



Navigate Your Mac

25 Things Every Mac User Should Know

Mac Navigation



“Knowledge without access, is no knowledge.”

Mac Navigation

- Finder
- Quick Look
- Spotlight
- Application Switcher
- Mission Control



Finder



- Shortcuts to Standard Locations
- Folder Paths
- Open-Save Dialogs
- Built-In Task Shortcuts
- Toolbar
- Sidebar

The "Go"











Menu Item	Keyboard Shortcut
Enclosing Folder in New Window	
All My Files	⇧ ⌘ F
Documents	⇧ ⌘ O
Desktop	⇧ ⌘ D
Downloads	⇧ ⌘ L
Home	⇧ ⌘ H
Computer	⇧ ⌘ C
AirDrop	⇧ ⌘ R
Network	⇧ ⌘ K
Applications	⇧ ⌘ A
Utilities	⇧ ⌘ U
Recent Folders	
Go to Folder...	⇧ ⌘ G
Connect to Server...	⌘ K







The “Go” Menu

Back	⌘[
Forward	⌘]
Enclosing Folder in New Window	⇧⌘↑
<hr/>	
 All My Files	⇧⌘F
 Documents	⇧⌘O
 Desktop	⇧⌘D
 Downloads	⇧⌘L
 Home	⇧⌘H
 Computer	⇧⌘C
 AirDrop	⇧⌘R
 Network	⇧⌘K
 Applications	⇧⌘A
 Utilities	⇧⌘U
<hr/>	
Recent Folders	▶
<hr/>	
Go to Folder...	⇧⌘G
Connect to Server...	⌘K

All My Files



Documents



Desktop



↑ ⌘ D

Downloads



⌘ ⌘ L

Home



Computer



AirDrop

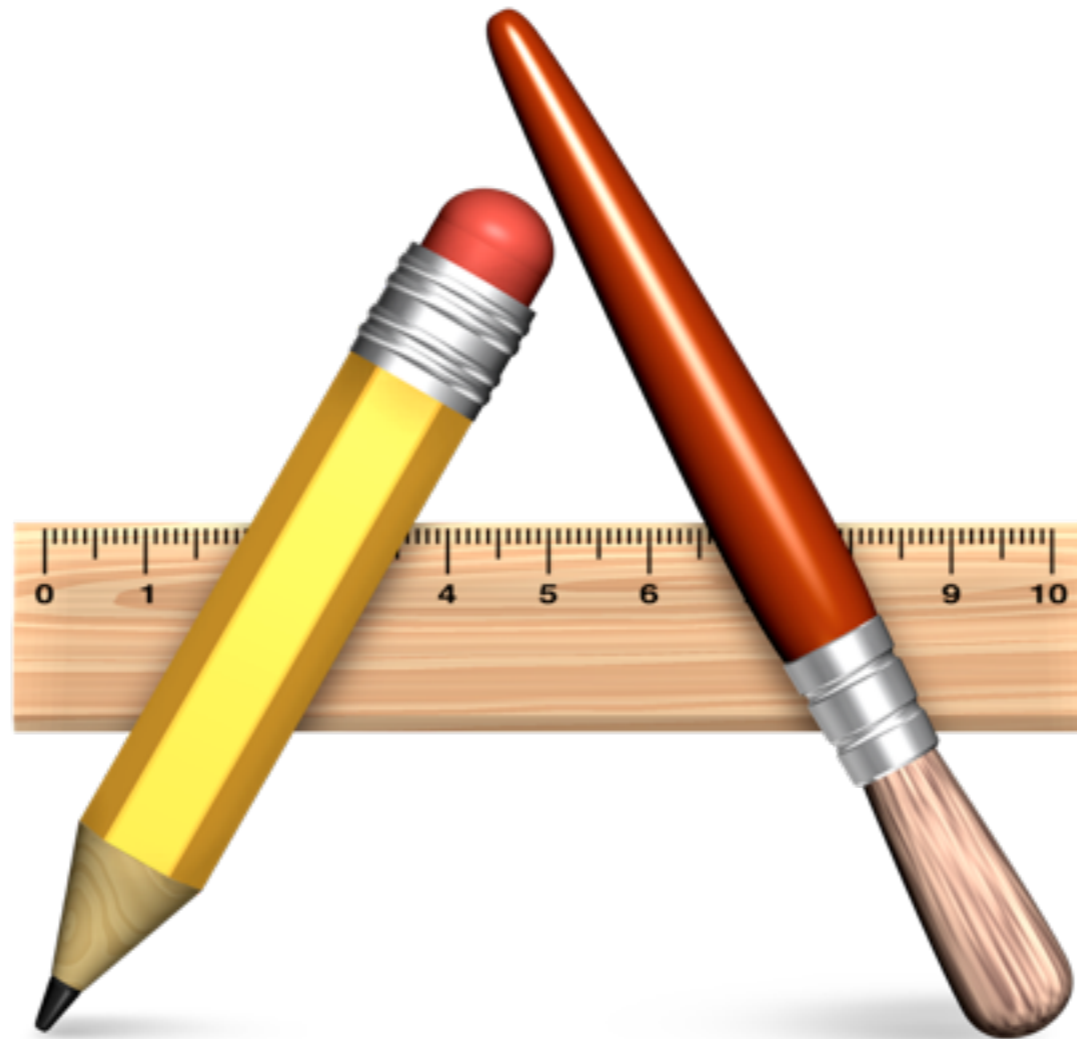


↑ ⌘ R

Network



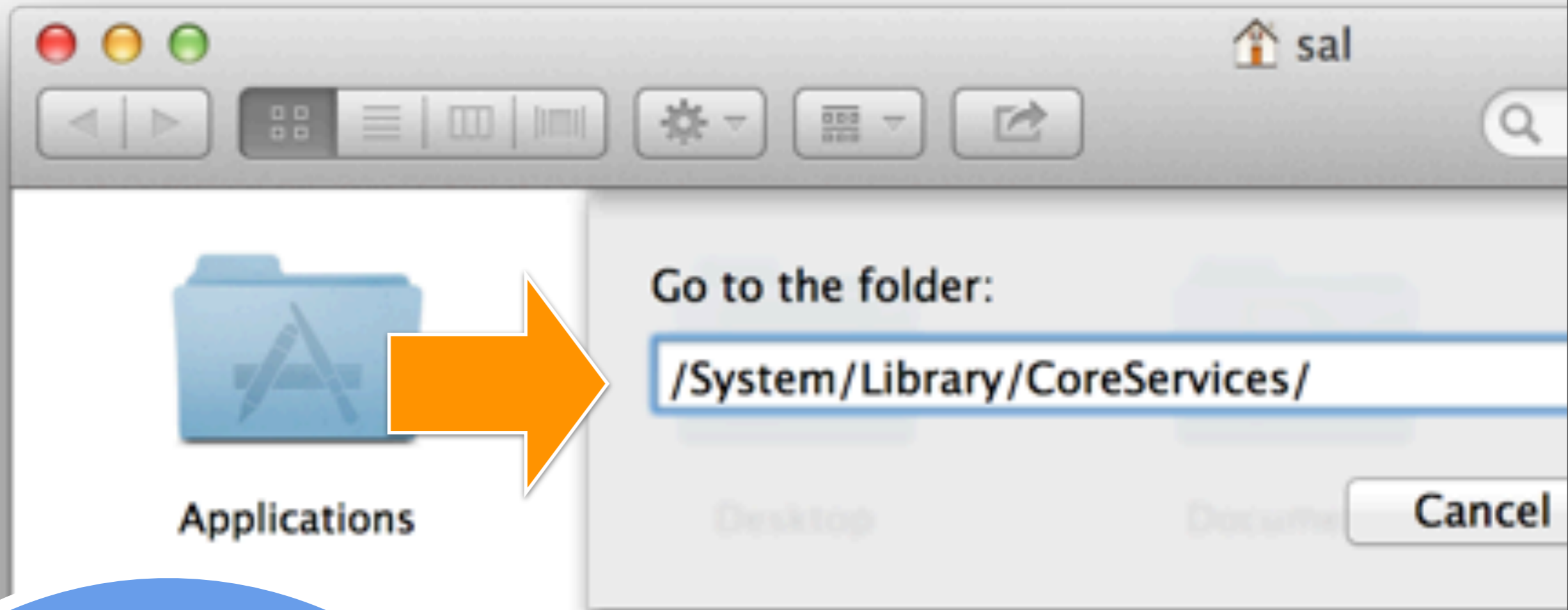
Applications



Utilities



Go to Folder...

