



# Trickster

## User Manual

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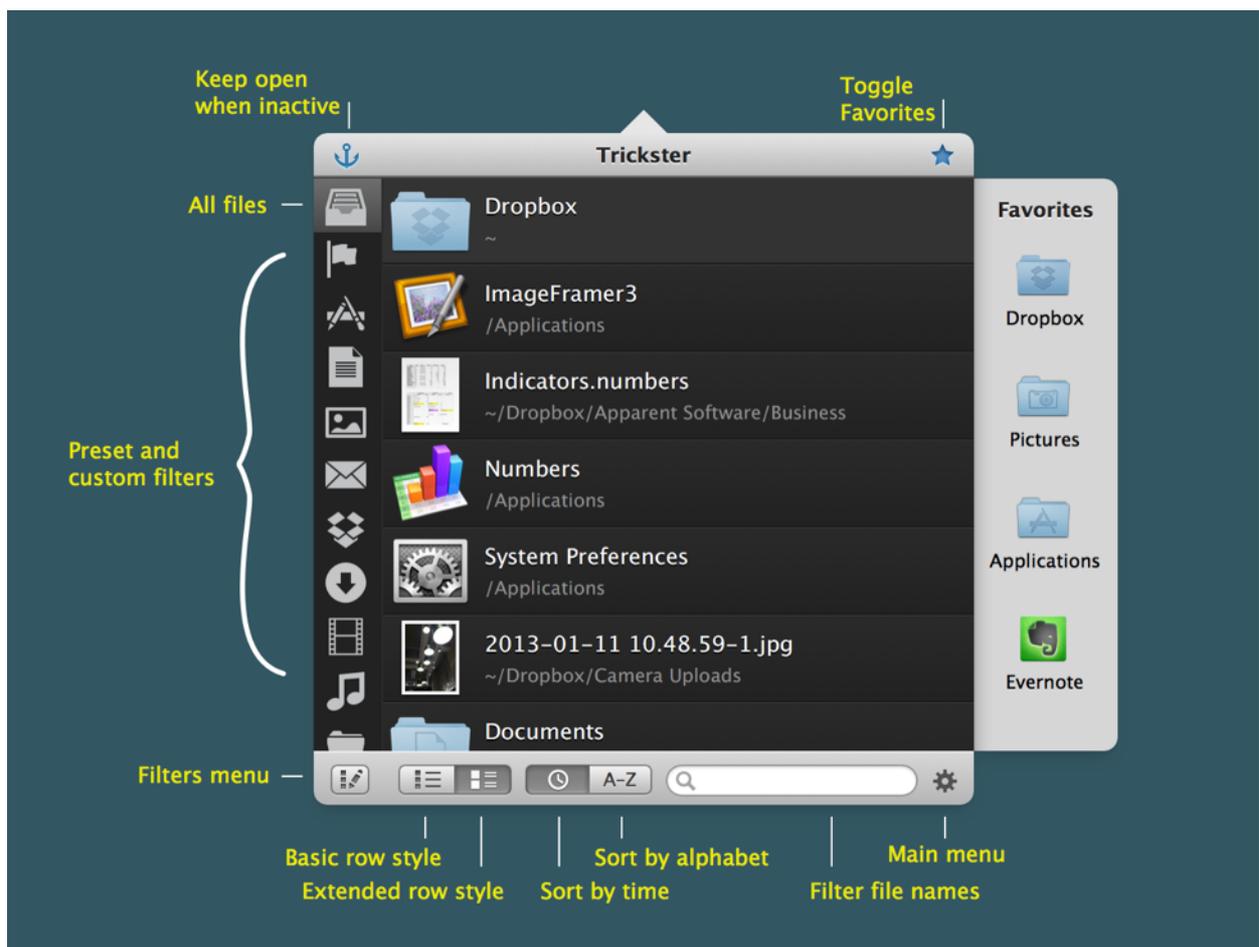
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# I. Welcome to Trickster

Welcome to the Trickster Manual. This chapter will help you get started quickly, while the next ones will provide more detailed description of various Trickster features.

