

Change to Column View – Mac OS X

1. Open Finder window from the Dock bar
2. On Menu Bar ⇧ View ⇧ Show View Options
choose this: • this window only
3. Close Window
4. On Menu Bar ⇧ View ⇧ Show View Options
chooses this: • all windows
5. Change to column view from the View button on the window
6. Close all windows
7. Open Finder window from the Dock bar to check that it is now in the column view

Repeat for the Hard Drive:

1. Double click on the MacHD icon on the desktop
2. On Menu Bar ⇧ View ⇧ Show View Options
choose this: • this window only
3. Close Window
4. On Menu Bar ⇧ View ⇧ Show View Options
chooses this: • all windows
5. Change to column view from the View button on the window
6. Close all windows
7. Double click on the MacHD icon on the desktop to check that it is now in the column view