

How to use Finder on Mac for beginners

The Finder in macOS is the gateway to all Mac apps, files, and downloads. Everything from the folders in Dropbox to the desktop background can be found in the Finder.

You can manage a lot from the Finder. In the article below, TipsMake will guide you to use the Finder for the first time using a Mac.

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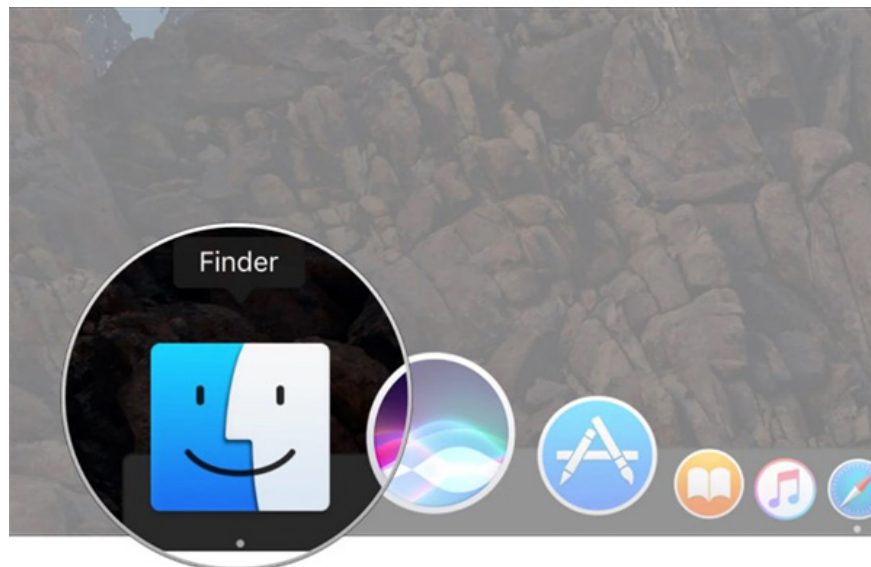
1. How to open a Finder window

There are several ways to open windows in Finder to access files in the system.

On the desktop (no need to choose an application or program), click File on the menu bar and choose **New Finder Window** .



In the **Dock** , click **the Finder icon (smiley face)** .



On the keyboard, press **Command + N** .

2. How to customize the Finder toolbar

By default, the Finder toolbar has a few buttons you can use to change the way you view and perform operations, but you can customize the toolbar to your liking.

Step 1. Open a new **Finder** window .

Step 2. Hold the **Control** key on the keyboard and then click or double-click on the toolbar.

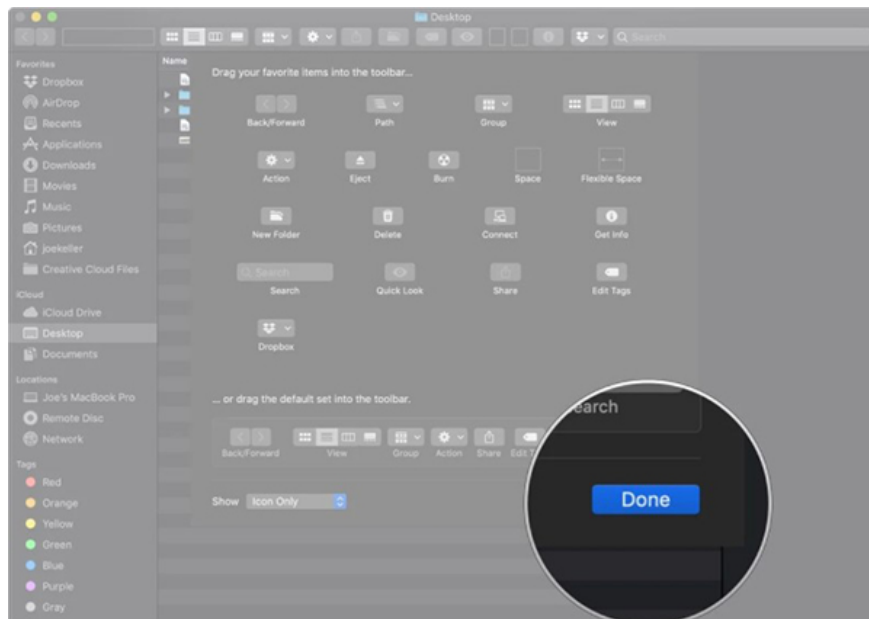


Step 3. Select **Customize Toolbar** .

