# **ORGANIZE FILES AND FOLDERS** ON YOUR MAC

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# The Finder





### Drive Storage

- Finder Menu The Mac Filing Cabinet
- Organizing your Files and Folders on your Mac
- Tags
- Stacks

Video in Slide 11 - Essential Folder Structure Video in Slide 36 - Tips for Using Desktop Stacks on Your Mac

# Is This Your Desktop??

# **Of Course Not!**





## Is This Your Desktop??

### Of Course it is!



# Making a new folder on your Mac

# Go to Finder > File > New Folder

It will say Untitled Just Rename it

Window Edit View Go File New Finder Window New Folder

### **Keyboard Shortcut:** Shift-Command-N







### Likely most documents are in your Documents folder

Local Desktop
 iCloud Documents

Things just need to be sorted and, deleted, reorganized and labeled. This is true whether it is your walk-in closet or your computer. You could organize seasonal clothes in a container. You probably should organize your documents too.

Use folders and nested subfolders to get on the right track. Use categories that are helpful for you. You can also use Tags to organize. We show that later.





Tags

### Consider changing views to see the hierarchy: Icon List Column Gallery

- Try to be consistent where you store your files and how you name them.
- Come up with a consistent naming scheme.

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tes	Name	Date Modified	~
loud Drive	Vtilities	Today at 1:09 PM	
esktop	> Waste and Recycling	Today at 1:08 PM	
ocuments	> Electric Company	Today at 1:08 PM	
ons	> Gas Company	Today at 1:08 PM	
	🛆 iCloud Drive > 🛅 Documents > 🚞	House	



Finder Menu Bar

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About Finder			the smi	ling fac	е
Preferences	Ħ	3,	the hon	ne base	e fc
Empty Trash	☆೫		You use	e it to o	rga
Services		>	To oper	n a Finc	ler
Hide Finder Hide Others	₩ ₩ 7	В Н В Н	Or click	k on Fin	de
Show All					



### Window Help 90

- r your Mac.
- anize and access almost anything
- window, click the Finder icon in the Dock r in the menu bar









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A 96 NI
Applications
Intego
Utilities
+
App Store.app
App Store.app Automator.app

Air

- Books.app
- Calculator.app
  - Calendar.app
- 🕝 Carbon Copy Cloner.app
- Chess.app
  - CleanMyMac X.app
  - Contacts.app
- Dictionary.app

Macintosh HD > Applications

### **Essential Folder Structure**



### A Window with a View

t	View	Go	Window	Help
	as Icon	s		₩ 1
	as List			Ж2
~	as Colu	mns		ЖЗ
	as Galle	ery		₩4

View	

### When opening a Finder Window In View you show as icons-

Command -1 as Icons Command -2 as List Command -3 as Column Command -4 as Gallery

### MacOS Big Sur Essential Training- Folder Structure- Home Folder



https://www.linkedin.com/learning/macos-big-sur-essential-training-2/understand-essential-folder-structure-including-the-home-folder?u=99534018



About This Mac #1	
System Preferences App Store	
Recent Items	>
Force Quit Keynote	ておおい
Sleep Restart	
Shut Down	
Lock Screen	^
Log Out Tom	. 企業Q



500 GB Flash Storage

### Manage Your Storage Support Service Overview Displays Storage \*? Other Macintosh HD 109.18 GB Manage... 260.11 GB available of 500-

Other: Contains files that don't fall into the categories. This includes files and data used by the system, such as log files, caches, and other runtime system resources. Included are temporary files, fonts, app support files, and plug-ins. You can't manage the contents of this category. The contents are managed by macOS, and the category size varies depending on the current state of your Mac.

Music



### Recommendations

Ą	Applications	2.34 GB
Ш	Books	519.1 MB
ß	Documents	6.63 GB
$\bigcirc$	iCloud Drive	5.12 GB
	iOS Files	27.07 GB
$\bowtie$	Mail	7.09 GB
$\mathcal{O}$	Messages	598.4 MB
5	Music	60.25 GB
<b>,</b> ,	Music Music Crea	60.25 GB . 1.43 GB
<b>,</b> ↓↓↓ ●●●	Music Music Crea Photos	60.25 GB 1.43 GB 7.9 GB
<b>,</b> , ↓,, , , , , , , , , , , , , , , , ,	Music Music Crea Photos Podcasts	60.25 GB 1.43 GB 7.9 GB 132.5 MB
	Music Music Crea Photos Podcasts Trash	60.25 GB 1.43 GB 7.9 GB 132.5 MB 80.6 MB
	Music Crea Photos Podcasts Trash System	60.25 GB 1.43 GB 7.9 GB 132.5 MB 80.6 MB



Store in iCloud needed.



