macOS Mojave How-To Cheat Sheet

FILES, FOLDERS AND FINDER

Select multiple files	Click to select one, then ⌘+click to select more.
Select range of files	Click to select first, then Shift+click to select last.
Select group of files	Click and drag a box around the group of files.
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 Option key and choose **Go**, **Library**.
Put back a file from the trash	Click on the Trash 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, choose **View**, **Use Stacks**.
Show/hide disks on Desktop	Choose **Finder**, **Preferences**, **General**, **Hard disks** or **External disks**.
Dark Mode	Go to **System Preferences**, **General**, change **Appearance** to Dark.

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 **X** over the app you wish to uninstall.
Create an app folder	Drag one app icon to another.
Search for an app	⌘+F, 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 into 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**.
Resize the Dock icons	Go to **System Preferences**, **Dock**, drag the **Size** slider.
Switch Apps	Hold ⌘, press tab to bring up app switcher. Press tab to select the app. Release ⌘.

MOVING AND RESIZING WINDOWS

Reposition a window	Click 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 Option, double-click any corner of the window.
Expand window into Full Screen mode	Click the green button at the top left corner of the window.
Split Full Screen mode between two apps	Click and hold the green button at the top left corner, then drag to the left or right side. Click on the second window on the other side.

TROUBLESHOOTING & SECURITY

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