

Basic Mac Apps (Workshop: 2013–10–19)

Overview

- Finder: using the search tools
- Spotlight: using keywords
- Mail: good practices, organizing tips, rules
- Using Time Machine
- System Preferences: preference panes, managing startup items, creating accounts
- Preview: annotate images and documents
- Dock tips: preferences
- Keychain: manage passwords

Spotlight

- Set preferences to limit searches
- Use keywords to refine search
- ⌘↵ to jump to location in Finder

Mail

- Good practices
 - Be careful with reply all
 - Use BCC to hide email addresses
 - Remove embedded email addresses from email that you forward
 - Use meaningful titles
- Use Favorites Bar
- Organize mail using mailboxes (folders)
- Search Mail
- Filter junk mail
- Mail Rules

Time Machine

- Go to folder with the missing item
- Open Time Machine
- Step back in time until you see the item
- Select “restore”

Keywords to use in Spotlight searches

Syntax – kind: Example – kind:pdf omug

- Apps – kind:application kind:applications kind:app
- Contacts – kind:contact kind:contacts
- Folders – kind:folder kind:folders

- Email – kind:email kind:emails kind:mail message kind:mail messages
- Calendar events – kind:event kind:events
- Reminders – kind:reminder kind:reminders
- Images – kind:image kind:images
- Movies – kind:movie kind:movies
- Music – kind:music
- Audio – kind:audio
- PDF – kind:pdf kind:pdfs
- Preferences – kind:system preferences kind:preferences
- Bookmarks – kind:bookmark kind:bookmarks
- Fonts – kind:font kind:fonts
- Presentations – kind:presentations kind:presentation

Mail Shortcuts

- ⌘ ⇧ N Get new mail
- ⌘ R Reply to current message
- ⌘ ⇧ F Forward current message0
- ⌘ N Create a new message
- ⌘ Delete Delete current message
- ⌘ ⇧ M Show all mailboxes
- ⌘ F Show the search bar

The Primary Shortcut Keys

- ⌘ Command
- ⌥ Option
- ^ Control
- Fn Function
- ⇧ Shift
- Esc Escape

[Get more shortcuts](#)