PMUG Special Topics SIG January 24, 2022

Finder 🗂️

https://support.apple.com/en-us/HT201732

What will not be covered in this documentation is the Finder Menu. Nearly everything in the menu is a just an alternative way of accessing what will be covered. It is highly recommended that you explore every facet of the menu on your own.

Let's first take a look at the overall layout of the Finder window. The image below is what I have set up on my computer. Your Finder window may look different.

The window is divided up into three main areas. On the left is the Sidebar. With the exception of the categories, the content of the Sidebar is controlled by the user. It is possible to reduce the size of the Finder window to the point of eliminating almost every feature in it.
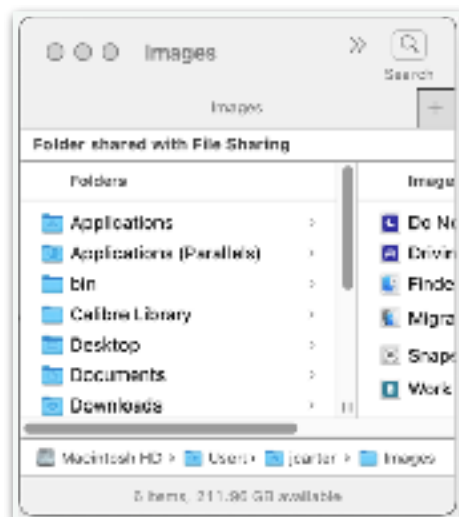
A new Finder window or tab always opens with the same default. To set up the default, open *Finder > Preferences > General* and select a folder in the field labeled *New Finder windows show:*. The default set by Apple is *Recents*, which I personally avoid and that I do not display in the Sidebar.

SIDEBAR

In the Sidebar, there are four main categories. These are, from top to bottom, *Favorites, iCloud, Locations,* and *Tags*. All entries in the Sidebar are links or aliases to some folder or drive in or connected to the computer, even if it is a drive or folder in another computer on the local network that is shared. You cannot place files in the Sidebar. Another way to think of these entries is like index cards. The purpose of the Sidebar is to provide quick access to a folder or drive that where you often work.

You can hide (collapse) and show (expand) the contents of any category by hovering over the name and clicking on the arrow to the far right of the name. Personally, I don't use Tags, so the content of that category is always hidden.

To set up the defaults for the Sidebar, open *Finder > Preferences > Sidebar* and check the boxes for what you want to be displayed in the Sidebar.

A shortcut for opening the Preferences of any app is *Command-Comma* (⌘,)

To remove an item from the Sidebar, right-click on it (or Control-click, or two finger tap on a trackpad) and select *Remove from Sidebar* in the pop-up menu.

The **Favorites** category should contain at least the following folders: *Applications, Desktop, Documents,* and *Downloads*. There is a temptation to clutter this category with lots of entries.

Any folder from the right side of the Finder window can be placed in this category. Drag it from the content area and place it anywhere below or above an existing folder. Placing it *on* an existing folder essentially copies or moves it into that folder. And this brings up an interesting point because a file can be copied or moved into a folder in the Sidebar.

The **iCloud** category will contain at most two items (that I am aware of). The default is to show just *iCloud Drive*. If you have set up and logged in to your Apple ID, then you will have this item in the Sidebar. The other item would be *Shared* if you have ever shared a document or folder in iCloud Drive with anyone or they have shared a document or folder with you.

The **Locations** category will show every drive connected to your computer. It will also show any remote computers in the *Network*. This is where you will find your Time Machine drive listed (but it might not be called *Time Machine*. The default name of an external drive connected is what it will be). Any connected drive can be renamed even while it is connected. Renaming a drive might affect any links or aliases that were created that refer to that drive.

The items in the **Tags** category are links. When you click on a tag, it reveals all the items in the content area that have that tag applied. You can rename any tag. You can add custom tags. You can change the color of a tag.

