Contents at a Glance

Introduction 1

Part 1: Getting Started with macOS 5

CHAPTER 1: Meeting macOS Golden Gate 7
CHAPTER 2: Navigating the Desktop, Windows, and Menus 25
CHAPTER 3: Coming to Grips with the Dock 47
CHAPTER 4: Getting to Know Finder and Its Desktop 63
CHAPTER 5: Configuring Your Mac 93

Part 2: Getting Things Done 113

CHAPTER 6: Opening and Saving Files 115
CHAPTER 7: Managing Files and Folders the Smart Way 135
CHAPTER 8: Maximizing Seven Terrific Time-Saving Tools 147
CHAPTER 9: Organizing Your Life 175
CHAPTER 10: Finding Your Way with Maps 197
CHAPTER 11: Using Stocks, News, Voice Memos, and Shortcuts 209

Part 3: Getting Along with Others 219

CHAPTER 12: Connecting to Networks and Browsing the Web 221
CHAPTER 13: Dealing with People 245
CHAPTER 14: Communicating with Mail and Messages 257
CHAPTER 15: Sharing Your Mac with Others 287

Part 4: Getting the Most Out of Your Mac 315

CHAPTER 16: Playing Music 317
CHAPTER 17: Enjoying Multimedia 333
CHAPTER 18: Maximizing Features for the Way You Work 347
CHAPTER 19: Backing Up, Securing, and Troubleshooting Your Mac 373

Part 5: The Part of Tens 393

CHAPTER 20: Ten Ways to Improve Your Mac Experience 395
CHAPTER 21: Ten Tools That Make Your Life Easier 405

Index 419

COPYRIGHTED MATERIAL

Table of Contents

INTRODUCTION 1
About This Book 1
Foolish Assumptions 3
Icons Used in This Book 3
Beyond the Book 4
Where to Go from Here 4

PART 1: GETTING STARTED WITH macOS 5

CHAPTER 1: Meeting macOS Golden Gate 7
Okay, What Does macOS Do? 8
Turning On Your Mac 9
What you should see on startup 9
What you may see if things go wrong 10
Setting Up macOS Golden Gate 10
Logging In 12
Meeting the macOS Desktop 14
Pointing, Clicking, and More 16
Putting Your Mac to Sleep and Shutting It Down 18
Putting your Mac to sleep 18
Shutting down your Mac 18
Looking After Your Mac 19
Feeding your Mac 20
Treating your Mac gently 20
Backing up your data 20
Getting Help 21
Getting the Lowdown on Apple Intelligence 22

CHAPTER 2: Navigating the Desktop, Windows, and Menus 25
Touring Finder and the macOS Desktop 26
Identifying the Components of a Window 27
Zooming, splitting, and minimizing windows 29
Scrolling 31
Active and inactive windows 33
Using Dialogs in macOS 34
Working with Windows 36
Opening and closing windows 36
Resizing windows and window panes 37

Moving windows 37
Rearranging windows 38
Working with Menus 40
Using the ever-changing menu bar 40
Using the contextual (shortcut) menus 41
Recognizing disabled commands 42
Navigating submenus 43
Using the Apple menu 43
Giving commands via keyboard shortcuts 45

CHAPTER 3: **Coming to Grips with the Dock** 47
Meeting Your Dock 48
Identifying the Dock's default icons 49
Talking Trash 50
Opening app menus on the Dock 52
Reading Dock icon body language 54
Opening files from the Dock 55
Customizing Your Dock 55
Adding Dock icons 55
Removing an icon from the Dock 57
Resizing the Dock 57
Configuring your Dock settings 58

CHAPTER 4: **Getting to Know Finder and Its Desktop** 63
Getting the Hang of Finder, the Desktop, and Icons 63
Introducing the desktop 64
Coming to grips with the toolbar 66
Grasping what an icon is 68
Identifying your Finder icons in the wild 69
Working with Aliases 70
Understanding the advantages of aliases 70
Creating aliases 71
Deleting aliases 72
Locating an alias's parent 72
Opening a Window and Enjoying the View 72
Moving through folders fast in Column view 72
Browsing in Icon view 74
Viewing folders in List view 74
Using Gallery view 76
Grouping, sorting, and cleaning up icons 77
Using the Finder Menus 79
Using the Finder's app menu 79
Navigating with the current folder's pop-up menu 81
Going places with the Go menu 81

Customizing Finder Windows 83
Customizing folder icons 83
Adding files and folders to the sidebar 83
Configuring Finder settings 84
Finding Details in the Info Window 87
Cleaning Up Your Desktop Automatically with Stacks 89
Adding Widgets to Your Desktop 90

CHAPTER 5: **Configuring Your Mac** 93
Navigating System Settings 93
Setting Wallpaper and a Screen Saver 96
Turning Off the Display When Idle 98
Configuring Appearance Settings 99
Choosing Desktop & Dock Settings 101
Adjusting the Keyboard, Mouse, Trackpad, and Other Hardware 103
Choosing keyboard settings 103
Tweaking your mouse 106
Configuring your trackpad 108
Configuring Sound Settings 110

