mac\_cheatsheet

Table of Contents

[Application Search on mac (Spotlight Search) 1](#_Toc480876545)

[Excel 1](#_Toc480876546)

[Import a CSV File as All Text Columns 1](#_Toc480876547)

[Files 2](#_Toc480876548)

[Change File Permissions 2](#_Toc480876549)

[Open a Text File from the Command Line 2](#_Toc480876550)

[Unzip a File 2](#_Toc480876551)

[Finder 2](#_Toc480876552)

[Copy File Paths from the Finder 2](#_Toc480876553)

[Screenshot 2](#_Toc480876554)

[Screenshot to file 2](#_Toc480876555)

[Screenshot to clipboard 3](#_Toc480876556)

[Show Desktop 3](#_Toc480876557)

[Transfer a File to a Remote Server 3](#_Toc480876558)

# 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

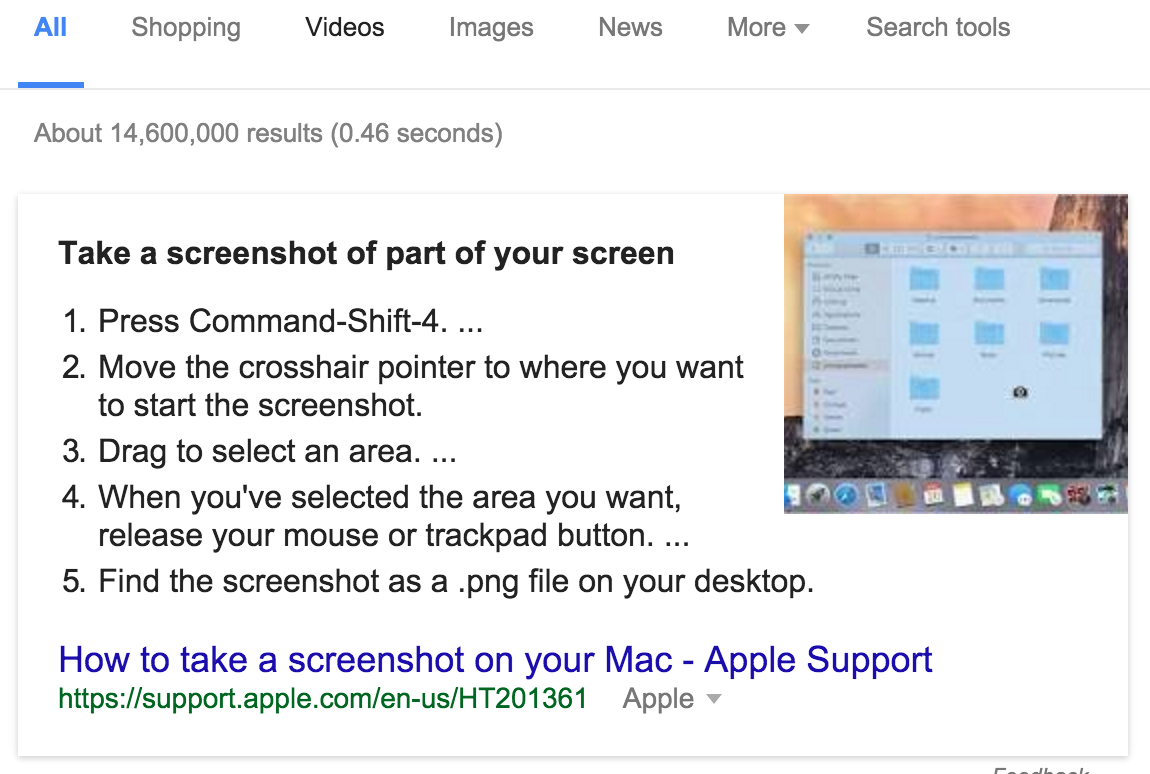
# Finder

## Copy File Paths from the Finder

1. Navigate to the file or folder you wish to copy the path for
2. Right-click (or Control+Click, or a Two-Finger click on trackpads) on the file or folder in the Mac Finder
3. While in the right-click menu, hold down the OPTION key to reveal the “Copy (item name) as Pathname” option, it replaces the standard Copy option
4. Once selected, the file or folders path is now in the clipboard, ready to be pasted anywhere

# 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