

Mojave's Finder

In 5 easy video pieces

Mojave's Finder

Manage Files, Folders and Applications

Finder Window

Finder Preferences

Finder Sidebar

Finder View Options

Finder Tabs

**For Hands-On learning, sign up for Wally's Mojave
Basics Classes beginning November 12th**

Key Takeaways - Finder Window

Open New Window - Command ⌘ N or Main “Menu” > “File” > “New Finder Window”

Close Window - Command ⌘ W or Main “Menu” > “File” > “Close Window”

Finder preferences set what displays on the Desktop as well as when new window opens. Options include showing files by Kind, Name, Application, Dates Sizes

Group button controls similar options within a finder window

On the far left, the Tool Bar contains Forward and Back buttons

Next to the right are the Finder View buttons: Icon, List, Column, and Gallery (new)

Columns can be easily resized by dragging near the bottom of the column dividers

Next is the “Action Button” which offers the same options as control clicking on a file or folder

Finally, the tool bar can be customized by choosing “Customize Toolbar...” under the VIEW menu (add trash can and/or share button)

Key Takeaways - Finder Preferences

Opening Finder Preferences shows 4 tabs that control what is displayed on desktop as well as what is displayed when opening a new window

You can also choose whether new windows open as tabs or stand alone new windows

Tags tab is where you control what tags are shown in your sidebar

Sidebar tab allows one to choose what is shown in sidebar - it should be what you use most

Advanced tab allows several warning toggles for name extensions, iCloud, Trash, and Folder locations during a sort
Scope of search

Key Takeaways - Finder Sidebar

Every Finder Window usually has a sidebar, but it can be hidden (“View > “Hide Sidebar”))

Sidebar contains 4 sections: Favorites, Devices, Shared, Tags

All Items can be rearranged by drag and drop

Sidebar items can be populated by drag and drop

Sidebar items can be removed by dragging off (left) or choosing “Remove” when Control clicking on an item

One can hide any section’s contents by hovering over it’s name and clicking on the word “hide” which will appear

Key Takeaways - Finder View Options

In Menu chose “View” and then “Show View Options”

Controls How items on desktop are displayed

On Desktop it allows Choice of Icon size and location; also

Icon Preview or not

Icons can be arranged arranged by Kind, Date, Size, Tag or

None

View Options Change for each Finder Selection

When in Icon View, each window can have colored background (or picture)

One can always change text size and display order

Finder Windows can display a Tab Bar, Path Bar (location) and Status Bar (Options within the “View” menu)

One can drag and drop files or folders to locations shown on the Path Bar

Key Takeaways - Finder Tabs

You can have Multiple Views in a single Finder Window

Command ⌘ T creates a new Tab as does “File” > “New Tab”

After two tabs are visible there is an add tab button on the far right

You can Open any folder in new tab by control clicking and choosing “Open in a New Tab”*

One can click and drag on a tab to rearrange order

You can make a Tab into a stand alone window by pulling it onto the desktop

One can merge all open windows into a tab structure: chose “Windows” > “Merge All Windows” in the main “Menu”

One can drag and drop files and folders between tabs

*Preferences must be set to “Open folders in Tabs instead of New Windows”