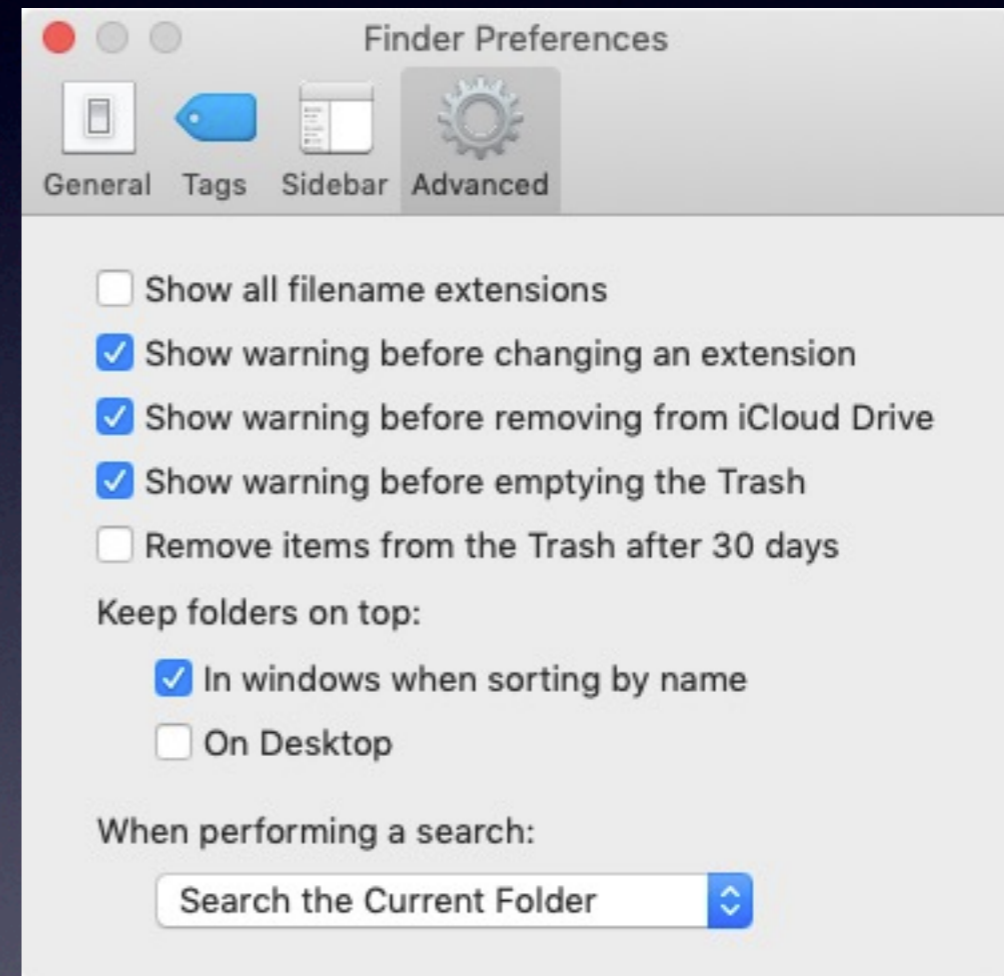


Finder Tips & Tricks

ApplePickers
February 13, 2019

Finder Preferences



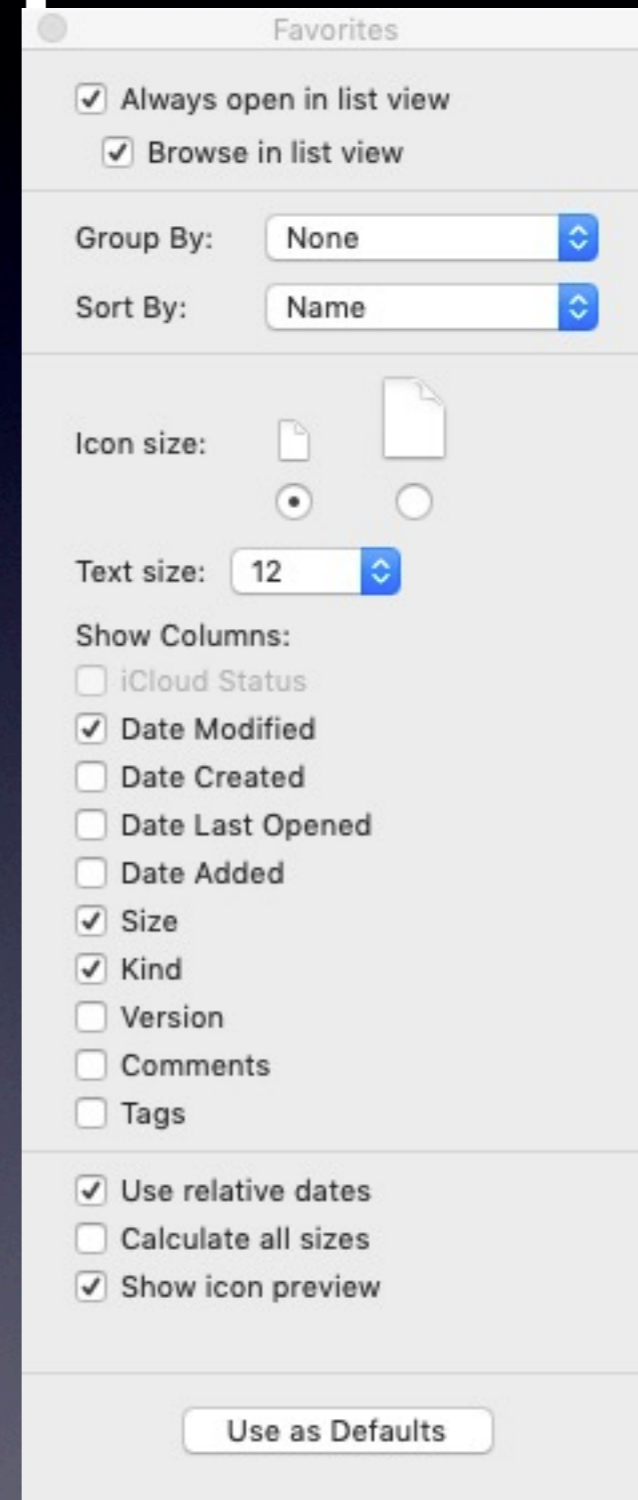
Viewing Options

- ✓ Set Default to view Path Bar and Status Bar in View Menu

as Icons	⌘1
✓ as List	⌘2
as Columns	⌘3
as Gallery	⌘4
Use Groups	⇧⌘0
Sort By	▶
Clean Up	
Clean Up By	▶
Hide Sidebar	⇧⌘S
Show Preview	⇧⌘P
Hide Toolbar	⇧⌘T
Show All Tabs	⇧⌘\
Show Tab Bar	⇧⌘T
Hide Path Bar	⇧⌘P
Hide Status Bar	⌘/
Customize Toolbar...	
Show View Options	⌘J
Show Preview Options	
Enter Full Screen	⇧⌘F

Finder View options

- ✓ Show View Options (⌘J) and set defaults in View Menu



Finder Window Views

- ✓ ⌘ 1: Select icon mode
- ✓ ⌘ 2: Select List mode
- ✓ ⌘ 3: Select Column mode
- ✓ ⌘ 4: Select Coverflow mode

