

Getting More From Your Mac

Key Commands

R. Scott Granneman & Jans Carton

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Learn the key commands for macOS & your most-used apps

It's faster & more efficient

Do not to learn all these key commands at once

Learn a few at a time that seem useful & master those,
& then learn a few more

⌘ Command

⌥ Option or Alt

⌃ Control

⇧ Shift

⌫ Escape

→ Tab

fn Function

⌫ Delete

↵ Return

↵ Enter (fn+↵)

␣ Space

→ Right

← Left

↑ Up

↓ Down

Basics

Thank You, Scott

Can't remember a command?

Type ⌘⇧/ to open Help > Search

Type a few letters, & it will show you the command



Transmit

File

Edit

View

Go

Transfer

Servers

Window

Help

Press ⌘⏏/...



Apple Transmit File Edit View Go Transfer Servers Window Help

Search



Transmit Help

Report a Problem or Feature Request

Send Transcript To Panic...

Help > Search opens with the insertion point already in the search box

Start typing the letters of the command you want...

Search

syn



Menu Items



Synchronize...

Help Topics



Synchronizing Folders wit...



OAuth and Panic Sync



Syncing DreamObject Bas...



What's new in Transmit 5?



Managing Server Connecti...



Importing an SSH key file



Transmit - Mac App Store



Transmit 5 Preferences



Protocol Support in Trans...



Transmit Disk



Open in Terminal



SFTP Authentication



Menu Commands



Show All Help Topics

Apple Transmit File Edit View Go **Transfer** Servers Window **Help**

Transfer Selected Items ⌘R
Cancel ⌘.
Pause Transfers
Synchronize...
Mode ▶

Search

Menu Items **Synchronize...**

- Synchronizing Folders wit...
- OAuth and Panic Sync
- Syncing DreamObject Bas...
- What's new in Transmit 5?
- Managing Server Connecti...
- Importing an SSH key file
- Transmit - Mac App Store
- Transmit 5 Preferences
- Protocol Support in Trans...
- Transmit Disk
- Open in Terminal
- SFTP Authentication
- Menu Commands
- Show All Help Topics

Select the command, & macOS shows you where the command is in the menus so you can learn

Press ↵ & you run the command

Cut, Copy, Paste

⌘X Cut

⌘C Copy

⌘V Paste

Do not ⌘C then ⌘V then go back &  — instead, use ⌘X then ⌘V

Your clipboard can hold any cut or copied item—text, image, video—but only 1 item at a time*

* You can change this with 3rd party software (e.g., Alfred)

⌘A Select all

Very useful before using ⌘X or ⌘C

You can *copy* files in Finder with ⌘C & you can paste them with ⌘V

You *cannot cut* files in Finder with ⌘X & then paste them with ⌘V

You *can* copy files in Finder with ⌘C & then *move* them with ⇧⌘V!

Formatting

⌘B Bold

⌘I Italic

⌘U Underline

Never use ⌘U — use either ⌘B or ⌘I (*not* both at the same time), but not ⌘U

Applications & Windows

⌘N New window

⌘W Close window (or tab in Web browser)

⌘Q Quit app

⌘W should not quit an app, but ⌘Q closes all windows (although they will reappear when you reopen the app)

⌘ → switches between apps (→ direction)

⇧ ⌘ → switches between apps in reverse (← direction)

⌘ ` switches between windows in an app

The Power of Z Commands - Zca...

www.thegeekstuff.com/2009/05/zca...

Home Insert Design Layout

Paste

Times New Ro... 36

B I U abc X₂ X²

Chapter 1
Documents

To many users, Gmail is important. With a good powerful and innovative

To customize Gmail to Gmail's Settings, you Forwarding and POP/IM administrator has enable if it's not already).

Keep in mind that or some of the tabs, and yo feature in Labs, a new S differences between wha

I'm not going to cov obvious, but I will take a

0 Words English (US)

RSG08 Using Gmail.docx Search in Document

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Paste

Times New Ro... 36

B I U abc X₂ X²

Word

Chapter 1
Five Things to Know About
Using G

Gmail is fantastic, maybe the best aspect of Google Apps. On the one hand, I've found that it's remarkably easy to use so much so that almost anyone can just sit in front of it and start using. On the other hand, there are aspects of it that could use some elucidation, and that's what I intend to provide in this chapter.

Keep in mind that in this chapter, I'm focusing entirely on using G

Page 1 of 13 4814 Words English (US)

Firefox

Google+

1. virgil:/Users/rsgranne (bash)

virgil:/Users/rsgrann... ⌘1

virgil:/Users/rsgrann... ⌘2

virgil:/Users/rsgrann... ⌘3

rsgranne@virgil:~

\$

Practical n in Linux

of Your Bash

Command

Sed and Awk 101 Hacks eBook - Enhance Your UNIX / Linux Life with Sed and Awk

eBook - Practical Examples for and Productive in Vim Editor

Book - Monitor Everything, Be Proactive, and Sleep Well

Word

iTerm

Switch apps with ⌘ →

the specified operation. But, un... as you don't want to worry about... file to perform an operation.

Home Insert Design Layout References Mailings Review View

Times New Ro... 36 A A Aa A

B I U abc X₂ X² A A

Styles Styles Pane

Word Terminal Finder Firefox

Chapter 1
Five Things to Know About

Microsoft Word
Terminal
Finder
Firefox

Keep in mind that in this chapter, I'm focusing entirely on using Gmail in a web browser. I

Page 1 of 13 4814 Words English (US) 150 %

Chapter Document

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General

the specified operation. But, under any case, z com as you don't want to worry about the overhead of u file to perform an operation.

Keep pressing   to switch apps

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www.thegeekstuff.com/2009/05/zca...

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Paste

Times New Ro... 36

B *I* U abc X₂

Word 2

Chapter 1
Five Things to Know About
Using Gmail

To many users, Gmail is important. With a good understanding of its powerful and innovative features, you can get the most out of it.

To customize Gmail to your needs, you should go to Gmail's Settings, where you can configure Forwarding and POP/IMAP. If your administrator has enabled these features, you can use them if it's not already.

Keep in mind that some of the tabs, and some of the features in Labs, are new. There are also differences between web and desktop versions.

I'm not going to cover all the details here, but I will take a look at some of the more interesting features.

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General

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B *I* U abc X₂ X²

Word 1

*Chapter 1
Five Things to Know About
Using Gmail*

Gmail is fantastic, maybe the best aspect of Google Apps. On the one hand, I've found that it's remarkably easy to use, so much so that almost anyone can just sit in front of it and start using it. On the other hand, there are aspects of it that could use some elucidation, and that's what I intend to provide in this chapter.

Keep in mind that in this chapter, I'm focusing entirely on using Gmail in a web browser. In the next chapter, I'll look at accessing Gmail using a desktop email client like Outlook, Apple Mail, or Thunderbird. With that in mind, let's look at five things you absolutely need to know

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150%

Google+

virgil:/User... ⌘5

virgil:/User... ⌘6

practical in Linux

Your Bash

Sed and Awk 101 Hacks eBook - Enhance Your UNIX / Linux Life with Sed and Awk

Switch windows with ⌘

the specified operation. But, under any case, z commands gives the peace of mind as you don't want to worry about the overhead of uncompressing the compressed file to perform an operation.

Word 2

Chapter 1 / Document Styles

To many users, Gmail is one of the most important programs in Google Apps, if not the most important. With a good understanding of Gmail's settings, it's possible to customize how this powerful and innovative program works in a way that's most productive for you.

To customize Gmail, click on Settings in the upper right corner of the program. When you go to Gmail's Settings, you should see the following tabs: General, Accounts, Labels, Filters, Forwarding and POP/IMAP, Chat, and Web Clips. You may see Labs, if your Google Apps administrator has enabled it (and we'll talk about how to enable it later in this chapter, at "Labs," if it's not already).

Keep in mind that once you start playing with Gmail Labs, you may see different sections on some of the tabs, and you may even see new tabs. For instance, if you turn on the Superstars feature in Labs, a new Superstars section appears on the General tab, so be prepared for some differences between what I'm describing and what you may be seeing.

I'm not going to cover every section on every tab, by the way, since some of them are obvious, but I will take a look at some of the more interesting, notable, or puzzling sections.

General

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Word 1

How About

ps. On the one hand, I've found that it's possible to just sit in front of it and start using it. I'll give some elucidation, and that's what I

irely on using Gmail in a web browser. In a desktop email client like Outlook, Apple Mail, or Thunderbird, there are five things you absolutely need to know

Keep pressing  to switch windows

Keyboard Maestro provides an even better Application Switcher than macOS does (more in *Automation!*)

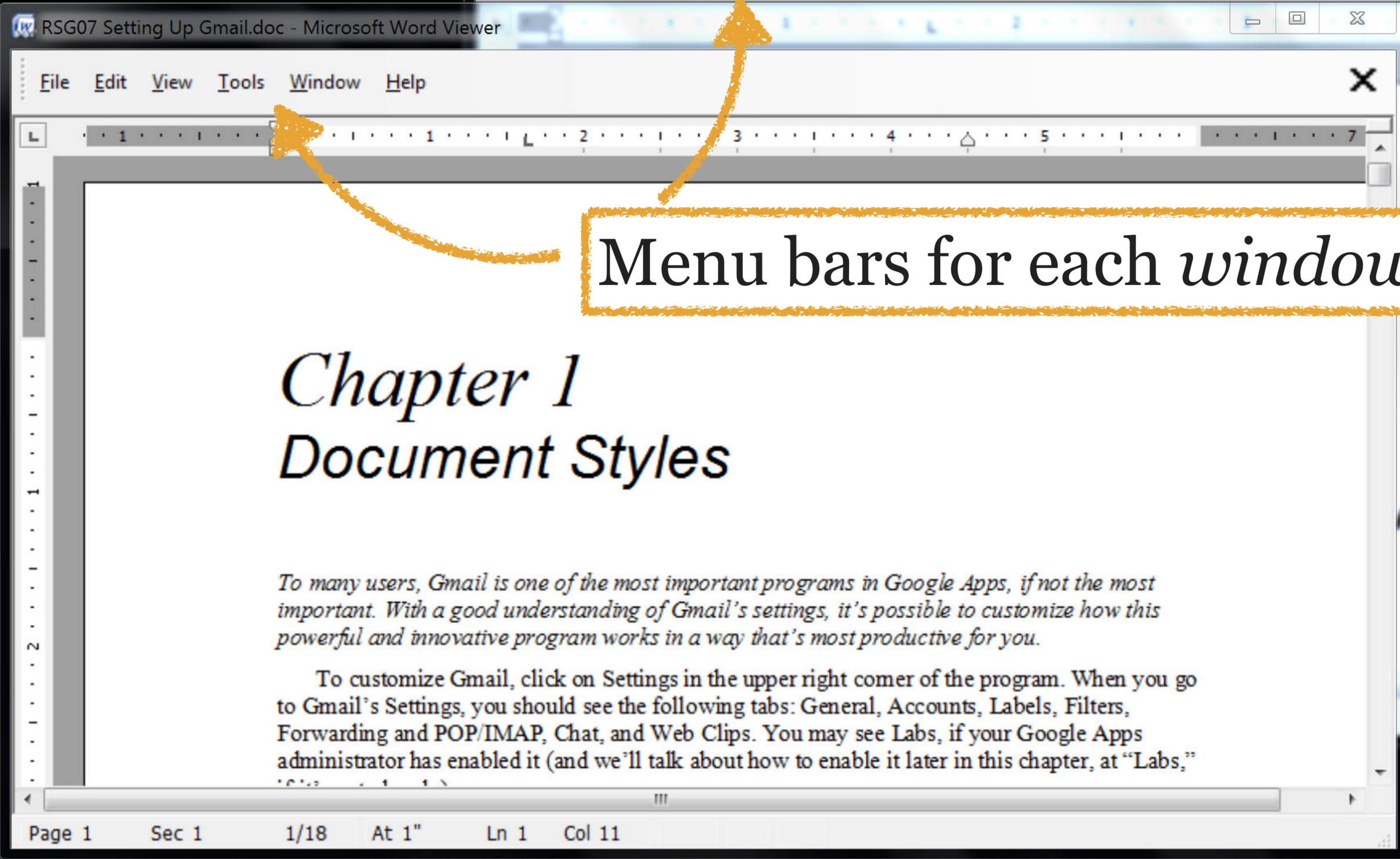
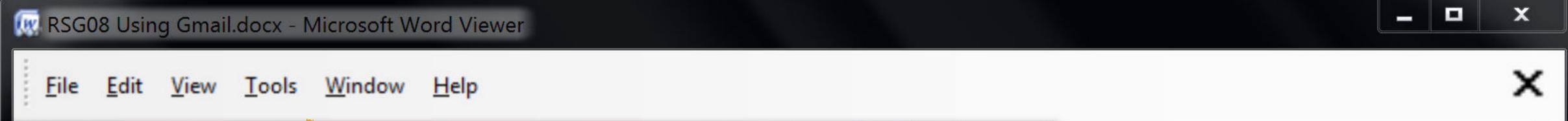
What are the differences between apps & windows?

macOS is an *document- & app-centric* OS

- » Focus is on working on documents within apps
- » Close the final document window, the app stays open

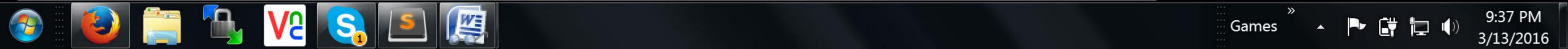
Windows is a *window-centric* OS

- » Focus is on creating, viewing, & working within individual windows
- » Close the final window, close the app



Menu bars for each *window*

About



1 menu bar for all documents within an app

Chapter 1 / Document Styles

About

To many users, Gmail is one of the most important programs in Google Apps, if not the most important. With a good understanding of Gmail's settings, it's possible to customize how this powerful and innovative program works in a way that's most productive for you.

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RSG08 Using Gmail.docx - Microsoft Word Viewer

RSG07 Setting Up Gmail.doc - Microsoft Word Viewer

Word 1

Word 2

best apps that work o... x Evernote, OneNote, a... x PC The Best Productivity ... x

www.pcmag.com/article2/0,28 Google

S-Foc Ent RSG G WS Soc Apps lets News Save Open URL

PC ALL REVIEWS / NEWS / VIDEOS / APPS

Home / Reviews / Software / Productivity / The Best Productivity Apps for 2016

The Best Productivity Apps for 2016

BY JILL DUFFY FEBRUARY 17, 2016 10 COMMENTS

Buckle down and get productive with these excellent apps for managing your calendar, collaborating with teams, and much more.

7.5K SHARES

g+ f t +

Firefox

Command Prompt

```
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\Scott Granneman>
```

Command Prompt

Task Switcher shows 4 windows (from 3 apps) + Desktop

Command Prompt Firefox Desktop



Word 1

Word 2

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Chapter 1

Five Things to Know About Using Gmail

To many users, Gmail is important. With a good user interface, it's powerful and innovative.

To customize Gmail to Gmail's Settings, you can enable Forwarding and POP/IMAP (if your administrator has enabled it if it's not already).

Keep in mind that one of the features of Gmail is that it has some of the tabs, and you can use the feature in Labs, a new Settings page (with differences between what you see and what you don't see).

I'm not going to cover everything in this chapter, but I will take a look at some of the more interesting features.

General

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Chapter 1

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Keep in mind that in this chapter, I'm focusing entirely on using Gmail in a web browser. I'll cover some of the more interesting features of Gmail in Linux.

