

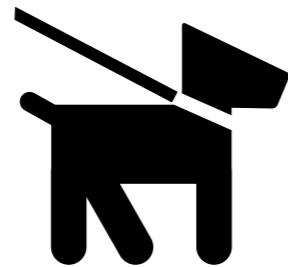
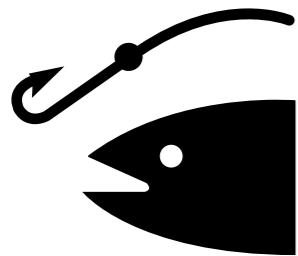
# Speed up your Mac!

NMUG Wednesday morning

Christian Boyce, November 15th, 2023

# We want to go faster because...

- Faster is easier!
- Faster is more productive!
- Faster is more fun!
- Faster gives you time to do other things.



**The best way to  
speed up your Mac  
is to speed up YOU.**

**Trust me.**

# So how can we speed up YOU?

**We want to get better at this stuff. There are two ways:**

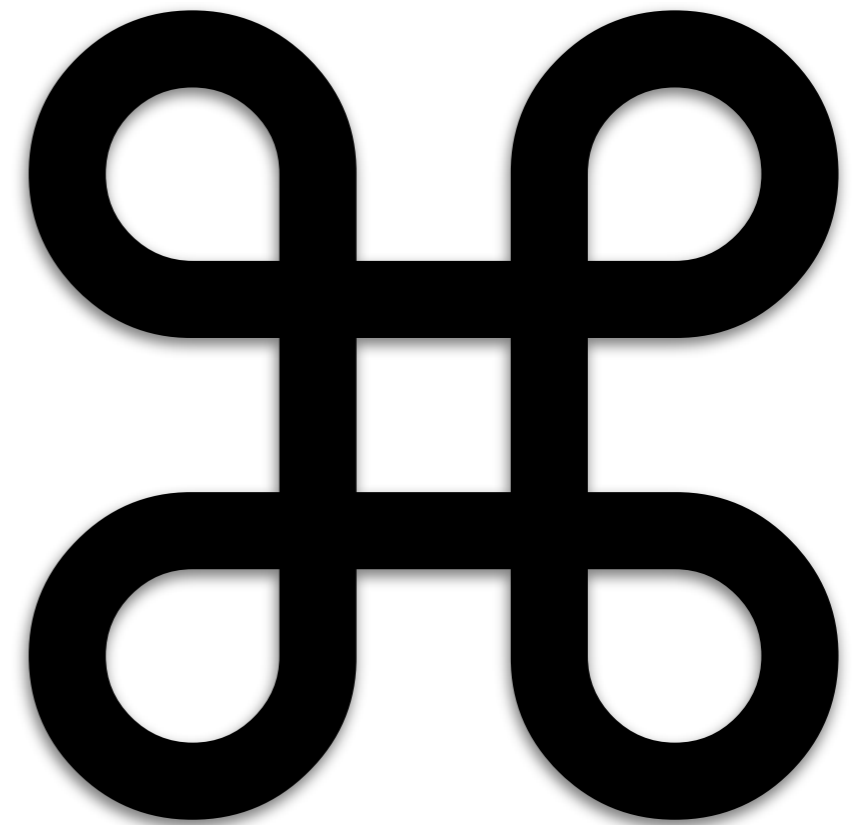
- Stuff you pay for
- Stuff that's free or just plain built-in

**Let's do the free and/or  
built-in stuff first.**

# Free and/or built-in stuff

## Keyboard Shortcuts (because they are FAST)

- Learn some keyboard shortcuts — and use them!
  - ⌘-Z, ⌘-X, ⌘-C, and ⌘-V.
  - ⌘-N, ⌘-O, ⌘-S, ⌘-P.
  - Return/Enter, and Escape (esc)
  - ⌘-B, ⌘-I, ⌘-plus, ⌘-minus.
  - ⌘-L



# Selecting Text in a hurry

**Works the same way lots of places, including in Word and in Pages**

- Double-click to select a word
- Triple-click to select a paragraph
- BONUS: click in the left margin in Word for some easy selections.

For those using a trackpad...

