November 17, 2024, Double Click "Show and Tell" Meeting
My "Must Have" Mac Utilities, Part 1

Note: This discussion is based on macOS 15.1 (Sequoia). Some illustrations may differ when using other versions of macOS. Credits are found at the end of this article.

This presentation will review one of my "must have" utilities, Yoink. (I know, it's an unusual name. 🙂) I use it frequently every day and would really miss how it aids my productivity. I'll review the other one, PopClip, and perhaps others at the December meeting.

Yoink (https://eternalstorms.at/yoink/mac/)

Yoink is a drag-and-drop utility used for moving or copying files. It's frequently used in the Finder. However, it works in other apps as well. I reviewed it several years ago. (Some of the images in this presentation are from that review. Others are more current and displayed in "dark mode" which I use on my iMac.) Its features have grown over the last 4+ years since it was released, and as much as i like Yoink, even I haven't tapped into all of them.

Purpose. Yoink's purpose is to make the moving or copying of files less cumbersome. Usually, after selecting something, you have to keep the mouse button pressed while trying to navigate to the destination for your files. Yoink helps simplify this process:

- Drag files you'd like to move or copy to Yoink.
- Now that your mouse is free, you can navigate more easily and quickly to the destination for your files.
- Drag the files out of Yoink to where you want them to go.

Yoink requires macOS 10.12 Sierra or newer, but macOS Monterey 12.0 or newer is recommended. It runs natively on Apple silicon and Intel Macs.

Yoink is available at the Mac App Store (link) for $8.99. A free trial of Yoink is also available from the Eternal Storms website. In addition to a thorough description of Yoink, the website also has a nice set of Usage Tips.

The "Shelf." Yoink provides a temporary "Shelf" (the "source") on your Mac's screen (location is adjustable) that pops up to hold whatever you've selected (files, folders, selected document content, URLs, etc.) so that you can move or copy it/them to another location (the "target"). Some call the Shelf a "drop zone" or "holding area."

Using the Mouse. Yoink's focus is on using your mouse to select and drag files. In the Finder you can Move (or Copy using the Option key) from one location to another, but you must keep the mouse button held down throughout the drag action. This can be difficult to do. With Yoink, all you have to do is to drag the item(s) onto the Shelf and later off it to the target location.

Edit Commands. In the Finder and some other apps, you can alternatively use the Edit menu's **Copy** and **Paste** commands to do the same thing. However, you'll likely still be using your mouse to make a selection. So, since your hand is already on your mouse, why not keep using it with Yoink?
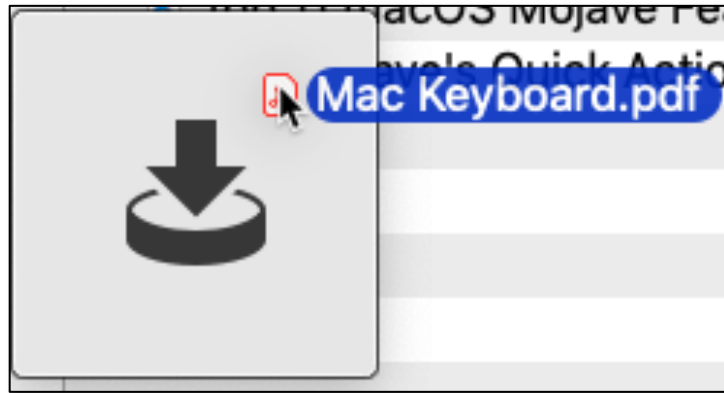
Drag and Drop. When using Yoink, you don't need to have both the source and target locations (such as two Finder windows) open at the same time. Just drop an item into Yoink, navigate to your new location/window, and then drag it out of Yoink into its new location.

Menu Bar. Yoink can also install an icon in the Menu Bar to access its settings and other features.

Yoink Basics

Drag Item(s) to the Yoink Shelf. Simply begin to drag a file, folder, text selection, browser URL, etc., and Yoink opens a holding area (the Shelf).

