

How to Create a Shortcut (Alias) for a File or Folder on Mac

You can use a feature called 'alias' to create a quick access shortcut to a specific folder or file whenever on your Mac.

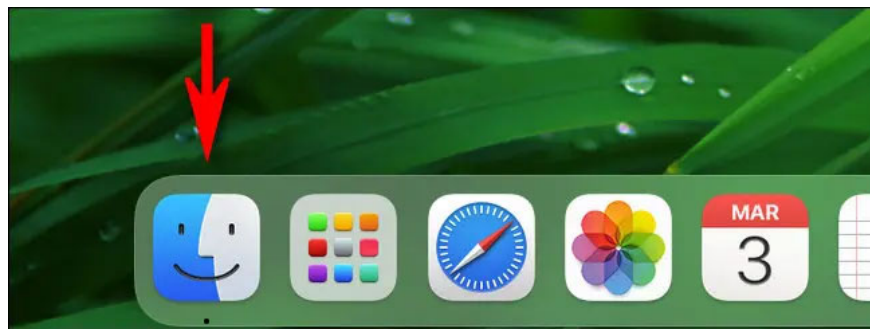
If you're tired of rummaging through the Finder to find certain files or folders on your Mac, remember that you can always use a feature called 'alias' to create a quick access shortcut to a particular file or folder. specific folder or file whenever.

What are Alias ??in macOS?

On macOS, an alias is a special file type that points to a specific file or folder. Alias ??has basically the same function as shortcut in Windows and symbolic link in Linux. Alias ??are also highly flexible, meaning they will still link to the original file or folder you assigned, even if you change the location of that file or item. Alternatively, alias can also point to a target in your local Mac or on a network machine. When you double click on the alias, Finder will open and you will see the contents of the corresponding folder and file immediately.

How to create an alias for a file or folder on a Mac

Overall, creating alias in macOS is very simple. First, you click the Finder icon in the Dock to bring the Finder to the foreground.

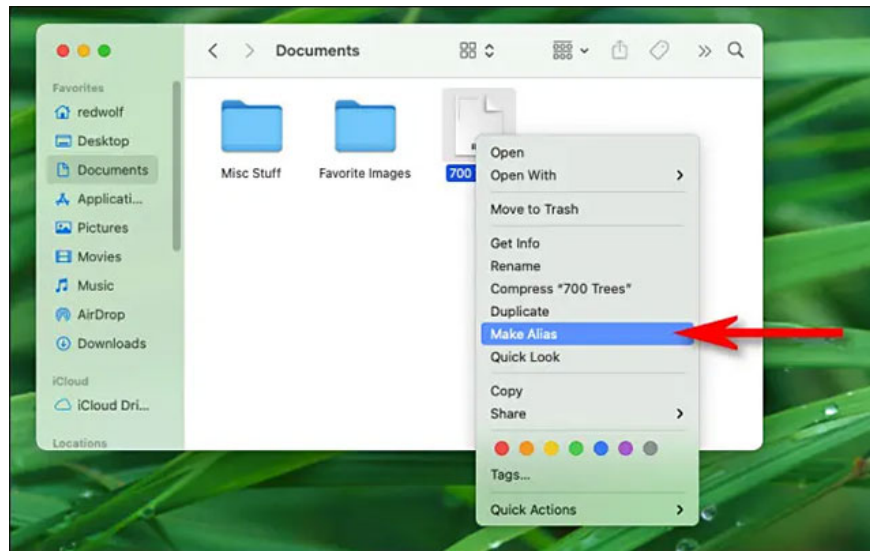


Open a new Finder window and browse to the location of the file or folder for which you want to create a quick access shortcut (alias). Once you've found that file or directory, there are three ways to create an alias for it:

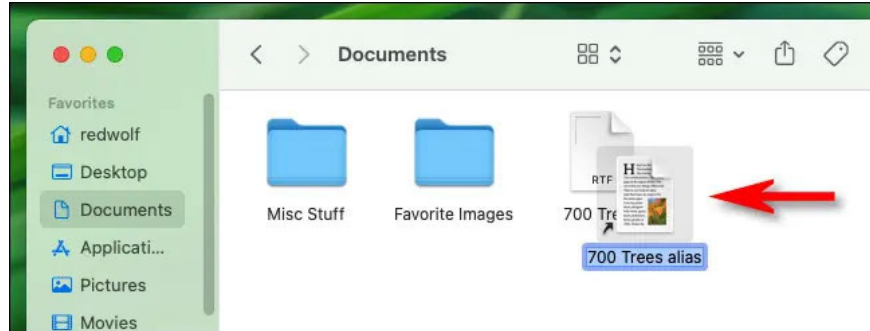
1. From the System Menu bar (at the top of the screen): Single-click a file or folder, then navigate to the system menu bar and choose File > Make Alias.
2. From the keyboard: Single-click a file or folder to select it and press Ctrl + Command + A.

- Using the mouse: Right-click a folder or file in the Finder or Desktop. In the context menu that appears, select the 'Make Alias' option.

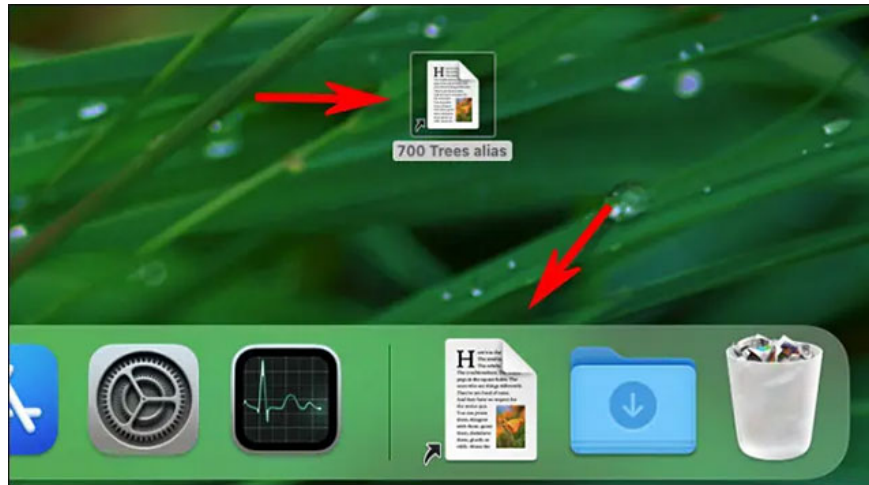
All three methods above will yield the same result. Use the method that you feel most comfortable and convenient. The illustration below shows how to create an alias for a specific file using the right-click menu.



Once created, the corresponding alias will appear right next to the original item. Its name will be highlighted, which means you can quickly rename it to whatever you like. Type a new name right away or just press Return.



You can then move the alias (by dragging and dropping your mouse or copying/pasting) to almost anywhere you want on your Mac, including your desktop or the Dock.



When you want to access an alias, open it the same way you would with a regular file or folder. On the Dock, you only need to click once on the alias, but in the Finder and on the desktop you'll double-click it. The corresponding folder or file will immediately open. If you don't want to use the alias anymore, just drag it to the trash can on the Dock.

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