Twitter Thread by Blake Burge ■



Blake Burge ■
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Here are 10 Things you didn't know your Mac could do (until now) ■

Hot Corners:

Launch various actions within your computer simply by moving your mouse to one corner of the screen or another.

• System Preferences
• Mission Control
• Hot Corners
• Select the action to launch



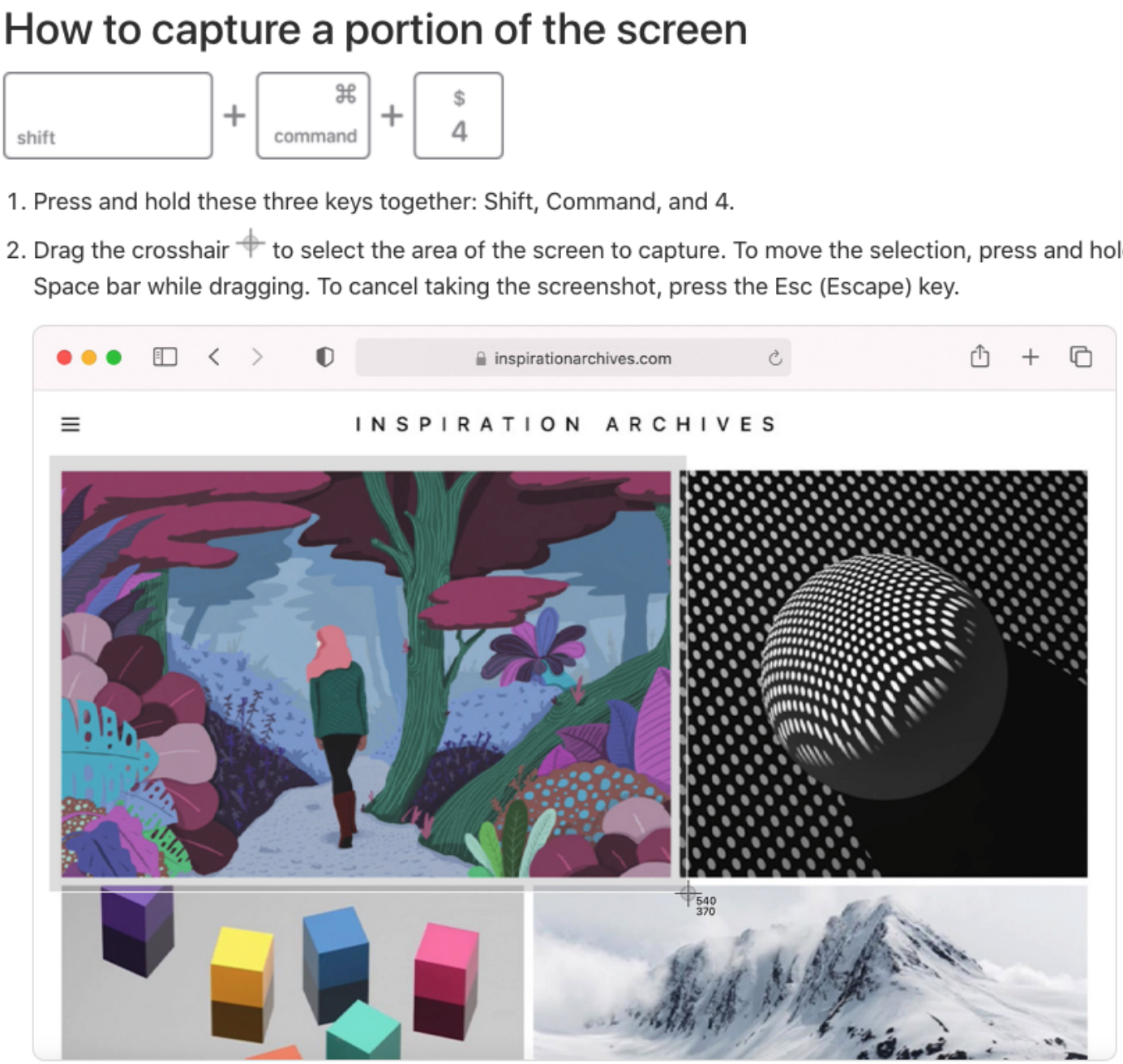
Specific Screenshots:

SHIFT+CMD+3 will capture your entire screen.

Did you know you can also narrow your capture to a specific portion?

It's easy, & now that I know it exists, I use it every day.

A simple SHIFT+CMD+4 and you're on your way.



Digital Signatures:

Have a PDF you need to sign?

Let's skip all the printing, physical signing, scanning, etc.

Using the "preview" app you can easily create a digital signature.

