

Mac OS X 10.7 Help



Folder basics

All the items on your computer—including your documents, pictures, music files, applications, and more—are organized in folders. As you create documents, install new applications, and do other work on your computer, you can create new folders to keep your information organized.

Related Topics

How your computer is organized

Create a new folder

1. Click the desktop (the background area of your screen) if you want to keep the new folder on the desktop; otherwise, open the window where you want to keep the folder.
2. Choose File > New Folder.
If the New Folder command is dimmed, you do not have permission to create a folder in the current location.
3. To give the folder a new name, click to select it and press Return. Then type a name for the folder and press Return again.

Move items into folders

- To put an item in a folder, drag its icon to the new folder.
- To put several items in a new folder, select all the items, and then choose File > Group as Folder.
- To keep an item in its original location and put a copy in a new folder, hold down the Option key while you drag the item.
- To keep an item in its original location and put an alias for it in a new folder, hold down the Command and Option keys while you drag the item.
- To make a copy of an item within the same folder, select the item and choose File > Duplicate.
- To copy files to a different disk, drag the icons to the disk. To move files to a different disk without copying them, hold down the Command key while you drag the icons.

Group multiple items instantly

You can quickly create a folder of items on the desktop or in a Finder window.

1. Select all the items you want to group together.
2. Control-click one of the selected items, and then choose “Group as Folder” from the shortcut menu.
3. Type a new name for the folder.

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