

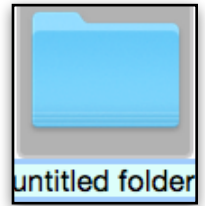
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# Save, Organize, Customize

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## Create Folders

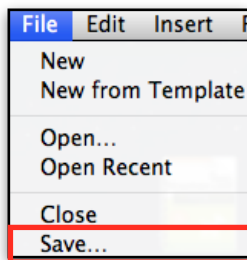
Store **similar** documents (or emails or websites or anything you want to save) in folders in your **Documents file**. To **create** a Folder, go to the **File Menu** and **select New Folder**. It pops up on your Desktop or wherever you are, ready to name. No need to delete the words “untitled folder,” just start typing. **Rename** a folder by **Selecting** (click once to highlight), press the **Return/enter Key** and start typing. To store a document in a folder, drag and drop it on top of the folder.



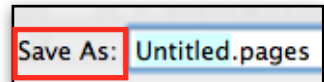
If you have several items you want to put in a folder, **select them all** (hold down the Shift Key and Select each one) and go to the **File Menu** and choose “**New folder with selection.**”

## Saving Documents

To save your document, use the **File menu** in any app.



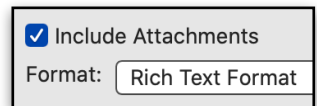
“**Save As**” asks you to name the document.



Type a name for your Document. Do NOT eliminate the suffix. It tells you and the computer which app can open the document.

## Saving Emails

Rather than clutter up mail with added mail boxes, open the received email, go to the **File Menu** and select “**Save as.**” Choose the format as an RTF so any imbedded links will be active; it will also show, the date, time and who sent it. You may want to rename just as you do a folder. Leave the RTF extension. Place it in your **Documents File** by **subject**. **Delete the email.**



## Saving Websites

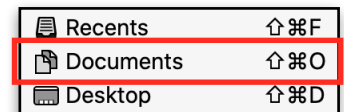
To **temporarily** save a website that you don't want to make a **Favorite** or add to **Reader**, drag the name from the address bar to your desktop. You **may rename** and put in your **Documents File** in a folder for the subject.



## Document File Access

Use any one of **three** ways to access:

1. Open your **Documents File** from the **Go Menu** on your **Desktop**.

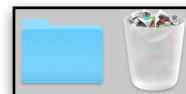


2. Set the **blue man icon** in your **Dock** to open Documents.

Because you set Documents in Finder Preferences



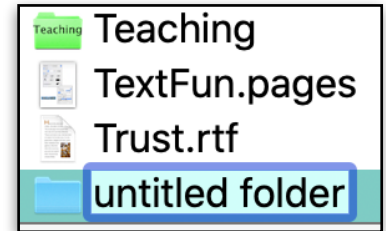
3. **Click** on the **Documents File** you **placed** in the **Dock**.



# Save, Organize, Customize

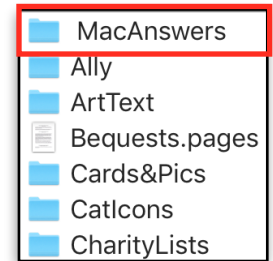
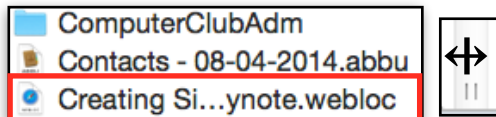
## Folders inside Doc File

With your **Documents File open**, create a new folder (File Menu> New Folder). It shows up alphabetically as **Untitled Folder**. Type in a name and the folder will automatically go to the correct alpha location. To **change** a name, **select** (highlight) the folder, **press Return** and start typing.



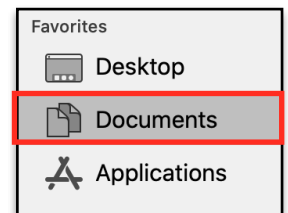
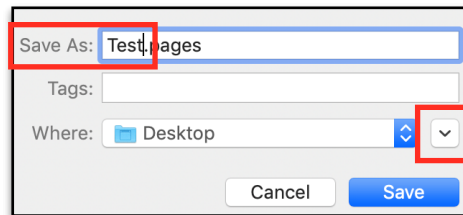
To make an **important** Folder rise to the **top** of the alphabet in the **Document File**, place a **space** before the name.

If your folder names are **truncated** in **Column View**, to see the entire name, hold down the **Option** Key and **double click** the **vertical lines** at the bottom of the column.

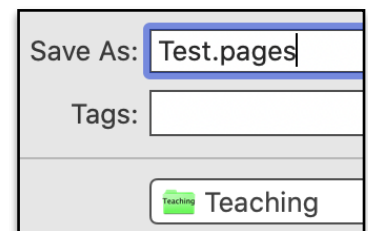


## Navigate

Name the document. The **LAST** place you saved will show up. **Click** on the **disclosure V** and **Documents** in the **Favorites sidebar** to have **access to all** your subject folders.

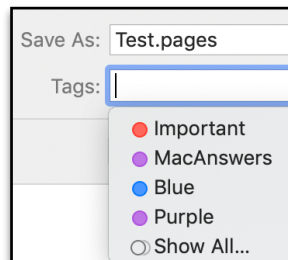


**Scroll** to the folder you want and **select it**. The **“Where”** changes to the **folder** you want. **Click** on **Save**.