- The location of the Shelf (left side of the screen, right side of the screen, or near the cursor) is set in Yoink's preferences. I prefer "near the cursor" as seen in the image below.

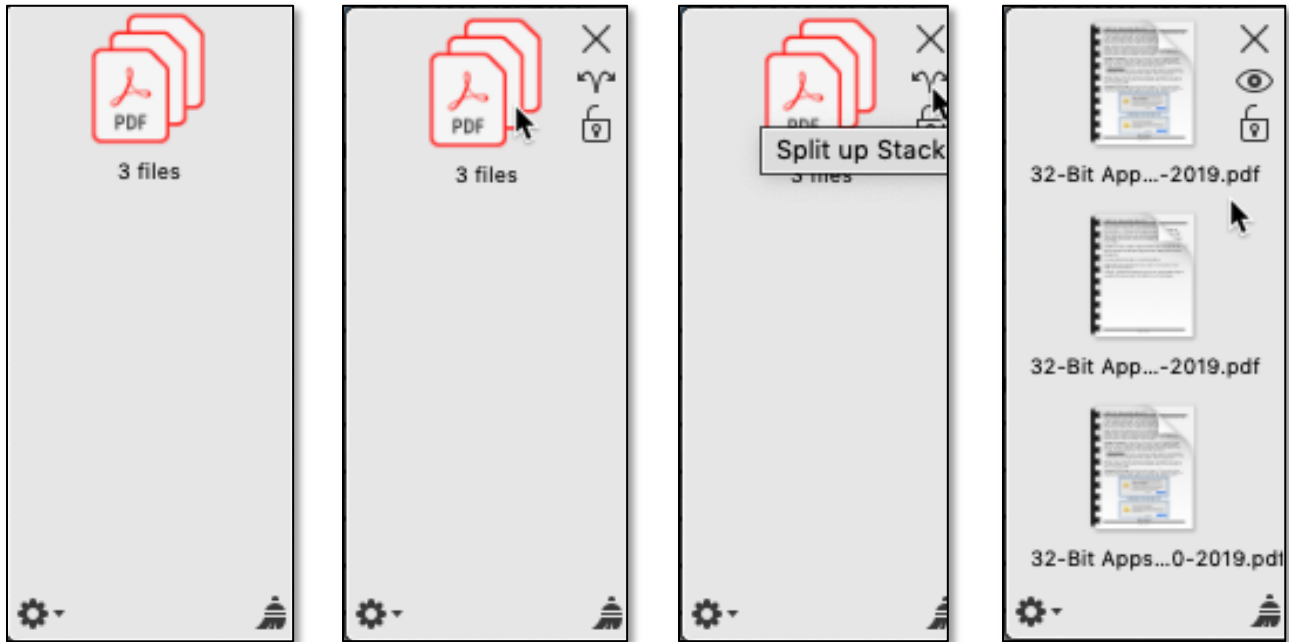- Then drag the item(s) onto the Shelf:

Moving a PDF File in the Finder to Yoink
(Shelf Near the Cursor)

- Once an item is moved onto Yoink's Shelf, it's immediately placed there, and the Shelf icon changes color (darkens) to confirm the drag. (This is also the case if you select multiple items and move them to the Shelf. Then they're kept together as a Stack.)

- The Shelf now becomes a "source" for your item(s).

  In the images on the next page, three items have been selected and moved to the Shelf.

Yoink Shelf 3 Items (Stack) On the Shelf	Yoink Shelf Buttons (Stack Options) Revealed	Yoink Shelf "Split up Stack" Button	Yoink Shelf Stack Split Into Separate Files

