



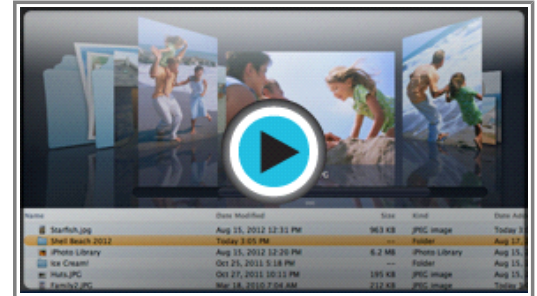
# Mac OS X Mountain Lion

## Working with Finder

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If you use a Mac, you'll use **Finder** any time you want to **navigate to a file**. You'll also be able to control how your files are displayed, making it easier to find what you need.

➞ Watch the video to learn how to use Finder.

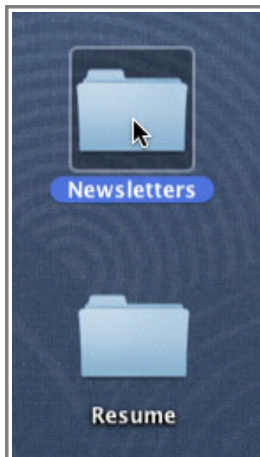


Watch the video (3:17). [Need help?](#)

## The Finder Window

To start navigating, you'll first need to open a **Finder window**. There are two main ways to do this:

- Double-click any **folder** on the **desktop**.



*Double-clicking a folder*

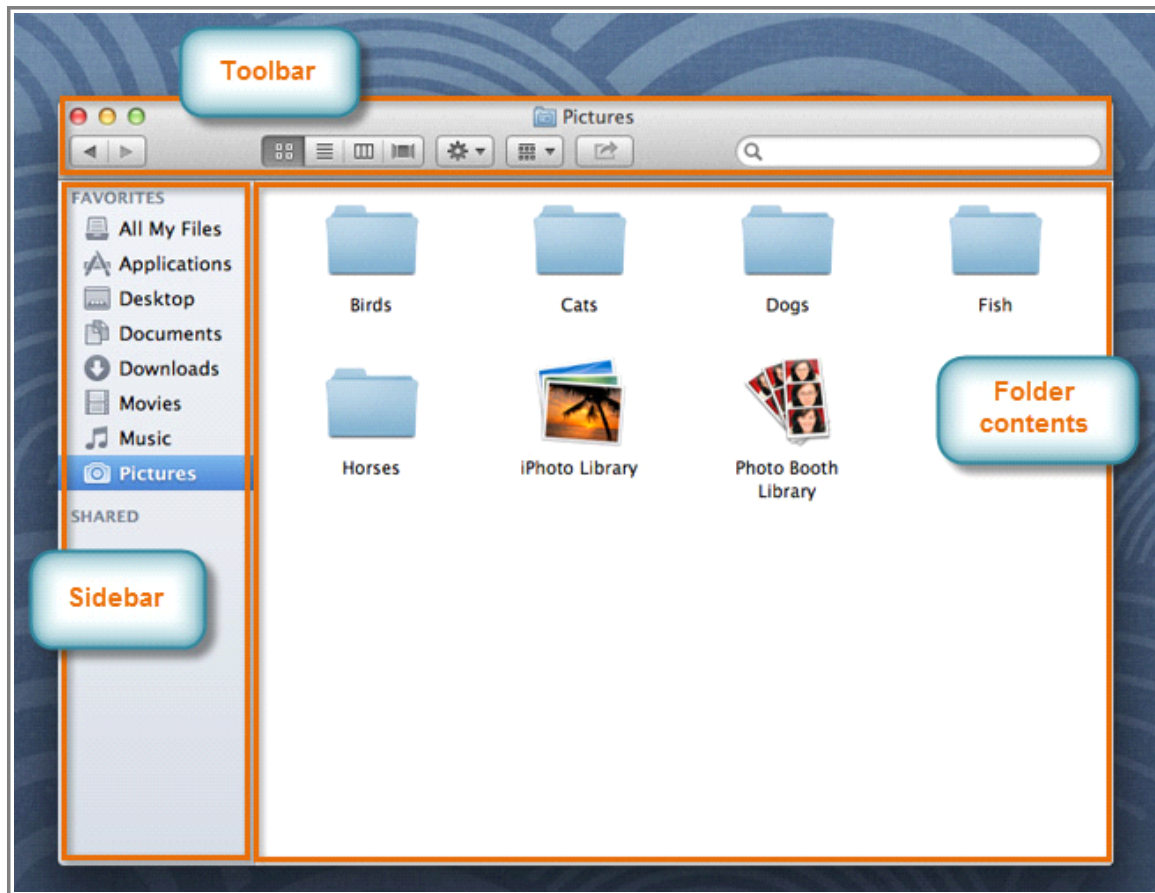
OR

- Click the **Finder** icon on the **Dock**.



*Opening Finder*

The Finder window is divided into three main parts: The **contents** of the current folder, the **Sidebar**, which you can use to choose a location, and the **Toolbar**, where you can customize the way the contents are displayed.



