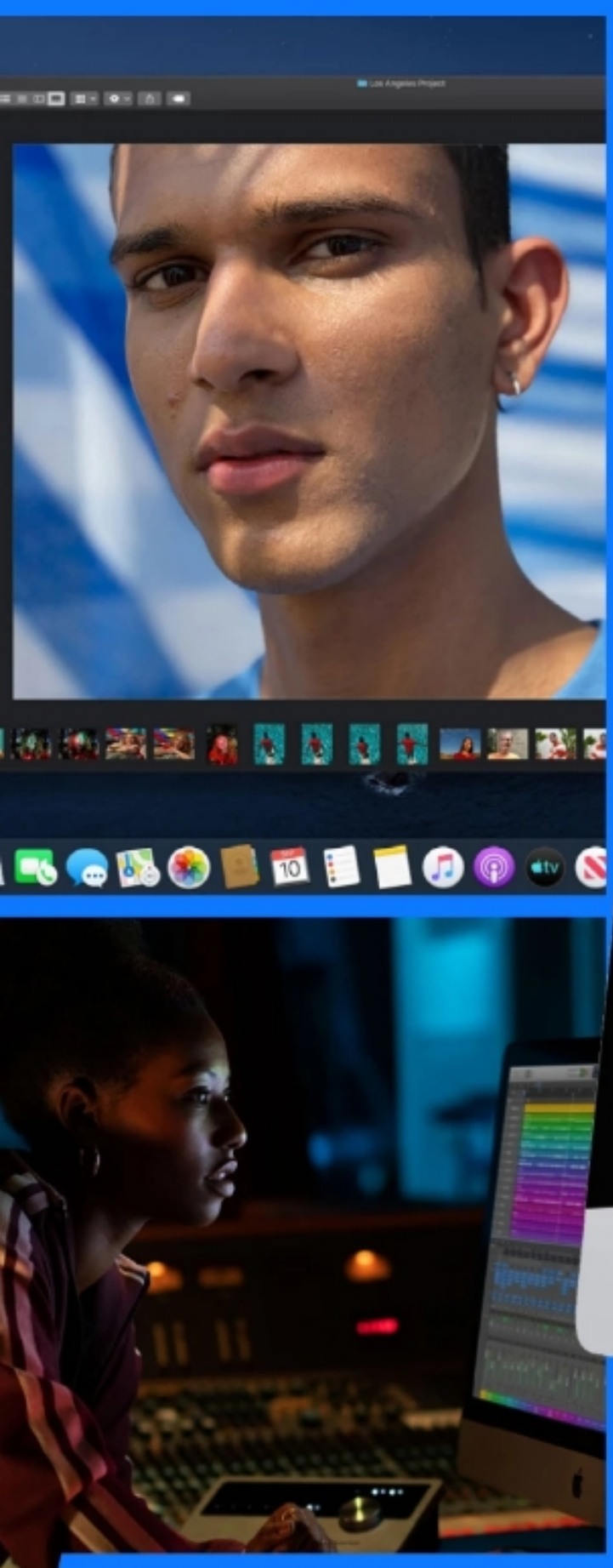
NEW EASY TO FOLLOW USER GUIDES

MAC

FOR BEGINNERS



EXPERT TUTORIALS TO ENHANCE YOUR USER EXPERIENCE

100% INDEPENDENT

2ND EDITION

MAC

FOR BEGINNERS

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been "beginners", there is no shame in that fact and rightly so. How many times have you asked aloud, "What does this button do?". "Why doesn't that work?". "What do you mean it doesn't do that?". "HELP!". At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

Over the page our journey begins. We would wish you luck but we're sure with our support you won't need it.

Contents

6 New for macOS 10.15: Catalina

8 **The Music App** – Adios, iTunes

14 **TV App** – For Movies and Shows

16 **Podcasts App** – Listen and Subscribe

18 **Screen Time** – Monitor Mac Use

20 **Find My**– Friends and Gadgets

24 **Sidecar** – With Your iPad

26 **More Great Features** – Of macOS Catalina

30 Starting Out with Your Mac and Catalina

32 **Set Up Your Mac** – For the First Time

36 **Update macOS** – 10.15: Catalina

38 **Launching Apps** – And Quitting Them

40 **Get on the Internet** – With Wi-Fi or Ethernet

42 **Gesture Controls** – On Your Trackpad

44 **The Mac's Desktop** – And How to Use it

48 **Dark Mode** – And Night Shift

49 **Desktop Stacks** – For Organisation

50 **The Mac's Menus** – A Key Mac Feature

52 **Using the Finder** – Files, Folders & Apps

58 **The Mac's Dock** – For Most-used Apps

60 **Notification Centre** – See What's Going On

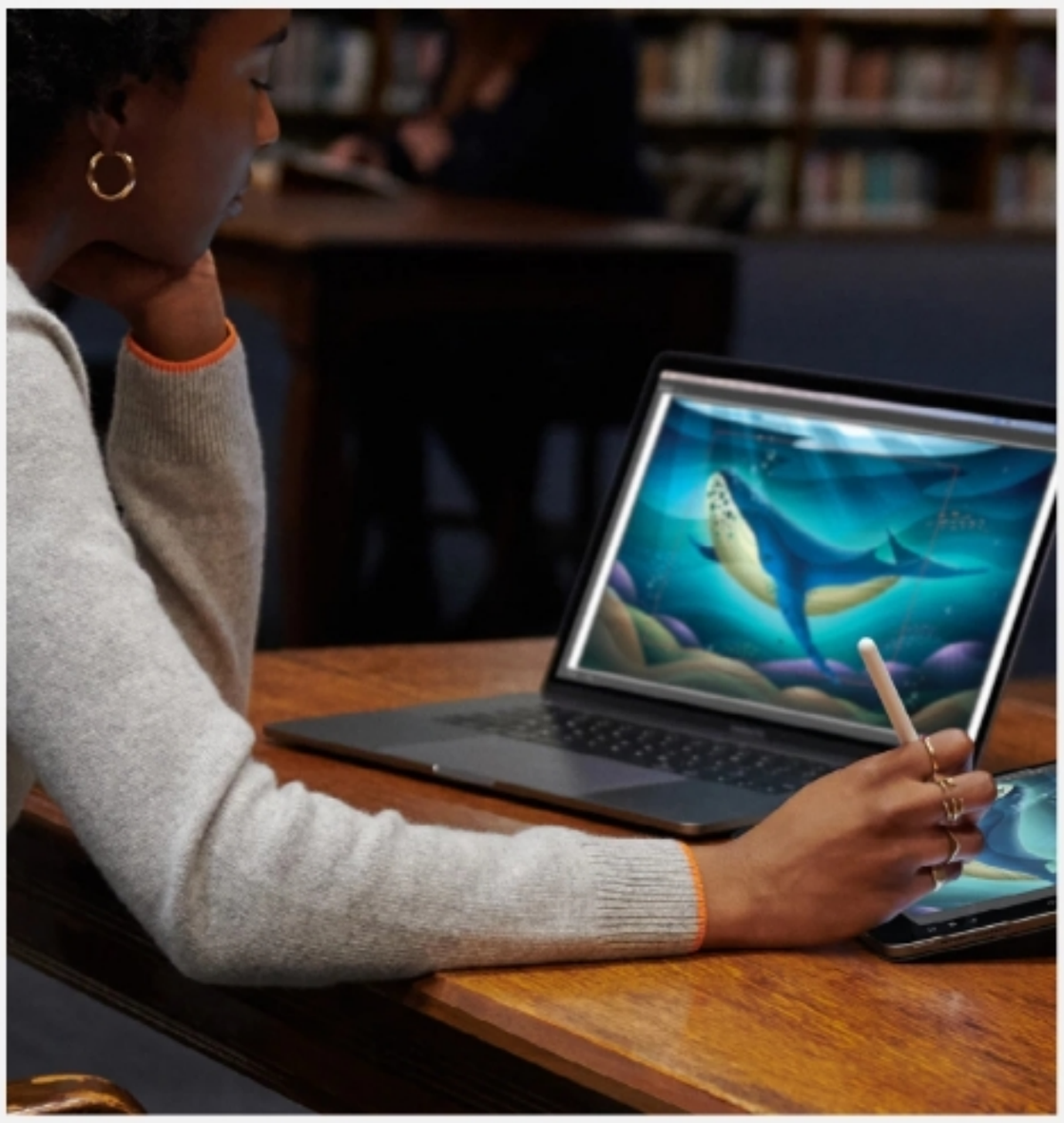
62 **The Spotlight Feature** – Search Your Mac

64 **Setting Up Email** – For the Mail App

ian@bdmpublications.com @bdmpubs BDM Publications www.bdmpublications.com

66 Getting Started with macOS Catalina's Apps

68 **Safari App** – Your Web Browser
76 **Mail App** – Send & Receive Email
83 **Home App** – For the Smart Home
84 **News App** – Stories and Features
86 **Photos App** – Manage Your Images
92 **Glossary of Mac and Computing Terms**



Can You Run macOS Catalina?

Older Macs cannot be updated to the new operating system, so if you want to upgrade your Mac to macOS Catalina, it must be one of the following models:

MacBook	Early 2015 or newer
MacBook Air	Mid 2012 or newer
MacBook Pro	Mid 2012 or newer
iMac	Late 2012 or newer
iMac Pro	2017 or newer
Mac Pro	2013 or newer
Mac mini	Late 2012 or newer

New for macOS 10.15: Catalina

The new Catalina operating system brings a wealth of additional features and a few new apps too. Longstanding entertainment app iTunes has been dropped in favour of three separate applications: TV, Music, and Podcasts. Find My helps you find both your friends and your gadgets, and there's some great new features, such as Sidecar and Screen Time.

Learn more >

New for macOS 10.15: Catalina

New for Catalina

The Music App
Adios, iTunes

With the introduction of macOS10.15: Catalina, Apple abandons that old workhorse iTunes and replaces it with Music, an app that will already be familiar to iPad and iPhone owners. It's another step towards greater integration between the Mac and its smartphone and tablet stable mates.

Catalina's new Music app is very similar to the one found on the iPhone or the iPad, but if you're familiar with iTunes, you shouldn't have too many problems getting started.

1 When you're using the Music app, the top bar gives you pull-down menus offering controls and options. It's worthwhile familiarising yourself with them.

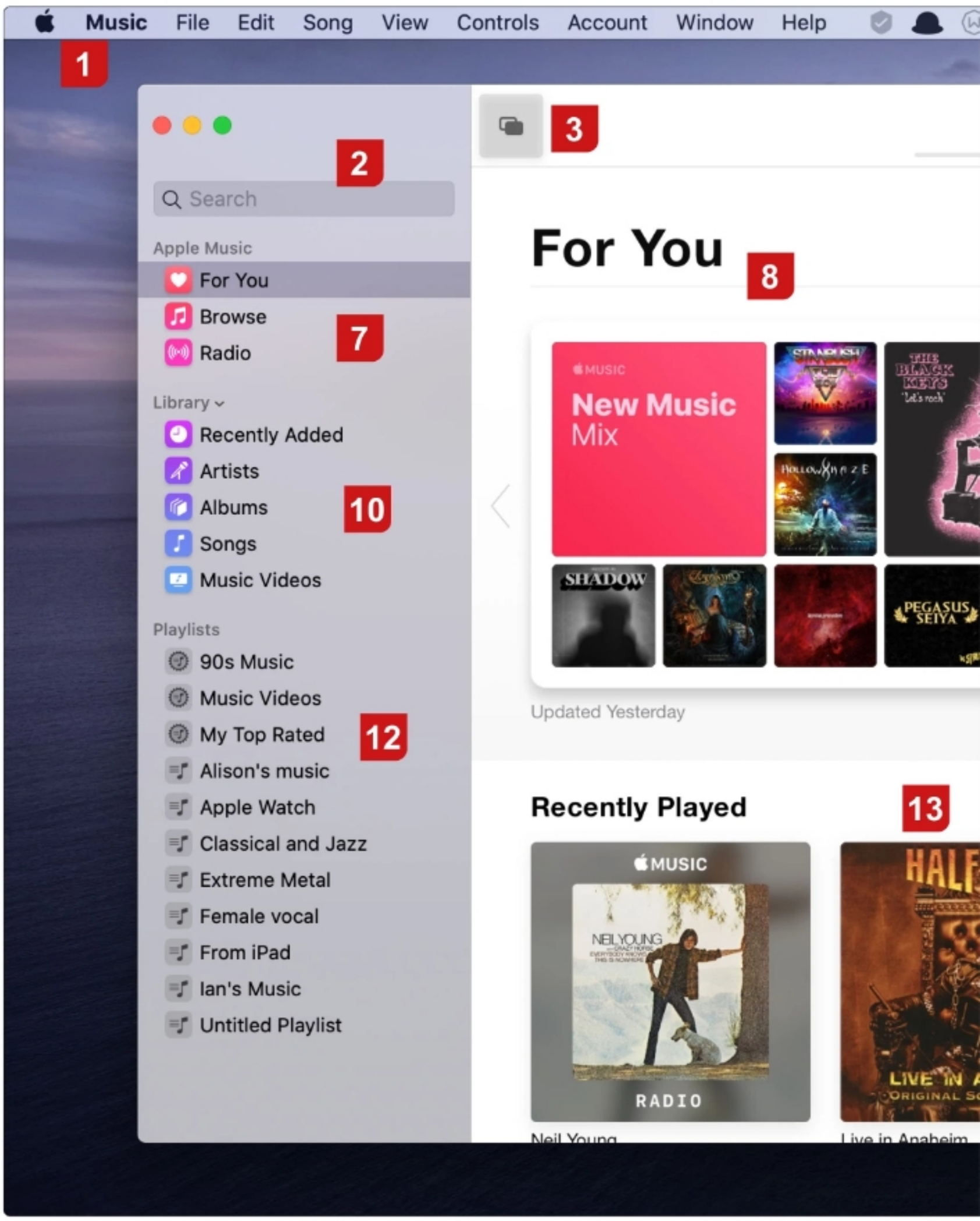
2 **The Search field:** Completion suggestions are offered as you type, and results can be limited to Apple Music, or your on-Mac library, as you wish. Results include artists, songs, albums and more.

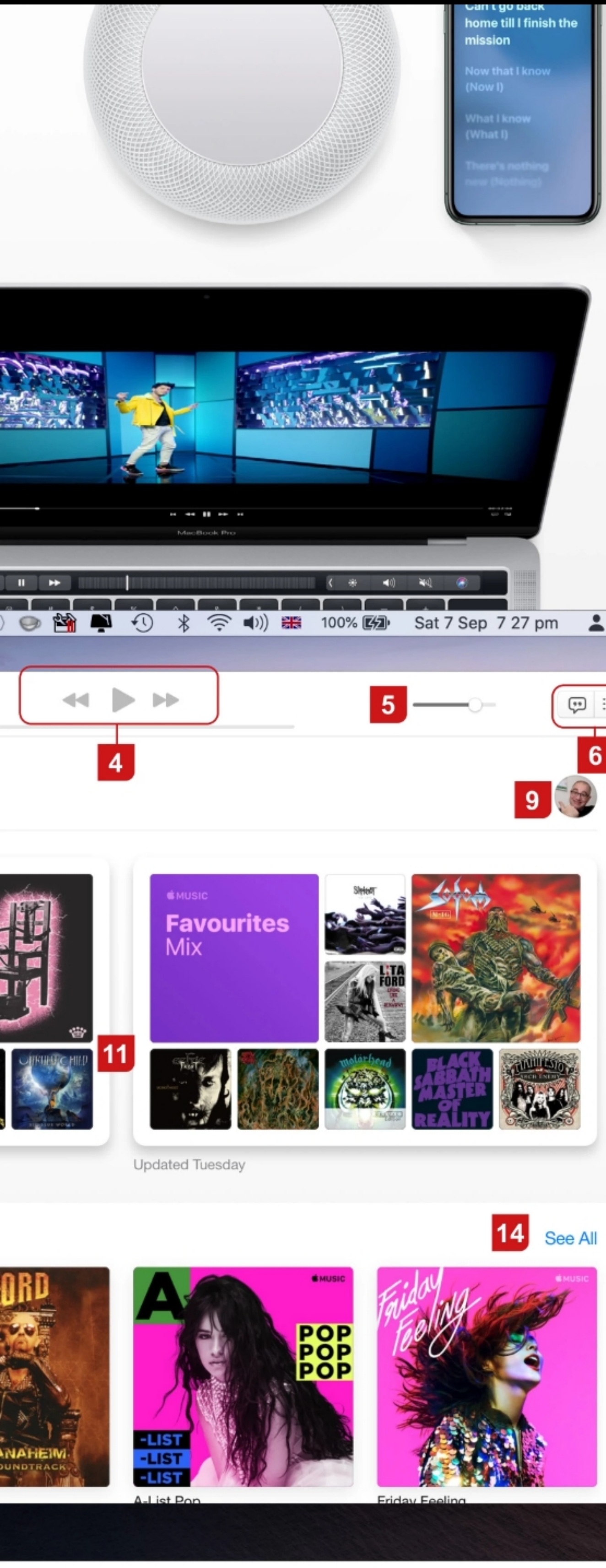
3 When you're playing music, this icon is replaced by the album art. Click on it to switch to the mini player, which shows the album art and controls only, and takes up much less room on the screen. Close the mini player to return to the full Music window.

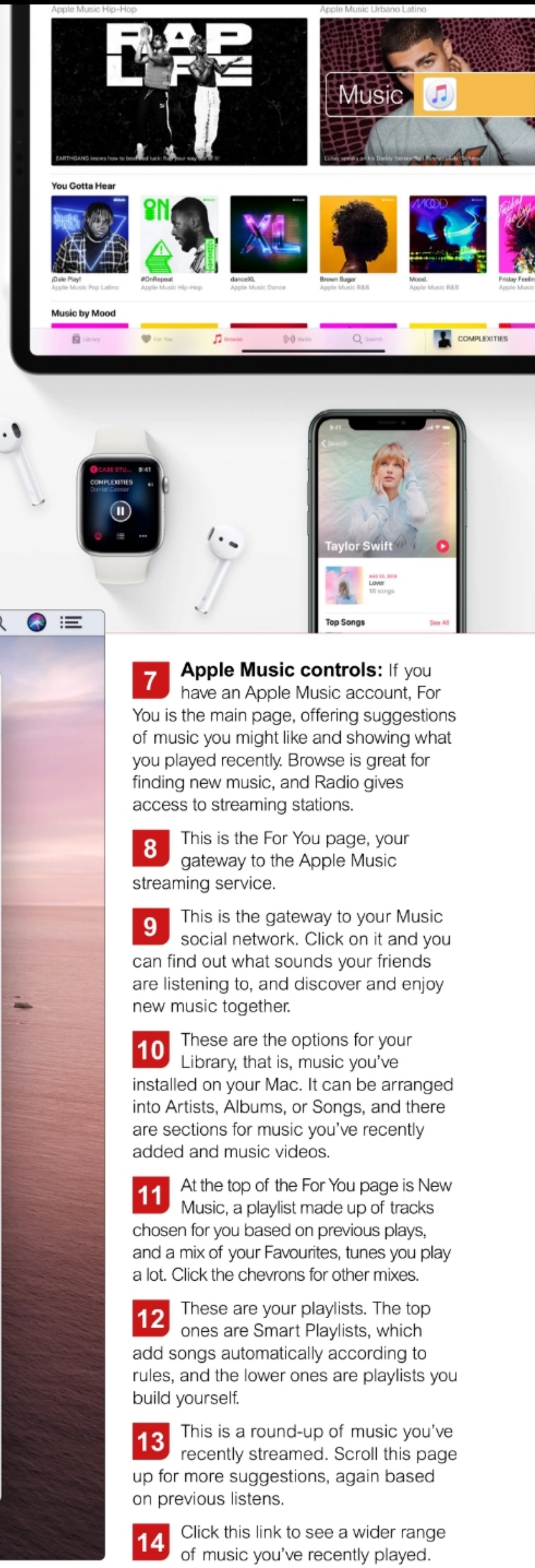
4 **The controls:** These are, in turn, Previous track, Play/Pause, Next track. The line underneath lets you scrub through the track. As we're not playing anything, the controls are currently greyed.

5 **The volume slider:** Click and drag the dot, and move it left and right to change the volume.

6 The left icon opens a sidebar showing the lyrics to the current track. The right icon shows you what's next. Drag the pointer over the list and you can remove tracks you'd rather not play.







7 **Apple Music controls:** If you have an Apple Music account, For You is the main page, offering suggestions of music you might like and showing what you played recently. Browse is great for finding new music, and Radio gives access to streaming stations.

8 This is the For You page, your gateway to the Apple Music streaming service.

9 This is the gateway to your Music social network. Click on it and you can find out what sounds your friends are listening to, and discover and enjoy new music together.

10 These are the options for your Library, that is, music you've installed on your Mac. It can be arranged into Artists, Albums, or Songs, and there are sections for music you've recently added and music videos.

11 At the top of the For You page is New Music, a playlist made up of tracks chosen for you based on previous plays, and a mix of your Favourites, tunes you play a lot. Click the chevrons for other mixes.

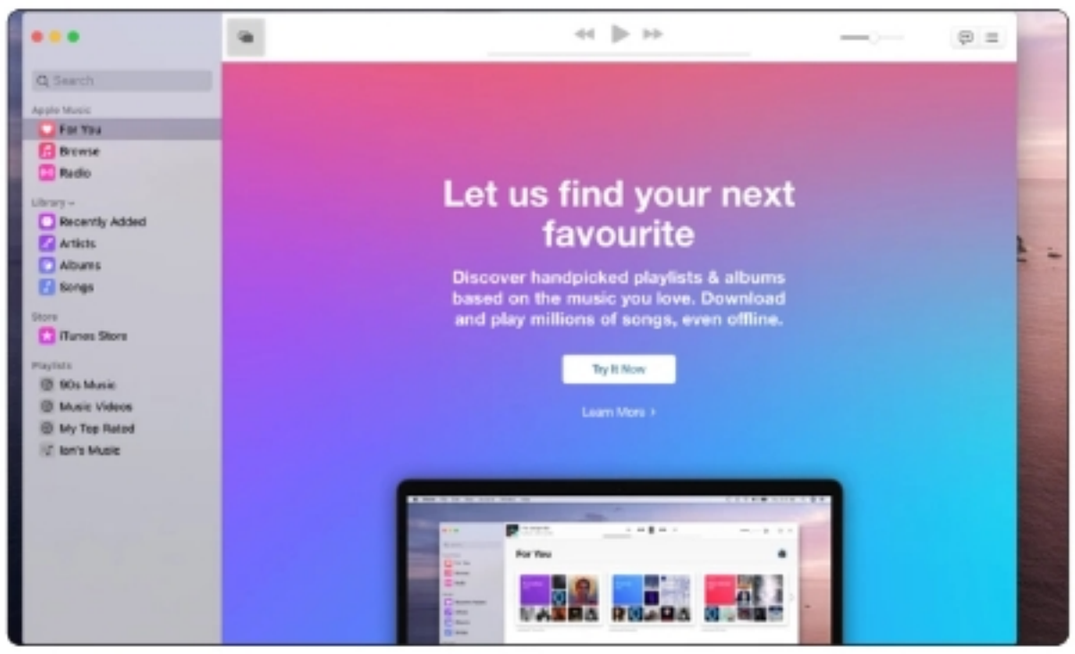
12 These are your playlists. The top ones are Smart Playlists, which add songs automatically according to rules, and the lower ones are playlists you build yourself.

13 This is a round-up of music you've recently streamed. Scroll this page up for more suggestions, again based on previous listens.

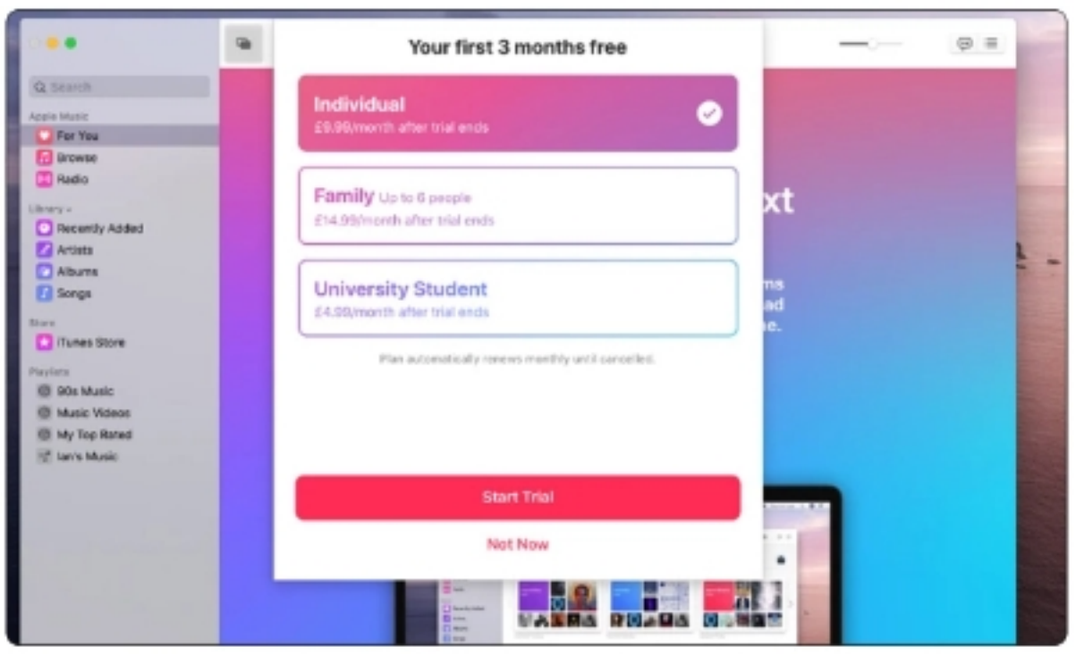
14 Click this link to see a wider range of music you've recently played.

New for macOS 10.15: Catalina

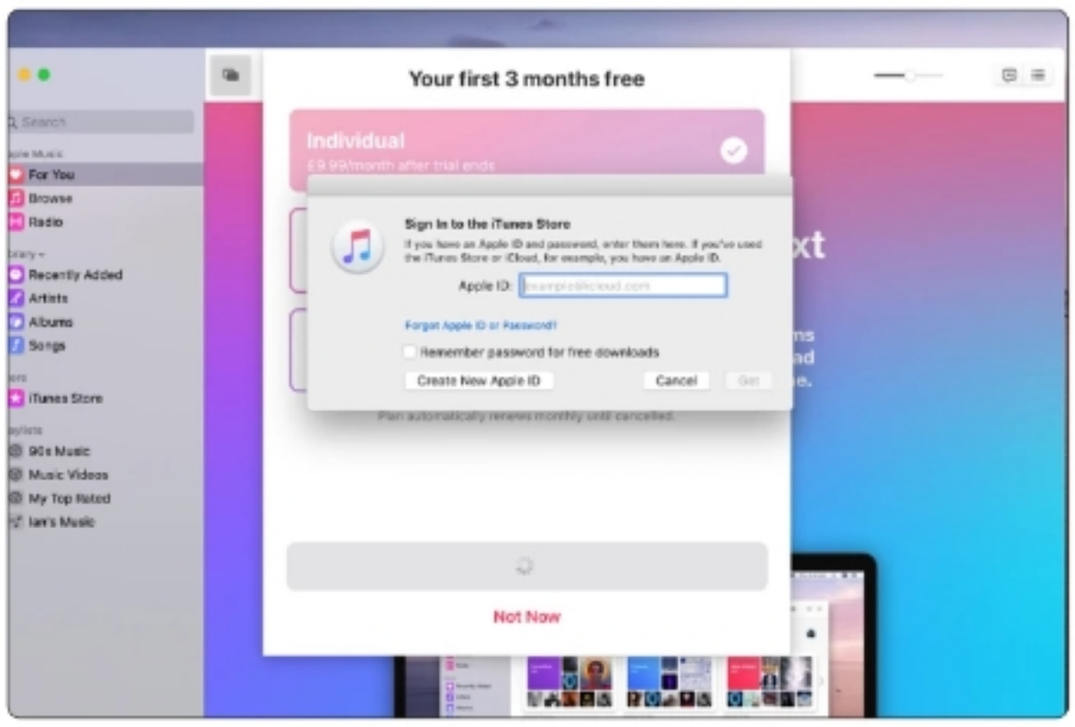
Signing Up for Apple Music



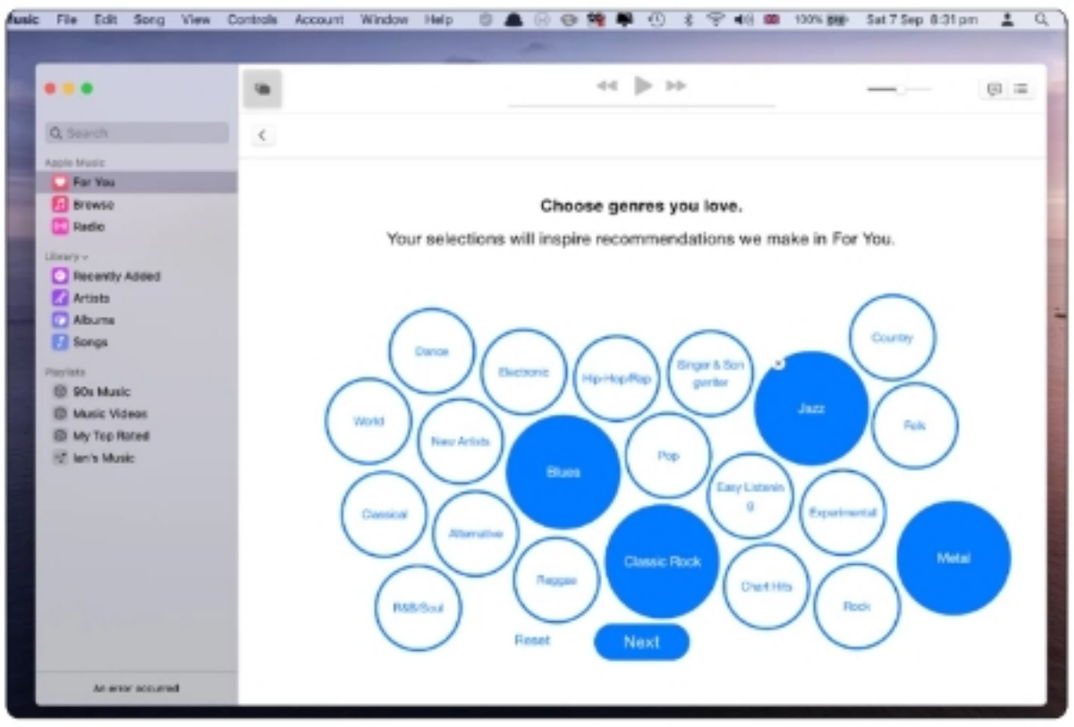
1 With an Apple Music account, you can stream from 50 million songs for a set monthly fee. To sign up for an account, click on For You in the left-hand sidebar. You can then click Learn More to read about Apple Music, or Try It Now.



2 Click Start Trial and you're asked what sort of an account you want. The first three months are free, but after that it's £9.99/$9.99/9.99 € for an individual. Choose an account, and click Start Trial to begin.

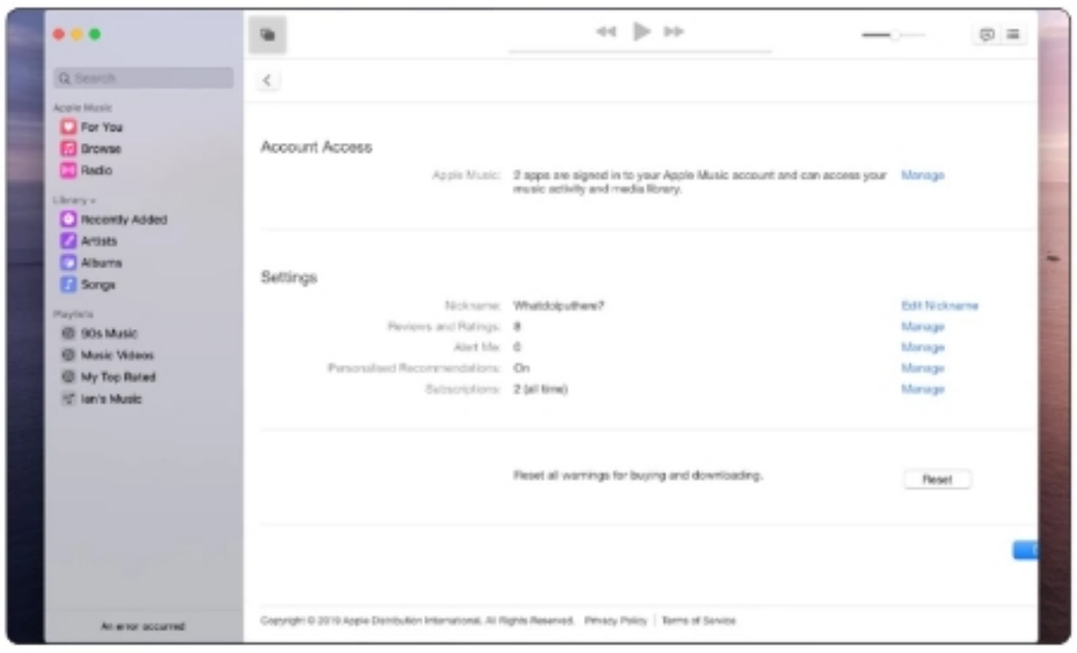


3 You must then sign in to your Apple ID, or if you don't have one, create a new one with the button at the foot of the pop-up window. Enter your Apple ID email address, then your password, and then proceed to the next step.

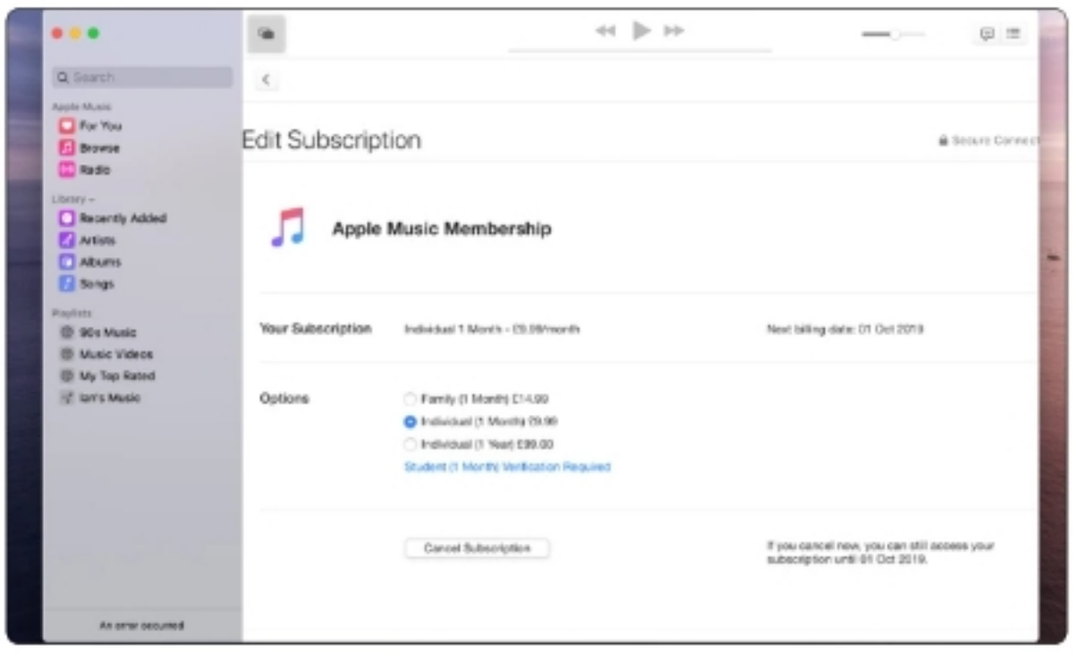


4 There then follows a series of screens inviting you to indicate what genres of music you like and then what bands. Follow the on-screen instructions and click the bubbles. When you're done, you're ready to enjoy Apple Music.

Changing or Cancelling Your Subscription

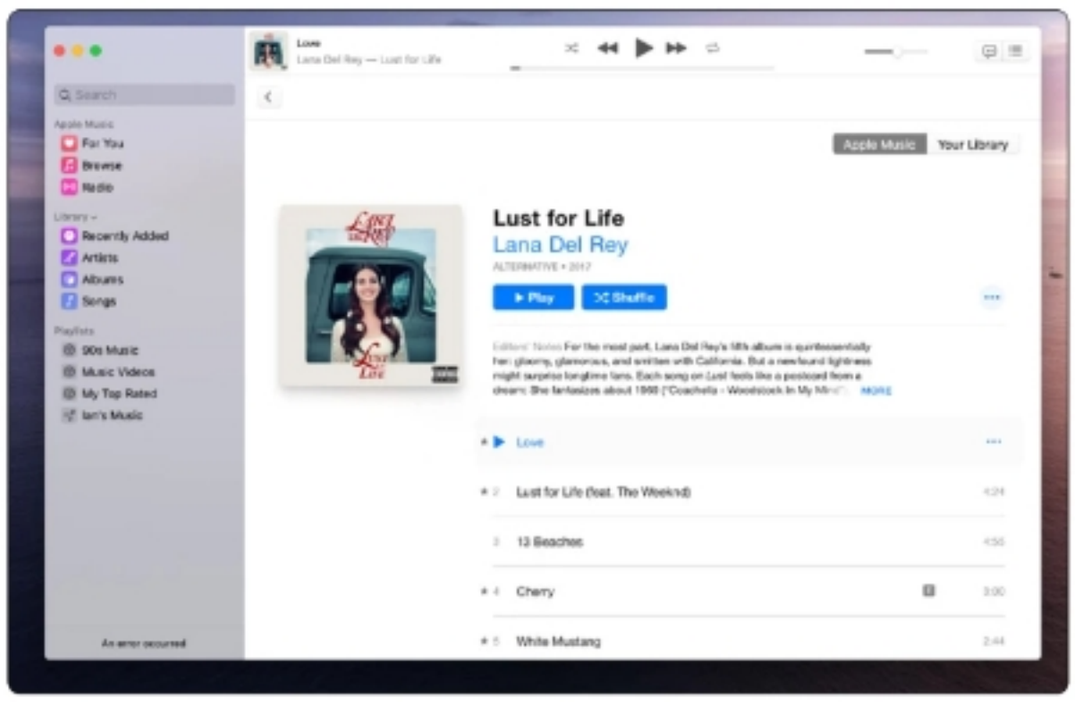


1 If you want to cancel your Apple Music subscription, first of all, click Account in the top bar and select View My Account. You're taken to your account page. Scroll down to Subscriptions (under Settings) and click the Manage link

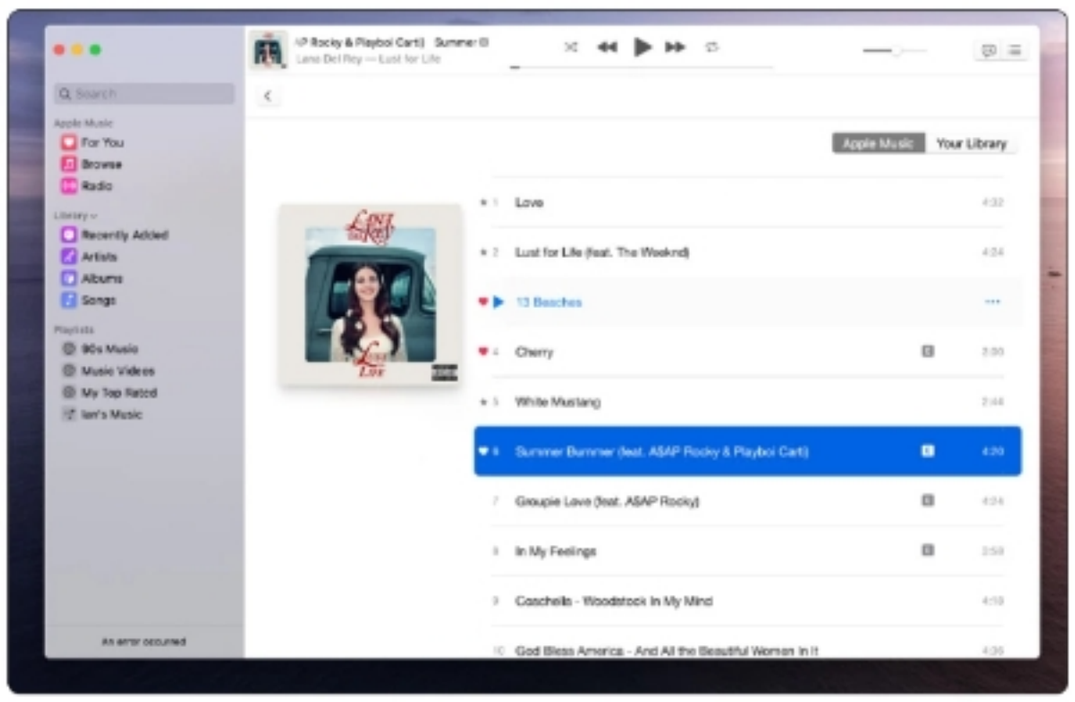


2 On the next page, you're shown your active subscriptions. Click on Apple Music's Edit link, and on the next page, you can change your subscription to a different one (individual, family or yearly) or cancel it altogether.

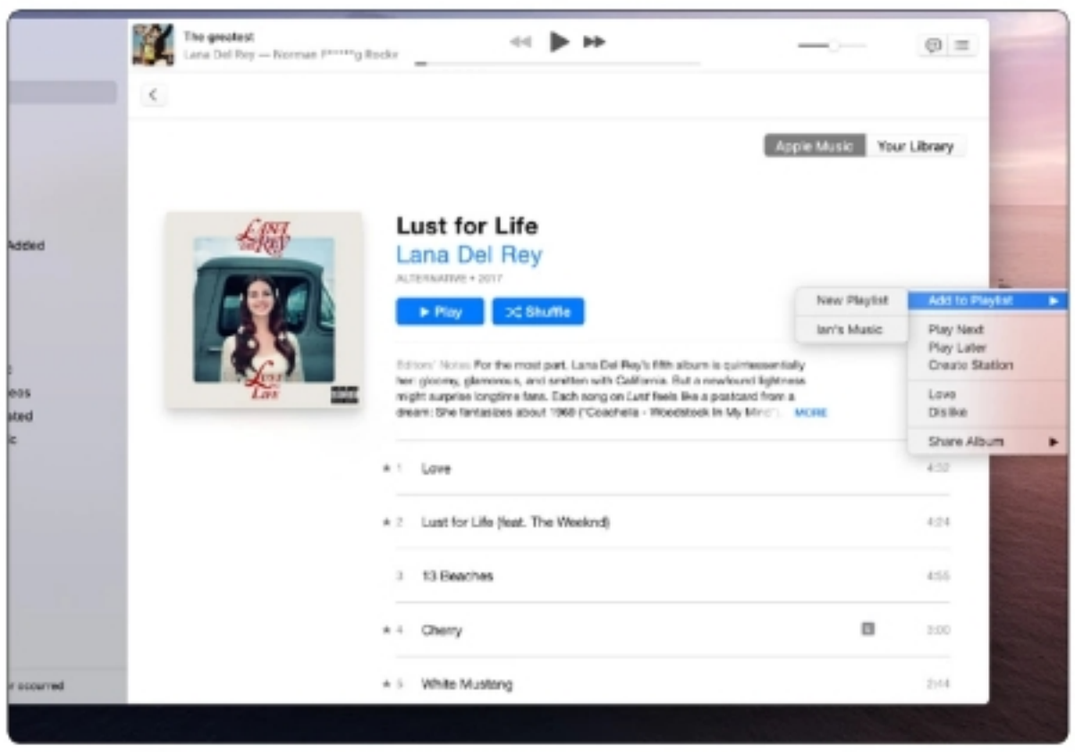
Using Apple Music



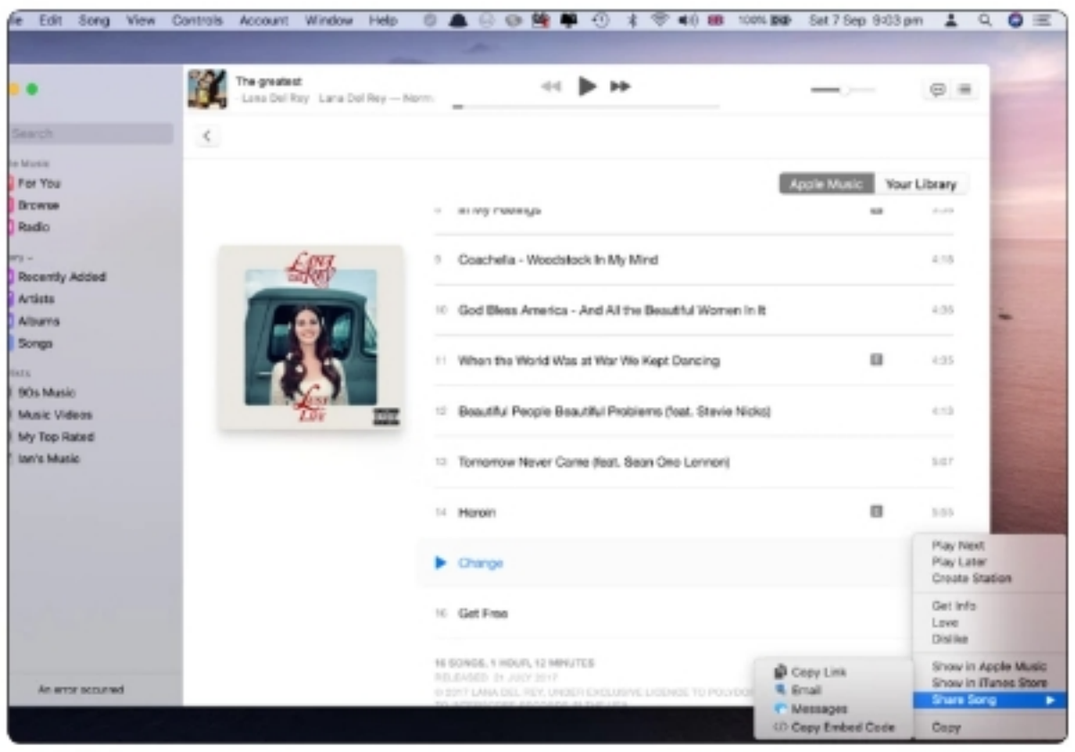
1 Browse or search for the artist, album, or track to which you want to listen. Here we're looking at an album. Click Play to play it in its entirety, or Shuffle to play the tracks in a random order. Tracks marked with an 'E' in a box have explicit lyrics.



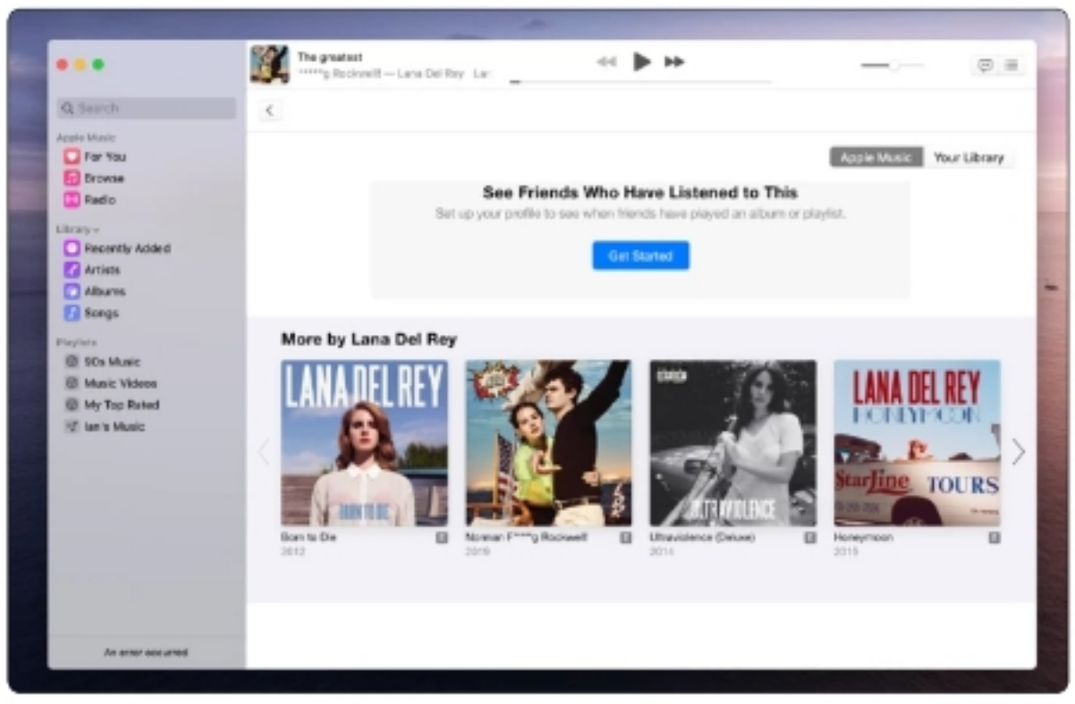
2 Music controls such as Play and Pause are found at the top of the window. To identify tracks on an album you especially like, hover the pointer over them, and click the star to their left; it becomes a heart. To change your mind, click the heart.



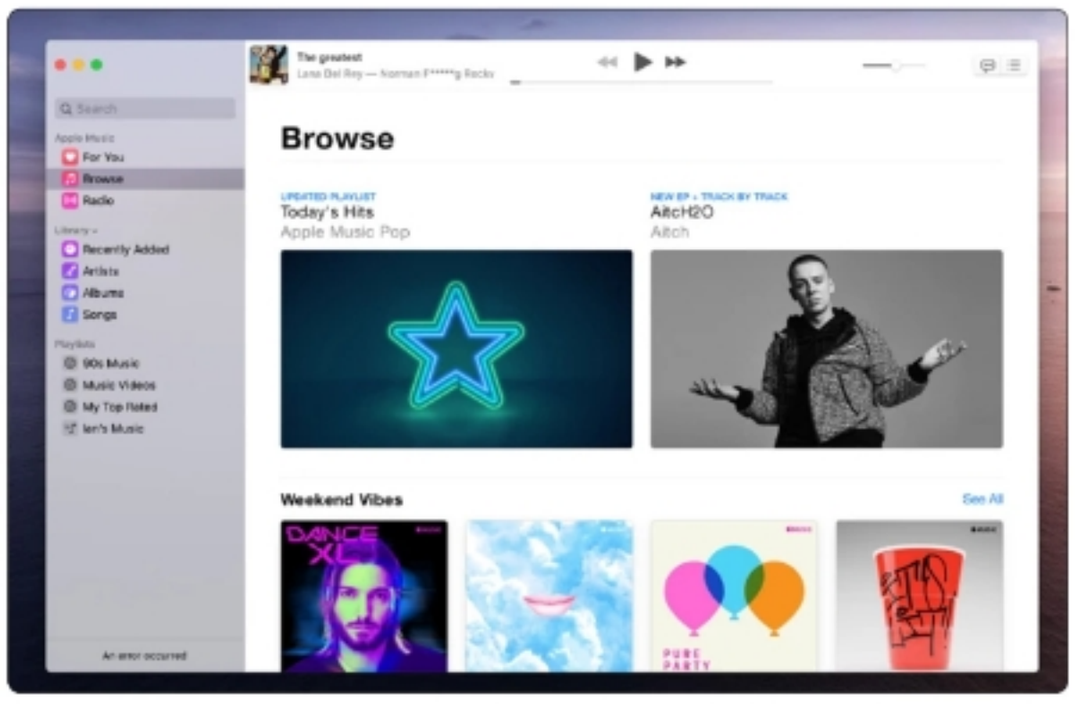
3 Click the three-dots icon on the right above the tracks for a menu. Here you can add the album to a playlist or create a new one, share it with your friends, like or dislike the album as a whole, or create a station based on its artist.



4 Hover the pointer over a track to reveal a three-dots icon, offering a similar menu that applies to that track alone. You can also play the track by clicking the Play icon that appears when you hover the mouse/trackpad pointer over it.

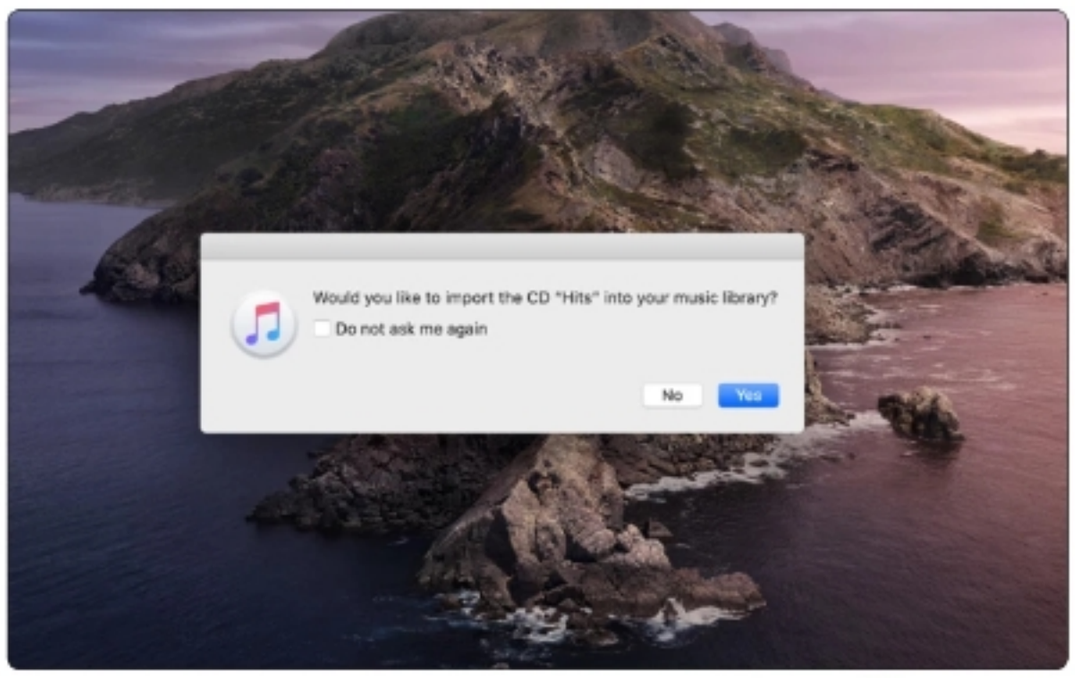


5 Apple Music is all about helping you to find music you enjoy listening to. When viewing an album, you can scroll up and other titles by the artist in question are shown. Click on one to open it in the main window, click the chevron to see more.

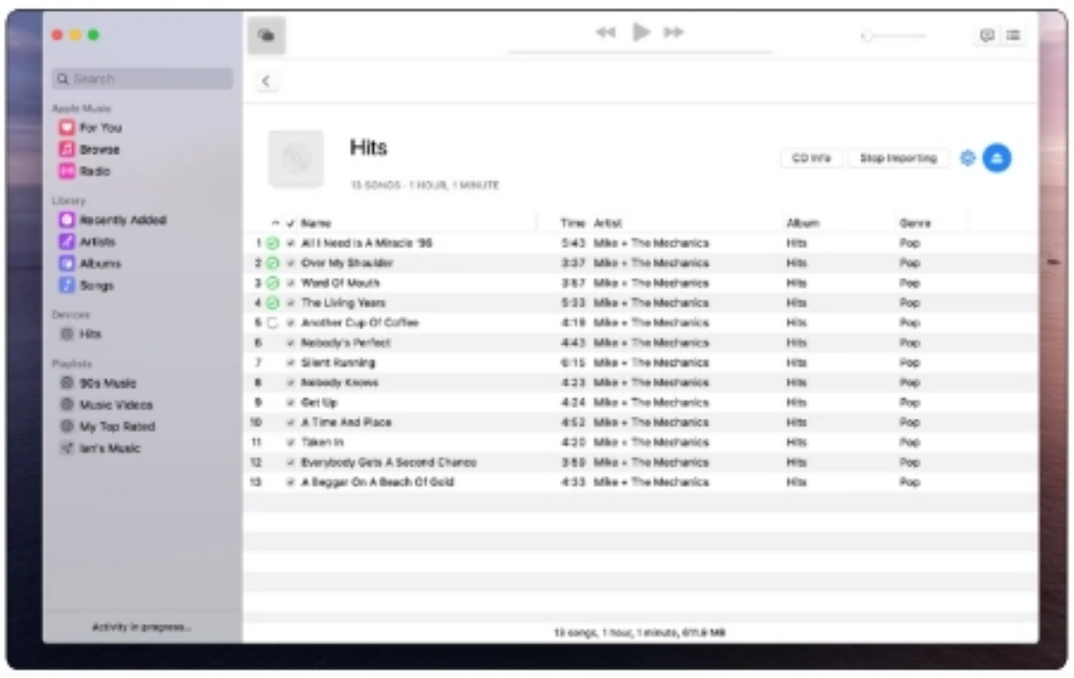


6 The Browse section offers tracks, artists, albums, and playlists based on Apple Music editors' choices and new releases. It also offers current charts for various countries. The Radio section lets you listen by station or genre, and more.

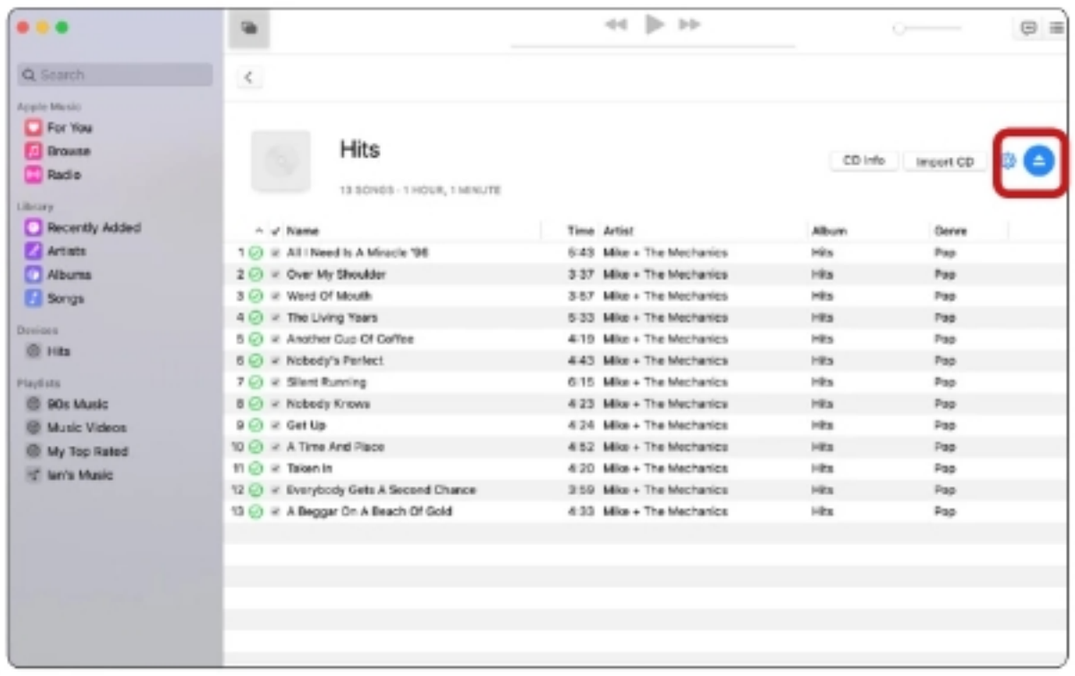
Importing CDs



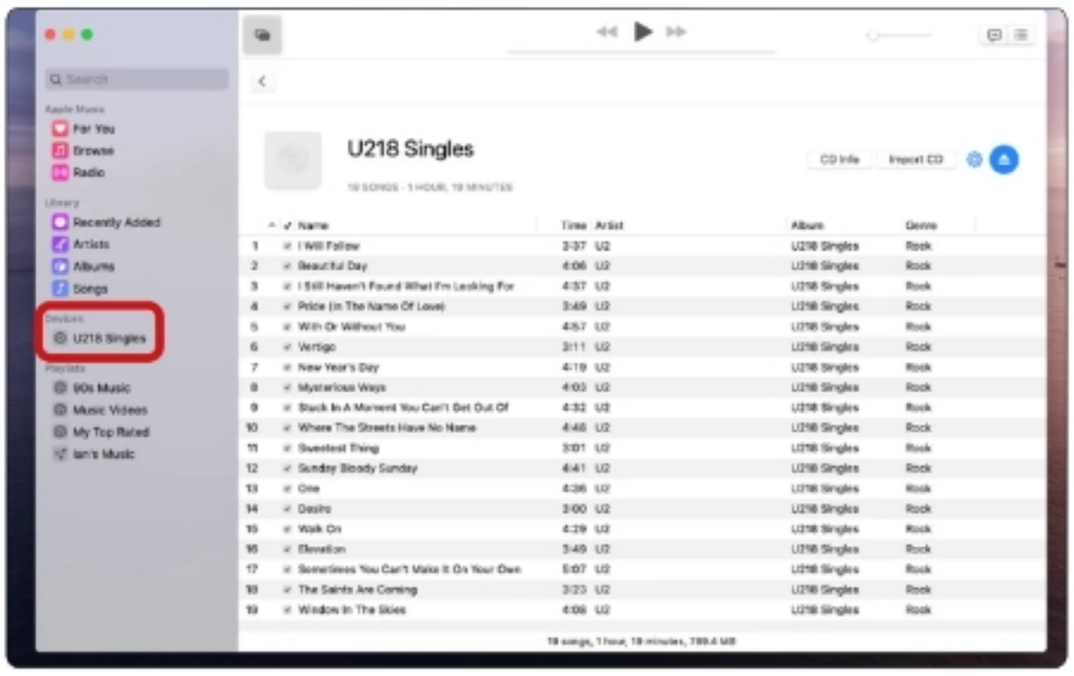
1 You can import your CD collection to your Mac, where it appears in the Library section of the Music app. If you don't have a built-in CD drive, connect an external drive. Slot in a CD, and you're asked whether you want to import it.



2 You see the track listing of the album appear. The progress bar at the top shows you each track being copied, while a green tick next to each track tells you which songs have already finished. It takes a few minutes to rip an entire CD to iTunes.

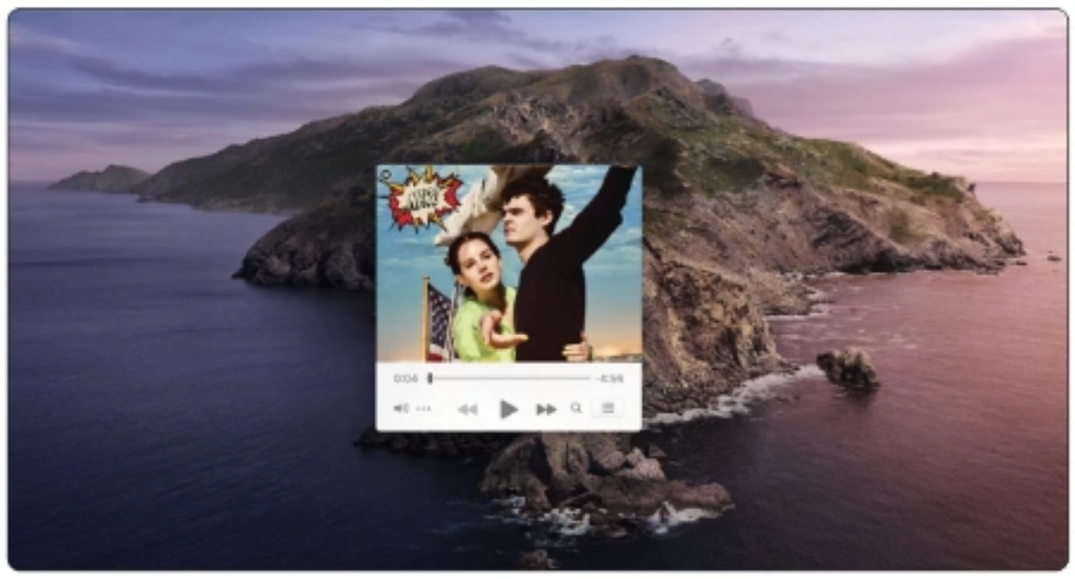


3 Once you've successfully imported your album, don't forget to click on the Eject button on the left side-bar. Your CD pops back out so you can store it safely away. The process of ripping a CD to iTunes doesn't harm the disc.



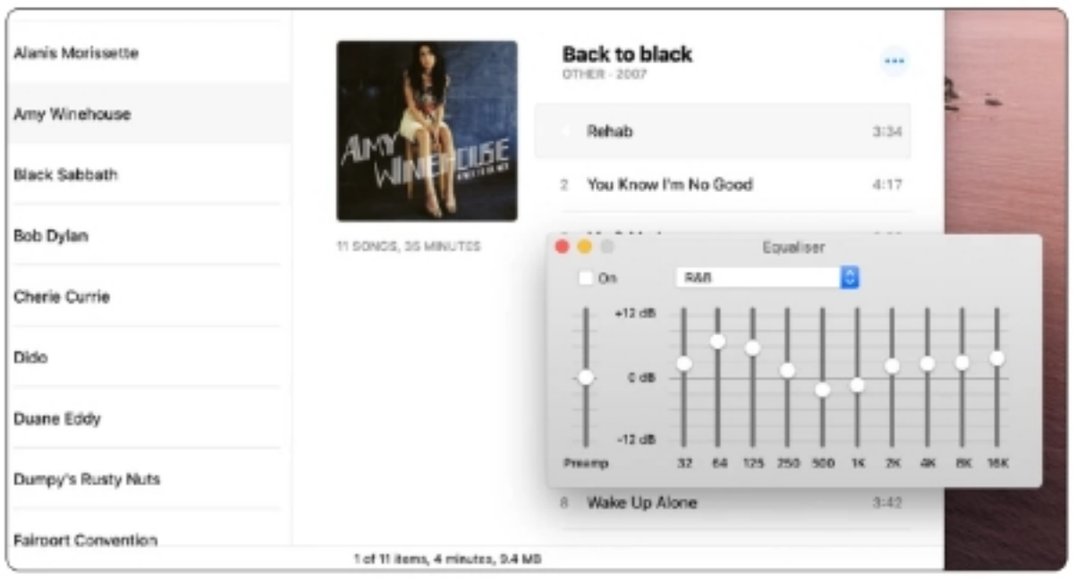
4 You can play a CD on your Mac without ripping and importing it. Just slot it into your internal or external CD drive, and it appears in the Music app's left-hand sidebar. Click on it and the tracks appear in the main Music window.

Other Music Features



Mini Player

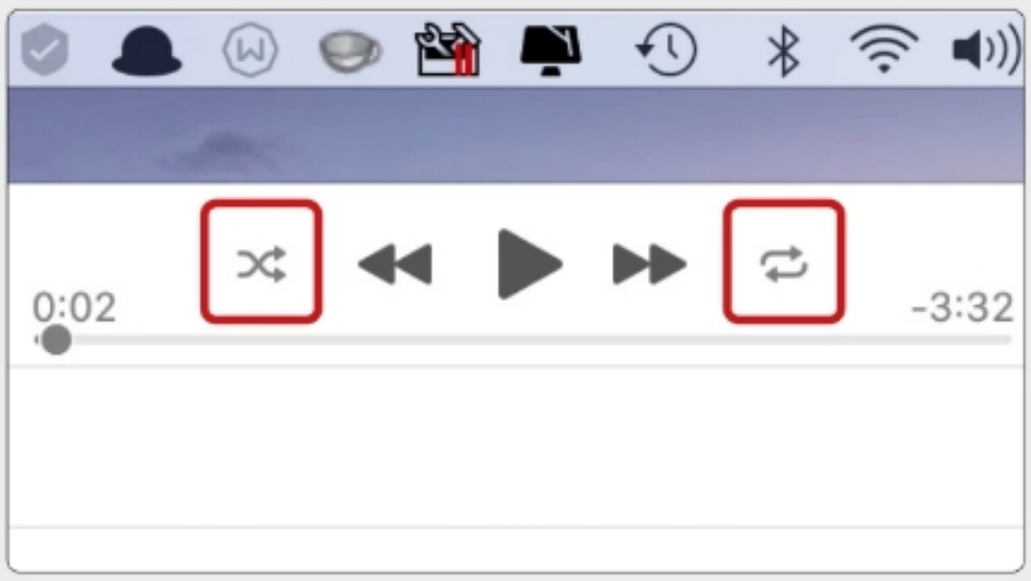
When playing a song, click the album cover at the top of the Music window to minimise the app into the Mini Player. Hover over the Mini Player window to see the controls. Click the X in the top-left corner to switch back to the full Music window.



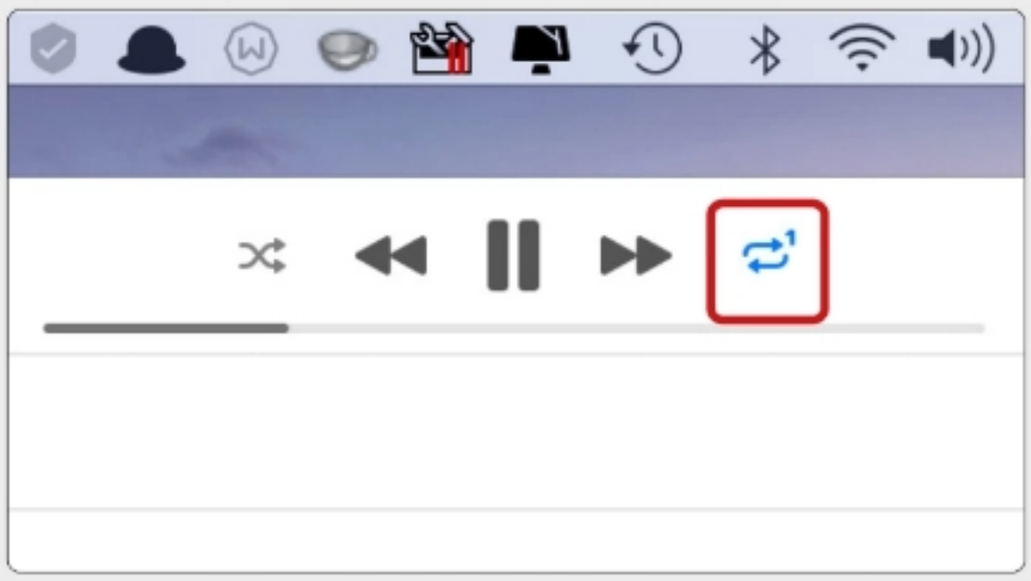
The Equaliser

On the keyboard, press ALT-CMD-E or go to the Window top-bar menu to select the equaliser. This lets you adjust the sound. You can either move the sliders yourself, or choose a preset from the pull-down at the top of the equaliser window.

Shuffle & Repeat.

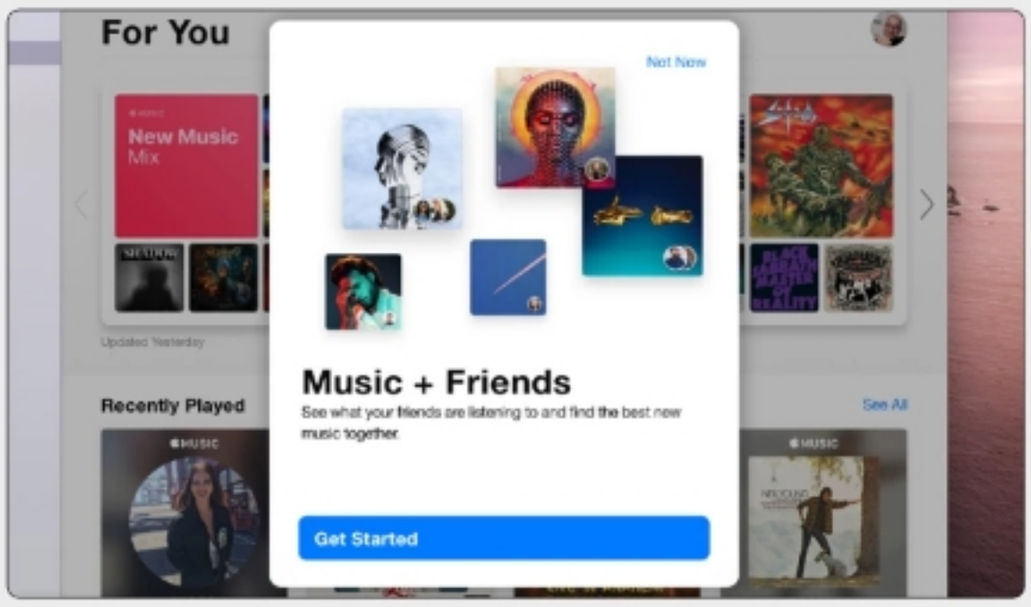


When listening to an album, playlist or mix in Music, next to the controls are the Shuffle and Repeat icons. Shuffle (left) plays the tracks in a random order, while Repeat (right) causes your list to start again from the beginning when finished.

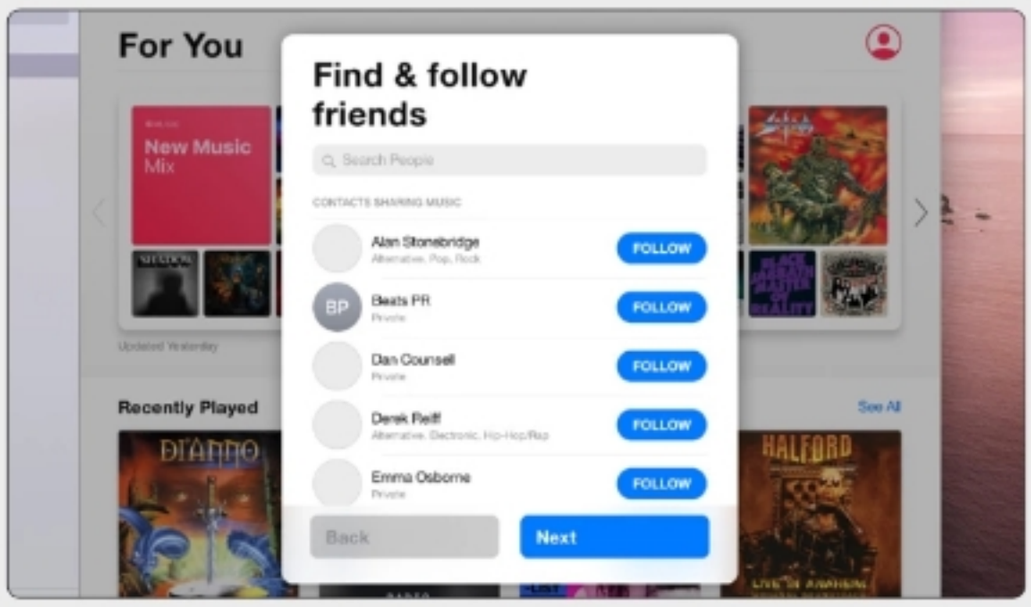


If you click the Repeat icon twice, it displays a small number ‘1’ to the right and above it, as you can see here. With this in place, it’s only the individual track you’re currently listening to that repeats, when it has finished, not the entire album.

Music + Friends.



Click For You, in the left sidebar, then click the icon or picture in the top-right. A pop-up window for Music + Friends appears. You can take a quick tour to see what it does if you wish, or click Get Started to begin.

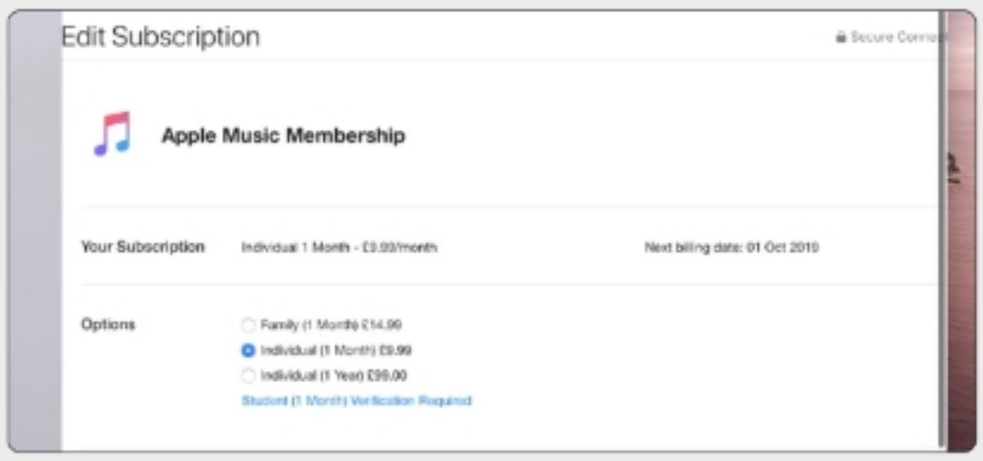


Add a name and username, and an optional photo. You’re then invited to follow friends who also have Apple Music. On the next screen, you can choose whether anyone can follow you or only those you approve.

The Visualiser

The Visualiser is found under the Window menu, or by pressing CMD-T. It gives you a visual show which ebbs and flows in time with the music. Press ESC to quit it. Switch between a regular and classic Visualiser in Window > Visualiser Settings.

A Cheaper Subscription.



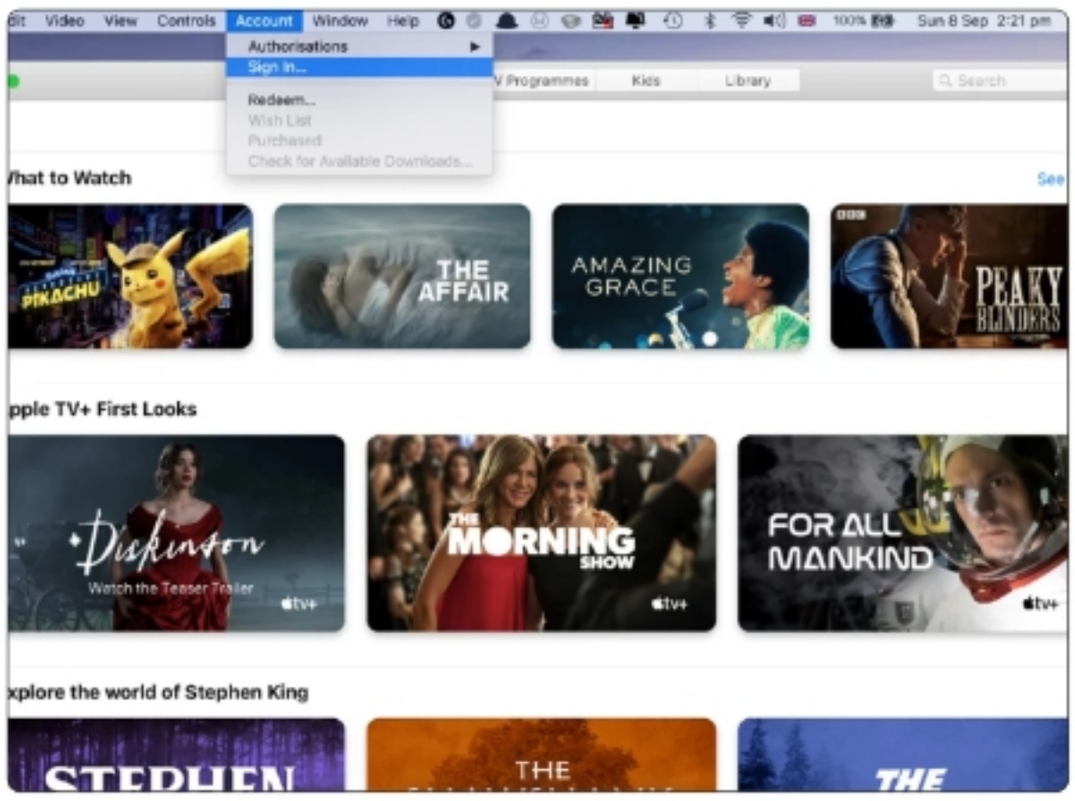
If you pay annually for your Apple Music subscription, you get 12 months for the price of ten. In the top bar, select View My Account from the Account menu, and next to Subscriptions click Manage. Choose to edit your Apple Music subscription, then select the one-year option.

New for macOS 10.15: Catalina

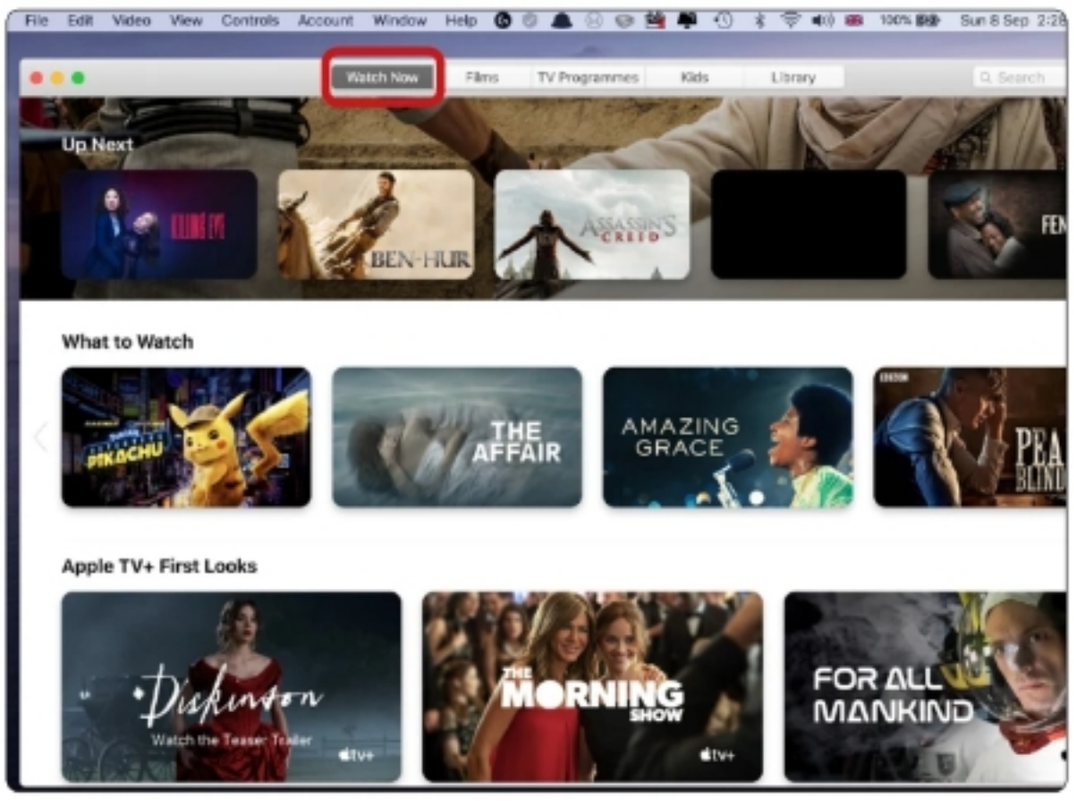
New for Catalina

TV App
For Movies and Shows

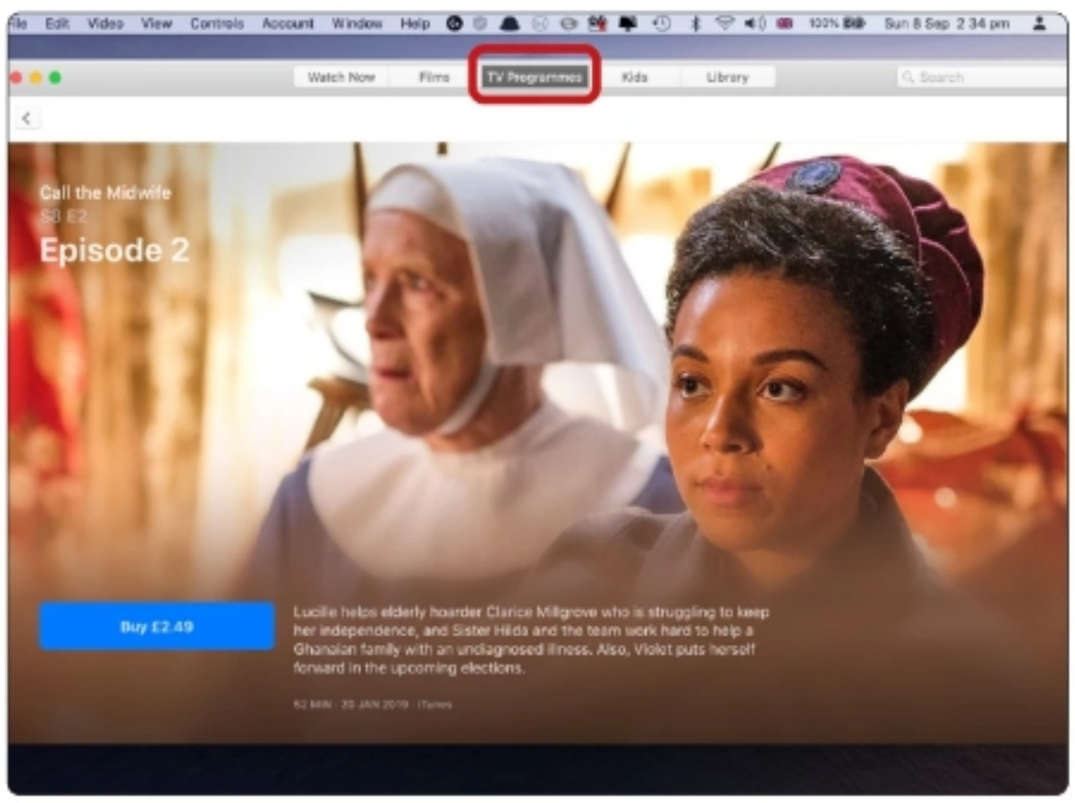
The TV app has long been a popular means of buying and watching television shows and movies on iOS, and now it's come to the Mac. If you've already bought video media on the iTunes Store, in macOS Catalina, you'll find it in the TV app. How does it work? Let's find out.



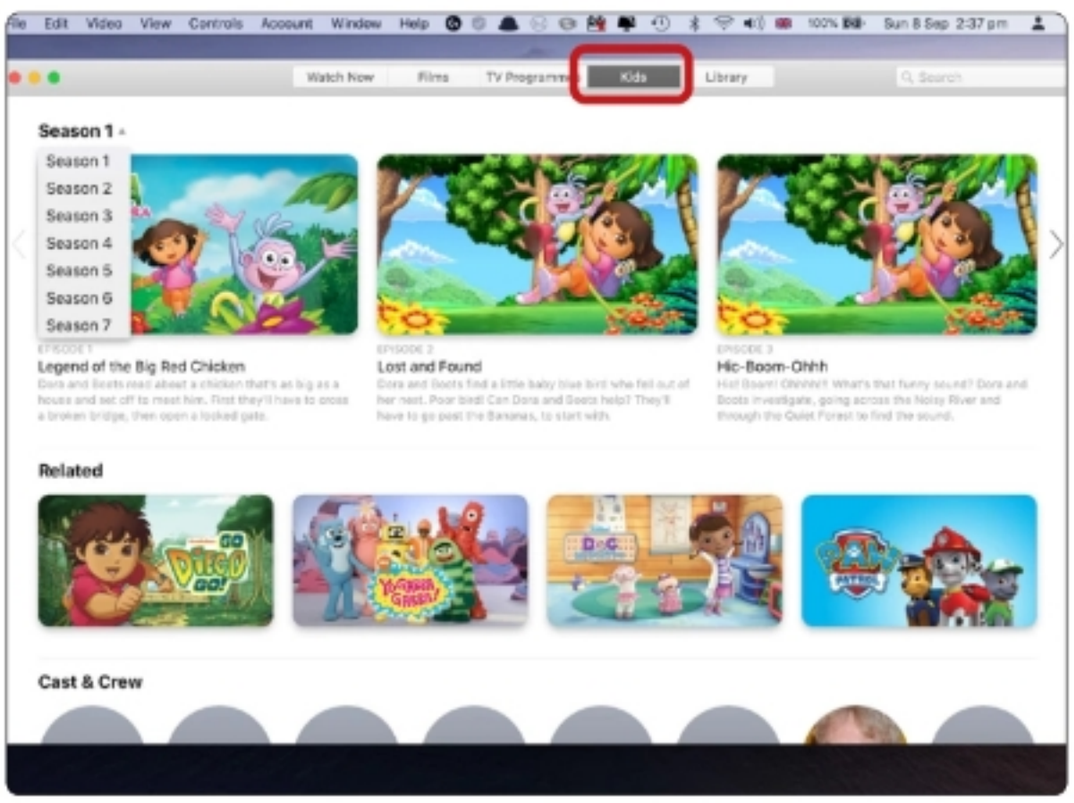
1 Open the TV app, and click on the Account menu in the top bar. If you're not signed into your Apple account, select Sign In and enter your Apple ID and Password in the fields provided, then click the Sign In button below them.



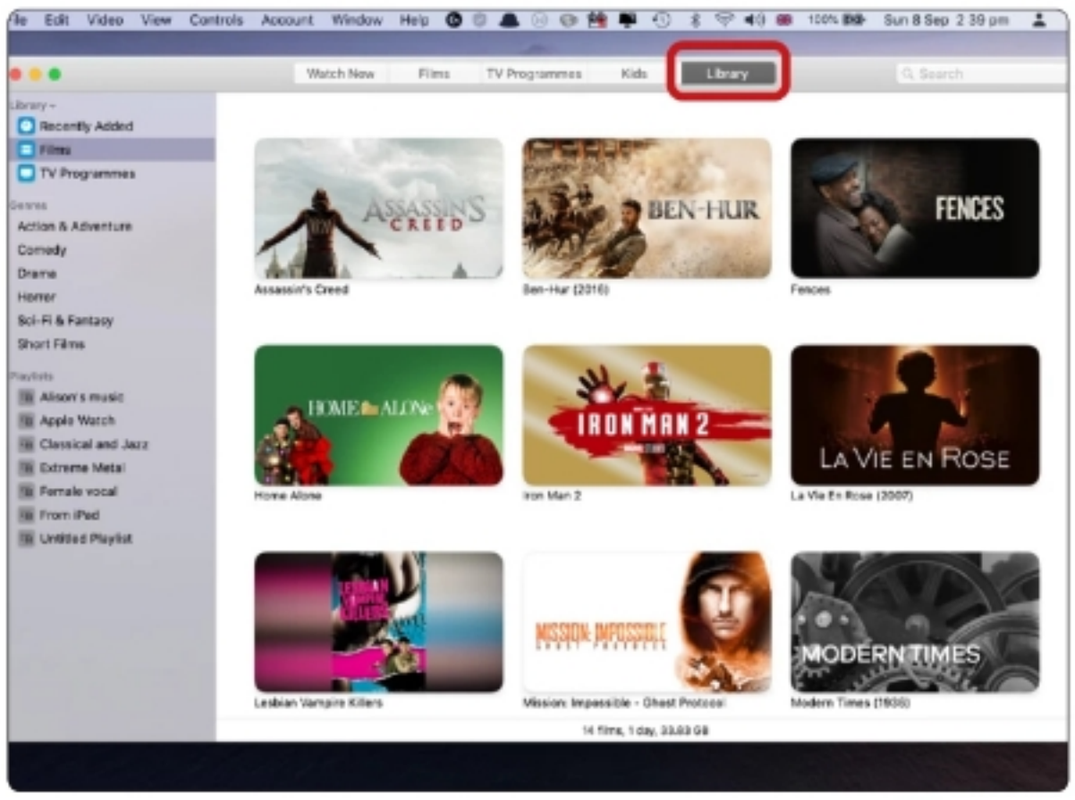
2 Look at the tabs at the top of the window. Watch Now is the TV app's front page, showing movies and TV shows you've previously bought alongside those available to buy or rent from the app. Scroll up for more suggestions.



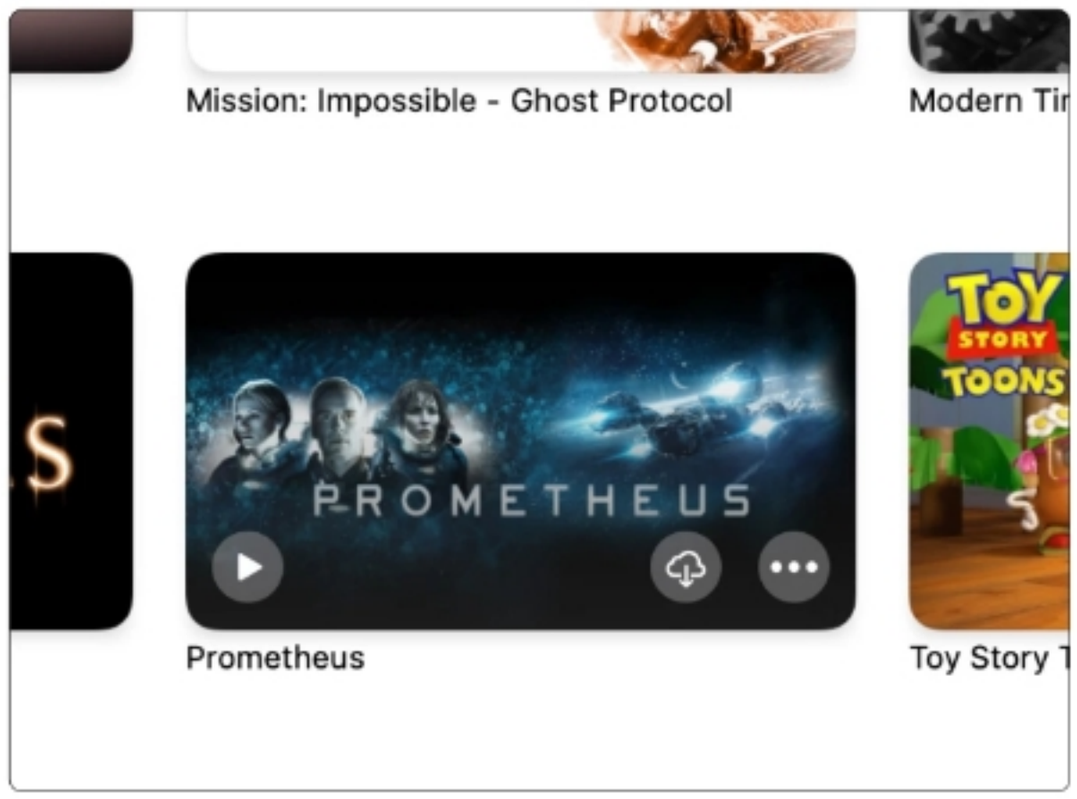
3 The Films and TV Programmes tabs take you to movies, and TV shows respectively, available to buy and/or rent. TV shows can be bought individually or on a per-series basis; scroll up for available episodes.



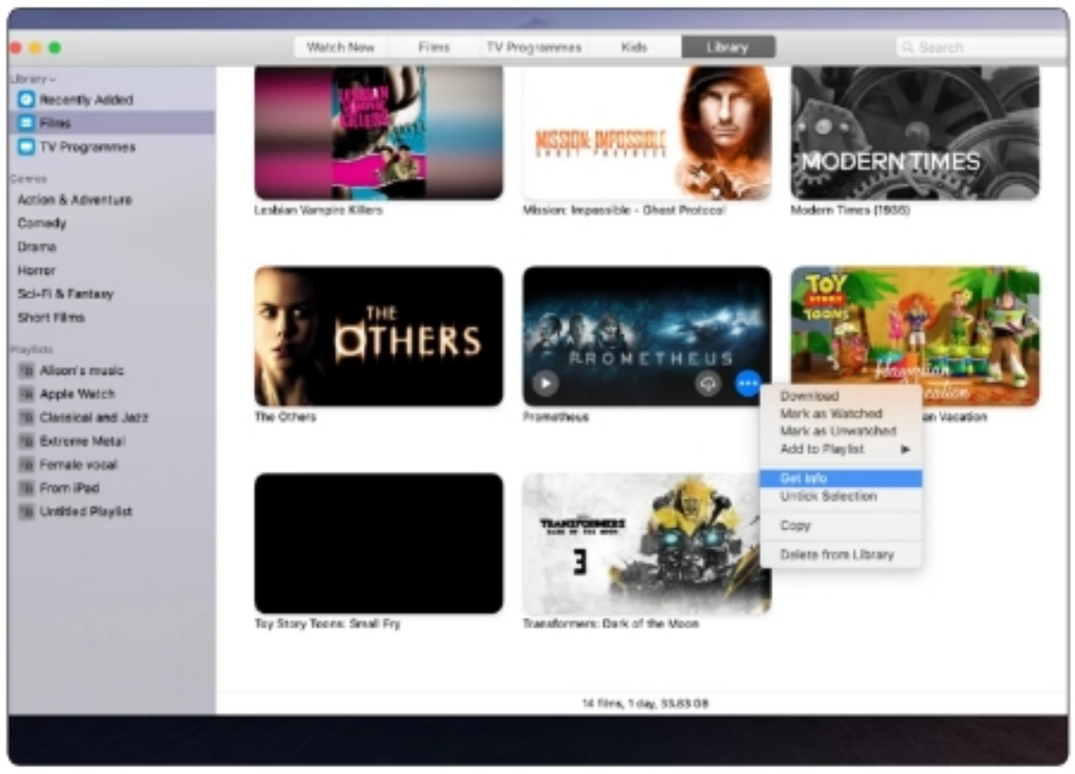
4 The Kids tab is, unsurprisingly, for children's programmes. Again, click a show, and scroll up to see which episodes are available. Click the triangle next to the Season number and you can switch to a different season.



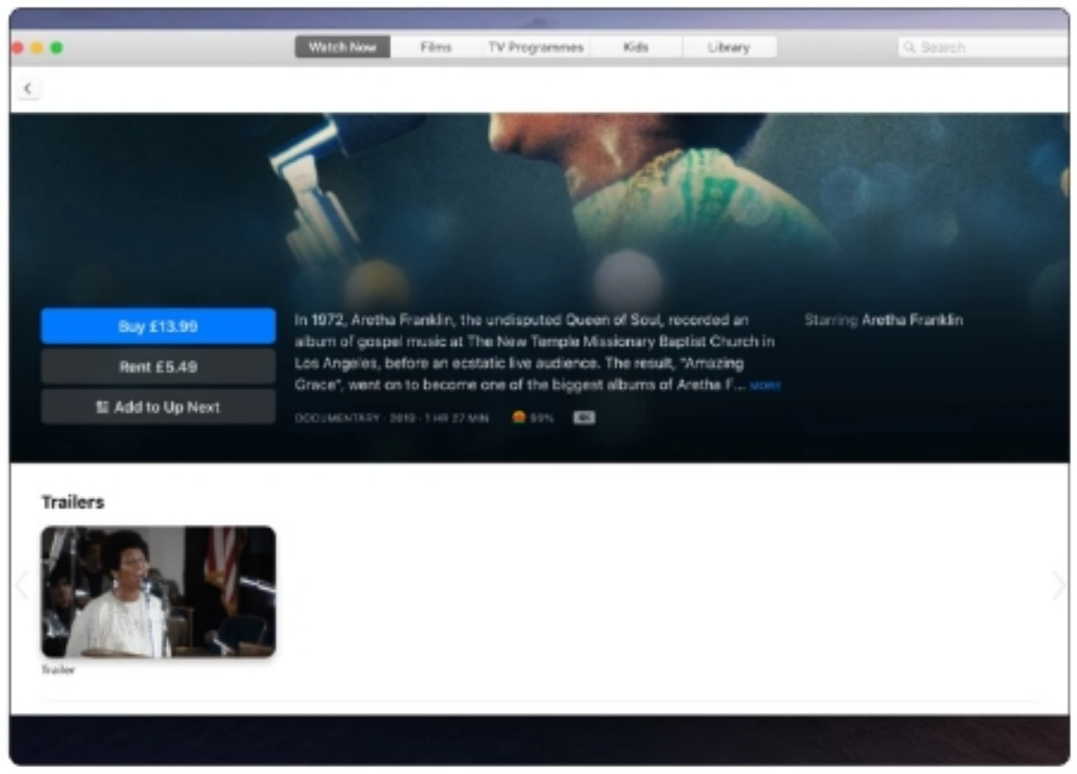
5 The Library tab takes you to your collection of movies and shows, those you've purchased previously. In the left hand sidebar, you can view according to when you added them, films only, TV only, or according to genre.



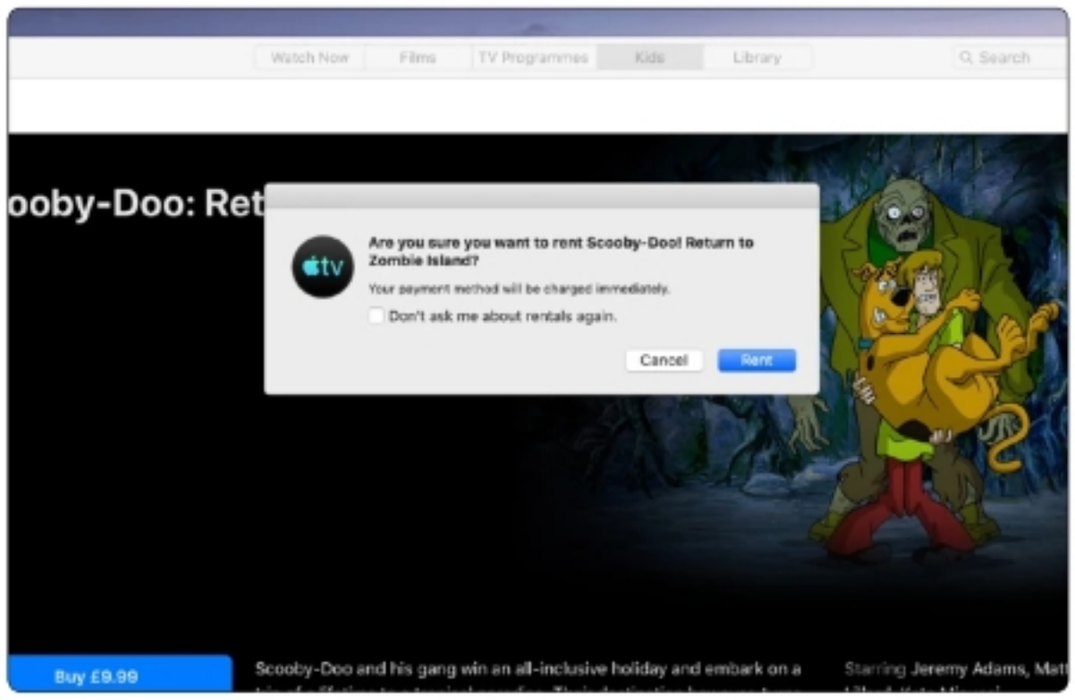
6 Hover the mouse pointer over a movie or TV show in your library and you get these icons. Click on the Play icon to play it. The cloud with the arrow on it lets you download it for later viewing. This is essential if you watch offline.



7 Click on the Three-dots icon, found by hovering over a show, and you get a pop-up menu. This lets you download the show, mark it as watched or unwatched, add it to a playlist, get an interesting information window and more.



8 When looking at a movie to buy or rent, scroll up and you might find a trailer. These, of course, can be viewed for free. The Add To Up Next button adds them to your Up Next list, which is found at the top of the Watch Now screen.



9 If you choose to buy or rent a show, or film, you need to sign into your Apple ID account. You're then asked if you're sure. Rented media is removed 30 days after renting it, or 48 hours after you start watching it, whichever is sooner.

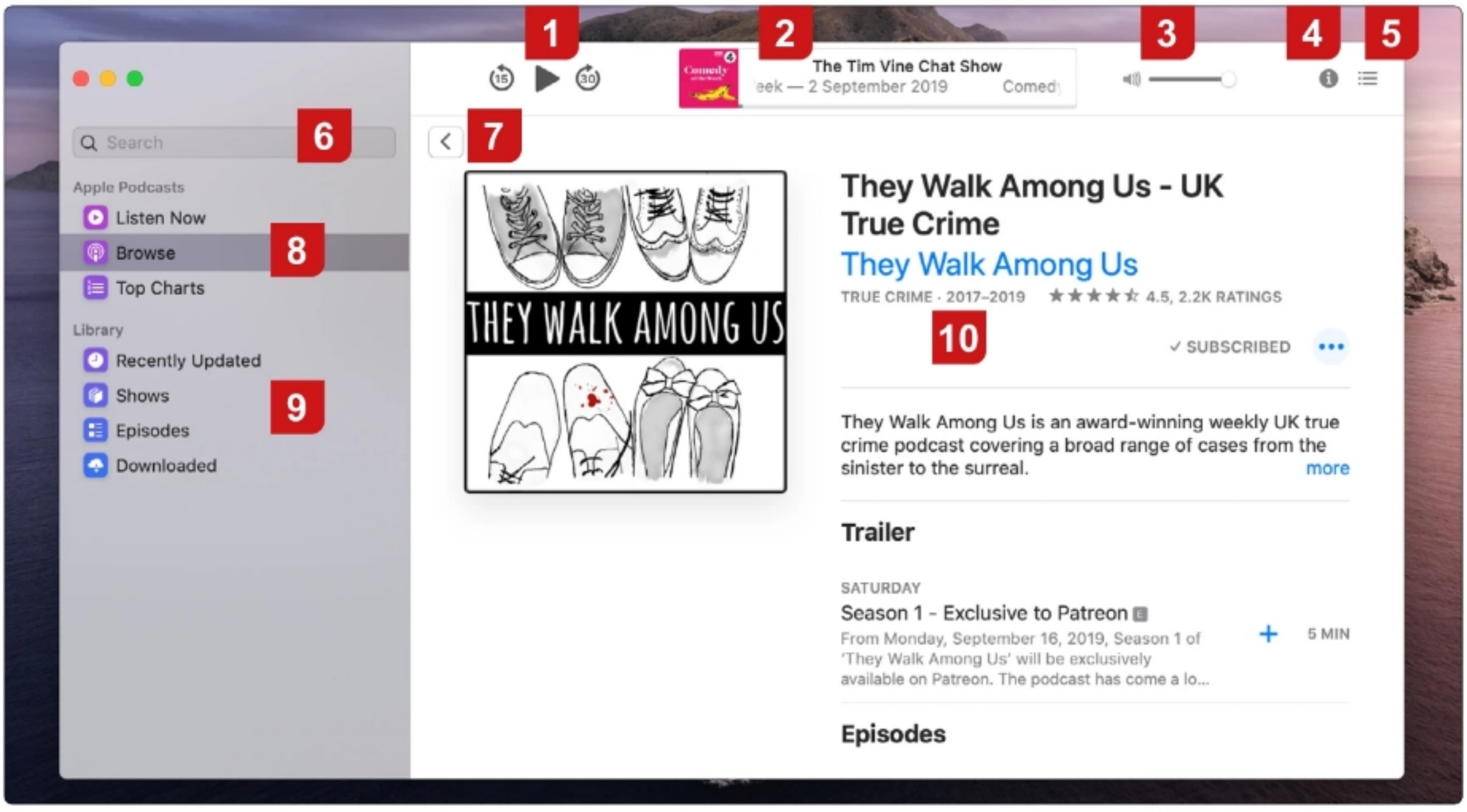
10 When watching a show, move the mouse pointer for controls. These include pause/play, skip forward or backward, close the viewing window, add subtitles, and watch the show in a small window that floats on top of the desktop.

