Tell me something… I don't already know about… the **Finder**

Steve Sande

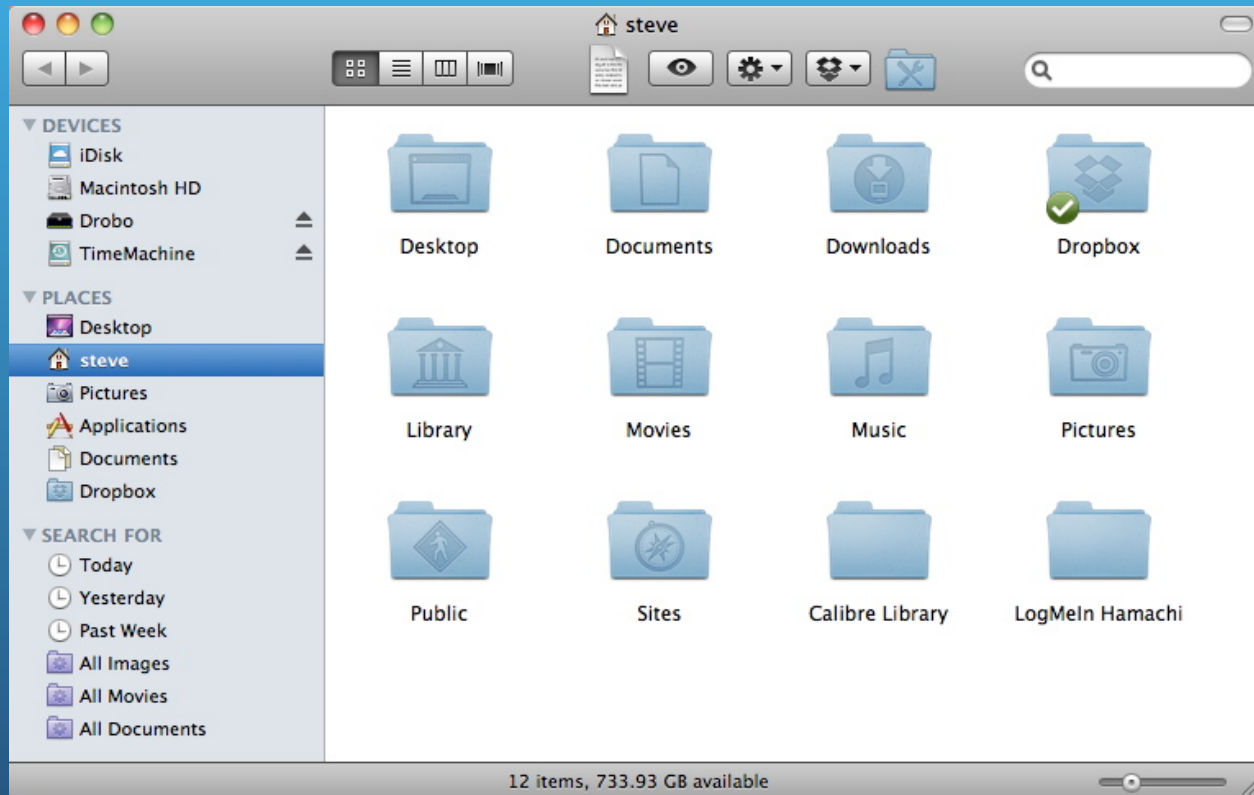Features Editor / Blogger: The Unofficial Apple Weblog

TUAW.com

You remember the Finder, don't you?

