#### Extracted from:

### Mac Kung Fu

Over 300 Tips, Tricks, Hints, and Hacks for OS X Lion

This PDF file contains pages extracted from *Mac Kung Fu*, published by the Pragmatic Bookshelf. For more information or to purchase a paperback or PDF copy, please visit http://www.pragprog.com.

Note: This extract contains some colored text (particularly in code listing). This is available only in online versions of the books. The printed versions are black and white. Pagination might vary between the online and printer versions; the content is otherwise identical.

Copyright © 2010 The Pragmatic Programmers, LLC.

All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form, or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior consent of the publisher.

The Pragmatic Bookshelf

Dallas, Texas • Raleigh, North Carolina

# Mac Kung Fu

### Over 300 Tips, Tricks, Hints, and Hacks for OS X Lion



#### Keir Thomas edited by Jacquelyn Carter



Many of the designations used by manufacturers and sellers to distinguish their products are claimed as trademarks. Where those designations appear in this book, and The Pragmatic Programmers, LLC was aware of a trademark claim, the designations have been printed in initial capital letters or in all capitals. The Pragmatic Starter Kit, The Pragmatic Programmer, Pragmatic Programming, Pragmatic Bookshelf, PragProg and the linking *g* device are trademarks of The Pragmatic Programmers, LLC.

Every precaution was taken in the preparation of this book. However, the publisher assumes no responsibility for errors or omissions, or for damages that may result from the use of information (including program listings) contained herein.

Our Pragmatic courses, workshops, and other products can help you and your team create better software and have more fun. For more information, as well as the latest Pragmatic titles, please visit us at <a href="http://pragprog.com">http://pragprog.com</a>.

The team that produced this book includes:

Jackie Carter (editor) Potomac Indexing, LLC (indexer) Molly McBeath (copyeditor) David J Kelly (typesetter) Janet Furlow (producer) Juliet Benda (rights) Ellie Callahan (support)

Copyright © 2011 Pragmatic Programmers, LLC. All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form, or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior consent of the publisher.

Printed in the United States of America. ISBN-13: 978-1-934356-82-1

Printed on acid-free paper. Book version: P2.0—February 2012

## Contents

1.	Intro	oduction	. ?
	1.1	How to Read This Book	?
	1.2	For All Macs—No Add-Ons Required!	?
	1.3	Acknowledgments	?
	1.4	Sharing	?
2.	Getti	ing the Most from the Tips	. ?
	2.1	Activating Secret Settings via Typed Commands	?
	2.2	Using the Apple and Application Menus	?
	2.3	Making a Time Machine Backup	?
	2.4	Using the Mouse or Trackpad	?
	2.5	Having an Admin Account	?
	2.6	Logging Out and Back In	?
	2.7	Using Program Windows	?
	2.8	Using the Mac Keyboard and Shortcuts	?
3.	The	Tips	. ?
	Tip 1	. See the iTunes Track in the Dock	?
	Tip 2	2. Turn Off Fade and Pop-Up Animated Effects	?
	Tip 3	3. Start Apps Without the Mouse	?
	Tip 4	. Select Text Within a Quick Look Preview Window	?
	Tip 5	. Make Resizing Windows Easier	?
	Tip 6	6. Get to the Dock During Full-Screen Mode	?
	Tip 7	'. Switch Desktop Space by Nudging	?
	Tip 8	8. Protect USB Memory Sticks with a Password	?
	Tip 9	. Where Does Your Wallpaper Live?	?
	Tip 1	0. Summarize Any Document	?
	Tip 1	1. Activate Stacks and Mission Control by a Gesture	?
	Tip 1	2. Quickly Create a List of Files	?
	Tip 1	3. Take Ultimate Control of Scrolling	?
	Tip 1	4. Access All Keyboard Functions	?

