

# Getting More From Your Mac

## System Preferences

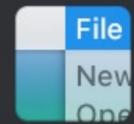
R. Scott Granneman & Jans Carton

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# System Preferences

# Organization



General



Desktop & Screen Saver



Dock



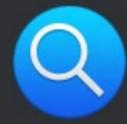
Mission Control



Language & Region



Security & Privacy



Spotlight



Notifications



Displays



Energy Saver



Keyboard



Mouse



Trackpad



Printers & Scanners



Sound



Startup Disk



iCloud



Internet Accounts



Wallet & Apple Pay



Software Update



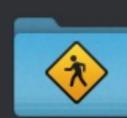
Network



Bluetooth



Extensions



Sharing



Touch ID



Users & Groups



Parental Controls



Siri



Date & Time



Time Machine



Accessibility



Profiles



Hazel



Nessus



NTFS for Mac

Personal

Hardware

Networking

System

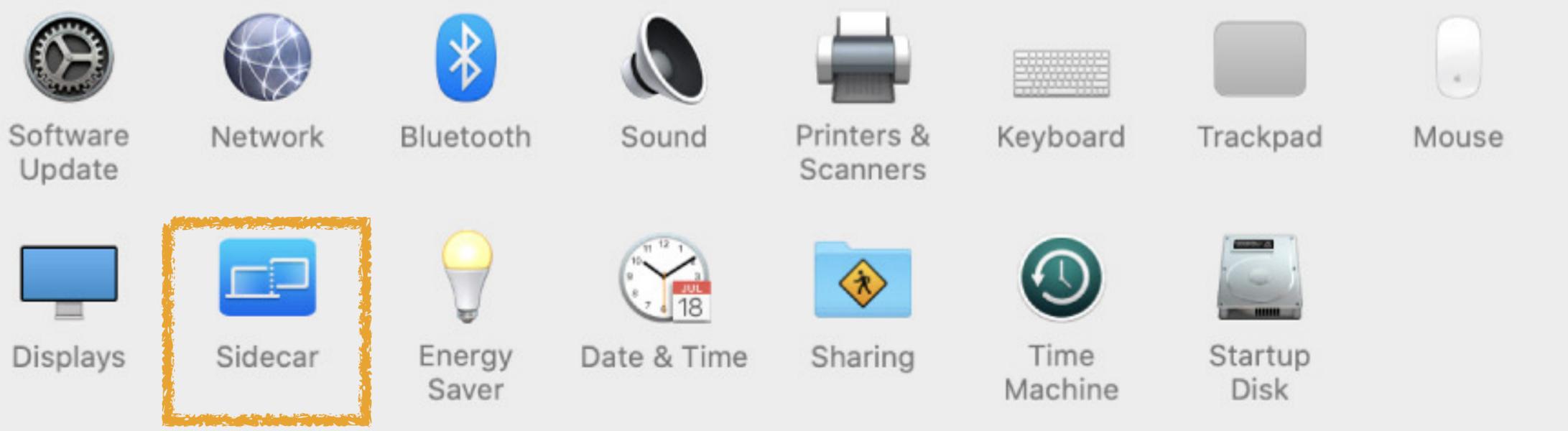
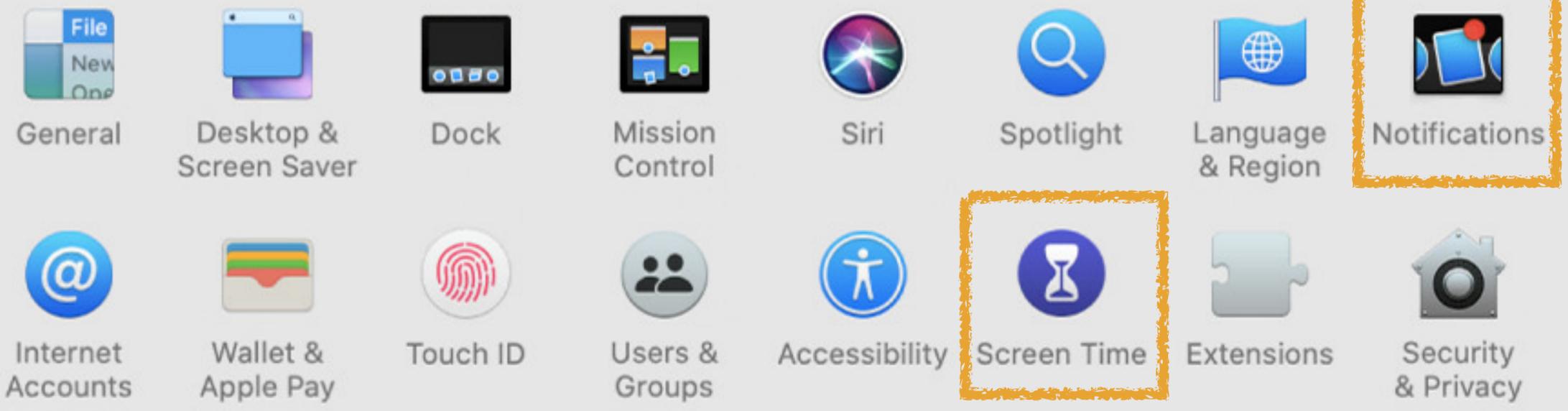
3rd Party

Mojave  
10.14.3



John Bishop  
Apple ID, iCloud, Media & App Store

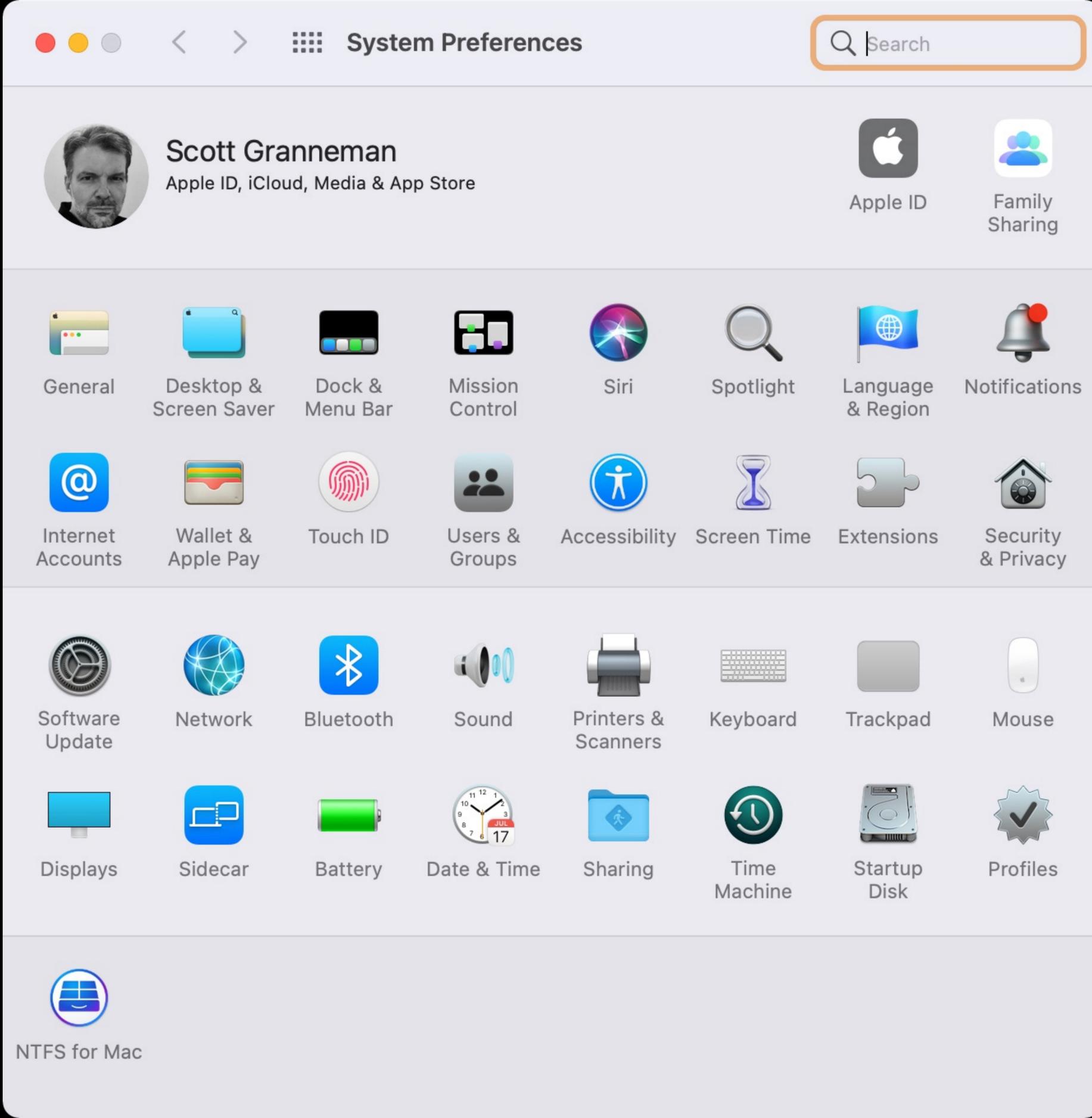
Search



Hideous!

How are these organized? 🙄

Catalina  
10.15



Grouping by section  
doesn't make a lot of  
sense, actually

Change that by  
selecting View >  
Organize  
Alphabetically

Big Sur  
11.2.3



System Preferences

Search



Scott Granneman  
Apple ID, iCloud, Media & App Store

Apple ID

Family Sharing



Accessibility



Battery



Bluetooth



Date & Time



Desktop & Screen Saver



Displays



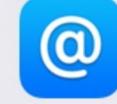
Dock & Menu Bar



Extensions



General



Internet Accounts



Keyboard



Language & Region



Mission Control



Mouse



Network



Notifications



NTFS for Mac



Printers & Scanners



Profiles



Screen Time



Security & Privacy



Sharing



Sidecar



Siri



Software Update



Sound



Spotlight



Startup Disk



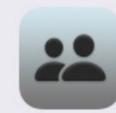
Time Machine



Touch ID



Trackpad



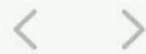
Users & Groups



Wallet & Apple Pay

This makes a lot more sense & it's much easier to find things

Big Sur  
11.2.3



System Preferences

Search

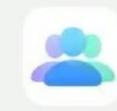


Scott Granneman

Apple ID, iCloud, Media & App Store



Apple ID



Family Sharing



Accessibility



Battery



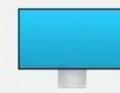
Bluetooth



Date & Time



Desktop & Screen Saver



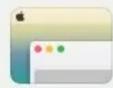
Displays



Dock & Menu Bar



Extensions



General



Internet Accounts



Keyboard



Language & Region



Mission Control



Mouse



Network



Notifications & Focus



NTFS for Mac



Passwords



Printers & Scanners



Profiles



Screen Time



Security & Privacy



Sharing



Siri



Software Update



Sound



Spotlight



Startup Disk



SwiftDefaultApps



Time Machine



Touch ID



Trackpad



Users & Groups



Wallet & Apple Pay



Witch

# macOS 12 Monterey

*3rd Party*

Displays

Energy Saver

Keyboard

Mouse

Trackpad

Printers & Scanners

Sound

# Sierra



iCloud



Internet Accounts



Extensions



Network



Bluetooth



Sharing



Users & Groups



Parental Controls



App Store



Dictation & Speech



Date & Time



Startup Disk



Time Machine



Accessibility



Choosy



Hazel



Hosts



NTFS for Mac OS X



Printopia



TechTool Protection



TeX Distribution



VOX Preferences

Displays

Energy Saver

Keyboard

Mouse

Trackpad

Printers & Scanners

Sound

Startup Disk



iCloud



Internet Accounts



Wallet & Apple Pay



Software Update



Network



Bluetooth



Extensions



Sharing



Touch ID



Users & Groups



Parental Controls



Siri



Date & Time



Time Machine



Accessibility



Profiles



Hazel



Nessus



NTFS for Mac

Mojave

Apple ID  
(was iCloud)



Scott Granneman  
scott@granneman.com

Account Details

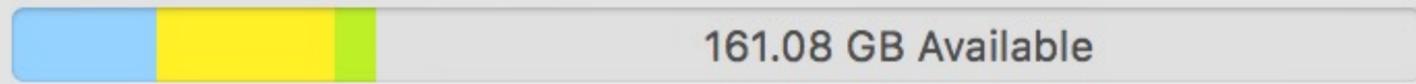
Manage Family

Sign Out

- iCloud Drive Options...
- Photos Options...
- Mail
- Contacts
- Calendars
- Reminders
- Safari
- Notes



You have 200 GB of iCloud storage.



Manage...



Scott  
scott@

Acc

Ma



iCloud Photo Library



Automatically upload and store your entire library in iCloud to access photos and videos from all your Apple devices or on the web.

My Photo Stream

Import your recent photos from devices without iCloud Photo Library, and send new photos to the My Photo Stream album on those devices.

iCloud Photo Sharing

Create albums to share with other people, and subscribe to other people's shared albums.

Done

Safari

Notes

You have 50 GB of iCloud storage.



Sign Out

Manage...

*Accessibility*

- General
- General
- Vision
- VoiceOver
- Zoom**
- Display
- Speech
- Media
- Descriptions
- Continuity

- Use keyboard shortcuts to zoom
  - Toggle zoom:  $\text{⌘} \text{⌘} 8$
  - Zoom in:  $\text{⌘} \text{⌘} =$
  - Zoom out:  $\text{⌘} \text{⌘} -$
  - Toggle smooth images:  $\text{⌘} \text{⌘} \backslash$
  - Toggle keyboard focus following: Unassigned
- Use scroll gesture with modifier keys to zoom:
  - ^ Control
- Smooth images
- Zoom follows the keyboard focus

Zoom style: Fullscreen Options...

- General
- General
- Vision
- VoiceOver
- Zoom
- Display**
- Speech
- Media
- Descriptions
- Continuity

- Invert colors
- Use grayscale
- Differentiate without color
- Reduce motion
- Increase contrast
- Reduce transparency

Display contrast: Normal Maximum

Cursor size: Normal Large

Shake mouse pointer to locate Quickly move the mouse pointer back and forth to make it bigger.

Display resolution and brightness can be adjusted in Display preferences:

[Open Display Preferences...](#)

Show Accessibility status in menu bar







- General
- General
- Vision
- VoiceOver
- Zoom
- Display
- Speech**
- Media
- Descriptions
- Continuity

System Voice:   

Speaking Rate:    
 Slow Normal Fast

---

Announce when alerts are displayed or applications need your attention.

Enable announcements

---

Speak selected text when the key is pressed    
 Current key: Option+Esc

- General
- General
- Vision
- VoiceOver
- Zoom
- Display
- Speech**
- Media
- Descriptions
- Continuity

System Voice:

- Scottish Standard English
- ✓ Fiona**
- United States — Female
- Samantha
- Victoria
- United States — Male
- Alex
- Fred
- Customize...

Speaking Rate:

Announce when attention.

Enable announcements

Speak selected text when the key is pressed

Current key: Option+Esc

Options...

Change Key...

Show Accessibility status in menu bar



- General
- General
- Vision
- VoiceOver
- Zoom
- Display
- Speech**
- Media
- Descriptions
- Captions

System Voice:

- Scottish Standard English
- ✓ Fiona**
- United States — Female
- Samantha
- Victoria
- United States — Male
- Alex
- Fred
- Customize...

Speaking Rate:

Announce when  
attention.

Enable announcements

Speak selected text when the key is pressed

Current key: Option+Esc

Options...

Change Key...

Show Accessibility status in menu bar



# Desktop & Screen Saver

Desktop | Screen Saver



Mojave

Dynamic



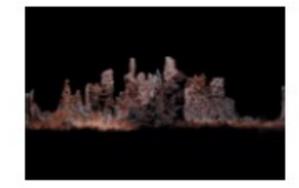
This desktop picture changes throughout the day, based on your location.

- ▼ Apple
  - Desktop Pictures
  - Colors
- ▼ Folders
  - Pictures
  - Wallpaper - Mac

Dynamic Desktop



Desktop Pictures



+ -

Change picture: Every 30 minutes

Random order





iPhoto Organize

Documents  
7 items

Desktop & Screen Saver services

Desktop | Screen Saver

Mojave  
Dynamic ⌵  
This desktop picture changes throughout the day, based on your location.

▼ Apple  
 Desktop Pictures  
 Colors  
 ▶ Photos  
 ▼ Folders  
 Pictures  
 Wallpaper - Mac

Dynamic Desktop

Desktop Pictures

+ -  Change picture: Every 30 minutes ⌵  
 Random order ?



Vivaldi



+PUT AWAY  
7 items

Default #1

iPhoto Organize

Documents  
7 items

Desktop & Screen Saver

services

Desktop | Screen Saver

Solar Gradients

This desktop picture changes throughout the day, based on your location.

Apple

- Desktop Pictures
- Colors
- Photos
- Folders
  - Pictures
  - Wallpaper - Mac

Dynamic Desktop

Desktop Pictures

+ -

Change picture: Every 30 minutes

Random order

?



Vivaldi



+PUT AWAY  
7 items

Default #2

Desktop Screen Saver



24hr-Earth-3K

Dynamic

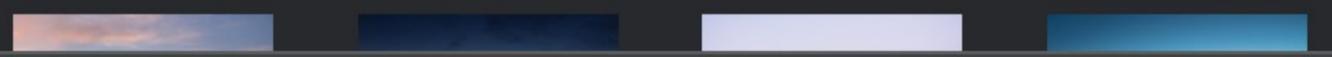
This desktop picture changes throughout the day, based on your location.

- Apple
  - Desktop Pictures
  - Colors
  - Photos
  - Folders
    - Pictures
    - Wallpaper - Mac

Dynamic Desktop



Desktop Pictures



+ -

Change picture: Every 30 minutes

Random order





iPhoto Organize

Documents  
7 items

Desktop & Screen Saver Search

**Desktop** Screen Saver

24hr-HighSierra-3K

Dynamic ⌵

This desktop picture changes throughout the day, based on your location.

Apple

- Desktop Pictures
- Colors
- Photos
- Folders
  - Pictures
  - Wallpaper - Mac

Dynamic Desktop


Desktop Pictures

--	--	--	--

+ -

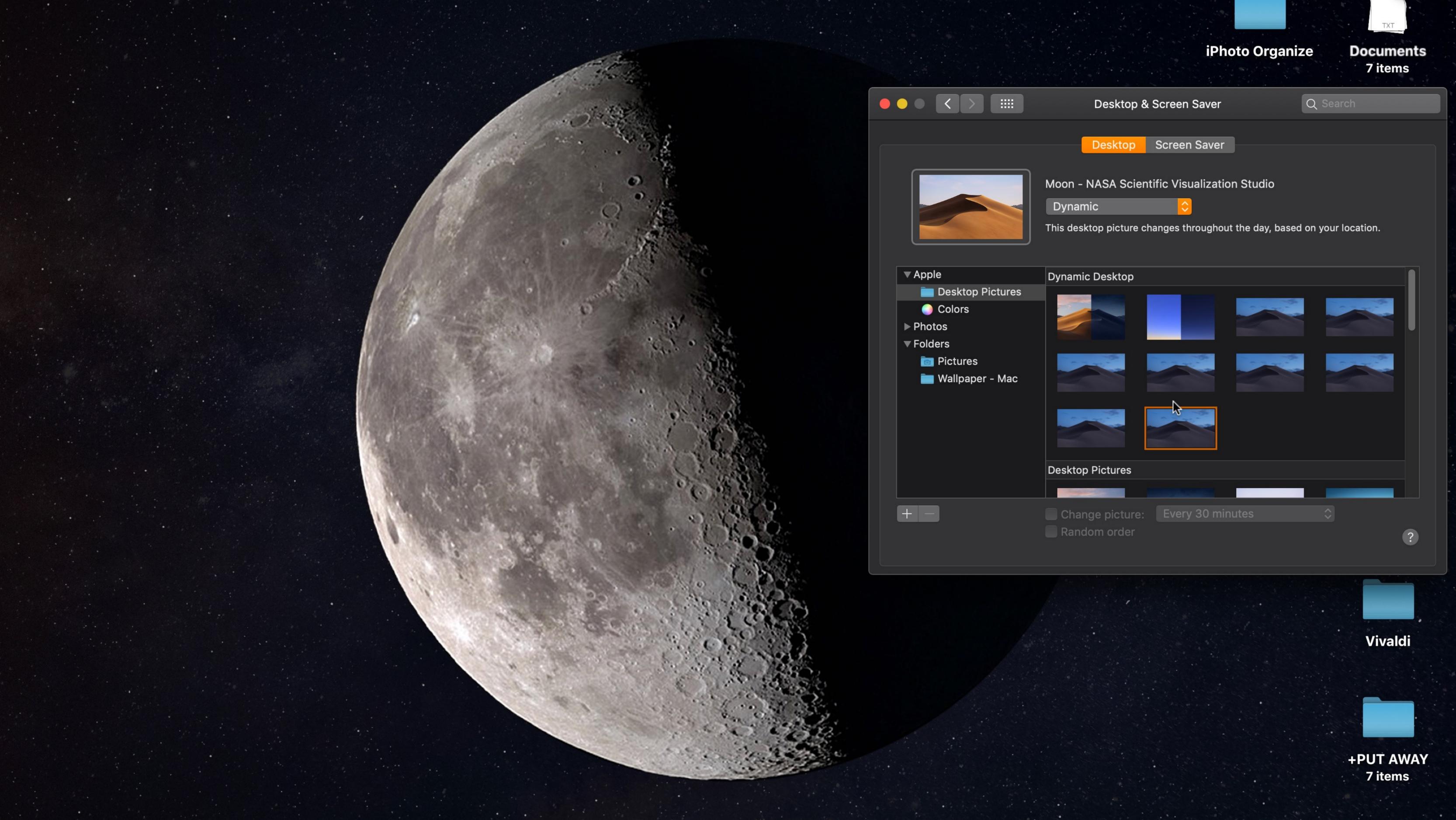
Change picture: Every 30 minutes ⌵

Random order

?

