

FILE MANAGEMENT

ON A MAC

(OS Mojave)

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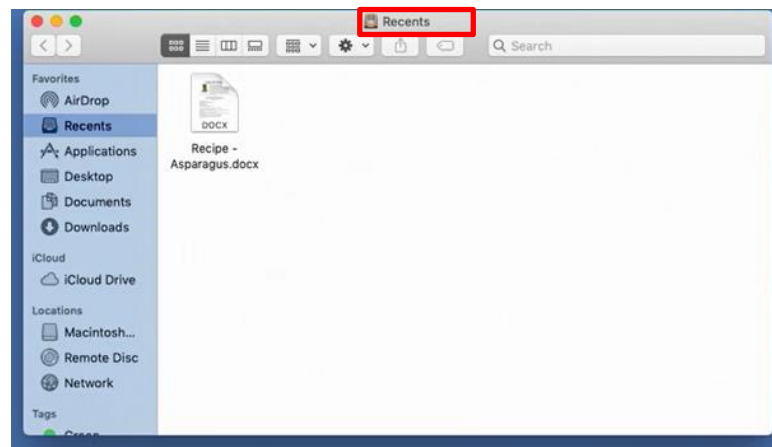
FINDER



OR



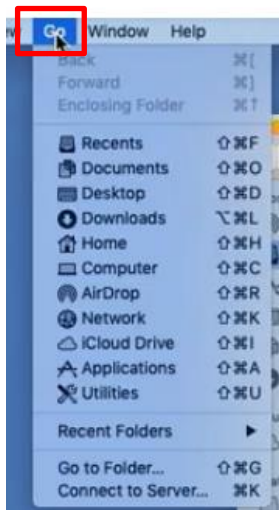
Double-Click to Open Finder



Opens to Recents Folder

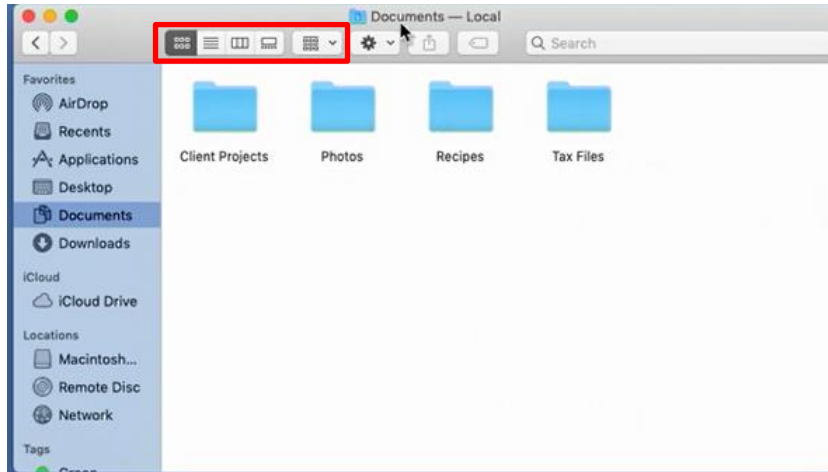
OR

Go to Menu to Change Folders

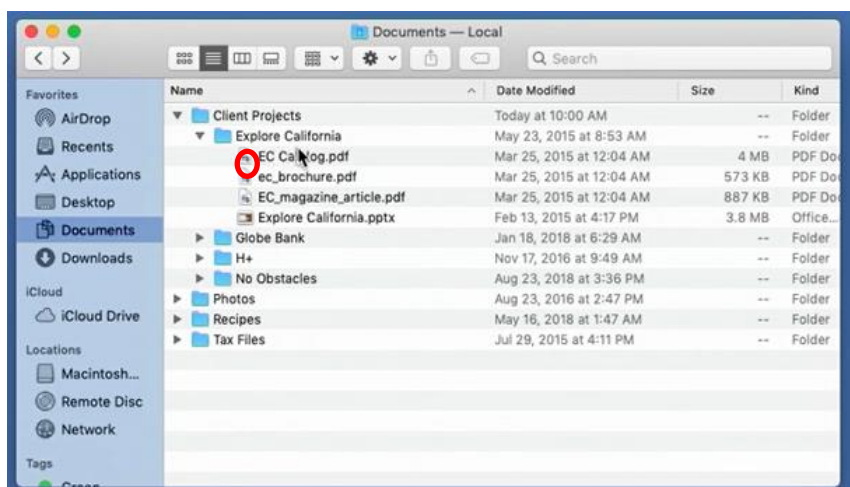
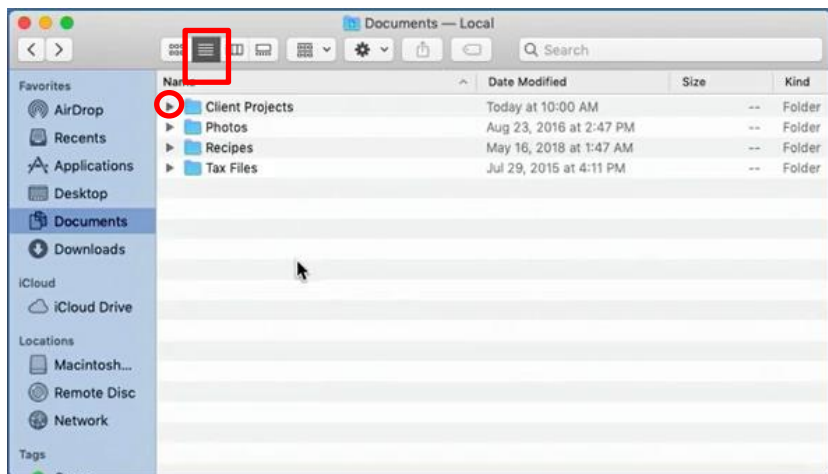


BUTTONS TO SWITCH VIEWS

ICON VIEW



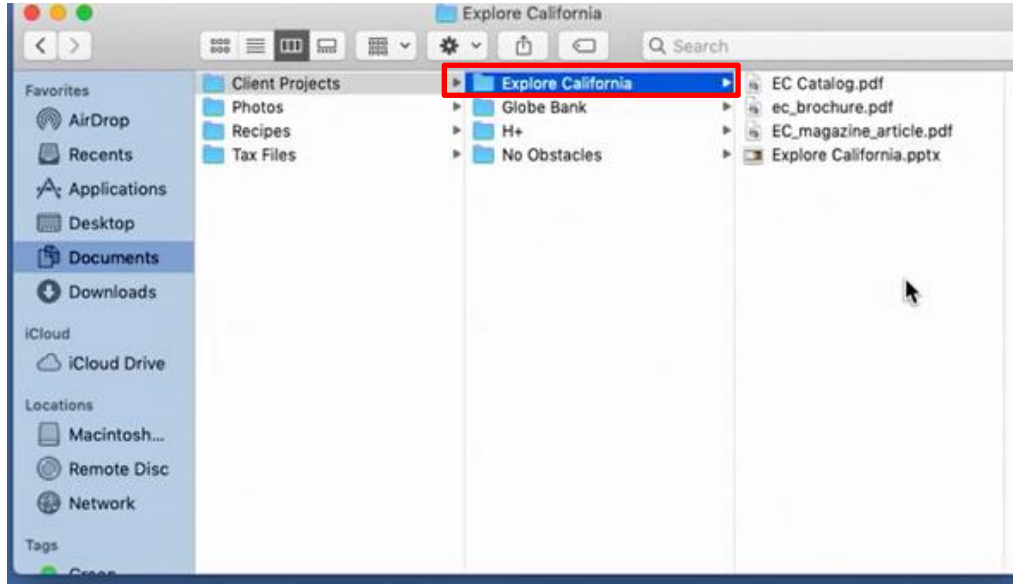
LIST VIEW - FOLDERS



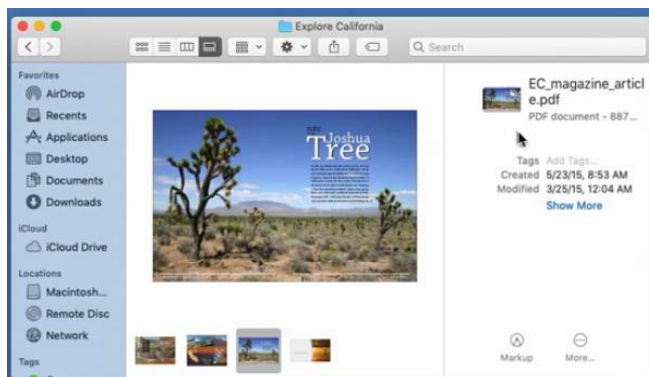
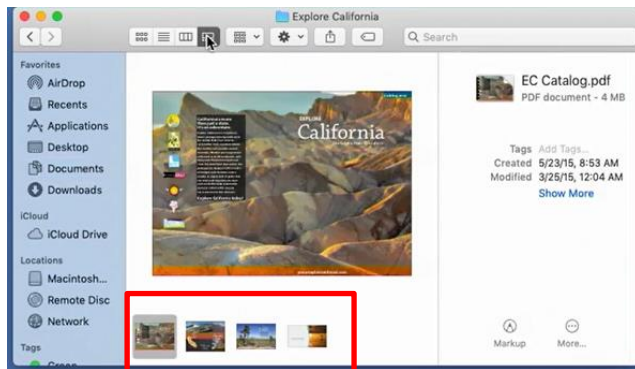
COLUMN VIEW

