July 15, 2018, Beginners/Mac Basics SIG
A Few Mac Tips, Part 1

Note: This discussion is based on MacOS, 10.13.5 (High Sierra). Some illustrations may differ when using other versions of macOS or OS X.

Previous presentations covered "Some Lesser Known Mac Features to Try Out." Building on that theme, the next few presentations will discuss a variety of **Mac Tips**. There are loads of them out there. I'll review some of my favorites.
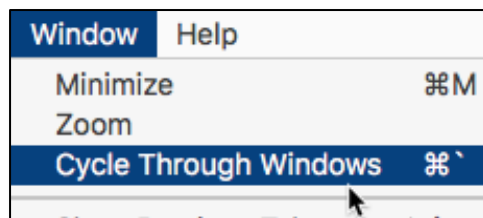
Finder Tips

For this presentation, let's focus on the **Finder**, a file and folder organization method that's been around since the very beginning of the Mac back in 1984.

Multiple Windows vs. Tabs. If you have lots windows open, your desktop can get quite cluttered. Switching among them to bring the desired window to the front means that you may have to click around a lot to get at the one you want.

If the one you want is hidden behind others, you'll need to either move them aside to reveal the one you want, or use the Window menu to choose it.

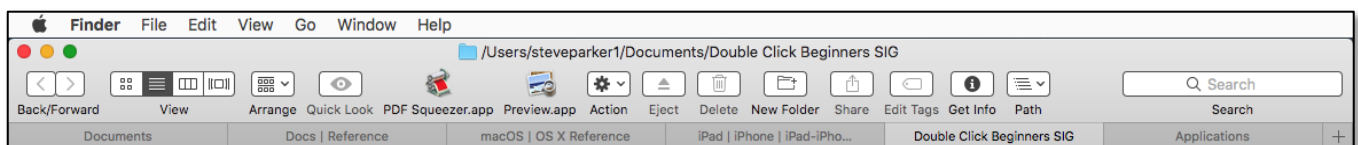You can also cycle through the windows by using either:

- Finder's Window menu (**Window > Cycle Through Windows**), or
- Keyboard shortcut (**Command + Tilde**, **Command + `**):

Finder – "Cycle Through Windows"

<u>Give Tabs a Try</u>. As an alternative, consider using **Tabs** to gather everything together in one window. Apple introduced the ability to use tabs in the Finder in OS X Mavericks back in 2013. It lets users consolidate multiple Finder windows into a single, easier-to-manage window, and it's a handy way to keep frequently-used windows readily available.

For example, I use one window to keep separate folders for Documents, Docs|Reference, macOS|OSX Reference, iPad|iPhone, Double Click Beginners SIG, and other folders that I use frequently together and organized by Tabs. (See the illustration below, and notice the **Tab Bar** at the bottom that gets added just below the Toolbar.)
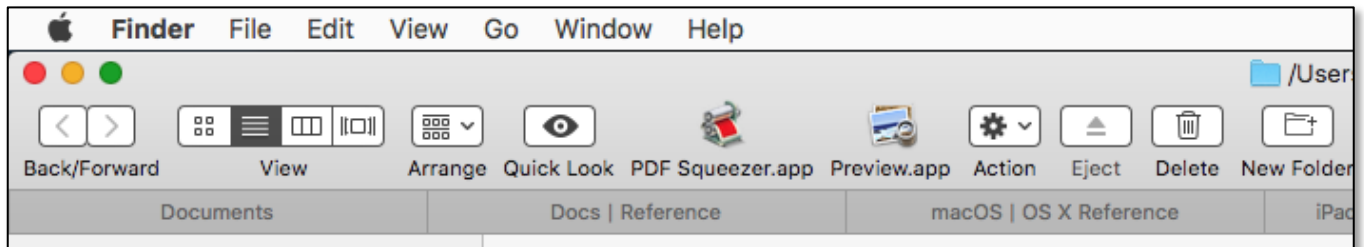

