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The Small Book of  
**MACOS**

Some tips that may improve your productivity

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# Contents

<b>1</b>	<b>Tips</b>	<b>1</b>
1.1	Cut, Copy and Paste . . . . .	1
1.2	Spotlight . . . . .	1
1.3	Close Apps From App Switcher . . . . .	2
1.4	Hide a Window . . . . .	2
1.5	Hide All Windows . . . . .	2
1.6	Switch Between Subwindows . . . . .	2
1.7	Delete Files . . . . .	3
1.8	Screenshots . . . . .	3
1.9	Look for Your Mouse . . . . .	3
1.10	Force Quit . . . . .	3
1.11	Move Window Background . . . . .	3
1.12	Startup Login Items . . . . .	3
1.13	Accent Marks . . . . .	4
1.14	Rearrange Icons in Menu Bar . . . . .	4
1.15	Split View . . . . .	4
1.16	Finder Control . . . . .	4
1.17	Maximize and Unmaximize the Window . . . . .	5
1.18	What's Your Preference? . . . . .	5
1.19	A Really Smart Search . . . . .	5
1.20	Preview Shortcuts . . . . .	5
1.21	Minimize a Window . . . . .	6
1.22	Close a Window or Tab . . . . .	6
1.23	New a Tab . . . . .	6
1.24	Inspector . . . . .	6

<b>2</b>	<b>Network</b>	<b>7</b>
2.1	Share your network through wifi . . . . .	7
2.2	Share your network through eth . . . . .	7
<b>3</b>	<b>Programming</b>	<b>13</b>
3.1	Matplotlib Chinese font . . . . .	13
3.1.1	Install Chinese font . . . . .	13
3.1.2	Show all fonts . . . . .	13
3.1.3	Configuration . . . . .	13
<b>4</b>	<b>Customization</b>	<b>15</b>
4.1	Command history . . . . .	15

# List of Tables



# List of Figures

1.1	Spotlight . . . . .	2
1.2	Login Items . . . . .	4
2.1	System preferences . . . . .	8
2.2	Sharing . . . . .	9
2.3	Computer to computer network . . . . .	10
2.4	Share network through eth . . . . .	11





# Chapter 1

## Tips

### 1.1 Cut, Copy and Paste

In the text environment: The cut shortcut is **Command + x**. The copy shortcut is **Command + c**. The paste shortcut is **Command + p**.

In the file system: There is no cut shortcut, but you can get the cut+paste function with **Command + c** following **Command + Option + v**. **Command + Option + c** functions copying the file absolute path.

### 1.2 Spotlight

The shortcut is **Command + Space**. Spotlight can do all kinds of things, from locating files to answering basic questions to solving math problems.

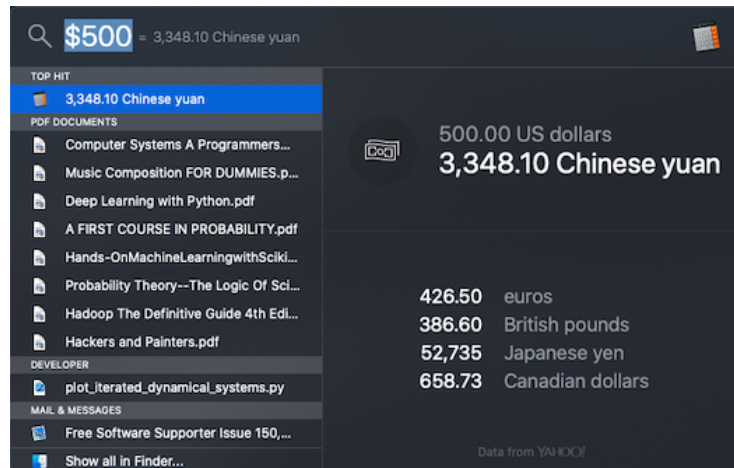


Figure 1.1: Spotlight

### 1.3 Close Apps From App Switcher

When you're in the **Command + Tab** view, press the **Q** key with command held down to close an open app.

