

Mac Workshop

Mac Tips & Tricks

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By Phil Davis

email: davistech@gmail.com



These presenter notes are provided as an aid to workshop attendees. Print these and bring them to class as a reference.

Presenter notes are often revised before the workshop — a final version will be posted later.

Revised

Quick Tips

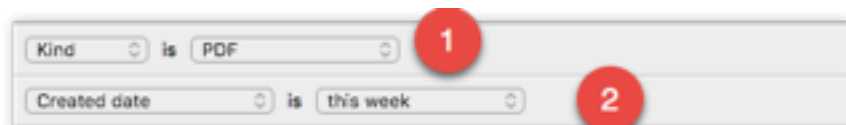
- Work smarter, not harder
- Computers should help you, not other way around
- Reduce healthcare paperwork stress with Evernote

Files & Folders

- Use Home Folders properly
 - Don't save anything into the Home folder
 - Documents: Create subfolders; use folder templates
 - Downloads: Set this using browser preferences - keep the folder clean
 - Desktop: keep it clean
 - Pictures: Create subfolders; use templates
 - Movies
 - Music
- Tips
 - Smart Folders: Create; save to sidebar; save to dock
 - Folder Templates: Create; use batch rename
 - Use Tags
 - Add Folder Colors
 - Recently Used Items: Apple Menu > Recent Items; set number in SysPref > General
- Organize Sidebar: Preferences; add folders; remove folders
- Organize Finder Toolbar

Smart Folder: Past Week's PDF Documents

- 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-this week'
- Leave the Add To Sidebar box checked
- Click Save



Revised

Smart Folder: Apps Used Today

- File > New Smart Folder (⌘ ⌘ N)
- Click the + sign (In the upper-right corner)
- Search Criteria
 - Last opened date is today
 - Kind is Application
- Click Save, name it 'apps-used-today'
- 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: Batch Rename Files

Revised

1. Select the photos template
2. Duplicate the template folder
3. Update the folder name
4. Open the folder
5. Select All files > right-click > select Rename X Items where X is the number of files selected
6. Choose 'replace text' from the dropdown menu

Dock

- Simplify, declutter
- Options: Keep in Dock; Open at Login; Show in Finder
- Group shortcuts to commonly used apps into folder on the Dock
- Modify Preferences

Web

- Use **Bookmarks**
- Use a **Personal Link Library** in a file or knowledge library
- Use a **Cloud Portal**: start.me
<https://start.me/p/3xxOD3/about-start-me>

Mail

- Use local folders to organize
- Use Smart Mailboxes: Create; edit
- Rules: Mail > Preferences > Rules
- Don't use Mail as a Knowledge Library

Spaces

- Spaces are virtual desktops
- Put Apps into their own space
 - Mail
 - Safari
 - Pages/Word/TextEdit
 - Calendar
 - etc.
- Use ^ + Arrow Key to jump
- Use 4-finger slide up to view all

Create and Use a Knowledge Library

- A repository for information that is organized, searchable, easily accessed:
 - Text
 - Images
 - Web links
 - PDFs
 - More ...
- Tools
 - **Local**: Notes, nvALT, DEVONthink, MS OneNote,
 - **Cloud**: Evernote
- Demonstrate DEVONthink, nvALT, OneNote

Use Custom Keyboard Shortcuts

- Demonstrate TextExpander
 - Make a simple snippet
 - Create an image snippet
 - Insert pop-up > insert picture
 - Paste picture into content box

- Create a fill-in snippet
- Use macros with the insert pop-up
- Organize in Groups; Use predefined groups
- Suggested Uses
 - Email addresses
 - Repetitive phrases
 - Fast form email replies
 - Fill out web forms

Resources

APPS MENTIONED IN WORKSHOP

- TextExpander:
<https://smilesoftware.com/textexpander/>
- DEVONthink:
<http://is.gd/kwKZgJ>
- nvALT:
<http://brettterpstra.com/projects/nvalt/>
- Microsoft OneNote:
<http://is.gd/8omo9U>
- Evernote:
<https://evernote.com/?var=c>
- start.me:
<https://start.me/p/3xxOD3/about-start-me>

OTHER RESOURCES

- Take Control of TextExpander:
<https://www.takecontrolbooks.com/textexpander>
- Take Control of Getting Started with DEVONthink 2
<https://www.takecontrolbooks.com/devonthink-2>
- Reducing Healthcare Paperwork Stress with Evernote:
<http://is.gd/pfPe5p>
- Organize Finder Toolbar:
<http://is.gd/terp4v>
- How to Create Your Own Wiki with OneNote:
<http://www.makeuseof.com/tag/create-wiki-onenote/>

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