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Google+

1. virgil:/Users/rsgranne (bash)

virgil:/Users/rsgrann... #1

virgil:/Users/rsgrann... #2

virgil:/Users/rsgrann... #3

```
rsgranne@virgil:~
$
```

of Your Bash Command Line and Shell Scripting

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Vim 101 Hacks eBook - Practical Examples for Becoming Fast and Productive in Vim Editor

Nagios Core 3 eBook - Monitor Everything, Be Proactive, and Sleep Well

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Chapter Documents

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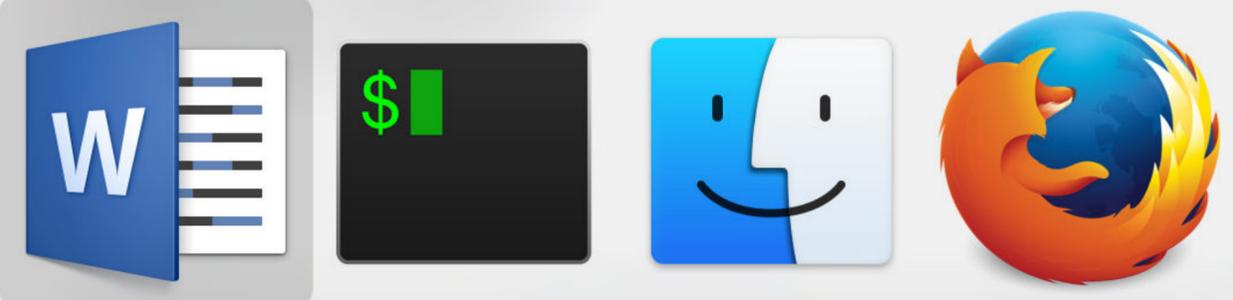
B I U abc X₂ X² A A

Styles Styles Pane

Terminal Finder

Chapter 1

Five Things to Know About



Microsoft Word intend to provide in this chapter.

Keep in mind that in this chapter, I'm focusing entirely on using mail in a web browser. I

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Word

Firefox

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Google+

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Vim 101 Hacks eBook - Practical Examples for Becoming Fast and Productive in Vim Editor

Nagios Core 3 eBook - Monitor Everything, Be Proactive, and Sleep Well

⌘M Minimize (like clicking on the ● in ● ● ●)

⌘H Hide

Hide is better than Minimize—especially if you switch apps with ⌘→

If you *minimize* an app's windows & then use ⌘→ to switch to that app, its windows will *not* appear

Why? Because you told the app to minimize its windows, so it keeps them minimized!

If you *hide* an app's windows & then use ⌘→ to switch to that app, its windows *will* appear

Why? Because when you switch to an app, you obviously want to un-hide its windows!

∴, if you are a heavy user of the   app switcher, you should always hide using   instead of minimizing

⌘T Open a new tab in tabbed apps, or open Fonts in non-Tabbed apps

Remember that ⌘W closes a tab

- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22

⌘T Open a new tab in tabbed apps, or open Fonts in non-Tabbed apps

⌘R Reload a webpage in Web browsers



Style **Text** Arrange

Body*

Style Layout

Font

Courier

Regular 58 pt

B / U [Color Picker]

Character Styles Code

Alignment

[Alignment Icons]

Fonts

[Settings] [Font Style] [Font Size] [Color] [Background] [Text] [Slider]

Collection	Family	Typeface	Size
All Fonts	Constantia	Regular	58
English	Copperplate	Oblique	14
Favorites	Corbel	Bold	18
Recently Used	Courier	Bold Oblique	24
Fixed Width	Courier New		36
Fun	Courier Prime		48
iOS Fantasy	Creepster		64
iOS Handwriting	DejaVu Sans		72
iOS Monospace	DejaVu Sans Mono		96
iOS Sans Serif	DejaVu Serif		144
iOS Serif	Didot		200

Open & Save

⌘O Open document...

⌘S Save work

⌘⇧⌘S Save As...

⌘⇧⌘S Save As is hidden by default, & it:

1. saves the current document
2. creates a copy of the current document
3. closes the current document &
4. starts working on the new copy

 PRO TIP

Holding down  often reveals new or modified commands

Movement

⌘ ↑ Move insertion point to first line (beginning) of document

⌘ ↓ Move insertion point to last line (end) of document

⌘ → Move insertion point to end of line

⌘ ← Move insertion point to beginning of line

↶← Move left 1 word at a time

↷→ Move right 1 word at a time

⤴↶← Moves left 1 word at a time, selecting words

⤴↷→ Moves right 1 word at a time, selecting words

fn↑ Move up one screen

fn↓ Move down one screen

Deletion

 Delete left (backward) 1 word at a time

`fn`  Delete right (forward) 1 word at a time

⬆️ ⌘ ← Moves left 1 word at a time, selecting words

⬆️ ⌘ → Moves right 1 word at a time, selecting words

Then ⌘ ⌫ to delete

⌘ → Select all text from cursor to end of line

⌘ ← Select all text from cursor to beginning of line

Then ⌘ to delete

⇧↑ Select all text from cursor straight up to next line

⇧↓ Select all text from cursor straight down to next line

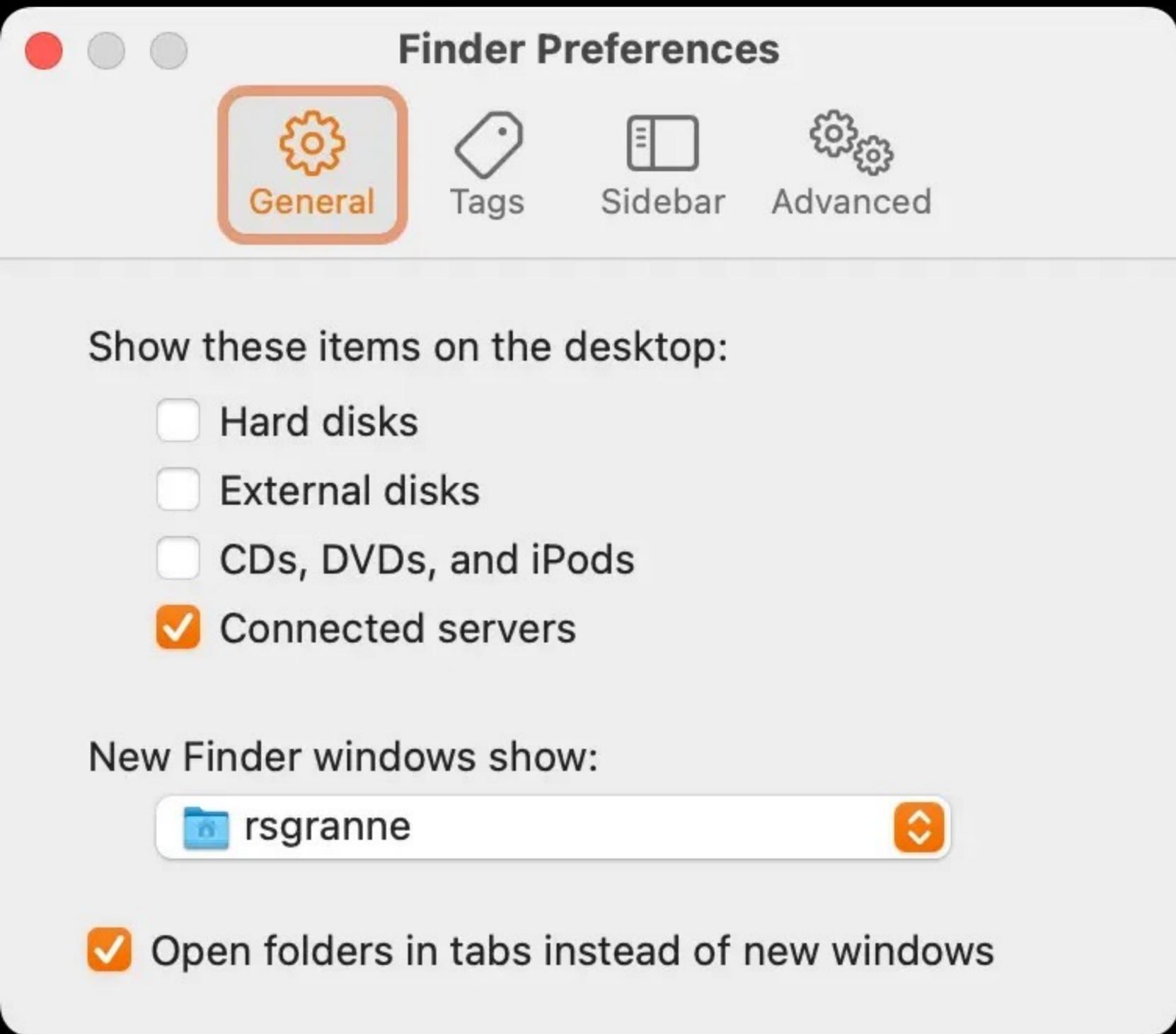
Then ⇧⌫ to delete

⌘⇧ Select all text from cursor to beginning of file

⌘⇩ Select all text from cursor to end of file

Then ⌘⌫ to delete

Finder



⌘N Open a new Finder window (if you have checked *Open folders in tabs instead of new windows* in Finder Preferences, it will open a new tab instead)

⇧⌘N Create a new folder titled *untitled folder*

⌘T Open a new Finder tab

⌘W Close a Finder tab

- Back ⌘ [
- Forward ⌘]
- Select Startup Disk ⇧ ⌘ ▲

- 🕒 Recents ⇧ ⌘ F
- 📄 Documents ⇧ ⌘ O
- 🖥️ Desktop ⇧ ⌘ D
- ⬇️ Downloads ⌘ L
- 🏠 Home ⇧ ⌘ H
- 🏛️ Library ⇧ ⌘ L
- 💻 Computer ⇧ ⌘ C
- 📶 AirDrop ⇧ ⌘ R
- 🌐 Network ⇧ ⌘ K
- ☁️ iCloud Drive ⇧ ⌘ I
- 📁 Shared ⇧ ⌘ S
- 📂 Applications ⇧ ⌘ A
- 🔧 Utilities ⇧ ⌘ U

- Recent Folders >

- Go to Folder... ⇧ ⌘ G
- Connect to Server... ⌘ K

Jump to various common folders

- Back ⌘ [
- Forward ⌘]
- Select Startup Disk ⇧ ⌘ ▲

- 🕒 Recents ⇧ ⌘ F
- 📄 Documents ⇧ ⌘ O
- 🖥️ Desktop ⇧ ⌘ D
- 📁 Downloads ⌘ L
- 🏠 Home ⇧ ⌘ H
- 🏛️ Library ⇧ ⌘ L
- 💻 Computer ⇧ ⌘ C
- 📶 AirDrop ⇧ ⌘ R
- 🌐 Network ⇧ ⌘ K
- ☁️ iCloud Drive ⇧ ⌘ I
- 📁 Shared ⇧ ⌘ S
- 📂 Applications ⇧ ⌘ A
- 🔧 Utilities ⇧ ⌘ U

- Recent Folders >

- Go to Folder... ⇧ ⌘ G**
- Connect to Server... ⌘ K

⇧ ⌘ G Go to Folder...

Very handy, especially if you need to get to a System folder that is otherwise hidden, e.g., `/usr/bin` or `/Library/QuickLook`



Favorites

- rsgranne
- Dropbox
- Desktop
- Documents
- Downloads
- Applications
- Photos
- Pictures
- Library
- AirDrop
- Recents
- Inbox
- DEVONthink PDF
- Git
- Web Dev Projects
- WebSanity
- iCloud
- iCloud Drive
- Shared

Name	Date Modified	Size	Kind
> Applications	2021-09-11	246.7 MB	Folder
> Applications (Parallels)	2021-02-20	1.3 MB	Folder
> bin	2021-10-18	96.9 MB	Folder
> Databases	2021-02-16	34.31 GB	Folder
> Desktop	2022-03-16	11.69 GB	Folder
> Documents	2022-02-11	1.98 GB	Folder
> Downloads	2022-03-16	123.61 GB	Folder
> Dropbox	2022-03-15	399.51 GB	Folder
> Library	2022-03-16	124.19 GB	Folder
> Movies	2022-03-02	49.61 GB	Folder
> Music	2020-10-22	15.26 GB	Folder
> Parallels	2020-05-19	5.2 MB	Folder
> Pictures	2021-12-27	73.84 GB	Folder
> projects	2021-12-30	2.6 MB	Folder
> Public	2020-04-16	Zero bytes	Folder
> RightFont	2020-04-20	4 MB	Folder



Favorites

- rsgranne
- Dropbox
- Desktop
- Documents
- Downloads
- Applications
- Photos
- Pictures
- Library
- AirDrop
- Recents
- Inbox
- DEVONthink PDF
- Git
- Web Dev Projects
- WebSanity
- iCloud
- iCloud Drive
- Shared

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> Desktop	2022-03-16	11.69 GB	Folder
> Documents	2022-02-11	1.98 GB	Folder
> Downloads	2022-03-16	123.61 GB	Folder
> Dropbox	2022-03-15	399.51 GB	Folder
> Library	2022-03-16	124.19 GB	Folder
> Movies	2022-03-02	49.61 GB	Folder
> Music	2020-10-22	15.26 GB	Folder
> Parallels	2020-05-19	5.2 MB	Folder
> Pictures	2021-12-27	73.84 GB	Folder
> projects	2021-12-30	2.6 MB	Folder
> Public	2020-04-16	Zero bytes	Folder
> RightFont	2020-04-20	4 MB	Folder



- Favorites
- rsgranne
 - Dropbox
 - Desktop
 - Documents
 - Downloads
 - Applications
 - Photos
 - Pictures
 - Library
 - AirDrop
 - Recents
 - Inbox
 - DEVONthink PDF
 - Git
 - Web Dev Projects
 - WebSanity
- iCloud
- iCloud Drive
 - Shared

QuickLook Fiona - college essay +

Name	Date Modified	Size	Kind
Fiona - Opossum essay.txt	Yesterday	4 KB	text

D (File > Duplicate) Duplicate file or folder

(Yes, I misspelled *opossum* 😬😬)



- Favorites
- rsgranne
 - Dropbox
 - Desktop
 - Documents
 - Downloads
 - Applications
 - Photos
 - Pictures
 - Library
 - AirDrop
 - Recents
 - Inbox
 - DEVONthink PDF
 - Git
 - Web Dev Projects
 - WebSanity
- iCloud
- iCloud Drive
 - Shared

QuickLook	Demo	Captures	Fiona	Demo	+
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Name	Date Modified	Size	Kind
2014-07-08 Fiona.jpg	2014-07-08	2 MB	JPEG image
Fiona - Opossum essay.txt	Yesterday	4 KB	text
Mac App Store 3.0 - Updates - mac...12.2.1 Monterey - 2022-03-14.webp	2022-03-14	117 KB	WebP Image
macOS 12.3 Monterey - Finder - Menubar - Go - 2022-03-16.webp	10:30 AM	26 KB	WebP Image
Nano - Home - 2022-03-15.webp	Yesterday	161 KB	WebP Image
Nano - Installation on Ubuntu 20.04 - 2022-03-15.webp	Yesterday	103 KB	WebP Image

⌘F (File > Find) Search for files or folders





Fiona loved her pet possum Blossom

Screenshots

⌘3

Takes screenshot of *entire screen*

⌘4

Takes screenshot of *selected area* by clicking & dragging

⌘4, then , then **C**lick

Takes screenshot of *selected window*

Screenshot of entire screen

- CONTENTS**
- ▶ Key commands
 - ▶ Setting up
 - ▶ Stuff you use that you'r...
 - ▶ Automation
 - ▶ Print
 - ▶ Installing software
 - ▶ Security
 - ▶ Integrating Windows
 - ▶ Integrating iOS
 - ▶ Fixing things in OS X
 - ▶ Writing
 - ▶ iOS integration
 - ▶ Graphics
 - ▶ Bill

- Others customized for each app
- ▼ Menulets
 - Hold down Alt
- Views
- ▼ Application Switcher ⌘+Tab
 - Do not move windows around all the time!
 - ⌘Q to quit apps
 - ⌘↑ or ⌘1 to see Application Windows (App Exposé in Trackpad)
 - That said, I like Keyboard Maestro's App Switcher better
- ▼ Hiding Apps ⌘+H
 - ⌘H toggles hide & unhide apps
 - ⌘~
 - Labels
 - Red, yellow, green
- ▼ Dialog boxes
 - Don't speed click—read them
- ▼ Dock
 - Launcher & switcher
 - Activity monitor
 - Show running apps