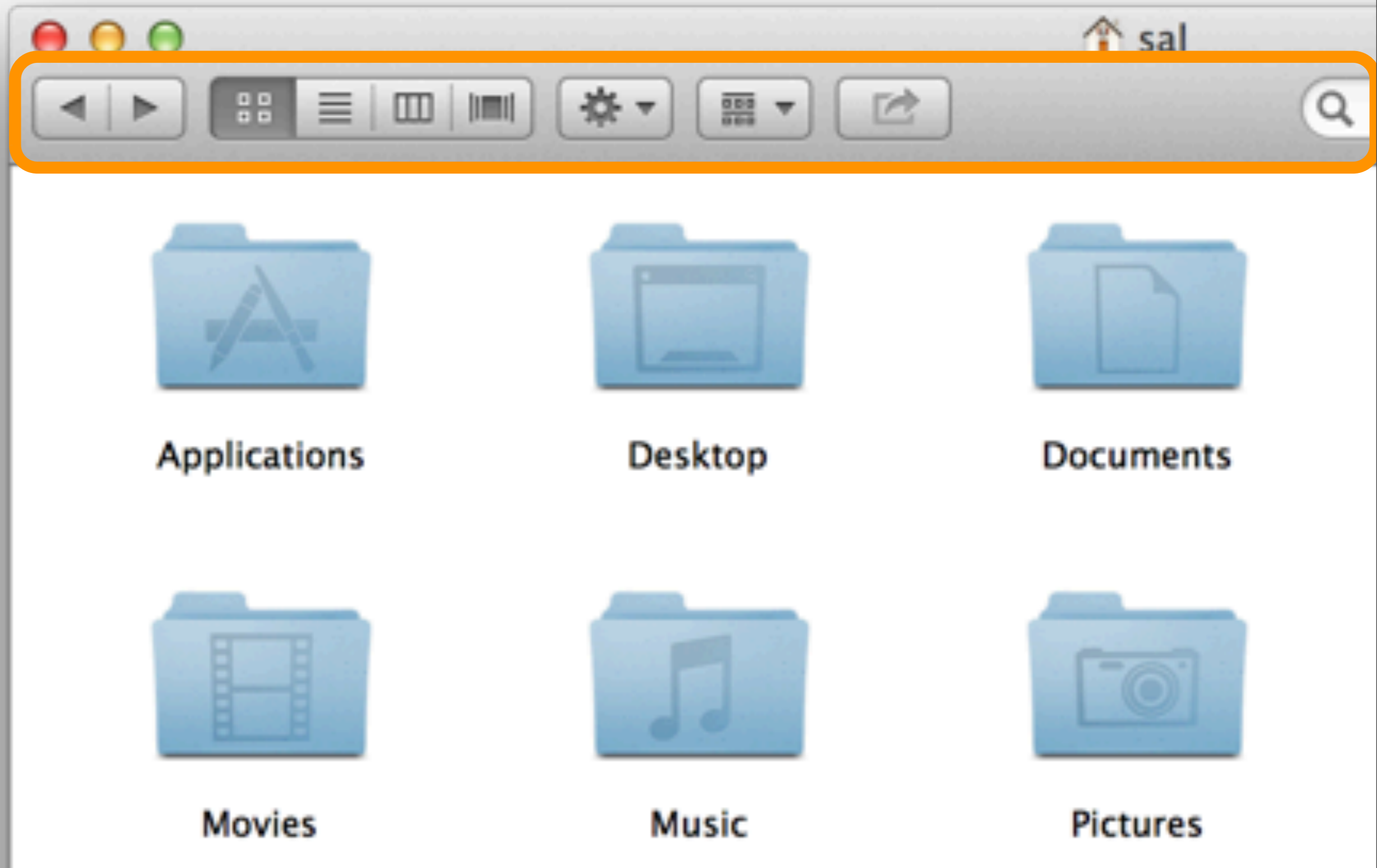


Music

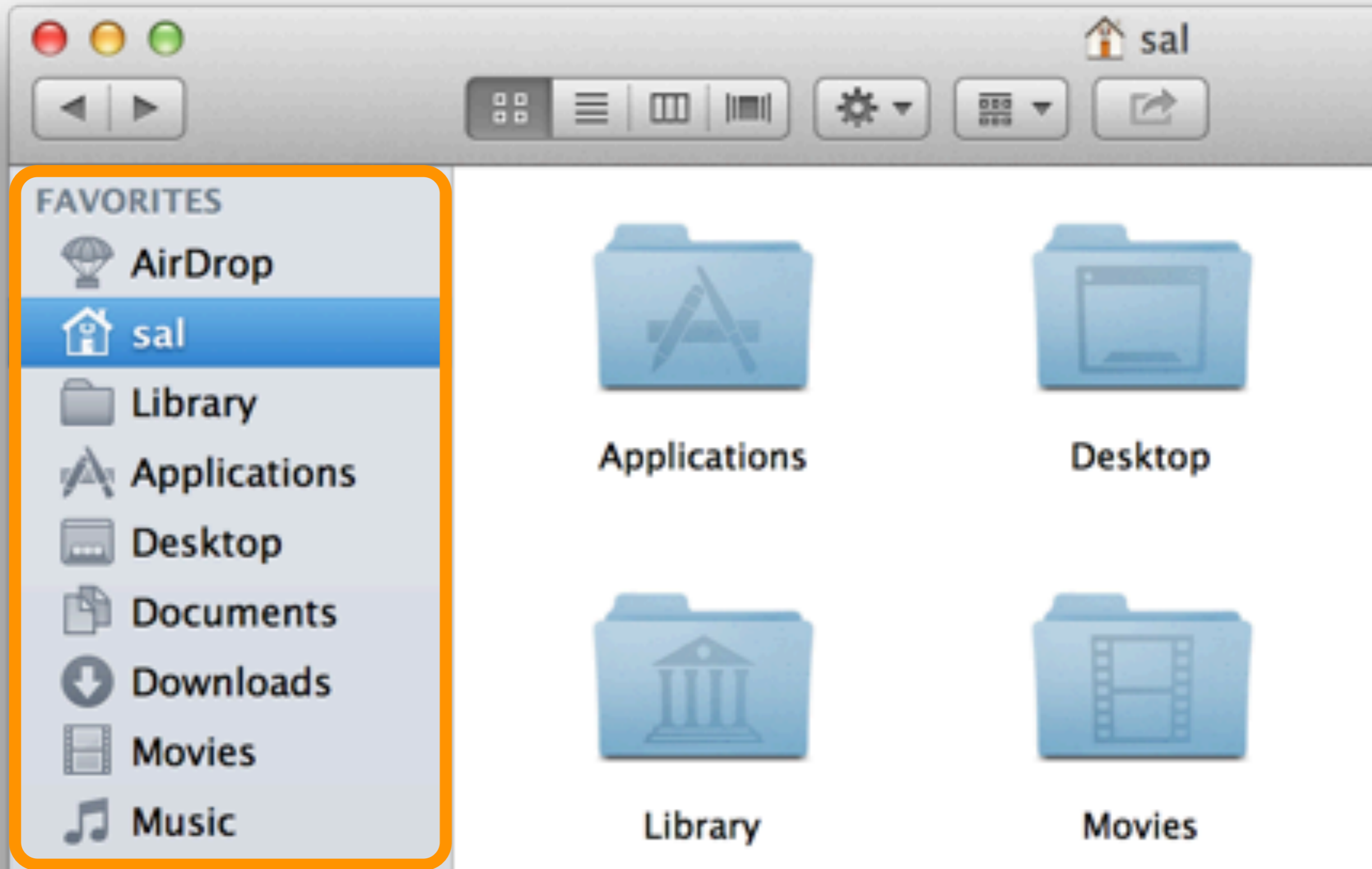


Pictures

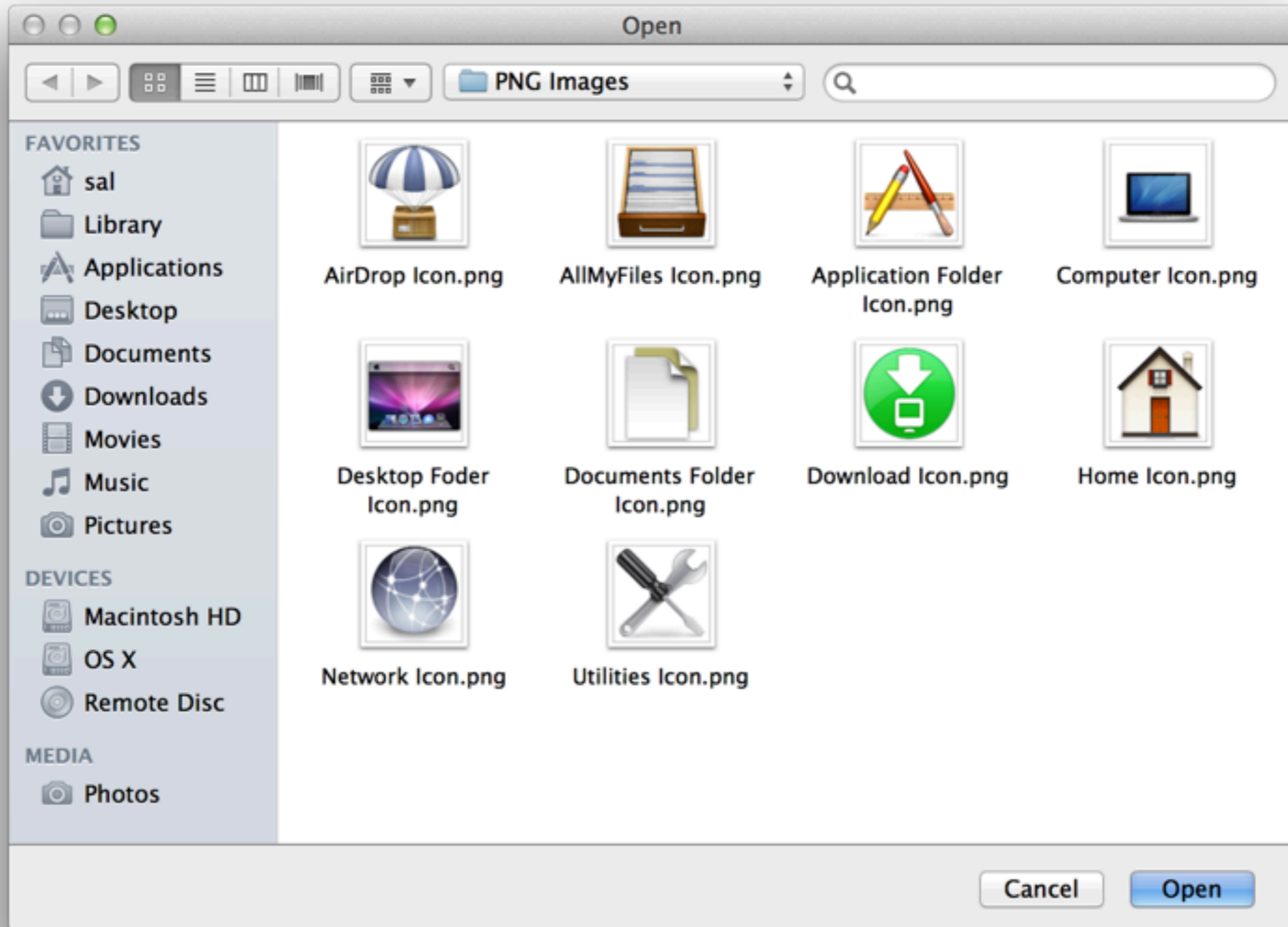
Toolbar



Sidebar



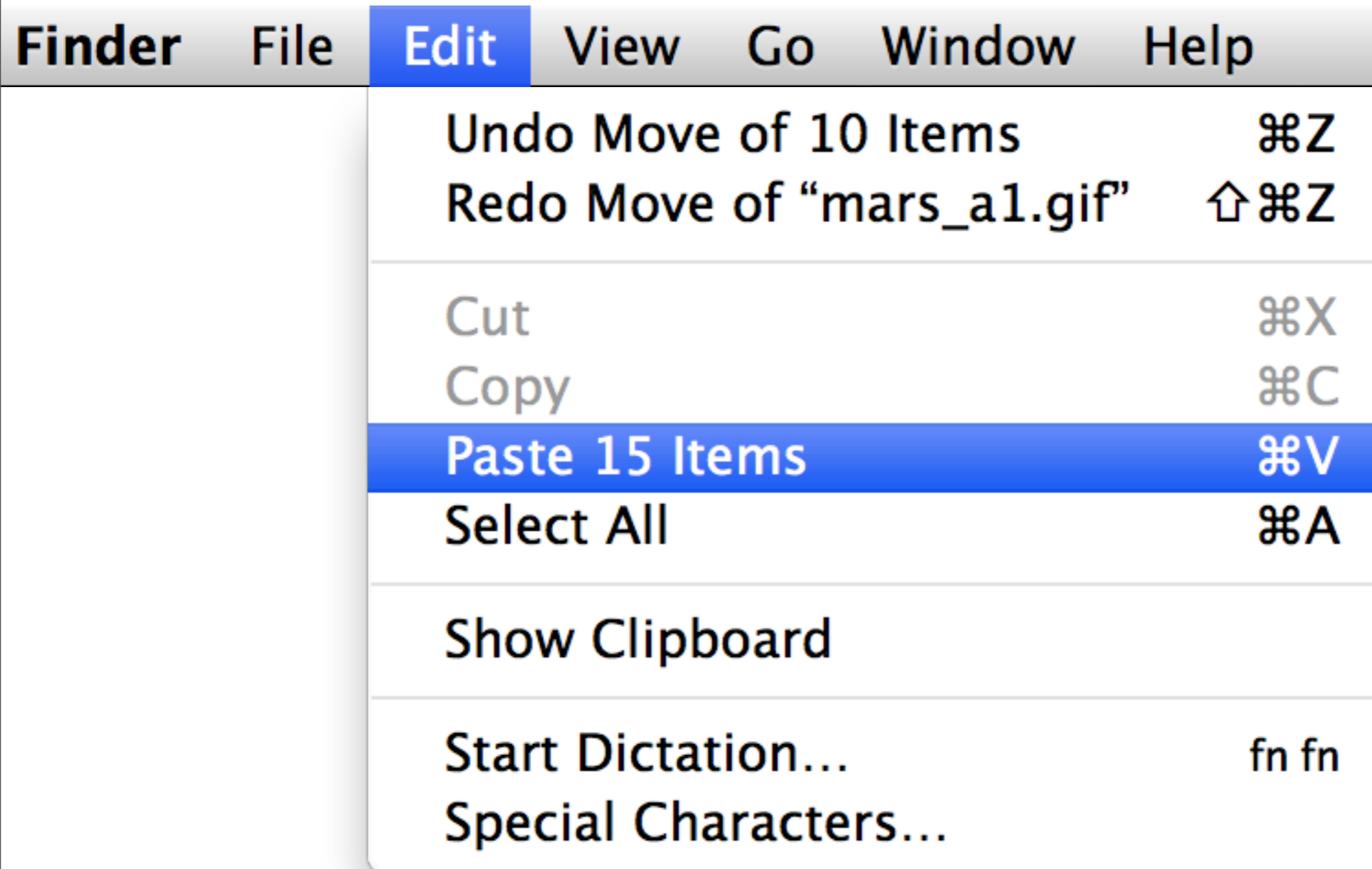
Open/Save Dialog



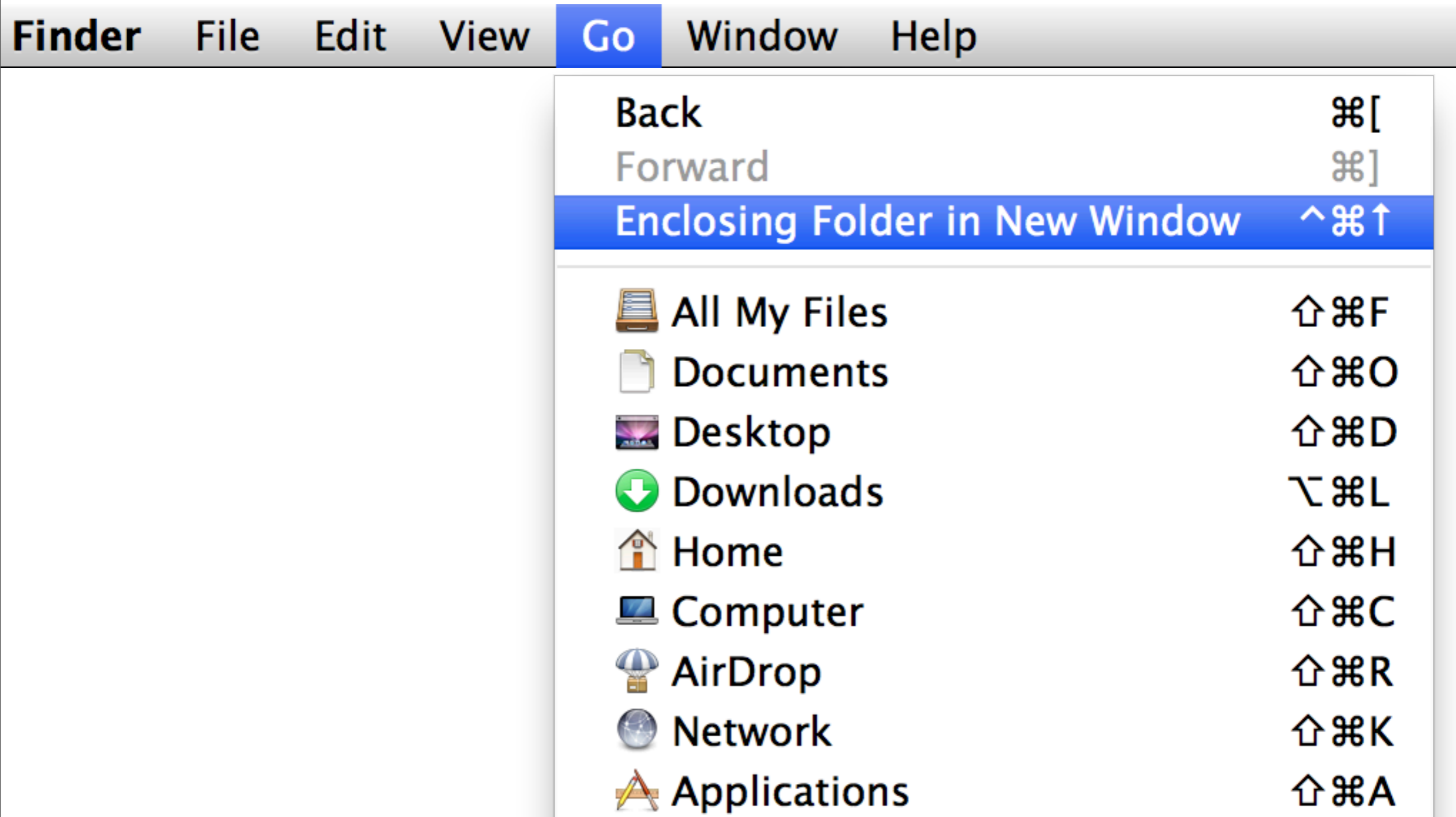
Folder with Selection

Finder	File	Edit	View	Go	Window	Help
	New Finder Window					⌘N
	New Folder					⇧⌘N
	New Folder with Selection (17 Items)					⇧⌘N
	New Smart Folder					⇧⌘N
	New Burn Folder					
	Open in New Window					⇧⌘O
	Open With					▶
	Print					⌘P
	Close Window					⌘W
	Get Summary Info					⇧⌘I
	Compress 17 Items					
	Duplicate					⌘D