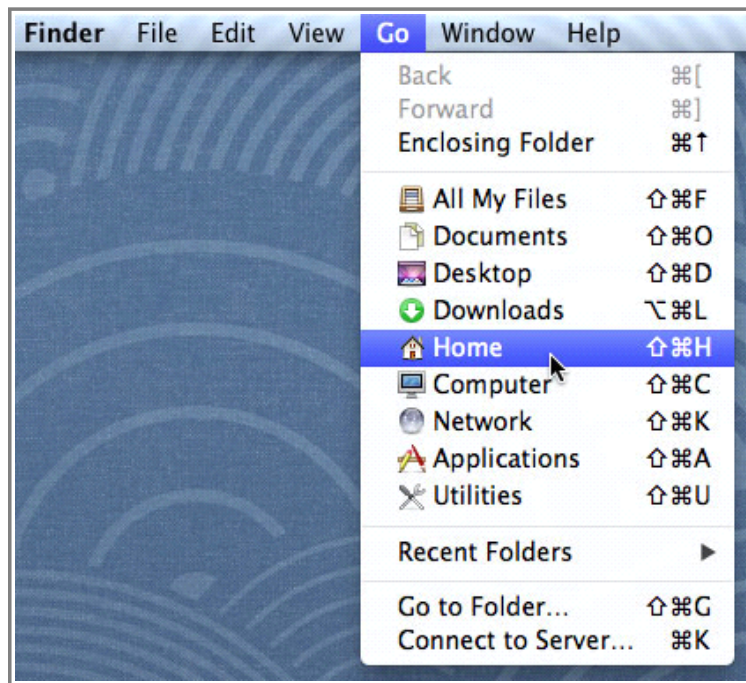
*The Finder window*

## Your Home Folder

In the Finder **sidebar**, you will see shortcuts to folders that have names like **Documents**, **Downloads**, **Music**, and **Pictures**. These folders are part of your account's **home folder**. To keep your files organized, you may want to use these folders instead of putting everything on the desktop. If you don't see all of these folders in the sidebar, you can open your home folder to view them.

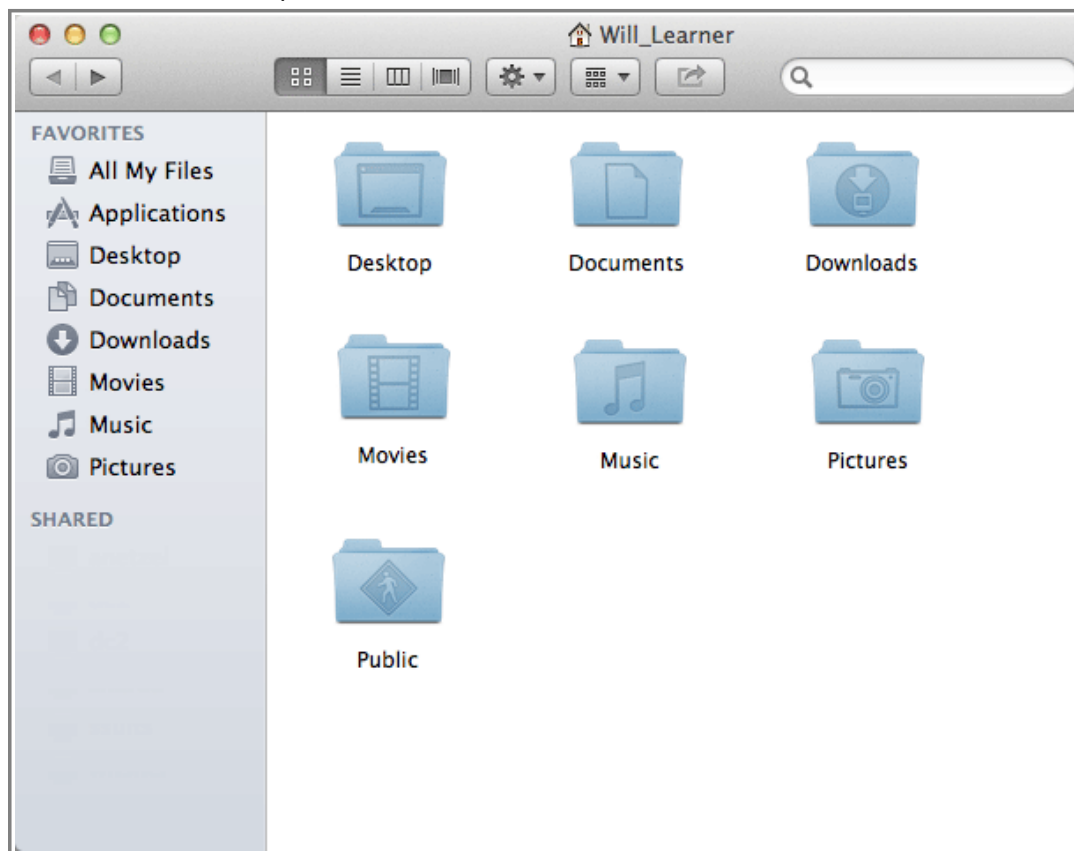
## To Open Your Home Folder:

1. Make sure that you are in **Finder** (the left side of the menu bar should say "Finder").
2. In the menu bar, click **Go** and select **Home**.