The purpose of Trickster is to save you time spent on searching your files. It keeps track of the files, folders and applications you recently created, edited and downloaded on your Mac and lets you access them from a list in your menu bar.



- In the middle of the window there is a **recent files list**, showing your recent files, folders and applications. You can perform multiple actions on each item in the list.
- Icons on the left represent **filters**, that can help you view only relevant items, like images, folders, downloaded files etc.
- The bar on the right of the recent files list is **Favorites Sidebar**. It lets you save your most frequently used files, locations and apps.

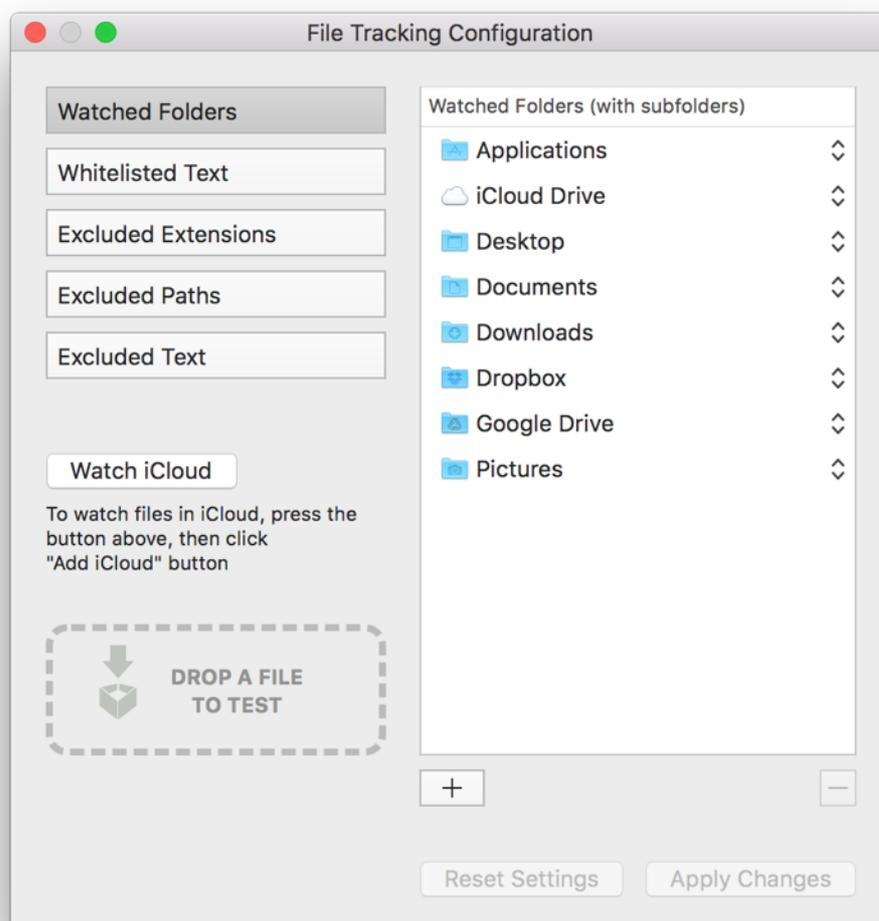
## Some useful things that can be done with Trickster:

- **Drag** files outside of Trickster from recent files list or from favorites to use them the same as dragging from Finder - paste to other apps, drop on app in Dock, drop in Finder to move (or copy if Option key is pressed).
- **Open** files and applications from Trickster recent files list by double-clicking on them or pressing 'Enter').
- **Preview** a file from the list by pressing 'Space'
- **Reveal a file in Finder** by pressing 'Command+Enter'.
- **Save your favorite folders and applications** in 'Favorites sidebar', and then drop a file on a folder to move it there or drop on a application to open it with that app.
  - **Install an app** you have just downloaded by dropping it to 'Applications' folder
  - Quickly **send email attachment** by dropping a file you want to send to 'Mail.app'
- **Drop file or files on Trickster icon** in the menu bar or inside Trickster file list in order to add them to the list. Useful for marking a file for getting back to it later.
- **Use preset filters** for easy finding a recent file. For example, if you want to find a photo you took a couple of weeks ago, select 'images' filter and just scan the thumbnails until you locate it.
- **Use custom filters** to pinpoint files related to a specific project. For example, you can create a filter for files in 'Documents\Finances' folder only, enabling you a quick access to your recent tax report documents.