Copy-Paste-Move Items



Open Enclosing Folder



Demo



Quick Look



- Desktop Items
- Open-Save Dialogs



Spotlight



- Menu
 - Application Launcher
 - Type-Specified Searches
 - Keyboard Controls
- Saved Searches
- Open-Save Dialogs



Spotlight

Spotlight Menu

Basic Spotlight

`cmd-space` • open Spotlight menu

`cmd-option-space` • open Finder search

`escape` • clear Spotlight menu

`escape/escape` • close Spotlight menu

`cmd-arrow` • jump categories

Type-Specified Searches

- kind
- date
- name
- comment

Type-Specified Searches

The “kind” Operator

- **kind**:PDF
- **kind**:image
- **kind**:presentation
- **kind**:message (mail)
- **kind**:event

Type-Specified Searches

The “date” Operator

- **date**:today
- **date**:yesterday
- **date**:>11/1/2012

Type-Specified Searches

The “name” Operator

- **name:Sal**

Type-Specified Searches

The “comment” Operator

- **comment:**Astro

Type-Specified Searches

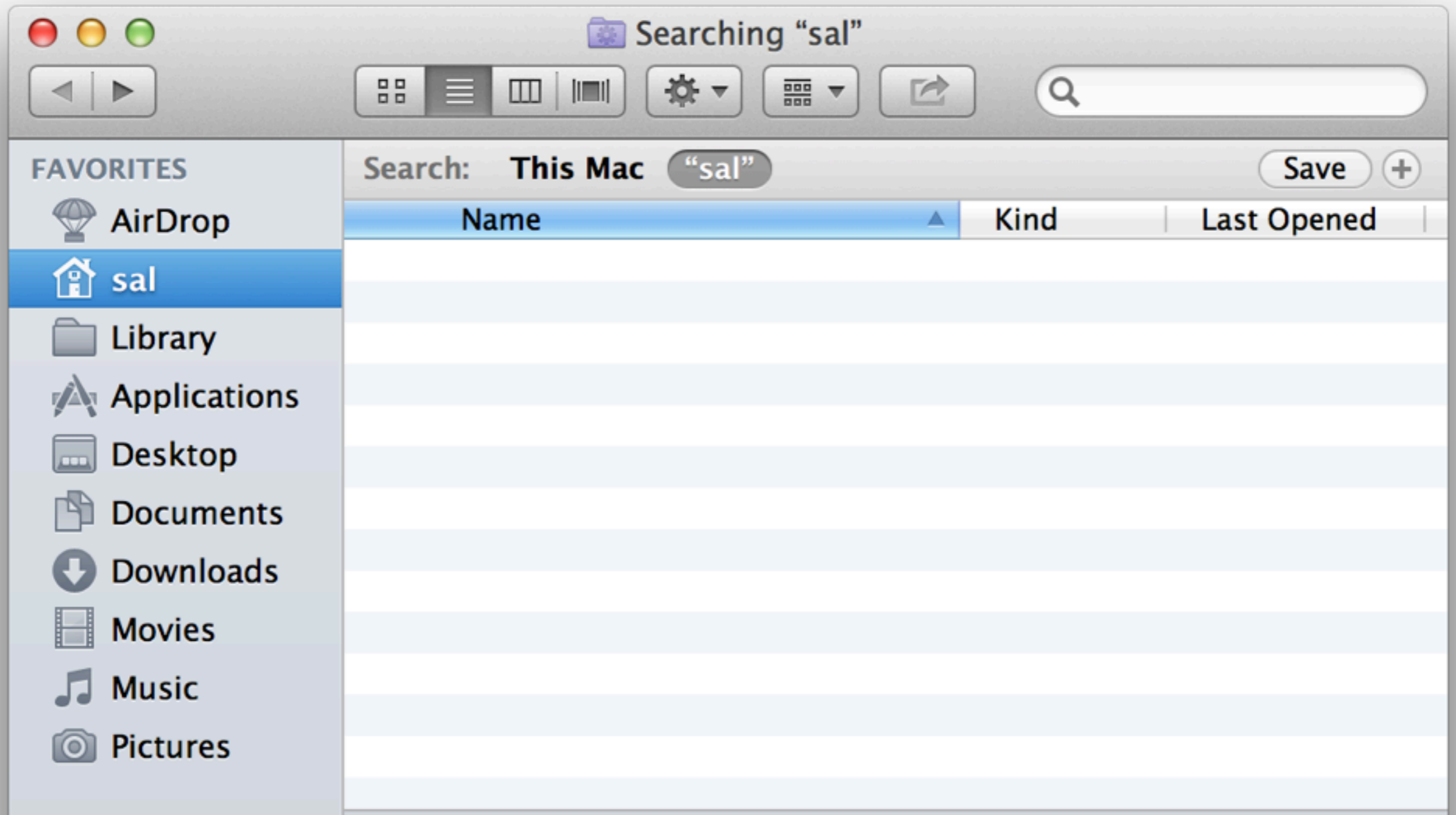
Combined Operators

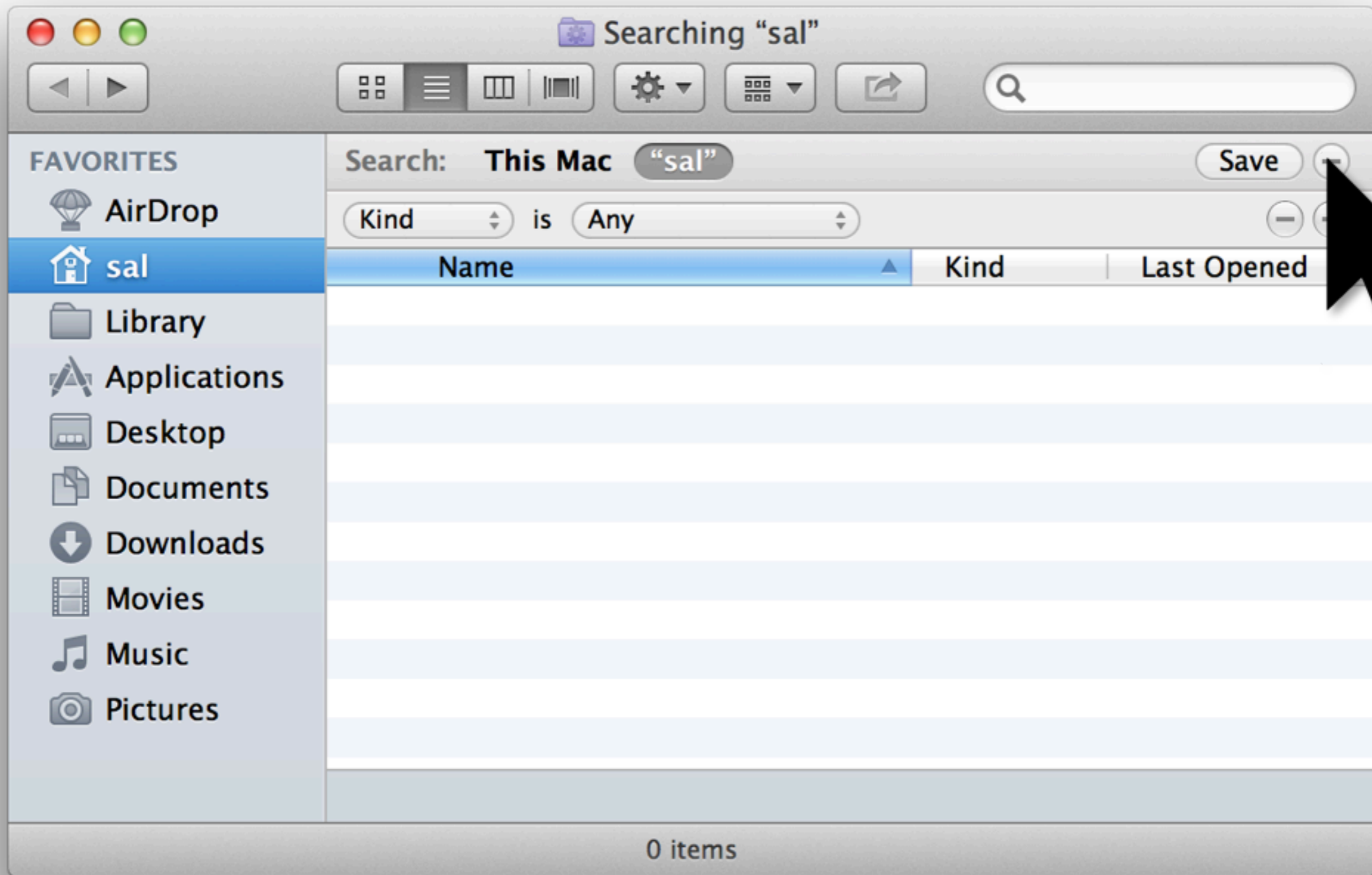
- **kind**:image **date**:yesterday
- **kind**:mail **from**:Sal
- **kind**:event **name**:25
- **kind**:mail **from**:Mae **date**:yesterday