New for macOS 10.15: Catalina

New for Catalina

Podcasts App
Listen and Subscribe

With macOS Catalina, the iTunes application has been abandoned and replaced by three new apps; TV, Music and Podcasts. The Podcasts app lets you find audio programmes that interest you and download, listen to and subscribe to them. Most podcasts are free too.



1 These are your basic playing controls. The icon in the centre plays and pauses the podcast, and those either side of it skips back 15 seconds or forwards 30 seconds respectively.

2 The currently playing podcast. Hover over it for a scrub line showing details such as how long it is and how much has played, and a three-dots icon giving access to a menu offering various options such as Add To Library or Mark as Played.

3 The volume slider. The volume for the Podcasts app can be set independently of the system volume, which is found in the menu bar atop the desktop.

4 The information icon. Click it to show and hide a sidebar containing programme notes about the currently open Podcast.

5 This icon reveals and conceals another sidebar, this time showing a list of what's coming up next.

6 The search field. You can search podcasts stored in your library or all podcasts available through the app. You can search for titles, names, content and more.

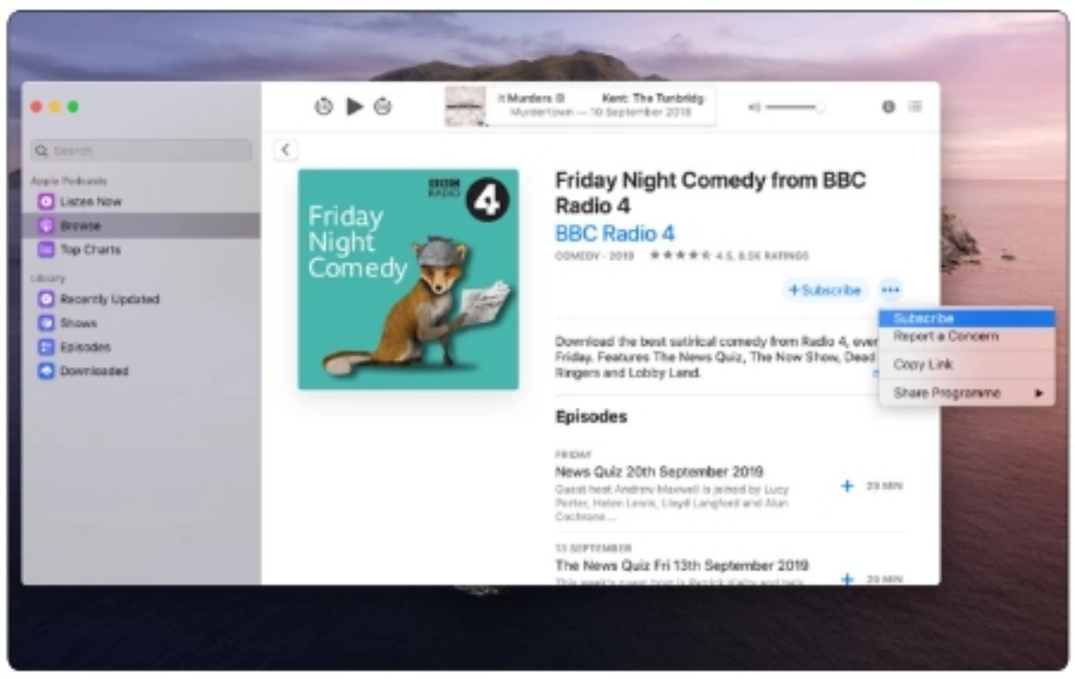
7 The back button. We're currently looking at a specific podcast. Clicking this icon would take us back to the page that brought us here.

8 In the left-hand sidebar, click Listen Now for a list of the latest podcasts released in shows to which you subscribe. Click on individual podcasts to go to that show's page. You can browse for new podcasts or scan the latest charts for most popular podcasts.

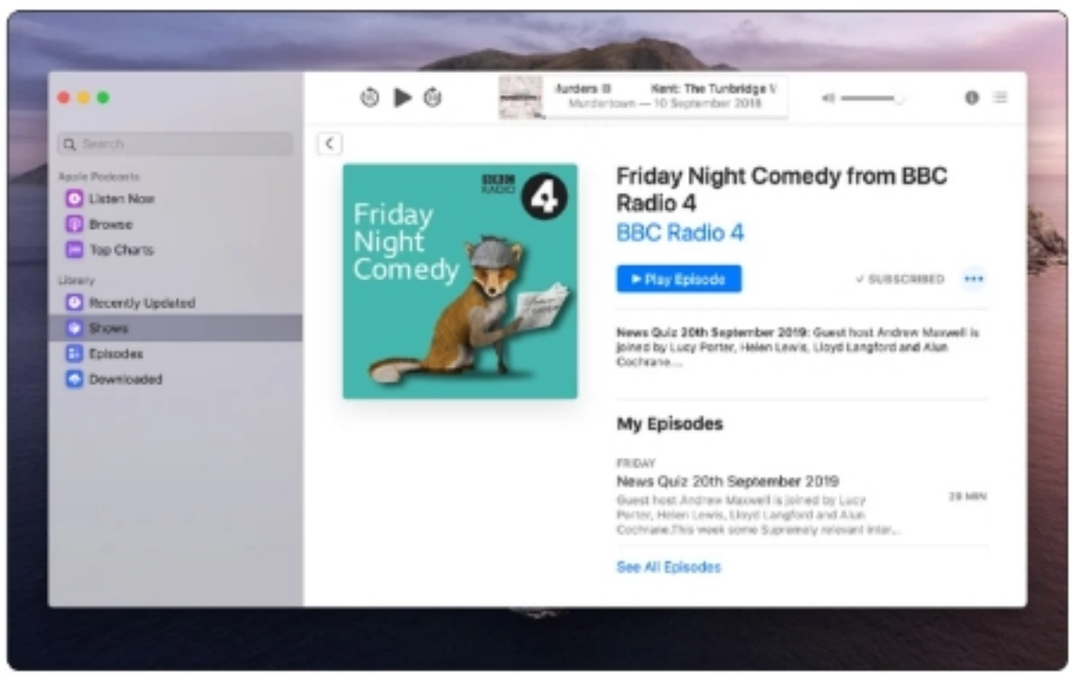
9 The Library section of the sidebar shows you the podcast content saved on your mac divided into Shows and Episodes, along with podcasts you have downloaded for offline listening.

10 The main window with all the information of the Podcast you're browsing.

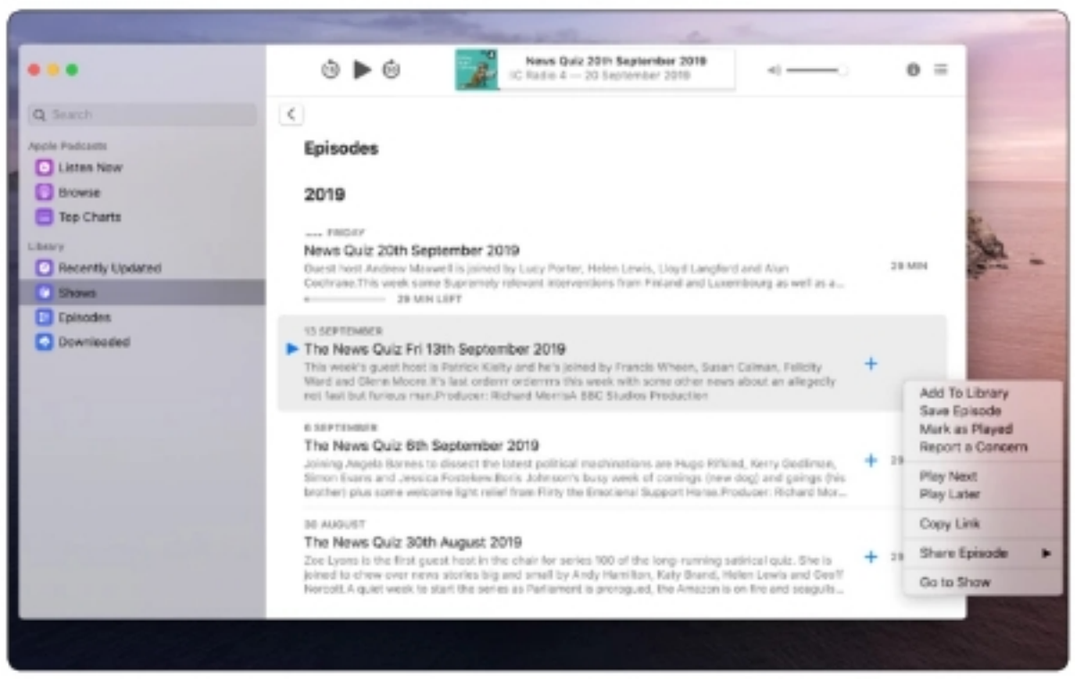
Using the Podcasts App



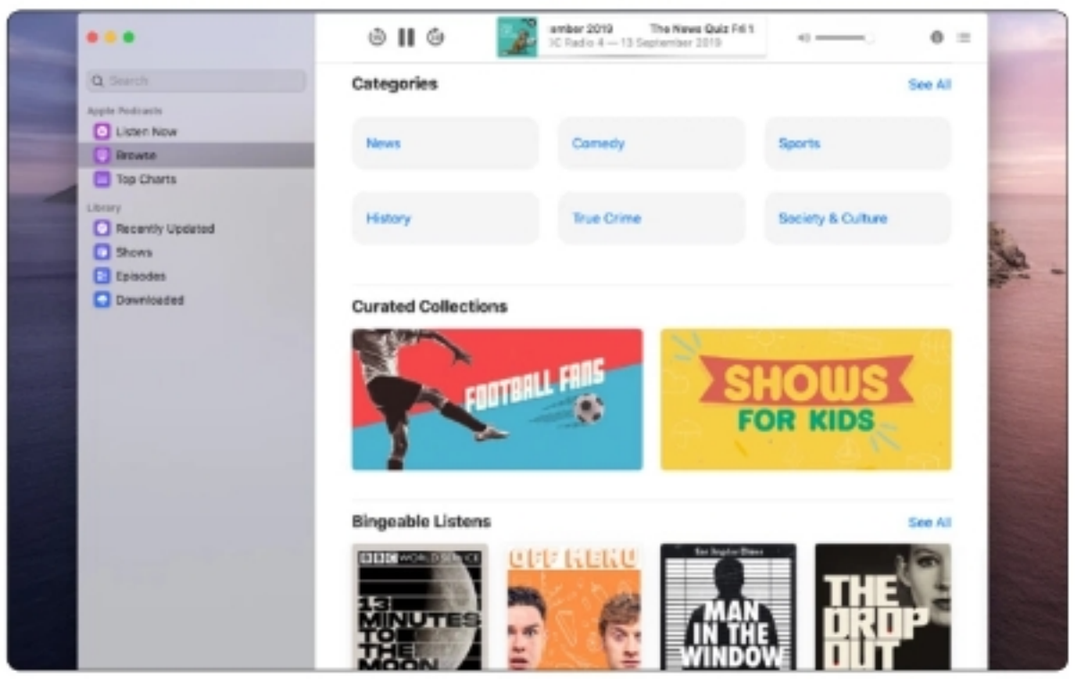
1 To subscribe to a podcast, and have new episodes automatically downloaded to your Mac to enjoy later, browse or search for a show might like and then click the +Subscribe button, or use the three-dots icon to its right. You can use this three-dots icon to unsubscribe too.



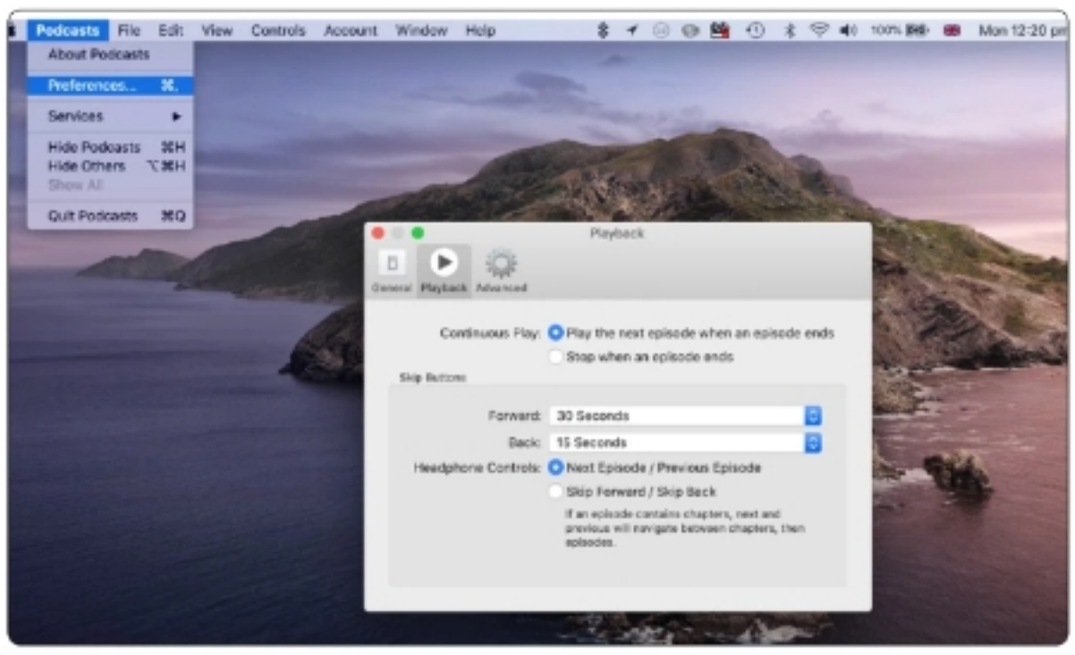
2 To play an episode of a show to which you've subscribed, click on Shows in the left-hand sidebar, click the podcast you want to hear and click the Play Episode button for the latest show. Click See All Episodes at the foot of the page for a list of other available episodes.



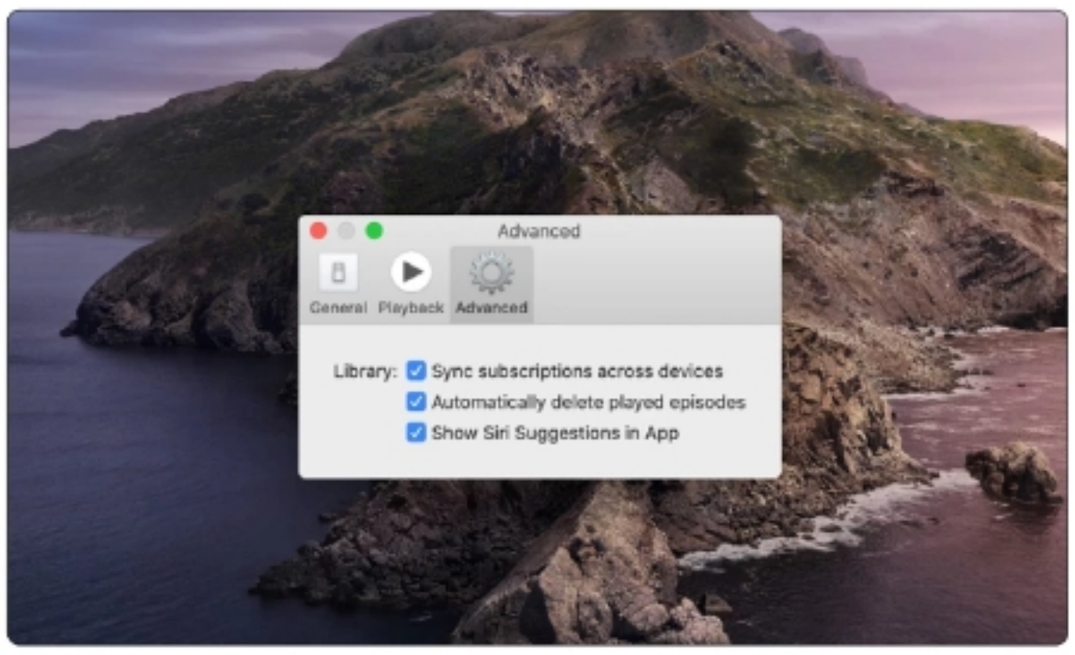
3 When looking at a list of episodes in a specific podcast, hover your pointer over one for a Play button, which lets you play it without downloading. Click the title for more information, the Plus icon to download whether you're subscribed or not and the three dots for options.



4 Don't miss the Browse options. Click the Browse option in the left sidebar and scroll up to see Categories, which groups podcasts according to genre. Click See All for the full range. Keep scrolling for curated collections, editors' picks, new seasons and lots more besides.



5 Open the Podcasts app's Preferences window and you can configure the app to your own needs. You can change the skip buttons' timing from the default 30 or 15 seconds, set headphone controls, choose whether to play one episode at a time or continuously, and more.



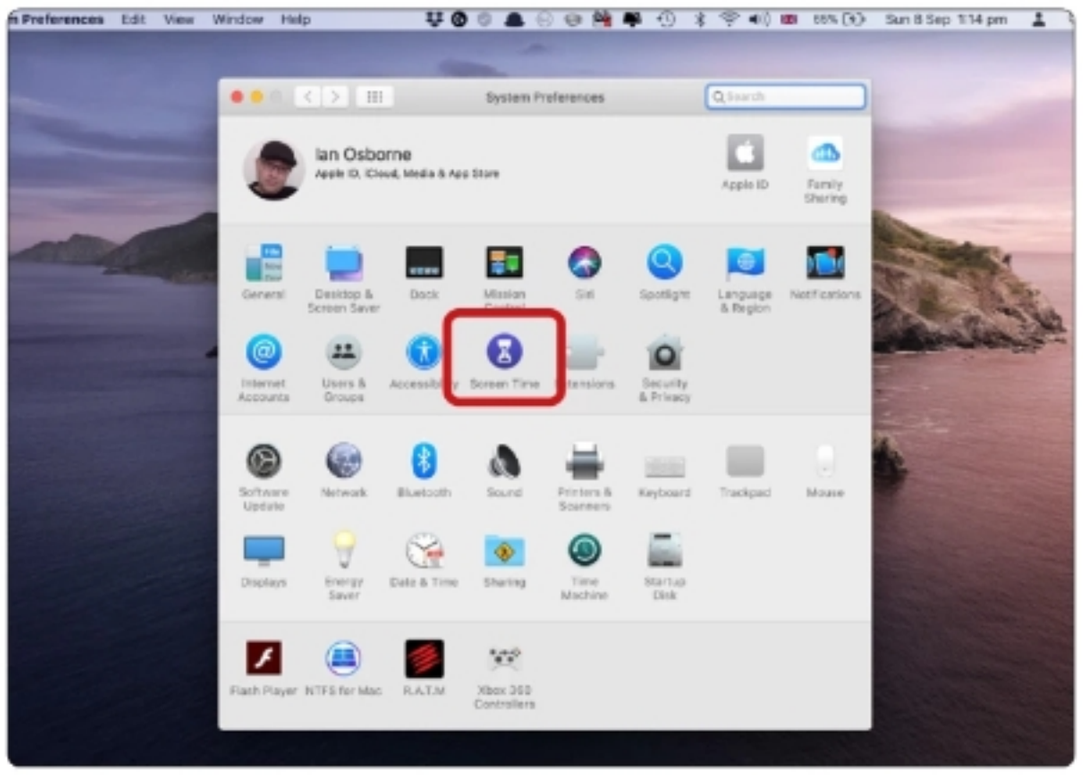
6 The Advanced tab in the Preferences window gives access to some very important controls. You can choose whether or not to sync your subscriptions across your Apple devices, automatically delete episodes you've already listened to and show Siri suggestions too.

New for macOS 10.15: Catalina

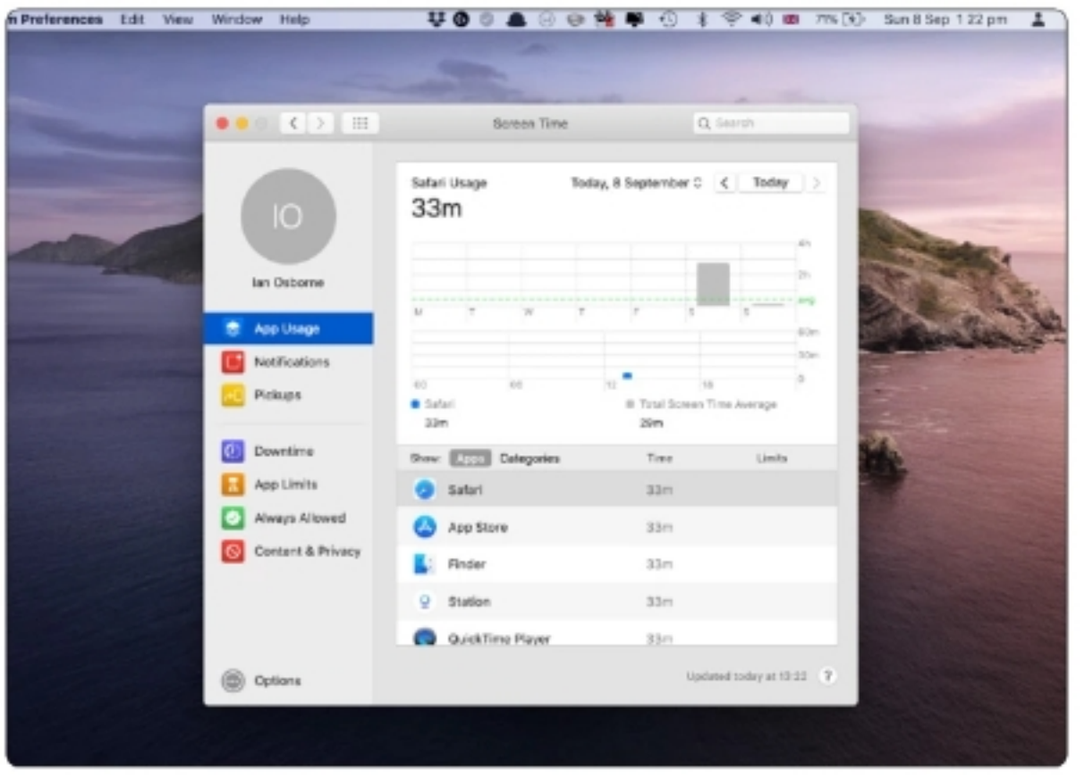
New for Catalina

Screen Time
Monitor Mac Use

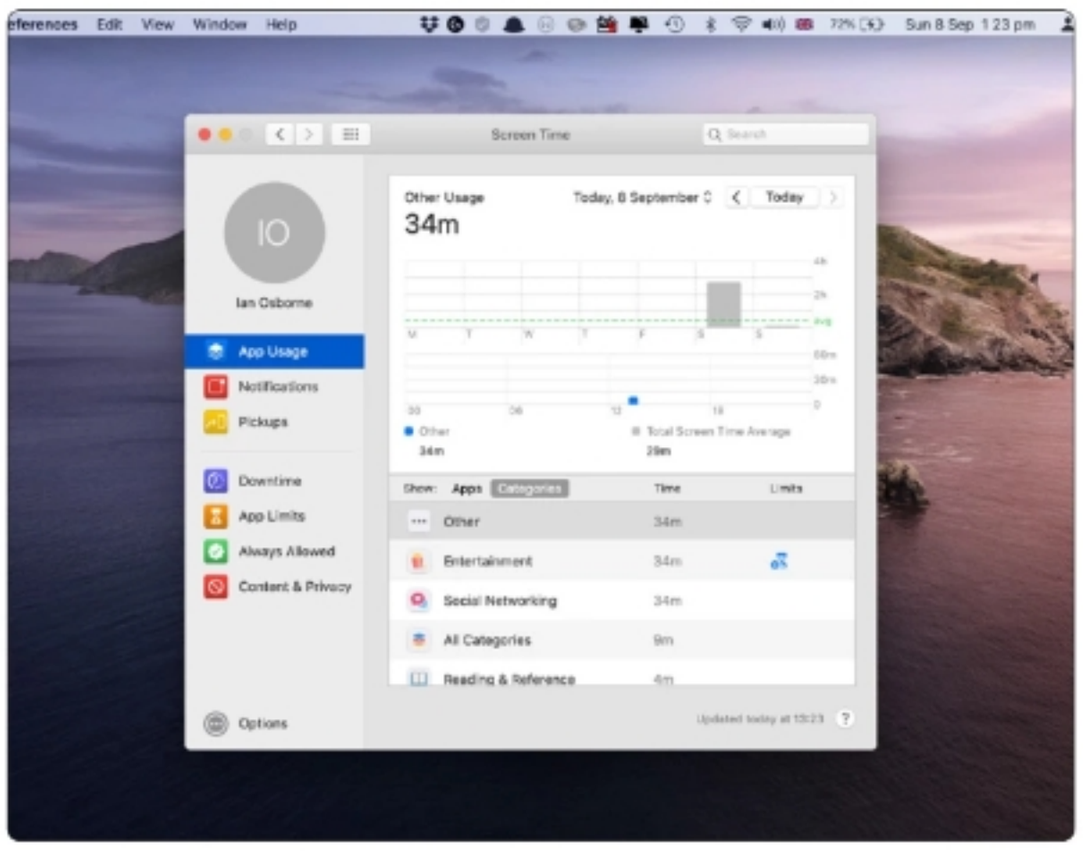
Screen Time is a great feature that was introduced to the iPad and the iPhone last year, but comes to the Mac with macOS 10.15: Catalina. You can use it to check what you've been doing on your Apple devices, and for how long, as well as to limit your children's computer time. Let's take a look.



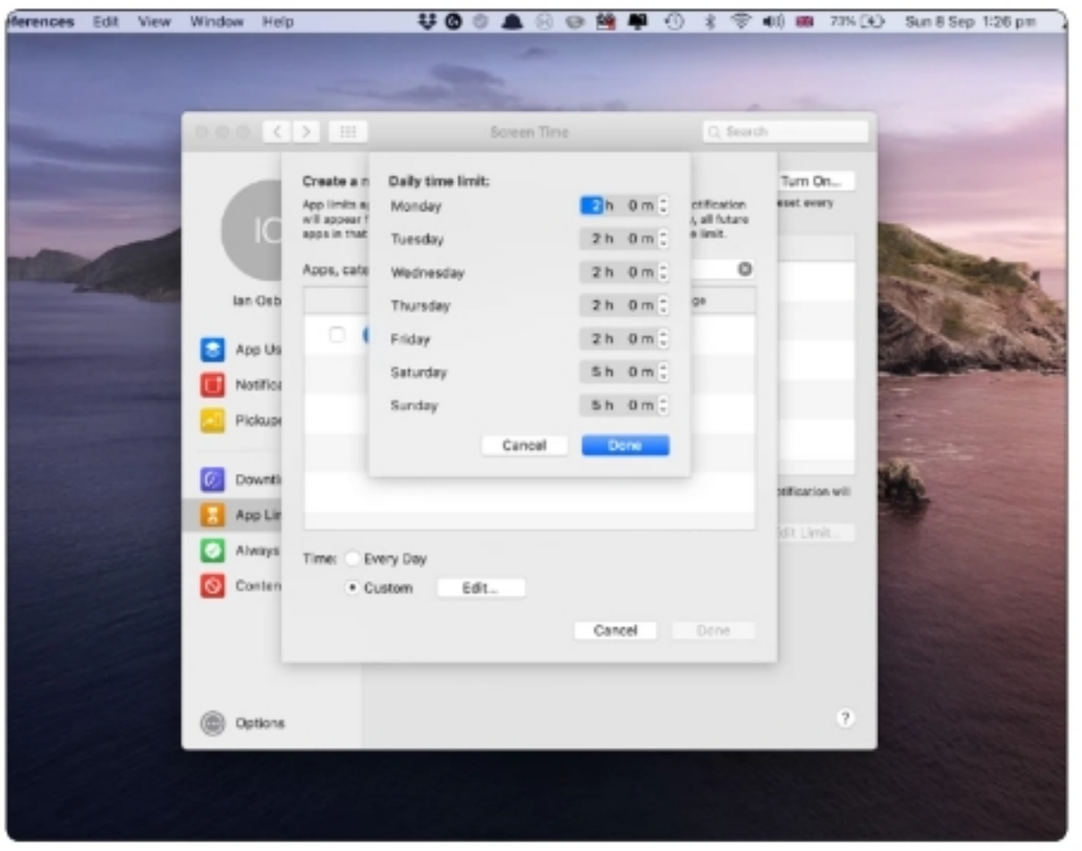
1 First of all, open System Preferences from the Apple menu, or the Dock, and open the Screen Time preference pane. It's in the first section of preferences; look for the purple circle with the Hourglass icon on it.



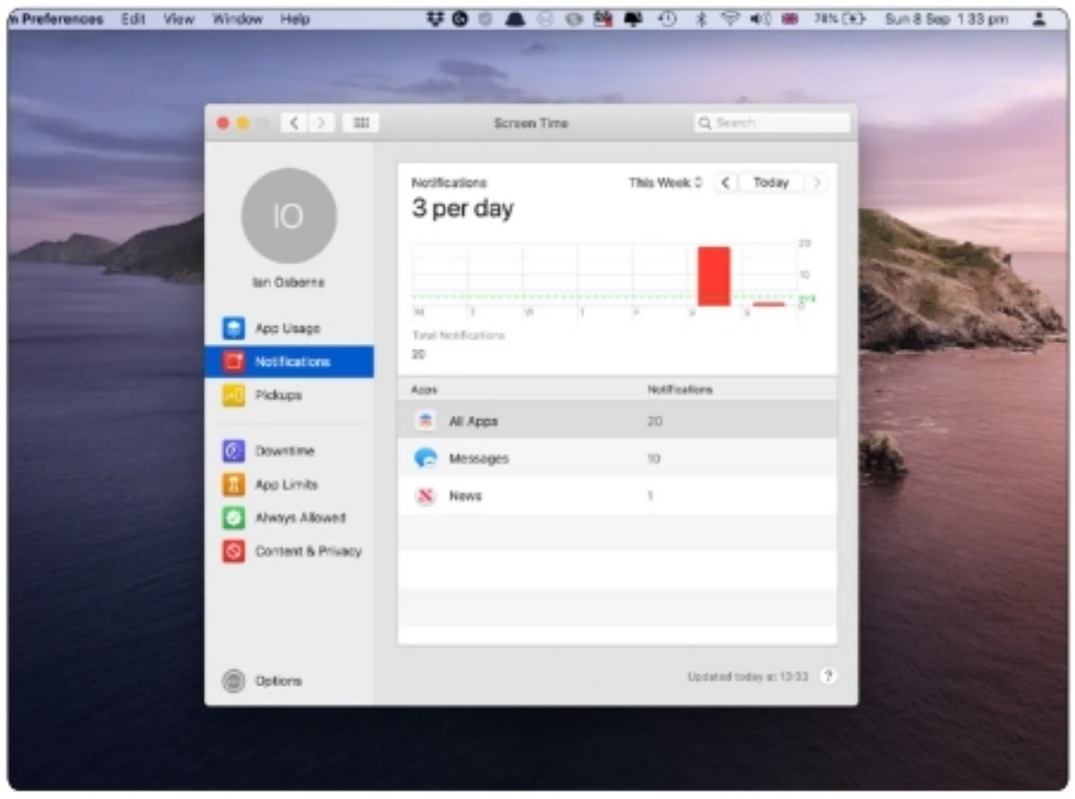
2 In the left sidebar, click App Usage. This shows how much time you've spent on your Mac today as a figure, and over the week, as a graph. Below is a list of apps and websites you used, and for how long you've used them for.



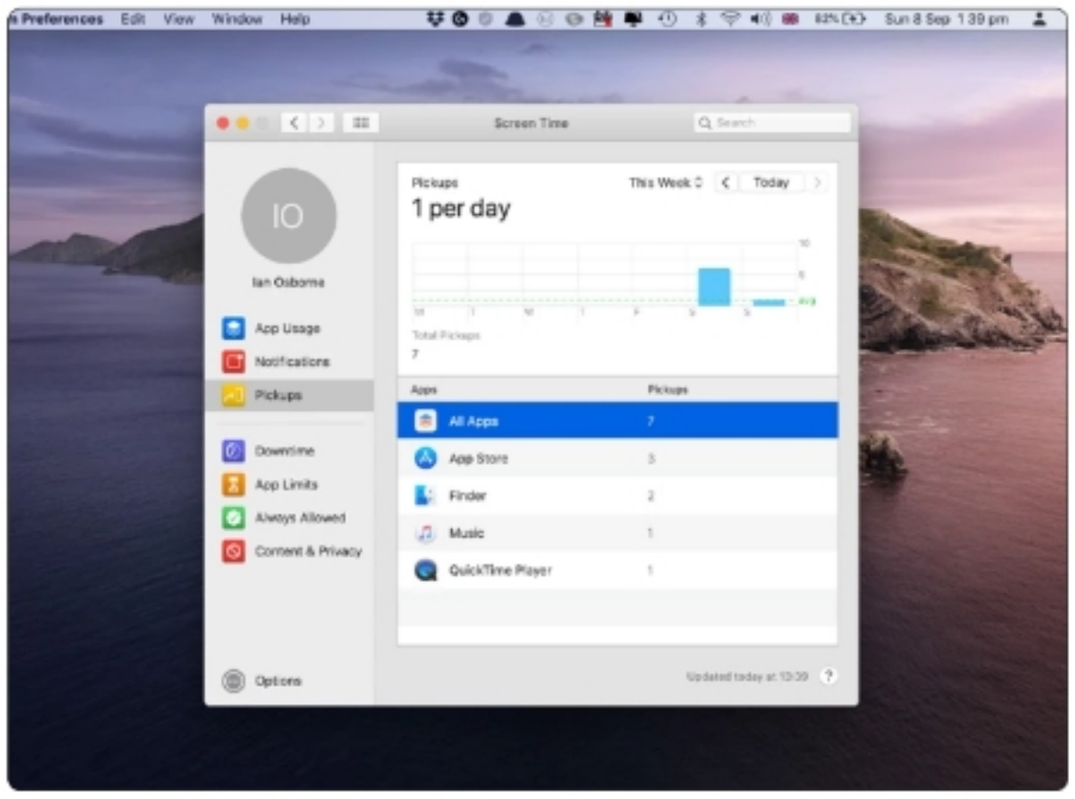
3 Click on Categories and the bottom panel shows what you've been using your Mac for, such as Entertainment or Social Networking instead of apps. Hover over a category or an app and you see an hourglass.



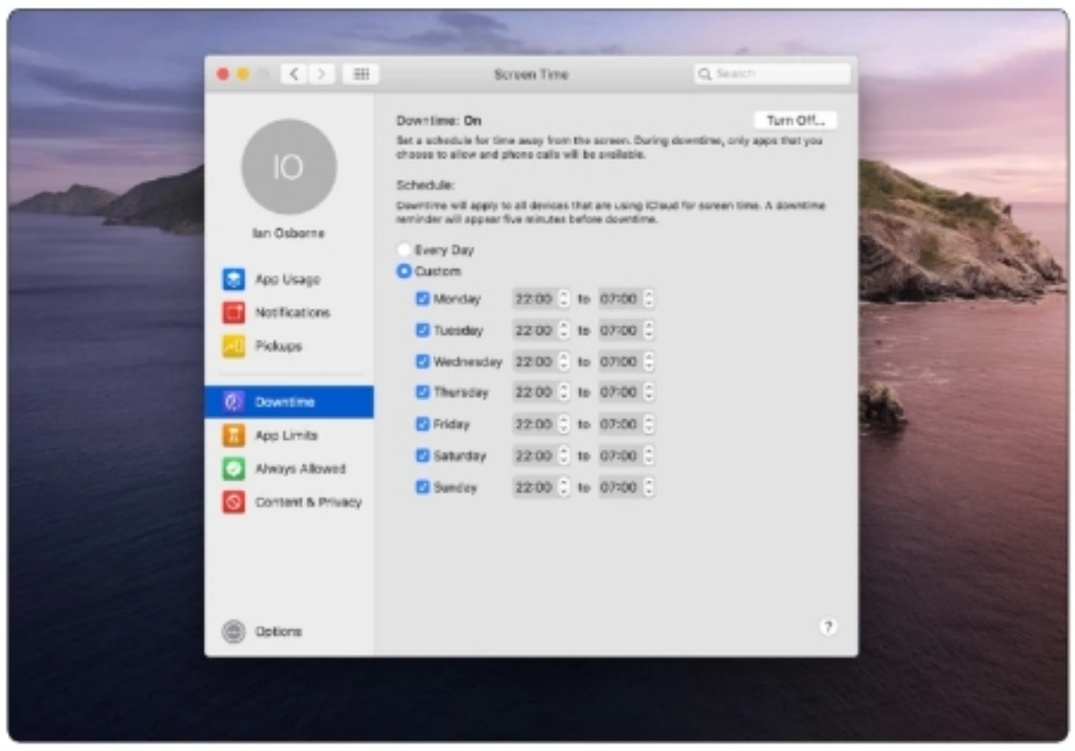
4 Click this hourglass and you can limit the time you spend on that app or category. You can set a single per-day time limit, or a custom schedule, so you can (for example) allow more time on a weekend than a weekday.



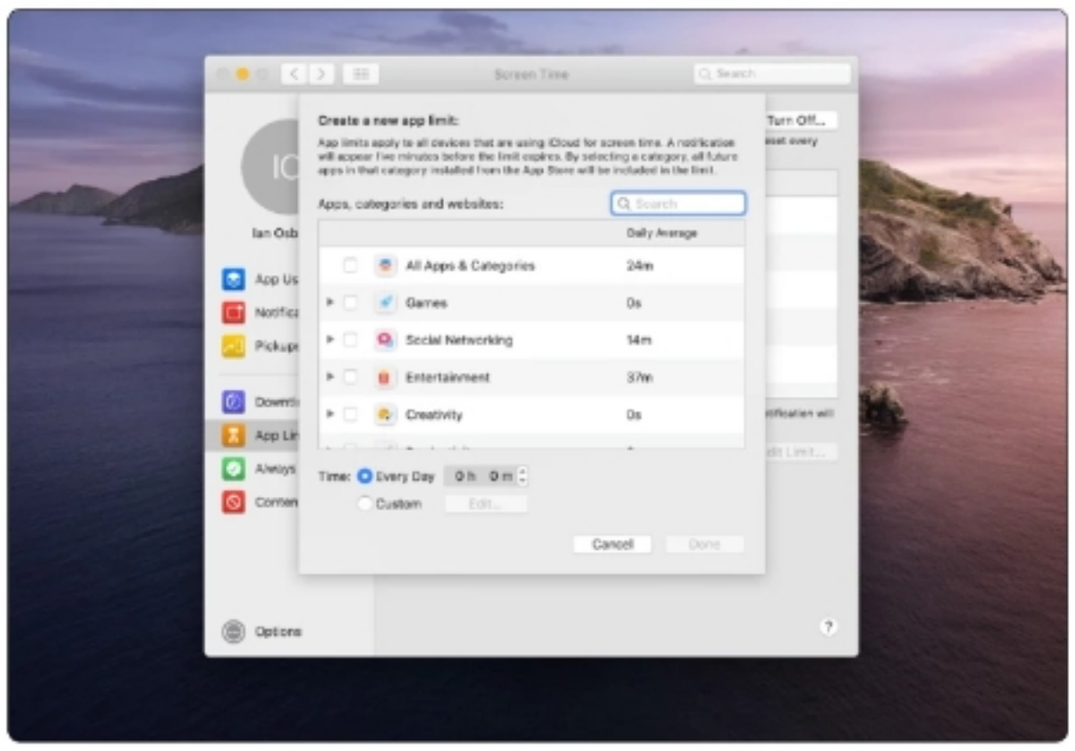
5 Click Notifications on the left-hand sidebar and you're told how many notifications you've received that day, and from what apps. Click the date in the top panel and you can look at the week instead of the day.



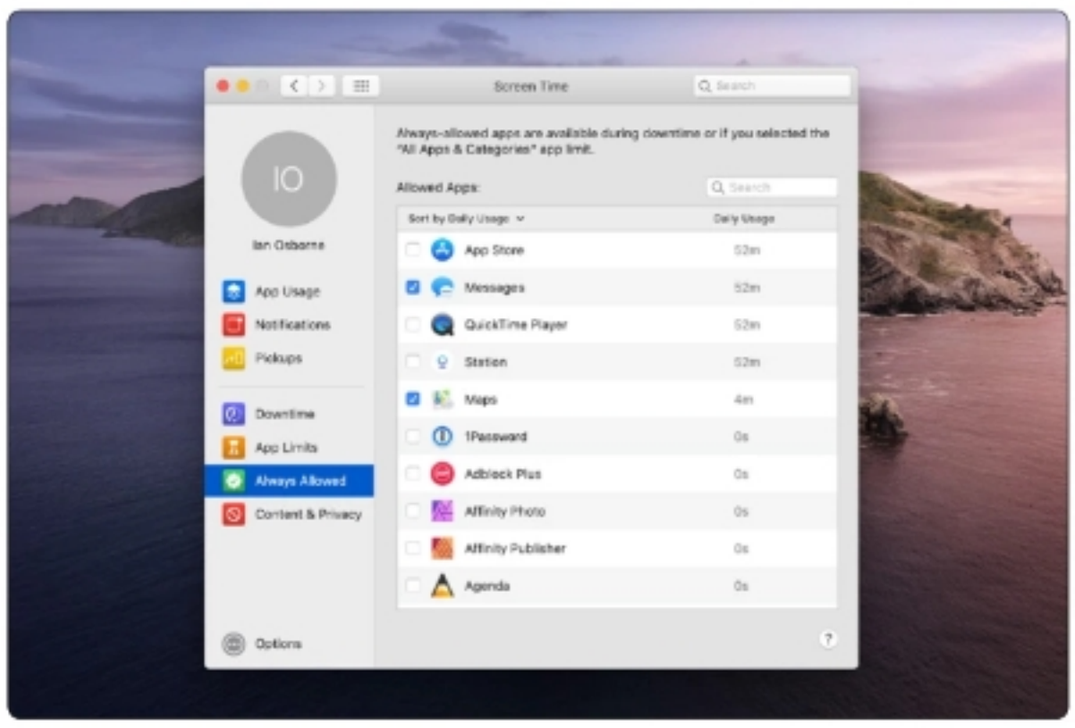
6 Pickups is the number of times you've interacted with specific apps on your Mac, that is, actually used them instead of just opening them. Again, you can look at today or the entire week. Click an app to see the average per-day.



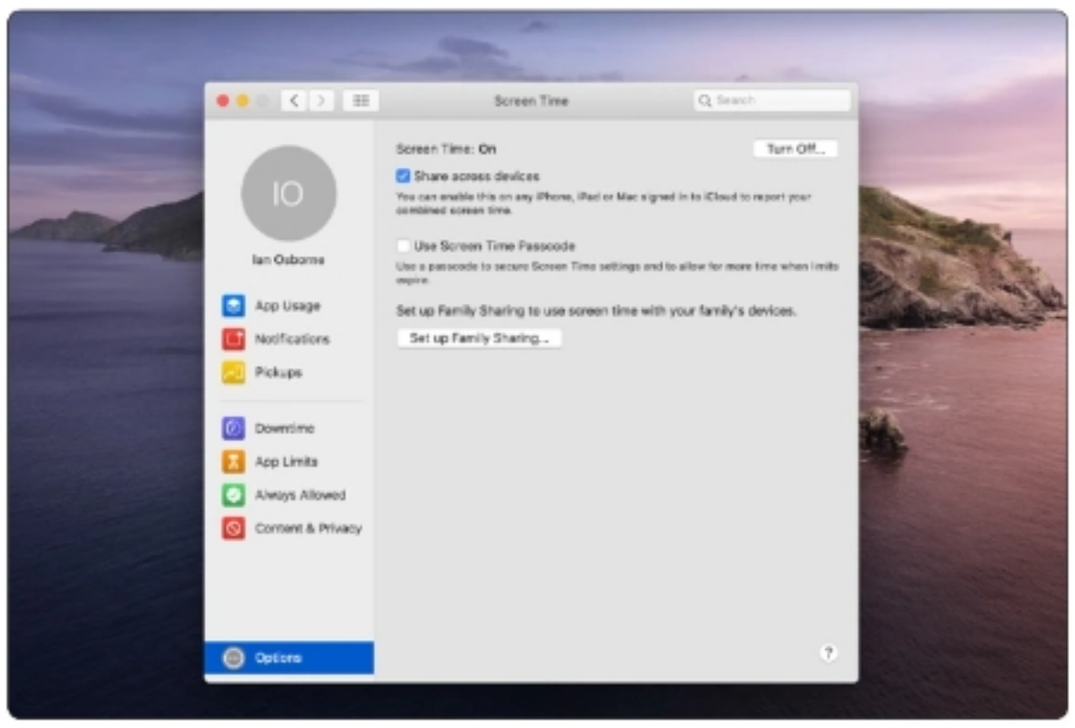
7 The Downtime section lets you plan for time away from the screen. During downtime, only apps you choose to allow at any time are accessible. You can set downtime on an every-day basis, or customise according to the days of the week.



8 App limits sets downtime on a per-app or a per-category basis, and again can apply every day or customised according to the day of the week. Five minutes before downtime, a notification appears saying you're almost out of time.



9 Always Allowed sets apps that can be used even during downtime. For example, if you want access to email at all times, check Mail. Content and Privacy restricts explicit content such as websites, explicit language and media.



10 Click Options (bottom left) and check 'Share across devices' to have your settings apply across all your Apple gear. Click Use Screen Time Passcode and set a passcode to prevent your kids changing settings you've applied to their Mac.

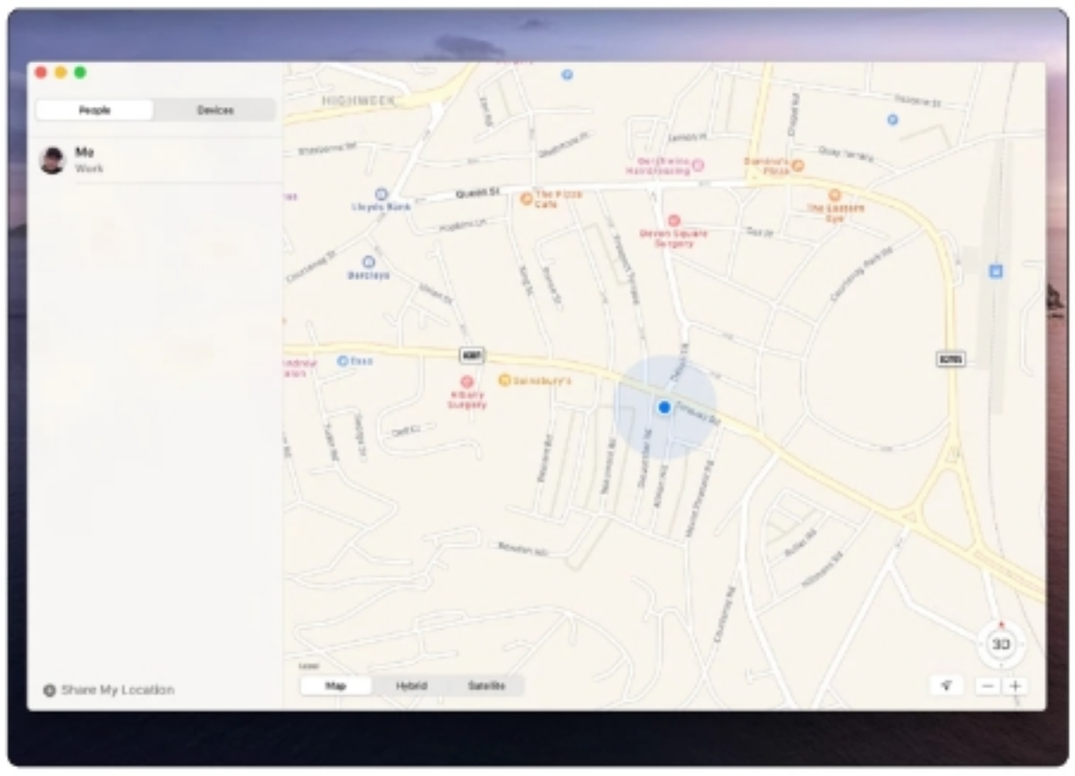
New for macOS 10.15: Catalina

New for Catalina

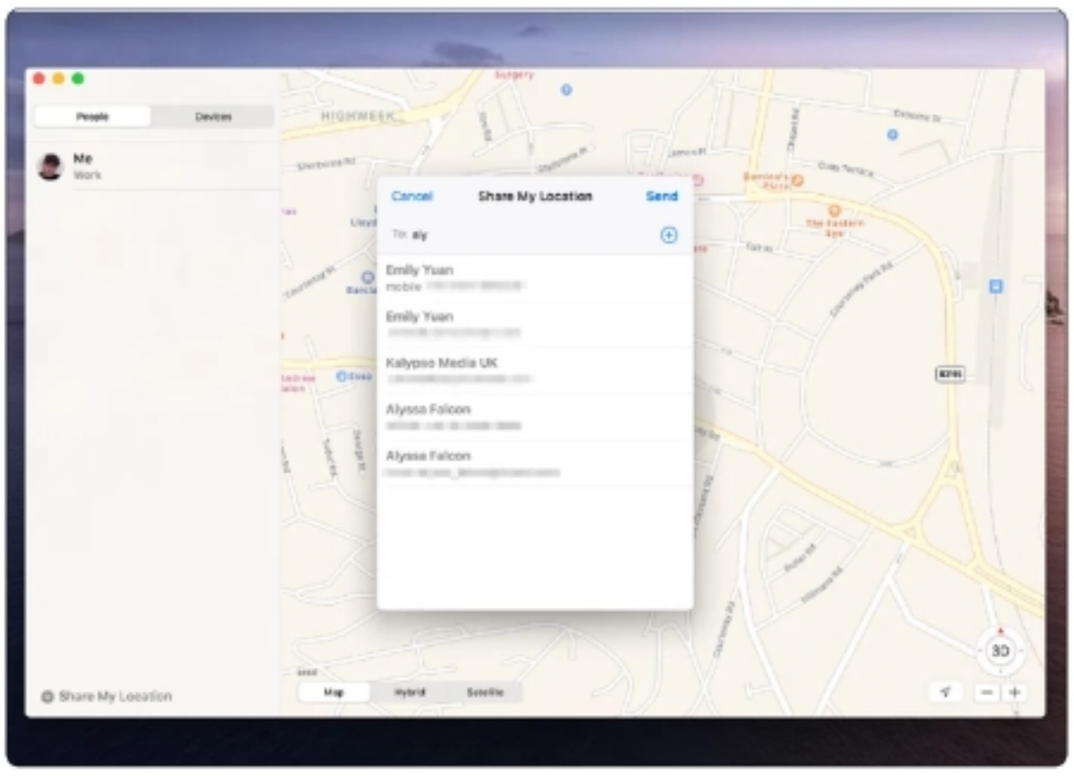
Find My
Friends and Gadgets

For Catalina, the Find My Friends and Find My App are merged into a single app, ‘Find My’. With it you can keep track of your friends’ whereabouts, and also track down a missing Mac, iOS device, Apple Watch or AirPods. It’s great if you’re arranging a meeting, or finding lost or stolen Apple gear.

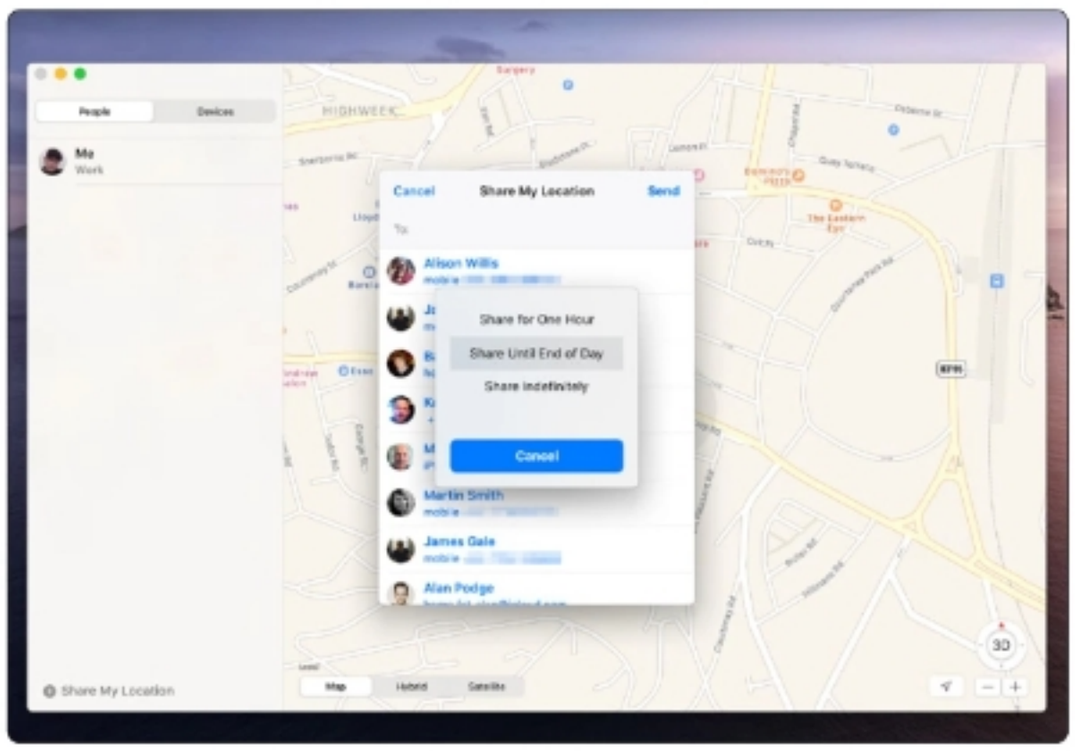
The People Tab



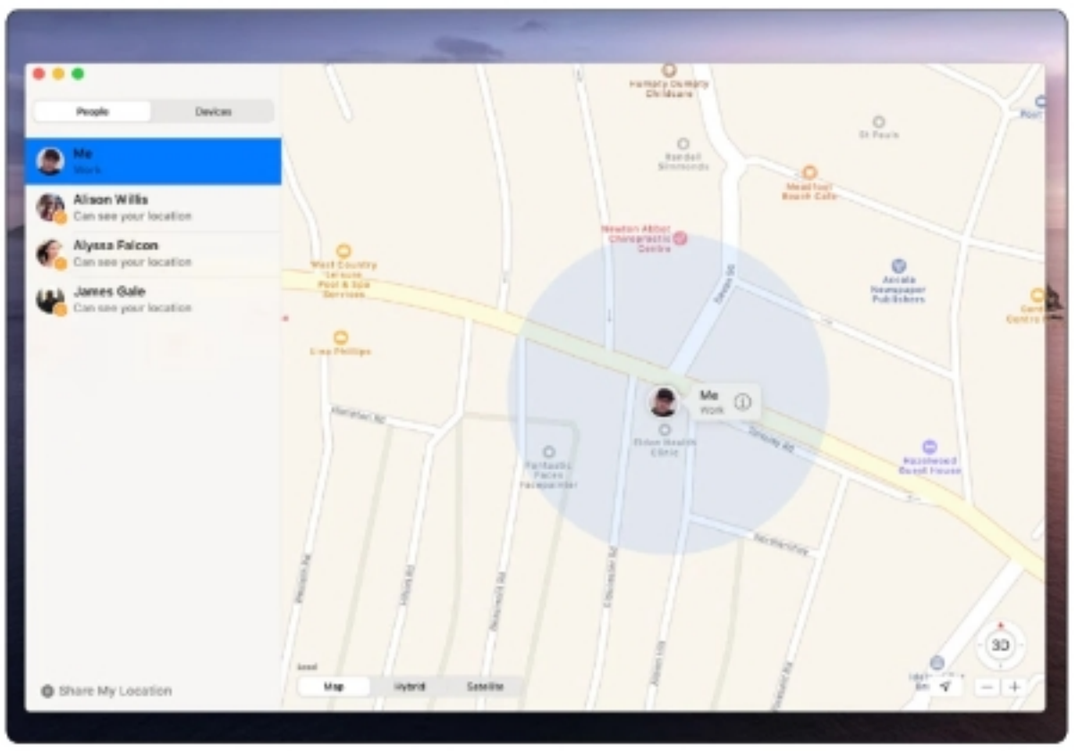
1 The Find My app is divided into two sections, represented by tabs at the top of the sidebar; People and Devices. Unsurprisingly, the People tab is for finding friends and family who are sharing their locations. If it isn’t already selected, tap it.



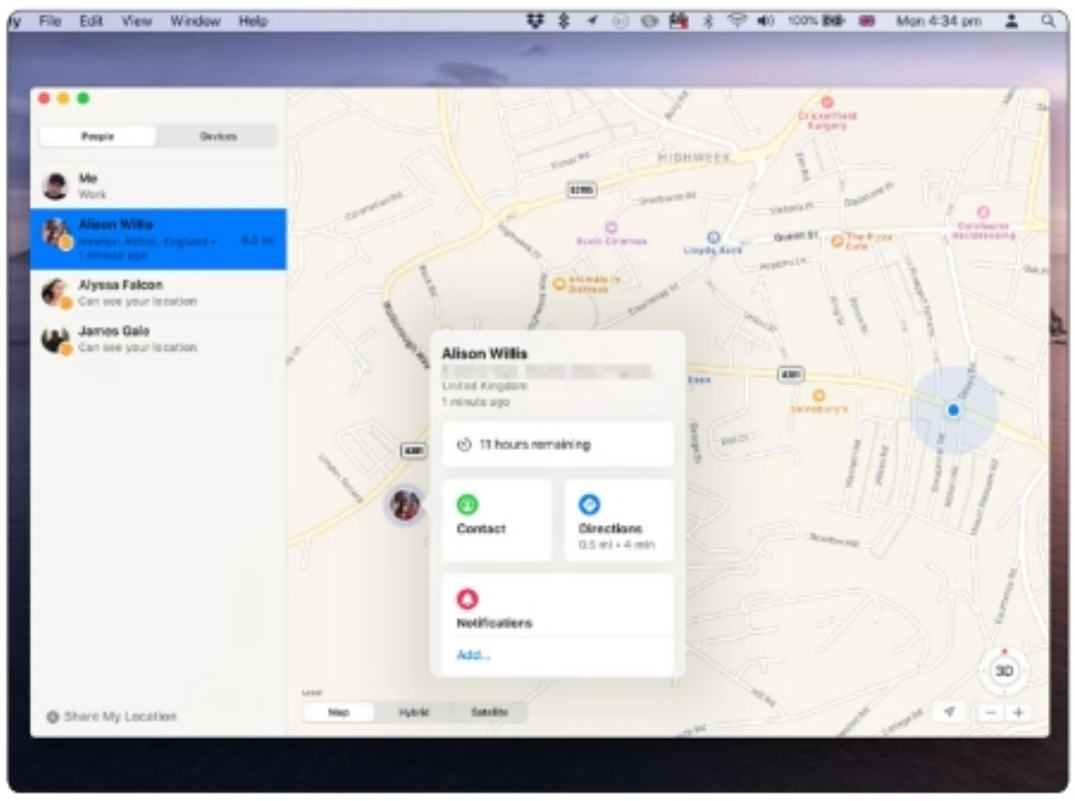
2 To start sharing your location with friends or family members, tap the Share My Location link at the foot of the sidebar. You should then enter the name, Apple ID email, or phone number of the person with which you want to share locations.



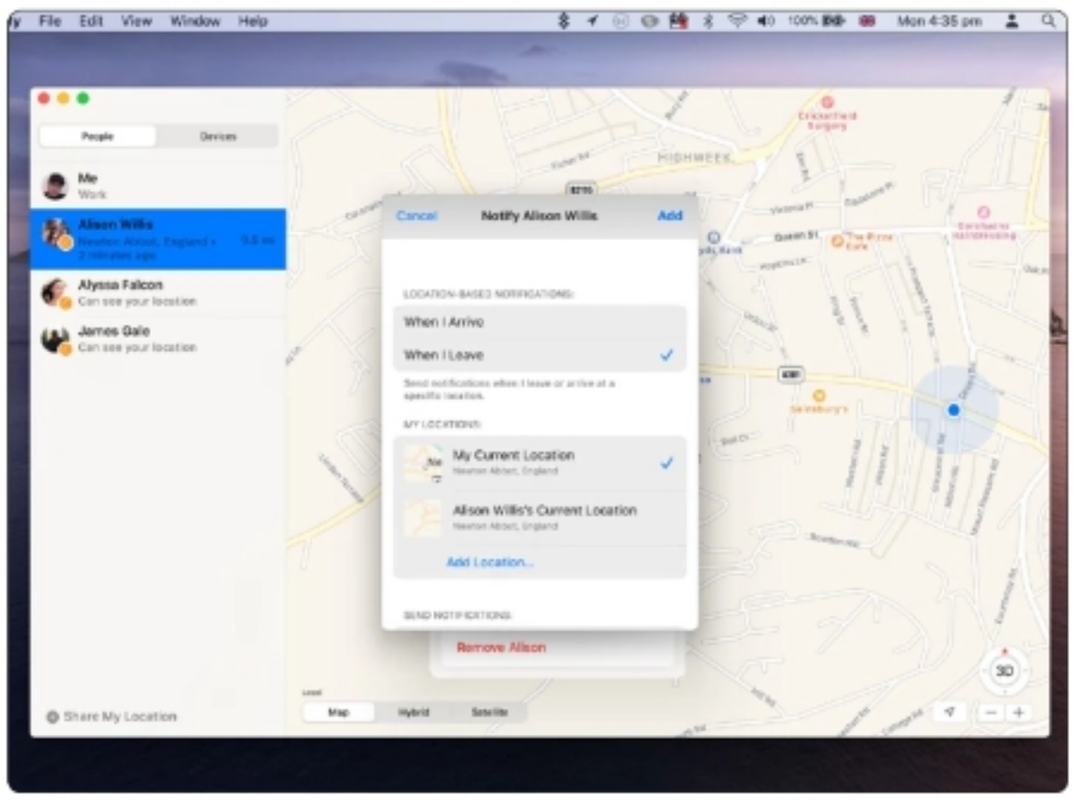
3 As is usual, you can tap the + sign to the right and select a person from your Contacts app. Add as many people as you wish, and tap the Send link. Then you can choose whether to share for an hour, the rest of the day, or indefinitely.



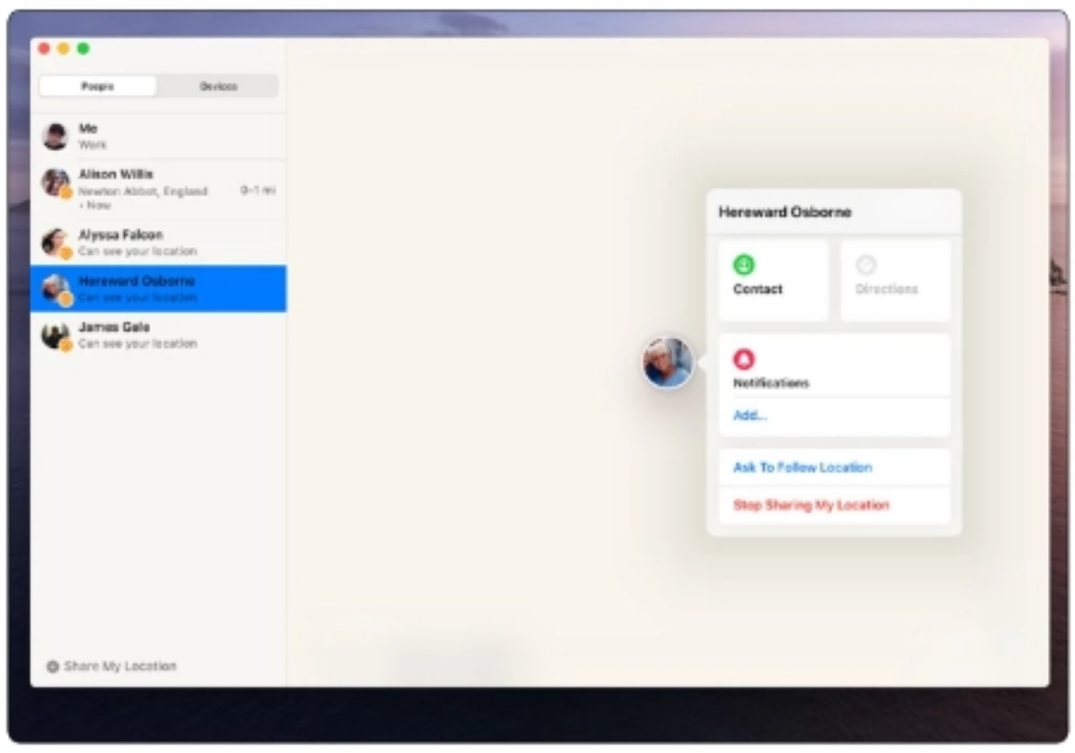
4 The people with whom you shared your location can now see exactly where you are, that is the blue spot which you can see on the map. You can pinch and spread to zoom into and out of on this map, just like you can in the Maps app.



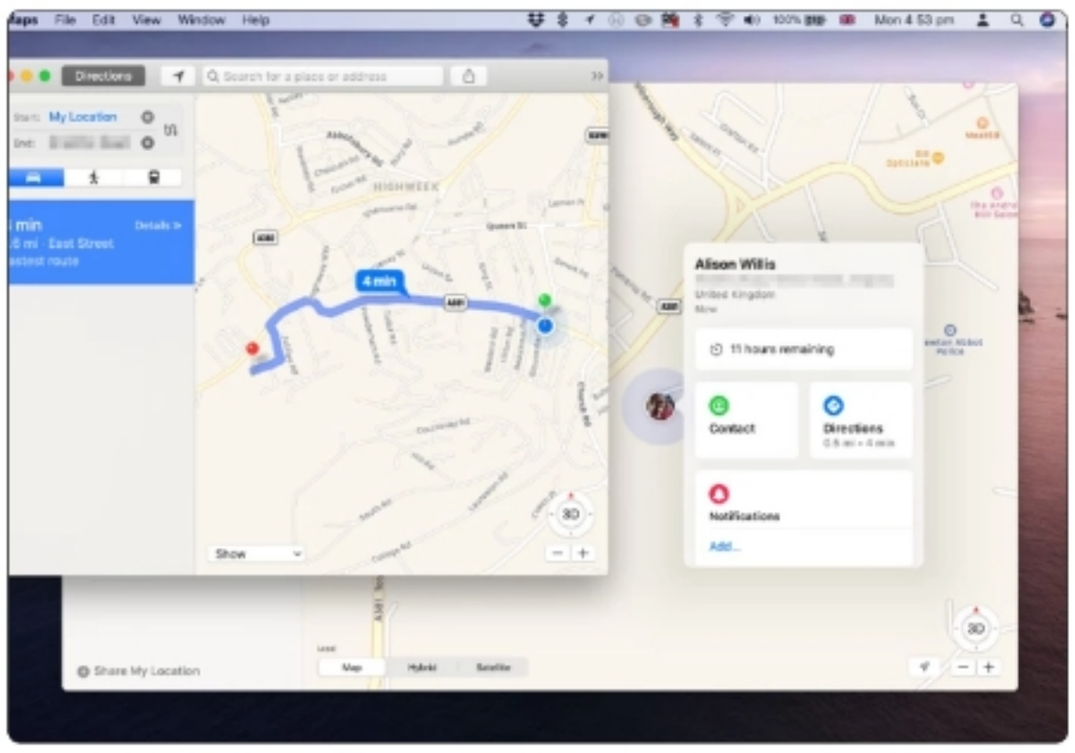
5 To access this options window, tap on the name of someone with whom you're sharing your location and click the 'i' icon on the tab next to their photo on the map. From here, you can tap Contact to bring up their card from your Contacts app.



6 Other options available on this screen are: ask for their location, stop sharing your own, or remove them from the people with which you're sharing. You can also send them a notification when you leave or arrive.

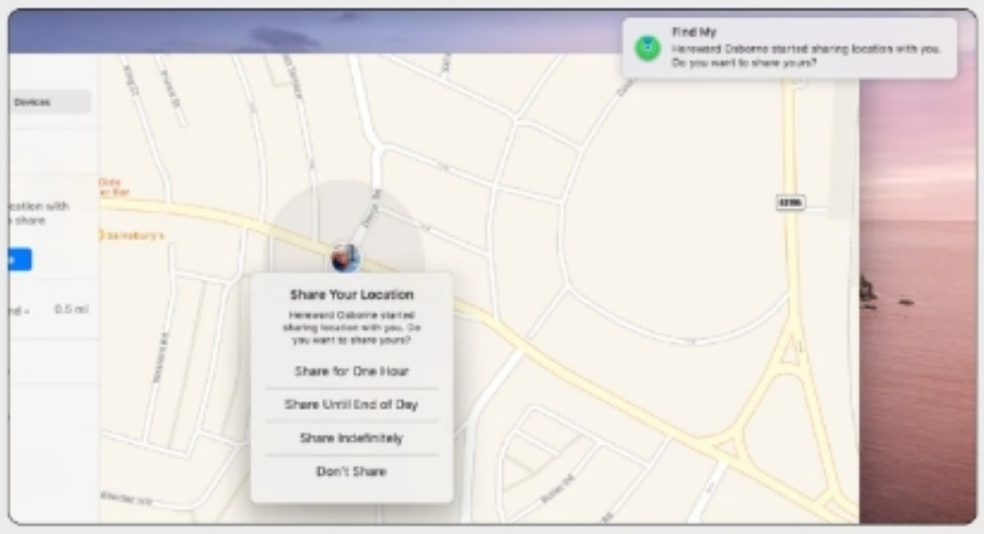


7 Click on a friend who isn't currently sharing their location with you, click on the 'i' icon and then tap Ask To Follow Location to request they do so. If they comply, they also appear on the map, along with yourself and others.



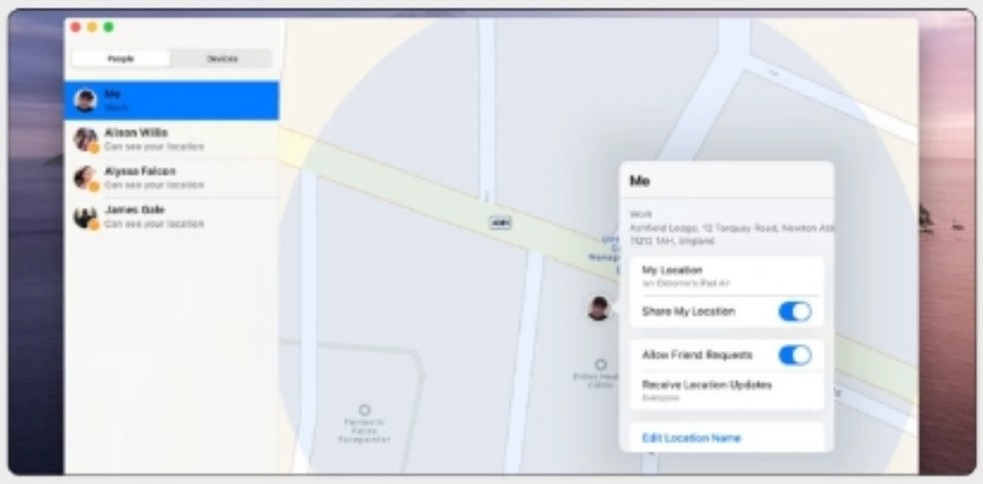
8 Something else you can do from the 'i' icon's pop-up window is get directions to your friend's location. Just click the Directions option, and you're shown how to get there. Clicking Contact opens their contact card.

Returning the Favour.



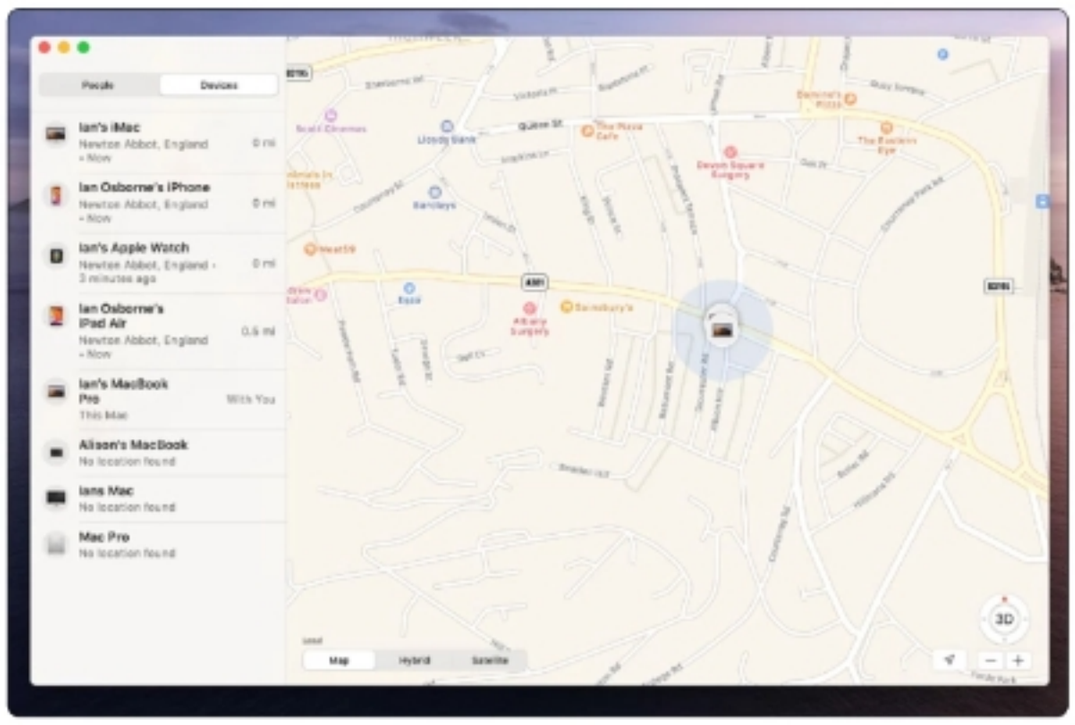
When someone shares their location with you, it appears in your sidebar and you're given a notification. You can return the favour from either of these indicators, and share your location with them.

The Me Option.

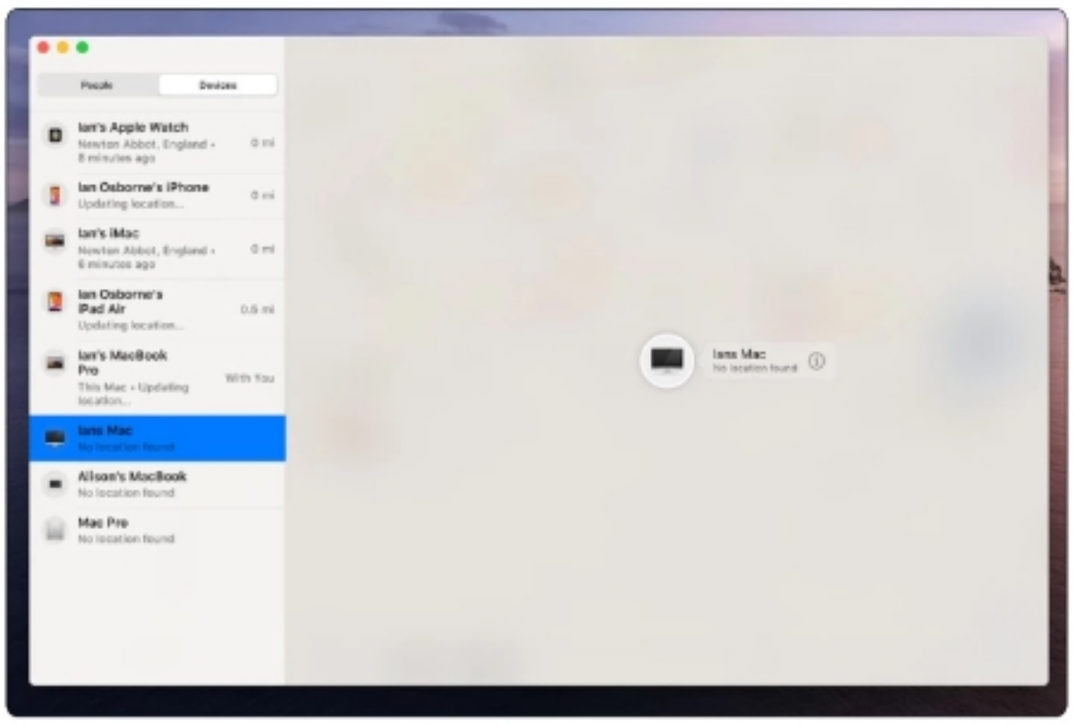


Tap Me at the top of the sidebar and click the 'i' icon in the tab showing where you are on the map. A pop-up window identifies your location, which you can name (work, home, school, and so on), and can also stop sharing your location too.

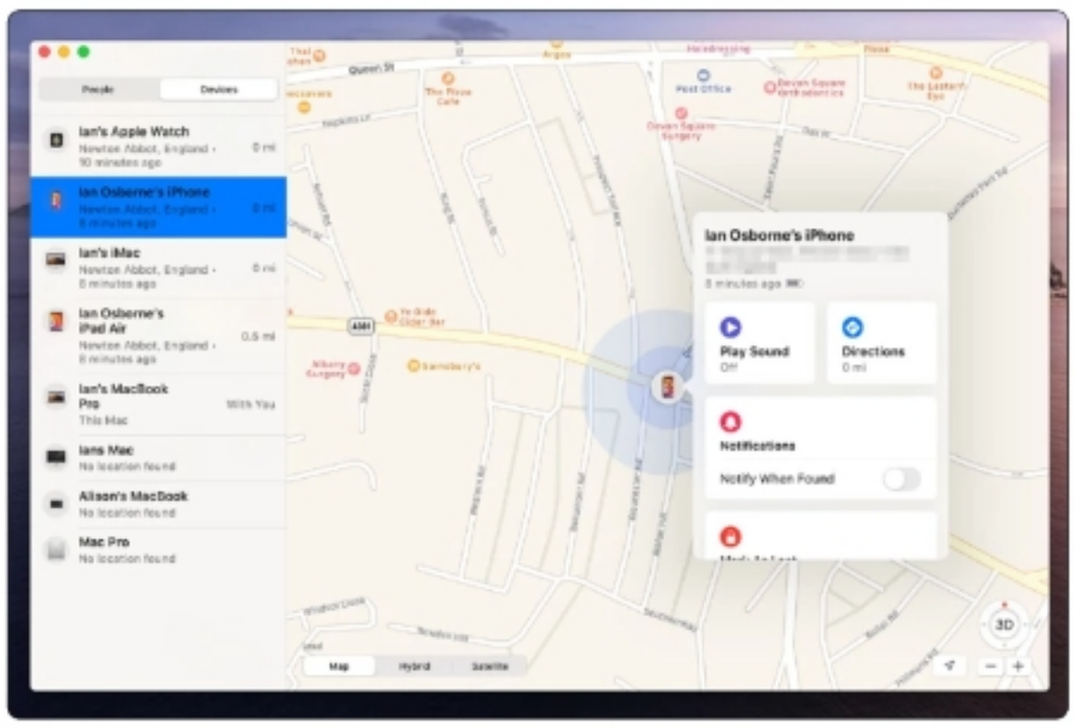
The Devices Tab



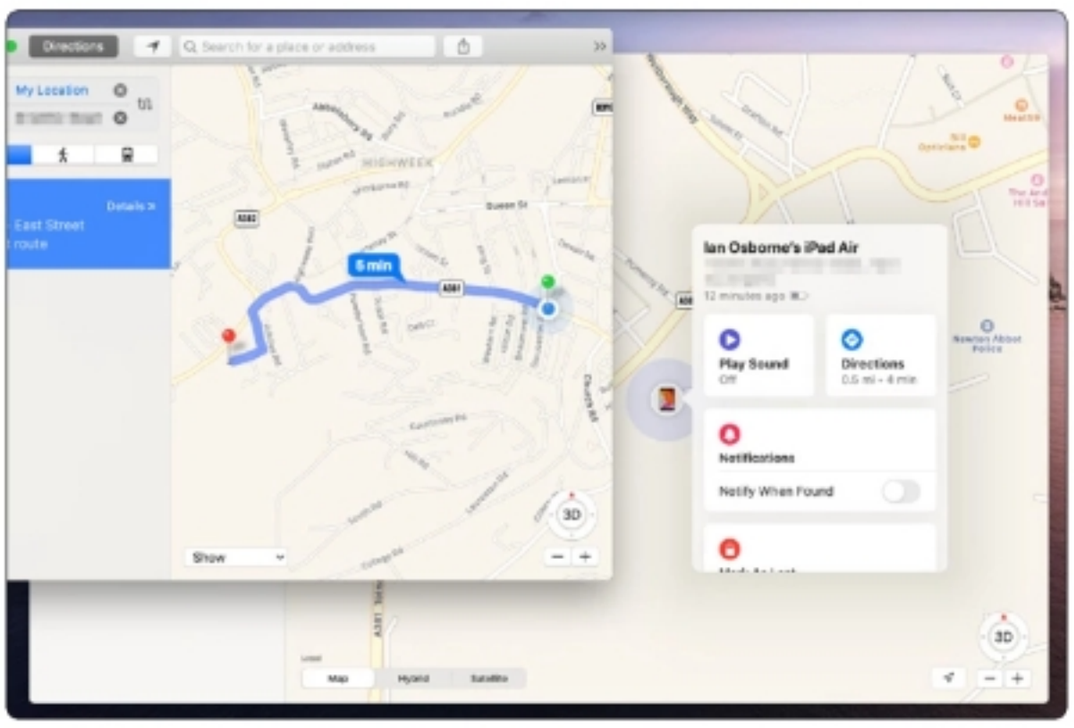
1 The Devices tab, found at the top of the sidebar, gives access to what used to be called Find My Mac. Tap it, and any Apple gear you own that's logged into the same Apple ID as your Mac is shown on the map.



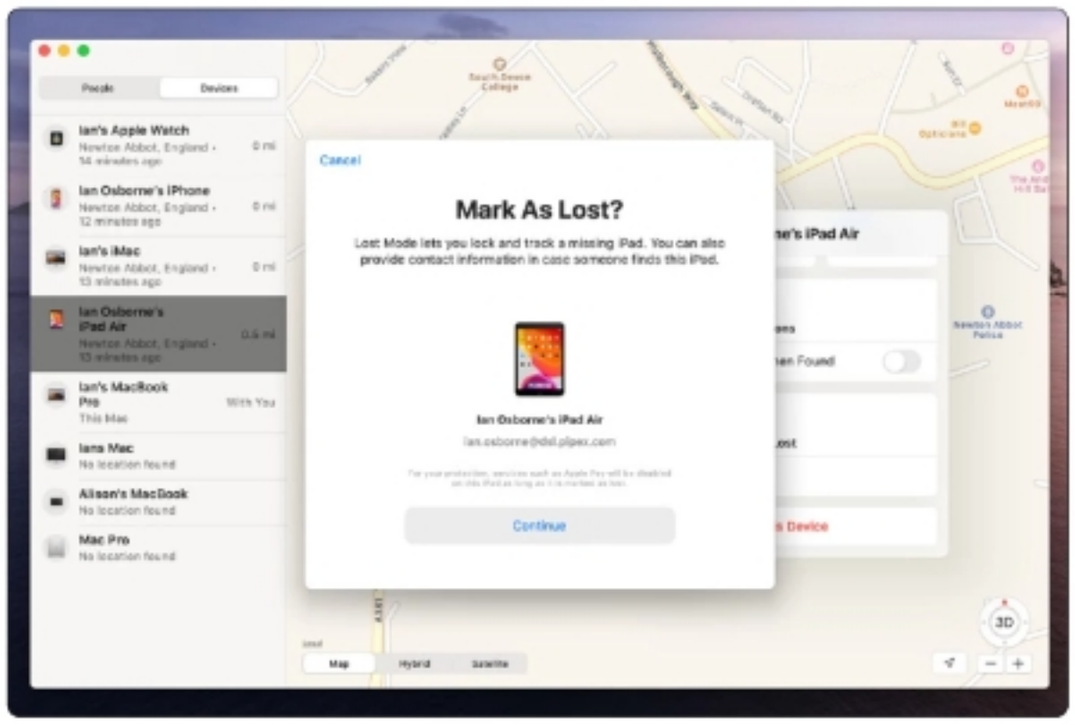
2 The sidebar on the left of the window shows your Apple gear. If a device hasn't been online recently, it is listed as 'No location found'. Its location will be updated when it next goes online, so if it's been stolen, keep checking back.



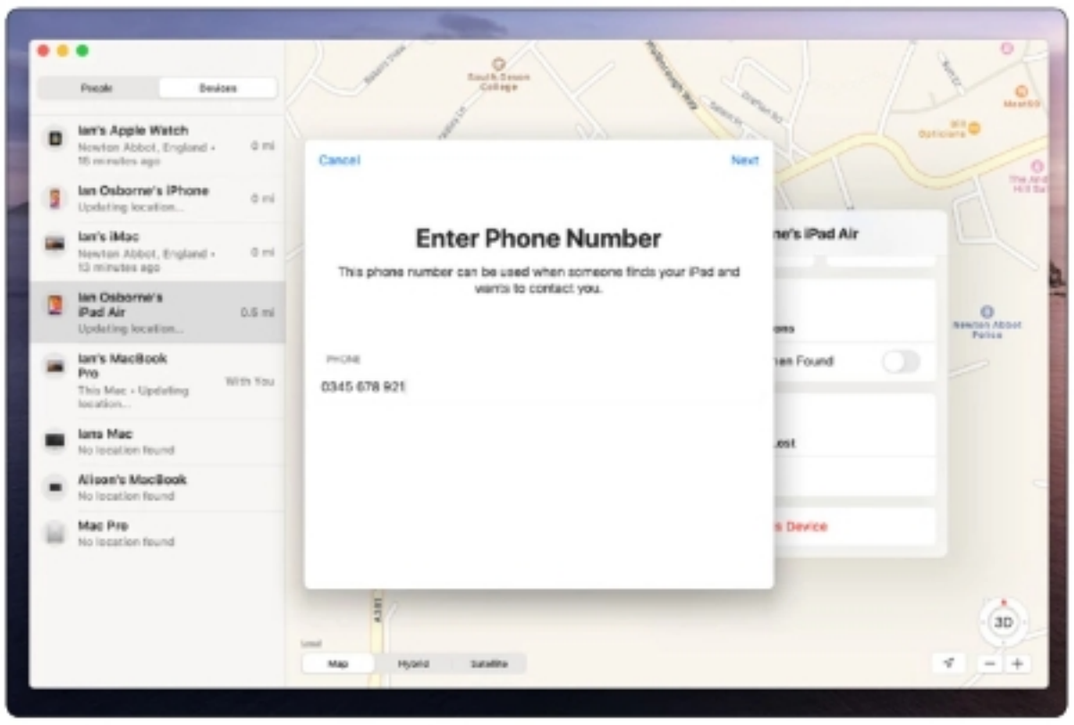
3 Tap a device on the map or list and then the 'i' next to its map icon for an options screen. To locate a device that's likely to be within earshot, tap the Play Sound link. Your device makes a noise, enabling you to find it.



4 Tapping the Directions option opens up the Maps app and gives you directions from your current location to the whereabouts of your missing device. As you can see, this one isn't too far away; maybe it was dropped in the street?

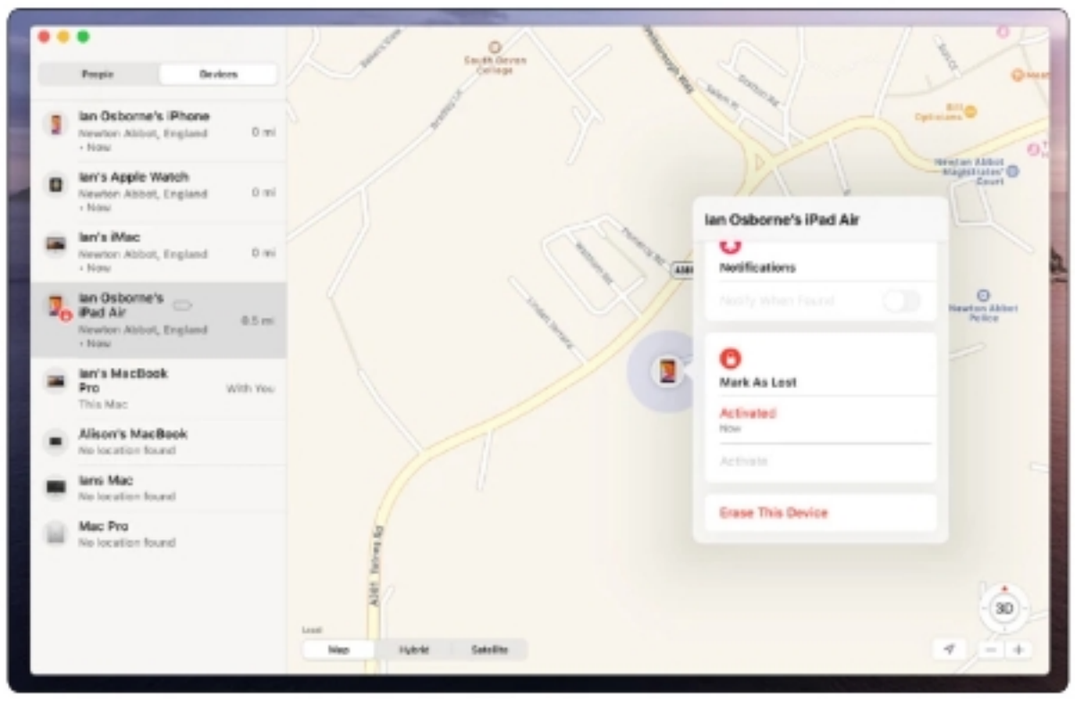


5 If you fear a device is completely and irretrievably lost, as opposed to simply being mislaid in the house or at work, you can tap Mark as Lost to lock and track the device. This prevents thieves or finders getting at your precious personal data.

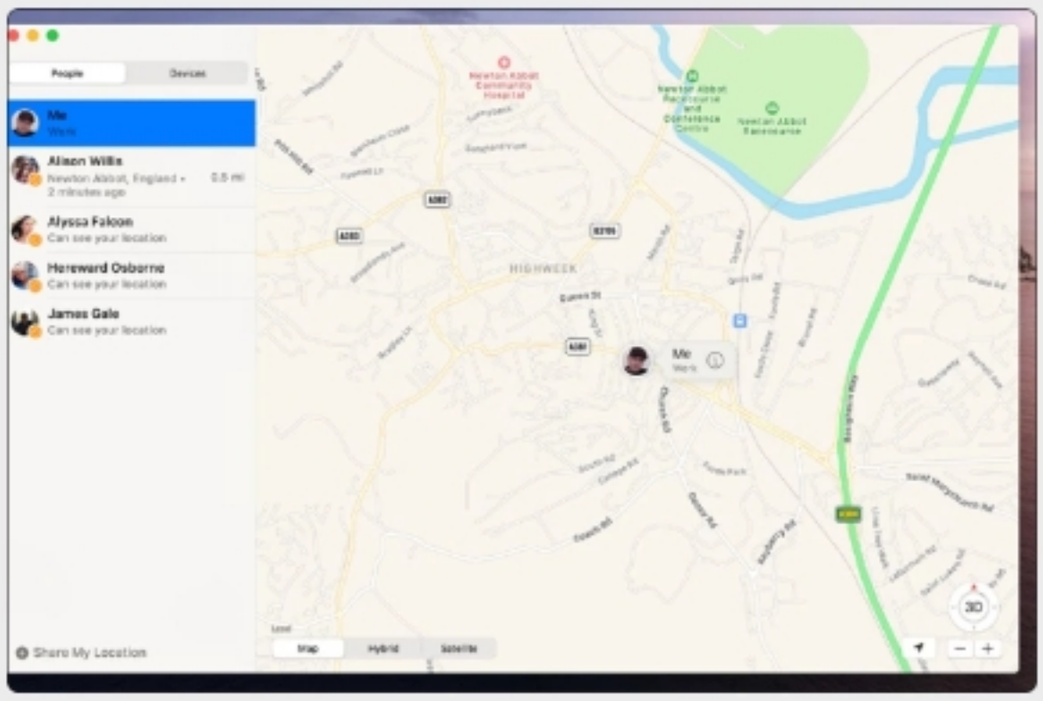


6 When you lock a device, you can enter a phone number and a short message, which is displayed on the gadget's lock screen. This way, an honest finder can see the message and give you a ring to say they found it.

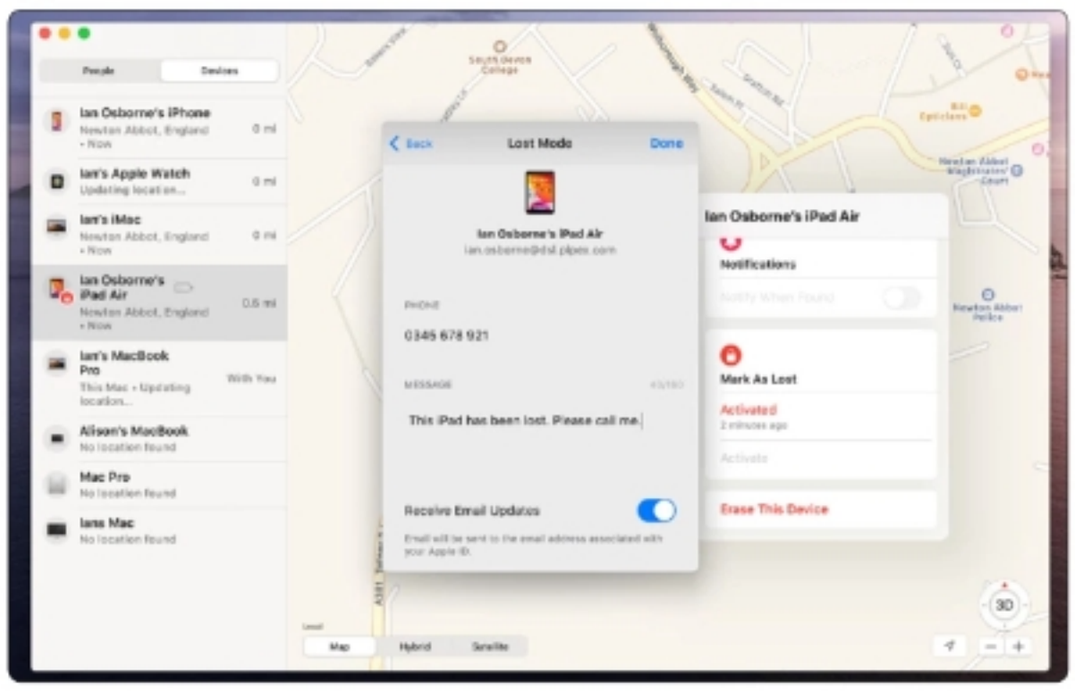
Map Functions



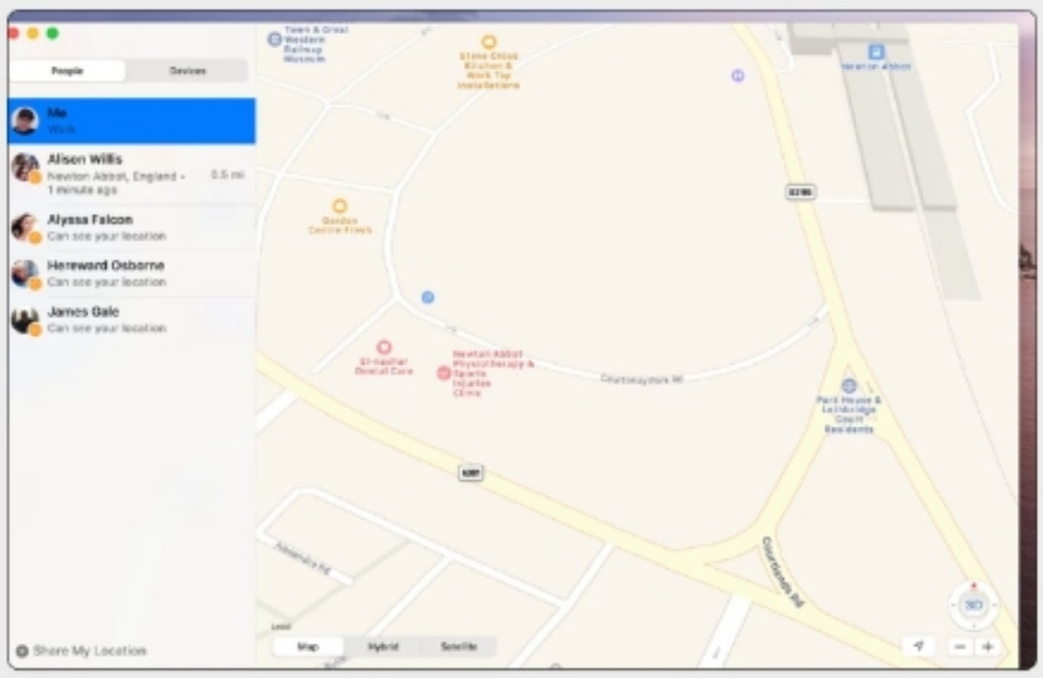
7 To access this options window, tap on the name of someone with whom you're sharing your location and click the 'i' icon on the tab next to their photo on the map. From here, you can tap Contact to bring up their card from your Contacts app.



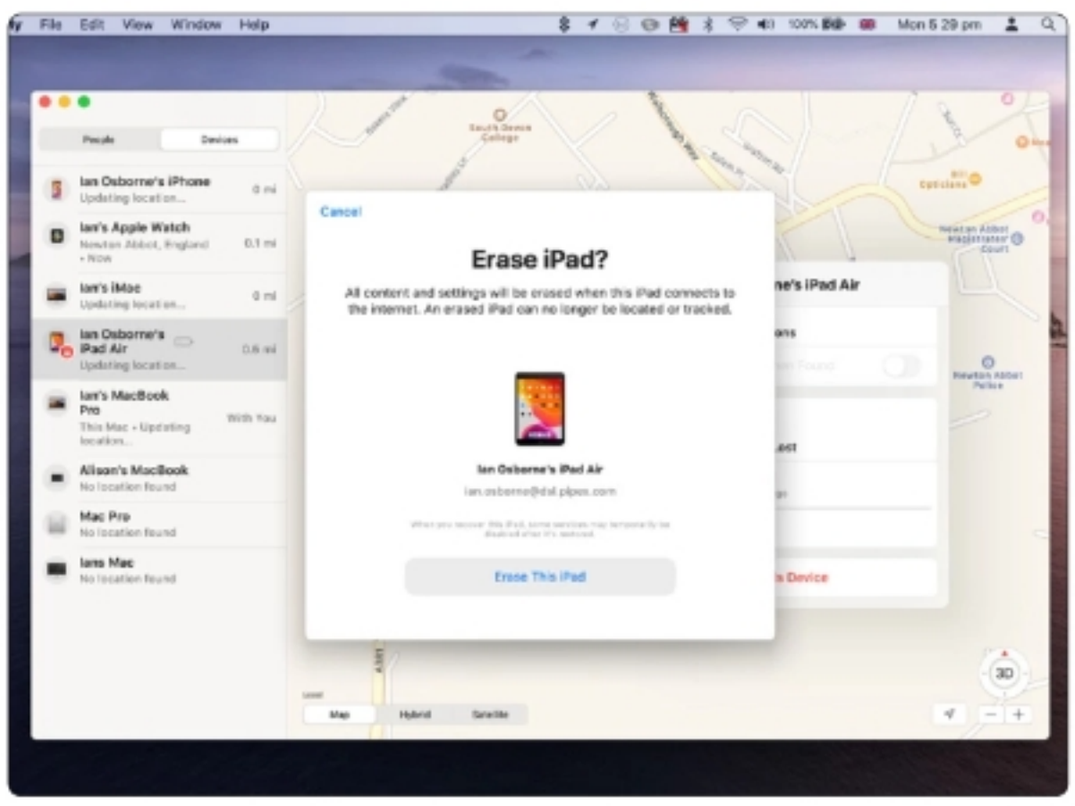
1 The Find My app a draws its maps from the Maps app, so shares some of its functionality too. Like in Maps, you can tap the arrow icon in the bottom right to home in on your current location, or that of the person/device selected in the sidebar.



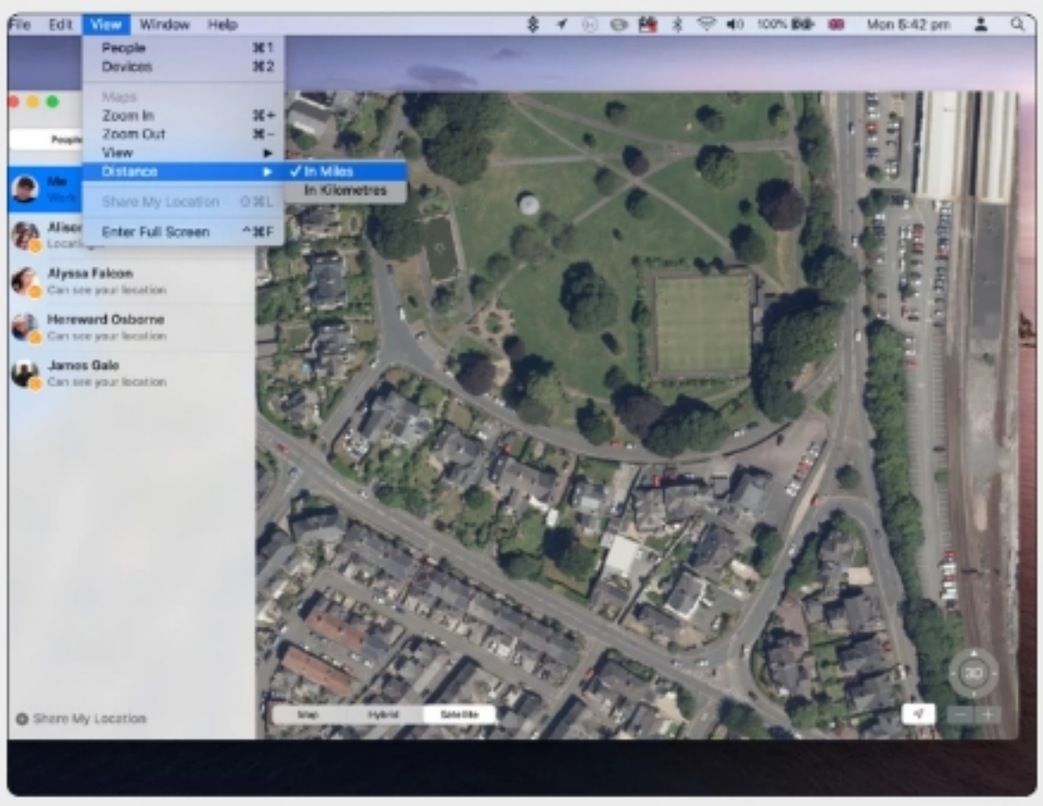
8 Other options available on this screen are: ask for their location, stop sharing your own, or remove them from the people with which you're sharing. You can also send them a notification when you leave or arrive.



2 Like in Maps, you can pinch and spread on the screen to zoom into or out of the map. You can also click and hold with one finger, to drag the map around the screen and tap the 3D icon to switch between 2D and 3D viewing.



9 As a last resort, you can tap the Erase this Device option to wipe it clean of all information. This should only be done if you've given up all hope of ever recovering it, as, when it's wiped, it can no longer be tracked using the Find My app.