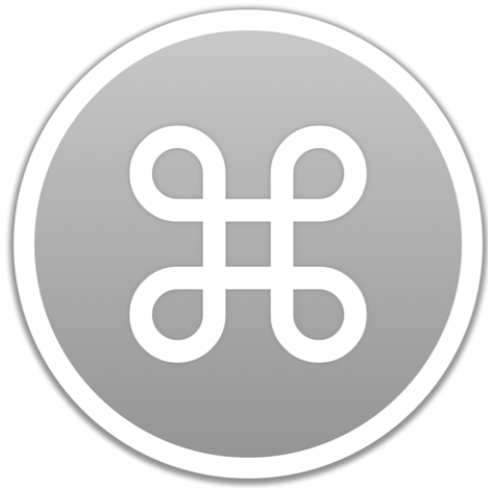
# Three-finger drag!

System Settings > Accessibility > Pointer Control > Trackpad Options > Dragging Style



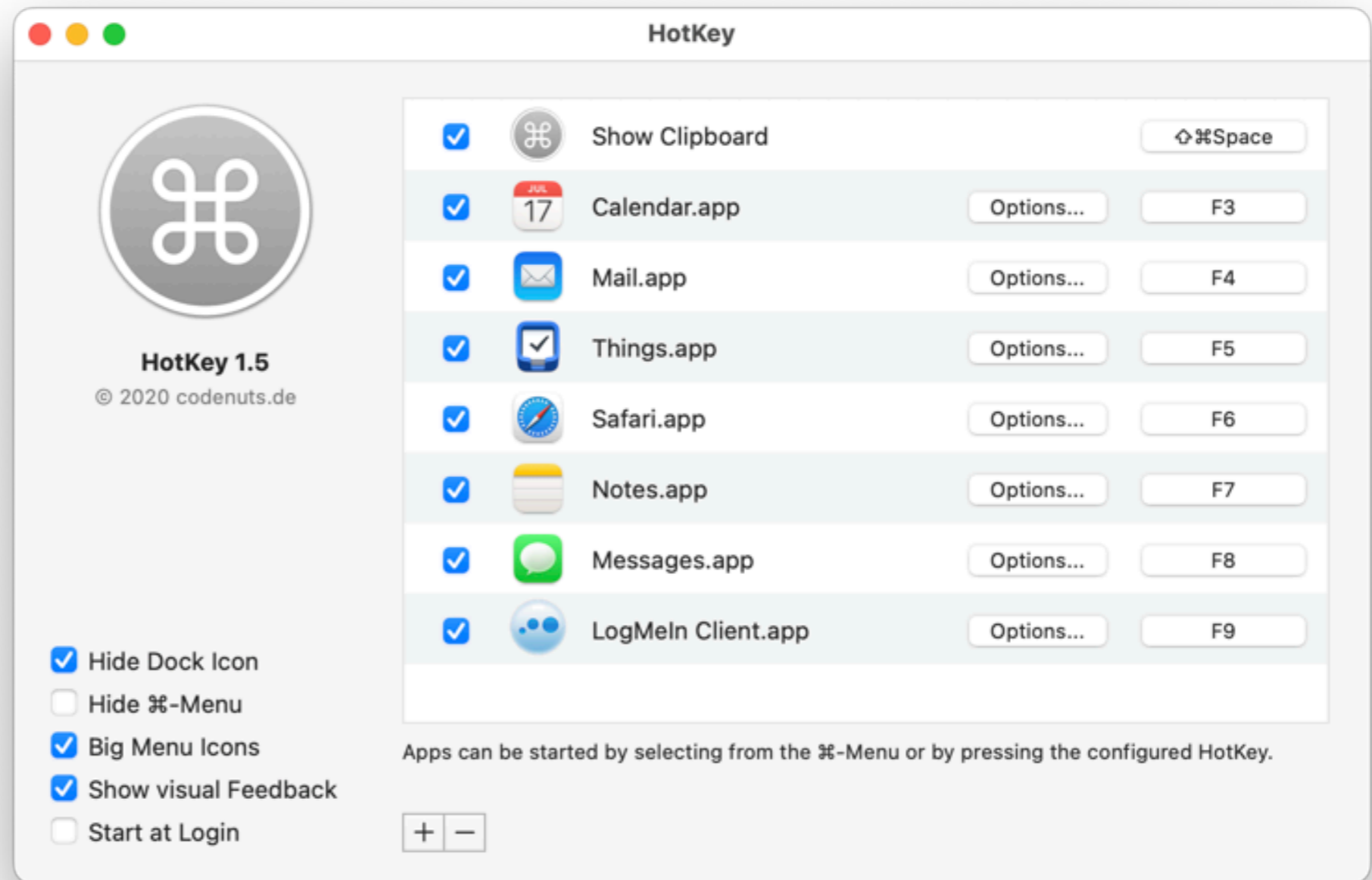