Contents to the Right – Can see Folder Structure more clearly

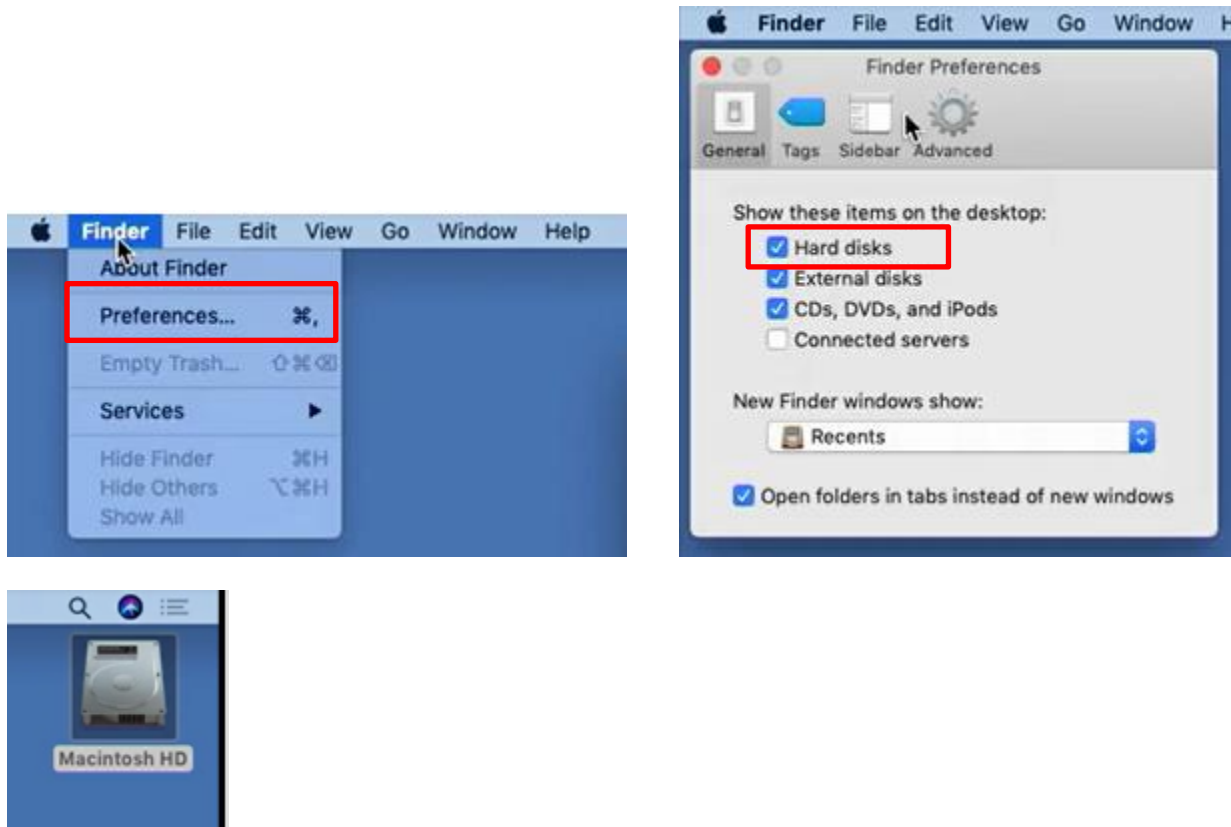
Full Path - Client Projects – Explore California - Files



GALLERY VIEW

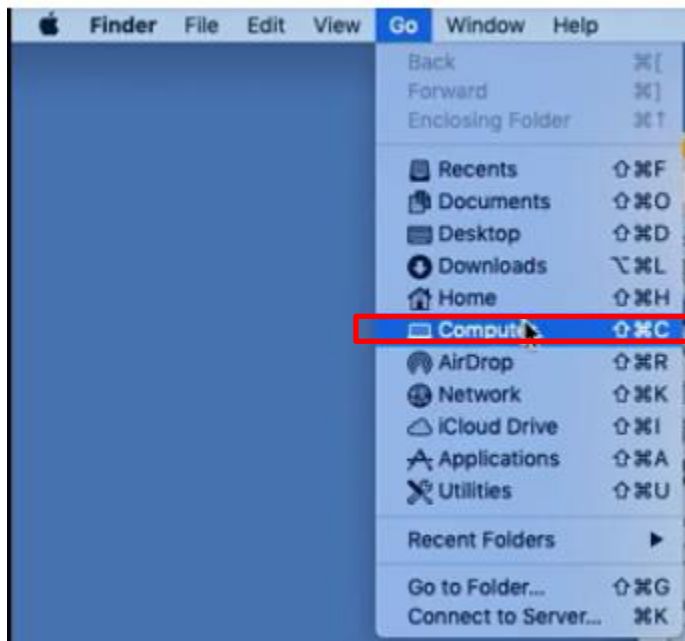


SHOW HARD DISKS ON THE DESKTOP

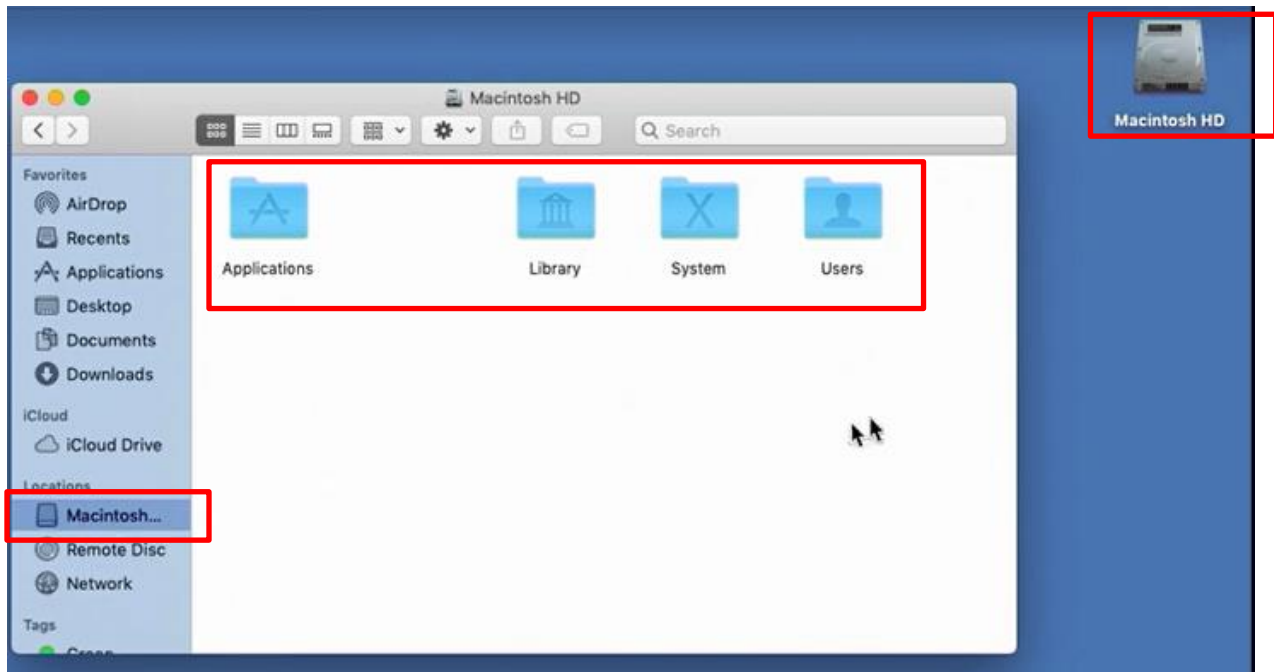


BASE FILE LEVEL

Root

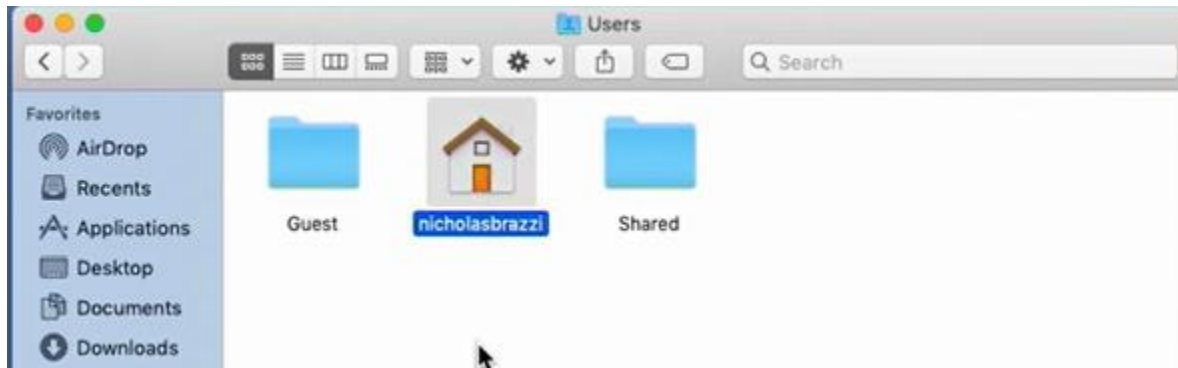


Main File Structure
(Every MAC has these folders)



