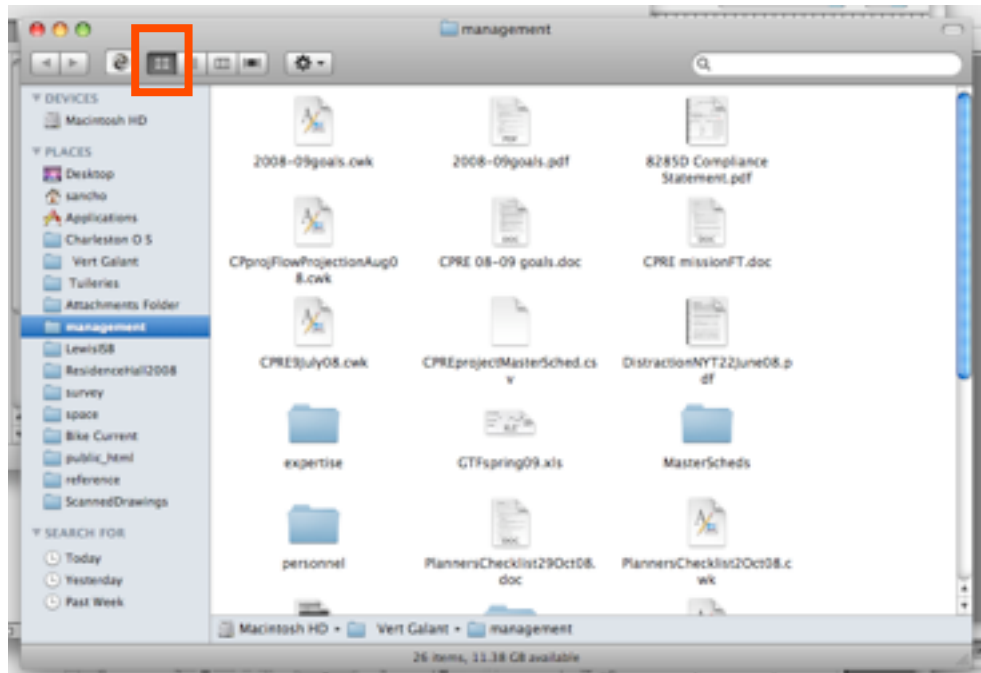


# The Macintosh Finder

16 Feb-13 May 2009/FT

Three ways to see Finder windows: “View by” options:  
icons            columns            lists

