macOS How-To Cheat Sheet

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FINDER, FILES AND FOLDERS

Select multiple files	Click to select one, hold ⌘ and click to select more.
Select range of files	Click to select first, then hold **shift** and click to select last. (List, Column View)
Select group of files	Click and drag a box around the group of files. (Icon View)
Rename a file	Select the file, press **return**, type the new name.
Delete a file	Select the file, press ⌘**delete**. Or, drag to the Trash in the Dock.
Search for a file by name	⌘**F**, type **name:** followed by a portion of the filename.
Add/remove items from sidebar	Drag and drop. Or, **Finder**, **Preferences**, **Sidebar** checkboxes.
Show/hide file extensions	Choose **Finder**, **Preferences**, **Advanced**, **Show all filename extensions**.
Go to the user Library folder	Hold the ⌥ key and choose **Go**, **Library**.
Put back a file from the trash	Click on 🗑 in the **Dock**, select a file, choose **File**, **Put Back**.

THE DESKTOP

Change background	Go to **System Preferences**, **Desktop & Screen Saver**, **Desktop**.
Toggle Desktop Stacks	Click on the Desktop, then choose **View**, **Use Stacks**.
Show/hide disks on Desktop	Choose **Finder**, **Preferences**, **General**, **Hard disks** or **External disks**.
Dark Mode	Choose 🖥, click the › in **Display**, click **Dark Mode**.

LAUNCHPAD

Move between screens	Swipe with 2 fingers on trackpad or Magic Mouse. Or, hold ⌘ and use arrow keys.
Uninstall an app	Click and hold any icon, click the ⊗ over the app you wish to uninstall.
Create a folder	Slowly drag one app icon onto another.
Search for an app	Type the first few letters, press **return** to launch the app.

THE DOCK & APP SWITCHING

Add an app	In Finder choose **Go**, **Applications**. Drag an app icon to the left side of the Dock.
Remove an app	Drag an app icon from the Dock up until you see **Remove** appear, then release.
Auto-Hide the Dock	Go to **System Preferences**, **Dock**, check **Automatically hide and show the Dock**. Or, use ⌘⌥D.
Resize the Dock icons	Go to **System Preferences**, **Dock & Menu Bar**, drag the **Size** slider.
Switch Apps	Hold ⌘, press **tab** to bring up app switcher. Press **tab** more times to select the app. Release ⌘.

MOVING AND RESIZING WINDOWS

Reposition a window	Click and hold the top toolbar away from any other control, drag.
Resize a window	Click and drag any corner or edge.
Expand window to maximum size	Hold ⌥, double-click any corner of the window.
Expand window to Full Screen mode	Hover the cursor over the green button at the top left corner, click **Enter Full Screen**.
Split Full Screen mode between two apps	Hover the cursor over the green button at the top left corner, click **Tile Window to Left/Right of Screen**. Click on the second window on the other side.

TROUBLESHOOTING & SECURITY

Force quit an app	Press ⌘⌥**esc**, select app, press **Force Quit**.
Deal with a full drive	Choose , **About This Mac**, **Storage**, press **Manage**.
Enable Guest User	Go to **System Preferences**, **Users & Groups**, click the 🔒 to authenticate. Choose **Guest User**. Click **Allow guests...**
Add message to the lock screen	Go to **System Preferences**, **Security & Privacy**, **General**. Click the 🔒 to authenticate. Check **Show a message...** and then press **Set Lock Message**.