

# Files manager for Mac OS X

## Hot Keys

Key equivalents can be altered, here are listed default hot keys including empty once (that actions can be accessed with menu).

| Action                      | Key Equivalent |
|-----------------------------|----------------|
| <b>Files Menu</b>           |                |
| About                       |                |
| Preferences                 | ⌘,             |
| Enable Admin Mode           |                |
| Hide Files                  | ⌘H             |
| Hide Others                 | ⇧⌘H            |
| Show All                    |                |
| Quit                        | ⌘Q             |
| <b>File Menu</b>            |                |
| New Window                  | ⌘N             |
| New Folder                  | ⇧⌘N            |
| New Folder with Selection   | ⌘N             |
| New File                    | ⇧⌘N            |
| New Tab                     | ⌘T             |
| Open                        | ↵              |
| Open Native                 | ⇧↵             |
| Open in Opposite Panel      | ⇧⇧↵            |
| Calculate Folders Sizes     | ⇧⇧↵            |
| Calculate All Folders Sizes | ⇧⌘↵            |
| Calculate Checksum          | ⇧⌘K            |
| Close                       | ⌘W             |
| Find                        | ⌘F             |
| Page Setup                  | ⇧⌘P            |
| Print                       | ⌘P             |
| Copy                        | ⌘C             |

| Action                               | Key Equivalent |
|--------------------------------------|----------------|
| Paste                                | ⌘V             |
| Select All                           | ⌘A             |
| Deselect All                         | ⇧⌘A            |
| Invert Selection                     | ^⌘A            |
| <b>View Menu</b>                     |                |
| Left Panel->Change Folder            | F1             |
| Right Panel->Change Folder           | F2             |
| Swap Panels                          | ⌘U             |
| Sync Panels                          | ⇧⌘U            |
| Refresh                              | ⌘R             |
| View Mode->Toggle Short View Mode    | ^1             |
| View Mode->Toggle Medium View Mode   | ^2             |
| View Mode->Toggle Full View Mode     | ^3             |
| View Mode->Toggle Wide View Mode     | ^4             |
| Sorting->By Name                     | ^⌘1            |
| Sorting->By Extension                | ^⌘2            |
| Sorting->By Modify Time              | ^⌘5            |
| Sorting->By Size                     | ^⌘4            |
| Sorting->By Creation Time            | ^⌘5            |
| Sorting->Separate Folders From Files |                |
| Sorting->Case-Sensitive Comparison   |                |
| Sorting->Numeric Comparison          |                |
| Show Hidden Files                    | ⇧⇧⌘I           |
| Show/Hide Tab Bar                    | ⇧⌘T            |
| Show/Hide Toolbar                    | ⇧⌘T            |
| Show/Hide Terminal                   | ⇧⌘O            |
| <b>Go Menu</b>                       |                |
| Back                                 | ⌘[             |
| Forward                              | ⌘]             |
| Enclosing Folder                     | ⌘↑             |
| Into Folder                          | ⌘↓             |
| Documents                            | ⇧⌘O            |

| Action                      | Key Equivalent |
|-----------------------------|----------------|
| Desktop                     | ⇧ ⌘ D          |
| Downloads                   | ⇧ ⌘ L          |
| Home                        | ⇧ ⌘ H          |
| Library                     |                |
| Applications                | ⇧ ⌘ A          |
| Utilities                   | ⇧ ⌘ U          |
| Root                        |                |
| Processes List              | ⇧ ⌘ P          |
| Go To Folder                | ⇧ ⌘ G          |
| <b>Command Menu</b>         |                |
| System Overview             | ⌘ L            |
| Detailed Volume Information |                |
| File Attributes             | ^A             |
| Copy File Name              | ⇧ ⌘ C          |
| Copy File Path              | ⇧ ⌘ C          |
| Select With Mask            | ⌘ =            |
| Deselect With Mask          | ⌘ -            |
| Preview with QuickLook      | ⌘ Y            |
| Run Internal Viewer         | ⇧ F3           |
| Run External Viewer         | F4             |
| Eject Volume                | ⌘ E            |
| Compress                    |                |
| Batch Rename...             | ^M             |
| Copy To...                  | F5             |
| Copy As...                  | ⇧ F5           |
| Move To...                  | F6             |
| Move As...                  | ⇧ F6           |
| Create Directory            | F7             |
| Move To Trash               | ⌘ ⌫            |
| Delete                      | F8             |
| Alternative Delete          | ⇧ F8           |
| Links->Create Symbolic Link |                |

| Action   | Key Equivalent |
|--|----------------|
| Links->Create Hard Link                                      |                |
| Links->Edit Symbolic Link                                    |                |
| <b>Window Menu</b>   |                |
| Minimize   | ⌘M             |
| Enter Full Screen  | ⌘F             |
| Zoom   |                |
| Show Previous Tab  | ⇧⌘→            |
| Show Next Tab  | ⌘→             |
| Bring All To Front   |                |
| <b>Other hotkeys:</b>  |                |
| (File panels) Change current selection and move to next item | Insert (fn+↵)  |
| (File panels) Change active panel                            | →              |
| (File panels) Make left panel smaller                        | ⌘← or ⌘⇐       |
| (File panels) Make right panel smaller                       | ⌘→ or ⌘⇐       |
| (File panels) Previous tab                                   | ⇧⌘[            |
| (File panels) Next tab                                       | ⇧⌘]            |
| (File panels) Go to Home directory                           | ~              |
| (File panels) Go to Root directory                           | /              |

## Frequently Asked Questions

- **Can I see folders, which are started with dot (for ex., *.folder*)**
- Yes! Just toggle this option with Menu->View->View Hidden Files or by hitting ⇧⌘⌘I
- **It would be really handy to have editable “Favorites” list**
- Files use Finder’s sidebar Favorites to build GoTo list (shown by F1/F2 or by “Go to” button). Meanwhile Finder’s Favorites list can be easily altered with regular drag&drop.
- **Can I manually erase all Files’ settings?**
- Yes, to do that you should remove the following items:
  - ~/Library/Preferences/info.filesmanager.Files.plist
  - ~/Library/Saved Application State/info.filesmanager.Files.savedState
  - ~/Library/Caches/info.filesmanager.Files
  - ~/Library/Application Support/Files
- **Can I delete or edit a selected recent network connection?**
- Yes, you can edit it straight from a menu with Shift key pressed. To remove a single connection, hold Opt (Alt) button when in Connect To... menu.