Becoming a More Efficient Mac User

Wayland Rises 2.0
3-15-17

edmund_dehoratius@wayland.k12.ma.us
http://whsipadpilot.wordpress.com
[presentation linked in Presentations tab]

Some Principles

- You're Adults: Your Time is Your Own
- 5 on, 10-15 off
- We All Contribute
- Range of Skills, Range of Tips
  - though most, if not all, will be fairly accesible
- The Avatar Principle
- The Your-Own-Version Principle
- Efficiency: Time = Money; Priorities
- The Mental Shift
- Do what you do but do it better

An Outline

- Some Principles
  - Key Strokes
  - The Finder
- Communication
  - Distribution
  - Collection
  - Assessment
- Administrivia

Key Strokes – An Overview

Symbol	Key on Keyboard
⌘	Command (or Cmd) Like the Control key on Windows/PC. Formerly known as the Apple key.
⌥	Option (like Alt on Windows/PC)
⇧	Shift
^	Control (Control-click = Right-click)

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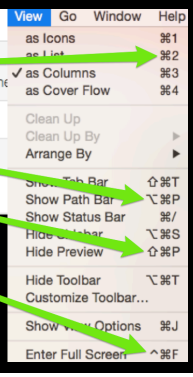


Just Say No to the Track Pad

Key Strokes – An Overview

- For more key strokes than you can imagine:
- [not for the faint of heart]
- https://www.danrodney.com/mac/
- But here's where we begin:
- Hide + App Switcher
- NO MORE MINIMIZING
- NO MORE MOVING WINDOWS

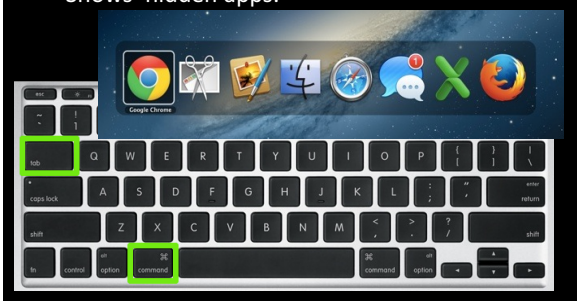
Key Strokes – Hide

- Hides (doesn't quit) the current app.
- Note that the dot in the dock that signals an open app is still present.
- [Use your left thumb for the command key.]
- Command-option-h hides all other apps.

Key Strokes – App Browser

(or, How to Get Back to your Hidden Apps)

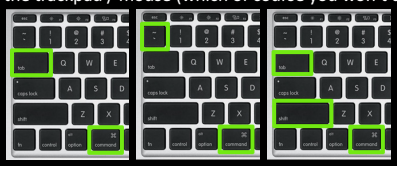
- Toggles through your open apps.
- 'Shows' hidden apps.



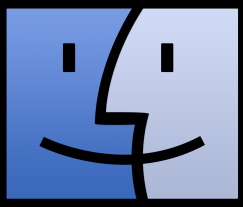
Key Strokes – App Browser - Expansion

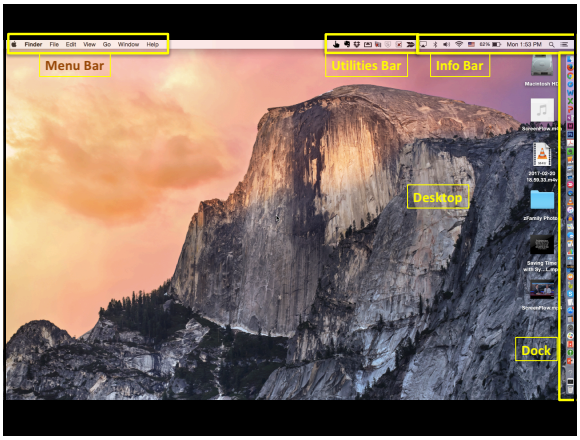
(or, How to Get Back to your Hidden Apps)

- Command-tilde (and command-shift-tab) toggles left (tab toggles right).
- Try it quickly (i.e. tap and release without seeing the actual browser).
  - Great for taking notes, transferring info, etc.
- With the browser active, you can also add 'h' to hide the highlighted app.
- With the browser active, you can also choose an app with the arrow keys or the trackpad / mouse (which of course you won't do).

