The 20 Most Valuable Mac shortcuts

for people who LOVE efficiency

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Introduction

from the author Lucas Roberts

This book is for growth-mindset high achievers who love their Mac and who love efficiency. People who want every possible time-saving shortcut, so that their goals & dreams aren't held back.

If that doesn't sound like you, this eBook will probably be "meh."

It is 100% normal and expected to not know everything about your Mac. I've learned these shortcuts here and there over the last 18 years of I.T. consulting… picking things up along the way by clicking randomly on things and "hoping this'll do something," or by saying "there has GOT to be a faster way to do this," and then Googling a bunch.

These are a few of my **favourite and most valued shortcuts** that resolve **20** nearly invisible inefficiencies. You won't believe them till you see them! And trust me: it is **not** your fault that you didn't know these. It's hard to find this information all in one place, and explained in simple terms!

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I've yet to meet someone who knows more than 4 of these 20 shortcuts. I really want to alter this reality, because **NOT knowing information like this is a massive waste of time and money** - in terms of what you could do with more free time, combined with your personal awesomeness and output.

If you already know 10 or more of these, you're in a very elite minority, and I want to buy you lunch, during which, full disclosure, I will probably try to hire you.

Now… it will be tempting to just read through this list, say "cool!" and then forget everything. Fight this urge! Hands-on practice is key! **Aim to practice just one of these tips per week until it's a new habit, so you get the full benefit.** Just like at the gym, hands-on reps are the only way to learn these! If you don't like that… tough sh*t.

Finally, if you want some support with the tips in this eBook, **click here** to get Macinhome's regular emails, and micro-dose the gains bit by bit.

Enjoy!

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1. Fix Typos Faster

You're writing an email… and you notice a tpyo three words back.

You have an important decision to make in that moment.

Do you reach for the mouse, thereby wasting several precious seconds moving the cursor from wherever it is to a very precise, tiny spot on the screen? A movement, by the way, guaranteed to give you carpal tunnel syndrome.

Alternatively, do you hammer on the delete key 21 times, thereby waking your sleeping children and wrecking your keyboard? Or do you press and hold the left arrow key and wait forever for the cursor to inch to the left, slower than molasses in January?

No. None of those things. Blech.

Instead, jack up your key repeat rate. When you hold the left arrow, or the delete key, you'll zoom quickly and satisfyingly to the left. To do this, head into Apple menu (■) → **System Preferences** → **Keyboard** and set the Key Repeat to "**Fast**," and the Delay Until Repeat to "**Short**."

Now when you hold the arrow or delete key you can smile and say "zoom zoom" in your head.

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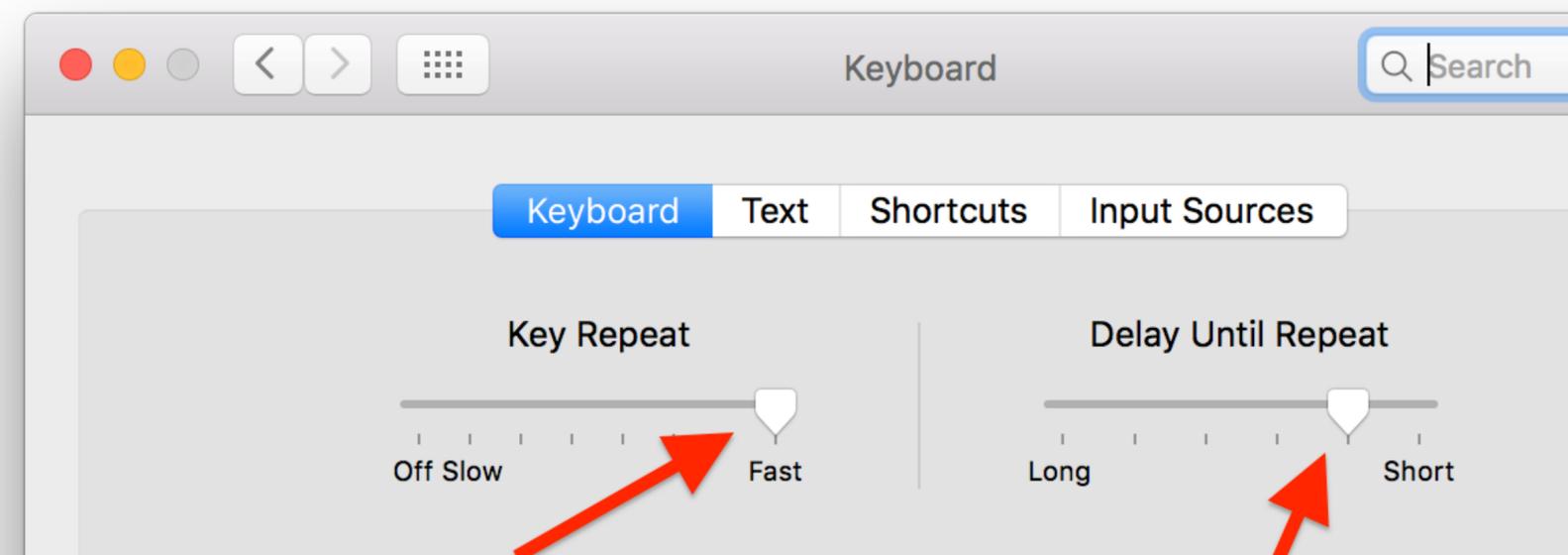
2. Launch Apps Instantly

You're in the middle of writing a document and you need to check some dates in your calendar.

Ugh. You realize you'll have to leave what you're currently doing, grab the mouse (or worse, move your *finger* on the *trackpad*), and click on a tiny little icon at the bottom of your screen to get the info you need.

Screw all that:

Keep your hands where they are on the keyboard. Hold **command** and press **spacebar** to get into Spotlight:

Q Spotlight Search
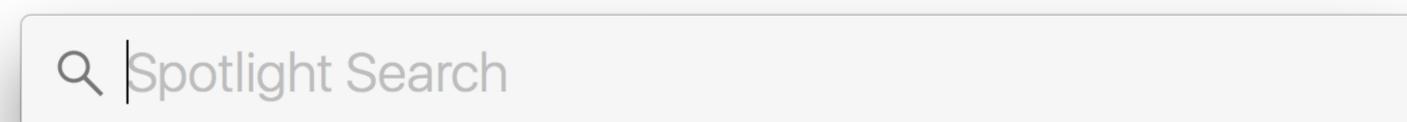
Then just type the first one or two letters of the app and press **return**.

Q ca|endar.app

TOP HITS
Calendar.app
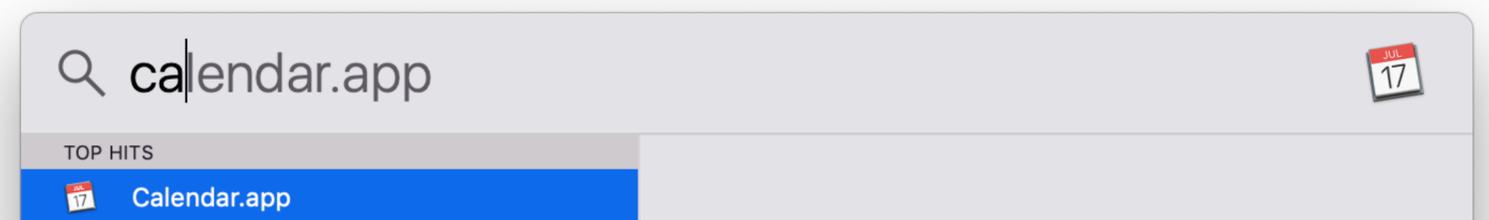
Pro tip: If you type "ca" and it chooses Calculator but you wanted Calendar instead, just press the **down arrow** to select Calendar from the result list below, then press **return**. Your Mac will remember that choice for next time!

Just like at Indy 500 pit stops… those precious seconds you save add up!

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3. Sorting Your Stuff

**You're wasting time trying to find something in a giant list of files...**

You know you JUST put that important Excel doc into your "From Desktop" folder. But... what the heck was it called? Where did it disappear to, in this giant list of cat memes and Flash player installers?

As much as you love wasting precious seconds (or minutes!) scrolling and looking for this stupid document, you know **there's got to be a faster way**. You're right.

Just go into that folder, and press **command-2** for List view. Click the **"Date Added" column header**. Everything you added into that folder most recently pops instantly to the top!

If Date Added doesn't show as an option just press **command-j** to get into View options to enable it.

Pro tip: If you know the name of the document, you can sort the folder by **Name** or **Date** and type the first **one or two letters** of the document to jump to that spot in the list. Boom! Never look for needles in haystacks again.

