



### Introduction

In this self help documents, you will learn how to create a Smart Folder in Finder. Smart Folders can dramatically improve your ability to organize and locate files quickly.

### What is a Smart Folder

A Smart Folder is a query that you set. Once created, the folder will search the contents of your computer for matching criteria. As data changes are made, new files will be added and removed from the folder. In essence, a Smart Folder is a centralized location on your Macintosh that houses aliases (shortcuts) to various files.

**Process Summary**

**Introduction**

**What is a Smart Folder**

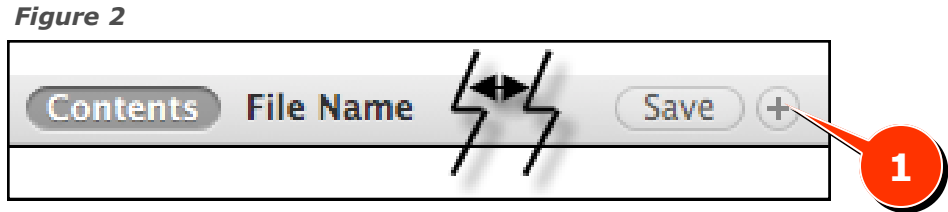
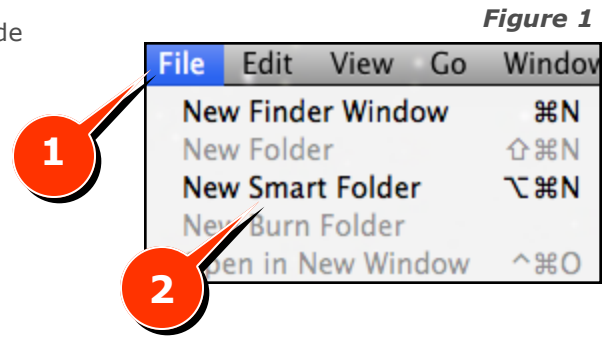
**Creating a New Folder**

1. Adding Criteria

**Saving a Smart Folder**

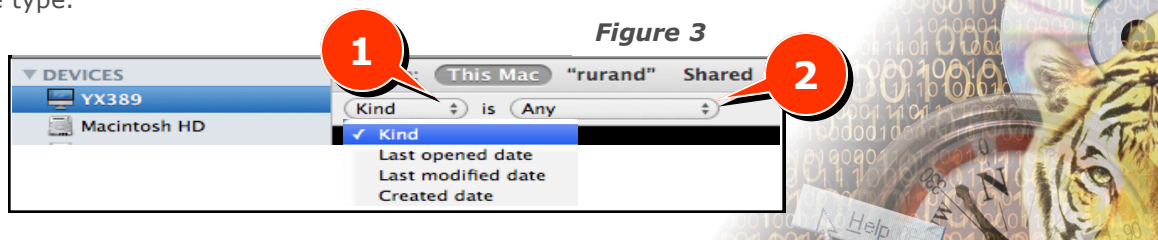
### Creating a New Folder

1. With the **Finder** menu active (ie: no other applications are open), click on the **File Menu** (Fig 1, 1) and Choose **New Smart Folder** (Fig 1, 2).
2. Navigate to the **plus sign** on the right hand side of the **Search bar** (Fig 2, 1).



### Adding Criteria

1. Click the double pointer arrow next to the **Kind** group (Fig 3, 1) to see your selection criteria.
2. Click the double pointer arrow next to the **Any** group (Fig 3, 2) to choose a file type.



## Saving a Smart Folder

1. Once your criteria is selected and setup, choose **Save** from the search bar (Fig 4, 1).
2. A Smart Folder Save dialog box will appear (Fig 5).
3. Type a name for the new Smart Folder (Fig 5, 1).
4. Check the box next to **Add to Sidebar** (Fig 5, 2) to make the newly created smart folder appear on all Finder windows in the **Sidebar** (Fig 6, 1)
5. Click **Save** (Fig 5, 3).

Figure 4



Figure 5

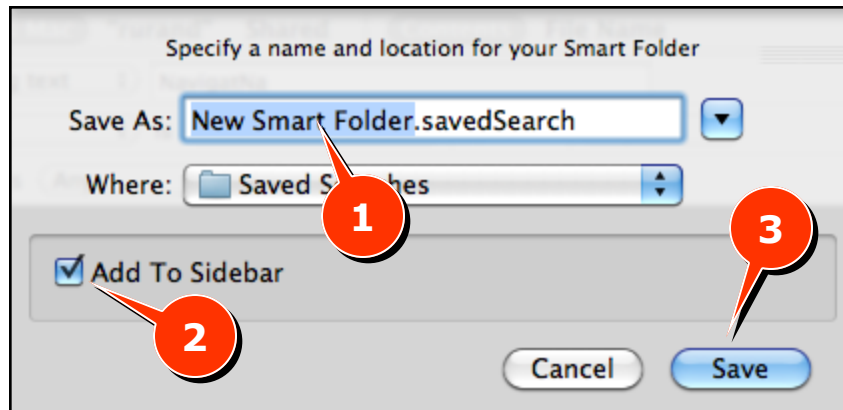


Figure 6