Finder – Multiple Windows Organized as Tabs
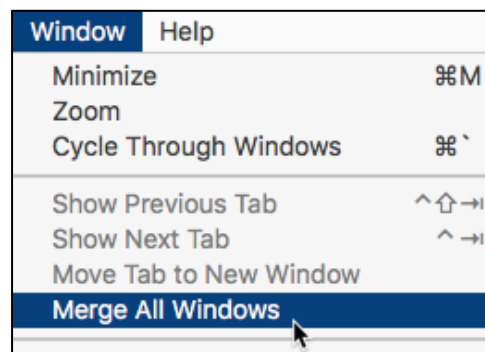
Taking a closer look:

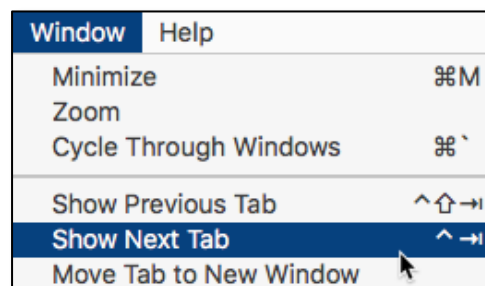**Finder – Multiple Windows Organized as Tabs (Closer View)**

Merge Multiple Windows Into One Tabbed Window. If you have multiple windows open, they can be easily merged into a single window with tabs by using the Finder's Merge command in the Window menu: **Window > Merge All Windows**:

Finder – "Merge All Windows"

Switching Though Tabs. Switch through the tabs by clicking on them or by using the Finder's tab controls:

- **Window > Show Previous Tab** (Keyboard: **Control + Shift + Tab**), and
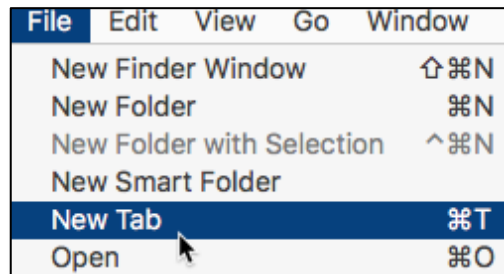- **Window > Show Next Tab** (Keyboard: **Control + Tab**)

Finder – "Show Previous/Next Tab"

Using the two keyboard shortcuts is a quick way to switch through the window tabs.

Drag Tabs to Rearrange. You can drag Tabs to rearrange them as you wish.

New Finder Tab. Create new Finder tabs on the fly by using the Finder's File menu (**File > New Tab**) or the keyboard shortcut, **Command + T**. Conveniently, the same shortcut used to create new tabs in the Safari, Chrome, or Firefox web browsers.
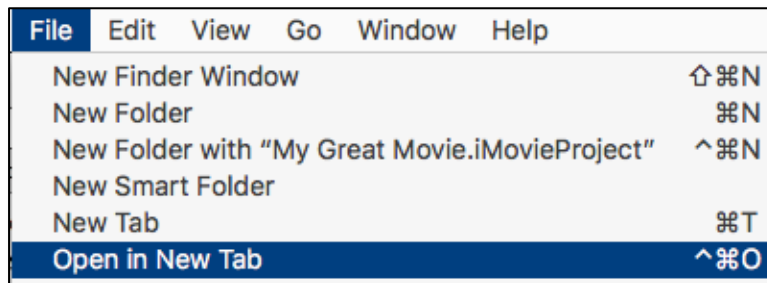

Finder – "New Tab"

Once you've added a tab, you can then maneuver to any Finder location (say, a folder for your household appliance information) to have it conveniently available.
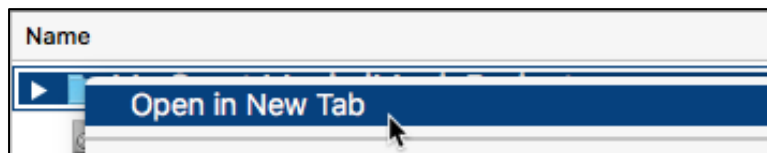
Open Folders in a New Tab. Open any folder in a new tab by first selecting it in the Finder. Then you have three options for opening it in a new tab:

- Use the Finder's File menu and hold down the **Control** key to change the **Open** menu item to **Open in New Tab**.