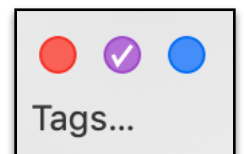


## Tag Folders and Documents

Tag a Document when you **Save** by clicking in the Tags field and choosing a color.



**Add** a Tag **later** to a folder with a **Control Click**. At the bottom choose the color to Tag. To **Delete** a Tag, **Control Click** again and the Tag you used will be checked. Click on it and it will remove the Tag.

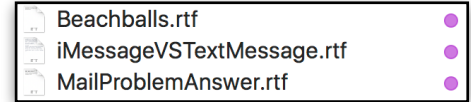
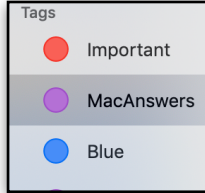


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## Save, Organize, Customize

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**Search** for all items Tagged a color, **Select** the **Tag Color** in the **Finder Sidebar** and all those items with that color will show up in a pane to the right.



### Tabs

If you like tabs, they are available in Finder apps (Documents, Applications, Utilities etc.). Use the View Menu > Show Tab Bar. Add a tab with the +. I don't use them but you may like them.



### Clip Art on Folders

Put **pictures on a folder** to indicate what it contains. Open Safari and go to [images.google.com](https://images.google.com) to search for a picture for your folder.

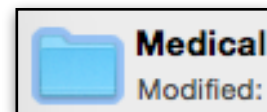


**Drag and drop** the **image** to your **desktop**. **Double click** the image on your desktop to open in **Preview**. Go to **Edit>Select All**, then to **Edit>Copy**. Don't worry about the size, it will adjust automatically.

**Create a folder** and **name it**. Click once to **Select** the folder (don't open it) and go to the **File Menu** and choose **Get Info**.

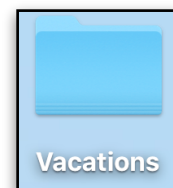


Click once on the **Folder** icon in the **upper left** of the opened "**Get Info**" window to **select** it (shows a **blue haze** surrounding it). Go to the **Edit Menu** and **select Paste**. Close the Get Info window.



### Photos on Folders

You can do the same thing with photos. Drag a Photo out of Photos to the desktop. Double click the image on your desktop to open in Preview. Follow the instructions above.



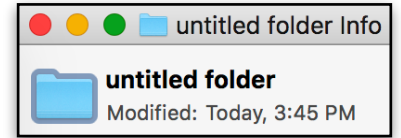
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## Save, Organize, Customize

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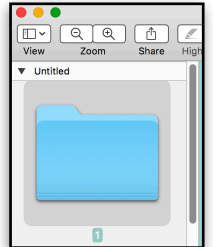
### Text/Shapes/Emojis on Folders

Select a folder (don't open it) & go to the **File Menu> Get Info**.

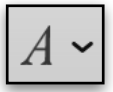


Select the folder at the **top left** of the **Get Info** window and go to **Edit Menu>Copy**

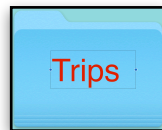
Open the **Preview** application, go to **File>New from clipboard** (ensure the top folder is selected (It will say 1, and is the highest resolution).



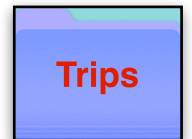
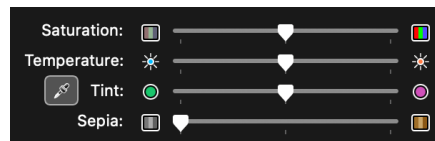
Still in **Preview**, Open **Markup** & Select the **Text** tool to choose the color, font, size (**200**), and position.



Type in your Text



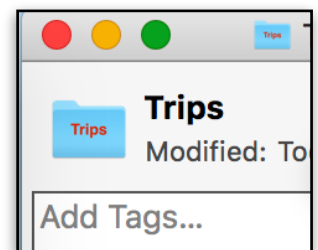
You may Adjust the colors with **Saturation**, **Tint** and **Sepia**.



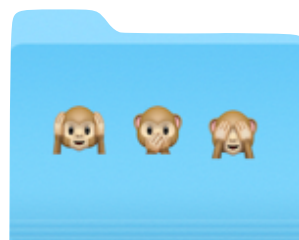
Click **OUTSIDE** the text to **deselect** it. Choose **Edit> Select All** and then **Edit> Copy**.

Go to the **PREVIEW** Menu and choose **HIDE PREVIEW**.

Go back to the **Get Info** window and **Edit>Paste** in the upper left.



You can also use Shapes or Emojis



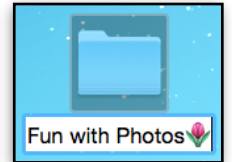
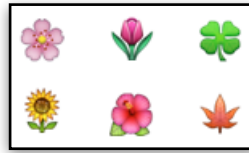
# Save, Organize, Customize

## Emoji on Folder Names

Open **Character Viewer** from the **menulet** to Find an emoji to use.

Choose a folder and then press Return Key to rename it.

**Double click** an Emoji in the left Emoji column to place it at the end of the folder name.



## Colored Folders

Go to [www.iconarchive.com](http://www.iconarchive.com) and type in “**Places folder color icon**” (without the quotes). In the Search area. Drag and drop colorful folders and **follow the instructions for Clip Art on Folders** to replace your standard blue folders.



This makes a folder stand out in a list of subject folders.

