

Lesson 4-10: Changing How Information is Displayed

Figure 4-20

A folder in columns view.

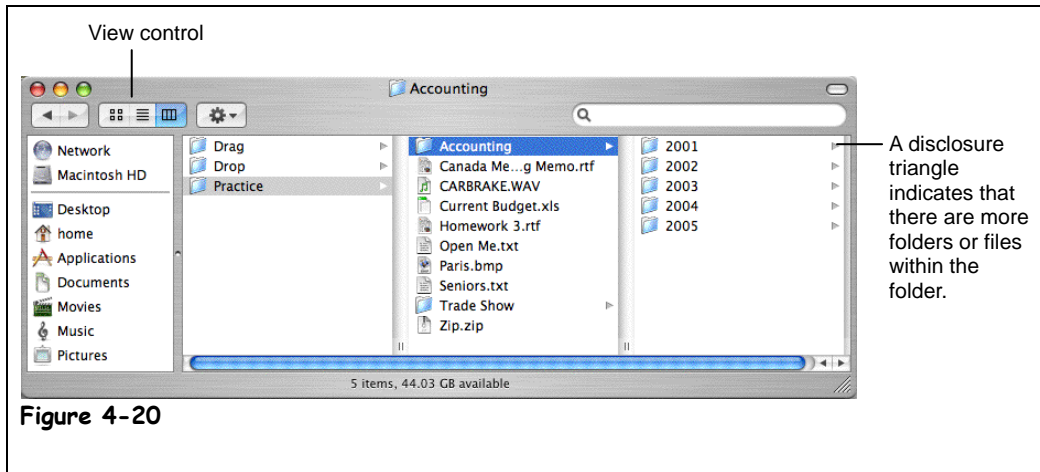
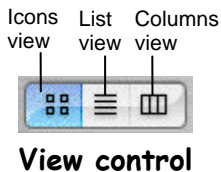


Figure 4-20

A disclosure triangle indicates that there are more folders or files within the folder.

When you work with files and folders on your computer, you may find that you need to change how you view information on the screen. This lesson will show you how to change the appearance of items using one of three view modes: Icons, List, and Column. Experiment to find the view that works best for you. You'll also learn how to change the way files and folders are arranged. You can arrange the contents of files and folders by Name, Date Modified, Date Created, Size, Kind, and Label.



1. Click the **Finder** icon in the Dock and open your Practice folder.

The contents of the practice folder appear in the Finder window.

The Finder allows you to view your applications, folders and documents multiple ways, as shown in Table 4-4: *File and Folder Views*.

By default, the items appear as icons, but you can change to view them in a list or in columns.

2. Click the **List View** button on the toolbar.

The items in the Finder window appear in a list, allowing you to see more items in the window at once. Now let's try columns.

3. Click the **Columns View** button on the toolbar.

The items are listed in columns. This view allows you to see the items in a list, plus, if you click a folder that contains subfolders, those subfolders will appear in a column to the right. A disclosure triangle indicates that there are more files within the folder.

4. Click the **Accounting** folder in the second column.

Subfolders and files appear in the third column. Now let's go back to the Icons view.

5. Click the **Back** button, then click the **Icons View** button on the toolbar,

The items in the Practice folder are once again displayed as icons. Now let's look at how to arrange items in a different order in the window. If you are using the Icons view, you can arrange the items by using the View menu.

6. Select **View** → **Arrange By** from the menu.

A submenu appears, listing several arrangement options. By default, the items appear arranged alphabetically by name; let's try a different arrangement.

7. Select **Kind.**

The files and folders change order, lining up by type—i.e. folders or rtf files.

8. Select **View → **Arrange By** → **Name** from the menu.**

The items move back into alphabetical order.

NOTE: If you're using the List view, you need to click on a heading in order to change item arrangement. For example, if you click the Date Modified heading, the items will be rearranged starting with the most recently modified document. However, if you click the heading again, they reverse order, listing the oldest first. In column view, items can only be arranged alphabetically.

Now let's look at how you can use the View menu to make even more adjustments to the how information is displayed in windows.

9. Select **View → **Show View Options** from the menu.**

A dialog appears. Depending on which view you're in—Icons, List, or Column—the options listed in this dialog are different. Some of the items you can change include: icon size, icon label location, text size, item arrangement, window background color, whether you want to show the date files were created, among several other options.

10. Click the **Close button.**

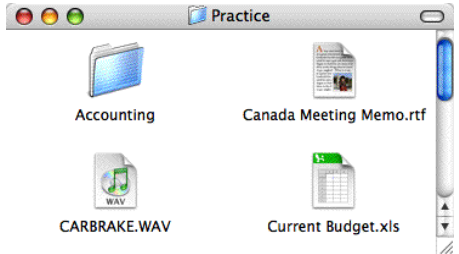
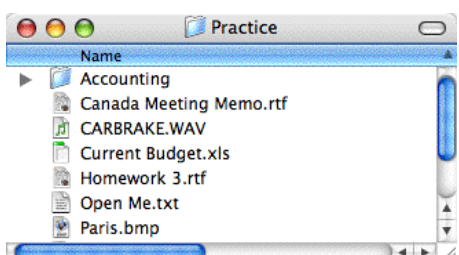
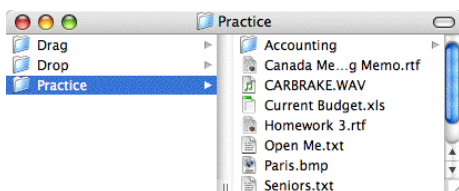
The dialog closes.

Other Ways to Change Views:

- Select **View** → **as Icons**, **List**, or **Columns** from the list.
- Press **<⌘> + <1>** for Icons view, **<⌘> + <2>** for List view, or **<⌘> + <3>** for Columns view.

Using the column view (instead of icon view) can make moving and copying between folders easier.

Table 4-4: File and Folder Views

View	Description
 <p style="text-align: center;">Icons</p>	Files and folders are displayed as icons. This is a good view if you're learning to use Mac OS X or have trouble clicking a file with the mouse.
 <p style="text-align: center;">List</p>	Displays files and folders in a list, allowing you to see more items at once. By selecting View > Show View Options you can add columns to display the date modified, date created, size, kind, version, comments, or a label. You can change how the list is sorted by clicking the column headings.
 <p style="text-align: center;">Columns</p>	Files and folders appear in columns. This view is helpful if you have several folders within folders because you can display the different levels of folders in side-by-side columns at once.

Quick Reference

To Change How Items are Viewed:

- Click the **Icons**, **List**, or **Columns View** button on the toolbar.

To Arrange Folder Contents:

- If in Icons view, select **View** → **Arrange By** from the menu and select an arrangement from the submenu.
- If in List view, click the **column heading** you want to use to arrange the window. Click the column heading again to arrange in reverse order.

To Adjust View Options:

- Select **View** → **Show View Options** from the menu, and make desired changes.