FILE MANAGEMENT ON A MAC (OS Mojave)

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FINDER



OR



Double-Click to Open Finder



Opens to Recents Folder

OR

Go to Menu to Change Folders

Go Window Help	
Back	24[
Forward	26]
Enclosing Folder	26.7
Recents	0 XF
Documents	0#0
Desktop	0 XD
O Downloads	THL
Home	0 XH
Computer	0×C
AirDrop	ORR V
Network	2 XK
Cloud Drive	0301
Applications	0%A
X Utilities	0×U
Recent Folders	+
Go to Folder	0×G
Connect to Server.	. ЖК

BUTTONS TO SWITCH VIEWS

ICON VIEW



LIST VIEW - FOLDERS



COLUMN VIEW

Contents to the Right - Can see Folder Structure more clearly

Explore California 0 ✿ ~ ① Q Search < > ‱ ≡ ш 🖙 🖷 ∨ Explore California EC Catalog.pdf Client Projects Favorites ec_brochure.pdf Photos Globe Bank ٠ (AirDrop Recipes > 📄 H+ ٠ No Obstacles Recents Tax Files Explore California.pptx Applications Desktop Documents O Downloads ٨ iCloud Cloud Drive Locations Macintosh... Remote Disc Network Tags

Full Path - Client Projects – Explore California - Files

GALLERY VIEW



SHOW HARD DISKS ON THE DESKTOP





BASE FILE LEVEL

Root



Main File Structure (Every MAC has these folders)

< >		a Macíntosh HD	Q Search		Macintosh HD
Favorites AirDrop Recents Ar Applications Desktop Documents Documents	Applications	Library	System	Users	
iCloud iCloud Drive Iccations Macintosh Remote Disc Network]			**	
Tags					

No reason to open Library and Systems Folders – **DON'T DELETE ANY FILES HERE**

USERS FOLDER

< >		■ ~ ◆ 、 == ==	Users	Q. Search	
Favorites AirDrop Recents Ar Applications Desktop Documents	Guest	nicholasbrazzi	Shared		
O Downloads		•			

Name Folder – Where Your Personal Files should be stored. Each user will have their own Home Folder.

Pre-made Default Folders by System

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Recents					1.0	
Applications	Desktop	Documents	Downloads	Movies	Music	
Desktop						
Documents	101	63				
O Downloads						
iCloud	Pictures	Public				
Cloud Drive				b		
Macintosh						
Remote Disc						
Network						
Tags						
Cenan						

FOLDERS CREATED BY USER



Different Default Views for Folders

Show Path Bar (at bottom)

View	Go	Window	Help
√ as lo	ons		% 1
as Li	st		362
as C	olum	ns	#3
as G	allery		₩4
Use	Grou	ps	-#0
Sort	By		
Clea	n Up		
Clea	n Up	Ву	•
Hide	Side	bar	₹¥S
Show	w Pre	view	0 XP
Hide	Tool	bar	THI
Show	N All	Tabs	136 13
Show	v Tab	Bar	0 HT
Show	v Pat	h Bar	₹ #P
Show	w Sta	us Bar	36/
Cust	omiz	e Toolbar	
Show	w View	w Options	жJ
Show	N Pre	view Option	ns
Ente	r Full	Screen	^%F



Important Guideline – Files Associated with User Create Folders in Home Folder or in these Subfolders

FAVORITES

Shortcuts to Important Folders

Fav Ø	orites AirDrop Recents				
	Finder	File	Edit	View	Go
	About	Finder	-		
	Prefer	ences.		×,	
	Empty	Trash.	- 0	36 CE	
	Servic	es		•	
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	Hide C Show	All	X	жн	

To list Folders on Sidebar:

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O O Pinter Preferences		
General Tags Sidebar Advanced		
Show these it ans in the sidebar:		
Favorites		
🖸 🗒 Recents		
🖸 🕅 AirDrop		
C Applications		
🖸 🥅 Desktop		
O Documents		
O Downloads		
Movies		Favorites
J Music		AirDron
Pictures		WW ANDIOD
[] nicholasbrazzi		Recents
Liciald		A Applications
Concentration of the second se		7 Applications
Locations		Desktop
Im Nicholas's MacBook Pro		Documents
I Hard disks		
External disks		C Downloads
CDs, DVDs, and iPods	🛛 🗄 Movies	E Movies
Computers	🛛 🎵 Music	
Connected servers	🖸 🔞 Pictures	J] Music
Tags	🖸 😭 nicholasbrazzi	III Pictures
C Recent Tags	iCloud	
	Cloud Drive	nicholasbra

