December 16, 2018, Beginners/Mac Basics SIG
A Few Mac Tips (Part 3)

Note: This discussion is based on MacOS, 10.14.1 (Mojave). Some illustrations may differ when using other versions of macOS or OS X. Illustrations are from screenshots on my iMac.

In this presentation of *A Few Mac Tips*, I'm including my "Show & Tell" presentation along with a discussion of one of my favorite Mac information websites, macmost.com. I'll cover three **Mac Utilities** that are among my favorites. I discussed two of them, **Yoink** and **PopClip**, a couple of years ago. The third, **Mactracker**, is new. All are available at the App Store.

MacMost.com (hosted by Gary Rosenzweig)

MacMost got its start over 11 years ago on March 22, 2007. It's mission: "To help you get the most from your Mac!"

MacMost Webpage Header

Here's the link to its main webpage: https://macmost.com/

MacMost is a Web site with videos, podcasts and articles about Apple, Mac, iPhone, iPod and Apple TV. New material is posted almost daily. MacMost also has a FaceBook page: (https://www.facebook.com/macmost/).

Here are some of the offerings by MacMost:

- Weekly Newsletter (free) – Includes tips, recommendations and news.
- Online Courses (~ $40, frequently discounted) – Includes a variety of topics, the most recent being 7 hours of video instruction on macOS Mojave.
- Tutorial Videos – Includes a variety of topics such as "Simple Animation in iMovie," "A Beginners Guide to TextEdit," and "Slow Down a Portion of a Track in Garageband."

A Beginners Guide to the Mac. Probably one of the best set of tutorials available for the Mac:

MacMost "Beginners Guide to the Mac"

Getting Started. First, get a tour of the Mac keyboard. Then, learn about the many different ways to launch apps on your Mac.

Working With Files, Folders and Documents. The Finder is the environment you use to view your files and folders.

Safety and Security. No matter which computer or devices you use, you should always keep security in mind.

Using Safari. The Mac's default web browser is Safari. It is fast, energy-efficient and good with security.

MacMost Beginner's Guides. These short videos focus on a single topic for those who are new to using a Mac.

Yoink (by Eternal Storms Software - $7.99 at the App Store)

As described in the Mac App Store Preview webpage, "Yoink simplifies and improves drag and drop between windows, apps, spaces and fullscreen apps." The developer's webpage explains that Yoink does this by providing a temporary space for your file- and app-content drags.

Think of Yoink like a virtual "shelf" for your Mac. This frees up your mouse so you navigate more freely and comfortably to the destination of your files. Drag files or other items to it, and they sit there. When you're ready, drag them off the shelf and into another app or folder.

Here's a 30-second video demo of Yoink:

> https://www.youtube.com/watch?v=tnu_JMT85S0

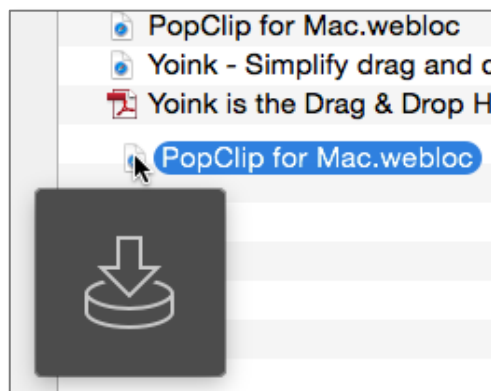The developer's webpage has more discussion about the features of Yoink:

> https://eternalstorms.at/yoink/mac/

Here's a look at the developer's Usage Tips webpage:

> https://eternalstorms.at/yoink/mac/tips/

Here's an example of using Yoink:

- Drag Item(s) to the Yoink Shelf. Begin to drag a file, folder, text selection, browser URL, etc., and Yoink opens its holding area ("shelf"), in this case, near the cursor which is my preferred setting. Then drag the item(s) onto the shelf. (See the illustration below.) The location of the shelf (left side of the screen, right side of the screen or near the cursor) is set in Yoink's preferences.
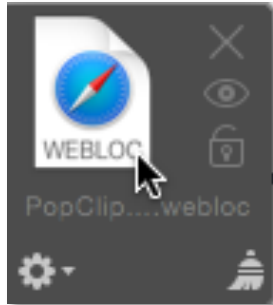

Moving a Web Location File from Safari to Yoink

Once an item is moved onto the Yoink's shelf, it's immediately placed there. The Yoink shelf now becomes a "source" for your item(s) as shown below:
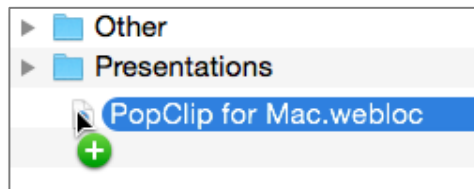

Yoink Shelf (Holding a Web Location file)

If you highlight multiple files or other items and drag them into Yoink, they're kept together as a stack.