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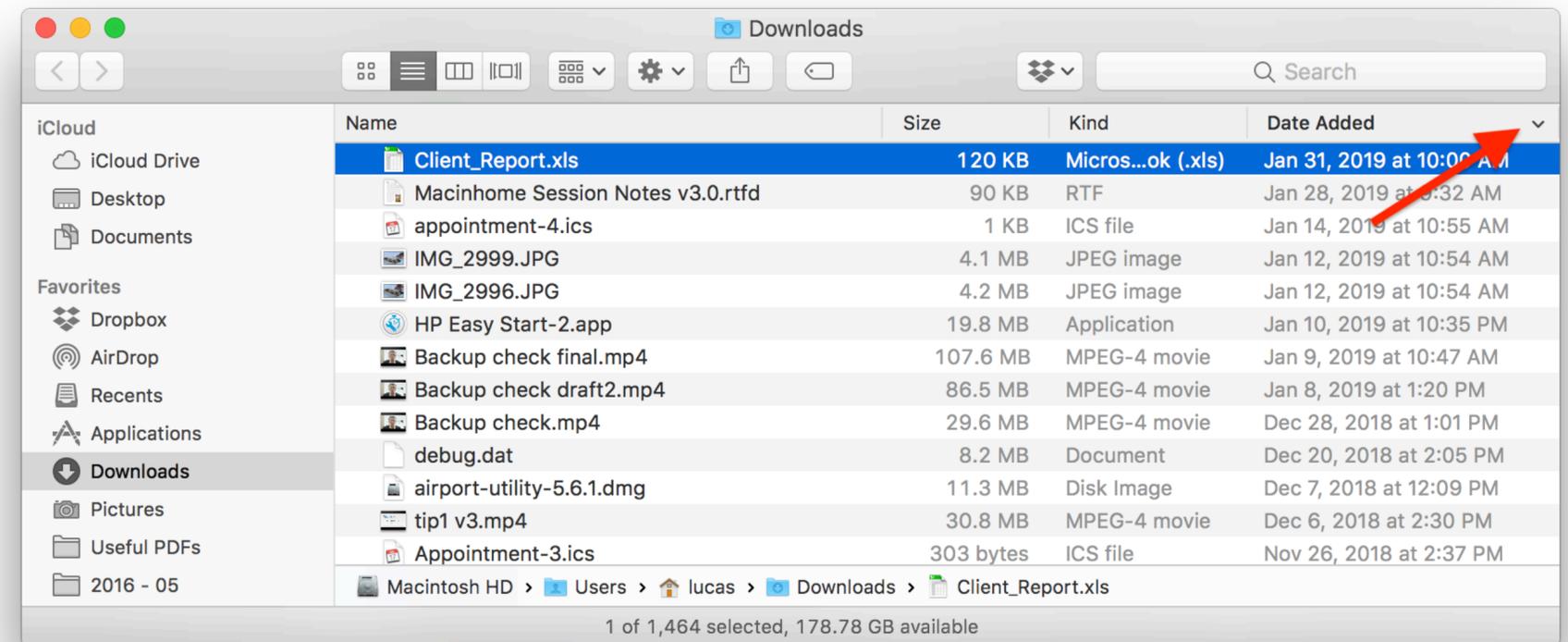
4. Money and Math

You're in the middle of an email to an international prospect and you need a quick currency conversion for $1999 CAD.

You COULD move your mouse to click on Safari, type "Google" or "Yahoo" to load up that website, search for "currency conversion", and plug in the numbers.

Or you could reach for your iPhone, unlock it, go to the third page of apps where your currency converter is (wait, it's not there - oh, right, it's on the second - back you go!), open it up, plug in the numbers, and find the correct currency in the long drop-down menu.

Naaaahhhhh. It'll be winter by then.

Just stay in that email where you were. Hold **command** and press **spacebar** to get into Spotlight:

🔍 Spotlight Search

Type "1999cad" (without quotes) and it will show you the most common currency conversions. If you type "1999cad to yen", or "to peso", it will show you those.

It also works with basic math formulae and other unit conversions like temperature. Forevermore you will smile when you need to do any kind of math.
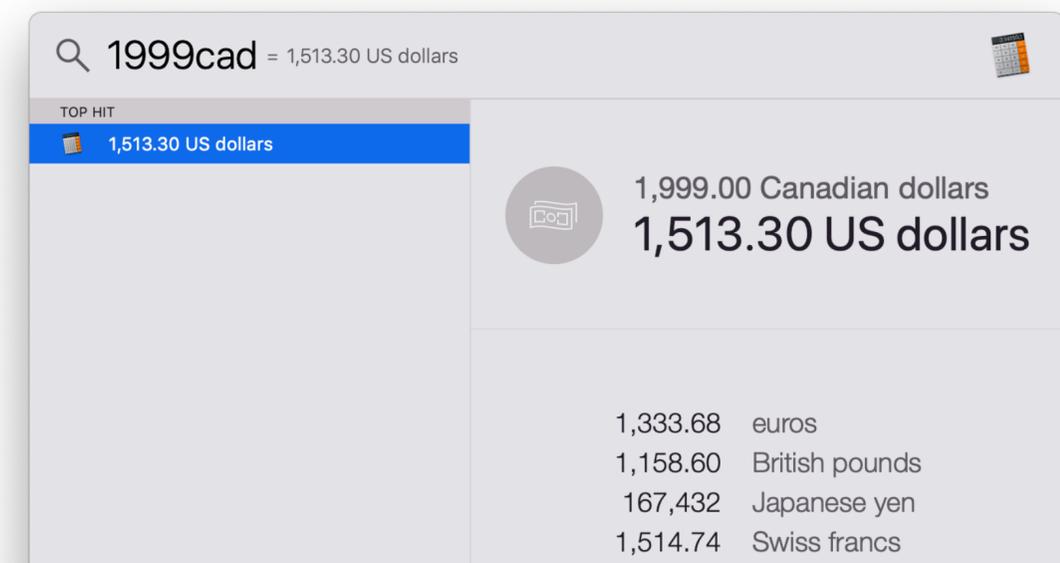
🔍 **1999cad** = 1,513.30 US dollars

TOP HIT
📧 1,513.30 US dollars

1,999.00 Canadian dollars
1,513.30 US dollars

| 1,333.68 | euros |
1,158.60	British pounds
167,432	Japanese yen
1,514.74	Swiss francs

5. Skip Typing Your Email

So you're getting a little tired of typing your email address over and over and over, several times a day...

Often 30 times, or more! Maybe in a text message, in a web form in Safari, in the body of an email...

Imagine just typing three characters, like "@@ " (at, at, space) for example, and having your email address just magically appear in their stead. My email address has 19 characters in it... I eliminate 16 typed characters every time I use the @@ shortcut!

Important note: This will only work in apps where Apple spell check already works. It does not (yet) work in MS Office, Chrome, or Firefox.
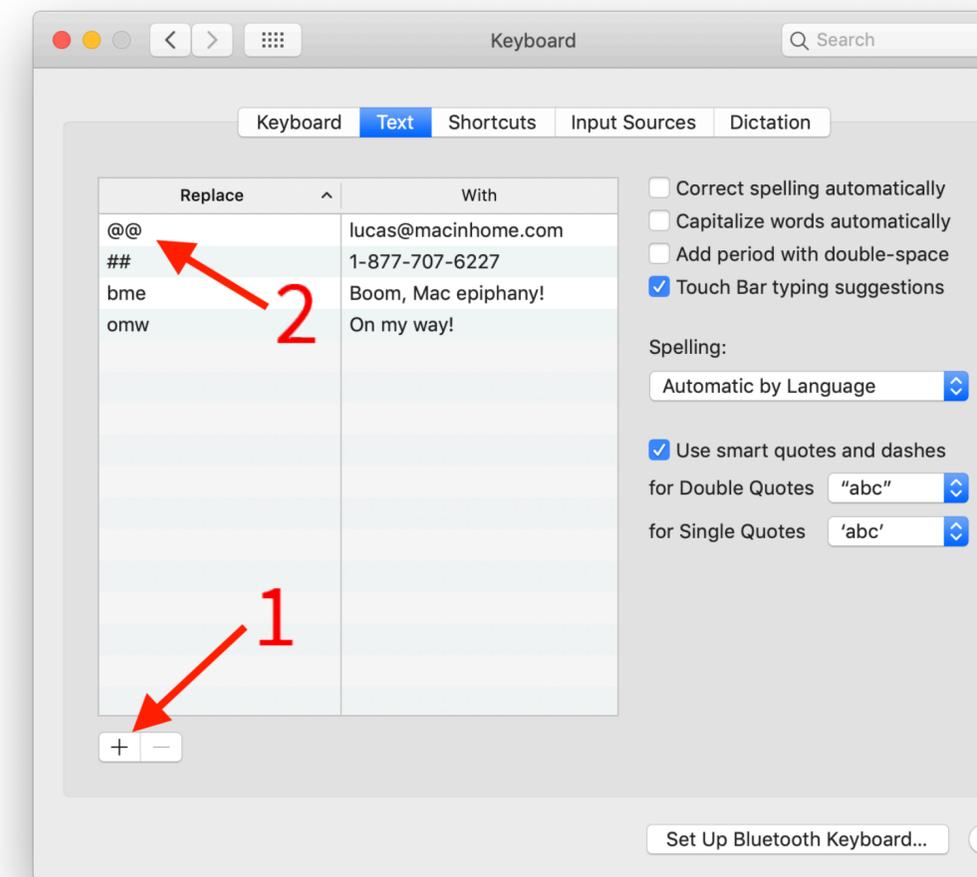
@@

