

# Hidden Features of macOS

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# Finder

- New Folder with Selection
- Rename Multiple Files at Once
- Combine Images into a PDF automatically
- Customize Toolbar
- Stacks
- Finder Settings





# System Settings

- Use the search box!
- Always show scroll bars
- Keyboard: set the globe key to do what you want





# General Mac Stuff

- Command-click a window's title bar to see the path to the document
  - Slide down to open any folder in the path
- Use the Option key!
  - Option-drag to copy things
  - Menu items change if the Option key is held down
    - About this Mac —> System Information
    - Close Window —> Close All
  - Rotation button changes direction with the Option key





# General Mac Stuff, page 2

- Edit/Speech/Start Speaking— have your Mac read to you
- Edit/Transformations— avoid retyping things





# Mail

- Mark up an attachment without messing up the original
- Send Later
- Forward multiple emails at once!





# Calendar

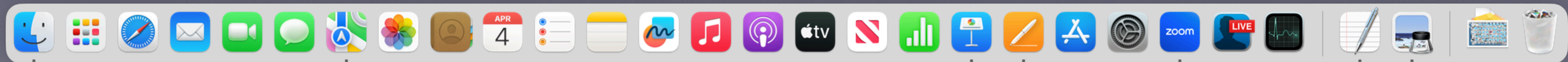
- Keyboard shortcuts: Command-1, -2, -3, and -4
- Another one: Command-T (go to Today)
- Time Zone Support
- Change an event's calendar with a control-click





# The Dock

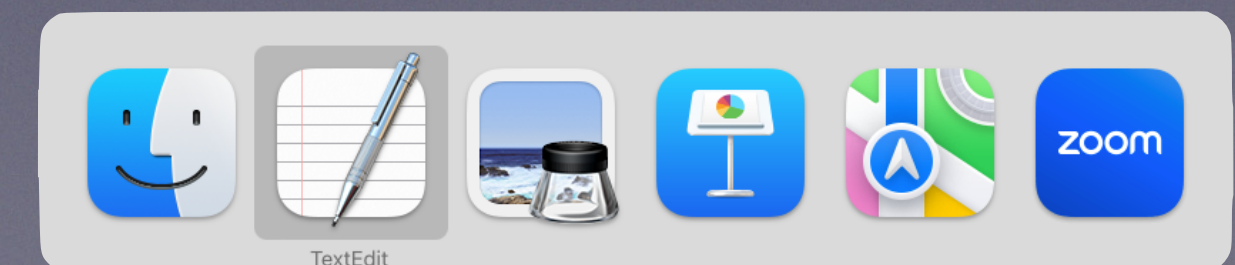
- Dock Settings: avoid magnification, avoid hiding it
- Click and hold on an icon in the Dock to get a menu
  - Keep in Dock, Open at Login, Show in Finder, more
  - Add the Option key to get Force Quit





# Better than the Dock...

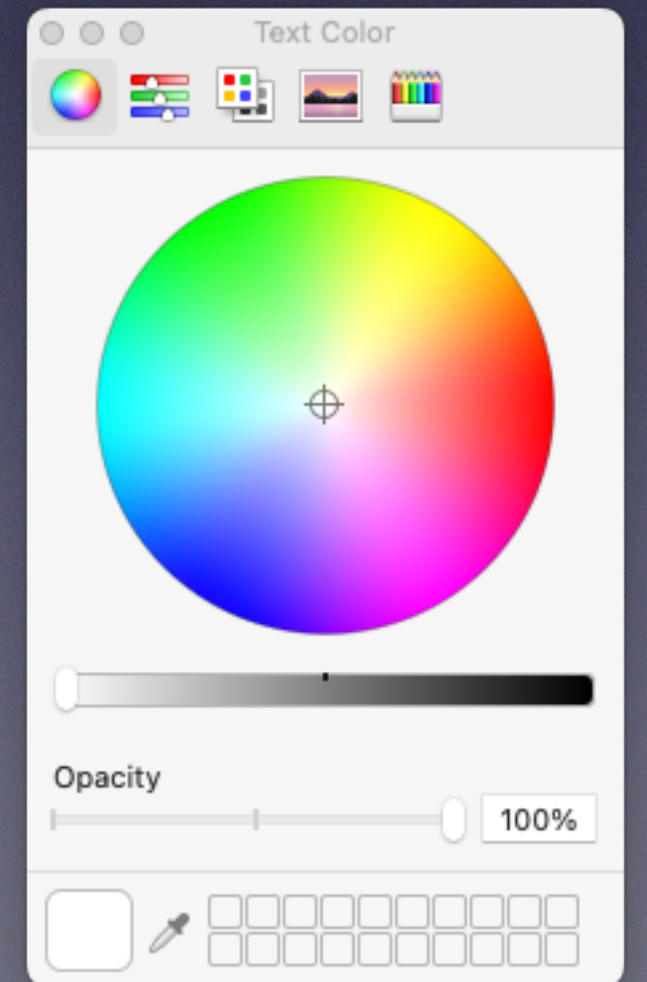
- Command-Tab to switch between open apps
  - Technique: hold the Command key down (left thumb), then tap Tab. The highlighted item will be the app you used just before this one. Let go and you'll bring it to the front.
  - Tap the Tab key again to move forward. Shift-Tab (or Command-`) to move backward. Keep the Command key down the whole time.
  - Let go of the Command key when the proper item is highlighted
  - Or, tap Q (Command key is still down) to quit the app





# The Color Picker

- You can use the eyedropper to select colors from an image
- You can save favorite colors for later use





# Preview

- Rearrange page order in a PDF
- Combine PDFs