Refine

Name

Text Content

Content Kind

Locations

~/Dropbox/Documents/Preser

Exclude locations

Limit

10,000 most

rsgranne > Dropbox >

- 1280x720
- Open Source
- Security
- All Tags

Screenshot of selected area

Advanced CSS.oo3

Getting More From Your Mac.oo3

100%

Hide Sidebar Theme Zoom

Start Recording Add Column Inspect

Start Recording Add Column Inspect

6 MB

key

oox)

Screenshot - Selected Window - Shift-Command-4, Space, Click - 20

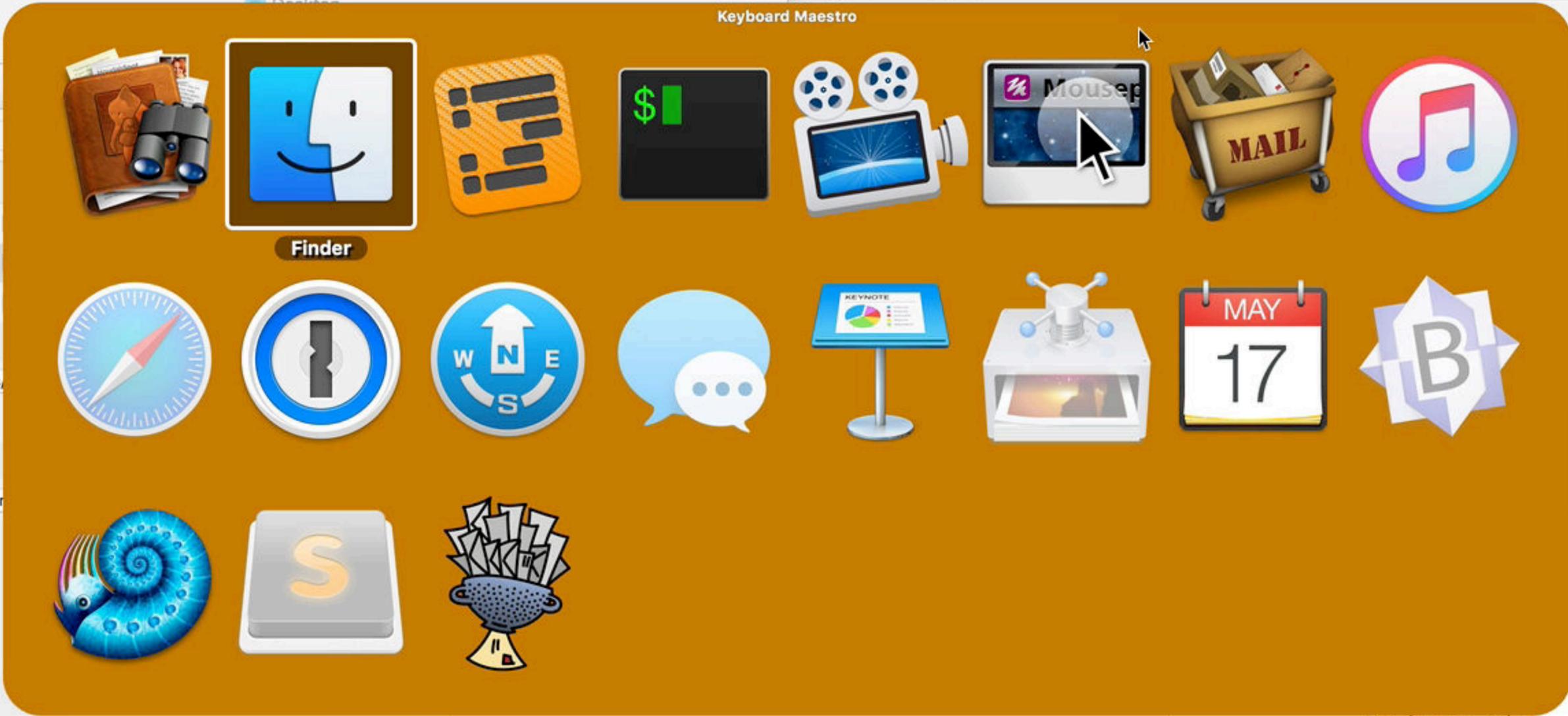
1 of 46 selected, 175.95 GB available 14 secs

CONTENTS

- Others customized for each app
- ▶ Key commands
- ▶ Setting up
- ▶ Stuff you use that you'r...
- ▶ Automation
- ▶ Print
- ▶ Installing software
- ▶ Security
- ▶ Integrating Windows
- ▶ Integrating iOS
- ▶ Fixing things in OS X
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- ▼ **Menulets**
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 - Labels
 - Red, yellow, green
- ▼ **Dialog boxes**
 - Don't speed click—read them
- ▼ **Dock**
 - Launcher & switcher
 - Activity monitor
 - Show running apps

Screenshot of selected window

Keyboard Maestro



Favorites
 Refine
 Name
 Text Content
 Content Kind
 Locations
 ~/Dropbox/Documents
 Exclude locations
 Limit
 10,000

39.6 MB
 key
 com.pkware.zip-archive
 public.data
 public.item
 public.archive
 public.presentation
 public.composite-content
 public.content
 Created 2015-09-18, 12:05 AM
 Date Added 2016-02-16, 4:01 PM
 Display Name Bootstrap.key
 File.Extension.Hidden No

rsgranne > Dropbox > Documents > Presentations > Web Development > Bootstrap.key
 Switch windows 2 - 2016-03-26.jpg 12:50 PM
 test.html 2016-03-26
 The 10 Best Email Apps for Managing Your Inbox.pdf 2015-08-26
 Macintosh HD > Desktop > Screen Shot 2016-03-26 at 2.05.03 PM.jpg



New in Mojave

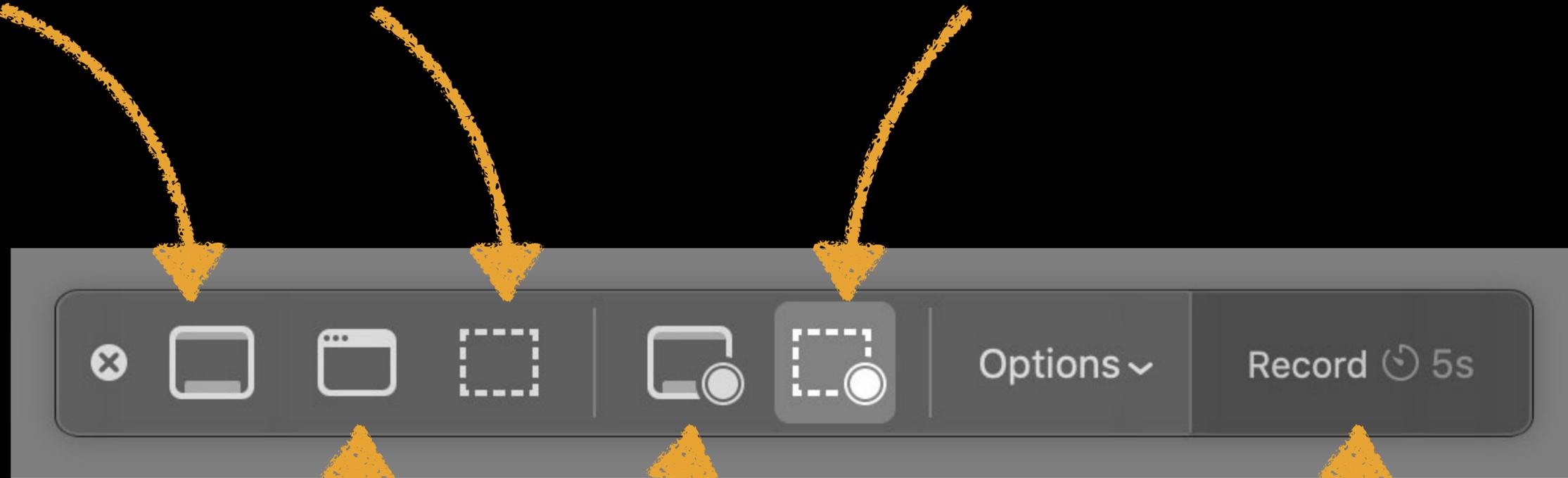


Invokes Screenshot, a new app that displays a *panel of tools for screenshots & screen recordings*

Capture screen

Capture area

Record area



Capture window

Record screen

Capture or start recording

- Save to
 - ✓ Desktop
 - Documents
 - Mail
 - Messages
 - QuickTime Player
 - Other Location...
- Timer
 - None
 - ✓ 5 Seconds
 - 10 Seconds
- Microphone
 - None
 - ✓ Built-in Microphone
- Options
 - ✓ Show Floating Thumbnail
 - ✓ Remember Last Selection
 - Show Mouse Clicks

⌘ [Window Icon] [Window Icon] [Dashed Box Icon] | [Window Icon] [Dashed Box Icon] Options [Record 5s]

New in Mojave



Takes screenshot of *Touch Bar*

By default, screenshots of windows have drop shadows around them

Ugly! Annoying! Unnecessary! Adds 50 px to all 4 sides!

To change, open Terminal, type this on 1 line, & press ↵:

```
defaults write com.apple.screencapture  
disable-shadow -bool true
```

Logout or reboot — the drop shadows are gone!

Or use Onyx...



OnyX



Maintenance



Utilities



Files



Find



Parameters



Info

General | Finder | Dock | Login | Applications | Misc.

- Misc. options:
- Show graphic effects when opening a window
 - Show the location path of the current desktop picture on the desktop
 - Turn on the accent menu
 - Turn on the expanded Save As dialog

Speed of display of help tags: 1,5 second(s)

Turn off help tags

Screen capture file type:

Include the date and the time in the name of captures

Display a shadow in window captures

Path:

Select...

Name:

Apply

Display an Open Recent menu item in the File menu of applications

Number of Recent Items:

Apply

Number of Recent Places in Open/Save As dialogs:

Restore Defaults

Web Browsers

⌘R Reload a webpage

⌘L Select everything in the address bar (so you can copy the URL with ⌘C, or type in a search term or URL)