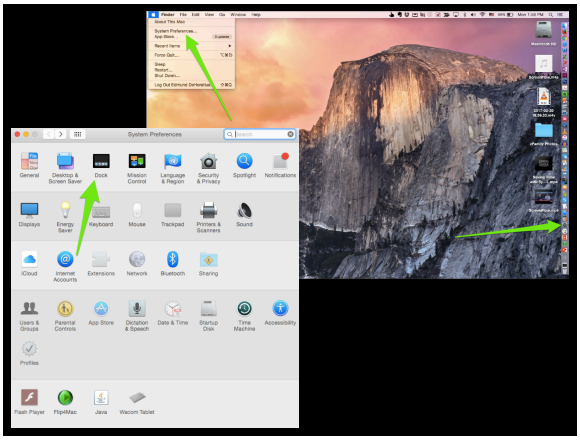


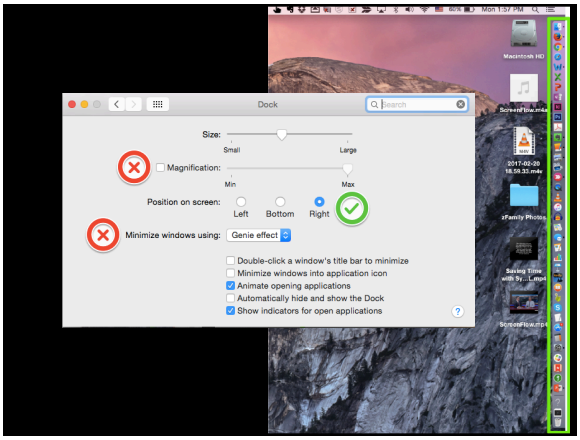
The Finder



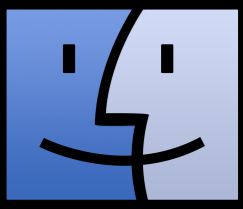


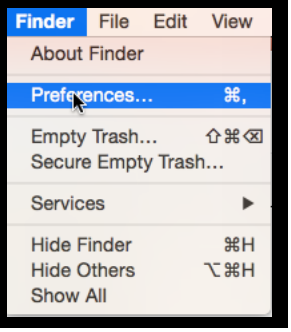
Menu Bar
Utilities Bar
Info Bar
Dock Options:
- Location
- Magnification
- Size
- Apps
- Files
Desktop
Dock