Vivaldi

+PUT AWAY  
7 items



iPhoto Organize

Documents  
7 items

Desktop & Screen Saver

Desktop | Screen Saver

Moon - NASA Scientific Visualization Studio

Dynamic

This desktop picture changes throughout the day, based on your location.

Apple

- Desktop Pictures
- Colors
- Photos
- Folders
  - Pictures
  - Wallpaper - Mac

Dynamic Desktop


Desktop Pictures

Change picture: Every 30 minutes

Random order



Vivaldi



+PUT AWAY  
7 items

iPhoto Organize

Documents  
7 items

Desktop & Screen Saver Search

**Desktop** Screen Saver

Earth - Himawari-8 satellite

Dynamic

This desktop picture changes throughout the day, based on your location.

- Apple
  - Desktop Pictures
  - Colors
  - Photos
  - Folders
    - Pictures
    - Wallpaper - Mac

Dynamic Desktop


Desktop Pictures

--	--	--	--

+ -

Change picture: Every 30 minutes

Random order

?



Vivaldi



+PUT AWAY  
7 items



Desktop & Screen Saver Search

**Desktop** Screen Saver

24hr-NewYork-3K

Dynamic ⌵

This desktop picture changes throughout the day, based on your location.

- Apple
  - Desktop Pictures
  - Colors
- Photos
- Folders
  - Pictures
  - Wallpaper - Mac

Dynamic Desktop


Desktop Pictures

--	--	--	--

+ -

Change picture: Every 30 minutes ⌵

Random order

?

Find 3rd party Dynamic Desktop wallpapers

Search for:

`free dynamic wallpaper mojave -port -windows`

24 Hour Wallpaper

58 dynamic desktops

\$6.99 in Mac App Store



# 24 Hour Wallpaper

Enjoy More Dynamic Desktops

**24 Hour Wallpaper** offers beautiful desktop wallpapers that match the time of day. This new app from the makers of Magic Window syncs your wallpaper



Displays

Display Color **Night Shift**

Night Shift automatically shifts the colors of your display to the warmer end of the color spectrum after dark. This may help you get a better night's sleep.

Schedule: Off

Manual:  Turn On Until Tomorrow

Color Temperature:  Less Warm More Warm

I keep this off because I don't want it interfering with image colors

AirPlay Display: Off

Show mirroring options in the menu bar when available



Dock  
& Menu Bar  
(was Dock)



# Dock

Size:

Slider from Small to Large with a white shield-shaped handle.



Magnification:

Slider from Min to Max with a white shield-shaped handle.



Position on screen:

Radio buttons for Left, Bottom, and Right. The Right option is selected with a blue dot.



Minimize windows using:

Dropdown menu showing "Genie effect" with a blue arrow icon.

Double-click a window's title bar to zoom

Minimize windows into application icon

Animate opening applications

Automatically hide and show the Dock



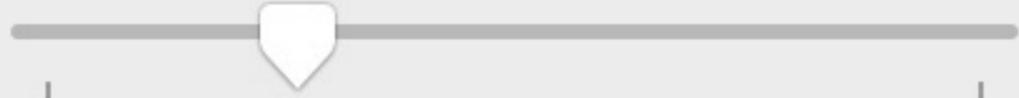
Show indicators for open applications





Dock

Search

Size:   
Small Large

Magnification:   
Min Max

Position on screen:  Left  Bottom  Right

Minimize windows using: Genie effect

Prefer tabs when opening documents: Always



Double-click a window's title bar to zoom

Minimize windows into application icon

Animate opening applications

Automatically hide and show the Dock

Show indicators for open applications

Sierra





Dock

Search

Size: Small Large

Magnification: Min Max

Position on screen:  Left  Bottom  Right

Minimize windows using: Genie effect

Prefer tabs when opening documents

- Always
- In Full Screen Only
- Manually

Window's title bar to zoom

- Minimize windows into application icon
- Animate opening applications
- Automatically hide and show the Dock
- Show indicators for open applications

Sierra





Dock

services



Size:

Slider for Size, ranging from Small to Large. The slider is positioned approximately halfway between Small and Large.

Magnification:

Slider for Magnification, ranging from Min to Max. The slider is positioned approximately halfway between Min and Max.

Position on screen:

Radio buttons for position: Left, Bottom, and Right. The Right option is selected.

Minimize windows using:

Dropdown menu showing Genie effect.

Prefer tabs when opening documents:

Dropdown menu showing Always.

Double-click a window's title bar to zoom

Minimize windows into application icon

Animate opening applications

Automatically hide and show the Dock

Show indicators for open applications

Show recent applications in Dock



# Extensions

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

- All  
All third-party extensions
- Actions  
Markup
- Finder  
Dropbox, NewFileMenu
- Photos  
Snapheal, Markup, and 1 more...
- Share Menu  
Flickr, AirDrop, Twitter, and 12 more...
- Today  
Calendar, Weather, and 3 more...

See all extensions that you have installed on your Mac.

-  GraphicConverter 10.app
  - Finder
  - Photos
-  ImageOptim.app
  - Actions
-  MailMate.app
  - Share Menu
-  Microsoft OneNote
  - Share Menu
-  NewFileMenu
  - Finder
-  Parallels Desktop
  - Today



Favorites

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



International HQ,  
Order o...hers.jpg  
1,600 × 1,066



Share Sheet



Search

Favorites

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



International HQ,  
Order o...hers.jpg

1,600 x 1,066

- Flickr
  - AirDrop
  - Twitter
  - Notes
  - MailMate
  - Messages**
  - Add to Photos
  - Acorn
  - Add to DEVONthink
  - More...
- 
- Recents
  - Jans Carton Messages

No Facebook?!

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

- All  
All third-party extensions
- Actions  
Markup
- Finder  
Dropbox, NewFileMenu
- Photos  
Snapheal, Markup, and 1 more...
- Share Menu**  
Flickr, AirDrop, Twitter, and 11 more...
- Today  
Calendar, Weather, and 3 more...

Select extensions for sharing with others:

- Messages
- Add to Photos
- Add People
- Acorn
- Add to DEVONthink
- Facebook ←
- Add to Fantastical
- Add to Aperture
- Day One 2

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

- All  
All third-party extensions
- Actions  
Markup
- Finder  
Dropbox, NewFileMenu
- Photos  
Snapheal, Markup, and 1 more...
- Share Menu**  
Flickr, AirDrop, Twitter, and 12 more...
- Today  
Calendar, Weather, and 3 more...

Select extensions for sharing with others:

- Messages
- Add to Photos
- Add People
- Acorn
- Add to DEVONthink
- Facebook ←
- Add to Fantastical
- Add to Aperture
- Day One 2



Search

Favorites

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



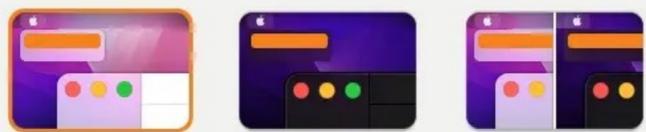
International HQ,  
Order o...hers.jpg  
1,600 × 1,066

- Flickr
  - AirDrop
  - Twitter
  - Notes
  - MailMate
  - Messages
  - Add to Photos
  - Acorn
  - Add to DEVONthink
  - Facebook ←
  - More...
- 
- Recents
- Jans Carton Messages

General



Appearance:



Light

Dark

Auto

Accent color:



Orange

Highlight color:

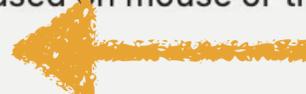
Sidebar icon size:

Allow wallpaper tinting in windows



Show scroll bars:

- Automatically based on mouse or trackpad
- When scrolling
- Always



Click in the scroll bar to:

- Jump to the next page
- Jump to the spot that's clicked

Default web browser:

Prefer tabs:

when opening documents



Ask to keep changes when closing documents

Close windows when quitting an app

When selected, open documents and windows will not be restored when you re-open an app.

Recent items:

 Documents, Apps, and Servers

Allow Handoff between this Mac and your iCloud devices



Keyboard

Keyboard

Search

Keyboard Text Shortcuts Input Sources Dictation

Key Repeat Delay Until Repeat

Off Slow Fast Long Short

- Adjust keyboard brightness in low light
- Turn keyboard backlight off after 5 secs of inactivity
- Touch Bar shows App Controls  Show Control Strip
- Press Fn key to Show F1, F2, etc. Keys
- Show keyboard and emoji viewers in menu bar
- Use F1, F2, etc. keys as standard function keys on external keyboards  
When this option is selected, press the Fn key to use the special features printed on each key.

Change Keyboard Type... Customize Touch Bar... Modifier Keys...

Set Up Bluetooth Keyboard... ?



Keyboard

Search

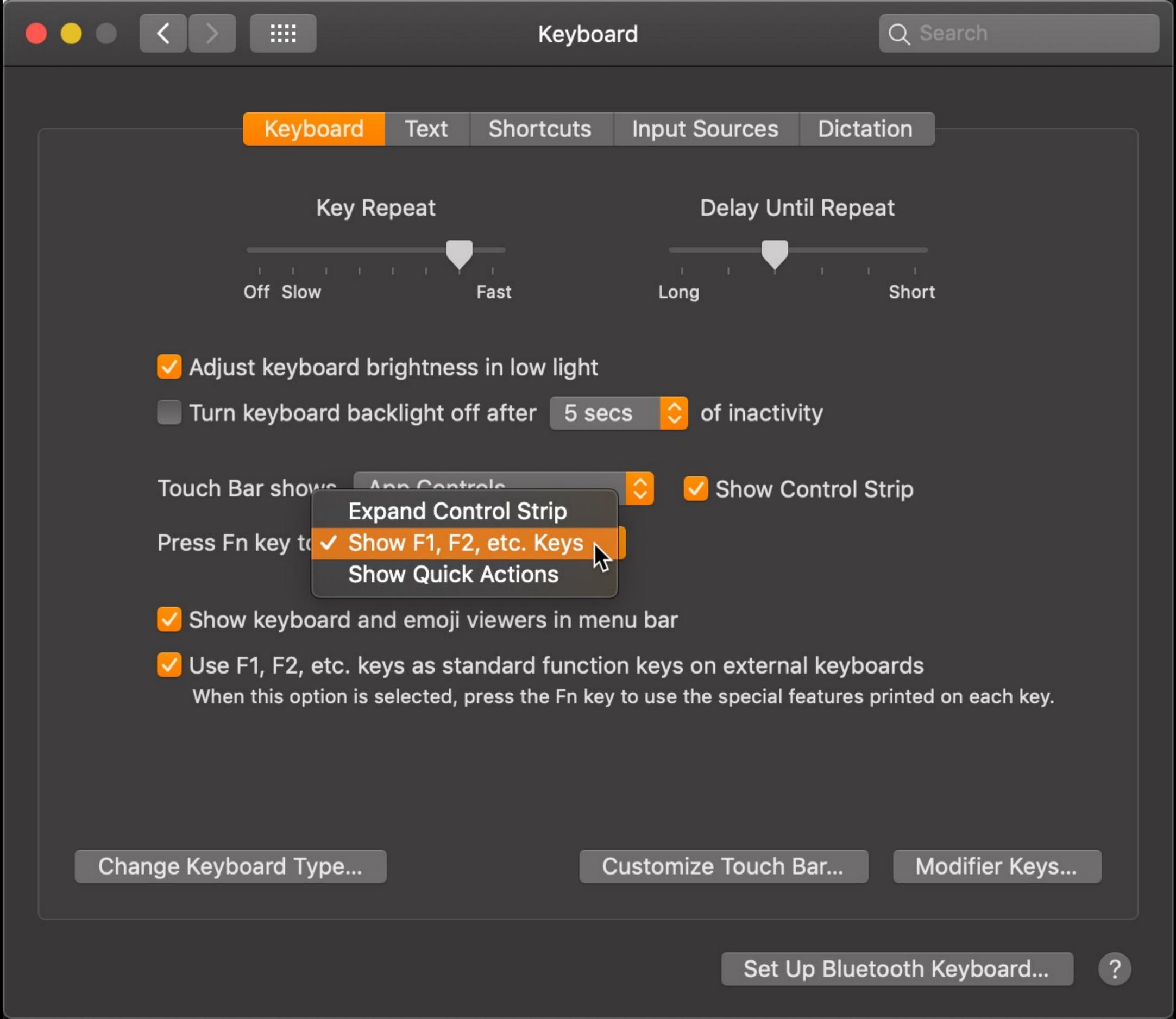
Keyboard Text Shortcuts Input Sources Dictation

Key Repeat Delay Until Repeat

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When this option is selected, press the Fn key to use the special features printed on each key.

Change Keyboard Type... Customize Touch Bar... Modifier Keys... Set Up Bluetooth Keyboard... ?



Keyboard

Text

Shortcuts

Input Sources

Dictation

Key Repeat

Off Slow Fast

Delay Until Repeat

Long Short

Adjust keyboard brightness in low light

Turn keyboard backlight off after 5 secs of inactivity

Touch Bar shows **App Controls**  Show Control Strip

- Expand Control Strip
- Show F1, F2, etc. Keys
- Show Quick Actions

Show keyboard and emoji viewers in menu bar

Use F1, F2, etc. keys as standard function keys on external keyboards  
When this option is selected, press the Fn key to use the special features printed on each key.

Change Keyboard Type...

Customize Touch Bar...

Modifier Keys...

Set Up Bluetooth Keyboard...



Keyboard

Search

Keyboard Text Shortcuts Input Sources Dictation

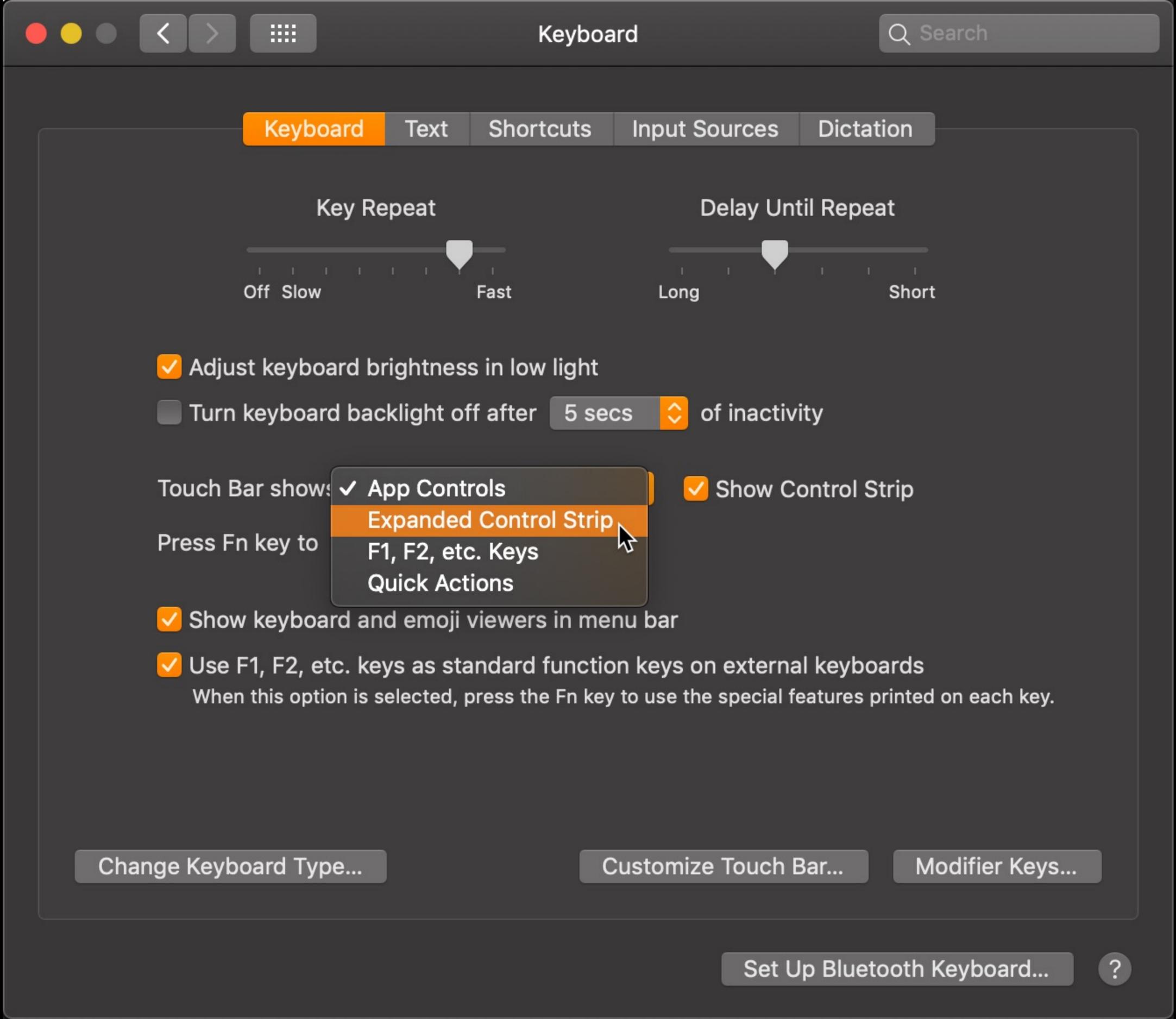
Key Repeat Delay Until Repeat

Off Slow Fast Long Short

- Adjust keyboard brightness in low light
- Turn keyboard backlight off after 5 secs of inactivity
- Touch Bar shows App Controls  Show Control Strip
- Press Fn key to Show F1, F2, etc. Keys
- Show keyboard and emoji viewers in menu bar
- Use F1, F2, etc. keys as standard function keys on external keyboards  
When this option is selected, press the Fn key to use the special features printed on each key.

Change Keyboard Type... Customize Touch Bar... Modifier Keys...

Set Up Bluetooth Keyboard... ?



Keyboard

Text

Shortcuts

Input Sources

Dictation

Key Repeat

Off Slow Fast

Delay Until Repeat

Long Short

Adjust keyboard brightness in low light

Turn keyboard backlight off after 5 secs of inactivity

Touch Bar shows

- App Controls
- Expanded Control Strip
- F1, F2, etc. Keys
- Quick Actions

Show Control Strip

Press Fn key to

Show keyboard and emoji viewers in menu bar

Use F1, F2, etc. keys as standard function keys on external keyboards

When this option is selected, press the Fn key to use the special features printed on each key.

Change Keyboard Type...

Customize Touch Bar...

Modifier Keys...

Set Up Bluetooth Keyboard...



Keyboard

Search

Keyboard Text Shortcuts Input Sources Dictation

Key Repeat Delay Until Repeat

Off Slow Fast Long Short

- Adjust keyboard brightness in low light
- Turn keyboard backlight off after 5 secs of inactivity

Touch Bar shows App Controls  Show Control Strip

Press Fn key to Show F1, F2, etc. Keys

- Show keyboard and emoji viewers in menu bar
- Use F1, F2, etc. keys as standard function keys on external keyboards  
When this option is selected, press the Fn key to use the special features printed on each key.