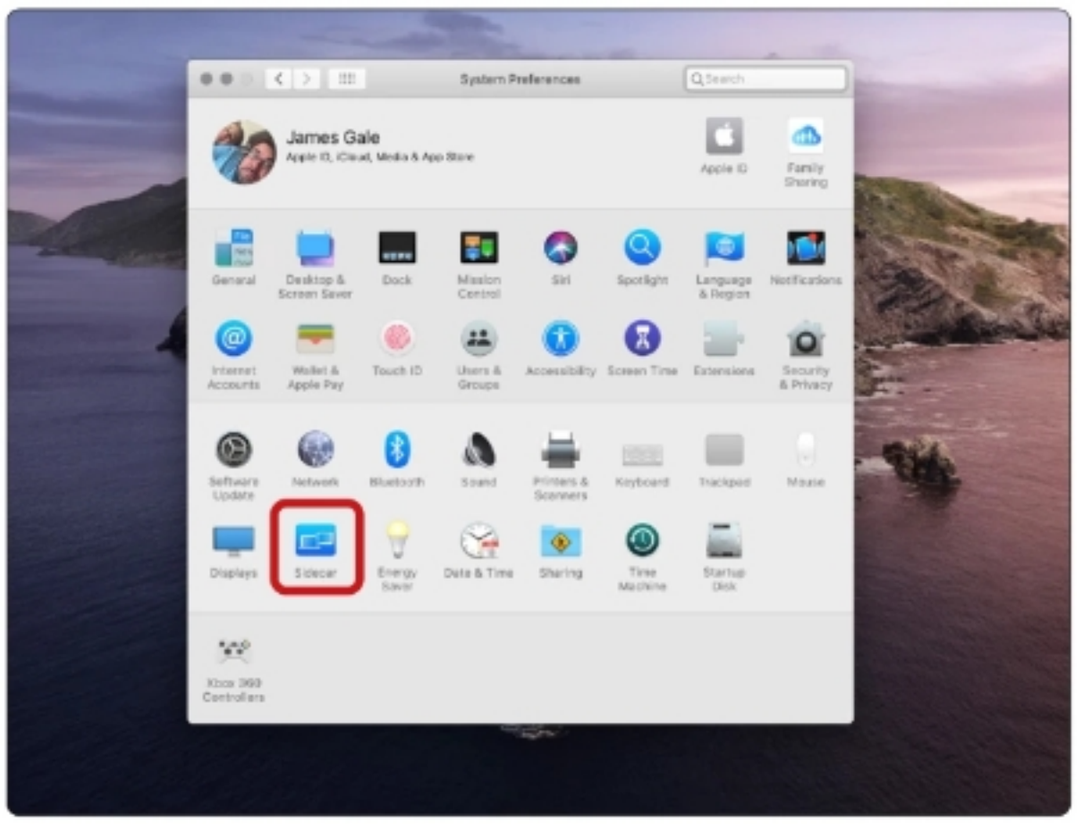
3 Tap the tabs at the foot of the map and you can switch between a drawn map, a satellite view and a hybrid, that is, a satellite map with street names overlaid. Also, switch between miles and kilometres in the View > Distance menu.

New for macOS 10.15: Catalina

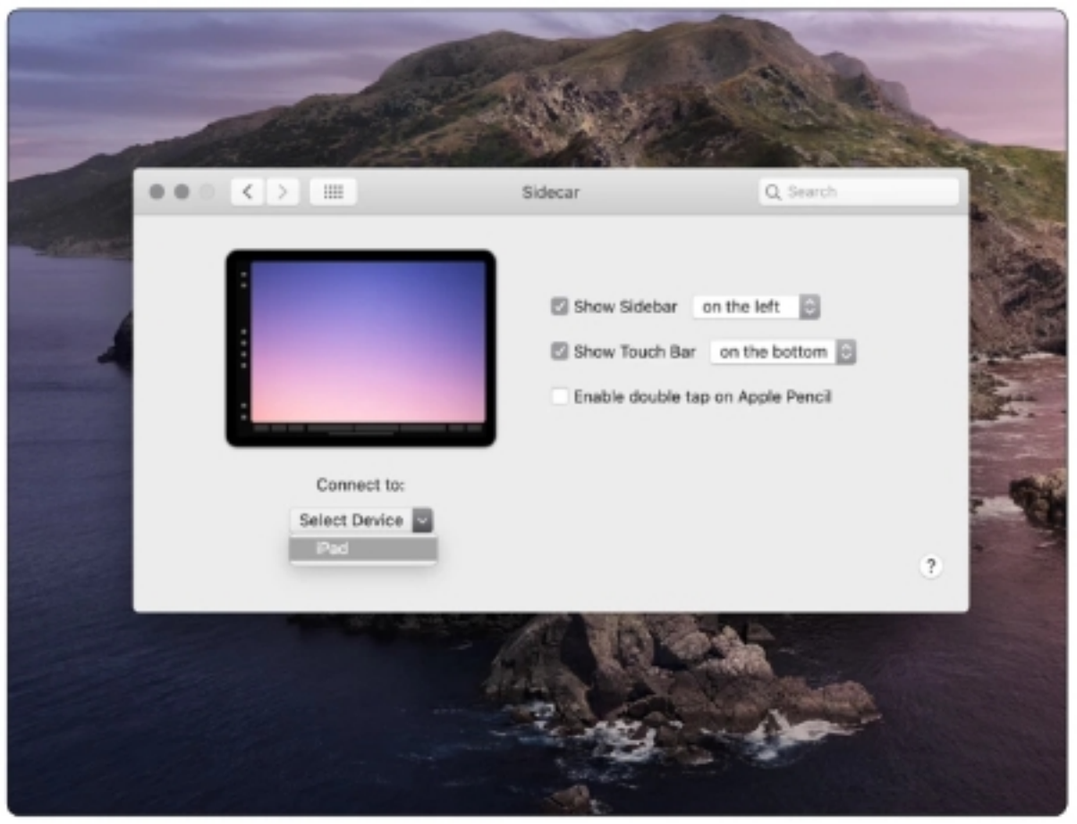
New for Catalina

Sidecar:
With Your iPad

If you have a Mac running macOS Catalina and an iPad running iPadOS, you can use your tablet as a second screen for your Mac. This is especially good news if you also use an Apple Pencil. You can draw on your iPad, using it as a high-resolution input device for your Mac.

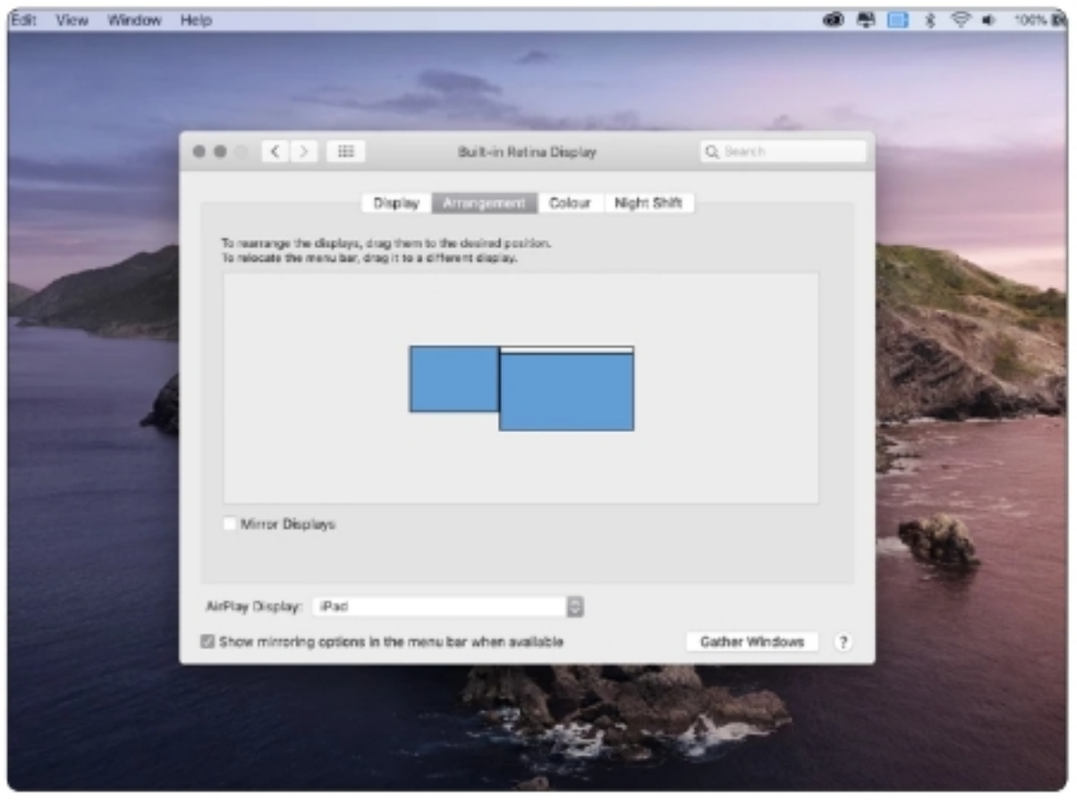


1 To use Sidecar on your Mac and iPad, first of all, open System Preferences on your Mac then click on the Sidecar preference pane. If it isn't there, your Mac's too old to use Sidecar.



2 You can set where the Sidecar Sidebar and Touch Bar appears on your screen, if at all. When you're done, look in the pull-down menu labelled 'Connect to', and choose your iPad.

3 There's a brief flash, and your Apple devices connect, sharing screen space between your Mac and your iPad. Your iPad can now be used as an input device or second screen when used alongside your macOS device.

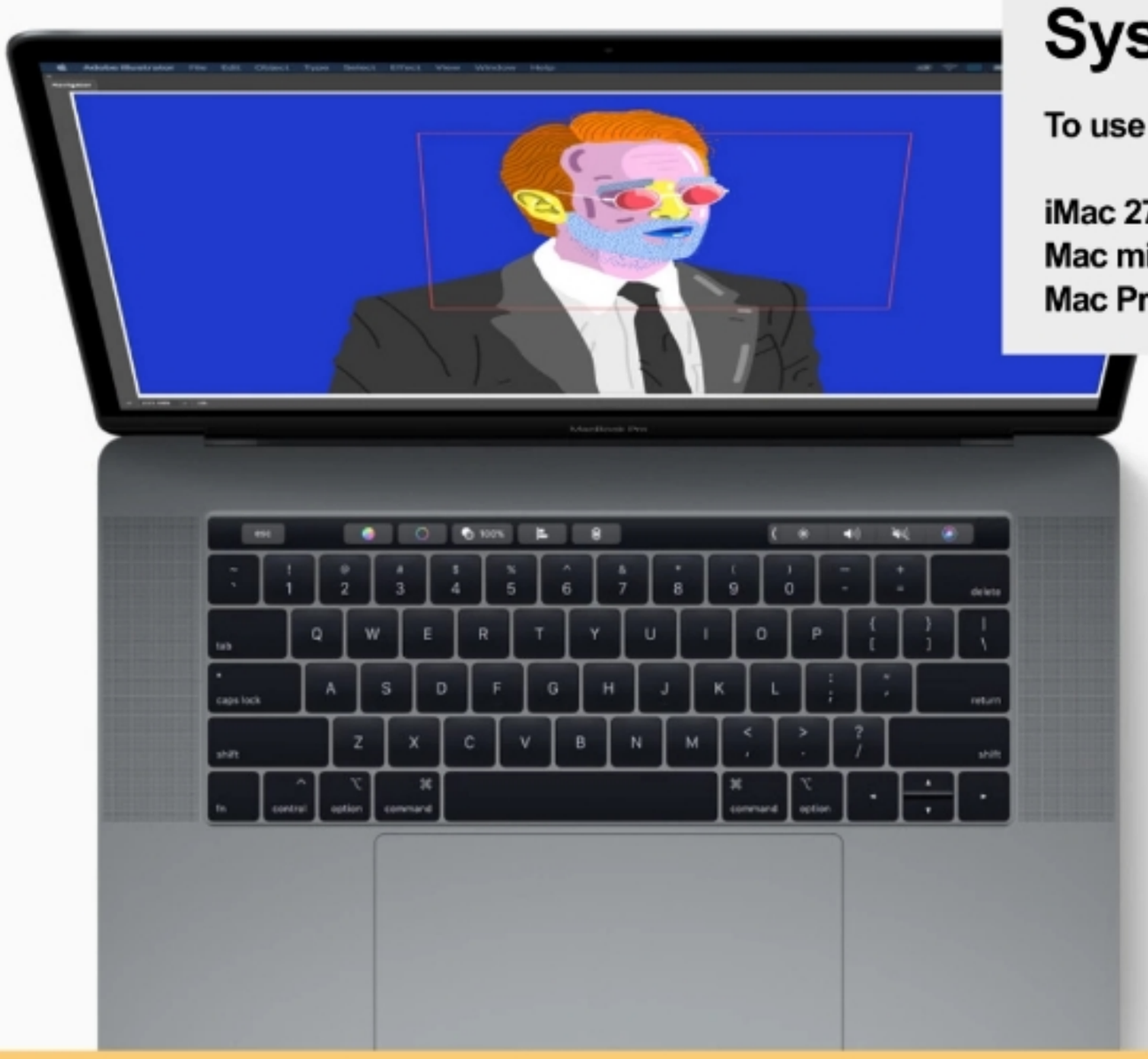


4 To move your iPad to the other side of your Mac, open System Preferences > Displays > Arrangement. Drag the smaller blue shape around the larger one, until it's where you want the iPad to register.

Using the iPad as an Input Device.

With Sidecar, you can also use your iPad as a graphics tablet. According to Apple, any Mac app that supports stylus input works in this way, but the company has also come up with a preliminary list of apps that you can use with the Mac, iPad, and Apple Pencil:

- Adobe Illustrator
- Affinity Designer
- Affinity Photo
- Cinema 4D
- CorelDRAW
- DaVinci Resolve
- Final Cut Pro
- Maya
- Motion
- Painter
- Principle
- Sketch
- Substance Designer
- Substance Painter
- ZBrush



System Requirements.

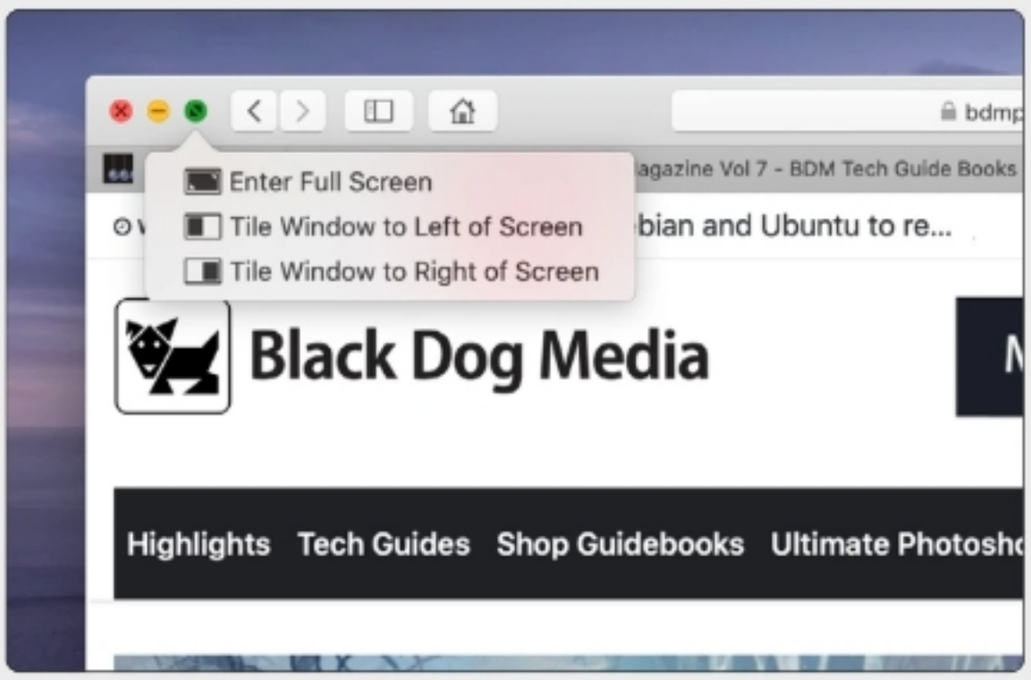
To use Sidecar, your Mac must meet the following requirements;

- iMac 27-inch 2015 or later
- Mac mini 2018 or later
- Mac Pro 2019 or later
- MacBook Pro 2016 or later
- MacBook Air 2018 or later
- MacBook 2016 or later

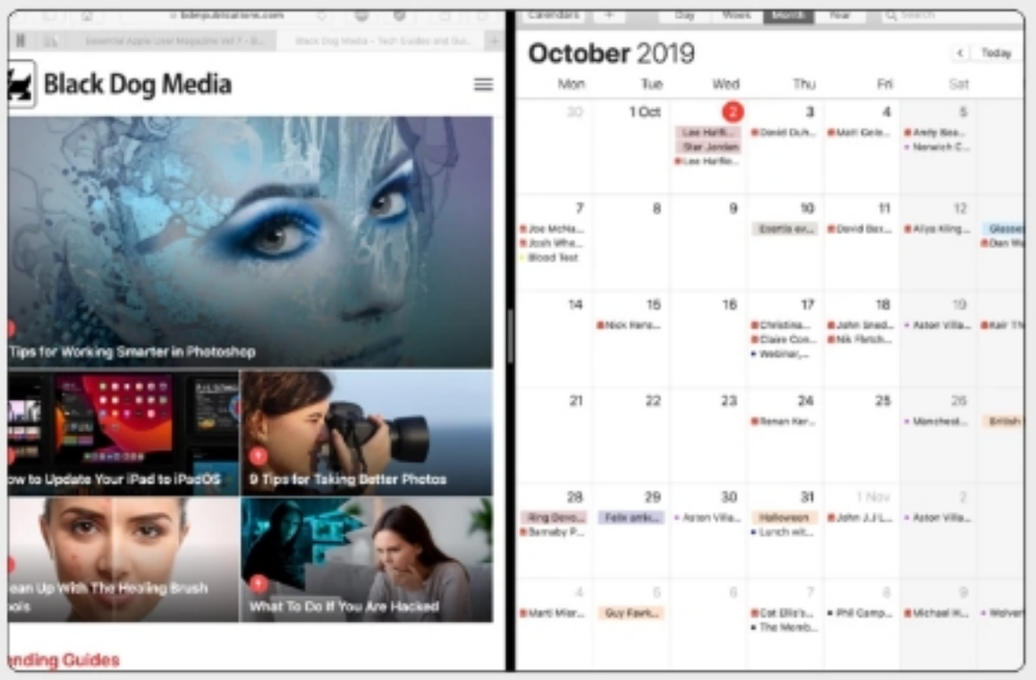
More Great Features Of macOS Catalina

Catalina also brings with it a wealth of features and add-ons that help you get even more from your Mac. Your Apple ID information is now in one preference pane, you can approve passwords and app installations with your Apple Watch and even control the Mac with your voice.

App Tiling.



App Tiling is a new way of using your apps in split-screen mode. Click and hold the green gumdrop for a menu that lets you go full screen, or tile a screenshot on the left- or right-hand side of the desktop. Choose a tiling option.

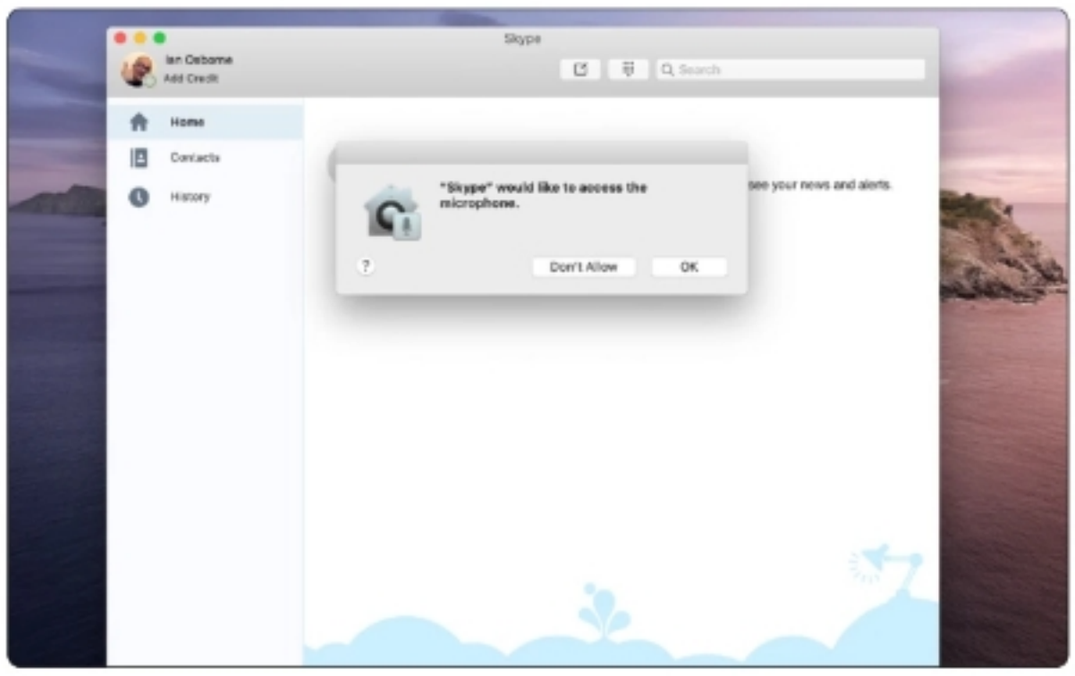


Now click on another app that can be viewed in split-screen. It automatically tiles itself to the other side of the screen, giving you a split-screen perspective without having to drag app windows on to the desktop bar.

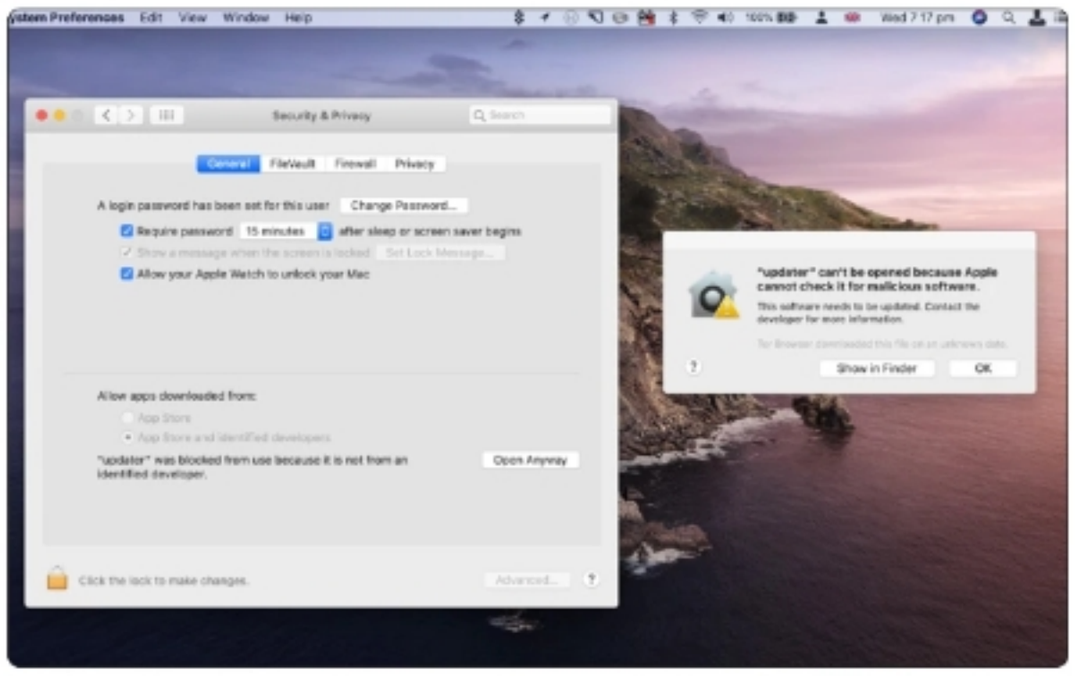
Continuity Markup and Sketching

You can draw on a document, or even make a drawing from scratch, on your iPad or iPhone and have the updates appear in real-time on your Mac. This is especially useful if you have an Apple Pencil. Connect your Mac to your iPad using the new Sidecar feature, and open a PDF (for example). Then, using your iPad as if it was a graphics tablet that also shows what's on your Mac's screen, you can write on and annotate it using your Apple pencil.

Security Features



1 The first time an app needs to use one of your Mac's tools, such as the microphone or the webcam, it now has to ask first. You're also asked if an app can use your Documents, Desktop or Downloads folders, iCloud drive and more.



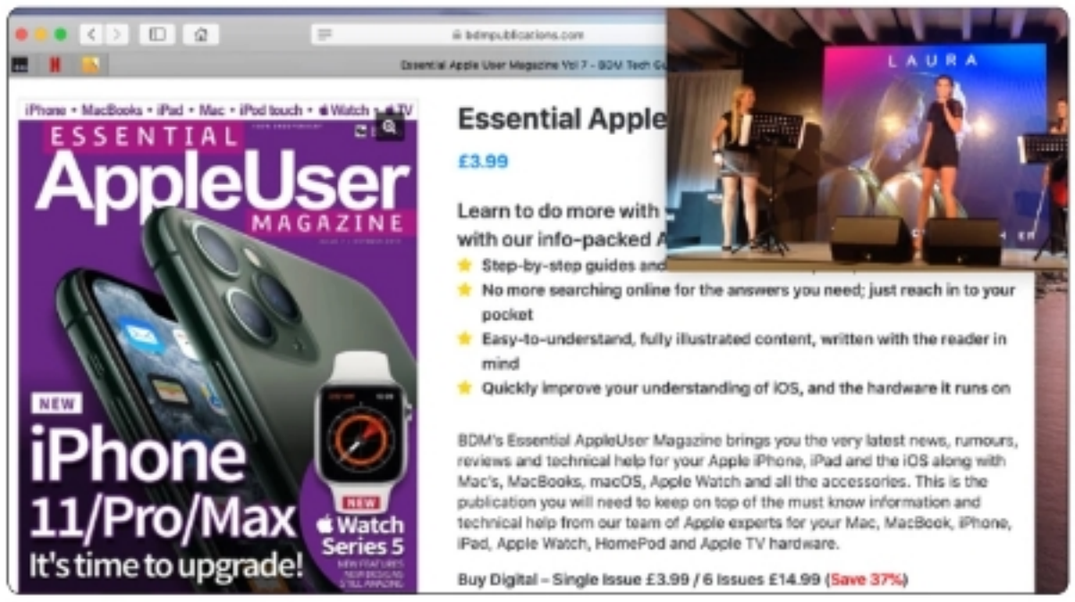
2 The Mac's Gatekeeper feature has been enhanced. The first time you open an app, Gatekeeper checks for known security issues. If it's from an unidentified developer, you have to give it permission to open through System Preferences.

Approve with Apple Watch.

If your Mac and Apple Watch meet the requirements, you can double-click on your watch's side button to open locked notes, view passwords in Safari preferences, and more. Your watch authenticates instead of your password.

You can approve app installations with your watch too, and even modify root files. Again, when asked to do so, just double-tap the side button on your Apple Watch and the task is approved without resorting to passwords.

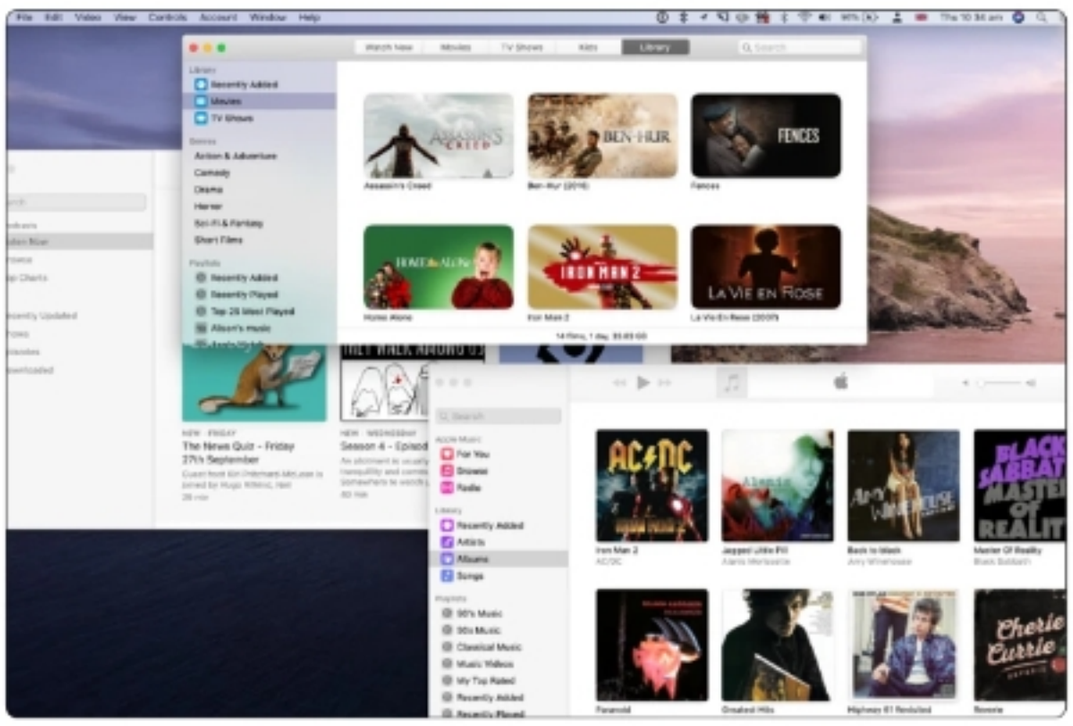
QuickTime Player Enhancements



1 When playing a video in QuickTime Player, hover the pointer over the video to reveal the control panel. Click the icon on its right-hand side to have the video appear in a floating window, which is always on top of other windows.

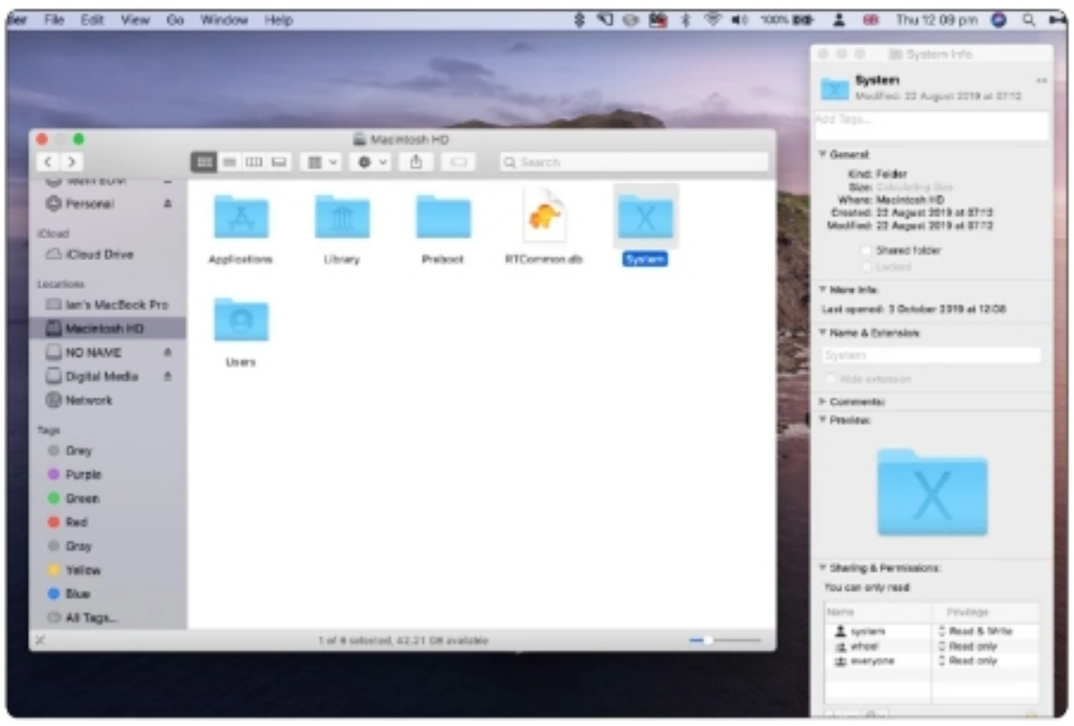
2 Click CMD-I or use the Window pull-down menu to open the Movie Inspector. This has been enhanced and now shows more in-depth information about the open file, such as video colour space, HDR format, aspect ratio and more.

Media Syncing



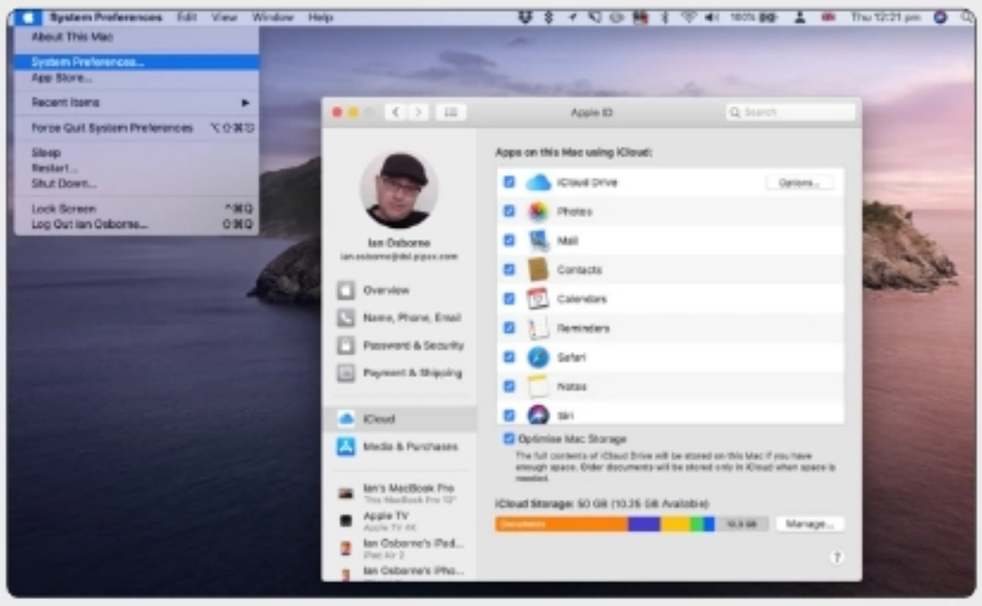
The Music, TV, and Podcasts apps, which replace the old iTunes app, all sync their content through iCloud. So, if you buy or rent media on one device, it's made available on all your Apple gear that's signed into your Apple ID.

Read-only System Volume



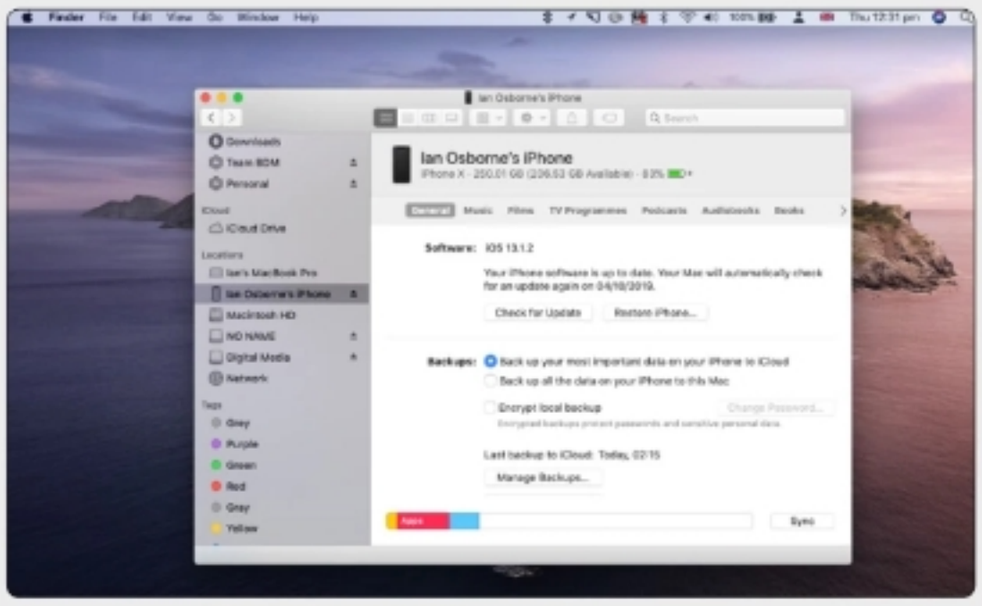
In macOS Catalina, the system runs on a dedicated system volume, which is read-only. This keeps it separate from all your other data, and makes it impossible for you to accidentally overwrite a critical system file.

Apple ID Pane.



If you open System Preferences, and click on the Apple ID pane in the top right, you can access all your account information and settings in one place. Your options and Apple devices are found in the left-hand sidebar.

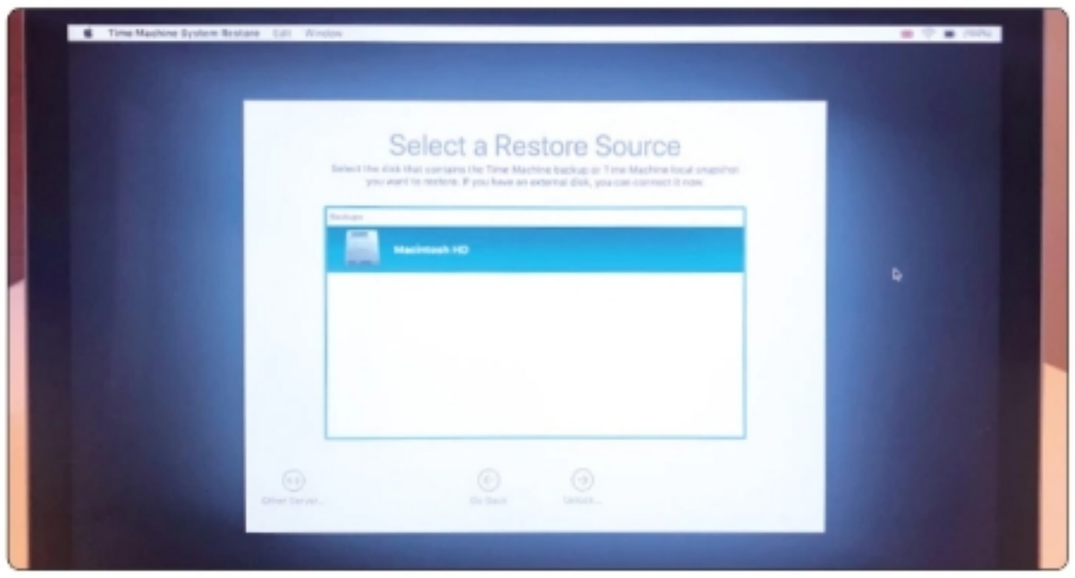
Sidebar Devices.



Connect a device, such as an iPhone or an iPad to your Mac, and it appears in the Finder's sidebar. Click on it and you can update, restore, or back up the device, just like you used to do with the now-defunct iTunes app.

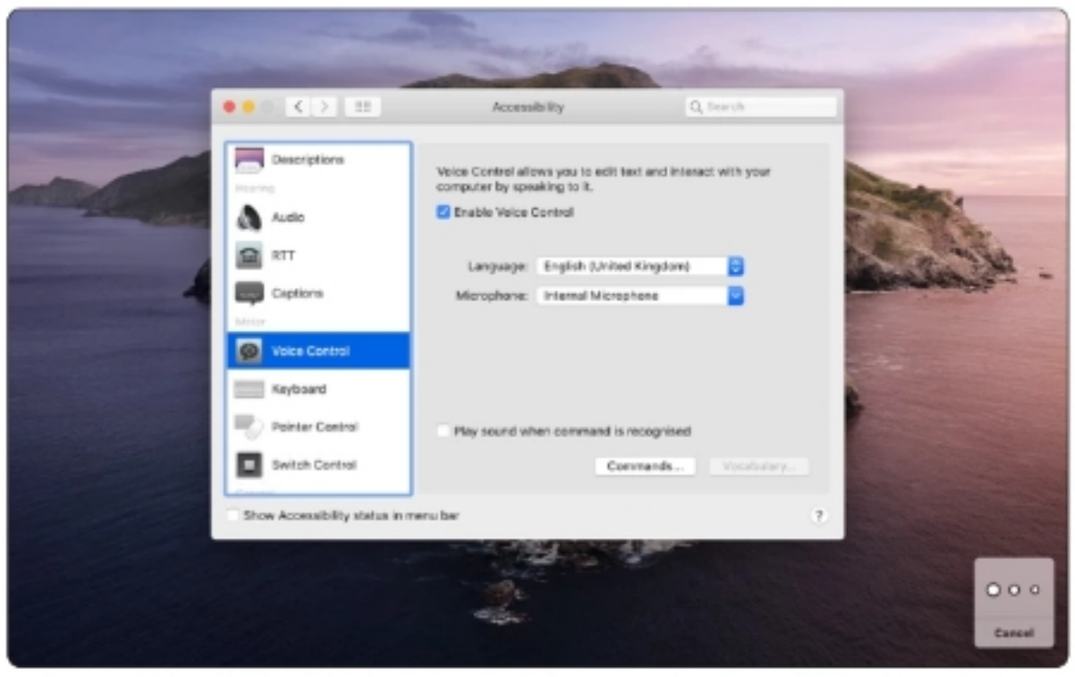
Restore from Snapshot

1 If you install a macOS update that breaks an essential app, you can restore your Mac from a snapshot taken just before the update was installed. First of all restart your Mac, and then, when you hear the tone, hold CMD-R to boot into Recovery Mode.

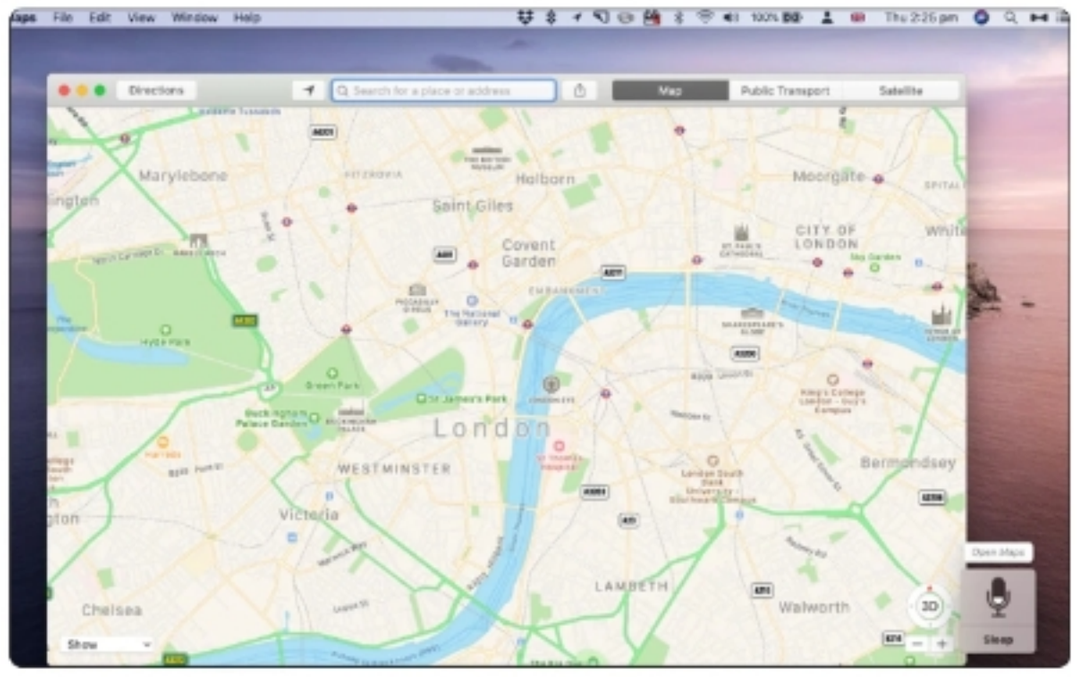


2 After logging in with your administrator's account, choose to Restore from Time Machine Backup, even if you don't use Time Machine. You can then restore from a local snapshot, taking your Mac back to a point prior to the update.

Voice Control

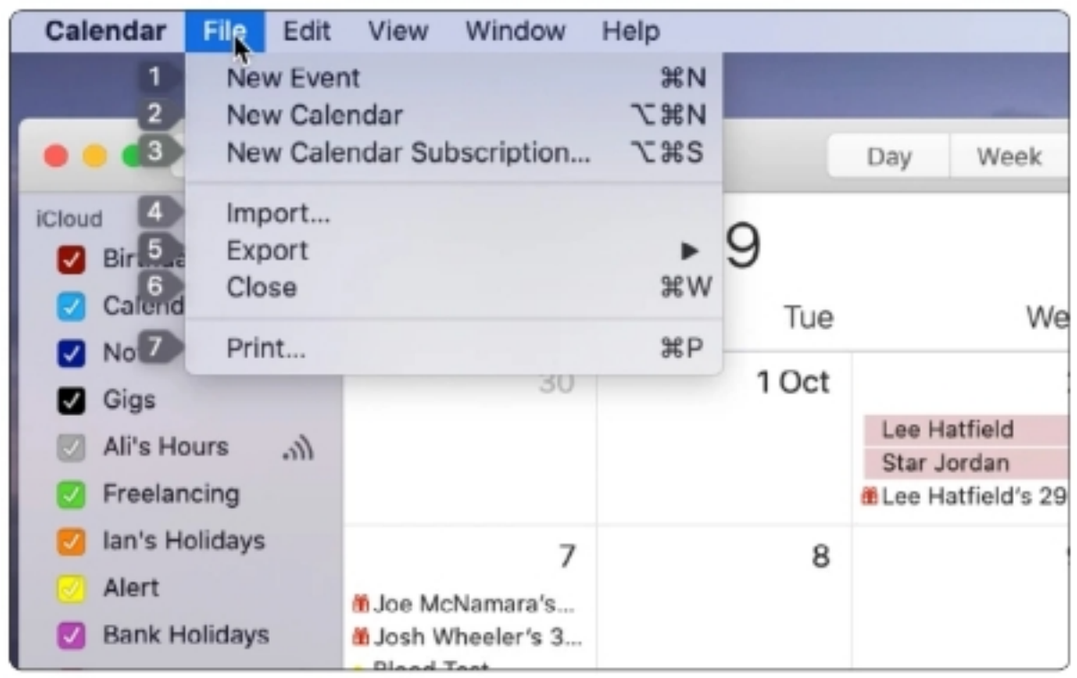


1 With Catalina, you can control your Mac by simply speaking to it. To get started, go to System Preferences > Accessibility, and click Voice Control in the sidebar. Tick the Enable Voice Control checkbox, and input your administrator's password when asked.

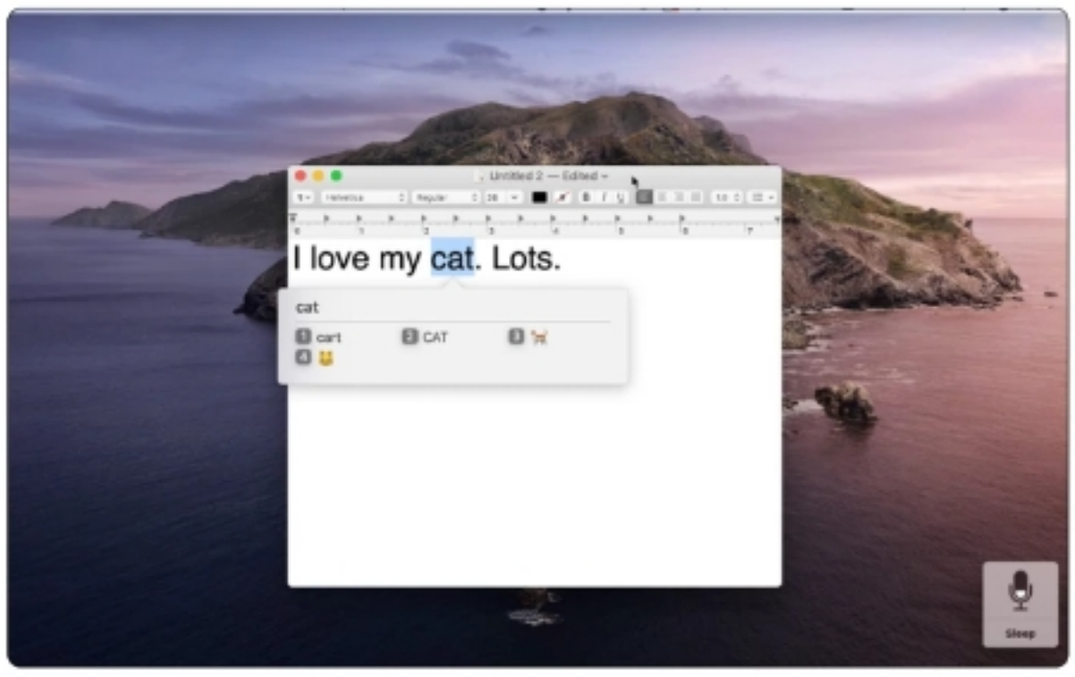


2 To open an application, say, "Open [name of app]. It then opens, just as it would if you tapped its icon on the Home screen. To return to the Home screen, say "Go Home". To return to the previous screen, say "Go Back". To close an app, say "Quit [app]."

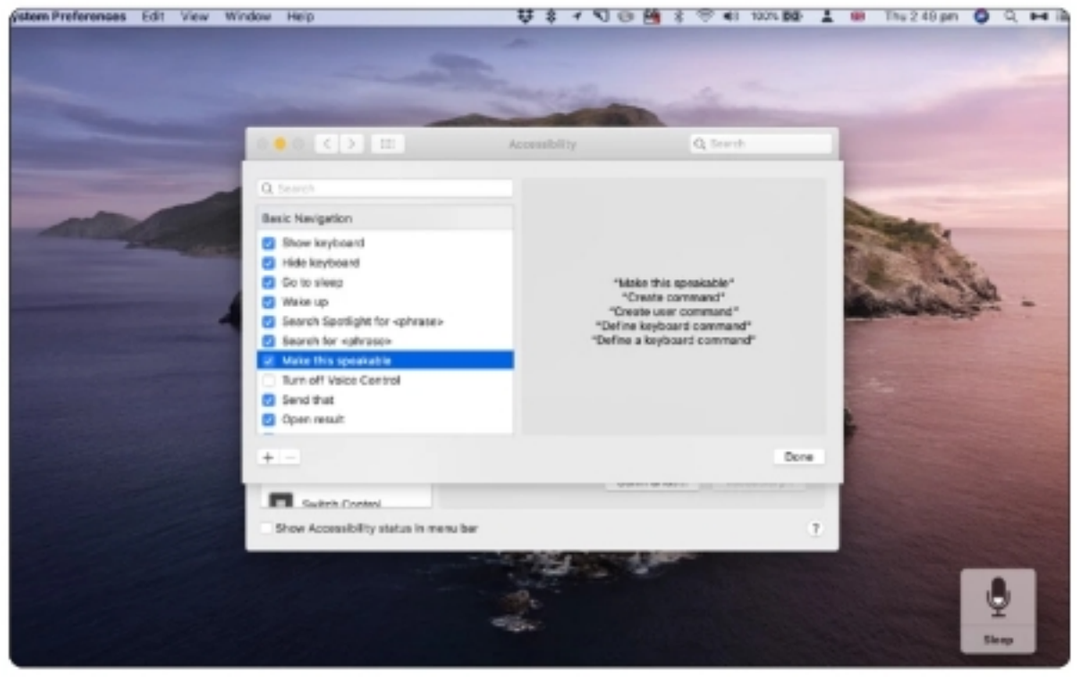
3 Say "Show/hide grid" to make the grid appear and vanish, and then say a number from the grid to overlay a smaller, more detailed grid there. When there's only one button or link in a square, say "Press [number]" to tap it. In Safari, you can say "Scroll Up/Down" to navigate too.



4 If you open a menu, as seen here, available options are numbered as shown. All you need to do to activate one of these options is say, "Click [number]". You can move the pointer around the screen by saying "Move cursor left/right/up/down [number] pixels" too.



5 You can also dictate text using Voice Control. If you make a mistake, say "Correct [word/phrase]" and it's highlighted. You're offered a list of corrections. Say the number of one of these suggestions to insert it. You can replace words with emojis this way too.



6 To review available Voice Control commands, deactivate ones you don't need, and even add new custom commands; in System Preferences, go to Accessibility > Voice Control and click the Commands button at the foot of the window. There's a great range on offer.

Insert
Table
Chart
Text
Shape
Media
Comment
Collaborate
Our Philosophy
Handmade Ceramics
— by Sophie Bland
The majority of pieces I create are made in porcelain and left unglazed to showcase the texture of the clay.
In the pieces that do have a glaze, I apply a velvet black underglaze to paint patterns onto the wet clay. I then fire the glaze permanently
The Process
Glaze
MacBook Air

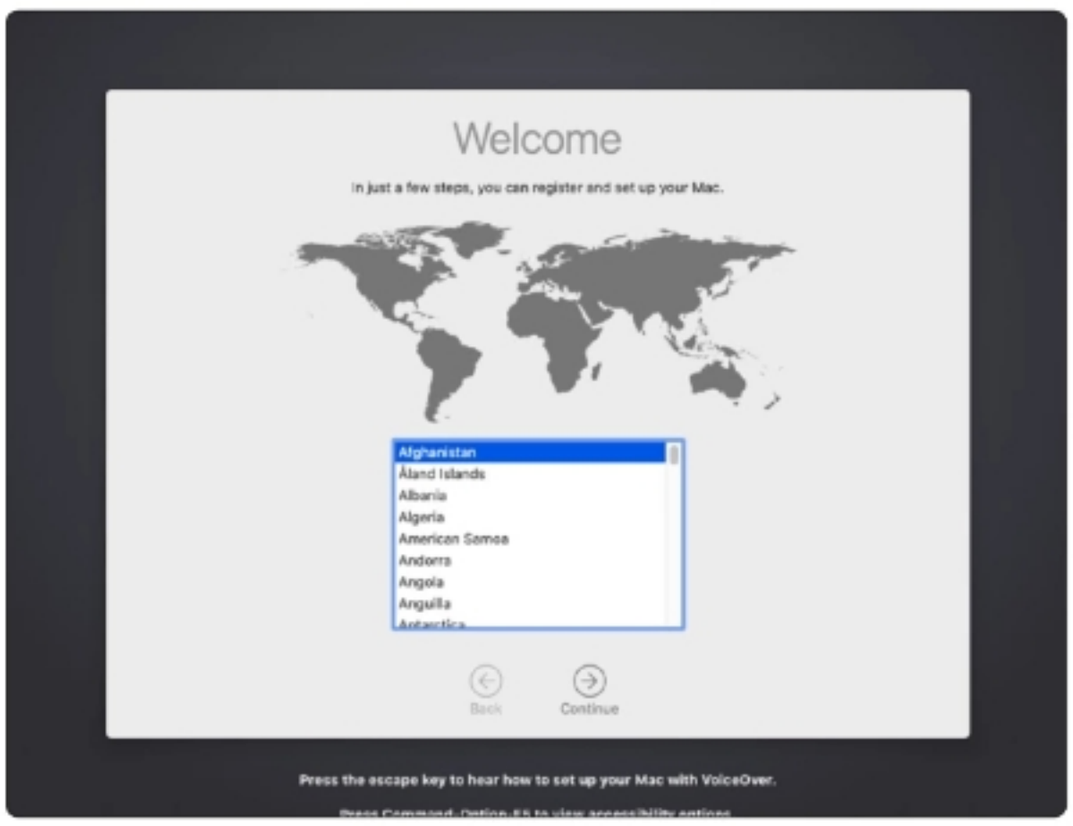
Starting Out with Your Mac and Catalina

If you're new to the Mac, start here. Even if you're not start here anyway, you might learn something useful. We show you how to set up your Mac, update it to the new Catalina operating system, how to launch and quit applications, and all about gestures on your Magic Trackpad or Magic Mouse. Key features such as Finder and Menus are explained too.

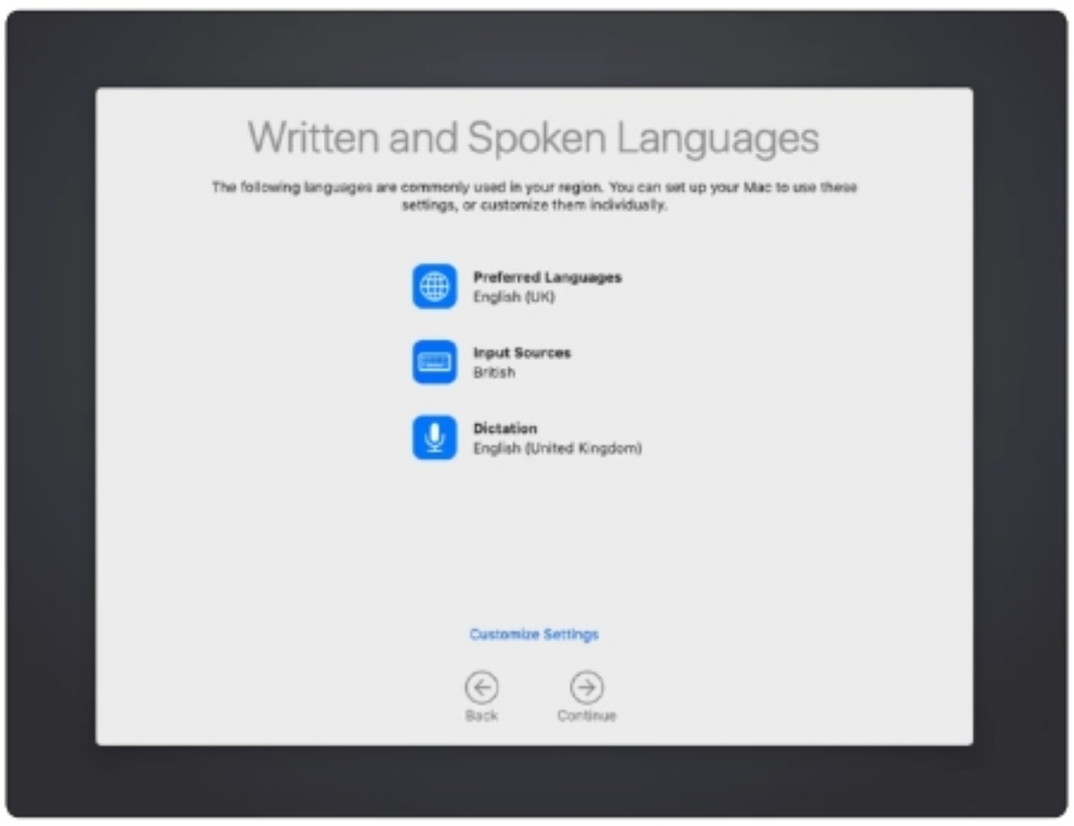
Learn more >

Set Up Your Mac For the First Time

Setting up your new desktop or notebook Mac for the first time can be a daunting experience but it's nothing to be afraid of. In this section we take you through the initial set up process, from switching it on and setting up or logging in with your Apple ID, all the way to having it ready to use.

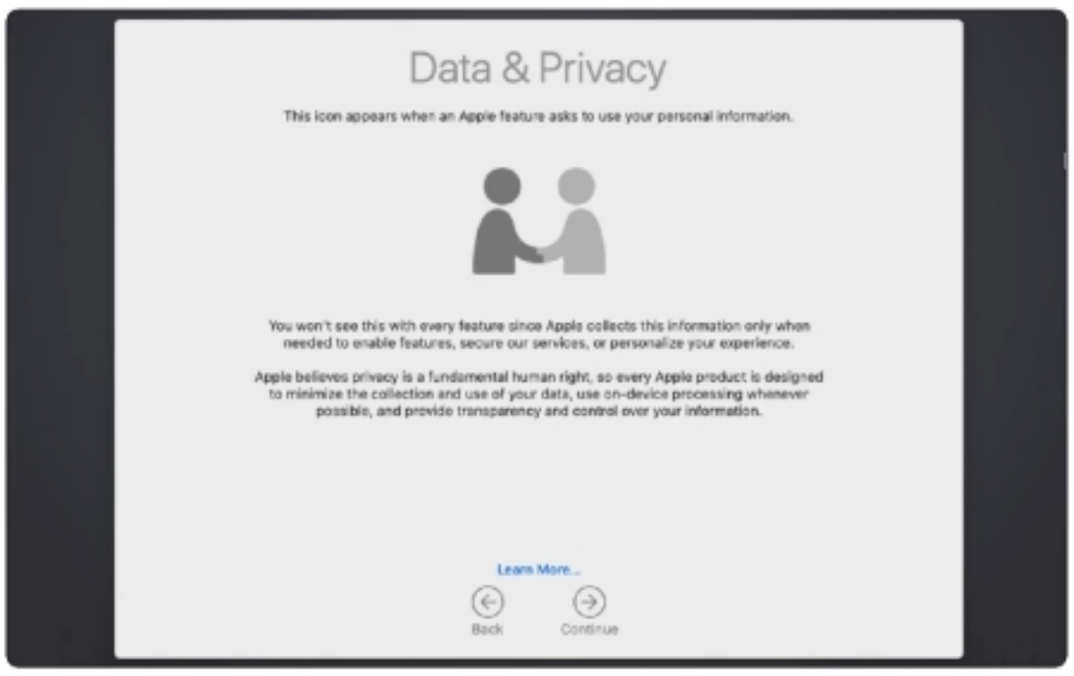


1 Your first step is to choose your territory, that is, where you live and will be using your Mac. You can scroll the list of countries up and down to find your own. Click your country to highlight your choice and then click the arrow marked Continue.

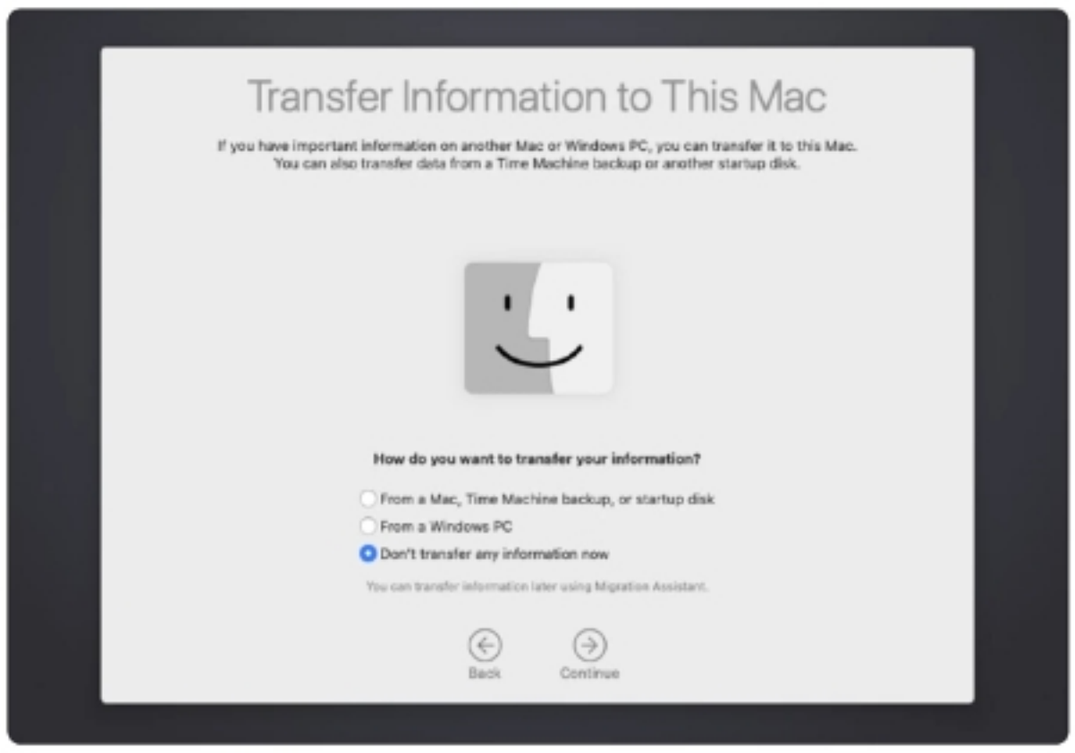


2 Now select your language and input source. The default ones for your chosen territory are offered, but if you want to change them, click Customize Settings and set the language your Mac uses and the keyboard layout to suit your needs.

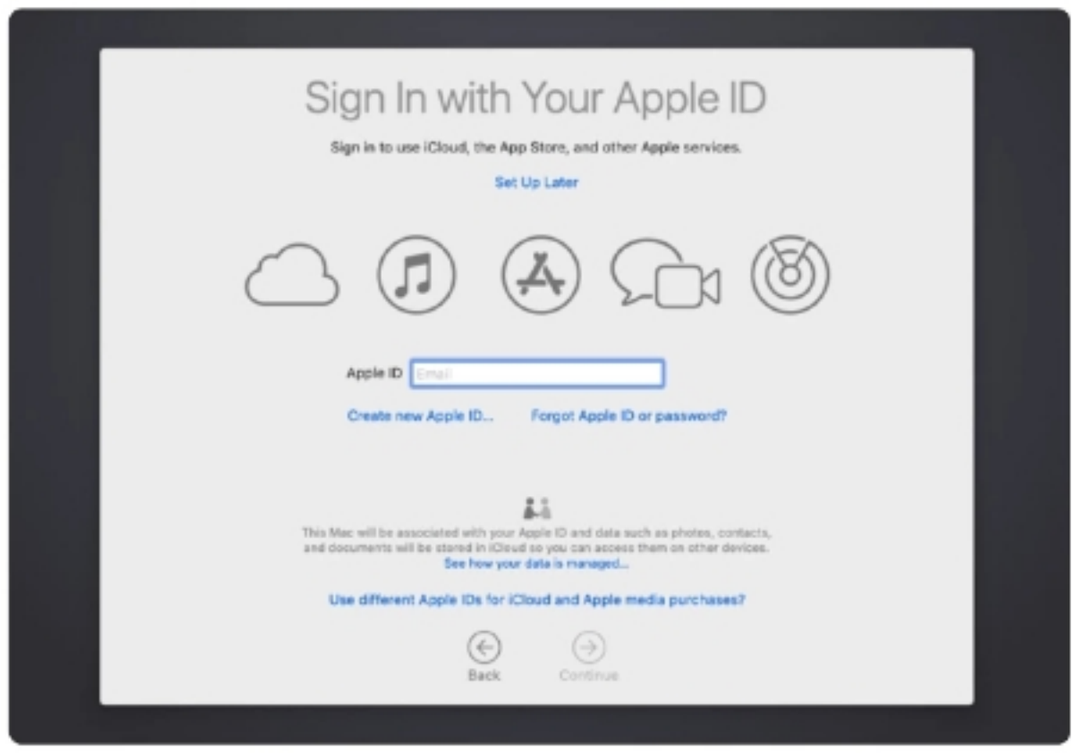
3 Now choose your Wi-Fi network. Scroll up and down the list until you find your router's SSID (service set identifier) and click on it. Enter the password in the field provided and move on. The router's SSID and its password should be supplied with the router.



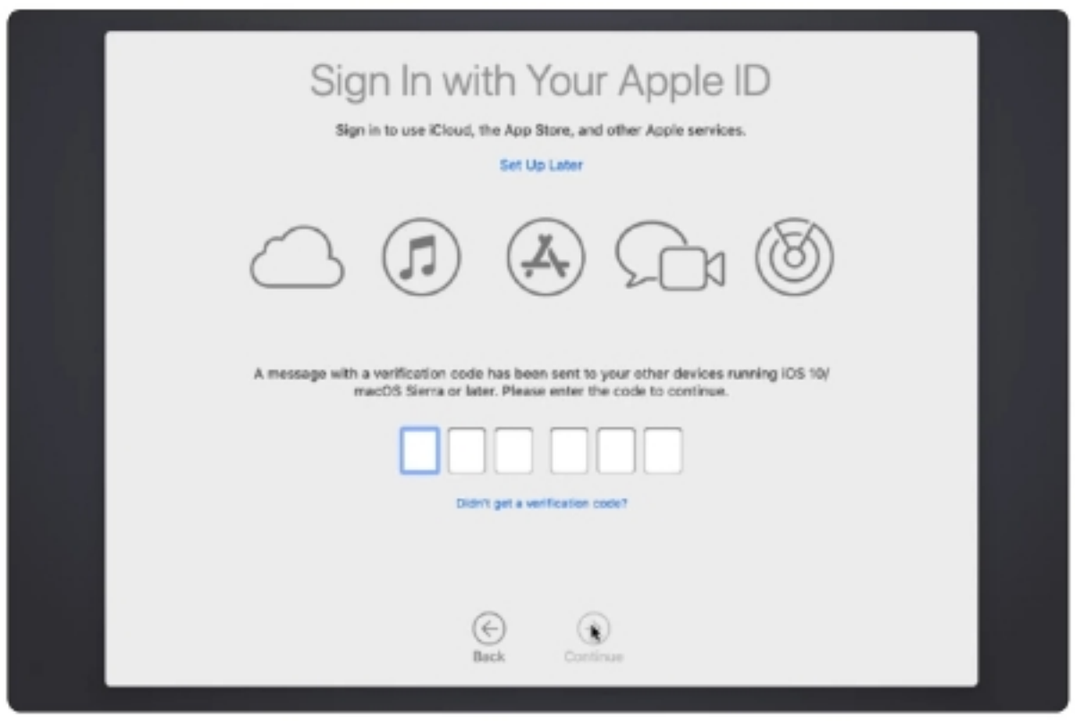
4 Next comes the Data & Privacy screen. You're shown an icon that appears when an Apple feature collects information, and needs your permission. There's nothing you need to do on this screen, just read it for reference and move on once more.



5 You're invited to transfer information from a Mac or Time Machine backup, a Windows PC or not at all. To transfer data from your old computer, choose the correct option and follow the on screen instructions. Otherwise, choose the last option to start afresh.

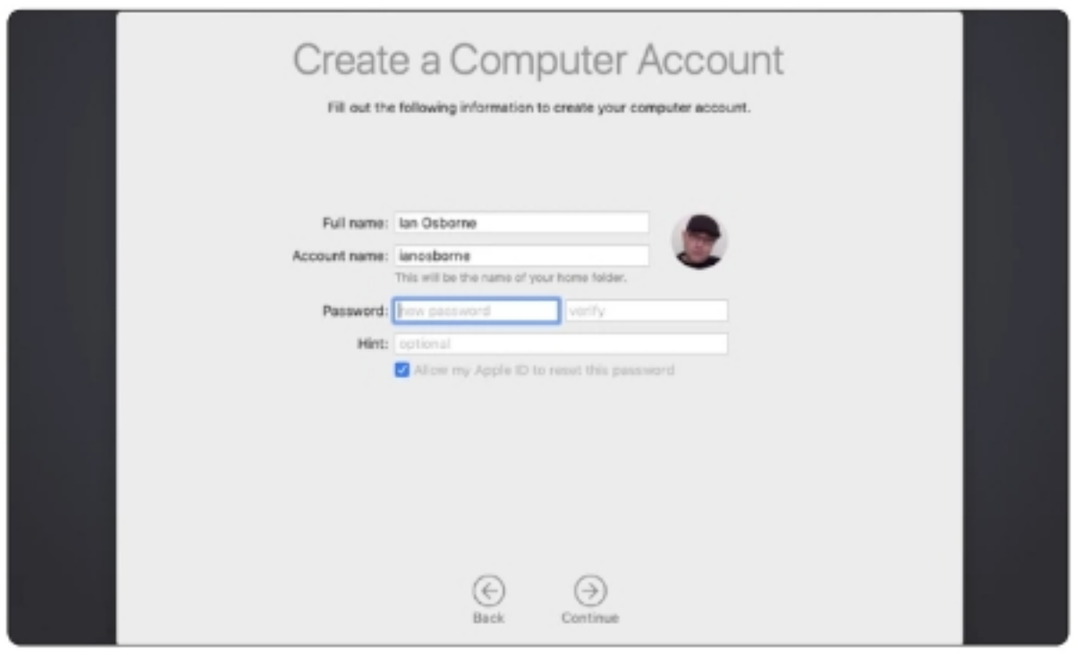


6 Now it's time to sign in with your Apple ID. If you already have an Apple ID, sign in now with your password. If you don't, click the Create New Apple ID link and follow the on-screen instructions. There's also a link for if you've forgotten your Apple ID.



7 If you already have an Apple device, a six-figure identification number is sent, which you must type now. If it doesn't arrive for any reason, click the link under the number fields and follow the instructions. Otherwise, type the numbers and proceed.

8 You're shown a screen of Terms and Conditions, which you can read by clicking More under each entry if you wish. When you're ready, click the right-pointing arrow at the foot of the screen to agree. Then click the Agree button on the pop-up screen.



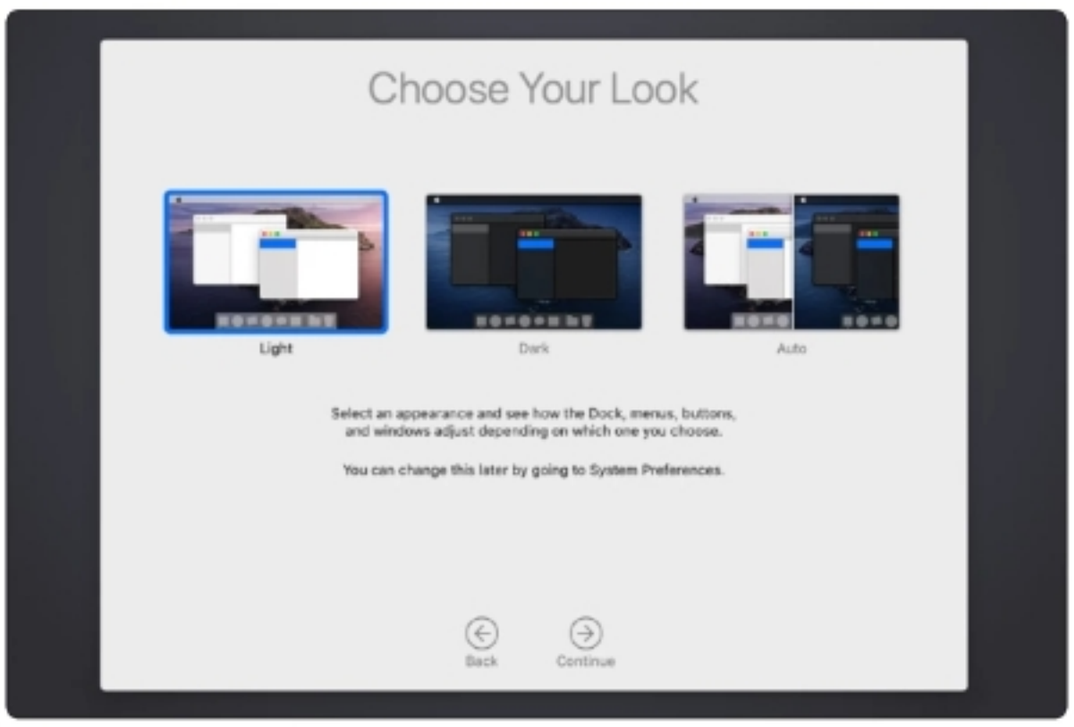
9 Your account name is based on your Apple ID name but your password, which unlocks the computer, should be chosen now. Choose something you can remember and enter a hint in case you forget. We recommend you agree to both the checkbox options.

10 On the Express Setup screen, you can set up your Mac quickly, by allowing predetermined settings to take effect, for things like Siri and Maps. You can customise these settings by clicking the link; we suggest you just click Continue instead.

11 You now decide whether or not you want to set up Screen Time. Click Continue to have Screen Time give you updates on how you're using your Mac, or the Set Up Later link at the top to leave it be for now. You can activate it later in System Preferences.

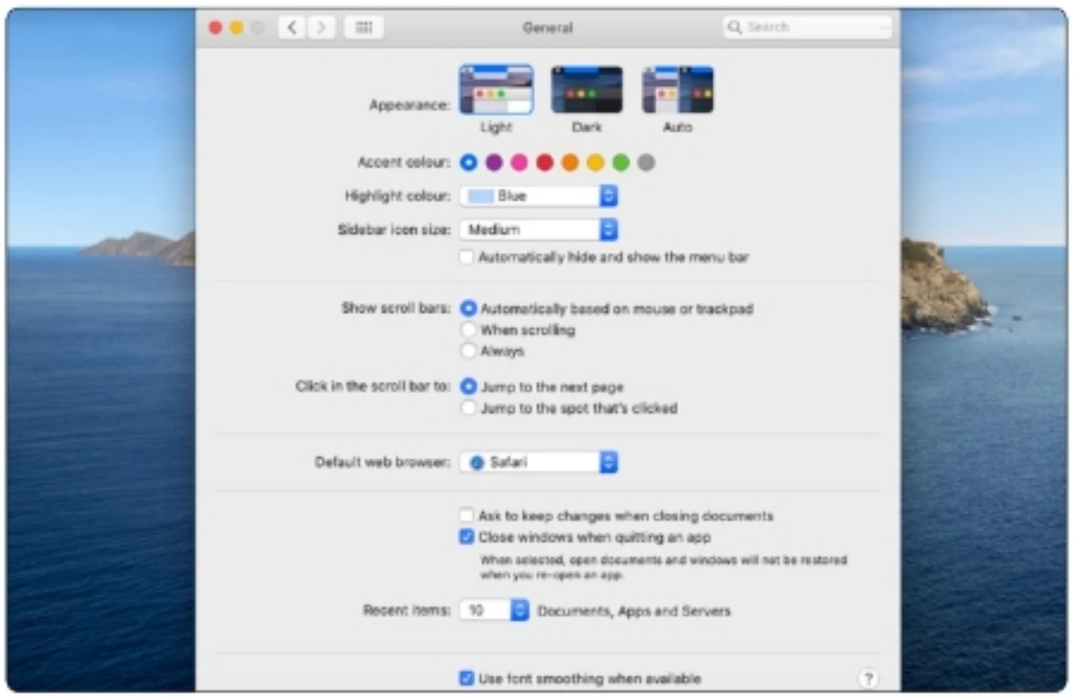
12 If you accept the option to store all your files in your iCloud service, documents and data on your Mac's desktop and in your Documents folder are synced across all the Apple devices logged into the same Apple ID. This is convenient but takes up storage space.

13 Choose whether to secure your disk with File Vault Encryption. If you change your mind later, you can go to System Preferences > Security & Privacy, and click on the File Vault tab. You can change your File Vault preferences from there.



14 You now decide on how you want your Mac to look. You can choose Light Mode, Dark Mode or have it swap between them according to how high the sun is in the sky. This decision is not permanent; you can change it in System Preferences later.

15 Now you wait for your Mac to finish setting up. Be patient. It might well take a few minutes to sort itself out. The ticks appear on your screen one by one, and eventually, the Catalina desktop appears. Your setup is now complete.



16 If you change your mind about some of your chosen options, you can change them in System Preferences. For example, the Analytics option is in Security & Privacy > Privacy and the Light or Dark Appearance is found in the General pane.

More Options You Might See

We've shown you the simplest way of setting up your Mac but there are a few more options you might find.

1 If you're using a MacBook Pro, there's an additional step to register a fingerprint with Touch ID. This is used for unlocking your Mac and for making purchases with Apple Pay. Follow the on-screen instructions to register for Touch ID or click the link to set it up later.

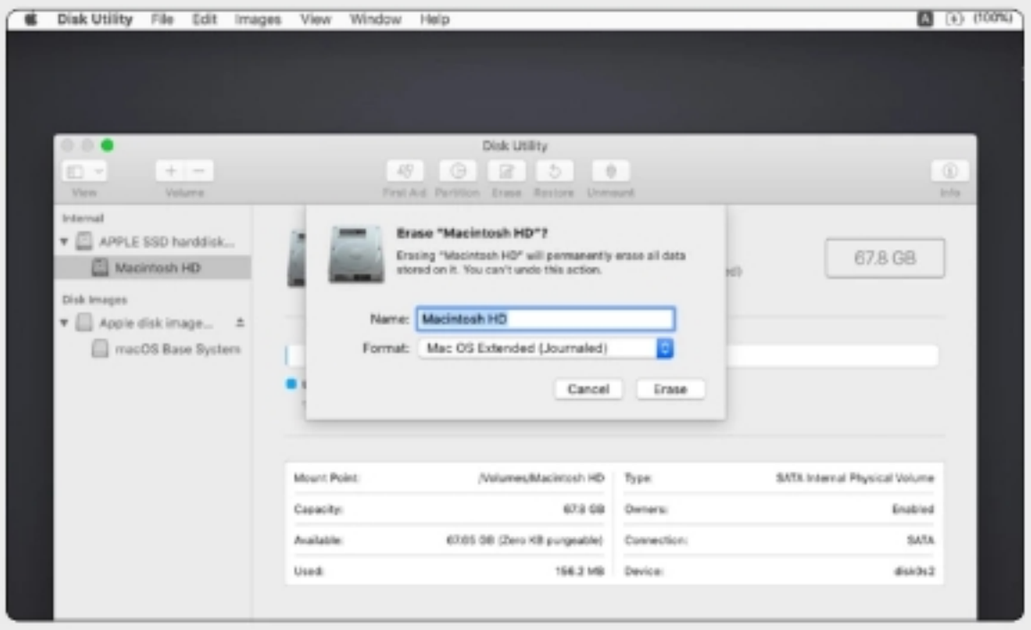
2 If you don't opt for the Express Setup, you have to set up a few things separately, such as whether you Enable Location Services and whether to share analytical data with Apple and third-party developers. You can change your mind later if you wish.

3 Siri is Apple's digital personal assistant. The feature can be enabled or disabled, depending on whether you want to use it. If you use the Express Setup, Siri is turned on but either way your choice can be changed in System Preferences later.

Reset to Factory Conditions.

If you acquired your Mac second hand, you might want to wipe it clean and start again. Just follow this guide.

First, restart your Mac whilst holding down CMD and R; keep them held until you see the Apple logo. A window appears, titled 'macOS Utilities'. Select Disk Utility and click Continue. Select your startup disk (called Macintosh HD by default) and click Erase.



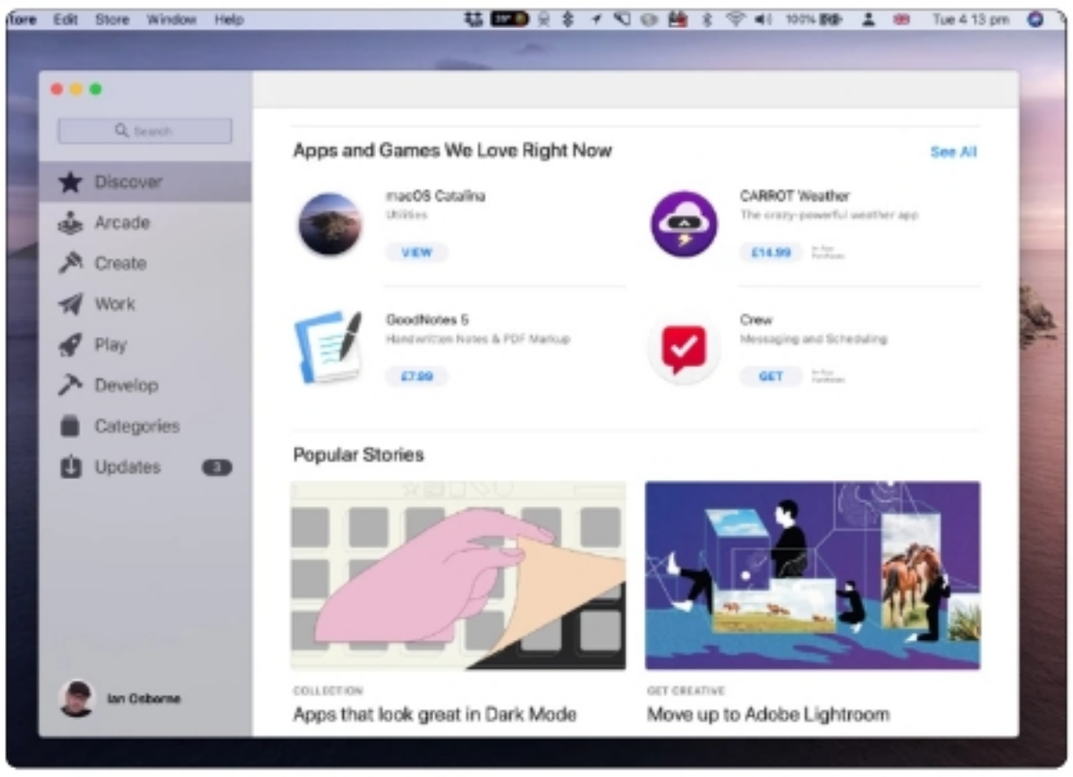
On the next screen, the Format pull-down menu should read APFS if it's available or Mac OS Extended (Journaled) if it isn't. Select the appropriate option and click Erase to wipe your boot drive. When it's finished, click Done, then quit Disk Utility (CMD-Q).

Now choose Reinstall macOS and continue. When invited to install the operating system, do so; you might have to click on the Wi-Fi icon in the menu bar and rejoin your wireless network. Agree to T&Cs, select your main drive and click Install to start afresh.

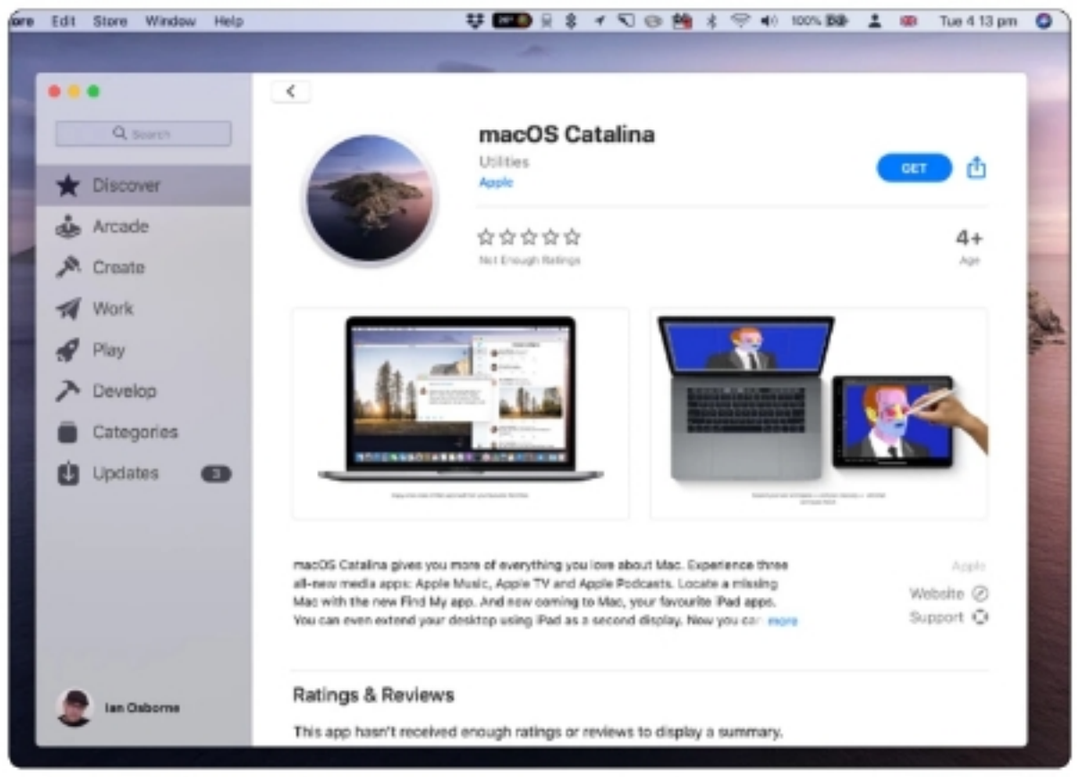
Update macOS 10.15: Catalina

You can also use these tips to upgrade to future macOS releases, whenever they are made available.

If your Mac is running an older version of the operating system, you're probably keen to upgrade to the latest release of macOS, Catalina. Apple has made this very easy to do. As long as your Mac meets the minimum system requirements, you can upgrade over the Internet, and it's free.



1 First of all, open the App Store and find the Mojave operating system. Do a search if it's not immediately visible on the front page. Click on macOS Mojave to get to the download page.



2 When you get to the Catalina download page, you can read all about the new OS. When you're ready, click on Download. It may take some time if you have a slow Internet connection.

Minimum Requirements.

Before you start, you should make sure your Mac is powerful and recent enough to run macOS 10.15: Catalina.

The system requirements for Catalina are almost identical to those for its predecessor, Mojave. To upgrade to Catalina, your Mac must have at least 2GB of memory, be running OS X 10.8 Mountain Lion or later, and have at least 12.5GB of free storage space: possibly up to 18.5 GB if you're running an operating system earlier than El Capitan. It must also be one of the following models. To check, go to the Apple menu and select About This Mac.

iMac	Late 2012 or newer
iMac Pro	2017 or newer
MacBook	Early 2015 or newer
MacBook Pro	Mid 2012 or newer
MacBook Air	Mid 2012 or newer
Mac mini	Late 2012 or newer
Mac Pro	2013 or newer

Make a Backup.

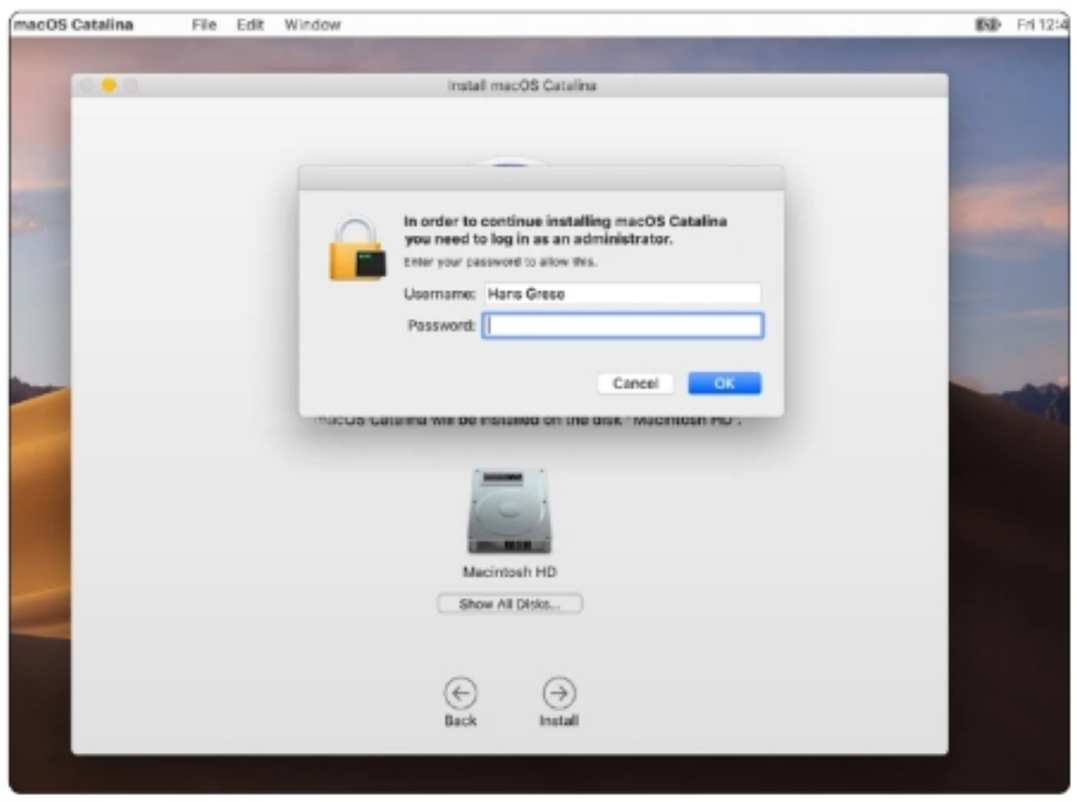
It's always a good idea to keep a backup of your important files, so make sure yours is up to date. Here's how to do it.

Upgrading the operating system is a big step, so as always, before making any major change to your computer, it's a good idea to make a backup of your data. The upgrade is a very safe process and won't damage your files by itself but there's always the unexpected risk of a drive failure or power cut during the installation process, which could leave your Mac crippled. Better safe than sorry!

3 When the installer is fully downloaded, it automatically launches with this screen. Click Continue if you're ready to install and if not, quit it and install later.

4 Next step is terms and conditions. You have to click on Agree to continue. If you don't have time to read them, there's a copy available in About This Mac after the installation.

5 Next choose the hard drive you want to install Catalina on. It will probably be your Mac's own hard drive but you can install it on an external drive if you wish. Click Install to continue.



6 After entering your admin password, Catalina begins the first stage of its installation. All you can do now is wait. Make sure you don't turn off or unplug your Mac during the process.

7 The new operating system downloads and installs on your Mac. When the installation is complete, your Mac closes down any open apps and restarts.

8 It takes a while but eventually your Mac reboots into Catalina. You're asked to choose a few options, which can be changed later, and after that, the setup is complete.

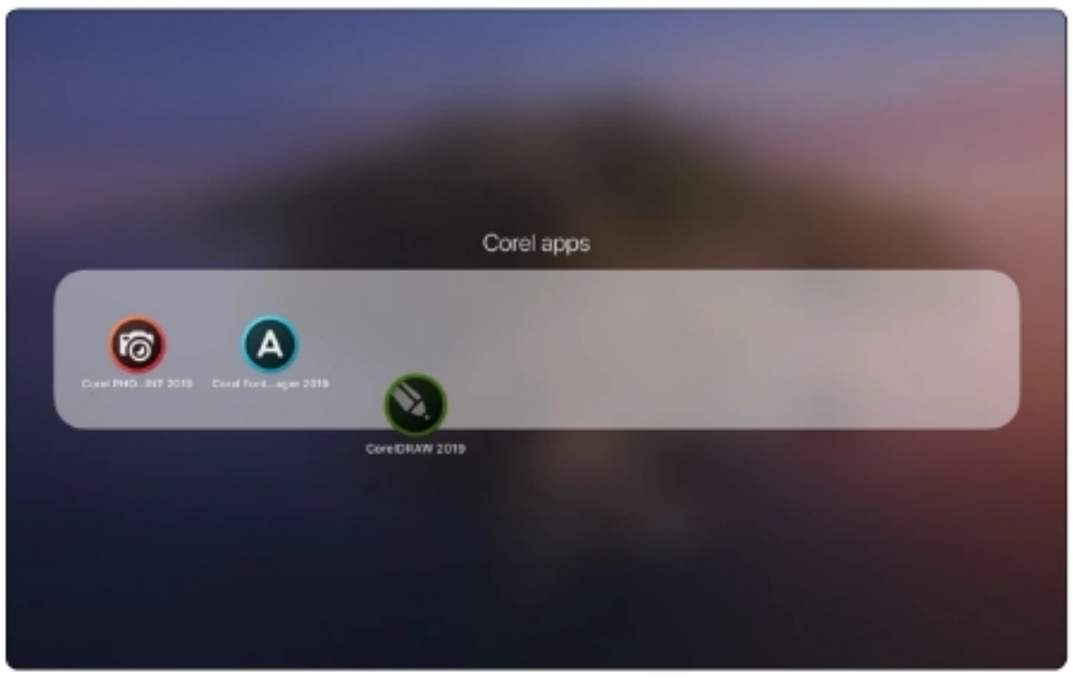
Launching Apps And Quitting Them

There are several ways of launching an app on your Mac. You can: use the Launchpad, which is found in the Dock; you can open a Finder window and navigate your way to the application you wish to use; or you can click on the Spotlight feature and simply type its name.

Using Launchpad

1 To open the Launchpad, go to the Dock and click on it, or place four fingers on your trackpad and bring them together. The screen darkens and your apps are shown as icons. To launch an app from this screen, click on it. To close Launchpad, press Esc or click on the desktop.

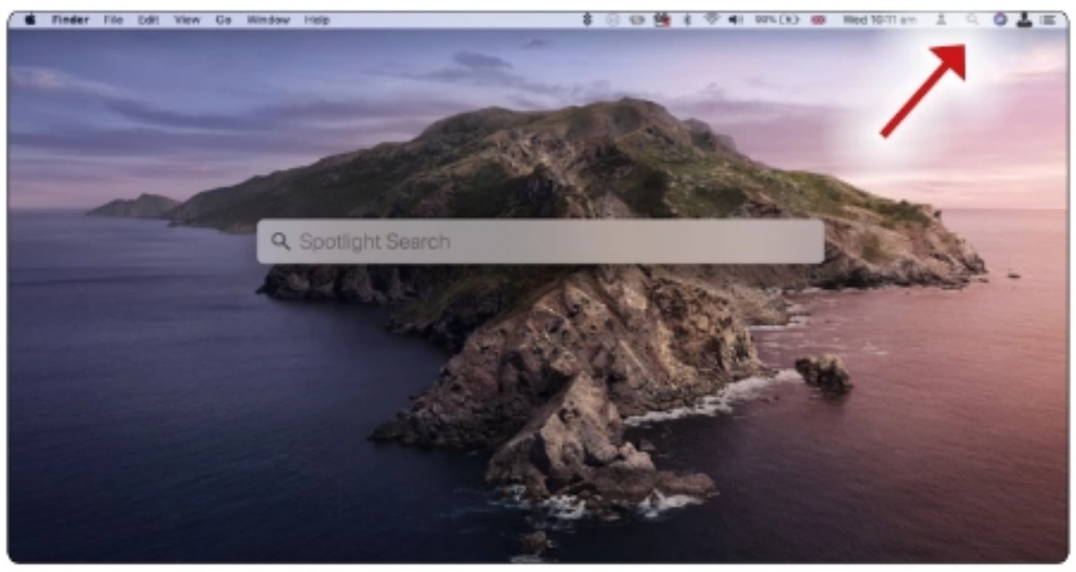
2 If you have more than one page of apps, move between them by swiping left and right with two fingers or hold CMD and use the arrow keys. Click and hold on an app and an 'X' appears in the top left corner, except for Apple's own apps. Click the 'X' to delete an app.



3 You can arrange your apps into folders on Launchpad too, just like on an iOS Home screen. Just drag one app onto another and a folder is created. You can click on the name if you wish to change it and to remove an app from that folder, drag it off the grey folder area.

4 Open and close folders by clicking on and off the folder icon on the Launchpad screen. You can add new apps into the folder by simply dragging them onto the folder. You can also drag apps around the Launchpad window to change the order in which they're arranged.

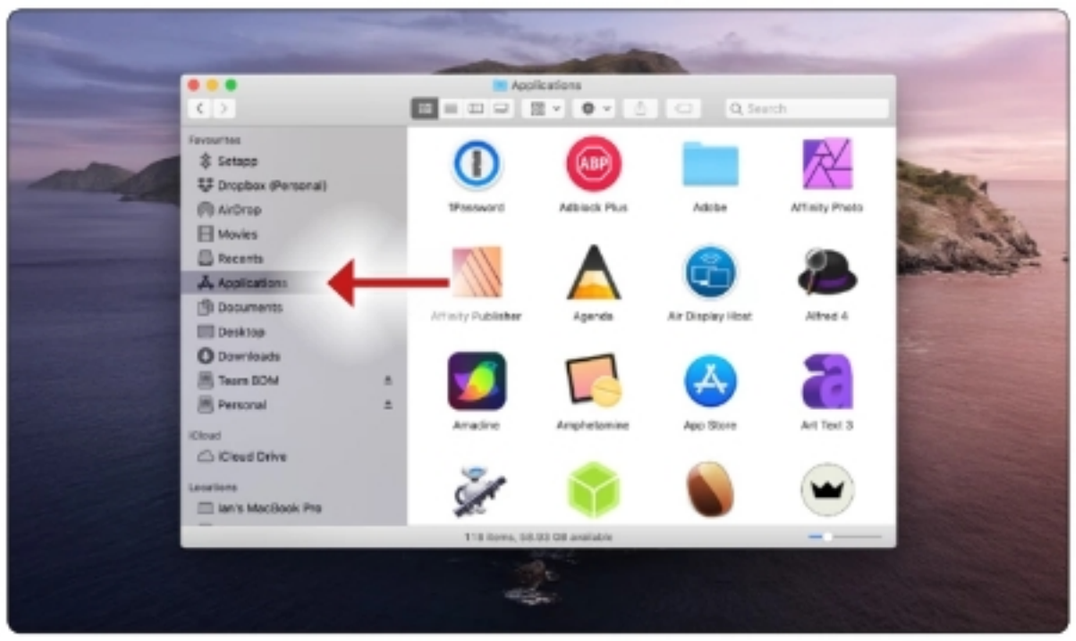
Using Spotlight



1 To launch an app using the Spotlight feature, first click on the magnifying glass found in the top right corner of the screen. A window saying 'Spotlight Search' pops up. If it's inconveniently located, you can drag it around the desktop and move it to wherever you like.

2 Begin to type the name of the app you want to launch and Spotlight tries to complete it for you. When you see the name of the app, press Enter and it launches. To close the Spotlight search window without launching anything, just click anywhere on the screen.

Using the Finder



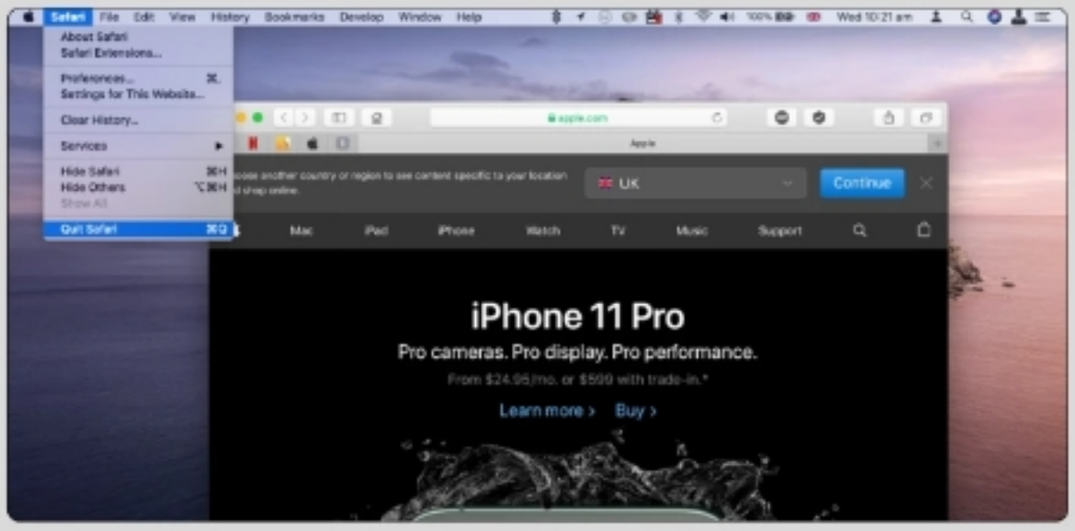
You can also launch an app using the Finder. Open a new Finder window (or use one that's already open) and click on Applications in the sidebar. All of your Mac's apps are shown. Find the one you want to use and then double click on it to launch.

Using the Dock

You can launch an app from the Dock. If your Dock is hidden, move your pointer to the foot of the screen to reveal it and click on the app you wish to use. To find out more about the Dock and how to customise it with your favourite apps, see our tutorial later in the book.

Quitting Apps.

Open apps are shown in the Dock. On the app's Dock icon, you can click using the right-hand side of a Magic Mouse or trackpad (right-click), hold the Control key and click anywhere (CTRL-click) or click and hold, then click on Quit in the pop-up window.

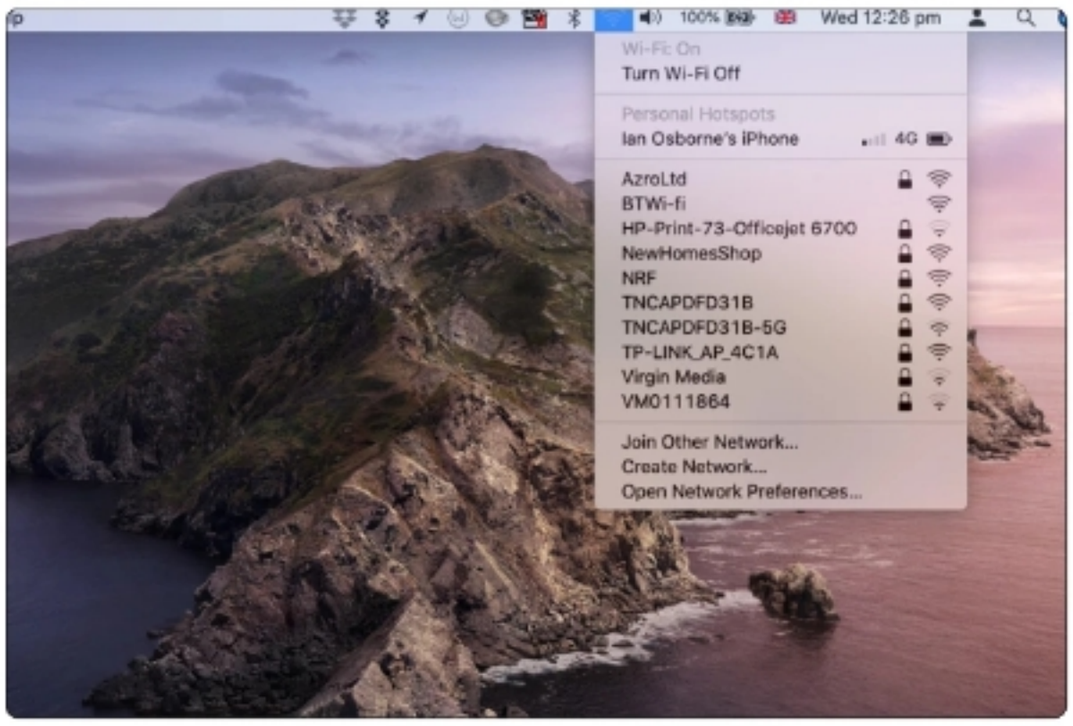


Alternatively, with the app to the fore in Finder, click on its name in the top left corner and select Quit [app name] from the menu; or hold the Command key and press 'Q'. Just make sure the app is open on your desktop or you might quit the wrong application.