PART 2: GETTING THINGS DONE 113

CHAPTER 6: **Opening and Saving Files** 115
Finding a Missing File 115
Understanding the macOS Folder Structure 116
Understanding nested folders 117
The Computer folder 118
The Applications folder 118
The Library folders 119
The System folder 120
The Home folder 120
Opening your own Library folder 121
Saving Your Document 123
Understanding Auto Save and Versions 123
Stepping through a basic save 124
Save As versus Duplicate: Different names for the same result 128
Opening a File 130
Opening a file with drag-and-drop 131
Opening a file from Quick Look 131
When your Mac can't open a file 131
Opening a file with your choice of app 132

CHAPTER 7: **Managing Files and Folders the Smart Way** 135
Organizing Your Stuff in Folders 135
What's the difference between a file and a folder? 136
Organizing your stuff with subfolders 136
Creating new folders 137
Navigating with spring-loaded folders 138
Using smart folders 139
Working with Files and Folders 141
Moving files and folders 141
Selecting multiple items 142
Renaming items 143
Renaming multiple items at once 143
Compressing files 143
Getting rid of files and folders 144
Using iCloud, iCloud+, and iCloud Drive 144

CHAPTER 8: **Maximizing Seven Terrific Time-Saving Tools** 147
Commanding Your Mac with Spotlight 148
Launching apps with Spotlight 148
Finding files and folders 148
Getting to Grips with Siri AI 152
What Siri AI can do for you 152
Working with Siri AI 153
Making Siri AI your own 154
Using the macOS Clipboard 155
Copying files and folders 157
Pasting from the Clipboard 158
Pasting across devices with the Universal Clipboard 158
Taking Actions from Quick Look 159
Share and share alike with the Share menu 161
Slide into Slideshow (full-screen) mode 162
Blasting Off with Mission Control 163
Setting Mission Control parameters 163
Setting actions for hot corners 165
Organizing desktops and spaces with Mission Control 166
Organizing Your Open Apps with Stage Manager 168
Enabling Stage Manager 168
Using Stage Manager 171
Taking Control of Essential Settings 174

CHAPTER 9: **Organizing Your Life** 175
Tracking Your Events with Calendar 175
Navigating Calendar views 176
Understanding the Calendar list 177

Creating calendars. 177
Sharing and publishing calendars. 178
Deleting a calendar 179
Creating and managing events 179
Staying Organized with Reminders. 181
Getting started with Reminders 182
Creating and managing reminders. 183
Sharing lists and assigning reminders 185
Learning about Notification Center 186
Tweaking Notification settings. 186
Using Notification Center 188
Minimizing Distractions with Focus 188
Taking Notes with the Notes App 190
Taking a Quick Note with Quick Note. 194
Tracking Activities with Screen Time. 195

CHAPTER 10: **Finding Your Way with Maps** 197
Finding Your Current Location 197
Finding a Person, Place, or Thing 198
Viewing, Zooming, and Panning 199
Using Maps with Contacts 201
Saving Time with Places, Guides, and Recents 202
Places 202
Guides 203
Recents 204
Getting Smart with Maps 204
Getting route maps and driving directions 204
Getting walking directions 206
Getting directions for public transportation 206
Getting cycling directions 207
Creating custom routes 207
Getting traffic info in real time 208

CHAPTER 11: **Using Stocks, News, Voice Memos, and Shortcuts** 209
Tracking Your Stocks. 210
Adding and removing stocks, funds, and indexes 211
Viewing the details for an item 211
Charting a course 212
Keeping Current with News. 213
Selecting news channels. 213
Reading stories 213
Managing your news. 214

Recording Memos with Voice Memos 214
Recording a voice memo 214
Listening to a voice memo 215
Transcribing a voice memo 215
Naming a voice memo 216
Trimming a voice memo 216
Automating Repetitive Tasks with Shortcuts 217

PART 3: GETTING ALONG WITH OTHERS 219

CHAPTER 12: Connecting to Networks and Browsing the Web 221
Getting Connected to the Internet 222
Choosing an Internet service provider (ISP) 223
Connecting your Mac to a network via Wi-Fi 223
Managing your Wi-Fi networks 226
Connecting your Mac to a network via Ethernet 230
Browsing the Web with Safari 231
Using and customizing the toolbar 232
Using the Safari sidebar 233
Browsing smarter with Safari Highlights 238
Removing distracting items 239
Creating profiles for home and work 239
Creating web apps from websites 242
Controlling audio and video playback 243
Using passkeys 243

CHAPTER 13: Dealing with People 245
Creating and Managing Your Contacts 245
Adding contacts 246
Importing contacts from other apps 247
Creating a basic list 249
Setting up a smart list (based on contact criteria) 250
Deleting a list or smart list 251
Syncing Your Contacts across Your Devices 251
Making Audio and Video Calls with FaceTime 252
Making a FaceTime call 253
Using SharePlay during a FaceTime call 255

