NEW

Senior's Guide to Mac

The independent guide to mastering your Mac

Works for all Macs!

- ☑ Browse the web
- ☑ Watch films & TV
- ☑ Share your photos
- ☑ Listen to music
- ☑ Stay safe & back up
- ☑ Chat to friends & family

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Digital Edition

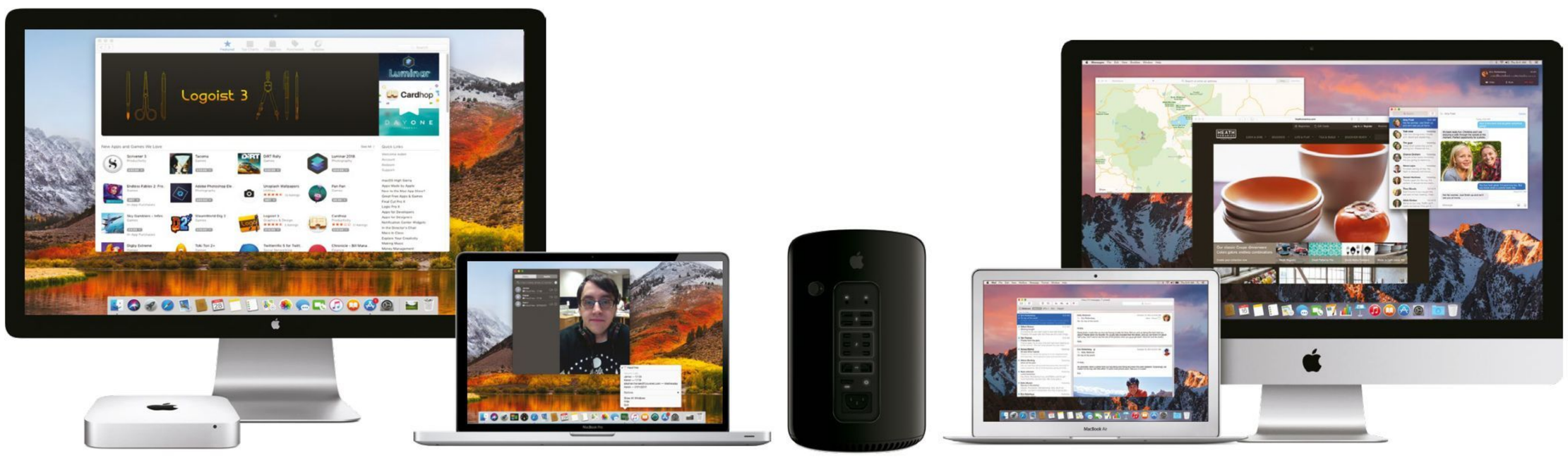
FUTURE

THIRD EDITION

Welcome to

Senior's Guide to Mac

Welcome to Senior's Guide to Mac, the ideal companion to guide you through your first steps with your iMac, Mac Pro or MacBook. In this new edition, we'll explore all the essentials, including basic navigation, shortcuts and back up options. You'll then progress onto discovering all the best macOS apps and features – from Mail to Safari, iTunes to Siri, AirDrop to iCloud. You'll also find all of the new features of macOS High Sierra, Apple's latest operating system. You'll learn how to work smarter and get creative on your Mac with programs like Photos, iMovie, GarageBand and Keynote. Finally, we tour the best apps from the Mac App Store, exploring different categories for those with diverse needs and interests. Get started with our step-by-step tutorials and your Apple Mac experience will soon be as smooth as the intuitive system was designed to be.



FUTURE

Senior's Guide to Mac

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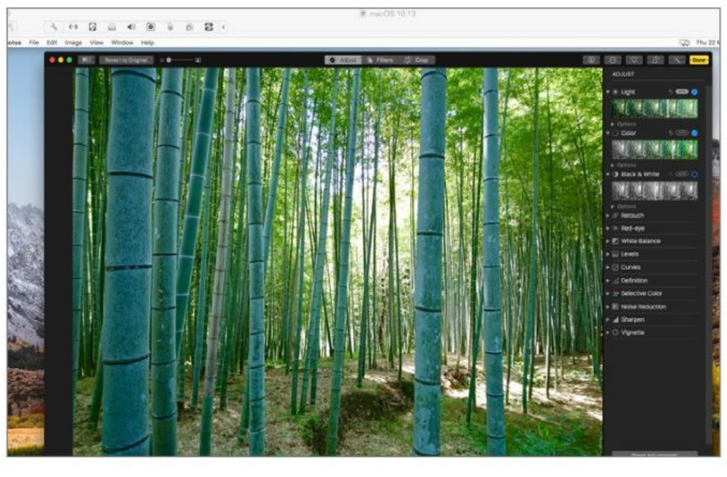
"Explore all the essentials, like basic navigation, shortcuts and back up options"



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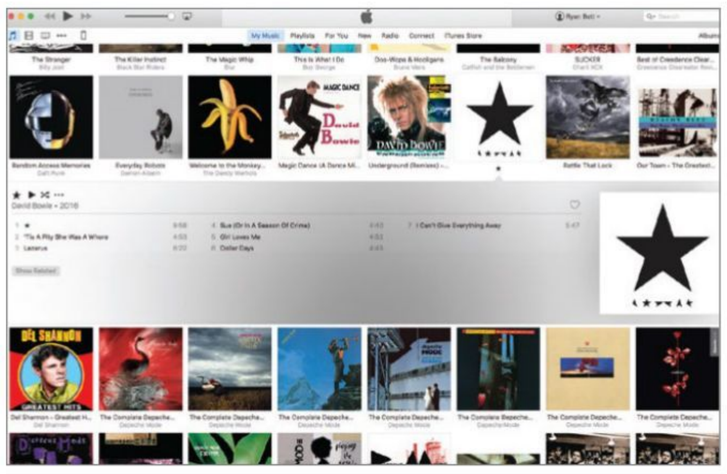
"Macs are great, whether it's work or play you have in mind"



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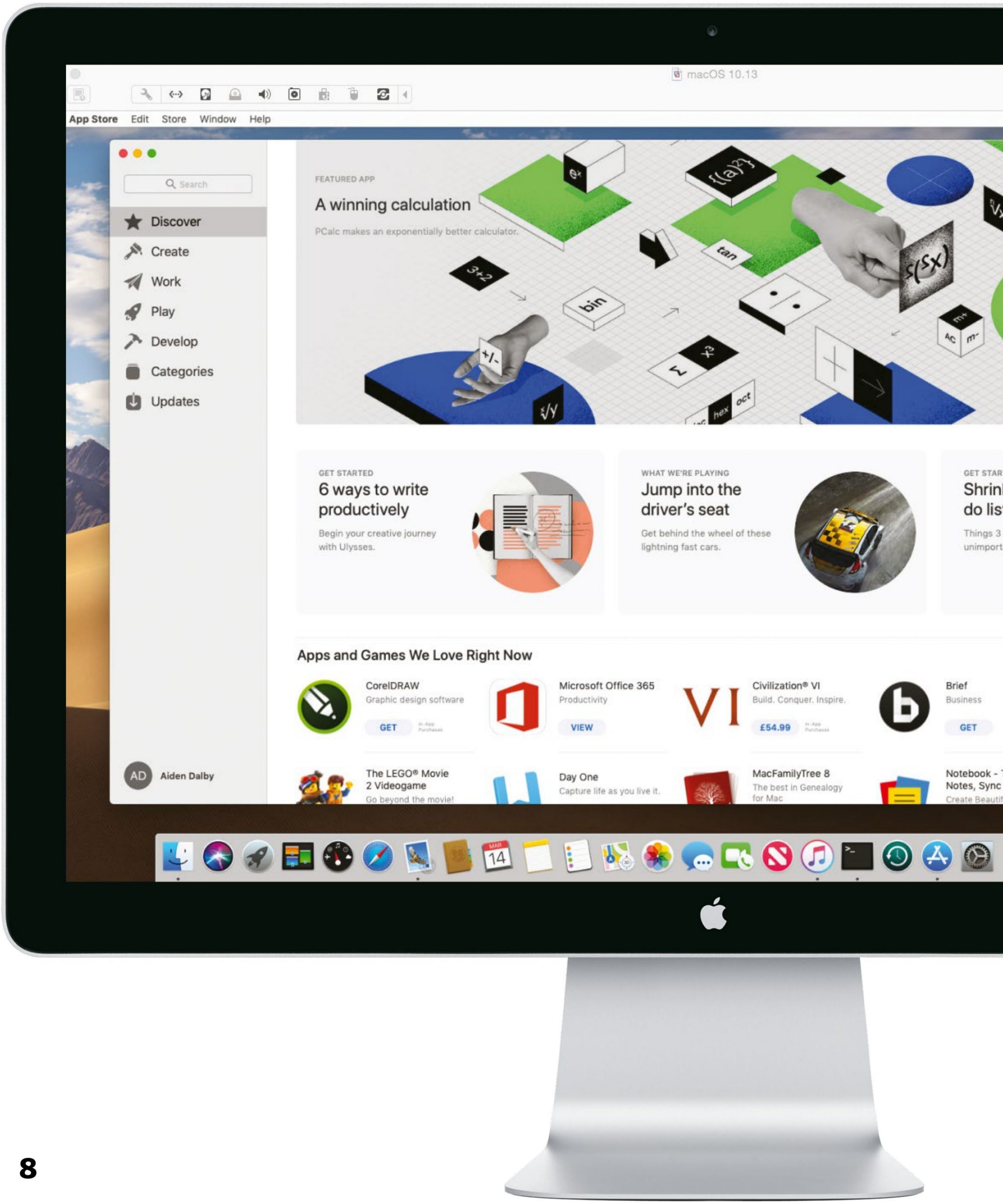
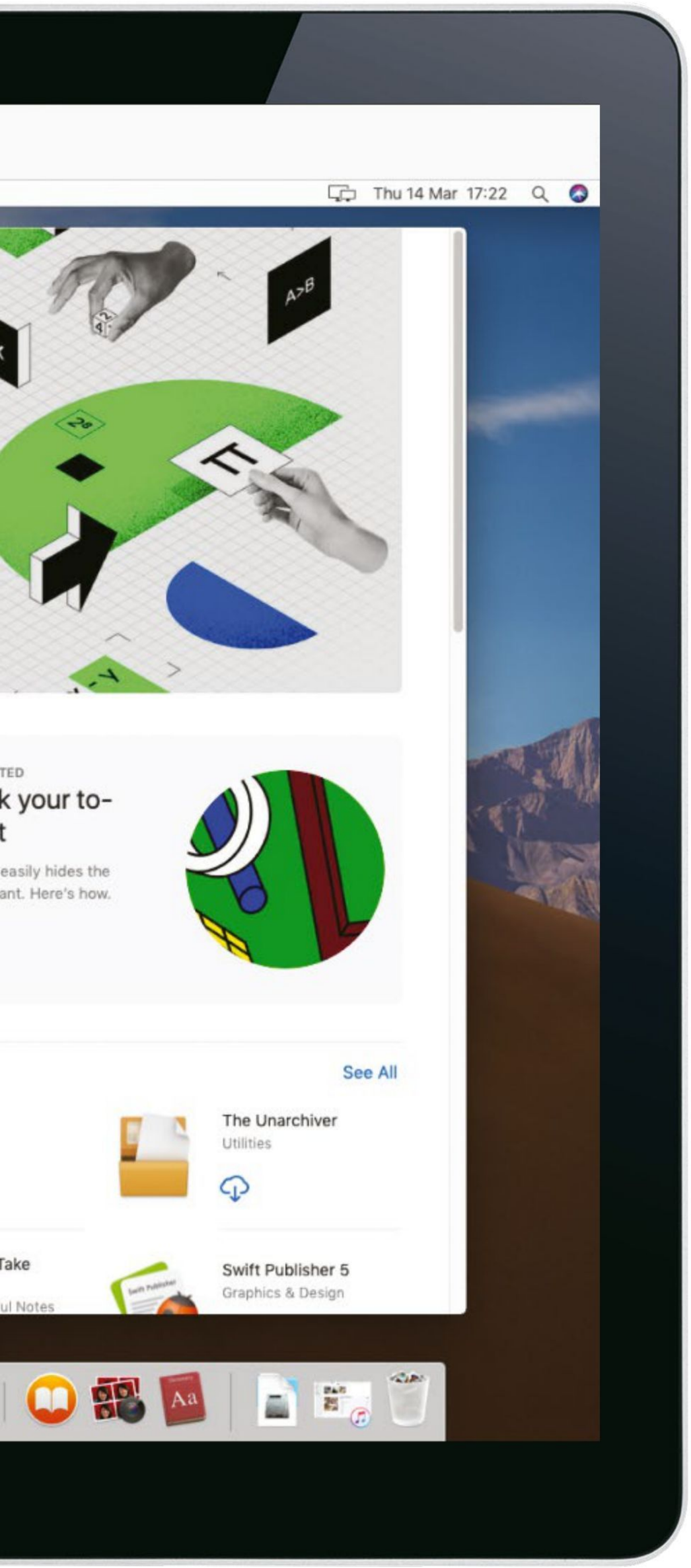




The ultimate guide to your Mac

Taking you through everything you need to know to get started on your Mac

Welcome to the Mac, and welcome to the Mac community. If this is the first time you've owned a Mac, trust us, you're in for a real treat. The Mac is a multi-talented computing phenomenon, part entertainment device, part office workhorse, part creative tool, part media hub. But among all its talents, there's one constant: you'll enjoy using it. If you're used to fighting to get a PC to do the simplest thing, you'll find your new Mac a breath of fresh air. It doesn't get in the way, and the many joys of discovering your Mac's benefits lie ahead.

However easy the Mac is to use – its reputation in this regard is well earned – it's also true that starting out on a new computer or on a new platform can seem daunting at first. Parts of it will inevitably seem unfamiliar. That's where this book comes in. Over these pages we'll take you through everything you need to get going and start enjoying your iMac or MacBook and the latest macOS operating system. Soon you'll be taking off with the Mac. It won't be long before you find yourself offering tips you've discovered to other Mac users – and gently extolling the benefits of the Mac to others.

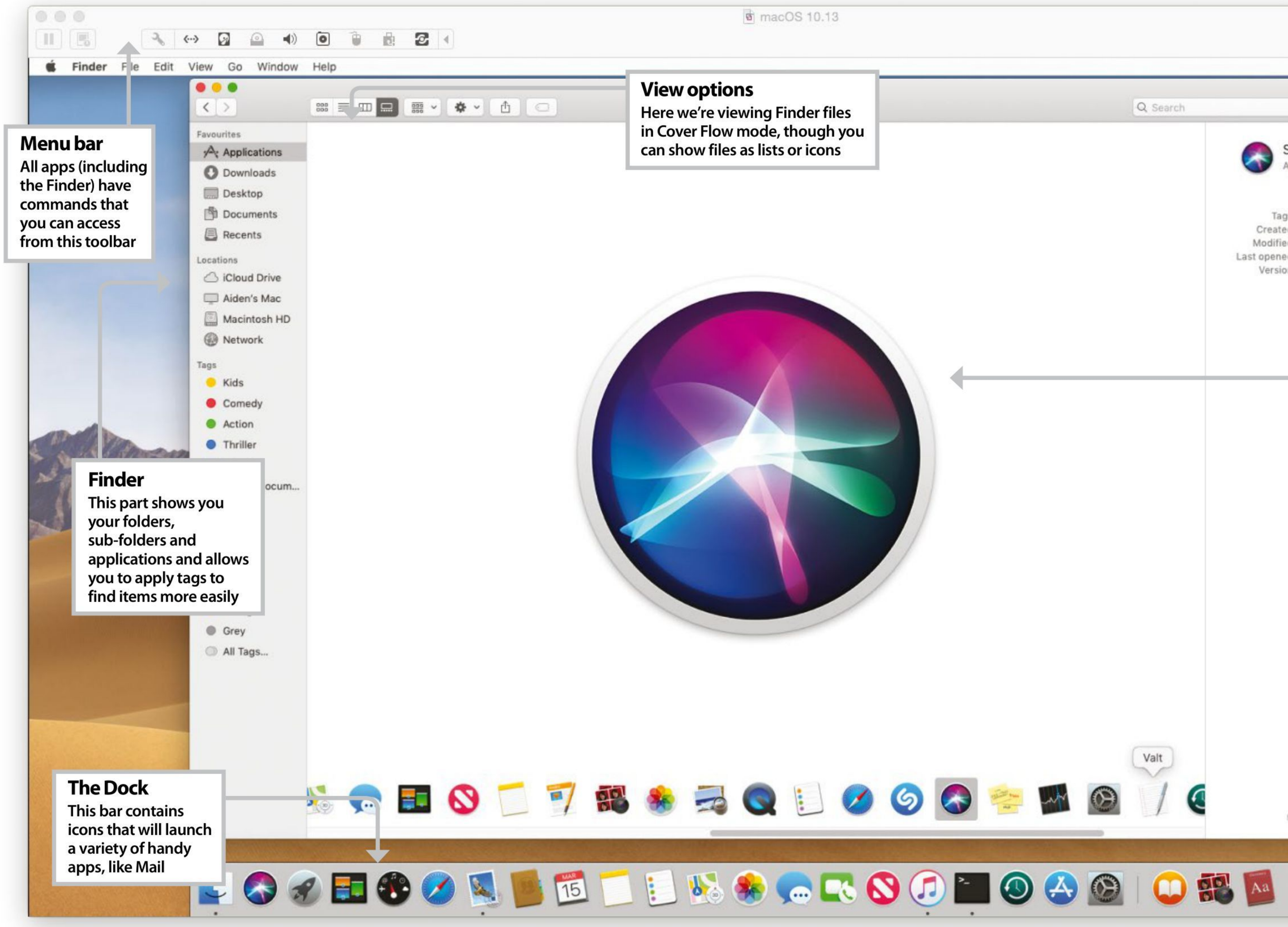
macOS Mojave

The advantages of the sophisticated Mac operating system

macOS is the operating system (OS) that all Macs use to run their software; the current iteration is macOS Mojave. It is free to download and system updates are regularly available to boost your Mac's performance by going to Software Update in the Apple menu and checking for updates.

macOS has developed over the years to bring a wealth of goodness from iPhone, iPad and iPod touch to the Mac, which complements the features of the previous operating systems – such as Launchpad, which enables you to see and open your apps in a manner very reminiscent of the touch-screen iOS dynamics. With macOS Mojave, all of your Mac's built-in apps have a Dark Mode to create a distraction-free look. Since OS X Yosemite, in-built apps include Messages, which lets you send free messages between all Apple devices; Maps to explore the world on your desktop; and Notes, which lets you jot down quick and easy notes that are synced to your iCloud and made available across all of your devices.

Speaking of iCloud, this system binds all of your devices together, integrating your emails, calendars, contacts, reminders, documents and more, so that whenever you add, delete or change something on your Mac, these changes also occur automatically on your other devices too. Other features such as the Notification Centre, guarantee you'll never miss an important email or message again.



"Browsing the web on a Mac you're far less susceptible to viruses than on a PC"

Entertainment

The Mac has made a name for itself as a creative device, but it'll also help you relax. All your favourite media can be browsed on a Mac, and thanks to the brilliant iTunes, it can all be accessed at the click of an icon.

In the mood to watch a movie or catch the latest episodes of your favourite TV series? iTunes has expanded from its original role as a music player and organiser, and now it can handle your whole video collection just as easily as it does your audio library. What's more, your downloaded videos will be catalogued neatly, organised how you like it so you can easily locate what you want to watch when you want to watch it.

The iTunes Store also holds a growing video collection that you can either rent and watch on your Mac. Both current and classic films are available, and there's a good choice of television episodes too, particularly when it comes to comedy. You may have a limited time to watch rented media, but it'll be cheaper for it!

Don't forget podcasts either. Some of the video podcasts in the iTunes Store – all free, remember – offer excellent quality.

While you can play videos fullscreen from within iTunes, you can also opt to activate AirPlay – Apple's wireless streaming technology – which lets you stream video as well as audio from your Mac over a Wi-Fi network through Apple TV. So even if you download your videos to a MacBook, iMac or any other Apple device, you can still enjoy them on a really big screen.

Don't forget that you can also watch live or archived television footage on your Mac through a web browser. The BBC's iPlayer (**www.bbc.co.uk/iplayer**) has earned a fine reputation, but several other channels also offer either a live view or an on-demand service of previously broadcasted television shows.

If your entertainment interests are more cerebral, what about reading a book? Apple Books is the go-to app in your Dock. The app works in the same way as the iOS version and all of your previous purchases will be synced with your Mac and appear on your Books shelf. While reading, an intuitive interface lets you make bookmarks, highlight passages of text and add notes, and the store is just a click away.

Browsing

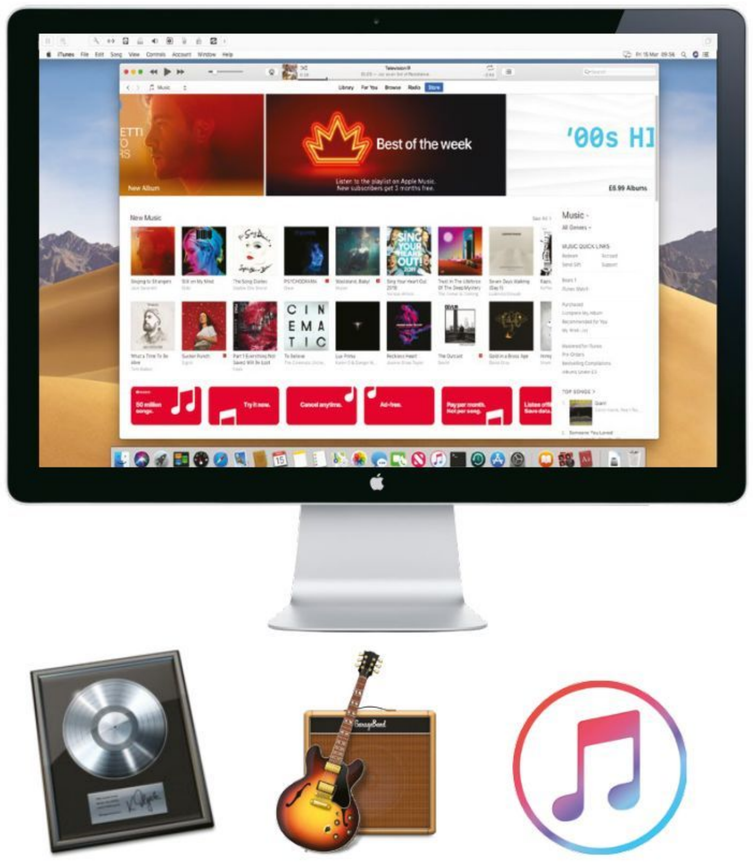
If we were to make the bold claim that the Mac offers the best way to browse the web, you would probably ask for evidence.

So here's exhibit one: Safari, the Mac's built-in web browser. It's not only one of the fastest and best-looking browsers around, but it also complies with modern web standards, which means that the latest cutting-edge websites should appear exactly as they were intended. Safari also comes with clever features such as private browsing, which hides your browsing history from prying eyes, and a neat 'Top Sites' view that presents small previews of your most-visited sites on one page and lets you visit them with a single click. Very convenient. In Top Sites view, Safari even lets you know when new content has been added to these sites, so you can stay on top of them.

Another great feature, for those of us who hate the ads that clutter webpages, is Safari's Reader mode. With a single click, webpages are transformed to show the important text in a simple scrolling, image-free window. Safari also comes with many other features, from fullscreen mode to one simple search field for both search terms and web addresses.

Exhibit two: choice. It might surprise many, but Macs come with a far bigger range of web browsers than PCs do. You may not find Microsoft's Internet Explorer here, but on top of other big browsing names (Chrome, Firefox and Opera), there are niche alternatives such as Omnigroup's OmniWeb (**www.omnigroup.com**) for you to try.

Exhibit three: security. You'll be more comfortable browsing the web on a Mac because you're far less susceptible to viruses or other malware than on a PC. Especially as Apple has introduced GateKeeper, a system that provides more control over the apps you download and install and protects your Mac from malicious software. And if it's the kids you're worried about, you can rest assured that your Mac comes with a full set of parental controls – found in System Preferences. With the Mavericks update, there are other cool features to enjoy, such as the Sidebar, which provides easy access to your bookmarks, Reading List and shared links from social networks, and a faster all-round performance.



Music

As the creator of the iPod, the most successful music player in history, Apple has long had a special relationship with music. "Why music?" asked Apple legend Steve Jobs rhetorically in 2001, the year iTunes was launched. "We love music. It's part of everyone's life." Nowhere is this view more apparent than within iTunes.

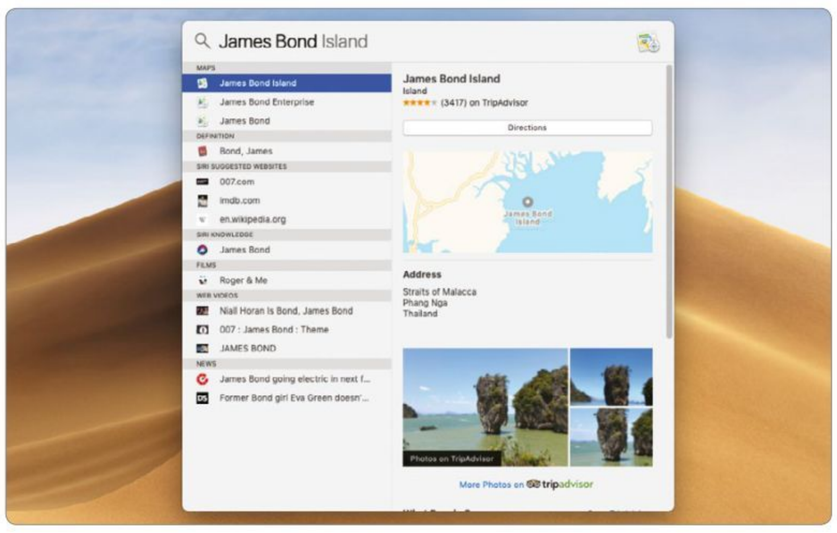
Some will use the app as a simple music player, either with music imported from their CD collection or with that bought directly from the iTunes Store. Through iTunes it is easy to browse and preview single tracks, buy them with a single click and be listening to them on your Mac seconds later. Gone are the days of waiting until the shops are open to get your hands on a much-anticipated release!

Others will use their Mac as an audio hub. iTunes can sync your music library to iPods, iPhones and iPads wirelessly by using your personal iCloud account, so you can take your tracks wherever you go. What's more, with the recent addition of Apple Music, the service has taken a huge market-leading leap. Apple Music is a subscription-based music streaming facility allowing you to access a limitless number of songs and albums for a single monthly payment.

iTunes also comes with a cool feature called AirPlay. If you have a compatible device, such as AirPlay-enabled speakers, an AirPort Express wireless device or an Apple TV, you can stream your music from your Mac straight to them. Home Sharing also allows you to share your music with other iTunes users connected to your home network.

The Mac isn't just great for listening to music. You can create it too, thanks to GarageBand. GarageBand allows you to create your own music, either using the built-in instruments or by recording a real instrument by plugging it into your Mac. Even if you're an absolute beginner, GarageBand can be fun. You can drag pre-built 'loops' of audio onto tracks to build up a song, and even begin to learn how to play an instrument by downloading free basic music lessons from within the program.

Top 10 tips

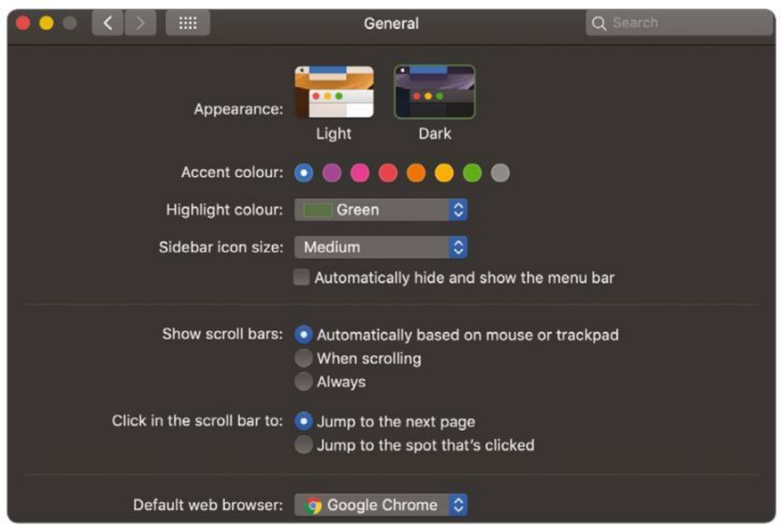


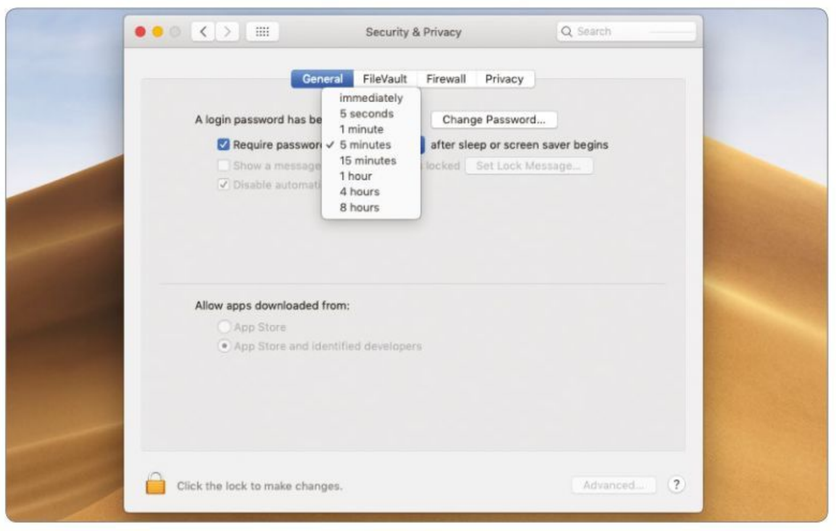
01: Using Spotlight

macOS's Spotlight search enables you to find text, and image or movie files anywhere on your Mac (even if they're buried deep inside an old email that you were sent ages ago). Click on the Spotlight icon at the top right of the screen and type a phrase into the search field. Then click Show All to see search results from a variety of sources. You can also customise Spotlight to meet your specific needs.

02: Changing to Dark Mode

We all like to work in different ways, especially when it comes to sound volume and image brightness. Dark Mode was designed to make using the Mac easier on your eyes and avoid distractions. Apps built into your Mac such as Safari, Mail and Notes also have a Dark Mode. To turn this feature on, simply go to System Preferences>General.



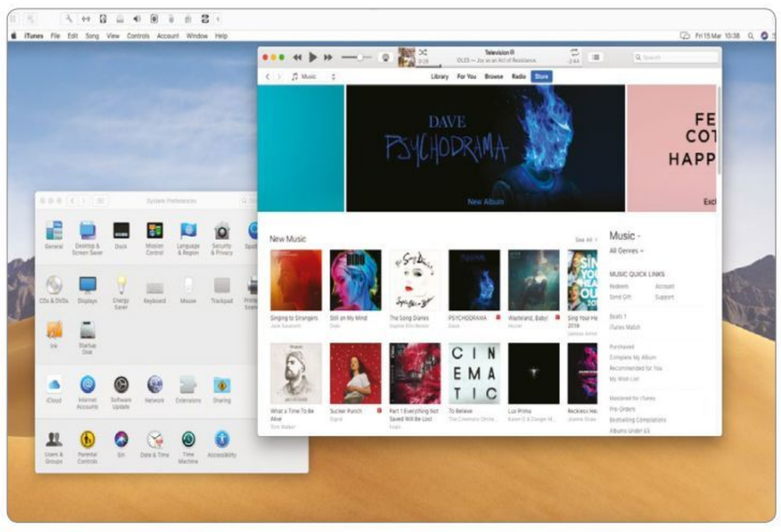


03: Setting up passwords

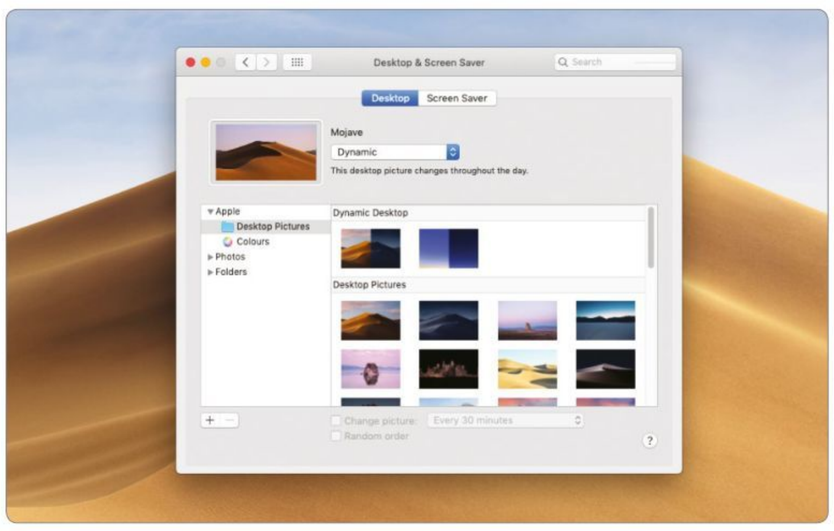
If you pop out of the office and leave your Mac unattended, you can get it to lock when the screensaver activates. Go to System Preferences>Security & Privacy and then select the General tab. Click the option to 'Require password after sleep or screensaver begins', then pick a time for this password protection to kick in.

04: Minimising/ maximising windows

The desktop can soon get cluttered with multiple open Finder or app windows. You can use Mission Control to tile them, then click on the one that you want to view full size. Alternatively, click on the yellow Minimize icon at the top left of any window and it'll shrink down to the Dock. The green Maximize icon will make the window expand back up to full size.

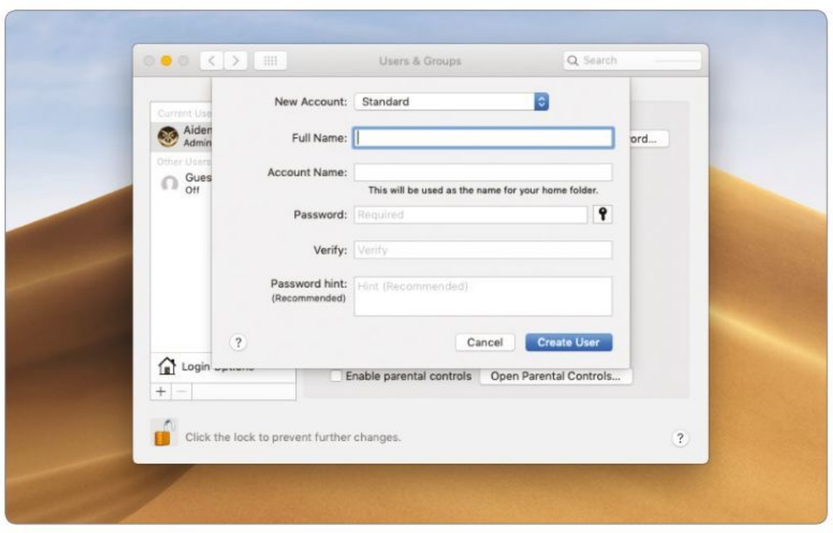


macOS is a joy to use compared to Windows, with many user-friendly and powerful features that make your life easier. Here are some top tips to get started with macOS, from changing the appearance of your desktop to creating multiple user accounts and securing your system



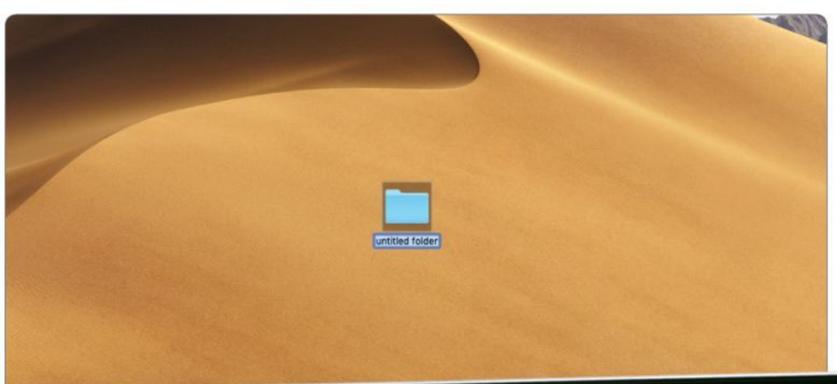
05: Change the background

To make yourself feel more at home you can change the default desktop background. Go to Apple>System Preferences>Desktop & Screensaver. Browse through a variety of themed folders for an eye-catching image (or rummage through your Photos Library for something more personal). Click to select a new background.



06: Set up multiple user accounts

To stop others tinkering with your files or settings, give them their own user account. Go to Apple>System Preferences>Users & Groups. Click the padlock and enter your Admin password. Click '+' to add a new account. This user can then choose their own password. Any changes they make to things like the desktop background will be unique to their account.



07: Create and rename folders

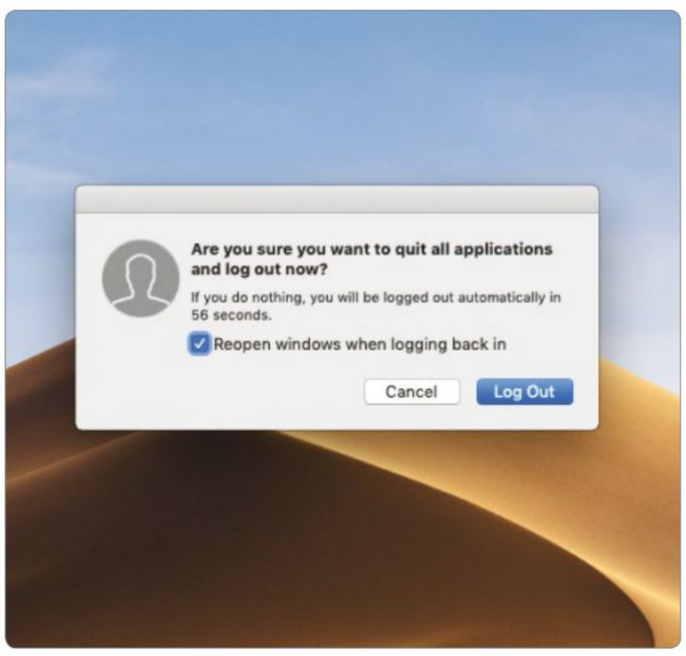
To create a new folder, click on the Gear icon at the top of an existing folder and then choose New Folder from the drop-down menu. Alternatively, on the menu bar at the top, head to File>New Folder. By default, each folder is labelled as 'untitled'. Click on the label and then type something more informative.

08: Add applications to your Dock

Docking a favourite application makes it easier to access. Browse to the Applications folder to see a specific application's icon and then drag it to the Dock. You can then launch it by clicking on its docked icon. Remove unwanted docked applications by dragging them from the Dock. They'll vanish in an animated puff of smoke!

09: Use Siri from your Dock

If your Mac has a microphone built-in – as most Macs do – or you have one connected then you can access Apple's intelligent assistant Siri. Click on the Siri Icon, enable the service if it's not currently on and then you can ask it to send messages, search for content on your Mac or ask it questions all just from using your voice.



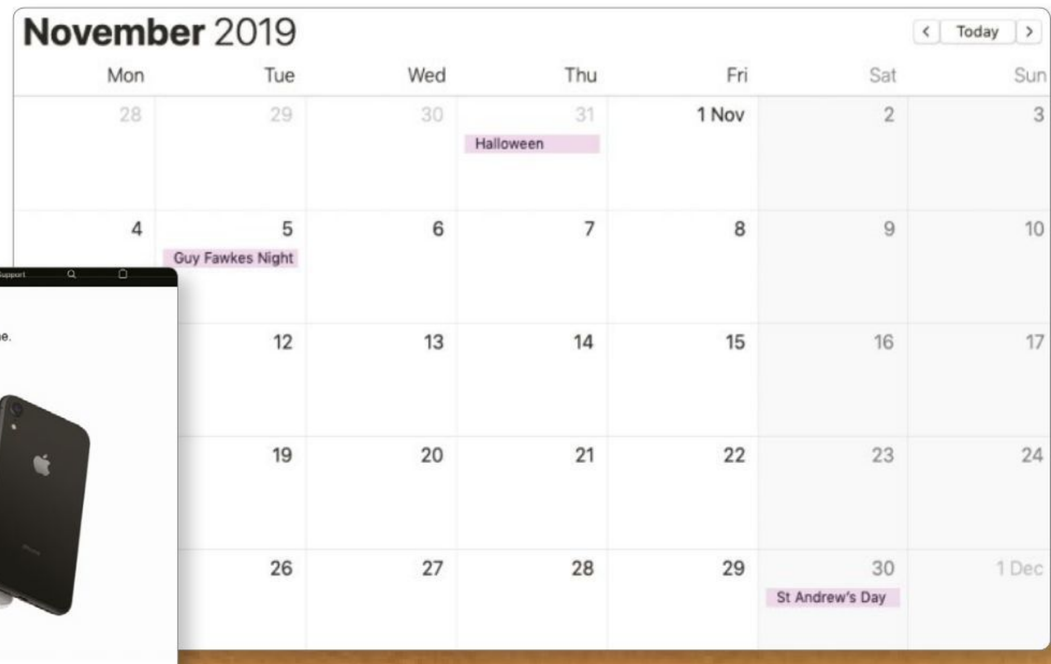
10: Log off and shut down

To log off after a hard day's work (or a fun gaming session) go to Apple>Log Out. Click the Log Out button. This will take you to the macOS screen, where you can click Shut Down (or let someone else log in to use their account). Alternatively, press your Mac's power button and choose the Shut Down option.

Ultimate guide

The Dock

The Dock at the bottom of the screen enables you to access commonly used applications with ease



Finder
Think of this as a doorway to other folders and applications. The Finder helps you find and access any file

Launchpad
Clicking this icon will bring up a window containing all of the apps on your machine, making it easy to launch them

Safari
Fire up Apple's native web browser by clicking here, then enjoy a safe and pop-up-free surf

Contacts
This app lets you store vital contact info. With Mavericks you can update this by using all of your Facebook contacts

Notes
The new Notes app lets you create quick and easy notes, place them on your desktop and then sync them across all devices using iCloud

Maps
Another welcome addition, the Maps app lets you explore the world in fullscreen and marvel at

Siri
Using a microphone you can talk to your mac and ask it questions, find files on your Mac or perform tasks

Mission Control
Click this icon to view all of your open files and apps, making it easy to find any files or windows currently open on your desktop quickly

Dashboard
Click here to access a variety of handy floating widgets, including a clock, calculator, calendar and even a weather forecast

Mail
Launch the Mail app by clicking here and follow the step-by-step instructions to set up an account

Calendar
Keep track of important dates and events using this powerful but easy-to-master calendar app

Reminders
Create quick and easy to-do lists, set yourself alerts and then get them synced across all of your OS/iOS devices

Photos
This app enables you to store and edit your photos. It neatly organises them by date and time and allows you to create and share albums

Photos

If the extent of your photo organisation in the past has been to loosely organise them in folders on your PC, or even just to shove prints in a shoebox, you'll be stunned by the organisational prowess of your Mac's Photos app.

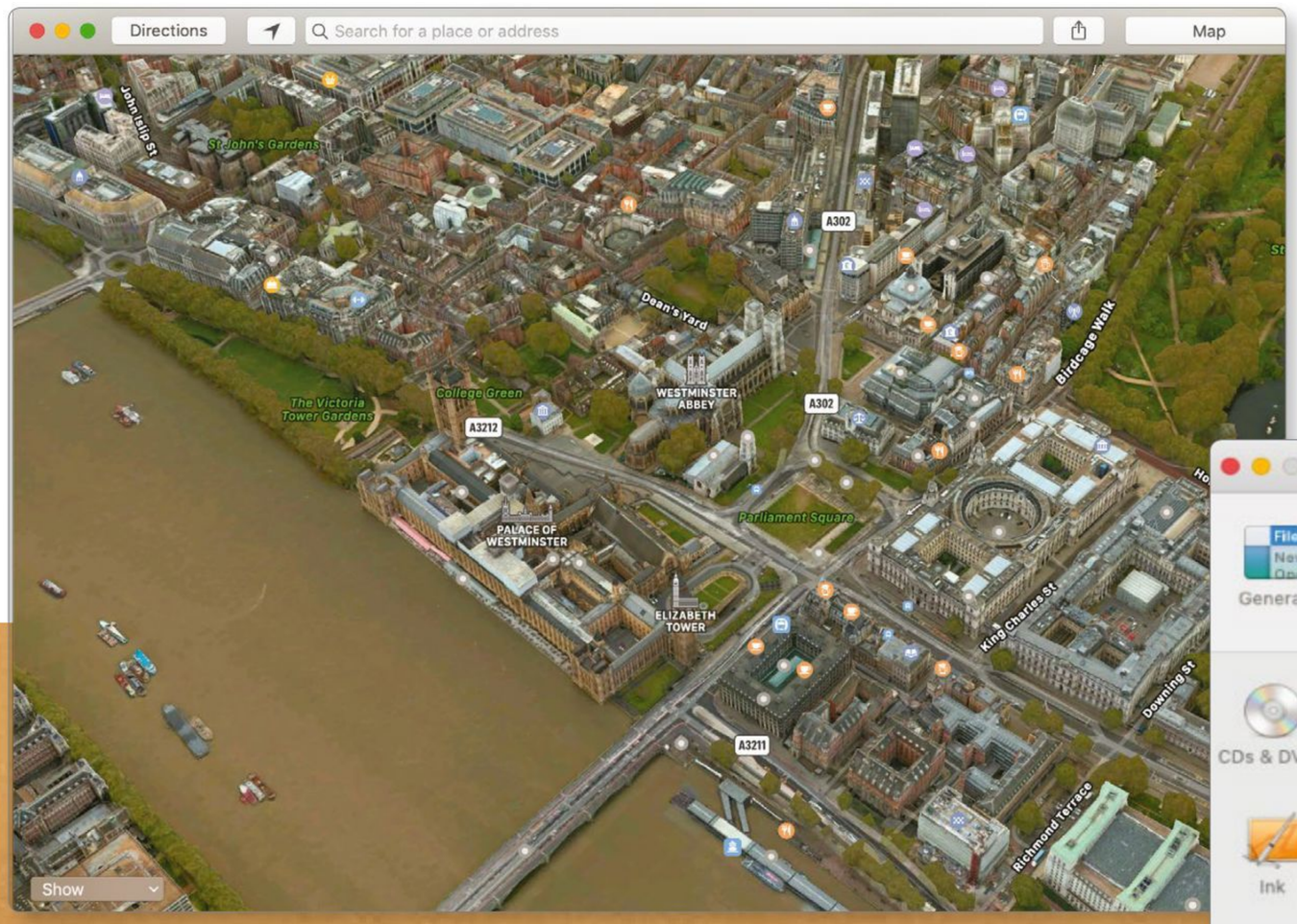
Photos gives you a whole new way to easily sort and group your photos. For example, its Faces feature automatically recognises faces in images and lets you add names to them. Photos learns from your choices and can suggest other photos that might include that person. After a while, this automatic recognition gets very good. You can then browse your photos in a special Faces view which gathers all photos of one person together.

In the same way, Photos' Places view uses location information often embedded in a digital image to display their location on a map, while an Events view groups photos by the date that they were taken. And if that's not enough flexibility for you, check out Photos' Smart Folders, whose contents automatically update to hold images depending on the criteria that you set.

If there's a downside to digital photography, it's the tendency for shots to be kept on your computer rather than shared. Photos, however, encourages you to post images to Facebook or photo sharing site Flickr. And if you're after permanent gifts, it can design letterpress cards, books and calendars that can be ordered from within the program.

Storing photos in Photos also makes them available in other iLife and iWork programs, making it easy to add images to slides in Keynote. Photos isn't an all-singing, all-dancing photo editor in the vein of Photoshop, but it will happily handle the basics very well. You can crop, straighten and correct odd colours in a photograph easily and its tool to correct red-eye is almost foolproof.

Perhaps the best feature of all though is that through your personal iCloud, you can activate Photo Stream, which automatically pushes photos taken on your iPhone or iPad to all of your devices, including your Mac, without the need to plug anything in or manually transfer files. Never be without your treasured shots again!



News
Another recent addition to macOS is News, which lets see the latest headlines or view the news by topic

App Store
This bustling online store is where you can purchase apps for your Mac. The format makes it easy to search and browse through apps by category

Messages
The new Messages app lets users send free iMessages to any other Macs, iPhones, iPads and iPod touch devices, including those of your friends

iTunes
Subscribe to Apple Music, browse the iTunes Store and play everything on your Mac. You can also buy iOS apps here

Time Machine
If you plug an external hard drive into your Mac, you can then use this app to back up the entire contents of your computer

System Preferences
You can do a host of things here, from changing the desktop wallpaper to modifying the size, shape and location of the Dock

Photo Booth
The Mac is also a great place to have fun and this photo manipulation app is a big hit with the kids

Trash
Click on this icon to have a quick check of its contents, then Control-click on it to find the Empty Trash option

Video

What do *True Grit* and *The Social Network* have in common? Apart from being two box-office blockbusters, both movies were edited on a Mac using Mac-only software. It's a growing trend, and one that's becoming accessible to more people – not just professional film-makers. Ten years ago, you would have needed to sell your house and car to be able to afford that sort of editing functionality, but now you can do it using equipment costing just a few hundred pounds.

If you've got a video camera and a Mac, you already have all the hardware you need. If your camera is a relatively recent model, it's a decent bet that you'll be able to start working with it without even having to install drivers or tweak settings.

While many top-of-the-range movies are edited using the high-end Final Cut Pro on the Mac, iLife's own bundled iMovie is the gold standard of home video editing. Editing in iMovie is as simple as importing your footage and then placing it into a project area. Simply drag and drop to add transitions between scenes or titles, and there's a full array of sound effects that you can use to enhance the audio quality. Even if your original footage isn't top quality, iMovie can improve it. It has a stabilisation tool to correct shaky video and individual clips can be colour-corrected. The professional look is enhanced through iMovie 11's templates that help you quickly create short and memorable trailers for your work.

The real beauty of iLife applications is the way that they work together. With the iLife media browser, you can add a soundtrack from iTunes or images from Photos or even export your video to iDVD to create permanent keepsakes on disc. That's not the only export option either: you can also share directly to popular video-sharing sites such as YouTube or Vimeo.

And naturally, there's an easy transition to even more powerful tools. Final Cut Pro X isn't too expensive (£299.99/$299.99), and it is the latest version of the famous Final Cut editing suite. It imports existing iMovie projects while allowing you to work with multiple audio and video tracks.

Ultimate guide

Gaming

It is often said that Macs lag behind Windows when it came to games, and while that's true there are still plenty of games to play. The attention of games developers has been grabbed by the Mac's ever-increasing market share. Also, the Mac's transition to running on Intel processors a few years ago resulted in both performance improvements and easier porting of games from the PC platform.

The arrival of the Mac App Store also proved critical. It has given exposure to Mac games developers who would otherwise struggle for the limelight. That has benefited the developers of games like *Bioshock* and *Batman: Arkham Asylum*, which have been some of the App Store's biggest sellers since it launched in January 2011.

The arrival of the Mac App Store has also encouraged existing iPhone and iPod games developers, already familiar with the App Store format and Apple's development tools, to try their hand at the Mac games.

The conversion process is comparatively simple, and as a result, titles that originally grabbed attention on the iPhone, such as *Angry Birds*, *Flight Control* and *Plants Vs Zombies,* have been ported successfully to the Mac. Crucially, in many cases, this transfer has come ahead of their arrival on PC or console systems.

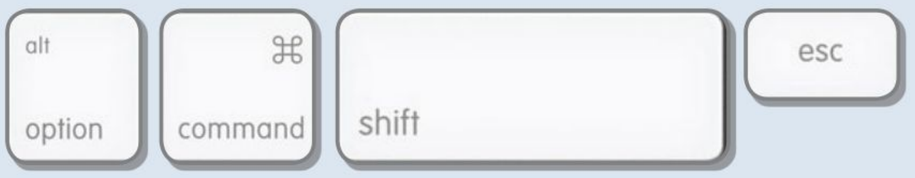
When Game Center was introduced it became much easier to shop for Mac games (via Game Center's internal link to the Games section of the App Store). Today Game Center is integrated into some apps and is just used to compare scores or play online multiplayer.

There's another reason for the Mac's growth: the arrival on the Mac platform of Steam, a digital distribution platform that boasted 25 million user accounts before it arrived on the Mac. However, now Mac gamers have feature parity: Steam games release simultaneously on Windows and Mac. If you're a Windows Steam user, though, there's great news: if you already own the PC version of a game on Steam, you get Mac versions at no extra charge.

Shortcut tips

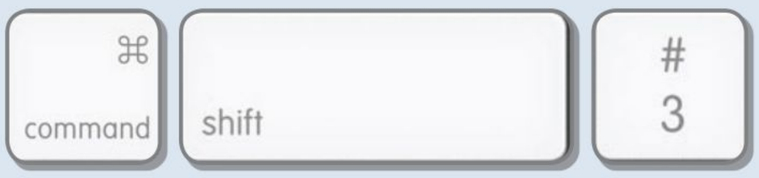
The brilliant thing about macOS is the way it lets you control the way your Mac behaves with a few taps on the keyboard. These keyboard shortcuts can speed up the way you interact with your Mac, so you are able to clear away clutter, find files fast or jump between open applications in a click. By knowing the keyboard shortcut for a command, you no longer have to drag the mouse up to the main menu and rummage around in submenus! We'll cover shortcuts that work with macOS, plus show you some generic key combinations that will work in most applications (like copying and pasting). Many shortcuts use the key with the Apple logo on it – we'll refer to this as the Command key in our tips, since some wireless keyboards don't feature the Apple logo on the Command key. The key with Alt on it is the Option key.

Command+Z
This is the Undo function in most applications.



Option+Shift+Command+Escape
If you hold these keys down for three seconds, you'll Force Quit the currently-open app. Only do this if an app freezes up.

Command+C
Copies selected text, documents or even images.



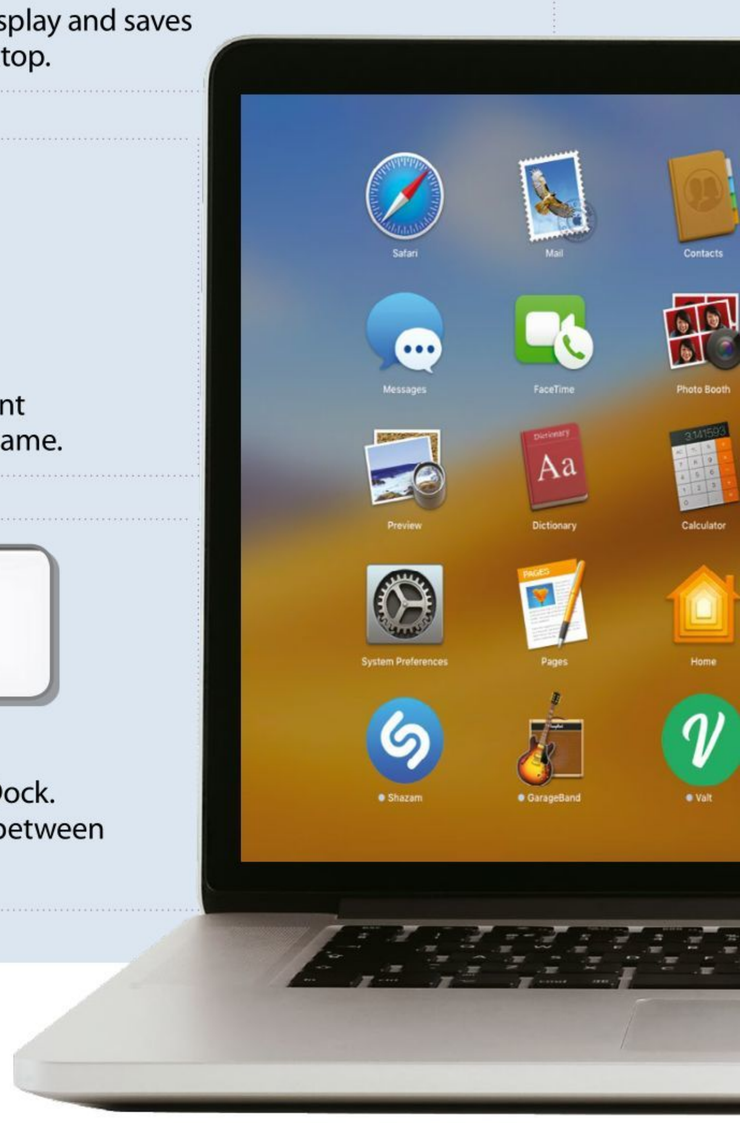
Command+Shift+3
Takes a screenshot of your display and saves it as an image file to the desktop.

Command+V
Pastes anything you copied with the Cmd+C shortcut.

Command+S
This shortcut saves the current document, using the same name.

Command+N
This will give you a new document in any application you're using.

Command+Tab
This activates a handy mini-Dock. Keep pressing Tab to switch between currently open applications.



Spacebar
Tap the Spacebar when you've selected an image or document in Finder to get a Quick Look at its contents without having to open it.

Command+Space
This shortcut opens the Spotlight Search window. You can immediately start typing a search term.

F9 (or F3 if using an older OS)
Activates Mission Control to tile all open documents into handy little thumbnails.

Control+F3
(or F10 if using an older OS)
This displays all the open windows in your currently active application.

F4
This summons your Mac's widgets.

Command+F3
(or F11 if using an older OS)
This command pushes all open windows to the side so you can see the desktop.

Option+Command+Eject
When it's coffee break time, this will put your Mac to sleep. Push any key on the keyboard to wake it up again.

Command+Escape
This opens Front Row, so you can enjoy media like movies and photos.

Command+Backspace
This shortcut sends the selected file(s) to the Trash, so you don't have to drag them there.

Option+Command+D
In System Preferences, you can make the Dock pop up when you move the mouse over it, or press Option+Command+D.

MAGIC MOUSE

Right click
If you do this while selecting a word in Safari, you can choose 'Look Up in Dictionary' from the context-sensitive pop-up menu

Scroll
There's no wheel on this mouse; just slide your finger down the middle to scroll

Control+Scroll
This combo enables you to zoom in to get a magnified view of what's on the screen

Office

If you didn't think of the Mac as an office workhorse, think again. Easy to use, supremely resistant to viruses and coming with a reputation for reliability, Apple desktops and laptops tick plenty of hard-nosed business boxes.

But what about the software? The good news is that the dominant office software is available on the Mac – and it's just as good as the one on Windows. Microsoft Office 11 for Mac has virtually the same functionality as its PC sibling, but looks better. You can swap Word and Excel files with PC users and even share Outlook calendars on a connected server. Plus, recent Macs come with built-in support for Microsoft Exchange Server 2007, so if you use Exchange at work, the chances are that you can access all your emails and calendars at home too.

Apple has been making its own steps into the office space too. Its Mac-only iWork suite, the components of which are now free to download, also features word processing, spreadsheet and presentation capabilities. If its word processing and spreadsheet tools lack the complete range of functions of Microsoft's equivalent tools, they are at least arguably easier to use. iWork's Keynote presentation software is a genuine alternative to PowerPoint, with its more polished templates and more impressive transitions.

iWork files are also Office compatible: files saved in Office on the PC can be opened in Pages, Numbers and Keynote, while you can export them from iWork in PC format too. What's more, you can sync documents to your iCloud and access them from any computer or iOS device in the world to continue working on them – and everything saves automatically so you don't have to worry about work being lost. The only thing missing in both the Microsoft Office and iWork suites is a decent database, but even here you're spoiled for choice: pick between Filemaker (**www.filemaker.com**) or iDatabase **(www.apimac.com/mac/idatabase)**, which presents a budget alternative.

Office work isn't all about spreadsheets, letters and slideshows, though. What about managing your accounts? There's plenty of choice here too. AccountEdge (**www.mamut.com/uk/mac/accountedge**) and Business Accountz (**www.accountz.com**) are both reasonably priced and capable desktop applications. So you see, Macs cover all bases when it comes to personal and professional use.

Productivity

Keeping yourself organised has never been more demanding. But your Mac, and its built-in calendar application, can help you to keep on top of things. Calendar (formerly iCal) supports multiple calendars – so you can track work and family commitments separately – and you can view calendars in several ways: by day, week or month. You can invite others to events you create and set an alarm to remind you before it starts.

The calendar also lets you sync appointments with iPhone, iPod touch or iPad Calendar apps, using iTunes as a handy go-between. If you use Apple's iCloud service, you will also have the ability to sync your calendar without a physical connection, and you will be able to share calendars between multiple Macs too.

Beyond its calendar, the Mac has been built to take control of the chores while you do what you want to do. For example, every computer user knows they ought to back up regularly, but the organising of backup discs and choosing what to copy invariably gets in the way. Not on a Mac. Here, backing up is as simple as attaching an external drive. Apple's Time Machine backup utility takes care of the rest.

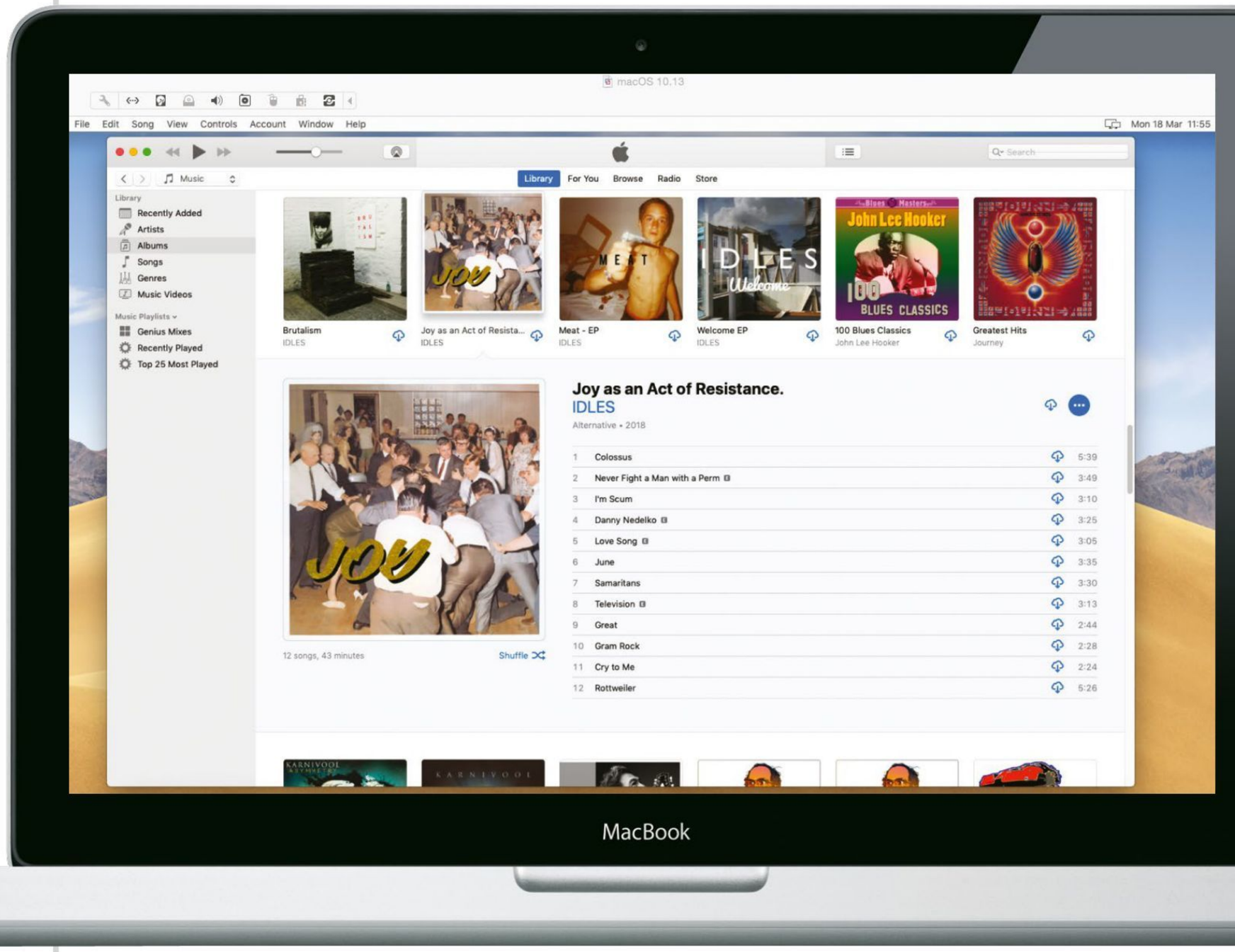
To be truly productive, you need to get as much done as possible while avoiding those repetitive tasks that can take up a lot of your time and become quite frustrating. Automator is a drag-and-drop tool for automating common chores. You build a workflow by piecing together actions and the saved result automates the task in the future. With some applications, you can just record your mouse and keyboard movements and save the result to an Automator workflow, where they can be stored and replayed. It's like programming without the hard work.

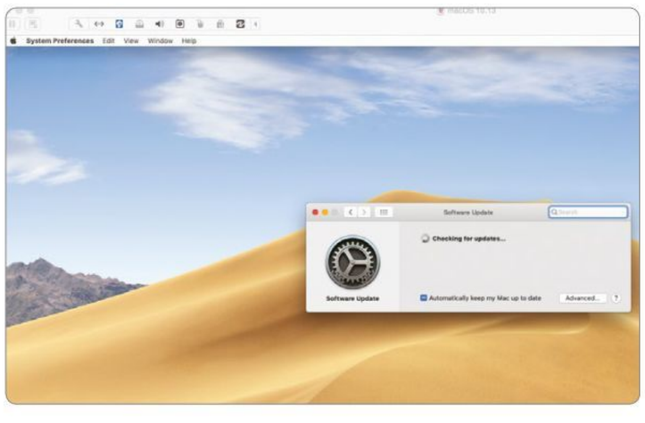
Another often overlooked productivity treat for many Mac users is Services, which comprises small pieces of functionality that can be shared between different applications. Accessed from the application menu (if you are in iTunes, for example, Services can be found under the iTunes menu), services suitable for the current application automatically appear – so if you're working in a word processor, you might see a service to send the currently selected text in an email. Furthermore, if you don't find a service you would like to see, you can easily build one of your own – using Automator, of course. There are plenty of options on your Mac to make you more productive.

iTunes top tips

Organise your music collection with iTunes, stream over 30 million tracks with Apple Music and sync songs with mobile devices

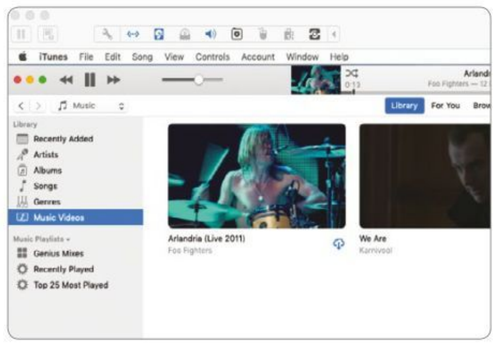
The way that we manage music has changed dramatically since iTunes and mobile devices like the iPod and iPhone came along. Once you've copied your CDs into your iTunes app, you'll rediscover music you haven't listened to for years. Think of iTunes as your personal digital jukebox! You can use it to store and organise your music collection, as well as discover and buy new music (or movies and TV shows) via the iTunes Store. That's moved on even more with the addition of Apple Music, with its paid-monthly subscription service and 24-hour radio station, Beats 1. Here are some of the ways you can take advantage the latest version of iTunes.





New software

Like other apps, iTunes is always evolving to include improved performance and extra features. You may be informed that newer versions of iTunes are available when you open the app, but you can also check out any updates by going to the Apple icon in the top menu bar, clicking on About This Mac and choosing Software Updates. You can then download and install the latest version of iTunes.

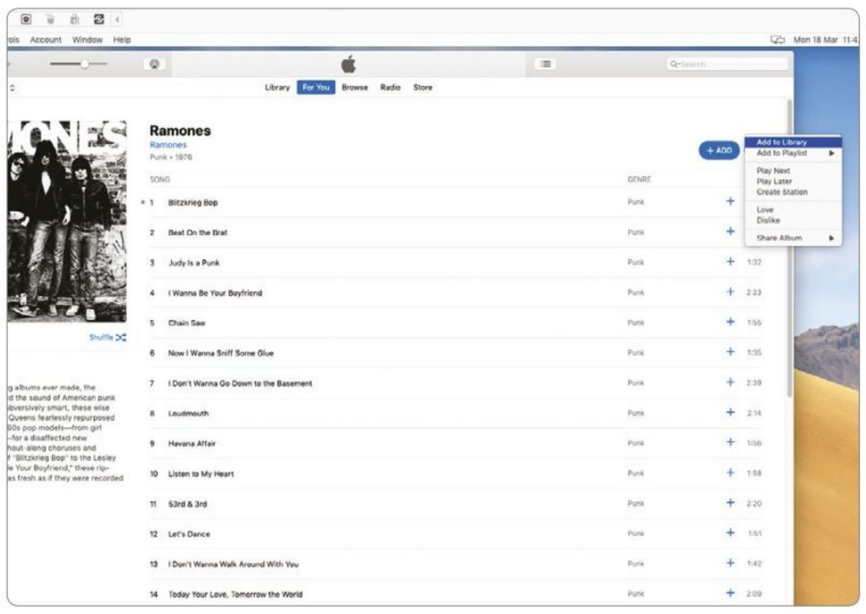


MiniPlayer

To reduce the size of the iTunes interface, simply go to Window>Switch to MiniPlayer. This turns iTunes into a small floating mini player that enables you to perform useful commands like playing, pausing, jumping forward to the next song or even searching your library. You can adjust volume here too by using the slider in the AirPlay menu.

Add to Library

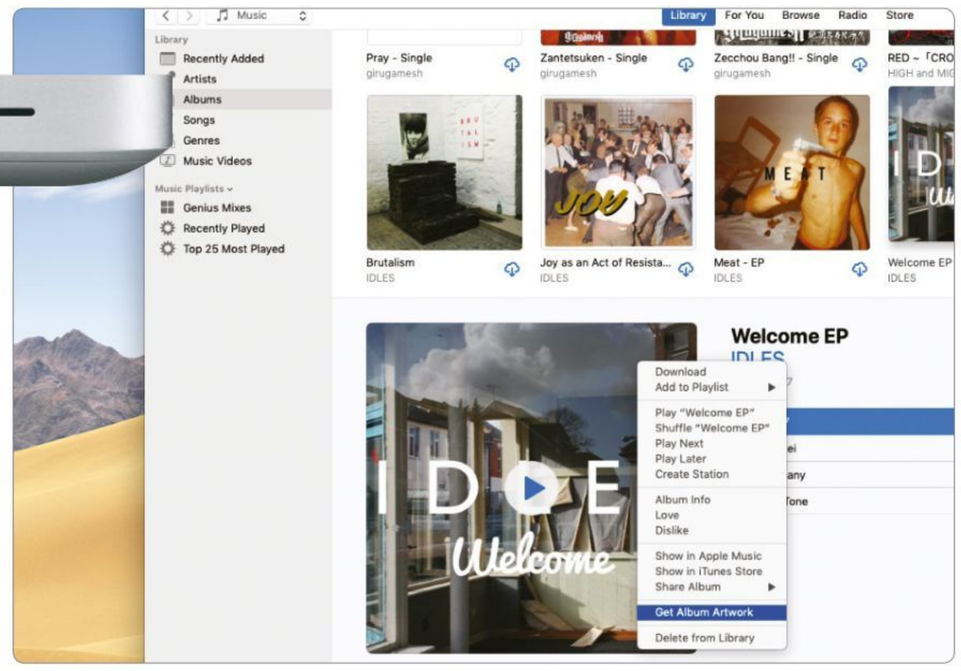
If you're using the Apple Music trial or you're all officially signed up, you have access to the entire iTunes catalogue, which totals a staggering 45 million tracks. When you come across music that you want to add to your Library (you don't have to buy it), and click on the download icon or find the three-dot icon and select Add to Playlist. That track or album will now live in the Library tab in iTunes.



"Once you've copied your CDs into your iTunes app, you may rediscover music you haven't listened to for years"

For You

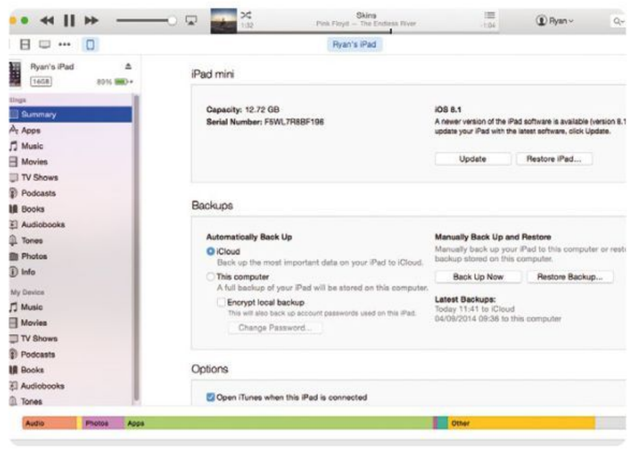
The more you use Apple Music, the better it gets at predicting what you want to hear. If you spend a little time telling the streaming service what you like (head to your user account and select Choose Artists For You), including genres and artists, then your For You tab will be filed with personal playlists guaranteed to make you smile. For You also picks up on every time you 'favourite' a track or album by clicking on the heart symbol. You'll be amazed by how accurate Apple Music soon becomes.



Get Album Artwork

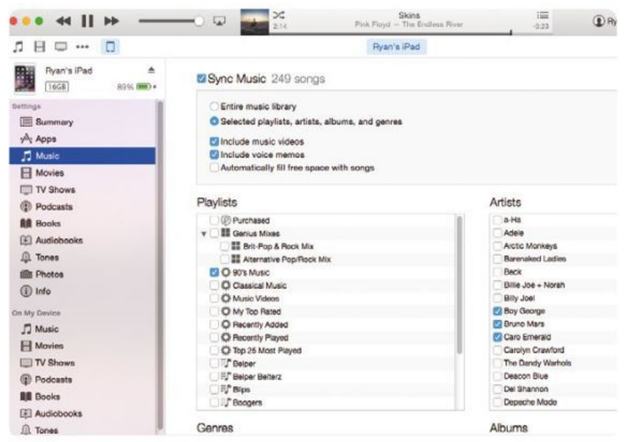
If an album in your Library isn't displaying the cover, right-click on it and choose Get Album Artwork. iTunes will then trawl an online database for appropriate covers. If no album art can be found then you may add your own. Right-click on the album, choose Get Info, then Artwork and click Add Artwork to select a file.

Sync an iPhone or iPad



01: Plug in your gadget

When you plug your iPhone (or iPad) into your Mac via a USB cable, click on the relevant icon under Devices. Click Summary. Tick 'Open iTunes when this iPad (or iPhone) is connected'. Tick 'Sync only checked songs and videos'.



02: Choose what to sync

Click on the Music tab in the main window. Tick Sync Music to see songs on your Mac. Tick Selected playlists, artists, albums and genres. Tick the playlists or albums that you want to sync onto your iPad/iPhone.

03: Sync

You can also tick boxes to sync apps, movies, TV shows and photos. Use the Info tab to sync Contacts and even Safari bookmarks. Click Apply to start syncing. This will transfer content from your iTunes Library onto your mobile device.

Mac App Store

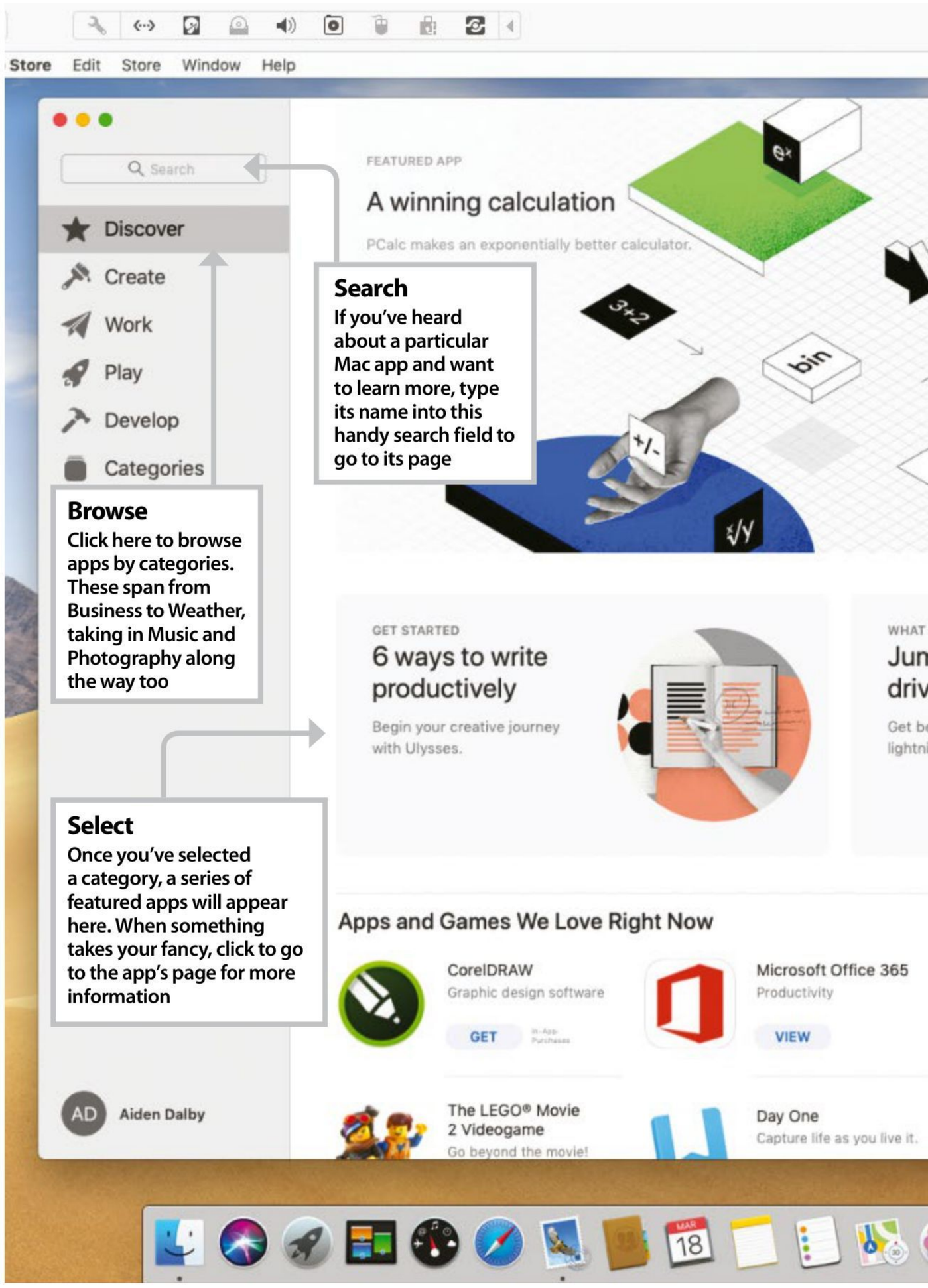
Browse thousands of Mac applications, all located in one convenient App Store

Launched back in July 2008, Apple's original App Store was initially accessible via an app on the iPhone – and subsequently the iPod touch and iPad – enabling users of those devices to peruse thousands of downloadable apps designed for iOS devices. Apps span a wide range of categories (from Photography to Education) and let you extend your iPhone's functionality in many exciting ways. The iPhone-centric App Store has proven incredibly successful, so there was little surprise when a macOS App Store appeared early in 2011. On its first day, the new Mac App Store sold a million apps.

The Mac App Store enables you to find useful software for your iMac or MacBook in one convenient place, without having to trawl the internet. To browse it, simply click on the Mac App Store app icon on your dock.

As there are thousands of Mac apps to explore, finding what you need can be daunting, so we recommend starting with the Discover tab. Here is where you can find recommendations from Apple's Editors, the latest releases as well as articles on the best apps in certain categories. After visiting this tab the next thing you'll want to do is rummage through one of the 21 categories. As with the iOS App Store, these Mac app categories cover a wide range topics, including Games and Social Networking. Once you've found a category that you're interested in, you can refine your search by looking at the Top Paid or Top Free Apps to see what is popular.

Alternatively, you can search the App Store with a relevant keyword. Once you've clicked on an app that catches your eye, you can find out more about it by viewing screenshots of its interface. More importantly, you can read the reviews of people who have already downloaded the app to see whether it's worth your time (and money!).



Communication

The Mac is all about communication, whether by email, text message or video. Apple Mail, the email program that sits in the Dock of every Mac, is a superb way to keep in touch with friends, family and colleagues. It can handle multiple email accounts and, thanks to the Mac's Spotlight search engine, all its messages can be searched in an instant. Want to add files or photos to your email? Just drag them over your message window or use Mail's photo browser to grab snaps from your Photos collection. In Mail, email doesn't need to be drab: you can style it using beautifully designed templates.

Mail is clever too, analysing the contents of incoming messages, not just to check whether they contain spam – in which case they will be neatly removed from view – but also to interpret the contents. So if you get an email asking you to meet someone tomorrow at one, you can click on this invitation to add it to your Calendar. And Mail works

Articles
Apple's Editors write articles on apps that they recommend. These include links to download the app

neatly with the Mac's own application for storing contacts – Address Book – which syncs with your iPhone or iPad via iCloud, so your contacts are with you all the time.

Facebook is becoming an ever more popular way to communicate and while most people are happy using the Facebook website, there are plenty of Mac applications that integrate with it. You can also use the web to keep up with your Twitter contacts – although it's easier to use one of the many apps available to download for free from the Mac App Store (we recommend Tweetbot 3). FaceTime is another cool feature that allows you to have a video chat with other FaceTime users, whether on the Mac, iPhone, iPad or iPod touch. If you prefer to do your talking via text message, then Apple's own Messages app is perfect. If you use WhatsApp on another device, there is an official app in the Mac App Store. You can sync all of your WhatsApp conversations over to the Mac and carry on from where you left off.

But if you want to keep up with friends using other text messaging services, such as AOL Instant Messenger, look no further than the excellent Adium (**www.adium.im**). The possibilities for communication are endless.

Creativity

The Mac, at its heart, is a creative tool. It seems to have always been that way. The desktop publishing industry began on the Mac back in the Eighties and, 30 years later, today's web design industry still favours the platform. How can that be? Perhaps the Mac's ease of use has something to do with it, or the fact that creative peripherals, such as drawing tablets, are designed to work seamlessly on it.

It's as likely, though, that the quality of Apple's hardware strikes a note with creatives. And that applies from a practical, as much as an aesthetic, point of view. Those Mac screens – particularly the larger iMac displays – not only look great, but offer great colour reproduction. And the Mac's built-in ColorSync technology ensures that what's great-looking on screen will look just as good (and colour-accurate) when it prints out.

Above all, it's the software that appeals. A quick scan of the Mac App Store will reveal dozens of cool budget drawing and illustration tools – not forgetting Pages' superb layout tools – while the industry-standard design applications all work well on the Mac, from QuarkXPress to Adobe's Creative Suite, which comprises popular applications such as image editor Photoshop, drawing tool Illustrator and page layout application InDesign.

The web is the catalyst for much creative work nowadays. For those who want to put a creative site together without having to get their hands dirty with code, Pages, which comes as part of the iWork suite, is a great start. You can base your website on pre-built templates and customise it by dragging other iLife components – video from iMovie, images from Photos or audio from iTunes – into it. Instead of having to hand-code functionality to add features such as embedded YouTube videos, you can just drag a widget to your page. Publishing to the web is a single click away.

If Pages whets your appetite to get more serious about web development, there are plenty of more powerful tools available to help. Another Mac-only tool, Coda (**www.panic.com/coda**), offers a single window coding environment that's popular with Mac web coders and developers.

"There are dozens of cool budget drawing and illustration tools in the Mac App Store"

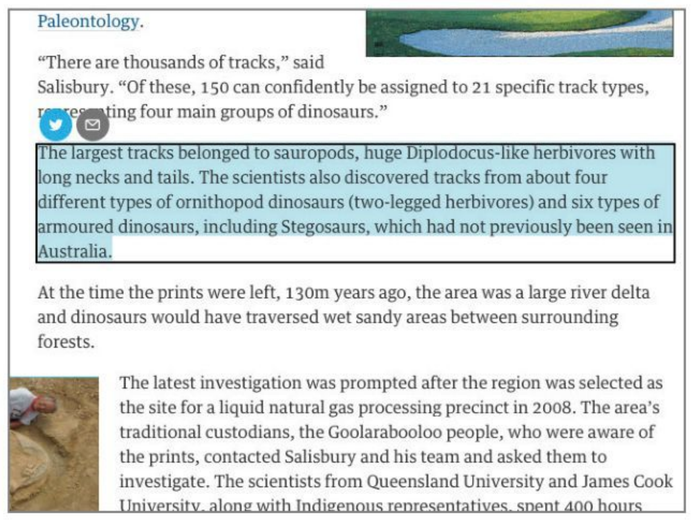
Make your Mac easier to use

A Mac can be the perfect computer for anyone who finds other devices to be difficult to use.

Accessibility is a hallmark of Apple devices, but for those who do not need them they are hidden away, which can mean a lack of awareness. A lot of the options can be found easily by going to System Preferences and clicking on accessibility settings. Other settings can be found in Sound and Keyboard settings. There are a number of options in these menus that can help you overcome physical restrictions to make the most of your Mac. They are all turned off by default, but once they're set-up the experience changes. The text and app icons on the homescreen can be made larger, you can talk to the Mac and have what you say turned into text and you have the Mac speak back any action you make on the device so you always know where you are and what you're clicking on. Whatever the requirements, your Mac can help.

Interact with ease

VoiceOver is an ingenious little built-in feature which is designed to help those who have any form of vision impairment. It speaks as you interact with your Mac and does a lot more than just read the text that is on screen. It will read text from web pages and documents when a paragraph is highlighted and this alone can bring a world of information to anyone, but the main benefits lies in its ability to let you use the Mac in exactly the same way as anyone else; click on text or highlight a paragraph and it is described aloud. To turn on this feature go to system preferences and accessibility then click on 'Enable VoiceOver.' You can also click on 'Open VoiceOver Utility' to change the speed of the voice and more.


Paleontology.

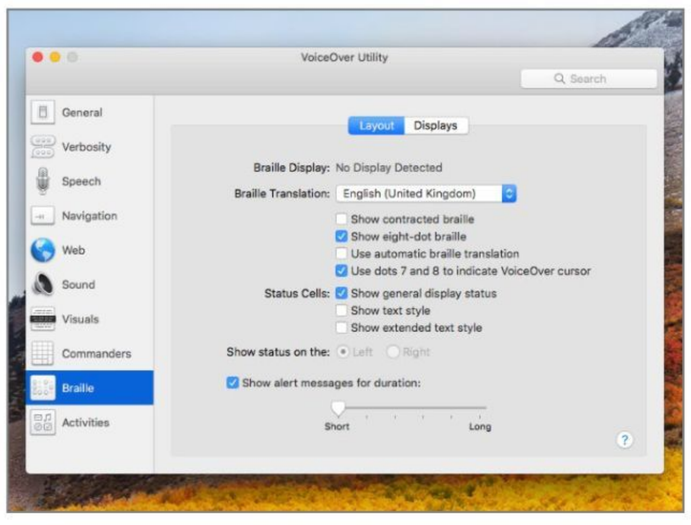
"There are thousands of tracks," said Salisbury. "Of these, 150 can confidently be assigned to 21 specific track types, representing four main groups of dinosaurs."

The largest tracks belonged to sauropods, huge Diplodocus-like herbivores with long necks and tails. The scientists also discovered tracks from about four different types of ornithopod dinosaurs (two-legged herbivores) and six types of armoured dinosaurs, including Stegosaurs, which had not previously been seen in Australia.

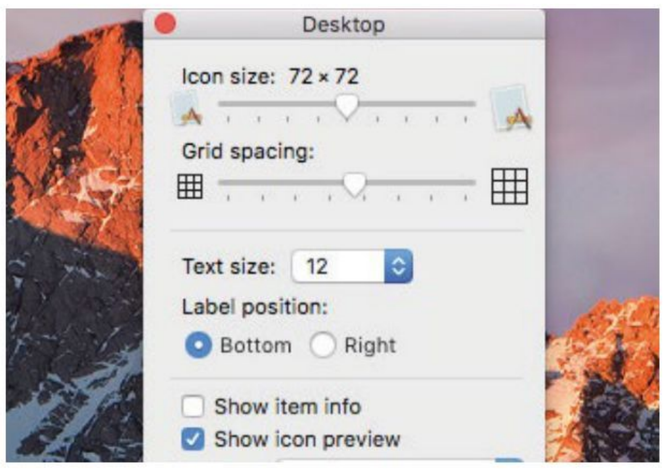
At the time the prints were left, 130m years ago, the area was a large river delta and dinosaurs would have traversed wet sandy areas between surrounding forests.

The latest investigation was prompted after the region was selected as the site for a liquid natural gas processing precinct in 2008. The area's traditional custodians, the Goolarabooloo people, who were aware of the prints, contacted Salisbury and his team and asked them to investigate. The scientists from Queensland University and James Cook University, along with Indigenous representatives, spent 400 hours

■ **A paragraph of text that is highlighted will be spoken immediately by the Mac.**

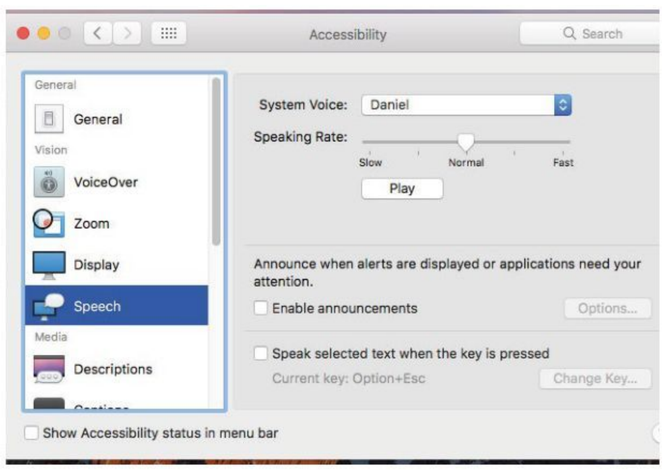


■ **Go to VoiceOver Utility to connect the Mac with compatible Braille devices using Bluetooth.**



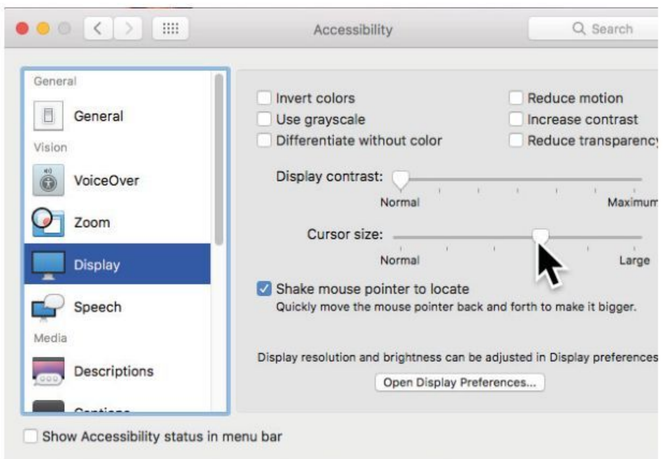
Get larger text

When on the homescreen click on View, Show view options and change the icon size as well as text size and label positioning. If you want to change the text size when on a web document press cmd then + or – to increase/ decrease the text size.



Speak Selection

Speak selection, available via system preferences, accessibility, lets you set up the Mac to offer a 'speak' option when you press a key combination. You can set the speed and choose from a range of voices.



Change cursor size

The change cursor size feature offers a variety of cursor sizes. Go to system preferences, Accessibility and choose Display. The option is displayed as a slider allowing you to select the size that you find comfortable.

Other accessibility settings

Find cursor

01 Sometimes you leave the Mac and when you come back you forget where you left the mouse cursor and can't find it. With the 'shake mouse pointer to locate' feature, when you move the mouse back and forth quickly the cursor enlarges.

The Dock

02 In System preferences, Dock you can change the settings of the bar you find at the bottom of the screen. You can change the size of the icons as well as move the dock to either the left or the right of the screen.

Keyboard shortcuts

03 By going to System preferences, Keyboard then clicking on the Text tab, you can create your own text shortcuts to use whenever you are typing. For example you can enable it so when you type 'omw' it changes to 'On my way.

Mouse tracking speed

04 If you find the speed that the mouse cursor moves to be too quick or too slow, go to the Mouse settings under System preferences and there willbe a slider under tracking speed. Adjust this slider to change the speed.

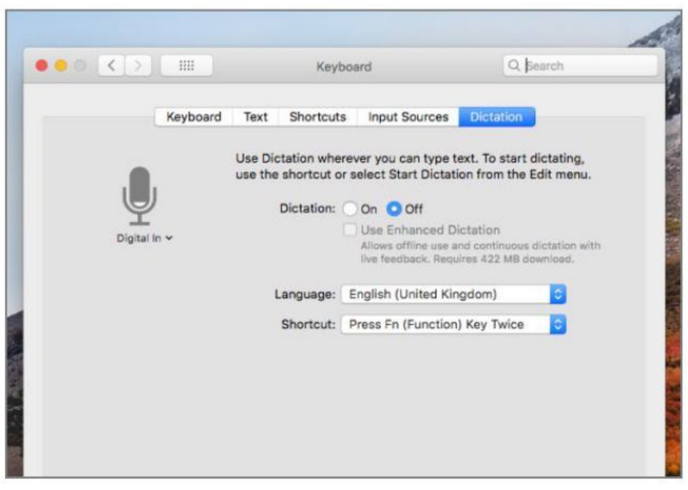
Minimum text size

05 On Safari you can set a minimum text size for all web pages. Click on Safari, Preferences, then select Advanced and click on 'Never use font sizes smaller than' to select from 9 point up to 24 point.

Dictation

If your Mac has a built-in microphone or you have one plugged in you can use your voice for speech-to-text functions. Go to System preferences, Accessibility, Keyboard and then go to the Dictation tab and enable the feature as well as select a shortcut to activate the feature.

This feature will initially only be used when connected to the Internet, but you can then enable 'Enhanced Dictation,' lets you use the feature when offline. Your Mac will learn as it works, that this will help it to understand you better and recognise what you say more accurately. When you are in a place where you can enter text, press the shortcut button and then speak what you want the Mac to type and when you are finished, click on the 'Done' button. For punctuation, you will need to say, for example "full stop" or "comma" and to change the format of text you can also say commands such as "new paragraph" or "caps on"..,



■ Enhanced Dictation allows you to use the feature offline but also converts speech to text faster.

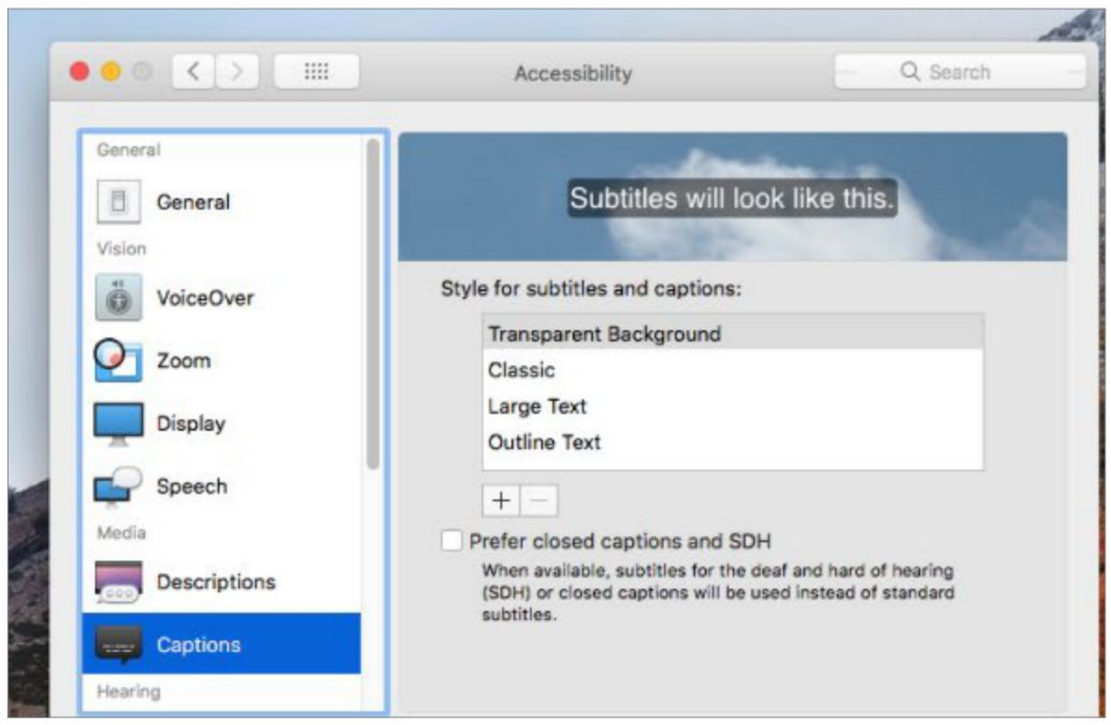
"Your Mac will learn as it works, this will help it to understand you better and recognise what you say more accurately"

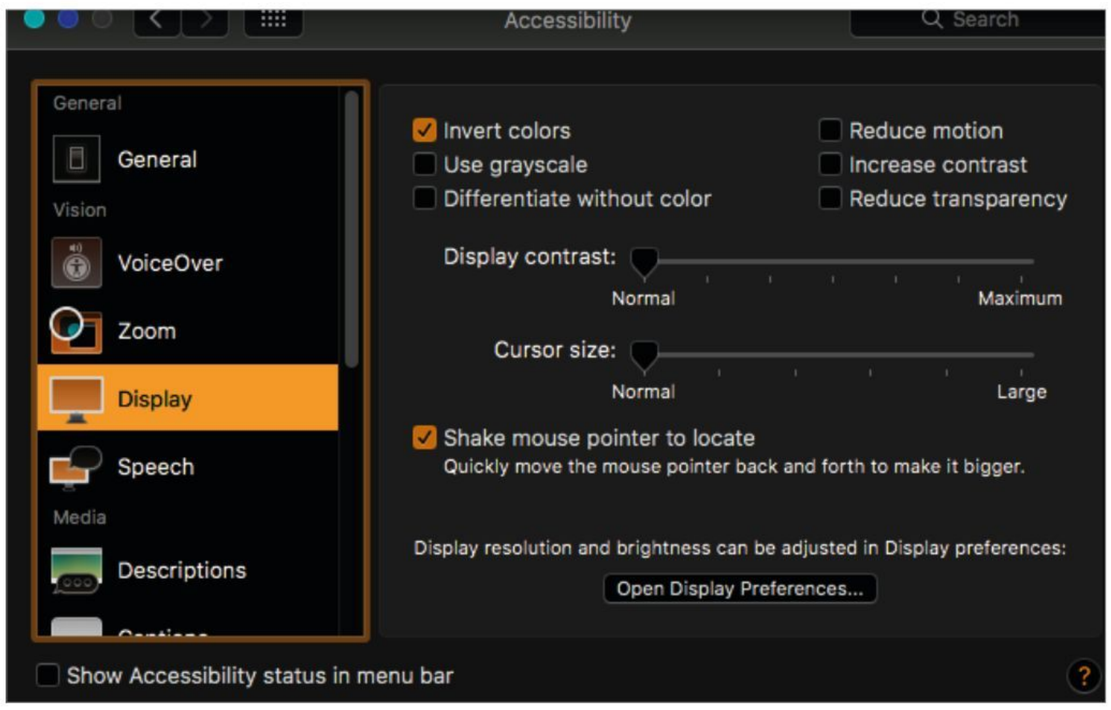
Get mono audio

Under the Audio tab in the Accessibility settings, you can see a setting titled 'Play stereo audio as mono.' Click on this to turn on the feature and once again in order to turn it off. If you then go to 'Open sound preferences' you can change which side the mono audio will sound.

Subtitles and captions

Many apps include closed captions, such as iTunes, DVD player and QuickTime Player. If you want to change the look of the subtitles go to the accessibility settings, then the captions tab to change the style, you can also customise the captions by clicking on the '+' icon.





Invert colours

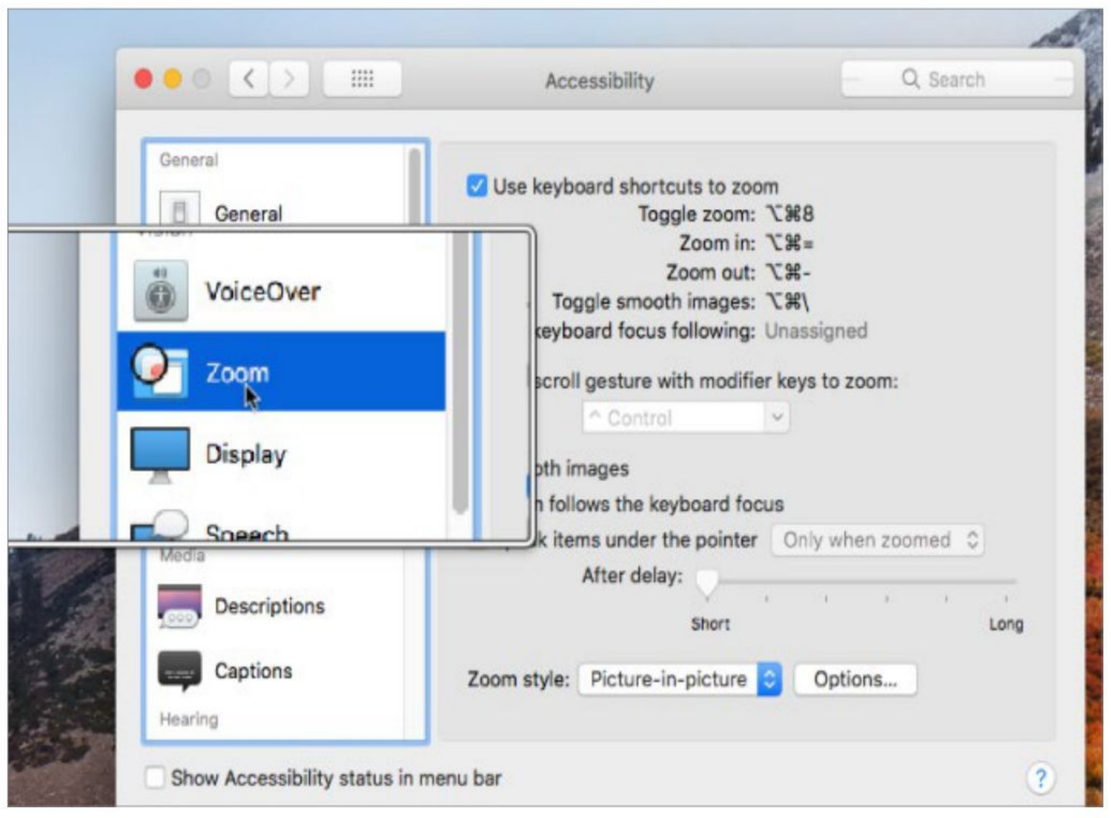
The ability to invert the colours on your screen and to make a negative photo effect can make reading on your Mac much easier in certain circumstances. In the Accessibility settings, go to the display tab and click on the Invert colors option. Tap it again to turn it off.

"Many apps include closed captions, such as iTunes, DVD player and QuickTime Player"

Zoom in

The zoom feature in the accessibility options lets you increase the size of either everything on screen or a select part of it. When turned on, to zoom in you have to press □□□ and to zoom out press □□□. At the bottom of the options you can choose what zoom style you want, full size, where the whole screen will zoom in or picture-in-picture, where a box will appear next to the mouse cursor.

A quicker way to turn on and off the zoom feature is to press command-option-F5 and a small menu will appear. The fact that it can be turned off easily is another bonus - for many partially sighted people it could prove to be the most useful accessibility feature of all.



Hands on with macOS Mojave

macOS Mojave will not be catching many headlines, but it will certainly catch your heart when you start using it and realise the power that it holds...

Hands on with macOS Mojave

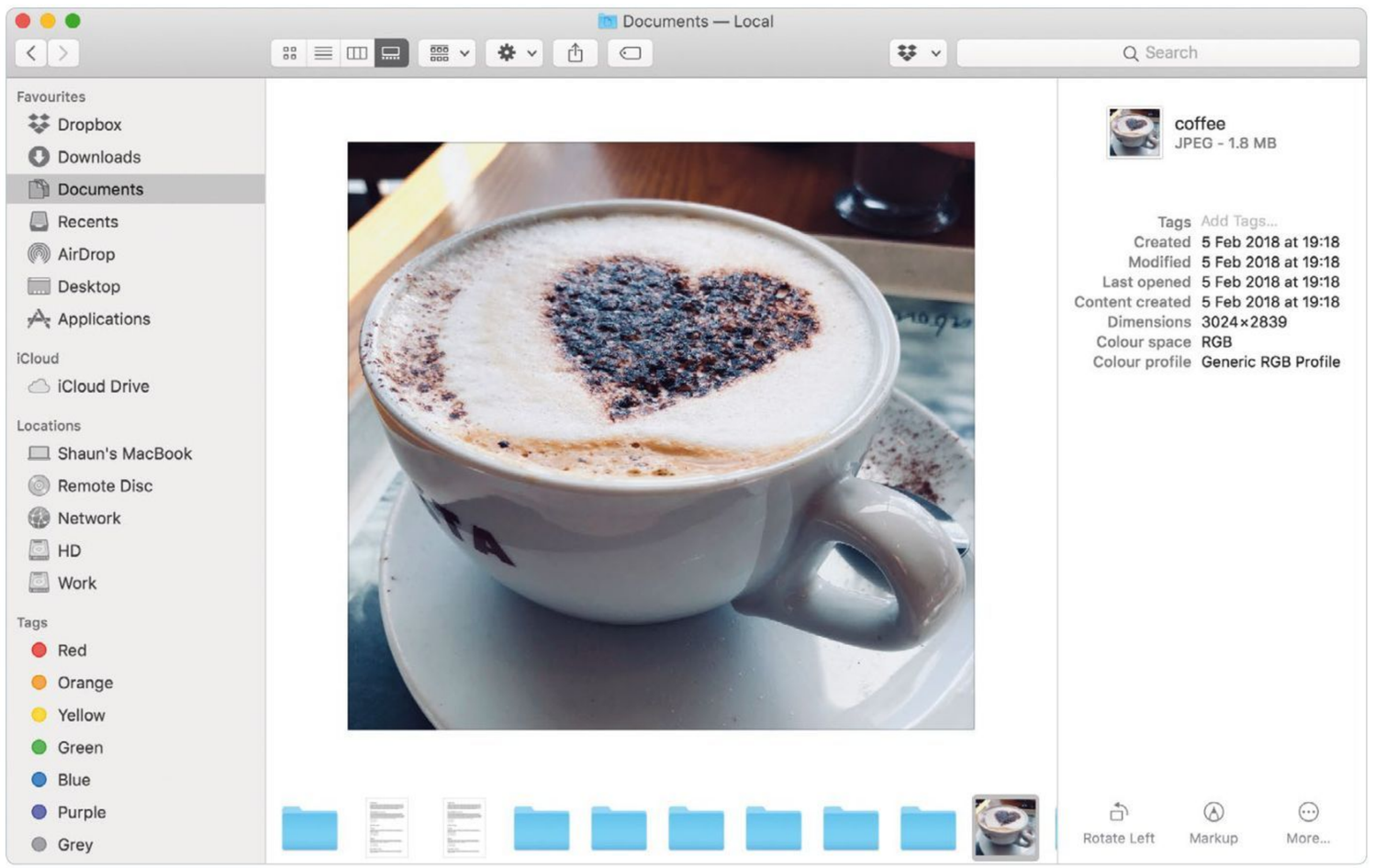
Apple's macOS Mojave has been built to offer a faster, more reliable and even more useful experience than ever before. With minor tweaks to so many areas that come together to offer better security within a more efficient environment, it is obvious that Apple is concentrating on what is really important in an OS that you will likely be using for long periods throughout each day. The ability to leverage the hardware and software in tandem has until recently been unique to Apple, but even with strong competition from Microsoft there is little doubt that Apple will not be moving from its core philosophy any time soon.

There are no obvious clues to macOS and iOS becoming more intertwined in the Mojave changes, even if the inclusion of Apple News, Stocks and other apps may suggest so, and there is not one new feature that could be considered superfluous in any way. Apple is concentrating on getting the core user experience right and reliability and efficiency are key factors. This is good news for Mac users as it means they will potentially be able to use their device for much longer, and of course the update will be free for all users. Compatibility with all that has come before is more wide-ranging than ever and almost all third-party apps will perform exactly as they should in Mojave. You should thus have little to worry about by the time the public release becomes available. Our early tests show that the classic 'It just works' line is truer in Mojave than previously and while some may see this as unambitious, it takes courage to make changes that are not obvious rather than adding features that catch the eye. This is why Apple is Apple.

> "It takes courage to make changes that are not obvious rather than adding features that catch the eye. This is why Apple is Apple"

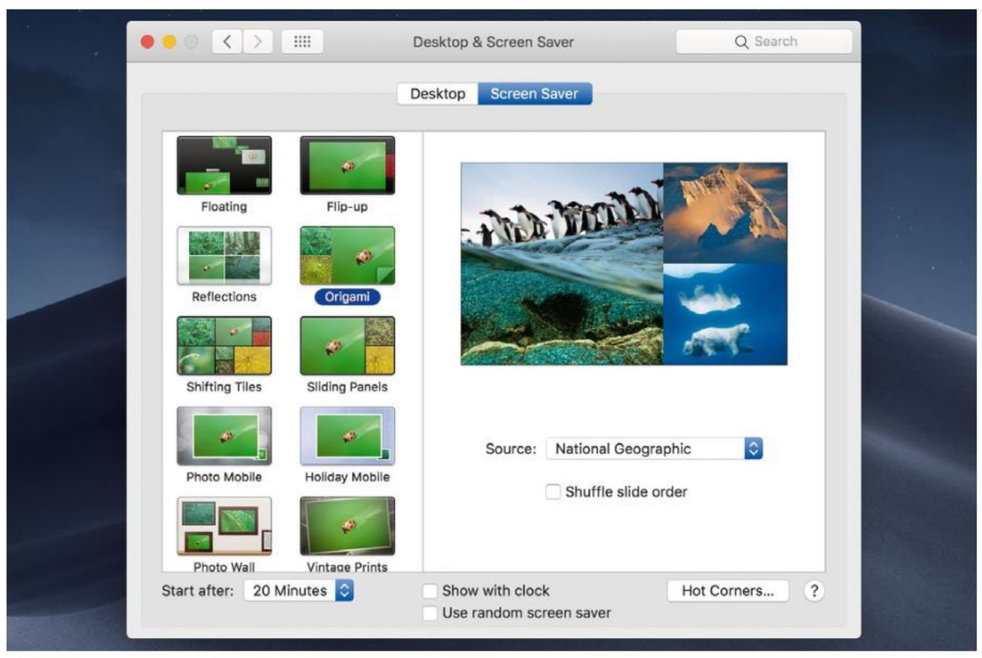
A more complete Finder

Finder is a staple of macOS and in Mojave strides have been made to make it even more useful. The new Gallery View stands out, but there are other tweaks that come together in a fashion that maintains all of the familiarity you are used



■ Mojave boasts an improved sidebar in Finder, helping you locate your files with ease

macOS Mojave



In Mojave you can set a random screensaver to add variety to your downtime…

to. The new sidebar is cleaner and more logical and the amount of metadata on show is greatly enhanced which will help you find specific objects for projects. You can now keep folders on the desktop and your recently used apps will be displayed in the Dock for accessing at any time. When you combine these with quick actions and the ability to make changes to files without leaving the app, it is likely that Finder will receive even more use than it does already.

New preferences

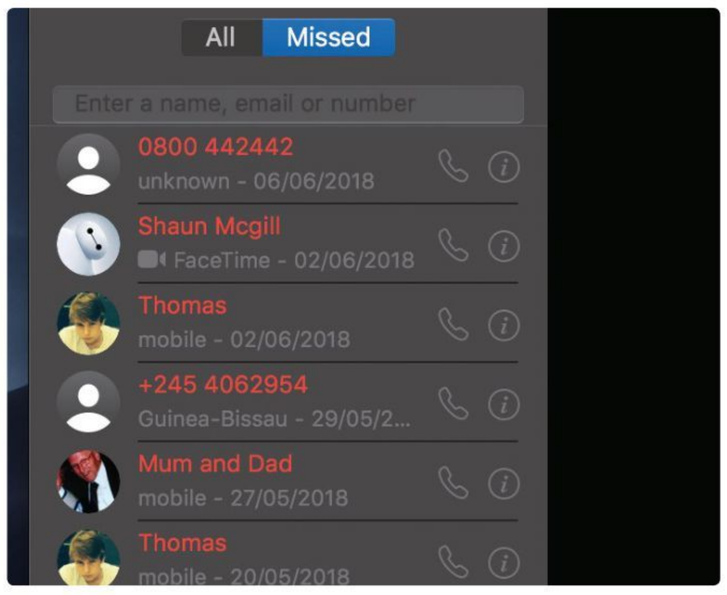
There are new preferences in Mojave that may be overlooked unless you are pointed to them. For example, you can now select to use a random screensaver in System Preferences to add a little variety to your downtime. In the General settings the accent colour can be changed which works well with Dark Mode to give a personal environment to work within. Software updates have been added to System Preferences and when a new update is available it is a lot more obvious now. Bearing in mind that the updates often include crucial security features, this is a small, but sensible development. Aligned to this there are now more updating options which are a little more flexible than previously. Some options have, however, been removed such as Facebook and Twitter logins, but these are made up for by improvements to the international keyboard, remote platform switching and a new typing tab in Accessibility.

FaceTime grows up

FaceTime has received a much needed boost with an updated user interface and the ability to enjoy calls with up to 32 people at a time. Audio and video calls can be grouped together in the same conversation and all of the main Apple devices are supported such as iPads, iPhones, Macs and Apple Watches. If you have not used FaceTime much in the past, you may find that these changes go a long way to making it part of your daily Mac usage from now on.

iOSification?

The consistency between iOS and macOS has increased in Mojave to offer almost all of the apps and features that you need no matter what Apple device you are using at the time. New Mac apps include Home, Apple News, Stocks and Voice

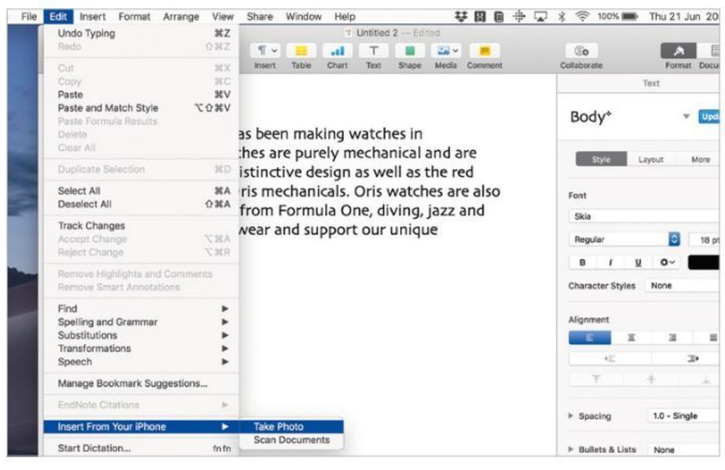


You can now FaceTime with up to 32 people!

Your new portable Mac camera

Your iPhone can now snap and insert photos into Mac docs in an instant

On occasion new features arrive that make you sit up with your faith restored in the ability of technology to impress in ways that it has not before and one feature in Mojave does just that. Historically Macs do not include cameras of the same quality as iPhones, which is perfectly understandable because you would usually not want to take photos with a larger device. But Apple has found a way around the problem by seamlessly allowing you to take iPhone snaps using your Mac in seconds.

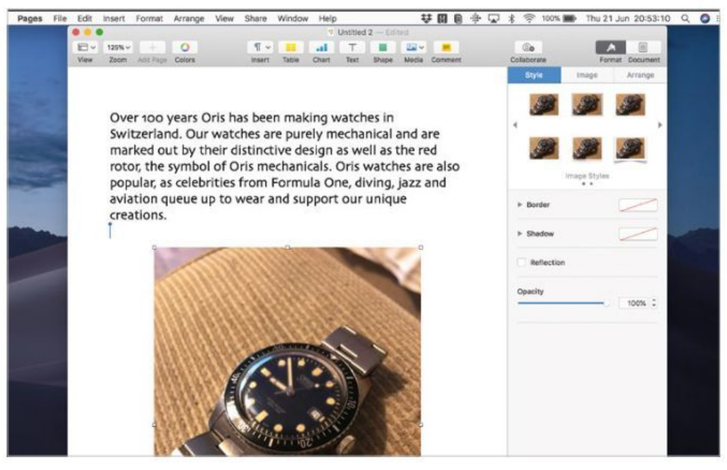


01: A simple option

While in a document, within most apps, navigate to Edit>Insert From Your iPhone and then click 'Take Photo'. Your iPhone camera automatically opens.

02: Capture the moment

Take the photo you need on your iPhone and then tap 'Use Photo' in the bottom right-hand corner. It will be automatically inserted.

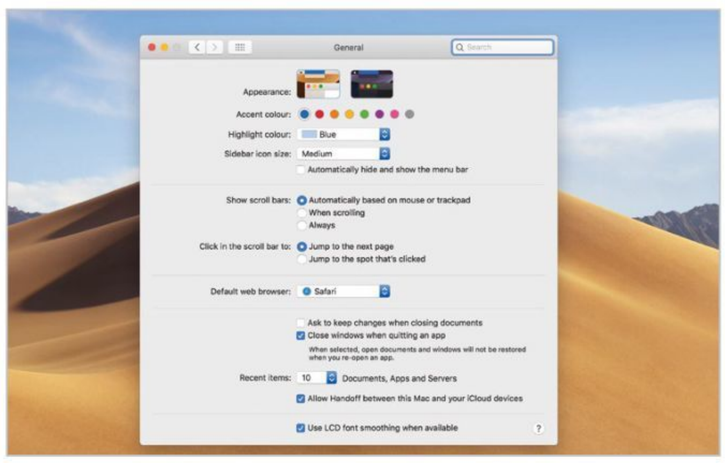


03: Insert and edit

The photo will immediately be inserted into the document you are editing and you can now use it as you need to. So clever.

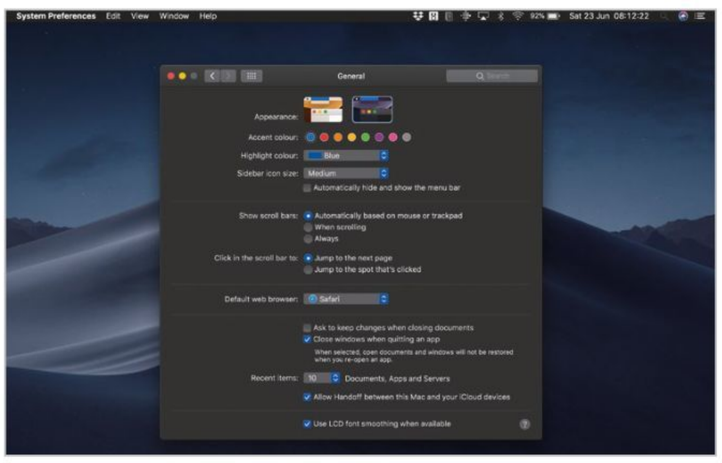
Dark Mode

Dark Mode is about much more than simply changing the colour of the macOS interface. It is about creating an environment where the important aspects shine through only when needed to aid your workflow



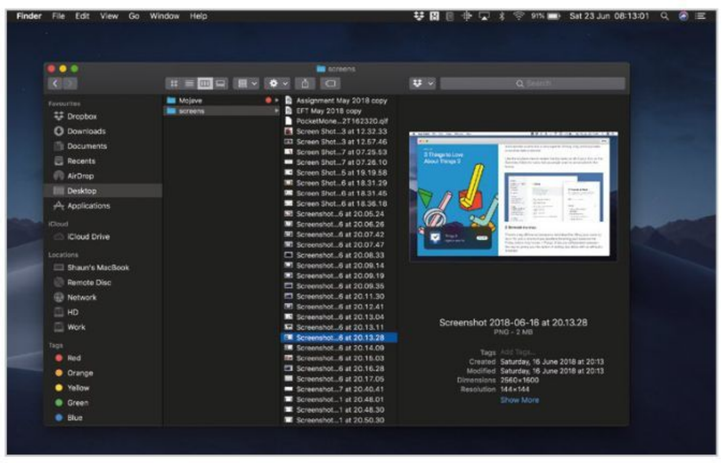
01: Turn it on

Enabling Dark Mode simply requires going to System Preferences and then clicking the Dark Mode icon at the top.



