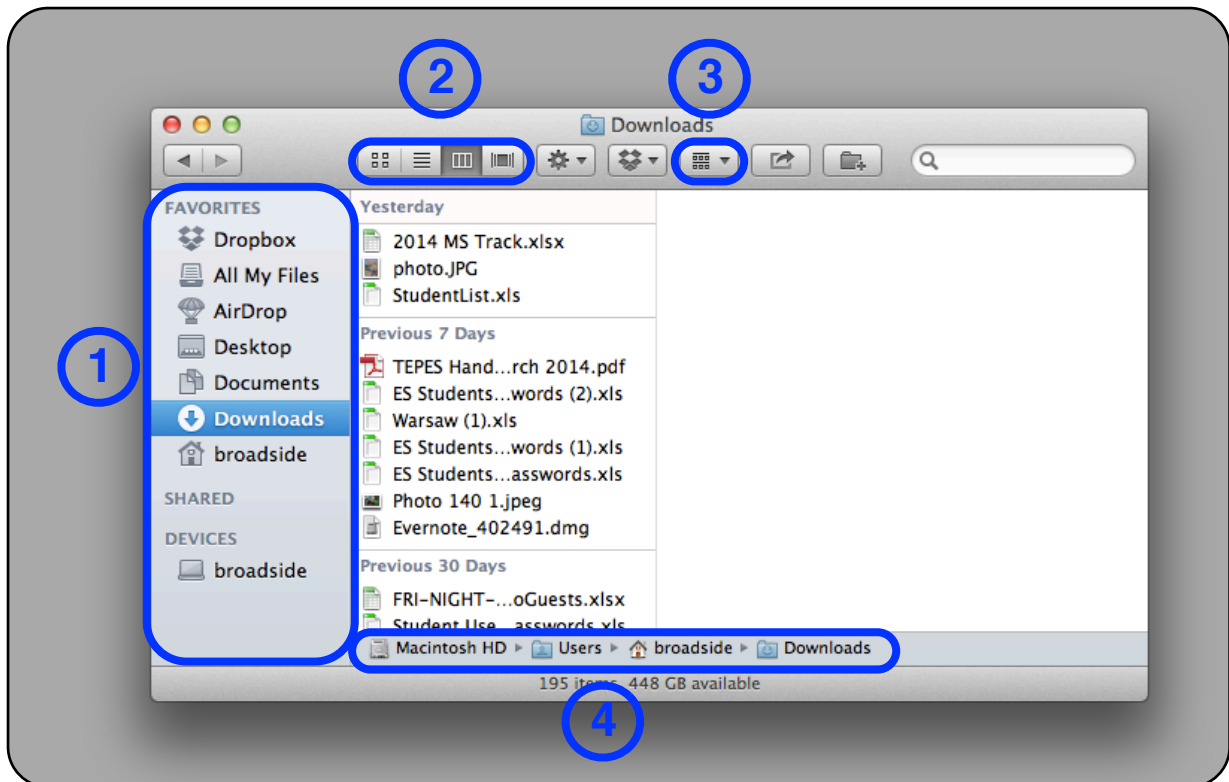# Understanding and Using Finder

Sidebar
1
- Favorites - like a shortcut
- Shared - other resources you have access to
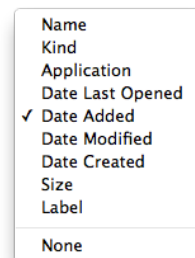- Devices - peripheral devices plugged into your computer (USB, etc)

Views
2
- How you choose to view the folders and files
- Icon / List / Column / Flow

Arrange
3
- allows you to sort contents of a particular folder or space

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

Pathbar
4
- Shows the location pathway of selected item
- You can Show/Hide Pathbar in View Menu

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

Connect to ASW Server
- Go Menu/Connect to Server
- smb://shares.asw.waw.pl/Shares
- smb://shares.asw.waw.pl/Teachers

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