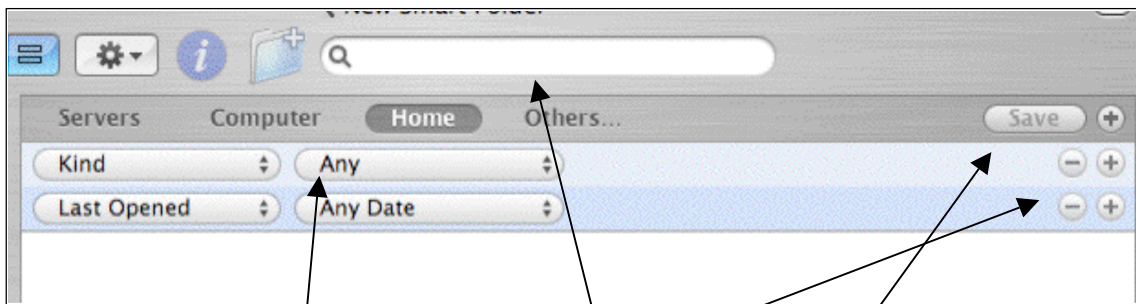


Smart Folders

Smart folders contain items that are based on a Spotlight search. This allows you to have the same item in more than one folder without actually duplicating it. For instance, if you wanted to collect all your files on a given topic, such as *Civil War*, do the following:

- Open the Hard Drive and click Documents on the Sidebar
- Select New Smart Folder from the File Menu
- The New Smart Folder window appears with several options for



defining parameters for a Smart Folder

- Type *Civil War* in the Spotlight Search Field
- Use the drop down menu to set Kind to Documents
- If desired, set other parameters using the drop down menus provided
- Click + or - to increase or decrease the number of parameters specified
- When you are done searching, click Save to save your search
- Name and save the search; notice that the Smart Folder can be added to the Sidebar if desired
- The new folder will be updated as new documents meeting the parameters are created

Tip: Use a Smart Folder to keep track of recently created documents. Back up those documents daily.