At the top of the Sidebar are the **three colored dots** 🔴🟡🟢; red for closing the window, yellow for minimizing the window, and green for changing the view mode of the window. Hovering over the green dot shows you a menu of actions for changing

the view mode. If you change the view mode to full screen, the colored dots and the top display bar (with the Apple logo) will disappear. Pressing the *esc* key brings it all back.

TOOLBAR

Across the top of the Finder window is the Toolbar. The arrangement of what is placed there is configurable except for the **title** (it cannot be removed or repositioned) and the position of the **left and right arrows** ◁▷ (they can be removed). To customize the Toolbar, right-click in the title area and select *Customize Toolbar*. Alternatively, select *View > Customize Toolbar* from the Finder Menu. A new window opens with the entire set of possible icons that can be dragged into the Toolbar area, and you can drag an item down and off of the Toolbar to remove it.

The arrows ◁▷ simply allow for navigating back or forward through the history of what you had previously selected. The title shows the name of folder or file that is currently selected. As for the rest of the icons, you can add more or remove them. A suggested minimum set of icons would be *View, Group, Delete,* and *Search*. A few extras will be covered in this document.

VIEW ⊞≣◫⊟ OR ▥↕

Below the Tab bar is the content of what is highlighted in the Sidebar. The manner in which the content is displayed can be in columns (as shown in the first image above), as a detailed list, as a set of icons, or as what is now called Gallery (it used to be called Cover Flow; Gallery has more features). In my opinion the Column view provides the best possible ease for browsing in the Finder. Whether you see the long icon ⊞≣◫⊟ or the short icon ▥↕ is determined by how wide your Finder window is.

In column view, as you switch from one folder in the Sidebar to another, the width of the columns reverts back to the default. Double-clicking on the two vertical bars at the bottom between two columns ⫼ adjusts the width of the column on the left to match the widest filename in that column.

If you hold down the Option key when double-clicking on the two vertical bars of any column, then *all* columns *that have content* will adjust to fit the longest filename in each column. But then switching to a different folder in the Sidebar changes the default

width of *all* folders to be the width of the *first* column in the previous operation. And there are exceptions and variations to this 'rule.' Very complicated.

If you hold down the Option key and *drag* any column to a specific width, then *all* columns inherit that width everywhere even as you navigate to different drives and folders.

GROUP

Use Group to establish the order of the displayed content.

None

Name
✓ Kind
Application
Date Last Opened
Date Added
Date Modified
Date Created
Size
Tags

When using *Kind*, the folders are grouped together at the top. To immediately see files or folders that were recently added, use *Date Added*. Regardless of what grouping you use, the contents are in alpha-numeric order (numbers first).

SHARE

Select this button if you want to send the selected item(s) to someone (by mail, message, or AirDrop). This option may not be the most useful to keep in the Toolbar since it is also available from the Action button and by right-clicking on an item.

TAGS

This is a rather redundant item to put in the Toolbar because this, like several other functions, can be accessed by right-clicking on an item. But if you do use tags, this is a convenient way to quickly add a tag to an item. You can add more than one tag to any item.

ACTION

Clicking on the Action button shows almost every possible operation that can be done on an item. This is really a redundant button because right-clicking on an item shows almost all the same operations.

SEARCH

The Finder *Search* field is the best place to start for finding anything on your computer. If you use the *Spotlight* (upper right corner of display 🔍), it will not only search the computer, it will also search the Internet.

Once again, I stress that using the keyboard shortcut *Command-F* (⌘F) is your friend. If Finder is in focus (meaning that the three dots are in full color), then ⌘F will move the cursor into the Search bar and you just start typing. This is true for any Apple app and most third party apps. Some apps have two different search fields.

If you do want to use the Spotlight instead, then *Command-spacebar* (⌘␣) will open that up. Spotlight is similar to *Quick Search* on iPhone or iPad. For instance, I use Spotlight to find and open any app. Speaking of which, it is not really necessary to

open an app to then open an existing document. Use the search in Finder to locate the document, and then double-click on the document to open it up with the associated app. Some documents can be opened with more than one app. To select an appropriate app, right-click on the document and select *Open with* and then click on the app in the pop-up list.

