

# Mac OS 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

Use Spotlight to 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 start saving them there.

# Finder

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## Keyboard navigation

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

- Hitting `Enter` ( `Return` ) will trigger a file rename process.
- To step into a directory press `Cmd+Down` arrow.
- To go a directory up press `Cmd+Up` arrow.
- 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).

## 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

Use Spotlight to 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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- Use Spotlight to open Dock preferences
- 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.

- Use Spotlight to open Keyboard preferences
- Go to “Shortcuts” tab
- Switch “Full Keyboard Access” to “All controls”

## Other 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.
- You can use Quick Time to record your screen.

## 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`
- `⌃` = `Control`
- `⇧` = `Shift`