- Move the cursor over the icon of an item (whether a single item or a stack of them) to reveal three option buttons. Each one has a pop-up label describing its function.
  - The top button (second, third, and fourth images, looks like an "**X**") will do a **Remove from list** action and remove the item(s) from the Shelf. The files are not affected and remain in their original locations.
  - If the Shelf holds a stack of items, the second button (second and third images, looks like a "**V**" with arrows on each end) will to a **Split up Stack** action into individual files for separately dragging and dropping from Yoink.
  - If the Shelf holds a single item, or the stack has been split up, the second button (fourth image, looks like an **eye**) triggers a **Quick Look** at the file associated with the icon.
  - The **Lock** icon Pins an item to the Shelf so it stays there for multiple uses. Each click will lock/unlock the Pin action.
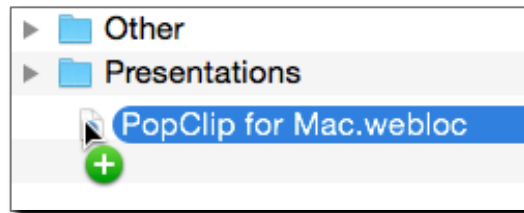
Drag Item(s) From the Yoink Shelf. Open the Target location (Finder folder, text in a document, etc.). Then you have three options with the Yoink "source" item(s) on the shelf:

- **Move** – Drag the item(s) from the Shelf to the destination location (the "target"), and the item(s) will be **moved** from the original location to the new one. If you want to make sure of the move, you can force it by holding down the **Command** key during the move. (I've never needed to do this.)

- **Copy** – Hold down the **Option** key while dragging the item(s) from the shelf to the destination location, and this will force the item(s) to be **copied** from the original location to the new one. Notice the **+** badge on the icon being dragged. (See the image on the next page.)

<div align="center">**Moving a file from the Yoink Shelf to Presentations folder**</div>

- **Alias** – Hold down the **Command** and **Option** keys while dragging the item(s) from Yoink's Shelf to the destination location, and an **alias** for the item(s) will be created in the destination location.

Yoink Shelf Features

- If you use the **esc** key before releasing the mouse button during the drag of a file, the drag will be cancelled, and the file will remain in its original location.

- Remove items one-by-one from the shelf by moving the cursor near one of the items and then clicking on the "**X**."

- **Pin** an item to the Shelf so it stays there for multiple uses by clicking on the **Lock** icon. Each click will lock/unlock the Pin action.

- Remove all of the items on Yoink's shelf by clicking on the **Trash Can** icon (bottom right corner of the shelf). This doesn't delete the items. They remain in their original locations. It just scrubs them off the Shelf. After this action, the Yoink window goes away.
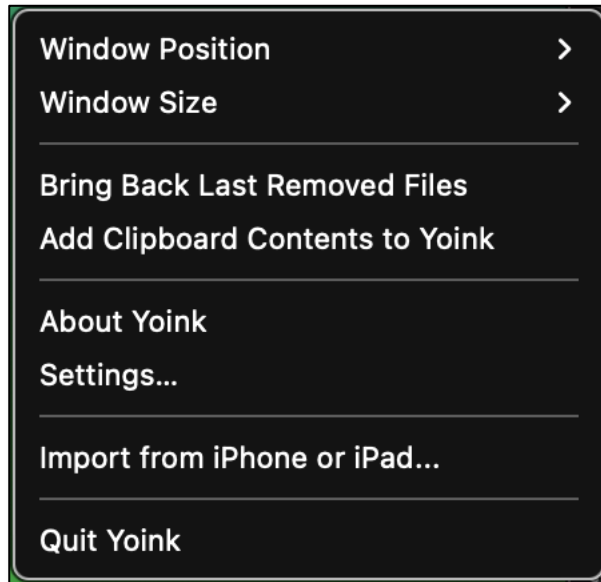
  If you want to recover the removed items, click on the gear icon (bottom left corner of the shelf) to access additional actions including **Bring Back Last Removed Files**.

