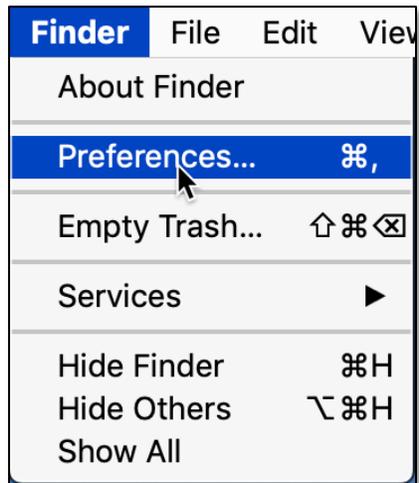


Advanced Finder Settings, 10-17-2021

Note: This discussion is based on macOS, 10.14.6 (Mojave). Some illustrations may differ when using other versions of macOS or OS X. Most illustrations are from screenshots on my iMac.

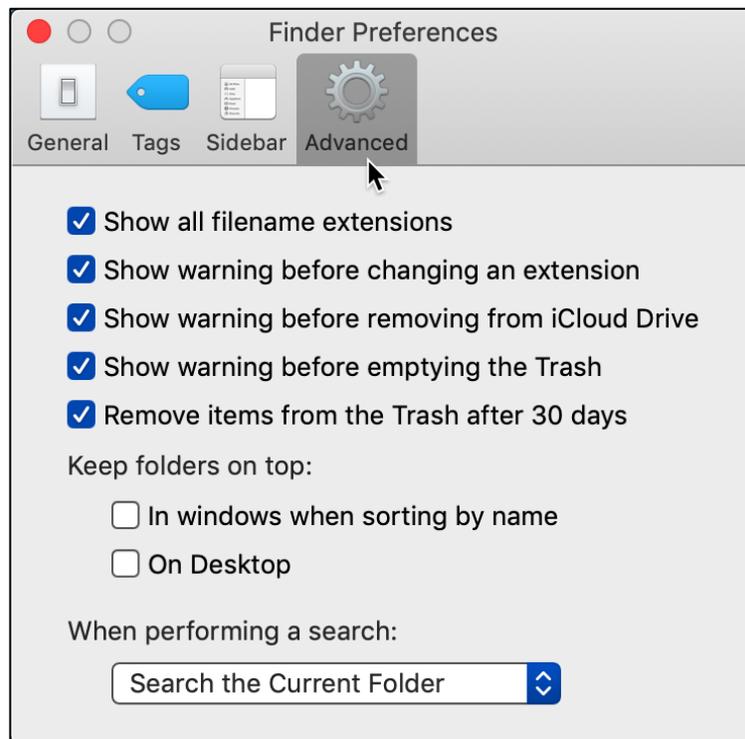
The macOS Finder has several advanced options in its Finder Preferences that allow you to customize a variety of settings. Here's a brief review.

In the Finder, go to the Finder menu, and select **Preferences...** from the dropdown window. Alternatively, use the keyboard Shortcut (**Command + ,**).



Finder Menu > Select "Preferences"

In the **Finder Preferences** window, click the **Advanced** item/tab:



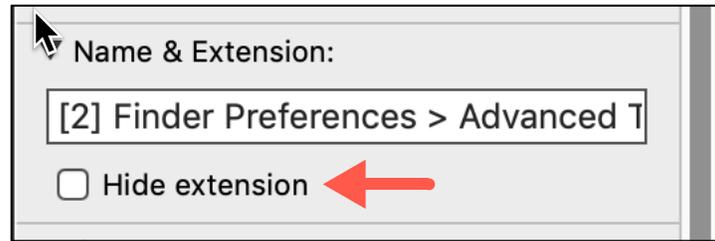
Finder Preferences > Advanced Item

Advanced Finder Settings, 10-17-2021

The **Advanced** item in Finder preferences offers a variety of options to configure the Finder.

Show all filename extensions. Recall that a filename extension identifies the type of file. It consists of a period (.) followed by a few letters (for example, **.pdf** identifies the file as Portable Document Format, a file format developed by Adobe).

After selecting this option, all file extensions are shown, even for files that have "Hide extension" selected (an option when choosing **Get Info** in the Finder). If this option isn't selected, then file extensions are shown or hidden based on their individual "Hide extension" settings.



