

What the Heck is the Finder?

1. Finder

- 1.1. An app that runs on your Mac
- 1.2. It's been there since the beginning
- 1.3. It's gone through several iterations
- 1.4. At its core, the Finder is how you manage the file system on your Mac

2. It's meant to run all the time

- 2.1. It's not in the Applications folder; it always occupies the far end of the Dock
- 2.2. Click the Finder's Dock icon to open a Finder window
- 2.3. If the Finder starts misbehaving, relaunch it
 - 2.3.1. Apple > Force Quit... > select the Finder, click Relaunch

3. Anatomy of a Finder window

- 3.1. Window controls
 - 3.1.1. Click the red button to close a window
 - 3.1.2. Click the yellow button to minimize a window to the Dock; click the window in the Dock to bring it back to full size
 - 3.1.3. Click the green button to put the window into full-screen mode
 - 3.1.3.1. Best for notebook-sized screens
 - 3.1.3.2. Menu bar and window controls disappear
 - 3.1.3.3. Move pointer to top of the screen to reveal the menu bar and window controls

3.1.3.4. Click green button to exit full screen mode

3.1.4. Split view mode

3.1.4.1. Work in two apps side-by-side at the same time

3.1.4.2. Probably best for notebook-sized screens

3.1.4.3. Hover over green button to reveal a menu to move the window to the left or right side of the screen

3.1.4.4. Click a second open app to occupy the other side of the screen

3.1.4.5. Exit split view by moving the pointer to the top of the screen and clicking a window's green button

3.2. Sidebar

3.2.1. Four categories: Favorites, iCloud, Locations, Tags

3.2.2. The Sidebar is the same in all Finder windows

3.3. Toolbar

3.3.1. Buttons for common commands, similar to toolbars in other apps

3.4. Title Bar

3.4.1. Big Sur blends it into the sidebar and Toolbar

3.5. Tab Bar

3.5.1. Like other apps, Finder can display separate views in tabs within one window

3.5.2. + button creates new tabs

3.6. Path Bar

3.6.1. Shows the path to the location of a selected file or folder

3.7. Status Bar

3.7.1. Provides information about a selected item or its enclosing folder

3.7.2. Resize slider for icon view

4. Using Finder windows

4.1. Sidebar

4.1.1. View > Show/Hide Sidebar on a window-by-window basis

4.1.2. Choose Finder > Preferences... > Sidebar to select the items that appear in various categories in the Sidebar

4.1.3. Point to categories in the Sidebar to expose a disclosure arrow to hide or show the category's contents

4.1.4. Drag to re-order items within a category

4.1.5. Favorites

4.1.5.1. Add additional items to Favorites by dragging them to the Sidebar

4.1.5.2. An item added to the Favorites area is an alias (or pointer) to the original item

4.1.5.3. Drag the item out of the Sidebar to remove it; the original is not disturbed

4.1.6. iCloud

4.1.6.1. Access to files and folders stored in iCloud Drive

4.1.7. Locations

4.1.7.1. External disks, connected servers, connected devices and other items can appear here

4.1.7.2. iPhones and iPads connected to your Mac appear here. Use Finder (not Music app) to sync data with your Mac.