- The default file manager for Mac OS since 1984

- It provides that attractive graphical representation of your files and folders

- You spend a lot of your time working with it... whether you realize it or not

The Finder includes...
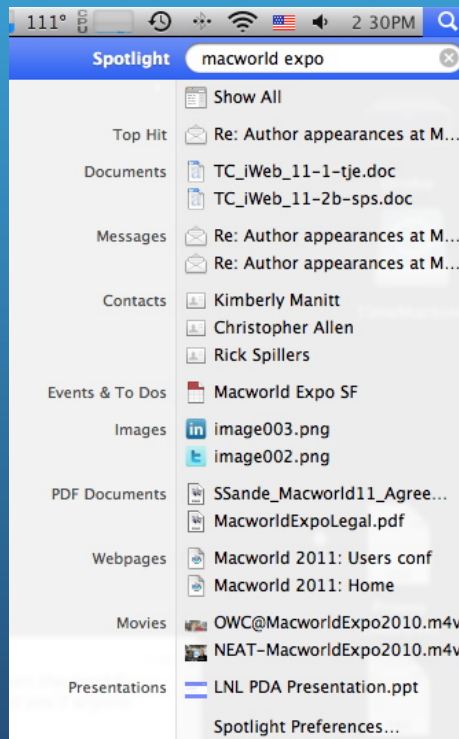
- A graphical representation of the Mac file system
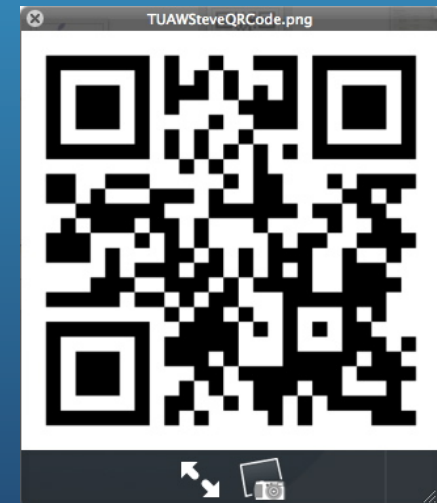
The Finder includes…
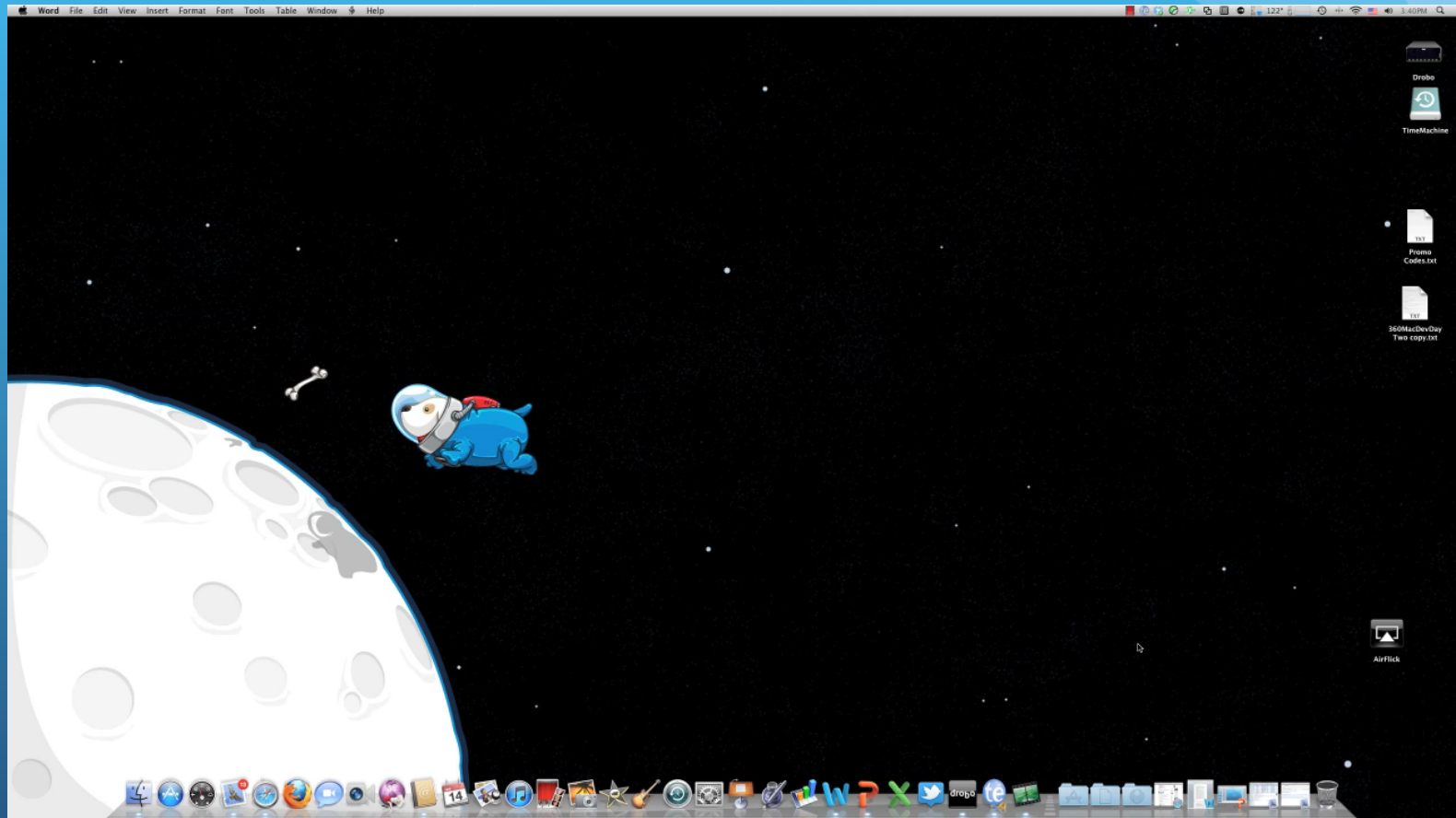
- The Dock

- Spotlight

- QuickLook

Folder Actions

- Folder Actions are Automator scripts that can be attached to folders in the Finder

- Actions can take place when you add or remove items

- Actions can occur when the folder is opened, closed, or moved

- Knowing more about Automator can speed up your Mac workflow, give you many more folder actions

