Agenda

- ✓ What is the finder?
- ✓ Creating Folders
- ✓ Colorizing Folders
- ✓ Arranging Folders
- ✓ Changing Views
- ✓ Using Sidebar
- ✓ Moving folders and documents
- ✓ Renaming folders and documents
- ✓ Quick View
- ✓ Creating an alias
- ✓ Saving documents to a folder
- ✓ Getting info

Organizing Your Files

Finder

The finder is the window that allows you to access and organize almost anything on your Mac

Creating

You can create a folder in a few ways:

1. File -> New Folder
2. Right-Click -> New Folder
3. Use the Action Menu

Colorizing

You can change folder color in a few ways:

1. File -> Label
2. Right-Click -> Label
3. Use the Action Menu

Arranging

You can arrange by: Name, kind, application, date last opened, date added, date modified, date created, size, label

1. View -> Arrange By...
2. Right-Click -> Arrange By...
3. Use the Action Menu

Views

You can view by:

- Icons
- List
- Columns
- Flow

Sidebar

You can add folders or documents to the Favorites section of your sidebar so that you have quick access. To do this, drag and drop the folder to the location on the sidebar. To delete, right-click.

Moving

To move a folder, you simply drag and drop it to the new location.

Renaming

To rename a folder (or document), click on the name of the item SLOWLY two times. The name will be highlighted and you can type in the new name.

Quick View

To take a look at a document, click on it and hit the space bar.

Alias

You can create an alias (a shortcut) to a folder if you want to put it on your desktop. Right click on the folder and select "Make Alias". Drag the alias to the desktop or wherever you would like it.
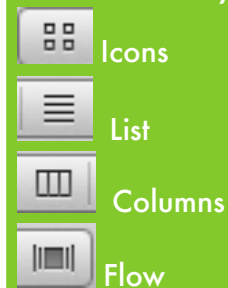
Saving

When you save, you need to make sure the folder you want to save to is in the save to box

TechTips

You can also create a new folder by clicking in the bottom right of the window

New Folder

Getting Info

Sometimes you want more information on a folder or document. You can find out the size, change the name, and get other information. Right click on the folder and select Get Info. You can also select the folder and cmd-i.