Change Keyboard Type... Customize Touch Bar... Modifier Keys...

Set Up Bluetooth Keyboard... ?



Drag your favorite items to the bottom of the screen into the Touch Bar...

Done



Default Set



Brightness Slider



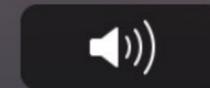
Mission Control



Spotlight



Play/Pause



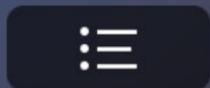
Volume Slider



Mute



Siri



Notification Center



Do Not Disturb



Night Shift



Screenshot



Dictation



Input Sources



Dashboard



Launchpad



AirPlay



Show Desktop



Screen Saver



Screen Lock



Sleep



Quick Actions

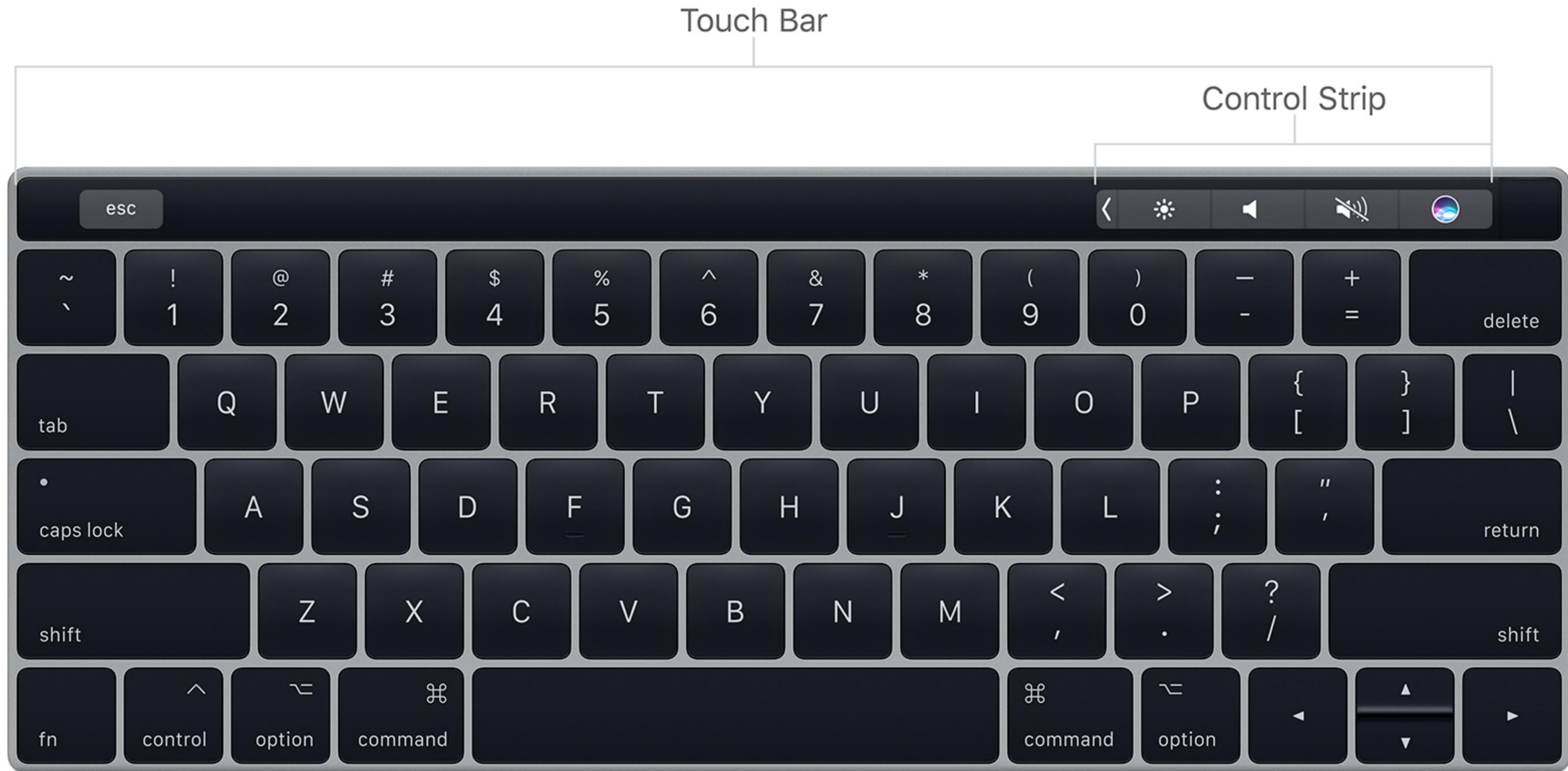
Done



Honestly, I think the Touch Bar is nigh useless except for Touch ID button on the right

Why? I already know key commands, so having to look at the Touch Bar slows me way down

The Touch Bar changes according to the app you're using



# MacBook Pro Touch Bar & Control Strip



Touch Bar expanded



Function keys on Touch Bar



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

- Launchpad & Dock
- Display
- Mission Control
- Keyboard
- Screenshots
- Services
- Spotlight
- Accessibility
- App Shortcuts
- fn Function Keys**

- ForkLift.app
  - Commander One.app
  - Transmit.app
  - Path Finder.app
  - Marta.app
  - Screen Sharing.app
- Add/delete apps that  
always use function keys**

+ - ←

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.



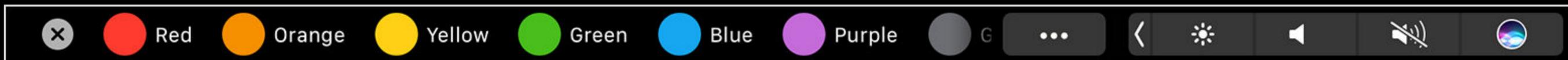
# Finder



# Finder sorting



# Finder sharing



# Finder tags



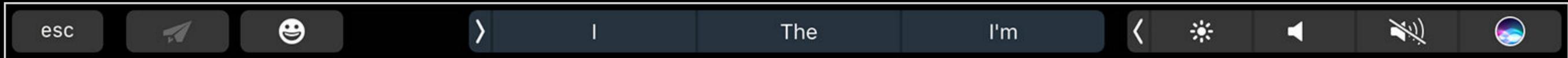
Safari Favorites



Safari search



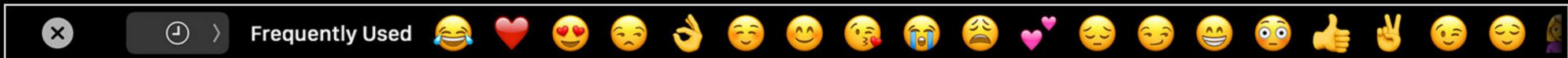
## Mail common tasks



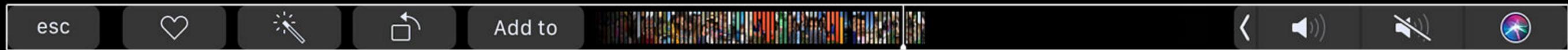
## Mail text suggestions



## Mail formatting



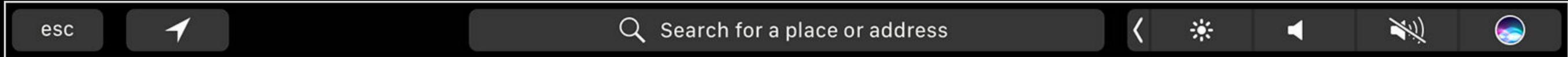
## Mail emoji



Photos library



Photos editing



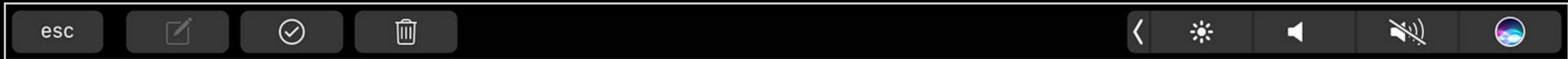
Maps search or find your location



Maps nearby locations



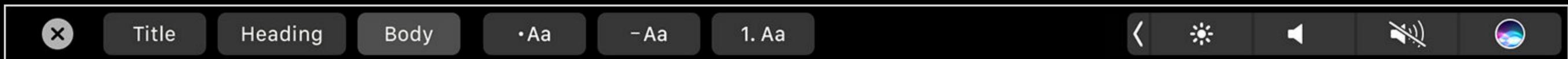
Maps directions



Notes



Notes formatting



Notes styles



Calendar see events



Calendar edit events

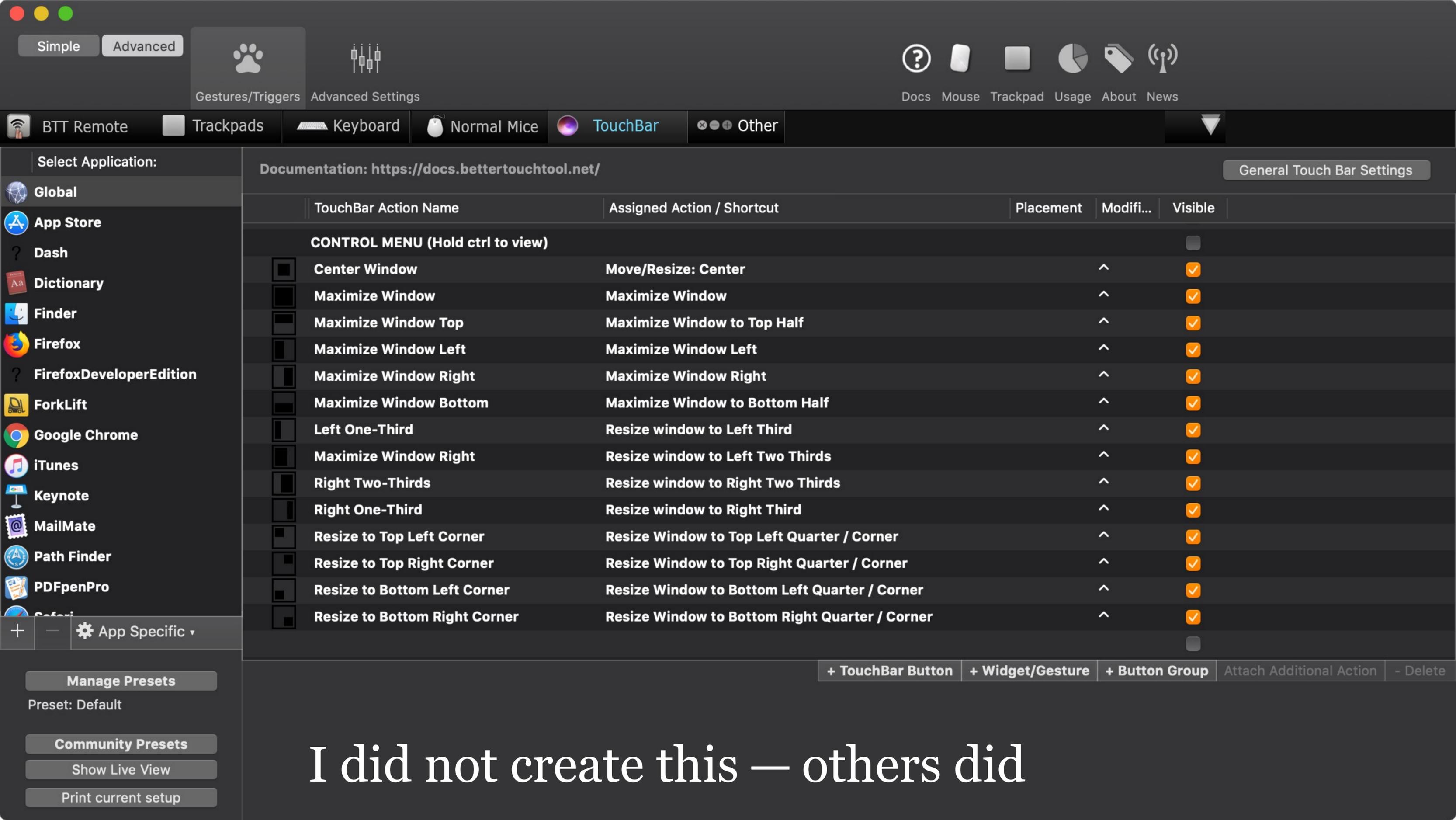


# FaceTime calls

However, I use BetterTouchTool — software that enables me to program the Touch Bar (& a lot of other things as well!) — to make it more useful

Still not essential to me, though

If the Touch Bar disappeared in my next MacBook Pro, I wouldn't care at all (I would be very unhappy to lose Touch ID though!)



Simple Advanced



Gestures/Triggers Advanced Settings



Docs Mouse Trackpad Usage About News

BTT Remote Trackpads Keyboard Normal Mice TouchBar Other

Select Application:

Documentation: <https://docs.bettertouchtool.net/>

General Touch Bar Settings

- Global
- App Store
- Dash
- Dictionary
- Finder
- Firefox
- FirefoxDeveloperEdition
- ForkLift
- Google Chrome
- iTunes
- Keynote
- MailMate
- Path Finder
- PDFpenPro
- Safari

TouchBar Action Name	Assigned Action / Shortcut	Placement	Modifi...	Visible
<b>CONTROL MENU (Hold ctrl to view)</b>				
<input type="checkbox"/> Center Window	Move/Resize: Center	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Maximize Window	Maximize Window	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Maximize Window Top	Maximize Window to Top Half	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Maximize Window Left	Maximize Window Left	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Maximize Window Right	Maximize Window Right	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Maximize Window Bottom	Maximize Window to Bottom Half	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Left One-Third	Resize window to Left Third	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Maximize Window Right	Resize window to Left Two Thirds	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Right Two-Thirds	Resize window to Right Two Thirds	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Right One-Third	Resize window to Right Third	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Resize to Top Left Corner	Resize Window to Top Left Quarter / Corner	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Resize to Top Right Corner	Resize Window to Top Right Quarter / Corner	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Resize to Bottom Left Corner	Resize Window to Bottom Left Quarter / Corner	^		<input checked="" type="checkbox"/>
<input type="checkbox"/> Resize to Bottom Right Corner	Resize Window to Bottom Right Quarter / Corner	^		<input checked="" type="checkbox"/>

+ TouchBar Button + Widget/Gesture + Button Group Attach Additional Action - Delete

Manage Presets  
Preset: Default  
Community Presets  
Show Live View  
Print current setup

I did not create this — others did



# Default with BetterTouchTool



# ^ with BetterTouchTool



# v with BetterTouchTool



# ⌘ with BetterTouchTool

I got tired of typing out my email address  
(scott@granneman.com) long ago

Apple makes it possible for you to define something you  
type which then gets expanded into something else

For instance, if I type `sem [ space ]`, it gets instantly  
converted into `scott@granneman.com`\*

\* `sem` is short for “Scott’s email”

Keyboard

Keyboard Text Shortcuts Input Sources Dictation

Replace	With
iPad	iPad
iphone	iPhone
isn't	isn't
jans	Jans
Jans	Jans
myad	39 Summit Place 63119
ok	OK
omw	On my way!
proby	probably
sem	scott@granneman.com
sew	scott@websanity.com
Tks	Tks
TM	TM
won't	won't
ws	WebSanity
wsad	1610 S. Big Bend Blvd.

Correct spelling automatically  
 Capitalize words automatically  
 Add period with double-space

Spelling:  
Automatic by Language

Use smart quotes and dashes  
for Double Quotes "abc"  
for Single Quotes 'abc'

+ -



Automation!



Keyboard

Keyboard Text Shortcuts Input Sources Dictation

Replace	With
(r)	@
@@	scott@granneman.com
@@@	scott@websanity.com
bn	between
btw	BTW
can't	can't
csaw	Chainsaw on a Tire Swing
csawurl	http://www.chainsawonatir...
curl	http://www.chainsawonatir...
doesn't	doesn't
don't	don't
eta	ETA
finny	Finny
Finny	Finny
fu	fu
fu	fu

+ -

Correct spelling automatically  
 Capitalize words automatically  
 Add period with double-space

Spelling:  
Automatic by Language

Use smart quotes and dashes  
for Double Quotes "abc"  
for Single Quotes 'abc'

?





Advantage of Apple's solution: syncs with iOS

Disadvantage: too simple — but good for most people to begin with

Solution: get something more full-featured

## 3rd party macro (or text expansion) programs

- » TextExpander: good but \$60/year! 🙄
- » aText: good but slow to expand at times
- » Keyboard Maestro: excellent program but doesn't support a lot of macros
- » TypeIt4Me: around since System 6!
- » Typinator: what I use ★

# Typinator



Registration Contact Preferences

48949

3

41

54

2

stitut...

19

43

69

24

105

3

9

. Sets at the top of

Abbr

appr

beau

bye1

cahn

chag

clsoe

cokm

coru

Dens

draci

ebay

emba



## Typinator

7.8 (30626)

527 corrections, 3088 expansions  
average saving: 6.3 keystrokes/expansion  
saved time: 1.22 hours  
(at 311 keystrokes per minute)

Copyright 2018 Ergonis Software.

OK

Copy Diagnostics Report



Set	48949
System's Symbol And Text Substitut...	19
<input checked="" type="checkbox"/> RSG Abbreviations	43
<input checked="" type="checkbox"/> RSG AutoCorrect	69
<input checked="" type="checkbox"/> RSG Code - CSS	24
<input checked="" type="checkbox"/> RSG Code - HTML	105
<input checked="" type="checkbox"/> RSG Code - Scripting	3
<input checked="" type="checkbox"/> RSG Contact Info	9
<input checked="" type="checkbox"/> RSG Contractions	145
<input checked="" type="checkbox"/> RSG Dates	4
<input checked="" type="checkbox"/> RSG Email	18
<input checked="" type="checkbox"/> RSG Jekyll	7

Drag sets to reorder them. Sets at the top of the list take precedence.

Abbreviation ^	Expansion
,wuintro	Log in to http://wu.granneman.com.¶¶¶On the home page, you'll see a link to the syllabus for From Blogs to¶¶Wikis, c
<input checked="" type="checkbox"/> @@	scott@granneman.com
@@@	scott@websanity.com
carrem	carrie@gabefinn.com
ddvote	If ANYONE has ANY questions about ANY aspect of voting, contact Denise Lieberman, my ex-wife & brilliant voting
denem	denise@deniseliberman.com
hpsux	Your problems sound eerily familiar. :) Obviously, HP has some major problems that need to be fixed if the compan
jjem	jans@websanity.com, jerry.bryan@websanity.com
<b>sem</b>	<b>scott@granneman.com {key:#51}</b>
virushoax	No, it's a hoax. They hoaxer just changed "olympic torch" to "postcard".¶¶¶http://www.snopes.com/computer/virus/
wssig++	<a href="#">WebSanity Sig</a>

To move rules to another set, drag them to the set list.

Abbreviation: sem

Whole word

Case must match (=)

Expansion: Plain Text

scott@granneman.com {key:#51}

English {...}

Set	48950
System's Symbol And Text Substitut...	19
<input checked="" type="checkbox"/> RSG Abbreviations	43
<input checked="" type="checkbox"/> RSG AutoCorrect	69
<input checked="" type="checkbox"/> RSG Code - CSS	24
<input checked="" type="checkbox"/> RSG Code - HTML	105
<input checked="" type="checkbox"/> RSG Code - Scripting	3
<input checked="" type="checkbox"/> RSG Contact Info	9
<input checked="" type="checkbox"/> RSG Contractions	145
<input checked="" type="checkbox"/> RSG Dates	4
<input checked="" type="checkbox"/> RSG Email	19
<input checked="" type="checkbox"/> RSG Idioms	7

Abbreviation ^	Expansion
ahrd	hard
apge	page
apprecaite	appreciate
beauracracy	bureaucracy
bye1	bye!
cahnge	change
chagne	change
clsoe	close
cokm	com
coruse	course
Densie	Denise

Drag sets to reorder them. Sets at the top of the list take precedence.

To move rules to another set, drag them to the set list.