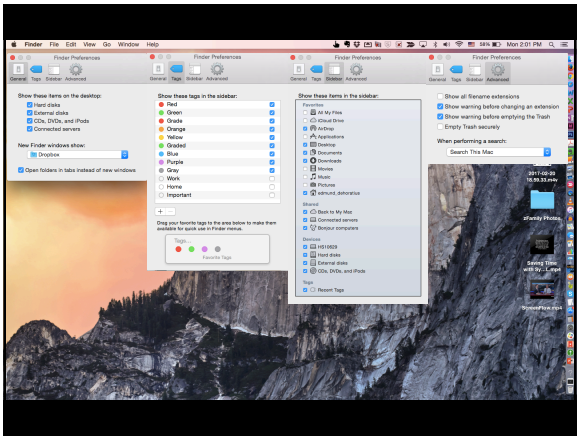


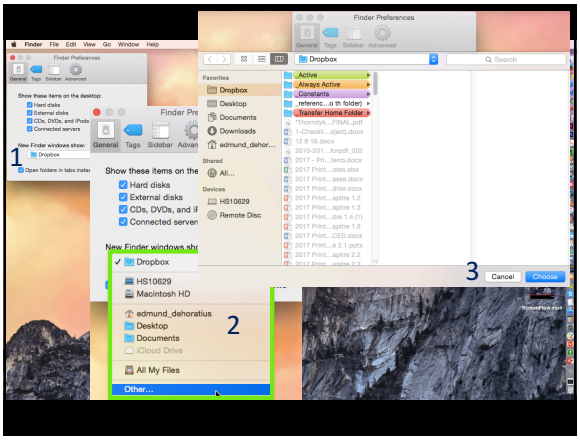

Dock
Size:
Small
Large
Magnification:
Min
Max
Position on screen:
Left
Bottom
Right
Minimize windows using:
Genie effect
Double-click a window's title bar to minimize
Minimize windows into application icon
Animate opening applications
Automatically hide and show the Dock
Show indicators for open applications

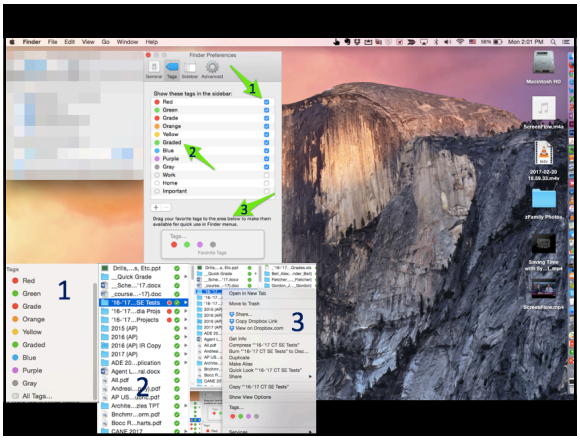
The Finder
Preferences

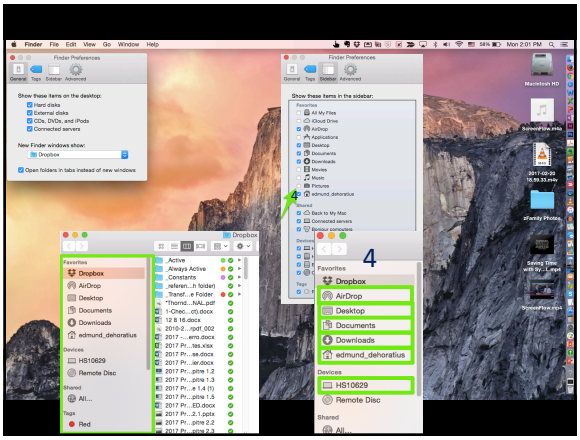












Your Time

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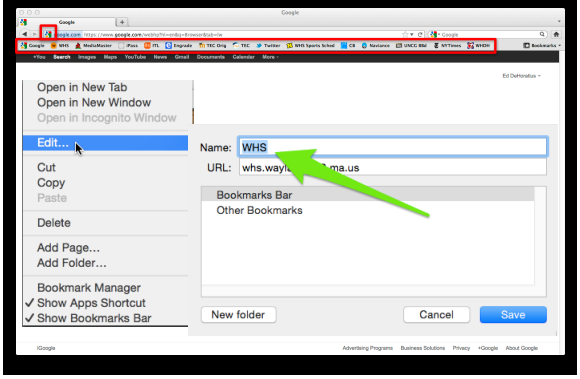
The Browser

Bookmark Toolbar: Drag & Drop



Browser Tabs

- Move them around (both within existing tabs and to new windows)
- Close them with command-w
- Navigate them with command-[#]
- Toggle windows (not tabs) with command-tilde