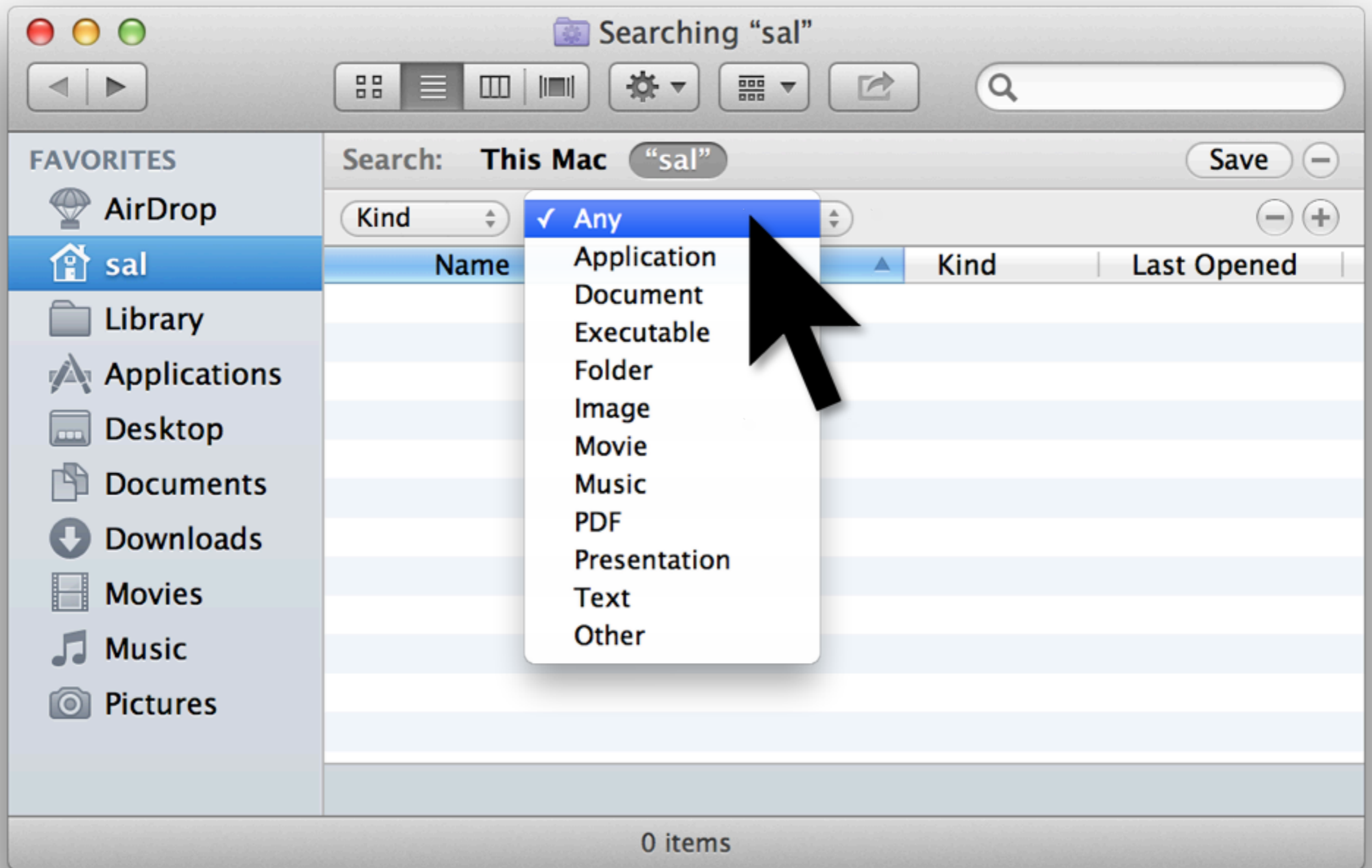
Shortcuts with Results

- ⌘ **D** • Lookup search term in Dictionary
- ⌘ **L** • View term in Quick Look dictionary
- ⌘ **B** • Perform internet-search for term
- ⌘ **R** • Reveal the selected item
- ⌘ **O** • Open the selected item
- ⌘ **T** • Open the Top Hit
- ⌘ **I** • Open Finder information window

Saved Searches







Searching "sal"



FAVORITES



AirDrop



sal



Library



Applications



Desktop



Documents



Downloads



Movies



Music



Pictures

Search: This Mac "sal"

Save

Kind

✓ Any

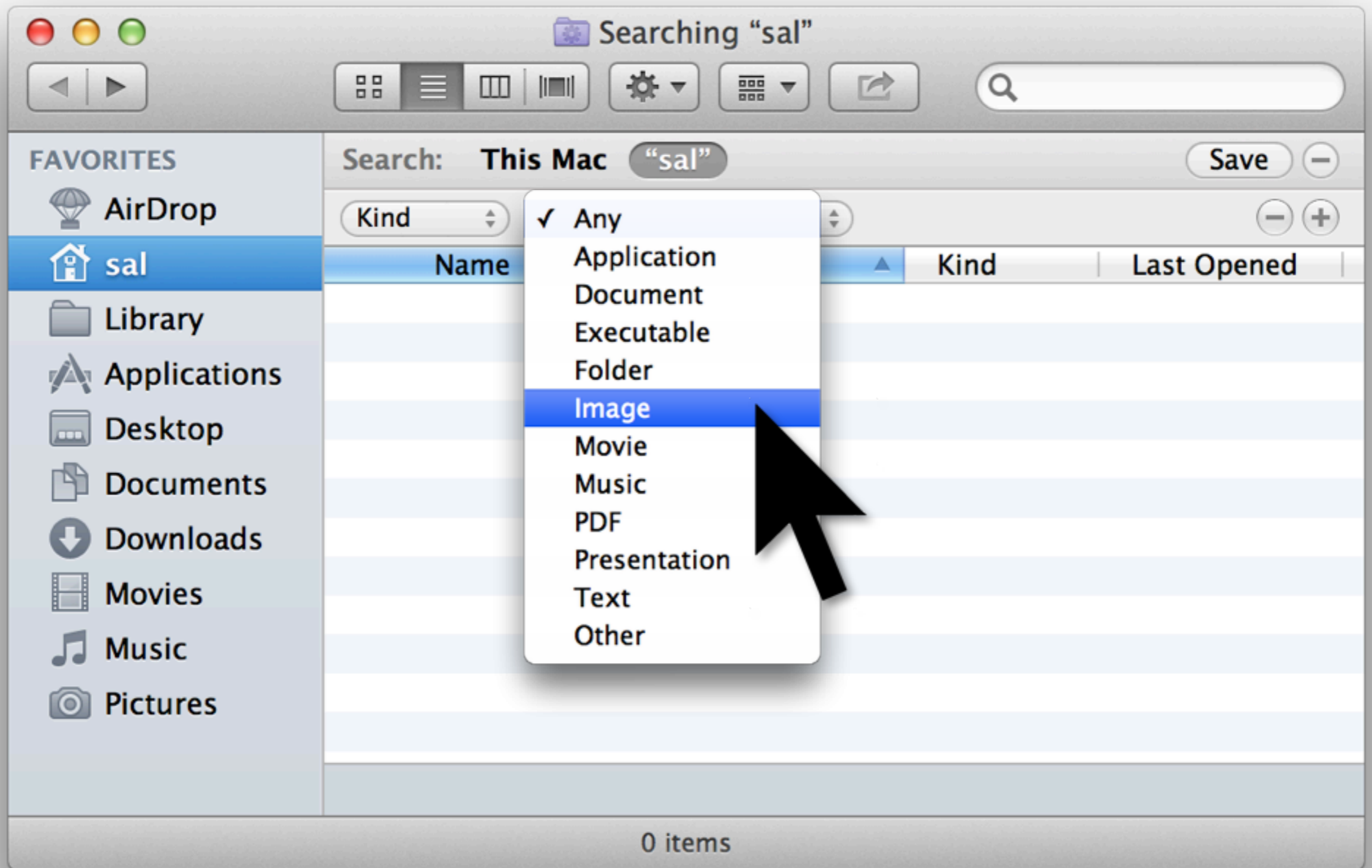
- +

Name

Kind

Last Opened

0 items



Searching "sal"