All you need is a pen, a white piece of paper, & your Mac's camera.
https://t.co/3ACdKofm0I

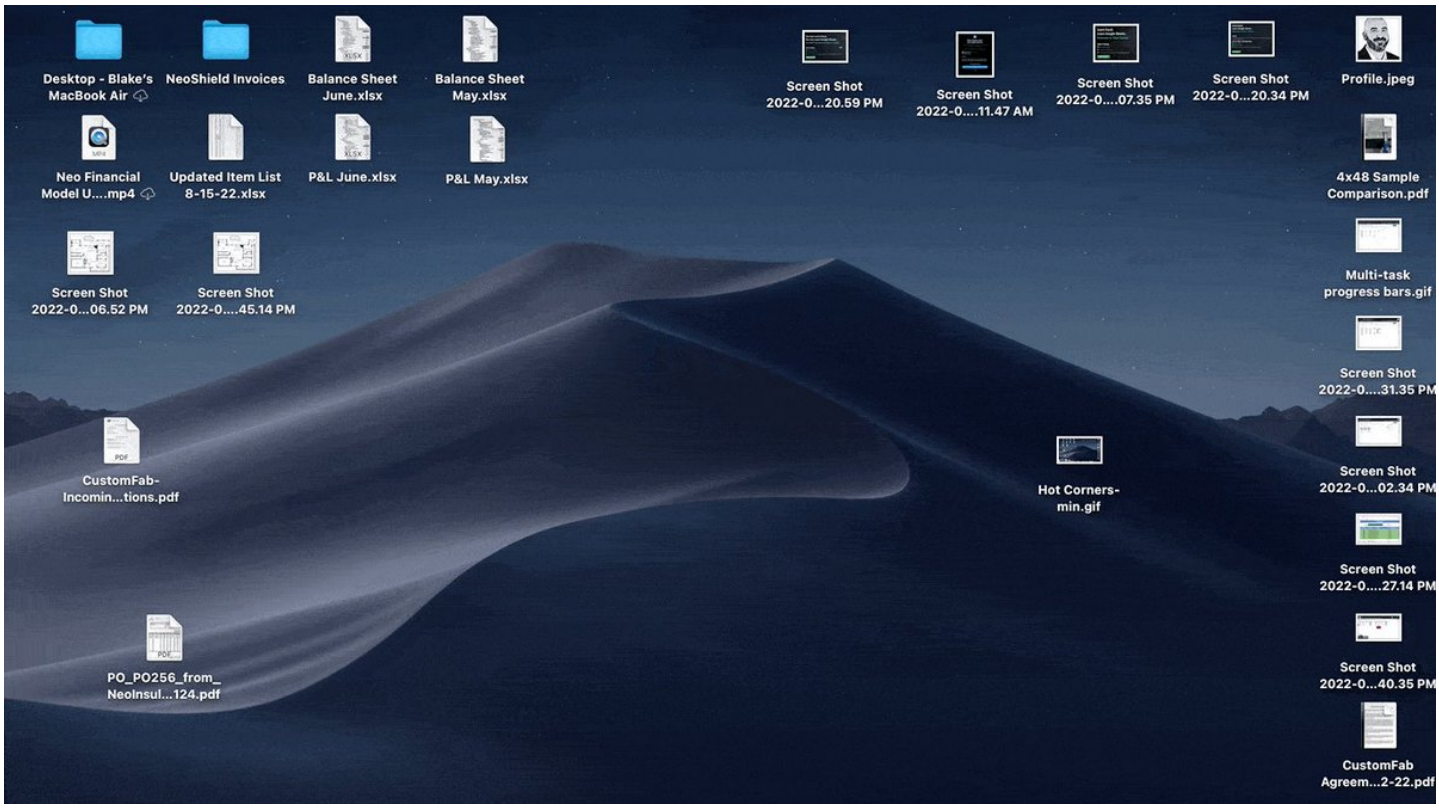
File Stacks:

I'm a bit OCD when it comes to my desktop.

I like to keep things very organized and can't stand to have a bunch of different files scattered across the screen.

• Right Click
• Use Stacks
• Files are now "stacked" by type

Click a group to see the files within.



Annotate PDF's

While the preview app doesn't allow for text editing, it does provide some other pretty cool features.

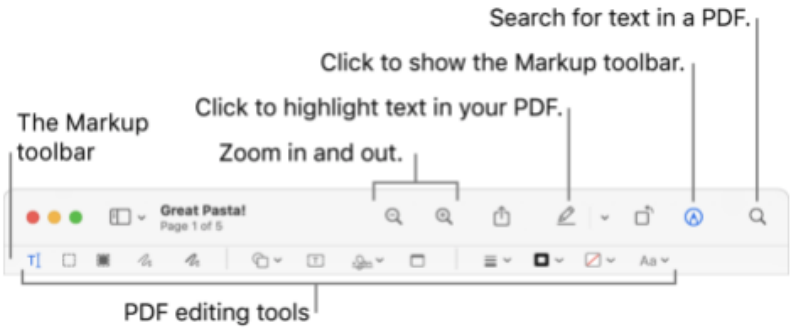
By selecting the "markup" toolbar, you can unlock multiple collaborative options:

•Add notes
•Suggest changes
•Sketch, draw, & share ideas.

