*2Note: 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 or MacBook Pro.*

Last month, we discussed how to use the Zoom button to enter the Split Screen mode in order to view two windows side-by-side. This month, we'll look at a couple of tips for viewing window contents.

Brief Review of Last Month's Presentation

Zoom Button – Standard Mode (Full Screen Mode)

- Simply clicking the Zoom button will cause the selected window to enter **Full Screen mode**. (Visual Clue: The two outward-pointing arrows on the Zoom button.)
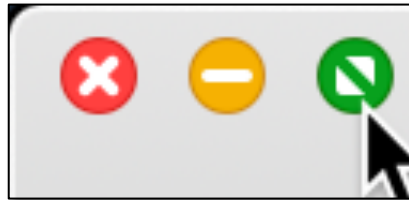
Zoom Button (Before Full Screen)

- In Full Screen Mode the Menu Bar is hidden so you can focus on what's going on or needs attention in the window. It also provides a bit more vertical screen space for the window.

- Move the cursor to the top of the screen to make the menu bar reappear. You're still in Full Screen Mode, however.

- Click the Zoom button to exit Full Screen Mode and restore the window to its original size. (Visual Clue: The Zoom button now has two inward-pointing arrows.)

- Keyboard Shortcut (toggles Full Screen Mode): Control-Command-F, ^-⌘-F.

Zoom Button – Split Screen Mode

- Hold down the Zoom button for a moment to enter **Split Screen mode**.

- Screen Changes:
  - The previously-selected window will be highlighted,
  - other windows will be dimmed, and
  - half of the display background will be highlighted in a light blue color.
  - Releasing the mouse button will cause the window to be displayed in the previously-highlighted half screen.
  - Before releasing the mouse button, drag the window to the other half screen if desired.

- Once the selected window has been repositioned to half of the screen display, miniature versions of the windows from other apps will be shown in the other half of the screen.

- Click on one of the miniaturized windows in the other half of the screen to open it there.

- Items to Note in Split Screen Mode:

  o Initially, each window will probably fill its half of the screen but not necessarily depending on the apps involved.

  o Hovering over the divider bar between the two windows, and the cursor will change to a double-ended arrow.

  o The divider bar can be dragged to the left or right to change the relative size of the windows. How much depends on the apps, and some may not permit resizing at all.

  o If the divider bar has been moved, you can Double-Click on it to snap back to equal size windows.

- Exiting Split Screen Mode. This can be a little difficult and seems a little unpredictable (at least while running macOS Mojave).

  o Click the Zoom button in one of the windows, and it will exit Split Screen mode (from its half screen) as expected.

    You can also select **Exit Full Screen** from its **View** menu or use the keyboard shortcut.

  o You may find that it will fill the entire screen regardless of how wide or where the window was previously positioned on the screen.

  o You may also find that the other window will still be in Full Screen mode, filling the entire screen (regardless of how wide or where it was previously positioned on the screen). To exit Full Screen mode for this remaining window, you'll have to click its Zoom button or use the View menu item or keyboard shortcut.

  o Pressing the **esc** key, one app at a time, may prove useful.

  o Use the Mission Control app. Next, hover over the split screen icon at the top of the screen for a moment until a small double arrow badge appears at the top left corner of the icon. Finally, click the badge to exit Split Screen mode for both apps.

Using Groups in the Finder

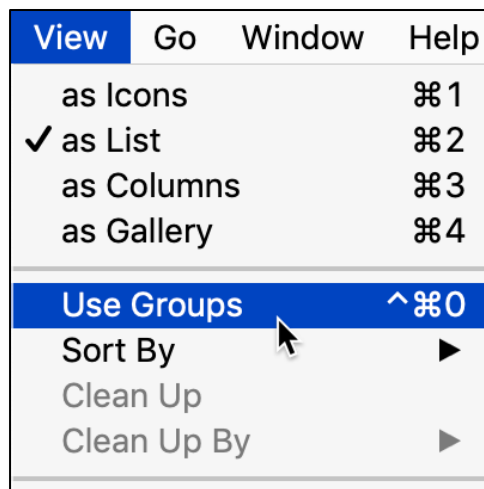Groups provides a way to sort items in a Finder window.