Optimize Storage

this Mac when storage space is needed.



Empty Trash Automatically more than 30 days.



Reduce Clutter

Sort through documents and other content stored on this Mac and delete what is no longer needed.





**Review Files** 







Macintosh HD - 242.31 GB available of 500.07 GB		
kups and software updates to free storage space.		
	Last Accessed	Size 🗸
	8/10/20, 5:40 PM	15.46 GB
M	8/10/20, 5:33 PM	8.39 GB
	9/11/20, 12:32 PM	3.22 GB
		Delete
		Delete

# Delete Large Files

	•				
Q	Recommendations				
Ą	Applicatio	29.48 GB			
Ш	Books	207.4 MB			
0	Documents	37.86 GB			
$\bigcirc$	iCloud Drive	5.71 GB			
$\bowtie$	Mail	1.62 GB			
Q	Messages	79.9 MB			
1	Music	751.7 MB			
144	Music Cre	389.6 MB			
	Photos	201.8 MB			
	Podcasts	30.8 MB			
**	Other Users	1.45 GB			
	System	15.05 GB			
••••	Other	111.01 GB			

HD - 296.06 GB availa	ble of 500.07 GB		
<b>Documents</b> - 37.86 GB Sort through documents and permanently erase files you no	longer need.		<b>ents</b> - 37.86 GB ugh documents and permanently erase fi
Large Files Downloads Unsupported	Apps Container	s File Browser	
Name	Kind	Last Accessed Size ~	Large Files Downloads Uns
stacks.macmost.screenflow	ScreenFlow Doc.	2/25/21, 11:40 AM 599.2	
backup_2021-02-23-2100_The_Villages_Apple_User_Group.	ZIP archive	2/23/21, 9:19 PM 441.9 MB	
backup_2021-02-24-2100_The_Villages_Apple_User_Group.	ZIP archive	2/24/21, 9:19 PM 441.9 MB	)S
backup_2021-02-25-2100_The_Villages_Apple_User_Group.	ZIP archive	2/25/21, 9:20 PM 441.9 MB	
backup_2021-02-24-2100_The_Villages_Apple_User_Group.	ZIP archive	2/24/21, 9:17 PM 422.1 MB	
backup_2021-02-23-2100_The_Villages_Apple_User_Group.	ZIP archive	2/23/21, 9:13 PM 420.8	-0
backup_2021-02-25-2100_The_Villages_Apple_User_Group.	ZIP archive	2/25/21, 9:19 PM 420.8	• Are you sure you want to de
backup_2021-02-23-2329_The_Villages_Apple_User_Group.	ZIP archive	2/24/21, 1:18 AM 419.1 MB	the 9 selected items?
backup_2021-02-23-2329_The_Villages_Apple_User_Group.	ZIP archive	2/24/21, 5:06 AM 414 MB	
backup_2021-02-23-2329_The_Villages_Apple_User_Group.	ZIP archive	2/24/21, 4:32 AM 407.6 MB	.0 9 items will be deleted immediat
OregonCoast& Beach2013.m4v	Apple MPEG-4	4/14/15, 10:23 AM 235.2	undo this action.
📟 Hawaii Vacation-HD (720p).m4v	Apple MPEG-4	9/9/15, 9:22 AM 1, 5.8 MB	
💿 brucem 🔹 🔄 Dropbox > 🚞 Apps > 💽 UpdraftPlus.Com			Cancel Delete
Show in Finder		Delete	

### A good example of showing Finder path

### witchie of EOO OT OD



# Leave these 3 alone

Q	Recommend	ati
Ą.	Applicatio	29
Ш	Books	15
ß	Documents	33
$\bigcirc$	iCloud Drive	
$\bowtie$	Mail	
Q	Messages	7
1	Music	7
	Music Cre	38
	Photos	20
•	Podcasts	З
**	Other Users	
	System	1

••• Other 113

### ions

### 9.48 GB

- 59.8 MB
- 3.84 GB
- 5.71 GB
- . . . . . .
- 1.62 GB
- 79.9 MB
- '51.7 MB
- 89.6 MB
- 01.8 MB
- 30.8 MB
- 1.45 GB
- 5.05 GB
- 113.36 GB



### Applications - 29.48 GB

Remove apps you can download again from the App Store to free storage space.