Some examples of Folder Actions

- Put files into a folder, upload them to a network server automatically

- Notification when new files are placed in a folder

- Convert images placed in a folder to a specific format

- Automatically print files saved to a folder

Tell me when something new has been saved to a Dropbox folder

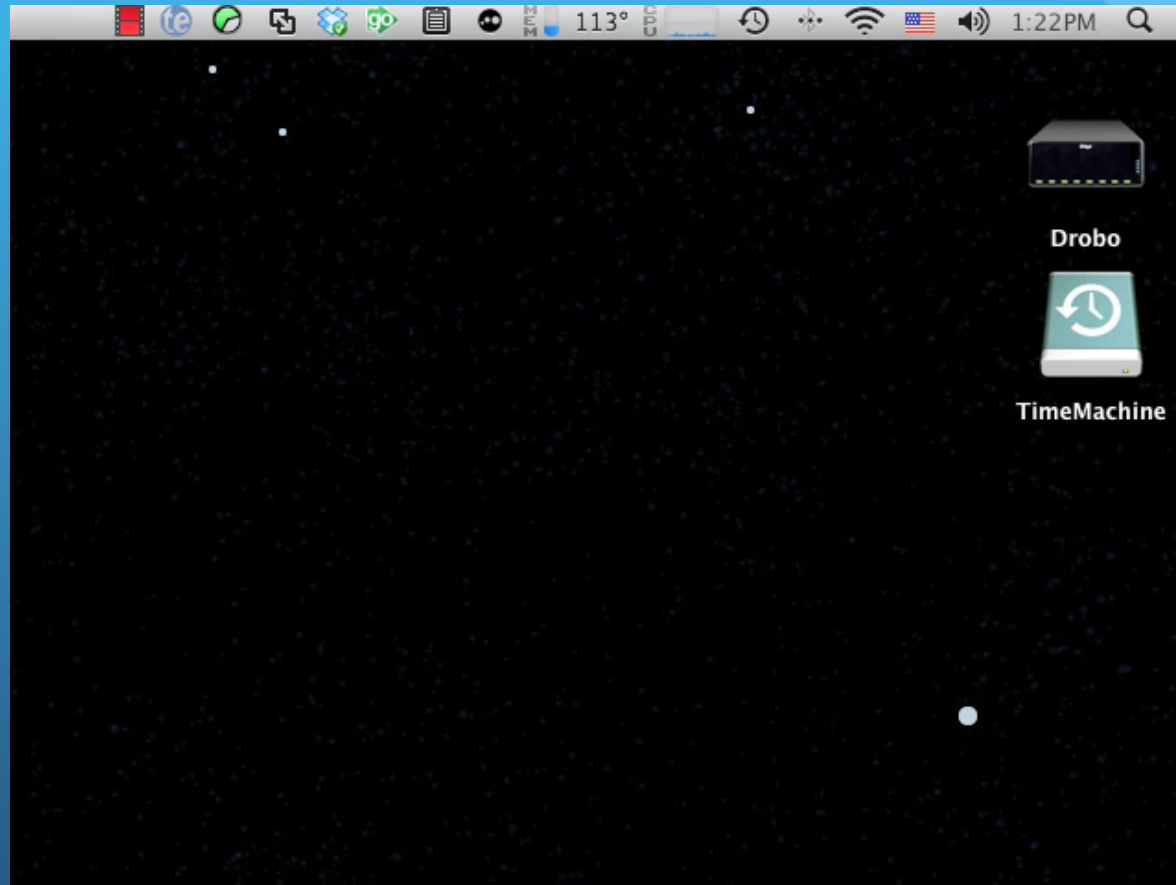# Print anything that is copied or saved to a specific folder

For more information on Folder Actions and Automator

- Apple's Automator Actions repository:
  - http://www.apple.com/downloads/macosx/automator/

- Ben Waldie's book: Automator for Mac OS X 10.6 Snow Leopard: Visual QuickStart Guide

- Mac OS X Automation Web Site:
  - http://www.macosxautomation.com/automator/

Using Spotlight for more than just searching for files

- It's a floor wax! It's a dessert topping! It's both!

- Spotlight makes a great calculator

- Fast way to get word definitions

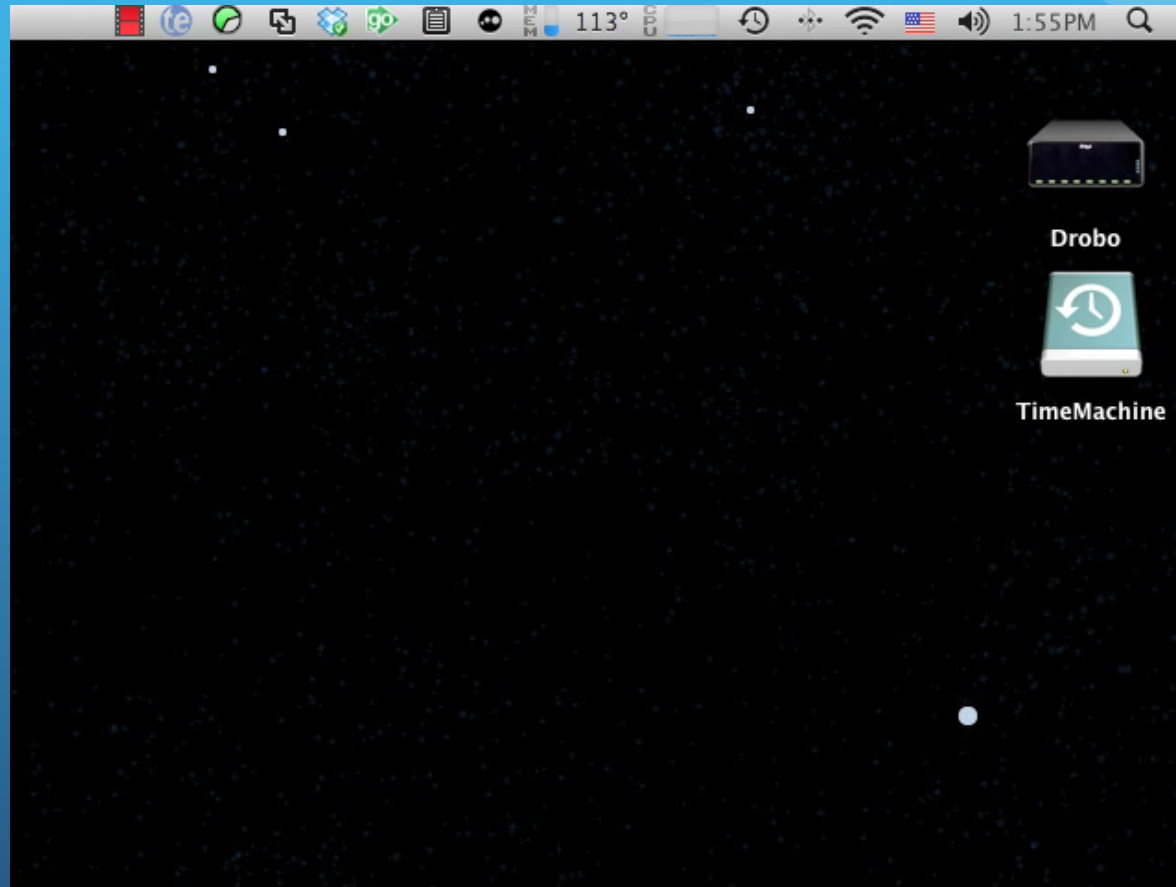- Oh, and it can do more than simple searches