Others

⌘Z Undo

⌘Y or ⇧⌘Z Redo

⌘P Print

⌘F Find

⌘G Find again

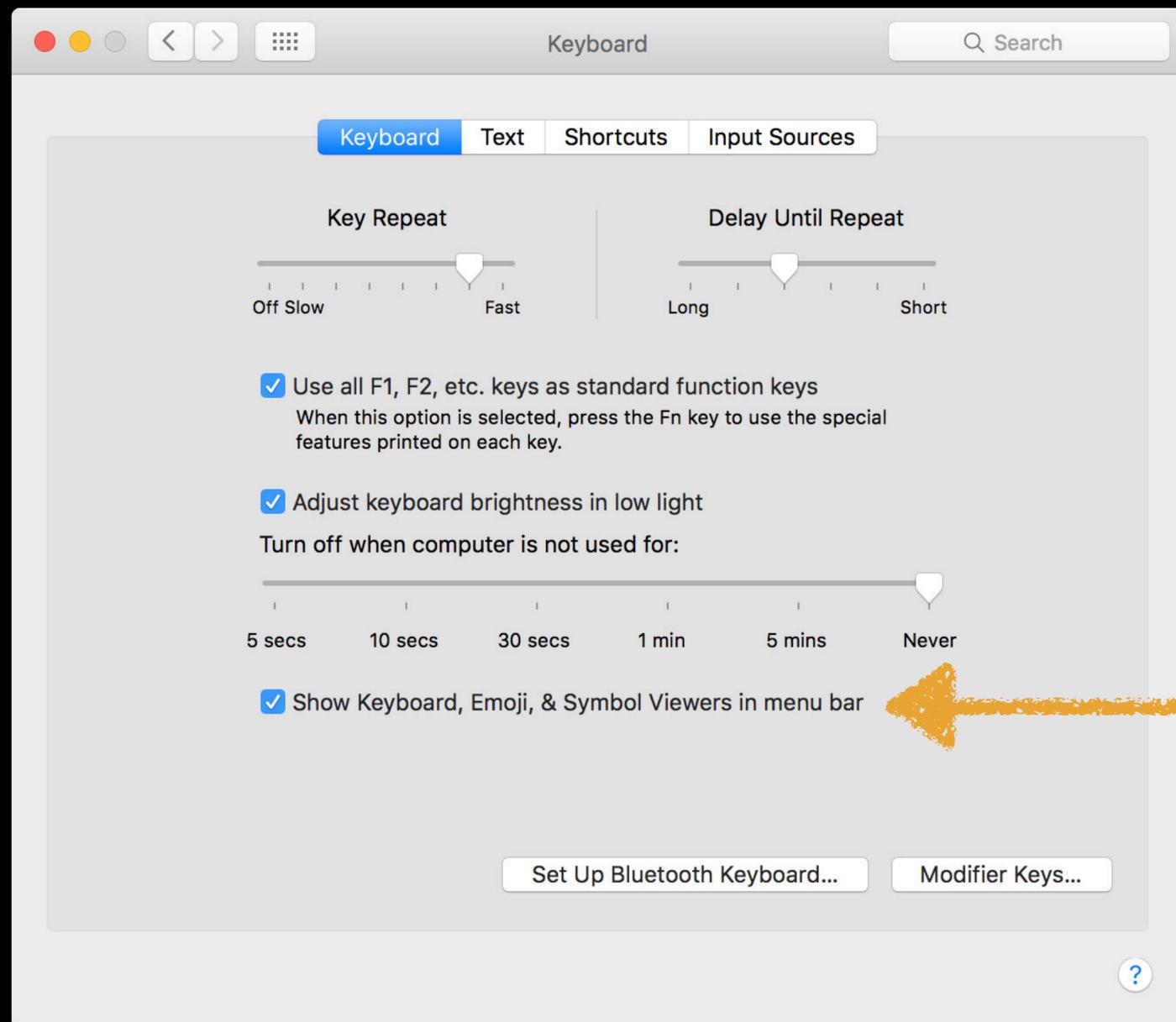
⇧⌘G Find again, going backwards

⌘, Open Preferences for app

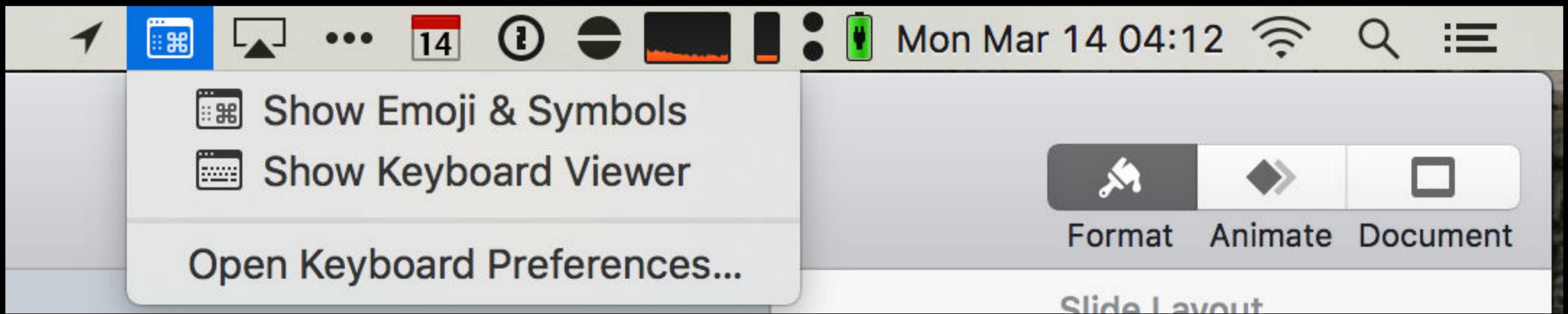
Symbols

Insert symbols not found on your keyboard

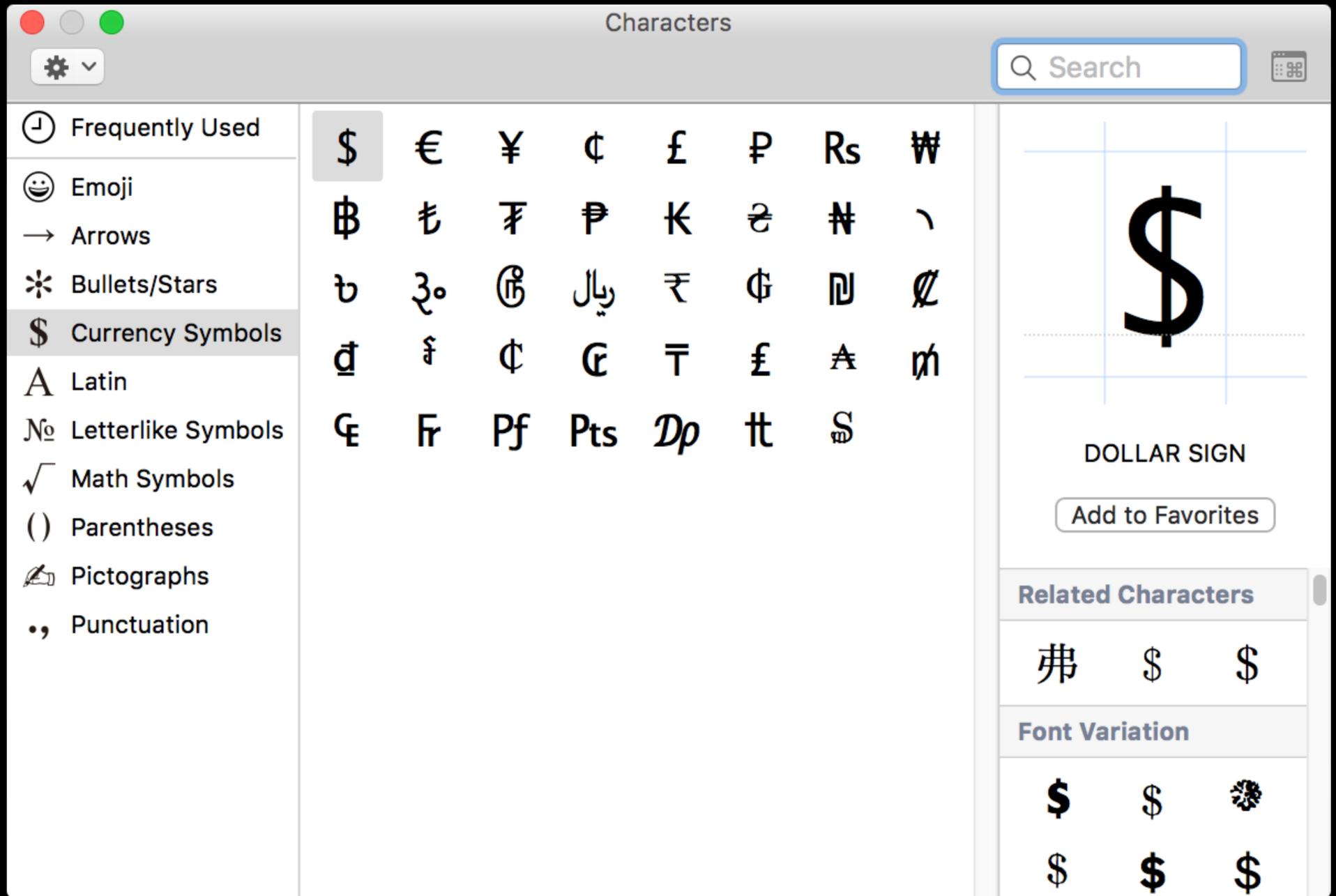
System Preferences > Keyboard > Keyboard



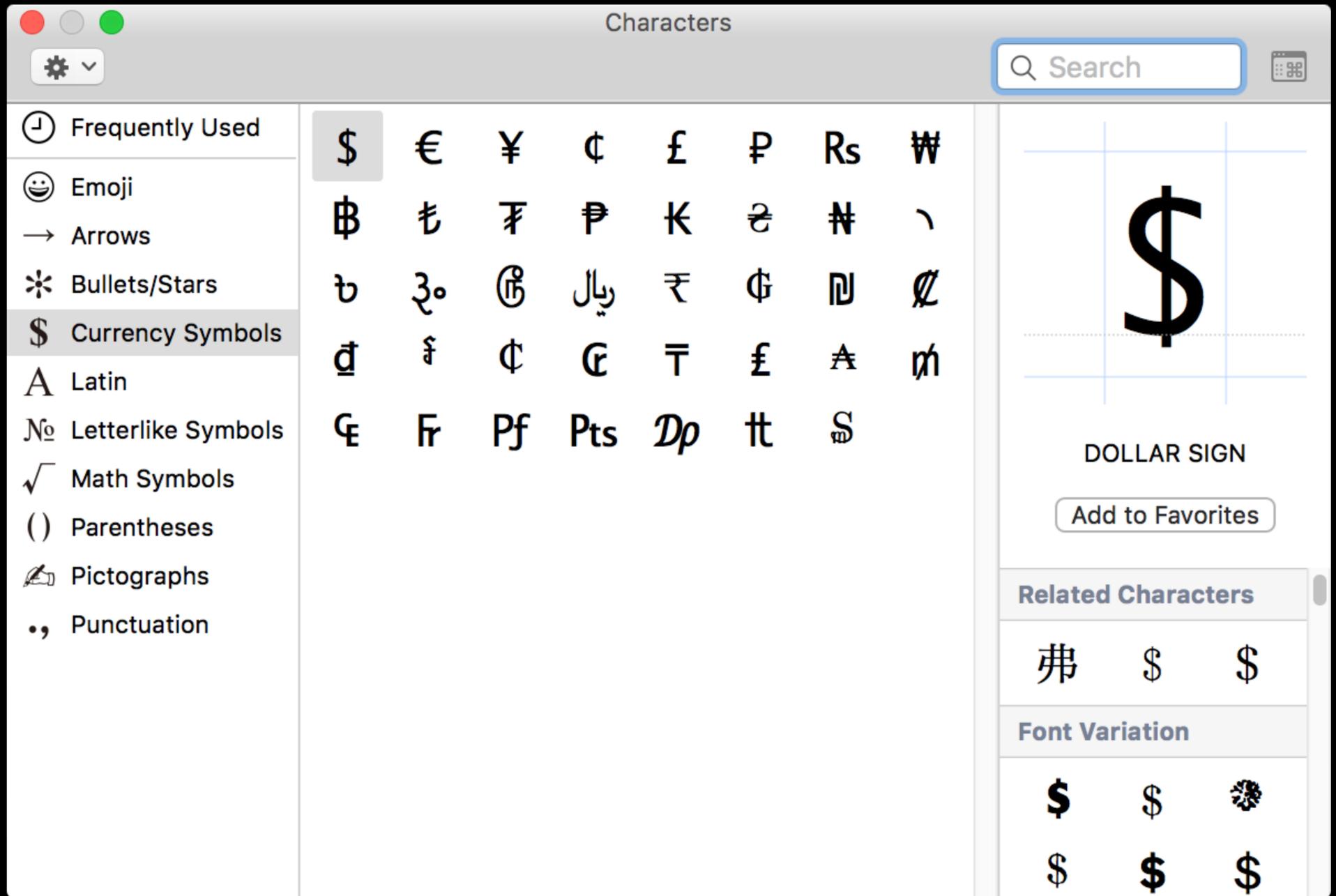
Check the box next to Show Keyboard, Emoji, & Symbol Viewers In Menu Bar



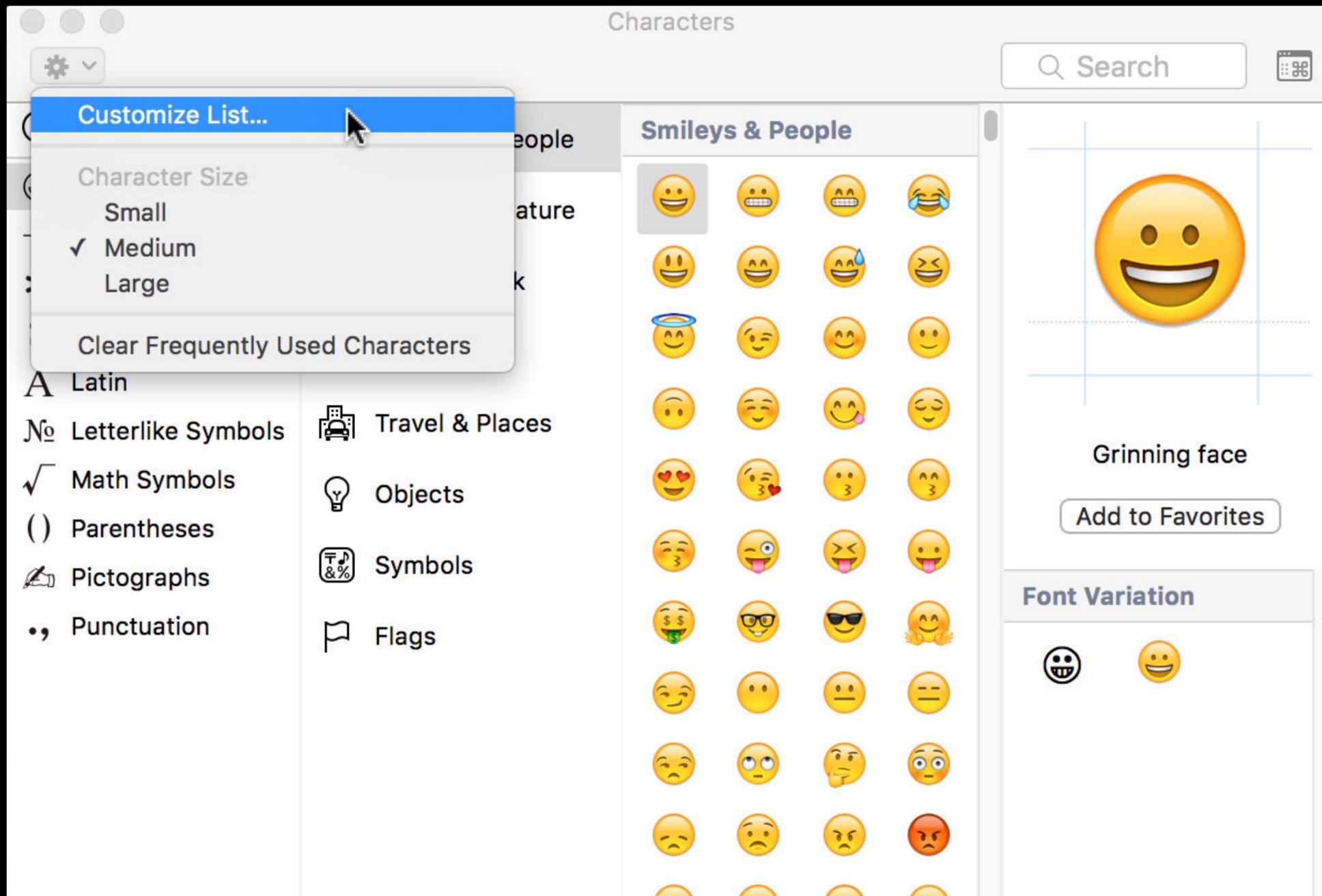
Show Keyboard, Emoji, & Symbol Viewers status menu appears



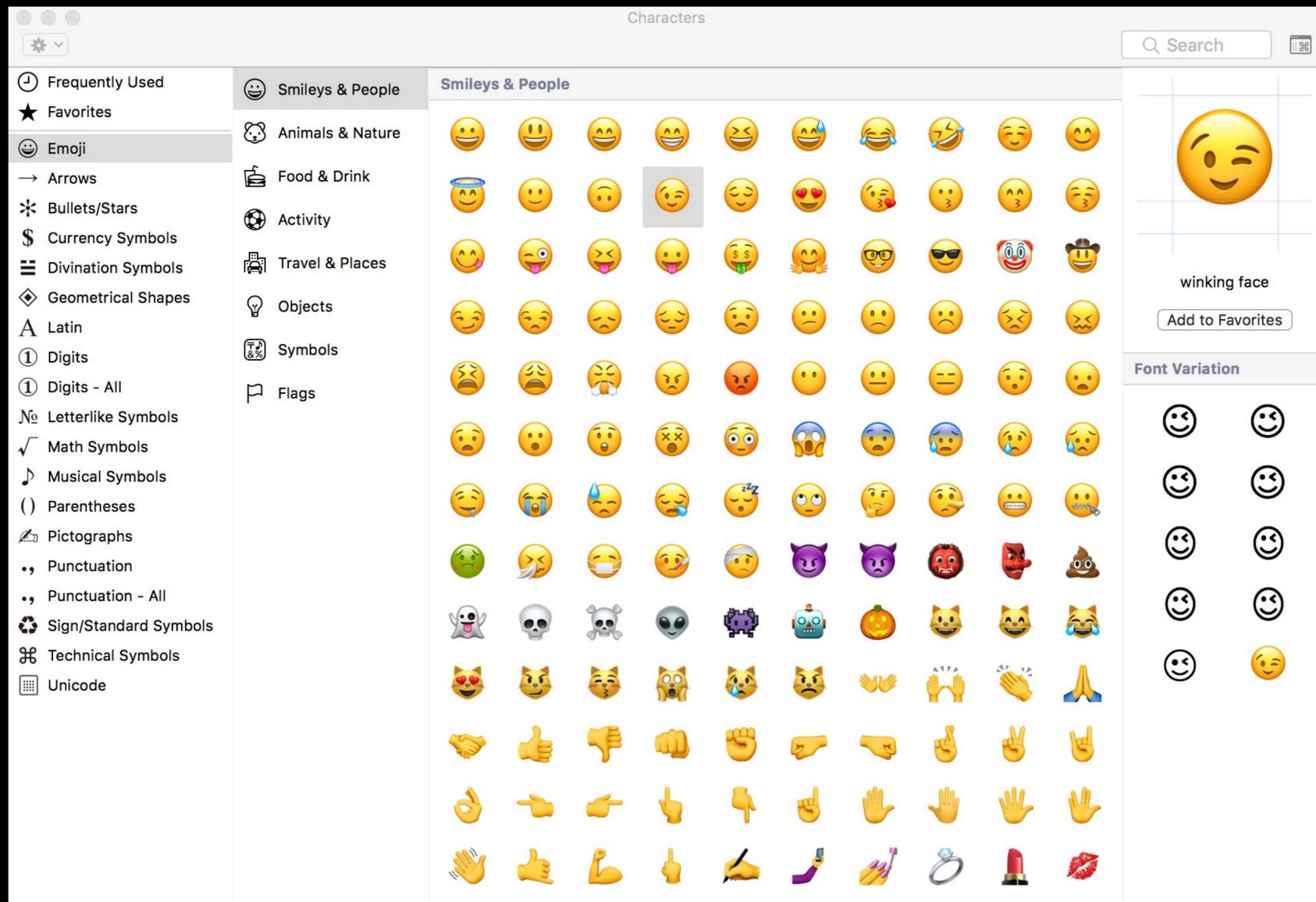
Character Viewer



Double-click on a character to insert it



Customize the Character Viewer



^⌘_ opens directly to Emoji, then double-click to insert



Keyboard Viewer



Keyboard Viewer with \sim pressed



Keyboard Viewer with 🏠 ⌘ pressed

Key Combo	Result	Name
-	-	Hyphen
⌘-	—	En dash
⇧⌘-	—	Em dash

En dash used for ranges: June–August 6–9 p.m.

Em dash is the proper dash: “He thought—too late—that he shouldn’t have eaten those burritos.”

-- or --- is *not* an en or em dash!

“Those who don’t know better might use two successive hyphens to indicate an em dash-like interruption. In her book, *Type Rules!*, Ilene Strizver describes this as a ‘typographically incorrect and downright ugly practice.’”