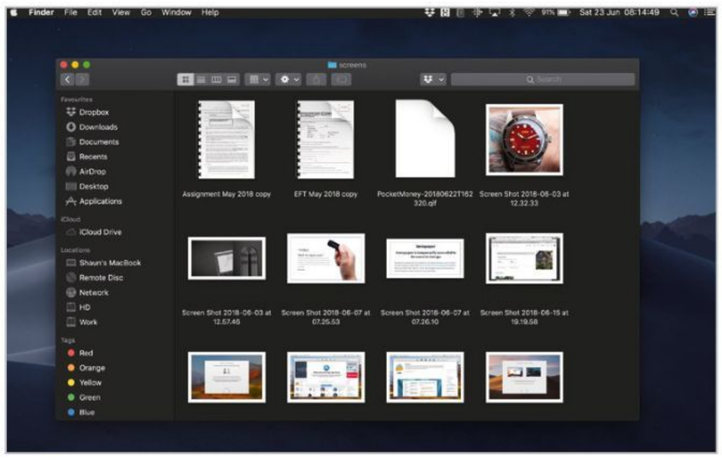
02: A new perspective

The moment you click the icon everything changes. The difference is stark, but subtle enough to work well.



03: Every shade works

You will notice how artefacts stand out. Apple has considered very carefully how each colour and shade is presented.

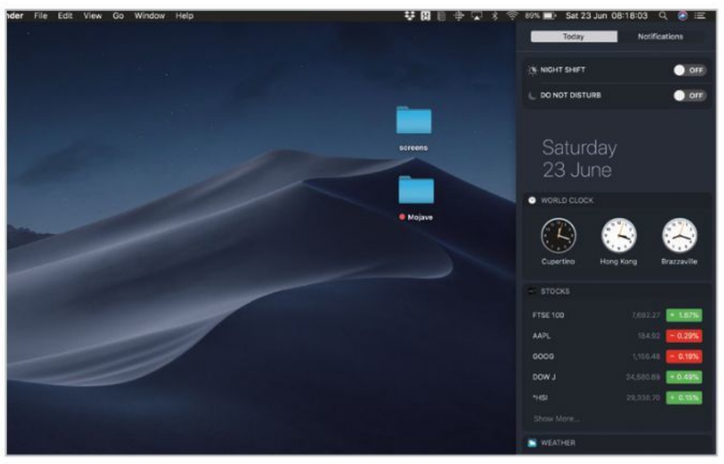


04: Every view works

Dark Mode works in every view and each app you use. It is system-wide and designed for consistency throughout the interface.

05: The foreground

When you are working on images or within documents Dark Mode sends everything else subtly to the background.



06: Never a contrast

At no point does any aspect dominate the experience, even when images are focused on. It's amazing.

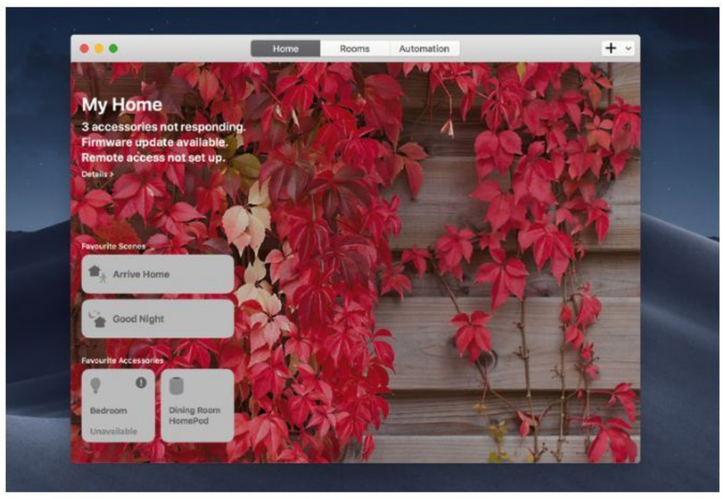
Memos plus there is support for HomeKit and Xcode 10 has been redesigned to make for an improved programming experience.

Being able to control your smart devices from your Mac is a boon for those of you who work on your Mac often at home and it finally means that you will not need to have your iPhone next to you at all times. It sounds strange to talk about making a Mac autonomous, but it is also true that many of the technological advances over recent times have gone to iOS and it is great to see some of these changes transferred back to the Mac. Perhaps the greatest achievement is how the apps feel almost identical whether used on an iPhone, iPad, MacBook or iMac. Apple has nailed the interface on all of these apps to the point that they can be used without thinking thanks to the careful way they have been designed.

More secure

Focus has been given to security which makes a lot of sense with user privacy and the fear of hacking paramount in the minds of many, but Apple has made changes in ways that add little load to the effort you need to put in. Building on a reputation and feature-set that is way ahead of the competition in how your data is handled, some of the small security tweaks in Mojave will pay big dividends.

Apps now need your approval before they can access the microphone or camera which may save you from putting tape over your MacBook lens. Enhanced tracking prevention should stop websites following you from page to page as you browse the web. Passwords are now



Now the apps feel almost identical, whether used on an iPhone,iPad, MacBook or iMac

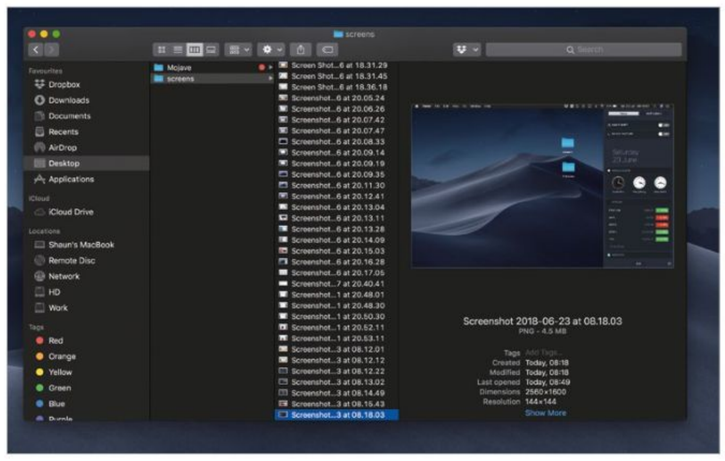
automatically made stronger when suggested and Mojave will flag up new passwords that have been used on other sites. Even if you are very careful with your online usage it is true that the majority of us are not computer experts and these little nudges will not only enlighten, but give every Mac user a more secure environment to work and play within.

Safari gets a boost

Safari has been boosted in a variety of areas and is now more powerful and usable than ever. Besides the favicons in tabs option, passwords can now be shared via AirDrop and it is easier to change a password in preferences. Some tweaks have been made to the preferences panes including the removal of both the option to block pop-up windows and the plug-in section. AutoFill

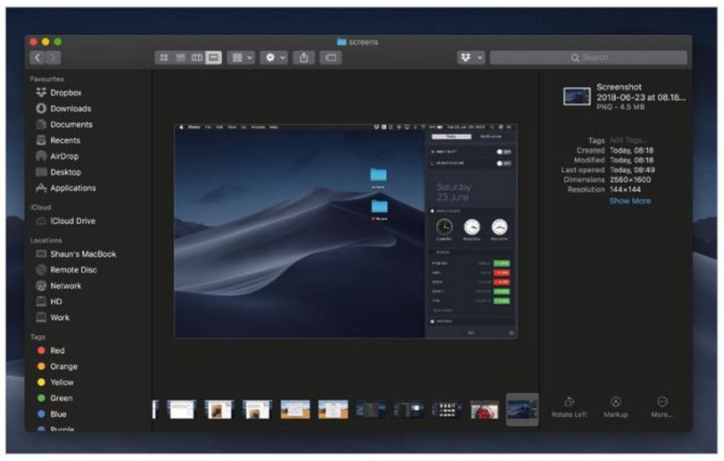
The Gallery View

Gallery View in Finder not only lets you view files in great detail, you can mark them up as well



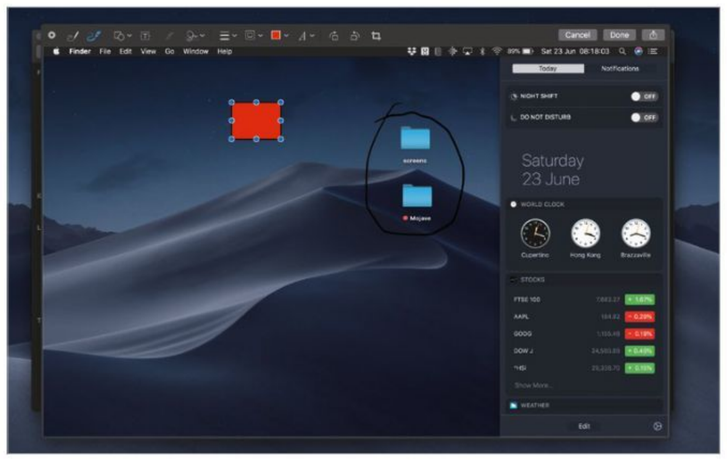
01: It works, but...

The traditional Finder views do exactly what they need to, but they are designed as much to offer file information as detailed previews.



02: A better view

When you click the Gallery View icon you will see the image or other file format displayed with previews of other files displayed below.



03: Mark it up

The option to mark up an image is also displayed at the bottom. Click it and use the tools to add your own thoughts and annotations.

Mark up screenshots

You can do more with screenshots in terms of control and editing without needing to fiddle with the resultant file

If you have taken screenshots on an iPhone in iOS 11 then you'll find the new screenshot setup in Mojave will already feel familiar. For starters, when you use the key combination to take a shot you will see a small thumbnail in the bottom right-hand corner (1) which can either be left alone, at which point it will disappear, or you can click it to do more with it. As soon as it is clicked it will appear in a bigger window with a selection of useful tools positioned at the top, including the 'Signature' option (2) which is very useful for signing documents. If you wish to mark up the image or document, there are a host of tools available for highlighting, circling (3) and even adding shapes and text to the screenshot itself. It's familiar, easy to use and will likely enable you to capture a shot, make the edits you want and then share it (4) without ever touching any other apps. It's a one-stop solution that makes a task that some people use very often indeed more efficient than ever before, and without sacrificing any of the quality output that macOS screenshots have always provided in the past.

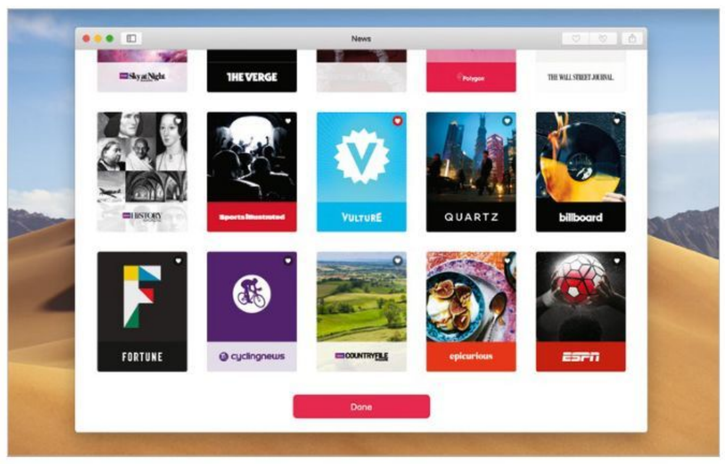
Apple News arrives

Some mobile apps work even better on a bigger Mac screen and Apple News is the perfect example

Apple often introduces new apps on iOS that are designed to help you understand what is happening around you and to let you get things done, but it seems as though in Mojave some of these apps are making their way to macOS and the way they have been converted works perfectly on any Mac. Apple News is a sleeper hit and millions of people are now using it every day in preference to other options, and now we all get to experience it on any Mac running Mojave. Unfamiliar? Let's take a look at how Apple News looks on Mac.

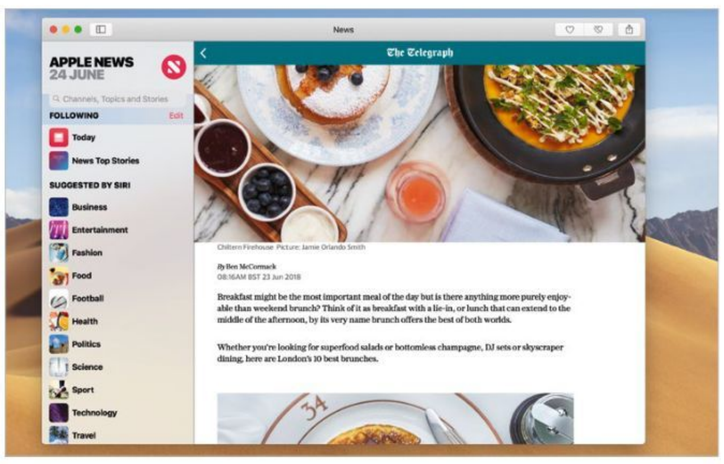
01: A perfect presentation

Apple News puts the stories front and centre every single time and the minimalist interface has been carried over very well from iOS.



02: Make it yours

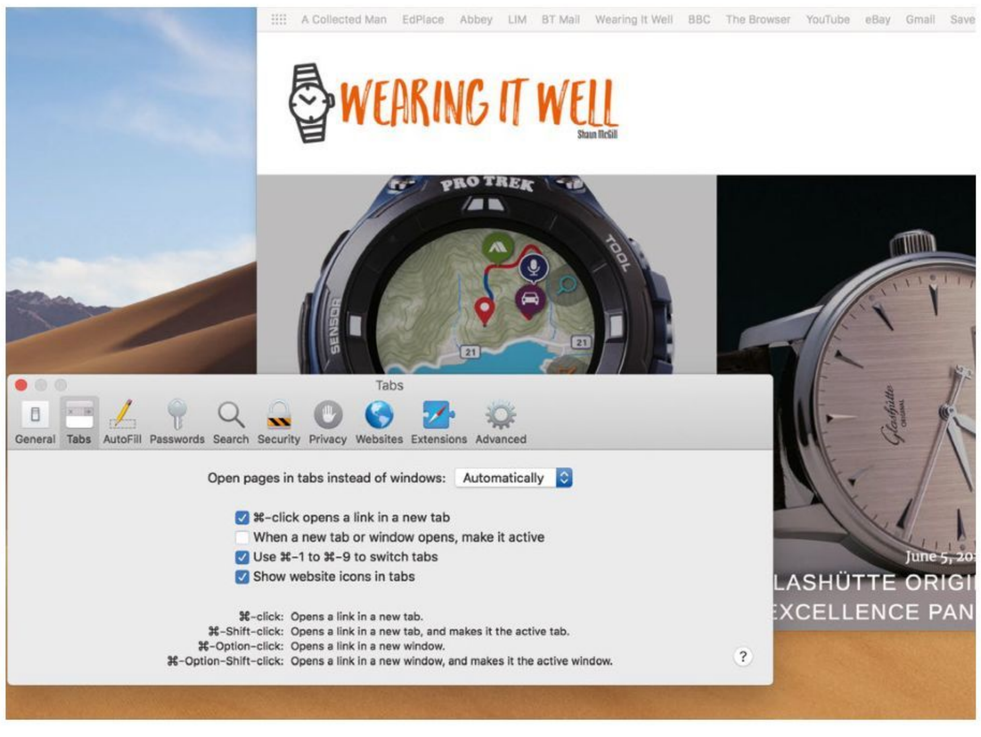
When you click 'Browse Channels and Topics' you get to choose which subjects you want to read. The news is then curated for you.



03: Longer reads

The visuals take a further leap when Apple News presents longer articles. The end result is a splendid visual that works brilliantly on Mojave.

ability has been added for one-time security codes and there are other small changes such as being able to view password information and see reused passwords in preferences. Fundamentally Safari will look and feel identical to the browser you already know and love with some subtle tweaks around the edges to improve security and to make use just a little more convenient. For many Mac users the thought of using another browser will feel alien and this is justified because Safari is becoming more stable and enjoyable to use with each new macOS release.

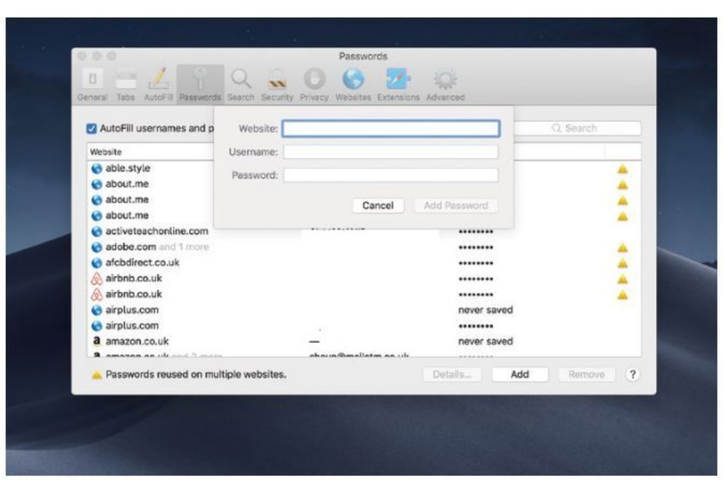


■ Changes have been made to the Safari preferences to make surfing the web much more of a personal experience

Apple Books

iBooks has been replaced by Apple Books and is essentially the same service as before, but it has a completely redesigned interface and feels more competitive with the likes of Kindle now. It may not seem as though reading a book on a Mac is logical, but with the MacBook now being so portable the enjoyment you can get from the bigger screen is actually compelling. When you open full-screen mode and sit back there is never a sense that you are reading a traditional paper book, but there are advantages to having your device resting on your lap and taking in the words and images this way.

It is not all about the interface though because the improved books experience in Mojave means that you are more likely to purchase new titles and then read them on whatever device you have handy at the time.



■ You can now see when passwords have been reused so that you can re-evaluate your security

Whether it be your iPhone while waiting for a train, your iPad when relaxing at home or if you need a break while working on your Mac, Apple Books now offers more than enough content and reading chops to keep you informed and entertained in any given situation.

There's more

There are some other significant changes in Mojave that are not directly related to users, but which can offer benefits over time as developers take advantage of them to create more advanced apps that fit within the macOS environment. They can offer a wealth of entertainment and

■ Apps such as Apple Books (formerly iBooks) have been given a makeover

productivity and generally offer an improved experience no matter what you do with your Mac.

Metal 2 and Core ML 2 are significant advancements that bring a new level of capability to app developers and the improved CSS colour support will make apps and games pop no matter how complex and animated they are. You will notice the redesigned lock screen which is a little more refined than before and the new save and open panels. You may also notice the Touch Bar automator shortcuts and everyone will benefit from the faster waking up when in sleep mode.

Of all the under the hood changes APFS support for older fusion and hard drives will bring faster and more reliable performance no matter what you are doing on a day to day basis and this will be especially advantageous on older

The Mac App Store is reborn

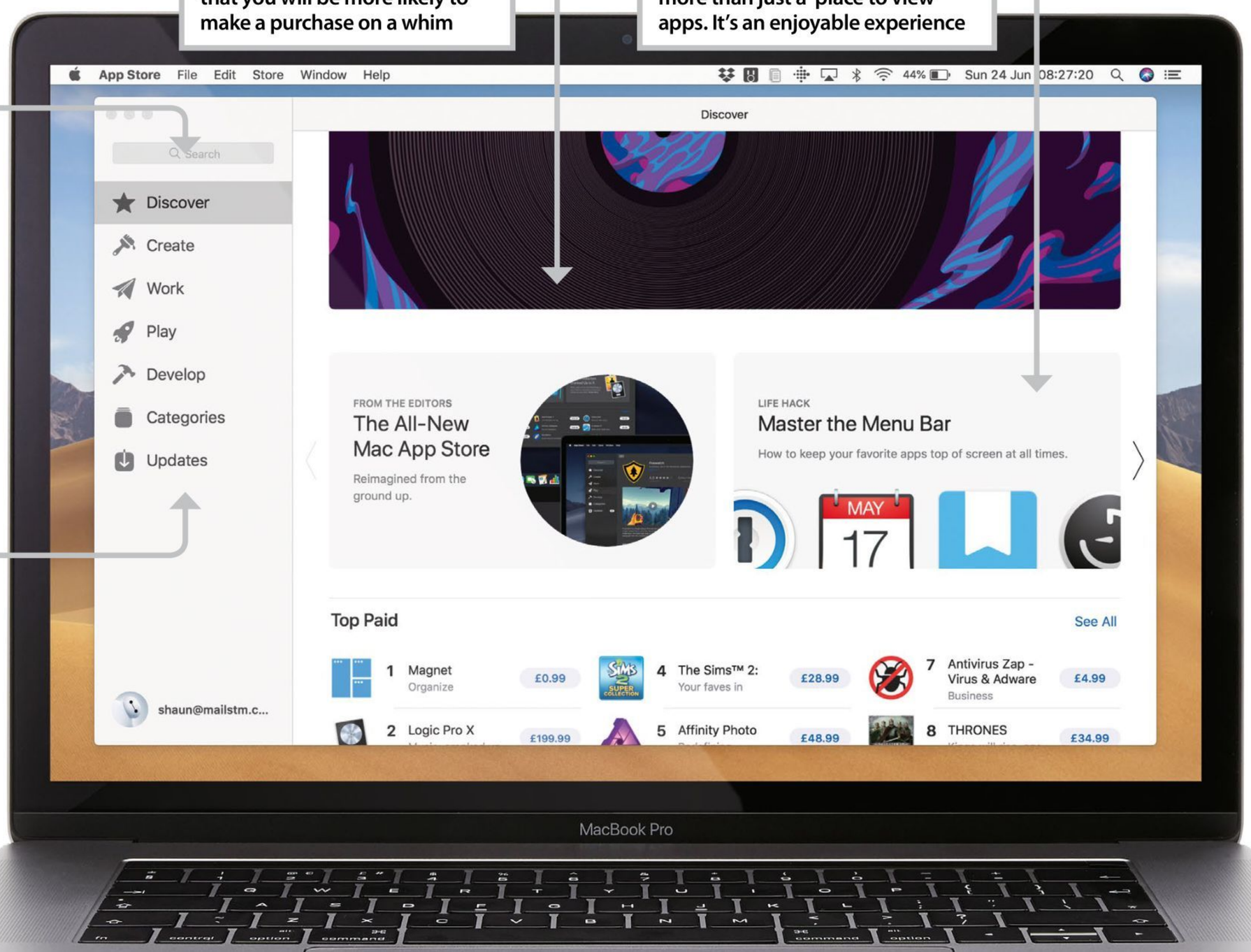
The Mac App Store has long been derided for offering a lacklustre experience that some developers have struggled to monetise. In Mojave, however, that has all changed and it now looks like a modern online place which users will enjoy perusing and which is much more likely to generate revenue. The changes are largely aesthetic, but as any retailer will know the visuals form a hugely important part of the shopping experience, whether it be in a store or online. Let's take a look at what it has now got to offer you.

Improved categories
The categories have grown in number and now offer more variety so that you can find the solutions you need in the most efficient way. They fit with the macOS way of working perfectly

Obvious highlights
Chosen apps will be highlighted at the top which always gives you something new to look at and explore. The end result is that you will be more likely to make a purchase on a whim

A deeper experience
New topics and apps that relate to them are continually added and the content is deep and rich enough to make the new store more than just a place to view apps. It's an enjoyable experience

It's all there
All of the original features remain in place and the Mac App Store is still the most convenient place to buy and install new software, and in particular to receive seamless updates in the future

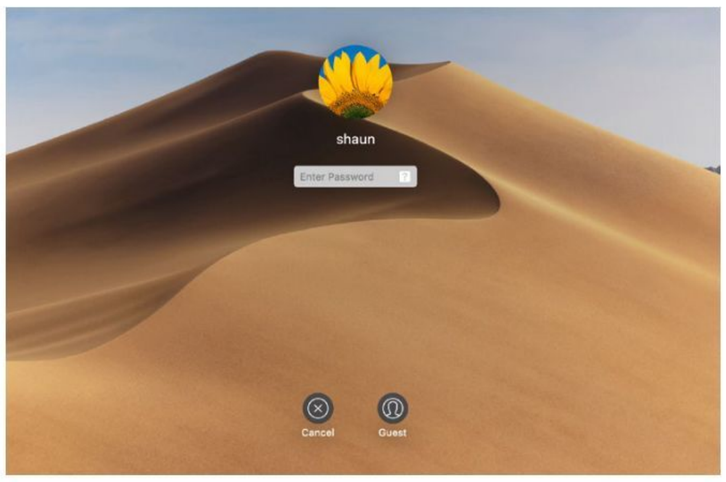


"Metal 2 and Core ML 2 are significant advancements that bring a new level of capability to app developers"

Macs. This again shows Apple's commitment to supporting its customers over the longer term even if it means less short-term gain in terms of product purchases. The longer view here appears to be to build brand loyalty by offering exceptional performance over many years and this can only be a good thing for the company, its users and the computer industry as a whole.

And the rest

It would fill a full magazine to cover all of the changes in Mojave, but there are many other

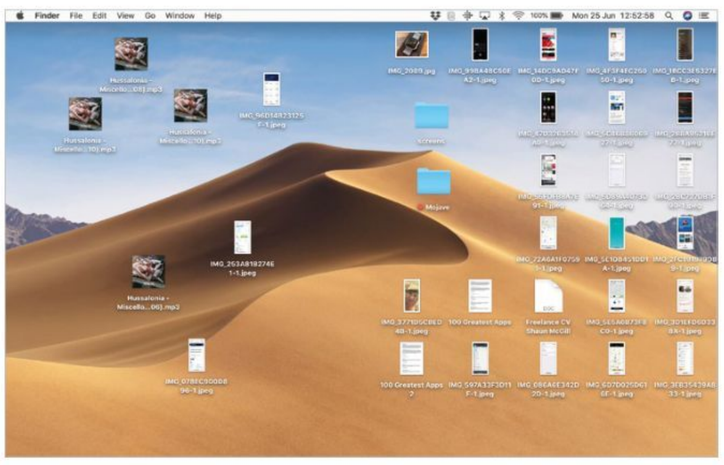


What would a new update be without a new wallpaper, or two?

Stacks

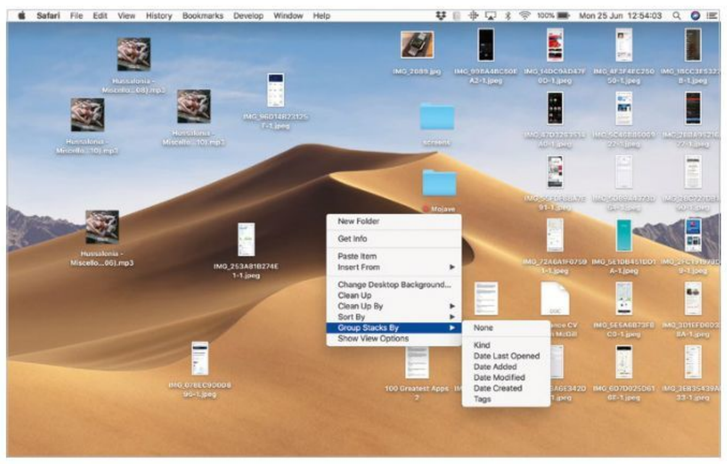
Your desktop just became a little friendlier and more organised thanks to Stacks

One of the main advantages of macOS is its ability to let you concentrate and focus on the app you are using at any given time. You will not be distracted by countless screen artefacts and really can get on with your work. But the disadvantage is that the desktop can become somewhat redundant and at times hard to organise. With Stacks, however, all that will change and you can enjoy your desktop environment again. It is very easy to use and is likely to become one of the Mojave features that you use more often than any other.



01: It's a mess!

The desktop is a blank canvas and the temptation to dump files and images on to it without thinking is great indeed. Over time, it becomes more likely that the mess will get even messier.



02: The right-click

Right-click anywhere on the desktop and then hover over 'Group Stacks By' to see some options appear in the sub-menu. To demonstrate Stacks we will choose 'Kind' and will see what happens.

03: And... organised

All of your files will automatically group themselves by type and will be pushed over to the right-hand side to leave the desktop clean ready for you to work properly with it in the future.

04: Folders are exempt

Your desktop folders will not be grouped and will remain separate, but they will be moved to the right-hand side to keep the desktop clean. Much thought has gone in to the way Stacks works.

05: Expanding Stacks

Click on any Stack and the files will be instantly expanded so that you can view and work with them. Click again and they will revert to their previous Stack which makes everything feel efficient.

06: It's still yours

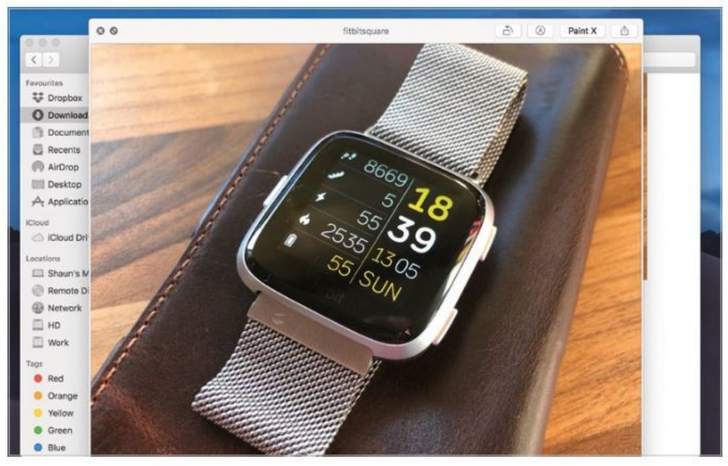
You can decide how you use your desktop going forward and Stacks will not take over the entire experience. The subtlety of the feature is impressive and efficient in equal measure.

Quick Look

Quick Look takes the idea of viewing files in Finder and pushes it to a whole new level by letting you make quick changes without ever leaving the environment you are in. Potentially, it will let you do most of the simple editing you require and save you a huge amount of time because you can make the changes and then carry on with whatever else you were doing.

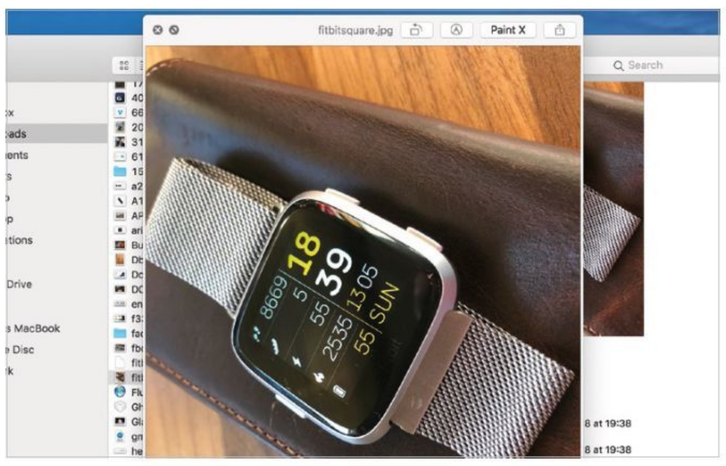
01: More than previews

When you are viewing any file or image in Finder you can hit the spacebar and a new window will appear ready for you to make the changes you require.



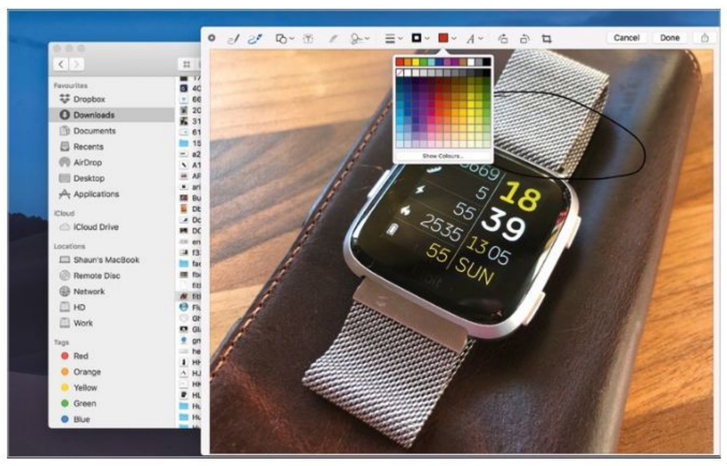
02: Simple tools

You will see icons at the top including ones for marking up, sharing and rotating images. Compatible apps will also be available to use for more complex changes.



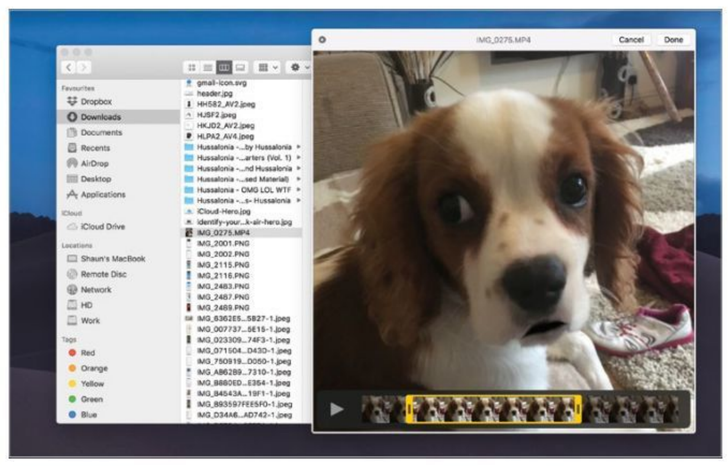
03: Rotate and go

Think how often you have had to rotate an image before you can view it properly or use it in another document. Now you can take care of this simple task in seconds.



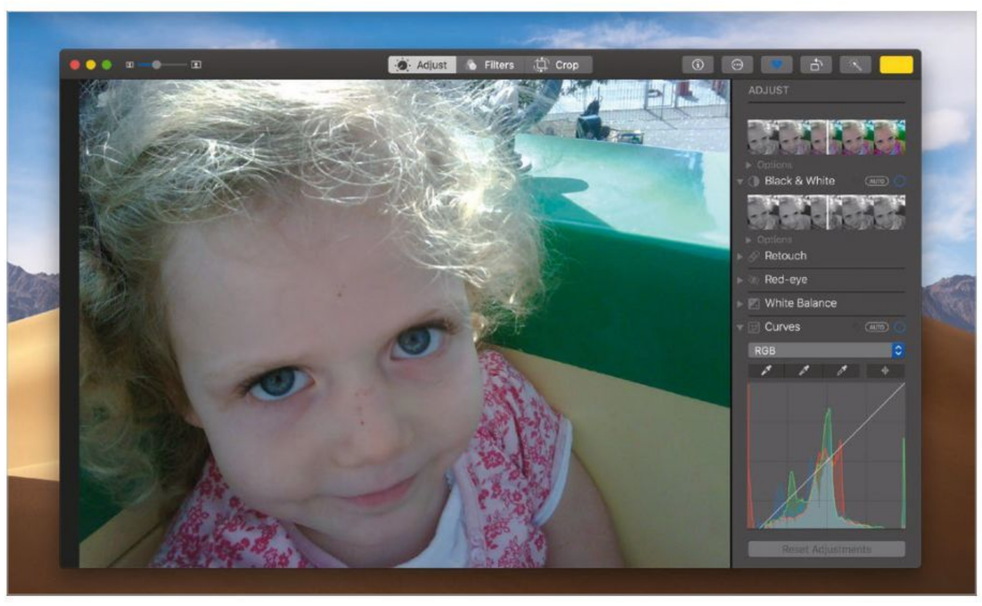
04: Quick changes

Marking up images and PDFs just became much easier and hugely more convenient. For some Mac users, this will save them lots of time every single day.



015: Video trimming

The sophistication of Quick Look runs to trimming video and audio clips as well and you can then share the changes within the Quick Look window.



The Photos app is a much friendlier place to edit your images

tweaks that are worth covering so that you know what is available now that was not previously.

Levels and curves swap spots in Photos will likely make you more willing to edit your snaps so that they are as perfect as they possibly can be. In Mail, folders will be suggested for moving individual emails to just as you see in iOS. The DVD player app has received many tweaks including 64-bit support, Touch Bar support, a new icon and a brand new user interface plus there are a host of advancements in Siri. HomeKit requests can be handled by Siri on a Mac and he/she can also locate saved passwords for you.

There is more flexibility included as well with Siri now having an understanding of motorsports, celebrities and food which may come in useful on occasion. The other changes are indeed worthy and you will discover them over time, but it is safe to say that Mojave is a competent, fast and impressive update that ticks all of the sensible boxes we would like to see ticked.

It is worth noting how Dark Mode actually works because it would be a huge understatement to say that it is just a dark covering where there was light before. The sheer effort that has been put in to creating the new environment is astonishing and everything from the accents and casts to the glyphs are perfect examples of design that truly works. It is often said that good design has to be about much more than the visuals and that it has to work well to succeed and in Dark Mode this is true in every way.

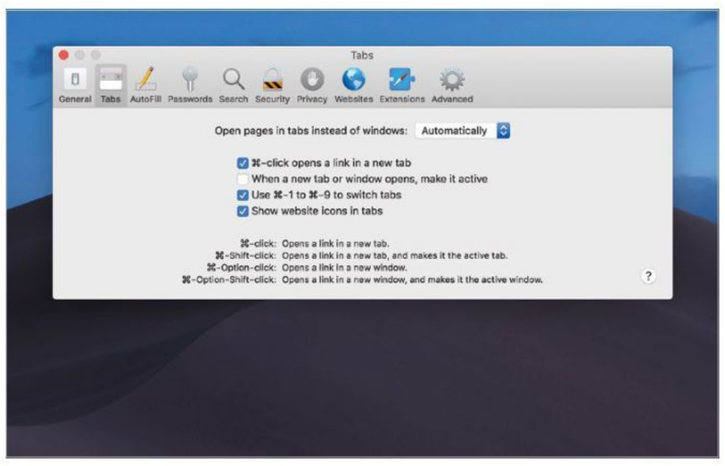
Interestingly, when you switch between Dark and Light Mode there is no sudden visual change that makes you sit back and have to adjust to

"It is safe to say that Mojave is a competent, fast and impressive update that ticks all the boxes we'd like ticked"

And there's more

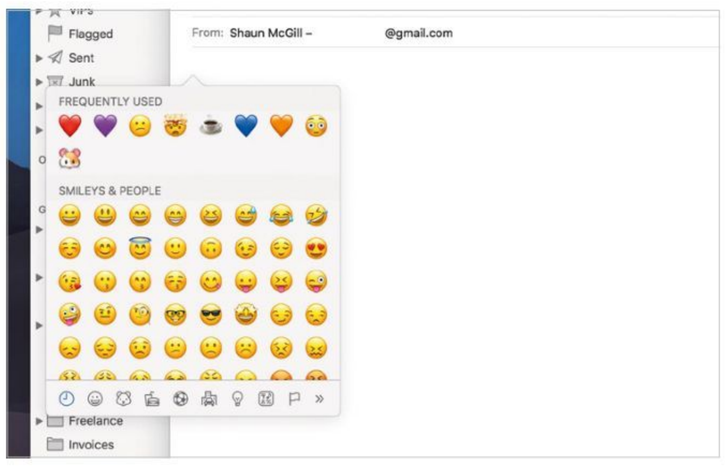
There are other changes in Mojave that are not always easy to spot, but they all help to lighten the experience

There are some standout features in Mojave that grab the headlines, but most of the long-term benefits will be seen by the myriad of tweaks that have been implemented in a less obvious way. Many of these changes work over much of the macOS operating system and offer benefits that will be felt, but not often seen. We will show you some of the changes that will bring new presence to your Mac and some that you may not have previously been aware of. It is safe to say that the implementation is typically Apple throughout.



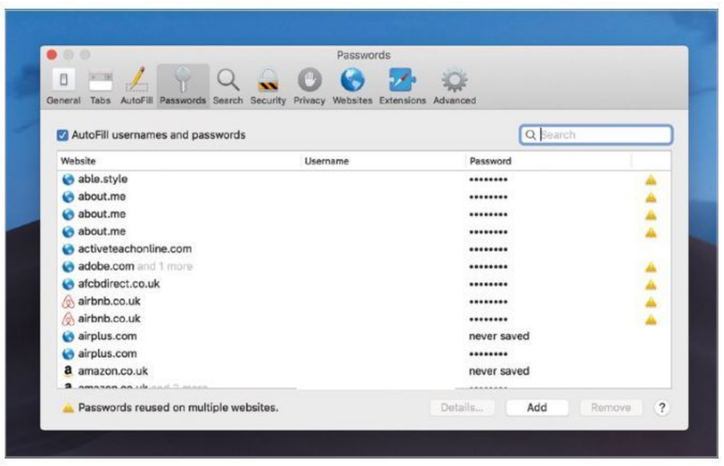
01: Safari Favicons

In Safari you can go to Preferences and enable Favicons in the Tabs section. The subtlety of the icons could easily be missed, but the end result is an added touch that improves browsing.



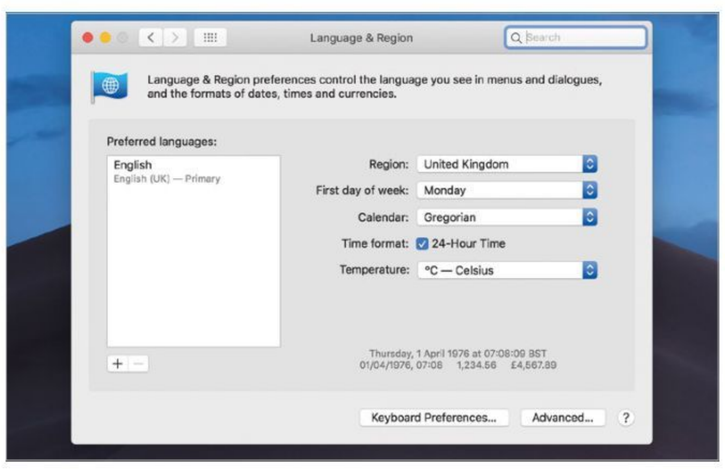
02: Email emoji

Inserting emoji into emails has been streamlined in Mail and the end result means you will be more likely to add imagery and personality to your future messages. A simple, but useful change.



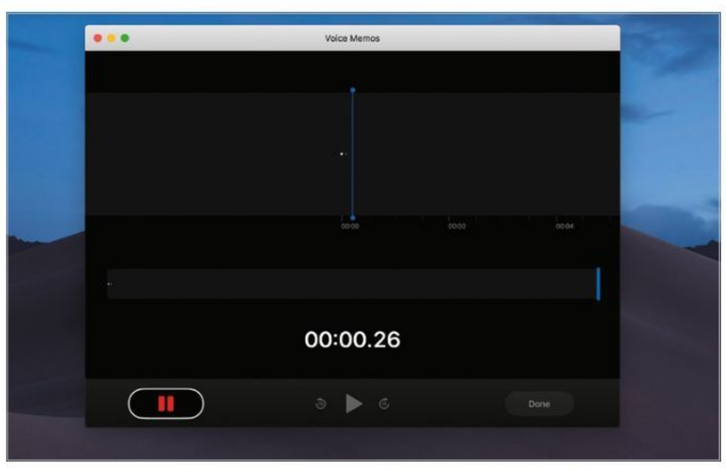
03: Stronger passwords

There are few things more secure than strong passwords and now in Mojave they can automatically be created stronger than ever. It requires no extra effort from you at all, but it works.



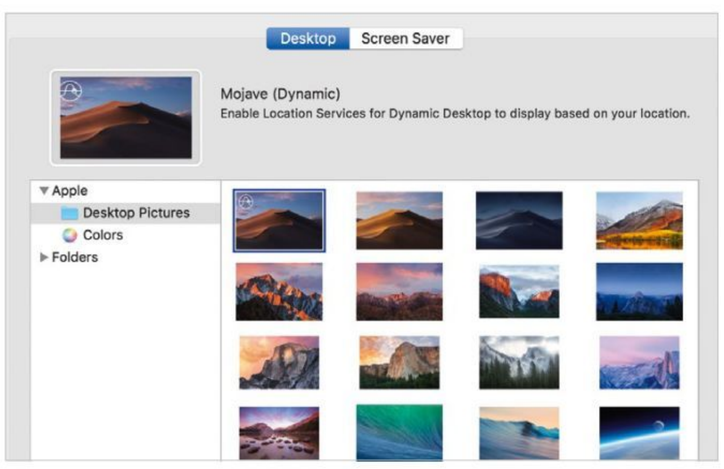
04: Language support

There are more language options built into Mojave including Australian, UK English, Canadian French and Traditional Chinese. There are other changes too designed to help in certain countries.



05: Voice Memos

Capturing voice memos while working on your Mac feels like a logical thing to do and the implementation in Mojave is easily as good as the new and improved Voice Memos app in iOS.



06: Dynamic Desktop

The Dynamic Desktop feature will change the desktop wallpaper to match the current time of day. It may not offer a specific advantage, but matching the current environment may help you focus.

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the changes. The consistency between the two is perfect the whole way through and you will notice nothing but the subtle colour changes when the switch is made. Again it highlights the Apple approach which makes Macs feel less like computers than personal tools designed to work with you.

Mojave supports a wide range of Macs all the way back to models from 2010 which is somewhat remarkable when you consider the longevity Apple products can offer. The mid 2010 Mac Pro is supported as is the mid 2012 MacBook Air and the late 2012 iMac. For any company to be able to offer its latest operating system for free with support for products dating back more than eight years is perfect evidence that the higher price you pay for a Mac initially is in fact excellent value for money when the level of long-term support, the ability to work at full pace over many years and the sheer quality of the materials are considered. Mojave builds on all of this perfectly and will add to your Mac experience and offer reassurance that you will be able to use the same Mac for many years to come. It is also quite possible that the next version of macOS will work on exactly the same Macs that Mojave does now and with just a few new features and more security and power than ever before. Mojave is an excellent update and will feel familiar right from the start so you can start enjoying it today.

Getting started

Gain control over your Mac computer with all the essentials of this section

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"Your Mac experience can be tailored to your personal preferences"

Connect to the Internet

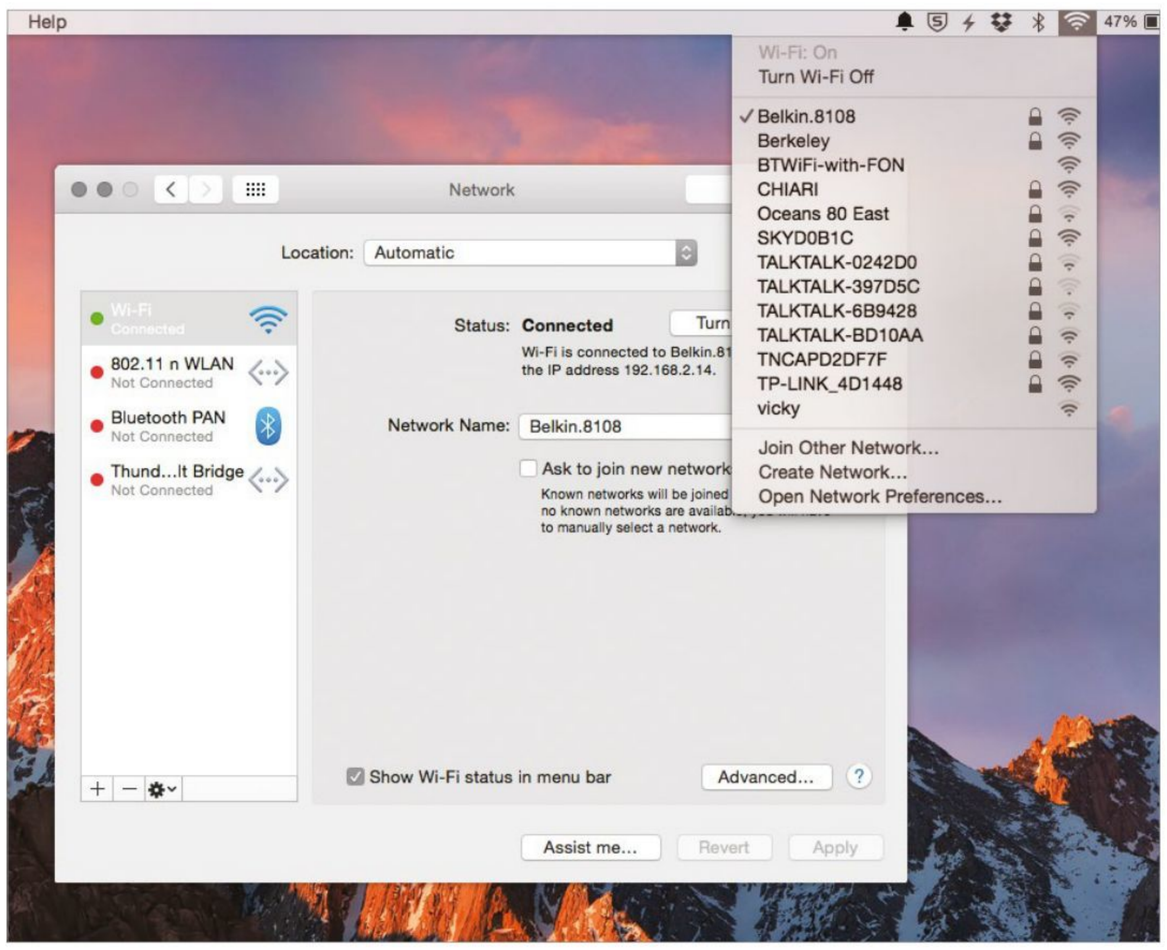
Gain access to the world wide web by hooking up your Mac to Wi-Fi

To get the most out of your new Mac or MacBook, you will want to connect it to the Internet.

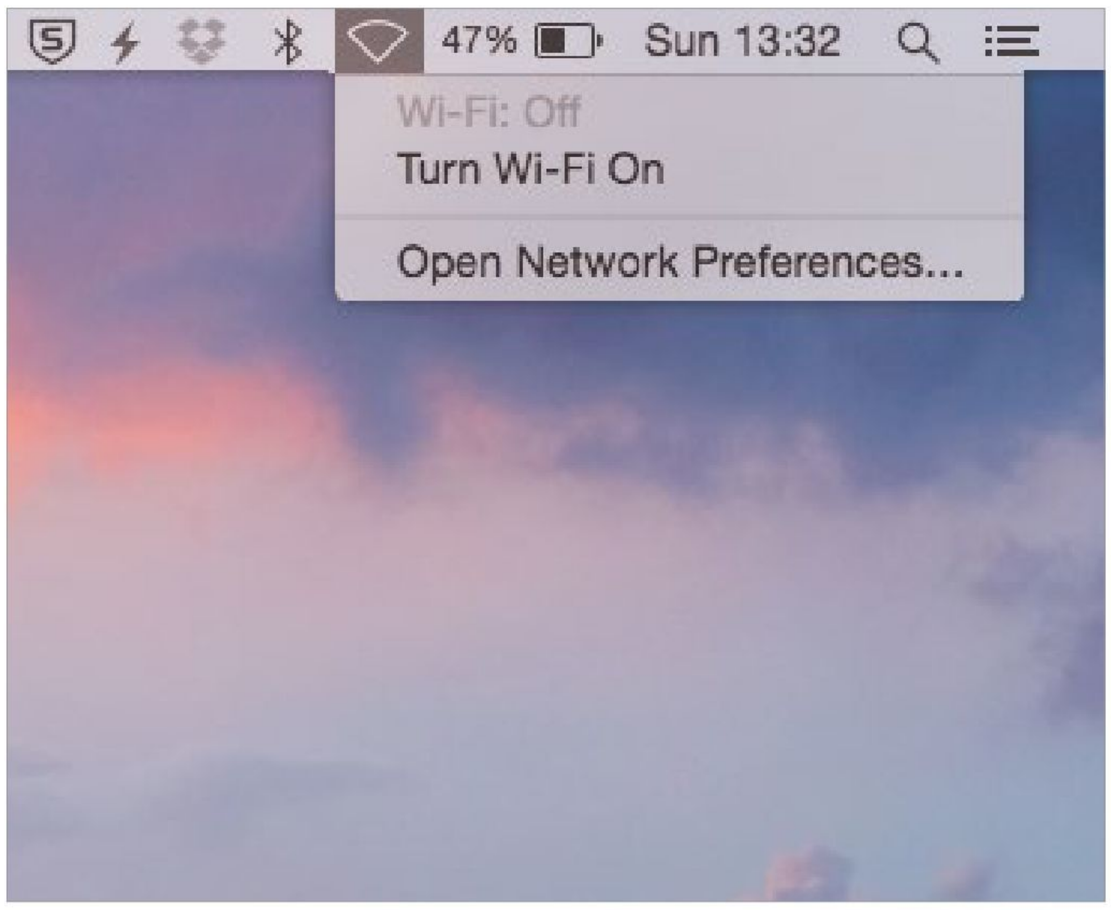
Luckily, this is a very simple process regardless of whether you choose to use either a wired or wireless internet connection to your router.

If you wish to connect your Mac to the Internet with a wired connection, all you need to do is plug one end of an Ethernet cable into your Mac, and the other into your router. If you plan to go wireless, then you don't need any more equipment than your Mac and a wireless-enabled router.

Follow the four simple steps outlined below and you'll soon be able to access a whole host of content: you'll be able to browse the web with Safari, stay in touch with friends and family on Facebook, send emails in the Mail app, download tons of great new apps from the Mac App Store, share videos in iMovie, and much more. A whole world of entertainment awaits you!



macOS Turn Wi-Fi on and start surfing



01: Turn it on

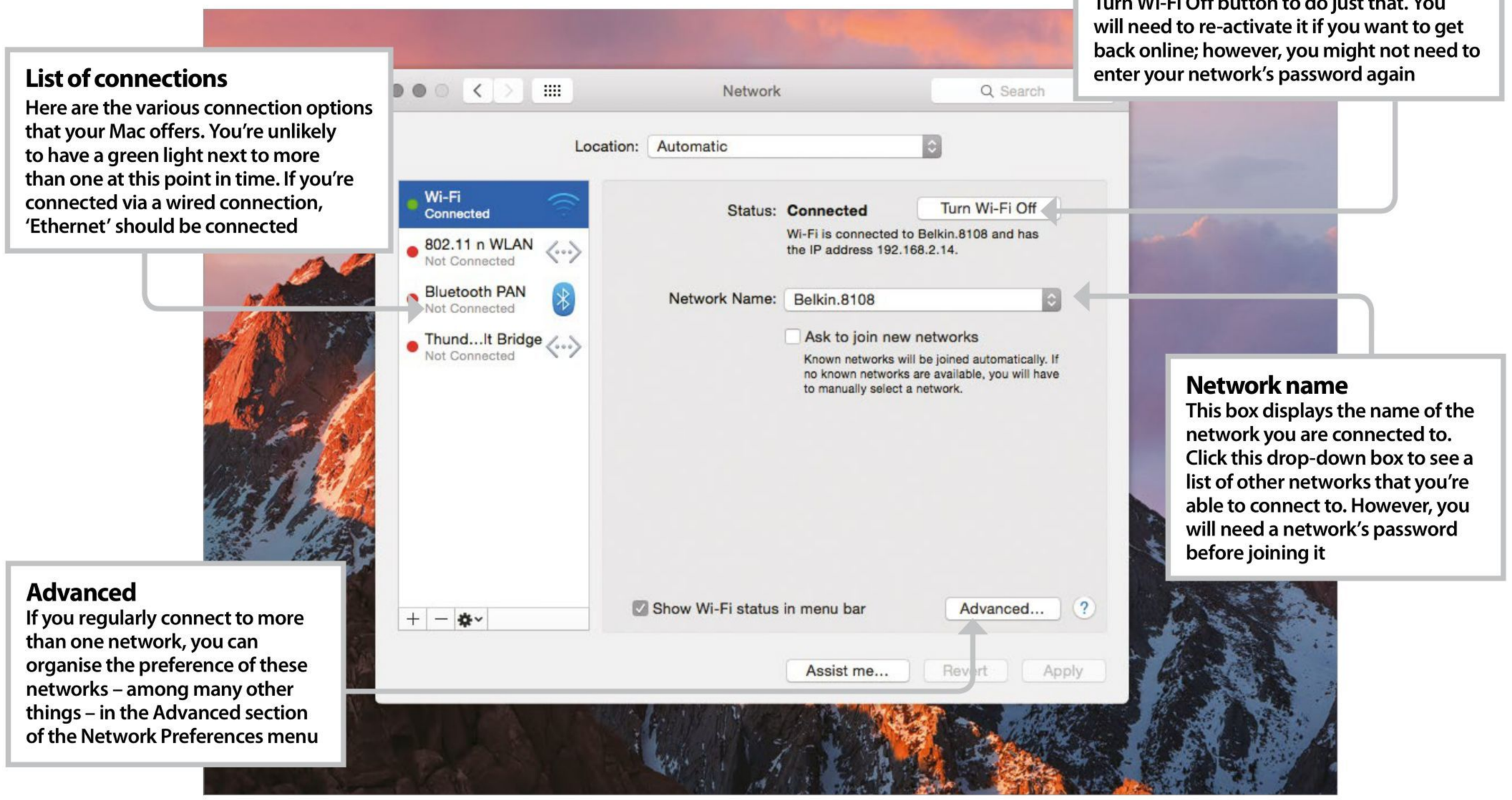
Although it should be on by default, your Mac's Wi-Fi may be turned off. If it's off, click on the icon to the left of the time and date in the top bar, then click turn Wi-Fi on.

02: Look for networks

Once you've turned Wi-Fi on, the icon should turn into a greyed-out series of curved lines. Click on it, wait a couple of a seconds for a list of available networks to show, then click on your home network.

Network Preferences

How to control your Wi-Fi connection

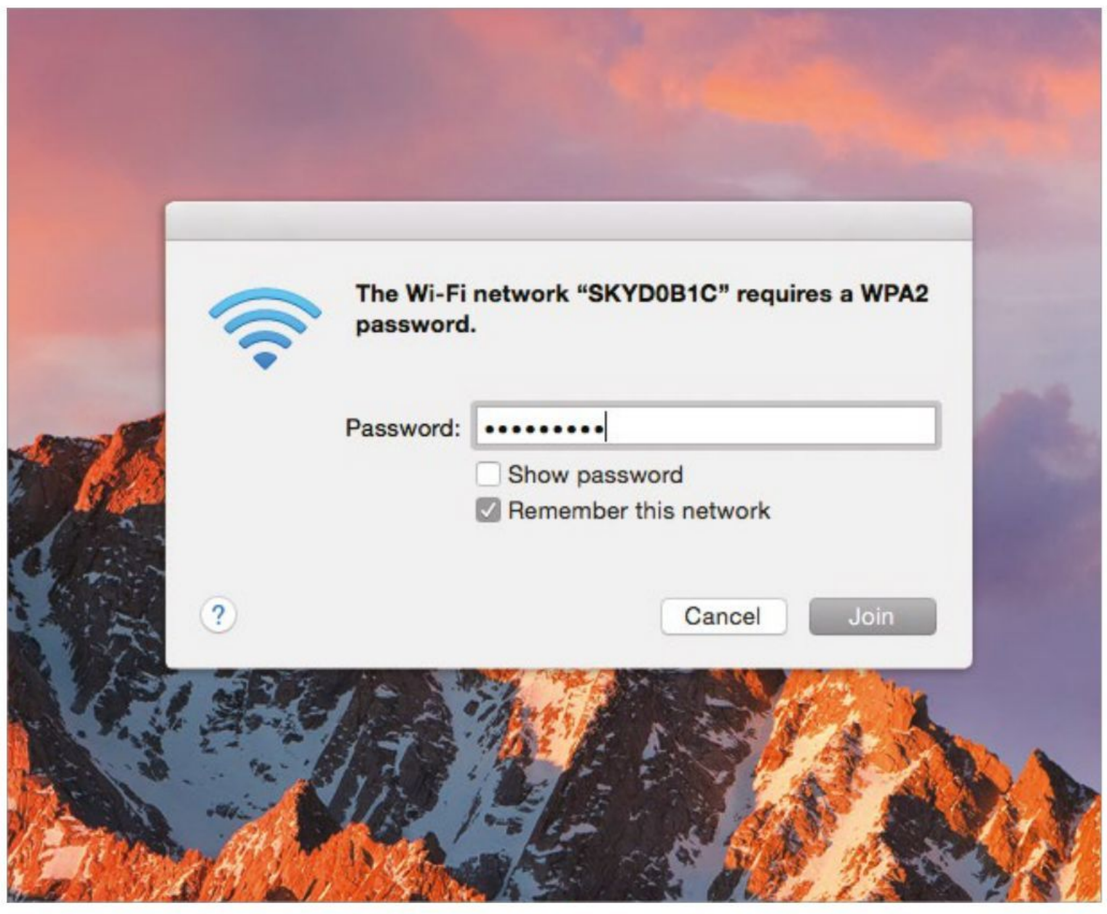


List of connections
Here are the various connection options that your Mac offers. You're unlikely to have a green light next to more than one at this point in time. If you're connected via a wired connection, 'Ethernet' should be connected

Status
When you're successfully on a Wi-Fi network, this will always say 'Connected'. Click the Turn Wi-Fi Off button to do just that. You will need to re-activate it if you want to get back online; however, you might not need to enter your network's password again

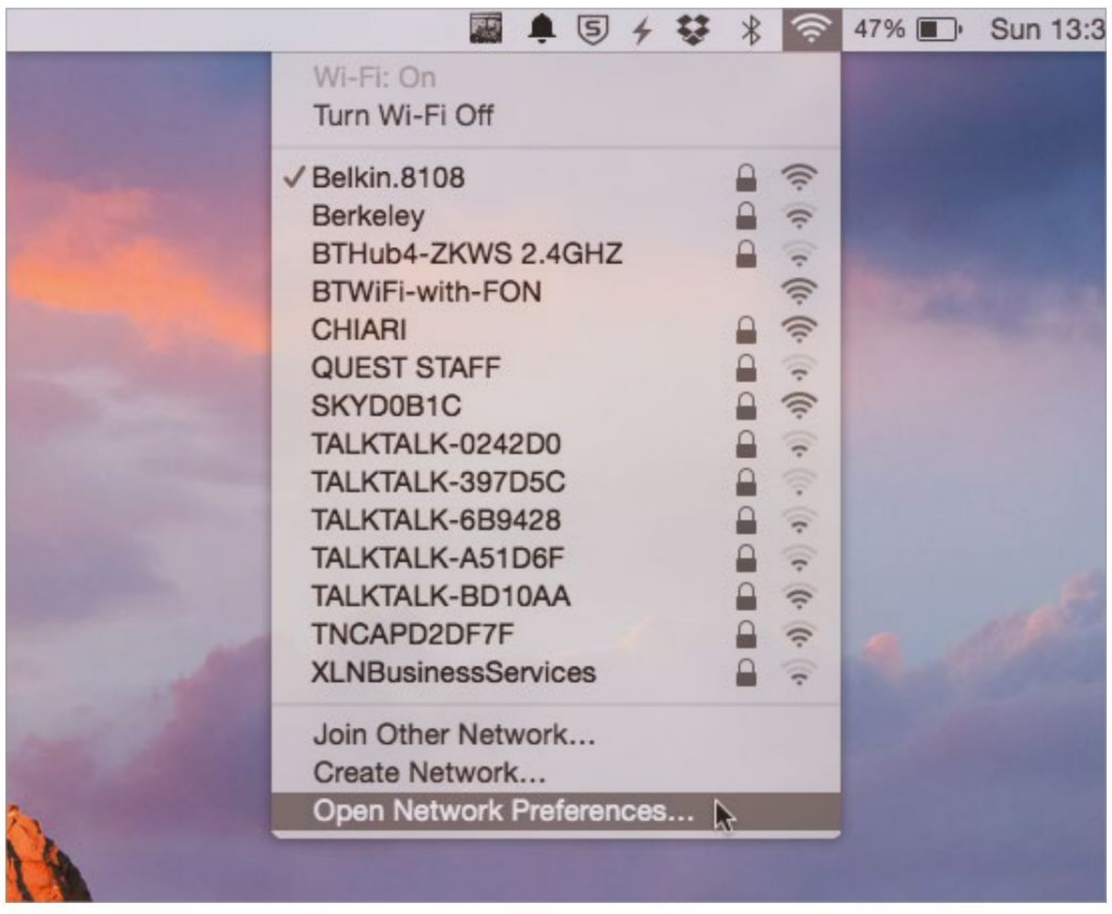
Network name
This box displays the name of the network you are connected to. Click this drop-down box to see a list of other networks that you're able to connect to. However, you will need a network's password before joining it

Advanced
If you regularly connect to more than one network, you can organise the preference of these networks – among many other things – in the Advanced section of the Network Preferences menu



03: Connect to your network

For the first time you connect, you'll have to enter your network's passcode, which may be written on the back of your router. Once you've entered it, click 'Join' to connect to the Internet.



04: Edit preferences

Now you're connected, the greyed-out curved lines should be black. To edit your connection preferences, click on the icon, then click on 'Open Network Preferences'. You will then be taken to the System Preferences app.

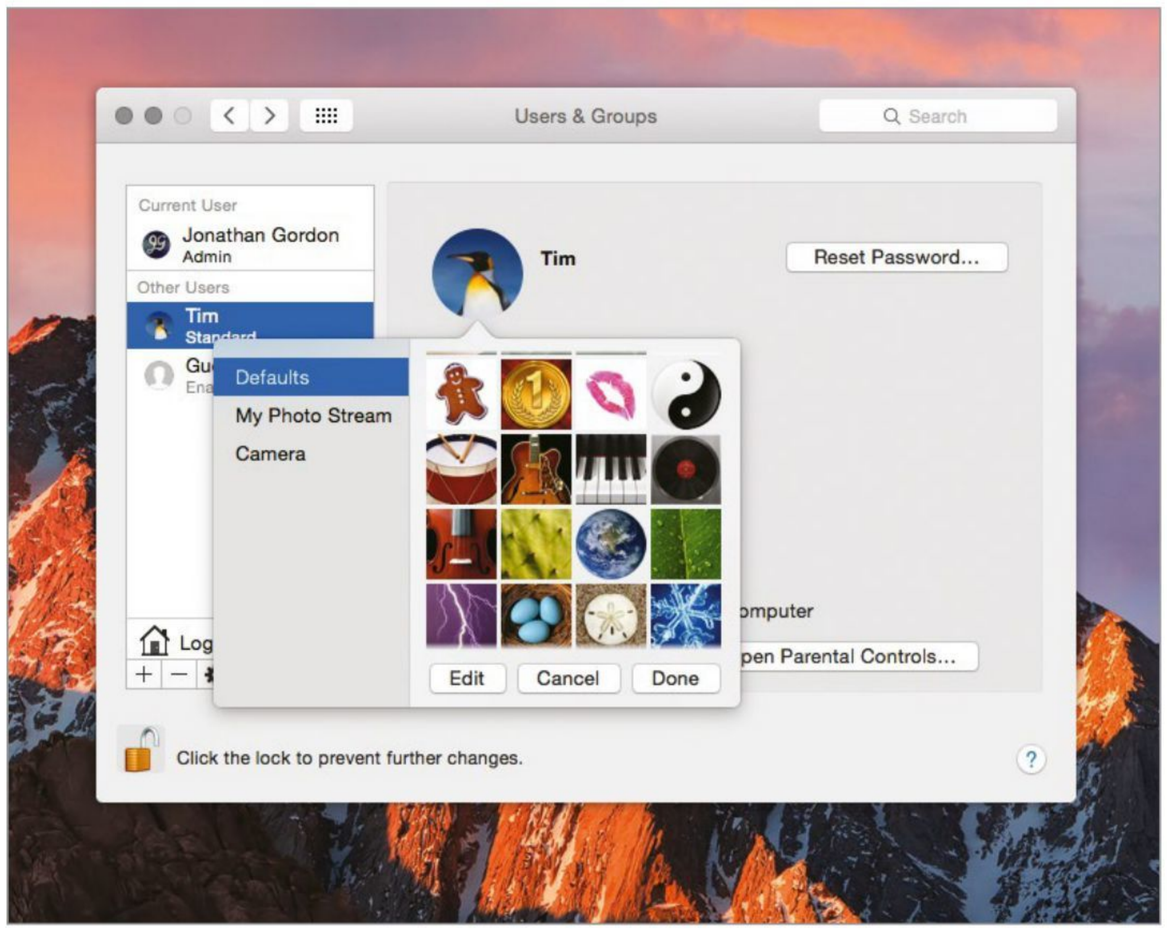
Add a new user account

Share your Mac with the family by creating multiple user accounts

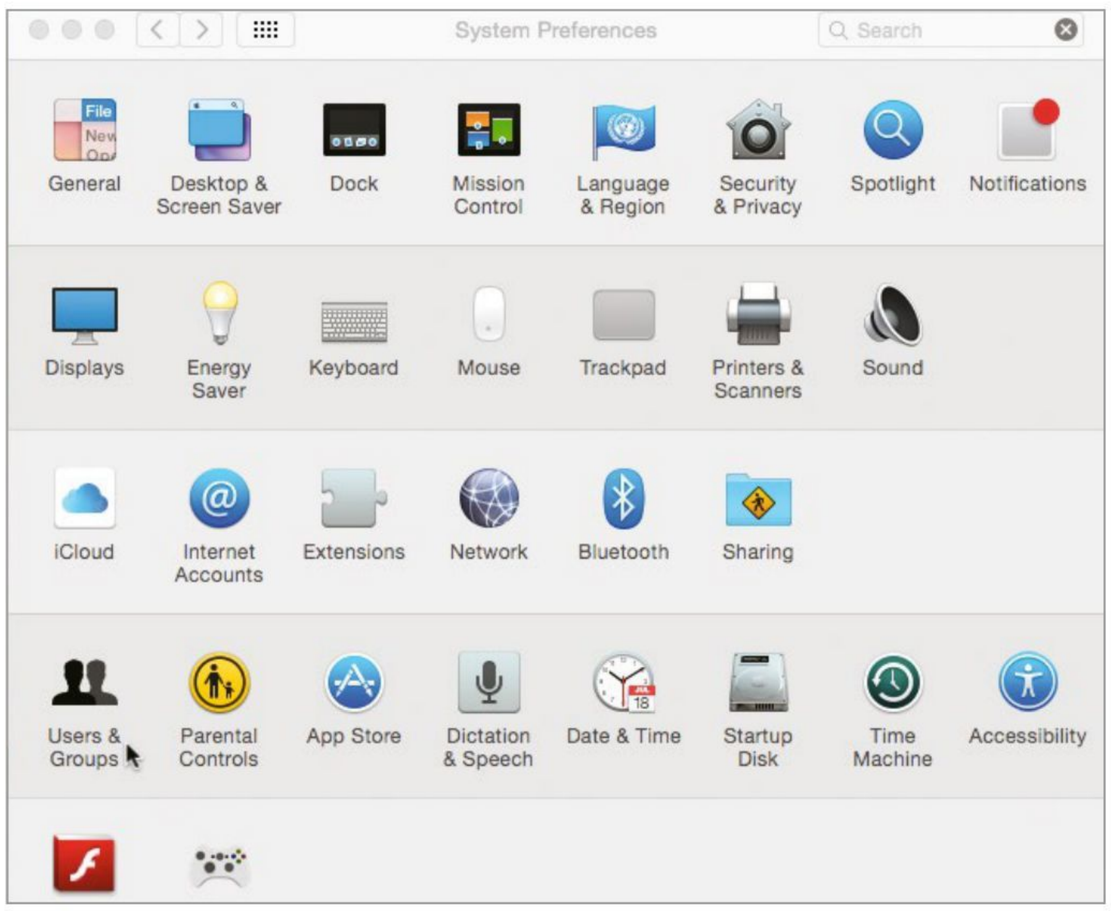
Your brand new Mac is packed with so many great features, both in its software and hardware, that it begs to be used by the whole family. However, you may not want each member changing the computer's settings or having access to your personal files every time they wish to use it. This is where multiple accounts come in.

Not only does having multiple accounts enable you to protect your private data, it also lets you protect children. It's simple to set up an account with Parental Controls, which enable you to limit access to apps and websites, as well as set usage time limits.

There's also a degree of customisation available. Not only can you set your own picture using the iSight camera (so you don't need to settle for stock imagery), you can also set which apps you would like to load as soon as you log in. Multiple user accounts are a great way to keep the whole family safe while still enabling them to enjoy your Mac.



macOS Create and add a new user



01: System Preferences

Click on the System Preferences app (three grey cogs) in the Dock to open it up, and another menu will appear. From this menu, click 'Users & Groups', which is in the fourth category down, 'System'.

02: Add new user

Click the padlock icon to enable changes, and click the + button to add a new user. If setting an account for a child, click the 'New Account' drop-down box and select 'Managed With Parental Controls'.

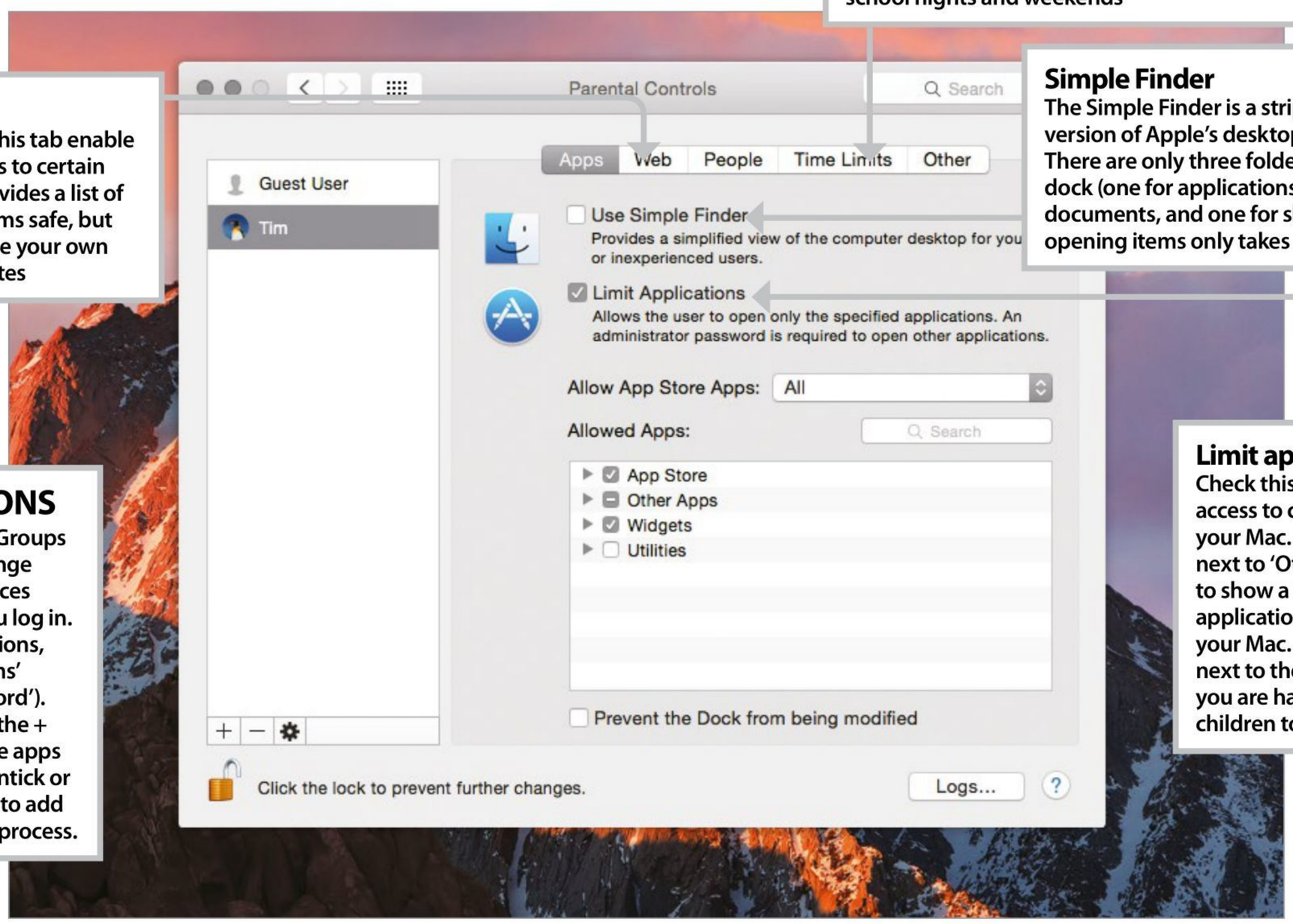
Parental Controls

Keep a child safe when they're using your Mac

Time Limits tab
This handy tab lets you limit time spent on the Mac. You can set Weekday time limits, Weekend time limits and prevent access to the computer between certain hours on school nights and weekends

Web tab
The options under this tab enable you to restrict access to certain websites. Apple provides a list of websites that it deems safe, but you are free to create your own custom list of websites

Simple Finder
The Simple Finder is a stripped-down version of Apple's desktop environment. There are only three folders on the dock (one for applications, another for documents, and one for sharing), and opening items only takes one click

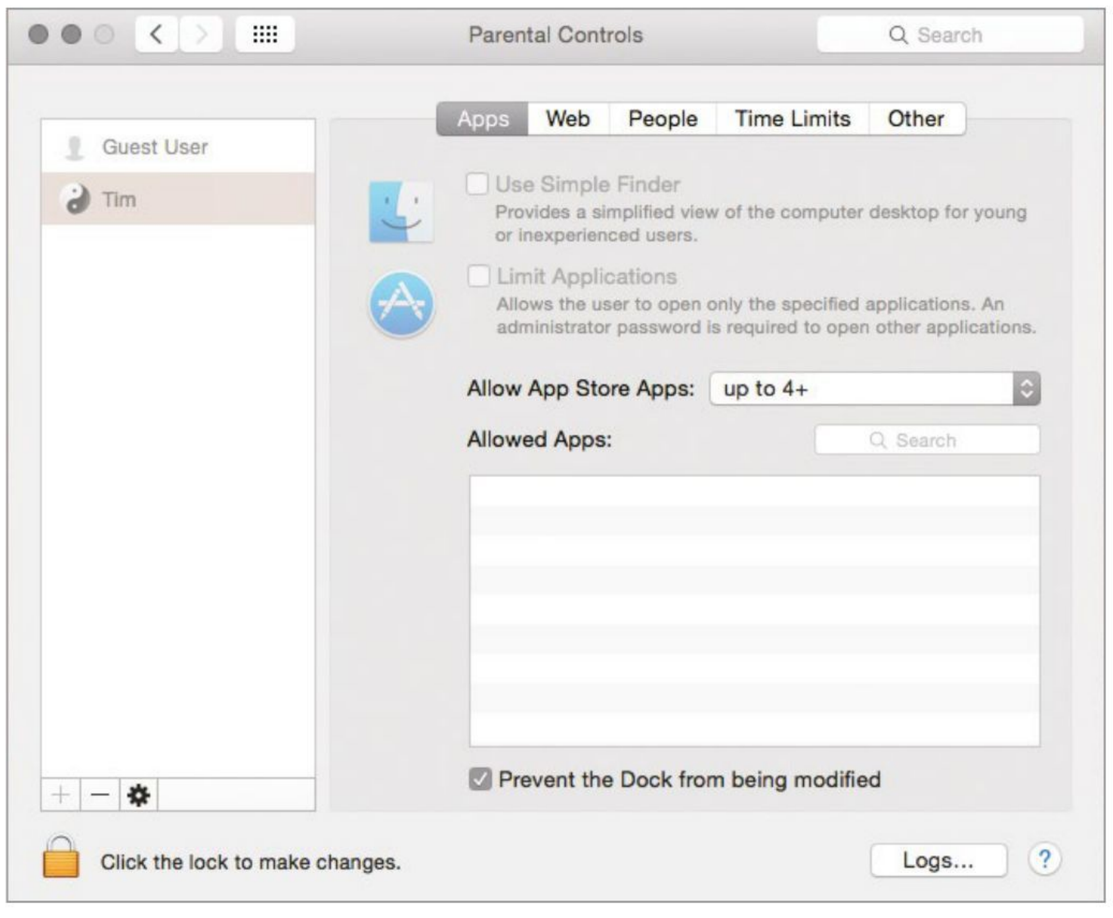


Limit apps
Check this box to limit access to certain apps on your Mac. Tap the arrow next to 'Other Apps' to show a list of all the applications installed on your Mac. Tick the boxes next to the apps that you are happy for your children to use

LOGIN OPTIONS
In the main User & Groups menu, you can change which apps or services open as soon as you log in. To access these options, click the 'Login Items' tab (next to 'Password'). Here, you can click the + symbol to add more apps and services, and untick or tick their checkbox to add them to your login process.

03: Set the picture

After entering a password and clicking 'Create User' you will have a new account on your Mac. To change the account's default picture, click the image next to 'Reset Password…'. To take a picture click the Camera tab, then the camera icon.



04: Parental Controls

After you've set your picture, click 'Open Parental Controls…' to access the parental controls. The tabs across the top grant access to several different ways to limit access to your Mac, including the ability to set time limits on usage.

Where is everything kept on your Mac?

Put an end to the common problem of keeping track of your files and folders

It happens to even the most experienced of us – you absentmindedly put something somewhere and the next thing you know you're searching around wondering where you had it last. It happens to your car keys and it happens to the files and folders on your Mac. Luckily, your Mac makes it easy to save your stuff in one place, often without having to think about it. The key to this is how your Mac handles Home folders, which are a special set of folders that are automatically created for each person that has a user account on your Mac. Know your way around here and you may never get lost on your Mac again.

Find the right folder

Finder sidebar

Every Finder window has shortcuts to the common folders in your Home folder. Click on one to head there.

Head Home

Set new Finder windows to open your Home folder (see steps below) and you'll have common folders to hand.

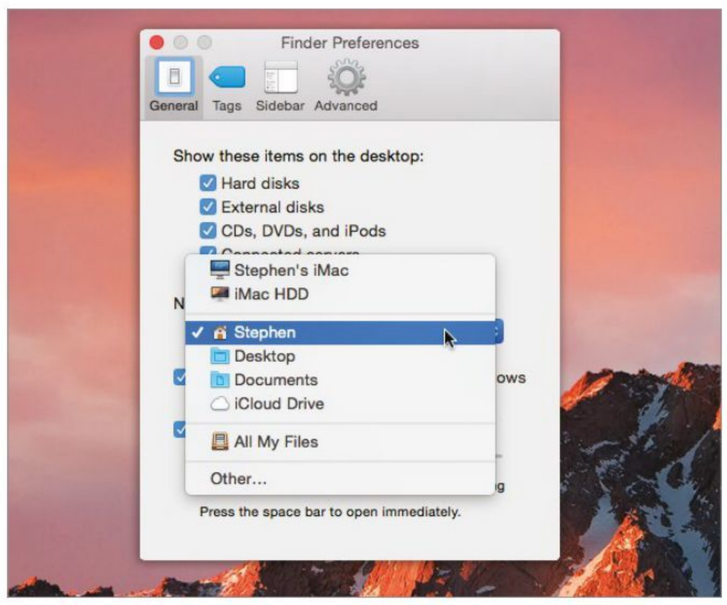
Keyboard shortcuts

In the Go menu, there are a host of helpful keyboard and menu shortcuts to get you to your favourite folders.

macOS Tweak your Mac to get around quicker

01: A home in every window

To automatically show your Home folder when you open a new Finder window, choose Preferences from the Finder menu.



02: Home sweet home

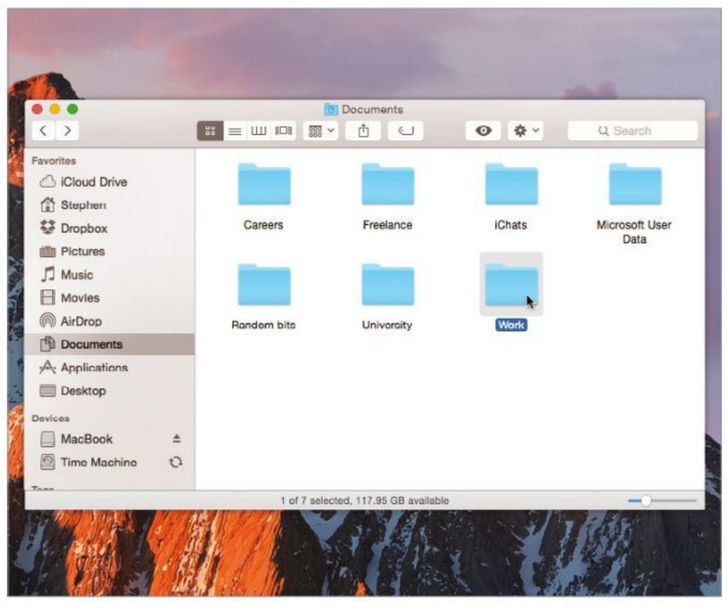
While in the General tab, choose your personal Home from the 'New Finder windows open' menu to set your preference.

03: Trim Finder sidebars

Click the Sidebar tab and you can choose to turn off any Finder window sidebar shortcuts that you don't think you'll need.

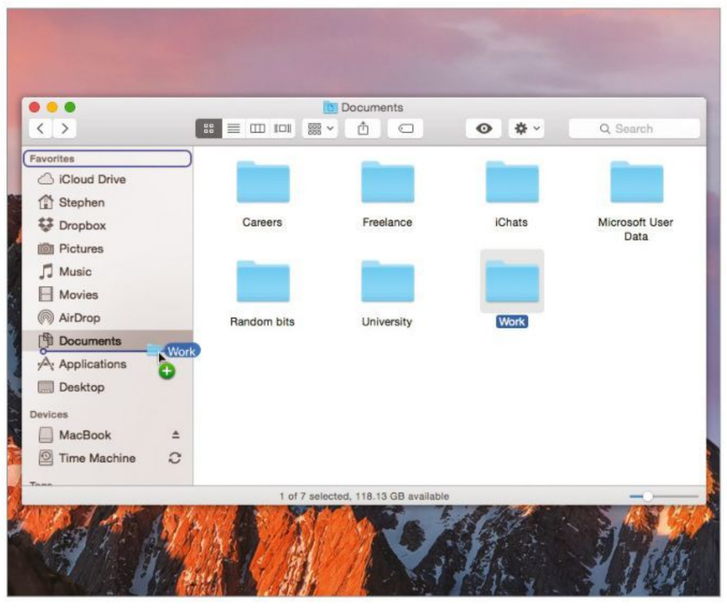
04: Getting ticked off

Just click the checkboxes next to the options to remove them from every sidebar. You can always change your mind later if you wish.



05: Set your own shortcuts

To get your own folder to appear in every Finder sidebar so you can get to it quickly, start by finding the folder on your Mac.



06: Drag it on, drag it off

Click on the folder and drag it into the sidebar and your Mac will pop in a shortcut. To get rid of it, just click on it and drag it back out again.

What's where on your Mac...

Take a moment to snoop around your system and you may quickly become overwhelmed at the array of folders hidden away. Luckily, you only really need to know about just a few of the important ones

Macintosh HD

This is the first folder that contains everything else. It represents the physical storage device inside your Mac, called the Hard Drive.

Applications

Here's where you'll find all of the software that came with your Mac.

Users

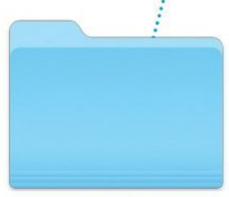
This folder contains the Home folders for every person that shares your Mac. This helps to give everyone the ability to have their own settings, music, bookmarks, photos, emails and documents. It doesn't have to all be separate though, and there's a shared folder in here too.

Utilities

This is where you'll find the programs you'll need for making tweaks.

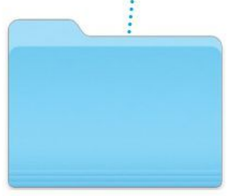
The Library and System folders

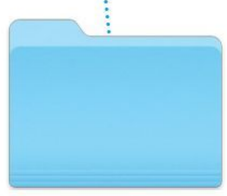
With the innards that make your Mac tick exposed inside the Library and System folders, it's best to steer clear of these two!



Shared

Any files stored in here will be accessible to all the users of the Mac – great for sharing documents.





Other people's Home folders

Even if it's your Mac, you won't be able to see what's inside the Home folders of the other users.

Your Home folder

This is where you'll find everything that makes your Mac yours – your files, folders, photos, settings and even your desktop. Luckily, it is easy to find, and so this is the starting point for finding or saving your documents. Learn the shortcuts (Cmd+Shift+H) to get here fast.

Desktop

Anything you dump on your desktop is really kept here inside this folder.

Used by: You, when you want to put a file somewhere quickly.

Documents

This is your general storage area for all your everyday, miscellaneous files and folders.

Used by: Most applications that don't use another folder.

Downloads

When you download a file from the Internet and you haven't changed the default folder, it'll be saved to this folder.

Used by: Safari.

Library

The Mac's Library is used to save your preferences, settings and fonts – helping you to personalise your Mac.

Used by: Most applications.

Movies

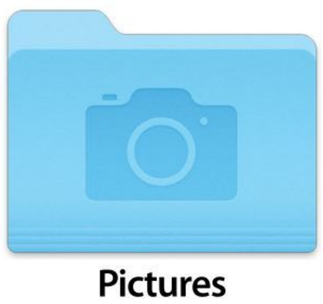
This is where iMovie will save projects, and so it's where other iLife apps will look for your videos if you want to add them to other projects.

Used by: The iLife apps.

Music

iTunes will create a folder in here for its library, adding any tracks you rip as well as media you buy from the store.

Used by: iTunes.



Pictures

This is the default folder for your pictures, so it is used by iPhoto for its library. Photo Booth also uses it.

Used by: iPhoto and Photo Booth.

Navigate the folders in your Home folder

Your Home folder is your 'safe place' on your Mac – it's where you'll save your files, folders, photos, movies, music and more. Learn your way around it and you'll go a long way toward mastering macOS and your Mac

Public

These last two folders are the only ones that other users can look inside. As the Shared folder does a better job, you'll probably never use them.

Used by: Hardly anyone.

Sites

If you're up for some tricky setting up, you can publish a website from your Mac. Most people won't though.

Used by: Fewer people than the Public folder!

Set up iCloud in macOS

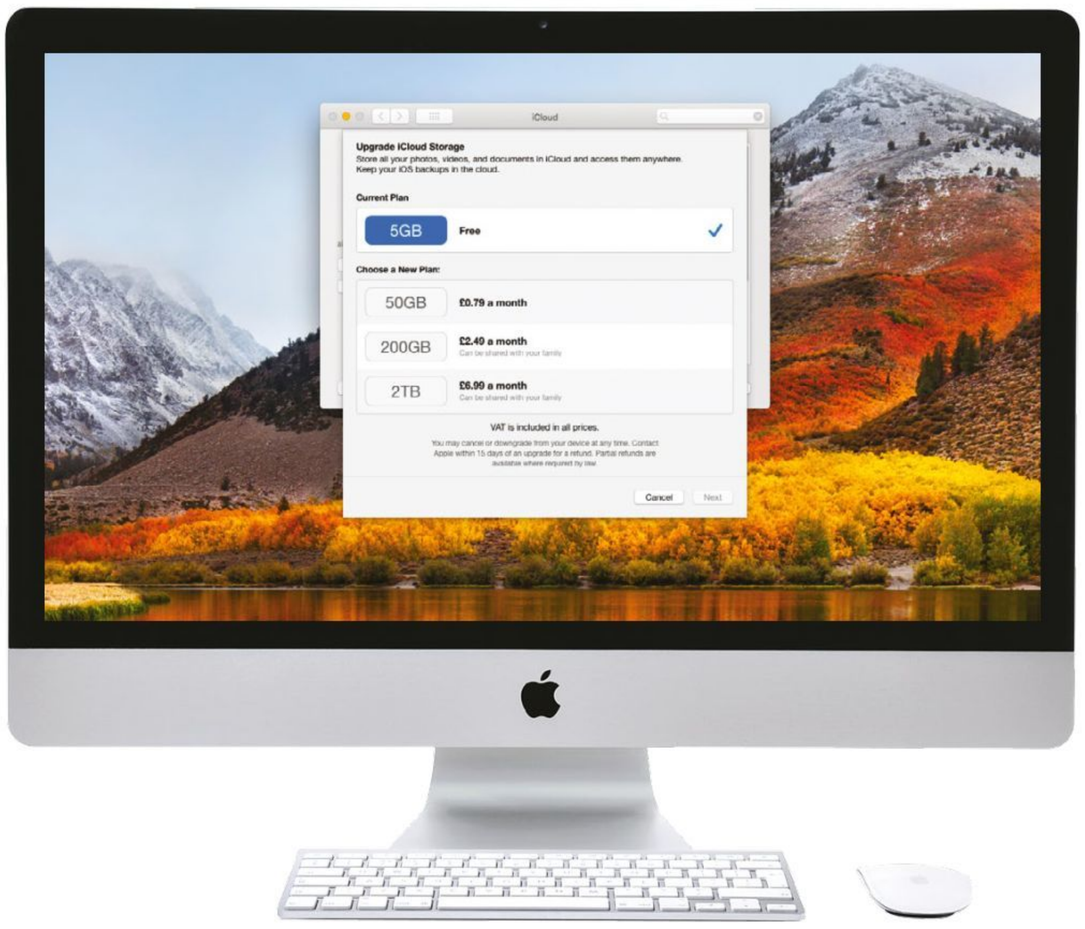
Access your contacts, photos and documents everywhere

When you hear people talking about the cloud, what they mean is using the web to provide various services for computers and Internet-connected devices, wherever you may be. iCloud is Apple's online hub for all its devices. Some companies provide general services that anyone can use, but iCloud has been optimised for Apple devices. It is primarily a syncing service, but it also provides an online storage facility for all of your files, apps and music.

The greatest benefit of using iCloud is that it enables email, contacts, calendar appointments, reminders, photos, notes and more to be synced across all your devices, and made available to you no matter where you are or which device you're currently using. You can create a document on your Mac and access it via an iPad, or add a contact on your iPhone and find it instantly appearing on your Mac.

iCloud is very easy to set up, even if you are new to the service. It's one of the first things you will see when you boot up a new Mac or if you log in to a Mac with a new user account. You can even use your iCloud storage like an online folder. Once set up, you can simply drag and drop any file you want into your iCloud Drive on the Mac to upload it, so you can access it anywhere.

iCloud provides 5GB of free online storage and this is more than sufficient for most. Extra space is available for purchase, which is great if you take hundreds of photos or want to store lots of files or music. You can buy 20GB, 200GB, 500GB or even 1TB of space. You can also access all your files even when you're away from your Mac; all you need is a computer with a web browser and you can log in at **www.icloud.com** to access them. Once you've used iCloud with macOS, you may very quickly wonder how you ever lived without it.

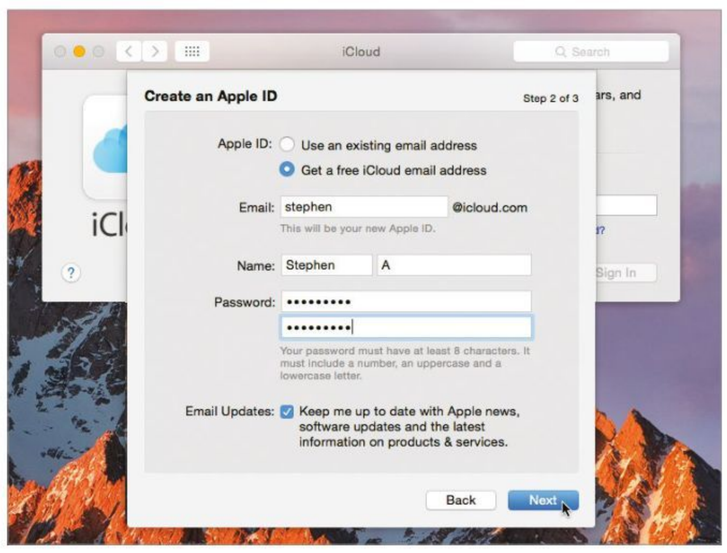


"Once you've used iCloud with macOS, you may very quickly wonder how you ever lived without it"

iCloud Get started with iCloud

01: Sign in

You can open System Preferences and choose the iCloud section to log in. If you already have an Apple ID, use it here, or click to create a new account.



02: Free email accounts

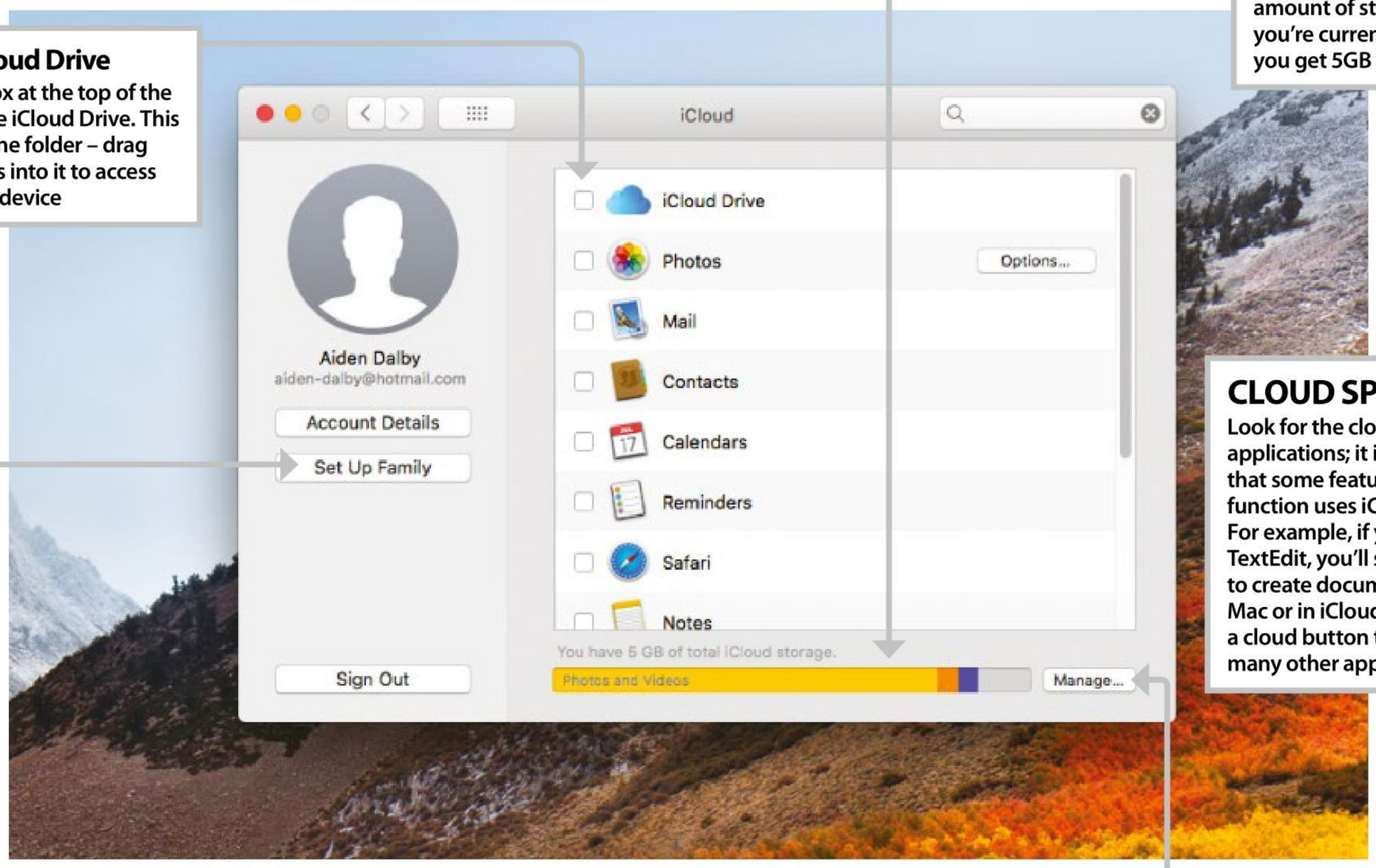
After entering your birthday, you must add your name and email address. Even if you already have an email account, it's useful to get a free @icloud.com address.

03: Call for security

As part of the sign up process for iCloud, you will be asked to create three security questions. Make these memorable, as they're needed to reset your password.

Get connected to iCloud

Keep everything in sync with your Mac



Enable iCloud Drive
Check this box at the top of the list to activate iCloud Drive. This is like an online folder – drag and drop files into it to access them on any device

Space evaders
Keep an eye on this bar at the bottom of the window. It gives you an overall view of the amount of storage space you're currently using – you get 5GB for free

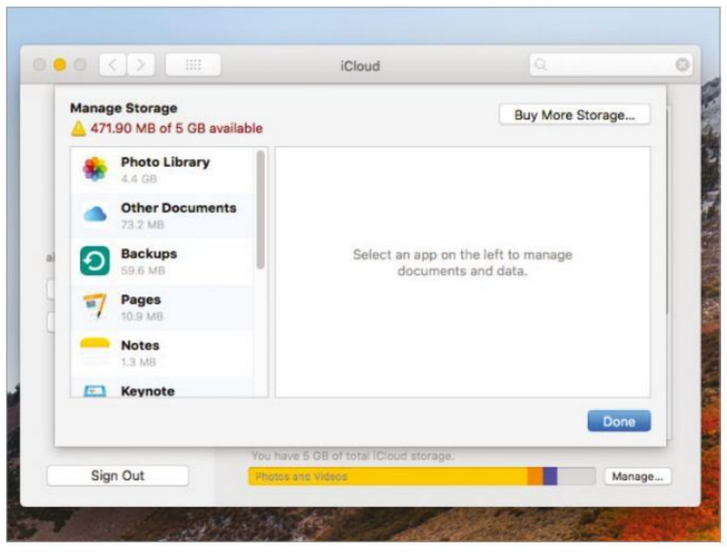
CLOUD SPOTTING
Look for the cloud icon in applications; it indicates that some feature or function uses iCloud. For example, if you start TextEdit, you'll see options to create documents on the Mac or in iCloud. Safari has a cloud button too, as do many other apps.

Manage Family
If several people in your family use iTunes accounts, you can link them all by clicking this button. This way, you can monitor and manage what your kids are buying

Manage your account
This button opens a window that shows which apps are using iCloud and the amount of space they are hogging. Click this if you are running short on storage

04: Set up iCloud

It couldn't be simpler and the final step is just to tick the iCloud features on for your apps and enable Find My Mac, then macOS will do the rest in seconds.



05: Manage storage

Click System Preferences in the Apple menu and hit the iCloud icon. Click Manage in the bottom right and you can see what accesses iCloud and the space it uses.

06: Update your account

Click Account Details to browse your details. You can change your name and photo, or add a credit card for iTunes, iCloud and other purchases too.

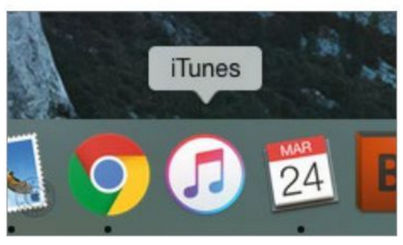
Work with applications

Without applications your Mac would just be a beautiful table decoration. Time to fire up some incredible creative tools...

It's easy to think of your Mac as a wonderfully creative toolbox, packed to the brim with inspirational tools to finely hone your projects. Those tools are the software saved on your hard drive, the applications. Software, for the most part, is kept in the Applications folder – a shared folder that any user of the Mac can see and open applications from. The beauty of macOS is that each user's version of an application can behave differently and use different files, the same way that each user can have an individual iTunes library. Of course, before you start learning how to use specific applications, it's worth taking a moment to look at how you open, close and switch between them, which is just what we're going to do here.

Five ways you can start an application

You need to open an app before you can start playing with it



01: Launch it from the Dock

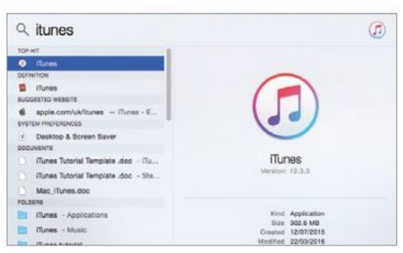
Apple places the most used icons in the Dock, where they require a single click to launch. You can add your favourite programs by dragging the app's icon down among the others.

02: In the applications folder

If there's an app you want to launch that's not in the Dock, click Applications in a Finder window sidebar, and scroll through the software list until you find it, then double-click its icon.

03: Double-click a file

Your Mac is smart enough to launch the right application when you double-click a file that belongs to it. This is often the quickest method if you're working on a specific project.



04: Launch it using Spotlight

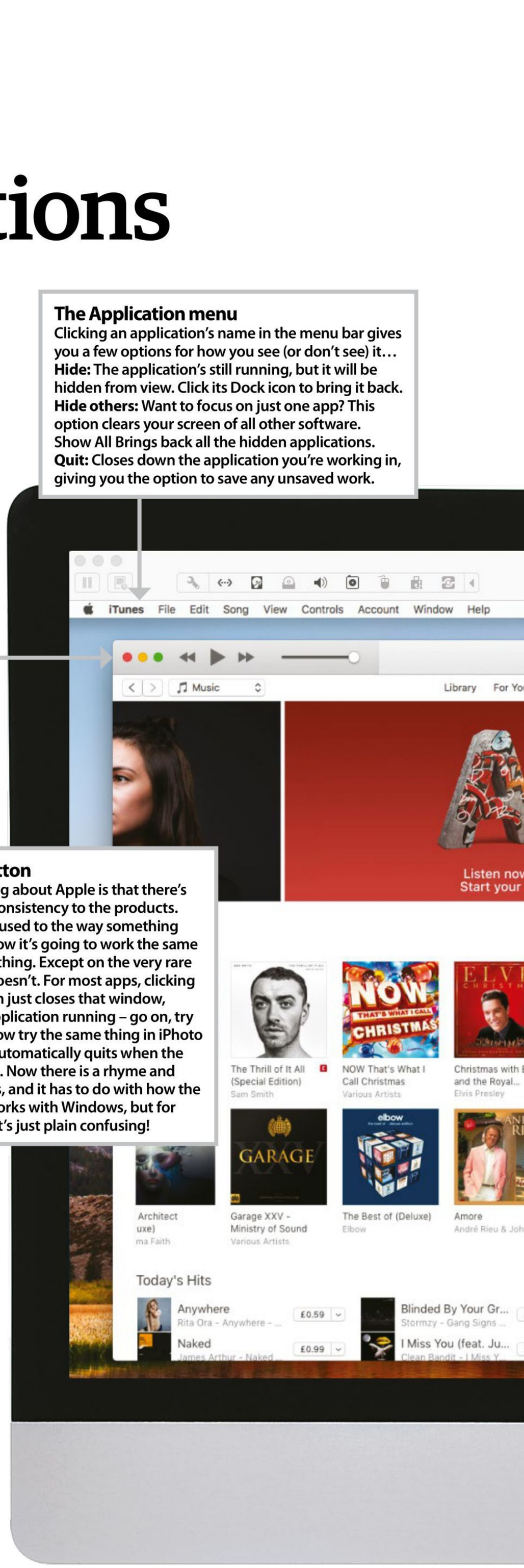
Click on the magnifying glass in the top-right corner of the screen, then start typing the name of the app you want to launch. When it appears, and it's highlighted, just hit Return.

05: Plug something in

There are some applications that are smart enough to launch automatically when you need them – iPhoto can launch when you plug in a digital camera, for instance.

The Application menu
Clicking an application's name in the menu bar gives you a few options for how you see (or don't see) it…
Hide: The application's still running, but it will be hidden from view. Click its Dock icon to bring it back.
Hide others: Want to focus on just one app? This option clears your screen of all other software.
Show All Brings back all the hidden applications.
Quit: Closes down the application you're working in, giving you the option to save any unsaved work.

The red button
The great thing about Apple is that there's a wonderful consistency to the products. Once you get used to the way something works you know it's going to work the same way for everything. Except on the very rare occasions it doesn't. For most apps, clicking the red button just closes that window, leaving the application running – go on, try it in iTunes. Now try the same thing in iPhoto and the app automatically quits when the window shuts. Now there is a rhyme and reason for this, and it has to do with how the application works with Windows, but for most people it's just plain confusing!



Five ways you can close an application

Finished playing? Close it down...

01: Application menu

Click on the application's name in the menu bar and choose Quit from the options.

02: Learn the shortcut

Even quicker, press the Cmd key and Q together to gracefully exit the software.

03: Click the Dock icon

Click the Dock icon, keep the mouse button held down, and a menu containing Quit appears.

04: Click the red button

Some apps, like App Store, quit when you close the window by clicking the Red button.

05: Application switcher

Press Cmd+Tab, release Tab, then press it repeatedly to get the app's icon. Then press Q.

Application windows

You can have more than one application open at once and most applications can have more than one window open, which can make for a lot of screen clutter if you're not careful! Luckily you can hide windows, minimise them down to the Dock (click the amber window widget) or use advanced features like Spaces or Exposé to manage your windows

Applications that just won't quit

Sometimes applications run into trouble, and when that happens they'll often just show you a spinning rainbow cursor and refuse to quit. Should that happen to you, just press Cmd+Alt+Esc to bring up the Force Quit window. Click the name of the problem application and then click the Force Quit button to shut it down

Find your way around Mission Control

Delve into the desktop management system that recently got a big update

When OS X El Capitan was released, Apple consciously placed more emphasis on performance over obvious updates. So while revamps to features were not wholesale, this general streamlining does apply to aspects like app workflow.

Mission Control is central to the way you use your Mac, by providing rapid access to organising apps across a selection of 'spaces' or desktops. The latest iteration of the program makes fairly subtle but useful tweaks, such as placing your app windows together more relatively and giving you the opportunity to arrange them all within a single layer.

By using Mission Control in macOS you can do such things as Split View, plus the ability to create new spaces by dragging your apps upwards, all help to maximise the usability experience. Read on for our guide to the best bits of the new and improved Mission Control.

Inside Mission Control

Navigate the core interface elements required for organising your spaces

The spaces bar

This bar shows tab labels and thumbnails of all the spaces you have created, along with apps in full screen or Split View. You can reorder these by dragging them and navigate between by clicking

Spaces thumbnail

Spaces previews help you identify where your apps are. Rollover and click the icons to exit full screen or Split View, or use the 'x' icons to delete and release apps into your current space

Open app windows

Mission Control spreads open apps into a layer, positioned relatively to the original locations. These can then be dragged into the bar and the desired space

ASSIGNING APPS TO CERTAIN SPACES

When launching apps from the Dock, you can assign them specifically to an available space. Click and hold the app icon, choose Options and one of the four choices. All Desktops opens the app in every space; This Desktop uses the current space; Desktop on Display picks a display; while None opens the app in whichever is being used at the time.

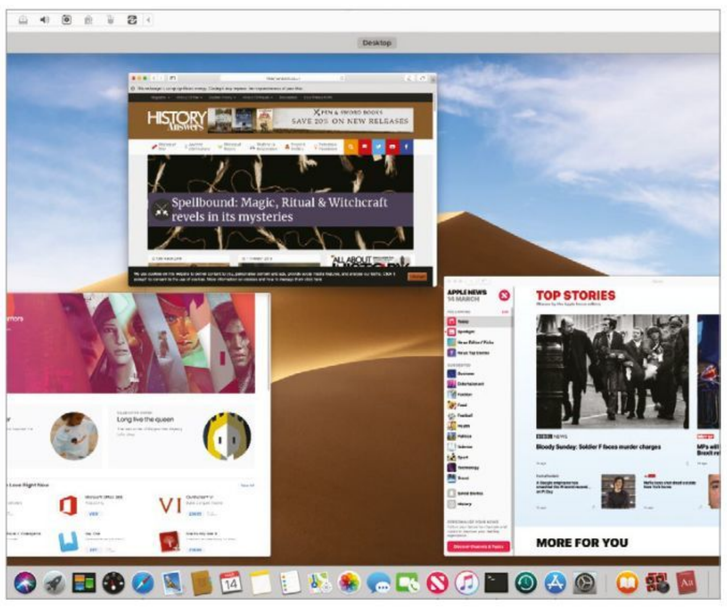
Create new spaces

The Add button (+) in the Spaces bar creates a new vacant desktop space, up to a maximum of 16. Alternatively, drag your open app up here to drop it into its own new space

Mission Control Improve your app workflow

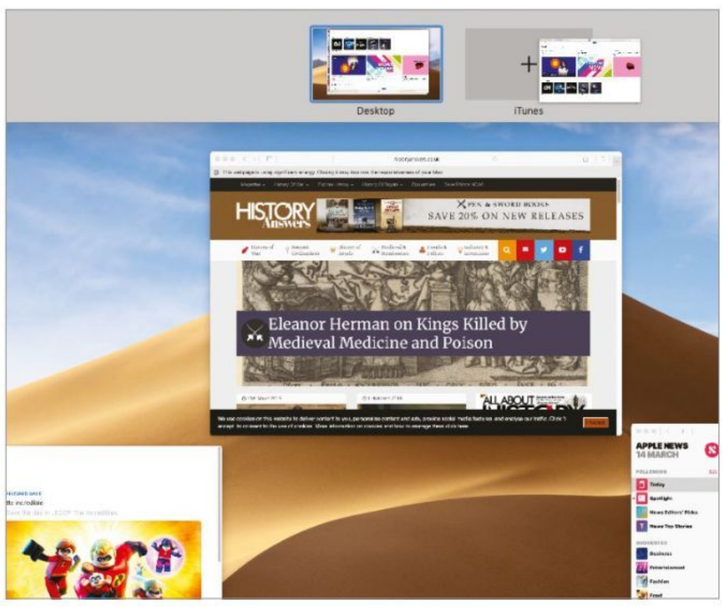
01: Ready for launch

Enter Mission Control by either using the third from left Dock icon, Mission Control key (F3), the Ctrl+up shortcut, or swipe up with three or four fingers.



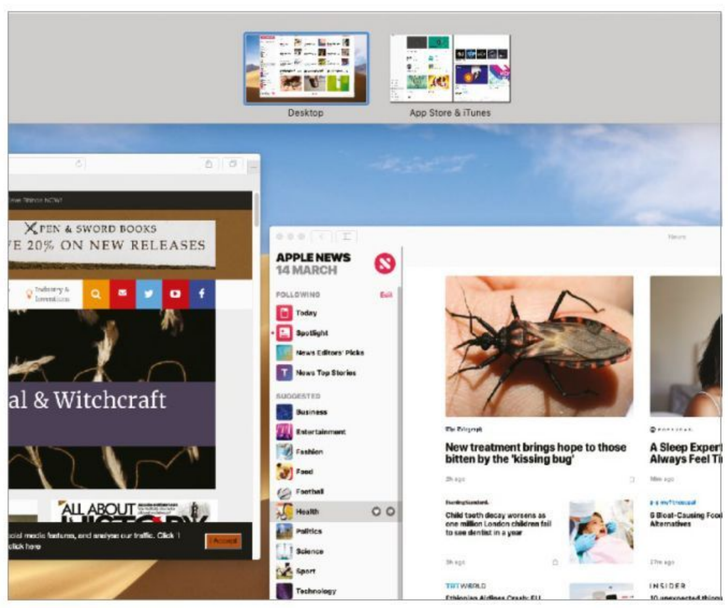
02: Mission control

Open apps are then arranged, with a minimised bar shown across the top to show available 'spaces', including macOS's Dashboard if chosen in Preferences.



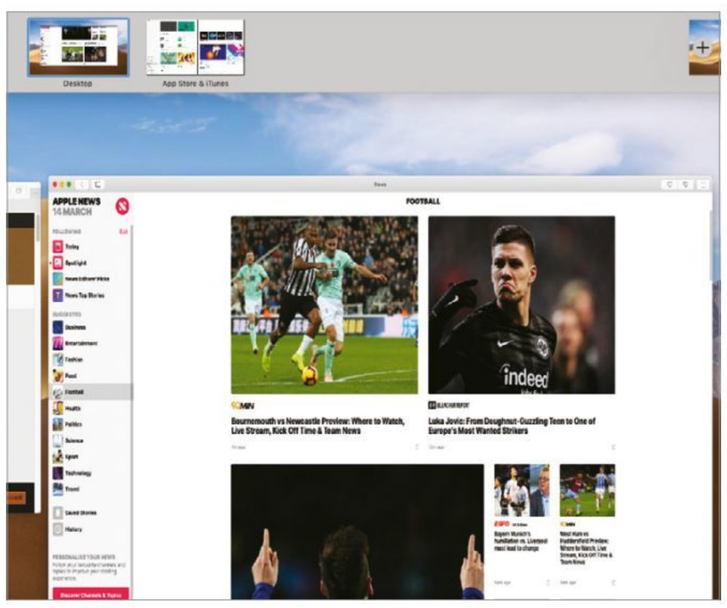
03: Give apps spaces

Drag an open app up onto the Spaces bar. This creates a dedicated, full-screen app space for the first app that you can drag a subsequent app into.



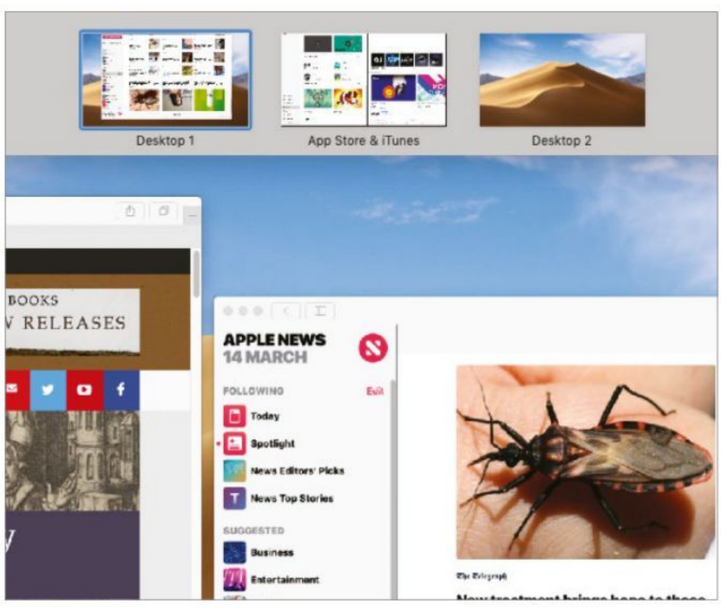
04: Split View spaces

Drag a second app into a full-screen space to make it Split View. You can't add any more but may exit Split View by clicking the minimise icon.



05: New desktop spaces

A desktop space can accept multiple apps . You can create these via the Add (+) button on the Spaces bar or dragging apps onto the desktop thumbnail.

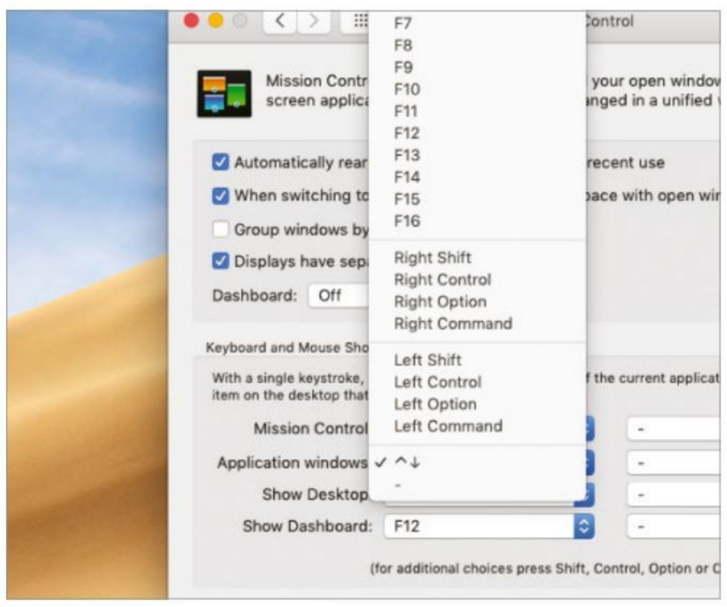


06: Navigating spaces

Move between spaces by clicking thumbnails. The Spaces bar places a blue highlight around your current space for keeping track of screen flow.

