Locating a File on Mac

If you can't remember where you saved a file, or if you don't see it where you expected, try any of the following to find it.

On your Mac, do any of the following:

- **Use Spotlight:** Open Spotlight, enter the file's name in the search field, then double-click the file in the search results.

- **View in the Finder:** Click the Finder icon in the Dock, click **Recents** in the Finder sidebar, then choose **View** > **Group By** > **Date Last Opened**. (If you don't see Group By in the View menu, choose View > Use Groups.)

- **View the Recent Items list:** Choose Apple menu > **Recent Items**, then choose the file from the list (if it appears there).
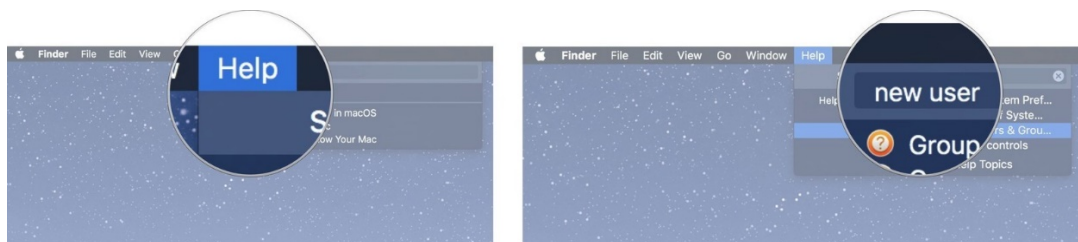
    In some apps, you can choose **File** > **Open Recent** (or something similar) to see a list of recently viewed files. Some apps may show a list of recent files at the bottom of the File menu instead.

    After you find the document, you can tag it, or drag it to a new location.

Mac Help

Mac Help is an internal application on your computer designed to provide assistance. It is important to note, that the Help application is contextual. The contents change depending on which application you have open.

1. Click **Help** in the menu bar at the top of the screen.

2. Type the subject or issue you'd like help with in the Search field.

3. Click a search result from the list.

4. Click on a related link to open a specific app or program relating to your issue.

Apple Support

Apple has a robust resource library, containing specific help articles for users.

1. To access Apple Support, open a browser and enter the following website:
   https://support.apple.com/mac/macbook

2. Scroll to the bottom of the page and utilize the "Search for More Topics" query.