Finder – "Open in New Tab"

- Use the keyboard shortcut, **Control + Command + O**.
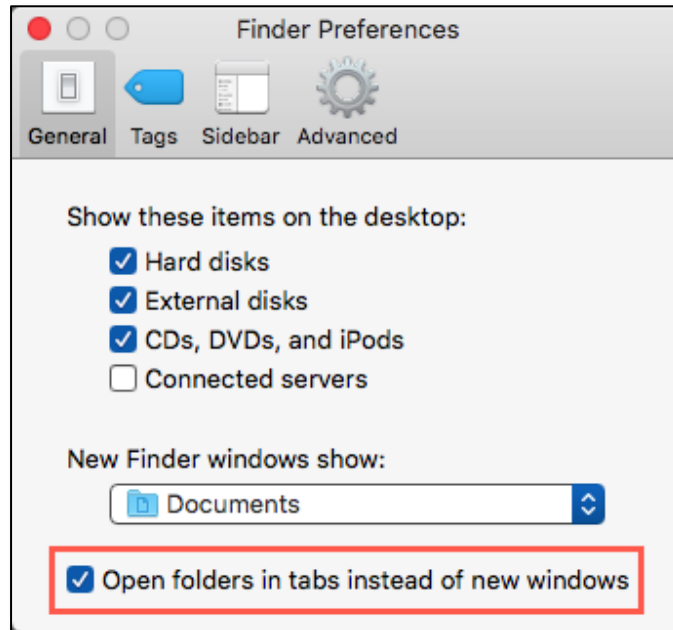- Right-click on the folder, and choose **Open in New Tab** from the dropdown menu.

Finder - Dropdown Menu ("Right-Click to Open in New Tab")

Note: Right-clicking to choose **Open in New Tab** also works for folders located in the Finder's **Sidebar**.
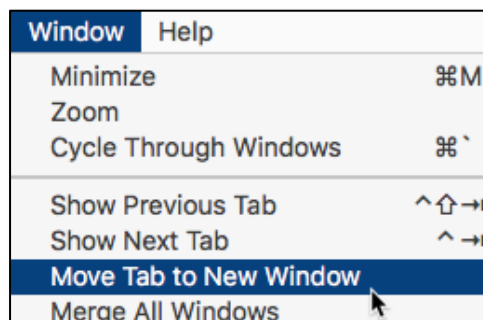
Always Open Folders in Tabs. If you always want to open folders in Tabs instead of Windows (my preferred method), set this up in Finder Preferences:

Finder Preference – Open Folders in Tabs Instead of Windows

Move Tab to New Window. Uave a tab that you would like to now open in a new window? The Finder's got you covered. Just select **Move Tab to New Window** under the Finder's Window menu (**Window > Move Tab to New Window**):
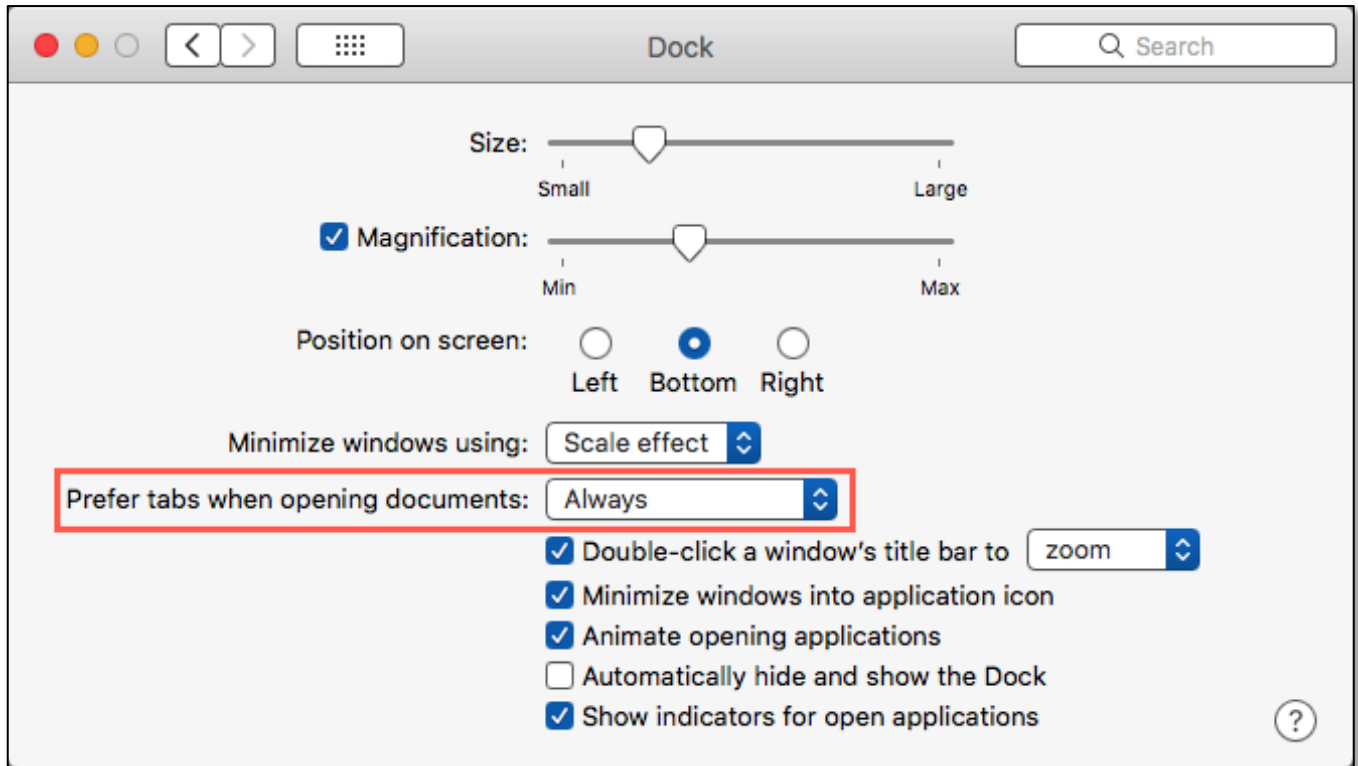

Finder - "Move Tab to New Window" Menu Item

You can also right-click on a tab and choose **Move Tab to New Window** from the dropdown menu:
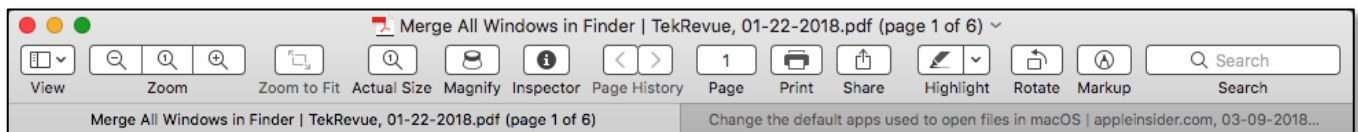

Finder – Dropdown Menu ("Move Tab to New Window")

Prefer Tabs When Opening Documents. If you would prefer **documents** for an app to open in a **Tab** (instead of in a new window), this can be accomplished through (oddly enough) a Dock Preferences setting. You have a choice of **Always**, **in Full Screen Only**, or **Manually**:

System Preferences (Dock) – Prefer tabs when opening documents

The result is that applications will show multiple open documents as tabs in a single window rather than multiple windows. Here's an example of the tab bar that's added in the Preview app when two documents are opened:

Preview Tab Bar – Two Documents Open

Many, but not all, apps allow you to cycle through their tabs by using the same commands and keyboard shortcuts in their Window menu as found in the Finder's Window menu (**Show Previous Tab** and **Show Next Tab**).