DELETE 🗑

I have added this item to the recommended items because it can save you extra mouse clicks to delete an item. Any one or more items that are highlighted in the content can be deleted (put in the trash) by clicking on this button. The keyboard shortcut is to hold down the Command key and then press the Delete key (⌘⌫), and that can save you even more time.

TAB BAR

Below the Toolbar is the Tab bar. If it is not showing and you want to work with multiple tabs, select *View > Show Tab Bar* from the Finder Menu. That option then changes to *Hide Tab Bar*, which will be greyed out if you have added additional tabs. The default folder when opening a new tab is set up in *Finder > Preferences*. Using multiple tabs can be useful for moving items from one folder to another. Right-clicking on a tab reveals a set of actions that can be performed. (Just for fun, click on *Show All Tabs*. Alternatively, press ⇧⌘\ .) Press the *esc* key to return to normal view or click on an item to switch to that tab. To close a tab, hover over the tab and click on the 'x' on the left side of the tab, or use ⌘W to close the current tab.

To add a new tab, either click on the '+' at the far left of the tab bar, or use ⌘T.

PATH AND STATUS BAR

Below the content area are two additional and optional window areas, one of which is a *Path bar* and the other is a *Status bar*. These are made visible by selecting the appropriate option in the *View* menu of the Finder Menu.

The *Path bar* shows the full path of the selected item from the parent drive down to the selected item.

The *Status bar* shows how many items are selected in Finder and the total count of items in the parent folder of the selected item. If a folder is selected, then it shows the number of items in that folder. Also shown is the amount of available storage in the current drive.

QUICK LOOK 👁

This feature is most easily available just by pressing the spacebar on the keyboard when any item in Finder is selected. What you will see is much larger view of the document. However, the format of some documents may not be shown in the same manner as it will look when opening the document with the appropriate app, so don't rely on this view for accuracy of detail. In some cases, the layout may look corrupted, but when it is opened, it looks just fine. Pressing the spacebar a second time will close the Quick Look window. This works really good for images. Quick Look is non-destructive in that you cannot make any edits of the document in Quick Look.

PREVIEW 🖼

When an item is selected, such as a file, there is an option to show a preview of that item in the far right column. To enable that column, click on *View > Show Preview Column* in the Finder Menu. There are additional options for Preview regarding what

kind of information to show in the Preview pane. Right-click on any item and select *Show Preview Options*. This preview is a bit more than just a thumbnail, and most likely still not large enough to satisfy your curiosity. You will most likely get used to using the Quick Look feature instead. You an actually watch a movie or scroll through a document or Keynote presentation with Preview.

As with Quick Look, what is displayed in the Preview column may not exactly match what is actually in the document. Don't be concerned about that.

AIRDROP 🔲

Use AirDrop to send a <u>file</u> (document, movie, photo, song) to another device that is on the same local network. As with many other features in Finder, this is available by right-clicking on an item and selecting it from the options list, so there's really no need to put it in the Finder Toolbar or to show it in the Finder Sidebar.

Migration Assistant 🖥️

https://support.apple.com/en-us/HT204350

Migration Assistant is one of those utilities that hopefully will only be used once in the lifetime of a new computer, and then only for replacing another computer. However, it can be useful if you have to rebuild your computer from scratch, because this utility makes it drop dead simple to restore from a Time Machine backup. Or maybe you bought a second computer for someone else in the household and you want to start them up with all the applications and/or a user account from your computer (those that can be transferred).

NOTE: Both computers must be on the same local network. Both computers must be plugged in to power.

The transfer would actually take much less time if the two computers were connected by wire to the same router instead of using Wi-Fi. Another speedy transfer would be using a Time Machine backup where the drive has a USB 3.0 interface (if you are still using an old USB 2.0 drive, it's past time to replace it). By the way, using a solid state drive for a backup is NOT recommended because it will probably wear out long before its time due to the massive amounts of read and write cycles involved.