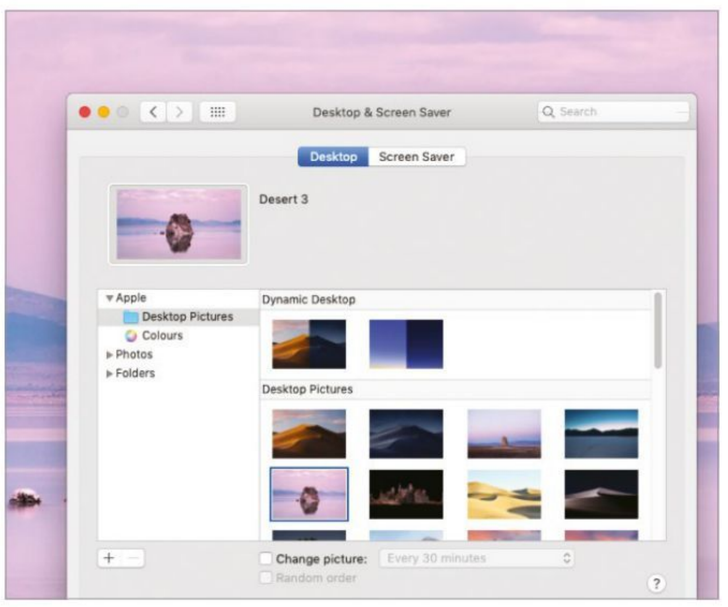
07: Mission Control Preferences

Visit Mission Control in System Preferences. Toggle here to arrange spaces, how they behave, app groups, display and how to show Dashboard.



08: Setting your shortcuts

Mission Control uses shortcuts and gestures by default. You can reassign or add more with the various drop-down menus.



09: Differentiating desktops

If you assign System Preferences to all desktops via the Dock icon, you can change wallpaper within each to make each one more obviously unique.

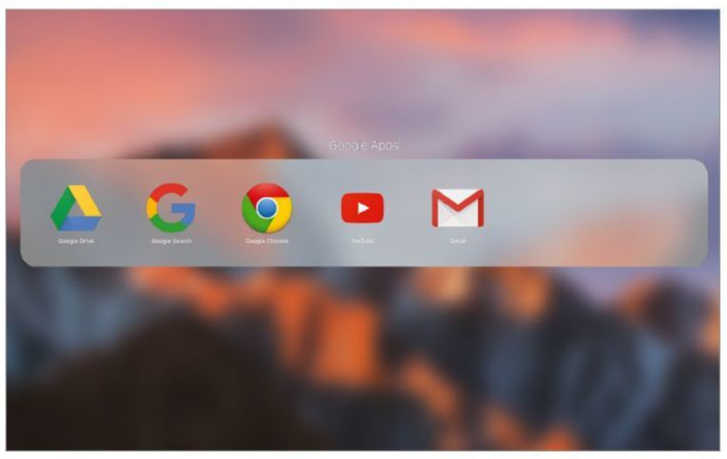
Organise Launchpad

Make Launchpad work for you with folders and Home screens

Launchpad is another great feature, introduced by Mac OS X Lion, mirroring the functionality of Springboard on iOS. Springboard is the app launcher that you'll find on your iPhone or iPad, which allows you to arrange icons for each of your apps across many Home screens and, if desired, nested into folders.

Every app you install appears on your Home screen, and the same applies for apps installed on your Mac, with each finding its way onto your Launchpad. Unlike the iPhone, the Mac App Store isn't the only means of getting apps onto your Mac, so how do you add, remove and control these non-App Store apps?

We've collected a series of tips to help you get the most out of Launchpad, including taking control of apps you don't want. We'll also show you how to spice up its appearance with custom icons, organise your apps and navigate around Launchpad quickly. Read on to find out how to tame your macOS Launchpad into submission.



Organise your apps

Control Launchpad to keep things in their rightful place

Gestures

Swipe with two fingers to slide between pages of apps, hold down Opt/Alt to automatically enter the organisation mode (where the apps quiver and allow you to move them around). Do a four-finger reverse pinch to exit Launchpad quickly, or tap Escape on your keyboard

Hide apps

Hide unwanted apps by installing the free System Preferences add-on, which is available from **chaosspace.de/launchpad-control**

Folders

Arrange your apps into folders by clicking and dragging one app onto another. This will create a folder that is automatically named for you. Rename the folder by clicking on its title and typing over the highlighted text

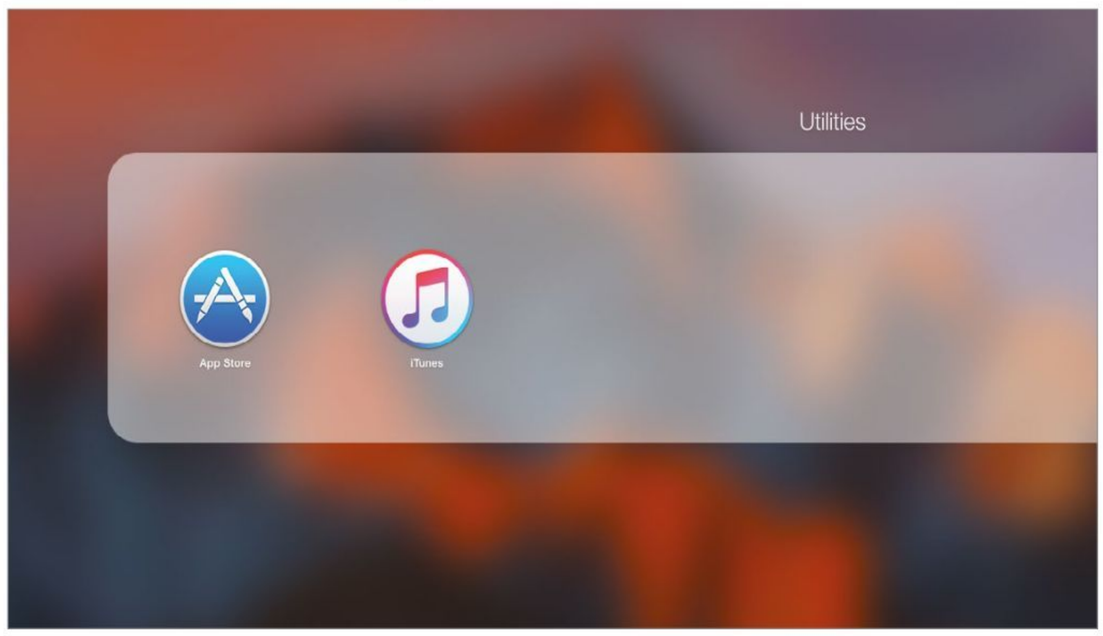
REMOVING NON-APP STORE APPS

One of the limitations of Launchpad is its reluctance to let you remove apps that didn't originate in the Mac App Store. Unless you're brand new to the Mac platform, it's very likely that you've got a reasonable collection of apps that didn't come from here, but when you enter quiver mode, these apps don't have a remove option, so how do you get rid of them? There are a couple of solutions: the easiest is to simply drag all your undesired apps into one folder and hide it on a screen all of its own at the end of the screens. The second is to install the preferences pane found at **http://chaosspace.de/launchpad-control.** This lets you untick apps you don't want to appear, removing the link from Launchpad, but not the app from your computer.

Pages

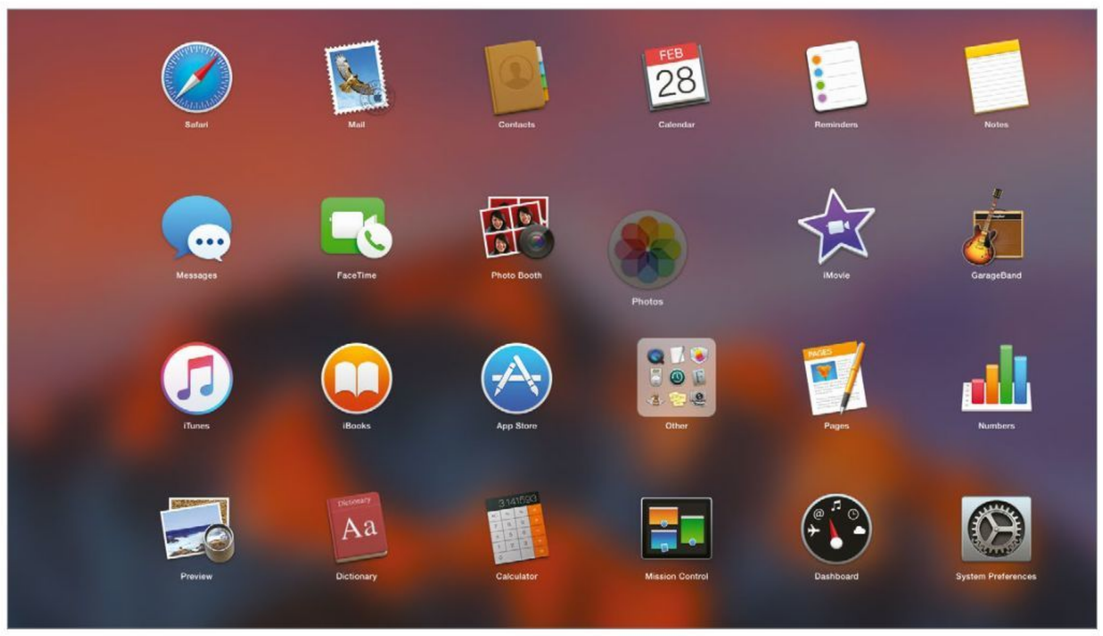
Each dot represents a different page of apps inside Launchpad. You can navigate between pages by swiping with two fingers, or quickly jump to a page by clicking on the relevant dot to save time

Launchpad Make Launchpad your own



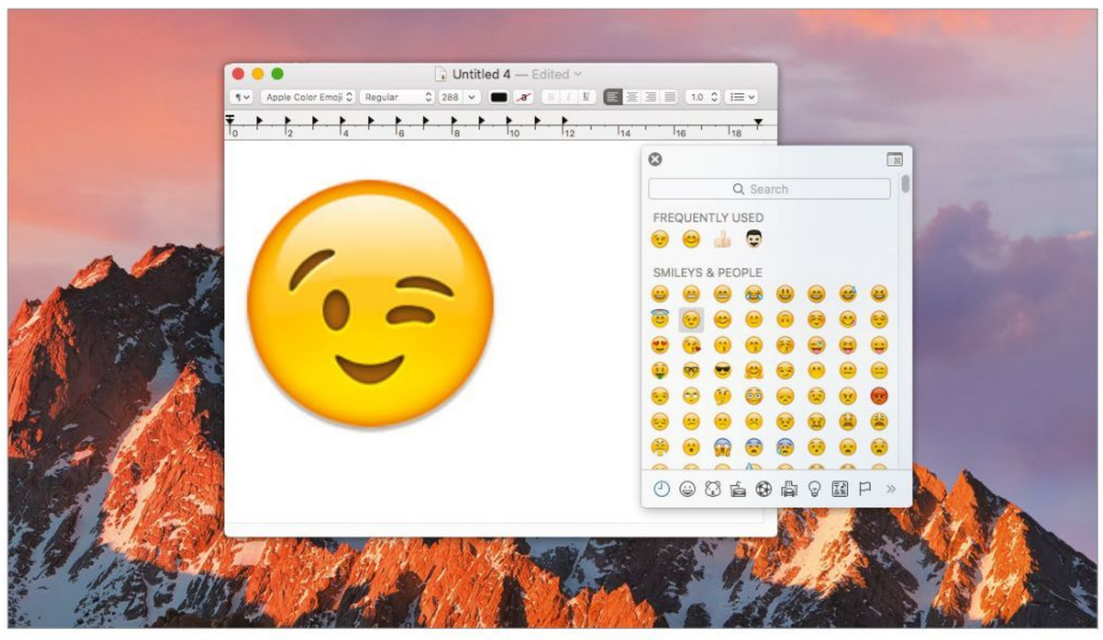
01: Create folders

Drag one app icon onto another. As you release your mouse, the two apps will form a folder, which will be named automatically for you.



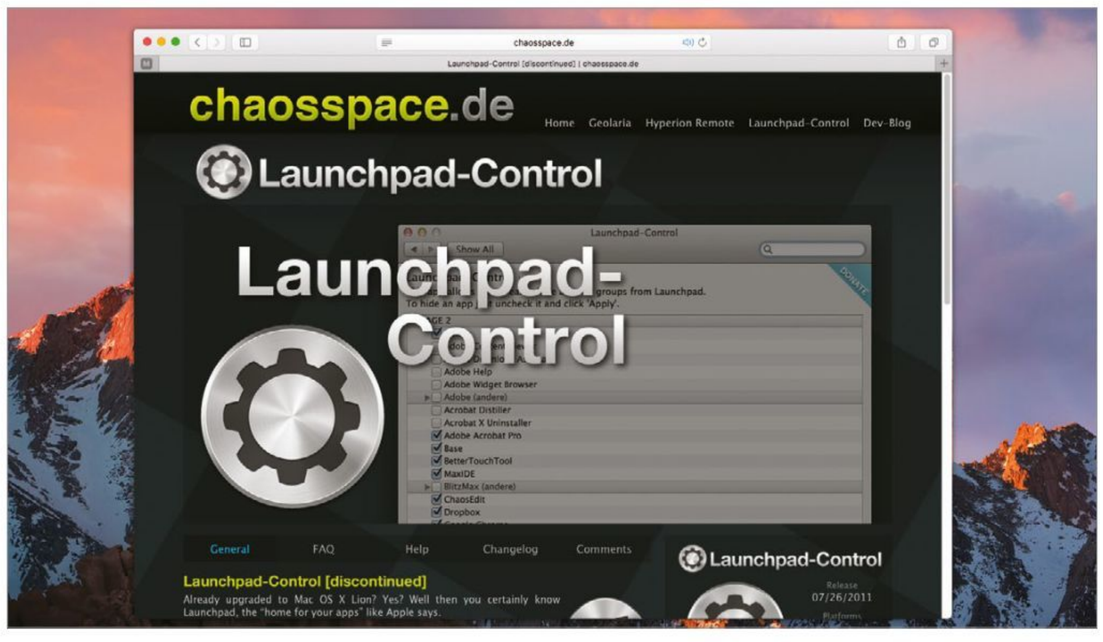
02: Move your apps

You can easily re-order your apps within your Launchpad simply by clicking and holding on an app icon and then dragging it into position.



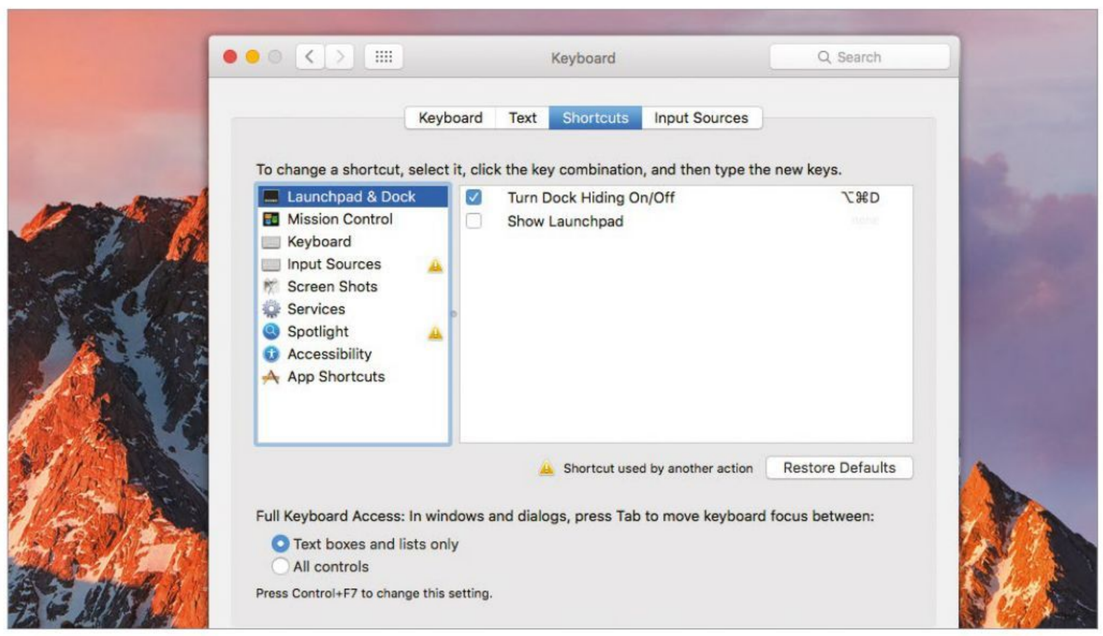
03: Liven it up

Use Emoji icons in your folder names by opening a new TextEdit document, choosing Edit>Emojis & Symbols, and copying then pasting to Launchpad.



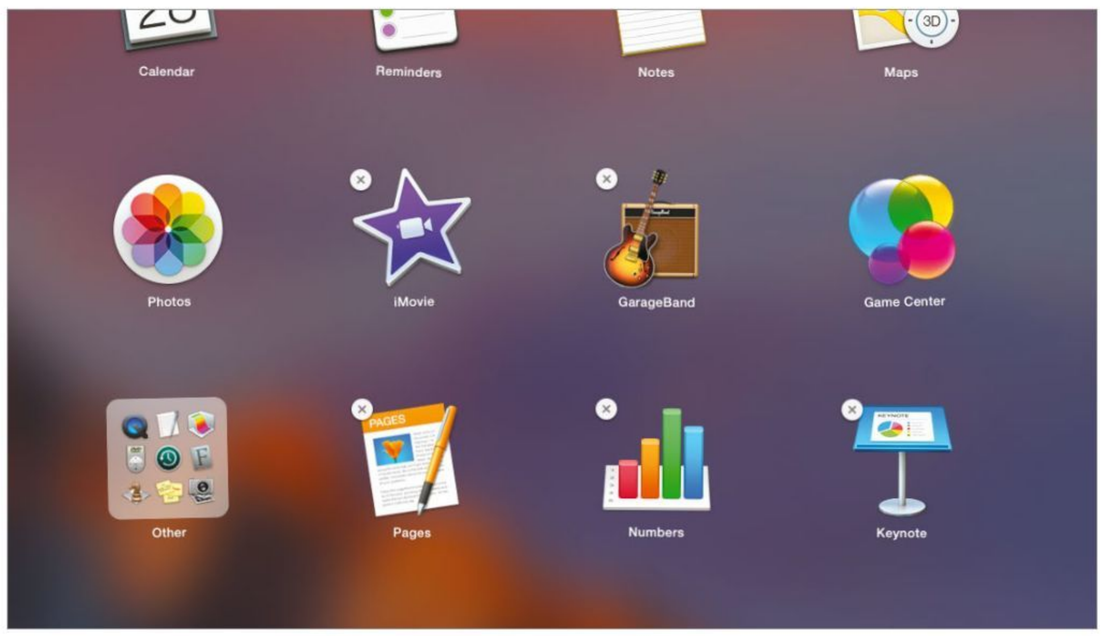
04: Hide unwanted apps

Hide unwanted apps by installing the System Preferences add-on, which is available from chaosspace.de/launchpad-control.



05: Set up a shortcut key

Choose System Preferences>Keyboard, and add a shortcut key into the Keyboard Shortcuts tab.



06: Delete apps

To remove apps from your Launchpad, click and hold on an app icon until all the icons quiver. Once they're shaking, click on the 'X' next to an app.

Get started with Dashboard

Learn everything you need to know about how Dashboard can make your life easier

The Dashboard has been present in macOS for several years now, but recently it has seen a lot of changes. At its most basic, the Dashboard is a place in which you can put your own personalised widgets – which are small, always-on apps that can only be used when in the Dashboard.

macOS has always included some useful widgets that you can use straight out of the box, but independent developers have spent hours creating hundreds more that you can easily install for free from Apple's website.

The Dashboard has recently changed from a screen that overlays your desktop (so that you can see parts of it underneath, but never use it) to a fully separate section to the left of the main Desktop screen. Click on the Dashboard icon in the Dock or use the keyboard shortcut, and allow yourself to play with widgets to your heart's content.

You can change your widget settings by clicking the 'i' that appears whenever you hover over them.

Discover Dashboard

Find out what each standard widget is for

World Clock
Displaying the time from anywhere in the world, adding a few of these lets you keep track of as many time zones as you want to

Safari Webclip
You can add a snapshot of your favourite blog or video by opening the page in the Safari browser and choosing 'Open' in Dashboard

Weather
This weather widget will tell you what it's like anywhere in the world. If you click it once, then you can get a weekly forecast of your choice

Calendar
The calendar widget features three columns – today's date, a month view, and a column that displays your Calendar events for the day

Translator
The translator widget lets you choose from a wide range of languages, translating text quickly and easily

Stickies
If you're always forgetting things, use Stickies to keep notes. Fonts and colours are changeable, making sure your notes will stand out

Unit Converter
Whatever you need to convert, the Unit Converter widget will do it for you in a pinch. Weight, time, pressure and energy are just a few of the many options for this powerful and useful widget

Tile Game
A simple game widget, the Tile Game is just the tip of the iceberg when it comes to widget-based games.

Check out the Apple website to find more

Address Book
This widget allows you to quickly search your computer's contacts to find the person you need, without the need to open the Address Book app

Ski Report
If you're off on holiday to the mountains, and want to check the Ski Report, you can type a resort name in here and view the conditions of the snow

Calculator
Small, neat, and much quicker than Lion's app. Typing numbers and symbols is supported to increase productivity

ESPN
If you're an American Sports junkie, the ESPN widget is made for you. Get news and scores for hockey, football, baseball and more

Dictionary
The Dictionary widget allows you to search for any word quickly, getting you a definition or synonym quickly

Flight Tracker
Choose an airline, departure city and arrival city to view the status of flights. Incredibly useful if you travel with your Mac

Movies
If you live in the US, you can quickly check the latest times in your area, as well as buy tickets once you know what you want to see

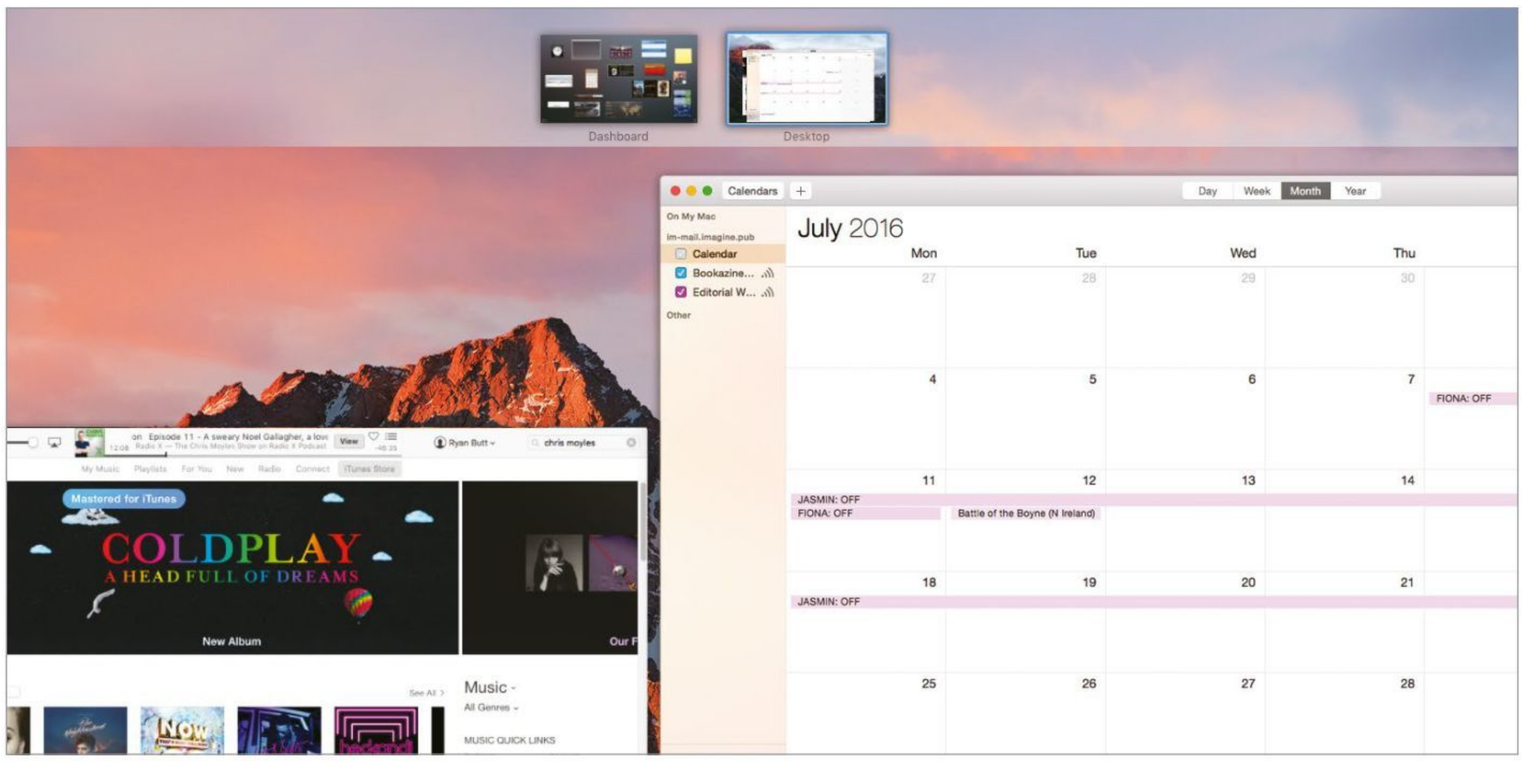
Stocks
If you're financially minded and like to keep an eye on stocks, this will help do just that. Input your companies and away you go

Key features

Starting the Dashboard

Two ways to access Dashboard

Lion made it even easier to access your Dashboard. Since that version of macOS was released, Dashboard has become a space to the left of your main desktop that is there whenever you need it. Getting there is easy. You can swipe your fingers quickly to the right on your Trackpad or Magic Mouse and watch the Dashboard slide onto your screen. Alternatively, open Mission Control and click on the Dashboard thumbnail.



Adding new widgets

While there are only four widgets on the screen when you first open the Dashboard, there are a lot more available. Click on the '+' symbol in the bottom left corner of the screen and a screen will appear showing all of the available widgets. To add one, click on it and it will appear on your Dashboard and you can click and hold and drag it into position. See the opposite page to find out what each widget can do.

Arrange your widgets

When you first see your Dashboard, there should be four widgets in the middle of the screen; the Weather, World Clock, Calculator and Calendar. They certainly aren't stuck in those positions; if you want to move them around, you can click and drag them to a different area of the Dashboard. Unlike normal windows, there isn't a bar you have to click to move each widget – clicking and dragging from anywhere will work.

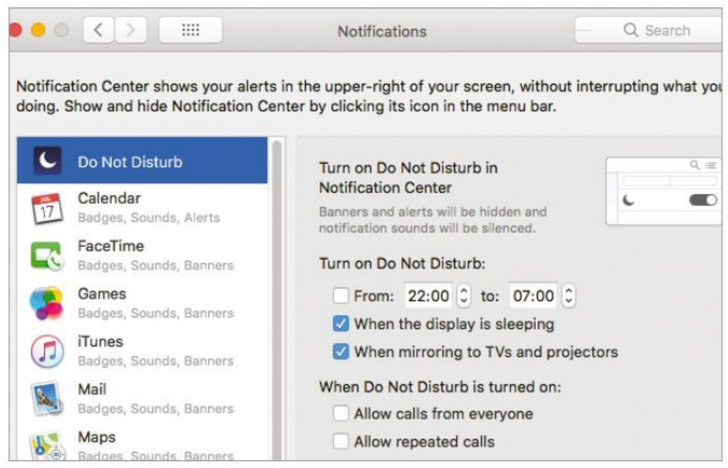
Manage your widgets

If you wish to remove widgets then the process is just as simple. Click on the '-' symbol and a 'X' will appear in the corner of every widget – click this to delete it. Once done, click on '-' again to return to normal. To download new widgets that aren't currently on your Mac, click the '+' symbol followed by the 'More Widgets' button at the bottom of the window, and choose from the hundreds of free choices on the Apple website.

Get to know Notification Centre

An invaluable central place to view all your important alerts, updates and more on your Mac

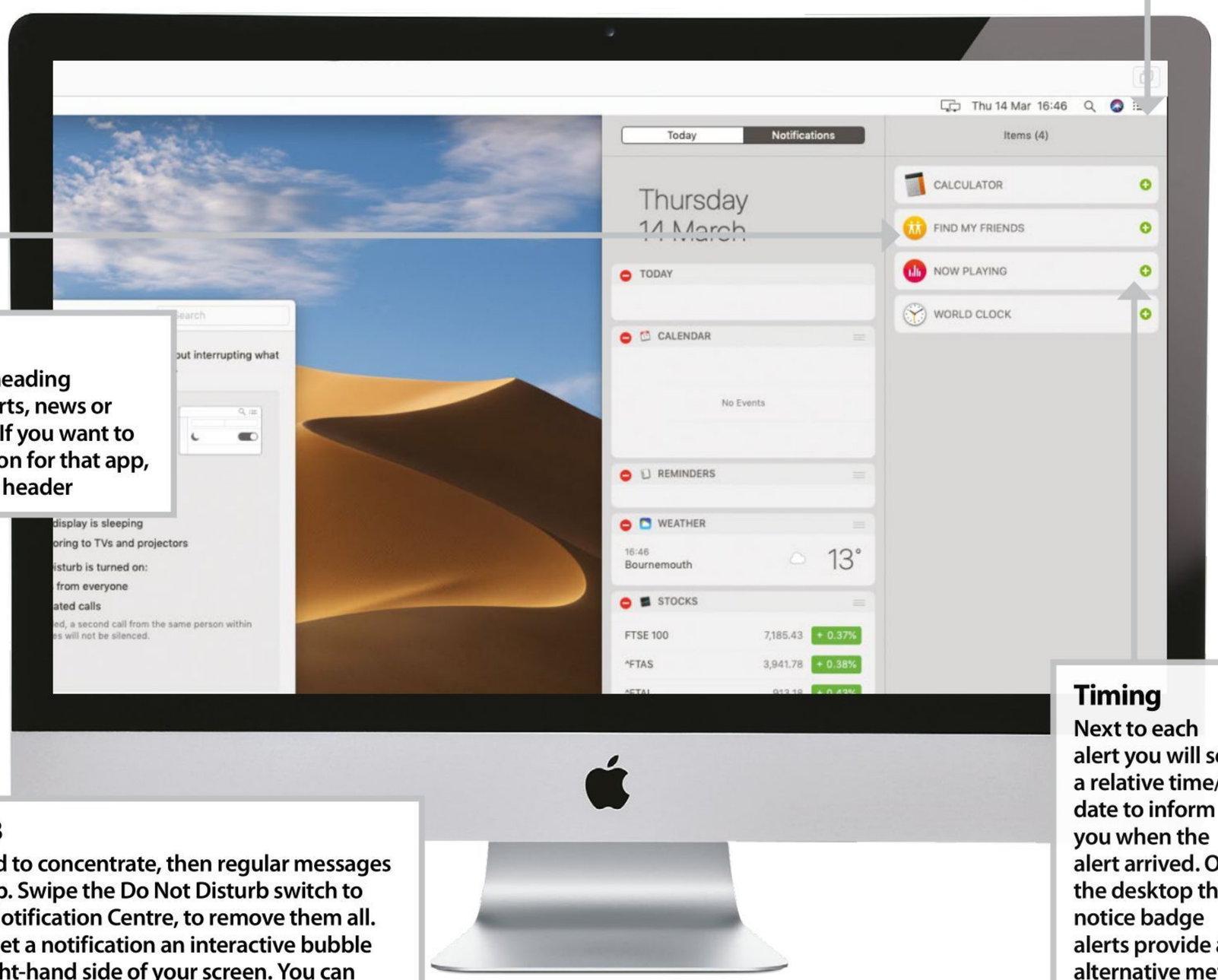
The Notification Centre is a central focus for change on your Mac, recording new happenings and occurrences. It's a place where you can find information regarding updates for your apps and you can also see information on new mail that has arrived. Reminders are another area that the Notification Centre handles, as well as information from the likes of FaceTime, Game Center, Calendar, plus messages from other third-party apps. The Notification Centre can be configured by yourself, however, so it's not set in stone. You can tell the Mac just how you want to see your alerts, in what style and format and for how long you want these alerts to remain on the screen. This focuses on the visual end of the Centre, but you can include sounds in that suite of features too. Let's take a closer look at this facility.



Explore the interface

Manage your alerts and updates

Notification Centre
This main window is placed on the right of the screen and is normally hidden from view but can be triggered to open, revealing your alerts, updates and news



Header
Each app provides a heading and icon, then the alerts, news or updates underneath. If you want to remove the information for that app, click the X next to the header

DO NOT DISTURB
If you are busy or need to concentrate, then regular messages and alerts will not help. Swipe the Do Not Disturb switch to On, at the top of the Notification Centre, to remove them all. Also, every time you get a notification an interactive bubble appears at the top-right-hand side of your screen. You can automatically reply to any message you get by hovering over the bubble and then pressing the Reply button.

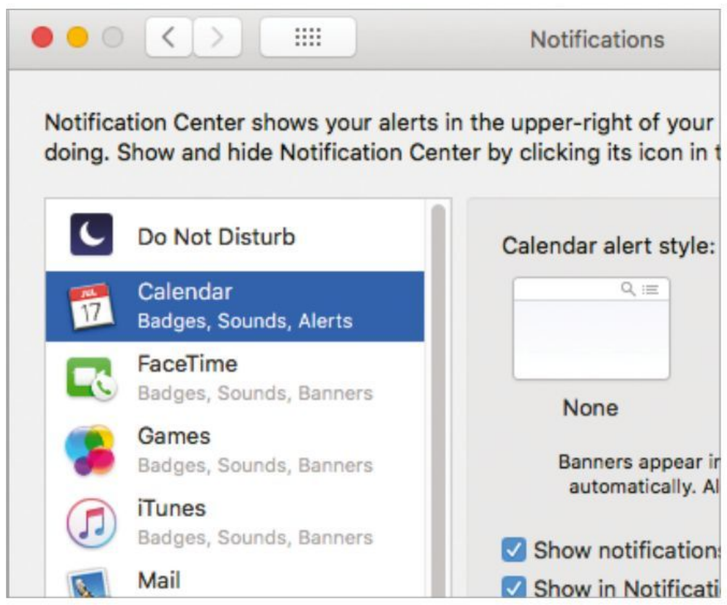
Timing
Next to each alert you will see a relative time/date to inform you when the alert arrived. On the desktop the notice badge alerts provide an alternative method of bringing change to your attention

Notification Centre

Master the Notification Centre in macOS

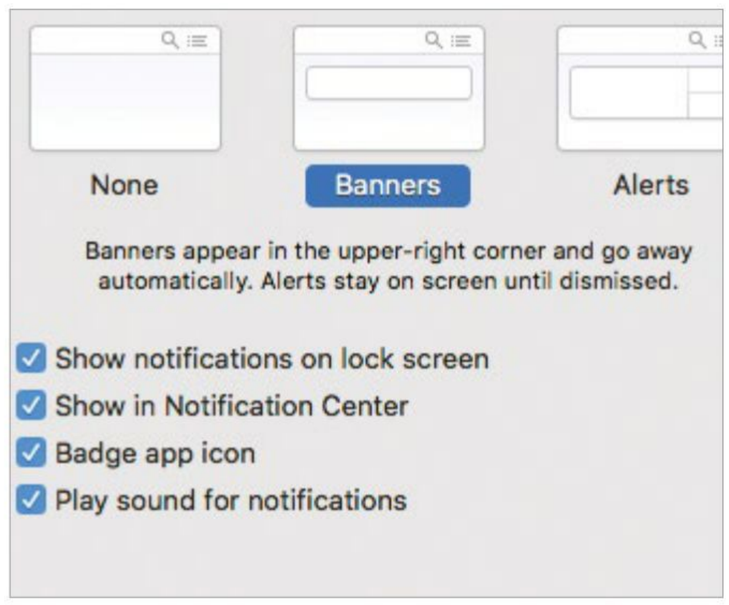
01: Open Notification Centre

To open the Notification Centre, click on System Preferences. On the first line, at the far right, is the Notification Centre icon, so click it to open.



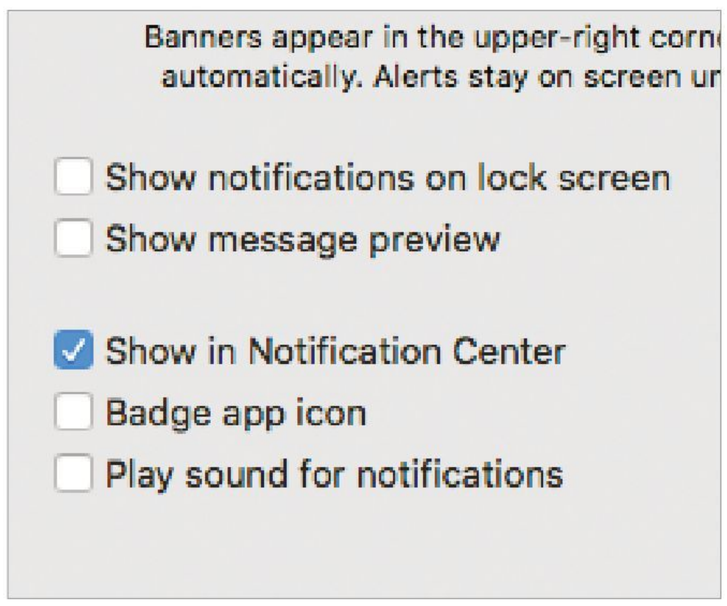
02: Choose an app

Pick which app you want to modify by looking in the left panel. Scroll the available list until you find your desired app and then click it.



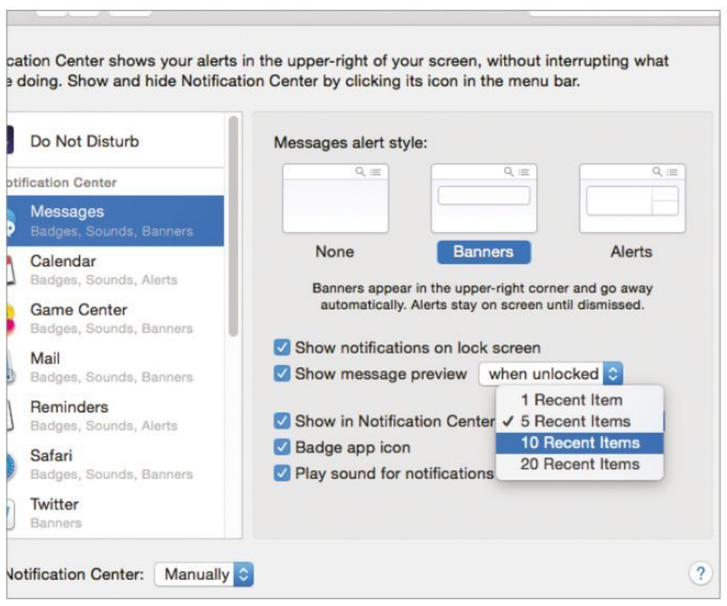
03: Choose style

You can choose from one of three possible styles: None; Banner (appears for a short time); and Alerts (stays until you remove them).



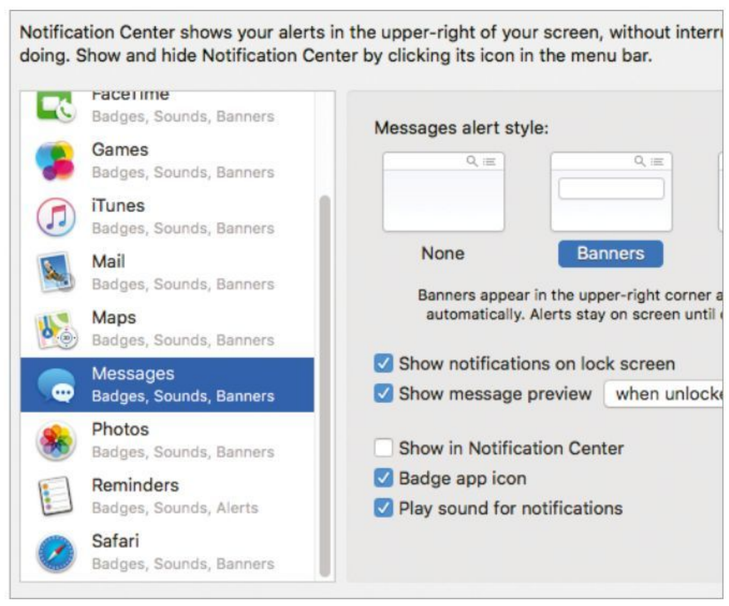
04: Show in Centre

If you click on the Show in Notification Centre option box then the alerts will always appear in the Notification Centre on the right side of the screen.



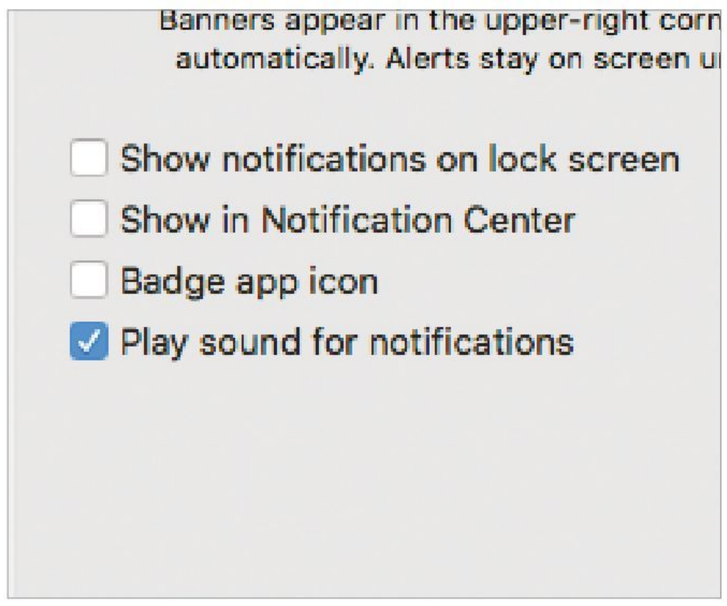
05: Recent items

Next to Show in Notification Centre, click to see 1, 5, 10 or 20 Recent Items. This denotes how many older alerts will be retained in the Notification Centre.



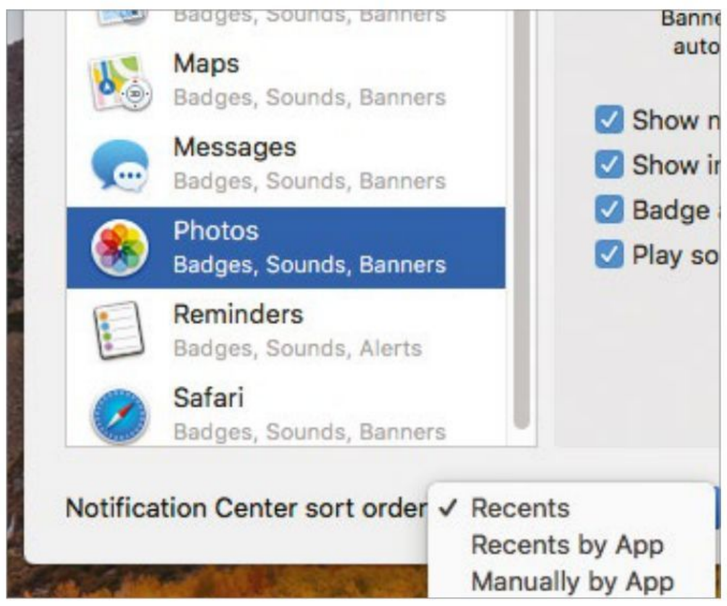
06: Badge icons

Click on the Badge app icon to enable alerts and/or updates to show badges on the icon of the app in the Dock. The red icon has a white alert number.



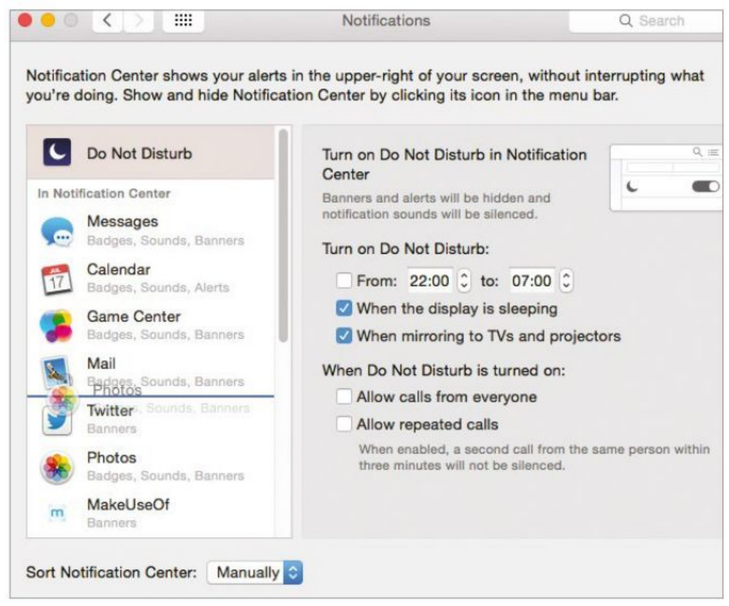
07: Play sound

Tick the Play Sound for Notifications box to ask the Mac to play its alert sound when you receive an alert, update or news item.



08: Sort notifications

Clicking Sort Notification Centre will produce a pop-up menu with two options presented to sort Notification Centre manually or by time.



09: Order apps

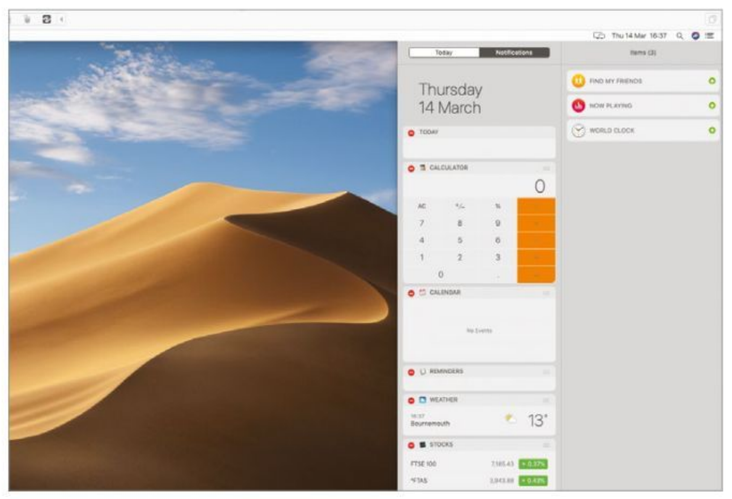
If you aren't happy with the order of the apps offered in the Notification Centre then you can click and drag an app to rearrange their order.

Set up widgets in Notification Centre

Extend Notification Centre's functionality by using time-saving widgets that will enhance your lifestyle

Notification Centre was introduced to Macs back in Mountain Lion and for a while not it has served as an at-a-glance method of viewing everything that's going on in your world. It gives you direct access to all your social interactions and business appointments. One major change back in OS X Yosemite was the introduction of the Today view in the panel, which – just like in iOS – gives you a run-down of your day's events from Calendar entries, Reminders, weather forecast and so on. Your entire day is laid out for you.

What's even better is that you can add widgets to your Today view by hitting Edit, for a fully customisable and personal Notification Centre. There are widgets to suit any interest or need, so you can modify the Notification Centre to your personal preferences. Essentially, Notification Centre's usefulness has been improved exponentially. We're going to guide you through setting up and using third-party widgets to Notification Centre, giving any new macOS user a time-saving method of checking vital information in no time at all.



Notification Centre widgets

Up close with your pimped out Notification Centre

Notifications
Don't forget the traditional Notifications tab, which lists all of your various unseen notifications and enables you to respond straight from Notification Centre

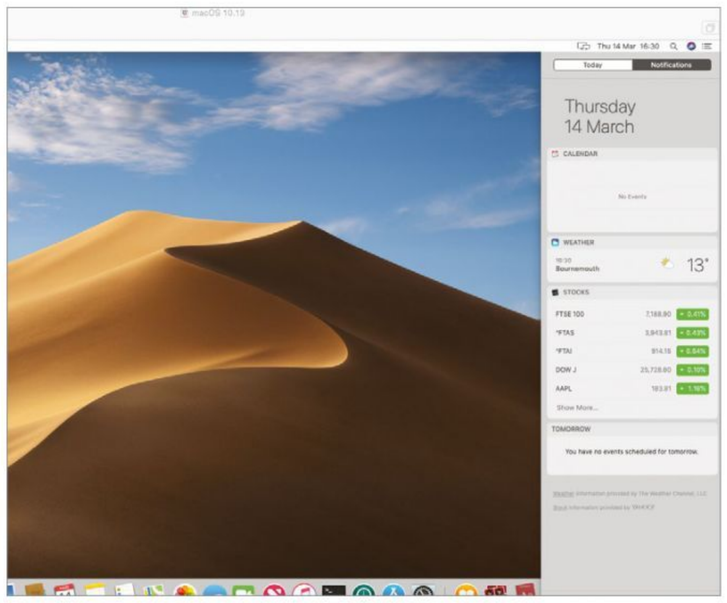
Do Not Disturb
Taking your Mac into an important meeting? Sleeping with it under the pillow? Just activate Do Not Disturb, set a time period for silence and tweak the settings as you wish

App Store
The ultimate place for an essential list of compatible apps can be found via this App Store shortcut in Edit mode under the Today view

THE END FOR DASHBOARD?
When widgets for Notification Centre were announced at WWDC, everyone shared the same thought: this is the end for Dashboard, Apple's home of the simple widget. Well, it still exists. You can find it by going into System Preferences and clicking on Mission Control. Here you can find the option to turn Dashboard on and where you want to find it.

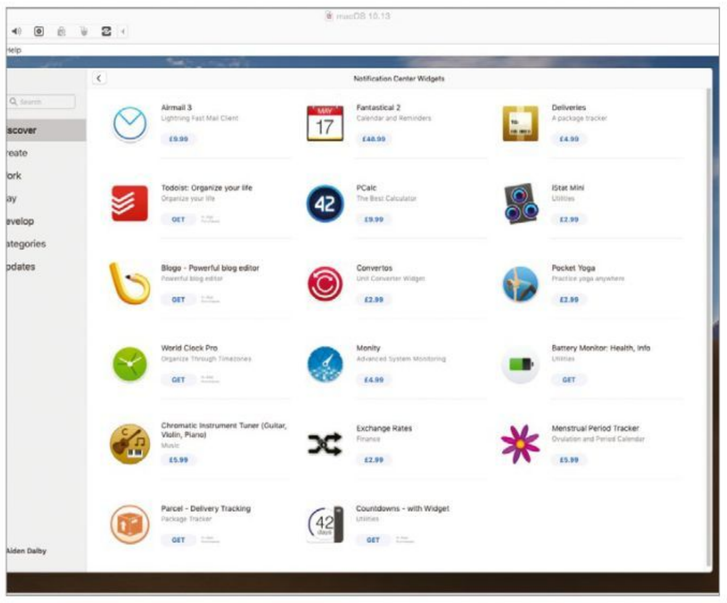
In-depth info
Most widgets are expandable and provide even more information with just a couple of clicks – just like the Weather widget shown here. Time to wrap up warm

Notification Centre Customise the Today view



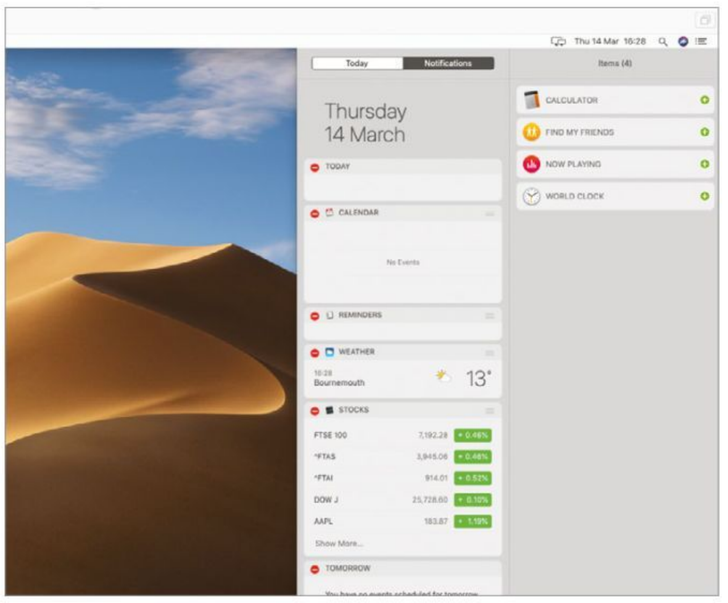
01: Basic setup

Access Notification Centre through a three-lines icon in the top-right corner of your menu bar. Your basic Today view is very useful but limited.



02: Mac App Store

A host of great apps already support the widget feature and there's a list on the Mac App Store's Featured page. Take a look and get downloading!



03: Edit tab

The Edit button at the bottom of the Today view powers up Notification Centre. Click it and you're presented with a new row of compatible widgets.

04: Click the plus

To add a widget click on the green plus sign next to its name. Click Done in the bottom-right and the widget is instantly added to your Today view.

05: Use a widget

Most widgets require a bit of personalising. The World Clock, for example. Hit the 'i' button and add a face by typing in a place and hit Done.

06: Add Music controls

The Now Playing widgets allow you to play, pause and skip tracks when listening to music through apps such as Apple Music.

07: Remove widgets

If there are any widgets you no longer want to use, click on the red minus icon and it will be removed. You can always add it back later.

08: Reorder

Notification Centre lets you reorder the widgets on your Today view. Click the top part of the widget and drag it.

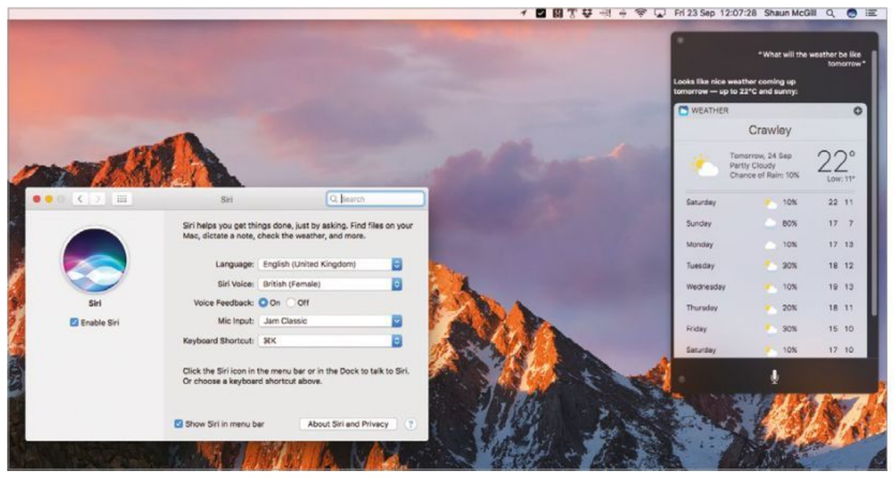
09: System Preferences

Edit mode leads you to System Preferences via the cog in the bottom-right. Customise how you receive notifications from your widgets here.

Talk to Siri on your Mac

Siri is as useful on a Mac as it is on an iPhone

Siri has almost taken on a status similar to Hoover and iPhone in its ability to be recognised by name even if another service is used. It is capable, fast and for many iPhone and iPad users has slowly crept into their daily workflows to the point that using a mobile device just wouldn't feel the same without it. The good news is that Siri works in almost the same way on a Mac thanks to macOS, and it even comes with some extra functionality to boot. The wide-ranging nature of the implementation is impressive and so is the set-up process, which is almost non-existent, so it shouldn't take you long to start enjoying Siri on your Mac.



"Siri works in almost the same way on a Mac thanks to macOS"

Do almost anything with Siri

The personal assistant now lives on your Mac

Siri settings

There are some settings for you to play around with to help you change the style of the voice and to set up Siri keyboard shortcuts. There is nothing unnecessary included in the settings screen

Siri hasn't aged

The main Siri interface looks very similar to what you will be used to on your iPhone or iPad. It offers visual and audible feedback to help you understand the results instantly

Manage apps

Some Siri questions will open an associated app to give you the answer you need in greater detail. For example, asking for a route will immediately open the macOS Maps app

CHANGE SYSTEM SETTINGS

Siri on a Mac is extremely flexible and has the ability to directly interact with the hardware itself. For example, you can say "Turn Bluetooth off" and it will be done immediately with a small panel appearing. This lets you turn it back on if needed and means that most of the hard-to-find settings are now easily accessible

Pin the answers

You can click the '+' icon in a Siri answer to pin it to the notifications panel. This lets you get the info you need and then refer to it when the time is right

Use Siri on your Mac Learn how to make life easier with Siri

01: Enable Siri

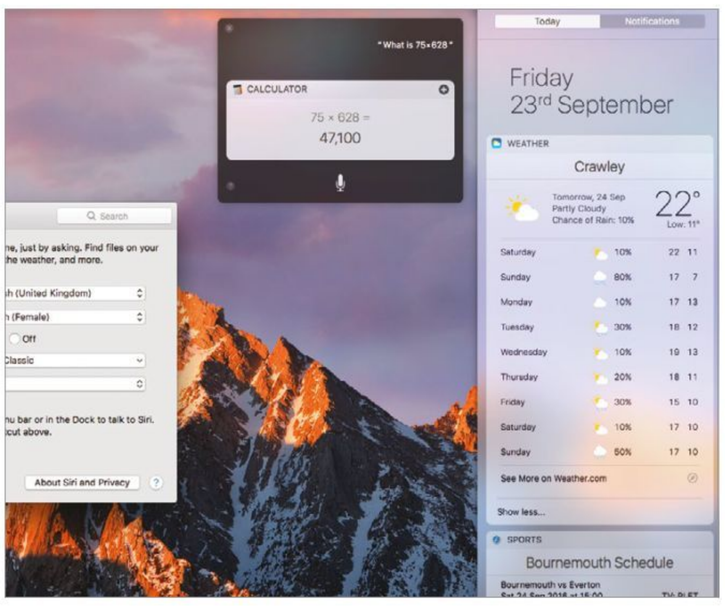
Enter Mission Control by either using the third from left Dock icon, Mission Control key (F3), the Ctrl+up shortcut, or swipe up with three or four fingers.

02: Set it up

Open apps are then arranged, with a minimised bar shown across the top to show available 'spaces', including macOS's Dashboard if chosen in Preferences.

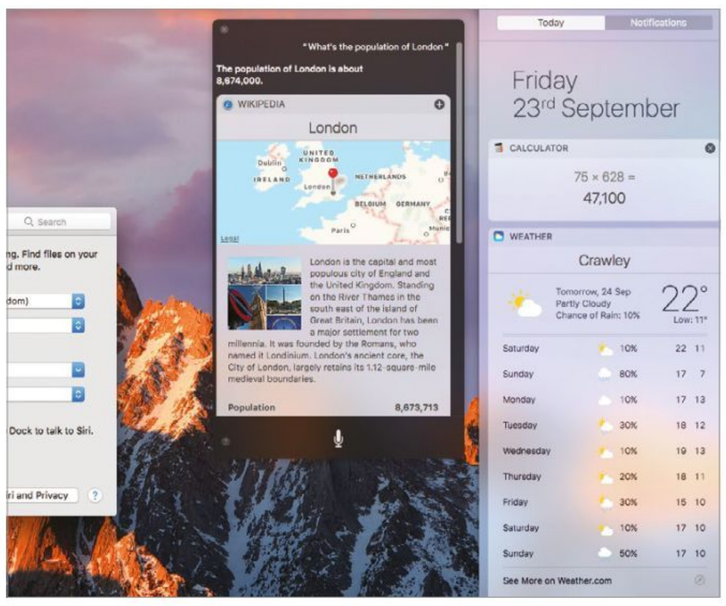
03: Ask a question

Drag an open app up onto the Spaces bar. This creates a dedicated, full-screen app space for the first app that you can drag a subsequent app into.



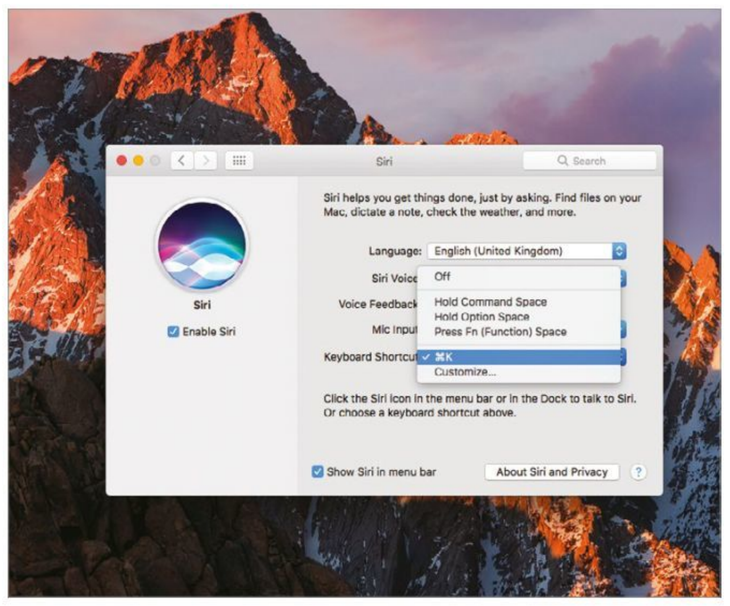
04: Save the answer

Drag a second app into a full-screen space to make it Split View. You can't add any more but may exit Split View by clicking the minimise icon.



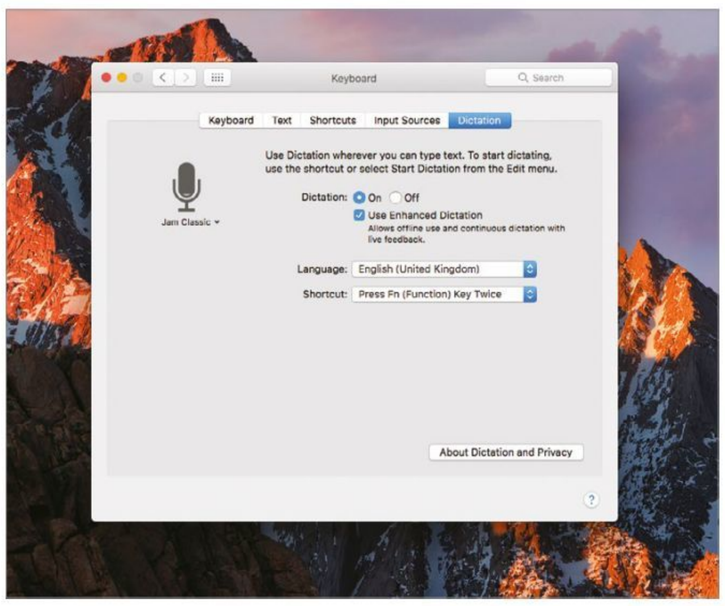
05: Access more detail

A desktop space can accept multiple apps . You can create these via the Add (+) button on the Spaces bar or dragging apps onto the desktop thumbnail.



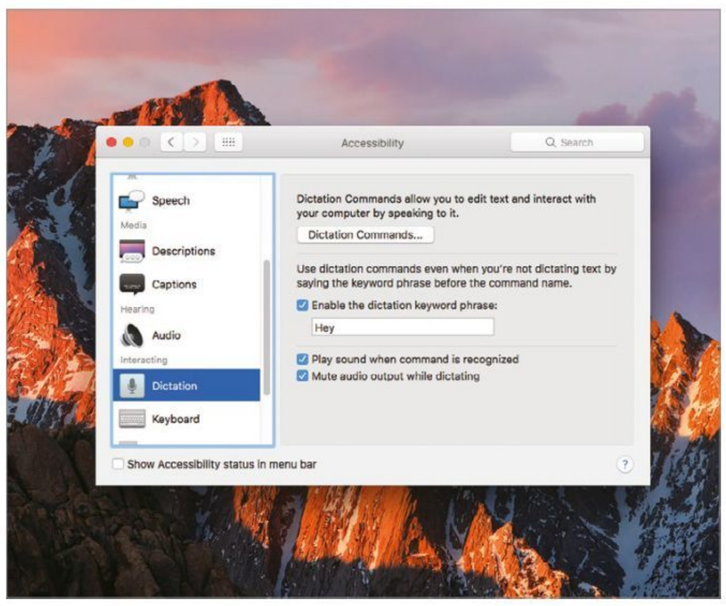
06: Set keyboard shortcut

Move between spaces by clicking thumbnails. The Spaces bar places a blue highlight around your current space for keeping track of screen flow.



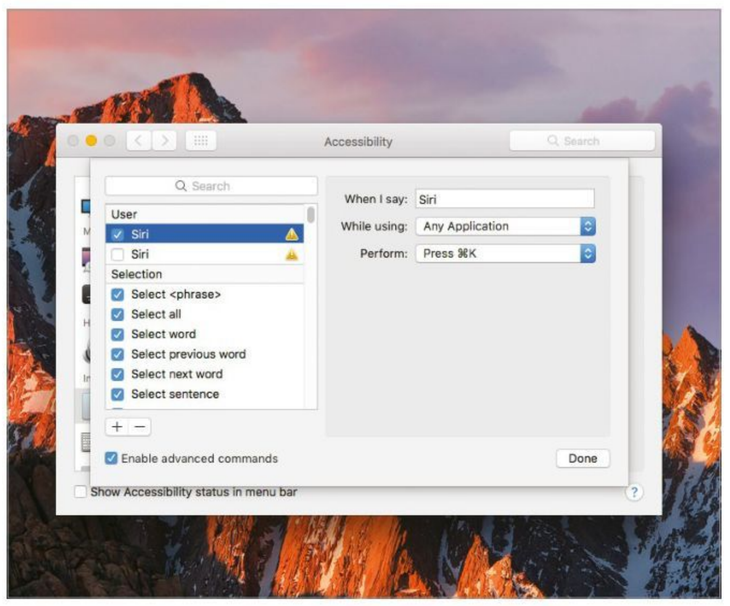
07: Use dictation

Visit Mission Control in System Preferences. Toggle here to arrange spaces, how they behave, app groups, display and how to show Dashboard.



08: Say Hey

Mission Control uses shortcuts and gestures by default. You can reassign or add more with the various drop-down menus.



09: The final setup

If you assign System Preferences to all desktops via the Dock icon, you can change wallpaper within each to make each one more obviously unique.

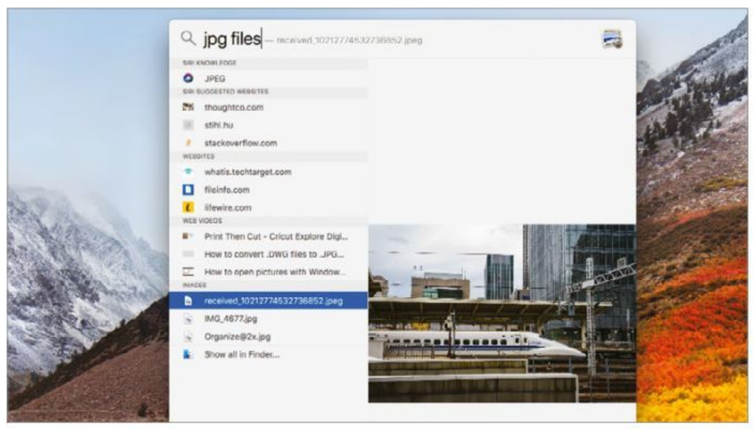
Take advantage of Spotlight in macOS Mojave

Learn all about Spotlight's new features and advanced search capabilities

When you need to find an app, document or other file, Spotlight has long been the go-to tool for Mac users. An updated version of this essential feature is in macOS Mojave, boasting some great features and even better searches.

For example, Spotlight can be resized and moved around the screen almost like any other regular window, which prevents it from getting in the way of other apps on the screen and shows more search results. The range of Spotlight's searches is wider than before and it can find even more content on the web than ever.

There is no need to fire up Safari when performing a web search, when you can hit Cmd+Space and enter a Spotlight search (which will now search the web as well as your computer). It also has a better understanding of search queries, too, and can find items related to a phrase written as you would speak it naturally.



Intelligent Spotlight searches

Get much more from Spotlight searches

Related information

This really highlights Spotlight's ability to find not only direct results like the top hit, but related information. It obviously looked up the author and displayed another book from her, which is clever

Jump to here

Search results are organised into sections to make them easier to navigate. Jump from one section to another section by holding down Command and pressing the up and down arrow keys

News

Spotlight will also provide recent and relevant news articles related to your search term. It's a quick way to see if there have been any developments relating to your search topic

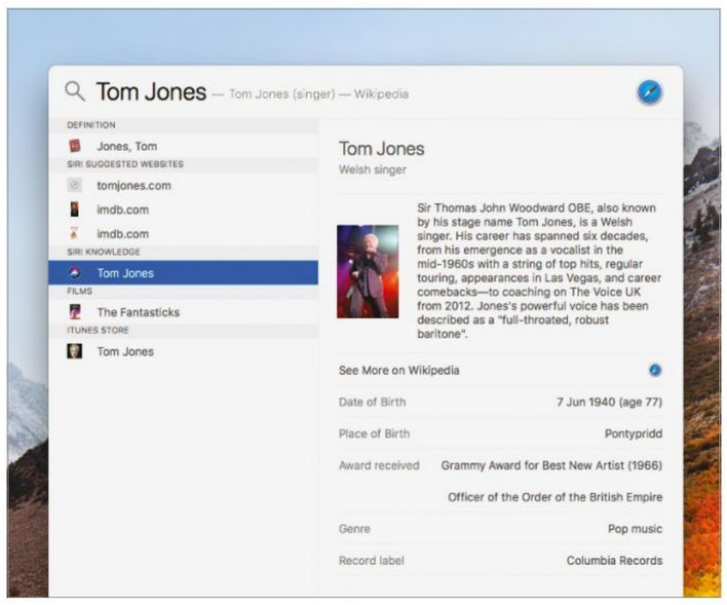
Configure Spotlight

The results that Spotlight shows can be configured by going to System Preferences and clicking Spotlight. Tick the items that you want to see results for and clear the ticks against anything that you don't want to see. Ticking everything might show too much, so use the list to filter the search results to show important ones.

Resize and move

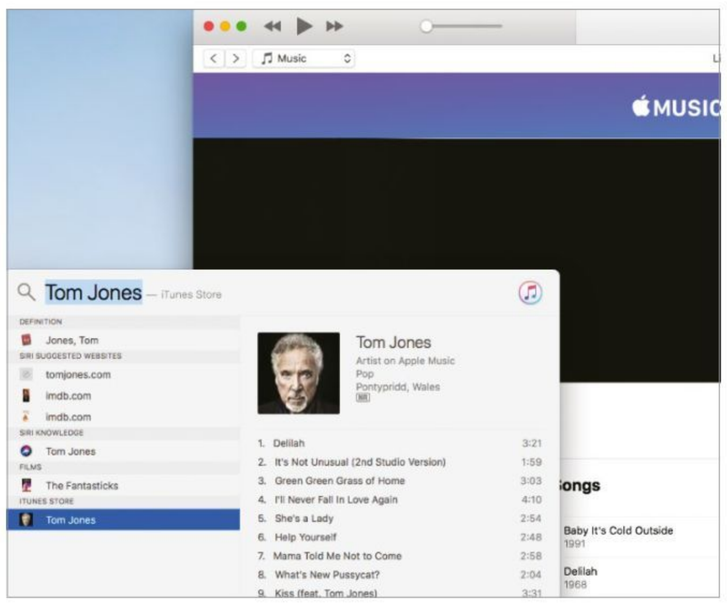
The window can be moved by dragging the top bar and the top and bottom can be clicked and dragged up or down to make the window bigger or smaller. The width is fixed, though

Spotlight Search using Spotlight



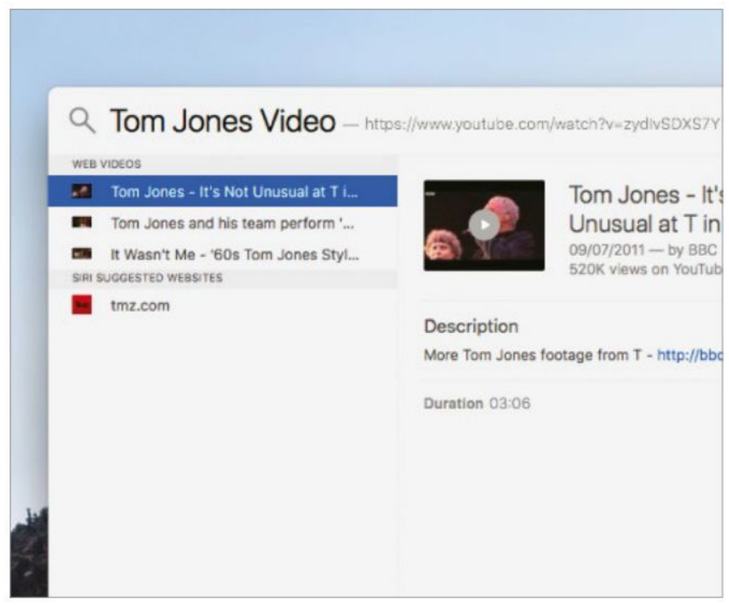
01: Search with Spotlight

Click the Spotlight icon on the menu bar and enter what want to find on the Mac or the web, such as Tom Jones. There are songs, movies and more.



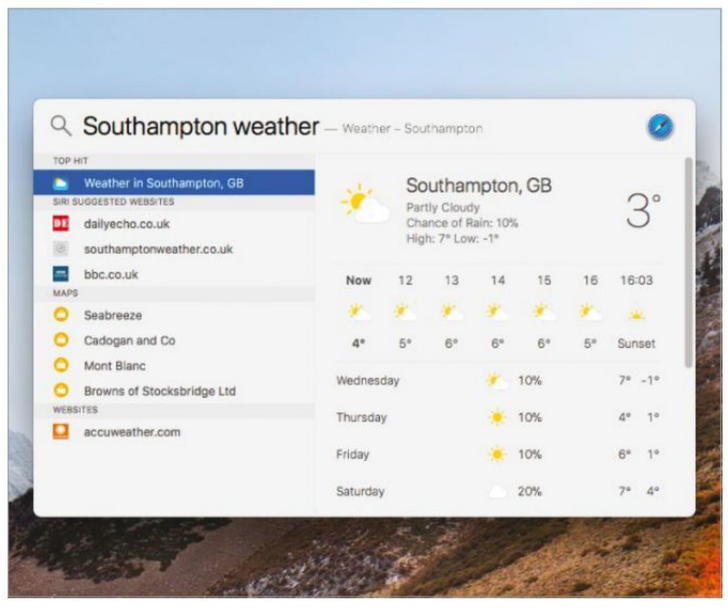
02: Move Spotlight

Clicking the music link opens the iTunes Store. Open Spotlight and click and drag the window to any place on the screen like a regular app window.



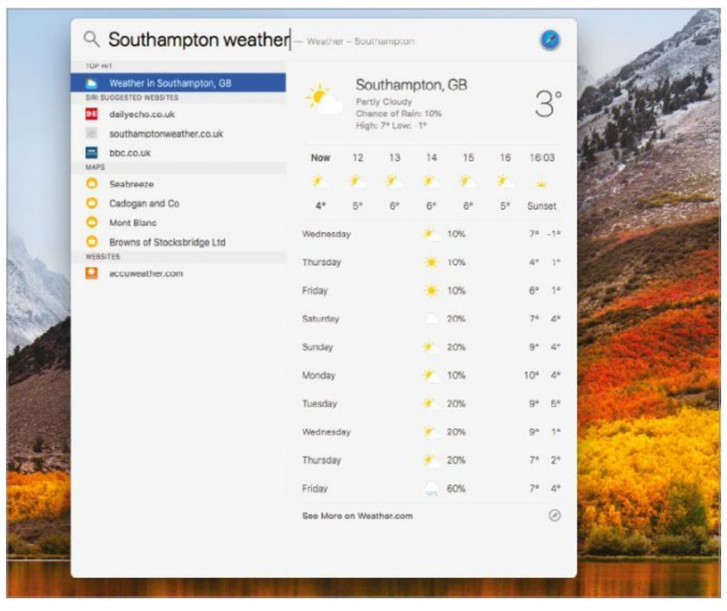
03: Search for videos

Add 'video' to the end of the search term and it changes everything. Now the results include links to movies on the web. In this case, the YouTube trailer.



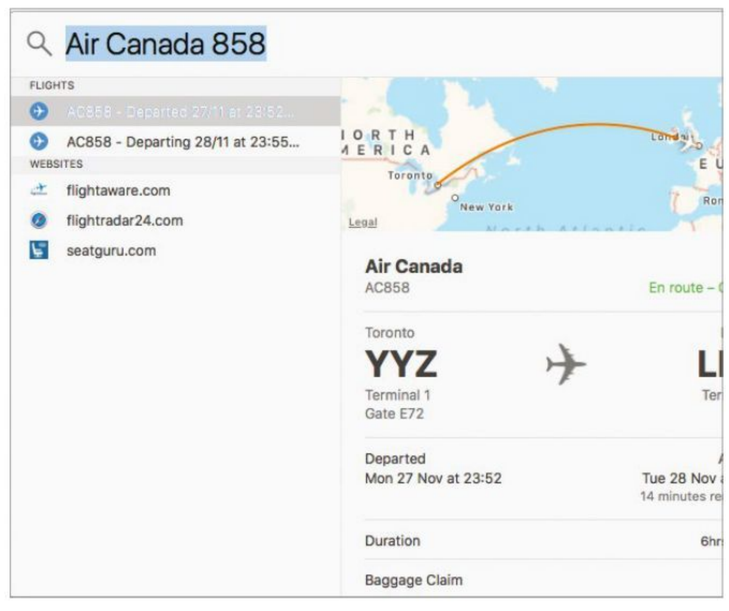
04: Get the weather

Search for 'weather' and the forecast for your local area displays. You can just as easily see weather forecasts for any where. Just add the location.



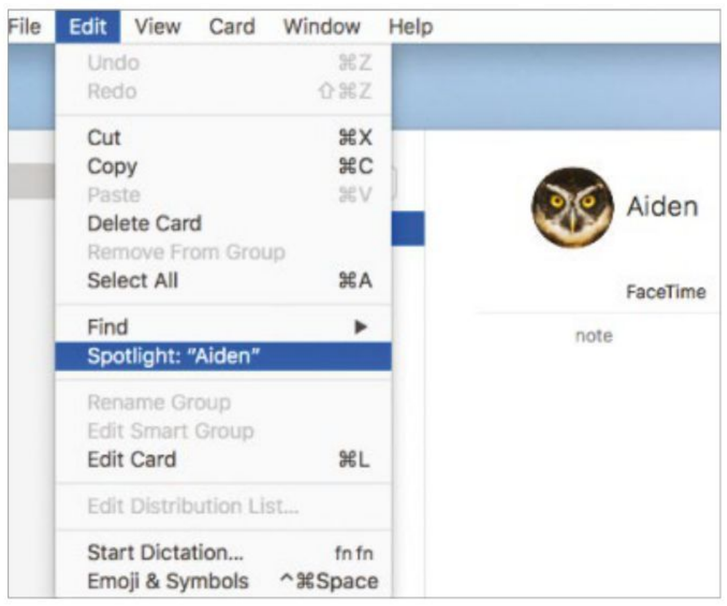
05: Expand the window

Sometimes there is too much information to fit in the Spotlight results window. It's easy to resize it. Click and drag the top and bottom edges.



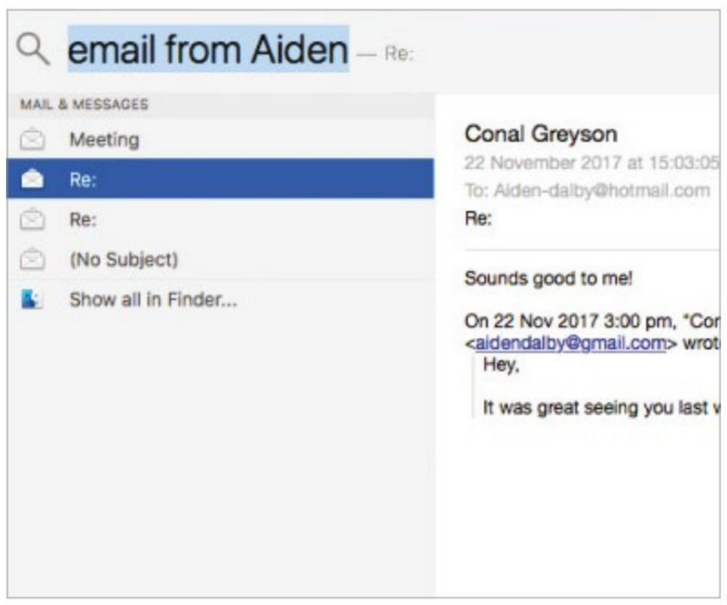
06: Get travel info

Spotlight can now show travel information such as flight arrivals and departures. Just type the flight number or airport to see the results.



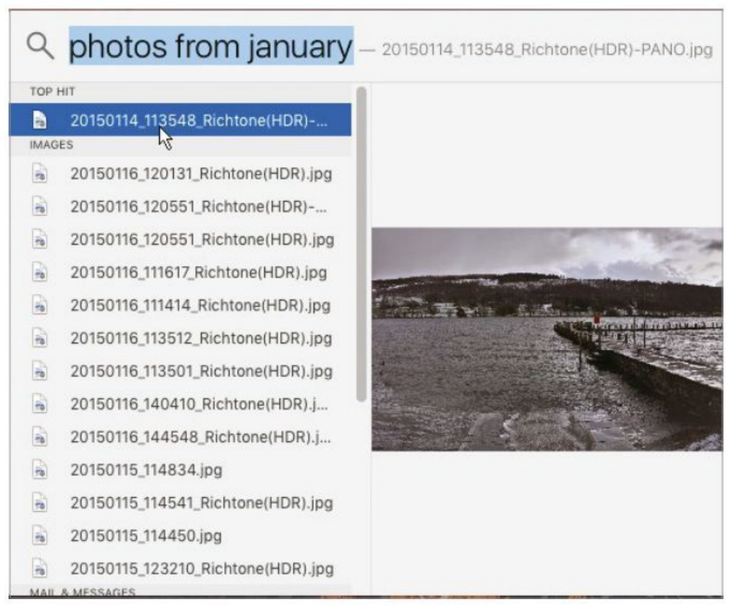
07: Spotlight contacts

Spotlight can be accessed from within the Contacts app. Open Contacts and select a person in the list. Go to the Edit menu and select Spotlight: 'name'.



08: Intelligent searches

A degree of artificial intelligence has been built into Spotlight and it can understand more than you might expect. For example, search for 'emails from name'.



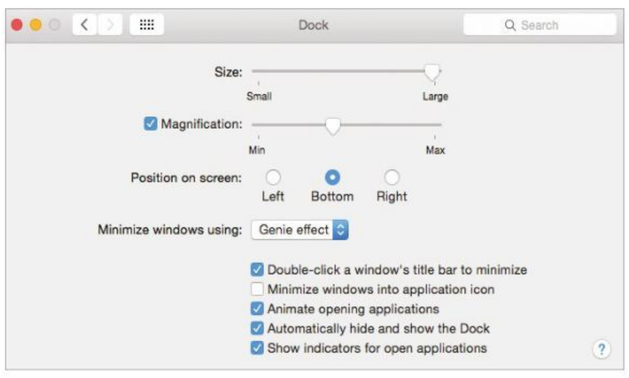
09: Use dates

Dates can also be used in searches. Suppose you want to see the photos you took in January. Just type 'photos from January' in Spotlight.

Inside System Preferences: Personal

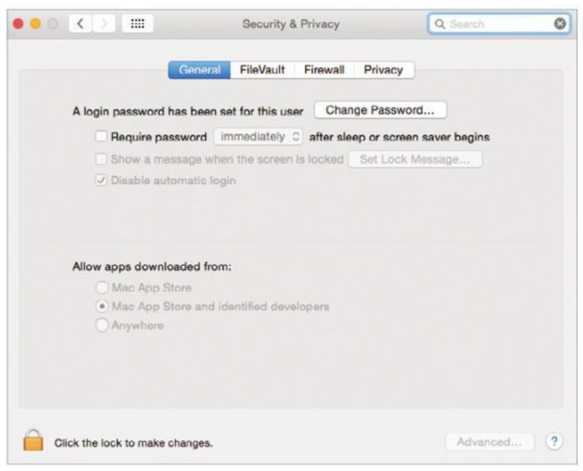
Learn how to tune and tinker with the inner workings of your Mac by following this simple, four-part guide to System Preferences.
First up: the Personal settings...

Many Mac users are happy to leave their Mac set up the same way it was the day they opened the box. That's fair enough – after all, why fix what isn't broken? However, if you're prepared to take a few minutes to delve into the wealth of settings at your fingertips, you may just find a few that could change the way you work, make your Mac a safer place or just spruce the ol' gal up a little. In the first of a four-part guide, we're going to take you, icon by icon, through the top row of the System Preferences window: the Personal settings…



Dock

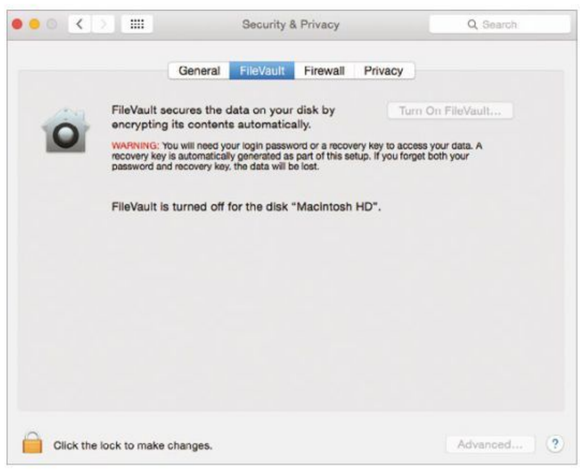
With these settings, you can easily control how the Dock (the bar of icons along the bottom of your screen) looks and behaves.



Security

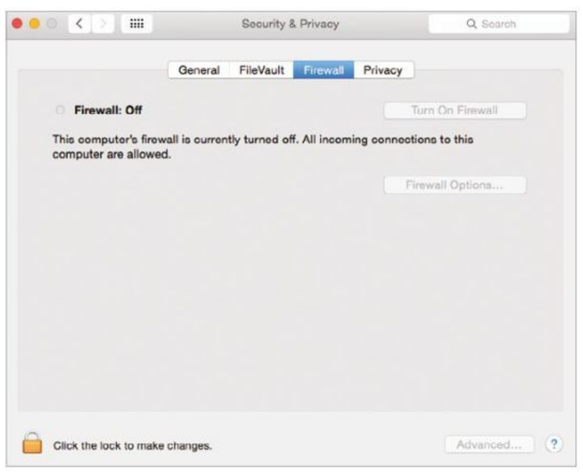
Energy Saver

By setting your Mac to require a password when waking it from sleep or screen saver, your Mac will automatically lock while you're away. You can also set it to only respond to a certain remote control.



FileVault

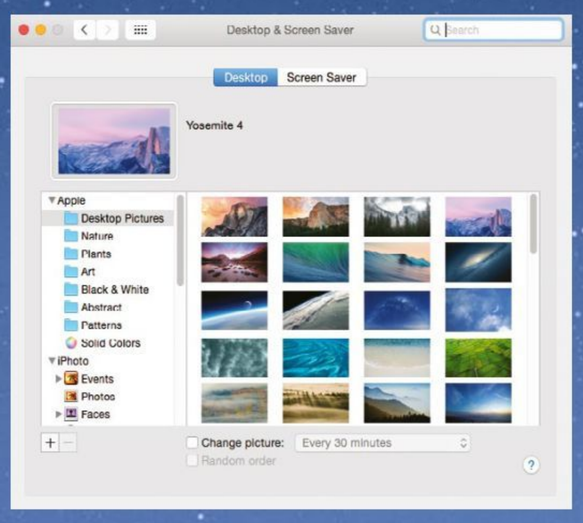
By using FileVault, you can automatically encrypt every file on your Mac – great for security-conscious laptop users worried about losing their computer, and the sensitive data it contains.



Firewall

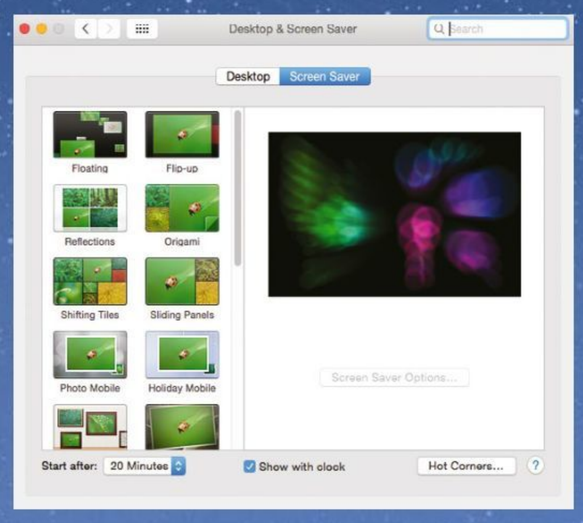
It's no myth that Macs are safer on the internet than Windows-based computers, but if you'd rather be safe than sorry you can turn on the Firewall to monitor and block potentially dangerous connections from the net.

Desktop & Screen Saver



Desktop

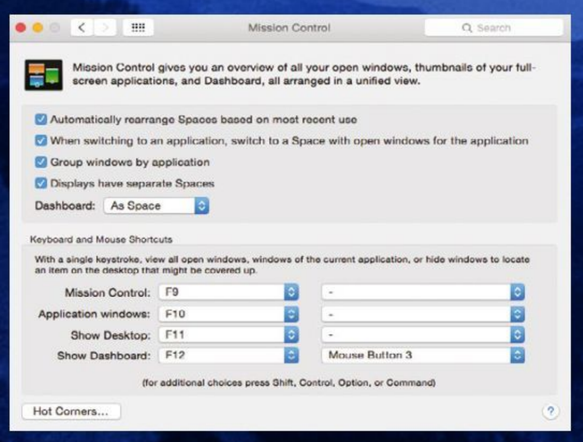
Set the background picture on your desktop to one of the Apple-supplied images, one of your own photos from iPhoto or one you've downloaded from the internet.



Screen Saver

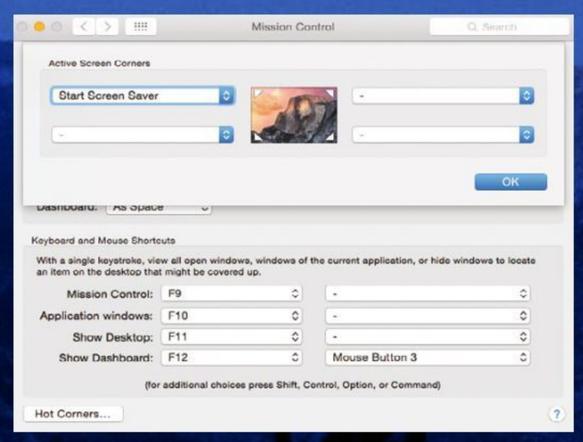
Set an animation that automatically starts when your Mac hasn't been used for a while. Choose from one of Apple's, or automatically create a slideshow from your iPhoto albums.

Mission Control



General

Sometimes you can't find the window you need among the many you have open. Mission Control provides a handy overview of all your open windows and applications all arranged in a unified view. You can tailor the views and shortcuts here.



Hot Corners

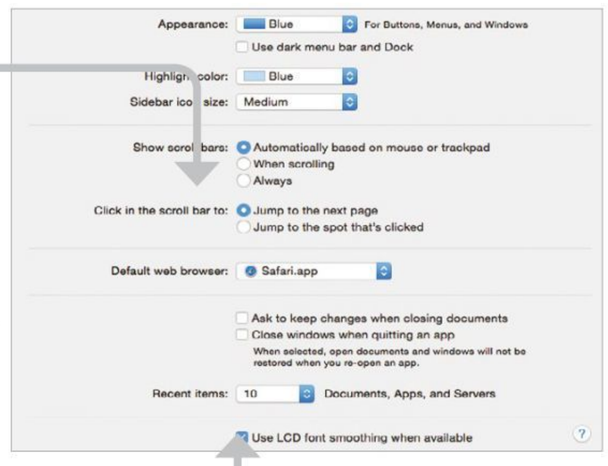
Accessible from the Mission Control pane is the 'Hot Corners' settings. You can move your cursor into a corner of your screen to trigger certain actions, such as screensavers and sleep mode. You can determine what corner performs which action here.

General

In this pane, you'll find the settings that affect how your windows and menus appear. You have the choice between the usual Blue theme, with shiny blue controls and red, amber and green window widgets, or – if you find all the colour distracting – you can switch to the Graphite theme where all the controls are grey instead.

Scroll bar controls
With a scrolling mouse, you may never have used the scroll bars on the edge of every window, but there may still be settings here that you'll find extremely useful – such as the Jumping options

Text smoothing options
Without smoothing the words on your screen can appear harsh and jagged, but you might find text too fuzzy to read comfortably at smaller sizes. You can fine-tune the effect here

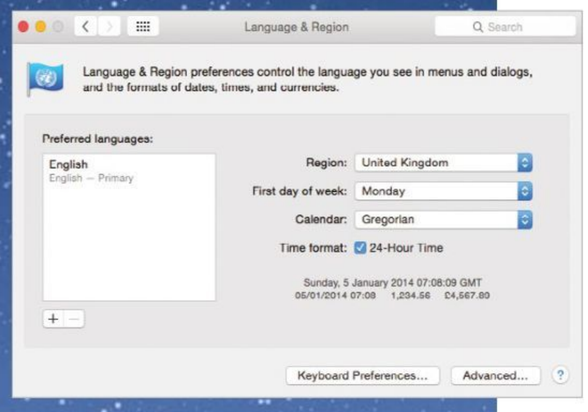


Search System Preferences
If you know there's an option you'd like to change but can't remember where it is, try entering its name into this search box to see matching icons dynamically highlighted

Language & Region

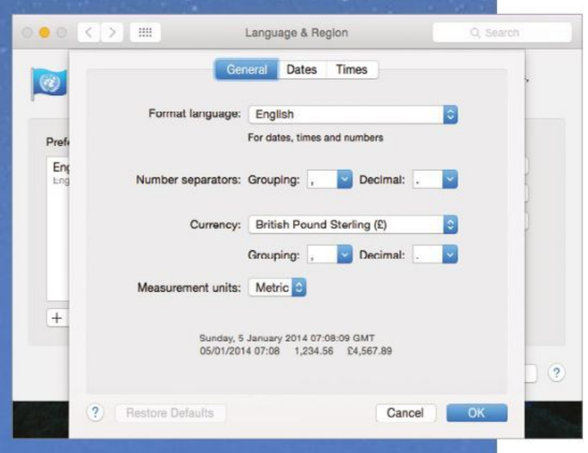
General

For most users, this will come preset, but you can quickly change the language of menus and controls in the left-hand pane of this screen.



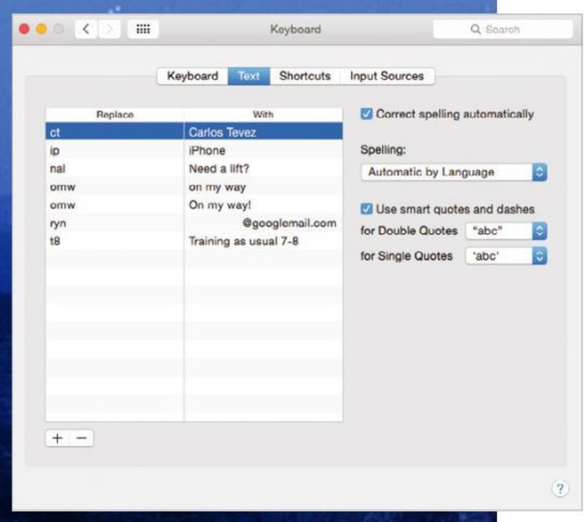
Advanced

Dates, prices or times not displaying the way that you would like? You can change how your Mac automatically formats numbers by clicking Advanced on the Language & Regions page. Presets for most regional variations are here.



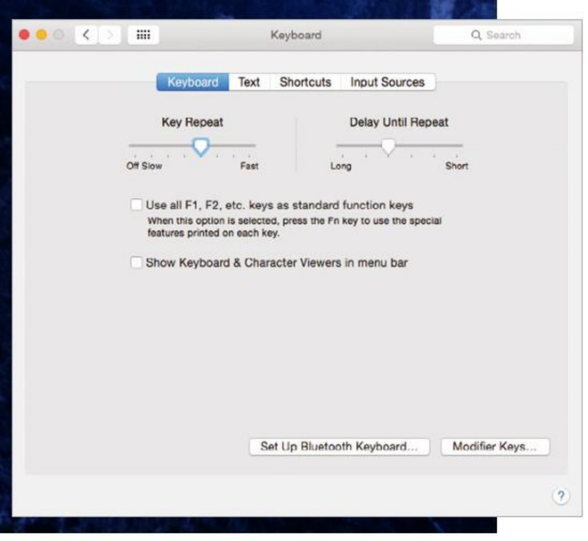
Text

Click Keyboard Preferences from the Language & Region panel to find the Text options. You can set your Spell Check options here, and also set your Mac to replace certain typed shortcuts with special symbols, like (c) for ©. This only works in supported applications.



Keyboard

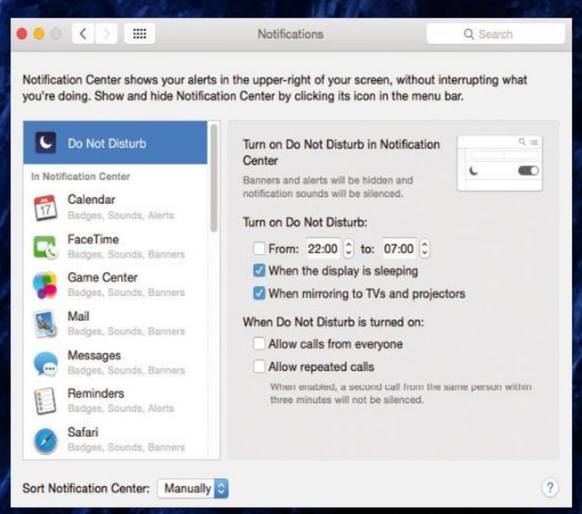
While you're here, click the Keyboard tab. The thing most users will find useful in this section of System Preferences is turning on the Keyboard and Character Viewer, which gives you a map of those hard-to-find symbols on your keyboard, like é, ü or ˚.



Notifications

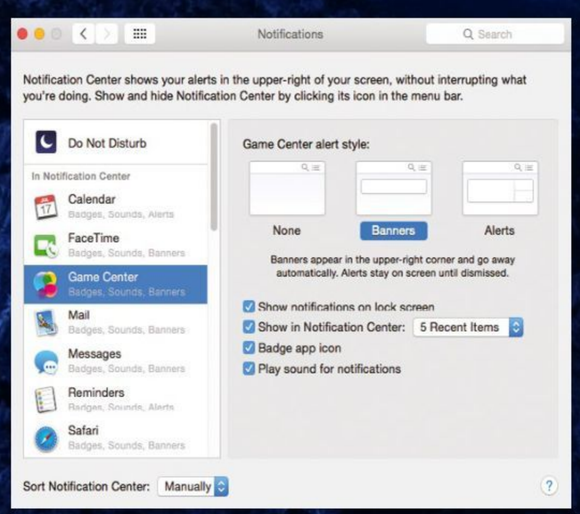
In Notification Centre

In this panel, you will be able to determine what apps alert you in your Notification Centre and change the order by dragging the apps around.



Alert style

Click on a listed app and then you will be able to determine how the alerts appear on screen, such as banners and alerts that pop-up on screen.



Inside System Preferences: Hardware

Get to grips with the technology inside your Mac by following this simple four-part guide to the System Preferences. Part two: get your hands dirty with the Hardware settings...

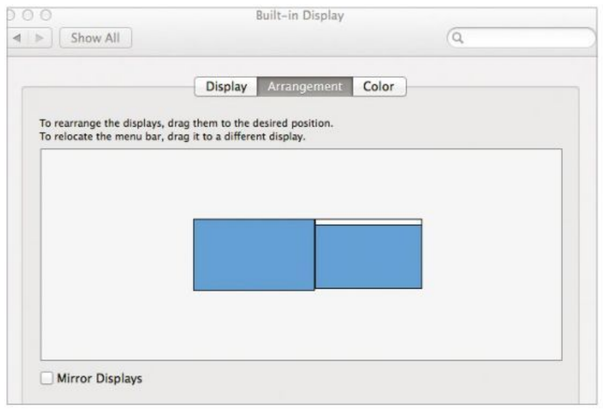
The simplicity of macOS means that you don't have to become an expert on computer hardware to enjoy using your Mac. For most peripherals, you can just plug in and play; at the worst, you may have to install the occasional driver. However, with the improvements made in recent versions of macOS, even these installations are becoming fewer and farther between. This ease of use doesn't mean there aren't any settings to fiddle with, though – System Preferences has a whole row of icons dedicated to fine-tuning the hardware settings of your Mac, and a few well-chosen tweaks could vastly improve the way you work.

Displays

Make sure you're using the optimum viewing settings to get the most from your monitor

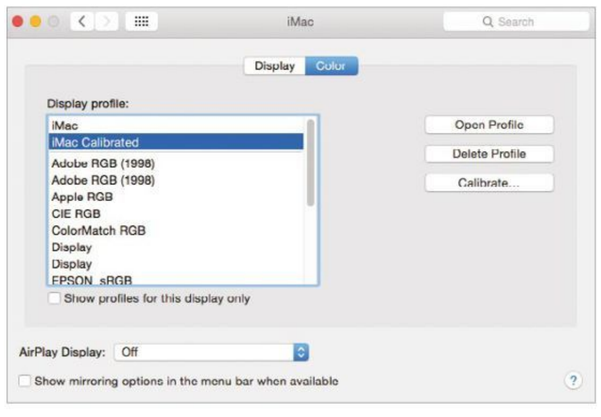
Display

Everything seem a little small on screen? The higher up the list you set the resolution, the more pixels and screen space you'll have, but everything looks a little smaller as a result.



Arrangement

If you're sporting more than one monitor for your Mac, this panel lets you tell your computer how they are positioned and which one you want the Menu bar to appear on.



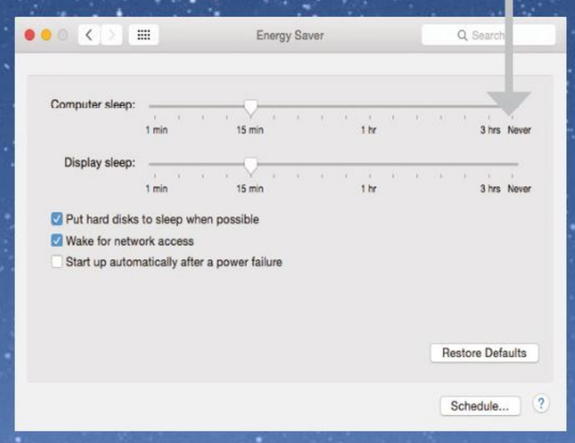
Colour

Ensure you're seeing the correct colours by either selecting the correct Display profile or, even better, by clicking the Calibrate button to create a bespoke setting.

Schedule
Want your Mac to be on when you wake up or get home from work? Use the Energy Saver schedule to set when your Mac turns on, turns off, goes to sleep or wakes up

CDs & DVDs

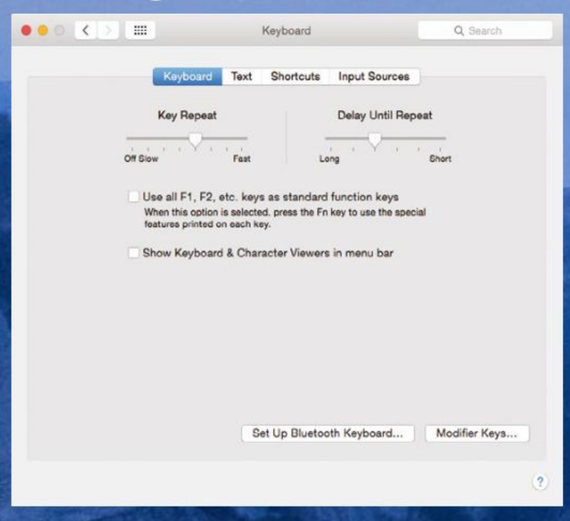
It sounds a simple thing, but it makes a great deal of sense to set up how you'd like your Mac to behave when you slide a disc into the drive. Want blank CDs to appear on the desktop? Just set the blank CD action to 'Open Finder'. Don't want the DVD player to open when you pop in a movie disc? Just choose 'Ignore' from the video DVD menu, or set it to open in Front Row if that's how you prefer to watch your films.



Energy Saver

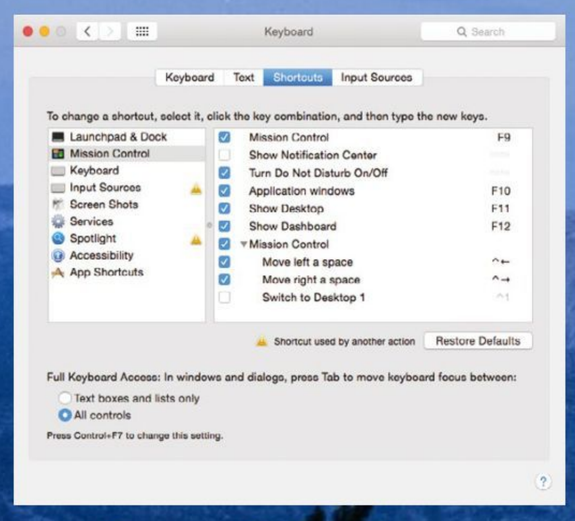
Possibly the most useful of this row of preferences, the Energy Saver settings do much more than cut down your electricity bill. The Computer Sleep slider sets how long you'd like your Mac to stay on when you're not using it, while a second slider lets you set the same for just the Display.

Keyboard



Keyboard

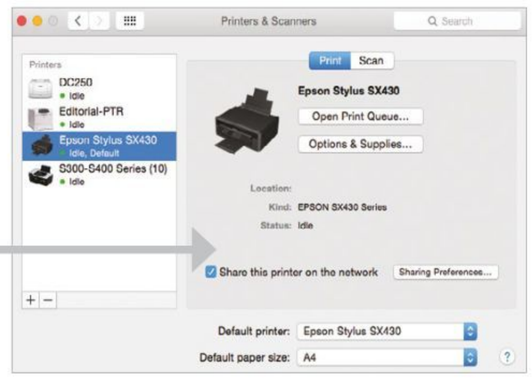
Considering how much of the time you spend sitting in front of your Mac, you also spend time tapping away at your keyboard, so it's good to make sure you've got it set up perfectly. If you're a slow typist then increasing the 'Delay Until Repeat' setting is an especially good idea if you often find yourself typing repeating letters.



Keyboard Shortcuts

macOS comes crammed with many keyboard shortcuts that can speed up how you work, saving your hand a trip to the mouse or Trackpad. Not only can you discover what they all are from this pane, you can also tweak and change them to better suit your fingertips – a great way to personalise your Mac for the way you work.

Printers & Scanners



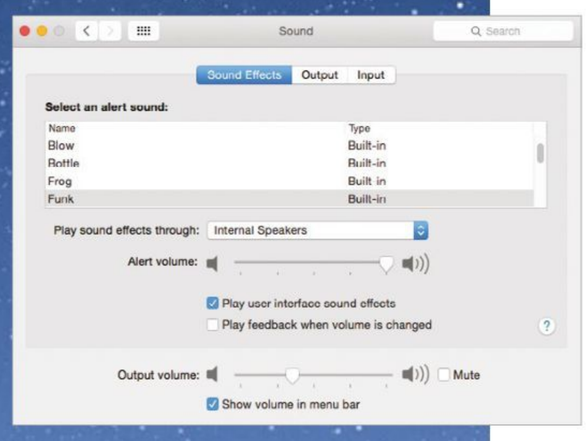
Share your printer

Although Wi-Fi printers are surprisingly cheap these days, if you have a non-networked model you can still share it across multiple Macs (and PCs) by ticking this checkbox

With every new version of macOS, Apple has significantly improved the printer installation experience. So much so that many users will never need to visit the Print & Scan preference pane – simply plug in your printer and most times it will just work. That said, it's still useful to set your default paper size or check the amount of ink in your printer by clicking the Options & Supplies button.

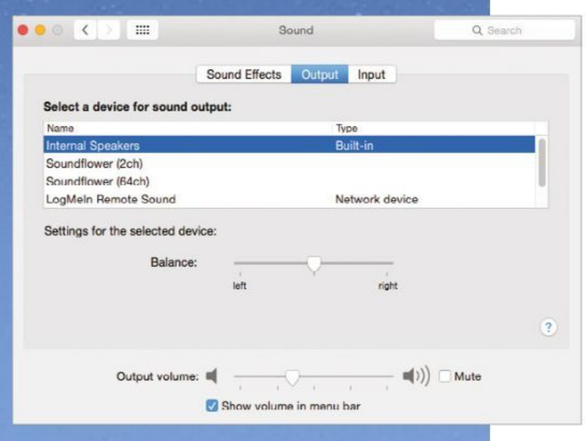
"If you're the arty type and use a graphics tablet, you might want to have a play with the handwriting recognition built into macOS"

Sound



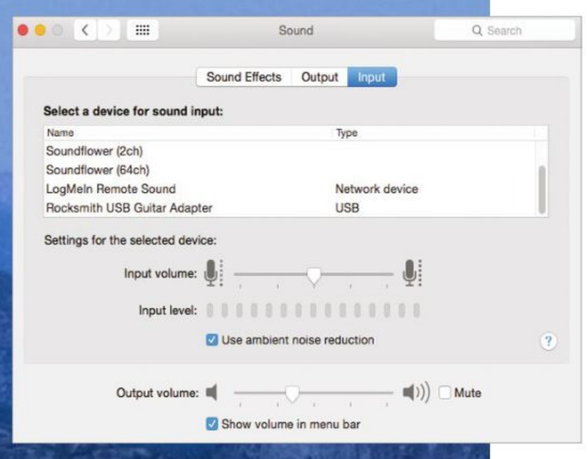
Sound Effects

Your Mac makes a number of small noises to give you feedback on certain events. Choose which ones you'd like to hear, and how loud you'd like them to be.



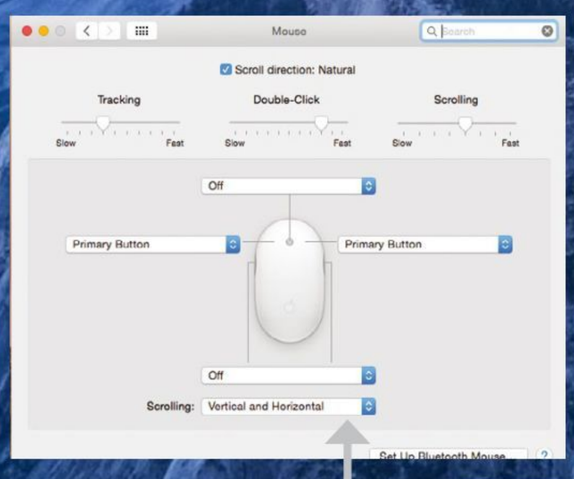
Output

On most Macs there are a number of ways to pipe the audio out – through headphones, the built-in speakers or through a digital optical cable, for example. You can choose which one to use from this pane.



Input

The audio input options are less useful to most users, until you decide to try Skype, record a movie voice-over or experiment with GarageBand. Choosing the right input device will depend on the equipment you use, but it is vital for a great result.

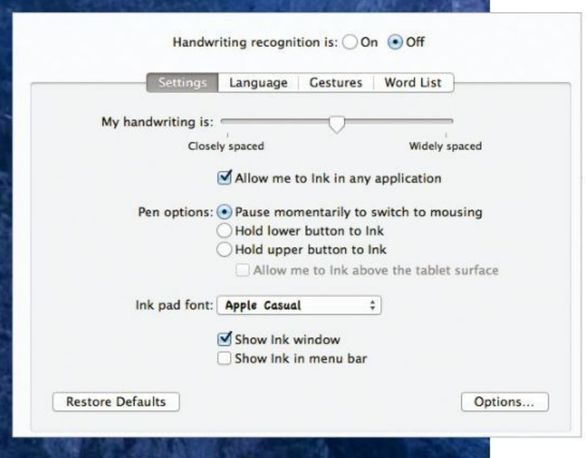


Mouse & Trackpad

The pane that you see here will depend on whether you use a laptop with a Trackpad, a Magic Mouse, Mighty Mouse or a third-party mouse. As with the keyboard settings, considering how much time you spend controlling a cursor, it's important to get these settings perfect – especially the tracking and double-click speeds.

Learn your gestures

As multi-touch devices, like the Magic Mouse or the Trackpad on your laptop, improve the way you get around your Mac, you'll find yourself faced with more and more gestures and actions. You can customise them so the different buttons suit you



Ink

If you're the arty type and use a graphics tablet, then you might want to have a play with the handwriting recognition that's built into macOS. Ink allows you to enter text using your pen and tablet instead of the keyboard, and it can be great for taking notes. You can also set up gestures to control your Mac with the pen.

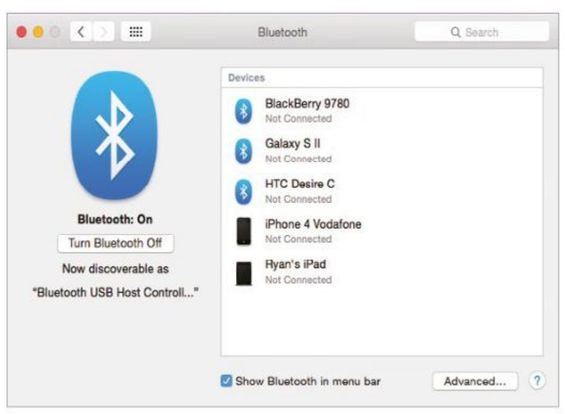
Inside System Preferences: Internet & Wireless

Get to grips with the technology inside your Mac by following this simple, four-part guide to the System Preferences. Part three: networking and syncing

There's one aspect that sets the computers of today far apart from those we were using just ten years ago: networks. Back in 2000, the Internet was only just starting to become commonplace, and if you did have it then you probably only had it on one computer in the house (which wasn't really a problem, as most houses only had one computer). Now, with the advent of easy Wi-Fi and cheaper computers (plus iPods and iPhones), many houses have a handful of connected devices sharing the airwaves and, with a little setup, sharing their connections, files and data too. The Internet & Wireless row of icons in System Preferences is all about your Networks – local and worldwide – how you interact with them and how you choose to share across them, be it sharing your files, screen, printer or even disc drive.

Network

For most users, this should hopefully be one of those 'set it and forget it' preference panes, if you ever need to set it at all. With most modern networks, you should find your Mac just connects and configures itself. Bliss.



Bluetooth

Check out the status of the Bluetooth peripherals you have connected to your Mac. To add a new Bluetooth device, like a mouse, keyboard or phone, click the '+' button.

"You should find your Mac just connects and configures itself"

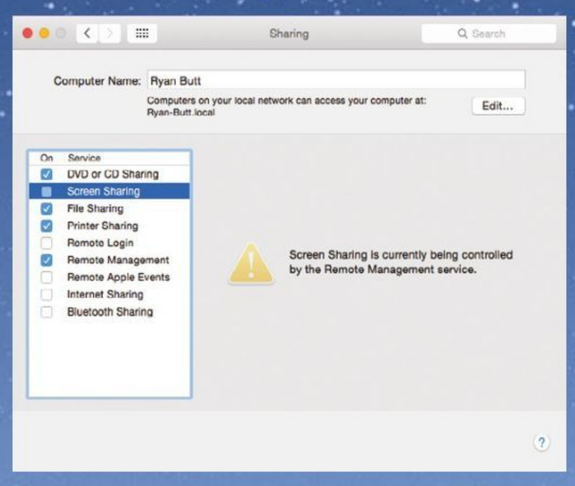
Sharing

DVD or CD Sharing

Share your DVD drive with a Mac that either has a broken drive or doesn't have one at all, like the MacBook Air or the Mac mini server.

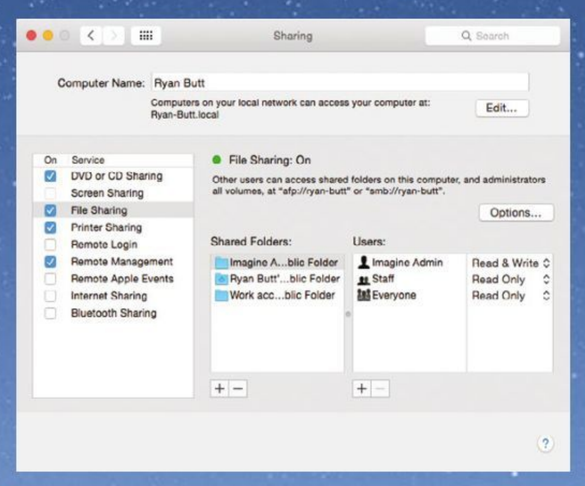
Screen Sharing

Allow another computer (or iPhone) on your network to see your screen, and even control your Mac remotely.



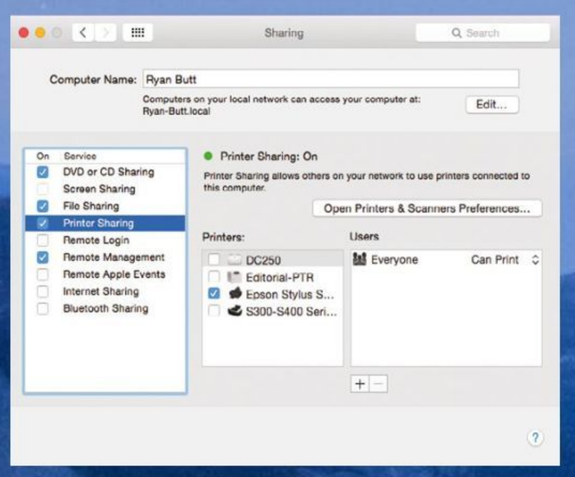
File Sharing

Make files in certain folders available to other computers on your network. You can control who sees what.



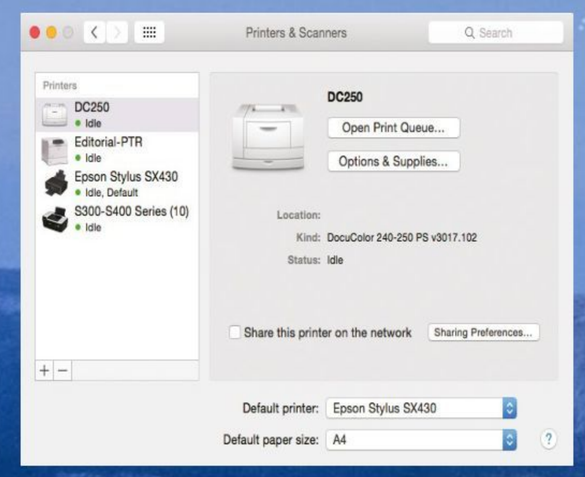
Printer Sharing

With the tick of a box, you can share any printer connected to your Mac with any other local computer.



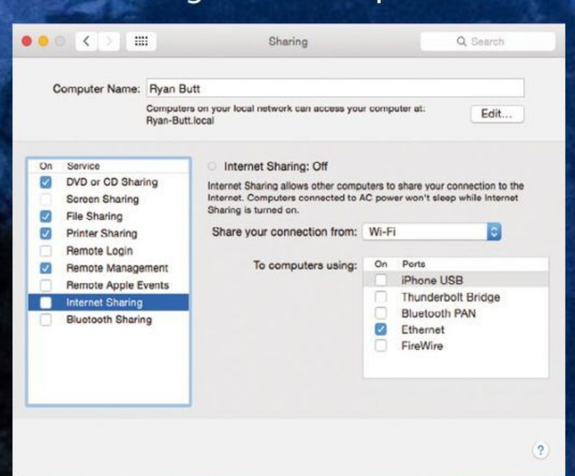
Scanner Sharing

With macOS, these setting are incorporated into the Printer sharing settings on your Mac.