*Opening the home folder*

3. Your home folder will open in a Finder window.



*The home folder*

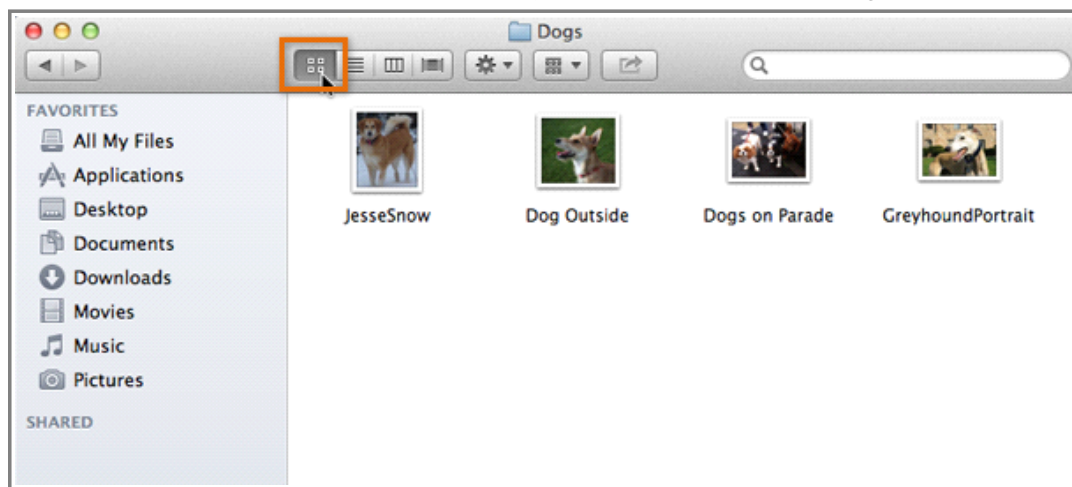
## Changing the View, Arrangement and Sort Options

Mountain Lion allows you to change the way folder contents are displayed by changing the **view**, **arrangement** and **sort options**. This makes it easier to find the specific file that you're looking for.

### View Options

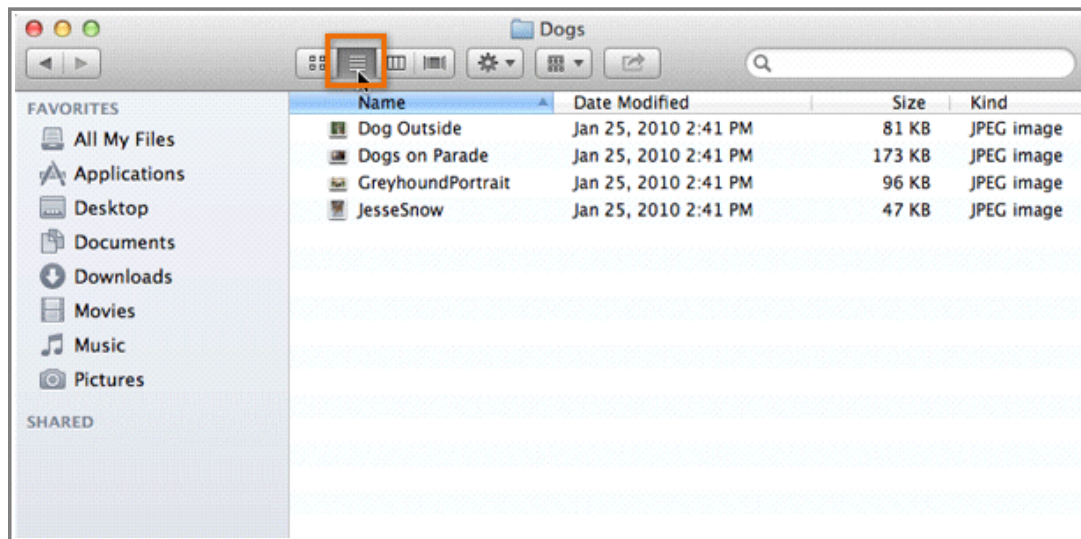
Finder has four different **view options** to choose from. You may prefer to use **just one** all the time, or you can switch between them whenever you want.

✦ **Icon View:** This is the default view. It displays the folder contents as large **icons**.



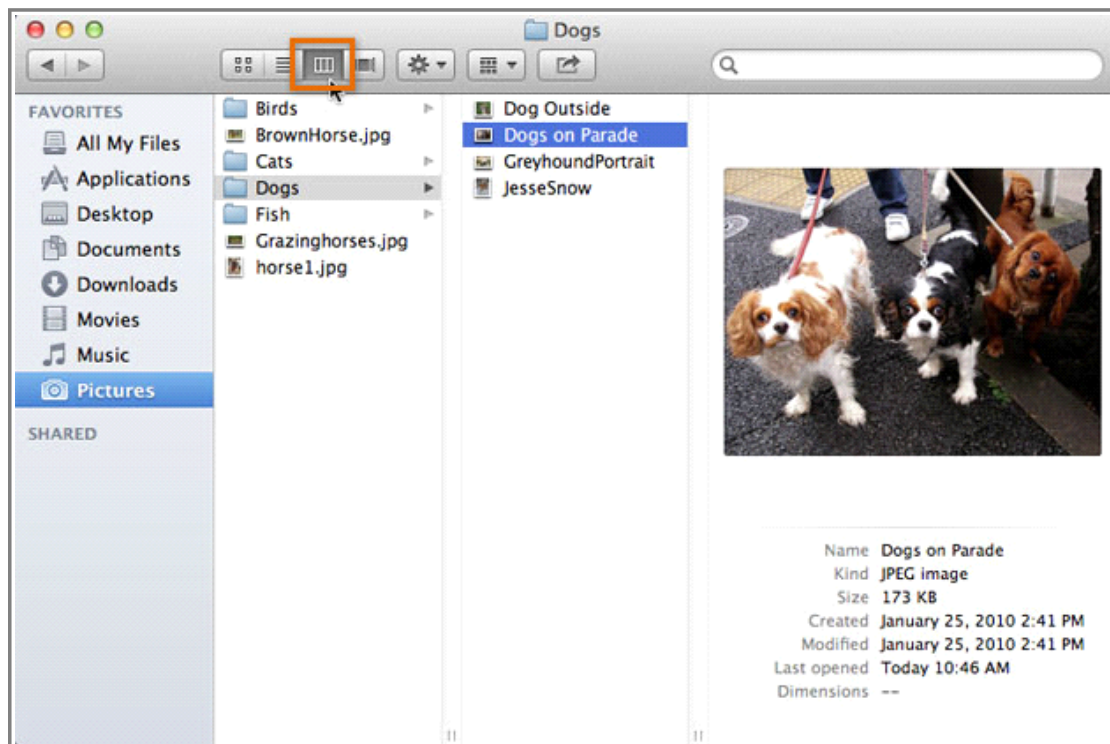
*Icon View*

✦ **List View:** This displays a **vertical list** of folder contents, along with details about each item.



