
ORGANIZE FILES AND FOLDERS ON YOUR MAC

The Finder



Tom Bonanno Bruce Mitchell



March 2, 2021

-
- 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!



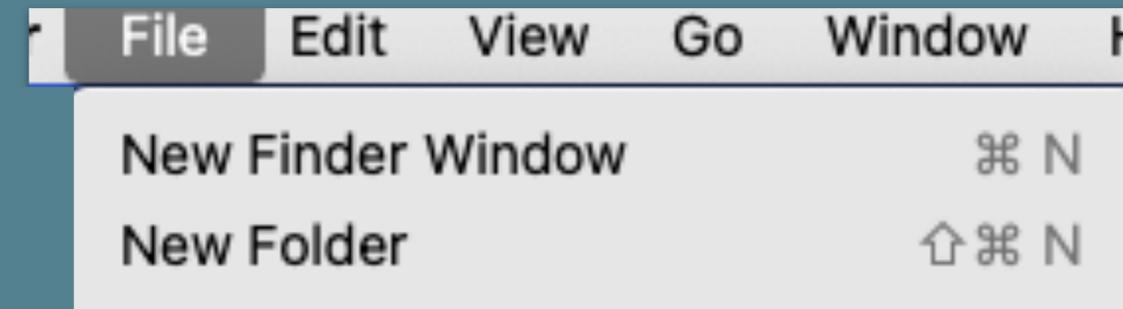
Is This
Your
Desktop??

Of Course it is!



Making a new folder on your Mac

Go to Finder > File > New Folder



Keyboard Shortcut:
Shift-Command-N

It will say Untitled
Just Rename it



untitled folder

Likely most documents are in your Documents folder

- Local Desktop
- iCloud Documents

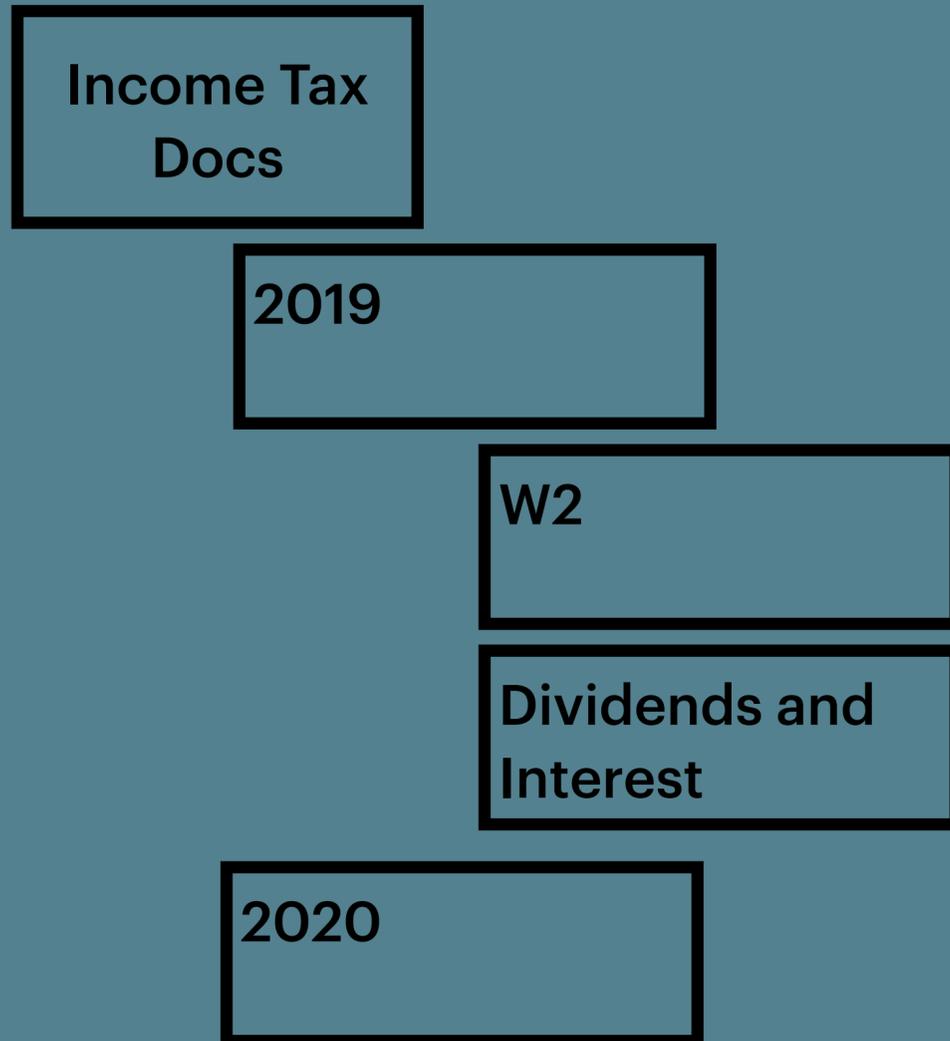


Things just need to be sorted and, deleted, reorganized and labeled. This is true whether it is your walk-in closet or your computer. You could organize seasonal clothes in a container. You probably should organize your documents too.

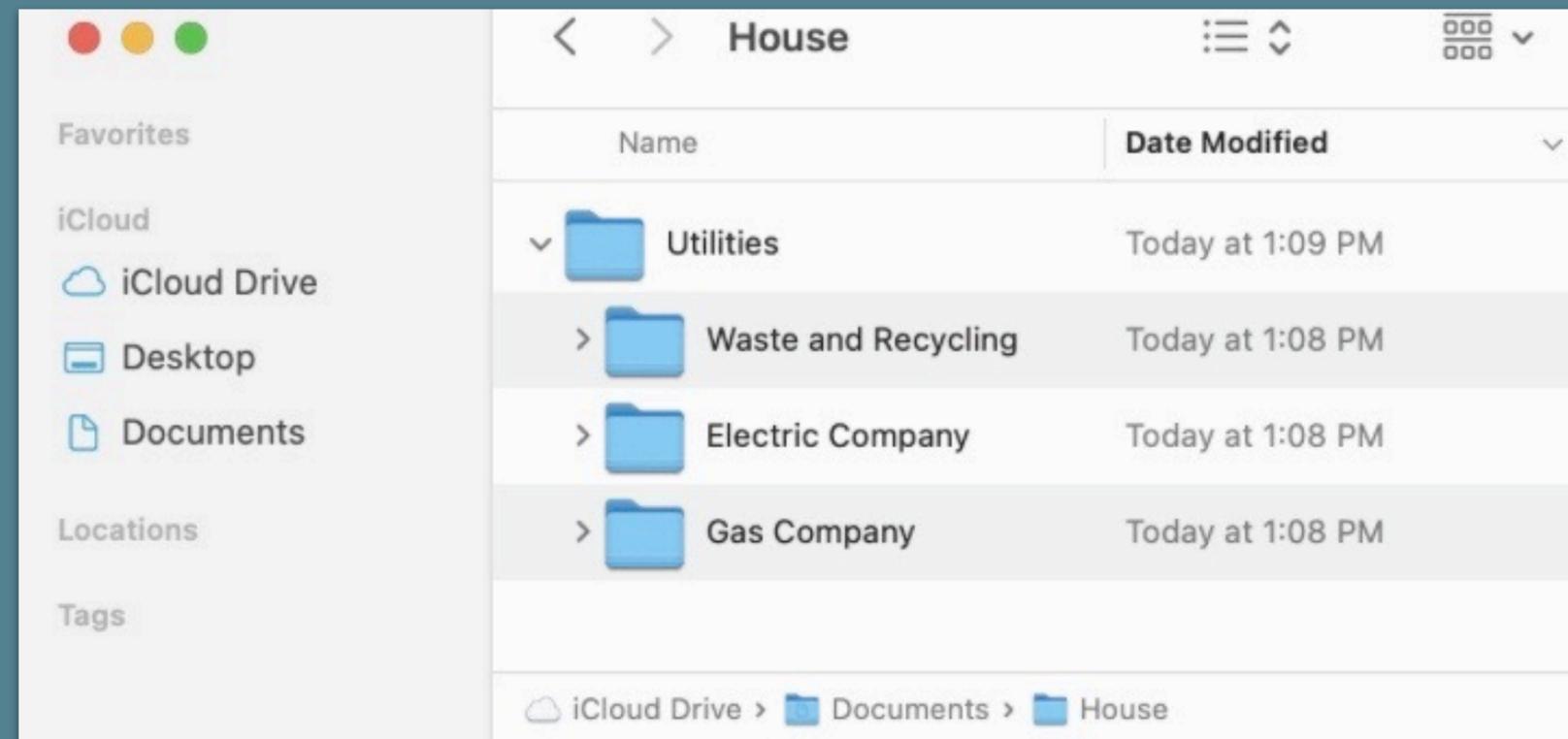
Use folders and nested subfolders to get on the right track. Use categories that are helpful for you. You can also use Tags to organize. We show that later.

Nested Folders

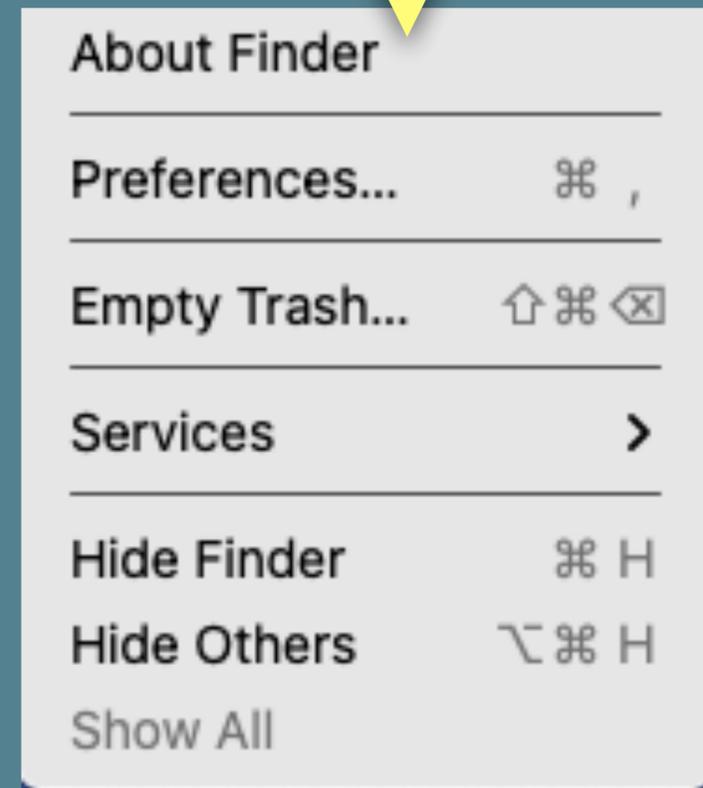
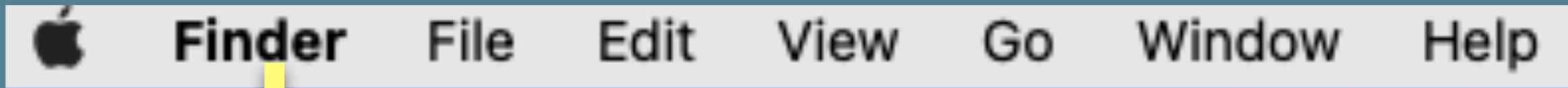
Consider changing views to see the hierarchy:
Icon List Column Gallery