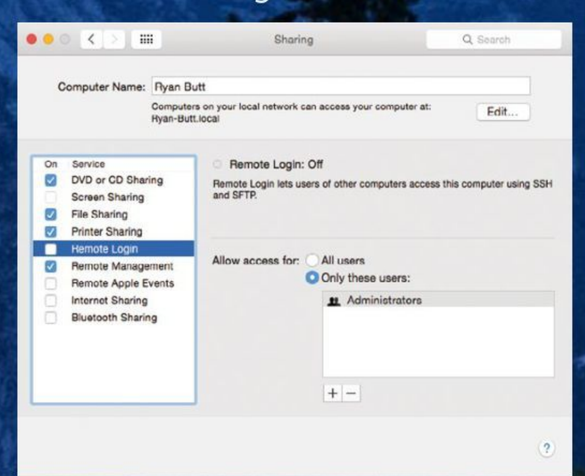
Internet Sharing

Share your Internet connection with another computer by ticking the box and selecting the correct ports.



Remote Login

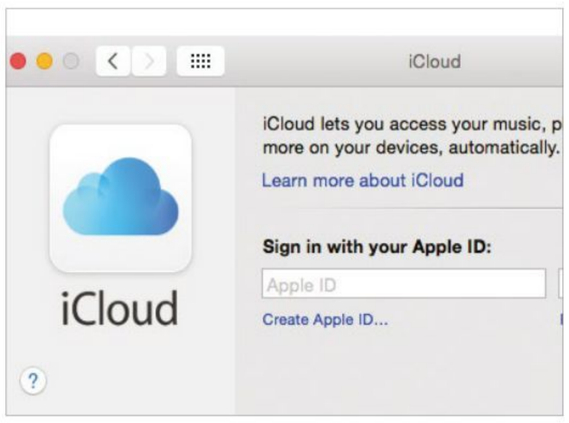
For those users happy typing commands into Terminal, this setting allows remote login to the Mac.



Inside System Preferences: Internet & Wireless

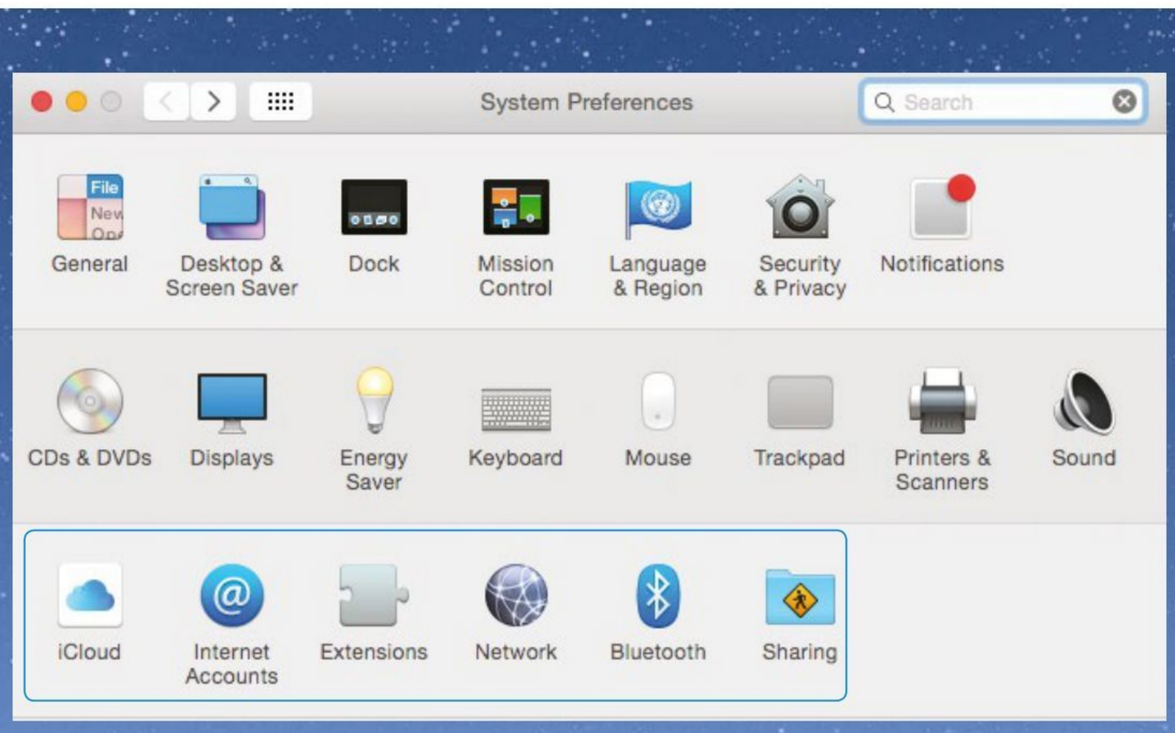
iCloud
Account Details

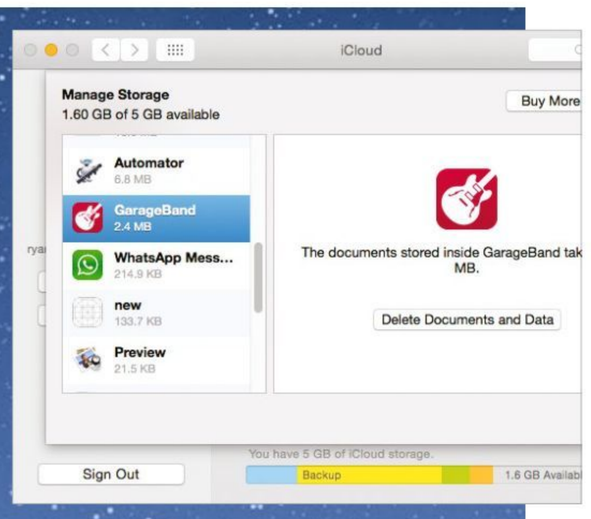
Sign in with your iCloud details to be able to sync details, files, music and movies across all of your devices.



Sync

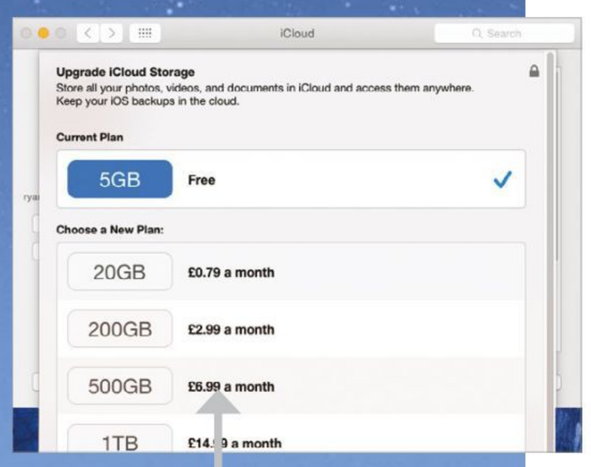
Syncing across iCloud allows multiple Macs and iPhones, even those in different locations, to share the same bookmarks, address books, calendars and more.





Manage

The iCloud is your virtual hard drive on the Internet. You can use it to store photos, movies and files. This preference pane lets you check your space – you are provided with 5GB as standard but can purchase more if you need it.

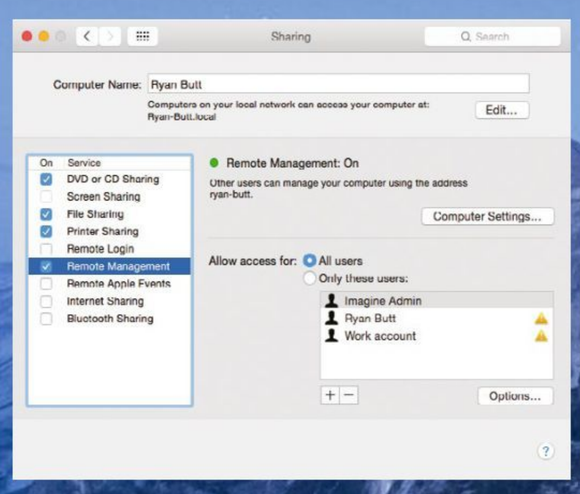


View Account

You can use this option to check that your existing account details are correct or edit them to reflect any changes in your address or credit card information. You can also upgrade your iCloud account with more storage.

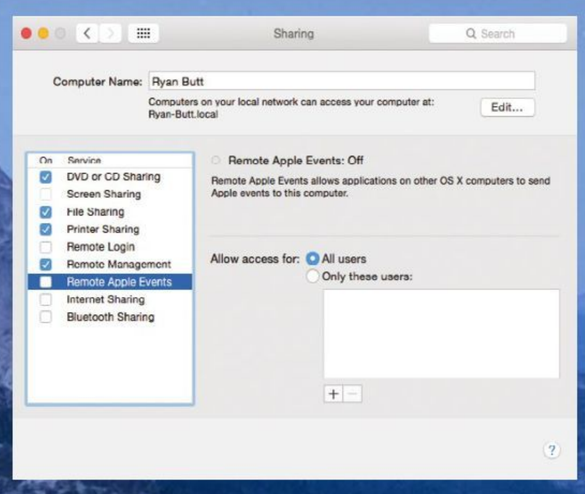
Remote Management

A step-up from Screen Sharing, Remote Management allows system-level control of your Mac from afar.



Remote Apple Events

For the real power users, Remote Apple Events allows your Mac to be automated by other computers.



Purchase more space

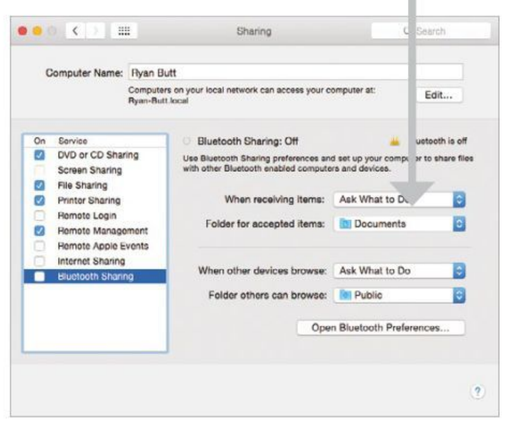
Your iCloud account comes with 5GB of free space as standard, but if you come to realise that you require more, then click on 'Manage Account' and then click 'Change' next to the Storage option and purchase anything up to 50GB in storage space

Stay safe

You don't want to let just anyone send your files over Bluetooth, especially if you use a laptop in crowded areas like airports. To be safe, tick both 'Require pairing' boxes and leave the 'When' options as 'Ask What to Do'

Bluetooth Sharing

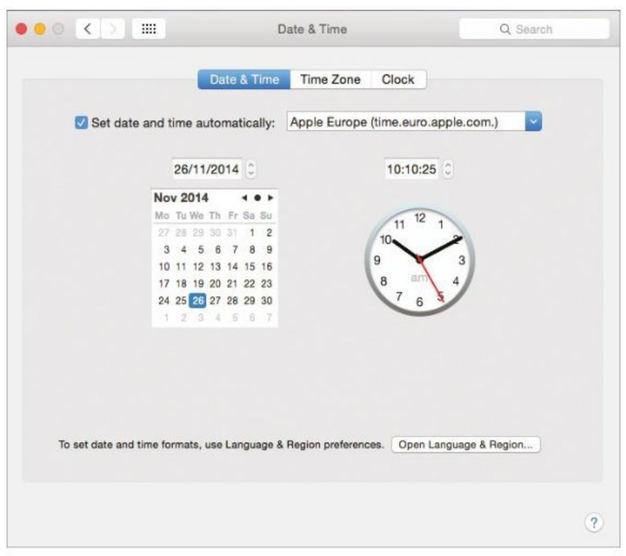
Share photos, ringtones and more with a mobile phone using Bluetooth Sharing to create a short range network to pass files across.



Inside System Preferences: System

Get to grips with the technology inside your Mac by following this final part of our guide to System Preferences. In this section, delve into the final row – the System settings

The System settings, like the Network settings above them, get deep down and dirty into the depths of macOS. Many of the changes affect all users of the Mac, and it's here where you'll discover the tools you need to control which users can do what. It's also where you'll find Accessibility, the first place you should go if you have physical difficulties that make it hard for you to enjoy using your Mac.

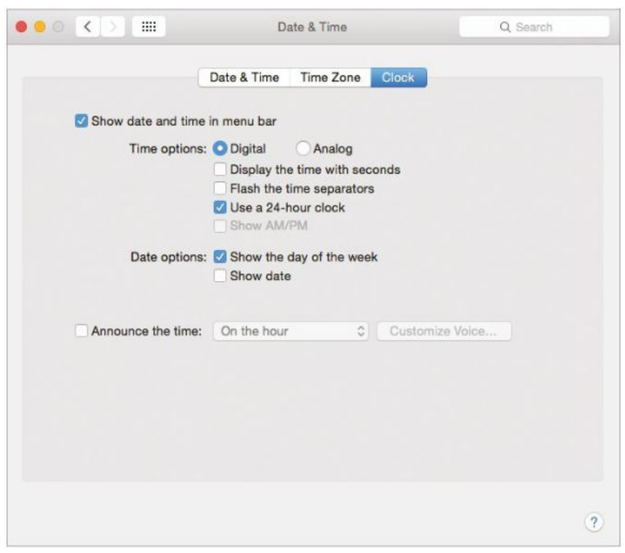


Date & Time

Always be sure that your Mac's clock is bang on time by setting it to automatically stay synchronised with Apple's time servers over the internet.

Time Zone

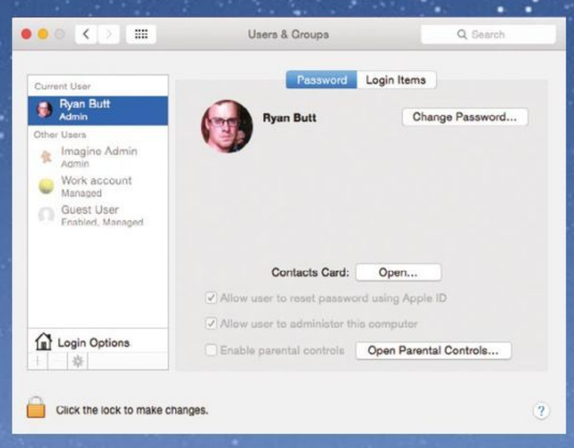
Let your Mac know where you are in the world by clicking the map near where you are, then choosing the closest city to you from the pop-up menu at the bottom of the screen.



Clock

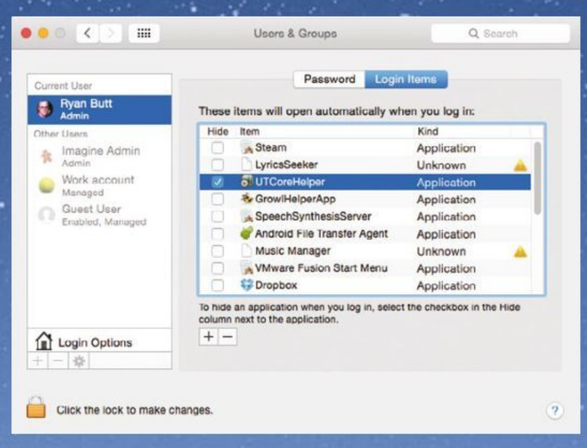
Set how your Menu bar displays the date and time. If Menu bar space is at a premium then you can choose to see a tiny analogue clock, or even get rid of it completely and have your Mac announce the time on the hour, every hour.

Users & Groups



Password

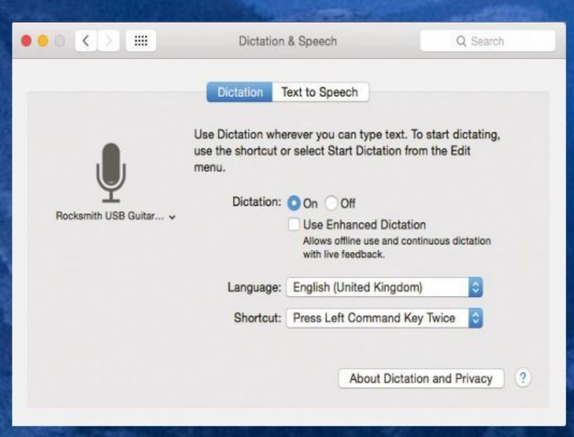
The left panel of the Accounts screen allows you to create new user accounts, or select the account you wish to edit (only if you're an Admin user though). The settings on the right enable you to change your password and name (but not your short name that's used elsewhere on the system).



Login Items

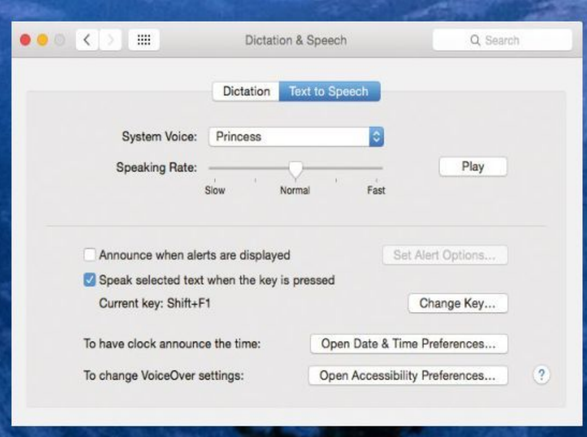
Adding an application, by clicking the '+' button, sets it to automatically launch when you log in to your Mac. You're not limited to just applications though, as you can also set your regularly used documents to automatically open by adding them in the same way.

Dictation & Speech



Dictation

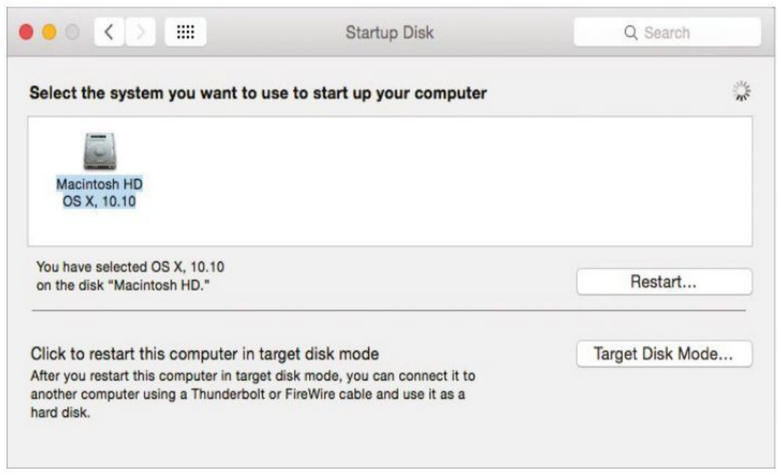
Wherever you can type text on your Mac, you can now speak it instead. By activating this feature and using your Mac's built-in microphone, you can dictate to your machine and then the recording will be digitally sent to Apple and converted into text. Read more about it in the pane itself.



Text to speech

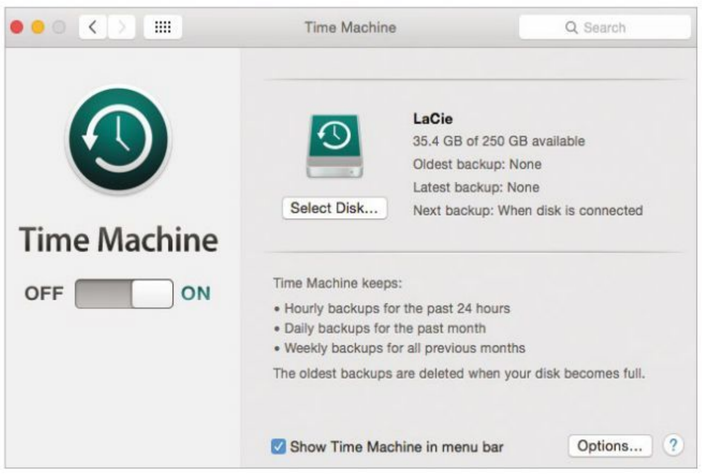
Not only can you talk to your Mac, it can talk straight back at you. Text to Speech can give you valuable audio feedback when your Mac requires your attention, speaking alert boxes and more. You can also choose your Mac's voice from a wide range of styles and speeds.

Inside System Preferences: System



Startup Disk

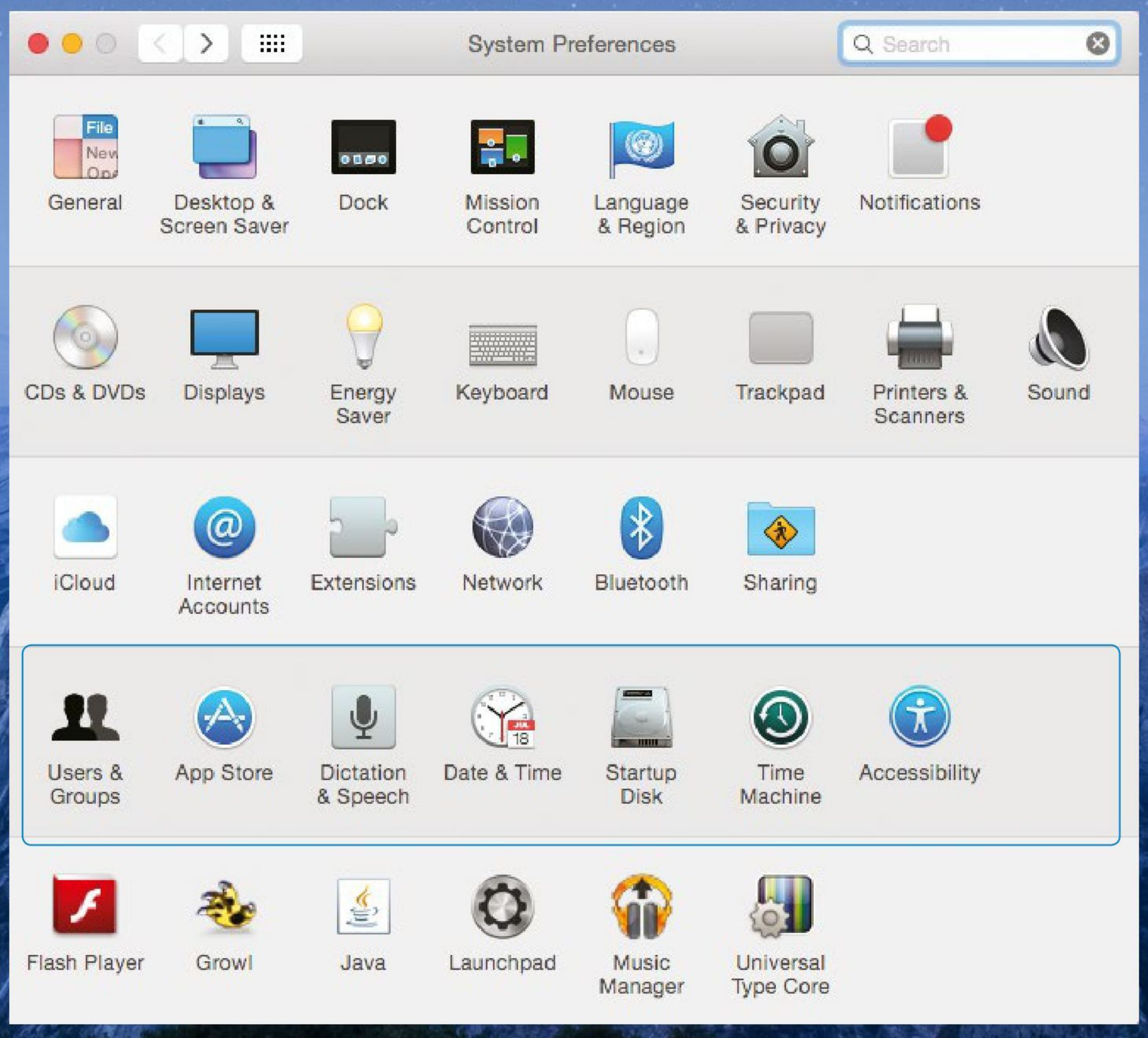
For power users with different versions macOS installed across multiple hard drives, this pane enables you to pick the drive you'd like to start from.



Time Machine

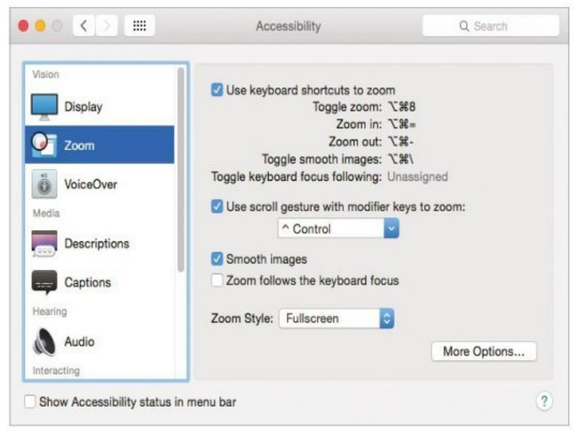
macOS comes with what is arguably the best 'set it and forget it' backup utility: Time Machine. Turn it on, select a disk and then rest assured that your data is safe.

"You can choose how often you would like it to check for updates or run a manual check yourself"



Software Update

Software Update runs automatically to ensure your Mac is always running the most up-to-date version of any Apple software you have installed, including macOS, iPhoto, iMovie, Pages and more. It lives inside the App Store app, but you can access Software Update via the App Store tab in System Preferences.



Accessibility

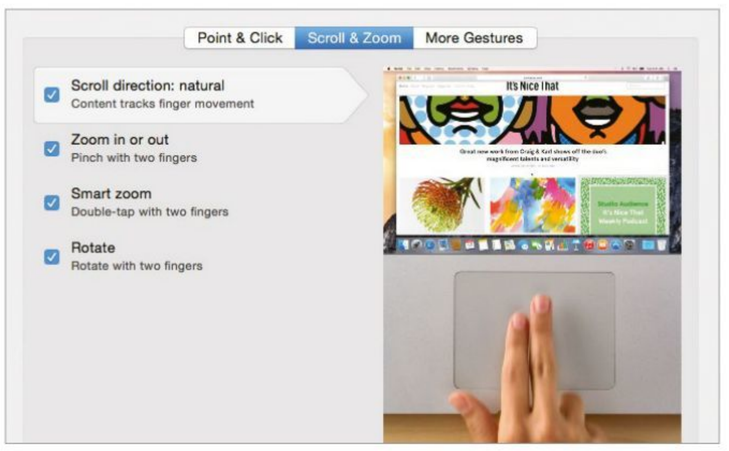
This pane houses all of the options to make the Mac much easier to use if you are visually impaired, hard of hearing or find it difficult to hold down multiple keys simultaneously. Here, you will find options relating to the display, keyboard, mouse and more, to tailor your Mac to your needs.

Tweak your trackpad settings in System Preferences

Learn how to change the settings in System Preferences to master multi-touch gestures

If multi-touch gestures, introduced with Snow Leopard, are the cornerstone of the macOS experience, then the trackpad can be seen as the bricks and mortar that holds it all together. Without the built-in multi-touch trackpad on the MacBook Pro or MacBook Air, or the amazing wireless Magic Trackpad, macOS and its features wouldn't run half as smoothly.

The trackpad settings pane in System Preferences helps to make that experience even better by allowing you to decide which gestures perform what action, as well as playing you a handy video of exactly how to perform them. It means you can make the trackpad work exactly how you want it to and tailor it to your needs. In this tutorial, we'll show you how to get the best out of this little-known feature in order to make the most of your macOS experience. It's an easy process that will soon have you finding your way around your Mac with smooth moves that suit you.



Using the preferences

Make the trackpad settings suit your needs with this window

MASTERING GESTURES

In order to get the most out of macOS, it's a good idea to get used to the gestures that will save you time. For example, pinching with your thumb and three fingers with a claw-like movement will bring up Launchpad, while pushing three fingers upwards will bring up Mission Control. Both gestures allow you to speed up things like organising your desktop and launching apps.

Tracking problems?

If your Magic Trackpad is slow or unresponsive, your first port of call should be the tracking speed slider in the trackpad settings. If that doesn't make any difference, try replacing the batteries in your trackpad and reconnecting

Video previews

Even if you don't want to change any of your trackpad settings, the video previews in System Preferences can really help you master some of the more tricky multi-touch gestures. They're time-savers and worth learning

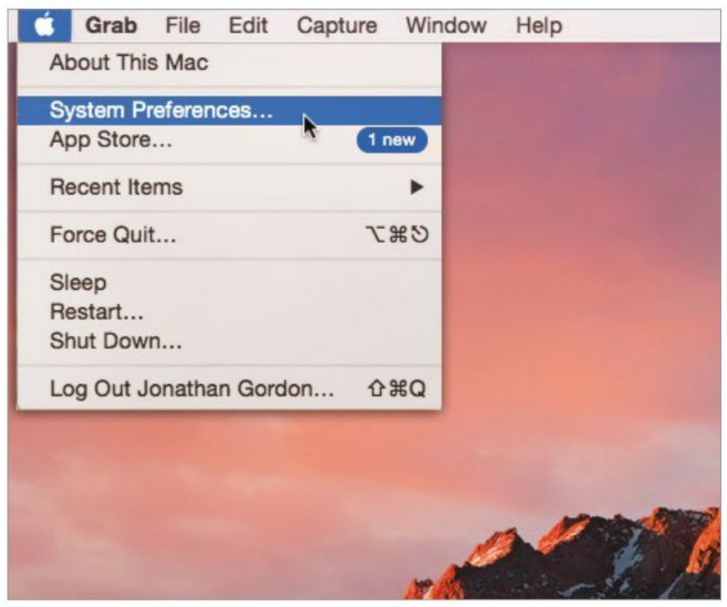
Tabs

Different trackpad settings are grouped under three different tabs – this makes finding exactly what you want to adjust a lot easier and quicker. It also helps to de-clutter what can often be confusing preference panes

Making settings simple

Recent versions of macOS have improved the UI of its trackpad settings by spacing out different settings and making it clear which ones relate to which gesture with the use of highlights, arrows and videos

System Preferences Tweak your trackpad settings

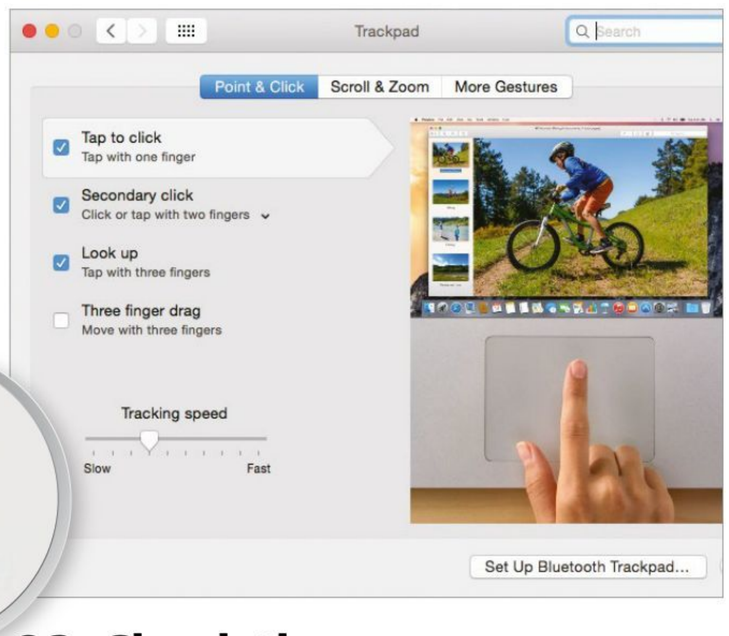


01: System Preferences

Click on the Apple logo in the menu bar, then click on System Preferences. Here you'll find all the settings for your Mac.

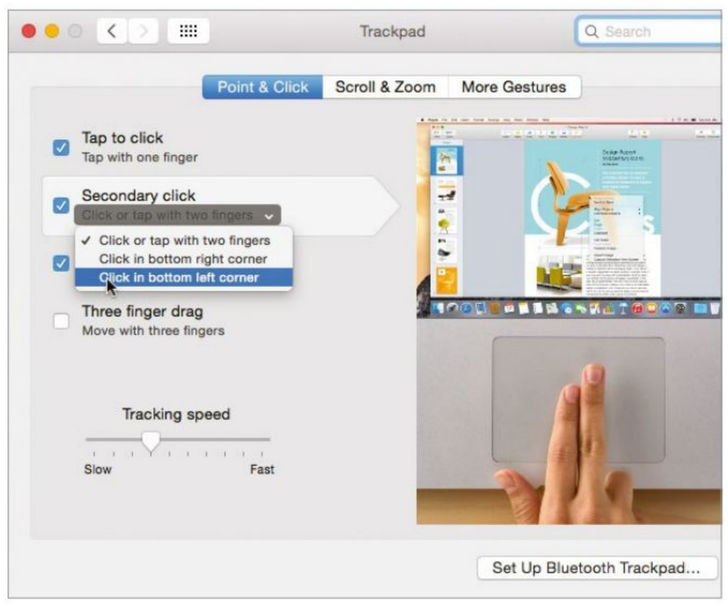
02: Find the icon

Click on the Trackpad icon in System Preferences – this is known as a preferences pane. When you install apps, they'll create preference panes here.



03: Check them

Trackpad settings are displayed as checkboxes; check or uncheck them to activate or deactivate the settings. A video description is included to help you.

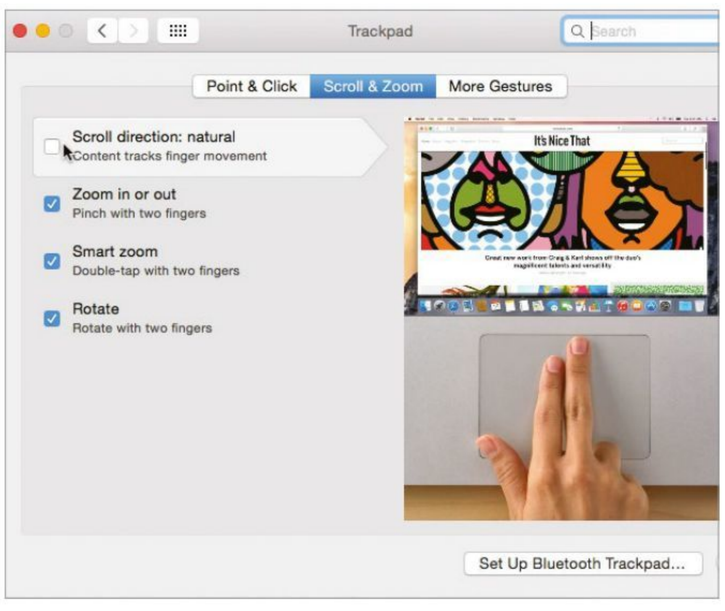


04: Change the gesture

Under some settings, you can change the gesture that controls them. Click on the drop-down menu and choose the gesture that best suits you.

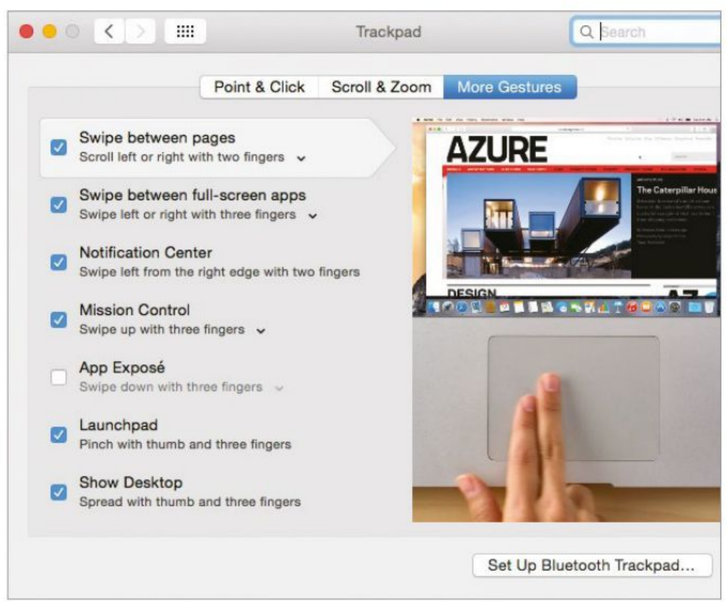
05: Hover and preview

A short video animation is displayed to help you understand how to perform different gestures. Simply hover over the gesture's name to preview.



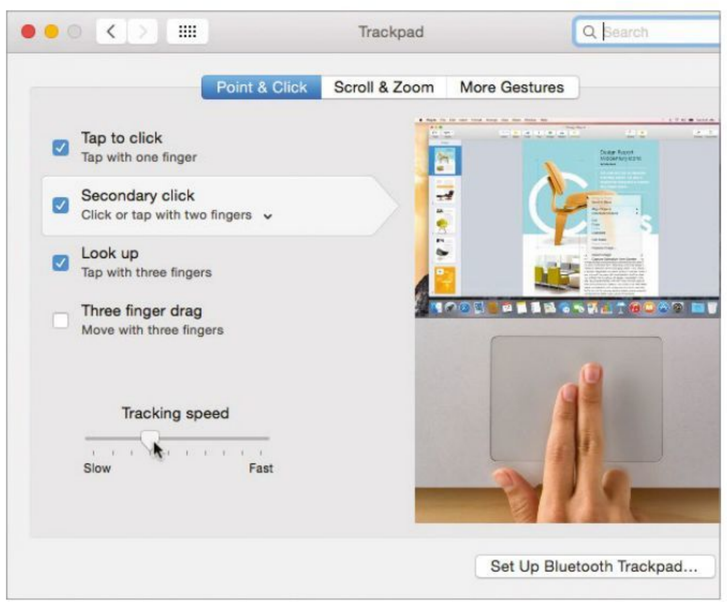
06: Different directions

Uncheck 'Scroll direction: natural' to revert two-finger scrolling to pre-Lion behaviour. Since then, content follows your finger movement.



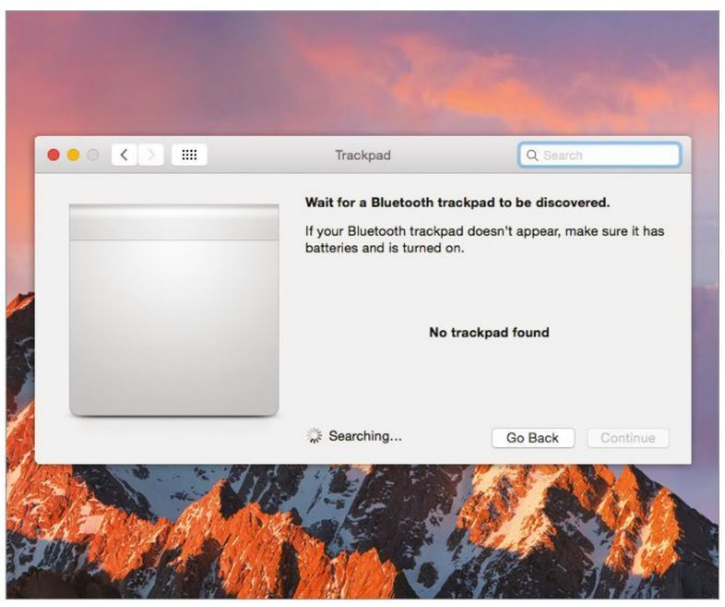
07: More Gestures

Under the More Gestures tab you'll find some of the more complex gestures. Make use of the videos to master these new features.



08: Tracking Speed

Drag the Tracking Speed slider to adjust the sensitivity to your finger movement. The faster on the slider, the more responsive it will be.



09: Magic Trackpads

If you own a Magic Trackpad, set it up by clicking 'Set Up Bluetooth Trackpad' in the bottom corner of the Trackpad settings window.

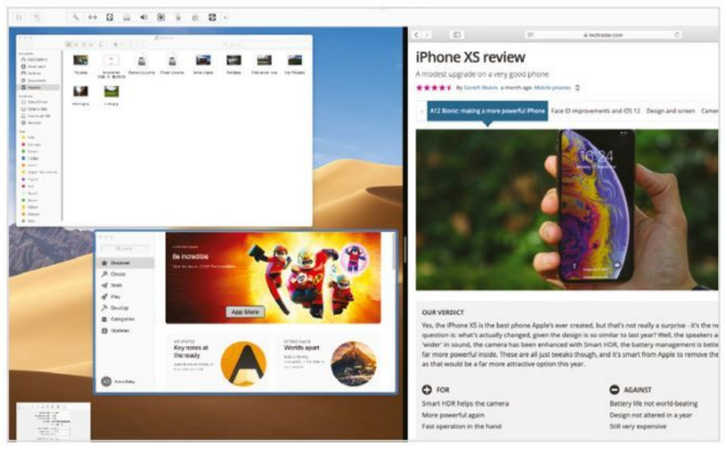
Set up and use Split View

Learn how to place two full-screen apps side-by-side with your Mac's multitasking feature

One of the many great features of macOS is Split View, a subtle tweak that is useful for streamlining the way you use more than one app at a time. Until now, any apps that were maximised to full screen dominated the desktop space individually, making it impossible to work across two side-by-side.

Split View rectifies this, enabling you to choose a pair of supporting apps that will share the current desktop space. Working hand-in-hand with a revamped Mission Control, Split View can be easily initiated using each app's green maximise button in the top-left corner. Hold this down and a blue overlay toggles the left and right sides of the screen, snapping current and neighbouring apps to the desired areas.

It's a neat trick and one to take for granted once you have mastered it. Read on to discover lots of ways in which splitting your screen can make life easier for you.



Split View in action

We take a quick look at how Split View appears while selecting a second app

Split View dividing line
When two apps are chosen and both screen halves occupied, you can shift the halfway point. Simply click and drag the thick black line down the middle of the screen left or right to adjust

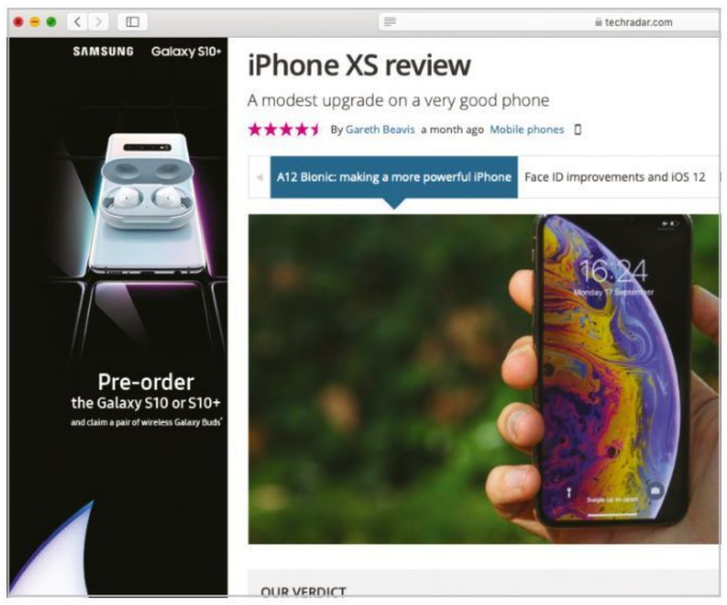
Things by half
In Split View, apps are maximised within just one side of the current desktop. With only one app selected on either side, clicking again sends it fully full screen instead

SPLIT SPLUTTERING?
If Split View doesn't seem to be working as expected, some users have found a fix worth trying. Open up System Preferences, via the Dock or from the Apple icon, picking the fourth icon from the top row to view Mission Control preferences. From here ensure that the 'Displays have separate Spaces' option is ticked before rebooting and trying to use Split View again.

Available apps
While initiating Split View and with a first app fixed, available apps are shown within the opposite vacant portion. Mouse over and click any of these to maximise alongside the first app, or use the desktop instead to exit

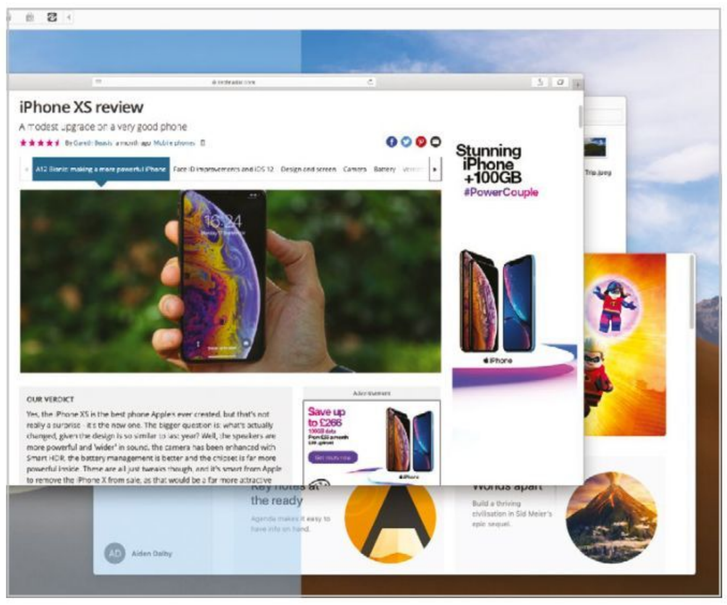
Unsupported apps
Any open and active apps that do not support Split View are shown as thumbnails in the lower corner. Hover over these and Split View will indicate 'Not Available in Full Screen' instead

Split View See in double vision



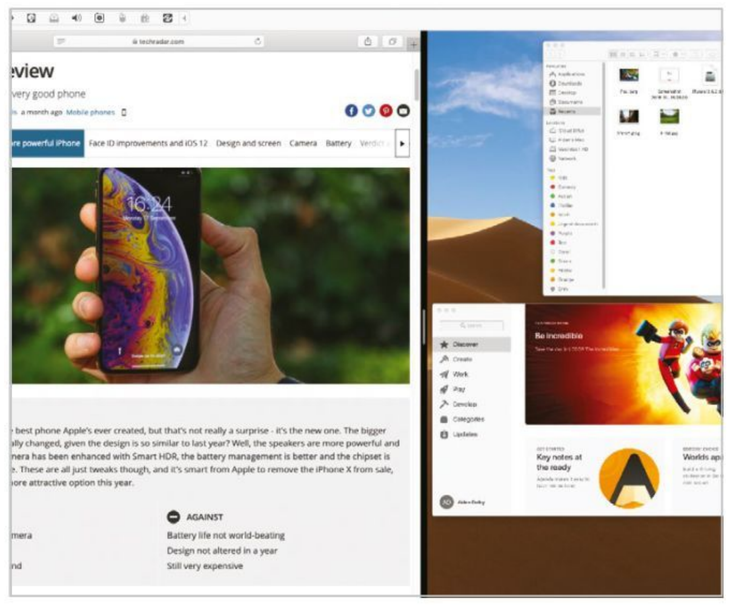
01: Green for full screen

Start with the round green maximise button on your chosen app. All Mac apps have these, the third of three, found within the top-left corner.



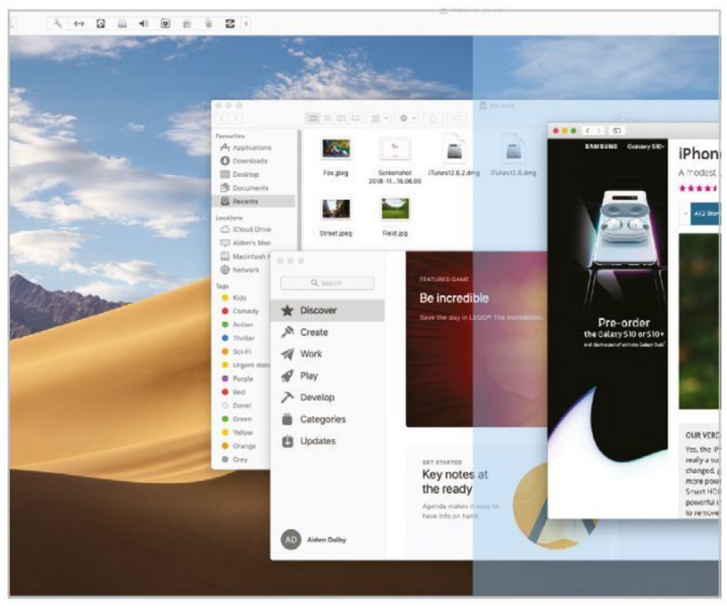
02: Click and hold it

Click and hold the green maximise button. If the app supports Split View, the desktop will show a blue overlay below a draggable preview of the app.



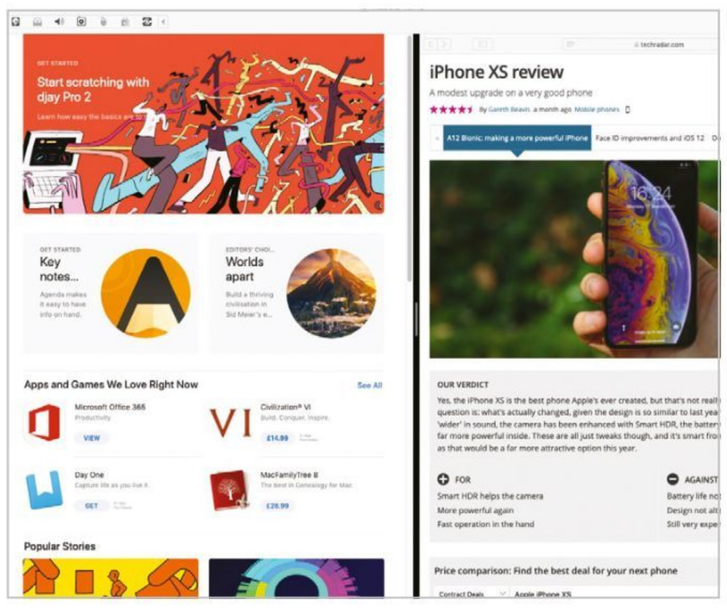
03: Game of two halves

If you release the green button without moving the app, it will maximise to fill the current half of the screen, then you can choose a neighbouring app.



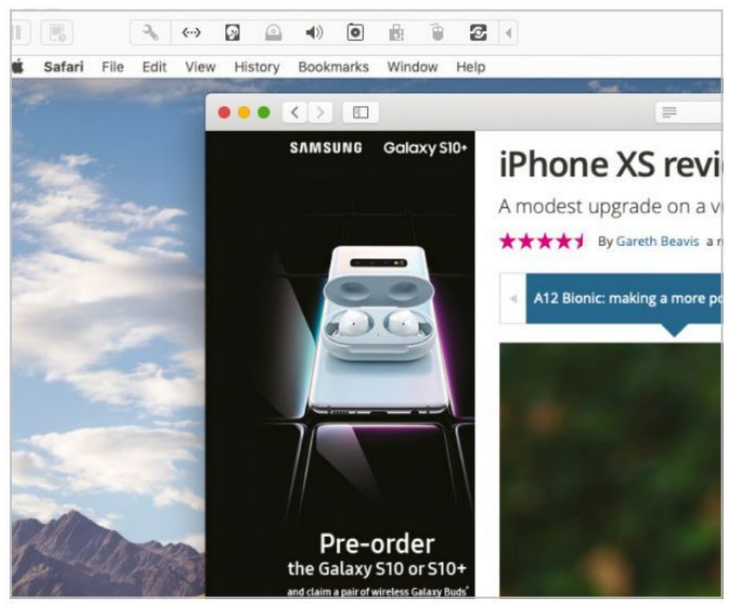
04: Switching sides

If you dragged the app to the opposite side of the screen, the blue overlay follows. Releasing the app maximises it to fill that half of the desktop instead.



05: Split or run

After one half screen is filled, you can now click on another app to occupy the other half. Click the first app again to go full screen or the desktop to exit.

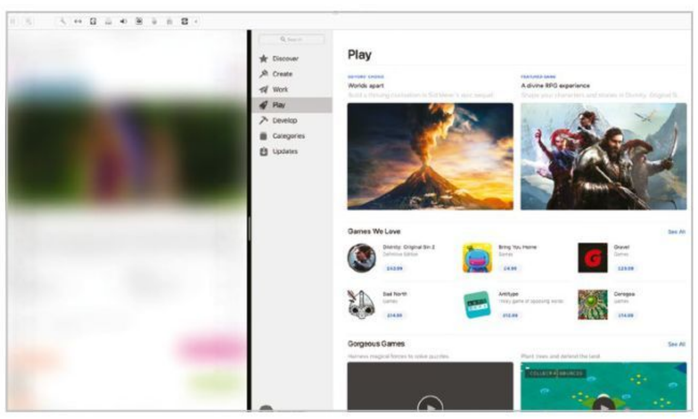


06: Split View

With both halves filled, you are now in Split View. Hover to the top of either app and click the green button to exit.

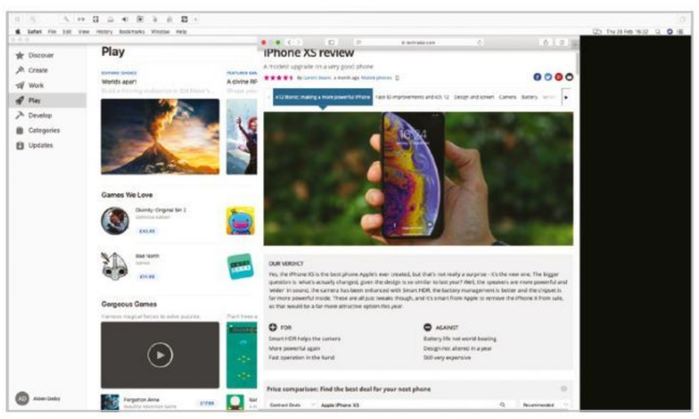
Manipulate Split View

Split View is all about improving workflow and the sense of focus between two apps in a busy desktop. It works in conjunction with Mission Control too, to negotiate windows within multiple work spaces. As we've seen it's easy to access, but also manipulate slightly once initiated. Chiefly you can then adjust the split point from halfway to give one app more screen estate over the other, while very easily dragging each app to swap positions.



01: Adjust the divider

Rather nicely within Split View you aren't forced to use an exact 50-50 split. With two apps side-by-side, hover the mouse over the black divider line. Click this line, hold and drag the divider either left or right to adjust.



02: Swapping sides

In addition, you can very quickly switch the positions of the two apps within Split View. Simply click one app, hold and drag the app across to the other side and watch the two obediently swap places as desired.

Recover files with Time Machine

Your guide to restoring lost and changed files with Apple's built-in backup app

A lot of the files on your Mac will no doubt be quite valuable. There are videos, photos, personal and work-related documents, and much more on the disk drive. How would you cope if you lost them? Fortunately, Time Machine aims to solve the problem by making backups – copies – of files, and storing them elsewhere in a safe place. If you lose a file for whatever reason, be it an accidental deletion or a disk fault, then Time Machine lets you recover it.

It is called 'Time Machine' because that's what it is. For all intents and purposes, it effectively allows you to go back in time, and if a folder contained a file last week that you can no longer find, then you simply turn back the clock and retrieve it. It's a brilliant feature, and not just for lost files; you can retrieve earlier versions of files that have changed, too. The latest Time Machine is the best yet, and you no longer need to have a second disk drive in order to use it.

Work with Time Machine

The key parts of Time Machine you need to know

macOS'S LOCAL BACKUP

Suppose your MacBook at home or work is connected to a USB disk drive in order to enable Time Machine to back up the whole hard disk drive. When you go out with your MacBook, that Time Machine disk is no longer available. Don't worry; since Lion, Time Machine continues to back up files by using spare space on the local internal disk.

Restore the file

You can select a single file or a whole folder of files in the Finder window, and click the big 'Restore' button. Ctrl/right-clicking a file reveals other options, such as 'Get Info'

Back and forth

Guess when your lost file is located by clicking a title bar in the stack, or by clicking the timeline. Then use the forward and back buttons to move one step at a time and find the file

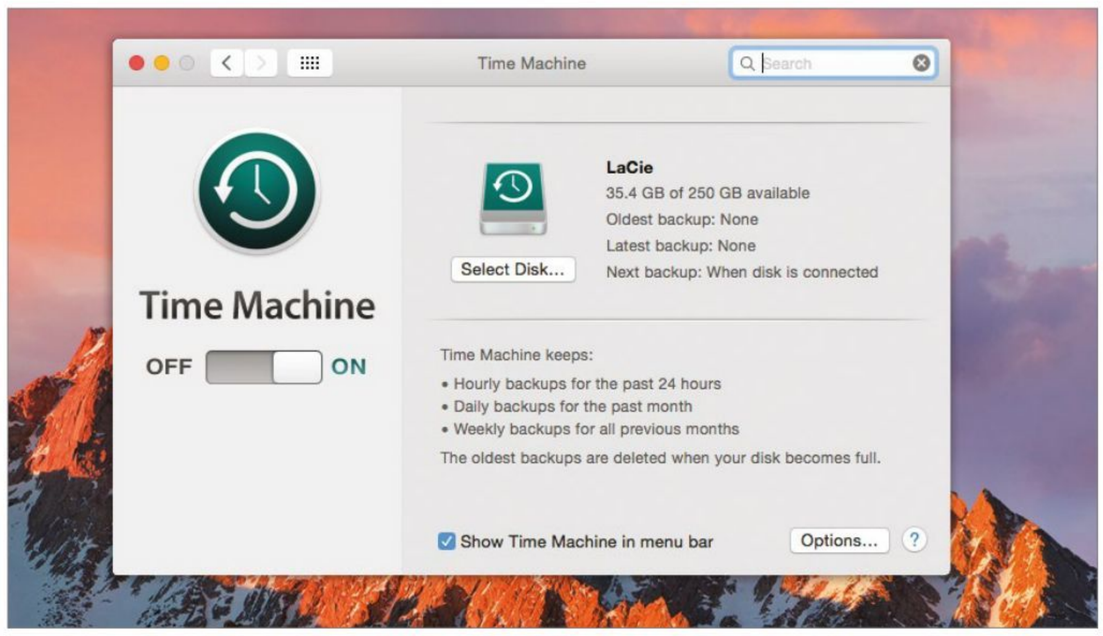
Browse the disk

Time Machine opens the current Finder window or the desktop. You can then navigate the disk, and change to any folder using the usual Finder features. The Sidebar shows Favourite locations

The timeline

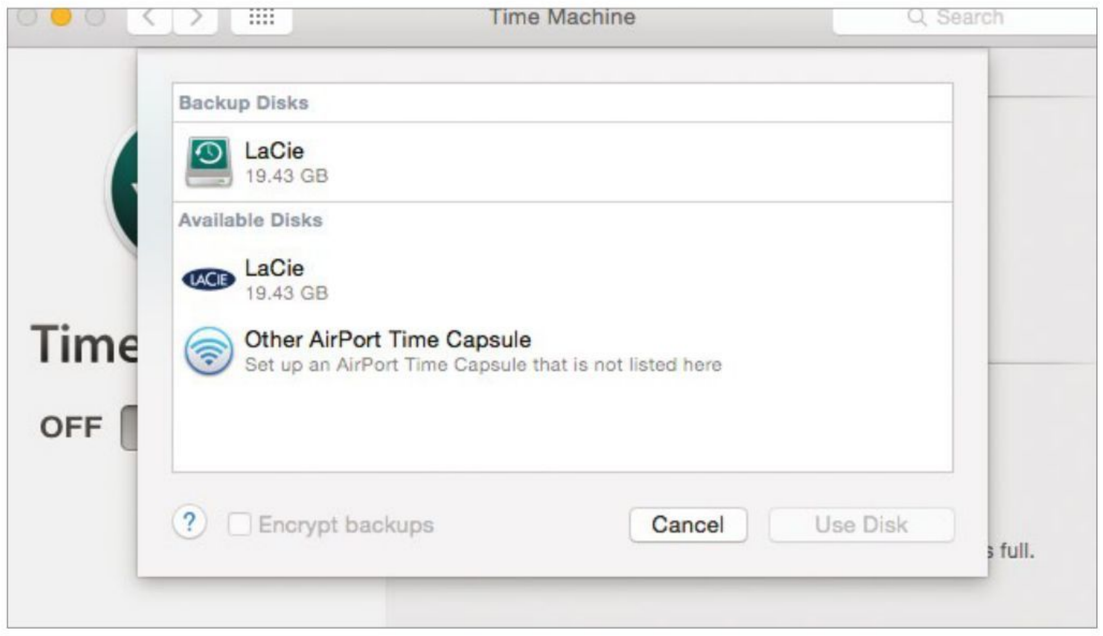
On the right is a timeline that stretches from the present back to the distant past. Dates where backups were made to the Mac's disk are in grey, and purple shows backups to a USB disk drive

Time Machine Find and restore lost files



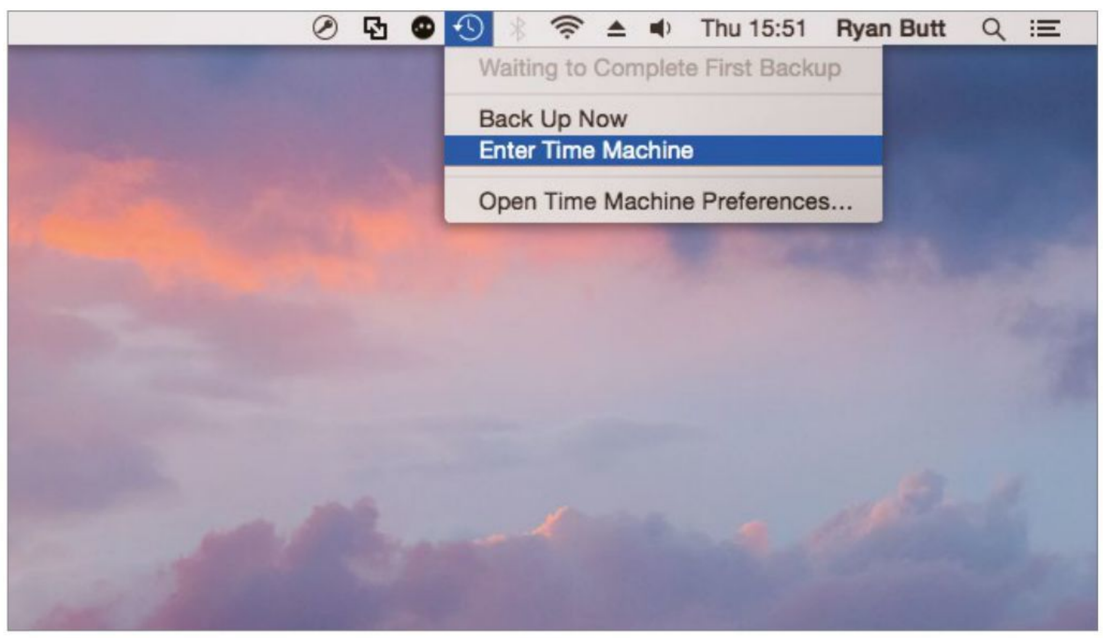
01: Turn it on

Go to System Preferences on the Apple menu, and click 'Time Machine'. There is a useful option to show the status in the menu.



02: Choose a disk

Click the 'Select Disk' button, and the disk drives connected to the Mac are displayed. Time Machine works best if you select a large empty disk.

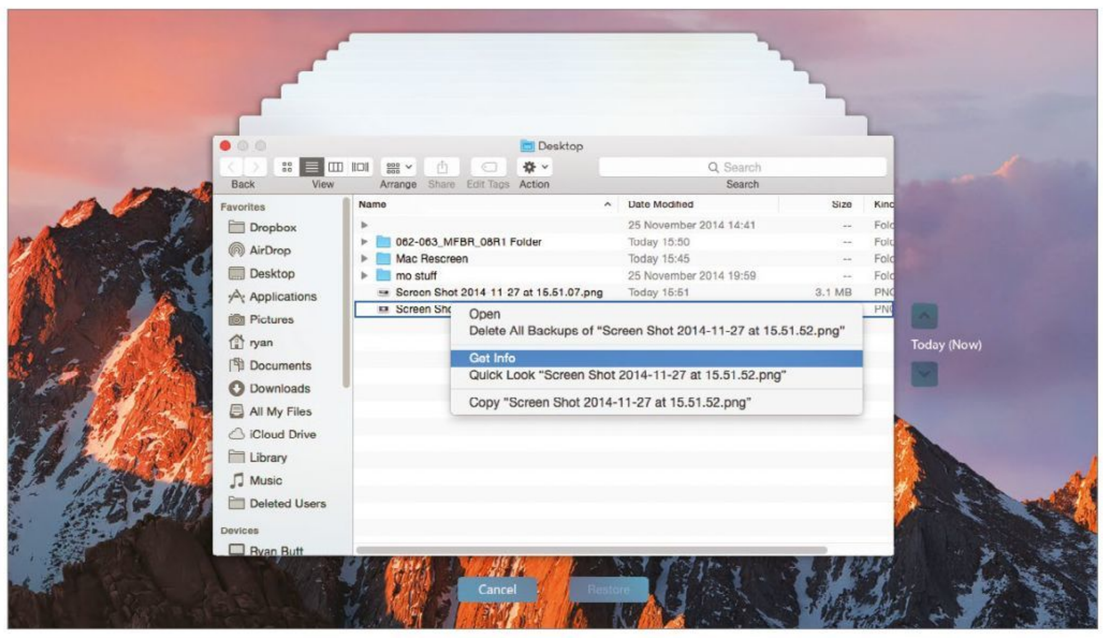


03: Enter Time Machine

Once set up, you won't notice it. Click the menu bar icon, and there are options to start a backup immediately, or enter Time Machine. Let's enter it.

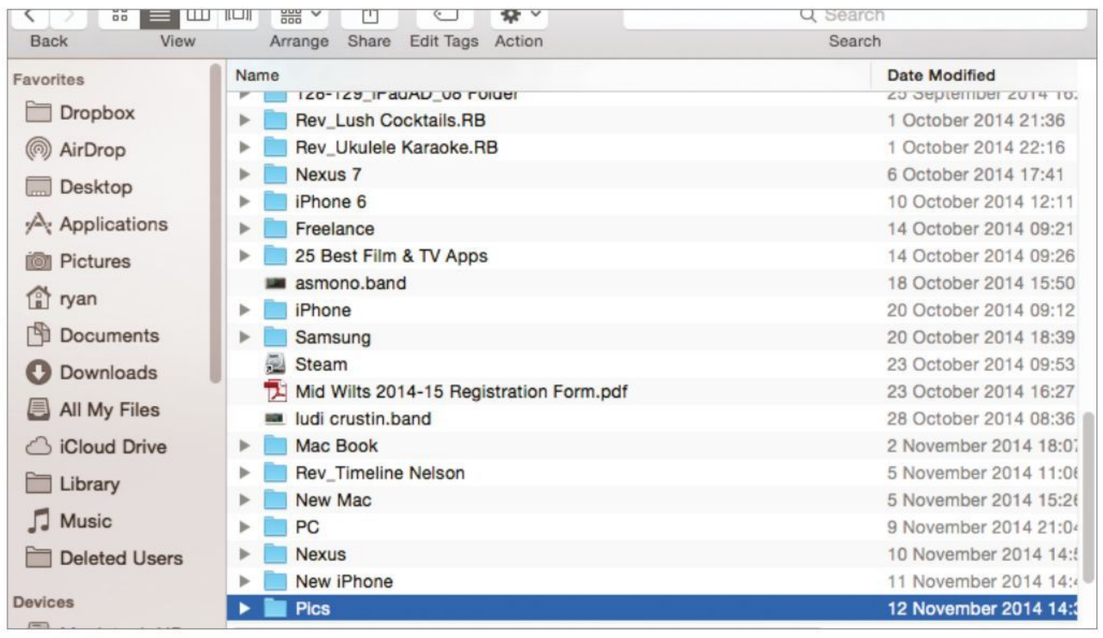
04: Browse the backups

A stack of Finder windows are displayed, and you can navigate the disk to any folder. Move back in time using the arrows or timeline on the right.



05: Select and restore

A file can be selected in the Finder window, but there are more options available by Ctrl/right-clicking. Alternatively, click on Restore.



06: Save the file

Time Machine asks you to select a folder in which to put the file. It can be put back in the folder it went missing from, or stored in a different one.

Use Disk Utility to check the health of your hard drive and repair it

Checking and improving the health of your hard drive is easier than you think. With a couple of clicks you can set your mind at rest...

It can become pretty scary when your Mac starts to show tell-tale signs of wear and tear. As well built as they are, like everything else on the planet, they are susceptible to the pitfalls of ageing. Prolonged use and writing and rewriting of data can cause things to slow down, and in some cases cause errors.

Luckily, Apple has made it very easy for you to check on the health of your hard drive. Using an application called Disk Utility, users can very easily check disks, repair damage and even erase free space to keep the volume healthy and happy. If used on a regular basis you can quite easily keep your hard drive from slowing down and retain that great snappy feeling you had when you first bought your Mac. You will also, with regular use, be able to spot any serious problems before they cause any devastating loss of data.

"Luckily, Apple has made it easy to check on the health of your hard drive"

Get a snappier drive with Disk Utility

Clearing free space on your drive can have a marked improvement on performance

Tab it up
Clicking here will take you to the Erase section. Be extra careful before you click anything here as you could wipe important files

Double check
Be sure that you are making changes to the correct disk. Check and double check before starting actions in Disk Utility

Erase Free Space
This will only erase space that isn't being actively used; so if you've done some house keeping and cleared a lot of files out then this is a good way to get some performance back as a result of the change

SERIOUS PROBLEMS
Disk Utility may not be able to repair serious problems, but it will definitely let you know if it spots anything untoward. Any serious problems will be highlighted in red and often there will be advice on the best course of action. In serious cases, this will be to contact Apple or a reseller.

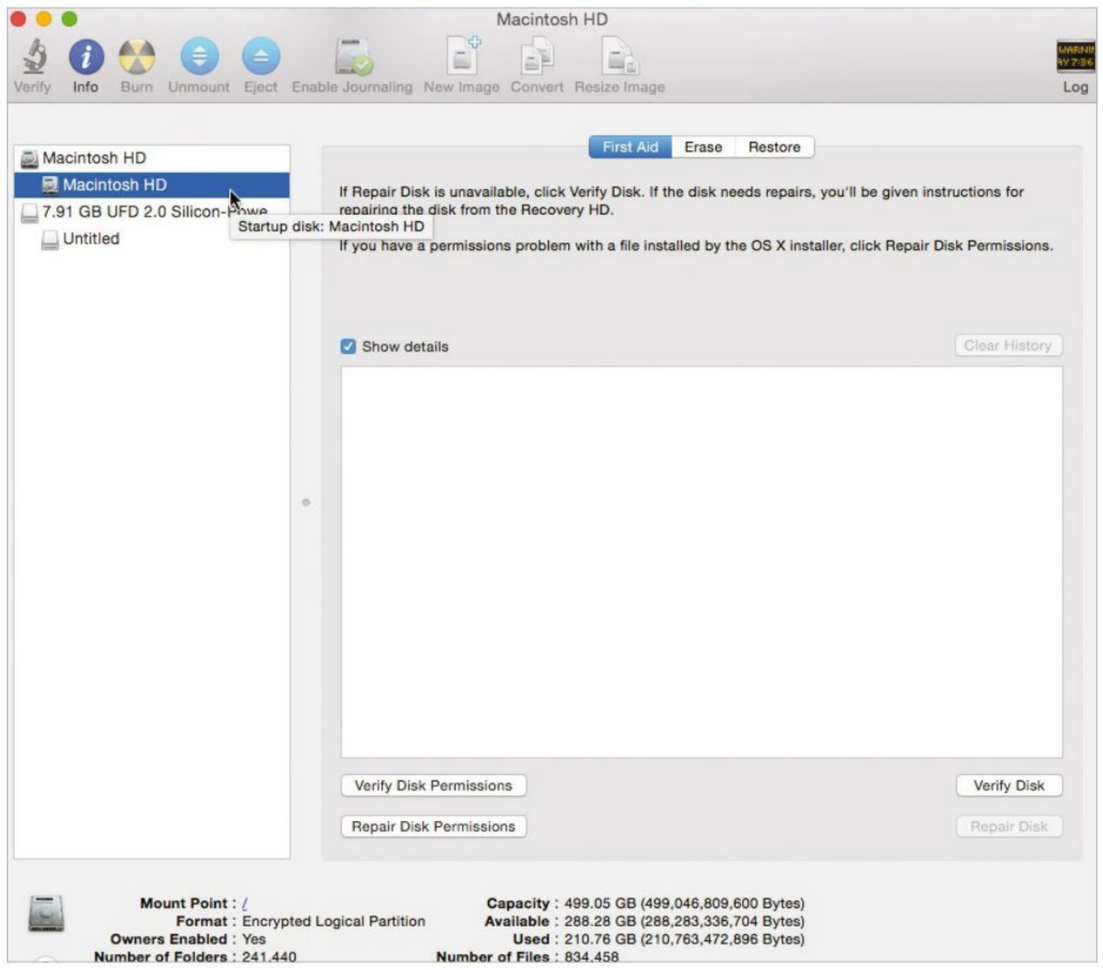
Erase options
Here you can choose the level of erasing you wish to use. The 35 step is the best, but it will take an incredibly long time. Pick whichever method suits you best

Disk Utility

Use Disk Utility to repair your hard drive

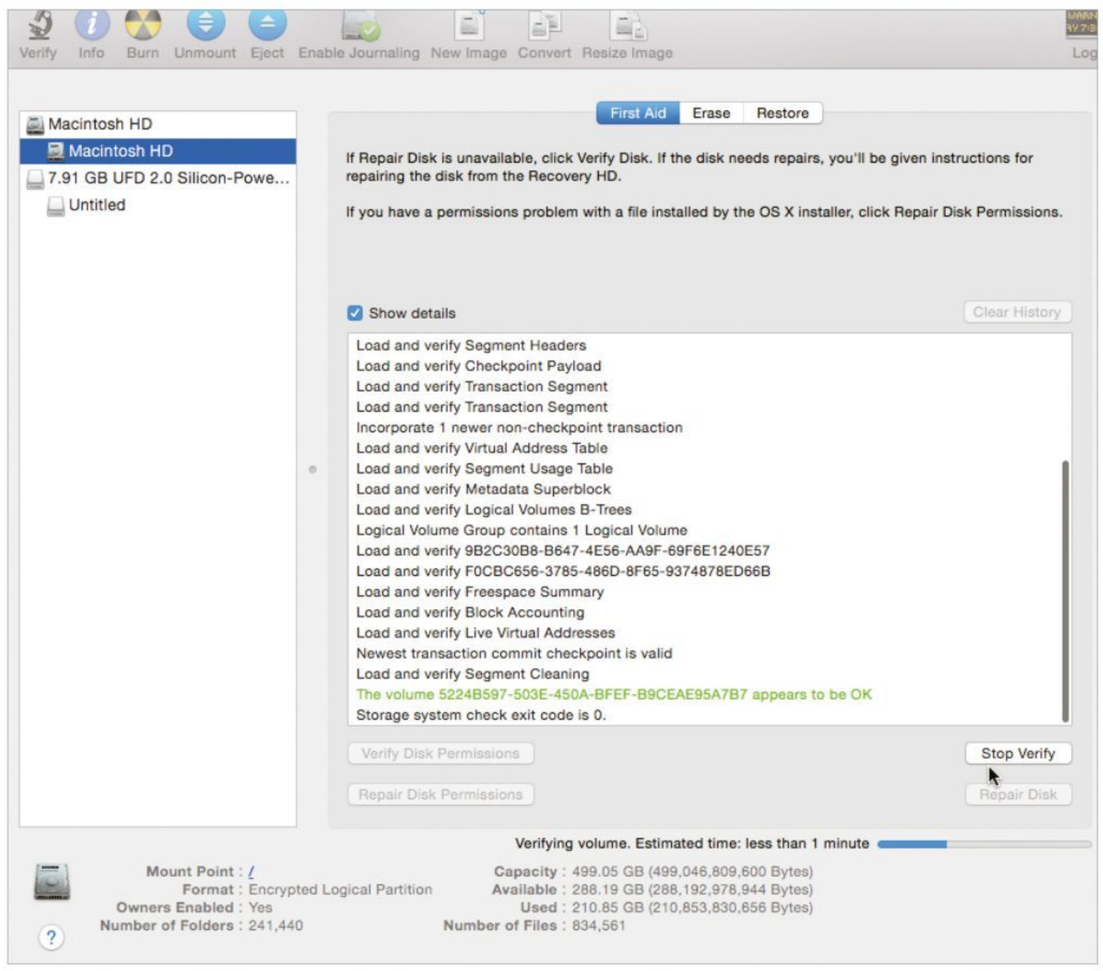
01: Load it

You can find Disk Utility by going to your Applications folder. Once you have navigated here, choose the Utilities folder and double-click on the Disk Utility app. Alternatively, use Launchpad from your Dock and navigate to the folder called 'Other'. You will find Disk Utility in here.



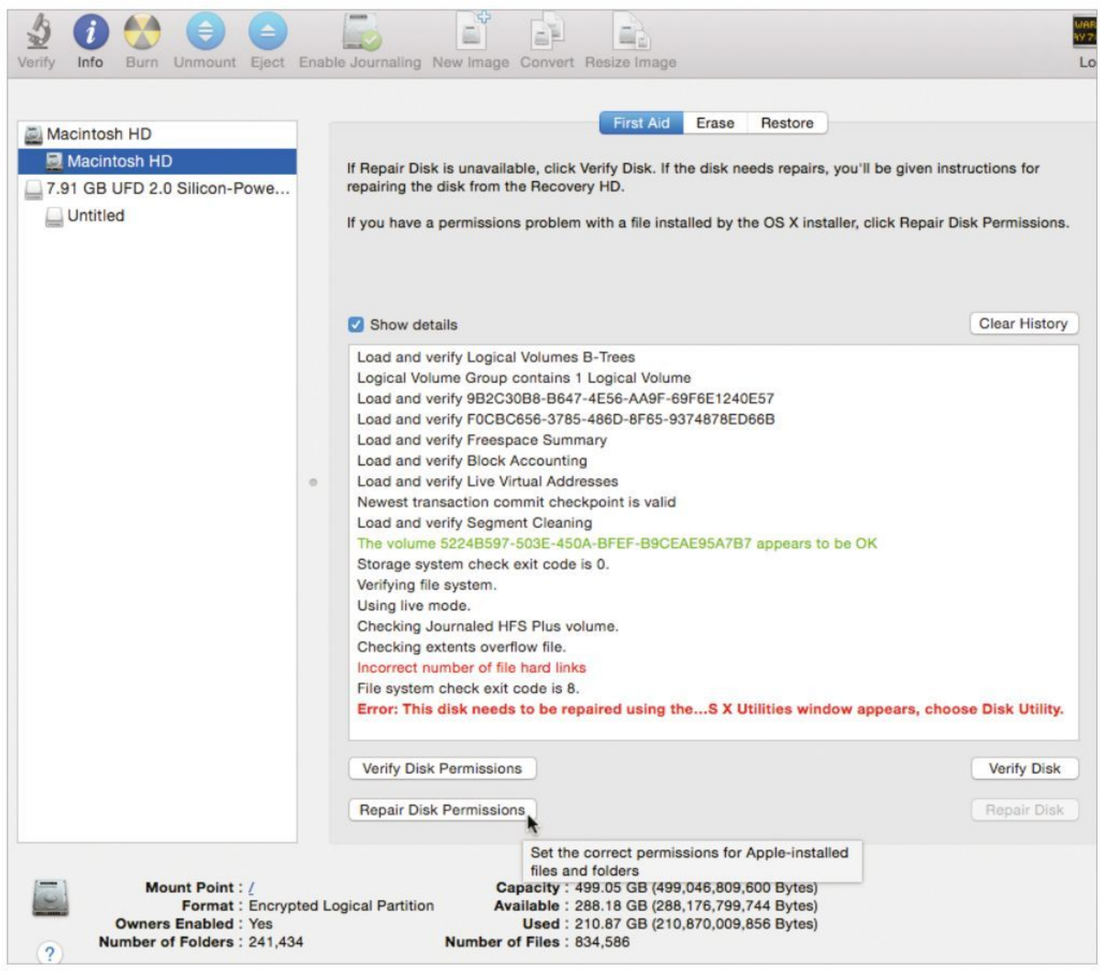
02: Pick a drive

The utility will work on any connected drive, including your startup disk. These will be shown down the left hand side. You just need to remember to click on the disk that you want to check before you start carrying out any specific actions.



03: Verify Permissions

Click the Verify Permissions button and the utility will begin checking the disk for any errors. Depending on the size of the drive and the speed of your processor, this could take some time so why not go and make yourself a cup of tea while you wait?



04: Repair Permissions

When the disk has been verified you should get a report detailing what it has found. If there are any warnings in there then you will need to click the Repair Permissions button. Again, this could take a while, so be patient. After that you're all done.

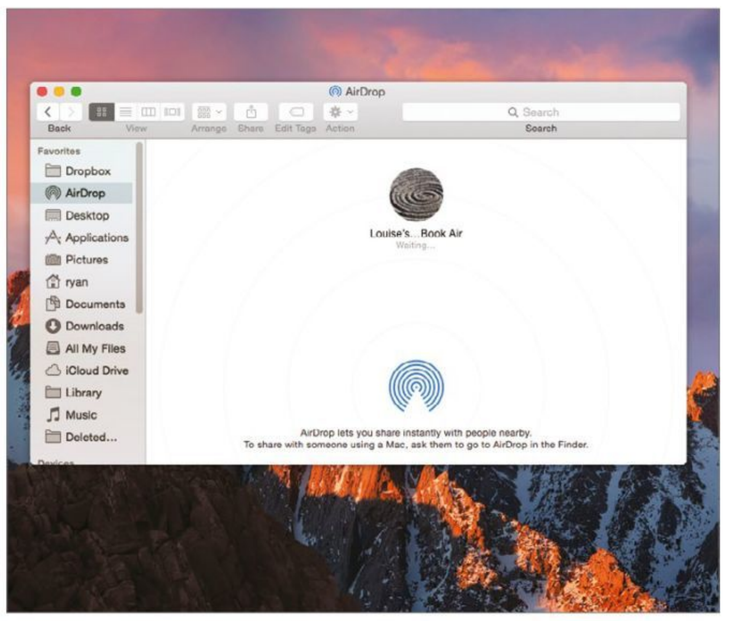
Use AirDrop to share files

Get to know AirDrop, one of masOS's most useful features for transferring files fast

Transferring files had, for a long time, been an incredibly tedious process. Before Wi-Fi was commonplace, users were forced to save their files to floppy disks and USB Flash drives, unplug them, plug into another device, then drag the files onto their desktops. Even now, for many users the process involves creating an email and sending it to themselves, a process that not only takes time, but also inbox space.

Since Lion, there's been a much simpler solution to this problem, and it's called AirDrop. When you open up the finder, you'll notice that there are a number of icons in the sidebar on the left hand side. One of these is the AirDrop icon, which is in the shape of a radar mast. Clicking this icon will start AirDrop, and any other users who have also opened the AirDrop section will appear in the finder window. From here, you can drag and drop documents, images, movies and more onto the icon and send them through the air quickly and simply in seconds.

"Drag and drop files and send them through the air"



The AirDrop interface

Find your way around the key parts of this sharing service

Multi-user
If there are a number of computers in the area with a recent edition of masOS installed, you will be able to view them all at once in the same window and drop your files into any one of them instantly

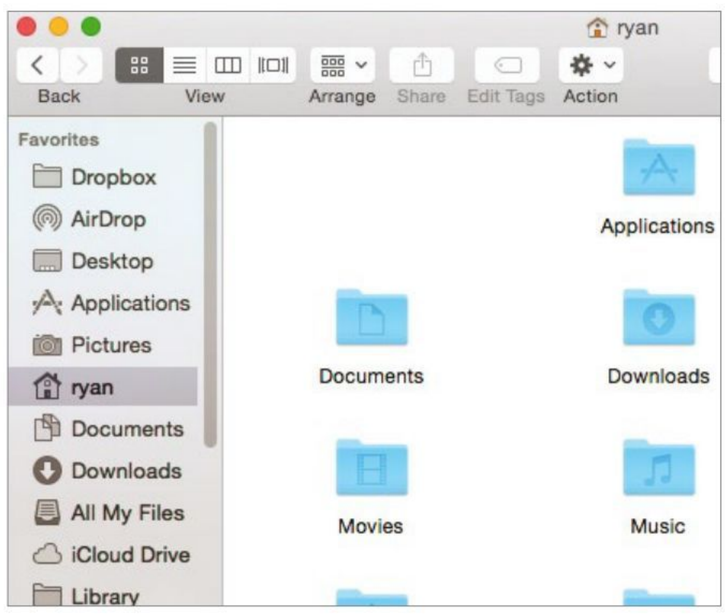
Get Info
If you Ctrl/right-click and select 'Get Info', this window will open. For most applications there is a lot of information, but for AirDrop, all you can really do is copy the icon from the top left corner

Scanning
The spinning radar icon shows that AirDrop is constantly scanning for other users while this window is open. They will need to open the AirDrop tab as well if you want to find them locally

WIRELESS NETWORK
Unlike applications like Dropbox and DropCopy, you don't actually need to be connected to a network to use AirDrop and share your files. When you open AirDrop, your computer will start sending out a wireless signal, and when other users do the same, the machines can detect each other. Even if there is no wireless network around you, you can still send files, as your Mac will create a temporary, secure network specifically for the transfer.

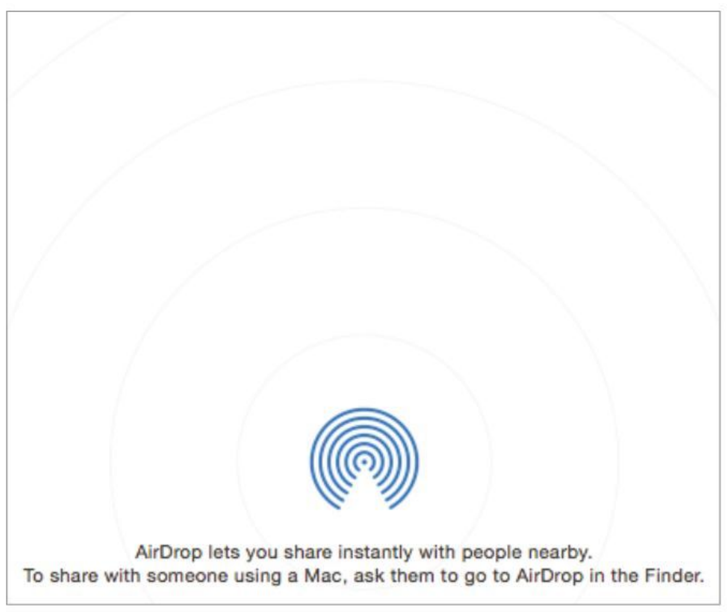
Limited options
Again, because AirDrop is a system-level application, you are severely limited by the view options. For most folders you could change almost everything, but this is strictly limited

AirDrop Transfer your files wirelessly



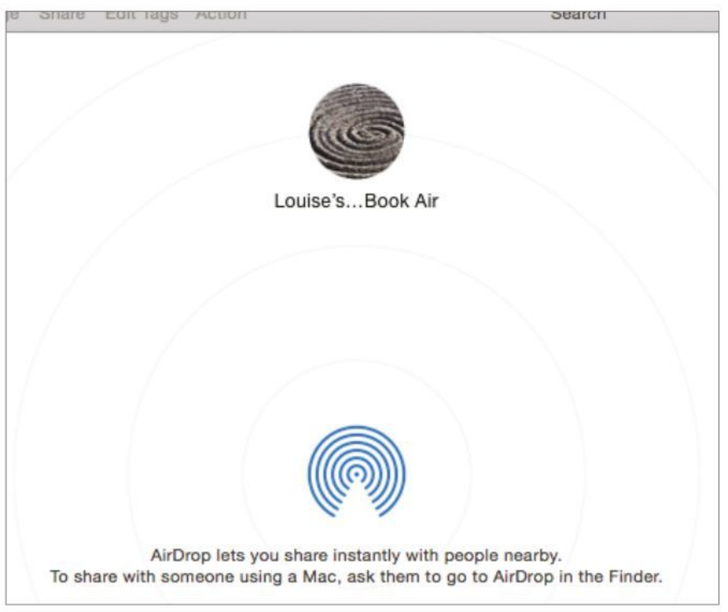
01: Find AirDrop

All you need to do to activate the system is open a Finder window and look in the sidebar. AirDrop is the circular icon with radio mast.



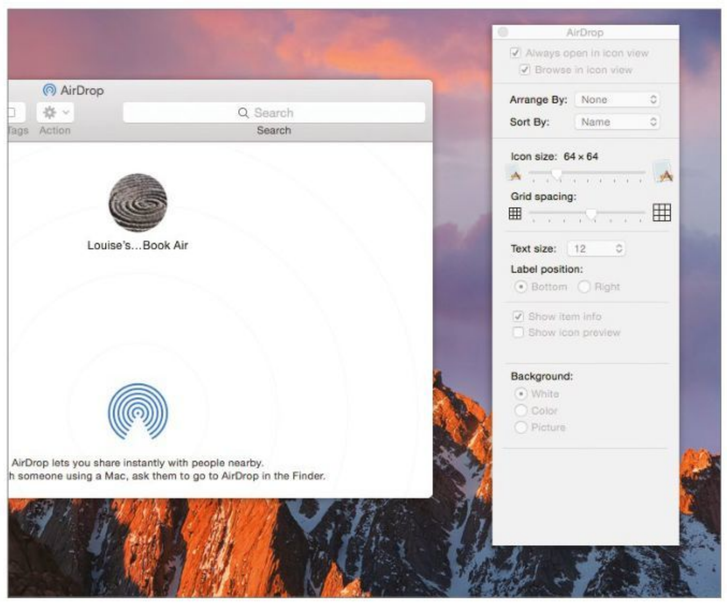
02: Radar on

When you click the AirDrop icon, it will display a radar-style display with a line rotating around the main AirDrop icon.



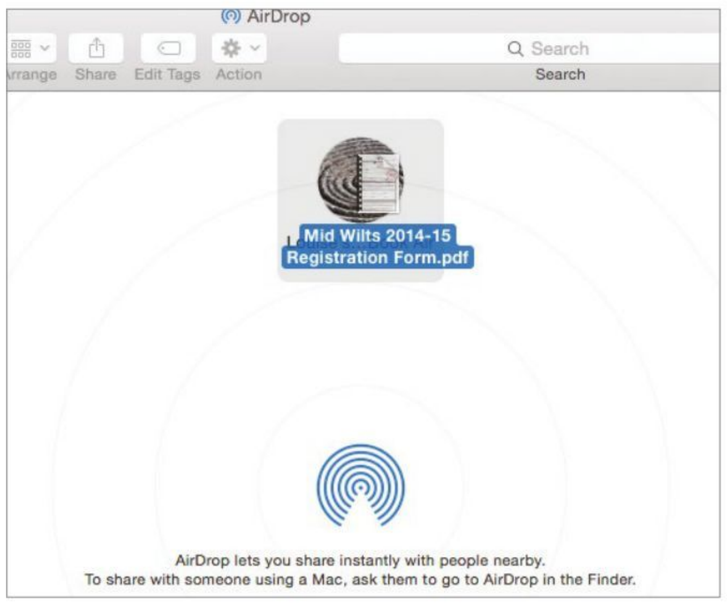
03: View other users

When another masOS user clicks on AirDrop, they will become visible in your AirDrop window. You can have more than two people at once.



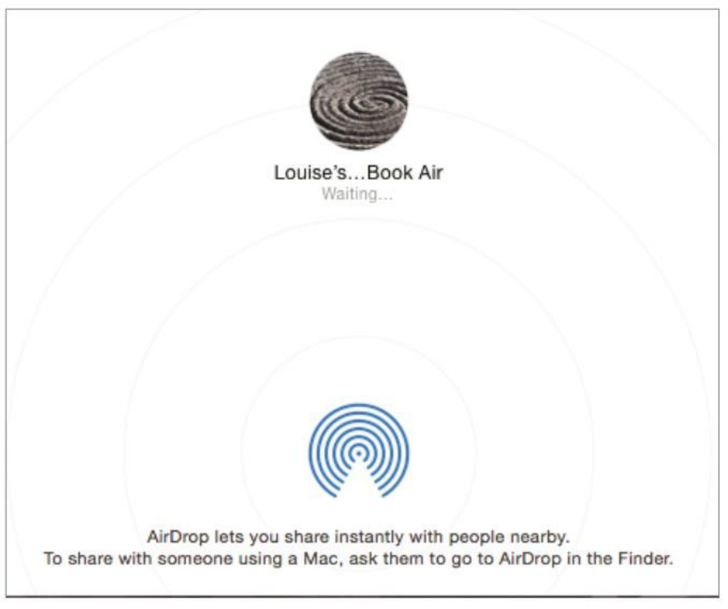
04: View options

If you Ctrl-click in AirDrop and choose 'Show View Options', you'll see a grey Menu. AirDrop is a system app, so you can't change view options.



05: AirDrop

When you have found the file you want to transfer, simply drag and drop it onto the icon of the person who has connected to you.

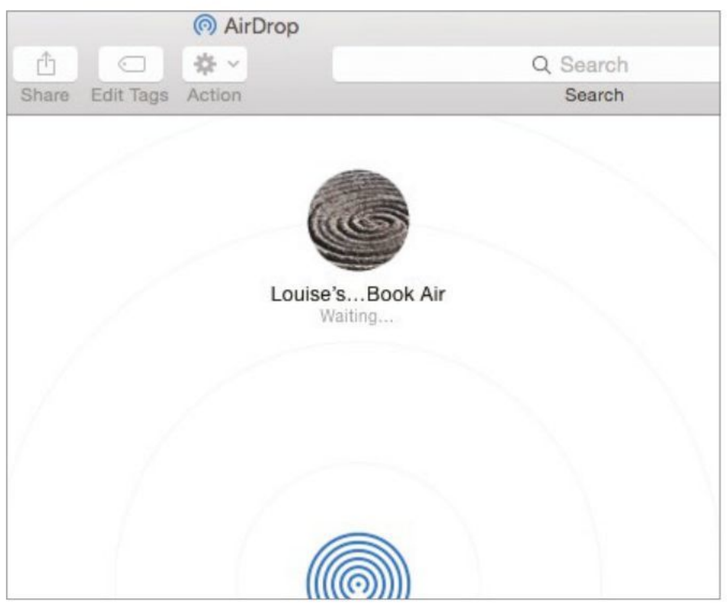


06: Prompted

Before it is sent, you'll be prompted to ensure this is the file you want to send. It will give you the full rundown of what you are transferring, and where.

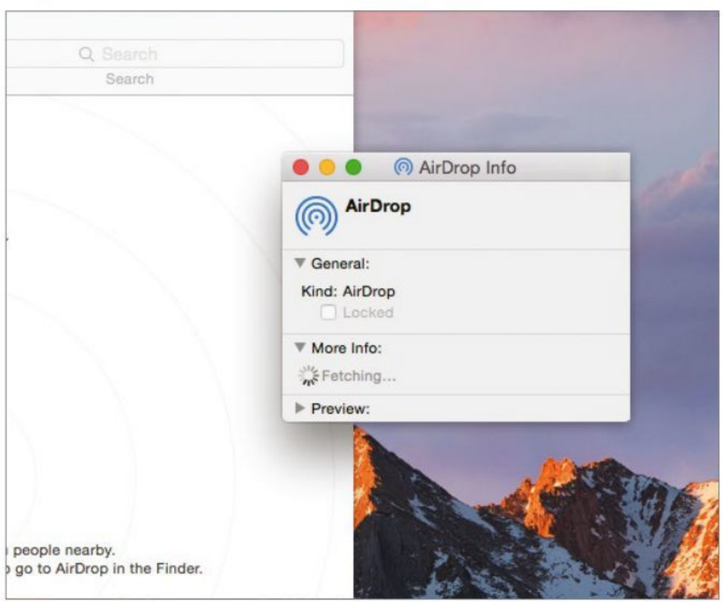
07: Receiving the file

On the other machine, a prompt will let you know someone is transferring a file. You have to choose an option before the transfer can begin.



08: Awaiting transfer

As the file is transferring, you will see a progress bar that circles the icon of the sender. It will meet itself at the top when the transfer is complete.



09: Find out more

If you want the AirDrop icon, click in the window and choose 'Get Info' to see this menu. Nothing can be changed about the file, as it's locked.

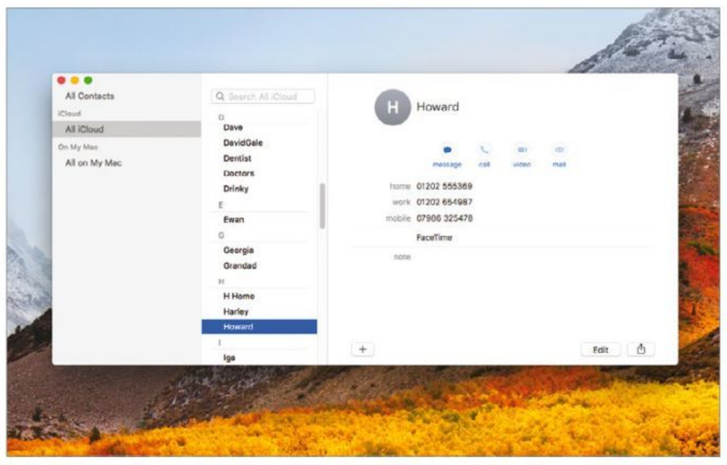
Set up and explore iCloud Drive

Access your files instantly – anywhere and at any time with one of your Mac's coolest features

iDisk was Apple's previous virtual disk drive, but with iOS 8 came a reinvention and a new name – iCloud Drive – and a whole host of new features to boot. Not only does iCloud Drive enable you to store any type of file up to 15GB in size, it syncs the documents created in your favourite Apple apps such as Pages and Keynote so they're ready for editing on your other Apple devices – like the Documents in the Cloud functionality.

In this tutorial we're going to walk you through the process of getting iCloud Drive set up and ready to use (don't worry, it's really easy). All you need to do is upgrade your Mac's OS to macOS High Sierra, which is available from the Mac App Store, totally free of charge.

"iCloud Drive syncs your favourite apps"



iCloud Drive Set up and use Apple's newest storage solution

01: Launch iCloud Preferences

Click the Apple logo (top-left). Select System Preferences from the drop-down menu, then click the iCloud icon.

02: Sign in to iCloud

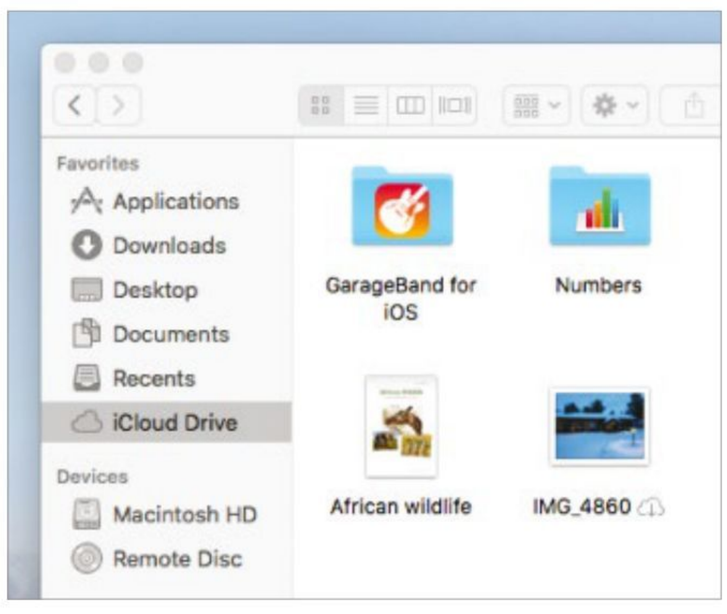
To sign in to iCloud, enter your credentials. If you are signed in, ensure there is a tick in the box next to the iCloud Drive option.

03: Activate iCloud Drive

Place a tick inside the iCloud Drive box. This will activate iCloud Drive for your iCloud account and move existing iCloud documents to the service.

04: Documents in the Cloud

Click 'Options'. Ensure that the apps you were using previously with Documents in the Cloud are ticked. This will move your documents over to iCloud Drive.



05: Access iCloud Drive

Access by launching Finder and selecting iCloud Drive. Create new folders or drag documents from your Mac's hard drive to iCloud for instant access.

06: Create new folders

To create a new folder, right-click in iCloud Drive and select New Folder from the drop-down. Or, click on the cog icon and choose New Folder.

Create a document

A quick overview of creating and saving straight to iCloud Drive

Launch Pages, Numbers or Keynote

Launch the Pages, Numbers or Keynote app from your Applications folder in Finder. If you don't have them installed on your Mac already, you can purchase or re-download them from the Mac App Store

View document in iCloud

To confirm that your document is being saved in iCloud, select the File menu and hold down the Cmd key. Click on the Save As option – the save location should be listed as iCloud Drive

Set save location

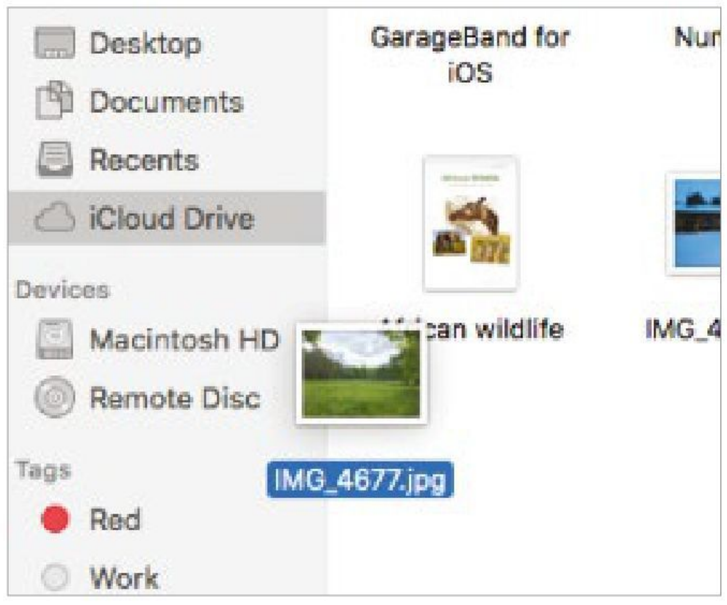
Select iCloud Drive from the left-hand column; alternatively, choose it from the Location drop-down menu in the top centre of the interface. This will be the save location for your new document

Create new document

To create the document, click the New Document button in the bottom-left corner of the interface. Choose a template for your new document and begin working on it in the app as you would usually

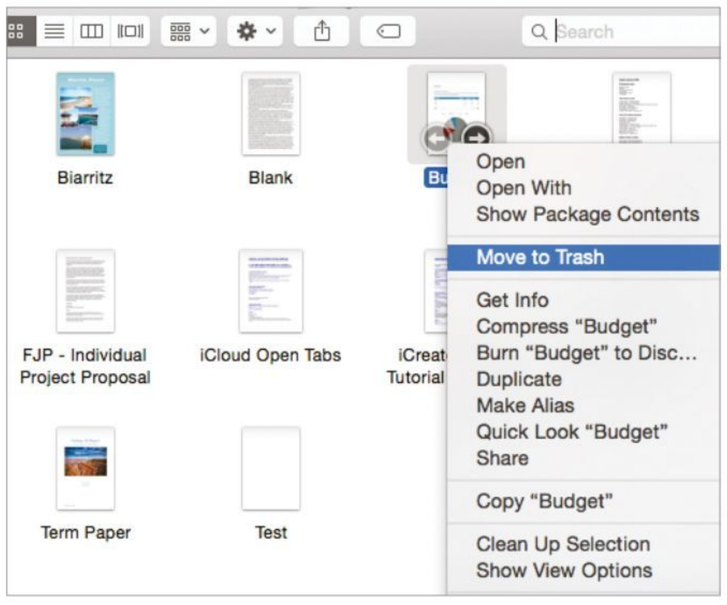
iCLOUD DRIVE SYSTEM REQUIREMENTS

iCloud Drive is only available on Macs running OS X Yosemite or higher and iOS devices running iOS 8 or later. If your Mac runs Yosemite but your devices run iOS 7 or earlier, your documents will not sync to all devices. The most recent macOS is available for free from the Mac App Store, while iOS is free to download on your iDevice.



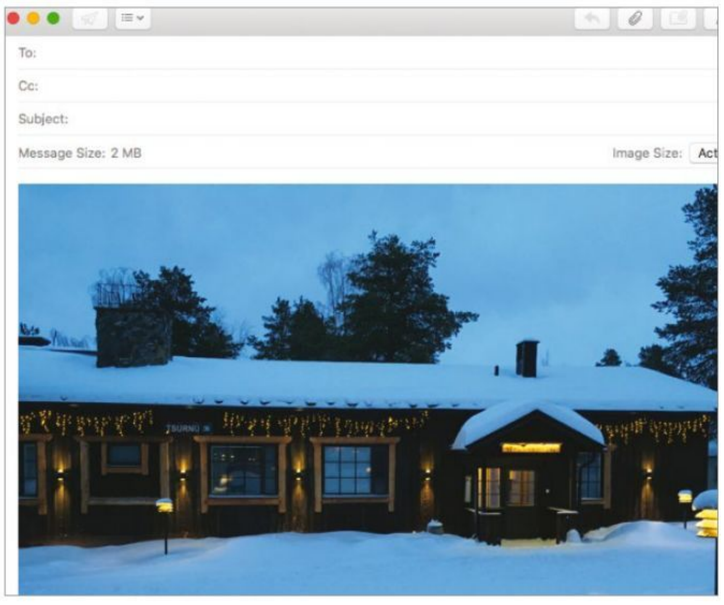
07: Add items to iCloud

To add items, drag and drop files from your Mac to the folder and they will sync to iCloud Drive – there are no restrictions on the file types you can add.



08: Delete unwanted files

You can delete files from any folder in iCloud Drive – including those for apps such as Pages. To do this, trash the file in the same way you would normally.



09: Share iCloud Drive files

You can share iCloud files and folders by clicking the item and selecting the Share icon. Choose your sharing method, then enter the recipient's details.

Get to grips with Family Sharing

Get to know AirDrop, one of masOS's most useful features for transferring files fast

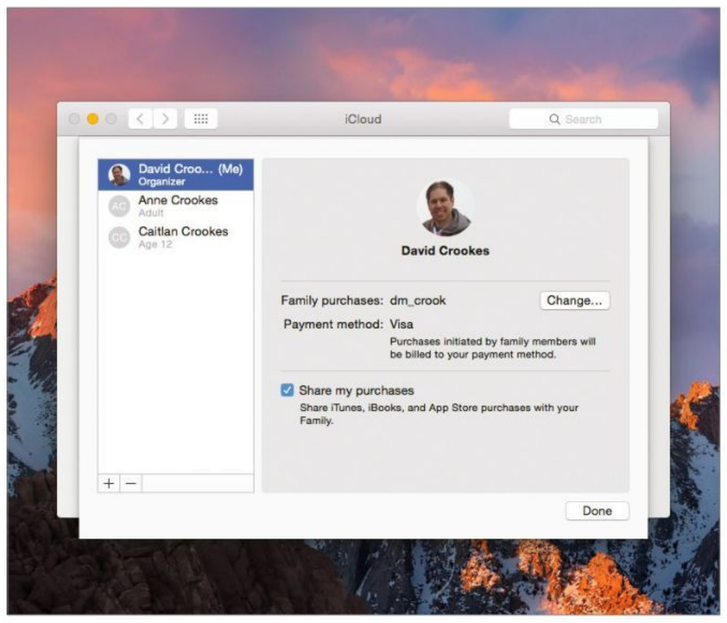
Does your household have more than one Mac? One for you, of course, but also others for partners, children, grandfathers and parents?

With Apple's Family Sharing option that was integrated into OS X Yosemite, you are able to link these accounts to one credit or debit card. So when an app is bought on one Mac, it will become available on another and the same goes for iTunes and iBooks purchases. That way, individual Family members don't have to splash out more than once.

You can add up to five family members to your Family Sharing account. Children under 13 can have their own Apple IDs and they can make purchases using it as long as they have your approval (or not – you can decide on this). You can also allow other adults to grant permission to children within the Family group.

What's more, all members have the option of instantly discovering each other's location. Of course, Family Sharing doesn't purely have to be about real-life families. You could easily set up work or hobby families too.

"Link your accounts to one credit card"



Set up sharing for a child

Have a child under 13? They can have Apple IDs too

Create an Apple ID
A child can have his or her own Apple ID and this will be usable across Macs and iOS devices. As part of the process, you will be asked to use the CVV number on your credit card to grant parental consent

Sharing your child's location
Want to keep an eye on your child when they are out and about? By sharing the child's location with your Family, their location can be obtained via Messages and Find My Friends

Add the Date of Birth
The Date of Birth is the most important part of the process because it will determine the services that will available to the child and it will also help from retrieving forgotten passwords

WHICH APPS CAN YOU SHARE?
Not all apps can be shared but you can clearly see which can and cannot by heading over to the Mac Store and looking under the Information section on the description page of each app. If it says no next to Family Sharing, the app cannot be shared.

Adding a child
Without an Apple ID, a child will be unable to participate in Family Sharing. You will need to click this '+' icon and then select 'Create an Apple ID for a child who doesn't have an account'

Family Sharing Setting up Family Sharing

01: Open System Preferences

First of all, go to System Preferences and click on the icon for iCloud. To the left of the iCloud window is an option which states Set Up Family. Click on this.

02: Choose an organiser

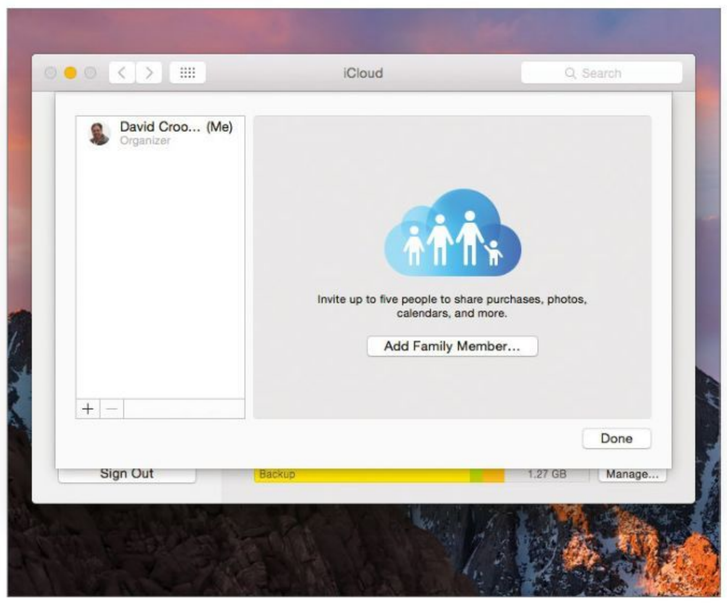
One person can become the Family organiser. If you want to be the organiser, your credit or debit card will be used by default and you can invite others.

03: Select an account

Verify here to share purchases made with your Apple ID with your Family or select Use a Different Account. Confirm that your payment card is correct.

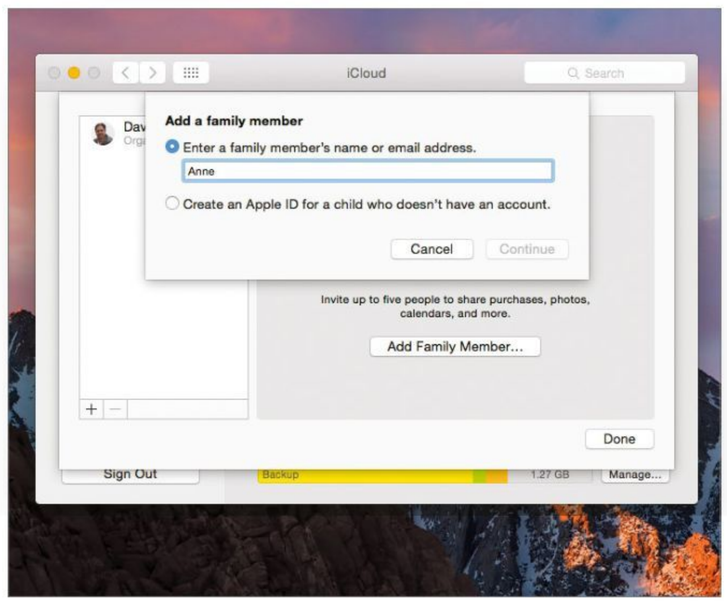
04: Share your location

A benefit of Family Sharing is allowing other Family members to see your location via Messages and Find My Friends. Just click Share your location.



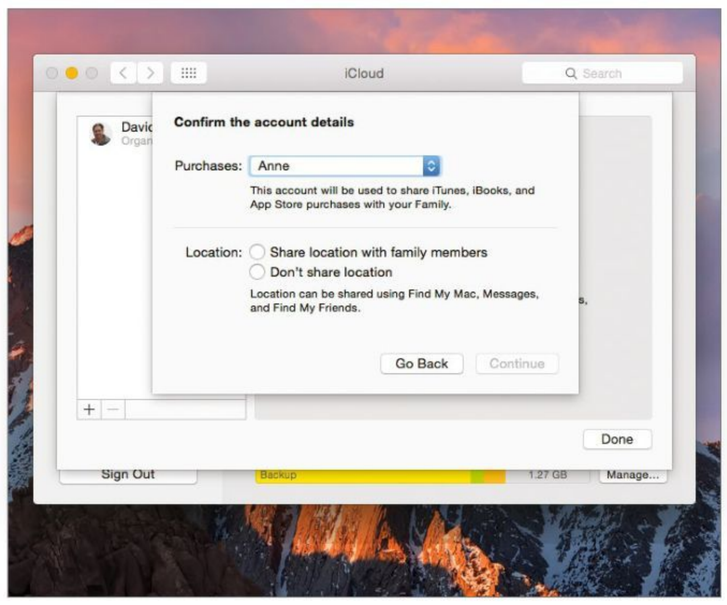
05: Add Family members

Now you are set up as the Organiser of your family, you can invite up to five people. To do this, click Add Family Member or select the '+' icon.



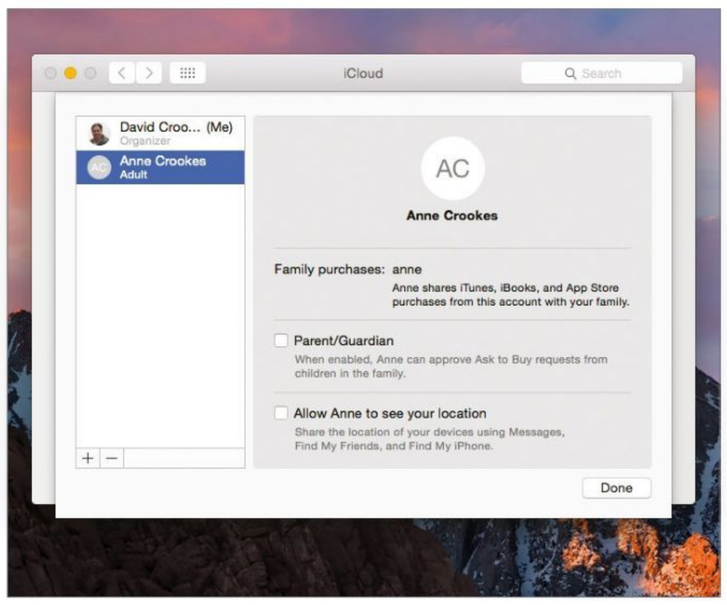
06: Input a member's details

Enter a family member's name or email or create a new Apple ID for them. The member can enter their password immediately or receive an invitation.



07: Confirm the account

Purchases made by the new Family member will be shareable with other members. The new member can choose whether to share locations or not, too.



08: Toggle the settings

You can make more amends, like whether individual members can view your location and setting people up with parent and/or guardian status.

09: Settings for children

If you have a child under 13, you can ensure that their purchases in iTunes, iBooks and the App Store need your approval. Tick Ask to Buy on their profile.

Understand Apple apps

Discover how to use the essential Apple apps to enhance your lifestyle and boost productivity

"Apple's built-in software is second to none. You'll be amazed at what you can achieve on your Mac without having to install anything extra"

86 Set up an email account on your Mac

88 Master your preferences in Mail

90 Browse the internet

92 Surf the internet with Tab View in Safari

94 Start using Apple Maps

96 Find your way with Apple Maps

98 Get to know the Mac App Store

100 Create a Mac App Store account

102 Download apps from the Mac Store

104 Delete and reinstall apps on your Mac

106 Get started with iTunes

108 Download music from the iTunes store

110 Set up Apple Music

112 Rent and buy movies on iTunes

114 Navigate Books

116 Get organised with your Calendar

118 Add a note to a Calendar event

119 Add an alarm to a Calendar event

120 Set up Messages

122 Discover FaceTime for Mac

124 Navigate News

Set up email on your Mac

Follow these steps to get started and send and receive your emails with ease using the Mail app on the Mac

It's easy to overlook Mail on the Mac when we're accustomed to browsing emails on the web. And with social networking becoming ever more popular, many people will communicate solely through the likes of Facebook and Twitter. However, if we're lucky enough to own an iMac or MacBook, we really should make use of our sophisticated machines and allow them to do what they do best: make life a whole lot easier! Mail on the Mac is a smart way to manage your emails as you work and play.

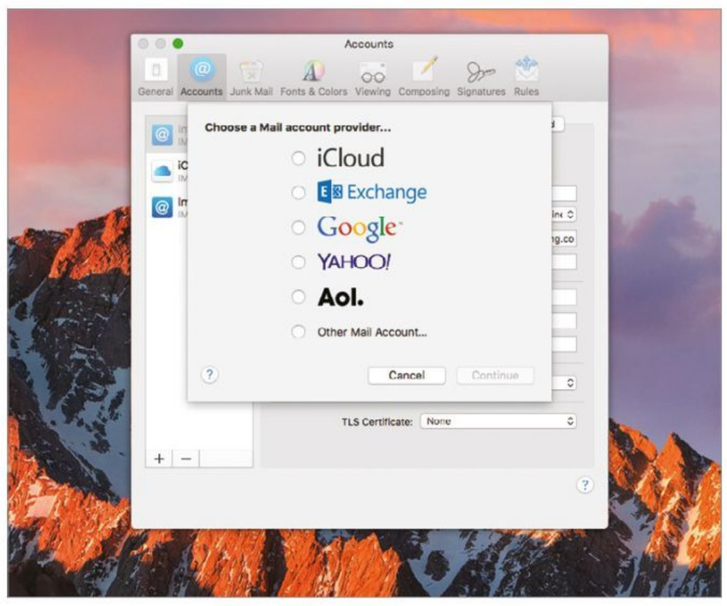
Now, the beauty of your Mac is of course its simplicity. But when that simplicity is a new application staring at you expectantly, it can feel a little intimidating. Pushing buttons at random in the hope you will eventually work it out is never going to be the best approach, so with this helpful little guide to setting up Mail on the Mac, we'll have you sending and receiving emails to and from your favourite people in no time. We'll also show you how to customise your messages to give them that personal feel, and explain how to attach documents and keep the Mail interface clean and tidy so you know where all your messages are.

"Mail on the Mac is a smart way to manage your emails as you work and play"

Mail Get your mail up and running

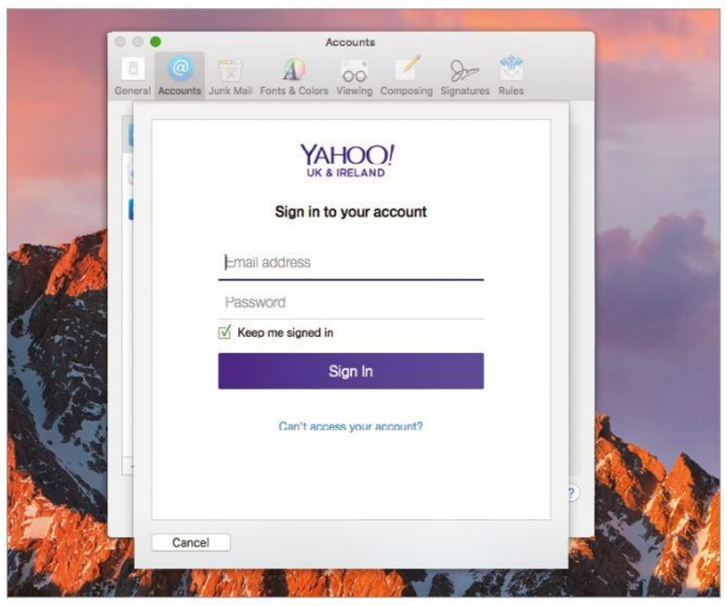
01: Run Mail

Click on the Mail icon in your Dock to kick it into motion. After a quick bounce, you should be prompted by a Welcome to Mail pop-up window.