Tip 15. Fix Ugly Fonts on External Displays	?
Tip 16. Easily Type Common Symbols and Characters	?
Tip 17. Automatically Rename Photos	?
Tip 18. Empty the Trash—Securely	?
Tip 19. Personalize Every Icon	?
Tip 20. Discover the Version Numbers of Software	?
Tip 21. Use Dashboard Widgets on the Desktop	?
Tip 22. Add Folders of Images for Use as Wallpaper	?
Tip 23. Screengrab to the Clipboard Rather Than to a File	?
Tip 24. Put Notebooks in Deep Sleep to Save Power	?
Tip 25. Be a Mission Control Power User	?
Tip 26. Fix a Slow Boot-Up	?
Tip 27. Know Exactly Where You Are in Finder	?
Tip 28. Tweak Launchpad Visual Effects	?
Tip 29. Get Better Battery Life on MacBooks	?
Tip 30. Apply High-Quality Special Effects to Images	?
Tip 31. Create "Crazy" Emails	?
Tip 32. Choose What Music to Play—Via a Screen Saver	?
Tip 33. Create a Totally Secure Store for Personal Files	?
Tip 34. See Every Single Wi-Fi Detail	?
Tip 35. Quickly Switch Between Input and Output Audio	?
Tip 36. Turn Launchpad into a Personalized App Launcher	?
Tip 37. Add Word Count to TextEdit	?
Tip 38. Press-and-Hold for Mission Control	?
Tip 39. Open Spotlight Results in Any App	?
Tip 40. View a Quick Calendar	?
Tip 41. Where Do Files Found by Spotlight Live?	?
Tip 42. Type Diacritical Characters Easily	?
Tip 43. Automatically Create Links in Docs	?
Tip 44. Control What Apps Start When Your Mac Boots	?
Tip 45. Keep an Eye on CPU Load and Activity	?
Tip 46. Create Document Templates and Boilerplate Text	?
Tip 47. Keep Your Mac Wide Awake	?
Tip 48. Test Your Mac's Memory Chips	?
Tip 49. Create an OS X Lion Install DVD/Bootable USB Stick	?
Tip 50. Recover from Crashes and Lock-Ups	?
Tip 51. Share Your Address Book with Others	?
Tip 52. Change the Fonts Used in Finder	?
Tip 53. Stress Test Your Mac to Expose Faults	?
Tip 54. Tag Files for Faster Searches	?

? ?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?
?

Tip 93. Add an Eject Button	?
Tip 94. Access Hidden Menu Options	?
Tip 95. Instantly Search Google	?
Tip 96. Enhance Your Login Picture with Visual Effects	?
Tip 97. View a Cover Flow of iCal Events	?
Tip 98. Make the Mouse Cursor Bigger	?
Tip 99. Be an Application Switcher Power User	?
Tip 100. Correct Your Mac's Dictionary	?
Tip 101. Make the Volume Ultra-Quiet	?
Tip 102. Quick Look Items in a Stack	?
Tip 103. View Application Icons Close Up	?
Tip 104. Lock Files to Avoid Changes or Deletion	?
Tip 105. Replace Dashboard and Mission Control Wallpapers	?
Tip 106. Use a Screen Saver as a Desktop Background	?
Tip 107. View Tech Info at the Mac Login Screen	?
Tip 108. View the Boot Menu Using an Apple Remote	?
Tip 109. Stop Programs Automatically Opening Files on	
Restart	?
Tip 110. Create Encrypted Archives for All Computers	?
Tip 111. Look Up Words Instantly	?
Tip 112. Repair Your Mac—Even If the Disk Appears Trashed	?
Tip 113. Turn Off File Download "Quarantining"	?
Tip 114. See Where Files You're Editing Are Stored	?
Tip 115. Cut Rather Than Copy Files Using Keyboard	
Shortcuts	?
Tip 116. Avoid the Wait for Spring-Loaded Folders	?
Tip 117. Move the Cursor When Using Page Up/Page Down	?
Tip 118. Jump to Locations Quickly in Open/Save Dialog	
Boxes	?
Tip 119. Regain Control of a Crashed Mac	?
Tip 120. Turn a Clipboard Image into a File	?
Tip 121. Leap Around the Desktop Using the Keyboard	?
Tip 122. Create Email Shortcuts	?
Tip 123. Check Your Mac's Warranty	?
Tip 124. Lock the Screen for Security	?
Tip 125. Open a File You're Working On in Another App	?
Tip 126. Take Control of PDFs	?
Tip 127. Edit Movies Within QuickTime Player	?
Tip 128. Eject a Stuck CD/DVD Disc	?
Tip 129. Get Troublesome Second Displays to Work	?

