbox.oo3 | Politics of Encryption.oo3

CONTENTS 🔍

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- ▸ Content
- ▸ Graphics & Multimedia
- ▸ Languages
- ▸ CMS

STYLES ▾

- 🔲 Whole Docum...
- ▢ Column Titles
- 🔲 Level 1 Rows
- 🔲 Level 2 Rows
- 🔲 Level 3 Rows
- ▢ Level 4 Rows
- ▢ Level 5 Rows
- 🔲 Notes
- ▢ Topic

- 🅰 Vermilion   F1 ☐
- 🅰 Ultramarine F2 ☐
- 🅰 Malachite   F3 ☐
- 🅰 Ochre   F4 ☐

➕   ⚙⌄

▾ **Coding**

  ▸ Editors

  ▸ IDEs

  ▸ Pre-Processors

  ▸ Swiss Army Knives

  ▾ Source Code Version Control

    ▸ • *Git*

    • *GitHub*

    • *Tower*

    • *SourceTree*

  ▸ Diff

  ▸ References

  ▾ Testing

    ▾ *Linting & Validation*

      ▾ HTML

        • W3C Validator

See all — & jump to any — of the folders that contain the current folder or file

Name	Date Modified	Size	Kind
Install PDF Workflow.zip	2016-10-07	69 KB	ZIP archive

⌘-click on the folder/window title

Favorites

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AirDrop

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iCloud Drive

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Documents

Downloads

Library

Pictures

Photos

WebSanity Share

Inbox

DEVONthink PDF

Devices

virgil

BOOTCAMP

Remote Disc

Shared

cbg-pc01

keith-ltp

mary

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Install PDF Workflow.zip	2016-10-07	69 KB	ZIP archive

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How police tracked Pamela Hupp - KMOV.com Channel 4 News - 2016-08-14.pdf		114 KB	PDF	2016-08-30
iFlicks_2.app.zip		17.7 MB	ZIP archive	2016-09-21
Images		94.1 MB	Folder	2016-06-15
IMG_0629.mov		7.3 MB	QT movie	2015-11-05
IMG_8400.JPG		476 KB	JPEG image	2016-08-30
Joy		59 KB	Folder	2016-08-10
Karen Hall - Cellphones in Education.docx		24 KB	Micro....docx)	2016-06-30
Launch-App-Hotkeys.alfredworkflow		27 KB	Alfred...rkflow	2016-09-21
Law Enforcement		21.6 MB	Folder	2016-09-06
Lieberman phone numbers.pdf		6 MB	PDF	2015-11-05
MacUpdate Desktop	○	1.57 GB	Folder	2015-11-05
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MarkdownServiceTools2.12	●	2.2 MB	Folder	2015-11-05
Messages Archive		67 MB	Folder	2016-05-01
Mobility.oo3		57 KB	Omni...liner 3	2015-11-05
Music		19.51 GB	Folder	2015-11-05
Oasis		6.9 MB	Folder	2016-06-04
pinbar-beta.safariextz		24 KB	Safari...nsion	2016-09-05
portfolio-bootstrap-images.zip		6.1 MB	ZIP archive	2016-01-11
print-styles		193 KB	Folder	2016-09-28
print-styles-old		193 KB	Folder	2016-09-27
print-styles-old.zip		180 KB	ZIP archive	2016-09-28
print-styles.zip		180 KB	ZIP archive	2016-09-28
prizmo3_3.1.13.zip		33.3 MB	ZIP archive	2016-10-09
redcap-api-examples.zip		104 KB	ZIP archive	2016-09-12
redcap-api-examples.zip Folder		172 KB	Folder	2016-09-12

Original folder

Containing folder

Favorites
- rsgranne
- Desktop
- AirDrop
- Applications
- iCloud Drive
- Dropbox
- Documents
- Downloads
- Library
- Pictures
- Photos
- WebSanity Share
- Inbox
- DEVONthink PDF

Devices
- virgil
- BOOTCAMP
- Remote Disc

Shared
- cbg-pc01
- keith-ltp

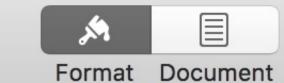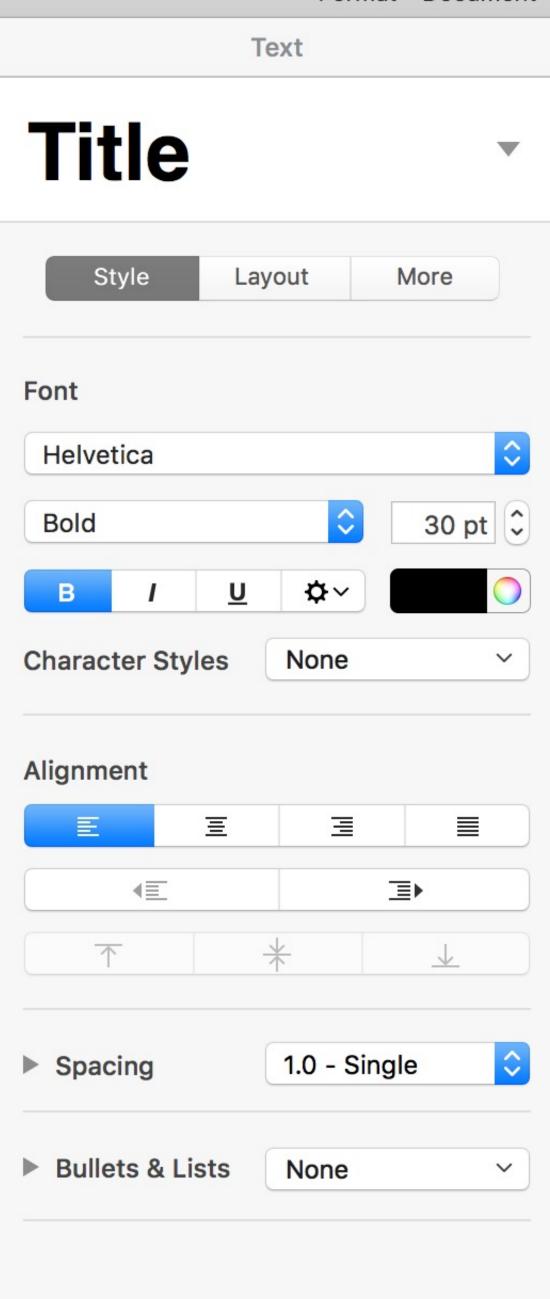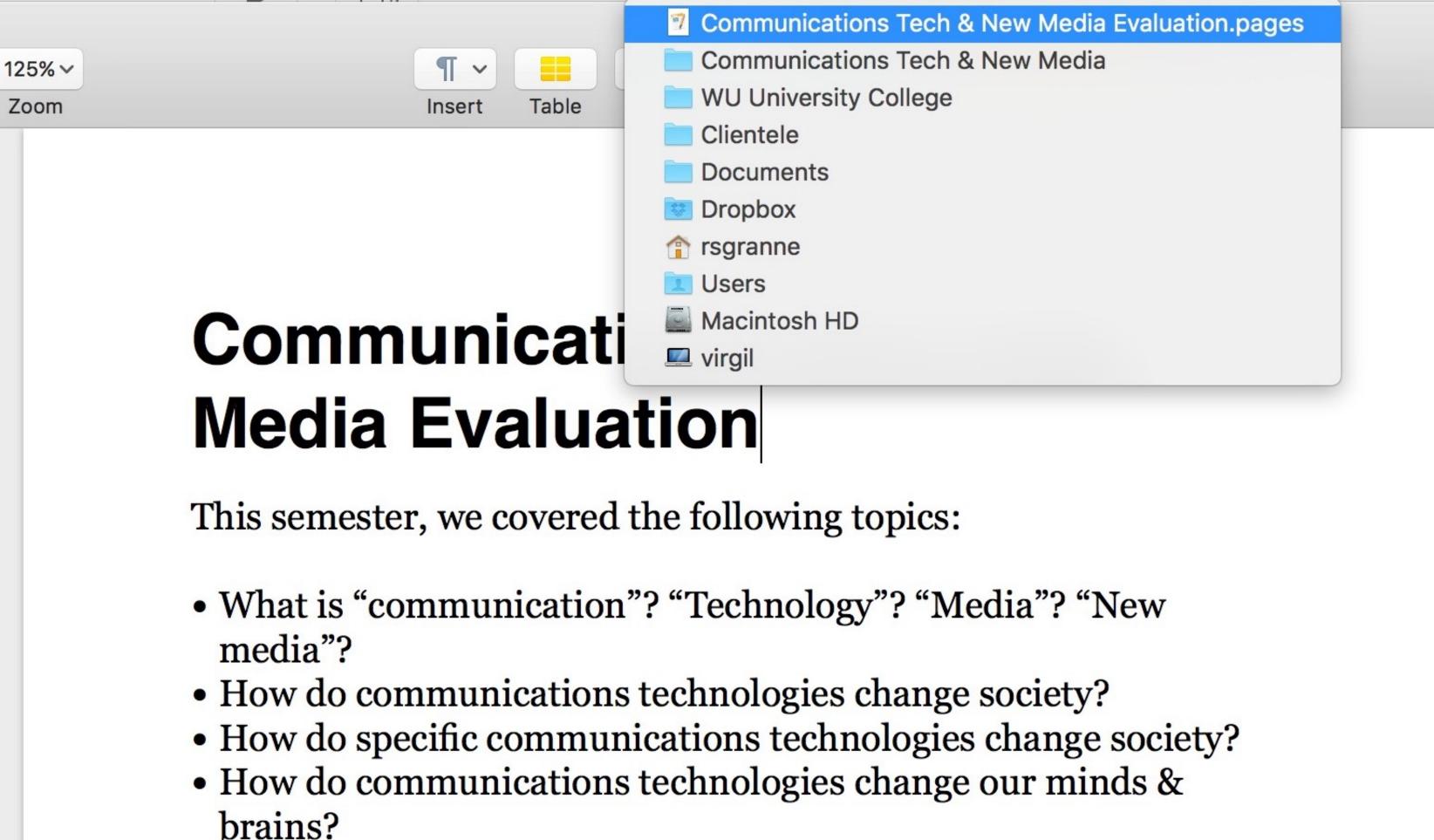Macintosh HD > Users > rsgranne > Downloads > MacUpdate Desktop

1 of 62 selected, 143.64 GB available

Communications Tech & New Media Evaluation

This semester, we covered the following topics:

- What is "communication"? "Technology"? "Media"? "New media"?
- How do communications technologies change society?
- How do specific communications technologies change society?
- How do communications technologies change our minds & brains?
- How do communications technologies change our relationships?
- How is old media coping?
- What roles does social media play? For whom?
- How do people collaborate using new media?
- How has new media changed journalism?
- What are some of the legal issues involving free speech & new media?
- How is new media affecting so-called intellectual property?
- How has privacy been impacted by new media?

Communicati... Media Evaluation

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- How is new media affecting so-called intellectual property?
- How has privacy been impacted by new media?

Toolbars

Customize toolbars

View > Customize Toolbar…

OR…

Right-click on toolbar & select Customize Toolbar…

Q Search

Favorites

rsgranne

Desktop

AirDrop

Applications

iCloud Drive

Dropbox

Documents

Downloads

Library

Pictures

Photos

WebSanity Share

Inbox

DEVONthink PDF

Devices

virgil

BOOTCAMP

Remote Disc

Shared

cbg-pc01

keith-ltp

mary

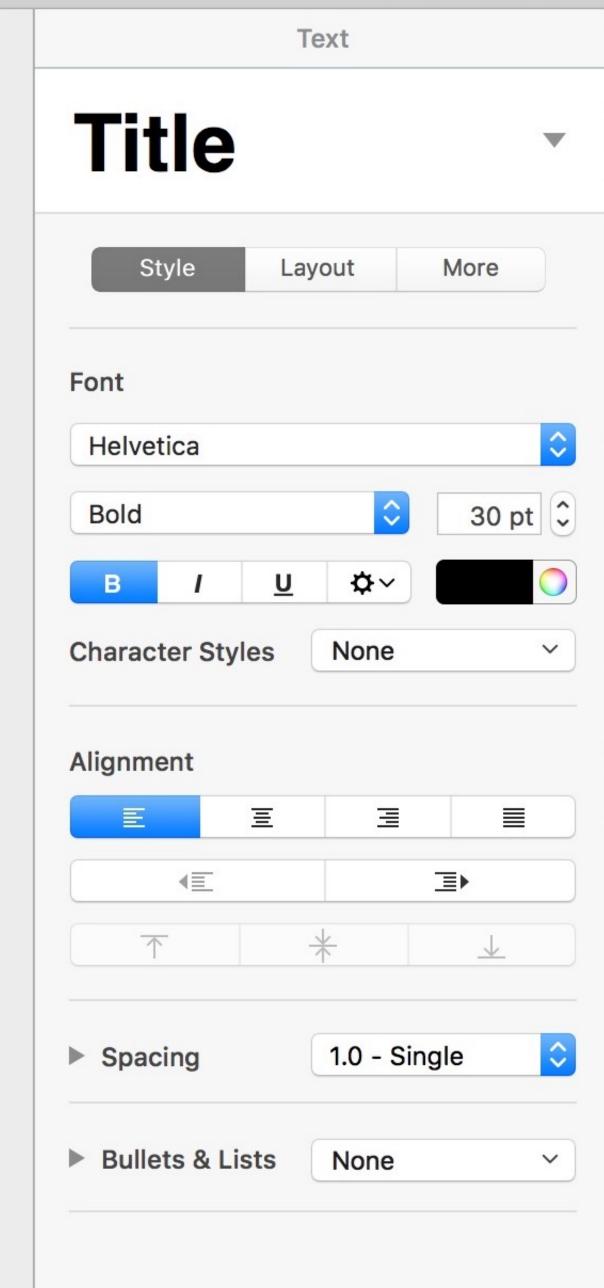| Name		Size	Kind
▶ Applicati		329 KB	Folder
▶ Applicati		384 KB	Folder
▶ bin		79.7 MB	Folder
▶ Desktop		412 MB	Folder
▶ Documer		22.25 GB	Folder
▶ Download		94.44 GB	Folder
▶ Dropbox		233.6 GB	Folder
▶ Library		42.96 GB	Folder
▶ Movies		398.4 MB	Folder
▶ Music		21.84 GB	Folder
▶ Pictures		24.78 GB	Folder
▶ Public		6 KB	Folder

Drag your favorite items into the toolbar...

Back/Forward   Path   Arrange   View   Action   Eject   Burn   Space   Flexible Space

New Folder   Delete   Connect   Get Info   Search   Quick Look   Share   Edit Tags

New File Menu   Dropbox

... or drag the default set into the toolbar.

Back/Forward   View   Arrange   Action   Share   Edit Tags   Search

Show   Icon Only   Done

Macintosh HD > Users > rsgranne

Finder

rsgranne

Favorites

rsgranne
Desktop
AirDrop
Applications
iCloud Drive
Dropbox
Documents
Downloads
Library
Pictures
Photos
WebSanity Share
Inbox
DEVONthink PDF

Devices

virgil
BOOTCAMP
Remote Disc

Shared

cbg-pc01
keith-ltp
mary

Name		Size	Kind
▶ Applicati		329 KB	Folder
▶ Applicati		384 KB	Folder
▶ bin		79.7 MB	Folder
▶ Desktop		412.4 MB	Folder
▶ Documer		22.25 GB	Folder
▶ Downloac		94.44 GB	Folder
▶ Dropbox		233.6 GB	Folder
▶ Library		42.96 GB	Folder
▶ Movies		398.4 MB	Folder
▶ Music		21.84 GB	Folder
▶ Pictures		24.78 GB	Folder
▶ Public		6 KB	Folder

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12 items, 143.65 GB available

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Back/Forward Path Arrange View Action Eject Burn Space Flexible Space

New Folder Delete Connect Get Info Search Quick Look Share Edit Tags

New File Menu Dropbox

... or drag the default set into the toolbar.

Back/Forward View Arrange Action Share Edit Tags Search

Show

Icon and Text
✓ Icon Only
Text Only

Done

Drag your favorite items into the toolbar...

Back/Forward   iCloud Tabs   Share   Show/Exit Tab Overview   Top Sites   Home   History   Sidebar   Favorites Bar   AutoFill   Zoom   Open in Dashboard   Mail   Print   Web Inspector

Search or enter website name
Address and Search   Save Tabs   1Password   Stylish   Translate   Ghostery   QuickNuke   SessionRestore   uBlock   LinkThing Settings   Flexible Space

... or drag the default set into the toolbar.

Back/Forward   Sidebar   Save Tabs   1Password   Stylish   Translate   Ghostery   SessionRestore   uBlock   LinkThing Settings   Search or enter website name   Share
                                                                                                                        Address and Search

Done

Windows: Right-click the app icon to open a shortcut menu.

Mac: Control-click the app icon to open a shortcut menu.

right-hand Avoid except in reference to right-hand (recto) pages; use just *right* whenever possible.

rightmost No hyphen.

right side Not *right-hand side*.

ringtone One word.

road map Two words.

ROM Acronym for *read-only memory*. See **abbreviations and acronyms** for guidelines about spelling out acronyms.

roman, Roman (adj.) Use lowercase when you refer to numerals and to font style. Capitalize when you refer to the term *Standard Roman character set.* See also **arabic, Arabic (adj.).**

G
H
I
J
K
L
M
N
O
P
Q

Safari

Drag your favorite items into the toolbar...

Action	Applications	Arrange	Back	Burn	Compress	Connect	Convert Image	Copy	Decompress	Delete

Disk Image	Documents	Drop Stack	Duplicate	Eject	Erase	Favorites	Find	Finder	Info	Move	Move to Trash

New File	New Folder	New Tab	Open	Path	Progress	Quick Look	Reload	Rename	Search	Secure Delete…	Select

Shelves	Show	Show Invisibles	Sort	Tab Sets	Terminal	Touch	Trash	View	Views	Space

Flexible Space

... or drag the default set into the toolbar.

Back	View	Shelves	Views	Quick Look	Arrange	Show Invisibles	Search	Progress

Show [Icon Only ⬍]   [Done]

Path Finder

Keynote

Navigation　　　View　　　Actions　Open　Delete　Group　Plain Text　Rich Text　Formatted Note　Make Rich Text　Record　Highlight　Label　Group Items　Ungroup Items　Info　Search

All/Ignore Diacritics/

Drag your favorite items into the toolbar...

View	Actions	Scripts	Quick Look	Navigation	Go To Document	First	Previous	Next

Last　Label　Flag　Group　Smart Group　Plain Text　Rich Text　Formatted Note　Bookmark　Sheet　Record

Delete Records　New Column　Delete Columns　Columns　Open　Open Externally　Launch URL　Delete　Save　Import　Export

Reveal　Show In Finder　Update　Info　Group Items　Ungroup Items　Auto Classify　Search　Search

Bigger Font　Smaller Font　Subscript　Superscript　Ruler　Fonts　Colors　Make Plain Text　Make Rich Text　Highlight　Highlight

Mark Up　Annotate　Tool　Delete Pages　Link　Zoom In　Zoom Out

Zoom To Fit　Zoom To Width　Actual Size　Full Screen　Rotate Left　Rotate Right　Refresh　Backup　Verify　Print　DEVONagent

Synchronize　Synchronize All　Image Capture　Import Email　OCR　Send by Email　Take Note　Space　Flexible Space

... or drag the default set into the toolbar.

Navigation　　　View　　　Actions　Quick Look　Open　Delete　Group　Rich Text　Record　Group Items　Ungroup Items　Info　Search

Show [Icon and Text]　☑ Use small size

DEVONthink　[Done]

Sidebar

budget

Search: **This Mac** **"Desktop"**

Save +

Favorites

Recents

AirDrop

Applications

Desktop

Documents

Downloads

iCloud

Locations

Tags

Budget

Pet Hotel

Summer Garden Party

🏠 johnappleseed > 📁 Desktop > 📊 Budget

AirDrop

Add a link to AirDrop on your Dock

In Finder, press `⌘⇧G`

Enter: `/System/Library/CoreServices/Finder.app/Contents/Applications/` & press Enter

Drag AirDrop to your Dock

Reorder

My order on the Finder Sidebar
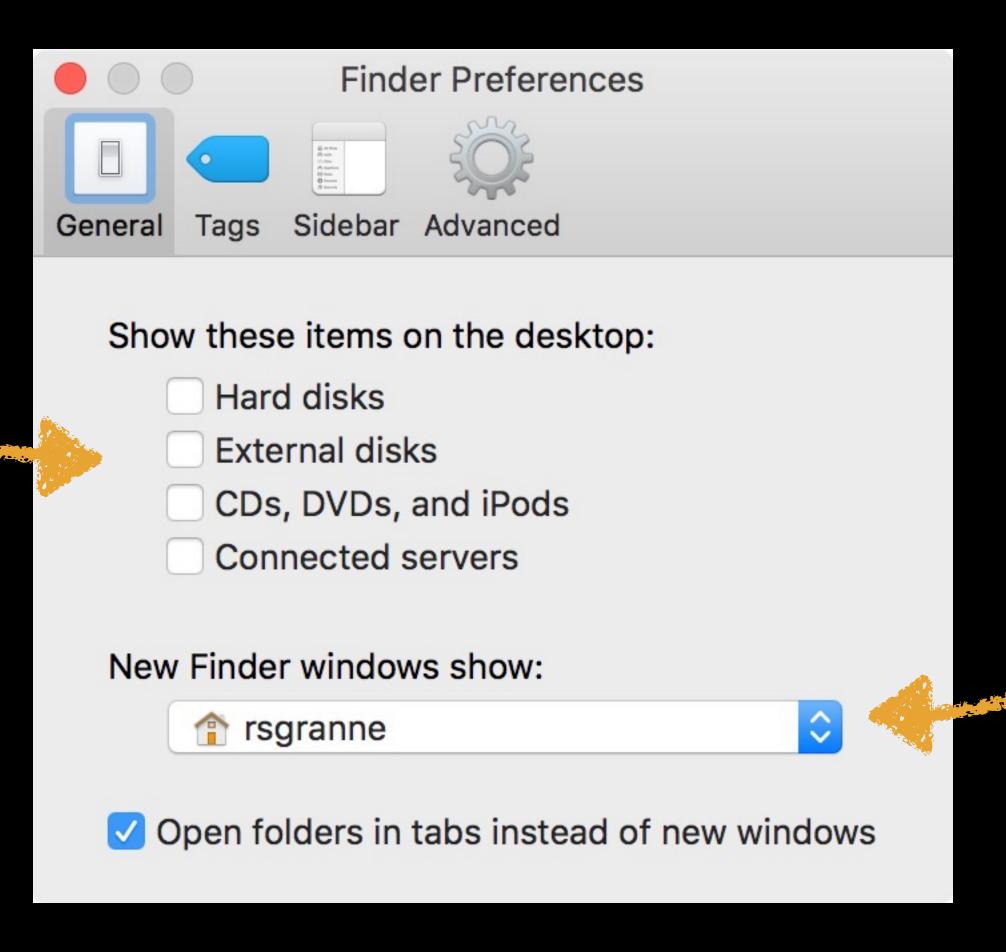
Based on order of use, with personal folders on the bottom

Finder Preferences

Click on the Finder icon on the Dock
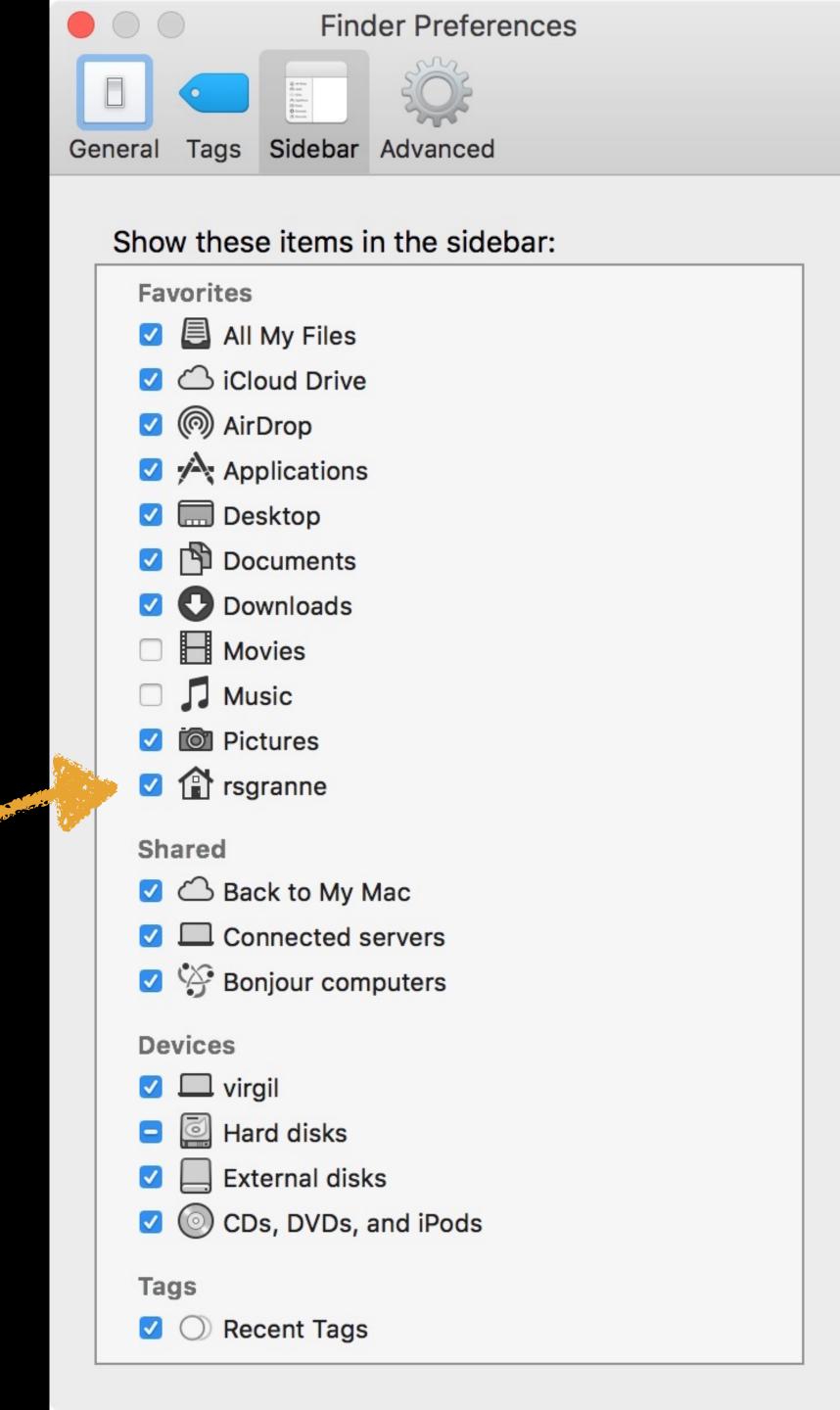
Finder > Preferences

