

3. Working with Files and Folders in Finder



In this chapter you will learn how to work with the *files* and *folders* stored on your Mac. A file is a collective term for all the data stored on the computer. A file could be a program, a text document or a photo, for example. The basic actions you will learn to perform in this chapter can be applied to nearly every type of file.

The files on your computer are arranged in *folders* (also called *directories*). Folders may not only contain files, they can also contain other folders. A folder that is stored within another folder is called a *subfolder*. You can create as many subfolders as you want, and store as many files and new subfolders within these subfolders.


Fortunately, on your Mac, you do not need to arrange all these things yourself. In *MacOS*, a few folders have already been created for you. These standard folders include the *Documents* and *Downloads* folders. You can use these folders for arranging and ordering particular types of files. In the previous chapter you stored a file created with *TextEdit* in the *Documents* folder.

Finder is the name of the *MacOS* program that can be used to manage the folders and files on your computer. In *Finder* you can delete, copy, rename and move files and folders. You will be using the *Finder* window for example, each time you want to copy a text file or a photo to a USB stick.


In this chapter you will learn how to:

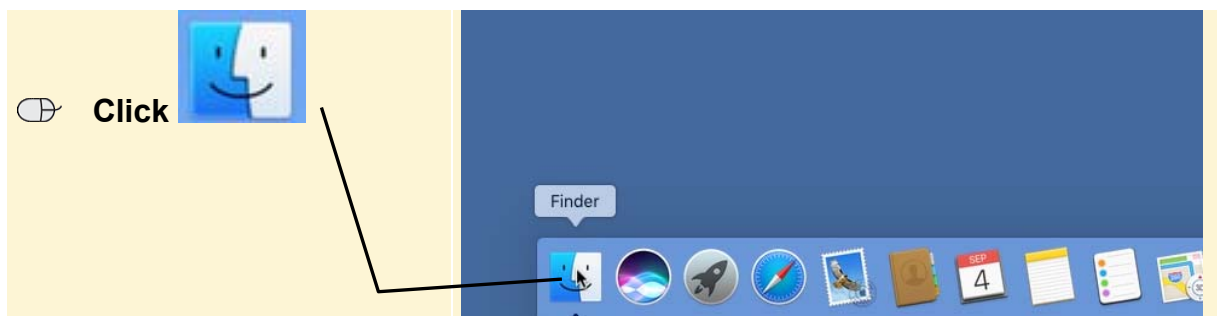
- open *Finder*;
- change the view of the *Finder* window;
- create a new folder;
- copy and move a file to a different folder;
- change a file name;
- delete a file;
- empty the *Trash*;
- copy a file to a USB stick;
- safely disconnect the USB stick.

3.1 Opening Finder

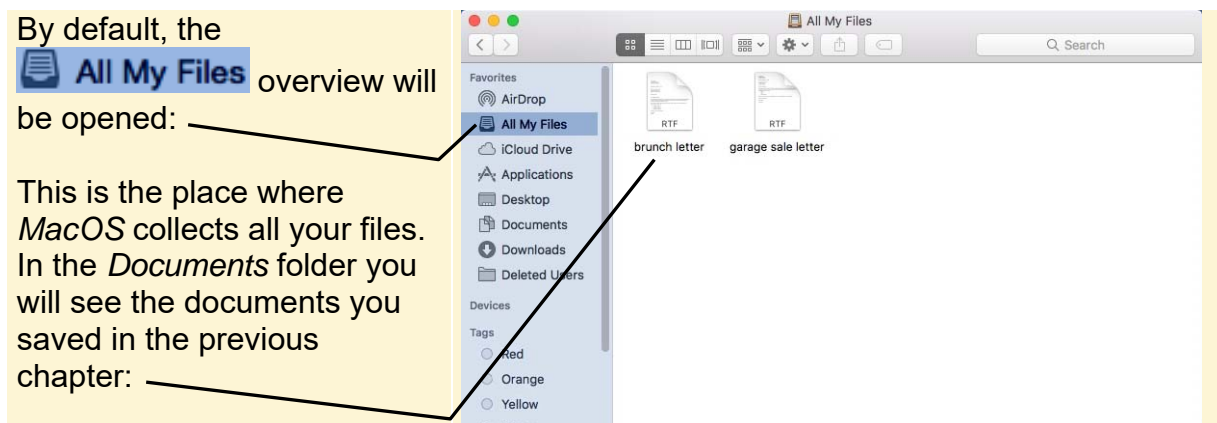
The *Finder* program has its own fixed place in the *Dock*. It is the only program that is always active. You cannot close *Finder*. You will always see a dot  below this



