

# macOS Tips

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## Spotlight

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Spotlight helps you open applications or documents on your Mac and perform certain tasks for you.

### Open Spotlight

Hit `Cmd+Space` on your keyboard or click on magnifying glass icon in the menu bar.

### Calculator

You can perform basic mathematical operations right in Spotlight.

Just start adding numbers together and Spotlight will show you the result.

### Unit conversions in Spotlight

Type “\$1300” or “12 pounds” in Spotlight to see automatic unit conversion.

## Taking screenshots

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- `Shift+Cmd+3` for full desktop
- `Shift+Cmd+4` for selected area
- `Shift+Cmd+4` , then `Space` for a single window

These screenshots will be saved as png files on your desktop.

### Setting custom directory for screenshots

Open Terminal

```
mkdir $HOME/Desktop/Screenshots
defaults write com.apple.screencapture location $HOME/Desktop/Screenshots
killall SystemUIServer
```

The above commands will create Screenshots directory on your Desktop and set it as a target location for new screenshots.

# Recording your screen

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- Open QuickTime Player
- Dismiss the initial window that prompts you to open a file (click "Done")
- While the application is still open select File > New screen recording ( `Ctrl+Cmd+N` ) in the menu bar
- In the "Screen Recording" window click the red button and follow instructions
- You can record your entire screen or just a selected area
- After you're done click on the "stop" icon in the menu bar
- If you're happy with your recording save it or export to another format.

## Finder

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### Keyboard navigation

In Finder you can select files with your arrow keys as expected.

- `Enter` ( `Return` ) will trigger a file rename process.
- `Cmd+Down arrow` Step into selected directory or open selected file.
- `Cmd+Up arrow` To go one level up in directory tree.
- To switch between the views you can use `Cmd+1` (as Icons), `Cmd+2` (as List), `Cmd+3` (as Columns), `Cmd+4` (as Cover Flow).
- `Space` will display the currently selected item in a QuickLook window.

### Hide/show sidebar

To toggle display of the left sidebar in Finder window use `Cmd+Alt+S` .

## Dock

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### Hide/show Dock

To toggle display of the Dock use `Cmd+Alt+D` .

### Insert a blank spacer into Dock

Open Terminal

```
defaults write com.apple.dock persistent-apps -array-add '{"tile-type":"spacer-tile";}'  
killall Dock
```

# Make applications to always minimise to Dock

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- Open Dock preferences (System Preferences > Dock)
- Select “Minimize windows into application icon”

You should also look at “Show indicators for open applications” on the same screen.

This setting will draw a dot next to the icons of open applications.

## Navigate with keyboard to all window elements

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By default you will not be able to reach certain elements of the interface with your keyboard.

You can force all elements of the interface to be accessible.

- Open Keyboard preferences (System Preferences > Keyboard)
- Go to “Shortcuts” tab
- Switch “Full Keyboard Access” to “All controls”

## Quick tips

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- You can preview most document types by selecting their icon and pressing `Space` .
- Whenever you need to type an accented character you can hold down the appropriate letter. A list of relevant options will pop up.
- To switch audio output press `Alt` when clicking on volume icon in menu bar. The same thing works to view more details about WiFi or Bluetooth.
- To adjust volume in smaller increments hold `Shift+Alt` as you hit the `Volume Up/Down` keys. This works for brightness too.
- In Safari you can press `Control` key, then double-click inside the video to see the "Enter Picture-in-Picture" option.
- `Control+Shift+Power/Eject` will put your Mac to sleep.
- You can use Preview to crop your images. Select the area you want and press `Cmd+K` to crop. You'll see “edited” next to the file name in the title bar. Press `Cmd+S` to save the modified version.
- You can close current window with `Cmd+W` . To close the whole application press `Cmd+Q` .
- You can enable “Do not disturb” mode for notifications by clicking on notifications icon in the menu bar while holding `Alt` key down.

# Modifier keys

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The following are the modifier keys on Macs with alternative labels next to them. These symbols are used interchangeably.

- `⌘` = `Cmd` = `Command`
- `⌥` = `Alt` = `Option`
- `⌃` = `Ctrl` = `Control`
- `⇧` = `Shift`

## Muting the startup chime

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Open Terminal. Both muting and restoring the sound require administrator privileges.

Please be aware of the `sudo` prefix - you should always be careful when you see it as this grants full privileges to the command you're executing.

### To mute the startup chime

```
sudo nvram SystemAudioVolume=%80
```

### To restore the startup chime:

```
sudo nvram -d SystemAudioVolume
```

## About this document

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**Version 3 (15th November 2018)**

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