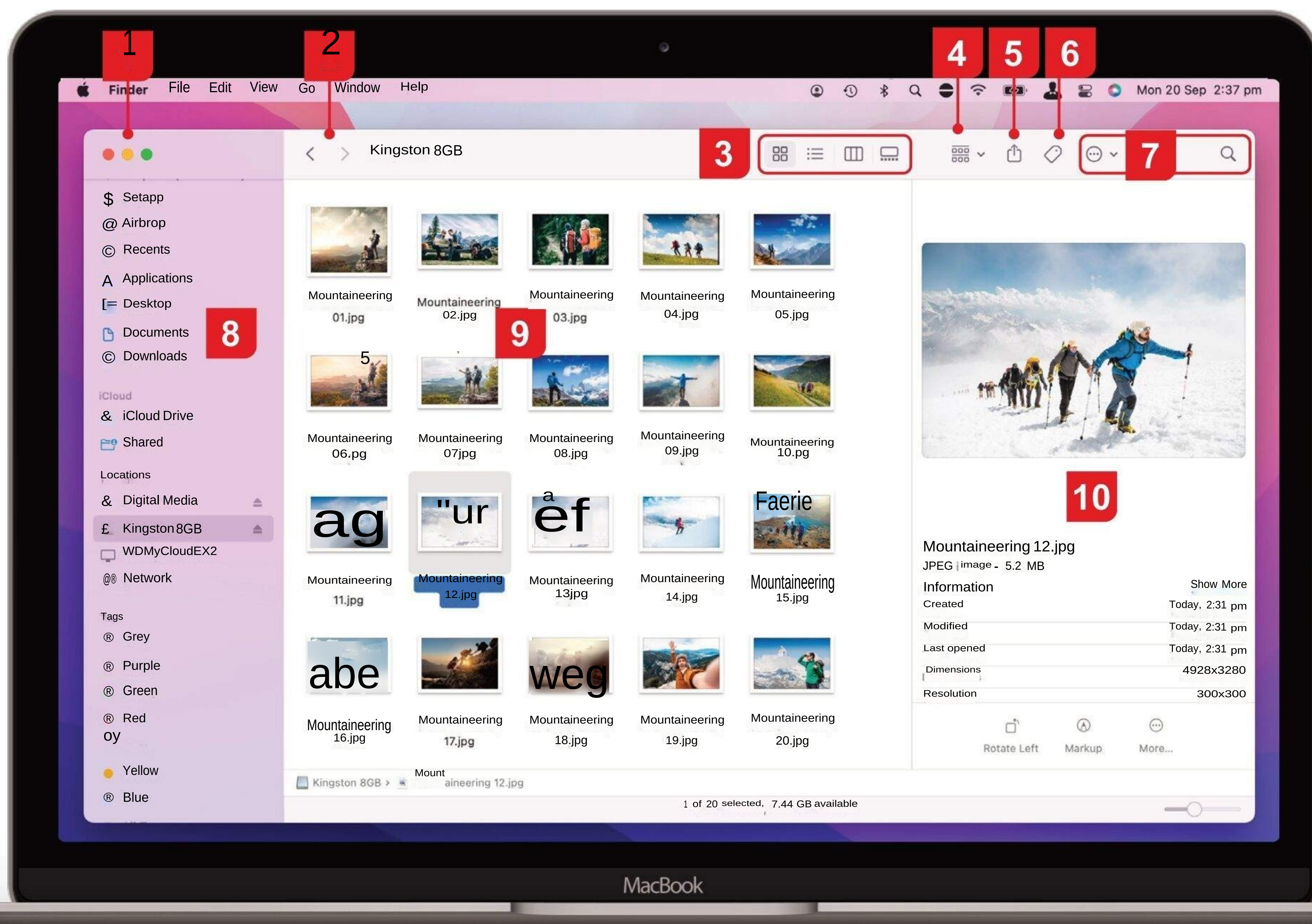




Using Finder Files, Folders & Apps

Finder is the main app that underpins everything you do in macOS, so it's worth taking the time to discover its features and functions. On these pages you'll see how Finder works and how you can use the Finder window; including its navigation controls, viewing tabs and more, to get the most from it.

- 1** **Window Control Options:** Use the gumdrops to close or minimise the window or open it in full-screen mode. We'll cover this on the next page.
- 2** **Navigation Controls:** The chevron buttons in the top left corner of the window take you forwards or backwards through your navigation history.
- 3** **View Options:** These four buttons let you set-up how you view the files and folders in the Finder window; whether as icons, a list, in columns or as a cover flow which gives you a much larger visual preview.
- 4** **ItemArrangement List:** Click on the button shown here to order the contents of the window; according to date, alphabetically and more.
- 5** **Share Button:** The Share button is found in many places throughout macOS. Here you can highlight a file or folder and click the button to send it by email, AirDrop etc.
- 6** **Tags Button:** You can tag a file or folder to make it easier to spot or group it with other documents and folders. An item can have more than one tag. Click on a tag in the sidebar to show items labelled with that particular tag.



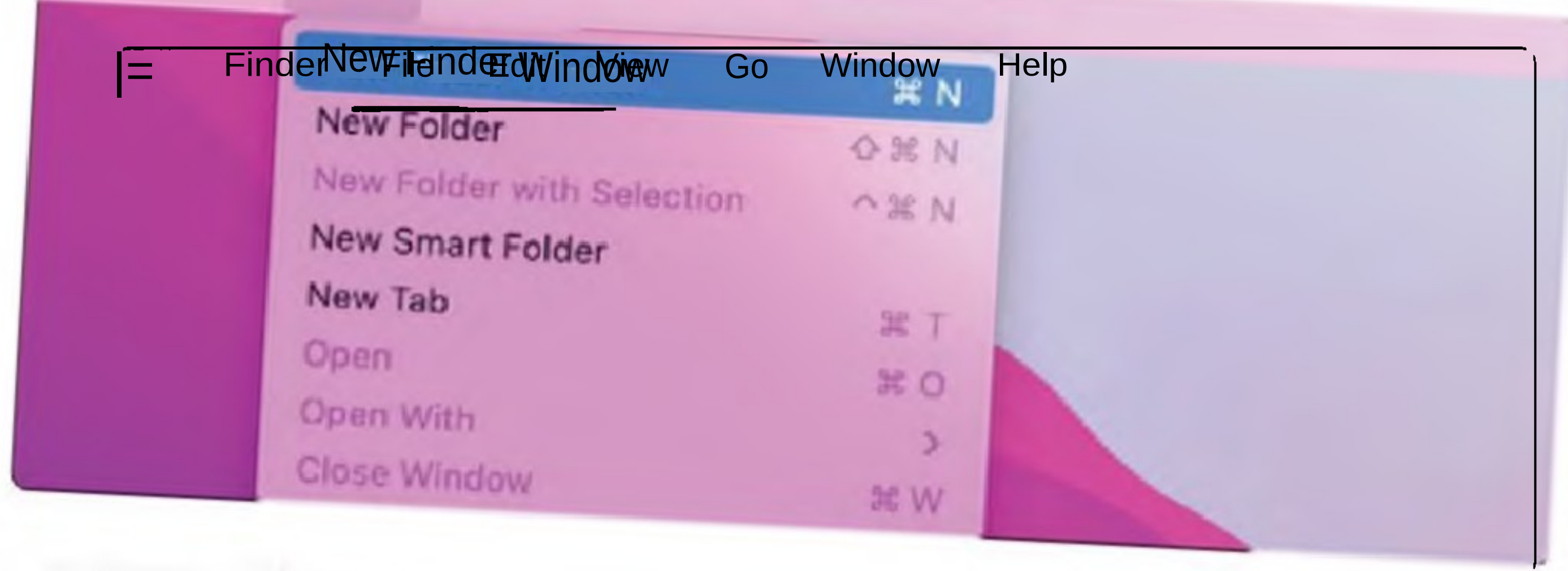


7 Perform Tasks and Search: The Perform Tasks icon enables you to perform certain tasks within the folder or highlighted file, such as create a New Folder, Move to Bin, Duplicate and more. Next to this is the Search bar. If you're looking for a specific item, type its name or contents into the Search field and press Enter.

8 Sidebar: There are various options on the Finder window's sidebar. You can open specific folders like Documents or Downloads, access external or network drives and more. To hide and show the sidebar, use the View menu to toggle it on or off or enter ctrl-cmd-S.

Displaying a Finder Window

There are several ways of opening a new Finder window on your Mac's desktop. Let's take a look at each in turn.



Using Menus

Click a clear space on the desktop once, open the File menu and select New Finder Window. A window then appears.

Shortcut Keys

Click a clear space on the desktop once to make sure you're in Finder, then press cmd-N together. A new Finder window appears on the desktop.

Using the Dock

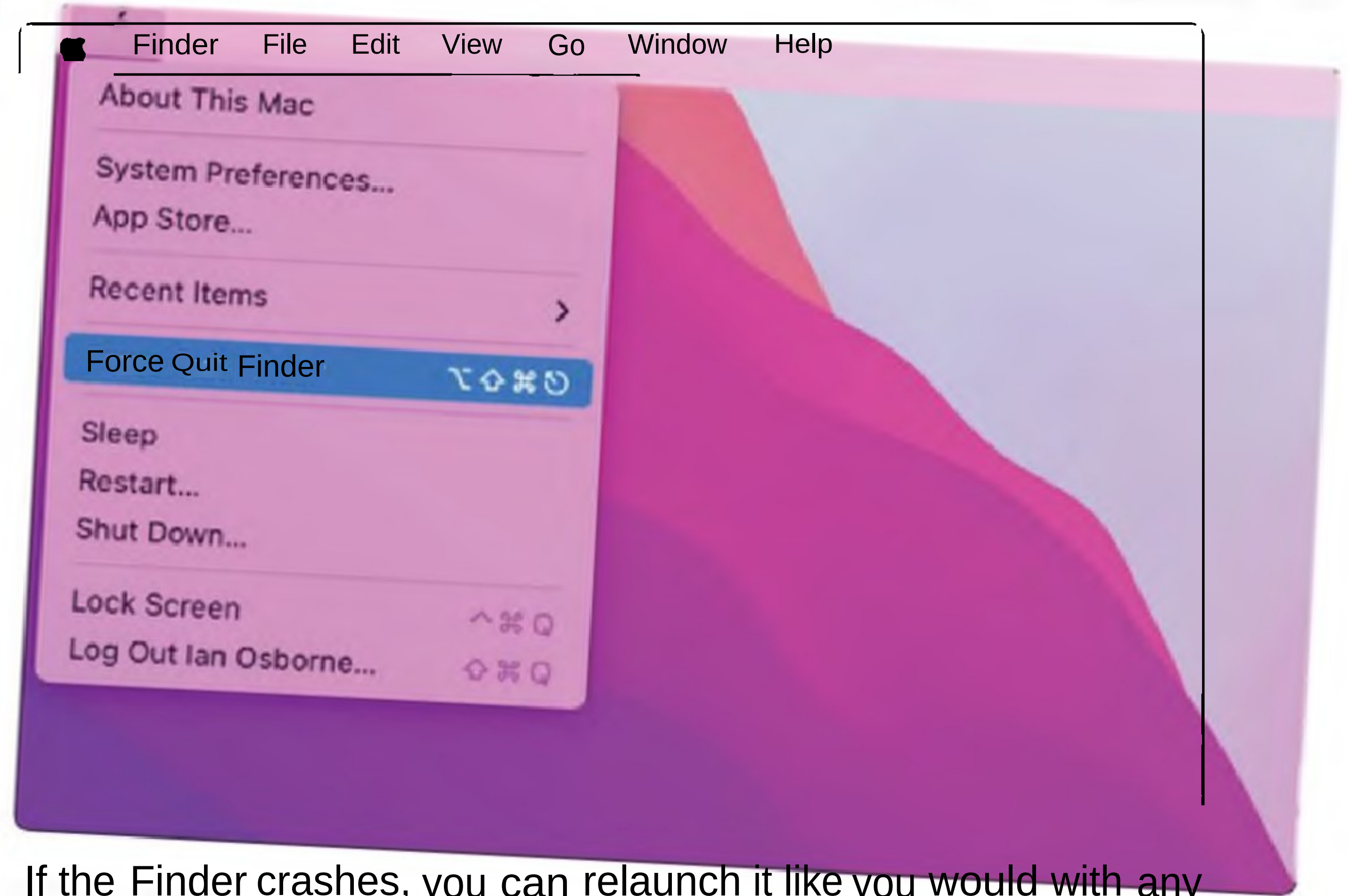
If it isn't already displayed, move your mouse cursor to the bottom of the screen to open the Dock. Click the Finder Window to create a new window.

9 File/Folder View: This shows the files and folders contained in the currently open folder. They're shown in the format chosen in the View Options (see feature number 3). Here, as you can see, we've gone for the icon view.

10 Preview: This is a preview of the currently selected file in the main window. It shows the title, file size and various details about it. There are also options at the foot of the Preview sidebar, such as rotating or marking up a graphic or creating a PDF from a document. The preview sidebar is optional but useful; you can close it in the View menu or by pressing Shift-cmd-P

How to Relaunch Finder

If the Finder has crashed or isn't behaving as it should, follow this tip to close it like a crashed app and relaunch it.