Key Combo	Result	Name
⌘[“	Left double quotation mark
⇧⌘[”	Right double quotation mark
⌘]	‘	Left single quotation mark
⇧⌘]	’	Right single quotation mark & apostrophe

Key Combo	Result	Name
⌘;	...	Ellipses
⌘G	©	Copyright
⇧⌘K	🍏	Apple

Apps

Different apps have different, special key commands

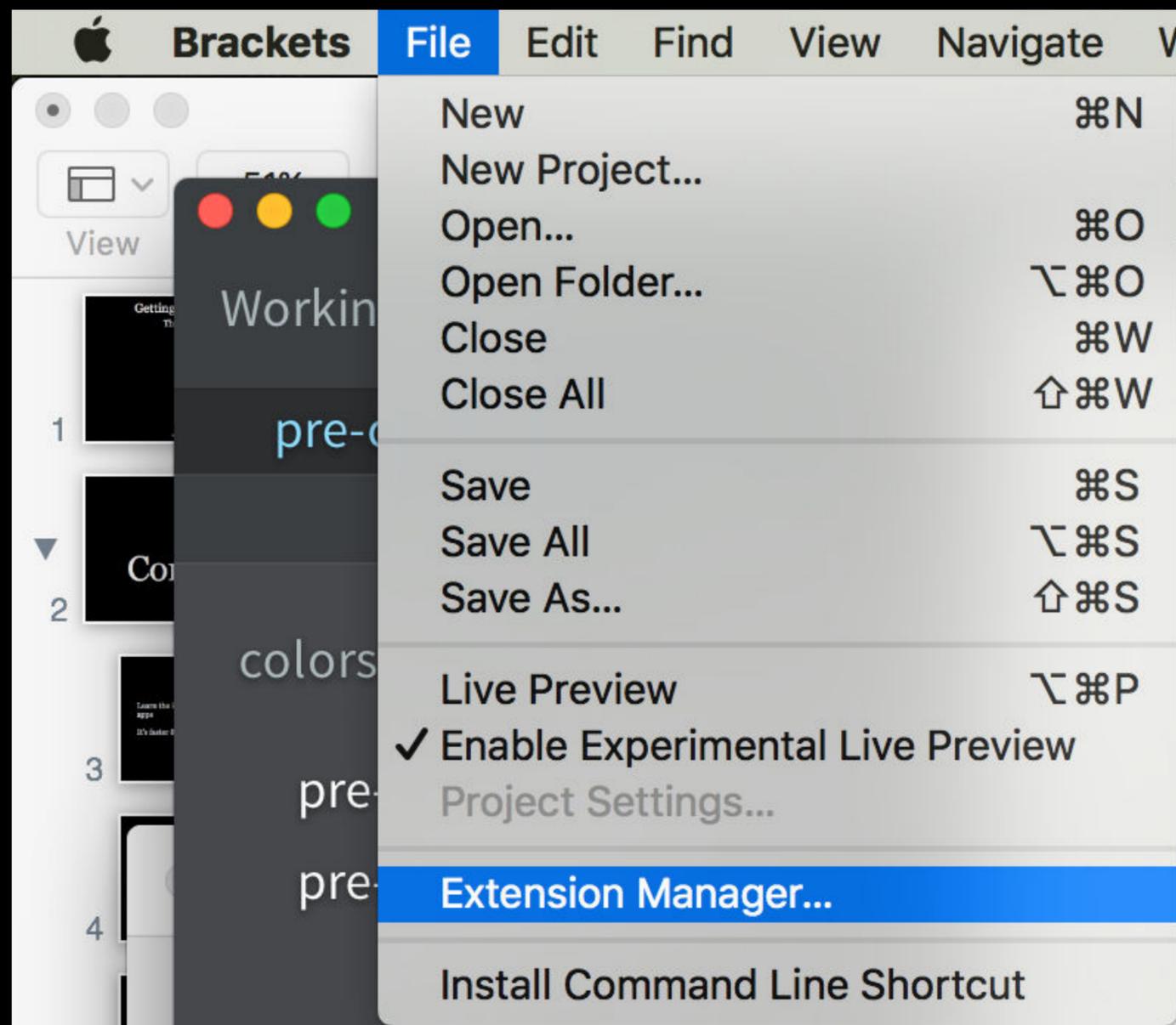
Learn them if it will help you work faster

Key Combo	Name
⌘⇧C	Copy Style
⌘⇧V	Paste Style
⌘⇧P	Play Slideshow

Keynote

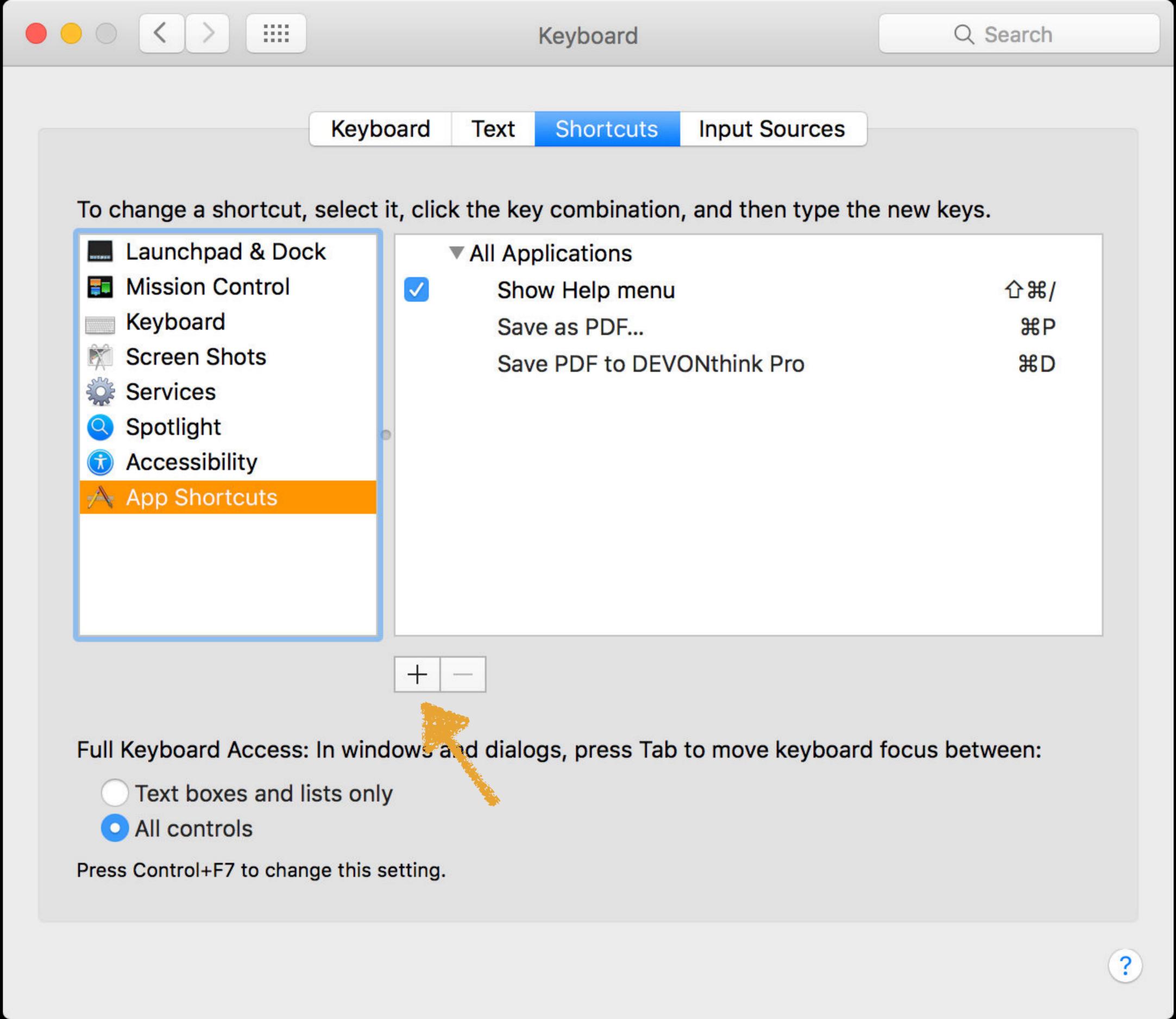
Key Combo	Name
<code>⌘S</code>	Save All
<code>⌘F</code>	Find & Replace
<code>⌘/</code>	Toggle Line Comment
<code>^`</code>	Toggle Terminal
<code>^J</code>	Join Lines

Visual Studio Code



You can create your own key commands if needed

System Preferences > Keyboard > Shortcuts > App
Shortcuts



Keyboard Text **Shortcuts** Input Sources

To change a shortcut, select it, click the key combination, and then type the new keys.

- Launchpad & Dock
- Mission Control
- Keyboard
- Screen Shots
- Services
- Spotlight
- Accessibility
- App Shortcuts**

▼ All Applications

- Show Help menu ⌘-/
- Save as PDF... ⌘-P
- Save PDF to DEVONthink Pro ⌘-D

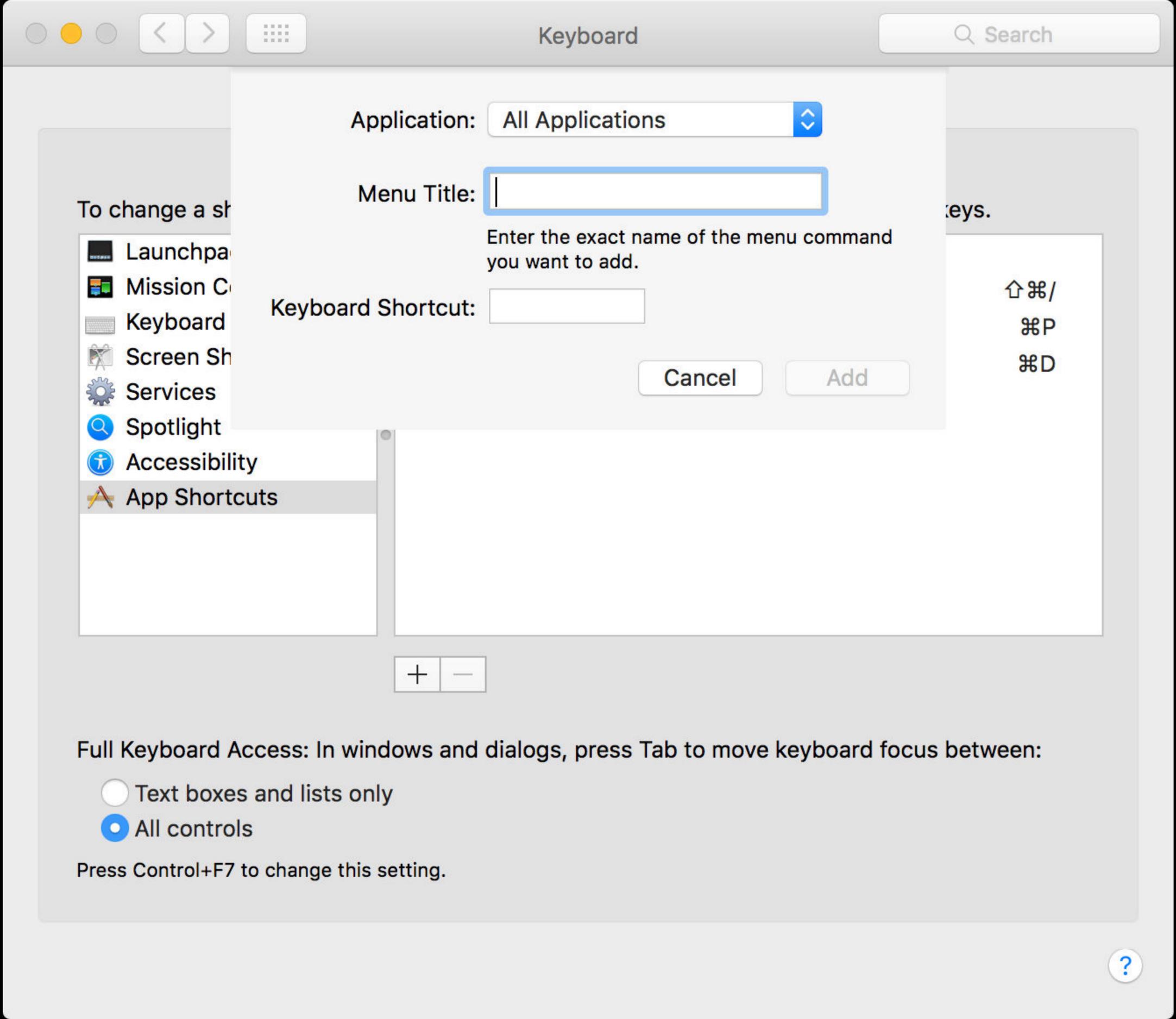


Full Keyboard Access: In windows and dialogs, press Tab to move keyboard focus between:

- Text boxes and lists only
- All controls

Press Control+F7 to change this setting.





Application: All Applications

Menu Title:

Enter the exact name of the menu command you want to add.

Keyboard Shortcut:

Cancel Add

To change a sh

- Launchpa
- Mission C
- Keyboard
- Screen Sh
- Services
- Spotlight
- Accessibility
- App Shortcuts

keys.

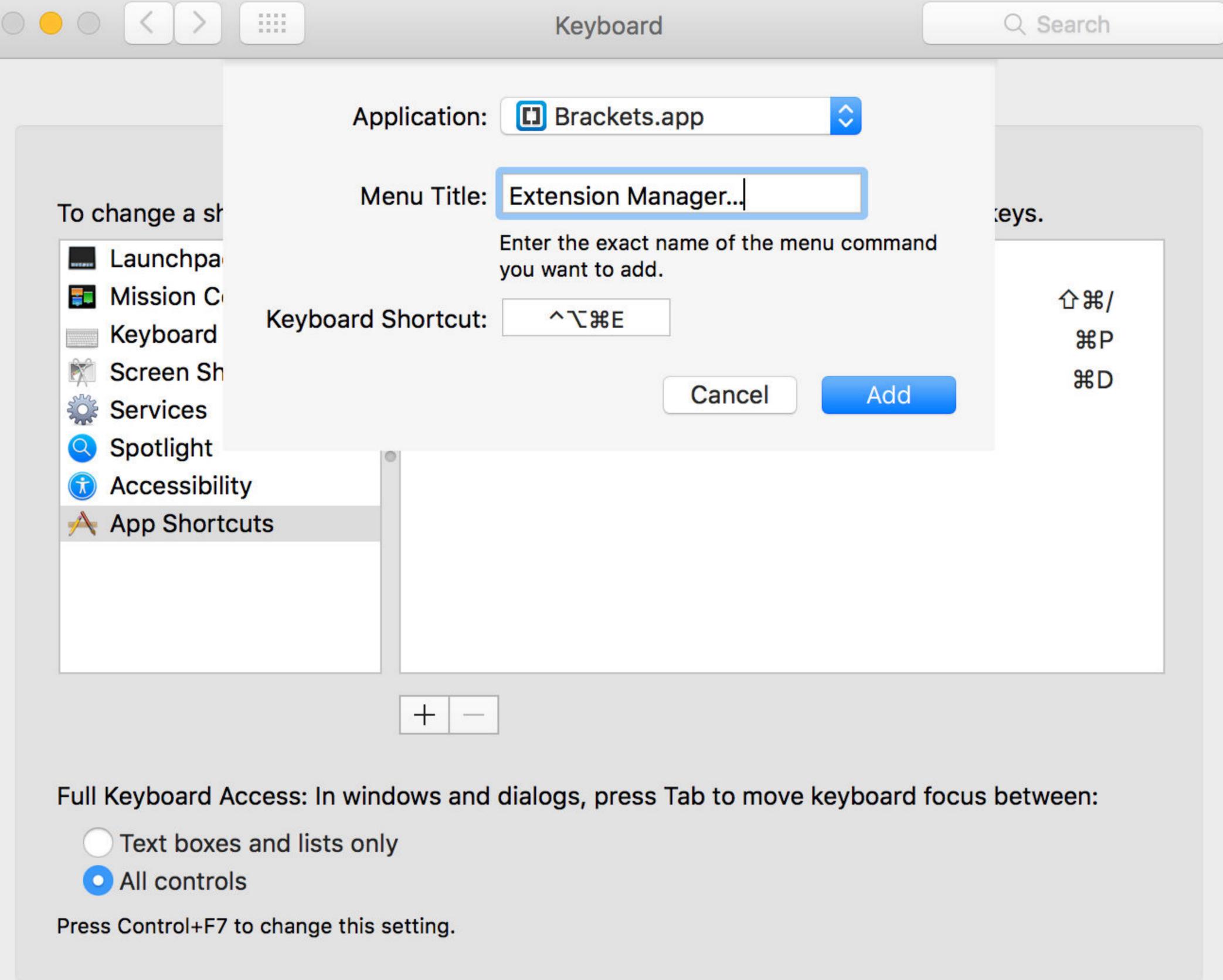
- ⌘ /
- ⌘ P
- ⌘ D

Full Keyboard Access: In windows and dialogs, press Tab to move keyboard focus between:

- Text boxes and lists only
- All controls

Press Control+F7 to change this setting.