# More Free and Built-in Stuff

## Launch and switch apps FAST



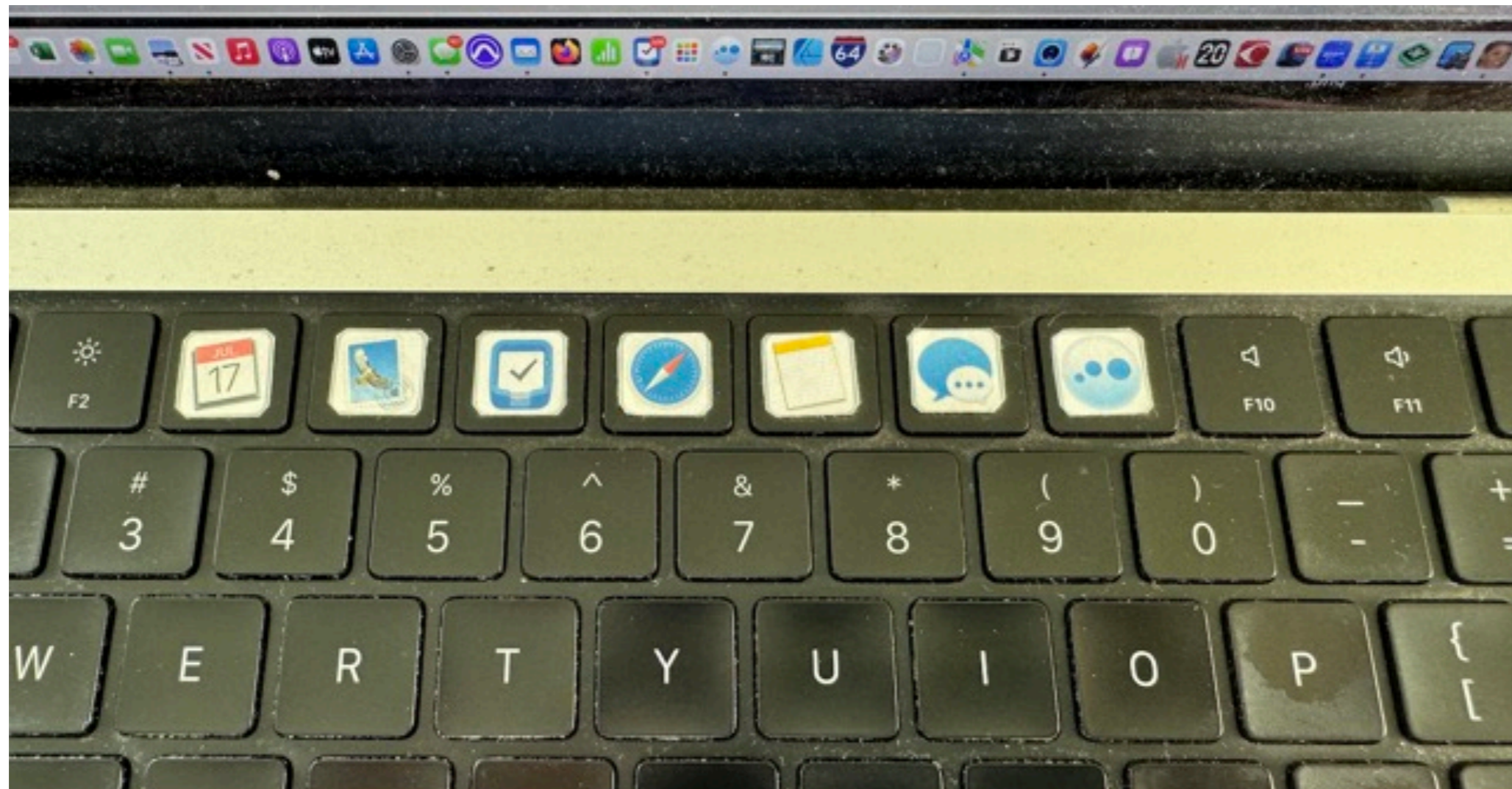
HotKey

(free at the App Store)



# How are you supposed to remember all this stuff?

I use stickers.



