Becoming a More Efficient Mac User
Wayland Rises 2.0
3-15-17

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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 accessible
• 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

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

[Image of Finder icon]

[Image of Mac desktop with Finder, Menu Bar, Utilities Bar, Info Bar, Dock, and Desktop]
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

- 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.]
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.
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/38059206

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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