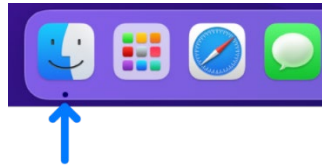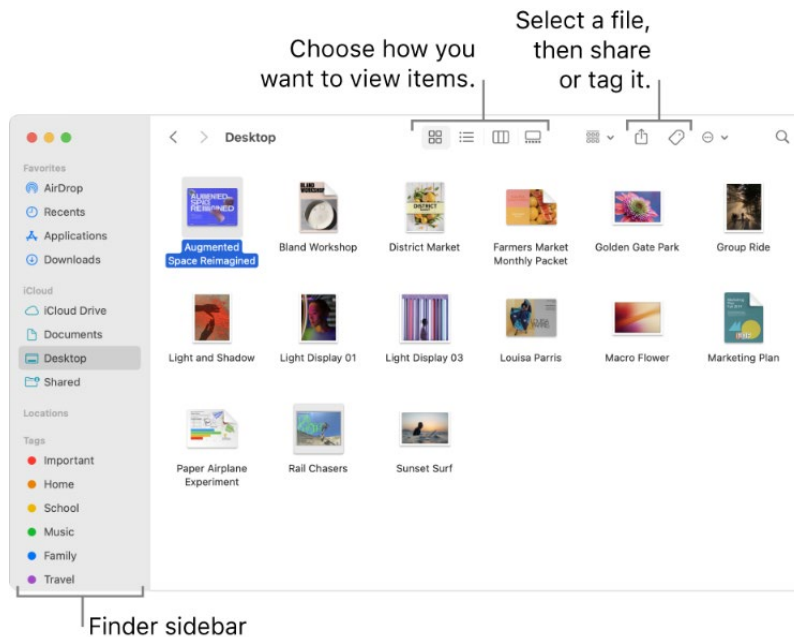# Organize Files in the Finder on Mac

The Finder is the home base for your Mac. The Finder icon looks like a blue smiling face; click the icon in the Dock to open a Finder window.

You use Finder windows to organize and access almost everything on your Mac.

See your stuff

Click items in the Finder sidebar to see your files, apps, downloads, and more. To make the sidebar even more useful, you can customize it.

Access everything, everywhere

Use iCloud Drive to store files and folders in iCloud.

Organize with folders or tags

If you like organizing your files in folders, you can do that. You can create new folders in your Documents folder, on the desktop, or in iCloud Drive.

You can also tag files and folders with helpful keywords to make them easier to find.

Clean a messy desktop

Stacks helps you keep files organized in tidy groups on the desktop. You can group stacks by kind, date, or tags. When you group by kind, all your images go in one stack, presentations in another, and so on. Any new files you add go immediately to the correct stack—helping you keep everything in order automatically.

Choose your view

You can choose how you view the items in Finder windows. For example, you don't have to view your items in a list—Gallery view lets you flip through your files and folders visually.

Send files or folders

You can send a copy of a file or folder to a nearby Mac, iPhone, or iPad right from the Finder. Click AirDrop in the sidebar to get started.

You can also select a file or folder in the Finder, then click the **Share** button ⬆ (or use the Touch Bar) to send it using Mail, AirDrop, Messages, and more. If you don't see the Share button, click the More Toolbar Items button ≫ at the end of the toolbar.
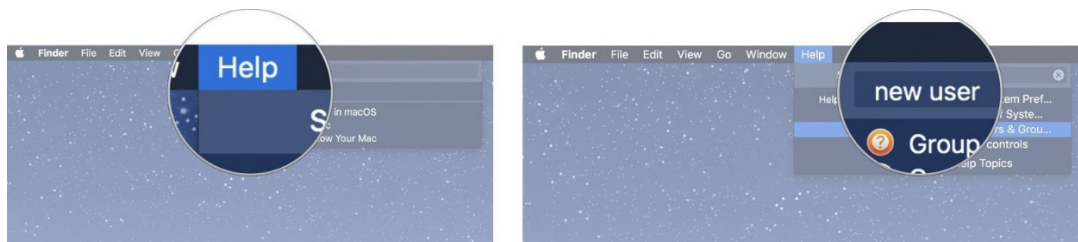
Share files or folders

You can work on a file or folder in iCloud Drive with other people who use iCloud. Select a file or folder in the Finder, click the **Share** button ⬆ (or use the Touch Bar), then choose **Share File** or **Share Folder** to get started. If you don't see the Share button, click the More Toolbar Items button ≫ at the end of the toolbar.

To see all your documents stored in iCloud Drive, click the iCloud Drive folder in the sidebar. To see only the documents you're sharing and that are shared with you, click the Shared folder. To change what's shown in the sidebar, choose Finder > Preferences.

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.