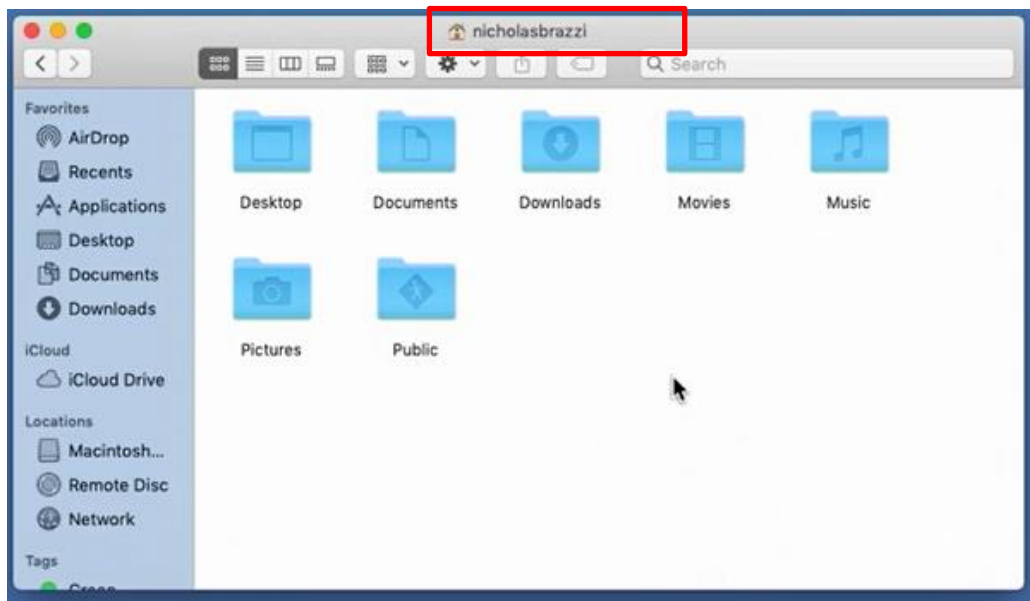
No reason to open Library and Systems Folders – **DON'T DELETE ANY FILES HERE**

USERS FOLDER

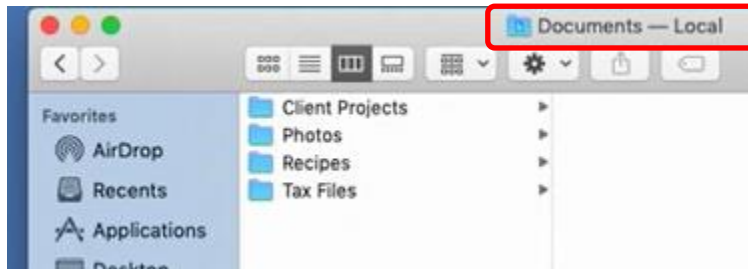


Name Folder – Where Your Personal Files should be stored. Each user will have their own Home Folder.

Pre-made Default Folders by System

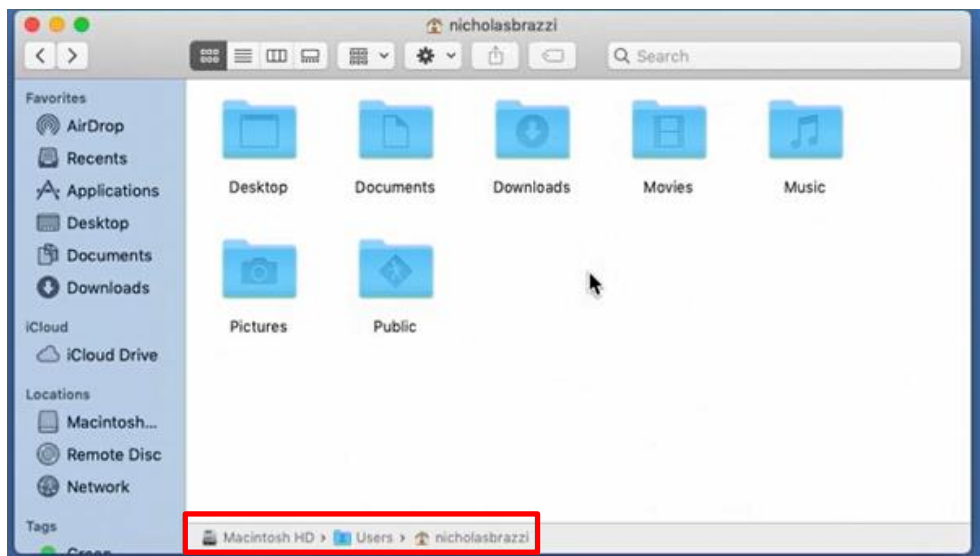


FOLDERS CREATED BY USER



Different Default Views for Folders

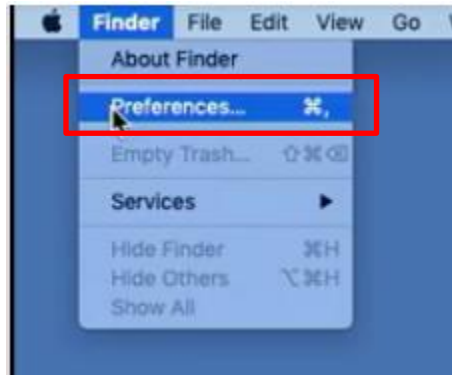
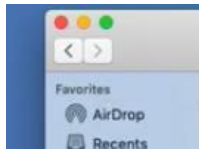
Show Path Bar (at bottom)



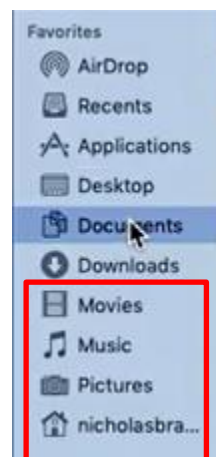
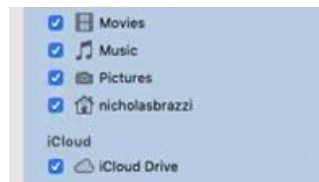
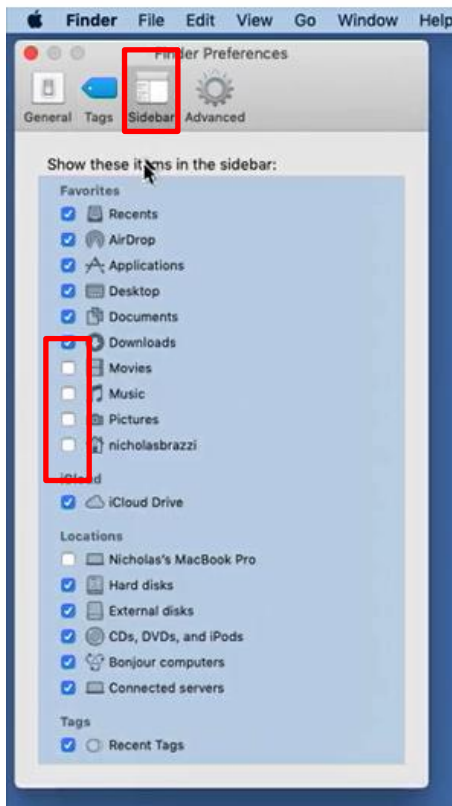
Important Guideline – Files Associated with User
Create Folders in Home Folder or in these Subfolders

FAVORITES

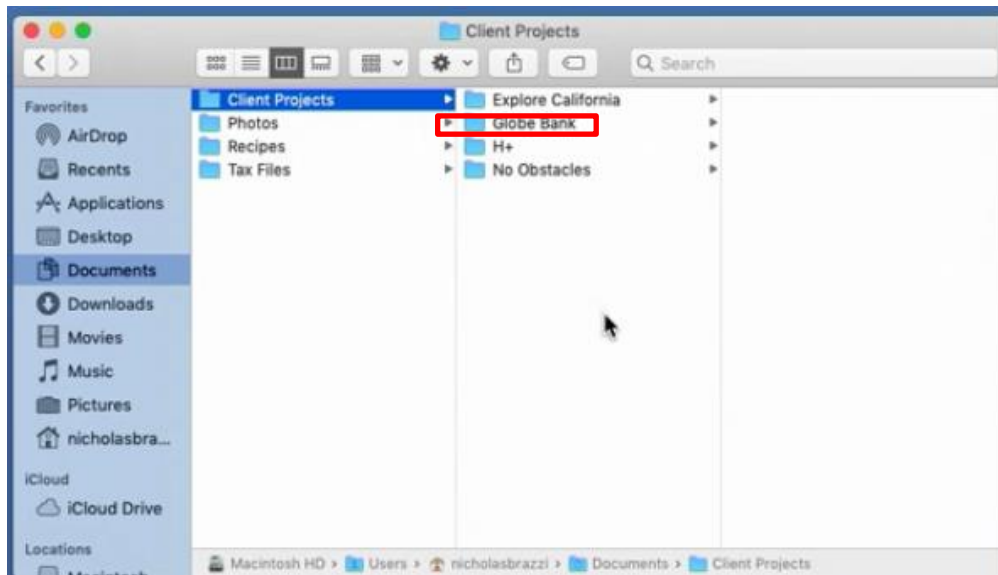
Shortcuts to Important Folders



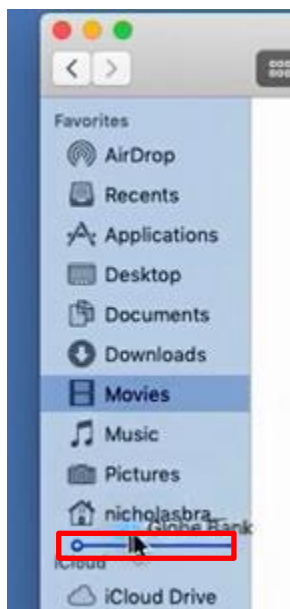
To list Folders on Sidebar:



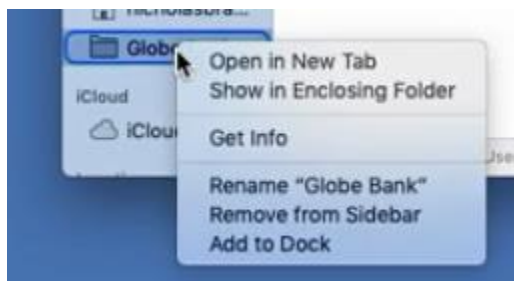
Folders created by User



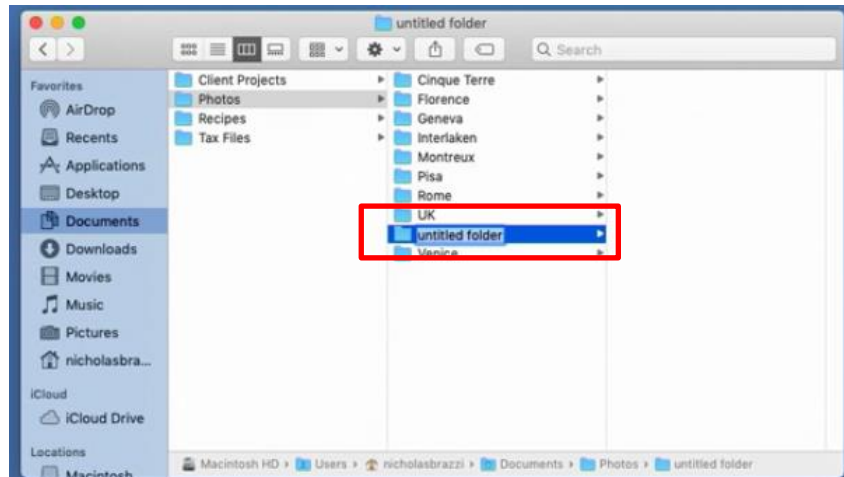
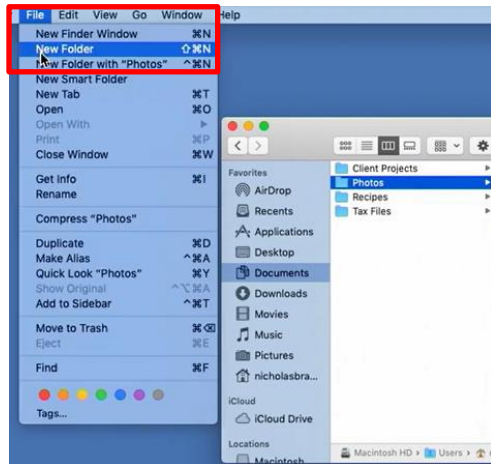
Drag folder to Favorites Sidebar - Wait for Line and drop below other existing short-cuts



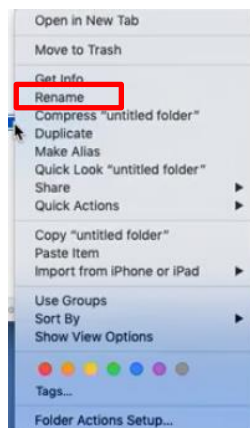
Right-mouse click on Folder for Options



CREATING A NEW FOLDER



Rename to Italy



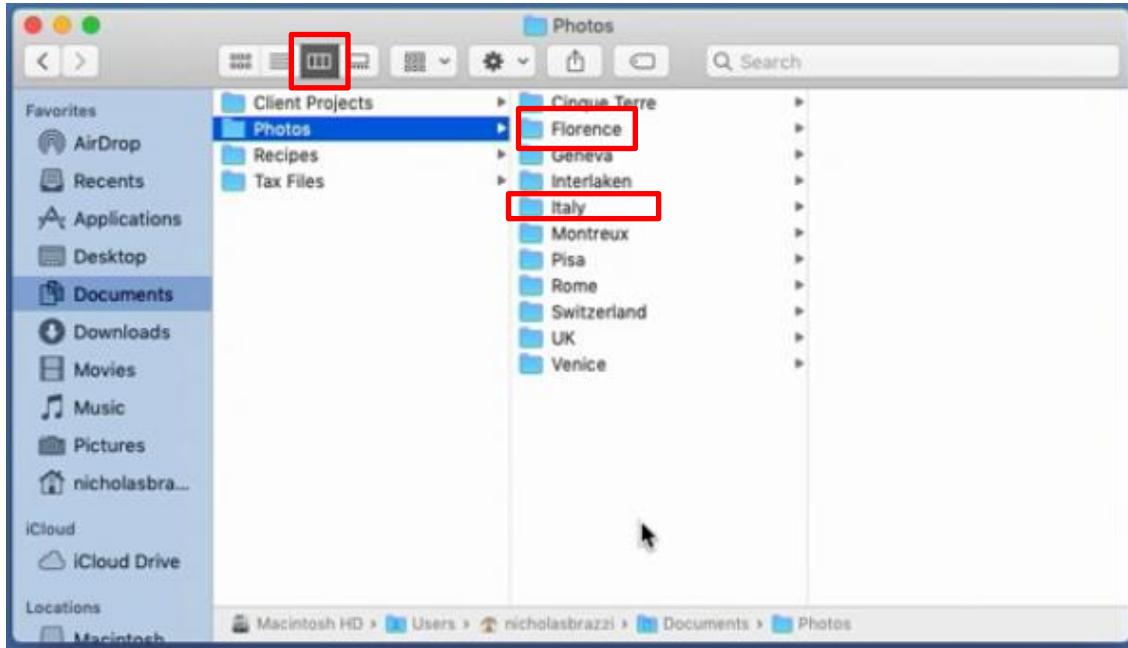
Right-mouse click on Folder

COPYING AND MOVING

In List View:

Drag and Drop Folders to other Folders

Moving Florence to Italy



To Select Multiple Files to Drag & Drop

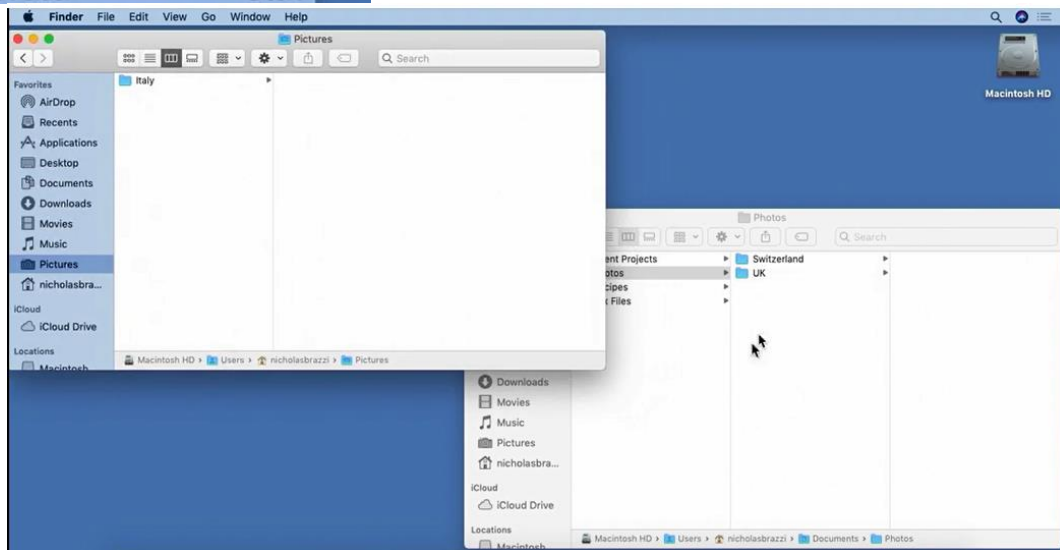
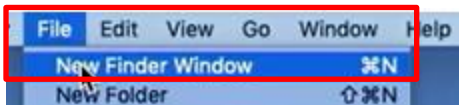
Shift Key – Select Sequential Folders