If the Finder crashes, you can relaunch it like you would with any other crashed app. The easiest way to do this is to click on the desktop to make sure you're in Finder, hold down the Shift key and click on the Apple menu. The Force Quit option has become Force Quit Finder. Incidentally, you can use this method to quit any running app. Just click on one of its windows to bring it to the fore, hold Shift and click on the Apple menu.

Window Controls Options.

The coloured buttons, or gumdrops, are found in the top left corner. Hover over them and a symbol appears in each of them.

Close

Click once on the red button containing a cross. This will work with the majority of windows and applications.

Minimise

Click the orange button containing a sign. Again this will work with almost all windows and apps.

Full Screen

Click the green button with two triangles. This will full-screen most windows.

Navigation Controls.

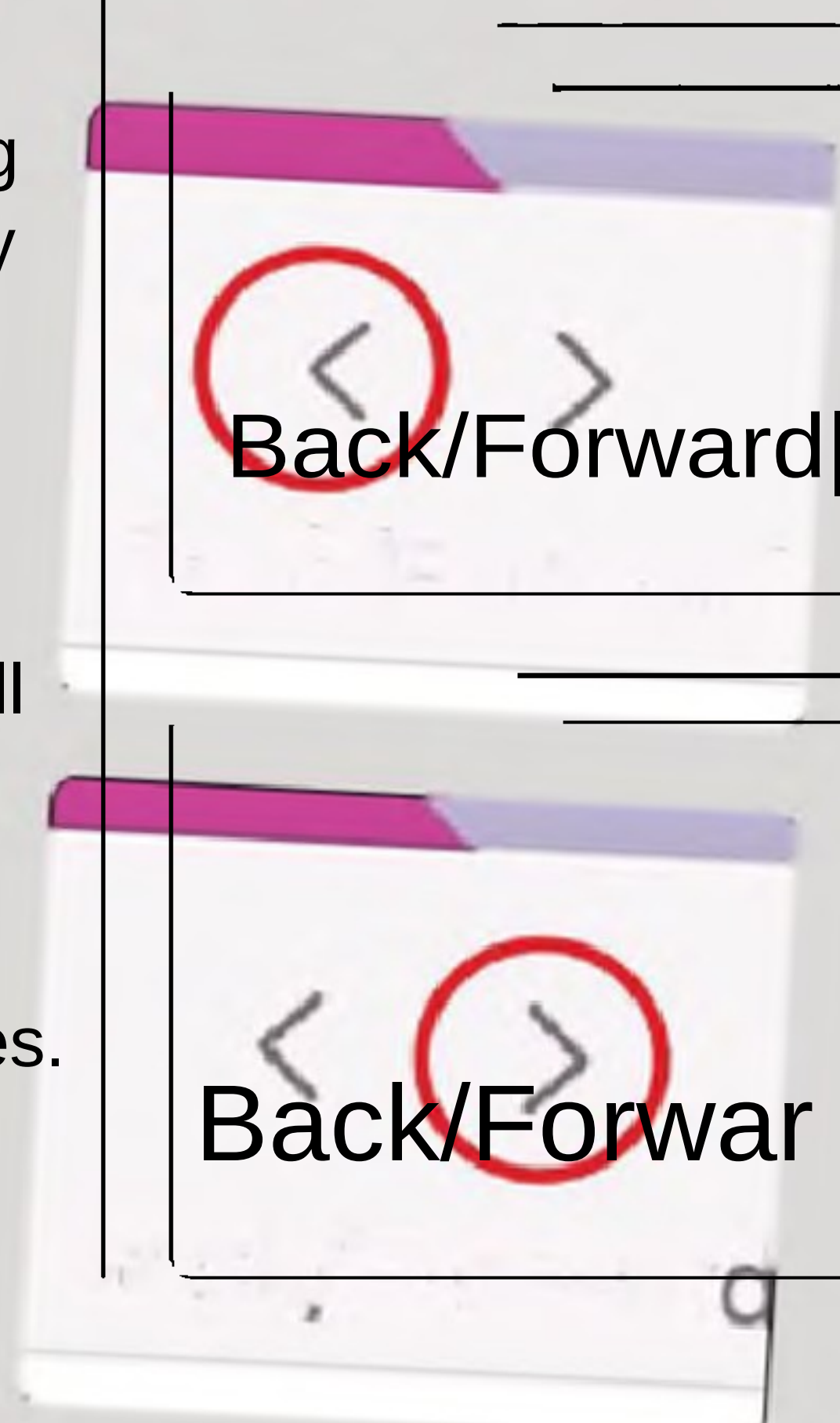
These simple controls allow you to retrace your steps backwards and forwards through Finder.

Navigate to a Previous Page

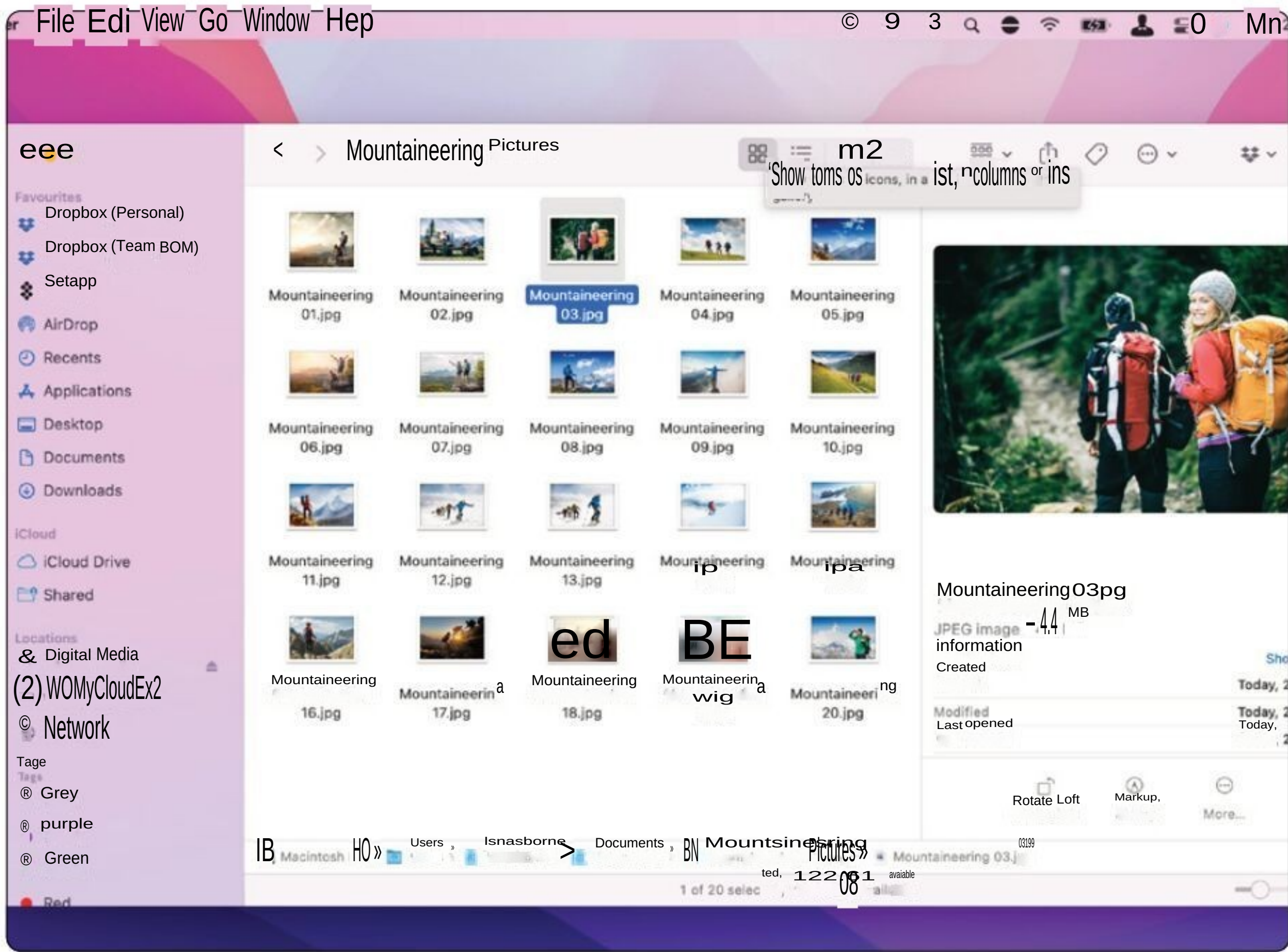
Click the left hand arrow. To continue stepping backwards, repeat step one as many times as necessary.

Using the Forward Control

If you've moved to a previous page, this button offers step-by-step navigation to your original starting point. Simply click the right-hand arrow as many times as needed.