Aside: The Yoink Shelf. The Yoink shelf has several features:

o Remove items one by one if you wish by selecting one of the items and then clicking on the "X."

o Examine a file with the MacOS Quick Look feature by clicking on the Eye icon.

o Remove all of the items on Yoink's shelf by clicking on the Broom icon to "sweep" all of them off the shelf.

• Drag Item(s) from the Yoink Shelf. Open the target location (Finder folder, text in a document, web location icon, etc.). Then you have three options with the Yoink "source" item(s):

o **Move** – Drag the item(s) from the Yoink shelf to the destination location (the "target"), and the item(s) will be *moved* from the original location to the new one. (See the illustration below.)

o **Copy** – Hold down the **Option** key while dragging the item(s) from the Yoink shelf to the destination location, and the item(s) will be *copied* from the original location to the new one.

o **Alias** – Hold down the **Command** and **Option** keys while dragging the item(s) from the Yoink shelf to the destination location, and an *alias* for the item(s) will be *created* in the destination location.
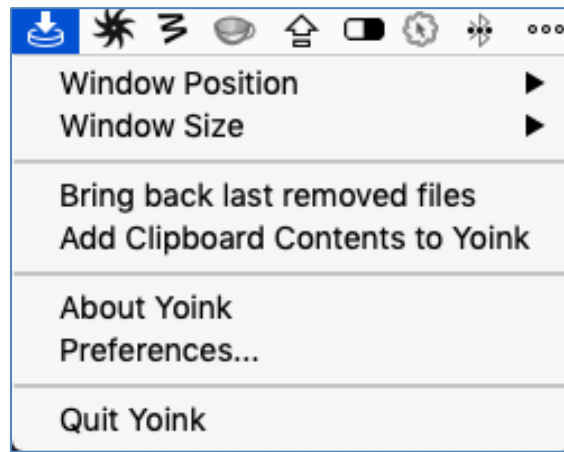

Moving a file from the Yoink Shelf to Presentations folder

Yoink has two position and size configuration options:

• Window Position
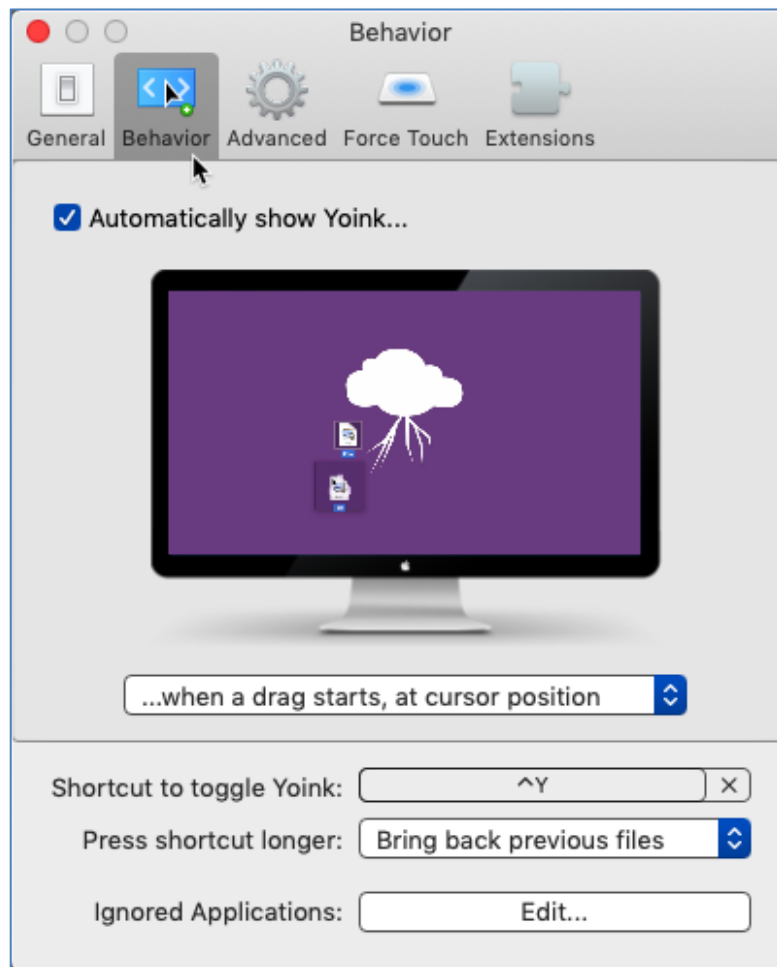 o Left or Right edge of the screen
  o Top, Center or Bottom

- Window Size:
    - Default (3 items), Biggest or Smallest
    - Adjust Automatically (3 Items or Smallest).