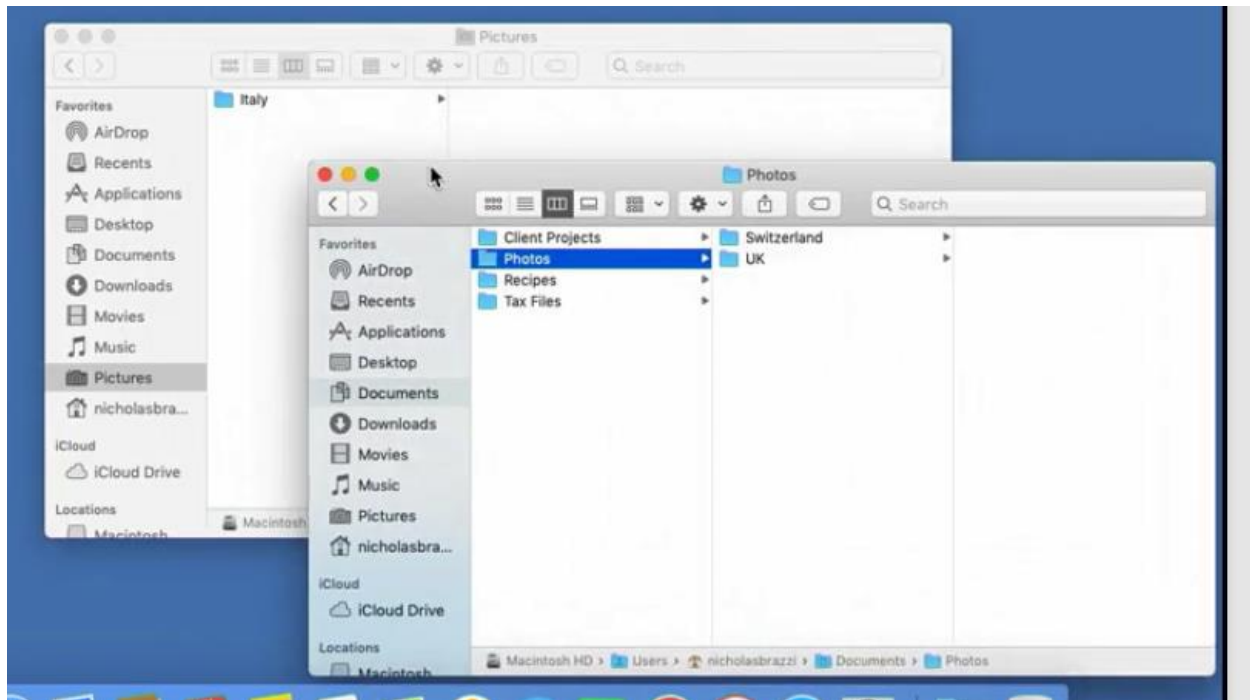
Command Key – Select Non-sequential Folders



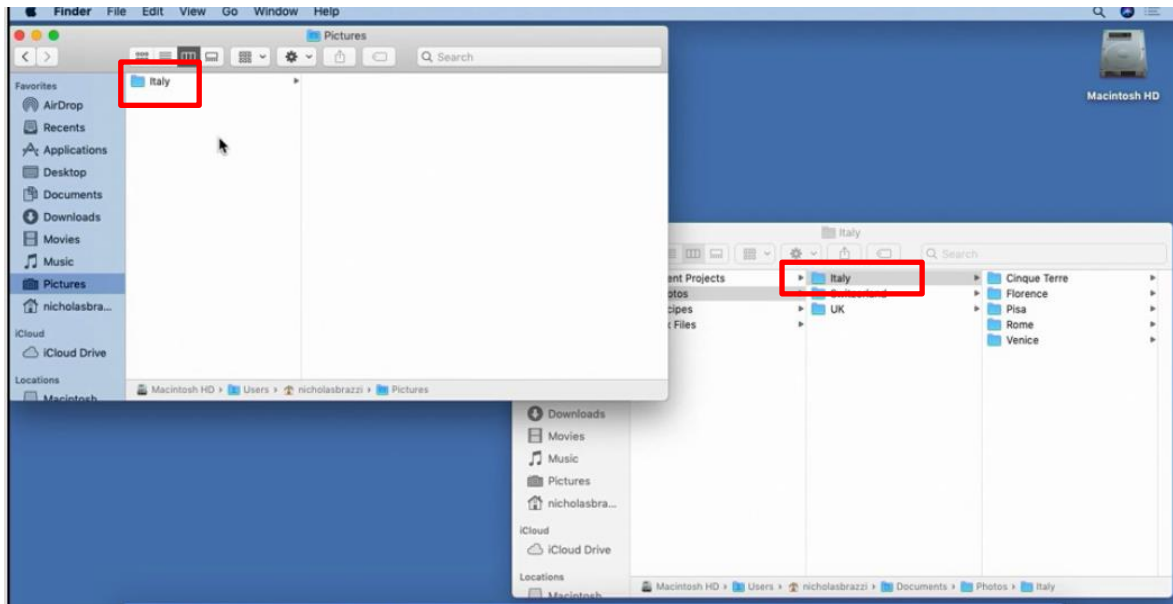
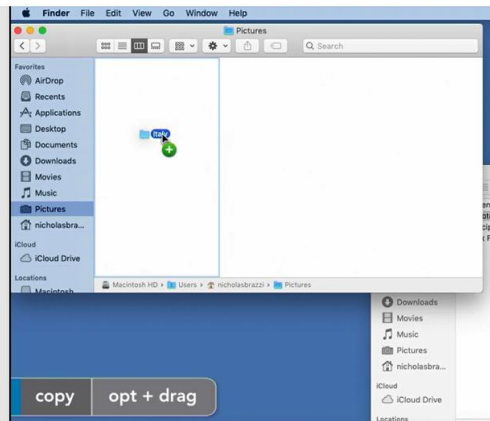
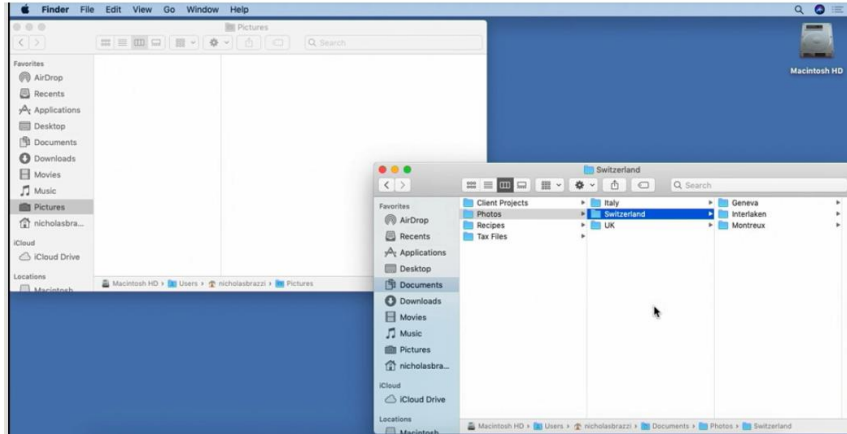
Can also Drag to Sidebar Shortcuts



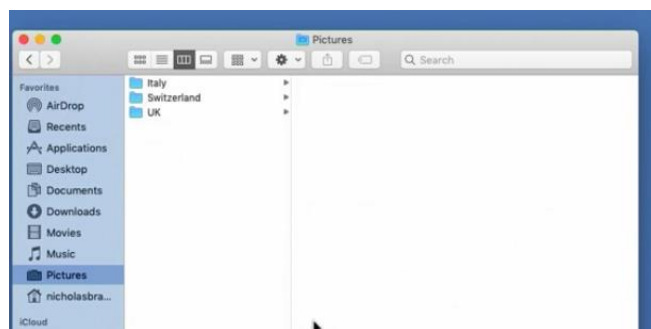
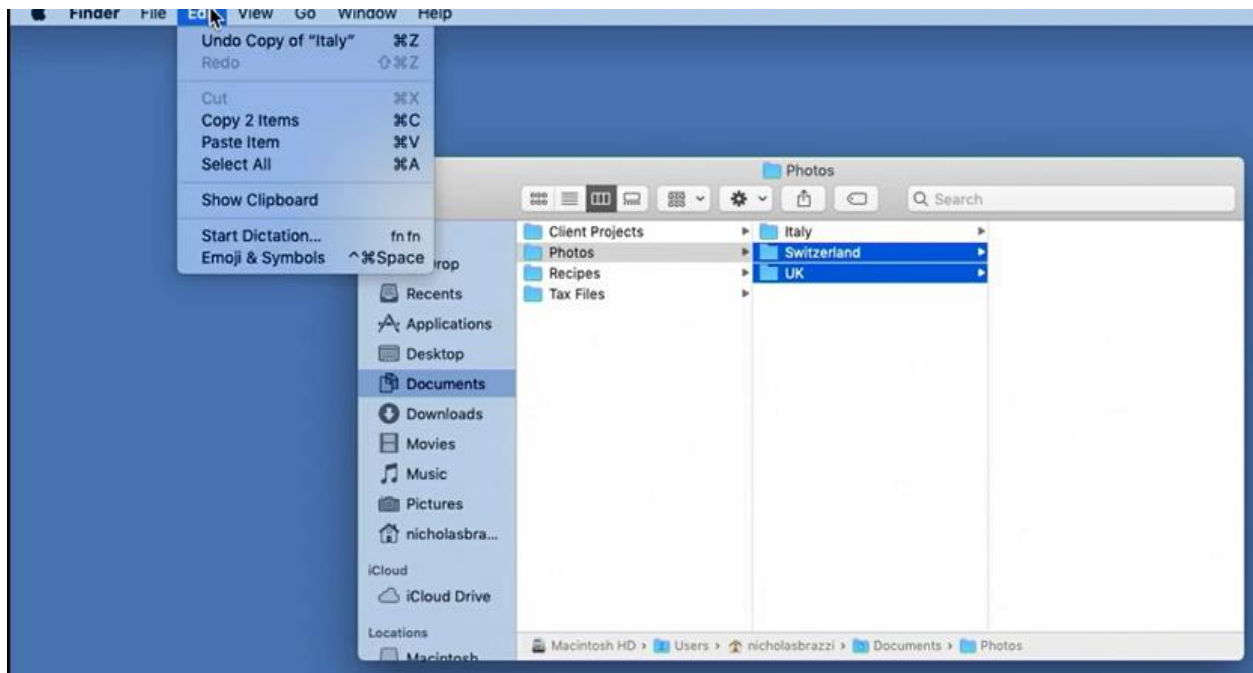
Drag and Drop Folders from one Window to Another