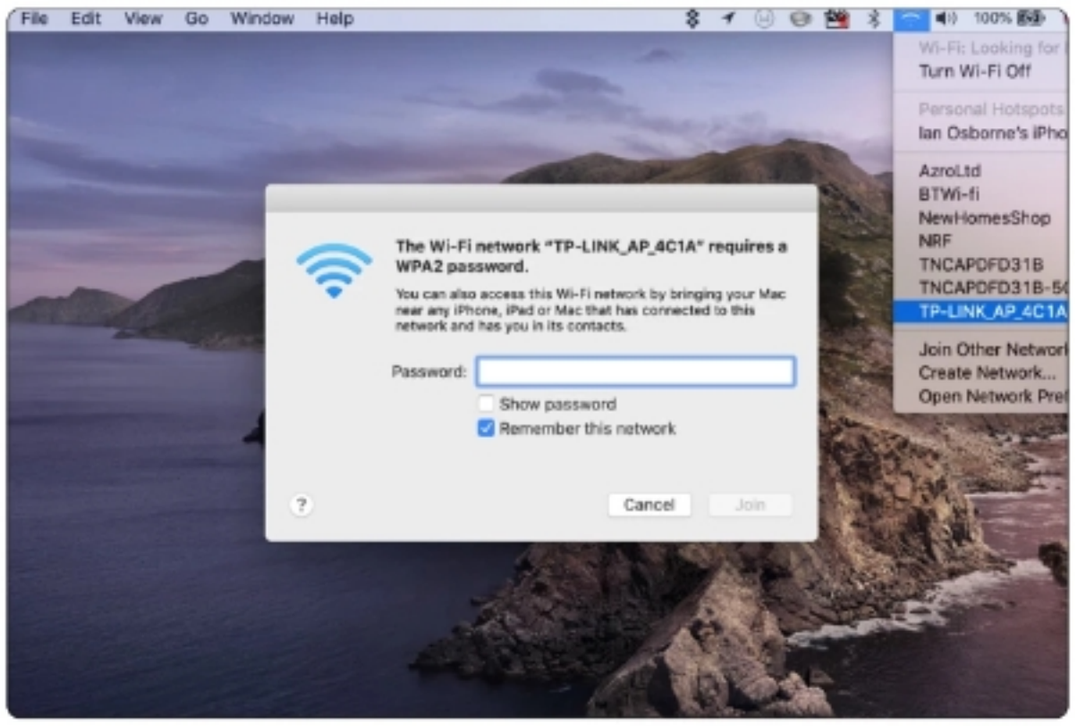
Get on the Internet With Wi-Fi or Ethernet

The Internet is likely one of the reasons you bought your Mac. When you're online with your notebook or desktop Mac, you can surf the web, send and receive emails, make Internet telephone and video calls, buy apps and media and more. Here's a guide to getting online using the Mac's Wi-Fi connectivity.

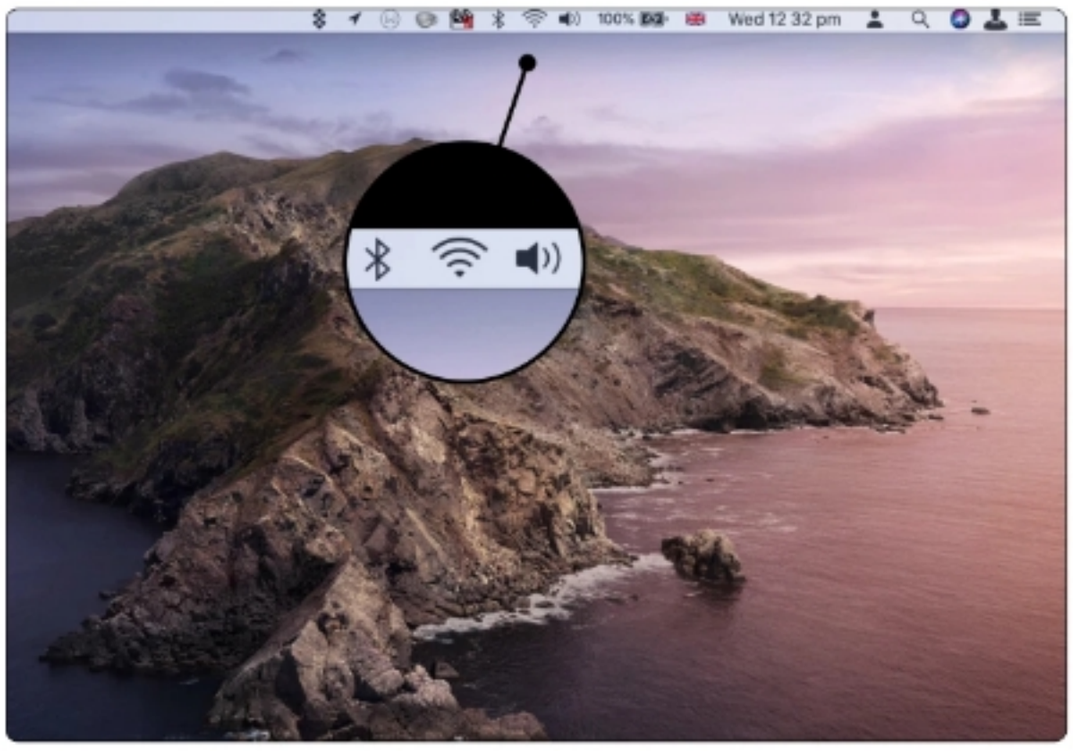
Going Online with Your Mac



1 Ensure your Mac is within range of your wireless router. Click on the Wi-Fi icon in the menu bar as shown, and look at the list of available Wi-Fi networks. If Wi-Fi is currently turned off, switch it on using this same icon.



2 Find the name of your own Wi-Fi network. If you don't know it, check your router's instruction manual. Choose that network, and if prompted, enter the password. This too should be in the router manual or on the router.

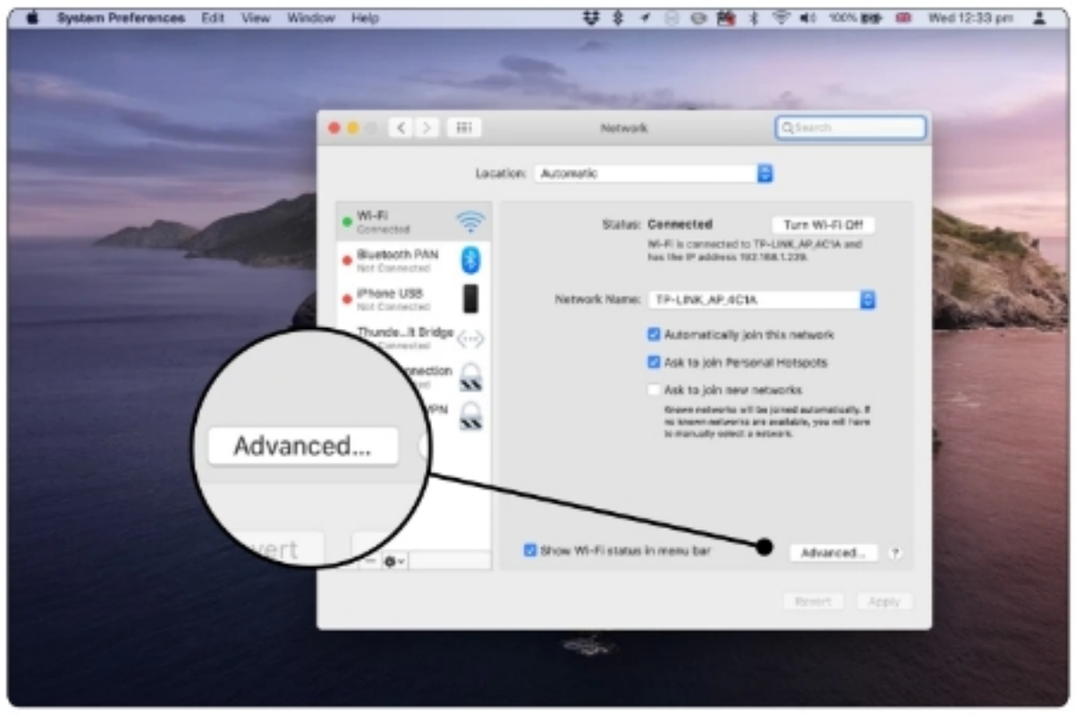


3 Make sure Remember this Network is ticked, so you don't have to enter your Wi-Fi password again. Your Mac logs on to the network and the Wi-Fi icon shows it's made a connection. If the icon is only partly darkened, your signal strength is weak.

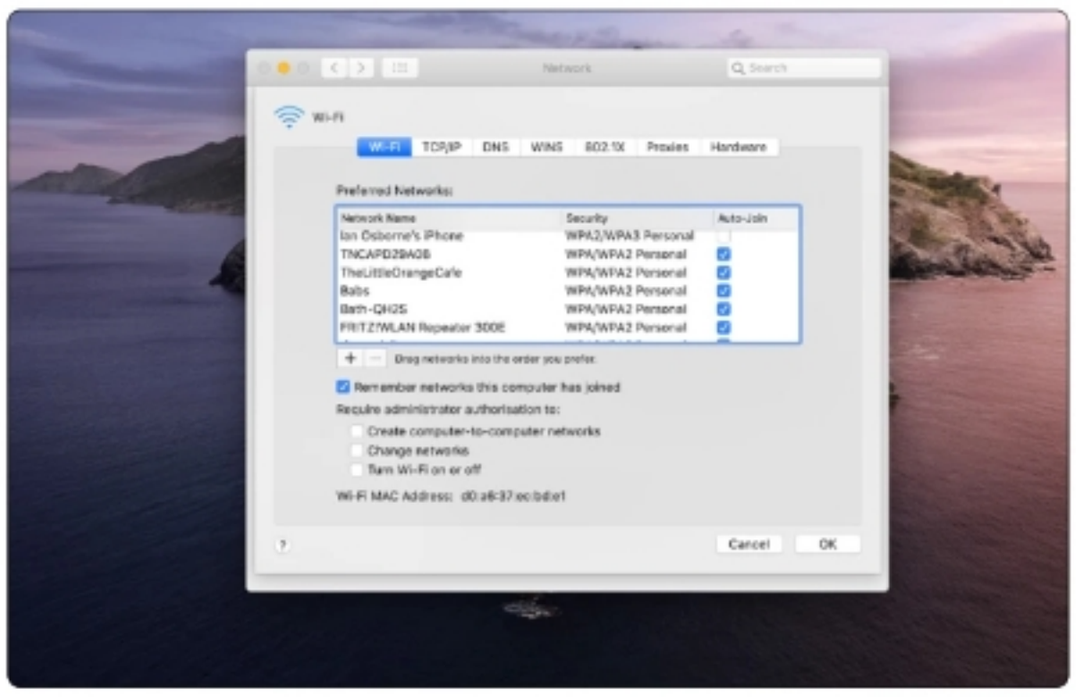
Using Public Wi-Fi.

Some high street locations such as libraries, bars and restaurants offer free Wi-Fi to their customers. There are many different ways you can access public Wi-Fi. Some locations may have an unsecured connection, some require you to ask for their Wi-Fi password, and for others you have to register via their pop-up website; just open Safari while in such a Wi-Fi zone and then follow the on-screen instructions that appear when your Mac connects to the network.

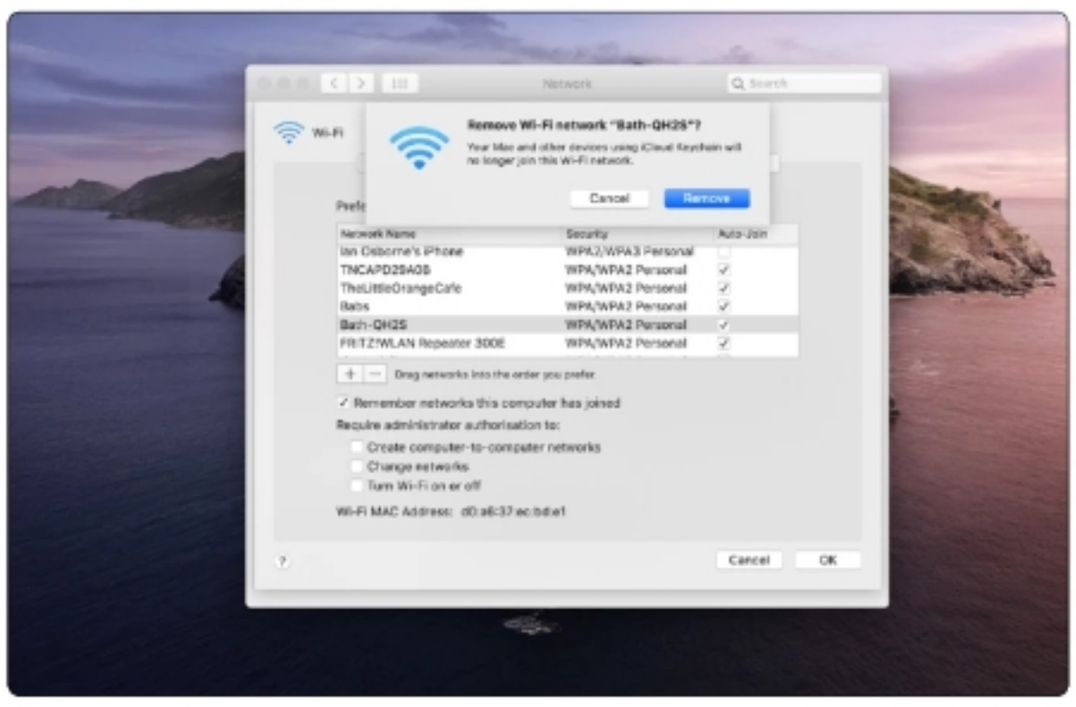
Configuring Your Wi-Fi



1 Open System Preferences from the Apple menu in the top left corner of the screen or from the Dock and click on the Network preference pane. Press the Advanced button and make sure the Wi-Fi tab is open, from the list across the top of the window.



2 You can see a list of all the Wi-Fi networks your Mac has connected to, in order of preference; where two networks are available, the higher one is used. If you want to change this order, simply drag and drop them.



3 To remove a network from this list, click on it and click on the minus button below the list. On this window, you can also make the Mac ask for admin authorisation for network tasks, using the checkboxes at the bottom.

Going Online with Ethernet.

If you prefer the stability and speed offered by a cabled, Ethernet connection, here's how to set this up.

Once you've set up your router according to the instructions supplied with the device, getting online using Ethernet is relatively easy. First of all, you need a cable that looks like this. There should be at least one supplied with your router.

Plug one end of the cable into your Mac and the other end into one of the router's Ethernet ports: it doesn't matter which one. If your Mac doesn't have an Ethernet port, you need an adapter. You can get one online or from an Apple Store.

If your router isn't close enough to your Mac to support a cabled connection, consider using Home Plug AV instead. This uses your household electrical wiring to send data. Ask at your local computer store about a Home Plug AV starter kit. There are many different brands of HomePlug AV devices to choose from, and as HomePlug AV is an industry standard, they're all compatible with each other.

Gesture Controls On Your Trackpad

Something we really like about the Mac is the way you can navigate using gesture controls, just like you do on your phone. These gesture controls can be performed on a Mac notebook's trackpad or on the Apple Magic Trackpad, which is available for desktop Macs.

One of the things that makes the Mac such a pleasure to use is its large and responsive MacBook multi-touch trackpad or the desktop Mac's Magic Trackpad. You can use the trackpad in much the same way as you would use the touchscreen of an iPhone or iPad: to quickly and easily access menus, sort through stacks of pictures or documents, scroll through documents and to zoom in and out of displayed images. Once you get used to it, you'll find that it's a very easy and intuitive way of controlling your Mac and that it can do far more than just scrolling.

Secondary Clicking.

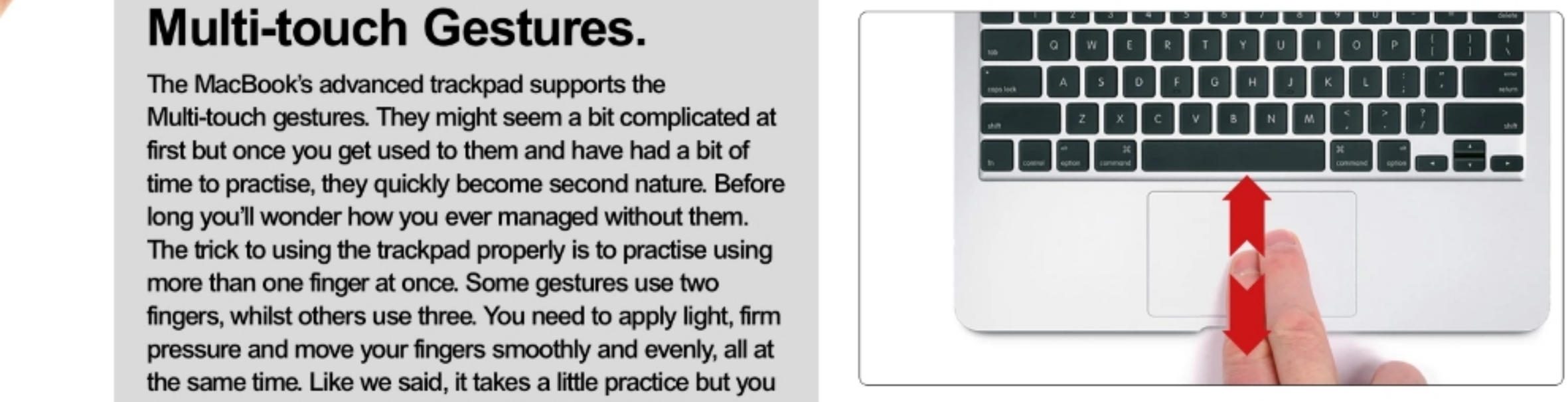
Some people like to use a two-button mouse with their Mac, and this can be handy for quick access to shortcut menus by secondary clicking or right-clicking. To set up two-finger secondary clicking using the trackpad, select Secondary Click in the Point & Click pane of Trackpad preferences. To set up a one finger secondary click zone in the bottom left or right corner of the trackpad or mouse, select Secondary Click in the Point & Click pane of Trackpad preferences, and choose an option from the pop-up menu.

Multi-touch Gestures.

The MacBook's advanced trackpad supports the Multi-touch gestures. They might seem a bit complicated at first but once you get used to them and have had a bit of time to practise, they quickly become second nature. Before long you'll wonder how you ever managed without them. The trick to using the trackpad properly is to practise using more than one finger at once. Some gestures use two fingers, whilst others use three. You need to apply light, firm pressure and move your fingers smoothly and evenly, all at the same time. Like we said, it takes a little practice but you quickly become proficient at it. To enable Multi-touch gestures, view instructional videos of the gestures and set up various other trackpad options, choose Apple > System Preferences and then click Trackpad.

Single Click

Unlike most other trackpads, the entire MacBook trackpad works the same as the mouse button; and you can click anywhere on the track pad to activate apps and select icons.



Scroll Vertically

Place two fingers together on the trackpad, then move them up or down. This will scroll vertically up or down the document or web page you're currently viewing.

Zoom In and Out

Two-finger pinching lets you zoom in or out on PDFs, images, photos, and other large visual documents or web pages. Place two fingers on the trackpad, then move them apart to zoom in, or together to zoom out. The quicker you move your fingers, the more you'll zoom.

Rotating Images

You can rotate images by placing two fingers on the trackpad and then turning your hand so that your fingers both move in a curve. It can be a little awkward on the wrist at first but you'll soon get used to it. With practice, you wonder how you ever did without it.

Access Mission Control

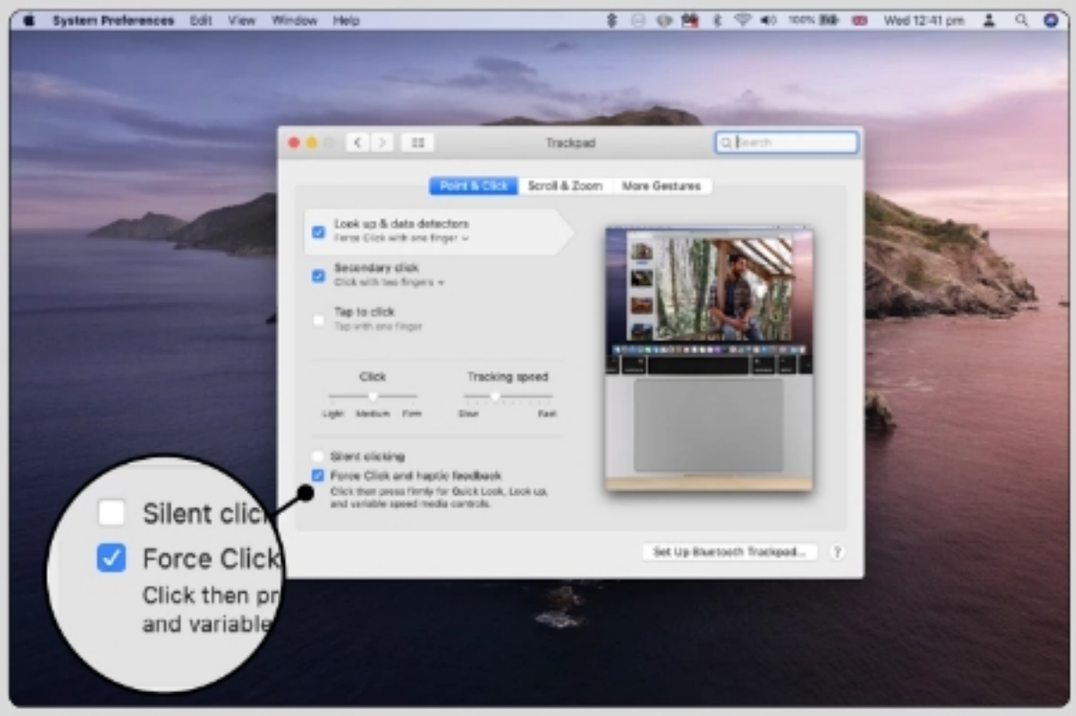
You can access the macOS Mission Control at any time, even if you've got a full-screen app open. Simply place three fingers at the bottom of the trackpad and move them quickly upwards and Mission Control appears.

Switching Between Full-screen Apps

If you've got several apps open full screen at once, you can quickly flip between them using a gesture. Place three fingers on the trackpad and quickly slide them to the left or right. This will scoot the current app aside, revealing the next in line.

Force Click

The very latest Apple notebooks feature Force Touch trackpads, which can tell a soft tap from a hard tap. A hard tap, or Force Click, can be used to preview a file, drop a pin in Maps, preview a Safari link, rename a file or folder and more. It's a concept that should prove very familiar to those who have used the latest iPhone models.



Turn Off Force Click

If you dislike the Force Click gesture, and find it gets in the way of your workflow, it's easy to turn it off. Open System Preferences (under the Apple menu in the top left corner), and go to the Trackpad pane. Under the first tab, Point & Click, you see a checkbox labelled 'Force Click and haptic feedback'. Uncheck it to turn off this feature.

The Mac's Desktop And How to Use it

The desktop is at the heart of your Mac. Everything you do takes place on the desktop, including opening apps, interacting with files and folders and using the Dock. Here we show you how to use your desktop, app and folder windows, the top bar menu, menulets, Trash and other key desktop features.

1 Menulet: A Menulet is simply a shortcut or link to the application or file. That way you don't have to navigate to it every time it's needed.

2 Utilities: Easy access to Bluetooth and Wi-Fi settings, volume level, time and date preferences, some login options and a handy search utility.

3 Apple Menu: From the Apple menu you can log out, shut down, restart or put the computer into sleep mode, get comprehensive information on the computer's hardware and software, access the System and Dock preferences, and open items you've recently closed.

4 Desktop Wallpaper: Why have a plain background when you can spruce it up with your favourite photo? If you're bored with the same one day after day, set it to change regularly. You can even use your own photos as wallpaper.

5 Folder Icon: In macOS, folders work just like their real world counterparts. You can use them to store files, data and other folders. You can call them anything you like.

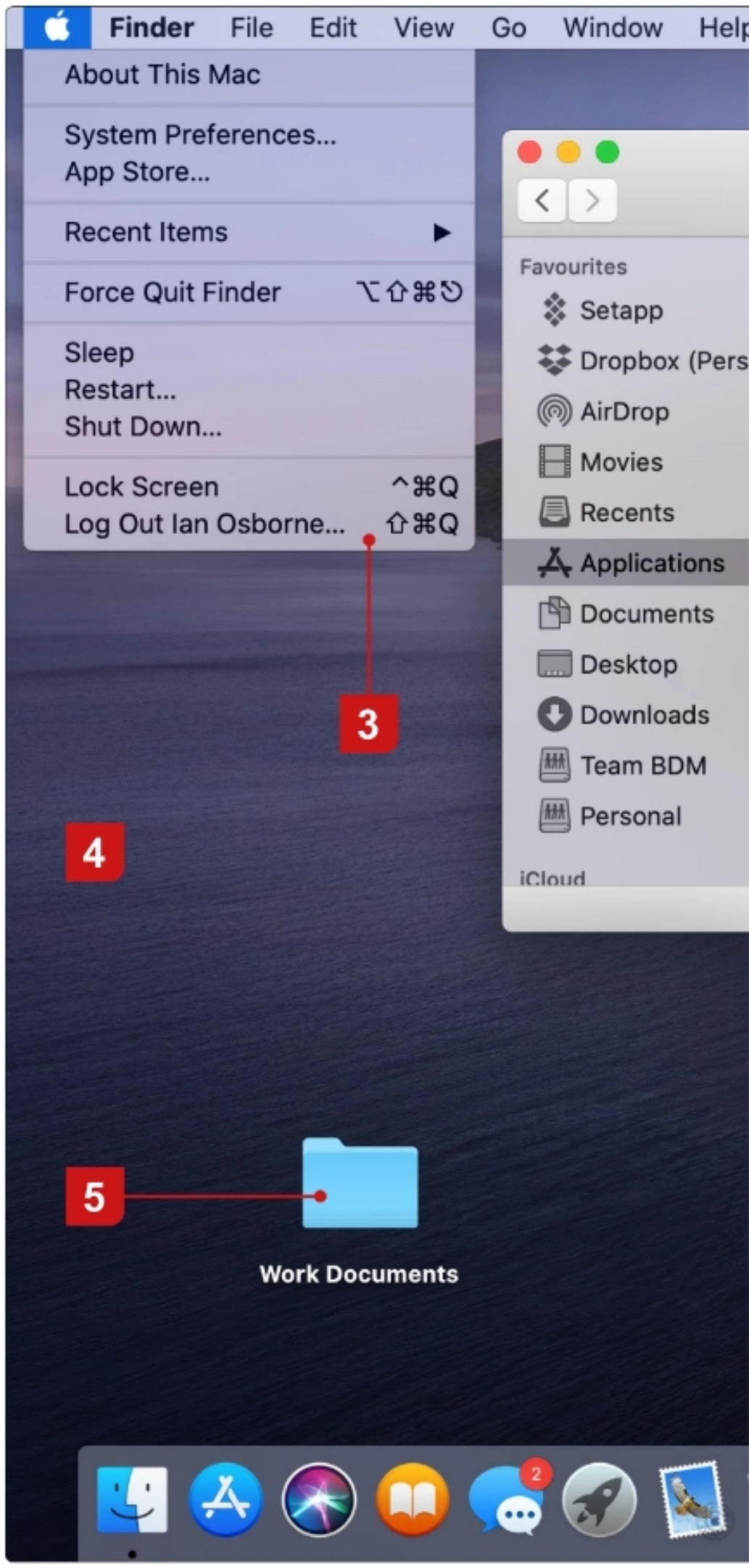
6 Finder Window: The Finder utility is the central point for navigation and file manipulation. Browse and navigate applications, documents, external drives and even access other computers, as long as they're connected to the same network (cabled or wireless).

7 Dock: The Dock offers quick and easy access to your favourite applications, documents, folders and even the trash can. It's easily edited and customised to make the most of the way you work. Apps you currently have open are always shown in the Dock.

8 Dock Folder: You can also put folders in the Dock, as shown here. The folder can then be accessed like a Dock app.

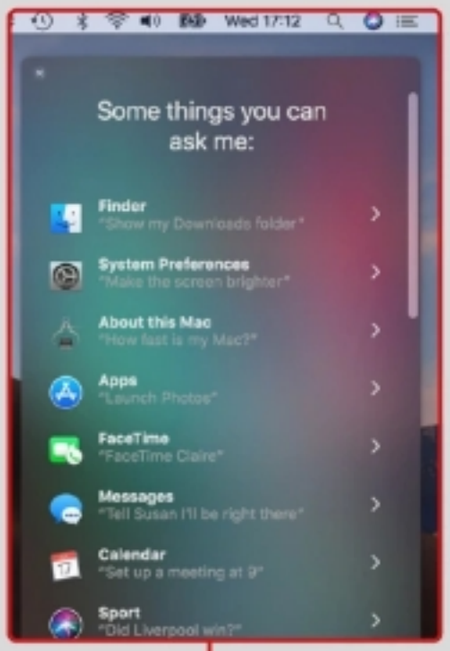
9 Open Application Window: Application windows come in all shapes, sizes and designs. Your Mac's applications can be launched from the Launchpad, the Dock, from Spotlight or using the Finder.

10 The Trash: To delete a file, folder or application, drag it into here, then right-click on it and choose 'Empty Trash' from the menu.



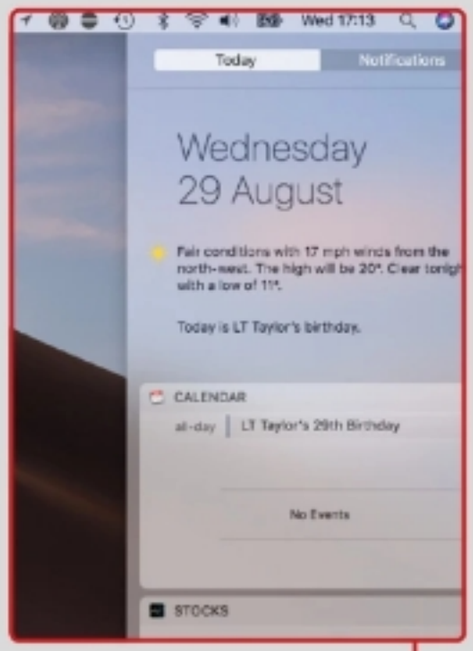
Siri.

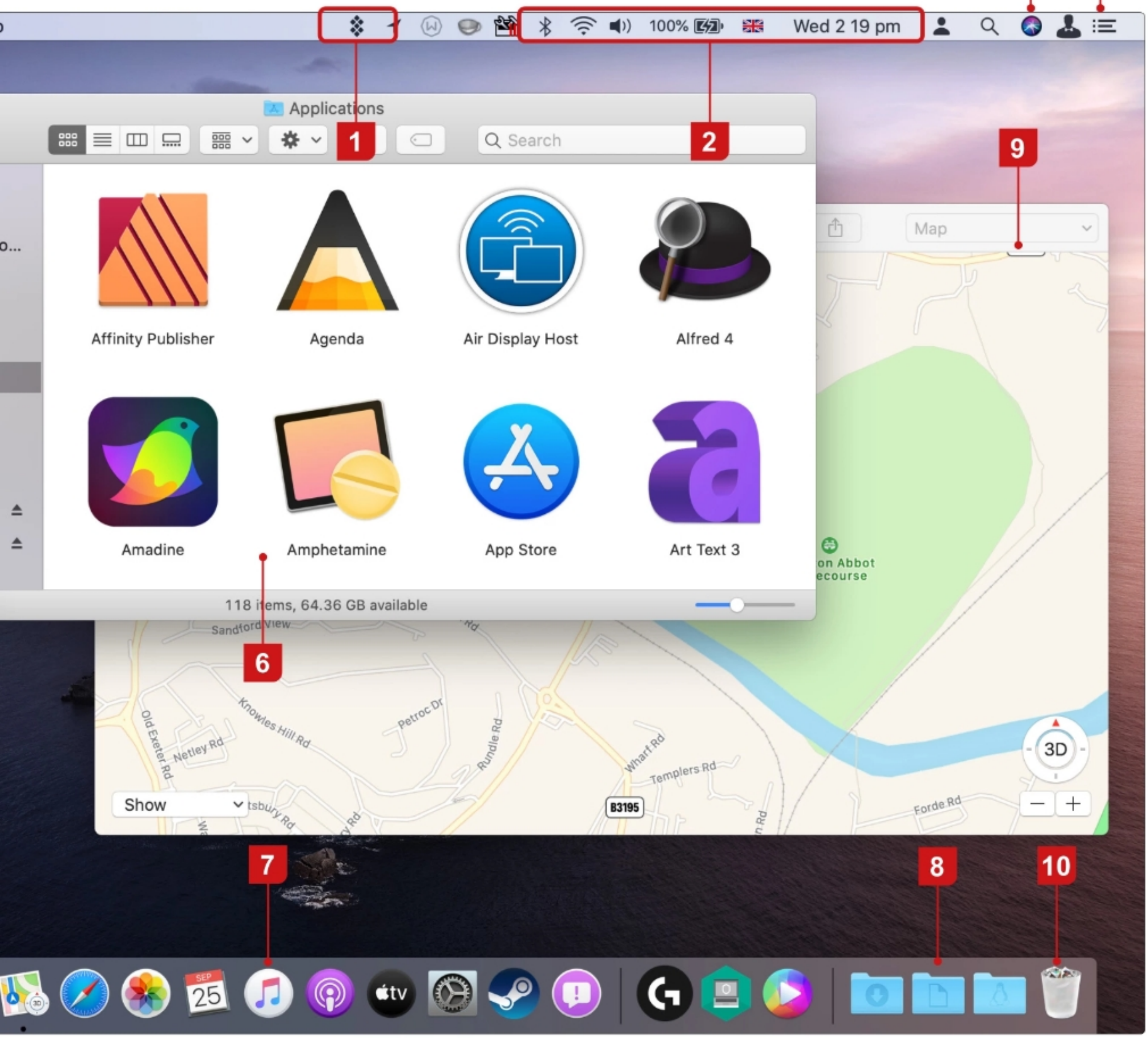
Siri is Apple's personal digital assistant and you can use it on your Mac. Just click on this icon and a Siri window opens. See the Siri tutorial for more information on how to use this feature.



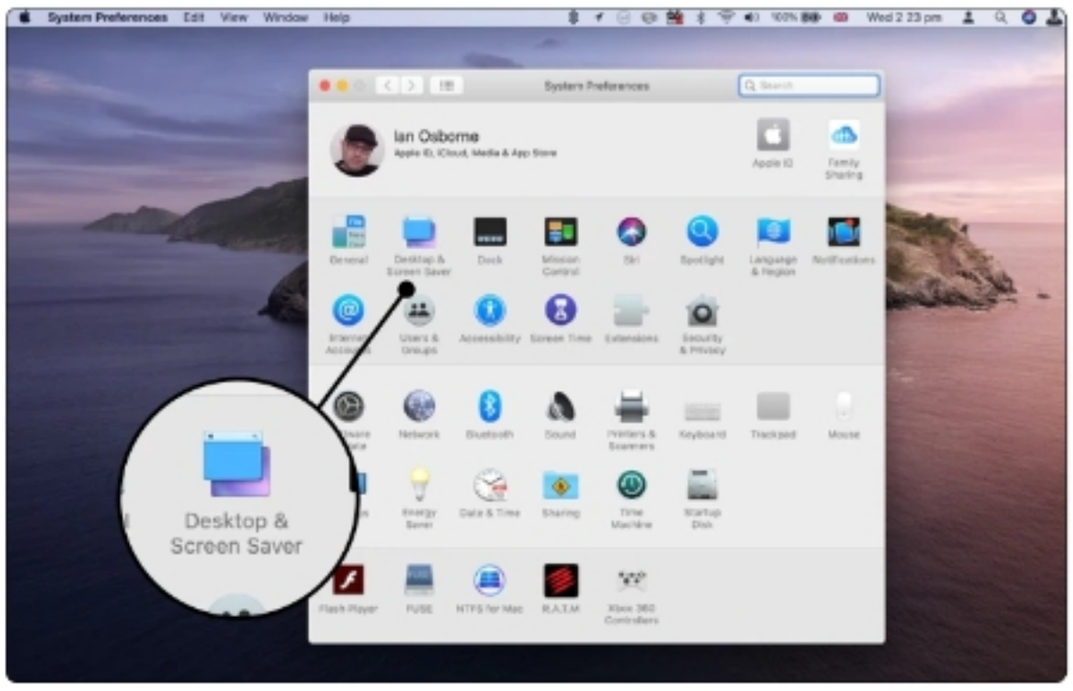
Notifications.

This icon gives you access to your Notification Center sidebar. You can swipe it into and out of view by swiping across the right-hand side of the trackpad or by clicking on the three-line icon in the top right corner. Again, we have a full tutorial on this feature elsewhere.

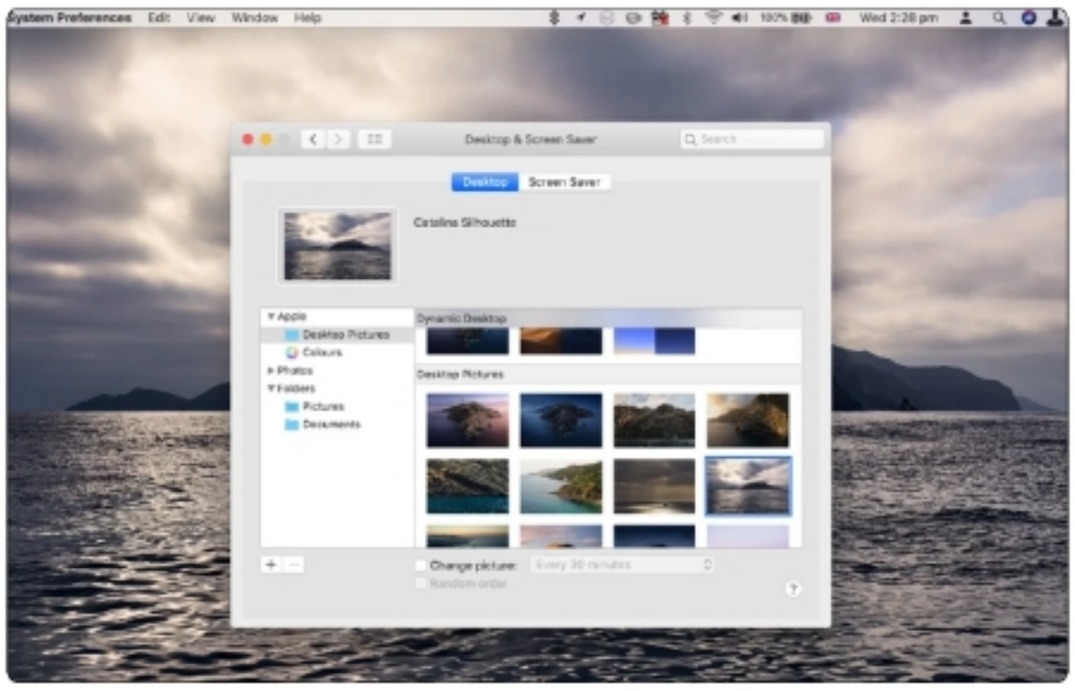




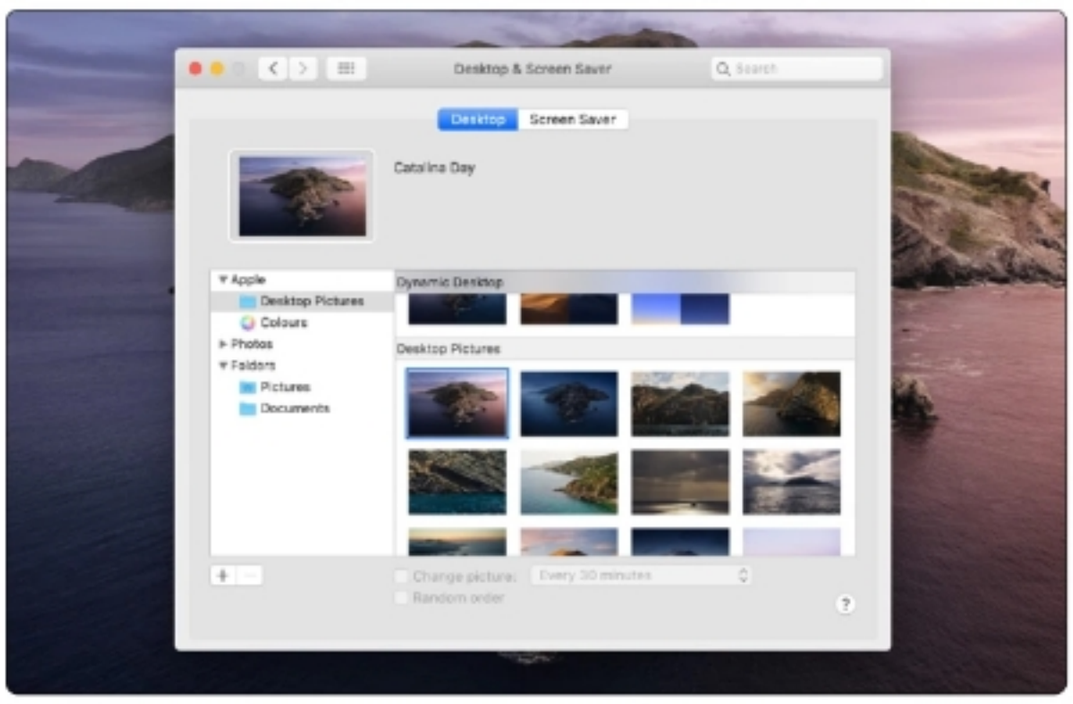
Choose New Wallpaper



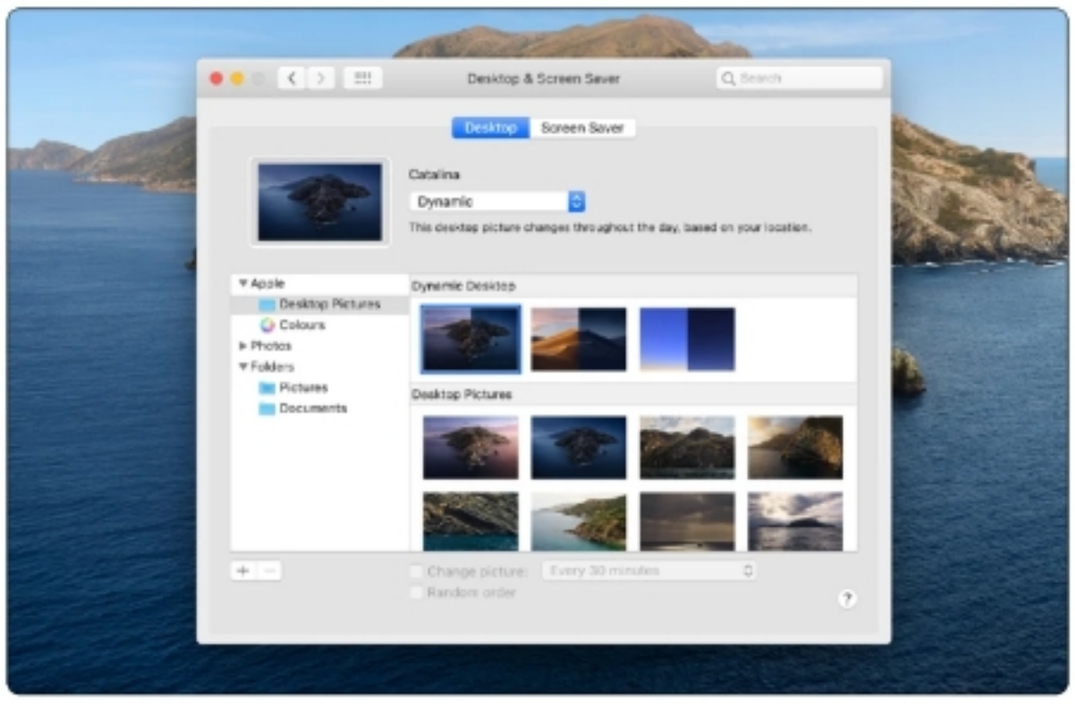
1 To open the Desktop preferences window, click the Apple menu, select System Preferences, and select the Desktop & Screen Saver option. Select the genre of picture required from the left column.



2 Click on the image you'd like to use for your wallpaper. The desktop is updated immediately, so if you're happy with the selection, just close the window. If you are not happy, you can easily choose another.

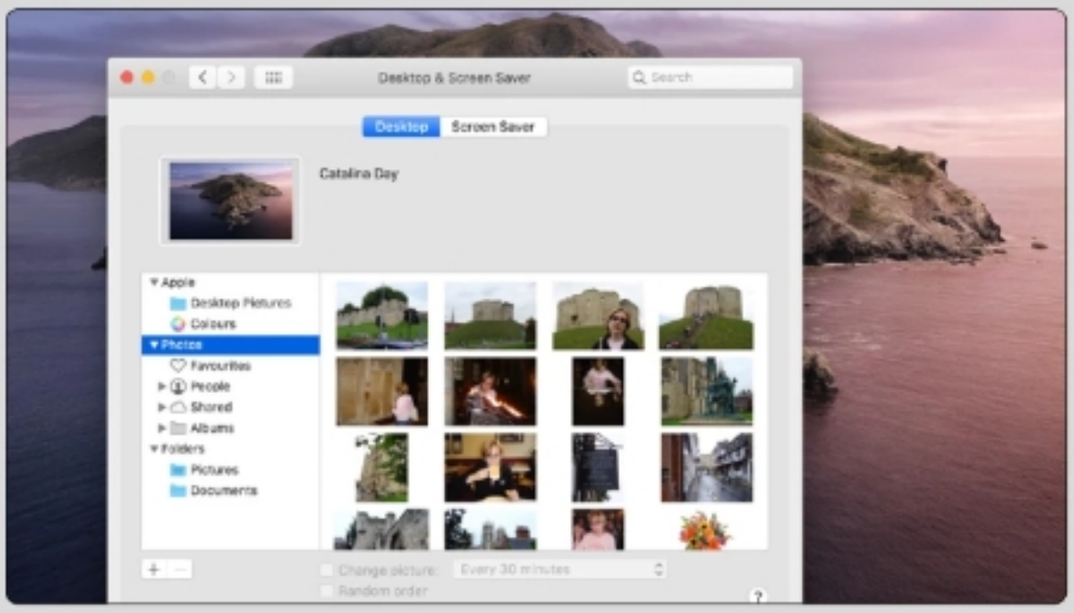


3 If you change your mind about your choice of image and want to go back to the desktop you were originally using, just find it among the wallpapers on offer, and click on it to restore it again.

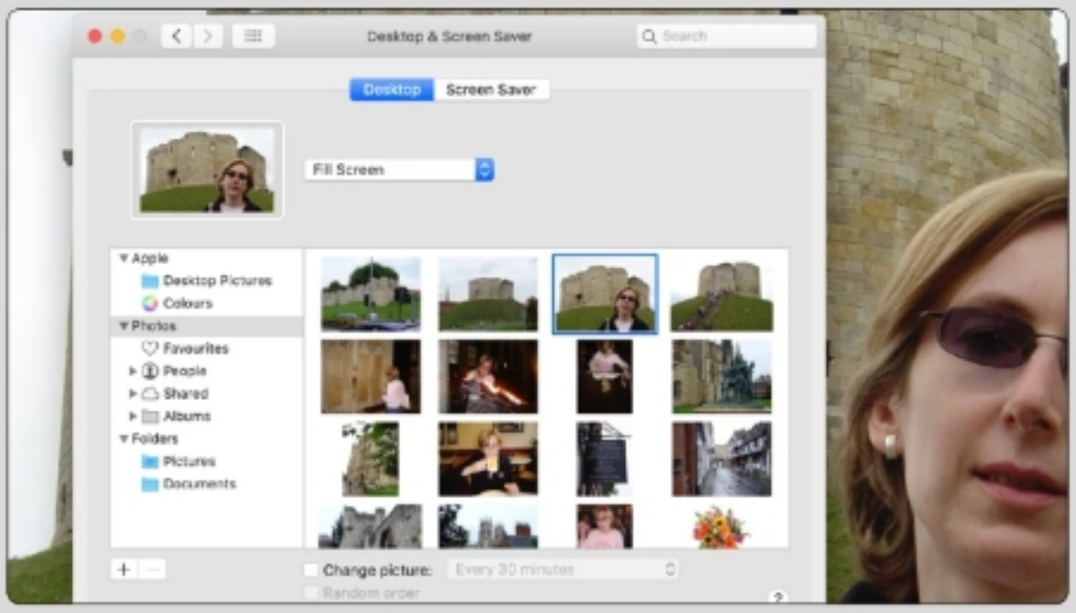


4 The first three wallpapers are dynamic; changing in brightness throughout the day. Location Services must be on. You can change the dynamic desktop to an ordinary pic using the pull-down menu.

Use an Image from Your Photos Library.

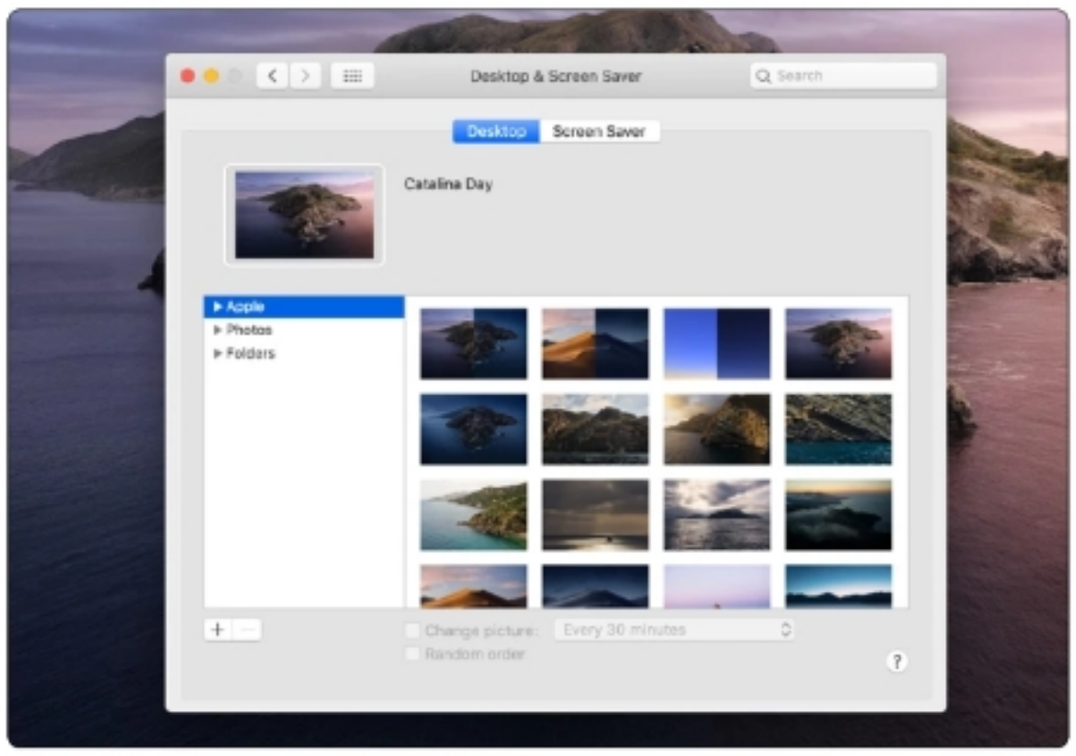


Open the desktop preferences: Apple menu > System Preferences > Desktop & Screen Saver. Select the Photos item in the directory list, click the small arrow icon to open it.

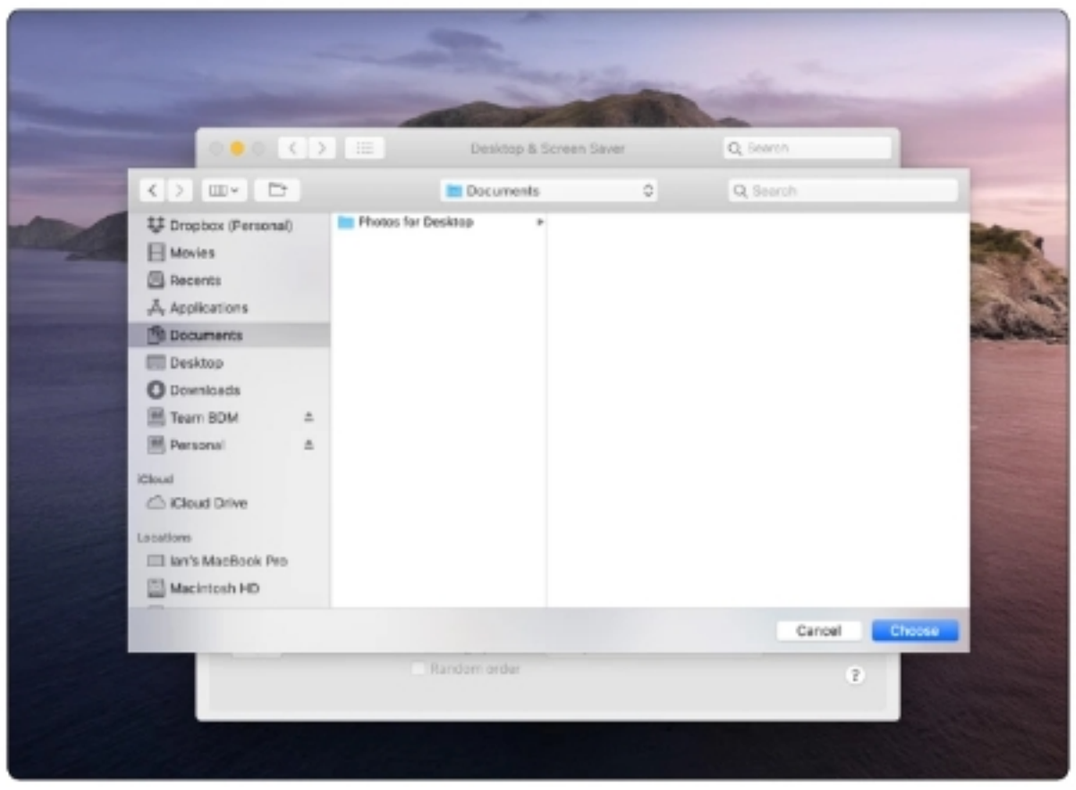


Select one of the options within to display any images found. Click on the required image to set it as your desktop's wallpaper, as you can see here.

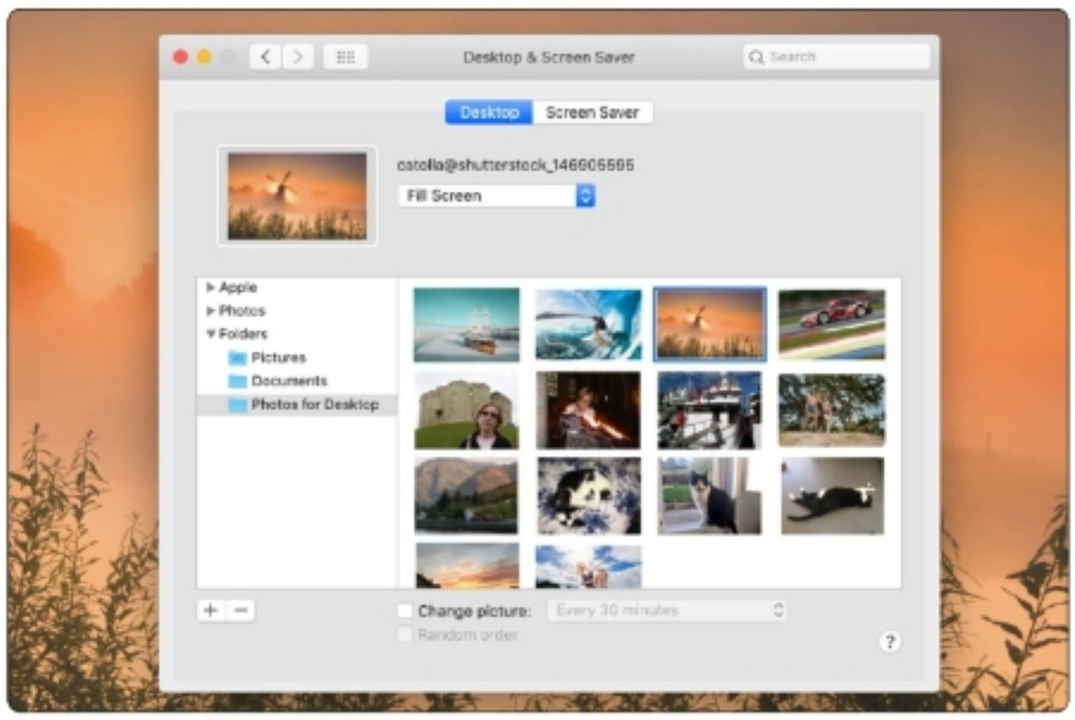
How to Add Your Own Folder to the Folders List



1 Click the Apple menu and select System Preferences. In the System Preferences window, select the Desktop & Screen Saver option.



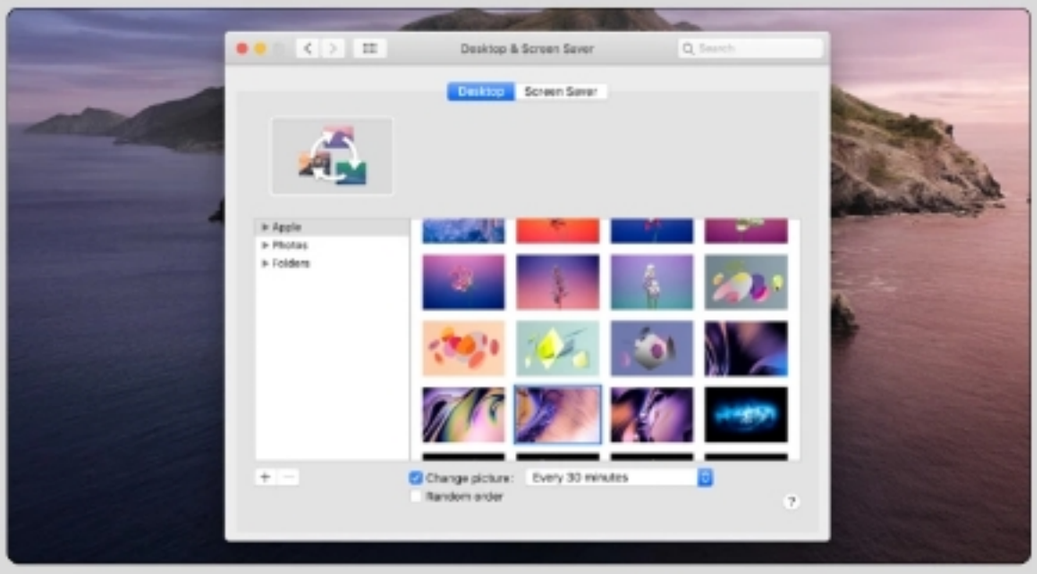
2 Click the '+' icon which is below the directory list on the left of the window to display a Finder window. Navigate to the required folder, select it and then press Choose.



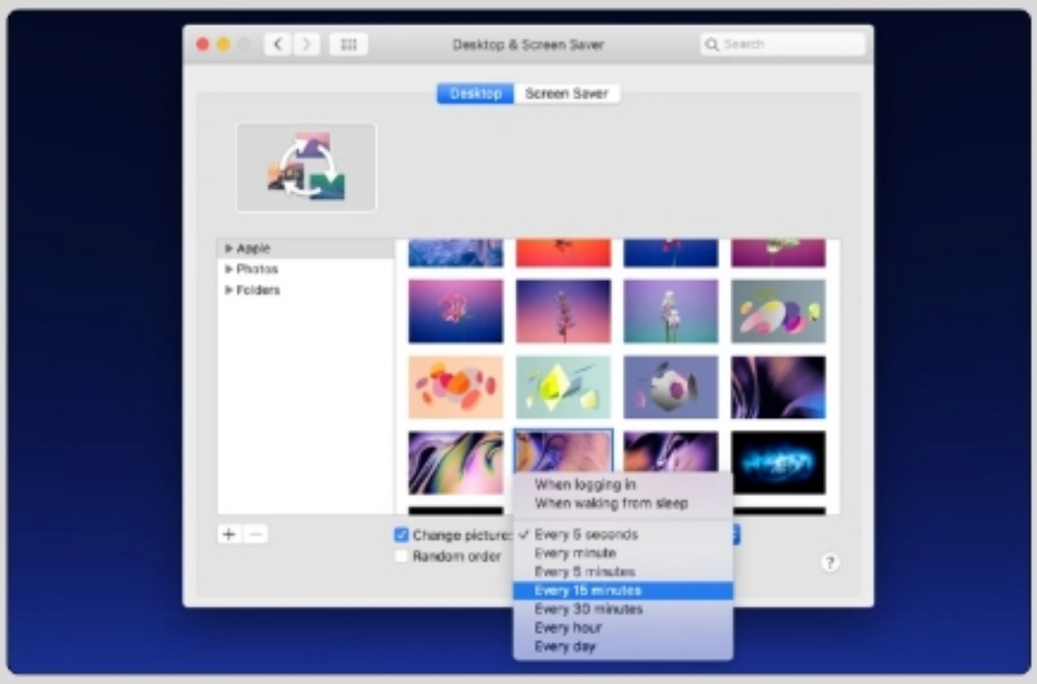
3 The required folder should now be visible in the Folders section of the directory list. Select your favourite image from the thumbnails, then close the window.

Automatically Change the Desktop Wallpaper.

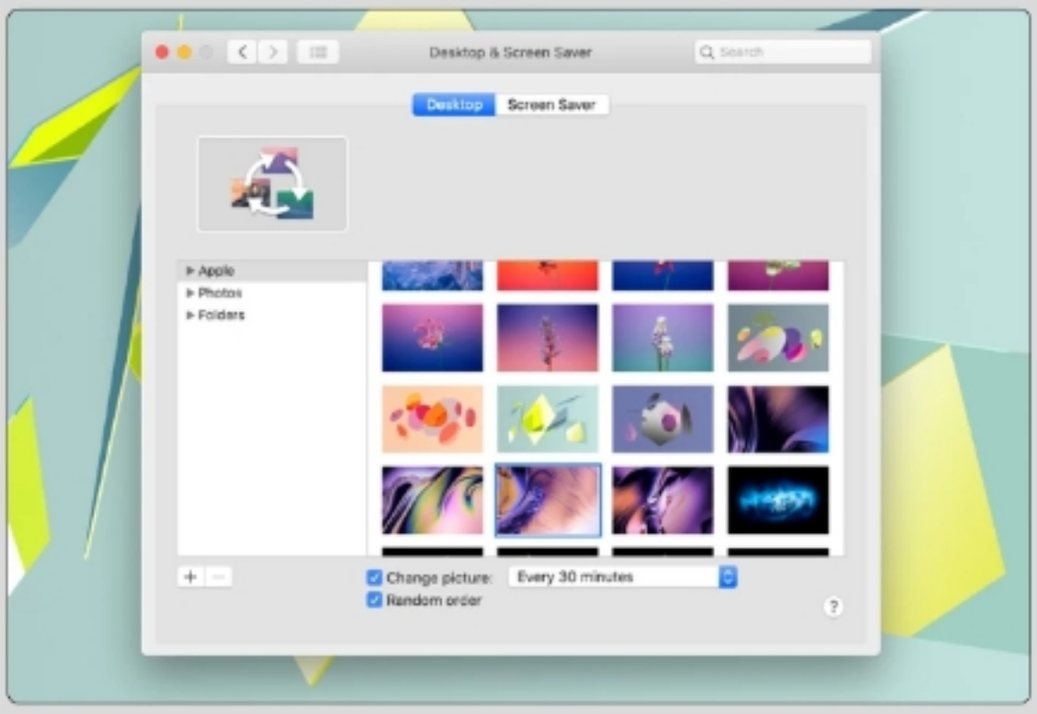
You can even have your Mac regularly change your desktop image to something new. Try it, it's fun!



Display the desktop preferences: Apple menu > System Preferences > Desktop & Screen Saver. Toggle the Change Picture option to show a tick. This opens the choice menu to the right.



The wallpaper can be set to change from every five seconds to once a day. It can even be set to change when you log in, or when waking the computer from sleep mode, so you should be able to find something suitable.

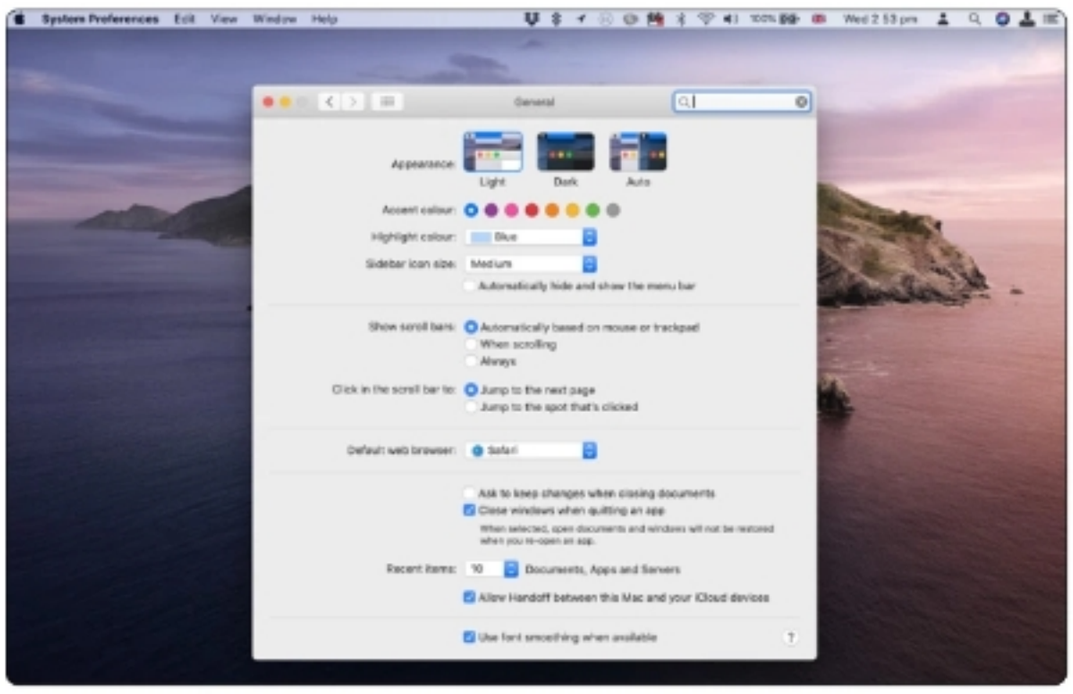


Once you've selected a time option, you can opt to display the images randomly or simply work through sequentially by checking or unchecking the Random Order option. Close the window and enjoy your desktop slide show.

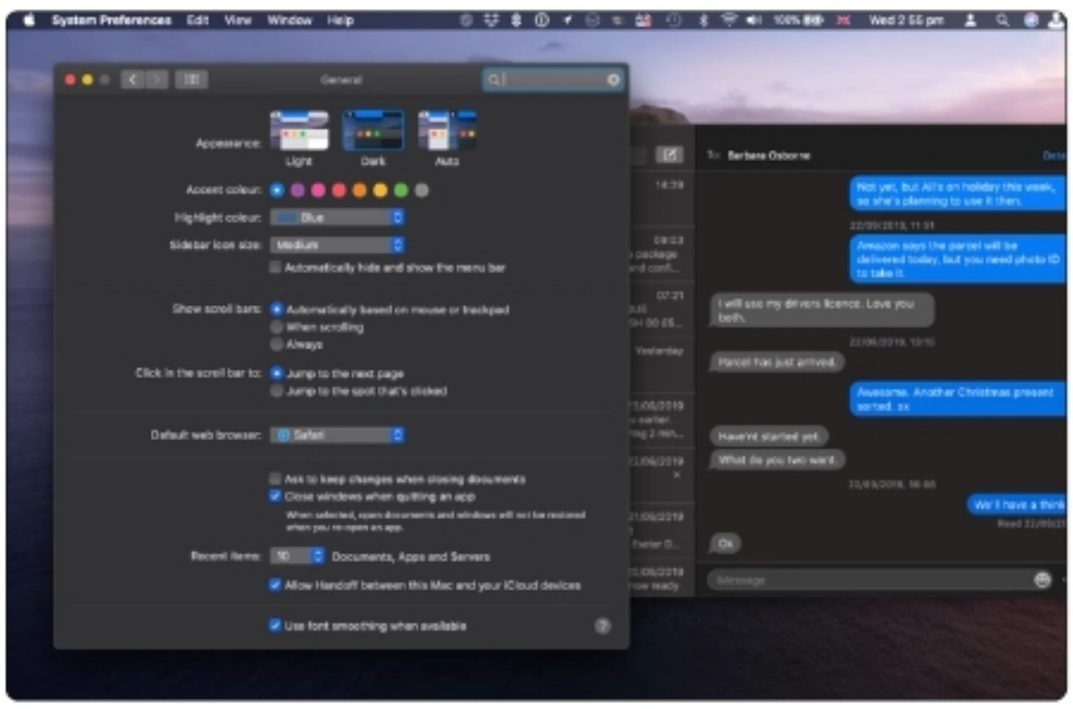
Dark Mode And Night Shift

If your screen's too bright, there's a couple of great desktop features that help. Dark Mode inverts the Mac's colour scheme, making it much darker, and Night Shift Mode changes the colour hue, reducing blue light that can keep you awake if you use your Mac before going to bed.

Dark Mode

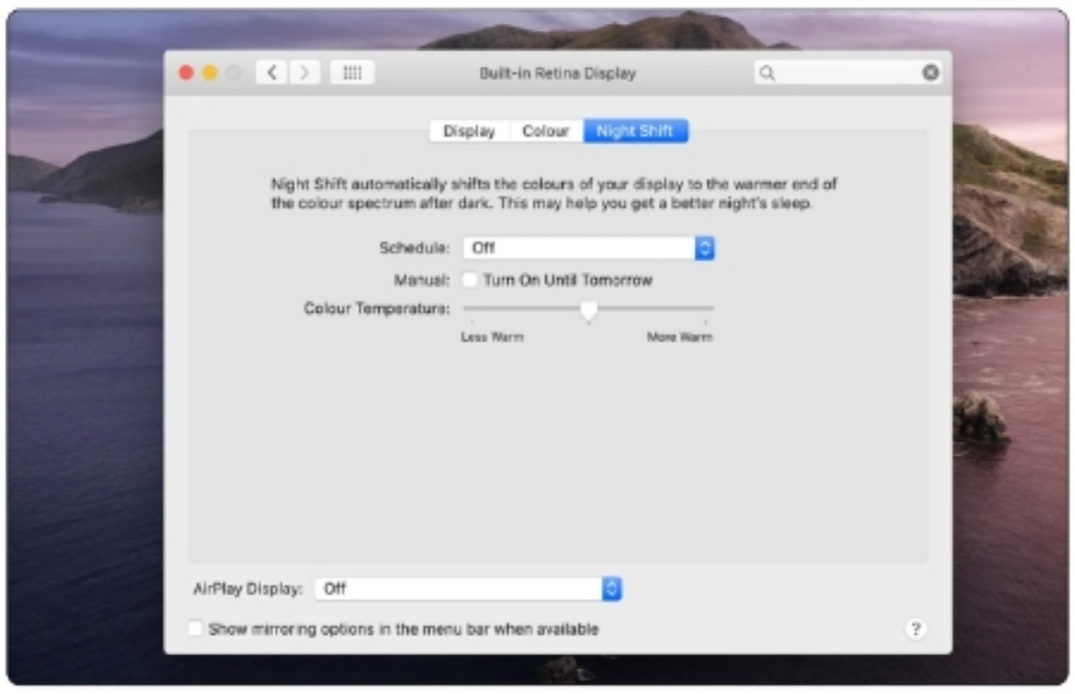


1 From the Apple menu, open System Preferences. Click on the General pane in the top left corner of the window. At the top, under 'Appearance', are the Light, Dark, and Auto buttons. Dark and Light buttons switch to those modes, and Auto lets you schedule the changes.

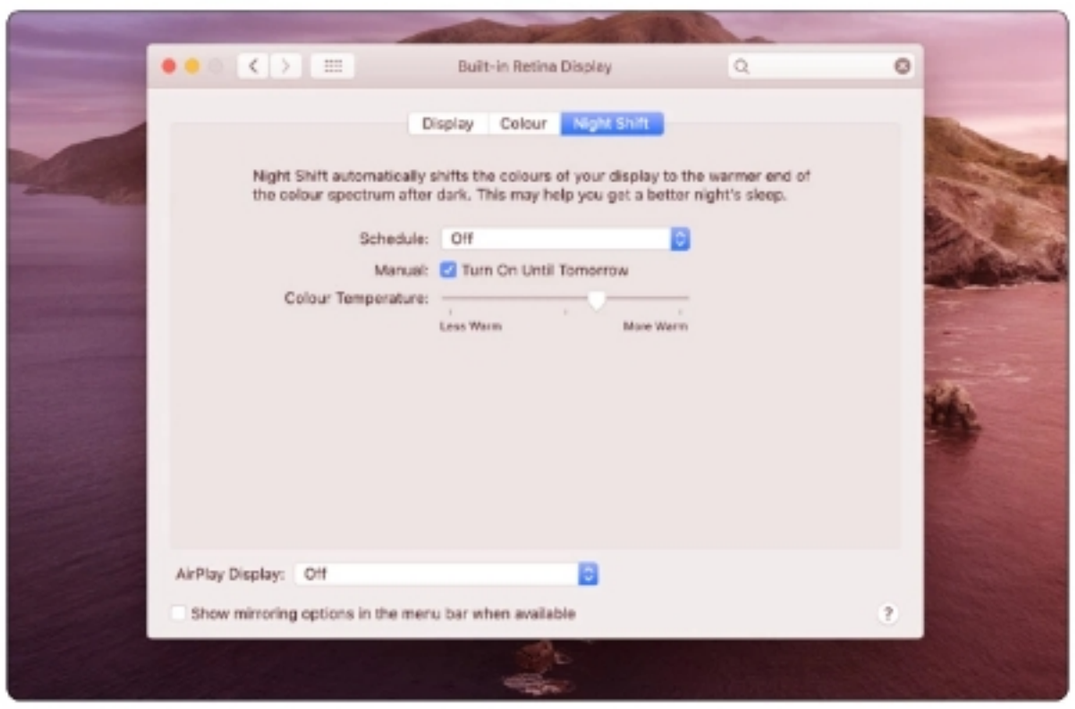


2 With Dark Mode on, the colours are subdued in Finder, windows, the Mac's built-in apps and more. Third-party apps can be updated to take advantage of Dark Mode too. If you find it more comfortable to work on a dark screen, this is excellent news.

Night Shift Mode



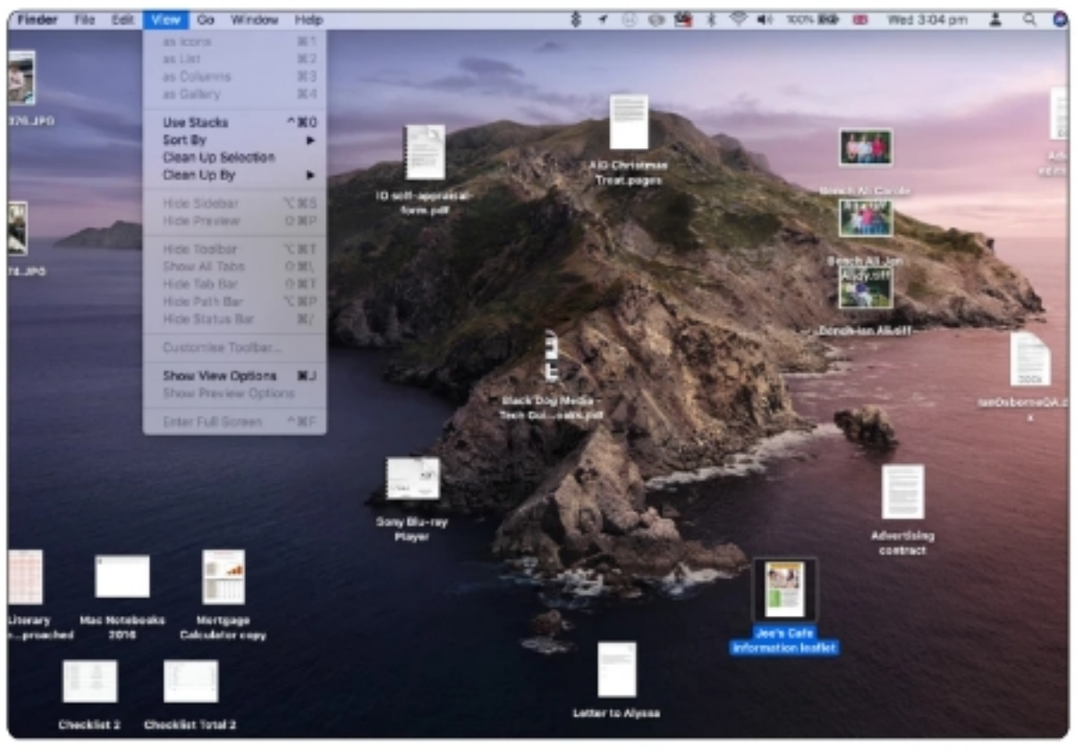
1 From the Apple menu, open System Preferences. Click on the Display pane and then on the Night Shift tab. From here you can schedule Night Shift Mode to run from sunrise to sunset or during custom times; or you can simply turn it on by checking the Manual box.



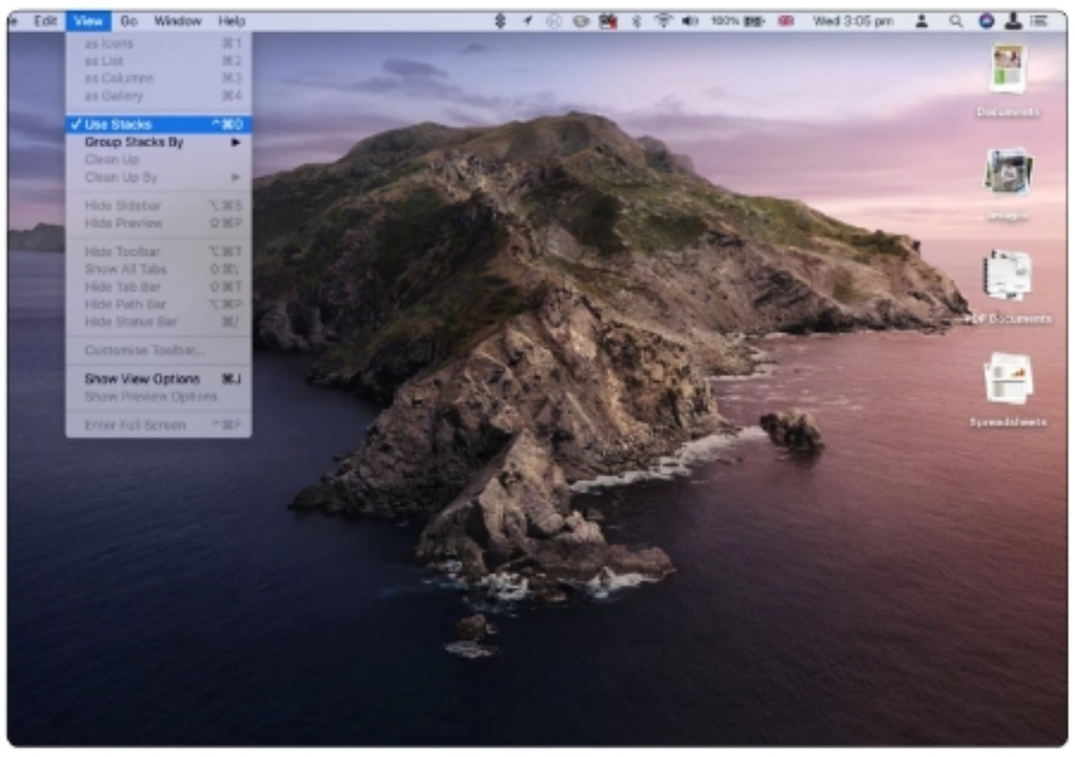
2 With Night Shift Mode enabled, the colour spectrum shifts from blue to yellow. If you use your Mac late at night, too much blue light can interfere with sleep patterns, so using Night Shift Mode when on your Mac close to bedtime can prevent this.

Desktop Stacks For Organisation

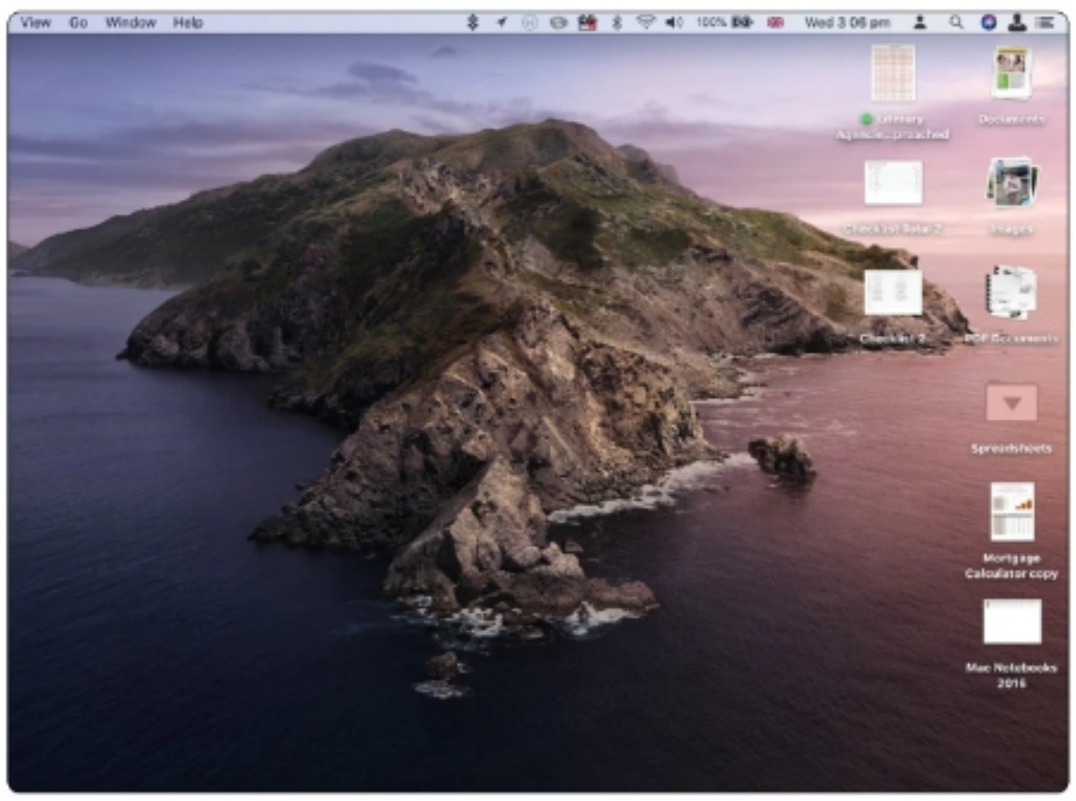
If your Mac's desktop regularly gets cluttered with folders, file icons and other such material that you're currently working on, there's a solution at hand in macOS. With a click of your mouse or trackpad, you can organise them into stacks, grouped according to their file type. Here's how to do it.



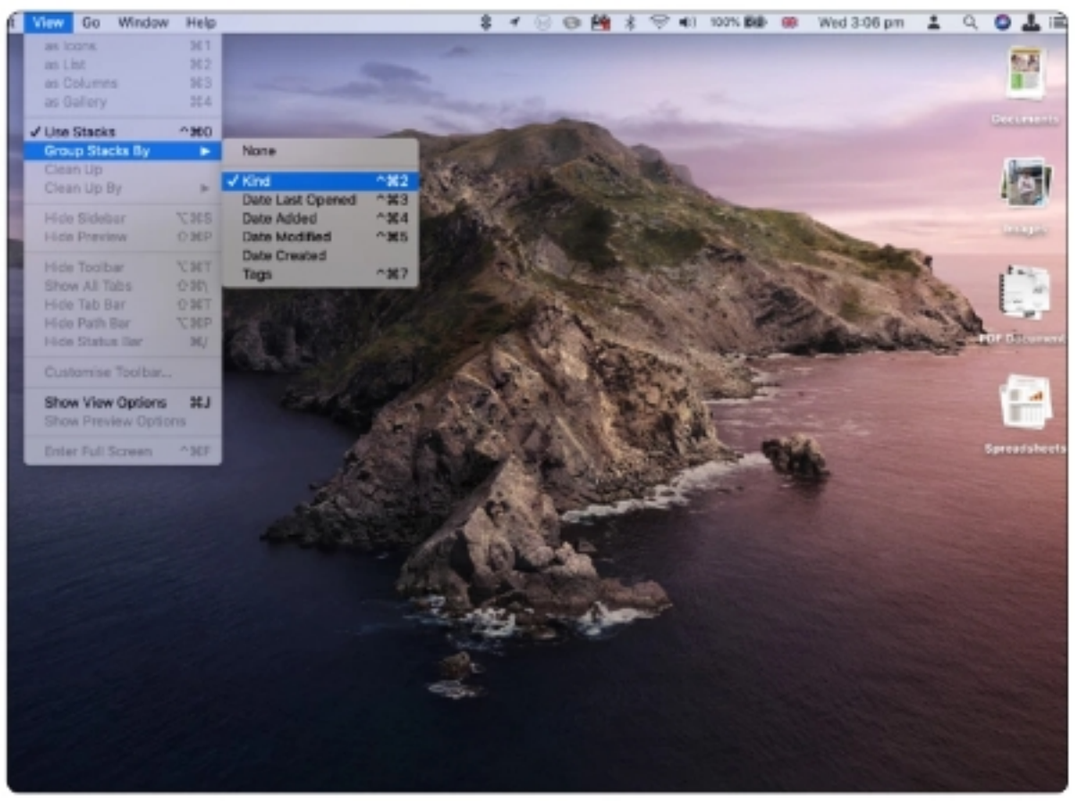
1 Your Mac's desktop often fills with files and folders you know you need regularly but that can mean a very cluttered workspace. To use Desktop Stacks, first click on the desktop to make sure Finder is active, then click on the View menu in the top bar.



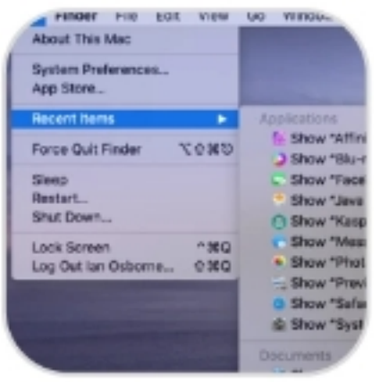
2 From the View menu, select the Use Stacks option. Your files are stacked on the right-hand side of your desktop, according to their type. For example, images are stacked together, as are documents. To turn this off again go to View and click Use Stacks.



3 To open a stack, click on it. The items contained in that stack are revealed, allowing you to access and open individual files. To close a stack again, click on the down-pointing triangle icon that replaced the stack when you clicked to open it.



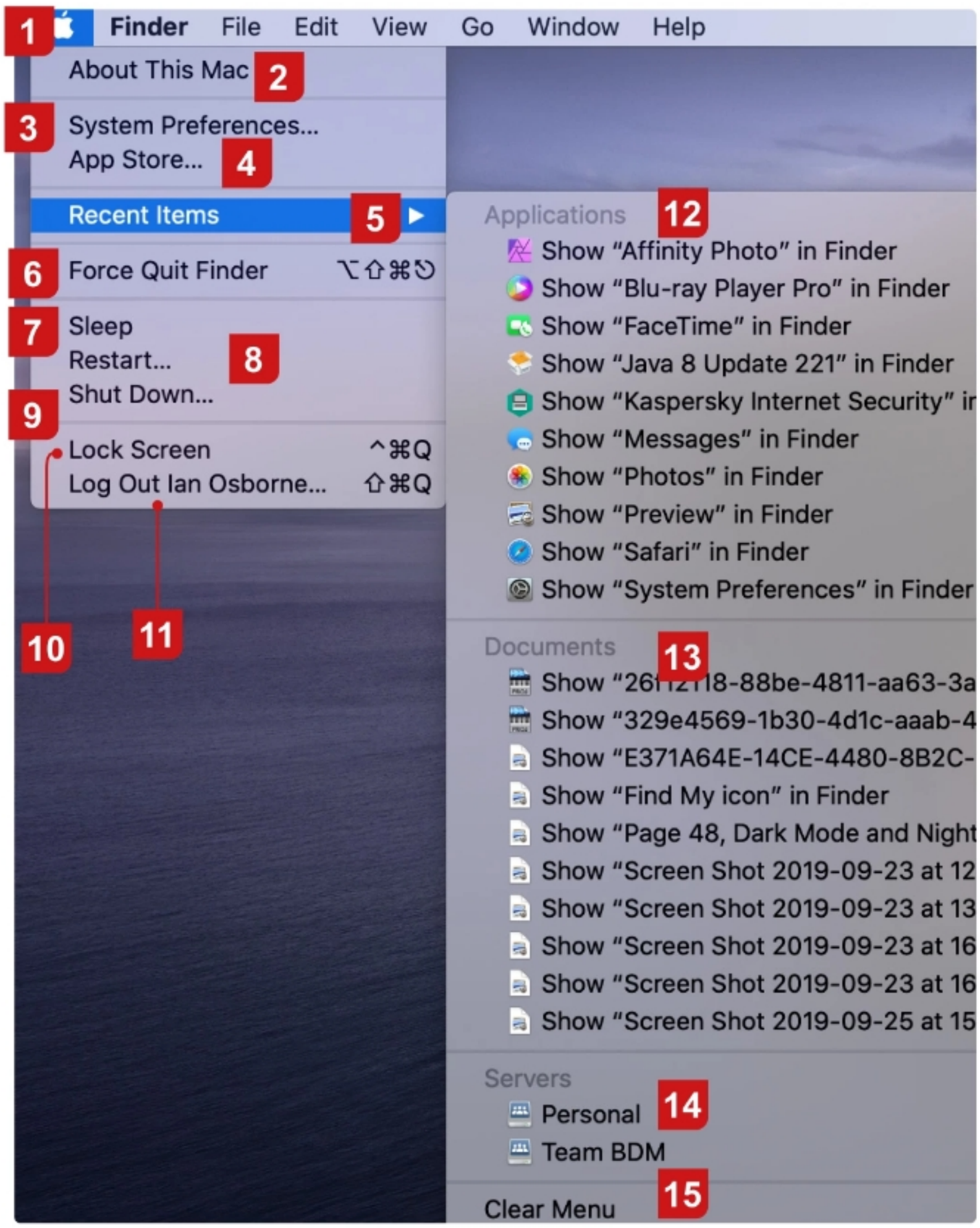
4 You can choose how you group your stacks. In View, go to Group Stacks By and then pick an option. If you use finder tags (see later in this book) to identify files from the same project, for example, grouping by Tags keeps them together.



The Mac's Menus
A Key Mac Feature

Menus are an essential part of interacting with your Mac. Whether it's a pull-down menu accessed by clicking on the top bar of your desktop or a contextual menu found by right-clicking or CTRL-clicking on a file or folder, you need to know how to use your menus if you are to get the most out of your Mac and Catalina.

The Apple Menu



1 The Apple menu is found in the top left corner of the desktop. To open it, click on the Apple icon once, then choose an option. It's always there, whatever you're doing on your Mac.

2 Choose About This Mac for a window showing you technical information about your computer. Tabs at the top of this window let you delve further, looking at its Display, Storage and more; and you can get a full System Report by clicking a button too.

3 The System Preferences option opens the Mac's System Preferences, which we discuss later in this book.

4 This option opens the App Store. If updates are available for your Mac or any of its apps, this is noted here too.

5 Hover your pointer over the Recent Items option to see the sub-menu showing apps, documents and servers you've recently used.

6 Click here for the Force Quit window. This window lists all currently open applications and notes if any of them are unresponsive, that is, they've crashed. You can force a crashed app to quit from here.

7 Click here to put your Mac into Sleep Mode. This saves energy and password-protects your Mac while you're away from your keyboard.

8 Click here to restart your Mac. This is useful if you've installed new software or your Mac isn't behaving as it should.

9 Click to shut down your Mac, that is, switch it off.

10 Lock screen brings up your password screen. You have to enter your password to continue to use your Mac. It's useful if you're leaving your Mac for a while and don't want anyone snooping on it.

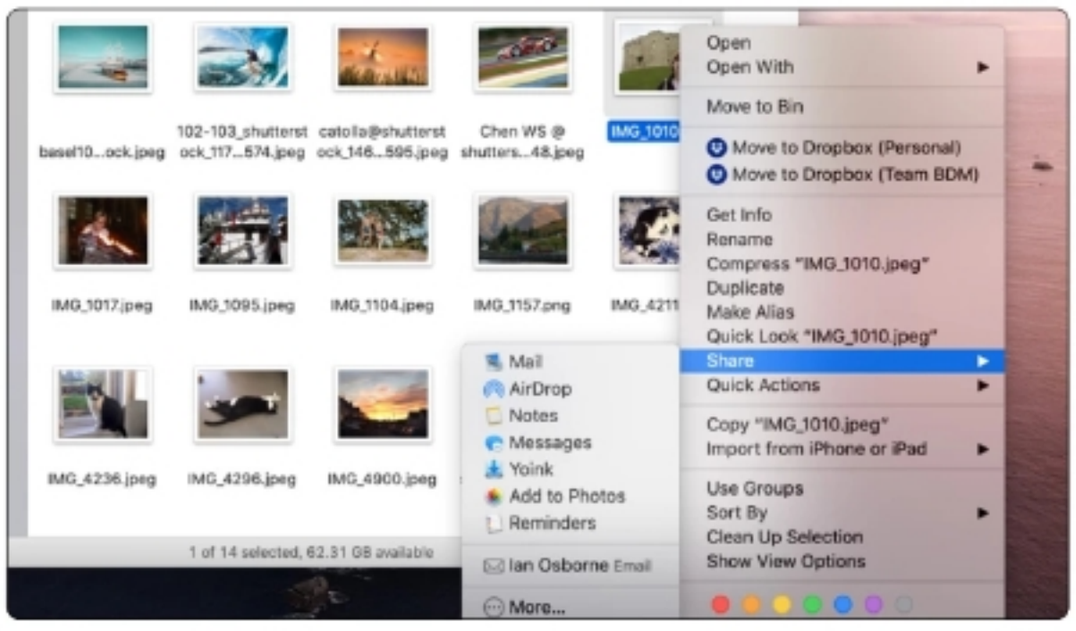
11 Click here to log yourself out but not shut down your Mac. This is only really useful if you have more than one user account on your Mac. You can then log out so another user can log in.

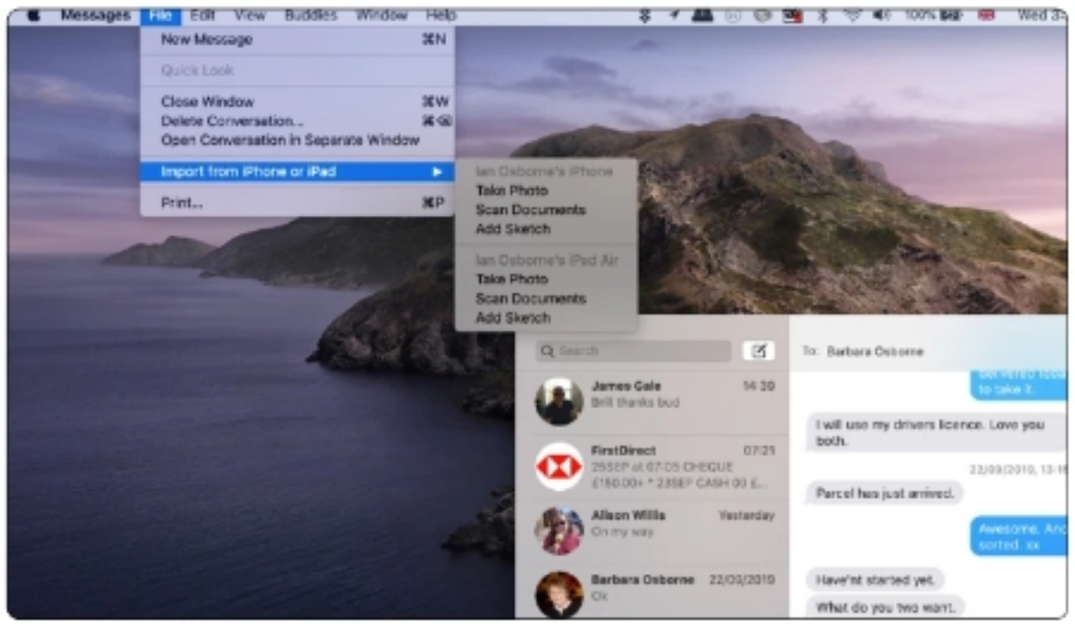
12 By hovering over the Recent Items option, you get this sub-menu. This is a list of the applications you've recently used. Click on one of them to open it. It's a great way of going back to a recently used application.

13 These are the documents you've recently used. If you need to open one again, this menu is a quick and easy way to do so without having to go through Finder.

14 Servers you've recently accessed on your wireless or Ethernet network appear here. We've accessed quite a few servers here. To open one again, simply click on it in the menu. If you never use external servers, you can ignore this menu item.

15 Click here to completely clear the entire Recent Items sub-menu and start afresh with a clean slate.





Contextual Menu

Files and folders have a Contextual Menu that you can access by right-clicking or CTRL-clicking on the item. This menu gives you a range of options, including rename the file, move it to trash, duplicate or copy it, share it using the macOS Share options discussed later in the book and more. The Get Info option brings up a useful information window.

Application Menus

Each application has its own unique set of menus located next to the Apple menu. They will change when an application is active and will revert back to the Finder menu when no apps are active. Each is clearly labelled to make it easier. We'll add specific details for application menus when we look into the applications themselves later.

Right-clicking and CTRL-clicking.

Mac mice and trackpads only have one button, so how do you make a right-click? It's actually easier than you think.

1 Your Magic Mouse or Trackpad doesn't have two buttons, but you can still secondary-click by holding the Control (CTRL) key and clicking your mouse or trackpad. Alternatively, enable right-clicking. Go to Apple menu > System Preferences > Mouse/Trackpad, depending on which you're using.

2 Click the checkbox for Secondary Click. There are also a few other options here such as click weighting. With Secondary Click activated, clicking on the right side of a Magic Mouse or with two fingers on a Magic Trackpad is the equivalent of right-clicking on a two button mouse.

Using the Finder
Files, Folders & Apps

As the Finder underpins everything you do in macOS, it pays to familiarise yourself with its features and functions. Here we show you how to use a Finder window, including a guide to its navigation controls, viewing options and also how to customise the window and get to grips with its advanced features.

Components of the Finder

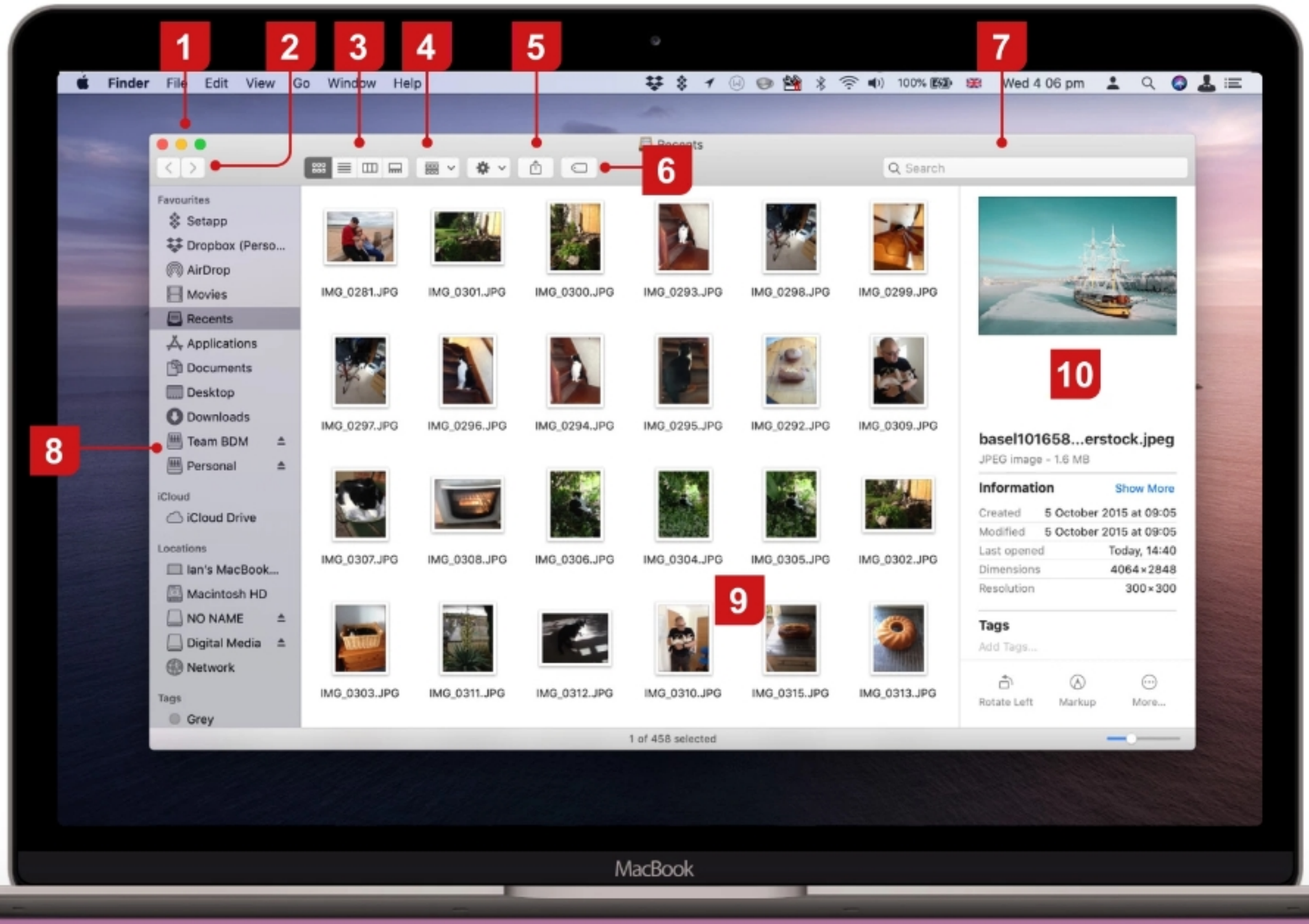
The Finder is an important part of your Mac's Catalina operating system, so pay close attention to the guides over the next few pages. Lessons learned in this section serve you well whatever you're doing on your Mac.

1 **Window Control Options:** Use the gumdrops to close or minimise the window or open it in full-screen mode. See the tutorial over the page for more details on how to do this.

2 **Navigation Controls:** The chevron buttons found under the gumdrops in the top left corner of the window take you forwards or back through your navigation history.

3 **View Options:** These four buttons let you set-up how you view the files and folders in the Finder window; whether as icons, a list, in columns or as a cover flow which gives you a much larger visual preview.

4 **Item Arrangement List:** Click on the button marked 'Arrange' to order the contents of the window; according to date, alphabetically and more.



5 Share Button: The Share button is found in many places throughout macOS. Here you can highlight a file or folder and click the button to send it by email, AirDrop etc.

6 Tags Button: You can tag a file or folder to make it easier to spot, group it with other documents and folders and more. An item can have more than one tag.

7 Search: If you're looking for a specific item, type its name or contents into the Search field and press Enter. You can then revise your search if it's still not found.

8 Sidebar: There are various options on the Finder window's sidebar. You can open specific folders like Documents or Downloads, access external drives and more.

9 File/Folder View: This shows the files and folders contained in the currently open folder. They're shown in the format chosen in the View Options (see 3).

10 Preview: This is a preview of the currently selected file in the main window. It shows the title, file size and various details about it. There are options at the foot of the sidebar.

Displaying a Finder Window

There are several ways of opening a new Finder window on your Mac's desktop. Let's take a look at each in turn.

Using Menus

Click a clear space on the desktop once, open the File menu, and select New Finder Window. A window then appears.

Shortcut Keys

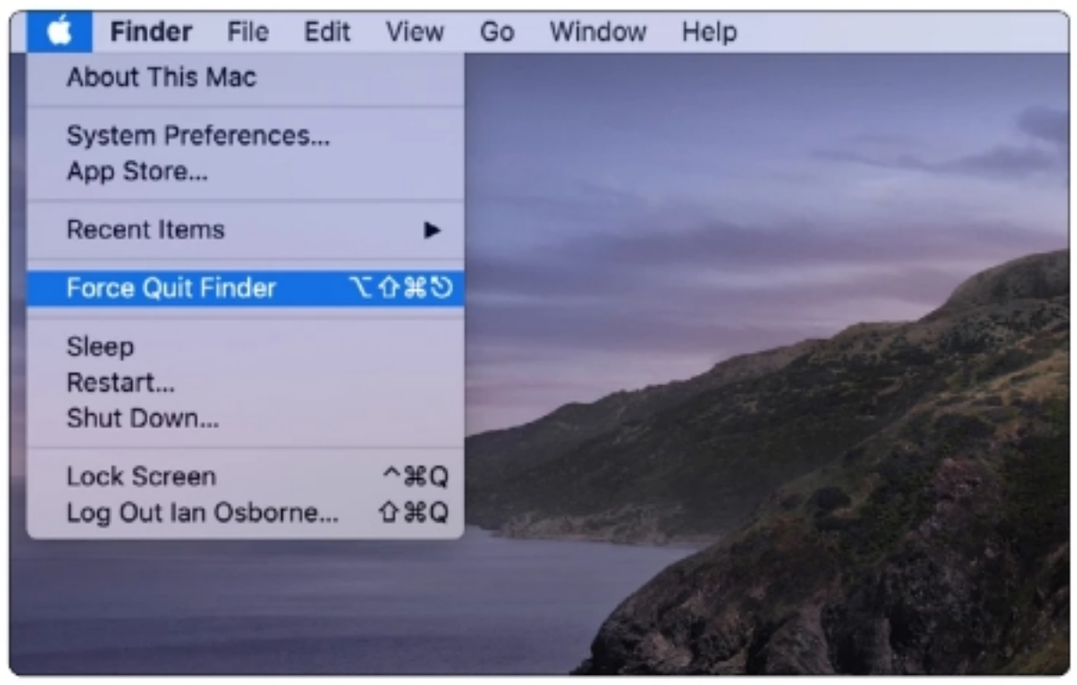
Click a clear space on the desktop once to make sure you're in Finder, then press the CMD and N together. A new Finder window appears.