4.1.8. Tags

4.1.8.1. Choose Finder > Preferences... > Tags to customize tags (add, delete, rename, display, change colors)

4.1.8.2. To add a tag to an item, drag the item to the tag in the Sidebar or control-click the item

4.1.8.3. Items can have multiple tags

4.1.8.4. Click a tag in the Sidebar to see all items bearing that tag

4.2. Toolbar

4.2.1. Default set of buttons

4.2.1.1. Back/forward buttons

4.2.1.1.1. Finder windows can operate like a web browser; move back and forward in the same Finder window or tab

4.2.1.2. View

4.2.1.2.1. Icon

4.2.1.2.1.1. The original view option

4.2.1.2.2. List

4.2.1.2.2.1. Click a column header to sort by that category; click the arrow in the header to reverse the sort

4.2.1.2.3. Column

4.2.1.2.3.1. A NeXT contribution to OS X

4.2.1.2.3.2. See the file system in columns that spawn when needed

4.2.1.2.3.3. See a preview of an document

4.2.1.2.4. Gallery

4.2.1.2.4.1. Best with graphics files

4.2.1.3. Group

4.2.1.3.1. Group items in a window's view by various characteristics

4.2.1.4. Share

- 4.2.1.4.1. Select an item and email it, send it attached to a message, or AirDrop it to others
- 4.2.1.4.2. Items in iCloud Drive can be shared with others
- 4.2.1.5. Add Tags
- 4.2.1.6. Action
 - 4.2.1.6.1. Some common commands that can save you a trip to the menu bar
 - 4.2.1.6.2. Other apps can place items in this drop down menu
- 4.2.1.7. Search
 - 4.2.1.7.1. Yes, the Finder finds. It didn't always.
 - 4.2.1.7.2. Enter a search term
 - 4.2.1.7.3. Narrow or expand the scope of the search
 - 4.2.1.7.4. Click + button to add additional criteria
 - 4.2.1.7.5. Click Save to create a Smart Folder (or saved search) that can be placed anywhere you like, including the Sidebar
 - 4.2.1.7.6. A Smart Folder does not move any files or folders on your Mac; it merely displays them in one place
 - 4.2.1.7.7. Create other Smart Folders by choosing File > New Smart Folder
- 4.2.2. Customize the Toolbar
 - 4.2.2.1. View > Customize Toolbar
 - 4.2.2.2. Drag items to the Toolbar (or drag the default set)
 - 4.2.2.3. Rearrange items in the Toolbar by dragging them
 - 4.2.2.4. Remove items by drawing them out of the Toolbar
 - 4.2.2.5. Show icon, text, or both for Toolbar items
- 4.2.3. Window name

- 4.2.3.1. Point at window name to reveal a proxy icon
- 4.2.3.2. Command click the proxy icon to reveal the item's path
- 4.2.3.3. Drag the proxy icon to perform an action with it
 - 4.2.3.3.1. Drag it to a different tab or window
 - 4.2.3.3.2. Drag it to the Trash
 - 4.2.3.3.3. Drag it to the body of a mail message to attach it

4.3. Tab bar

- 4.3.1. Each Finder window can contain multiple tabs
- 4.3.2. Click + button to add a new Tab, or choose File > New Tab
- 4.3.3. Drag to rearrange tabs
- 4.3.4. Drag a tab out of window to make a new window with that tab in it
- 4.3.5. Click the x to close the tab
- 4.3.6. Drag an item from one tab to another to move it

4.4. Path Bar

- 4.4.1. Choose View > Show/Hide Path Bar to enable/disable it on a window-by-window basis
- 4.4.2. Shows the path to the location of a file or folder
- 4.4.3. Double-click an item in the Path Bar to open it
- 4.4.4. Drag an item to the Path Bar to move it there

4.5. Status Bar

- 4.5.1. Choose View > Show/Hide Status Bar to enable/disable it on a window-by-window basis
- 4.5.2. Provides information about selected item or its enclosing folder
- 4.5.3. Resize slider for icon view

5. Common Finder tasks

5.1. Make a new folder

5.1.1. File > New Folder

5.1.2. Folders can be created within folders

5.2. Move an item to a new location

5.2.1. Drag it from one location to another

5.2.1.1. Dragging an item to a new location on the same disk moves the item

5.2.1.2. Dragging an item to a location on a different disk copies the item

5.3. Copy an item to a new location on the same disk

5.3.1. Hold down the option key while dragging the icon to a new location

5.3.2. Select an item and choose Edit > Copy, then active the window for the new location and choose Edit > Paste

5.4. Duplicate an item

5.4.1. Option-drag the item or choose File > Duplicate

5.5. Quick Look

5.5.1. See the contents of a file without opening it

5.5.2. Select an item and choose File > Quick Look or press the space bar

5.6. Rename an item

5.6.1. Select the item and press return on the keyboard (or choose File > Rename)

5.6.2. Type a new name and press return

5.7. Open with a non-default application

5.7.1. Select the item and choose File > Open With...

5.8. Get information about an item

5.8.1. Select the item and choose File > Get Info

5.9. Make an alias

5.9.1. Select the item and choose File > Make Alias

5.9.2. If the original item is moved, the alias will still find it

5.10. Delete an item

5.10.1. Drag it to the Trash icon at the far end of the Dock

5.10.2. Or choose File > Move to Trash or press command-delete on the keyboard

5.10.3. By default, items stay in the Trash until you empty it

6. Cleaning up icons

6.1. Open a window and choose View > Clean Up or View > Clean Up By...

6.2. Organize icons on the Desktop into stacks

6.2.1. Choose View > Use Stacks

6.2.2. Choose View > Group Stacks By to organize the stacks further

6.2.3. Choose View > Use Stacks to revert to your cluttered Desktop

7. Odds and Ends

7.1. Finder > Preferences...

7.1.1. General

7.1.2. Advanced

7.2. Go menu

7.2.1. A quick command to go to common locations, recent folders, servers

7.3. Window menu

7.3.1. Access any open Finder window

7.3.2. Also access by right-clicking on the Finder icon in the Dock

7.4. View options

7.4.1. Use to change the way your desktop or Finder windows appear

7.4.2. Click a Finder window (or close all Finder windows to set options for the Desktop) and choose View > View Options

7.4.3. Set Icon size, grid spacing, text size, label position, background of window

8. Help

8.1. Help menu

8.1.1. Type a command to find it in the menus

8.1.2. macOS Help

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