# More Free Stuff

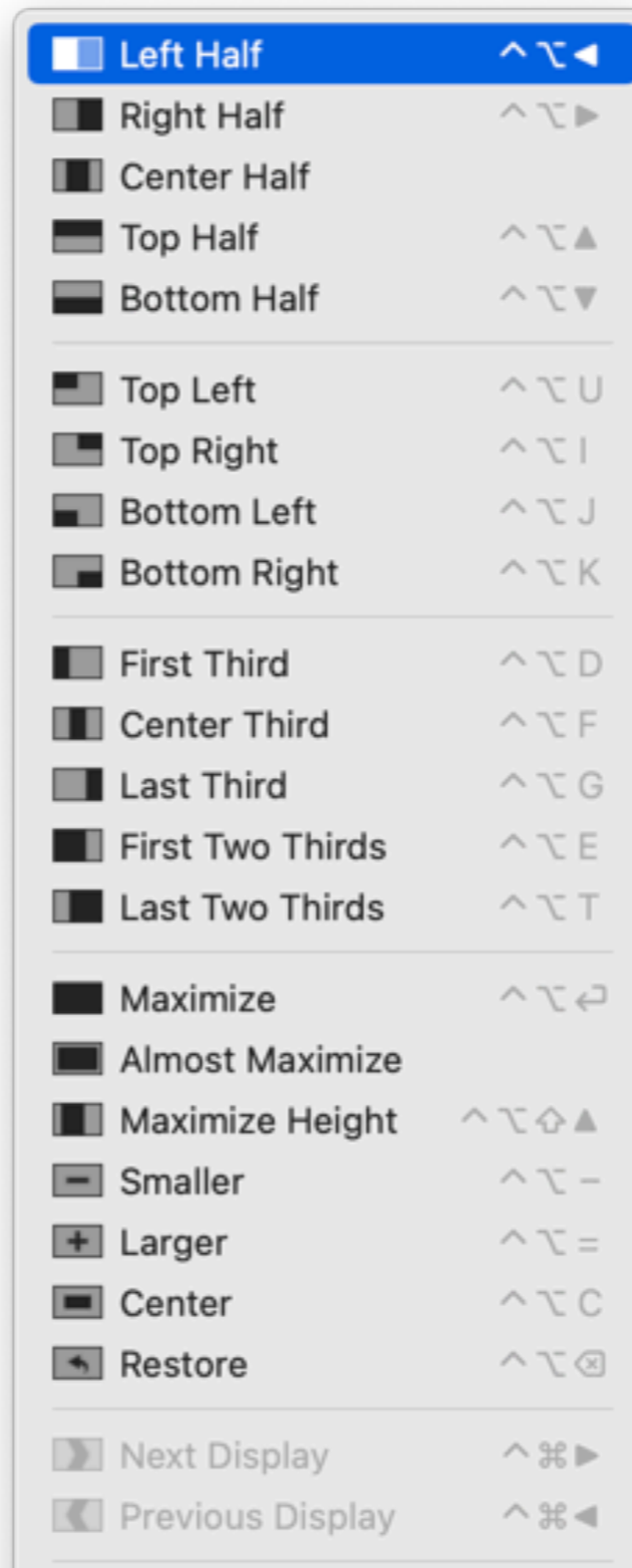
Arrange windows nice and neat— and FAST



Rectangle

(free at

<https://rectangleapp.com/>)