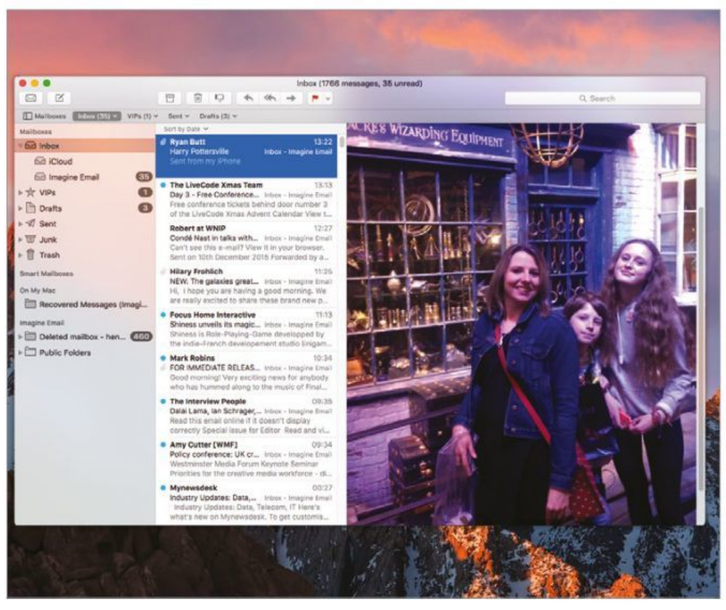
02: Mail's Setup Assistant

This wizard can configure accounts that use the most popular email services, including Gmail and Yahoo. Choose your favourite.



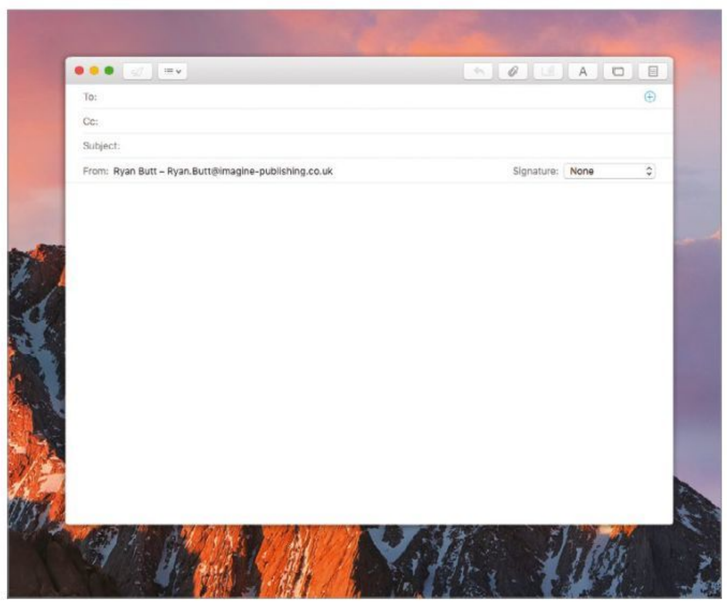
03: Enter your details

Enter the full name, email address and password for your existing email account the same as you would in the browser of your service provider.



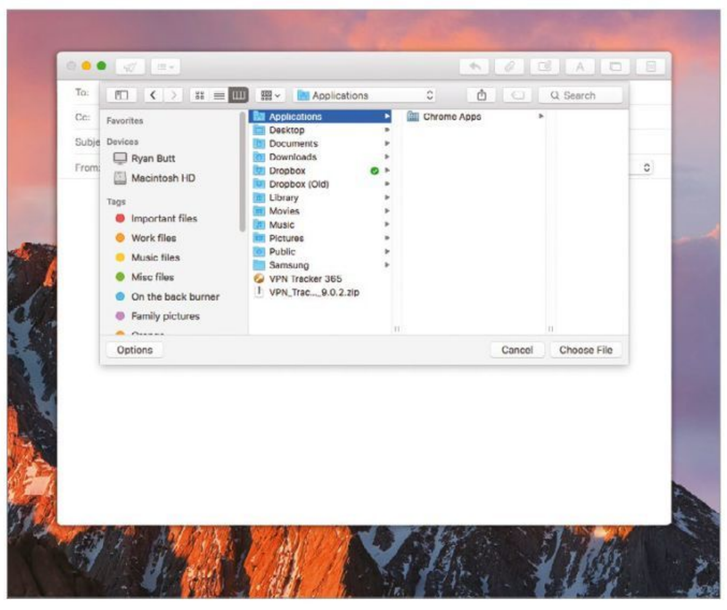
04: Create and enjoy

Click on Create in the Mail Setup Assistant and be taken to your new Mail Inbox. You'll have the same mailboxes as in your web browsing version.



05: Compose a message

Hit New Message to summon an email draft. Enter the address of your recipient in the To field and fill in your Subject and message accordingly.



06: Attach a file

To send your recipient a file, click on Attach and pick one. Set up iCloud on your Mac and you can attach files up to 5GB thanks to the MailDrop feature.

Master Mail on your Mac

Everything you need to be able to send and receive emails

Happiness is shortcuts

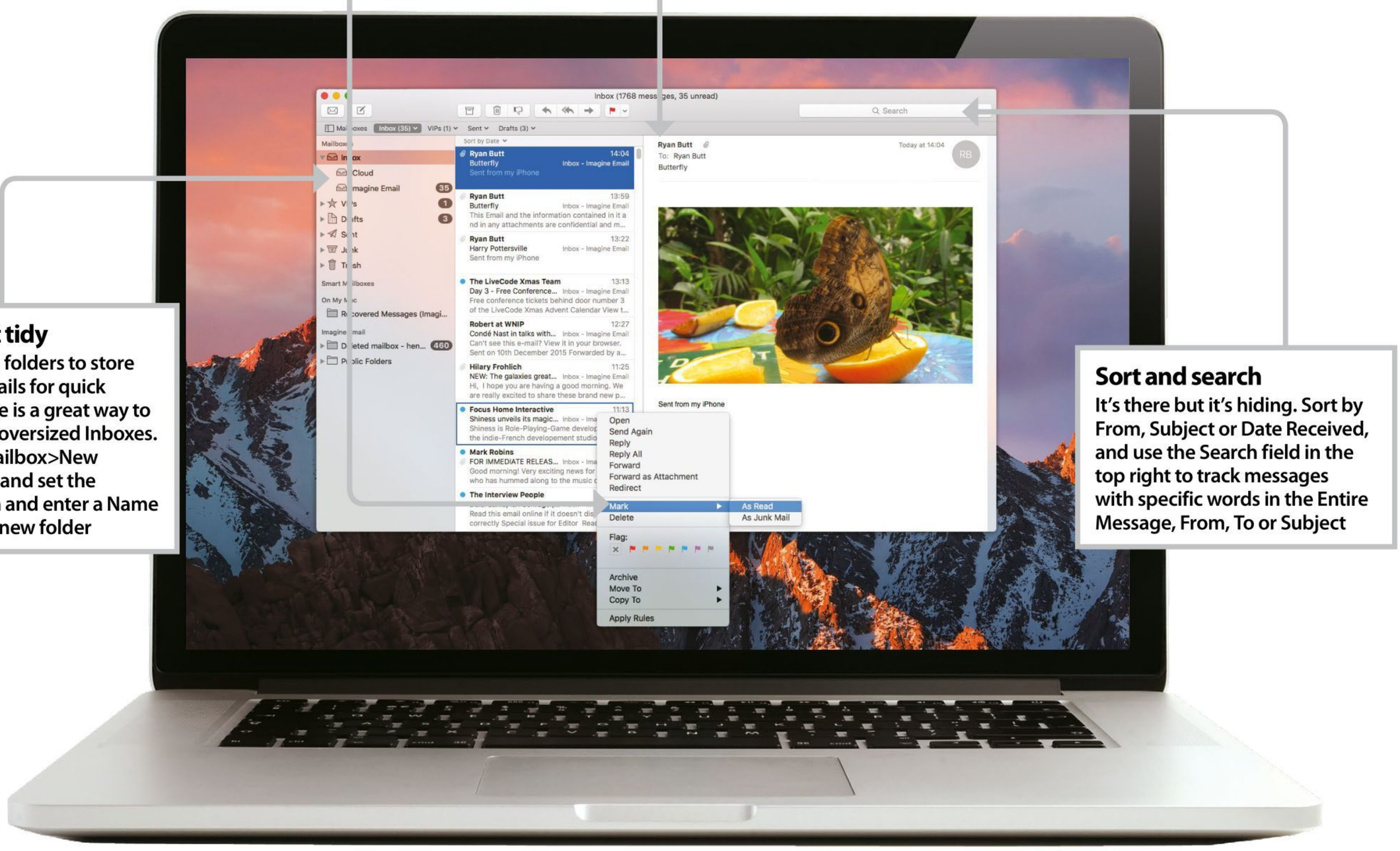
As Mac users, we love our shortcuts. Ctrl and click on the emails in your Inbox to bring up various time-saving options: Reply, Forward, Mark As Unread, Delete, and Move To folders of your choice

The Mail toolbar

You'll find handy buttons for all the most-used functions right at the top of your Mail interface. Delete, send mail to the Junk folder, Reply, Forward and create New Messages to your heart's content

ADD NOTES WITH MARKUP

If you are sending a photo or PDF document to someone through Mail, you can use Markup to add notes and annotations to them. Click the arrow in the top-right of the file and choose Markup. You can then draw on the photo or document, make notes, and even add your signature to a letter or other file type.

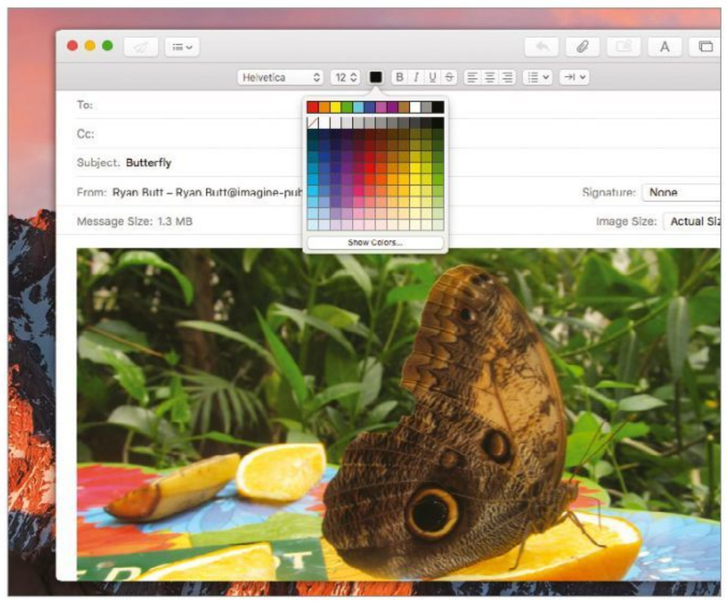


Keep it tidy

Creating folders to store your emails for quick reference is a great way to prevent oversized Inboxes. Go to Mailbox>New Mailbox and set the Location and enter a Name for your new folder

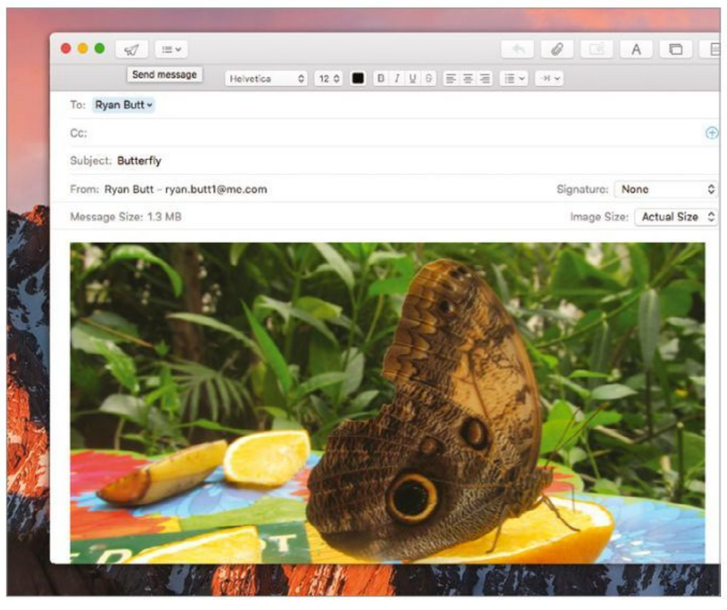
Sort and search

It's there but it's hiding. Sort by From, Subject or Date Received, and use the Search field in the top right to track messages with specific words in the Entire Message, From, To or Subject



07: Add some style

If you're feeling adventurous, you can change your fonts and add colour by clicking on the appropriate Fonts and Colors buttons.



08: Save or send

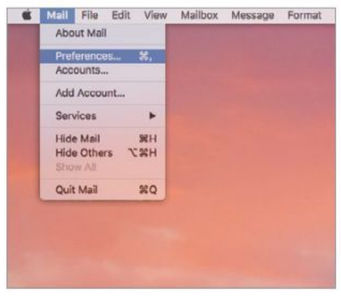
If you're not yet ready to send, click Save As Draft and it'll wait in your Drafts folder. When happy, hit Send to start your message on its journey.

09: You've got mail

Click Get Mail in the top left to download emails. Unread messages are highlighted by blue dots – the icon in your dock also shows new messages.

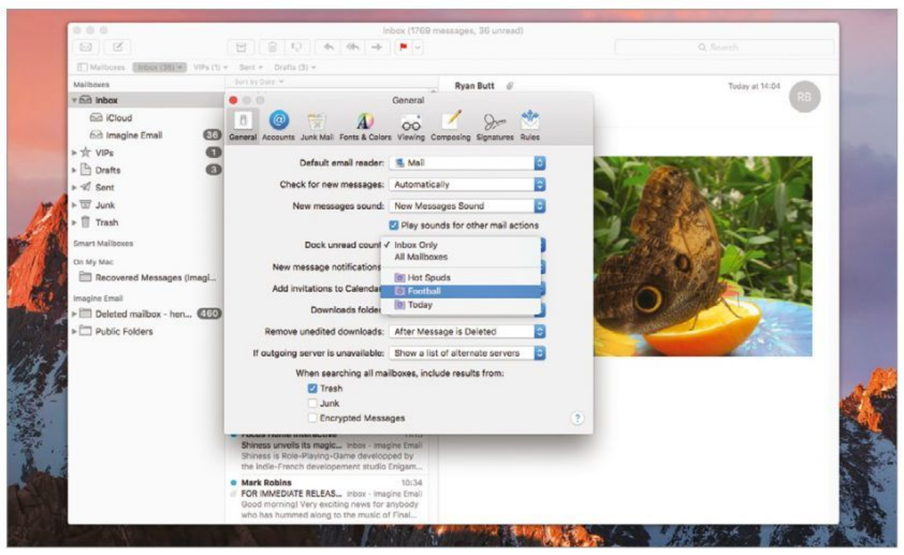
Master preferences in the Mail app

Increase productivity with a Mail app that's tailored to suit your needs and requirements



Mail is a typically 'Apple' product – sleek and uncluttered, but full of functionality. The latest version borrows from the Mail application found in iOS, and particularly on the iPad. To get the most out of Mail, it's important to understand how to set up and customise it, since this will let you add important things like mail signatures and formatting, control junk mail filtering, and apply rules – which are really useful when you're managing multiple accounts.

The General tab holds a lot of the really important stuff, including how often Mail should automatically check for messages. Accounts lets you control and edit all the different email accounts you own. The Junk Mail option lets you control how Mail filters any mail it suspects to be spam. Check out the preferences to take control.



The Mail interface

Learn your way around the Mail app

Message list

Your email is displayed in a list on the left side of the Mail application, just like on an iPad. The number of messages in a thread is indicated where there is more than one message present

Viewing and composing

Control how your emails are viewed, and switch back to the Classic view if you like. You can also set up how a new email behaves when you compose it

CREATE EVENTS

Mail is able to identify contact details and event details inside messages, such as if someone is suggesting a meeting or sending you their phone number. You are able to click on these and create new contacts in your Address Book or new events in Calendar easily.

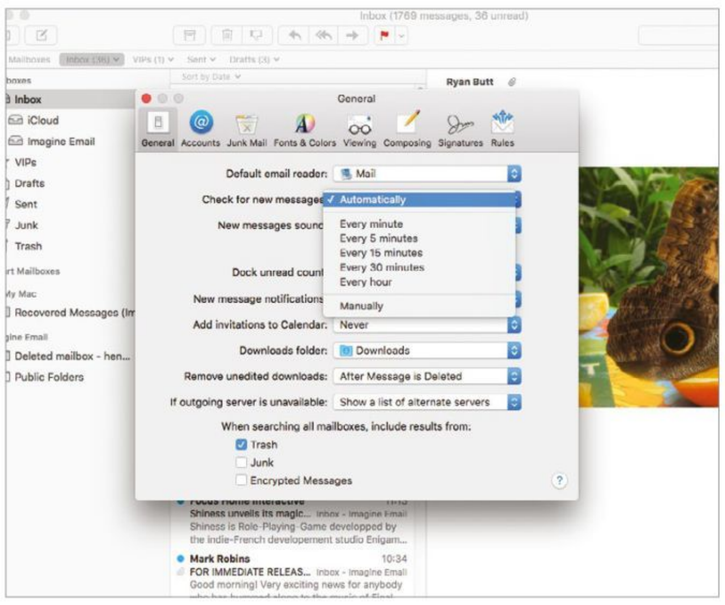
Preferences

Preferences is where you can manage all your mail settings. The General tab lets you control automatic mail checking, as well as what sound, if any, is played when new mail arrives

Rules

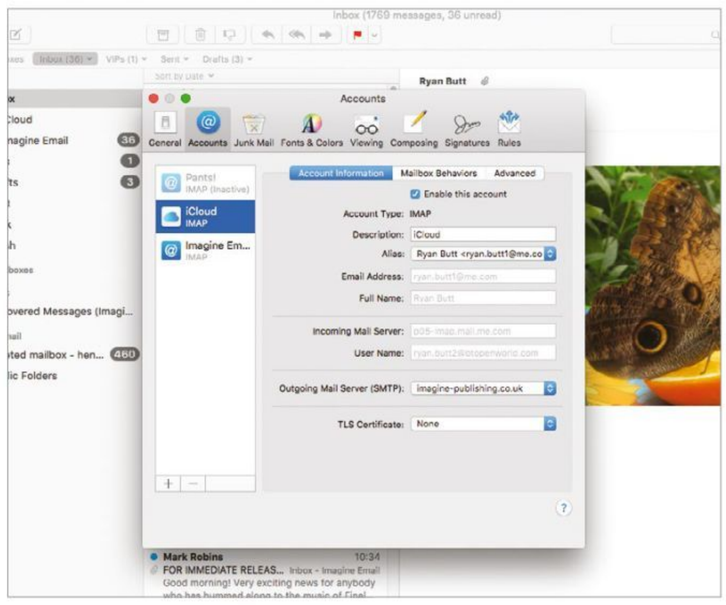
Rules are great for handling spam or viewing incoming mail from multiple accounts quickly and easily. Set up custom filters to send mail to specific mailboxes without any intervention from you

Mail Master Mail's preferences



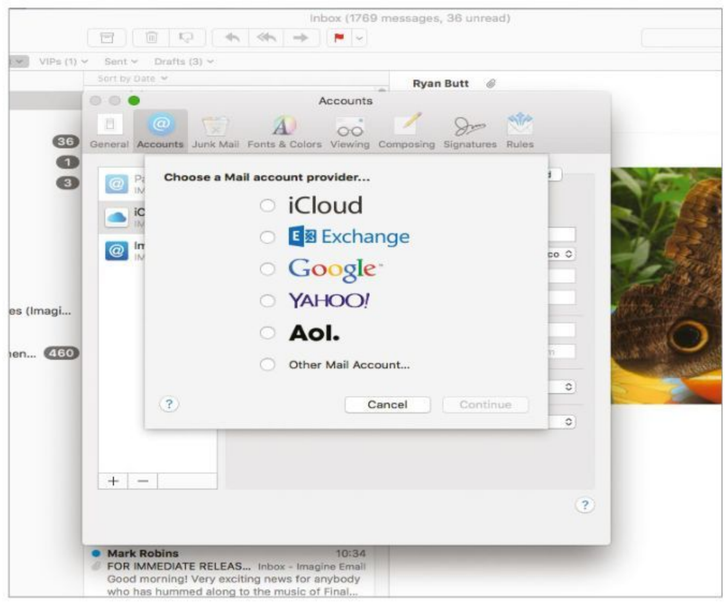
01: The General tab

Open Preferences, and set an interval for Mail to check the server for new messages. Alternatively, you can choose to turn off automatic checking.



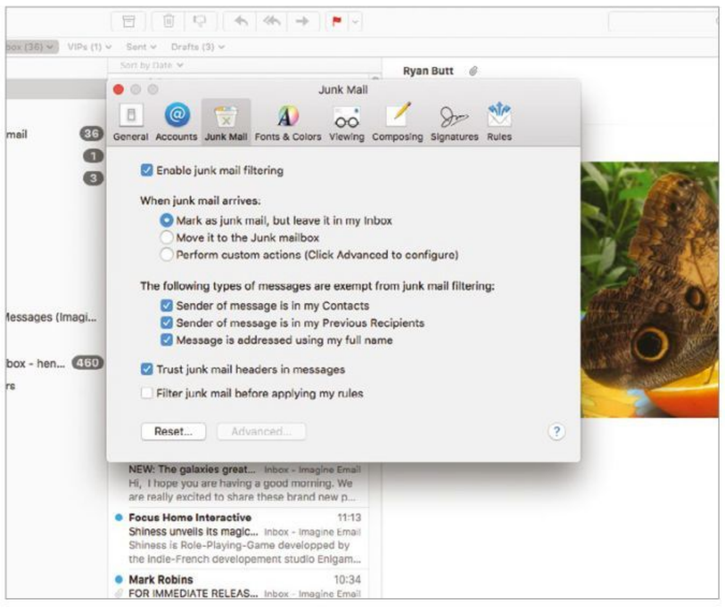
02: Manage accounts

In the Accounts tab, you can see all of your email accounts. To manage how each one behaves, click on the Mailbox Behaviors tab.



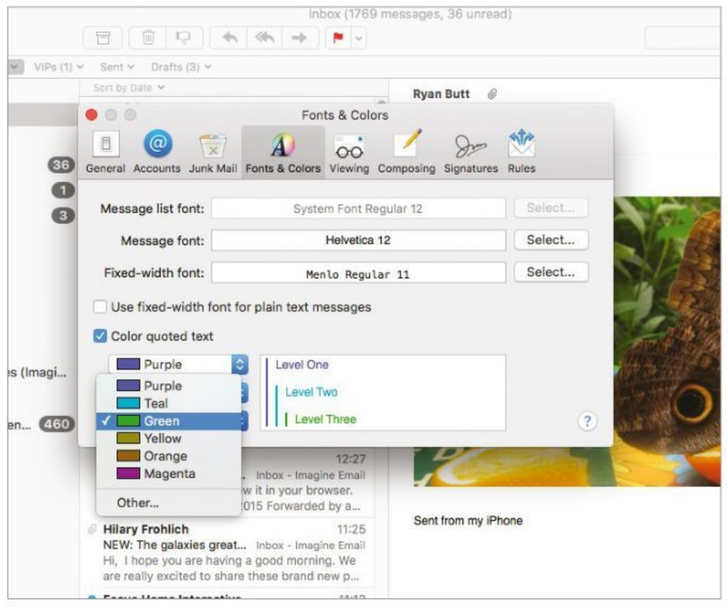
03: Add an account

To add a new account, go to the accounts list and click on the '+' button. Choose the type of account from the list, or select Other if necessary.



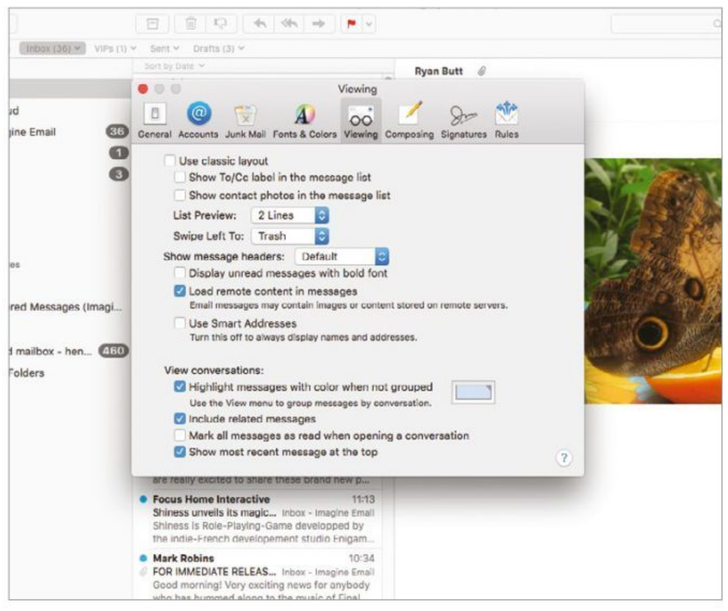
04: Junk mail

Go to the Junk Mail section, where filtering should be enabled. Click Advanced and tell Mail what you want done with any spam mail.



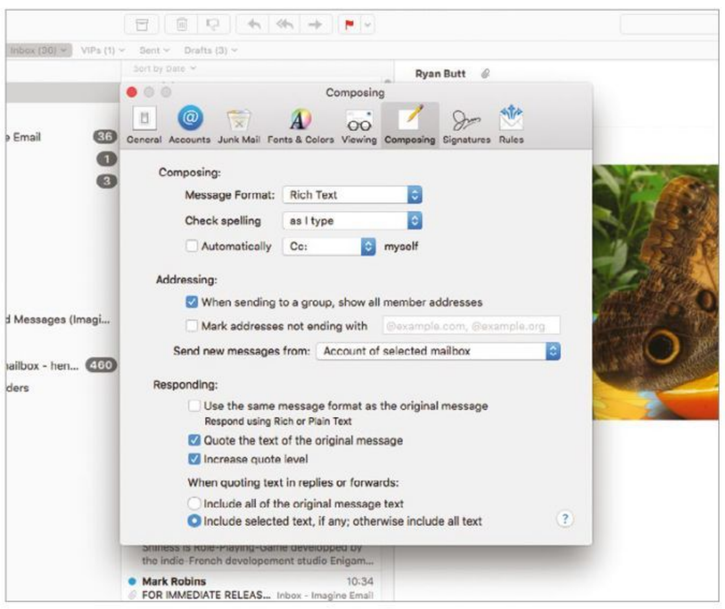
05: Fonts & Colors

In the Fonts & Colors section, you can specify the fonts and type sizes that you want to use. This is handy if you need to increase the size of email text.



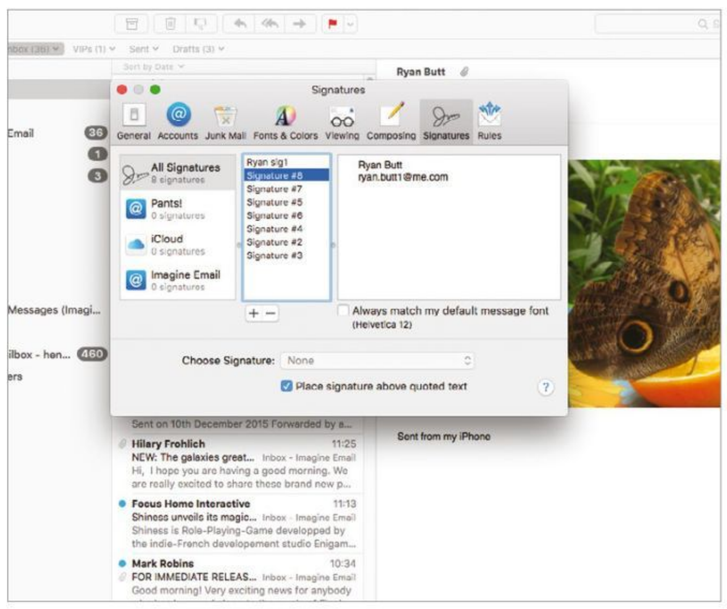
06: Viewing options

In the Viewing section, you can switch between the old and new viewing system. The default settings are good, but you can edit them to taste.



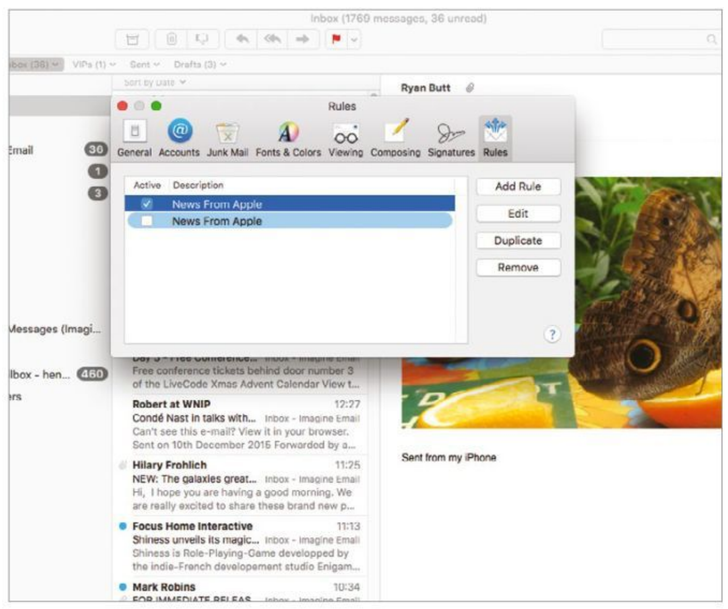
07: Composition options

Here, you can change the format of emails to plain text, as well as disabling spell-checking. You can also set up how replies are formatted.



08: Signatures

In the Signatures section, you can add signatures to appear at the end of your emails and choose which ones should be associated with which accounts.



09: Rules

Rules are really useful and can essentially help you to sort mail as soon as it arrives. Use multiple criteria to create advanced rules.

Browse the Internet

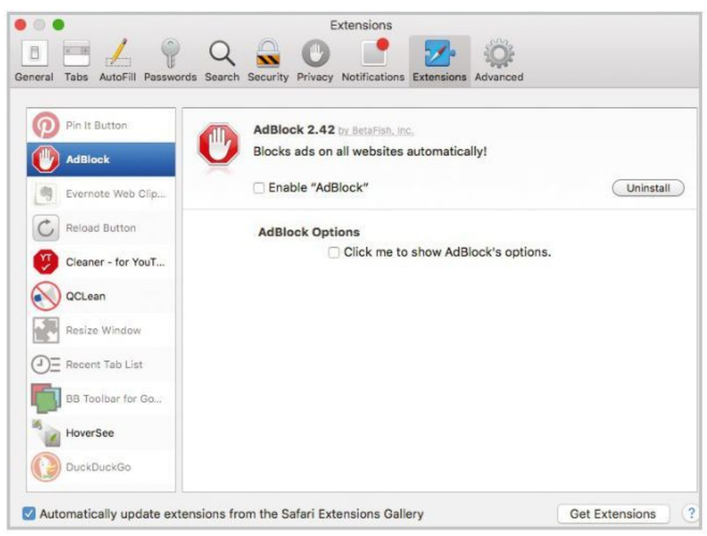
Apple's Safari web browser makes it easy to surf the web

Safari is Apple's own web browser and it's tightly integrated into the operating system. Although for most of its previous life it was much more stripped down than other browsers, largely for the sake of speed, it has more recently taken on more features such as Extensions that will enable you to customise it, in addition to a range of things you can change in its preferences.

Perhaps unsurprisingly it is the most Mac-like of any browser – it's sleek, polished and easy to use. Most of its options are accessed through the Preferences section and it is here that you can, for example, change the default search engine and the location for downloaded files.

There are also some great security applications, such as the ability to block the annoying pop-up windows and warnings you get when visiting a website that might be fraudulent. All in all, you'll discover it's a great way to safely browse the web.

"Safari is sleek and easy to use"



Extensions

Add to Safari's functionality with Extensions...

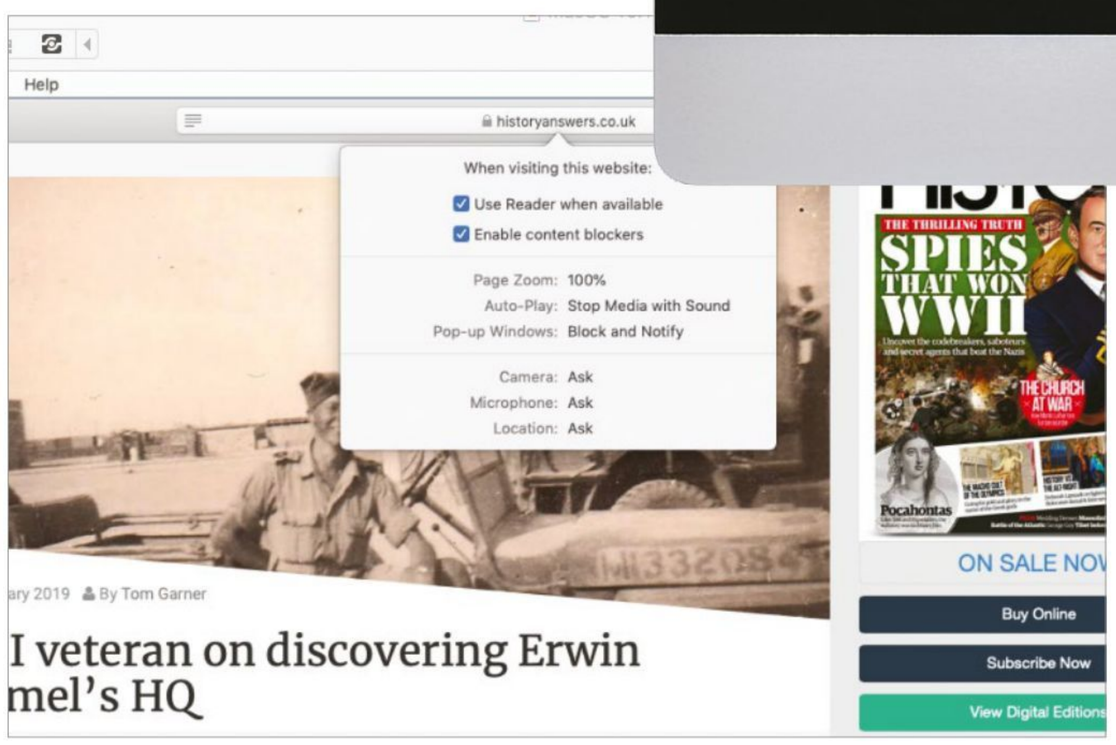
Extensions are small snippets of code that use HTML5, CSS3 and JavaScript technologies to incorporate quick links to other web services or tools (such as ad blocking) into the browser. The idea is that you only download and install the ones you want and that suit your needs. There are none installed by default. Best of all, Extensions are digitally signed, which means you can't accidentally install malicious ones that might do your Mac harm. They are also sandboxed, which means that even if one crashes, it won't take Safari or the Mac OS down with it. They even install easily without the need for you to restart your Mac. If you head to Safari> Safari Extensions the App Store will open and you will find a list of all of the Extensions that are available to you. Some of the most popular ones include Valt Password Manager and the all-important ad blocker that gets rid of embedded ads. There are some really useful ones here and a lot of them are free.

Key features

What does Safari do that's really cool?

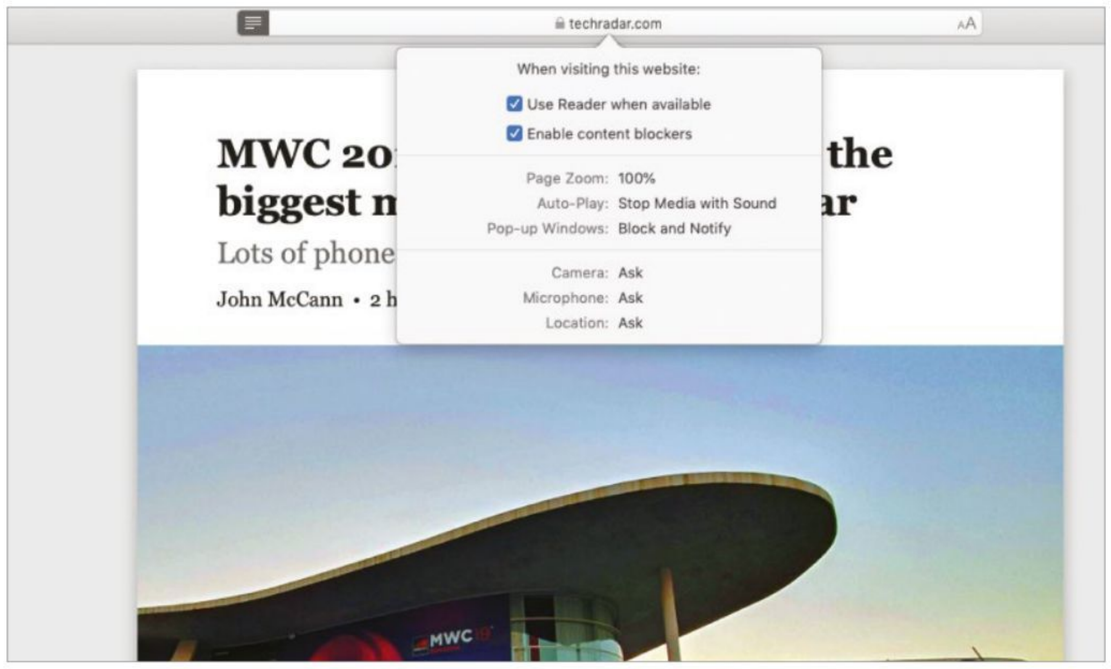
Stop Intelligent Tracking

Advertisers can track the websites you visit and searches you make and use this information to make and serve up tailored adverts that are supposed to appeal to you. You might see one item when viewing an online store and then notice you are followed around by adverts for that product when you're visiting other websites. You can now block this behaviour in Safari by going to Preferences>Privacy and enabling the option titled 'Prevent cross-site tracking.'



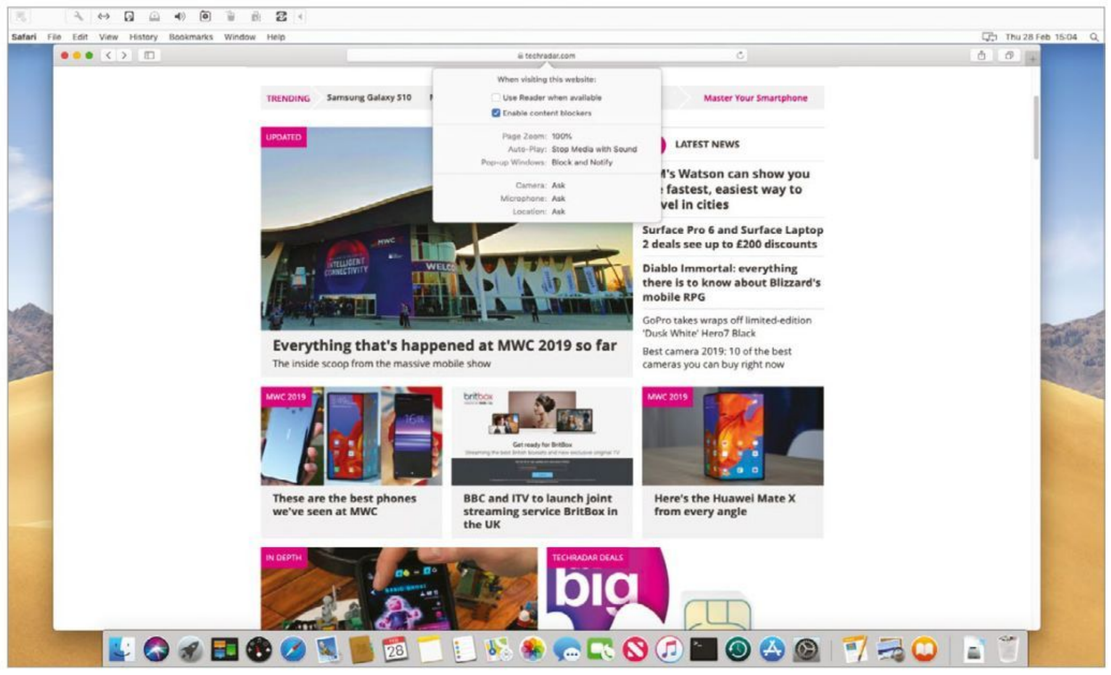
No Auto-play

Many blogs and news sites include videos that will automatically play when the webpage loads. This can be a pain, especially if you are listening to music through your Mac. If a website does have this on its pages, click on 'Safari' in the top-left corner and then select Settings for This Website. There will be an option for Auto-Play. Here you can select whether you stop all, allow all or only allow media that has no sound to play automatically.



Always use Reader View

Reader View is not compatible with all websites, but it greatly enhances those that do allow it. Reader View shows the page with no adverts, navigation or other intrusive links – allowing you to focus only on reading the text. If Reader View is supported, an icon will appear to the left of the web address bar. In the Settings menu you can choose to automatically use Reader View whenever you load a webpage that supports the feature.

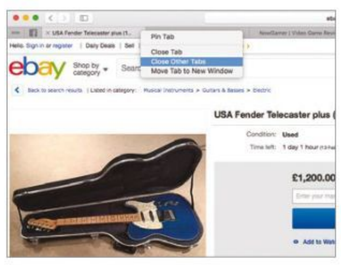


Tailor websites to you

You can tweak the browsing experience on each website by going to the Settings for This Website menu under the Safari tab. The page zoom, auto-play, camera, microphone and location settings can be tweaked here as well as enabling content blockers and Reader View. These settings will only apply to the website you are currently on, but will be saved. This means you can apply different settings to different websites.

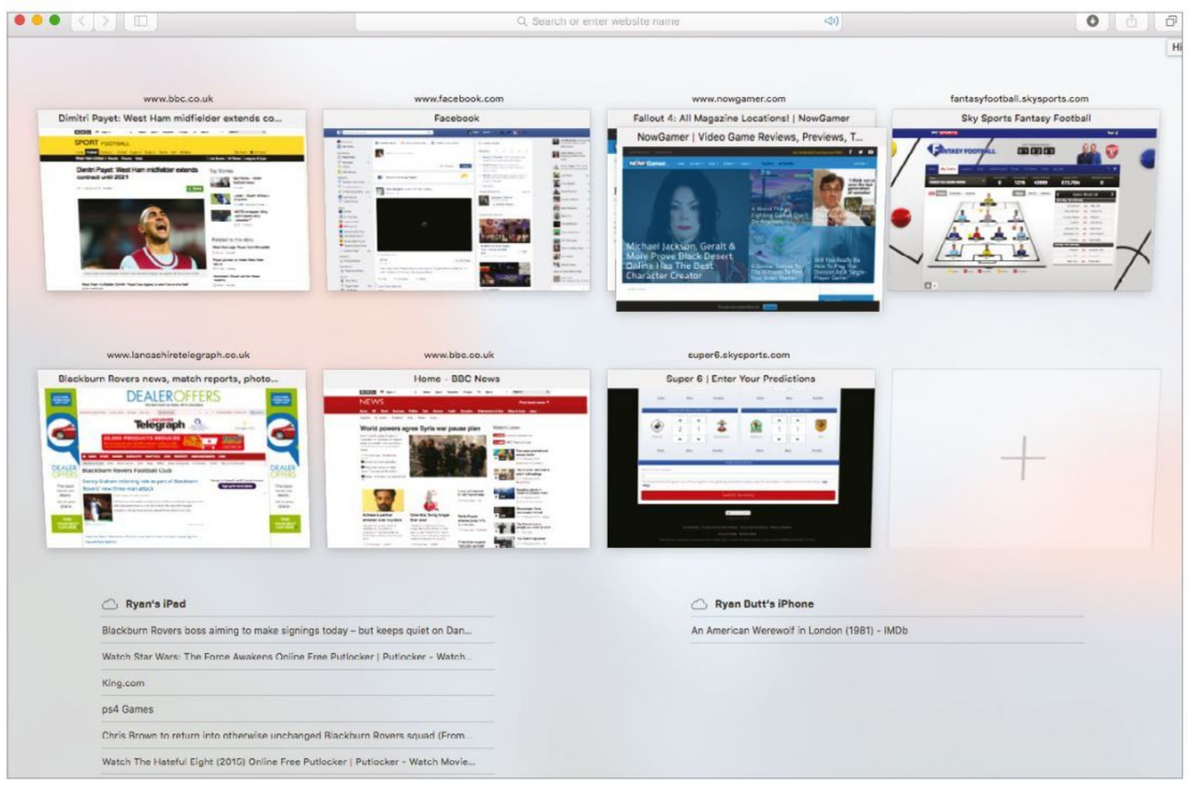
Surf with Tab View in Safari

Handling multiple websites is easy using Safari's tab feature



El Capitan brought many new features to Safari and there are some welcome enhancements that make browsing easier, more convenient and enjoyable. Along with new sharing options and a brilliant new Search bar that offers results from places like the App Store and iTunes, there is also an all-new tab view that offers you an overview of all your open tabs on one screen.

Tabs are one of the most useful features of modern web browsers. When you are browsing websites and searching for information, instead of going back and forth between the different sites and pages, or managing multiple windows, you can open them in a new tab. This makes it easier to return if you need to refer to information on them and it enables you to open a group of pages and then read them more easily.



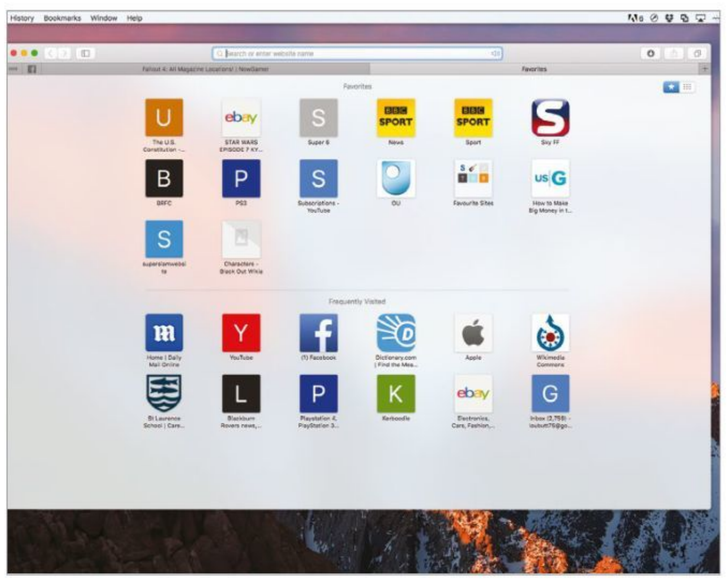
The new Tab View can be accessed using a mouse and keyboard by simply clicking the small icon in the top-right of the screen. Click it and your current page will zoom out, revealing all your tabs in a 3D grid. Tabs are even better when they are used with a Trackpad on a MacBook, or an iMac with a Magic Trackpad. Safari enables you to pinch your fingers together to see the overview with a single gesture. If you own an iPad, you may recognise the tab layout – it's clear that Safari has taken inspiration from iOS 9 in OS X El Capitan

There are several useful actions you can perform with tabs, and if you have an iPhone or iPad you'll be able to start browsing the web on those devices and then continue on your Mac in Safari. This is because tabs are synchronised across all your computers running Yosemite and devices running iOS 9 through iCloud. This means that you can browse the web anywhere at any time, continuing exactly where you left off if you ever change devices. Even better, iCloud tabs provides live updates between each of your devices. So if you're surfing the web on your iPad, for example, the web page you have open on your iPad will also be displayed on your desktop Mac. Simply scroll down in the tab view to see iCloud tabs.

For now though, fire up Safari, open up a few tabs and grab an input device capable of accepting multi-touch gestures (you'll want one to make the whole experience even better), then we'll take you through the very best of Tab View in Safari.

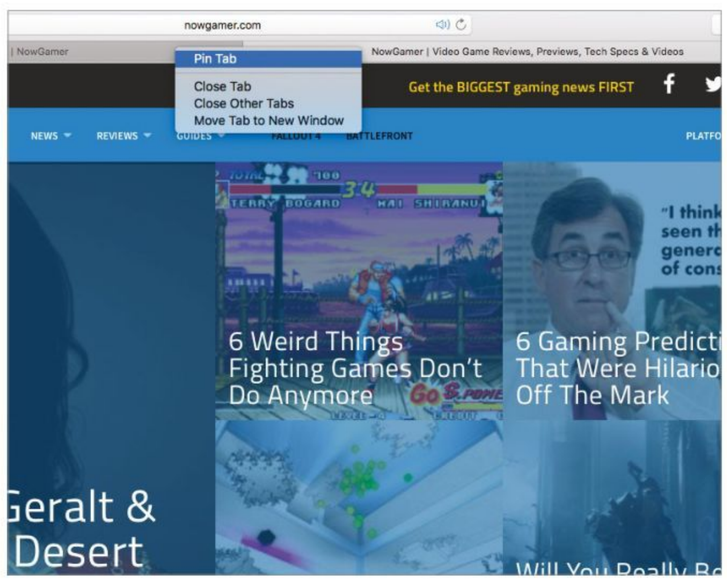
> "The web page you have open on your iPad will also be displayed on your desktop Mac"

Safari Browse tabs in Safari



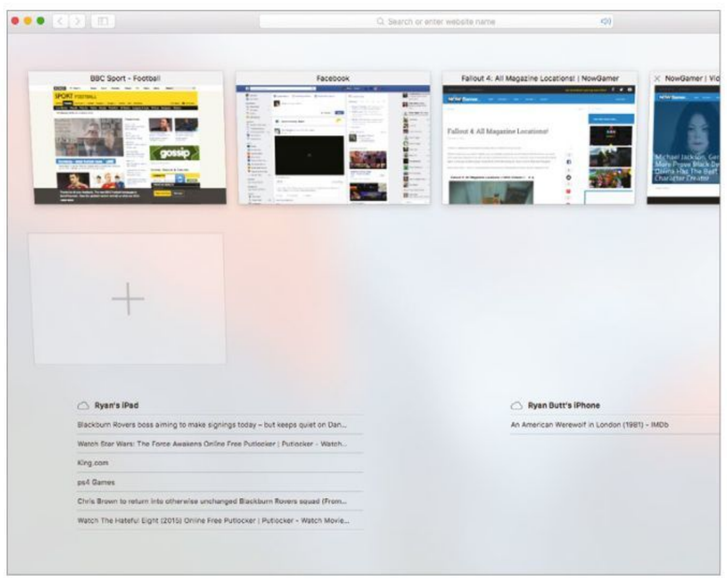
01: Start Safari

When you are browsing the web and you want to open a new page without leaving the current one, press Cmd+T, or click the '+' icon on the right.



02: Handy tab functions

When two or more tabs are open you can drag them left or right to rearrange their order, while Ctrl/right-clicking a tab displays a menu with useful functions.



03: Browse tabs

Click the button in the top-right of the window, or use a pinch gesture on a trackpad and your tab will zoom out to reveal all your open tabs in a 3D grid.

Surf better with Safari

A close look at Safari's Tab View

Fingers or keyboard

You can use two fingers on a trackpad to pinch together and enter the tab view on your Mac. Alternatively, click this button in the top-right of the window

Live tabs

The tabs are live and you can see this icon when browsing tabs that are showing video clips. The video continues to play and page updates can be seen

iCloud tabs

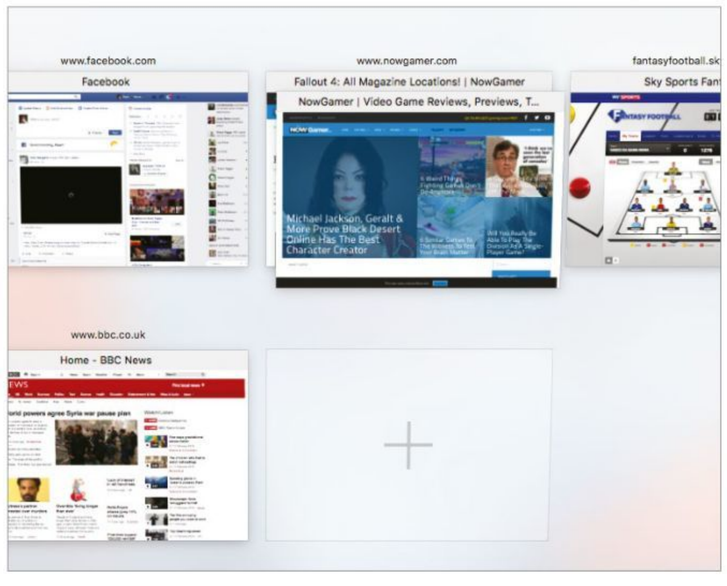
Down at the bottom of the tab view you'll see all the tabs that you have open on your other devices. Click one and it will open instantly

BOOKMARK YOUR TABS

If you have a favourite set of websites or pages you regularly visit, you can save them all as a single bookmark. Open all the sites on separate tabs and then go to the Bookmarks menu and select Add Bookmarks For These Tabs.

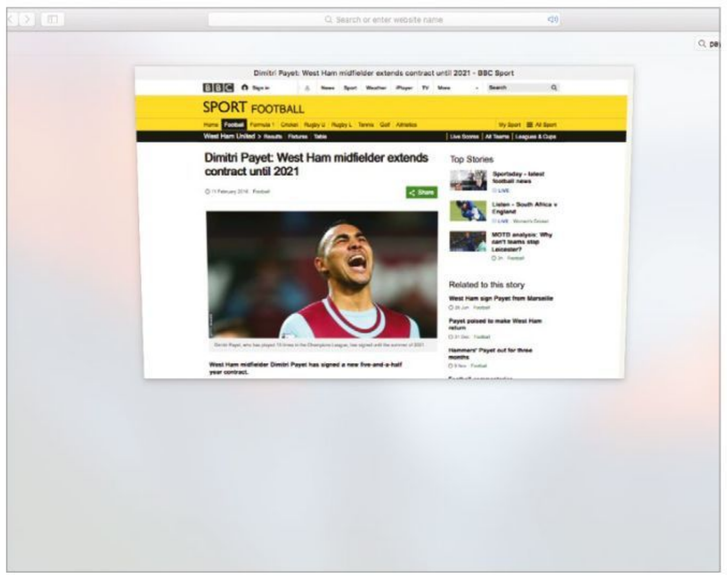
Close iCloud Tabs

Hover over an iCloud Tab and you will see a small 'x' icon appear next to its title. You can click this to close the tab on the relevant device, without even touching it



04: Stacking up

If you open multiple tabs from a single root page, the tabs will stack up to save space. You can click any of the tabs in the stack to view it in full-screen.



05: Search tabs

When you're in the tab view, simply start typing and a search bar will appear in the top-right. Safari will search the tabs for the word and show those that match.

06: Tabs on iOS

Scroll down in Safari's new tab view and you'll see all the tabs that are open on iOS devices like the iPhone and iPad, as long as they're running iOS 9 with iCloud.

Start using Maps

Explore the world, get directions, find attractions, businesses and more

Maps is your Mac's default tool for finding locations and directions. If you've used the Maps app on iPhone and iPad you will find many familiar features, but there are also new ones – and there's lots to discover in this fantastic app. From a large map of the country, you can smoothly zoom in right to your street, or whichever location you are interested in. There are three different views to select from and you can opt to view a standard map, a satellite photo image or public transport. All three are useful and switching from one to the other is very easy and intuitive.

You can find businesses around you or look up the attractions at a place you plan to visit. The information, reviews and collections of photos provided are very useful. If you aren't sure how to get somewhere, Maps can display a list of directions for travel by car or walking. It even displays traffic information and roadworks. There are also stunning 3D views, which are great for exploring cities.

"There are also stunning 3D views, which are great for exploring cities"

Shortcuts and gestures

Learn the tips to better control Maps

It's true that Maps' basic features are easy to use, but there are advanced features that aren't quite so obvious. For example, Cmd+L positions the map over your current location and zooms in. You can move around either by clicking and dragging with the mouse or using two fingers on the trackpad. Although there is a zoom in/out control, you can also double-click the mouse to zoom in and Opt-double-click to zoom out. Pinch and spread on a trackpad works too. In fact, there are other useful trackpad features such as using two fingers to rotate the view.

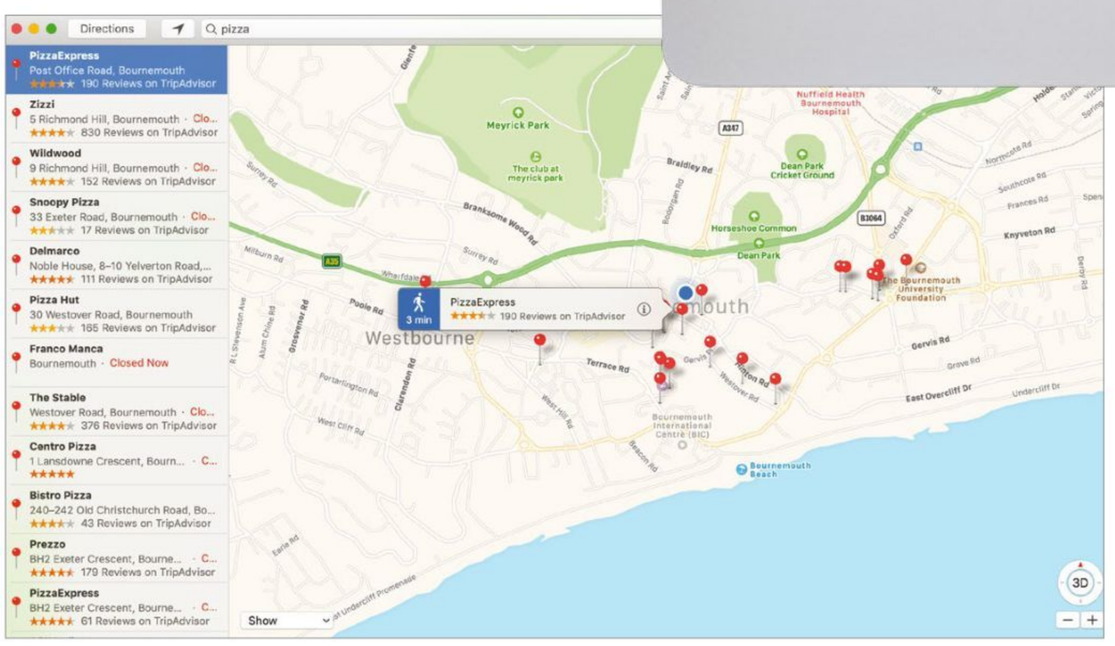
Zoom right in using satellite view, click the 3D button, then click and hold the mouse over the compass as you push up and down. This tilts the map and, as it flattens, real buildings are displayed in 3D. Many large cities and attractions have 3D views, meaning you can explore London, Paris, New York and other places. Pull down with two fingers on the trackpad to fly over a city in 3D.

Key features

Use 3D views, find businesses, bookmark places and more

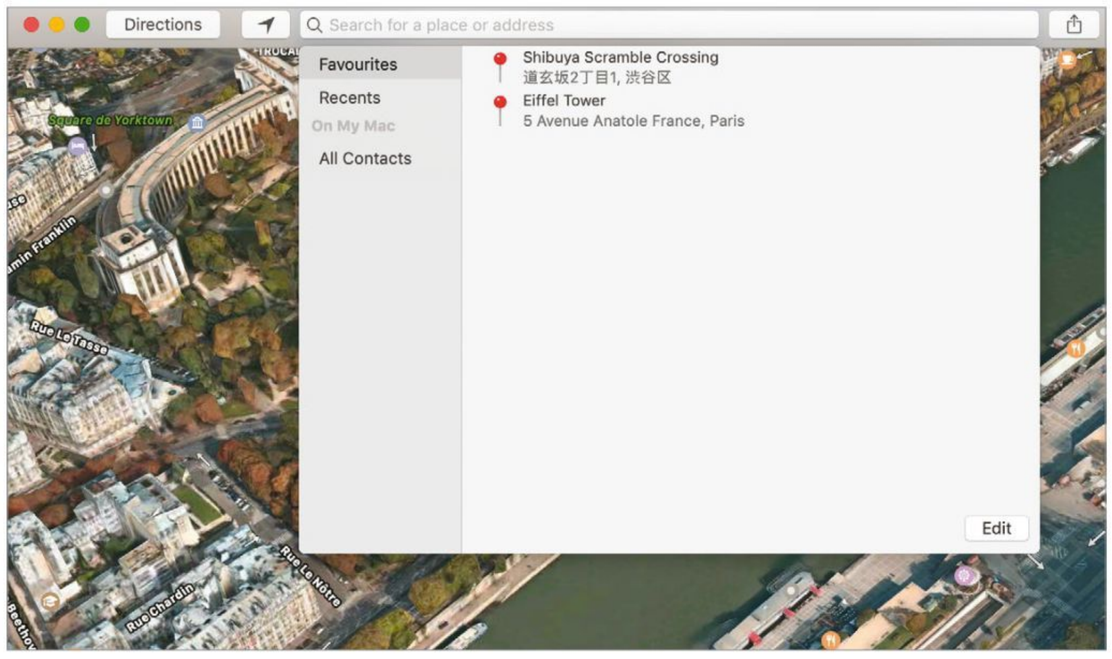
Explore in 3D

The 3D views are the most entertaining features of the Maps app, offering a way to explore the world from your desk. Go to San Francisco and see the Golden Gate Bridge, look around the London Eye and Tower Bridge, fly low over Manhattan in New York, explore the skyscrapers from every angle and so on. You'll see world-famous buildings and attractions as if you were really there. There are some amazing views, so enter your destination in the Search box.



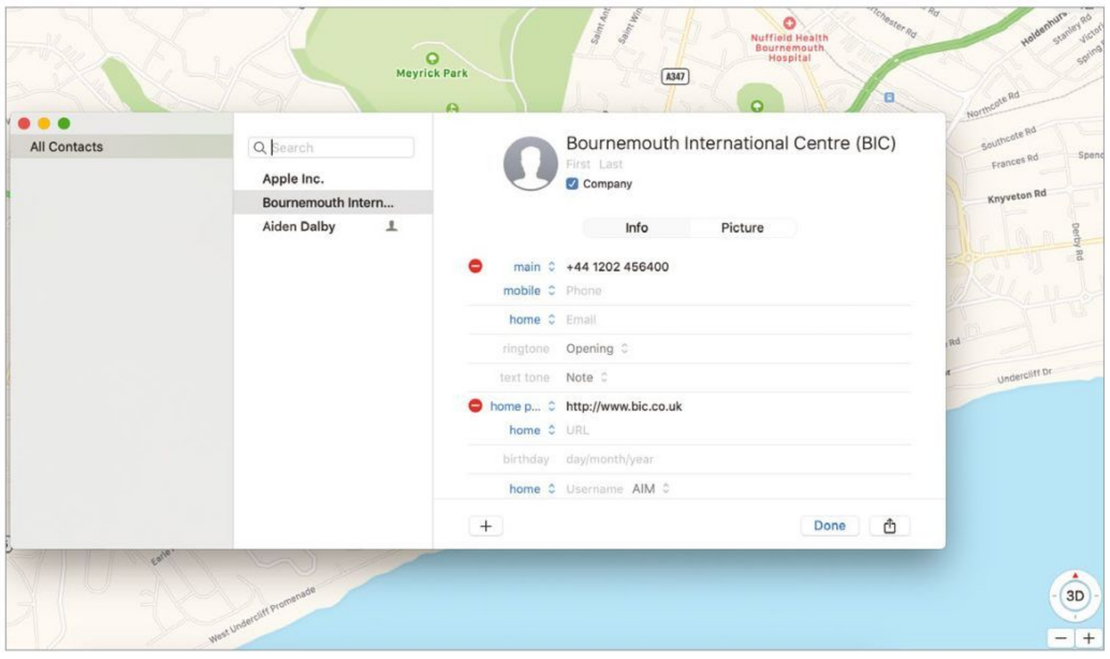
Find local businesses

The Search box in the top middle of the window isn't just for finding cities and streets, it can also track down businesses such as restaurants, plumbers, garages and so on. If you fancy a pizza, for example, just enter 'pizza' into the Search box and pins are automatically placed on the map to show the locations. Clicking a pin displays more information, such as the address and phone number. Sometimes there are reviews and you can even get directions.



Bookmark favourite locations

Places of interest can be bookmarked, which enables you to return to a location without having to search for it in Maps. There are a couple of ways to add a bookmark. For instance, after searching for a place, click the pin in the map and then click the Add Bookmark button. You can also place a pin in anywhere using the Drop Pin option on the View menu. Simply click this to add a bookmark.



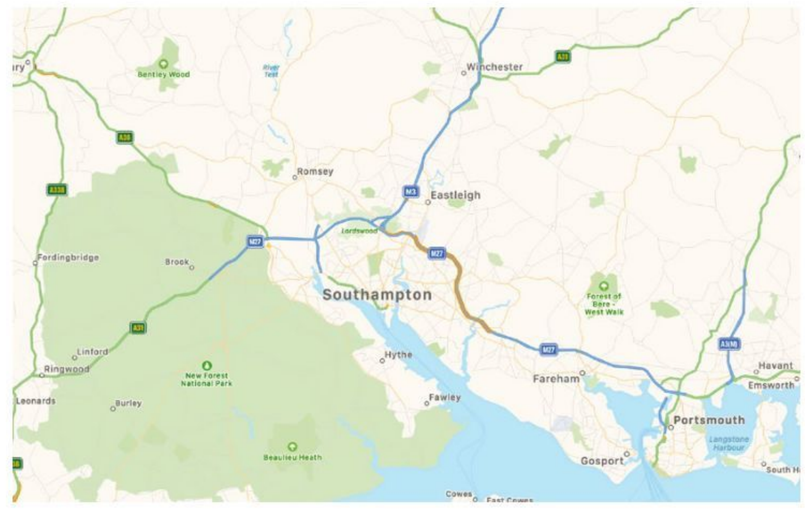
Build up your contacts

Maps is integrated into other apps and when viewing an address in an email, you can click it to open Maps and view the location. When using Maps and viewing a business, you can click Add to Contacts to store the name, phone number and address. It's useful to build up your contacts with useful local businesses, particularly when you are planning a trip.

Find your way with Maps

Maps makes a great route-planner and shows turn-by-turn directions

When you need to plan a long journey and you aren't sure which route to take, the Maps app will provide all the answers. It can work out your current location, which means you only need to enter the destination and click the Directions button to see a complete turn-by-turn breakdown of the route to take. You can also manually enter start and end points, so you could plan several trips before even setting off. When El Capitan was released, this service was enhanced with the addition of public transport information. You have the ability to zoom into every turn and see it in detail on the map. Another handy trick is the live traffic information and notifications of road works, closed roads and other problems. You won't always have your Mac with you when travelling, so a great idea is the Send to iOS Device using AirDrop.



Key route features

Select and explore all the routes

Start and end
After displaying a route, you might want to see the directions to return home. Just click this button to switch the route's start and end locations to find your way

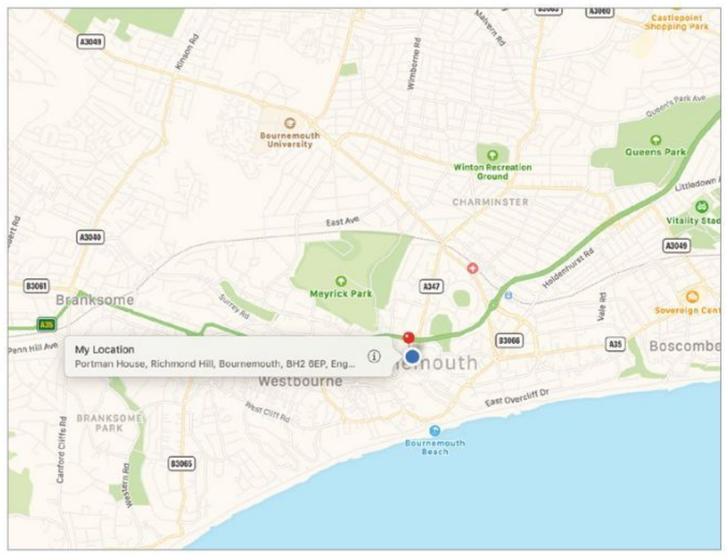
Alternate routes
There are usually different routes shown on the map and each one is indicated by the time in the bubble. Simply select one to see where the route takes you

Walking or driving?
With short routes there is the option of walking, of course. Clicking this button rewrites the route with walking in mind, often taking shortcuts

READING THE TRAFFIC
When live traffic information is showing on the map, you will see roads with orange dots and some with red dots. Orange means that there is heavy traffic, but it's moving slowly. Red dots mean stop-and-start traffic.

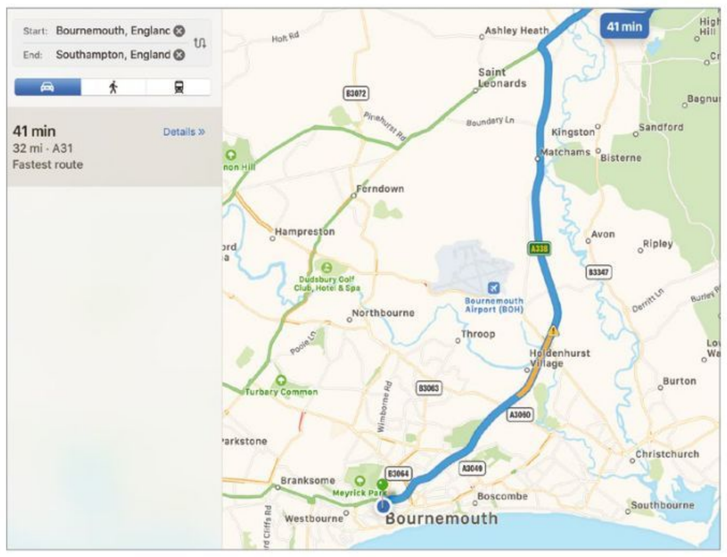
Route directions
The route directions are displayed with symbols, but if you aren't sure about a turn, click it to zoom into the map. This way you can step through each turn

Maps Get instant travel directions



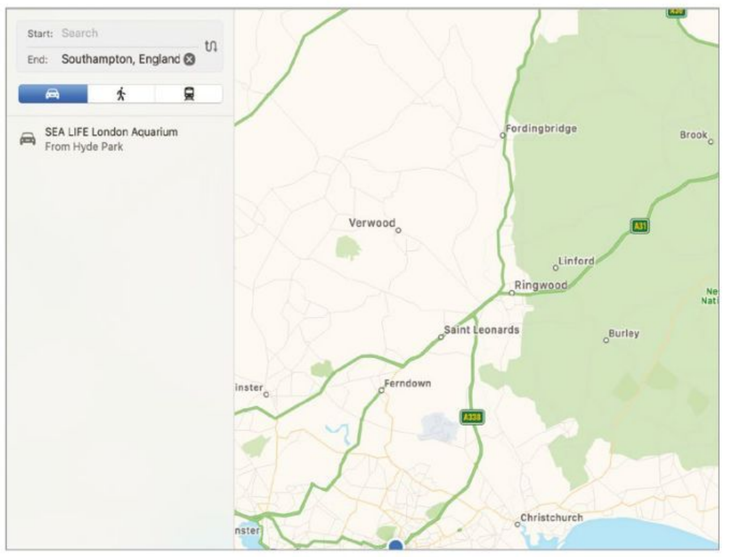
01: Enter your destination

Where do you want to go to? Enter the destination into the Search box and Maps will find it and place a pin to show where it is.



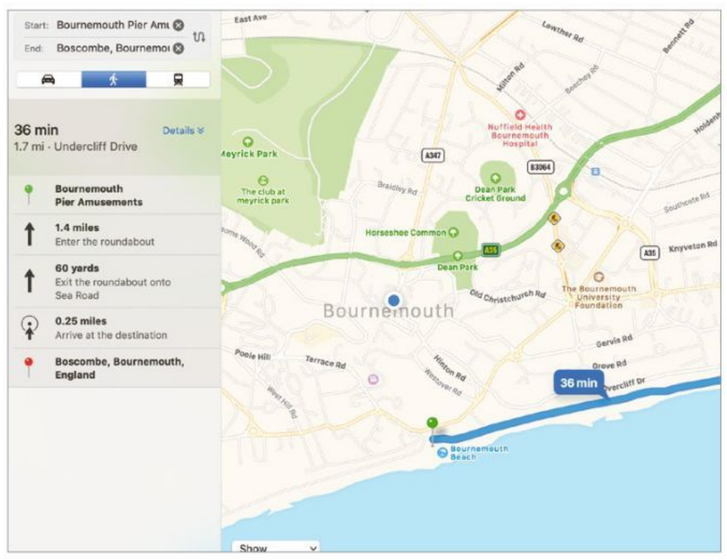
02: Get directions

Click the Directions button to open the panel on the right. Click Directions in it to see the route on the map and turn-by-turn instructions.



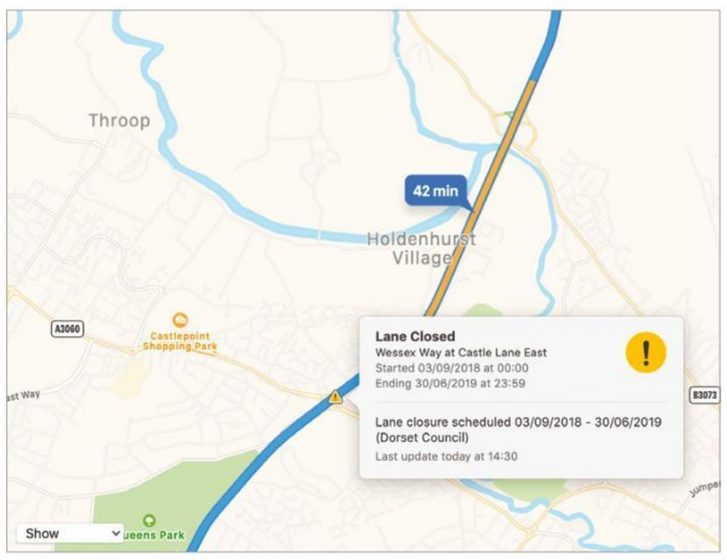
03: A new start

Suppose you want to start from somewhere else. Click Delete Current Location in the Start box and replace it with a new location to see the route.



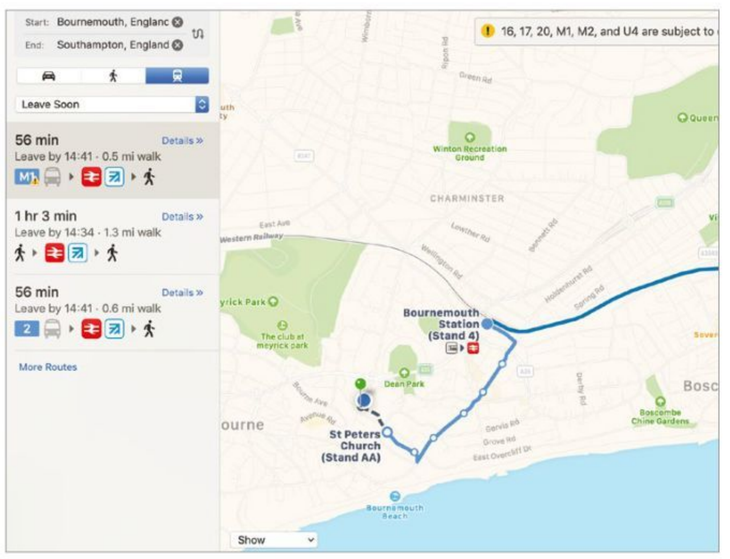
04: Driving vs walking

This route is a short one and it would be possible to travel on foot. Click the walking icon in the Directions panel on the right to see the path.



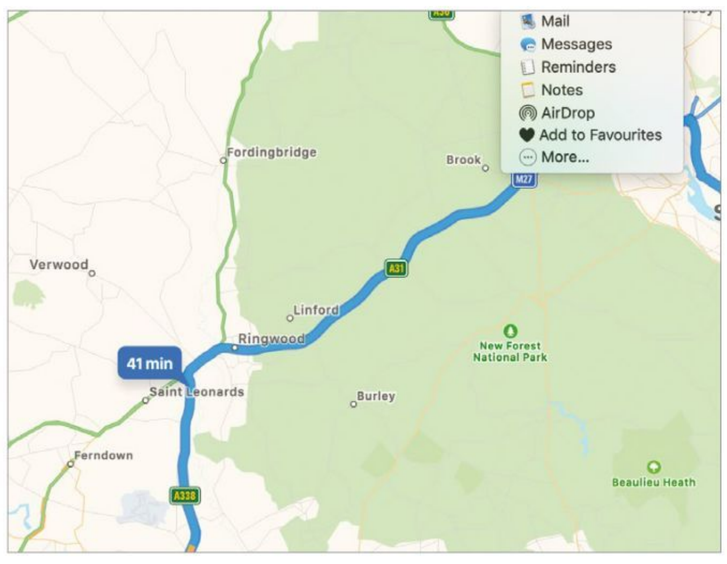
05: Avoid traffic jams

If you are travelling by car, you can see whether there is any traffic by clicking Show in the bottom left of the window. The red roads are the busiest.



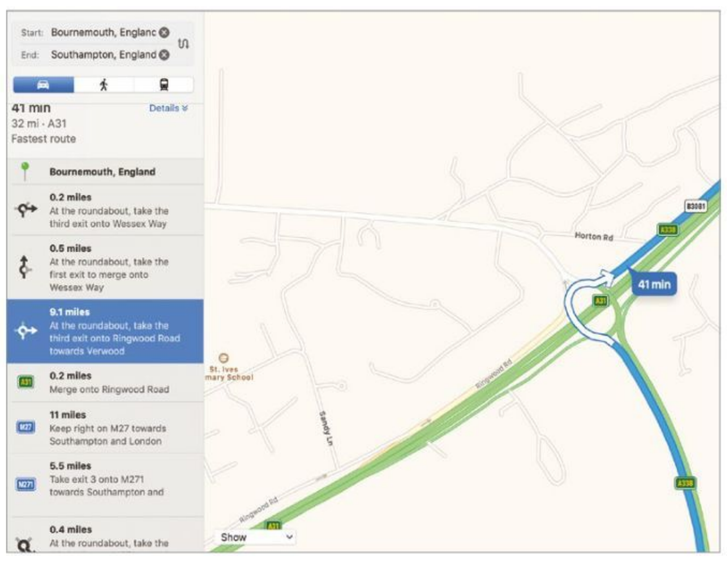
06: Plan a journey

The Public Transport view overlays local transport routes on the map and lets you plan your jouney via bus routes and train stations.



07: Use your iPhone

Travelling with a Mac isn't ideal and iPhones and iPads fit your pocket or bag. Click the Share button and send the route to your iPhone using AirDrop.



08: Zoom into turns

If you aren't sure about a change in direction, click it in the Directions list on the right and the map will zoom into that location.

09: Switch to 3D

Still not sure about which way to go? Switch to 3D with the second toolbar button to get a better street-level view of the route.

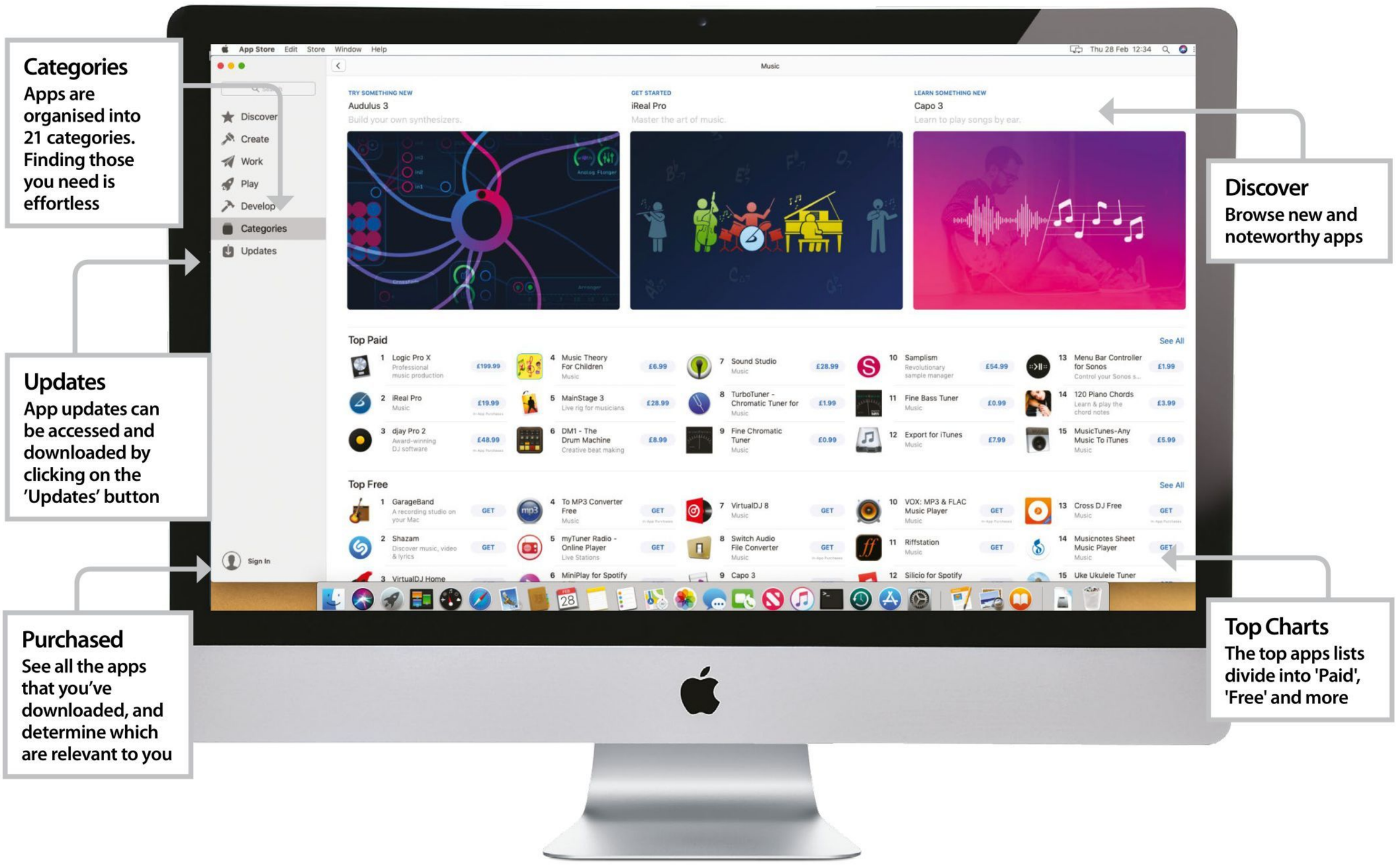
Get to know the Mac App Store

The Mac App Store guarantees easy access to a wide range of free and paid apps. Find out what it's all about right here...

The Mac App Store first appeared way back in 2011 and is home to a diverse range of apps aimed at enhancing the functionality of a Mac computer. The good news is that the majority of apps are either reasonably priced or free.

As we have come to expect from Apple, the interface is very intuitive, and finding and acquiring apps is easier than ever before. This is largely because the store has adopted a very similar look, feel and process to shopping to that used by the iTunes App Store.

When you want to buy an app, simply enter your Apple ID and password, and it's purchased. It really is as simple as that. The app is automatically downloaded and installed in the Applications folder, and can be accessed via Launchpad when required. You can even search for apps by title, developer/publisher, category or description. All apps on the store are organised into convenient categories and this makes the process of navigating the store an effortless experience. Here we show you how to explore the virtual aisles of the Mac App Store…



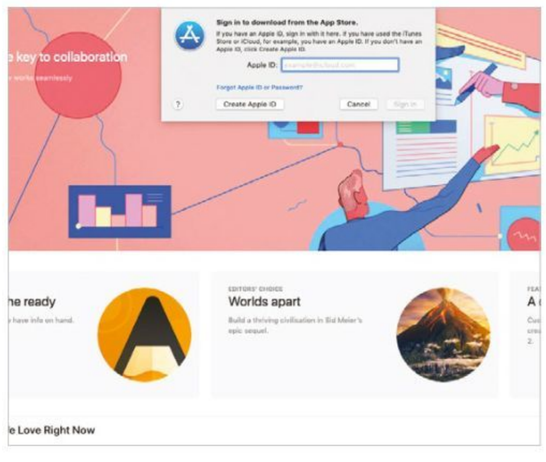
Log in to the Mac App Store

Start downloading apps immediately

If you're new to the Mac App Store, there are two ways to launch the service; either click the App Store icon in the Dock, or click the Apple menu and select 'App Store'. Do this, and you are free to browse the store using the 'Discover', 'Categories' or 'Play' windows.

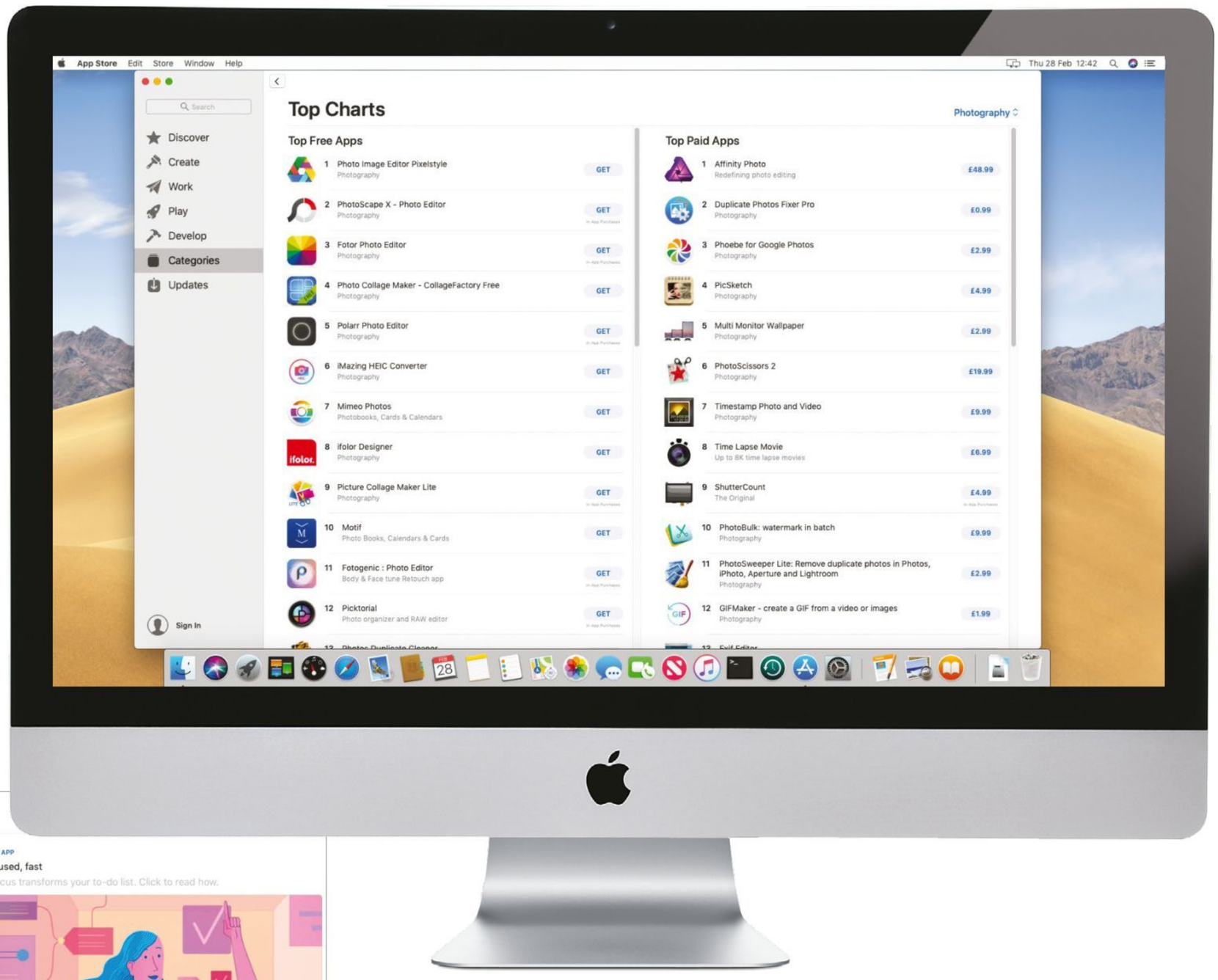
If you've ever used the iTunes App Store then you'll already have an Apple ID so click 'Sign In' from the 'Quick Links' tab to the right of the window, or Store>Sign In from the Mac App Store menu. When the 'Sign In' screen appears, all you have to do is enter your Apple ID and password, and click 'Sign In'.

If you don't have an Apple ID, click the 'Create Apple ID' button on the 'Sign In' screen, and you'll see a window welcoming you to the App Store. Click 'Continue', agree to the terms and conditions and follow the online instructions to create an Apple ID. Once you've completed the process, you can start downloading apps immediately.



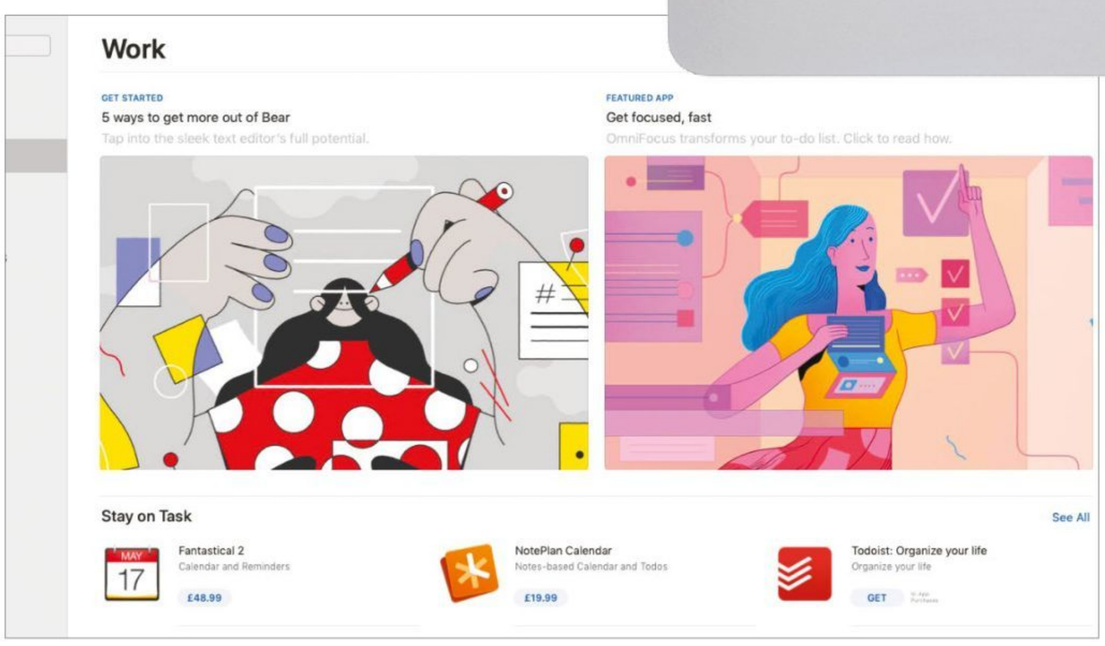
Key features

How to navigate the Mac App Store



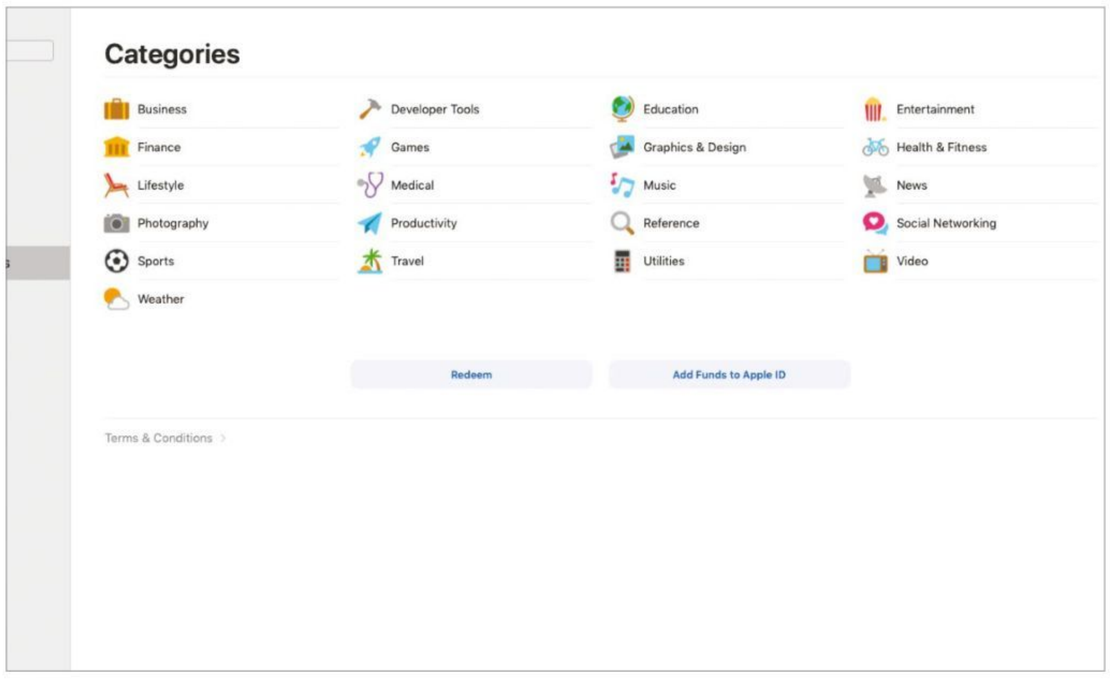
Featured

Take a look at the Mac App Store's main storefront window. It's well organised, and you'll see seven buttons at the side. Select the 'Discover' view, and you can browse apps that Apple has deemed 'New & Noteworthy', which is handy if you want to see the latest apps that Apple deems worthy of your time. If you're more interested in apps that other users are downloading, however, then scroll to the down to the 'Top Paid' and 'Top Free' sections to see all of the popular apps.



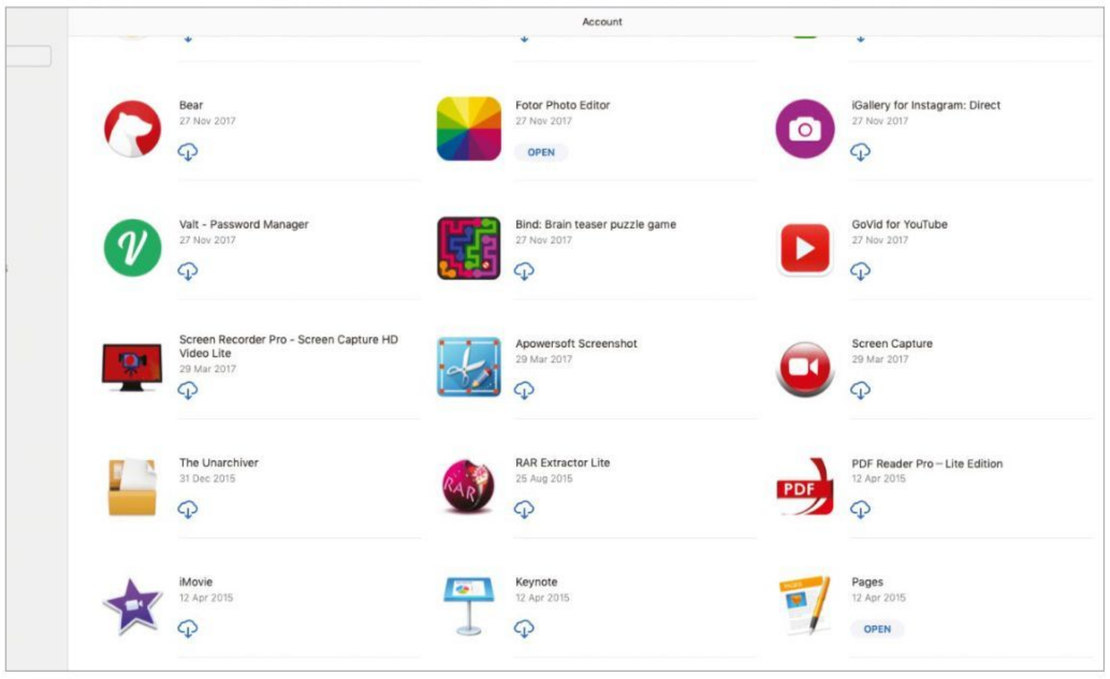
Top Charts

If you're interested in the most popular apps that people have purchased, click the 'Categories' button at the left-hand side of the main window, click one of the 21 categories and you'll see a range of features apps. Scroll down a bit and you will see two charts; one for paid apps and one for free. View and get instant access to the top apps. Each category will have a similar menu available.



Categories

If you know the type of app that you are looking for, then try using the 'Categories' view. All apps in the Mac App Store are organised into one of 21 categories, ranging from 'Business' and 'Weather', to 'Developer Tools' and 'Video'. Click the category title to see all the apps in that specific category. You can now browse the apps. If you see one you'd like to know more about, then simply click on the thumbnail image.



Your apps and updates

The Mac App Store keeps a record of everything you purchase and download. Click on your name in the bottom-left corner to find all the apps you own. To update apps from the Mac App Store; click the 'Updates' button, and you'll see all available updates for apps you've downloaded. You are then given the option to install them. These updates may iron out any glitches or add extra features to your apps.

Create a Mac App Store account

Follow our tutorial to create an Apple ID and start downloading apps from the Mac App Store

An Apple ID lets you personalise your Apple experience. Once you've created one, you can use it to access Apple resources that require you to identify yourself and make purchases from the Apple Online Store, the iTunes Store and the App Store. If you have held a MobileMe account, or use an iPhone, iPad or iPod touch to access the iTunes store, you will already have an Apple ID, and this can be used to sign in to the App Store.

But what if you don't have an Apple ID? Well, you can still browse the Mac App Store, but you cannot download either free or paid apps. Creating an Apple ID is a very straightforward process and, although the majority of people use iTunes to set up their account, you'll be pleased to learn that you can also create an Apple ID via the Mac App Store. Read on, and we'll guide you through the process of creating a new Apple ID for either yourself or a member of your family.

"An Apple ID lets you personalise your Apple experience and access Apple's resources"

Access the App Store

How to use your Apple ID to browse the Mac App Store

Existing Apple ID

Your email address will be your Apple ID. Type this, and choose a mixed case password of at least eight characters when prompted during the setup process. Use this information to sign in

Sign in

There are two ways to sign in with your new Apple ID. The quickest is to click 'Sign in' in the bottom corner. Alternatively, select Store>Sign In from the main App Store menu

Create Apple ID

Enter an Apple ID and password, and you can download and purchase apps. If you haven't got an Apple ID, click the 'Create Apple ID' button to create a new account and personalise your Apple experience

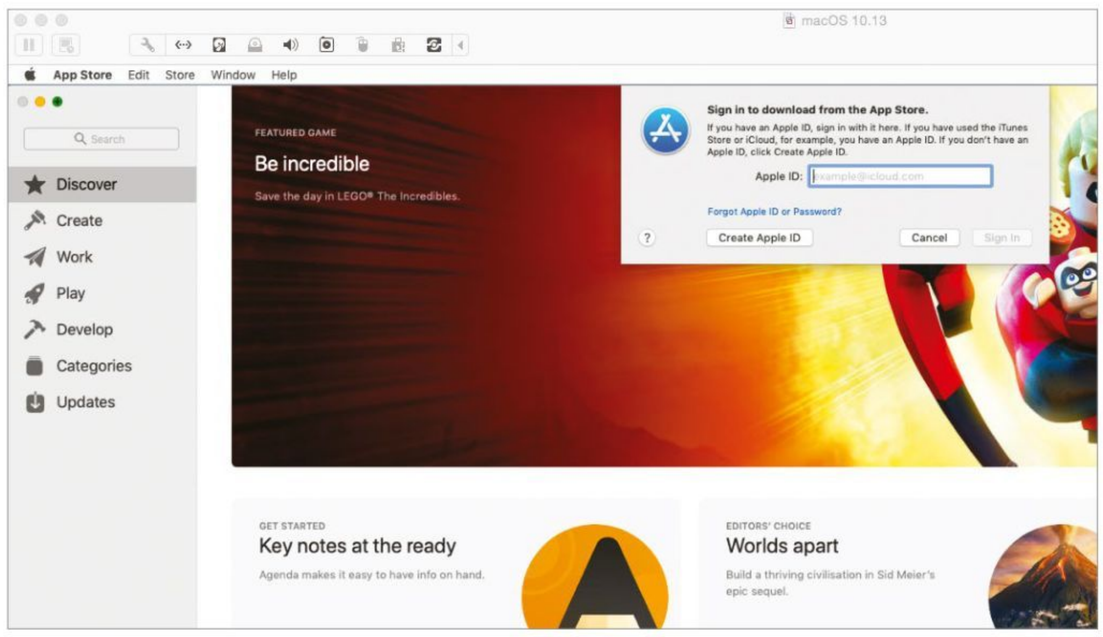
Browse apps

There is a diverse range of apps available for download and purchase from the Mac App Store, but unless you sign in using an Apple ID, all you can do is browse

REDEEM A CODE

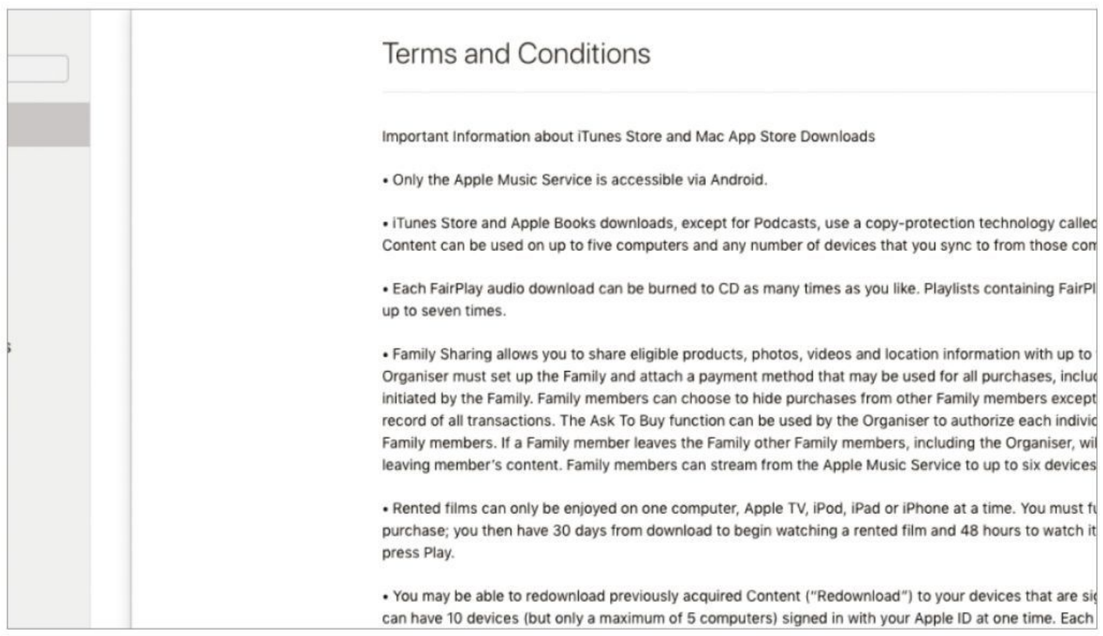
Create an Apple ID via the App Store and you are then required to either enter a payment method or redeem a voucher. If you are creating an Apple ID for a younger member of the family, then you may redeem a voucher code. This way, you won't be surprised by any unexpected credit card bills!

Mac App Store Create an Apple ID



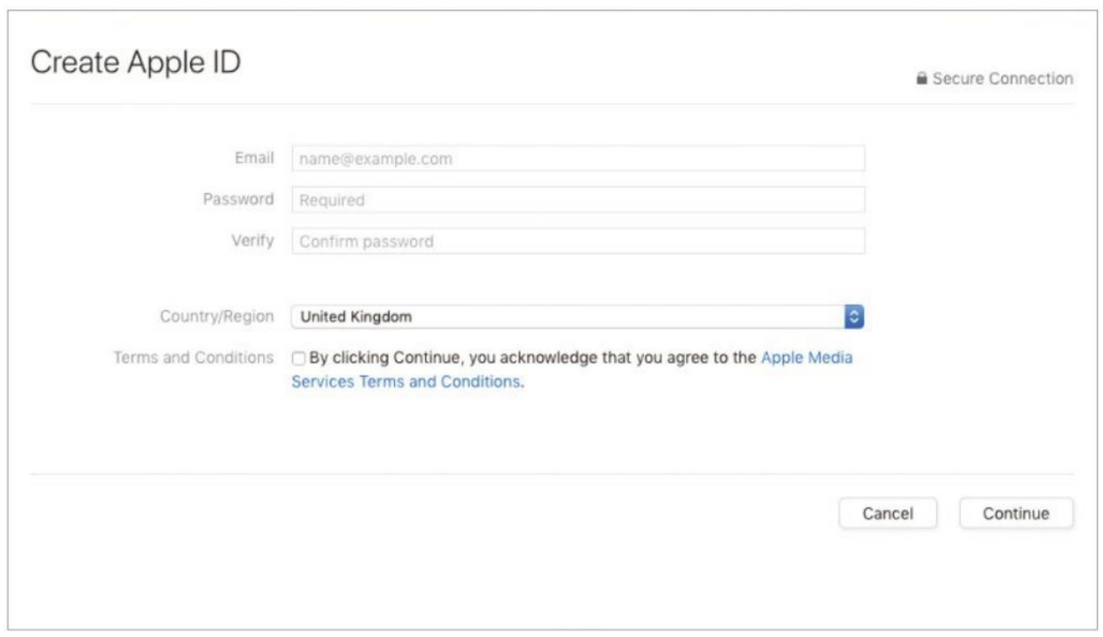
01: Create Account

Launch the App Store. From the main Store menu, choose Sign In in the bottom-left corner. You will see the 'Welcome to the App Store' window.



02: Terms and conditions

Click 'Create Apple ID' to start making your account. Confirm that you have read the Terms and Conditions and agree to them, and click the 'Agree.'

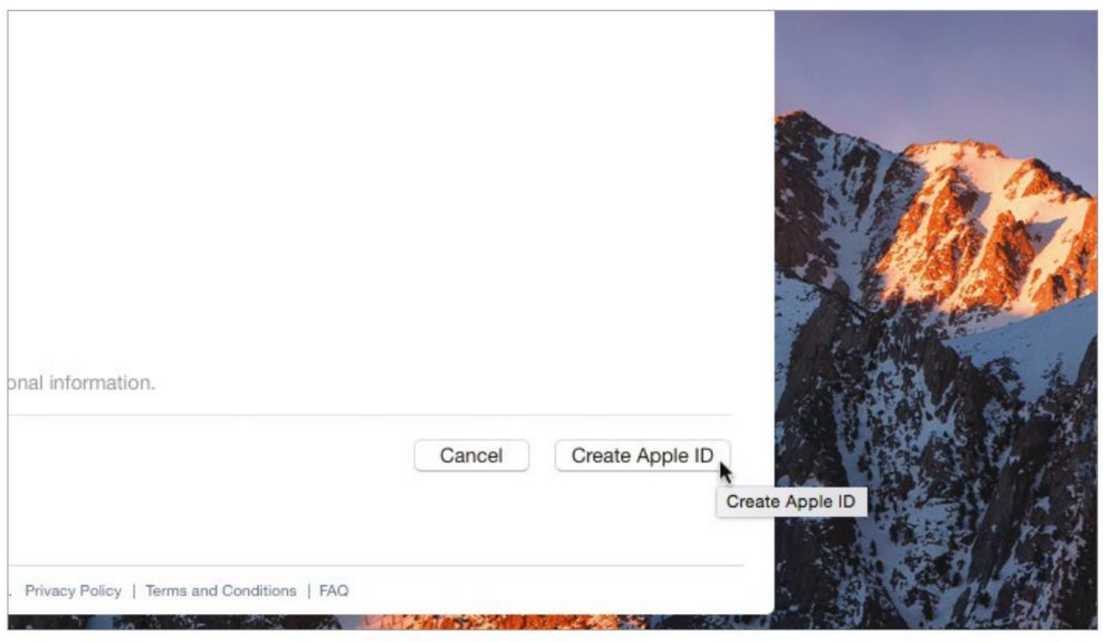


03: Apple ID details

Enter your Apple ID details. Type your email address, a mixed case password of at least eight characters, and the other details requested.

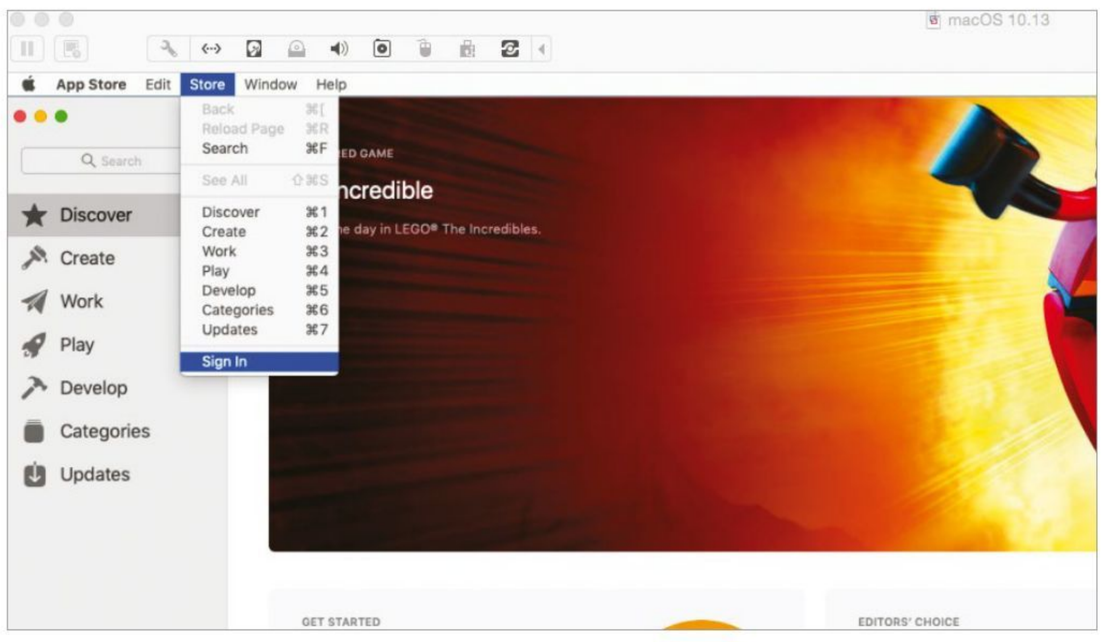
04: Payment method

Click 'Continue', and provide a payment method on the window that appears, or opt to redeem a gift certificate or prepaid iTunes Gift Card.



05: Create Apple ID

Enter your name, address and telephone number, then click 'Create Apple ID'. A verification email will now be sent to the email address you provided.



06: Verify email address

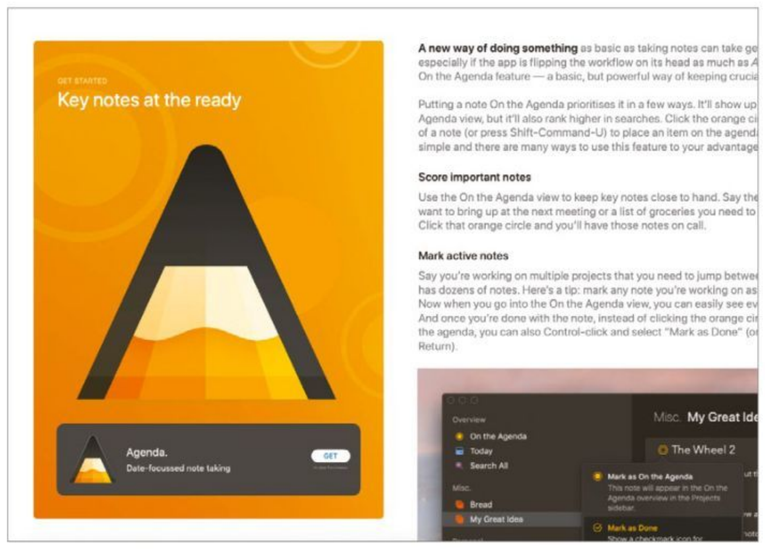
Check your inbox, and click the link to verify your email address. You can now use your new Apple ID and password to sign in to the App Store.

Download from the Mac App Store

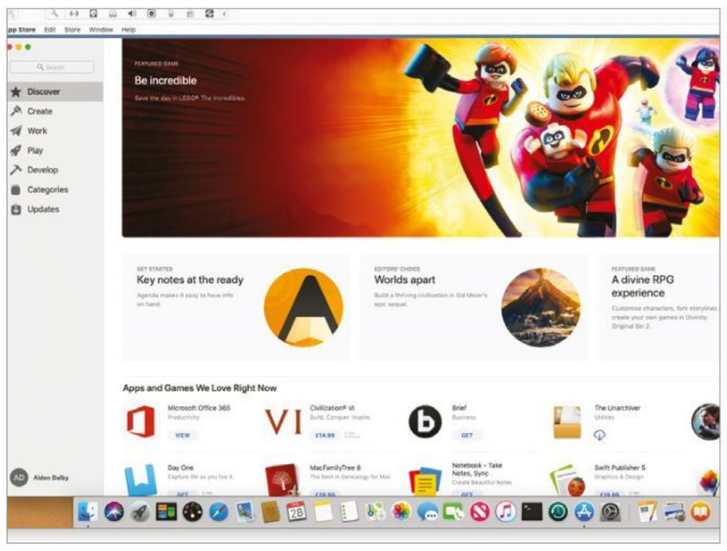
The Mac App Store is your hub for new software. Here's how to get your hands on amazing apps

When it launched at the beginning of 2011, the Mac App Store offered Mac users an entirely new way to browse and download apps that had never been seen before. There was widespread shock at Apple's decision to do this because it was a move based on the success of the iPhone App Store, and one not guaranteed to work on the Mac platform. As has been the case for many a year now, Apple was right and the Mac App Store became an instant success.

These days, a lot of people take the Store for granted, while others don't even know it exists and have never even opened it up. If this is you, you're missing out on a huge amount of incredible content. In this tutorial, we'll start you at the basic level. If you have an Apple ID, which you would use to buy iPhone and iPad apps as well as songs and movies in the iTunes Store, you can use that to log in. If not, check out the tutorial on the previous two pages.

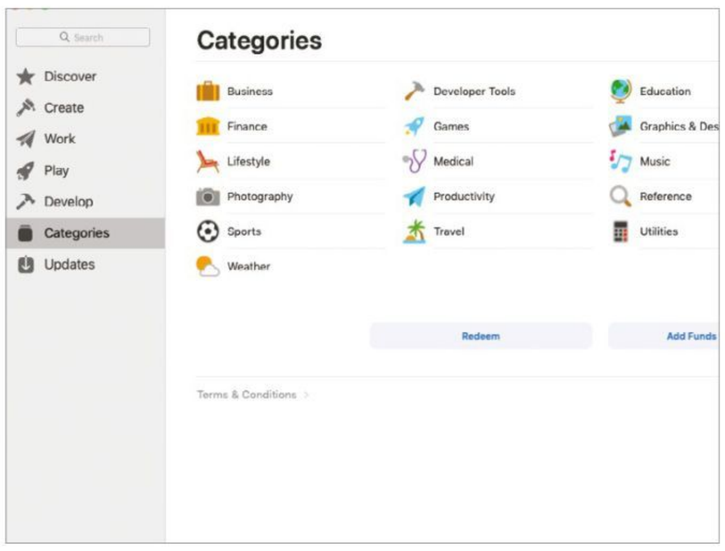


Mac App Store Start downloading now



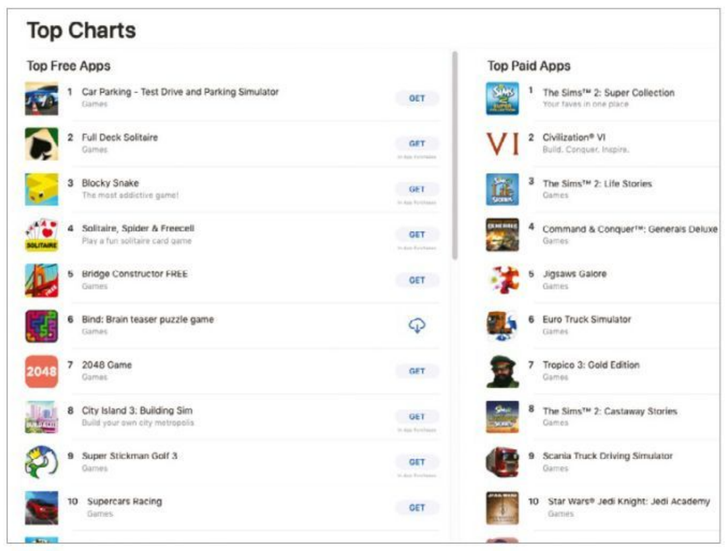
01: Apple ID

Open the Mac App Store and look at the link in the bottom-left corner. Input your Apple ID and password, or create one if you don't have one.



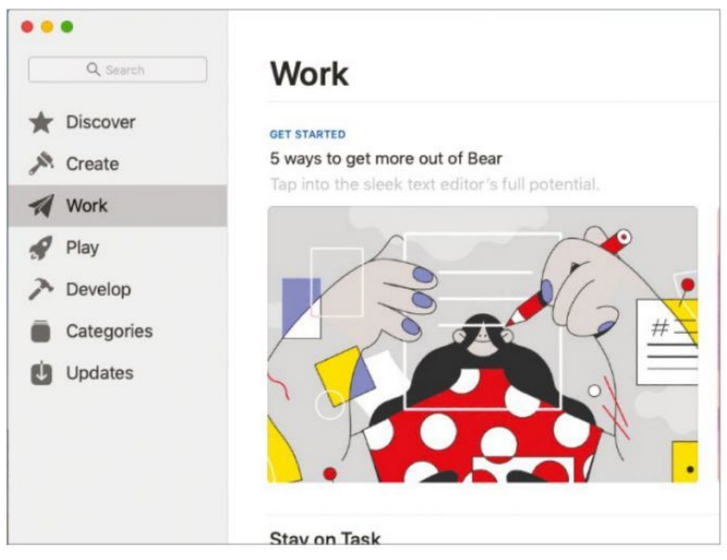
02: Categories

Above the Sign In button you will see a list of options, click Categories. You can now quickly navigate between categories in the Store.



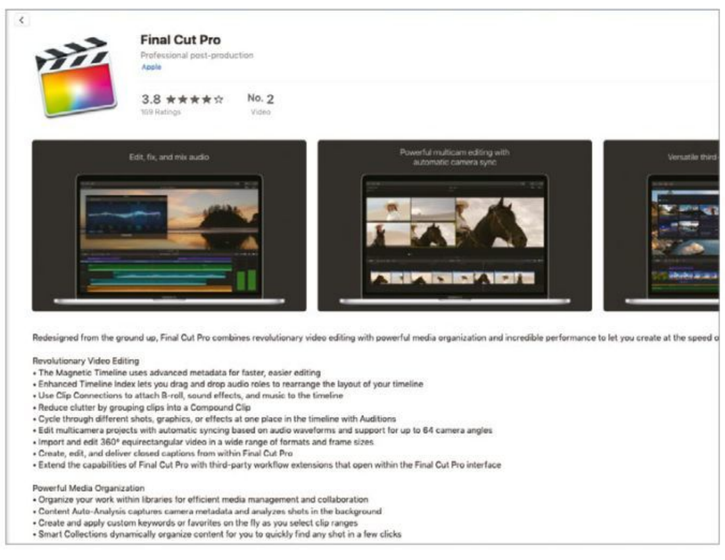
03: Chart topping

Each Category has a charts section for both paid and free apps. Select these and you can see what is being downloaded the most.



04: Recommended apps

On the left-hand side of the screen are Discover, Crate, Work, Develop and Play tabs. These sections display apps recommended by Apple.



05: App details

Clicking on an app's name will take you to its page. You can read a description here. Click on More to reveal all the information about the app.

06: Screenshots

Scroll down and you can flick through screenshots of the app, just like on the iOS App Store. This gives you a better idea of how the app will work.