- Yoink's Shelf functions and features are available from its menu bar icon and also from the **Gear** icon found at the bottom of the Shelf.
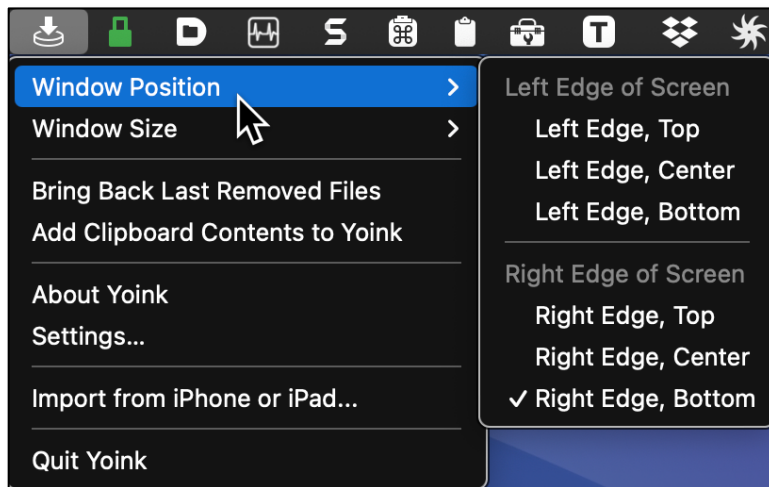
  (See the image on the next page.)

Yoink Functions and Features

- o <u>Window Position</u>: Choose the location for the window for the Shelf (Left or Right Edge of the screen and also at the Top, Center, or Bottom of the chosen screen edge). As you can see, I've chosen Right Edge at the Bottom of the screen.
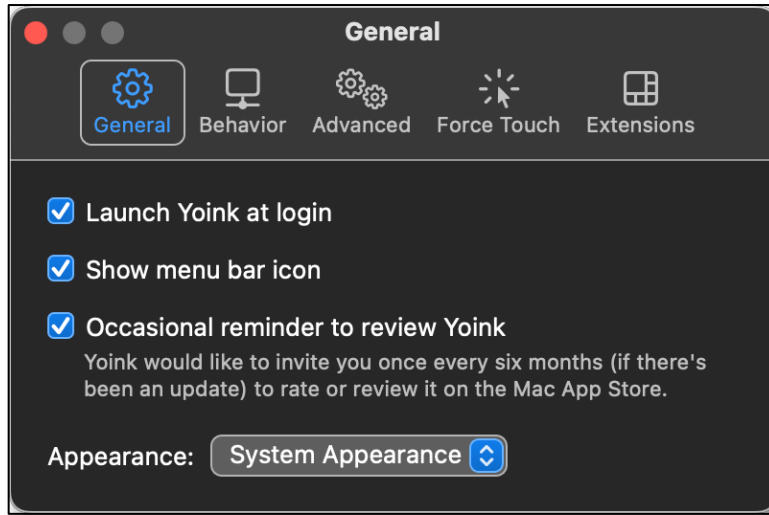