Yoink Options

Yoink also has numerous Preferences options:
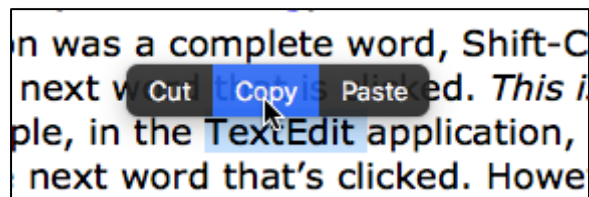

Yoink Preferences Options (Behavior Tab)

PopClip (Pilotmoon Software - $9.99 at the App Store)

PopClip is a handy little utility that brings Cut, Copy and Paste (and more) functionality to MacOS right at your cursor.

Whenever you select text with your mouse (see *Note* below), the PopClip mini-menu ribbon appears right above the selected text. (See the illustration below.) Then you can use the PopClip ribbon to select Cut, Copy or Paste, and also access optional context-specific actions like Search, Spelling, Dictionary and more.

Note: PopClip has one usage limitation. It depends on selecting text with the mouse by dragging, double-clicking, or double-clicking and then shift-clicking to extend the selection. You can't click or use the keyboard to start the selection location and then use the Command, Option or Shift keys to extend the selection and still use PopClip.

Since you already have your hand on your mouse, you may find that using PopClip is simpler than other options (right-click to select the Copy and Paste contextual menu items, using your other hand to enter a keyboard shortcut such as Command-C for Copy, or using the mouse to select something from the Edit menu such as Copy).

PopClip Ribbon

Want to **Paste and Match** style in your document (say, you're copying between documents with different fonts)? Simply, add the **Paste =** extension to PopClip's ribbon.

PopClip Extensions (Actions). If all it did was Cut, Copy and Paste, PopClip would be useful but perhaps not all that exciting. What makes PopClip really useful is that you can configure it to add additional functionality. You do this by selecting as many **PopClip Extensions** (also called **Actions**) as you want to use to add to the mini-menu.

Here is the PopClip setup that I use, including several extensions that I added (illustration is on the next page):
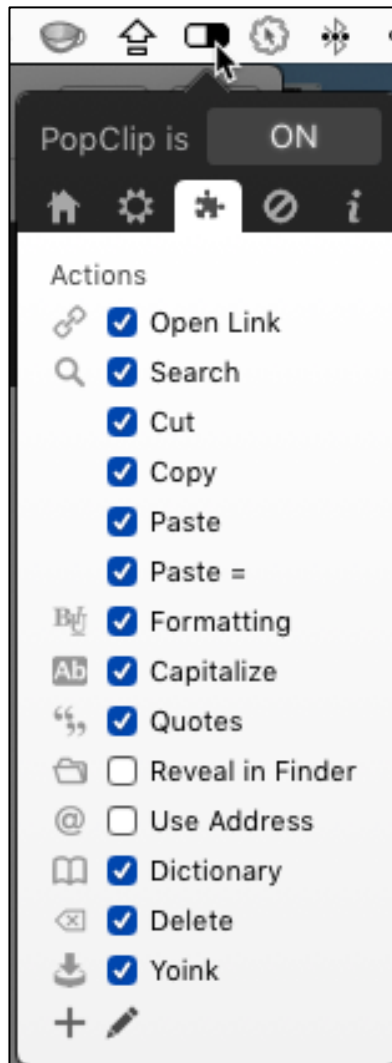
- **Web Search** (magnifying glass) - To perform a web search for the selected text, click the magnifying glass symbol in the PopClip ribbon, and the search results will open in a new browser window.
- **Cut**, **Copy**, and **Paste** (the default set of extensions)
- **Paste =** Paste and Match Style
- **Formatting** – Includes **B** (Bold format), *I* (Italic format) and U̲ (Underline format)
- **Ab** (Capitalize words in selection)
- **""** (place quotes around selection)

- **Lookup** in Dictionary - To look up the Mac OS X dictionary entry, select the word, click the Dictionary button (icon looks like an open book) on the PopClip ribbon, and PopClip will open the Dictionary and display the entry for the highlighted word.
- **Delete**
- **Yoink** – Add the item to Yoink

Setup. Once the PopClip application is installed and run, it can then be set up. By default, its icon will be added to the menu bar, and it will be set up to start at Login so it's always available. (See the illustration below which shows the actions that I'm using.)