Abbreviation: Densie

Whole word   
Case must match (=)

Expansion: Plain Text

Denise

English

{...}



Set	48950
System's Symbol And Text Substitut...	19
<input checked="" type="checkbox"/> RSG Abbreviations	43
<input checked="" type="checkbox"/> RSG AutoCorrect	69
<input checked="" type="checkbox"/> RSG Code - CSS	24
<input checked="" type="checkbox"/> RSG Code - HTML	105
<input checked="" type="checkbox"/> RSG Code - Scripting	3
<input checked="" type="checkbox"/> RSG Contact Info	9
<input checked="" type="checkbox"/> RSG Contractions	145
<input checked="" type="checkbox"/> RSG Dates	4
<input checked="" type="checkbox"/> RSG Email	19
<input checked="" type="checkbox"/> RSG Jekyll	7

Abbreviation ^	Expansion
'bout	'bout
'cause	'cause
'em	'em
'er	'er
'n	'n
'til	'til
'tis	'tis
't isn't	't isn't
'twas	'twas
ain't	ain't
aren't	aren't

Drag sets to reorder them. Sets at the top of the list take precedence.

To move rules to another set, drag them to the set list.

Abbreviation: 'bout

Whole word   
Case affects expansion (⇅)

Expansion: Plain Text

'bout

English {...}

Set	48949
<input checked="" type="checkbox"/> RSG Abbreviations	43
<input checked="" type="checkbox"/> RSG AutoCorrect	69
<input checked="" type="checkbox"/> RSG Code - CSS	24
<input checked="" type="checkbox"/> RSG Code - HTML	105

Drag sets to reorder them. Sets at the top of the list take precedence.

Abbreviation ^	Expansion
,sh3	### ## {^} #
,sh5	##### ##### ### {^} ## ## #
,shintro	#!/bin/bash   #=====

To move rules to another set, drag them to the set list.

Abbreviation: ,shintro  Whole word  Case must match (=)

Expansion: Plain Text

```
#!/bin/bash

#=====
# FILE: {{?File Name}}.sh
#
# USAGE: {{?Usage}}
#
# DESCRIPTION: {{?Description}}
#
# AUTHOR: Scott Granneman (RSG), scott@websanity.com
# COMPANY: WebSanity
# VERSION: 0.1
# CREATED: {"shdate"}
# REVISION:
# COMMENT:
#=====
```



1 ,shintro



1 ,shintro

File Name:

Usage:

Description:

Cancel

OK





1 ,shintro

File Name: test.sh

Usage: Run manually

Description: A test script to determine if something should be tested

Cancel

OK



```
1 #!/bin/bash
2
3 #=====
4 #          FILE:   test.sh.sh
5 #
6 #          USAGE:  Run manually
7 #
8 #  DESCRIPTION:  A test script to determine if something should be tested
9 #
10 #   AUTHOR:     Scott Granneman (RSG), scott@websanity.com
11 #   COMPANY:    WebSanity
12 #   VERSION:    0.1
13 #   CREATED:    2019-02-24 14:58:07 CST
14
15 #   REVISION:
16 #   COMMENT:
17 #=====
18
```

Action Predefined Sets

Set	48949
<input checked="" type="checkbox"/> RSG Contractions	143
<input checked="" type="checkbox"/> RSG Dates	4
<input checked="" type="checkbox"/> RSG Email	18
<input checked="" type="checkbox"/> RSG Jekyll	7
<input checked="" type="checkbox"/> RSG Markdown	18
<input checked="" type="checkbox"/> RSG Paths	4
<input checked="" type="checkbox"/> RSG Proper Nouns	26
<input checked="" type="checkbox"/> RSG Symbols	73
<input checked="" type="checkbox"/> RSG System Control	3
<input checked="" type="checkbox"/> RSG Temp	1
<input checked="" type="checkbox"/> RSG URLs	10
<input checked="" type="checkbox"/> Accented Words	56

Drag sets to reorder them. Sets at the top of the list take precedence.

Abbreviation	Expansion
,calloutm_	<div class="callOut" markdown="1">¶### Further reading for those interested¶¶{^}¶</div>
,m3li	* [ ] Task¶* [ ] Task¶* [ ] Task
,mhr	* * *
,mli	[ ]
,pcm	<p class="center" markdown="1">
,srcm	<p class="source" markdown="1">¶ Source: {{?Last Name}}, {{?First Name}}. "{{?Title}}". {{?Publisher}} ({{?Month(
,srcmb	<p class="source" markdown="1">¶ Source: {{?Last Name}}, {{?First Name}}. *{{?Title}}*. {{?City}}, {{?State}}: {{?P
,wudm_	* [p2p type="slug" value="{^}"] ¶ [desc id=""]
,wudm3	* [p2p type="slug" value="{^}"] ¶ [desc id=""]¶* [p2p type="slug" value=""] ¶ [desc id=""]¶* [p2p type="slug" va
m2	##
m3	###
mb1	Markdown Header 1

To move rules to another set, drag them to the set list.

Abbreviation: ,srcm

Whole word

Case must match (=)

Expansion: Plain Text

```
<p class="source" markdown="1">
  Source: {{?Last Name}}, {{?First Name}}. "{{?Title}}". {{?Publisher}} ({{?Month(January|February|March|April|May|June|July|August|September|October|November|December)}} {{?Day}}, {{?Year}}). <{{?URL}}>. Accessed {NN} {D}, {YYYY}.
</p>
```

English

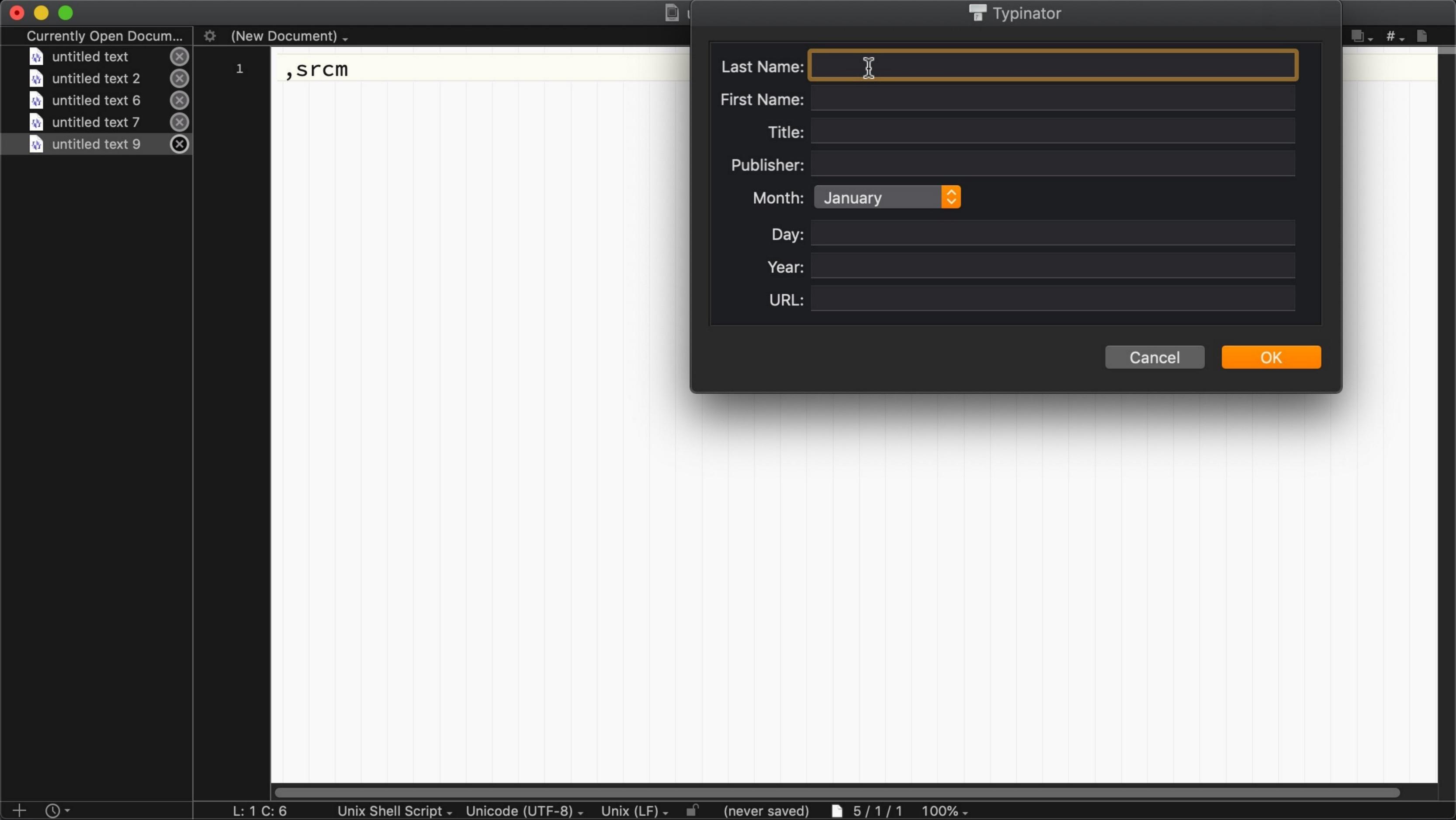
{...}

- Currently Open Docum...
- untitled text
  - untitled text 2
  - untitled text 6
  - untitled text 7
  - untitled text 9

(New Document)

1

```
,srcm
```



Currently Open Docum...

- untitled text
- untitled text 2
- untitled text 6
- untitled text 7
- untitled text 9

(New Document)

1

,srcm

Typinator

Last Name:

First Name:

Title:

Publisher:

Month:

January



Day:

Year:

URL:

Cancel

OK

L: 1 C: 6

Unix Shell Script

Unicode (UTF-8)

Unix (LF)

(never saved)

5 / 1 / 1

100%

Typinator

Currently Open Docum... (New Document) ▾

1 ,srcm

untitled text (x)  
untitled text 2 (x)  
untitled text 6 (x)  
untitled text 7 (x)  
untitled text 9 (x)

L: 1 C: 6 Unix Shell Script Unicode (UTF-8) Unix (LF) (never saved) 5 / 1 / 1 100%

Last Name: Granneman

First Name: Scott

Title: Getting More From Your Mac

Publisher: Scott Granneman

Month: July ▾

Day: 29

Year: 2012

URL: <https://granneman.com/articles/getting-more-from-your-mac>

Cancel OK

untitled text (x)  
untitled text 2 (x)  
untitled text 6 (x)  
untitled text 7 (x)  
untitled text 9 (x)

1  
2  
...  
...  
3  
4

```
<p class="source" markdown="1">
```

```
    Source: Granneman, Scott. "Getting More From Your Mac". Scott Granneman (July 29, 2012). <https://granneman.com/articles/getting-more-from-your-mac>. Accessed February 24, 2019.
```

```
</p>
```

Typinator

[ergonis.com/products/typinator](https://ergonis.com/products/typinator)

\$28

Back to System Preferences...

Keyboard | Text | **Shortcuts** | Input Sources | Dictation

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

<input type="checkbox"/>	Mission Control	^ ↑
<input type="checkbox"/>	Show Notification Center	none
<input checked="" type="checkbox"/>	Turn Do Not Disturb On/Off	none
<input type="checkbox"/>	Application windows	^ ↓
<input checked="" type="checkbox"/>	Show Desktop	F11
<input checked="" type="checkbox"/>	Show Dashboard	F12
<input checked="" type="checkbox"/>	▼ Mission Control	
<input checked="" type="checkbox"/>	Move left a space	^ ←
<input checked="" type="checkbox"/>	Move right a space	^ →
<input type="checkbox"/>	Switch to Desktop 1	^ 1
<input type="checkbox"/>	Switch to Desktop 2	^ 2

Restore Defaults

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.



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

- Launchpad & Dock
- Display
- Mission Control
- Keyboard
- Screenshots
- Services**
- Spotlight
- Accessibility
- App Shortcuts
- Function Keys

- [-] ▶ Pictures
- [-] ▶ Messaging
- [-] ▶ Files and Folders
- [-] ▶ Internet
- [-] ▶ Searching
- [-] ▶ Text
- [-] ▶ Development
- [-] ▶ General

Restore Defaults

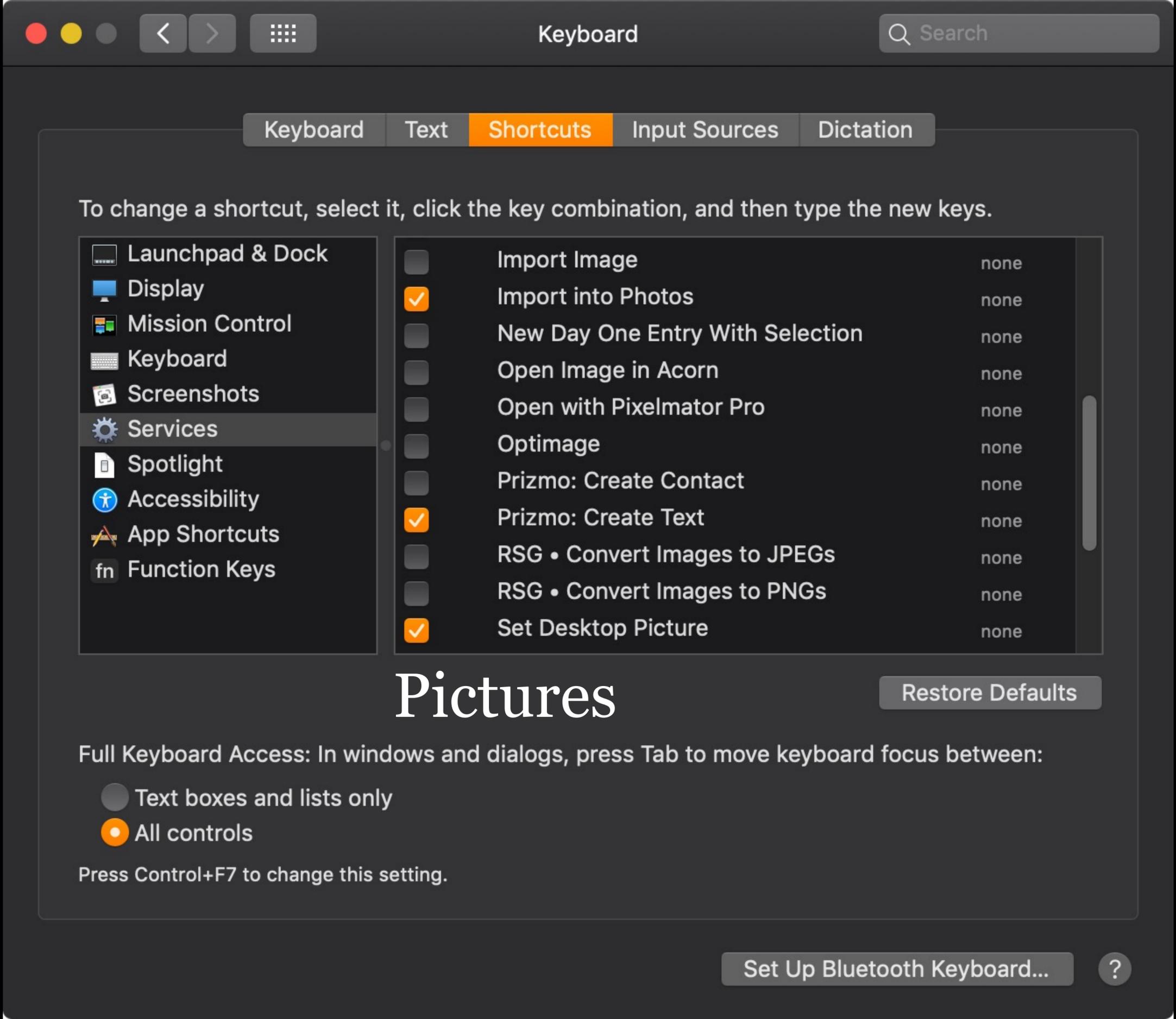
Full Keyboard Access: In windows and dialogs, press Tab to move keyboard focus between:

- Text boxes and lists only
- All controls

Press Control+F7 to change this setting.

Set Up Bluetooth Keyboard...





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

<input type="checkbox"/>	Launchpad & Dock	<input type="checkbox"/>	Import Image	none
<input type="checkbox"/>	Display	<input checked="" type="checkbox"/>	Import into Photos	none
<input type="checkbox"/>	Mission Control	<input type="checkbox"/>	New Day One Entry With Selection	none
<input type="checkbox"/>	Keyboard	<input type="checkbox"/>	Open Image in Acorn	none
<input type="checkbox"/>	Screenshots	<input type="checkbox"/>	Open with Pixelmator Pro	none
<input checked="" type="checkbox"/>	Services	<input type="checkbox"/>	Optimage	none
<input type="checkbox"/>	Spotlight	<input type="checkbox"/>	Prizmo: Create Contact	none
<input type="checkbox"/>	Accessibility	<input checked="" type="checkbox"/>	Prizmo: Create Text	none
<input type="checkbox"/>	App Shortcuts	<input type="checkbox"/>	RSG • Convert Images to JPEGs	none
<input type="checkbox"/>	Function Keys	<input type="checkbox"/>	RSG • Convert Images to PNGs	none
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Set Desktop Picture	none

# Pictures

Restore Defaults

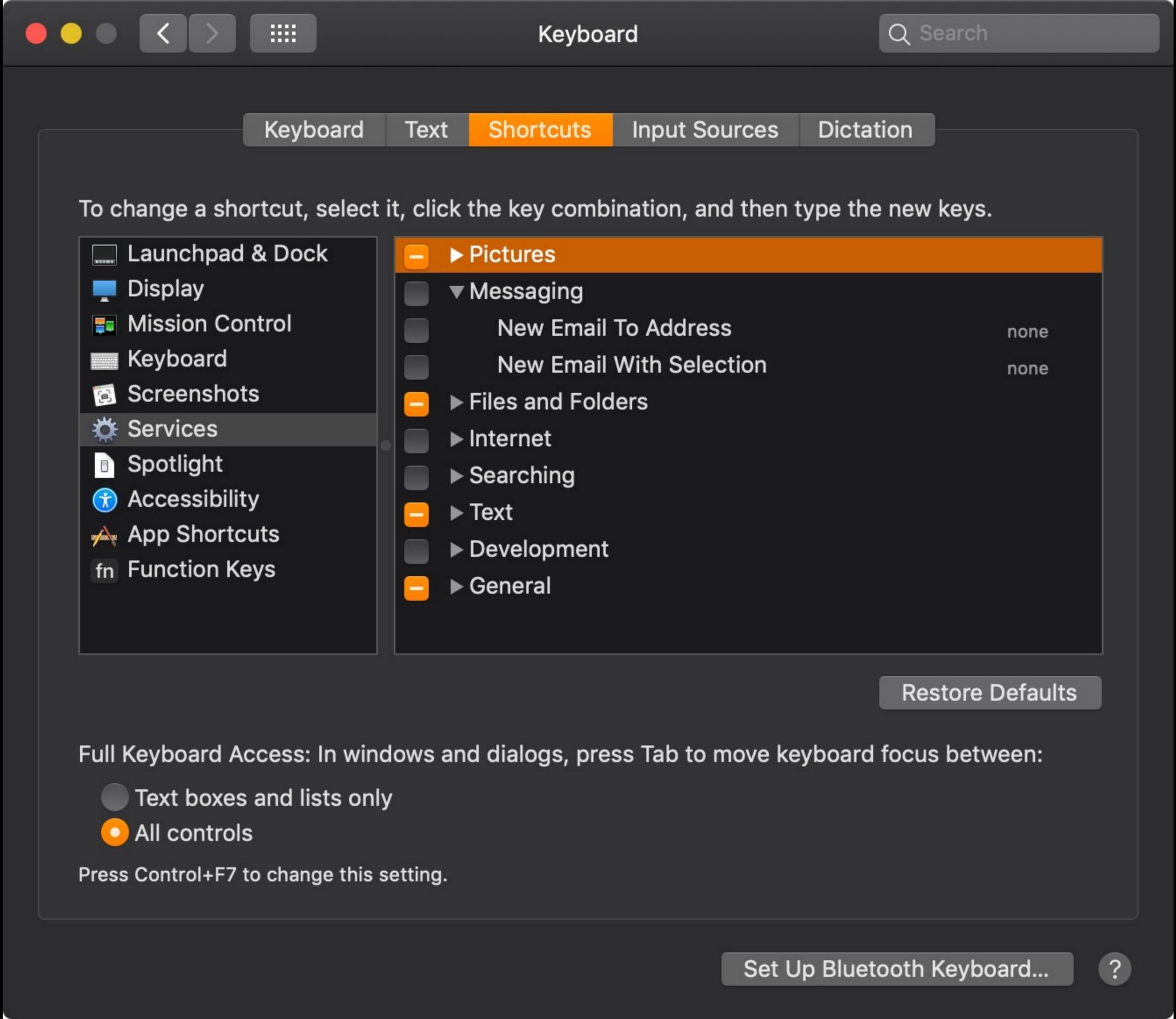
Full Keyboard Access: In windows and dialogs, press Tab to move keyboard focus between:

- Text boxes and lists only
- All controls

Press Control+F7 to change this setting.

