

# General tips & tricks

## Tutorials

<https://www.youtube.com/@macmost>

## Default application per file type

To change the default application for a file type, select a file of the respective type with a right-click and choose 'Get Info'.

[image.png](#)

Next, click 'Open with,' select the respective application, and click 'Change All.'

[image.png](#)

## Keyboard shortcuts

<https://support.apple.com/en-us/HT201236>

## Navigation

<https://support.apple.com/en-us/HT204100>

<https://support.apple.com/nl-nl/guide/mac-help/mh35869/13.0/mac/13.0>

<https://support.apple.com/nl-nl/guide/mac-help/mchlp2469/mac>

<https://support.apple.com/nl-nl/guide/mac-help/mchl534ba392/13.0/mac/13.0>

## Screenshots & screen recording

<https://shottr.cc/>

<https://support.apple.com/en-us/HT201361>

<https://support.apple.com/en-us/HT208721>

## How to take a screenshot on your Mac

[mac-take-screenshot-key-combo-diagram.png](#)

## How to capture a portion of the screen

[mac-snipping-tool-key-combo-diagram.png](#)

## How to capture a window or menu

[mac-key-combo-diagram-shift-command-4-space.png](#)

## Use the Screenshot toolbar

[mac-screenshot-tool-keyboard-shortcut.png](#)

Here you can also change the storage location of your screenshots from ~/Desktop to another folder.

# Spotlight

<https://support.apple.com/en-gb/guide/mac-help/mchlp1008/mac>

[kbs\\_meta\\_space.png](#)

Central search function of the Mac, essentially you can find everything in it, from applications to notes and from files to contacts.

# Quick look

[https://en.wikipedia.org/wiki/Quick\\_Look](https://en.wikipedia.org/wiki/Quick_Look)

<https://www.iculture.nl/tips/quicklook-safari-mac/>

[kbs\\_space.png](#)

Quick View function on your Mac, works in every standard Mac application. It allows you to quickly preview a file using the spacebar. This works, for example, in Finder (file manager), email attachments, etc.

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