lucas@macinhome.com ✕
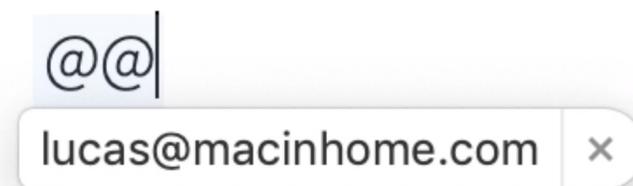
To set this up just go into Apple menu → **System Preferences** → **Keyboard** → **Text,** and hit the plus sign in the bottom left.

Under "Replace" type "@@" and under "With" put your full email address.

Pro tip: You can use this trick for other things too, like your phone number, or phrases you type all the time.

Boom, Mac epiphany!

Replace	With
@@	lucas@macinhome.com
##	1-877-707-6227
bme	Boom, Mac epiphany!
omw	On my way!

Keyboard | Text | Shortcuts | Input Sources | Dictation

☐ Correct spelling automatically
☐ Capitalize words automatically
☐ Add period with double-space
☑ Touch Bar typing suggestions

Spelling:
Automatic by Language

☑ Use smart quotes and dashes
for Double Quotes "abc"
for Single Quotes 'abc'

2

1

+ −

Set Up Bluetooth Keyboard...

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6. One Click to Your Stuff

When you click on Finder it takes you to a place you neither use nor care about.

You've never really noticed before today but whenever you click on the Finder it takes you to this "Recents" thing that you never use. It seems to be a giant list of every file you've looked at since the dawn of time.
You have a habit of then clicking the Google Drive shortcut, then "Business Documents", then "My Important Docs" to get into your stuff.
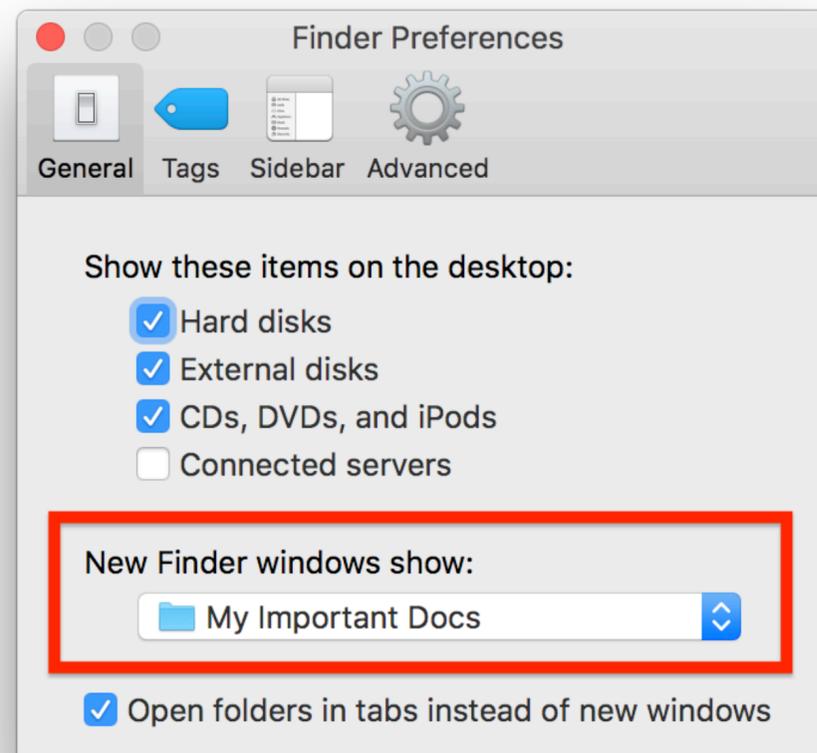
You've just wasted five seconds and three clicks... 20x per day (which is a terrifying 7,300x per year... almost 10 hours!)

Let's get that Finder face going straight to your Important Docs folder:

Click on the blue smiling **Finder** face to get into the Finder. Click the **Finder menu** in the top left (next to the) then click **Preferences... → General** and set "**New Finder windows show:**" → **Other...** and choose the folder you want. If you keep your stuff on the Desktop, choose that!

Now whenever you click the Finder face you'll go STRAIGHT to the stuff you want, in just one click. You can re-invest those hard earned seconds playing your favourite iPhone game!

![Finder Preferences window showing General tab with "New Finder windows show:" set to "My Important Docs"]

Finder Preferences

General Tags Sidebar Advanced

Show these items on the desktop:
- ☑ Hard disks
- ☑ External disks
- ☑ CDs, DVDs, and iPods
- ☐ Connected servers

New Finder windows show:
📁 My Important Docs

☑ Open folders in tabs instead of new windows

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7. Favourite Folders

A folder you go into all the time is buried deep within several other folders… and you want faster access!

You're wasting so many clicks looking for that folder called "Receipts" in the "Finance" folder, within the "Business" folder, within the "Documents" folder in your Finder. Carpal tunnel!

Finder → Documents → Business → Finance → Receipts

Click → click-click → click-click → click-click → click-click

Easy fix: Just add a new "Favourite" to the Finder sidebar so that it's only one click away.
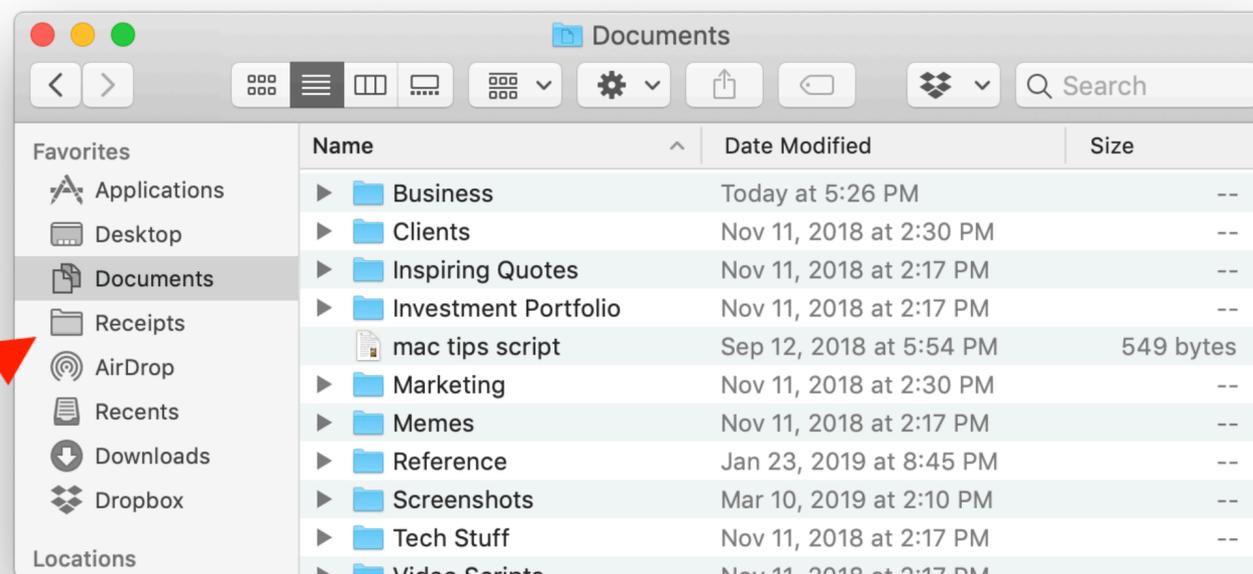
Go to that deeply buried folder you put stuff into all the time. **Drag** it to the **Sidebar** on the left side of your Finder window and put it *carefully* between two things. Boom! It'll stay there forever for quick access.