*List View*

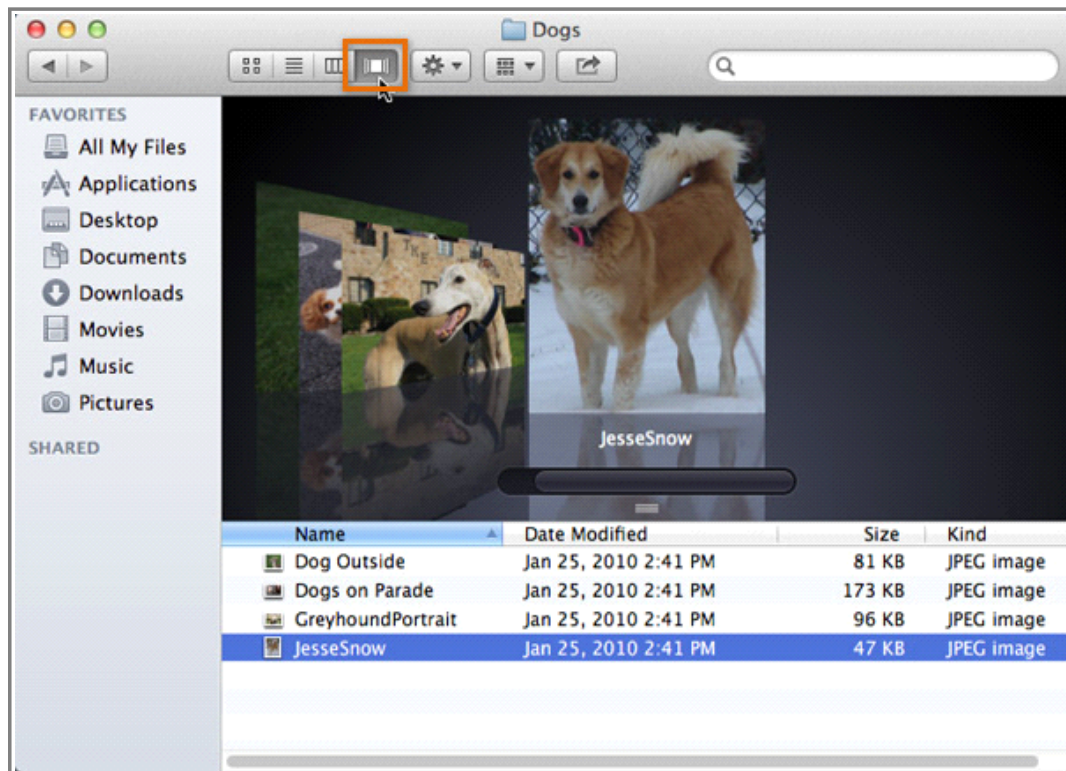
- ✦ **Column View:** This shows the current folder in a column, with the parent folder in another column to the left. If the Finder window is large enough, it will display several levels of folders, allowing you to see the location of the current folder. If you select a file, it will display a **preview** of the file to the right of the columns.



*Column View*

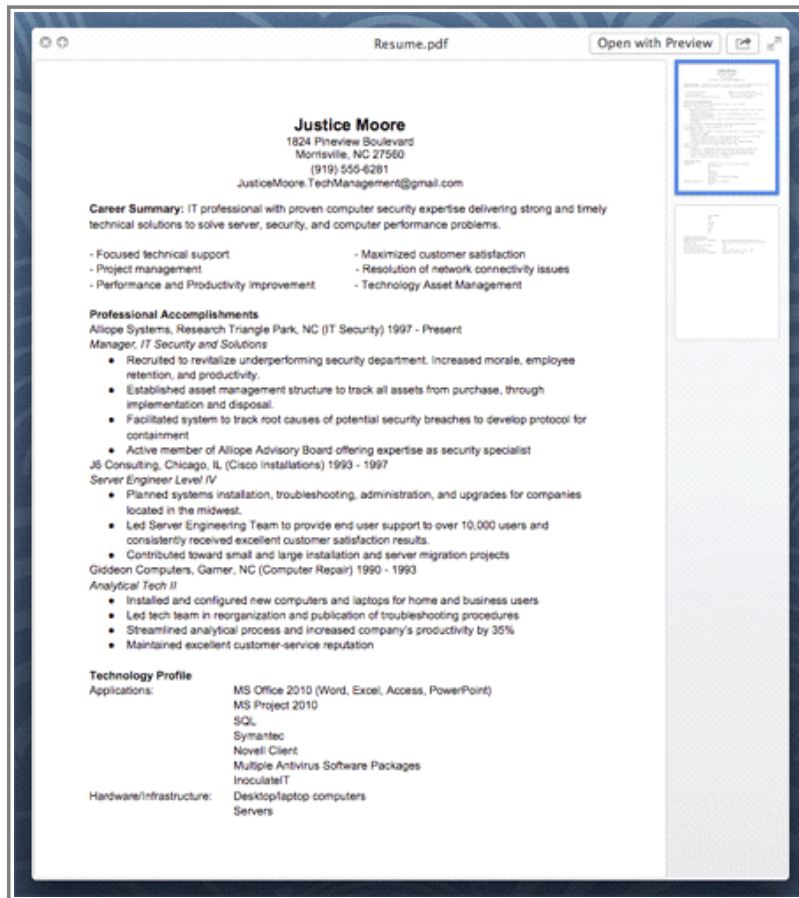
- ✦ **Cover Flow:** This is similar to **List View**, but at the top of the window there is a **preview** of the folder contents. Using your keyboard's arrow keys, you can easily flip through all of the files in the folder without actually opening them.





