



## Introduction

This document discusses **Finder** which is the application that lays on top of the desktop and forms the “behind the scenes” engine. It allows you to store, sort, organize and find practically everything on your Mac.

## The Finder Window

The **Finder Window** is the place to view the contents of hard drives, external devices (such as CD/DVD’s or USB devices) files and folders including the **Documents** folder on your Macintosh. The **Finder** window is always active and remains minimized in the background when not visible.

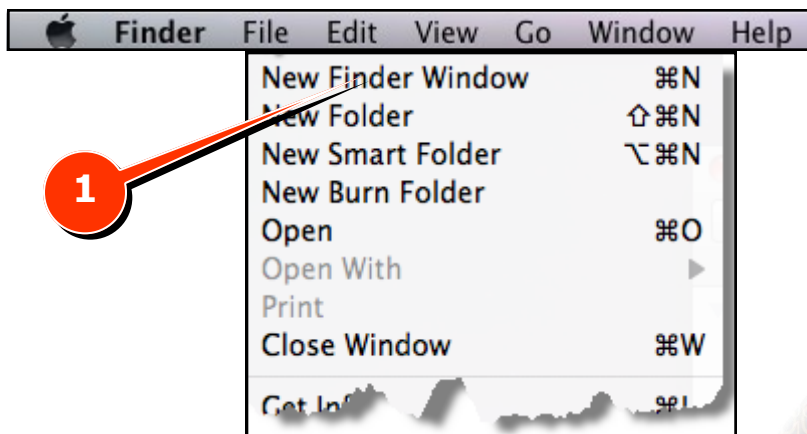
### Launching the Finder Window

1. From the **Dock** on the main screen, locate and click the **Finder** icon (Fig 1, 1).



2. Alternatively, select **New Finder Window** (Fig 2, 1) from the **File** menu on the **Finder** menu bar.

**Figure 2**



## Process Summary

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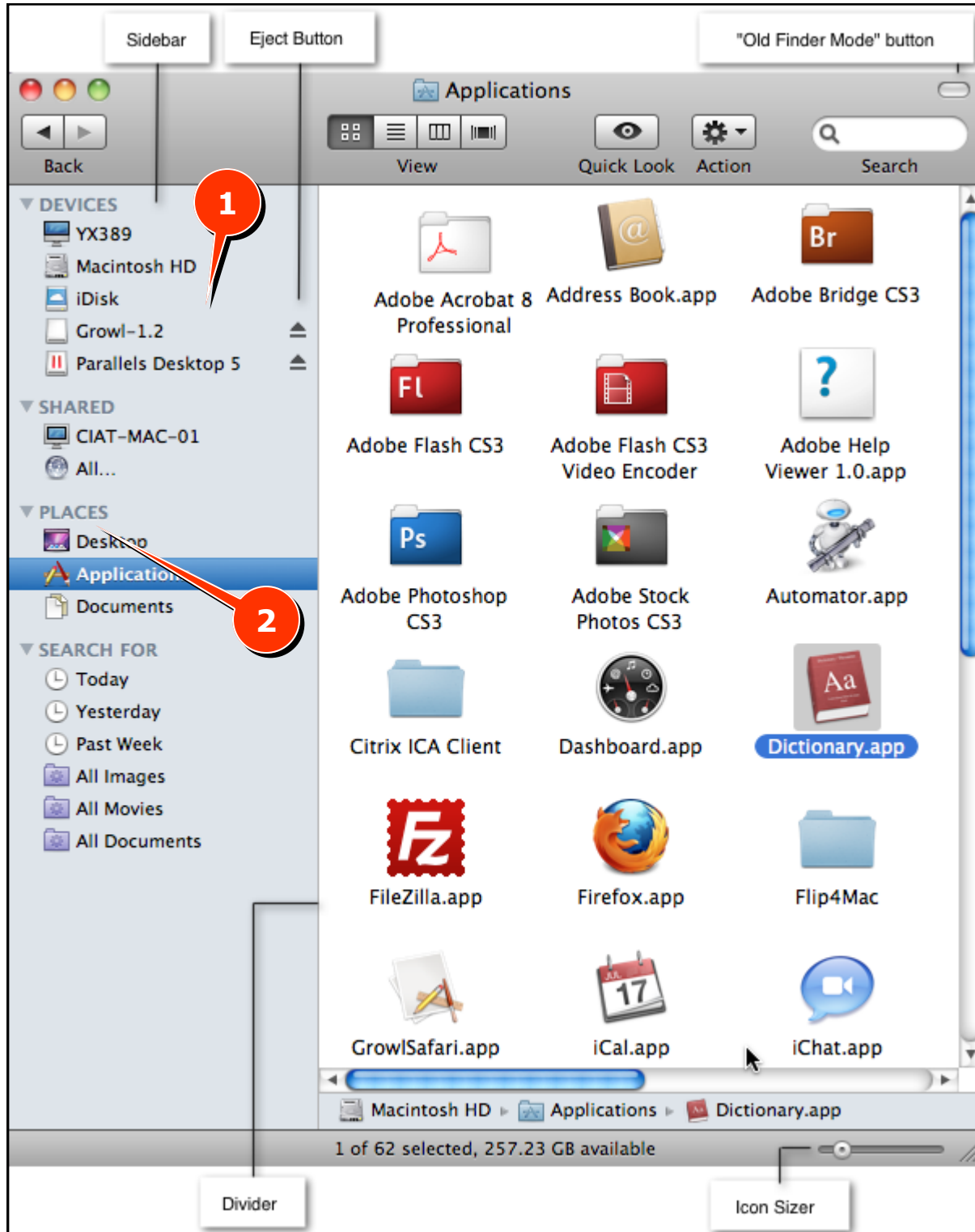
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## ***Finder Elements***

The **Finder Window** consists of a **Sidebar** (Fig 3, 1) which groups devices (such as CD/DVD's), shared folders and places in a list. Most file and network actions can be performed from within **Finder**. This includes connecting to network drives, copying and pasting files, and launching applications.

**Figure 3**



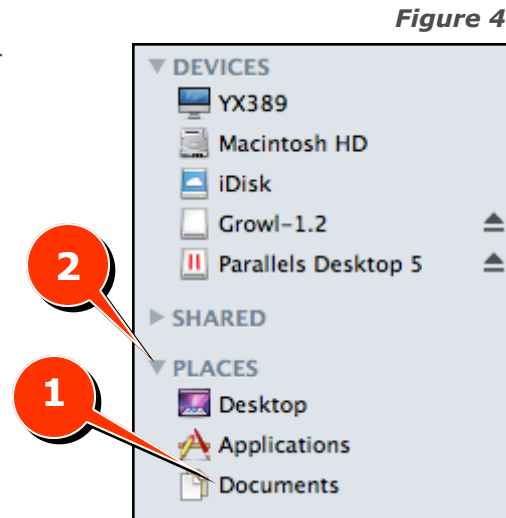
## Locating a Document

All Documents are stored in a folder called **Documents** by default. The actual file path on the hard drive is \users\username\documents. The **Documents** folder is located in the **Places** group on the **Sidebar** (Fig 3, 2).

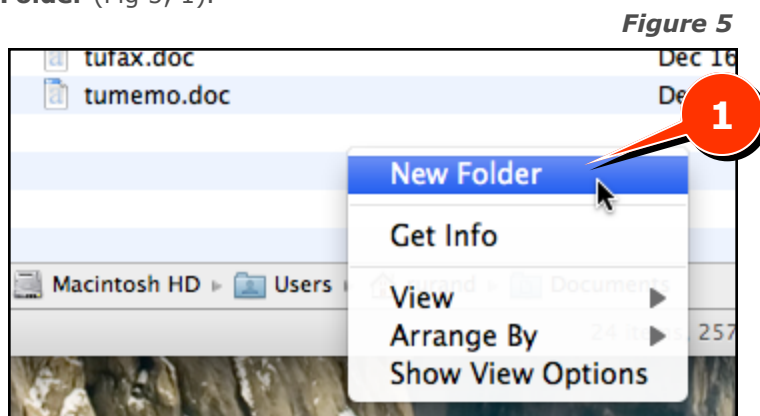
## Creating New Document Folders

1. Click on the **Documents** icon (Fig 4, 1) located under the **Places** group in the **Sidebar**.

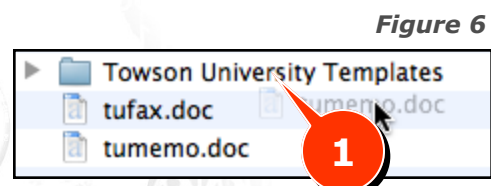
★ If **Documents** is not visible under the **Places** section on the sidebar, click on the **toggle** (Fig 4, 2) to expand the **Places** group.



2. The window contents to the right hand side of the screen will show all current files and folders stored as **Documents** on the computer. **Control-click** (or right click on a newer Magic or Mighty Mouse) in a blank area of that screen to create a **New Folder** (Fig 5, 1).



3. Click on a file (Fig 6, 1) from any window or location. Drag and drop it into the newly created **Folder**.



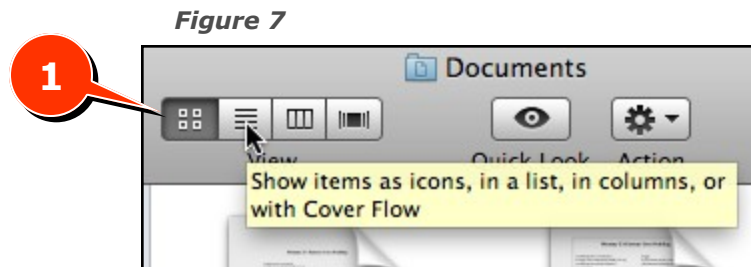
## Understanding Views

You may view a folder's contents using one of four different preset options located in the **Finder** window. The four views are **Icon**, **List**, **Column** and **Cover Flow**.

Once a view has been selected for each folder, that view remains in place for all subsequent folders unless changed by the user.

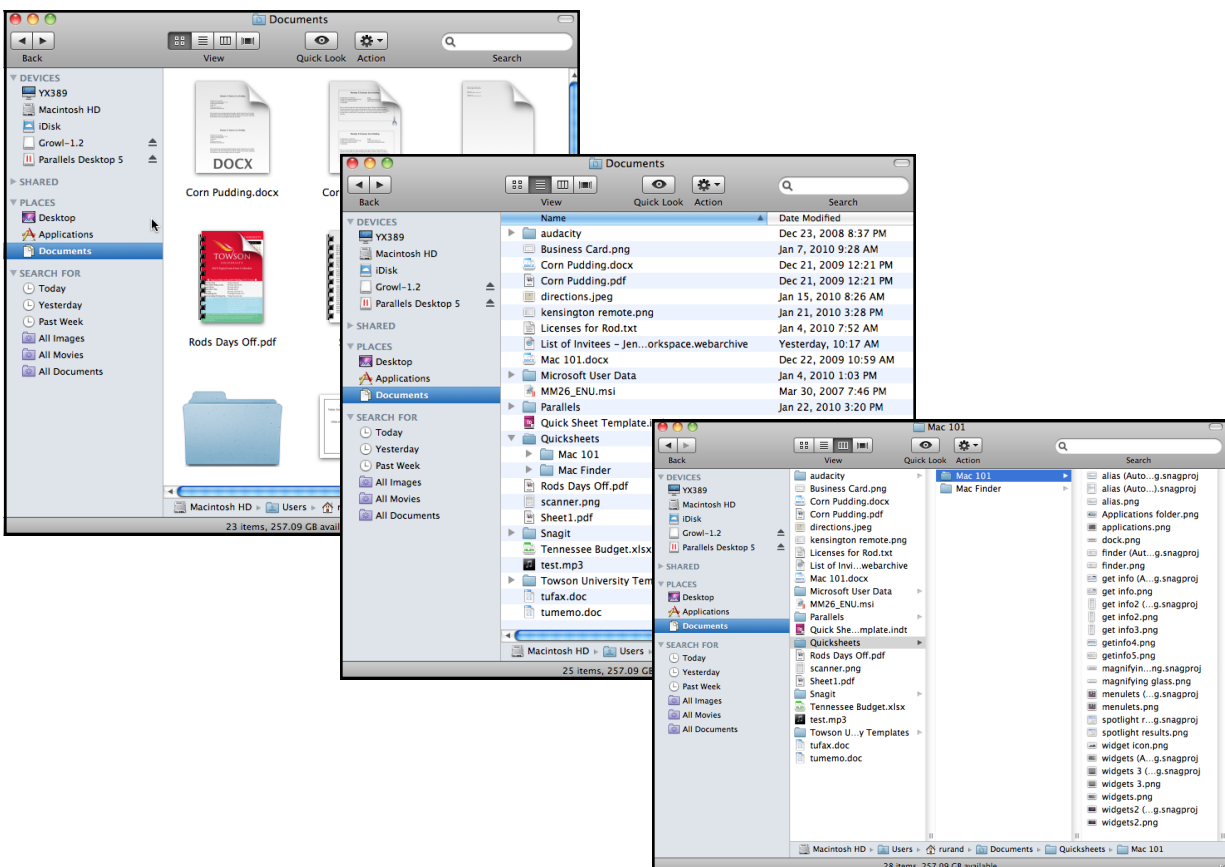
### Changing Views

1. From the **Sidebar**, select the folder you wish to change the view to.
2. Locate the **View** icons above the sidebar, at the very top of the **Finder** window (Fig 7, 1).



3. Toggle through each view to display the **Folder** contents (Fig 8).

**Figure 8**



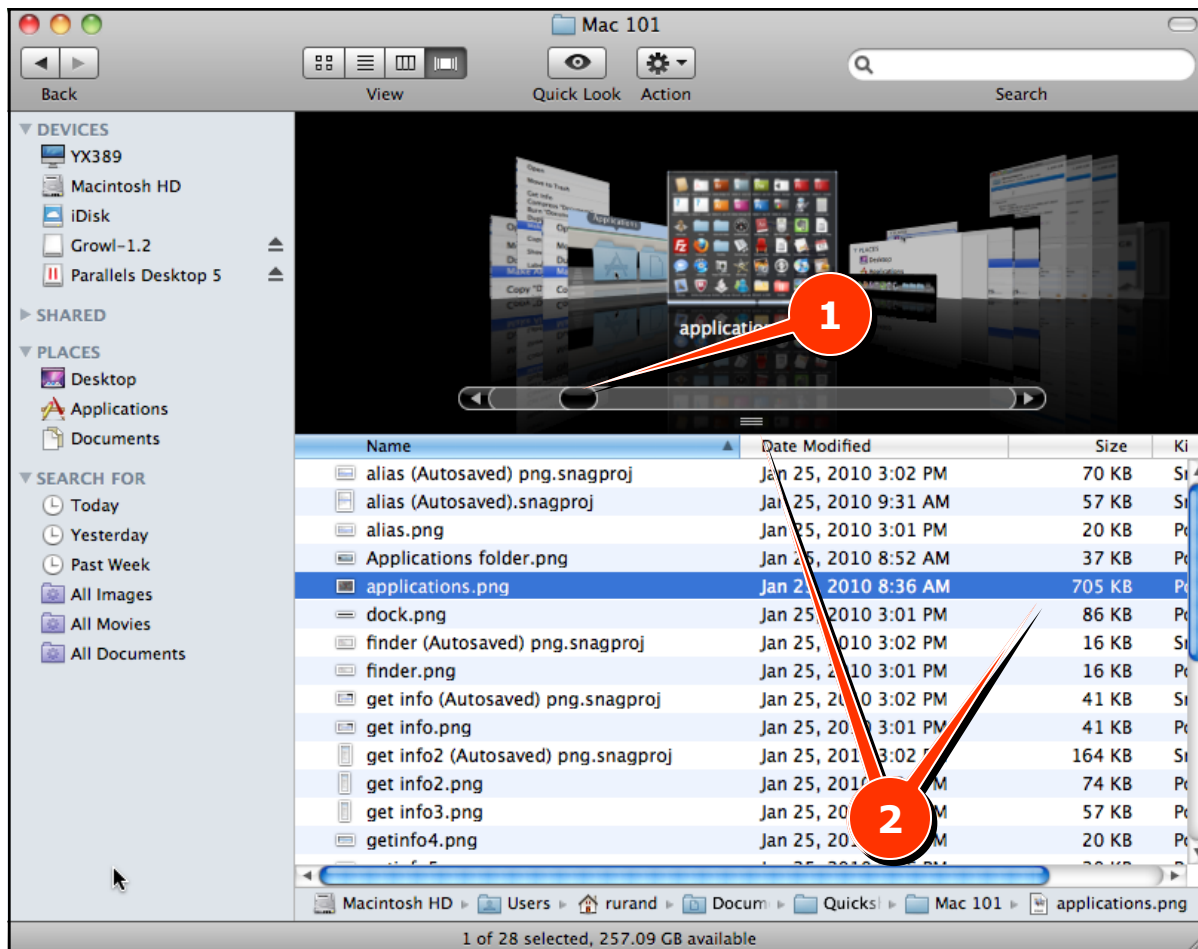
## Cover Flow View

The **Cover Flow** view is new and looks similar to the iTunes software. **Cover Flow** is designed to emulate a juke box where a user can browse through files and folders. **Cover Flow** is best used when viewing photos or music.

1. Drag the **Slider Button** (Fig 9, 1) left or right to flip through 3D images of your files.
2. Drag the **Divider** up and down to resize the viewing area (Fig 9, 2).

★ If the mouse hovers over a document with multiple pages, two **Navigation** arrows will appear allowing a user to thumb through the document without launching the application.

Figure 9



## Using Quick Look

The **Quick Look** button appears on the **Finder** window adjacent to the **View** icons. The purpose of this feature is to allow a user to quickly view the contents of a file without launching the application associated with it.

1. Select a file (Fig 10, 1) from the **Finder** window.
2. Click the **Quick Look** (Fig 10, 2) button to show a preview (Fig 11) of the file in a separate window.
3. Click on the **Full Screen** button (Fig 11, 1) to maximize the view to fit the screen.

Figure 10

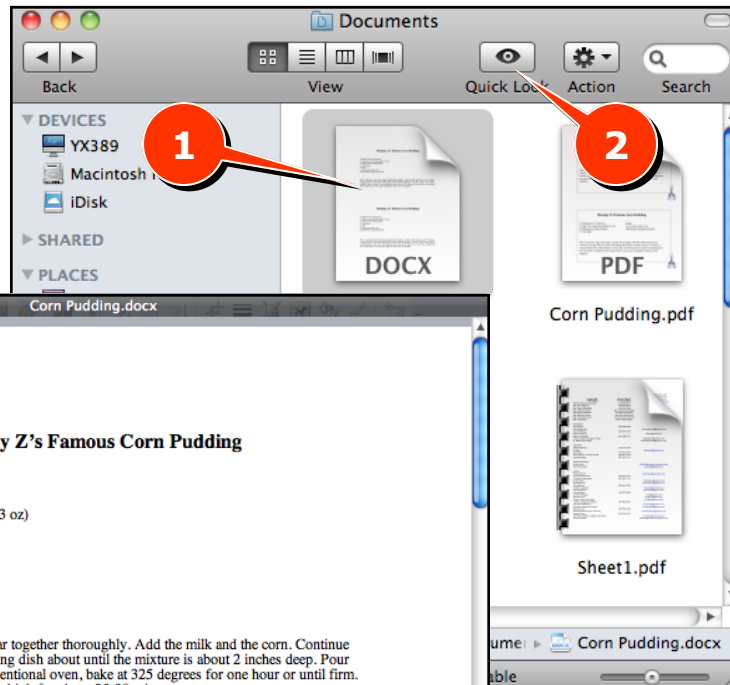


Figure 11

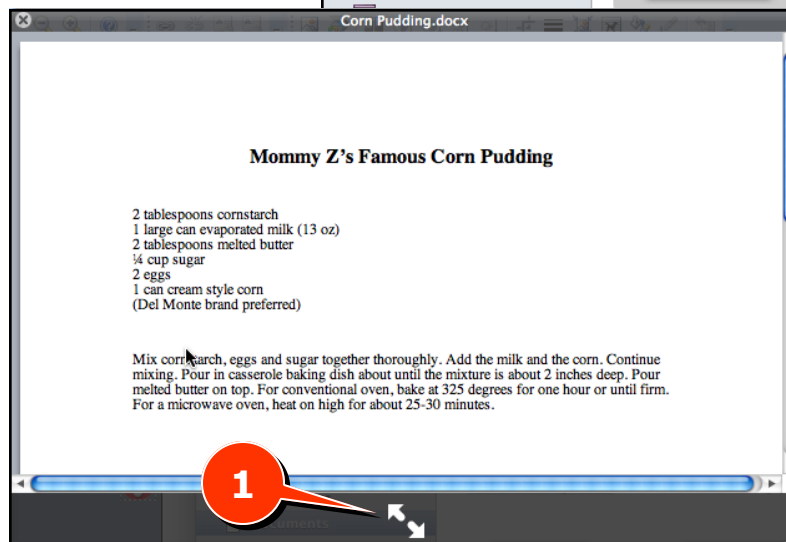


Figure 12

## Understanding the Action Button

The **Action Button** is equivalent to the menu that appears when you right click on a mouse. There are two advantages to this button—it is always visible and it does not require special mouse techniques to activate.

1. Select a file from the **Finder** window.
2. Click the **Action Button** (Fig 12, 1) located adjacent to the **Quick Look** button.
3. A drop down menu of simple shortcut commands will appear.