Yoink Features – Window Position

- o <u>Window Size</u>: Ranges from a Default of 3 items to Largest or Smallest. There's also provision for automatic size adjustment.
- o <u>Bring Back Last Removed Files</u>
- o <u>About Yoink</u>
- o <u>Settings…</u> Brings up Yoink's Settings window. (See the image below.)
- o <u>Import from iPhone or iPad…</u> (I haven't tried this feature yet. However, Yoink allows you to use your iPhone or iPad to Take a Photo, Scan a Document or Create a Sketch and then import onto Yoink's shelf.)
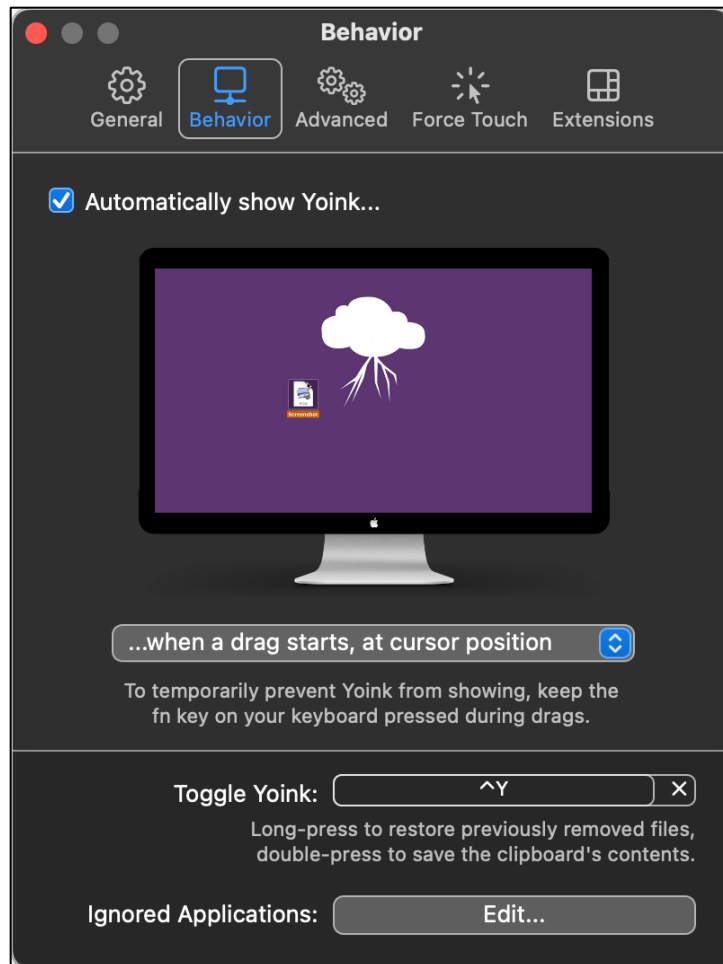
Yoink Settings

- Yoink also has numerous Settings options. Here are the General tab settings.

Yoink Settings Window (General Tab)

- The Behavior tab:

Yoink Settings Window (Behavior Tab)

Save a Website Location (.webloc)

Instead of copying and saving the contents of a website (perhaps as a PDF file), save a website location (*websitename*.webloc) instead by dragging its URL (web location) to Yoink. (Webloc files are very small, typically less than 1 KB in size.)

Then drag the URL out of Yoink to wherever you wish to store it.

- Open the website in your browser. Here the URL for the Archives section at Double Click's website has been dragged to Yoink:

Yoink – Saving a Web Location

- Then drag the webloc file out of Yoink to the desired location (say, a folder in the Finder).

Note: Using Yoink in this situation is convenient if you're already using the mouse to select or highlight something on the webpage. Then you can just move the mouse pointer to the URL bar at the top of the page to select and drag it into Yoink.

Alternatively, you can first select the URL bar (Command+L in Safari or by clicking in it) and then use the Copy command (Command+C), or right-click and select Copy from the pop-up menu, to copy the URL. Then switch to the desired location to Paste the web location information and save it.

Finder Copy and Paste Options

If you wish to use it, in macOS there is a Copy and Paste feature that effectively duplicates the "drag to/drag out" feature of Yoink. However, you still likely need to use the mouse.

- Select an item and choose **Copy Item** from the Finder's **Edit Menu**.
- Then maneuver to the target folder and choose **Paste Item** from the Edit menu. (Alternatively, you can Right-Click/Control-Click on the selected item and choose Copy Item from the pop-up contextual menu.

You can also select multiple items in the Finder and use the Copy and Paste feature. In this case, the actions become **Copy Items** and **Paste Items** (plural).

Summary

Yoink provides a convenient way to select and then move/copy/make alias for the selected item(s). It's particularly handy if you're already using the mouse since you don't have to switch to the keyboard to use Copy and Paste commands or use the mouse to select them from the Edit menu.

After Yoink is installed, you have several configuration options including adding a menu bar icon, when Yoink appears on the screen and where on the screen, a keyboard shortcut to invoke Yoink on demand, and several others.

There are even more Yoink features that I haven't touched on. If interested, please go the to the Eternal Storms website for Yoink as noted in the Credits below.

Next Presentation

For the next presentation, we'll take a look another macOS feature.

Have a favorite Mac Tip or utility? 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

Credits (Product Website and Information)

Yoink (Eternal Storms Software)
https://eternalstorms.at/yoink/mac/