**Cover Flow**

No matter which view you're in, you can preview a file by pressing the **space bar** on your keyboard. This is known as **Quick Look**. It works with most common file types, but not all.

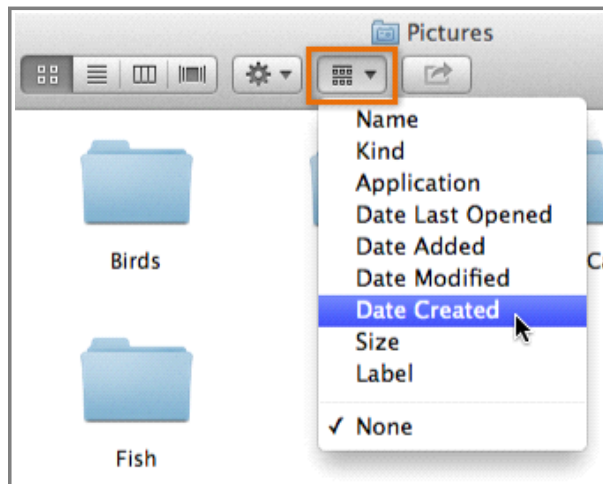


*Previewing a file with Quick Look*

## To Change the Item Arrangement:

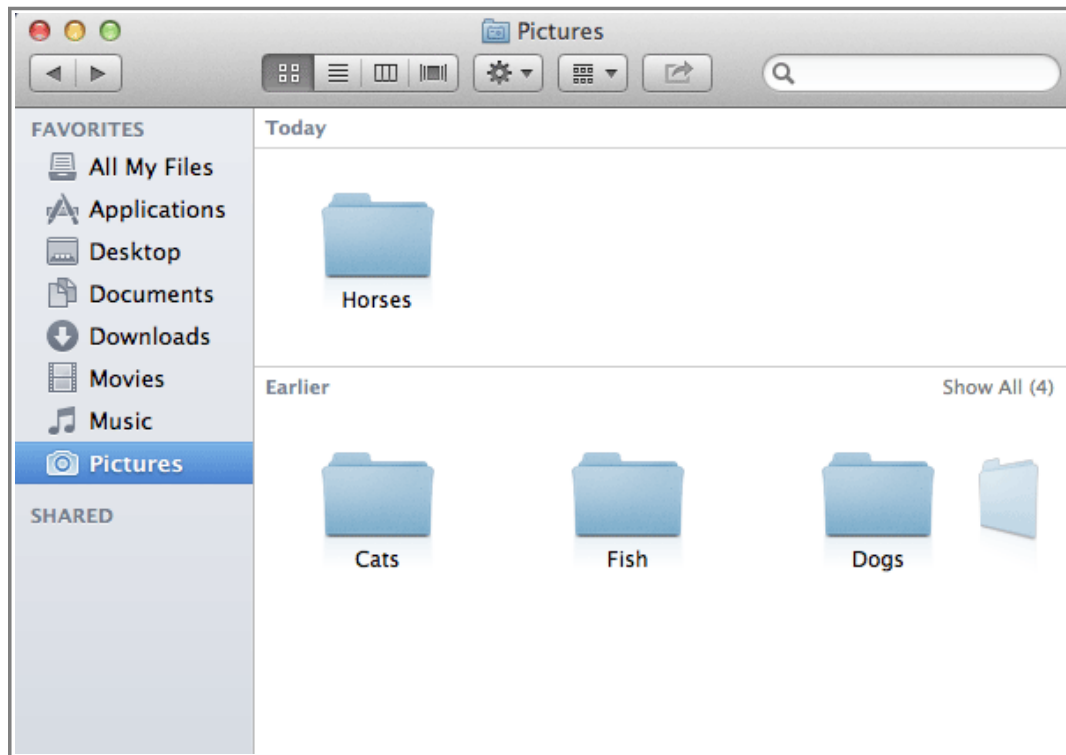
With Mountain Lion, you can **group** folder contents by **file type**, **application**, **date**, **size**, or **label**. This is very useful when you have a lot of files in a folder.

1. Click the **Item Arrangement** button and select the desired arrangement.



### *Arranging by Date Created*

- The folder contents will now be arranged into groups.



*After arranging the folder*

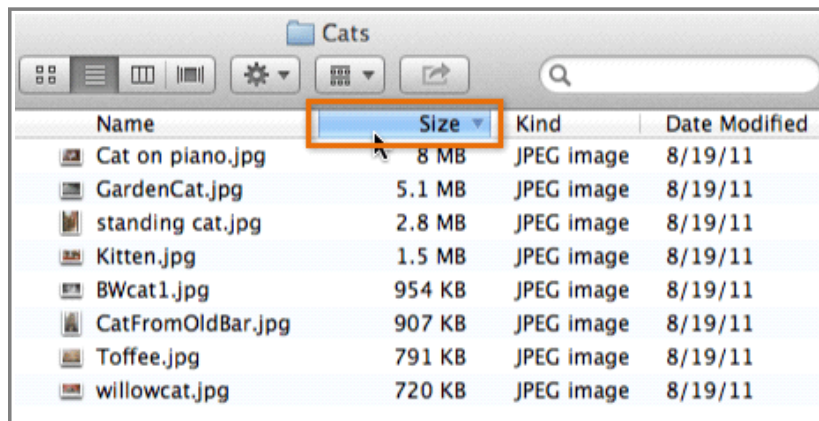
To remove the grouping, simply change the item arrangement to **None**.