Migration Assistant lets you choose to transfer all users, specific users, or only a few items from a one or more users. There is no option to select a few applications—it is all or nothing. You should never interrupt the transfer progress. The source and target computers must not be allowed to go to sleep or lose their power while the transfer is in progress - but the monitors might sleep. (I think Migration Assistant turns off any option that would put a computer or display to sleep.)

NOTE: The preferred method for setting up a new computer is to use a Time Machine backup drive with Migration Assistant - much less hassle and confusion involved. Just be sure that the Time Machine drive has the very latest update from the old computer.

That said, the description that follows is about transferring files from one computer to another. The same process applies for transferring from a Time Machine backup drive to a computer, but without all the references to a source computer. When setting up a new computer to replace an old computer, pay attention to the prompts when starting up the new computer. Do NOT go past the prompt that lets you choose to transfer files from another computer or from a Time Machine backup. Migration Assistant will

populate the new computer with the selected user accounts from the old computer, bring over all the relevant files, and install the applications from the old computer that didn't come with the operating system (purchased apps might not be transferred). When it is done, you won't notice any difference between the same logins on both computers other than the operating system may be a newer version on the new computer.

An important point regarding upgrading from an Intel machine to an M1 machine is that not all of the old applications on the Intel machine will run as fast, if at all, on the M1 machine. It is recommended that you do NOT select to transfer ANY applications from an old Intel machine to a new M1 machine. This will require that you find the most recent version of any third party apps to download and install after Migration Assistant is done. The apps that will be already installed on the new M1 machines will already be M1 compliant (but not necessarily M1 native). The two types of apps that work best on an M1 machine are either Universal Binary or Apple Silicon (native). All other apps (Intel) will work under Rosetta 2. If Rosetta 2 is not already installed on the M1 machine, when you run an Intel app you will be prompted to download and install Rosetta 2.

When you run Migration Assistant, it will close ALL other running apps on the computer. When you quit Migration Assistant, those applications will come back just as they were. After the transfer is complete, all that is left to do on the new computer is to log in with the same ID and password as on the old computer and then set up your Apple ID account for that user.

On the source computer, you select the option to transfer TO another Mac. On the target computer, you select the option to transfer FROM another computer. The next thing you see on both computers is a number in a window. Those numbers must match in order to go to the next step. If they match, then you just select *Continue* on the source computer. The source computer then begins a search for files that can be transferred to the target computer.