Name		Kind	Last Acce
Ps	Adobe Photoshop 2021.app	Intel	1/16/21, 9
Lrc	Adobe Lightroom Classic.app	Intel	10/21/20,
*	iMovie.app	Universal	12/14/20
R	Affinity Photo.app	Universal	2/25/21,
	Affinity Publisher.app	Universal	2/25/21,
8	Sid Meier's Railroads!.app	Intel	12/24/19
Br	Adobe Bridge 2021.app	Intel	10/21/20
Lr	Adobe Lightroom.app	Intel	10/21/20
<u>حر</u>	Adobe Acrobat.app	Intel	2/23/21,
7	GarageBand.app	Universal	12/12/20
~	Adobe Acrobat Reader DC.app	Intel	9/24/20,
Q	Google Chrome.app	Intel	2/25/21,
Xd	Adobe XD.app	Intel	11/12/20,
÷	Dropbox.app	Intel	2/25/21,
20)	Word Laces.app	Intel	2/12/21,

Show in Finder



# Finder Path View

• • •	Applications
	Back/Forward
Favorites	
AirDrop	Name
Recents	WeatherBug.app
Applications	🛃 App Store.app
De alste a	🐼 Automator.app
Desktop	🛄 Books.app
🚞 Monthly Budget Data	Calculator.app
Downloads	📅 Calendar.app
	🚱 Chess.app
Background Setting for Zo	Contacts.app
🚞 Tom's Screen Shots	🔤 Dictionary.app
	💶 FaceTime.app
IVAUG Folder Stuff	Find My.app
🔂 thomaspl	🏙 Font Book.app
Dictures	
Pictures	📃 Macintosh HD > 🔄 Applications

π	view Go window	нер	
ſ	as Icons	Ж1	
	as List	₩2	
ъ	as Columns	ЖЗ	
	as Gallery	₩4	
	✓ Use Stacks	^#0	
	Group Stacks By	>	
	Clean Up		
L	Clean Up By	>	
L	Hide Sidebar	νжs	
L	Hide Preview	企ℋΡ	
L	Hide Toolbar	∖сжт	
L	Show All Tabs	☆ Ж ∖	
L	Hide Tab Bar	ΰжт	Intion_Common
L	Show Path Bar	∖сжр	Jpuon-Commai
L	Hide Status Bar	₩/	
l	Customize Toolbar		
	Show View Options	жJ	
	show Preview Options		
1	Enter Full Screen	^ℋF	



### Finder > Preferences

Finder	File	Edit	Vie
About Fir	nder		
Preference	ces	Ħ	,
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Services			>
Hide Find	ler	Ħ	Н
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Show All			

### Top Level Menu

### **Customizing the Finder Sidebar**



### Finder Preferences Tabs

1	<b>Finder Preferences</b>	2
Finder Preferences	Image: Sidebar Adv	<del>විදි</del> හු vanced
Show these items on the desktop: <ul> <li>Hard disks</li> <li>External disks</li> <li>CDs, DVDs, and iPods</li> <li>Connected servers</li> </ul> New Finder windows show: <ul> <li>thoma</li> <li>thoma</li> <li>Open folders in tabs instead of new windows</li> </ul>	Show these tags in the sidebar:   Yellow   Gray   Red   Home   Home   Important   Green   Orange   Purple   Work   Blue	
	+ - Drag your favorite tags to the area below to r available for quick use in Finder menus.	nake them







# General

# Pop-up Menu

Tags provide quick access to all the items using a particular tag. Click a tag to see files using that tag. At any time, you can customize the Finder sidebar. In the Finder, choose Finder > Preferences, then click Sidebar or Tags.