Don't worry, it doesn't move it, it just makes a little shortcut so you can get there faster. It'll even be right there when you're in Word or Excel (or any other app) and you go to **File** → **Open** or **Save**. Truly life-changing.

You can remove it by **secondary-clicking** it and choosing "Remove from Sidebar." (See video **here** to enable secondary click.)

8. Better Web Browsing

One-click access to the websites you visit many times a day.

If you're like 98% of the Mac users in the world, you get to a website by opening Safari, typing the first couple letters, and pressing return on the keyboard when you see the one you want. Or maybe you Google the website you need.

Wouldn't it be great if all the sites you go to most often were convenient little buttons you could click on, with nicely-formatted names, that take you right where you want to go?

I think so.
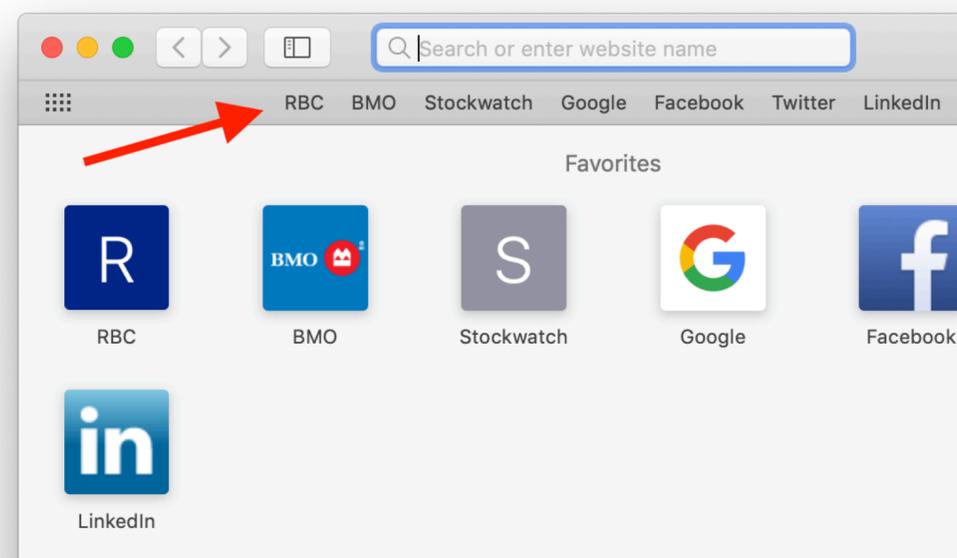
Let's get you set up with some lean mean Favourites. Start by deciding which websites you use several times a day. Banking, news, social media, and Google, perhaps.

Now, go into **Safari**. Go to the website you want to save as a Favourite. Click the **Bookmarks** menu → **Add Bookmark...** then under "**Add this page to:**" choose **Favourites**. Then shorten the name to something that looks good, and click Add.

Lastly, just turn on the Favourites bar. To do this, under the **View** menu, choose **Show Favourites Bar**. SO CONVENIENT!
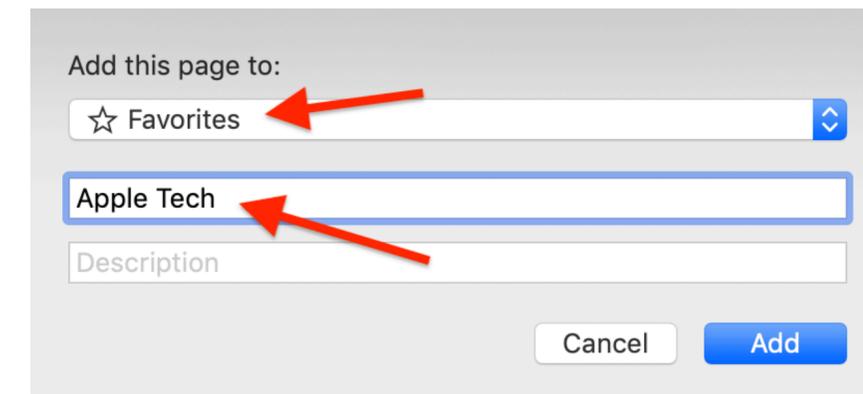
9. Best Web Browsing

The most freakin' satisfying shortcut to get to your top 9 favourite websites.

Once you have your top few Favourites set up in Safari (from tip #8) and you can see them on the Favourites bar... now it's time for some serious efficiency.

Moving your mouse up to click on those little buttons is so 1990's. You can set **command-1** on the keyboard to access the first Favourite. Same with **command-2** through **command-9** for the 2nd through 9th.

Just head into the **Safari** menu → **Preferences → Tabs**. Uncheck the box that says "Use ⌘-1 through ⌘-9 to switch tabs."
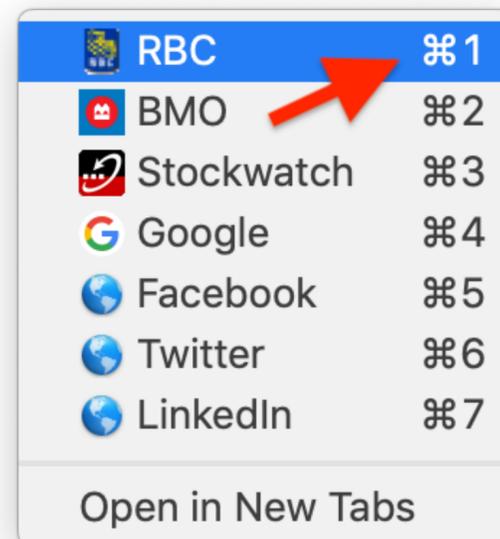
Try it and prepare to be blown away. Go into Safari and just press **command-2**. Doesn't matter if a window is open or not. Boom!

Pro tip: Press **command-t** to open a new tab, and press **command-3**. Repeat for the others you need open in tabs. Notice how your life is changed forever.
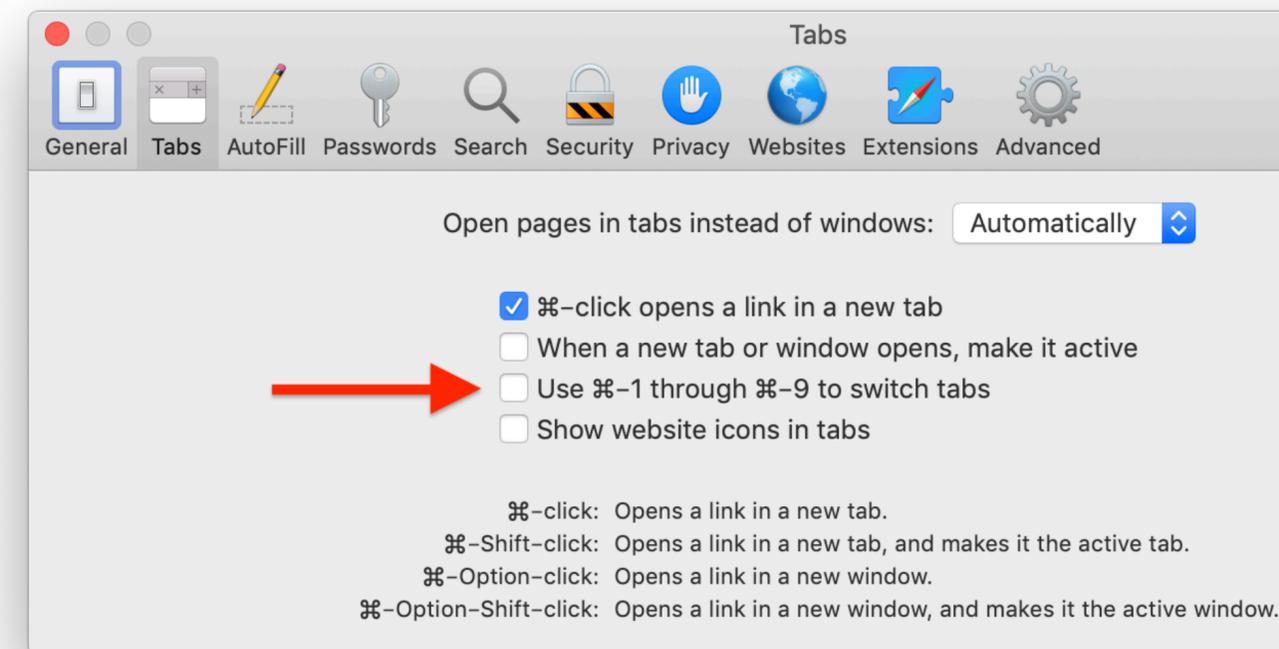
10. Quit Your Apps Quick

Slow Mac from having too many apps open?

