



Innovation & Research Commons @ RBD Library

Innovation & Research Commons
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FEATURES OF YOUR MACBOOK

1. THE BASICS

From Apple, contains common shortcuts, quick tips: <https://support.apple.com/en-us/HT204216>

2. SPOTLIGHT

Assists you in finding any file.

3. FILE MANAGEMENT

- Back up your files to a hard drive using Time Machine or copy your Documents to Box. <https://auburn.box.com>
- Delete files you don't need or offload them to Box first. Empty your Trash. This deletes the files and frees up space.
- You can use color codes in the Finder to stay organized.
- Click on the Apple icon, About This Mac, Storage to see available storage.
- Use MS Office 365 online to create Word, PPT, Excel files saved to your AU Office 365 account to save storage space on your computer and to save documents to the cloud.

4. SCREEN SHOTS

- Capture entire screens with CMD-SHIFT-3.
- Screenshot a portion of your screen with CMD-SHIFT-4.
- Cursor turns into crosshair, click and drag the part of the screen you want to capture, saves it as a .png on Desktop.

5. SELECT AND RENAME FILES

CMD-click to select more than one item, file at a time, click then shift-click selects all files in between that list of files- can rename groups of files this way by CMD-click on group or right click on group then Rename files.

6. QUICKTIME PLAYER / RECORDER

To record screencapture video, record audio: <https://support.apple.com/guide/quicktime-player/record-your-screen-qtp97b08e666/mac>

To record your iPhone or iPad's screen: plug in device, launch QuickTime player, choose device to record.

7. FREE SOFTWARE

Take advantage of other free software that comes with your Mac, such as GarageBand to record audio and iMovie to edit video.

8. AIRDROP

Use AirDrop to send files between devices on the same network.

9. USING HELP

Find menu bar options quickly using Help. Located at the top of your screen.

10. USING SIRI

Cmd-Space. Siri can pull up files, launch apps, and more.

11. MAC SETTINGS

Adjust your Dock settings, Power settings, and more with System Preferences.

12. EMOJIS

Use CMD-CRTL-Space bar to get emojis.

13. OPEN TABS

Use CMD-T to get new tab in browser

14. CREATE SHORTCUTS

Make your own shortcuts: Sys Prefs, Keyboard, Application Shortcuts

15. FORCE QUIT

Cmd-Option-ESC is Mac equivalent of Ctrl-Alt-Delete, brings up Force Quit menu

16. DICTIONARY / REFERENCE TOOLS

Select the word you wish to learn more about and press the Cmd + Ctrl + D keys. On a MacBook just click it with three fingers on your trackpad.

17. SILENT RESTART

Restarting your computer in the middle of class and need to be quiet? Press the Mute key while it's restarting to silence the chime.

18. MATH AND MEASUREMENTS

Convert any kind of measurement using Spotlight, can also calculate sums.

19. LOST CURSOR

Can't find your cursor? Wiggle it, it becomes bigger so you can locate it- then it returns to normal.

20. DISCONNECT WIFI

Disconnect from a network without turning off wifi: Alt-click the wifi icon, Disconnect from [your network name]

21. FIND OLD PASSWORDS

Finder, Applications, Utilities, Keychain

22. TYPING FOREIGN CHARACTERS

Hold down the keyboard letter you need, options will pop up – can also use Language settings (Sys Prefs) to change the language of your device

23. ANNOTATE PDFs AND MARKUP IMAGES

Open in Preview, View, Show markup toolbar. For more options using Adobe Acrobat, request your Adobe license <https://adobe.auburn.edu> and download the Adobe Desktop App for Mac <https://helpx.adobe.com/download-install/kb/creative-cloud-desktop-app-download.html>.

24. MORE FREE SOFTWARE

Additional free Mac software include Photos, Calendar, Messages, and Reminders.

Tips from the I&RC and from: <https://computing.which.co.uk/hc/en-gb/articles/115002557845-20-useful-Mac-tips> and <https://www.techradar.com/how-to/software/operating-systems/50-best-mac-tips-tricks-and-timesavers-1310283>



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