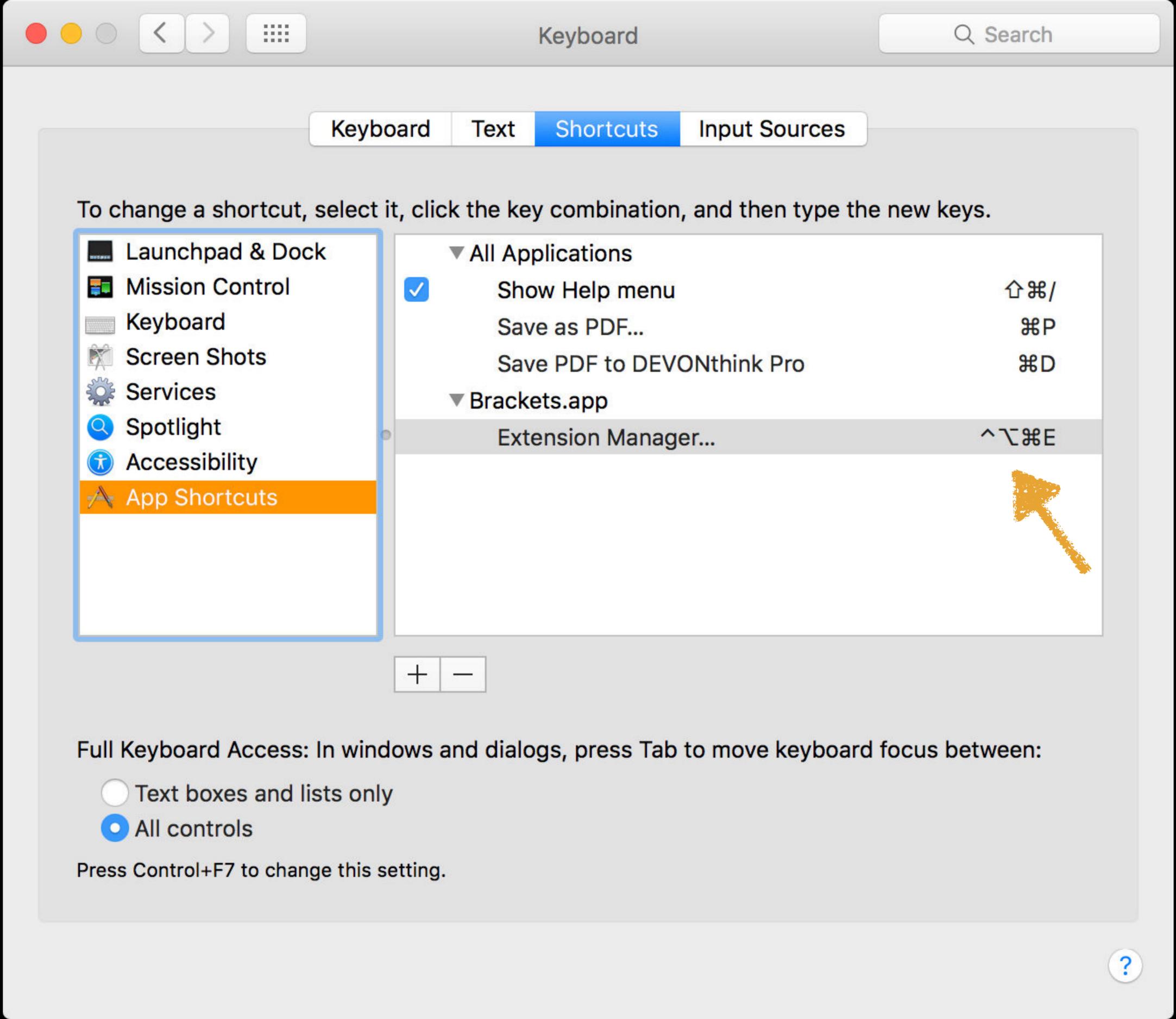
Select an app

Type in the menu item *exactly* as it appears (use ; to create the ellipses)

Select a key command that is unique in the app

Press Add





Keyboard Text **Shortcuts** Input Sources

To change a shortcut, select it, click the key combination, and then type the new keys.

- Launchpad & Dock
- Mission Control
- Keyboard
- Screen Shots
- Services
- Spotlight
- Accessibility
- App Shortcuts**

Application	Shortcut
▼ All Applications	
<input checked="" type="checkbox"/> Show Help menu	⇧⌘/
Save as PDF...	⌘P
Save PDF to DEVONthink Pro	⌘D
▼ Brackets.app	
Extension Manager...	^⌘E

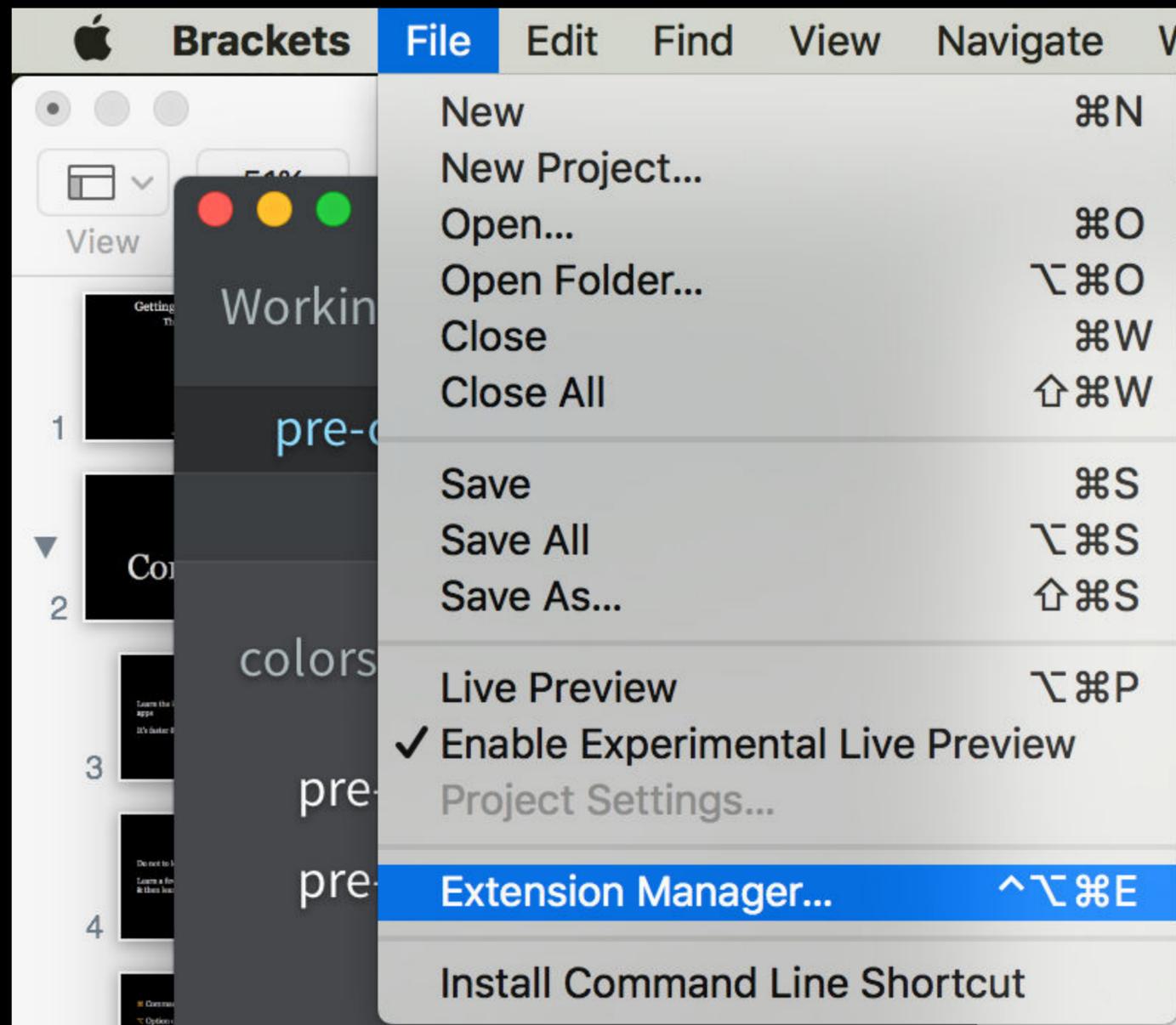


Full Keyboard Access: In windows and dialogs, press Tab to move keyboard focus between:

- Text boxes and lists only
- All controls

Press Control+F7 to change this setting.





And now we have a key command!

(I also use Keyboard Maestro to create key commands—
more on that in *Automation*)



Notice what \uparrow (often) does: types an alternate to the pressed key(s)

t outputs t , but $\uparrow t$ outputs T

5 outputs 5 , but $\uparrow 5$ outputs $\%$

⌘S Save

⇧⌘S Save As...

⌘F Find

⇧⌘F Find in Files

F5 Start Debugging

⇧F5 Stop Debugging

Visual Studio Code

⌘R Reply...

⇧⌘R Reply All

⌘G Find Next

⇧⌘G Find Previous

MailMate

Dialog Boxes

- untitled text 2
- File Dec 27, 12 18 4...
- SCSS-to-CSS.scss
- untitled text 15
- untitled text 46
- untitled text 27
- untitled text 26
- untitled text 55
- untitled text 79
- untitled text 30
- untitled text 47
- untitled text 28
- untitled text 9

1
...
...
...
...
...

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

⌘S to Save...

- untitled text 2
- File Dec 27, 12 18 4...
- SCSS-to-CSS.scss
- untitled text 15
- untitled text 46
- untitled text 27
- untitled text 26
- untitled text 55
- untitled text 79
- untitled text 30
- untitled text 47
- untitled text 28
- untitled text 9

1 Lorem ipsum
... ut labore e
... ullaamco lab
... reprehender
... sint occaec
... est laborum.



Do you want to save the changes to "untitled text 15"?

If you don't save, your changes will be lost.

Don't Save

Cancel

Save

ed do eiusmod tempor incididunt
quis nostrud exercitation
is aute irure dolor in
at nulla pariatur. Excepteur
icia deserunt mollit anim id

selects

selects

always closes

Acorn

New Image

Preset: Choose a Preset

Width: 1101 Pixels

Height: 173

Resolution: 72 pixels/inch

Image depth: 8 bpc

Background Color: White

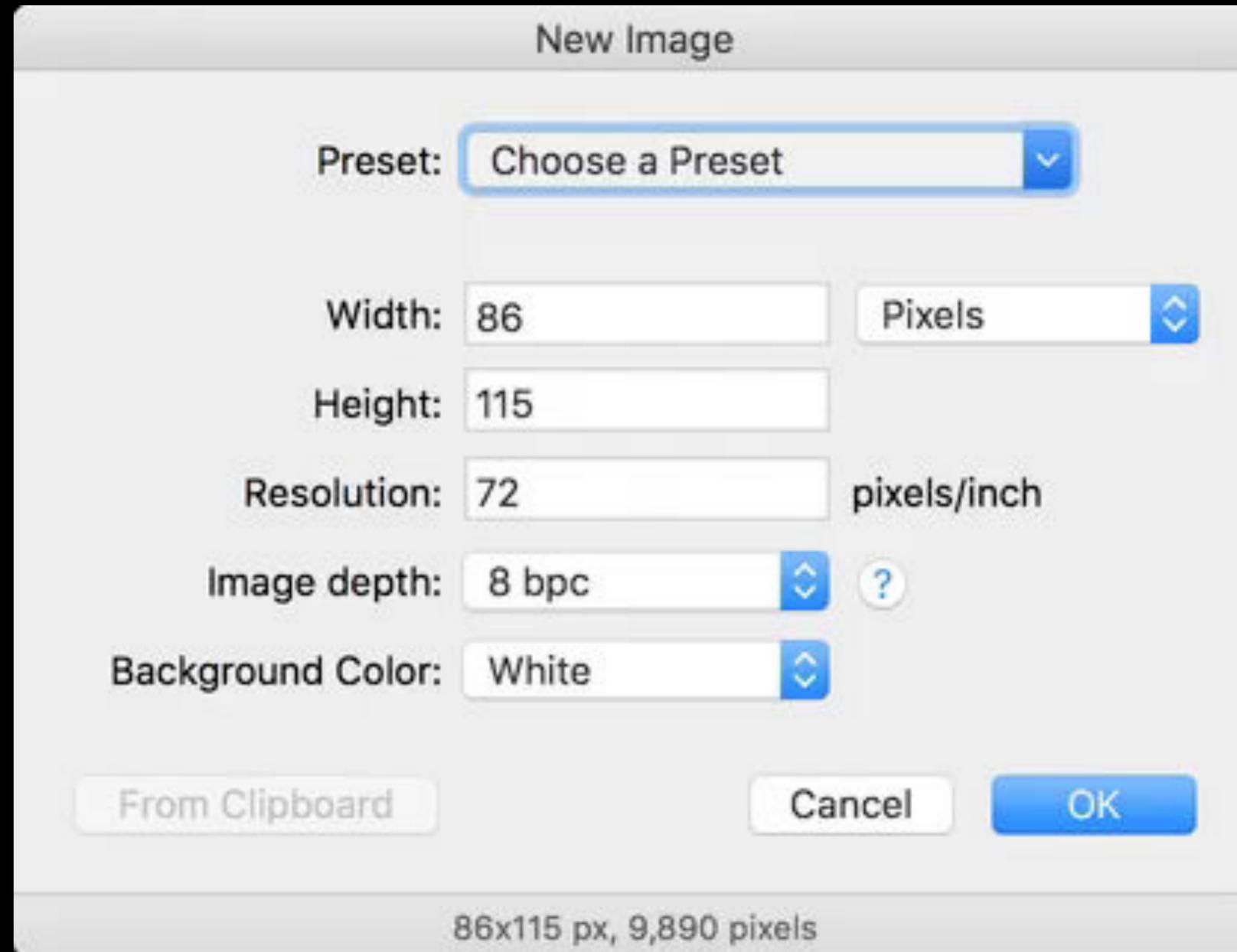
From Clipboard Cancel OK

1101x173 px, 190,473 pixels

← selects

↪ always closes

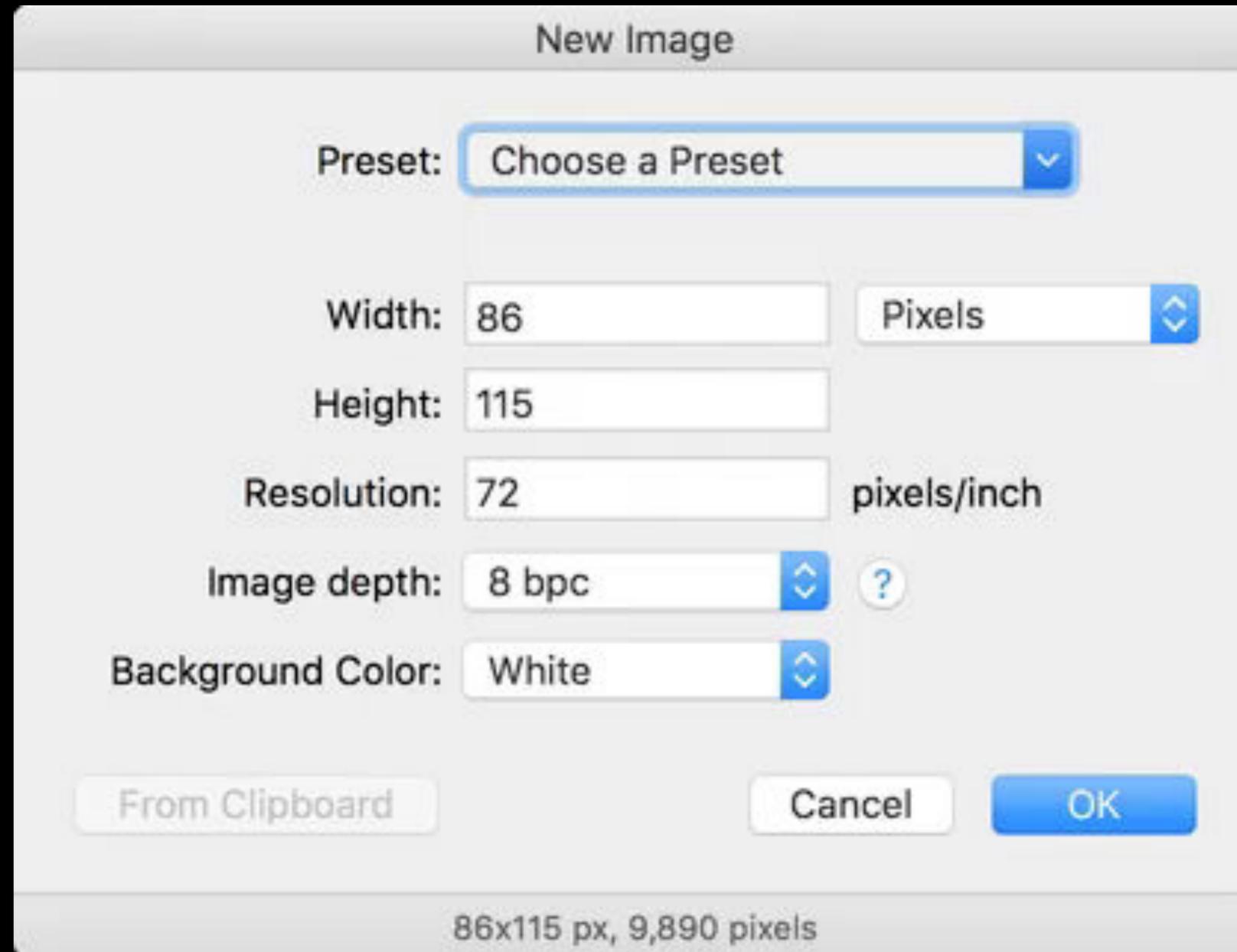
Acorn



→ moves
between all
form controls
(including
buttons)