FAVORITES

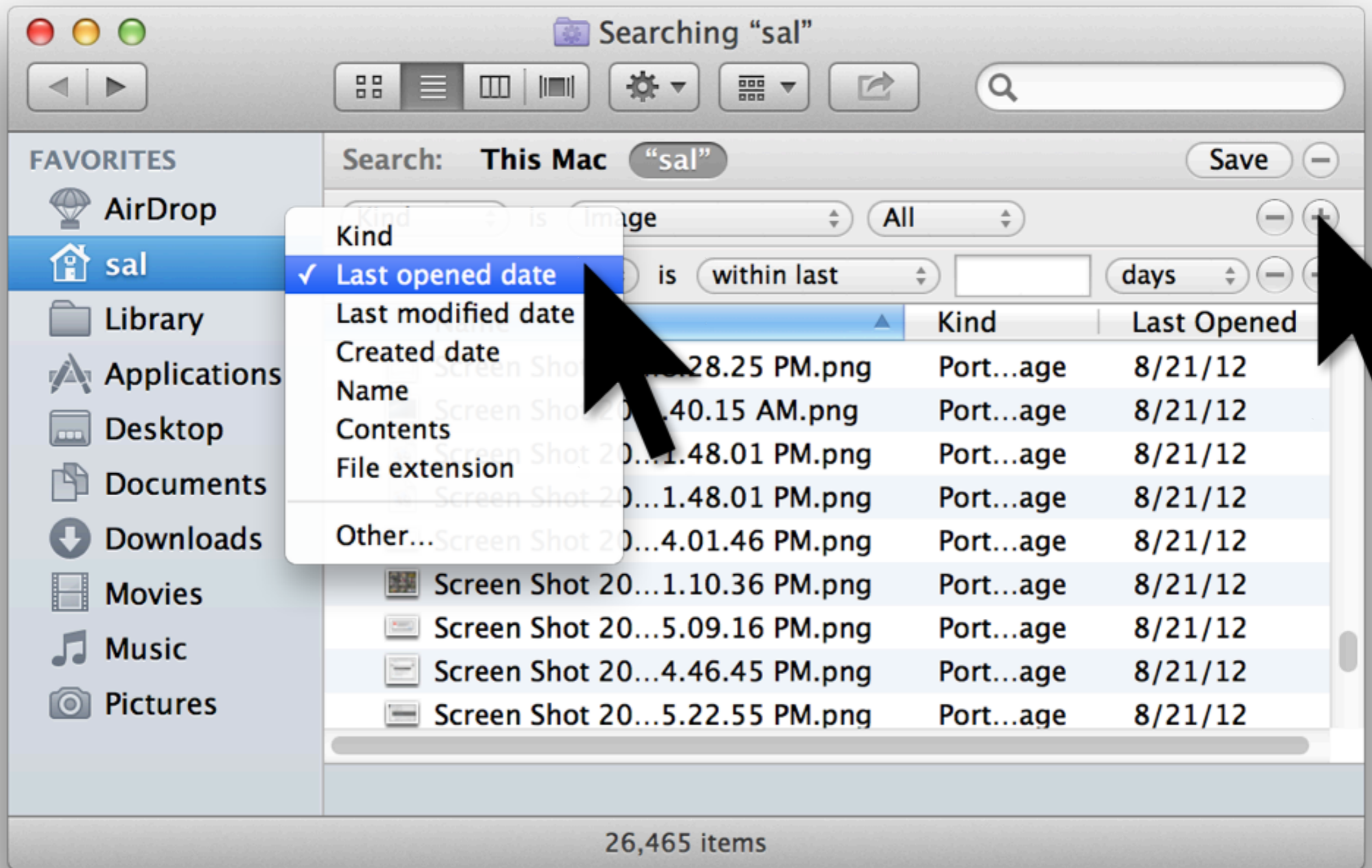
- AirDrop
- sal
- Library
- Applications
- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures

Search: This Mac "sal" Save

Kind is Image All

Name	Kind	Last Opened
Screen Shot 20...8.28.25 PM.png	Port...age	8/21/12
Screen Shot 20...40.15 AM.png	Port...age	8/21/12
Screen Shot 20...1.48.01 PM.png	Port...age	8/21/12
Screen Shot 20...1.48.01 PM.png	Port...age	8/21/12
Screen Shot 20...4.01.46 PM.png	Port...age	8/21/12
Screen Shot 20...1.10.36 PM.png	Port...age	8/21/12
Screen Shot 20...5.09.16 PM.png	Port...age	8/21/12
Screen Shot 20...4.46.45 PM.png	Port...age	8/21/12
Screen Shot 20...5.22.55 PM.png	Port...age	8/21/12
Screen Shot 20...6.31.34 PM.png	Port...age	8/21/12

26,465 items



Searching "sal"

FAVORITES

- AirDrop
- sal
- Library
- Applications
- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures

Search: This Mac "sal" Save

Kind: All

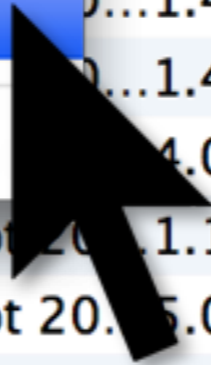
is within last [] days

	Kind	Last Opened
...8.28.25 PM.png	Port...age	8/21/12
...40.15 AM.png	Port...age	8/21/12
...1.48.01 PM.png	Port...age	8/21/12
...1.48.01 PM.png	Port...age	8/21/12
...4.01.46 PM.png	Port...age	8/21/12
Screen Shot 20...1.10.36 PM.png	Port...age	8/21/12
Screen Shot 20...5.09.16 PM.png	Port...age	8/21/12
Screen Shot 20...4.46.45 PM.png	Port...age	8/21/12
Screen Shot 20...5.22.55 PM.png	Port...age	8/21/12

26,465 items

Kind

- ✓ Last opened date
- Last modified date
- Created date
- Name
- Contents
- File extension
- Other...



Searching "sal"



FAVORITES

AirDrop

sal

Library

Applications

Desktop

Documents

Downloads

Movies

Music

Pictures

Search: This Mac "sal"

Save -

Kind is Image All - +

File extension is - +

Name	Kind	Last Opened
Screen Shot 20...8.28.25 PM.png	Port...age	8/21/12
Screen Shot 20...40.15 AM.png	Port...age	8/21/12
Screen Shot 20...1.48.01 PM.png	Port...age	8/21/12
Screen Shot 20...1.48.01 PM.png	Port...age	8/21/12
Screen Shot 20...4.01.46 PM.png	Port...age	8/21/12
Screen Shot 20...1.10.36 PM.png	Port...age	8/21/12
Screen Shot 20...5.09.16 PM.png	Port...age	8/21/12
Screen Shot 20...4.46.45 PM.png	Port...age	8/21/12
Screen Shot 20...5.22.55 PM.png	Port...age	8/21/12

26,465 items

Searching "sal"

FAVORITES

- AirDrop
- sal
- Library
- Applications
- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures

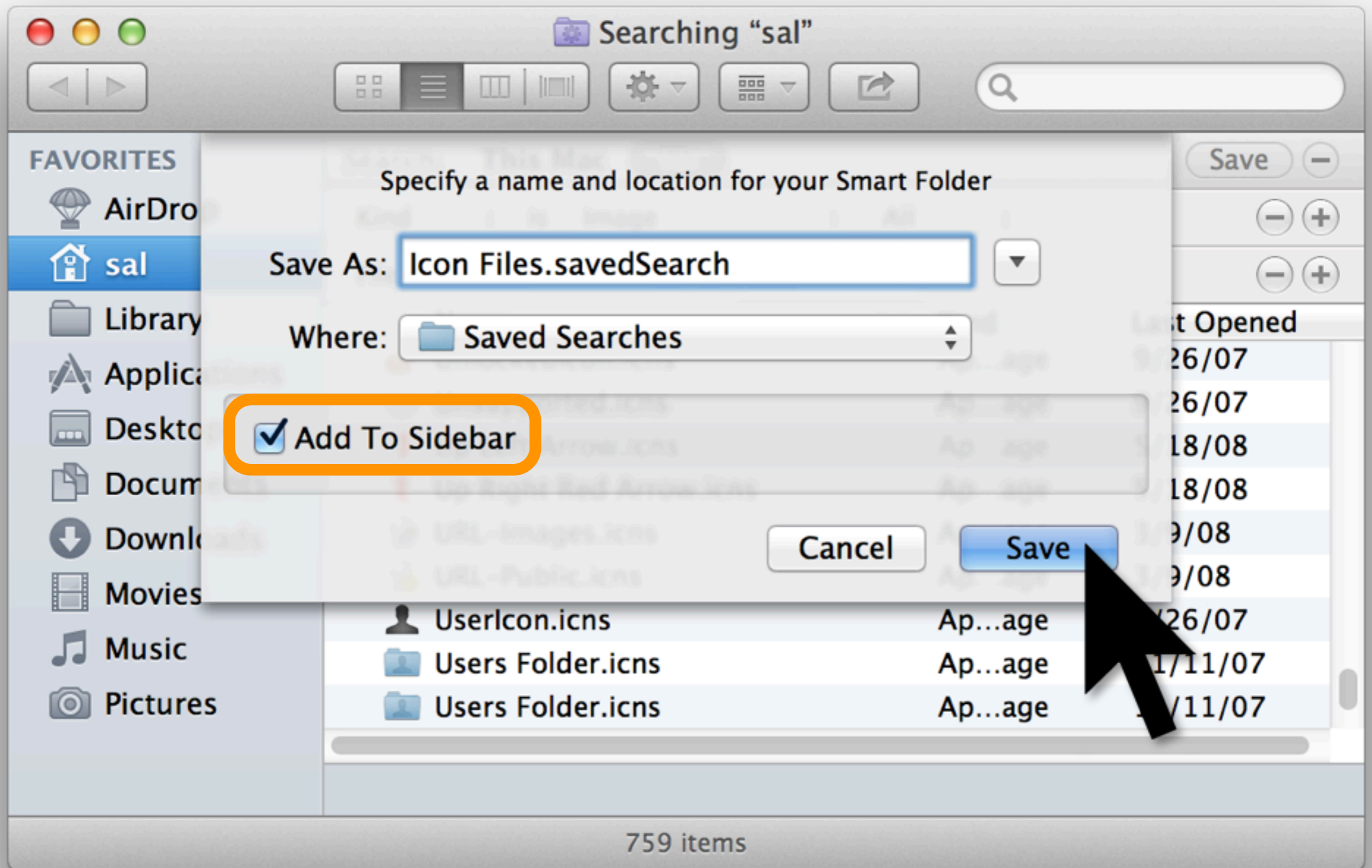
Search: This Mac "sal" Save

Kind is Image All

File extension is icns

Name	Kind	Last Opened
UnlockedIcon.icns	Ap...age	9/26/07
Unsupported.icns	Ap...age	9/26/07
Up Left Arrow.icns	Ap...age	5/18/08
Up Right Red Arrow.icns	Ap...age	5/18/08
URL-Images.icns	Ap...age	3/9/08
URL-Public.icns	Ap...age	3/9/08
UserIcon.icns	Ap...age	9/26/07
Users Folder.icns	Ap...age	11/11/07
Users Folder.icns	Ap...age	11/11/07