Mac App Store interface explained

Discover a world of great software

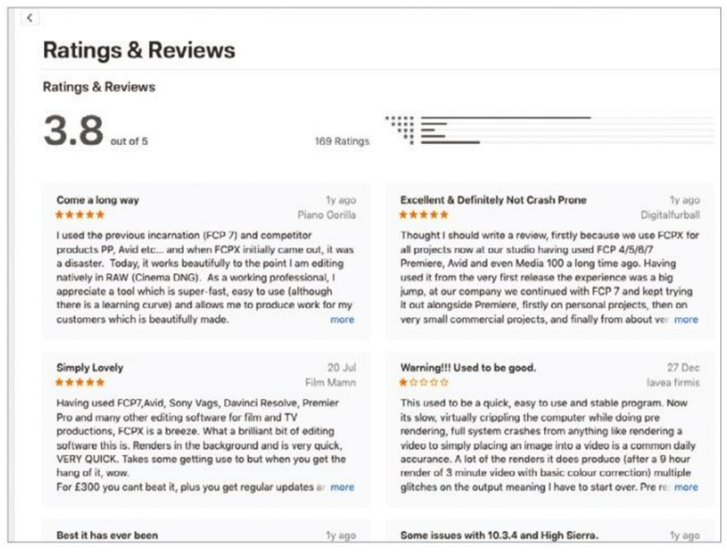
VIEW PAST PURCHASES
Once you have singed into your Apple ID, click on your name in the bottom-left corner of the store and all the apps you own will be displayed. You can reinstall an app by clicking on the cloud icon or launch an installed app by clicking the 'Open' button. You can also click on 'View information' to change payment options or redeem a gift card.

Discover
Apple's Editors highlight apps on the store's main page. These include a brief summary on why you should try the app as well as a link to download it

Quick buy
If you know you want an app, you don't have to view the app's page before you download. These buttons act as 'Buy' buttons, so you can click these and download apps straight from this page

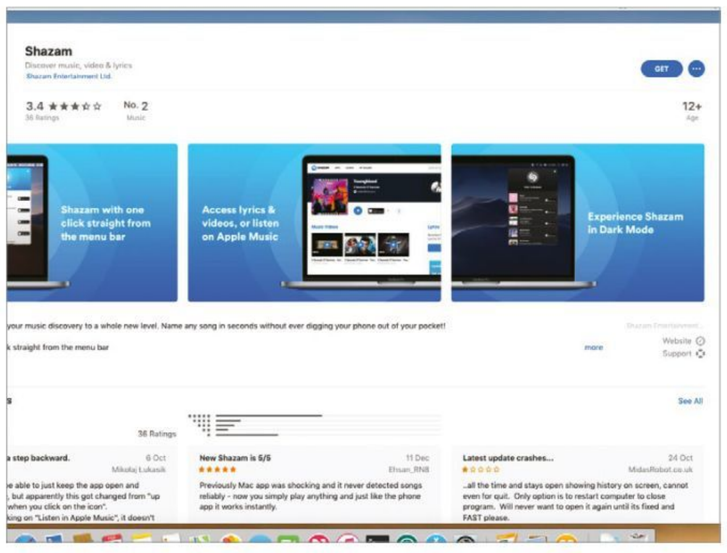
Up-to-date
When one of your apps needs updating to a newer version, the Mac App Store will show an alert in your Dock. Click it and choose Updates from the side of the window to download the latest version of the app

Search and download
If you know exactly what you're looking for and need to find it fast, you can use the Search bar in the top right of the window. This will offer suggestions of apps as you type, so you can find things instantly



07: Tough crowd

Move further down and you can read reviews from other users. These offer brilliant and real opinions on the app, away from the marketing blurb.



08: Ready to buy

If you want the app, go to the top of the page and click the Buy App button. If you need to, input your Apple ID and password.

09: Installed

Once you've clicked Buy App, the Mac's Launchpad will open automatically and your app will appear on the grid. You can now click on it to launch it.

Delete and reinstall apps on your Mac

Deleting apps downloaded from the Mac App Store is a breeze

Uninstalling apps has always been a whole lot easier on a Mac than on a Windows PC, and you'll be pleased to learn that the most recent versions of macOS make the process even easier. Don't go looking for an 'Uninstall Programs' setting, as you won't find one! The latest versions of the OS have adopted the automated click-and-hold method used by devices such as the iPhone and iPad. This means that deleting any apps downloaded from the Mac App Store is an absolute breeze. In fact, if you've ever used an iOS device such as an iPhone to remove apps downloaded from the iTunes App Store, then you'll instantly feel familiar with the process.

Read on and we'll show you how to use Launchpad to delete an app that has been downloaded from the Mac App Store. We'll then show you how to reinstall the app should you ever require it again in the future. As a bonus, you don't even need to empty the Trash, as Launchpad handles everything for you. It's an extremely simple process and we show you how to do it.

Delete with ease

A quick look at the app deleting process

Navigate Launchpad

All apps (paid and free) that you download from the Mac App Store can be viewed on Launchpad. If there is more than one page of shortcut icons, use your mouse to swipe through the screens

Confirm deletion

Removing an app that is no longer required is a breeze; simply click on the black 'X' badge, and then 'Delete' when asked to confirm that you want to delete the app. The whole process is automated

Click and hold

Click and hold on an app that you wish to delete, and all the app icons will start wiggling. Apps that can be deleted (that is, those downloaded from the Mac App Store) will sport a circular black 'X' badge

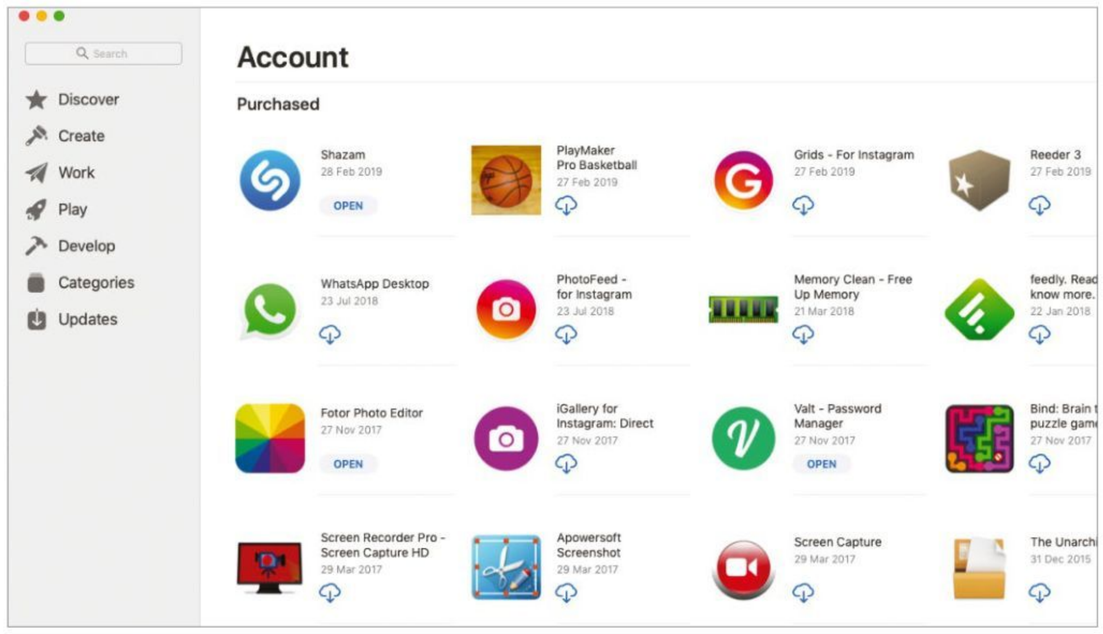
DELETE FROM FINDER

Experienced macOS users may have noted that apps downloaded from the Mac App Store cannot be moved to Trash from the Applications folder. Although the easiest way to delete apps is via Launchpad, there is an alternative method. Open Finder, click Go>Applications, and select an app. Press Command+Delete, enter your password when prompted, and the app will be moved to the Trash.

Reinstall apps

You can reinstall apps downloaded from the Mac App Store using the Purchased view. Click 'Install', and the app will be reinstalled, and appear in the first available space on the Launchpad screen

Mac App Store Uninstall and reinstall apps



01: Purchased apps

The first step is to check which apps you have downloaded. To do this, launch the App Store, and click your name in the bottom-left corner.

02: Click and hold

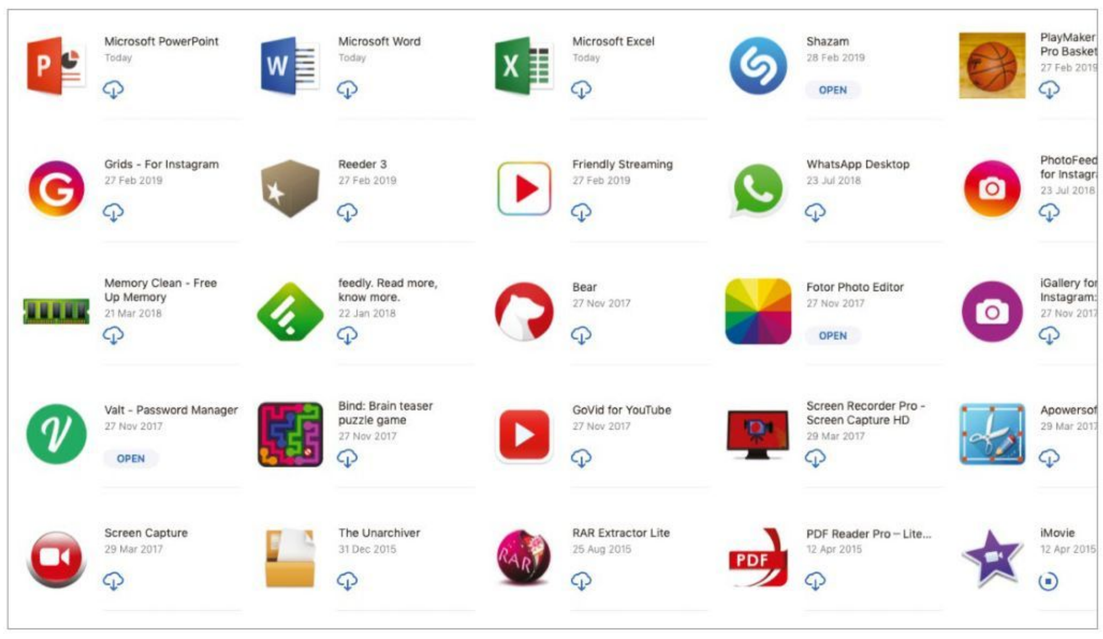
Browse the apps installed, find one you no longer need, and click the Launchpad icon. Click and hold on the app's icon until it starts wiggling.

03: Confirm deletion

All downloaded apps will now sport an 'X' icon. Click the relevant 'X' icon, and when asked to confirm that you want to delete the app, click 'Delete'.

04: Familiar process

The app will now be removed. The process will be familiar to anyone who has used an iDevice, as the tap and hold method is used by all iOS devices.



05: Reinstall the app

If you want to reinstall the app, launch the App Store, and navigate to the 'Purchased' view. When the store recalls your purchases, click the cloud icon.

06: Track progress

Launchpad will appear. You can track the progress of the app download and reinstallation. The process is automated, with no user input required.

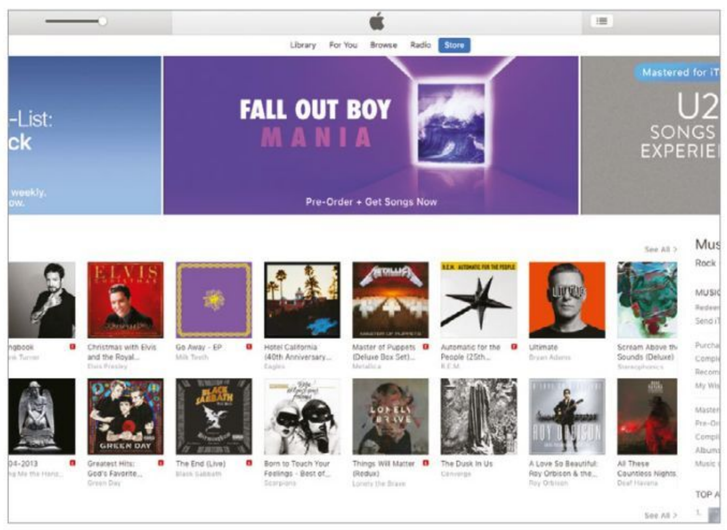
Get started with iTunes

Learn to find your way around the iTunes app and discover all the amazing content on offer

iTunes is the place you go to for entertainment on your Mac, whatever it is you fancy doing. Movies and TV series, new songs and albums, smart playlists that are based on tracks you like, books that you can start reading on your Mac and carry on reading on your iPad, even a digital store full of educational courses, plus podcasts and apps for your iOS devices; iTunes has it all. While the App Store (with its own blue and white icon in your Applications folder) is the place you go to find apps like iPhoto, Pages and Numbers. iTunes is for everything else.

The app comes in two, very big, halves: the Library and the iTunes Store. The front page of the Store has a carousel that you can browse, featuring new and noteworthy apps, albums, films and deals. All you need to do to get going is sign in with your iTunes account.

Once you've loaded iTunes up with your favourites content, you can use the Library, and the iTunes Player, to enjoy your media. Stream through AirPlay devices and sync everything with your iPhone and iPad so you can enjoy it on those too. There's a lot to see, so we'll show you around to help you get your bearings.



Use iTunes to play media

Listen to songs without even leaving the Store

Access a device
When your iOS device is plugged in, you will be able to access its page of options, including syncing, or eject the device by clicking this button

Visit the Store
This contains a link to the iTunes Store, where you can rent or purchase more content, and you can also have links to things such as your Purchased apps

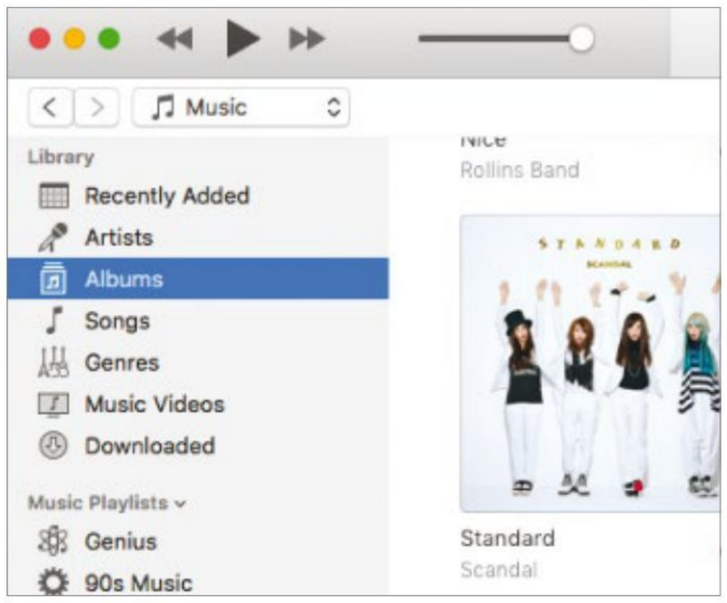
Find your content
All the music, movies, TV shows, podcasts, audiobooks and apps you own can be accessed via the buttons here. Click on the three-dot icon to access more of your content

Playing files
Once you've selected and played a track or playlist from the main area below, use these playback controls so you can pause and skip tracks while browsing iTunes

STORE, LIBRARY AND PLAYER

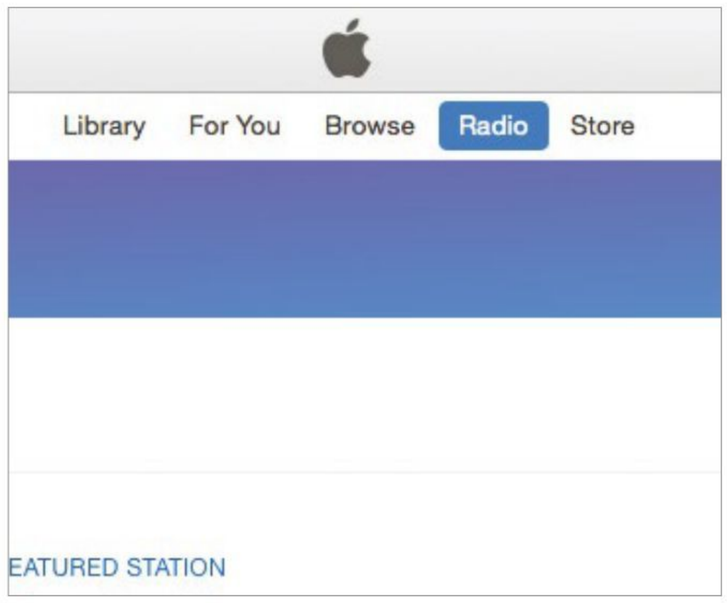
iTunes comes in two halves: a Store, where you can buy and rent films and TV episodes, apps, music and more, and then a Library and media player where you can enjoy all this content. While in each, you can use the tabs at the top of the screen to access other places

iTunes Find your feet in iTunes



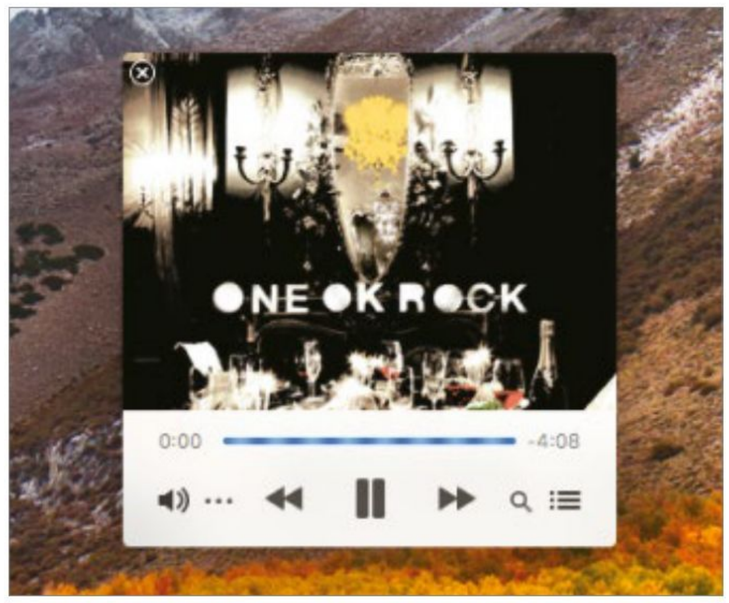
01: Find your music

Open up iTunes and use the icons in the top-left corner to switch between Music, Movies, TV Shows and more. Start off by selecting Music.



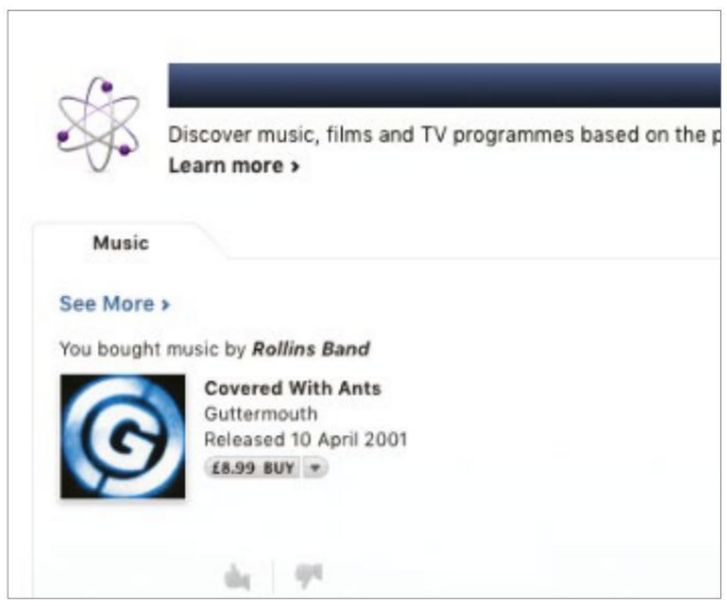
02: Browse the tabs

Use the tabs in the middle of the bar along the top of the main window to switch between My Music, Playlists, Match and the iTunes Store.



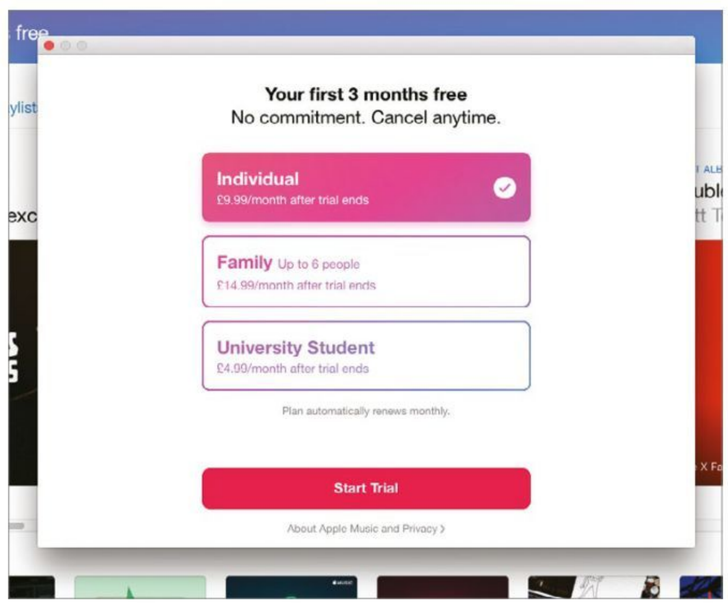
03: Use the MiniPlayer

You can create a smaller version of the iTunes player by selecting MiniPlayer from the Window menu at the top. It's more powerful than you think.



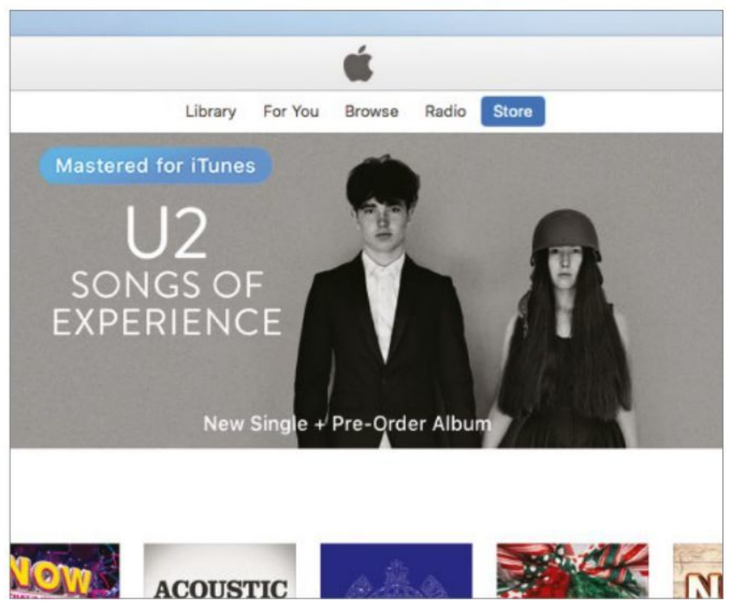
04: Switch on Genius

Choose Genius from the Store menu to get instant recommendations and playlists depending on the tracks you choose.



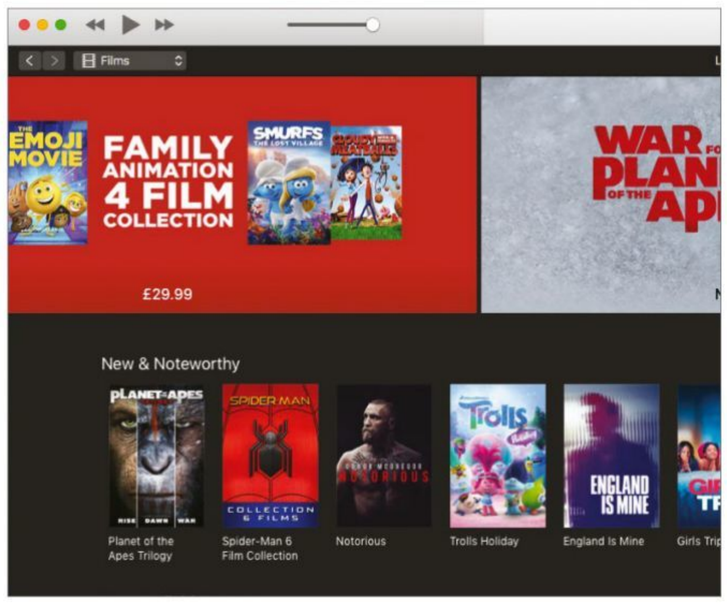
05: Match your collection

If you sign up for an iTunes Match subscription, you can upload all your music to the cloud and enjoy it on all your devices.



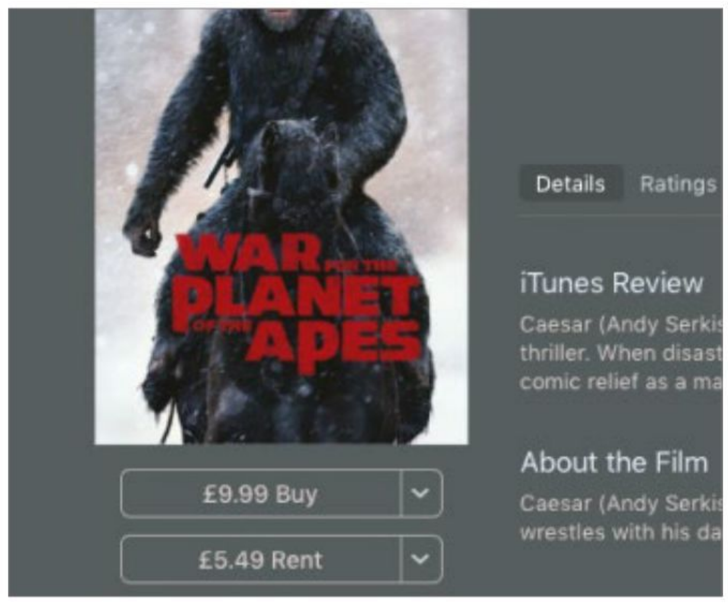
06: Go to the Store

Click the iTunes Store button at the top. Find new apps, music, videos, books and more. Featured content is on the carousel on the main page.



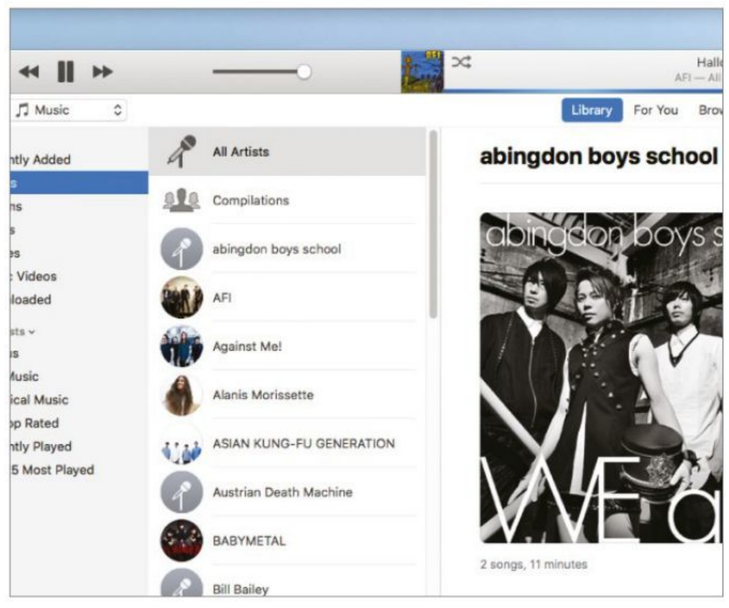
07: Find a movie

Choose Movies from the menu to the right of the main window. As well as featured content, there are further categories. Pick a film you want to see.



08: Rent or buy

On the film's info page, depending on availability, you can buy or rent in standard or HD. With albums you can buy songs or whole albums.



09: Hit play

Once you've downloaded something, it'll turn up in your Library view. Hit play and enjoy it on your Mac, or go and see what else is in the Store.

Download music from the iTunes store

Make the most of the huge catalogue of music available on iTunes

iTunes was born to help people manage their digital music, and over time it has grown to offer all of the entertainment you could possibly want to carry with you. The iTunes library is huge, and all of the major new releases are available to download as quickly as they are on competing services. It has reached the point where almost every artist you like will have a large selection of content on offer.

You can quickly search for individual songs, albums and tracks via the search bar, and also dig down deeper within an artist's catalogue. There are multiple ways to browse music, and once you have an account set up with a valid credit card or gift card code, the process is as simple as choosing what you want and then letting the software do the work for you.

We explain how to download and purchase music from iTunes and then move it to your iPod. Indeed, there are settings you can choose to make the process almost fully automated and with so many options open to you, it is unlikely that you will need to use any other service to get the music you want. Your only problems will be finding the music you require within such a large library and making sure you have enough space to install it all.

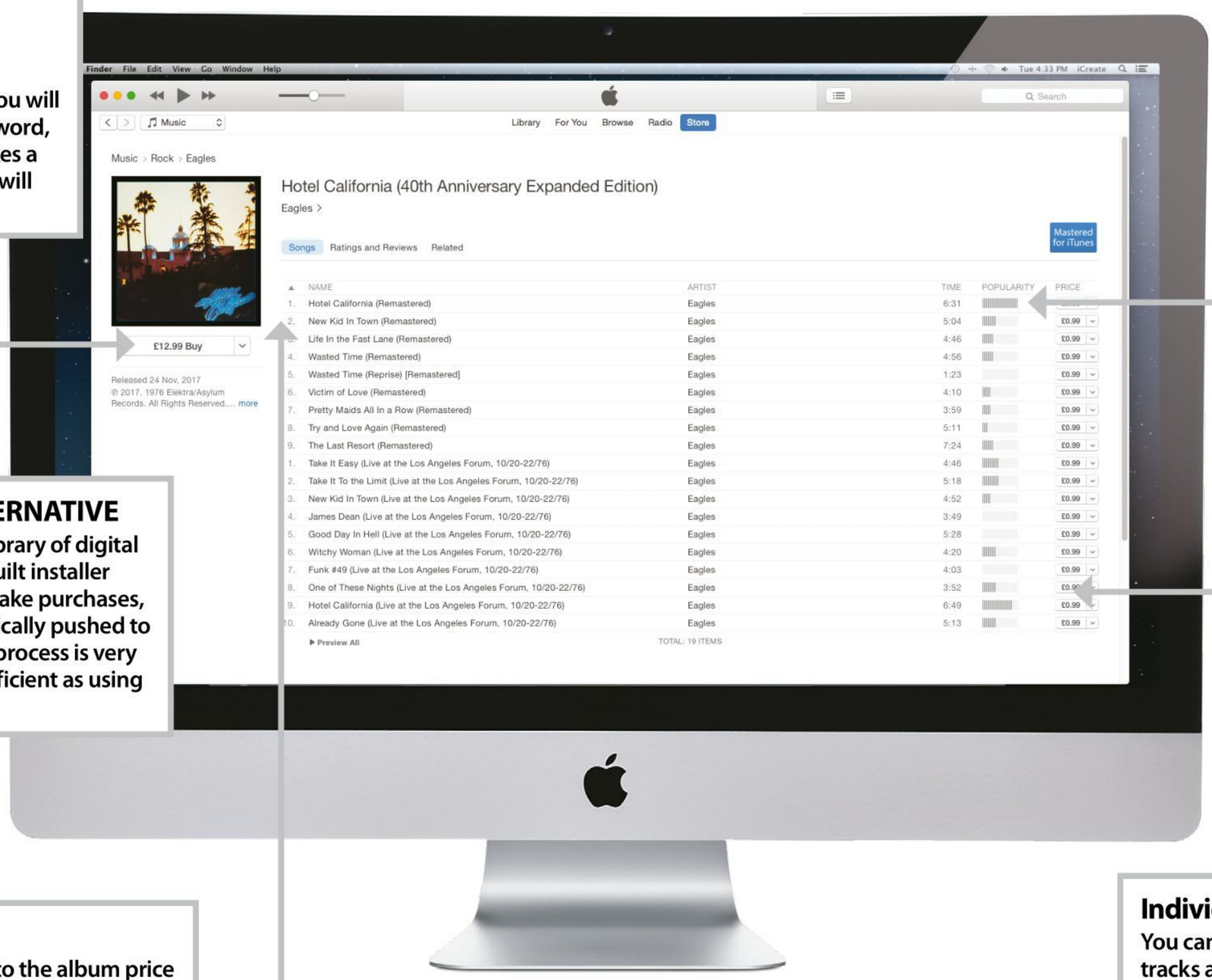
"Every artist will have a large selection of content on offer"

iTunes purchasing options

Many purchasing choices are available

Buy an album
Clicking this button will prompt an immediate purchase of an album. You will need to enter your password, and the process only takes a few seconds. The tracks will then download

Check the popularity
The popularity indicators will give you an idea of how popular a particular track is, which can be useful when making individual track choices

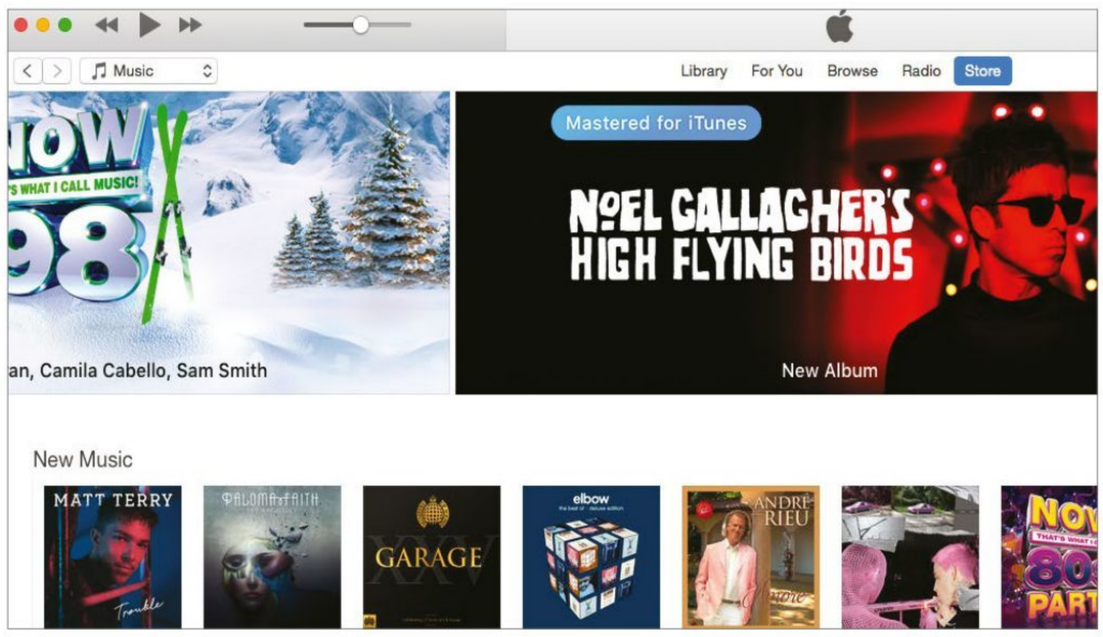


THE AMAZON ALTERNATIVE
Amazon offers a huge library of digital music as well, and has built installer software that lets you make purchases, which are then automatically pushed to your iTunes library. The process is very simple, and almost as efficient as using iTunes directly.

Send a gift
Clicking the arrow next to the album price lets you send the album as a gift or add it to a wish list for purchasing later. You can also share the album details with others

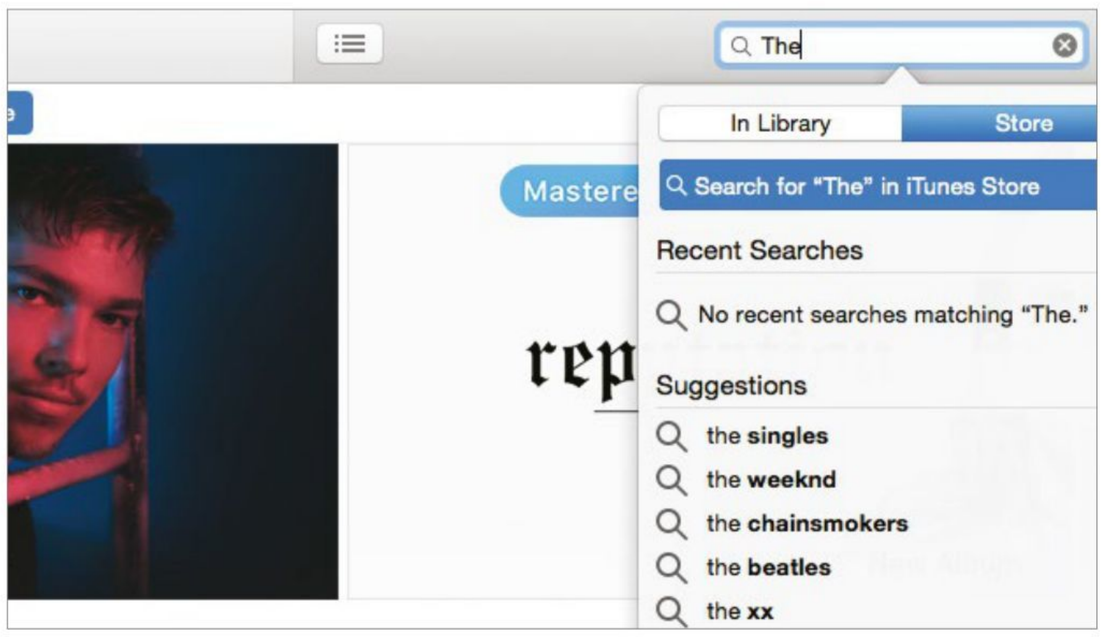
Individual tracks
You can purchase individual tracks as well, but if you buy a lot of them it will work out more expensive than buying a whole album in one go

iTunes Purchase albums and tracks from iTunes



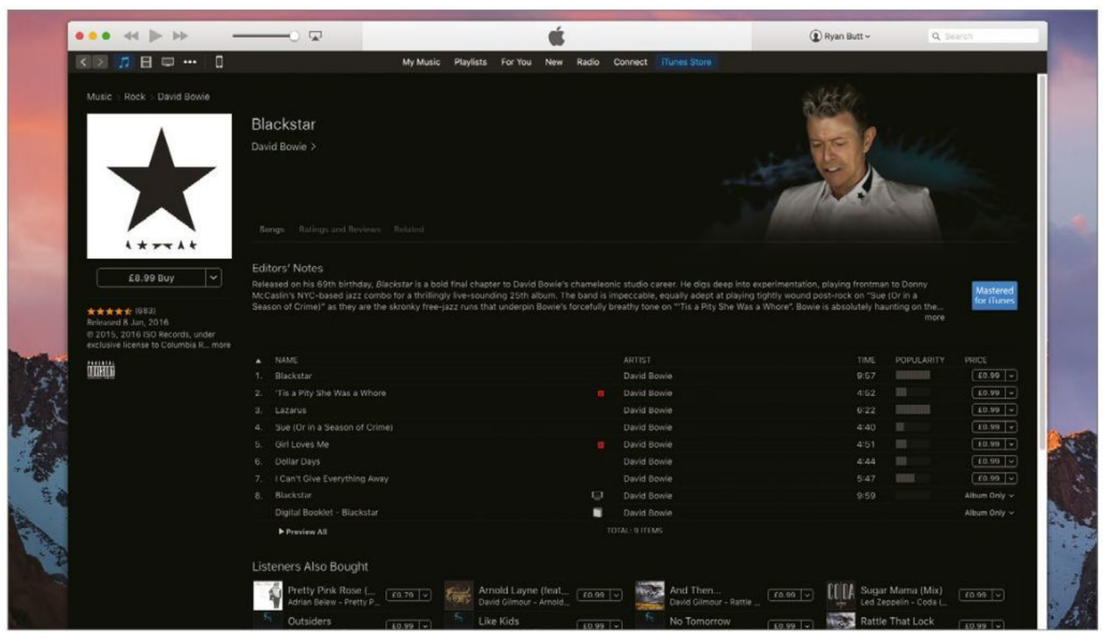
01: The music section

To access the iTunes Store, click on the iTunes Store button at the top of the screen. Now use the side column to the right to ensure Music is selected.



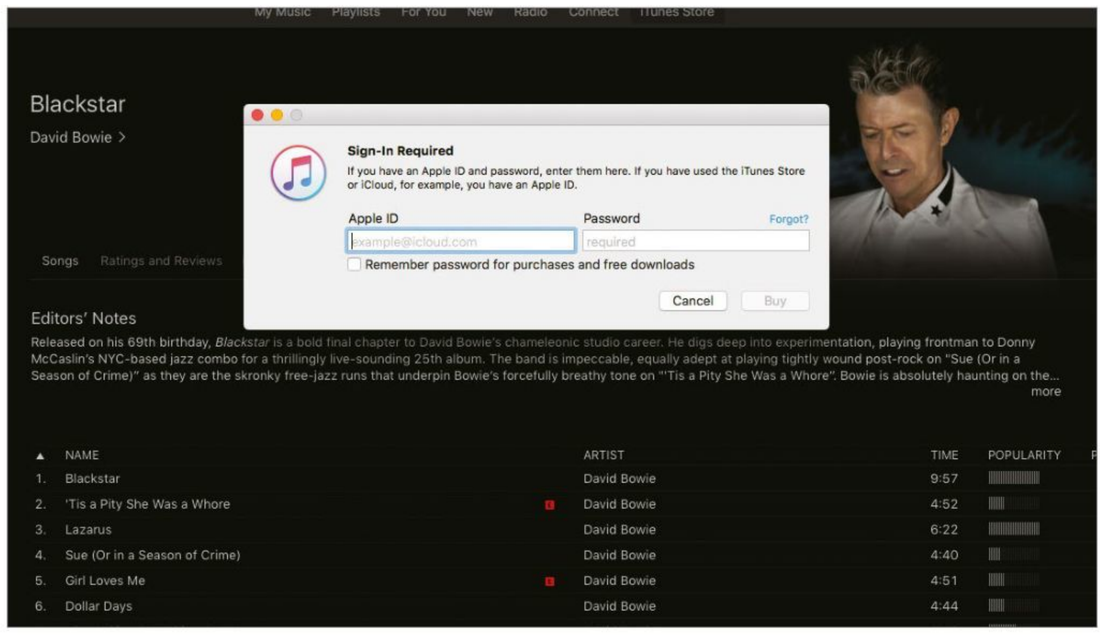
02: Search for music

In the top right you will search a search box. Enter the name of the artist you are looking for and hit Return. A selection of songs, albums and videos will appear.



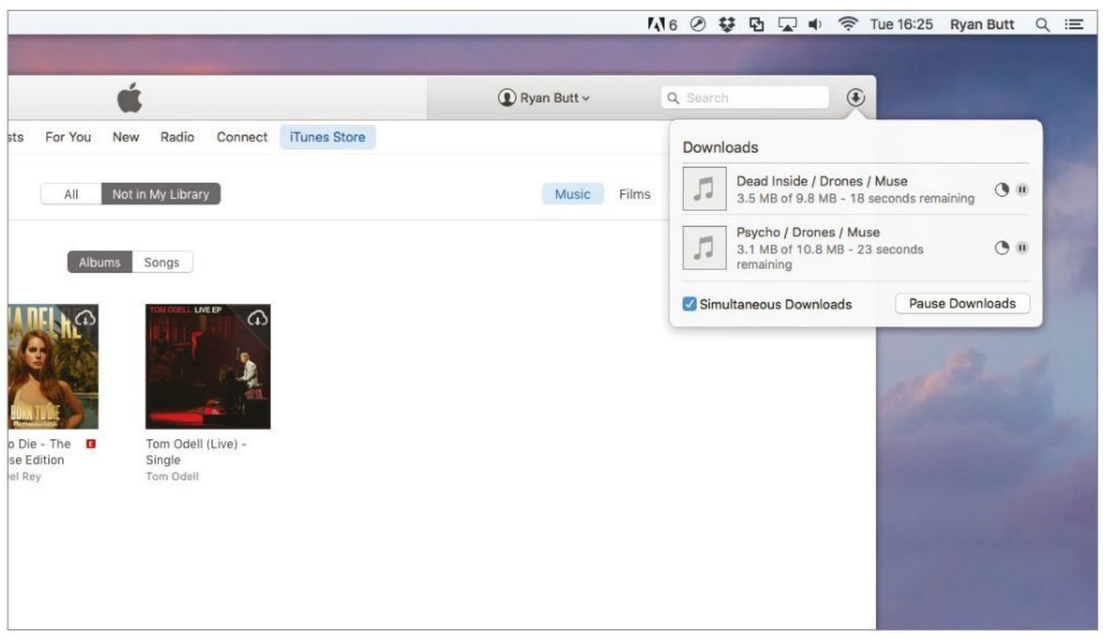
03: Choose an album

Once you've checked the offerings and decided what to buy, you can click the price button to make your purchase. Individual track prices will be available too.



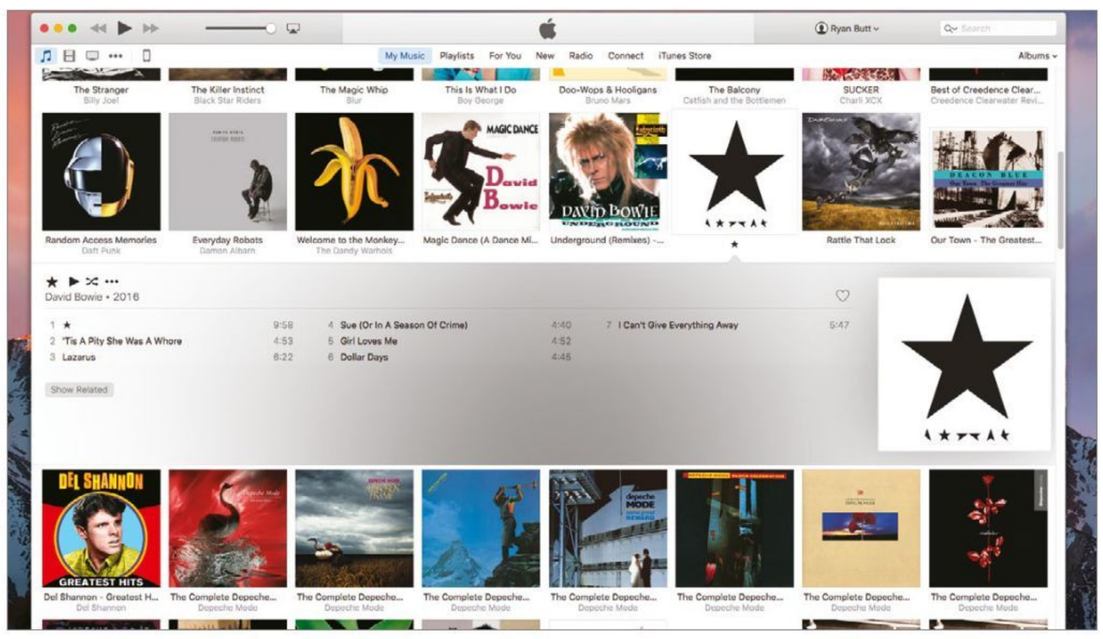
04: Enter your details

You'll need to enter your password. Once you have done this, a confirmation box will appear. Select 'Buy', and your tracks will download in the background.



05: Check the progress

You can select the arrow icon in the top right to display the downloads as they progress. They usually download in minutes, depending on your connection.



06: Use your purchase

Tap the 'My Music' option at the top of the screen, and you will see your recent purchases. You can now play it or move it to your iPhone/iPod/iPad.

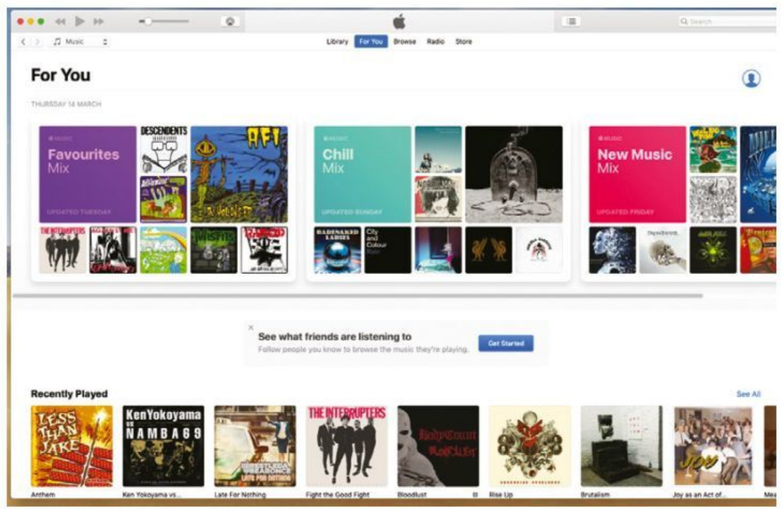
Set up and use Apple Music

Make use of your free, three-month trial and get to know Apple Music

Apple Music is Apple's music streaming service. This is Apple's equivalent to Spotify and it lives on your Mac in the iTunes app. Apple Music gives you access to virtually the whole of the iTunes library and a 24/7 radio station called Beats 1. Apple Music gets more powerful the more you use it, and the For You tab gives you personalised playlists to enjoy. There is a New Releases section that displays new songs and albums from artists you have in your Library. You can also download tracks and whole albums to your Mac to listen to even when you're not connected to the internet.

Apple has priced Apple Music competitively, so much so that every user gets a free, three-month trial to the service. After that you get the chance to continue using Apple Music for a monthly fee of £9.99/$9.99. You can upgrade that subscription to £14.99/$14.99 and get access for a family of up to six users.

So if you're a big music lover, follow this tutorial to sign up to Apple Music and see if you like what's on offer.



Inside Apple Music

Get to know what's what in Apple's new music service

LISTEN TO THE RADIO

Apple Music comes with its very own radio station, Beats One, hosted by world-leading DJs in Los Angeles, New York and London. You can listen live, to previous shows or even to stations by your chosen genre.

My Library

Any track or album that you add to the Library lives in this tab. It's just like iTunes, with cover art presented in big square thumbnails. Click on a thumbnail to start playing its contents

iTunes Store

If you still like the idea of owning your music, you can head to the iTunes Store as normal and buy tracks, albums and videos just like you always have

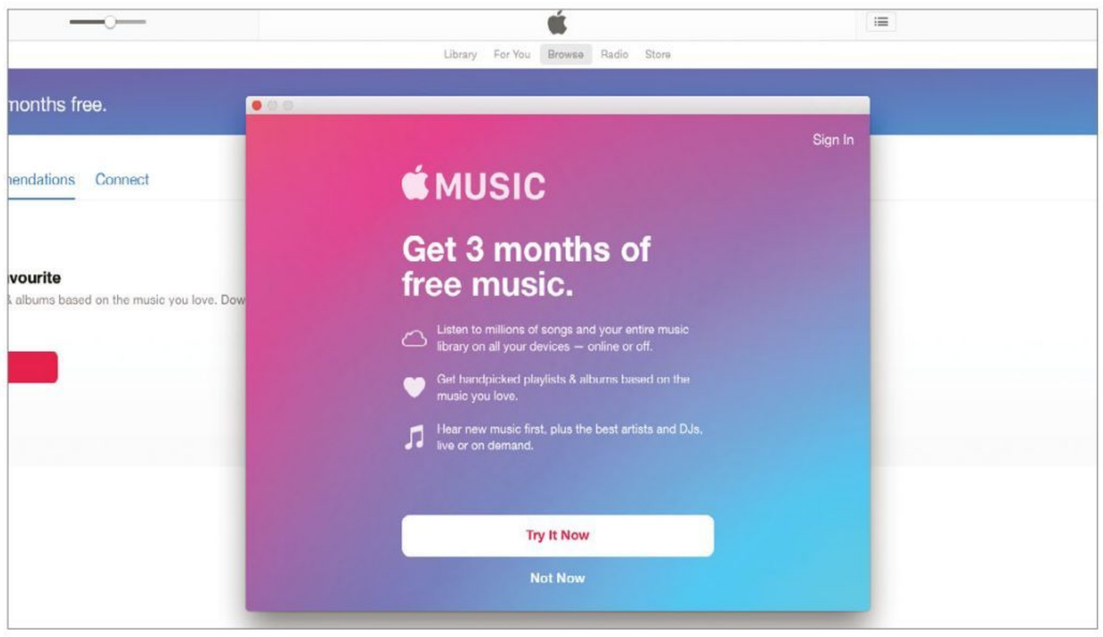
For You

When you've told Apple Music the genres of music you like to listen to and your favourite artists, the For You tab will be populated with a personalised playlist of music

New

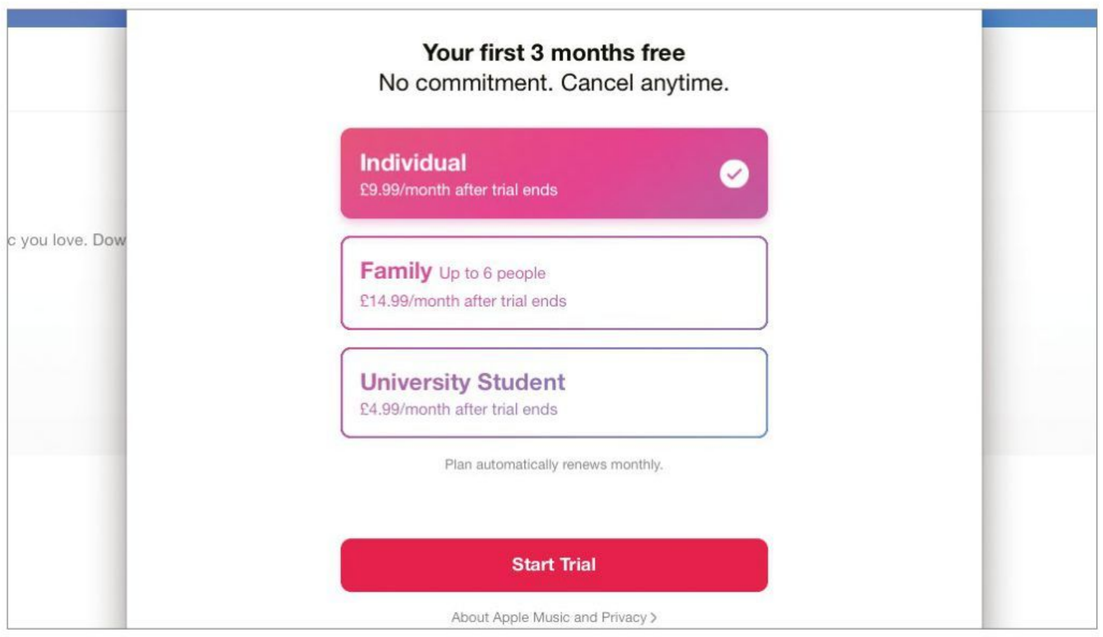
New content is added to Apple Music every week. Go to the For You section to see what's just been released. The albums will be based on music you listen to and purchase

Apple Music Sign up and start streaming music



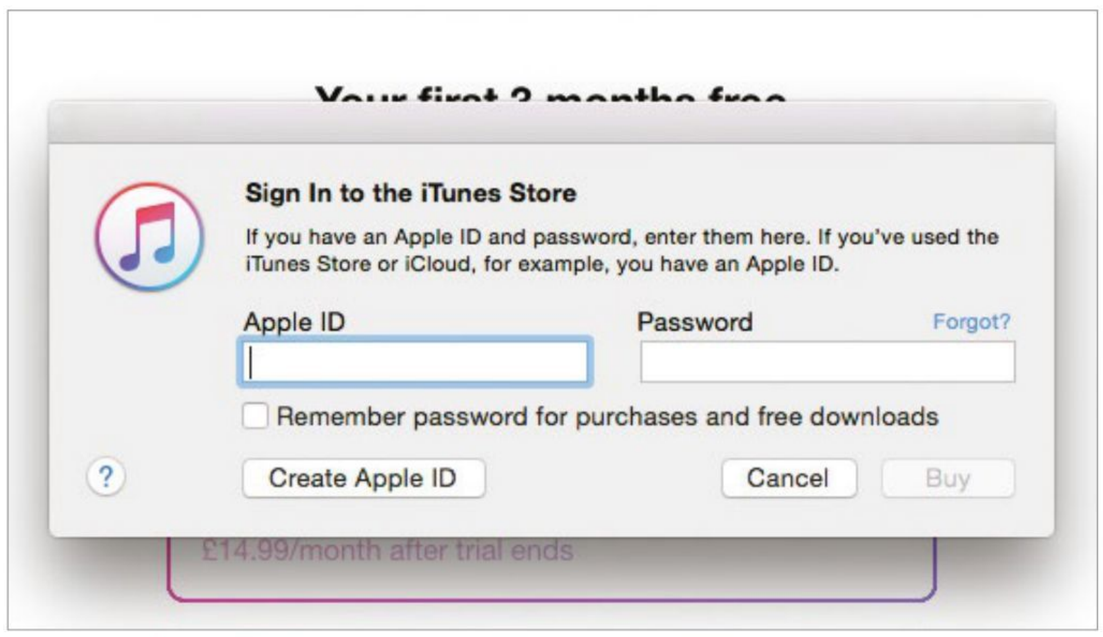
01: Open up Apple Music

Open iTunes and you'll see this Apple Music screen. To get started, click Start 3 Month Free Trial or click Already a member if you have an account already.



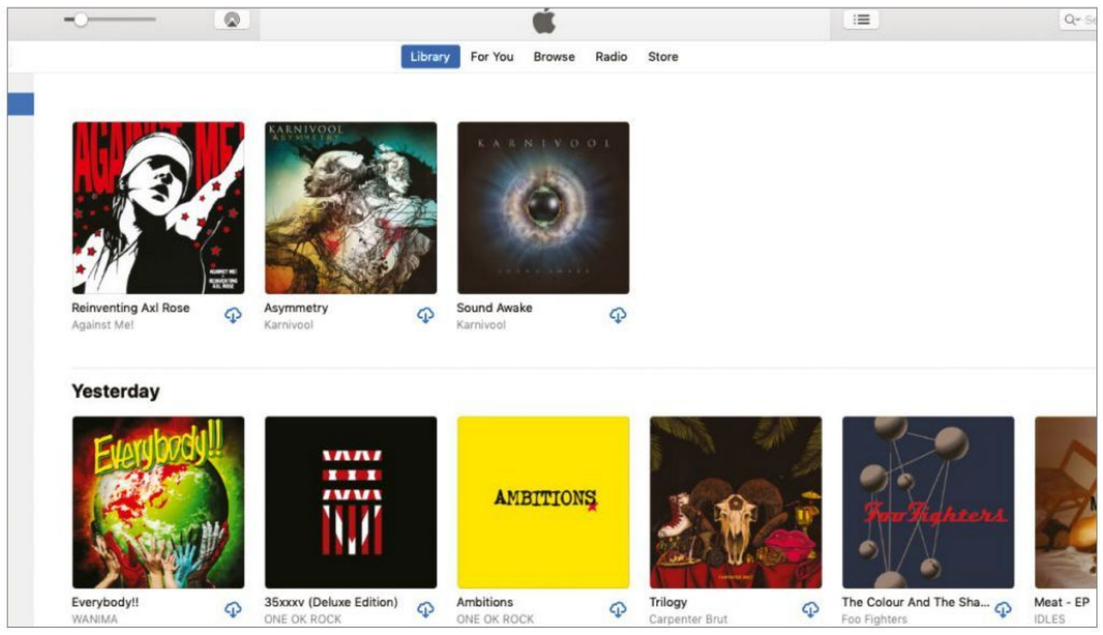
02: Choose your plan

Now it's time to choose your membership plan. Click Individual or Family depending on your preferences. Refer to the intro text to check the pricing.



03: Apple ID

You'll need to sign in to the iTunes Store with your Apple ID, so enter your credentials. Click Buy, even though it's a free, three-month trial.

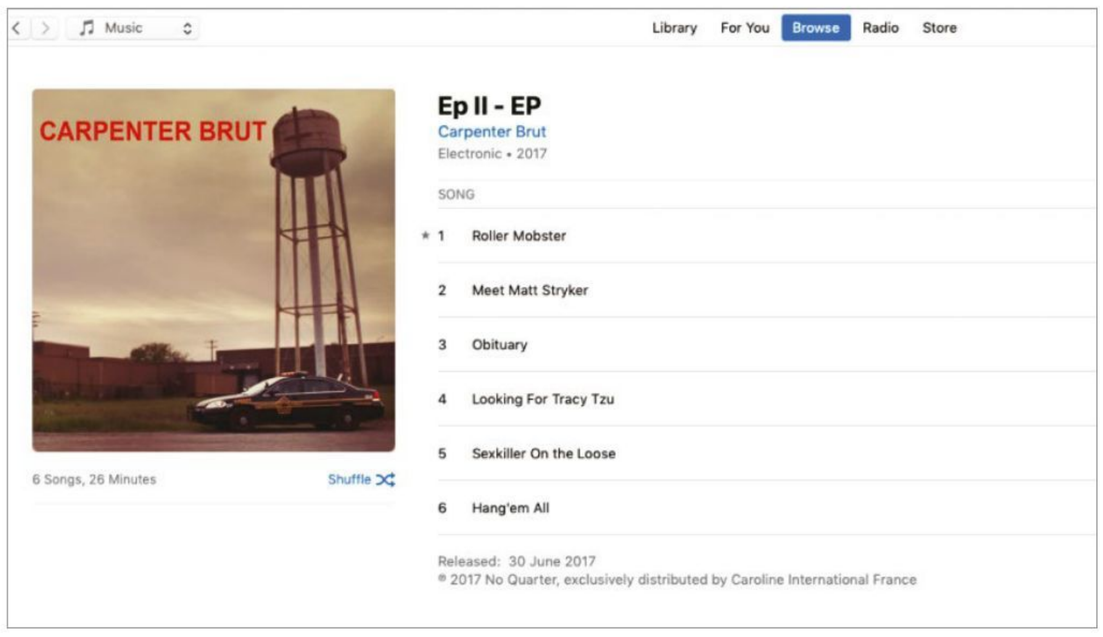


04: iTunes music

Because you sign in to Apple Music with your Apple ID, every track you've previously purchased will be present in the main Library tab.

05: Play a track

Playing one of your songs or albums is as simple as clicking on the album cover's thumbnail. A track overview will drop down. Now tap the play button.



06: Add to My Music

You can search Apple Music for any track or album using the Search bar in the top-right. Click the Add to Library option to add it to your Library folder.

Rent and buy movies on iTunes

Get the best new movies on your desktop with iTunes 12

As well as being one of the world's largest digital music hubs, the iTunes Store is also home to great movies and TV programmes from all over the world. To access this incredible selection of brand new and classic films, you can either scroll down on the iTunes Store home page or select 'Films' from the tabs at the top of the screen instead.

As well as being packed full of content, the Film marketplace is a very easy place to navigate. In addition to searching through the Store with the search bar, you can also use the drop arrow in the right column to search by genres, like comedy, drama or sci-fi & fantasy.

For some films, there's also the option to use iTunes Extras. Not entirely unlike the bonus features on a DVD or Blu-ray, Extras gives you the option to check out exclusive behind-the-scenes footage, deleted scenes, bloopers and much, much more.

Once you've found the content that you're after, you can either buy or rent it. Buying will, of course, be more expensive, but you can watch your film as many times as you wish to. Renting, on the other hand, is usually far cheaper, but you only have 30 days in which to start watching it, and then only 48 hours to finish the video from the moment you hit 'Play'.

Thanks to the power of iCloud, you can watch your downloaded film on any device. If you start watching your movie on your desktop computer through iTunes 12, but then have to hop on the bus, you can download it on your iOS device and it'll resume playing from where you left off.

"The marketplace is an easy place to navigate"

The movie page

Find out about your chosen film

TV PROGRAMMES

It's not just films that the iTunes Store offers – you can also download entire TV series or individual episodes. They're not exactly cheap, but you can watch them on any Apple devices you own, including iPod touch and selected iPod nano generations. Most feature both SD and HD options. You can download episodes in the same way you download movies.

Trailer

If you want to see a sample of your film, click on a trailer. You can't download it from iTunes 11, but you will start streaming it when you click it

iTunes Extras

If your film has any bonus footage or deleted scenes, it will carry an iTunes Extras badge. You will not have to pay any more for this added privilege

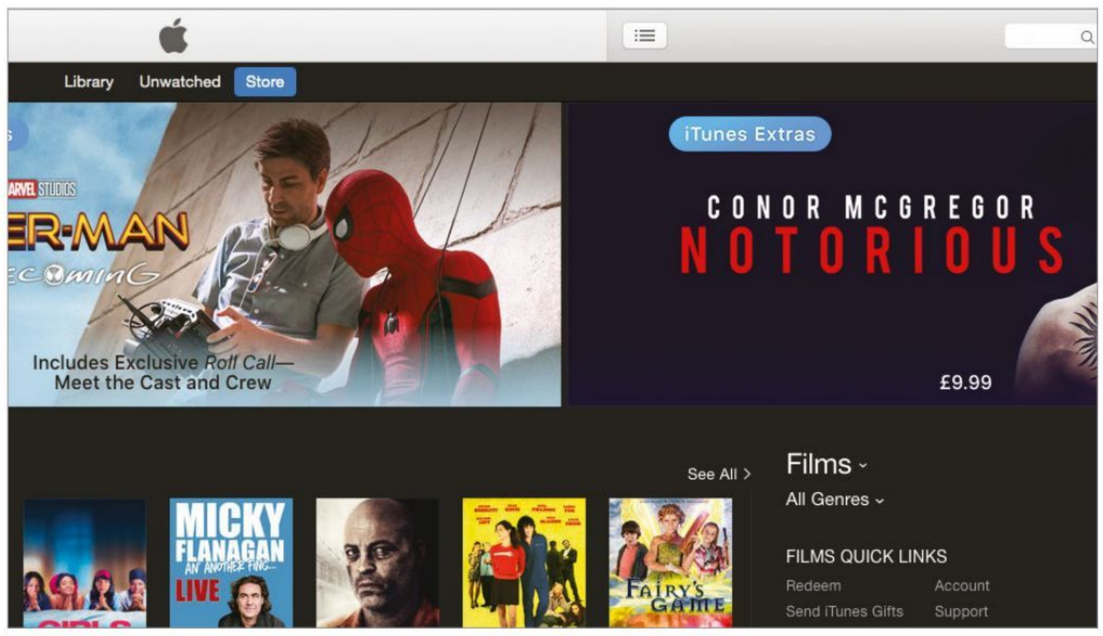
HD or SD?

Click the HD/SD buttons to change between formats. If you plan on watching on your iPod, it's best to go for SD. On your desktop, we would recommend HD

Ratings & Reviews

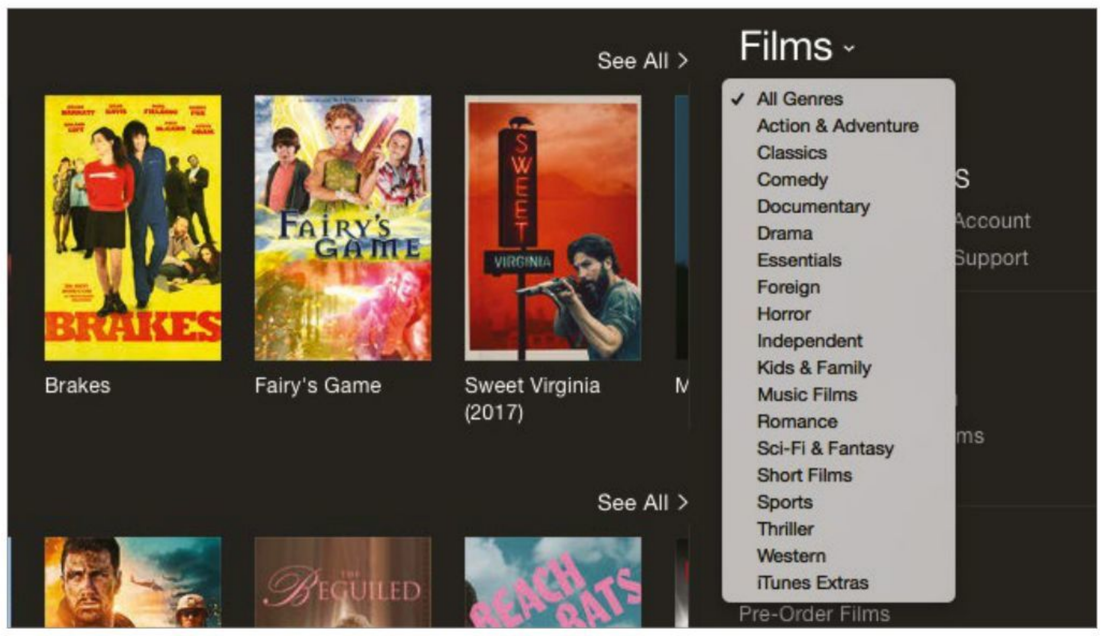
Click here to see what other people thought about your chosen film. After you've seen it, you can leave your own review and rate it out of five stars

iTunes Download a film from iTunes



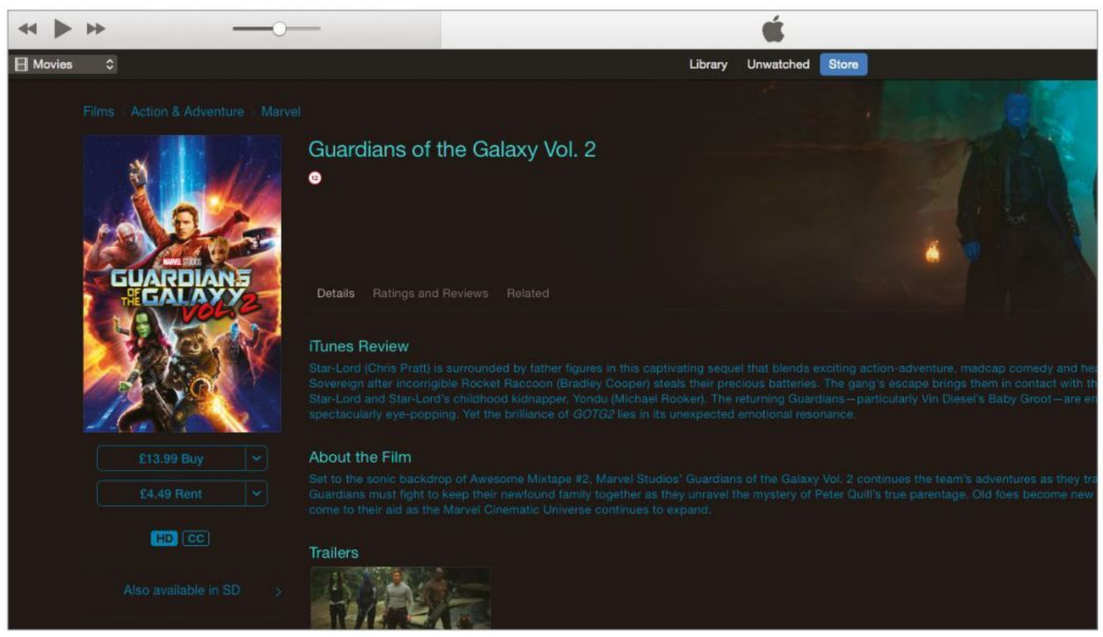
01: Open the store

Open up iTunes on your computer and click the arrow next to the Music option in the right-hand column. Now select Films from the dropdown menu.



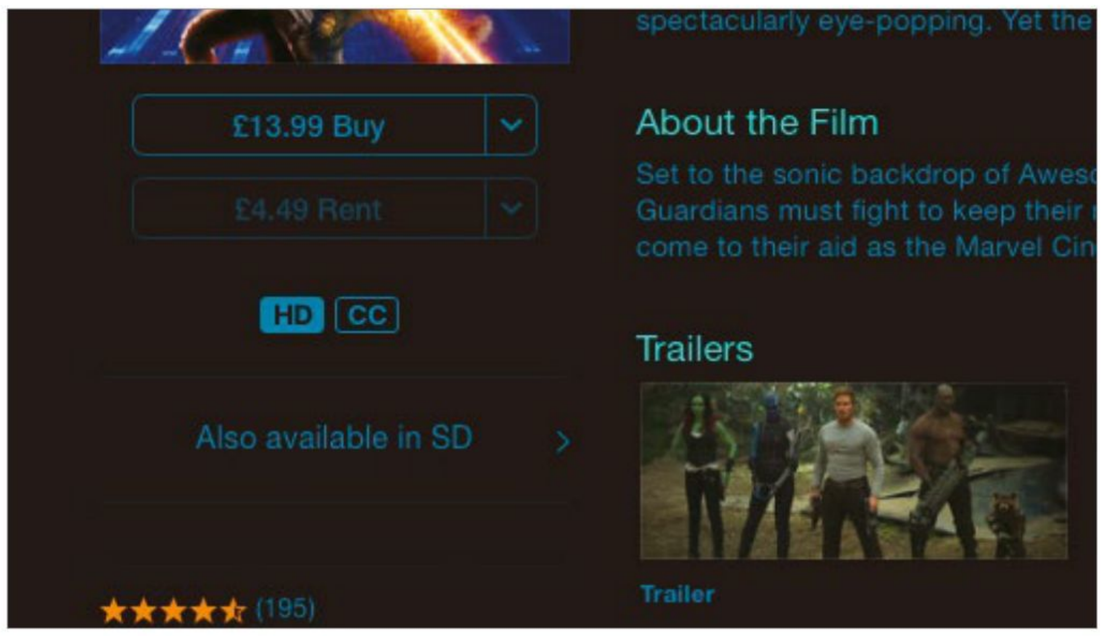
02: Find your genre

Click the drop-down arrow next to the 'All Genres' menu option and then pick a genre that appeals to you from the extensive list of options.



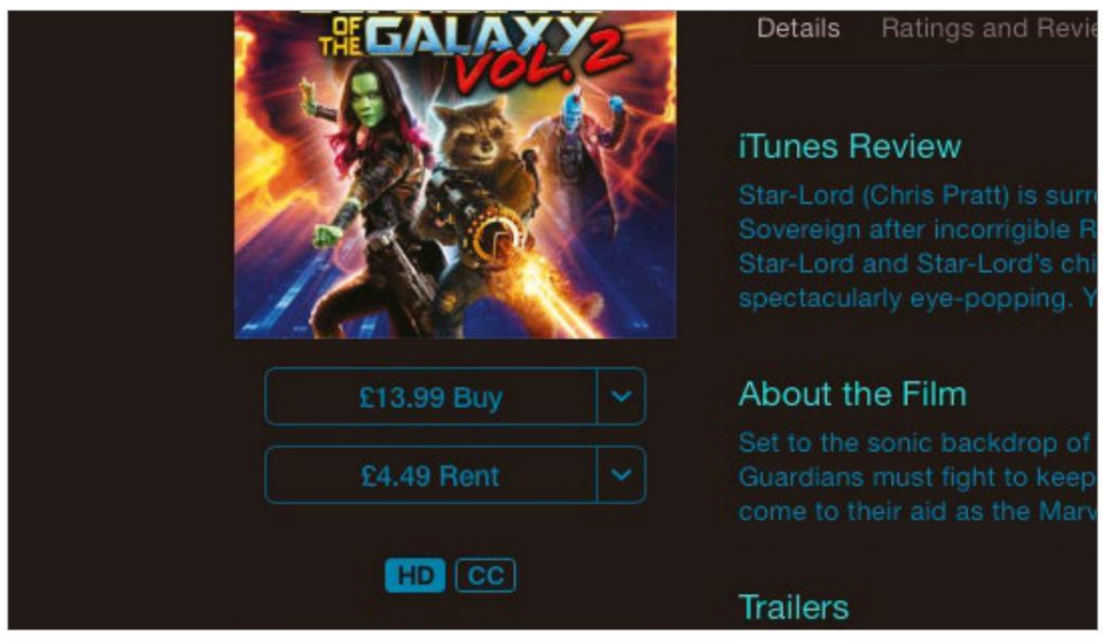
03: Choose your title

Once you've chosen your genre, select the film you want by clicking on it. This will open up the film's iTunes page, which will feature details, ratings and more.



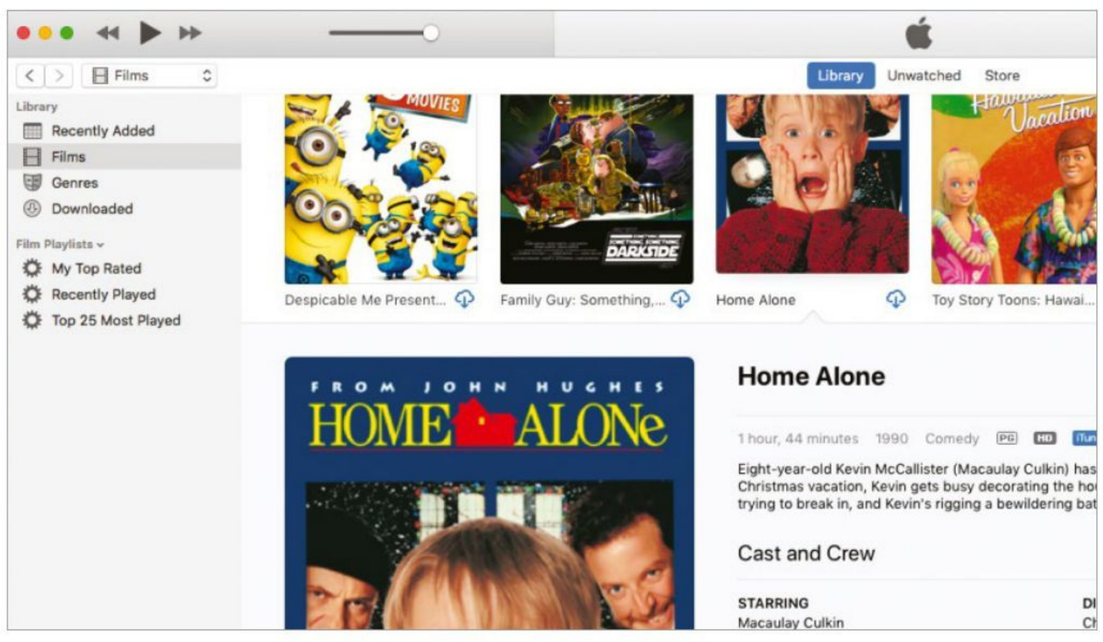
04: HD or SD?

You may have be able to choose a high definition version (HD) or a standard definition version (SD). SD's cheaper, but won't look as good.



05: Download it

Click either 'Buy' or 'Rent', and you will start downloading the movie. Progress will be shown in the main media bar.



06: Watch it

If you have a fast connection, you will be able to stream it after a few minutes. When it's done you will find it in the 'Movies' section of your iTunes library.

Navigate Books

Use the Books app in macOS to read, manage, purchase and take notes with millions of books

Books has been around since 2010, first appearing as an app on the iPad known as iBooks. Since then its popularity has kept on growing. Books connects to the Books Store, which functions just as iTunes does – giving users the ability to have access to a digital library of literature that has made Books so successful. The app syncs perfectly with all your devices, letting you access your books in any format. If you start reading a book on your iPad then come back to it on your Mac, Books will let you pick up right where you left off. Although Books is much more tablet-friendly than on a desktop, (since you might not be used to reading from your computer) there are a series of functions such as note-taking, highlighting and searching within a book that are so much more simple to execute from a Mac. Follow these six simple steps to getting set up and reading in no time with Books app for Mac.

"Books syncs perfectly with all your devices, letting you access your books in any format"

Books reading interface

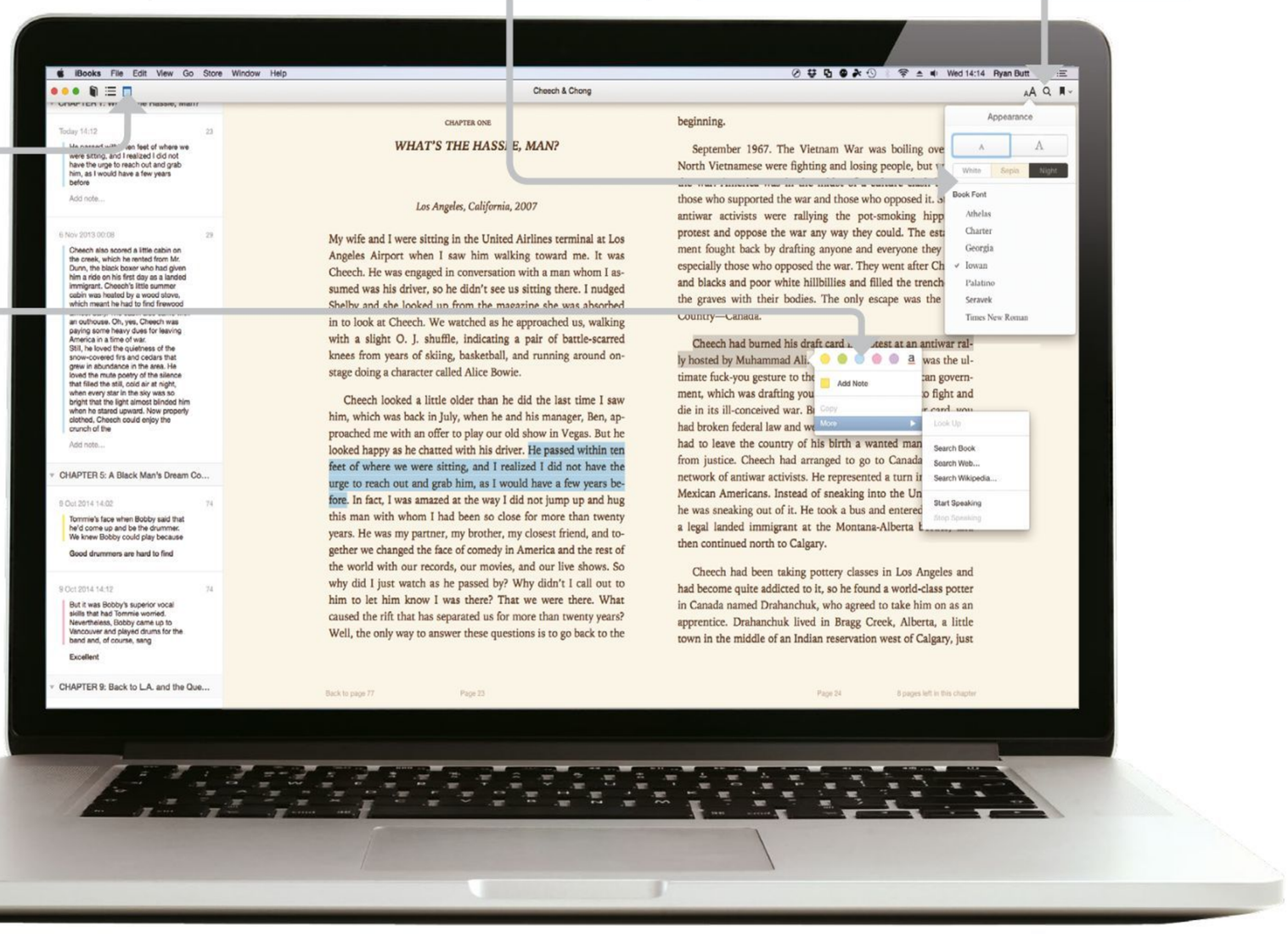
Navigating the reading interface and tools of Books in macOS

Formatting options
To format a book's settings, click here to access the Appearance window. Here you can change the size of the book's text, choose from a selection of different fonts or change the text colour

Navigation
Here you can search through the entirety of a book with key phrases and words. The toolbar also offers a table of contents and a bookmarking tool to make browsing easier

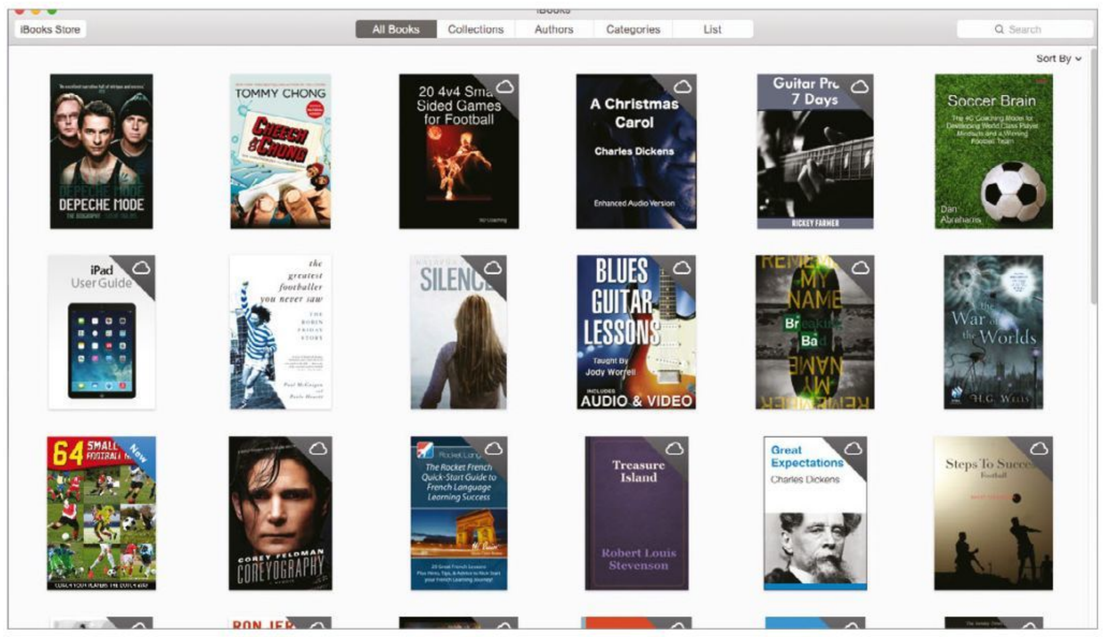
Managing Notes
Notes can be accessed here by clicking on the page number to be taken to the page where a note was added. Right-click on a note to share it via Facebook, Twitter, Messages or Email

Creating Notes
Select a body of text to open the Notes window where you can highlight text and add notes. From the More menu you can search for the text online have the text spoken



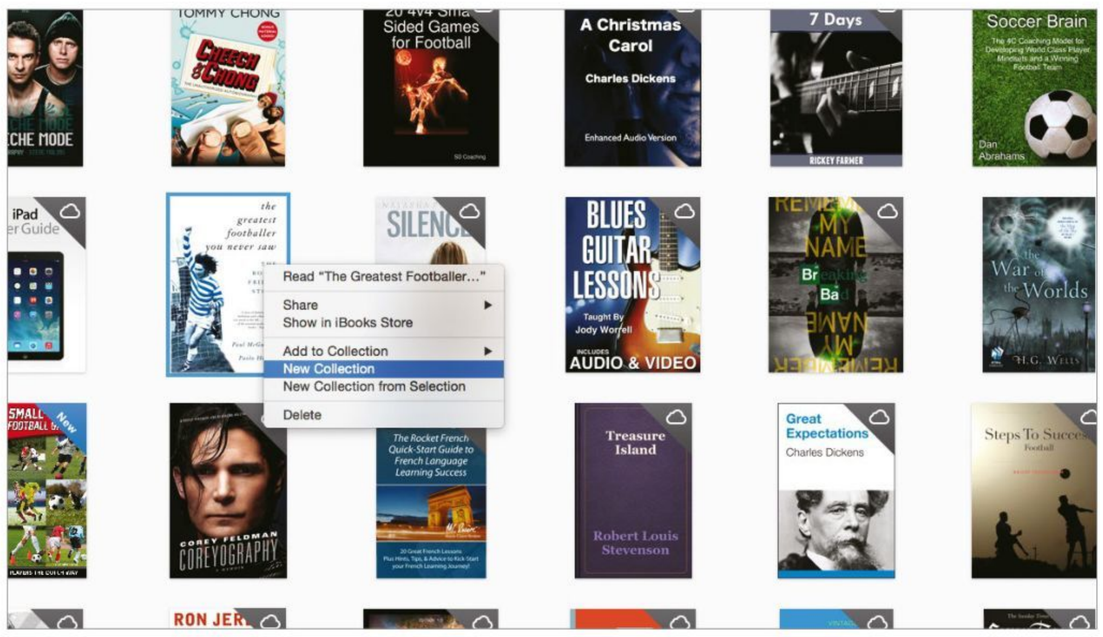
BOOKS AUTHOR
If reading via Books is getting you inspired to write your own novel, then why not download the free Books Author software from Apple. This tool lets you create and publish your very own book from scratch or by using templates including images, interactive options and videos – all built to work with Books.

Books Master Books in macOS



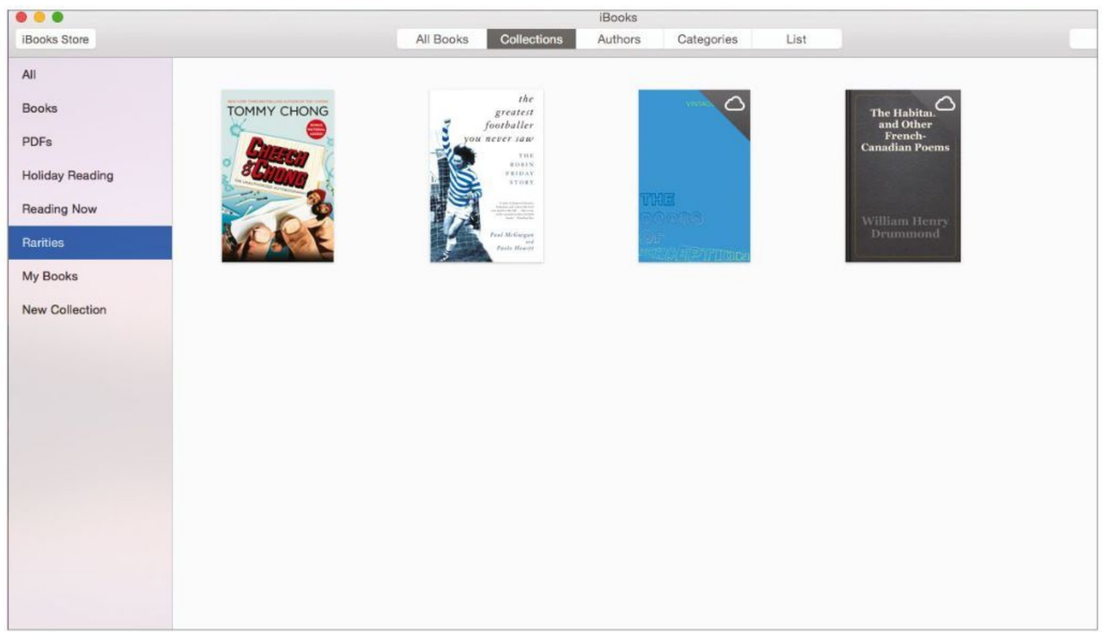
01: Launch Books

If you're starting Books for the first time on your mac, log in via your iTunes account to sync Books with your iPad or iPhone app.



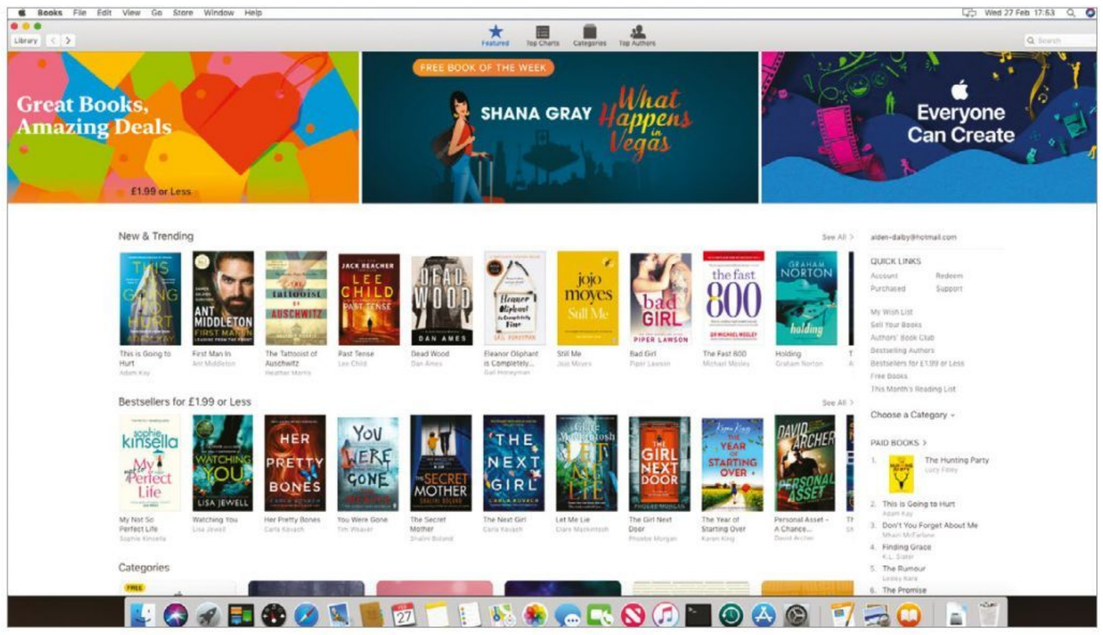
02: Build a collection

All previous purchases will sync with the app, placing them in the All Books window. Right-click on a book, then click on New Collection.



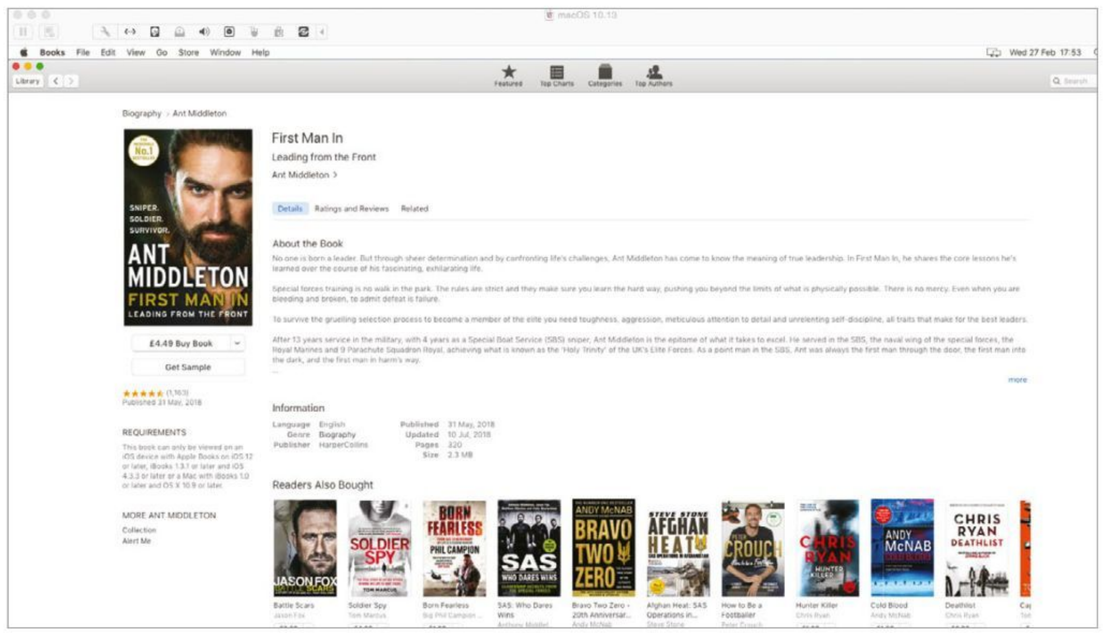
03: Manage your collection

Double-click on New Collection 1 to rename it. Right-click on a book, then select Add to Collection to include it in your new collection.



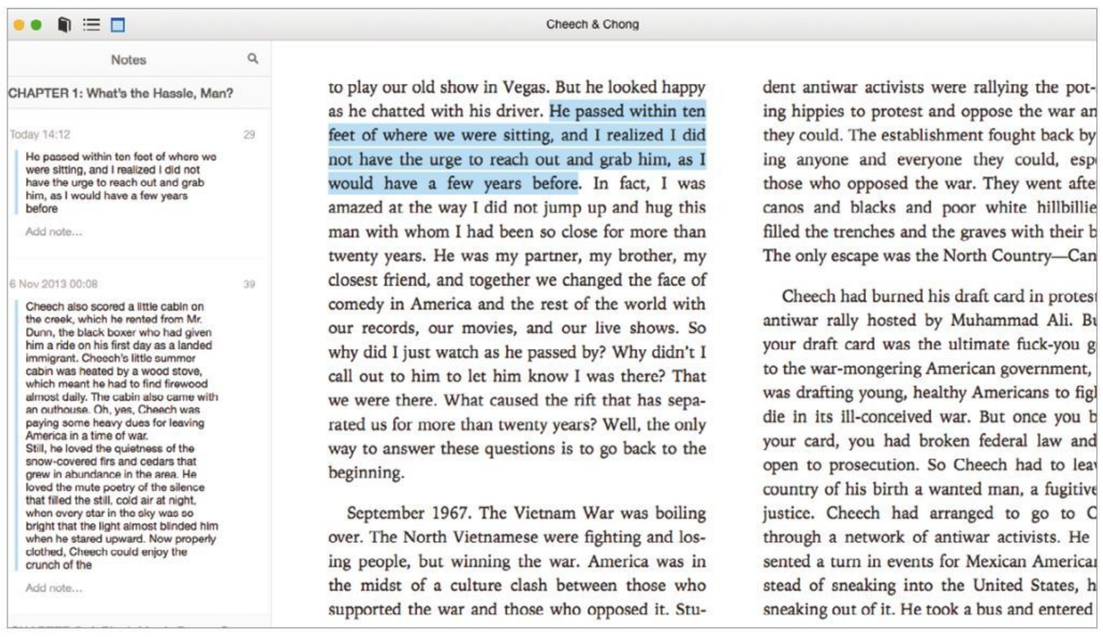
04: Books Store

Click on Books Store in the top-left-hand corner. Search by Category, author or keyword as you would in iTunes to find a book.



05: Samples and purchasing

Select a book, then click Get Sample to add the first few pages of the book to your library or purchase it using your iTunes account.

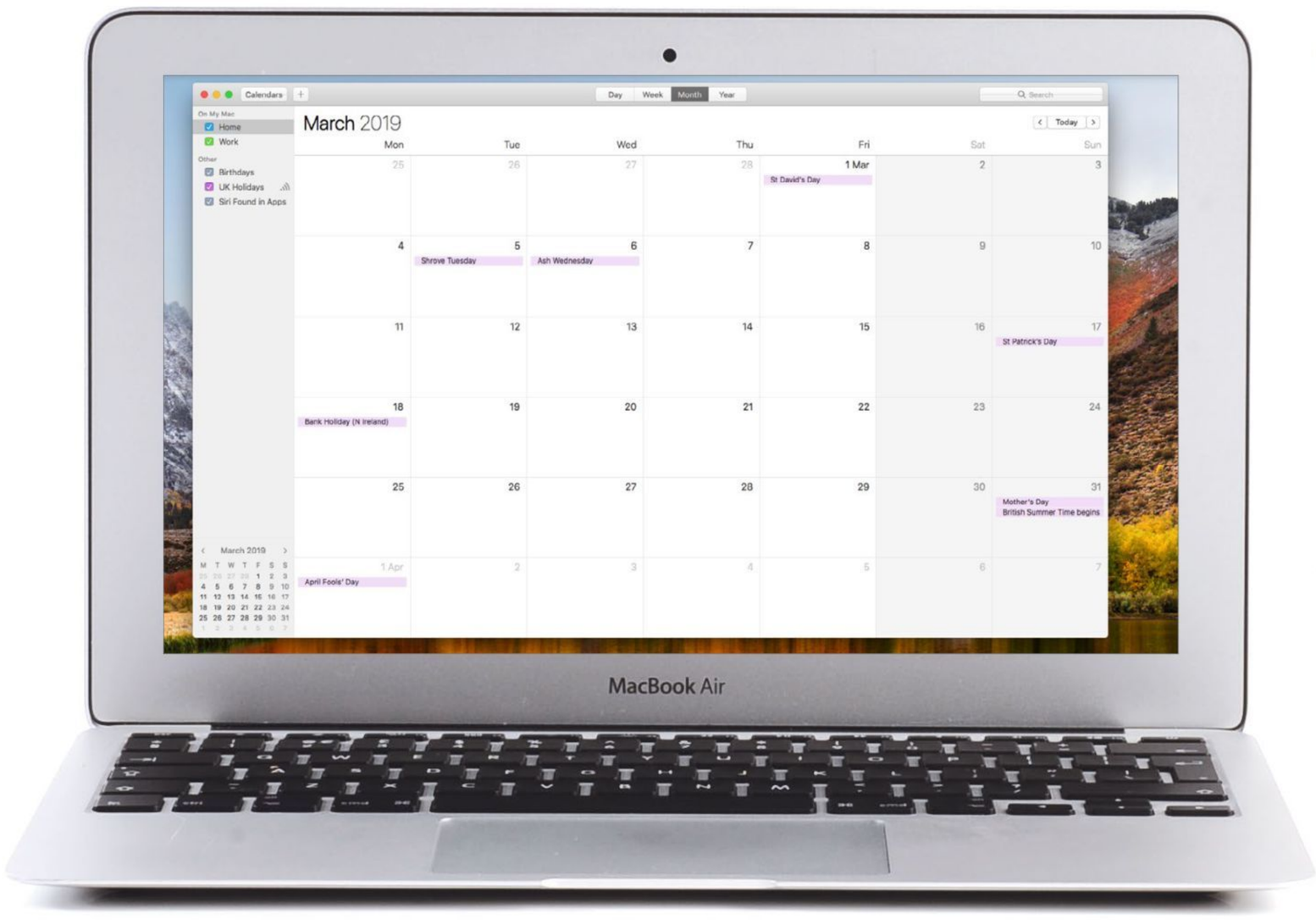


06: Books' reading interface

Double-click on a book in your collection to read it. Using the toolbar you can adjust Font Size, add notes, bookmark and search.

Get organised with Calendar

It's an incredibly important app that can help get you organised



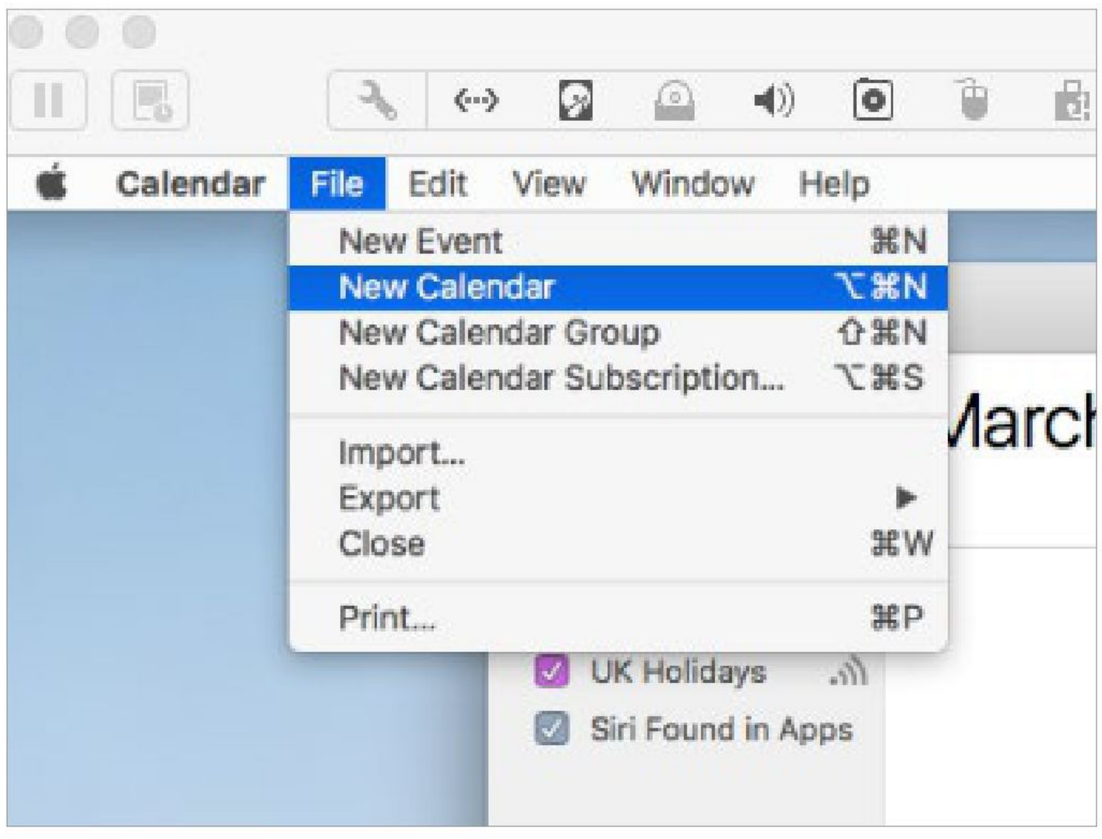
Calendar (formerly known as iCal) is one of the unsung heroes of macOS and iOS. It is the Mac-based predecessor to Calendar on your iPhone or iPad. This app has the ability to really help you organise your life and – with the ability to share your calendars – the lives of others.

As you would expect, Apple has made the app simple yet effective, with an incredibly user-friendly interface. You can colour code certain calendars, for example, so that you can set up different ones for work, social events, sport matches and more. You can set any events that you create to a certain time or to 'all-day', and there are plenty of other options that will suit your needs.

In this introduction to the application, we'll show you how to create a new calendar and add an event, as well as how best to view your busy schedule. Armed with this information, you can keep track of important meetings, birthdays, social events and much more with ease.

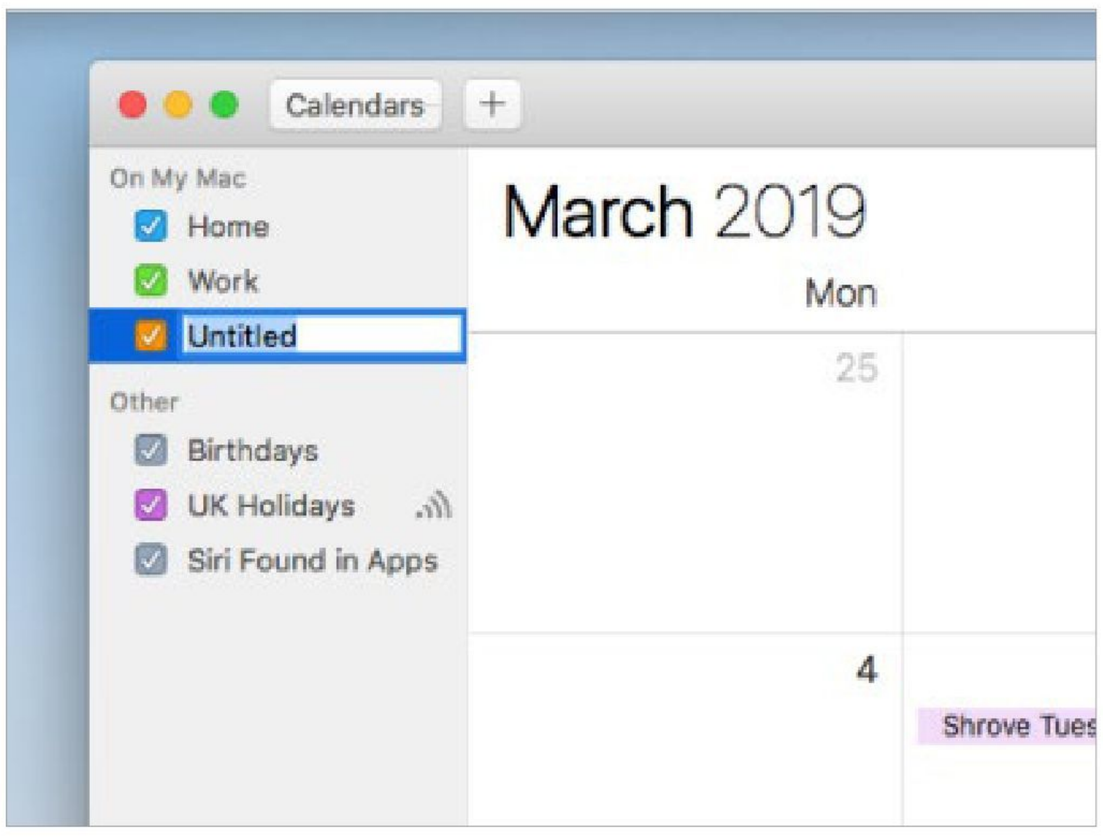
"This app can really help you to organise your life"

Calendar Get to grips with your calendar app



01: Add a calendar

The very first step will be to open up Calendar (or iCal) on your Mac. Use the '+' button in the top left corner of the Calendar interface to add a new quick event. Alternatively, you can click on the File menu and click 'New Calendar' to create a brand new calendar.



02: Name it

Naming your calendar is important, as this will specify the kind of events that you add and help you divide the kinds of tasks you complete in your everyday life, which is important if you have separate calendars for work and home. You can, once your calendar is made, tick and untick it to reveal and hide events.

Grasp the interface

View your calendar however you want to

Day view

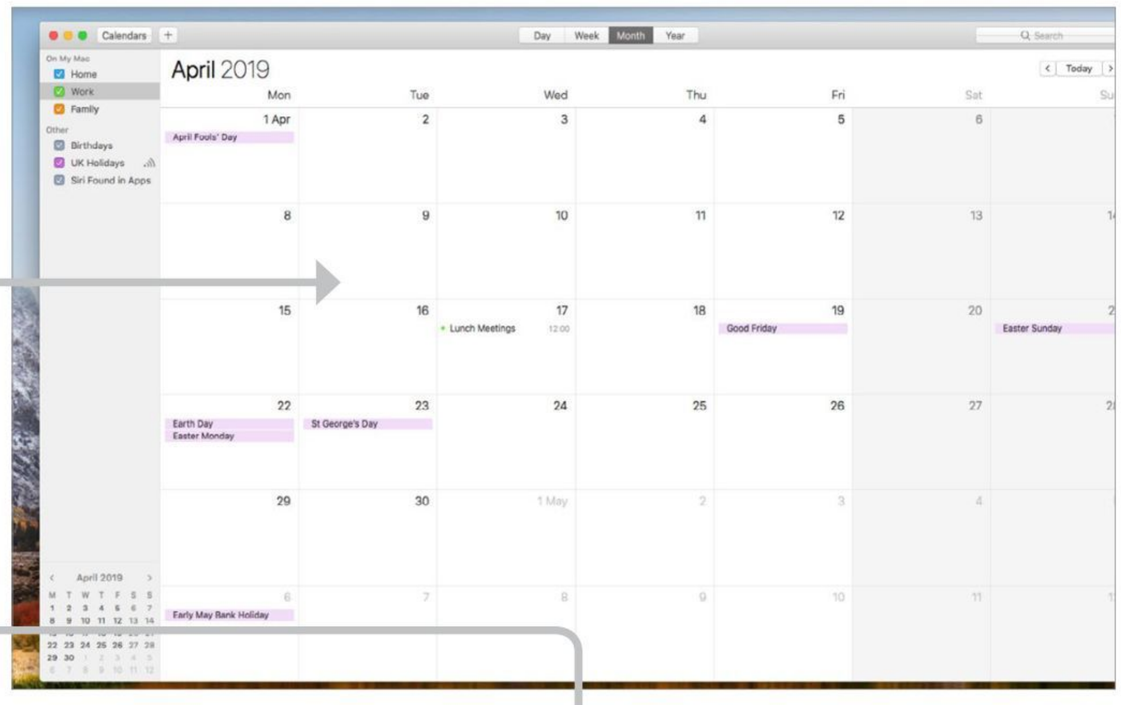
If you're a really busy bee, this is where you'll need to be to organise every moment of your life. Click on an event to view all of the details to the right

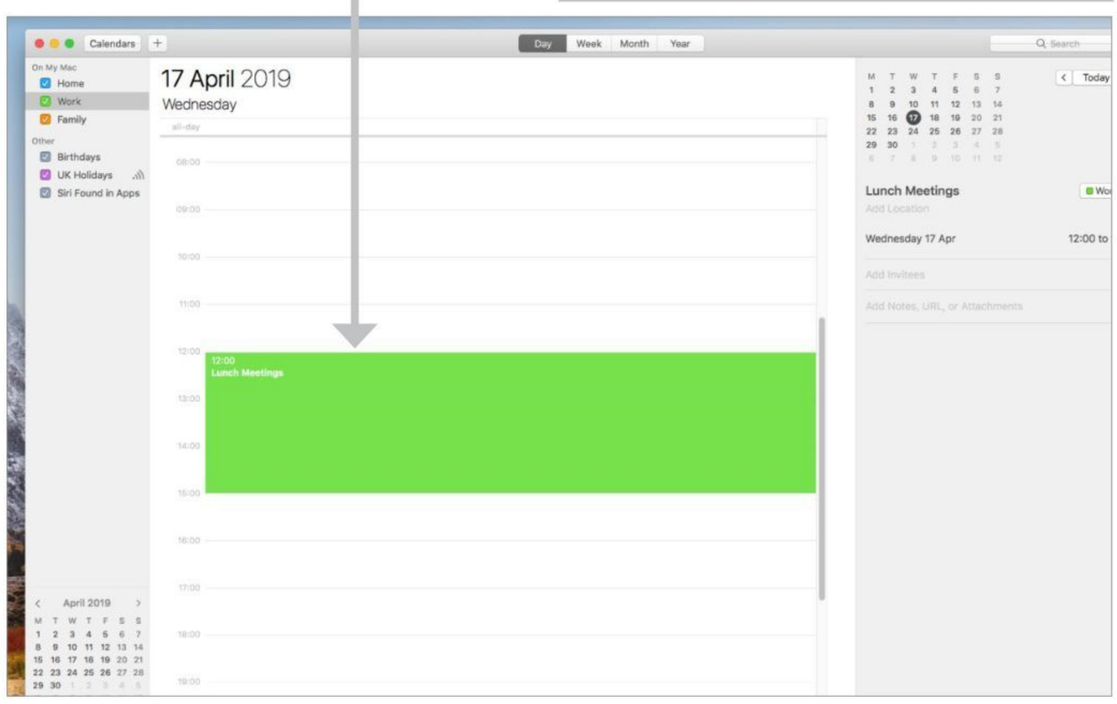
Month view

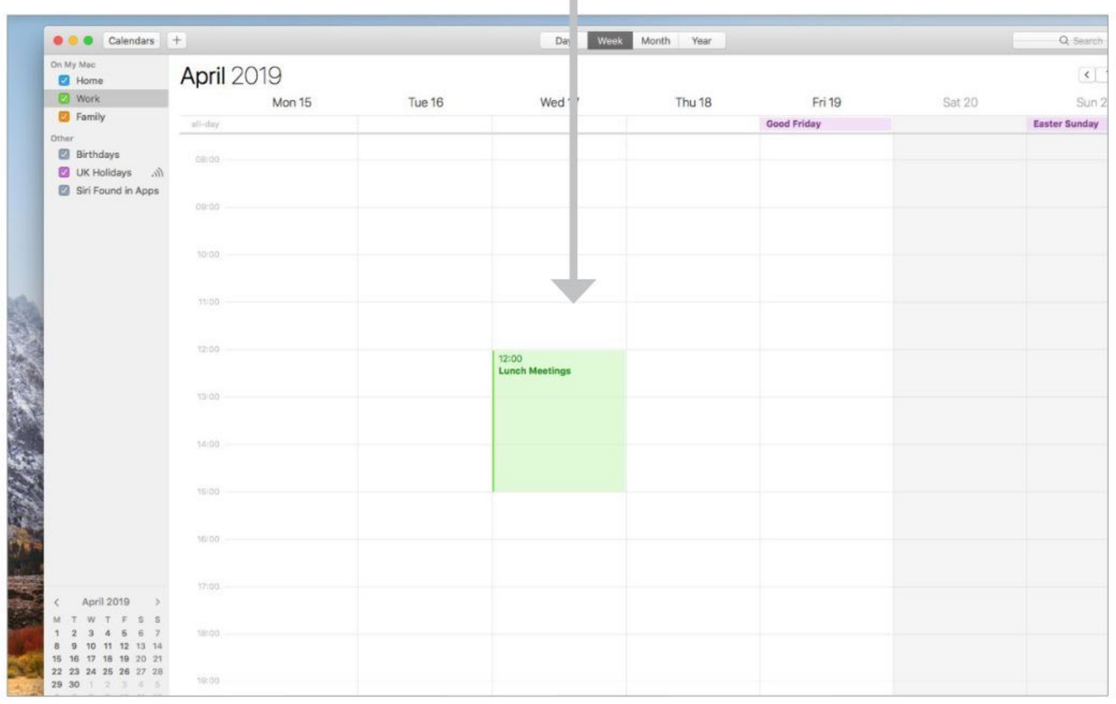
Use this to view the weeks ahead and to get a feel for how busy you are. You can easily skim through months at a time, which makes it the best place to plan holidays and larger projects

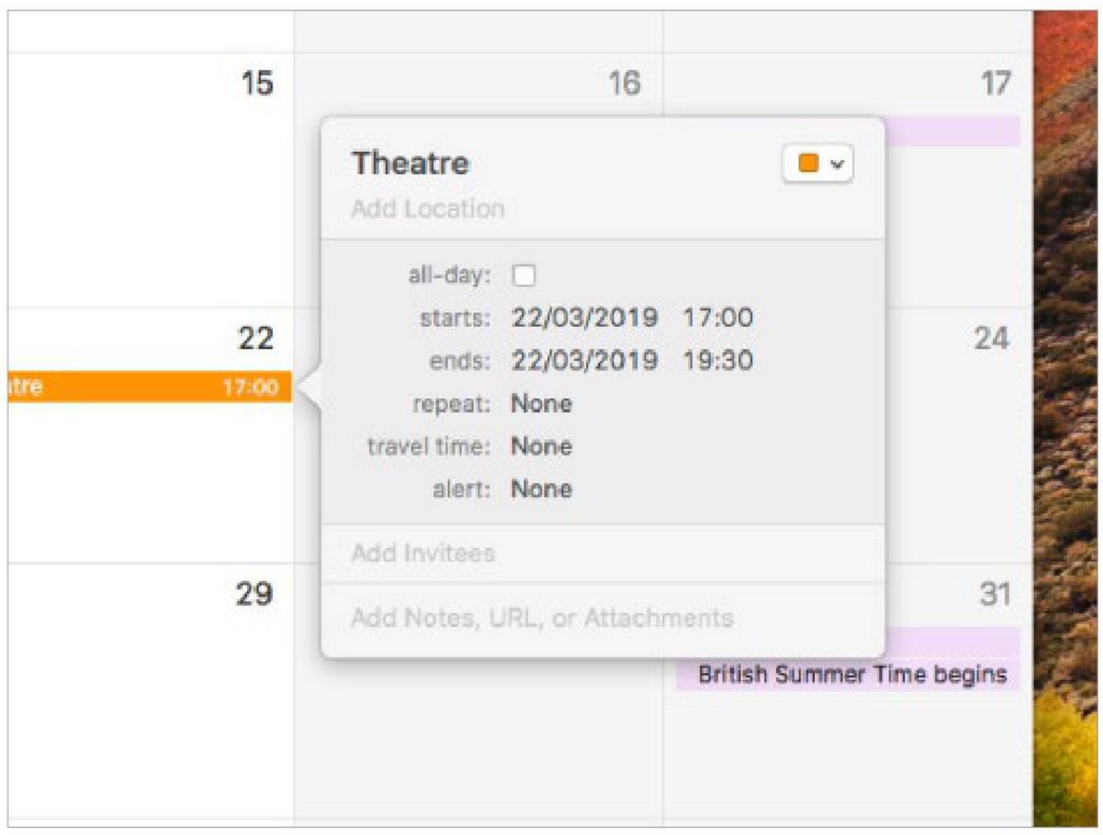
Week view

This is our favourite view, as it offers you enough detail to see entire days well-planned-out, but it also offers a quick overview of the entire week ahead. We live in this view



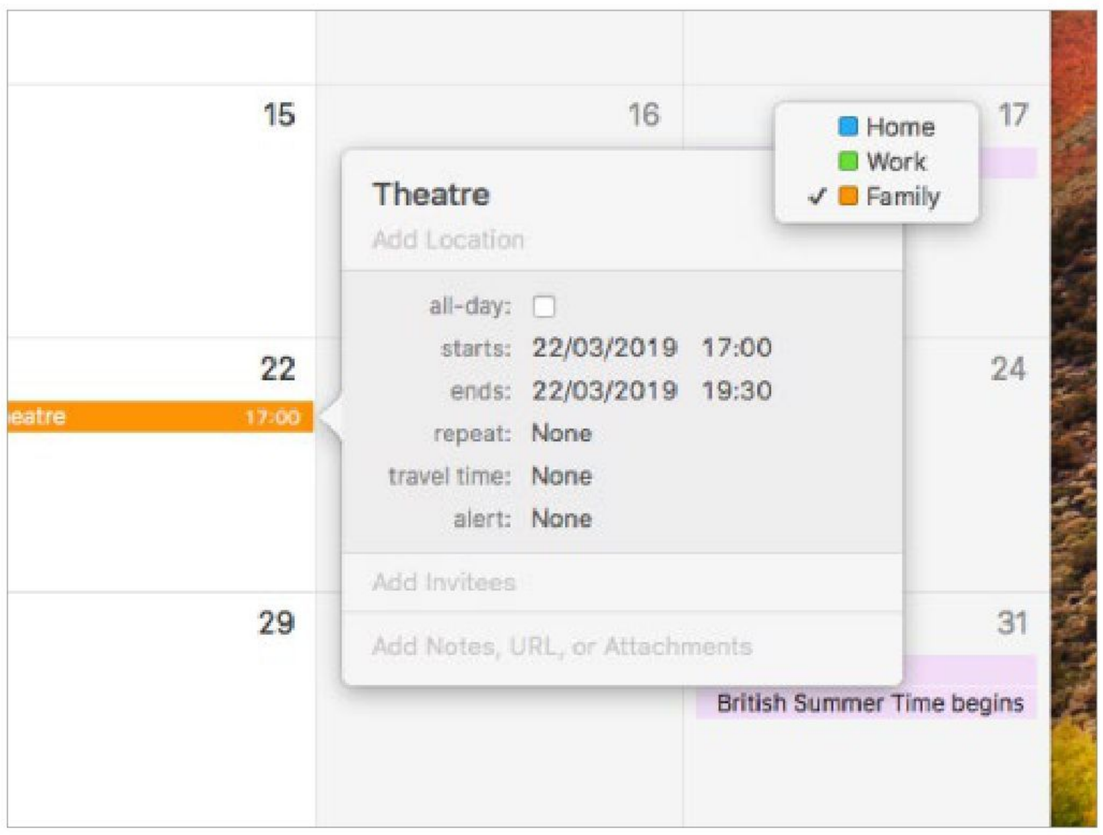






03: Double-click

Double-click on a day and time to add a new event to your calendar. A pop-up window will appear, allowing you to add all the pertinent information you want to the new event. Be as detailed as you can, as this will help you recall the event when the time comes.



