

What is the Info Window - How is it used?

The Get Info or Show Info function is something that is not often covered. I have gathered the following information from various resources and combined it with some of my own for your use.

In **Mac OS X** the **Info Window** provides information about documents, folders, volumes, applications, and other items. To open it, click an icon for which you want information. Then, when the icon darkens, from the **File menu**, select **Get Info**. The **Info window** has several different Windows you can access by clicking the **triangles** next to their names. The Windows and their functions are listed below.

Notes:

- This document assumes you are viewing the information for a single file. However, if you select multiple icons in the **Finder** and open the **Info window**, you may view information about, and make changes to, the entire selection of files.
- In Mac OS X 10.4, 5, and 6, the **Info Window** displays information for multiple files differently. The **Get Info** option on the **Finder File** menu provides information individually for all of the documents, folders, volumes, applications, and other items selected. If you hold down the **Option Key** on the keyboard while selecting **Get Info** from the **Finder File** menu, you will see a combined summary of information about all of the documents, folders, volumes, applications, and other items selected.

The "General" or "General Information" Window

All icons have a Window containing general information. It's contents depend on the type of file or folder associated with the icon, but may include the following:

- **Kind:** This tells you the type of item you are viewing. Documents will be identified by the application program that created them, if possible.
- **Where:** This gives the folder structure describing where the item is on the disk.
- **Size:** This tells you the amount of space the file or folder takes up on the disk. With folders and packages, this amount is the total of all enclosed files.
- **Created:** This shows when the item was created.

- **Modified:** This shows when the item was last modified.
- **Version:** This lists the version of the item.
- **Format:** This is reported for volumes (e.g., hard disks, removable media, network volumes, audio CDs, and video DVDs) and describes the kind of file system the volume uses.
- **Capacity:** For volumes, this lists the total amount of space.
- **Available:** For volumes, this lists the amount of unused space.
- **Used:** For volumes, this lists the amount of space taken up by data.
- **Original:** For aliases and links, this lists where the original file or folder is located.
- **Full Name:** This is the name by which fonts will be displayed in applications.
- **Copyright:** Frequently, fonts will have their copyright information listed in this field.
- **Comments:** (Mac OS X 10.1.x and earlier only) This field shows any comments attached to the item.
- **Locked:** If you select this checkbox, the document cannot be changed.
- **Stationery Pad:** If you select this checkbox, when you open the document, the document will instead open a copy of itself.

The "Name & Extension" Window

In Mac OS X 10.0.x, you can change the name of a file from any Window in the Info Window. Beginning in Mac OS X 10.1, however, you can do this only in the "Name & Extension" Window. In 10.1 and higher, you can also use this Window to determine whether the Finder will display the file's extension or not.

The "Application", "Open with application", or "Open with" Window

This Window is available only with documents. You may use it to designate what application will open a document when you double-click it. You can also use this Window to change the opening application of all the other files on your computer that are of the same type and were

created with the same application.

The "Preview" Window

For text and PDF files, as well as files in formats that **QuickTime** understands, the **"Preview" Window will show you the file's contents.**

The "Sharing & Permissions", "Ownership & Permissions", or "Privileges" Window

In this Window you can set the owner, group, and global access permissions of files, folders, and volumes. For folders, you can copy the access permissions to all enclosed items.

The "Languages" Window

In Mac OS 10.1 and later, with many applications you may add and remove language support from this Window of the Info window.

The "Spotlight Comments" or "Comments" Window

This Window shows any comments attached to the item.

The Finder's Get Info and the Finder's Inspector Windows

If you select an item in the Finder and choose **Get Info** from the **File menu**, an Info Window appears. Additionally, a new Info window appears each time that you select another item and choose Get Info again.