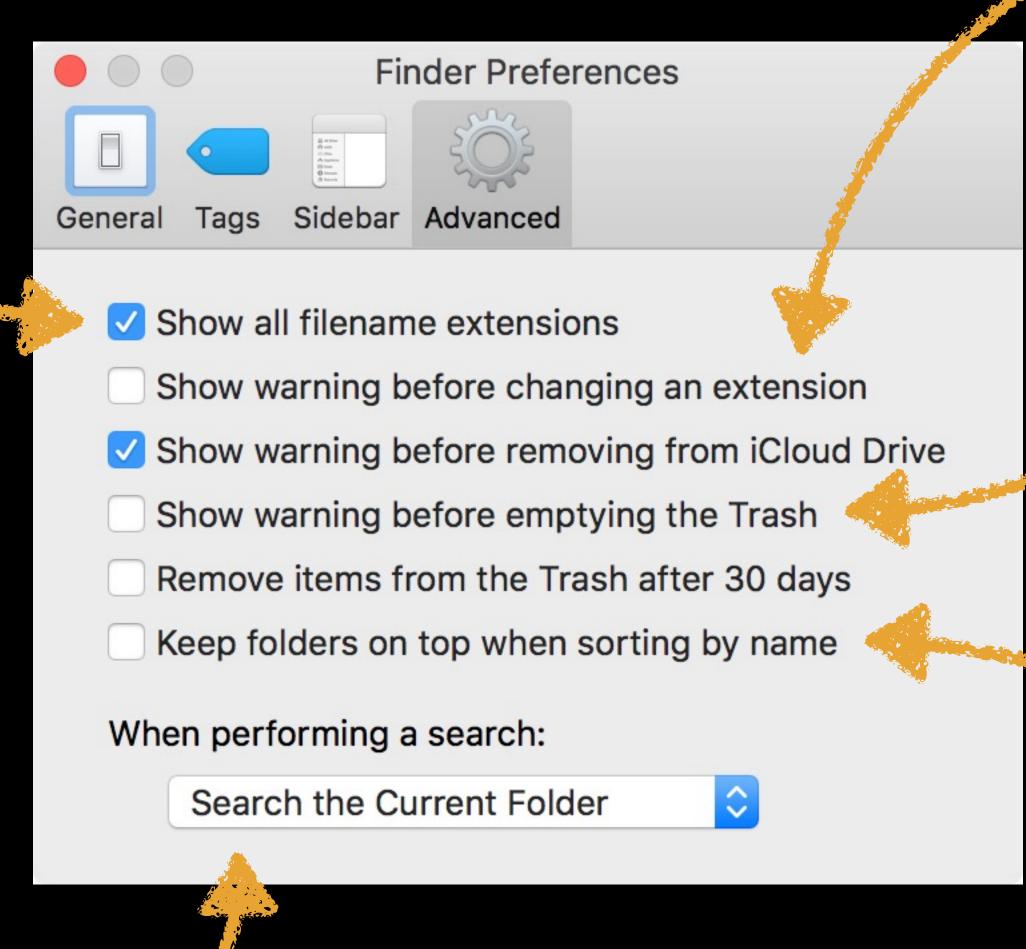I hide everything (I can see these in the sidebar under Devices & Shared)

I'd rather see my Home folder than All Files (which I find useless)

Finder Preferences

General   Tags   Sidebar   Advanced

Show these items on the desktop:

☐ Hard disks
☐ External disks
☐ CDs, DVDs, and iPods
☐ Connected servers

New Finder windows show:

🏠 rsgranne

☑ Open folders in tabs instead of new windows

I check everything except for Movies & Music (I usually uncheck All My Files too)

Note the Home folder is checked — it's very useful

Make sure to show extensions (e.g., PDF, APP, & DOCX)

I don't need warnings — I know what I did!

Finder Preferences

General   Tags   Sidebar   Advanced

☑ Show all filename extensions
☐ Show warning before changing an extension
☑ Show warning before removing from iCloud Drive
☐ Show warning before emptying the Trash
☐ Remove items from the Trash after 30 days
☐ Keep folders on top when sorting by name

When performing a search:

Search the Current Folder
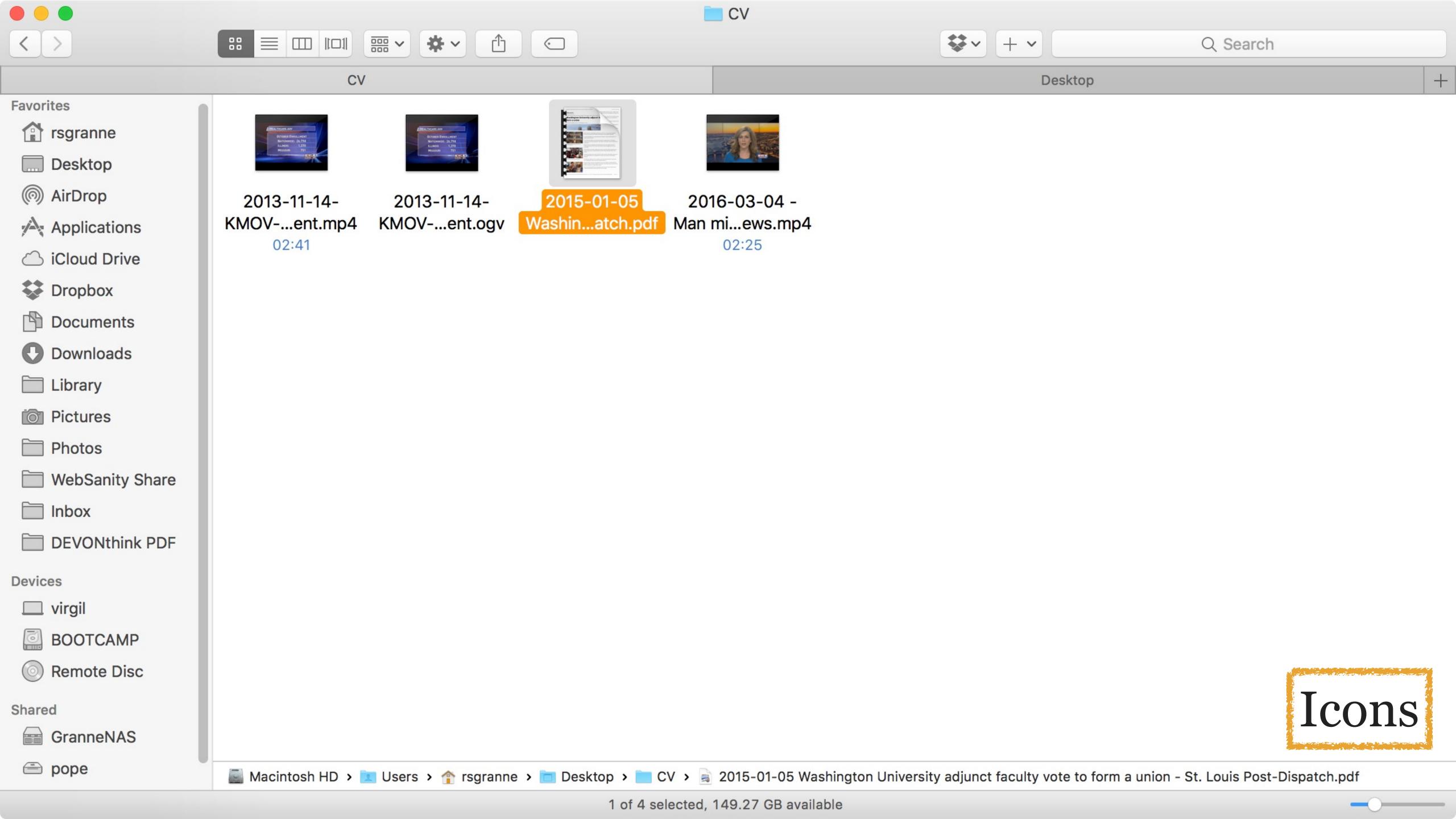
When I search, most of the time I want it to be in the current folder

For the former Windows users (not for me)

Views

Finder Views

Desktop

Icons ⌘1

Cover Flow ⌘4

List ⌘2

Columns ⌘3

4 Finder views

Name	Date Modified	Size	Kind
2013-11-14-KMOV-News-4-Lower-than-ex…ported-in-ACA-health-care-enrollment.mp4	2013-11-13	20.6 MB	MPEG…movie
2013-11-14-KMOV-News-4-Lower-than-ex…eported-in-ACA-health-care-enrollment.ogv	2016-05-01	13.2 MB	Ogg Video
2015-01-05 Washington University adjunct…to form a union - St. Louis Post-Dispatch.pdf	2016-05-02	425 KB	PDF
2016-03-04 - Man misspells Google and al…t loses $1,200 - KMOV Channel 4 News.mp4	2016-05-01	18.1 MB	MPEG…movie

List

Macintosh HD › Users › rsgranne › Desktop › CV › 2015-01-05 Washington University adjunct faculty vote to form a union - St. Louis Post-Dispatch.pdf

1 of 4 selected, 149.27 GB available

CV   Desktop

Q Search

Favorites

rsgranne

Desktop

AirDrop

Applications

iCloud Drive

Dropbox

Documents

Downloads

Library

Pictures

Photos

WebSanity Share

Inbox

DEVONthink PDF

Devices

virgil

BOOTCAMP

Remote Disc

Shared

GranneNAS

pope

10 - Wa...ody.mp3
Aweso...0-05.jpg
Aweso...0-05.png
Aweso...0-05.png
CSOATS
CV
Finder -...0-06.jpg
Finder -...0-06.jpg
Finder -...0-06.jpg
Finder -...0-06.jpg
Finder -...0-06.jpg
Finder -...0-06.jpg
Finder -...0-06.jpg
Finder -...0-06.jpg
Finder -...0-06.jpg
Good Fr...-05.png
Good Fr...-05.png
Good Fr...0-05.txt
Harold...est Of.jpg
Harold...Now.mp3
Harold...Notes.jpg
iPhoto Organize
JANS &...ebSanity
nvALT -...0-06.jpg
nvALT -...0-06.jpg
nvALT - 0-06.jpg

2013-11-...ment.mp4
2013-11-...lment.ogv
2015-01-...patch.pdf
2016-03-...ews.mp4

2015-01-05 Washington University adjunct faculty vote to form a union - St. Louis Post-Dispatch.pdf

Portable Document Format (PDF) - 425 KB

Created   Monday, May 2, 2016 at 12:10 AM
Modified   Monday, May 2, 2016 at 12:10 AM
Last opened Monday, May 2, 2016 at 12:10 AM

Add Tags...

Columns

Macintosh HD › Users › rsgranne › Desktop › CV › 2015-01-05 Washington University adjunct faculty vote to form a union - St. Louis Post-Dispatch.pdf

1 of 4 selected, 149.27 GB available

Cover Flow

View Menu

Desktop

☐ Desktop | Desktop

Favorites

🏠 rsgranne

@ AirDrop

✈ Applications

☁ iCloud Drive

◆ Dropbox

📁 Documents

⬇ Downloads

📁 Library

📷 Pictures

📁 Photos

📁 WebSanity Share

📁 Inbox

📁 DEVONthink PDF

Devices

💾 virgil

💾 BOOTCAMP

⊚ Remote Disc

Shared

💾 GranneNAS

☁ pope

Good Free Photos...2016-10-05.png
Good Free Photos...2016-10-05.png

🍎 **Finder** File Edit **View** Go Window Help 5.txt

as Icons	⌘1	jpg
✓ as List	⌘2	mp3
as Columns	⌘3	
as Cover Flow	⌘4	

Clean Up
Clean Up By ▸
Arrange By ▸

Show Tab Bar	⇧⌘T	jpg
Hide Path Bar	⌥⌘P	jpg
Hide Status Bar	⌘/	
Hide Sidebar	⌥⌘S	png
Show Preview	⇧⌘P	txt

| Hide Toolbar | ⌥⌘T | df |
| Customize Toolbar... | | |

| Show View Options | ⌘J | jpg |

| Enter Full Screen | ^⌘F | jpg |

jpg

Screen Shot 201...t 10.21.31 PM.jpg
Screen Shot 201...t 10.21.48 PM.jpg
Screen Shot 201...t 10.22.32 PM.jpg
Screen Shot 201...t 10.22.37 PM.jpg
Screen Shot 201...t 10.51.29 PM.jpg

ANNALS OF DEMOCRACY OCTOBER 13, 2008 ISSUE

ROCK, PAPER, SCISSORS
How we used to vote

By Jill Lepore

On the morning of November 2, 1859—Election Day—George Kyle, a merchant with the Baltimore firm of Dinsmore & Kyle, left his house with a bundle of ballots tucked under his arm. Kyle was a Democrat. As he neared the polls in the city's Fifteenth Ward, which was heavily dominated by the American Party, a ruffian tried to snatch his ballots. Kyle dodged and wheeled, and heard a cry: his brother, just behind him, had been struck. Next, someone clobbered Kyle, who drew a knife, but didn't have a chance to use it. "I felt a pistol put to my head," he said. Grazed by a bullet, he fell. When he rose, he drew his own pistol, hidden in his pocket. He spied his brother lying in the street. Someone else fired a shot, hitting Kyle in the arm. A man carrying a musket rushed at him. Another threw a brick, knocking him off his feet. George Kyle picked himself up and ran. He never did cast his vote. Nor did his brother, who died of his wounds. The Democratic candidate for Congress, William Harrison, lost to the American Party's Henry Winter Davis. Three months later, when the House of Representatives convened hearings into the election, whose result Harrison contested, Davis's victory was upheld on the ground that any "man of ordinary courage" could have made his way to the polls.

Voting in America, it's fair to say, used to be different. "Are you not a man in the full vigor of manhood and strength?" a member of the House Committee on Elections asked another Harrison supporter who, like Kyle, went to the polls but turned back without voting (and who happened to stand six feet and weigh more than two hundred pounds). The hearings established a precedent. "To vacate an election," an

Rock, Paper, Scissors - How we used to vote - The New Yorker - 2008-10-13.pdf

Portable Document Format (PDF) - 119 KB
Created   Today, 6:59 PM
Modified   Today, 6:59 PM
Last opened   Today, 6:59 PM
Add Tags...

💾 Macintosh HD › 📁 Users › 🏠 rsgranne › 📁 Desktop › 📄 Rock, Paper, Scissors - How we used to vote - The New Yorker - 2008-10-13.pdf

1 of 44 selected, 149.28 GB available

View Options

Close any open Finder windows & click on your Desktop

View > Show View Options
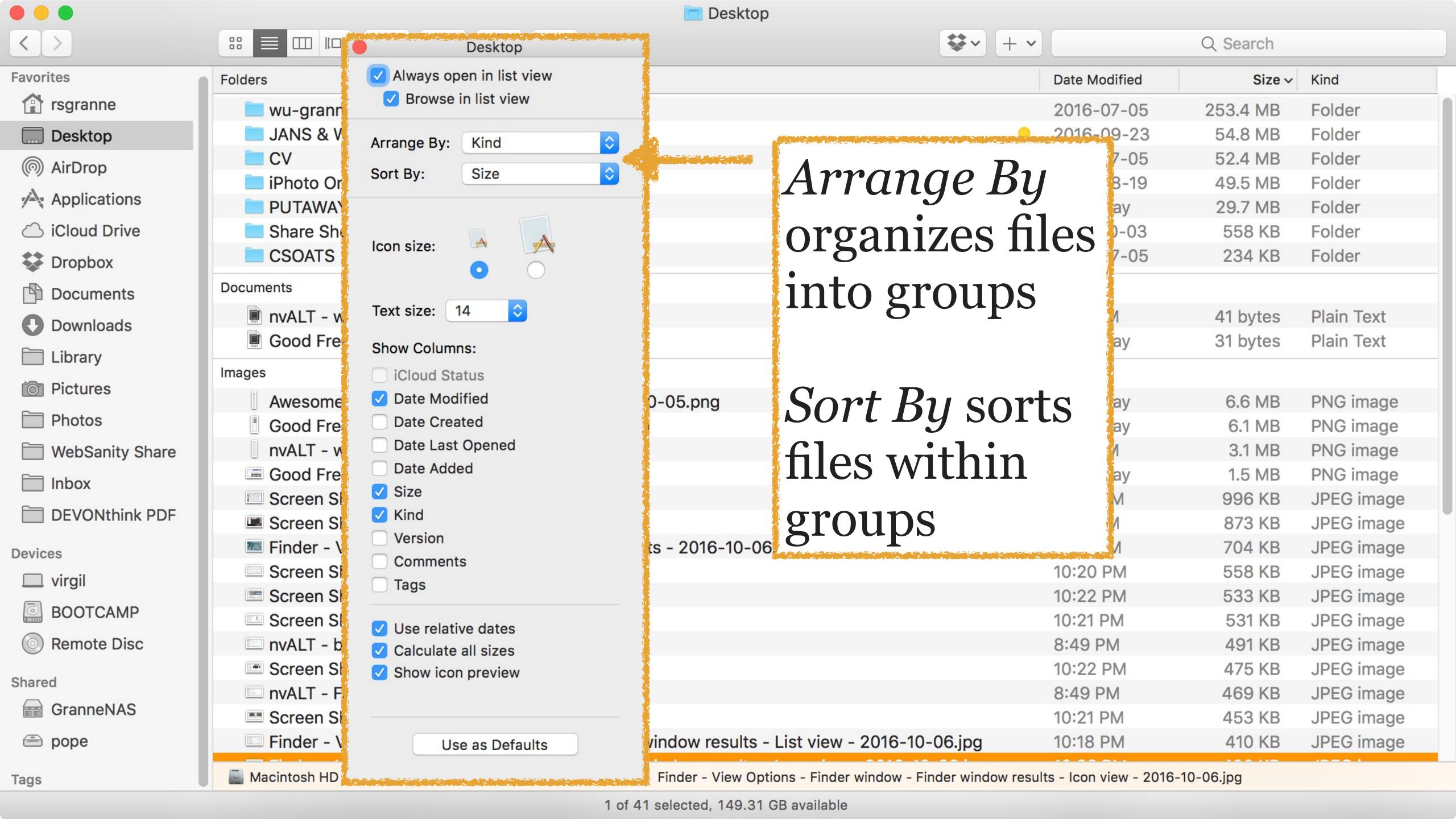
Desktop

Icon size: 96 × 96

Grid spacing:

Text size: 14

Label position:

- Bottom
- Right

☑ Show item info
☑ Show icon preview

Sort by: Name

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wu-granneman-com
2 items

Rock, Paper, Scissors...-13.pdf

nvALT - Fantasti...0-06.jpg

JANS & WebSanity
3 items

Good Free Photos - wide -...10-05.txt

CV
4 items

10 - Wake Up Everybody.mp3
07:33

Screen Shot 2016-10...PM.jpg

nvALT - wide - 2016-10-06.png

nvALT - bash - 2016-10-06.png

Harold Melvin & the Blue...st Of.jpg

Finder - View Options...0-06.jpg

Awesome Stock Resourc...0-05.jpg
2,400 × 1,520

Screen Shot 2016-10...PM.jpg
2,400 × 1,350

nvALT - wide - full - 2016-10-06.png

nvALT - Citation Style - 2...0-06.jpg
2,398 × 1,350

Harold Melvin & the Blue...ow.mp3

Finder - View Options...0-06.jpg

Awesome Stock Resourc...-05.png
2,400 × 1,350

Screen Shot 2016-10...PM.jpg

nvALT - wide - full - 2016-10-06.txt

nvALT - Creating a new not...0-06.jpg

Harold Melvin & the Blue Notes.jpg
1,409 × 800

Good Free Photos - wide -...0-05.png
2,400 × 1,350

Awesome Stock Resourc...-05.png
2,400 × 20,606

Share Sheet
1 item

PUTAWAY
36 items

nvALT - Descript...-06.jpg

iPhoto Organize
15 items

Good Free Photos - wide -...0-05.png
2,400 × 7,188

CSOATS
3 items

Open a Finder window that shows Downloads

View > Show View Options

Downloads

☰ ▦ ▥ ▤ | ⚙ | ⬆ | | Dropbox ⌄ + ⌄ | 🔍 Search

Favorites
🏠 rsgranne
🖥 Desktop
◎ AirDrop
Ⓐ Applications
☁ iCloud Drive
📦 Dropbox
📄 Documents
⬇ Downloads
📁 Library
📷 Pictures
📷 Photos
📁 WebSanity Share
📁 Inbox
📁 DEVONthink PDF

Devices
▢ virgil
▢ BOOTCAMP
◎ Remote Disc

Shared
▢ GranneNAS
▢ pope

Tags

Name		Size	Kind	Date Added
📁 +LOONEY		60.19 GB	Folder	2016-05-13
📁 +Put Away!		2.98 GB	Folder	2016-02-24
🎞 3D Animation Gives Stunning Virtual To...	mp4	21.2 MB	MPEG...movie	2016-09-29
📁 1990-08-19 Worried about tech & child...		9.4 MB	Folder	2016-08-25
📄 2016_Internet_Trends_FINAL.pdf		7.5 MB	PDF	2016-07-06
🖼 23138933.jpg		1.6 MB	JPEG image	2016-09-02
📄 AndrewCampbell_Resume (1).docx		22 KB	Micro....docx)	2016-09-29
📄 bash_history.txt		103 KB	Plain Text	2015-12-28
📄 BISAC_Subject_Headings.xls		437 KB	Micro...k (.xls)	2015-11-05
📁 Books		8.51 GB	Folder	2015-11-05
📁 Comics		772 KB	Folder	2015-11-05
📁 CSS Modal from Jans		3 KB	Folder	2016-02-14
📁 Delete after time		716 KB	Folder	2015-11-05
📁 From Google Docs		537 KB	Folder	2016-01-18
📄 gaia_bootstrap_template_v1.0.zip		1.7 MB	ZIP archive	2016-09-02
📁 granneman - Rdio		23.3 MB	Folder	2015-12-28
🎞 How police tracked Pamela Hupp - KM...	mp4	20 MB	MPEG...movie	2016-08-30
📄 How police tracked Pamela Hupp - KM...	pdf	114 KB	PDF	2016-08-30
📄 iFlicks_2.app.zip		17.7 MB	ZIP archive	2016-09-21
📁 Images		94.1 MB	Folder	2016-06-15
🎞 IMG_0629.mov		7.3 MB	QT movie	2015-11-05
🖼 IMG_8400.JPG		476 KB	JPEG image	2016-08-30
📁 Joy		59 KB	Folder	2016-08-10
📄 Karen Hall - Cellphones in Education.do...		24 KB	Micro....docx)	2016-06-30
📄 Launch-App-Hotkeys.alfredworkflow		27 KB	Alfred...rkflow	2016-09-21
📁 Law Enforcement		21.6 MB	Folder	2016-09-06
📄 Lieberman phone numbers.pdf		6 MB	PDF	2015-11-05

Downloads

☑ Always open in list view
  ☑ Browse in list view

Arrange By: [Name ⌄]

Sort By: [Name ⌄]

Icon size: ◉   ○

Text size: [14 ⌄]

Show Columns:
☐ iCloud Status
☐ Date Modified
☐ Date Created
☐ Date Last Opened
☑ Date Added
☑ Size
☑ Kind
☐ Version
☐ Comments
☐ Tags

☑ Use relative dates
☑ Calculate all sizes
☑ Show icon preview

[Use as Defaults]

💾 Macintosh HD › 📁 Users › 🏠 rsgranne › 📁 Do...

59 items, 149.37 GB available

Arrange By organizes files into groups

Sort By sorts files within groups

Quick Look

One of the best things about your Mac!