There are four ways to use Groups:

1. Click the **Gear icon** in the **Finder toolbar** and select **Use Groups**:
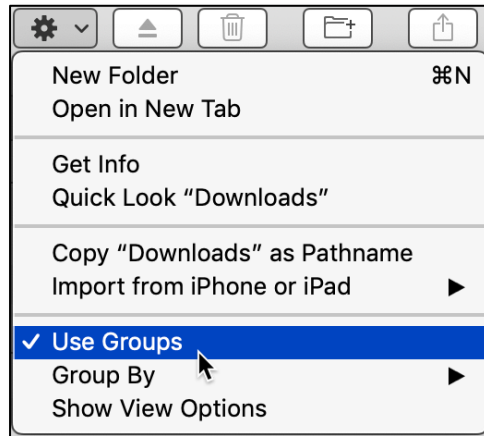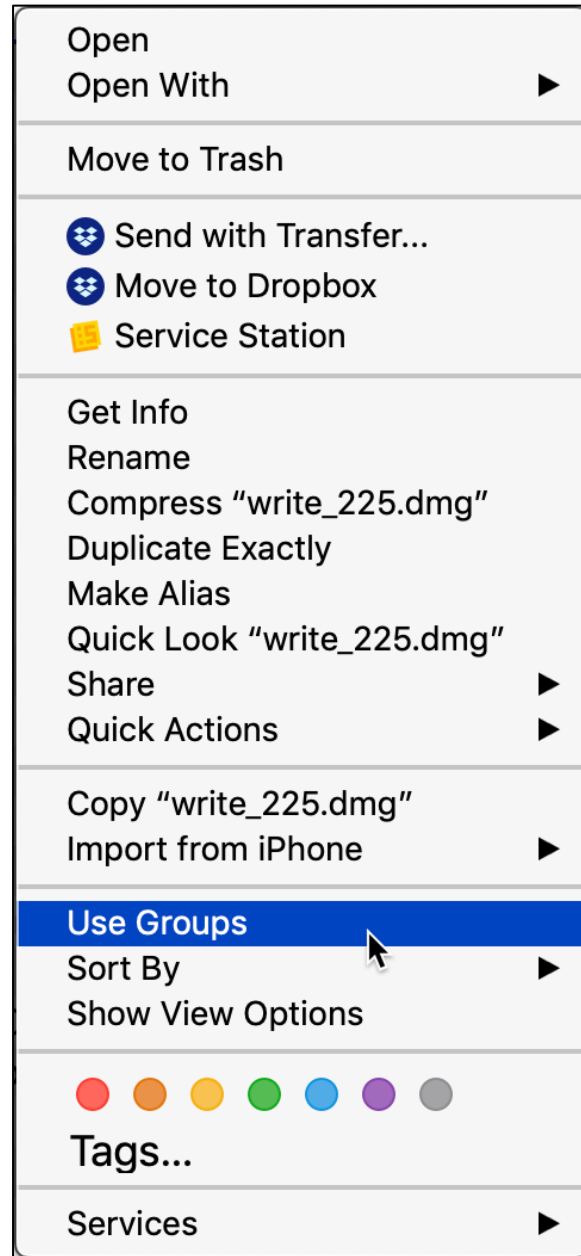

Gear Icon – Select "Use Groups"

2. Choose **View** from the **menu bar** and select **Use Groups** (Keyboard Shortcut: Control-Command-0, ^-⌘-0). That's a Zero, "0" not an "O".

View Menu – Select "Use Groups"

3. **Right-Click** within the folder and select **Use Groups**:

Right Click in Folder – Select "Use Groups"