On the target computer, select the items to be transferred from the source computer. For each selection, the size to be transferred will show up. When the selection is complete and the size to transfer is calculated for each selection, press the *Continue* button. (At this time, the source computer may continue to show that it is searching for files to transfer. That can be ignored.) For each user that is to be transferred, you will see an option to *Promote to Admin*. Click on that button if you want to use that user as an Admin, or click on *Next* to leave as a standard user. You must have at least one admin user account. The next window will show *Select Password*. Click on that button to create a password for the user (required), then click Continue.
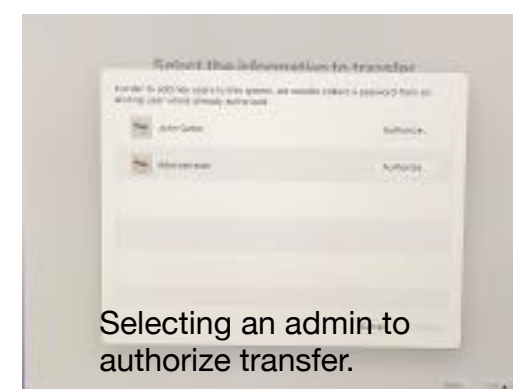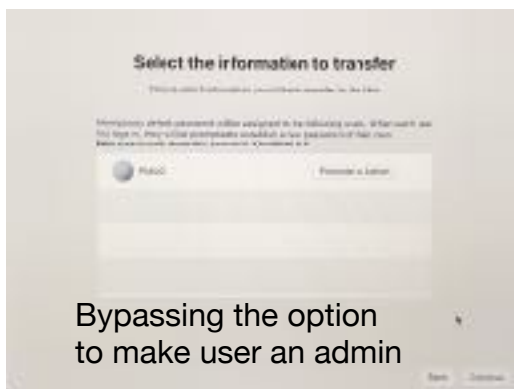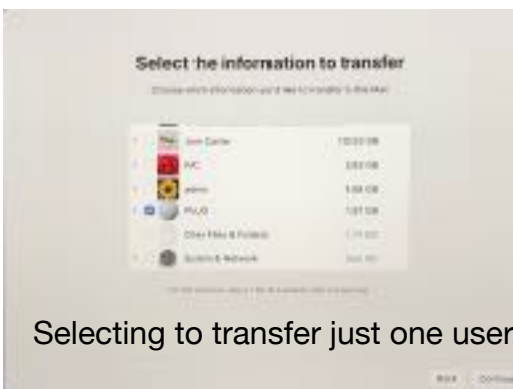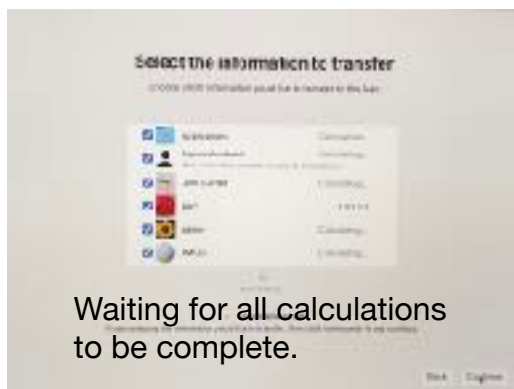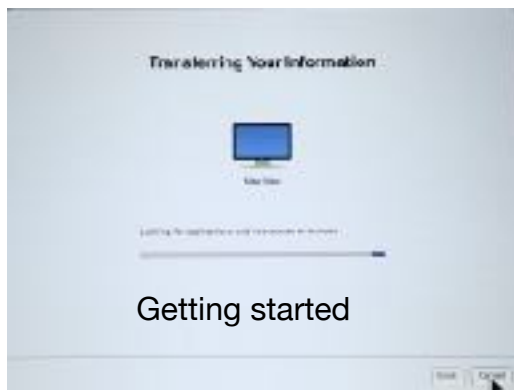
In the next window, you must select an admin user to authorize the transfer and you will need to enter that user's password. If you cannot remember the password, you are, as they say, S.O.L. and will not be able to use this method to start up your new computer. As the transfer begins, you will be shown a progress bar and how many files have been transferred. The count on the two machines may not be in sync, so ignore the discrepancy.
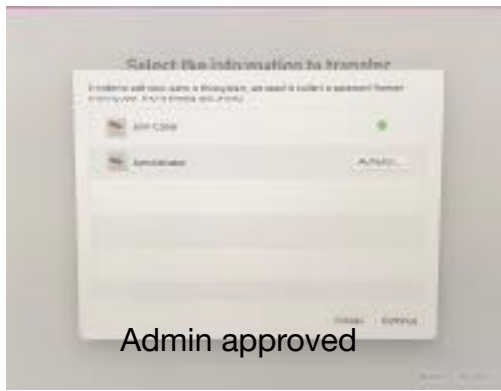
When the transfer is complete, the target computer will automatically reboot. When it reboots, it again shows the Migration Assistant window. Click on *Done* and the login window is then displayed and you are ready to use your new computer.

But wait! There's MORE! When you log into your computer for the first time, please check for updates to both the operating system and your third party apps, especially if you have migrated from an older operating system to the latest operating system.
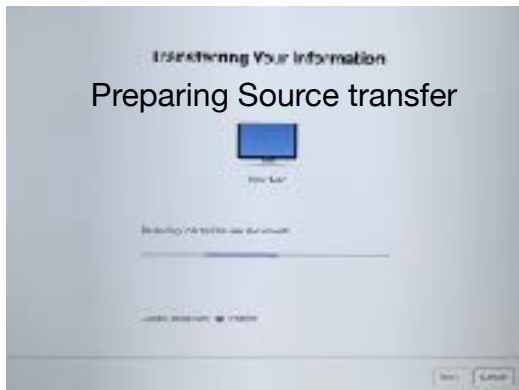
NOTE: You might experience a bug in the source computer in that when the transfer is done the mouse is no longer active. If that is the case, then you won't be able to click on *Done* in the Migration Assistant window. The only option at this point is to force a power shutdown. When you press the power button, you might hear a few bells. Just ignore them and continue holding down the power button until the computer shuts down. (From experience.)