Introduced in 2007 with Mac OS X 10.5 Leopard

Select a file & press ⎵, & you see the contents of a file without actually opening it

Press ⎵ again to close it

Viewable by default

» AAC
» Adobe Photoshop
» AVI
» BMP
» Excel
» GIF
» HTML
» JPEG
» MP3

» MPEG4
» PDF
» PNG
» PowerPoint
» QuickTime movies
» RTF
» SVG
» TEXT
» TIFF
» WAV
» Word

Open with Preview

Share sheet

Open in default app

Added in 10.8 Mountain Lion

Markup

Rotate

New in 10.14
Mojave
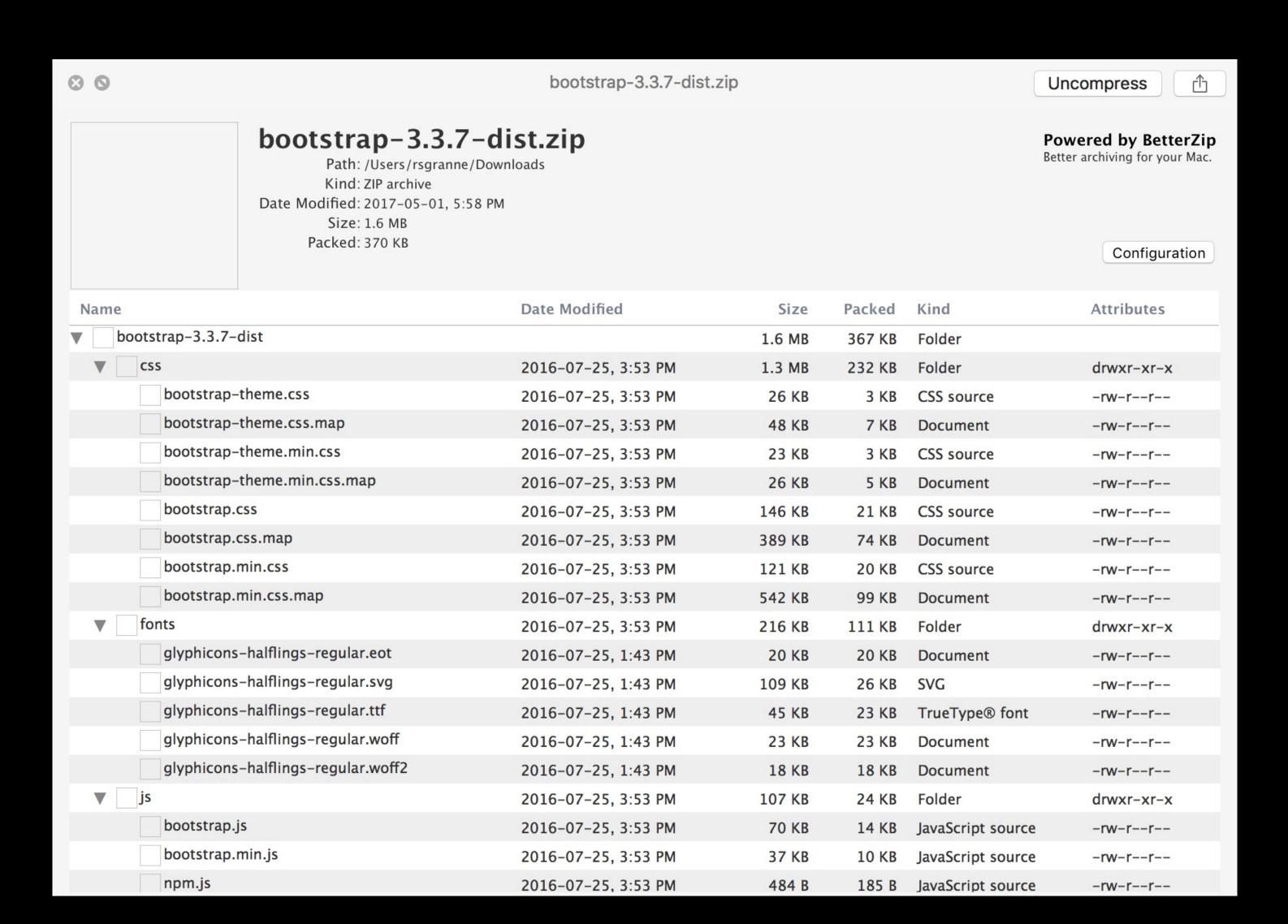
Markup bar

Other Quick Look plugins enable viewing of other files

Download the plugin & place the `.qlgenerator` file in `~/Library/QuickLook` (if the `QuickLook` folder doesn't exist, create it)

Either reboot or open Terminal & run `qlmanage -r`

BetterZipQL: contents of ZIP files

MultiMarkdown QuickLook: rendered Markdown files

MultiMarkdown QuickLook: rendered Markdown files

QuickLookJSON: JSON files with syntax highlighting

QuickLookCSV: CSV files as tables

QLStephen: shows plain text files, even those without an extension; e.g., README or LICENSE

InvisorQL: video & audio that macOS doesn't support

AVI: *Audio Video Interleave*

InvisorQL: video & audio that macOS doesn't support

FLAC: *Free Lossless Audio Codec*

InvisorQL: video & audio that macOS doesn't support

MKV: *Matroska Video File*

InvisorQL: video & audio that macOS doesn't support

WMV: *Windows Media Video*

Other ways to invoke Quick Look besides ␣

» ⌘Y
» ⌥␣ to open in full screen

Open an image with Quick Look & press ⌥ to zoom
the image to actual size

Select 2 or more items

Press ⌥⌘Y

A slideshow opens with the selected items

Close with ↺
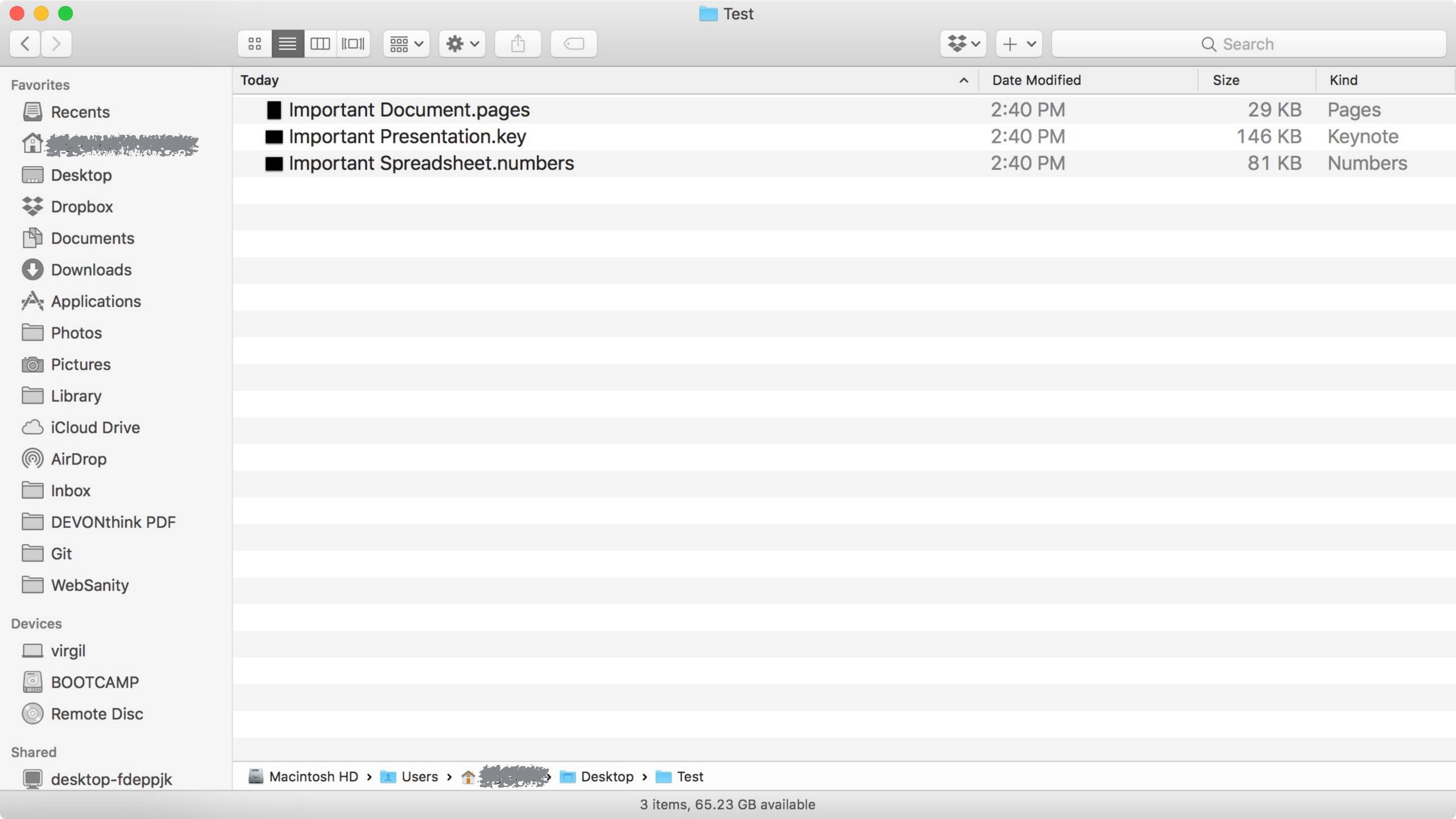
File Management

Select 2 or more files (or folders)

Press ⌘^N & the selected files are gathered together in a new folder that you immediately rename

You can also use File > New Folder with Selection

(You can also do this with just 1 file if you want to quickly put it into a new folder)

Today		Date Modified	Size	Kind
▪ Important Document.pages		2:40 PM	29 KB	Pages
▪ Important Presentation.key		2:40 PM	146 KB	Keynote
▪ Important Spreadsheet.numbers		2:40 PM	81 KB	Numbers

Favorites

Recents

Desktop

Dropbox

Documents

Downloads

Applications

Photos

Pictures

Library

iCloud Drive

AirDrop

Inbox

DEVONthink PDF

Git

WebSanity

Devices

virgil

BOOTCAMP

Remote Disc

Shared

desktop-fdeppjk

Macintosh HD > Users > > Desktop > Test

3 items, 65.23 GB available

Today	Date Modified	Size	Kind
Important Document.pages	2:40 PM	29 KB	Pages
Important Presentation.key	2:40 PM	146 KB	Keynote
Important Spreadsheet.numbers	2:40 PM	81 KB	Numbers

Favorites

Recents

Desktop

Dropbox

Documents

Downloads

Applications

Photos

Pictures

Library

iCloud Drive

AirDrop

Inbox

DEVONthink PDF

Git

WebSanity

Devices

virgil

BOOTCAMP

Remote Disc

Shared

desktop-fdeppjk

Macintosh HD > Users > > Desktop > Test

3 of 3 selected, 65.23 GB available

New Folder With Items

Today	Date Modified	Size	Kind
New Folder With Items	2:59 PM	Zero KB	Folder

Favorites
- Recents
- Desktop
- Dropbox
- Documents
- Downloads
- Applications
- Photos
- Pictures
- Library
- iCloud Drive
- AirDrop
- Inbox
- DEVONthink PDF
- Git
- WebSanity

Devices
- virgil
- BOOTCAMP
- Remote Disc

Shared
- desktop-fdeppjk

Search

Macintosh HD > Users > > Desktop > Test > New Folder With Items

1 of 1 selected, 65.21 GB available

Today		Date Modified	Size	Kind
📁 Important Stuff		2:59 PM	256 KB	Folder

Favorites

Recents

[redacted]

Desktop

Dropbox

Documents

Downloads

Applications

Photos

Pictures

Library

iCloud Drive

AirDrop

Inbox

DEVONthink PDF

Git

WebSanity

Devices

virgil

BOOTCAMP

Remote Disc

Shared

desktop-fdeppjk

Macintosh HD > Users > [redacted] > Desktop > Test > Important Stuff

1 of 1 selected, 65.21 GB available

Select files & folders in Finder & press ⌘C to copy them

Press ⌘V to paste & therefore *copy* them to the new location, leaving the originals behind

Press ⌥⌘V to *move* them to the new location, deleting the originals

File Info & Actions

Get Info,
Get Summary Info,
& Show Inspector

Get Info

Get Info shows the Info window, giving you information about the selected file, folder, or app

To activate Get Info, make your selection & use…

» File > Get Info
» Right-click & click on Get Info
» ⌘I

File menu (open)

Open
Duplicate   ⌘D
Get Info   ⌘I
Put Back

Close
Close All
Print

Eject   ⌘E

Kid Pix

2 ite...   115K in disk   1322K available

System 1.1 (1984)

Kid Pix

2 items   115K in disk   1322K available

Information about Kid Pix

Kid Pix

Kind:	application
Size:	103664 bytes, accounts for 103K on disk
Where:	Kid Pix, external drive
Created:	Saturday, November 25, 1989 at 3:02 PM
Modified:	Sunday, February 28, 2010 at 5:19 PM

☐ **Locked**

stem 1.1 Finder 1

Kid Pix

Trash

System 1.1 (1984)

File Edit View Label Special   ? ▣

Microsoft Word Info

Microsoft Word
Microsoft Word 4.0A

Kind : application program
Size : 669K on disk (684,117 bytes used)

Where : HD 2 : Apps : Microsoft Word 4.0a :

Created : Wed, Oct 4, 1989, 5:27 PM
Modified : Wed, Feb 22, 2012, 11:22 PM
Version : 4.0A, © 1987-1989 Microsoft
Corporation

Comments :

Memory
Suggested size : 512   K
☐ **Locked**   Current size : 1024   K

17 items   7.2 MB available

PostScript Glossa   s Files

Word Finder®   ord

Standard Glossa   d Help

Word Help

Macintosh HD

HD 2

System 7.0.1
(1991)

Trash

Tags for Finder & Spotlight

Modified

General info

Don't open as Retina

Opened

Comments for Spotlight

Prevents any changes, including deletion

Permissions: Read & Write, Read only, No Access
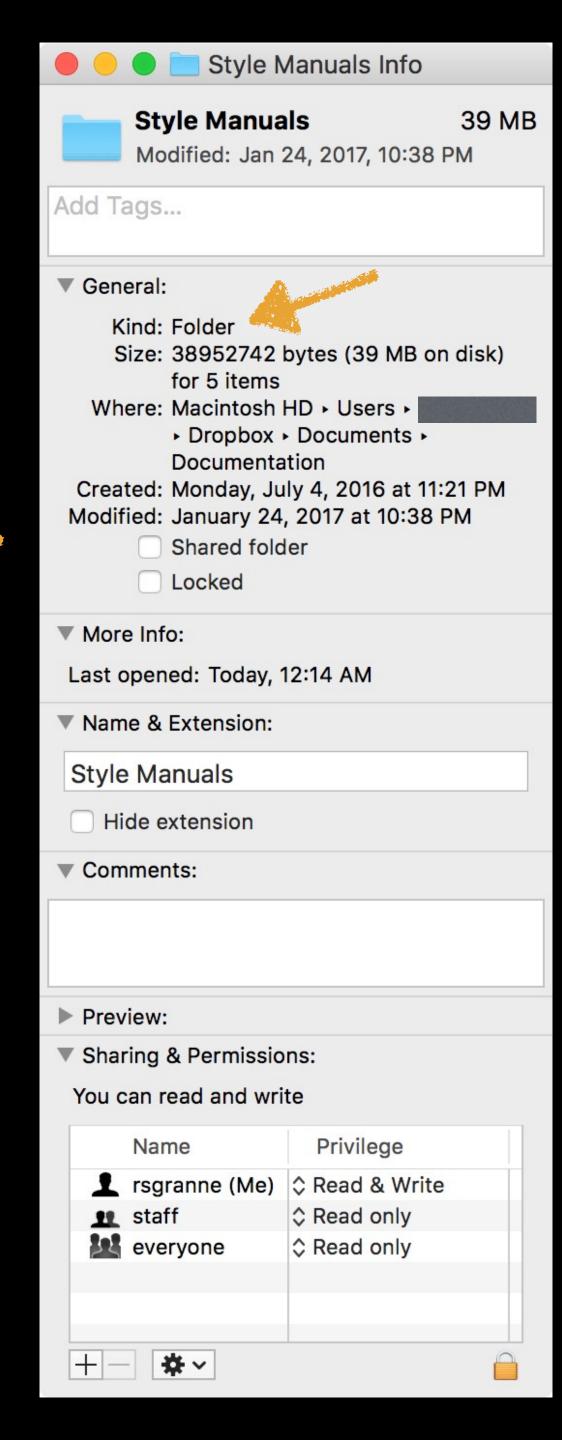
Allows changes to permissions

Kaleidoscope.app Info

Kaleidoscope.app   44.4 MB
Modified: August 2, 2017 at 1:31 PM

Add Tags...

▼ General:

Kind: Application
Size: 44372047 bytes (47.1 MB on disk)
Where: Macintosh HD ▸ Applications
Created: August 2, 2017 at 1:31 PM
Modified: August 2, 2017 at 1:31 PM
Version: 2.2.1
Copyright: © 2010-2017 Black Pixel LLC – All rights reserved

☐ Open in Low Resolution
☐ Locked

▼ More Info:

Last opened: Sep 3, 2017, 10:30 PM

▼ Name & Extension:

Kaleidoscope.app

☑ Hide extension

▼ Comments:

▶ Preview:

▼ Sharing & Permissions:

You have custom access

Name	Privilege
rsgranne (Me)	Read & Write
staff	Read only
everyone	Read only

Style Manuals Info

Style Manuals — 39 MB
Modified: Jan 24, 2017, 10:38 PM

Add Tags...

▼ General:
Kind: Folder
Size: 38952742 bytes (39 MB on disk) for 5 items
Where: Macintosh HD ▸ Users ▸ ▸ Dropbox ▸ Documents ▸ Documentation
Created: Monday, July 4, 2016 at 11:21 PM
Modified: January 24, 2017 at 10:38 PM
☐ Shared folder
☐ Locked

▼ More Info:
Last opened: Today, 12:14 AM

▼ Name & Extension:
Style Manuals
☐ Hide extension

▼ Comments:

▶ Preview:

▼ Sharing & Permissions:
You can read and write

Name	Privilege
rsgranne (Me)	↕ Read & Write
staff	↕ Read only
everyone	↕ Read only

Share folder over a network

Number of items in folder

Change file into
a template, &
create a copy
when opened
(makes no sense
with this PDF)

Change app that
opens this file, or
all files of this type
(more coming up)

File-specific info

Apple Style Guide - 2013-...

PDF · **Apple Style Guide - 2...**   3.8 MB
Modified: January 23, 2017 at 11:23 PM

Add Tags...

▼ General:
   Kind: PDF Document
   Size: 3817954 bytes (3.8 MB on disk)
  Where: Macintosh HD ▸ Users ▸
            ▸ Dropbox ▸ Documents ▸
            Documentation ▸ Style Manuals
  Created: January 23, 2017 at 11:23 PM
 Modified: January 23, 2017 at 11:23 PM
 ☐ Stationery pad
 ☐ Locked

▼ More Info:
  Where from: https://help.apple.com/
            asg/mac/2013/
            ASG_2013.pdf
     Title: Apple Style Guide
   Authors: Apple Inc.
 Description: April 2013
   Version: 1.4
    Pages: 197
  Resolution: 597 × 792
   Security: None
Content Creator: Adobe InDesign CS5.5
            (7.5.1)

▼ Name & Extension:
Apple Style Guide - 2013-04.pdf
☐ Hide extension

▼ Comments:

▼ Open with:
PDF · PDF Expert.app (default) (2.2.9) ↕
Use this application to open all documents
like this one.
[Change All...]

▶ Preview:

File-specific info

File-specific info

File-specific info

File-specific info

Groucho and Me.epub Info

Groucho and Me.epub   214 KB
Modified: January 4, 2017 at 1:11 AM

Add Tags...

▼ General:
Kind: EPUB publication
Size: 214,454 bytes (217 KB on disk)
Where: Macintosh HD ▸ Users ▸ ▸ Downloads ▸ +LOONEY ▸ Marx Brothers
Created: January 4, 2017 at 1:11 AM
Modified: January 4, 2017 at 1:11 AM

☐ Stationery pad
☐ Locked

▼ More Info:
Last opened: May 21, 2020 at 12:32 AM

▶ Name & Extension:
▶ Comments:
▼ Open with:
📖 ebook-viewer.app (default)
Use this application to open all documents like this one.
Change All...

▼ Preview:

▶ Sharing & Permissions:

The Annotated Marx Broth...

The Annotated Marx B...   3.9 MB
Modified: October 7, 2019 at 12:24 AM

Add Tags...

▼ General:
Kind: EPUB publication
Size: 3,873,626 bytes (3.9 MB on disk)
Where: Macintosh HD ▸ Users ▸ ▸ Downloads ▸ +LOONEY ▸ Marx Brothers
Created: October 7, 2019 at 12:24 AM
Modified: October 7, 2019 at 12:24 AM

☐ Stationery pad
☐ Locked

▼ More Info:
Last opened: May 21, 2020 at 12:08 AM

▶ Name & Extension:
▶ Comments:
▼ Open with:
📖 ebook-viewer.app (default)
Use this application to open all documents like this one.
Change All...

▼ Preview:

▶ Sharing & Permissions:

The Groucho Letters.pdf In...

The Groucho Letters....   23.5 MB
Modified: Dec 28, 2019 at 6:17 PM

Add Tags...

▼ General:
Kind: PDF document
Size: 23,543,825 bytes (23.5 MB on disk)
Where: Macintosh HD ▸ Users ▸ ▸ Downloads ▸ +LOONEY ▸ Marx Brothers
Created: December 28, 2019 at 6:17 PM
Modified: December 28, 2019 at 6:17 PM

☐ Stationery pad
☐ Locked

▼ More Info:
Last opened: May 21, 2020 at 12:08 AM
Title: The Groucho Letters
Authors: Groucho Marx
Version: 1.6
Pages: 303
Resolution: 434×668
Security: None

▶ Name & Extension:
▶ Comments:
▼ Open with:
📕 PDF Expert.app (default)
Use this application to open all documents like this one.
Change All...

▼ Preview:

If you have 3 files selected & press ⌘I, you get 3 separate Get Info windows

I'm going to add an image to *Groucho and Me*

Groucho and Me.epub 475 KB
Modified: Today, 3:08 PM

Add Tags...

▼ General:
Kind: EPUB publication
Size: 474,548 bytes (475 KB on disk)
Where: Macintosh HD ▸ Users ▸
▸ Downloads ▸ +LOONEY ▸ Marx
Brothers
Created: May 21, 2020 at 3:08 PM
Modified: May 21, 2020 at 3:08 PM

☐ Stationery pad
☐ Locked

▼ More Info:
Last opened: May 21, 2020 at 12:32 AM

▶ Name & Extension:
▶ Comments:
▼ Open with:
🔲 ebook-viewer.app (default) ⇕

Use this application to open all documents like this one.

Change All...

▼ Preview:

▶ Sharing & Permissions:

The Annotated Marx B... 3.9 MB
Modified: October 7, 2019 at 12:24 AM

Add Tags...

▼ General:
Kind: EPUB publication
Size: 3,873,626 bytes (3.9 MB on disk)
Where: Macintosh HD ▸ Users ▸
▸ Downloads ▸ +LOONEY ▸ Marx
Brothers
Created: October 7, 2019 at 12:24 AM
Modified: October 7, 2019 at 12:24 AM

☐ Stationery pad
☐ Locked

▼ More Info:
Last opened: May 21, 2020 at 12:08 AM

▶ Name & Extension:
▶ Comments:
▼ Open with:
🔲 ebook-viewer.app (default) ⇕

Use this application to open all documents like this one.

Change All...

▼ Preview:

The Annotated MARX BROTHERS
A Filmgoer's Guide to In-Jokes,
Obscure References and Sly Details
Matthew Coniam

▶ Sharing & Permissions:

The Groucho Letters.... 23.5 MB
Modified: Dec 28, 2019 at 6:17 PM

Add Tags...

▼ General:
Kind: PDF document
Size: 23,543,825 bytes (23.5 MB on disk)
Where: Macintosh HD ▸ Users ▸
▸ Downloads ▸ +LOONEY ▸ Marx
Brothers
Created: December 28, 2019 at 6:17 PM
Modified: December 28, 2019 at 6:17 PM

☐ Stationery pad
☐ Locked

▼ More Info:
Last opened: May 21, 2020 at 12:08 AM
Title: The Groucho Letters
Authors: Groucho Marx
Version: 1.6
Pages: 303
Resolution: 434×668
Security: None

▶ Name & Extension:
▶ Comments:
▼ Open with:
📕 PDF Expert.app (default) ⇕

Use this application to open all documents like this one.

Change All...

▼ Preview:

The Groucho

Notice the Size changed (from 217 KB to 475 KB) & the Preview now shows the cover — without re-opening the Get Info window

Get Summary Info

Get Summary Info shows the Multiple Item Info window, giving you information about the selected files, folders, or apps

To activate Get Info, select two or more files & use...

» Press ^ & File > Get Summary Info
» Press ^ & right-click & click on Get Summary Info
» ⌘^I

Name	^	Version	Date Modified	Size	Kind
📖 Groucho and Me.epub			3:08 PM	475 KB	EPUB
🖼 Groucho Marx.jpg			2012-11-11	85 KB	JPEG i
📖 The Annotated Marx Brothers.epub			2019-10-07	3.9 MB	EPUB
📄 The Groucho Letters.pdf			2019-12-28	23.5 MB	PDF D
📄 The Marx Brothers.pdf			2019-10-06	307 KB	PDF D

Get Summary Info

🔴 🟠 🟢 📄 Multiple Item Info

3 items   27.9 MB
Modified: Oct 7, 2019 – May 21, 2020

Add Tags...

▼ General:

Kind: 3 documents
Size: 27,891,999 bytes (27.9 MB on disk)
Where: Macintosh HD ▸ Users ▸ rsgranne ▸ Downloads ▸ +LOONEY ▸ Marx Brothers
Created: Oct 7, 2019 – May 21, 2020
Modified: Oct 7, 2019 – May 21, 2020

☐ Stationery pad
☐ Locked

▼ Name & Extension:

3 items

☐ Hide extension

▼ Open with:

📖 ebook-viewer.app (default)

Use this application to open all documents like these.

Change All...

