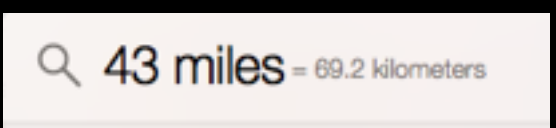
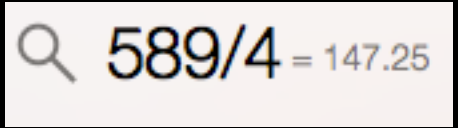

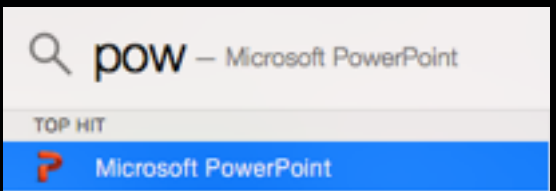
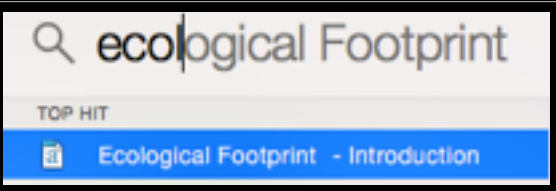
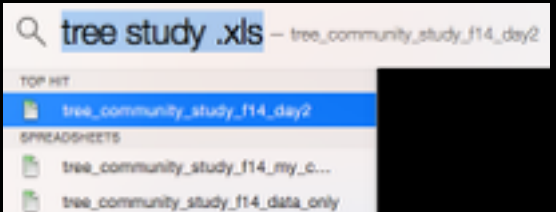
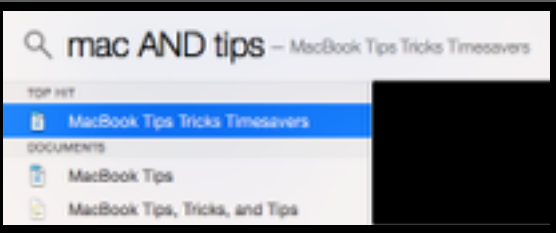


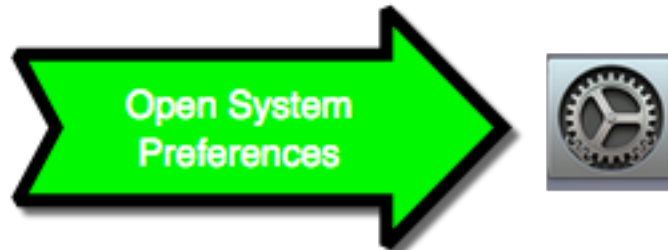
# Save Time with Spotlight



<p><b>Unit Conversions</b> <i>Simply type in the number along with the known unit (i.e. "43 Miles.") and see your number converted to a list of commonly used units.</i></p>	
<p><b>Run Calculations</b></p>	
<p><b>Spotlight Suggestions</b></p>	
<p><b>Open Applications Directly</b></p>	
<p><b>Find and Open Files</b></p>	
<p><b>Search by File Type</b> <i>Type the file extension (.xls .docx, etc.) after the file name or keyword.</i></p>	
<p><b>Filter Results with AND, OR and NOT</b> <i>(must be typed in ALL CAPS) NOT is used to exclude a search term.</i></p>	



## Tip: Change your Spotlight Settings



**Drag categories to change the order in which results appear.**

Only selected categories will appear in Spotlight search results.

1	<input checked="" type="checkbox"/>	Applications
2	<input checked="" type="checkbox"/>	Spotlight Suggestions
3	<input checked="" type="checkbox"/>	Conversion
4	<input checked="" type="checkbox"/>	Calculator
5	<input checked="" type="checkbox"/>	Definition
6	<input checked="" type="checkbox"/>	System Preferences
7	<input checked="" type="checkbox"/>	Documents
8	<input checked="" type="checkbox"/>	Folders
9	<input checked="" type="checkbox"/>	Presentations
10	<input checked="" type="checkbox"/>	Spreadsheets
11	<input checked="" type="checkbox"/>	PDF Documents
12	<input type="checkbox"/>	Mail & Messages

Choose which categories to include in search results, and what order they appear in.

*I personally recommend deselecting email.*

Allow Spotlight Suggestions in Spotlight and Look up

