

# **Cheat Sheet: Files**

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# Finder UI Overview

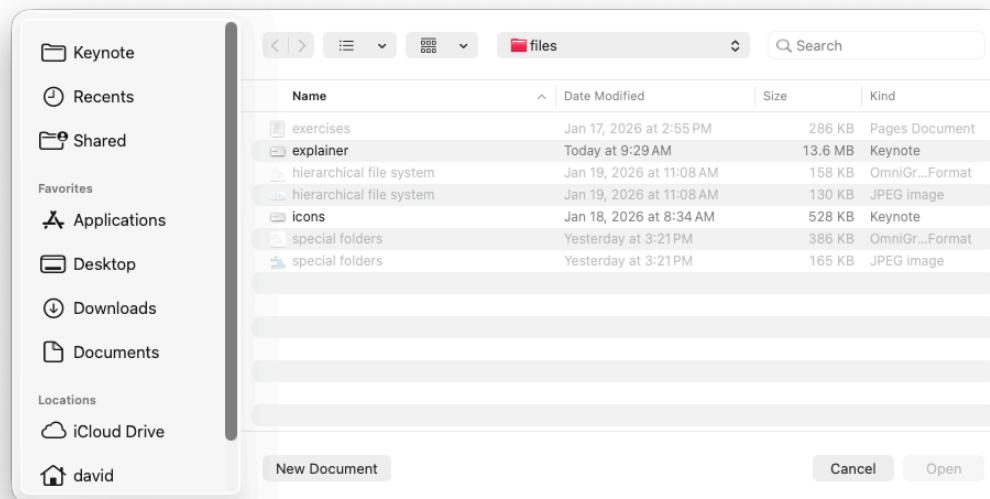
The screenshot shows the Mac OS X Finder window with the following components labeled:

- Sidebar:** The left pane containing "Recent", "Shared", "Favorites", "Applications", "Desktop", "Downloads", and "Documents".
- Toolbar:** The top bar with icons for file operations like New, Open, Save, Print, Copy, Paste, and others.
- View Pane:** The main area displaying a list of files and folders named "dir-1", "dir-2", and "dir-3".
- Preview Pane:** A small pane at the bottom right showing the path of selected objects.

Annotations with blue boxes and arrows explain various features:

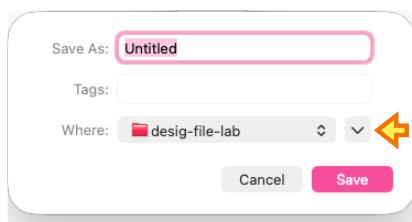
- The title bar above the sidebar contains the folder name "design-file-lab".
  - A callout points to the title bar with the text: "This is the name of the folder you are looking into. This folder is typically referred to as the “current folder” or “working folder”."
  - A callout points to the title bar with the text: "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 sidebar itself has annotations:
  - A callout points to the sidebar with the text: "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."
  - A callout points to the sidebar with the text: "The sidebar list commonly used/favorite folders and drives."
  - A callout points to the sidebar with the text: "There are commands in the View menu to hide and show the sidebar."
- The toolbar at the top of the view pane has annotations:
  - A callout points to the toolbar with the text: "This icon opens/closes the preview pane. The preview pane shows you metadata for the currently selected item."
  - A callout points to the toolbar with the text: "This icon allows you to change how items in the view pane appear."
  - A callout points to the toolbar with the text: "This icon allows you to how items in the view pane are sorted and or grouped."
  - A callout points to the toolbar with the text: "This area at the top of the window is called a toolbar. Toolbars tend to contain icons for common features."
- The view pane in the center has annotations:
  - A callout points to the view pane with the text: "This is the view pane. The files/folder that reside in the current folder will be shown here."
  - A callout points to the view pane with the text: "You can change how items are shown in this pane using the fifth toolbar icon from the right or using the View menu."
- The preview pane at the bottom right has annotations:
  - A callout points to the preview pane with the text: "This small pane shows you the paths of objects."
  - A callout points to the preview pane with the text: "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