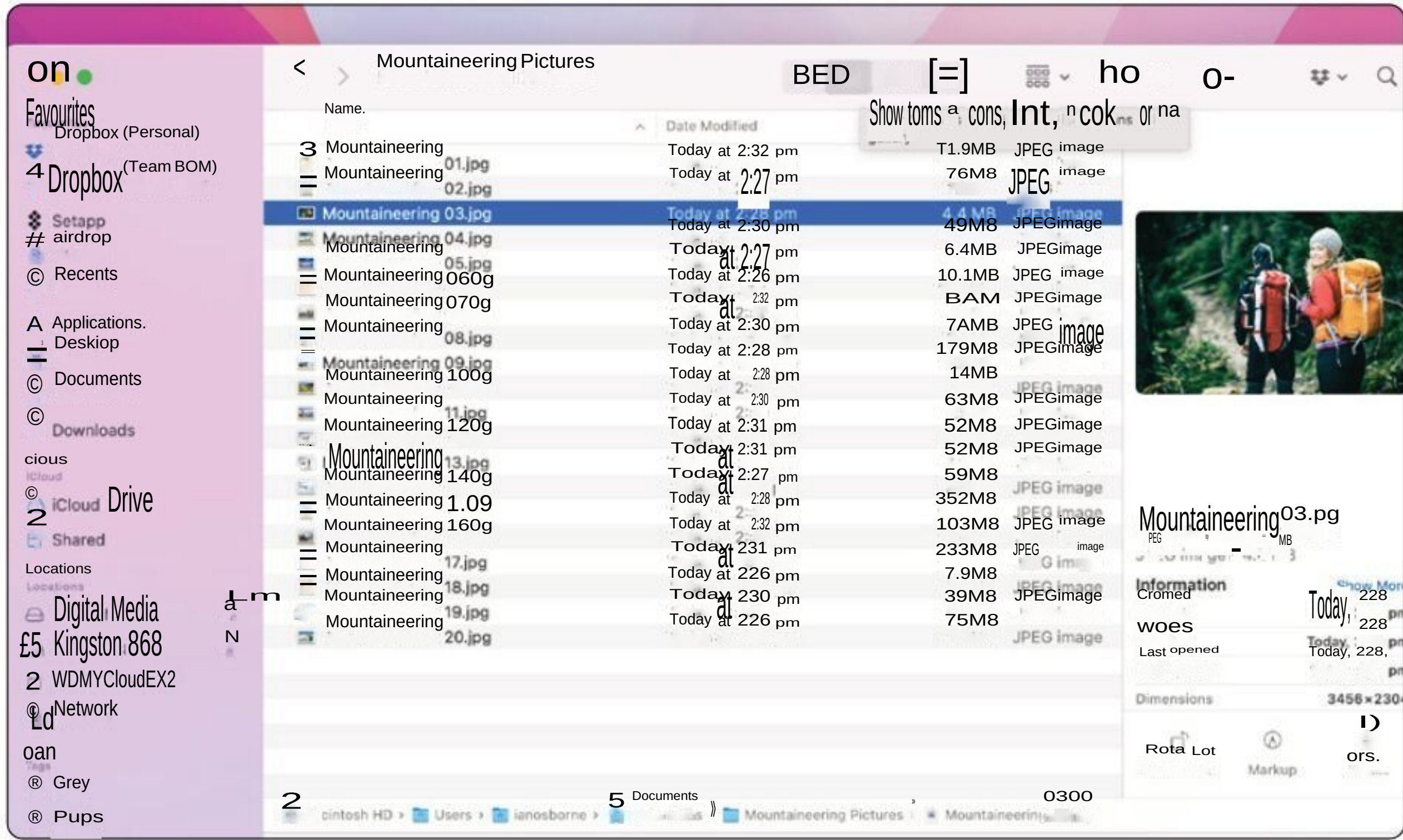


View Options



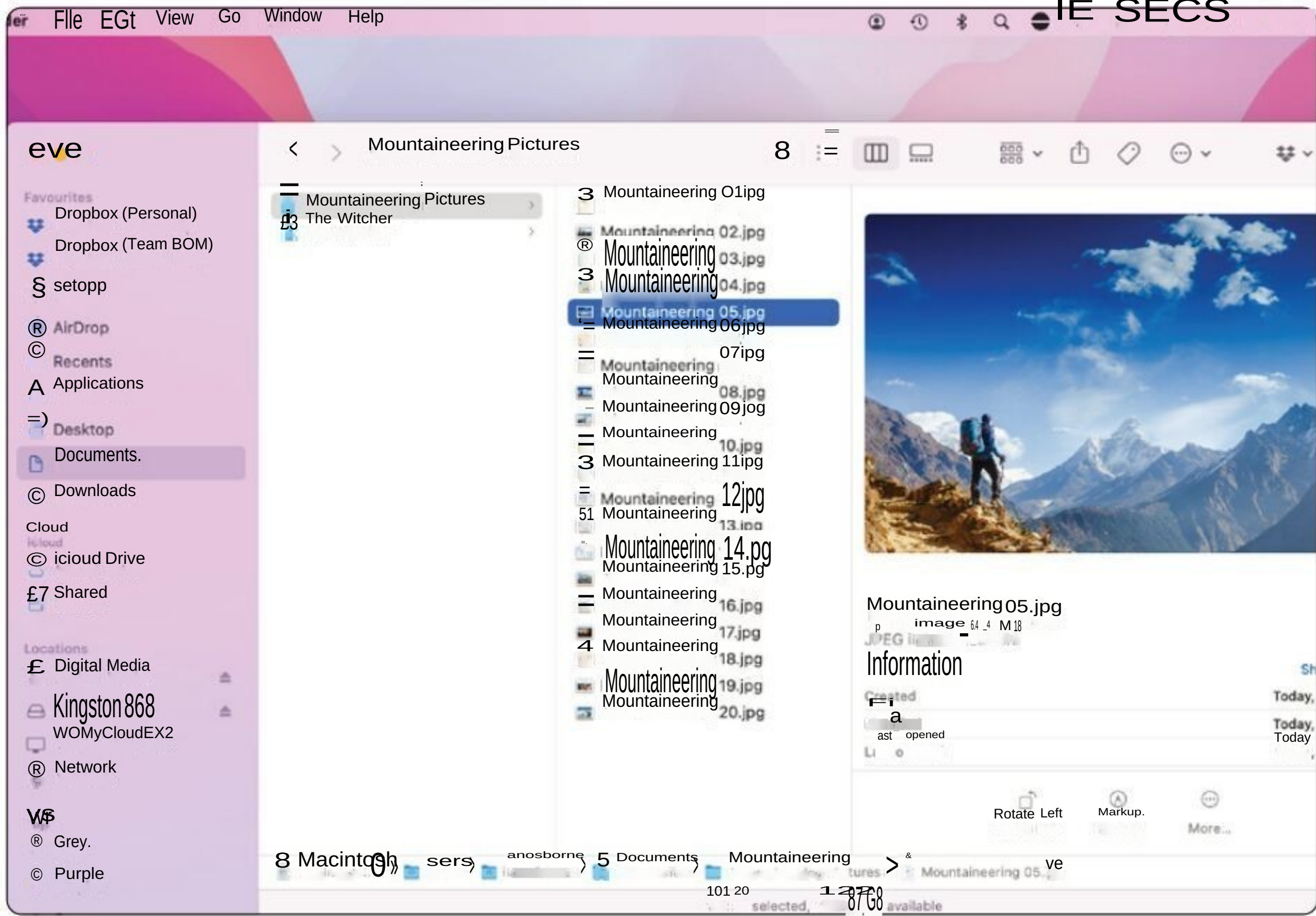
View Window Contents as Icons

To display your files and folders as a collection of icons, first open a Finder window then click the first button on the toolbar, showing a group of four squares.



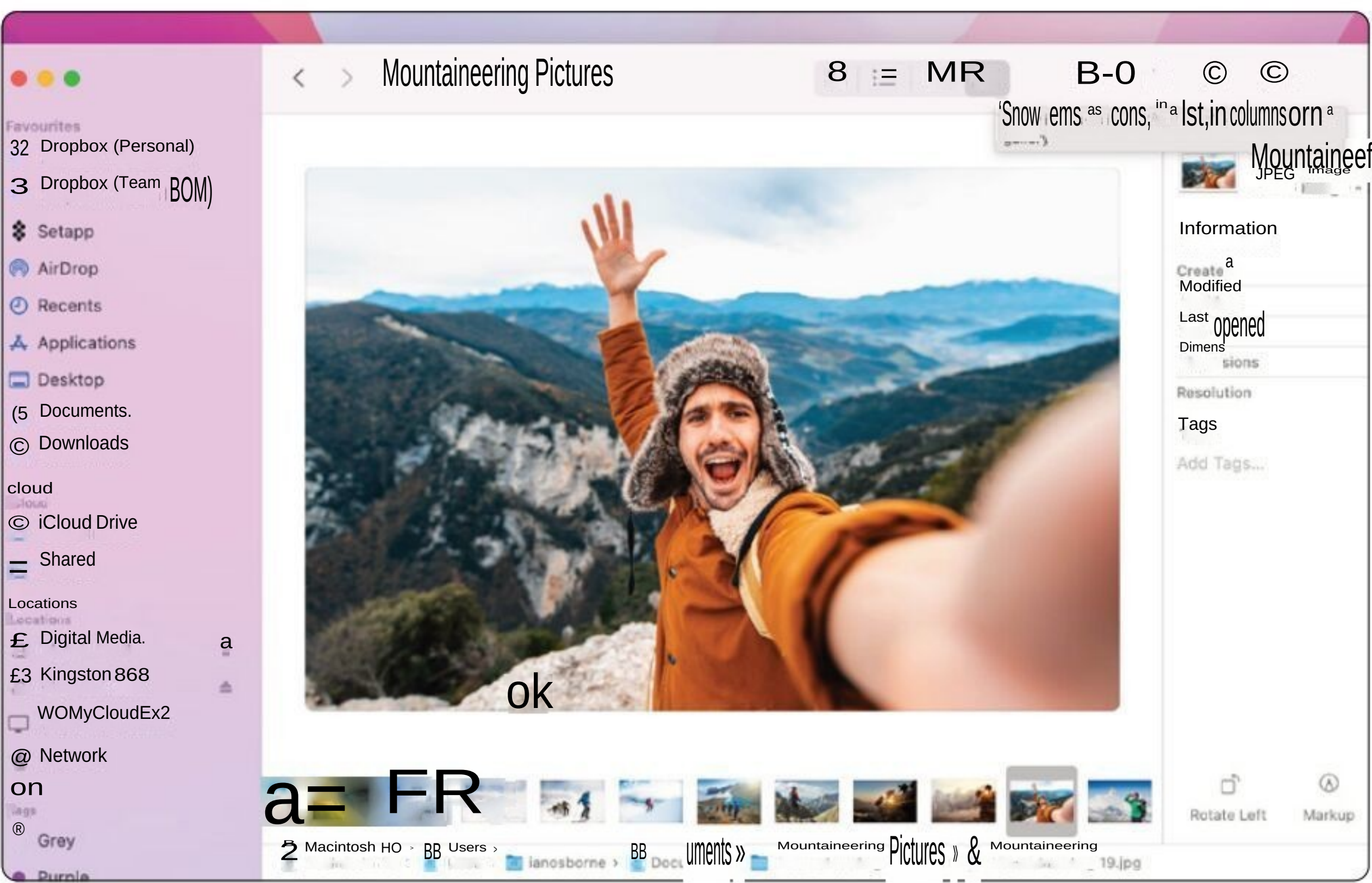
View Window Contents as Lists

With an open Finder window, click the second button on the toolbar to use a simple but effective list display.



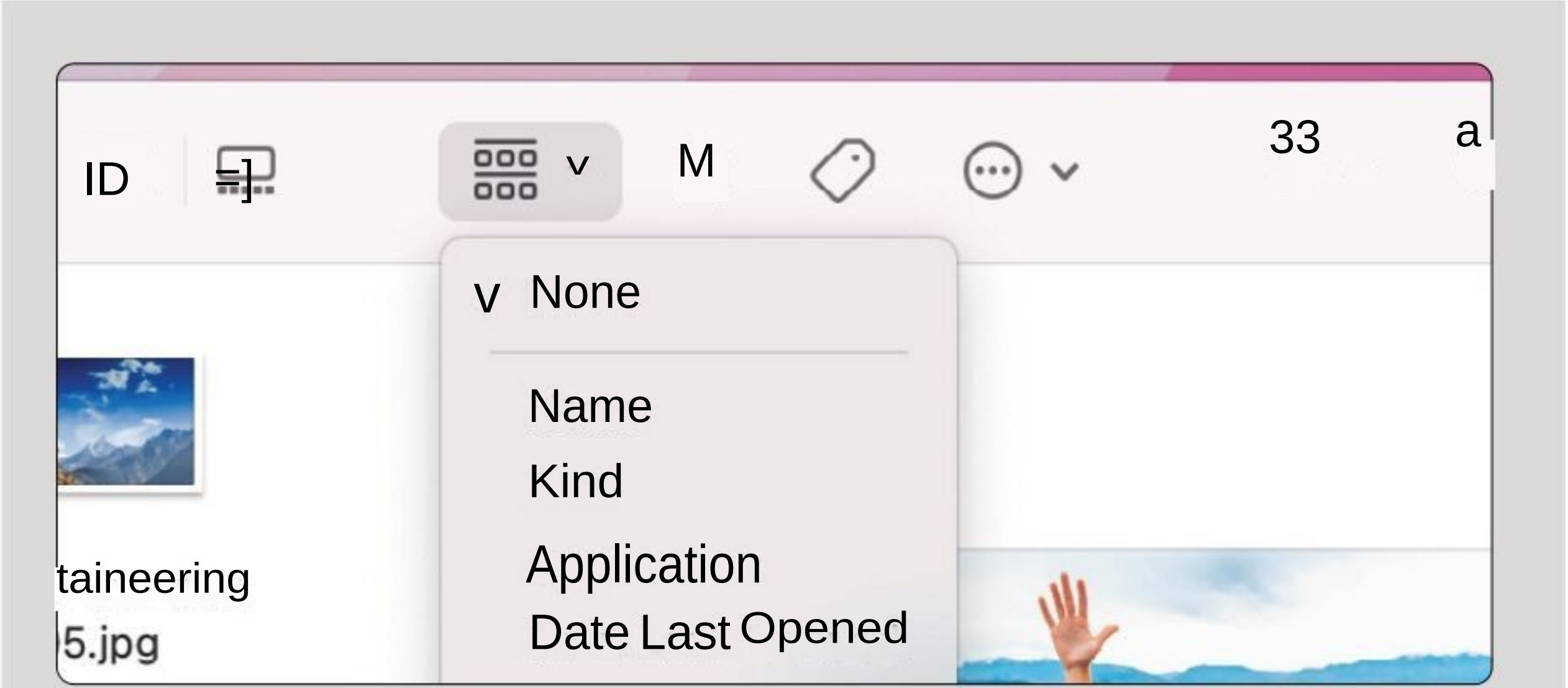
View Window Contents as Columns

Click the third button on the toolbar to view your files as a series of columns. It's great for quick navigation and easy visual identification using a handy image preview column.



View Window Contents as Gallery View

The Gallery View gives a large preview of the file or folder that's currently selected and a scrollable strip of everything else. Click on one of the files in the strip to see a larger version of its thumbnail.



Change the Way Items are Arranged.

As well as changing the way the items are displayed, you can also change the way they are arranged.

Name: Alphabetical. Displays numbers first, then A-Z.

Kind: This groups each type of item together.

Application: Groups together items according to the application in which they were created or are opened.

Date Last Opened: Groups according to time and date they were opened.

Date Added: Displays items in order of when they were added to the folder.

Date Modified: Displays items in the order they were last modified or edited.