4. Click the **Group icon** in the Toolbar (part of the default set of icons):
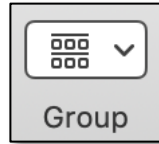
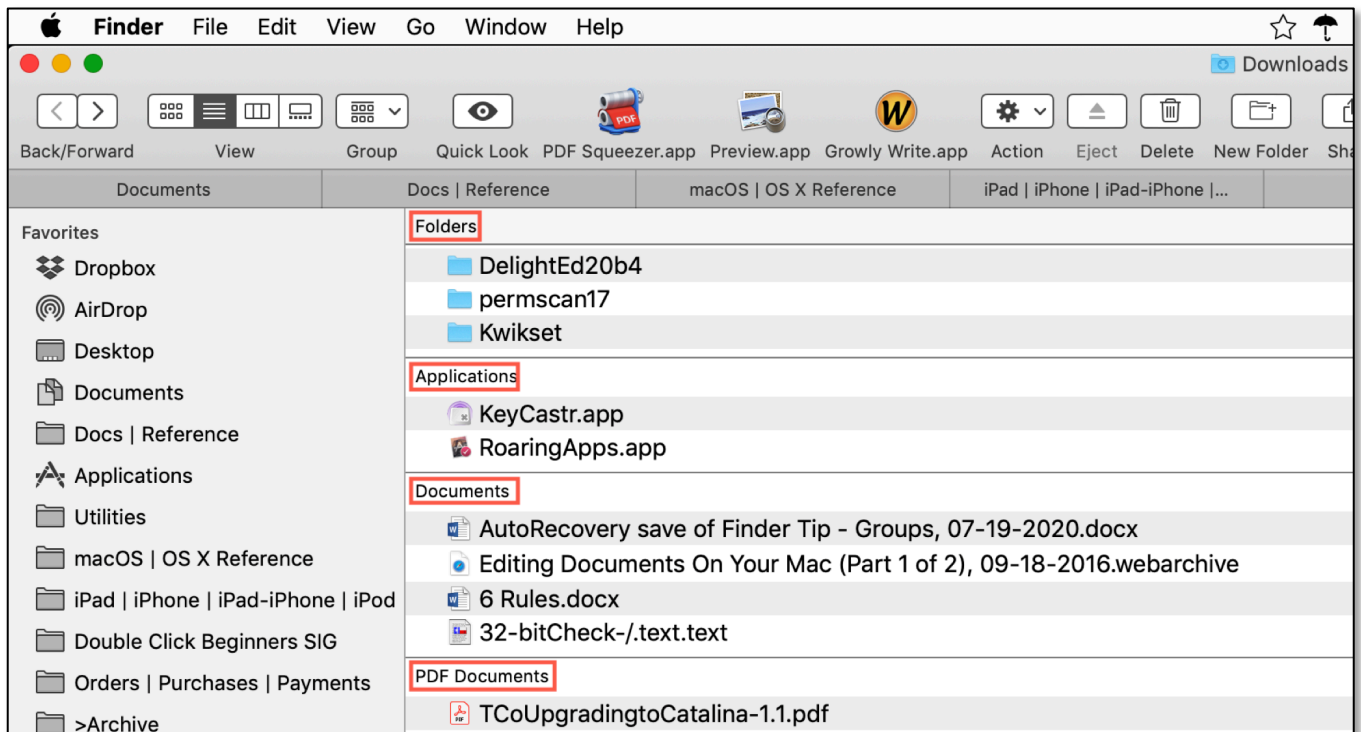**Group Icon**

Then choose **Kind** from the dropdown menu:
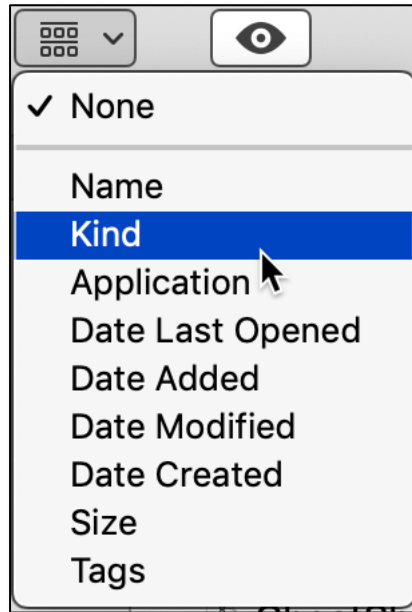
Group Icon – Select "Kind"

Notice the other Group sorting options in the dropdown menu.

- After selecting **Use Groups**, the folder will immediately adjust and group your items:

Folder (Partial View), Sorted by Groups

- Additional Sorting. Once a folder is sorted by Groups, it's still possible to further sort what's displayed by clicking on one of the Finder window column headers.
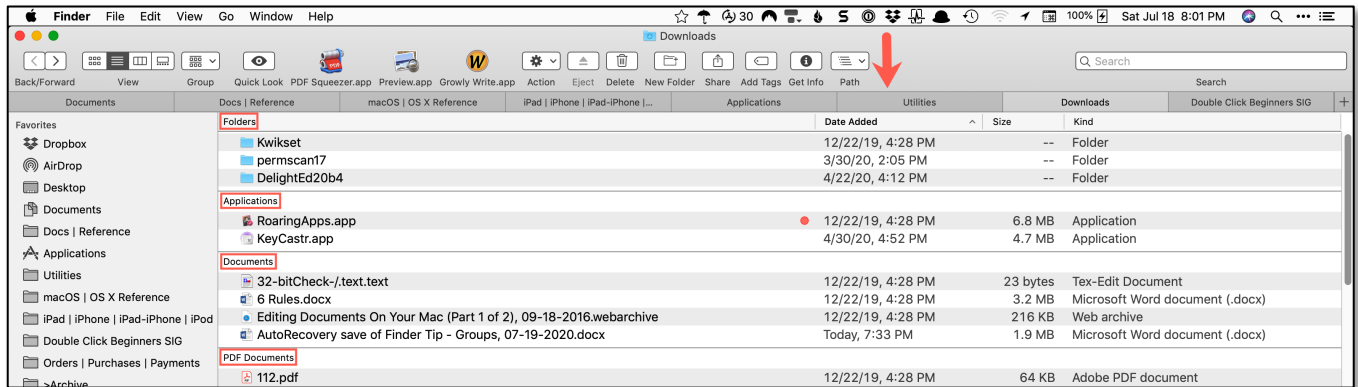
  Example: The Date Added column was previously sorted Newest to Oldest,
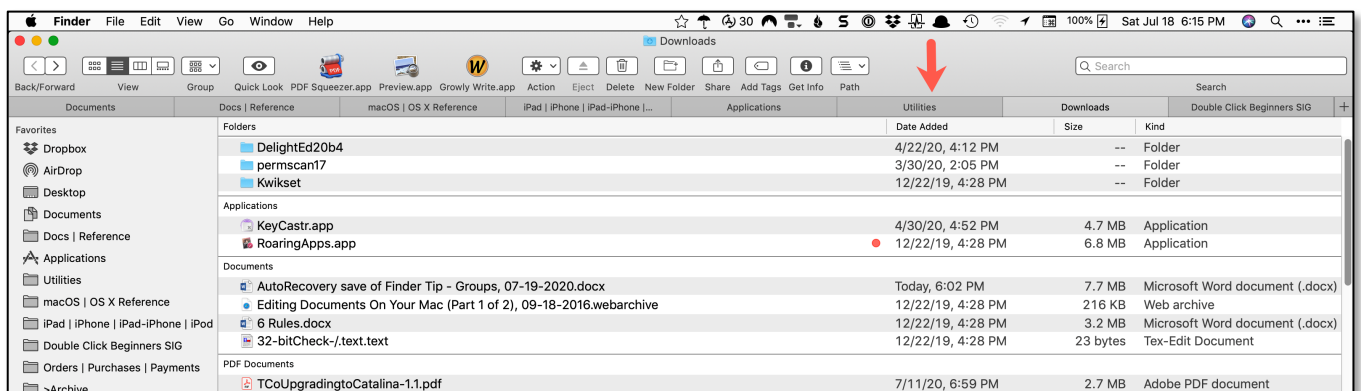
**Folder (Partial View), Sorted by Groups – *Newest to Oldest***

Clicking the column header will sort the Groups listing in *reverse* order (Oldest to Newest):

**Folder (Partial View), Sorted by Groups – *Oldest to Newest***

Finder Window Columns

- Choose which columns are displayed in a Finder window by clicking on the **View Menu** and then selecting **View Options** (Keyboard Shortcut: Command-J, ⌘-J).

- A pop-up menu is then displayed from which you can choose among various features for the Finder window (such as Icon Size, Text Size, etc.).

- Choose the columns that you want to be displayed in the Finder window from the **Show Columns** group by clicking on the checkbox next to them:

    (See the image on the next page.)
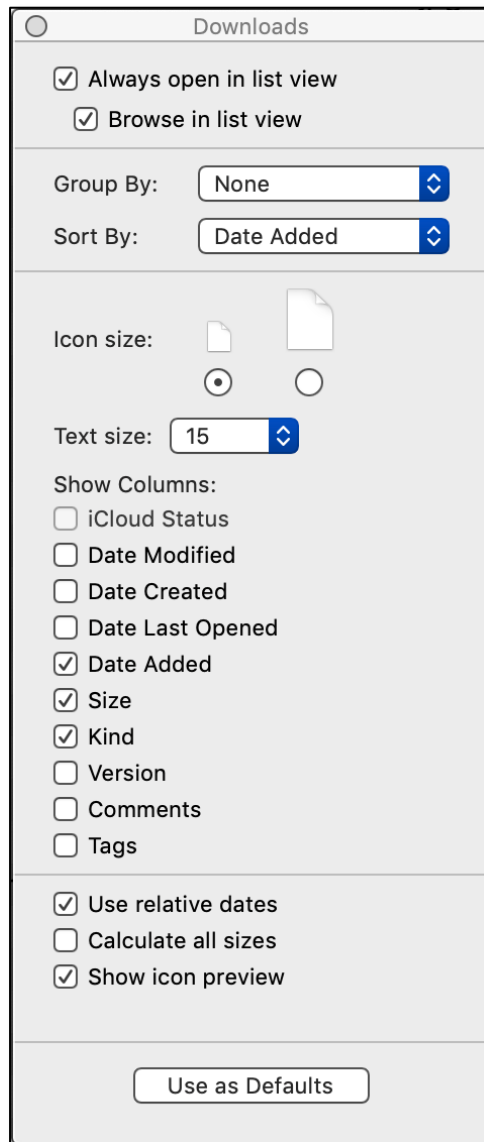
View Options

