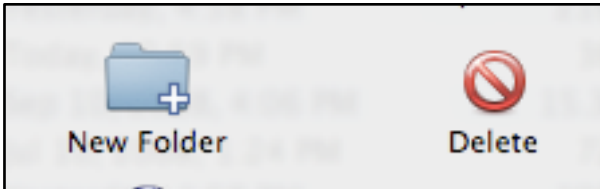
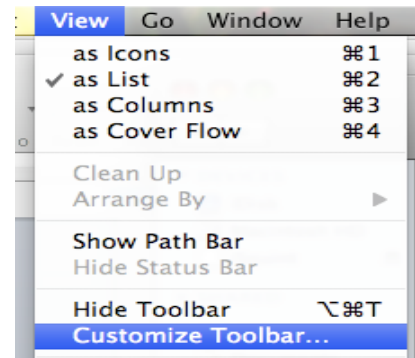


Finder Window Stuff

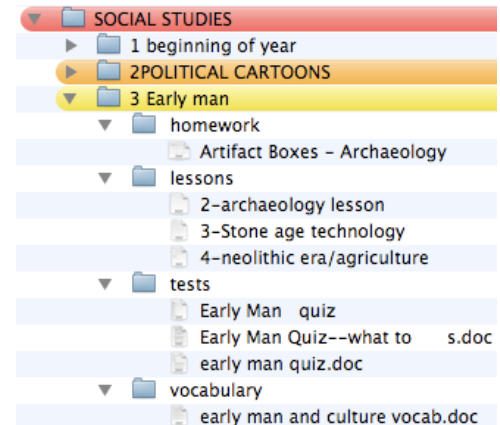
1. To customize the buttons on your finder window, be sure you're in finder, then go to the "VIEW" pulldown menu and choose "Customize Toolbar". →
2. I recommend adding the "delete" button and the "new folder" button to the top. Just **drag** it up to the toolbar where you want it to go.



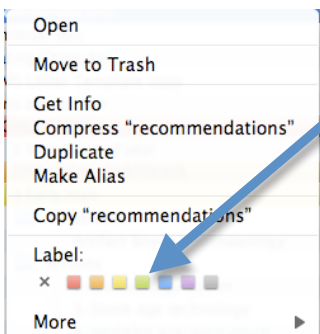
3. Now you can highlight a file or folder and push the delete button to send it to the trash, and add a new folder where you want it.

Tips for Organizing your Folders

1. If your folders and/or desktop is disorganized and cluttered, organize them by content. Think of your **courses**, then your **units**, then the different **parts or categories** of each unit. Each of these get a folder (use your new "new folder" button) until you have folders inside of folders. In LIST view like this: →



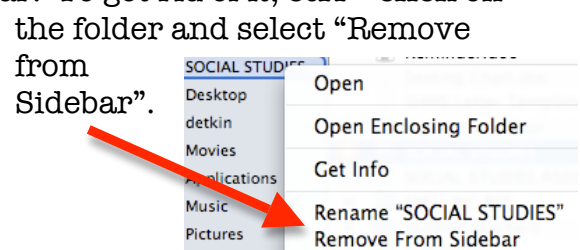
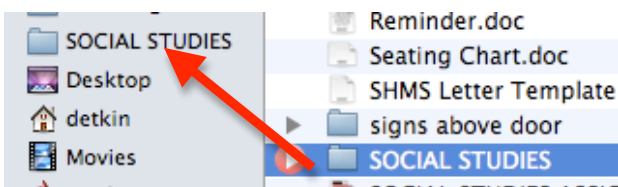
2. To color-code folders, **ctrl + click** the folder.



Choose the color you want.

3. If you want to **get a folder to the top of the list**, insert a <space> before its name. You can also start it with a number. In order, the computer recognizes the <space>, then the number, then letters in alphabetical order.

4. If you have a frequently-used folder, you can put it in the sidebar for easy access. Just drag it over where you want it in the sidebar. To get rid of it, **ctrl + click** on the folder and select "Remove from Sidebar".

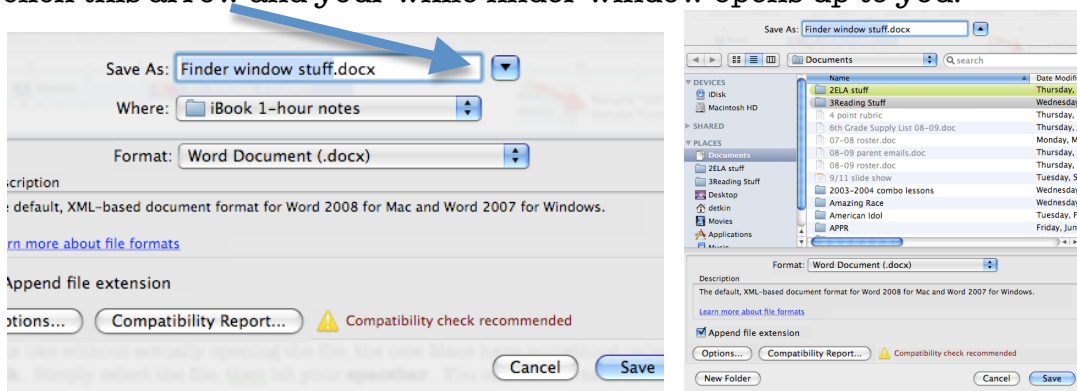


Using Quick Look to See Your Files

1. If you want to see what a document, picture, PowerPoint presentation, movie (etc.) looks like without actually opening the file, the new Macs have something called **Quick Look**. Simply select the file, then hit your **spacebar**. You can view it as is or in full screen.

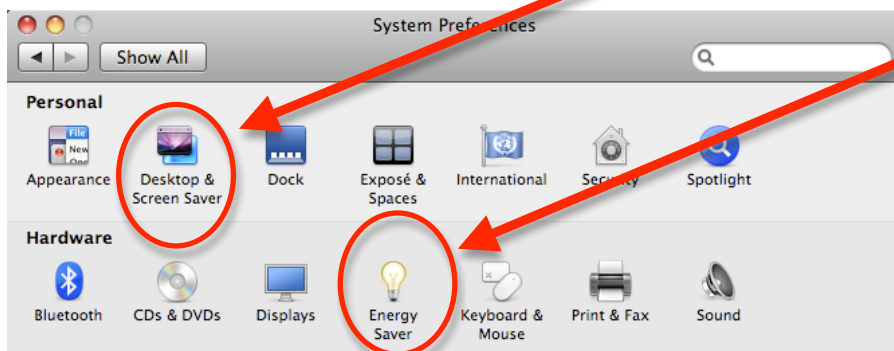
Choosing the Correct Saving Destination

1. Now that your folders are organized, you want to make sure to save new documents where you want them. If you don't get the full dialogue box with all the options, just click this arrow and your whole finder window opens up to you.



2. Double click on the folder in which you want the document saved.
3. To move already created documents into folders, just drag and drop.

Changing Your Screensaver & Background and Energy Options



1. **Desktop & Screensaver:** You are not stuck with the Sweet Home logo as your background. Look around and see what else is there. You can even use your own pictures.

2. **Energy Saver:** Are you tired of your screen going dim and going to sleep? Click the "Show Details" button and change your settings.