Some Browser Key Strokes

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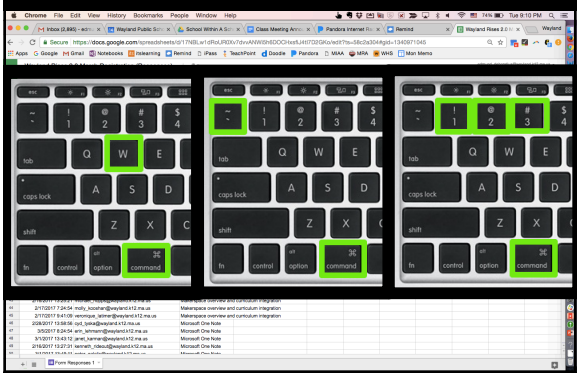
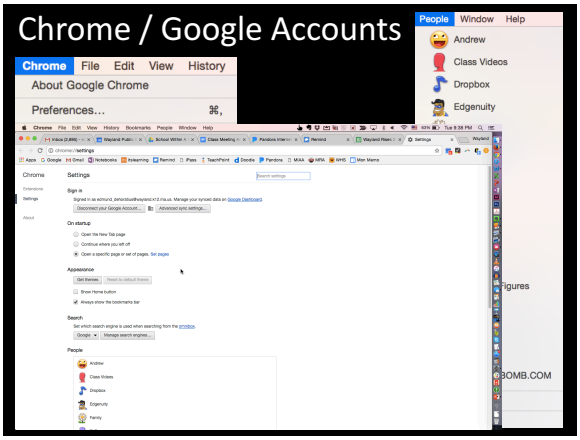


Making a Web Page Bigger or Smaller

- command-+ makes a web page bigger
- command-- [minus] makes a web page smaller
- command-0 returns the web page to its original / 100% size
- [Works in some other apps as well, e.g. works in PowerPoint but not in Word.]

Chrome / Google Accounts

Chrome / Google Accounts



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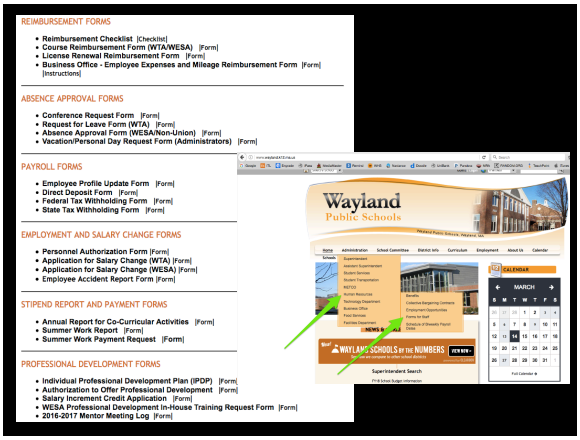
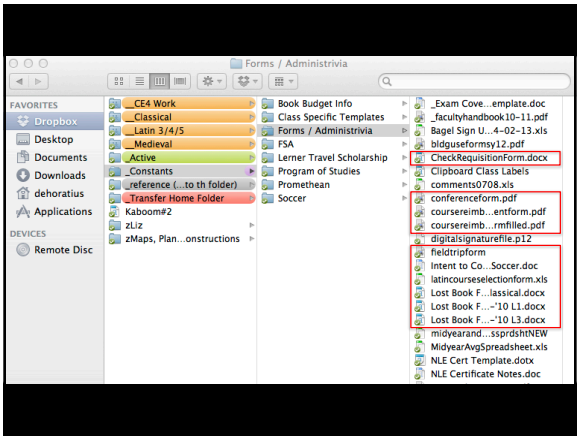
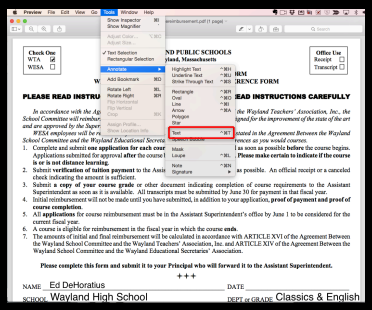
Working with Text





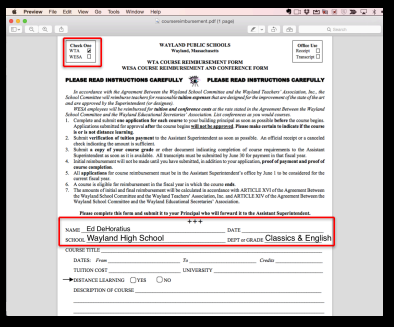
Forms - Completion

- Apple's Preview
  - Most forms will let you click on a blank and start typing.
  - If not, go to the Tools menu, Annotate, Text.

