

# Beginner Tips & Tricks for using a Mac

## Desktop and App Management

- Activate Spotlight for Searching:  $\text{⌘} + \text{Space}$
- Swap Between Apps:  $\text{⌘} + \text{Tab}$
- Close Apps From App Switcher: When you are in  $\text{⌘} + \text{Tab}$  view, press Q with  $\text{⌘}$  held down to close an open app.
- Hot Corners:  $\text{⌘} > \text{System Preferences} > \text{Mission Control} > \text{Hot Corners}$
- Advanced Hot Corners: while choosing your Hot Corners, hold down the  $\text{⌥}$  Option key to only activate them while holding down the key.
- Hide a Window:  $\text{⌘} + \text{H}$ . To get the app back into the background use  $\text{⌘} + \text{Tab}$ .
- Hide All Windows:  $\text{⌥} + \text{⌘} + \text{H}$ .
- Cycle Between App Windows:  $\text{⌘} + \text{Tilde} (\sim)$  key
- Switch Between Multiple Desktops: If you use multiple desktops, you can swap between them quickly by pressing the  $\text{⌘}$  and then either the left or the right arrow.
- Split screen: On the maximise (green button) you can choose full screen, Tile window on Left or Right of screen.

## Managing Files

- Quickly Open Folders: To open up a folder in Finder or on your desktop,  $\text{⌘}$  and press the down arrow key. To go back, just hold  $\text{⌘}$  and press the up arrow key.
- Show Hidden Files:  $\text{⌘} + \text{⇧} + \text{.}$  Period
- Shortcut access to frequent folder on Finder: Application-  $\text{⇧} + \text{⌘} + \text{A}$ , Desktop-  $\text{⇧} + \text{⌘} + \text{D}$ , iCloud Drive-  $\text{⇧} + \text{⌘} + \text{I}$ , Documents-  $\text{⇧} + \text{⌘} + \text{o}$  and AirDrop Windows-  $\text{⇧} + \text{⌘} + \text{R}$ .
- Shows Path Bar on Finder:  $\text{⌥} + \text{⌘} + \text{P}$
- Show Status Bar on Finder (Tells you the drive and folders inside):  $\text{⌘} + \text{/}$
- Search bar for Finders:  $\text{⌘} + \text{F}$
- Use Stacks: To organise files on the desktop press  $\text{Control} + \text{⌘} + \text{O}$ .
- Instant File Deletion: Select a file and press  $\text{⌥} + \text{Command} + \text{Delete}$  to bypass the Trash Can on Mac.
- Quick look: Select the file and press the space bar.
- Copy and Paste Files:  $\text{⌘} + \text{C}$  and  $\text{⌘} + \text{V}$  or  $\text{⌥} + \text{⌘} + \text{V}$  (to Cut)
- Default Toolbar: Click on Finder, right-click on the toolbar, and choose customize the toolbar.
- Customize Finder Sidebar:  $\text{⌘} + \text{,}$  key

## Screenshots

· Screenshots: Full screenshot- ⌘ Shift + ⌘ cmd+ 3, Crop Screenshot- ⌘ Shift + ⌘ cmd + 4 and Video record Screenshot and selection portions of screenshot- ⌘ Shift + ⌘ cmd + 5.

· Clean Screenshot: Use ⌘ Shift + ⌘ cmd + 4 and press the spacebar, the icon turns into a camera.

· Screenshot Touchbar (If you do not have the Touchbar please skip): ⌘ Shift + ⌘ cmd+ 6

## Safari

· Safari Picture-in-Picture (YouTube): Double right-click on the video and bring up a menu offering the picture-in-picture feature.

· Safari Picture-in-Picture Pt. 2: If the double right-clicking method doesn't work to pop out a video or you're not watching YouTube, the other alternatives with a video playing, look for the audio icon in the Safari toolbar, right-click it, and it should bring up a picture-in-picture option.

· Easier Link Copying: ⌘ cmd + L for highlighting the URL and ⌘ cmd + C to copy it.

## Access the emojis

You have a really cool collection of emojis, along with special characters, on your Mac. And without jumping through hoops, you can open them with a keyboard shortcut. Press Control + Command + Space, and the window will pop open.

## Merge Finder windows

While you can use tabs in Finder to view multiple windows, you might open new ones without thinking to use tabs. But you can easily clear up the clutter by merging your open Finder windows.

With them all open and active, click Window > Merge All Windows from the menu bar. You'll then see all of your open Finder windows combined into one, using tabs for each.

## Batch rename files

You can easily rename files one by one, but if you want to rename a group of files to something similar, there's a fast way to do it. Select the files you want to rename, right-click, and choose Rename X Items. You'll get a pop-up window where you can replace the text in the current filenames with whatever you like.