759 items



Icon Files.savedSearch

FAVORITES

- AirDrop
- sal
- Library
- Applications
- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures
- Icon Files**

Name	Kind	Last Opened
UnlockedIcon.icns	Ap...age	9/26/07
Unsupported.icns	Ap...age	9/26/07
Up Left Arrow.icns	Ap...age	5/18/08
Up Right Red Arrow.icns	Ap...age	5/18/08
URL-Images.icns	Ap...age	3/9/08
URL-Public.icns	Ap...age	3/9/08
UserIcon.icns	Ap...age	9/26/07
Users Folder.icns	Ap...age	11/11/07
Users Folder.icns	Ap...age	11/11/07
UsersFolderIcon.icns	Ap...age	9/26/07
UserUnknownIcon.icns	Ap...age	9/26/07
UtilitiesFolder.icns	Ap...age	6/27/12
UtilitiesFolder.icns	Ap...age	9/26/07

759 items

Icon Files.savedSearch

Navigation and search controls including back/forward arrows, view modes (grid, compare, web view), settings, and a search field.











- FAVORITES**
- AirDrop
 - sal
 - Library
 - Applications
 - Desktop
 - Documents
 - Downloads
 - Movies
 - Music
 - Pictures

Name	Kind	Last Opened
UnlockedIcon.icns	Ap...age	9/26/07
Unsupported.icns	Ap...age	9/26/07
Up Left Arrow.icns	Ap...age	5/18/08
Up Right Red Arrow.icns	Ap...age	5/18/08
URL-Images.icns	Ap...age	3/9/08
URL-Public.icns	Ap...age	3/9/08
UserIcon.icns	Ap...age	9/26/07
Users Folder.icns	Ap...age	11/11/07
Users Folder.icns	Ap...age	11/11/07
UsersFolderIcon.icns	Ap...age	9/26/07
UserUnknownIcon.icns	Ap...age	9/26/07
UtilitiesFolder.icns	Ap...age	6/27/12
UtilitiesFolder.icns	Ap...age	9/26/07














Icon Files

- Open
- Open Enclosing Folder
- Get Info
- Show Search Criteria
- Rename "Icon Files.savedSearch"
- Remove from Sidebar

FAVORITES

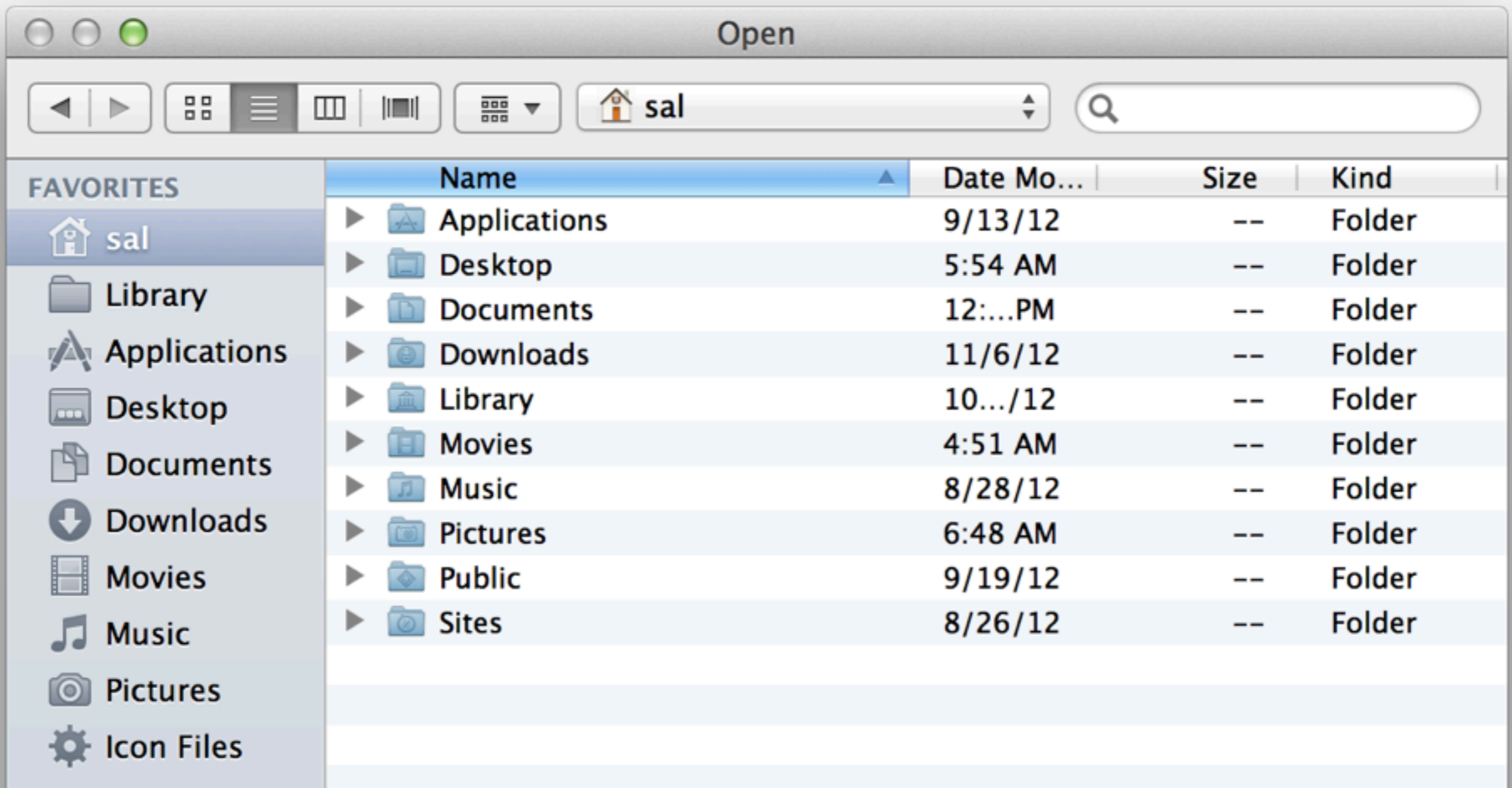
-  AirDrop
-  sal
-  Library
-  Applications
-  Desktop
-  Documents
-  Downloads
-  Movies
-  Music
-  Pictures