Super Spotlight Examples

Aliases

- An alias is a pointer to another file or folder

- Dropping a file in an alias folder is the same as dropping that file into the actual folder

- They're very useful for helping organize your Mac

Alias Examples

We don' need no stinking mouse!

- Keyboard shortcuts are underused

- They're a wonderful way to navigate the Finder when your mouse batteries die

- Just a handful of commands to remember:
  - Command-Shift-C
  - Command-Shift-H
  - Command-[/   Command-]
  - Command-O   /   Command-W
  - Command-Tab

Keyboard commands in action

The Power of QuickLook

- A wonderful document preview tool that is available from anywhere in the Finder.

- It works with most file types: text (rich and plain), Excel / Number, Word / Pages, PowerPoint / Keynote, images of all sorts, PDFs, movies, sounds, and more.

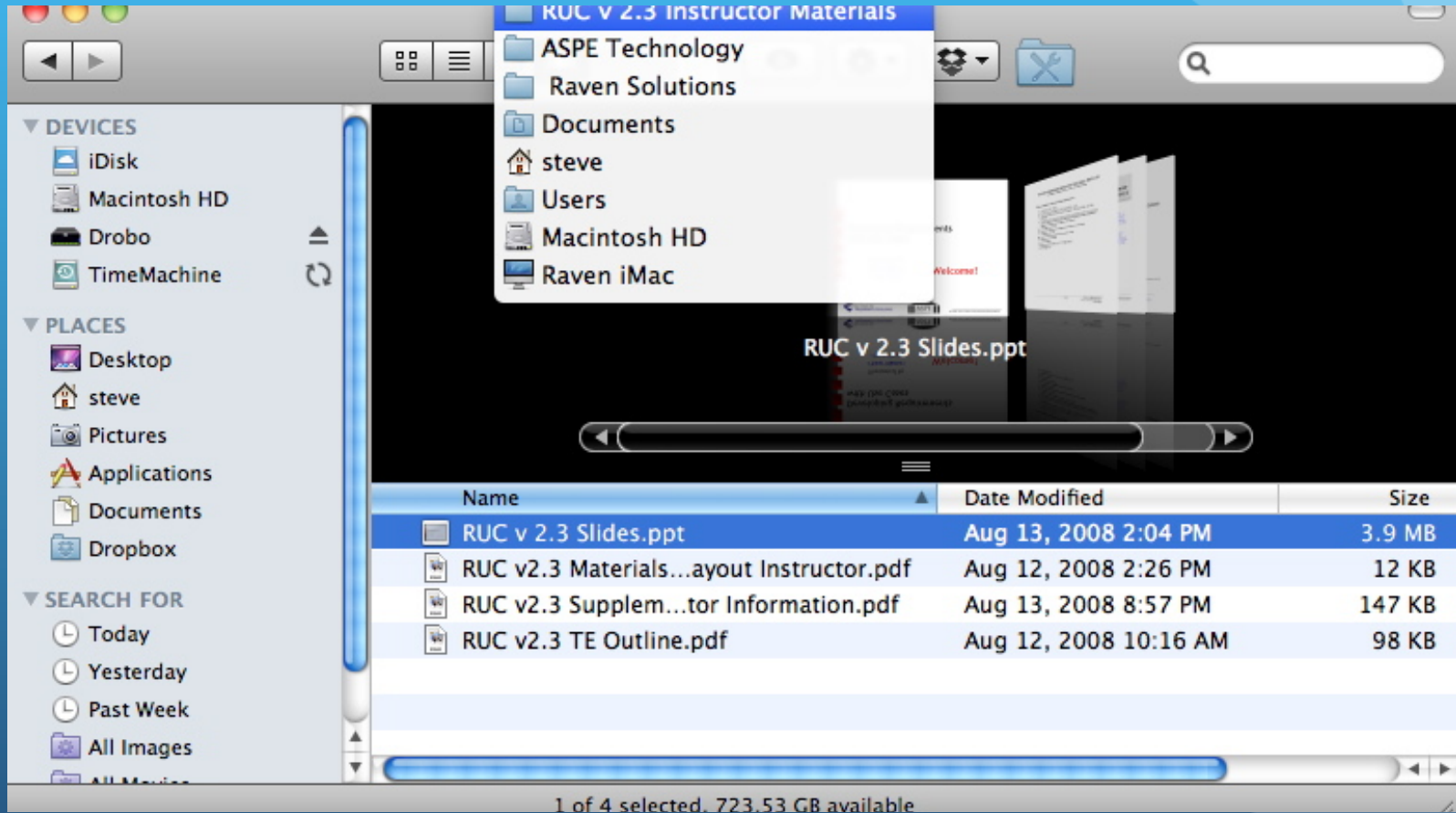- To view just about any file, just highlight it and press your spacebar. No need to launch the application.
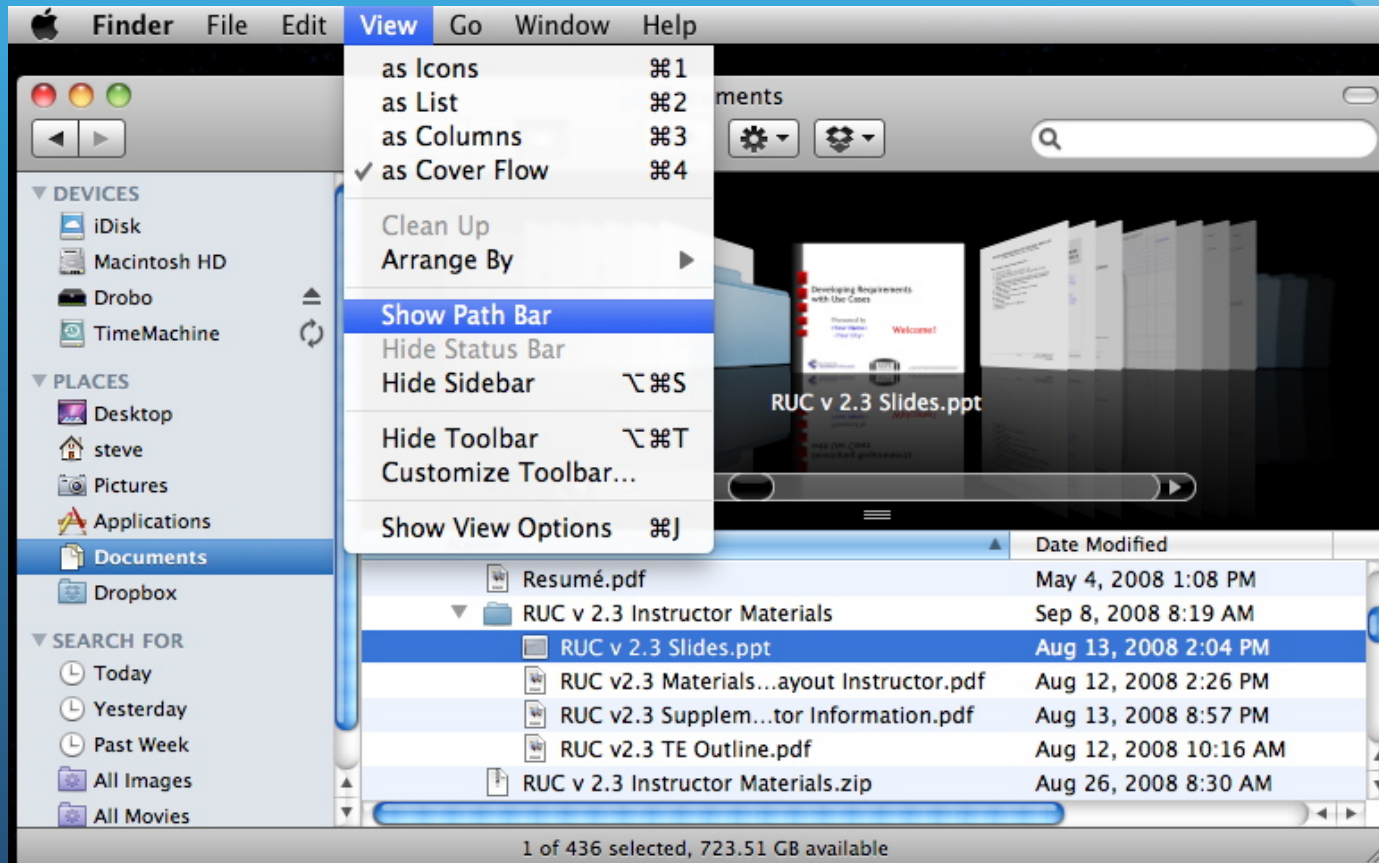
QuickLook in Action

Find yourself…

- Have you ever started digging through folders and suddenly realize you have no idea where you are?

- Wouldn't it be nice to know where you are in the Finder's folder hierarchy?