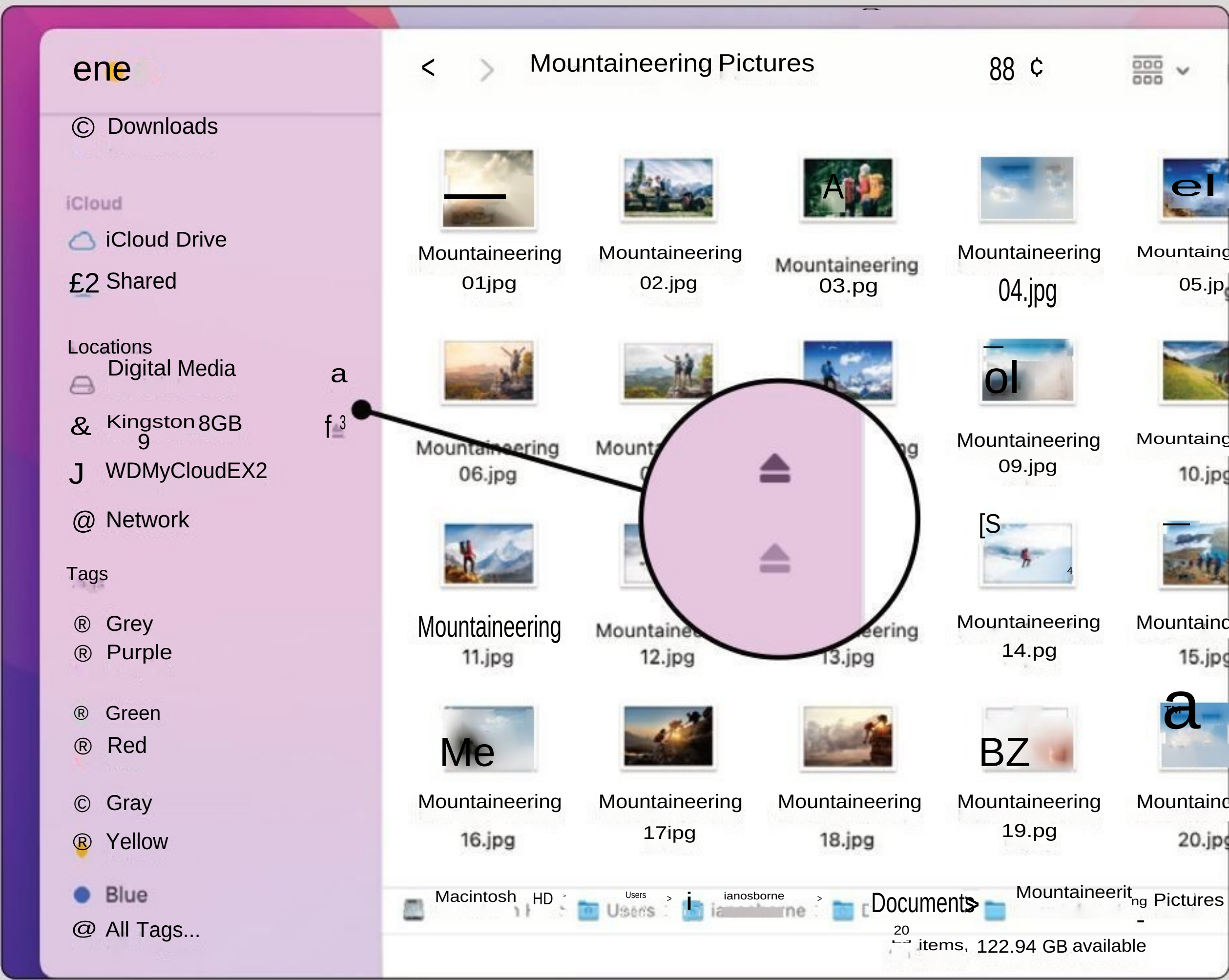
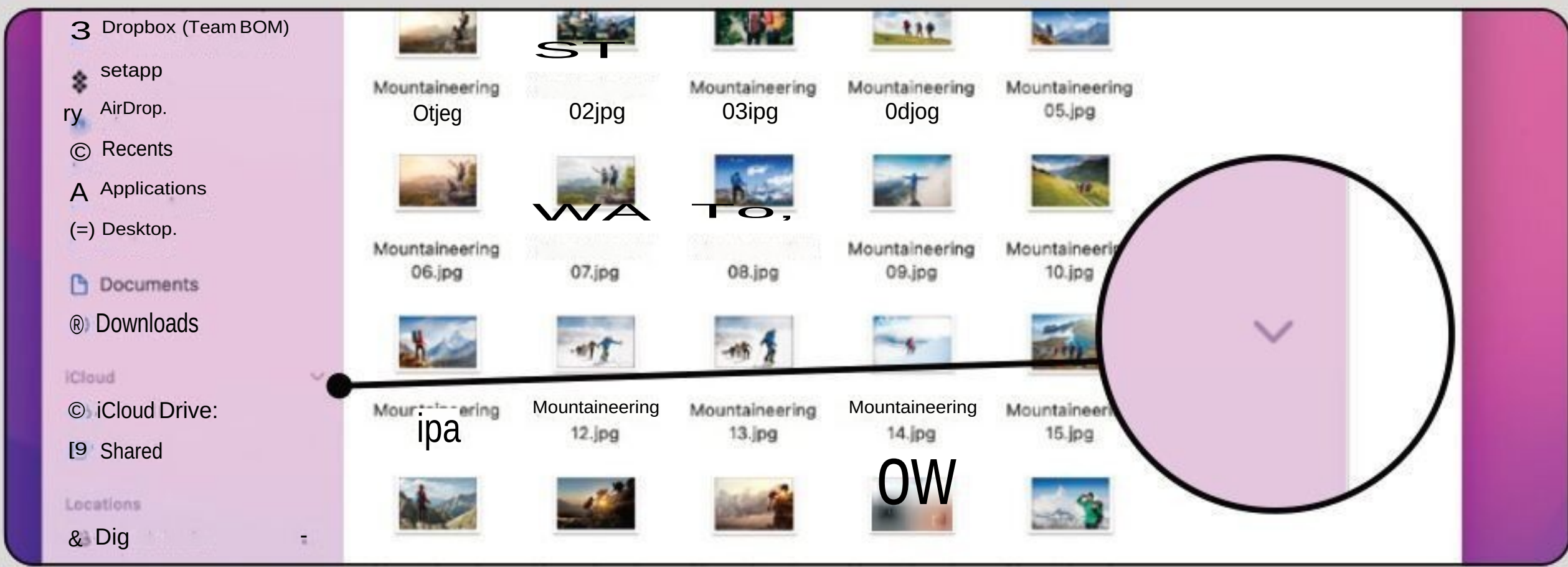
Date Created: Displays the items according to when they were created.

Size: Arrange the files according to their size.

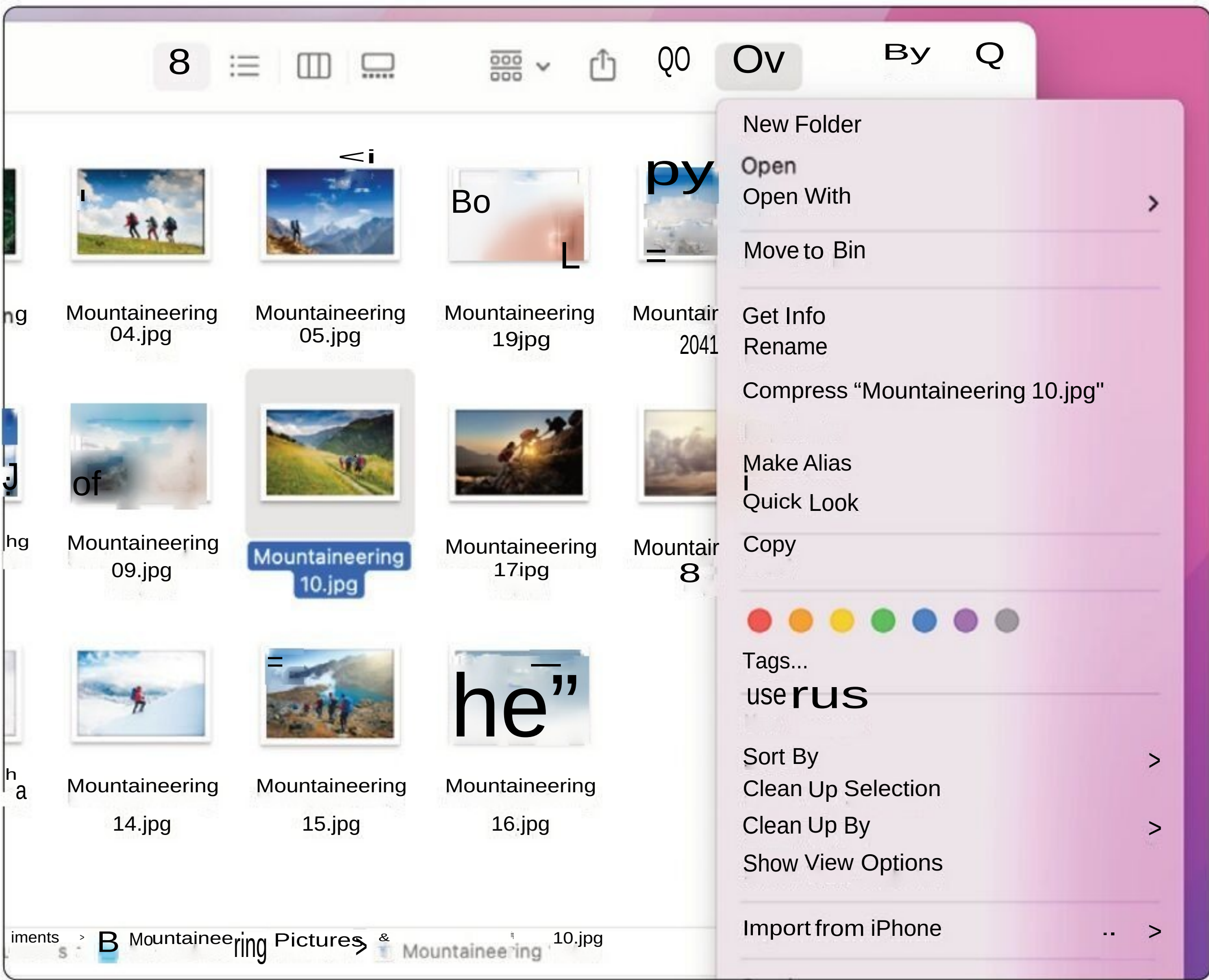
Tags: Files are arranged according to tags you've added

More Sidebar Functions.

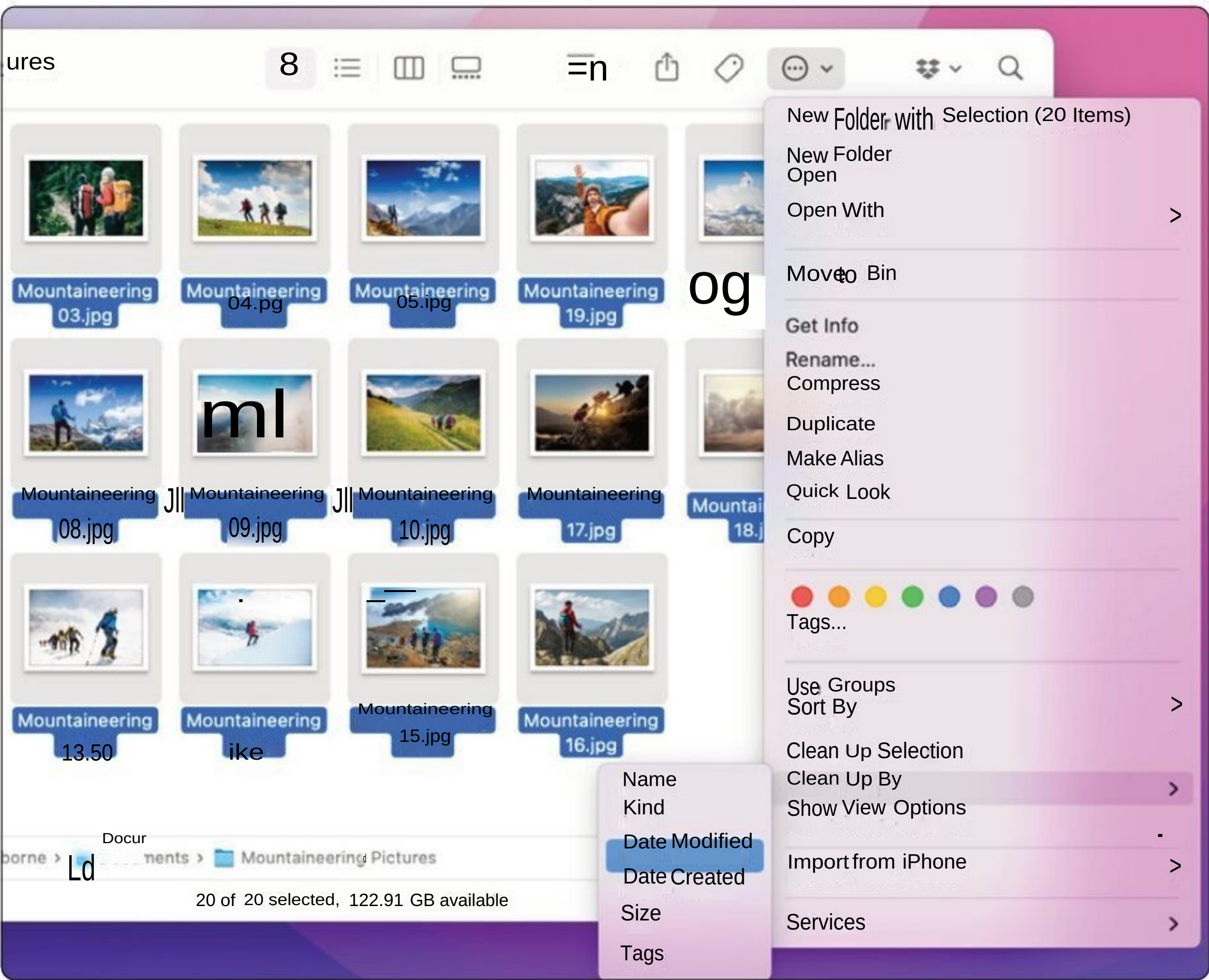
If your sidebar is getting cluttered, you can show or hide its listed items by hovering over the title (Favourites, Locations, iCloud, Tags) and clicking the small down-facing chevron or right-facing chevron – the right-facing chevron appears when the title is hidden, and the down-facing chevron when they're expended. You can also eject external drives, CDs and disk images from the sidebar; by clicking the eject icon next to the device or image you wish to remove.