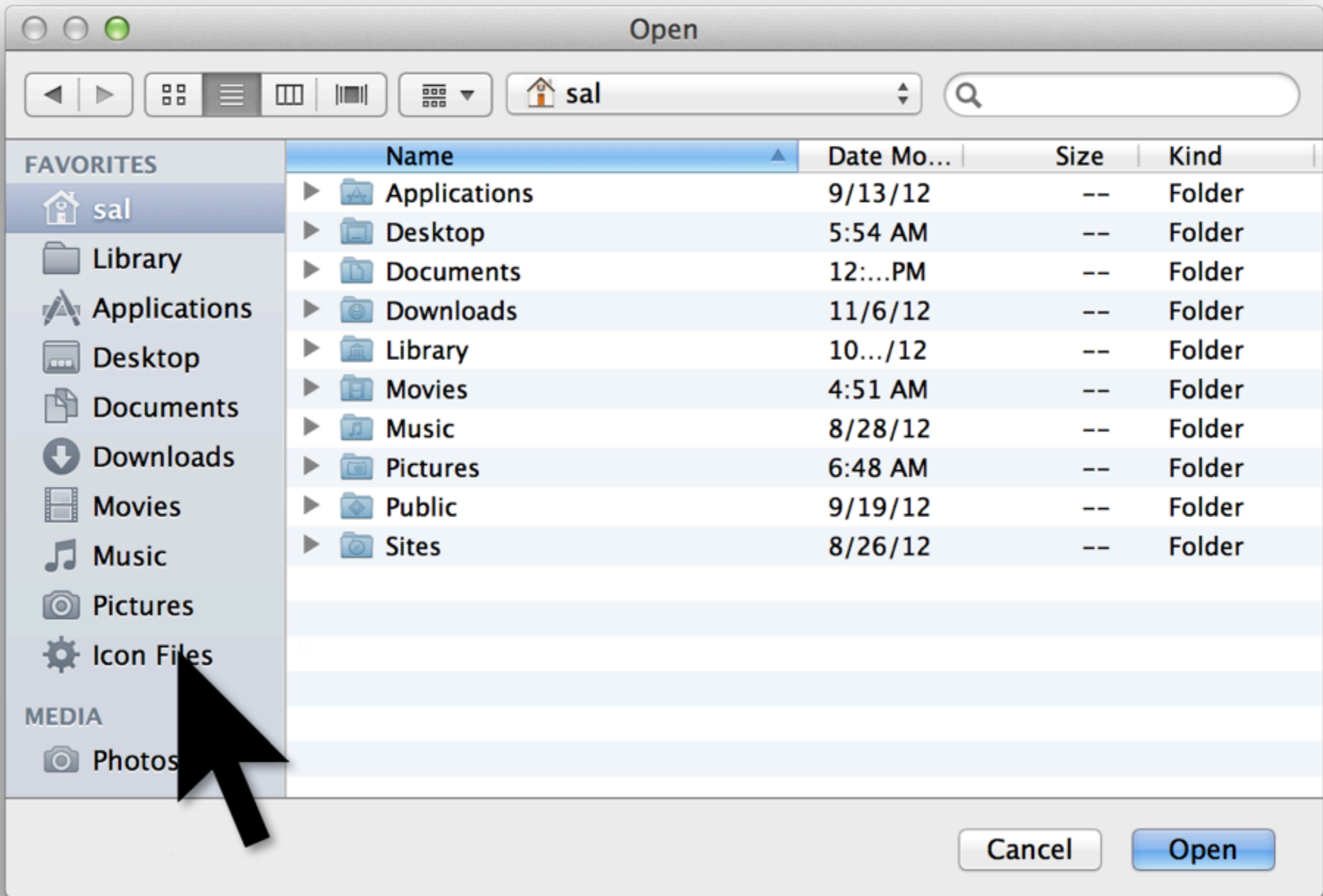
 Icon Files

Name	Kind	Last Opened
 UnlockedIcon.icns	Ap...age	9/26/07
 Unsupported.icns	Ap...age	9/26/07
 Up Left Arrow.icns	Ap...age	5/18/08
 Up Right Red Arrow.icns	Ap...age	5/18/08
 URL-Images.icns	Ap...age	3/9/08
 URL-Public.icns	Ap...age	3/9/08
 UserIcon.icns	Ap...age	9/26/07
 Users Folder.icns	Ap...age	11/11/07
 Users Folder.icns	Ap...age	11/11/07
 UsersFolderIcon.icns	Ap...age	9/26/07
 UserUnknownIcon.icns	Ap...age	9/26/07
 UtilitiesFolder.icns	Ap...age	6/27/12
 UtilitiesFolder.icns	Ap...age	9/26/07

- Open
- Open Enclosing Folder
- Get Info
- Show Search Criteria
- Rename "Icon Files.savedSearch"
- Remove from Sidebar
- Add to Dock

Open-Save Dialogs





Open



FAVORITES

- sal
- Library
- Applications
- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures
- Icon Files**

MEDIA

- Photos

Today	Date Modified	Size	Kind
Spotlight.icns	10/8/07	39 KB	Ap...age
Automator (updated).icns	2/16/12	1.2 MB	Ap...age
Yesterday			
ToolbarDow...derIcon.icns	6/27/12	681 KB	Ap...age
ToolbarUtili...lderIcon.icns	6/27/12	932 KB	Ap...age
AirDrop.icns	6/27/12	1.5 MB	Ap...age
GenericNetworkIcon.icns	6/27/12	1.6 MB	Ap...age
HomeFolderIcon.icns	6/27/12	1.4 MB	Ap...age
ToolbarAppsFolderIcon.icns	6/27/12	946 KB	Ap...age
ToolbarDes...lderIcon.icns	6/27/12	1.8 MB	Ap...age
ToolbarDoc...lderIcon.icns	6/27/12	321 KB	Ap...age
allMyFiles.icns	6/29/12	1.3 MB	Ap...age
com.apple....unibody.icns	6/27/12	658 KB	Ap...age

Previous 7 Days

Cancel

Open






Open

iPhone

FAVORITES

- sal
- Library
- Applications
- Desktop
- Documents
- Downloads
- Movies
- Music
- Pictures
- Icon Files**
- MEDIA
- Photos

Search: This Mac Icon Files.savedSearch

Earlier	Date Modified	Size	Kind
 iPhone.icns	7/12/07	47 KB	Ap...age
 iPhone.icns	3/15/08	221 KB	Ap...age
 Render Text to iPhone.icns	3/15/08	94 KB	Ap...age
 com.apple.iphone-3g.icns	5/5/09	94 KB	Ap...age
 iPhoneOS.icns	2/5/10	108 KB	Ap...age

FileNames Save
Name matches: iPhone

Cancel Open



Spotlight



- Menu
 - Application Launcher
 - Type-Specified Searches
 - Keyboard Controls
- Saved Searches
- Open-Save Dialogs

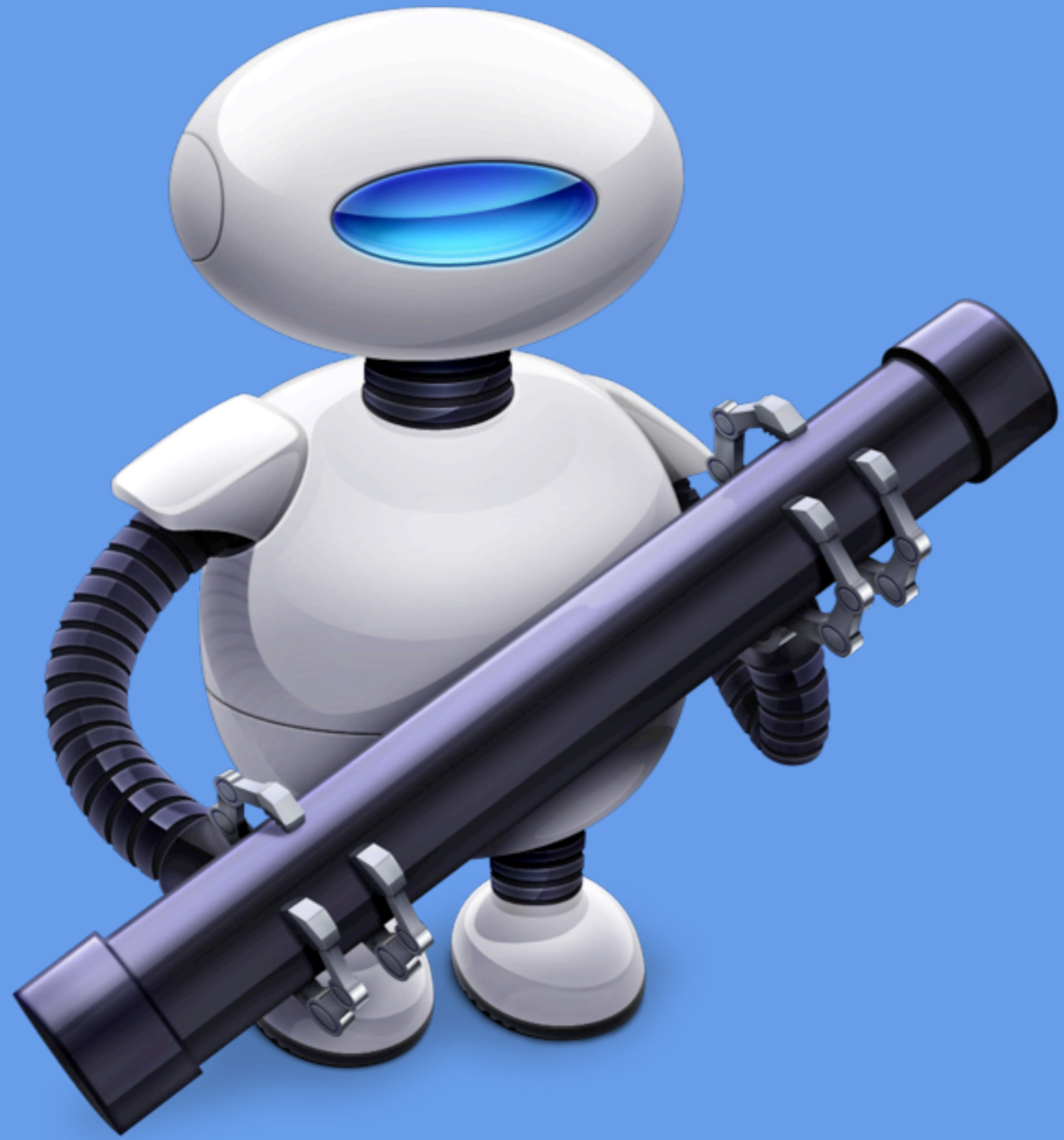


Finder



Application Switcher

- (Switching - Hiding - Quitting) Apps
- Opening Disk Items



System Services

- Batch Spotlight Comments
- Application Launcher



Mac OS X Automator window titled "Add Spotlight Comments.workflow (Service)".

Top toolbar includes: Show Library, Media, Record, Step, Stop, Run.

Configuration area:
Service receives selected **files or folders** in **Finder.app**
Input is **entire selection** Output replaces selected text

Set Spotlight Comments for Finder Items (Action Panel)

New Spotlight Comments

Append to existing comments

Results **Options** **Description**

Ignore this action's input
 Show this action when the workflow runs Show only the selected items

Calculator.workflow (Service)

Show Library Media Record Step Stop Run

Service receives no input in any application

Input is entire selection Output replaces selected text

Launch Application

Calculator.app

Results	Options	Description
---------	---------	-------------

Calculator.workflow (Service) interface showing configuration for a service. The service is named "Calculator.workflow (Service)". It has a "Launch Application" step with "Calculator.app" selected. The service receives "no input" and is run in "any application". The input is "entire selection" and the checkbox "Output replaces selected text" is unchecked. The interface includes a toolbar with "Record", "Step", "Stop", and "Run" buttons, and a table with columns "Results", "Options", and "Description".



Preview



Safari



Mail

Mission Control



- Window Management
- Desktop
- Trackpad Controls

Mac Navigation



“Knowledge with access, is happiness.”