Using the Dock

If it isn't already displayed, move your mouse cursor to the bottom of the screen to open the Dock. Click the Finder Window to create a new window.

How to Relaunch Finder

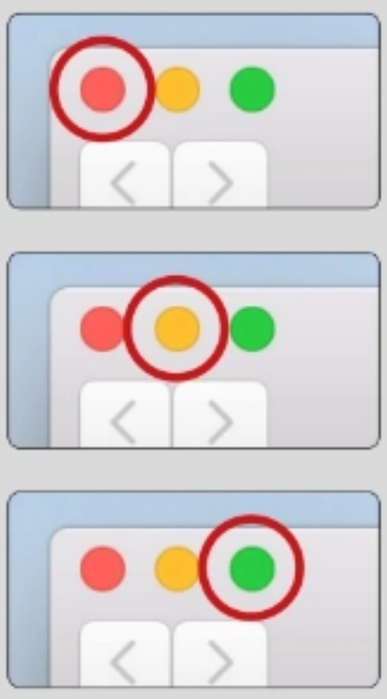
If the Finder has crashed or isn't behaving as it should, follow this tip to close it like a crashed app and relaunch it.



If the Finder crashes you can relaunch it like you would a crashed app. The easiest way to do this is to click on the desktop to make sure you're in Finder, hold down the Shift key and click on the Apple menu. The Force Quit option has become Force Quit Finder. Incidentally you can use this method to quit any running app. Just click on one of its windows to bring it to the fore, hold Shift and click on the Apple menu.

Window Controls Options.

The coloured buttons found in the top left corner are used to resize or minimise the Finder window.



Close

Click once on the red button containing a cross. This will work with the majority of windows and applications.

Minimise

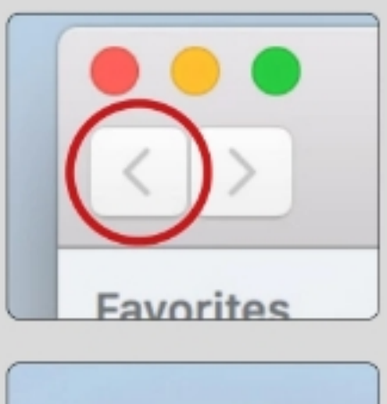
Click the orange button containing a '-' sign. Again this will work with almost all windows and apps.

Full Screen

Click the green button containing a '+' sign. Will full screen most windows.

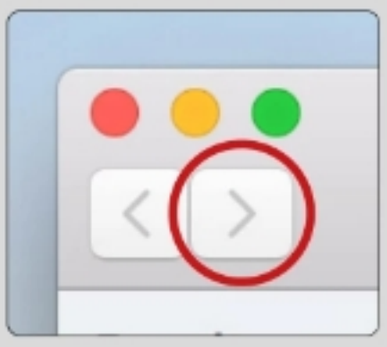
Navigation Controls.

These simple controls allow you to retrace your steps backwards and forwards.



Navigate to a Previous Page

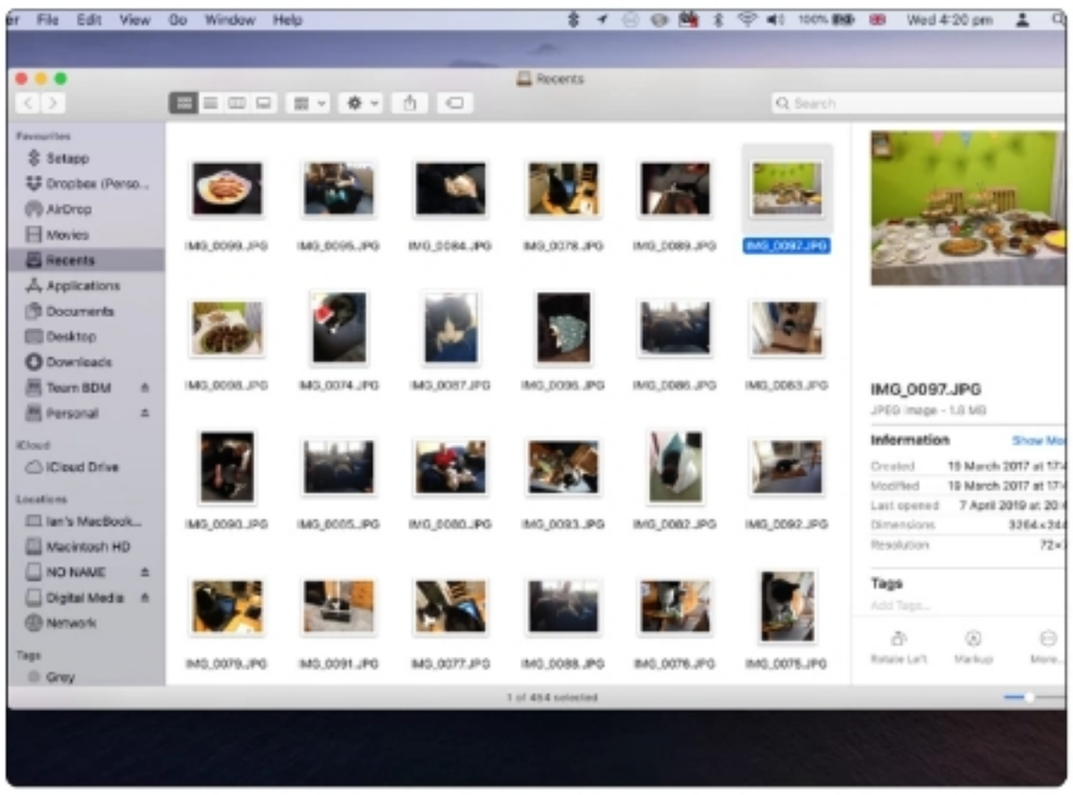
Click the left hand arrow. To continue stepping backwards, repeat step one as many times as necessary.



Using the Forward Control

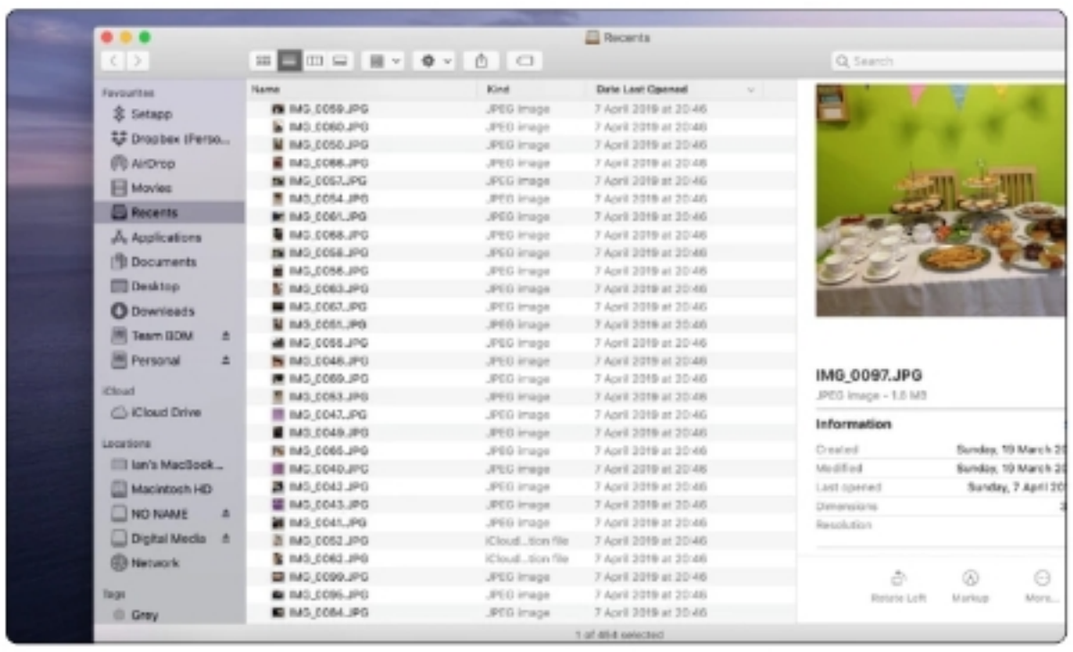
If you've moved to a previous page, this button offers step-by-step navigation to your original starting point. Simply click the right-hand arrow as many times as needed.

View Options



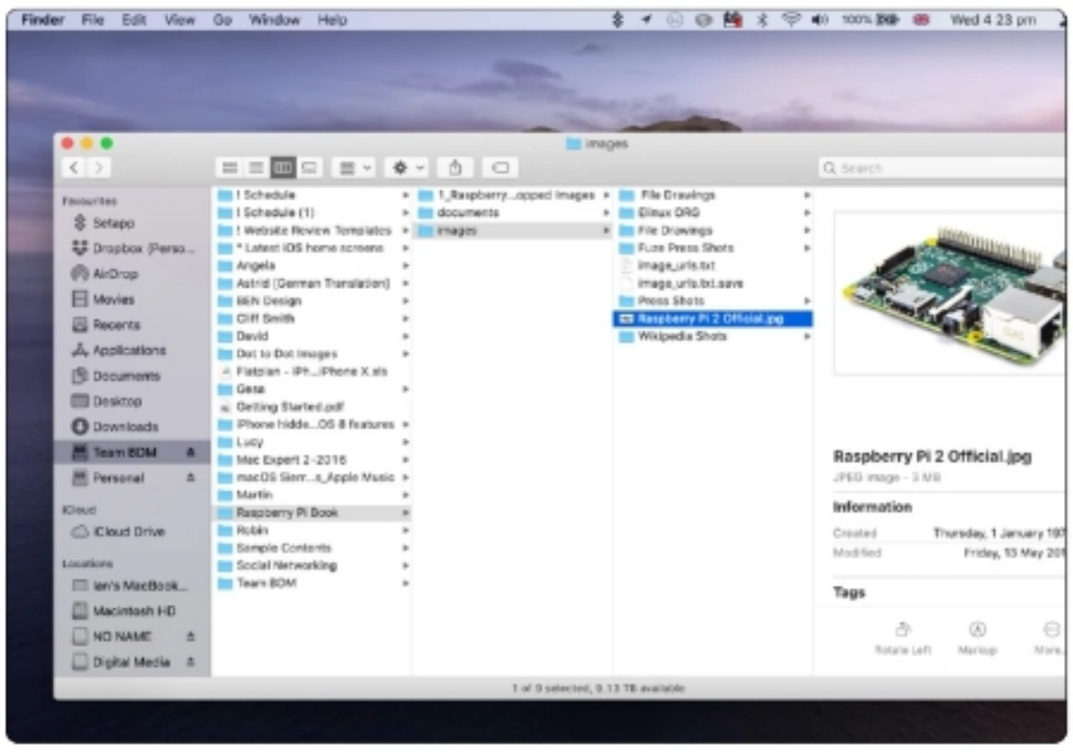
View Window Contents as Icons

To display your files and folders as a collection of icons, first open a Finder window then click the first button on the toolbar, showing a group of six squares.



View Window Contents as Lists

With an open Finder window, click the second button on the toolbar to use a simple but effective list display.

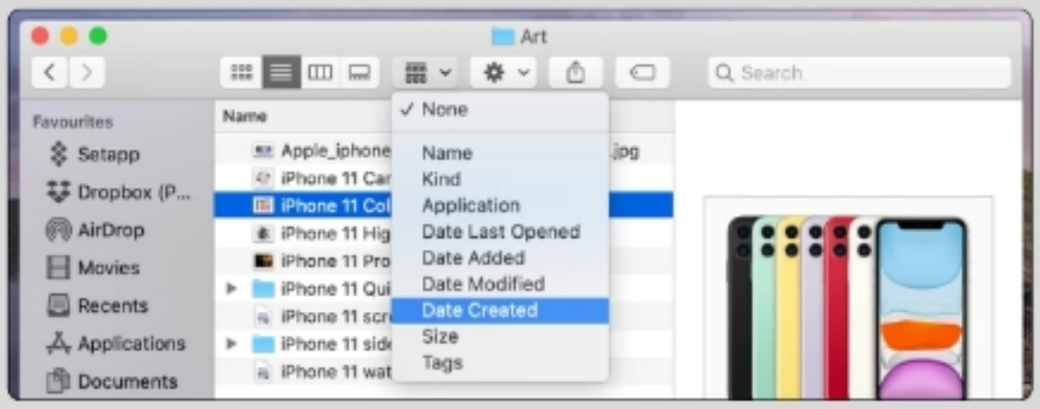


View Window Contents as Columns

Click the third button on the toolbar to view your files as a series of columns. It's great for quick navigation and easy visual identification using a handy image preview column.

View Window Contents as Gallery View

The Gallery View gives a large preview of the file or folder that's currently selected and a scrollable strip of everything else. Click on one of the files in the strip to see a larger version of its thumbnail.



Change the Way Items are Arranged.

As well as changing the way the items are visually displayed, you can also change the way they are arranged within the file and folder view area.

Name: Alphabetical. Displays numbers first, then A-Z.

Kind: This groups each type of item together.

Application: Groups together items according to the application in which they were created or are opened.

Date Last Opened: Groups according to time and date they were opened.

Date Added: Displays items in order of when they were added to the folder.

Date Modified: Displays items in the order they were last modified or edited.

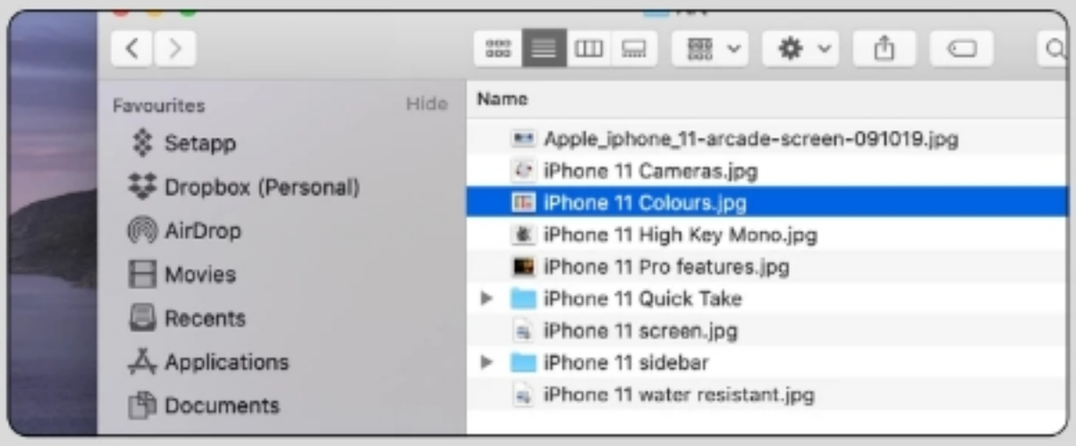
Date Created: Displays the items according to when they were created.

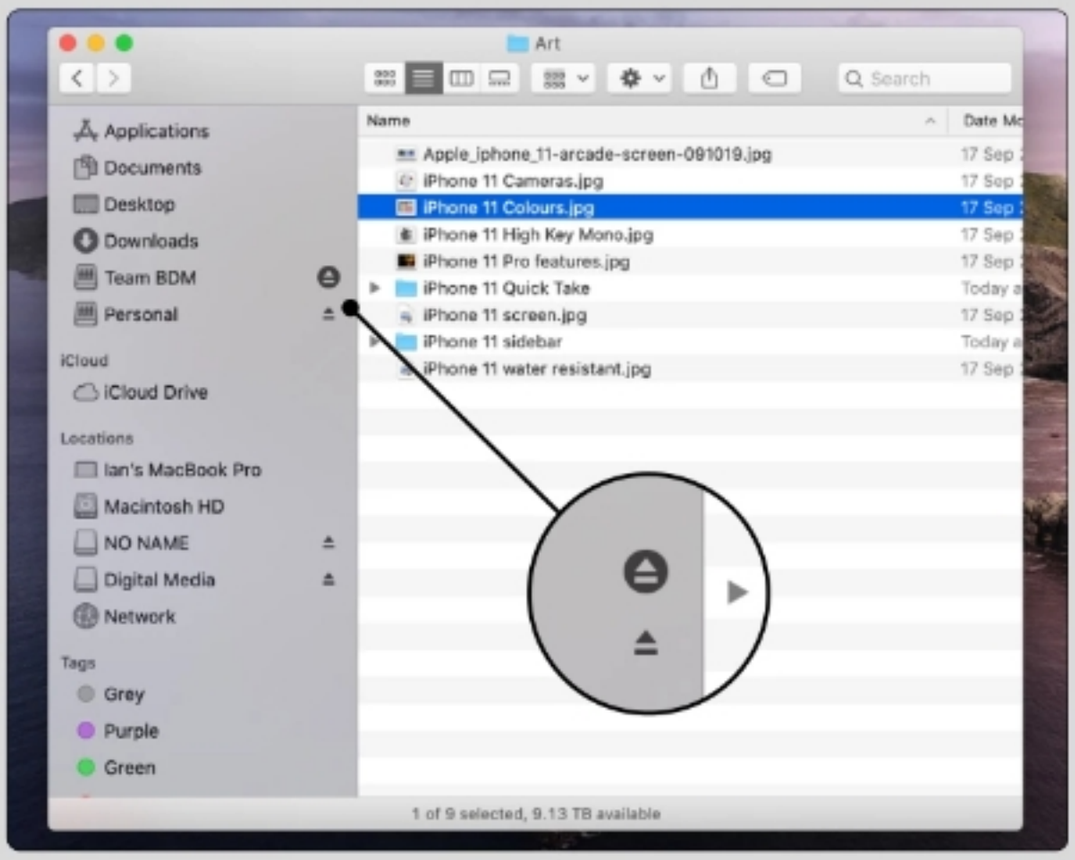
Size: Arrange the files according to their size.

Tags: Files are arranged according to tags you've added

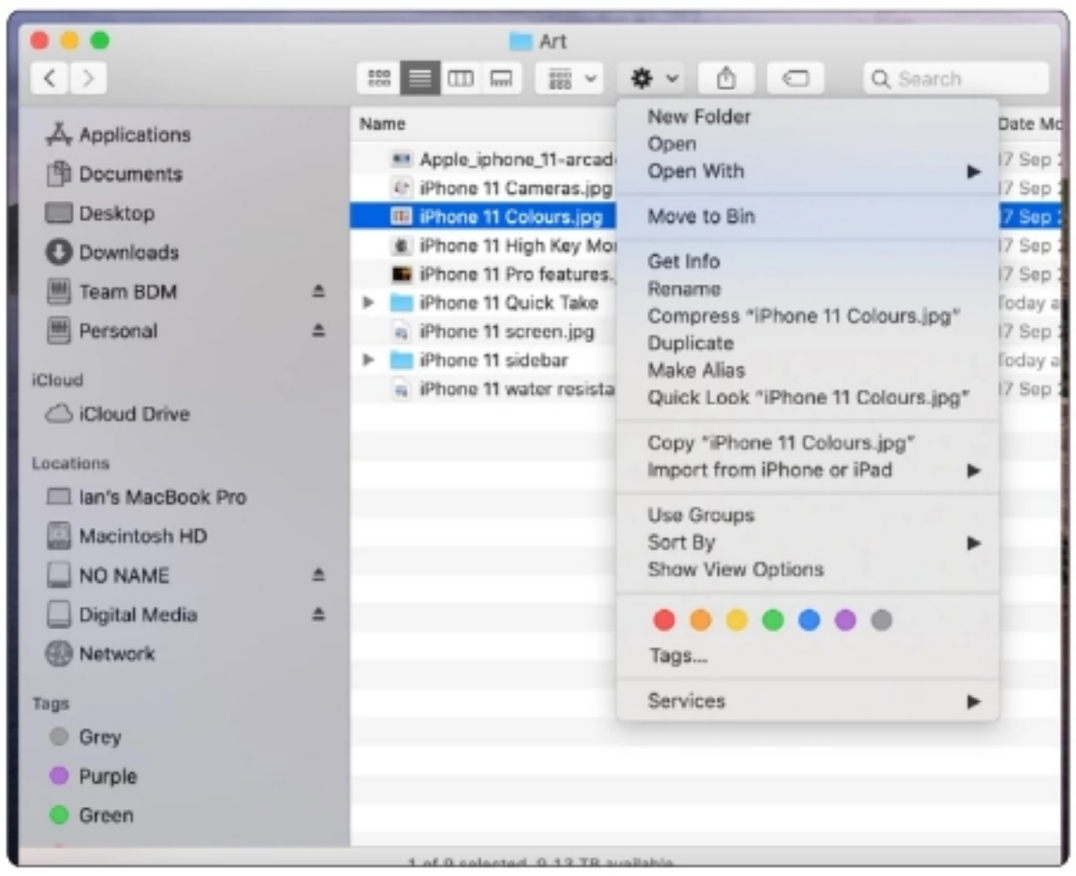
More Sidebar Functions.

If your sidebar is getting cluttered, you can show or hide its listed items by hovering over the title (Favourites, Devices, Shared, Tags) and clicking the word Show/Hide that appears as shown. You can also eject external drives, CDs and disk images from the sidebar, by clicking the eject icon next to the device or image you wish to remove.

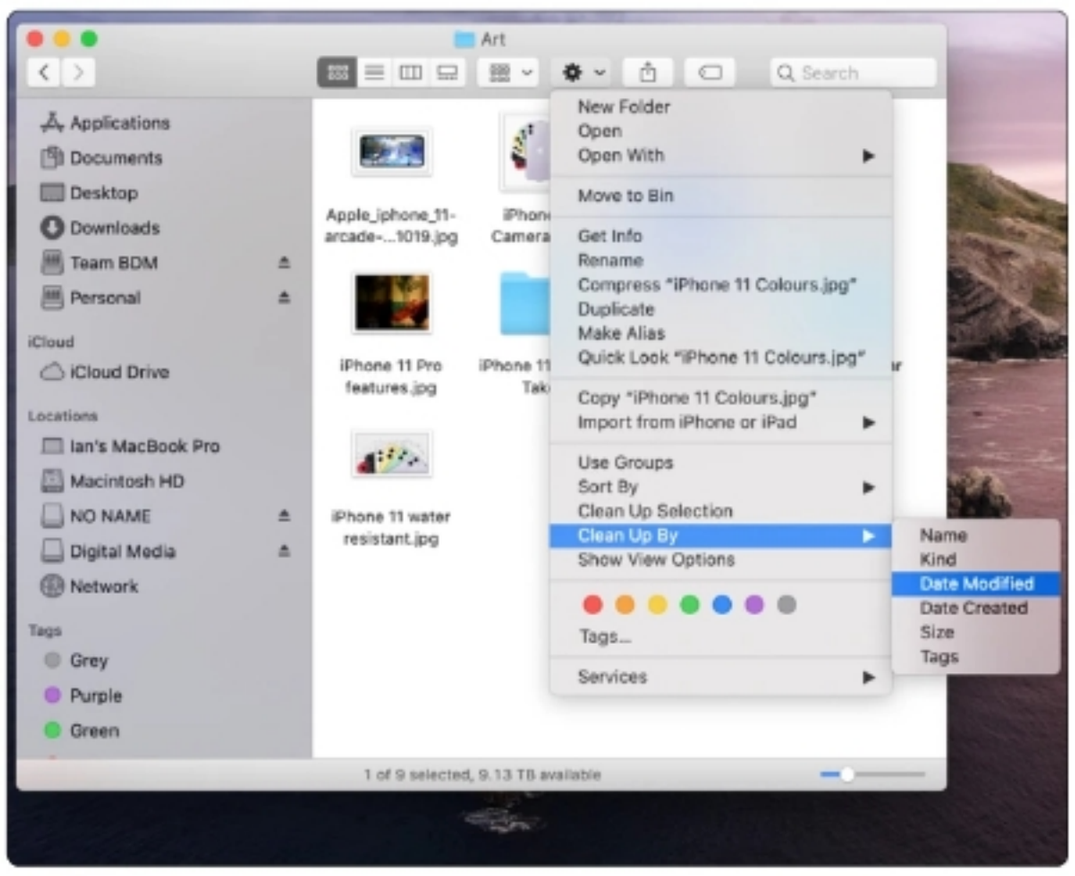




Perform Tasks Within the Finder

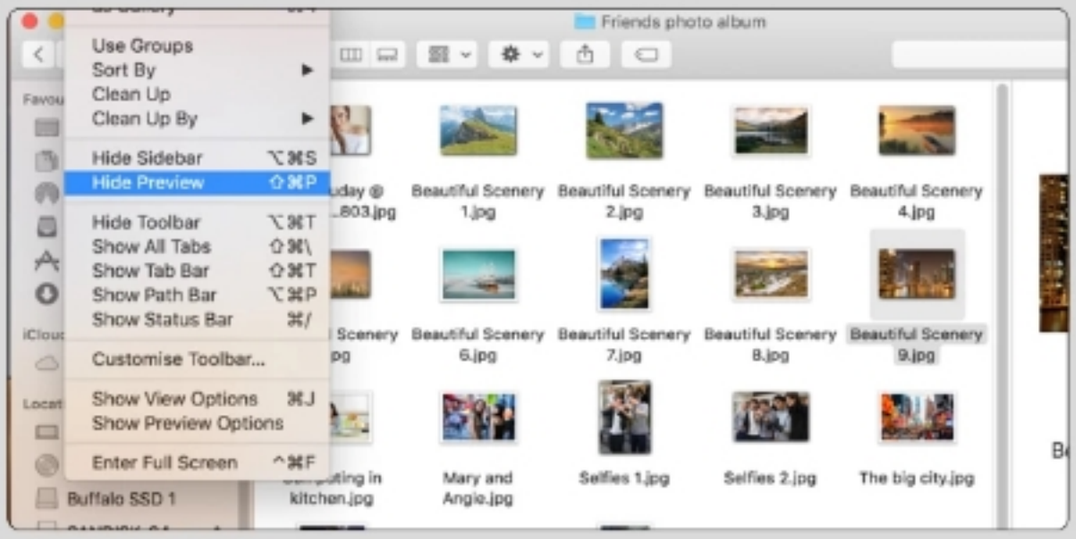


1 Click on the cog-shaped icon for a drop-down menu. Here you can do a range of operations, from opening a file in a specific application to checking the file size via the Get Info option.

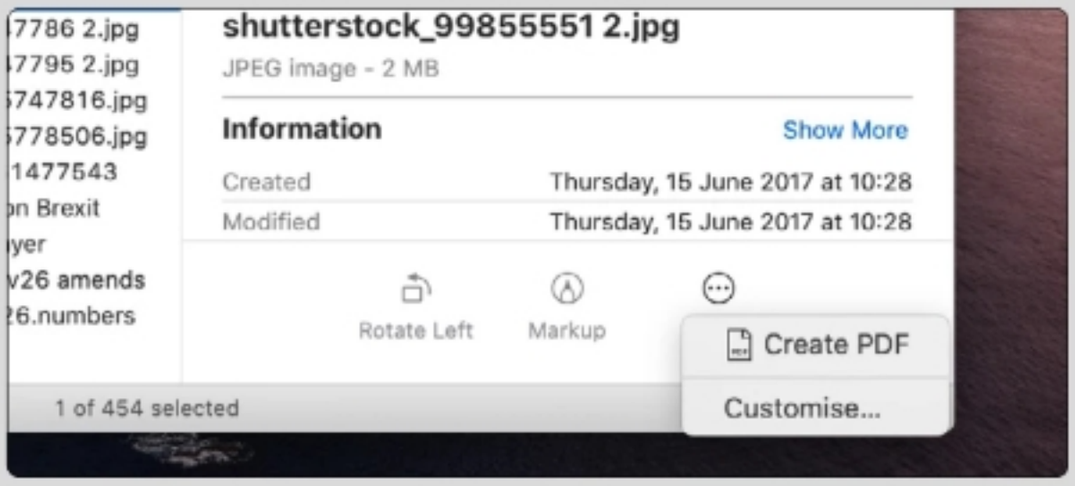


2 You can also clean up the entire Finder Window, automatically tidying up and or reorganising the order of the files according to various criteria such as their name (alphabetical), date, size and more.

The Finder's Preview Panel.

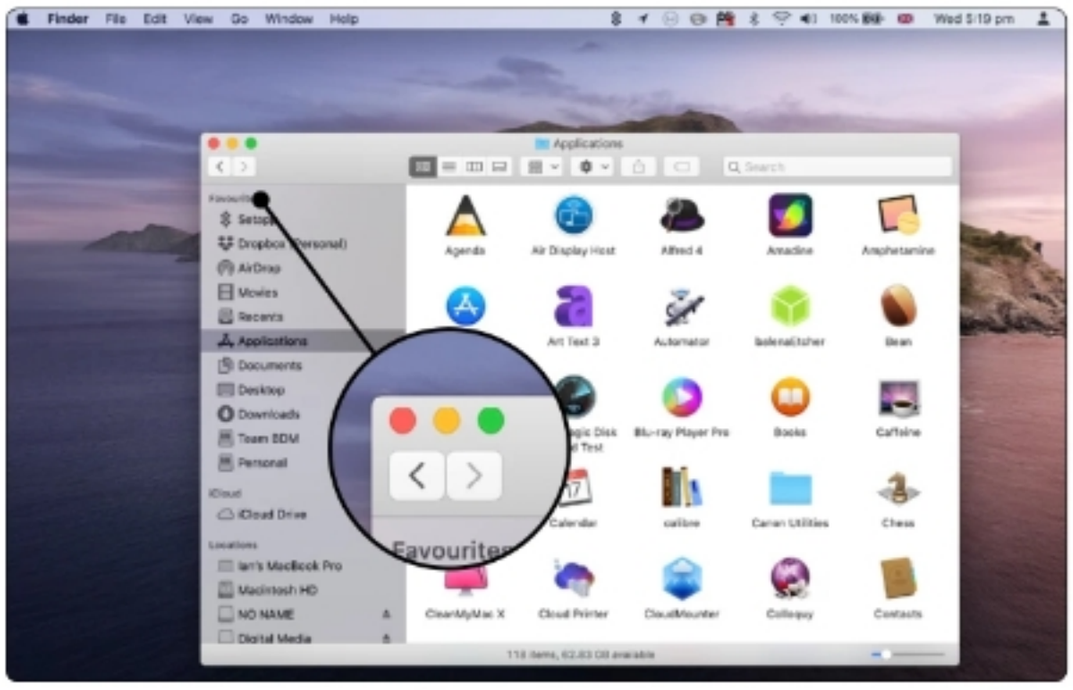


Finder windows have a right-hand sidebar that shows a preview of the currently selected file from the window. You can turn this sidebar on and off in the View menu (Hide/Show Preview).

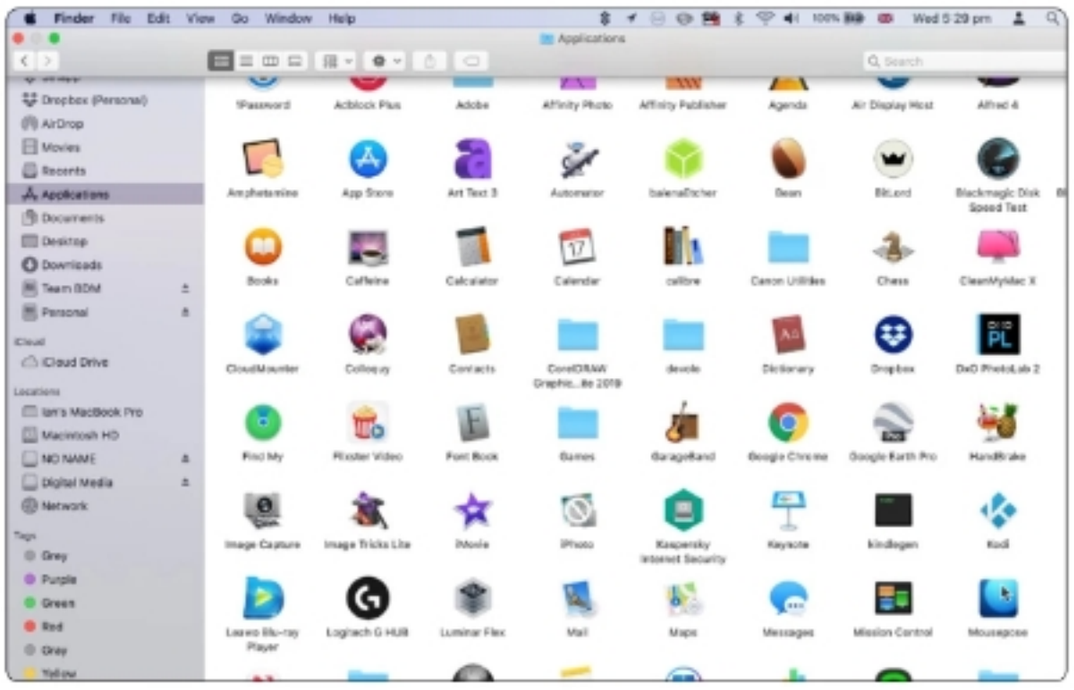


At the foot of the preview sidebar are new options. These vary according to the type of file you're highlighting in the main window. For example, an image can be rotated, annotated or turned into a PDF.

Full-screen Mode

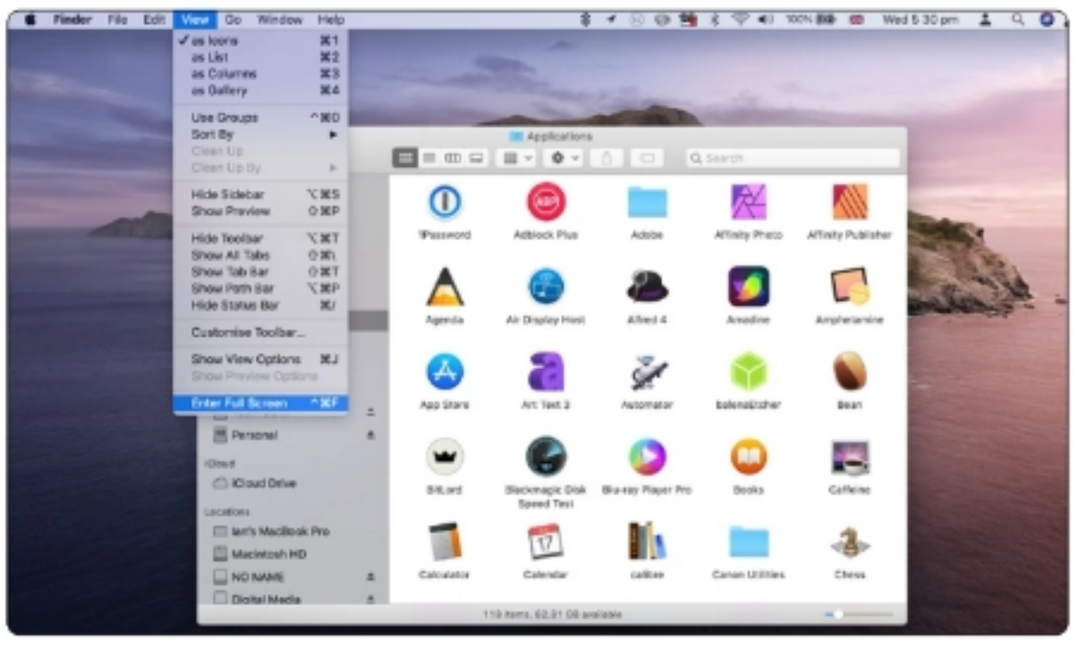


1 You can view a Finder window, and indeed, an application window, in full-screen mode. Click on the green Enlarge button in the upper left corner of the window and it will expand to fill the entire screen. Alternatively, use the View pull-down menu or press CTRL-CMD-F.



2 In full-screen mode, the menus usually found at the top of the Mac desktop are still there, but they're hidden away until you need them. To see them, move the mouse cursor to the top of the screen and the menu bar slides into view.

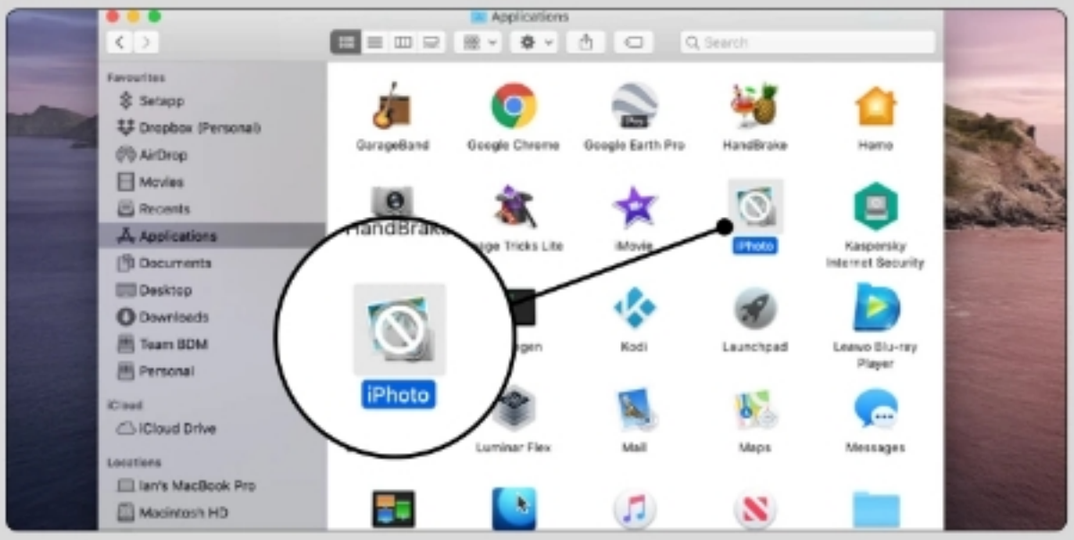
3 To exit from full-screen mode back to the usual window view, bring up the Menu bar and then simply click on the green button again. The window shrinks to its previous size and no longer takes up the entire desktop.



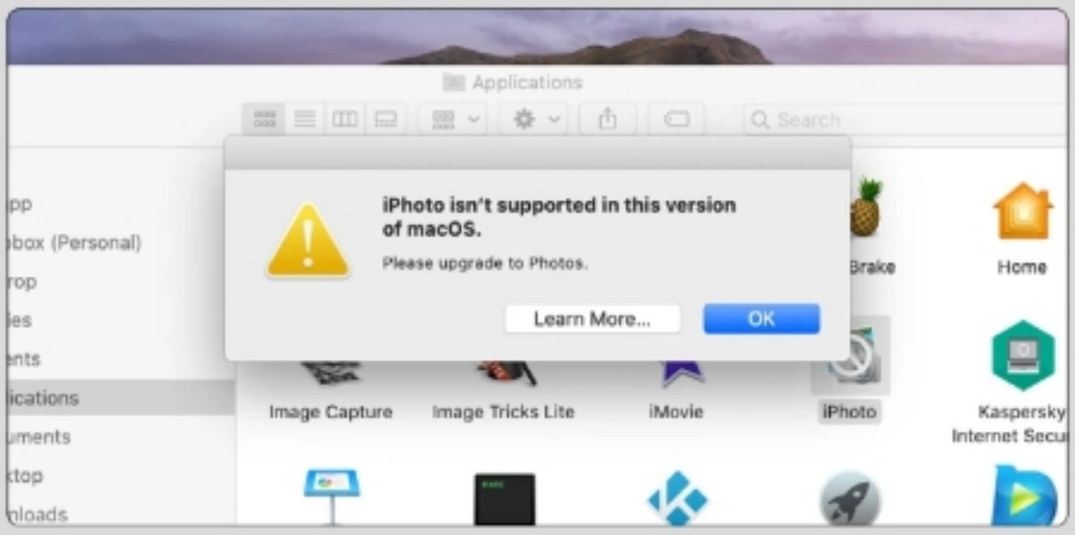
4 You can also take a window out of full screen mode using the View pull-down menu at the top of the screen or by pressing CTRL-CMD-F. You can still close a full-screen window with the red button (top left).

32-Bit Apps No Longer Run.

Apple has phased out support for applications built for 32-bit architecture. These will no longer run in macOS.

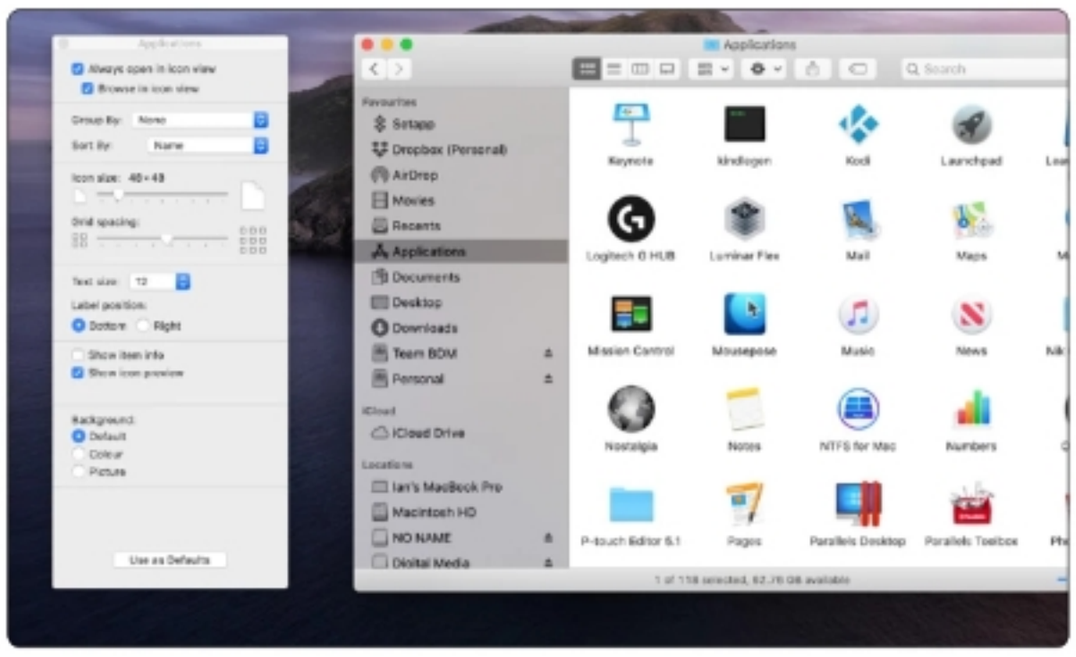


In macOS Catalina, you can no longer open applications made for older 32-bit processors (modern processors are 64-bit). If you have such an app on your Mac, it appears in the Applications window, or Launchpad, with a crossed-out icon atop it.

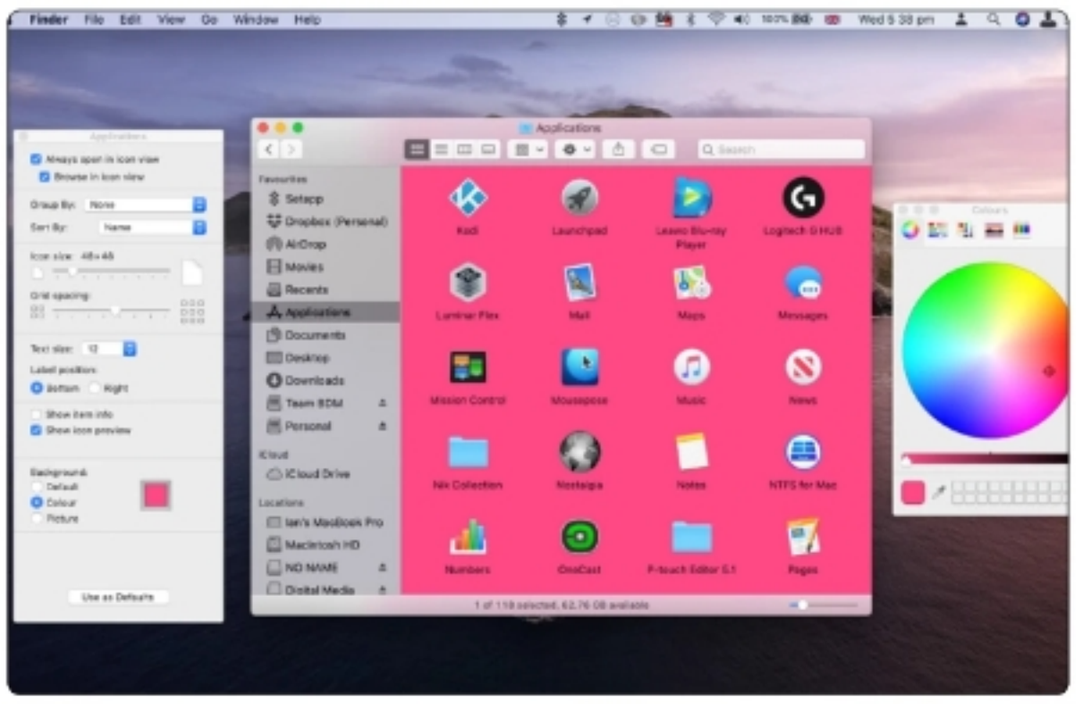


Try to open a 32-bit app and you get a message saying it's not compatible with this version of macOS. Check with its developer whether the app has since been updated to 64-bit, but if it hasn't by now, it might well have been abandoned.

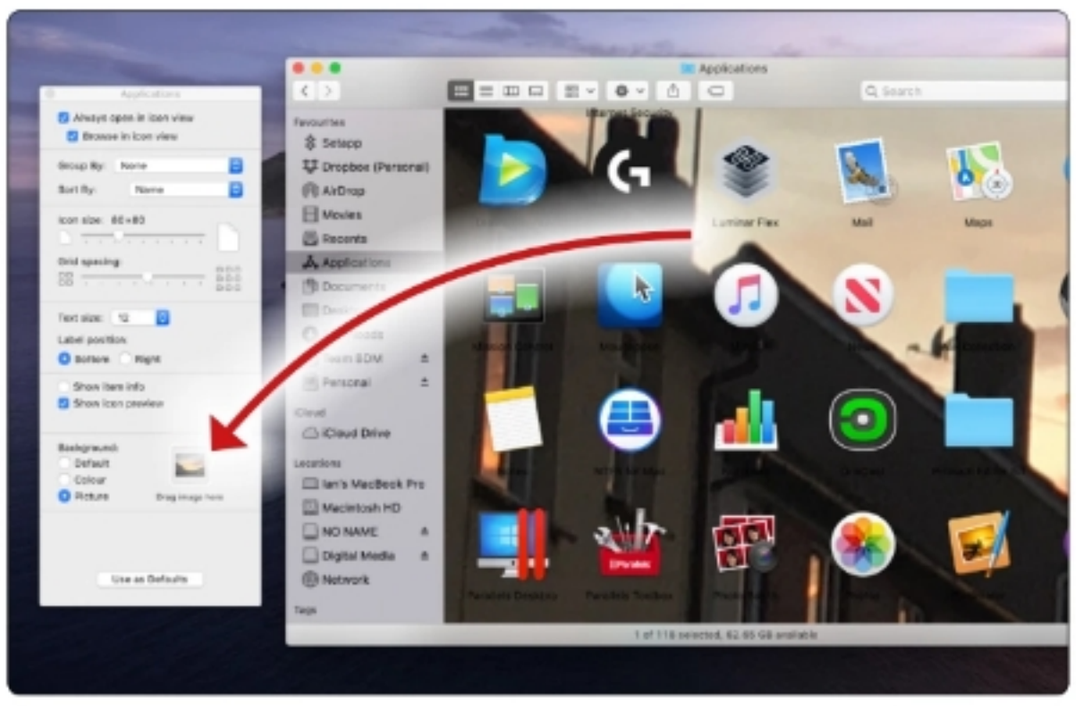
Changing the Finder Window's Background Colour or Image



1 When you're using the Finder's Icon View, you can replace the white background with a black one or even a picture. To begin, with the Finder window in question open, select Show View Options from the View menu or press CMD-J.



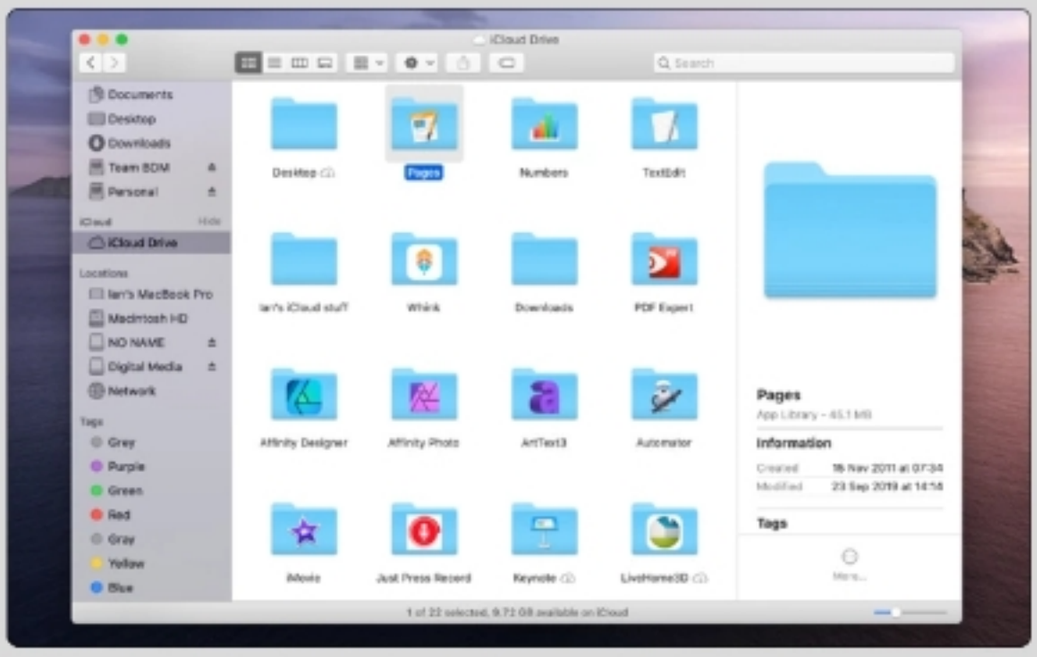
2 The window's Info window opens. Towards the bottom, you can see options listed under the header 'Background'. Select 'Colour' and click on the white square. You can now use the various options to change the background colour.



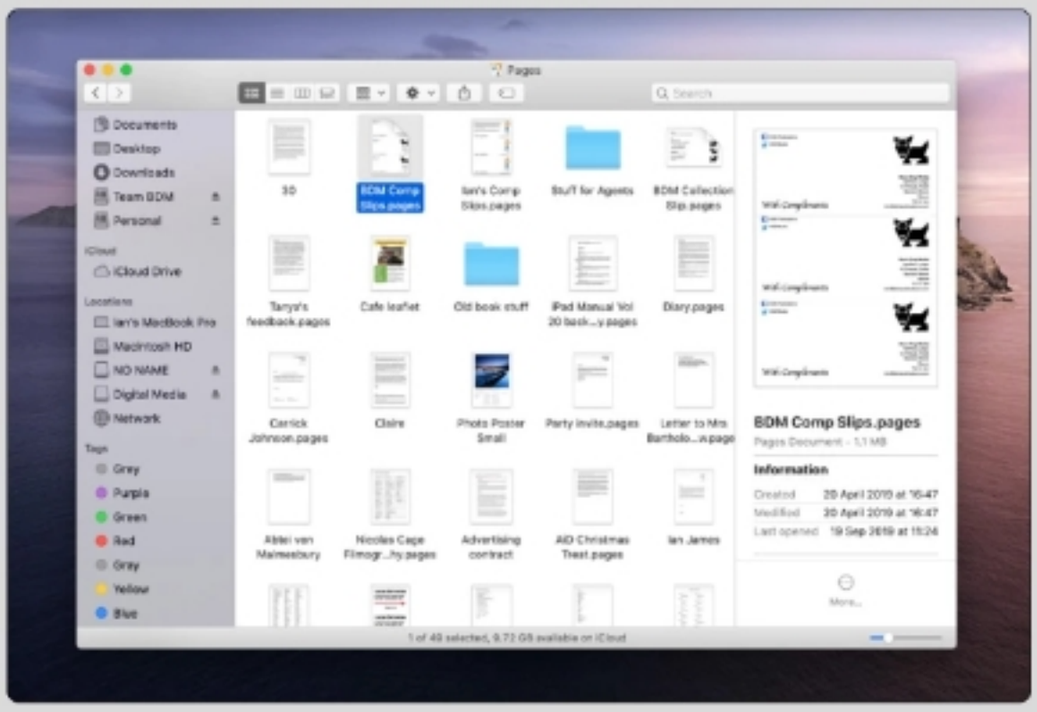
3 Select 'Picture' and then drag an image into the box to the right of the background options to get a pictorial background. Alternatively, click on the box and then navigate to the picture you want to use through the Finder.

Accessing iCloud Drive.

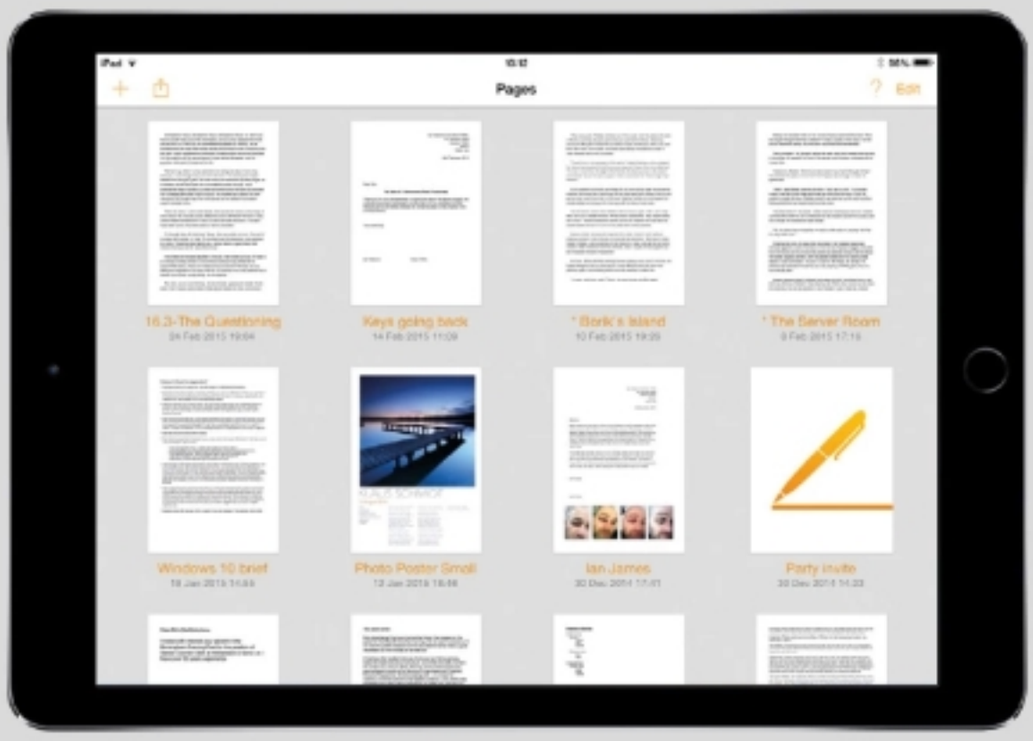
iCloud Drive can store and share files across Mac or iOS devices logged into the same iCloud account.



Click on iCloud Drive in the Finder window's sidebar. You see the iCloud Drive folder is organised according to apps. You can create your own folders here too.



Files and folders found here are synced using iCloud Drive, so they're available online at www.icloud.com and also on other devices linked to the same iCloud account.



Here we've opened the Pages iOS app on an iPad. As you can see, the documents in the Mac's Pages iCloud Drive folder are also available to open and edit here.

The Mac's Dock For Most-used Apps

The Dock is a great way of gaining quick and easy access to all of your most used applications, documents and folders. It is completely customisable, so over time, you can adapt it to best fit your needs. You can keep it on the screen at all times or have it hidden until you need it too. Here's how to customise and use it.

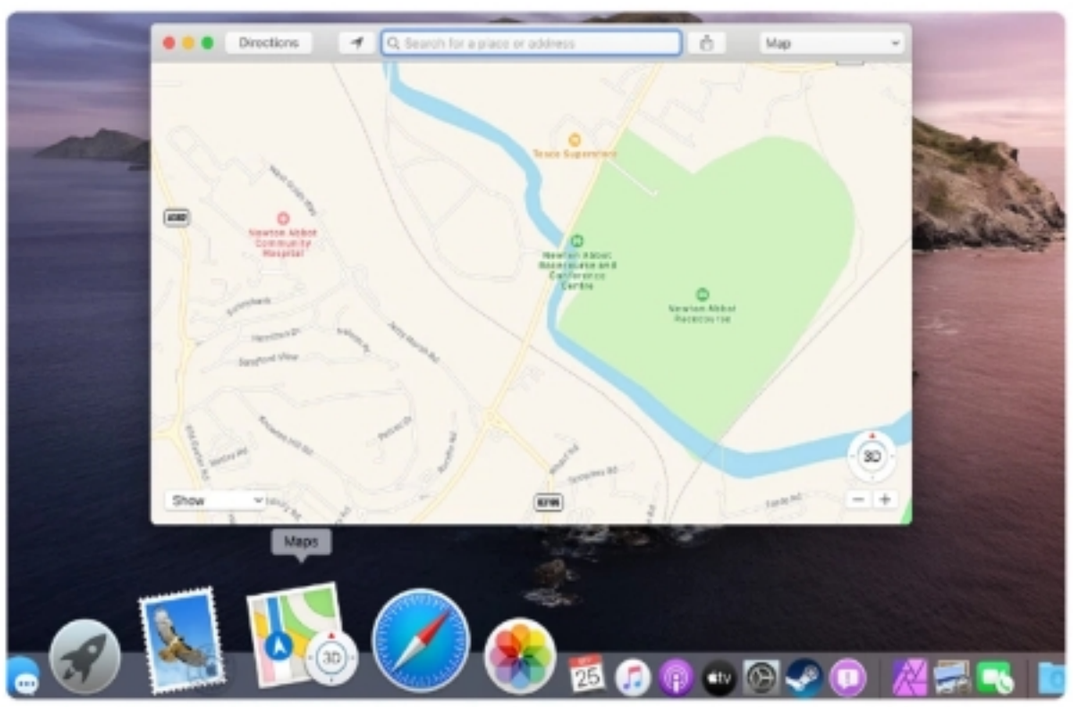
Accessing Your Applications from the Dock

Add or Remove an Application

To add an app, first click the spaceship icon at the left-hand side of the Dock to bring up Launchpad, then click and drag the item you want onto the Dock. To remove it, just drag it out.

Move an Application

To move an item to a new location in the Dock, click and drag to the required position. As you move the item the adjacent applications will move aside to indicate the final position.

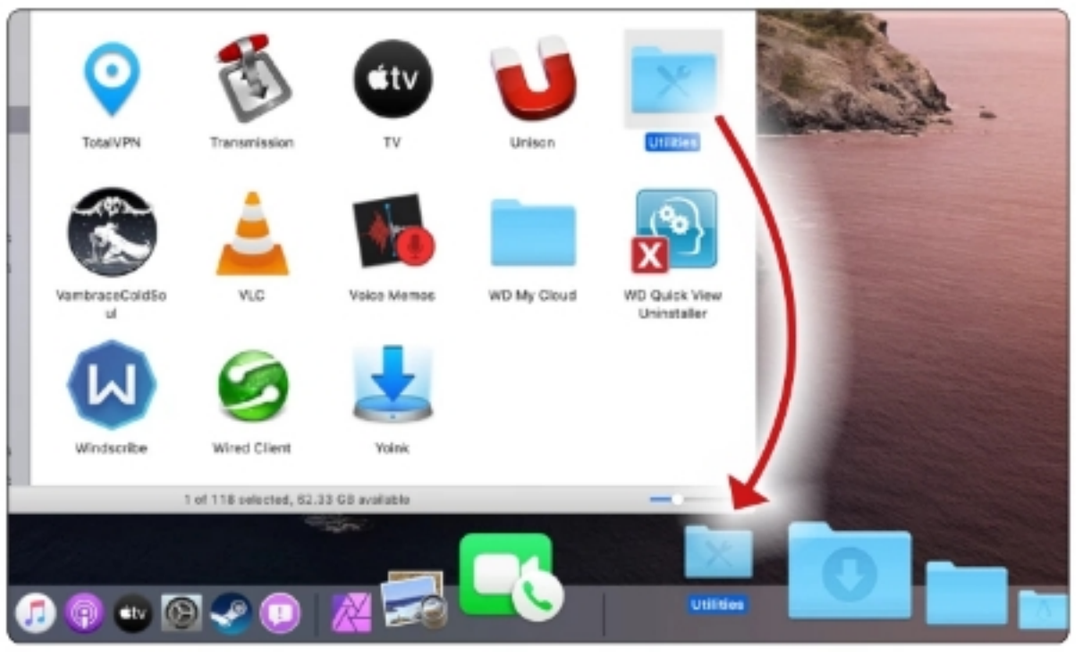


Open an Application

To open an application that's in your Dock, simply drag the mouse pointer onto the Dock and click on its icon. Notice that the app icon slightly bounces as the application opens before the main app opens.

Recently Used Applications

In Catalina, applications you've recently used are shown in the right-hand side of the Dock, from where they can be used like any other Dock app. Apps that are permanently in the Dock aren't shown here.

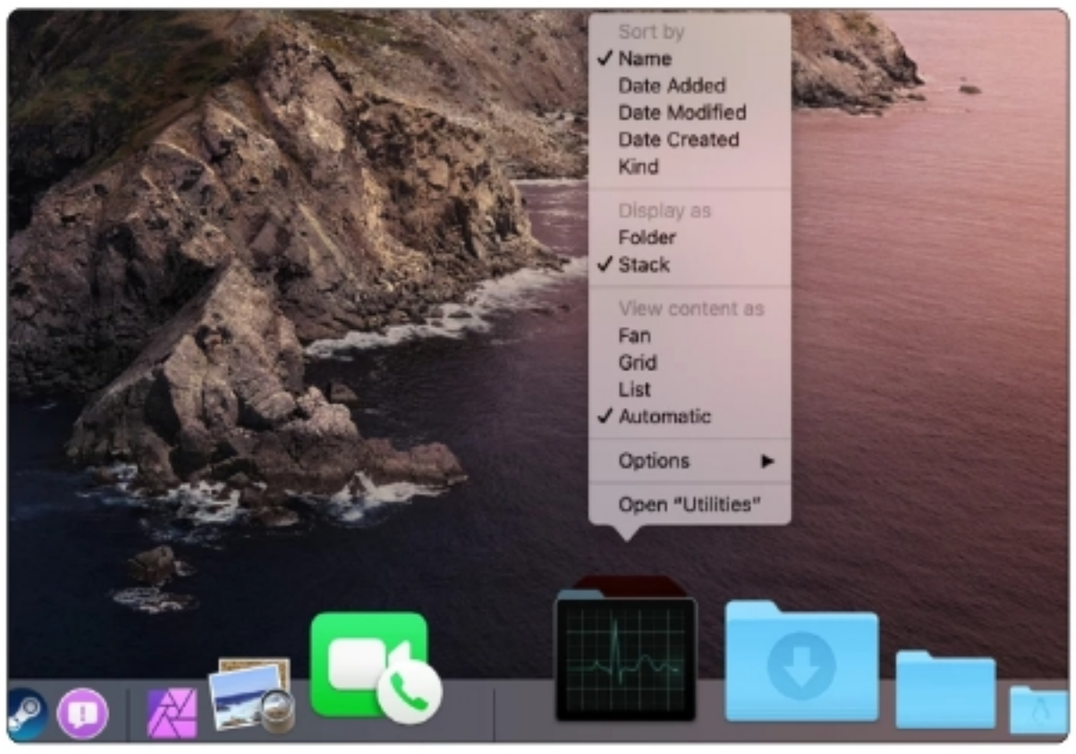


Adding and Removing Stacks

You can add, remove and move folders in your Dock, in the same way you do with apps. These sit to the right of the Dock's second divider and are called Stacks.

Accessing Stacks

To access the files and folders within a Stack, click on it to display the contents. Clicking on a document or image opens it with an appropriate application, and clicking on a folder opens it in Finder.

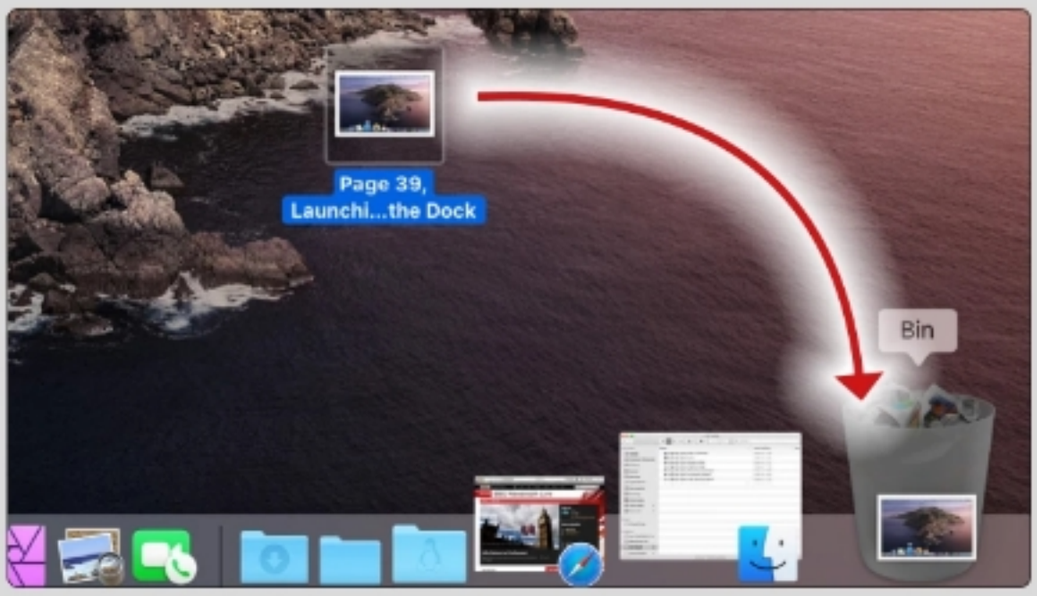


Viewing Options

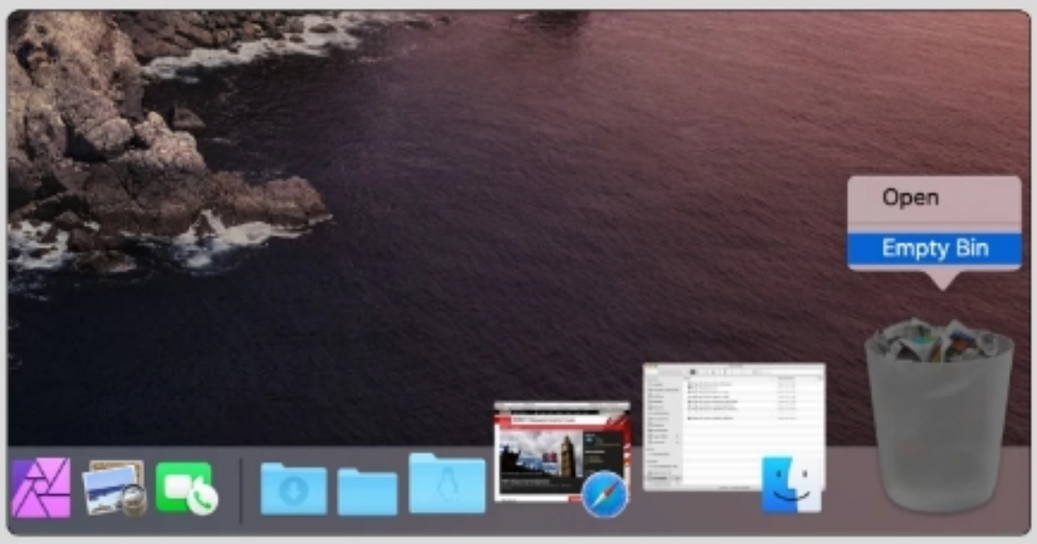
Right-click or CTRL-click on a Stack for a pop-up menu with a range of options. You can show your files as a Stack (a pile of files) or as a folder. You can also choose how they're displayed when you click the Stack.

The Bin.

The Bin icon is located at the far right of the Dock and can be filled and emptied just like a real rubbish bin.



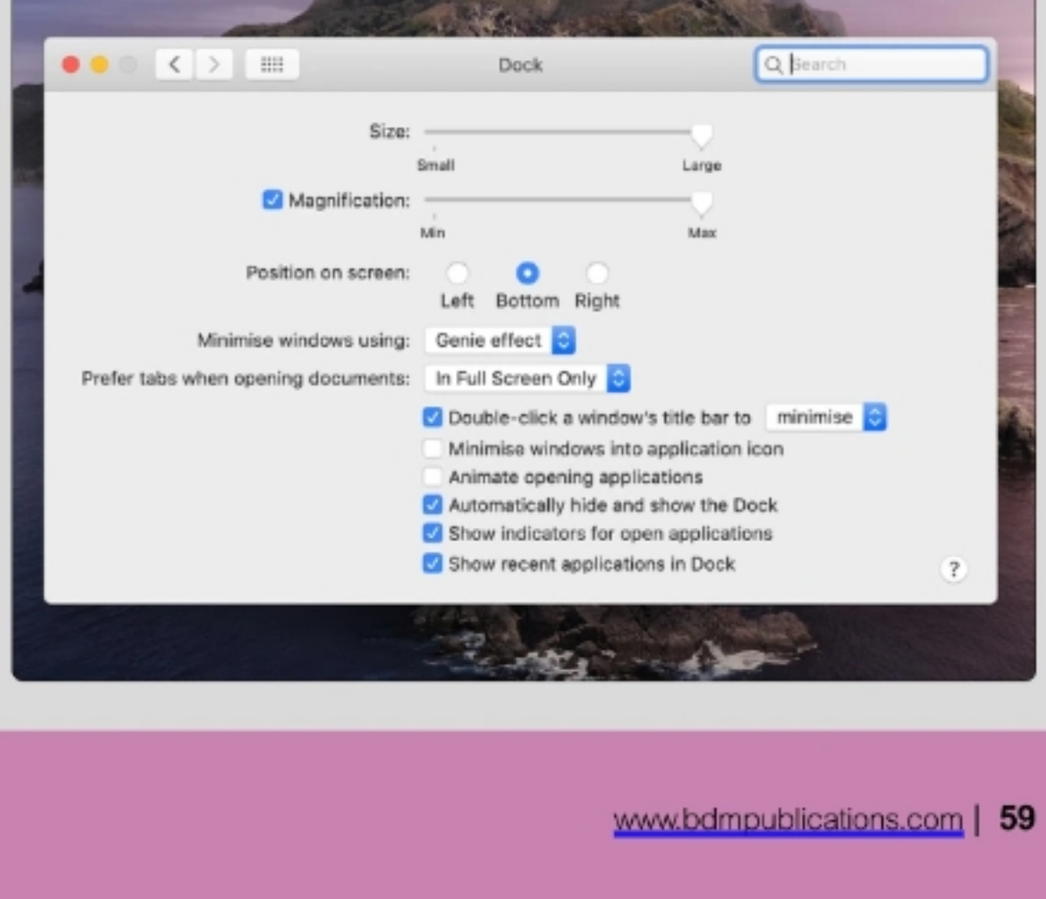
You can delete a file, folder or app by dragging it into the Bin on the right-hand side of the Dock. Alternatively, right-click or Ctrl-click on it, and select Move to Bin from the contextual menu that appears.



To retrieve a file from Bin, click on the Bin icon in the Dock to open it in Finder, then drag the file out of the Bin window. To empty Bin, right-click on it and choose 'Empty Bin', or in the Bin window, click on the Empty button (top right).

Customising the Dock.

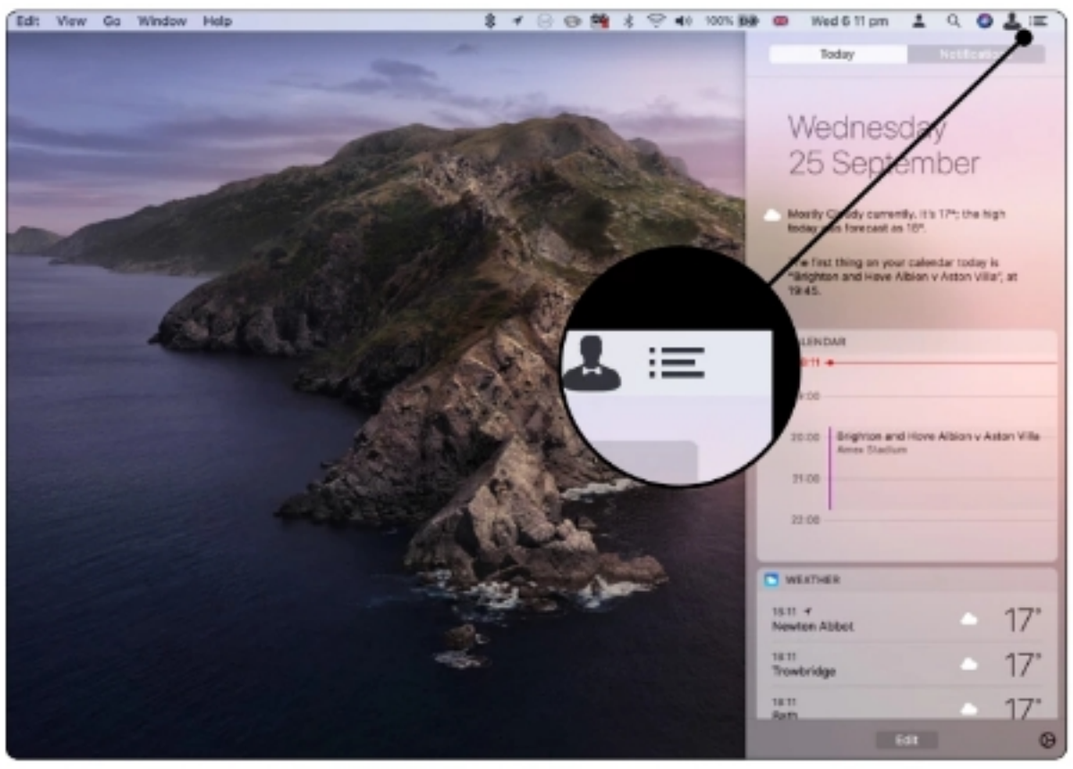
You can customise your Dock in System Preferences from the Apple menu and selecting Dock. From here, you can place the Dock on the right, left or bottom of the screen, opt to show and hide it, change its size, change its magnification, choose a minimisation effect and more.



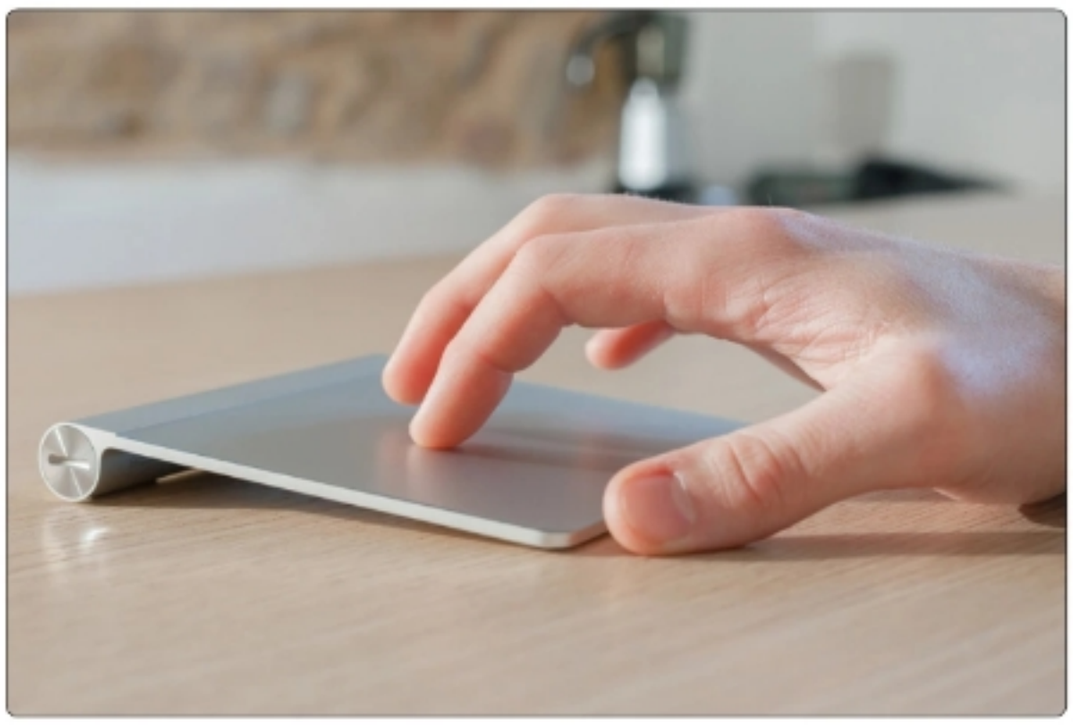
Notification Centre
See What's Going On

The Notification Centre gathers together all your important updates, notifications and everything else you need to know, all in one place. You can configure it to suit your needs, and it also provides on-screen reminders and alerts so you'll never miss a thing. Here's how to access and use it in macOS Catalina.

Accessing Notification Centre

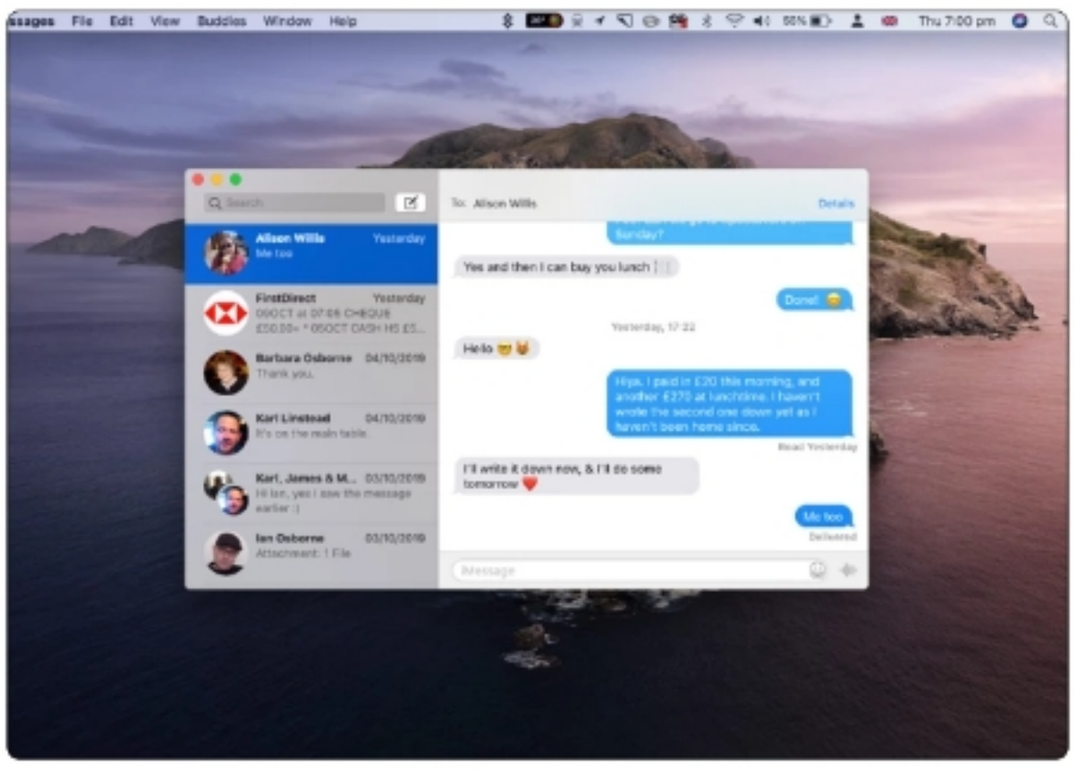


1 Click the icon showing three horizontal lines preceded by bullet points, which is found on the far right-hand side of the Apple menu bar at the top of the screen. Click on the Notifications tab at the top to see your notifications.

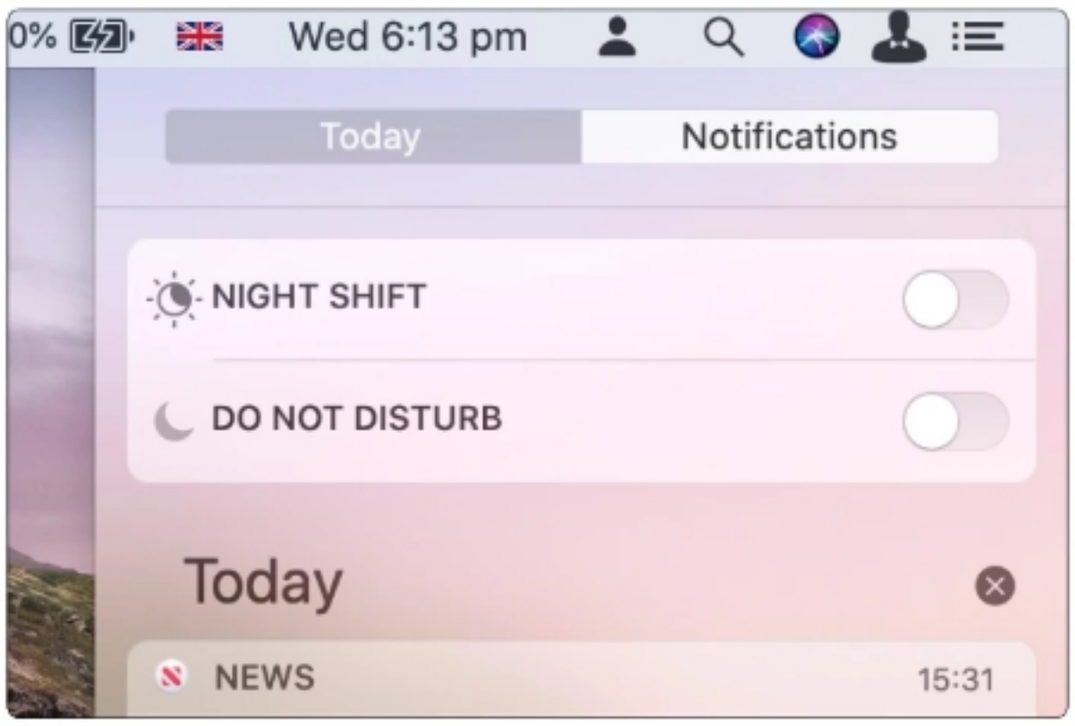


2 Alternatively, use a two fingered right-to-left swipe on a trackpad. This works with a Magic Trackpad (shown here) or a Mac notebook's built-in trackpad, but you must swipe at the extreme right side of the trackpad.

Responding to Notifications

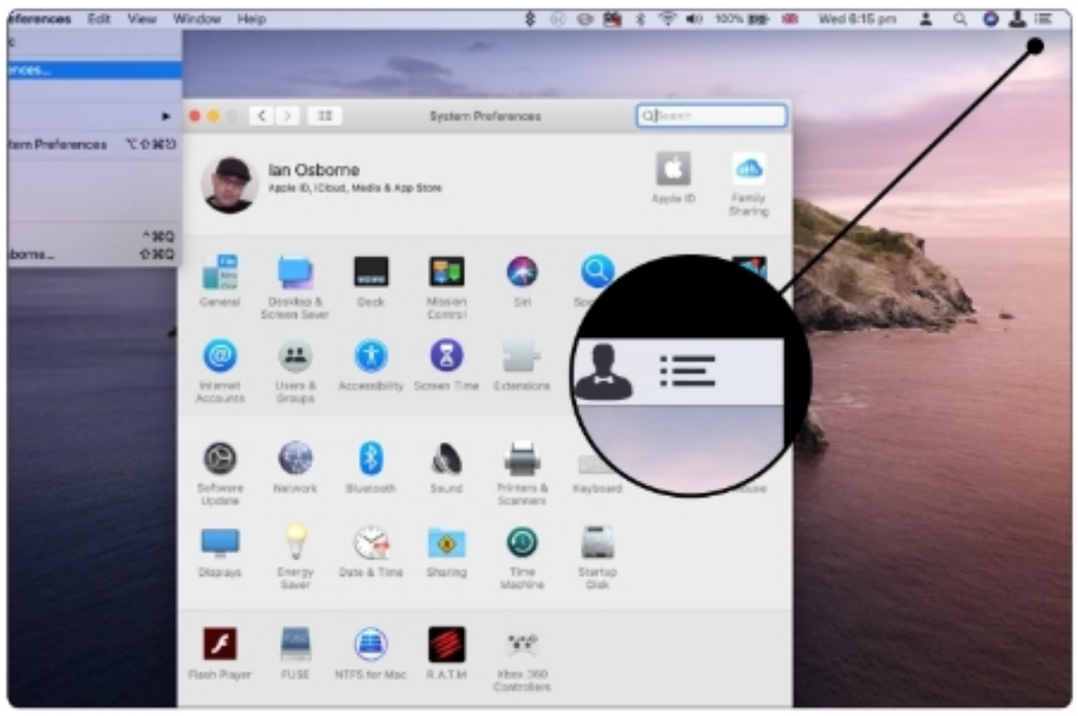


1 Clicking on any notification in Notification Centre takes you to its app. For example, if the notification is a new message, you're taken to Messages where you can type your response. To close a notification, click the cross.

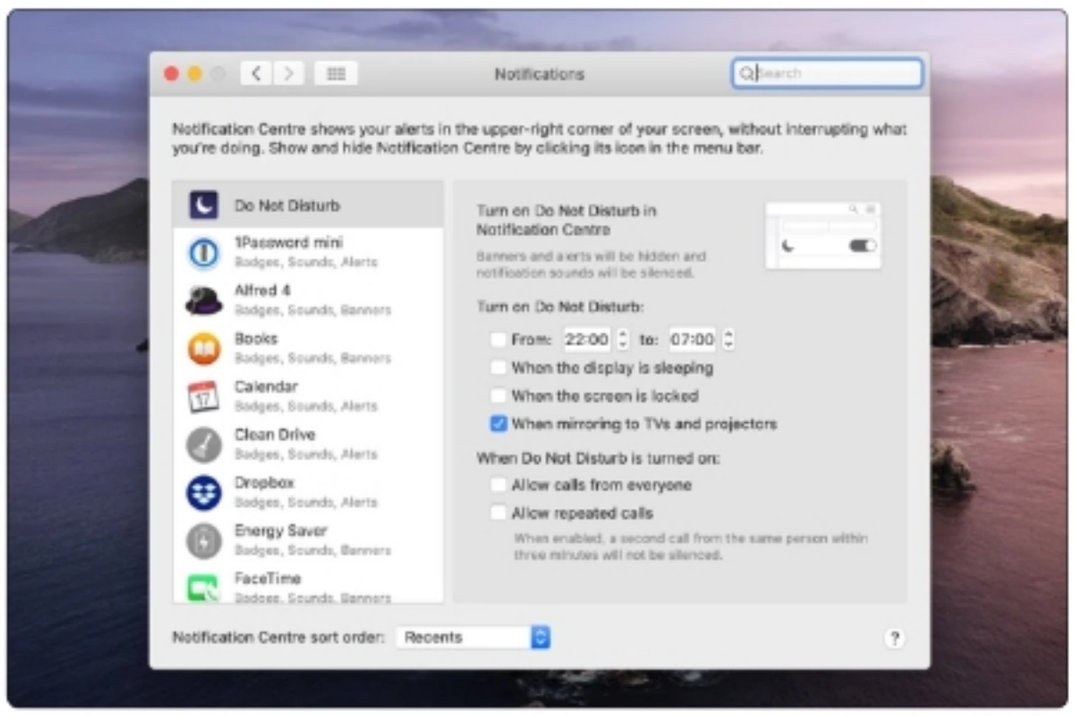


2 To turn off all on-screen alerts, go to the Notifications panel, scroll down to the Do Not Disturb switch to mute notifications for the rest of the day. Alternatively hold Alt and click on the Notifications icon in the menu bar. When muted this icon is greyed.

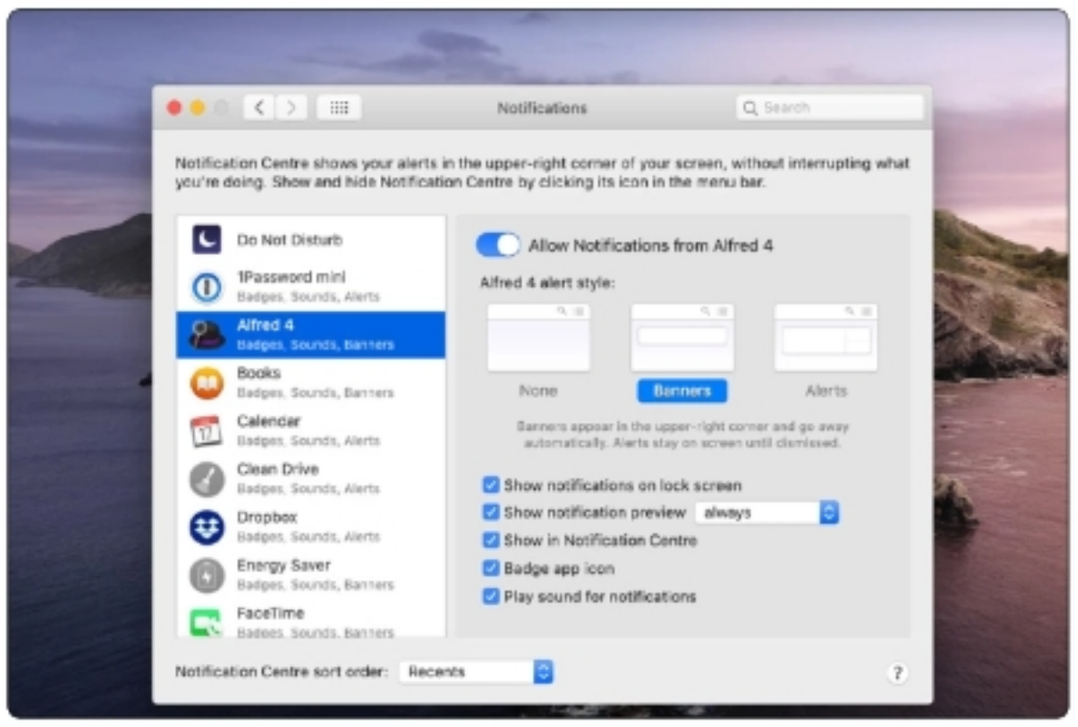
Notification Centre Settings



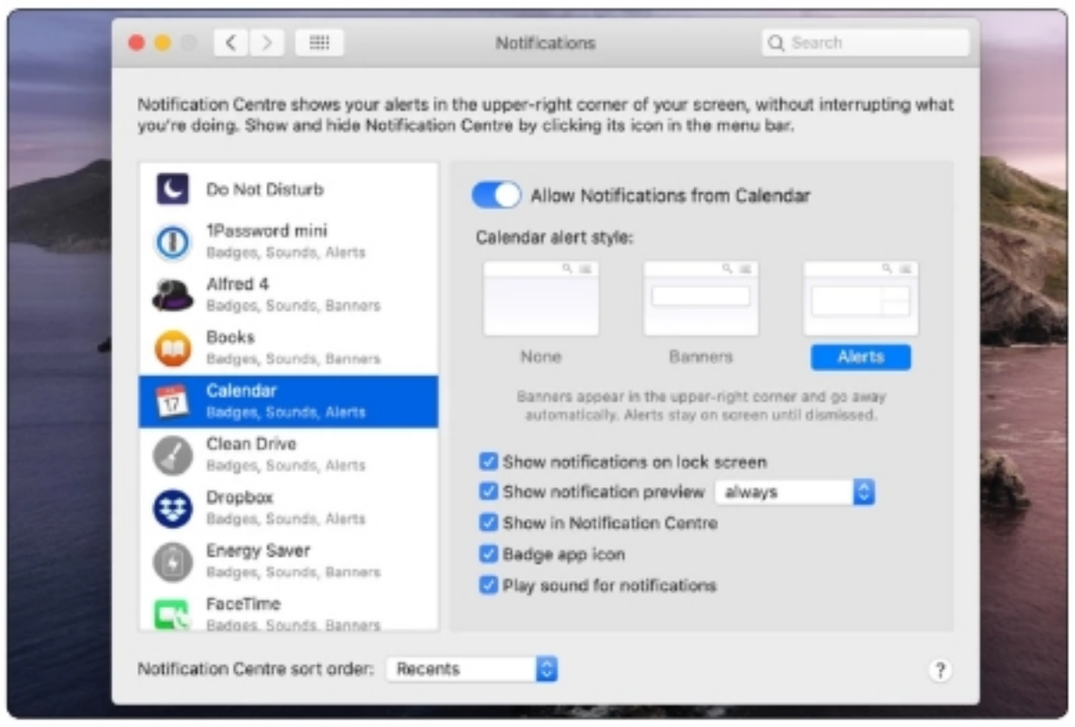
1 To open the Notification Centre Settings pane, either open the Apple menu and select System Preferences or click on System Preferences in the Dock. You can also find the Notifications preferences via the icon in the top right corner.



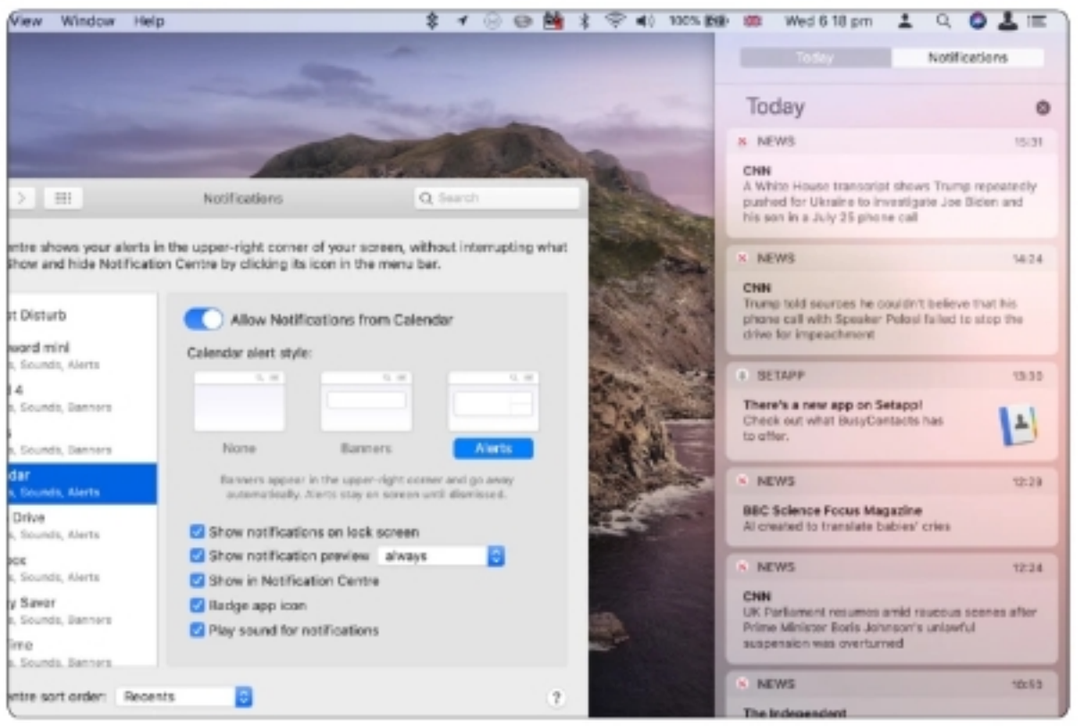
2 Alternatively, open the Notification Centre as explained on the previous page and click on the cog icon in the bottom right corner of the Notifications panel. The preference pane for Notification Centre is opened straight away.



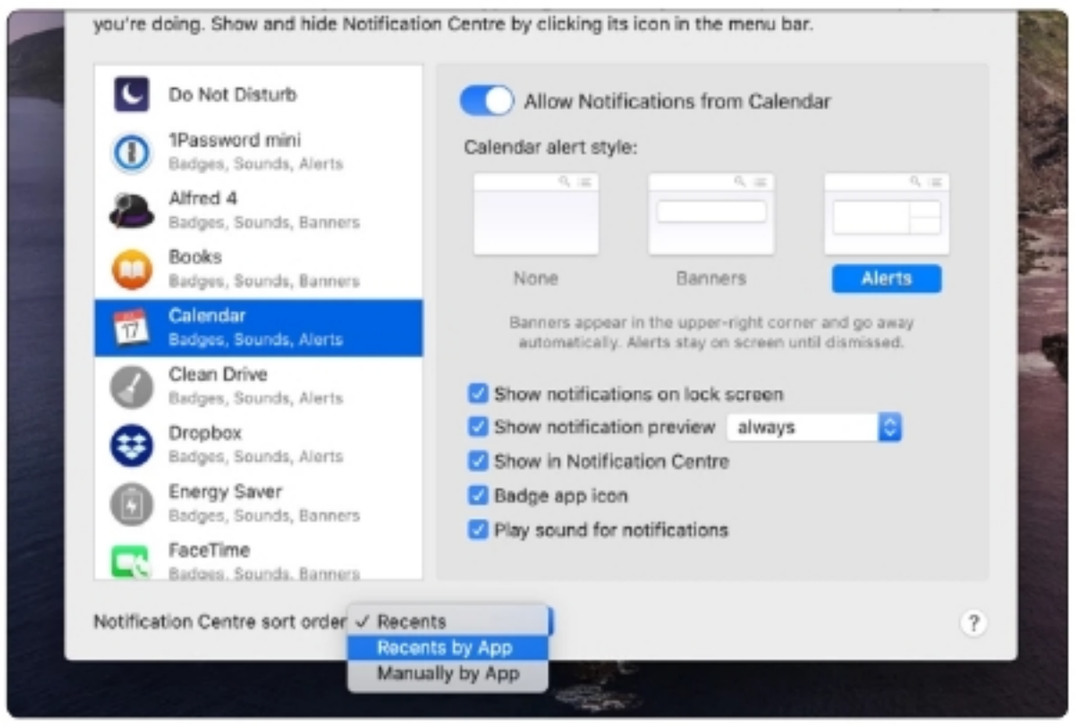
3 In the Notifications Settings pane you'll see a list of your apps. You can select which ones you want to appear in Notification Center here. Click on an app to show its options in the panel on the right-hand side, as shown.



4 For Alert Style, select Banners and they appear briefly on-screen and disappear. For Alerts the notification remains on the screen until it's actioned or manually dismissed. None turns off the app's notifications.



5 All notifications appear in the Notification Centre sidebar pane regardless of the option you choose here. You can select different Alert Style settings for different apps, so some are shown as banners, some as alerts and some not at all.



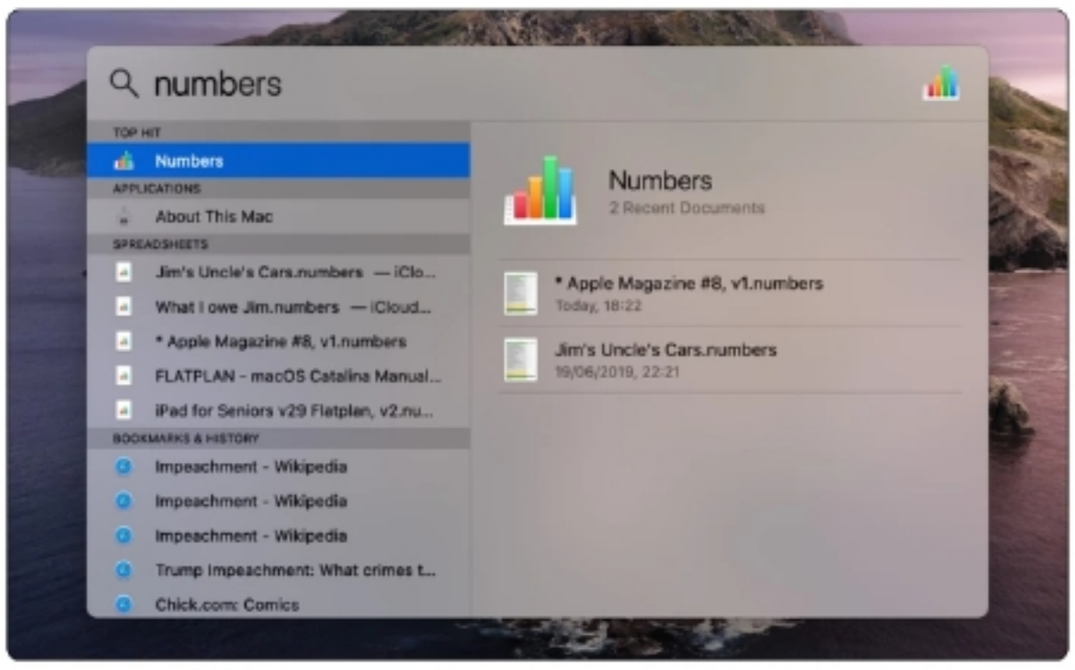
6 Using the pull-down menu, you can change the order in which Notification Centre displays its notifications. Order them manually by app and then you can drag the apps in the left-hand window into a preferred order.

The Spotlight Feature
Search Your Mac

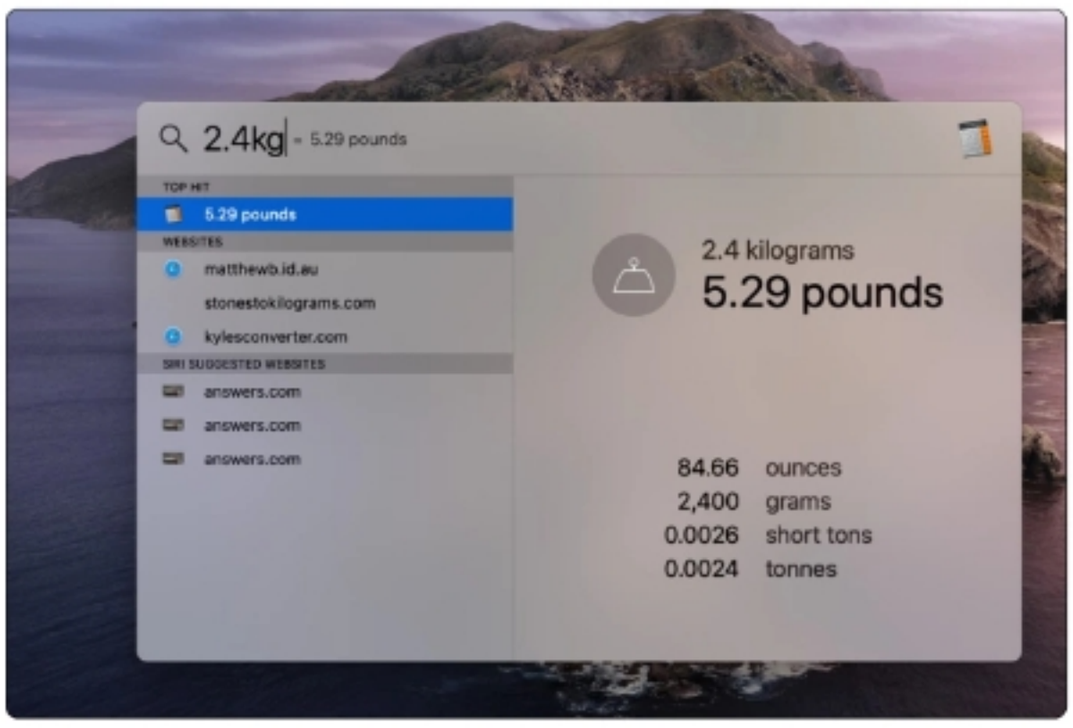
Spotlight Search is Apple's unique and ultra-powerful search system that can find almost anything on your Mac. There's a whole raft of great features, making it a really powerful and useful tool that's integrated into the apps that you use every day. Here's how to get the most from the Spotlight feature.

Using Spotlight's Features

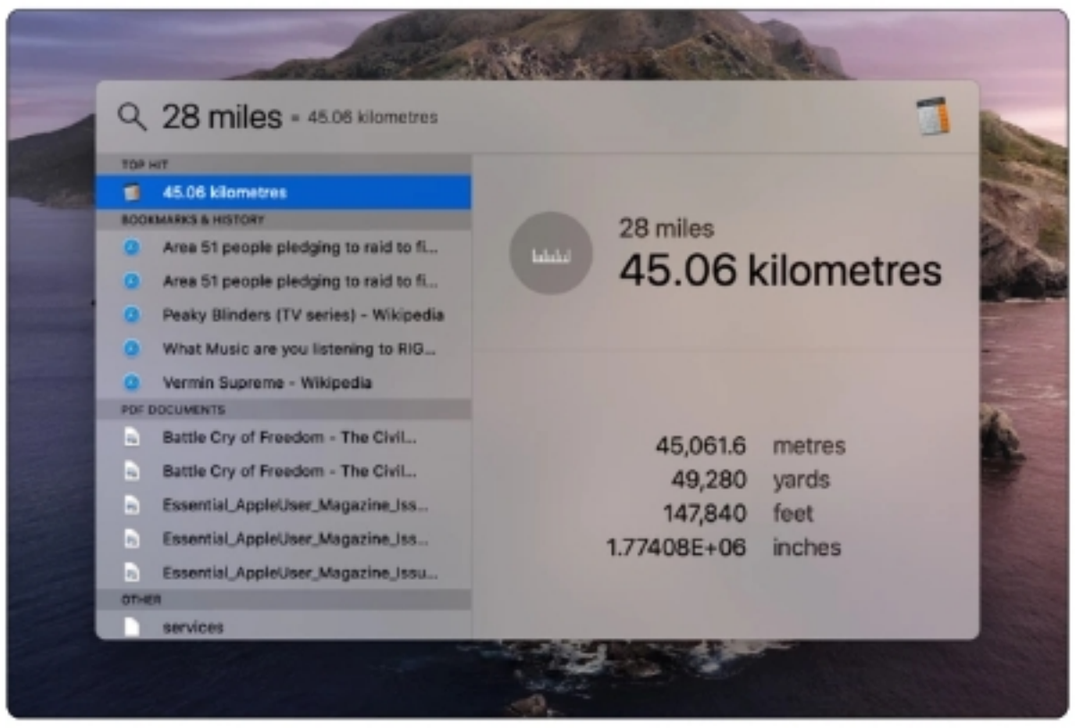
1 To start using Spotlight, press CMD and the space bar, or click the magnifying glass in the top menu, and the Spotlight Search window appears. In Catalina, unlike older versions of Spotlight, you can drag this window to wherever you want on the screen; it's not fixed in position.