Tip 130. Cue Through Movies Using a Trackpad	?
Tip 131. Take a Picture of the Screen	?
Tip 132. Permanently Ignore a Software Update	?
Tip 133. Generate a Font Sample Document	?
Tip 134. Instantly View a Command's Man Page	?
Tip 135. Autocomplete Words	?
Tip 136. Make the Dock Display Only Running Programs	?
Tip 137. Add a Recent Items Stack to the Dock	?
Tip 138. Personalize the Highlight Color for Mission Control	?
Tip 139. Get Quick Access to System Preferences Tools	?
Tip 140. Turn Off the Desktop	?
Tip 141. Fix Broken Passwords	?
Tip 142. Minimize Windows to Dock Icons	?
Tip 143. Temporarily Switch On (or Off) Dock Magnification	?
Tip 144. Remove System Preferences Icons	?
Tip 145. Speed Up PDF files	?
Tip 146. Insert a Picture into a Doc via an Image Editor	?
Tip 147. Take Control of File Compression	?
Tip 148. Get Better Control When Taking Pictures	?
Tip 149. Select Text like a Pro	?
Tip 150. Search Better in TextEdit	?
Tip 151. Quick Look Attachments and Websites in Mail	?
Tip 152. Turn Finder Shortcuts into Dock Stacks	?
Tip 153. Use the Numeric Keypad for Hotkey Shortcuts	?
Tip 154. Clean Caches for Smooth Running	?
Tip 155. Change the Login Screen Wallpaper	?
Tip 156. Reveal the Desktop via a Hotkey	?
Tip 157. Quick Look Files at the Command Prompt	?
Tip 158. Open a Terminal Window Where You're Browsing	?
Tip 159. Turn Off the Trackpad When a Mouse Is Attached	?
Tip 160. Install Only Printer Drivers and Not Their Add-ins	?
Tip 161. Send Somebody a Link to an App	?
Tip 162. Get a Bigger Search Area in Safari	?
Tip 163. Copy Calculator Results	?
Tip 164. Bookmark Images and PDFs for Fast Access	?
Tip 165. Shrink Safari Windows When in Full-Screen Mode	?
Tip 166. Download and Keep Software Updates	?
Tip 167. Connect to Non-Mac Screen-Sharing Computers	?
Tip 168. Add Blank Spaces to the Dock	?
Tip 169. Work with Background Windows	?