PopClip Actions

PilotMoon maintains a growing library of extensions to add new functions to PopClip. Pilotmoon's library has over 150 of them. You can access the library of extensions by clicking on the PopClip menu bar icon. Then click on the **Actions tab** (looks like a small "puzzle" piece) to display a list of popular extensions that you can choose from or turn off by clicking the checkbox next to them.
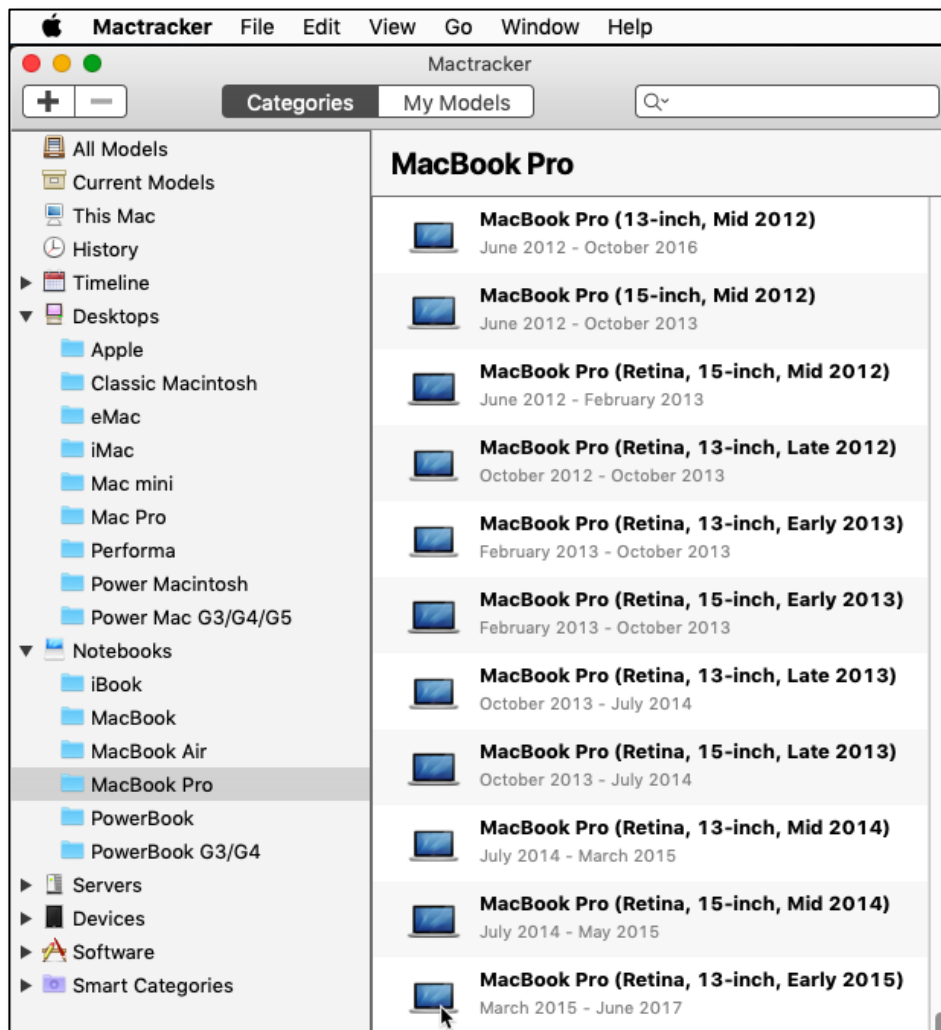
To access the Pilotmoon extensions library, click on the **+** icon at the bottom of the dropdown menu item. This will open a browser window at Pilotmoon's website with a list of the available extensions that you can download and install:

https://pilotmoon.com/popclip/extensions/

Mactracker (by Ian Page – Free at the App Store)