04: Assign to a calendar

If you've changed your mind about the calendar that you want this event to apply to, just click on the drop-down arrow next to 'calendar' and select a different one. As these are colour-coded, you can easily distinguish between them. Once you're finished, click Done.

Add a note to a Calendar event

Apply more detail to your events by adding notes

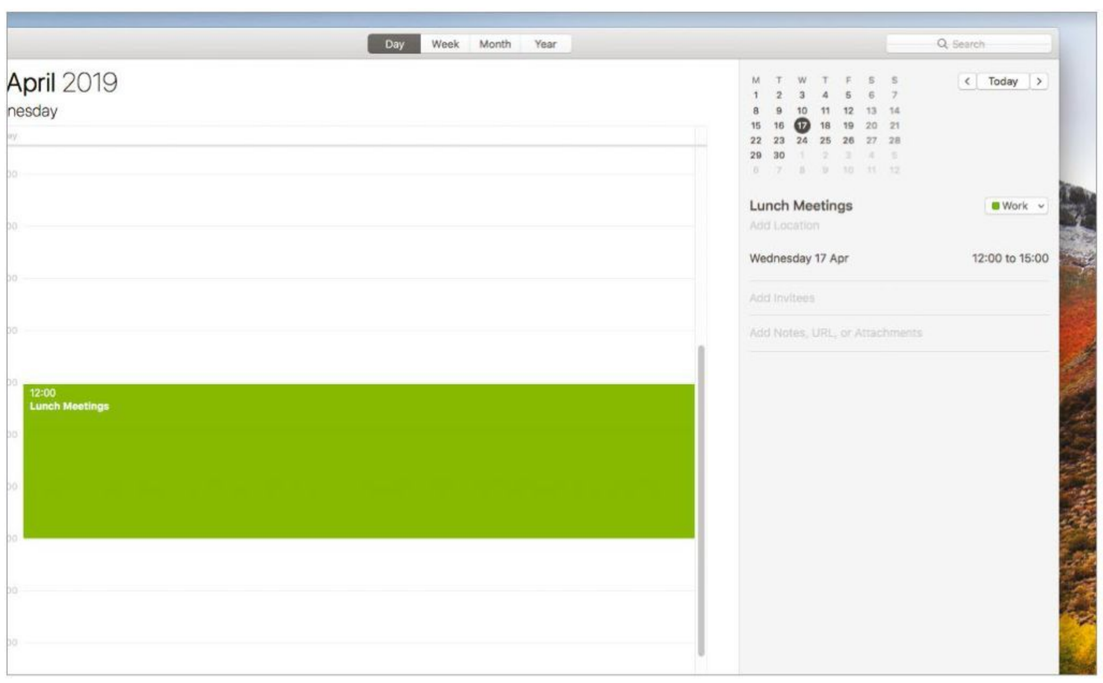
Apple's Calendar app is great for keeping track of your hectic schedule, adding events and inviting other people to attend them. When creating events that other users will be able to see, it is obviously a good idea to include as much detail as possible. However, you don't want to pepper the main event window with too many words, so what can you do? Add a note.

Once you have added an event you can double-click on it to bring up a floating window of information, including the all-important start and finish times, and by clicking the various fields you can then start adding invitees, alerts and notes.

Simply click on 'note' and you'll be able to write as much text as you want into a dialog box and, once you click off the box, this information will be viewable to others clicking on your event. Here's how to start adding in your own event notes.

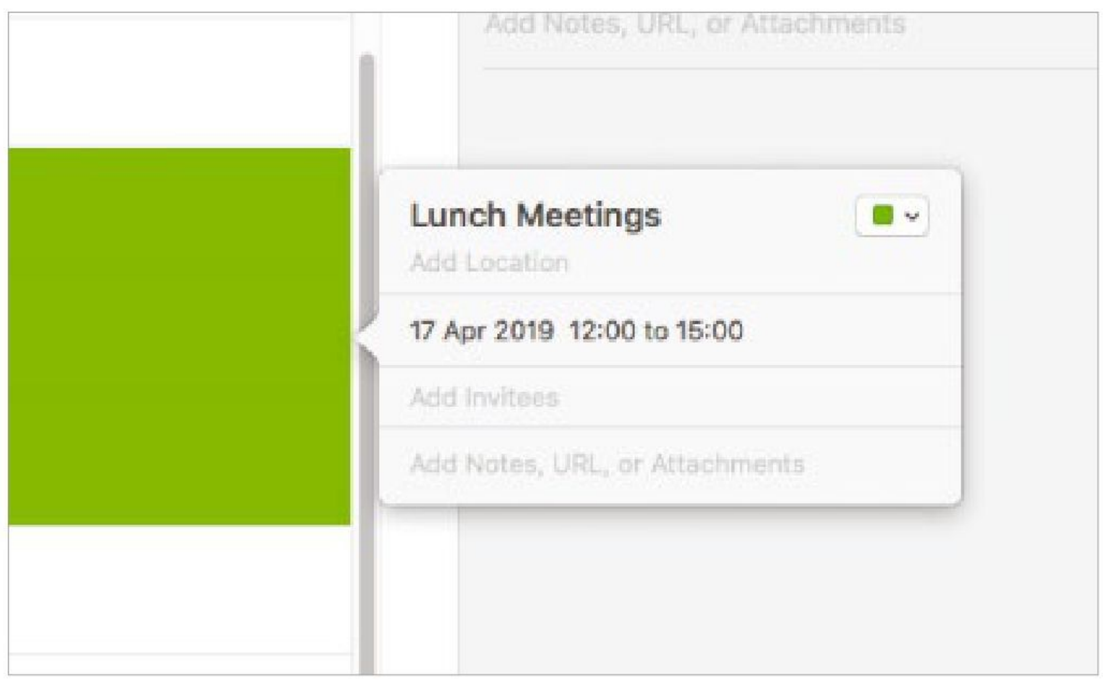
"Add a note to an event to give as much detail as possible"

Calendar Add more information to your entry



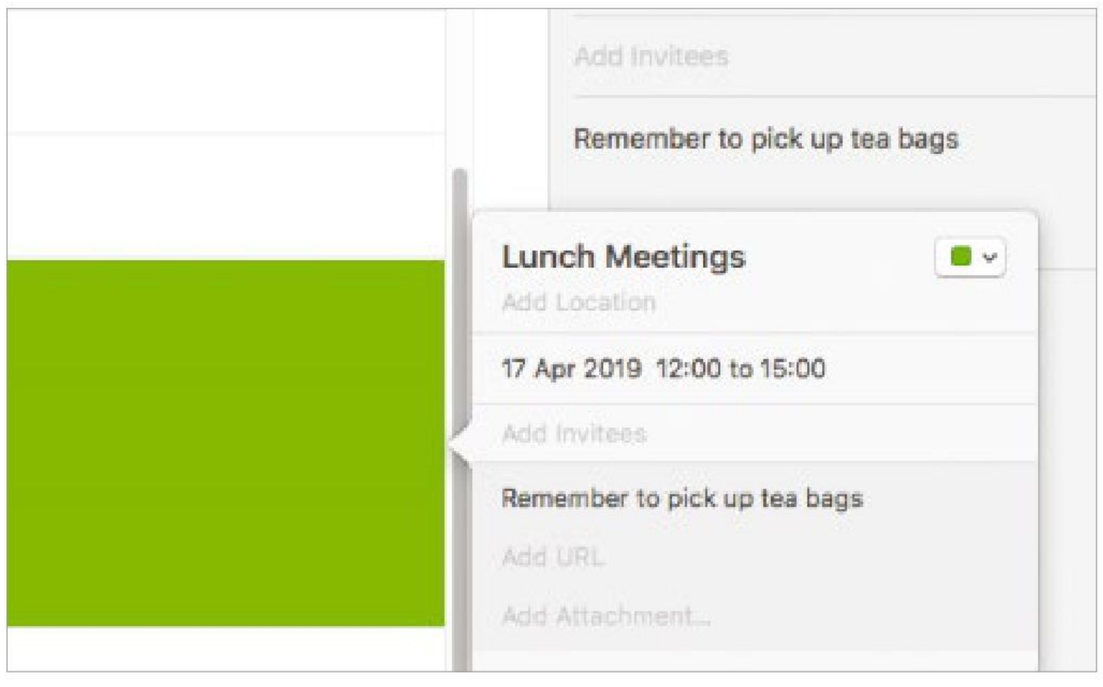
01: Double-click the event

Locate the event that you wish to apply a note to and then double-click on it to bring up an overview box of the event.



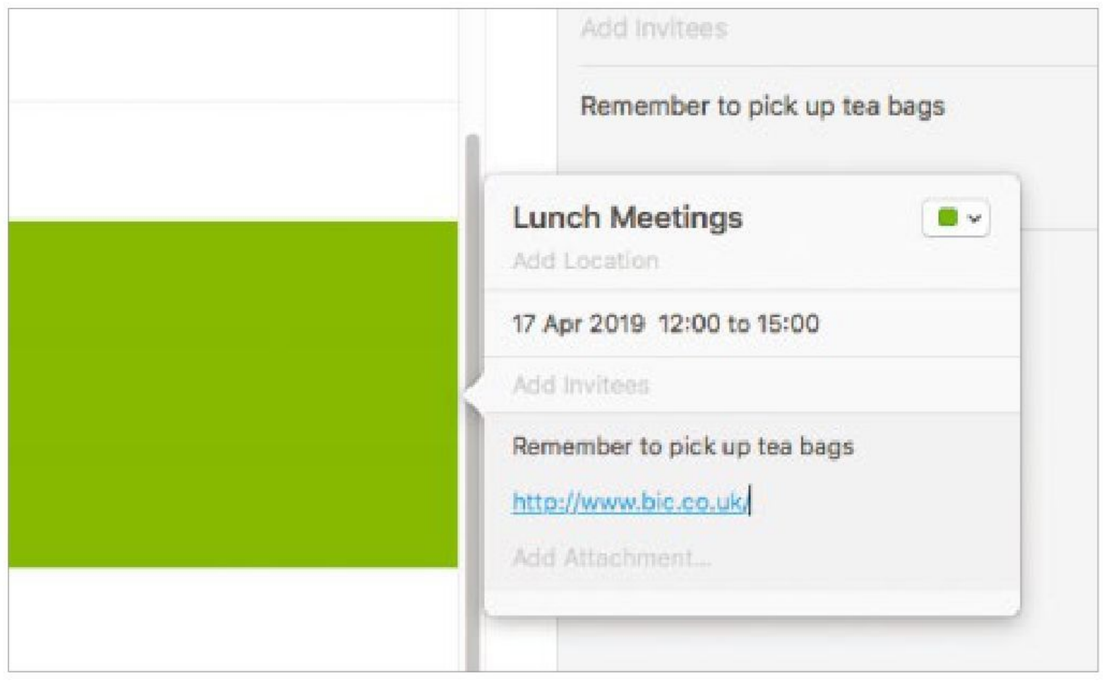
02: Click on note

In the event box will be a couple of 'Add' sections, one of which is Add Notes. Click on this section to start entering your own notes.



03: Enter text

Type your text into the field provided and then click off the event. The text will automatically be saved and stored with the event.



04: Finishing off

There is also the option to add a URL to your event. Simply click on the 'Add URL' field and then type or paste in the required link.

Add an alert to a Calendar event

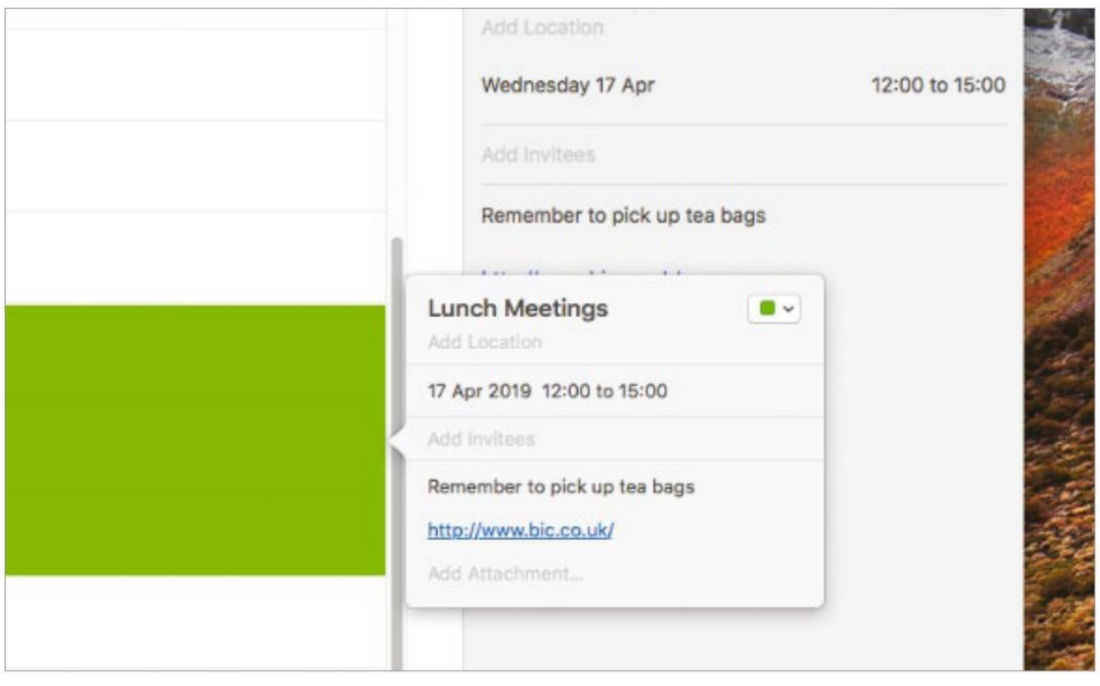
Set alerts to ensure that you never miss an important event

For all your good intentions of adding events to your Calendars, they don't mean a thing if you fail to take notice and forget about them. To prevent this happening, you can set handy alerts so that the app will inform you on the day, hours or minutes before or at a precise time and date that you determine. These alerts can consist of a message, a message with a sound, an email sent to yourself, the automatic opening of an application or, if you use AppleScript, you can set up a specific script, or action, that your Mac will perform when it needs to alert you at the specified time.

You have full freedom to determine the time and date of the alert, and you can even set up a sequence of alerts if you're worried about missing your event. Simply use the drop-down menus next to 'alert' in the event edit box.

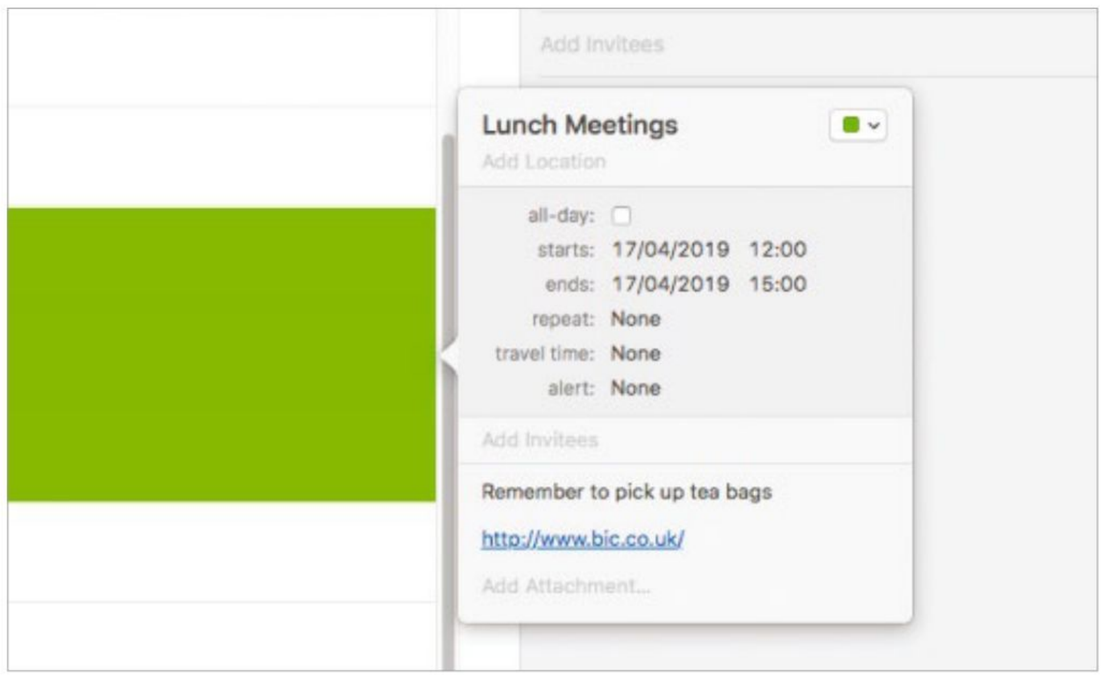
"Alerts can inform you of an event minutes, hours or days beforehand"

Calendar Apply alerts to events



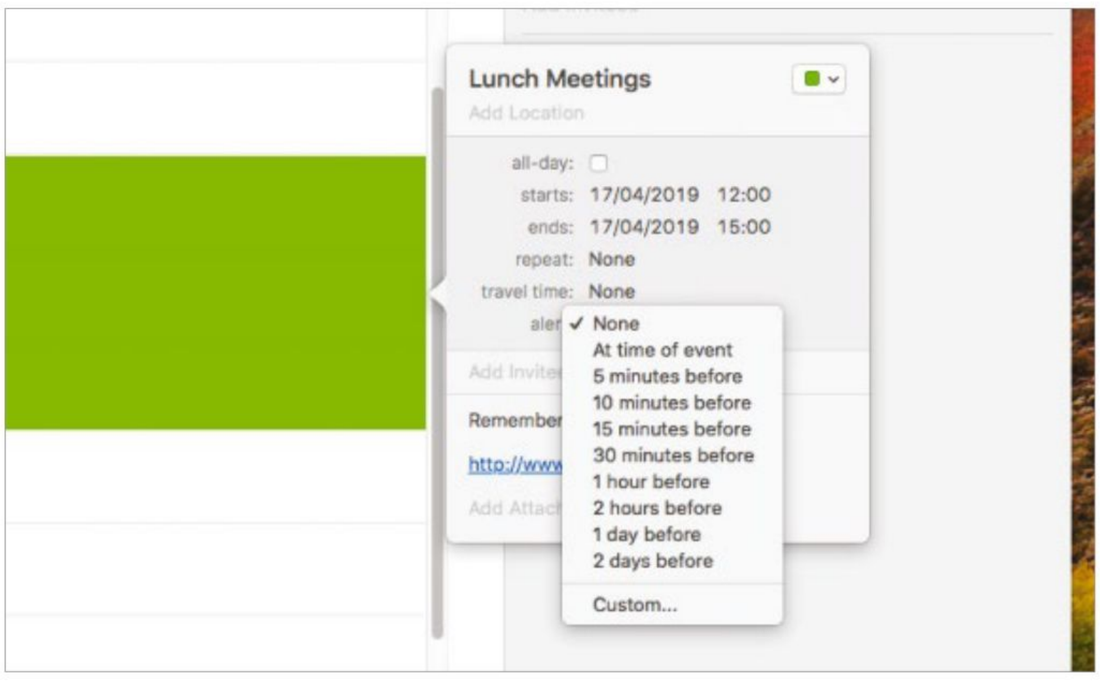
01: Double-click the event

Like before, locate the event that you wish to apply an alert to and double-click on it to bring up an overview box.



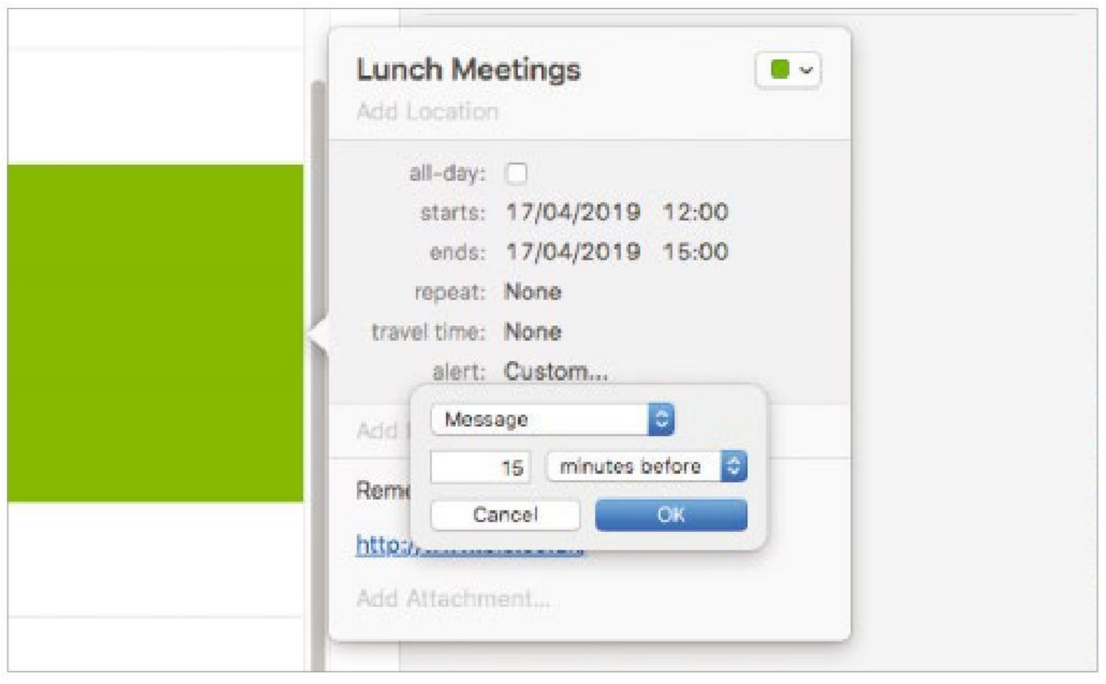
02: Click on the alert box

Now click on the time box and this will expand the window to allow you to enter start and end times and more.



03: Set alert

Set the desired times and then click on the Alert menu. This allows you to set an alert in the run up to the event at a specified time.



04: Set a custom alert

Click on Custom in the alert menu and then set your own desired alert options. You can also choose to be notified via message, email or more.

Set up Messages for every device

Stay in touch with iOS and macOS users via the Messages app on your Mac, iPhone and iPad

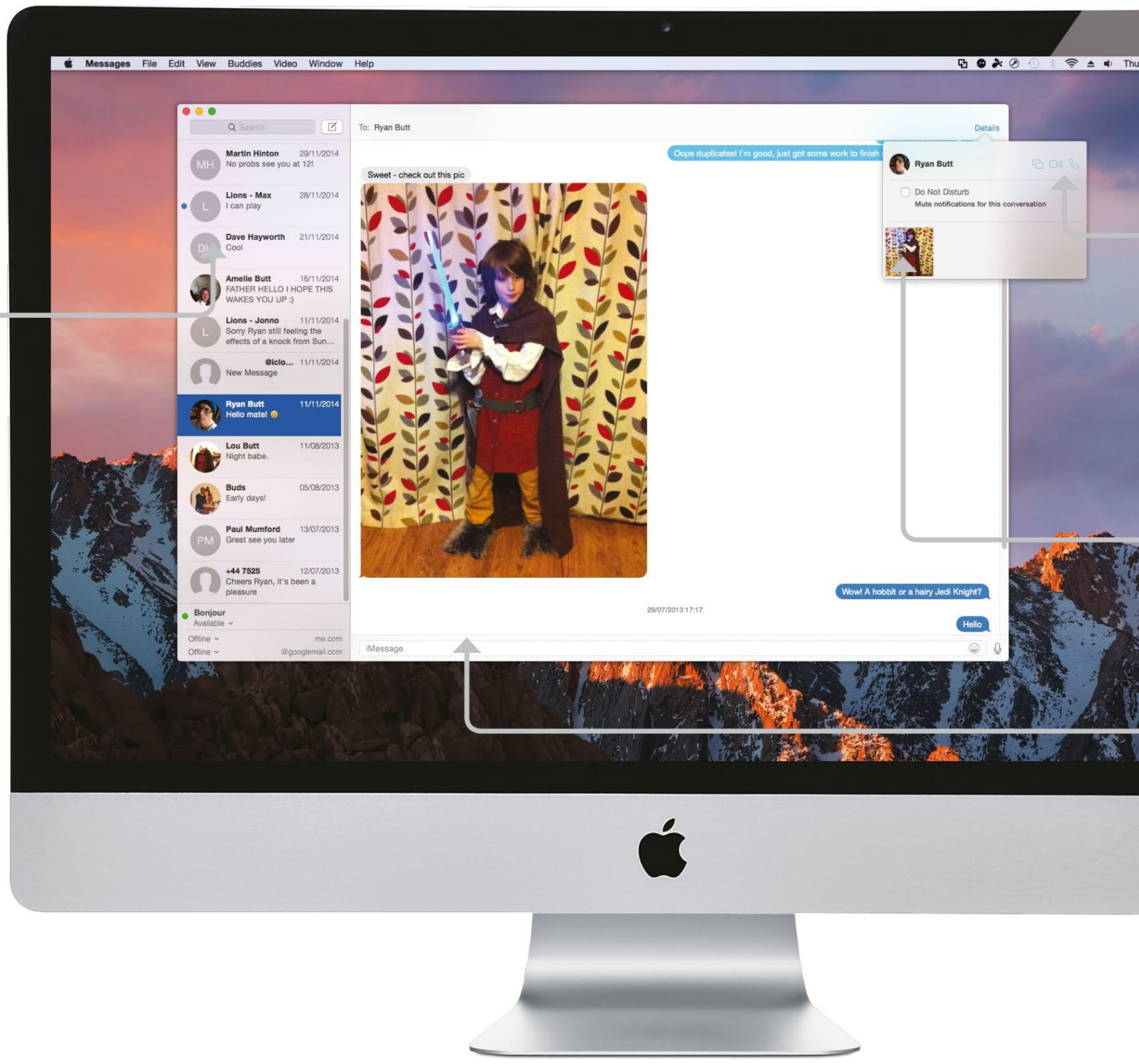
Messages is an instant messaging application that is built into Sierra, which iPhone, iPad and iPod touch users will find familiar. That is because it is the same messaging facility that is part of iOS. You can chat with your friends and relatives using your Mac as well as your iOS devices. In fact, you can start a conversation on your Mac and then pick up where you left off on your iPhone or iPad because they are automatically kept in sync through iCloud.

The app looks a lot like SMS messaging and at the top you specify who to send the message to. As you start typing, matching contacts are displayed and you can select someone by their email address or phone number. Down at the bottom of the window is a box in which to enter your message. It's just like sending a text message on a phone, but you can also send images. Ctrl/right-clicking in the message box enables a section of the screen to be copied and then inserted into

"You can chat to several different people at the same time"

Look inside Messages

The new way to enjoy a conversation



The conversation list

This panel on the left shows the people you are currently chatting to. Notice the three dots under one of them. This means that they are typing a response

SMS RELAY

If you are logged into the same iCloud account on your Mac and iOS devices then you can respond to text messages from non-Apple owning friends from different devices other than your iPhone. On your iPhone running iOS 8.1, go to Settings>Messages>Text Message Forwarding and decide which devices will receive text message forwarding. You will then need to enter a code to continue using the service.

the message, or you can open a Finder window and drag a file into it. The file will then appear inside the conversation window. When you receive an image, double-clicking on it opens it in a larger window and there is also the option to quickly open it in Preview.

A conversation is displayed using speech bubbles in the main part of the window and you can chat to several different people at the same time. Double-clicking the person in the left-hand list opens the conversation in a separate window, which is useful when talking to two or more people. You can also continue a conversation later because everything can be remembered.

There are some useful features in Messages, and in the top right corner you'll see a FaceTime icon if the person you're chatting to has it. Click on it and you can start a video call. There is also an option to display a notice when someone has received a message, which is useful when you don't know if they are there, busy doing something or gone. You can even see when they are typing a response.

Start FaceTime
This contact has FaceTime and so clicking this icon will start FaceTime and call them. You can then continue the chat using a video call. It is a useful option to have

Open the photos
This is a thumbnail image showing the photo that has been sent. Clicking on it opens it in a larger window and it can also be opened for viewing or editing in Preview

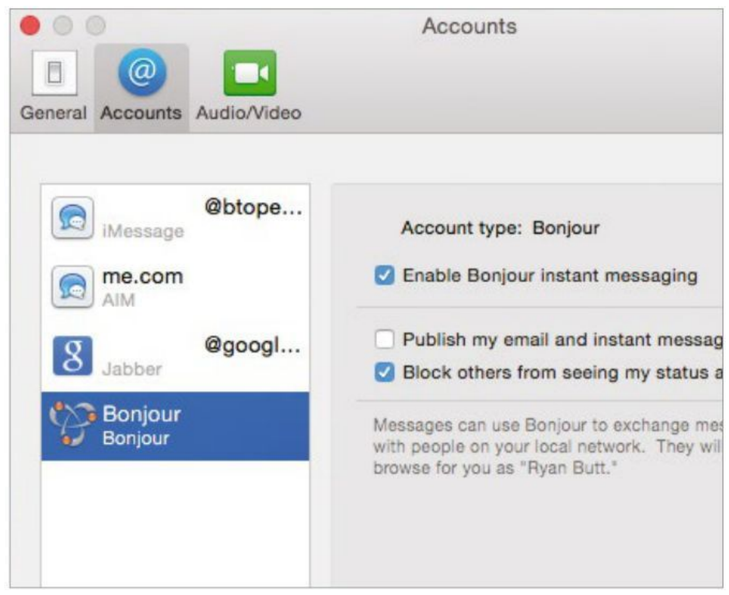
Type a message
The iMessage box at the bottom is where you type your message. Ctrl/right-click on it or drag a photo to the box from Finder to send it to the person

Messages

Get started with Messages

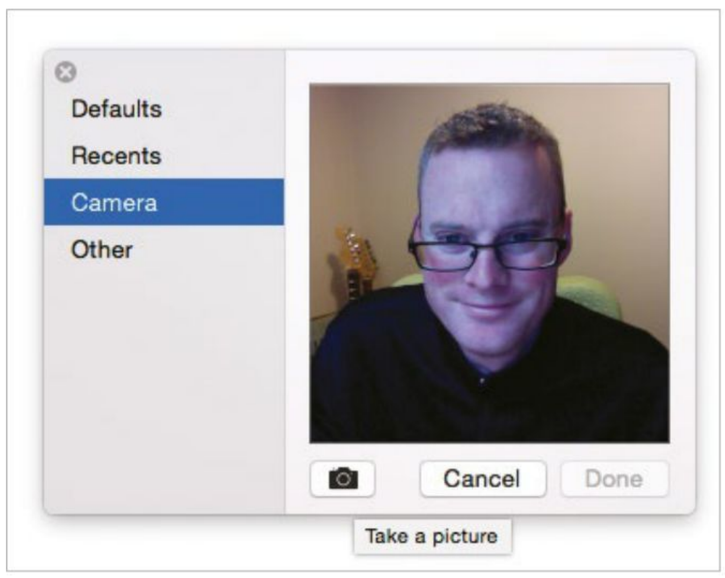
01: Enable Messages

Start Messages and go to Preferences>Accounts. You may have several messaging accounts that can be enabled and used with Messages. Turn them on.



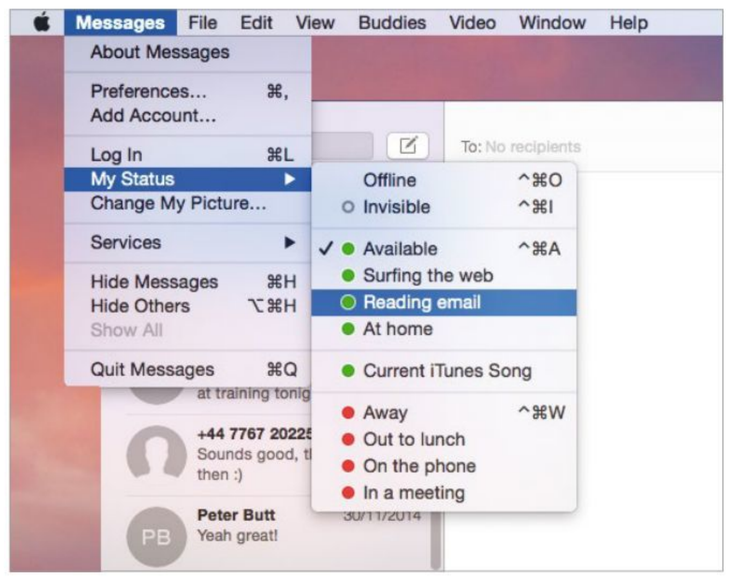
02: Local instant messaging

If you have several Macs, you can select and enable Bonjour instant messaging. This allows Macs to exchange messages and files over a local network.



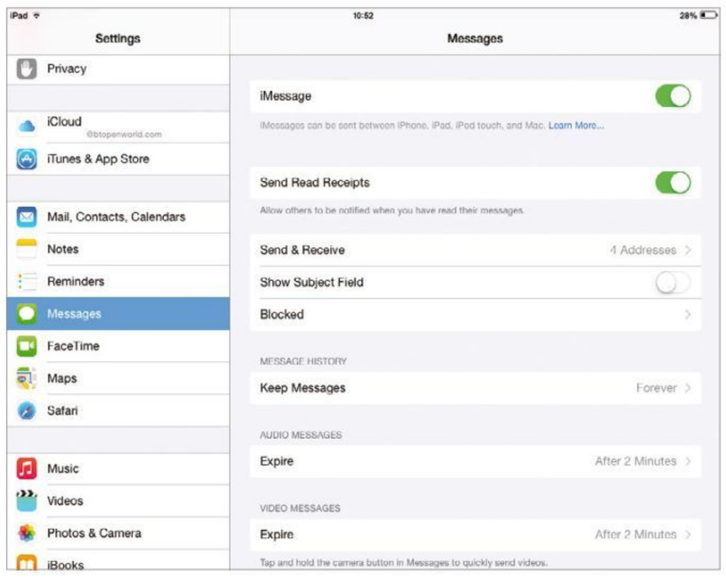
03: Change your picture

Close Preferences and click Messages>Change my Picture. Click the camera icon to take a photo using the Mac's camera, or click Other to load a photo.



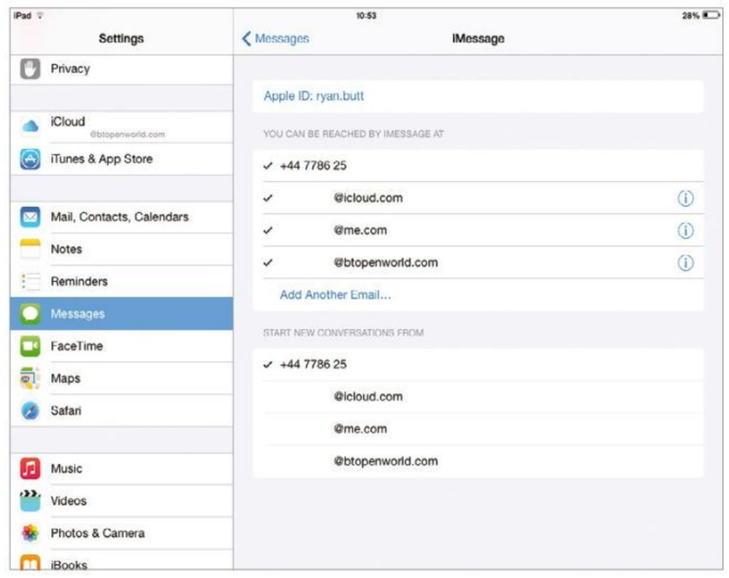
04: Set your status

You can tell people whether you are available or away from your Mac, or even which iTunes song you are listening to. Hit Messages>My Status and select one.



05: Set up iOS

On the iPhone and iPad, go to Settings>Messages. Turn on iMessage. It's useful to enable the Send Read Receipts option to show that messages have arrived.



06: Add email addresses

Tap Send & Receive and you can add the email addresses people can use when they want to contact you. On iPhone they'll be able to use your number.

Discover FaceTime for Mac

With FaceTime for Mac, video calls are now only a few clicks away. Learn how to install and configure this great tool

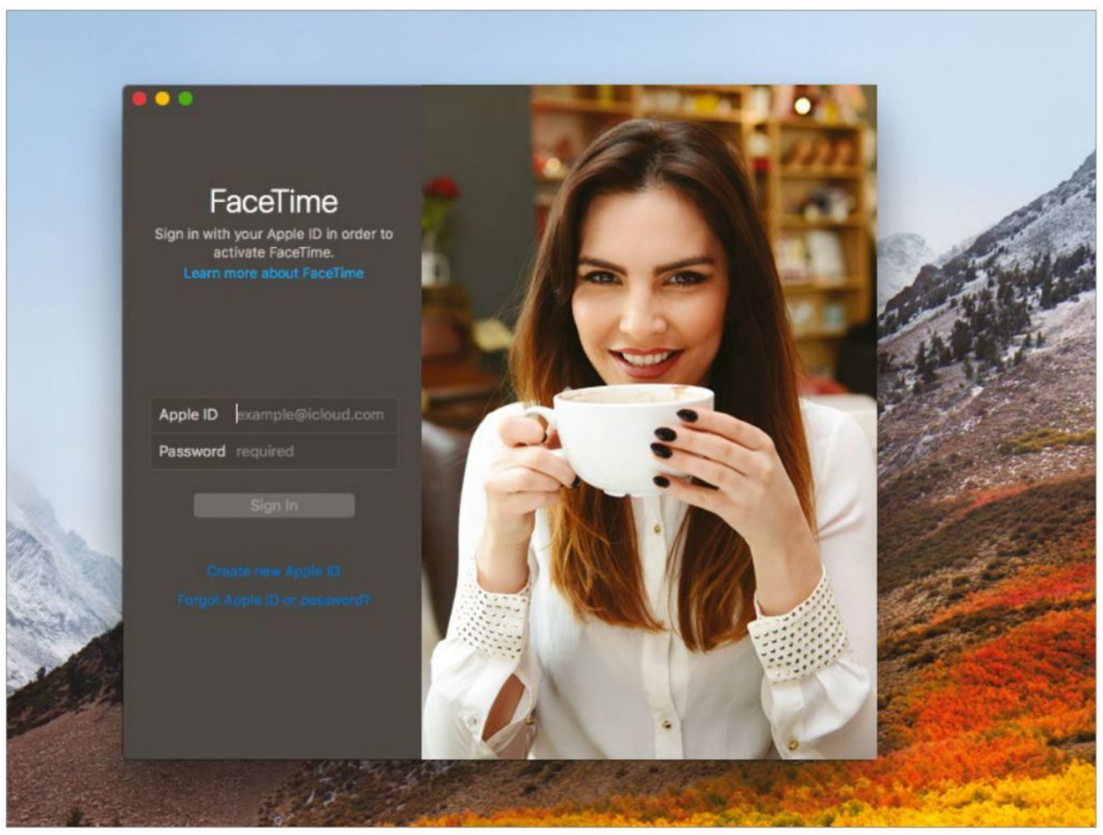
One of the most acclaimed features of the iPhone, iPad and iPod touch devices is also available on your Mac. From the comfort of your laptop or desktop, FaceTime for Mac now makes it possible for you to have a chat or share a smile with your friends and family who also possess an iPhone, iPad, iPod touch or Mac. It is even possible to engage in video calls over your local network. With the simple further requirements of an email address and an Apple ID, a whole new world of enhanced communication is now easily accessible. The sleek, simple and powerful interface of the FaceTime for Mac application is fully integrated into your macOS environment. Plus, if you have an iPhone running iOS 8 or later, you can now even make phone calls to any number if you have your iPhone nearby.

"With your Mac, video calls are just a few clicks away"

FaceTime Set up and use FaceTime

01: Launch the app

You can launch the FaceTime app by locating and double-clicking on the app icon in your Applications folder or by selecting Launchpad from the Dock and opening it from there. Alternatively, drag the app icon into your Dock to create a handy shortcut if you intend to use the app frequently.



02: Sign in

When the FaceTime app has been launched, you will have to sign in with your Apple ID to start using the app or create a new account, which you can do by opening System Preferences and clicking on iCloud. When you have entered your account details, you will be able to start conducting FaceTime chats.

Find your way around FaceTime

Make calls to your friends and family with ease

Search for Contacts

Click in the Search bar at the top of the left-hand bar and you can type in a name. As soon as you hit the first keys, FaceTime will start making suggestions of who you might mean, and you can call with a click

Contact information

To get more information about a specific contact, click the 'i' icon next to their name. a Contact window will pop up, with all their information from your Contacts app displayed

WHAT IS AN APPLE ID?

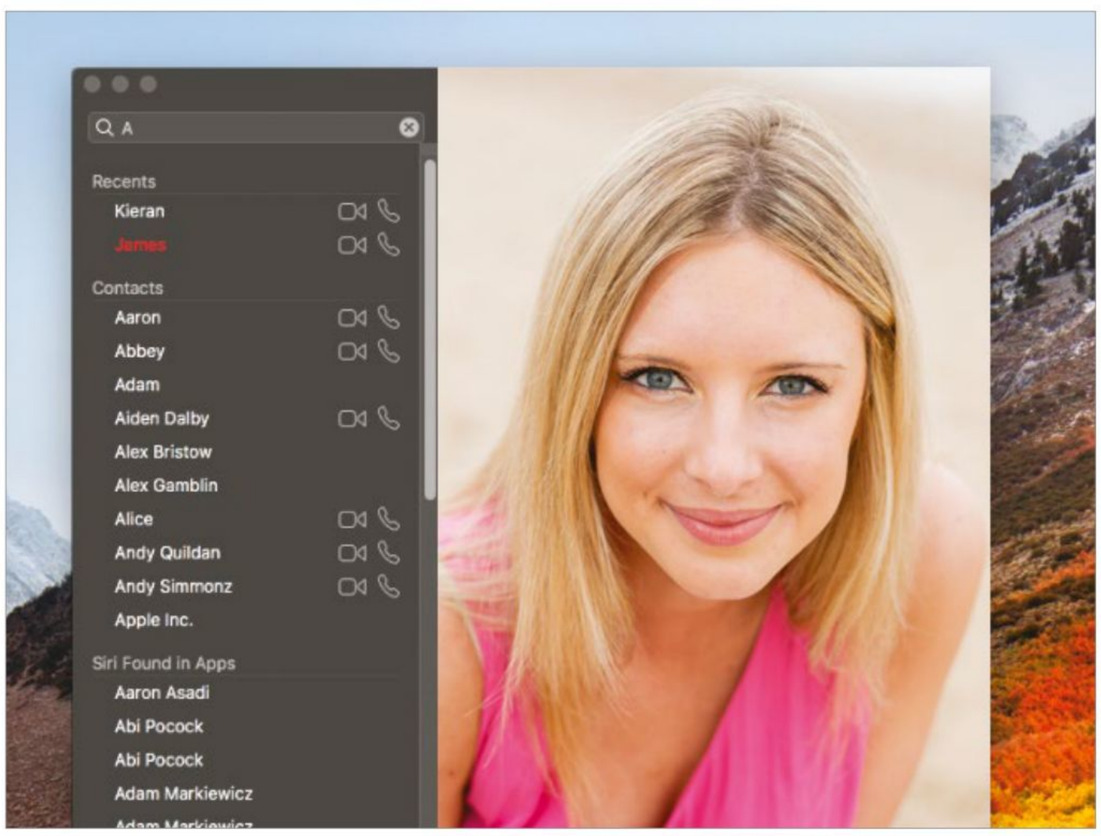
An Apple ID is a username and password used to identify you on every Apple service. Whether you want to buy software or a device on the Apple Online Store, music or movies on the iTunes Store or log in to iCloud, an Apple ID provides you with a single set of login credentials.

Audio or Video?

In FaceTime you can now make both Audio and video calls. Click on the two tabs to see your recent calls in each format, and quickly call a person back

Quick calling

You can right-click on the FaceTime icon in the Dock to bring up this contextual menu containing your recent calls. Click on any one of them to call that person back instantly – it's a really fast way to make calls



03: Find a contact

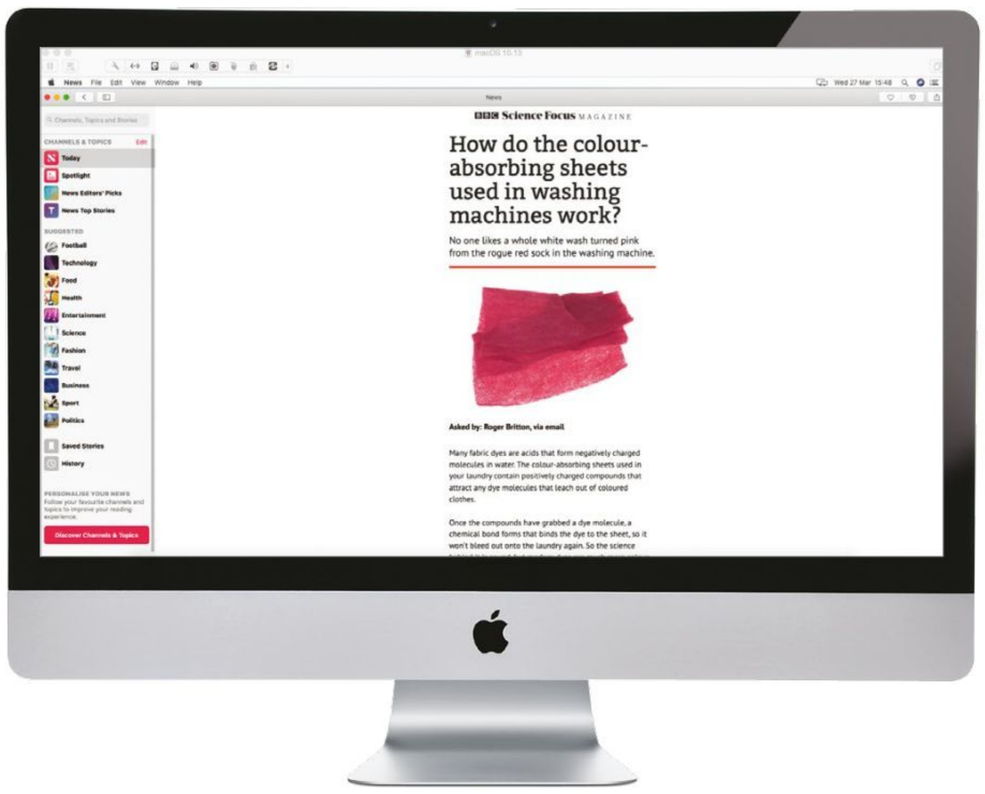
You'll see Video and Audio options at the top of the screen. Click the search bar and type in the name of a friend, or click the '+' button to add one from your Contacts app manually. Then click on the phone or camera icons to make an audio or video call respectively.

04: Make a Call

When your friend has been notified of your FaceTime invitation and accepts the call, they will appear in the main window of the app and you will be visible in a stamp-sized screen in the corner. You can change to Portrait or Landscape orientation by hovering your cursor over the window and clicking the arrow.

Navigate News

Use the News app in macOS to read the latest headlines and keep up to date with current affairs



The News app is curated by Apple's Editors to make sure only the most important articles are shown. Top stories are chosen by the Editors and if you want to see more of their choices there is a whole Spotlight section dedicated to them. Being built by Apple, News is exceptionally easy to use and simple to navigate. If you don't see anything of interest then use the bar on the left-hand side of the screen to view specific subjects. To read an article all you need to do is click on it. While News has a consistent interface, the layout of the article depends on the publication. To customise your feed further you can select your favourite publications and topics from the Discover Channels & Topics button and these will be prioritised. As you use the app more and more you should notice that the articles shown in the For You section change to better fit your interests and you will see less of what you don't like.

> "Being designed by Apple, News is exceptionally easy to use and simple to navigate"

News Today section

Navigating the Today section of News in macOS

The publication

The Today section displays the news from a variety of sources. To see more from sources you enjoy, click on the article and then the Like button. This lets Siri know that you want to read similar content

Channels & Topics

Any topic or channel that you favourited will be displayed here. You can tweak this list by clicking on Edit at the top and then the minus icon. Today and Spotlight cannot be removed

SAVE STORIES

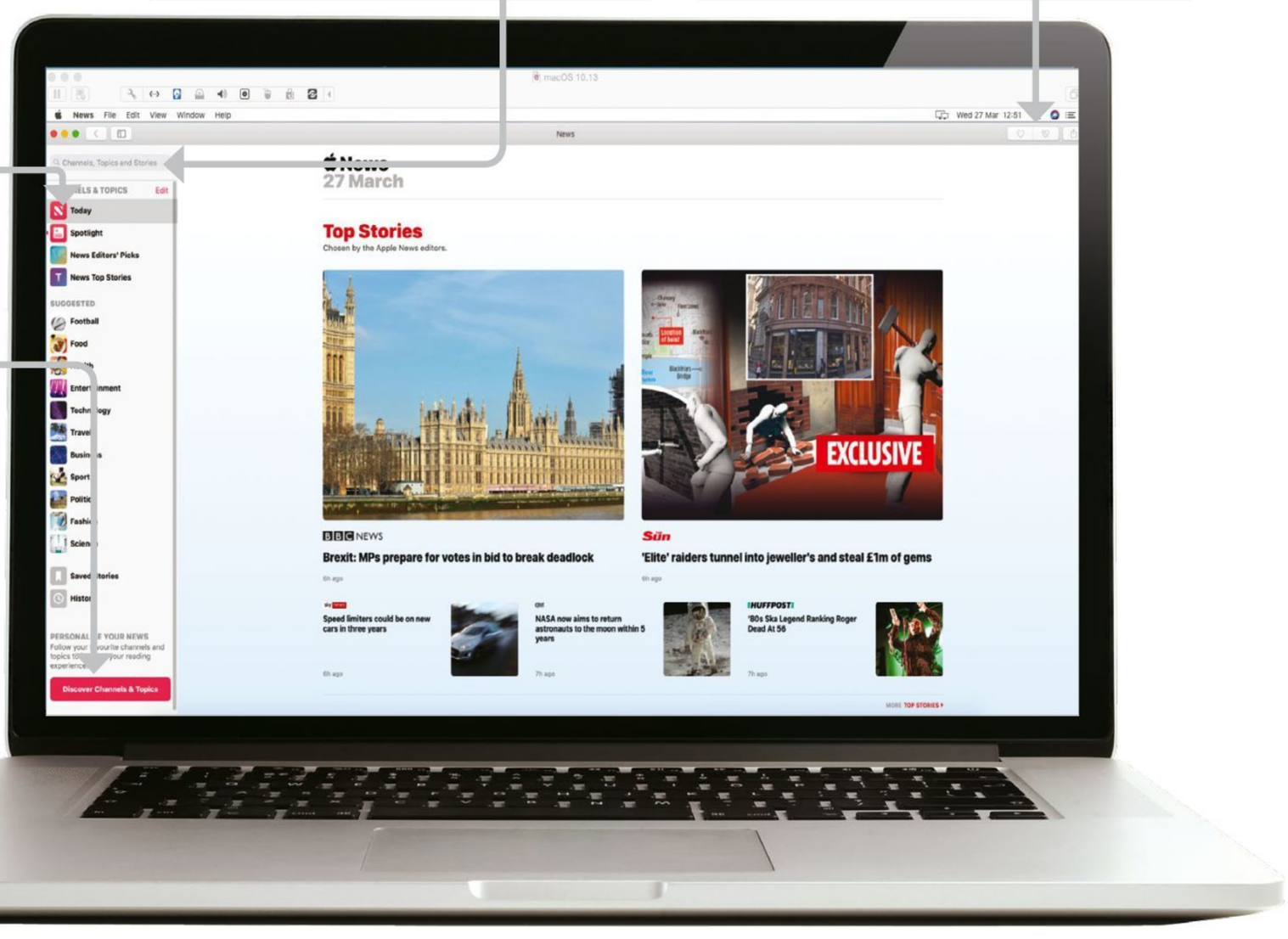
If you see a story in News that you want to read but not at that moment, save it as these can disappear when newer articles are published. To save a story press cmd + S. Thanks to iCloud the stories you save are available across all of your Apple devices. So anything you save on an iPhone or iPad can be found on your Mac and vice versa.

Search bar

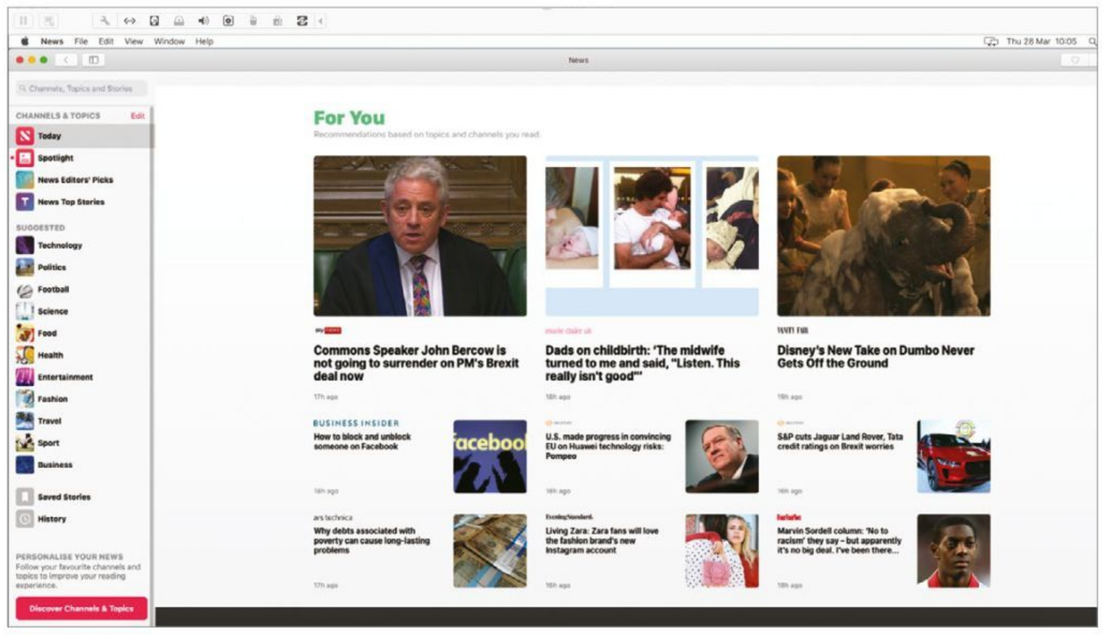
Use this to look for topics, stories or news channels. All results will be shown along the bar on the left-hand side of the screen. These are divided into Top Result, Stories, Channels and Topics

Like/ Dislike

Using these two buttons will help the News app choose what articles to include in your Today section. By hitting Like, the subject or channel will be added to the left-band bar

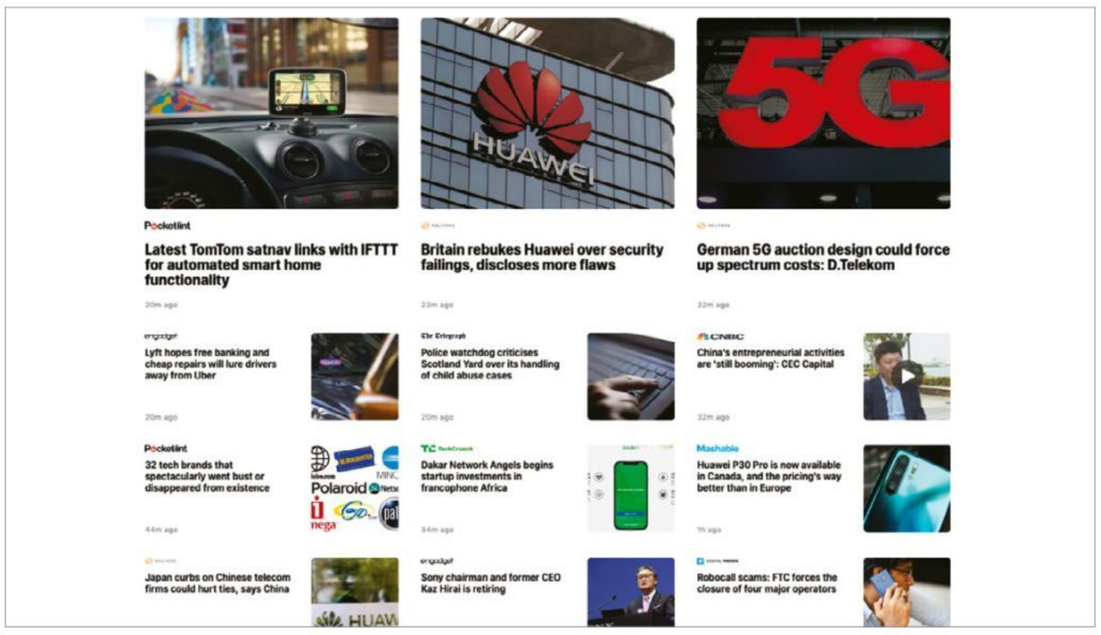


News A look through thtehe app's key features



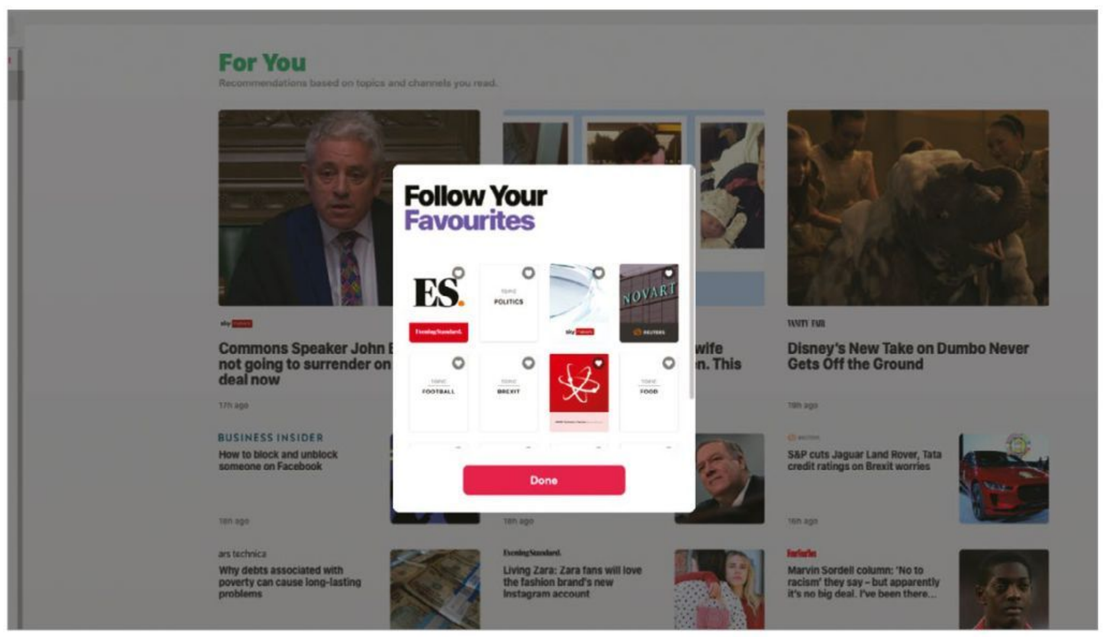
01: For You

This section will change the more you use the app. Articles displayed will depend on what you have previously read and what channel/ topics you follow.



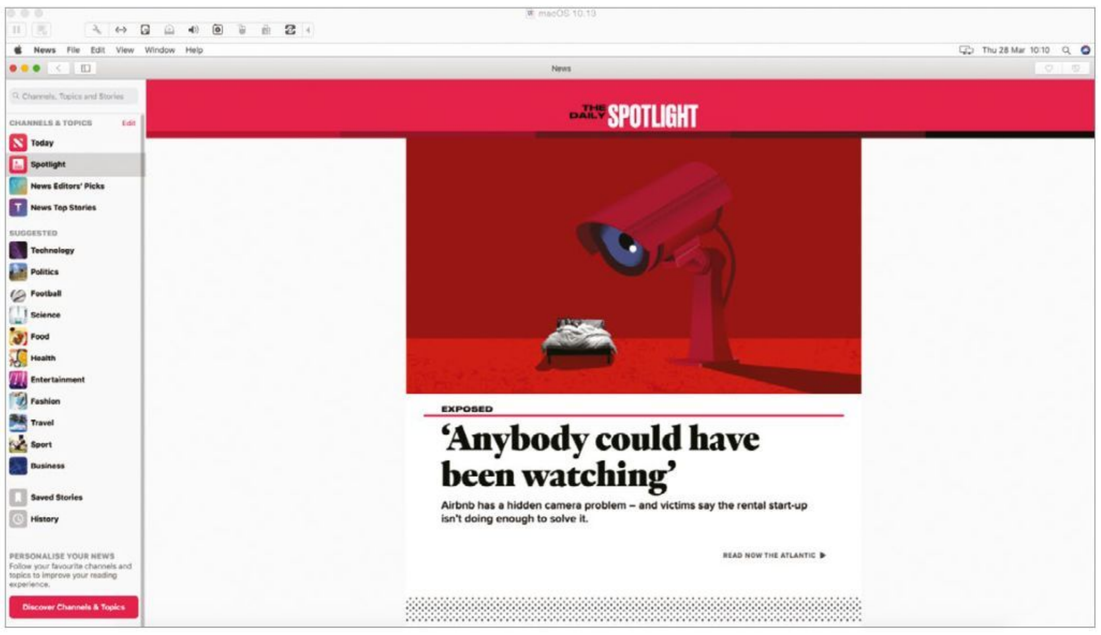
02: News by category

You can choose to view by category (technology, sport, entertainment, etc.). Information such as Publication and when the article was posted are shown.



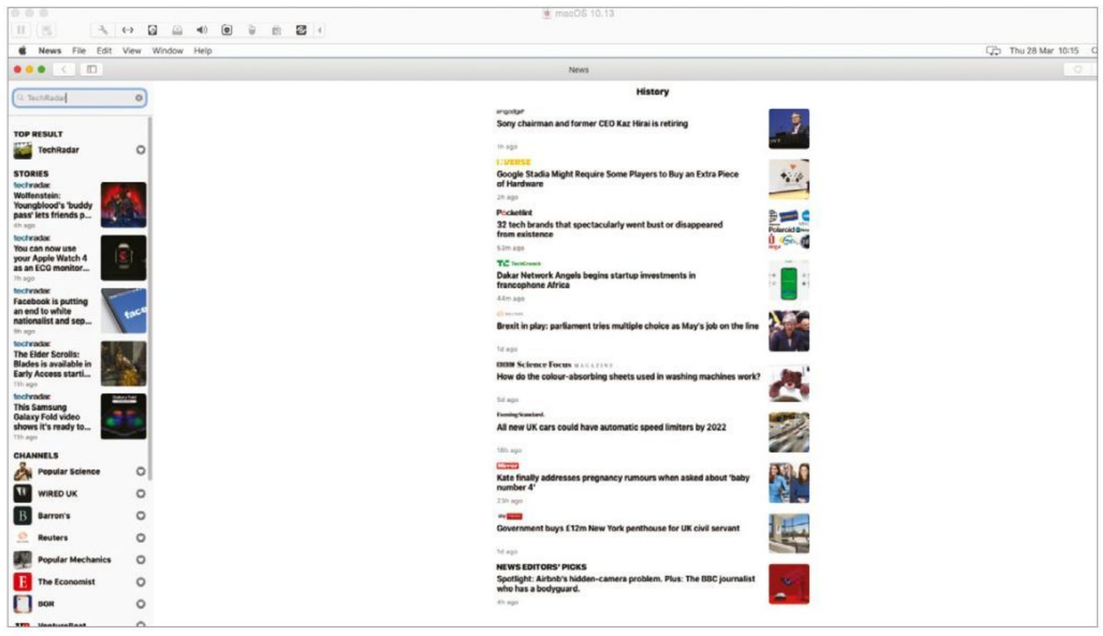
03: Personalise News

In the bottom-left corner of the page is a button titled 'Discover Channels & Topics'. Click on the heart icon to add items to your Channels & Topics section.



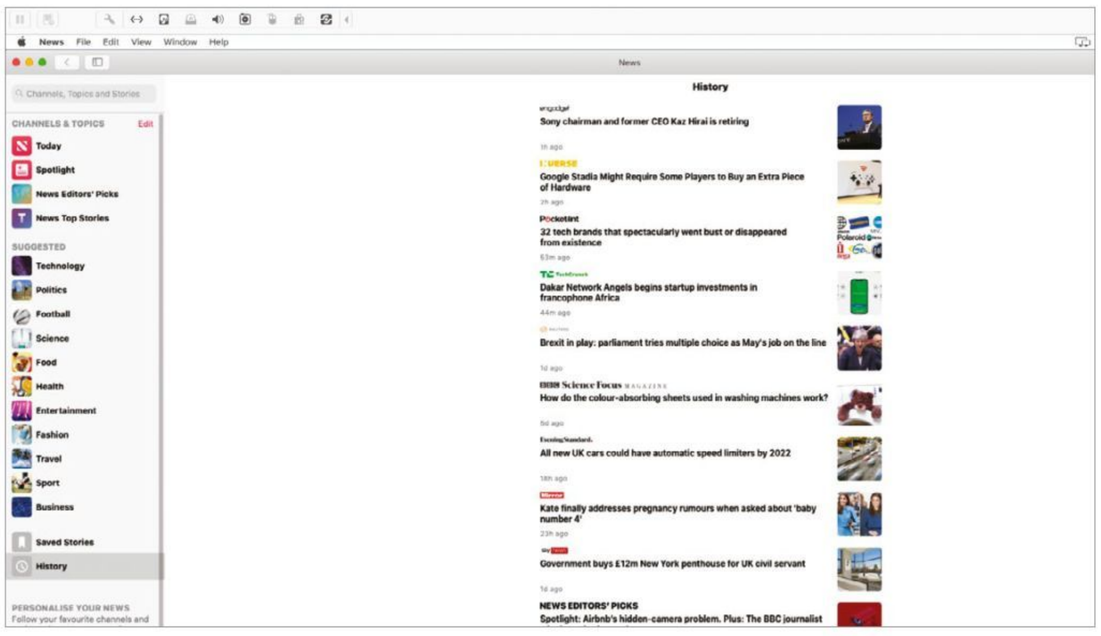
04: Spotlight

Apple's Editors update this section daily with their choices of the best features. The subject of these vary from current events to 'on this day' type pieces.



05: Searching

Use the search bar in the top-left corner to look for channels, topics or stories. Top Results are shown first with Topics, Channels and stories following.



06: History

You can go back and view stories you've previously read. Delete your history by clicking on Clear in the top-right corner.

Get creative on your Mac

"Your Mac will help cater to your creative side"

"GarageBand allows you to record music, edit and export all with ease"

Master the creative facilities of your Apple Mac to capture and edit your images and video

128 iMovie editing masterclass

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138 Organise your Photos Library

140 Use Photos' new Brilliance slider

142 Learn how to play with free lessons

144 Keep time with Tempo Track techniques

146 Learn to stay in tune with the Tuner

iMovie editing masterclass

Become an expert in recording, editing and sharing video

Thanks to phenomenal advances in technology, you can now record HD video footage on gadgets such as DSLRs, GoPro cameras and even on your iPhone. You also have access to the type of video-editing tools that film-makers in previous decades would have had to spend hundreds of pounds to access. Today the only limitations on sharing high-quality videos are our own imagination and a bit of technical experience.

This iMovie masterclass is designed to help you become more familiar with the video production workflow, so that you can confidently capture high-quality footage, import it into your Mac and then sort out the wheat from the chaff to create a short, slick and watchable programme. As well as overcoming problems such as camera shake and incorrect colours, we'll show you how to enhance your shows with post-production assets like captions, transitions, and a dash of special effects courtesy of green screen compositing and picture-in-picture effects.

You'll also be able to add digital camera moves to clips and stills to enhance your programmes, thanks to iMovie's Ken Burns tools. These post-production assets act as 'icing on the cake' and give your programme the type of professional production that people have come to expect.

It's now also much easier to share your footage thanks to social media platforms such as YouTube and Vimeo. Anyone can now find and build an international audience from the comfort of their own Mac thanks to iMovie.

"Today the only limitation on sharing videos is your imagination"

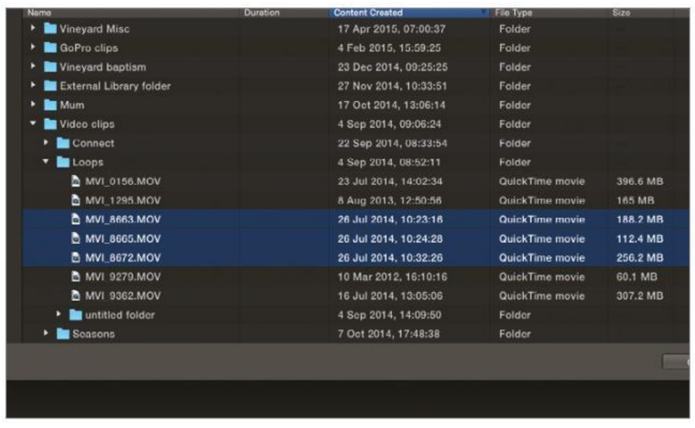
Import footage into iMovie

How to get your clips safely into an iMovie project

iMovie keeps all imported clips in a Library. To work with clips more easily you need to set up an event to store them in, and a project to edit them in. Here's how to get clips into iMovie from an attached video camera or a folder located on your Mac.

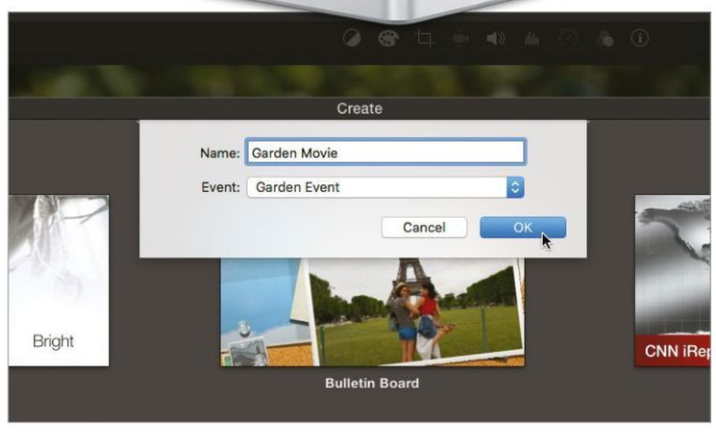
01: Create a new event

Choose File>New Event. By default the event will be labelled with the current date, but you can re-label it to help identify its contents. Click the big Import Media button.



02: Import footage

From the Import window you can browse to an attached camcorder, external drive or Mac folder. Shift-click to select clips to import. Click the Import Selected button.



03: Create the movie

The clips will appear in the event that you created. Go to File>New Movie. Choose a Theme from the options. Click Create. Label the movie and choose the event you created.

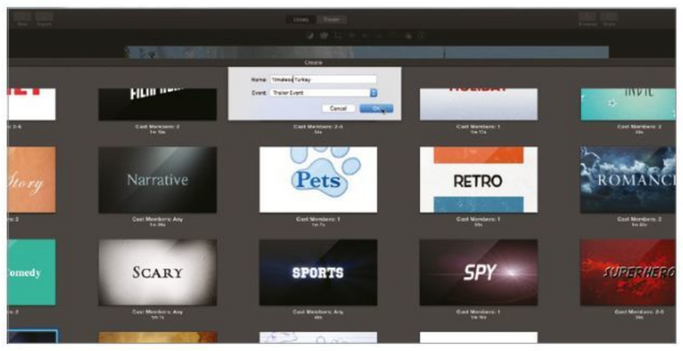
NON-LINEAR EDITING

Once you've created an event, imported your clips and created a movie template, you'll see an empty timeline appear. You can then add your clips to the timeline in any order to start telling a story.

Get creative on your Mac

Create a trailer

A trailer is a great way of presenting footage and getting people excited about it



01: Choose a template

Click the New button and click the Trailer icon. Click the Play icon on a trailer's thumbnail to preview its music, pacing and titles. Click Create when you find one you fancy. Add it to an event.

02: Use the Storyboard

Click on the Storyboard tab. This gives you editable text fields and placeholder graphics that suggest the type of shot you might add. Music and transitions are all added automatically.

03: Drag and drop

Modify the text fields to customise the trailer's text and click on your event's clips to drop them one by one into an appropriate placeholder. To see how things are shaping up, tap the spacebar to preview how the trailer looks and sounds.

"You can turn your rambling raw footage into a snappier story"

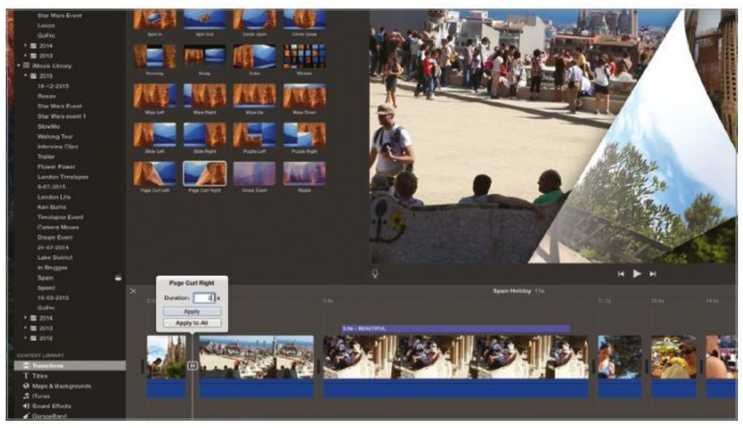
Enhance your movies

Add titles, transitions, 3D Globes and travel maps

Once you have imported your footage into an event and created a timeline to add the clips to (see previous spread), then you can turn your rambling raw footage into a shorter, snappier story. You can trim clips' durations to make them tighter and, just like editing an essay, you can swap clips around to fine-tune how your story unfolds. Once you have told your tale you can enhance it using iMovie's post-production assets such as titles, transitions and even animated travel maps. The latter are a great way of setting the scene for your latest travelogue.

01: Create some titles

Click the Titles browser (or press Cmd+2). Scrub over a title thumbnail to preview it. Drag the title into the timeline. Edit the font, text and colour in the main viewer. Click the tick.



02: Add terrific transitions

Press Cmd+1 to summon the Transitions editor. This lets you mix or wipe between clips. Drag a transition between two clips. Double-click the transition's icon to edit its duration.

03: Use marvellous maps

Press Cmd+3 to summon Maps & Backgrounds. Drag a map into the timeline. In the main viewer, type in a journey start and end point for an animated arrow on the globe.

04: Add a background

Below the maps are a further collection of still and animated backgrounds. These are great for creating attractive and slick-looking backdrops that can suit any of your projects.

Correct colour in your clips

Adjust colour and contrast to create shots with detail and impact

Balance colour

This icon gives you access to extra colour balance controls such as a White Balance eyedropper. This can banish colour casts by warming up or cooling down a shot in a click

Tweak the temperature

If your shot looks a little too warm, then drag this slider left to cool it down and create more natural-looking skin tones. Drag it right to warm up a cold blue clip

Ungraded footage

Set your camera to neutral for footage with flat contrast and subtle colours. This helps you avoid blowing out highlights and shadow detail and creating over-saturated colours

Boost saturation

If your source clip's colours are a bit drab then drag this slider right to increase the shot's overall saturation. Be careful not to push it too far or you'll create garish unrealistic colours

Increase contrast

By dragging this Shadow Control slider to the left, you can create darker shadows. The Highlight slider will move an equal distance to the right in order to brighten the clip's highlights

Colour correction controls

To access iMovie's tools for correcting colour and tone, add a clip to the timeline and then click here. The Contrast, Saturation and Color Temperature sliders will then appear

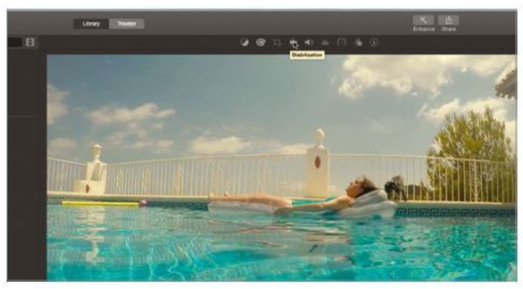
LESS IS MORE

iMovie's transitions are fun to add, but you can get carried away. Think of transitions as adding salt to a meal. A little will enhance it but too much can spoil it. A pro will use less transitions than a novice.

Stablise footage

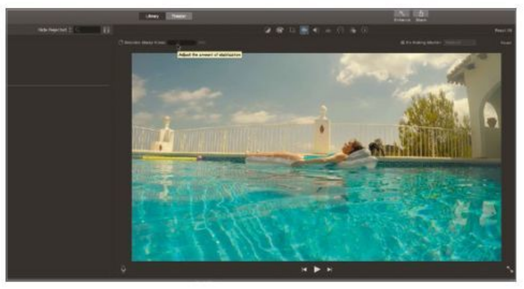
Iron out handheld wobbles for a smoother shot

When filming with a handheld camera, your footage might look a bit wobbly. iMovie can analyse the camera shake and reduce or even remove it entirely (though it will crop your footage after stabilising it). The best way to avoid shake (or a cropped clip) in the first place is to use a tripod.



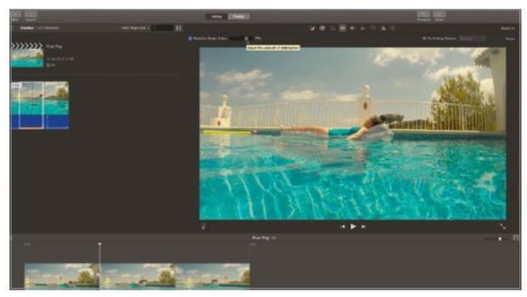
01: Add a clip

Add a shaky handheld clip to the timeline. Our example clip was filmed in a pool, making it impossible to use a tripod. Click on the Stabilization icon above the viewer window.



02: Smooth it out

Tick the Stabilize Shaky Video box. A little wheel will spin while iMovie analyses each individual frame. When the wheel stops, you should have a less shaky clip.



03: Shake versus crop

Toggle the Stabilize Shaky Video box on and off to see how much of the frame has been cropped. Drag the slider right for a smoother sequence. This will in turn produce a tighter crop.

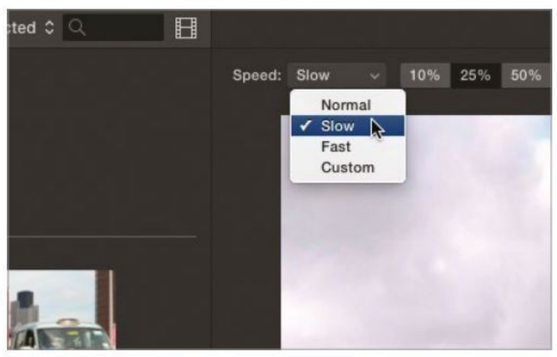
Speed up or slow down clips

Retime your footage to produce creative results

iMovie makes it easy to speed footage up to produce dazzling time-lapse sequences that show the ebb and flow of people and traffic in a busy city, or slow time down to watch a tree fall to earth. You can even split a clip so that it starts off in real time and then seamlessly slows down during a crucial moment. This variable speed effect is a great technique for enhancing action or sporting subjects, as we'll demonstrate.

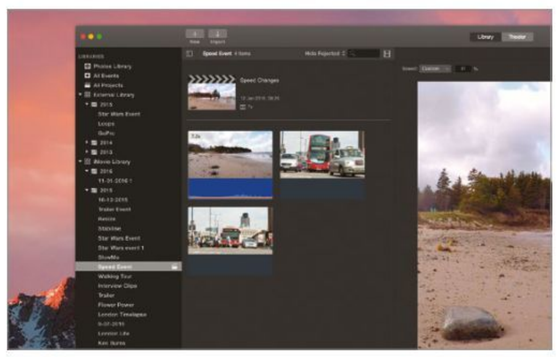
01: Split the clip

Scrub forward in the timeline until you get to the moment when you want time to switch to slow motion. Press Command+B to split the clip (or right-click on the clip and choose Split Clip).



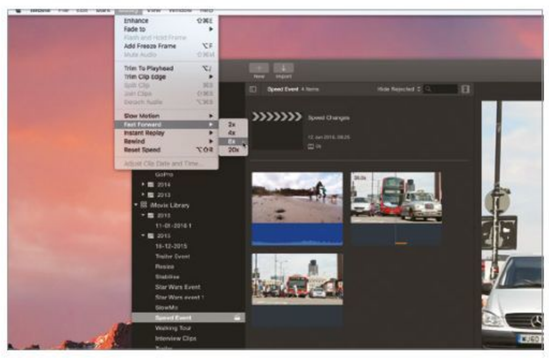
02: Adjust the speed

Click to select the section of clip that you want to re-time. Click the Speed icon above the viewer. Set the drop-down menu to the desired speed (such as Slow). Choose a percentage.



03: Fine-tune the speed

After slowing a section down, a tortoise icon will appear in the timeline. You can click on the top right of the re-timed clip and drag left to speed it up or right to slow it down even more.



04: Fast forward

You can also change a selected clip's speed by going to the Modify menu. Here you can slow things down, speed them up and even create a slow Instant Replay of a sporting event.

"You can even split a clip so that it starts off in real time and then seamlessly slows down during a crucial moment"

The Ken Burns effect

Enhance your clips with digital camera moves

iMovie's Ken Burns tools are brilliant features that enable you to add movement to statically framed clips. These moves would be tricky to do in-camera, but in iMovie you can define a start and end size and let the Ken Burns tools zoom and pan between the keyframes smoothly.

01: Click to crop

Add a statically framed clip. This example footage was shot on a locked off tripod so only the people in the shot move. Click on the Crop icon above the viewer, then click Ken Burns.

02: Choose and point

The two boxes show the Start and the End of the move. Click the End box to make it solid. Then drag the corner handles of the box to create a tight crop of the image. Drag inside the box to pan or tilt.

03: Make a move

You can then click the arrow icon in order to swap the size and position of the Start and End boxes. Click the Tick to apply. In this example the camera will zoom in and tilt up as the clip plays.

Use a green screen effect

Combine separate clips into a creative composite sequence

By shooting a subject against a clean green (or blue) card, you can use iMovie's keying tools to replace the colour backdrop. Green screens tend to be popular as many people have blue eyes (and these could become transparent when replacing a blue screen with other footage). This compositing technique is a great way of adding variety and texture to your productions. You can place people in exotic locations or add special effects to your drama productions.

01: Source footage

To get the green (or blue) screen footage to work well the card needs to be evenly lit (or holes can appear). Try and avoid shadows being cast on the card as these might remain solid.

02: Layer the clips

Drag the background footage to the timeline first. Then drag the blue screen clip onto the timeline and place it on a layer above the background clip. The two parallel clips need to run together in sync.

03: Overlay options

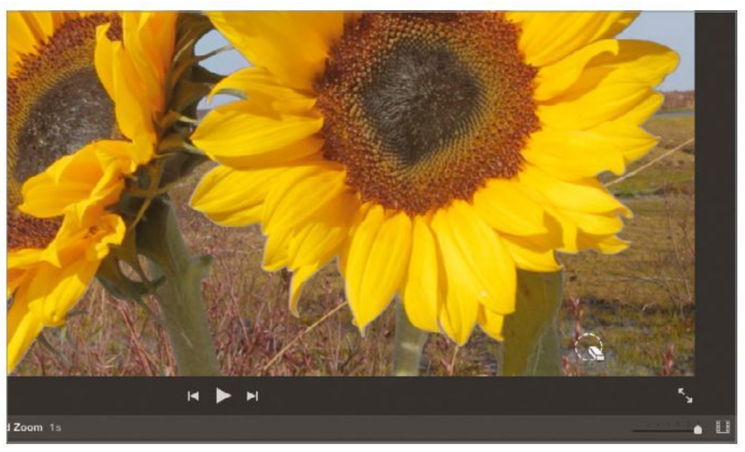
Click on the top clip. Click on the Video Overlay settings icon above the viewer. Set the drop-down menu on the left to Green/Blue Screen. The blue card will instantly become transparent and disappear.

04: Reduce fringing

The edges of the top layer's subject may suffer a fringe of colour from the blue or green screen. Combat this by dragging Softness right to soften the edges and reduce the strength of any fringing.

05: Clean up corners

If bits of blue background still appear at the frame's edges, click the Clean-up Borders icon. This enables you to drag the corner handles inwards. Any areas outside the handles will be completely transparent.

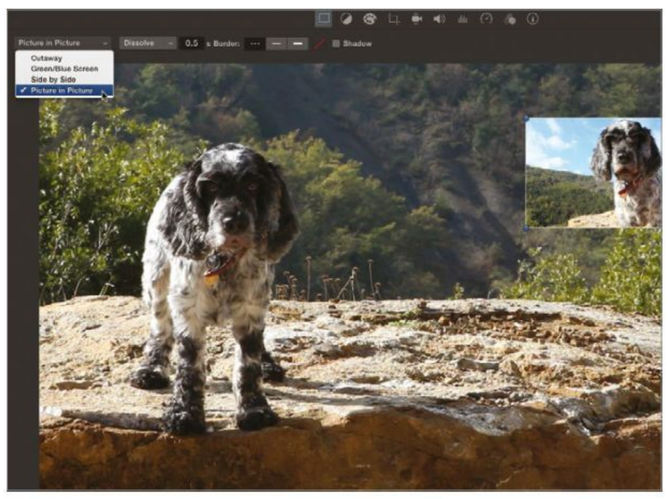


06: Erase shadow

Click the eraser Clean-up icon. In our example there's a hint of flower shadow on the blue card at the bottom-right corner. By clicking the eraser on this area we can make the shadow vanish.

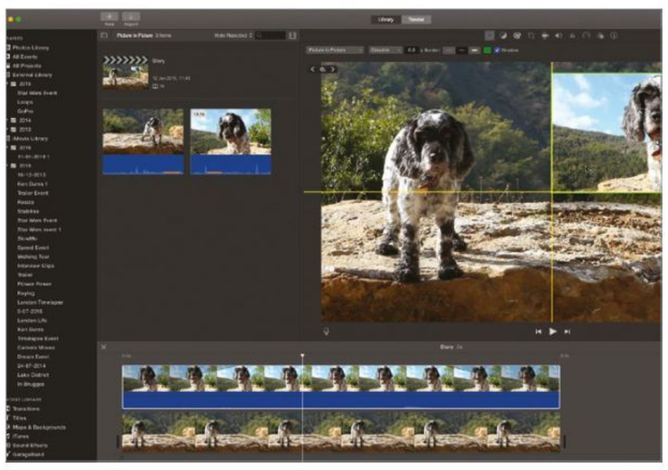
Picture-in-Picture

Present two clips at the same time to tell a story creatively



01: Layer two clips

Add a background clip to the timeline and then drag an insert image onto the top layer so both clips run parallel. Click the Video Overlay settings icon. Set the drop-down menu to Picture-in-Picture.



02: Refine composition

Drag the insert picture's corner handles to resize it. Drag inside the picture to re-position. Yellow guides will help you align it with the centre. You can add a border and drop shadow, too.

03: Side-by-side

You can also change the Video Overlay settings to Side-by-Side. This then causes the clip on the top layer to slide in from the left or right (whichever you prefer) until it shares half of the frame with the clip on the lower layer you have made.

Fix sound issues

Get your audio sounding its best with these post-production tools

Audio effects

Click here to access extra audio effects that change the sound in more creative ways, such as altering pitch or adding different room ambience effects

GO EXTERNAL

For a professional voiceover, buy an external USB microphone such as the Yeti (www.bluemic.com/yeti/#). This will create a more intimate-sounding voiceover than your Mac's mic.

Reduce background noise

If background noise is competing with your interviewee's voice, tick this box. Drag the adjacent slider to the right to get a balance between reducing the background noise without flattening the voice too much

Pump up the bass

When you reduce background noise, the subject's voice can sound too flat and weak. Bring back some of the lower frequencies by choosing the Bass Boost preset

Adjust levels

A subject's voice should have levels that occasionally peak yellow at the loudest sections. Drag this horizontal volume bar up until the voice clip's sound is strong

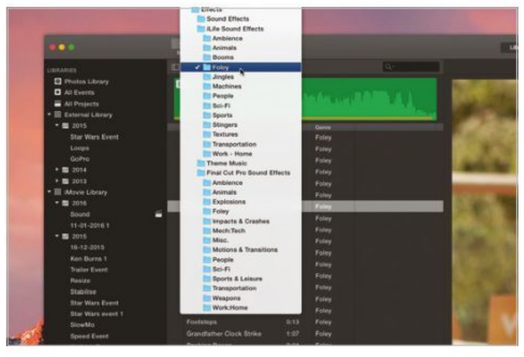
Sound fixing tools

Click on this icon to access iMovie's tools for fixing sound. This will summon a handy Noise Reduction slider as well as the Equalizer drop-down menu

Add a soundtrack

Use sound effects, music and voiceovers

Once you've fixed your clips' recorded audio problems, you can now start to augment your programmes with extra assets that are available on the app. iMovie's Sound Effects browser is full of audio assets, from a collection of Foley sound effects to a folder of Jingles that suit a variety of programme themes and topics.



01: Add sound effects

In the Content Library panel, click the Sound Effects browser. You can then plunder the Sound Effects and iLife Sound Effects folders for a range of different stock sounds that you can drag to the timeline.

02: Incorporate a voiceover

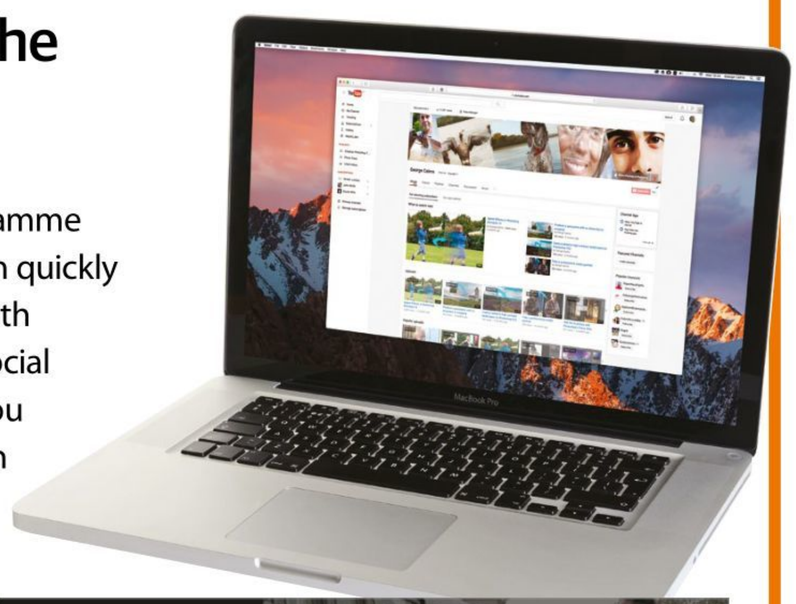
Click the Microphone icon to record a voiceover. Use the slider to adjust sound levels before you record so that they peak healthily. Click the Red button and speak.

03: Bring in music

Go to the iLife Sound Effects Jingles folder and drag a track to the timeline. To stop the music from competing with and drowning out the dialogue, simply drag the horizontal volume bar downwards.

Share directly to YouTube

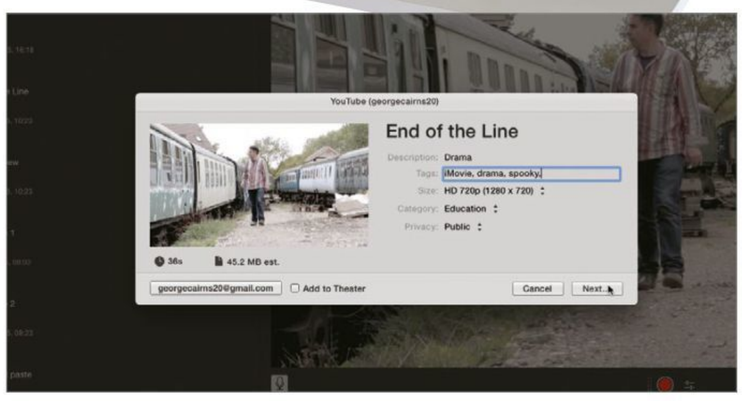
Distribute your programme to the world directly from iMovie



Once you've spent time getting your programme to look and sound as good as it can, you can quickly and easily share your edited masterpiece with a global audience thanks to iMovie's direct link with social media platforms such as YouTube. YouTube enables you to create a personal channel that fans of your work can subscribe to, so there are potentially plenty of people ready to be impressed with your iMovie editing skills.

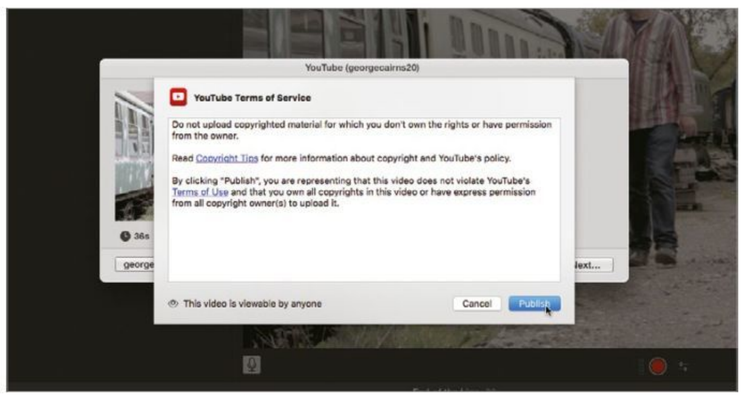
01: Choose YouTube

Double-click to open up the project that you want to share so that it appears on the timeline. At the top right of the viewer, click on the Share icon. Click on the YouTube icon.



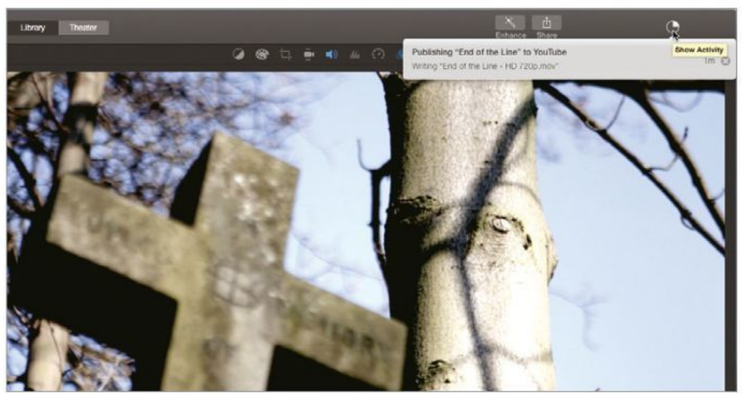
02: Select a size

In the next window, type in some keyword tags so viewers can find your content. Choose an HD size such as HD720p (or the larger HD1080p if you shot in that resolution).



03: Public or private?

Choose a category for your programme and select your desired privacy setting (to make your video public or private). When you're happy, click Next and then click Publish.



04: Publish

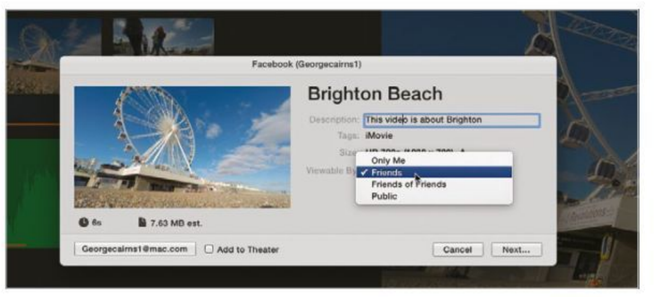
A circular progress wheel will appear at the top right, indicating the progress of your upload. Then check out your programme on your YouTube channel and wait for comments.

Share your video to Facebook

Get your work seen on a host of social media outlets

01: Click on share

Facebook is a great place to get instant feedback on your video productions from an audience that knows you. Click the Share icon and choose Facebook.



02: Choose an audience

You'll need to tell iMovie your Facebook login details. In the pop-up window choose a Size – HD720p will be fine. Choose who can view your uploaded movie and then click Next.

03: Side-by-side

In the next window, click Publish. iMovie will notify you when it has uploaded your edited programme to Facebook. Click Visit to see the video on your Facebook wall.

Share with iCloud

Upload your files onto your iCloud for access over the web

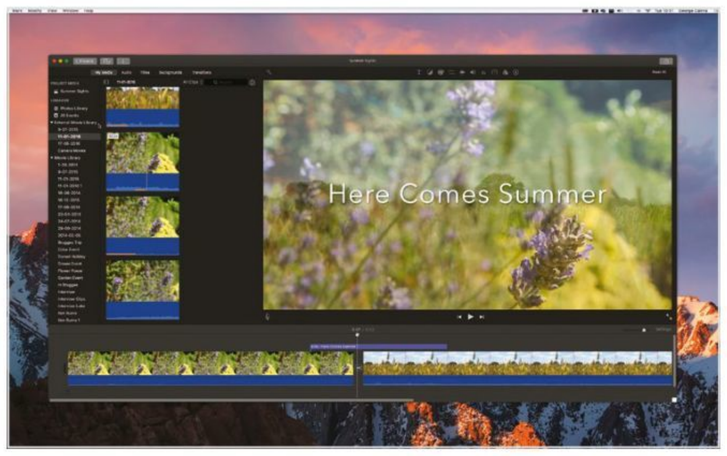
Select the movie that you want to share by clicking on it in the Libraries panel. Go to File>Share>File. Choose a resolution and quality setting, then click Next. In the next window, click the drop-down menu and choose iMovie>iCloud. Click Share to upload your movie. A Share Successful message should then appear for you. Log into your iCloud account in a new browser tab and then go to the iCloud Drive's iMovie folder. You can play your newly uploaded movies from there.

Work with external drives to save space

Save precious space on your Mac by storing your iMovie projects on an external hard drive

Video clips will take up much more storage space on your Mac than stills, especially if you shoot at a HD (or UHD) resolution. If your Mac becomes too stuffed with video clips it might start to behave sluggishly, which will be especially annoying if you're trying to edit a video. A sensible (and relatively affordable) solution is to purchase a portable hard drive and store your iMovie assets on that drive, instead of on your Mac. By default iMovie organises its events, projects and video clips using a library that is stored on your Mac. We'll show you how to set up an additional library on a portable hard drive, so that you can store projects there instead, and how to move existing events from the default library to an external one.

"Purchase a portable hard drive"



Use multiple libraries

Free up some valuable space on your Mac

UHD

HD (High Definition) video clips measure 1,920 pixels wide by 1,080 pixels high. This produces a much larger image than the old UK TV size of 769 x 576. Thanks to advances in technology some devices (such as a GoPro HERO4) can produce video clips at an even larger resolution of 3,840 x 2,160. These huge clips are referred to as Ultra High Definition (UHD) movies.

Add events

Some of the events on the external drive are unique to that particular drive, as we imported them directly to our External iMovie Library from a memory card. Others have been copied to the external drive from our original iMovie Library by dragging and dropping

External library

If you choose File>Open Library>New you can set up an additional iMovie library on an external hard drive. Here the tooltip indicates that this new library is stored on a Seagate Drive that's attached to our Mac

Plug and play

When an external drive is attached, you can access its external iMovie library by going to File>Open Library and browsing to the relevant library. This external library will be unavailable while the drive is ejected

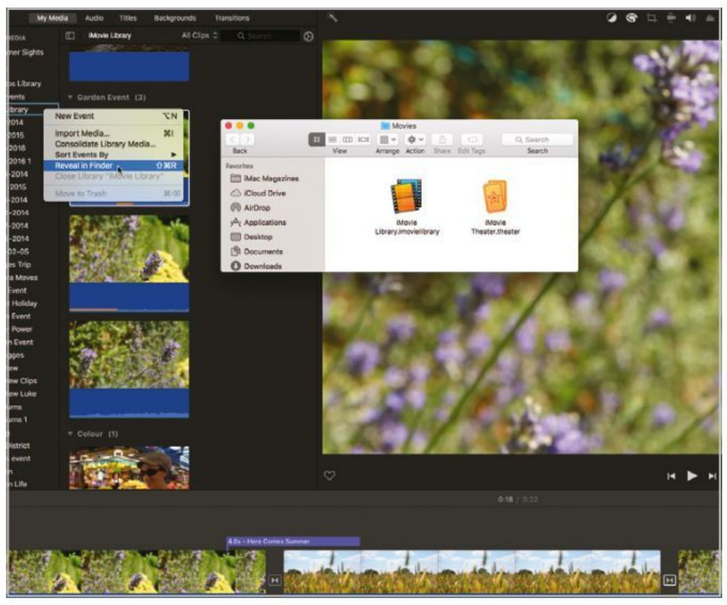
Default iMovie library

By default iMovie stores all of its imported video clips in a self-contained file called iMovie Library.imovielibrary. If you hover over the iMovie Library label a tooltip will pop up telling you where the file is stored

iMovie Save space using external drives

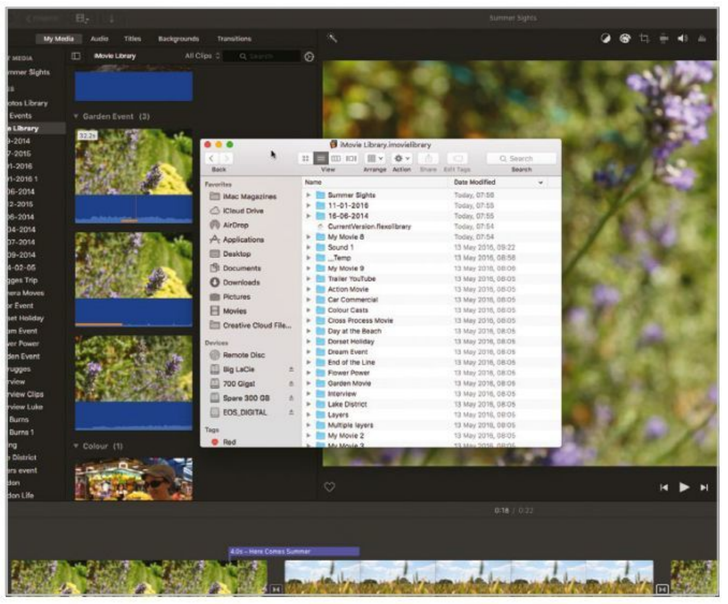
01: Choose a drive

To edit you'll need an external drive that processes video quickly. A drive with a Thunderbolt connection will do the job nicely.



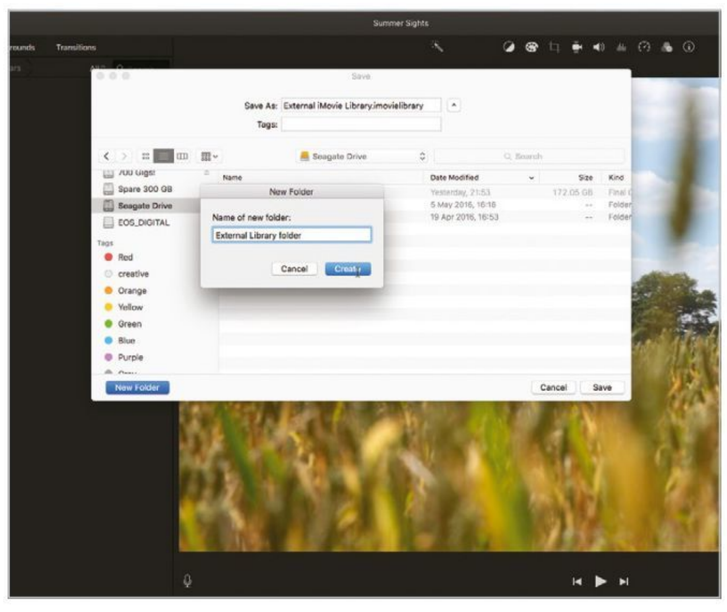
02: Reveal library location

You'll notice an iMovie Library label. Right-click the label, choose Reveal in the pop-up menu. Your iMovie Library is stored in your Mac's Movies folder.



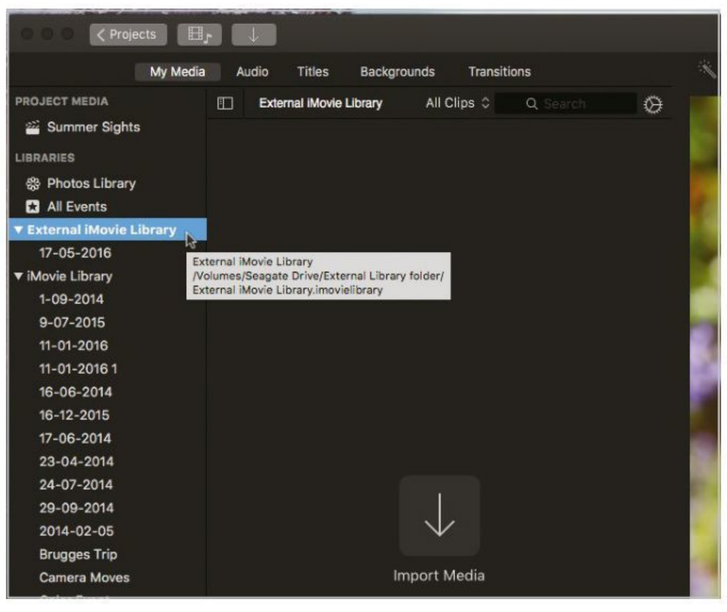
03: Understand the library

Right-click on the iMovie Library.imovielibrary file and choose Show Package Contents. Your imported clips are here, plus details of every iMovie event.



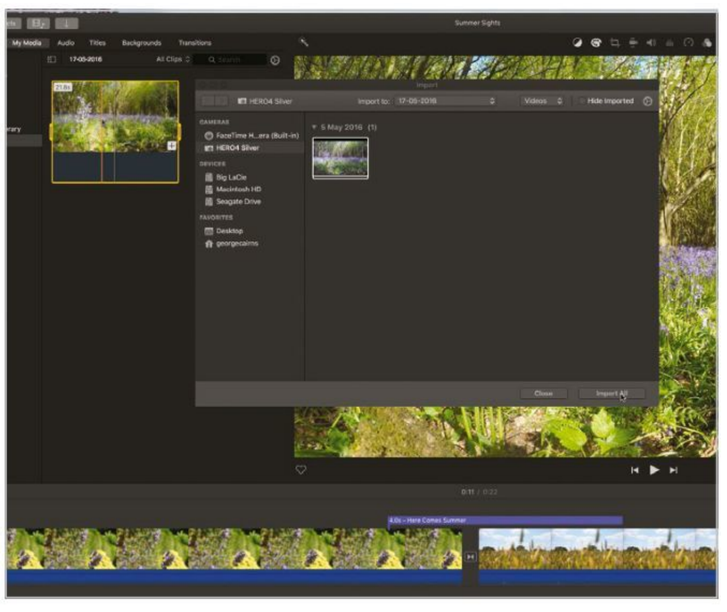
04: Create a new library

Choose File>Open Library>New. In the Save window, go to your external hard drive. Label the new library 'External Library.imovielibrary' and Save.



05: View the new library

Your new External Library will appear in iMovie's Libraries panel. At this stage it will contain no events, projects or video clips.



06: Import clips

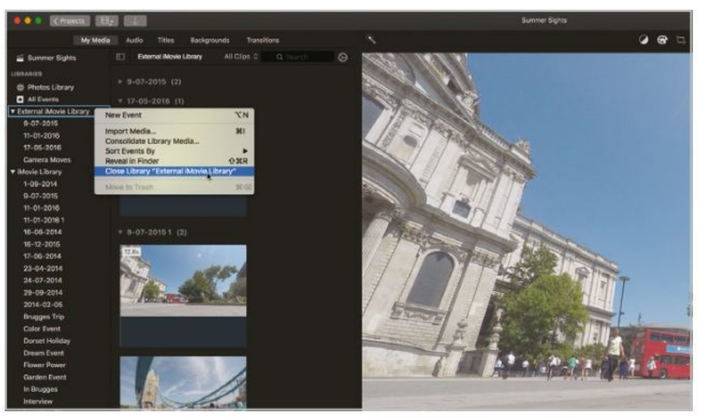
Now when you click on the Import Media button, any clips from an attached camera will be imported and stored in the External iMovie Library.

Transfer your events

You can store iMovie Libraries on multiple external hard drives, so you should never run out of space. A USB 3.0- connected Seagate Backup Plus Portable Hard Drive can store a whopping two terabytes of data, and it won't bust your budget at £65. You can also transfer events that are stored on your Mac's default iMovie library onto a library that lives on an external drive, freeing up valuable space.

01: Transfer events between libraries

To copy an old Event from the original library to the new one, drag it to External Library. To move an old Event so that it only exists in the new external library, simply hold the Cmd and drag.



02: Hide or show libraries

You can right-click on an external iMovie library in the Libraries browser and choose Close Library to hide it from video. Then at a later date you can choose File>Open Library and browse to the desired external library.

Keep your Photos library organised

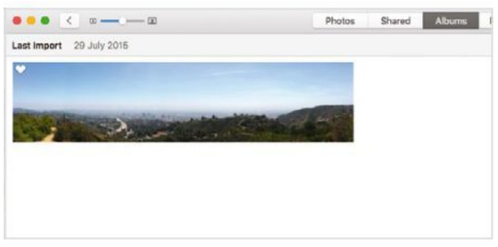
Discover the top ten best ways to keep on top of your packed Photos library on your Mac

Photos is the default app for all your iPhone pics, and chances are you're going to be taking a lot of them thanks to the iPhone's stunning camera. However, the problem with taking so many wonderful shots is that when you want to show them off to your friends and family, it takes an age to trawl through them all and find the one you want.

Luckily Photos has a whole host of features that ensure you are never far away from your favourite photos, and you can sort them in a range of ways to keep your albums fresh and easily located. Here are just some of its options that mean you can snap away to your heart's content without worrying you'll never find that one amazing picture again.

Create albums

Named albums are the best way to remember that special holiday or party. Select a bunch of photos by holding down Command and clicking on individual images, then click on File>New Album and name your album to create a collection of your chosen snaps. It will then appear in the Albums menu at the top of the window.

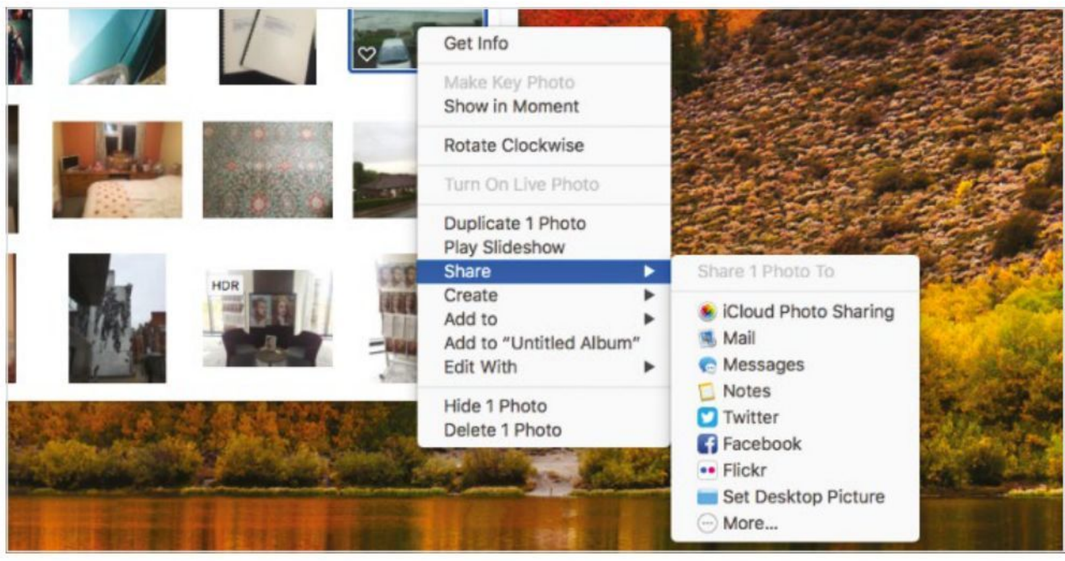


Last import

This is another neat trick that Photos uses to help you keep track of your pictures. Click on the Albums tab and then on Last Import, which you should see on the top line. This will always keep your most recently added snaps in place for quick and easy location.

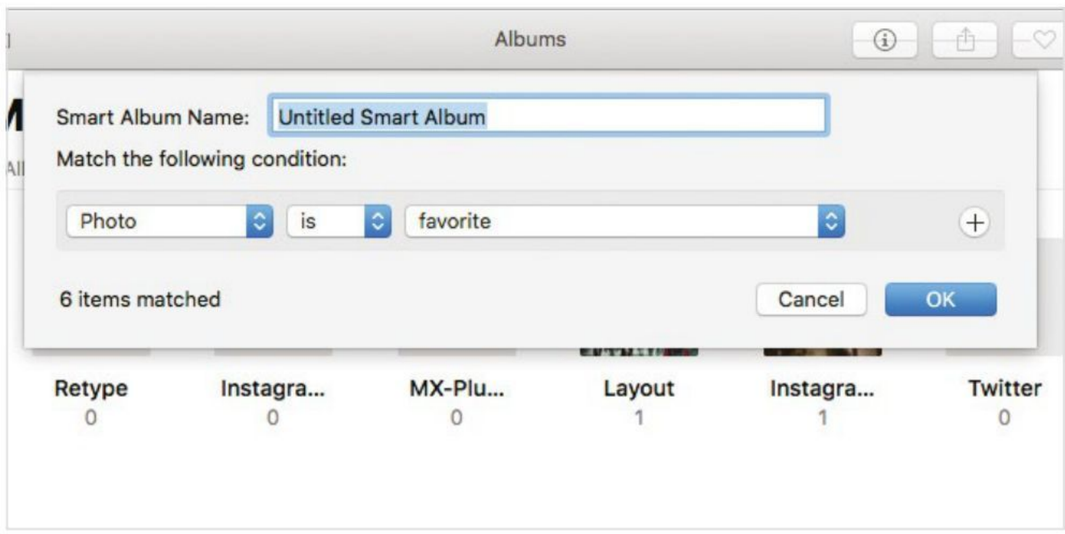
Share your photos

One way to keep your photos in check is to share them on social media. Photos makes sharing your pictures very straightforward. Select the chosen photos or album, right-click and hover over Share, then click on your preferred method.



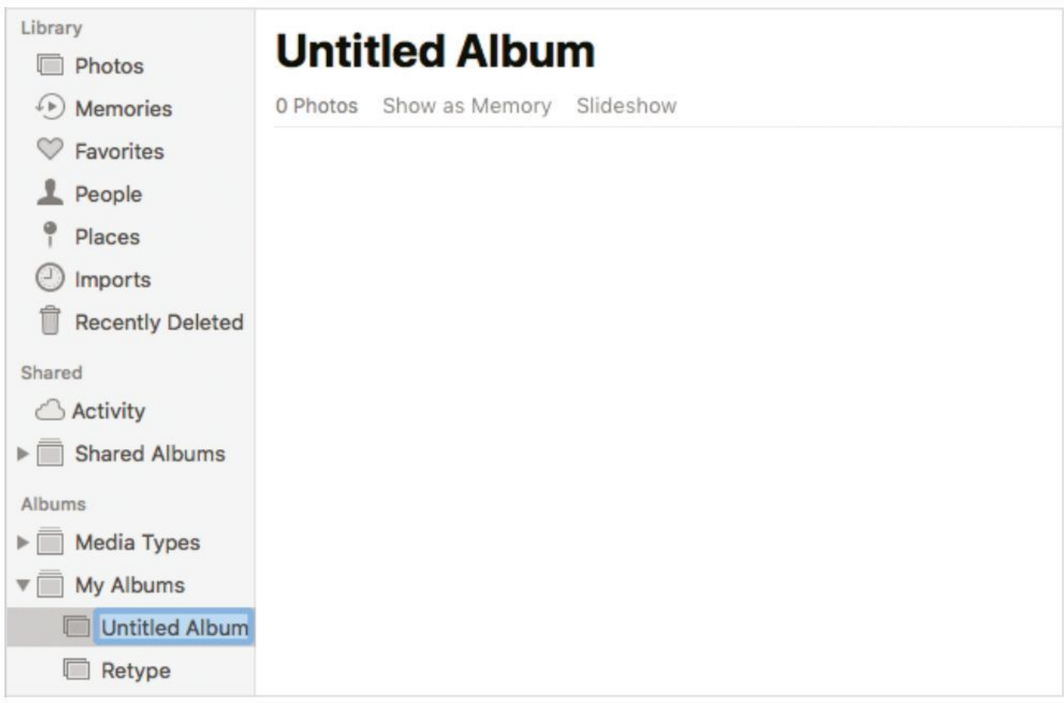
Smart Albums

Smart Albums are a great way to get Photos to do your organising for you, with minimal effort on your part. Tell the app to create an album based on certain criteria, such as photos that you've edited, and it'll do all the legwork for you and stick the completed collection in the Albums folder.



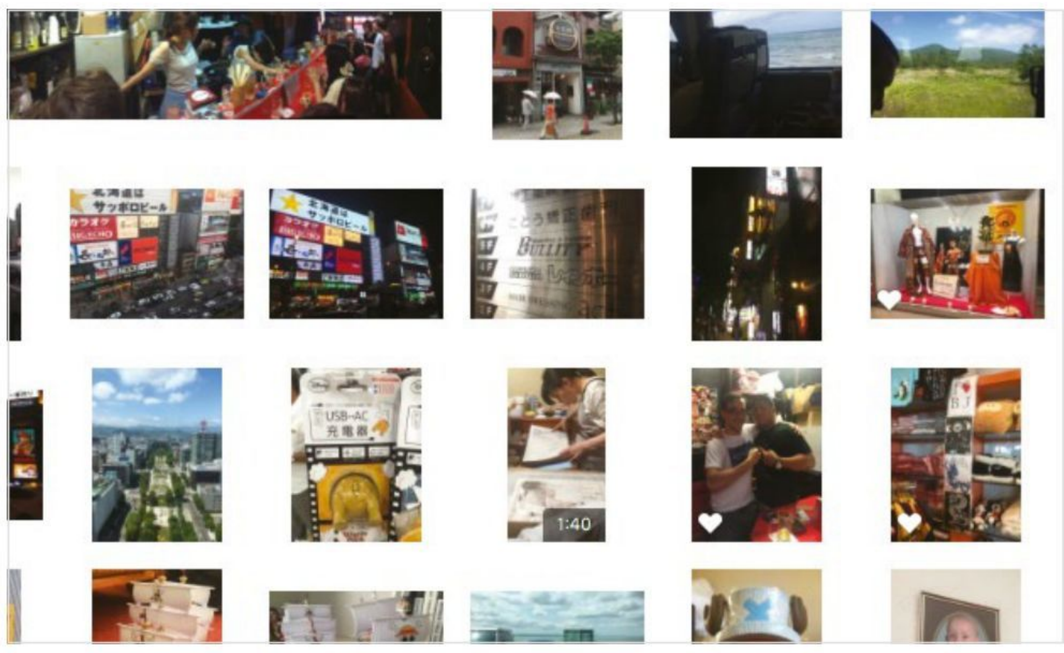
Create new folders

While albums are a good way to organise your photos, sometimes you need a method to organise your albums, too! When in the Albums tab, right-click and choose Add New Folder. Name the folder then simply drag and drop albums into it.