COPYING – Drag + Option Key

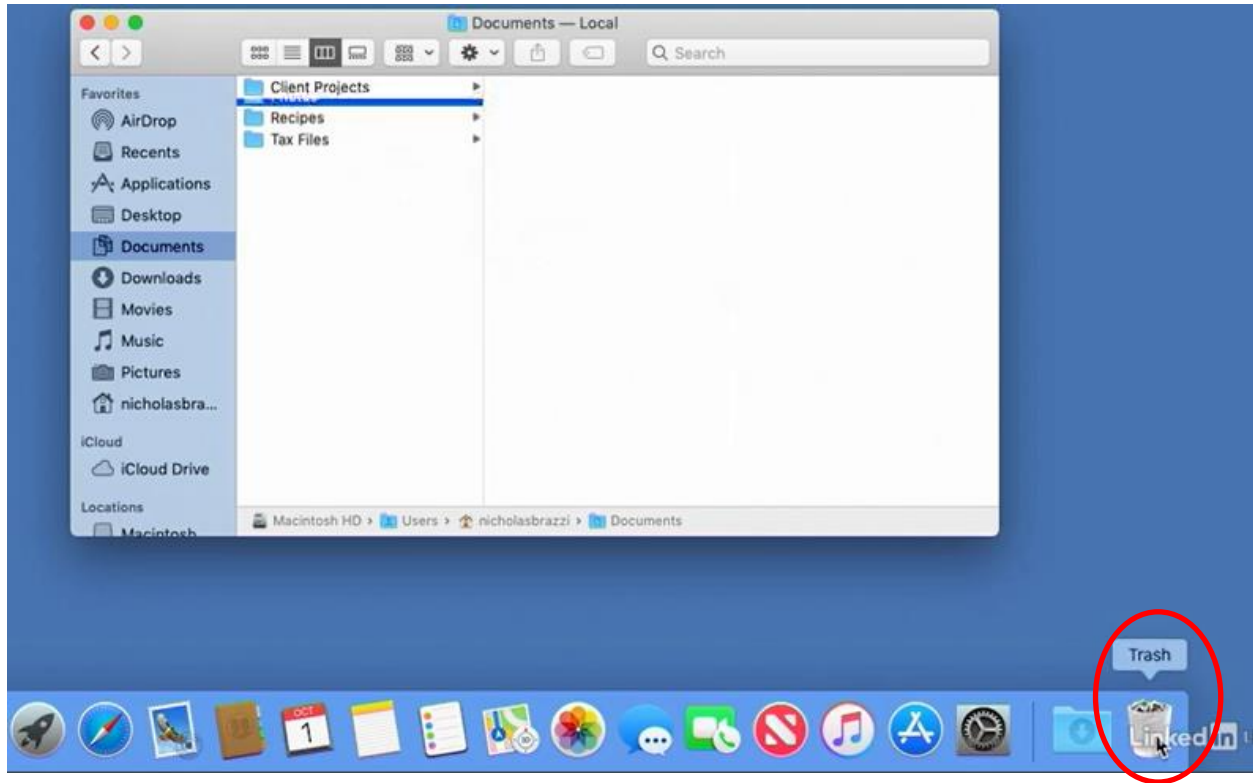


Using the Edit Menu to Copy/Paste



DELETING FILES

Drag Item to the Trash Icon

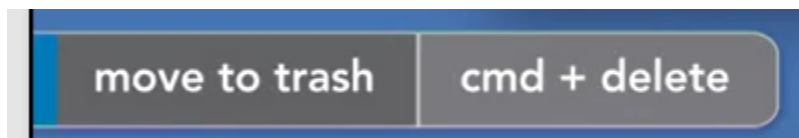


Or

Right-Click -Move to Trash



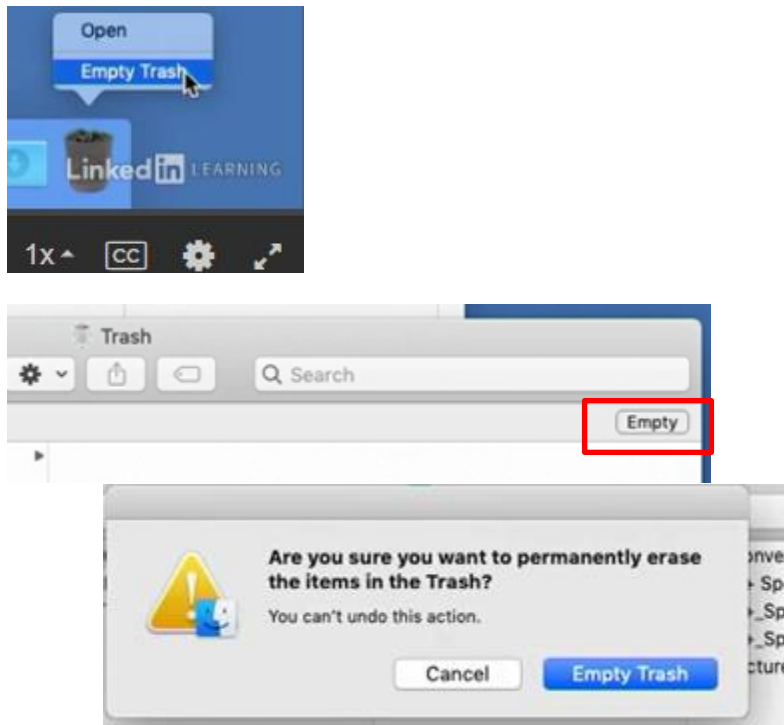
Using the Menu to Delete (Move to Trash)