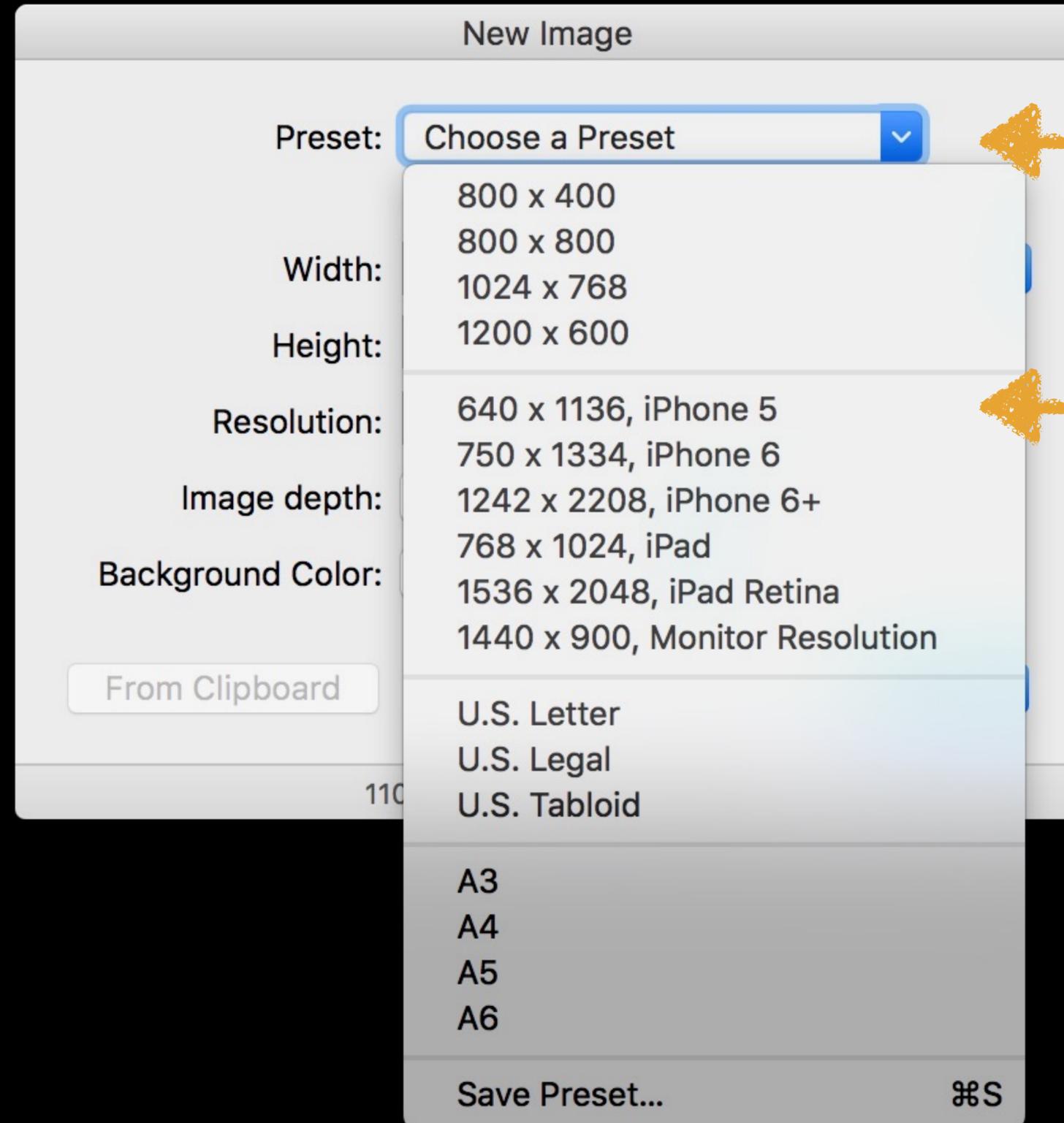
Use ↑ or ↓ &
_ to move &
select

Acorn



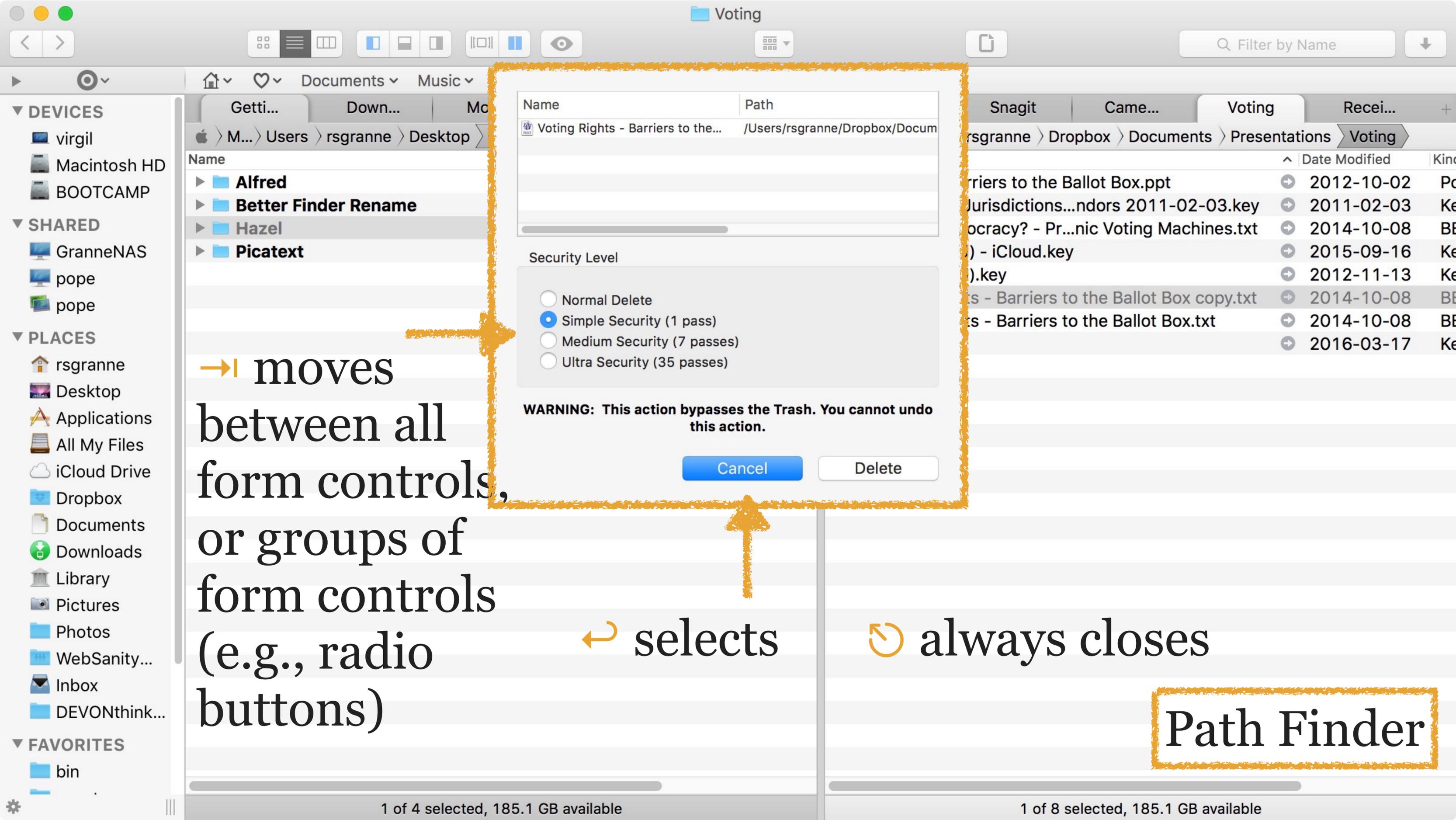
→ moves
between all
form controls
(including
buttons)

Use ↑ or ↓ &
_ to move &
select



⌘ selects

↑ or ↓ moves
between
choices

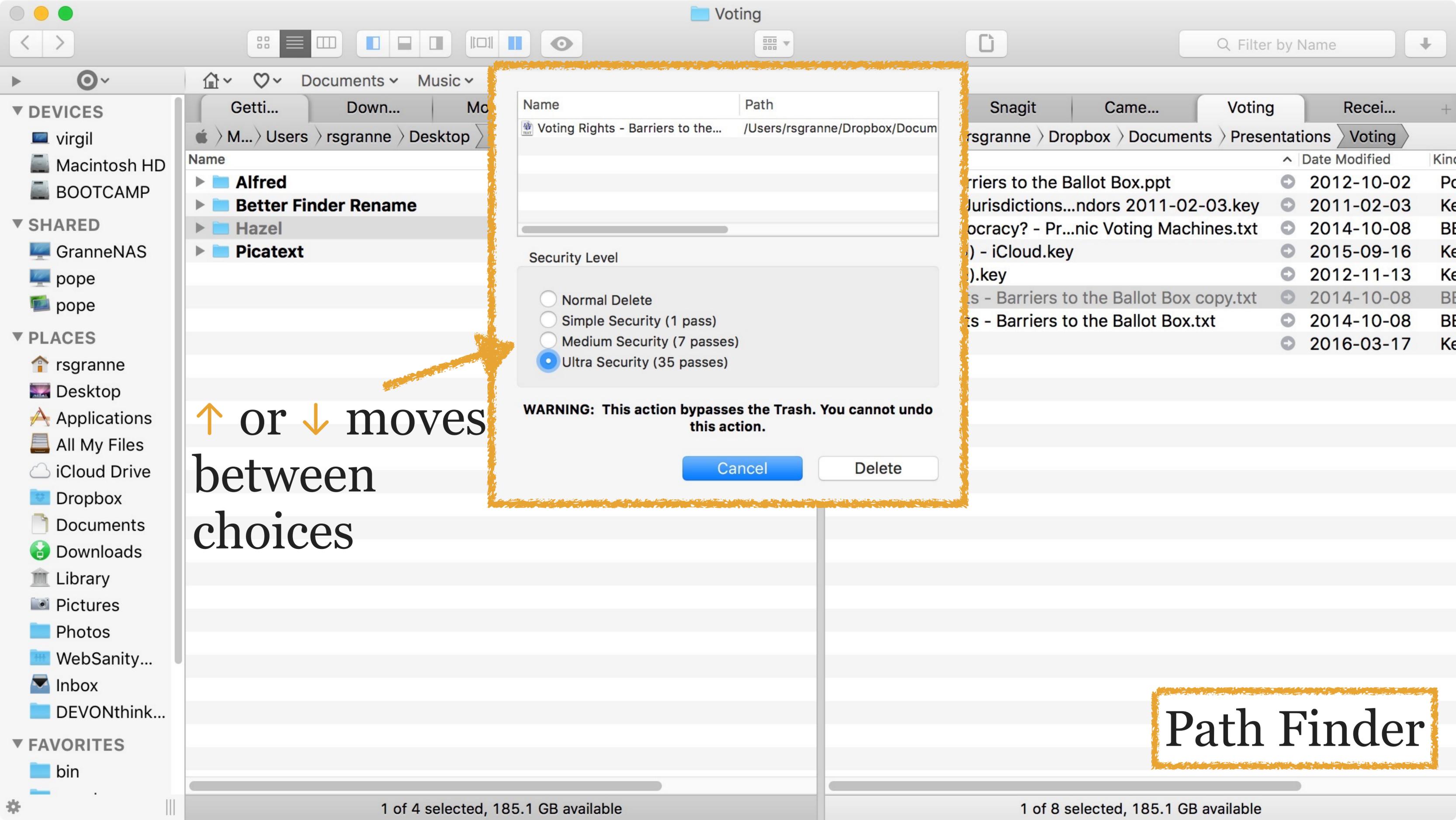


→ moves
between all
form controls,
or groups of
form controls
(e.g., radio
buttons)

↶ selects

↷ always closes

Path Finder



↑ or ↓ moves between choices

Path Finder

Name	Path
Voting Rights - Barriers to the...	/Users/rsgranne/Dropbox/Docum

Security Level

Normal Delete
 Simple Security (1 pass)
 Medium Security (7 passes)
 Ultra Security (35 passes)

WARNING: This action bypasses the Trash. You cannot undo this action.