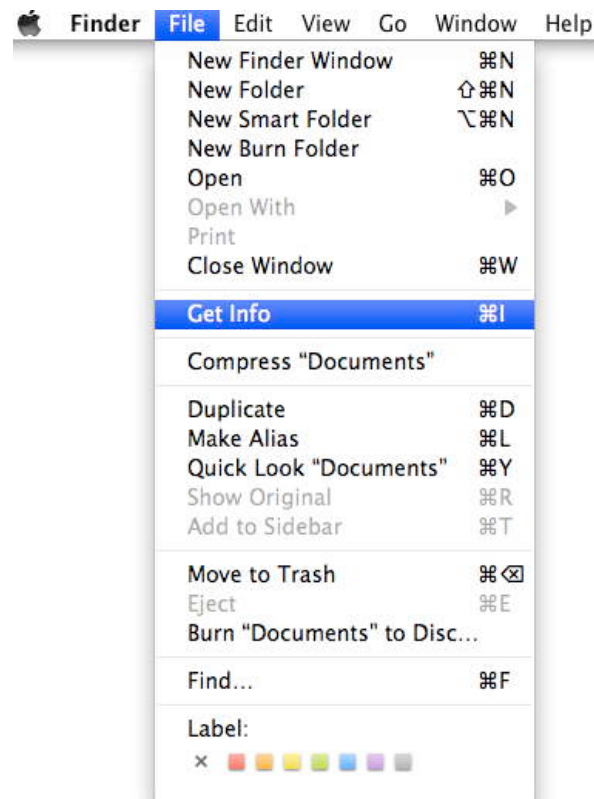
Selecting a new item in the Finder does not affect an open Info window. In this manner, you can open multiple windows for side-by-side comparison.

The behavior of the Get Info window has varied throughout the different versions of Mac OS X.

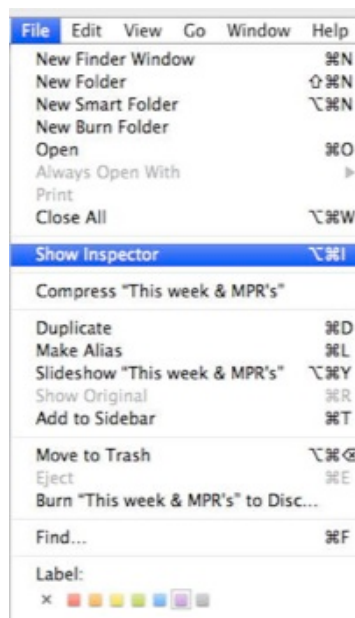
To see the Finder Info window:

- **Click the Finder icon in the Dock.**
- **Select an item in the Finder.**
- **Choose "Get Info" or "Show Info" (whichever appears) from the File menu.**

Here we show a Get Info example from the Finder Menu



Here is Information for the Desktop File Folder

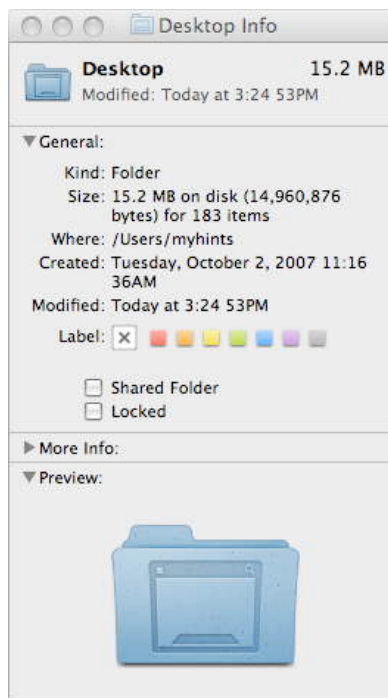


And -- Yes! there is a Desktop Folder --

The **Finder** also has a *modified version* of the "**Get Info**" Window. It is the **Inspector Window**.

The Inspector Window is a floating window. The Inspector stays open even if you click on other files. It basically displays the same information that the "**Get Info**" Window " does. **However, when you click on another file, the info displayed switches to the information for the that other file.**

The **Get Info Selection** in the **Finder's File Menu** switches to "**Show Inspector**" when you hold down the Option Key.



The Keyboard shortcut is: **Press and hold down the Option and Command Keys then type - the letter "I" on the keyboard.**

The Get Info Window is a static window.