You can also **Right-Click** in the Finder window column label area and then choose columns to display from the pop-up menu:
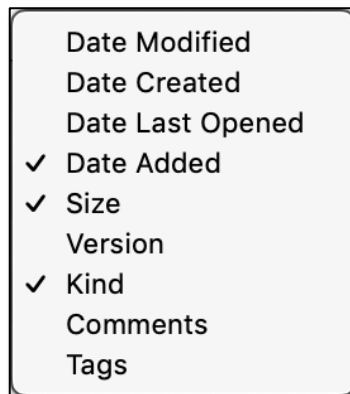

Select Columns Pop-up Menu

Column View

Probably the two most common view/display options in a Finder window are Icon and List (Keyboard Shortcuts: Command-1, ⌘-1, and Command-2, ⌘-2, respectively).

Column View (Keyboard Shortcut: Command-3, ⌘-3) can also be useful.

• You don't have to worry about icons that aren't displayed because they're outside the window.

• By default, all items (files and folders) are sorted alphabetically.

• Selecting a <u>File</u> shows a **Preview** in a second column. (Make sure that you've previously selected this View option.) If the selected file has multiple pages, left- and right-pointing arrows are displayed on the preview to move among the pages.
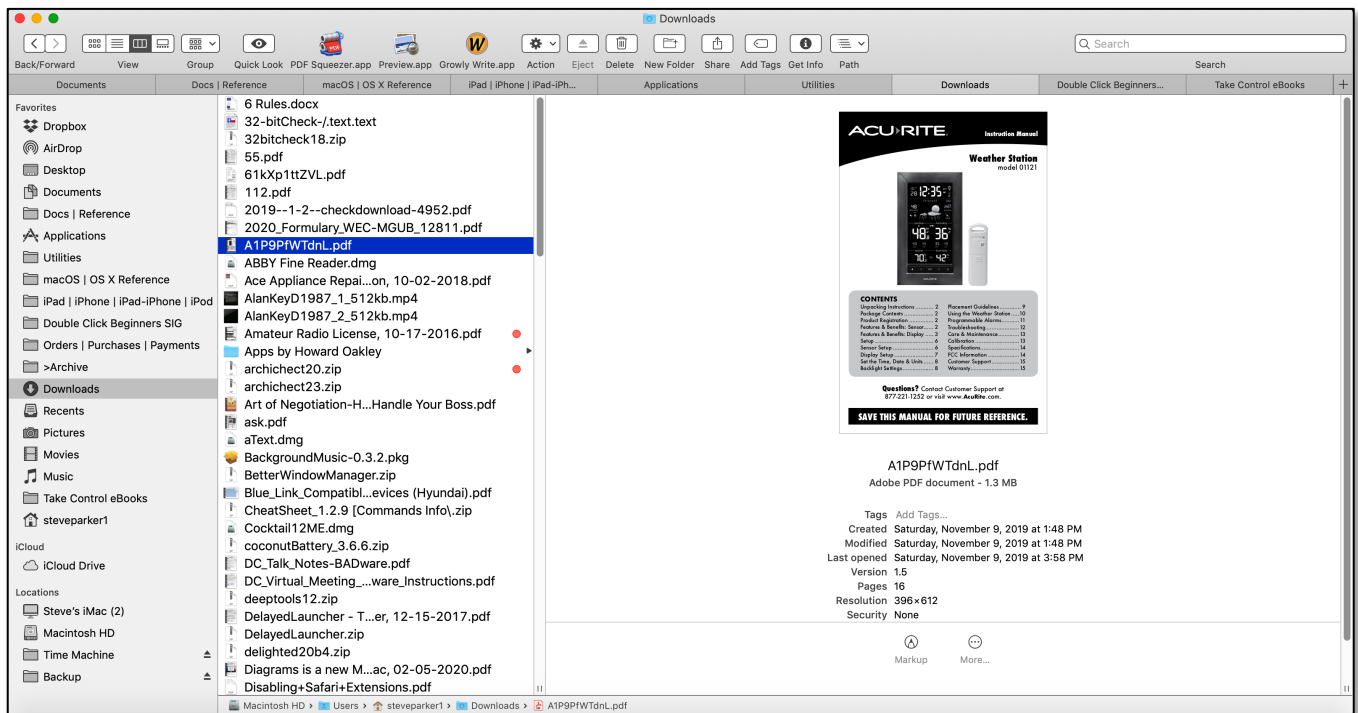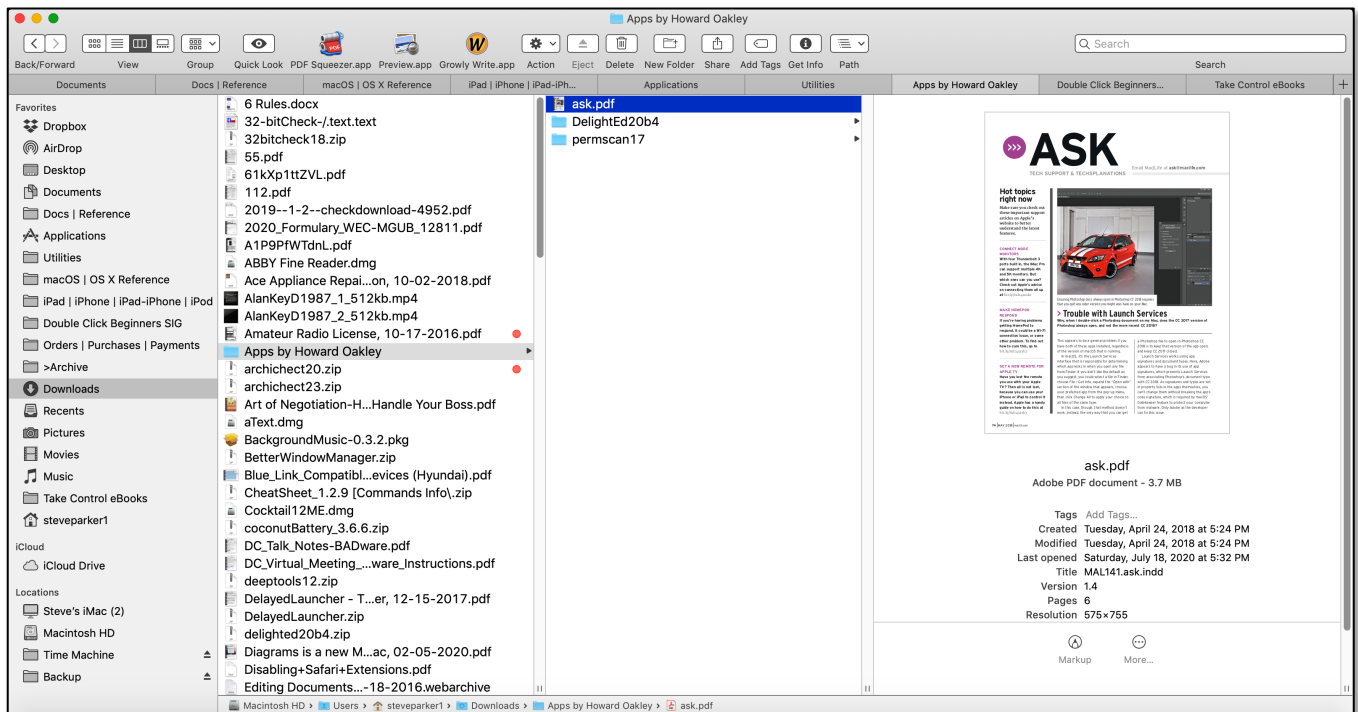

Column View (With File Preview)