Maybe you're a freakin' professional and you need tons of apps open all the time. Maybe you've been closing windows with the little red x instead of quitting your apps fully. Heck, maybe you just didn't know that leaving apps open would slow your Mac down.

The reason doesn't matter… How efficiently and awesomely you quit your open apps is the important thing here.

This one killer shortcut will show you what's running AND give you instant access to quit the apps you don't need right now, so that you can run your Mac super lean and get more epic sh*t done:

Hold **command** press **tab** once, and **keep holding command** for a second, so that you can see which apps are open. Pressing **tab** again at this point will select the next app. To quit the one that is selected just **keep holding command** and press **q**.

If that app has unsaved stuff it will ask you to save, so that you don't lose anything.

When you're using your Mac with ONLY the apps you actually need running, you are a lean mean working machine. As is your Mac.

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11. Jump to Your Desktop

You have a ton of windows open and are horrified to discover that you suddenly need something from the Desktop.

One by one, you drag windows out of the way, cursing as you go. You move some by grabbing and dragging the grey bar, coming dangerously close to clicking some toolbar buttons along the way.

You minimize some by painstakingly clicking that microscopic yellow button... and you grumble, knowing that later you'll have to un-minimize those, and move them back into place.

Eventually, the smoke and obstacles clear and you can start to see the Desktop emerging.

It does not have to take nearly this long.

Just leave all those windows open and click the blue smiling **Finder icon**.

When a Finder window opens (or comes to the forefront) just press **command-shift-d** to get to the Desktop folder.

Pro tip: For those most agile with keyboard commands... get to the Finder even faster by pushing **command-tab**. Then quickly let go of that and press **command-shift-d**.

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12. Master Your Mail

File emails faster using only your keyboard! Slice and dice that huge, un-tamed Inbox.

Dragging emails into folders is so 1990's. Let's get some shortcuts set up in Apple Mail.

First: Either pick one or two favourite folders, or create a couple of new ones to start the organizing.

To make a new folder, hover your mouse near the name of your email account in the mailboxes list and hit **the little + sign** that appears there (it really is tiny: follow the solid red arrow in the screenshot on this page).

You can also **secondary-click the Inbox** and choose "New Mailbox…"

Next: **Drag the folder** from there **up to your Favourites bar** (dotted red arrow) to create the kickass shortcut.

Lastly, a pro tip: To get REALLY efficient, click on an email and use keyboard commands to move them into your Favourite folders:

control-command-1 moves emails to the first Favourite. **control-command-2** for the second. You get the idea. You get the efficiency. You get the gains.

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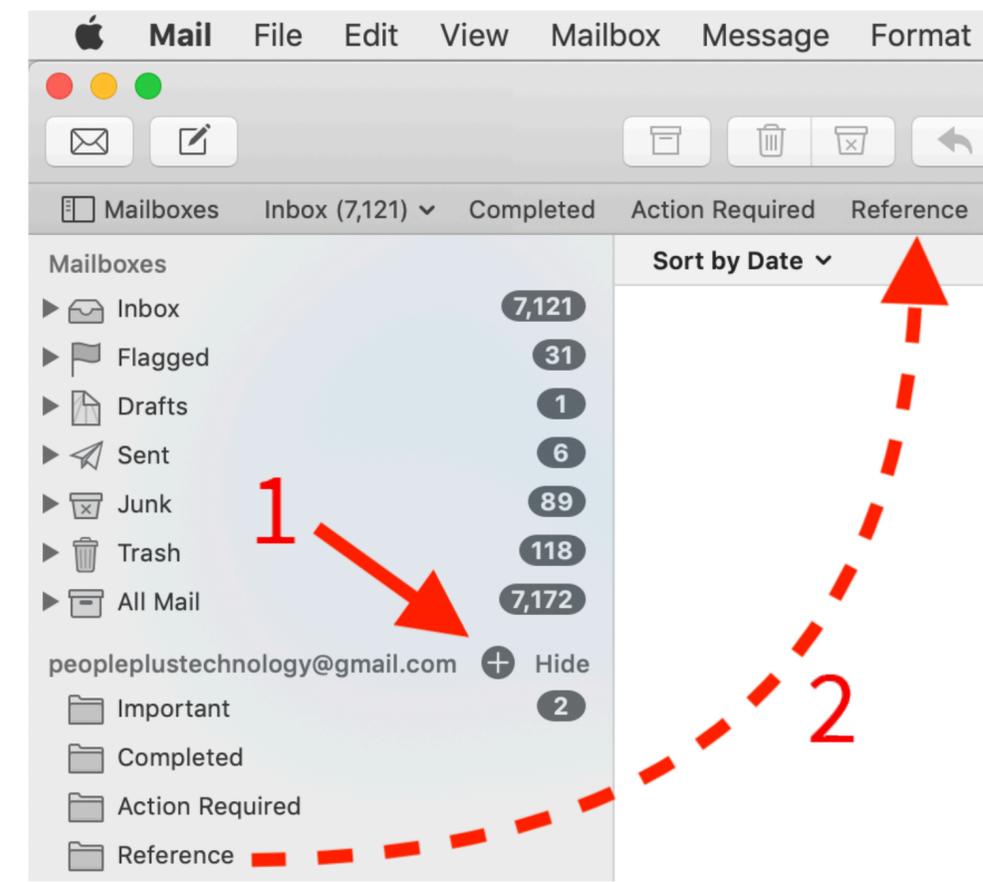
13. Compare Files Fast

**You're looking for one particular PDF in a list of many… and double-clicking each one suuuuucks.**

When you have a list of twenty-ish PDF's and you're looking for one particular file, it's a huge bummer to double-click the first one, wait for it to open, then click on that tiny little **red x** in the top left corner. Repeat that twenty times over and see how your carpal tunnel feels.

Here's a much, much better way: when you're looking at the PDF's in your Finder window, make sure you're in list view (**command-2**). Use the **up/down arrow keys** to move the selection up and down in the list.

Here's the game-changer. When a PDF is highlighted (as shown) just hit the **spacebar** on your keyboard. That'll pop open a perfectly-sized preview of the file. When you

see that this is not the right one, you can hit **spacebar** again to close the preview, or you can use the **up/down arrow key** to check out the next one without closing the preview window.

Next time you need a PDF from a list you'll smile knowing how quickly you'll find it.
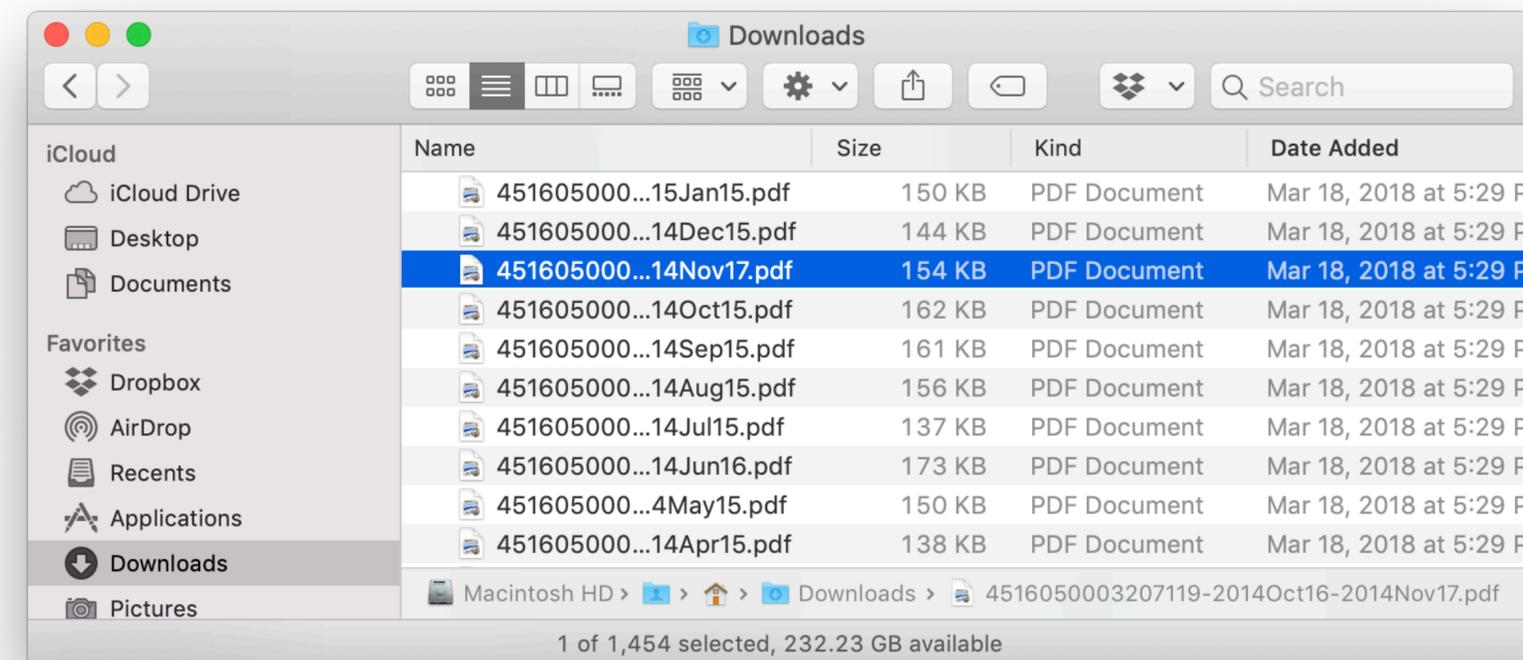
14. Where's This Saved?

