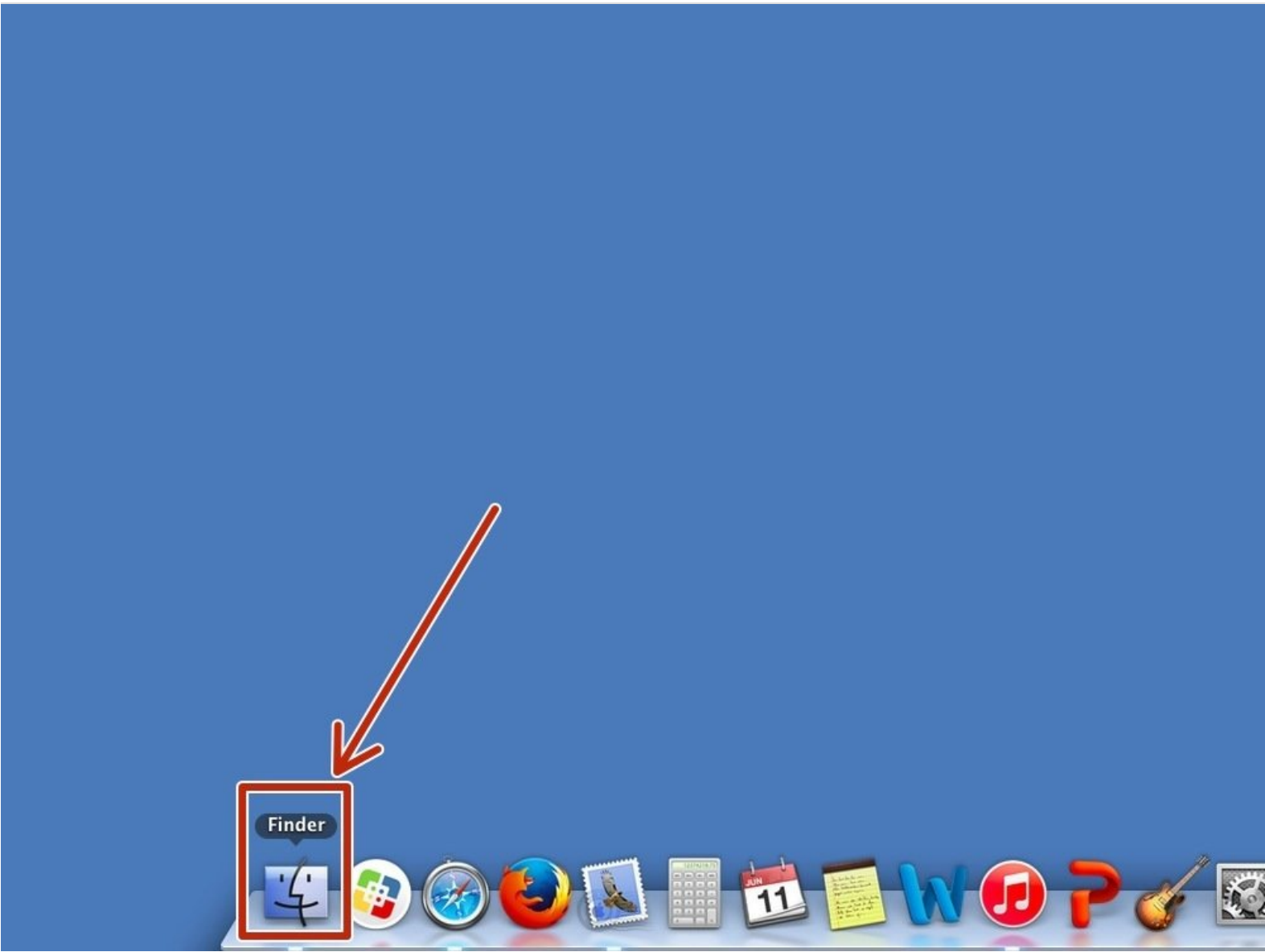


BIS Help Guides

How to Organise Files Using Mac Laptop

Learn how to organise files using Mac Laptop.