Perform Tasks Within the Finder



1 Click on the three dots within a circle icon (next to the Search Bar) for a drop-down menu. Here you can do a range of operations, from opening a highlighted file in a specific application to checking the file size via the Get Info option.

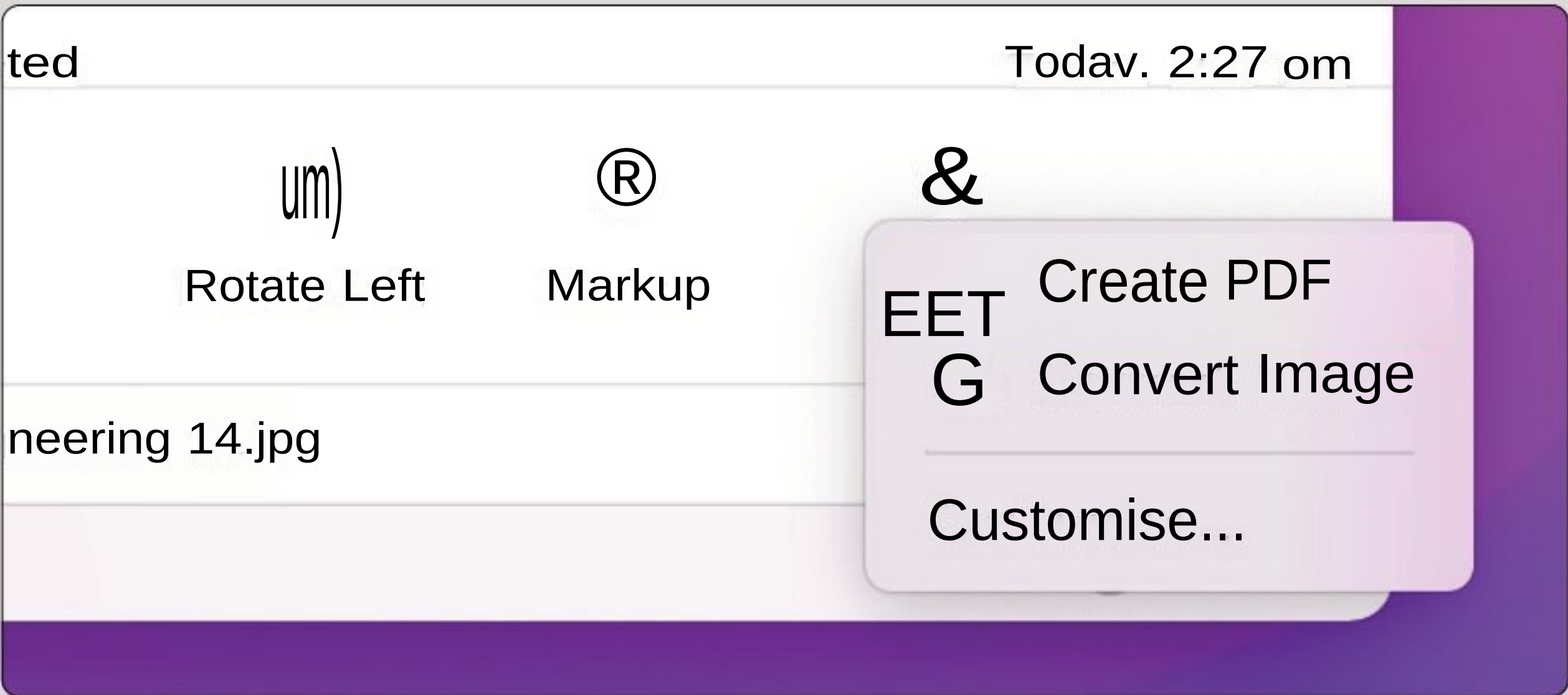


2 You can also clean up the entire Finder Window, automatically tidying up and or reorganising the order of the files according to various criteria such as their name (alphabetically), date, size and more.

The Finder's Preview Panel.



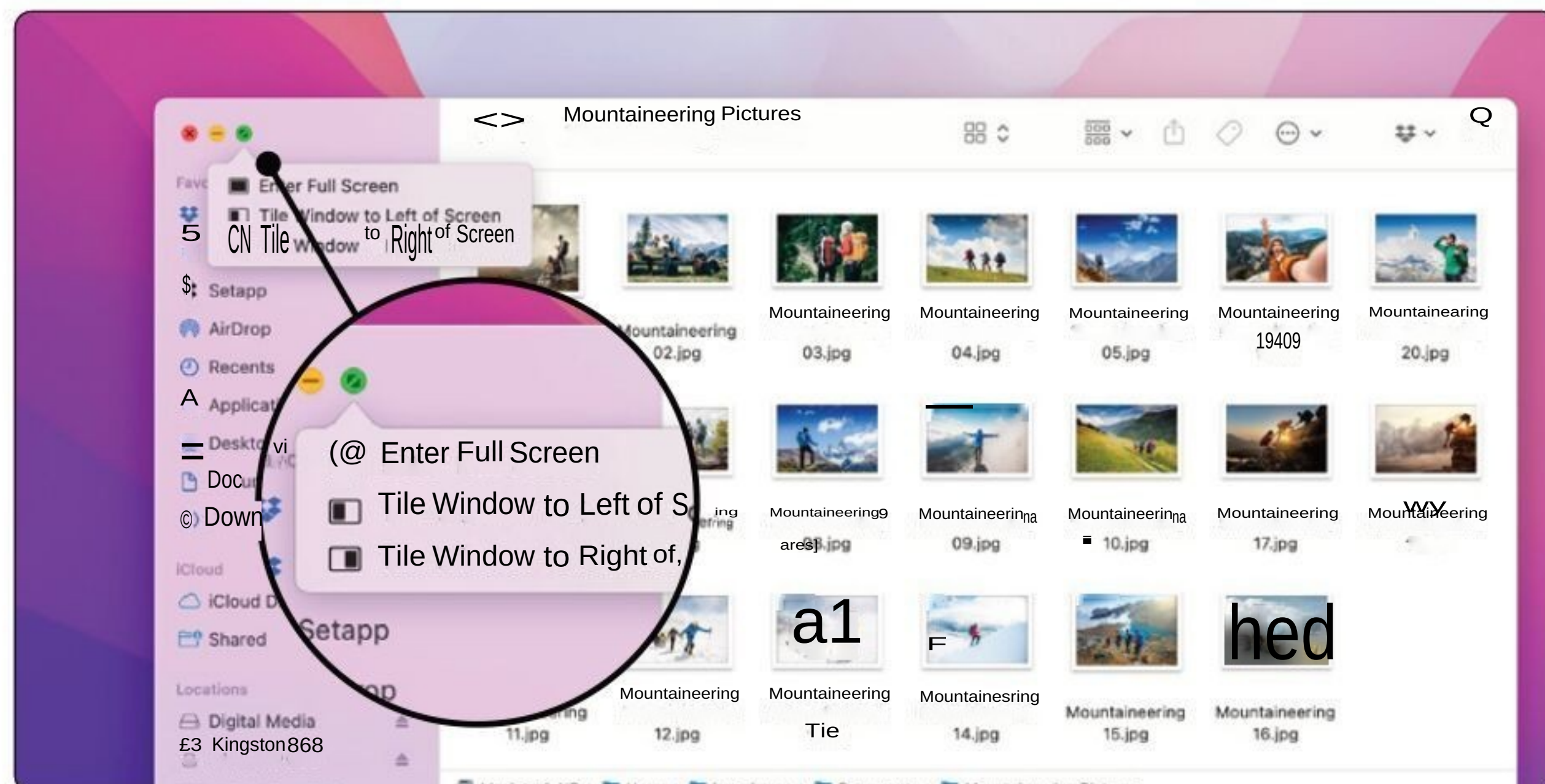
Finder windows have a right-hand sidebar that shows a preview of the currently selected file from the window. You can turn this sidebar on or off in the View menu (Hide/Show Preview) or press Shift-cmd-P on the keyboard.



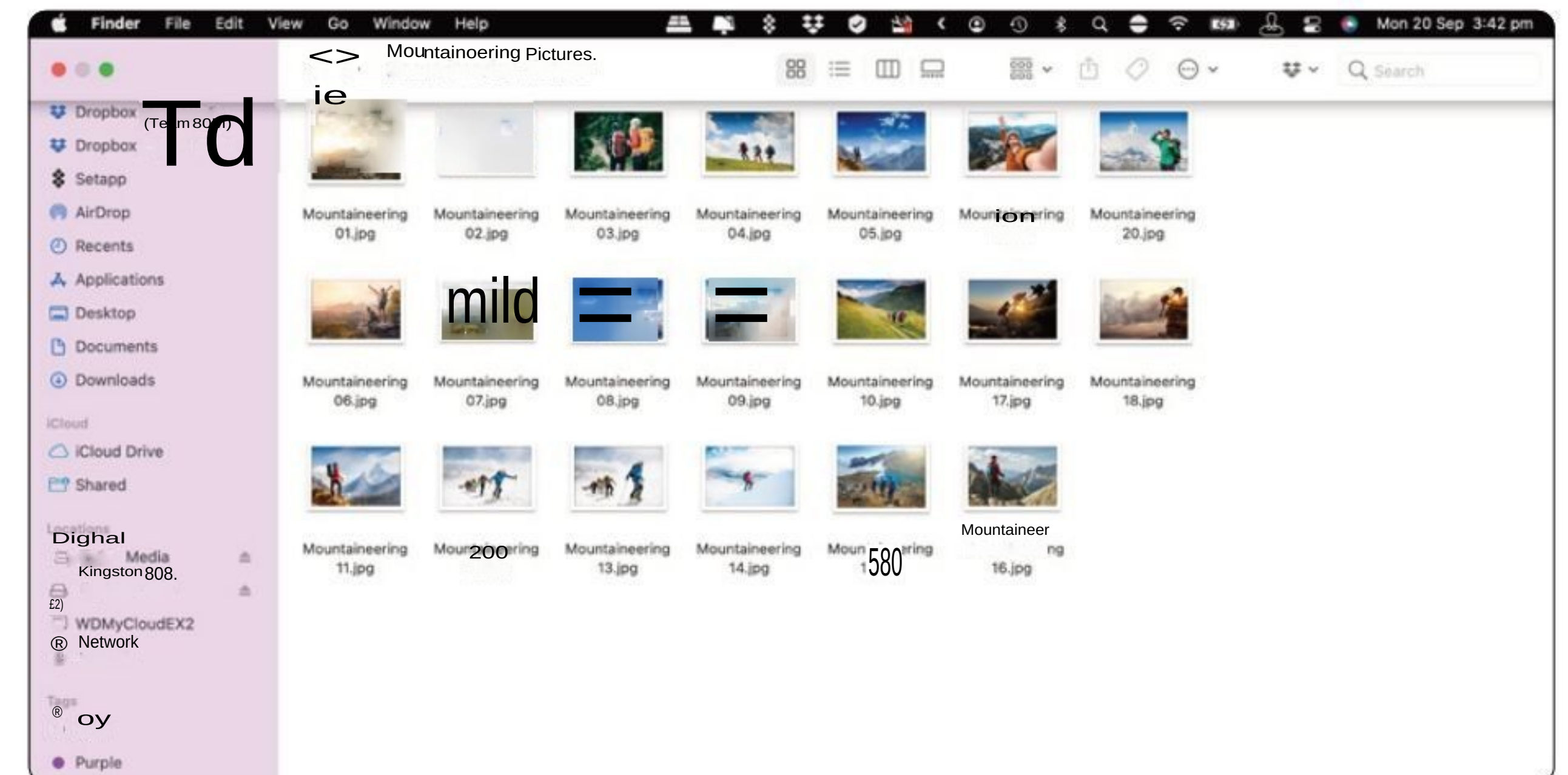
At the foot of the preview sidebar are a set of new options. These vary according to the type of file you're previewing in the main window. For example, an image can be rotated, annotated or converted into a PDF.