### 1.4 Hide a Window

Just press **Command + h** to hide the current window. The app will disappear into the background, but you can get it back by clicking on the icon on the dock or using **Command + Tab**.

### 1.5 Hide All Windows

You can hide all of the windows except for the window for the app you're currently using by pressing **Option + Command + H**.

### 1.6 Switch Between Subwindows

**Command + Number** to switch to the the n-th subwindows.

## 1.7 Delete Files

**Command + Delete** to move the files into Trash. **Command + Option + Delete** to delete permanently without moving the files into Trash.

## 1.8 Screenshots

**Command + Shift + 3** takes a screenshot. **Command + Shift + 4** lets you select an area of the screen to screen screenshot. **Command + Shift + 5** brings up an interface that lets you select the screenshot or record.

## 1.9 Look for Your Mouse

If you ever lose your mouse in a sea of windows onscreen, just shake it, and the cursor will automatically enlarge.

## 1.10 Force Quit

Inevitably your Mac will freeze up and force you to quit some apps. There's no "Ctrl Alt Delete" here — instead, you hit **Command + Option + Escape** to shut tasks down the hard way. This is a bit faster than right-clicking on each troublesome app yourself.

## 1.11 Move Window Background

You can move windows without bringing them to the foreground by holding **Command** as you drag it around.

## 1.12 Startup Login Items

If you ever feel like changing which apps load whenever you boot up your Mac, you can go to System Preferences > Users & Groups > Login Items, then add, check, and uncheck whatever you want to prioritize.

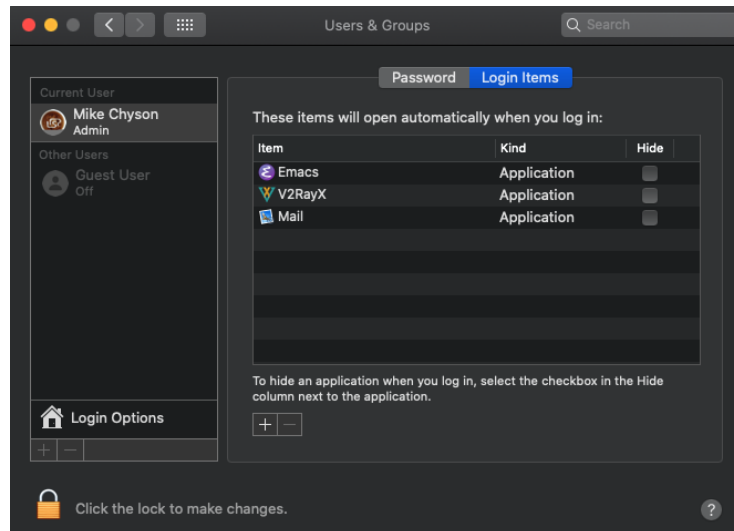


Figure 1.2: Login Items

## 1.13 Accent Marks

Whenever you need an accent mark (or related foreign character), just hold down the appropriate letter, and a list of relevant options will pop up.

## 1.14 Rearrange Icons in Menu Bar

If you do keep the menu bar around, though, you can rearrange the icons within it by holding Command and dragging them around. You can also use this to remove certain icons off the menu bar completely.

## 1.15 Split View

If you're only working on a couple of things, you can take them into a cleaner, Split View layout by holding down the rightmost (or green) button at the top of a given window.

## 1.16 Finder Control

You can switch Finder view with the **Command + [1-4]**.

## 1.17 Maximize and Unmaximize the Window

**Ctrl + Command + f**

## 1.18 What's Your Preference?

Working in an application and need to access the preferences for that application? Tap **Command + ,** and you're in.