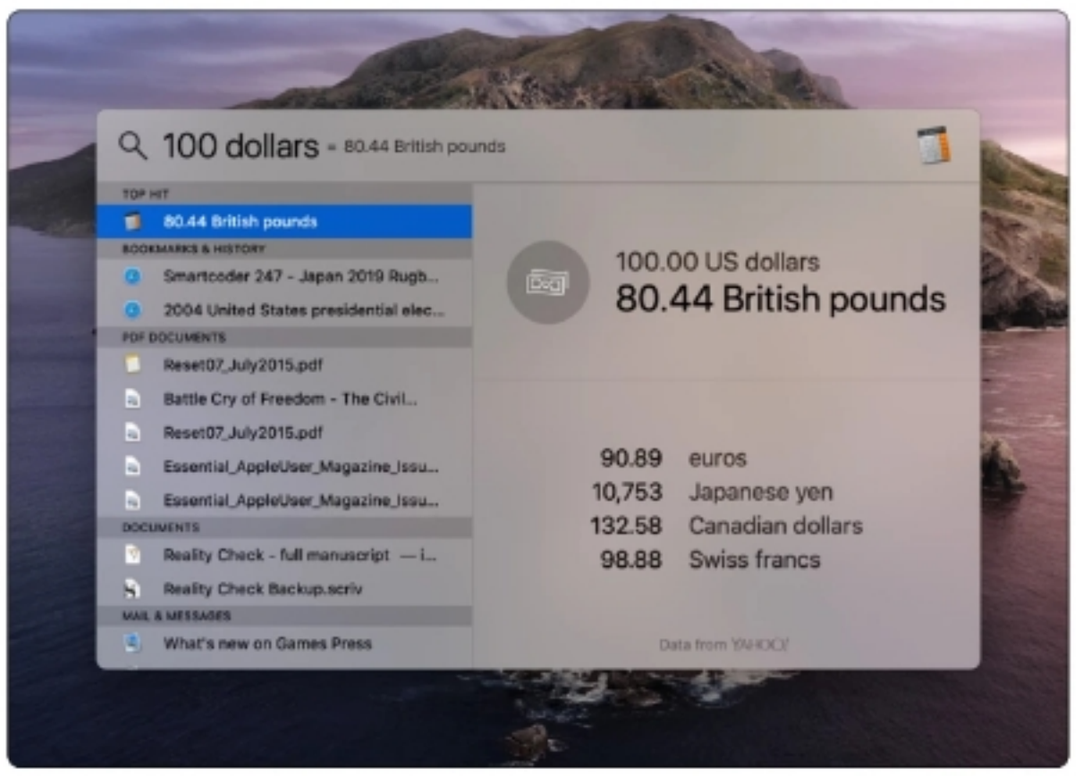
2 Start typing your search query into Spotlight and immediately answers appear, with suggestions based on the contents of your computer as well as other sources. This may mean you only have to type a few letters of your search term to find what you're looking for.



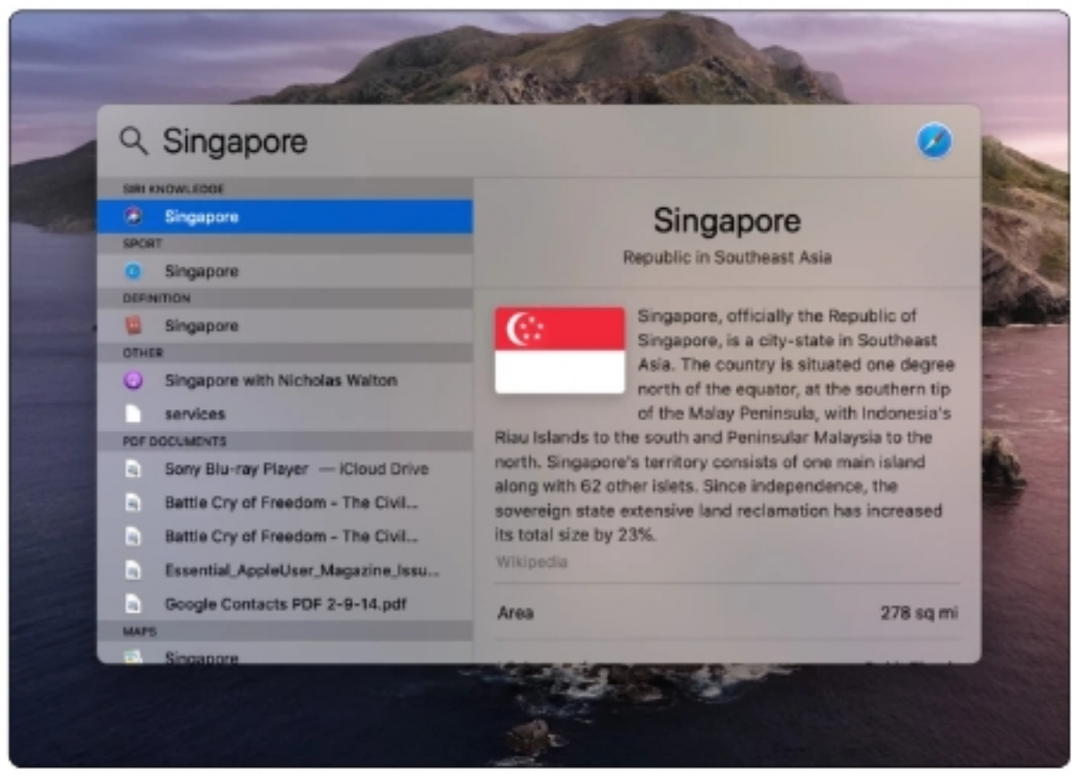
3 Spotlight can do instant unit conversions for you. For example, if you want to convert from imperial to metric weights (or vice versa) you just type in the number and a type of unit, such as kilograms or pounds and Spotlight instantly converts into other commonly used units.



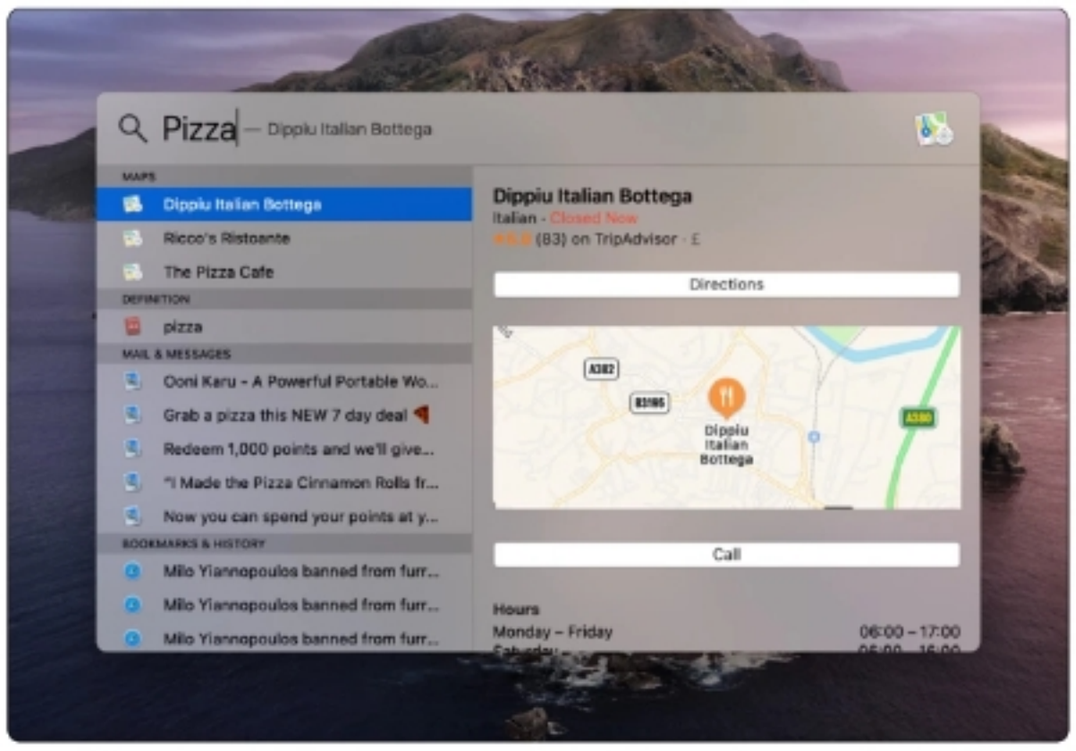
4 It works in a similar way with distances and lengths, which Spotlight can instantly convert into other units. For example, if you type a distance in miles it instantly shows what it is in kilometres, metres, yards, feet and inches. You can even convert parsecs into light years.



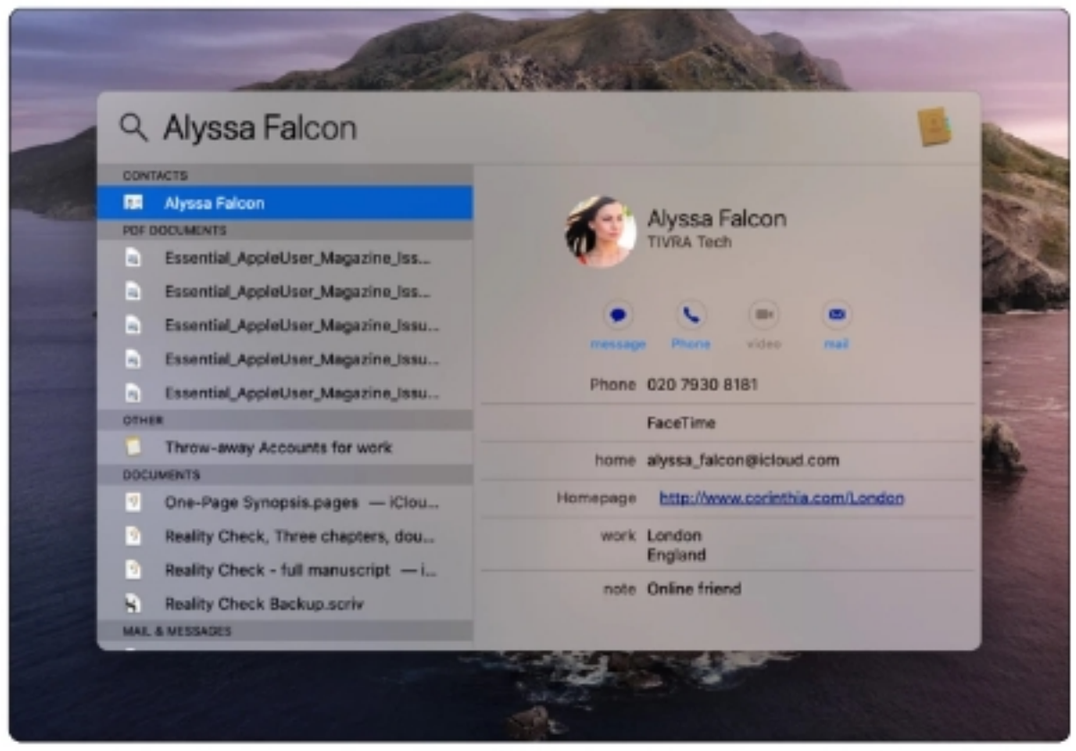
5 Spotlight can do some currency conversions. Type in a number and currency unit, such as dollars or pounds, and Spotlight gives you the equivalent value in a range of currencies at the current market value.



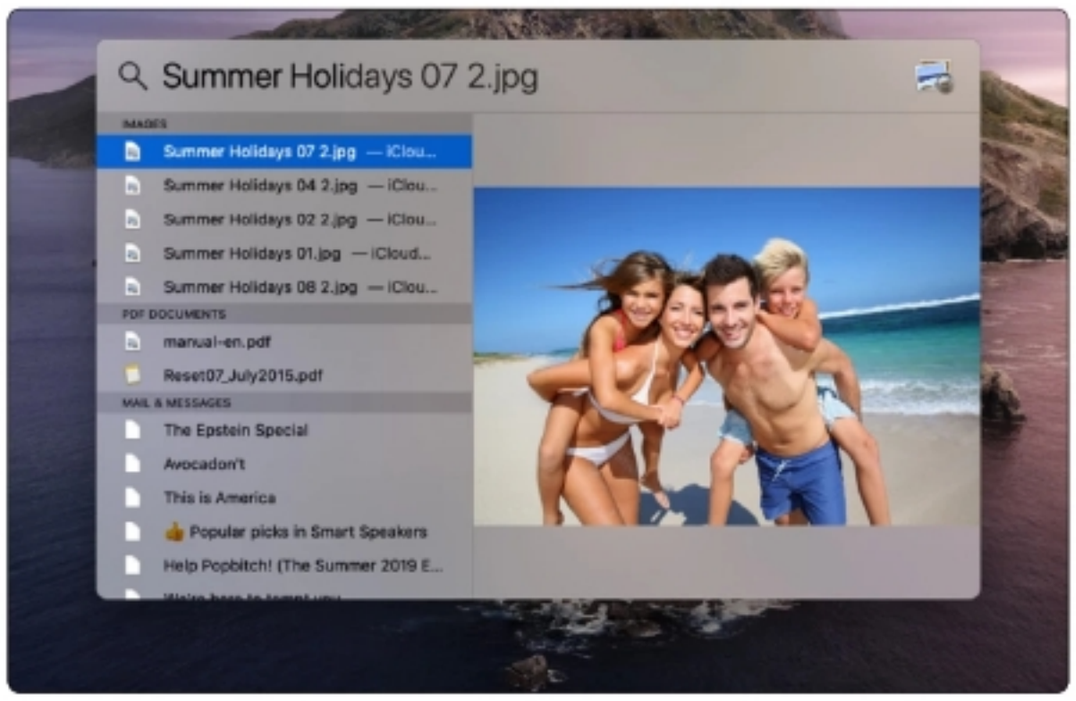
6 For more conventional searches, Spotlight pulls its information from a wide range of sources, such as Wikipedia and documents it finds on your Mac. Search results are listed by category down the left side of the search window.



7 If you're looking for local businesses or sites of interest, simply type the name into Spotlight and you'll quickly find what you're looking for, complete with a link to the Maps app and the option of travel directions from your current location.



8 You can find people with Spotlight too. Start typing the name of someone you know, and Spotlight quickly finds that person in your Contacts list and displays their contact details in the results window. Things like chat threads, Facebook comments and emails are also listed.



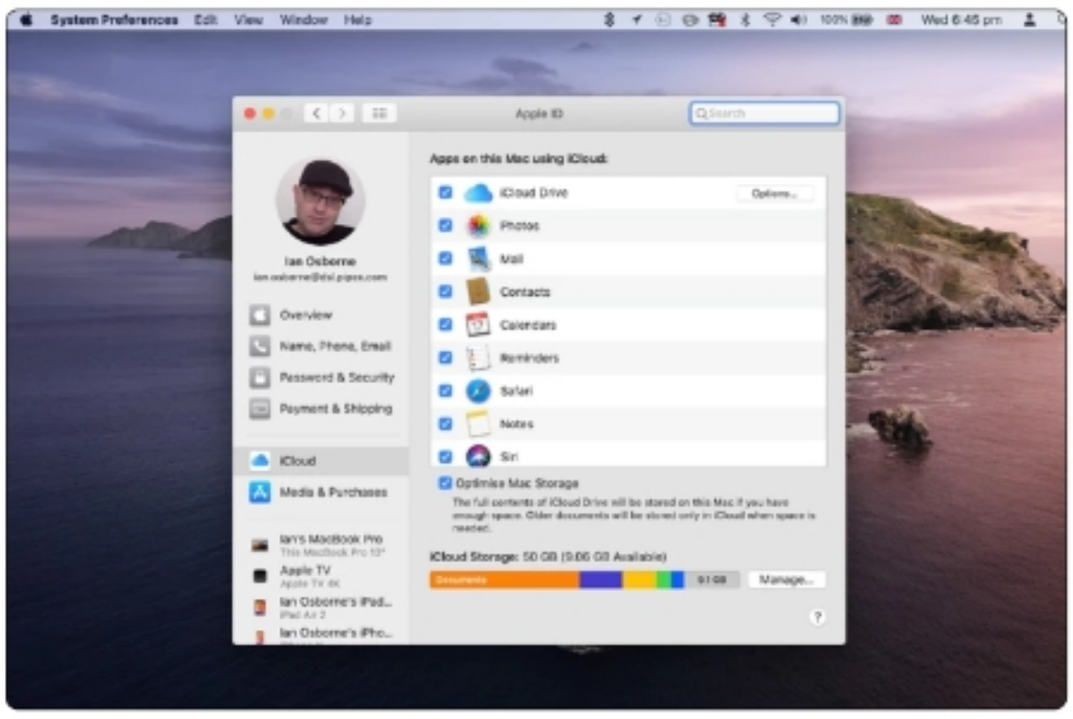
9 Spotlight is also closely integrated into the core macOS apps, such as Photos. Start typing in your search term, like the title of a particular image or photo album in your Photos app, and Spotlight quickly locates it and takes you straight to it.

10 Spotlight can find music by searching through your iTunes collection to find albums, tracks and artists. Type a band name, a track name or even the name of a band member. Recordings with that name or by that band or person are shown.

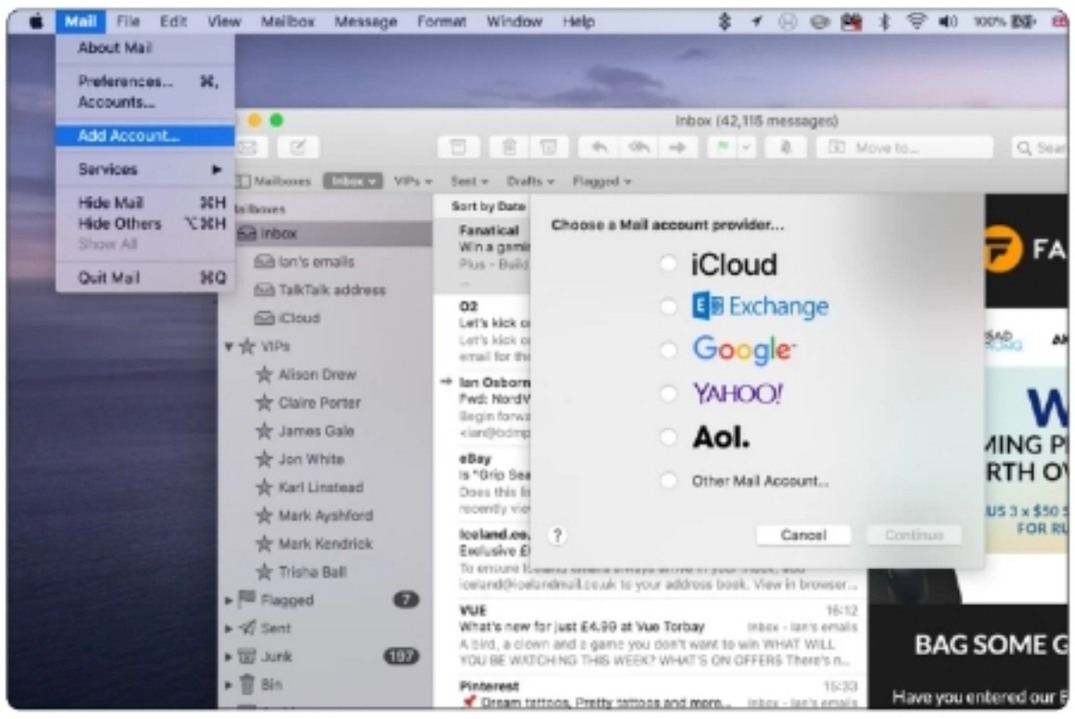
Setting Up Email
For the Mail App

With email, you can send mails and attachments anywhere in the world, at the push of a button. It's there instantly too. Here we take a look at what email is, how you can get yourself an email address and how you can use your email accounts on your Mac, with Apple's bundled email client, the Mail app.

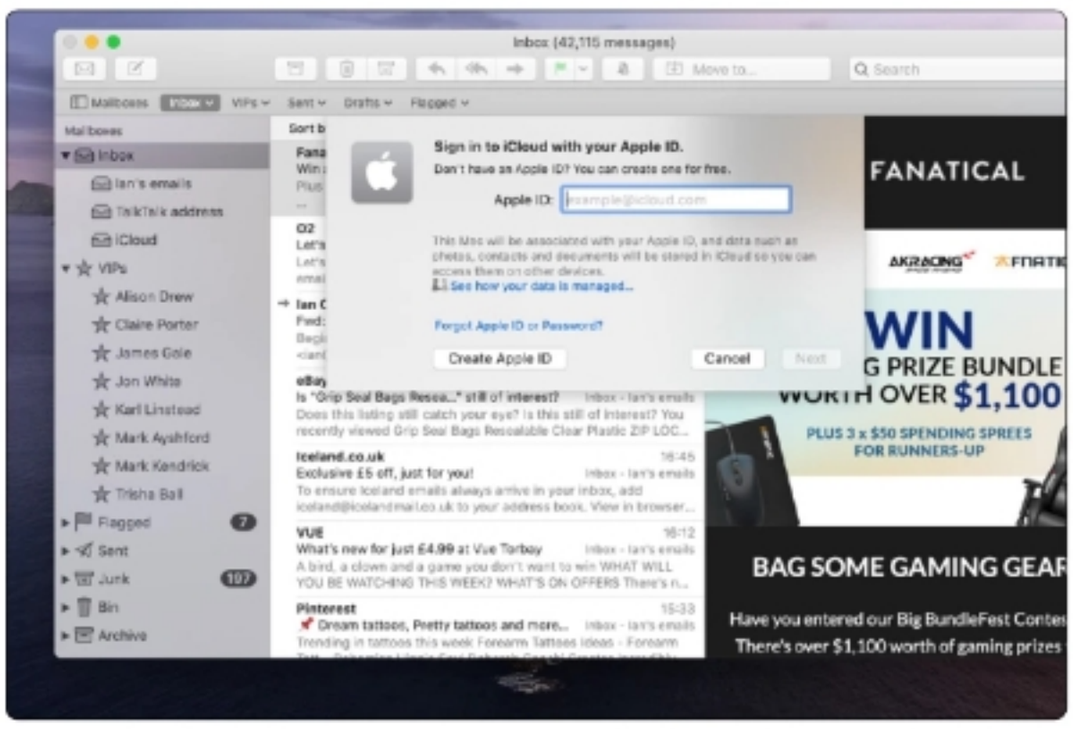
Setting Up Your iCloud Email



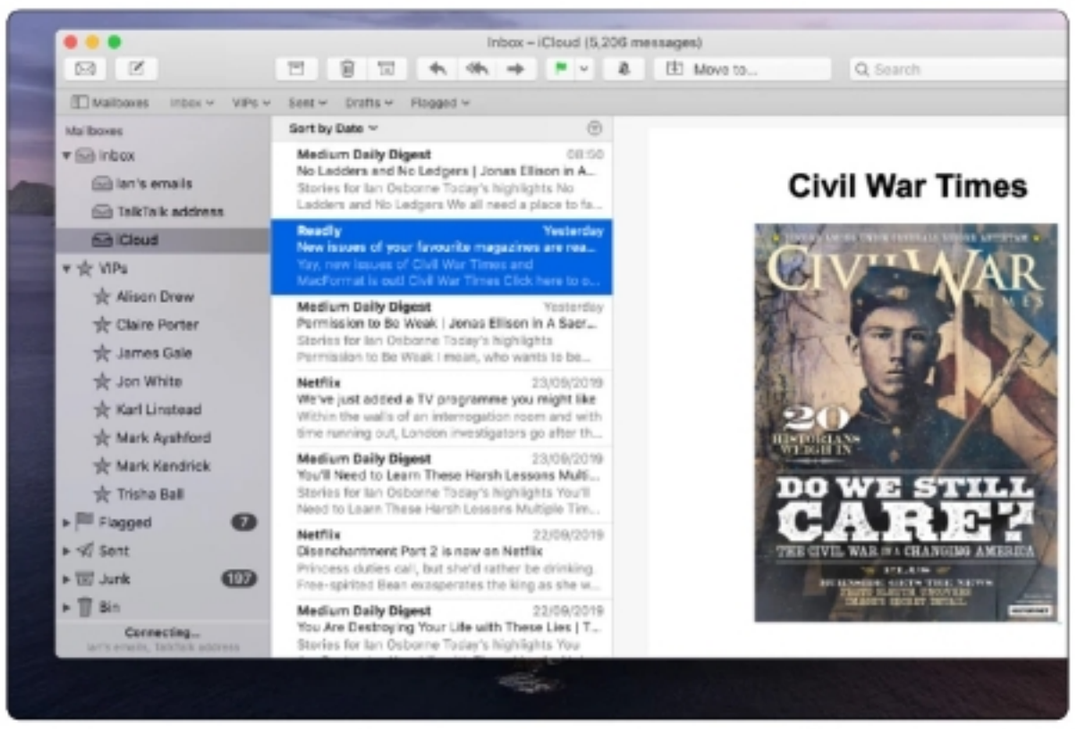
1 If you set up your Apple ID during your Mac's initial setup, or if you signed in with an existing Apple ID, your iCloud email account is already in place. But if not, or if you want to add another iCloud email account to your Mail client, follow these instructions.



2 Open the Mail application from the Dock and then under the Mail drop-down menu found in the left of the menu bar, click on the Add Account... link. From the pop-up menu that appears, select the iCloud link and then click on the Continue button.

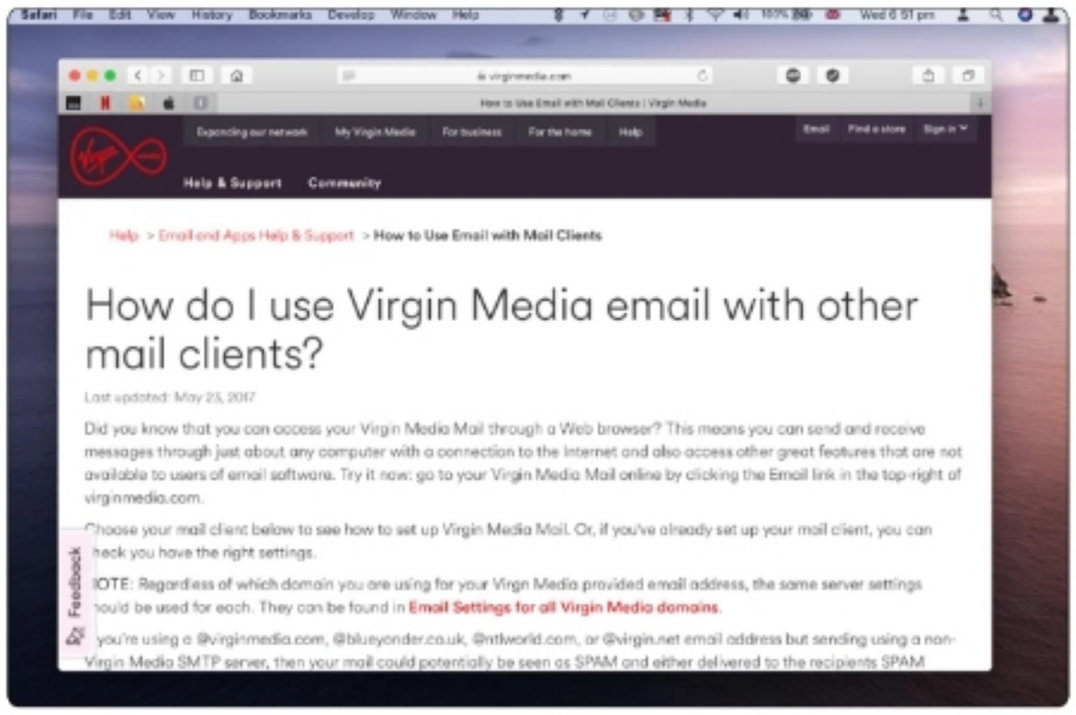


3 Now enter your Apple ID. This is the Apple ID and password you probably chose when you initially set up your Mac. When you have confirmed your details you can then click on the Sign In button to take you to the next step.



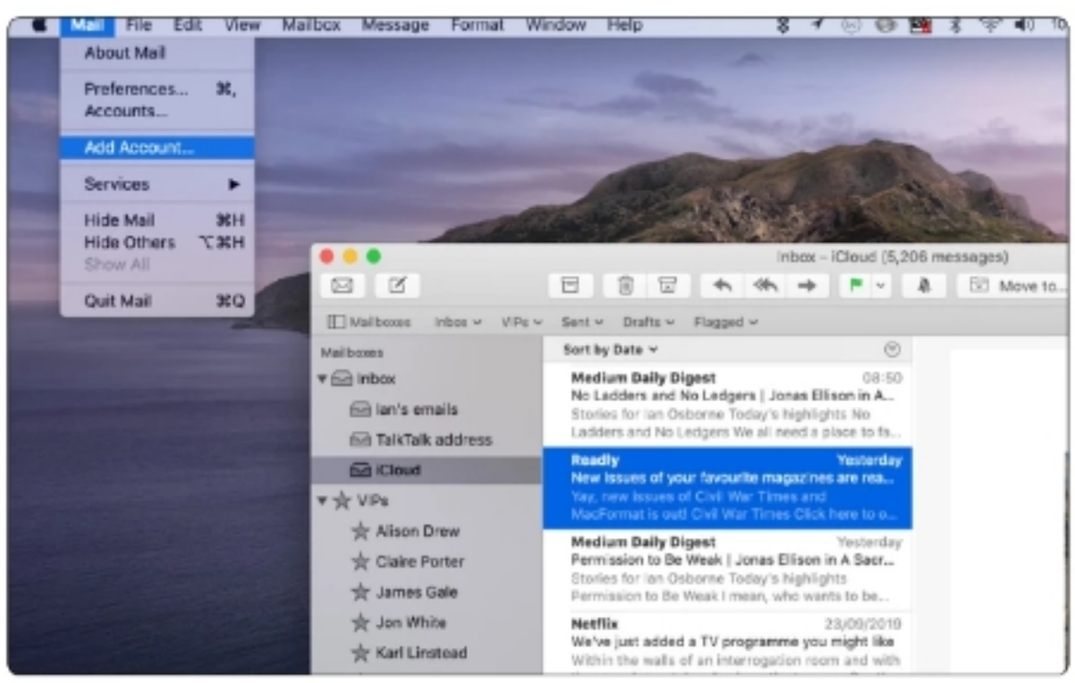
4 On the next screen, click on Add Account and your iCloud account is added to the Mail app, for you to use on your Mac. Your iCloud email can be your sole email account or you can use it in Mail or alongside others if you wish.

Setting Up Email

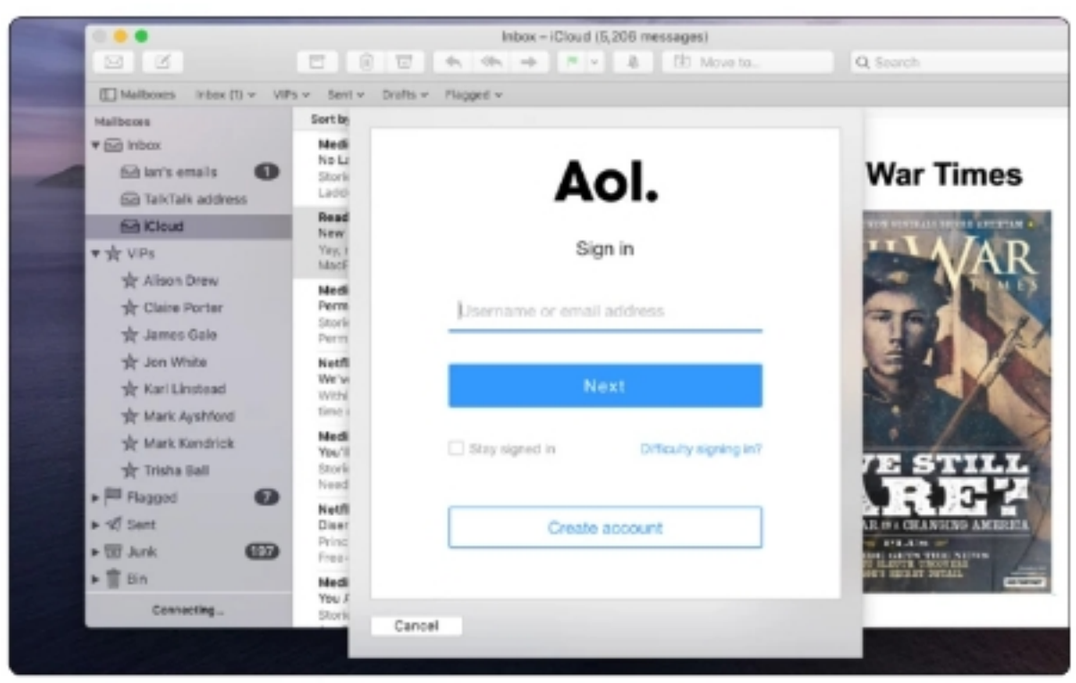


1 To configure your Mac to access your email account from your Internet service provider, you need your email address, your password to access your email account, and POP or IMAP (incoming) and SMTP (outgoing) server addresses.

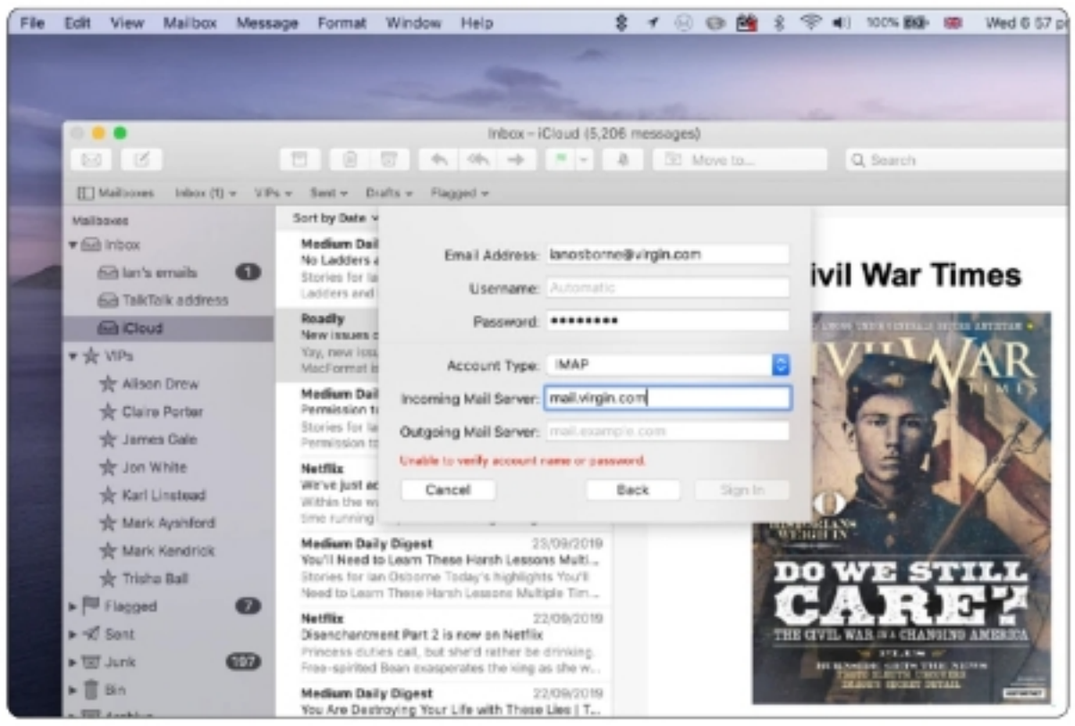
2 macOS Catalina includes a sophisticated email program, simply called Mail. You can find it on the Dock, as it's there by default. The Mail App's icon looks like a postage stamp showing an eagle. Click on this icon to open the Mail app.



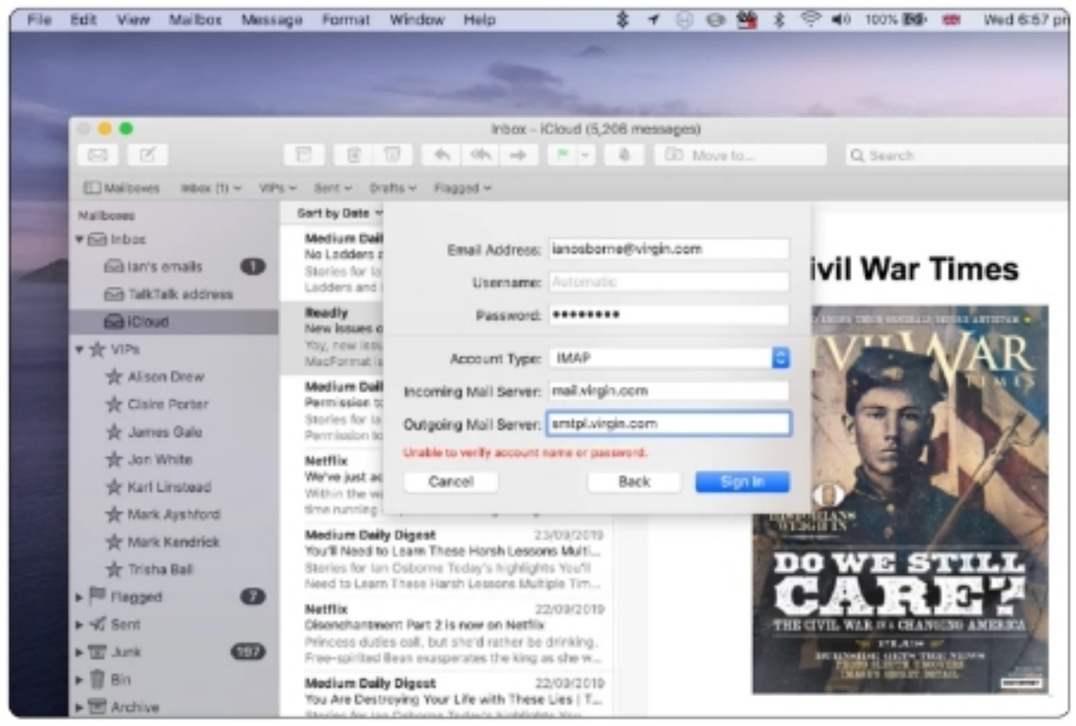
3 When you first open Mail you're prompted to set up your first email account. If you've previously used Mail or set up another account, you can add further new accounts by going to the File menu and selecting Add Account.



4 You're now asked to enter your full name (this appears in your own, and other people's, contact lists), your email address and your password (both supplied by your email service provider). Make sure you type them in correctly.

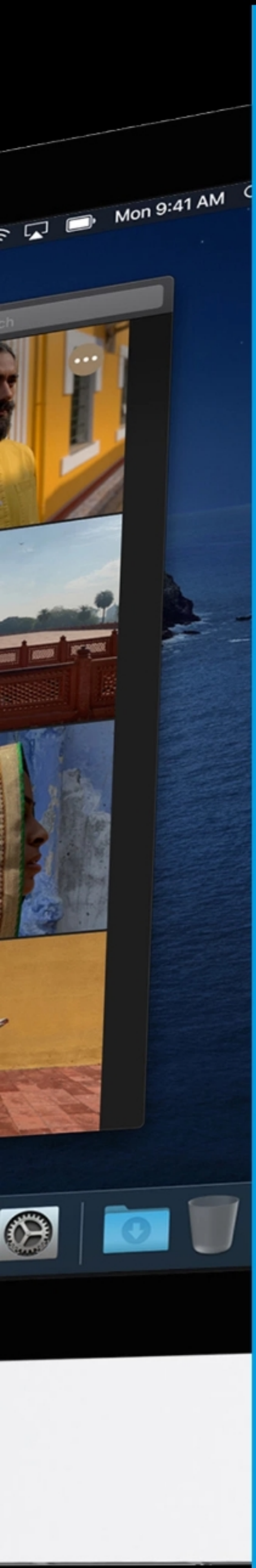


5 You're asked for the incoming mail server address. You should have been given an address when you signed up for your account. Type it in the box marked Incoming Mail Server. You can add a description if you want and when you have it all correct, click on Continue.



6 You're asked for the SMTP or outgoing mail server address. Type it where it says Outgoing Mail Server. Check the Use Only This Server box and if your email service requires it, also check the Use Authentication box. Type in your username and password, then click Continue.

Photos
File
Edit
View
Go
Window
Help
Years
Months
Days
All Photos
Library
Photos
Memories
Favorites
People
Places
Imports
Shared
Activity
Albums
Media Types
Videos
Selfies
Portrait
Panoramas
Slo-mo
Bursts
My Albums
June 1 – 2, 2019
Panaji, Goa, India



Getting Started with macOS Catalina's Apps

Catalina comes with a wealth of software applications, or apps for short. We show you how to use both their basic functions and their more advanced capabilities, along with, of course, the new features introduced with macOS Catalina. Look out for the Safari web browser, Mail email client, News, Photos and more.

Learn more >

Safari App
Your Web Browser

Safari is your gateway to the Internet, so it's important that you familiarise yourself with the browser's interface before you begin your online adventure.

1 Navigation Controls: These two arrow control buttons enable you to move back and forth between current and previously viewed web pages.

2 Toolbar Buttons: These buttons give you access to various Safari features. You can add or remove buttons by right-clicking or CTRL-clicking on the toolbar and selecting Customize Toolbar. See the section on Customising the Sierra Finder for more information.

3 URL Bar: Enter the website address of your choice or a search term that you wish to look up into this bar, then tap the Return key.

4 Reload Page: Sometimes, if a web page fails to load properly, you can fix the problem by clicking on this button and reloading the page.

5 Share Button: Click on this button to see your options for sharing the page you're viewing using email or social media networks, including adding the page to your reading list.

6 Show Open Pages: Click on this button to view all web pages you currently have open in the Safari browser, on both your Mac and other devices signed into your iCloud.

7 Safari Tabs: When you're browsing the Internet and you want to have several pages open at once, you can view each of them in their own separate tabs.

8 Add a New Tab: Clicking this button will open a new blank tab, which is then accessible by clicking on the tab and entering a search parameter or a URL web address in the URL bar.

9 Sidebar: This optional display area is opened and closed by clicking on the sidebar button in the toolbar, next to the Navigation Controls. It's updated in real-time.

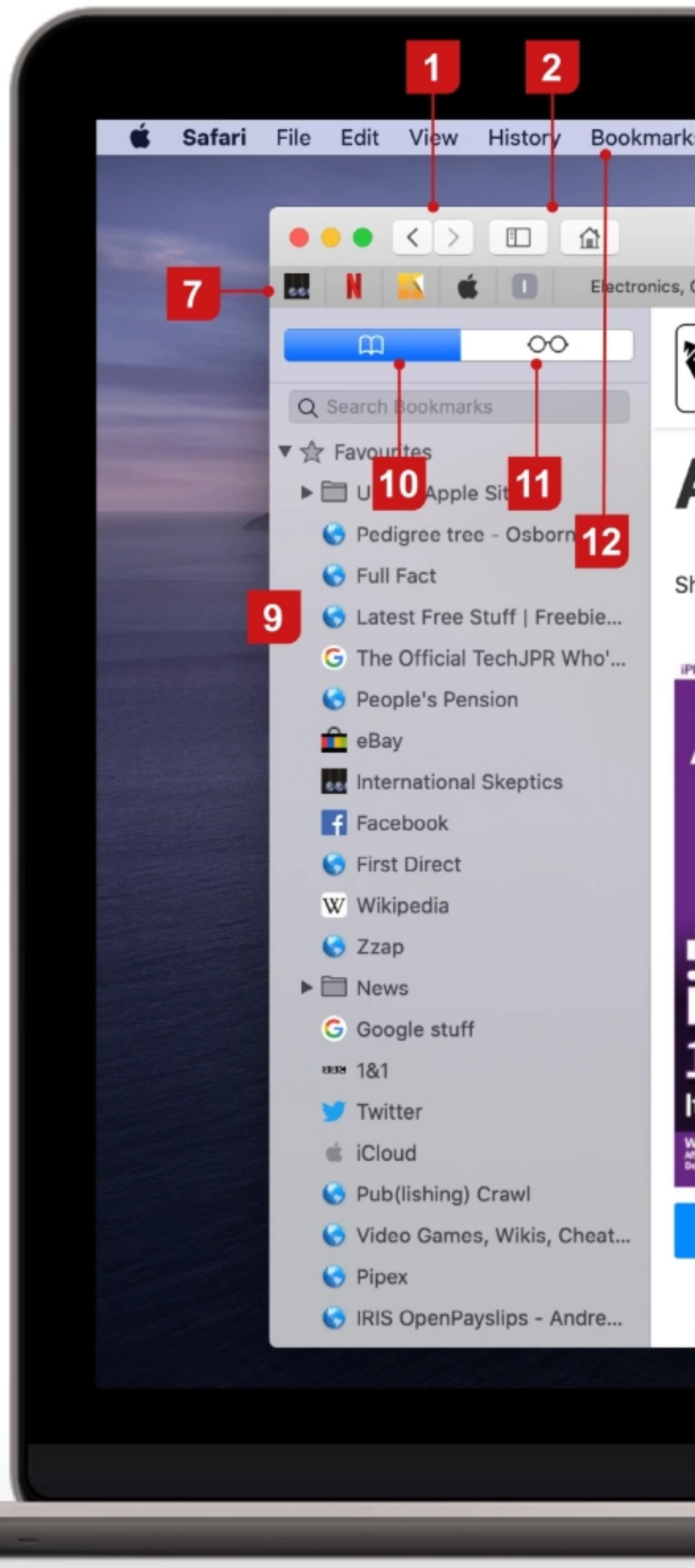
10 Bookmarks: Click on this button in the sidebar to see your bookmarks list, with your favourite web pages and sites, which can be visited by clicking the link.

11 Reading List: From here you can view all the pages you have added while browsing, using the Add to the Reading List button.

12 Edit Bookmarks: Previous versions of Safari had an Edit button on the left panel. This has now been removed but you can still go to the Bookmarks menu and select Edit Bookmarks.

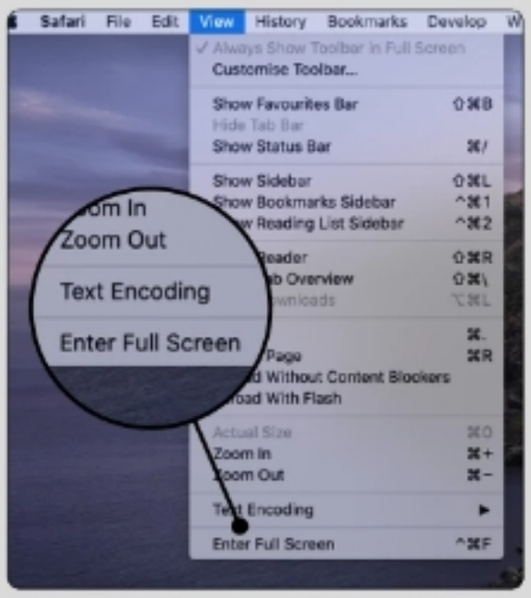
13 Main Window: This is where the web page you're viewing is displayed. You can scroll up and down by using the scroll function on your mouse.

14 Links: Click on a web link to be taken to another page. Web links can be text, which is usually underlined, or a picture as seen here. When you've moved to a new page, you can return using the Back button (see entry '1', on Navigation Controls).



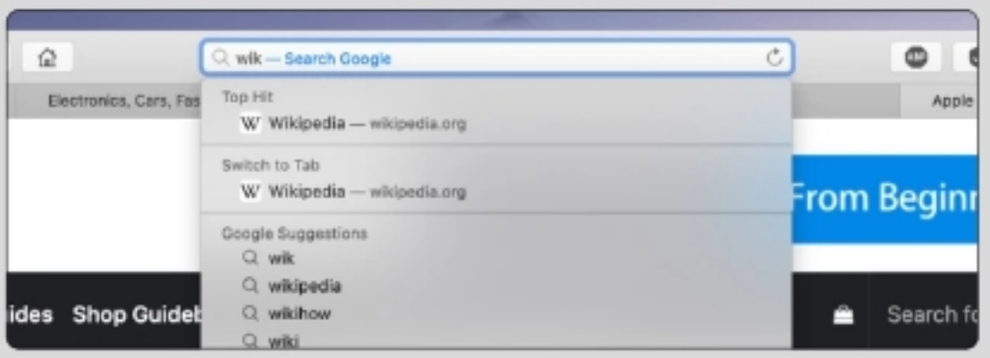
Full Screen.

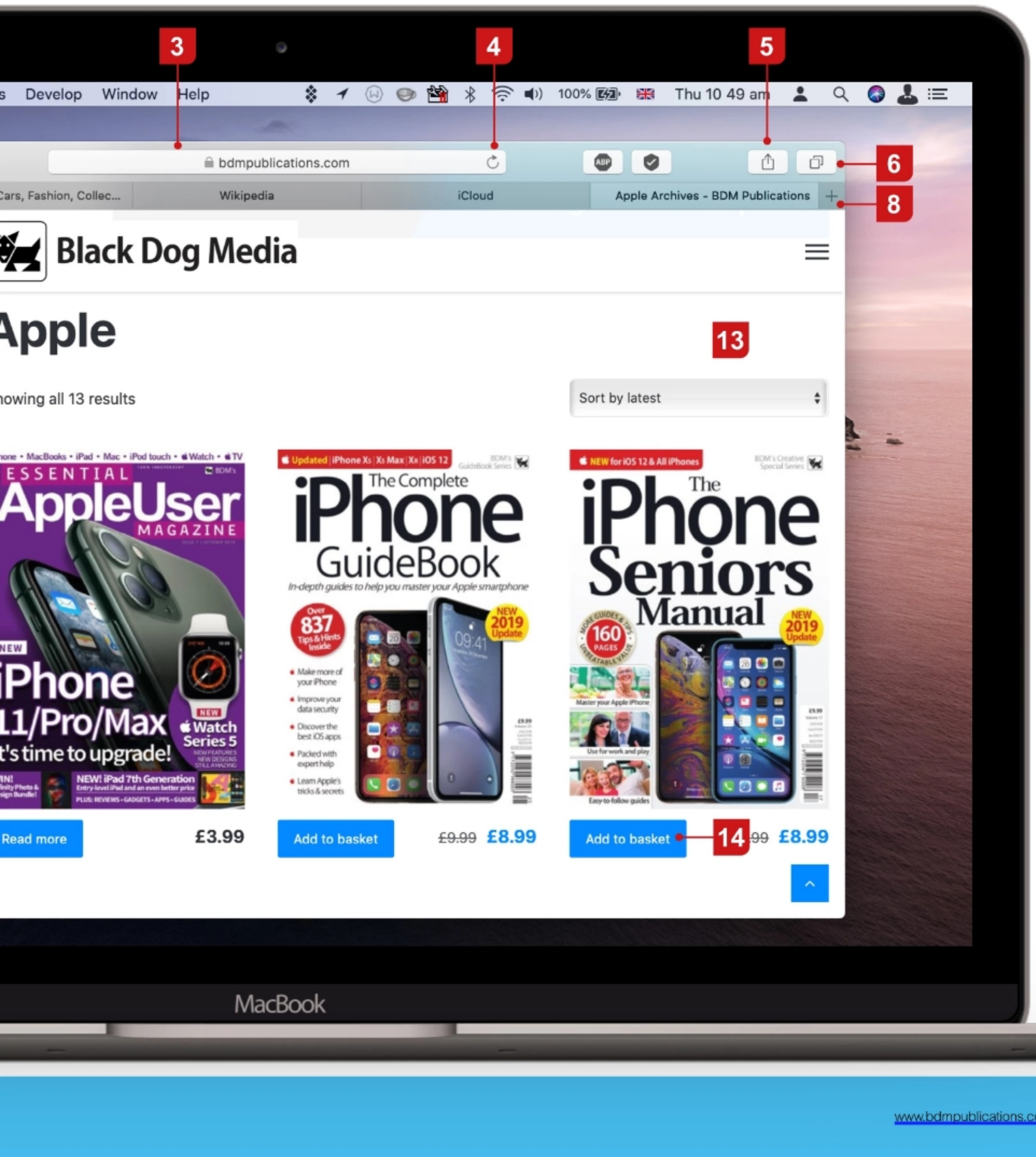
Browse in full-screen mode by clicking on the green gumdrop in the top left corner, selecting Enter Full Screen in the View menu, or pressing Ctrl-CMD-F. To go back to regular browsing, repeat any of these options.



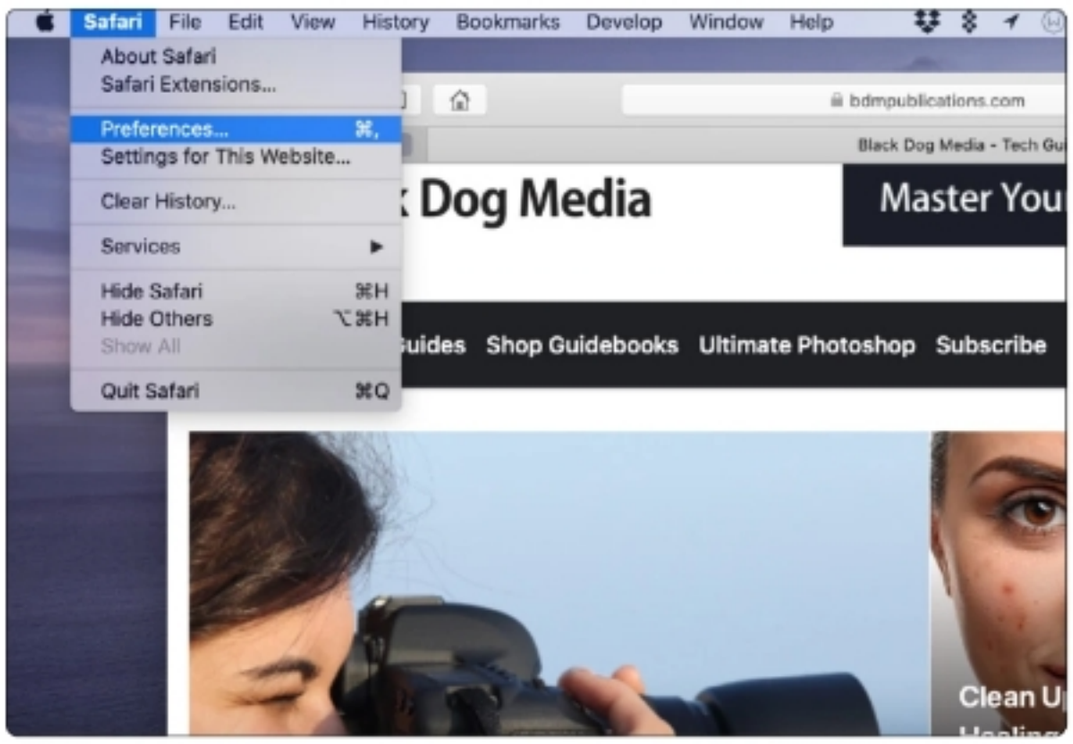
Open Tabs.

Start to type the address of a website that's already open in a different tab, and Safari offers that open tab as a suggestion.

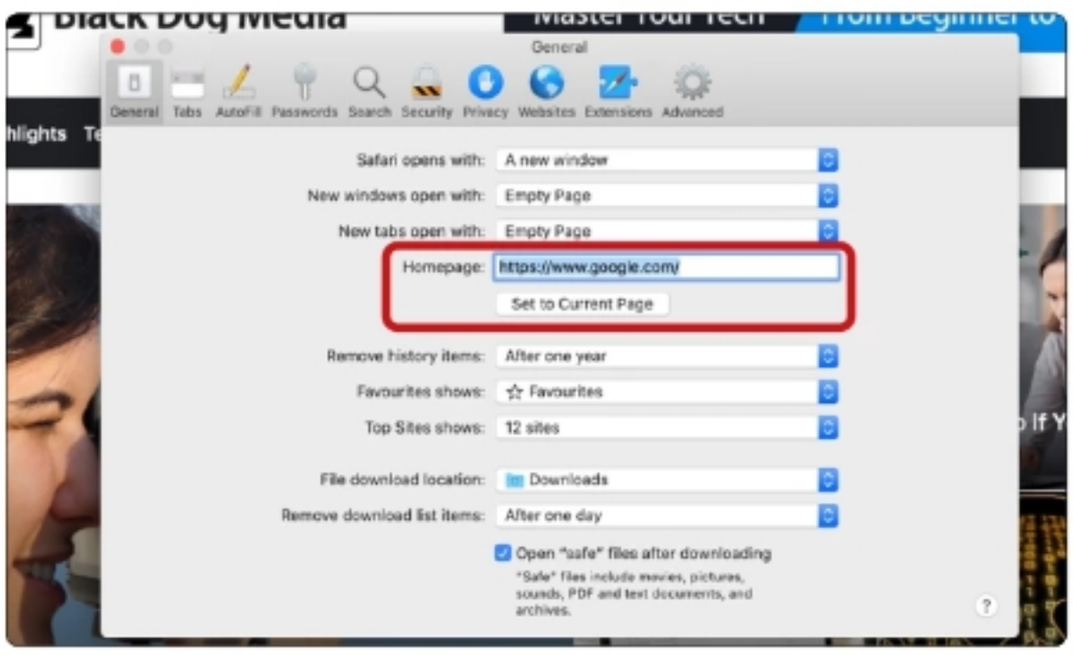




Set New Home Page

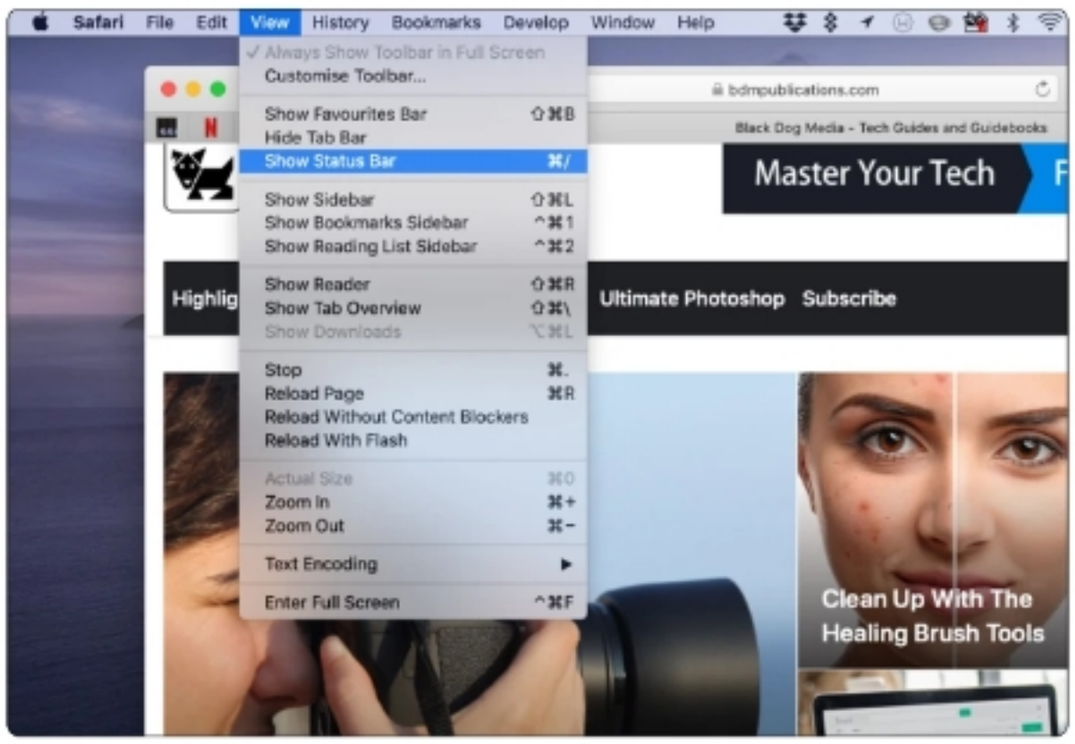


1 Open a new Safari window and navigate to the web page that you want Safari to load each time you launch the app. Click the Safari menu (top left corner), then select Preferences to display Safari's preferences dialog box.



2 Ensure the General tab is selected and press the Set to Current Page button. A small window may pop up requiring confirmation; press Change Homepage to continue. The required page address now appears in the text box above. It's now your default home page.

Display Status Bar



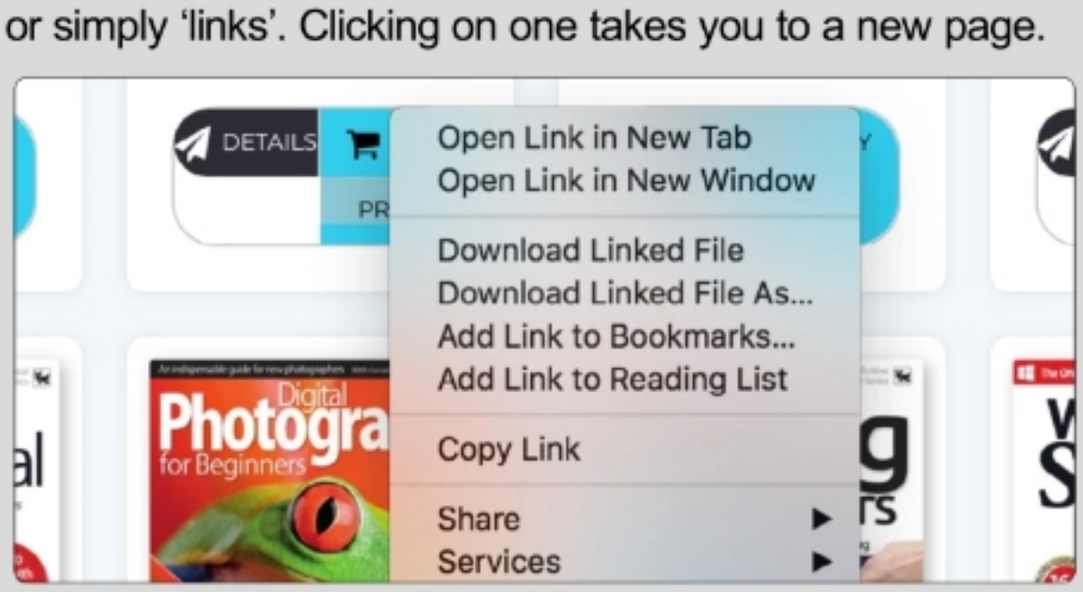
1 Ensure a Safari window is open and active, i.e. the window controls in the top left are the usual colours, and not coloured grey. Click the View menu and select the Show Status Bar option, which is found near the top of the menu.

2 You should now see a grey strip along the lower part of the window. If you hover the mouse over a link, the status bar tells you exactly where the link is headed. This is very useful if you suspect the link takes you somewhere you don't want to go.

Using Links.

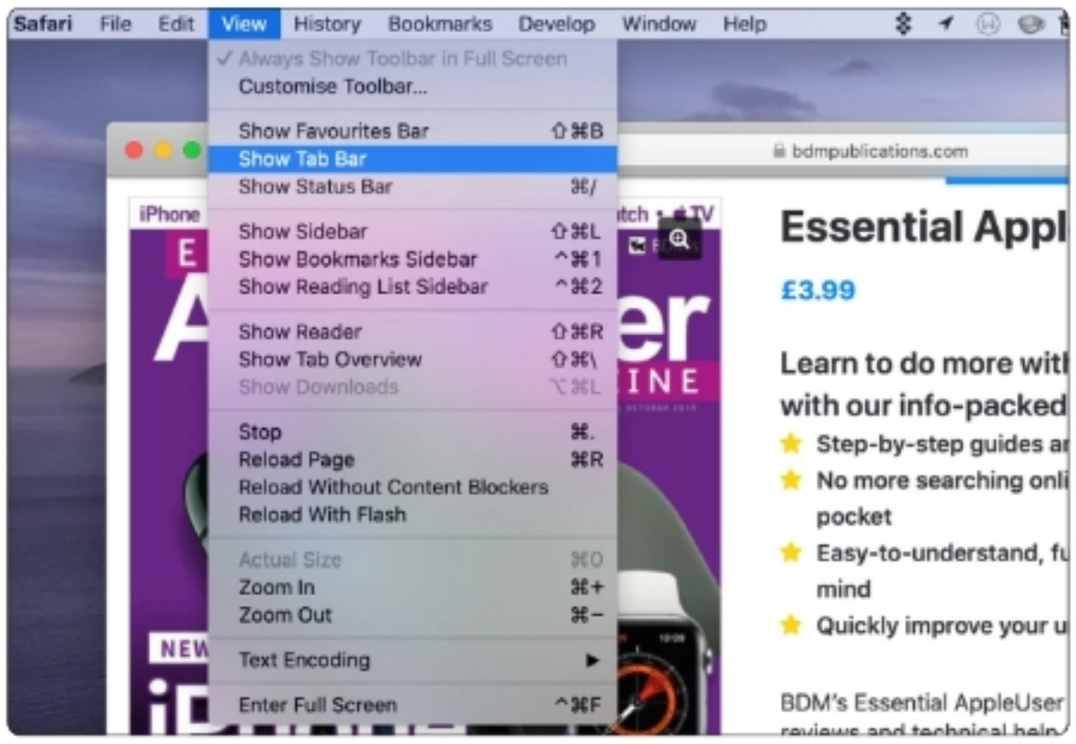
You navigate the worldwide web in Safari by using hyperlinks or simply 'links'. Clicking on one takes you to a new page.

A link in Safari can be a piece of underlined text, a picture or a button, or simply an area of the screen. Drag your mouse pointer across Safari. When it's over a link, the pointer turns into a hand. Click there to open the linked page in your browser.



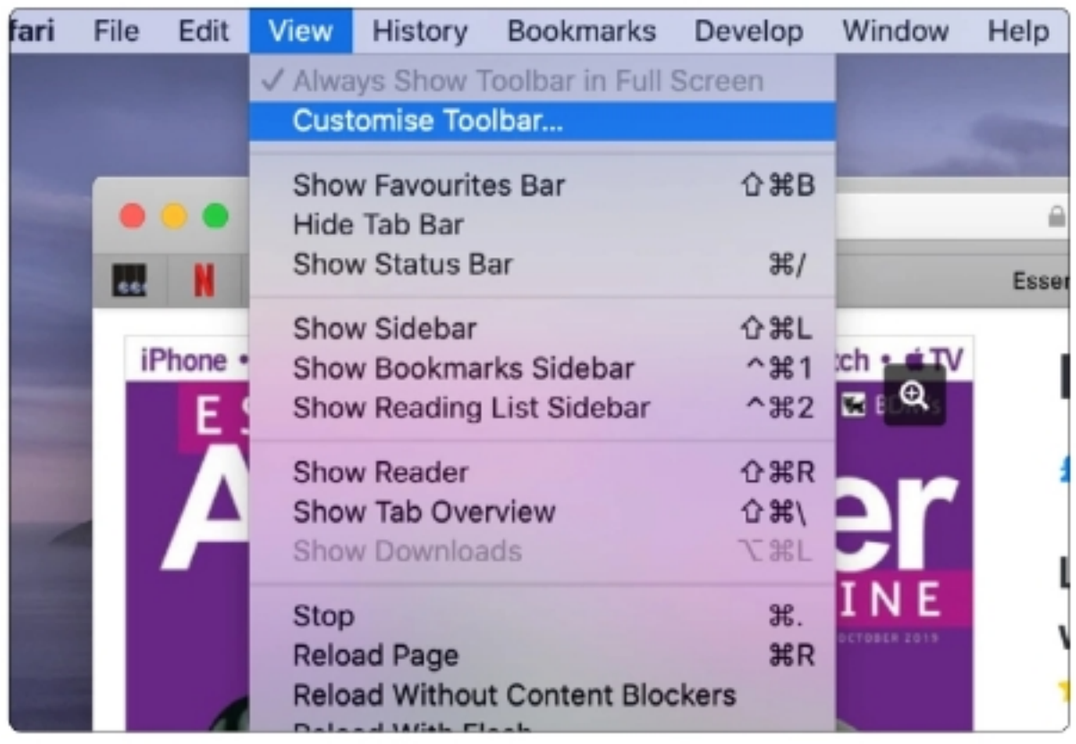
If you don't want to navigate away from the page that you're currently on, right-click or Ctrl-click on the link and from the pop-up menu, choose Open in New Tab or Open in New Window. You can then look at the new page without closing the old one.

Display Tab Bar



1 To toggle Safari's handy Tab bar on and off, open a Safari window and click View in the menu bar at the top of the screen. Select the Show Tab Bar option. Alternatively, you can use the keyboard shortcut: simply press CMD-Shift-T.

Add Tools to the Toolbar



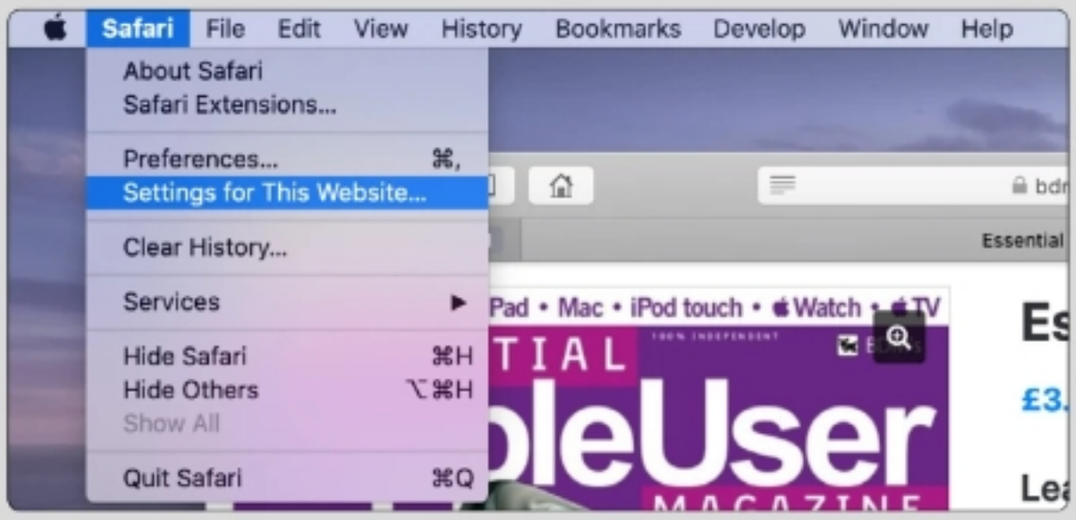
1 Right-click or CMD-click on the toolbar and select Customise Toolbar; or click the View menu and select the option from there. A window slides down. To add a button to the toolbar, simply drag it from the selection in the window onto the Toolbar.

2 Your current page should now have a tab marker just below the bookmarks bar, as shown in the screen above. To add a new tab, click the '+' sign at the right of the Tab Bar. If you want to hide the Tab Bar again, simply repeat step 1 and it will disappear.

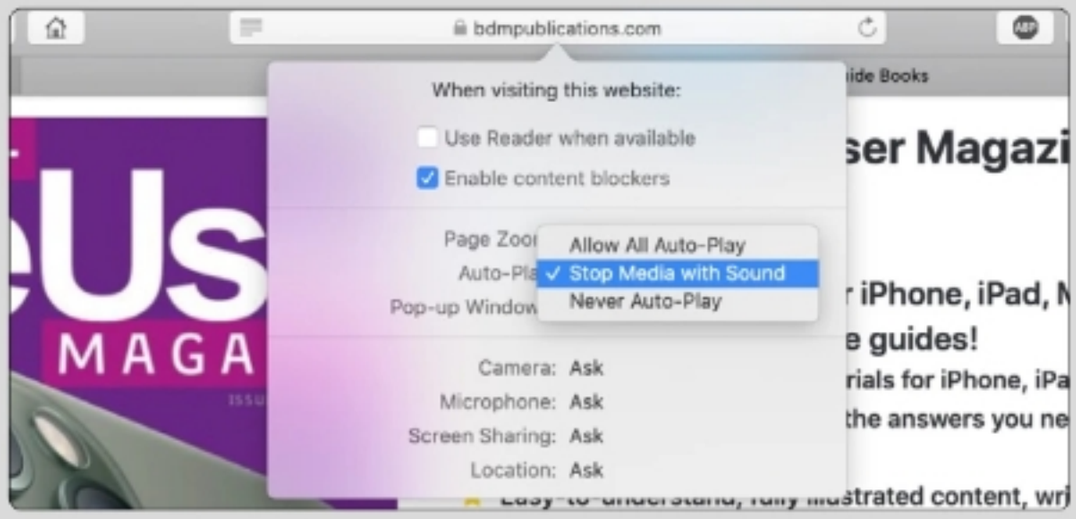
2 Repeat this with as many tools as you need. When you're finished, click Done. To remove a tool from the toolbar, hold the CMD key and drag it off; it disappears in a puff of smoke. To reset the tools to how they were originally, drag the default set of tools onto the Toolbar.

Tailor Site Settings and Block Auto-play Videos.

If you want to customise your Safari window's Toolbar, there are a variety of useful tools that can be added.



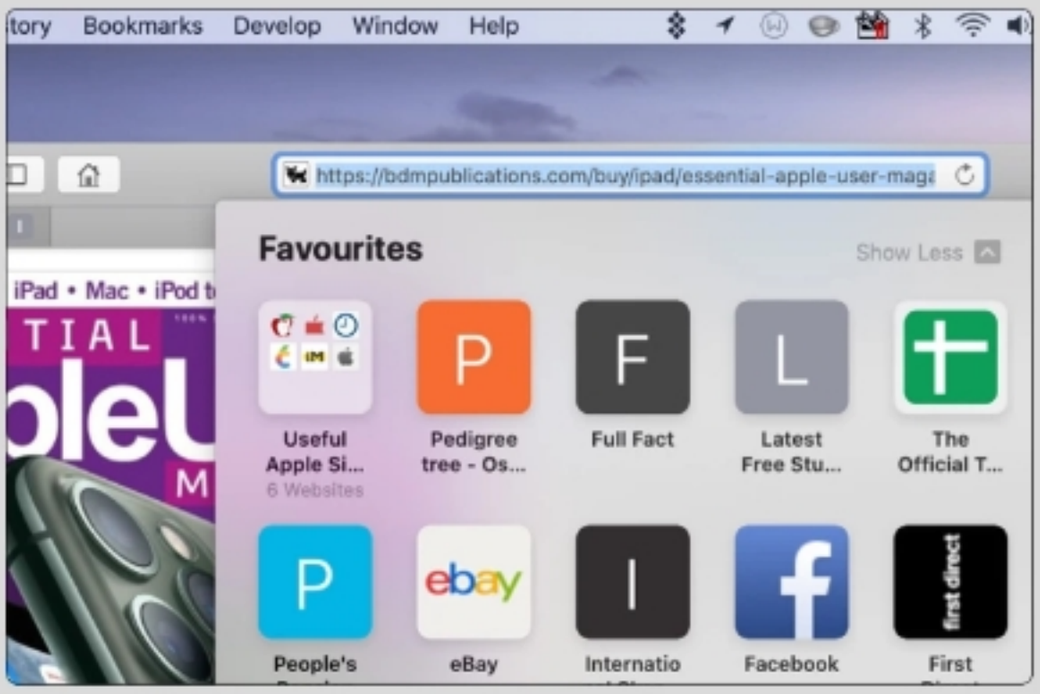
You can tailor specific settings like the zoom level, location services, content blockers and more for individual websites. These settings are then applied whenever you load that site. Open the website and in the Safari menu, select Settings for This Website.



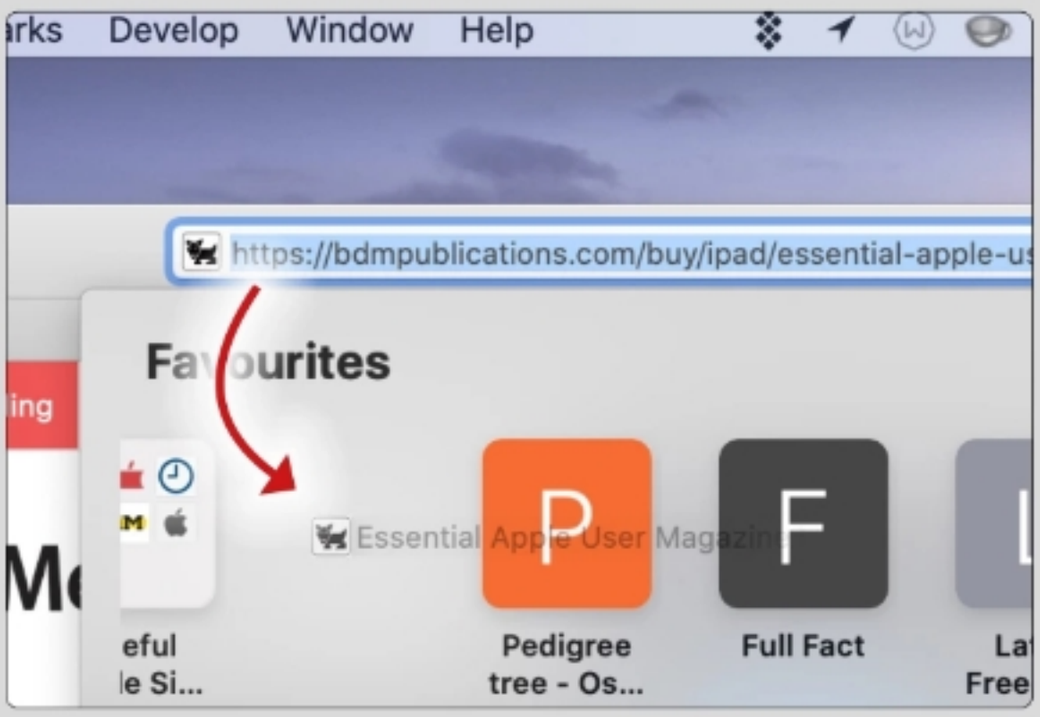
Page Zoom and Auto-Play are set with pull-down menus that appear when you hover over their current values. By default, the Auto-Play function stops videos with sound automatically playing when you open a site but you can override this using the Auto-Play menu.

Safari's Top Sites.

Top Sites gives you a window full of useful shortcuts to your most frequently visited sites. Here's how it works.



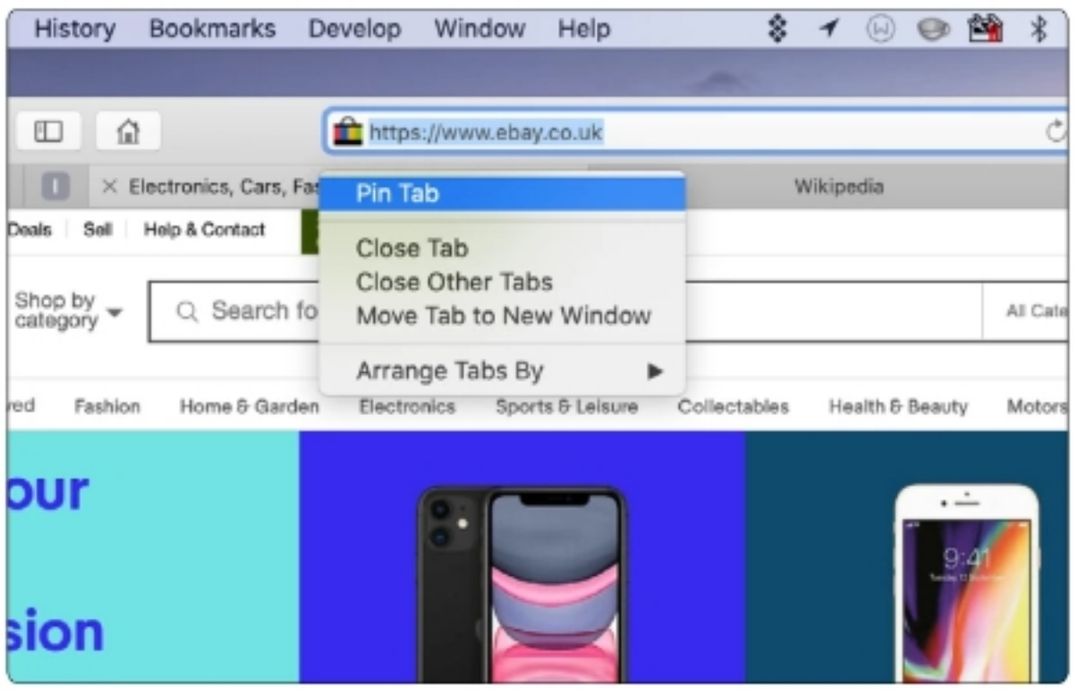
Click on the URL field at the top of the browser to access a window showing a grid view of website thumbnails you've marked as favourites, along with those you've visited most recently.



To add a site, click the URL field to open the Top Sites window and then drag the URL into it. You can drag icons around the Top Sites window to reorder them, or out of the window to remove them.

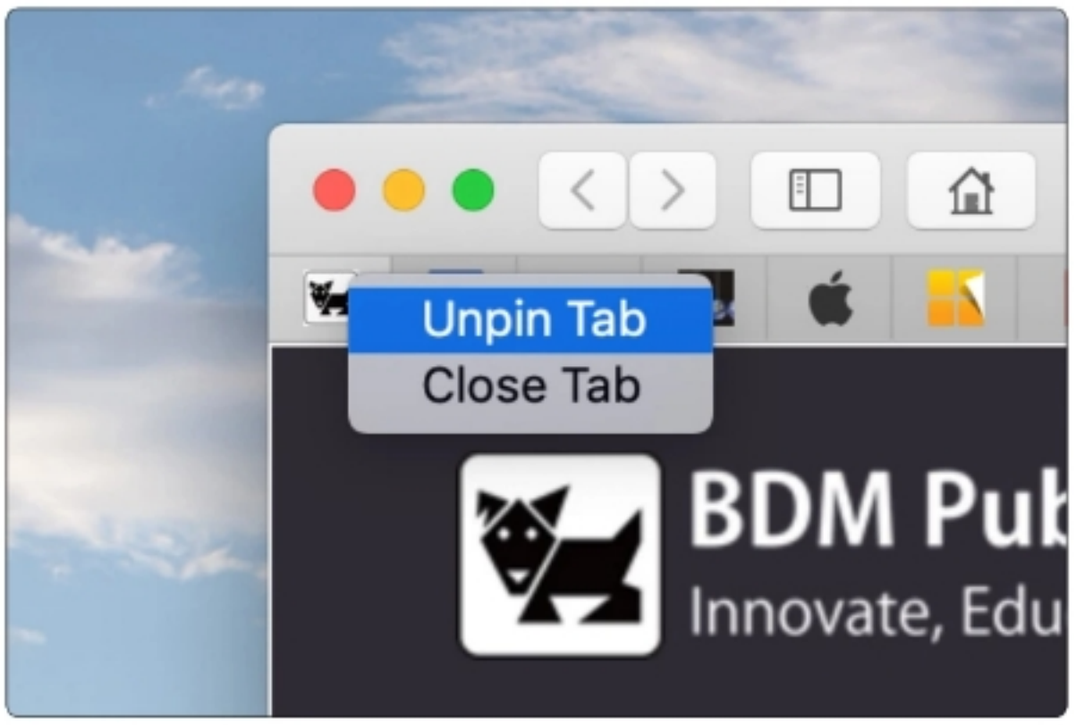
To the Top Sites window, macOS Catalina adds: Siri suggestions, sites from your Reading List, bookmarks, tabs that are open on other Apple devices signed into the same Apple account as your Mac and more.

Pinned Sites



1 If you're not currently in Tab view, go to the View menu and select the Show Tab Bar option near the top of the menu. Now open the site you intend to pin and right or CTRL-click on its tab. From the pop-up menu, select the Pin Tab option.

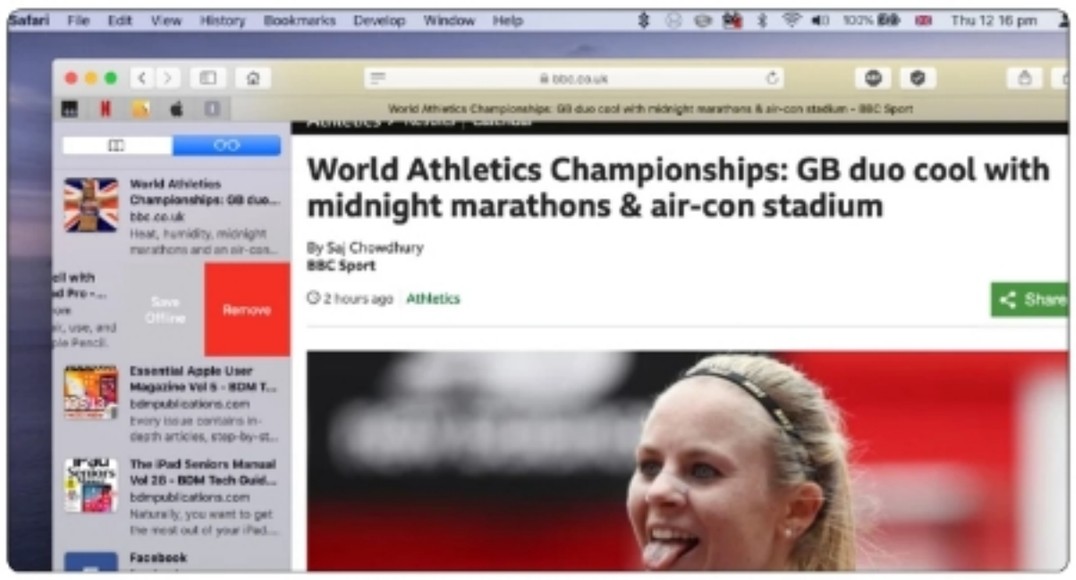
2 The site gets a small tab in the left-hand side of the tabs bar. This is always in place, ready for you to click on it and open the site. You can pin multiple sites in this way. They all appear as small tabs, showing a symbol or letter indicating their content.



3 To remove a site's pinned tab, right-click or CTRL-click on it and from the pop-up menu, select Unpin Tab. The previously pinned tab then becomes a regular tab. You can reorder your pinned tabs by dragging them within the tabs bar.

The Safari Reading List

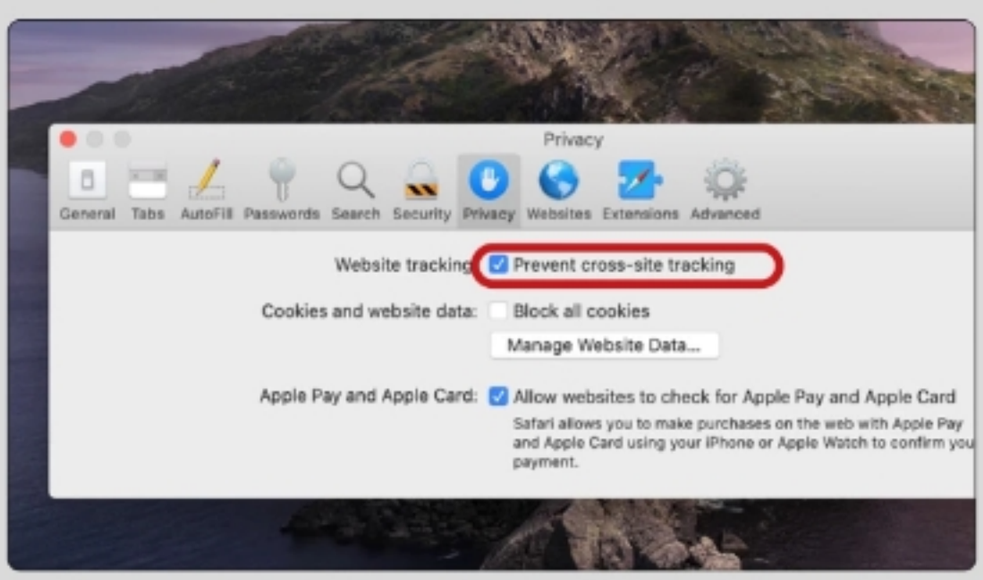
1 To save a page for later, click the Share button and select Add to Reading List. To view your Reading List, open the sidebar and click the middle button (the spectacles). You see the title, a thumbnail, and a brief summary of the page that you saved. To revisit any of the pages in your list, click on the list entry to go straight to it.



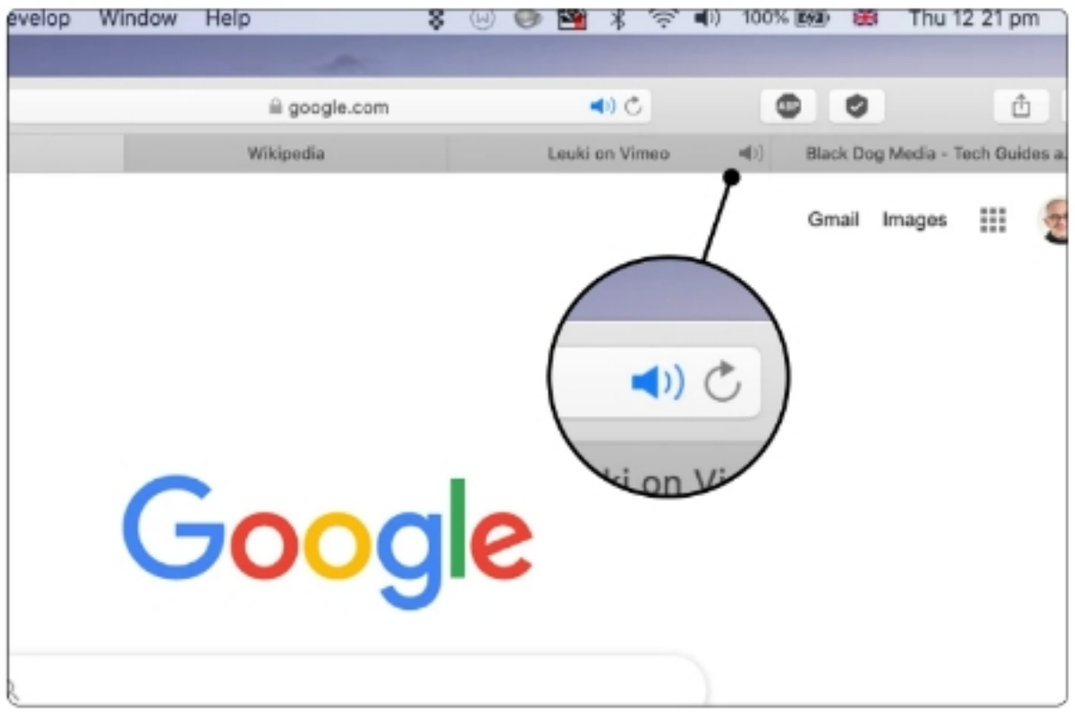
2 You can search your reading list by typing in the search bar at the top of the list, and view only unread links by clicking on the Unread button. To remove a site from your reading list, right-click or CTRL-click on the site you want to delete and from the contextual menu that appears, select Remove Item.

Stop Online Tracking.

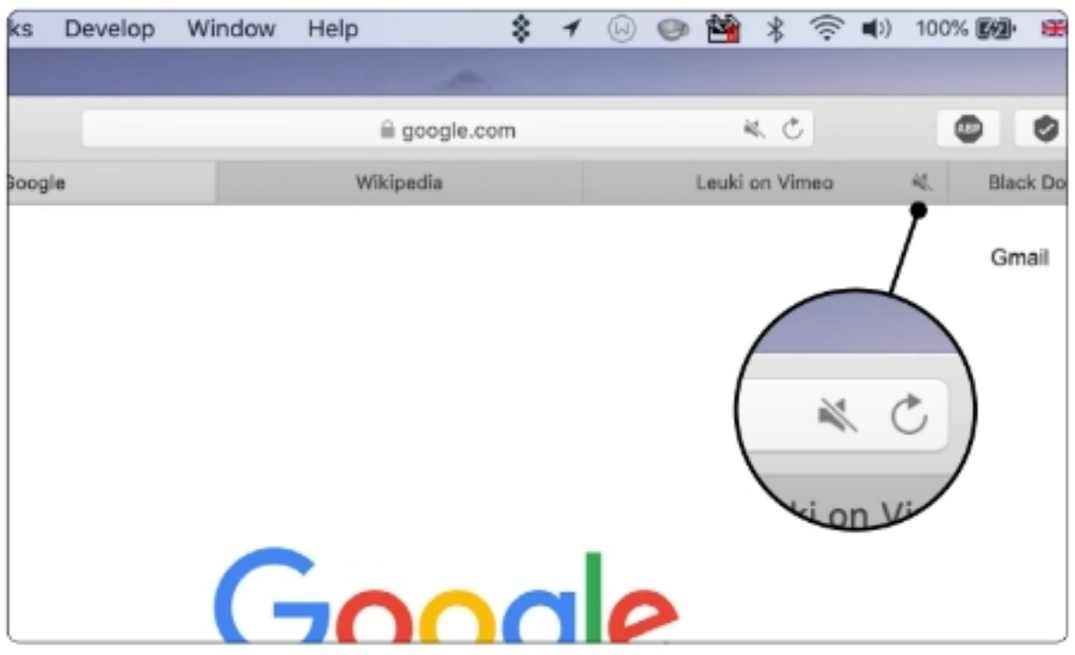
Some Web advertisers track your online behaviour. To protect your privacy, Safari can block this. In the Safari menu, open System Preferences, click on the Privacy tab and tick 'Prevent cross-site tracking'.



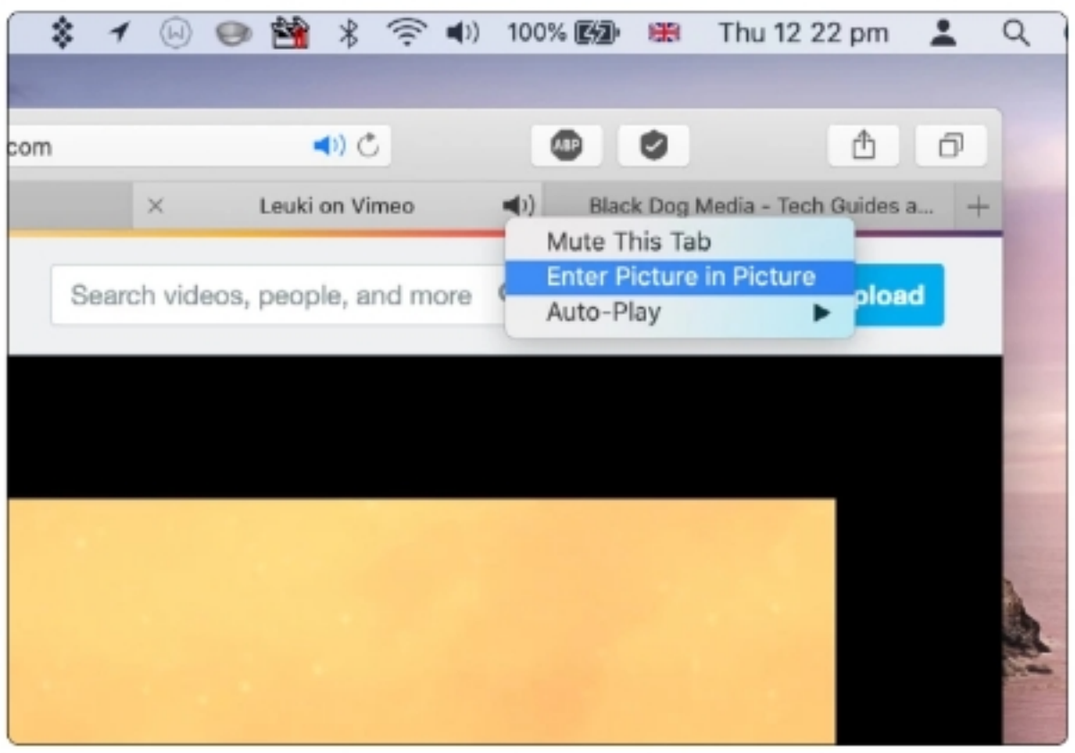
The Tabs Audio Indicator



1 Websites that play audio as soon as you open the page are really annoying. Thankfully, individual tabs can be silenced using this simple Safari tip. In Safari you can tell which one is making the sound. Just look for the tab with the speaker icon, shown on its right.



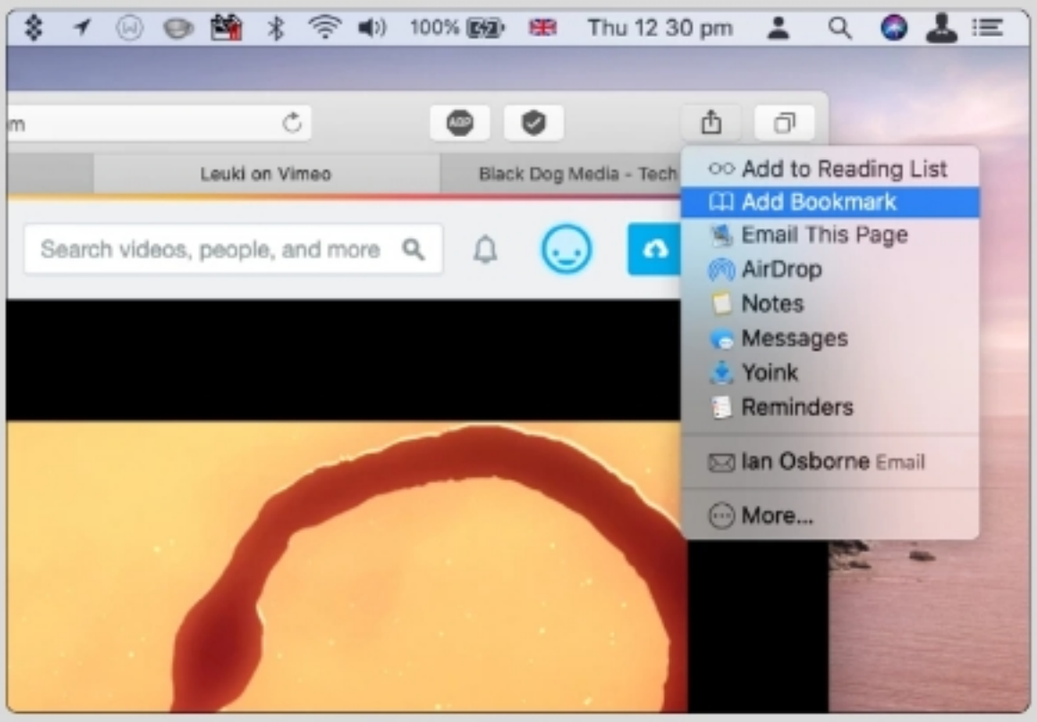
2 You can mute this sound by simply clicking on the speaker icon. If more than one tab is producing audio, right-click on it for more options. You can see which tabs are making a sound, mute that particular tab or mute all the others.



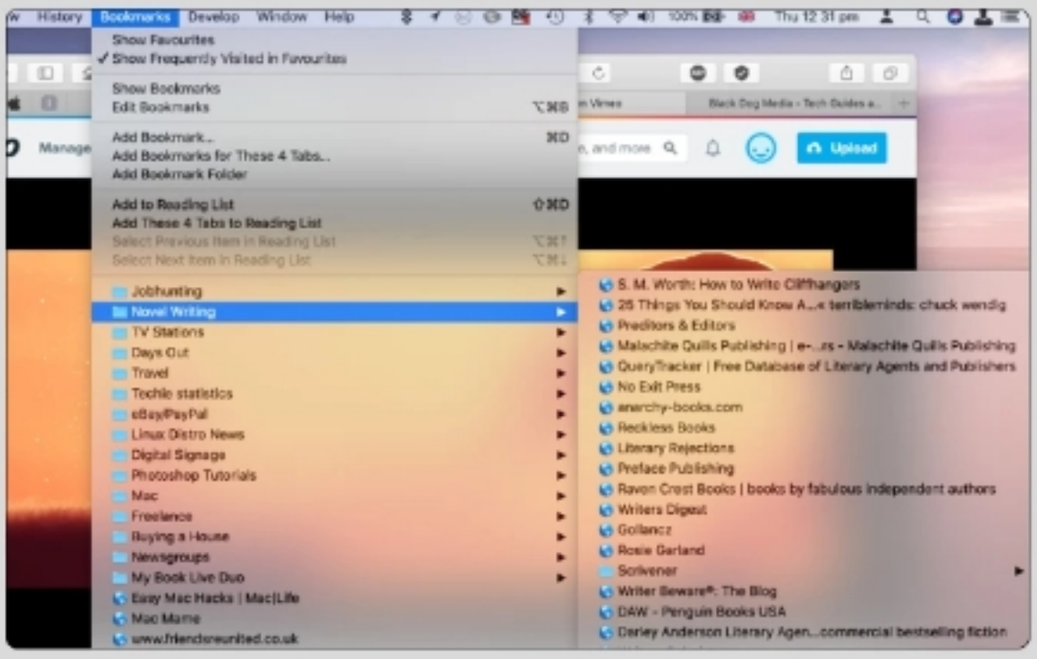
3 If the audio is coming from a video, you can enter picture-in-picture mode from the Audio icon; right-click on it and select the option. This puts the video in a floating window, which you can watch while doing other things on your Mac.

Using Bookmarks.

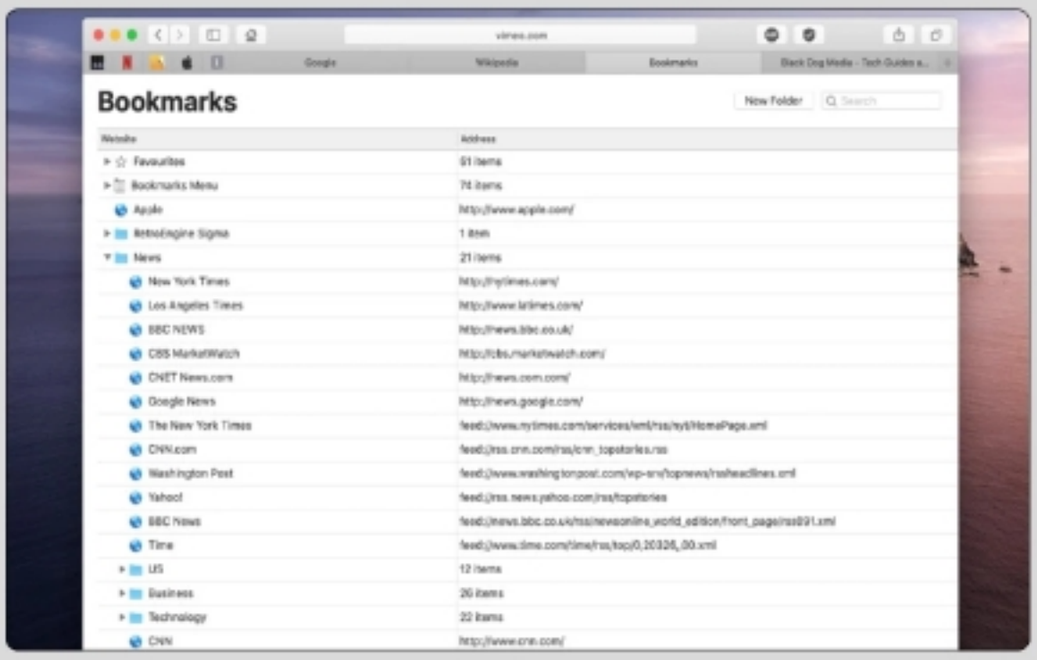
If you find a site that you like and would like to keep coming back to it, you can add a Safari bookmark.



Add a bookmark for a site by clicking on the Sharing icon and selecting Add Bookmark. You can also use the Add Bookmark option from the Bookmarks pull-down menu or press CMD-D.



You can access your bookmarks by using the Bookmarks pull-down menu. Click on one of the listed sites to open it in the current window. Bookmarks can be arranged into folders, thus grouping similar sites.