Full-screen Mode

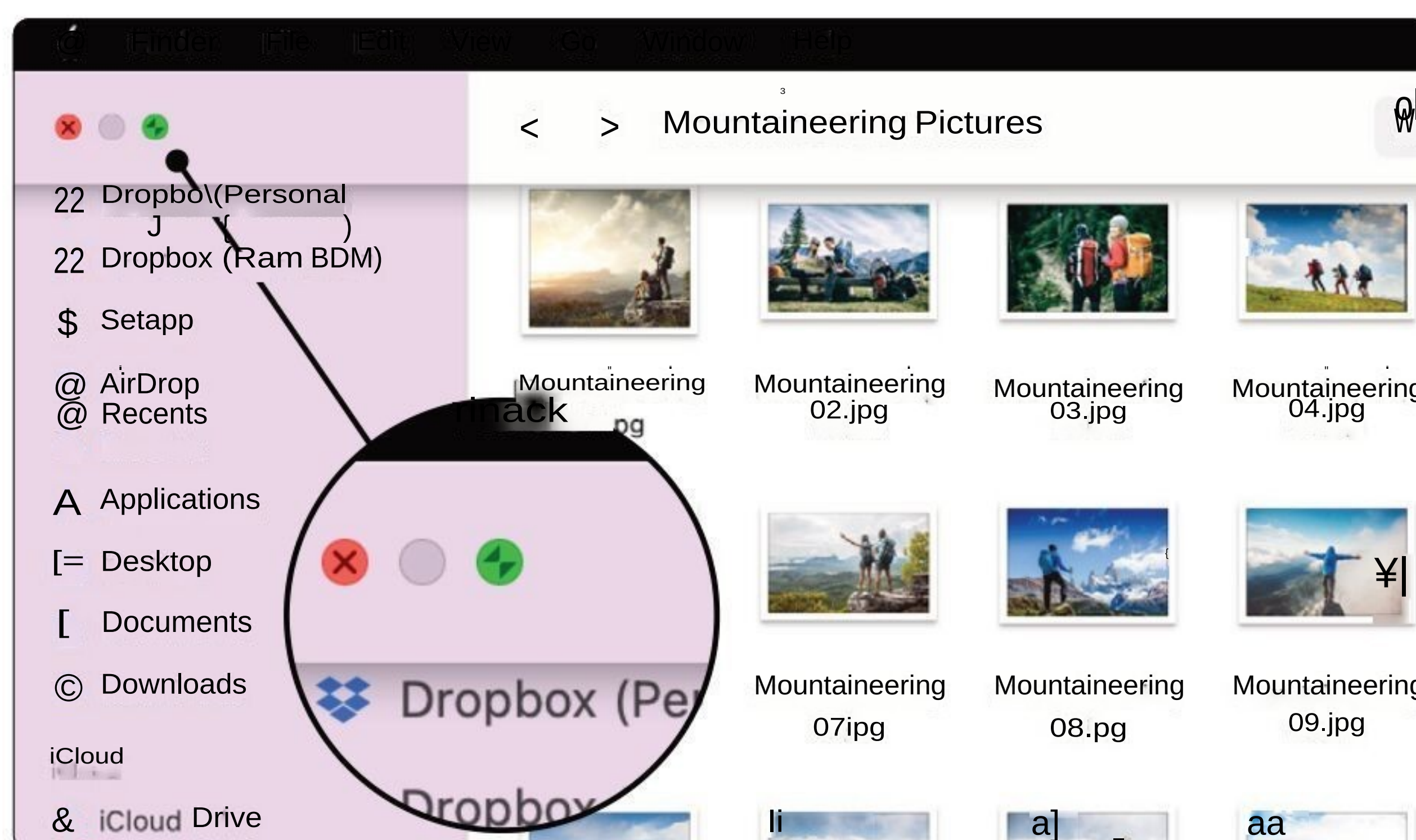
If you want to view the Finder window better or any other window for that matter, then you can always opt to view it in full-screen mode. Full-screen removes distractions and makes everything a little easier to read. Here's how it works.



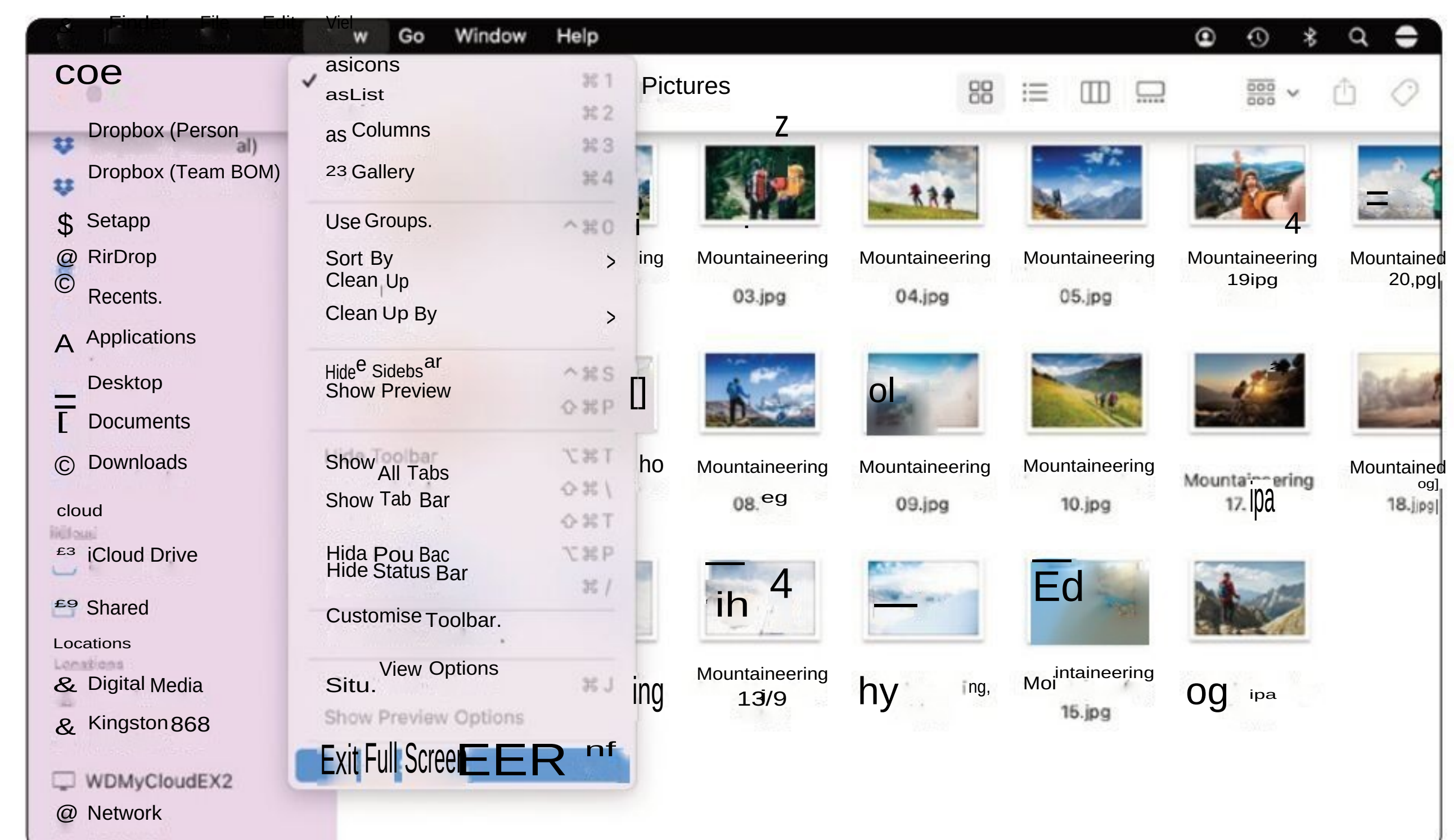
1 You can view a Finder window and indeed an application window, in full-screen mode. Click on the green Enlarge button in the upper left corner of the window and it gives you the option to expand to fill the entire screen. Alternatively, use the View pull-down menu or press ctrl-cmd-F



2 In full-screen mode, the menus usually found at the top of the Mac desktop are still there but they're hidden away until you need them. To see them, move the mouse cursor to the top of the screen and the menu bar slides into view and disappears when the cursor is moved away.



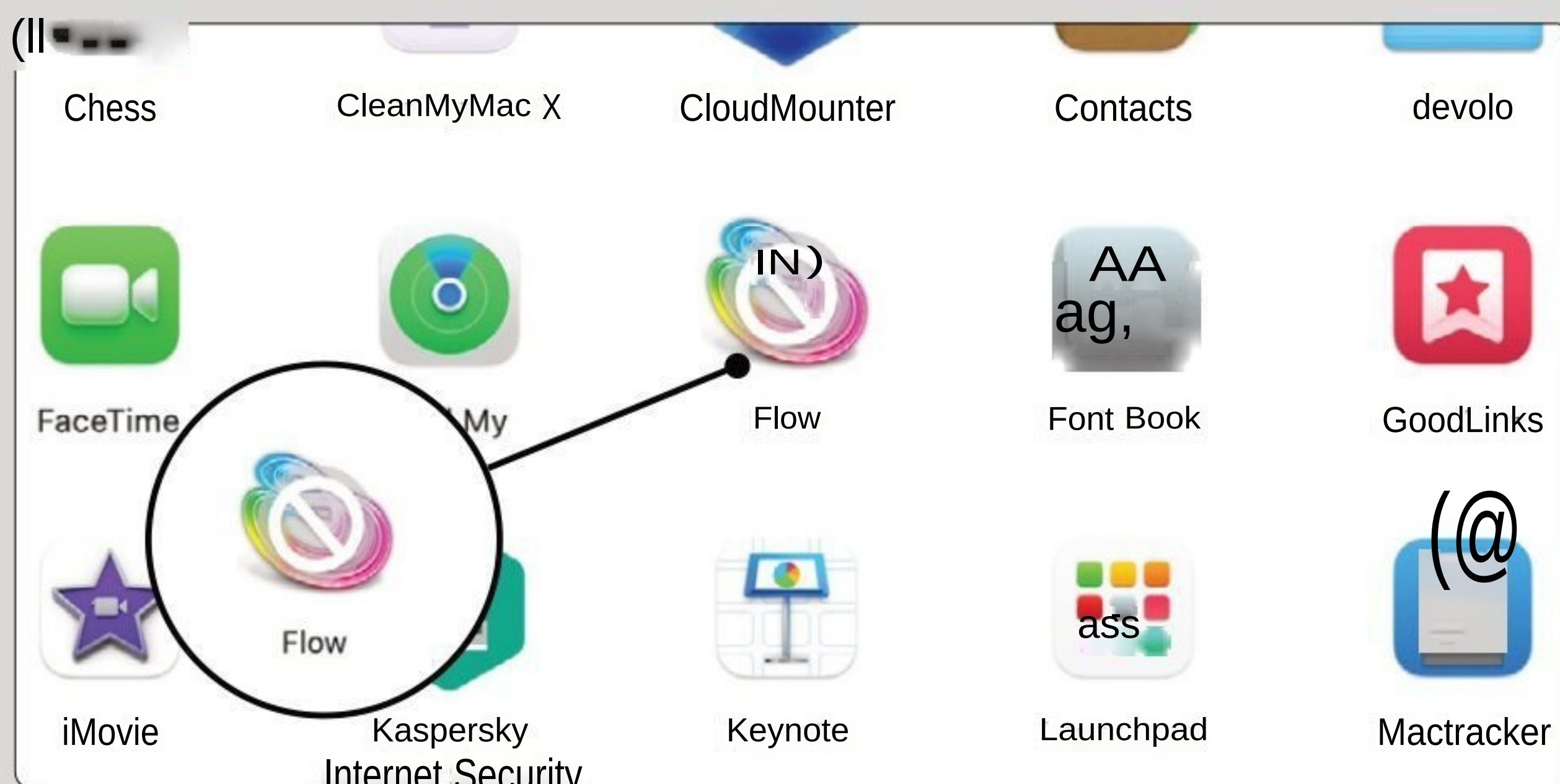
3 To exit from full-screen mode back to the usual window view, bring up the Menu bar and then simply click on the green button again. The window shrinks to its previous size and no longer takes up the entire desktop.



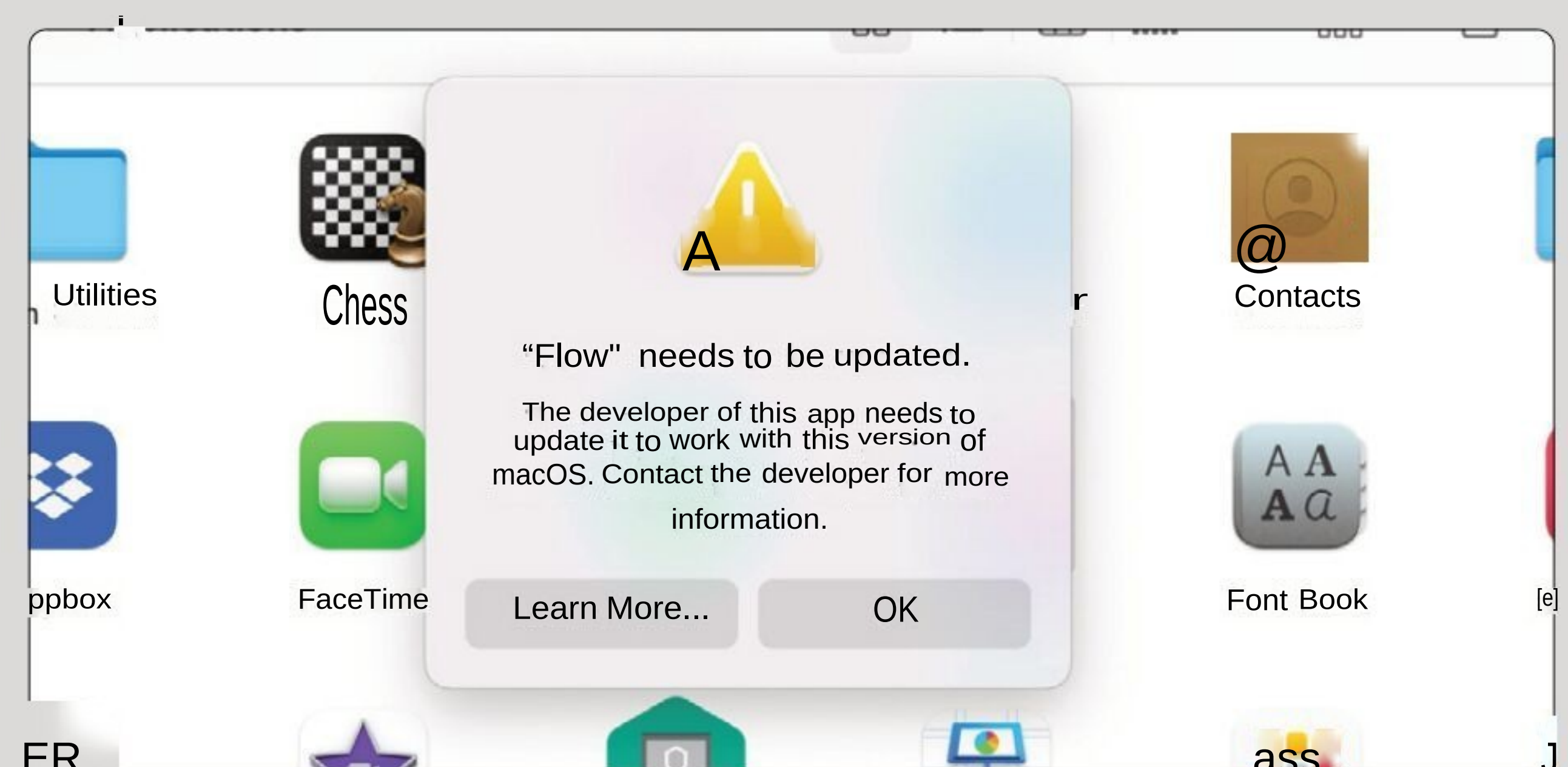
4 You can also take a window out of full screen mode using the View pull-down menu at the top of the screen or by pressing ctrl-cmd-F. You can still close a full-screen window with the red button (top left).

