

Cheat Sheet*

Every program has its own specifications as well as useful shortcuts; over time, you will become an advanced user of certain tools you use quite often. For others, it might be handy to have a cheat sheet at hand, to remember some of the basic functions as well as different possibilities to work in an environment. This cheat sheet is very far from complete and is best understood as a starting point: It will have the greatest benefit if you edit it according to your own needs, now or at any point in the future. It might also just motivate you to create a version for yourself.

Command Line/Terminal

(see for example Bash Guide: Commands and Arguments)

(the following commands work in unix-based environments; if you work on a windows machine, consider installing Cygwin or MinGW)

operation	command	example
find out where you are, i.e. your working directory	<code>pwd</code>	
list all or a subset of items in current directory	<code>ls</code>	<code>ls essay_final_version*.docx</code>
change directory	<code>cd</code>	
move to a specific folder	<code>cd path-to-folder</code>	<code>cd Desktop/research/data</code>
move to a specific folder starting from the home directory (can be handy if you are lost or in a very remote cul-de-sac of your file system)	<code>cd ~/path-to-folder</code>	<code>cd ~/Desktop/research/data</code>
abort a process	<code>ctrl+c</code>	
stop a session	just close the window	
scroll through previously executed commands	<code>up arrow/↑</code>	
list previously executed commands	<code>history</code>	<code>history grep essay_final_version_*</code>
working with files		
rename file(s)	<code>mv</code>	<code>mv oldname.pdf newname.pdf</code>
move file(s) to a new directory	<code>mv</code>	<code>mv file.pdf new_folder/ mv essay_final_version*.docx versions/</code>
remove file(s)	<code>rm</code>	<code>rm essay_final_version*.docx</code>
copy file(s)	<code>cp</code>	<code>cp essay_final_version_1.docx essay_final_version_final.docx</code>
combine two (or more) commands by piping the output of the first command into the second	<code> </code>	<code>cd ~/Desktop/research/data mv essay_final_version_* new_folder/</code>
show first ten lines of a file	<code>head</code>	<code>head essay_final_version_1.docx</code>

*Accompanying the introductory guide to digital history by Ina Serif, 2022, online: <https://wissen-ist-acht.github.io/digitalhistory.intro/>.

operation	command	example
word count (counts lines, words and characters of search term in a document or of a list of documents)	<code>wc</code>	<code>wc *.docx</code>
sort a file	<code>sort</code>	<code>sort list_of_callers.txt</code>
only show unique values	<code>uniq</code>	<code>sort list_of_callers.txt uniq</code>
search for a string (get lines in return)	<code>grep</code>	<code>grep "Arthur" list_of_callers.txt</code>
search for a pattern, count occurrences and write them into a new file	<code>grep</code>	<code>grep -E -i 'Gr(u ü)(ß ss)' *.xml wc -l > gruesse.txt</code>

Regular Expressions

(see for example this Cheat Sheet)

description	operator	example	matches
any single character	<code>.</code>	<code>m.n</code>	man, men, min, mtn, ...
a single character out of a set of characters	<code>[]</code>	<code>m[abcde]n</code>	man, men
group characters/patterns	<code>[], (), {}</code>	<code>[a-zA-Zöäüéâ]</code>	a character in the range a-z or A-Z and some Umlaut characters
placeholder for any character(s)	<code>*</code>	<code>cat*al</code>	categorical, cathedral, Catal, ...
exclude a (set of) character(s)	<code>^</code>	<code>dr[^au]nk*</code>	drinks, drinker, drinking
match either or	<code> </code>	<code>dr(a i)nk</code>	drank, drink
placeholder for no or one character	<code>?</code>	<code>Sibille?</code>	Sibille, Sibill
placeholder for one or more of a character	<code>+</code>	<code>Sibil+e</code>	Sibile, Sibille
any whitespace character	<code>\s</code>	<code>drink\sin*</code>	drink in the bar
any non-whitespace character	<code>\S</code>	<code>drink\Sin*</code>	drinking
define/escape special characters	<code>\</code>	<code>\?, \., \n</code>	?, ., line break

Search and Find in Swisscovery

(see Swisscovery Help)

operation	operator	example	possible result(s)
placeholder for any character(s)	<code>*</code>	<code>cat*</code>	cat, catdog, categorical difference, ...
placeholder for any character(s)	<code>*</code>	<code>cat*al</code>	categorical, cathedral, Catal, ...
placeholder for one character	<code>?</code>	<code>Sib?lle</code>	Sibylle, Sibille

operation	operator	example	possible result(s)
search for exact match	" "	"Sibylle Berg"	results do not include matches for "Sibylle" or "Berg" only
Boolean search			
combine several search terms	UND or no specification	"cat" (UND) "dog"	
look for one search term	ODER	cat ODER dog	
exclude search term	NICHT	cat NICHT catdog	

Search and Find with Google

(nb: Google is constantly updating/renewing search operators; some of the following might no longer be working if you try them)

operation	operator	example	possible result(s)
placeholder for any character(s)	*	cat*	cat, catdog, categorical difference, ...
search for exact match	" "	"catdog"	results refer to tv show, neither cats nor dogs
restrict results to a certain filetype	filetype	catdog filetype:jpg	
restrict results to a specific website	site	cat site:instagram.com	
Boolean search			
combine several search terms	AND or no specification	"cat" (AND) "dog"	
look for one search term	OR	cat OR dog	
exclude search term	-	animal -dog	