Step 4. Click and drop other tools on the toolbar. Here are some tools you can choose from:

1. **Quick Look** : The Quick Look button is a great tool for previewing documents or photos in Finder.
2. **Delete** : Delete a file from Finder after selecting it.
3. **Connect** : Connect to external server if you know the address. You can save a few of your favorite servers and switch between them using this button.
4. **Get Info** : Select a file in the Finder and press this button to view its information.

Step 5. Click **Done** when you finish customizing the toolbar to suit your preferences.

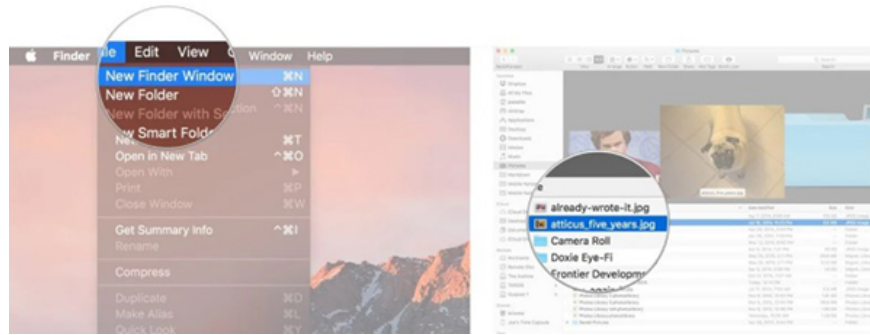


3. How to use Quick Look

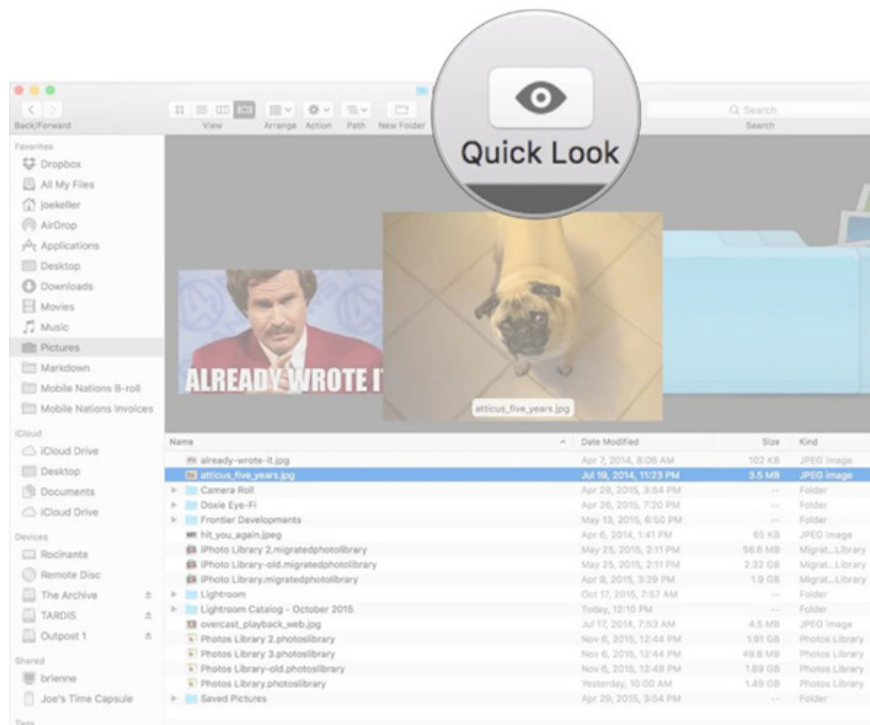
After adding Quick Look to the Finder toolbar, use the button to preview documents, photos or other files before use.

Step 1. Open **Finder** window .

Step 2. Find the file you want using the **Quick Look** tool and **click once** .



Step 3. Click the **Quick Look** button on the **Finder** toolbar . Or press the **Space** key on your keyboard to perform the same action with Quick Look.



4. How to use the Info button

After you add the Info button to the Finder toolbar, you can use it to view the file's information.

Step 1. Open a new **Finder** window .

Step 2. Click on the file you want to get information about.