▶ Sharing & Permissions:

Gives me total size for the selected files & a range of Created & Modified dates
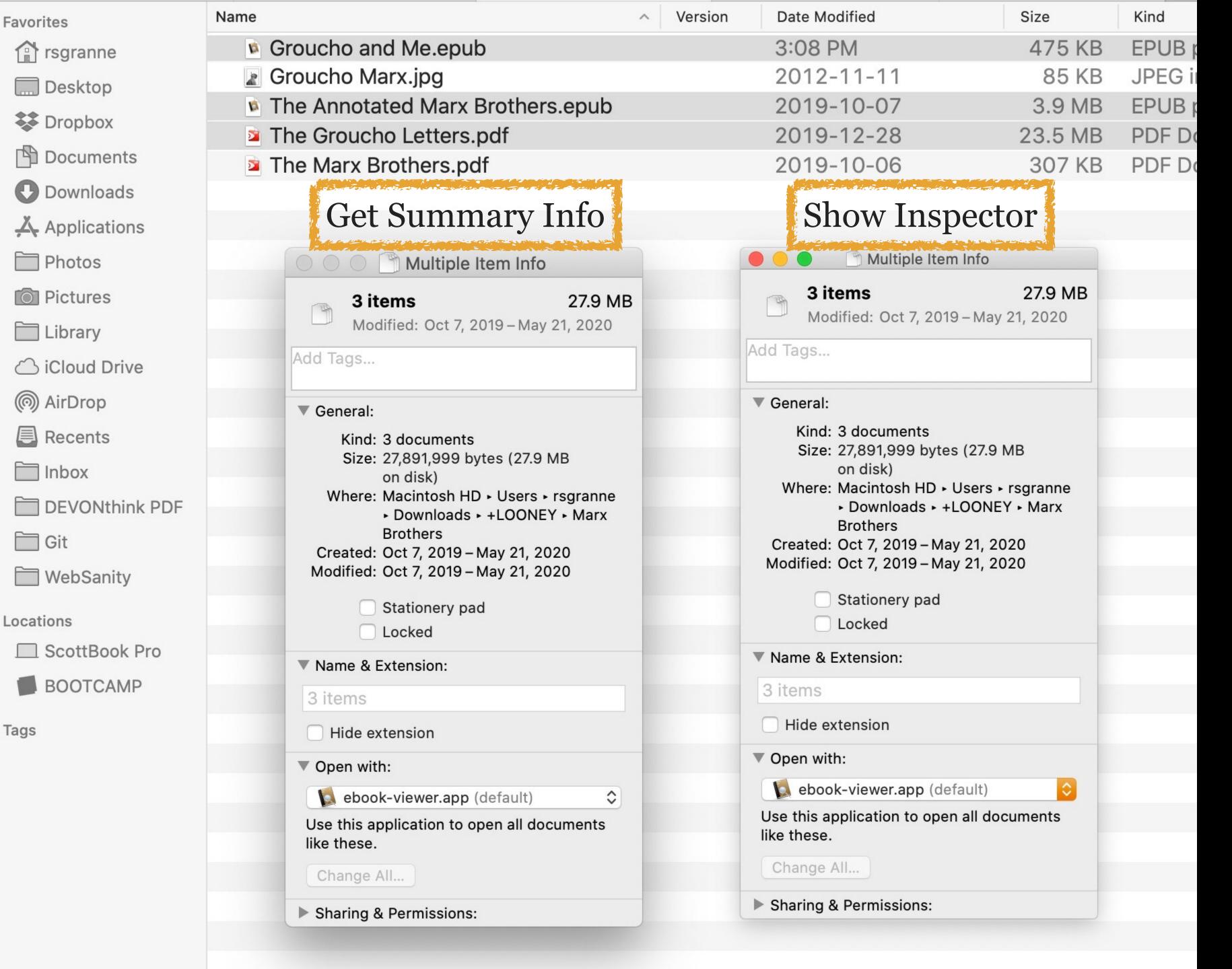
About to email several files & want to know the total size? Use this

Show Inspector

Show Inspector shows the Multiple Item Info window (same name as Get Summary Info! 😐), giving you information about the selected files, folders, or apps

To activate Show Inspector, select two or more files & use…

» Press ⌥ & File > Show Inspector
» Press ⌥ & right-click & click on Show Inspector
» ⌘ ⌥ I

Name	Version	Date Modified	Size	Kind
Groucho and Me.epub		3:08 PM	475 KB	EPUB
Groucho Marx.jpg		2012-11-11	85 KB	JPEG i
The Annotated Marx Brothers.epub		2019-10-07	3.9 MB	EPUB
The Groucho Letters.pdf		2019-12-28	23.5 MB	PDF Do
The Marx Brothers.pdf		2019-10-06	307 KB	PDF Do

Get Summary Info

Show Inspector

Multiple Item Info

3 items 27.9 MB
Modified: Oct 7, 2019 – May 21, 2020

Add Tags...

▼ General:
Kind: 3 documents
Size: 27,891,999 bytes (27.9 MB on disk)
Where: Macintosh HD ▸ Users ▸ rsgranne ▸ Downloads ▸ +LOONEY ▸ Marx Brothers
Created: Oct 7, 2019 – May 21, 2020
Modified: Oct 7, 2019 – May 21, 2020

☐ Stationery pad
☐ Locked

▼ Name & Extension:
3 items
☐ Hide extension

▼ Open with:
ebook-viewer.app (default)
Use this application to open all documents like these.
Change All...

▶ Sharing & Permissions:

Multiple Item Info

4 items 28.2 MB
Modified: Oct 6, 2019 – May 21, 2020

Add Tags...

▼ General:
Kind: 4 documents
Size: 28,199,034 bytes (28.2 MB on disk)
Where: Macintosh HD ▸ Users ▸ rsgranne ▸ Downloads ▸ +LOONEY ▸ Marx Brothers
Created: Oct 6, 2019 – May 21, 2020
Modified: Oct 6, 2019 – May 21, 2020

☐ Stationery pad
☐ Locked

▼ Name & Extension:
4 items
☐ Hide extension

▼ Open with:
ebook-viewer.app (default)
Use this application to open all documents like these.
Change All...

▶ Sharing & Permissions:

Favorites
rsgranne
Desktop
Dropbox
Documents
Downloads
Applications
Photos
Pictures
Library
iCloud Drive
AirDrop
Recents
Inbox
DEVONthink PDF
Git
WebSanity
Locations
ScottBook Pro
BOOTCAMP
Tags

I select another file by pressing ⌘ & clicking on it

Show Inspector dynamically updates Kind, Size, & dates

Get Summary Info is static

Another example
for Show Inspector

10.12 Sierra

Favorites
Dropbox
rsgranne
Desktop
Documents
Downloads
Applications
Photos
Library
iCloud Drive
AirDrop
DEVONthink PDF
Inbox

Devices
virgil
BOOTCAMP
Remote Disc

Tags

Finder - Get Info - App - m...9-13.jpg
Finder - Get Info - Folder -...9-13.jpg
Finder - Get Info - JPG - m...9-13.jpg
Finder - Get Info - Movie M...9-13.jpg
Finder - Get Info - Movie M...9-13.jpg
Finder - Get Info - MP3 -...-09-13.jpg
Finder - Get Info - PDF - m...9-13.jpg

Search

Multiple Item Info

6 items — 983 KB

JPEG

Add Tags...

▼ General:
Kind: 6 documents
Size: 982659 bytes (991 KB on disk)
Where: Macintosh HD ▸ Users ▸ rsgranne ▸ Dropbox ▸ Photos ▸ Screenshots ▸ Software ▸ Operating Systems ▸ Apple ▸ + Mac - Common Features ▸ Finder - Get Info ▸ 10.12 Sierra

☐ Stationery pad
☐ Locked

▼ Name & Extension:
6 items

☐ Hide extension

▼ Open with:
Preview.app (default)

Use this application to open all documents like these.

Change All...

▼ Sharing & Permissions:
You can read and write

Name	Privilege
rsgranne (Me)	↕ Read & Write
staff	↕ Read only
everyone	↕ Read only

Macintosh HD ▸ Users ▸ rsgranne ▸ Dropbox ▸ Photos ▸ Screens ▸ Finder - Get Info ▸ 10.12 Sierra

6 of 7 selected, 84.05 GB available

10.12 Sierra

Favorites

Dropbox
rsgranne
Desktop
Documents
Downloads
Applications
Photos
Library
iCloud Drive
AirDrop
DEVONthink PDF
Inbox

Devices

virgil
BOOTCAMP
Remote Disc

Tags

Finder - Get Info - App - m...9-13.jpg
Finder - Get Info - Folder -...9-13.jpg
Finder - Get Info - JPG - m...9-13.jpg
Finder - Get Info - Movie M...9-13.jpg

Finder - Get Info - Movie M...9-13.jpg
Finder - Get Info - MP3 -...-09-13.jpg
Finder - Get Info - PDF - m...9-13.jpg

Search

Multiple Item Info

4 items   677 KB

Add Tags...

▼ General:

Kind: 4 documents
Size: 676630 bytes (684 KB on disk)
Where: Macintosh HD ▸ Users ▸ rsgranne ▸ Dropbox ▸ Photos ▸ Screenshots ▸ Software ▸ Operating Systems ▸ Apple ▸ + Mac - Common Features ▸ Finder - Get Info ▸ 10.12 Sierra

☐ Stationery pad
☐ Locked

▼ Name & Extension:

4 items

☐ Hide extension

▼ Open with:

Preview.app (default)

Use this application to open all documents like these.

Change All...

▼ Sharing & Permissions:

You can read and write

Name	Privilege
rsgranne (Me)	Read & Write
staff	Read only
everyone	Read only

Macintosh HD ▸ Users ▸ rsgrann ▸ Dropbo ▸ Photos ▸ Screens ▸ ... ▸ Finder - Get Info ▸ 10.12 Sierra

4 of 7 selected, 84.05 GB available

Open With
& Change All

To change the app that file opens with, use the *Open with* menu & select a new app from the list

To change the default for *all* files of that type, select the new app from the *Open with* menu & click on the Change All… button
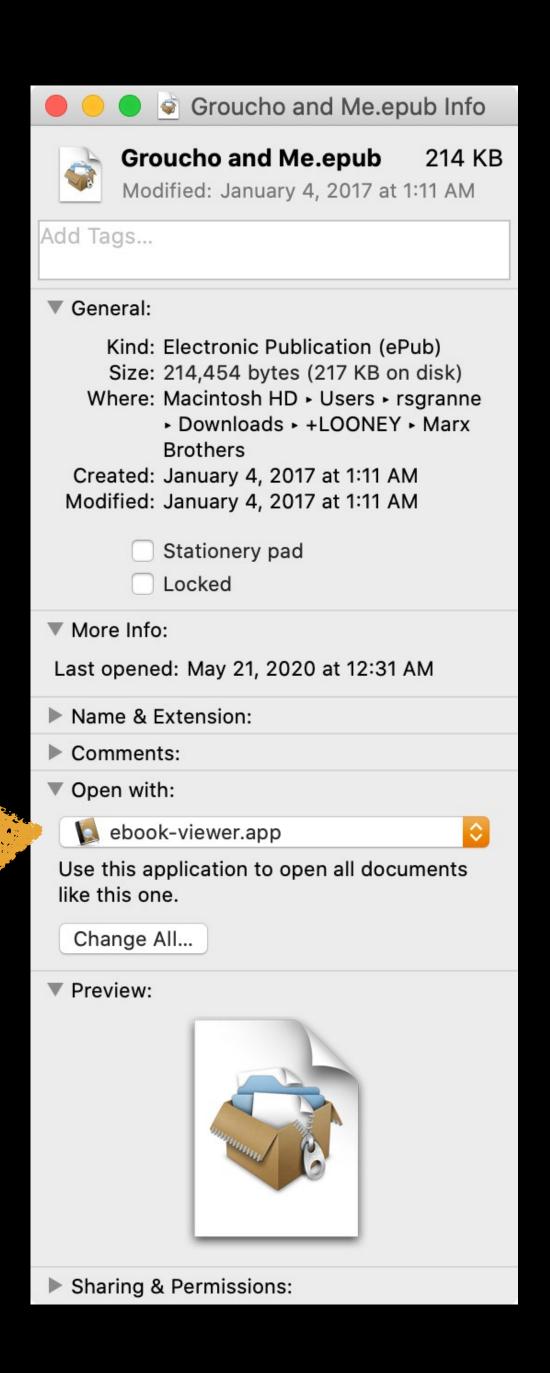
Press Continue & now ebook-viewer is the new default
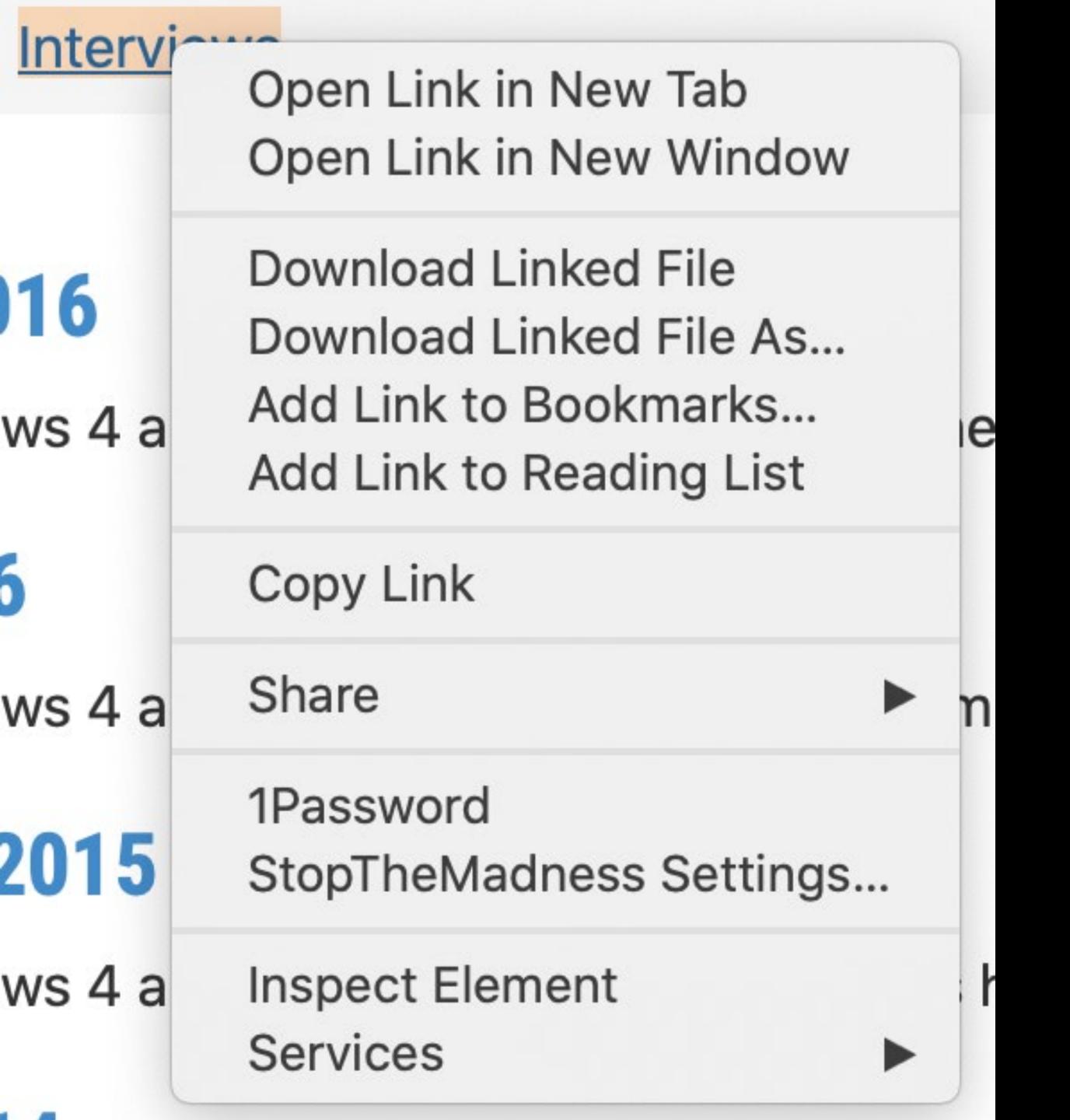
Contextual Menus

A *shortcut menu* (also called a *contextual menu*) appears when you select a file, folder, or app & then…
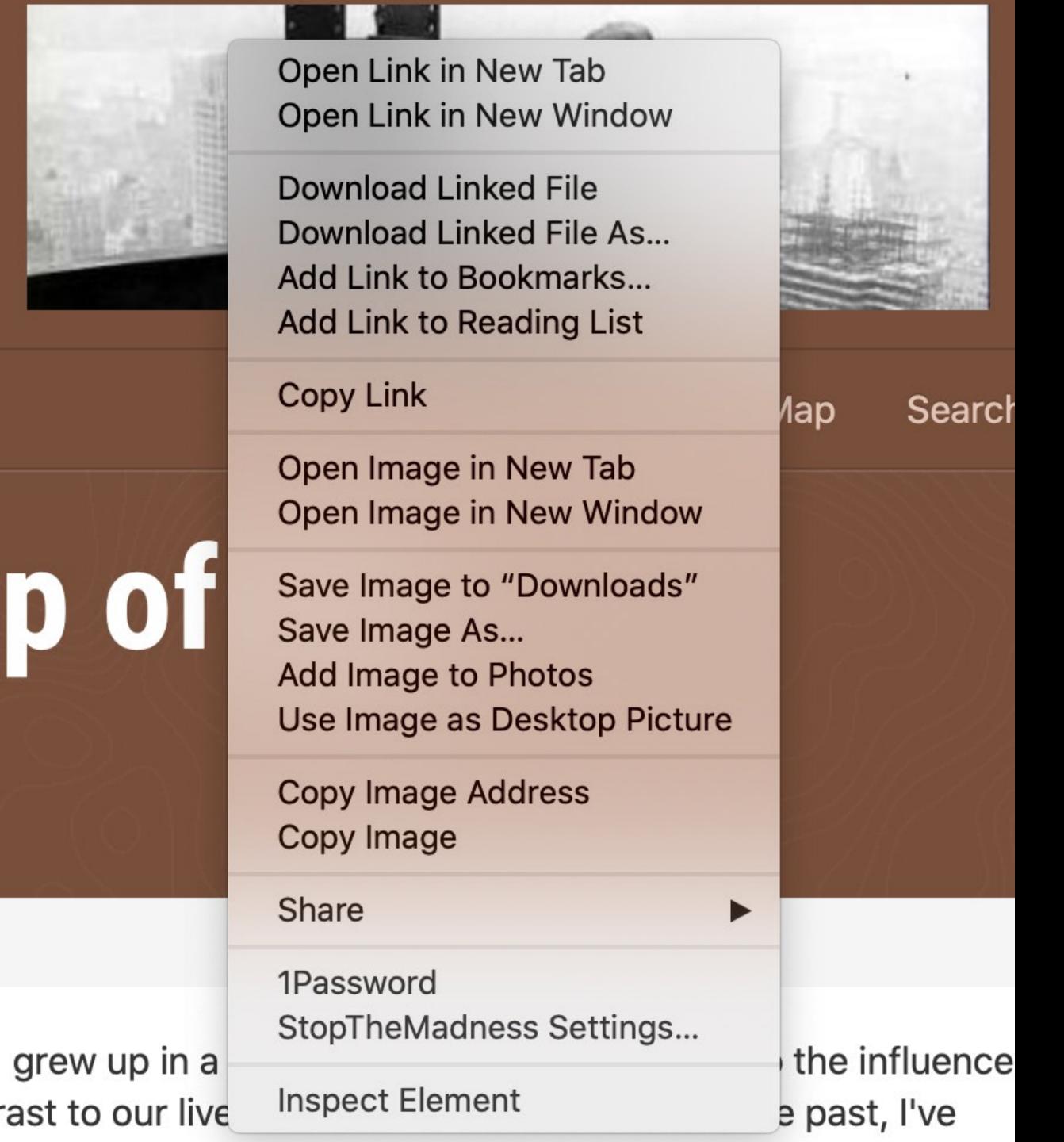
» Right-click on it
» Hold down ^ & click on it

You've undoubtedly seen this in your Web browser

The menu changes according to its context — the menu differs when you click on a link, an image, text, or something else

Interviews

Open Link in New Tab
Open Link in New Window

Download Linked File
Download Linked File As...
Add Link to Bookmarks...
Add Link to Reading List

Copy Link

Share   ▶

1Password
StopTheMadness Settings...

Inspect Element
Services   ▶

Contextual menu for a webpage hyperlink

Contextual menu for a webpage image

macOS Finder supports contextual menus, but it also has some tricks up its sleeve

Q Search

Favorites

- Dropbox
- rsgranne
- Desktop
- Documents
- Downloads
- Applications
- Photos
- Library
- iCloud Drive
- AirDrop
- DEVONthink PDF
- Inbox

Devices

- virgil
- BOOTCAMP
- Remote Disc

Shared

Tags

Even former NSA
chief thi...sses.pdf

On Patriot Act
Renewal...sses.pdf

Sunsetting A Few
Parts Of...sses.pdf

USA Fre
- Wikip

Open
Open With   ▶

Move to Trash

🔷 Share...
🔷 Manage Access...
🔷 Copy Dropbox Link
🔷 View on Dropbox.com
🔷 Version History
🔷 View Comments
New File   ▶

Get Info
Rename
Compress "USA Freedom Act - Wikipedia.pdf"
Duplicate
Make Alias
Quick Look "USA Freedom Act - Wikipedia.pdf"
Share   ▶

Copy "USA Freedom Act - Wikipedia.pdf"

Clean Up Selection
Show View Options

Tags...

🔴 🟠 🟡 🟢 🔵 🟣 ⚪

Services   ▶

Now press ⌥...

🖥 Macintosh HD ▸ 👤 Users ▸ 🏠 rsgranne ▸ 🔷 Dropbox ▸ 📁 Temp ▸ 📁 Politics of Encryption ▸ 📁 2016 USA FREEDOM Act ▸ 📄 USA Freedom Act - Wikipedia.pdf

1 of 4 selected, 110.92 GB available

Q Search

Favorites
- Dropbox
- rsgranne
- Desktop
- Documents
- Downloads
- Applications
- Photos
- Library
- iCloud Drive
- AirDrop
- DEVONthink PDF
- Inbox

Devices
- virgil
- BOOTCAMP
- Remote Disc

Shared

Tags

Even former NSA chief thi...sses.pdf

On Patriot Act Renewal...sses.pdf

Sunsetting A Few Parts Of...sses.pdf

USA Free... - Wikip...

Open
Always Open With ⟵ **Open With**

Move to Trash

New File ▶
Share...
Manage Access...
Copy Dropbox Link
View on Dropbox.com
Version History
View Comments

Get Info ⟶ Show Inspector
Rename
Compress "USA Freedom Act - Wikipedia.pdf"
Duplicate
Make Alias
Quick Look ⟶ Slideshow "USA Freedom Act - Wikipedia.pdf"
Share ▶

Copy ⟶ Copy "USA Freedom Act - Wikipedia.pdf" as Pathname

Clean Up Selection
Show View Options

Tags...
● ● ● ● ● ● ●

Services ▶

Macintosh HD ⟩ Users ⟩ rsgranne ⟩ Dropbox ⟩ Temp ⟩ Politics of Encryption ⟩ 2016 USA FREEDOM Act ⟩ USA Freedom Act - Wikipedia.pdf

1 of 4 selected, 110.78 GB available

Open With
→ Always Open With

A default app is assigned to all files of a certain kind

If you want a particular EPUB to open in an app different than the default, select Always Open With

BetterZip is set as the default for all EPUB files

Hold down ⌥ to change the app for this EPUB

Change the app for this EPUB to ebook-viewer

Name		Version	Date Modified	Size	Kind
Groucho and Me.epub			2017-01-04	214 KB	Electron
Groucho Marx.jpg					im
The Annotated Ma					tron
The Groucho Lette					Doc
The Marx Brothers					Doc

Open
Open With ▶   ⬛ ebook-viewer.app ⟶

Move to Trash   ⬛ BetterZip.app (default)
                                     📗 Bookpedia.app
🅐 MailMate   🟠 Books.app
✈ Send with Transfer...   📚 calibre.app
✈ Move to Dropbox   ⬛ ebook-edit.app
New File   ▶
                                     App Store...
Get Info   Other...
Rename
Compress "Groucho and Me.epub"
Duplicate
Make Alias
Quick Look "Groucho and Me.epub"
Share   ▶
Quick Actions   ▶

Copy "Groucho and Me.epub"
Import from iPhone or iPad   ▶

Use Groups
Sort By   ▶
Show View Options

🔴 🟠 🟡 🟢 🔵 🟣 ⚪

Tags...