Tip 170. See Only Files Created Today or Yesterday (and	
More)	?
Tip 171. Download Just About Anything	?
Tip 172. View Two Weeks of Appointments in iCal	?
Tip 173. Get Rid of the Mac Startup Chime	?
Tip 174. Zoom Into the Desktop	?
Tip 175. Make Time Machine Back Up Less Frequently	?
Tip 176. Switch Between Document Windows	?
Tip 177. Quickly Rename Files	?
Tip 178. Force a File to be Indexed in Spotlight	?
Tip 179. Turn Off Requests to Use New Disks for Time	
Machine	?
Tip 180. Put Hard Disks to Sleep Sooner on Portable Macs	?
Tip 181. Add Your Own System Sounds	?
Tip 182. Know When You're Accessing a Read-Only Folder	?
Tip 183. Quickly Email Text or Pictures	?
Tip 184. Bulk Shrink, Rotate, or Flip Pictures in Preview	?
Tip 185. Quickly Create a New Sticky Note	?
Tip 186. Open a Finder Window When Saving or Opening	
Files	?
Tip 187. Podcast like a Pro from Your Mac	?
Tip 188. Know If a PDF is Multipage at a Glance	?
Tip 189. Control Slideshow Screen Savers	?
Tip 190. Get Photos and Movies Off Your iPhone and iPad	?
Tip 191. Save Web Pages to Disk	?
Tip 192. Recycle Your Old Apple Hardware and Get Paid	?
Tip 193. Make iCal Appointment Times Shorter	?
Tip 194. Make Your Mac Speak	?
Tip 195. Get the Most from the Mac Dictionary App	?
Tip 196. Scroll Finder Windows Better	?
Tip 197. See Numbers in Huge Type for Easy Jotting Down	?
Tip 198. Always See Expanded Save Dialogs	?
Tip 199. Quick Look Using Full-Screen Mode	?
Tip 200. Have Your Grammar Checked as You Type	?
Tip 201. Tweak the Dock's Look and Feel	?
Tip 202. Add Hand-Drawn Sketches to PDFs	?
Tip 203. Prune Entries from the Right-Click Menu	?
Tip 204. Quit Finder	?
Tip 205. Undo File Operations	?
Tip 206. Create a New Folder from a Selection of Files	?

Tip 207. Quickly Remove Dashboard Widgets	?
Tip 208. Align Desktop Icons When Dragging	?
Tip 209. See OS X Animations in Slow Motion	?
Tip 210. Know Which Apps Are Hidden in the Dock	?
Tip 211. Cancel Drag and Drop Mid-move	?
Tip 212. Make Time Machine Forget a File	?
Tip 213. Connect to Shared Folders or Servers	?
Tip 214. Browse Another Country's App Store	?
Tip 215. Avoid Cluttering Network Shares with .DS_store Files	?
Tip 216. Record Your Work at the Terminal	?
Tip 217. Access a Secret Minimize Visual Effect	?
Tip 218. Right-Click with Two Fingers Better	?
Tip 219. Convert a Series of Images into a PDF	?
Tip 220. Make Only One Program Window Visible at a Time	?
Tip 221. Add the Trash to Finder's Sidepane	?
Tip 222. Use Quick Look Inside Open/Save Dialog Boxes	?
Tip 223. Strip Out the Audio from a Movie File	?
Tip 224. Create PDFs and Save Automatically to a Folder	?
Tip 225. Copy and Paste Without the Formatting	?
Tip 226. Make Use of Boot-Time Options	?
Tip 227. Create Secure Notes	?
Tip 228. Create a Quit All App	?
Tip 229. Upgrade Your Computer's RAM	?
Tip 230. Start GUI Apps from the Command Line	?
Tip 231. Quickly Create a Text Copy of Emails	?
Tip 232. Search Spotlight from a Terminal Window	?
Tip 233. Enable the Root User	?
Tip 234. Wake Your Portable Mac When the Power's Attached	?
Tip 235. Pass Command-Line Output to GUI Apps	?
Tip 236. Disable Some OS X Features	?
Tip 237. Redefine Shortcuts to Use Option or Command	?
Tip 238. Copy the Font Style of Some Text	?
Tip 239. Use Gestures for App Exposé	?
Tip 240. Change Alias Destinations	?
Tip 241. Jump Between Categories in Spotlight	?
Tip 242. Re-create the Dock from Scratch	?
Tip 243. Reorder Menu Bar Icons	?
Tip 244. Wake Troublesome Macs	?
Tip 245. Play April Fools' Jokes on Mac-Using Friends	?
Tip 246. See the True Size of an Image	?