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



Finder Menu Bar



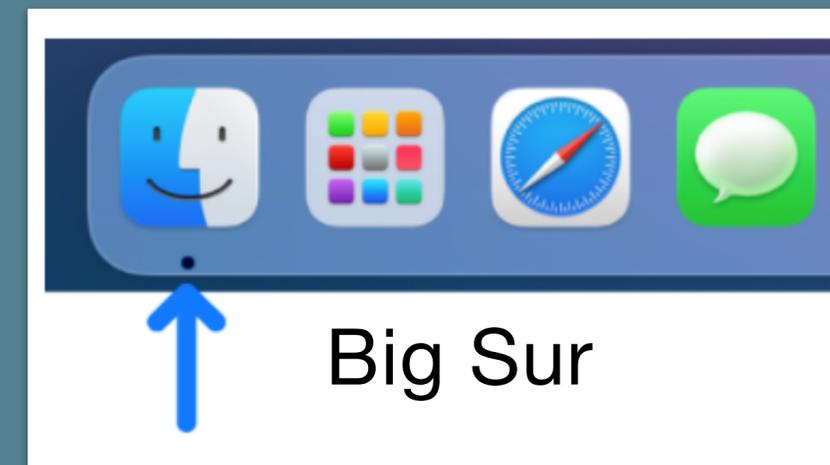
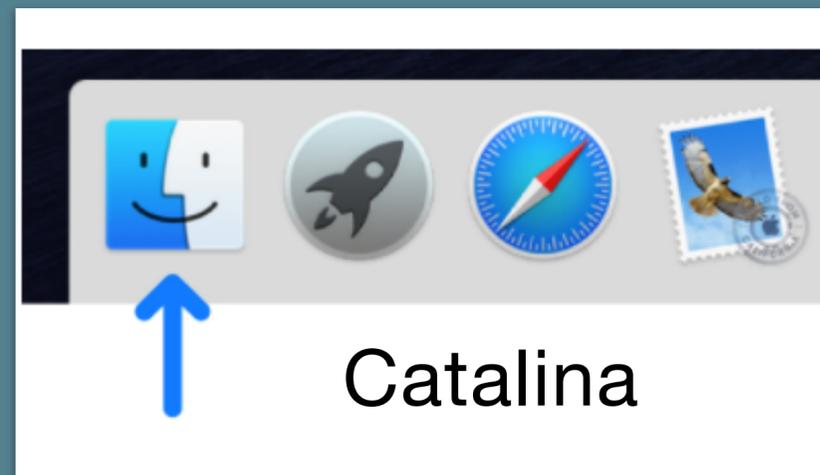
the smiling face

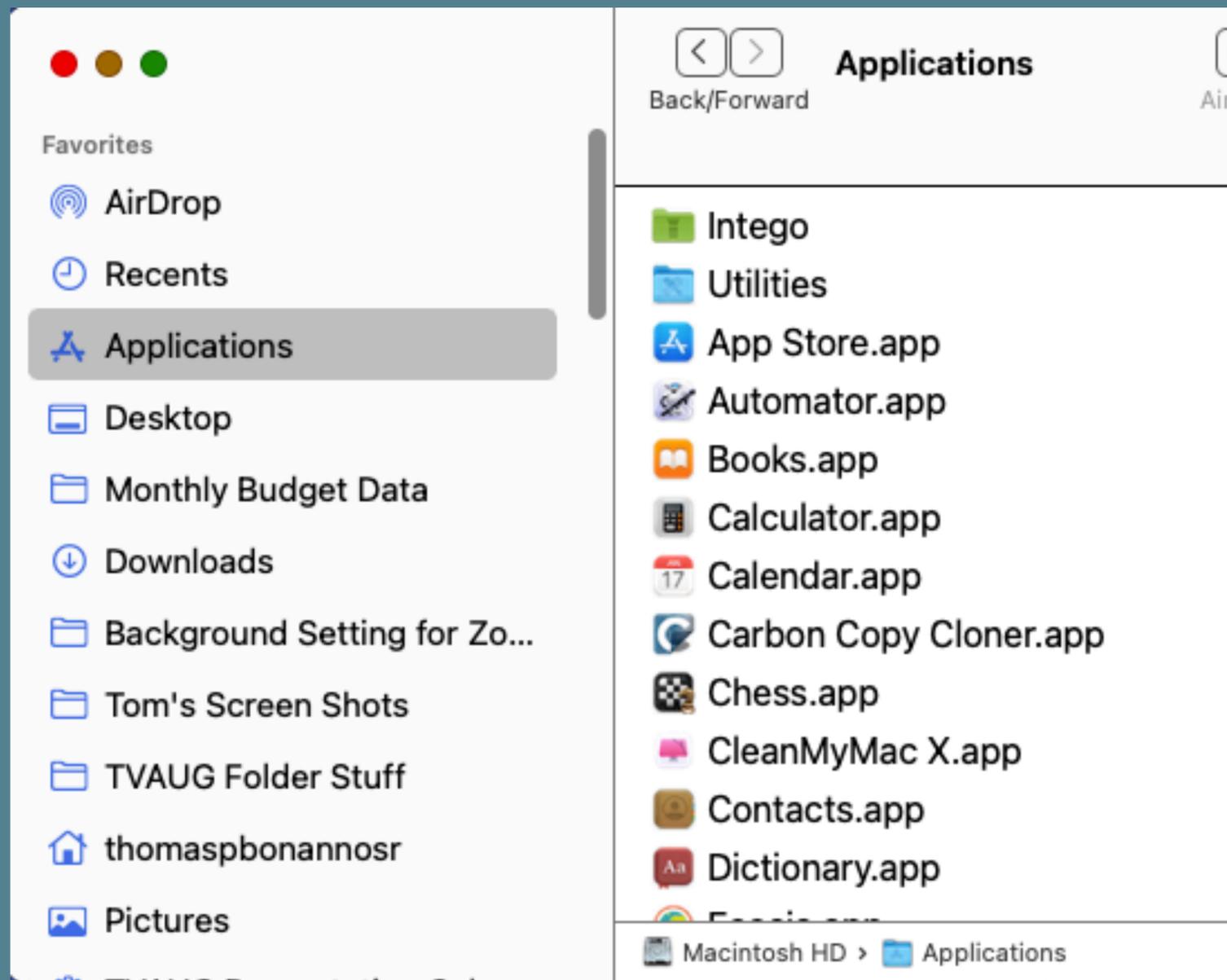
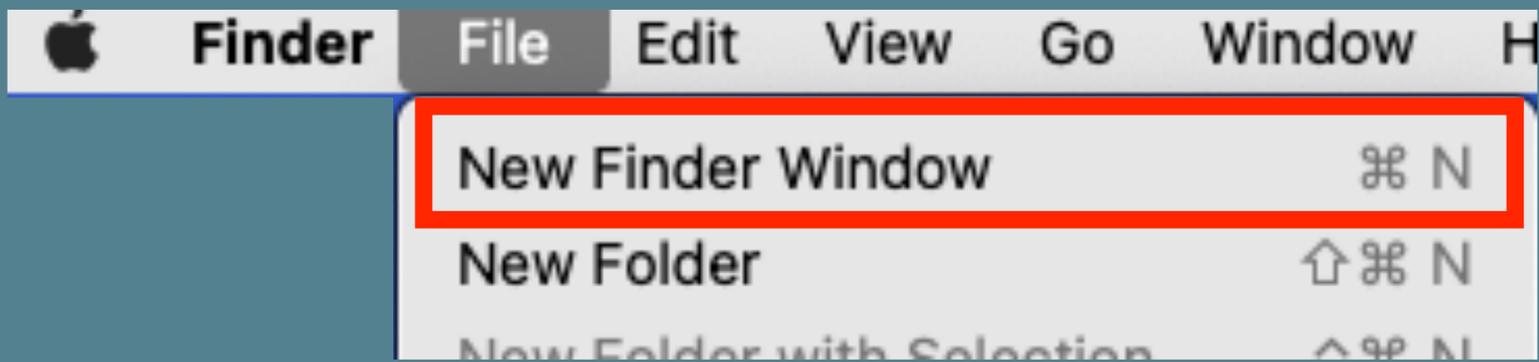
the home base for your Mac.

You use it to organize and access almost anything

To open a Finder window, click the Finder icon in the Dock

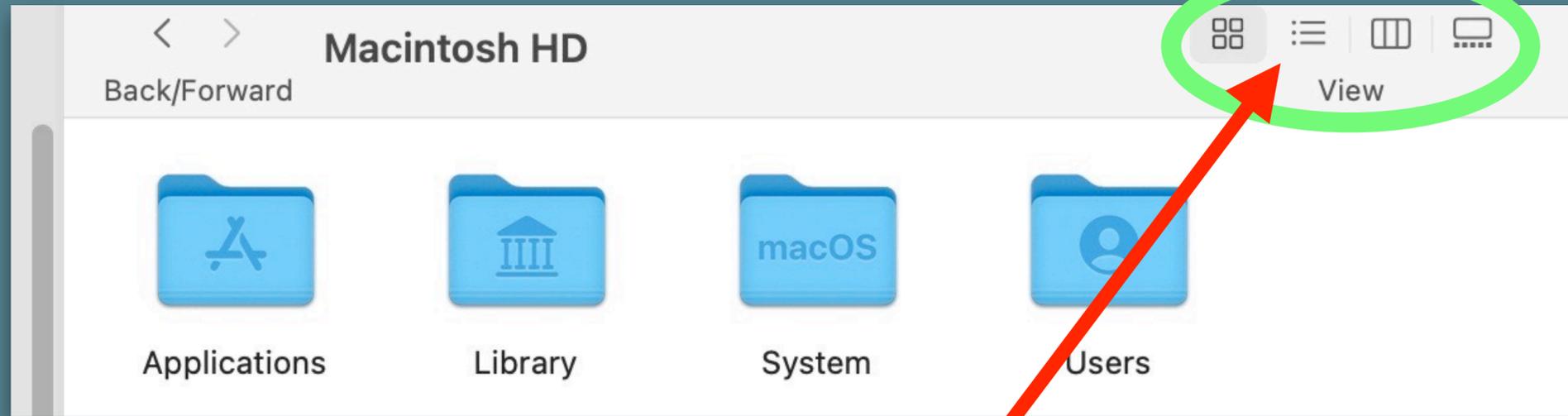
Or click on Finder in the menu bar





Finder Side Bar

Essential Folder Structure



A Window with a 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

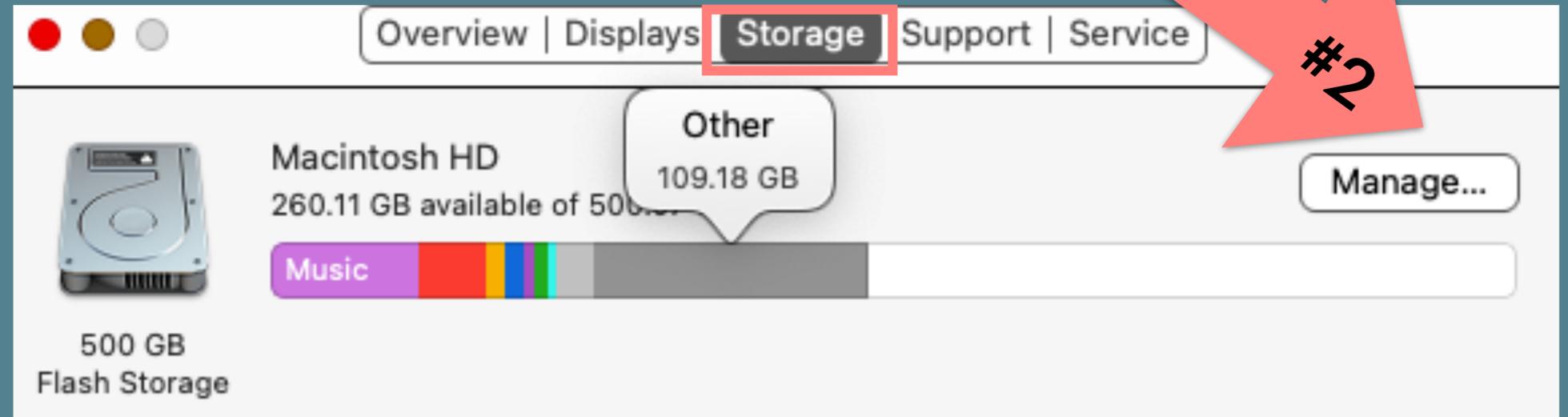
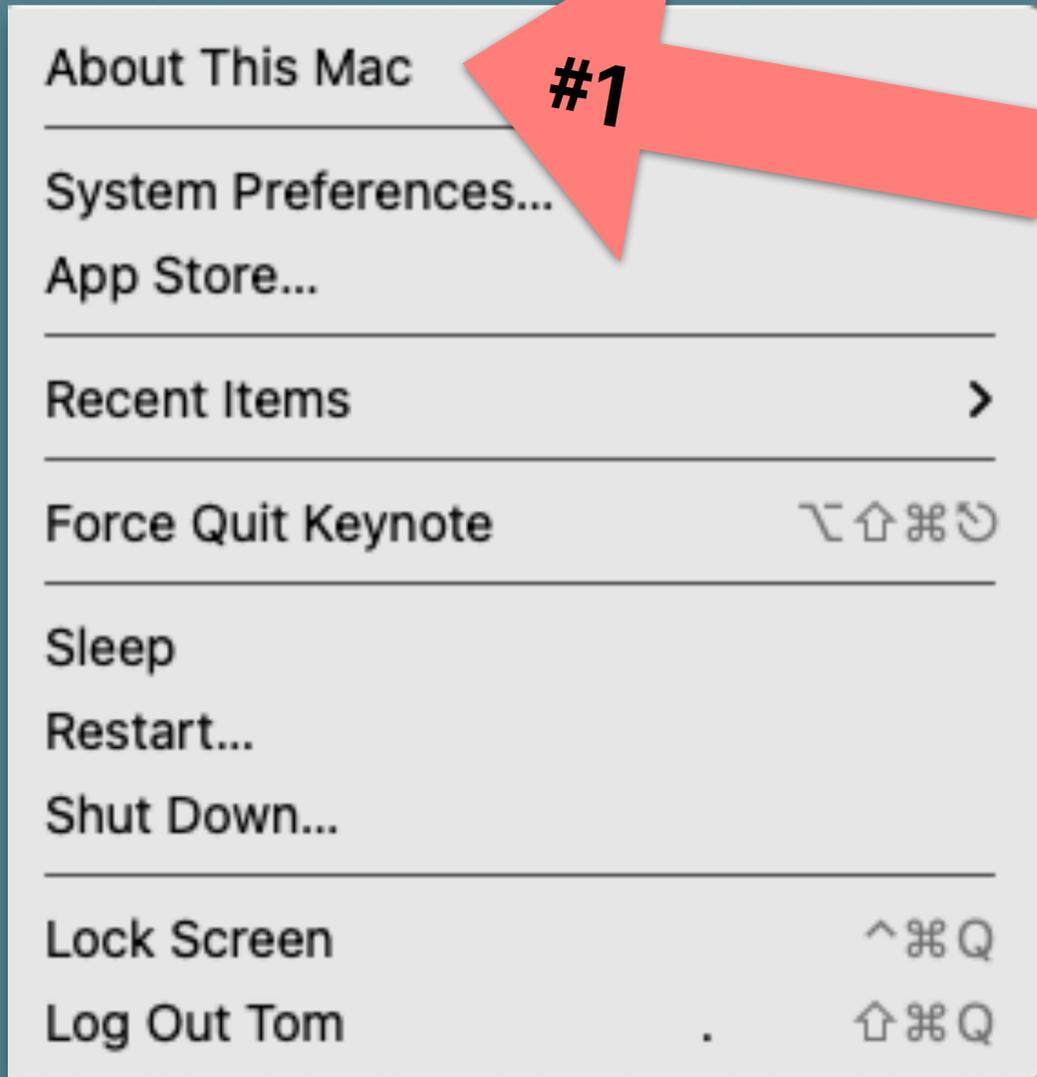