• Selecting a <u>Folder</u> shows its contents in a second column. It also adds additional columns (initially empty).
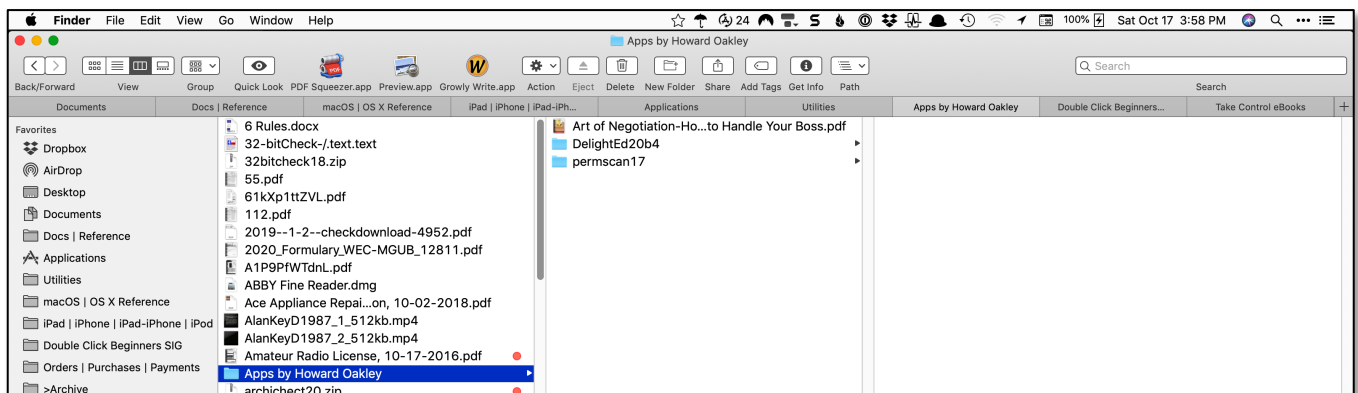
Column View (With Folder Selected)
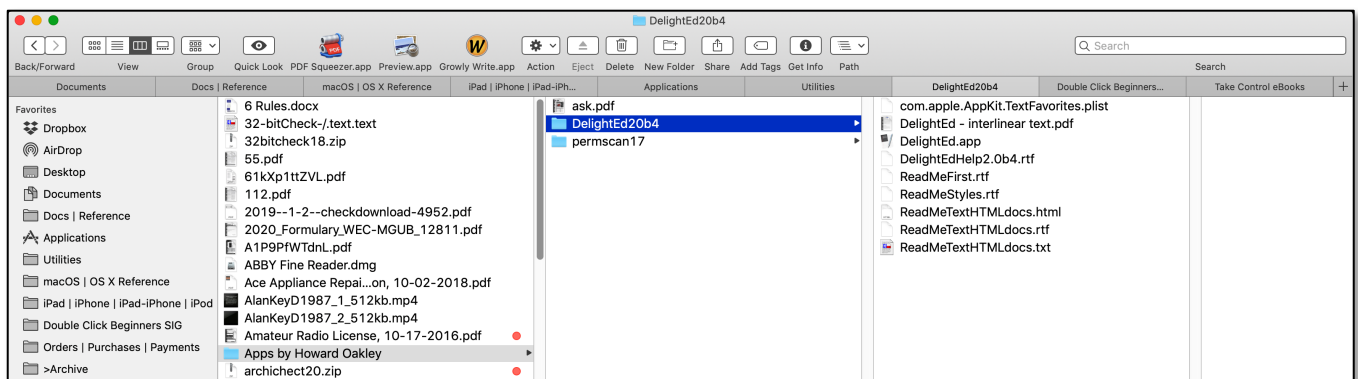
- As you might expect, select a File in the second column, and its preview shows in the third column:

Column View, File Selected (With File Preview in Third Column)

- Similarly, select a Folder in the second column, and its contents are displayed in the third column (and so on):

Column View, Folder Selected (With Contents in Third Column)

- Sometimes the column widths can be too narrow. File and folder names may get cut off, or they might be too wide to fit the column.

- There are handles at the bottom of the column dividers that you can drag to resize a column to your desired width:


Column Handle

- However, dragging column handles can be annoying, especially if you have lots of columns to resize.

- Instead, **Double-Click** a column handle to expand or shrink the column so the longest name fits perfectly.

  Option-Double-Click a column handle to do that for all the columns showing.