- Command-Click on a folder name to see the hierarchy

- Turn on breadcrumb navigation in the Finder
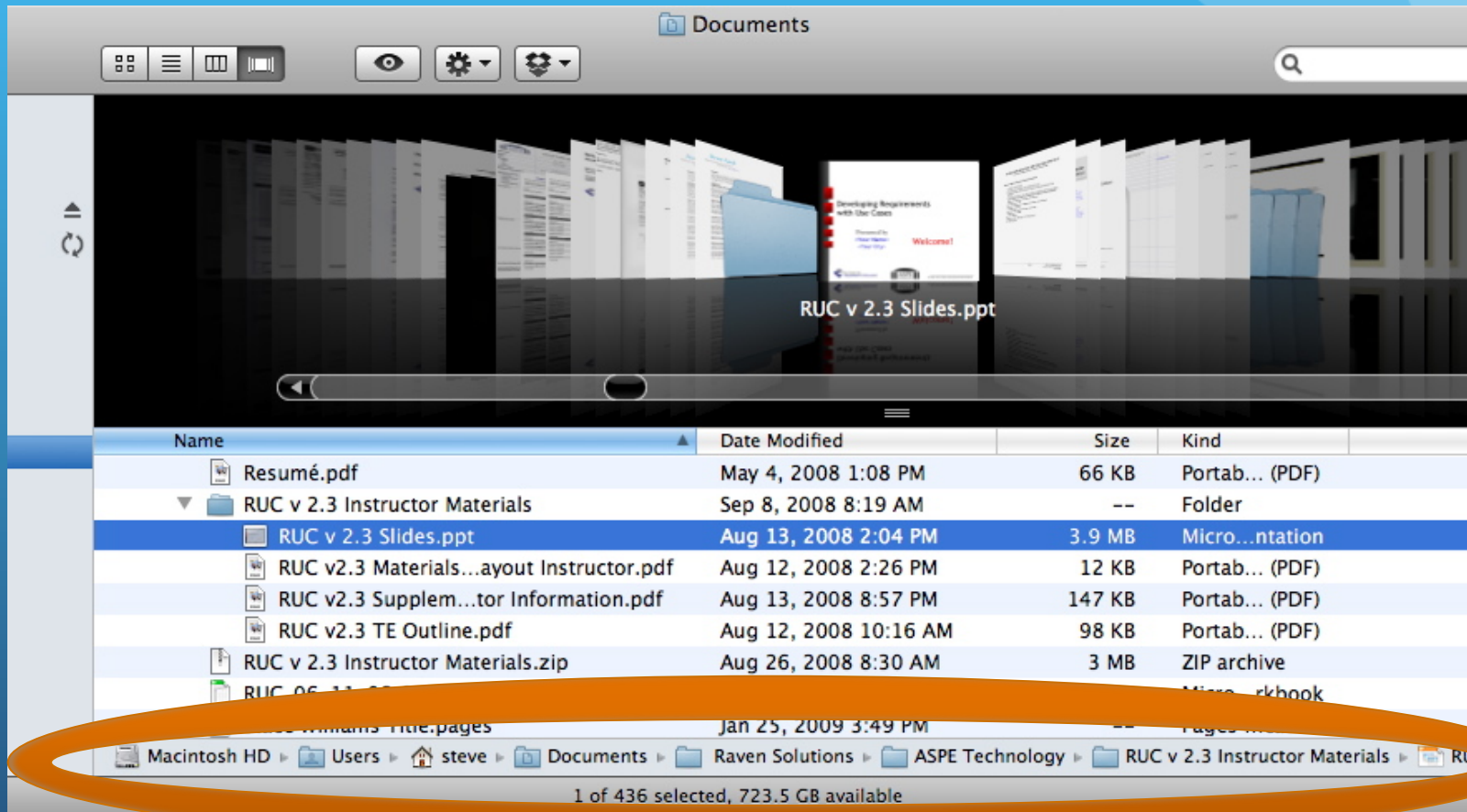
Command-click folder name