Folders created by User



Drag folder to Favorites Sidebar - Wait for Line and drop below other existing short-cuts



Right-mouse click on Folder for Options



CREATING A NEW FOLDER







Rename to Italy



Right-mouse click on Folder

COPYING AND MOVING

In List View:

Drag and Drop Folders to other Folders

Moving Florence to Italy

		Photos		
< >		· · · · · · · · · · · · · · · · · · ·	λ Search	
Favorites	Client Projects Photos Recipes Tax Files	 Florence Geneva Interlaken Italy Montreux Pisa Rome Switzerland UK Venice 	5 5 5 5 5 5 5 5 5 5 5 5	
Locations	🚔 Macintosh HD > 🛅 Us	ers » 🛣 nicholasbrazzi » 🛅 Docume	ents > 🛅 Photos	



To Select Multiple Files to Drag & Drop

Shift Key – Select Sequential Folders

-		Contraction of the
•	Cinque Terre	•
	Geneva	•
•	Interlaken	
-	Italy	
	Montreux	
-	Pisa	•
	Rome	•
	Switzerland	*
	UK	
1	Venice	

Command Key – Select Non-sequential Folders



Can also Drag to Sidebar Shortcuts

File Edit View	w Go Window Help			
New Finder Wir	ndow 36N			
New Folder	(C) SEN			
É Finder Fil	e Edit View Go Window Help			۹ 🙆 🖃
	i Pictures			-
< >	🗱 🗮 🛄 📟 🗱 🔹 🏟 🐑 🙆 📿 Q. Search	h		
Favorites ALFOrop Recents AAFOrop Recents AAFOrop Desktop Downloads Downloads Movies J Music Pictures Chicholasbra	naly •		Photos Photos	Macintosh HD
Cloud Drive				
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Macintosh		O Downloads		
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		🎵 Music		
		Pictures		
		nicholasbra		
		iCloud		
		Locations	🖁 Macintosh HD > 🚺 Users > 🏠 nicholasbrazzi > 🛅 Documents > 🛅 Photos	

Drag and Drop Folders from one Window to Another



COPYING – Drag + Option Key

000	Pictures					
< >						
Favorites						Macintosh HD
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2 Applications						
Desktop						
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J Music		< >		· • • • • • •	λ Search	
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nicholasbra		AirDrop	Recipes	 Switzenand UK 	Montreux	
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		Pictures				
		😭 nicholasbra				
		Cloud				
		C iCloud Drive				
		Locations				
		Macintosh	Macintosh HD + MU	ers 🕴 🏠 nicholasbrazzi 🖲 🛅 Docume	nts 🕽 📄 Photos 🔋 🛄 Switzer	land





Using the Edit Menu to Copy/Paste

Copy 2 Items Paste Item Select All	36X 36C 36V 36A	Photos
Show Clipboard		🗱 🗏 🚥 📟 📽 👻 🏟 🖕 🖆 🕥 🔍 Search
Start Dictation Emoji & Symbols	fn fn ↑ Space rop Recents A Applications Desktop Downloads Movies Movies Music Pictures nicholasbra iCloud Cloud Drive	Client Projects Italy Photos Switzerland Recipes UK Part Files UK Photos Compared and the second

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					8	Recents

AirDrop AirDrop AirDrop Becents Actor Desktop Documents Downloads Monitore	fland	*	Collectual		
Music					
Pictures					

DELETING FILES

Drag Item to the Trash Icon



Or

Right-Click - Move to Trash



Using the Menu to Delete (Move to Trash)