Get Info > Hide Extension

Show warning before changing an extension. It's unlikely (and probably no reason either) that you would want to change a filename extension. Nevertheless, if you enable this option, the macOS considers this action serious enough to warn when you attempt to do so.

Show warning before removing from iCloud Drive. By enabling this option, you will receive a warning that you're about to delete potentially important file(s) from your iCloud Drive. Hopefully, this will prevent an accidental deletion.

Show warning before emptying the Trash. Obvious and self-explanatory.

Remove items from the Trash after 30 days. When you enable this option, items will be permanently deleted from the Mac's Trash after 30 days. This can be a useful option to avoid accumulating too many items in the Trash.

Keep folders on top. There are two choices here. If you elect to use this option, you can choose the one that best suits your work style.

- **In windows when sorting by name.** In a Finder window, this setting will cause folders to be displayed in alphabetical order first. Files will then be displayed alphabetically after folders when sorting by name.
- **On Desktop.** Like Finder windows, Desktop folders will be displayed in alphabetical order first. Then files will be displayed alphabetically after folders.

(The images on the next page show the effect of keeping folders on top.)

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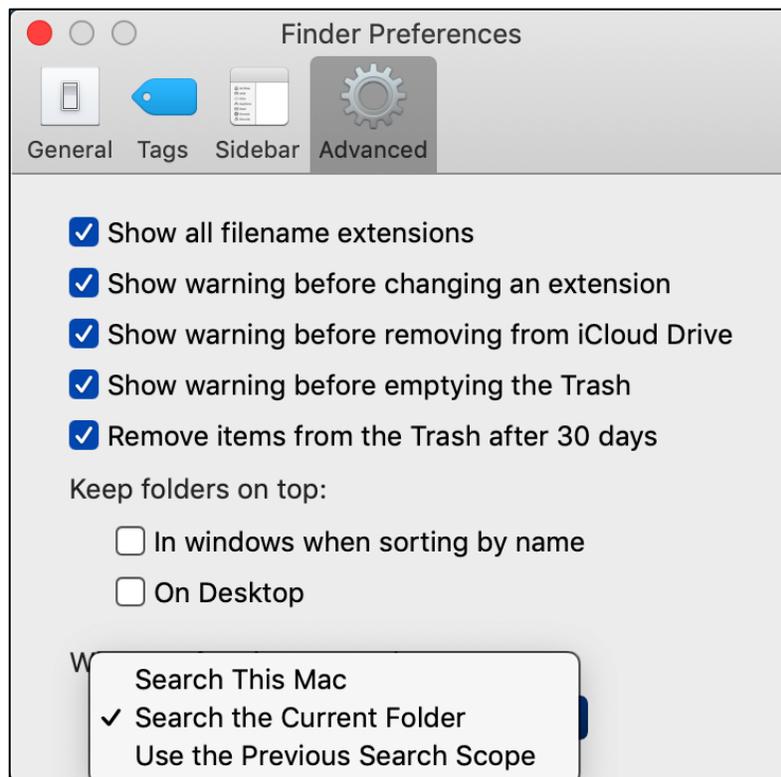
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▶  Images
▼  Reference
 Advanced Finder Settings Tweaks eshop...csales.com/blog/76865, 10-03-2021.pdf

Finder Window > Files, Then Folders

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Finder Window > Folders, Then Files (Folders on Top)

When performing a search. Here you have the option about how you want to search by default when using the Search field in Finder windows. You can (1) **Search This Mac** to search your entire Mac, (2) **Search the Current Folder**, the folder that you're currently using, or (3) **Use the Previous Search Scope**, the scope you used the last time you searched in a Finder window.



Finder Preferences > Search Options

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Summary

The Finder has several advanced options in its Finder Preferences that allow you to customize a variety of settings. Check them out. You may find one or more to customize how the Finder works for you.

Next Presentation

For the next presentation, we'll explore another Mac Basics topic.

Have a favorite Mac Tip or utility? Please feel free to pass it along, and I'll see if I can work it into a future presentation.

If you have any suggestions for presentation topics, including macOS utilities, please contact me at slp4668@gmail.com.

-Steve Parker

Credit: "Master the macOS Finder with these Advanced settings tweaks"
<https://eshop.macsales.com/blog/76865-master-the-macos-finder-with-these-advanced-settings-tweaks/>