

Efficient macOS Screen Management Tips

1. Fast App Switching

- **Command () + Tab:** Quickly switch between open applications.

2. Quick App/Window Search

- **Spotlight Search: Command () + Space**
 - Type app names, files, folders, or even calculations to find them instantly.

3. Mission Control (Multiple Desktops/Window Overview)

- **F3 key** (or three-finger swipe up on trackpad): Shows all open windows and desktops.
- **Control () + Up Arrow:** Same as above.

4. Create and Switch Multiple Desktops (Spaces)

- In Mission Control, click the “+” in the top right to add a new desktop.
- **Control () + Left/Right Arrow:** Quickly switch between desktops.

5. App Exposé (All Windows of the Same App)

- **Control () + Down Arrow:** Shows all windows of the current app.

6. Split View (Side-by-Side Apps)

- Long-press the green “Full Screen” button in the window’s top left, then choose left or right, and select another app for the other side.

7. Dock Quick Switch

- Click the app icon in the Dock at the bottom of the screen to quickly switch or show the app.

8. Show Desktop Hotkey

- **F11** (or fn + F11), or spread three fingers outward on the trackpad to quickly show the desktop.

Extra Tips

- **Use trackpad gestures:** Three-finger swipe up (Mission Control), down (App Exposé), or left/right (switch desktops).

- **Spotlight** can also find apps, files, emails, contacts, and more.
- **Pin your favorite apps to the Dock and drag to reorder them.**

If you need illustrated guides, video tutorials, or have multi-monitor management needs, feel free to ask!