## 2. Configure File Tracking

In order to keep your list clean of distractions, Trickster only tracks changes based on set of predefined rules. On a first launch, it asks to define the list of folders to be tracked. All files in folders listed in the “watched folders” list and their subfolders will be tracked by Trickster (unless they are excluded using one of below buttons).

You can add or remove folders to this list at any time, by opening “**Configure File Tracking**” dialog from filters menu, available from **Preferences** or from **Filters Menu** (invoked by clicking a button at the bottom left of Trickster window):



*"Configure File Tracking" Dialog*

Additional functionality available from this dialog is to exclude particular file types, paths and text in filenames, or “Whitelist” or force some files to appear in the list despite exclusion settings. You can learn more about each setting by holding a mouse cursor over the relevant button.

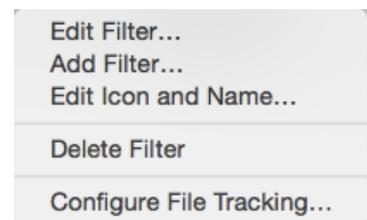
You can test your file tracking settings by dropping any file into “Drop a file to test” area - that will check if that file passes the set of currently defined tracking rules.

## 3. Filters

Icons on the left of the recent files list represent **filters**, that can help you view only relevant items, like images, folders, downloaded files etc.

The filter on top shows all files tracked by Trickster, so in fact it's not really a filter :-)  
You can learn the names of the rest of the filters by holding and pausing a mouse cursor over the relevant filter icon for a couple of seconds.

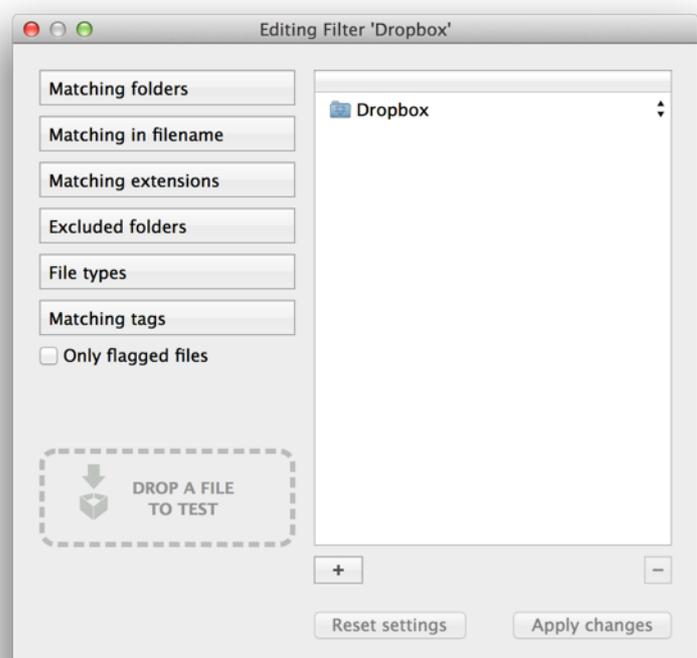
You can rearrange filters order by dragging and dropping a relevant filter to a desired location. You can edit a filter, it's name and icon, delete it or add a new filter by selecting a relevant option from **filter pop-up menu**, invoked by right-clicking (or ctrl+clicking) on filter icon:



You can access the same functionality from **Filters Menu**, invoked by clicking a button at the bottom left of Trickster window.

Editing an existing filter or adding a new one in **Filter Editor** shown below, you will be able to select which file extensions or types to include, which folders to include or exclude and more. You can learn more about each setting by holding a cursor over the relevant button.

You can test your filter settings by dropping any file into "Drop a file to test" area - that will check if that file passes the set of currently defined filtering rules.