32-Bit Apps No Longer Run.

Apple has phased out support for applications built for 32-bit architecture. These will no longer run in macOS.

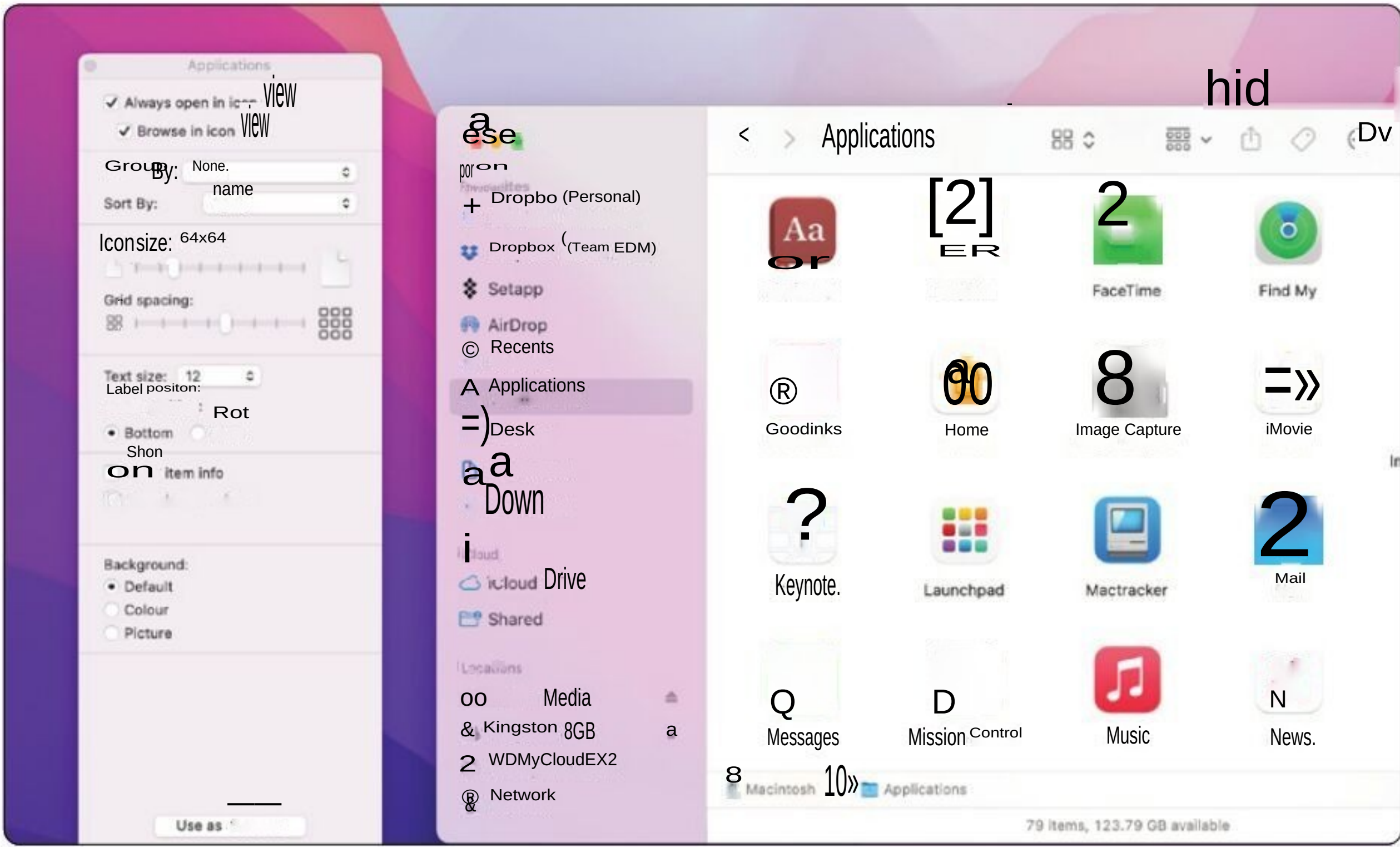


In macOS Monterey, you can no longer open applications made for older 32-bit processors (modern processors are 64-bit). If you have such an app on your Mac, it appears in the Applications window, or Launchpad, with a crossed-out icon atop it.

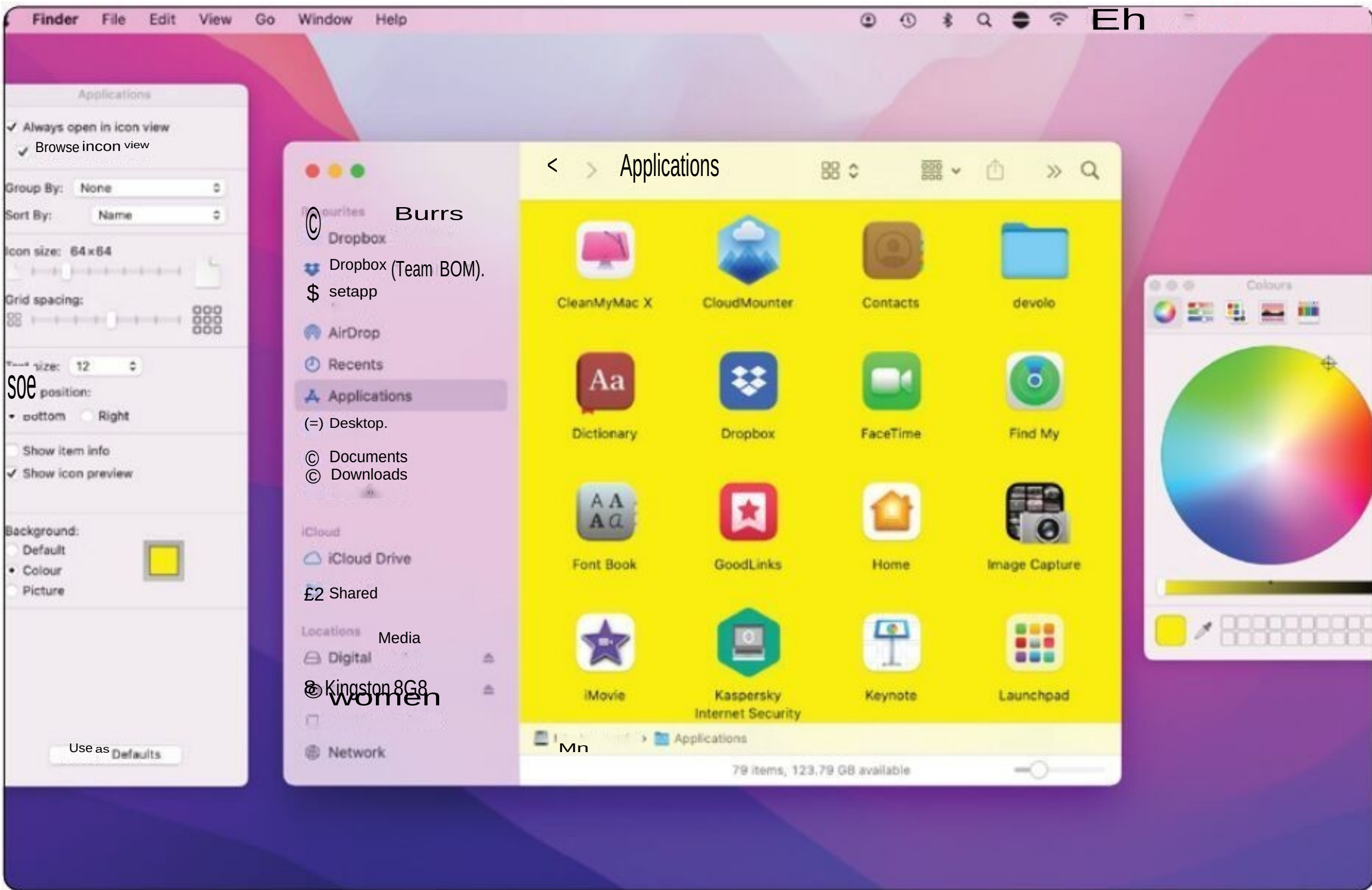


Try to open a 32-bit app and you get a message saying it's not compatible with this version of macOS. Check with its developer whether the app has since been updated to 64-bit, but if it hasn't by now, it might well have been abandoned.

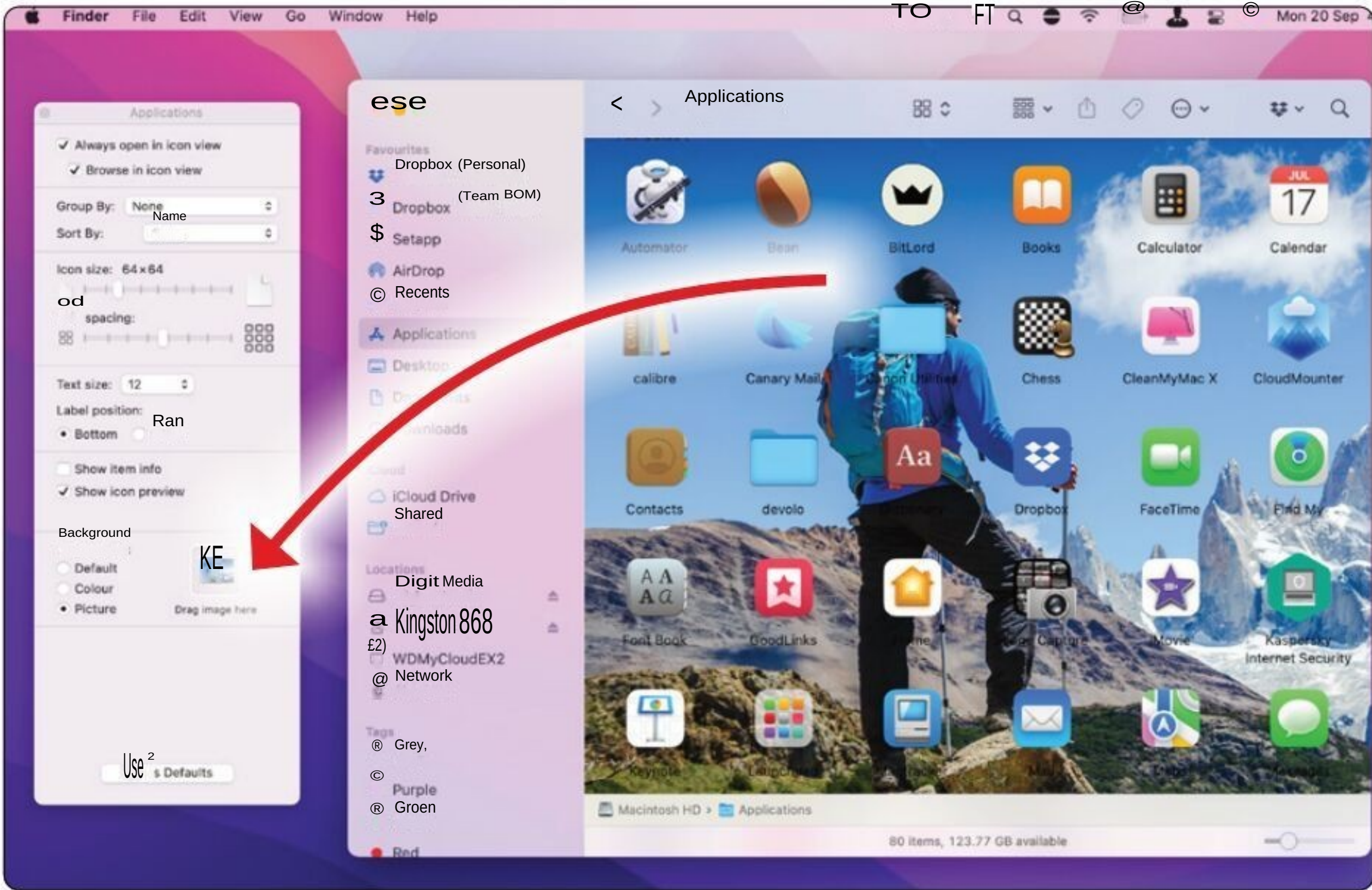
Changing the Finder Window's Background Colour or Image



1 When you're using the Finder's Icon View, you can replace the white background with a coloured one or even a picture. To begin, with the Finder window in question open, select Show View Options from the View menu or press cmd-J.



