

mac<sup>apple</sup>most

# 101 MAC TIPS

OS X & Safari

Tips, Tricks and  
Techniques To Help  
You Get the Most  
From Your Mac



by Gary Rosenzweig

# **101 Mac Tips**

## **Safari & OS X**

**Tips, Tricks and Techniques  
To Help You Get  
the Most From Your Mac**

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# Introduction and Notes

This book is intended to be a quick, fun journey of discovery. If you are like me, you get a little bit of pleasure from finding a cool hidden or obscure feature on your Mac. If this feature helps you do things faster or more efficiently, then all the better.

I've written this book to share some of my favorite Mac tips. Many of these I use several times each day. Yet I find that when I talk to other Mac users, they don't even know about some of them. Likewise, I find new tips almost every week. You never stop learning.

The best way to learn a new tip is to try it out for yourself. It is very unlikely that you'll need a tip at the exact moment you read about it. Trying it out so you store it away in your memory is a good idea. Then when you need it, you know it.

The tips in this book all work on Macs running OS X 10.11, also known as El Capitan. Most of them worked on versions before that, and I'm sure most of them will continue to work on OS X 10.12 and forward.

## What This Book Covers

Everyone uses their Mac in a different way. Some people may rarely use anything but Safari to browse the web. Others may use dozens of different apps to do research, develop websites, or maintain a business. A graphic artist may use Photoshop all day long and rarely surf the web or check email.

I set the scope of this book to just the operating system itself, OS X, and Safari – the primary web browser used by most Mac users – so you'll find lots of tips about working with files, setting System Preferences, and viewing websites. This forms the foundation experience for almost all Mac users.

I stayed away from other apps, like Mail, Messages, Contacts, Reminders, Calendar, and so on. Surely another 101 tips could come from just those alone. Then there are apps like Pages, Numbers, Keynote, iMovie, and so on. There's another 101.

But I didn't want this book to become too unwieldy or expensive. So I'll focus on OS X and Safari here and perhaps cover tips for those other apps, or use a more comprehensive approach for them, in a future book or video series.

## Bonus Materials

In addition to the 101 tips here, I've put together a few more just-for-fun ones. These are crazy easter eggs hidden in your Mac and other fun stuff. In addition, any notes, updates or errata for this book will be found there. I may add some demonstration videos there, too, if I get enough requests about a particular tip.

To get to the bonus materials section, just go to **<http://macmost.com/tips-book-bonus>** and register your book. All you need is your email address and a secret code that is included on the last page of this book. Enter that and you'll get free access.

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## About the Author

Gary Rosenzweig is the host and producer of MacMost.com, a website dedicated to helping people get the most from their Macs and other Apple products. Gary has been writing about computers and technology for 20 years. His books include the best-selling *My iPad* series (2010-present) and the *MacMost Guide to Switching to the Mac* (2009). He has created more than 1,000 free video tutorials for MacMost.com. He also creates iOS and web-based games and apps.

Gary's first computer was a TRS-80 Model III in 1982. His first Apple product was an Apple IIe in 1986. He has a bachelor's degree in computer science from Drexel University and a master's degree in journalism from the University of North Carolina.

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**<http://macmost.com>**

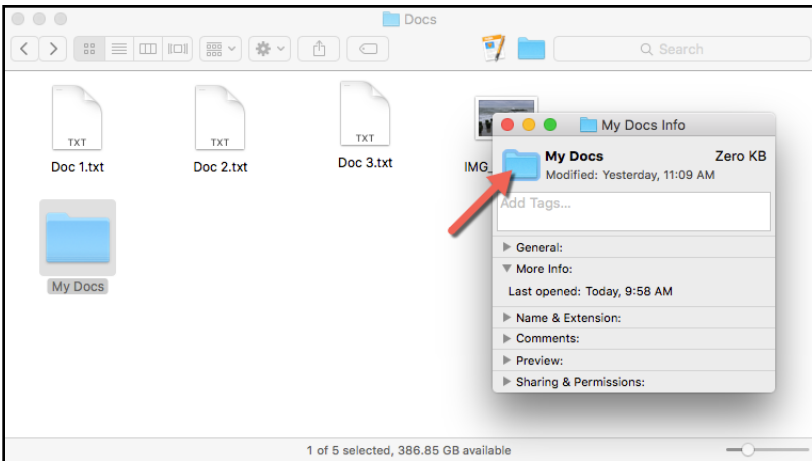


# Section 1 — Getting Started

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## 1. Accessing Context Menus