What follows are the screen shots taken during an actual transfer of a single user from one Mac to another. The blue screen is the source computer and the beige screen is the target computer. Read from left to right, top to bottom.
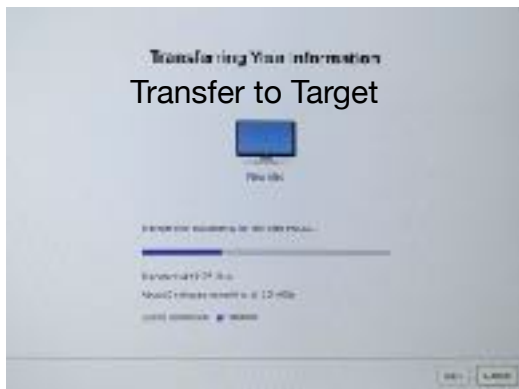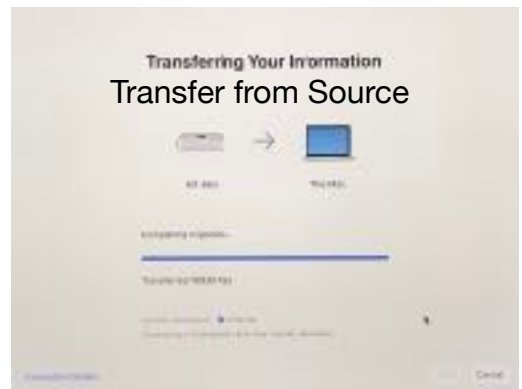

Getting started

The numbers matched.

Waiting for all calculations to be complete.

Selecting to transfer just one user.

Bypassing the option to make user an admin

Selecting an admin to authorize transfer.

Admin approved

Transferring Your Information

Preparing Source transfer

Preparing Target transfer

Transfer to Target

Transfer from Source

Migration Completed

Source complete

Transferring Your Information

Target complete

Ready to login

Focus

https://appleinsider.com/articles/21/07/19/how-to-use-focus-mode-in-ios-15-macos-monterey
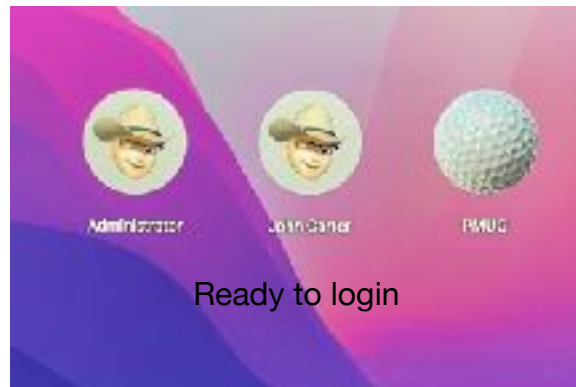
Focus is what *Do Not Disturb* used to be with several added features. Do Not Disturb is now just one of the features of Focus. The purpose of Focus is to give you choices regarding what, who, when, and how you can be in a Do Not Disturb mode depending on what activities you would be involved with. Apple provided a few defaults, which most likely will not fit your lifestyle.

You can delete an existing Focus, create a new Focus, and modify an existing Focus. There are several options to choose from for each Focus such as during a given time frame, when using a given app, and for allowing certain people or apps to interrupt you when a given Focus is active. The most common Focus is while you are driving—but that only works with a mobile device.

All Focus modes can be synchronized across all devices. Changing a Focus on one device automatically updates on the others.

Copy/Paste - aka Duplicate

https://support.apple.com/en-us/HT209651

Users who are not used to using keyboard shortcuts will most likely use the mouse to right-click on something and select an option from the pop-up menu, or move the mouse up to the top menu and select an action from one of the menus there. In my view, that is a waste of time if your hands are already on the keyboard. That's because using a keyboard shortcut is way faster than moving a mouse around.