**You're editing a Word doc and you forgot where it's saved.**

It's easy to find something when you know where it lives… you just go into the first folder, then the next one, and the next, and your doc is sitting there smiling at you.

But what about when you want to quickly re-trace your steps from a document that you're currently working on, back to the folder where it lives? Or maybe you don't remember where it was saved? (**Note:** It needs to be saved *somewhere* for this tip to work).

Finding this document was super time-consuming and nearly impossible UNTIL TODAY.

Notice the file name in your Word doc's title bar. Just **secondary-click** that file name.

This will give you a sweet little drop-down menu:
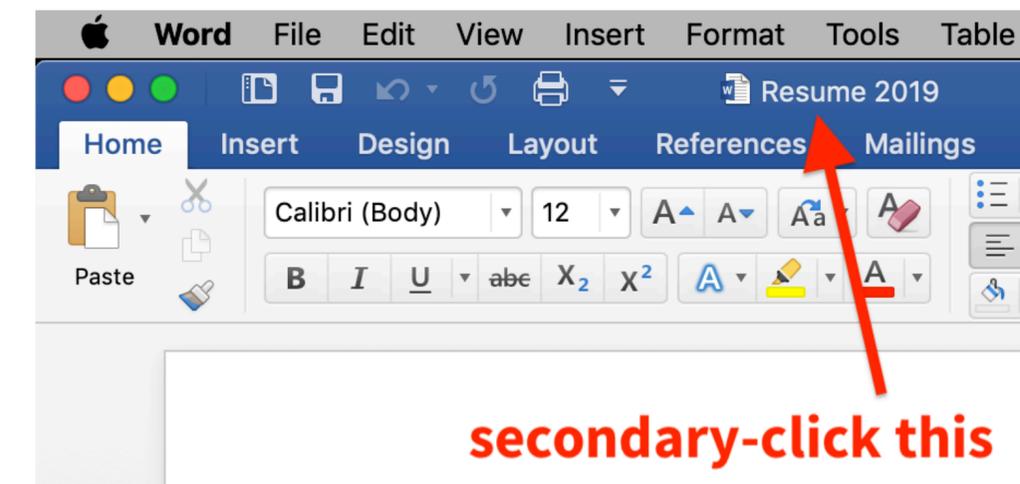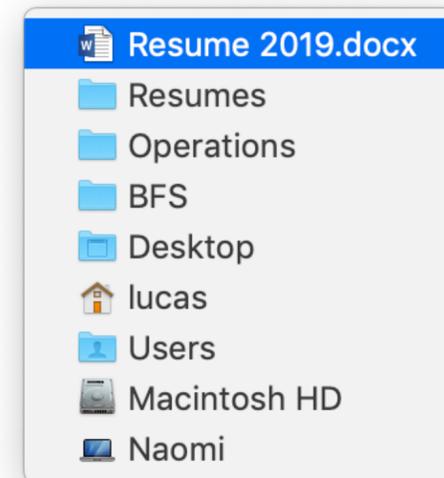
It'll show you where your doc is, also giving you the ability to open up parent folders.

Best of all, your doc will be highlighted so it's easy to see! *Boom.*

15. Decorate Your Dock

You've got the wrong stuff on your Dock.

Your Dock, when set up right, does three great things:

You get one-click access to your apps, you get one-click access to folders you access most often, and it shows you which apps are open and using resources.

To add an app to the Dock, just open it using Spotlight (which you learned in tip #3!) and it'll appear on the right side of the Dock. **Drag it to where you want it** in the Dock, and it'll stay there even after you quit.
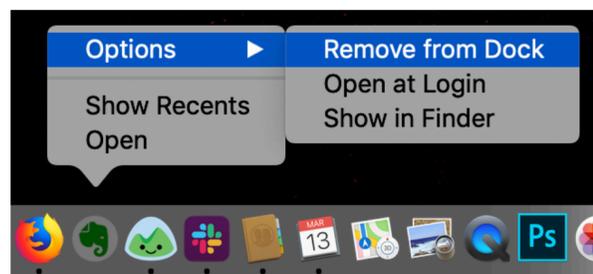
To remove apps you don't want from the Dock just **secondary-click** → **Options** → **Remove from Dock**.

If you don't like that the Dock shows apps you've opened recently, you can turn that off in **System Preferences → Dock → Show recent applications in Dock.**

To add a file or folder to the Dock, drag it carefully between the Trash and the little divider line to the left of the Trash. Careful not to drop it in the Trash!
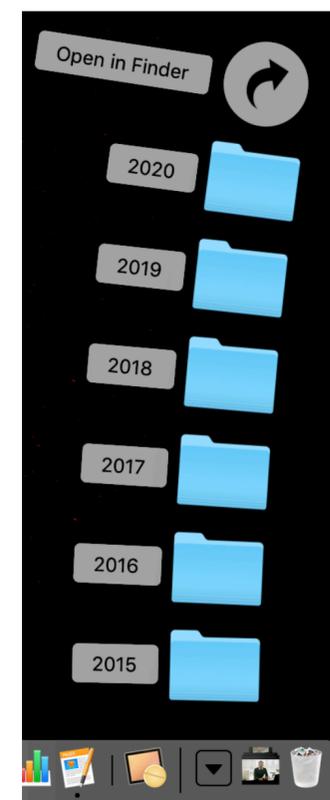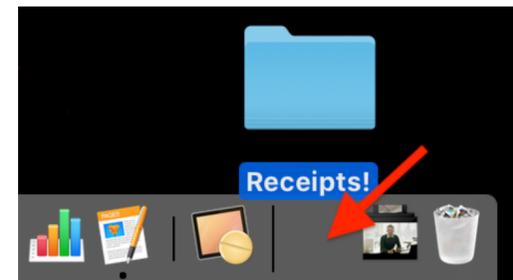
When you click it, you'll get quick access to whatever is in there.

Pro tip: command-click anything in the Dock to open its enclosing folder!

16. Easy Emoji Chooser

Instant access to your emojis from any app, with one keyboard command!

When you're typing that mischievous message to a loved one and only the angel Emoji 😇 can effectively communicate your tone... and the timing of your joke MATTERS...

Grabbing the mouse or trackpad, clicking the tiny little smiling face icon to get into your Emojis, then going looking for that angel face -- is a big headache.
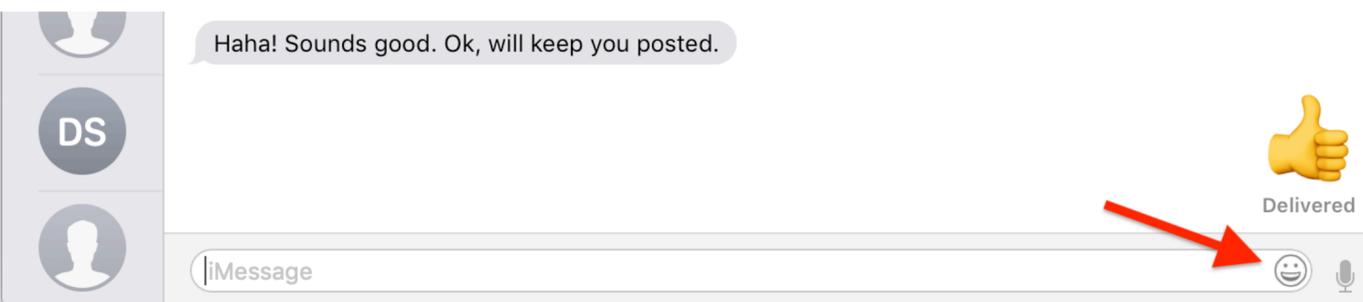
Instead, keep your hands on the keyboard and press **control-command-space**. You'll get a handy little drop down that looks like this:

You can search for "angel" by typing it in as a word, or click the emoji you want.

