

How to use Spotlight on Mac, search for files and documents.

If your work requires searching for files, images, folders, documents, and other data on your Mac, Spotlight will help you find them quickly and conveniently. If you don't know how to use it, you can refer to the article below from TipsMake.

To search for files on a Mac, users often use Spotlight to find documents or anything else at a glance. The Mac's hard drive content index helps you find documents, emails, applications, music, contacts, and other useful information.

How to use Spotlight on Mac

Accessing and using Spotlight on macOS

Step 1: Click the Spotlight button on the menu bar (microscope icon).

Alternatively, use the keyboard shortcut **Command + Space**. The Spotlight search box will appear in the middle of the screen.

Step 2: Enter your search query and Spotlight will display the results immediately.



If Spotlight doesn't find what you're looking for, you can adjust the search results to optimize them. Additionally, you can exclude specific locations on your hard drive to prevent Spotlight from searching for private information.

Customize search results when using Spotlight on Mac.

Step 1: Click the Menu button in the upper left corner of the screen.

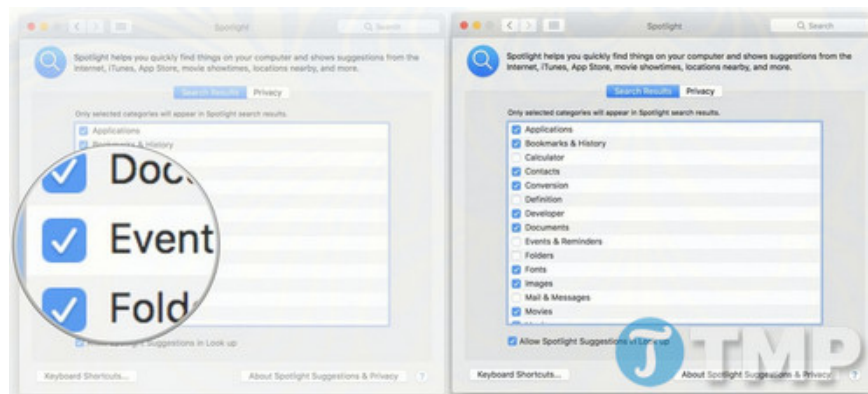
Step 2: Click on **System Preferences**.

Step 3: Click on **Spotlight** .



Step 4: Check the boxes next to the items you want to display in the search results.

Unselected items will not appear in the results.

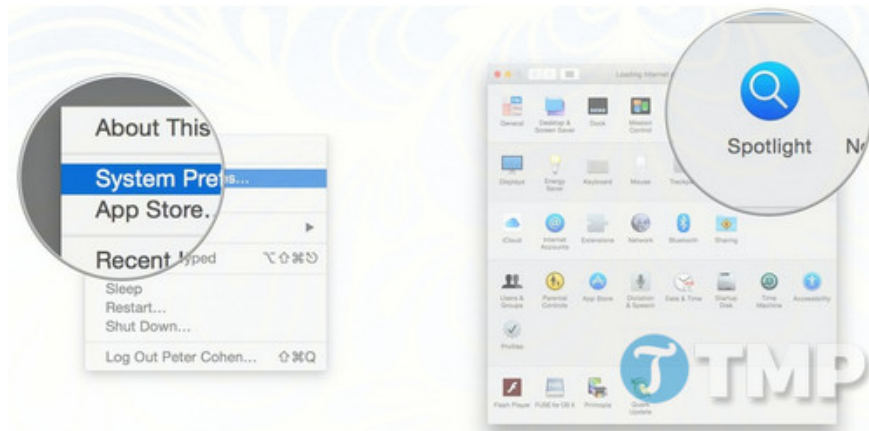


How to hide content in Spotlight search

Step 1: Click the Menu button in the upper left corner of the screen.

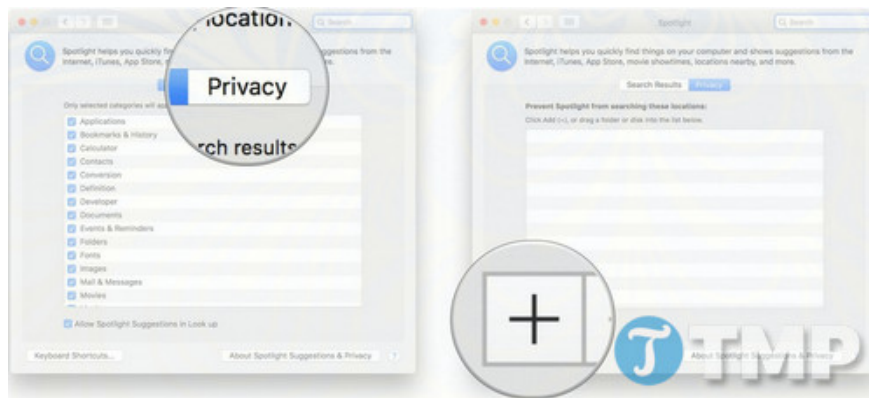
Step 2: Click on **System Preferences**.

Step 3: Click on **Spotlight** .



Step 4: Click on the **Privacy** tab.

Step 5: Click the "+" icon in the bottom left corner of the window.



Step 6: Select the items or documents that you don't want Spotlight to search.

Step 7: Select **Choose**.



The above is a guide on using Spotlight on Mac to find files and documents faster. Refer to these **10 Mac keyboard shortcuts** for more information to improve your workflow and save time, helping you get more done.

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