CHAPTER 14: Communicating with Mail and Messages 257
Sending and Receiving Email with Mail 257
Setting up Mail 258
Choosing whether to use mail categories 259
Identifying the toolbar icons 260

Composing a new message 261
Proofing and rewriting a message with Writing Tools 265
Sending email from the Contacts app 267
Checking your mail 268
Dealing with spam 269
Managing your mailboxes 271
Changing settings for Mail 273
Signing your messages the smart way 274
Ruling over your mail 275
Running a slide show from Quick Look 277
Marking up an image or PDF document 278
Transferring large files via Mail Drop 278
Unsubscribing, muting, and blocking senders 279
Communicating with Messages 279
Learning what can you do with iMessage 280
Chatting with Messages 281

CHAPTER 15: **Sharing Your Mac with Others** 287
Introducing Networks and File Sharing 288
Understanding the essentials of home and home-office networking 289
Setting up your home or home-office network 292
Setting Up File Sharing 292
Controlling Access and Permissions: Who Can Do What 295
Understanding users, groups, and guests 295
Creating users 297
macOS knows best: Folders shared by default 300
Sharing a folder or disk by setting permissions 301
Stopping sharing a folder 304
Connecting to a Shared Disk or Folder on a Remote Mac 305
Changing the Password for Your Account 308
Resetting the Password for Another Account 309
Exploring Other Types of macOS Sharing 310
Sharing another Mac's screen 310
Sharing your Mac's Internet connection 311
Sharing printers and scanners 312
Sharing media 312
Sharing items via Bluetooth 313

PART 4: GETTING THE MOST OUT OF YOUR MAC 315

CHAPTER 16: **Playing Music** 317
Understanding iTunes Match and Apple Music 317
Getting Started with the Music App 319
Working with Media 322

Adding songs 322
Listening to Radio 325
Finding songs quickly with the Filter Field 326
Enabling and using Column Browser 326
Making the Most of Playlists 327
Creating a regular playlist 328
Working with smart playlists 329
Working with the Genius playlist 330

CHAPTER 17: **Enjoying Multimedia** 333
Playing Movies and Music in QuickTime Player 334
Watching TV 335
Using the Books App 336
Buying an ebook or audiobook 336
Shopping for ebooks without Apple 338
Finding and Listening to Podcasts with the Podcasts App 339
Improving Your Photos with AI Editing Tools 341
Creating Images with Image Playground 342
Capturing Snaps and Videos with Photo Booth 343
Viewing and Converting Images and PDFs in Preview 344

CHAPTER 18: **Maximizing Features for the Way You Work** 347
Choosing between Dark Mode and Light Mode 348
Browsing and Buying Apps 348
Using Your iPhone as Your Mac's Camera or Scanner 350
Talking and Listening to Your Mac 352
Using Dictation 352
Commanding your Mac by voice 354
Listening to your Mac read your screen 356
Controlling Your iPhone from Your Mac 359
Phoning from Your Mac 361
Other Useful Goodies 362
Accessibility pane in System Settings 362
Battery pane and Energy Saver pane 364
Bluetooth pane 366
Ink pane 366
Automatic login 366
Allowing your Apple Watch to unlock your Mac 367
Using AirPlay and AirPlay to Mac 367
Handoff 368
Universal Control 368

CHAPTER 19: **Backing Up, Securing, and Troubleshooting Your Mac** 373
Backing Up macOS with Time Machine 374
Setting Time Machine to back up your data automatically 374
Telling Time Machine which data to back up and which to skip 376
Restoring a file, contact, photo, or other item 376
Restoring your whole Mac from a Time Machine backup 377
Creating a Second Backup 378
Understanding Non-Backup Security Concerns 379
Combating viruses and other malware 379
Installing security updates — or more — automatically 381
Protecting Your Data from Prying Eyes 382
Blocking or limiting connections 382
Locking down files with FileVault 382
Putting your Mac in Lockdown mode 383
Setting other options for security 384
Recovering with Recovery HD 386
Step 1: Run First Aid 386
Step 2: Boot into Safe mode 387
Step 3: Reinstall macOS 389
Step 4: Things to try before taking your Mac in for repair 389
Managing Storage with the Storage Feature 390

PART 5: THE PART OF TENS 393

CHAPTER 20: **Ten Ways to Improve Your Mac Experience** 395
Use Those Keyboard Shortcuts 396
Improve Your Typing Skills 397
Use Text Replacements and Automatic Correction 398
Change Your Resolution 398
Buy a Faster Mac 399
Add RAM 400
Add a Second Display 400
Use Your iPad as an Extra Display 401
Upgrade to a Solid-State Drive (SSD) 401
Get More Storage 402

CHAPTER 21: **Ten Tools That Make Your Life Easier** 405
Calculator 406
Screenshot 407
Font Book 409

Activity Monitor 412
Passwords App 413
Migration Assistant 414
System Information. 415
Terminal 415
Image Capture 416
Stickies 416

INDEX 419