  Right-Click (Control-Click) a handle to for a dropdown menu of commands for:

  o Right Size This Column,

  o Right Size All Columns Individually, and

  o Right Size All Columns Equally.
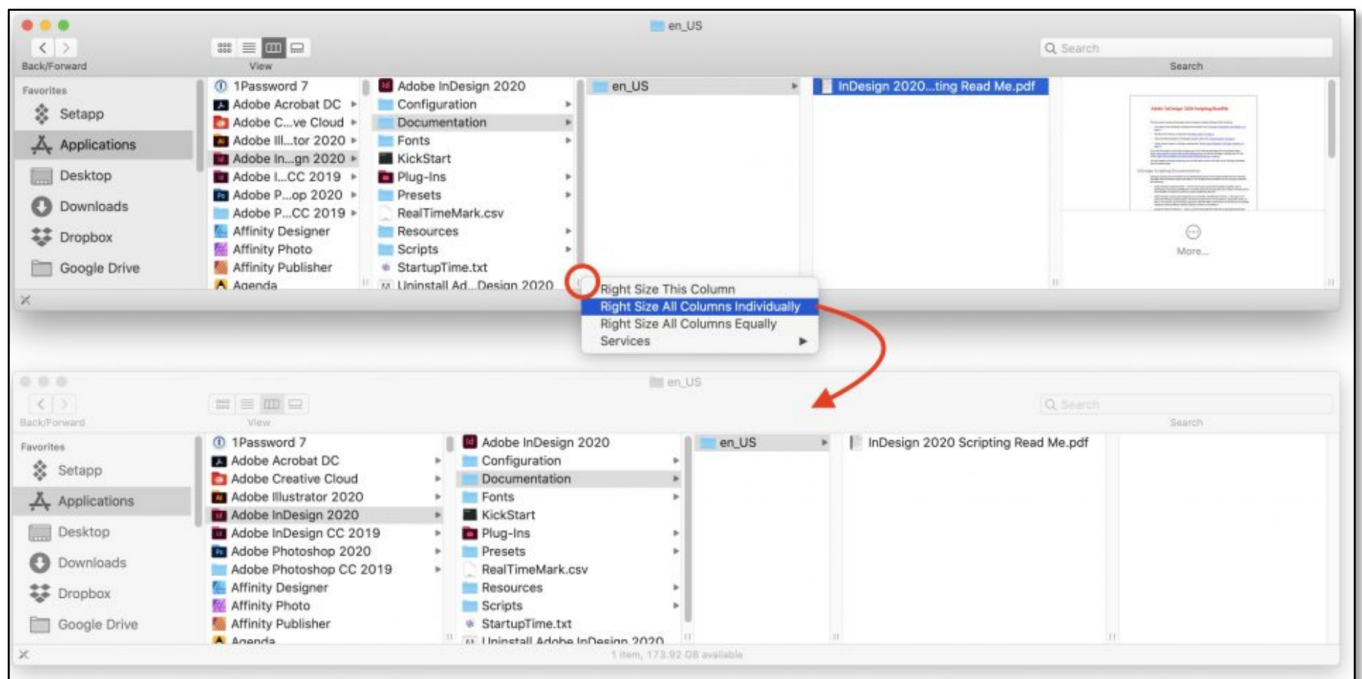
Resize Columns
(Credit: Small Dog Electronics *Kibbles & Bytes*, Issue #1122)

Summary

Groups. Using Groups in Finder can very handy when there are a lot of different type of items (files, folders, apps, documents, etc.) in a folder. Once you choose to use Groups, you can further sort by date, size, etc. to arrange the items in the Finder window to your liking.

Column View. Unlike the more common icon and list views, using the Column view can also be a useful way to display the contents of a Finder window. At first, all items are displayed in a column. Selecting a file shows a preview view in a second column.

Selecting a folder also shows its contents in a second column. If there is a folder in the second column, selecting it will show its contents in a third column, and so on.

Resize column widths by dragging the handles at the bottom of the column dividers. Double-Click a column handle to automatically resize the column to fit its contents.

Option-Double-Click a column handle to do that for all the columns. Right-Click (Control-Click) a handle to for a dropdown menu of column width commands.

Next Presentation

For the next presentation, we'll take at a couple of utilities that make window management easier.

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

Credits & Reference:

- 3 Different Ways To Maximize a Window On a Mac
  (https://www https://macmost.com/3-different-ways-to-maximize-a-window-on-a-mac.html)

- Mac Window Positioning Tips And Tricks
  (https://macmost.com/mac-window-positioning-tips-and-tricks.html)

- Small Dog Electronics Kibbles & Bytes, Issue #1122