You will notice that a lot of these tips involve using context menus. These are menus you get when you **control+click** on an object. For instance, if you **control+click** on a file in the Finder, you get a context menu that looks like this.



There are many ways to access these context menus. Using a **control+click** is just one, and it is the one that almost always works, no matter which other preferences you have set or which input devices you are using.

All modern Macs come with a multi-button mouse, however. By default, clicking the secondary button, usually the right side of your mouse, will bring up the context menu. Go to **System Preferences, Mouse** to configure the secondary button, or set another mouse action to bring up the context menu.

Likewise, if you use a trackpad on a MacBook, or Apple's desktop trackpad, then the Trackpad settings in System

Preferences will allow you to configure a **Secondary click**. By default, it is set to **Click or tap with two fingers**.

Learning to use context menus is very important if you want to use your Mac quickly and efficiently. Just about any object in any app can be **control+clicked** to bring up the context menu with functions that pertain to that object. Try it in Pages, Numbers, Keynote, Mail, Safari, Photos, and everywhere.

You can even use context menus on nothing. Try **control+click** on the background of the Desktop, or on a Finder window. Try **control+click** on a blank space in a web page in Safari. If there is some aspect of an app or the operating system that has options, chances are **control+click** will bring up a context menu.

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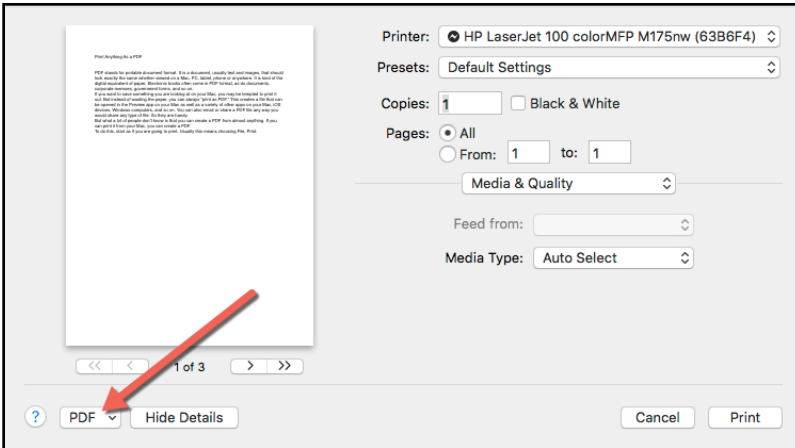
## 2. Print Anything As a PDF

PDF stands for portable document format. It is a document, usually text and images, that should look exactly the same whether viewed on a Mac, PC, tablet, phone or anywhere. It is kind of the digital equivalent of paper. Electronic books often come in PDF format, as do documents, corporate memos, government forms, and so on.

If you want to save something you are looking at on your Mac, you may be tempted to print it out. But instead of wasting the paper, you can use this technique to “print as PDF.” This creates a file that can be opened in the Preview app on your Mac as well as a variety of other apps on your Mac, iOS devices, Windows computers, and so on. You can also email or share a PDF file any way you would share any type of file. So they are handy.

You can create a PDF from almost anything. If you can print it from your Mac, you can create a PDF.

To do this, start as if you are going to print. Usually this means choosing **File, Print**. This should bring up the Print dialog. It will look different depending on which app you are using. But in most cases, you will see the **PDF** button at the bottom left.



