

Some useful file manipulation tips on macOS

In addition to the basic operations with the file on macOS, some advanced tricks will help users to perform operations faster and more effectively at work.

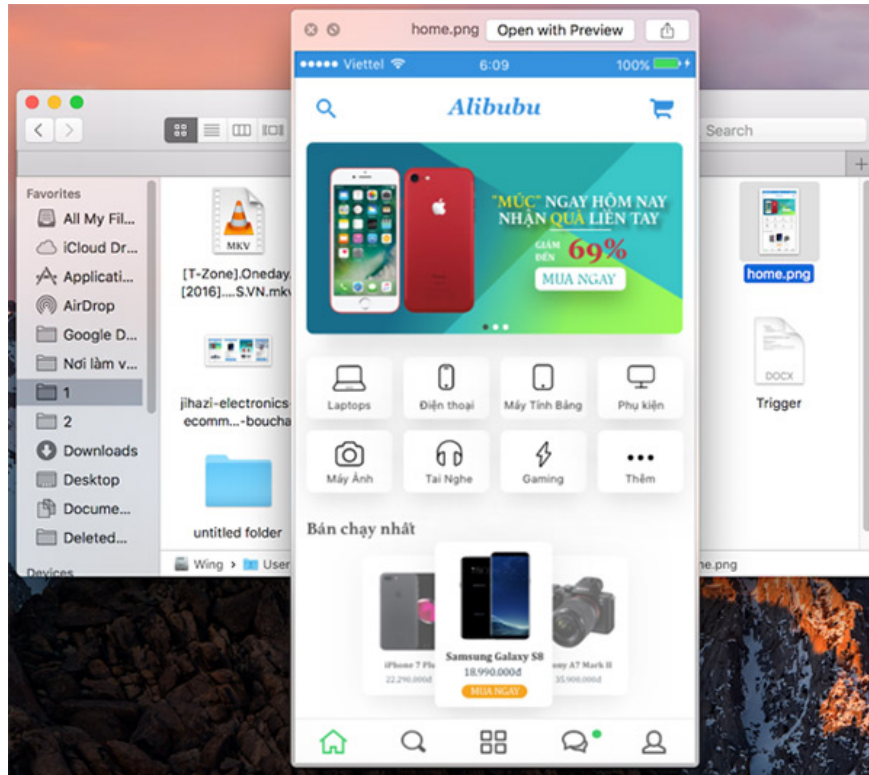
When we handle files on macOS, in addition to the basic operations, knowing some more advanced operations will help users perform faster. Since then, the work requirements of users when done with the file will be much more effective. In the following article, we will introduce you to 7 tips for files on macOS.

1. How to create a MacOS Sierra installed USB drive 10.12
2. Old Mac acceleration runs as fast as when you first bought it
3. Instructions for connecting two monitors on the MacBook

1. Quickly view files with Quick Look:

Quick Look is a feature available on the system with the ability to quickly view files without opening the file, allowing users to view the contents of the file. For example, we can quickly see the content of Word and PDF files with Quick Look feature without having to open the Office application on the device to read these files.

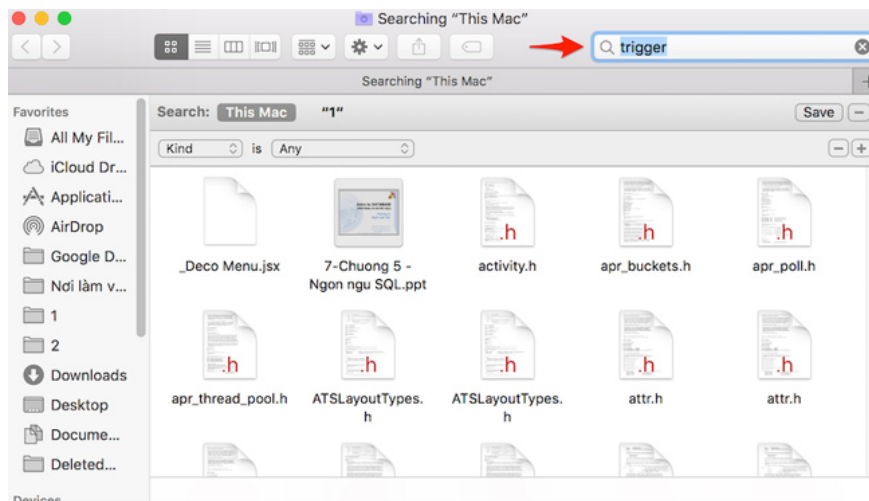
To use the Quick Look feature on macOS devices, we need to click on the file we want to view and **press the Space key** to quickly see the contents of the file.



