

Mac Terminology:

Cursor, pointer, I-beam, hand

Menu Bar, pull-down menu, Menu item, hierarchical menu, menu extras on the right, dividing line, keyboard shortcut

Ellipsis in menu item text means a dialog box follows

Modifier key can change menu, note option key and Empty Trash, control and File menu, option and File menu, option and View menu, control and Go menu, option and Window menu

Contextual menus

Finder Windows: See <http://support.apple.com/kb/HT2470>

Title Bar left to right: buttons, proxy icon (path and drag to...) and Show/Hide Toolbar button (command-option-T).

Toolbar: Back/Forward, 4 views with keyboard shortcuts (will come back to this), Quick Look and Action buttons and search field (more on search later).

Window without toolbar and sidebar behaves differently

Sidebar categories – Devices, Shared, Places and Searches – disclosure triangles to hide/reveal. Resize width.

Finder Preferences - Sidebar (will revisit again) Command-comma (hard to remember)

Drag into Sidebar important files or folders

Customize Toolbar with vital applications

Show Status Bar option for basic window

Show Path Bar option for basic and full window

Drag from folder to folder moves, drag to another volume copies

Option drag copies, command-option makes alias, command drag to another volume moves

Duplicate command. Copy file with copy and paste

Rename file shortcuts

Icon view: (command-1) note icon size slider good for image folders

Quick Look a single selection with space bar to toggle on or off also escape key to dismiss

Resize Quick Look sheet – Full screen option – leave on screen for slide show – escape back to normal sheet view

Cursor up and down to flip through items

Quick Look a multiple selection and then cursor right or left to flip through this group (up and down would lose the selection) leave alone for a few secs for slide show

Choose index sheet for selectable thumbnails

View menu Clean Up and Clean Up Selection

Arrange By – Name and Date Modified

Option View menu – Keep Arranged By – Name and Date Modified

List view: (command-2) better for folders with lots of items.

Note column header with highlight for sort on field and note sort order triangle

Resize column at dividing line, double-click to optimize width for this folder's contents only

Option-drag sole window's dividers to set new default widths.

Drag to re-order the columns

View Options (Command-J) to hide or show more columns

Label column and custom sorting

Finder Preferences –Labels – can change names (business, personal, urgent) but not colors

Note the different appearance of labeled icons in icon view – just the filename

Sub-folder disclosure triangle (Quick Look will calculate total size) use select and then right arrow to open, option-right arrow to open all hierarchically lower sub-folders. Left arrow to close

View Options – Calculate all sizes option – dynamic and constant, could slow things down

File menu: New Smart Folder, + sign, Kind is Any ->Other, then type in sample Kind. Save for new search item. Note limited to This Mac or home folder. If you instead use Find, the current folder can be the search realm. You can use contextual menu to open enclosing folder to delete a search but then you must delete from sidebar any of the searches you no longer want.

New Burn Folder – name becomes disc title, drag towards trash outside the folder, click Burn button in banner to burn when window open. Don't put in blank disc until requested.