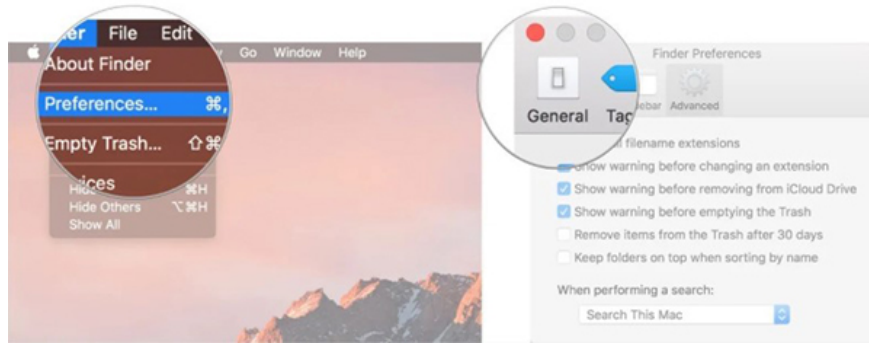
Step 3. Click the **Info** button .



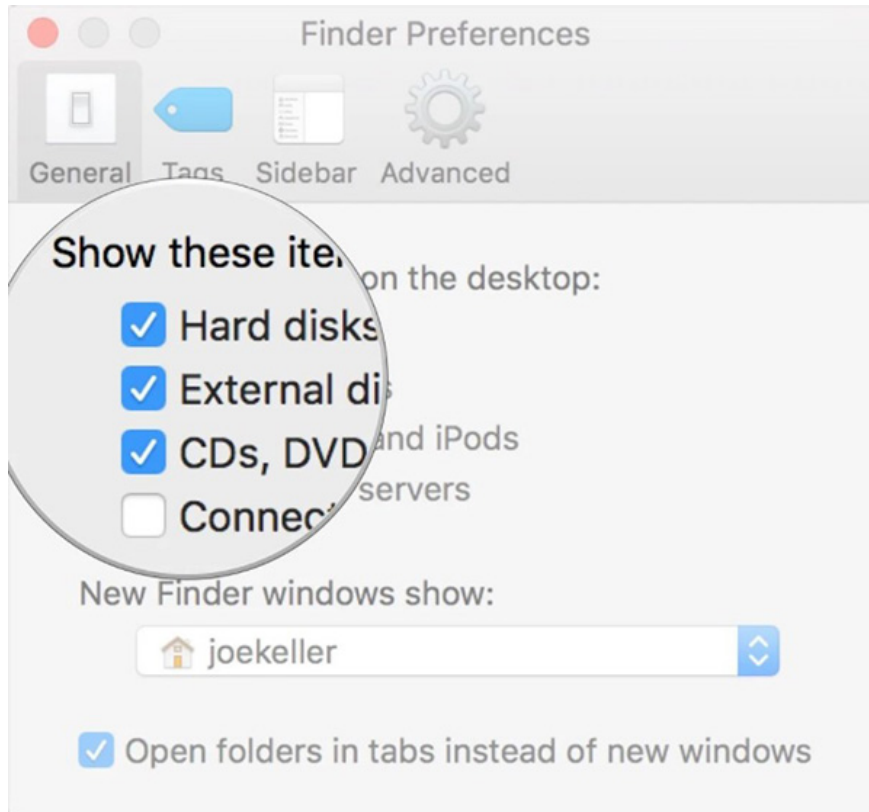
5. How to hide hard drives, external drives, CDs and connect to servers on the computer

Step 1. Go to Finder, click **Finder** on the menu bar and choose **Preferences** .

Step 2. Click **General** .



Step 3. Check the boxes where you want the information to be displayed on the screen.



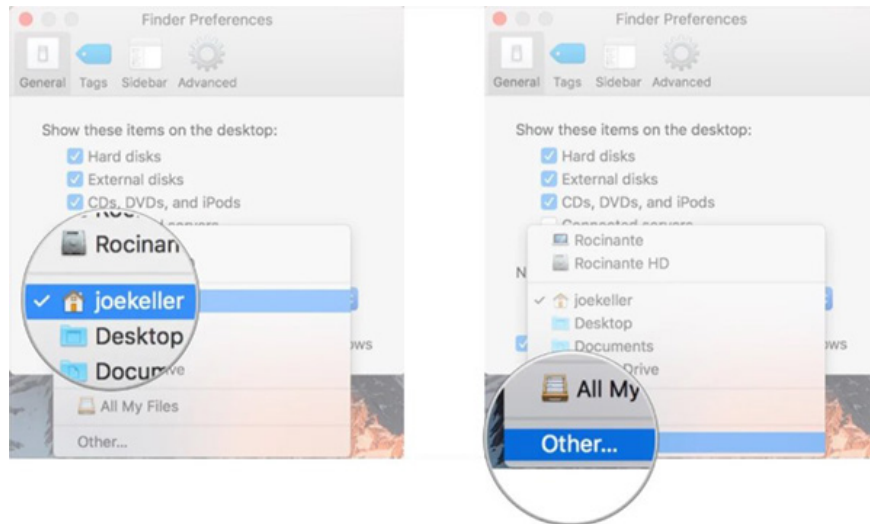
6. Install new default window in Finder

Step 1. Go to Finder, choose **Finder** from the menu bar and click **Preferences** .