Window View

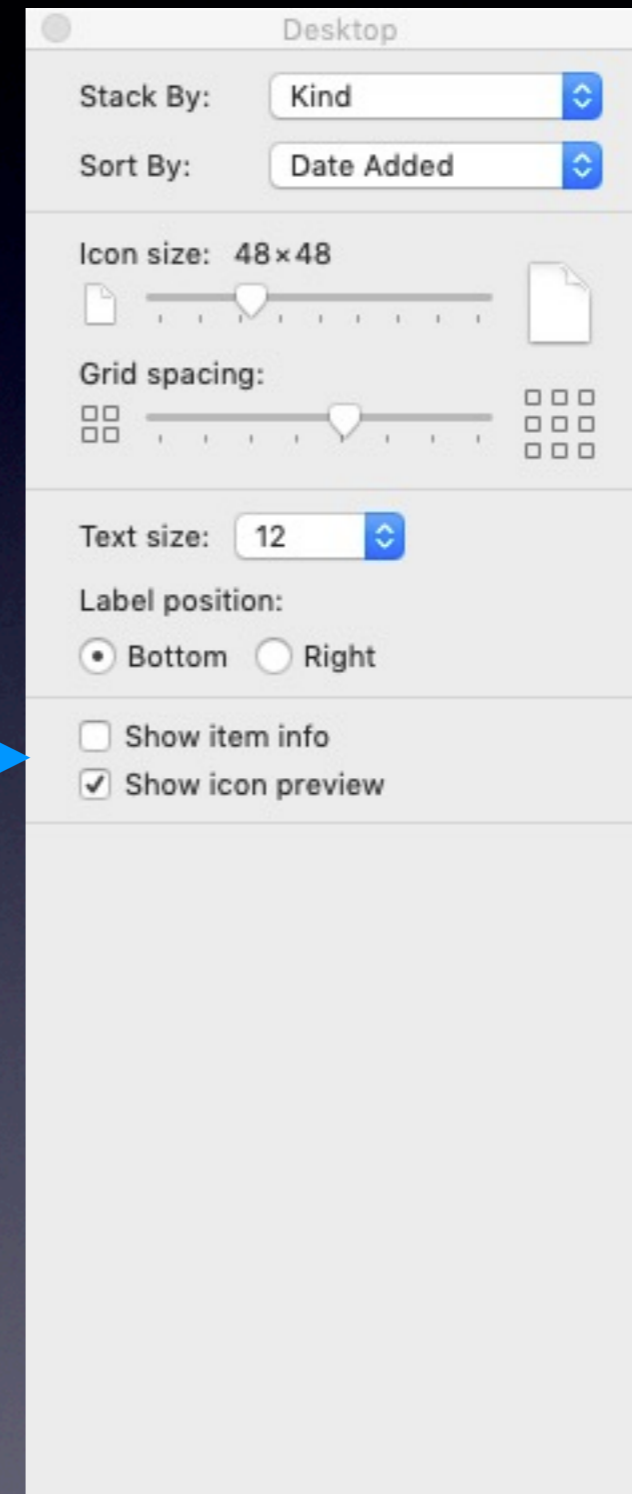
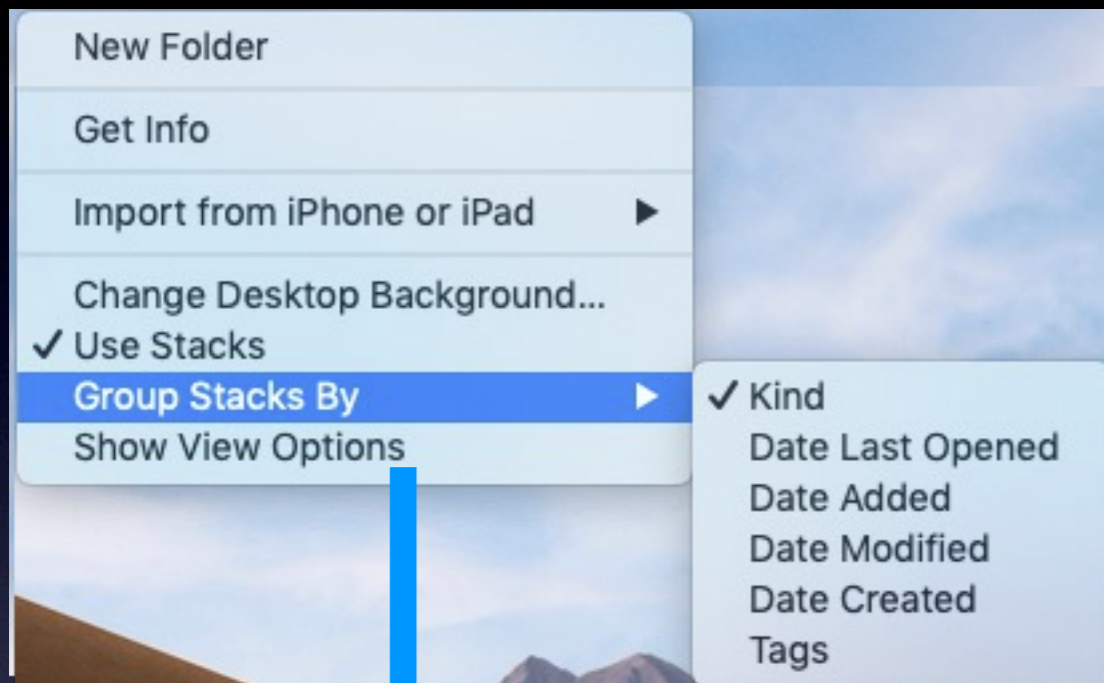
- ✓ Coverflow view shows selected file and metadata in right-hand side window
- ✓ Right-hand window can be displayed in other views with $\uparrow \text{⌘} P$
- ✓ Enlarge list view with $\text{⌘} +$
 - $\text{⌘} -$ to make smaller
- ✓ Hold ⌘ key to resize columns equally in column view
- ✓ $\uparrow \text{⌘} .$ to show or hide hidden files

Some Keyboard Shortcuts

- ⇧ ⌘ A Opens Applications
- ⇧ ⌘ D Opens Desktop Folder
- ⇧ ⌘ I Opens iCloud Drive
- ⇧ ⌘ O Opens Documents
- ⇧ ⌘ R Opens Airdrop
- ⇧ ⌘ F Opens Recents Folder
- ⇧ ⌘ U Opens Utilities Folder

Full List from [Apple](#)