Set Up Bluetooth Keyboard...





Keyboard

Text

Shortcuts

Input Sources

Dictation

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

- Launchpad & Dock
- Display
- Mission Control
- Keyboard
- Screenshots
- Services
- Spotlight
- Accessibility
- App Shortcuts
- Function Keys

- Pictures**
- ▼ Messaging
  - New Email To Address none
  - New Email With Selection none
- Files and Folders
- Internet
- Searching
- Text
- Development
- General

Restore Defaults

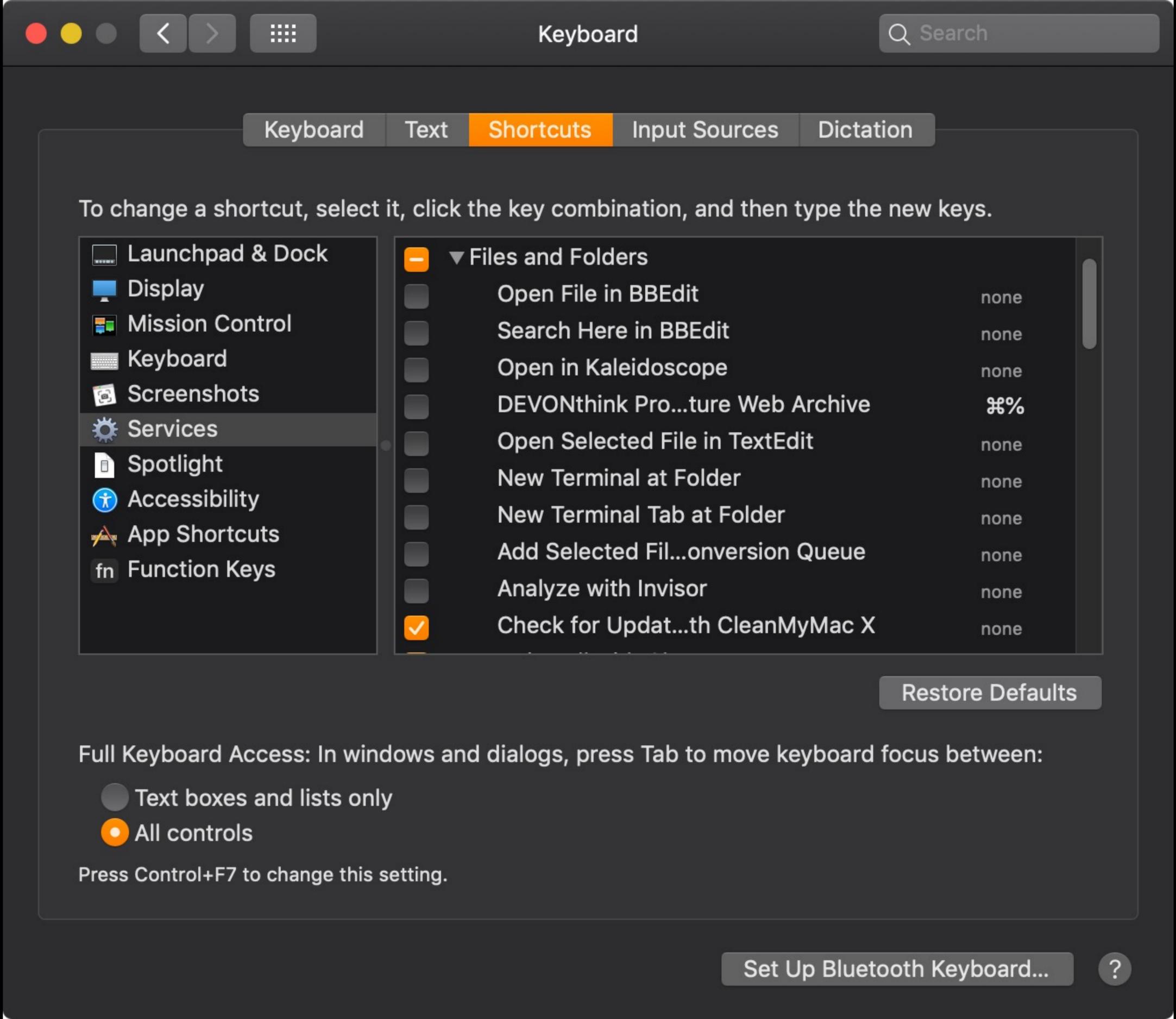
Full Keyboard Access: In windows and dialogs, press Tab to move keyboard focus between:

- Text boxes and lists only
- All controls

Press Control+F7 to change this setting.

Set Up Bluetooth Keyboard...





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

Launchpad & Dock	
Display	
Mission Control	
Keyboard	
Screenshots	
<b>Services</b>	
Spotlight	
Accessibility	
App Shortcuts	
Function Keys	

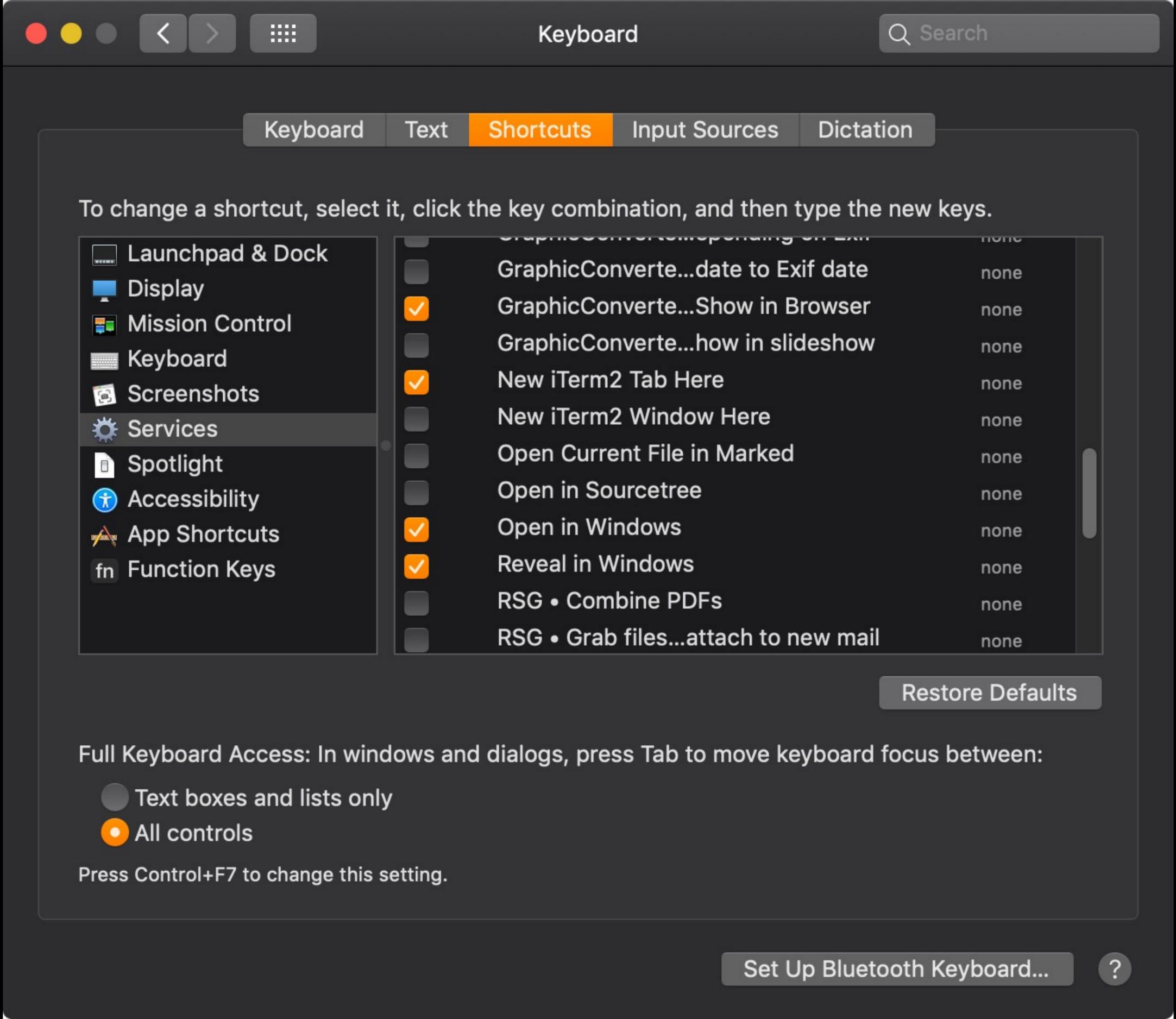
<input checked="" type="checkbox"/>	Files and Folders	
<input type="checkbox"/>	Open File in BBEdit	none
<input type="checkbox"/>	Search Here in BBEdit	none
<input type="checkbox"/>	Open in Kaleidoscope	none
<input type="checkbox"/>	DEVONthink Pro...ture Web Archive	⌘%
<input type="checkbox"/>	Open Selected File in TextEdit	none
<input type="checkbox"/>	New Terminal at Folder	none
<input type="checkbox"/>	New Terminal Tab at Folder	none
<input type="checkbox"/>	Add Selected Fil...onversion Queue	none
<input type="checkbox"/>	Analyze with Invisor	none
<input checked="" type="checkbox"/>	Check for Updat...th CleanMyMac X	none

Restore Defaults

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.



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

<input type="checkbox"/>	GraphicConverte...opening on Exif	none
<input type="checkbox"/>	GraphicConverte...date to Exif date	none
<input checked="" type="checkbox"/>	GraphicConverte...Show in Browser	none
<input type="checkbox"/>	GraphicConverte...how in slideshow	none
<input checked="" type="checkbox"/>	New iTerm2 Tab Here	none
<input type="checkbox"/>	New iTerm2 Window Here	none
<input type="checkbox"/>	Open Current File in Marked	none
<input type="checkbox"/>	Open in Sourcetree	none
<input checked="" type="checkbox"/>	Open in Windows	none
<input checked="" type="checkbox"/>	Reveal in Windows	none
<input type="checkbox"/>	RSG • Combine PDFs	none
<input type="checkbox"/>	RSG • Grab files...attach to new mail	none

Restore Defaults

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.



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

- Launchpad & Dock
- Display
- Mission Control
- Keyboard
- Screenshots
- Services
- Spotlight
- Accessibility
- App Shortcuts
- Function Keys

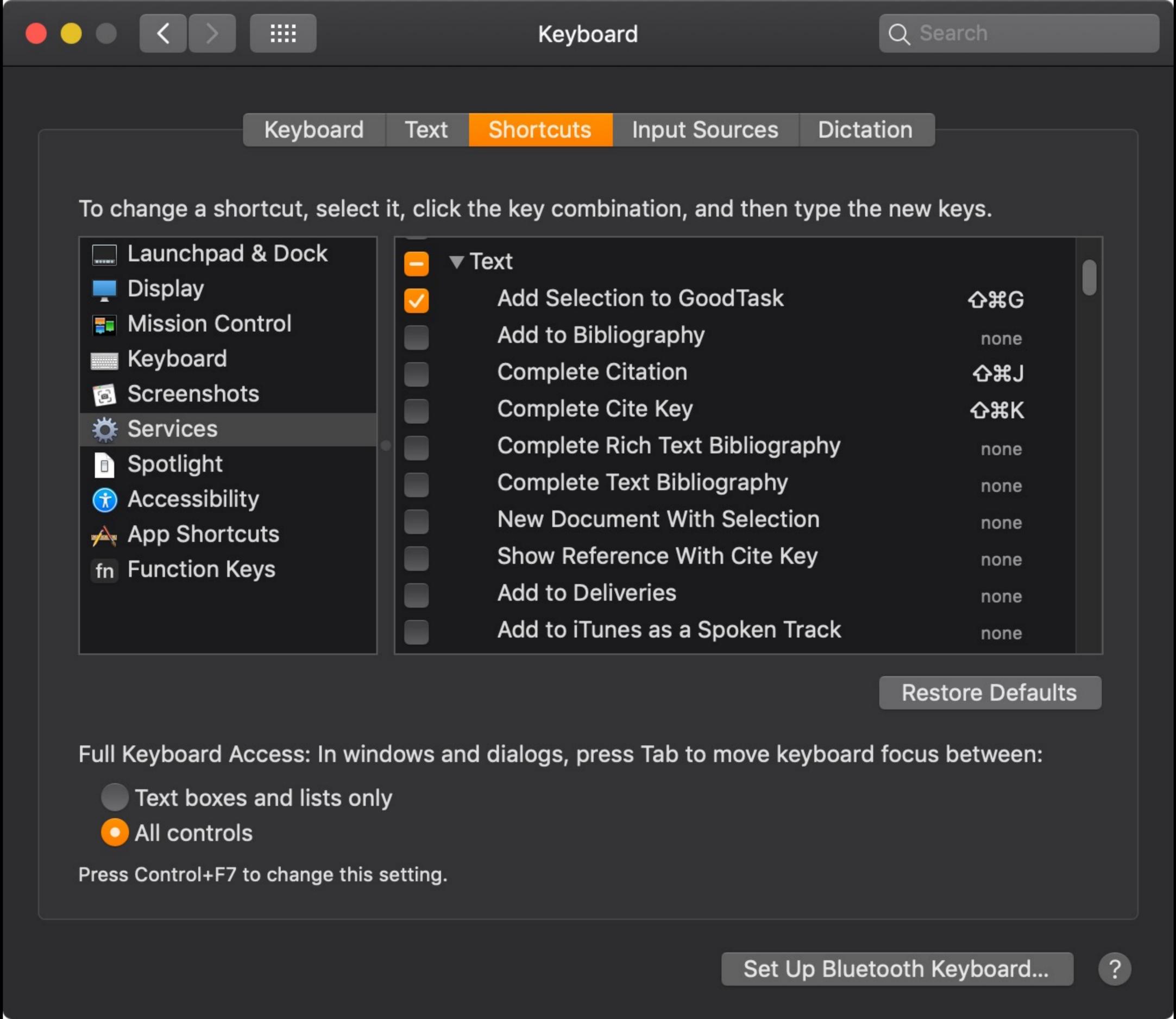
- Internet
- Searching
  - Look Up in Dash none
  - New HoudahSpot Search none
  - Search in HoudahSpot none
  - Look Up in Dictionary none
  - Search With Google ⌘⇧L
  - Spotlight ⌘⇧F
- Text
- Development
- General

Restore Defaults

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.



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

- Launchpad & Dock
- Display
- Mission Control
- Keyboard
- Screenshots
- Services
- Spotlight
- Accessibility
- App Shortcuts
- Function Keys

Text		
<input checked="" type="checkbox"/>	Add Selection to GoodTask	⌘⇧G
<input type="checkbox"/>	Add to Bibliography	none
<input type="checkbox"/>	Complete Citation	⌘⇧J
<input type="checkbox"/>	Complete Cite Key	⌘⇧K
<input type="checkbox"/>	Complete Rich Text Bibliography	none
<input type="checkbox"/>	Complete Text Bibliography	none
<input type="checkbox"/>	New Document With Selection	none
<input type="checkbox"/>	Show Reference With Cite Key	none
<input type="checkbox"/>	Add to Deliveries	none
<input type="checkbox"/>	Add to iTunes as a Spoken Track	none

Restore Defaults

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.



Keyboard

Text

Shortcuts

Input Sources

Dictation

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

<input type="checkbox"/>	Show in Finder	none
<input type="checkbox"/>	Show Info in Finder	none
<input type="checkbox"/>	Open man Page in Terminal	⇧⌘M
<input type="checkbox"/>	Search man Page Index in Terminal	⇧⌘A
<input type="checkbox"/>	Post with Spillo	none
<input type="checkbox"/>	Preview Selection in Marked	none
<input type="checkbox"/>	Reveal in ForkLift	none
<input type="checkbox"/>	Search Selection with Bookpedia	none
<input type="checkbox"/>	Search With Google	⇧⌘L
<input checked="" type="checkbox"/>	Send to Cardhop	⇧⌘E
<input type="checkbox"/>	Show Map	none

Restore Defaults

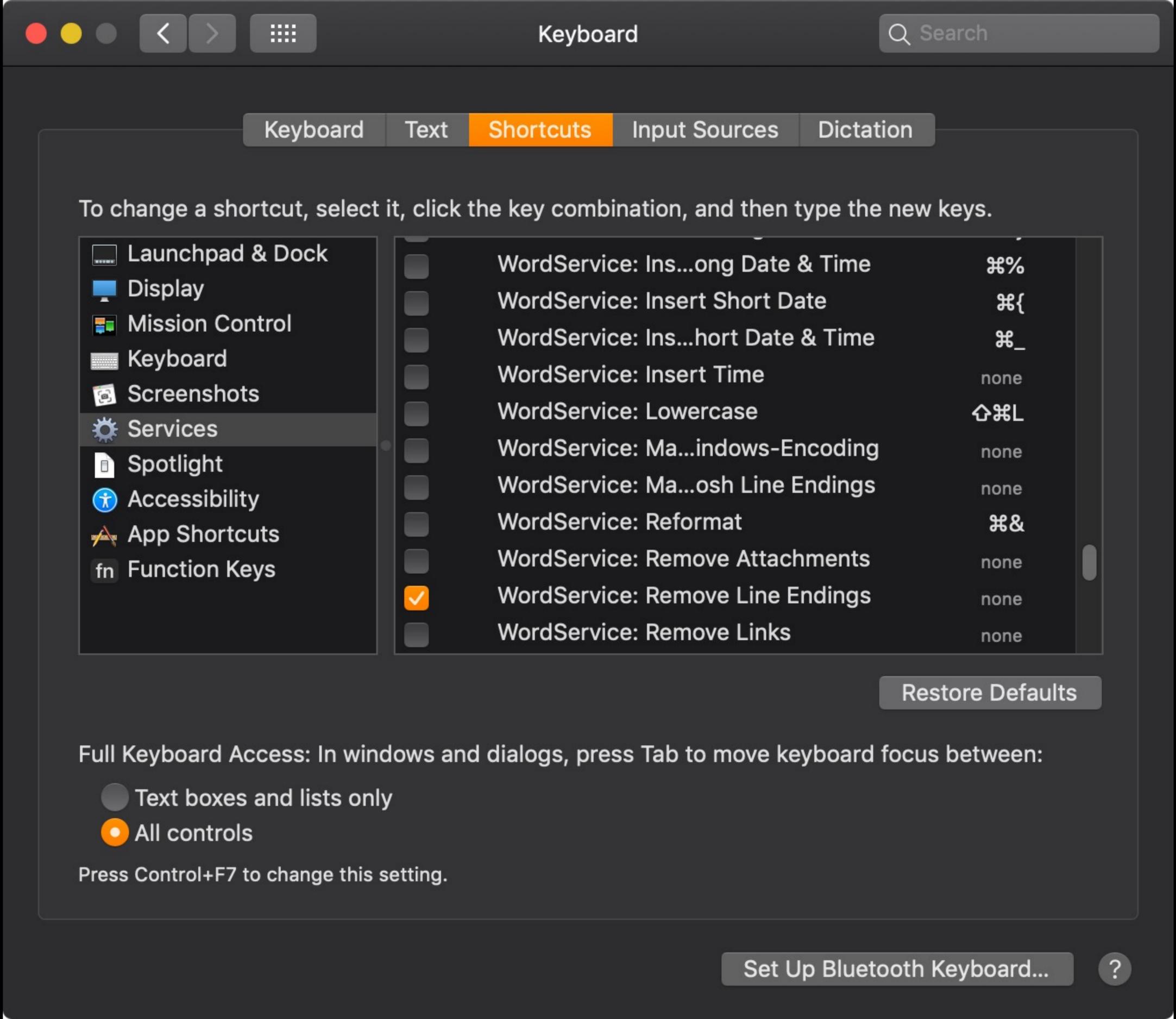
Full Keyboard Access: In windows and dialogs, press Tab to move keyboard focus between:

- Text boxes and lists only
- All controls

Press Control+F7 to change this setting.

Set Up Bluetooth Keyboard...