Turn on breadcrumb navigation...
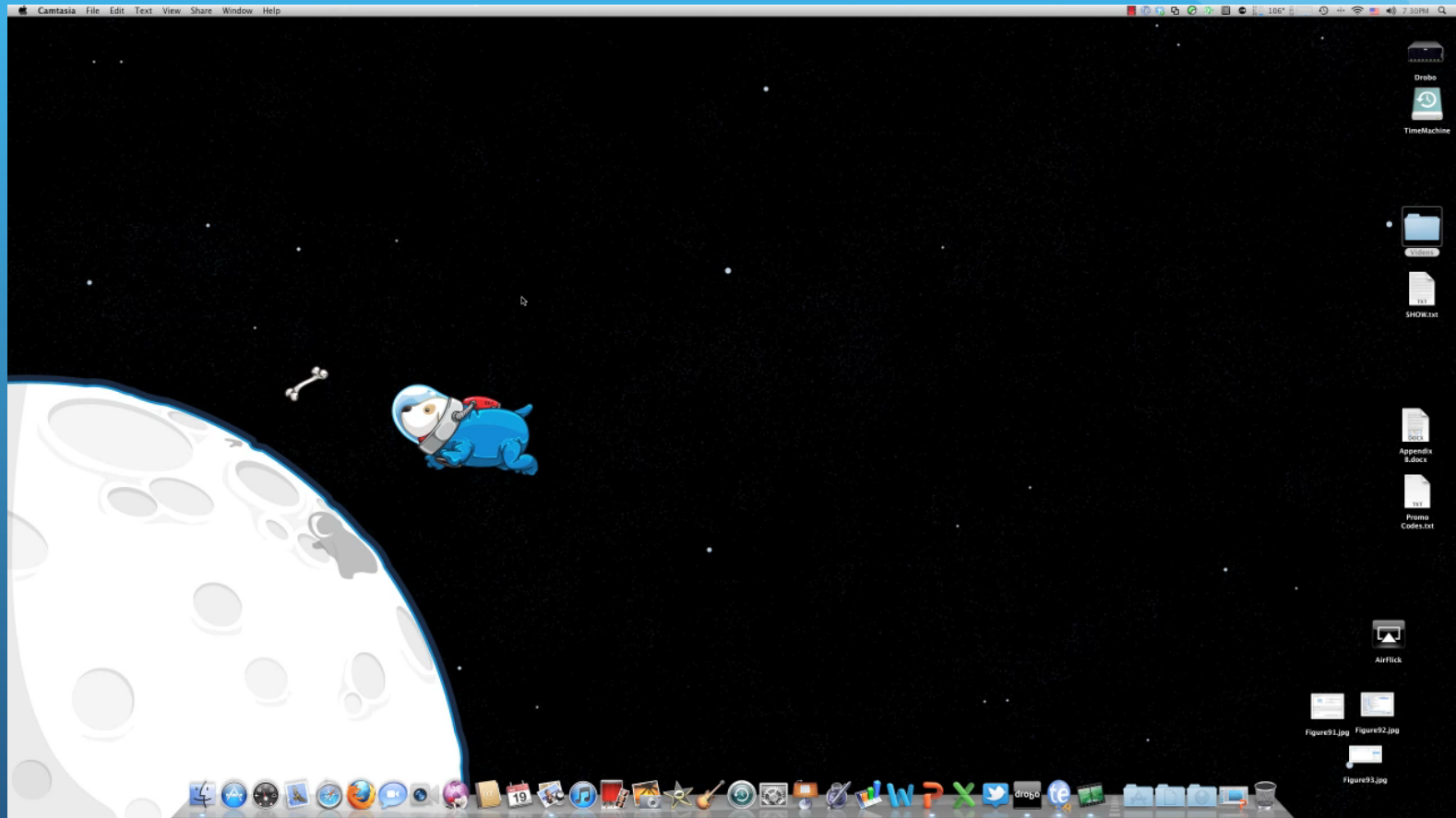
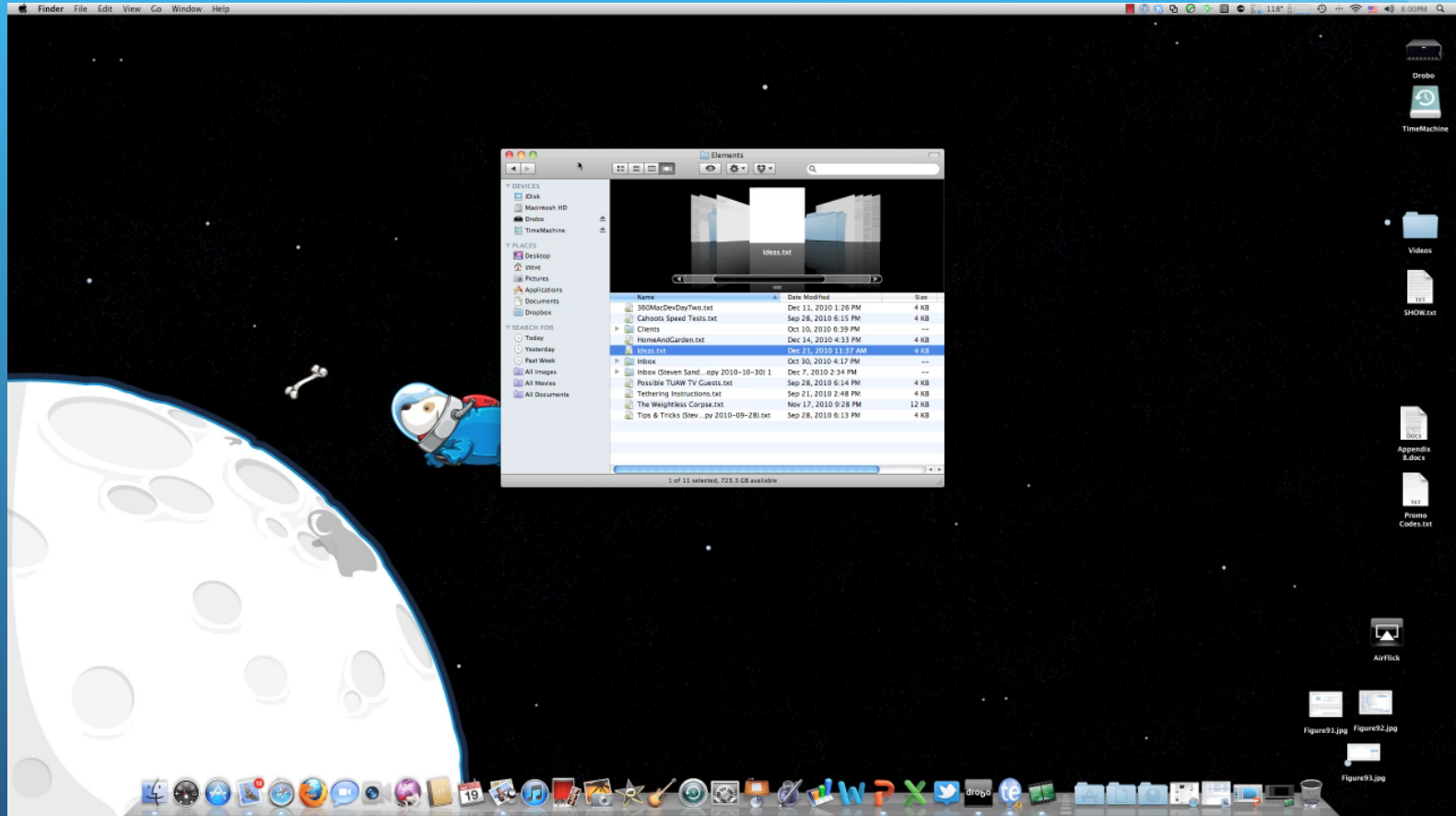- View > Show Path Bar