Step 2. Select **General** .

Step 3. In the drop-down menu, click folder or storage device.

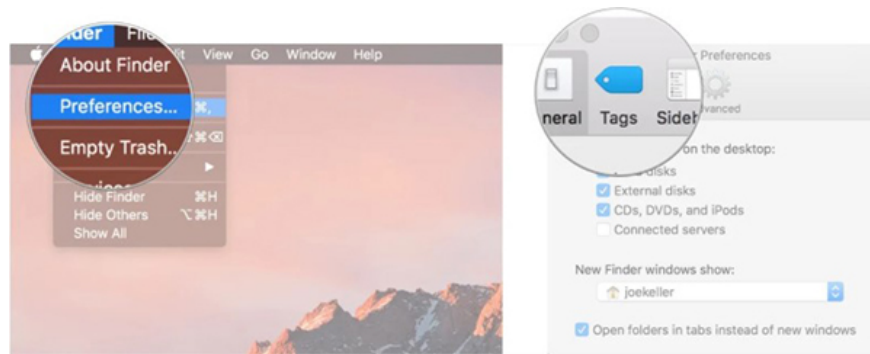
Step 4. If the item you want to select is not available, click **Other** .



7. How to use Tags

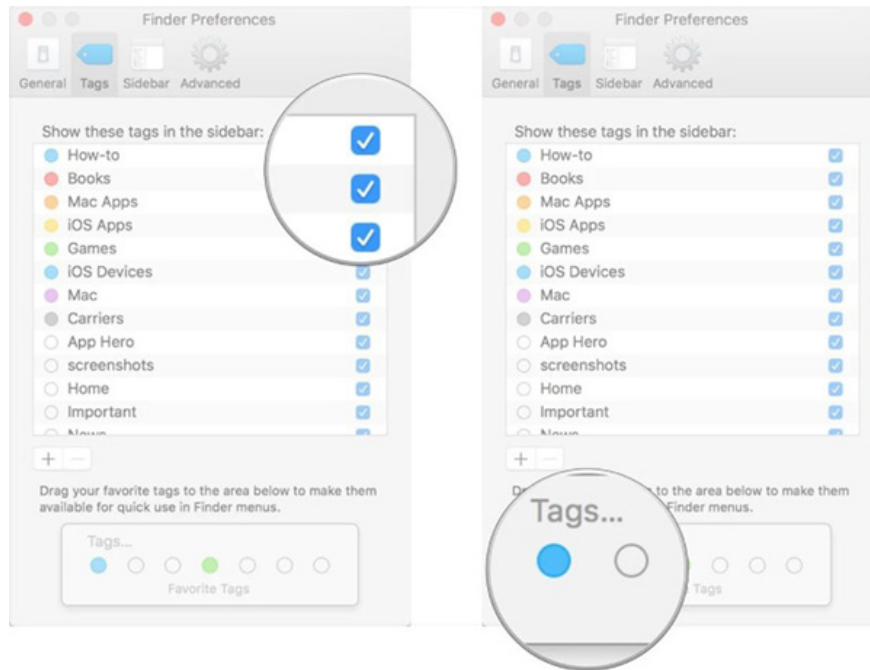
Step 1. In Finder, click on **Finder** on the menu bar and choose **Preferences** .

Step 2. Select **Tags** .



Step 3. Check the boxes next to the tabs you want to display in the **Finder** sidebar .

Step 4. Drag your favorites to the bottom of the **Tags** tab for quick access in the **Finder** menu .