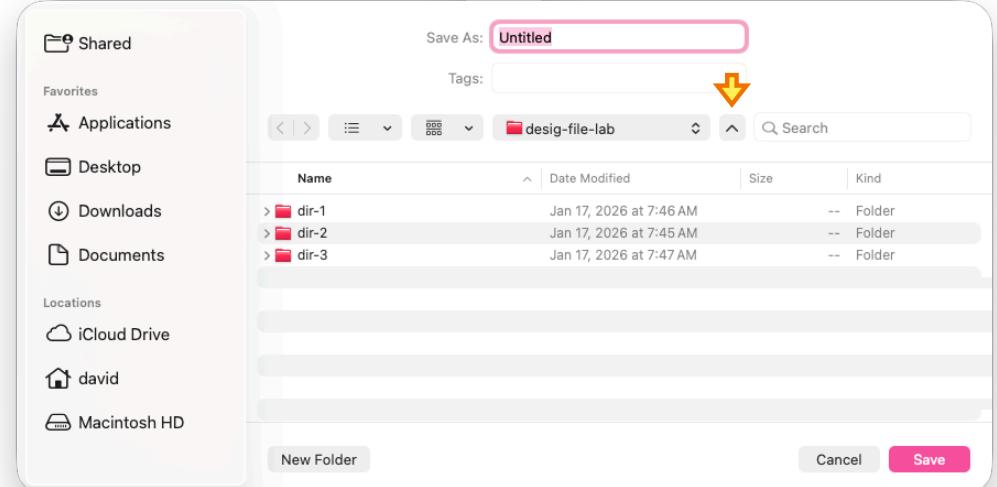


# Standard App Save Dialog Window

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		On iOS
Menu Bar	<ol style="list-style-type: none"><li>1. select item</li><li>2. Edit ► Copy</li><li>3. Edit ► Paste</li></ol>	<p>Context Menu</p> <ol style="list-style-type: none"><li>1. touch and hold item until menu appears</li><li>2. tap Copy</li><li>3. touch and hold view pane background</li><li>4. tap Paste</li></ol>
Shortcut	<ol style="list-style-type: none"><li>1. select item</li><li>2. CMD+C</li><li>3. CMD+V</li></ol>	
Context Menu	<ol style="list-style-type: none"><li>1. alt-click on item</li><li>2. click Copy</li><li>3. alt-click on view pane background</li><li>4. select Paste</li></ol>	<p><b>Note:</b> 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.</p>
Context Menu	<ol style="list-style-type: none"><li>1. alt-click on item</li><li>2. click Duplicate</li></ol>	

# Move *via the file manager*

On macOS		On iOS
Menu Bar	<ol style="list-style-type: none"><li>1. select item</li><li>2. Edit ► Copy</li><li>3. Edit ► Paste</li></ol>	<ol style="list-style-type: none"><li>1. touch and hold item until menu appears</li><li>2. tap Move</li><li>3. Navigate to the folder you want to place the file in</li><li>4. tap the “Move” button</li></ol>
Shortcut	<ol style="list-style-type: none"><li>1. select item</li><li>2. CMD+C</li><li>3. CMD+V</li></ol>	<p><small><b>Note:</b> 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.</small></p>
Context Menu	<ol style="list-style-type: none"><li>1. alt-click on item</li><li>2. click Copy</li><li>3. alt-click on view pane background</li><li>4. select Paste</li></ol>	
Context Menu	<ol style="list-style-type: none"><li>1. alt-click on item</li><li>2. click Duplicate</li></ol>	

# Rename *via the file manager*

On macOS		On iOS
Menu Bar	<ol style="list-style-type: none"><li>1. select item</li><li>2. File ► Rename</li></ol>	<ol style="list-style-type: none"><li>1. touch and hold item until menu appears</li><li>2. tap Rename</li><li>3. type the new name you want the file to have</li><li>4. tap the return/enter key</li></ol>
Context Menu	<ol style="list-style-type: none"><li>1. alt-click on item</li><li>2. click Rename</li></ol>	<p><b>Note:</b> 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.</p>
Shortcut	<ol style="list-style-type: none"><li>1. select item</li><li>2. press return/enter key</li><li>3. type the new name</li><li>4. press return/enter key</li></ol>	

# Delete *via the file manager*

On macOS		On iOS
Menu Bar	<ol style="list-style-type: none"><li>1. select item</li><li>2. File ► Move to trash</li></ol>	<p>Context Menu</p> <ol style="list-style-type: none"><li>1. touch and hold item until menu appears</li><li>2. tap the Delete item</li></ol>
Context Menu	<ol style="list-style-type: none"><li>1. alt-click on item</li><li>2. click Move to trash</li></ol>	
Drag and drop	<ol style="list-style-type: none"><li>1. press and hold item</li><li>2. move mouse to position item on the trash icon in the dock</li><li>3. release the mouse button</li></ol>	

# **Open *via the file manager***

On macOS		On iOS
Menu Bar	1. select item 2. File ► Open	1. tap on the item
Context Menu	1. alt-click on item 2. click Open	
Shortcut	1. double-click on item	