Desktop Stacks



ScreenShots

- ✓ ⌘ ⇧ 3: Creates full screen shot and places it in memory
- ✓ ⌘ ⇧ 4: Creates size-selectable screen shot and places it in memory and creates a file
 - Hit spacebar to select frontmost window
- ✓ ⌘ ⇧ 5: Displays toolbar to select area, allows for annotation temporarily before saving
 - Create screencasts
- ✓ Default is .jpg
 - Changeable to .png, .tiff, or .pdf
 - defaults write com.apple.screencapture type png or use something like TinkerTool or Cocktail

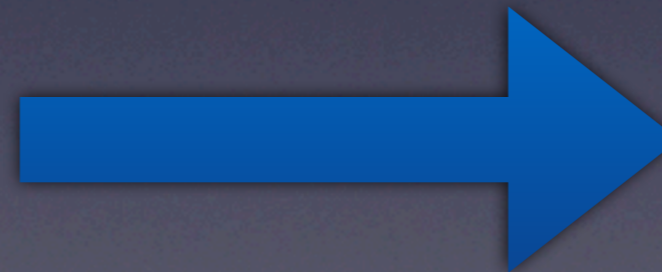
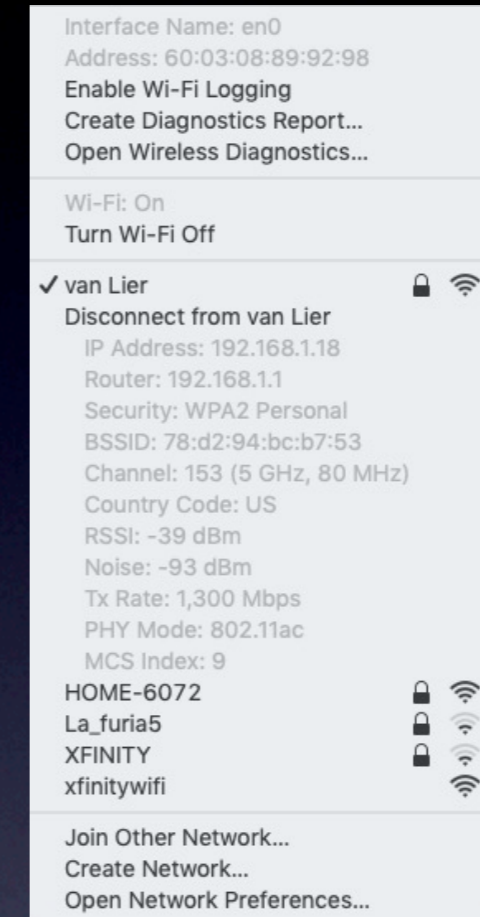
Dock

- ✓ Right-click divider to bring up preferences
- ✓ Add Applications folder to right side to create an App launcher
 - Click folder then type a few letters

Search

- ✓ Spotlight (⌘ space)
- ✓ Window search (⌘F or ⇧⌘ Space)
 - Looks inside file as well as file name
 - Can search by a number of criteria
 - ◆ Use “” for multi-word search
 - ◆ Look under “Other” for more criteria
 - Default to And, but can add boolean operator with ⇧ key
 - Click Save to create a smart folder with results
 - ◆ Doesn't move files; just remembers where they are
 - Can accomplish the same by choosing New Smart Folder from File menu click + button in upper right corner

Option Key in Menubar apps



Other Option(⌘) Tricks

- ✓ Copy and pasting a file from one folder to another pastes a second copy, but ⌘⇧V moves the file
- ✓ Holding ⌘ while selecting a Finder command bypasses options
- ✓ Selecting several files or folders and clicking ⌘I opens a Get Info box for each selection, but ⌘⇧I brings up an Inspector window and calculates the combined file sizes.
- ✓ Time Machine menubar changes from
 - Backup Now → Verify backups
 - Enter Time Machine changes → Open Other Backup Disks...
- ✓ ⌘ Key modifies a number of commands in Finder commands
 - Close Window → Close All
 - Move to Trash → Delete Immediately...
 - Get Info → Show Inspector
 - Copy → Copy Folder as Pathname
 - Clean Up → Clean Up Selection
 - Many others

Option(⌘) Window Tricks

- ✓ Double click a window corner to expand window to expand window
 - ⌘Click side to expand in 2 directions
- ✓ Click Green button to make Full screen
- ✓ ⌘Click Green button to reduce to previous size or minimum size to display contents

Encryption

- ✓ Many 3rd party programs can handle
- ✓ Built-in SSL encryption
- ✓ From terminal:
 - `openssl enc -aes-256-cbc -e -in "filepath" -out "newfilepath"`
 - `openssl enc -aes-256-cbc -d -in "filepath" -out "newfilepath"`

Misc. Terminal Commands

✓ Caffeinate or decaffeinate

● `caffeinate -u -t "time in seconds"`