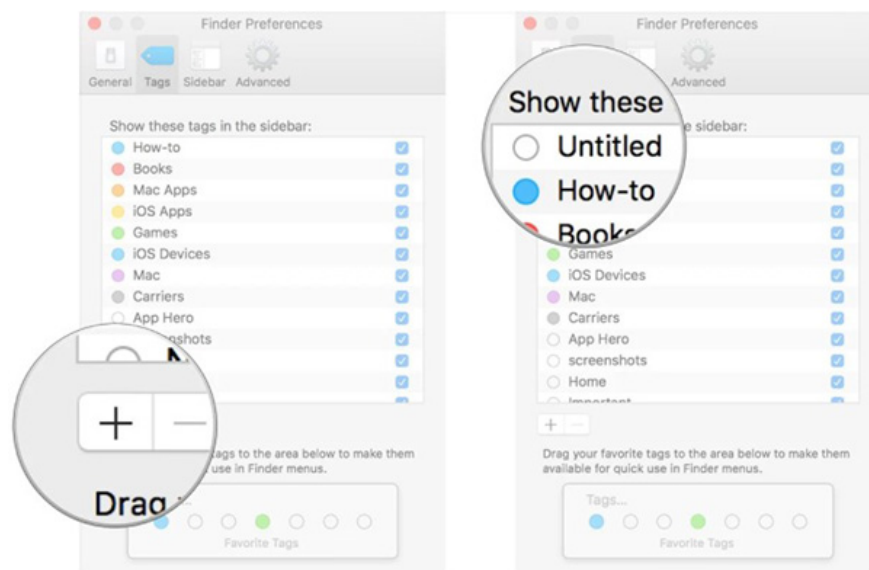
8. How to create custom Tags

Step 1. In Finder, click on **Finder** on the menu bar and choose **Preferences** .

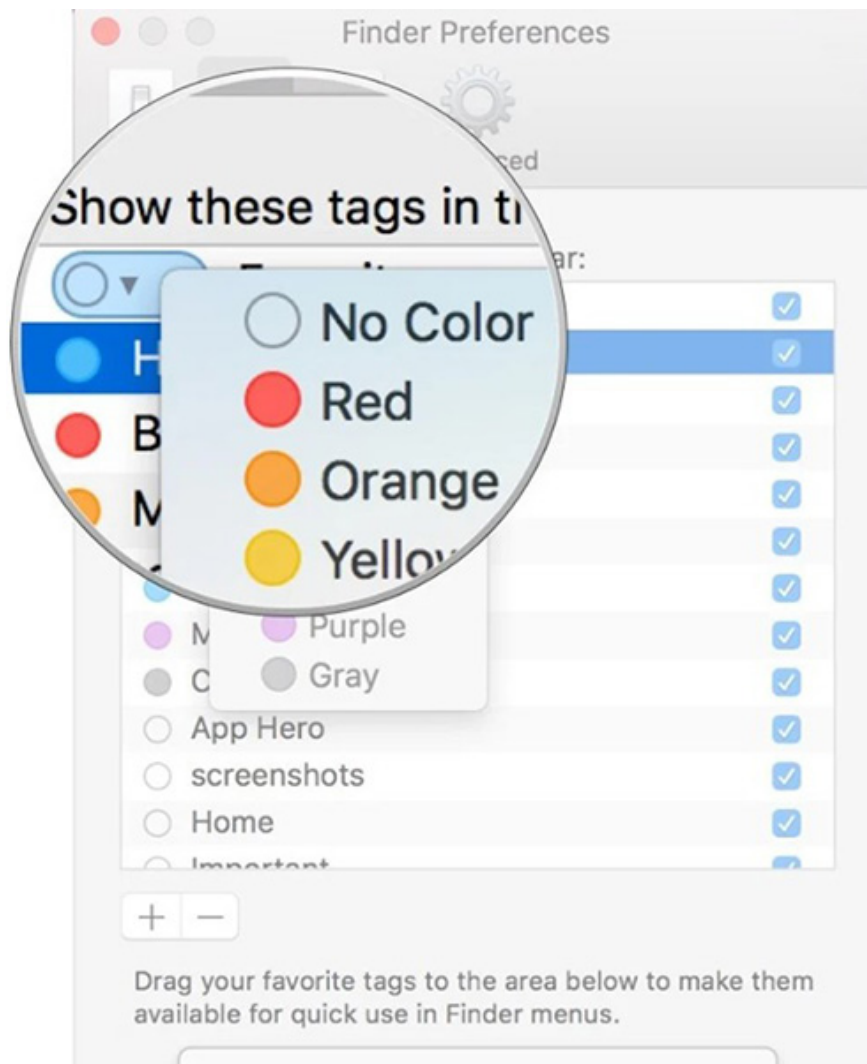
Step 2. Click **Tags** .

Step 3. Under the card list, press the '+' button .

Step 4. Add a name to the tag.