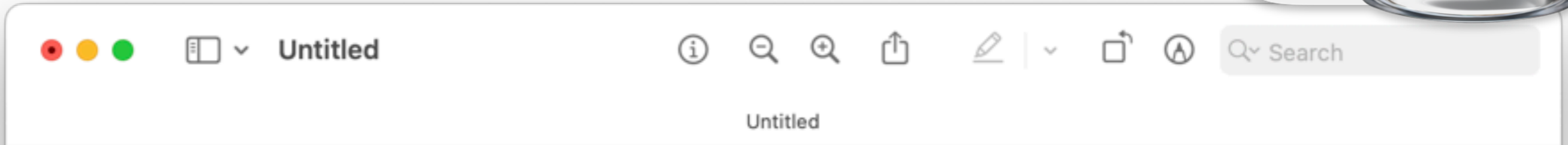


# MORE Free and/or built-in stuff

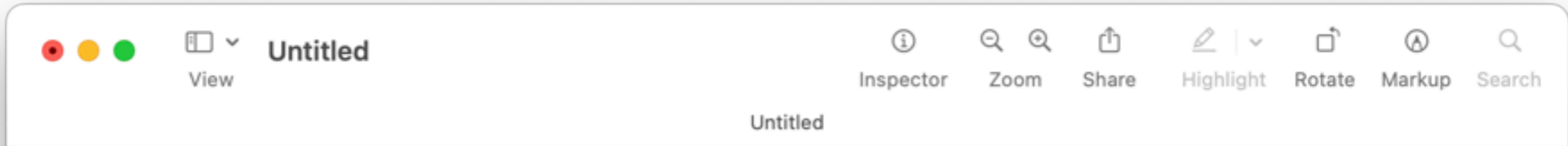
## Customize Toolbars



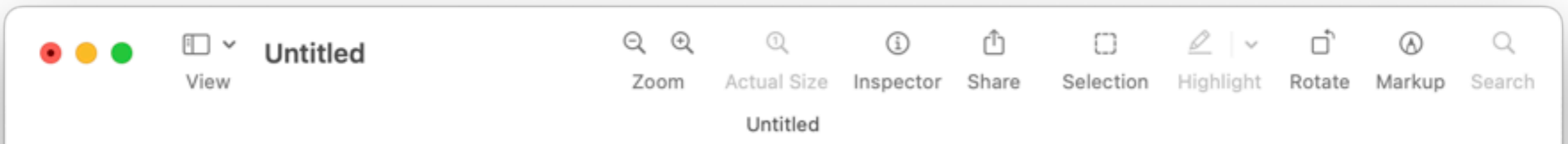
### Standard



### Standard (icon and text)



### Custom (icon and text, plus extra buttons)



# Free and/or built-in stuff

## Customize Toolbars

- You can customize toolbars for many apps:
  - Finder
  - Mail
  - Safari
  - Preview
  - Notes