Services   ▶

BetterZip is set as the default for all EPUB files

Now this EPUB will open in ebook-viewer, although BetterZip is still the default for all other EPUB files

Remember, if you want to change the default for all EPUB files, see previous section *Open With & Change All*

Quick Look
→ Slideshow

Special Info

⌥⌘C copies the path of a file (⌘C copies the file, & the ⌥ changes the behavior)

Results in something like: `/Users/scott/Movies/Nosferatu (1922).m4v`

Window Management
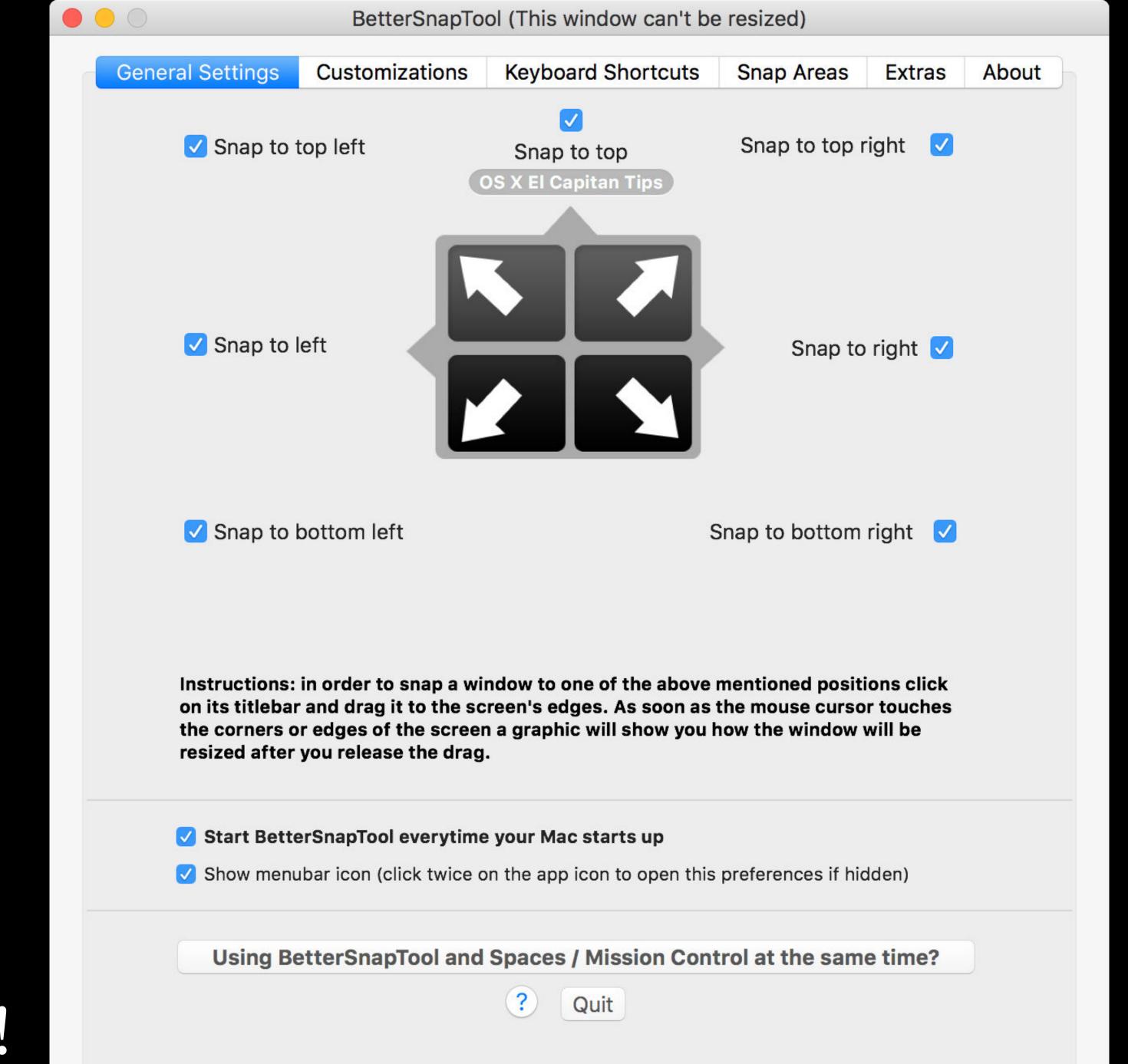
BetterSnapTool

BetterSnapTool allows you to easily set your window positions & sizes by dragging them to…

» one of your screen's corners
» the top, left, or right side of your screen

You can easily set your windows so they are…

» maximized (not full screen)
» positioned side by side
» resized into quarters of the screen

BetterSnapTool (This window can't be resized)

General Settings | Customizations | Keyboard Shortcuts | Snap Areas | Extras | About

☑ Snap to top

☑ Snap to top left

Snap to top right ☑

OS X El Capitan Tips

☑ Snap to left

Snap to right ☑

☑ Snap to bottom left

Snap to bottom right ☑

Instructions: in order to snap a window to one of the above mentioned positions click on its titlebar and drag it to the screen's edges. As soon as the mouse cursor touches the corners or edges of the screen a graphic will show you how the window will be resized after you release the drag.

☑ **Start BetterSnapTool everytime your Mac starts up**

☑ Show menubar icon (click twice on the app icon to open this preferences if hidden)

Using BetterSnapTool and Spaces / Mission Control at the same time?

? | Quit

Automation!

BetterSnapTool (This window can't be resized)

General Settings | **Customizations** | Keyboard Shortcuts | Snap Areas | Extras | About

Appeareance of the preview overlay:

Border-color: [ ]   Background-color: [ ]

Tip: don't miss the opacity slider when setting custom colors!

Border-width: 7 px

☑ Animated

Duration: 0.3 seconds

☑ Use rounded corners

Radius: 35 px

Advanced settings:

Disable BetterSnapTool while holding: ☐   ☑   ☐   ☐   ☐

⇧(shift)   fn   ^ ctrl   ⌥ opt   ⌘ cmd

☐ Delay before snapping:

☑ Restore old window size if window is dragged away again

    ☐ Don't restore old window size if alt/opt is pressed while dragging away

    ☐ Don't restore old window size if old size was fullscreen / maximized

                                     0 px

Empty space between window edges:

☐ No padding if you maximize a window

☐ Leave small gap above dock

☐ Move windows with min-sizes offscreen instead of overlapping them

[Snapping Recognition Areas]   Increase snapping recognition areas by:

    ☐ Only increase if more than one monitor is connected

☑ **On OS X El Capitan: Delay Mission Control when dragging windows to the top.**

    ☑ Delay on left half of the menubar   ☑ Delay on right half of the menubar

BetterSnapTool (This window can't be resized)

| General Settings | Customizations | **Keyboard Shortcuts** | Snap Areas | Extras | About |

show menu with all selected actions   ▤   [Click to record shortcut]

☑ also duplicate the menubar preferences to this menu

Show in menu?

maximize	◼	Click to record shortcut	☑
left half	◪	Click to record shortcut	☑
right half	◪	Click to record shortcut	☑
top half	▤	Click to record shortcut	☑
bottom half	▤	Click to record shortcut	☑
center	▣	Click to record shortcut	☑

top left quarter	◰	Click to record shortcut	☑
top right quarter	◳	Click to record shortcut	☑
bottom left quarter	◱	Click to record shortcut	☑
bottom right quarter	◲	Click to record shortcut	☑

center on next monitor	▣	Click to record shortcut	☑
move to next monitor (same resolution required)	⬅	Click to record shortcut	☑
maximize on next monitor	←	Click to record shortcut	☑

left third	▮	Click to record shortcut	☑
middle third	▯	Click to record shortcut	☑
right third	▯	Click to record shortcut	☑

| move to top left, without resizing | ◰ | Click to record shortcut | ☑ |
| move to top right, without resizing | ◳ | Click to record shortcut | ☑ |

| restore old window position | ▥ | Click to record shortcut | ☑ |
| cycle left half, maximize, right half ☐ +quarters | ○ | Click to record shortcut | ☑ |

General Settings | Customizations | Keyboard Shortcuts | **Snap Areas** | Extras | About

User-customizable Snap Areas are a new, advanced, feature in BetterSnapTool. It allows you to create additional areas that snap to a specific position & size if a window is dragged onto them. In order to create new Snap Areas the BetterSnapTool menubar icon has to be visible.

Custom sizes & positions

1.) Resize an arbitrary window on your screen to the position & size where you want the new Snap Area to snap to later

2.) Click on the BetterSnapTool menubar icon and select "Snap Areas", then select "Create New Snap Area (Use Active Window As Template)"

3.) BetterSnapTool will open a view which shows the newly created Snap Area and highlights the position where it will snap to later. You can now edit it. (e.g. move it to the edges of the screen, change the color etc.)

4.) After you have finished editing your Snap Area just press cmd+w or click the shown icon to finish the whole process.

For a more complete documentation & introductory video click here

☐ Disable the Snap Area feature (setting will become active after restarting BetterSnapTool)

☐ Don't show Snap Areas while using the window moving feature from the "extras" tab

☑ Show menubar icon (necessary for defining new Snap Area)

☑ If checked BetterSnapTool will use a bit more memory, but Snap Areas show up faster.

☐ Allow Snap Areas to snap if drag was started inside of a snap area

BetterSnapTool (This window can't be resized)

General Settings | Customizations | Keyboard Shortcuts | Snap Areas | **Extras** | About

Secondary click (right click) with your mouse on a window button:

🔴 ⚪ ⚪   — do nothing ↕

⚪ 🟡 ⚪   — do nothing ↕

⚪ ⚪ 🟢   — do nothing ↕

☐ Block the right-click from passing through to the window button

Click with special mouse buttons (e.g. middle) on a window button:

🔴 ⚪ ⚪   — do nothing ↕

⚪ 🟡 ⚪   ☰ show menu with all actions ↕

⚪ ⚪ 🟢   — do nothing ↕

☐ Block the special mouse click from passing through to the window button

Double-click a windows' titlebar:

[   ]   — do nothing ↕

☑ Restore old size & position after doubleclicking again

Move windows:	**Resize windows:**
Move window below cursor if those keys are pressed while moving the cursor:	Resize window below cursor if those keys are pressed while moving the cursor:
☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐
⇧(shift) fn ^ (ctrl) ⌥ (opt) ⌘ (cmd)	⇧(shift) fn ^ (ctrl) ⌥ (opt) ⌘ (cmd)

Make sure to not use the same modifier keys that you use to disable BetterSnapTool!

☐ Bring window under cursor to front while moving or resizing

General Settings Customizations Keyboard Shortcuts Snap Areas **Extras** About

Secondary click (right click) with your mouse on a window button:

✓ — do nothing

▤ show menu with all actions
✕ quit app

◼ maximize
▯ left half
▮ right half
▭ top half
▭ bottom half
◻ center

▨ top left quarter
▨ top right quarter
▨ bottom left quarter
▨ bottom right quarter

▣ center on next monitor
← move to next monitor
← maximize on next monitor

▯ left third
▮ middle third
▯ right third

▨ left two thirds
▨ right two thirds

▨ move to top left, without resizing
▨ moveto top right, without resizing

▨ restore old size & position

Block the ...   utton

Click with special mouse butto

Block the ...   window button

Double-click a windows' titleb

...g again

Move windows: ...dows:

Move window below cursor if ...   ...or if those keys
are pressed while moving the ...   ...the cursor:

☐   ☐   ☐   ☐   ☐   ☐

⇧(shift)   fn   ^ (ctrl)   ⌥ (opt)   (opt)   ⌘ (cmd)

Make sure to not use t...   ...pTool!

☐ Bring wind...

Demo!

www.boastr.net/bettersnaptool/

$3 on the Mac App Store

If you buy BetterTouchTool instead, you can do what BetterSnapTool does & a lot more

Moom

Move, zoom, & resize windows

(Yes, there is some overlap with BetterSnapTool & BetterTouchTool, but each does some different things)

Moom

☑ Treat drawers as part of their parent windows

☑ Separate windows by [10 ⇕] pt — ☐ Apply to screen edges

Grid/keyboard control highlight: Off ———●———————— Maximum

☑ Launch automatically on login

☐ Show preferences on launch

Run as [faceless ⇕] application

To access Moom's preferences in faceless mode, relaunch Moom while it is already running, e.g., by double-clicking its application icon in Finder.

[About Moom]   [Quit Moom]

Moom

General **Mouse** Keyboard Custom Updates Help

🟢 Zoom Button Controls   Snap to Edges and Corners

☑️ Pop up controls when hovering over a Zoom button

Delay: ———⚪———————————— 0.1 second (Default)

☑️ Enable Move & Zoom grid with   15 ⌄ × 12 ⌄ cells

☑️ Enable access to custom controls   — ☐ Show on hover

☑️ Bring moomed windows to the front automatically

Name	Date Modified	Size	Kind
aText - Main screen - 2016-10-07.jpg	2:22 PM	175 KB	JPEG image
aText - Main screen - scott@granneman.com - 2016-10-07.jpg	2:19 PM	335 KB	JPEG image
aText - Main screen - shintro - 2016-10-07.jpg	2:27 PM	334 KB	JPEG image
aText - Main screen - srcm - 2016-10-07.jpg	2:22 PM	313 KB	JPEG image
aText - shintro 1 - 2016-10-07.jpg	2:28 PM	111 KB	JPEG image
aText - shintro 2 - 2016-10-07.jpg	2:30 PM	190 KB	JPEG image
aText - shintro 3 - 2016-10-07.jpg	2:30 PM	210 KB	JPEG image
aText - shintro 4 - 2016-10-07.jpg	2:30 PM	216 KB	JPEG image
aText - srcm 1 - 2016-10-07.jpg	2:36 PM	46 KB	JPEG image
aText - srcm 2 - 2016-10-07.jpg	2:37 PM	167 KB	JPEG image
CSOATS	2016-07-05	234 KB	Folder
CV	2016-07-05	52.4 MB	Folder
Good Free Photos - wide - 2016-10-07.png	1:10 PM	1.5 MB	PNG image
Good Free Photos - wide - full - 2016-10-07.png	1:10 PM	6.3 MB	PNG image
Good Free Photos - wide - full - 2016-10-07.txt	1:10 PM	31 bytes	Plain Text
iPhoto Organize	2016-08-19	49.5 MB	Folder
JANS & WebSanity	2016-09-23	54.8 MB	Folder
Key commands - BBEdit 1 - 2016-10-06.jpg	Yesterday	299 KB	JPEG image
Key commands - BBEdit 2 - 2016-10-06.jpg	Yesterday	261 KB	JPEG image
Key commands - BBEdit 3 - 2016-10-06.jpg	Yesterday	873 KB	JPEG image
Keyboard Maestro - macro - foobarbaz - 2016-10-07.jpg	3:13 PM	36 KB	JPEG image
Keyboard Maestro - macro - New Keynote Presentation - 2016-10-07.mp4	3:30 PM	1.2 MB	MPEG...movie
Keyboard Maestro - macro - New Pen at CodePen 1 - 2016-10-07.jpg	3:15 PM	353 KB	JPEG image
Keyboard Maestro - macro - New Pen at CodePen 2 - 2016-10-07.jpg	3:15 PM	188 KB	JPEG image
Keyboard Maestro - macro - New Pen at CodePen 3 - 2016-10-07.jpg	3:15 PM	111 KB	JPEG image
LastPass Brand Assets - wide - 2016-10-07.png	12:23 PM	1.6 MB	PNG image
LastPass Brand Assets - wide - full - 2016-10-07.png	12:23 PM	3.3 MB	PNG image

📁 Macintosh HD > 🗂 Users > 🏠 rsgranne > 📁 Desktop > 🎬 Keyboard Maestro - macro - New Keynote Presentation - 2016-10-07.mp4

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Search

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aText - Main screen - 2016-10-07.jpg	2:22 PM	175 KB	JPEG image
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aText - Main screen - shintro - 2016-10-07.jpg	2:27 PM	334 KB	JPEG image
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aText - shintro 3 - 2016-10-07.jpg	2:30 PM	210 KB	JPEG image
aText - shintro 4 - 2016-10-07.jpg	2:30 PM	216 KB	JPEG image
aText - srcm 1 - 2016-10-07.jpg	2:36 PM	46 KB	JPEG image
aText - srcm 2 - 2016-10-07.jpg	2:37 PM	167 KB	JPEG image
CSOATS	2016-07-05	234 KB	Folder
CV	2016-07-05	52.4 MB	Folder
Good Free Photos - wide - 2016-10-07.png	1:10 PM	1.5 MB	PNG image
Good Free Photos - wide - full - 2016-10-07.png	1:10 PM	6.3 MB	PNG image
Good Free Photos - wide - full - 2016-10-07.txt	1:10 PM	31 bytes	Plain Text
iPhoto Organize	2016-08-19	49.5 MB	Folder
JANS & WebSanity	2016-09-23	54.8 MB	Folder
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Keyboard Maestro - macro - New Pen at CodePen 3 - 2016-10-07.jpg	3:15 PM	111 KB	JPEG image
LastPass Brand Assets - wide - 2016-10-07.png	12:23 PM	1.6 MB	PNG image
LastPass Brand Assets - wide - full - 2016-10-07.png	12:23 PM	3.3 MB	PNG image

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BOOTCAMP

Remote Disc

Shared

GranneNAS

pope

Tags

General   Mouse   Keyboard   Custom   Updates   Help

CUS ▼ | Menu Header ⇅

Title: | CUSTOM CONTROLS

16: ▼ | Menu Header ⇅

Title: | 16:9 (1200x675)

▢ ▼ | Resize ⇅ | ^⌥⇧⌘1 | ✕

Anchor: ⦿ ◯ ◯
◯ ◯ ◯
◯ ◯ ◯ | 1200 | × | 675 | pt

4:3 ▼ | Menu Header ⇅

Title: | 4:3 (1024x768)

▢ ▼ | Resize ⇅ | No Shortcut | +

⦿ ◯ ◯

+ − | Define window sizes using | 8 ⌄ | × | 5 ⌄ | cells

General   Mouse   Keyboard   Custom   Updates   Help

SAF ▼ | Menu Header ⇕

Title: | SAFARI 16:9

SAF ▼ | Menu Header ⇕

Title: | Safari 16:9 (1200x760) - 1 Tab + Bookmarks Bar

▼ | Resize ⇕ | ⌃⌥⇧⌘3 ✕

Anchor: | 1200 × 760 pt

SAF ▼ | Menu Header ⇕

Title: | Safari 16:9 (1200x730) - 1 Tab & No Bookmarks Bar

▼ | Resize ⇕ | No Shortcut +

Define window sizes using | 8 ⇕ × 5 ⇕ cells

🔍 Search

Modified | Size | Kind

CUSTOM CONTROLS

16:9 (1200x675)
▭ Resize From Top Left — 1200 pt × 675 pt ⌃⌥⇧⌘1

4:3 (1024x768)
▭ Resize From Top Left — 1024 pt × 768 pt

Temp Width: 1290
▭ Resize From Top Left — 1298 pt × 675 pt

CODEPEN

Safari 16:9 - 1 Tab & Bookmarks Bar
▭ Resize From Top Left — 1200 pt × 870 pt ⌃⌥⇧⌘2

Safari 16:9 - 1 Tab & Bookmarks Bar (Full Website Chrome)
▭ Resize From Top Left — 1200 pt × 761 pt

SAFARI 16:9

Safari 16:9 (1200x760) - 1 Tab + Bookmarks Bar
▭ Resize From Top Left — 1200 pt × 760 pt ⌃⌥⇧⌘3

Safari 16:9 (1200x730) - 1 Tab & No Bookmarks Bar
▭ Resize From Top Left — 1200 pt × 730 pt

FIREFOX

Firefox 16:9 (1200x754) - 1 Tab & No Bookmarks Bar
▭ Resize From Top Left — 1200 pt × 754 pt

Firefox 16:9 (1200x804) - 1 Tab & Bookmarks Bar
▭ Resize From Top Left — 1200 pt × 778 pt

OTHERS

Apple Maps
▭ Resize From Top Left — 1200 pt × 713 pt

−07-05	234 KB	Folder
−07-05	52.4 MB	Folder
−08-19	49.5 MB	Folder
−09-23	54.8 MB	Folder
erday	299 KB	JPEG image
erday	261 KB	JPEG image
erday	873 KB	JPEG image
3 PM	1.6 MB	PNG image
3 PM	3.3 MB	PNG image
3 PM	33 bytes	Plain Text
PM	571 KB	JPEG image
PM	541 KB	JPEG image
PM	439 KB	JPEG image
PM	460 KB	JPEG image
PM	759 KB	JPEG image
2 PM	29.8 MB	Folder
PM	397 KB	JPEG image
PM	624 KB	JPEG image
−10-03	558 KB	Folder
−07-05	253.4 MB	Folder

Favorites

Devices
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Shared
- GranneNAS
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Tags

🖴 Macintosh HD › 🗀 U › 🏠 rs › 🗀 Desktop › 🖼 Moom - Move & Zoom Grid 3 - 2016-10-07.jpg

1 of 20 selected, 150.33 GB available

Name		Date Modified	Size	Kind
📁 CSOATS		2016-07-05	234 KB	Folder
📁 CV		2016-07-05	52.4 MB	Folder
📁 iPhoto Organize		2016-08-19	49.5 MB	Folder
📁 JANS & WebSanity	🟡	2016-09-23	54.8 MB	Folder
🖼 Key commands - BBEdit 1 - 2016-10-06.jpg		Yesterday	299 KB	JPEG image
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🖼 Key commands - BBEdit 3 - 2016-10-06.jpg		Yesterday	873 KB	JPEG image
🖼 LastPass Brand Assets - wide - 2016-10-07.png		12:23 PM	1.6 MB	PNG image
🖼 LastPass Brand Assets - wide - full - 2016-10-07.png		12:23 PM	3.3 MB	PNG image
📄 LastPass Brand Assets - wide - full - 2016-10-07.txt		12:23 PM	33 bytes	Plain Text
🖼 Moom - Move & Zoom Grid 1 - 2016-10-07.jpg		3:44 PM	571 KB	JPEG image
🖼 Moom - Move & Zoom Grid 2 - 2016-10-07.jpg		3:44 PM	541 KB	JPEG image
🖼 Moom - Move & Zoom Grid 3 - 2016-10-07.jpg		3:44 PM	439 KB	JPEG image
🖼 Path Finder - Batch Rename 1 - 2016-10-07.jpg		12:21 PM	460 KB	JPEG image
🖼 Path Finder - Batch Rename 2 - 2016-10-07.jpg		12:21 PM	759 KB	JPEG image
📁 PUTAWAY		12:42 PM	29.8 MB	Folder
🖼 Screen Shot 2016-10-07 at 3.48.42 PM.jpg		3:48 PM	397 KB	JPEG image
🖼 Screen Shot 2016-10-07 at 3.48.49 PM.jpg		3:48 PM	624 KB	JPEG image
🖼 Screen Shot 2016-10-07 at 3.49.11 PM.jpg		3:49 PM	637 KB	JPEG image
📁 Share Sheet		2016-10-03	558 KB	Folder
📁 wu-granneman-com		2016-07-05	253.4 MB	Folder

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BOOTCAMP
Remote Disc

Shared

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pope

Tags

Macintosh HD › Users › rsgranne › Desktop › Moom - Move & Zoom Grid 3 - 2016-10-07.jpg

1 of 21 selected, 150.33 GB available

manytricks.com/moom/

$10

Path Finder

Finder replacement & so much more

Music

Macintosh HD › Users › rsgranne › Documents   Macintosh HD › Users › rsgranne › Music

Name		Name
▶ 📁 **BracketsProjectTemplates**		
▶ 📁 **ChronoSync Documents**		
▶ 📁 *Clientele*		📁 iPod
▶ 📁 **CSOATS**		▶ 📁 iTunes
▶ 📁 **Digital Editions**		📁 Piezo
▶ 📁 *Documentation*		▶ 📁 Projects
▶ 📁 *OmniPresence*		▶ 📁 Ringer
▶ 📁 **Parallels**		▶ 📁 Stock
▶ 📁 *Presentations*		
▶ 📁 *Propaganda*		
▶ 📁 *Reading*		
▶ 📁 *Reunion*		
▶ 📁 **Reunion Files**		
▶ 📁 **Saved Calls**		
▶ 📁 **ScanSnap**		
▶ 📁 **ScanSnap Organizer Library**		
▶ 📁 *Scott*		
▶ 📁 **Snagit**		
▶ 📁 *Web Dev Projects*		
▶ 📁 *WebDev*		
▶ 📁 *WebSanity*		

Multiple tabs

PLACES
- 🏠 rsgranne
- 🖥 Desktop
- 📦 Dropbox
- 📄 Documents
- ⬇ Downloads
- Ⓐ Applications
- 📁 Photos
- 📷 Pictures
- 🏛 Library
- ☁ iCloud Drive

FAVORITES
- 📁 bin
- 📁 csoats
- DT Inbox
- 📁 DT Incoming
- 📁 DT PDF
- 📁 Git
- WebSanity

DEVICES
- 💻 virgil
- 💾 Macintosh HD
- 💾 BOOTCAMP

21 items, 89.1 GB available   9 items, 89.1 GB available

rsgranne | Movies | Documen... | + | Pictures | Music | +

🍎 > Macintosh HD > Users > rsgranne > Movies

Name

- iMovie Library.imovielibrary
- ▶ 📁 **iMovie Projects**
- iMovie Theater.theater
- ▶ 📁 **Ralph Granneman**
- ▶ 📁 **Saved Calls**
- ▶ 📁 ***ScreenFlow Projects***

Left Shelf

🍎 > Macintosh HD > Users > rsgranne > Music

Name

- ▼ 📁 **Amazon MP3**
  - ▶ 📁 **Gunter Kehr & Mainzer Kammerorchester**
  - ▼ 📁 **Martin Galling**
    - ▼ 📁 **Bach Complete Works for Harpsichord**
      - 🎵 01-01- The Well-Tempere...nd Fugue
      - 🎵 01-02- The Well-Temper...nd Fugue i
      - 🎵 01-03- The Well-Temper...nd Fugue i
      - 🎵 01-04- The Well-Temper...nd Fugue i
      - 🎵 01-05- The Well-Temper...nd Fugue i
      - 🎵 01-...
      - 🎵 01-...
      - 🎵 01-...
      - 🎵 01-09- The Well-Temper...nd Fugue i
      - 🎵 01-10- The Well-Tempere...nd Fugue
      - 🎵 01-11- The Well-Tempere...nd Fugue i
      - 🎵 01-12- The Well-Tempere...nd Fugue
      - 🎵 01-13- The Well-Tempere...and Fugue
      - 🎵 01-14- The Well-Tempere...and Fugue
      - 🎵 01-15- The Well-Tempere...and Fugue
      - 🎵 01-16- The Well-Tempere...and Fugue
      - 🎵 01-17- The Well-Tempere...nd Fugue i
      - 🎵 01-18- The Well-Tempere...nd Fugue i
      - 🎵 01-19- The Well-Tempere...nd Fugue
      - 🎵 01-20- The Well-Temper...nd Fugue i
      - 🎵 01-21- The Well-Tempere...nd Fugue i

Right Shelf

PLACES
- 🏠 rsgranne
- 🖥 Desktop
- 📦 Dropbox
- 📄 Documents
- ⬇ Downloads
- Ⓐ Applications
- 📁 Photos
- 📷 Pictures
- 🏛 Library
- ☁ iCloud Drive

FAVORITES
- 📁 bin
- 📁 csoats
- ⬇ DT Inbox
- 📁 DT Incoming
- 📁 DT PDF
- 📁 Git
- WebSanity

DEVICES
- 💻 virgil
- 💾 Macintosh HD
- 💾 BOOTCAMP

Attributes ▾

01-01- The Well-Tempered Clavier, Book One

☒ 🔴 🟠 🟡 🟢 🔵 🟣 ⚪

- ☐ Locked
- ☐ Invisible
- ☐ Hide extension
- ☐ Stationery Pad
- ☐ Bundle bit
- ☐ Alias bit
- ☐ Custom icon

Type:

Creator:

Spotlight comments

6 items, 89 GB available | 1 of 390 selected, 89 GB available

rsgranne · Movies · Documen... +

 Macintosh HD > Users > rsgranne > Movies

Pictures · Music +

 Macintosh HD > Users > rsgranne > Music

01-

One

Name

- iMovie Library.imovielibrary
- ▶ 📁 iMovie Projects
- iMovie Theater.theater
- ▶ 📁 Ralph Granneman
- ▶ 📁 Saved Calls
- ▶ 📁 *ScreenFlow Projects*

Name

- ▼ 📁 Amazon MP3
  - ▶ 📁 Gunter Kehr & Mainzer Kammerorcheste
  - ▼ 📁 Martin Galling
    - ▼ 📁 Bach Complete Works for Harpsichord
      - 🎵 01-01- The Well-Tempere...nd Fugue
      - 🎵 01-02- The Well-Temper...nd Fugue i
      - 🎵 01-03- The Well-Temper...nd Fugue i
      - 🎵 01-04- The Well-Temper...nd Fugue i
      - 🎵 01-05- The Well-Temper...nd Fugue i
      - 🎵 01-
      - 🎵 01-
      - 🎵 01-
      - 🎵 01-09- The Well-Temper...nd Fugue i
      - 🎵 01-10- The Well-Tempere...nd Fugue
      - 🎵 01-11- The Well-Tempere...nd Fugue i
      - 🎵 01-12- The Well-Tempere...nd Fugue
      - 🎵 01-13- The Well-Tempere...and Fugue
      - 🎵 01-14- The Well-Tempere...and Fugue
      - 🎵 01-15- The Well-Tempere...and Fugue
      - 🎵 01-16- The Well-Tempere...and Fugue
      - 🎵 01-17- The Well-Tempere...nd Fugue i
      - 🎵 01-18- The Well-Tempere...nd Fugue
      - 🎵 01-19- The Well-Tempere...nd Fugue
      - 🎵 01-20- The Well-Temper...nd Fugue i
      - 🎵 01-21- The Well-Tempere...nd Fugue i

Left Shelf

Right Shelf

PLACES
- 🏠 rsgranne
- 🖥 Desktop
- 📦 Dropbox
- 📄 Documents
- ⬇ Downloads
- Ⓐ Applications
- 📷 Photos
- 🖼 Pictures
- 🏛 Library
- ☁ iCloud Drive

FAVORITES
- 📁 bin
- 📁 csoats
- 📬 DT Inbox
- 📁 DT Incoming
- 📁 DT PDF
- 📁 Git
- 🌐 WebSanity

DEVICES
- 💻 virgil
- 💾 Macintosh HD
- 💾 BOOTCAMP

Reveal Collapsed View

✓ **Attributes**
 Dates/Forks

- ◉ Attributes
- ○ Cover Flow
- ○ Git
- ○ Hex
- ○ Hex Editor
- ○ Info
- ○ iTunes Browser
- ○ Permissions
- ○ Preview
- ○ Processes
- ○ Recent Documents
- ○ Recent Folders
- ○ Selection Path
- ○ Shelf
- ○ Sidebar
- ○ Size
- ○ Subversion
- ○ Tags and Rating
- ○ Terminal

Customize Menu...

