

Training Session 3 - Macintosh Finder Menu Items

Finder: Click on **File** on the **Finder** menu bar. Open a **New Finder Window** in column mode. The **Keyboard Shortcut** is **⌘N** (hold down **Command** then press **N**).

Click on the red button to **Close Window**. The **Keyboard Shortcut** is **⌘W**. Very useful. The yellow button will minimise the window into the **Dock** but leave it active. The green button will resize the window and acts as a toggle. You can change the size of any window by clicking and dragging the diagonal triangle on the bottom right hand corner.

In the new **Finder** window, the **Window Title Bar** shows the title of the active **Folder**. Click on the elongated button on the top RH end to 'minimise' this bar. This can be useful when you want more screen height. Study what you get when you do this. Click again to undo. The bottom of this window gives information about the number of **items** and the amount of **Hard Disk** space available.

Finder Preferences: Click on **Finder** to get the **Finder** drop-down menu. Press **⌘,** (**Command+comma**) to open **Preferences...** You will get a new window with four icons along the top of its **Window Title Bar**.

Click on **General**. These options allow you to chose what you see on the **Desktop** (so you don't need to have your **Hard disk** icon in the top right-hand corner of your screen); **New Finder windows open:** lets you select what you want to see in the second (white) column. Mine is set to **Documents**. **Spring-loaded folders and windows** will open if you hover your cursor over a folder for a short time. Can be useful for putting things away in their correct folders.

The second icon called **Labels** allows you to highlight any file or folder with a colour. This can be used to find files more quickly. I don't use them much.

The third icon called **Sidebar** allows you to select what you want to see in the **Sidebar**. You can tick and un-tick just what you want. (Have a look at what I use; I like to keep it simple.)

The fourth icon called **Advanced** lets you select what actions you want. You may be used to .DOC file extensions for Microsoft Word files, for example; we can safely hide file extensions on the Mac. You can select what you want searched using **When performing a search:**. Often you want to **Search the Current Folder**. Close this window (click the red button).

File: We often want to create a **New Folder**, usually inside an existing, highlighted Folder. The **Keyboard Shortcut** is **Shift⌘N**. The title of the new Folder is **untitled folder**, and is light blue; you don't need to move the cursor to this blue space, you just type in the name you want.

Have a look at the other **File** options; there are many options depending on what you have selected. **Close Window (⌘W)** does the same as clicking the red button. **Get Info (⌘I)** is very useful; it gives important information about the selected folder/file. **Move to Trash (⌘Delete)** is also very useful, easier than dragging to the **Trash**. Note you can also select a **Label:** colour from this drop-down menu. There are usually 2-3 different ways of doing things on a Mac.

Edit: Look at the **Edit** drop down menu and its **Keyboard Shortcuts**. These six shortcuts are very useful, particularly while your hands are on the keyboard. **Undo (⌘Z)** will undo the last action(s). **Show Clipboard** holds the last selection deleted or copied, while **Special Characters...** opens a toolbox of fonts.

View: The first four items in the **View** drop down menu replicate the choices in the **Toolbar**. **Clean Up Selection** will tidy up your desktop by moving icons, etc., onto a grid; while **Arrange By** allows you to chose how your folders/files are displayed. Once you have selected a folder, click on **Show Path Bar**, and note the strip across the bottom of the active window. You can also **Show/Hide Sidebar**. When more adventuresome, you can **Customize Toolbar...** with extra choices. Click on a

folder/file then click on **Show View Options** to open a window that allows you to choose more ways of customizing your computer. I turn off **show preview column** because you can do the same thing by simply toggling the space bar to activate **Quick Look**. See what happens if you click the **Desktop** when this window is open.

Go: I haven't used items on the **Go** drop down menu; some folk use them a lot, I should have another look.

Window: **Minimise (⌘M)** does the same as clicking a yellow button while **Zoom** does the same as the green button. The bottom of this drop down menu lists the currently selected files.

Help: The **Help** drop-down menu contains a large amount of information specific to the current **Application** (**Finder** is also an **Application**). You can find information on almost any aspect of your Mac using this **Help** resource. If you are on the Internet, there is even more help available, including **How-to** videos. It is worth exploring, especially when you have even a little problem - it's the best way to learn.

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