Cancel Delete

Name	Date Modified	Kind
rsgranne > Dropbox > Documents > Presentations > Voting > Barriers to the Ballot Box.ppt	2012-10-02	PowerPoint Document
Jurisdictions...ndors 2011-02-03.key	2011-02-03	Keychain
ocracy? - Pr...nic Voting Machines.txt	2014-10-08	Text Document
) - iCloud.key	2015-09-16	Keychain
).key	2012-11-13	Keychain
ts - Barriers to the Ballot Box copy.txt	2014-10-08	Text Document
ts - Barriers to the Ballot Box.txt	2014-10-08	Text Document
	2016-03-17	Keychain

Open/Save Dialog Boxes

Some key commands only work in Open/Save dialog boxes

⌘D or ⌘⇧D jumps to the Desktop

⌘⇧L jumps to Downloads

⌘⇧O jumps to Documents

Various key shortcuts produce a sheet that lets you jump to a specific folder

Press `/` to start at the root of your file system

Press `~` to start at your home folder

Press `⌘⇧G` to start with the last folder you jumped to (which you can of course overwrite)

- Favorites
 - Dropbox
 - rsgranne
 - Desktop
 - Documents
 - Downloads
 - Applications
 - Photos
 - Library
 - iCloud Drive
 - Inbox
 - DEVONthink P...
- Devices
 - virgil
 - BOOTCAMP
 - Remote Disc
- Media
 - Photos

Name
▶ BracketsPi
▶ ChronoSyr
▶ Digital Edit
▶ Parallels
▶ Reunion Fi
▶ Saved Calls
▶ ScanSnap
▶ ScanSnap Organizer Library
▶ Snagit
▶ Clientele
▶ CSOATS
▶ Documentation
▶ OmniPresence
▶ Presentations
▶ Propaganda
▶ Reading
▶ Reunion
▶ Scott
▶ Web Dev Projects
▶ WebDev
▶ WebSanity

Go to the folder:

Cancel Go

	Size	Kind
1	--	Folder
	--	Folder
	--	Folder
M	--	Folder
	43 bytes	Alias
	30 bytes	Alias
	47 bytes	Alias
	28 bytes	Alias
	47 bytes	Alias
	44 bytes	Alias
	41 bytes	Alias
	36 bytes	Alias
	39 bytes	Alias
	50 bytes	Alias
	40 bytes	Alias
	42 bytes	Alias

After pressing /, you start at the root of your drive

Cancel Open

- Favorites
 - Dropbox
 - rsgranne
 - Desktop
 - Documents
 - Downloads
 - Applications
 - Photos
 - Library
 - iCloud Drive
 - Inbox
 - DEVONthink P...
- Devices
 - virgil
 - BOOTCAMP
 - Remote Disc
- Media
 - Photos

Name	Size	Kind
▶ BracketsPi	--	Folder
▶ ChronoSyr	--	Folder
▶ Digital Edit	--	Folder
▶ Parallels	--	Folder
▶ Reunion Fi	--	Folder
▶ Saved Calls	Jul 14, 2017, 6:41 PM	Folder
▶ ScanSnap	Mar 31, 2017, 4:48 PM	Folder
▶ ScanSnap Organizer Library	Jul 16, 2016, 12:40 AM	Folder
▶ Snagit	Apr 20, 2017, 6:29 PM	Folder
▶ Clientele	Nov 14, 2016, 5:48 PM	43 bytes Alias
▶ CSOATS	Nov 14, 2016, 5:48 PM	30 bytes Alias
▶ Documentation	Nov 14, 2016, 5:48 PM	47 bytes Alias
▶ OmniPresence	Feb 7, 2017, 7:45 PM	28 bytes Alias
▶ Presentations	Nov 14, 2016, 5:48 PM	47 bytes Alias
▶ Propaganda	Nov 14, 2016, 5:48 PM	44 bytes Alias
▶ Reading	Nov 14, 2016, 5:48 PM	41 bytes Alias
▶ Reunion	Dec 28, 2015, 10:58 PM	36 bytes Alias
▶ Scott	Nov 14, 2016, 5:48 PM	39 bytes Alias
▶ Web Dev Projects	Nov 21, 2015, 11:24 AM	50 bytes Alias
▶ WebDev	Nov 14, 2016, 5:48 PM	40 bytes Alias
▶ WebSentry	Nov 14, 2016, 5:48 PM	42 bytes Alias

Go to the folder:

Cancel Go

After pressing ~, you start in your home folder

Documents

Go to the folder:

/Applications

Cancel Go

Name	Size	Kind
BracketsPi	--	Folder
ChronoSyr	--	Folder
Digital Edit	--	Folder
Parallels	--	Folder
Reunion Fi	--	Folder
Saved Calls	Jul 14, 2017, 6:41 PM	Folder
ScanSnap	Mar 31, 2017, 4:48 PM	Folder
ScanSnap Organizer Library	Jul 16, 2016, 12:40 AM	Folder
Snagit	Apr 20, 2017, 6:29 PM	Folder
Clientele	Nov 14, 2016, 5:48 PM	43 bytes Alias
CSOATS	Nov 14, 2016, 5:48 PM	30 bytes Alias
Documentation	Nov 14, 2016, 5:48 PM	47 bytes Alias
OmniPresence	Feb 7, 2017, 7:45 PM	28 bytes Alias
Presentations	Nov 14, 2016, 5:48 PM	47 bytes Alias
Propaganda	Nov 14, 2016, 5:48 PM	44 bytes Alias
Reading	Nov 14, 2016, 5:48 PM	41 bytes Alias
Reunion	Dec 28, 2015, 10:58 PM	36 bytes Alias
Scott	Nov 14, 2016, 5:48 PM	39 bytes Alias
Web Dev Projects	Nov 21, 2015, 11:24 AM	50 bytes Alias
WebDev	Nov 14, 2016, 5:48 PM	40 bytes Alias
Web Security	Nov 14, 2016, 5:48 PM	42 bytes Alias

After pressing ⌘⇧G, you start at the previous folder

Cancel Open

⌘⇧. toggles between showing hidden files & folders
(those that begin with a .) & hiding them again

Favorites

- Dropbox
- rsgranne
- Desktop
- Documents
- Downloads
- Applications
- Photos
- Library
- iCloud Drive
- Inbox
- DEVONthink P...

Devices

- virgil
- BOOTCAMP
- Remote Disc

Media

- Photos

Name	Date Modified	Size	Kind
▶ Applications	Jan 12, 2017, 2:15 AM	--	Folder
▶ bin	Sep 5, 2016, 11:49 PM	--	Folder
▶ Desktop	Today, 11:28 PM	--	Folder
▶ Documents	Apr 17, 2017, 11:39 PM	--	Folder
▶ Downloads	Today, 10:14 PM	--	Folder
▶ Dropbox	Jul 11, 2017, 1:04 PM	--	Folder
▶ Library	Today, 7:11 PM	--	Folder
▶ Movies	Nov 14, 2016, 3:54 PM	--	Folder
▶ Music	Nov 14, 2016, 3:55 PM	--	Folder
▶ OmniPresence	Jun 15, 2017, 12:43 AM	--	Folder
▶ Pictures	Jun 29, 2017, 7:02 PM	--	Folder
▶ Public	Nov 16, 2016, 12:15 AM	--	Folder
▶ RightFont	Nov 14, 2016, 4:10 PM	--	Folder

Now press ⌘↑...

- Favorites**
 - Dropbox
 - rsgranne**
 - Desktop
 - Documents
 - Downloads
 - Applications
 - Photos
 - Library
 - iCloud Drive
 - Inbox
 - DEVONthink P...
- Devices**
 - virgil
 - BOOTCAMP
 - Remote Disc
- Media**
 - Photos

Name	Date Modified	Size	Kind
▶ .atom	Apr 5, 2017, 1:43 PM	--	Folder
▶ .bash_sessions	Today, 4:51 PM	--	Folder
▶ .cache	Apr 5, 2017, 1:43 PM	--	Folder
▶ .config	Apr 5, 2017, 1:43 PM	--	Folder
▶ .cups	Nov 16, 2016, 1:45 PM	--	Folder
▶ .dropbox	Jul 13, 2017, 3:50 AM	--	Folder
▶ .ec2	Apr 12, 2011, 5:09 PM	--	Folder
▶ .epspdf	Jun 9, 2017, 1:58 PM	--	Folder
▶ .gem	Apr 5, 2017, 1:43 PM	--	Folder
▶ .gitkraken	Apr 5, 2017, 1:43 PM	--	Folder
▶ .gnupg	Oct 18, 2014, 10:31 PM	--	Folder
▶ .iterm2	Jun 23, 2017, 1:42 PM	--	Folder
▶ .karabiner.d	Apr 5, 2017, 1:43 PM	--	Folder
▶ .karabiner.d-old	Jun 23, 2017, 7:18 PM	--	Folder
▶ .kite	Apr 5, 2017, 1:43 PM	--	Folder
▶ .local	Apr 5, 2017, 1:43 PM	--	Folder
▶ .marks	Jan 3, 2017, 9:51 PM	--	Folder
▶ .nchsoftware	Yesterday, 12:02 AM	--	Folder
▶ .npm	Jun 26, 2017, 1:03 PM	--	Folder
▶ .oracle_jre_usage	Apr 6, 2017, 4:12 PM	--	Folder
▶ .s3conf	Jul 26, 2010, 3:20 PM	--	Folder
▶ .ssh	May 24, 2017, 4:24 PM	--	Folder
▶ .subversion	Apr 6, 2017, 10:59 PM	--	Folder
▶ .vimoutliner	Apr 6, 2017, 10:59 PM	--	Folder

⌘ ⇧ S toggles between showing & hiding the sidebar

Favorites

- Dropbox
- rsgnanne
- Desktop
- Documents
- Downloads
- Applications
- Photos
- Library
- iCloud Drive
- Inbox
- DEVONthink P...

Devices

- virgil
- BOOTCAMP
- Remote Disc

Media

- Photos

Name	Date Modified	Size	Kind
▶ BracketsProjectTemplates	Dec 6, 2014, 10:51 AM	--	Folder
▶ ChronoSync Documents	Nov 5, 2015, 4:04 PM	--	Folder
▶ Digital Editions	Mar 10, 2017, 5:17 PM	--	Folder
▶ Parallels	Sep 23, 2016, 10:32 AM	--	Folder
▶ Reunion Files	Jan 1, 2016, 9:18 PM	--	Folder
▶ Saved Calls	Jul 14, 2017, 6:41 PM	--	Folder
▶ ScanSnap	Mar 31, 2017, 4:48 PM	--	Folder
▶ ScanSnap Organizer Library	Jul 16, 2016, 12:40 AM	--	Folder
▶ Snagit	Apr 20, 2017, 6:29 PM	--	Folder
Clientele	Nov 14, 2016, 5:48 PM	43 bytes	Alias
CSOATS	Nov 14, 2016, 5:48 PM	30 bytes	Alias
Documentation	Nov 14, 2016, 5:48 PM	47 bytes	Alias
OmniPresence	Feb 7, 2017, 7:45 PM	28 bytes	Alias
Presentations	Nov 14, 2016, 5:48 PM	47 bytes	Alias
Propaganda	Nov 14, 2016, 5:48 PM	44 bytes	Alias
Reading	Nov 14, 2016, 5:48 PM	41 bytes	Alias
Reunion	Dec 28, 2015, 10:58 PM	36 bytes	Alias
Scott	Nov 14, 2016, 5:48 PM	39 bytes	Alias
Web Dev Projects	Nov 21, 2015, 11:24 AM	50 bytes	Alias
WebDev	Nov 14, 2016, 5:48 PM	40 bytes	Alias
WebSanity	Nov 14, 2016, 5:48 PM	43 bytes	Alias

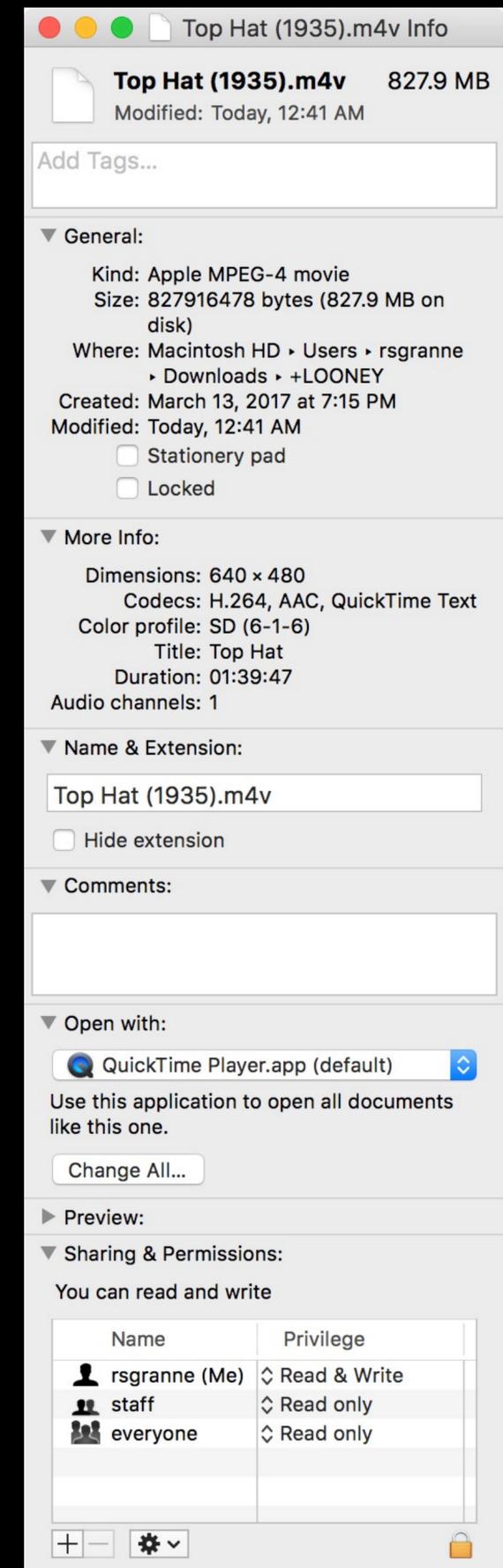
Now press ⌘ ⌥ S...

Name	Date Modified	Size	Kind
▶ BracketsProjectTemplates	Dec 6, 2014, 10:51 AM	--	Folder
▶ ChronoSync Documents	Nov 5, 2015, 4:04 PM	--	Folder
▶ Digital Editions	Mar 10, 2017, 5:17 PM	--	Folder
▶ Parallels	Sep 23, 2016, 10:32 AM	--	Folder
▶ Reunion Files	Jan 1, 2016, 9:18 PM	--	Folder
▶ Saved Calls	Jul 14, 2017, 6:41 PM	--	Folder
▶ ScanSnap	Mar 31, 2017, 4:48 PM	--	Folder
▶ ScanSnap Organizer Library	Jul 16, 2016, 12:40 AM	--	Folder
▶ Snagit	Apr 20, 2017, 6:29 PM	--	Folder
Clientele	Nov 14, 2016, 5:48 PM	43 bytes	Alias
CSOATS	Nov 14, 2016, 5:48 PM	30 bytes	Alias
Documentation	Nov 14, 2016, 5:48 PM	47 bytes	Alias
OmniPresence	Feb 7, 2017, 7:45 PM	28 bytes	Alias
Presentations	Nov 14, 2016, 5:48 PM	47 bytes	Alias
Propaganda	Nov 14, 2016, 5:48 PM	44 bytes	Alias
Reading	Nov 14, 2016, 5:48 PM	41 bytes	Alias
Reunion	Dec 28, 2015, 10:58 PM	36 bytes	Alias
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Web Dev Projects	Nov 21, 2015, 11:24 AM	50 bytes	Alias
WebDev	Nov 14, 2016, 5:48 PM	40 bytes	Alias
WebSanity	Nov 14, 2016, 5:48 PM	43 bytes	Alias

Press ⌘⇧S to show the sidebar again

⌘I shows the Get Info window

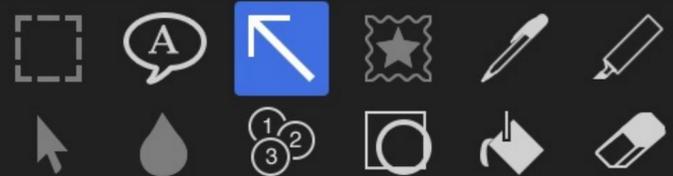
(More on that later)



⌘F jumps to the Search field & from there you can search your entire Mac (or stick within the folder if you choose that)

Snagit

SnagitTutorialVideo1.mp4



00:00:00

00:00:39

Cancel Export Selected Export All

640 x 360
x 0, y 0

TechSmith
00:39 mp4

ftp

This is a screenshot of the Snagit application interface. It features a dark grey background with a central toolbar containing various drawing and editing tools. Below the toolbar is a grid of 15 icons for drawing arrows and lines in different colors and styles. At the bottom, there are three buttons: 'Cancel', 'Export Selected', and 'Export All'. A yellow arrow points to the 'Export Selected' button. The interface also includes a video player at the bottom with a progress bar and a volume control, and a status bar at the very bottom with system icons and a file manager icon.

This is *not* an macOS dialog box!

Thank you!

scott@granneman.com

granneman.com

websanity.com

Getting More From Your Mac

Key Commands

R. Scott Granneman & Jans Carton

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Last updated 2022-03-16

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Changelog

2022-03-16 2.4: Added section on *Finder* in *Basics*,
with several short videos

2022-03-04 2.3: New OnyX for Monterey screenshot

Changelog

2021-12-28 2.2: Updated description of ⌘L in Web browsers; updated formatting in *Applications & Windows*

2021-06-06 2.1: Fixed minor formatting issues; explained why hiding is better than minimizing; made *Deletion* clearer & fixed error; switched from Brackets to Visual Studio Code for examples

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

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