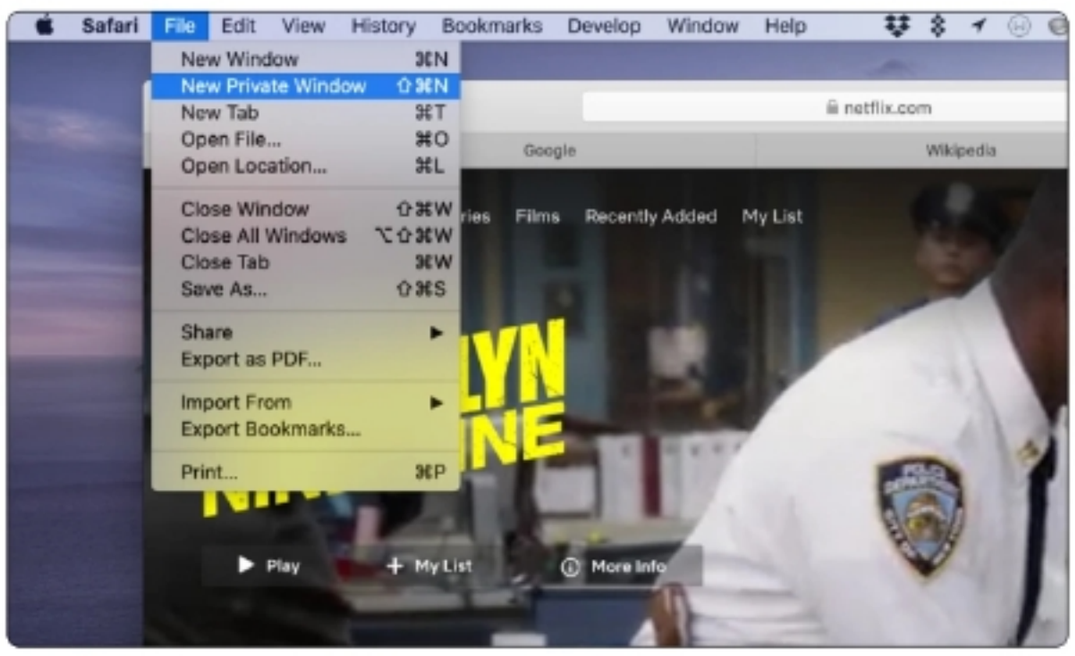


Click on Bookmarks and select Edit Bookmarks. From here, you can edit the names of bookmarks by right-clicking, arrange them into folders (see the New Folder button) and delete them by dragging into Trash.

Getting More from Safari

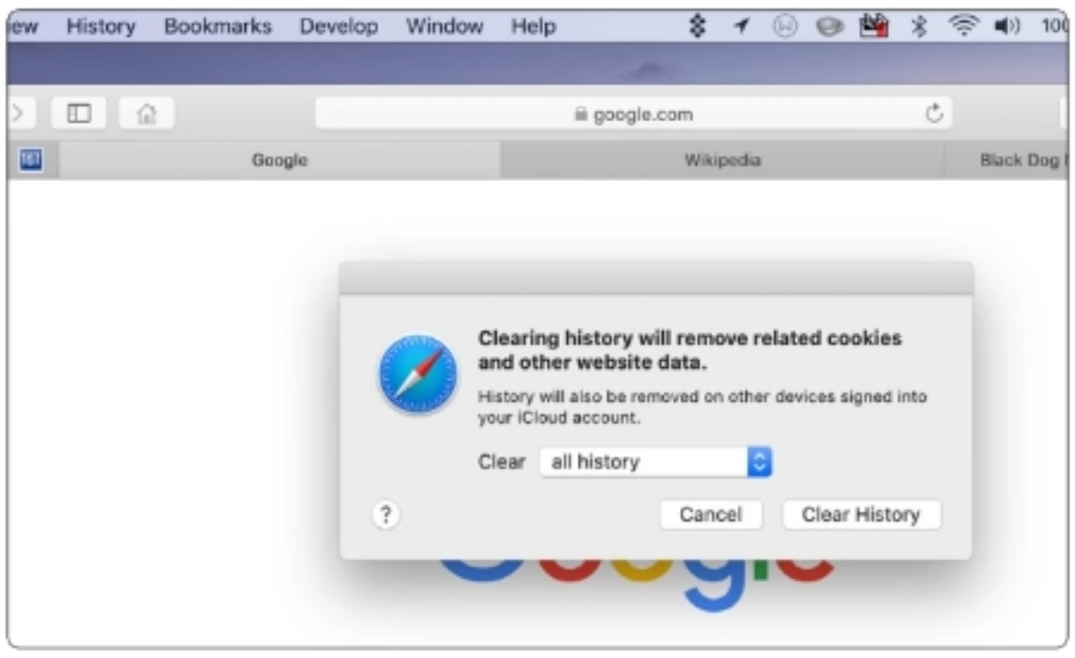
Show All Tabs

The Show All Tabs view, available via the View menu, lets you view thumbnails of all the tabs you have open. Click one to open it, and click '+' for a new one. At the foot of the window, you'll see tabs open on other devices logged in with the same Apple ID.



Private Browsing

Private Browsing lets you browse the Internet without adding tracking cookies or recording where you've been in your history. Activate Privacy Mode by selecting New Private Window in the File menu. In a private window, the URL field is darkened.

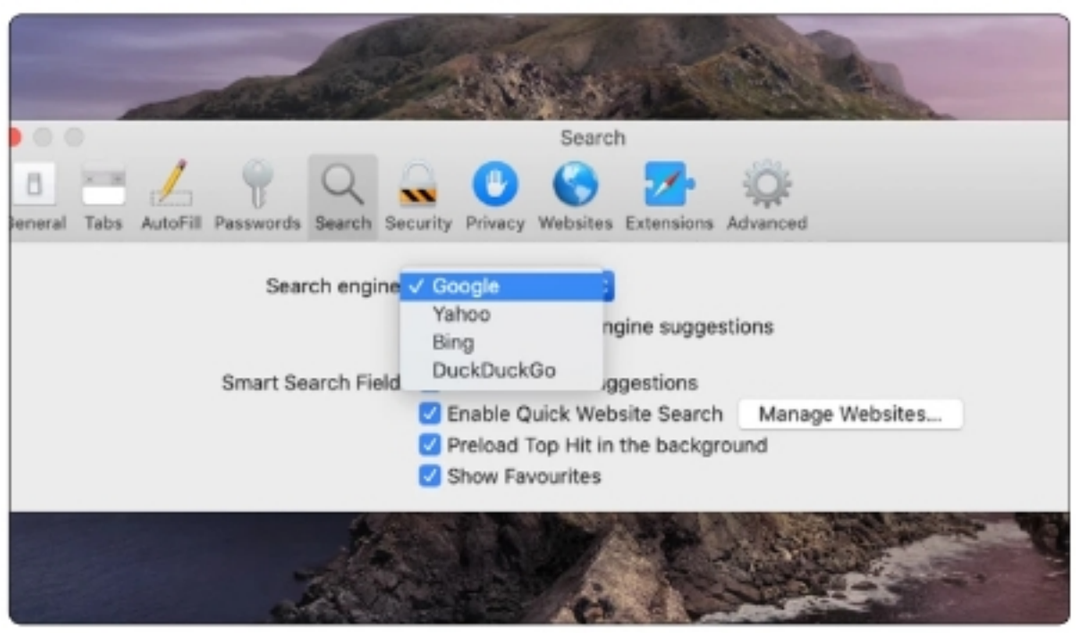


Clear Browsing History

In the History menu, the bottom option clears your browsing history and website data. Hold Alt while you select it to delete your browsing history, but not website data. To clear more selectively, select Clear History in the Safari menu and use the pull-down menu.

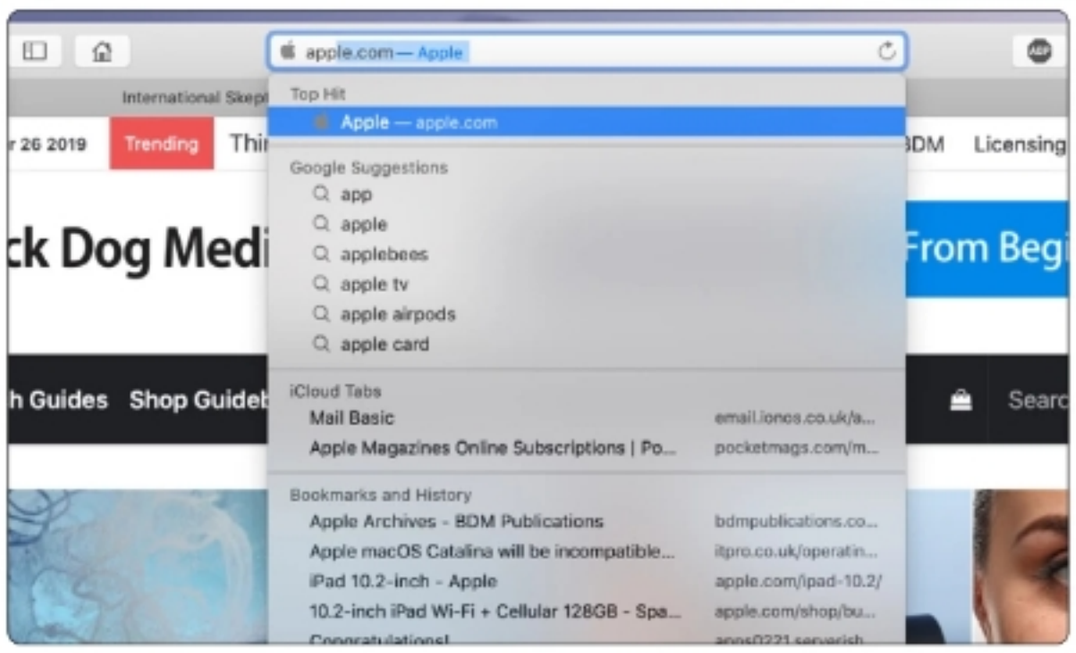
Weak Password Warning

If you attempt to log on to a website using a password that's weak or easily guessed, Safari gives you a warning and suggests you change it. Click Change Password and Safari suggests a stronger one, which is stored in your keychain.



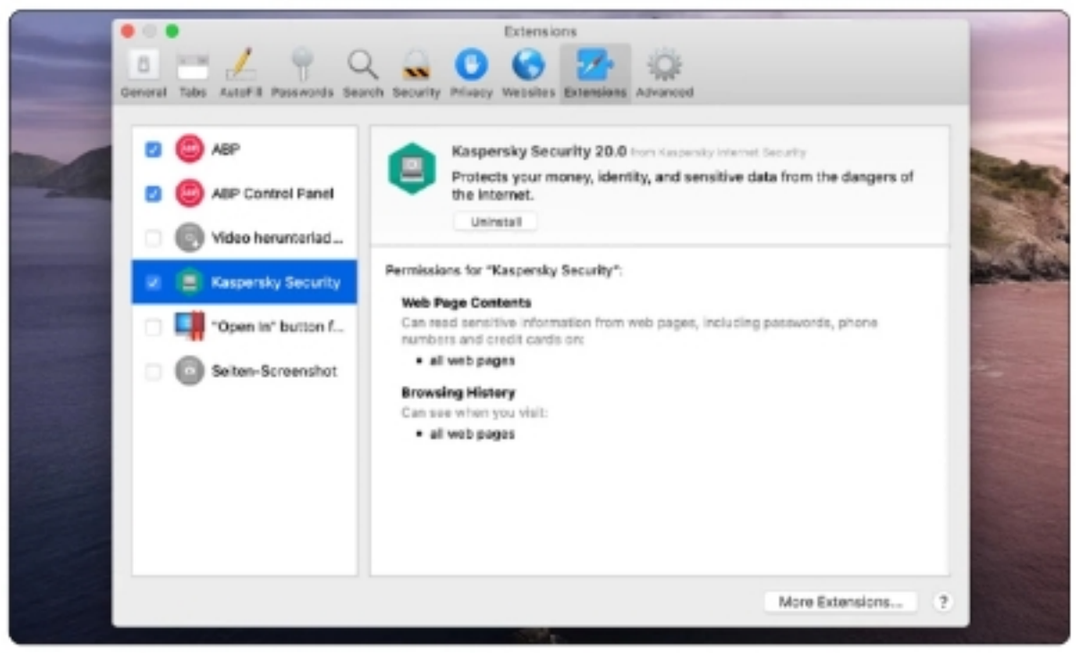
Change Your Search Engine

To change the search engine Safari uses by default, select Preferences from the Safari menu. Click on the Search tab and from the pull-down select the search engine you want to use. The sites on offer are Google, Yahoo, Bing and DuckDuckGo.



Integrated Spotlight Search

Spotlight search is a closely integrated feature of macOS, including Safari. From the search bar you can find links to web pages, bookmarks, browsing history and documents on your hard drive, simply by typing a search term.

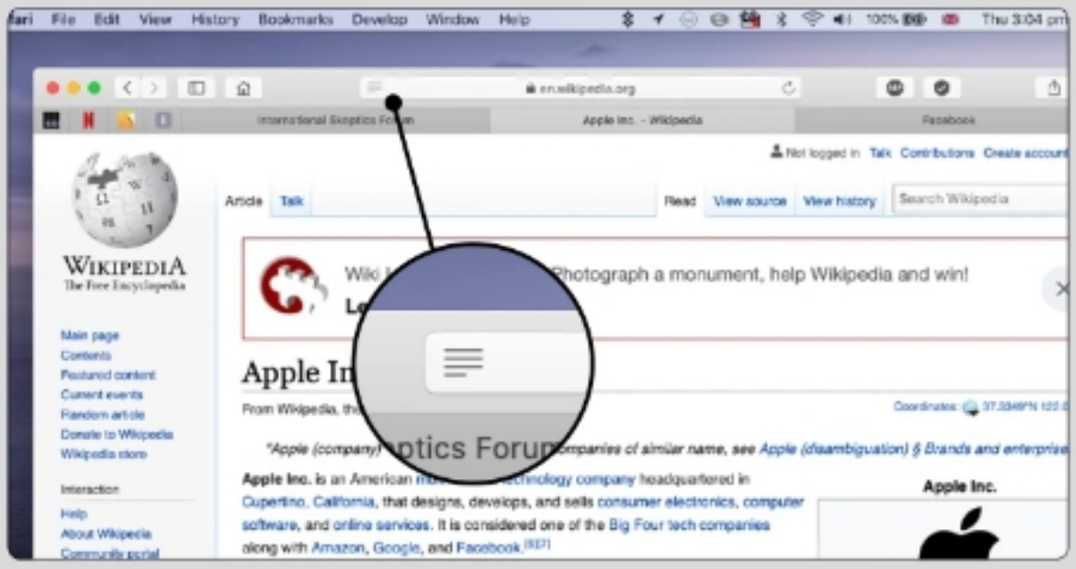


Safari Extensions

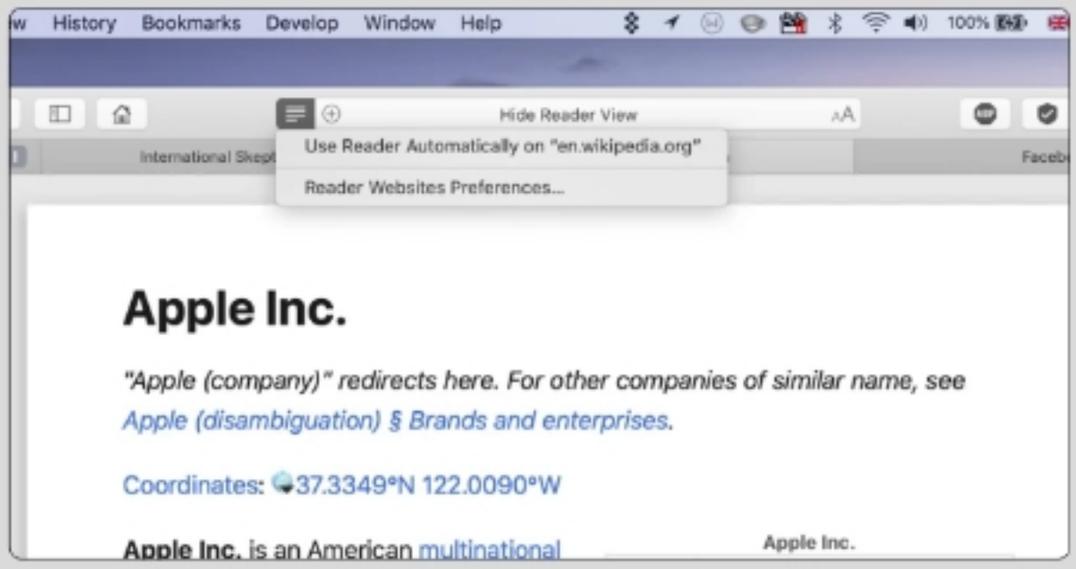
You can add extensions to Safari to expand its functionality. Open Safari's Preferences window (Safari > Preferences) and select Extensions. Click on the Get Extensions button to access a web page, from where they can be installed.

The Reader View.

Safari's Reader View cuts down on the distractions and lets you concentrate on what it is you're trying to read.



The Reader View isn't available on every web page. Look for these lines that appear in the left-hand side of the URL field when you hover the pointer over it. If they're there, you can click them to access the Reader View, for a simpler (and easily printed) page.



The Reader View can be configured to your own requirements. Right or Ctrl-click on the Reader View icon and you get a menu as shown, from where you can opt to always use Reader View on the current site. You can also click the two As icon to change the font, size and more.

Mail App
Send & Receive Email

Catalina has a great bundled email application, so sending and receiving emails is as easy as typing a message and clicking a button. Here's how to get the most from the Mail app.

1 This button downloads new emails. You can set your Mail app to check automatically but this button does so manually.

2 When you want to write a new email from scratch, click on this button to open a blank one.

3 This button archives the selected message. Very useful if you want to make sure you don't delete it.

4 If you want to throw away the currently selected email, click here to send it to the Trash folder.

5 This button moves the selected email to your junk mail folder. Use it to help the Mail app identify 'spam', which is junk emails.

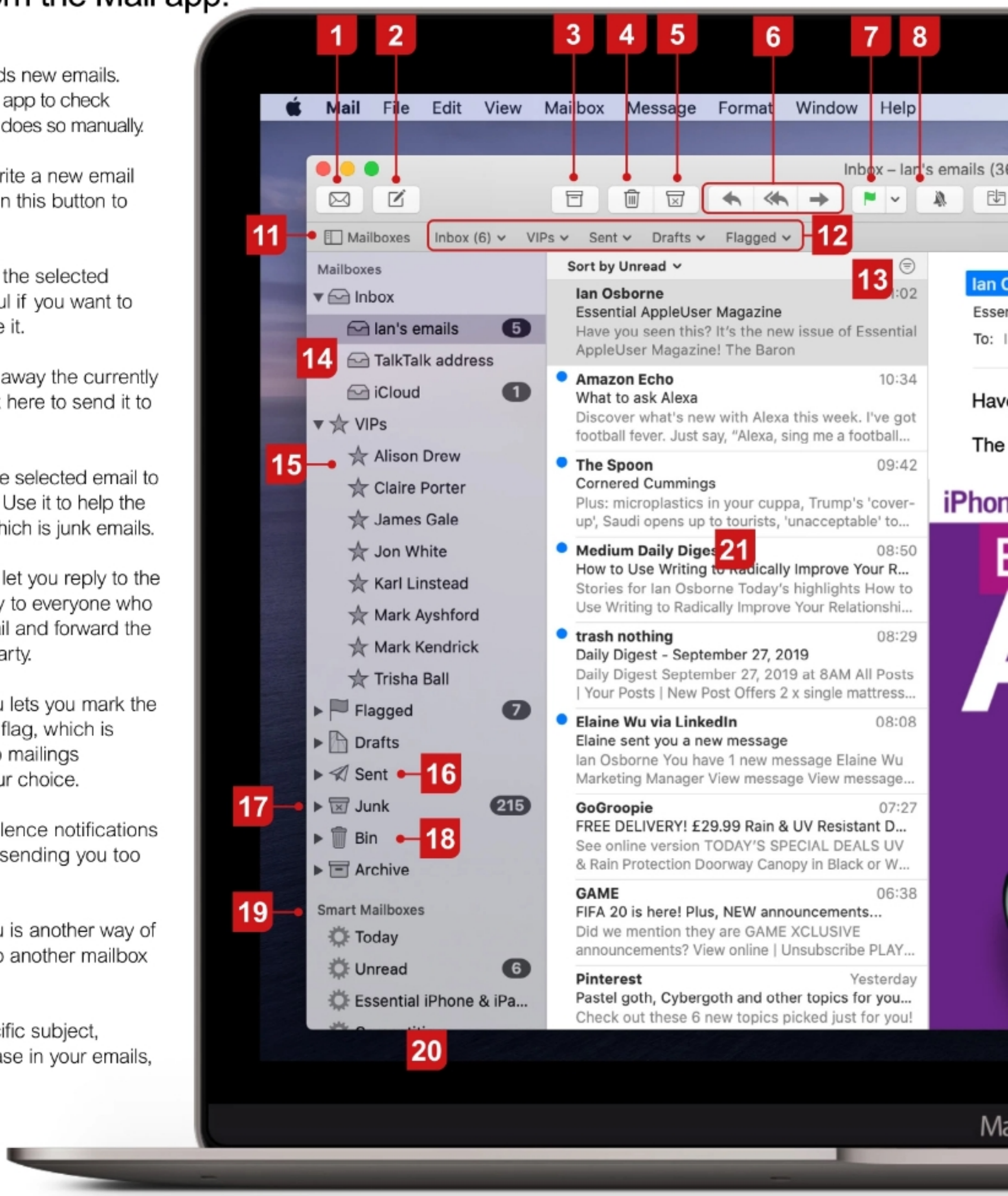
6 These three buttons let you reply to the selected email, reply to everyone who received the selected email and forward the selected email to a third party.

7 This pull-down menu lets you mark the current email with a flag, which is useful if you want to group mailings according to criteria of your choice.

8 Use this button to silence notifications on threads that are sending you too many alerts.

9 This pull-down menu is another way of moving an email into another mailbox or folder.

10 To search for a specific subject, person or word/phrase in your emails, use the field here.



11 This icon opens and closes the sidebar shown here.

12 These dropdown menus let you navigate between mailboxes and can be used instead of clicking on the sidebar.

13 Click this circular icon to toggle between showing all emails and only unread emails.

14 These are email inboxes and as you can see, we have four email accounts set up in Mail; however, you can have more or less if you prefer.

15 When you identify a sender as a VIP, their name appears in this section. Click the triangle to open and close it, and click on a name in the list to see emails from that person.

16 This is your email accounts' Sent folder. Click on it to see emails you've sent. Open them and you can forward or resend them.

17 Junk emails, or spam, are sent to this folder. You can send them there yourself too (see '5').

18 Emails you've thrown away are sent to the Bin. You can take them out again, or empty the Bin, just like the macOS Dock's Bin.

19 Smart mailboxes let you set up rules, so emails that meet the conditions applied appear in a smart folder as well as in the main inbox.

20 When Mail is downloading new emails, this message appears, showing you how many are being downloaded.

21 Your emails appear here. Unread emails are shown with a blue dot to the left. Click on an email to open it in the main window ('22').

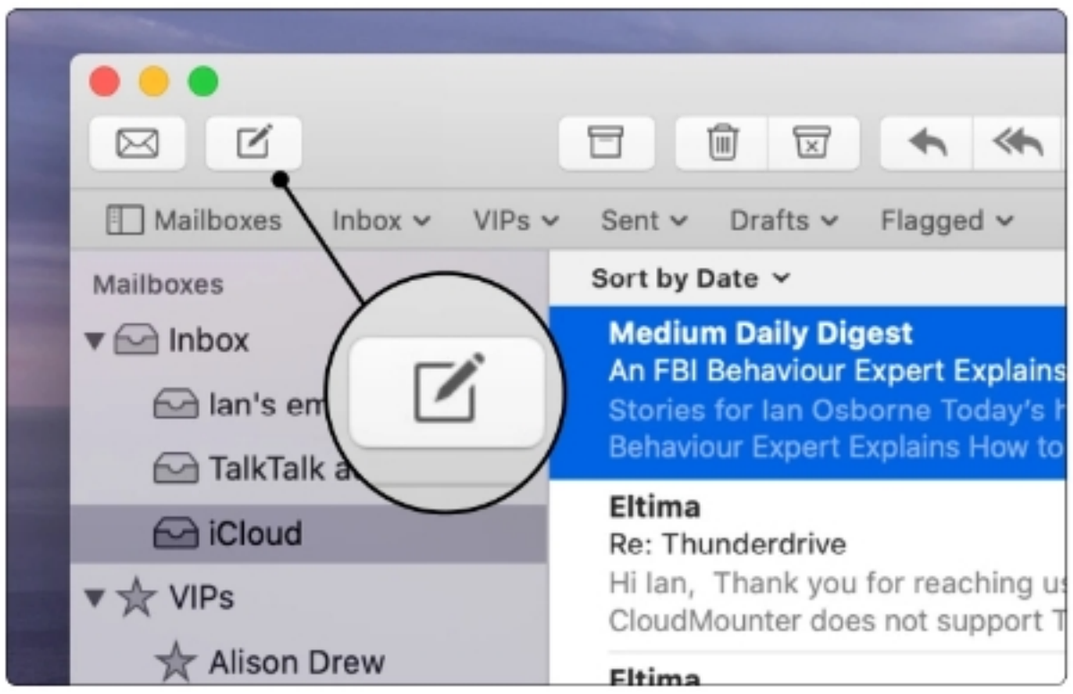
22 This is the main window, showing the currently selected email. Emails can contain text, images, links and more.

23 If the email's sender is in your Contacts and has a picture, it appears here. If not, it's just a grey circle with an initial in it.

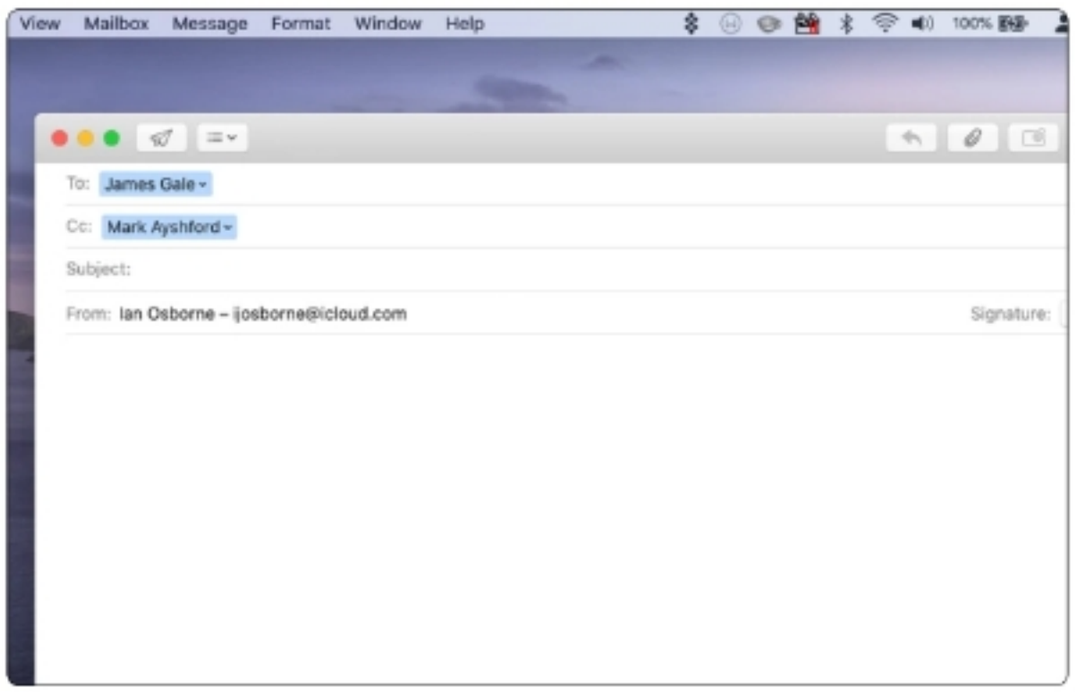
Updated Classic Layout.

To use the classic, column-based layout, in the View menu, select Use Column Layout. You can also check or uncheck Show Side Preview, to set the email preview to the side or below the list.

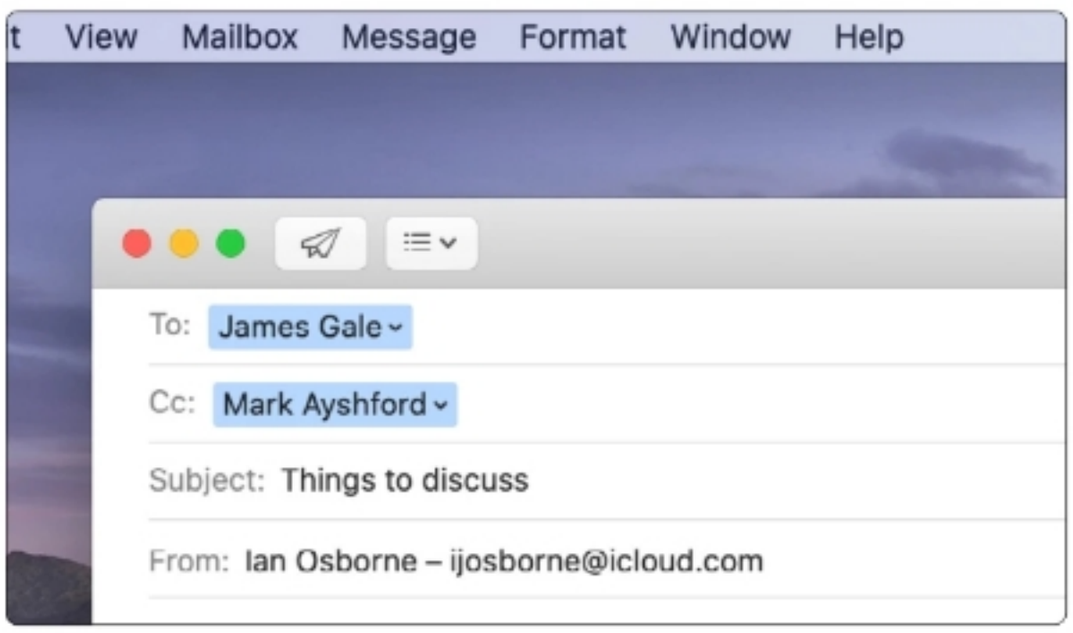
Sending a New Email



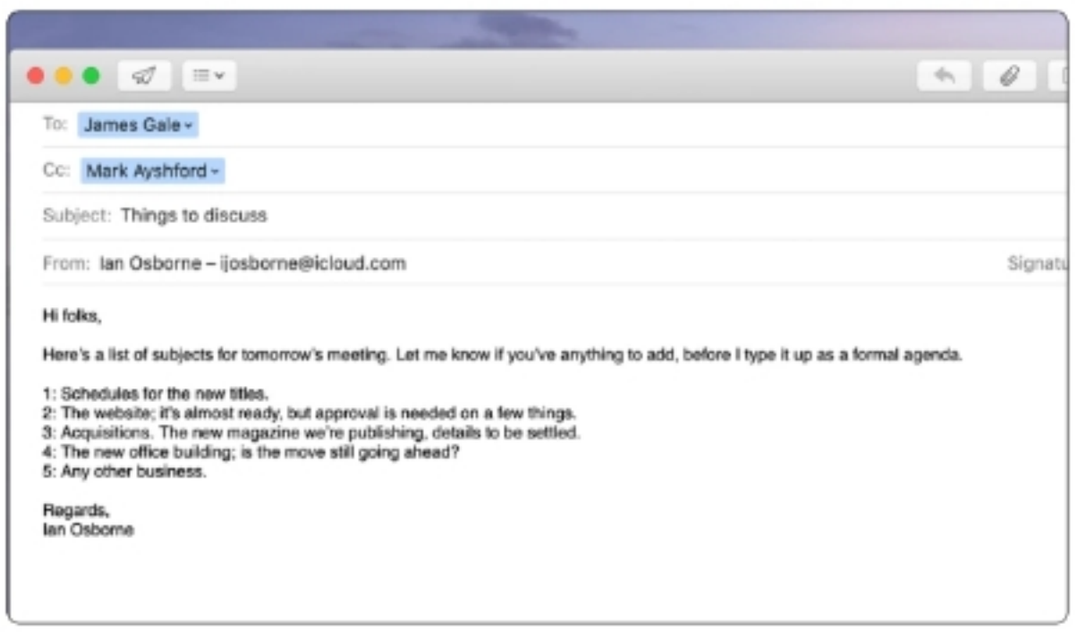
1 Here we show you how to open a new, blank email, write a message and send it to a given email address using the Mac's Mail app. To send a new email, click on the button in the top left corner of the screen, with a picture on it that looks like a pen writing on paper.



2 To send someone an email, type their email address into the box marked To:. To also send it to someone else, add their email address in the Cc: box. Add multiple email addresses in either box, separated by commas, to send the same message to a group of people.

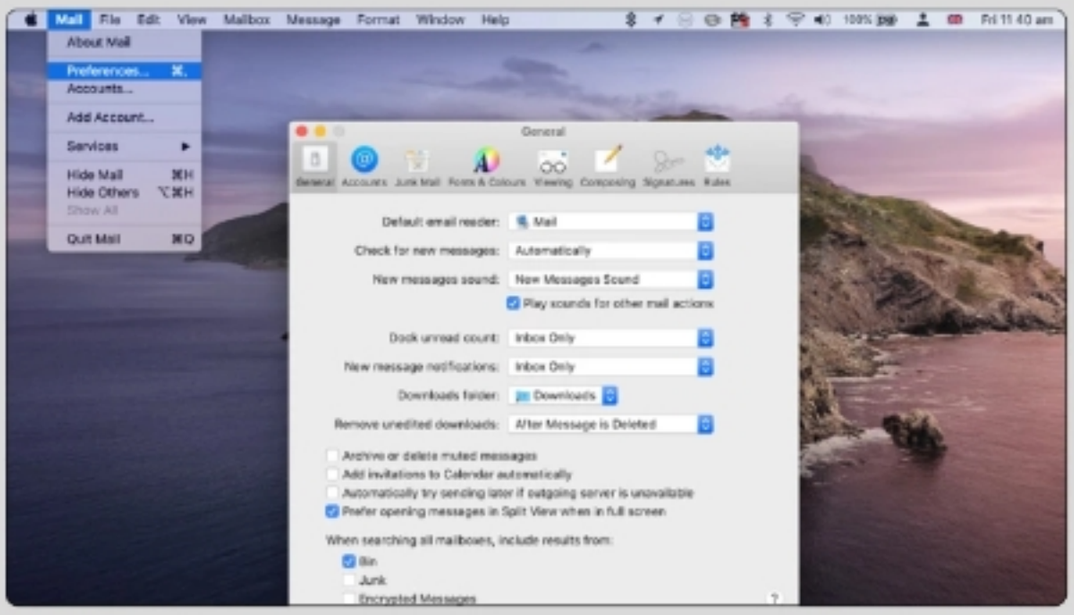


3 It's always a good idea to put something in the subject line, even if it's just 'Hello!'. Type the body of your message in the large space below. An email can be as long as you like and you can use different fonts, colours and sizes if you really feel the need.

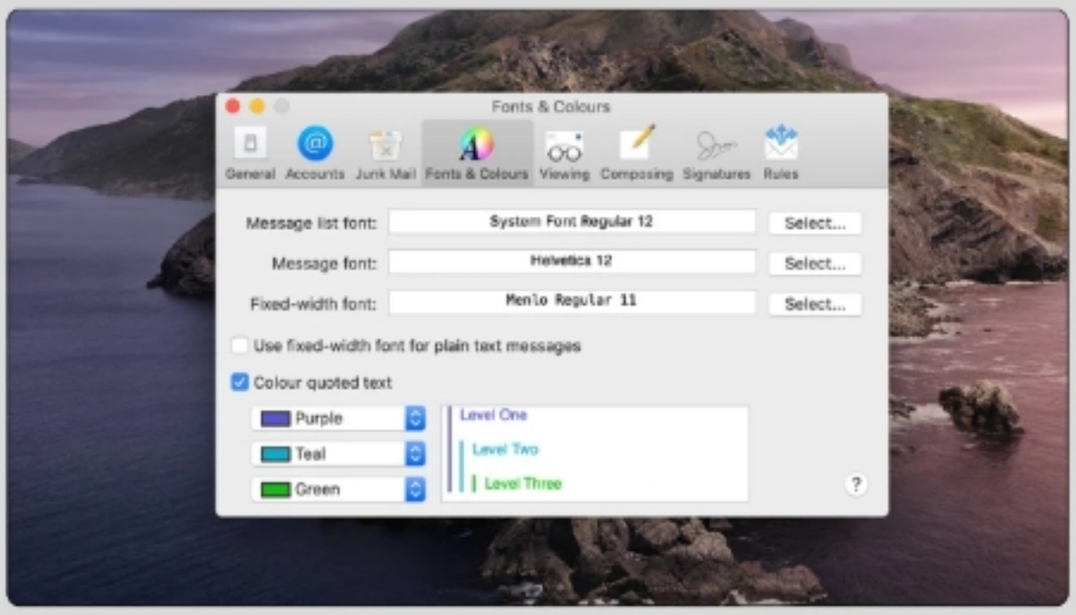


4 Once you've finished typing your letter, click the Send button in the top left corner of the email panel to send it on its way. Email is usually sent very quickly, and your addressee should receive it within a couple of minutes, as long as there are no issue with their connection or provider.

Customising Mail.



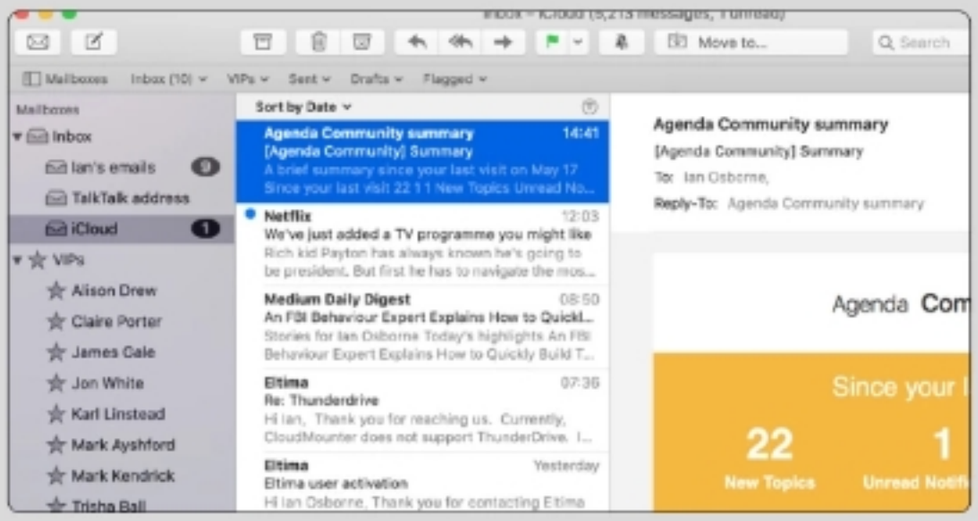
You can customise your Mail app by opening it and, in the Mail pull-down menu, selecting Preferences. Under the General tab, you can set an interval to check for new messages, decide where downloaded attachments go and more.



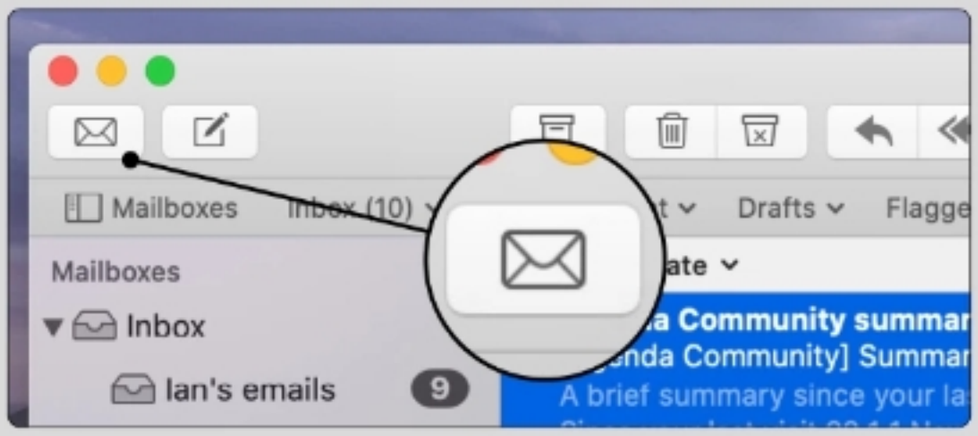
The Fonts & Colours tab lets you change the fonts and text size used with incoming emails and change the colours of quoted text. Explore the Mail preferences and set up how you choose, but be careful with the server settings.

Receiving Email.

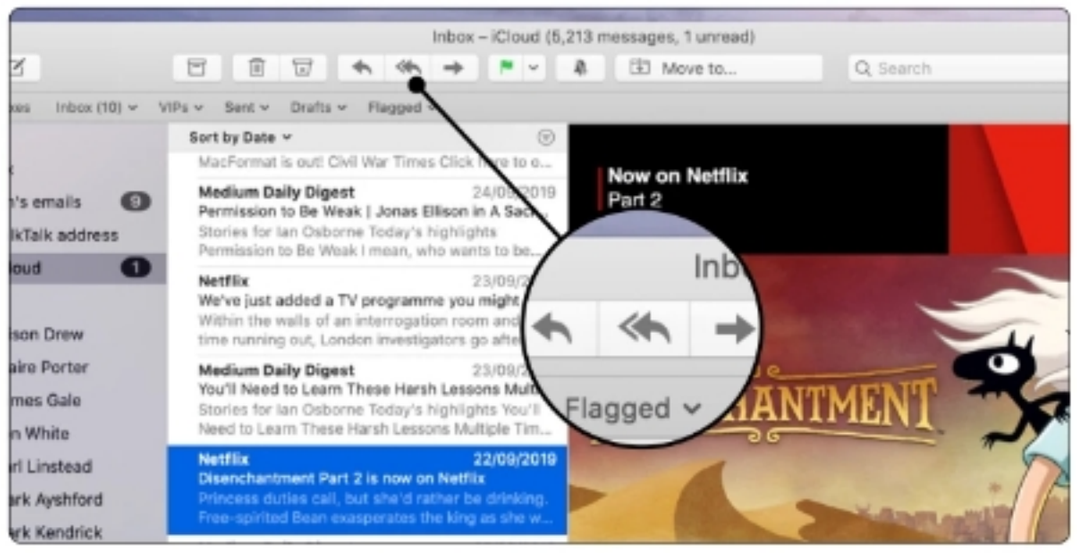
When you receive an email in your inbox, this is how you open and read it using the macOS Mail app.



Once you've set up your email account, you can send and receive email. As soon as you launch Mail, it connects to your email service and collect any email that is waiting for you. These messages are shown as a list in your Inbox. Click on one and it's displayed on the right.



While Mail is running, it periodically checks the server for new messages. You can also prompt Mail to look at the server immediately by clicking the button in the top left of the screen that looks like an envelope.



Replying to & Forwarding Email

If someone you know sends you an email, you'll probably want to reply to them. Simply click on the email so you are viewing the text of it, then at the top of the screen you'll find a row of three buttons. The leftmost one has a single left-pointing arrow on it. This is the Reply button.

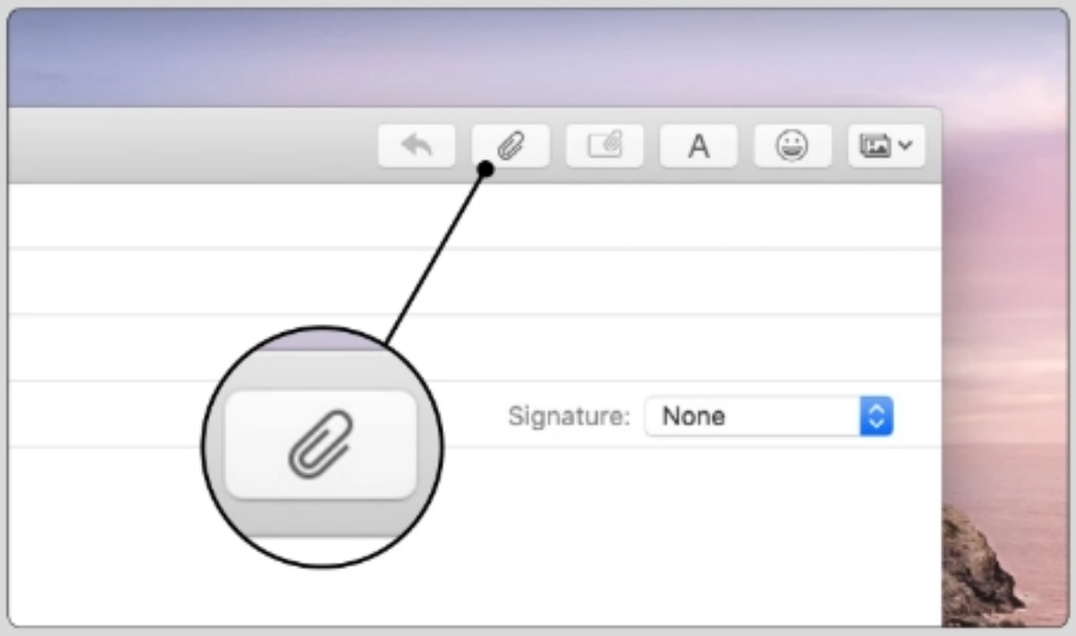
If you click on this you'll see a window pop up that looks a lot like the window for a new email, but it will have the responder's email address already in the To: box.

Next to the Reply button is a similar button with two left arrows on it. This is the Reply All button; use this with extreme care. If you have been sent an email that has also been sent to a number of other recipients, hitting Reply All will send your reply to everyone who received the original mail. Obviously if your reply was meant to be private this is a very bad idea, and has got many people into trouble.

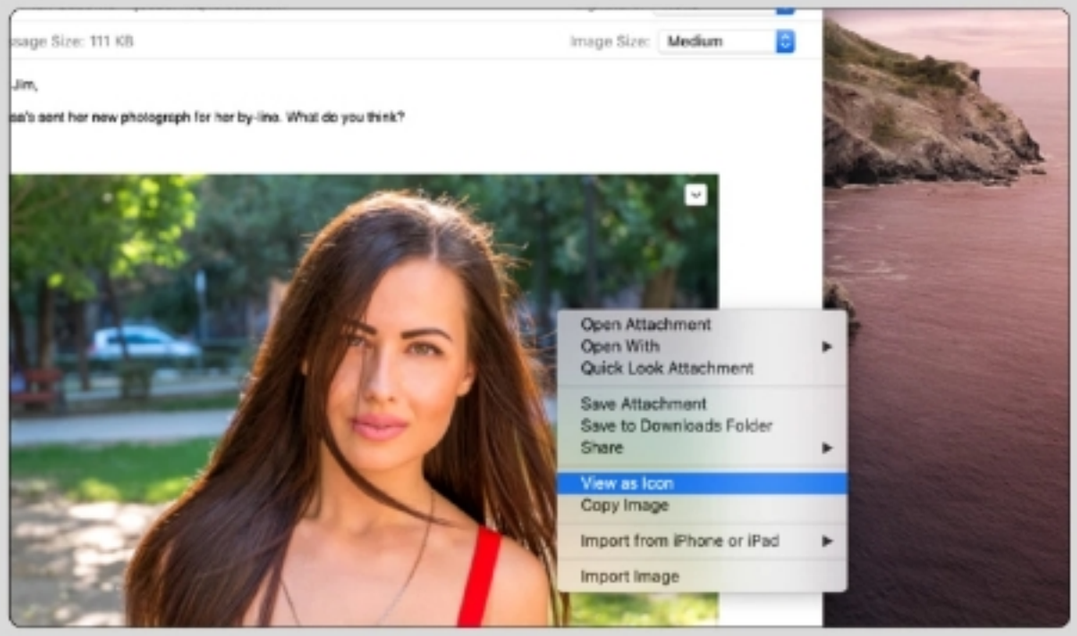
The rightmost button of these three is the Forward button, which is used to send an email you've received to another recipient. Forwarding emails is another thing that requires care; make sure that you don't accidentally send private information to someone who was not meant to receive it.

Adding Attachments.

Almost any type of file can be attached and sent over the Internet along with your email.

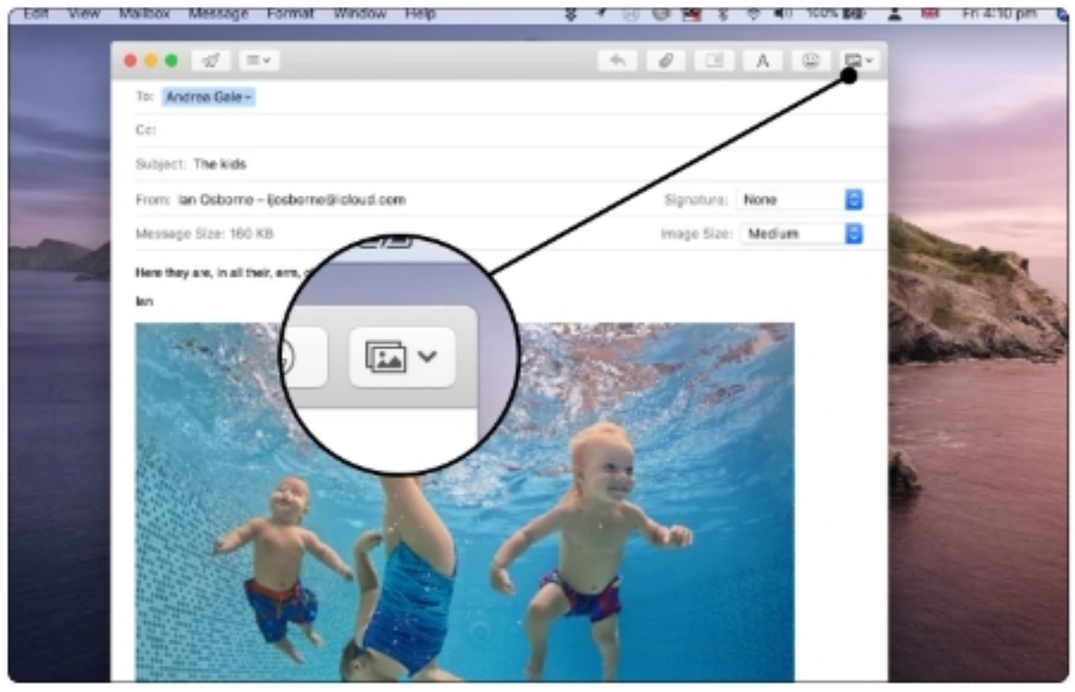


To add an attachment, first start an email (or reply to one you received), and then click on the button bearing the picture of a paperclip, at the top right of the email panel. This will open a Finder window, allowing you to navigate to the file or files that you want to send. Select the ones you want, then click Choose File to attach them.

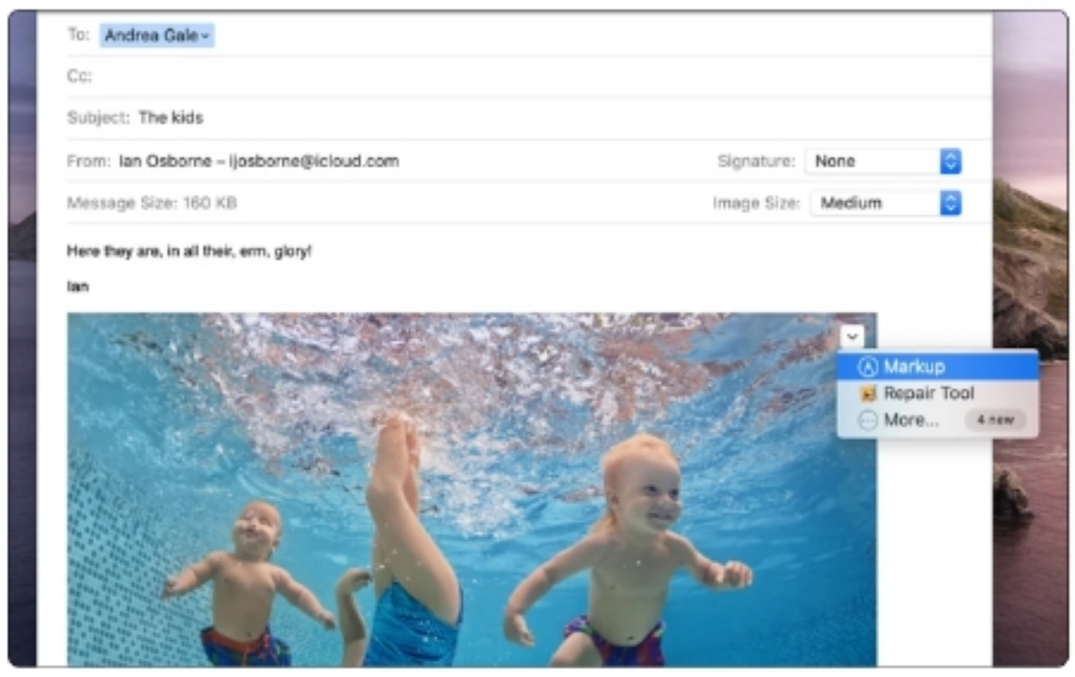


In Mail, pictures you've included as attachments are shown in the body of the email for convenient viewing. This means you can turn your email into a mini-illustrated article if you want; or, if you don't want to display it as an attachment, click on it and from the contextual menu, choose Show as Icon. It can still be opened by the recipient.

The Mail Markup Feature



1 The Markup feature lets you add notes and scribbles to pictures that are attached to an email before you send it. To begin using the Mail app's Markup feature, start writing an email and attach a photo to it in the usual way.

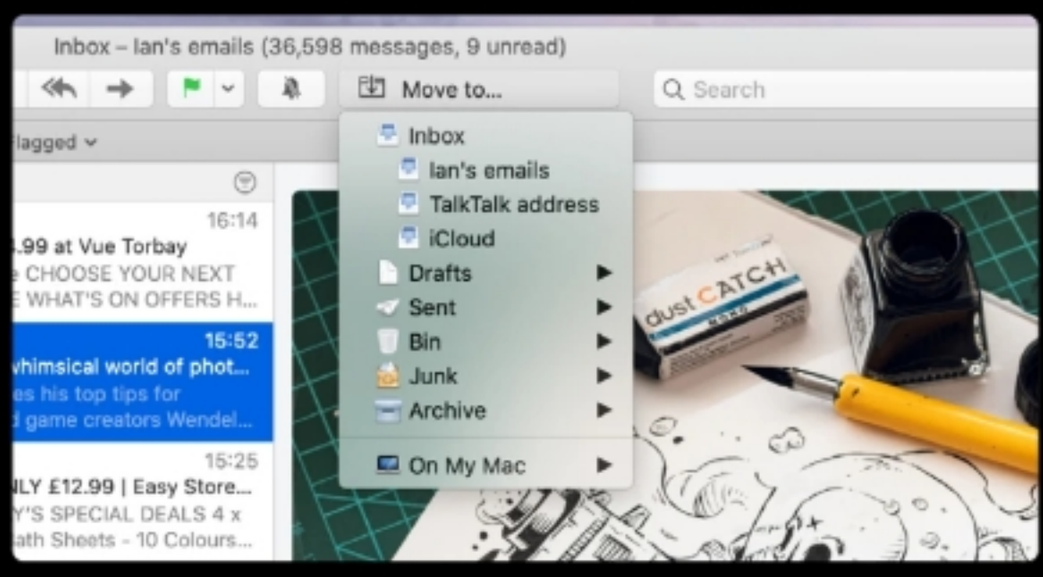


2 Click on the attached image, and then click on the small arrow that appears in the upper right corner of the photograph. Select the Markup option to open the Mail app's Markup feature. You can also use certain third-party apps to edit photos this way.

3 You can now use the interface that appears to add text, drawings, or a range of shapes and symbols directly onto the photo, in the email environment. When you're finished, click the Done button and either mark up more pictures or send your email as normal.

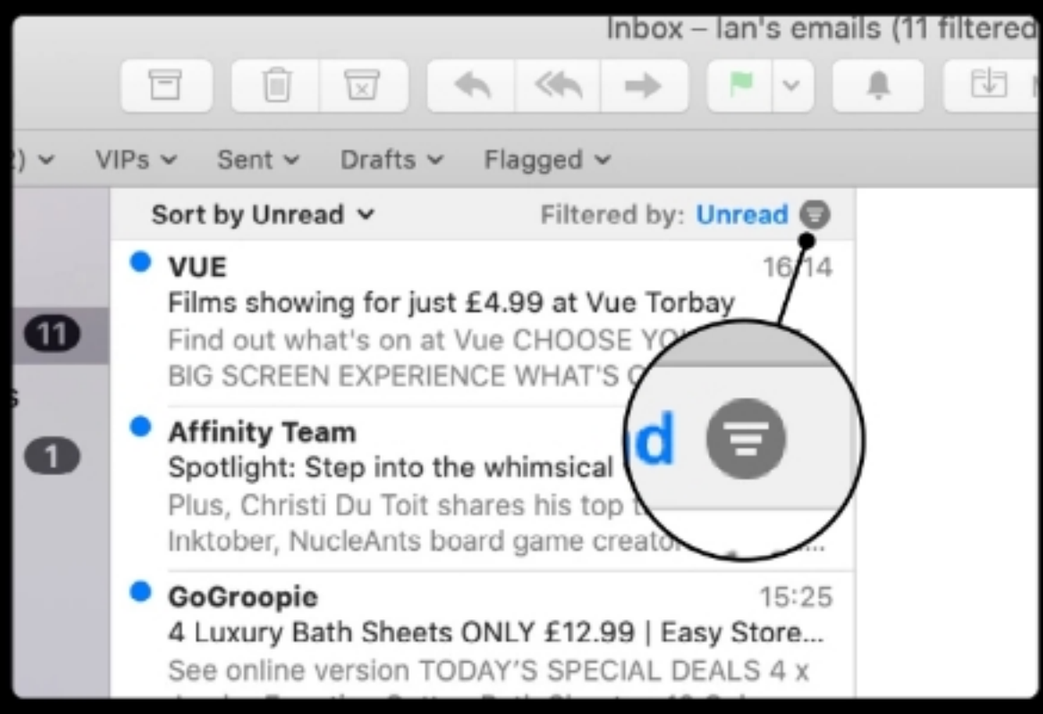
Move to...

Highlight or open an email and you see a new pull-down menu marked 'Move to...' in the toolbar. This lets you move it to one of your folders including Trash, Junk, and folders you've set up yourself. Mail also offers suggestions for where it thinks you might want to move a mail.



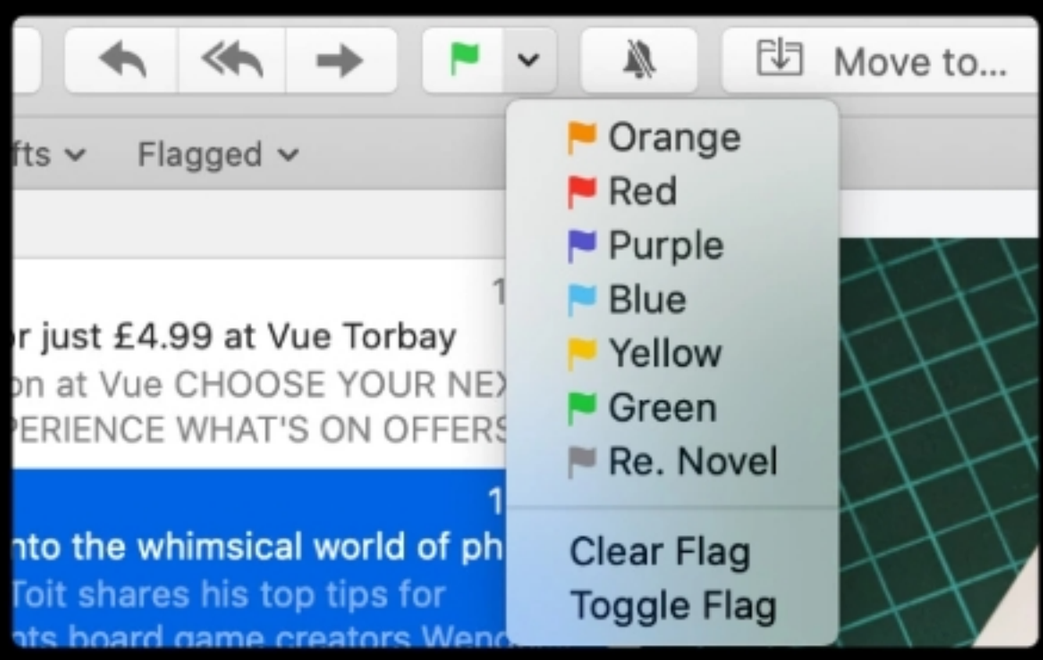
Show Only Unread Messages.

You can hide emails you've already read by clicking this icon. Now only unread messages are shown. Click it again to show all your emails once more. It's great for finding emails that you received a while ago but haven't seen yet.



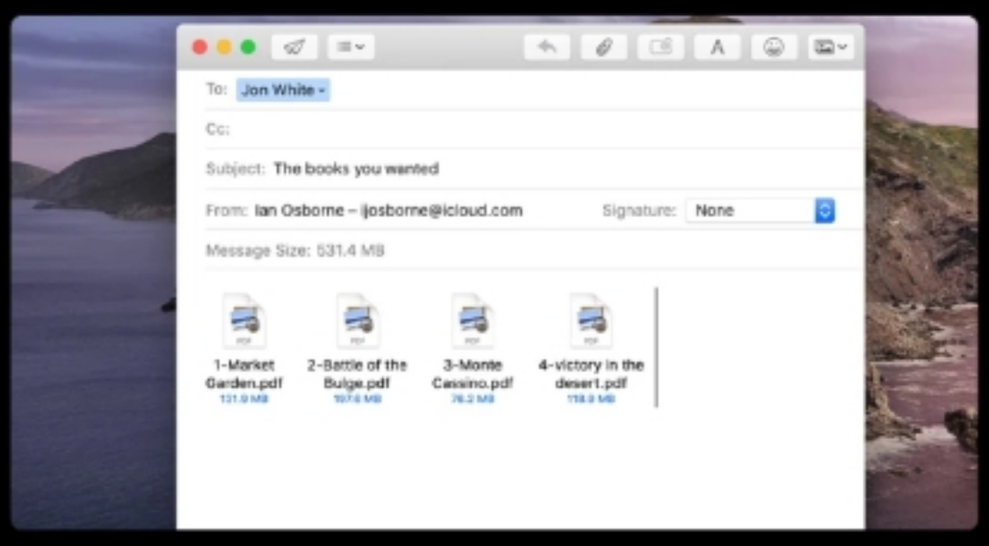
Flagging an Email.

To mark an email with a flag, highlighting it for later reference, click on the Flag pull-down and choose a colour. You can add more than one flag to a single email. To remove them again, choose Clear Flag. The 'Flagged' option in the side bar shows emails you've marked.

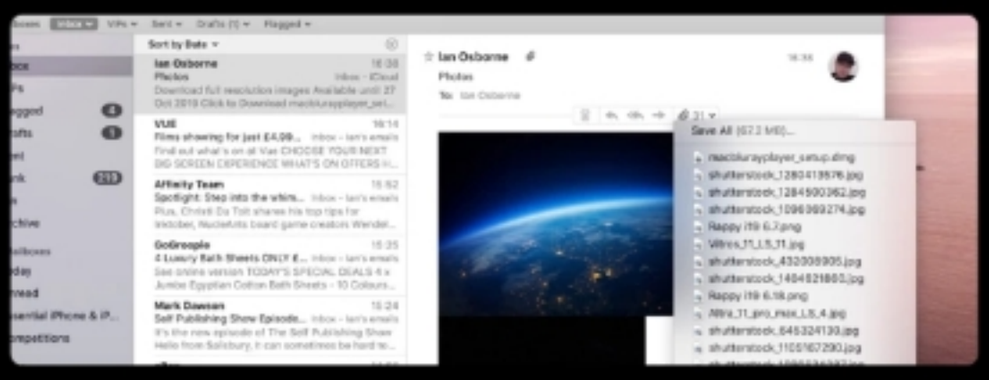


Mail Drop.

If you need to send large attachments via email, the Mail Drop feature is very useful. It's really easy to use too.

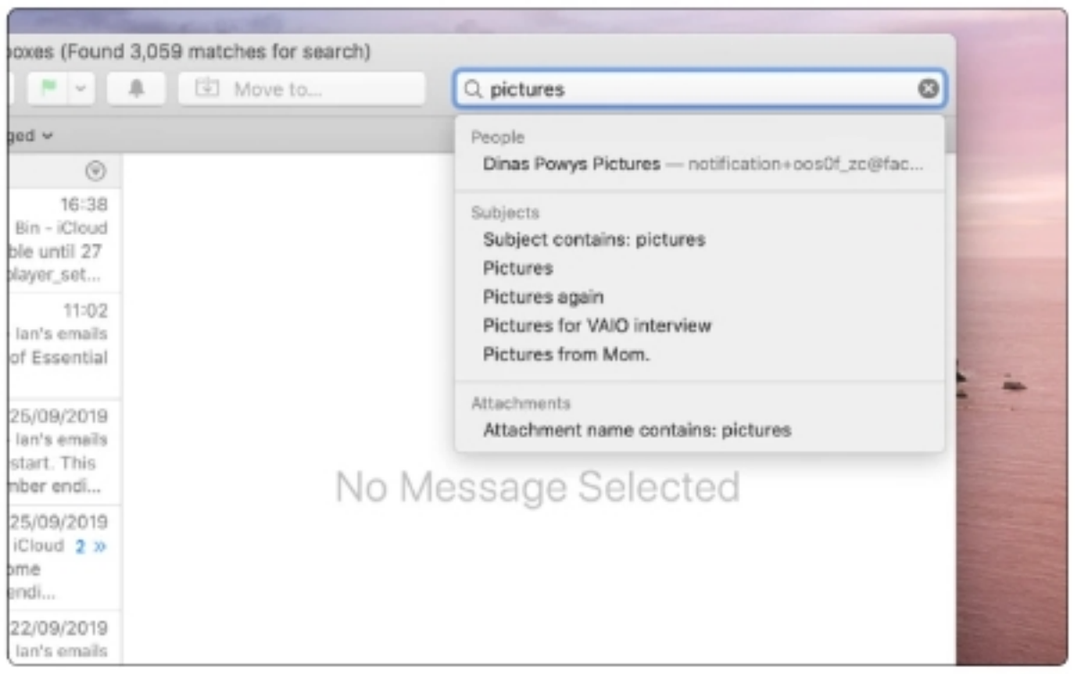


If an attachment you wish to email is too large for a regular email, it's stored on Apple's server and offered as a download instead. Depending on whether the recipient is using Mail, the attachment could appear as a download link or as thumbnails.

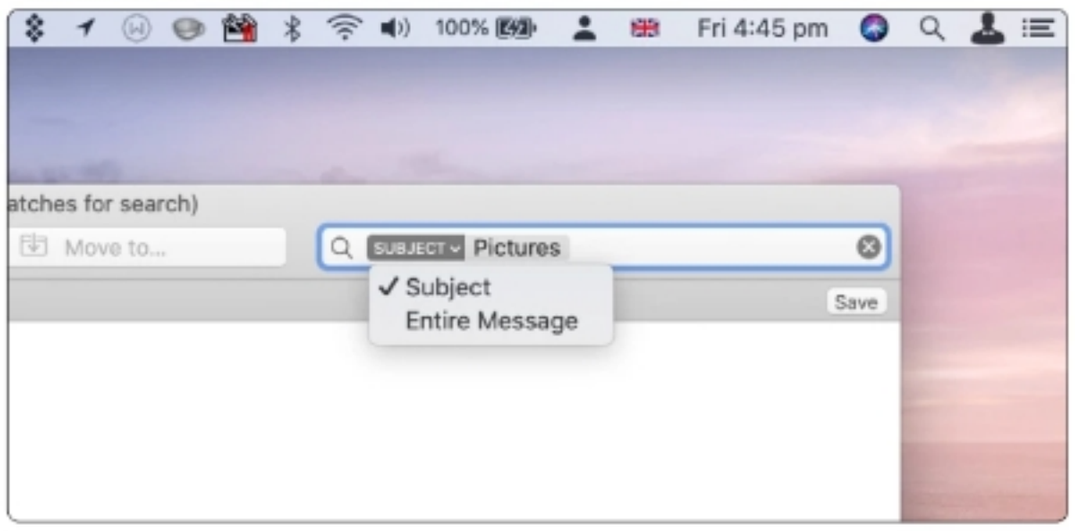


Here, we received huge photos, which are displayed as thumbnails. You can download them all by hovering over the email and clicking on the paperclip as shown. They're kept on Apple's server for a month from the date they were sent.

Searching Your Emails



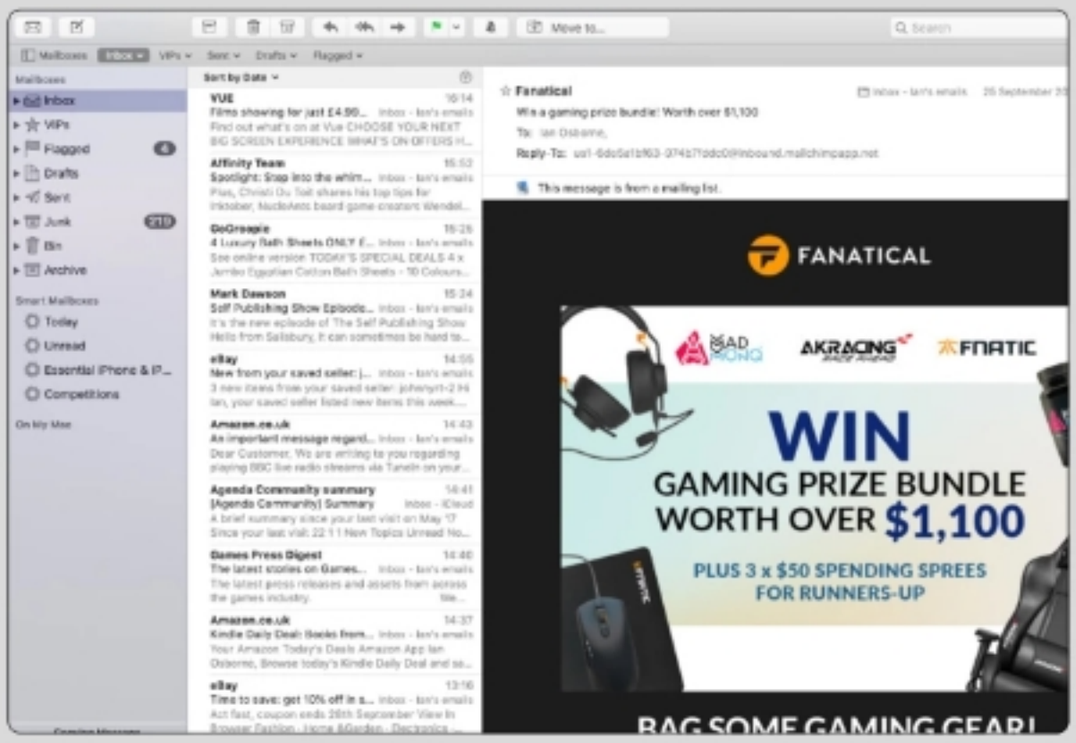
1 Type your search term into the search field in the top right. Suggestions are offered for items such as people, subjects and attachments; emails that meet your search requirements are shown in the email list.



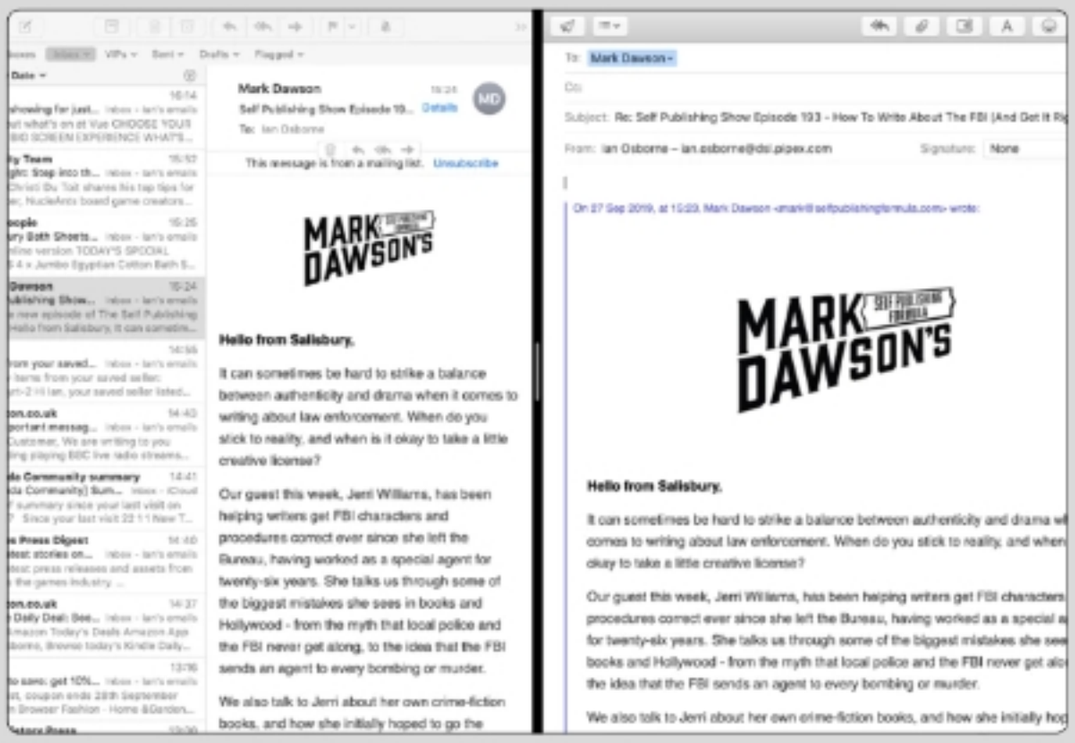
2 After clicking on one of the suggested items, you can adjust your search by clicking the first word in the field and choosing a new option, as shown here, or even adding a second search term for more advanced searches.

Mail in Full Screen Mode.

The Mail app's full-screen mode works in a different way to other apps. Here's a guide on how to use this useful feature.



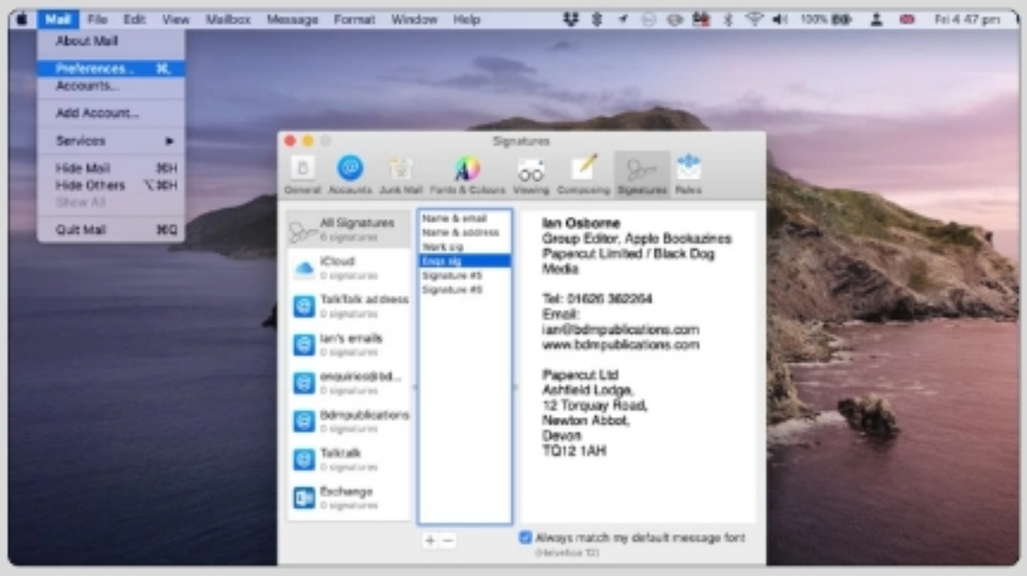
Writing or replying to an email when the Mail app is in full screen mode involves working in a split screen view. Click on the green gumdrop in the top left corner of the Mail app window to take the app into full screen mode.



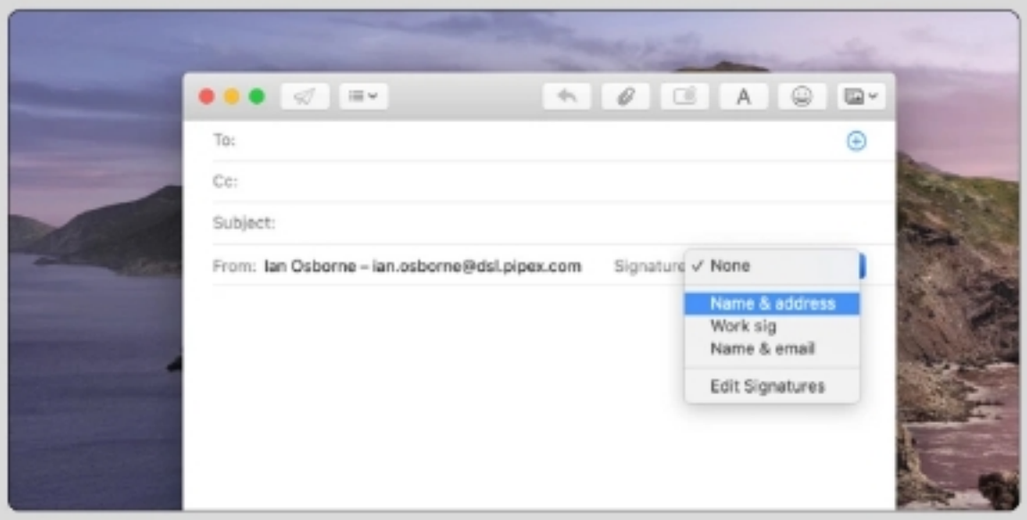
Start a new email or reply to one. The screen is split, with your outgoing email shown on the right. Drag the dividing line to make more room for the email app. The email's gumdrops are shown by dragging your pointer to the top of the screen.

Using Mail Signatures.

You can add a signature to your emails, that is, a short piece of text that's at the foot of every email you send.

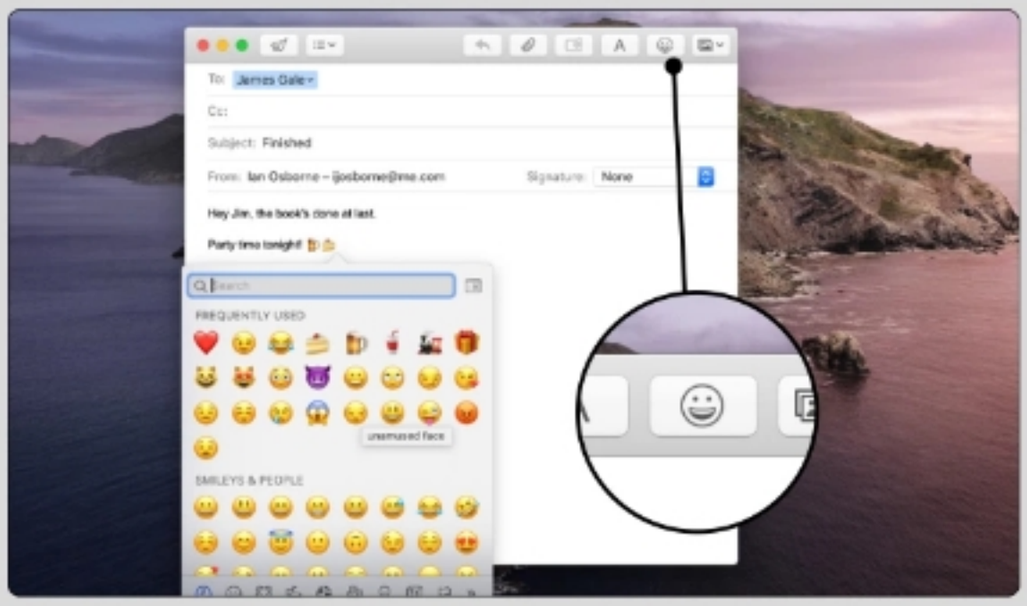


A signature is a piece of text that you can add to the foot of your email automatically. To set one or more up, open Mail Preferences (from the Mail menu), click on Signatures in the top bar and then on the account to which you wish to add a signature in the accounts on the left. Click on the '+' button under the middle column to add a signature.



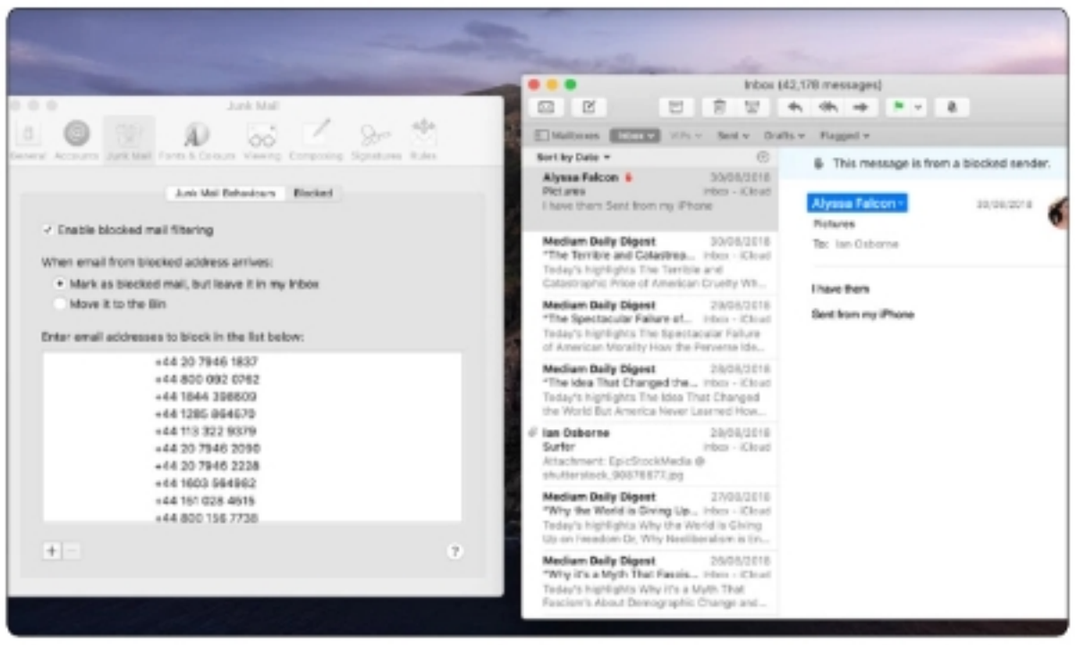
You can click on the name of it in the middle column and change it to anything you like, and write your chosen signature in the right-hand column. It can be anything you want. Now, when writing, forwarding, or replying to an email, you can add or remove your signature using the pull-down menu to the right of the From field.

Accessing Emojis.



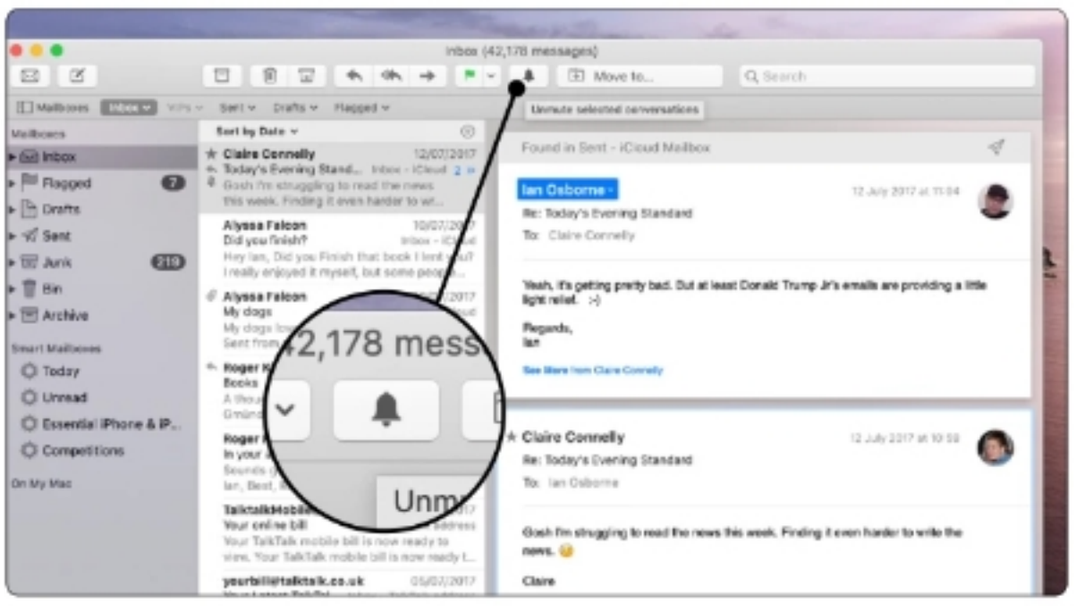
The Mail app has an emoji picker to use when writing an email. Click on the smiley face in the toolbar and you get a choice of emoji to add to your email. To add it, just click on the one you want. Scroll up and down, or click the icons at the bottom for more choices.

New for Catalina



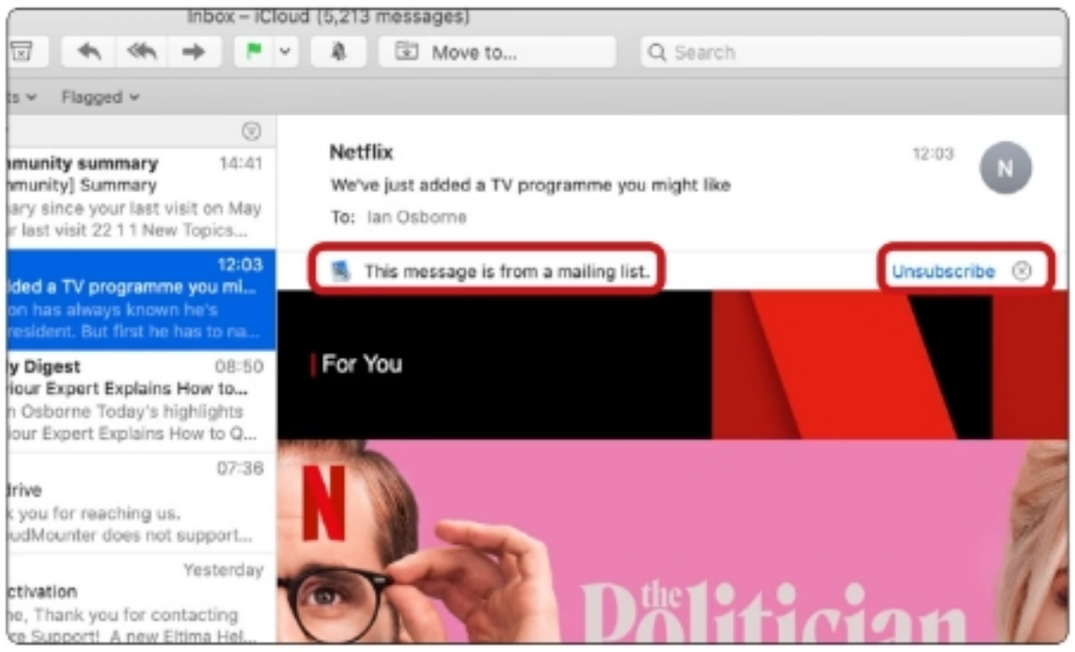
Block Sender

To block a sender who sends you emails you don't wish to receive, click on that person's name in the incoming email and select Block Sender. To stop blocked emails reaching your inbox, in Mail Preferences, go to Junk Mail and click the Blocked tab. Select 'Move it to the Bin' to send emails from blocked senders straight to the bin.



Mute Thread

If an email exchange is throwing up too many notifications, you can mute it by clicking on the crossed-out bell in the toolbar. The emails still arrive as usual, but, until you unmute it again, you won't get notifications on delivery.

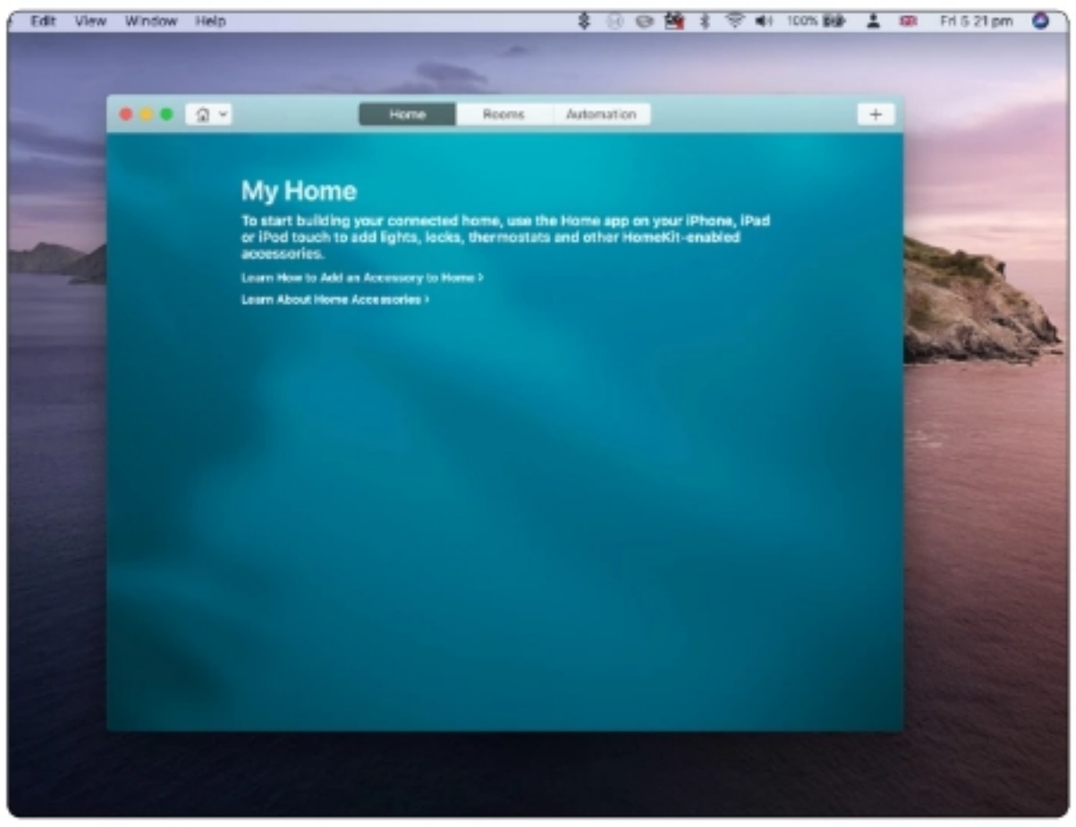


Unsubscribe

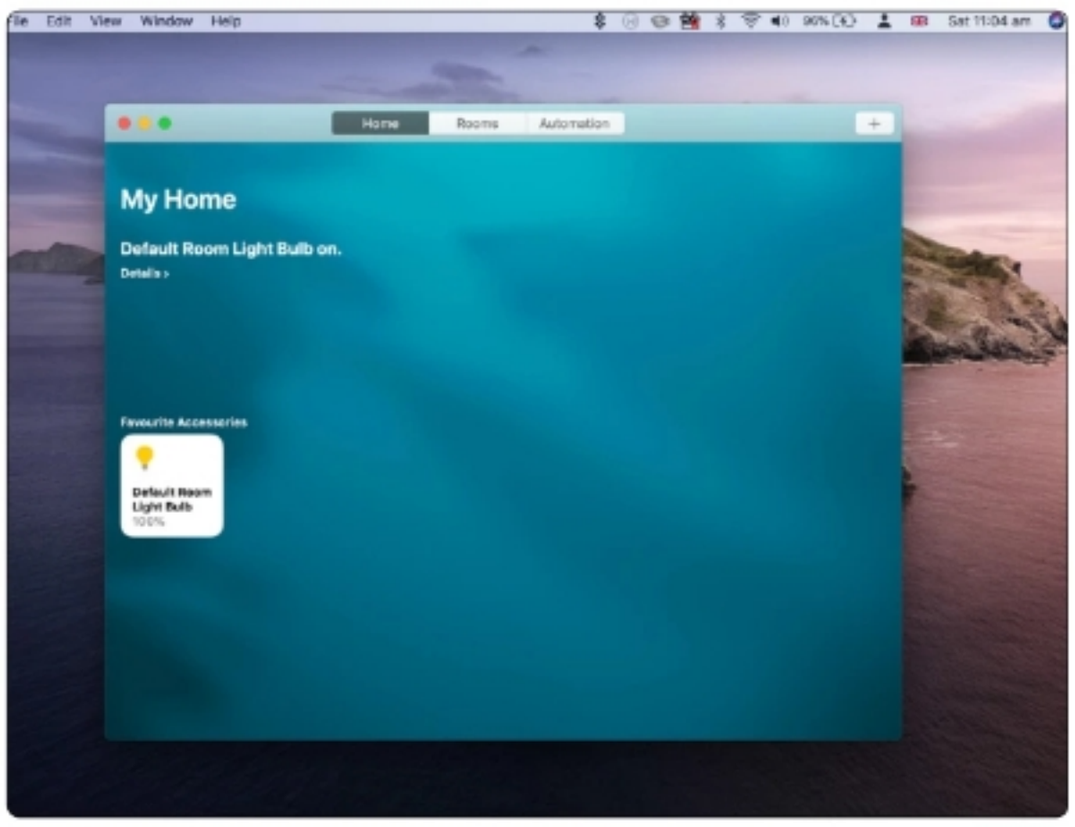
If an incoming email is from a mailing list, the Unsubscribe link now appears right at the top of the email. Click the Unsubscribe link to stop this mailing list from sending you emails in the future.

Home App For the Smart Home

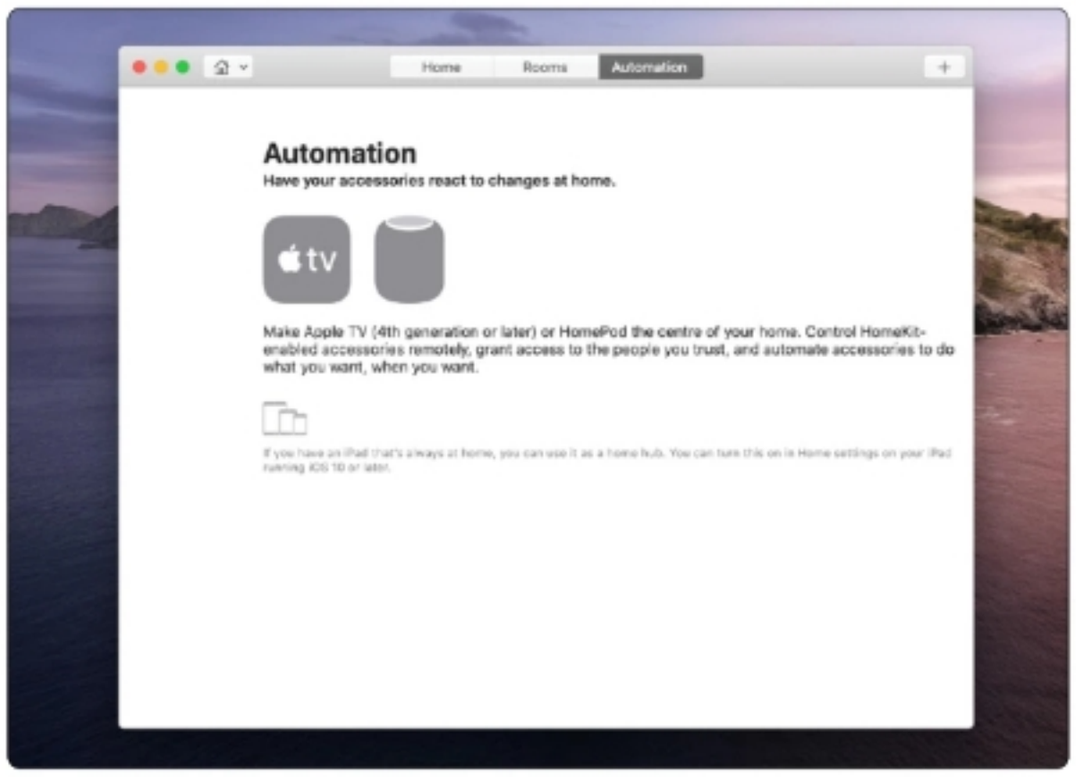
Apple's HomeKit gave developers the means to control compatible household gadgets from mobile devices such as the iPhone and iPad and the Home app brought their controls together, under one application. The Home app is now available on the Mac too, and it's just as easy to use.



1 Before you can make use of the Home app, you have to add HomeKit compatible devices. You can only do this from an iOS device, you can't use your Mac. There's a list of HomeKit compatible devices online at www.apple.co/2MFjhb3.



2 When you've added one or more devices using your iOS device, you can access them through Home on the Mac. Right-click on a device's window and select Settings and you can change the room they're assigned to.

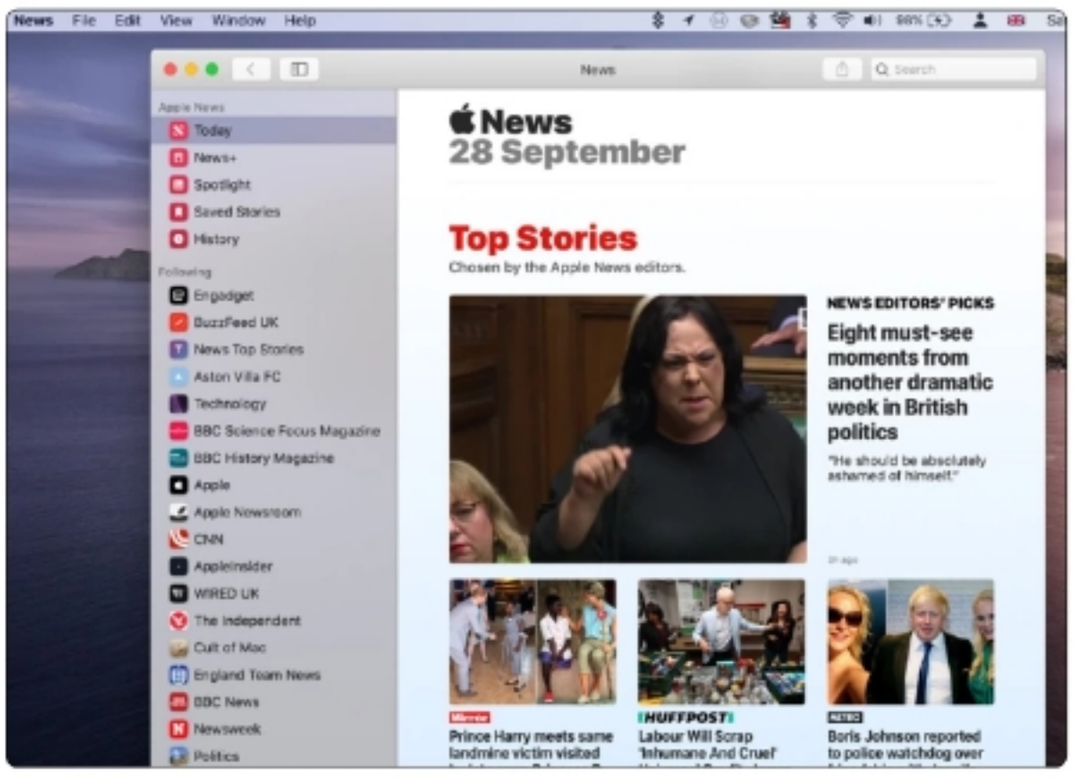


3 Click the Automation tab and you can set timers, actions and more. What they do depends on what kit you've incorporated into your Home app. Click the + icon to add automations or groups of automations (scenes).

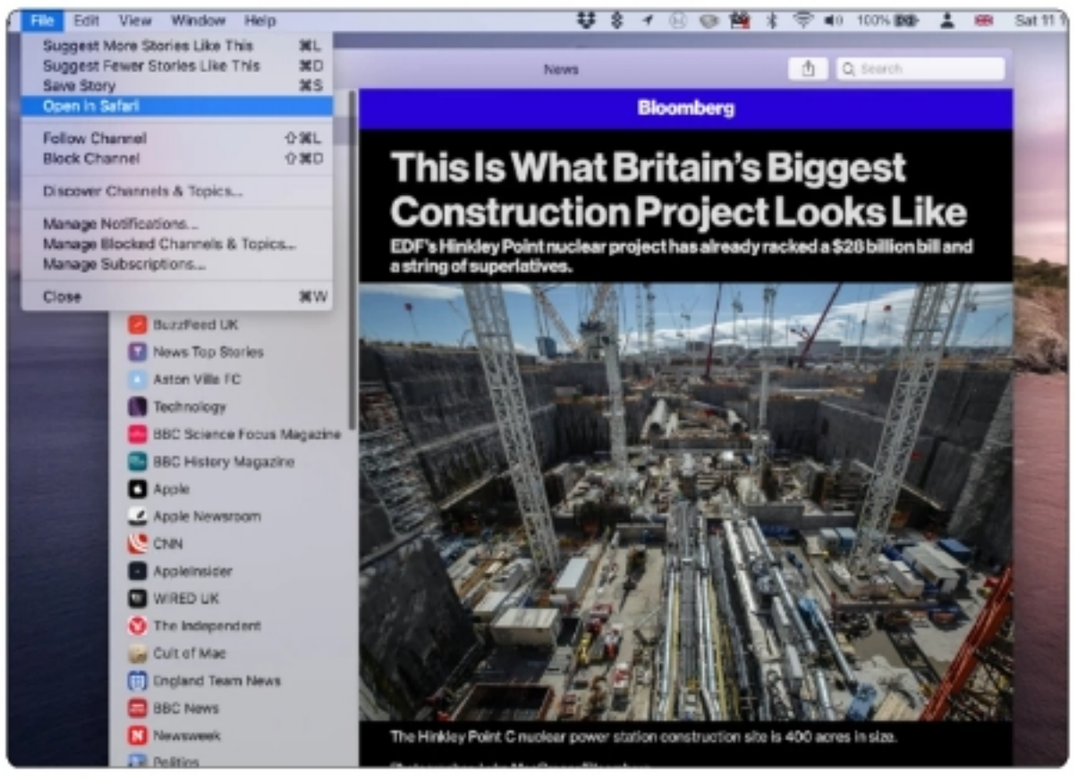
4 For example, you can use the Home app to control and configure speakers that are compatible with HomeKit. Naturally, Apple's own HomePod, pictured here, fits the bill but there are plenty more.

News App
Stories and Features

Another application that comes to the Mac from iOS is the News app. It's a great way of collating news stories and features from around the world and presenting them in one place. When you've customised it to suit your own particular needs, it's an amazing source of information.

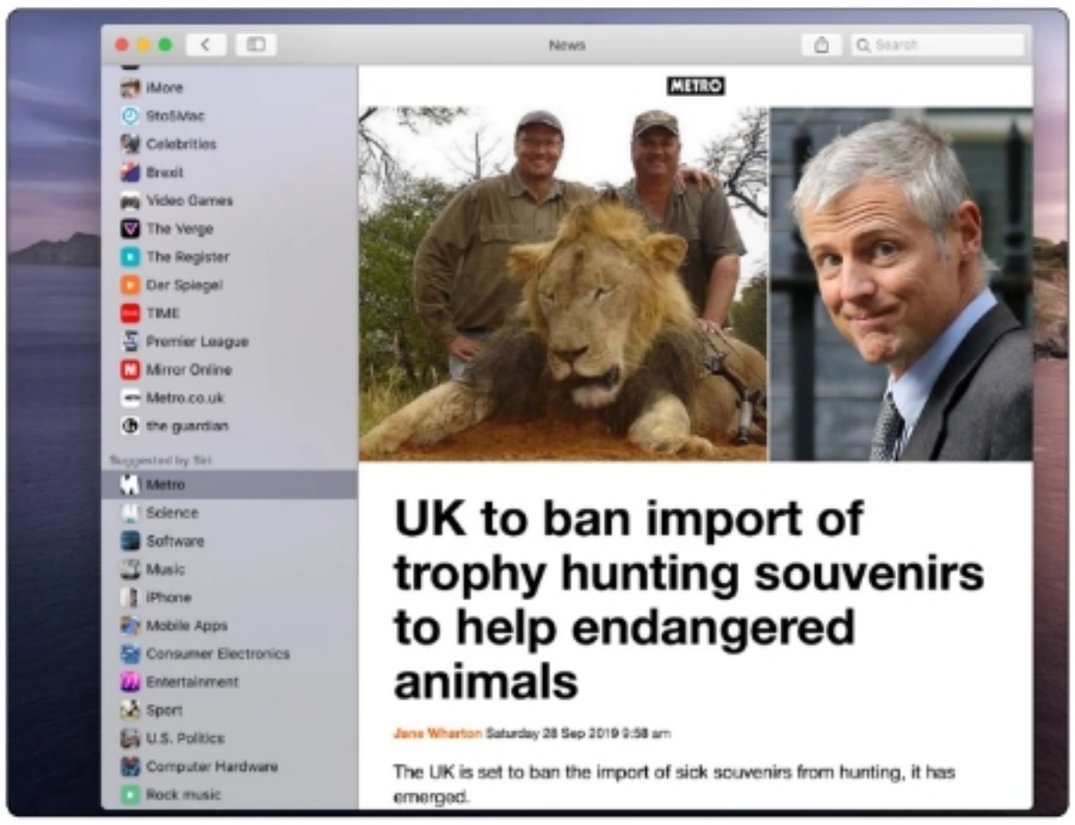


1 When you first open the News app, you see a sidebar and a main window. The sidebar's Today option is selected, giving you a range of the day's top stories. Click on a story to open it and read it in full.