- 📁 Favorites
- 📄 Documents

Add Folder...

6 items, 89 GB available

1 of 390 selected, 89 GB available

🎵 Music

Pictures   Music

🍎 〉 Ma...D 〉 »   🍎 〉 Macintosh HD 〉 Users 〉 rsgranne 〉 Music

Name   Name   Date Mo

▶ 📁 Bracket   ▼ 📁 Amazon MP3   2015
📁 ChronoS   ▼ 📁 Gunter Kehr & Mainzer Kammerorchester   2015
▶ 📁 Clientel   ▼ 📁 Mozart Complete Symphonies (The VoxBox Edition)   2015
▶ 📁 CSOATS   🎵 01-01- Symphony No 1 in...K 16 I Allegro molto.mp3   2015
▶ 📁 Digital E   🎵 01-02- Symphony No 1 in...ajor, K 16 II Andante.mp3   2015
▶ 📁 Docume   🎵 01-03- Symphony No 1 in...ajor, K 16 III Presto.mp3   2015
▶ 📁 OmniPro   🎵 01-04- Symphony No 4 i...Major, K 19 I Allegro.mp3   2015
▶ 📁 Parallels   🎵 01-05- Symphony No 4 i...ajor, K 19 II Andante.mp3   2015
▶ 📁 Present   🎵 01-06- Symphony No 4 i...ajor, K 19 III Presto.mp3   2015
▶ 📁 Propaga   🎵 01-0   15
▶ 📁 Reading   🎵 01-0   15
▶ 📁 Reunion   🎵 01-0   15
▶ 📁 Reunion   🎵 01-10- Symphony No 6 in...ajor, K 43 I Allegro.mp3   2015
▶ 📁 Saved C   🎵 01-11- Symphony No 6 in...jor, K 43 II Andante.mp3   2015
▶ 📁 ScanSn   🎵 01-12- Symphony No 6 in...I Menuetto and Trio.mp3   2015

21 item...available   1 of 181 selected, 89.1 GB available

PLACES
🏠 rsgranne
Desktop
Dropbox
Documents
Downloads
Applications
Photos
Pictures
Library
iCloud Drive

FAVORITES
bin
csoats
DT Inbox
DT Incoming
DT PDF
Git
WebSanity

DEVICES
virgil
Macintosh HD
BOOTCAMP

Right & Bottom Shelf

Terminal ▾

bash   ⊕

virgil:Music rsgranne$ ▌

Info ▾

Name: 01-01- Symphony No 1 in E-Flat Major, K 16 I Allegro molto.mp3
Kind: MP3 audio
UTI: public.mp3
Size: 8.3 MB (8,395,119 bytes)
data: 8,395,119 bytes
Physical: 8.3 MB (8,396,800 bytes)
Created: Jul 5, 2015, 11:32 AM
Modified: Jul 5, 2015, 11:32 AM
Last Opened: Jul 5, 2015, 11:32 AM
Added: Dec 30, 2016, 12:49 AM
Attributes: Dec 30, 2016, 12:49 AM
Owner: rsgranne (501)
Group: staff (20)
Permission: -rwxr-xr-x (755)
Path: /Users/rsgranne/Music/Amazon MP3/Gunter Kehr & Mainzer Kammerorchester/Mozart Complete Symphonies (The VoxBox Edition)/01-01- Symphony No 1 in E-Flat Major, K 16 I Allegro molto.mp3
Application: iTunes.app
Volume: Macintosh HD
Capacity: 662.3 GB

Preview

293 x 293

Mozart
COMPLETE
SYMPHONIES

The VoxBox Edition
over 12 hours of music!

B VOX X

01-01- Symphony No 1 in E-Flat Major, K 16 I Allegro molto.mp3

Show Invisibles

rsgranne | Movies | Do... | Music

🍎 Macintosh HD › Users › rsgranne › Movies   rsgranne › Music

Name	
▶ 📁 .npm	⊘
▶ 📁 .oracle_jre_usage	⊘
📄 .profile	⊘
📄 .rnd	⊘
📄 .s3cfg	⊘
▶ 📁 .s3conf	⊘
▶ 📁 .ssh	⊘
📄 .stCommitMsg	⊘
▶ 📁 .subversion	⊘
▶ 📁 .vim	⊘
▶ 📁 .vim-old	⊘
📄 .viminfo	⊘
▶ 📁 .vimoutliner	⊘
📄 .vimrc	⊘
📄 .vimrc-warehouse	⊘
▶ 📁 .vimsessions	⊘
▶ 📁 .vscode	⊘
📄 .wgetrc	⊘
▶ 📁 Applications	⊘
▶ 📁 bin	⊘
▶ 📁 Desktop	⊘
▶ 📁 Documents	⊘
▶ 📁 Downloads	⊘
▶ 📁 Dropbox	⊘
▶ 📁 Library	⊘

PLACES
- 🏠 rsgranne
- Desktop
- Dropbox
- Documents
- Downloads
- Applications
- Photos
- Pictures
- Library
- iCloud Drive

FAVORITES
- bin
- csoats
- DT Inbox
- DT Incoming
- DT PDF
- Git
- WebSanity

DEVICES
- virgil
- Macintosh HD
- BOOTCAMP

▶ 📁 Amazon MP3	⊘
📁 Audio Hijack	⊘
▶ 📁 Excerpts	⊘
📁 iPod	⊘
▶ 📁 iTunes	⊘
📁 Piezo	⊘
▶ 📁 Projects	⊘
▶ 📁 Ringer	⊘
▶ 📁 Stock	⊘

68 items, 89 GB available

9 items, 89 GB available

"Music"   Home   Computer   Servers   Others...

Save

Name   contains   fela

Selection Path

📁 Fela Kuti
📁 iTunes Music
📁 iTunes
🎵 Music
🏠 rsgranne
👥 Users
💾 Macintosh HD

Name		Date Modified	Kind	Size
📁 **Fela Kuti**	🔍	2017-06-08	Folder	1.1 GB
📁 **Fela Kuti & Roy Ayers**	🔍	2017-06-07	Folder	43.6 MB
📁 **The Best Best Of Fela Kuti**	🔍	2013-01-30	Folder	380.2 MB

Info

Name: Fela Kuti
Kind: Folder (12)
UTI: public.folder
Size: 1.1 GB (1,130,472,724 bytes)
Physical: 1.1 GB (1,130,582,016 bytes)
Contents: 62 items
Created: Jan 30, 2013, 10:29 AM
Modified: Jun 8, 2017, 8:20 AM
Last Opened: Jun 8, 2017, 8:20 AM
Added: Dec 30, 2016, 12:51 AM
Attributes: Jun 8, 2017, 8:20 AM
Owner: rsgranne (501)
Group: staff (20)

Preview

201 x 201

Find Files & Folders

Trash

Fela Kuti

1 of 3 selected

"Music"   Home   Computer   Servers   Others...   Save

Content ⇅   contains ⇅   computer class   +

Selection Path ▾ | Name | Date Modified ⌄ | Kind | Size | Info ▾

Ambient...Mono.txt
+Licenses
Stock
Music
rsgranne
Users
Macintosh HD

Name	Date Modified	Kind	Size
Ambient Classroom - Mono.txt	2014-11-16	Plain Text	318 bytes
PHIL176 - The nature of death (cont.); Believing you will die 1.epub	2013-02-12	Electr...ePub)	21.2 KB

Name   Extension   Kind   ✓ Content   Keyword   Tag   Other   Rating   Label   Size

Last opened date
Last modified date
Created date

Info ▾

Name: Ambient Classroom - Mono.txt
Kind: Plain Text
UTI: public.plain-text
Size: 318 bytes
data: 318 bytes
Physical: 4 KB (4,096 bytes)
Created: Nov 16, 2014, 5:17 PM
Modified: Nov 16, 2014, 5:17 PM
Last Opened: Nov 16, 2014, 5:17 PM
Added: Dec 30, 2016, 12:49 AM
Attributes: Dec 30, 2016, 12:49 AM
Owner: rsgranne (501)
Group: staff (20)

Preview ▾

http://
www.pdsounds.org/
sounds/
ambient_classroom_mono

Ambient Classroom-Mono
By rcrossley, May
13th, 2008

Title: Ambient
Classroom-Mono
Artist: Crossley
Length: 1:05 minutes
(1 MB)
Format: MP3 Mono 44kHz
128Kbps (CBR)

65-second recording of
a high school computer

Trash ▾

1 of 2 selected

| File | Edit | View | Go | Commands |

New Browser	▶
Tabs	▶
New Folder...	⇧⌘N
New Folder with Selection...	^⌘N
New File...	⌥⌘N
New Text File	^⇧⌘N
New Terminal	⌥⇧⌘N

| Open | ▶ |
| Open Recent | ▶ |

Close Window	⇧⌘W
Close Tab	⌘W
Save	⌘S
Save As...	⇧⌘S

| Get Info | ⌘I |
| Quick Look | ⌘Y |

Attributes	▶
Reports	▶
Make Alias	⌘L
Make Symbolic Link	⇧⌘L

Add to Drop Stack	
Reveal in Finder	⌥⌘F
Show in New Window	
Show Original	⌘R
Add to Sidebar	^⌘T

| Move to Trash | ⌘⌫ |
| Eject | ⌘E |

| Page Setup... | ⇧⌘P |
| Print... | ⌘P |

Commands   Window   Help

Open with ▶

Rename...   ⇧⌘R
Change Extension...

Duplicate   ⌘D
Copy to...
Move to...
Delete...
Secure Delete...

Dual Browser
Copy to Right Pane   F5
Move to Right Pane   F6
Compress to Right Pane   F7
Decompress to Right Pane   F8
Compare Selected Items...   F9
FolderSync...

Email...
Compress and Email...
Compress
Compress with Format ▶

Plugins
Calculate Checksum ▶
Disk Image ▶
Edit Image...
Hex Editor ▶
Open in BBEdit   ⌃⌘B
Open in Sublime
Screen Capture ▶
Tags Groups
View as Hex

Slideshow
Open in Terminal
Launch as Root

Burn...
Erase Disc...

Minimize   ⌘M

Zoom

Clone

Select Next Tab   ⌘}

Select Previous Tab   ⌘{

Modules   ▶

Find Window

Size Browser

File Operations   ⌥⌘P

Float

Hides on Deactivate

Bring All to Front

✓ Desktop

Music   21.4 GB (21,422,374,957 bytes)

16.6 GB	📁 iTunes ▶	12.9 GB	📁 iTunes Music ▶	6.5 GB	📁 iTunes U ▶	380.2 MB	📁 The Best...Fela Kuti ▶	27 MB	🎵 2-12 Roforofo Fight.mp3
3.7 GB	📁 Amazon MP3 ▶	2.6 GB	📁 Album Artwork ▶	2.5 GB	📁 Compilations ▶	236 MB	📁 Anthology 1 ▶	22.6 MB	🎵 2-11 Why Black Man Dey Suffer.mp3
789.7 MB	📁 Stock ▶	701 MB	📄 iTunes Li...enius.itdb	1.1 GB	🎵 Fela Kuti ▶	129.2 MB	📁 Zombie ▶	21.2 MB	🎵 08 Shakara (Oloje) Braggart (Liar).mp3
217.1 MB	📁 Projects ▶	88.1 MB	📄 Previous i...Libraries ▶	692.6 MB	📁 Bob Dylan ▶	63 MB	📁 Open & Close ▶	20.4 MB	🎵 06 Swegbe and Pako.mp3
841.7 KB	📁 Excerpts ▶	76.5 MB	📄 Attack & Release ▶	443.1 MB	📁 Miles Davis ▶	54.7 MB	📁 Teacher...Nonsense ▶	20.1 MB	🎵 2-13 Trouble Sleep Yanga Wake Am.mp3
725.7 KB	📁 Ringer ▶	53.5 MB	📄 iTunes M...ibrary.xml	384.2 MB	📁 Automati...to iTunes ▶	52 MB	📁 Opposite People ▶	19.7 MB	🎵 07 Black's Man Cry.mp3
14.3 KB	📄 .DS_Store	20.1 MB	📄 iTunes Library.itl	221 MB	📁 Home Videos ▶	47.9 MB	📁 Gentleman ▶	17.9 MB	🎵 2-14 Gentleman.mp3
6.1 KB	📁 Piezo ▶	8.9 MB	🎵 01 Time t...tend.mp3	188.1 MB	📁 Podcasts ▶	47.2 MB	📁 Sorrow T...nd Blood ▶	16.6 MB	🎵 2-15 Monkey Banana.mp3
6.1 KB	📁 Audio Hijack ▶	8.7 MB	🎵 05 Every...oad.mp3	165.2 MB	📁 Apple Music ▶	46.3 MB	📁 Shakara ▶	15.6 MB	🎵 2-16 Water No Get Enemy.mp3
0 bytes	📁 iPod ▶	7.7 MB	🎵 04 Electric Feel.mp3	151 MB	📁 Blossom Dearie ▶	37.2 MB	📁 Confusion ▶	12 MB	🎵 09 J'ehin J'ehin (Chop Teeth-Chop Teeth).mp3
0 bytes	📄 .localized	4 MB	📄 iTunes Li..._backup	113.6 MB	📁 Unknown Artist ▶	36.3 MB	📁 Upside Down ▶	11.8 MB	🎵 10 Jeun Ko Ku (Chop'n Quench).mp3
		1.9 MB	📄 iTunes Li...xtras.itdb	94.4 MB	📁 Mayer Hawthorne ▶	6.1 KB	📄 .DS_Store	7.8 MB	🎵 01 Highlife Time.mp3
		10.2 KB	📄 .DS_Store	69.5 MB	📁 Ringtones ▶			7 MB	🎵 05 Olulufu Mi.mp3
		6.1 KB	📁 Mobile Applications ▶	57.7 MB	📁 Books ▶			5.5 MB	🎵 03 Viva Nigeria.mp3
		8 bytes	📄 sentinel	45.6 MB	📁 Nellie McKay ▶			5.1 MB	🎵 04 Obe! (Soup).mp3
				43.6 MB	🎵 Fela Kuti & Roy Ayers ▶			5.1 MB	🎵 02 Omuti Tide.mp3
				20 MB	📁 Voice Memos ▶				
				19 MB	📁 The Rolling Stones ▶				
				13.4 MB	📁 U2 ▶				
				13.1 MB	📁 Movies ▶				
				11.4 MB	📁 David Bowie ▶				
				8.6 MB	📁 Tones ▶				
				2.6 MB	📁 Donna Postel ▶				
				20.4 KB	📄 .DS_Store				
				305 bytes	📄 iTunes Pr...nces.plist				
				0 bytes	📁 Mobile Applications ▶				
				0 bytes	📁 Downloads ▶				

/Users/rsgranne/Music/iTunes/iTunes Music/Fela Kuti/Anthology 1
236 MB (236,052,057 bytes)
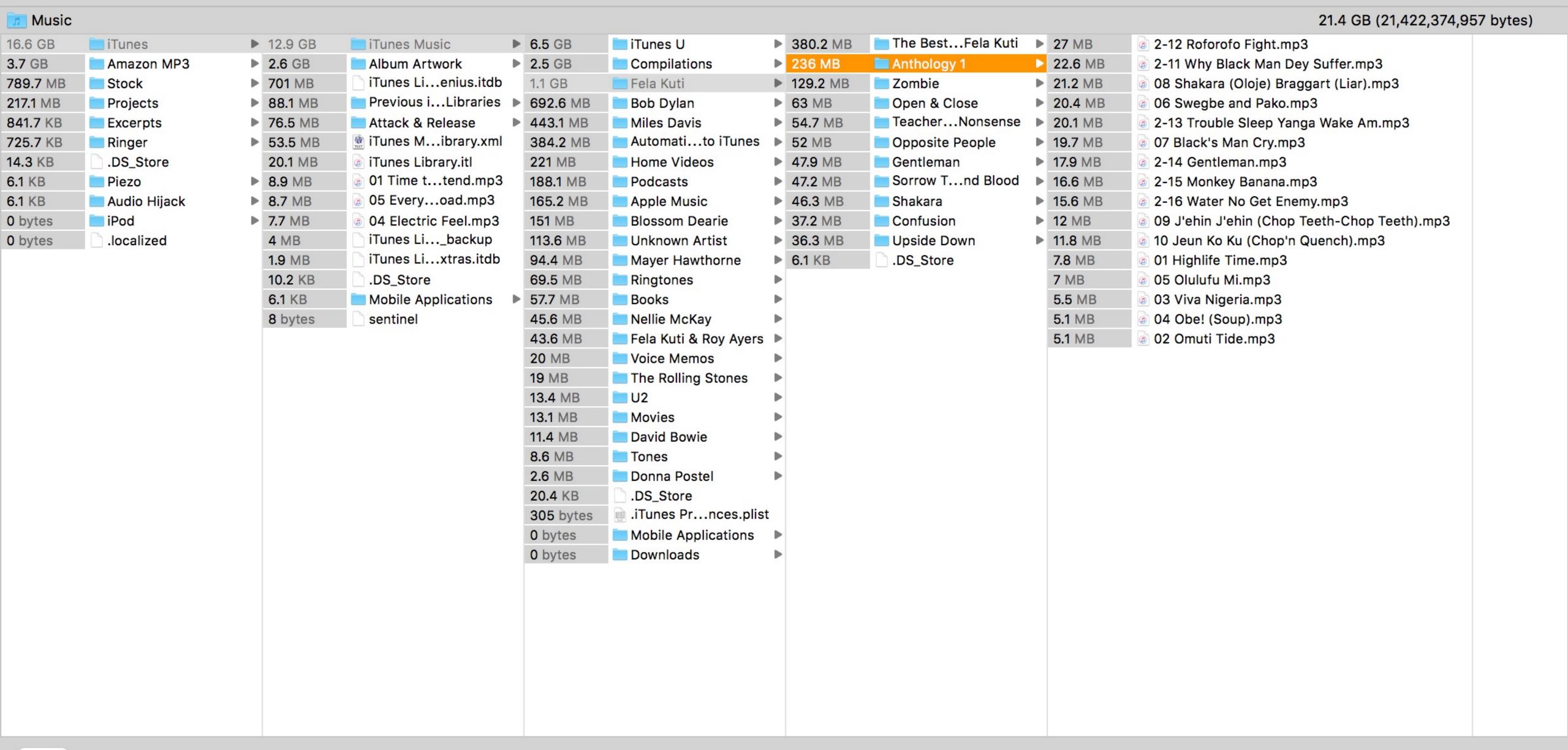
Path Finder