Click that button and then choose **Save As PDF**. This will then prompt you for a location and filename, as if you were saving a document in any application. The result will be a PDF file.

I use this when I get to the last page on a website after ordering a product. Usually, there will be a confirmation page and the instructions “Please print this page.” I print it as a PDF instead of wasting the paper.

Note that you can always change your mind and open the PDF in the Preview app to print it later. I’ll do this for airplane boarding passes. I’ll print to a PDF, and then later, I will open the PDF in Preview and print it before leaving for the airport.

You can also use this in apps that don’t provide any other way to export a PDF. For instance, if you are working in a business app and want to share a report with someone via email, you can use **File, Print, Save as PDF**, and then email that PDF. As a

matter of fact, further down the menu after **Save as PDF**, you will find a **Mail PDF** function that will save you some steps.

Another option you get when you press the **PDF** button is to **Open PDF in Preview**. This will create a PDF, open it in Preview, but not save it. You can then choose to save, print, or just look at it. I use this when I think I want to save a web page from Safari, but I want to check to see what it will look like as a PDF first. Many websites have special code that makes them look considerably different when printed.

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### 3. Taking Screen Shots

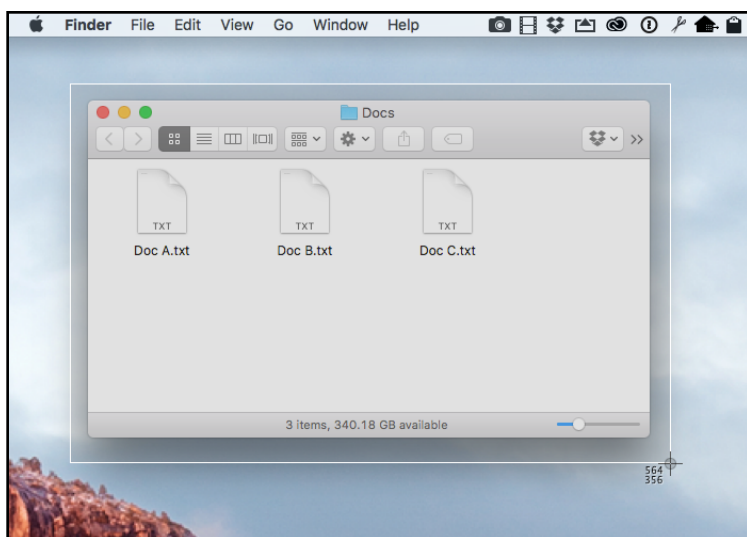
There are various reasons why you may want to capture what you see on the screen. And there are various ways to do this, including lots of third-party software. But for basic screen shots, you can just use the system functions.

By default there are four different keyboard shortcuts for taking screen shots. Because these are customizable, you should check in System Preferences under **Keyboard, Shortcuts** and look for the **Screen Shots** category. If yours have been set to something different, you can always change them back, or to something else.

<b>shift+command+3</b>	Save the whole screen
<b>control+shift+command+3</b>	Copy the screen to the clipboard
<b>shift+command+4</b>	Save a selected area
<b>control+shift+command+4</b>	Copy a selected area to the clipboard

The clipboard functions are generally more useful as you can paste directly into an email, Pages document, or another app. You can even launch Preview, then choose **File, New from Clipboard** to quickly create a document from the screen shot. Then you can even use Preview to annotate it before saving it.

If you use the two functions that allow you to select an area, then you get a cross-hairs cursor and can drag a rectangle around an area of the screen to capture that area. You even see the exact pixel size of the area as you drag.



While you are dragging, you can press the spacebar and you get a camera cursor. Now you can move the mouse over any window and capture that window.

If you want even more screen shot functions without going to a third-party app, look for the Grab app in your Applications/Utilities folder. With Grab, you can set up a timed screen shot. A timed screen shot is captured after a delay of a few seconds. This way you can select menu items and show things that you couldn't if you had to use the standard screen shot keyboard shortcuts.