

Cheat Sheet: Files

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Finder UI Overview

This is the name of the folder you are looking into. This folder is typically referred to as the "current folder" or "working folder".

You can alt-click on the name of the folder to see the path of folders above this folder. If you click the name of a folder in that list, you will see its contents in the pane

The Finder remembers the folders you visit. This pair of folders let's you move through the list of remembered folders. Note these are similar to the "history" icons in browser toolbars.

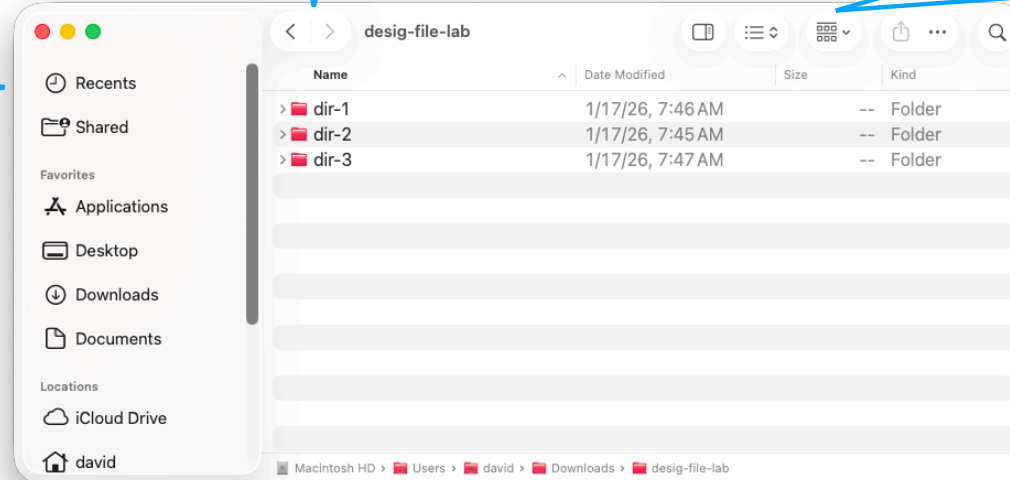
This icon opens/closes the **preview pane**. The preview pane shows you metadata for the currently selected item.

This icon allows you to change how items in the **view pane** appear.

This icon allows you to how items in the **view pane** are sorted and or grouped.

The **sidebar** list commonly used/favorite folders and drives.

There are commands in the View menu to hide and show the sidebar.



This area at the top of the window is called a **toolbar**.

Toolbars tend to contain icons for common features.

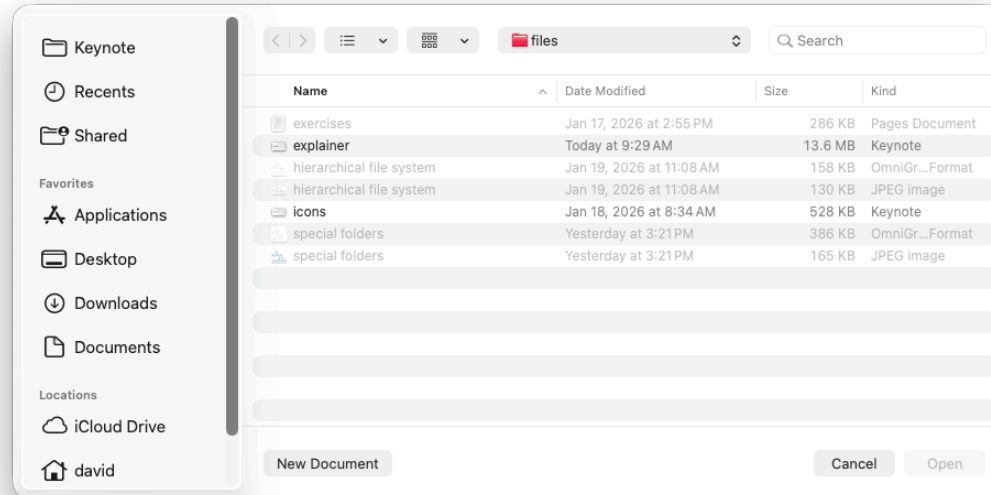
This is the **view pane**. The files/folder that reside in the current folder will be shown here.

You can change how items are shown in this pane using the fifth toolbar icon from the right or using the View menu.

This small pane shows you the paths of objects.

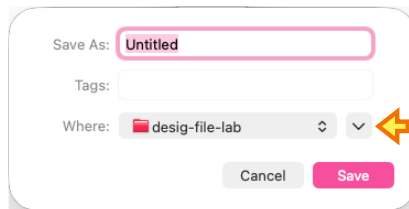
If you have an object in the view pane selected, you will see its path here, otherwise you will see the path of the current folder.

Standard App Open Dialog Window

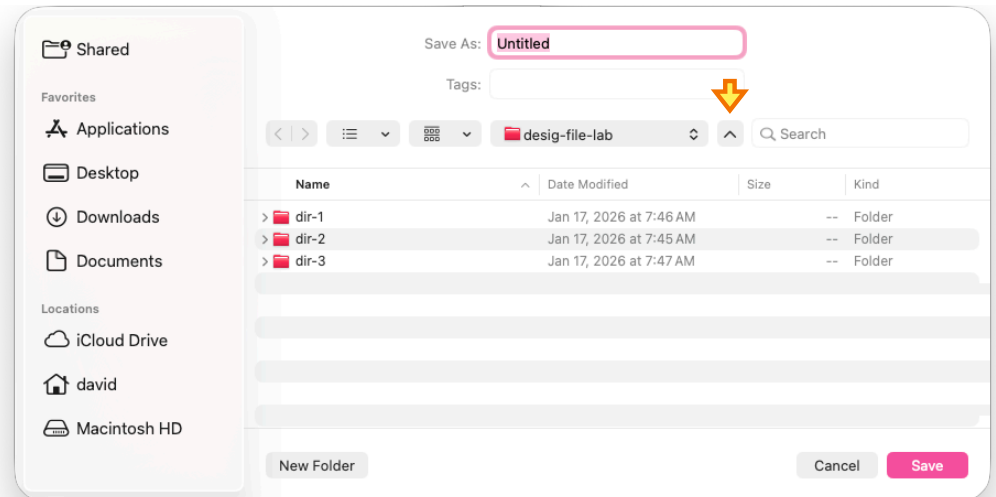


Standard App Save Dialog Window

Collapsed View



Expanded View



Click the arrow icon (highlighted above with yellow arrows) found immediately to the right of the current folder name to switch between collapsed and expanded views.

Copy *via the file manager*

On macOS	
Menu Bar	<ol style="list-style-type: none">1. select item2. Edit ► Copy3. Edit ► Paste
Shortcut	<ol style="list-style-type: none">1. select item2. CMD+C3. CMD+V
Context Menu	<ol style="list-style-type: none">1. alt-click on item2. click Copy3. alt-click on view pane background4. select Paste
Context Menu	<ol style="list-style-type: none">1. alt-click on item2. click Duplicate

On iOS	
Context Menu	<ol style="list-style-type: none">1. touch and hold item until menu appears2. tap Copy3. touch and hold view pane background4. tap Paste

Note: There is also a "Copy" item on the menu that appears when you tap the ellipsis icon (upper right hand corner). This menu command copies the current folder.

Move *via the file manager*

On macOS	
Menu Bar	<ol style="list-style-type: none">1. select item2. Edit ► Copy3. Edit ► Paste
Shortcut	<ol style="list-style-type: none">1. select item2. CMD+C3. CMD+V
Context Menu	<ol style="list-style-type: none">1. alt-click on item2. click Copy3. alt-click on view pane background4. select Paste
Context Menu	<ol style="list-style-type: none">1. alt-click on item2. click Duplicate

On iOS	
Context Menu	<ol style="list-style-type: none">1. touch and hold item until menu appears2. tap Move3. Navigate to the folder you want to place the file in4. tap the “Move” button

Note: There is also a “Move” item on the menu that appears when you tap the ellipsis icon (upper right hand corner). This menu command moves the current folder.

Rename *via the file manager*

On macOS	
Menu Bar	<ol style="list-style-type: none">1. select item2. File ► Rename
Context Menu	<ol style="list-style-type: none">1. alt-click on item2. click Rename
Shortcut	<ol style="list-style-type: none">1. select item2. press return/enter key3. type the new name4. press return/enter key

On iOS	
Context Menu	<ol style="list-style-type: none">1. touch and hold item until menu appears2. tap Rename3. type the new name you want the file to have4. tap the return/enter key

Note: There is also a "Rename" item on the menu that appears when you tap the ellipsis icon (upper right hand corner). This menu command renames the current folder.

Delete *via the file manager*

On macOS	
Menu Bar	<ol style="list-style-type: none">1. select item2. File ► Move to trash
Context Menu	<ol style="list-style-type: none">1. alt-click on item2. click Move to trash
Drag and drop	<ol style="list-style-type: none">1. press and hold item2. move mouse to position item on the trash icon in the dock3. release the mouse button

On iOS	
Context Menu	<ol style="list-style-type: none">1. touch and hold item until menu appears2. tap the Delete item

Open *via the file manager*

On macOS	
Menu Bar	<ol style="list-style-type: none">1. select item2. File ► Open
Context Menu	<ol style="list-style-type: none">1. alt-click on item2. click Open
Shortcut	<ol style="list-style-type: none">1. double-click on item

On iOS	
	<ol style="list-style-type: none">1. tap on the item