## To Sort in List View and Cover Flow:

If you are in **List View** or **Cover Flow**, you can **sort** the folder contents. This is similar to **item arrangement**, except it only puts the contents **in order** and doesn't group them. You can't use **sorting** and **item arrangement** at the same time, so you'll need to make sure the **item arrangement** is set to **None**.

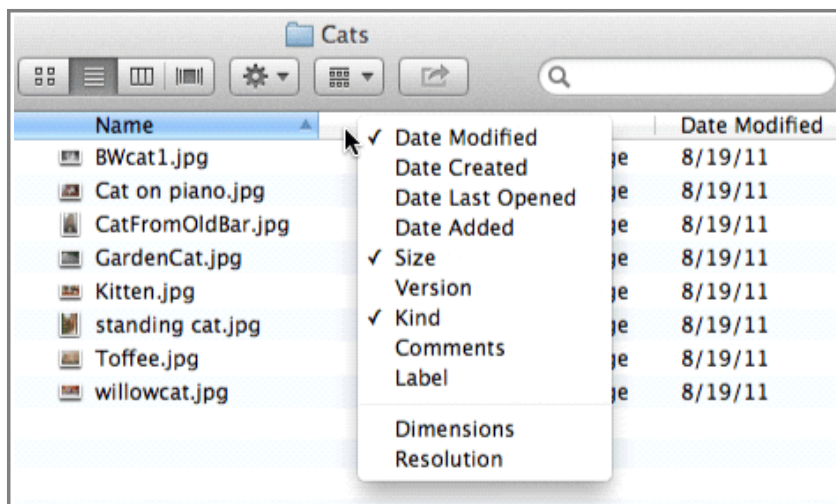
- Click a **column header** to sort by that column. For example, you can click the **Size** column header to sort by file size.





*Sorting by file size*

If you don't see the column you want, you can **right-click** any column header to select the columns that you want to show.



*Right-clicking the header to add columns*

## Working with Files and Folders

Now that you know how to use Finder, you can learn how to create **new folders**, add **shortcuts** to the desktop, **delete files**, **color-code folders**, and **unmount drives** that are connected to your computer.

➤ Watch the video to learn how to work with files, folders, and more.



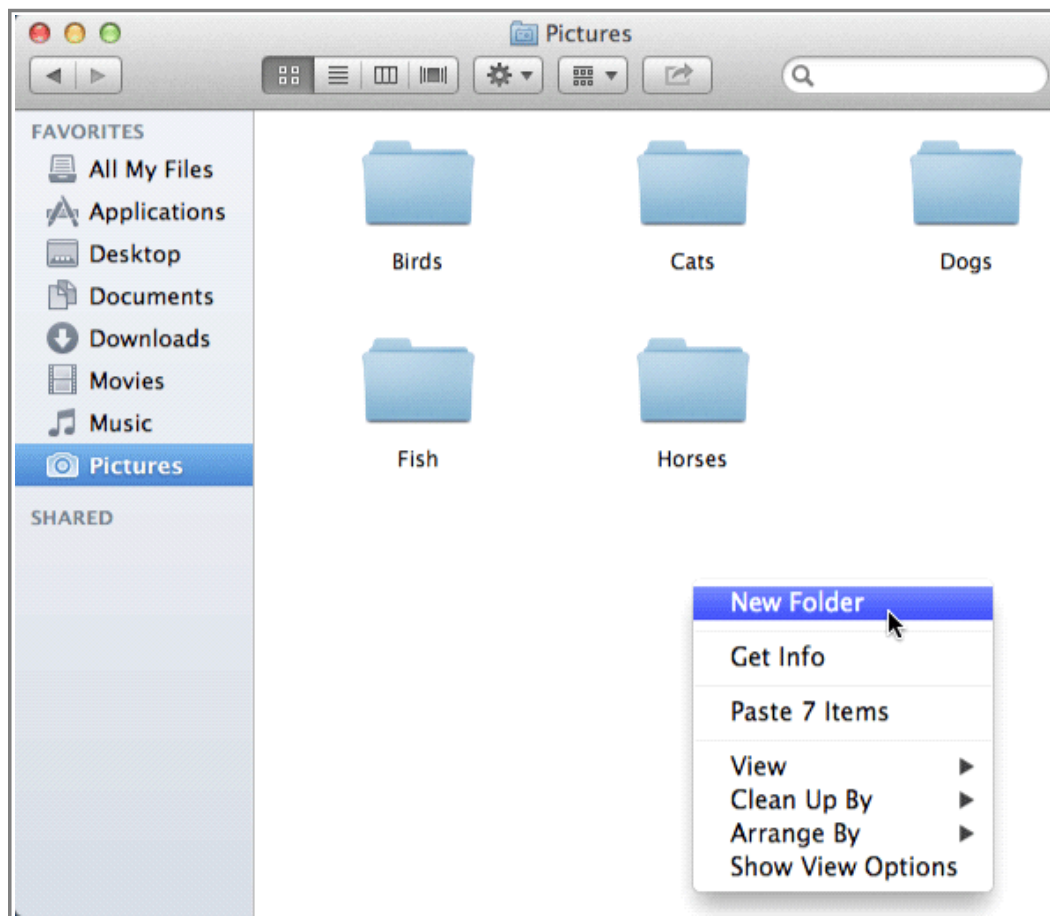
Watch the video (3:05). [Need help?](#)

## Creating and Modifying Folders

As you organize your files, you'll need to create new folders from time to time. Most of the time, you'll be creating folders within other folders, but you can also put them directly on the desktop. Once you've created a folder, you can **change its name** or **color-code it**.