cocoatech.com

$40

ForkLife is another competitor to Path Finder

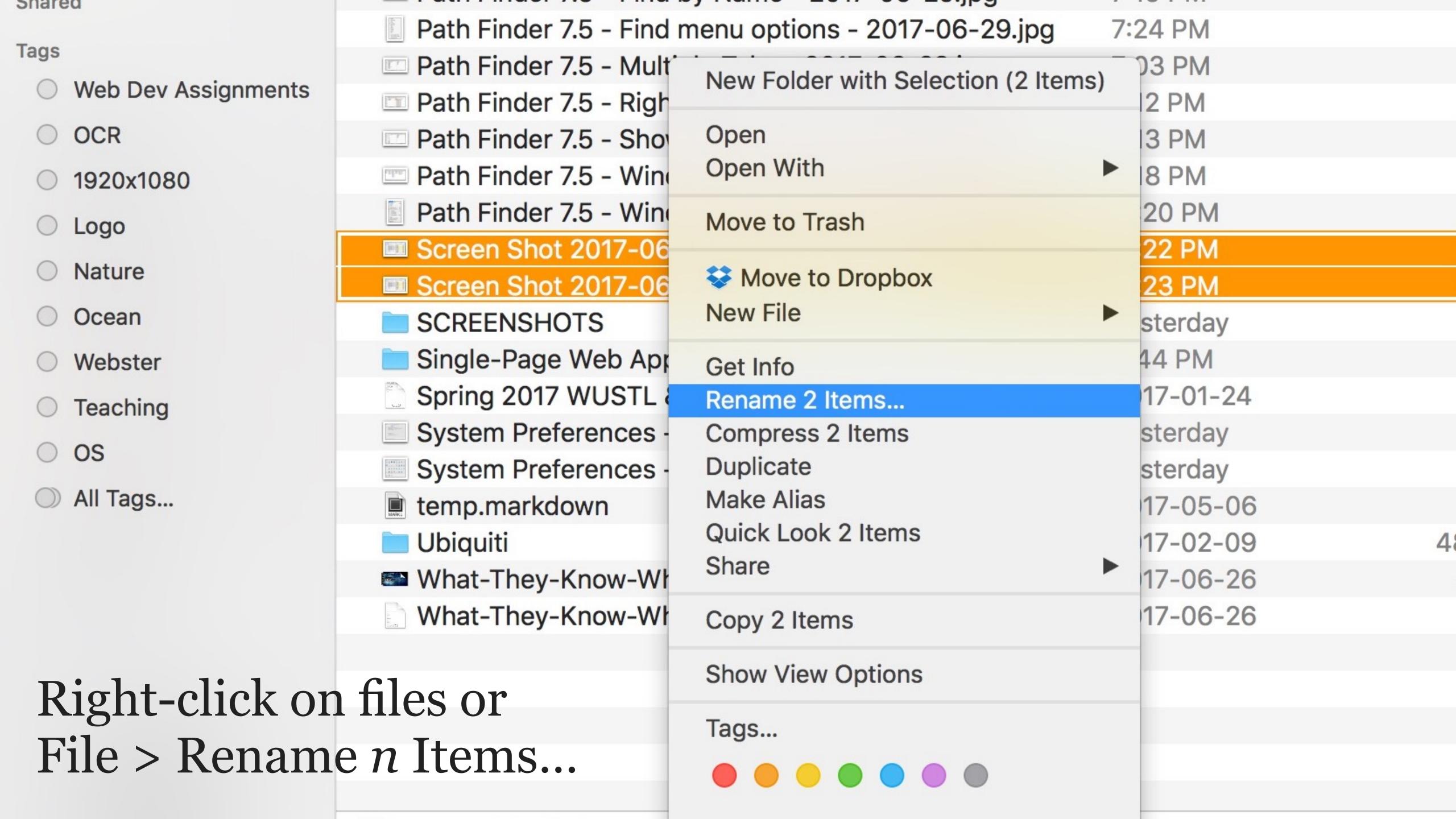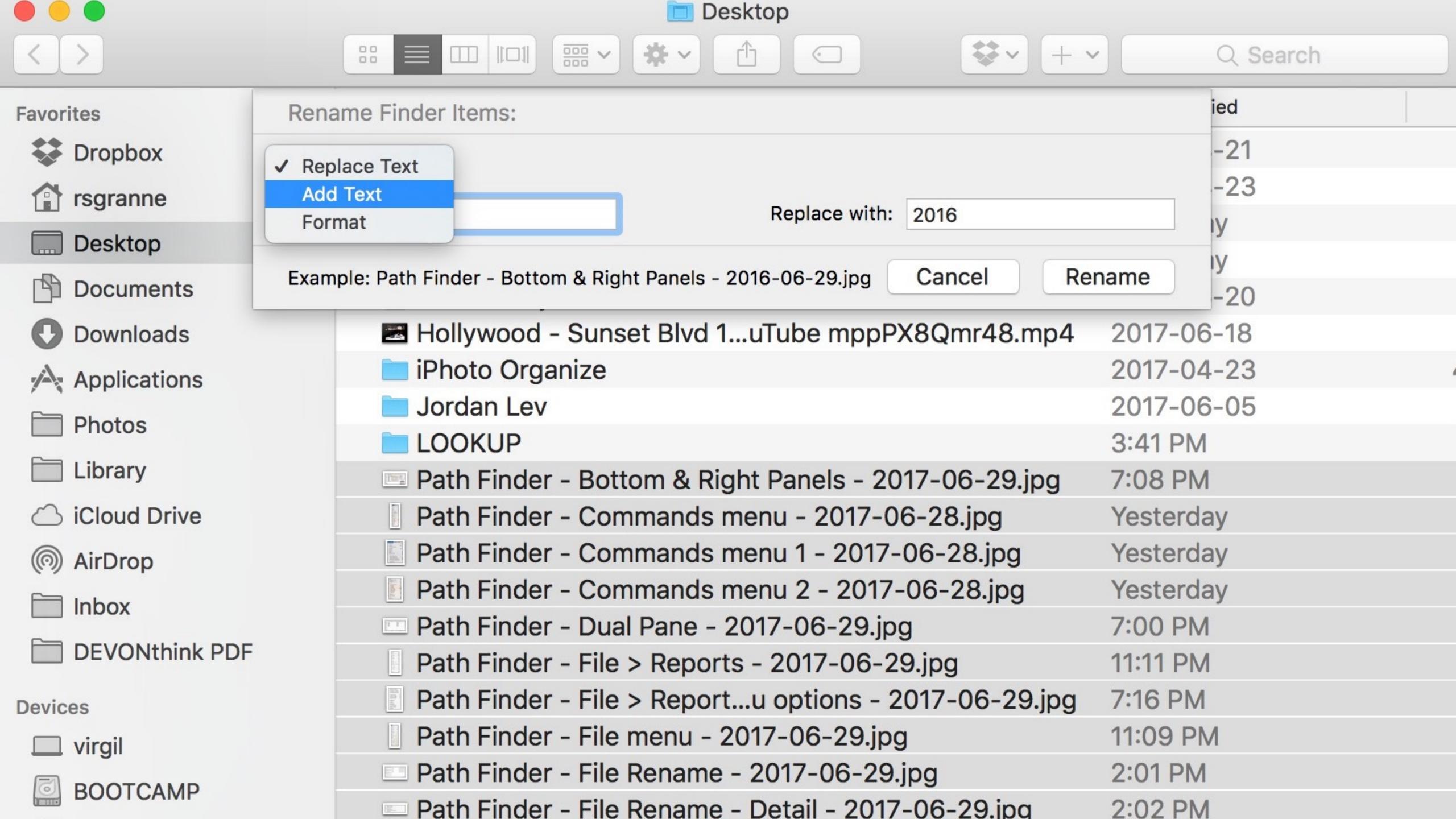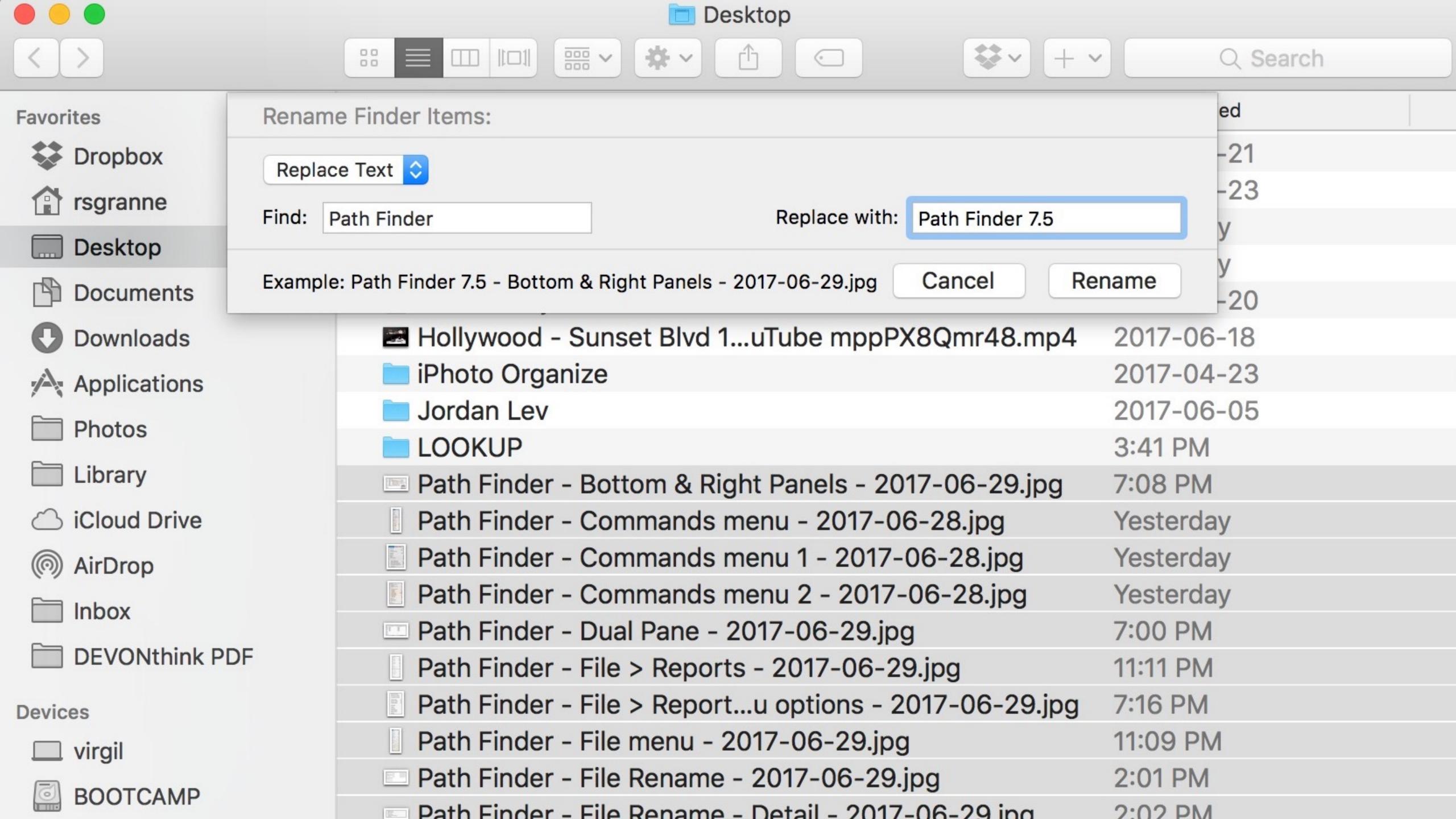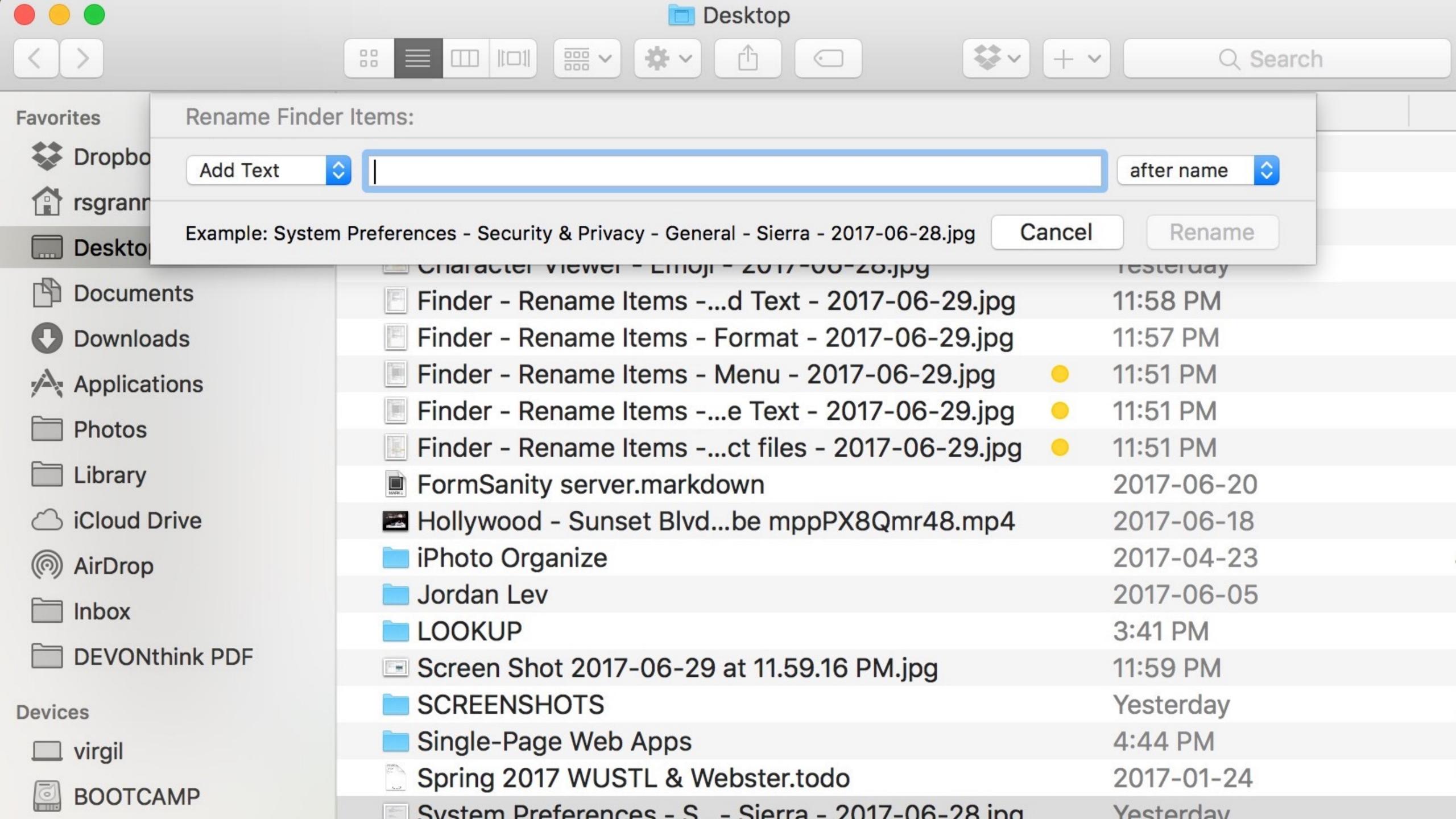www.binarynights.com/forklift/

$30

Renaming Files

Finder

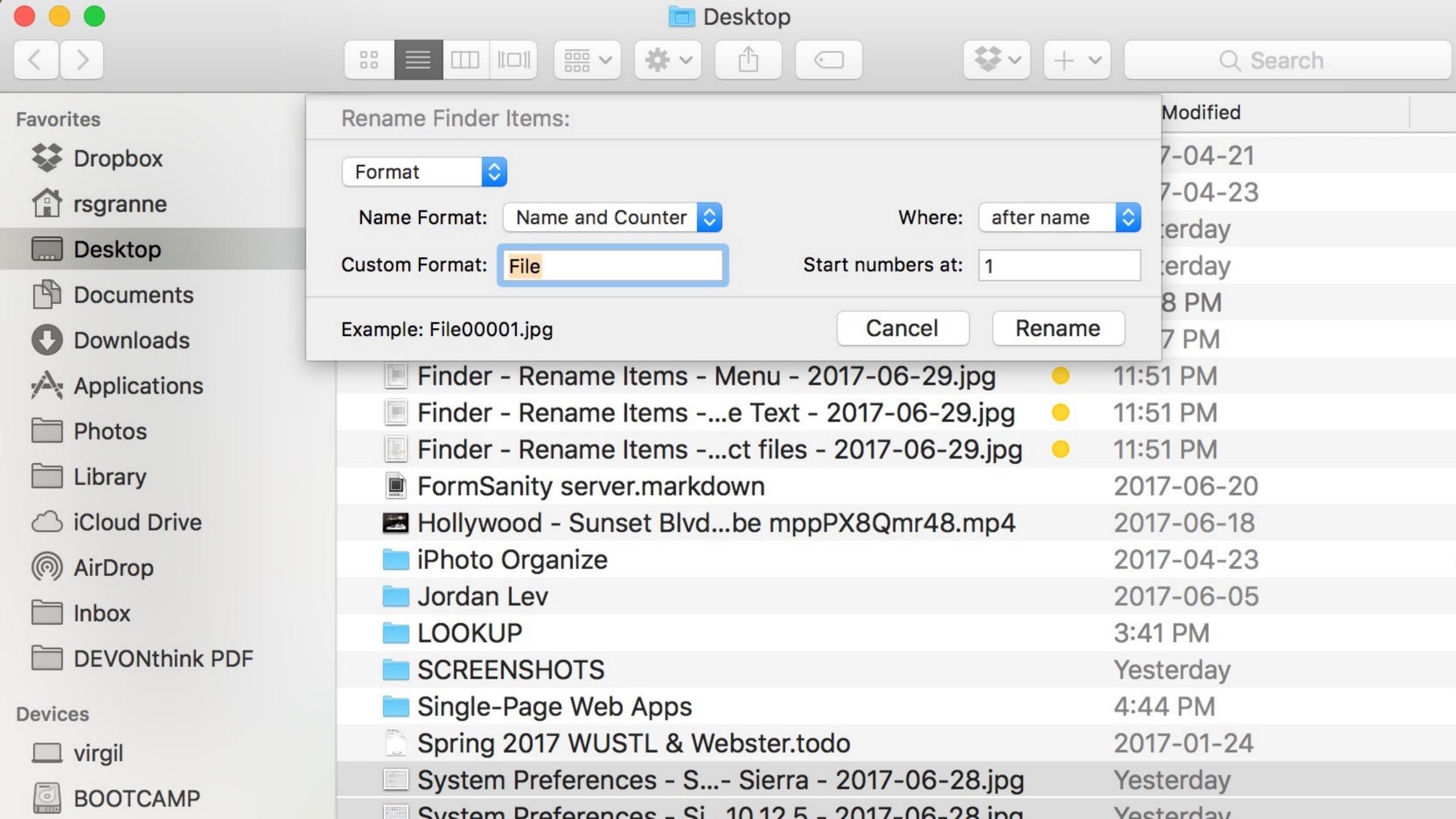Since Yosemite, macOS has the ability to rename multiple files (AKA, *batch renaming*)
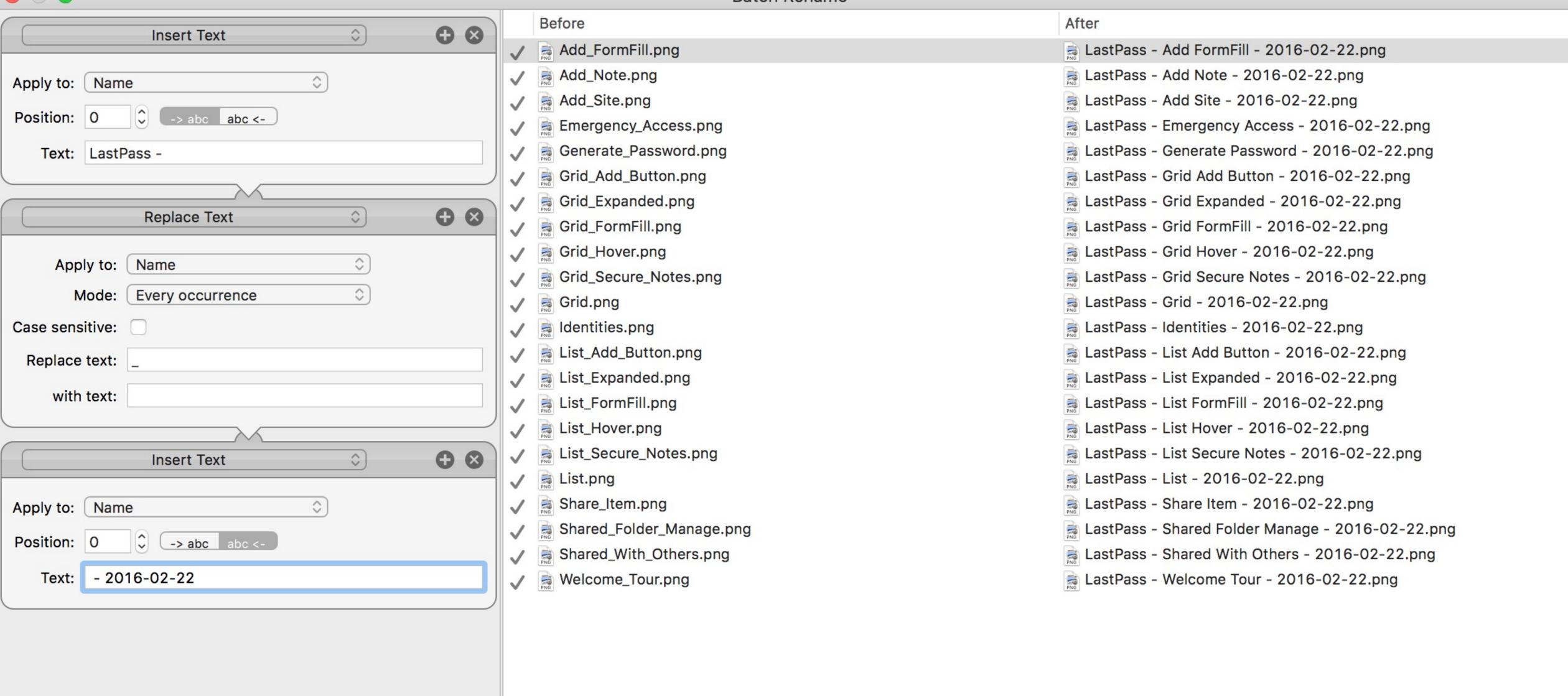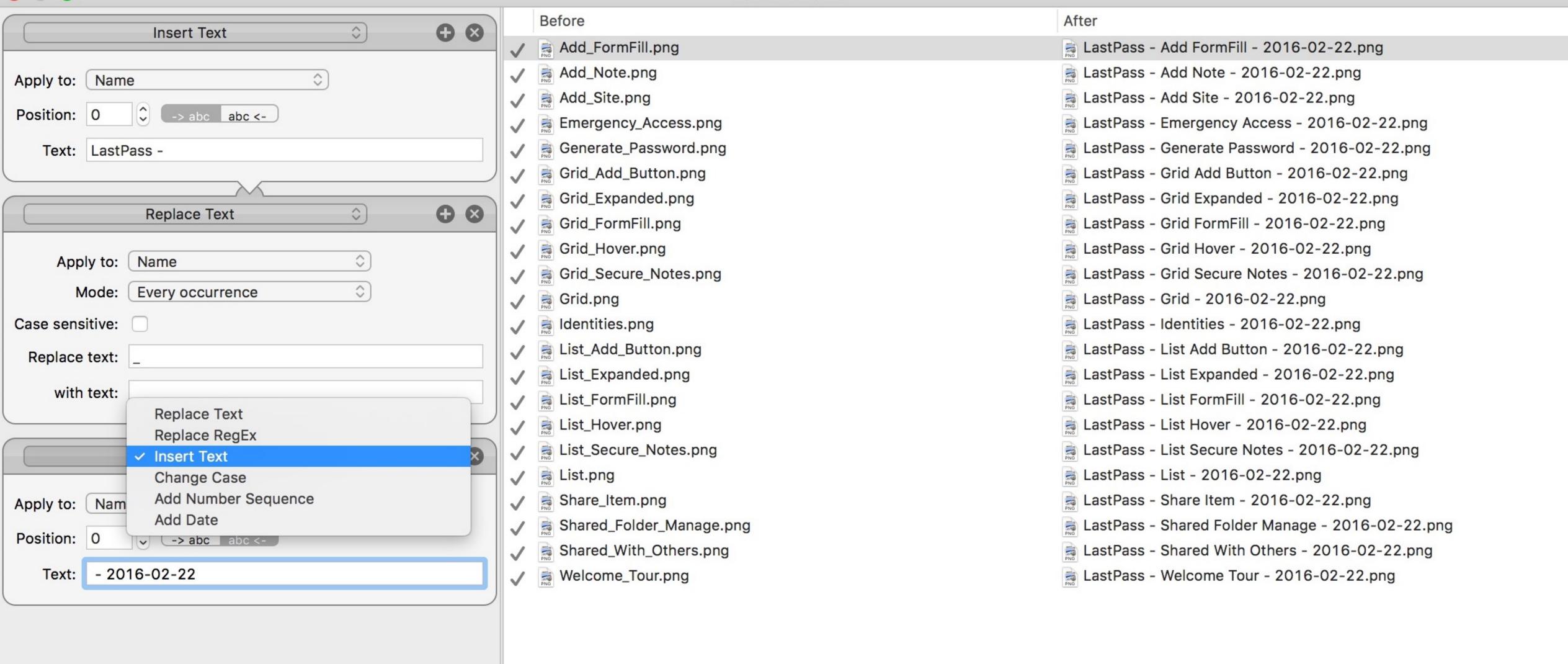
It's very basic, but it's enough for most people

Tags

○ Web Dev Assignments

○ OCR

○ 1920x1080

○ Logo

○ Nature

○ Ocean

○ Webster

○ Teaching

○ OS

◌ All Tags...

📄 Path Finder 7.5 - Find menu options - 2017-06-29.jpg   7:24 PM

🖼 Path Finder 7.5 - Mult...   03 PM

🖼 Path Finder 7.5 - Righ...   2 PM

🖼 Path Finder 7.5 - Sho...   3 PM

🖼 Path Finder 7.5 - Win...   8 PM

📄 Path Finder 7.5 - Win...   20 PM

🖼 Screen Shot 2017-06...   22 PM

🖼 Screen Shot 2017-06...   23 PM

📁 SCREENSHOTS   sterday

📁 Single-Page Web App...   44 PM

📄 Spring 2017 WUSTL &...   17-01-24

🖼 System Preferences -   sterday

🖼 System Preferences -   sterday

📄 temp.markdown   17-05-06

📁 Ubiquiti   17-02-09   48

🖼 What-They-Know-Wh...   17-06-26

📄 What-They-Know-Wh...   17-06-26

New Folder with Selection (2 Items)
Open
Open With ▶
Move to Trash
💙 Move to Dropbox
New File ▶
Get Info
Rename 2 Items...
Compress 2 Items
Duplicate
Make Alias
Quick Look 2 Items
Share ▶
Copy 2 Items
Show View Options
Tags...

🔴 🟠 🟡 🟢 🔵 🟣 ⚪

Right-click on files or
File > Rename *n* Items...

Desktop

Rename Finder Items:

✓ Replace Text
Add Text
Format

Replace with: 2016

Example: Path Finder - Bottom & Right Panels - 2016-06-29.jpg   Cancel   Rename

Favorites

- Dropbox
- rsgranne
- Desktop
- Documents
- Downloads
- Applications
- Photos
- Library
- iCloud Drive
- AirDrop
- Inbox
- DEVONthink PDF

Devices

- virgil
- BOOTCAMP

Name	Modified
Hollywood - Sunset Blvd 1...uTube mppPX8Qmr48.mp4	2017-06-18
iPhoto Organize	2017-04-23
Jordan Lev	2017-06-05
LOOKUP	3:41 PM
Path Finder - Bottom & Right Panels - 2017-06-29.jpg	7:08 PM
Path Finder - Commands menu - 2017-06-28.jpg	Yesterday
Path Finder - Commands menu 1 - 2017-06-28.jpg	Yesterday
Path Finder - Commands menu 2 - 2017-06-28.jpg	Yesterday
Path Finder - Dual Pane - 2017-06-29.jpg	7:00 PM
Path Finder - File > Reports - 2017-06-29.jpg	11:11 PM
Path Finder - File > Report...u options - 2017-06-29.jpg	7:16 PM
Path Finder - File menu - 2017-06-29.jpg	11:09 PM
Path Finder - File Rename - 2017-06-29.jpg	2:01 PM
Path Finder - File Rename - Detail - 2017-06-29.jpg	2:02 PM

◀ ▶ ⊞ ☰ ▥ ▦ ⚙▾ ⬆ 🏷 📦▾ ➕▾ 🔍 Search

Favorites

📦 Dropbox

🏠 rsgranne

🖥 Desktop

📄 Documents

⬇ Downloads

🅰 Applications

📁 Photos

📁 Library

☁ iCloud Drive

📡 AirDrop

📁 Inbox

📁 DEVONthink PDF

Devices

🖥 virgil

💾 BOOTCAMP

Rename Finder Items:

[Replace Text ⬍]

Find: [Path Finder]   Replace with: [**Path Finder 7.5**]

Example: Path Finder 7.5 - Bottom & Right Panels - 2017-06-29.jpg   [Cancel] [Rename]

🎬 Hollywood - Sunset Blvd 1...uTube mppPX8Qmr48.mp4	2017-06-18
📁 iPhoto Organize	2017-04-23
📁 Jordan Lev	2017-06-05
📁 LOOKUP	3:41 PM
🖼 Path Finder - Bottom & Right Panels - 2017-06-29.jpg	7:08 PM
🖼 Path Finder - Commands menu - 2017-06-28.jpg	Yesterday
🖼 Path Finder - Commands menu 1 - 2017-06-28.jpg	Yesterday
🖼 Path Finder - Commands menu 2 - 2017-06-28.jpg	Yesterday
🖼 Path Finder - Dual Pane - 2017-06-29.jpg	7:00 PM
🖼 Path Finder - File > Reports - 2017-06-29.jpg	11:11 PM
🖼 Path Finder - File > Report...u options - 2017-06-29.jpg	7:16 PM
🖼 Path Finder - File menu - 2017-06-29.jpg	11:09 PM
🖼 Path Finder - File Rename - 2017-06-29.jpg	2:01 PM
🖼 Path Finder - File Rename - Detail - 2017-06-29.jpg	2:02 PM

Rename Finder Items:

Add Text ⇕ [   ] after name ⇕

Example: System Preferences - Security & Privacy - General - Sierra - 2017-06-28.jpg

Cancel   Rename

Favorites

Dropbo

rsgranr

Desktop

Documents

Downloads

Applications

Photos

Library

iCloud Drive

AirDrop

Inbox

DEVONthink PDF

Devices

virgil

BOOTCAMP

Character Viewer - Emoji - 2017-06-28.jpg   Yesterday
Finder - Rename Items -...d Text - 2017-06-29.jpg   11:58 PM
Finder - Rename Items - Format - 2017-06-29.jpg   11:57 PM
Finder - Rename Items - Menu - 2017-06-29.jpg   ●   11:51 PM
Finder - Rename Items -...e Text - 2017-06-29.jpg   ●   11:51 PM
Finder - Rename Items -...ct files - 2017-06-29.jpg   ●   11:51 PM
FormSanity server.markdown   2017-06-20
Hollywood - Sunset Blvd...be mppPX8Qmr48.mp4   2017-06-18
iPhoto Organize   2017-04-23
Jordan Lev   2017-06-05
LOOKUP   3:41 PM
Screen Shot 2017-06-29 at 11.59.16 PM.jpg   11:59 PM
SCREENSHOTS   Yesterday
Single-Page Web Apps   4:44 PM
Spring 2017 WUSTL & Webster.todo   2017-01-24
System Preferences - S - Sierra - 2017-06-28.jpg   Yesterday

⊞ ▤ ▥ ▦   ⚏ ⌄   ⚙ ⌄   ⬆   🏷   📦 ⌄   🔍 Search

Favorites

☁ Dropbox

🏠 rsgranne

🖥 Desktop

📄 Documents

⬇ Downloads

🅰 Applications

📁 Photos

📁 Library

☁ iCloud Drive

◉ AirDrop

📁 Inbox

📁 DEVONthink PDF

Devices

🖥 virgil

🖥 BOOTCAMP

Modified

Rename Finder Items:

| Format ⌄ |

Name Format: | Name and Counter ⌄ | Where: | after name ⌄ |

Custom Format: | File | Start numbers at: | 1 |

Example: File00001.jpg   [Cancel]   [Rename]

📄 Finder – Rename Items – Menu – 2017-06-29.jpg   ● 11:51 PM

📄 Finder – Rename Items –...e Text – 2017-06-29.jpg   ● 11:51 PM

📄 Finder – Rename Items –...ct files – 2017-06-29.jpg   ● 11:51 PM

📄 FormSanity server.markdown   2017-06-20

🎬 Hollywood – Sunset Blvd...be mppPX8Qmr48.mp4   2017-06-18

📁 iPhoto Organize   2017-04-23

📁 Jordan Lev   2017-06-05

📁 LOOKUP   3:41 PM

📁 SCREENSHOTS   Yesterday

📁 Single-Page Web Apps   4:44 PM

📄 Spring 2017 WUSTL & Webster.todo   2017-01-24

📄 System Preferences – S...– Sierra – 2017-06-28.jpg   Yesterday

📄 System Preferences – Si_10.12.5 – 2017-06-28.jpg   Yesterday

Path Finder

Of course this is built into Path Finder!