Never again shall a joke be ruined by the time it takes to find an emoji.
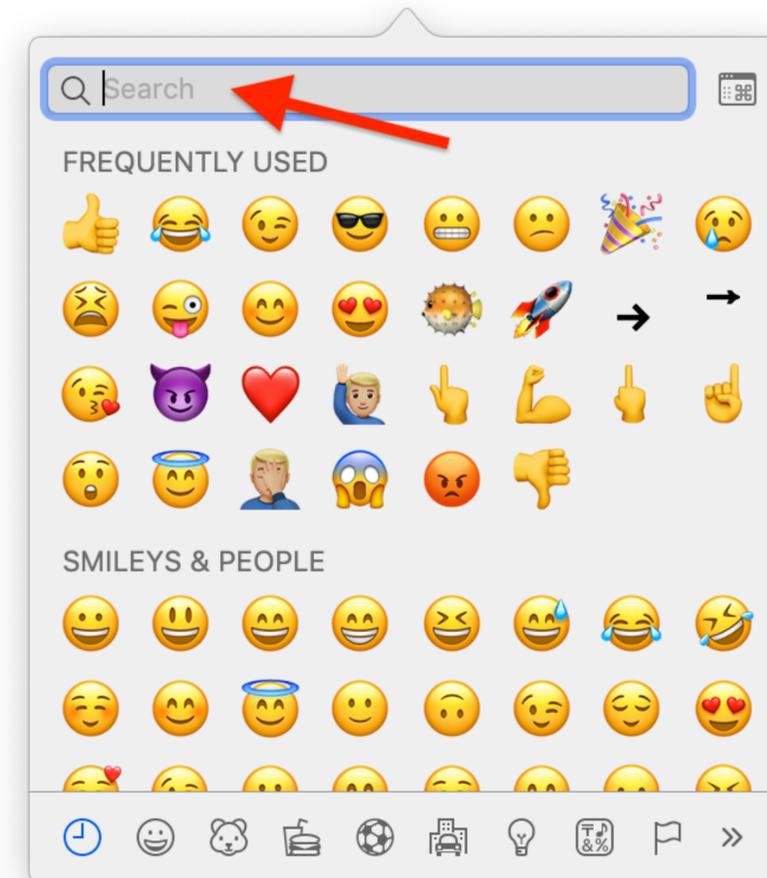
17. Sign PDFs in 3 Clicks

**Sign a PDF the fast way… with an app that comes with your Mac!**

Long gone are the days when you need to sign something by printing it, signing it on (gasp) paper, scanning it, and emailing it back.

Just open the Mac app "**Preview**" from your **Applications** folder. From the "Open…" window that comes up automatically, choose the PDF you want to sign and click Open.

First, click the little pen for Annotate, and then click the little button. Next, click "**Create Signature.**"

You can now click **Trackpad** to draw one with your finger on the trackpad if you have a laptop, or (even cooler)… click **Camera**. Then, grab a pen and paper from your desk and sign your name in the middle of the sheet. Hold the signed paper up to the Mac's camera.

It'll capture it and keep it forever, so the next time you click that little **Annotate → Signature** menu, your signature will be right there! Future-you will thank you!
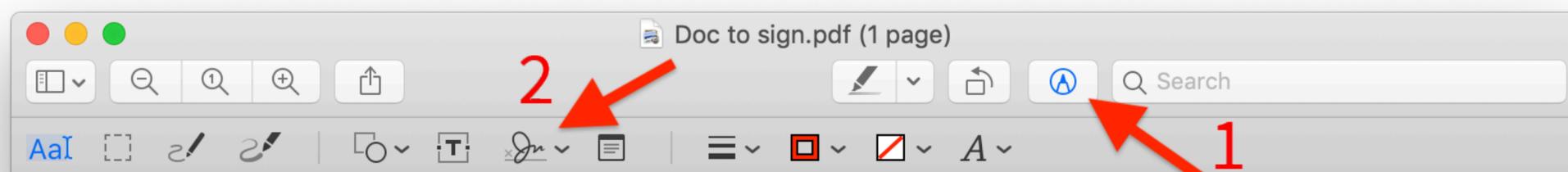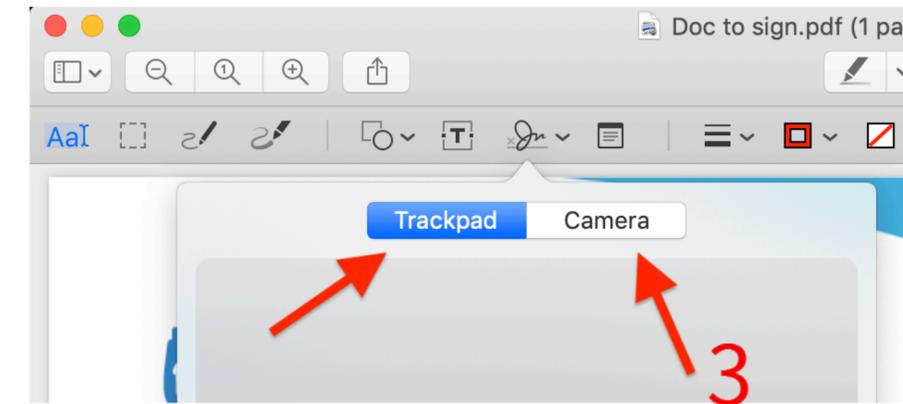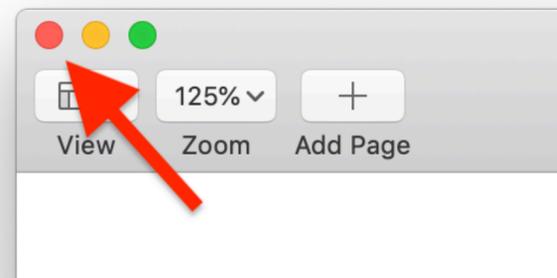
18. Insta-Trash

You're working on a draft blog post in Word or Pages and you want to crumple it up and throw it away.

The normal (slow) way of doing this is to take aeons to move your hand all the way to grab your mouse, go and painstakingly click the tiny little red x in the top left of the window, wait a second, and then click "Don't Save."
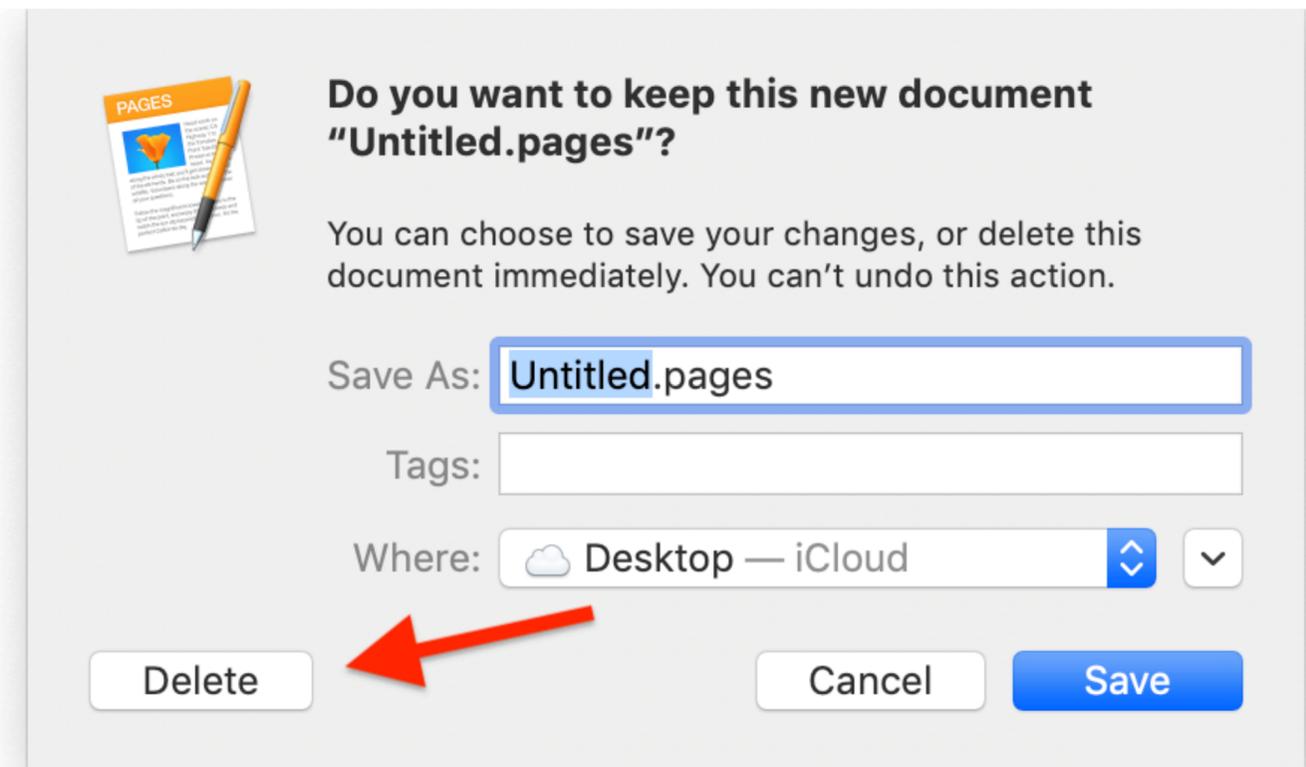
You have SO many better things to do with your time.