## 1.19 A Really Smart Search

So, you've set your Safari search preferences to something other than Google? (Safari Preferences>Search choose a new search engine in the drop-down menu.) Now here's a super-fast way to search using Spotlight:

- Type **Command + Space** to open Spotlight
- Type your query
- Then type **Command + b** and you'll be taken directly to the search results in default search engine.

Now you can tap **Command + Tab** to return to your previous application, where the information you just found may come in useful.

## 1.20 Preview Shortcuts

**Command + 1** Continuous Scroll

**Command + 2** Single Page

**Command + 3** Two Pages

**Option + Command + 1** Hide Sidebar

**Option + Command + 2** Thumbnails

**Option + Command + 3** Table of Contents

**Option + Command + 4** Highlights and Notes

**Option + Command + 5** Bookmarks

**Option + Command + 6** Contact Sheet

**Command + [** Back

**Option + Command + g** Go to Page

## 1.21 Minimize a Window

**Command + m**

## 1.22 Close a Window or Tab

**Command + w**

## 1.23 New a Tab

**Command + t**

## 1.24 Inspector

**Command + i**

## Chapter 2

# Network

### 2.1 Share your network through wifi

As your computer are connecting to Internet thought USB cable line, you can share you network though wifi to save your phone's packets. The procedures are as follows:

- Open “System Preferences” (Figure 2.1)
- Enter “Sharing” (Figure 2.2)
- The configuration is as shown in Figure 2.2.
- To change password, enter the “Wi-Fi Options”.

### 2.2 Share your network through eth

The configuration is similar to 2.1.

Before you share your network, there is one more thing to do as shown in Figure 2.3:

The sharing configuration is shown in Figure 2.4



Figure 2.1: System preferences



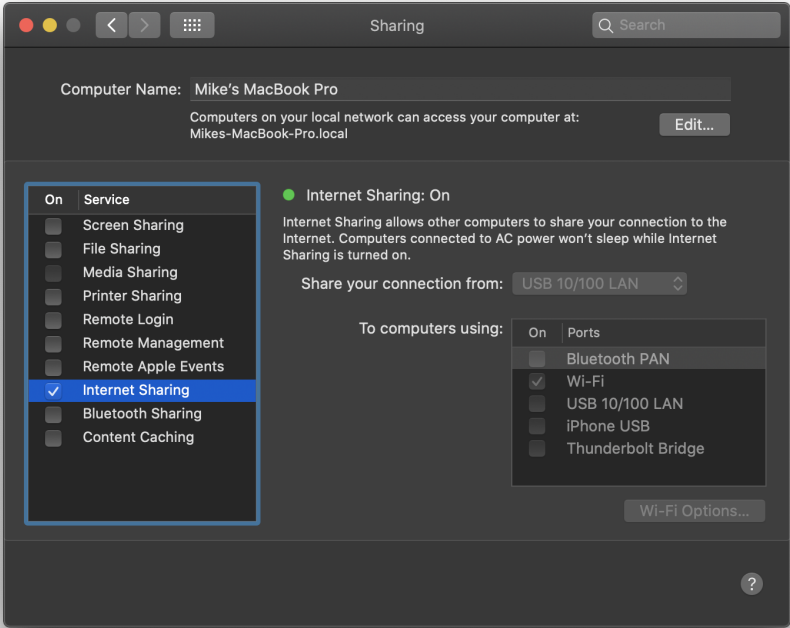


Figure 2.2: Sharing

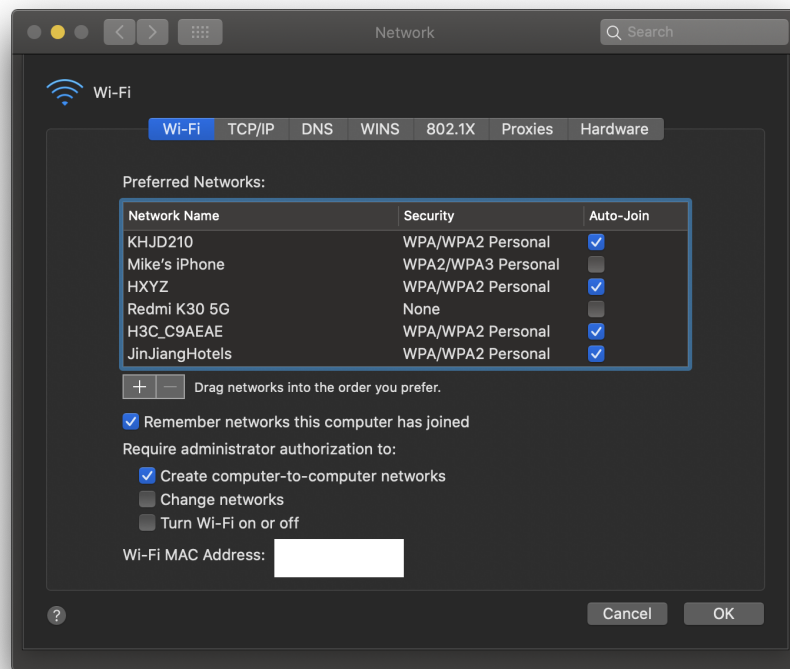


Figure 2.3: Computer to computer network

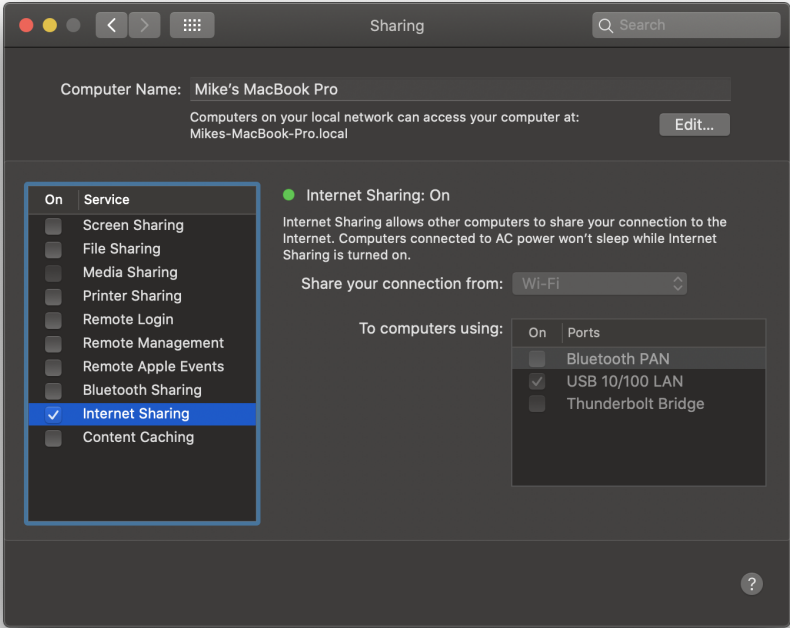


Figure 2.4: Share network through eth



# Chapter 3

## Programming

### 3.1 Matplotlib Chinese font

#### 3.1.1 Install Chinese font

```
1 conda install fontconfig
```

#### 3.1.2 Show all fonts

```
1 import matplotlib
2 for i in sorted([f.name for f in matplotlib.font_manager.fontManager.ttflist]):
3     print(i)
```

#### 3.1.3 Configuration

```
1 plt.rcParams['font.family'] = 'ArialUnicode_MS'
2 plt.rcParams['font.sans-serif'] = ['ArialBlack'] # to show Chinese characters
3 plt.rcParams['axes.unicode_minus'] = False # to show minus sign
```



## Chapter 4

# Customization

### 4.1 Command history

Append the following commands into your shell init file: (mine is `/.zshrc`)

```
1 # history config
2 export HISTSIZE=100000 # history commands nums
3 export HISTCONTROL=ignoredups # ignore duplicated commands
4
```