… to see the file path

Easy, shmeasy screenshots

- You don't need a fancy application to do screenshots

- Command-Shift-3 for the whole screen

- Command-Shift-4 to drag out a selection

- Command-Shift-4 + Space Bar for windows, menus, Dock
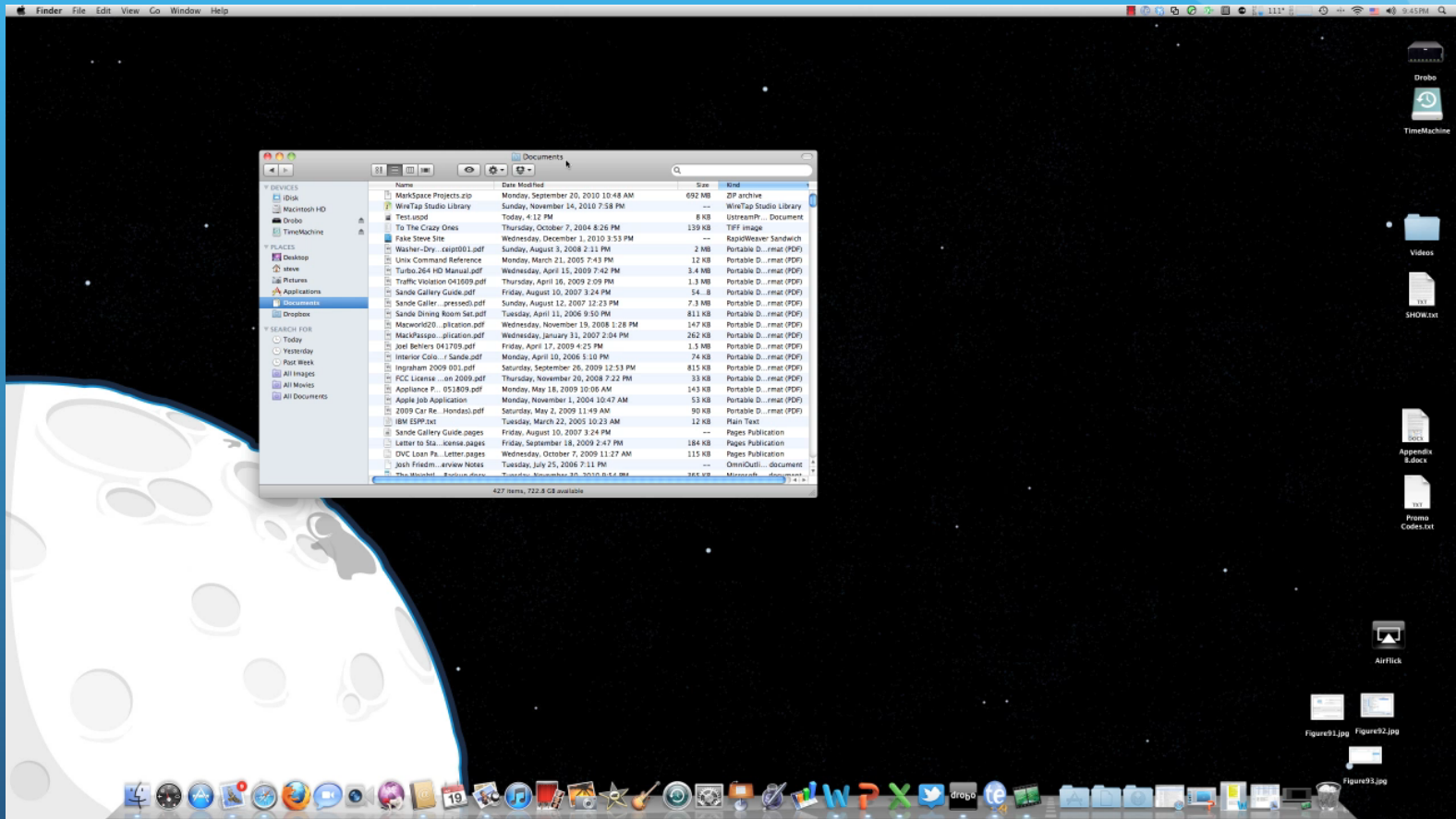
Screenshots, the movie

Custom Finder Window Toolbars

Clean up the Finder list view

Third-party Finder Customization Software

- Secrets PrefPane (http://secrets.blacktree.com/)

- Free download

- Adjusts settings not only for Finder, but for a number of applications on your Mac – all from one preference pane

Secrets PrefPane In Action

Dock Tips

Any tips you'd like to add?

Thank you for attending!