Here's how:

Annotate a PDF in Preview on Mac

Although you can't edit the text of a PDF in Preview, you can use the markup tools to provide feedback or write down something you want to remember. The editing tools in the Markup toolbar are ideal for collaborating—use them to suggest changes to a PDF and to respond to suggestions.



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1. In the Preview app on your Mac, click the Show Markup Toolbar button (if the Markup toolbar isn't showing).
2. Use the tools in the toolbar to mark up the PDF (or use the Touch Bar).

Keyboard Shortcuts:

I was sitting in my office recently & noticed one of my coworkers seemingly flying through tasks.

Without ever using his mouse.

I thought, "man, I've got to learn keyboard shortcuts."

With this in mind, here are the basics to get us started.

Keyboard shortcuts on your Mac

You can press key combinations to do things on your iMac that you'd normally do with a trackpad, mouse, or other device. Here's a list of commonly used keyboard shortcuts.

Shortcut	Description
Command-X	Cut the selected item and copy it to the Clipboard.
Command-C	Copy the selected item to the Clipboard.
Command-V	Paste the contents of the Clipboard into the current document or app.
Command-Z	Undo the previous command. Press Command-Shift-Z to redo.
Command-A	Select all items.
Command-F	Open a Find window, or find items in a document.
Command-G	Find the next occurrence of the item you're searching for. Press Command-Shift-G to find the previous occurrence.
Command-H	Hide the windows of the front app. Press Command-Option-H to view the front app but hide all other apps.
Command-M	Minimize the front window to the Dock. Press Command-Option-M to minimize all windows of the front app.
Command-N	Open a new document or window.
Command-O	Open the selected item, or open a dialog to select a file to open.
Command-P	Print the current document.
Command-S	Save the current document.
Command-W	Close the front window. Press Command-Option-W to close all windows of the app.
Command-Q	Quit the current app.
Command-Option-Esc	Choose an app to Force Quit.
Command-Tab	Switch to the next most recently used app among your open apps.
Command-Shift-5	Open the Screenshot utility. You can also take screenshots using the following shortcuts: • Press Command-Shift-3 to take a screenshot of the entire screen. • Press Command-Shift-4 to take a screenshot of a selected area of the screen.

Custom shortcuts:

Speaking of keyboard shortcuts, did you know you can make one for literally anything?

Go to:

System Preferences->Keyboard
->App Shortcuts->Click the +

Have a menu option you use all the time, but a shortcut doesn't exist?

No worries. Create your own!

Create keyboard shortcuts for apps on Mac

You can create your own keyboard shortcuts for menu commands in any macOS app, including the Finder. This might be useful if a global shortcut, which works the same with most apps, conflicts with a specific app shortcut. In this case, you could create a new key combination.

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1. On your Mac, choose Apple menu > System Preferences, click Keyboard, then click Shortcuts.
2. Select App Shortcuts on the left, click the Add button +, click the Application pop-up menu, then choose a specific app or All Applications.

   For example, to set a shortcut for a TextEdit command, choose TextEdit. If an app isn't in the list, choose Other, then locate the app using the Open dialog. Some apps may not allow you to set keyboard shortcuts.

   If you want to set a shortcut for a menu command that appears in many apps, choose All Applications.
3. In the Menu Title field, type the menu command for which you want to create a shortcut, exactly as the command appears in the app, including the > character (type ->), ellipses (type three periods without spaces or press Option-; (semi-colon)), or other punctuation.

   For example, to set a shortcut for the default ligature command in TextEdit (Format > Font > Ligatures > Use Default), you would type Format->Font->Ligatures->Use Default in the Menu Title field. To set a shortcut for the Export as PDF command (File > Export as PDF...), you would type File->Export as PDF... in the field.
4. Click in the Keyboard Shortcut field, press the key combination that you want to use as the keyboard shortcut, then click Add.

   For example, press the Control, Option, and Z keys at the same time. You can use a key only once in a key combination.