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

- Launchpad & Dock
- Display
- Mission Control
- Keyboard
- Screenshots
- Services
- Spotlight
- Accessibility
- App Shortcuts
- Function Keys

<input type="checkbox"/>	WordService: Ins...ong Date & Time	⌘%
<input type="checkbox"/>	WordService: Insert Short Date	⌘{
<input type="checkbox"/>	WordService: Ins...hort Date & Time	⌘_
<input type="checkbox"/>	WordService: Insert Time	none
<input type="checkbox"/>	WordService: Lowercase	⇧⌘L
<input type="checkbox"/>	WordService: Ma...indows-Encoding	none
<input type="checkbox"/>	WordService: Ma...osh Line Endings	none
<input type="checkbox"/>	WordService: Reformat	⌘&
<input type="checkbox"/>	WordService: Remove Attachments	none
<input checked="" type="checkbox"/>	WordService: Remove Line Endings	none
<input type="checkbox"/>	WordService: Remove Links	none

Restore Defaults

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.



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

Launchpad & Dock		
Display		
Mission Control		
Keyboard		
Screenshots		
<b>Services</b>		
Spotlight		
Accessibility		
App Shortcuts		
Function Keys		

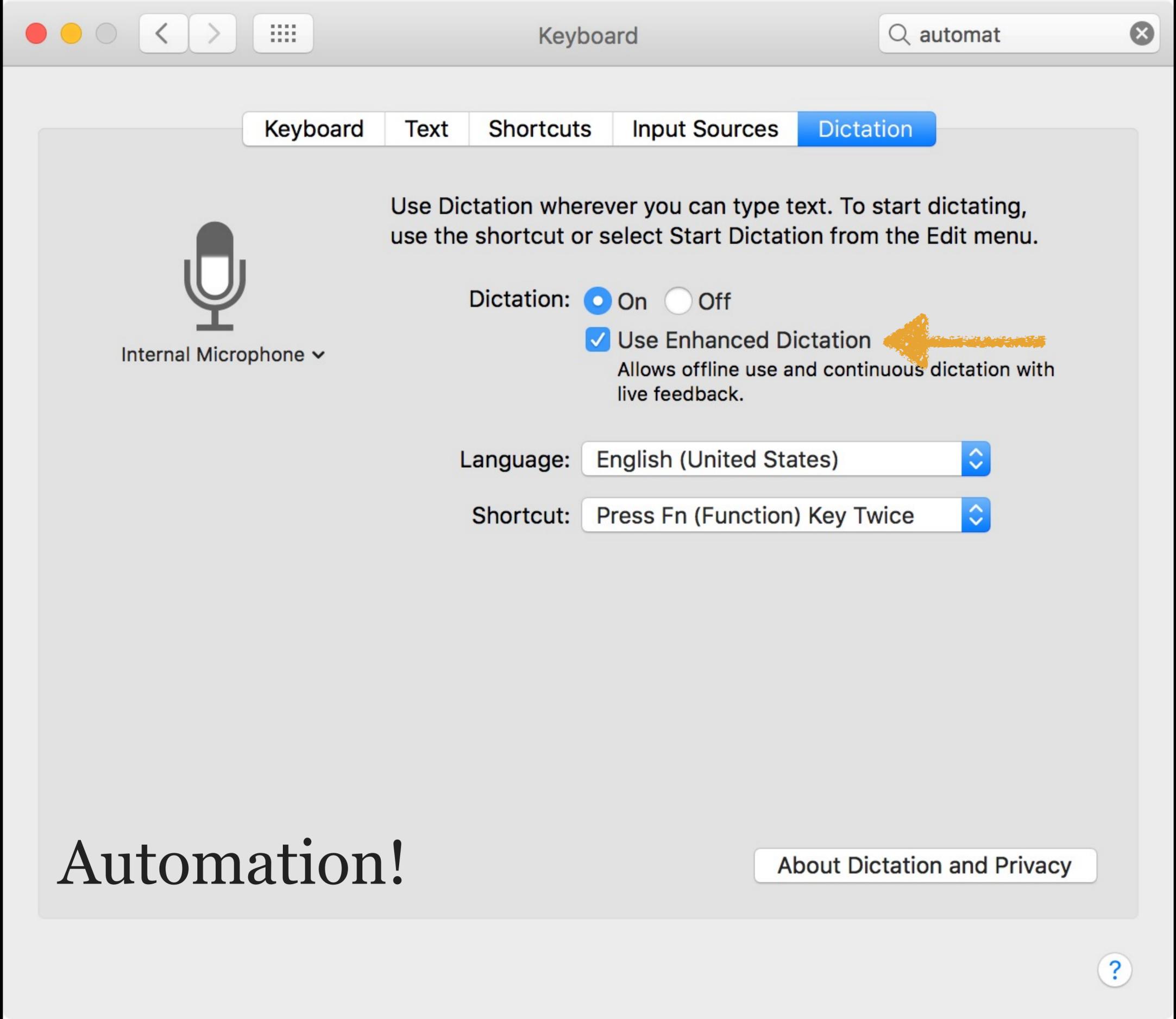
<input type="checkbox"/>	General	
<input checked="" type="checkbox"/>	New Email With Attachment	none
<input type="checkbox"/>	A Better Finder Rename 10...	none
<input type="checkbox"/>	Reveal	none
<input type="checkbox"/>	Show Info	none
<input type="checkbox"/>	RSG • Capture Safari to DevonThink	none
<input type="checkbox"/>	RSG Email Sig	none
<input type="checkbox"/>	Unarchive to Current Folder	none
<input type="checkbox"/>	Unarchive to Desktop	none
<input type="checkbox"/>	Unarchive to...	none
<input type="checkbox"/>	Upload file in Transmit	none

Restore Defaults

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.



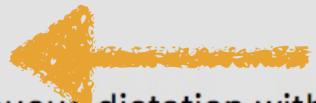
Keyboard | Text | Shortcuts | Input Sources | **Dictation**



Internal Microphone ▾

Use Dictation wherever you can type text. To start dictating, use the shortcut or select Start Dictation from the Edit menu.

Dictation:  On  Off

Use Enhanced Dictation   
Allows offline use and continuous dictation with live feedback.

Language: English (United States) ▾

Shortcut: Press Fn (Function) Key Twice ▾

Automation!

About Dictation and Privacy



# Language & Region



Language & Region preferences control the language you see in menus and dialogs, and the formats of dates, times, and currencies.

Preferred languages:

- English  
English (U.S.) — Primary

+ -

Region: United States (Custom)

First day of week: Sunday

Calendar: Gregorian

Time format:  24-Hour Time

Temperature: °F — Fahrenheit

Tuesday, January 5, 2016 at 7:08:09 AM CST  
2016-01-05, 7:08 AM 1,234.56 \$4,567.89



Keyboard Preferences...

Advanced...





General **Dates** Times

Type text and drag date elements to create a custom format.

Short: 2016 - 01 - 05



Medium: Jan 5, 2016

Long: January 5, 2016

Full: Tuesday, January 5, 2016

Date Elements

Day of week	Tuesday	Day of year	5
Month	January	Week of year	2
Day of month	5	Week of month	2
Year	2016	Day of week in month	1
Era	AD	Quarter	1

Preference  
English  
English



Restore Defaults

Cancel

OK



# Mission Control



Mission Control gives you an overview of all your open windows, thumbnails of your full-screen applications, and Dashboard, all arranged in a unified view.

- Automatically rearrange Spaces based on most recent use
- When switching to an application, switch to a Space with open windows for the application
- Group windows by application
- Displays have separate Spaces

Dashboard: Off



### Keyboard and Mouse Shortcuts

With a single keystroke, view all open windows, windows of the current application, or hide windows to locate an item on the desktop that might be covered up.

Mission Control:	-	-
Application windows:	-	-
Show Desktop:	F11	-
Show Dashboard:	F12	-

(for additional choices press Shift, Control, Option, or Command)

Hot Corners...



# Prior to macOS 11 Big Sur

# I never found Dashboard useful, so I turned it off



Mission Control gives you an overview of all your open windows, thumbnails of your full-screen applications, all arranged in a unified view.

- Automatically rearrange Spaces based on most recent use
- When switching to an application, switch to a Space with open windows for the application
- Group windows by application
- Displays have separate Spaces

Keyboard and Mouse Shortcuts

With a single keystroke, view all open windows, windows of the current application, or hide windows to locate an item on the desktop that might be covered up.

Mission Control:	<input type="text" value="^↑"/>	<input type="text" value="-"/>
Application windows:	<input type="text" value="^↓"/>	<input type="text" value="-"/>
Show Desktop:	<input type="text" value="F11"/>	<input type="text" value="-"/>

(for additional choices press Shift, Control, Option, or Command)

Hot Corners...



Big Sur removes all mention of Dashboard (which is fine with me, & now you're supposed to use widgets instead)

- Mission Control
- Application Windows
- Desktop
- Dashboard
- Notification Center

- Launchpad

- Start Screen Saver
- Disable Screen Saver

- Put Display to Sleep

- ✓ -

Put Display to Sleep

### Mission Control

Search



-

Desktop

OK

### Keyboard and Mouse Shortcuts

With a single keystroke, view all open windows, windows of the current application, or hide windows to locate an item on the desktop that might be covered up.

Mission Control: -

-

Application windows: -

-

Show Desktop: F11

-

Show Dashboard: F12

-

(for additional choices press Shift, Control, Option, or Command)

Hot Corners...





## SIDE NOTE

More Mission Control settings can be found at  >  
System Preferences > Trackpad > More Gestures

Mouse



# Mouse

Search: automat ✕

Scroll direction: Natural 

## Tracking speed



## Double-Click speed



## Scrolling speed



## Primary mouse button:

- Left
- Right

Set Up Bluetooth Mouse...



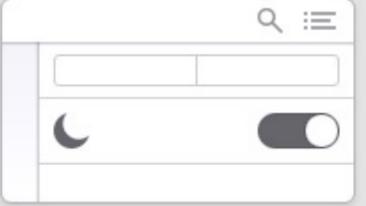
Notifications  
& Focus  
(was Notifications)

Notification Center shows your alerts in the upper-right of your screen, without interrupting what you're doing. Show and hide Notification Center by clicking its icon in the menu bar.

-  **Do Not Disturb**
-  **1Blocker**  
Badges, Sounds, Banners
-  **1Password mini**  
Badges, Alerts
-  **Adapter**  
Sounds, Banners
-  **Alfred 3**  
Badges, Sounds, Banners
-  **Amphetamine**  
Badges, Sounds, Banners
-  **Automator**  
Badges, Sounds, Alerts
-  **BBEdit**  
Sounds, Banners
-  **Boom 2**  
Sounds, Banners

### Turn on Do Not Disturb in Notification Center

Banners and alerts will be hidden and notification sounds will be silenced.



### Turn on Do Not Disturb:

- From:  to:
- When the display is sleeping
- When mirroring to TVs and projectors

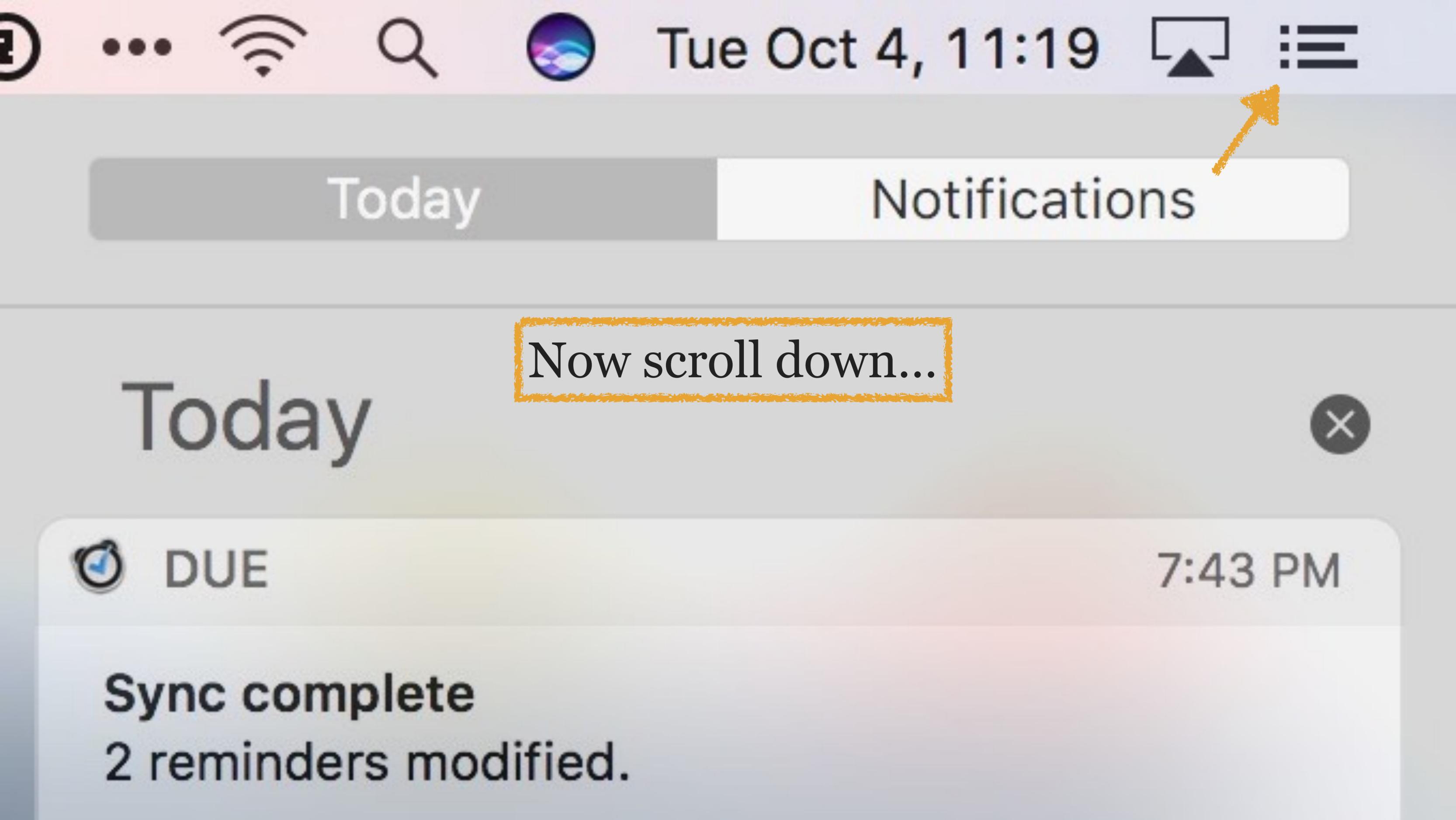
### When Do Not Disturb is turned on:

- Allow calls from everyone
- Allow repeated calls

When enabled, a second call from the same person within three minutes will not be silenced.



You can also set Do Not Disturb manually



Tue Oct 4, 11:19

Today

Notifications

Now scroll down...

Today



 DUE

7:43 PM

**Sync complete**  
2 reminders modified.

Today

Notifications



DO NOT DISTURB



Today



FACETIME

9:31 PM

Today

Notifications



**DO NOT DISTURB**

Will turn off tomorrow



Today



FACETIME

9:31 PM

Notification Center shows your alerts in the upper-right of your screen, without interrupting what you're doing. Show and hide Notification Center by clicking its icon in the menu bar.

- Do Not Disturb
- 1Password mini  
Badges, Alerts
- Adapter  
Sounds, Banners
- Alfred 2  
Sounds, Banners
- BBEdit  
Sounds, Banners
- Boom 2  
Sounds, Banners
- Calendar**
- calibre-notifier  
Sounds, Banners
- ChronoSync  
Sounds, Banners

Calendar alert style:

**None**      Banners      Alerts

Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

- Show notifications on lock screen
- Show in Notification Center: 5 Recent Items
- Badge app icon
- Play sound for notifications

Notification Center sort order: Recents

# Disable or limit notifications you don't need



Passwords

# Screen Time

# Security & Privacy



- General
- FileVault
- Firewall
- Privacy

A login password has been set for this user

Change Password...

- Require password 5 minutes after sleep or screen saver begins
- Show a message when the screen is locked Set Lock Message...
- Disable automatic login

Allow apps downloaded from:

- Mac App Store
- Mac App Store and identified developers
- Anywhere



# El Capitan



Click the lock to prevent further changes.

Advanced...





- General
- FileVault
- Firewall
- Privacy

A login password has been set for this user [Change Password...](#)

- Require password [5 minutes](#) after sleep or screen saver begins
- Show a message when the screen is locked [Set Lock Message...](#)
- Disable automatic login



Allow apps downloaded from:

- App Store
- App Store and identified developers



*Anywhere* removed

Sierra



Click the lock to prevent further changes.

[Advanced...](#)



So how do you open apps that are not from the App Store or identified developers?

Right-click on the app & choose Open—you only need to do that one time



A login password has been set for this user

[Change Password...](#)

- Require password [5 minutes](#)  after sleep or screen saver begins
- Show a message when the screen is locked [Set Lock Message...](#)
- Disable automatic login



Allow apps downloaded from:

- App Store
- App Store and identified developers



Click the lock to prevent further changes.

[Advanced...](#)



Set a message to appear on the lock screen:

This computer belongs to Scott Granneman.  
Reward if found. scott@granneman.com or  
314-780-0489.

Cancel

OK

A login passw

Requi

Show

Disab

r begins

e...

Allow apps downloaded from:

App Store

App Store and identified developers



Click the lock to prevent further changes.

Advanced...





General

FileVault

Firewall

Privacy



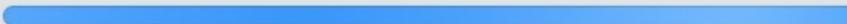
FileVault secures the data on your disk by encrypting its contents automatically.

Turn Off FileVault...

**WARNING:** You will need your login password or a recovery key to access your data. A recovery key is automatically generated as part of this setup. If you forget both your password and recovery key, the data will be lost.

FileVault is turned on for the disk "Macintosh HD".

A recovery key has been set.

Encryption paused 

*Do not lose your recovery key!*



Click the lock to make changes.

Advanced...





- General
- FileVault
- Firewall**
- Privacy

 **Firewall: On**

Turn Off Firewall

The firewall is turned on and set up to prevent unauthorized applications, programs, and services from accepting incoming connections.

Firewall Options...



Click the lock to make changes.

Advanced...



General | FileVault | Firewall | **Privacy**

-  Location Services
-  Contacts
-  Calendars
-  Reminders
-  Twitter
-  Accessibility
-  Diagnostics & Usage

Enable Location Services  
Allow the apps and services below to determine your location.

-  Siri & Dictation
-  Weather 
-  Messages.app
-  Safari Technology Preview.app

 Indicates an app that has requested your location within the last 24 hours.

About Location Services & Privacy



Click the lock to prevent further changes.

Advanced...



General | FileVault | Firewall | **Privacy**

-  Location Services
-  Contacts
-  Calendars
-  Reminders
-  Twitter
-  **Accessibility**
-  Diagnostics & Usage

Allow the apps below to control your computer.

-  Alfred Text Service.app
-  aText.app
-  BetterSnapTool.app
-  BetterTouchTool.app

+ -



Click the lock to prevent further changes.

Advanced...



General FileVault Firewall **Privacy**

- Location Services**
- Contacts
- Calendars
- Reminders
- Photos
- Camera
- Microphone
- Accessibility
- Full Disk Access

Enable Location Services

Allow the apps and services below to determine your location.

-  Speedtest.app
-  PDF Expert
-  Fantastical 2.app 
-  Voice Memos

 Indicates an app that has used your location within the last 24 hours.

About Location Services & Privacy...

General FileVault Firewall **Privacy**

- Location Services
- Contacts
- Calendars
- Reminders
- Photos
- Camera
- Microphone
- Accessibility**
- Full Disk Access

Allow the apps below to control your computer.

- Alfred 3.app
- Bartender 3.app
- BetterTouchTool.app
- calibre

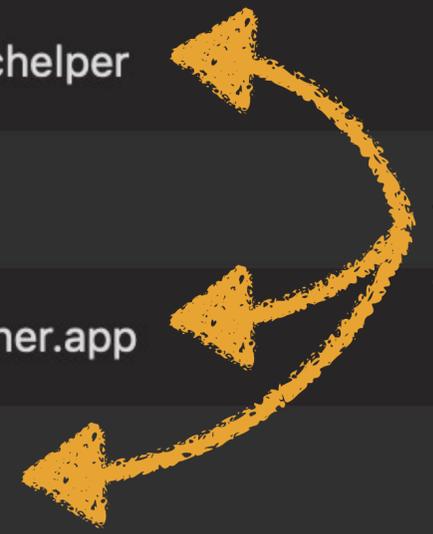
+ -

Needed for automation!