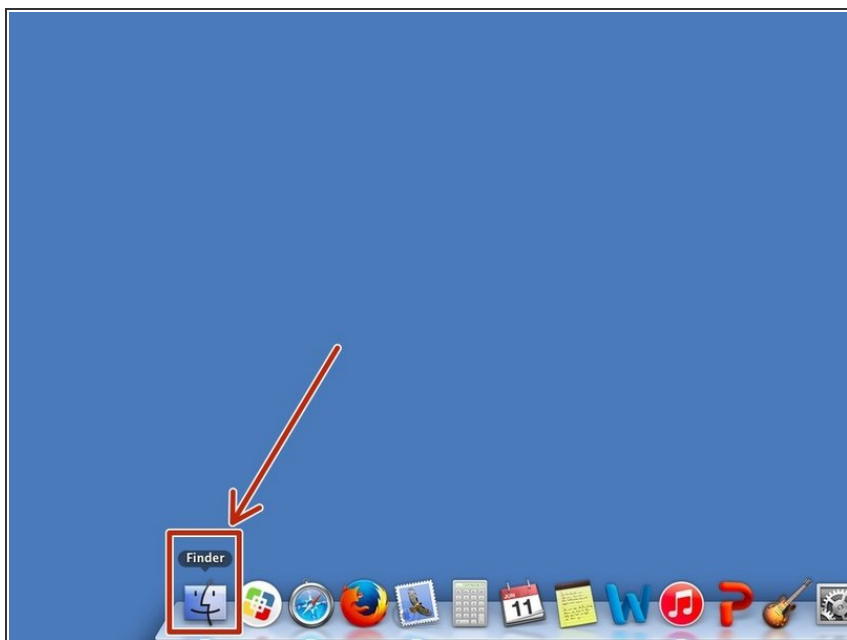
Written By: Mirai



INTRODUCTION

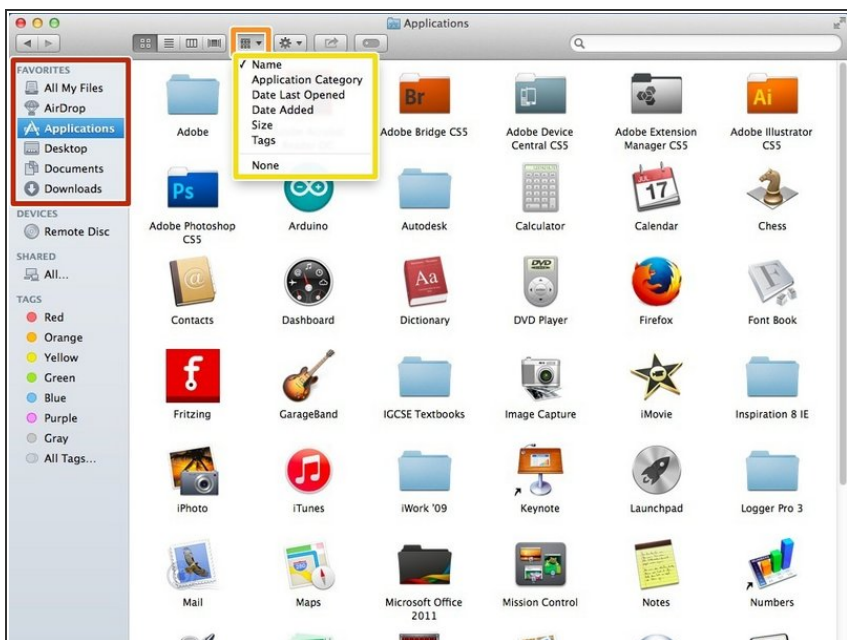
Learn how to organise files using Mac Laptop.

Step 1 — Opening Finder



- Click this icon to open "Finder"

Step 2 — Reordering the Files



- Choose a file you want to reorder.
- Click this icon
- Select the category you want to reorder into.