Select files & press ⇧⌘R

Batch Rename

Insert Text

Apply to: Name

Position: 0   -> abc   abc <-

Text: LastPass -

Replace Text

Apply to: Name

Mode: Every occurrence

Case sensitive: ☐

Replace text: _

with text:

Insert Text

Apply to: Name

Position: 0   -> abc   abc <-

Text: - 2016-02-22

Before	After
✓ Add_FormFill.png	✓ LastPass - Add FormFill - 2016-02-22.png
✓ Add_Note.png	LastPass - Add Note - 2016-02-22.png
✓ Add_Site.png	LastPass - Add Site - 2016-02-22.png
✓ Emergency_Access.png	LastPass - Emergency Access - 2016-02-22.png
✓ Generate_Password.png	LastPass - Generate Password - 2016-02-22.png
✓ Grid_Add_Button.png	LastPass - Grid Add Button - 2016-02-22.png
✓ Grid_Expanded.png	LastPass - Grid Expanded - 2016-02-22.png
✓ Grid_FormFill.png	LastPass - Grid FormFill - 2016-02-22.png
✓ Grid_Hover.png	LastPass - Grid Hover - 2016-02-22.png
✓ Grid_Secure_Notes.png	LastPass - Grid Secure Notes - 2016-02-22.png
✓ Grid.png	LastPass - Grid - 2016-02-22.png
✓ Identities.png	LastPass - Identities - 2016-02-22.png
✓ List_Add_Button.png	LastPass - List Add Button - 2016-02-22.png
✓ List_Expanded.png	LastPass - List Expanded - 2016-02-22.png
✓ List_FormFill.png	LastPass - List FormFill - 2016-02-22.png
✓ List_Hover.png	LastPass - List Hover - 2016-02-22.png
✓ List_Secure_Notes.png	LastPass - List Secure Notes - 2016-02-22.png
✓ List.png	LastPass - List - 2016-02-22.png
✓ Share_Item.png	LastPass - Share Item - 2016-02-22.png
✓ Shared_Folder_Manage.png	LastPass - Shared Folder Manage - 2016-02-22.png
✓ Shared_With_Others.png	LastPass - Shared With Others - 2016-02-22.png
✓ Welcome_Tour.png	LastPass - Welcome Tour - 2016-02-22.png

22 items will be renamed.

Cancel   Rename

Batch Rename

Insert Text

Apply to: Name

Position: 0 → abc abc ←

Text: LastPass -

Replace Text

Apply to: Name

Mode: Every occurrence

Case sensitive: ☐

Replace text: _

with text:

Replace Text	
Replace RegEx	
✓ Insert Text	
Change Case	
Add Number Sequence	
Add Date	

Apply to: Nam

Position: 0 → abc abc ←

Text: - 2016-02-22

	Before	After
✓	Add_FormFill.png	LastPass - Add FormFill - 2016-02-22.png
✓	Add_Note.png	LastPass - Add Note - 2016-02-22.png
✓	Add_Site.png	LastPass - Add Site - 2016-02-22.png
✓	Emergency_Access.png	LastPass - Emergency Access - 2016-02-22.png
✓	Generate_Password.png	LastPass - Generate Password - 2016-02-22.png
✓	Grid_Add_Button.png	LastPass - Grid Add Button - 2016-02-22.png
✓	Grid_Expanded.png	LastPass - Grid Expanded - 2016-02-22.png
✓	Grid_FormFill.png	LastPass - Grid FormFill - 2016-02-22.png
✓	Grid_Hover.png	LastPass - Grid Hover - 2016-02-22.png
✓	Grid_Secure_Notes.png	LastPass - Grid Secure Notes - 2016-02-22.png
✓	Grid.png	LastPass - Grid - 2016-02-22.png
✓	Identities.png	LastPass - Identities - 2016-02-22.png
✓	List_Add_Button.png	LastPass - List Add Button - 2016-02-22.png
✓	List_Expanded.png	LastPass - List Expanded - 2016-02-22.png
✓	List_FormFill.png	LastPass - List FormFill - 2016-02-22.png
✓	List_Hover.png	LastPass - List Hover - 2016-02-22.png
✓	List_Secure_Notes.png	LastPass - List Secure Notes - 2016-02-22.png
✓	List.png	LastPass - List - 2016-02-22.png
✓	Share_Item.png	LastPass - Share Item - 2016-02-22.png
✓	Shared_Folder_Manage.png	LastPass - Shared Folder Manage - 2016-02-22.png
✓	Shared_With_Others.png	LastPass - Shared With Others - 2016-02-22.png
✓	Welcome_Tour.png	LastPass - Welcome Tour - 2016-02-22.png

22 items will be renamed.

Cancel   Rename

Batch Rename

Before

After

Replace Text

Apply to: Name

Mode: Every occurrence

Case sensitive:

Replace text: Screen Shot

with text: Better Finder Rename - Category Actions -

Add Number Sequence

Apply to: Name

Padding: 01, 02, 03, 04,...

Position: 40   -> abc   abc <-

Start value: 1   Prefix:

Step value: 1   Suffix:

Replace RegEx

Apply to: Name

Case sensitive:

Replace RegEx: at.*

with text:

Before	After
✓ Screen Shot 2016-03-16 at 7.24.50 PM.jpg	Better Finder Rename - Category Actions 01 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.25.10 PM.jpg	Better Finder Rename - Category Actions 02 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.25.58 PM.jpg	Better Finder Rename - Category Actions 03 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.26.04 PM.jpg	Better Finder Rename - Category Actions 04 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.26.14 PM.jpg	Better Finder Rename - Category Actions 05 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.26.21 PM.jpg	Better Finder Rename - Category Actions 06 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.26.27 PM.jpg	Better Finder Rename - Category Actions 07 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.26.34 PM.jpg	Better Finder Rename - Category Actions 08 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.26.59 PM.jpg	Better Finder Rename - Category Actions 09 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.27.11 PM.jpg	Better Finder Rename - Category Actions 10 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.27.16 PM.jpg	Better Finder Rename - Category Actions 11 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.27.24 PM.jpg	Better Finder Rename - Category Actions 12 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.27.29 PM.jpg	Better Finder Rename - Category Actions 13 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.27.37 PM.jpg	Better Finder Rename - Category Actions 14 - 2016-03-16.jpg
✓ Screen Shot 2016-03-16 at 7.27.44 PM.jpg	Better Finder Rename - Category Actions 15 - 2016-03-16.jpg

15 items will be renamed.

Cancel   Rename

Batch Rename

Before | After

Replace RegEx

Apply to: Name
Case sensitive: ☐
Replace RegEx: .*
with text: Facebook - Censorship rules training slides

Add Number Sequence

Apply to: Name
Padding: 01, 02, 03, 04,...
Position: 1   -> abc   abc <-
Start value: 2   Prefix:
Step value: 1   Suffix:

Insert Text

Apply to: Name
Position: 0   -> abc   abc <-
Text: | - 2017-06-29

Before	After
✓ Unknown-1.gif	Facebook - Censorship rules training slides 02 - 2017-06-29.gif
✓ Unknown-2.gif	Facebook - Censorship rules training slides 03 - 2017-06-29.gif
✓ Unknown-3.gif	Facebook - Censorship rules training slides 04 - 2017-06-29.gif
✓ Unknown-4.gif	Facebook - Censorship rules training slides 05 - 2017-06-29.gif
✓ Unknown-5.gif	Facebook - Censorship rules training slides 06 - 2017-06-29.gif
✓ Unknown-6.gif	Facebook - Censorship rules training slides 07 - 2017-06-29.gif
✓ Unknown-7.gif	Facebook - Censorship rules training slides 08 - 2017-06-29.gif
✓ Unknown-8.gif	Facebook - Censorship rules training slides 09 - 2017-06-29.gif
✓ Unknown-9.gif	Facebook - Censorship rules training slides 10 - 2017-06-29.gif
✓ Unknown-10.gif	Facebook - Censorship rules training slides 11 - 2017-06-29.gif
✓ Unknown-11.gif	Facebook - Censorship rules training slides 12 - 2017-06-29.gif
✓ Unknown-12.gif	Facebook - Censorship rules training slides 13 - 2017-06-29.gif
✓ Unknown-13.gif	Facebook - Censorship rules training slides 14 - 2017-06-29.gif
✓ Unknown-14.gif	Facebook - Censorship rules training slides 15 - 2017-06-29.gif
✓ Unknown-15.gif	Facebook - Censorship rules training slides 16 - 2017-06-29.gif
✓ Unknown-16.gif	Facebook - Censorship rules training slides 17 - 2017-06-29.gif
✓ Unknown-17.gif	Facebook - Censorship rules training slides 18 - 2017-06-29.gif

17 items will be renamed.

Cancel   Rename

A Better Finder Rename

Bulk rename files & folders

Category: Text

Action: Replace text

Current Name

Change to

Replace: _

With: |

All occurrences

☑ Ignore case

Change: ◯ The entire file name and extension
● The file name without the extension
◯ The file extension with the separator
◯ The file extension without the separator

Drag Your Files and Folders Here

Process: ☑ Files   ☑ Folders   ☑ Subfolders and their contents

General	Image/Video	Camera	Shooting Date	File Date	Audio	Misc
Path	n/a					
Created	n/a					
Modified	n/a					
Shot on	n/a					

⚙︎ + − ✕   Please add files to be renamed to preview table above.

Auto | Manual

Show Multi-Step Drawer   Create Droplet...   Perform Renames

✓ Add text to beginning

Add text to end

Insert text in front of existing text

Insert text after existing text

Insert text at position

Remove text from beginning

Remove text from end

Remove text

Replace text at beginning

Replace text at end

Replace text

Move text to front

Move text to end

Move text to position

Move text in front of existing text

Move text after existing text

✓ Replace specific characters

Remove specific characters

Keep only specific characters

Remove trailing spaces

Remove vowels

✓ Remove a given number of characters from beginning
Remove a given number of characters from end
Remove a range of characters

✓ Convert to lowercase

Convert to sentence case

Convert to title case

Convert to uppercase

Expand camel case

Remove diacritical marks

Convert to valid Mac OS 9 file name

Make file names Windows NTFS/SMB compatible

✓ Produce sequence number list

Add sequence number at beginning

Add sequence number to end

Change existing sequence numbers

Insert sequence number in front of existing text

Insert sequence number after existing text

Insert sequence number at position

Remove numbers

✓ Rename to date/time

Add date/time to beginning

Add date/time to end

Insert date/time in front of existing text

Insert date/time after existing text

Insert date/time at position

✓ Add image dimensions to end

Add image dimensions to beginning

Rename to image dimensions

Insert image dimensions in front of existing text

Insert Image dimensions after existing text

Insert image dimensions at position

Demo!

www.publicspace.net/ABetterFinderRename/

$20

Things Finder Cannot Do

Cannot Do

(& How To Do Them)

Right-Click
to Create New Files

In Windows, you can right-click & create a new file

Apple doesn't provide a method for that

3rd-party software does, however

Mac App Store Preview

New File Menu

By Langui.net

Open the Mac App Store to buy and download apps.

View in Mac App Store

Description

New File Menu allows you to create new files quickly via the Finder context menu.

New File Menu is simply the coolest way to create a new file on the Mac OS X platform, you can right click in any

New File Menu Support ▸

...More

What's New in Version 1.3.1

• Fix compatibility issue for external drives (USB)

$1.99

Category: Utilities
Updated: Apr 02, 2017
Version: 1.3.1
Size: 5.1 MB
Languages: English, Simplified Chinese
Seller: Coral Wu
© 2015-2017 Langui.net
Rated 4+
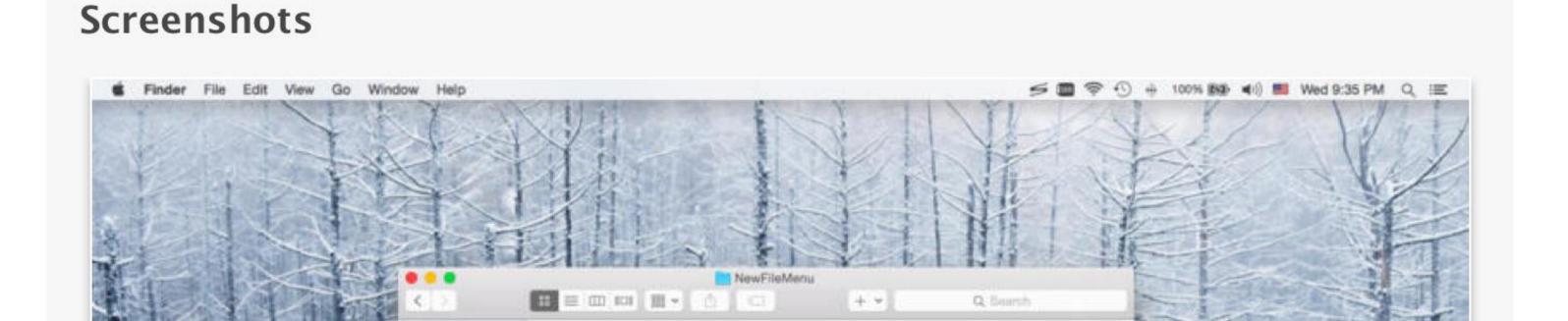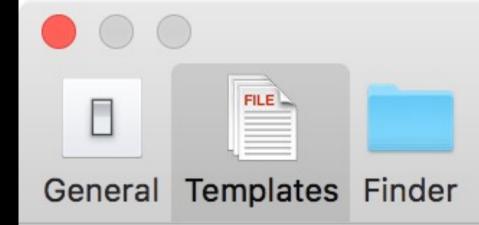
Screenshots

New File Menu Preferences

General Templates Finder
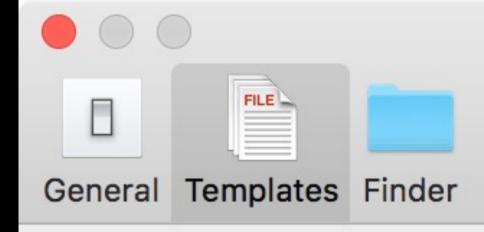
Templates for new file:

Enabled	Title	Prefix	Suffix	Executable
	OpenDocument Drawing	Drawing	odg	
☑	Shell Script	script	sh	☑
☐	Python Script	script	py	☑
☐	Perl Script	script	pl	☑
☐	Ruby Script	script	rb	☑
☐	Tcl Script	script	tcl	☑
☐	Tk Script	script	tcl	☑
☐	PHP Document	file	php	☐
☐	Java Server Pages Document	page	jsp	☐
☐	XML Document	file	xml	☐
☐	HTML Document	page	html	☐
☑	HTML5 Document	page	html	☐
☐	XHTML Document	page	html	☐
☐	LaTeX Document	Document	tex	☐
☑	Cascading Style Sheet Document	style	css	☐

\+ −

Double click to edit the text, drag to reorder the items

?

You can add new templates to extend the format list

Search

Use Apple and third-party extensions to customize your Mac.

All
All third-party extensions

Actions
Prizmo, Markup

Finder
Dropbox, NewFileMenu

Photos
Filters for Photos and 2 more...

Share Menu
Add to Reading List and 13 more...

Today
Weather, Fantastical 2.app

Select extensions for customizing Finder:

☑ Dropbox Finder Integration
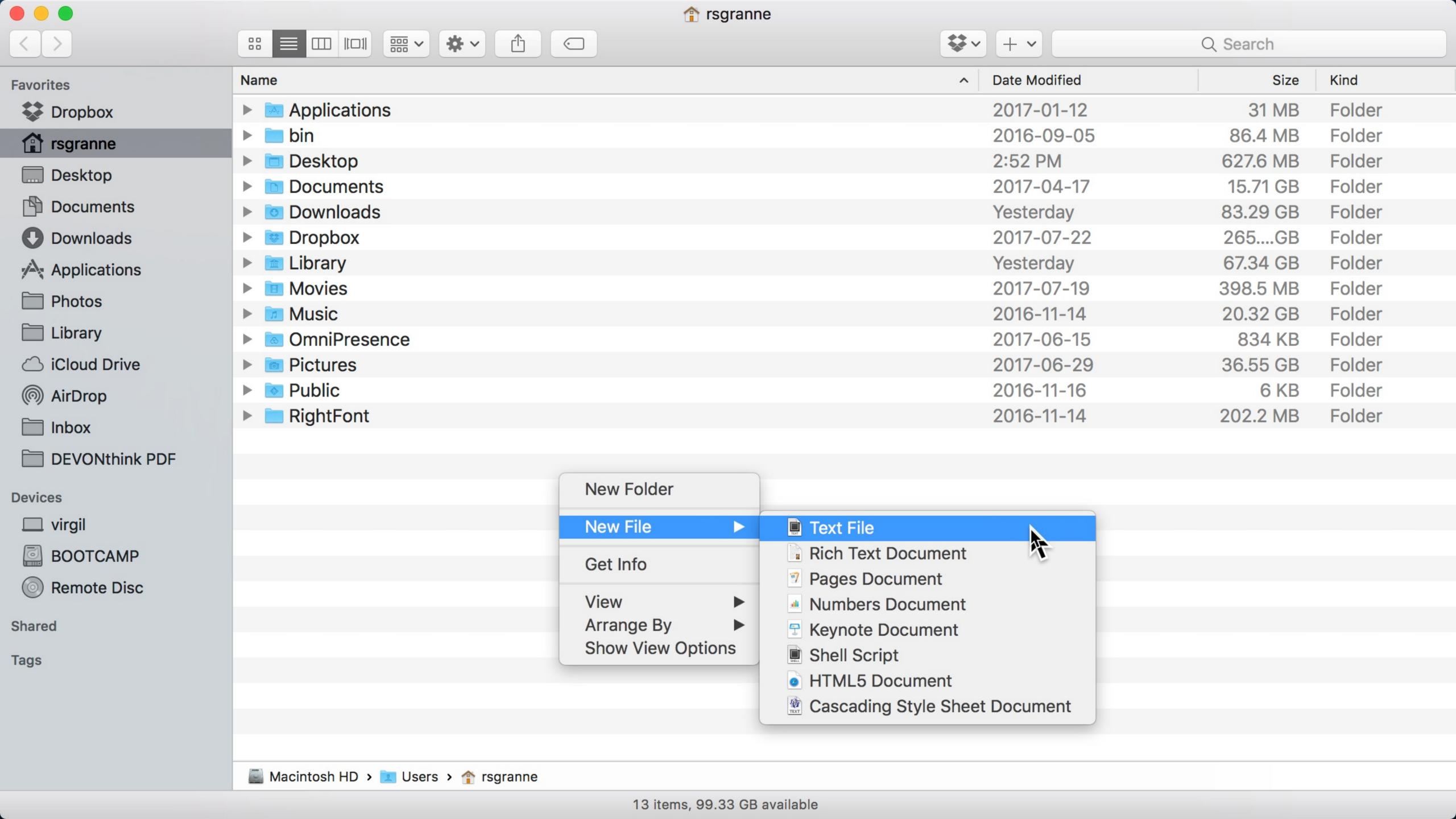
☑ NewFileMenuExtension

☐ GraphicConverter Finder Integration

Name ▲	Date Modified	Size	Kind
▶ 📁 Applications	2017-01-12	31 MB	Folder
▶ 📁 bin	2016-09-05	86.4 MB	Folder
▶ 📁 Desktop	2:52 PM	627.6 MB	Folder
▶ 📁 Documents	2017-04-17	15.71 GB	Folder
▶ 📁 Downloads	Yesterday	83.29 GB	Folder
▶ 📁 Dropbox	2017-07-22	265....GB	Folder
▶ 📁 Library	Yesterday	67.34 GB	Folder
▶ 📁 Movies	2017-07-19	398.5 MB	Folder
▶ 📁 Music	2016-11-14	20.32 GB	Folder
▶ 📁 OmniPresence	2017-06-15	834 KB	Folder
▶ 📁 Pictures	2017-06-29	36.55 GB	Folder
▶ 📁 Public	2016-11-16	6 KB	Folder
▶ 📁 RightFont	2016-11-14	202.2 MB	Folder

Favorites
- Dropbox
- rsgranne
- Desktop
- Documents
- Downloads
- Applications
- Photos
- Library
- iCloud Drive
- AirDrop
- Inbox
- DEVONthink PDF

Devices
- virgil
- BOOTCAMP
- Remote Disc

Shared

Tags

New Folder
New File ▶
    Text File
    Rich Text Document
Get Info
    Pages Document
    Numbers Document
    Keynote Document
View ▶
Arrange By ▶   Shell Script
Show View Options   HTML5 Document
    Cascading Style Sheet Document

🖥 Macintosh HD > 📁 Users > 🏠 rsgranne

13 items, 99.33 GB available

New File Menu

langui.net

$1.99 (only on the Mac App Store)

Thank you!

scott@granneman.com
granneman.com
websanity.com

Getting More From Your Mac

Finder

R. Scott Granneman & Jans Carton

2.0

Changelog

2021-03-31 2.0: Created presentation using slides from the original Getting More From Your Mac

Changelog

2021-03-23 1.8: Added how to copy & move files in Finder with key commands; added *Installing Software* section

2020-06-23 1.7: Added section *Get Info, Get Summary Info, & Show Inspector*; add info re: macOS 11 Big Sur; added slide listing all Apple operating systems

2019-08-16 1.6: Added Catalina for 10.15; added note that --- is not an em dash

Changelog

2017-09-20 1.5: Combined naming charts in *History*; fixed minor formatting issues; added Thank You, Scott (⌘⇧/) to *Basic Key Commands*; added Terminal commands for disclosure buttons; added Show the Finder location of a file from a dialog box; added screenshot of Finder sidebar; added command for QuickLook slideshow; added Special Info in Finder; updated Mac prices for 2019; fixed QuickLook slides

Changelog

2018-08-19 1.4: Added *File Info & Actions* section under Finder with Contextual Menus, Get Info, & Inspector; added HoudahSpot under Spotlight; added commands to open all disclosure boxes & Show Details for printing; added *File Management* section with New Folder with Selection; applied Granneman 1.4 theme; fixed minor formatting issues; added Sidebar under Components; more info on built-in security; added ⌘^D in addition to triple-click for data detectors

Changelog

2017-09-06 1.3: Fixed formatting; in *History* & added High Sierra; in *Key Commands*, added Alfred for clipboard; added slides re: holding down ⌥ in *Open & Save*; made deleting clearer in *Movement*; added slide about drop shadows in screenshots; added huge amount about Path Finder; added slides re: Finder renaming files; added lots of examples of Spotlight searches (RIP David Bowie); added New File Menu; added `duration:`, `date:`, & much more to Spotlight

Changelog

2016-10-11 1.2: Changed Lazy is Good image; spread Automation throughout the deck; renamed *Things You're Not Doing Right* to *Finder* & added lots more; added *Spotlight* section; changed *menulets* to *status menus*; added *Quick Look*

2016-10-07 1.1: Changed theme; fixed formatting; added & changed a lot; new stuff on Finder, Printing, Key Commands, System Preferences, Tabs; added *Computer Rules* section; lots of fixes

2016-03-13 1.0: First version

Licensing of this work

Questions? Email scott@granneman.com