Nick
Brazzi

4:53



Manage Your Storage



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.

Manage Drive Storage

Macintosh HD - 242.96 GB available of 500.07 GB

Recommendations	
 Applications	2.34 GB
 Books	519.1 MB
 Documents	6.63 GB
 iCloud Drive	5.12 GB
 iOS Files	27.07 GB
 Mail	7.09 GB
 Messages	598.4 MB
 Music	60.25 GB
 Music Crea...	1.43 GB
 Photos	7.9 GB
 Podcasts	132.5 MB
 Trash	80.6 MB
 System	15.05 GB
 Other	122.74 GB

 **Store in iCloud**
Store all files, photos, and messages in iCloud and save space by keeping only recent files and optimized photos on this Mac when storage space is needed. [Store in iCloud...](#)

 **Optimize Storage**
Save space by automatically removing Apple TV movies and TV shows that you've already watched and by keeping only recent email attachments on this Mac when storage space is needed. ✓ Completed

 **Empty Trash Automatically**
Save space by automatically erasing items that have been in the Trash for more than 30 days. ✓ Completed

 **Reduce Clutter**
Sort through documents and other content stored on this Mac and delete what is no longer needed. [Review Files](#)

Delete Large Files

HD - 296.06 GB available of 500.07 GB

Documents - 37.86 GB
Sort through documents and permanently erase files you no longer need.

Large Files Downloads Unsupported Apps Containers File Browser

Name	Kind	Last Accessed	Size
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
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...
backup_2021-02-25-2100_The_Villages_Apple_User_Group...	ZIP archive	2/25/21, 9:19 PM	420.8...
backup_2021-02-23-2329_The_Villages_Apple_User_Group...	ZIP archive	2/24/21, 1:18 AM	419.1 MB
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
OregonCoast& Beach2013.m4v	Apple MPEG-4...	4/14/15, 10:23 AM	235.2...
Hawaii Vacation-HD (720p).m4v	Apple MPEG-4...	9/9/15, 9:22 AM	105.8 MB

brucem > Dropbox > Apps > UpdraftPlus.Com

Show in Finder Delete...

Are you sure you want to delete the 9 selected items?
9 items will be deleted immediately, freeing 3.83 GB of storage. You can't undo this action.

Cancel Delete

A good example of showing Finder path

Leave these
3 alone

Recommendations	
Applications	29.48 GB
Books	159.8 MB
Documents	33.84 GB
iCloud Drive	5.71 GB
Mail	1.62 GB
Messages	79.9 MB
Music	751.7 MB
Music Cre...	389.6 MB
Photos	201.8 MB
Podcasts	30.8 MB
Other Users	1.45 GB
System	15.05 GB
Other	113.36 GB

HD - 297.77 GB available of 500.07 GB



Applications - 29.48 GB

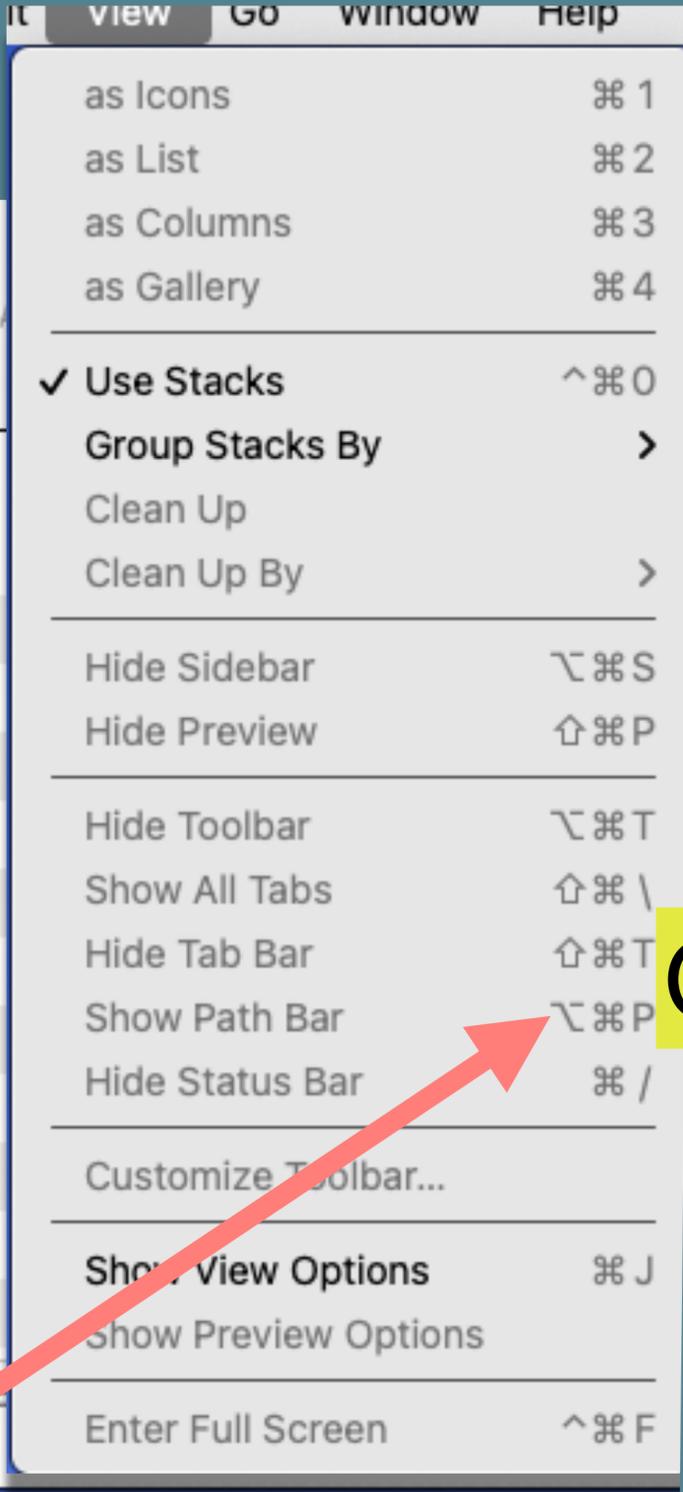
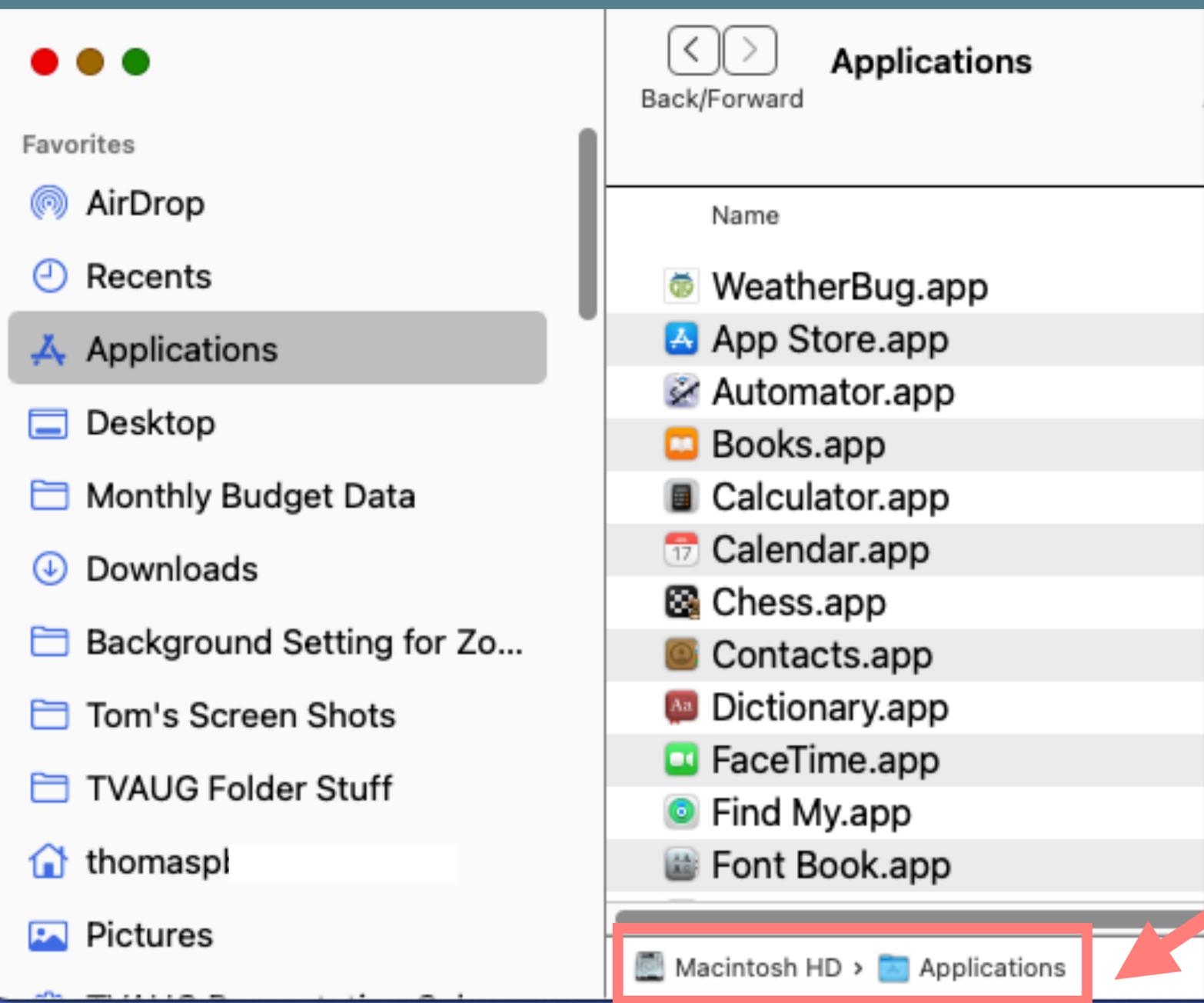
Remove apps you can download again from the App Store to free storage space.

Name	Kind	Last Accessed
Adobe Photoshop 2021.app	Intel	1/16/21, 9:25 AM
Adobe Lightroom Classic.app	Intel	10/21/20, 8:15 AM
iMovie.app	Universal	12/14/20, 2:04 PM
Affinity Photo.app	Universal	2/25/21, 9:48 PM
Affinity Publisher.app	Universal	2/25/21, 9:49 PM
Sid Meier's Railroads!.app	Intel	12/24/19, 3:57 PM
Adobe Bridge 2021.app	Intel	10/21/20, 12:42...
Adobe Lightroom.app	Intel	10/21/20, 12:42...
Adobe Acrobat.app	Intel	2/23/21, 8:38 PM
GarageBand.app	Universal	12/12/20, 8:40 AM
Adobe Acrobat Reader DC.app	Intel	9/24/20, 6:54 PM
Google Chrome.app	Intel	2/25/21, 9:17 PM
Adobe XD.app	Intel	11/12/20, 8:32 AM
Dropbox.app	Intel	2/25/21, 9:17 PM
Word Laces.app	Intel	2/12/21, 11:08 AM

Show in Finder



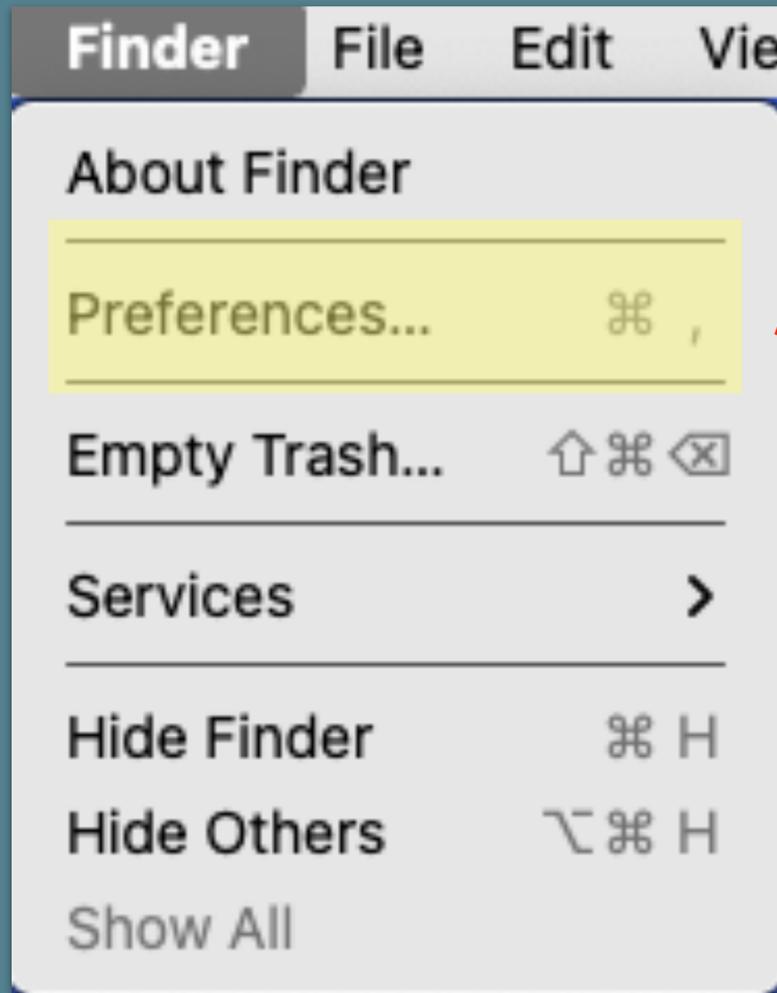
Finder Path View



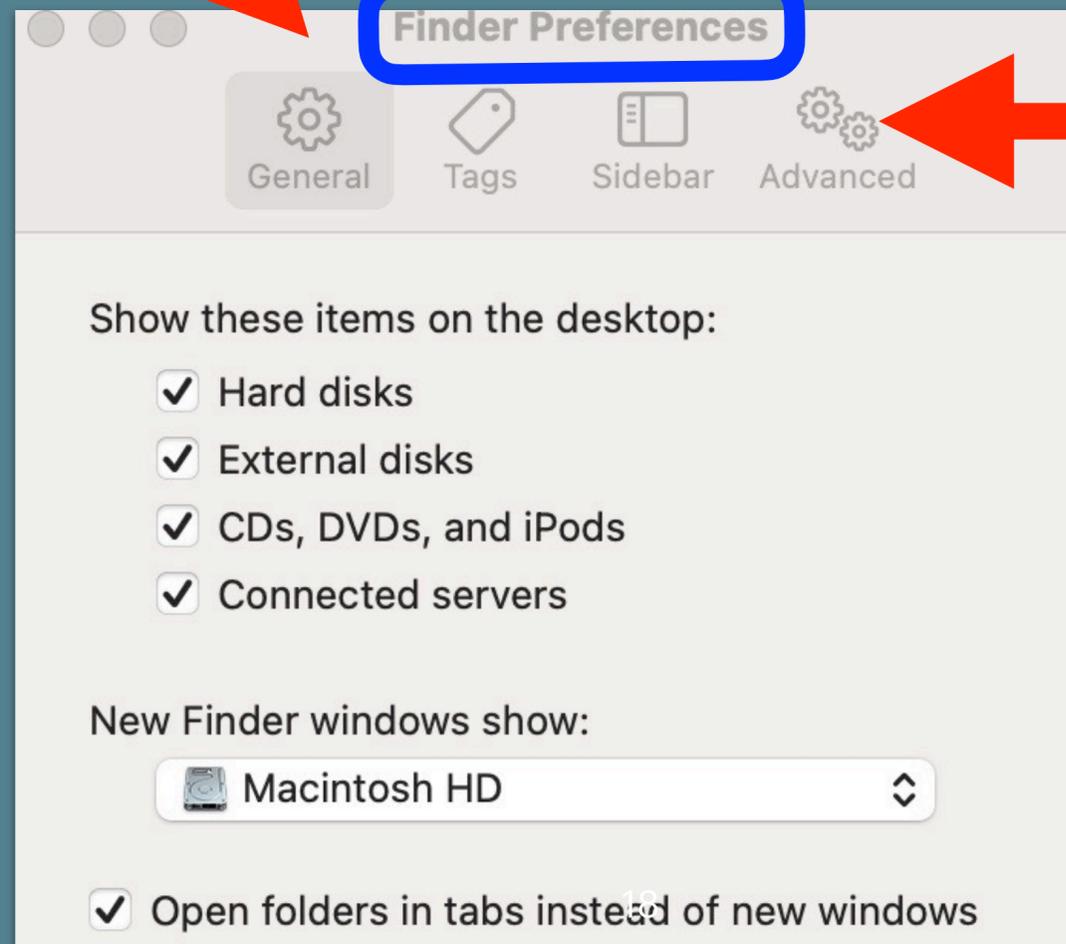
Option-Command-P

Finder > Preferences

Customizing the Finder Sidebar



Top Level Menu



4 Tabs

Contextual Menu

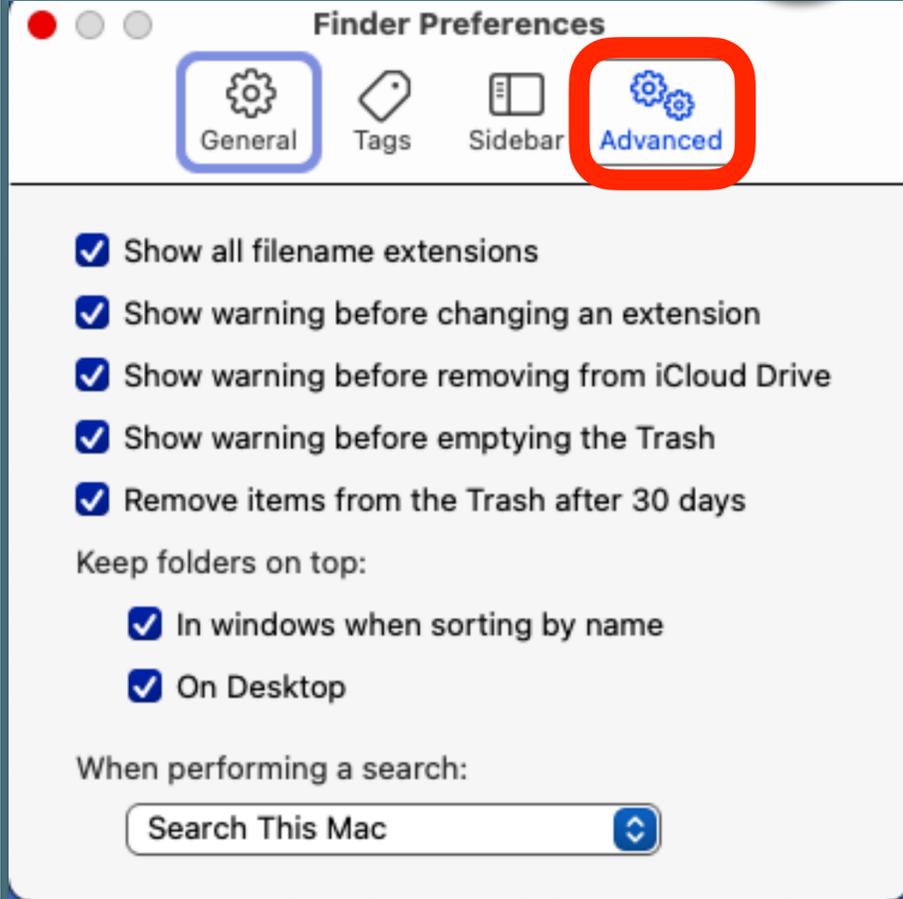
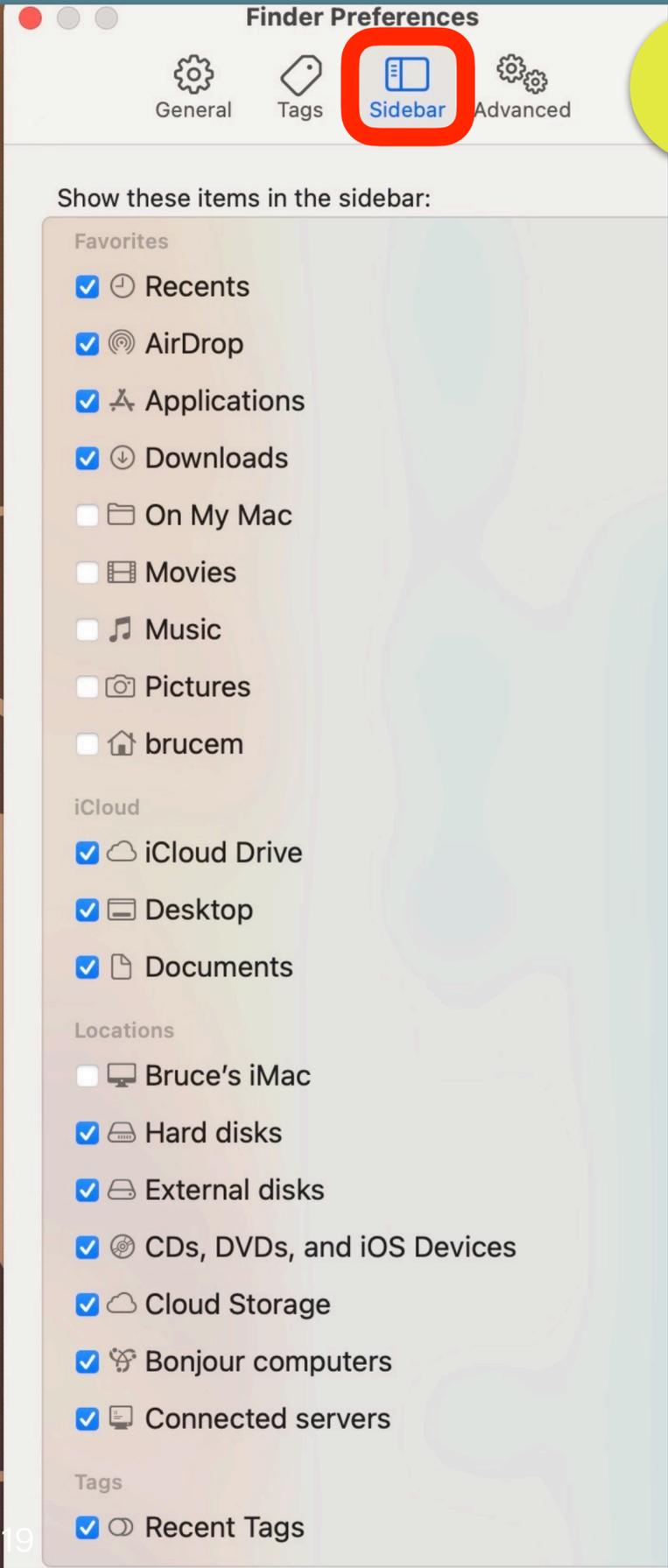
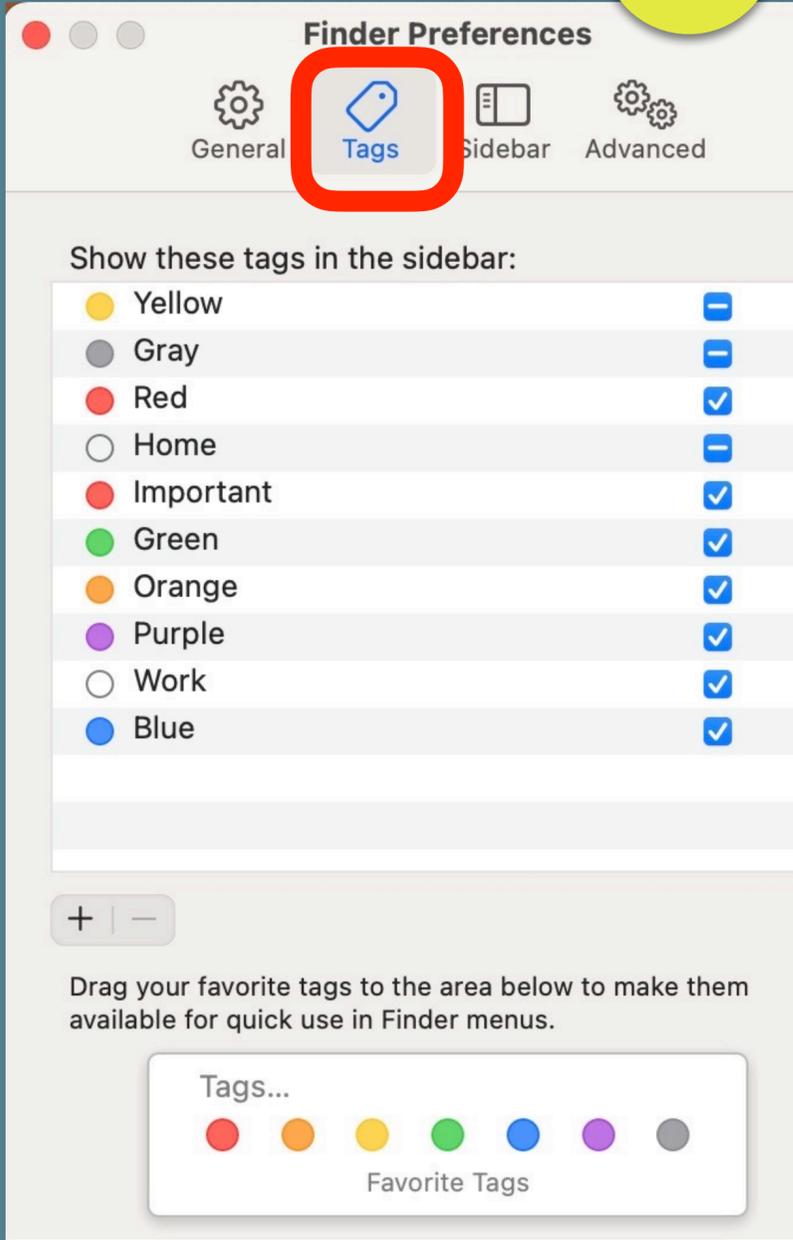
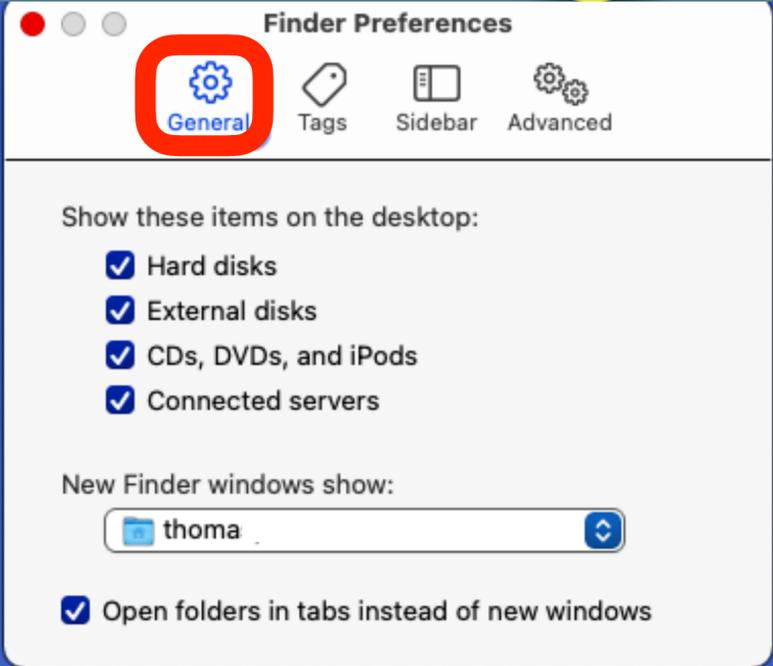
Finder Preferences Tabs

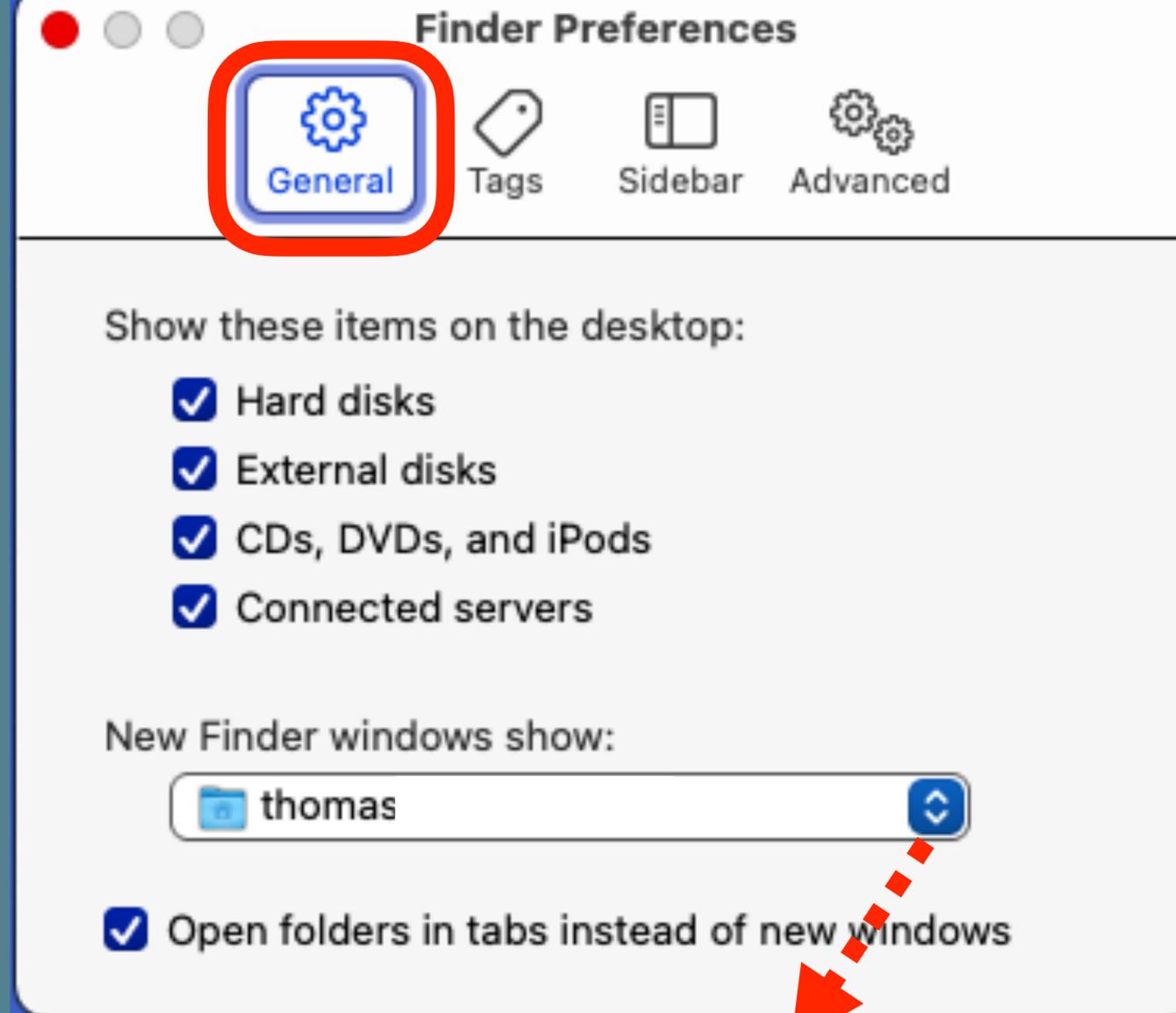
1

2

3

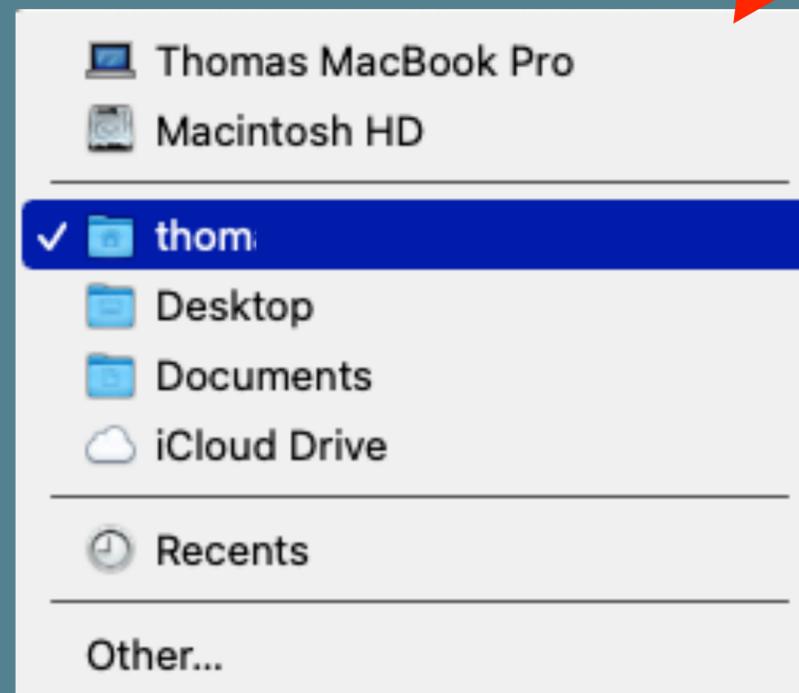
4





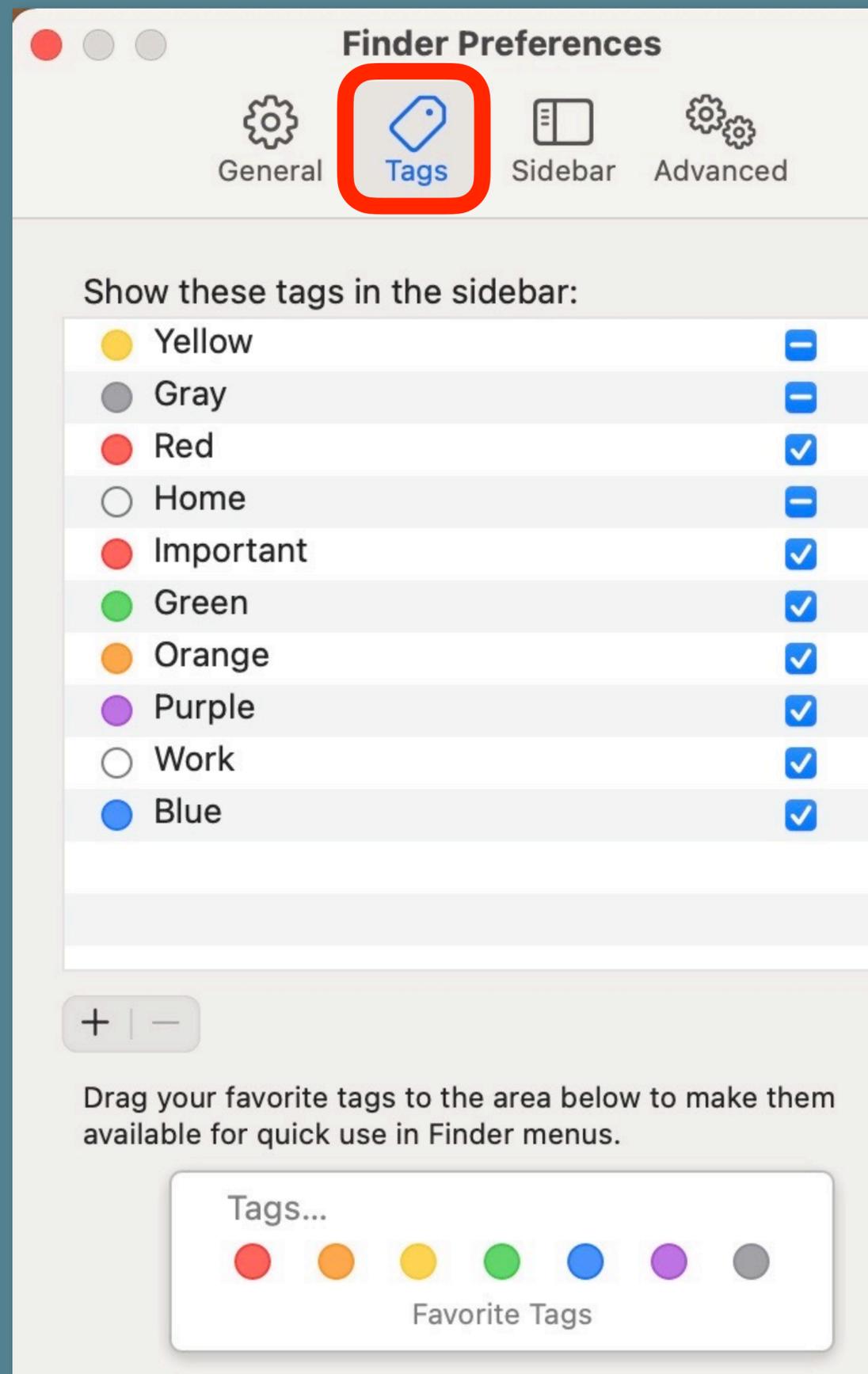
1

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.



2

Tags

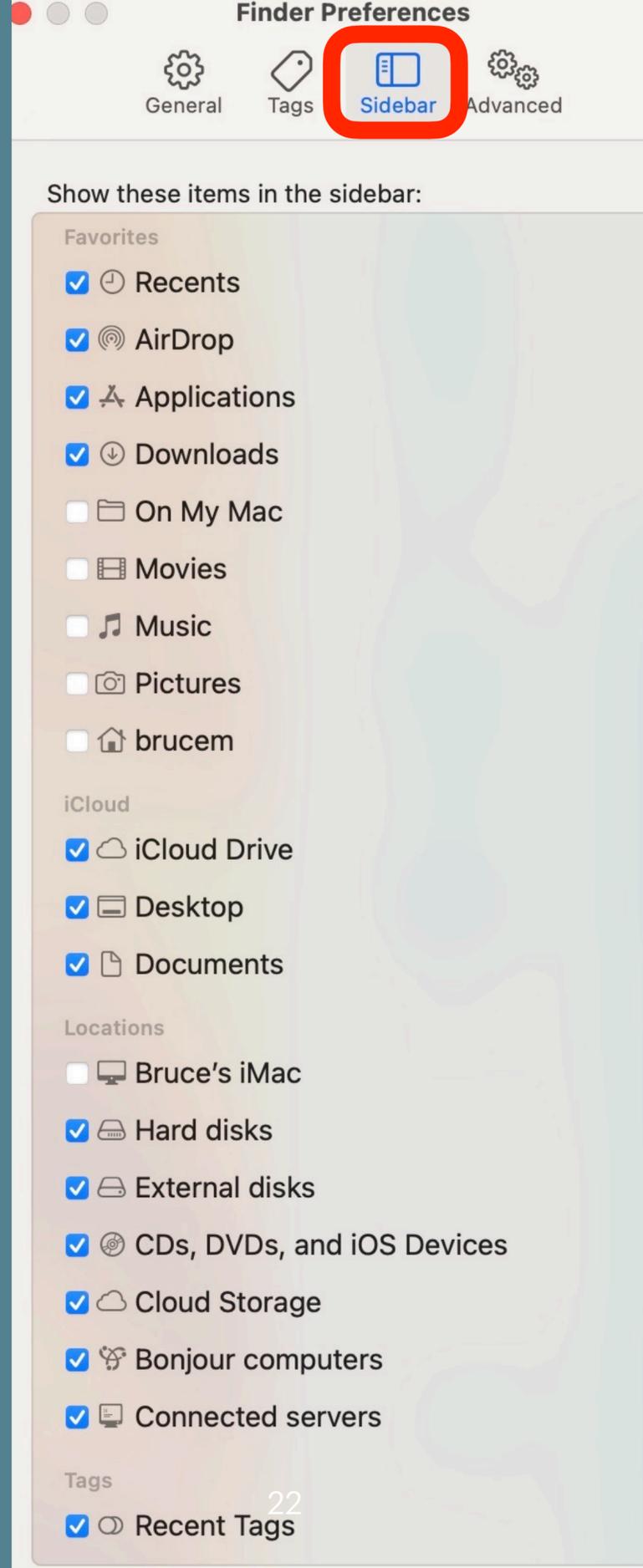
Use tags to organize files on Mac

Favorites

iCloud

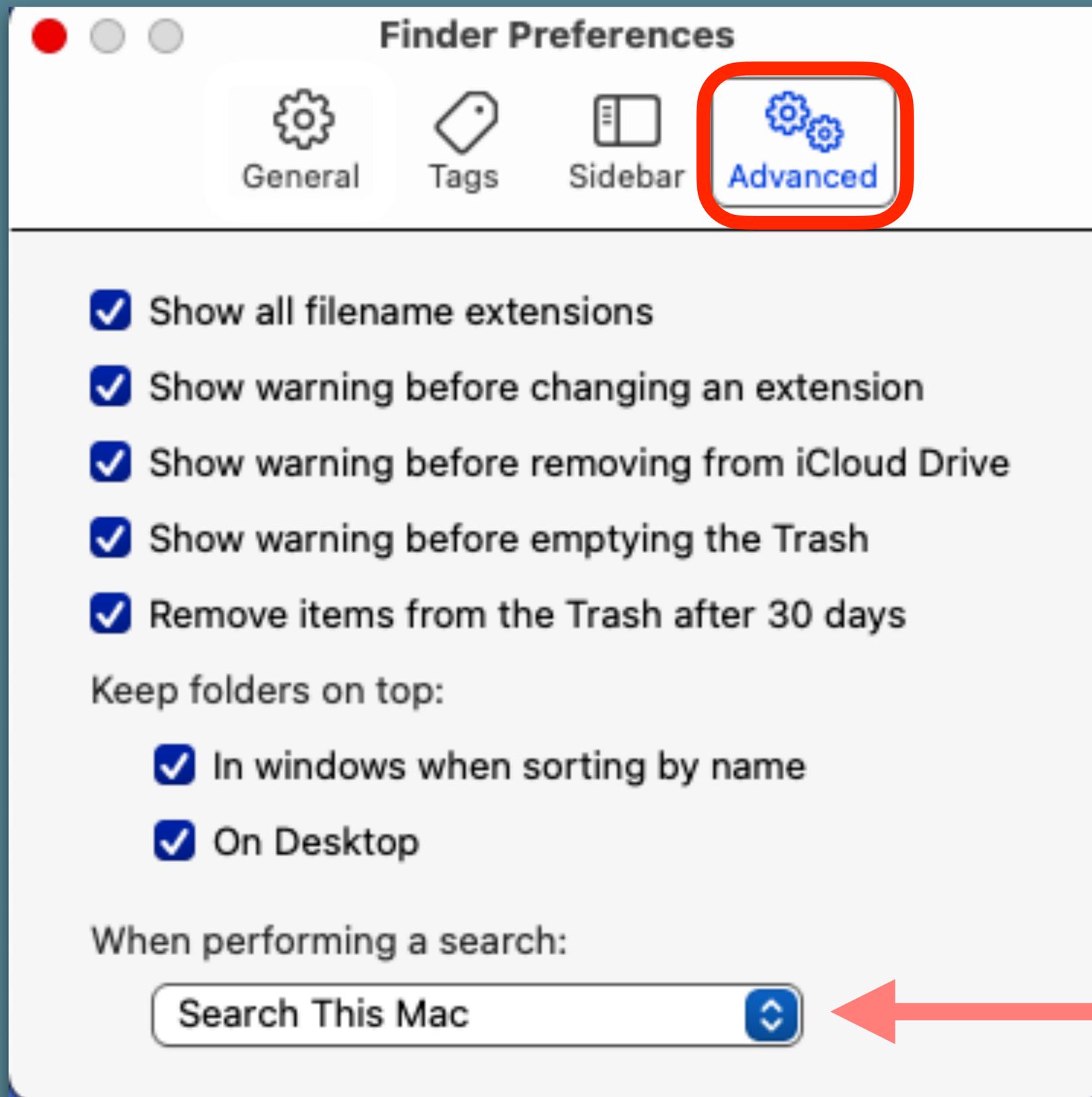
Locations

Tags



3

Sidebar



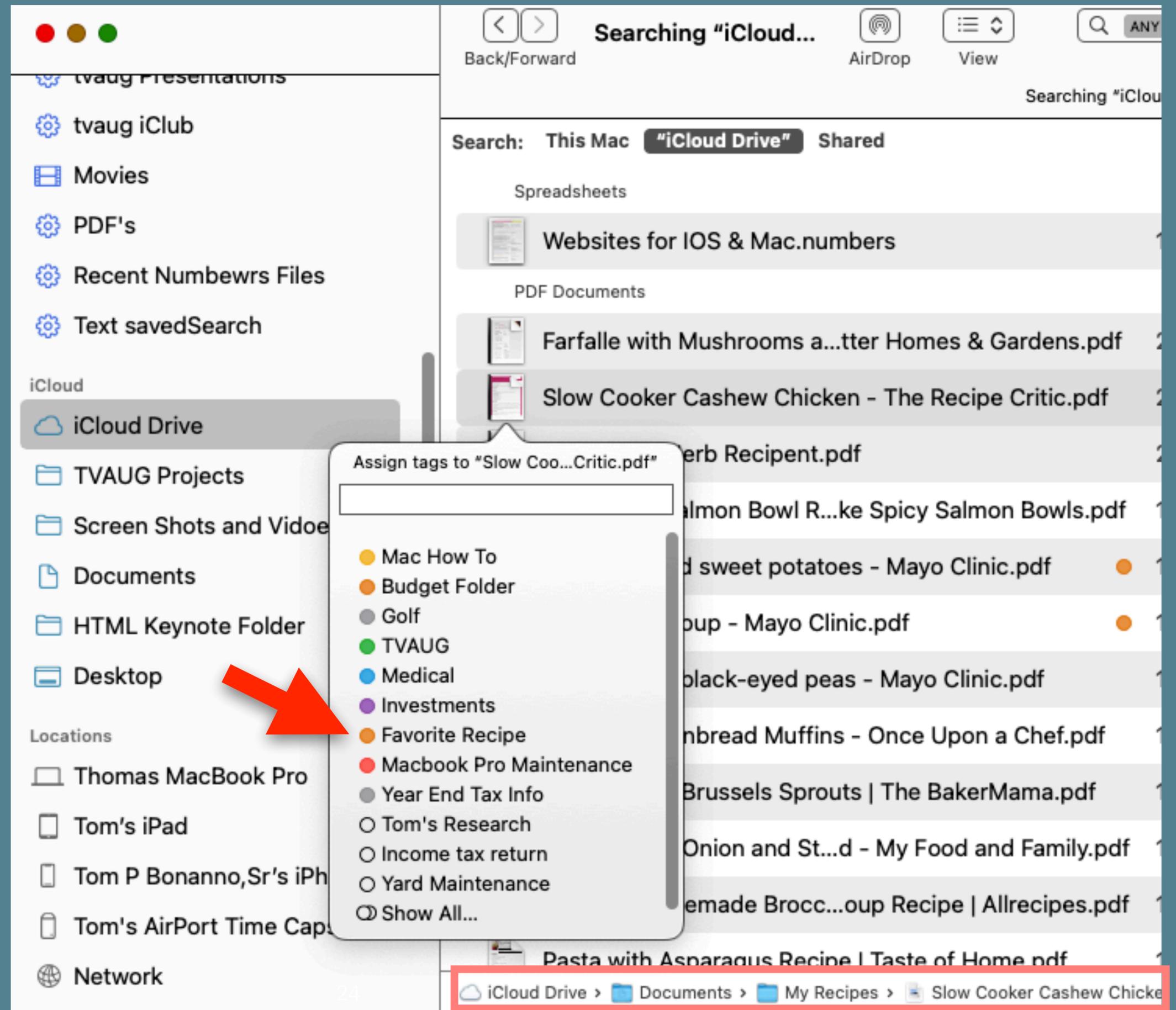
4

Advanced

Pop-Up Menu

More on Tags...

Add a Tag...
Right Click
or
Option Click



Assign & Rename your Tag

The screenshot shows a Mac Finder window with a search for "iCloud Drive". The left sidebar displays a list of tags, including "Favorite Recipe" (orange). A red arrow points from this tag to a context menu that is open over a PDF file named "Slow Cooker Cashew Chicken - The Recipe Critic.pdf". The context menu title is "Assign tags to 'Slow Cooker Cashew Chicken - The Recipe Critic.pdf'". The menu lists various tags with radio buttons, and "Favorite Recipe" is selected. The breadcrumb at the bottom of the window reads: "iCloud Drive > Documents > My Recipes > Slow Cooker Cashew Chicken - The Recipe Critic.pdf".

Search: This Mac "iCloud Drive" Shared

Spreadsheets

Websites for IOS & Mac.numbers

PDF Documents

Farfalle with Mushrooms a...tter Homes & Gardens.pdf

Slow Cooker Cashew Chicken - The Recipe Critic.pdf

erb Recipient.pdf

lmon Bowl R...ke Spicy Salmon Bowls.pdf

d sweet potatoes - Mayo Clinic.pdf

oup - Mayo Clinic.pdf

black-eyed peas - Mayo Clinic.pdf

nbread Muffins - Once Upon a Chef.pdf

Brussels Sprouts | The BakerMama.pdf

Onion and St...d - My Food and Family.pdf

emade Brocc...oup Recipe | Allrecipes.pdf

Assign tags to "Slow Cooker Cashew Chicken - The Recipe Critic.pdf"

Favorite Recipe

- Mac How To
- Budget Folder
- Golf
- TVAUG
- Medical
- Investments
- Favorite Recipe
- Macbook Pro Maintenance
- Year End Tax Info
- Tom's Research
- Income tax return
- Yard Maintenance
- Zoom Meetings
- Show All...

iCloud Drive > Documents > My Recipes > Slow Cooker Cashew Chicken - The Recipe Critic.pdf

Assigned a Tag

Searching "iCloud..."

Back/Forward AirDrop View

Searching "iClo

Search: This Mac "iCloud Drive" Shared

Spreadsheets

Websites for IOS & Mac.numbers

PDF Documents

Farfalle with Mushrooms a...tter Homes & Gard...pdf

Slow Cooker Cashew Ch...n - The Recipe Critic.pdf ●

Baked Cod Herb Recipient.pdf

Best Spicy Salmon Bowl R...ke Spicy Salmon Bowls.pdf

Honey-glazed sweet potatoes - Mayo Clinic.pdf ●

Minestrone soup - Mayo Clinic.pdf ●

Creole-style black-eyed peas - Mayo Clinic.pdf

The Best Cornbread Muffins - Once Upon a Chef.pdf

Crispy Asian Brussels Sprouts | The BakerMama.pdf

Caramelized Onion and St...d - My Food and Family.pdf

Sandy's Homemade Brocc...oup Recipe | Allrecipes.pdf

Pasta with Asparagus Recipe | Taste of Home.pdf

iCloud Drive > Documents > My Recipes > Slow Cooker Cashew Chic

Finder Sidebar

By default, the sidebar is divided into four sections.

Favorites

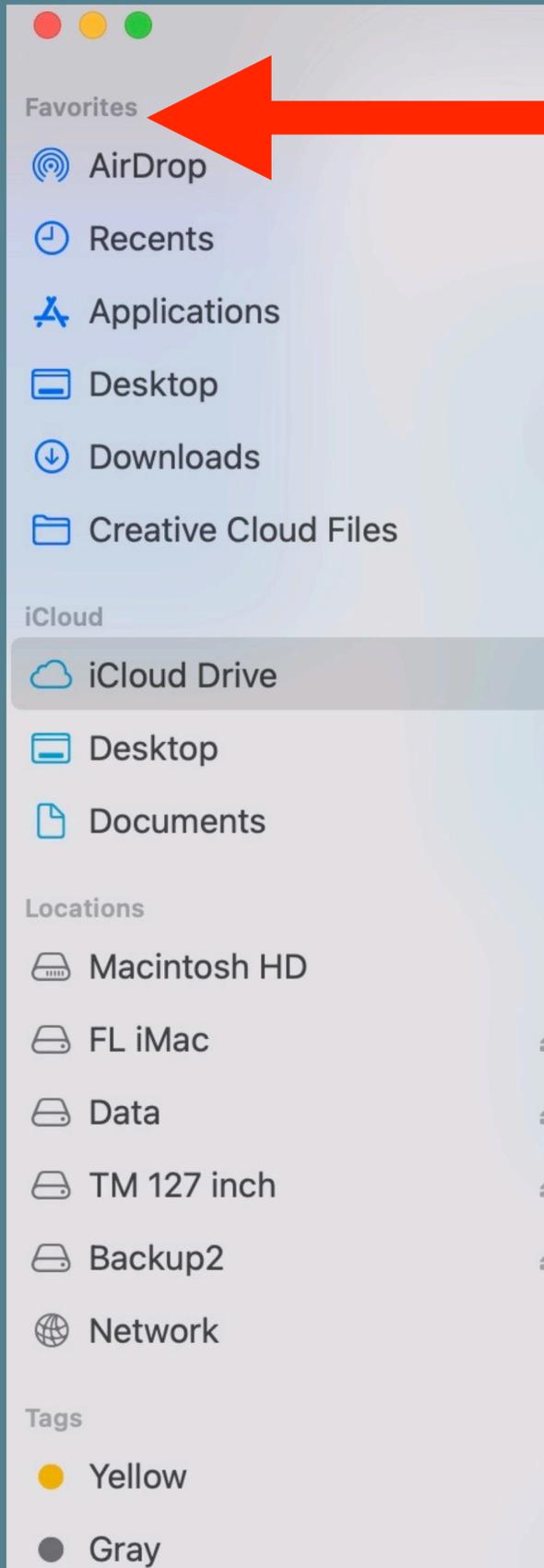
iCloud

Locations

Tags

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

Finder Sidebar



Favorites

AirDrop

Recents

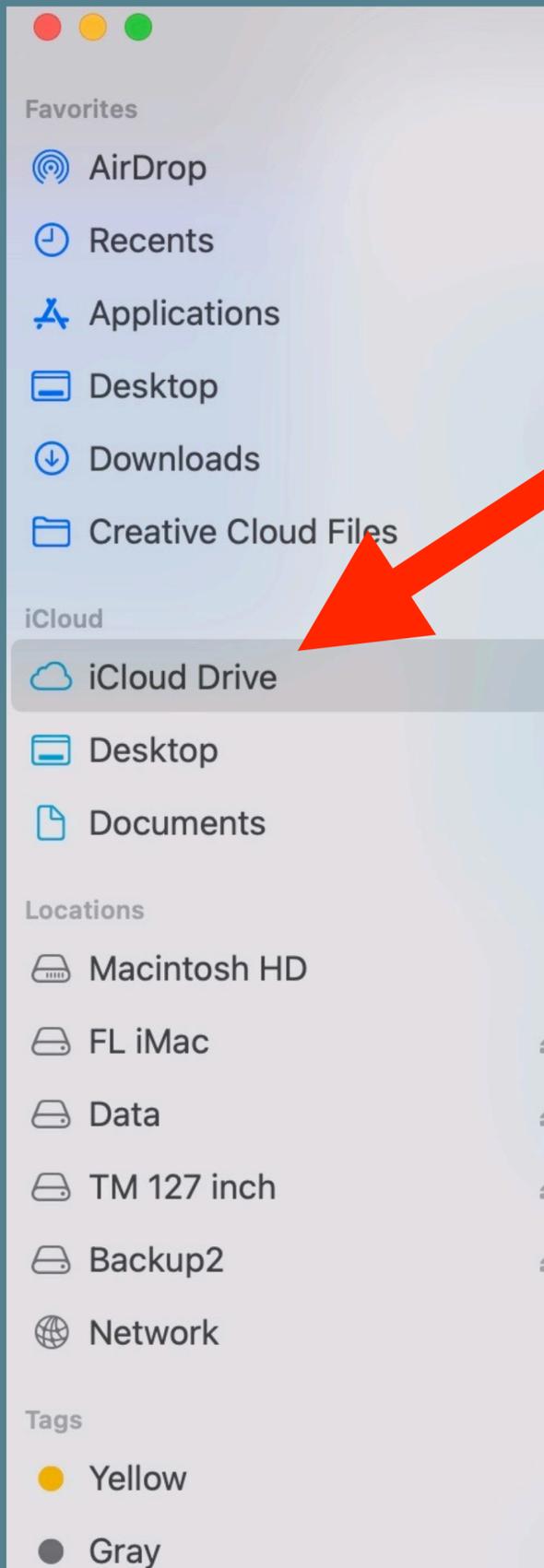
Applications

Documents

Desktop

Downloads

Finder Sidebar



iCloud

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

Finder Sidebar

Locations

Displays your computer's internal drive
any external drives

Time Machine and Time Capsule

DVD Superdrive/ Optical Drive

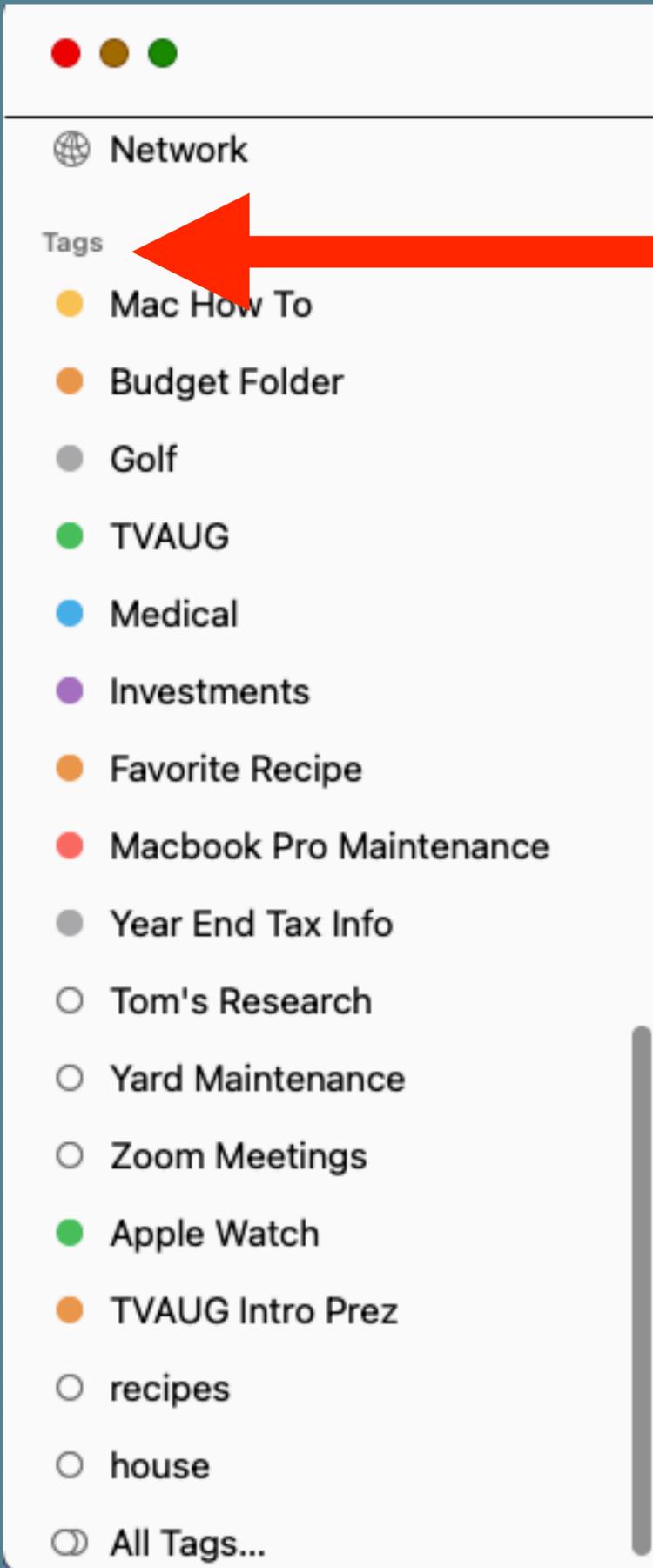
shared computers and servers on your local network