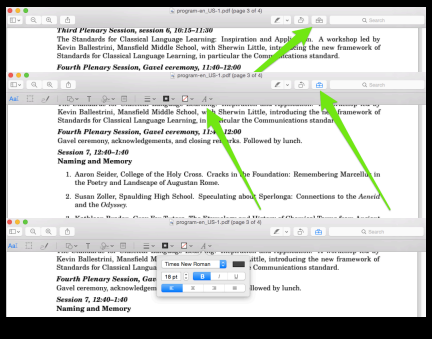


Forms - Templates

- Don't fill out fields that will be redundant every time.
- Create a Master Form that has those fields pre-filled out.
- Just fill out the unique fields.



Use the Toolbox in Preview to Adjust Font, Font Size, Font Color, etc.



Microsoft Word and Micro-Highlighting

[and not just Word]

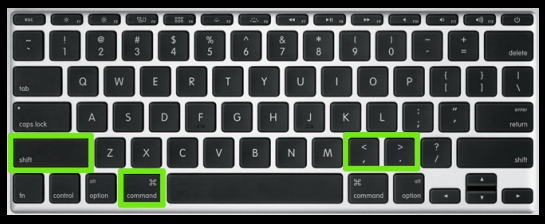
- You can (and should) be using the arrow keys, rather than the trackpad, to move the cursor and to highlight text.
- shift-command-[arrow] = highlight a whole line (right / left) or paragraph (up / down)
- shift-option-[arrow] = highlight a word (right / left)
- shift-[arrow] = letter by letter
- Use the same commands without -shift- and the cursor moves without highlighting.

- Highlights a whole line
- w/out shift, moves the cursor a hole line

- Highlights a word
- w/out shift, moves the cursor word by word

- Highlights letter by letter
- w/out shift, moves the cursor letter by letter

Increasing and Decreasing Font Size



Screen Shotting

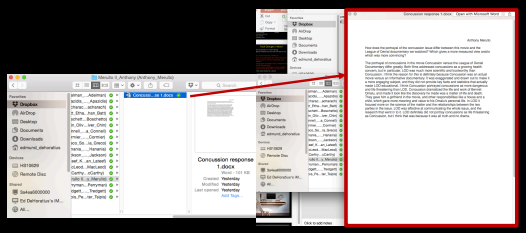
- command-shift-3 = full screen shot
- command-shift-4 = crosshair screen shot, i.e. you determine the size
- Add control to the above combinations and the screen shot is copied to the clipboard.
- Tap the space bar after the crosshair command and you can choose a specific window.

Toggling Open Windows

- command-tilde toggles among open windows in an app, e.g. from one Word .doc to another.

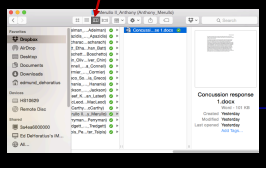
Quick-grading with (Mac's) Space Bar Preview

- Macs have a feature whereby, in Finder, with something highlighted, hitting the space bar gives a quick preview.



Quick-grading with (Mac's) Space Bar Preview

- Combining the Space Bar Preview with Column View in the Finder allows for quick-grading of assignments.
- Use the arrow keys to scan downloaded assignments.



See the link below for a video demo.

https://vimeo.com/186193206

Miscellaneous Topics

- - option key to copy
- - pdf menu in print window
- - dot on app in dock means it's open; any app not in dock opens at bottom
- - spotlight
- - changing file names
- - force quit apps
- - file organization: action folders
- - Time Machine
- - full screen (and escape to return)

- Apple Keyboard Shortcuts
  - http://support.apple.com/kb/HT1343

Thank You

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