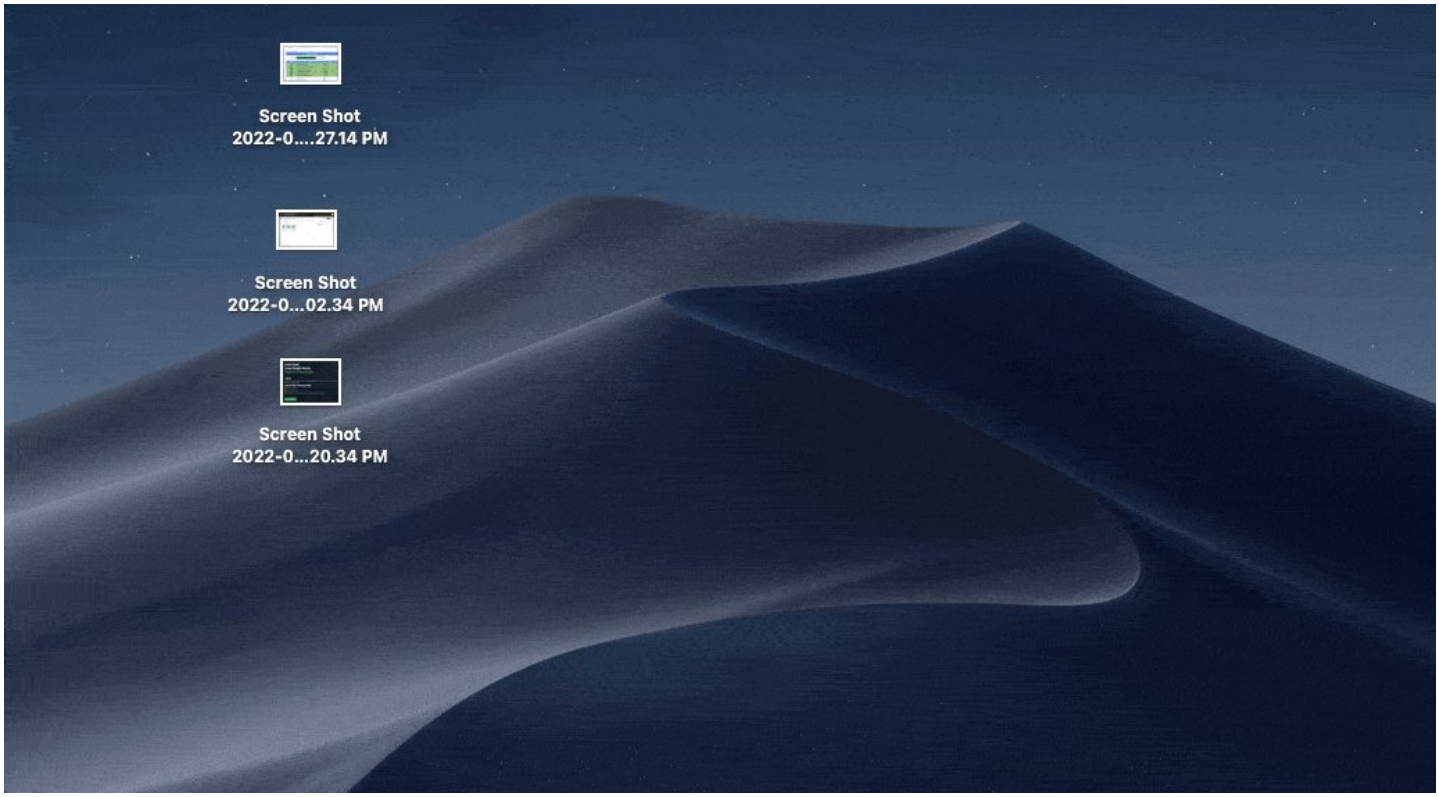
Create PDFs from images:

Let's say you have multiple images you'd like to share but the files are too large.

Converting them to a PDF is super simple.

Just Command +select all files
Right-click -> Quick Actions

Create PDF



Control Someone Else's Screen:

Type Command + Spacebar to open spotlight search.

Once inside, type "screen sharing" in the search box and select the option.

Type in their Apple ID and they'll receive a prompt to let you control their screen, straight from your own computer!



Split View:

If you're like me, you can't have enough screen real estate.

Here's how to 2X your viewable area:

Hover your pointer over the full-screen button ■ in the upper-left corner.

->Tile left or right
->Click a window on the other side

BOOM!

Two apps, one screen

Use two Mac apps side by side in Split View

With Split View, you can fill your Mac screen with two apps, without having to manually move and resize windows.



Enter Split View

If you're using macOS Catalina or later:

1. Hover your pointer over the full-screen button in the upper-left corner of a window. Or click and hold the button.
2. Choose "Tile Window to Left of Screen" or "Tile Window to Right of Screen" from the menu. The window then fills that side of the screen.

If you learned something new, follow me @blakeaburge for weekly threads on productivity and software tips.

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NERD ALERT

• 3 Tech Tips
• Every Sunday
• 5 Minutes or Less

Why not give it a try? It's free.
https://t.co/8gpnSlBhyx