

2020-07 Meeting Tips

Finder Options and Tips

Always Show File Extensions

- Finder > Preferences > Advanced
- Check the box next to “Show all filename extensions”

Automatically Empty the Trash

- Finder > Preferences > Advanced
- Check the box next to “Remove items from the Trash after 30 days”

Open New Windows in Documents Folder

- Finder > Preferences > General > New Finder windows show:
- Select your Documents directory

Use Groups to Organize the File List

- Finder > View > Use Groups
- Select Group By to see the sorting options

Set View Options for each View Choice

- Finder > View > View Options
- Click the options in the Finder toolbar to see the options
- You can change text size and the label position from this window

Show the Status Bar

- Finder > View
- Select Show status bar

Show the Path Bar

- Finder > View > Show Path Bar
- The Path bar is interactive! You can click on it to jump to locations, and even drag and drop things into it.

Customize the Tool Bar

- Finder > View > Customize Toolbar
- Drag commonly used actions into the toolbar

Access Important Folders

- Add them to the finder sidebar (select folder and drag to sidebar; right-click > remove from sidebar when not needed)
- Add them to the finder toolbar (select folder, hold CMD key and drag to toolbar; CMD-click and drag off toolbar when not needed)
- Add them to the dock (click and drag to right end of dock, just after the separator; right-click > options > remove from dock when not needed)

Show Your Home Directory in the Sidebar

- Finder > Preferences > Sidebar
- Check the box next to your username and the home icon
- Use drag & drop to arrange your Home folder in the sidebar to where you want it