

Mac OS X Tips

Dock

- ❖ Click on your Apps Folder in the Dock and a pop-up list of the Aliases will appear.
- ❖ **Control** click on your Apps Folder in the Dock and a pop-up submenu of viewing options will appear.

Finder

- ❖ Change the Finder preferences so that New Finder window shows Home instead of Computer for a shortcut to your Home directory.
- ❖ **Shift Command H** will take you to your Home directory.
- ❖ Labels are back, but only as color backgrounds. However, you can add comments to any **Get Info** window and then sort By Comments in a List View. This does require you to set Comments to show in the folder's view preferences. To do this – Open the folder, Select **Show View Options** from the **View** Menu, click the check box adjacent to *Comments* in the displayed dialog box, and close the box. Scroll your folder's List View of the window to the left and you will see the Comment column displayed.
- ❖ **Control click** in an open space on the Desktop or window to get a pop-up submenu with a New Folder option.
- ❖ The **More Info** button in the *About This Mac* window will launch the System Profiler application.
- ❖ If sharing files with MS Windows users, be sure to click the check box in the Finder preferences under Advanced for *Show all file extensions*.
- ❖ Holding the **Option** key down when choosing Shutdown will stop the system from asking you if you are sure you want to shutdown.
- ❖ Use a **Shift** key with a click you can select groups of contiguous files or folders. Using the **CTRL** key with a click you can deselect non-contiguous files or folders from the group, one at a time, without disturbing the whole group selection.

Icon

- ❖ **Control** click an icon to get to the icon's task pop-up menu fast.
- ❖ **Command L** a selected icon will create an alias of that icon.
- ❖ Using **Option Command** and drag from an original will create an alias to the original without the word alias in the label.

Saving Files

- ❖ If you decide not to save a document when the Save sheet pops down, press the **Esc** key to cancel the action.

- ❖ By default all file are saved in your Documents Folder (directory). To change the “Where” in the *Save As* sheet, press **Command D** to save to the Desktop or press **Shift Command H** to save to your Home Folder.
- ❖ In the *Save As* sheet, clicking the blue box with an arrow button (to the right of the **Save As** field) will expand the *Save As* sheet to Column view.
- ❖ The *Open* and *Save* sheets are resizable. The *Save* sheet will remember previous sizes and views the next time they appear.

Screen Capture

- ❖ **Shift Command 3** (or **4**) will save a screen capture to the Desktop. Using 3 captures the full screen, while using 4 provides the ability to crop down to the important items for capture.
- ❖ **Shift Control Command 3** (or **4**) will save a screen capture to the Clipboard (viewable in Preview). Using 3 captures the full screen, while using 4 provides the ability to crop down to the important items for capture.

Stickies

- ❖ **Option Command F** on a selected Stickie will float it above your active application windows.
- ❖ **Option Command T** on a selected Stickie will make the Stickie translucent.

Windows

- ❖ Customize your window’s toolbar by adding a New Folder and/or a Delete icon for handy shortcuts via the Finder **View** menu, *Customize Toolbar* option.
- ❖ Pressing the **Command** key and clicking the window’s title will show the hierarchy of the window in a pop-down menu or you can add this feature to your window’s toolbar via the Finder **View** menu, *Customize Toolbar* option.
- ❖ Pressing **Command 1, 2, or 3** will toggle the window’s view between the three choices (Icon, List, or Column).
- ❖ In List view the first column is always the Name, but the order of the others can be changed. Click one of the column headers and drag it horizontally to move the other columns.
- ❖ Pressing the **Command** key and double-clicking on a folder will open a new window.