The keyboard shortcut for the *Copy* operation is *Command-C* (⌘C).

The keyboard shortcut for the *Paste* operation is *Command-V* (⌘V).

Any time you do a copy operation, the item is stored in a temporary memory storage location called the *Clipboard*. You can view the contents of the Clipboard by selecting *Edit > View Clipboard* from the Finder Menu. Neat! However, it only works from the Finder Menu. Whenever you do a copy operation, the content of what was in the Clipboard is replaced with the new content. There is no way to store multiple items in the Clipboard - unless you install a third party app from the App Store (search for 'clipboard manager'). You cannot delete an item from the Apple Clipboard.

To *copy* an item from one folder to another, first do the Copy operation, then select the folder you want to copy the item to, and then do the Paste operation. The filename is

not changed, but the creation date on the copy is the current date and time. If you paste it into the same folder, it becomes a duplicate and the filename is changed by appending 'copy' to the name.

When using the mouse to drag an item from one folder to another, a plus sign in a green bubble will appear under the cursor **if** the item is dragged from one drive to a different drive on the same or remote computer. This indicates that the item will be *copied*. To *move* the item to the new folder on the other drive, hold down the *Command* key before releasing the mouse button and the green bubble will disappear. When dragging the item between folders of the *same* drive, the green bubble will not appear indicating that the item will be *moved*. So to do a *copy*, you must hold down the *Option* key before releasing the mouse button and the green bubble will appear to confirm a *copy* operation. Pressing the *esc* key before releasing the mouse button will cancel the operation. Okay, that's confusing enough, so to get it done right with the least confusion and effort, use the keyboard shortcuts.

PASTE AND MATCH STYLE (TEXT ONLY)
When copying text from one document to another, or even from one paragraph in a document to a different paragraph in the same document, the paragraph style of the source might differ from the paragraph style of the target. To force the style to match the target document or paragraph, use this keyboard shortcut: *Option-Shift-Command-V* (⌥⇧⌘V). Sorry, but that does require using two hands, so it is a bit awkward. I use this shortcut when capturing text from a website to paste into a document—like this one. Otherwise, strange and mysterious things are likely to happen.

Cut/Paste - aka Move 📄→📄
If what you want to do is to move an item from one place to another, then despite all the history you may know about using *Command-X* (⌘K—Cut) followed by *Command-V* (⌘V—Paste) to cut and paste, this *does not work* on a Mac! Instead, you have to use *Command-C* to copy and then use *Option-Command-V* (⌥⌘V) to paste. The target file or folder will be deleted after the copy is completed. Using these hotkeys is the easiest way to move any item. Dragging an item is a real drag and sometimes you might release the mouse button in the wrong place and wonder where the item went.

⌘X followed by ⌘V is used to Cut and Paste (move) *text*.

Universal Clipboard 📋
https://support.apple.com/en-us/HT209460

The Universal Clipboard is actually the same Clipboard as used in a Copy operation, but it is now available across all of your devices on the same network (available in macOS Monterey and iOS/iPadOS 15 and above). So, doing a Copy of some text from a document on any one device can be Pasted into a document on any other device. It is NOT recommended to use the Universal Clipboard for transferring files (documents, images, music, or videos). For that, you should be using AirDrop.

AirDrop cannot be used for transferring *text* between devices.