Move Tab to New Window. Also, just like in the Finder, you can select an app's tab and move it to a new window by using the app's Window menu and selecting the **Move Tab to New Window** menu item (**Window > Move Tab to New Window**).

Copy and Paste. Recall that whenever you drag an item (say, a file) from one Finder window to another, the item is **moved** to the new location. (*Note*: This applies *only* if the new location is on the *same storage volume*. If the new location is on another storage device, the item is **copied** instead.)
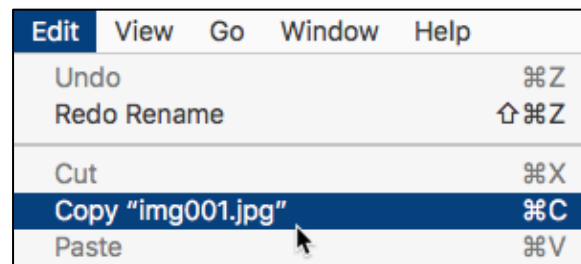
If you simply want to Copy the item to the new location (again, on the same storage volume), hold down the **Option** key. A large "badge" (**green circle** enclosing a **+** symbol), see illustration below, will be added to the image of the item being dragged to indicate that the item is being copied, not moved.

Finder – Copy "Badge"

Note: Remember that the **Esc** key and the **Undo** command (**Command + Z**) can be your friends when copying and moving files and folders. If you make a mistake while dragging a file, you can use the **Esc** key to cancel the operation. If you've moved a file to the wrong location and catch the mistake immediately, use **Undo** to go back.
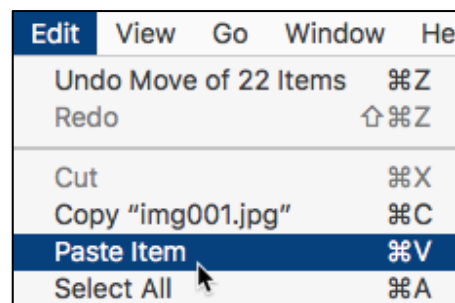
Copy With the Finder's Edit Menu. Instead of dragging an item in the Finder, you can use the Copy and Paste menu items under the Finder's Edit menu. First, select an item or items (files and/or folders). Then choose **Edit > Copy *file/folder name***:

Finder – "Copy"

You can also use the familiar Copy keyboard shortcut, **Command + C**.

Now, move to the window/folder where you want to leave a copy of the item and choose **Edit > Paste** or the Paste keyboard shortcut, **Command + V**:
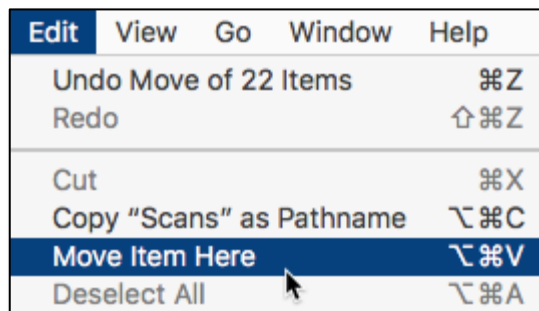

Finder – "Paste Item"

Move With the Finder's Edit Menu. What if instead of copying an item to a new location you want to Move it instead? The start to the Move process is the same as for copying: Choose **Edit > Copy *file/folder name***, or use the keyboard shortcut, **Command + C**.

Next, go to the location where you want to Move the file. At this point, you might assume that you can then paste the item there. Nope, as we've just discussed, that will Copy the item there.

Instead, hold down the **Option** key. The Finder's menu item will change to **Move Item Here** (**Edit > Move Item Here**). Select to complete the move, or use the keyboard shortcut (**Option + Command + V**):

Finder – "Move Item Here" Menu Item

Next Presentation

For the next presentation, we'll take a look a few more Mac Tips to try out.

Have a favorite Mac Tip? Please feel free to pass it along, and I'll see if I can work it into a future presentation.

If you have any suggestions for presentation topics, including macOS utilities, please contact me at slp4668@gmail.com.

–Steve Parker