# Explore your apps!

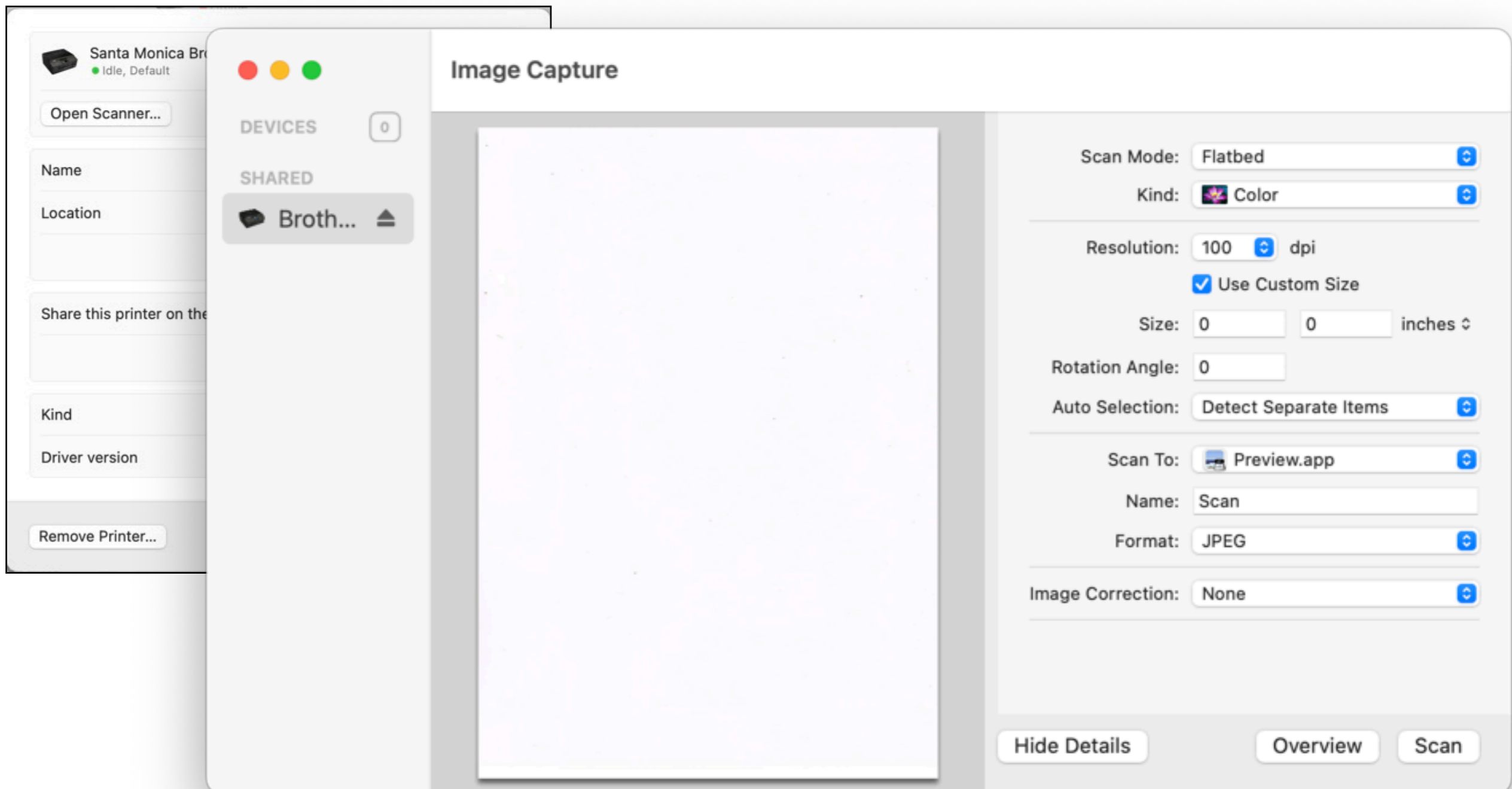
## Menus and Control-click

- Finder: Rename, New Folder with Selection, Smart Folders
- Mail: Send Later, Smart Mailbox
- Safari: Pin tab, Reopen Last Closed Window, Share... (don't print, then scan, then email)
- Preview: New from Clipboard, Share..., combine documents
- Notes: Paste and Match Style, Smart Folder
- System Settings: use the Search box!

# Speaking of scanning

In many cases, you're better off **NOT** using the software that came with your scanner.