Screenshots 📷
https://support.apple.com/en-us/HT201361

If you're going to send me a question about a problem, you might as well get used to using this feature because a picture is worth a thousand words.
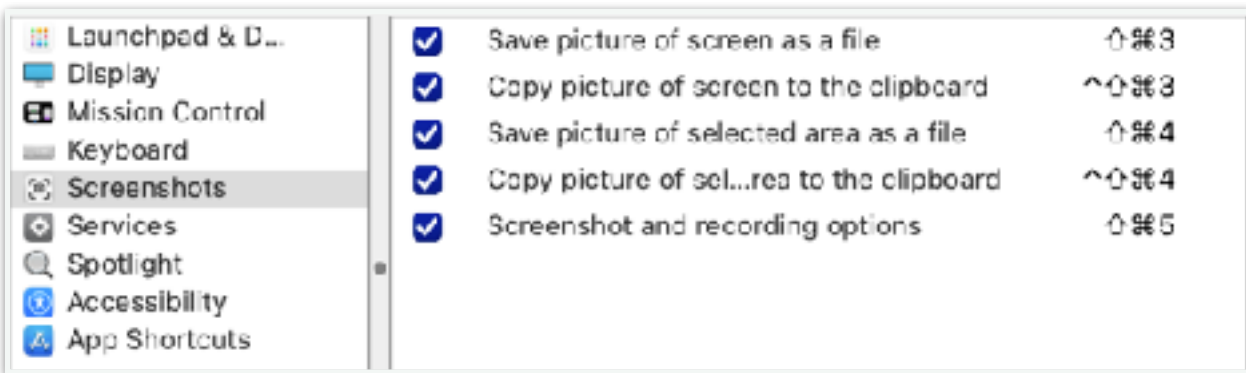
Screenshots is not an app. It is a feature of macOS. There's only one way to access Screenshots that I know of, and that is by using keyboard shortcuts. To find out what the keyboard shortcuts are, open *System Preferences* > *Keyboard* > *Shortcuts*, and then select *Screenshots*. (See image below.)The *Screenshot and recording options* (⇧⌘5) should be the first feature to tinker with. When you use that keyboard shortcut, you will see a menu bar appear at the bottom of the screen.
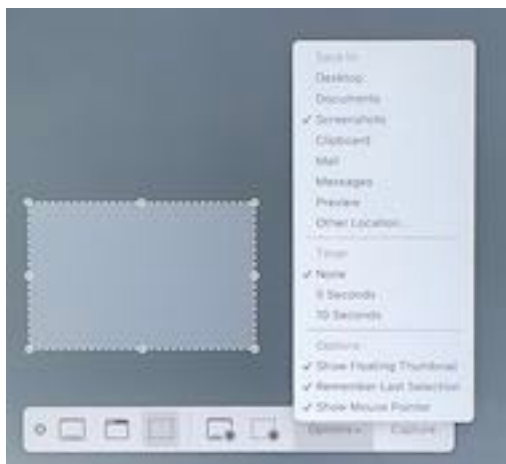
Click on the *Options* button and explore all the possible ways to use and save a Screenshot. These options are valid for *any* of the Screenshot operations. The shaded box that you see in the image above can be moved to any part of the screen and adjusted to any rectangular size.

The advantage of using ⇧⌘5 is that once the box has been placed on the screen, it will be in that same place and size the next time you use ⇧⌘5. When using this shortcut, set the place and size of the selection box and then press the Return key to capture the Screenshot. With all the other options, you need to use the mouse to select an area of the screen. After an area has been selected, the Screenshot is captured when the mouse button is released.

There are three ways to capture an image and two ways to capture a video. The most common operation is to capture a portion of the screen with ⇧⌘4 (save image to file) or ^⇧⌘4 (save image to clipboard). I prefer to set the *Save* option to save the image in *Preview* and use ⇧⌘4 to capture the selected area of the display because I normally do some edits on the image, or I want to save the image in a particular image format

which is done using the Export function in Preview. I can do multiple screenshots one right after another and they all go into Preview. That kind of makes Preview work like a clipboard that can store multiple items.

Capturing a video snapshot of the screen is probably the least used feature, but it can be used to create a very short tutorial—with sound from your mic or headset.

For more detail on using Screenshot, please check out the several video tutorials in YouTube.

Addendum

When a key combination is displayed, the modifiers are written in the order presented. For example, Control-Option-Shift-Command-Q would be written as ^⌥⇧⌘Q .

For a full list of keyboard symbols, see:

https://gist.github.com/Zenexer/c5243c4216f1f8cd2251

-o-