mac\_cheatsheet

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# Application Search on mac (Spotlight Search)

command-space

# Excel

## Import a CSV File as All Text Columns

1. Open a new spreadsheet.
2. Select the first cell as your insert point.
3. On the Excel Data menu, choose Data >> Get External Data >> Import Text File…
4. Choose “Delimited”, then click “Next>”.
5. Select all columns.
6. Click the Text radio button.
7. Click “Finish”

# Files

## Change File Permissions

Select a folder or a disk, then choose File > Get Info.

Click the lock icon to unlock it, then enter an administrator name and password.

Click the Action pop-up menu , then choose “Apply to enclosed items.”

## Open a Text File from the Command Line

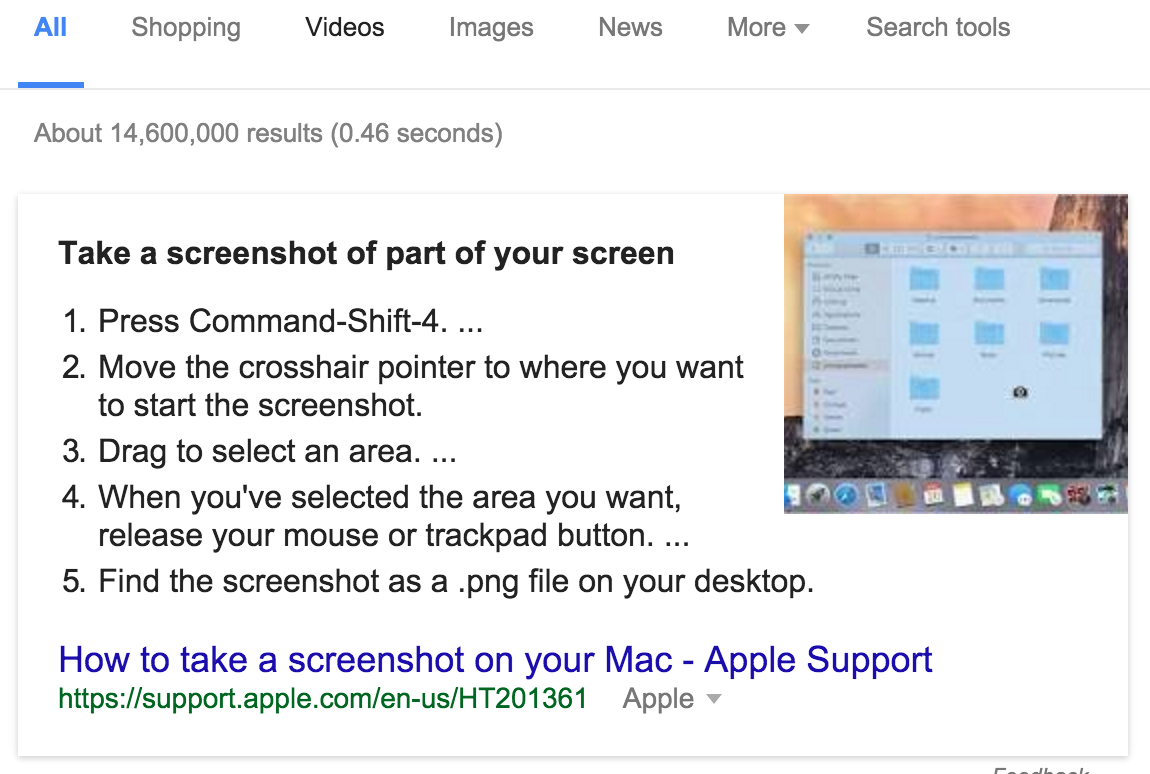
open -e <filename>

## Unzip a File

Right-click on the file >> Open With >> Archive Utility

# Screenshot

## Screenshot to file



## Screenshot to clipboard

Full screenshot: Control + Command + Shift + 3

Select Area: Control + Command + Shift + 4 tool).

# Show Desktop

fn-F11

# Transfer a File to a Remote Server

FileZilla