Tip 247. Convert Audio and Video Files to Different Formats	?
Tip 248. Extend Quick Look's Knowledge of Files	?
Tip 249. Instantly Google Highlighted Text	?
Tip 250. Use a Different Animation with Dock Stacks	?
Tip 251. Use a Secret Gesture to Switch to the Previous Space	?
Tip 252. Find Out Where a File Was Downloaded From	?
Tip 253. Make a Message Window Appear at Login	?
Tip 254. Start Time Machine at the Command Line	?
Tip 255. Repair Disk Problems	?
Tip 256. Tear Off Tabs	?
Tip 257. Move a Time Machine Backup to a Larger Disk	?
Tip 258. View an Email Without Its Formatting	?
Tip 259. Expand Spotlight's Knowledge of Files	?
Tip 260. Diagnose Network Problems	?
Tip 261. Speed Up Making SSH/SFTP/FTP Connections	?
Tip 262. Add Your Signature to Docs Using Preview	?
Tip 263. Speed Up Mail	?
Tip 264. Make Apps Maximize to Fill the Desktop	?
Tip 265. Search for System Files	?
Tip 266. Set the Default Operating System	?
Tip 267. Dump a Snapshot of What Your Mac Is Doing	?
Tip 268. Use Relative Paths in Open/Save Dialog Boxes	?
Tip 269. Cancel Dialog Boxes Instantly	?
Tip 270. Search for Carriage Returns and Tabs	?
Tip 271. Work Better in Sunlight	?
Tip 272. Whiz Around Save As Dialogs	?
Tip 273. Quickly Adjust Preferences for Any App	?
Tip 274. See Bigger Thumbnails of Wallpapers	?
Tip 275. Switch Tabs Quickly	?
Tip 276. Browse Old Time Machine Disks	?
Tip 277. Explore Within a Website Using Safari	?
Tip 278. Grab Files from Your Mac While Miles Away	?
Tip 279. Move Back and Forward in Apps	?
Tip 280. Play Games	?
Tip 281. See What Disk Space Is Taken Up by Media	?
Tip 282. Run X11 Apps Full Screen	?
Tip 283. Switch Dashboard Back to Overlay Mode	?
Tip 284. Spruce Up iTunes Visualizations	?
Tip 285. Go to a Particular Line Within TextEdit	?
Tip 286. Add Finder to Launchpad	?

Tip 287. Bulk-Forward Emails	?
Tip 288. Create an Instant Wired Network Between Macs	?
Tip 289. Get Cool Wallpapers from Screen Saver Packages	?
Tip 290. Use Emoji—Japanese Full-Color Emoticons	?
Tip 291. Type and Spellcheck Foreign Languages in TextEdit	?
Tip 292. Use Safari While Booted to the Recovery System	?
Tip 293. Migrate from Windows to Mac Without Losing Data	?
Tip 294. Expand QuickTime Player's Knowledge of File Types	?
Tip 295. Read Apple Manuals for Your Products	?
Tip 296. Use a Non-Apple Keyboard with Your Mac	?
Tip 297. Connect to Network Shares at Login	?
Tip 298. Invert a Selection of Files	?
Tip 299. Open Duplicates of Dashboard Widgets	?
Tip 300. Cue Second-by-Second in Movies	?
Tip 301. Turn a Website into an App	?
Tip 302. Put Movie Clips Online	?
Tip 303. Create a New Folder Anywhere	?
Tip 304. Use Quick Look to Skim-Read Sites	?
Tip 305. Grab Files from FTP Servers Using Finder	?
Tip 306. Turn Off the Caps Lock Key	?
Tip 307. Make Keyboard Lighting Work	?
Tip 308. See the Condition of Your Battery at a Glance	?
Tip 309. Magnify Sections of Photos or PDFs Easily	?
Tip 310. Get a True Image of the Andromeda Galaxy	?
Tip 311. Reboot the Dock	?
Tip 312. Tell Your Mac to Do Things	?
Tip 313. Use Three Fingers and Revolutionize Your Mac Use	?
Tip 314. Use AirDrop Even on Incompatible Macs	?
Tip 315. Continue Your Mac Adventure: Some Must-Have	
Apps	?
Index	?