- Location Services
- Contacts
- Calendars
- Reminders
- Photos
- Camera
- Microphone
- Accessibility
- Full Disk Access**

Allow the apps below to access data like Mail, Messages, Safari, Home, Time Machine backups, and certain administrative settings for all users on this Mac.

- com.bombich.ccchelper
- sshd
- Carbon Copy Cloner.app
- ChronoSync.app



Backup

Access to everything, even protected system files



Click the lock to prevent further changes.

Advanced...



## Backup

- » `com.bombich.ccchelper`
- » `Carbon Copy Cloner.app`
- » `ChronoSync.app`
- » `Arq.app`

## Command line access

- » `sshd`
- » `iTerm.app`

## Utilities

- » `HoudahSpot.app`
- » `CleanMyMac X`
- » `Drive Genius.app`
- » `DrivePulse.app`
- » `Default Folder X.app`

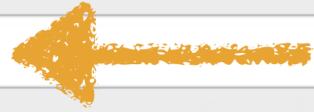
*Apps that have Full Disk Access on my Mac*

Sharing



Computer Name:

virgil



Computers on your local network can access your computer at:  
virgil.local

Edit...

On	Service
<input type="checkbox"/>	Screen Sharing
<input type="checkbox"/>	File Sharing
<input type="checkbox"/>	Printer Sharing
<input type="checkbox"/>	Remote Login
<input type="checkbox"/>	Remote Management
<input type="checkbox"/>	Remote Apple Events
<input type="checkbox"/>	Internet Sharing
<input type="checkbox"/>	Bluetooth Sharing

Remote Login: Off

Remote Login lets users of other computers access this computer using SSH and SFTP.

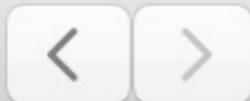
Allow access for:  All users

Only these users:

Administrators



Siri



### Siri

Enable Siri

Siri helps you get things done, just by asking. Find files on your Mac, dictate a note, check the weather, and more.

Language: English (United States)

Siri Voice: Australian (Female)

Voice Feedback:  On  Off

Mic Input: Internal Microphone

Keyboard Shortcut: Hold Command Space

Click the Siri icon in the menu bar or in the Dock to talk to Siri. Or choose a keyboard shortcut above.

Show Siri in menu bar

About Siri and Privacy



Software Update  
(was App Store)



The App Store keeps macOS and apps from the App Store up to date.

- Automatically check for updates
  - Download newly available updates in the background  
You will be notified when the updates are ready to be installed
  - Install app updates
  - Install macOS updates 
  - Install system data files and security updates
- Automatically download apps purchased on other Macs  
You are signed in as `scott@granneman.com` in the App Store

Last check was Monday, October 3, 2016

Check Now

### Password Settings

Require a password for additional purchases after a purchase with "scott@granneman.com" from the App Store with this computer?

Purchases and In-app Purchases: Require After 15 minutes

Free Downloads: Save Password



Click the lock to prevent further changes.



Time Machine

Touch ID

Trackpad



Point & Click

Scroll & Zoom

More Gestures

Look up & data detectors  
Tap with three fingers

Secondary click  
Click or tap with two fingers

Tap to click  
Tap with one finger



# Introduced in Lion

Tracking speed



Set Up Bluetooth Trackpad...





Scott Granneman is an [author](#), [educator](#), & partner in a Web development company in [St. Louis, Missouri](#). Scott has written six books, contributed to two, and penned monthly columns for SecurityFocus and *Linux Magazine*. He is an Adjunct Professor at Washington University in St. Louis & Webster University, [teaching courses](#) on technology, security, web development, & the Internet. As a Principal of [WebSanity](#), he plans, develops, and hosts websites for clients in 12 states using an open source, UNIX-based [content management system](#). He has given [presentations](#) all over the United States, and loves speaking to people.

## Key Site Links

Pages you're probably looking for.

### Teaching

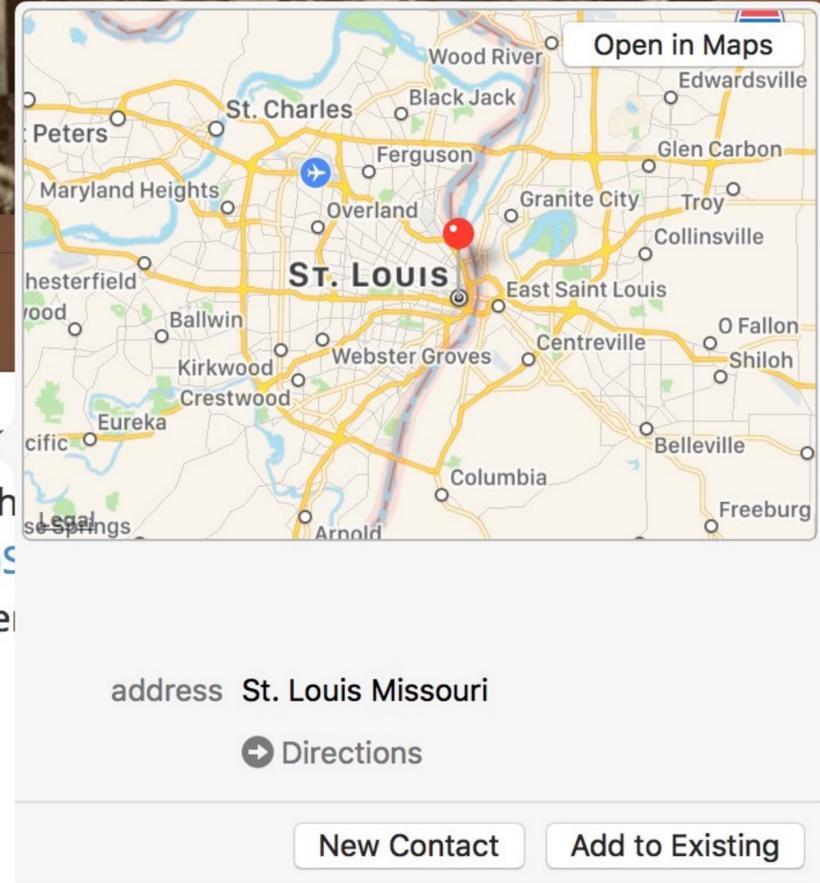
- [Web Development Key Links](#)
- Wash U: [Website Design & Development Syllabus](#)
- Webster U (Comp Sci): [Intro to Web Programming Syllabus](#)
- Webster U (Comp Sci): [Intro to Web Programming Syllabus \(8-Week\)](#)
- Webster U (Comp Sci): [Cascading Style Sheets](#)

### Personal

- [Publications](#)
- [Summer Vacation 2007: The Plains](#)

Triple tap on the selected words...  
(or press <sup>^</sup>⌘D)

# Scott Granneman



Writing Presentations Teaching Web Dev Tech Personal

Scott Granneman is an [author](#), [educator](#), & partner in a Web development company in [St. Louis, Missouri](#). He has written two, and penned monthly columns for SecurityFocus and *Linux Magazine*. He is an Adjunct Professor at Wash University, [teaching courses](#) on technology, security, web development, & the Internet. As a Principal of [WebS](#) websites for clients in 12 states using an open source, UNIX-based [content management system](#). He has given and loves speaking to people.

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## Personal

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- [Summer Vacation 2007: Tr](#)

## Contact

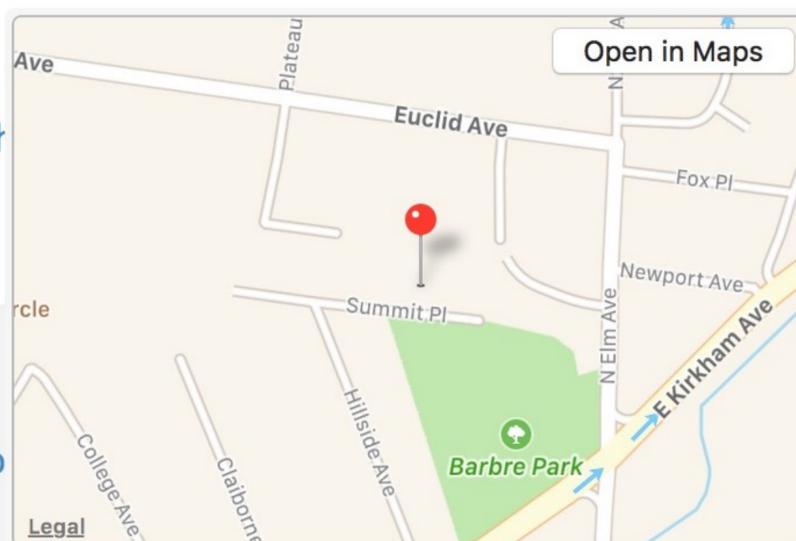
Email [scott@granneman.com](mailto:scott@granneman.com)

Voice [314-780-0489](tel:314-780-0489)

Address 39 Summit Place  
St. Louis, MO 63119  
United States

## Work

For work info, see [WebSanity](#).



address **39 Summit Place**  
St. Louis MO 63119  
United States

[Directions](#)

[New Contact](#)

[Add to Existing](#)

[Creative Commons](#)

ott Granneman.

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is license, which gives

use my work.)



# The New York Times

Monday, October 3, 2016 Today's Paper Video 74°F Nasdaq -0.21% ↓

World U.S. Politics N.Y. Business Opinion Tech Science Health Sports Arts Style Food Travel Magazine T Magazine Real Estate ALL

## U.S. Ends Syria Talks Over Russia's Role in Aleppo Attacks

By MICHAEL R. GORDON 3:36 PM ET

- The U.S. formally suspended talks with **Russia** on Syria because of P...sia's role in



Milky Way from Mauna Kea.

1 of 5

## Over Sacred Ground in Hawaii

BYE

uild the Thirty Meter Telescope, 14 years and \$1.4 making, has been held up by Hawaiians who nsult to Mauna Kea, a beloved mountain.

### Kea, a Whole Universe of Discoveries

#### Briefing

MAN and SANDRA minutes ago

u need to know e day.



Shizuo Kambayashi/AP

### The Opinion Pages

ROOM FOR DEBATE

#### Can a Meme Be a Hate Symbol?

The Anti-Defamation League says that a once innocuous frog image signals bigotry.



- Editorial: A Crippled Supreme Court's New Term
- Blow: The Terroristic Man-Toddler
- Cohen: It's Time to Stop the Thug
- Krugman: Trump's Fellow Travelers
- Join us on Facebook »

OP-ED CONTRIBUTOR

#### Op-Ed: Shimon Peres, the Peacemaker Who Wasn't

By HANAN ASHRAWI

The true legacy of Shimon Peres is as the dove who gave cover to Israel's hawks.



- The Stone: If War Can Have Ethics, Wall Street Can, Too
- Op-Ed: The Case for Bureaucracy
- Taking Note: What the Alicia Machado Story Reveals
- Op-Ed: Update the Nobel Prizes

TIMES INSIDER »

#### The Time I Found Donald Trump's Tax Records in My Mailbox

THE CROSSWORD »

#### Play Today's Puzzle



3h Kim Kardashian had come from a Fashion Week dinner in Paris, the police said, when two armed men broke into her apartment, tied her up and took \$9 million in jewelry.



3h



### Dictionary

Russia | 'rɛSHə |

a country in northern Asia and eastern Europe; population 140,041,200 (est. 2009); capital, Moscow; language, Russian (official). Official name **RUSSIAN FEDERATION.**

The modern state originated from the expansion of the principality of Muscovy into a great empire. Russia played an increasing role in Europe from the time of Peter the Great in the early 18th century. Following the overthrow of the tsar in the Russian Revolution of 1917, Russia became the largest of the constituent republics of the Soviet Union, with more than three quarters of the area and over half of the population. On the breakup of the Soviet Union and the collapse of communist control in 1991, Russia emerged as an independent state and a founding member of the Commonwealth of Independent States.

Dictionary

Wikipedia

Movies

Tw

Briefing Delivered to your inbox Monday

through Friday

Inbox	881	richgilbert06@gmail.com	RE: It's a nice day to start again	Sep 7, 2016
Archive		richgilbert06@gmail.com	RE: It's a nice day to start again	Sep 13, 2016
Drafts		richgilbert06@gmail.com	RE: It's a nice day to start again	Sep 14, 2016
Sent Messages		richgilbert06@gmail.com	RE: It's a nice day to start again	Sep 15, 2016
Junk		richgilbert06@gmail.com	RE: It's a nice day to start again	Sep 15, 2016
Deleted Messages		richgilbert06@gmail.com	Re: It's a nice day to start again	Sep 15, 2016
Unread	1142			
Tagged				
Mailing Lists	201			
Examples				
Attachments	50			
From Me To Me	339			
Flagged				

SOURCES

- admin@websanity
  - [Gmail]
  - Admin
  - Backup
  - Domains & DNS
  - INBOX**
  - Receipts
- granneman.com
  - Archive
  - DB
  - Drafts
  - INBOX**
  - Junk Mail
  - LIST
  - Notes
  - PER
  - Sent Items
  - TCH
  - TRAIN
  - Trash

Subject	Date Received	Source	Message
Dental teddy.jpg	4 years ago	Sent Item	
Stop Looking Like a Ph...	4 years ago	Sent Item	
NYTimes: A Disco in Yo...	4 years ago	PER/Frier	
Shared article from the...	4 years ago	PER/Frier	
Books	4 years ago	PER/Frier	
Gelato	4 years ago	PER/Frier	
Re: CineXPlayer is a ve...	4 years ago	PER/Frier	
▶ Fwd: Alexander's first!	4 years ago	PER/Frier	
Richard Gilbert wants...	4 years ago	PER/Frier	
▶ Fwd: Your Amazon.co...	4 years ago	PER/Frier	
▶ Re: NAS	4 years ago	PER/Frier	
▶ Drobo	3 years ago	PER/Frier	
Kutno WWII   The Brink...	3 years ago	Sent Item	
iMac	3 years ago	Sent Item	
▶ Silicon Valley	3 years ago	PER/Frier	
Re: Taco	3 years ago	Sent Item	
Re: Got your message	3 years ago	Sent Item	
Market in Tower Grove	2 years ago	WAREHC	
Re: Market in Tower Gr...	2 years ago	WAREHC	
RE: Update from Pietro...	22 months ago	WAREHC	
NYTimes: How, and Wh...	20 months ago	INBOX – gra...	
Libby	13 months ago	PER/Friends...	
▶ Re: It's a nice day to st...	3 weeks ago	Sent Items –...	
▼ Re: It's a nice day to st...	2 weeks ago	Sent Items –...	

From: richgilbert06@gmail.com

### Dictionary

**vegan** | 'vēgən | noun

a person who does not eat or use animal products: *I'm a strict vegan.*

adjective

using or containing no animal products:: *a vegan diet.*

ORIGIN

1940s: from **VEGETARIAN** + **-AN**.

[man.com\]](#)

Open in Dictionary 

Dictionary    Wikipedia    Twitter    Twi

You'd be going **vegan** for a lunch ... can you stand it? 😊

Scott

# Scott Granneman



[Writing](#) [Presentations](#) [Teaching](#) [Web Dev](#) [Tech](#) [Personal](#)

[Site Map](#) [Search](#)

Scott Granneman is an [author](#), [educator](#), & partner in a Web development company in St. Louis, Missouri. Scott has written six books, contributed to two, and penned monthly columns for SecurityFocus and *Linux Magazine*. He is an Adjunct Professor at [Washington University in St. Louis](#) & Webster University, [teaching courses](#) on technology, security, web development, & the Internet. As a Principal of [WebSanity](#), he plans, develops, and hosts websites for clients in 12 states using an open source, UNIX-based [content management system](#). He has given [presentations](#) all over the United States, and loves speaking to people.

## Key Site Links

Pages you're probably looking for.

### Teaching

- [Web Development Key Links](#)
- Wash U: [Website Design & Development Syllabus](#)
- Webster U (Comp Sci): [Intro to Web Programming Syllabus](#)
- Webster U (Comp Sci): [Intro to Web Programming Syllabus \(8-Week\)](#)
- Webster U (Comp Sci): [Cascading Style Sheets](#)

### Personal

- [Publications](#)
- [Summer Vacation 2007: The Plains](#)

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### Washington University in St. Louis

Private research university in suburban St. Louis, Missouri, United States

Washington University in St. Louis (WashU, or WUSTL) is a private research university located in St. Louis, Missouri, United States. Founded in 1853, and named after George Washington, the university has students and faculty from all 50 U.S. states and more than 120 countries. Twenty-five Nobel laureates have been affiliated with Washington University, nine having done the major part of their pioneering research at the university.



Established 1853

Located in St. Louis

[Wikipedia](#)

[Maps](#)

[App Store](#)

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## More Site Links

The screenshot shows a YouTube channel page for Scott Granneman. At the top, the browser address bar displays 'youtube.com'. The YouTube logo is in the top left, and a search bar is in the top center. In the top right, there are buttons for 'Add to Reading List', 'Upload', a notification bell, and a profile picture. The channel header includes '4 subscribers', '2,617 views', and a 'Video Manager' icon. Below the header is a banner image with a profile picture of Scott Granneman and an 'Add channel art' button. The channel name 'Scott Granneman' is displayed, along with a settings gear icon and a 'Subscribe' button with '4' subscribers. A 'Channel description' button is also visible. The 'Uploads' section is public and shows five video thumbnails: 'Finny tries Pop Rocks 2016-03-24' (71 views, 6 months ago), 'Finny's 7th birthday at Daddy's, December 5, 2015' (43 views, 9 months ago), 'Finny post-milk drop' (41 views, 11 months ago), 'Wii U - Mario Kart 8 - Water Park' (13 views, 2 years ago), and 'Terrible graphical slowness with a MacBook Pro with Retina Display' (563 views, 3 years ago). Below this is the 'Created playlists' section, which is public and shows a 'Favorites' playlist with 3 videos. The 'Liked videos' section at the bottom shows several video thumbnails, including one of a man playing guitar and another of a man speaking.



- MAILBOXES**
- All Messages (1142)
  - Inbox (881)
  - Archive
  - Drafts
  - Sent Messages
  - Junk
  - Deleted Messages
  - Unread (1142)
  - Tagged
  - Mailing Lists (201)
  - Examples
  - Attachments (50)
  - From Me To Me (339)
  - Flagged

- SOURCES**
- admin@websanity
    - [Gmail]
    - Admin
    - Backup
    - Domains & DNS
    - INBOX
    - Receipts
  - granneman.com (1140)
    - Archive
    - DB
    - Drafts
    - INBOX (880)
    - Junk Mail
    - LIST
    - Notes
    - PER
    - Sent Items

Message contains "nice day to start again" and From contains "rich"

From	Subject	Date Received
rich[REDACTED].com	RE: It's a nice day to start again	Sep 7, 2016
rich[REDACTED].com	RE: It's a nice day to start again	Sep 13, 2016
rich[REDACTED].com	RE: It's a nice day to start again	Sep 14, 2016
rich[REDACTED].com	RE: It's a nice day to start again	Sep 15, 2016
rich[REDACTED].com	RE: It's a nice day to start again	Sep 15, 2016
rich[REDACTED].com	RE: It's a nice day to start again	Sep 15, 2016
rich[REDACTED].com	Re: It's a nice day to start again	Sep 15, 2016

Correspondence

Subject	Date Received	Source Mailbox
Dental teddy.jpg	4 years ago	Sent Items -...
Stop Looking Like a Ph...	4 years ago	Sent Items -...
NYTimes: A Disco in Yo...	4 years ago	PER/Friends...
Shared article from the...	4 years ago	PER/Friends...
Books	4 years ago	PER/Friends...
Gelato	4 years ago	PER/Friends...
Re: CineXPlayer is a ve...	4 years ago	PER/Friends...
► Fwd: Alexander's first!	4 years ago	PER/Friends...
Richard Gilbert wants...	4 years ago	PER/Friends...
Fwd: Your Amazon.co...	4 years ago	PER/Friends...
► Re: NAS	4 years ago	PER/Friends...
► Drobo	3 years ago	PER/Friends...
Kutno WWII   The Brink...	3 years ago	Sent Items -...
iMac	3 years ago	Sent Items -...
► Silicon Valley	3 years ago	PER/Friends...
Re: Taco	3 years ago	Sent Items -...
Re: Got your message	3 years ago	Sent Items -...
Market in Tower Grove	2 years ago	WAREHOUSE...
Re: Market in Tower Gr...	2 years ago	WAREHOUSE...
RE: Update from Pietro	22 months ago	WAREHOUSE...