### Use tags to organize files on Mac

2



### 

### Favorites

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iCloud Cloud Cloud Cloud Cloud Cloud Cloud Cloud Cloud

Locations

Tags

### Locations

iCloud

Tags
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CO Recent Tags



Show these items in the sidebar:

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My Mac

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ud Drive

ktop

Documents

🖵 Bruce's iMac

✓ → Hard disks

Cloud Storage

Sonjour computers

Connected servers



### Sidebar

### Finder Preferences හු E Sidebar Tags General

- Show all filename extensions
- Show warning before changing an extension
- Show warning before removing from iCloud Drive
- Show warning before emptying the Trash
- Remove items from the Trash after 30 days

Keep folders on top:

- In windows when sorting by name
- On Desktop

When performing a search:

Search This Mac





### Advanced

### **Pop-Up Menu**

٥

# More on Tags...

# Add a Tag... Right Click or Option Click

👷 traug Fresentations

- 😳 tvaug iClub
- Movies
- 😳 PDF's
- Recent Numbewrs Files
- Text savedSearch

### iCloud



- TVAUG Projects
- Screen Shots and Vidoe
- 🕒 Documents
- HTML Keynote Folder

📃 Desktop



Locations

- Thomas MacBook Pro
- ] Tom's iPad
- Tom P Bonanno, Sr's iPh
- ] Tom's AirPort Time Cap
- Retwork

# Assign & Rename your Tag

•	
	Tom 3 ir au
	Tom P Bonanno,
0	Tom's AirPort Tir
⊕	Network
Tags	5
•	Mac How To
•	Budget Folder
•	Golf
•	TVAUG
•	Medical
•	Investments
•	Favorite Recipe
•	Macbook Pro Ma
•	Year End Tax Info
0	Tom's Research
0	Income tax retur
0	Yard Maintenanc
0	Zoom Meetings
0	All Tags





# Assigned a Tag

### 10m 3 mau Tom P Bonanno 🗍 Tom's AirPort T Wetwork Tags Mac How To Budget Folder

- Golf
- TVAUG
- Medical
- Investments
- Favorite Recipe
- Macbook Pro M
- Year End Tax Int
- O Tom's Research
- Income tax retu
- Yard Maintenan
- Zoom Meetings
- O All Tags...

	Back/Eorward	Searching "ICloud	AirDron	View	
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5,5r's iPn ≜	Search: Thi	is Mac ("iCloud Drive")	Shared		
Time Capsule	Spread	sheets			
	We	ebsites for IOS & Mac.nu	umbers		
	PDF Do	ocuments			
	Far	rfalle with Mushrooms a	atter Horr	nes & Gard	hdf
	Slo	w Cooker Cashew Ch	.n - The Re	cipe Critic.p	odf 🔍
	Bal	ked Cod Herb Recipent	.pdf		
	Be	st Spicy Salmon Bowl R	ke Spicy	Salmon Bov	vls.pdf
	Ho	ney-glazed sweet pota	toes - May	o Clinic.pdf	•
,	Mir	nestrone soup - Mayo C	linic.pdf		•
laintenance	Cre	eole-style black-eyed p	eas - Mayo	o Clinic.pdf	
fo	The The	e Best Cornbread Muffi	ns - Once	Upon a Che	f.pdf
h	Cri	spy Asian Brussels Spr	outs   The I	BakerMama.	.pdf
urn	Ca	ramelized Onion and St	d - My F	ood and Fan	nily.pdf
s	Sa	ndy's Homemade Broco	coup Rec	ipe   Allrecip	es.pdf
	🚍 Pa	sta with Asparagus Rec	ipe   Taste	of Home.pd	lf
	iCloud Driv	ve 🔋 🛅 Documents 🔉 🚞 My F	Recipes > 🖹	Slow Cooker Ca	shew Chic



Favorites

- AirDrop
- Recents
- **Applications**
- Desktop
- Downloads
- Creative Cloud Files

### iCloud

- △ iCloud Drive
- Desktop
- Documents

### Locations

- A Macintosh HD
- ⊖ FL iMac
- 合 Data
- ⊖ TM 127 inch
- ⊖ Backup2
- Network

Tags

- Yellow
- Gray

Favorites iCloud Locations Tags

### You can add other folders by dragging them into the Favorites section.

### By default, the sidebar is divided into four sections.





Favorites AirDrop Recents Applicatons Documents Desktop Downloads





• Gray

# iCloud

Includes items automatically stored in iCloud Drive and, when you turn on iCloud Desktop and Documents, the Desktop and Documents folders in iCloud.