From the App Store Preview: "Mactracker provides detailed information on every Apple Macintosh, iPod, iPhone, and iPad ever made, including items such as processor speed, memory, graphic cards, supported OS versions, price, storage, and expansion options. Also included is information on early Apple systems, Newton, Apple TV, Apple Watch, Apple accessories, displays, printers, scanners, storage, Wi-Fi products, and operating systems." Here's the link to the Mac App Store preview: https://itunes.apple.com/us/app/mactracker/id430255202?mt=12
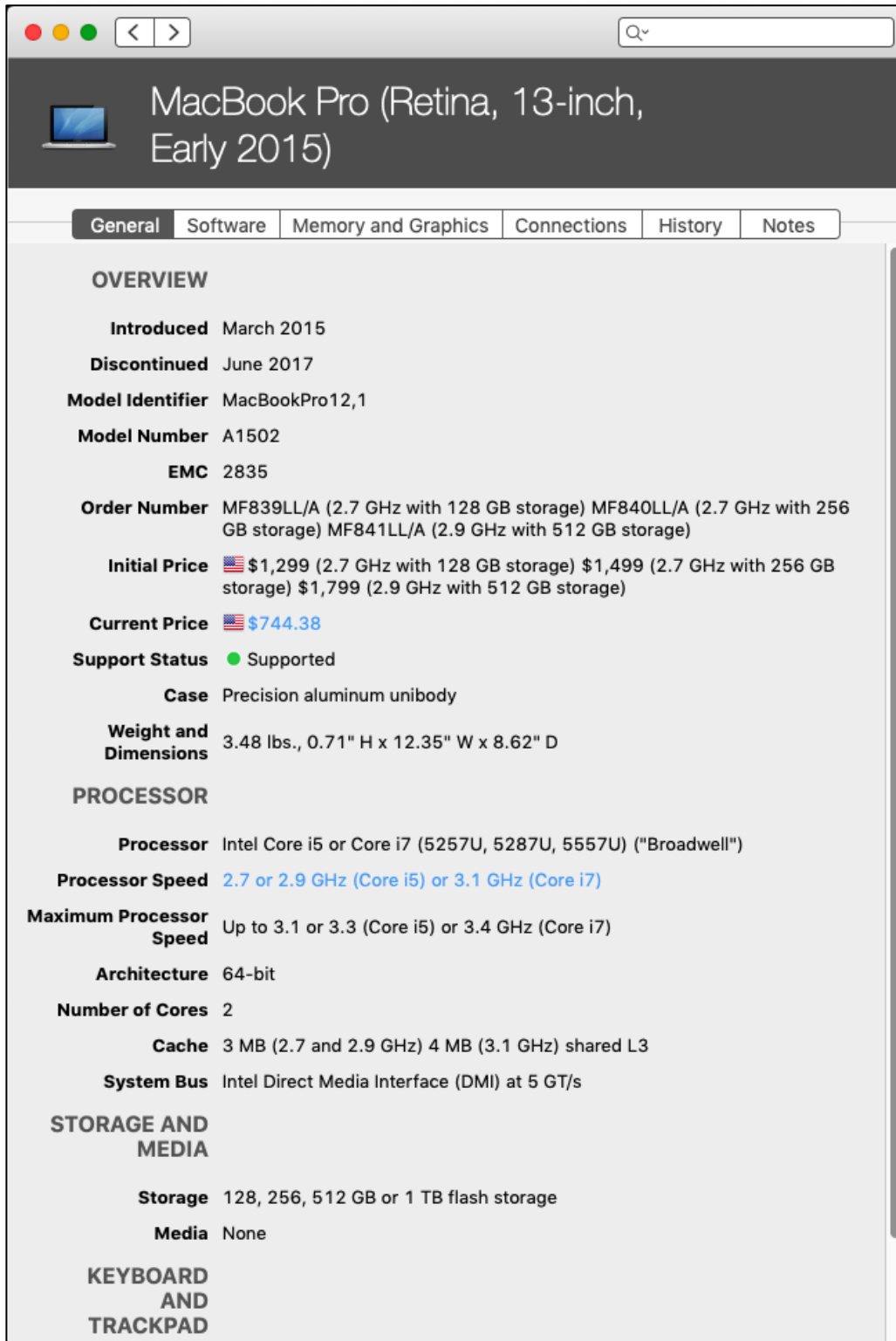
I find it to be a handy resource, and the price (free) is certainly great. The developer updates the app frequently. Here's an excerpt for my MacBook Pro:

Mactracker Main Window

Select an item from the list on the left, and a new window opens with detailed information:

Mactracker Selection Window (Details of Item Selected in the Main Window)

Next Presentation

For the next presentation, we'll take a look a few more Mac Tips to try out.

Have a favorite Mac Tip? Please feel free to pass it along, and I'll see if I can work it into a future presentation.

If you have any suggestions for presentation topics, including macOS utilities, please contact me at slp4668@gmail.com.

–Steve Parker