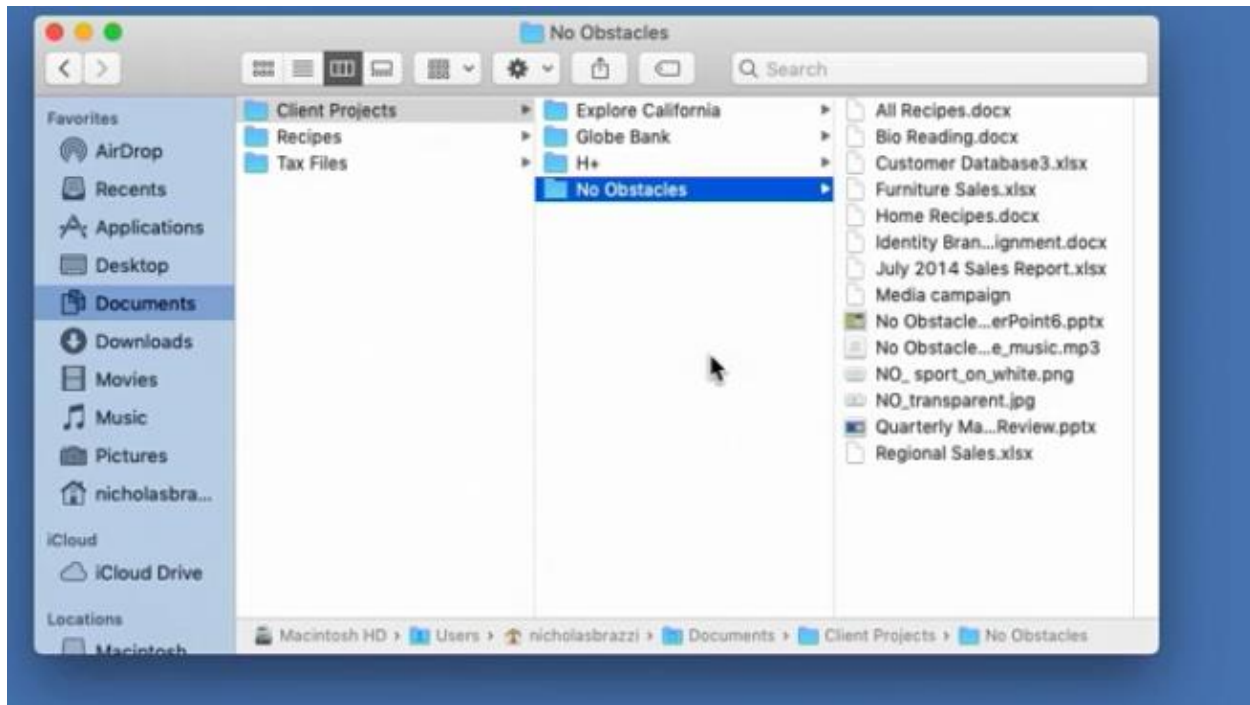
Drag out of trash back to folder



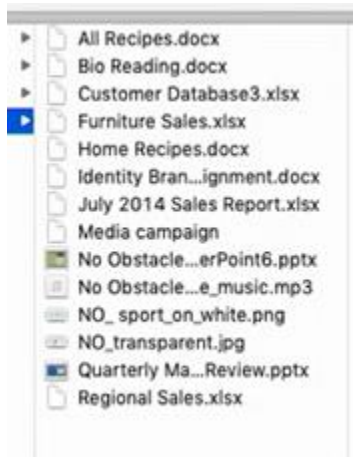
Emptying the Trash



FILE EXTENSIONS



Double-click to open file in application



FILE EXTENSIONS -

.docx – WORD

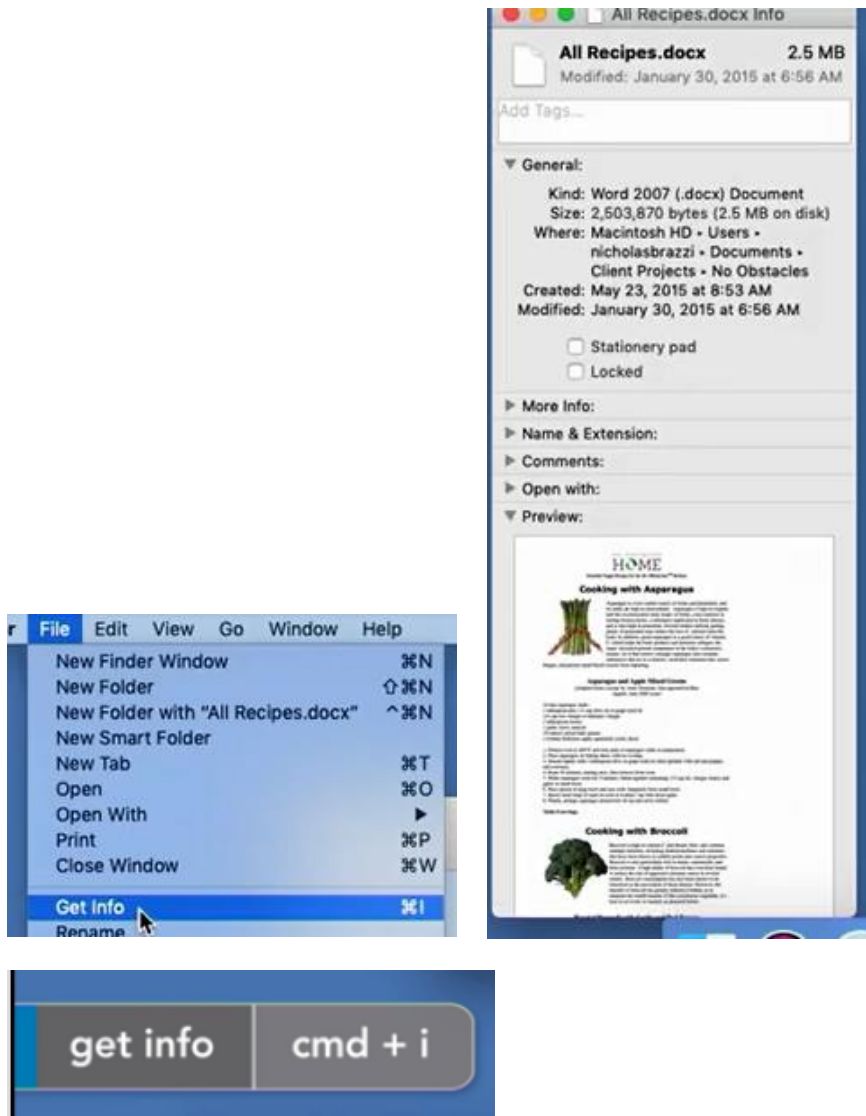
.xlsx – EXCEL

.pptx – POWERPOINT

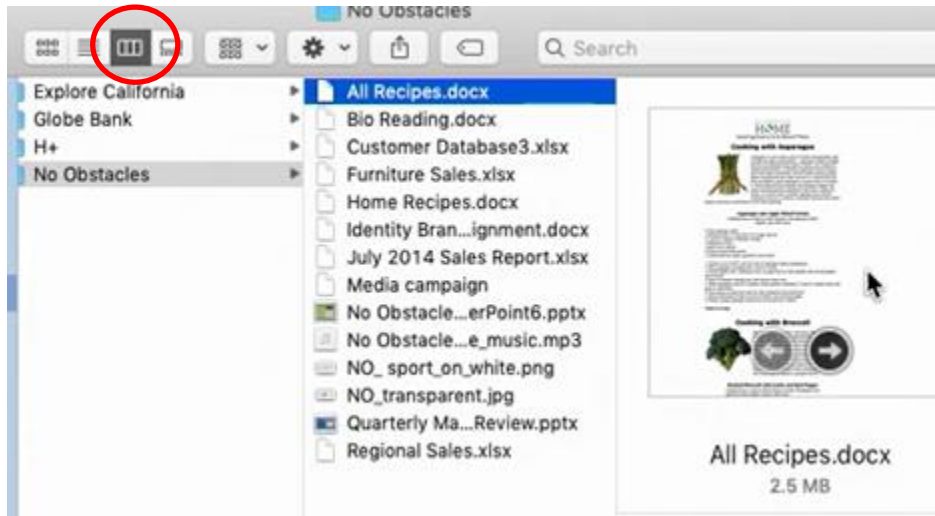
.jpg & .png – PICTURES

.mp3 – MUSIC

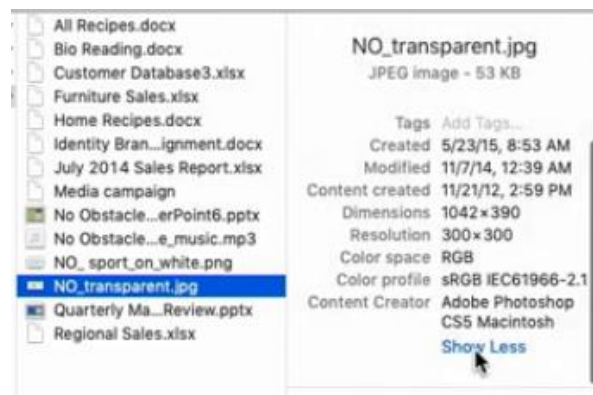
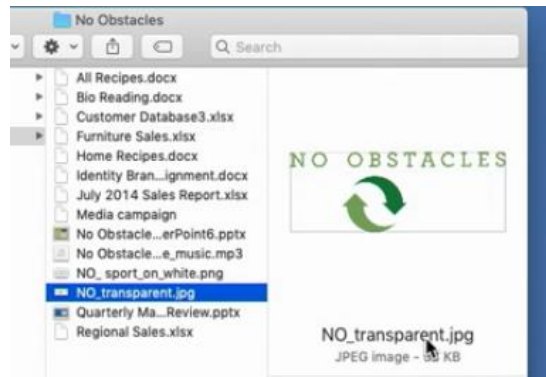
GET FILE INFORMATION