File	Edit	View	Go	Window	Help)
Ne	w Find	er Wind	ow		ЖN	
Ne	w Fold	er			0 %N	
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Pri	nt				ЖP	
Clo	ose Win	ndow			жw	-
Ge	t Info				31	
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Du	olicate				#D	30
Ma	ke Alia	s			^%A	P
Qu	ick Loo	k "Glob	e Ban	k"	ЖY	ier
Sh	ow Orig	ginal		0	C#A	50
Ad	d to Sid	debar			~#T	
Mo	we to T	rash N			XC	1
Fie	CT	10			36.5	

move to trash cmd + delete

Drag out of trash back to folder



Emptying the Trash



	600 = 111 300 000		
AirDrop AirDrop Recents Applications Desktop Downloads Movies Movies Music Pictures incholasbra	Client Projects Recipes Tax Files	Explore California Globe Bank H+ No Obstacles	 All Recipes.docx Bio Reading.docx Customer Database3.xlsx Furniture Sales.xlsx Home Recipes.docx Identity Branignment.docx July 2014 Sales Report.xlsx Media campaign No ObstacleerPoint6.pptx No Obstaclee_music.mp3 NO_sport_on_white.png NO_transparent.jpg Quarterly MaReview.pptx Regional Sales.xlsx

FILE EXTENSIONS

Double-click to open file in application



FILE EXTENSIONS -

.docx – WORD

.xlsx – EXCEL

.pptx - POWERPOINT

.jpg & .png – PICTURES

.mp3 – MUSIC

GET FILE INFORMATION

	Ali Recipes.docx Info
	All Recipes.docx 2.5 MB Modified: January 30, 2015 at 6:56 AM
	Add Tegs
	▼ General:
	Kind: Word 2007 (.docx) Document Size: 2,503,870 bytes (2.5 MB on disk) Where: Macintosh HD - Users - nicholasbrazzi - Documents - Client Projects - No Obstacles Created: May 23, 2015 at 6:53 AM Modified: January 30, 2015 at 6:56 AM Stationery pad Locked
	▶ More Info:
	Name & Extension:
	▶ Comments:
	► Open with:
	▼ Preview:
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Close Window 36W	The second secon
Get info SEI	Management and a second
Rename A	



GALLERY VIEW – PREVIEW OF FILE



More Info for Picture File



QUICK LOOK

Select File + Spacebar – Quick Look



Select Multiple Files + Spacebar – QUICK LOOK to TILE Multiple Files



Full Screen Button





Exit Full Screen

Will open file in application



SEARCHING USING SPOTLIGHT



Window	Help	🚊 🔕 📰
		Macintosh HD
	Q Spotlight Search	

Searching Files and within Files (TEXT)

California – even within all files

Q california - Explore California	
TOP HET	
Explore California — Client Projects	and the second
FOLDERS	Explore California
Explore California — iCloud Drive	4 items
PRESENTATIONS	
Explore California.pptx	- Explore California poty
BOOKMARKS & HISTORY	2/13/15, 4:17 PM
Ome Explore California	
Welcome to Explore California	EC_magazine_article.pdf
DEFINITION	3/25/10, 12:04 AM
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NEWS	3/25/15, 12:04 AM
California pledged to protect net n	ec brochure.pdf
In top California sanctuary city, ICE	3/25/15, 12:04 AM
Renewed push to offer SAT and AC	
SIRI KNOWLEDGE	
O California	
SIRI SUGGESTED WEBSITES	
california.legoland.com	
MAPS	

spotlight cmd + spacebar

Searching VENICE

Can play video in Spotlight Window



Search Sherlock Holmes - Spotlight will also search online

TUNES STORE		
Sherlock	Holmes	Sherlock Holmes
SIRI KNOWLEDGE		Artist on Apple Music
Sherlock	Holmes	Spoken Word
BOOK STORE		URRU
The Com	plete Sherlock Holmes	
MOVIES		
Sherlock	Holmes	
VEWS		
S Jude Lav	v Drops Hint on Sherlock	
DEFINITION		

Sports Scores

PORTS				
New York Yankees		Yankees Sch	edule	
ews				
Can the Yankees hit their stride he	White So	ox @ Yankees		
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What it would take for Yankees to a				
WEB VIDEOS		8	4	t.
How to Hydro Dip! 🥥 Baseball! Re	8	VS VS		K.
MIS SUSCRIPTORES BAILAN COM	53	2-79	83	-48
Andujar, Gregorius power Yankees				
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mlb.com		N		
youtube.com	8/24	@ Orioles	W	7 - 5
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O Yankees				
DEFINITION	8/25	🚰 @ Orioles	w	5 - 1
🛱 Yankee	8/26	@ Orioles	w	5 - 3
		6		

Search in Finder Window

Select – THIS MAC – will default to Recents