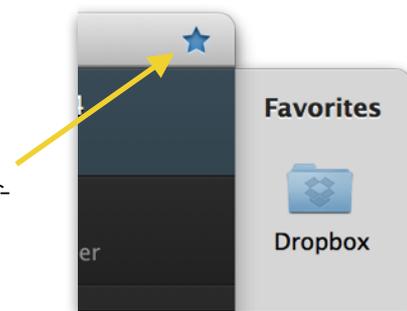


*Filter Editor dialog*

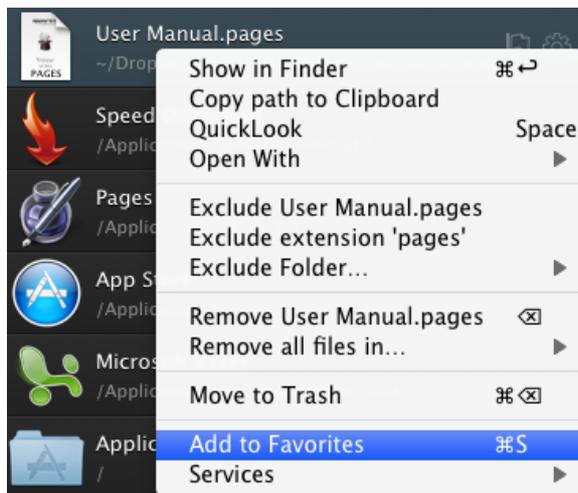
## 4. Favorites sidebar

The bar on the right of the recent files list is **Favorites Sidebar**. It lets you save your most frequently used files, locations and apps.

Favorites sidebar can be opened or closed by clicking on the star-shaped icon on the top right of Trickster's window.



By default it starts with several preset folders but you can add any other item to the list just by dragging it from Trickster recent files list or by selecting “**Add to Favorites**” from file pop-up menu, accessible by right-clicking on the file.

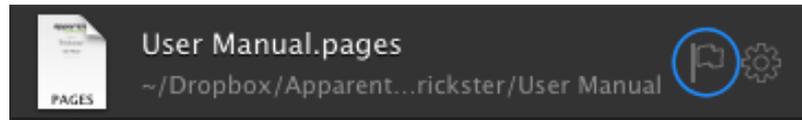


You can rearrange filters order by dragging and dropping a relevant filter to a desired location.

## 5. Advanced functionality

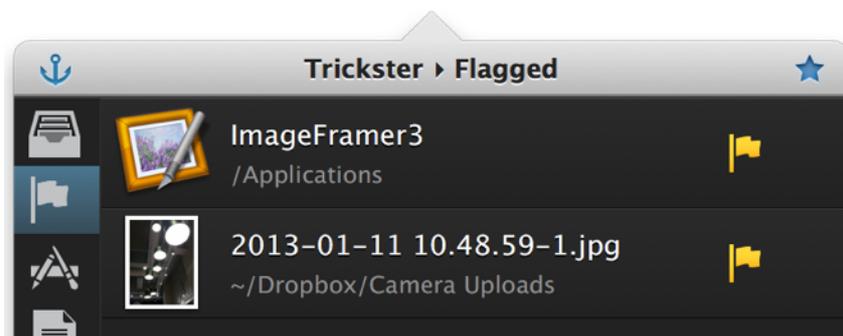
### Flagging

Trickster allows you to flag any file by clicking a small flag icon to the right of the file:



Flagged files are marked with little red flags, so you can easily spot them in the list. You can un-flag the file by clicking on this flag.

You can show only flagged files by selecting 'flagged' preset filter:



Most obvious use for flagging is to mark important files that you would like to get back to, for example unfinished document that you need to complete and send to your boss. Of course, that is just only one possible use, and you are more than welcome to find your own uses for flags.

### Multiple selection

You can select multiple files in Trickster recent files list and then perform actions on that group of files: move them to a folder, flag them, open with a particular application etc.

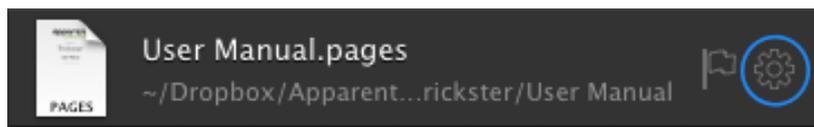
You can select several consequent files by clicking and then moving the mouse cursor up or down - all files under the cursor will be selected. Note that moving the cursor sideways, outside Trickster window will activate "drag & drop" mechanism.