icon: . This is how you open the *Finder* window:



The *Finder* window will be opened:

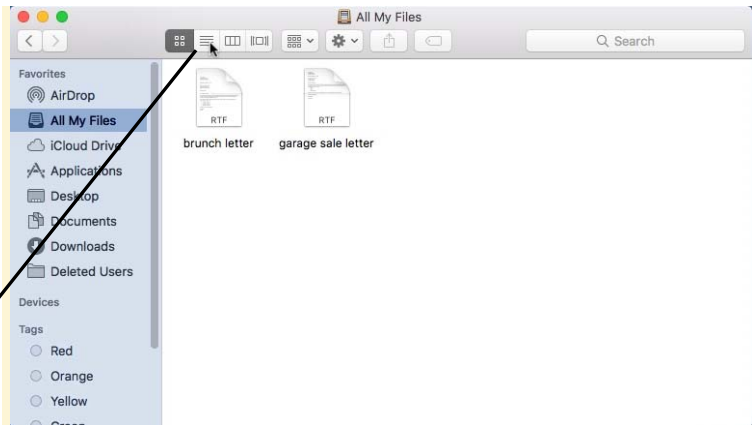
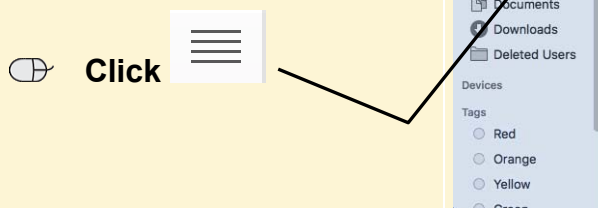


3.2 Changing the View for Finder

There are several ways of displaying the files and folders in *Finder*. Your screen may look a bit different at present.

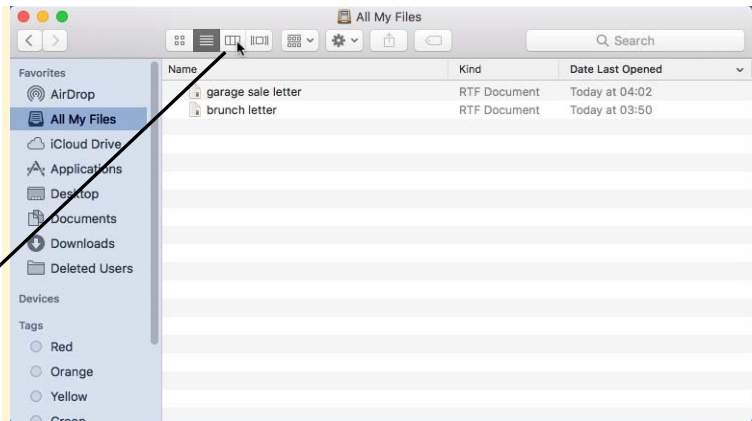
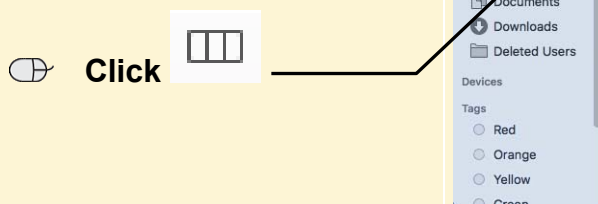
In this example, the files are displayed as icons:

If you want to display the files in a list:



You will see a list of all the files:

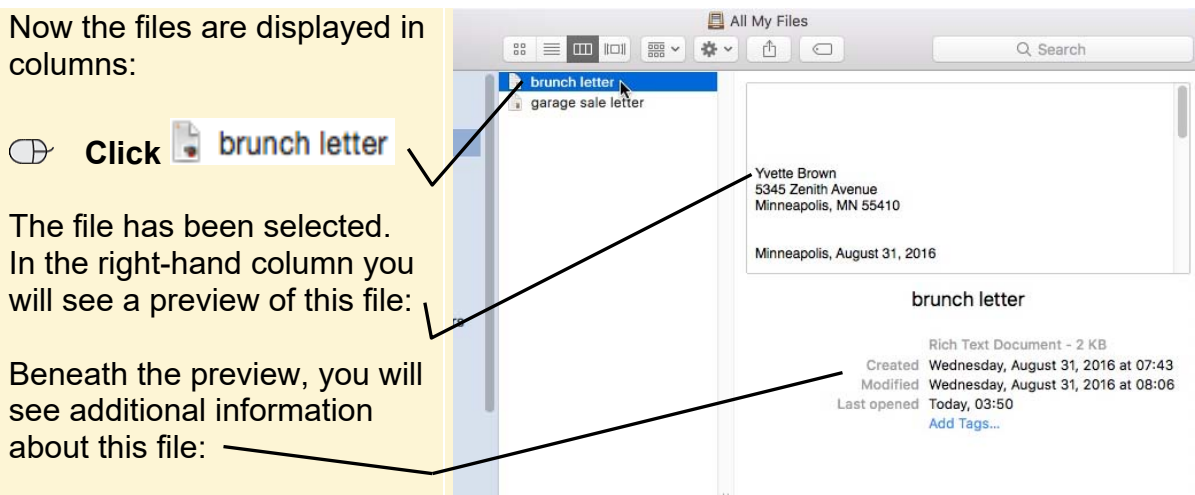
You can also display the files in columns:



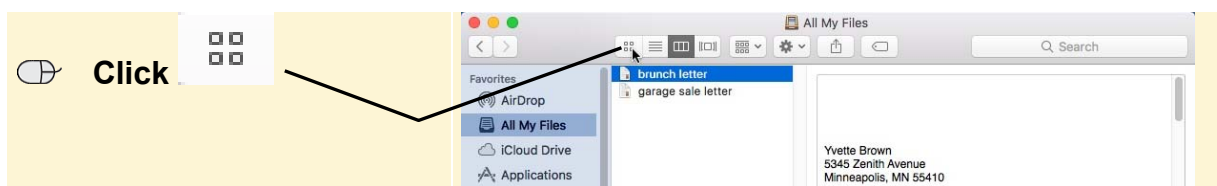
Now the files are displayed in columns:

The file has been selected. In the right-hand column you will see a preview of this file:

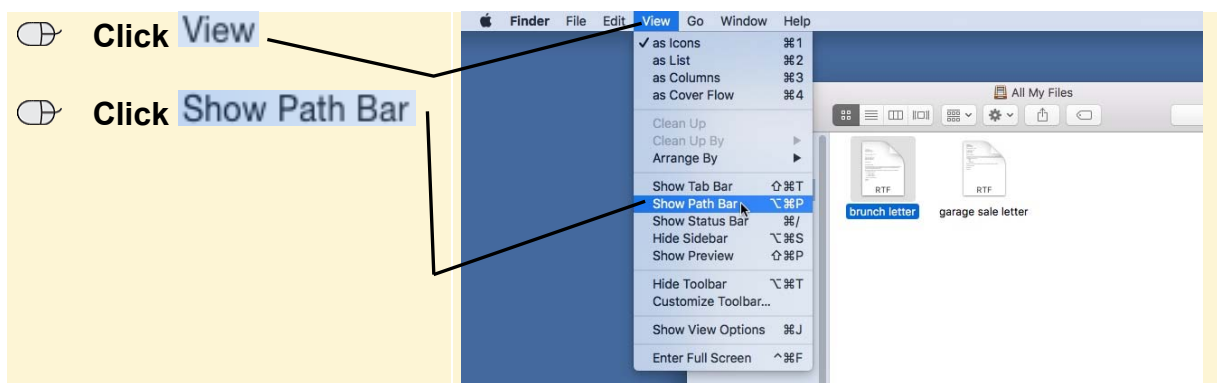
Beneath the preview, you will see additional information about this file:



In the following examples, the *Symbols* view is used:




There are even more settings you can use to modify the view of a window. For instance, you can display the *path bar* in the *Finder* window. Use the *View* option on the menu bar to do this:

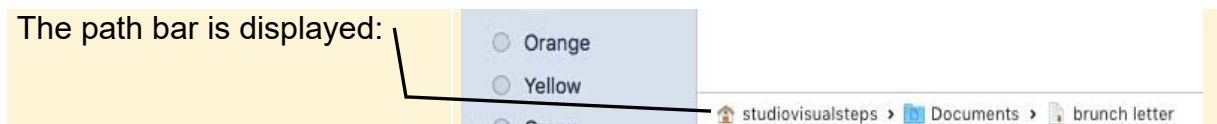





HELP! I see a command called Hide Path Bar.

Does your menu contain the **Hide Path Bar** option? This means the path bar is already visible in *Finder*.

 **Just continue reading**

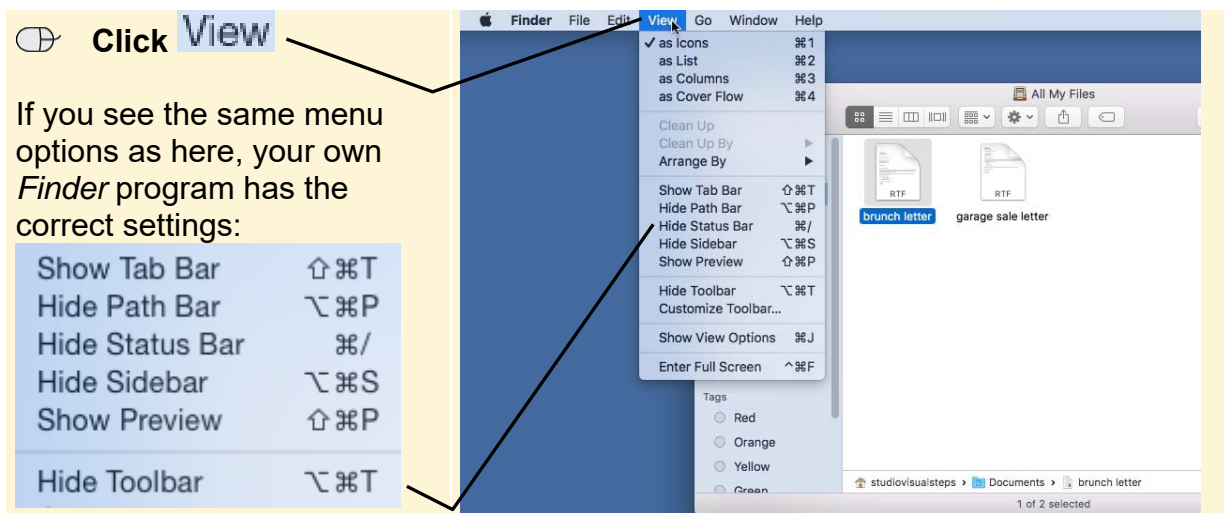
The path bar is displayed:



In the path bar, you can see at a glance in which folder a selected file or a selected folder is stored:  **studiovisualsteps** >  **Documents** >  **brunch letter**

This means that the *brunch letter* has been stored in the *Documents* folder. The *Documents* folder is stored in the personal folder of the user called *studiovisualsteps*. On your own computer, there will be a different name for this folder.