Instead, use Apple's built-in software



**Now we pay a little.**



**Of course you still have the “pay a lot” option.**



# Not Quite Free Stuff

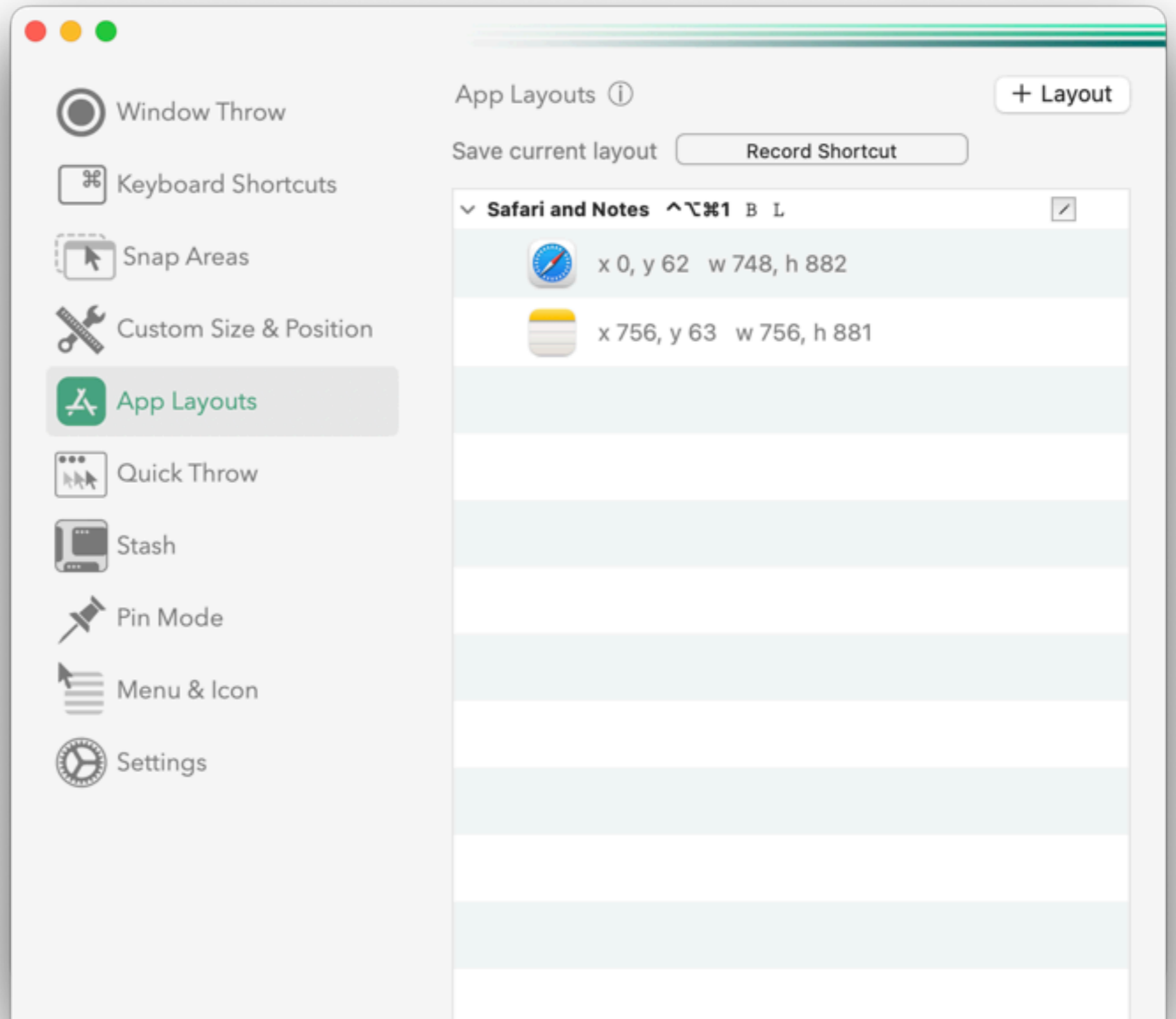
Arrange windows nice and neat— and FAST



Rectangle Pro

(\$9.99 at

<https://rectangleapp.com/>)



# Make your Mac work for YOU.

Not free, but worth the \$36 one-time purchase



Keyboard Maestro  
(\$36 at [keyboardmaestro.com](http://keyboardmaestro.com))

## Hot Key Trigger

Global Macro Palette Trigger  
Status Menu Trigger  
Typed String Trigger

Appearance Changed Trigger  
Application Trigger  
Audio Output Device Changed Trigger

Clipboard Changed Trigger  
Clipboard Filter Trigger  
Cron Trigger

Display Layout Changed Trigger  
Dragged File Trigger  
Engine Launch Trigger

Focused Window Trigger  
Folder Trigger  
Gesture Trigger

Group Status Menu Trigger  
Idle Trigger  
Login Trigger

MIDI Trigger  
Mounted Volume Trigger  
Periodic Trigger  
Power Status Changed Trigger  
Public Web Trigger  
Remote Trigger  
Sleep Trigger  
Space Changed Trigger  
Subroutine Trigger  
Time of Day Trigger  
USB Device Key Trigger  
USB Device Trigger  
Unlock Trigger  
Wake Trigger  
Wireless Network Trigger

# So remember:

**Before you spend a lot of money to get a faster Mac, be sure that YOU'RE as fast as you can be.**

The image features a classic 'The End' title card. The background is a vibrant red with a hypnotic spiral pattern that draws the eye towards the center. In the middle of the spiral, the words 'The End' are written in a white, elegant, cursive script. The text has a subtle drop shadow, making it stand out against the dark red background.

*The End*