

# Secrets of The macOS Finder



Christian Boyce, for NMUG— Wednesday, April 2nd, 2025



# Introduction

# Christian Boyce

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- Mac owner since 1985
- Former rocket scientist
- Native Californian, honorary Texan
- Author, speaker, consultant
- Focuses: training, automation, leveraging Mac and iPhone power
- “This is what I do”
- Visit me at [christianboyce.com](http://christianboyce.com)





# Keyboard shortcuts

# Keyboard Shortcuts

## Essentials

- ⌘-1, ⌘-2, ⌘-3, and ⌘-4
- ⌘-plus, ⌘-minus
- ⌘-shift-A
- ⌘-shift-U
- ⌘-shift-D
- ⌘-N and ⌘-Shift-N
- ⌘-F



# Customizations

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## Make it work for YOU

- The Finder's Settings
- Customize the Toolbar
- Customize the Sidebar (Favorites)
- Change the size of icons in Icon View
- Change the size of icons in List View
- Change the size of text
- Show the Path Bar
- Show the Status Bar



# Odds and Ends



# Odds and Ends

## This and That

- Option-drag: duplicates the item
- Option-Empty Trash: skips the “Are you sure” dialog
- Command-Up Arrow: move up one level
- Esc: get out of Full Screen mode
- Using Tabs/Merge All Windows
- Using Stacks (on the Desktop)
- Using Groups



# Cool techniques

# Cool Techniques

## Power moves that save you time

- Quick Look
- Rename many files at once
- New Folder with Selection
- Control-click *everything*
  - Open With...
  - Services
  - Quick Actions
  - Move to Trash
- Command-Delete keyboard shortcut
- Undo (undo move, undo rename, undo move to trash)
- Show Desktop from anywhere (keyboard shortcut)



# Finder enhancements

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**Make it better!**

- Hazel
- Default Folder X

# Questions and Answers



*That's all Folks!*