2. Find the file in the Finder:

With the huge number of files that you store on the system, to find them quickly is not something everyone can do, because you cannot remember which folders they are in. Therefore, in order to save time searching for certain files on the system, we can use the built-in file search function in the Finder.

We open the Finder and press **Command + F**, then enter the file name you want to find.



3. Operation key combination with folders and files:

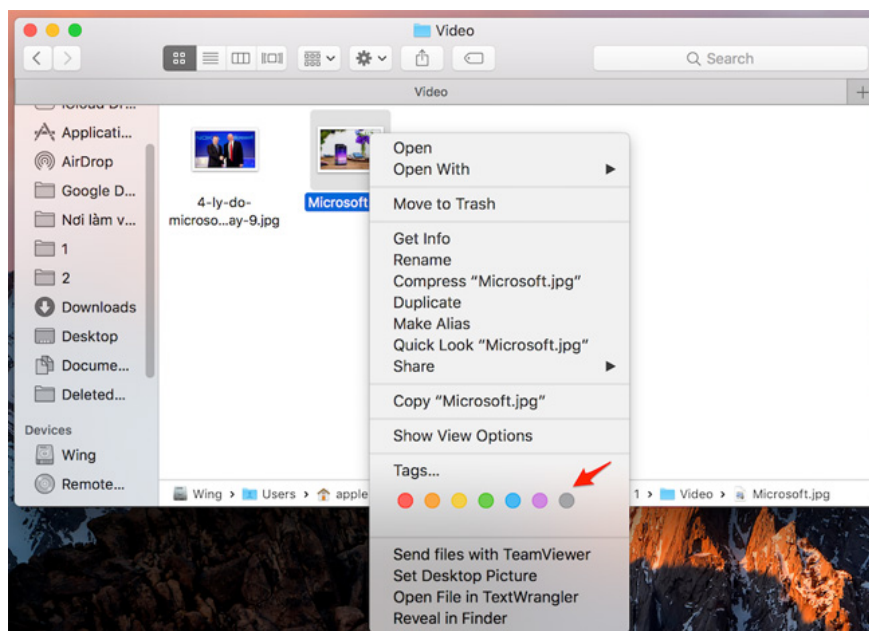
MacOS operating system supports a lot of shortcuts so that users can manipulate faster on files. You can refer to some shortcuts with the folder on macOS.

1. Command + Shift + N: Create a new folder quickly.
2. Command + Delete: Delete the selected folder and file.
3. Command + Shift + A: Quickly navigate to the Applications folder.
4. Command + Shift + H: Move quickly to the main folder on your computer.
5. Command + Shift + G: Displays a small window that allows you to enter the directory path.
6. Command + Shift + "." : Display or turn off hidden files in the device.

4. Add Tag tag:

In case the user wants to manage a certain file on the computer, it is possible to use Tag tagging for folders or files. When a user tags a Tag, we have to bookmark for a folder or file and can access it more quickly in the next time.

To tag Tag any file or folder, right-click the file and **choose the card color** corresponding to the priority level of the file.

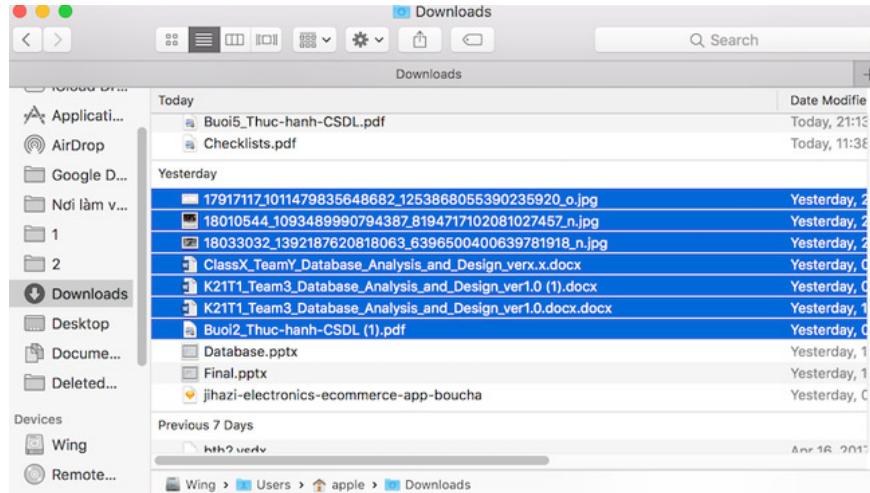


If you want to see a list of files or Tag tagged files, we choose the color type in the list on the Finder. At that time the system will list the file based on the color you have chosen.