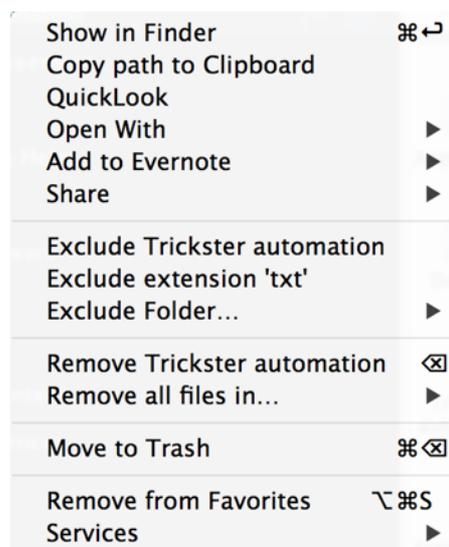
Example: 2 selected files

## File pop-up menu

Each item (or several items) in Trickster recent files list has a pop-up menu, accessible by either right-clicking on it or by clicking on a gear-wheel icon located on the right of that item:



The menu is customized for that particular entry, but it usually includes a large number of useful commands, including exposing this item to OS X 'Services', so power users are recommended to check it out:



Example of file pop-up menu

## Interoperability with OS X and other applications

Trickster has AppleScript support which gives access to the list of recent of selected files and also allows to add files to the list. There are other ways to add files to the list as well, including Services and *trickster-add-recent://* URL scheme. AppleScript documentation can be accessed by opening Trickster's scripting dictionary in the AppleScript Editor.

Sample scripts and more information on supported automation features can be found in this [article on our blog](#).

## 6. Using Trickster with the keyboard

Trickster is 100% keyboard-friendly. For ultimate productivity and speed, it can be used entirely without mouse or by combining mouse with keyboard shortcuts and hotkeys.

### Global hotkey

Control-Z - open and close the window. It can be modified in Preferences.

### Main window

⌘ I — Filters

⌘ 2 — Items

⌘ 3 — Favorites

Left, Right — move between sections

Esc — close window

⌘ , — Preferences

⌘ T — Configure global File Tracking, like watched and ignored folders

⌘ - — Basic file view (only filename, icon)

⌘ = — Extended file view (folder, preview)

⌘ N — Sort by Name

⌘ R — Sort by date (Recent on top)

letters, digits, some punctuation — start filtering filenames based on the text

^P — Previous item (same as up-arrow)

^N — Next item (same as down-arrow)

### In recent files list and in Favorites

Return — open selected file(s)

Command-Return — Reveal selected file(s) in Finder

Space — QuickLook selected file(s)

## In Filters

I-9 — Select the specific filter row

Up, Down — Next, previous filter

## In recent files list

⌘M — show the context menu for selected items (like the right click)

⌘C — Copy to clipboard

⌘F — Flag selected files

⌘⇧F — Remove flag from selected files

⌘S — Add selected files to favorites

⌘⇧S — Remove selected files from favorites

⌘⇧ or ⌘⇧ — Remove selected files from the list.

⌘ ⇧ ⇧ or ⇧ ⇧ — Move selected files to trash

⇧ ⇧ or ⇧ ⇧ — Remove from the list all files which are located in folders of the selected files. The files are not deleted from the disk and they are not excluded. They will appear again next time they're touched.

- If this command is performed on a folder listing, then all the listed files from inside this folder will be removed from the list.
- If you select a regular file listing, then the folder where this file is located will be used. So all files in the same folder and its subfolders will be removed from the list. For example, Alt-Delete on Mail.app will remove from the list all applications in /Applications.

## In File Tracker and Filter editors

I-5 — Select the relevant section

⌘= — Add new item (the “+” button)

⌘- — Remove selected items (the “-” button)

## In Search

⌘ — Clear search

Up/Down arrows or ⌘2 - switch to recent items list.