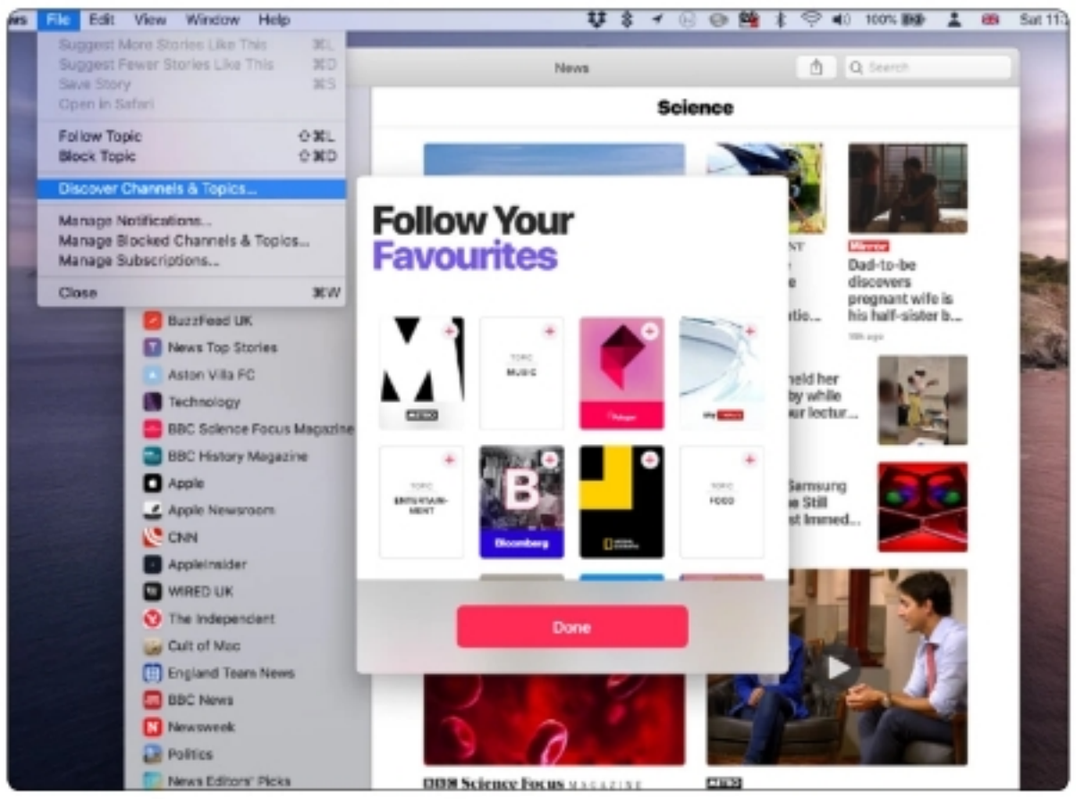


2 When you open a news story, if it has a video it can be watched within the News app. In the File menu, there's an option to open the story in Safari. This takes you to the web page from which the story was drawn.

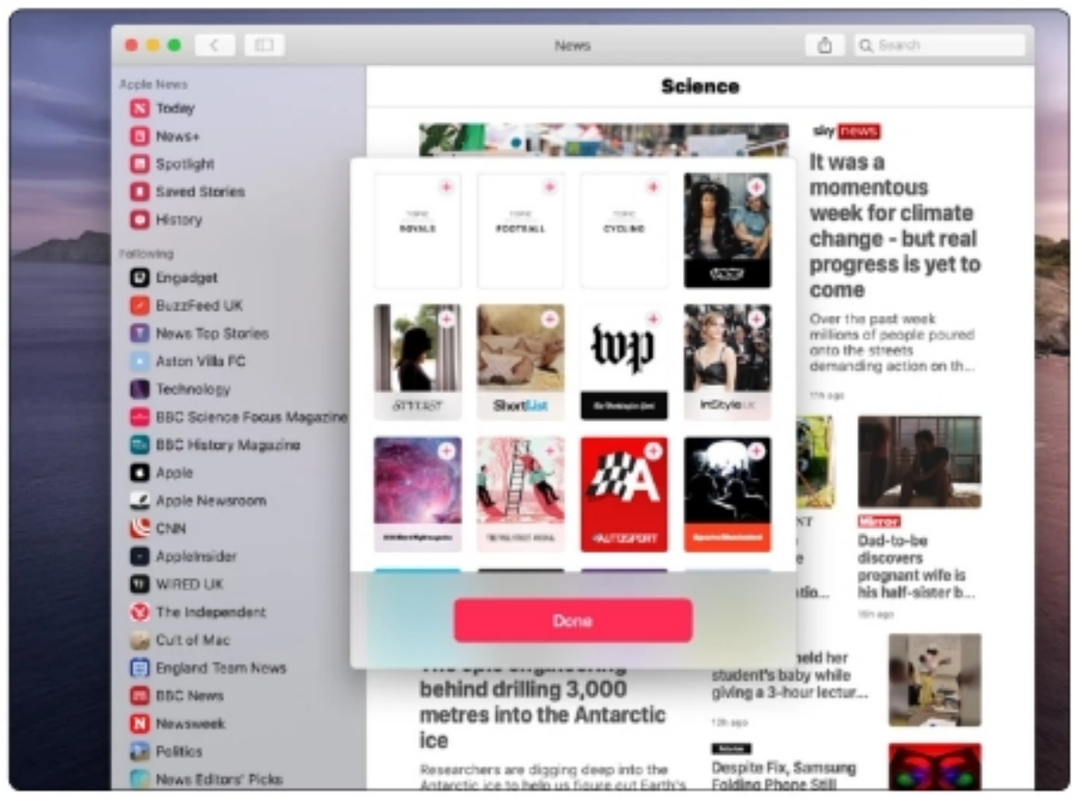
3 The Spotlight option gives you a selection of features chosen by Apple's editors. If you find a story you particularly like or dislike, choose the Suggest More or Fewer Stories Like this in the File menu to improve future suggestions.



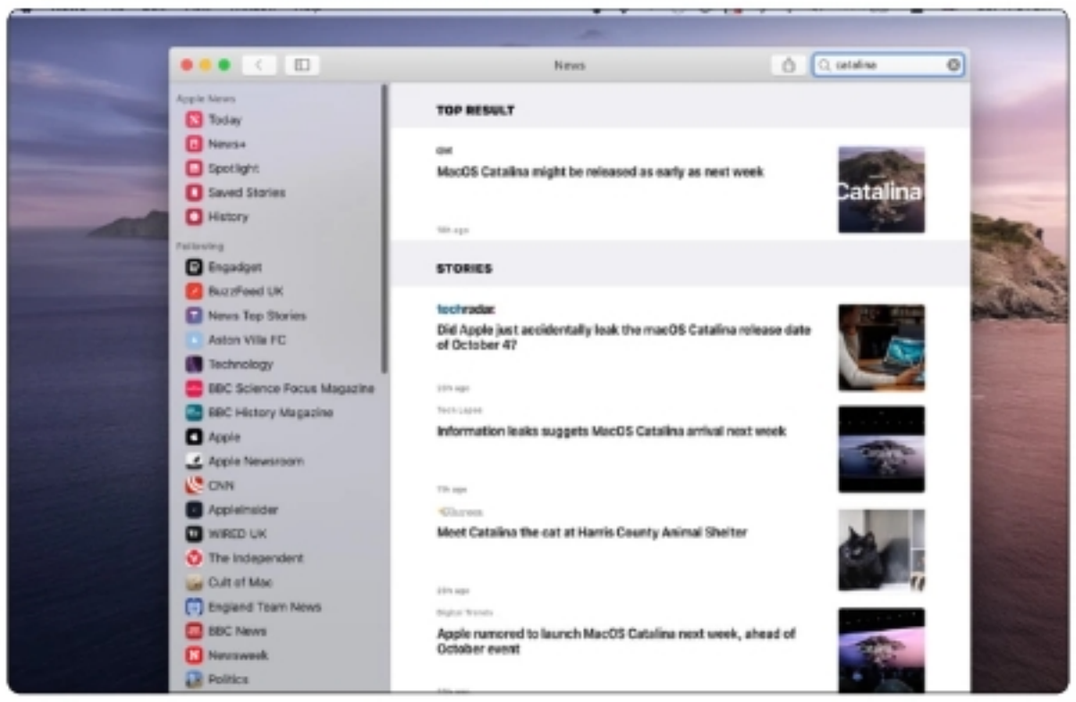
4 In the sidebar section titled 'Suggested by Siri', you see various subjects the News app thinks might interest you. The stories work just like in the other sections; click one to open it, click the chevron in the top-left to go back a page.



5 In the File menu is an option called Discover Channels & Topics. Click it for a range of news sources and subjects for you to choose from. Click the plus sign in the corner of any you especially like.

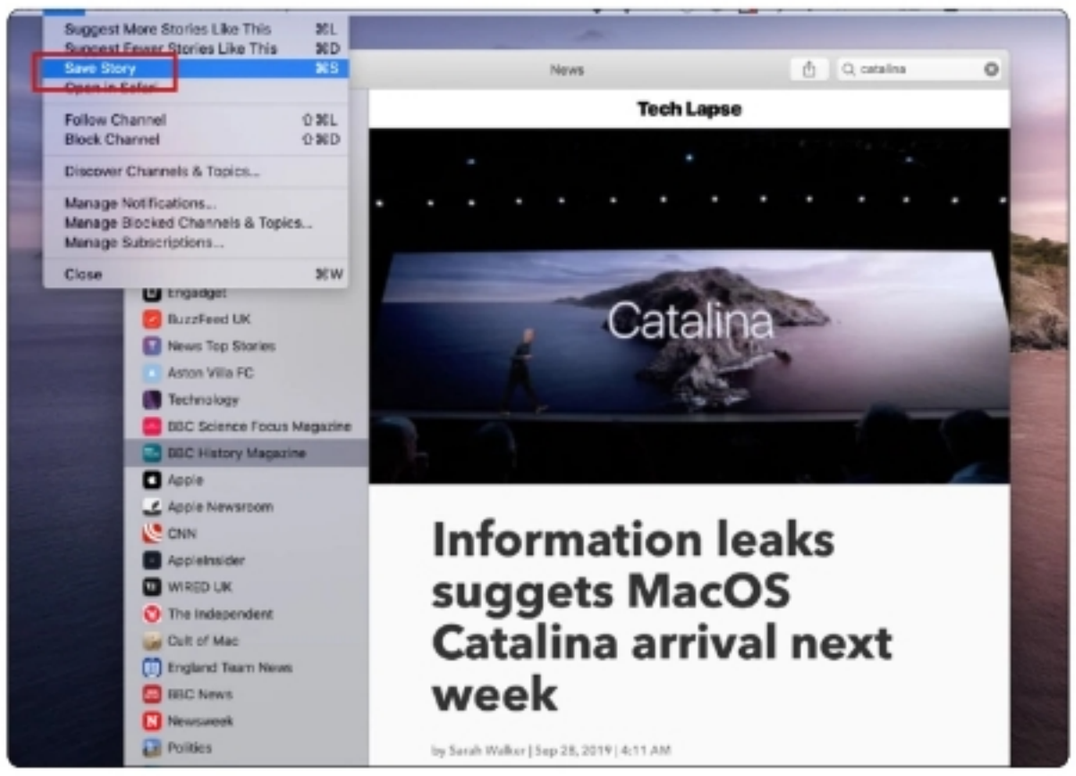


6 Scroll down the window for more channels and topics. Select as many or as few as you like. When you're finished, click the Done button at the bottom. Your new sources have been added to your sidebar.

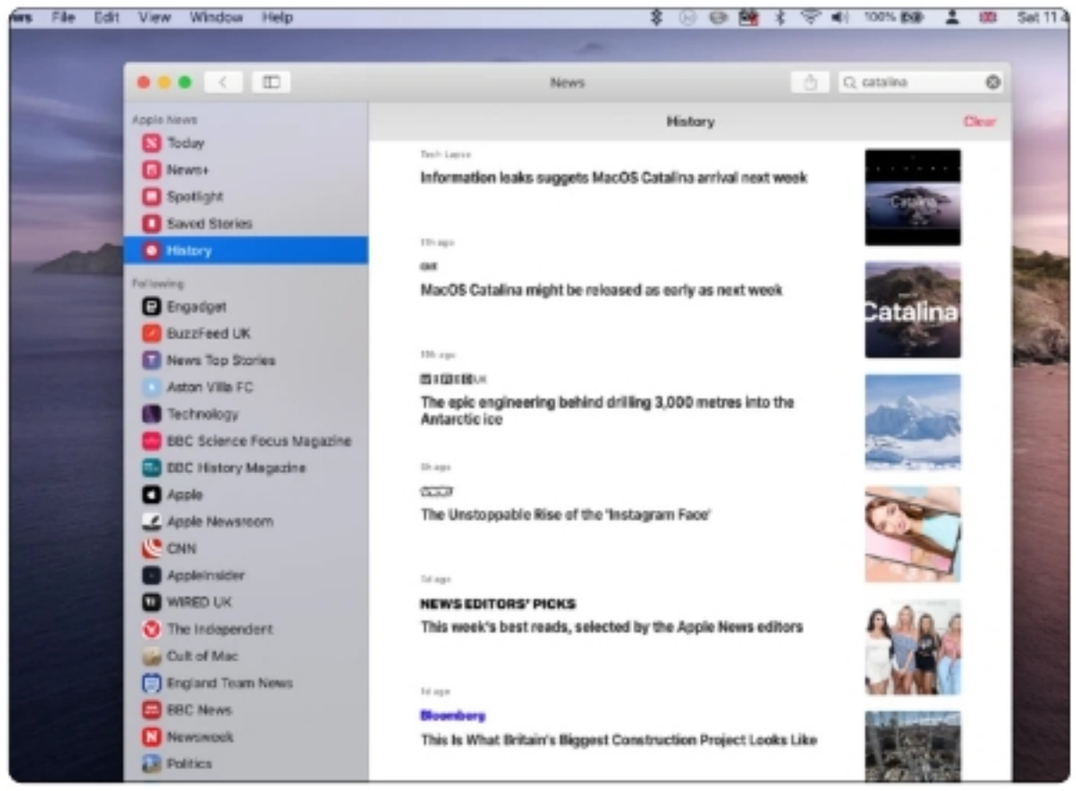


7 In the top right corner, you can see a search field. Enter a search term for a subject or source you're interested in and you're given a list of individual stories, and channels, which write about that subject.

8 Scroll up the search results for a list of channels and topics relating to the search. Click the plus sign to add that channel or topic to your sidebar. To remove a channel or topic, right-click on it and then select Unfollow.



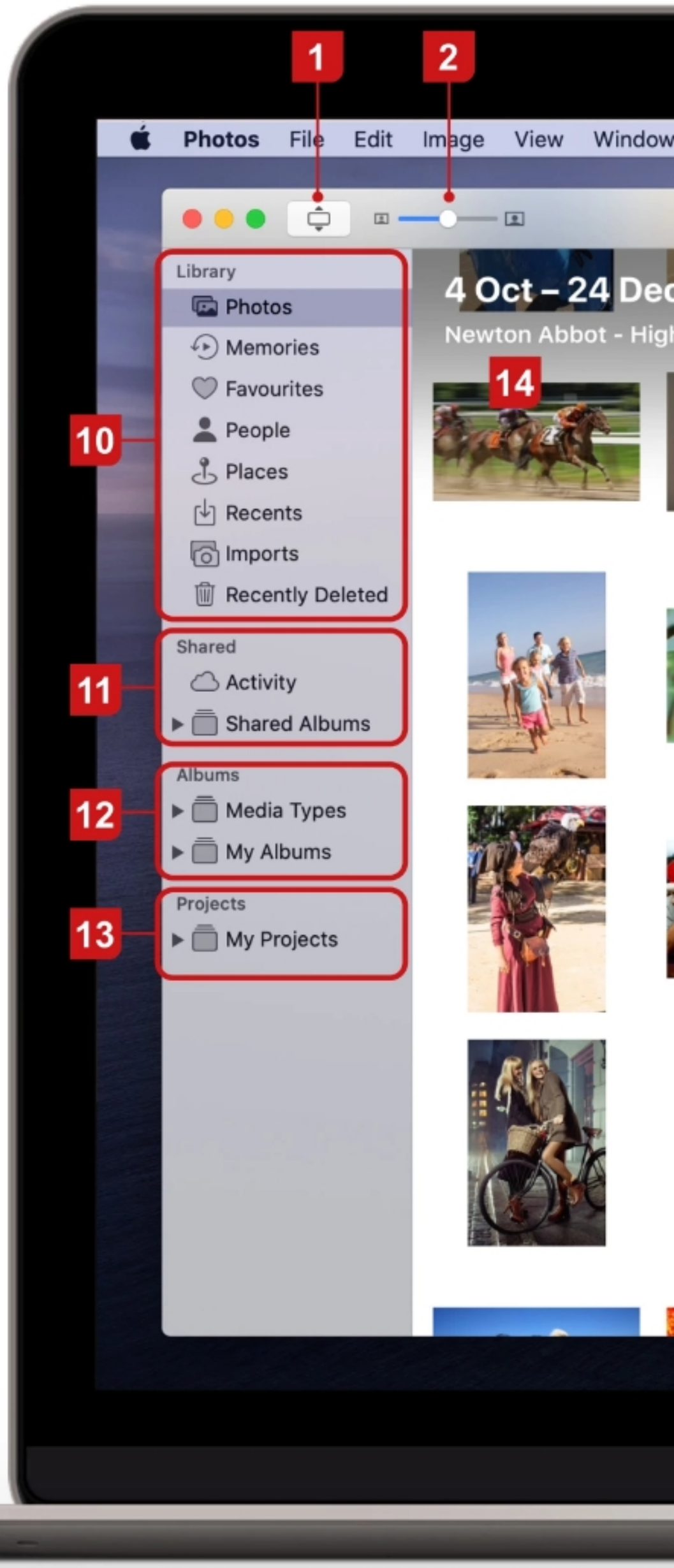
9 If you come across a news story you'd quite like to read but don't have the time, select Save Story in the File menu or type CMD-S. Click Saved Stories in the sidebar to see the pages you've saved.



10 If you want to go back to a story you've previously read, it can be found in the History section near the top of the sidebar. Click this and your reading history is listed; click a story to open it once more.

Photos App
Manage Your Images

With the release of macOS Catalina, the Photos app goes from strength to strength. Once again, you can edit your snaps to get the best from them, store them in the app, arrange them into albums, watch them as slideshows and even create books, calendars, greetings cards and wall prints. Here's a guide to what you can do with the Photos app.



1 Use this button to toggle between regular thumbnails of your photos, as seen here, and square-shaped images that leave little border.

2 This slider increases and decreases the size of your preview images.

3 Use these buttons to view your photos arranged according to the year, month, or day in which they were taken.

4 Click here to see all your photographs in the Photos app, arranged as thumbnails. Double-click on a thumbnail to open a photo.

5 This button opens the information window. You can use it by selecting a preview or opening a photo. The information window gives information on the picture and the camera on which it was taken, it also lets you add names to the people in it.

6 The Share button lets you add the picture to shared albums, send it using Mail, AirDrop, Messages and more, add it to Notes or Reminders, and even set it as a desktop picture.

7 Choose a photo and click the Heart button to identify a picture as one of your favourites.

8 Rotate the image 90% anti-clockwise. Hold Alt to turn it clockwise instead. Useful if a picture that's been imported is not the right way up.

9 The search field. Thanks to the Photo app's machine learning, you can search for terms like 'birthday', 'holiday', 'Christmas' and more, to find photos taken on these occasions.

10 These sidebar options represent different ways of viewing photos found in your library. Photos shows all your photos, Memories arranges them into groups, Favourites shows your best pics, and Places groups them according to where they were taken. Recents, Imports, and Recently Deleted are self-explanatory.

11 Photos you've shared on iCloud are listed in Activity, and Shared Albums shows the albums in which they were shared. Hover over Shared Albums and click the plus sign to start a new, shared album.

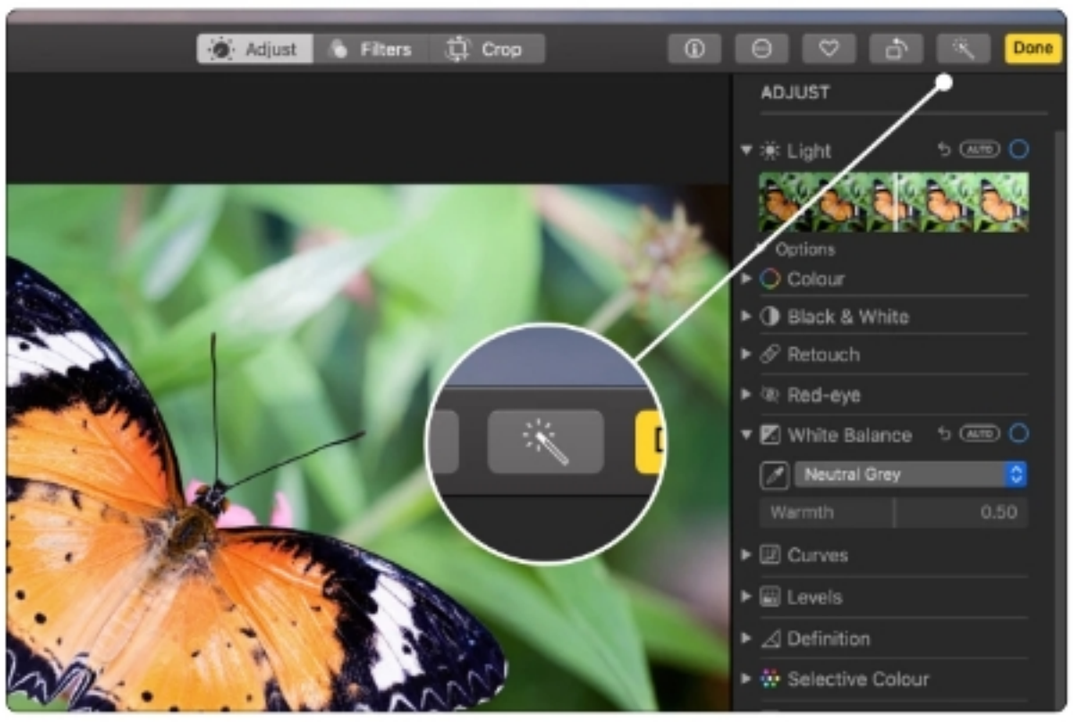
12 These are your local albums. Media Types groups your pics as videos, selfies, panoramas and more, while the My Albums option shows albums you've put together yourself.

13 If you put together a book, calendar, card, print, wall decor, or slideshow based on your photos, they appear here. Apple no longer sells prints themselves, but you can get apps from the App Store for third-party services. Hover over My Projects and click the plus sign to start a new project

14 These are the dates between which the currently visible pictures were taken and the locations.

15 Your pictures, arranged as thumbnails. Click on one to open it, after which you can swipe through them or choose one from the preview bar under an open photo.

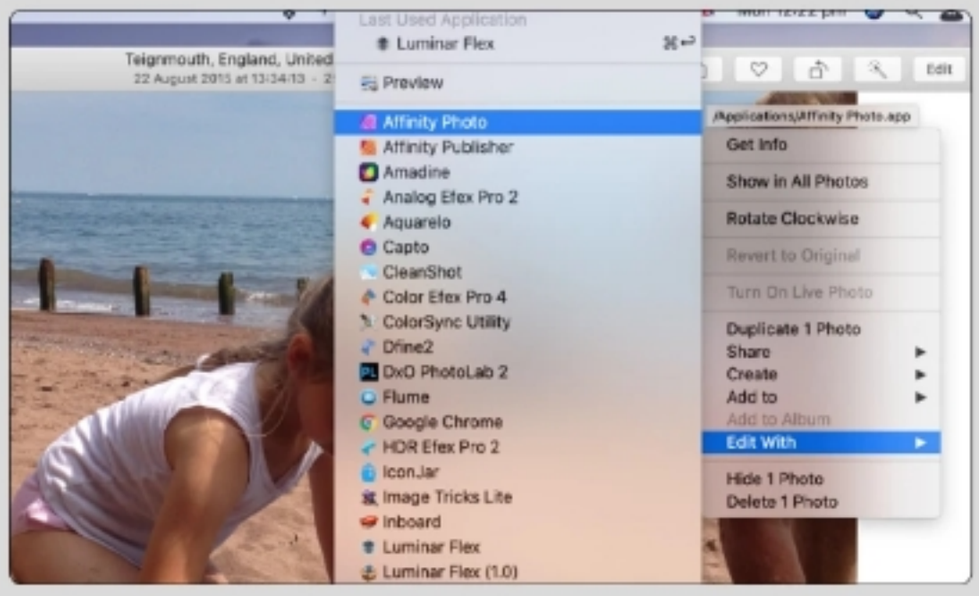
The Editing Tools

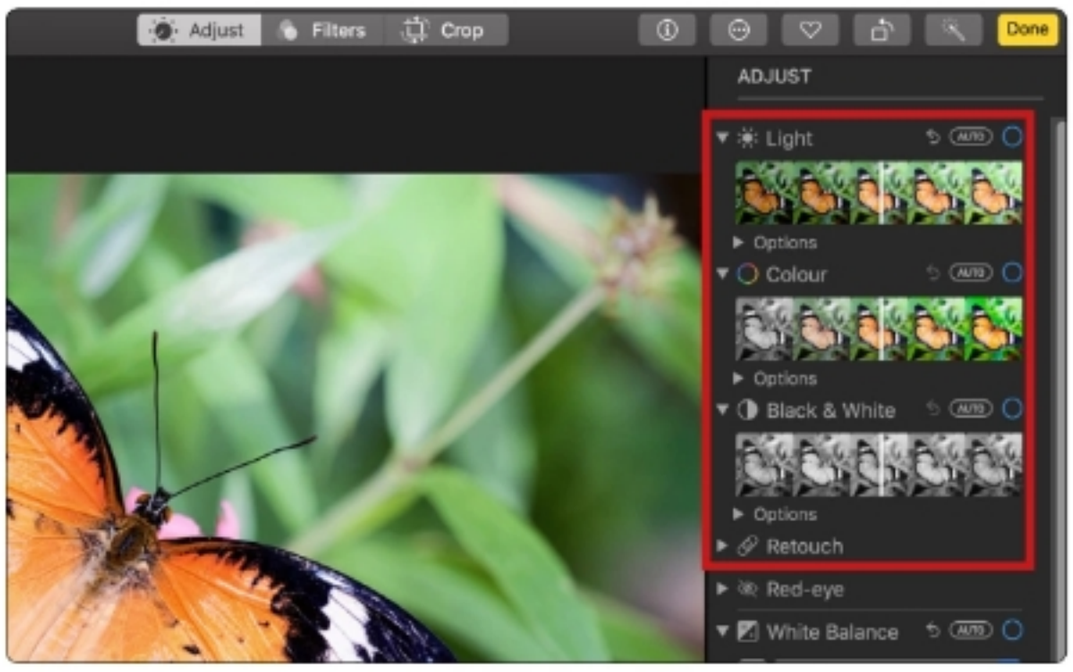


1 You can edit an open photo. Use the Wand tool to automatically enhance your pic, or click the Edit button to make manual adjustments. In Editing Mode, the Edit button changes to 'Done'. Click this when you've finished your edits.

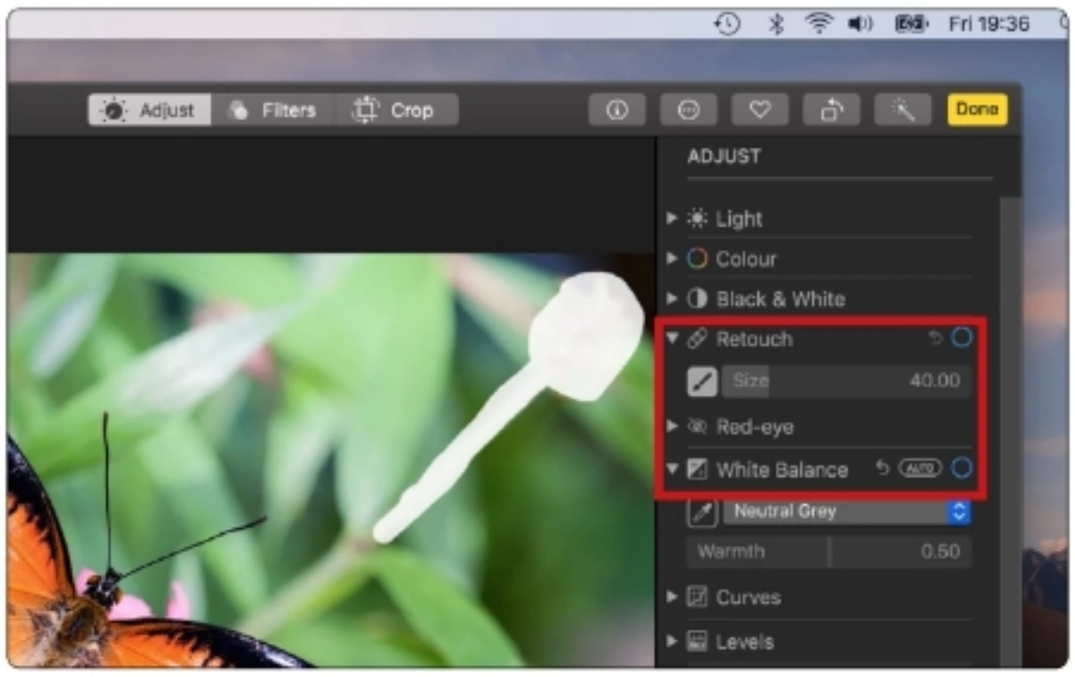
Edit With.

Right-click on an open photo and you get a sub-menu. Hover over Edit With and, if you have third-party photo editors on your Mac, you can open the photo in one of them and then edit it using that app. Edits are carried over into the Photos app.

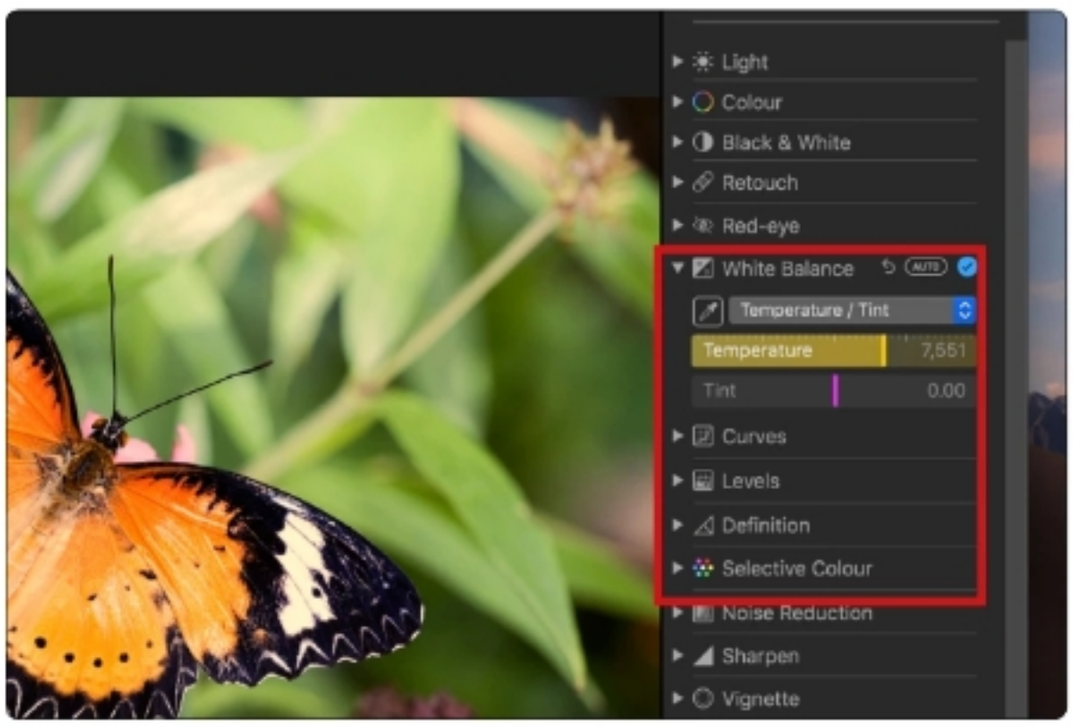




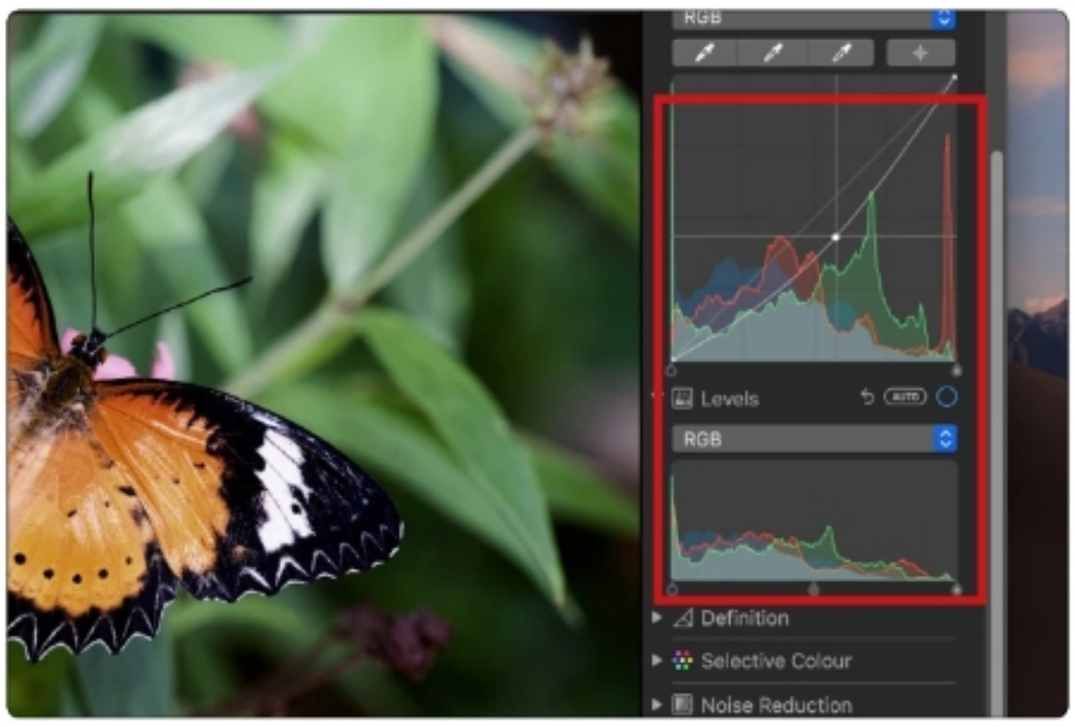
2 Click a triangle in the sidebar to open a tool. The Light, Colour and Black & White tools give you sliders to increase or reduce the brightness and saturation, or switch to a monochrome image. Click the Options triangles for more advanced tools.



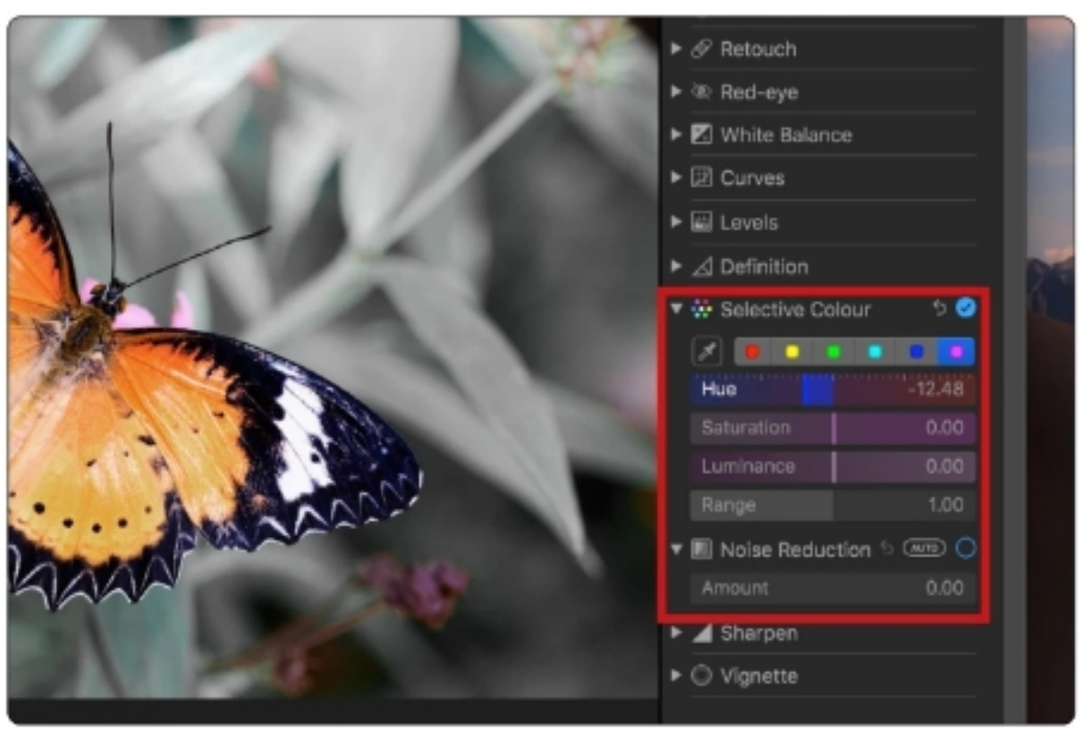
3 Retouch removes unwanted objects from a picture. Click the brush, then click and drag to paint over the object. Let go and it's removed. Red Eye lets you paint out red pupils caused by camera flash. You can adjust the brush size with both tools.



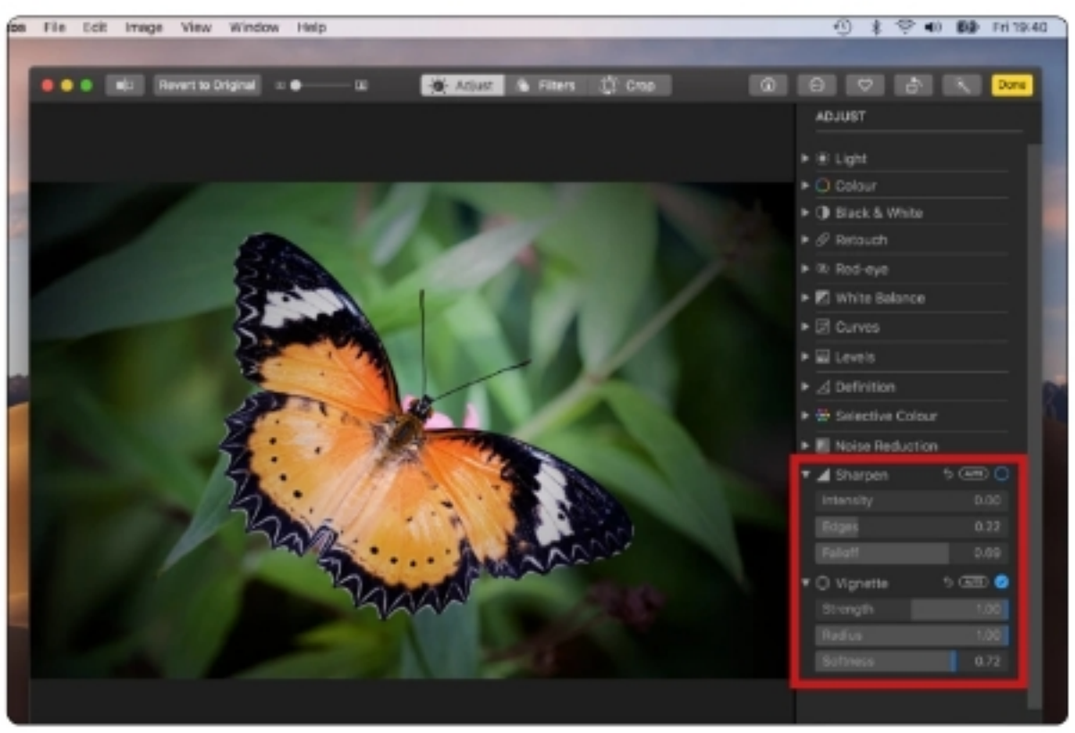
4 In White Balance, select the feature to adjust with the pull-down and use the slider to change it. Levels take time to master. Hover your pointer over the graph and drag the dots at the foot of the vertical lines to adjust.



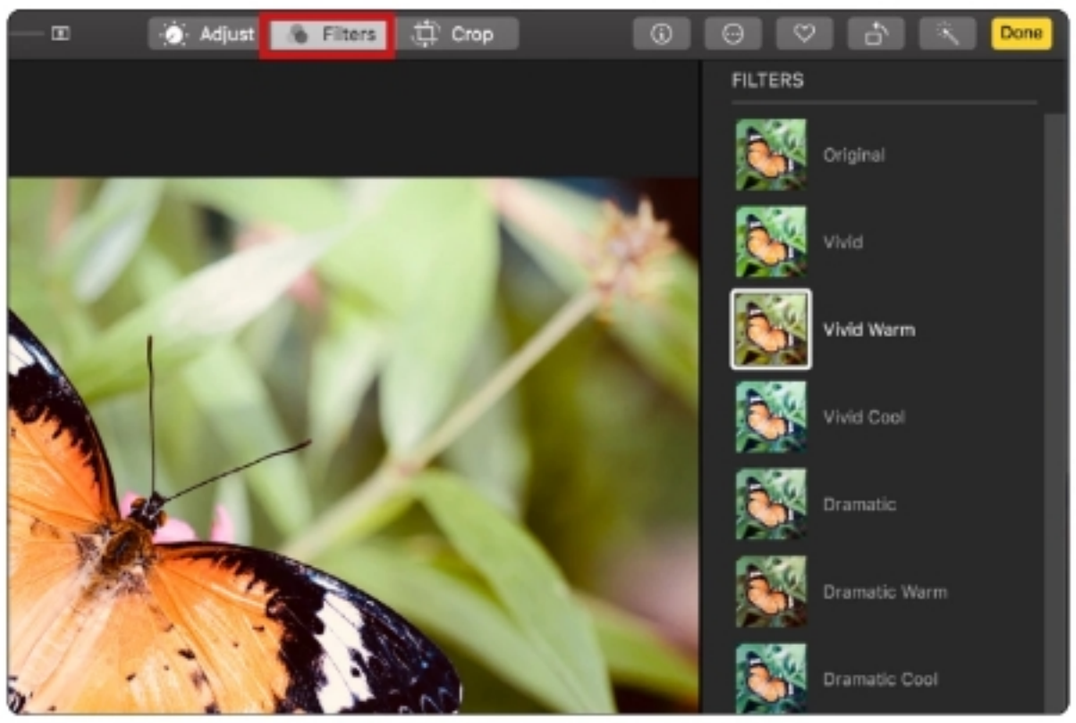
5 In Curves, drag the diagonal line or the dots under the right and left ends. A useful trick is to click on the left dropper and click something black, then the right dropper and click on something white. The Definition tool is another slider.



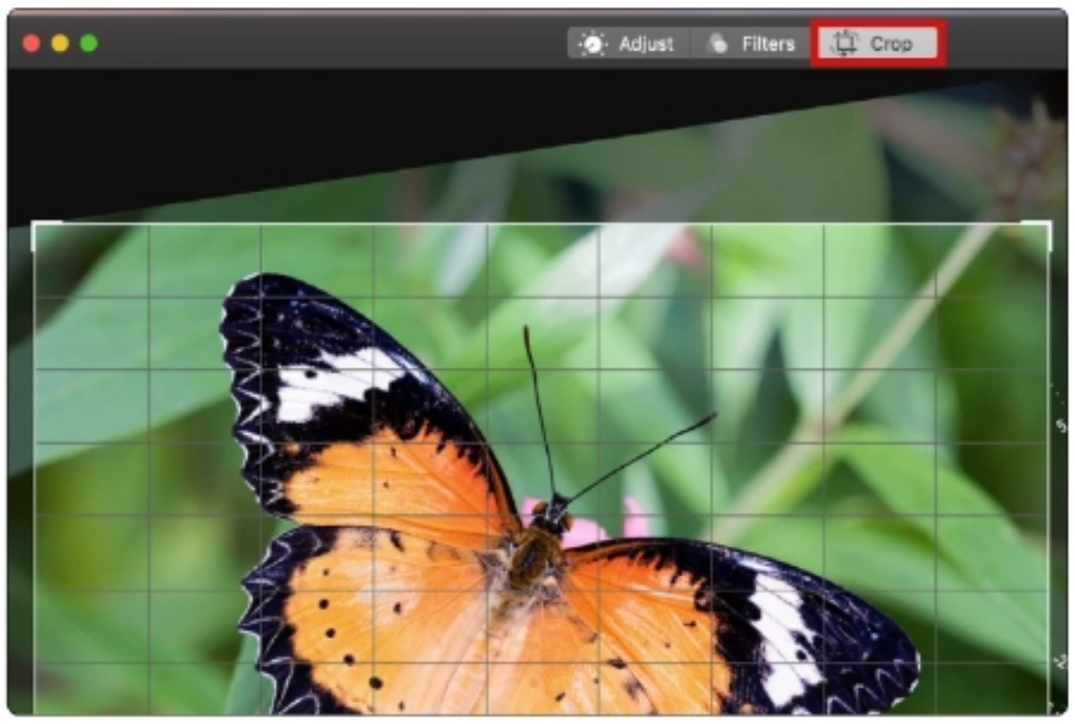
6 Selective Colour and Noise Reduction are sliders. The former lets you make adjustments to one colour at a time, using the pickers and sliders, and Noise Reduction is for smoothing out speckles and other such imperfections in the photo.



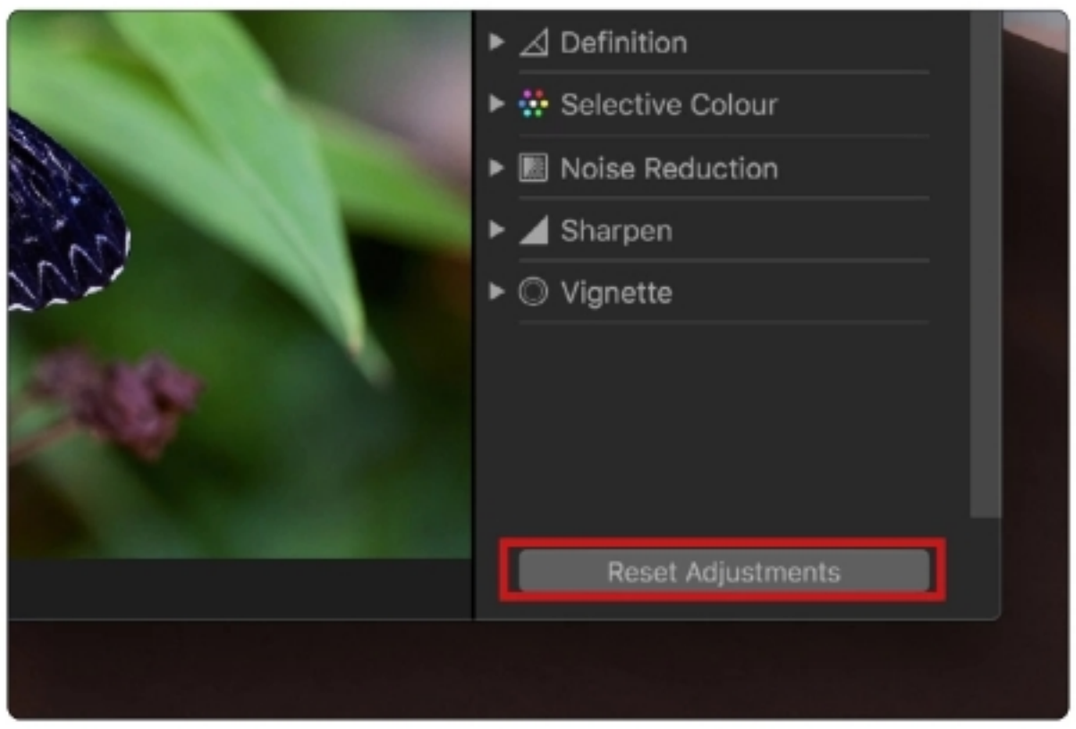
7 The Sharpen tool lets you sharpen pictures that are out of focus. You can sharpen the edges, adjust the intensity and more. The Vignette option lets you add an adjustable shadow to the edges of the photograph, as you can see we've done here.



8 Select the Filters tab and you can automatically add an effect to your photo. Here we've gone for Vivid Warm but you can also set it cooler, make it monotone and more. Choosing another filter to overrides the last one. Choose Original to remove all filters.



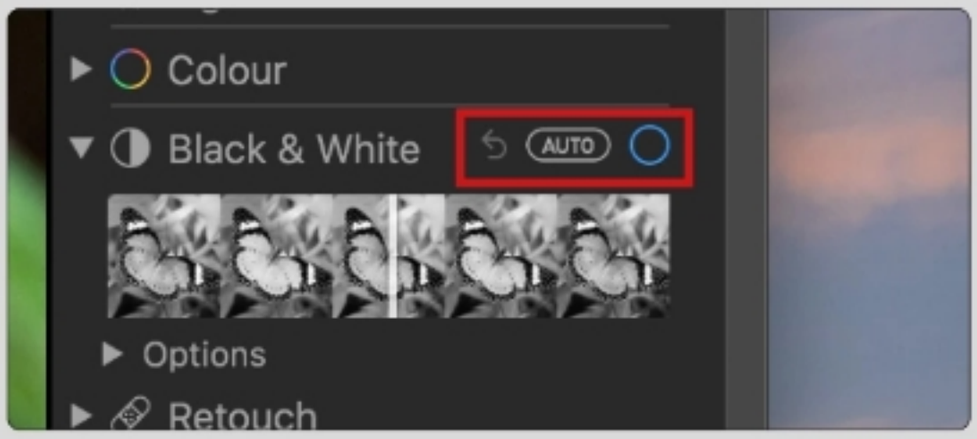
9 Use the Crop tab to rotate your photo if it isn't straight and also to crop it by dragging the corners into the photo. The Flip option in the sidebar mirrors the pic and Aspect lets you resize the photo according to an aspect ratio of your choice.



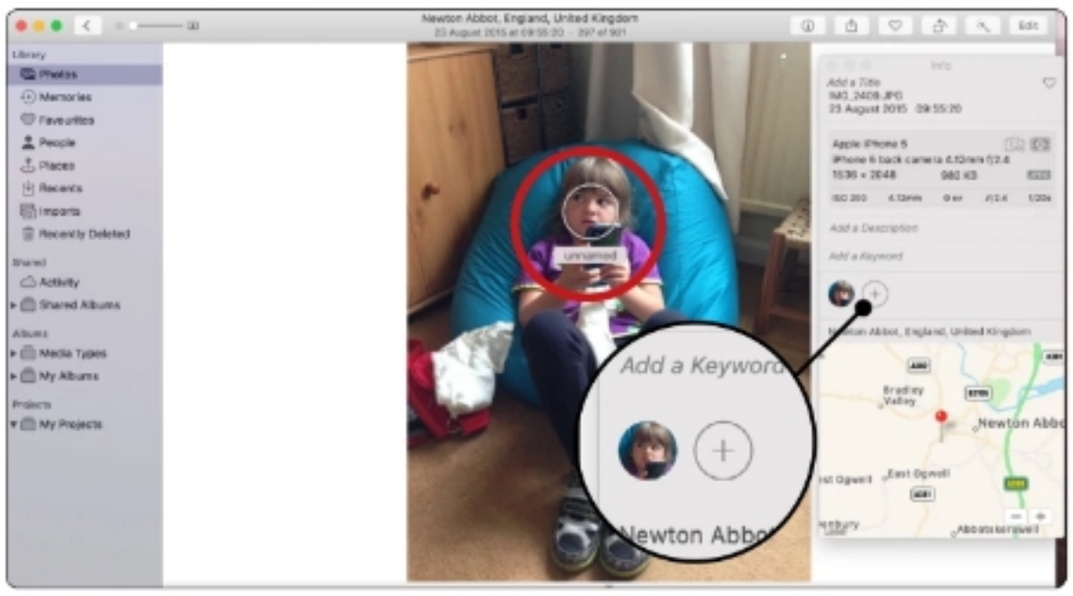
10 Edits made in the Photos app are non-destructive. This means whatever you've done to your picture can be reversed. If you don't like your edits, just click the Reset Adjustments button in the bottom right corner and your photo reverts to its original settings.

Universal Tools.

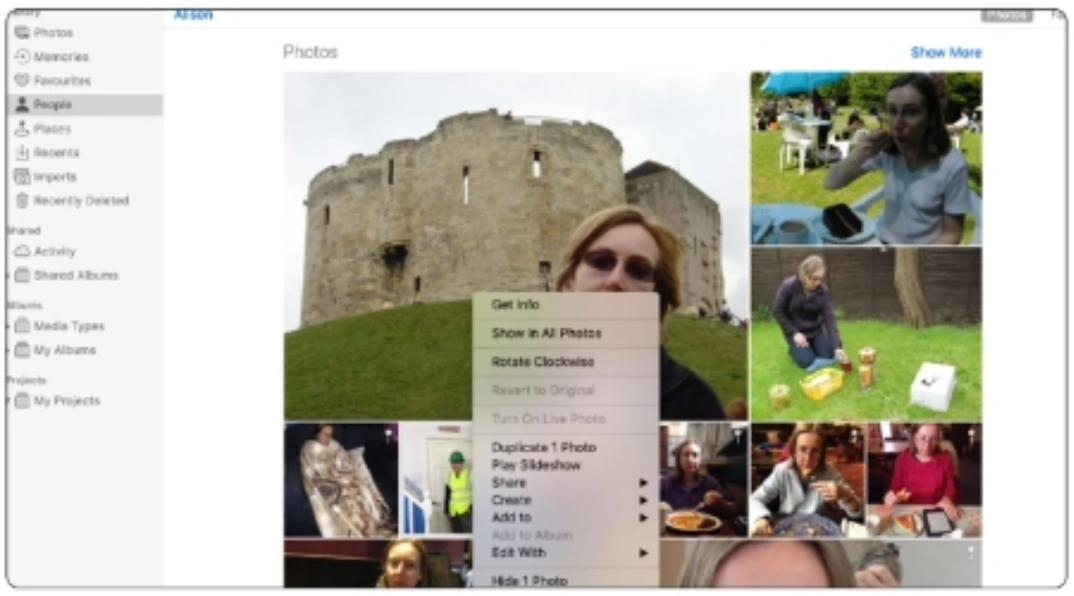
All the options in Edit Mode have these three tools, which appear when you hover over or open one of the settings tools. The curly arrow reverses the last adjustment you made. Auto makes an automatic enhancement with that tool only and the tick in a circle toggles the last edit you did on and off, so you can see the difference it has made.



Adding People

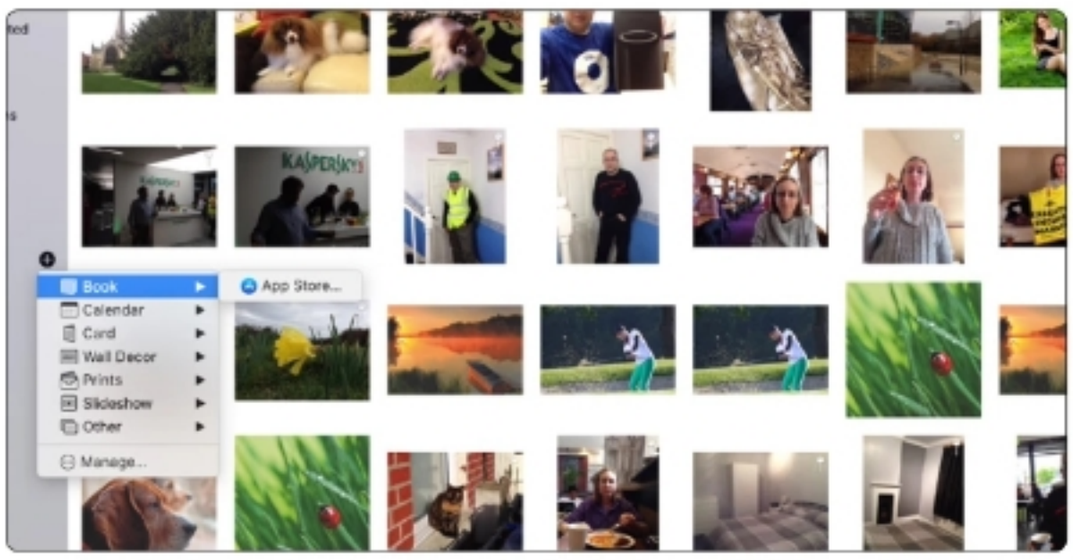


1 Open a photo containing people and click the 'i' button for the information window. If the Photos app has identified a face, it's shown in this window. Click it to tag the face with the person's name. Click the plus sign to add another tag, which you can name and move should there be a face that isn't identified.

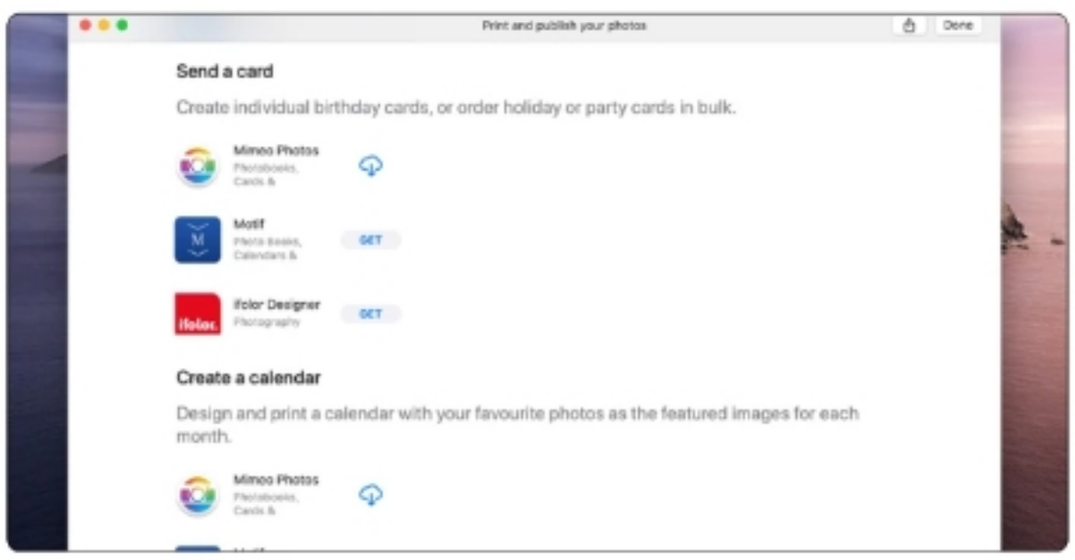


2 Click 'People' in the sidebar to see photos you've identified by name. Click on a person to see all the photos you have of them. If a photo doesn't contain that person, right-click on it and select the option 'X is not in this photo' to remove it. Scroll down and click Confirm Additional Photos to check pics the app thinks are of that person.

Projects

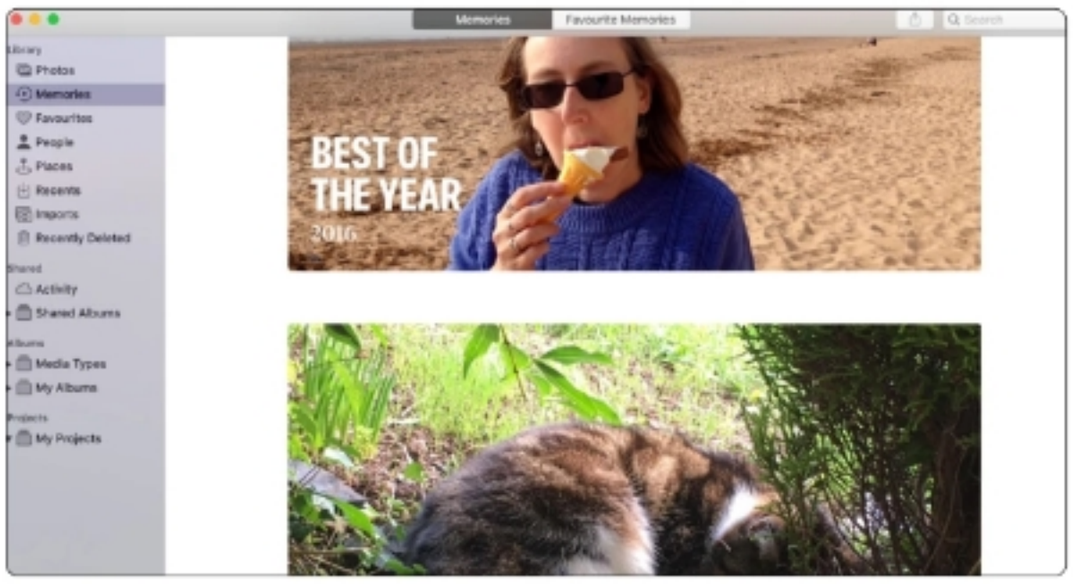


1 You can still order prints and design books, calendars and cards with Photos, but Apple no longer sells them. Instead, hover over Projects and select the project you want to start. Apps you have downloaded for the purpose are shown, as is an App Store link taking you to extensions offering these third-party services.

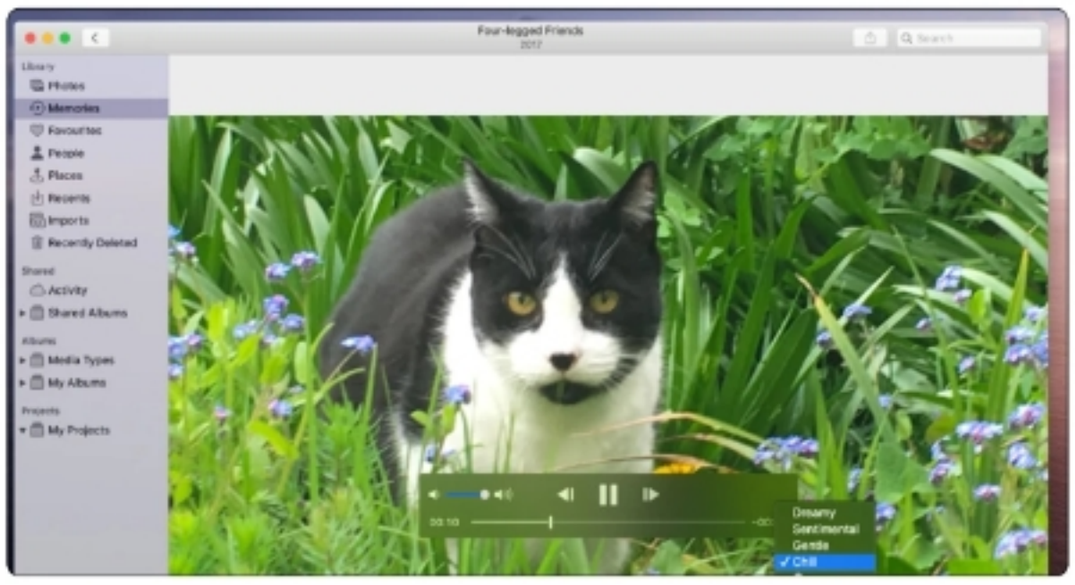


2 Choose an extension offering the project you want, and install it. Then choose the pictures you want to import into the project (hold CMD and click on them one by one), then select the extension in the menu shown in the previous step. You can then follow the instructions offered on-screen to build and print your project.

Memories

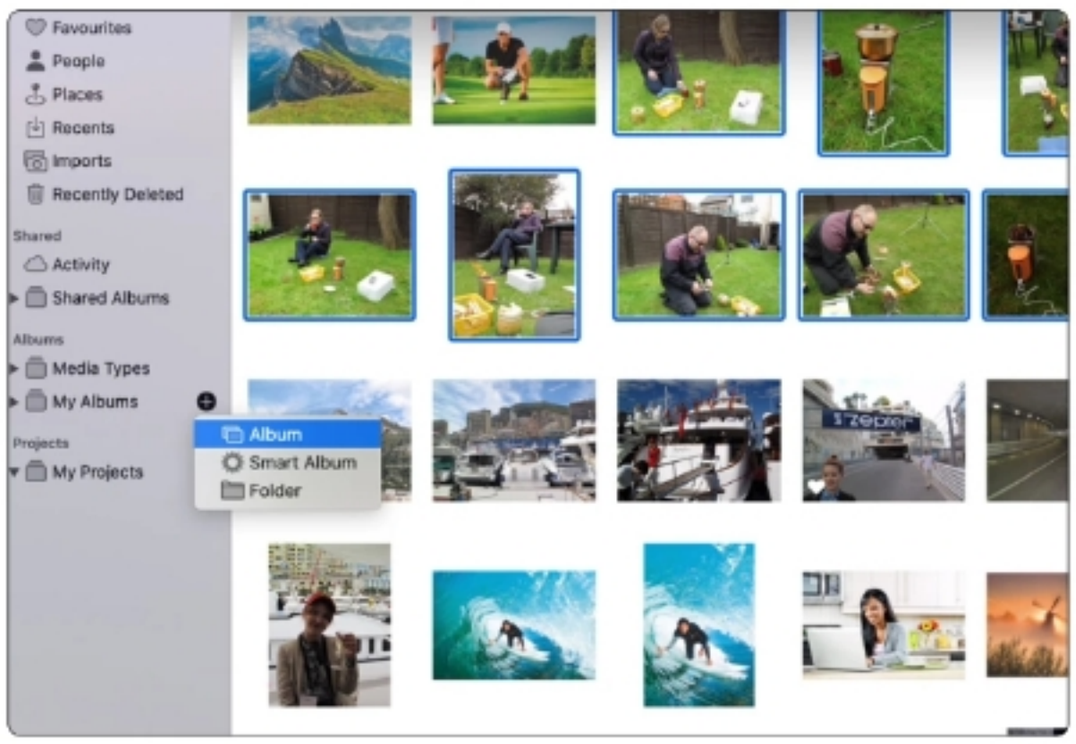


1 Click on Memories in the sidebar to show photos grouped according to various factors, including time and content. For example, a series of pictures taken over a week in a certain location might be identified as a holiday. Catalina also picks your best shots too.

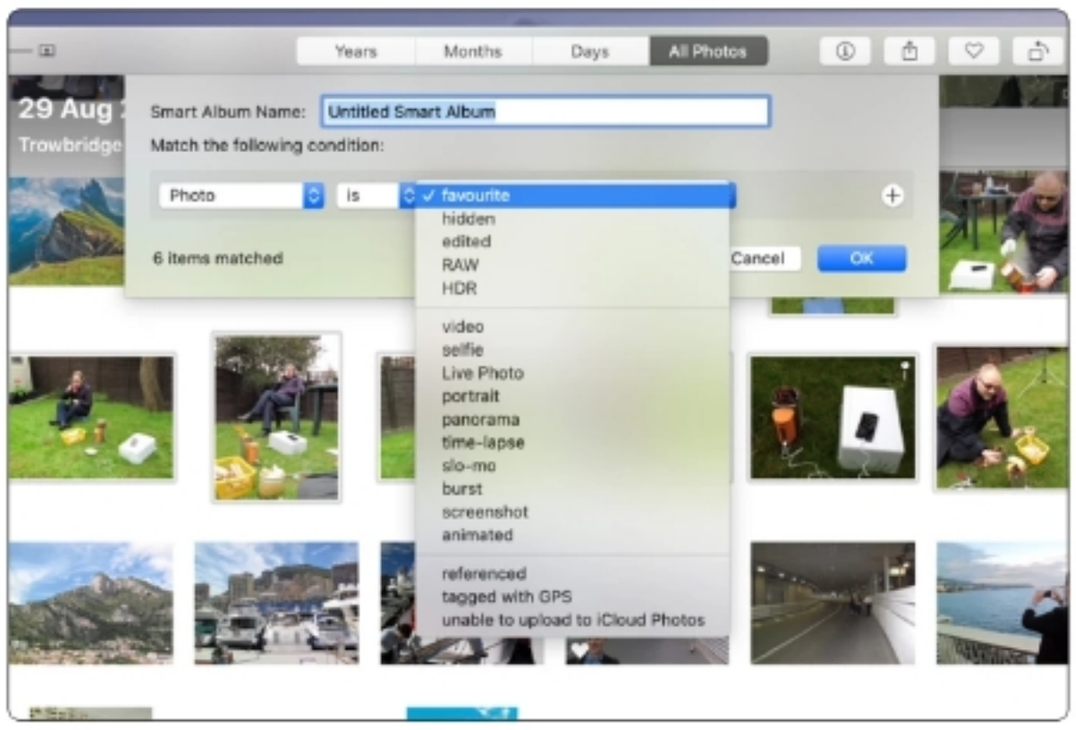


2 Click on a memory and hover over the picture at the top to see a Play button. Click it for a slideshow. Hover over the slideshow for controls. Click the cog to change the background music. Right-click on a memory and you can delete it, or add it to your favourites.

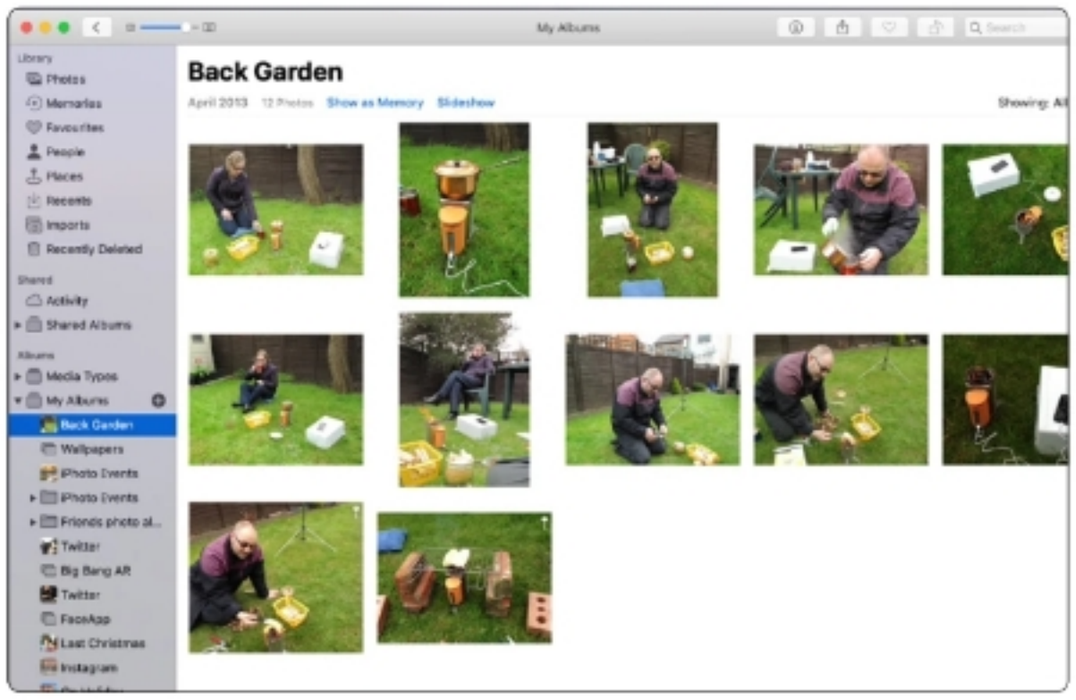
Making New Albums



1 CTRL-click on the pictures you want to make into an album, then hover over My Albums in the sidebar. Click the plus sign that appears, and choose whether to make a regular album, a smart album, or a folder from your pictures.

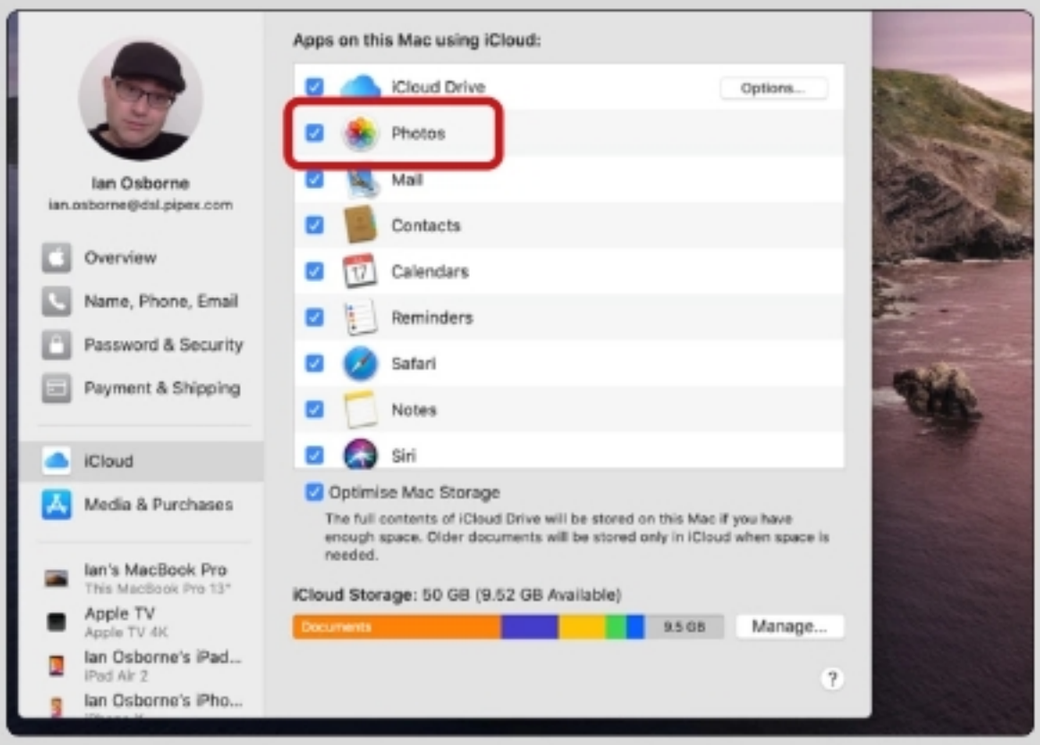


2 If you choose a smart album, you can set rules. From then on, any photo you add to your Photos app that satisfies these rules is automatically added to your smart album. Set its title in this window too.

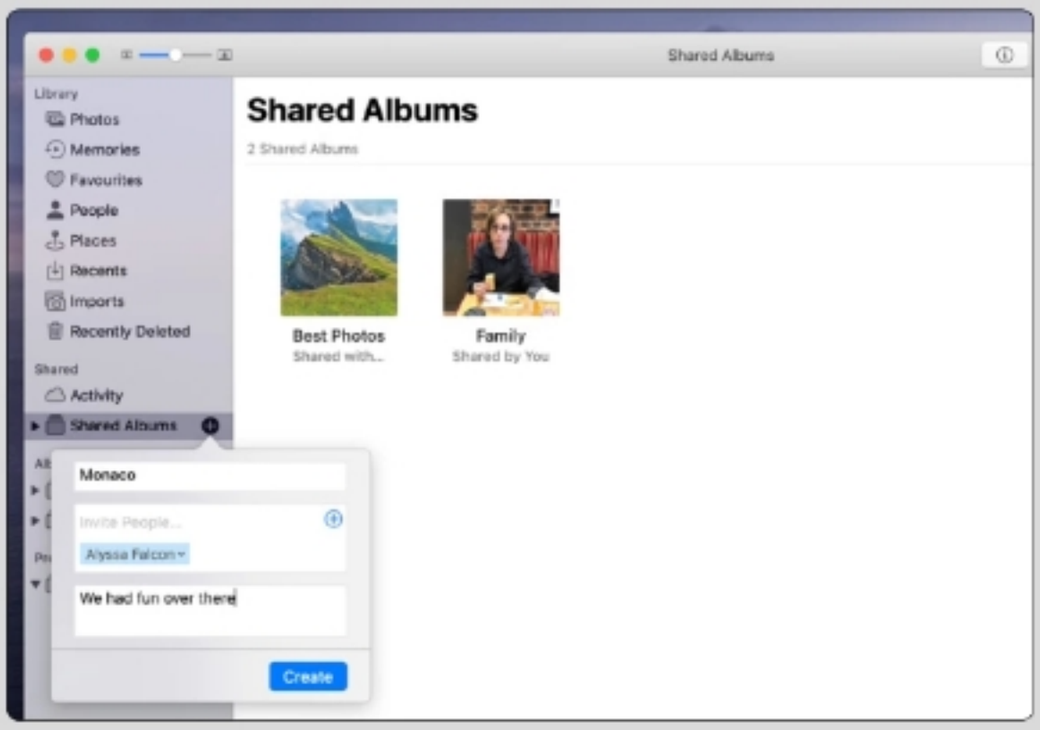


3 Choose a regular album and you can give it a name. The new album appears in your sidebar; click the triangle next to My Albums to see them all. You can drag photos onto this album to add them to it.

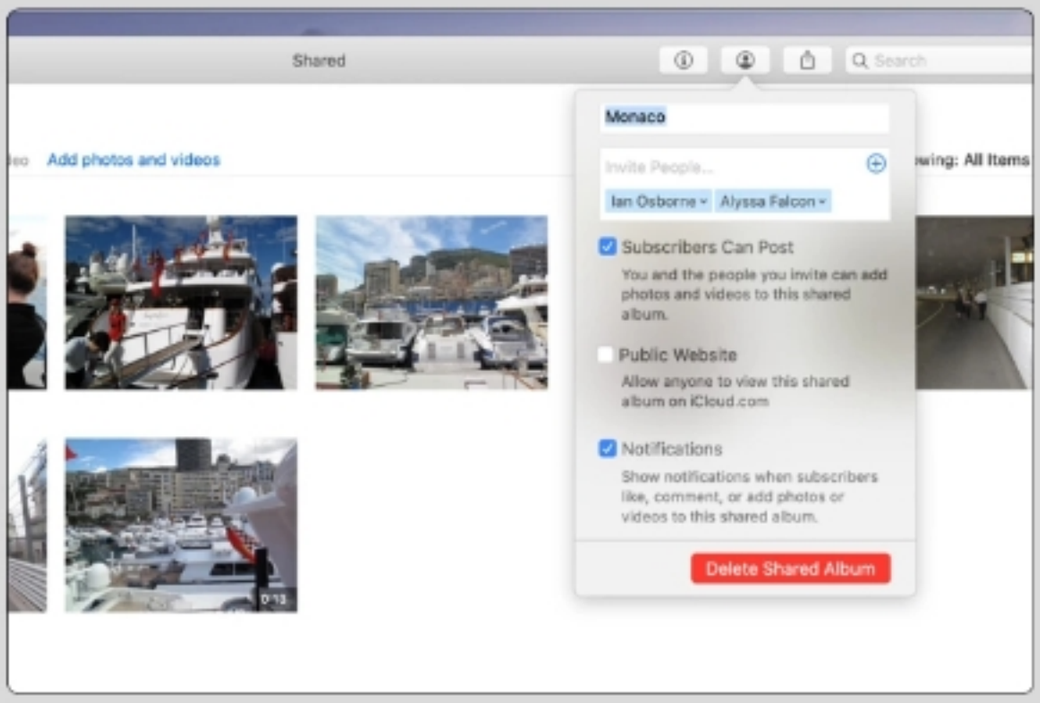
iCloud Photos.



1 To share a photo with iCloud, first go to System Preferences > Apple ID > iCloud and make sure the Photos option at the top of the list is ticked. You can then upload photo albums to iCloud and share them with others.



2 To start a shared album, hover over the Shared Albums option in the sidebar and click the plus sign that appears. Give your new album a name, invite people to view it and make any comments you wish.



3 Go back to Photos, in the sidebar, and then drag pics and videos into the new, shared album. Click the Silhouette icon, in the top bar, to invite or uninvite people and set a few more options. People you invite get a message.

Glossary of Mac and Computing Terms

We've tried to keep this guide as jargon free as possible, but inevitably there are some words and phrases that might still seem mysterious to the newcomer. Where that's the case, this glossary should help. If you're confused by a technical term, take a look; you might just find the definition you need in here.

A

Accessibility: A series of tools and features designed to make an Apple device such as the Mac and mobile devices easier to use by those with disabilities such as vision or hearing impairments. You can find the Mac's Accessibility features and customise them in System Preferences.

AirPlay: A protocol for streaming sounds and video from an Apple device to a set of compatible speakers, or a device such as an Apple TV. It's wireless, and easy to use as well.

App: Short for 'application', another name for a computer software program. Your Mac comes with a selection of pre-installed apps, and you can buy more from the Mac App Store.

App Store: The App Store is where you can download free and paid programs to your device using your Apple ID. You can access it through the application that comes bundled with your Mac.

Apple ID: This is the email address and password that you have registered with Apple. It's required to access many online applications on your Mac, including iTunes, App Store and Books.

Apple Menu: The menu that's opened by clicking on the Apple icon in the left of the menu bar. It gives access to system functions such as Preferences, App Store, Force Quit and more.

B

Bluetooth: Bluetooth is a wireless technology used to link and exchange data with another compatible device. It has a range of approximately 8 metres (25ft). The Mac supports many Bluetooth devices, including headphones, keyboards and fitness trackers.

Books: This is Apple's eBook application, which is available for free from the App Store and is also bundled with recent versions of macOS. It handles the standard electronic publishing formats protected by FairPlay DRM, and also PDF documents. It was introduced in 2010 along with the iPad.

Browser: An app used to access websites found on the worldwide web. The Mac comes with Apple's Safari browser preinstalled, but others are available in the App Store.

C

Calendar: This is one of Apple's preloaded apps. Use it to keep track of events, invitations, and reminders on your Mac, iPhone, iPod touch and iPad.

Closed Clamshell Mode: By connecting your notebook Mac to a display, an external keyboard and a controller such as a mouse or Magic Trackpad, you can use it like a desktop computer, with the notebook closed.

D

Desktop: A computer that's designed to be used on a desk while plugged into the mains, at home or in the office, as opposed to a notebook or laptop. Apple's range of desktop computers is the iMac, the Mac mini and the Mac Pro.

Dock: The opaque strip at the bottom of the screen. Apps in the dock are easy to access and open, and you can customise it to best suit your requirements. Apps that are currently running are also shown in the dock.

E

Emoticon: A small drawing used to augment a message or text. Typically, these are yellow faces showing a variety of expressions.

F

Facebook: Currently the most popular social networking site on the Internet. Add your Facebook account to your list of Internet Accounts in System Preferences and you can share material directly to it using the macOS Share button.

FaceTime: You can make video and audio calls to other Apple devices using the FaceTime app. These are made over the Internet so are free unless using mobile data.

Finder: The Finder is the Mac's user interface. It deals with management of folders, windows, menus and more. Its feature set has grown over the years, with recent introductions including tabbed Finder windows and tags.

Folders: A folder is a container for a group of apps or files. You can create one by using Finder's File menu, or right-clicking on the desktop and using the contextual menu. You can drag items into and out of a folder.

Force Quit: The act of forcing an application to close down, perhaps because it's crashed or frozen. It's achieved by right-clicking its dock icon, or opening the Apple menu and selecting Force Quit. Unfortunately, unsaved work will be lost.

G

Gestures: These are actions performed with your fingers on the Mac's trackpad. You can use gestures on a notebook trackpad, an Apple Magic Trackpad or to a limited extent, an Apple Magic Mouse.

Gumdrops: A colloquial term for the three coloured buttons found in the top left corner of an app or finder window. They close the window (red), minimise the window (yellow) or switch to and from full-screen mode (green)

H

HTML: Hypertext Markup Language, the standard for building websites, and a cornerstone technology of the worldwide web.

I

iCloud: The collective name for Apple's online services, it replaced MobileMe and integrates with all iOS/iPadOS and macOS/OS X Mac computers.

iMessage: A text message that's sent from one Apple device to another. iMessages use the Internet rather than the mobile phone network, so they're sent free of charge from iPhones and iPads.

iOS: Apple's mobile operating system. iOS is the software that powers the iPhone, iPod touch, iPad and Apple TV.

iPadOS: The latest operating system used by the iPad. It evolved from iOS.

iTunes: Apple's abandoned music playing software, which was also used to activate and sync iPads and iOS devices. In macOS Catalina, iTunes was replaced by three new apps; Music, TV and Podcasts.

L

LaunchPad: Found in the dock represented by a rocket icon, the LaunchPad is an easy way of opening apps. It resembles and behaves like an iOS Home screen.

Lightning: The cable connection used by modern iPads and iPhones. It replaces the old 30-pin dock connectors, and is used to charge these mobile devices and sync them with your Mac.

Location Services: Features and software on your Mac that pinpoint and use your current location. The Maps app is one example.

M

macOS: Formerly known as OS X, macOS is the operating system on which the Mac runs. The current version of macOS is Version 10.15: Catalina. Like most recent versions of macOS, Catalina is a free upgrade.

Mail: The Mac's bundled email client. It can handle a wide range of email accounts, including Apple iCloud accounts, Microsoft's and Google's mail services, Yahoo email accounts and those accounts that are provided by your Internet Service Provider. Third party email apps are available.

Menu Bar: The macOS Menu Bar sits atop the desktop, at the top of the screen. On the left are pull-down menus, which vary according to what app you're using. On the right are menulets and controls, along with info such as the time and date.

Messages: One of Apple's built-in apps that handles SMS text messages and MMS multimedia messages.

MMS: Multimedia Messages (MMS) supports images, videos, sound, contact cards, and location data. Sent and received via the Messages app on the Mac to other Macs and mobile cell phones.

Monitor: Also called a display, this is an external screen that's essential for Mac minis and Mac Pros. You can also add a monitor to an iMac or notebook Mac as a second or even primary display.

Mouse: A controller used to move your pointer around your Mac's screen, and to select options using the mouse buttons. A mouse is traditionally used with a desktop computer such as the iMac or Mac Pro, but if you don't like trackpads, you can use one with your notebook too.

N

Notebook: A portable computer, sometimes called a laptop. Notebooks can be mains or battery powered and have their own built-in screen, which folds down for portability. Apple's notebook range comprises of the MacBook, MacBook Air and MacBook Pro.

Notification Centre: A list of recent notifications, accessible by clicking on the icon in the top-right corner of the Mac's desktop.

P

Photo Stream: Part of iCloud, Photo Stream stores your last thirty days or 1000 photos online and on your iOS/iPadOS devices, and all your photos on your Mac.

Photos: A bundled Mac application that lets you store, manage and edit your photo collections and share them with your other Apple devices using iCloud.

Q

QuickTime: Apple's 2D video and graphics player, used to play movies and other video on your Mac.

R

Retina Display: This is Apple's term for its high-resolution screens. The pixels are so small it's impossible to distinguish between them at a normal viewing distance, making the on-screen images very smooth and clear.

S

Safari: Apple's web browser, similar in function to Microsoft Explorer or Google Chrome. It's available for both Macs and iOS/iPadOS devices, and it lets you surf the worldwide web.

Siri: Apple's voice activated digital assistant. You can give Siri spoken instructions and the service replies by giving you the information you asked for; or by activating the requested Mac function.

SMS (Short Message Service): Text messages sent from the Messages app from a Mac's Messages app or mobile device such as the iPad or iPhone to other cell mobile phones.

T

Tablet: A computer in a flat, 'tablet' form factor, such as the iPad. While the iPad is the most popular tablet computer, other models are available.

Text Field: Any area of the screen where you can add text. For example, when completing a web form, there are text fields for things like your name, address and more. Tap on a text field to bring up the cursor, so you can start typing.

Thunderbolt: A high-speed connectivity port offered on recent Macs. A Thunderbolt port can carry a video signal as well as data, so it can be used for an external display.

Touch Bar: The very latest models of the MacBook Pro replaces the function keys with a touch-sensitive screen which displays functions and controls according to the app or feature you're currently using. It also has a Touch ID fingerprint scanner for unlocking your Mac.

Trackpad: The controller device used in notebook Macs. You control your on-screen pointer by dragging your finger across the trackpad. Apple's Magic Trackpad is available for desktop computers.

Twitter: One of the most popular social networks built around a follower/following system rather than friends, with messages limited to 140 characters. There's an official Twitter app for the Mac, and several third party options for sending Tweets too.

U

URL: Uniform Resource Locator, the address used to access a web page. For example, Apple's URL (its website) is www.apple.com.

USB: (Universal Serial Bus) an industry standard for connecting computers and peripherals introduced in the mid-Nineties. The latest version, USB-C, has a similar plug to Thunderbolt 3, and is compatible with Thunderbolt 3 ports.

V

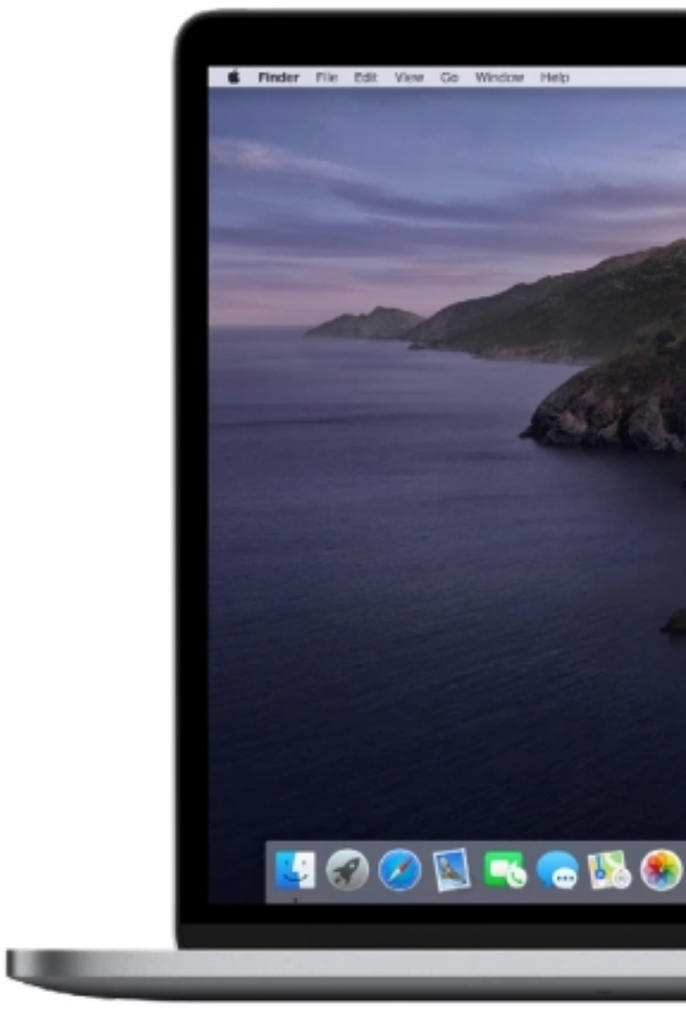
VPN: (Virtual Private Network): This provides secure access over the Internet to private networks, such as the network at your company or school.

W

Wi-Fi: A wireless means of getting onto the Internet or connecting two devices. At home, your Wi-Fi network is established through your router. Whilst away from home, you might have access to public Wi-Fi networks like those offered in coffee shops or libraries.

Y

YouTube: The Internet's most popular video viewing and sharing service. Owned by Google, you can access YouTube through a web browser, or through a dedicated app available for the Mac, iPhone, iPad or iPod Touch.



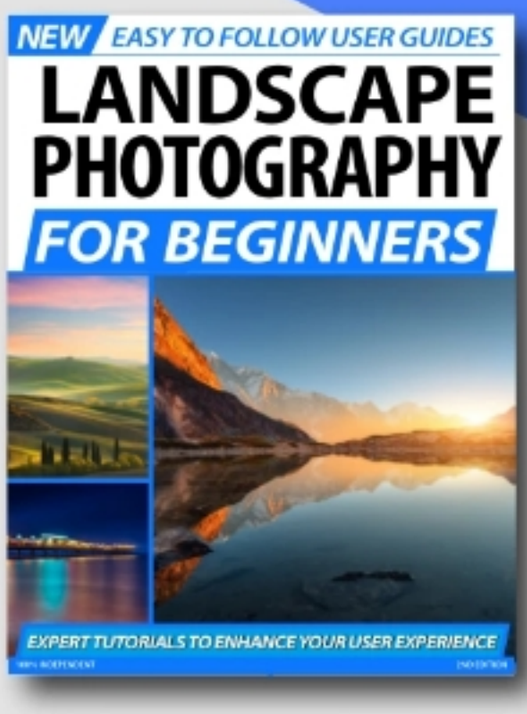
Now you've got the basics down, you can improve and learn more essential skills in our next guide...

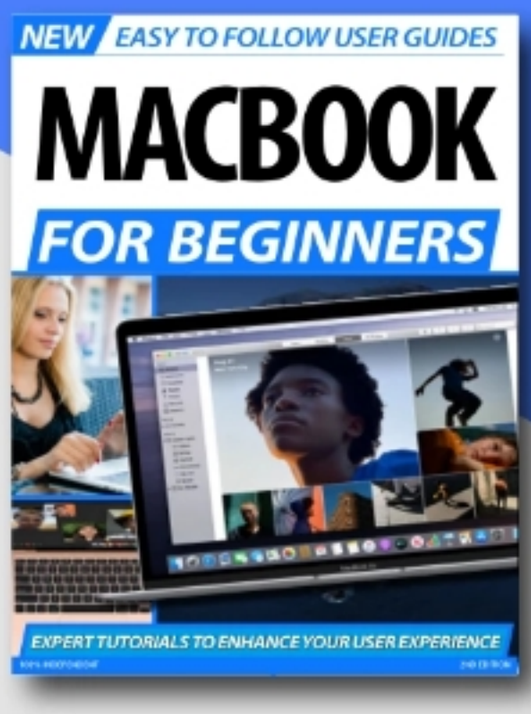
MAC

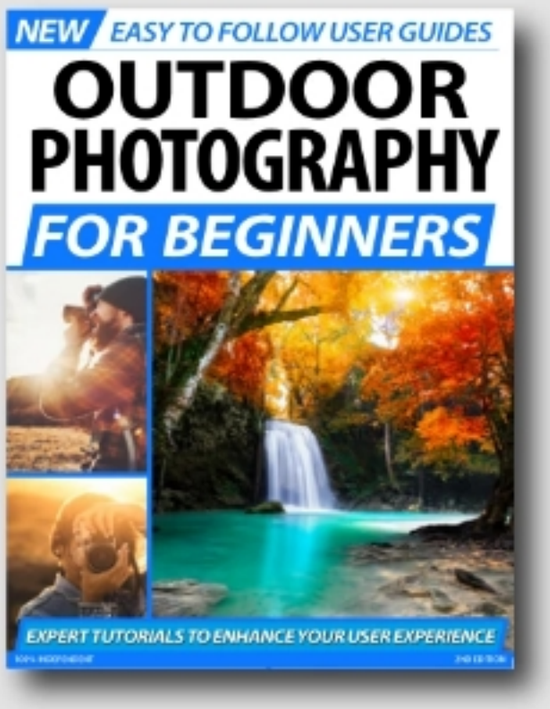
TRICKS AND TIPS

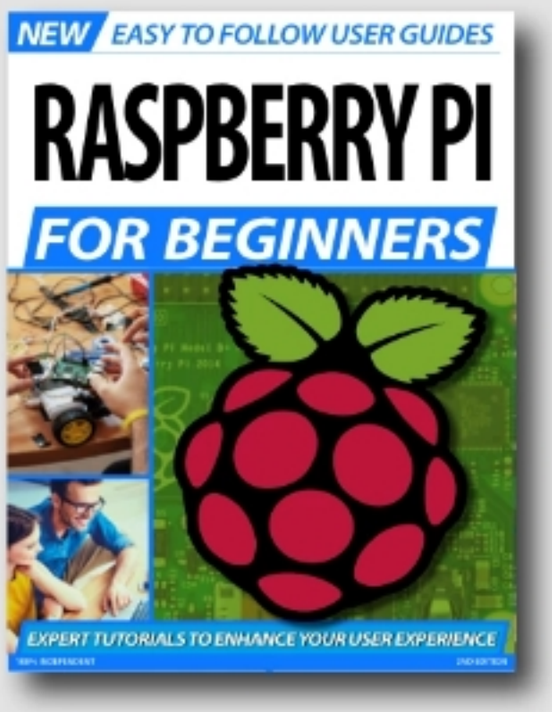
Coming soon!

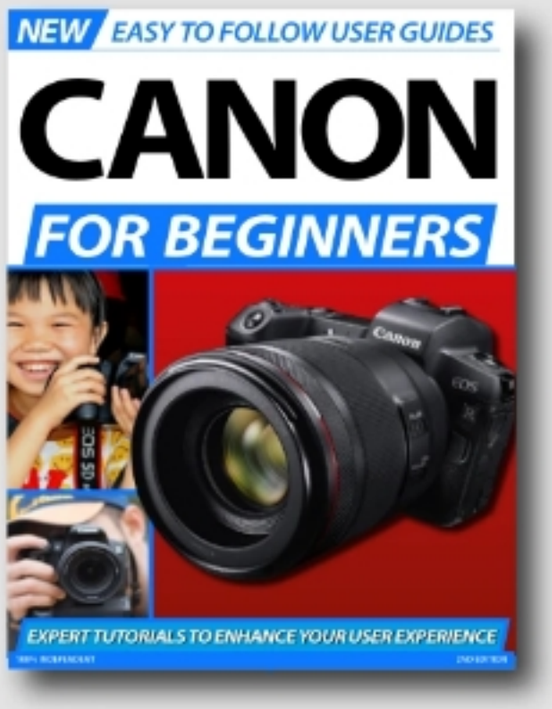
Discover more of our guides...

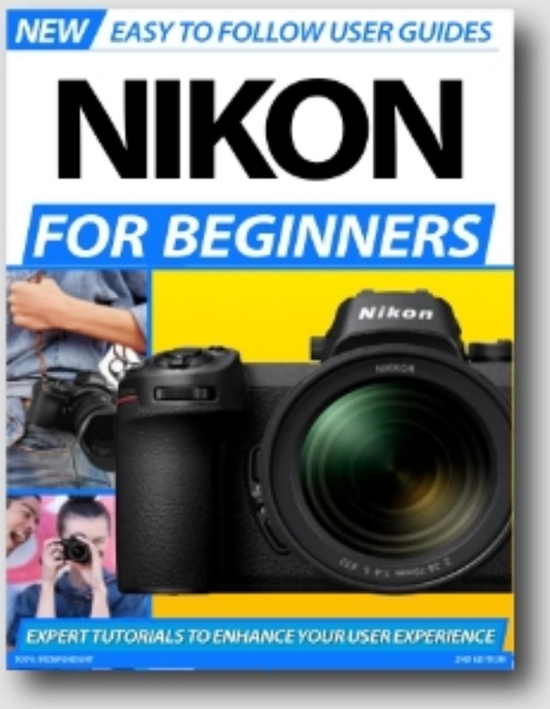












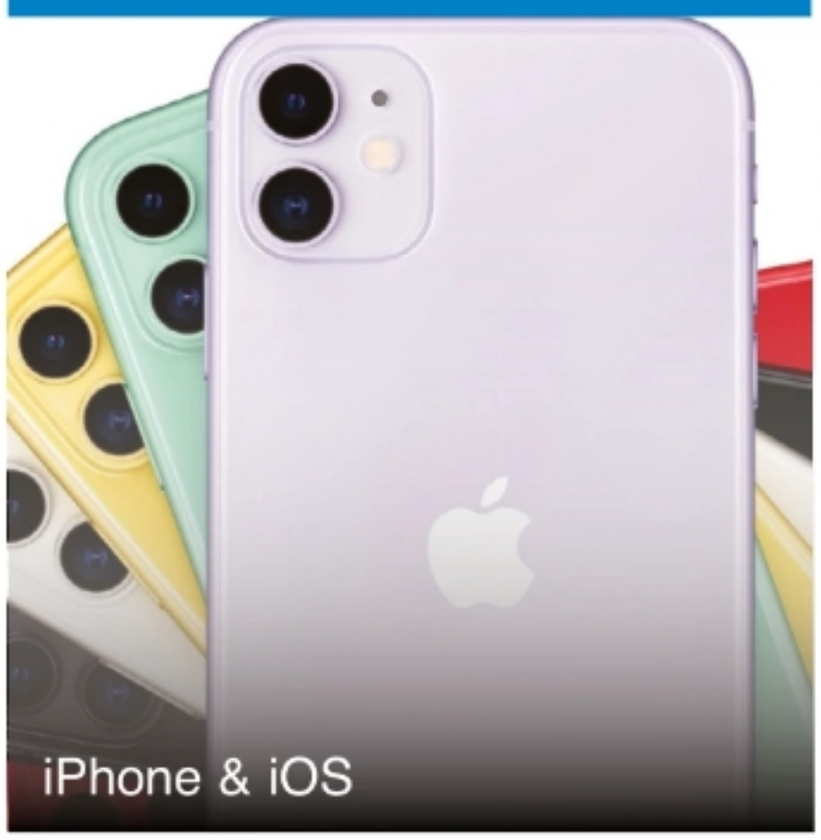
Black Dog Media

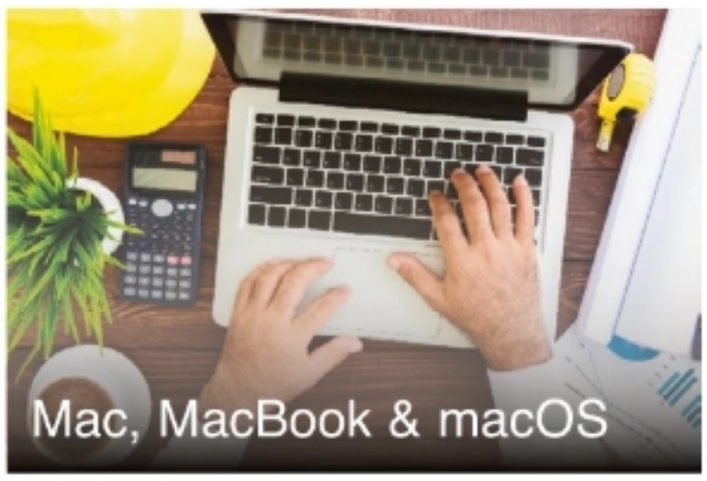
Master Your Tech From Beginner to Expert

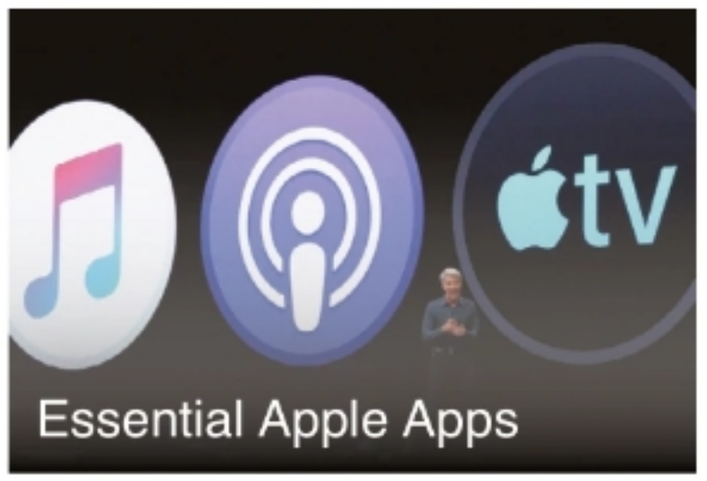
To continue learning more about your Apple tech visit us at:

www.bdmpublications.com

FREE Tech Guides

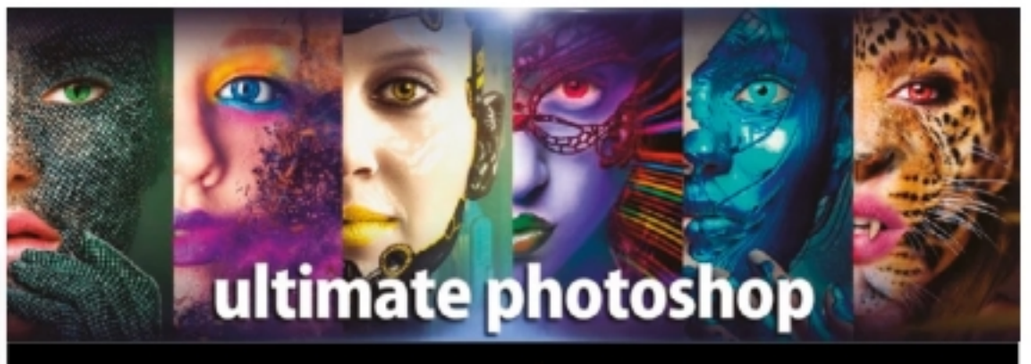






EXCLUSIVE Offers on Apple Guidebooks

- Print & digital editions
- Featuring the latest updates
- Step-by-step tutorials & guides
- Created by BDM experts



bdmpublications.com/ultimate-photoshop

Buy our Photoshop guides and download tutorial images for free! *Simply sign up and get creative.*

PLUS SPECIAL DEALS and Bonus Content When you sign up to our monthly newsletter!

Mac For Beginners

2nd Edition

ISBN: 978-1-912847-07-5

Published by: Papercut Limited

Digital distribution by:

Readly AB, Zinio, Magzter, Cafeyn, PocketMags

© 2020 Papercut Limited All rights reserved. No part of this publication may be reproduced in any form, stored in a retrieval system or integrated into any other publication, database or commercial programs without the express written permission of the publisher. Under no circumstances should this publication and its contents be resold, loaned out or used in any form by way of trade without the publisher's written permission. While we pride ourselves on the quality of the information we provide, Papercut Limited reserves the right not to be held responsible for any mistakes or inaccuracies found within the text of this publication. Due to the nature of the tech industry, the publisher cannot guarantee that all apps and software will work on every version of device. It remains the purchaser's sole responsibility to determine the suitability of this book and its content for whatever purpose. Any app images reproduced on the front and back cover are solely for design purposes and are not representative of content. We advise all potential buyers to check listing prior to purchase for confirmation of actual content. All editorial opinion herein is that of the reviewer - as an individual - and is not representative of the publisher or any of its affiliates. Therefore the publisher holds no responsibility in regard to editorial opinion and content.

This is an independent publication and as such does not necessarily reflect the views or opinions of the producers of apps or products contained within. This publication is 100% unofficial. All copyrights, trademarks and registered trademarks for the respective companies are acknowledged. Relevant graphic imagery reproduced with courtesy of brands and products. Additional images contained within this publication are reproduced under licence from Shutterstock. Prices, international availability, ratings, titles and content are subject to change.

All information was correct at time of publication. Some content may have been previously published in other volumes or titles.

Papercut Limited
Registered in England & Wales No: 4308513