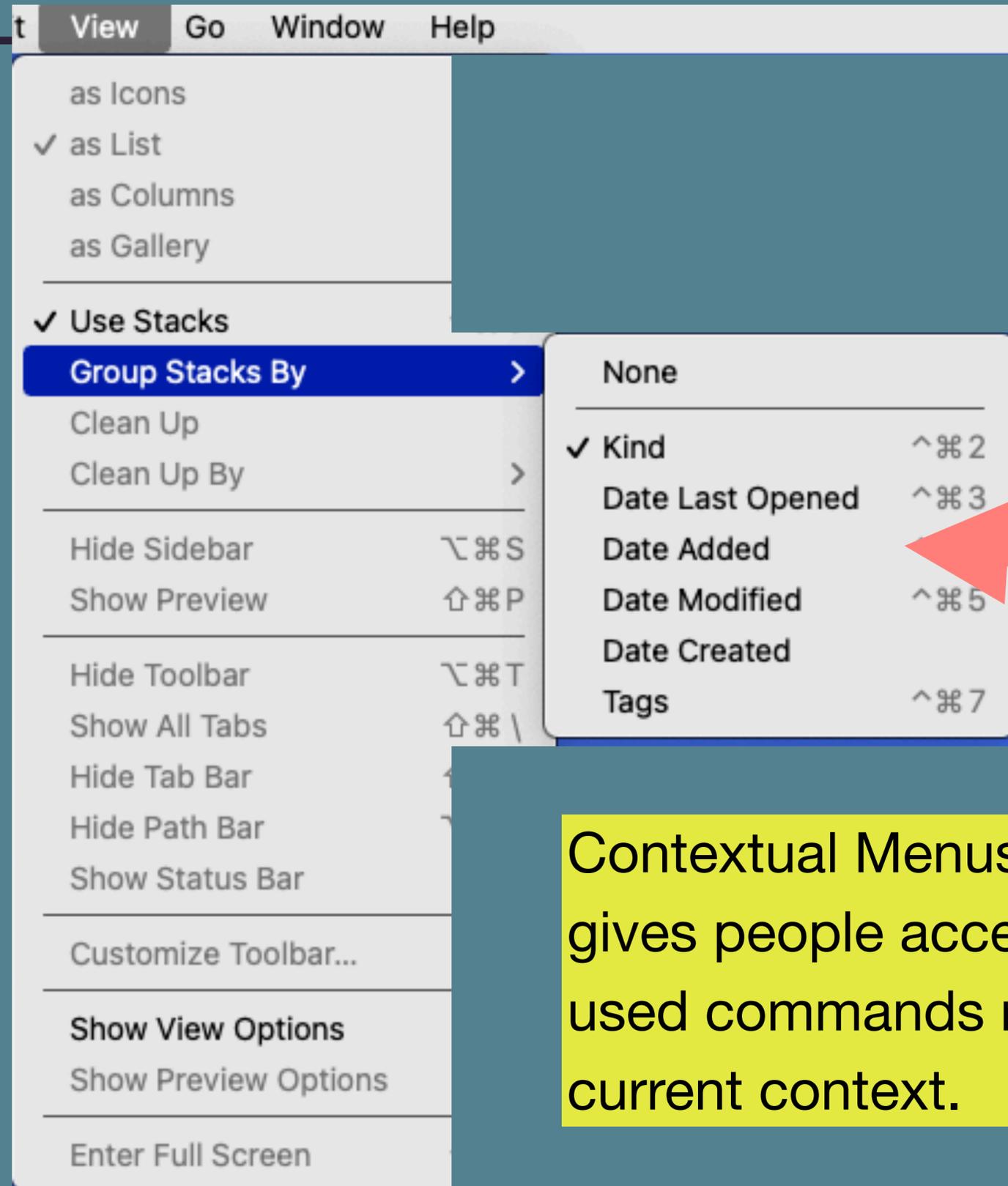


Finder Sidebar

Tags

Tags can be customized by name
Colors are set





Identifying Stacks by:

Menu Bar Menus

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

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.

Source: [macOS User Guide](#)

Use Stacks to keep your desktop organized.

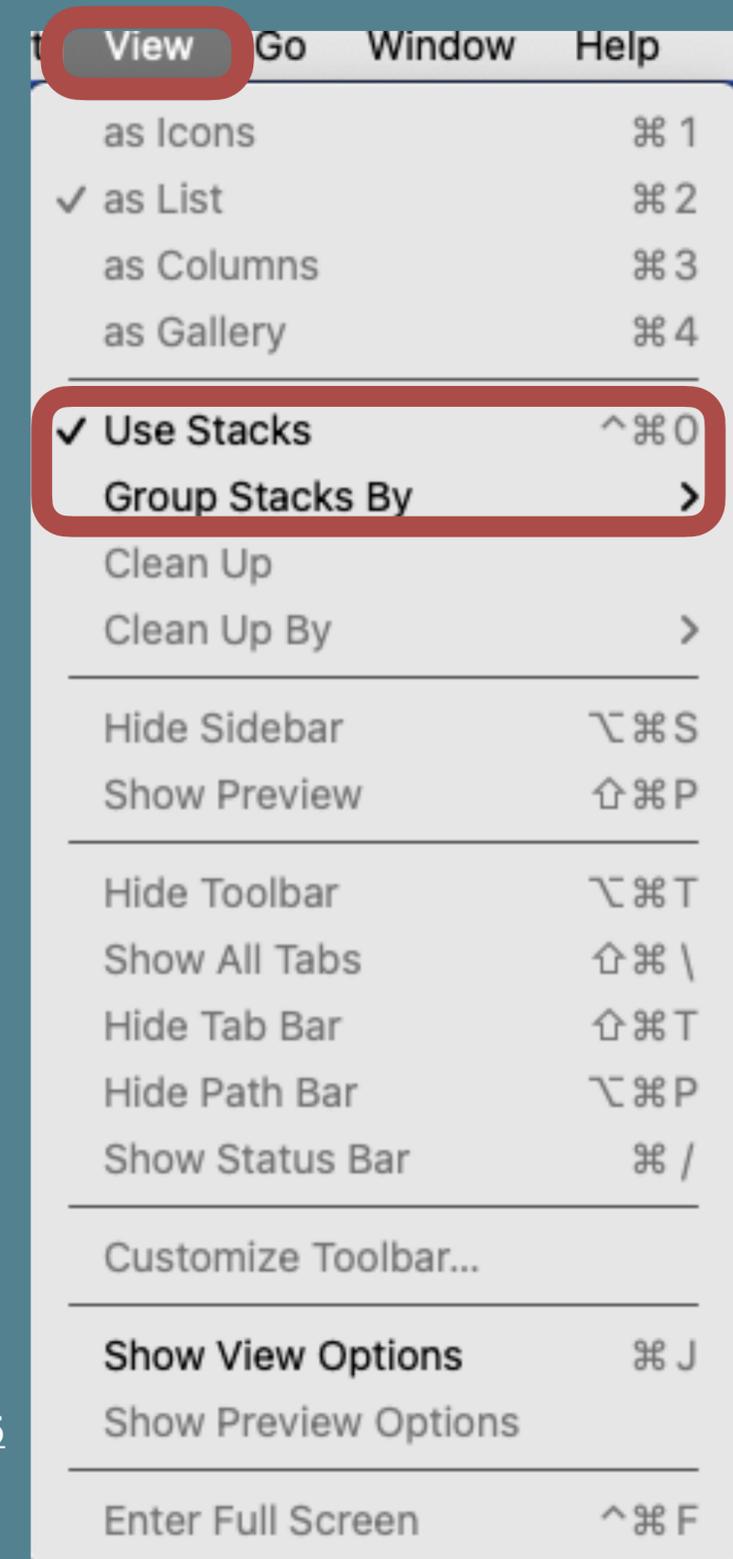
Finder > View > Use Stacks

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

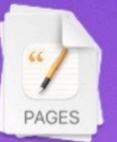
Stacks have been around since Mojave 10.14

Source:

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



HD
290 GB free



Documents
52 items



Images
14 items



Pres...tions
9 items



Spre...eets
35 items

Kind

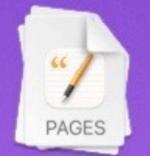
Stacks can be grouped by-

Kind, Date Opened, Modified, Created, or by Tags

- Documents
- Images
- Presentations
- PDFs
- Spreadsheets



HD
290 GB free



Documents
52 items



Images
14 items



Pres...tions
9 items



Spre...eets
35 items

Tips for Using Desktop Stacks on Your Mac



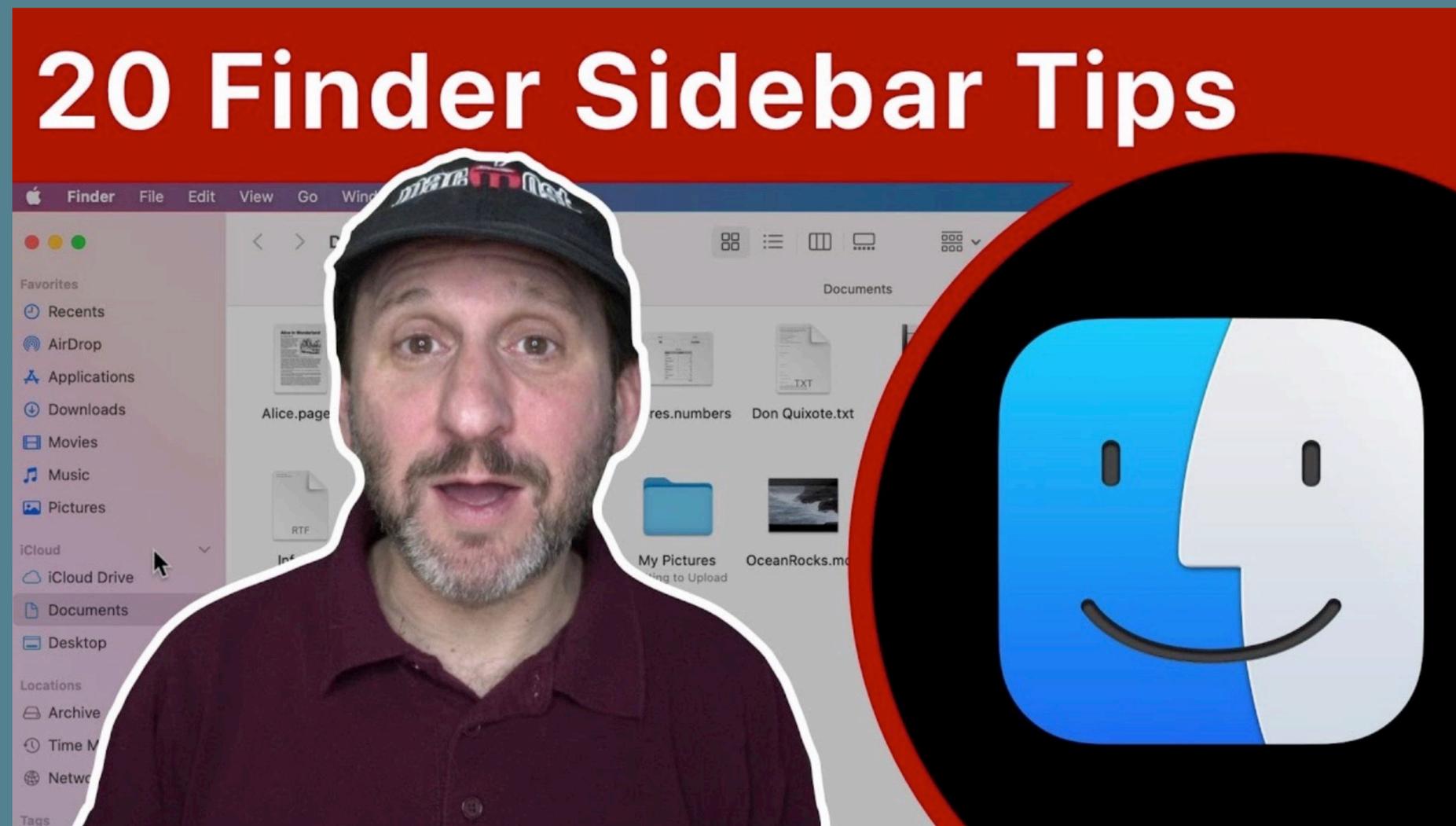
2:47

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

Today we covered.....

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

Tips For Getting The Most Out Of the Finder Sidebar



10:07

To play click the link....

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



Questions ? ? ?

Learn, Share, Teach