Favorites

- AirDrop
- Recents
- Applications
- Desktop
- Downloads
- Creative Cloud Files

### iCloud

△ iCloud Drive

Desktop

Documents

### Locations

A Macintosh HD

合 FL iMac

合 Data

- 合 TM 127 inch
- ⊖ Backup2
- Network

Tags

Yellow

• Gray

# Finder Sidebar

# Locations

any external drives Time Machine and Time Capsule **DVD** Superdrive/ Optical Drive



# Displays your computer's internal drive shared computers and servers on your local network





### ⊕ Network

### Tags

- Mac How To
- Budget Folder
- Golf
- TVAUG
- Medical
- Investments
- Favorite Recipe
- Macbook Pro Maintenance
- Year End Tax Info
- Tom's Research Ο
- Yard Maintenance 0
- Zoom Meetings Ο
- Apple Watch
- TVAUG Intro Prez
- recipes
- O house
- O All Tags...

Tags

## Tags can be customized by name Colors are set



### Menu Bar Menus The menu bar at the top of the screen provides a home for the top-level menu in your app.

Wine View Go as Icons ✓ as List as Columns as Gallery

✓ Use Stacks

Group Stacks By

Clean Up Clean Up By

Hide Sidebar Show Preview

Hide Toolbar Show All Tabs Hide Tab Bar Hide Path Bar

Show Status Bar Customize Toolbar... Show View Options Show Preview Options

Enter Full Screen

dow	Help			
				Identifyin Stacks by
	>	None		
		✓ Kind	^ж2	
		Date Last Opened	^Ж3	
	τæs	Date Added		
	企業Ρ	Date Modified	^¥5	
	∖жт	Date Created		
	☆ 第 \	Tags	~第7	
	1			

Contextual Menus or shortcut menu, gives people access to frequently used commands related to the current context.



# Organize files in Stacks on Mac You can use stacks on the desktop to keep files neatly organized in groups. Whenever you save a file to the desktop, it's automatically added to the appropriate stack, helping to keep your desktop clean.

### macOS User Guide Source:

### Use Stacks to keep your desktop organized.

## Finder > View > Use Stacks

Whenever you save a file to the desktop, it is automatically added to the appropriate stack, helping to keep your desktop clean.

Stacks have been around since Mojave 10.14



https://support.apple.com/guide/mac-help/organize-files-in-stacks-mh35846/10.15/mac/10.15

	View	Go	Window	Help
	as Icons	5		Ж1
/	as List			¥2
	as Colui	mns		ЖЗ
	as Galle	ry		₩4
/	Use Sta	cks		^#O
	Group S	tacks	Ву	>
	Clean U	р		
	Clean U	р Ву		>
	Hide Sic	lebar		ΛΞ₩S
	Show Pr	review	V	ΰжΡ
	Hide To	olbar		∖⊂жт
	Show A	ll Tabs	5	ひ 光 /
	Hide Tal	b Bar		ΰ₩Τ
	Hide Pa	th Bai	r	∖⊂жР
	Show St	tatus	Bar	೫ /
	Custom	ize To	olbar	
	Show Vi	ew O	ptions	жJ
	Show Pr	review	v Options	
	Enter Fu	ull Scr	een	<b>~</b> 策 F





### Stacks can be grouped by-Kind, Date Opened, Modified, Created, or by Tags

•Documents •Images •Presentations •PDFs •Spreadsheets











# Tips for Using Desktop Stacks on Your Mac





### https://www.youtube.com/watch?v=-g7upOnQFtU

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# Today we covered....

- Storage space on your Mac
- Finder Menu The Mac Filing Cabinet
- Organizing your Files and Folders on your Mac
- Tags
- Stacks

Mac Filing Cabinet nd Folders on your Mac

### **Reference Info:MacMost**

# **Tips For Getting The Most Out Of the Finder Sidebar**

# **20 Finder Sidebar Tips**



10:07

Bonus

### To play click the link....

### https://macmost.com/tips-for-getting-the-most-out-of-the-finder-sidebar.html





# Questions ???