GALLERY VIEW – PREVIEW OF FILE



More Info for Picture File



QUICK LOOK

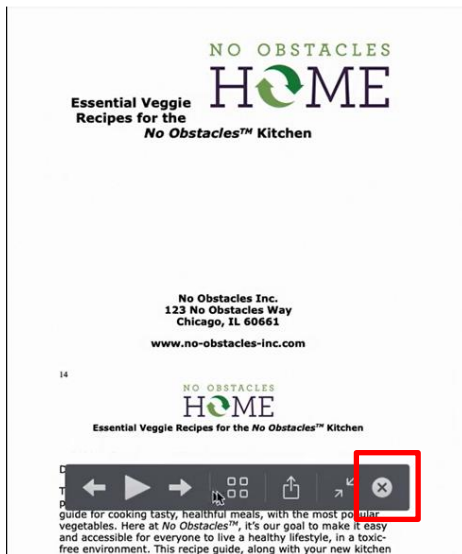
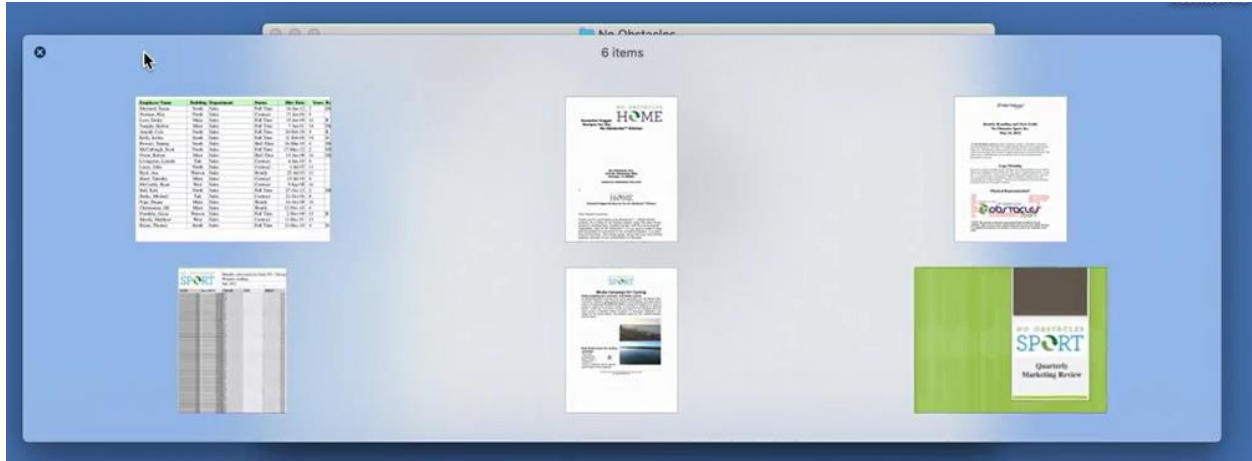
Select File + Spacebar – Quick Look



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

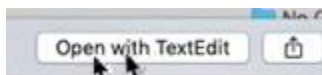


Full Screen Button

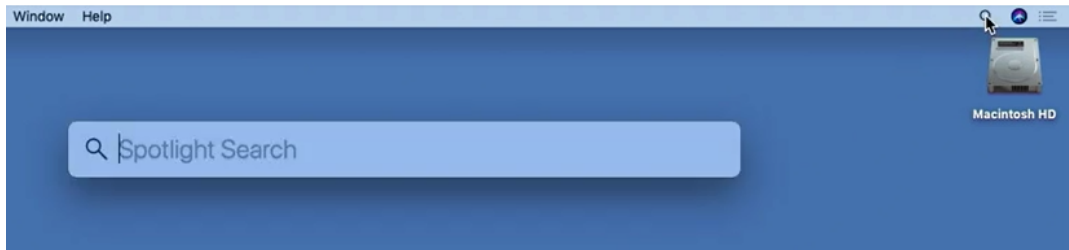
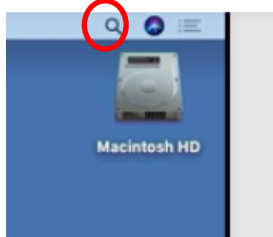


Exit Full Screen

Will open file in application

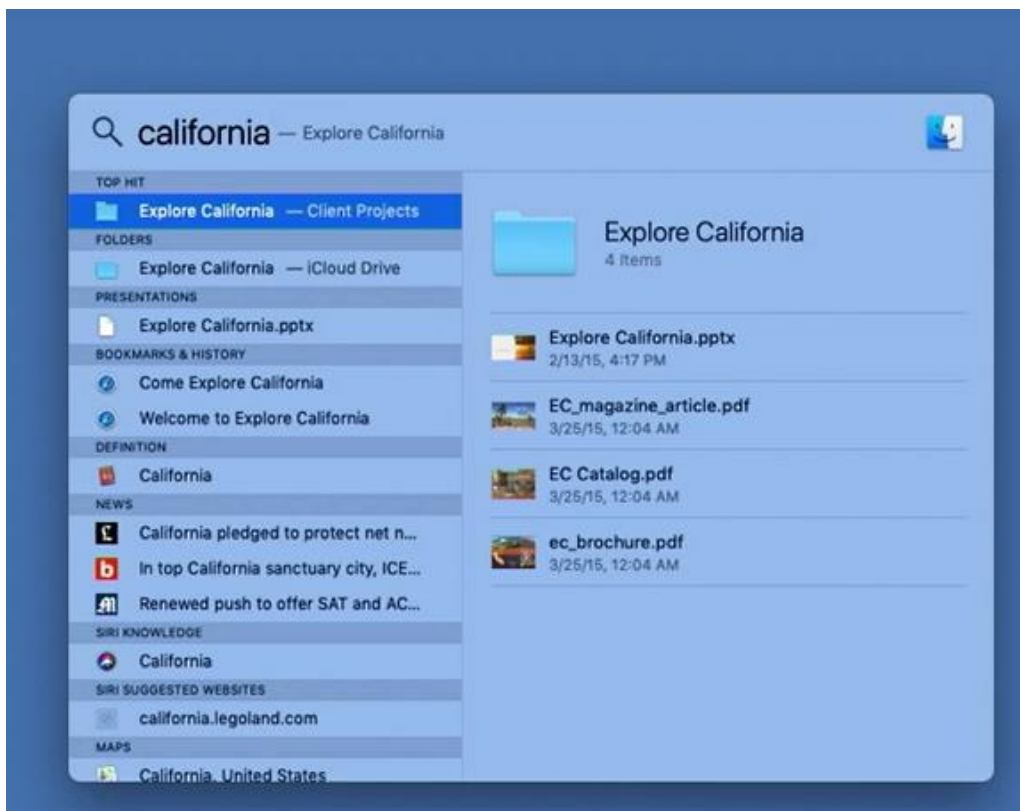


SEARCHING USING SPOTLIGHT



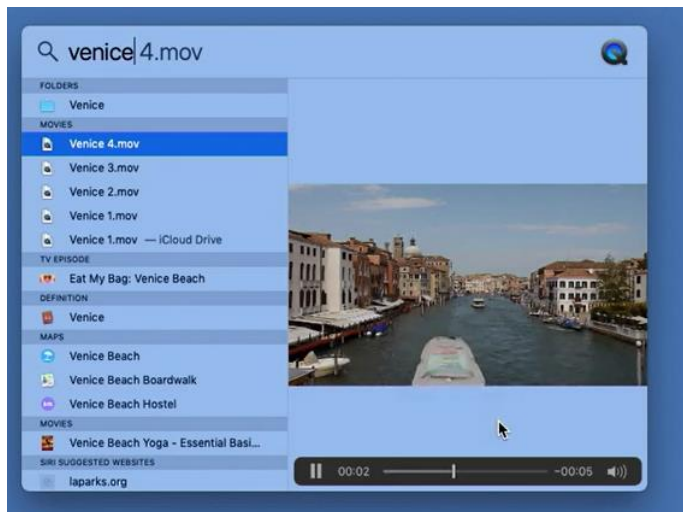
Searching Files and within Files (TEXT)

California – even within all files

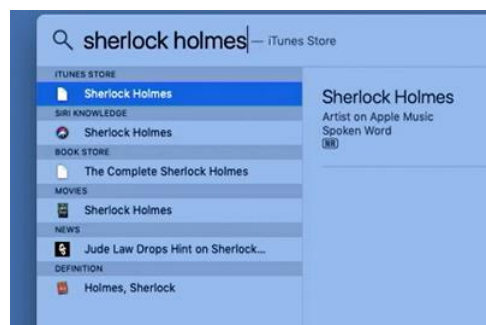


Searching VENICE

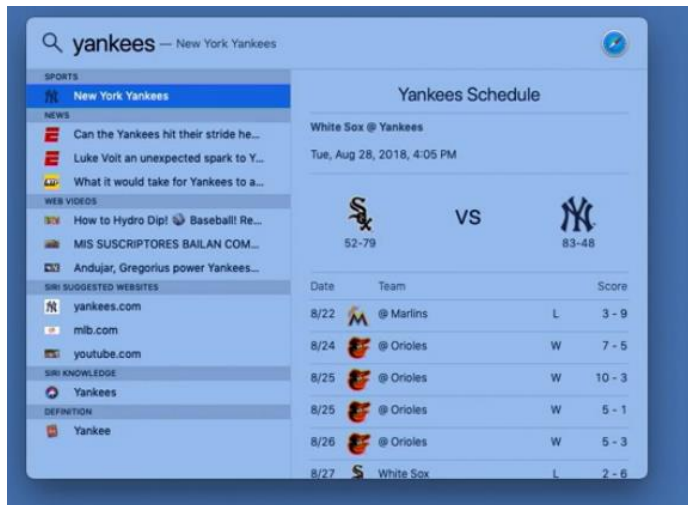
Can play video in Spotlight Window



Search Sherlock Holmes - Spotlight will also search online



Sports Scores



Search in Finder Window

Select – THIS MAC – will default to Recents