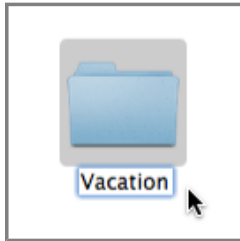
### To Create a New Folder:

1. Navigate to the location where you want to create the new folder.
2. **Right-click** and select **New Folder**.



*Right-clicking to create a new folder*

3. Type the desired **name** for your folder.

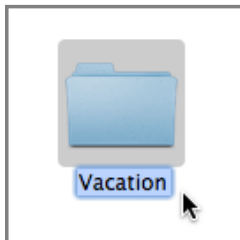


*Typing a name for the folder*

You can also create a folder by clicking **File** in the menu bar and selecting **New Folder**.

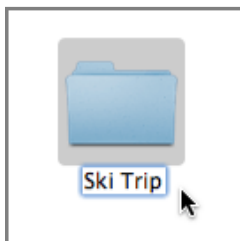
## To Rename a Folder:

1. Click on the folder **once** to select it (do not double-click), and then press the **Return** or **Enter** key. The folder name should now be highlighted.



*The highlighted folder name*

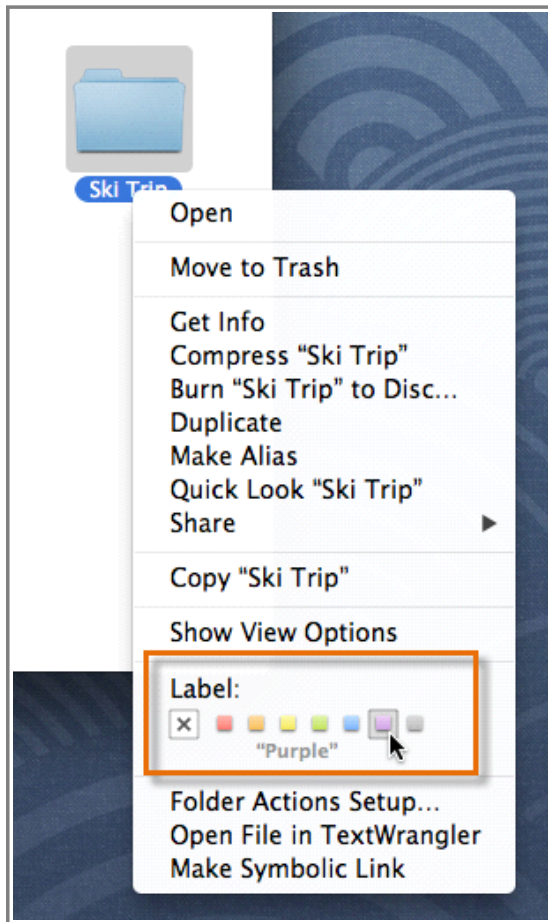
2. Type the desired **name** for the folder.



*Typing a new name for the folder*

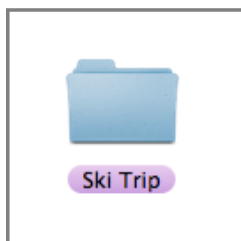
## To Color-Code a Folder:

1. Right-click the folder icon and select the desired color.



*Choosing a folder color*

2. The folder name will now show the new color.



*The folder name with the new color*

## Creating a Shortcut to a Folder

If you have a folder that you use frequently, you can save time by creating a **shortcut** (also called an **alias**) on the desktop. Instead of navigating to the folder every time you want to use it, you can simply double-click the shortcut and the folder will open. A shortcut will have a small **arrow** in the lower-left corner of the icon.

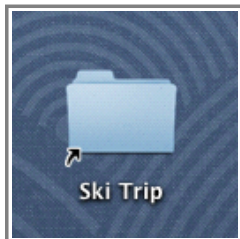
## To Create a Shortcut:

1. Navigate to where where your folder is located.
2. Hold down the **Option** and **Command** keys, and then click and drag the folder to the desktop. While you are dragging it, you should see a small **arrow** on the icon.



*Creating a shortcut on the desktop*

3. When you release the mouse, the shortcut will be created. The icon should still have an arrow indicating that it is a shortcut.



