

## Training Session 1 - Macintosh 'Finder'

Start up Mac Computer > **Finder**

**Finder** menu bar: -  **Apple** Icon; **Finder** (name of current application); **File**; **Edit**; etc., (these menu items are consistent across all **Apple** applications).

Right hand end of **Menu** bar:- **Spotlight**; **Time & Date**; etc., (these items can be modified using **System Preferences...**, see later.)

Control	^
Option	⌘
Command	⌘
Shift	⇧
Caps Lock	⇧
Escape	⌫
Eject	⏏
Delete	⌫
Apple	

 **Apple Icon** drop-down menu >

**About This Mac**; **Software Update...**; **App Store...**; **System Preferences...**;  
**Dock**; **Location**; **Recent Items**; **Force Quit...**; **Sleep**; **Restart...**; **Shut Down...**;  
**Log Out** (username)....

**Finder** drop-down menu >

**About Finder**; **Preferences...**; **Empty Trash...**; **Secure Empty Trash...**; **Services**; **Hide Finder**;  
**Hide Others**; **Show All**.

(Finder) **File** drop-down menu >

**New Finder Window**; **New Folder**; etc.

**Edit** drop-down menu > etc.

So far, a blank window. This is the '**Desktop**', where you will do your work, keep files, etc. To 'find' things, we use the **Finder**. You probably have the **Dock** across the bottom of your screen, see later. Note, many of the settings you will see can be modified to let you personalise your computer just the way you want it.

From the Finder **File** drop-down menu click on **New Finder Window**.

You now have a **Finder** window open with a number of features. The grey header bar is called the **Window Title Bar**; the title of the active folder/file is shown in the top centre. At the left-hand end of this window are **Red**, **Yellow** and **Green** buttons, and an elongated button at the right hand end. Below these is the **Toolbar** which has two buttons with '**go back**' and '**go forward**' triangles; four buttons to show how you want your folders/files to appear; a button with an '**eye**'; a button with a '**gear**'; and a shape with a **magnifying glass** symbol. These will all be explained later.

There is a grey column down the left of this **Finder Window** with information on what you have on your computer. This is called the **Sidebar** and shows:

**DEVICES**, with a triangle to the left (what you have 'connected' to your computer)

**PLACES**, with a triangle to the left. This shows (e.g.) **Applications**; **Home user** username;

**Documents**; **Desktop**.

**SEARCH FOR**, with a triangle to the left, with periods of time to search for things.

Click on the **Home user** folder (the '**House**' icon) to show your files in the first white column.

If you now click the first of the four buttons in the **Toolbar**, your folders/files will appear as **Icons**.

If you click the second of the four buttons, your folders/files will appear as a **list** with extra information.

If you click the third of the four buttons, your folders/files will appear as a **column**.

If you click the fourth of the four buttons, your folders/files will appear as **Cover Flow**.

The column button is often preferred, but feel free to play with the different options.

If the column option is chosen then the second (white) column will show your folders/files with their names. Click on a folder and the next white column will show what folders/files are in that chosen folder. And so on. This is referred to as drilling down to find the folder/file you want. You can set the final column to show a **Preview** of the contents of the file. See later.

If you click on a file to highlight it, you can click on the '**eye**' button to have a **Quick Look** at the contents of the file without having to open its application. Alternatively, you can just press the space bar to have a **Quick Look**; simply press the space bar again to close the **Quick Look**. (This applies to all files.)

When you find the file you want to work with, double-click it. Its **Application** will start and open the file.

If you click on the gear button you get a context-sensitive menu which offers some extra 15 options. Have a look at them; we will return to some of these in future sessions.