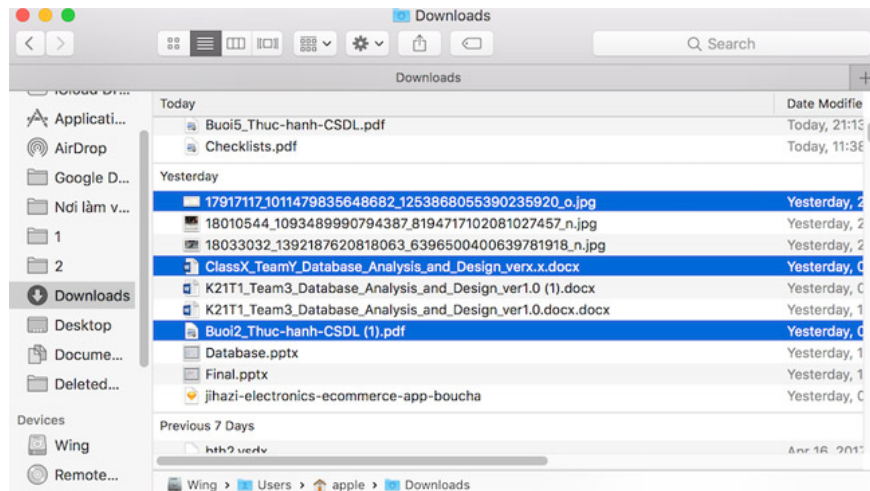
5. Select multiple files at once:

If we do something with multiple files, selecting multiple files at the same time will save time. You can select multiple files at once in the form of seamless files or select files in any location.

When selecting files in a **seamless fashion**, users just need to select the first file in the list and then hold down the Shift button and select the final file. So those files are highlighted so that we can perform the required operations.



If the **file type is selected in any location**, users just need to click on the first file set then press the Command button, then select the files in different locations. Then, the files you choose will also be highlighted.



6. Adjust the Sidebar:

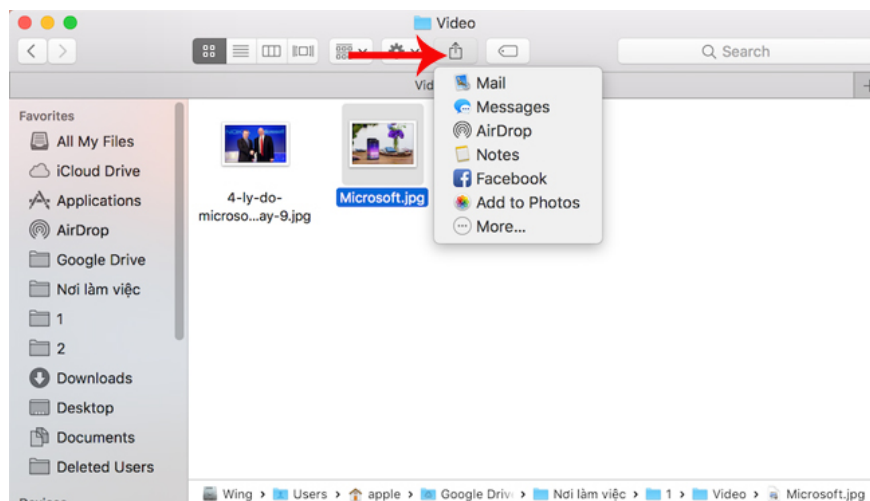
To be able to do faster with files, we can adjust the sidebar in Finder according to each person's needs. You can drag frequently used folders close together, or in a position where we can easily see the most, such as putting them on top of a list.



7. Share folders and files:

Right on the folder interface with shared icons, users can quickly share files through applications such as email, Airdrop, Facebook, Skype, Google Drive, .

You just need to click on the file you want to share and click on **the Share icon** above. App list appears for users to choose to share data right in the Finder manager.



Above are a few tricks to work with folders and files on macOS. These manipulation tips will help users make requests faster, than the traditional way you know before.

Hope the above article is useful to you!

You finished reading the article "**Some useful file manipulation tips on macOS**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.