

Lesson 4-2: Using Finder to See What's in Your Computer

Figure 4-3

The Finder window displays the drives, folders, and files that are in your computer.

Figure 4-4

The Finder window toolbar.

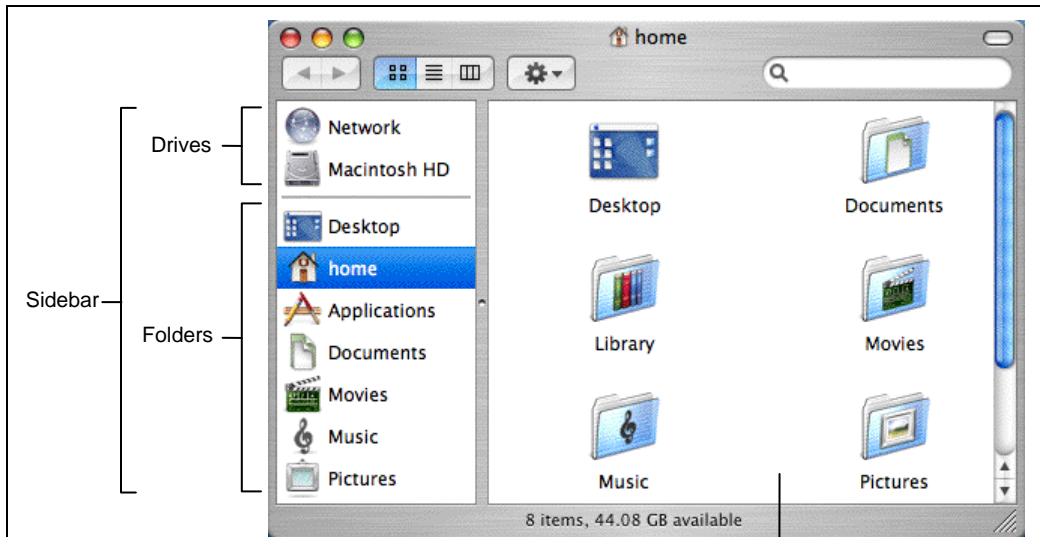


Figure 4-3

Folders and files

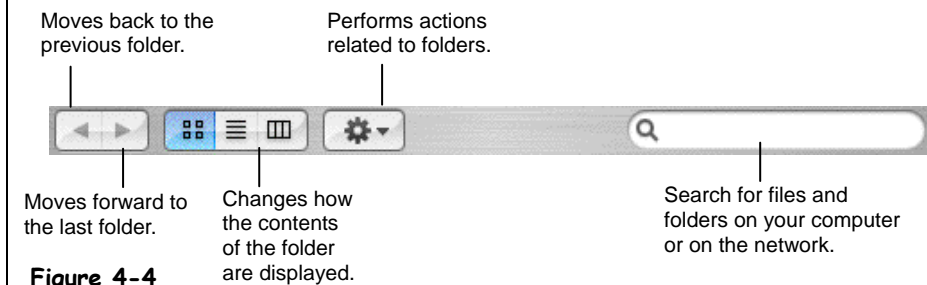


Figure 4-4

When you want to see what's in a file cabinet, you simply pull open one of its drawers. You can view the information stored on your computer's drives in much the same way—by opening the drive you want to access. This lesson will show you how to look at the drives and folders in your computer.



Finder icon

1. Click the **Finder icon** in the Dock.

The Finder window appears, displaying your home folder. The Finder isn't really an application, but a file organization tool that helps you to see the contents of your computer.

The pane on the left side of the window is called the Sidebar. The top part of the Sidebar contains icons for the network and your hard disk. If you have any external disks connected, these would appear here too. The lower part of the Sidebar contains icons for your home folder (which is labeled with your name), folders inside your home folder (such as Documents and Music folders), and a folder containing your computer's applications.

You can add your own favorite folders, files, or applications to the Sidebar as well, which you'll learn about in a later lesson. Since your computer may be set up differently, the contents of your computer may differ from those shown in Figure 4-3.

Let's look at how to view the contents of your hard disk.

2. Click the **Macintosh HD icon in the Sidebar.**

The contents of the hard disk appear in the right pane of the window. Here you'll see an Applications folder, a Library folder containing items that help run your computer, and a Users folder that contains the home folders for each computer user. Within the home folders, you can then find each user's Documents folder, and other user-specific folders and files.

To move back to the previous folder or disk, in this case your home folder, click the Back button on the toolbar.

3. Click the **Back button on the toolbar.**

You return to your home folder once again. If you wanted to, you could click the forward button to return to the hard disk.

Getting the hang of opening and exploring your computer? Good, because we'll be doing a lot more snooping inside the contents of your computer throughout the rest of this chapter.



Macintosh HD



Back button



Forward button

 **Quick Reference**

To View the Contents of Your Computer:

- Click the **Finder** icon in the Dock.

To View the Contents of a Disk Drive:

- Follow the above step to open the Finder and then, in the Sidebar, click the drive you want to open.

To Move Back or Forward to a Previous Folder:

- Click the **Back** or **Forward** button.