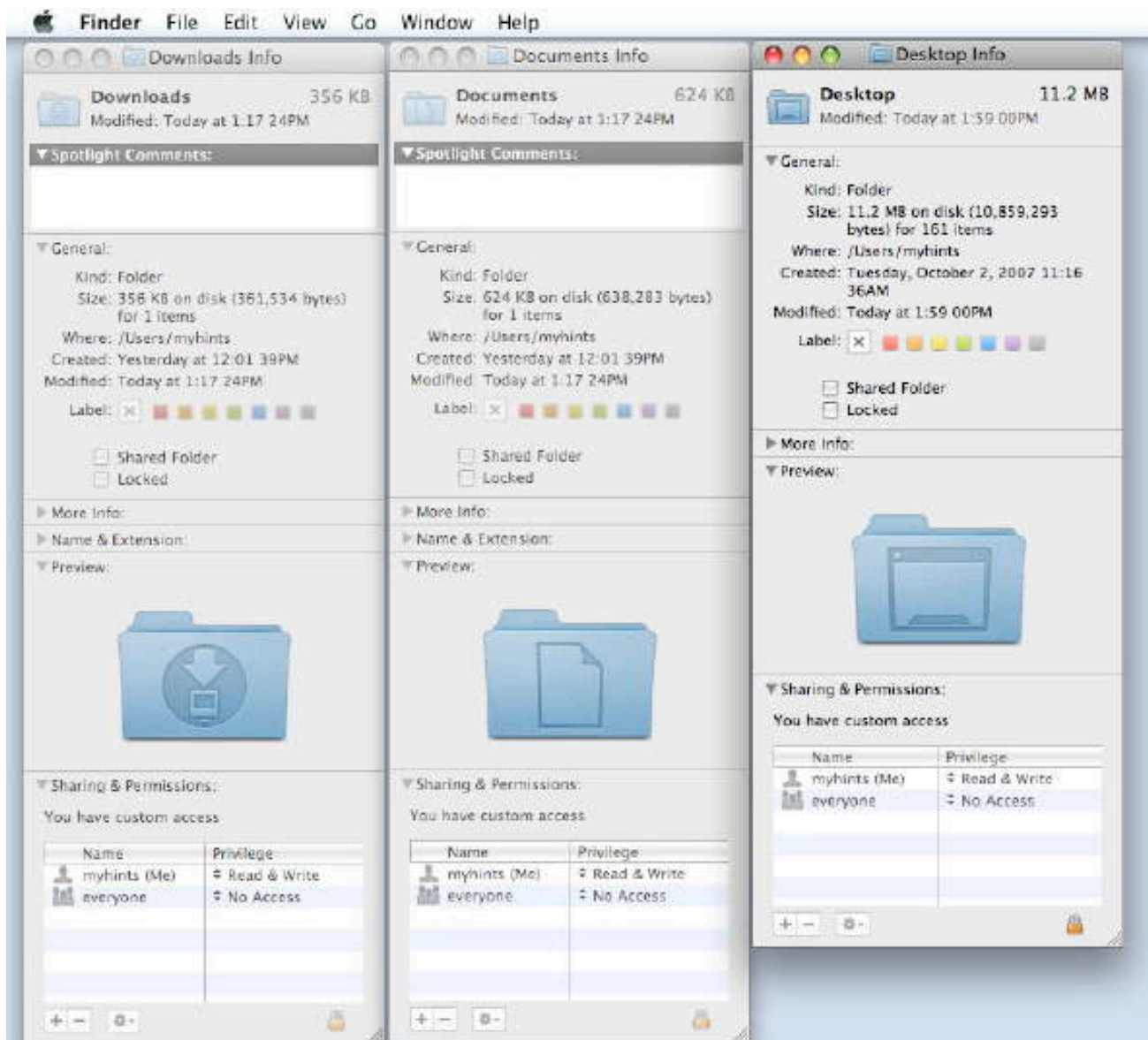
It shows the "File information" for whatever item was selected when you opened it.

The "Inspector Window" - a "Floating Window"



It stays *above* the **Finder Window** until you close it. The information inside the Inspector Window is dynamic. If you select a different file, while the Inspector Window is open, the contents of the Inspector Window changes to show Information for the newly selected file.

Note: Selecting multiple items and choosing "Get Info" opens up an individual Get Info window for each file.



If you want a single **Get Info Window** for all those files, **Command +Ctrl+I** opens up a **Get Summary Info Window**.

You can just open up an **Inspector Window**, that always gives all the information in a single window, and changes every time you make a different selection (or selections).

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