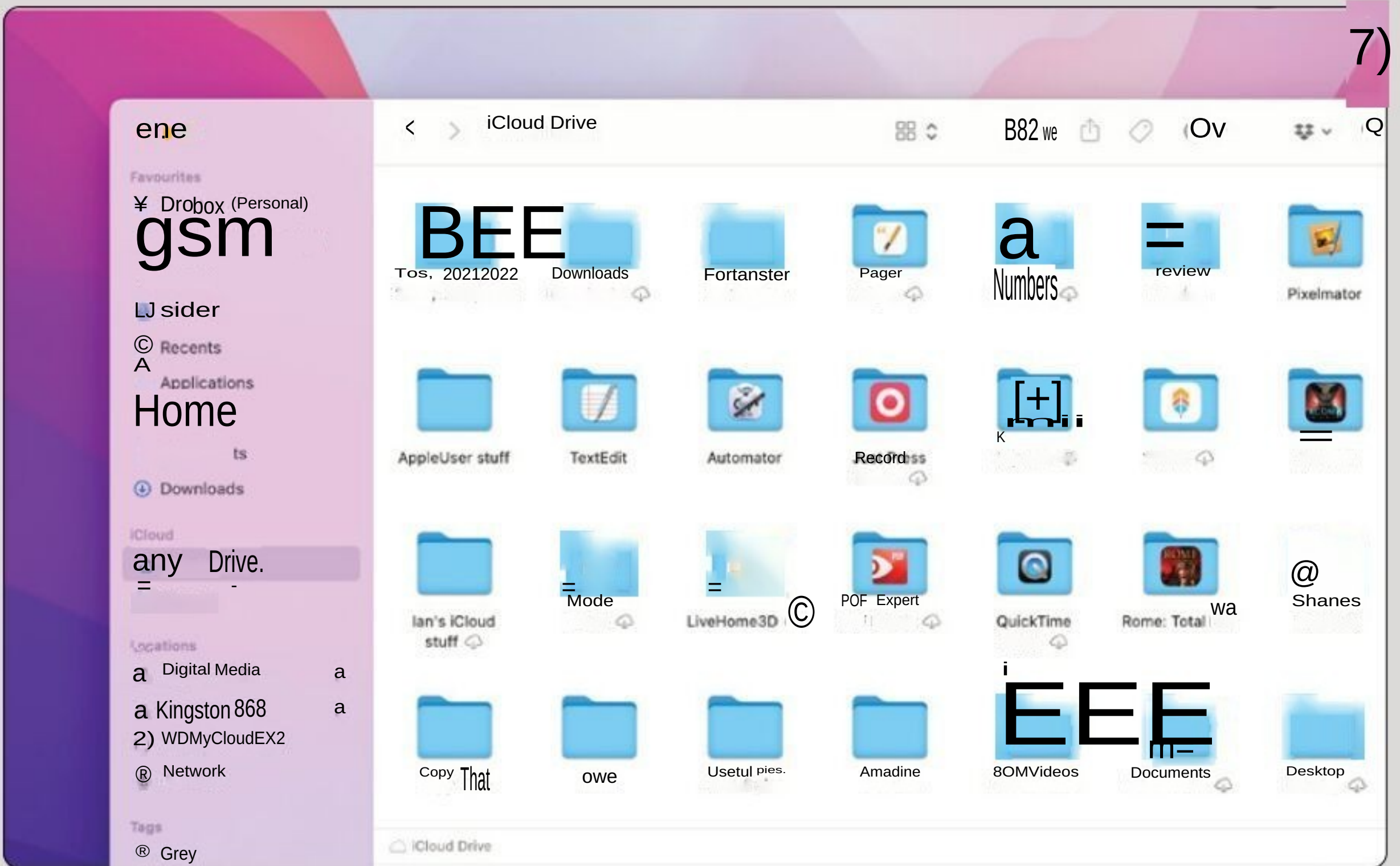
2 The window's Info window opens. Towards the bottom, you can see options listed under the header 'Background'. Select 'Colour' and click on the white square. You can now use the various options to change the background colour.



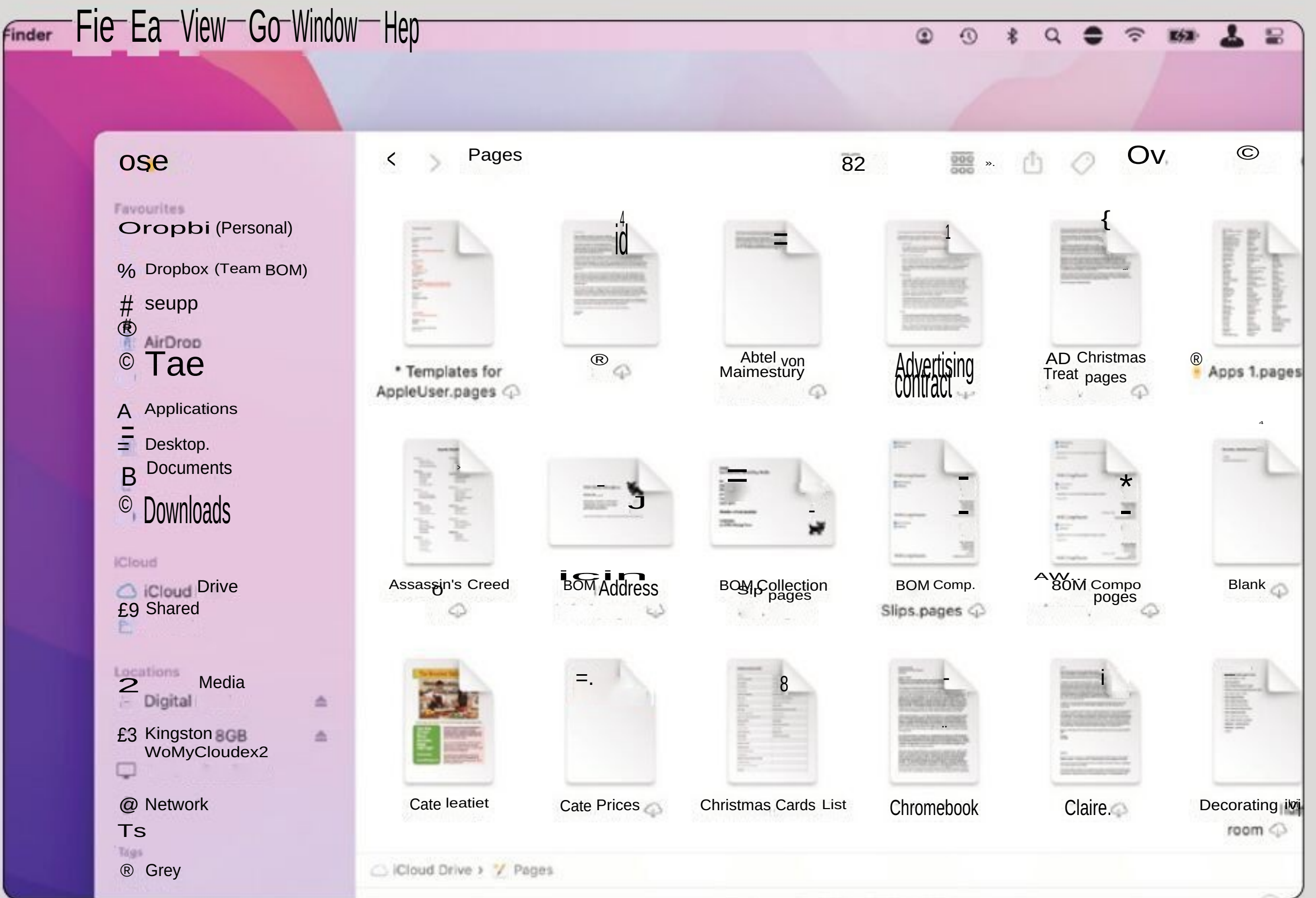
3 Select 'Picture' and then drag an image into the box to the right of the background options to get a pictorial background. Alternatively, click on the box and then navigate to the picture you want to use through the Finder.

Accessing iCloud Drive.

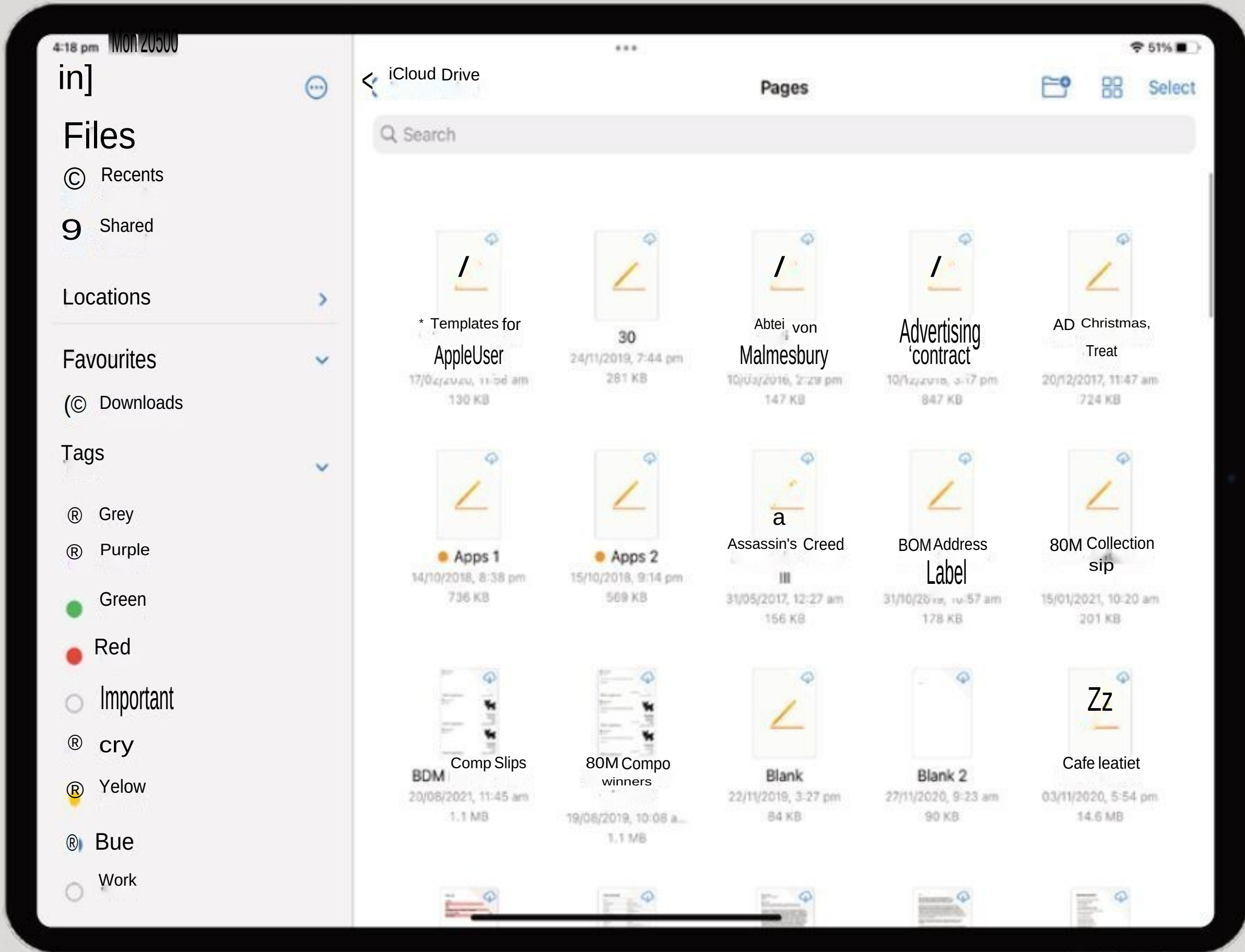
iCloud Drive can store and share files across Mac or iOS devices logged into the same iCloud account.



Click on iCloud Drive in the Finder window's sidebar. You see the iCloud Drive folder is organised according to apps. You can create your own folders here too.



Files and folders found here are synced using iCloud Drive, so they're available online at www.icloud.com and also on other devices linked to the same iCloud account.



Here we've opened the Pages iOS app on an iPad. As you can see, the documents in the Mac's Pages iCloud Drive folder are also available to open and edit here.