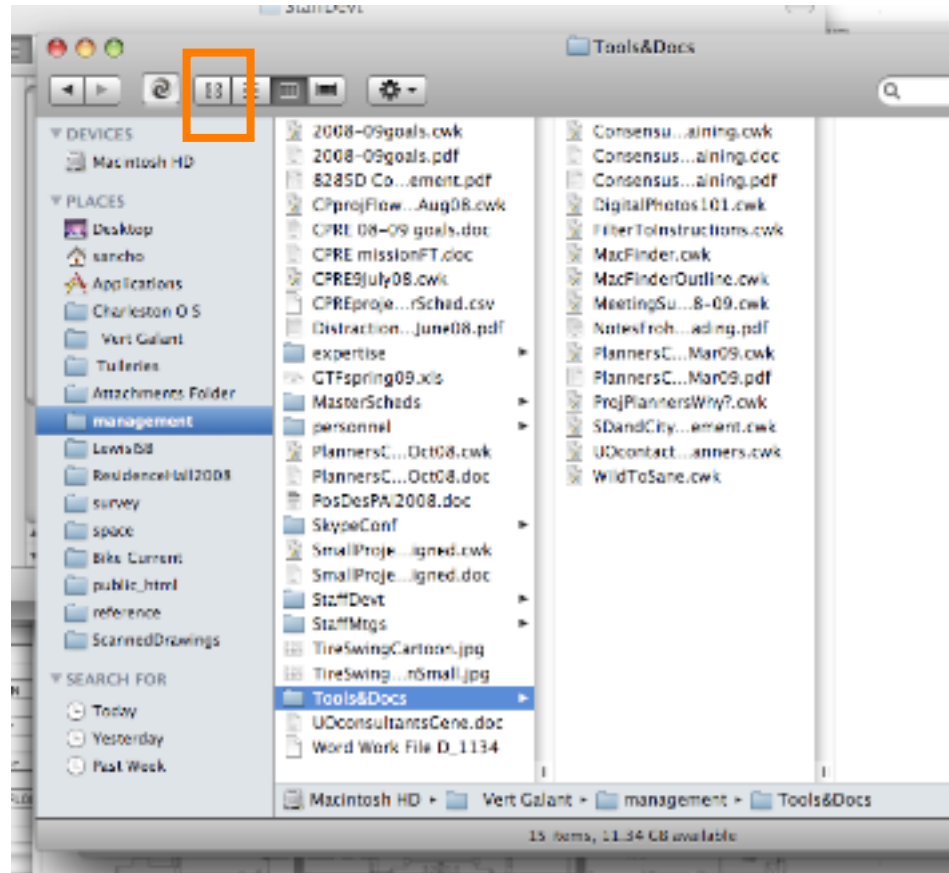
## Icons



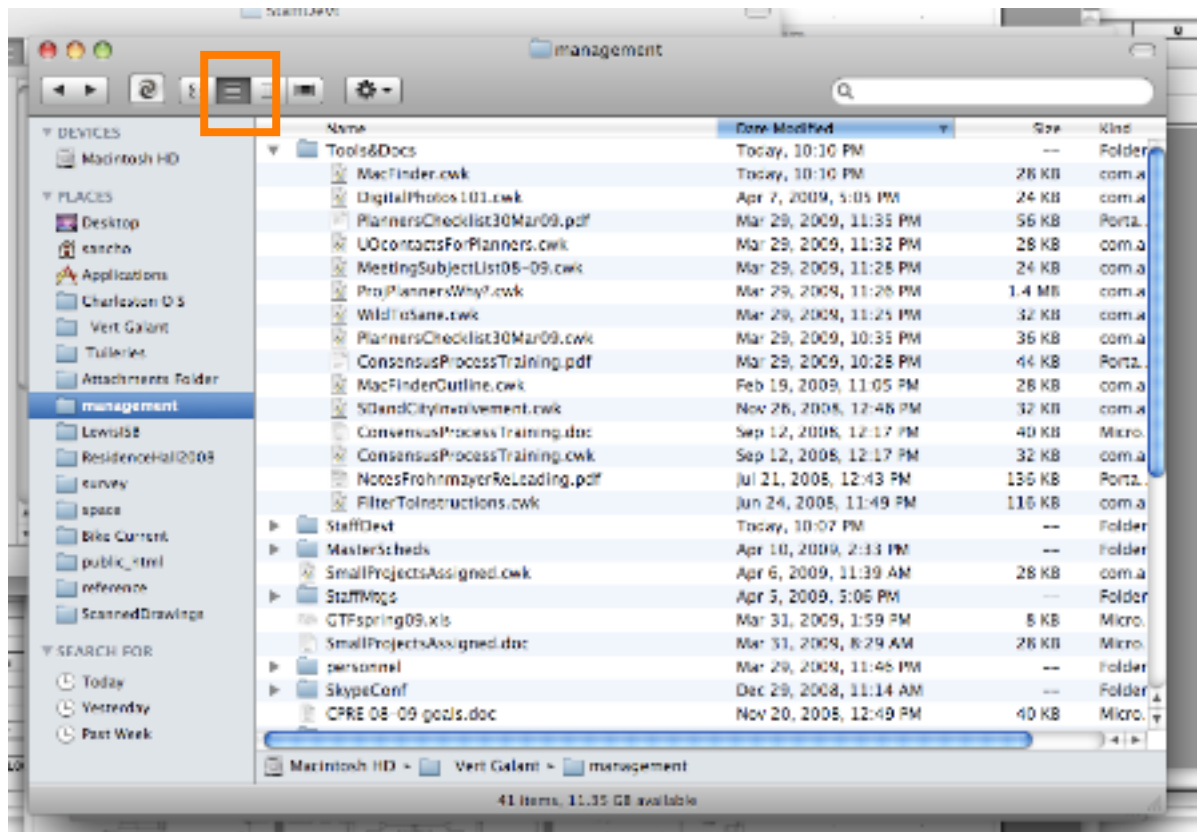
Icon view is handy for moving lots of files. It supports custom manual ordering of files, which other view options do not.  
View>>Show View Options [command-J] allows you to change icon size and text size.