*The finished shortcut*

## Deleting Files and Folders

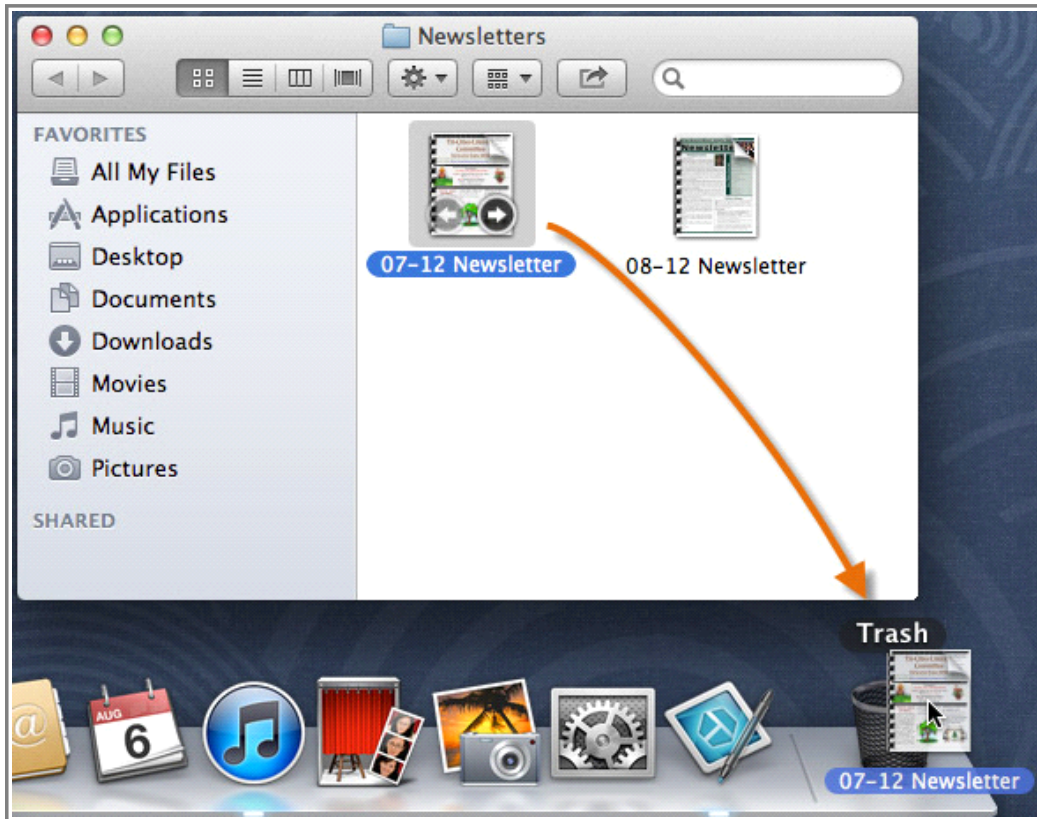
If you want to remove some of the clutter from your computer, you can **delete files and folders** that you don't need. This will move them to the **Trash** (which is just like the **Recycle Bin** in Windows). Then, if you're sure you want to permanently delete them, you can **empty the Trash**.

## To Delete a File or Folder:

1. Click and drag the file or folder onto the **Trash** icon on the **Dock**. Alternatively, you can select the file and



then press **Command-Delete**.



*Dragging a file to the Trash*

2. To empty the trash, right-click the **Trash** icon and select **Empty Trash**. All files in the Trash will be permanently deleted.



*Emptying the Trash*

On some Macs, right-clicking may be disabled by default. If you're unable to right-click, you can just **click and hold** the Trash icon until you see the Empty Trash option.

## Ejecting Drives

When you connect a **flash drive** or **external hard drive** to your Mac, it is known as **mounting** the drive. Before you disconnect the drive, it's important to **eject** it (or **unmount** it) properly to avoid damaging the data.

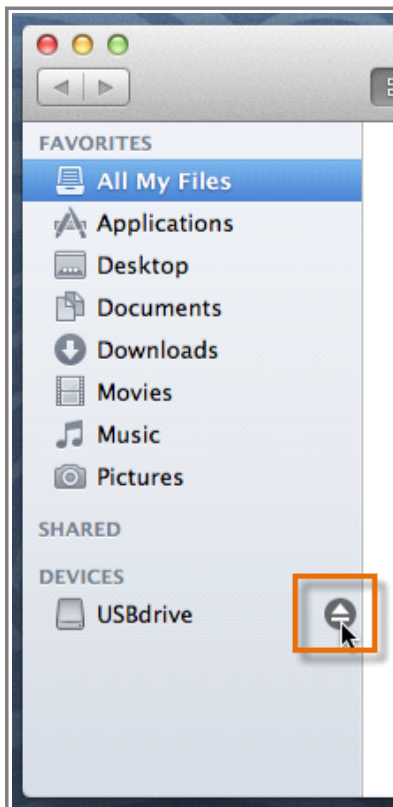
### To Eject a Drive:

1. Click the **Finder** icon on the **Dock**.



*Opening Finder*

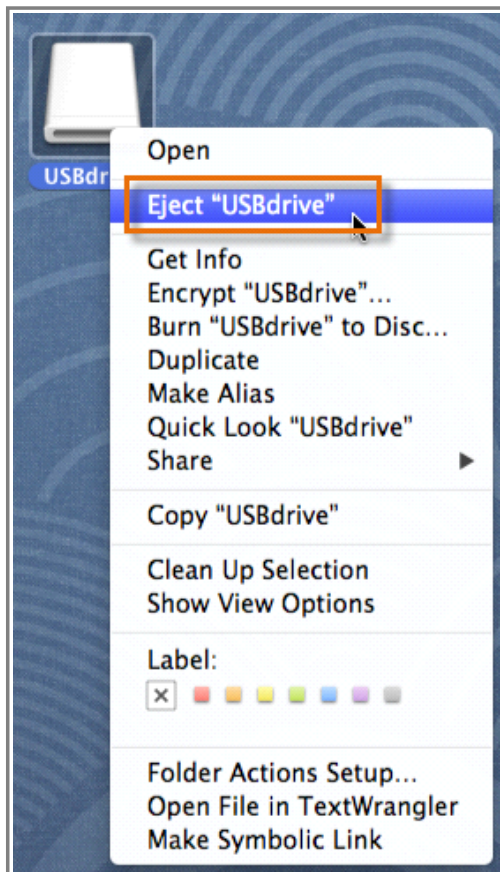
2. Locate your drive in the sidebar and click its **eject** button.



*Clicking the eject button*

3. The drive will disappear from the sidebar and you can safely **disconnect** it from the computer.

If your flash drive appears as an icon on the desktop, **right-click** the **drive icon** and select **Eject**. The drive icon will disappear from the desktop. Alternatively, you can click and drag it to the **Trash**. It can then be safely **disconnected** from your computer.



*Ejecting a USB flash drive*