You are going to check if your computer has the same settings for the *Finder* view as in these examples:




HELP! My menu has a Show... option instead of a Hide... option.

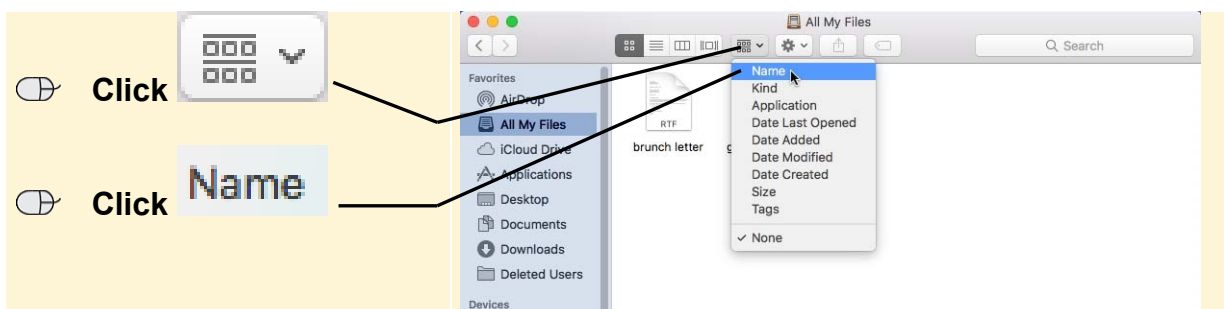
If you see **Show** in a menu option, it means the component is hidden by *Finder*.

For example, click Show Sidebar

Now this component will be displayed in *Finder*.

 **Make sure the path bar and the status bar are displayed, by changing the menu options in the same way as the example above**

In order to provide a good view of the files, it is useful to order them alphabetically, by their file name. You will need to set this up for each individual folder, like this:



3.3 The Various Components in Finder

Finder does not just display the contents of a folder. The *Finder* window contains specific sections that will help you navigate through the folders on your computer. Take a closer look now at these components:

Navigation pane:

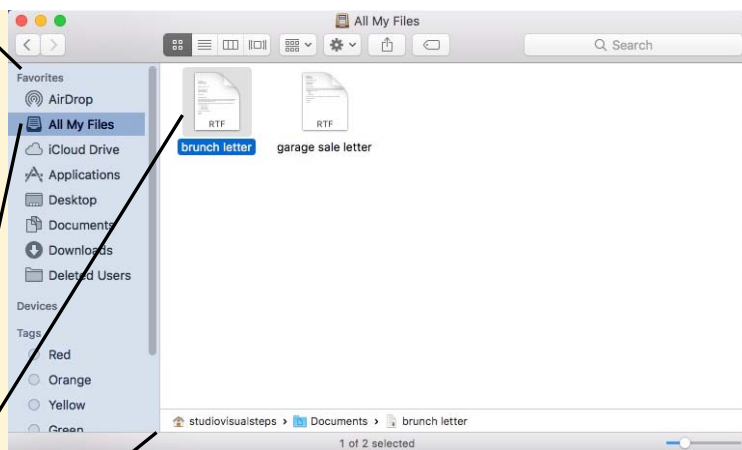
In this window pane you will see the folders that are most important:

The blue bar indicates which folder or view has been selected:

In the *file list*, the files in this folder are displayed as icons:

In the *path bar* you can view the location of a selected folder or file:

In the *status bar* you can see how many files are contained within a folder and how many files are selected:



By using the *navigation pane* on the left-hand side, you can quickly open a folder on your computer. When you click a folder in the left *navigation pane*, the contents of this folder will be displayed on the right side, the *file list* part of *Finder*.



Tip

Icons for files and folders

By default, *MacOS* will display a miniature preview of the file or folder in the icon that goes with this file or folder.



For example, this icon for a text file.



In the case of a photo file, the preview is even more obvious: