

How to Use the Finder to Find Things

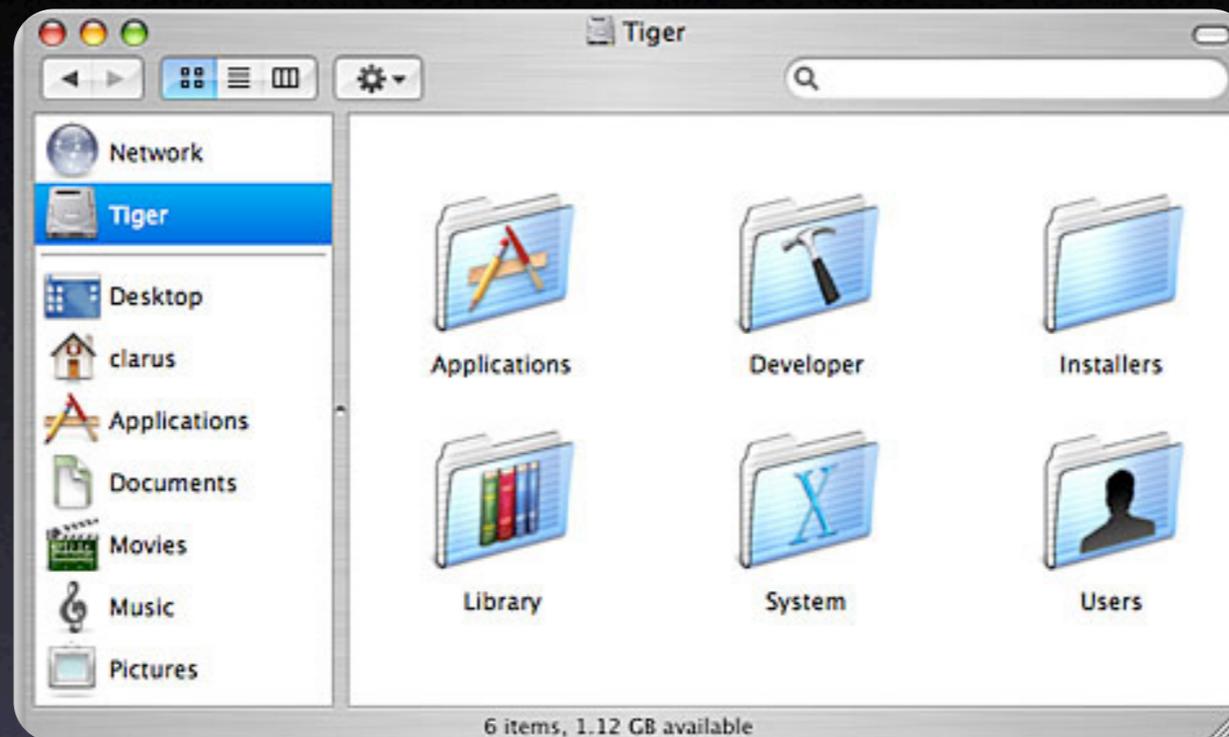
Presentation for Beginner Macintosh Users

MacFundamentals October Meeting

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Presenter: Lee Maxwell

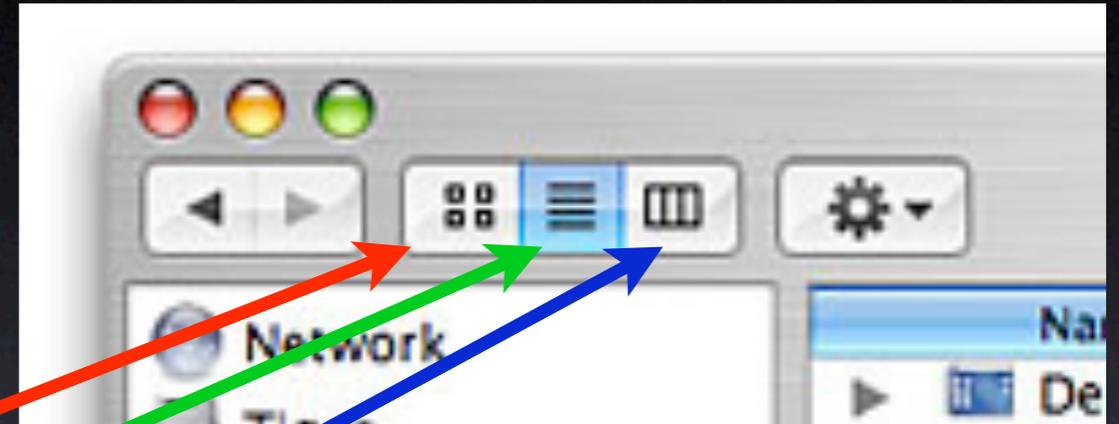
Using Finder Windows



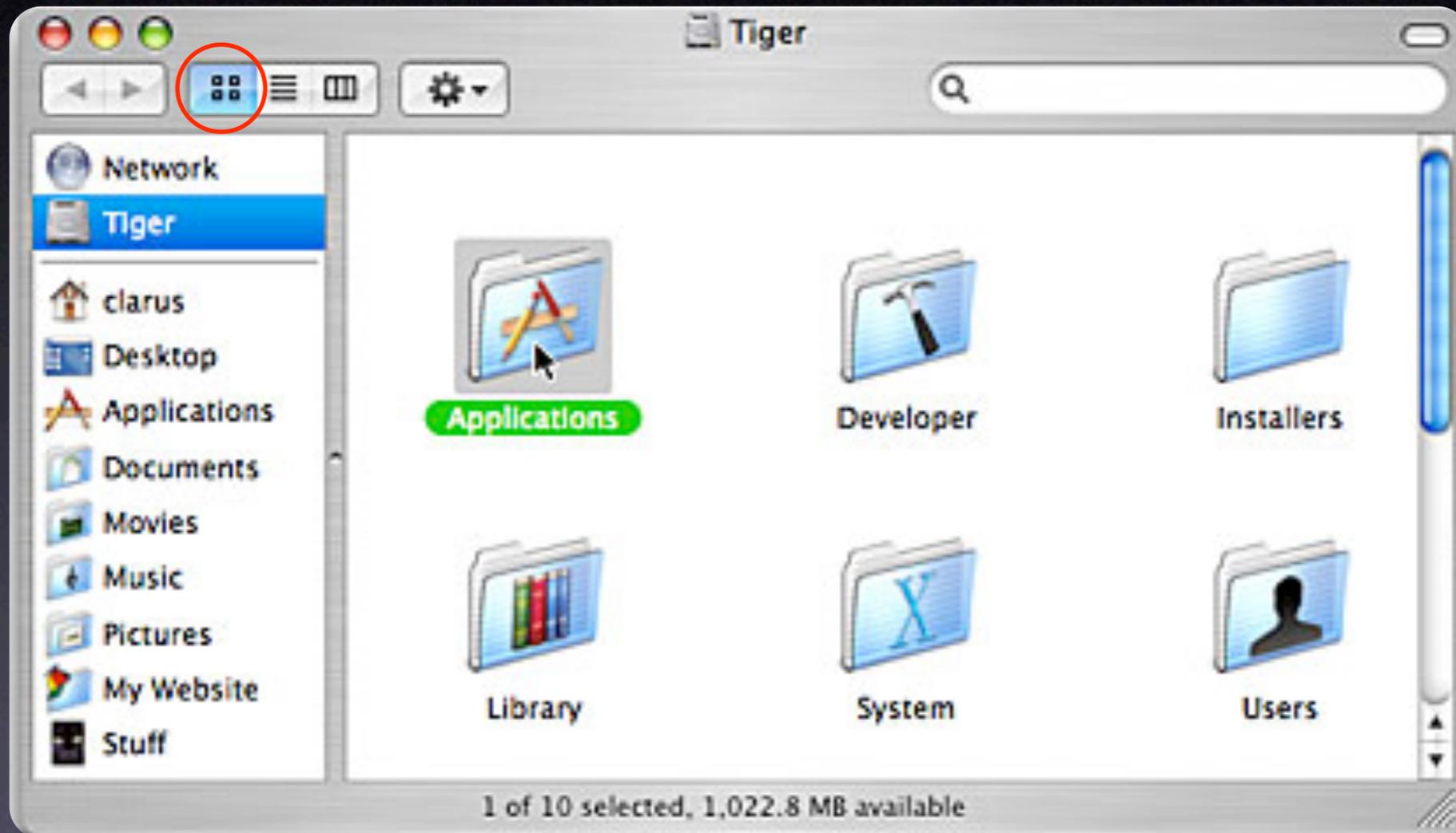
- When you double-click on a disk or folder icon on the desktop, or click on a hard drive or folder icon in the Sidebar, a window opens that shows you the contents of that disk or folder.

Three Ways to View Window Contents

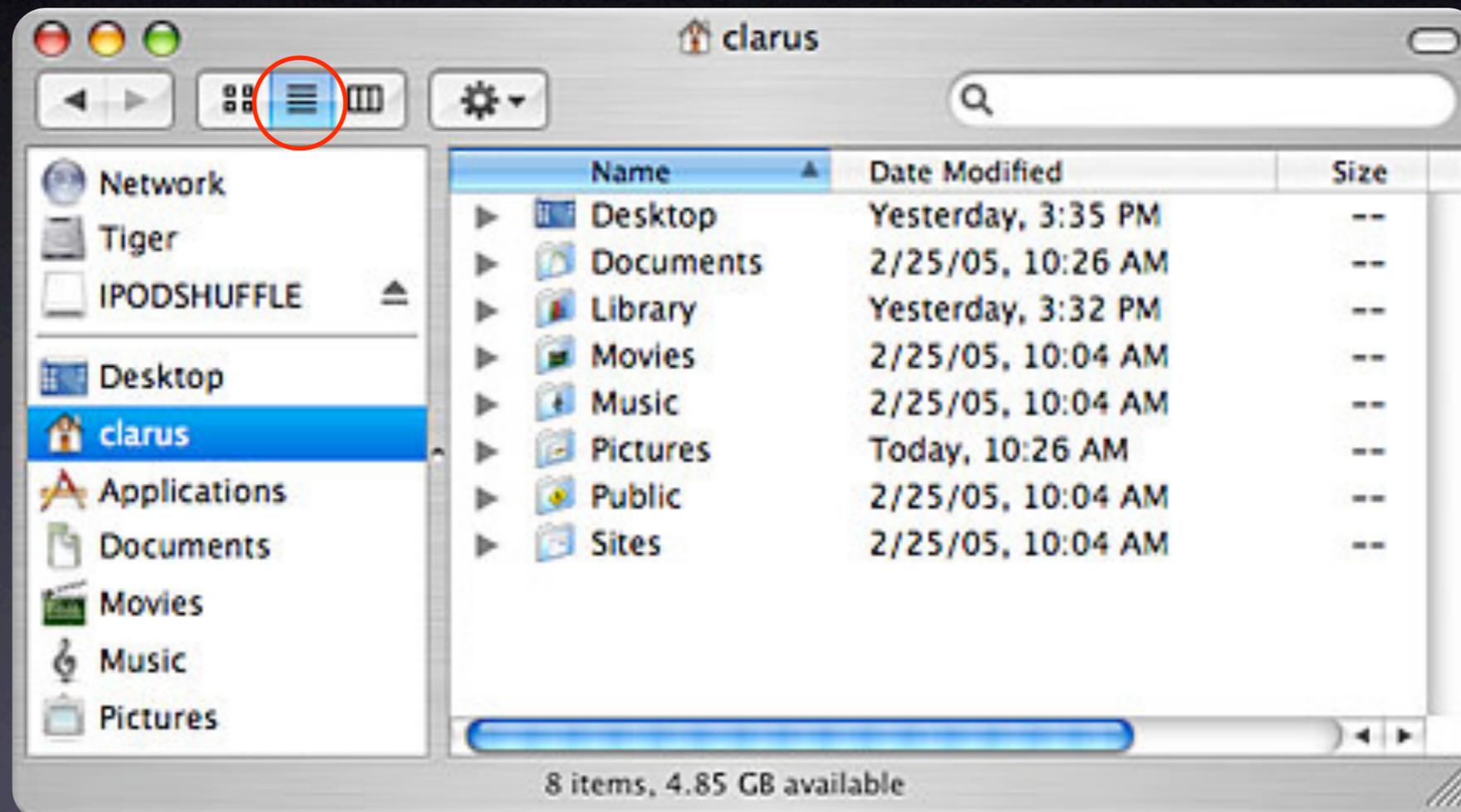
- In Mac OS X 10.4 (a.k.a. Tiger), there are three ways to view folder contents, called Views.
- They are:
 - Icon
 - List
 - Column
- Choose a view using the buttons at the top of the window.



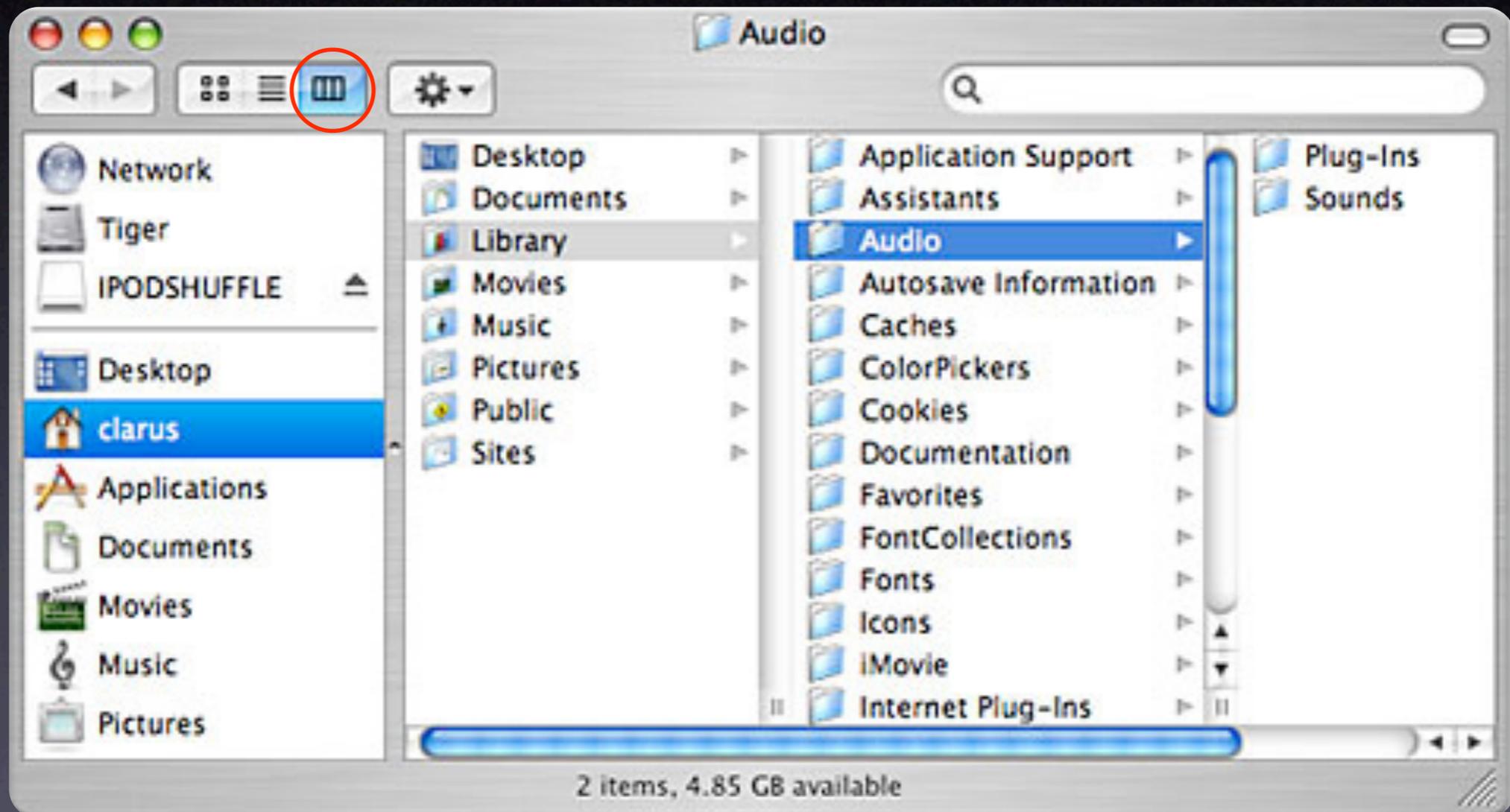
Icon View



List View



Column View

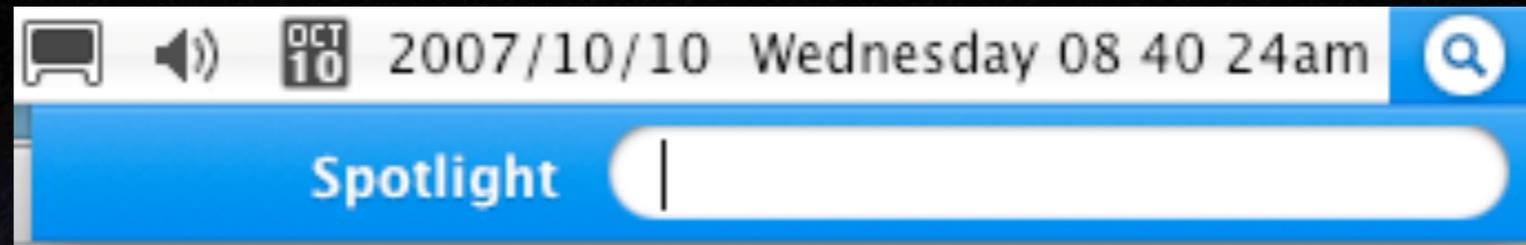


What if you don't see
what you seek?
Or you don't remember
where it is?

You can use Spotlight

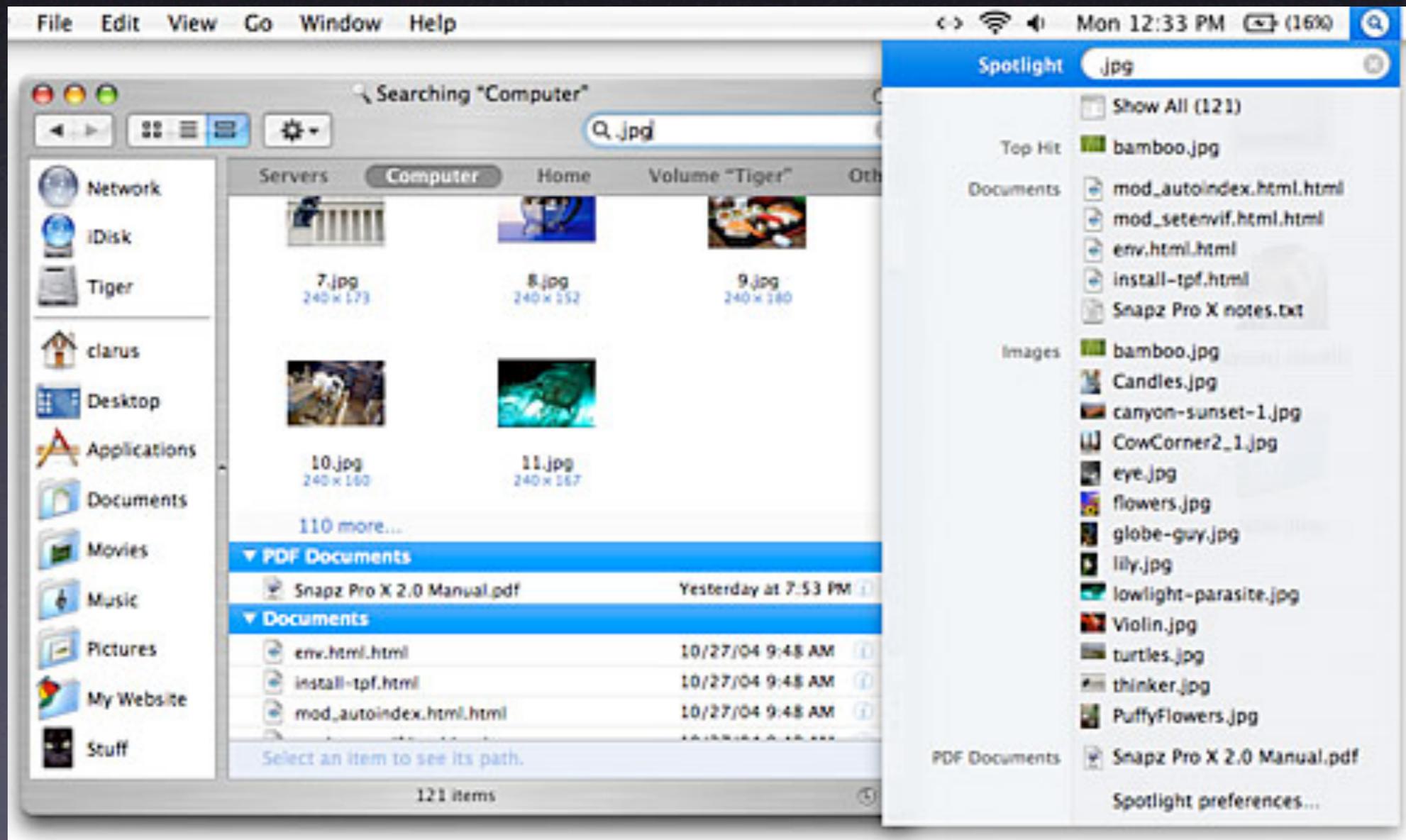
- Spotlight is Apple's enhanced file search engine, built into Mac OS X.
- Spotlight works instantly when you type some text into a Spotlight or Finder search field, showing search results in the window below.
- If you're not done typing in letters, or you want to modify the search, fear not: Spotlight will instantly modify the search as you type in more text.

How to invoke Spotlight



- Click on the white-on-blue Magnifying Glass icon at the right side of the menu bar.
- You also can hold down the Apple key on your keyboard and press the spacebar.
- A pop-up window with a field (a place to type in text) appears.
- Type the name of the item you want to find into the field.

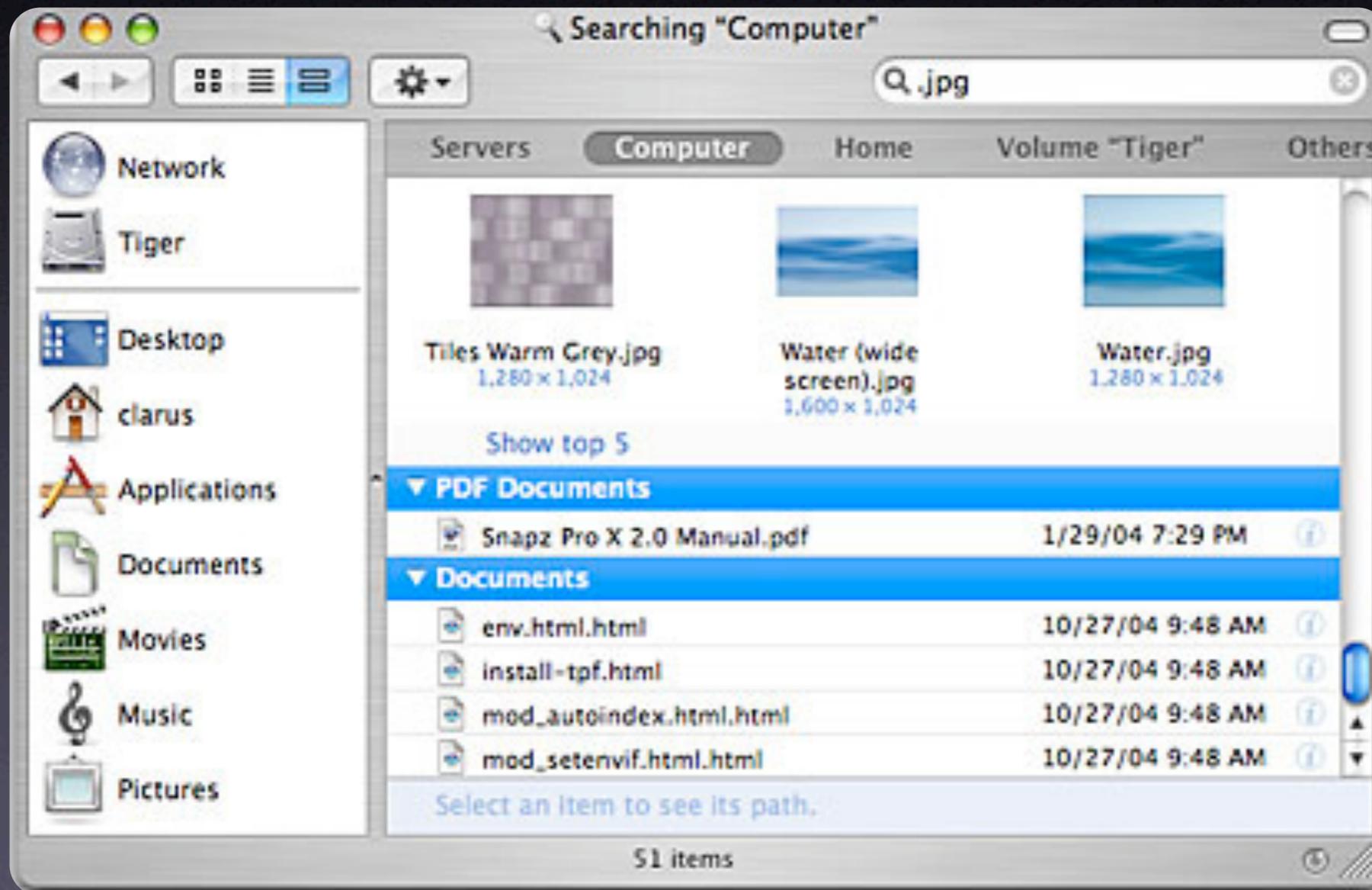
Results of a Spotlight search using the Spotlight menu



Easier way to do a Spotlight search

- By default (meaning, this is the way Apple sets it up, unless you change it), a search field is located near the upper right corner of any Finder window.
- Just click into that field and type in your search term. The Spotlight search will begin immediately, and will change if you change the search term in that field.
- Use one of the buttons at the top of the Spotlight window to finetune your search.

Results of Spotlight search in a Finder window



Search Results

- Spotlight will organize its results by the types of files located.
- In the Spotlight menu, if you hold your mouse arrow over an item, a note will pop up showing its location.
- In a Spotlight window, if you click on an item, its location will show at the bottom of a window.

Contextual searching

- Apple has always had a file-searching utility built into its operating systems (in Mac OS 8, it was called Sherlock).
- However, until Spotlight was introduced, searches only showed the results of matching file names.
- Now Spotlights not just matching file names, but any references to the search terms ***inside the text of documents.***

For more information

- In the Finder (click on your desktop to make the Finder the active application), go to the Help pulldown menu and open Mac Help, then type “Spotlight” into the search field. A list of articles will appear.
- Go to <http://docs.info.apple.com/article.html?artnum=304778> to find the Mac 101 article on Spotlight.

The End

Screenshots used in this presentation either were generated by the author or were borrowed from the Mac 101 course found in the Apple Support web pages.