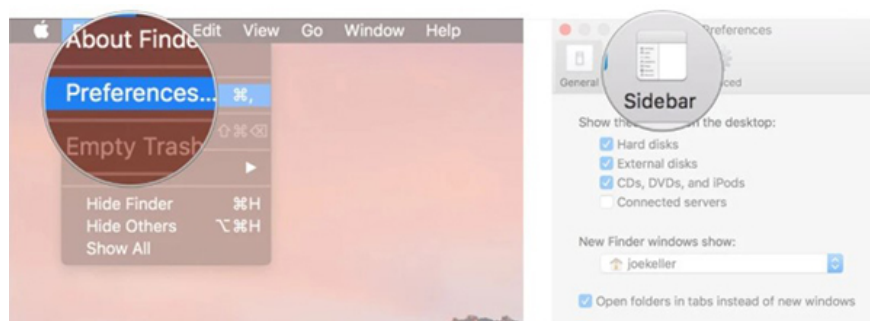
Step 5. Click **the circle** next to the card to set the color.



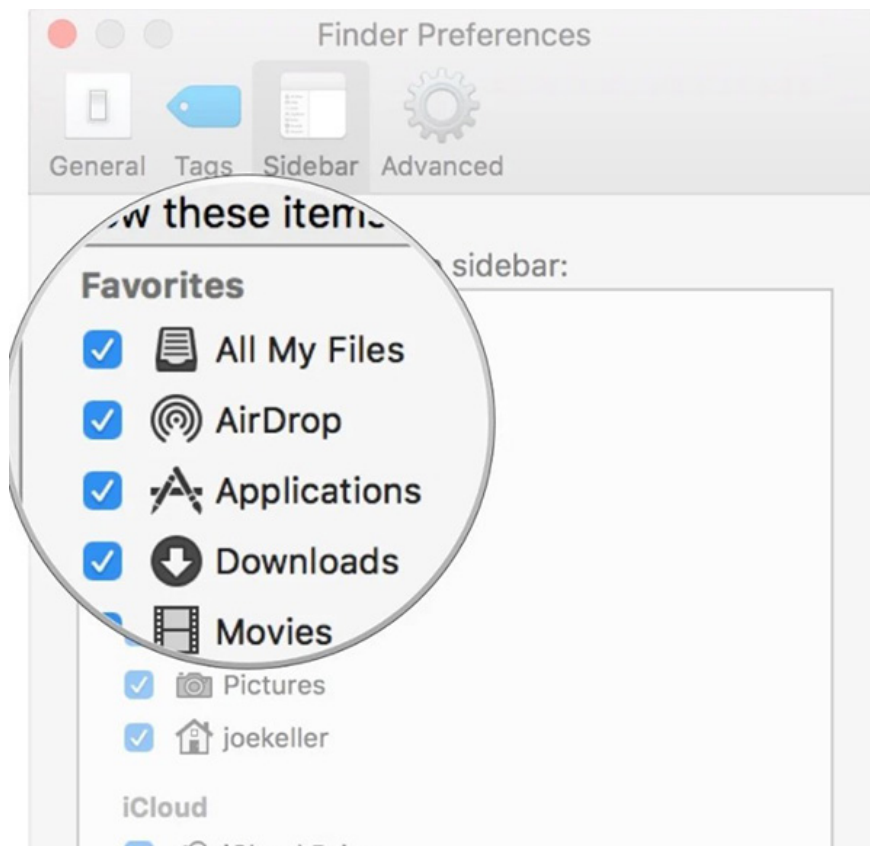
9. Customize the Finder sidebar

Step 1. In the Finder, choose **Finder** from the menu bar and then click **Preferences** .

Step 2. Select **Sidebar** .



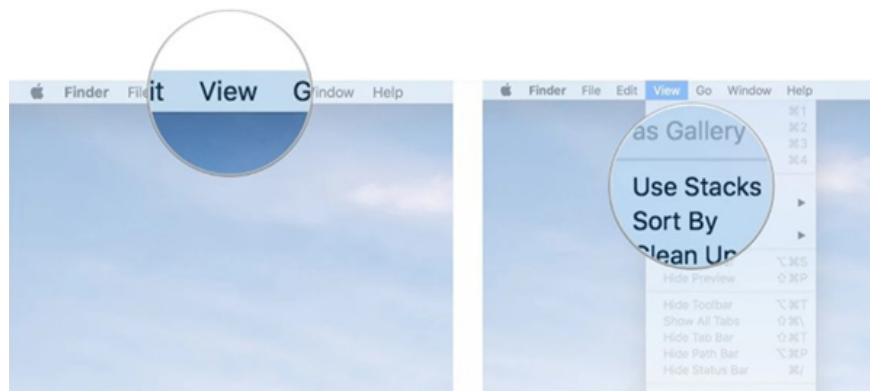
Step 3. Check the items you want to see in the **Finder** sidebar .



