



Figure 1. Windows 95 Pop-Up Menu with Right Click



How To Combine 2 Files Into One Mac

Mark L. Chambers



How To Combine 2 Files Into One Mac:

Take Control of Managing Your Files, 2nd Edition Jeff Carlson, 2023-05-23 Take the pain out of dealing with files and folders Version 2.0 updated May 23 2023 Your Apple devices contain an overwhelming number of files and folders and as these items accumulate they create more work for you Does your file management system involve throwing everything on the desktop and then pawing through it laboriously when you need to find something Do you even have a system There s a better way This book helps you organize search and clean up the files on your Mac iPhone and iPad providing practical steps and realistic strategies to save time reduce clutter and decrease stress n Apple users have fantastic tools at their disposal for using creating and editing files of all kinds but few of us have any real strategy for naming organizing or tagging those files making them increasingly difficult to find later on In this book veteran technology author Jeff Carlson helps you make sense of what could be millions of files on your Mac iPhone or iPad so that you can spend less time hunting for things and more time doing useful work or having fun Jeff starts by helping you set appropriate file management goals and develop overall strategies that fit your needs and preferences Then he gets into the details of how to use the Finder on a Mac the Files app in iOS and iPadOS and third party tools to make sense of your files and folders and easily find what you re looking for This book covers topics such as How to keep important items in sync among your devices Choosing when to use internal storage vs external storage such as an external hard drive a NAS or the cloud Whether and how to use iCloud Drive to sync your files including Desktop and Documents folders How to create shortcuts to your favorite files and folders Understanding how the macOS folder hierarchy works The best ways to use the desktop What you should consider when creating a folder hierarchy Why and how to use tags to categorize files How you can automatically sort rename and file items on your Mac Ways you can collaborate with others on the same files and folders When to consider third party information management apps such as DEVONthink How to find files and folders with Spotlight in macOS iOS and iPadOS Alternative search tools you might want to consider How to work your way through a long backlog of unsorted or poorly sorted files Techniques for encrypting sensitive files and other data Ways to free up storage space If you re struggling with file management this book will help you get a grip on the process and get your devices to do more of the hard work for you

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