# Columns

Column View is handy for seeing deep into a hierarchical file structure. Some people love it, some do not.



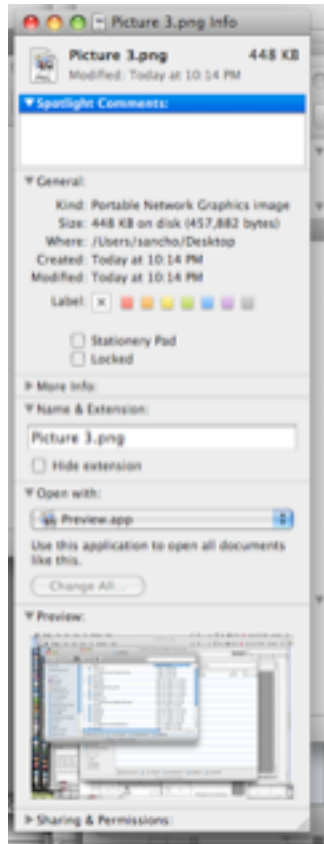
## Lists



List View: lets you sort by: name, last opened, kinds, etc. by clicking on headings. Click again to reverse sort (last through first). View>>Show View Options [command-J] to control what Columns are shown.

Newer versions of the Finder support the sidebar on the left. You can drag files or folders into this sidebar (drag them out to remove) to allow quick shortcuts to specific places. I use it both for frequent destinations as well as for short-term use when I'm managing and sorting files. It also shows up when opening or saving, which can be very convenient.

## Get Info



The Get Info box is one of the most powerful Finder tools. You can Get Info on any file or folder by clicking on it once to select it, then File>>Get Info [command-I].

The top pane has name, size, and the date it was last modified.

The second pane is a place to add comments that are Spotlight-searchable.

You can use the Name and Extension pane to rename the file or folder.

The Open With pane is how you control what application software is called when you double click a file. You can use this to try to open challenging files, or to change your default application for any given file type using the Change All feature.

The Preview pane shows a preview of the file if available.

The Permissions pane should be left alone unless you know what you're doing, and this training won't go into that. This pane and the Console are two of the very few places where you could cause yourself grief in the Mac operating system.

## **Extensions and File Formats**

Extensions are the three or four letters at the end of the file name, preceded by the last period (dot) in the file name, such as .doc, .docx, .xls, .xlsx, .pdf, .ppt, etc. These are not always displayed, and are used as well to indicate what application software is expected to open the file. That feature is better controlled in the Get Info window, though.

Watch out with the latest versions of Microsoft Office that use the .docx and .xlsx file formats. There are a lot of computers that don't have the software to open those file types, so it's best practices to get into the Word and Excel preferences to set the software to NOT use .docx and .xlsx.

## **Quick Look**

Click on any file, then File>>Quick Look [command-Y]. For most current software, it will display the file in a special Finder window without opening the application. This is very handy when sorting through old files with obscure names like IMG\_32043.jpg

## **Finder Problems**

When the Finder isn't working properly try the Relaunch Finder:  
Apple>>Force Quit>>Relaunch Finder