When you have a document you don't care about keeping, just hit **command-w** to close the window (this is the same as clicking the red x), then press **command-delete** to select "Don't Save" / "Delete".

Pro tip: If you get really comfortable with this you can press **command-w,** then **delete** in quick succession without letting go of **command**... to more quickly crumple up that document.

You're welcome. :)

Do you want to keep this new document "Untitled.pages"?

You can choose to save your changes, or delete this document immediately. You can't undo this action.

Save As: Untitled.pages

Tags:

Where: ☁ Desktop — iCloud

Delete   Cancel   Save

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19. Declutter Your Desktop

Clean your messy Desktop... the fast way!

When your Desktop is so full that the icons are stacking on top of each other... it is not super fun to clean it up.

The quick fix: Get two Finder windows open side by side, and drag stuff from one to the other.

Start by closing all your open windows and apps. Then, press **command-n twice** to open two Finder windows.

Set one of them to the **Desktop** and the other to **Documents**.

Sort the Desktop window as a list with **command-2,** and then

you can further sort it by **Name**, **Date Modified**, or **Kind** by clicking the column header (see the little red arrows).

Pro tip: To grab a batch, just **drag vertically in the white space** or **click the first item** and **shift-click** the last. **Command-click** individual items in the batch to select or deselect those. (See video demo 22:23).

Now, drag things from left to right! Enjoy the cleanliness!

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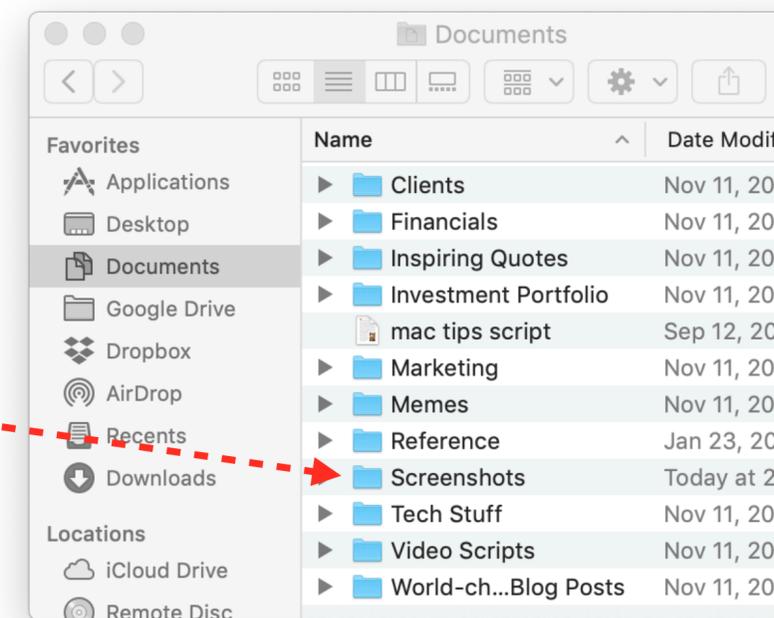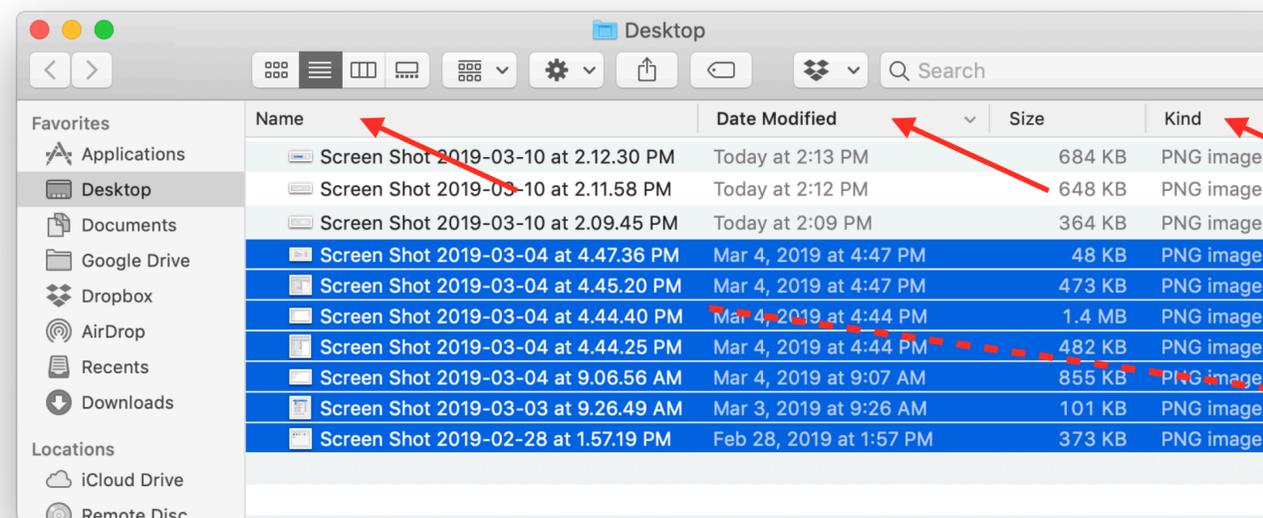
20. Hide Open Apps

Make ALL your open apps and windows disappear at once without closing, quitting, or minimizing!

When you have a ton of apps and windows open, it can be quite unwieldy to get to the Desktop or into the Finder... or maybe you might just want some visual peace and quiet.

The old way of doing this is to click the little red x, close things, save things, move and minimize. But what if you want everything to stay open/unsaved as it is and just *GET OUT OF YOUR FACE?!*

A little-known super cool Mac tip is the "**Hide**" command. You can hide the app you're currently in with **command-h** to make it (and all its windows) disappear, or you can

"**Hide Others**" to hide all apps EXCEPT the one you've got up front with **command-option-h**.

So... if you just use **command-tab** to switch to the Finder, then hit **command-option-h**, BOOM: all your open apps and windows instantly disappear. Even quicker, just **command-option-click** the Desktop!

Don't worry, though. You can always get back to them with **command-tab** or by clicking their Dock icon.

Lastly, a pro tip: To close all open Finder windows, just **option-click** the red x. 😲 Boom! Mac Epiphany.

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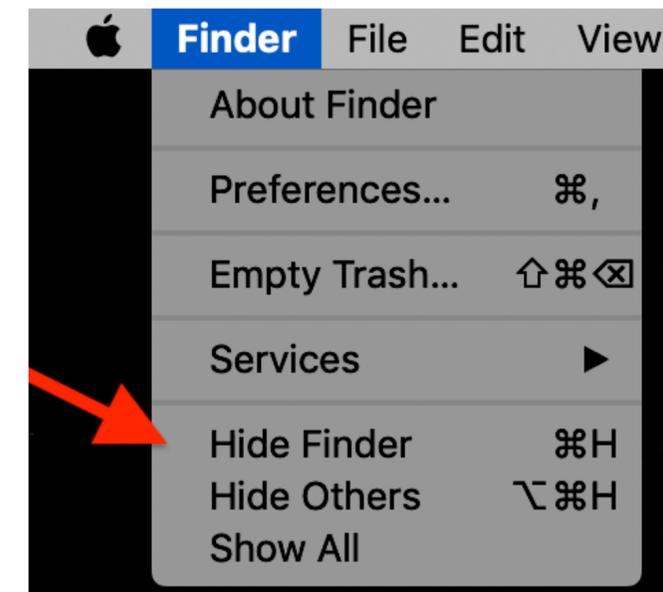
Now go change the world

with all this spare time you've created for yourself. 😎

If you want some one-on-one time with a helpful,
non-judgy, efficiency-savvy consultant:

Head to **macinhome.com**
Or call **604-757-2637** for Vancouver, Canada
1-877-707-6227 Internationally