10. How to use Stacks in Finder

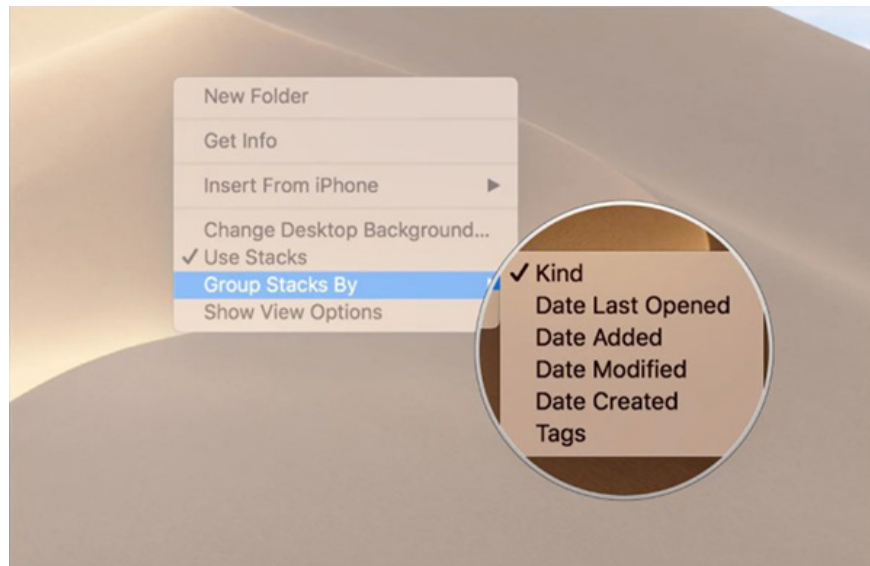
Step 1. Click **View** on the menu bar when there is no application running on the device.

Step 2. Click **Use Stacks** .



Step 3. Hold down the **Control** key and then click or click with two fingers on the computer.

Step 4. Hover your mouse on **Group Stacks By** section . Choose between **Kind** , **Date** , **Last Opened** , **Date Added** , **Date Modified** , **Date Created**, and **Tags** .



11. How to use Gallery in Finder

Step 1. Click the **Finder** icon in the **Dock** to open a new Finder window.

Step 2. Go to the folder or section you want to view.



Step 3. Click the **Gallery View** button on the right side of the **Finder** window .



12. How to view metadata files in Finder

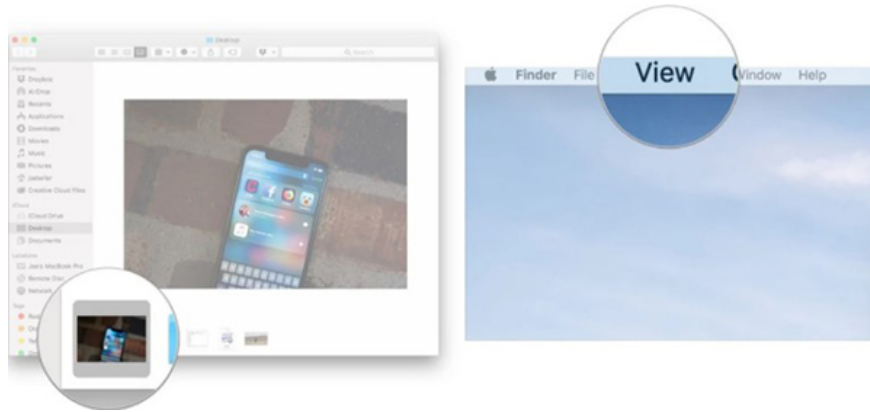
Step 1. Click the **Finder** icon in the **Dock** to open a Finder window.

Step 2. Select the view type.