From: richgilbert06@gmail.com  
 Subject: RE: It's a nice day to start again  
 Date: September 15, 2016 at 2:27 PM  
 To: Scott Granneman <scott@granneman.com>

I can handle that. (I hope!)  
 See you at PuraVegan at 11:30 tomorrow.  
 Rich

-----Original Message-----  
 From: Scott Granneman [mailto:scott@grar...]  
 Sent: Thursday, September 15, 2016 2:07 F...  
 To: richgilbert06@gmail.com  
 Subject: Re: It's a nice day to start again

How about...  
 PuraVegan  
 307 Belt, St Louis, MO 63112

**New Event** Home

Add Location

Tuesday, October 4, 2016

all-day Dana Bussen's 50th Birthday

11 AM Intro to Web Programming  
 East Academic Building 210

12 PM New Event

1 PM

2 PM

3 PM

Details Cancel Add to Calendar

MAILBOXES

- All Messages (1142)
- Inbox (881)
- Archive
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- Sent Messages
- Junk
- Deleted Messages
- Unread (1142)
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- Attachments (50)
- From Me To Me (339)
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- SOURCES
- admin@websanity
    - [Gmail]
    - Admin
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    - Junk Mail
    - LIST
    - Notes
    - PER
    - Sent Items

Message contains "nice day to start again" and From contains "rich"

From
richgilbert06@gmail.com

Subject	Date Received	Source
Dental teddy.jpg	4 years ago	Sent I
Stop Looking Like a Ph...	4 years ago	Sent I
NYTimes: A Disco in Yo...	4 years ago	PER/F
Shared article from the...	4 years ago	PER/Friends...
Books	4 years ago	PER/Friends...
Gelato	4 years ago	PER/Friends...
Re: CineXPlayer is a ve...	4 years ago	PER/Friends...
Fwd: Alexander's first!	4 years ago	PER/Friends...
Richard Gilbert wants...	4 years ago	PER/Friends...
Fwd: Your Amazon.co...	4 years ago	PER/Friends...
Re: NAS	4 years ago	PER/Friends...
Drobo	3 years ago	PER/Friends...
Kutno WWII   The Brink...	3 years ago	Sent Items -...
iMac	3 years ago	Sent Items -...
Silicon Valley	3 years ago	PER/Friends...
Re: Taco	3 years ago	Sent Items -...
Re: Got your message	3 years ago	Sent Items -...
Market in Tower Grove	2 years ago	WAREHOUSE...
Re: Market in Tower Gr...	2 years ago	WAREHOUSE...
RE: Update from Pietro	22 months ago	WAREHOUSE

**PuraVegan**  
Yoga  
★★★★★ (77) on Yelp · \$\$

Directions

+1 (314) 932-5144

puravegan.com

307 Belt Ave  
Saint Louis, MO 63112  
United States

I can handle the (I nope!)  
See you at **PuraVegan** at 11:30 tomorrow!  
Rich

-----Original Message-----  
From: Scott Granneman [mailto:scott@granneman.com]  
Sent: Thursday, September 15, 2016 2:07 PM  
To: richgilbert06@gmail.com  
Subject: Re: It's a nice day to start again

How about...  
PuraVegan  
307 Belt, St Louis, MO 63112

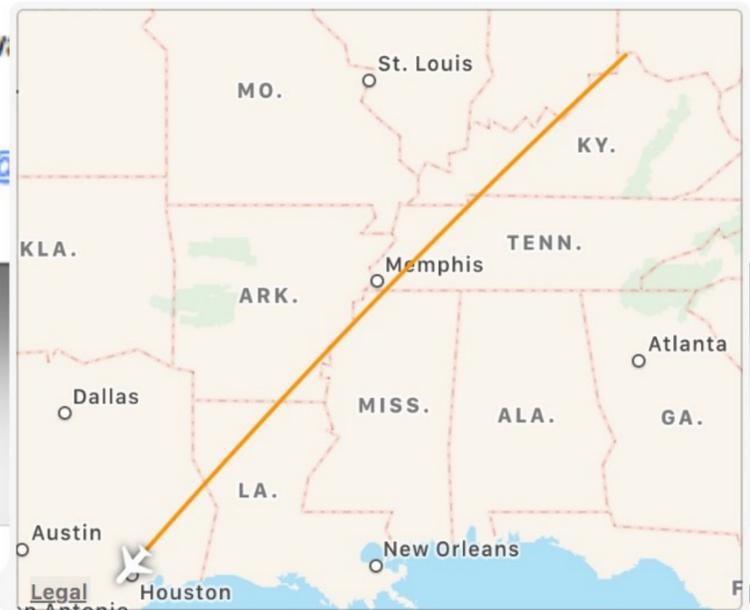
Date Received
Sep 7, 2016
Sep 13, 2016
Sep 14, 2016
Sep 15, 2016

I've sent a package to you. You can track it on UPS with this air waybill number: 1ZA153R92015055797. We'll talk about the [askvideo.com](http://askvideo.com) website and specifically [this great course](#).

See you then.

Yours,

OS X Trainer  
1900 West Broadway  
Vancouver, BC  
604-666-6600  
[osxtrainergeemail@](mailto:osxtrainergeemail@)



In my example above **UA6245** and Mail does recognize it (it searches though), but when you select "Search" and loads the Flight Tracker widget information by hand. Oh, well.

From Vancouver, codes, dashboard to enter the

UNITED AIRLINES	STATUS
UA6245	LANDED
CINCINNATI	HOUSTON
<b>CVG</b>	<b>IAH</b>
TERMINAL 3 GATE A10	TERMINAL B GATE 88
DEPARTED	ARRIVED
2016-10-03 11:50 AM	2016-10-03 1:00 PM

Airline: **All Airlines**

Depart City: -----

Arrive City: -----

Flight Number: **UA6245**

**Track**

Track your flight by airline, city, or flight number.

## Data detectors work in many apps

- » Safari
- » Mail
- » MailMate
- » Pages
- » & many others—try it & see if it works!



Point & Click

Scroll & Zoom

More Gestures

Look up & data detectors  
Tap with three fingers

Secondary click  
Click or tap with two fingers

Tap to click  
Tap with one finger

Tracking speed

Slow Fast



Set Up Bluetooth Trackpad...



Point & Click | **Scroll & Zoom** | More Gestures

**Scroll direction: natural**  
Content tracks finger movement

**Zoom in or out**  
Pinch with two fingers

**Smart zoom**  
Double-tap with two fingers

**Rotate**  
Rotate with two fingers

Just get used to it



Point & Click

Scroll & Zoom

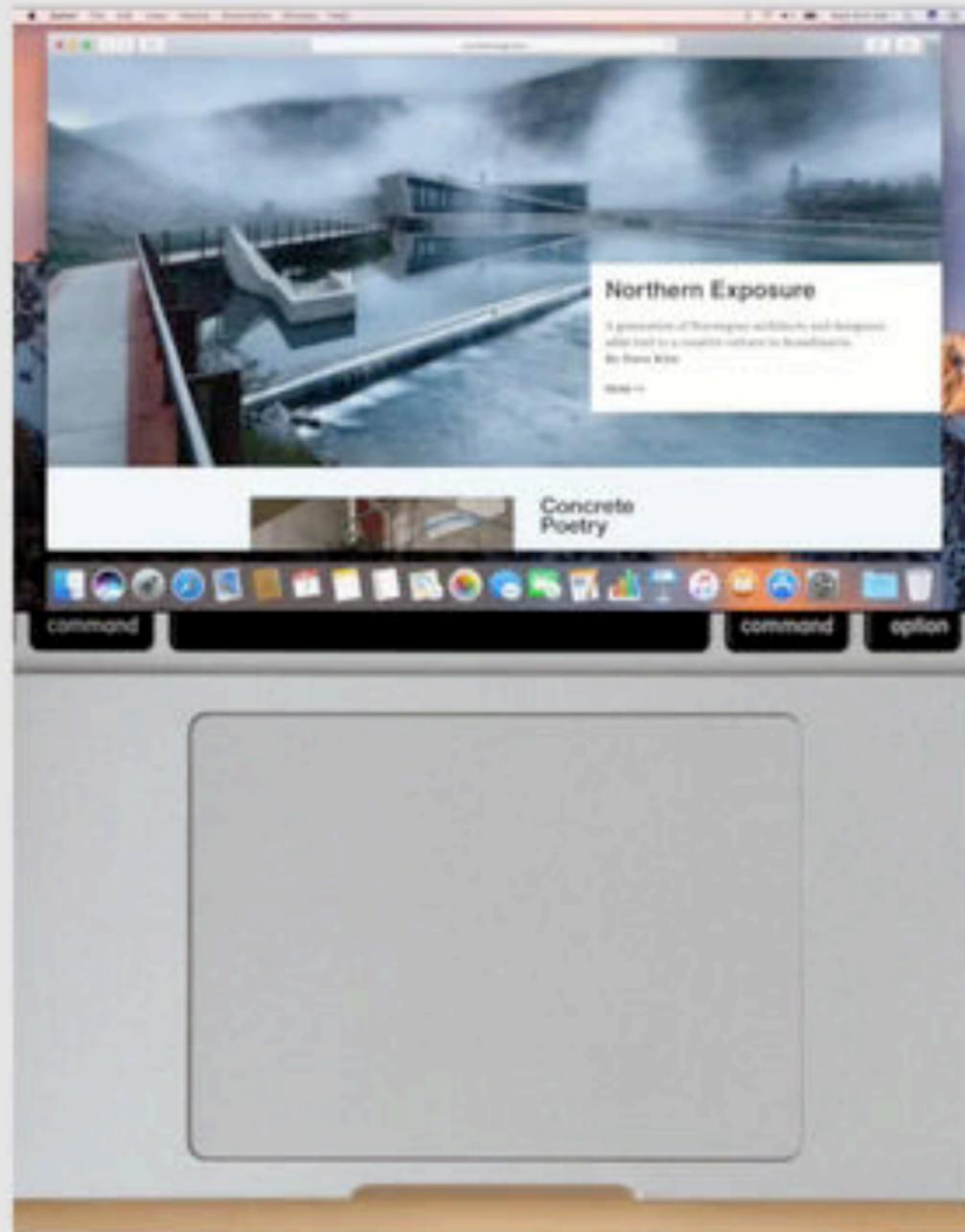
More Gestures

**Scroll direction: Natural**  
Content tracks finger movement

**Zoom in or out**  
Pinch with two fingers

**Smart zoom**  
Double-tap with two fingers

**Rotate**  
Rotate with two fingers



Set Up Bluetooth Trackpad...



Point & Click

Scroll & Zoom

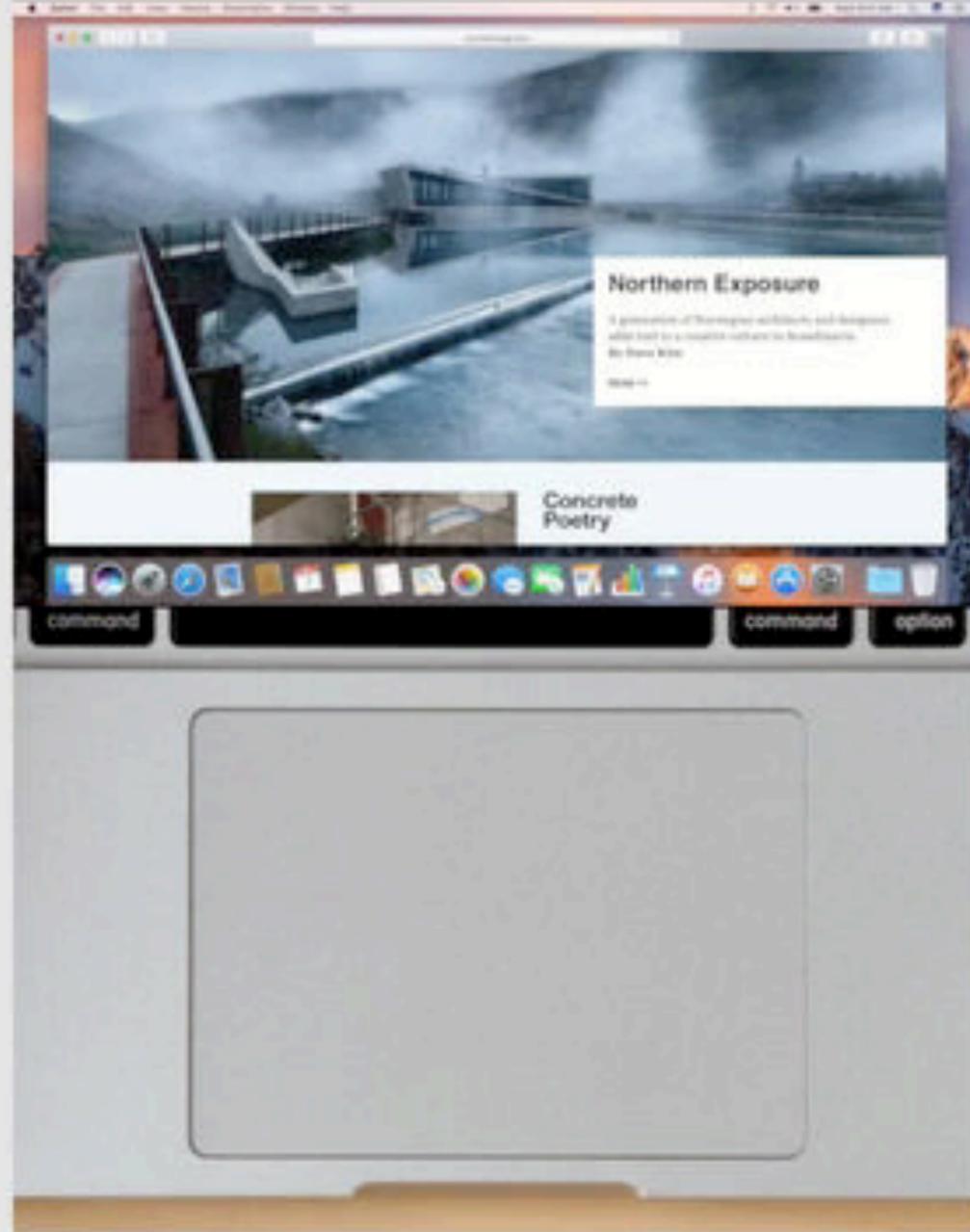
More Gestures

**Scroll direction: Natural**  
Content tracks finger movement

**Zoom in or out**  
Pinch with two fingers

**Smart zoom**  
Double-tap with two fingers

**Rotate**  
Rotate with two fingers



Set Up Bluetooth Trackpad...





Point & Click

Scroll & Zoom

More Gestures



Swipe between pages

Scroll left or right with two fingers



Swipe between full-screen apps

Swipe left or right with three fingers



Notification Center

Swipe left from the right edge with two fingers



Mission Control

Swipe up with three fingers



App Exposé

Swipe down with three fingers



Launchpad

Pinch with thumb and three fingers



Show Desktop

Spread with thumb and three fingers



Set Up Bluetooth Trackpad...



# Users & Groups

Current User

 **Scott Granneman**  
Admin

Other Users

 Guest User  
Off

---

 Login Options

+ - ⚙️

Password Login Items



**Scott Granneman**

Change Password...

Contacts Card: Open...

Allow user to administer this computer

Enable parental controls Open Parental Controls...

 Click the lock to make changes.



Current User

 **Scott Granneman**  
Admin

Other Users

 Guest User  
Off

---

 Login Options

+ - ⚙

These items will open automatically when you log in:

Hide	Item	Kind
<input type="checkbox"/>	 Bartender 2	Application
<input type="checkbox"/>	 TimingHelper	Application
<input type="checkbox"/>	 iTunesHelper	Application
<input type="checkbox"/>	 ScreenSharingMenulet	Application
<input type="checkbox"/>	 TripMode	Application
<input type="checkbox"/>	 Dropbox	Application
<input type="checkbox"/>	 CrashPlan menu bar	Application
<input type="checkbox"/>	 1Password	Application
<input type="checkbox"/>	 VipRiser	Application

To hide an application when you log in, select the checkbox in the Hide column next to the application.

+ -

 Click the lock to make changes.

Remove apps that say *Unknown* or that you don't need running at login



Current User

 **Scott Granneman**  
Admin

---

Other Users

 **Guest User**  
Off

 **Login Options**

+ - ⚙

Automatic login:

Display login window as:  List of users  
 Name and password

Show the Sleep, Restart, and Shut Down buttons

Show Input menu in login window

Show password hints

Show fast user switching menu as

Use VoiceOver in the login window

Network Account Server:

  
If you don't use fast user switching, disable this

OnlyX

Multi-function utility for maintenance, cleaning, setting parameters, & more

Make sure you get the version of OnyX for your version of macOS!

Be careful using this app!

Apple provides many hidden preferences that you can set & unset using the command line in Terminal

```
defaults write com.apple.finder  
QLEnableTextSelection -bool TRUE
```

```
defaults write com.apple.finder  
FXEnableExtensionChangeWarning -bool false
```

```
defaults read com.apple.Finder  
NSUserKeyEquivalents
```

OnyX provides a GUI for those hidden preferences

General Finder Dock Safari iTunes Login Applications Misc.

Misc. options:  Show graphic effects when opening a window  
 Show the rubber-band scrolling  
 Show the location path of the current desktop picture on the desktop  
 Turn on the accent menu from the keyboard

Speed of display of sheets: Fast

Speed of display of help tags: 1.5 second(s)

Animated desktop background: Select a background... Stop

Screen capture format: JPEG  Display shadow in window captures  
 Include the date and the time in the name of captures

Path: /Users/rsgranne/Desktop/ Select...

Name: by default Apply

Turn on appearance of items in the Open Recent menu item of applications in the File menu

Number of recent items: 20 Apply

Number of Recent Places in Open/Save dialogs: 5

Restore Defaults ?

General Finder Dock Safari iTunes Login Applications Misc.

Minimize using: Genie effect  Reduction proportional  
Position: Right

Graphic effects:  Show when opening applications  
 Show when an alert message appears in the background

Display:  Only show open applications  
 Use transparent icons for hidden applications  
 Automatically hide and show the Dock  
 Turn off animation

Hide the Dock Show the Dock

Misc. options:  Lock icon size  
 Lock Dock contents  
 Turn on the single application mode

Stacks:  Turn on the highlighted hover effect on stacks displayed in grid-mode

Add Recent/Favorite items stack: At the left  
Add spacing between the icons: At the left

**WARNING: Use all the below options with caution. Read the OnyX Help very carefully before modifying these settings.**

Background: 

The Restore option displays the same image as on the desktop, but it is blurred.

- Hide the Sleep, Restart, and Shut Down commands in the login window
- Show message in the login window

**WARNING: This function doesn't accept certain special characters.**

- Show in the list of users:
- Administrator users
  - Local users
  - Network users

Startup mode:

Startup sound:

**WARNING: Some applications and system extensions can automatically turn on the startup sound again.**



## System utilities for macOS

- Free
- Available in many languages
- No registration necessary

[Home](#) > [OnyX download section](#)

**WARNING:**

There is a specific version of OnyX for each major version of the system.  
Use the specific version, and don't try to use a non-compatible version.



### OnyX 3.2.0 for macOS 10.12 Sierra

Requirements: Mac Intel computer running macOS 10.12 (Sierra)

Thank you!

[scott@granneman.com](mailto:scott@granneman.com)

[granneman.com](http://granneman.com)

[websanity.com](http://websanity.com)

# Getting More From Your Mac

## System Preferences

R. Scott Granneman & Jans Carton

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Last updated 2022-03-06

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For full licensing information, please see the last slide/page.

# Changelog

2022-03-06 2.1: Rearranged in alphabetical order, since that's how I recommend organizing it; updated a tiny bit to macOS 12 Monterey, but much more to go; added sections for *Organization, Passwords, Screen Time, Time Machine, & Touch ID*; renamed old ones to *Apple ID, Dock & Menu Bar, Notifications & Focus, & Software Update*

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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**Scott Granneman • [www.granneman.com](http://www.granneman.com) • [scott@granneman.com](mailto:scott@granneman.com)**

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Questions? Email [scott@granneman.com](mailto:scott@granneman.com)