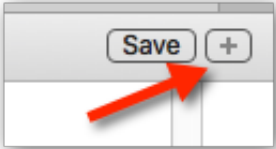


Meeting Tips - March 2016

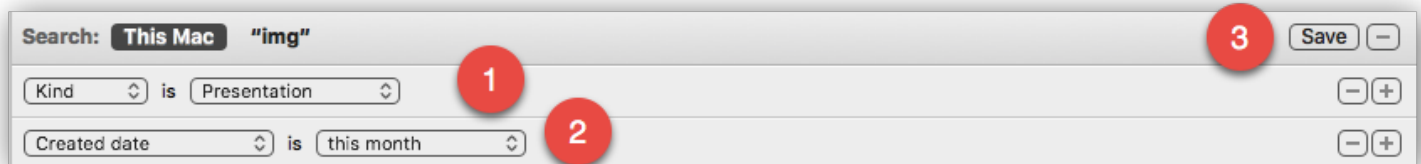
Smart Folder: Presentations Created This Month folder

This tip creates a smart folder to view all files opened yesterday. The smart folder is saved on the Finder Sidebar.

- **File > New Smart Folder** (⌘ ⌘ N)
- Click the **plus sign** (In the upper-right corner)

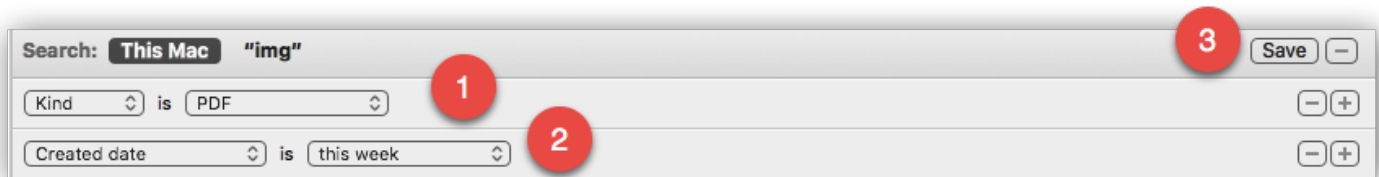


- Search Criteria
 - **Kind** is **Presentations**
 - **Created Date** is **This month**
- Click **Save**, name it '**presentations-ThisMonth**'
- Leave the **Add To Sidebar** box checked
- Click **Save**



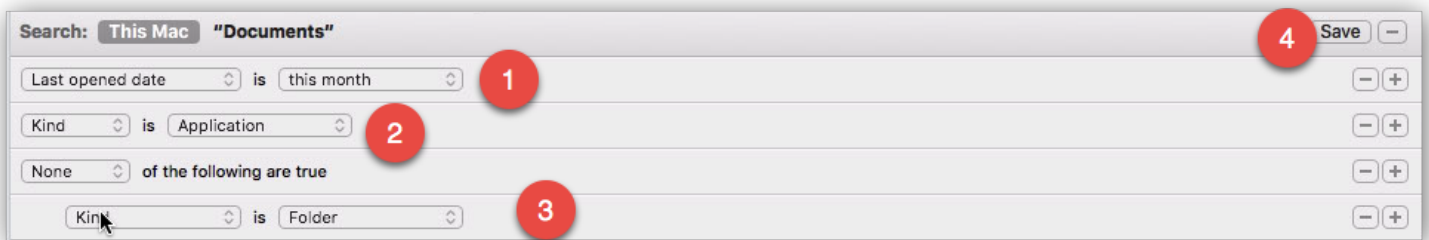
Smart Folder: Past Week's PDF Documents folder

- **File > New Smart Folder** (⌘ ⌘ N)
- Click the **+** **sign** (In the upper-right corner)
- Search Criteria
 - **Kind** is **PDF**
 - **Created date** is **this week**
- Click **Save**, name it '**PDF-docs-PastWeek**'
- Leave the **Add To Sidebar** box checked
- Click **Save**



Smart Folder: Apps Used This Month folder

- **File > New Smart Folder** (⌘ ⌘ N)
- Click the **+** **sign** (In the upper-right corner)
- Search Criteria
 - **Last opened date is this month**
 - **Kind is Application**
 - **None** of the following are true: [use ⌘ to activate this choice]
 - **Kind is Folder**
- Click **Save**, name it '**apps-used-ThisMonth**'
- Leave the **Add To Sidebar** box checked
- Click **Save**



Finder: Create Folder Templates

If you use a date-based folder structure for some or all of your electronic documents, create a folder template, then copy it and use batch rename to specify the year.

- Create a folder called 20XX Important Records
 - Add subfolders for various categories
- Create a folder called 20XX Photos
 - Add subfolders for each month
- Every year copy the folder template, rename the XX to the appropriate year, and you are ready to go.

Finder: How to Batch Rename Files (OS X 10.10 or later)

1. In Finder select the files to be renamed
2. Right-click the selected files and choose “Rename X Items” where X is the number of files selected
3. Choose ‘Format’ from the dropdown (this is the default)
4. Set:
 - Name Format: Name and Counter
 - Where: after name
 - Custom Format: NewName
 - Start numbers at: 1

Spotlight: Unit conversions

- example: 12 km
 - example: 55 gal
 - example: 2 parsec
-