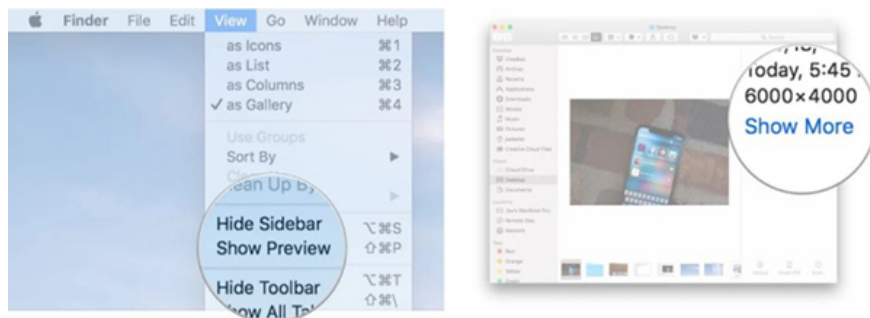
Step 3. Select the file with the information you want to use.

Step 4. Click **View** on the menu bar.



Step 5. Select **Show Preview** .

Step 6 Click **Show More** on the Preview page to see related metadata.



13. How to use Quick Actions in Finder

Step 1. Click the **Finder** icon in the **Dock** to open a new window.

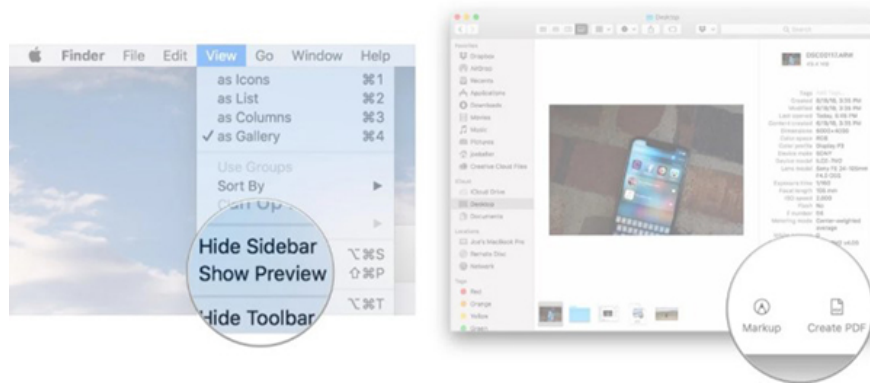
Step 2. Select the view type.

Step 3. Select one or more files you want to perform quick operation.

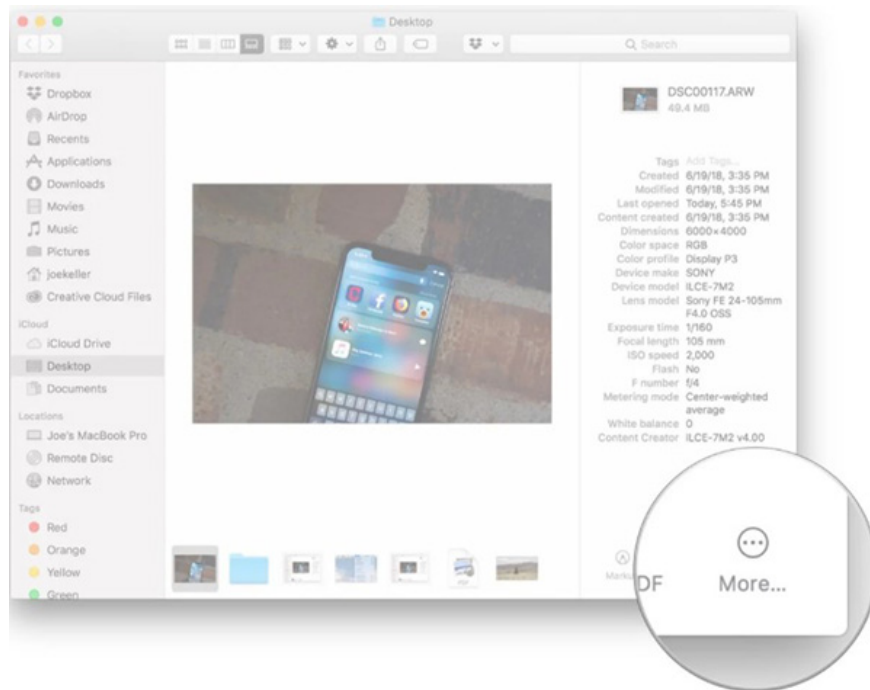
Step 4. Click **View** on the menu bar if the **View** page is not displayed.

Step 5. Select **Show Preview** .

Step 6. Select one of the operations available at the bottom of the page to perform on the selected files.



Step 7. Click **More...** to find more operation.



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