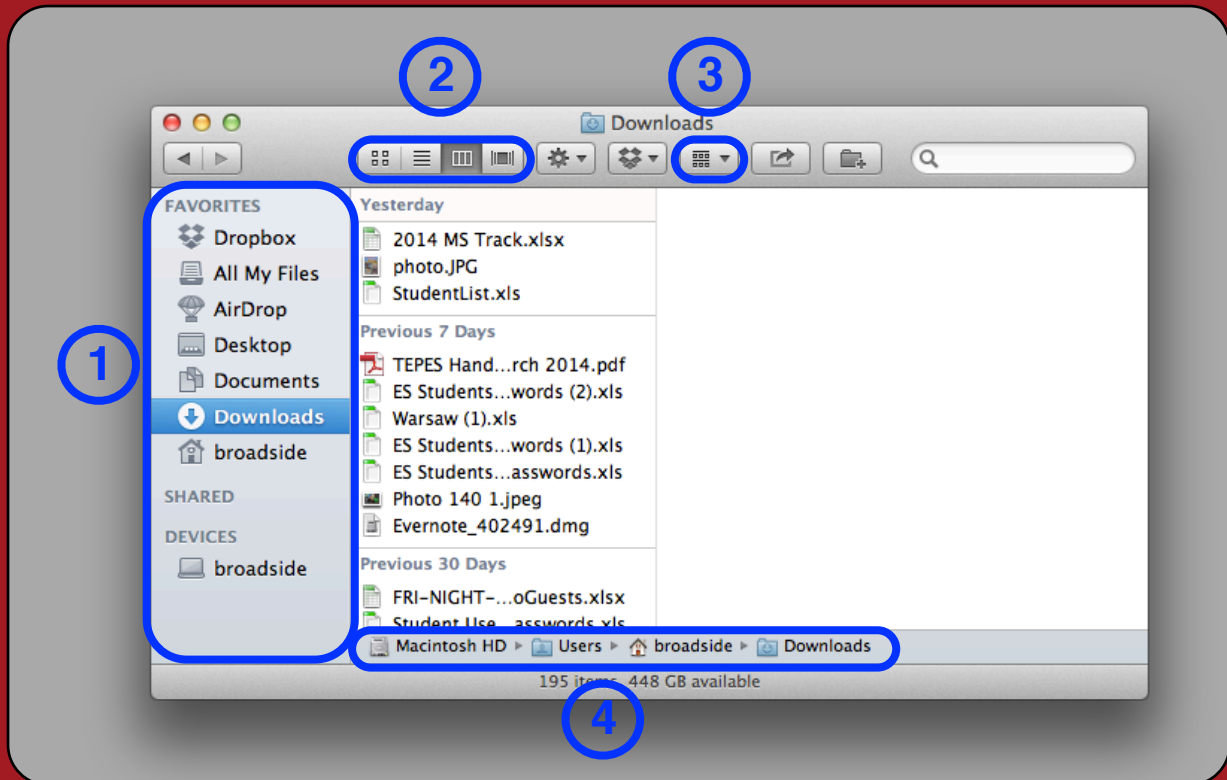


# UNDERSTANDING AND USING FINDER



## 1 Sidebar

- Favorites - like a shortcut
- Shared - other resources you have access to
- Devices - peripheral devices plugged into your computer (USB, etc)

## 2 Views

- How you choose to view the folders and files
- Icon / List / Column / Flow

## 3 Arrange

- allows you to sort contents of a particular folder or space

Name
Kind
Application
Date Last Opened
<input checked="" type="checkbox"/> Date Added
Date Modified
Date Created
Size
Label
None

## 4 Pathbar

- Shows the location pathway of selected item
- You can Show/Hide Pathbar in View Menu

## Quick Look

- Allows you to look at selected file without opening application
- Select a file, tap the spacebar

## AirDrop

- Allows you to transfer files to other Macs in your immediate area
- You both have AirDrop selected, drag and drop file onto the icon of Mac you want to transfer file to

## Customize Toolbar

- Right Click on Toolbar
- Choose a view option
- Add or delete items from toolbar

## Finder Preferences

- Set different preferences for Finder views and actions
- General / Labels / Sidebar / Advanced