Favourite your photos

If there are certain images in your Photos app you know you're going to want to see again or just love to bits, hover over the photo and tap the little heart that appears in the top-left corner. It will then appear in your Favorites folder.



Inside your albums

Take a tour through the most important tab in your Photos app

Little and large

Whether you want to see a load of albums or just a few, you can move the slider here up and down, altering the size of the thumbnail images

Quick share

Share entire albums with your friends and family in only a couple of clicks by tapping on the Share icon in the top-right corner and choose which method you want to use

Shared photos

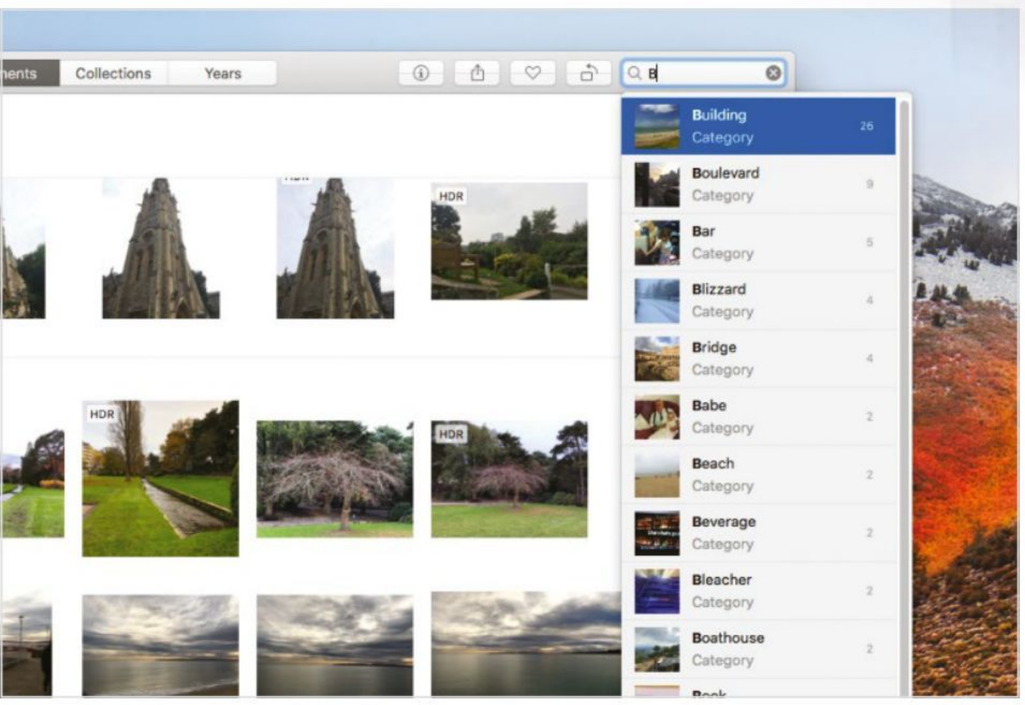
Remember which albums you have sent around via iCloud by tapping on the Shared tab. This will help you keep track of who's seen what photos

Social media accounts

If you upload photos to your Instagram or Twitter account, the Photos app will keep a record of which image gets uploaded to which app

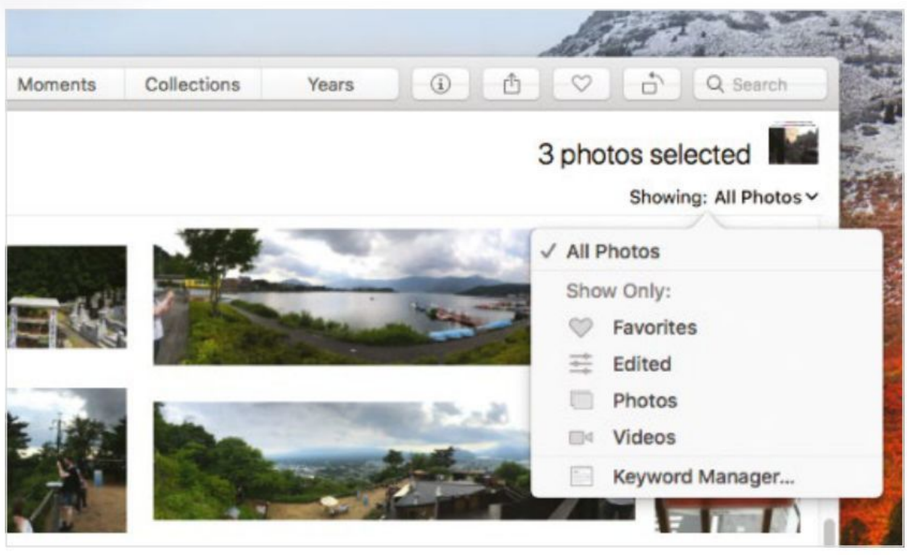
AVAILABLE EXTENSIONS

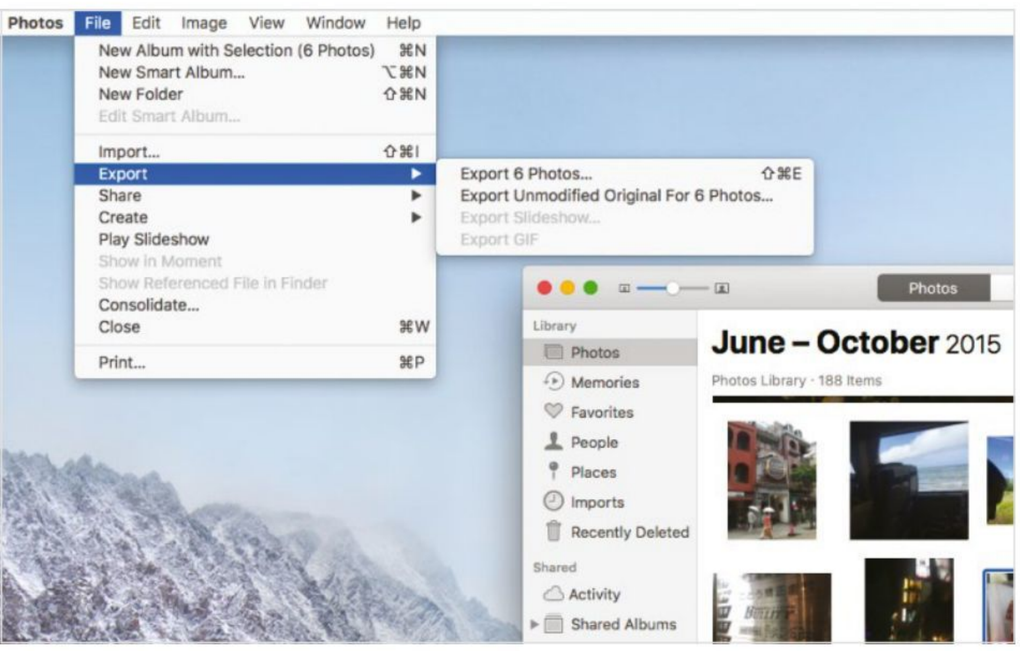
Image-editing extensions for Mac from MacPhun are already available to users with the latest macOS. These extension upgrades cover the Tonality, Intensify, Snapheal and Noiseless apps and will help you improve your pictures.



Search for photos

Using the same method to tag a photo as to add faces to it, include a description of a place or theme. That way you can use the search bar in the top right-hand corner of the window to quickly locate any photo that happens to include that particular tag.





Export images

As well as sharing your images to keep them in order, it might be worth exporting them to an external hard drive so they are in a portable format. Then, no matter what occurs, you have your albums safely backed up and in order. Hit File>Export then Export photos.

Recognise faces

Just as with Facebook, you can tag people in Photos. All you need to do is double-click on a picture with people in, click the 'i' button in the top right-hand corner and select Add Faces. The app will recognise faces so you can tag them. That information is then added to the Faces album.

Sort it out

Most of the time, the easiest way to keep your albums managed and in check is to sort them in a particular way. To do this, all you need to do is hit View>Sort and select your chosen option. If you know the name of your album, sort by name and scroll to the required letter. Or sort by date if you know roughly when the pictures were taken.

Use Photos to edit images

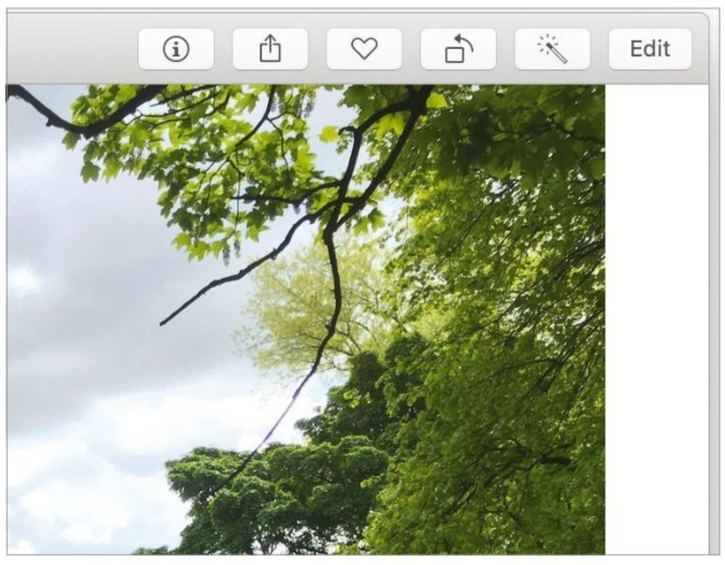
Master the hidden sliders to get more from your images in seconds

It's great to see Apple constantly improving photo editing on the Mac. For years it felt like iPhoto went unloved, missing out on updates while the rest of macOS was powered up. Now, with the current version of Photos, there are a range of new settings and options to make your images even better.

A few editing option might have gone unnoticed unless you are a serious photo-tweaker, and that includes the Auto Enhance button. This helps to balance light a little better in your photos, bring out more detail and generally make your photos even more brilliant. Here we'll show you how to utilise the editing tools best in your photos to get even better results.

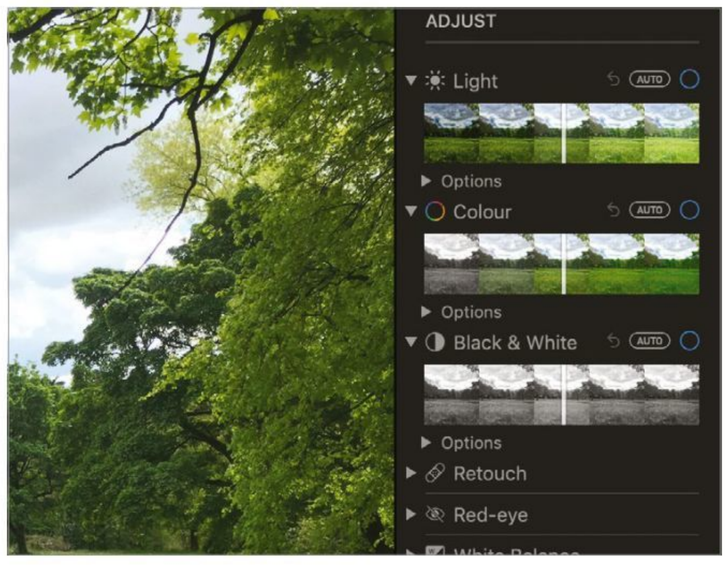
"Always be sure to compare your image with the original after making edits"

Photos Edit with the sliders



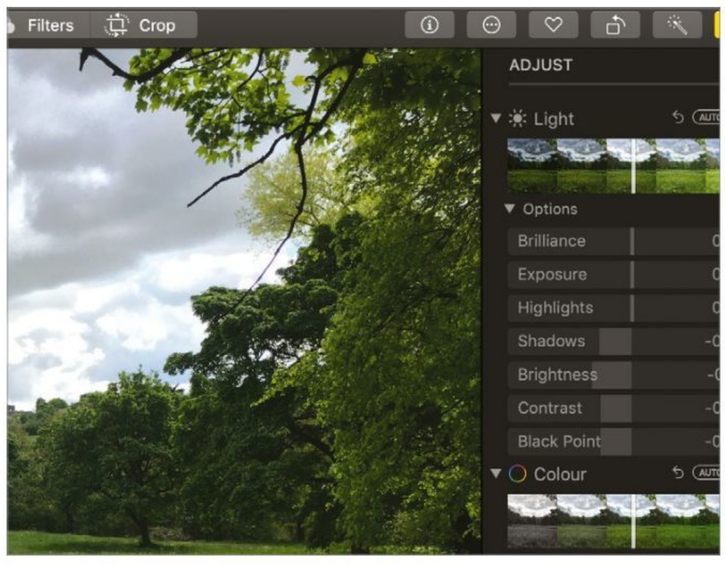
01: Open Edit menu

First, find a photograph that you want to edit. Open it so it is larger, then click the 'Edit' button in the top-right of the screen. This brings up the editing tools.



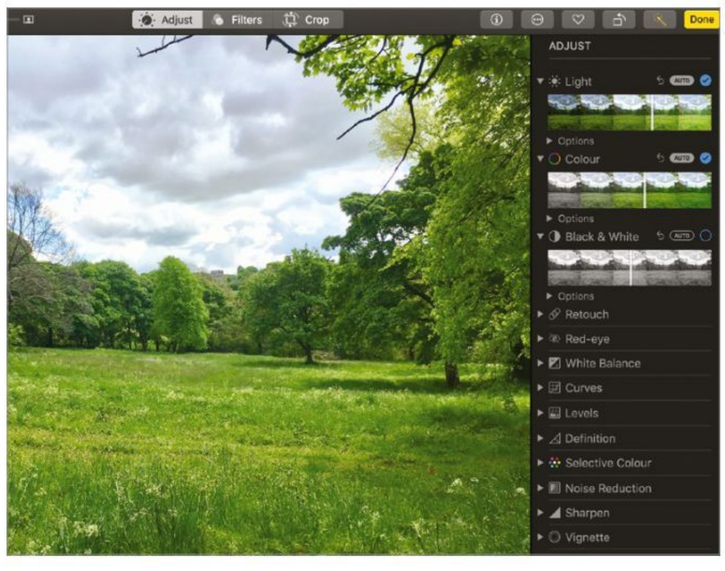
02: Adjustment options

There is a line of editing options listed down the right-hand side of the window. Along the top of the screen are Adjustments, Filters and Crop. Go to Adjustments.



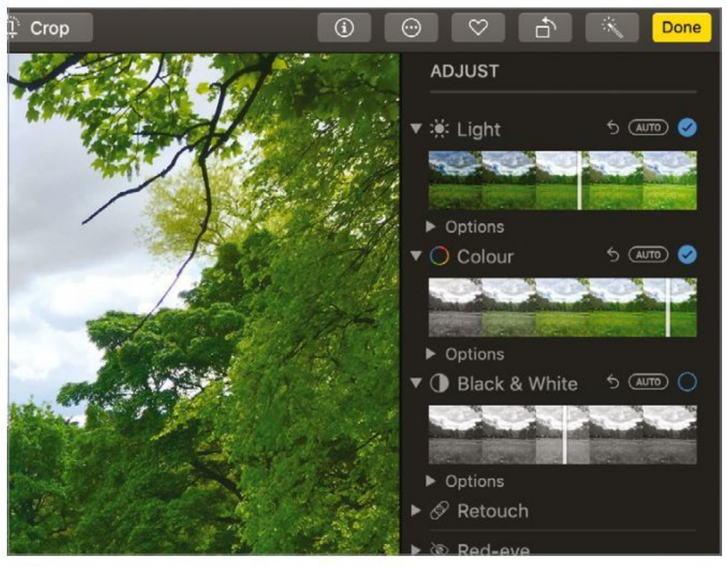
03: Further choices

Three large sliders are shown by default. To find more editing options for these three sliders, click on 'Options'. Move your mouse over and click the arrows to see more editing options.



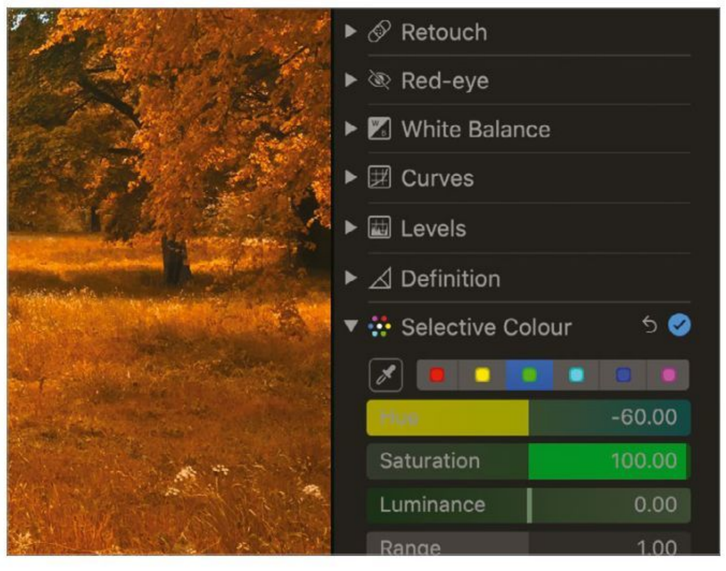
04: Auto-adjustments

You can click the Auto button that appears right next to the arrow if you wish. Do so, and Photos will automatically work out the best settings for your photo and apply them.



05: Manual tweaking

You will see that the sliders for the individual settings have changed. You can now click the sliders and drag them left and right to make manual adjustments as you see fit.



06: Add more

When you're happy with your tweaks, you can move onto the other sliders, like Selective Colour. This allows you to get creative and drastically change how the image appears.

Using the editing tools

Mix the sliders and other editing options

Brilliance everywhere

This Brilliance slider made its way to the Photos app in iOS 10. This means you can take a photo on your iPhone or iPad and immediately edit using these same options, right on your device. Changes you make are transferred over iCloud too, if you have iCloud Photo Library enabled, so you can tweak your edits later on the Mac

Image information

If you took the image on an iPhone, it will have information on where it was taken and key items in the photo (trees, water, etc). If the image doesn't have this information you can add it yourself.

ENHANCE YOUR PHOTOS

Try the Auto Enhance button in the Edit menu before making any tweaks. It gives you a great basis to work from when you're editing.

Auto Button

You can use these buttons to automatically adjust individual features of the image. Not all editing tools have an Auto feature but you can find one does by scrolling your mouse over the tab

Black and white

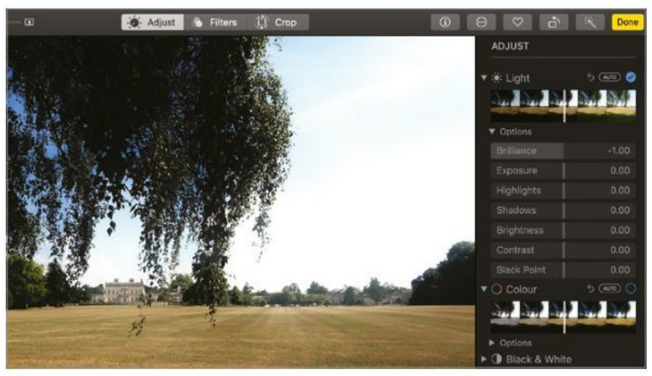
Pushing the Brilliance slider up will make the whites in your image more intense. Lowering the slider will darken the blacks, so you'll need to combine this with other edits to ensure you don't lose any details

Vignette

Reducing the Brilliance will make your Vignette effect slightly more intense, but you'll need to counterbalance it with other edits to ensure you don't lose detail in the rest of your shot

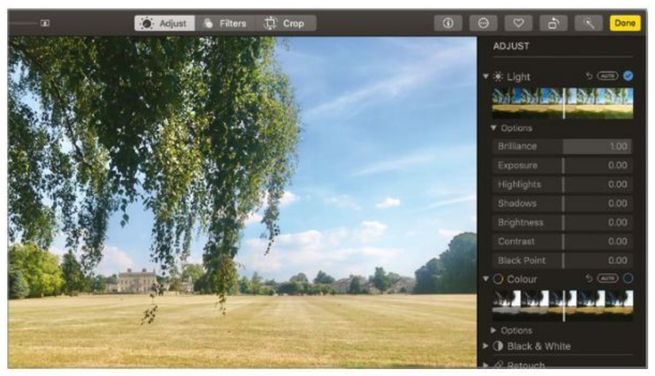
Getting extreme

As with any kind of editing in Photos, it's not recommended to move a slider all the way to the highest or lowest points it can reach. Doing so often results in grain in your photo, unnatural colours or just a bad composition. Take a look at what happens to our shot when we move the Brilliance slider all the way up – and then all the way down. It's not a pretty sight! Always be sure to compare your image with the original after making edits, and check whether the changes you have made have actually been an improvement!



01: Going up

Colours start to get washed out, and darker shadows – especially blacks – start to lose their impact. Increasing Brilliance offers better results, but turning them up beyond 0.70 is rarely the best idea when editing.



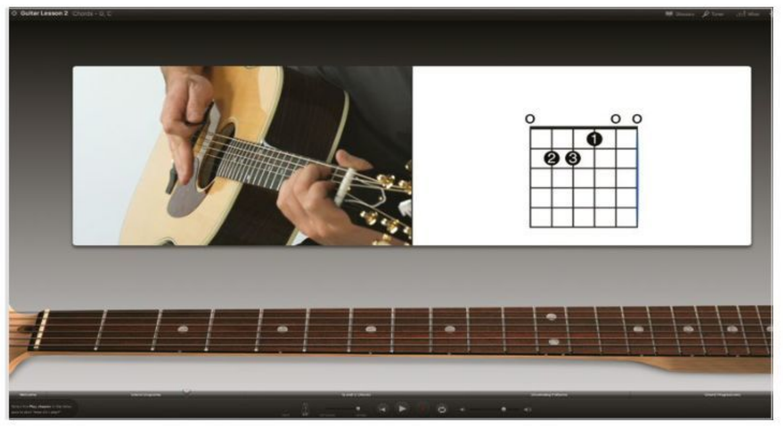
02: Going down

Taking the slider down this far is basically pointless, unless you're pairing it with some other slider tweaks to get a stylised image. For most images, going below 0.40 on the Brilliance slider will have quite poor results.

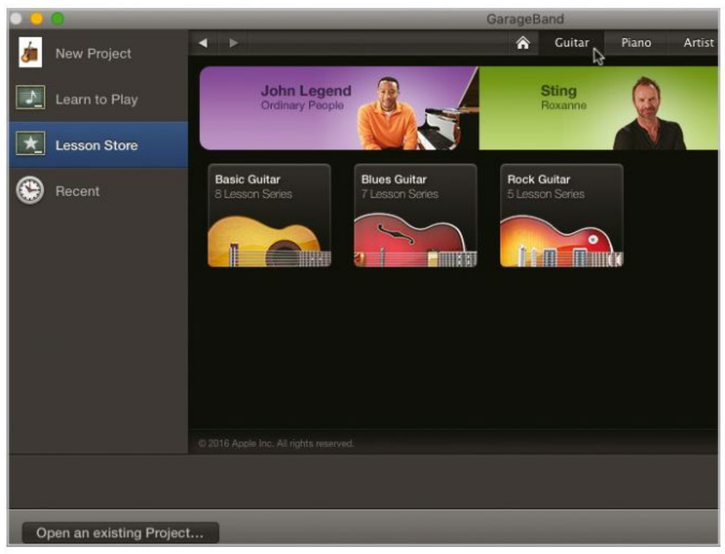
Learn how to play with free lessons

Discover how GarageBand provides guitar and piano tutelage no matter what level

Learning to play an instrument is a rewarding struggle. Most people begin by attempting to master the fundamental techniques before advancing. Aside from merely recording and mixing your compositions, GarageBand acknowledges this vital learning stage by providing exercises for guitar and piano. As part of its Learn to Play feature, the app offers 38 free modules ranging from beginner to more advanced. Budding guitarists can learn basic chord shapes and progressions, while practising pianists can learn classical and pop styles. The Play chapter then invites you to record your progress.



GarageBand Learn an instrument in GarageBand



01: Finding lessons

Guitar and piano lessons are listed under the Learn to Play tab in the New Project dialog. They appear after being downloaded via the Lesson Store tab.

02: Open a lesson

With lessons downloading or available, simply select the one you wish to open and double-click to begin. The lesson will open and start full screen.

03: Meet the teacher

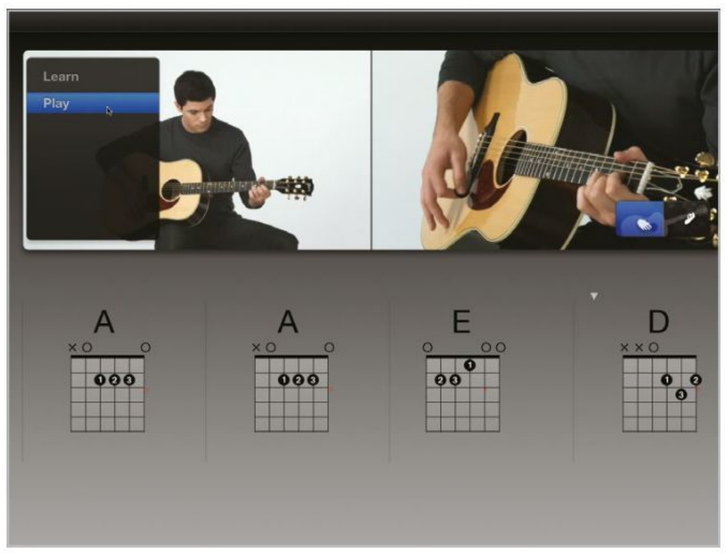
A teacher who instructs directly from a main window hosts each lesson. You can toggle pause or play, or even skip/scrub forwards and back.

04: Advanced playback

Beyond basic controls, clicking the chapter markers skips progress. Toggle the yellow cycle region via the loop button or slow down playback with the slider.

05: Input monitoring

With guitar or keyboard interfaced, you are invited to play along and monitor output. The light next to the metronome glows red to indicate input signal.



06: Play chapter

Hover over the Teacher pane to switch to the Play chapter. Here you can capture your playing and grade progress with the 'How did I play' feature.

Teacher's pet

Familiarise yourself with the main interface elements and tools

ARTIST LESSONS

Another technique favoured by fledgling musicians is to emulate their heroes by learning popular songs. Artist Lessons extend Learn to Play by delivering music stars like Sting, Norah Jones and John Legend as your own personal tutors. Each explains guitar and piano techniques behind playing their most successful hits and must be purchased from within GarageBand.

Teacher window

This is the main panel where the teacher addresses you and demonstrates the featured techniques as you follow. Hover over this to switch between Learn and Play chapters, or toggle focal points

Lesson menu

This top menu houses a Glossary of technical and musical terminology and a handy tuner for guitar. The Mixer has volume controls for varying the component audio levels, while Setup defines preferences for inputs and lesson behaviours

Instrument and notation

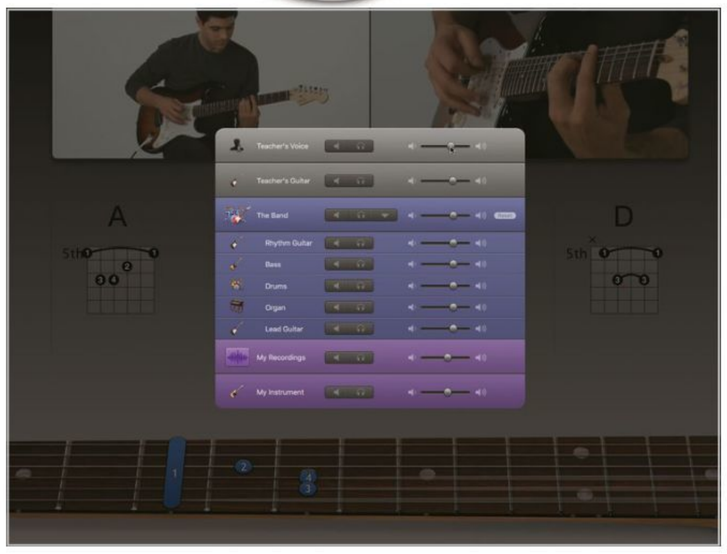
Below the teacher you will find either a guitar neck or set of piano keys – depending on the lesson type – indicating associated finger positions. By default you will automatically see music notation appear above this where required

Chapters and controls

At the bottom of the lesson is a duration bar with chapter markers. Here you'll notice a playhead moves along to denote progress, while below are controls for playback alongside speed and volume sliders

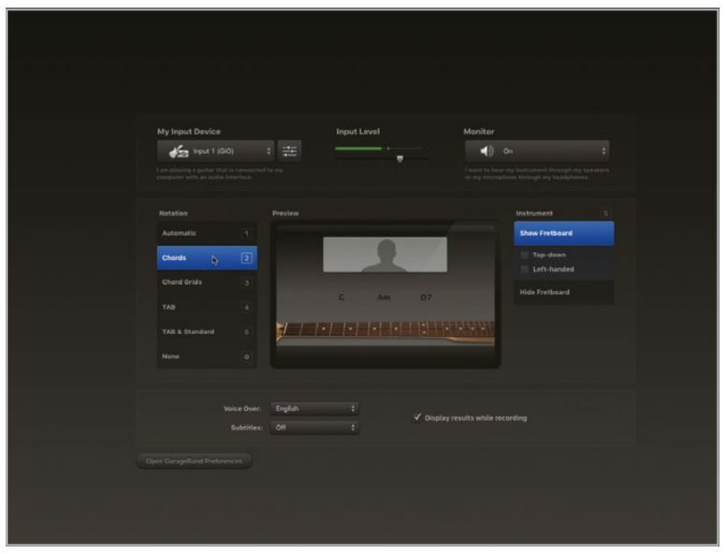
07: Guitar tuner

During guitar lessons, you can access a tuner from the menu in the top right. Here you can click each string to pluck and get tips on fine-tuning.



08: Mixer controls

Pick the Mixer menu option to view sliders for setting the teacher's voice and instrument volume, the band and your own instrument or recordings.



09: Setup options

The Setup options provide controls for choosing instrument inputs and toggling monitoring. Personalised lesson options are also found here.

Keep time with Tempo Track techniques

Tempo is at the heart of GarageBand and these are the crucial tools for making it tick

For new GarageBand users, perhaps the single most important concept to master within GarageBand is tempo. All music projects are built around a predefined global tempo, measured in beats per minute (bpm) and set within the control bar's LCD. Beginning from a fairly typical 120bpm, lowering or increasing the tempo will dramatically dictate the pace of your project, most crucially rhythm loops or Drummer tracks. Importantly though, GarageBand also allows for the project tempo to be changed mid-song using a Tempo Track and a series of automation points. This is vital for keeping time the way you want for certain passages within broader compositions.

"The tempo is measured in bpm"

Tracking down tempo

The timing tools you'll need to keep the beat flowing

FLEX TIME EDITING

GarageBand implements timing tweaks within audio regions using Flex Time, applying this automatically when groove matching. This can also be toggled on manually by enabling Flex within the Audio Editor inspector. Clicking a peak or 'transient' within the audio waveform adds a flex marker, which can be clicked and dragged to stretch the timing out or compress it – making more precise timing edits.

The Tempo Track

Project tempo changes can be automated throughout a song using the tempo track. This is displayed by choosing Track>Show Tempo Track from the main menu bar and can be expanded out as required

Groove Track

Tracks can have their timing synchronised around a nominated groove track, denoted by the gold star within the header. Subsequent tracks are then told to follow by ticking the Match Groove Track box to the left of each header

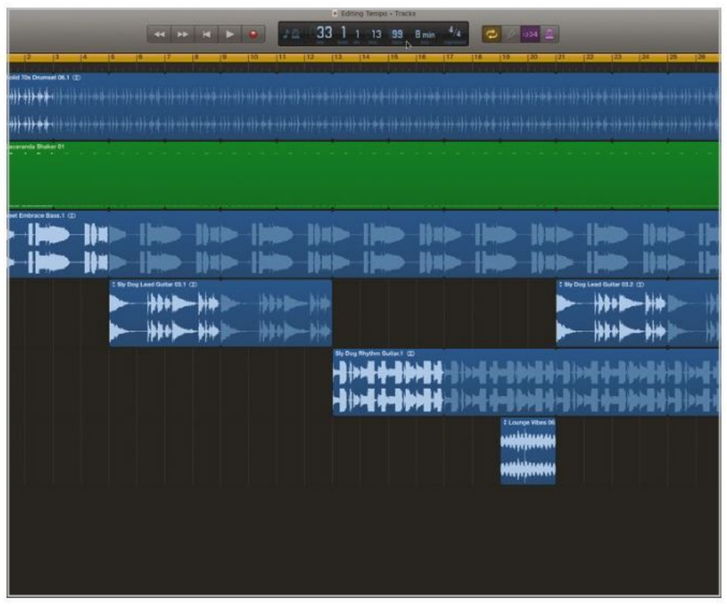
Project tempo display

The current project tempo is measured in beats per minute, with new projects created at 120bpm. It is displayed within the control bar LCD and can be clicked and dragged, or double-clicked to edit the Tempo field

Tempo points

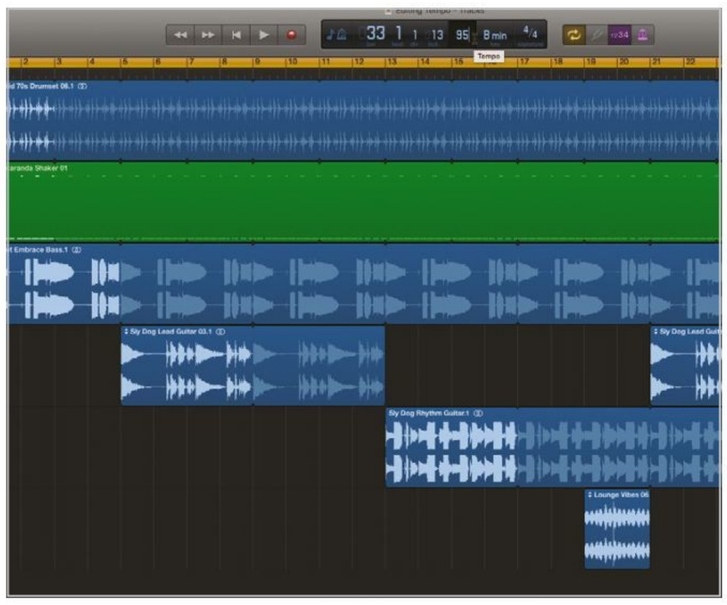
Changes are defined within the tempo track by editing points that plot the bpm shifts within an adjustable range. Points can be added, deleted, moved, copied and used to form gradual curves just as you would automations

GarageBand Time-keeping with the Tempo Track



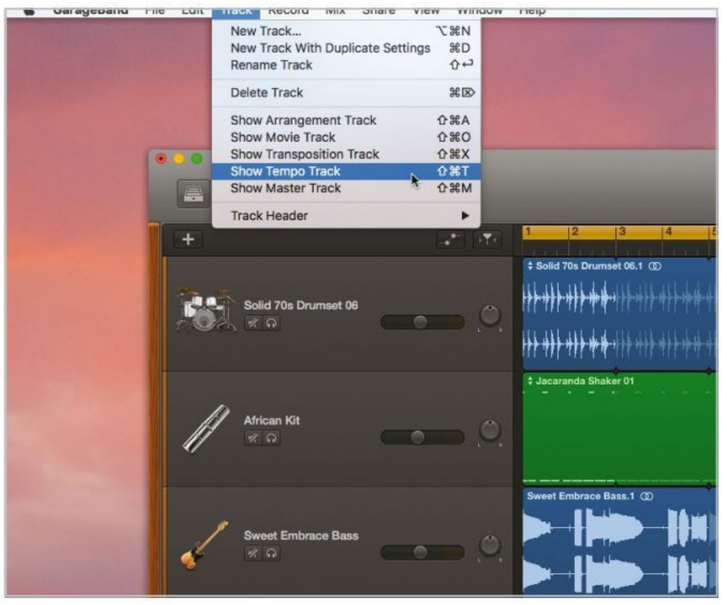
01: Set beats per minute

Projects begin with a tempo, typically set at 120bpm. The tempo is shown and easily changed via the control bar LCD – just click and drag it.



02: Edit overall tempo

Double-click the Tempo count to enter a specific bpm. The change immediately dictates the pace of loops for tracks adhering to overall project tempo.

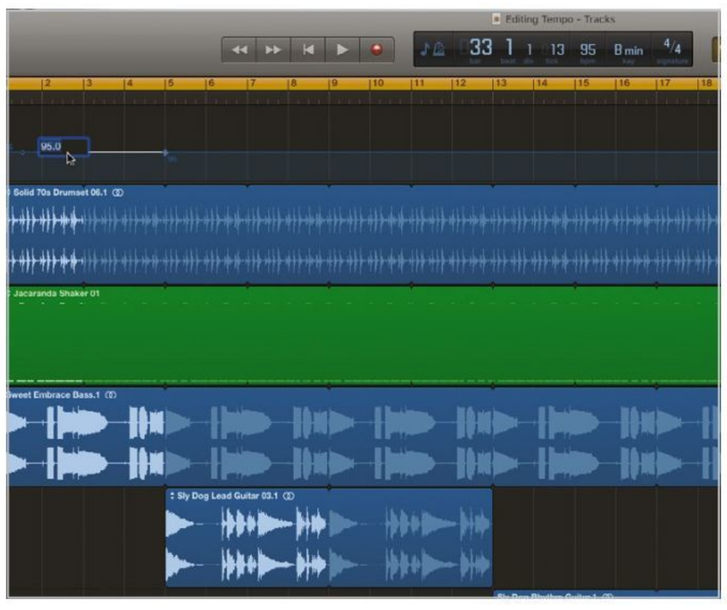


03: Show Tempo Track

You can use the Tempo Track to slow or speed up the bpm throughout the song. Show it via Track>Show Tempo Track or with Shift+Cmd+T.

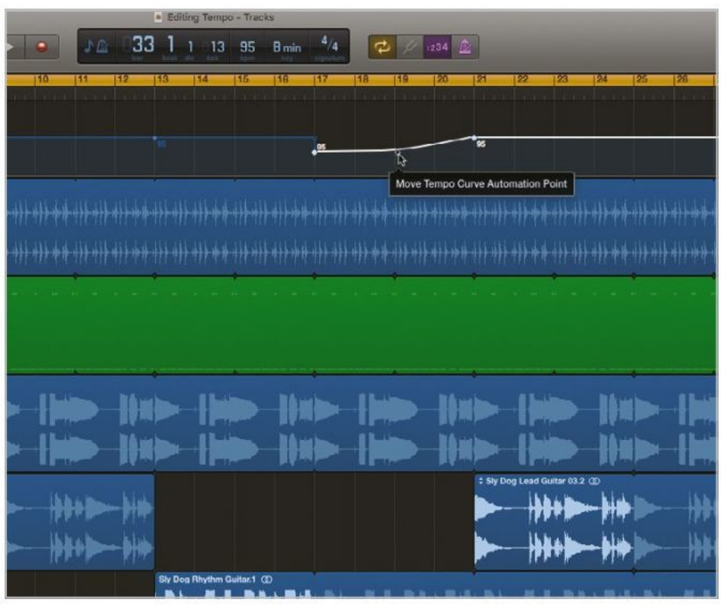
04: Plot tempo points

The Tempo Track shows a line for the base- level project tempo. Raise or lower bpm above or below this line by double-clicking the target time position.



05: Position points

Tempo points are dragged up and down, or you can position them numerically by holding the Ctrl+Alt+Cmd keys when you click the target time.

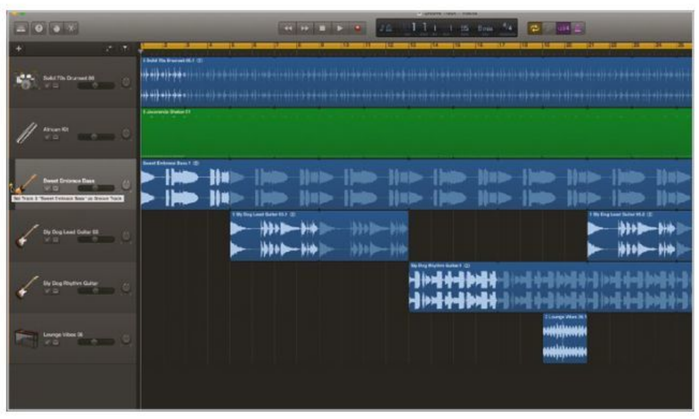


06: Ensure smooth transitions

Make tempo shifts more gradual by dragging the black dot that appears above or below a second point. Click and drag to draw a smooth, curved line.

How to sync track timing

With the tempo set, you may still find that certain tracks are not quite locked in when it comes to timing. This tends to apply more to recorded performance or real instrument tracks where the musician's timing may have strayed slightly for whatever reason. GarageBand helps you counteract this by choosing a Groove Track that subsequent tracks can follow and lock themselves into.



01: Choose the groove

The Groove Track is the constant rhythmic bedrock through a project, such as a bassline. Show it via Track>Track Header>Show Groove Track before hovering over the edge of the selected header and clicking the star to select.

02: Match other tracks

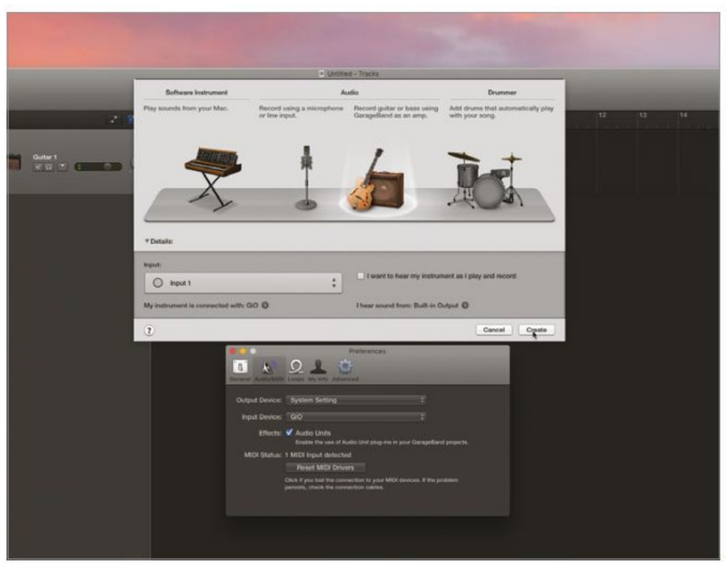
Other tracks are matched to the chosen Groove Track by ticking the boxes situated to the left of each track header. These can be toggled on and off instantly to preview, applying Flex Time markers to the region to affect the change.

Learn to stay in tune with the Tuner

Make sure your instruments sound right with GarageBand's handy note checker

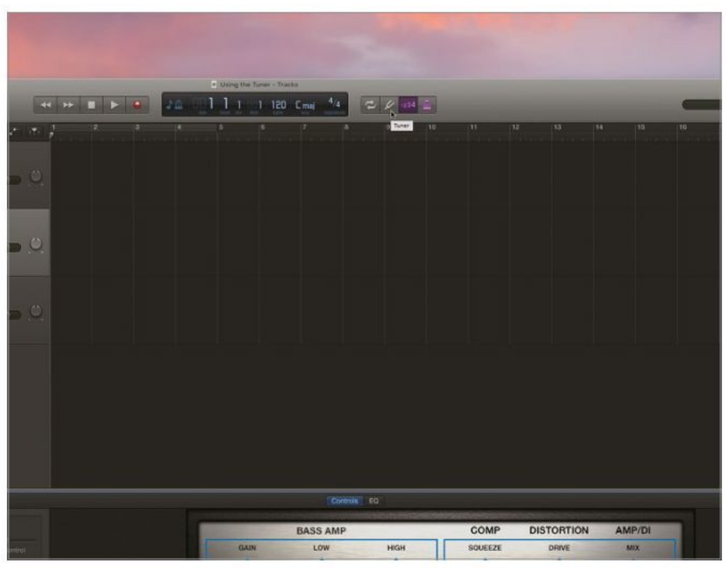
When it comes to harmonious music, the idea of staying in tune is non-optional. It is the solid cornerstone all musicians start from, knowing that when striking a note or fingering a chord it should sound as expected. Vital, therefore, when playing in an ensemble. Staying in tune is equally important when composing alone, recording your instruments and layering tracks in GarageBand. So, thoughtfully, Apple's masterful music maker provides a pop-out Tuner within the control bar, most commonly intended of course for guitar (EADGBE) and bass (EADG). Working from either a direct instrument signal or via an input microphone, it's an essential tool we'll examine in full across the following steps.

GarageBand Tune your GarageBand instruments



01: Use track with input

To get started with the Tuner, you need at least one active project track. You also need that track to have an input signal from an instrument interface or microphone.



02: Select a track

For example, we have three tracks for a connected bass and guitar, plus a vocal track via microphone. With either selected, click the Tuner button within the control bar.

03: View Tuner window

The Tuner pops out above the project workspace and will be active immediately if your track has signal. Any detected noise should show the indicator moving erratically.

04: Hit the centre

The indicator, shown in 'cent' points, moves from left to right (orange). Crucially the desired position for tuning the signal to the nearest keynote is in the centre (green).

05: Sound a note

If tuning a four-string bass guitar, the strings are typically tuned E, A, D and G. Plucking each tells us if it is flatter (left) or sharper (right) than the centre note.

06: Tune up flat

When a string, for example, is flat it needs to be wound tighter at the tuning peg. By making big or gradual winds while checking the Tuner, the aim is to move up the pitch.

Pitch perfect

Find your way around the Tuner's core controls

KEY NOTES

The musical note A, above middle C, has a frequency of 440Hz and is widely used as the standard for pitch. It should remain the Tuner's default setting.

Graphic tuning display

This gauge visualises the pitch fluctuations of a note, in a scale of cents. The position at 12 o'clock shows correct tuning, while left of centre means the note is flat with right of centre being sharp

Mute button

Denoted by the M in the bottom-right corner, this button mutes the input signal going into the Tuner from the project or active track. With this on the Tuner display is inactive

Accurate tuning

As a rule of thumb, tuners rely on a clear detection of a single instrument's output with no additional noise. Extra background sounds will throw off the accuracy, proving less of a problem when working from a direct input signal from electric guitar or bass. If tuning an acoustic instrument or indeed singing voice via a mic, minimising distractions will improve accuracy

Reference tuning field

This setting stipulates the pitch to be used as the basis for general tuning. Defaulting to 440Hz for the note A, it can be adjusted by dragging vertically between 410-470Hz, although it shouldn't require changing

The keynote display

This main indicator shows the target pitch of the currently detected note, to the closest tuned pitch. To the right is the Tune Deviation display, showing more accurately the number of cents for any deviation

07: Tune down sharp

Conversely, if the sounded string or note pushes the indicator right of centre, then it is sharp. Winding back the tuning peg will drop the pitch down until correct.

08: Aim for the middle

The closest detected keynote is the centre point and shows green, denoting the sounded note as tuned. Ideally, you want this to be as centred and steady as possible.

09: Explore additional options

The Tuner has two extra controls. Left of the keynote is a Reference Tuning field for moving outside concert pitch, while the M in the lower-right corner mutes the input.

Working with macOS

"Pages, Numbers and Keynote are all excellent office apps, and should easily cover most of your needs"

Learn how to make the most of productivity apps to work smarter – either at home or in the office

150 Master the features of Notes

152 Keep your contacts in an address book

154 Build documents with Pages

156 Create and save a custom Pages template

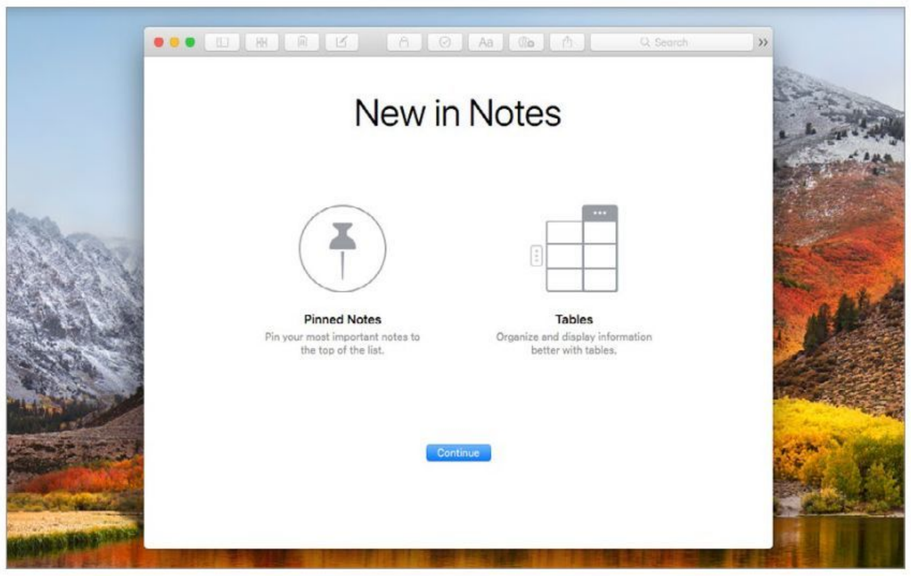
158 Create a spreadsheet in Numbers

160 Visualise data in Numbers

162 Keep notes to help you present

Master the new features of Notes

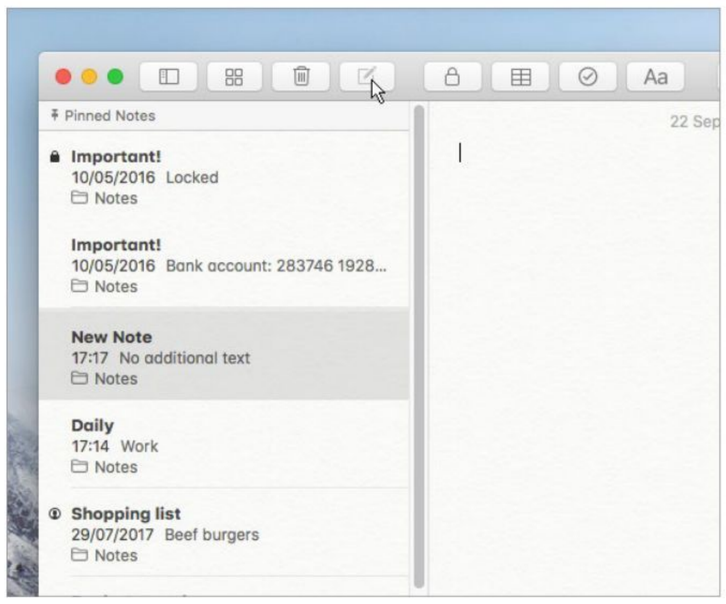
The improvements in Notes in macOS High Sierra make the app even more useful



Apple tweaked the Notes app back in macOS High Sierra, adding a couple of great features that you are sure to find very useful. One is the ability to pin notes and this means that important ones or ones that you often refer to can be made sticky in the sidebar list of notes. They stick to the top and are not pushed down when new notes are added.

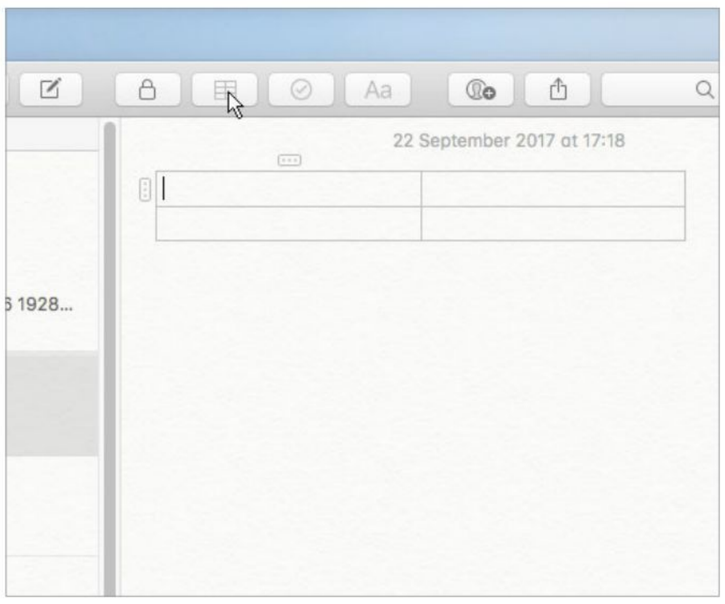
The other great feature is the option to insert a table into a note. Previously you had to use spaces or tab characters to put items into columns and rows, and frankly, it wasn't that good. Now you can add a table and it makes storing certain types of information much easier.

Notes How to insert tables



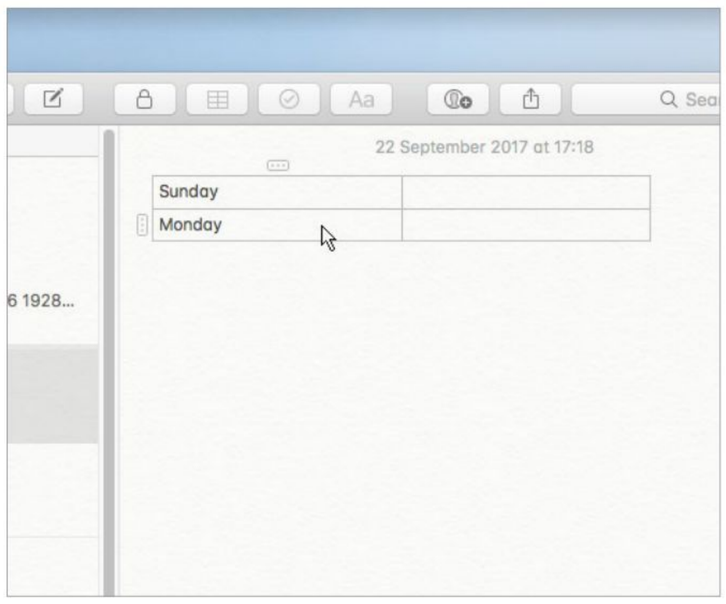
01: Create a note

The toolbar in Notes has buttons for all the functions, but buttons may be hidden if the window is too narrow. Make sure it is wide enough and click the 'New Note' button.



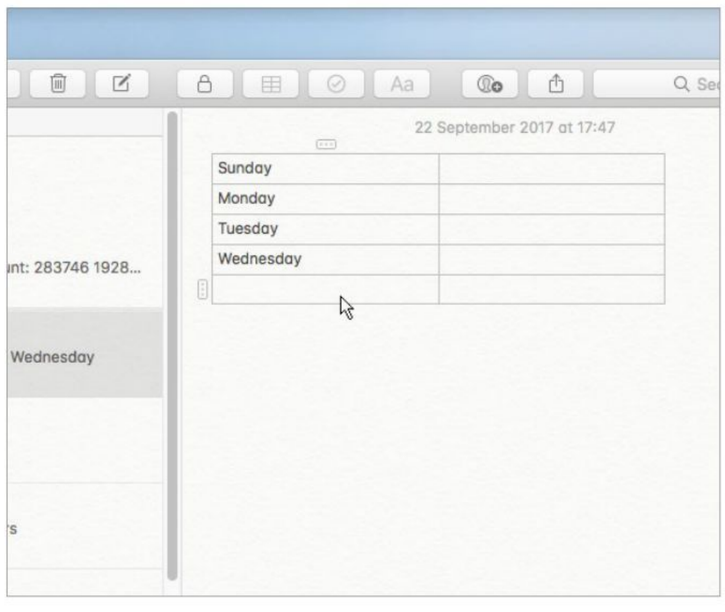
02: Insert a table

Click the new insert table button to add a table to the note. It has only 2x2 cells and no obvious way to add more, but we will see how to extend it to the size we need.



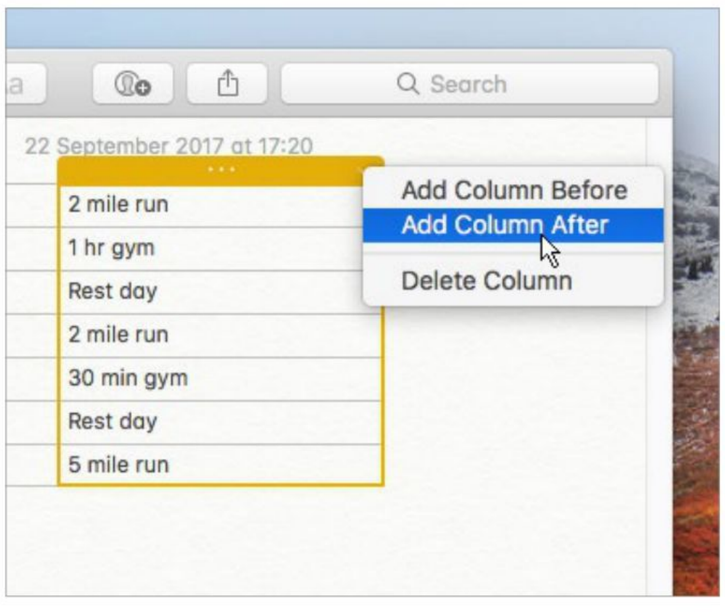
03: Fill in cells

There are four cells in the table. Click in a cell and then start typing to enter any information you want. If the cursor is in the first cell, tab to the one on the right.



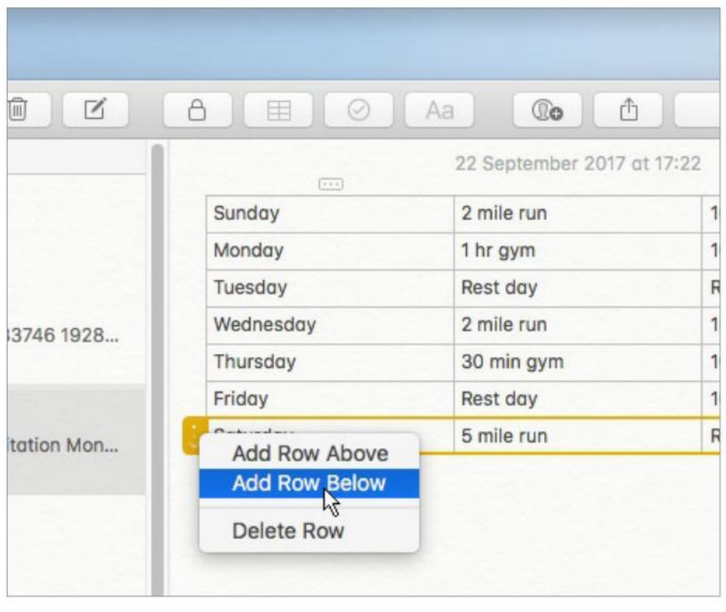
04: Add extra rows

Use the Tab key to move from cell to cell. Place the cursor in the last cell in the bottom right corner and press Tab again to add an extra row of cells to the table.



05: Add more columns

There is a little gadget above the column with the cursor in. Click it to select the column. Click the down arrow on the right and select 'Add Column After' or '…Before'.



06: The rows menu

Place the cursor in a row and click the gadget on the left of the table. Click the down arrow and you can add rows above or below, or delete the row from the table.

New in Notes

See how the new features work

Pinned note

Right-click a note and select the option to pin it. It appears at the top and just above is the title Pinned Notes. The dividing line below the last pinned note is thicker

Insert table

Click this button to insert a table into a note. It is initially only 2x2 cells, but more rows and columns can be added to make it as big as you need

Table gadget

This little gadget at the top and on the left is used to select a column or row in the table. Drag columns left or right and drag rows up or down to rearrange them

Row/column menu

When a row or column is selected by clicking the gadget, there is a little down arrow in the corner. Click it to add or remove rows and columns in the table

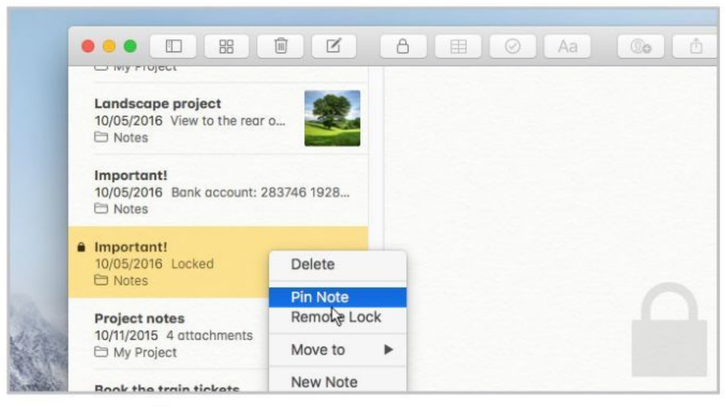
LOCK YOUR NOTES

Notes are stored on your Mac's disk, which is encrypted and also in your iCloud account, which is secured online. However, you might still want to lock your notes, perhaps because other people use your computer. Notes can be locked with a password by Ctrl-clicking the note in the sidebar and selecting 'Lock Note' from the menu.

Pin your notes

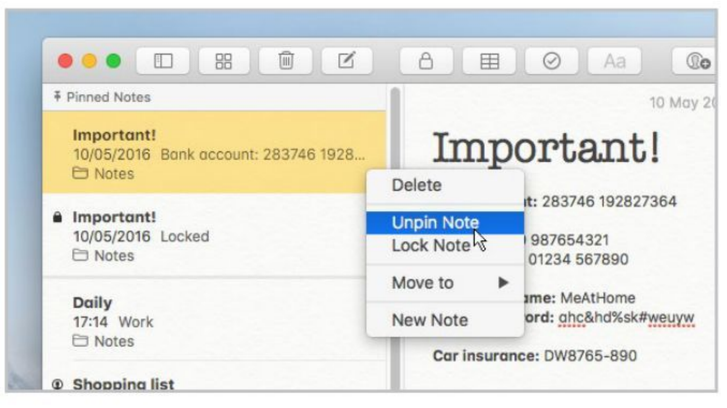
Make your important notes easier to find

The number of items in the Notes app steadily grows as you use it and, unless you spend time deleting old notes, you probably have quite a large number by now. Notes with important information can be buried right down near the bottom of the list and this can make them hard to find, or at least tediously slow. There are no sorting options, so the notes are in random order. Here is the solution for hard-to-find notes.



01: Pin your notes

Don't let notes that contain important or often used information end up at the bottom of a very long list of notes. Right-click the note on the left and select 'Pin Note' from the menu that is displayed.



02: Unpin pinned notes

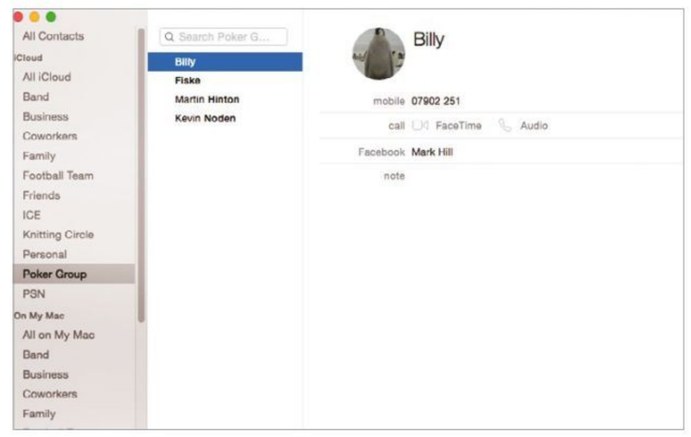
Pinned notes appear at the top of the list where they are easy to find. It's hard to see, but the dividing line between notes is slightly thicker after the last pinned note. Right-click on a note to unpin it.

Keep your contacts in an address book

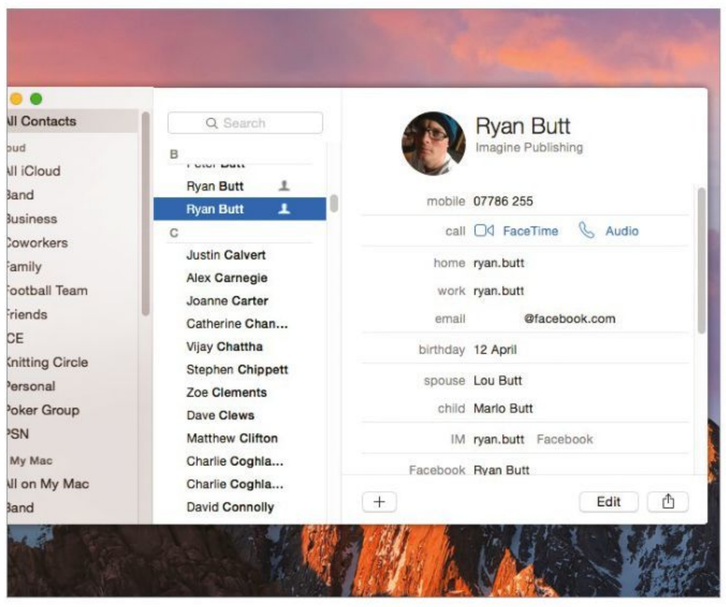
Get to grips with the Contacts address book and master its iOS-like layout

Often overlooked, the Contacts app (previously known as Address Book) is an important element of macOS. While it might not be the first thing you open in your dock, it's the hub for all your contacts and makes sure that apps like Mail run a lot more smoothly. It seems only fair, then, that the address book was given an overhaul in El capitan, too. It now sports a cleaner, simpler interface that before. It is easy to create and edit contacts and you can also share them effortlessly. Managing your database is easy too as the app can sniff out duplicates and merge them with existing contacts in a single click. You can also create Smart Groups by entering what criteria to include and omit. Read on to find out more.

"An overlooked but important element"

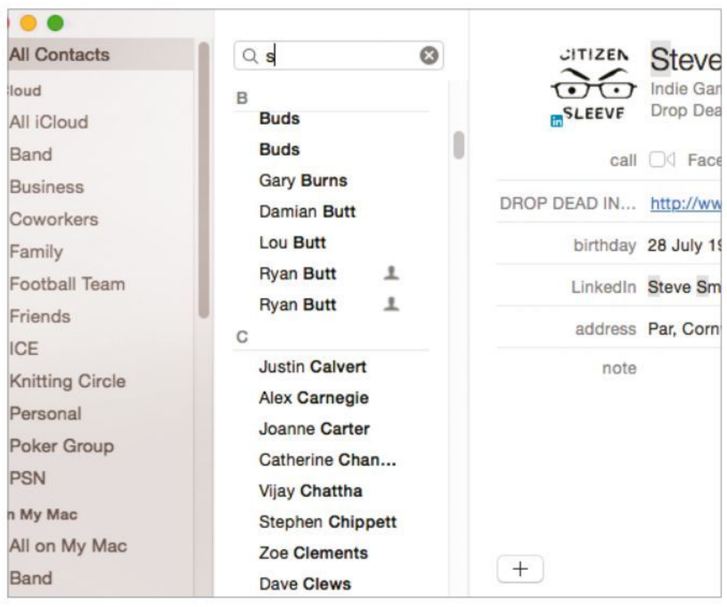


Contacts Explore your address book directory



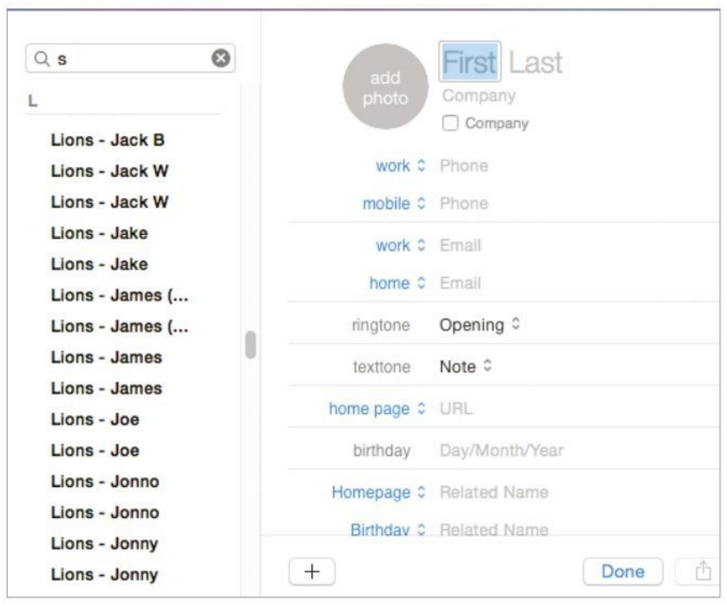
01: A whole new look

The first thing you'll notice about the app is that its view is very similar to that of its counterpart in iOS. It's looking a lot cleaner, for one thing.



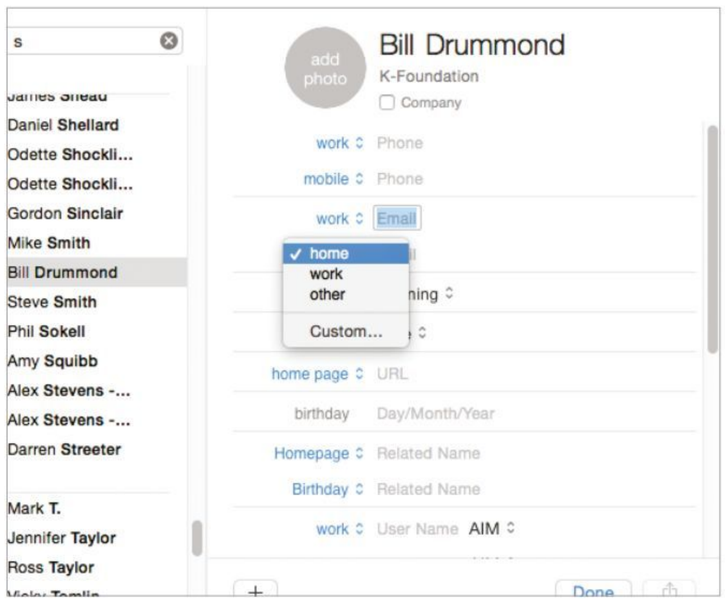
02: Find a friend

Searching is as simple as typing a name straight into the search box. Results are displayed in real time and Contacts will highlight any matches.



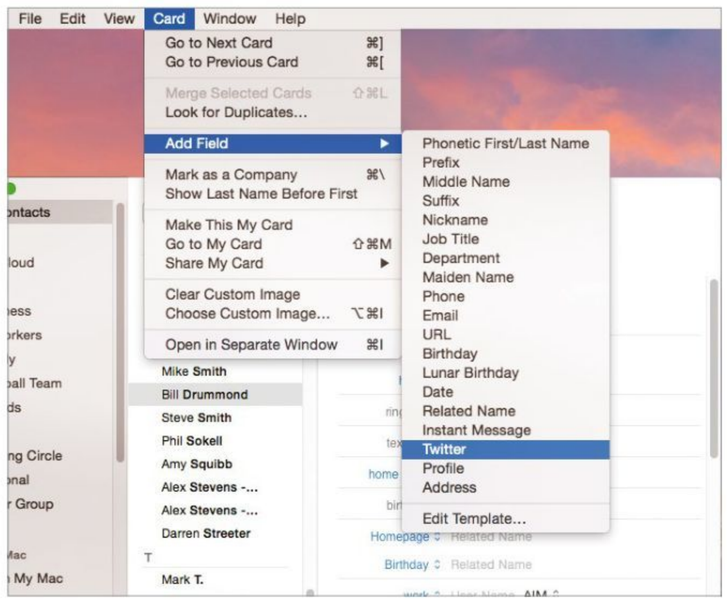
03: Add an entry

Click on the '+' icon under your contacts to add a new one. You can change what the default template includes in Contacts' preferences.



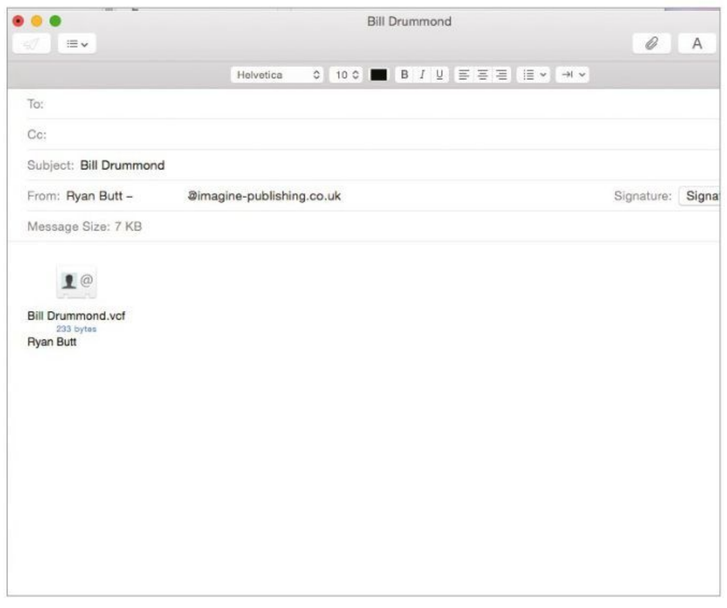
04: Business and pleasure

Contact details can be categorised by type, such as work or home. Click on the type next to the detail and select one from the list to change it.



05: All a Twitter

You can add new fields, such as Twitter usernames, to this version of Contacts. Clicking on a Twitter username will take you to the Twitter app.



06: Share the details

Click on the Share button underneath a contact card to email that contact to somebody else. Contact cards will be attached in vCard format.

Navigate your contacts

Find your way around the address book's interface

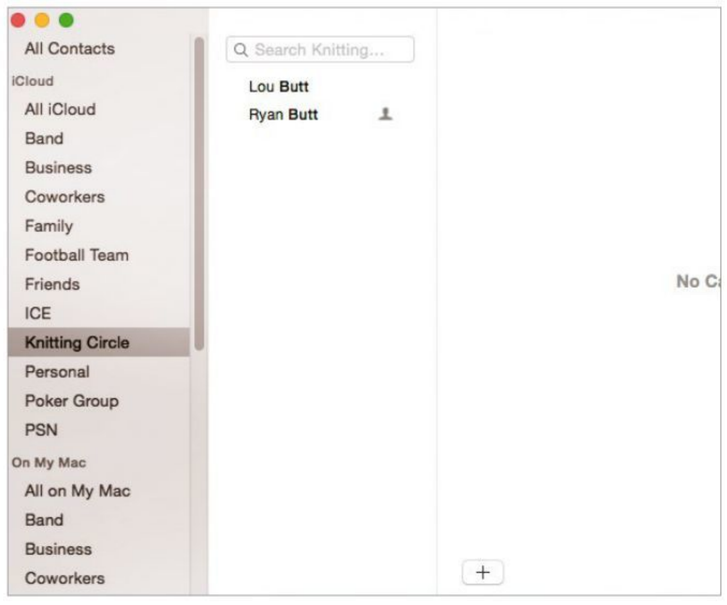
iOS-like interface
In keeping with El Capitan's move to be more like iOS, Contacts sports a new interface that is very similar to the one found on the iPad or iPhone. And like iOS, it's clean, simple and textured

Getting social
Contacts includes contact detail fields such as Twitter, Facebook and Skype usernames, allowing you to easily integrate social media details into your list of contacts for quick access. They are even compatible with the native Mac apps

BACKING UP
In macOS, it's fairly easy to make a backup of your contacts. Under the File menu, click Export, then 'Address Book Archive…'. Give the file a name and choose where to save it then hit Save. To import contacts from a backup, select Import from the File menu and find your backup file.

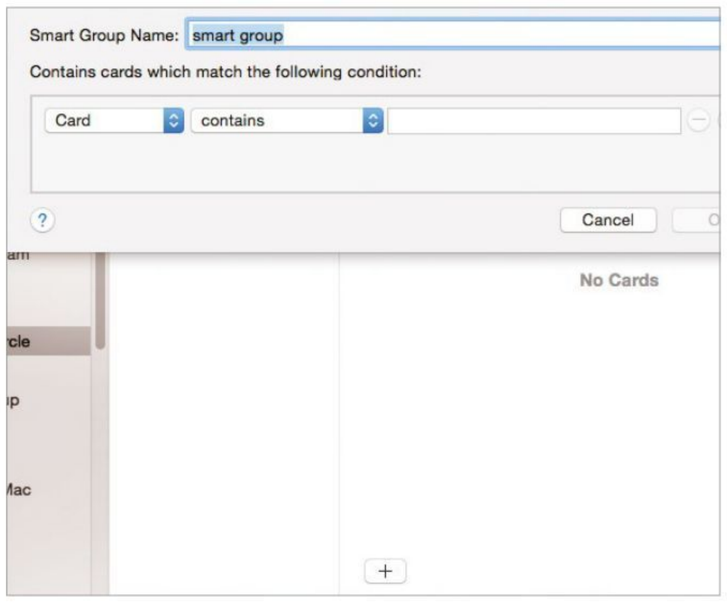
Create new contacts
Clicking on the '+' button at the bottom of the interface will allow you to create a new contact card into which you can enter all manner of details. As you will discover, building up a database rammed with contacts is incredibly easy

Sharing is simple
The Share button makes it even quicker to send contacts. It's fully integrated with Mail and certainly saves a few mouse clicks when it comes to sharing your details



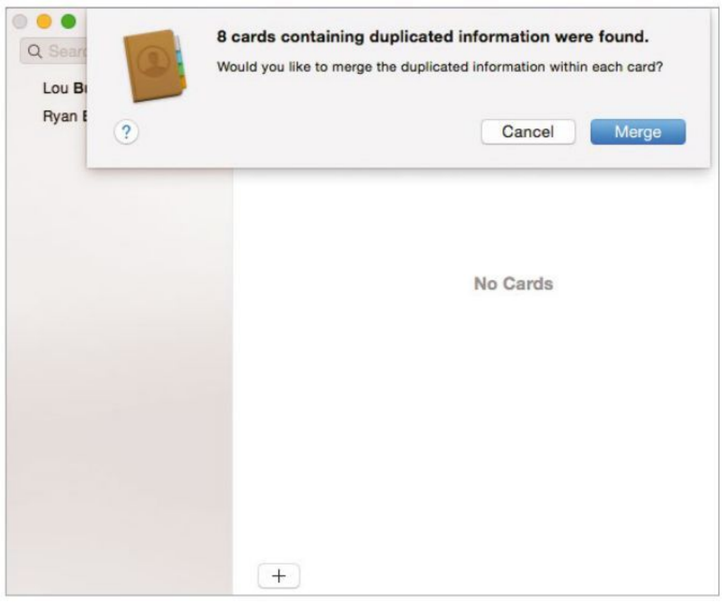
07: Get a group

Clicking on the View menu will bring up the option to Show/Hide Groups. Activate it to bring up a side column with all of your groups listed.



08: Smarter grouping

Smart Groups allow automatic grouping of contacts by certain details. Click 'New Smart Group…' from the File menu to set one up.



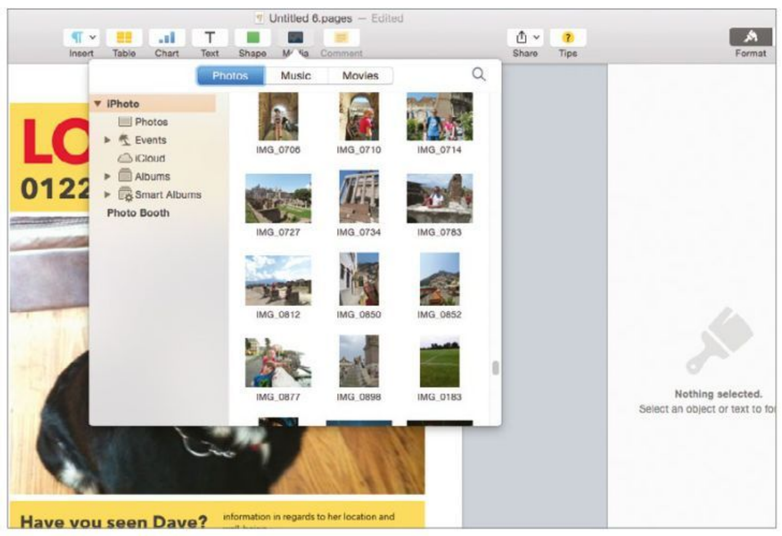
09: Look for duplicates

Click on the Card menu and choose the Look for Duplicates option to source multiple cards and merge/delete them from your database.

Build documents with Pages

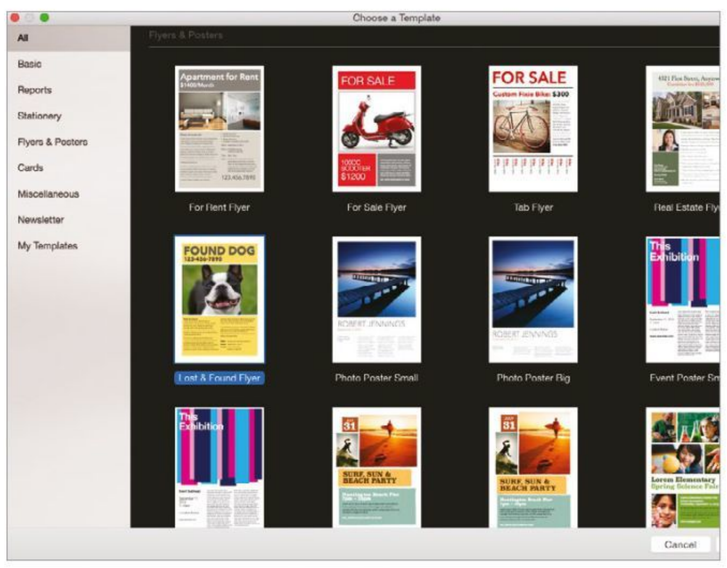
Whether you need to create a letter, CV, work report, poster or newsletter, Pages is perfect for the job

At first sight, Pages looks just like a word processor and it's true that it can create simple letters and documents. However, there is a lot more to this application, as it can create visually exciting publications such as flyers, posters, newsletters, brochures and much more. The app has been designed to make the task as easy as possible, and this edition has some great features. For example, there are some fantastic templates to get you started, as very often creating a publication is just a matter of selecting a template and replacing the text and images with your own. It's brilliantly simple. Other new features in this latest version include interactive charts, sharing facilities on iCloud and a whole lot more.



"This edition has some great features"

Pages Create publications from templates



01: Select a template

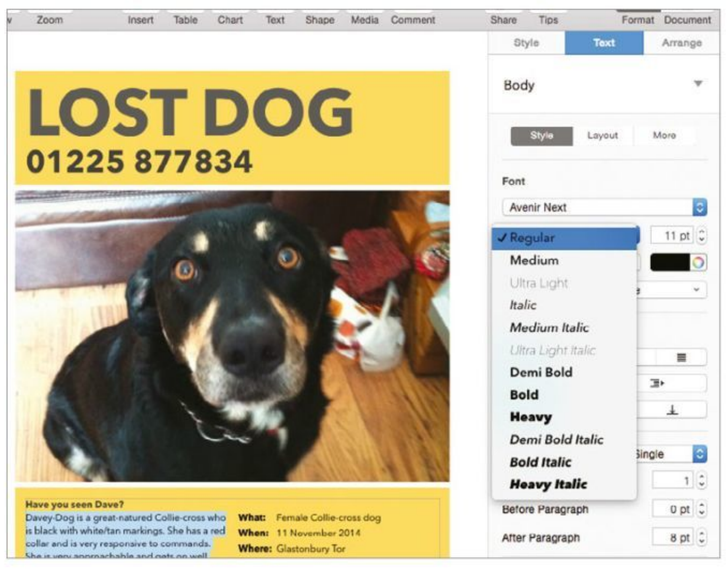
When Pages is started, click the New Document button to open the template browser. When Pages is open, just select File>New, then pick a template.

02: Edit the text

The template contains text and images, but it's easily replaced. Double-click on the heading, for example, and type in a new one.

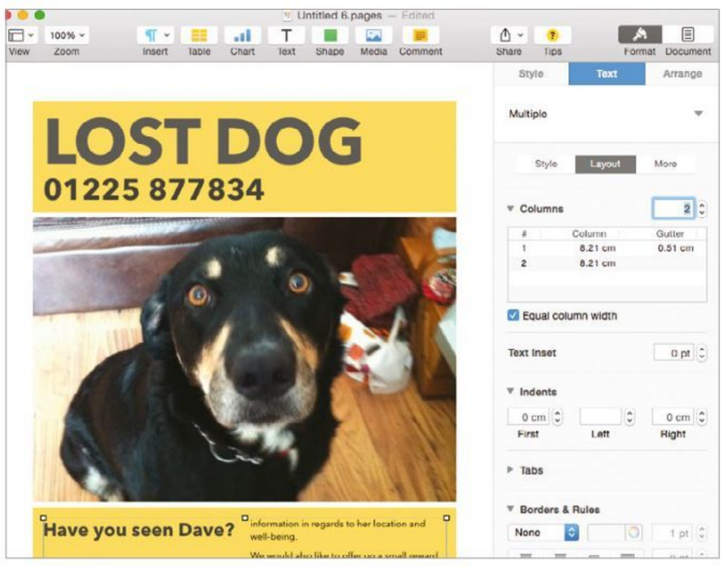
03: Replace the images

Click the picture icon in the corner or Ctrl-click a photo to replace it with one from your iPhoto library, iCloud or photo stream.



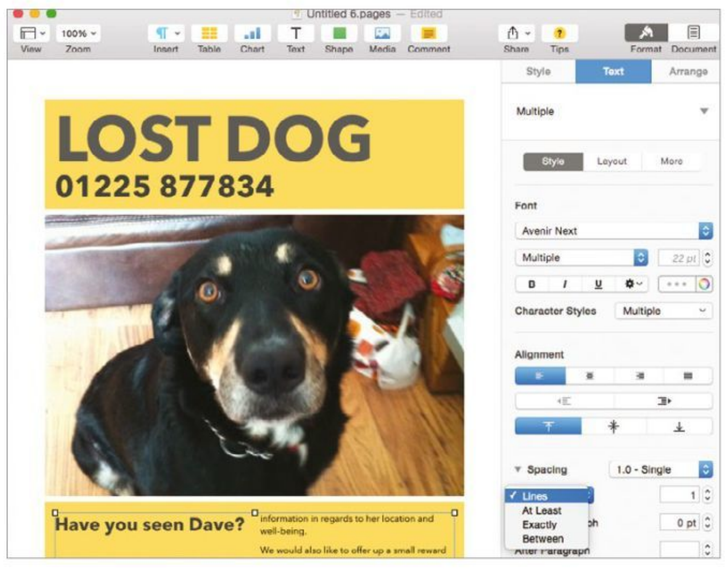
04: Format the text

When text is selected, the panel on the right provides all the formatting options you need, such as font selection, alignment and so on.



05: Layout options

Select the Layout tab in the panel on the right to access features such as multiple columns to give the text a newspaper or magazine look.



06: Expand sections

Many options are hidden, so click the triangle next to each section heading to expand it. Expand Spacing, for example, for line spacing options.

Master the Pages interface

Tools and features for document design

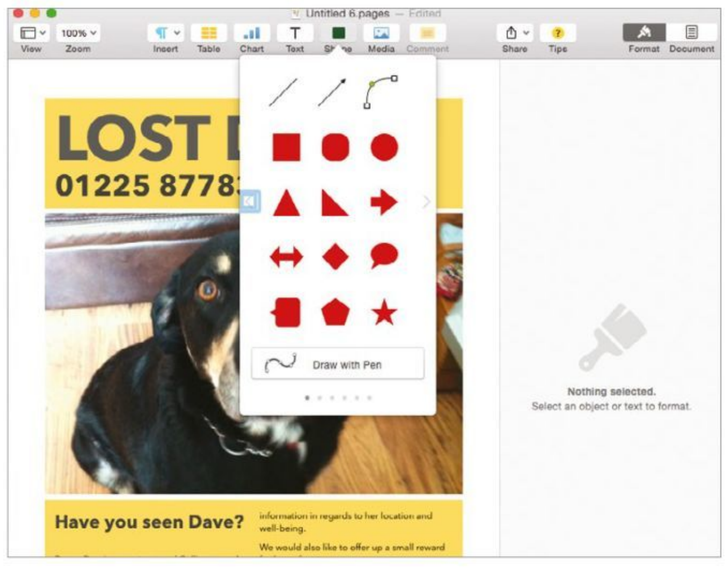
The toolbar
The toolbar lists all the items you can insert into a document, such as shapes, photos, music and movies, charts and tables. Hidden comments can be added too, for help during the design process

Sharing options
You can share links to the file on iCloud where it can be accessed with a web browser. Alternatively the file can be sent via Mail, Messages or AirDrop. This makes accessing it far simpler

iCLOUD SHARING
These document files can be created on your Mac's disk drive, but there are advantages to storing them in iCloud. For instance, this makes your files available on all your Macs and iOS devices, so you can begin a document on the Mac and continue on the iPad and vice versa. Pages documents shared on iCloud can be accessed by anyone you give the URL to, which means you can get instant feedback.

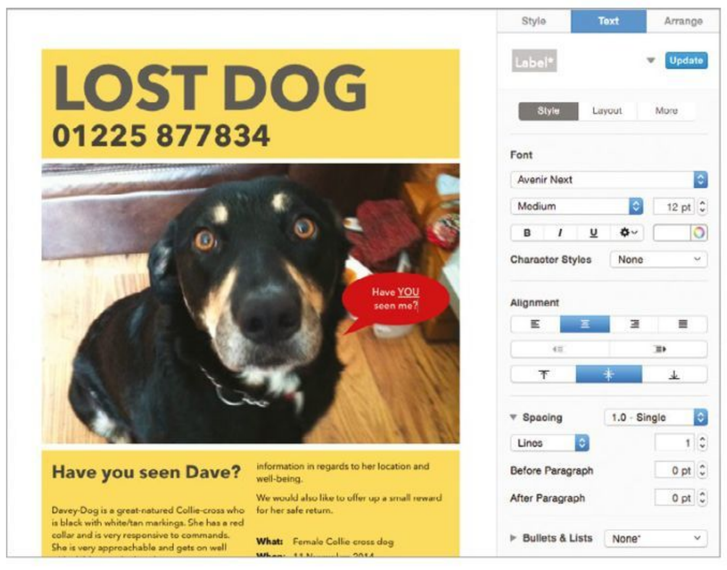
Interactive charts
Interactive data charts can also be placed in your documents. The buttons that are displayed next to them enable you to step through different data values and instantly see the changes in action

Style and layout
The Style and Layout tabs automatically change depending on the text or object that's currently selected. This whole panel is replaced with new options when working with charts and photos



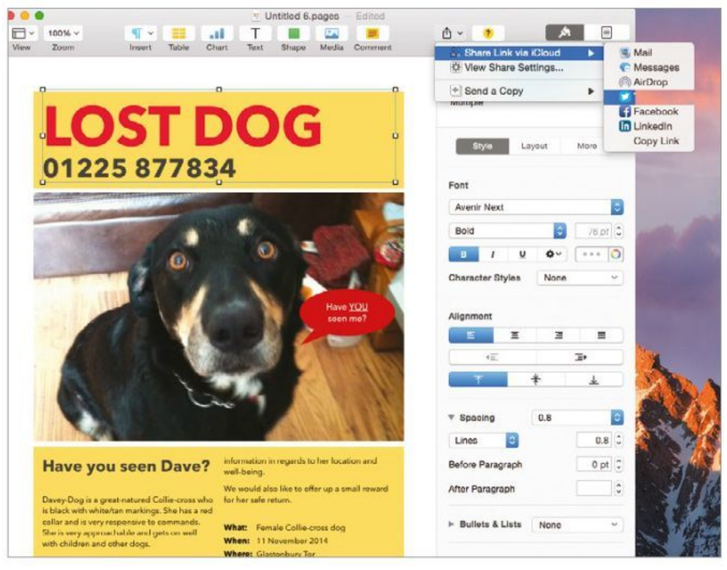
07: Add shapes

Click the Shapes icon in the toolbar to add lines, arrows, curves and predefined shapes. Click the dots at the bottom to view the items.



08: Shapes and text

Add a shape, such as a speech bubble, drag it into position on the page, click inside it and you can easily enter some text.



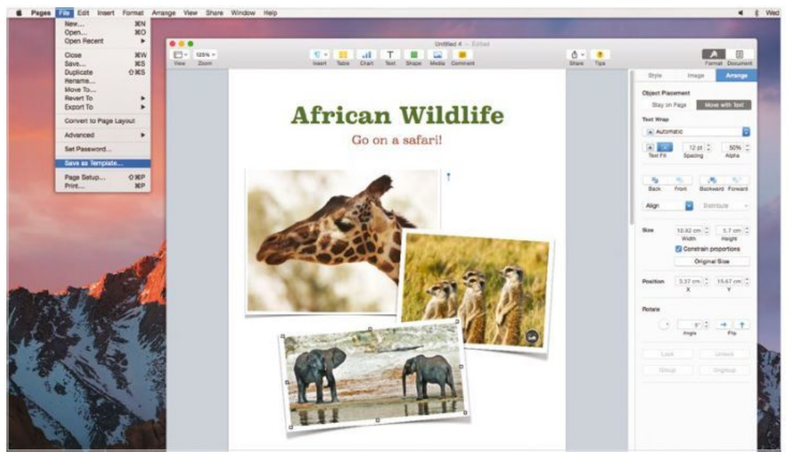
09: Share it

Click the Share button in the toolbar to access the sharing options. The document can be put on iCloud and links shared on Facebook and Twitter.

Create and save a custom template

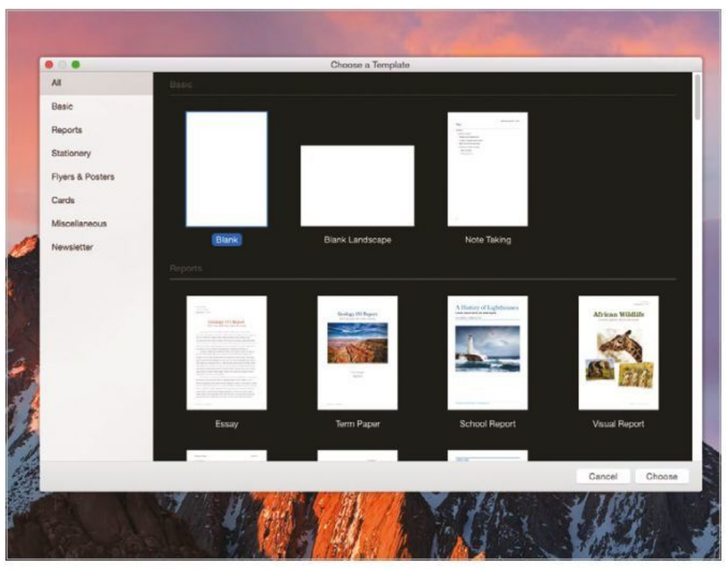
Save your best ideas permanently within Apple's word processing app

One of the reasons many people will use Pages as their primary app for creating documents is the vast selection of templates that can be used. The templates are a great way of getting a starting point of what you want your document to look like, before you go ahead and add your own twists. However, on occasion it's not uncommon to be unable to find a template that really suits your needs, but thankfully Pages still has you covered. Users are able to create their own custom template, save it and then use it whenever they see fit. Plus if you're really proud of it, then Pages also has a share feature where you can distribute your new template to friends and family. Here's how to go about it.



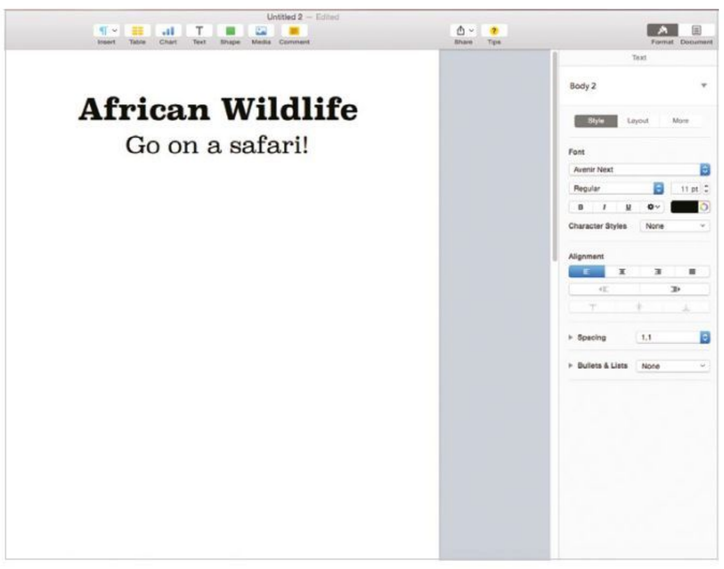
"Pages also has a handy share feature"

Pages Design your own template



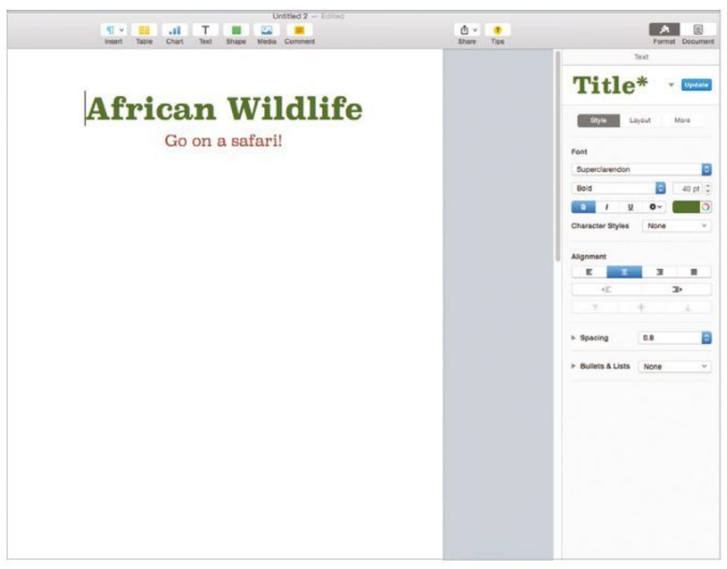
01: Start from scratch

Open the template chooser in the Pages app and select the Blank template at the top of the window. This is the blank canvas for a custom template.



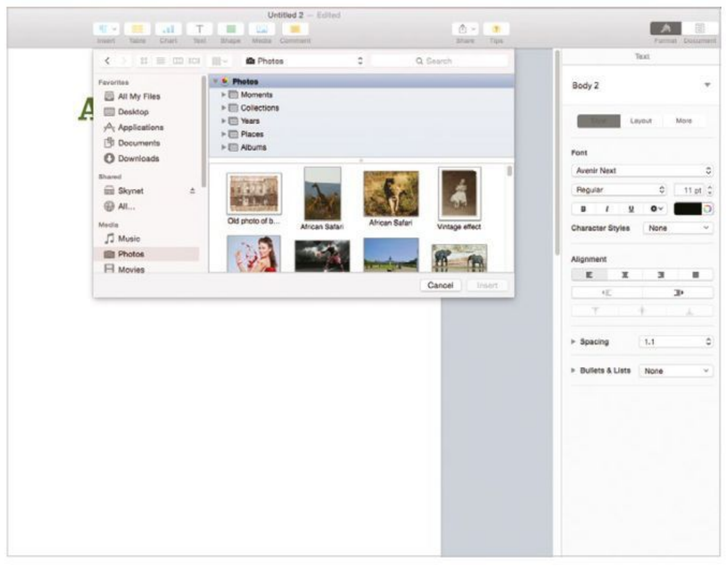
02: Add basic text

Select the Text tool from the toolbar and add text elements to your template in the boxes provided. You can make it as brief or as convoluted as you like.



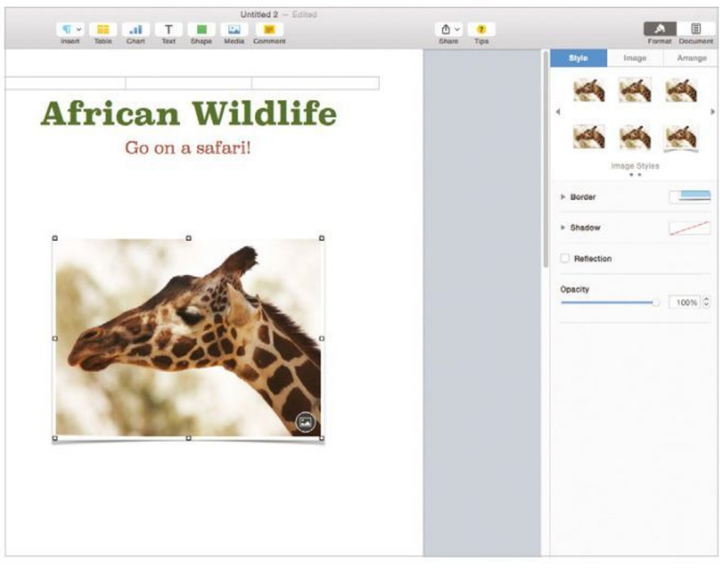
03: Format text

Use the Format menu to bold, italicise and alter the colour of all the text. You can also use this menu to change the sizing and spacing.



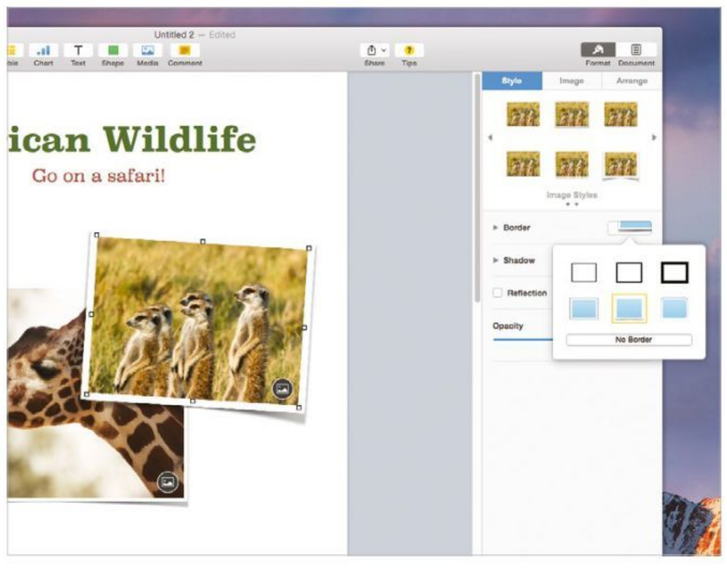
04: Import Photos images

Open the Media tab from the toolbar and select Photos. Highlight a photo to import and press the Insert option on the bottom right of the window.



05: Alter image style

Now use the side menu to alter the components of your image. Formatted images are a great placeholder for any future images you import.



06: Add extra elements

Add the further elements of your template, via the toolbar. You could add secondary images, or perhaps a new table, chart or other form of media.

Manage custom templates

Permanently save your custom template creations

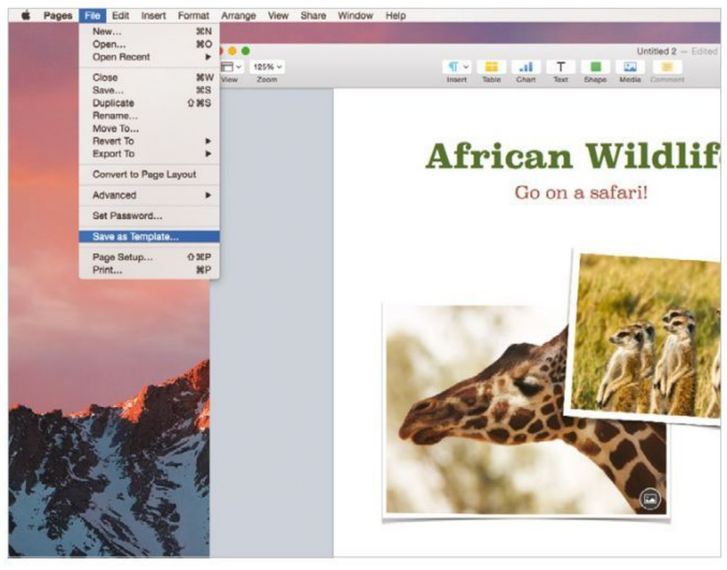
Edit names
To make your custom templates more recognisable, double-click the default name to edit them. When you then click off the name, you should find it automatically saves

Delete a template
Right-click on any template and select the Delete option if you're looking to cut down on your library of templates. Be warned, there's no way to recover a deleted template, so use this option wisely

BORROWING ELEMENTS
One of the best ways to make your own template is to borrow the best elements from Pages' other default templates. A simply copy and paste on the elements you like can help you put together the perfect custom template without having to design it all from scratch. Don't worry though; you can still save it as an original custom template!

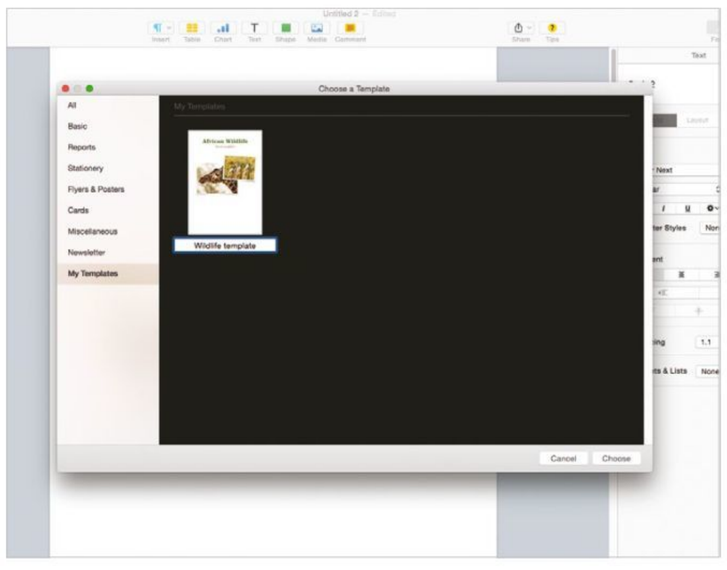
My Templates
When you load up the Template Chooser, you'll find the various different options listed down the left of the window. Select the My Templates option at the bottom to find all of your creations

Choose to share
You're able to send your custom templates to various contacts by using the Share option that sits on the toolbar within Pages. There's a plethora of different sharing platforms to choose from



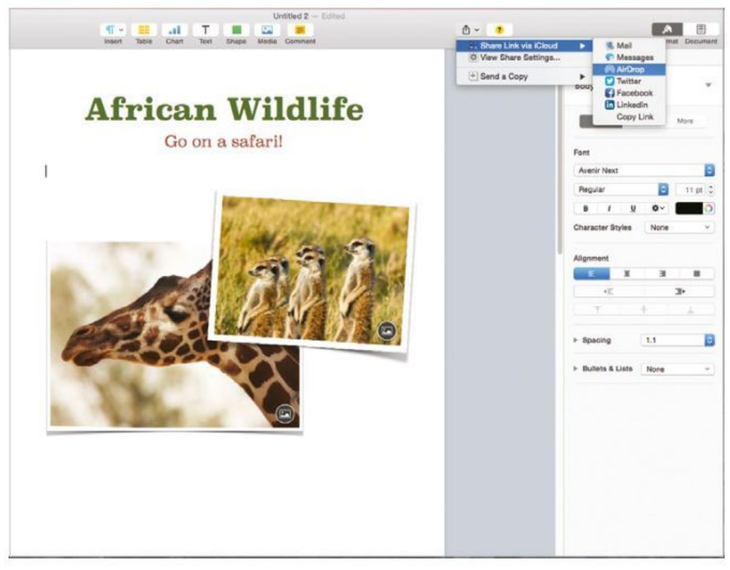
07: Save as Template

Open the File tab before selecting the Save as Template option at the bottom of the menu, when the custom template is done. Wait for it to save.



08: Give it a name

Double-click on the name of your custom template to change it (in the My Template section). Back out of the menu to permanently save it once you're finished.



09: Share your template

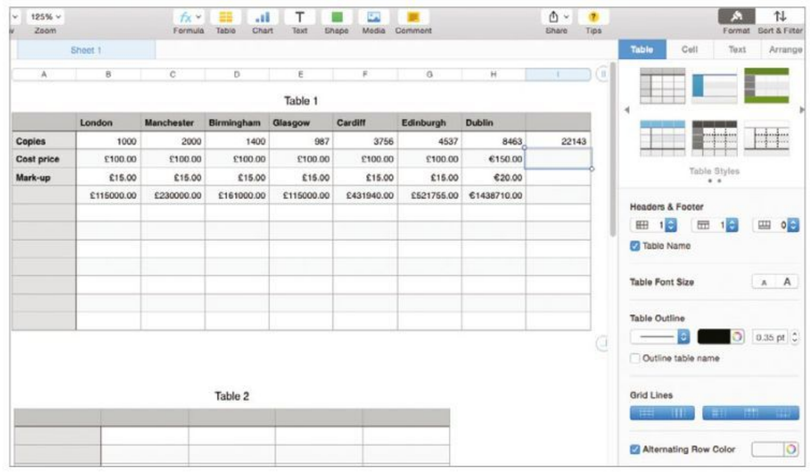
Use the Share option at the top of the menu to send custom templates to contacts. For a quick solution, use AirDrop to send it to nearby devices.

Create a spreadsheet in Numbers

Ensure your data is well presented and calculates perfectly with the excellent spreadsheet features of Numbers

Spreadsheets may scare you, and with good reason – they are not always easy to use. Microsoft Excel is a very powerful spreadsheet program, but it's complex. So is Numbers, but it delivers all of the functions you need in the simplest way possible and it even offers up explanations to help you out. With a range of templates and the ability to add tables, resize them, calculate and choose from a range of maths options, you will soon be populating your tables with reams of data.

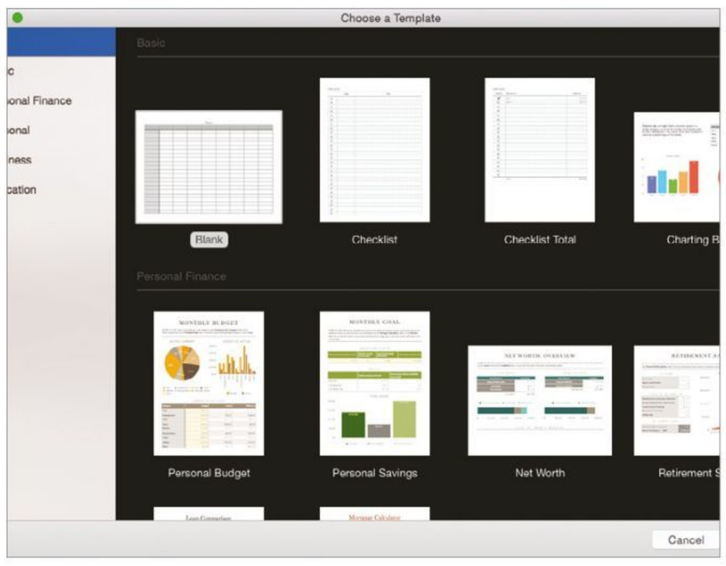
You aren't confined to one sheet either, as you can edit multiple ones at once by selecting the Sheet button in the toolbar. Numbers makes it easy to work with each one, providing you with a tabbed options pane.



> "It delivers all of the functions you need"

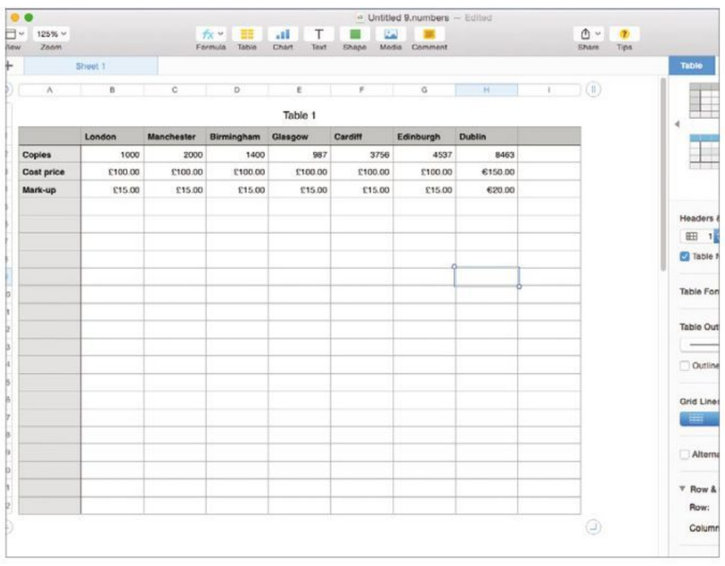
Numbers

Get to grips with spreadsheets



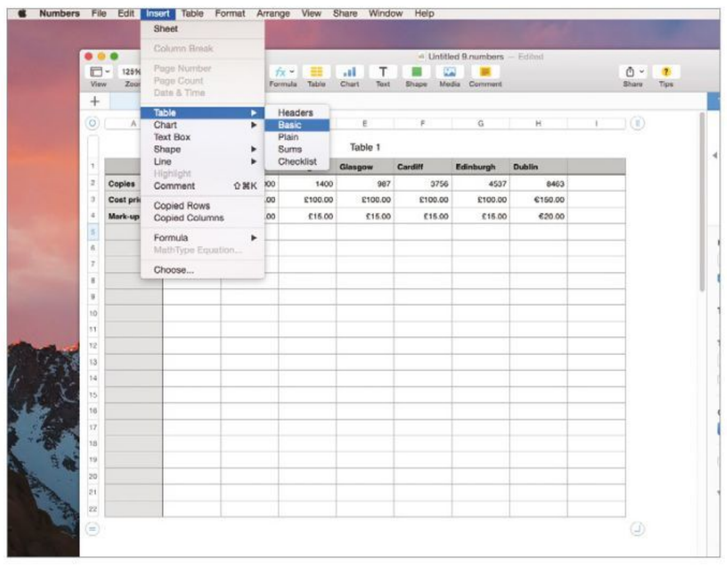
01: Choose a template

First choose from a selection of useful, presentable templates. They are sorted by categories including Business, Personal Finance and Education.



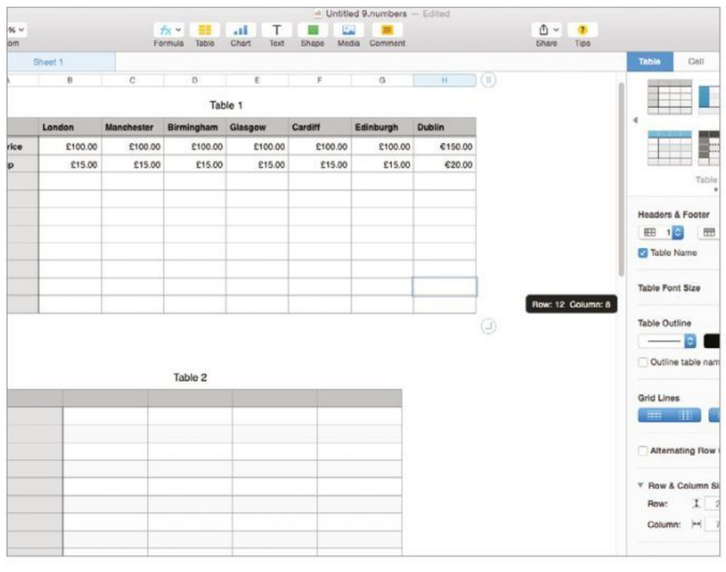
02: Input data

We've selected the Basic template. Spreadsheets have rows, columns and cells, so click each cell to add data. You can use words and numbers.



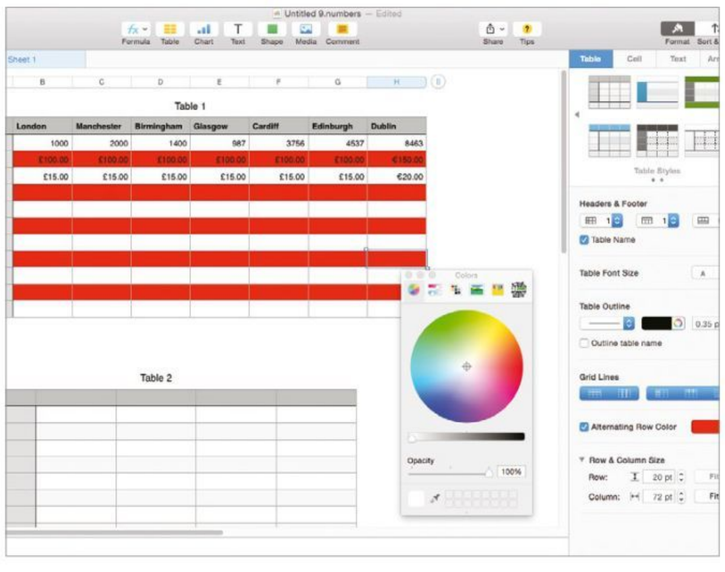
03: Add new tables

As well as using the table in front of you, try adding more via the Insert>Table navigation. Table types are shown in the right-hand box.



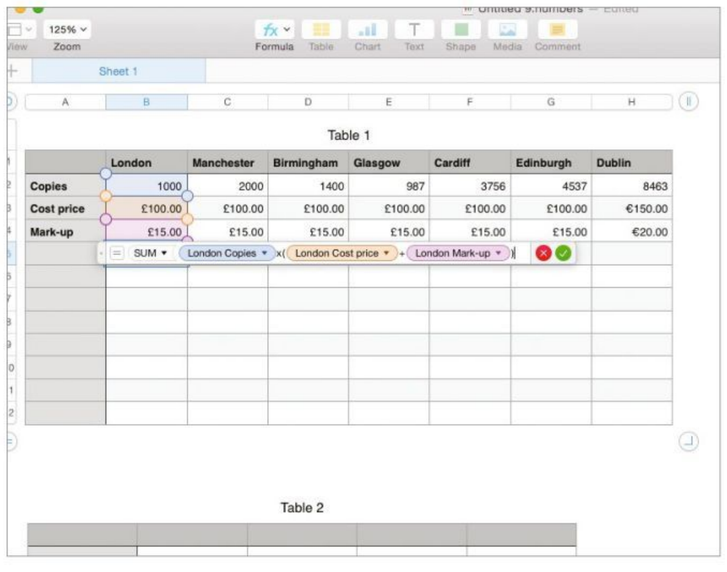
04: Resize tables

By using the arrow icon in the bottom-right-hand corner of a table, you can resize it. Refer to the row and column numbers for guidance.



05: Alter the colours

Now choose cells to colour. Click the Cell tab, click Fill and select Alternative. To change alternate row colours, click Alternating Row Colour under Table.



06: Add formulas

Click a cell where you want a total to be displayed. For a simple sum, type '=SUM'. You'll need to define cells to work with.

Find your way around Numbers

Make presentable spreadsheets within minutes

Title

Tap the word Untitled-Edited at the top of the screen and input a new name that best describes the project or spread you'll be working on. You can save this to the iCloud and to your Mac

The tabs

This window lets you view the options available for the overall table, cells, text and the arrangement of the spreadsheet. Try clicking on each one to discover what editing options it offers

HIGHLIGHT CELLS

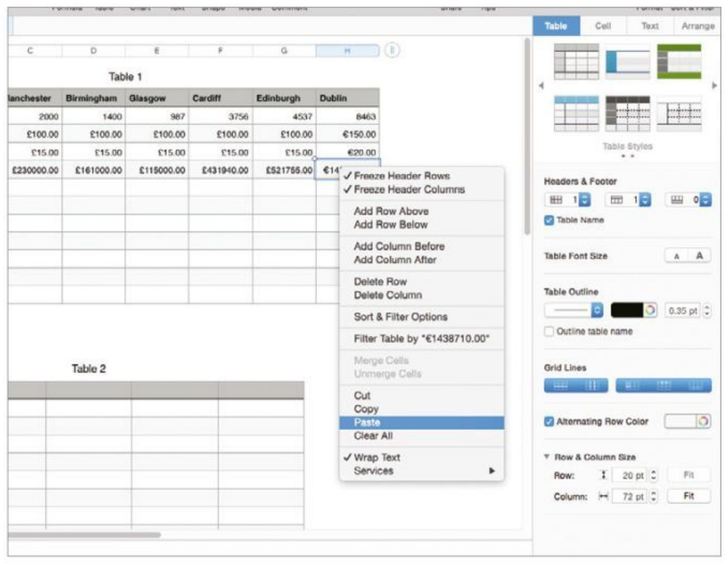
When creating a formula for your spreadsheet, you don't have to type in the table co-ordinate (such as B2, C9 and so on). You can simply start off the formula (ie =SUM) and then click on the cell that you want to form part of the formula, similar to Microsoft Excel. This is very helpful for speeding up the process of calculations and eliminates any potential errors.

The table

A table is made up of rows and columns and can be a combination of words and text. You can change the table make-up in the Options window to suit whatever kind of table you're looking to create

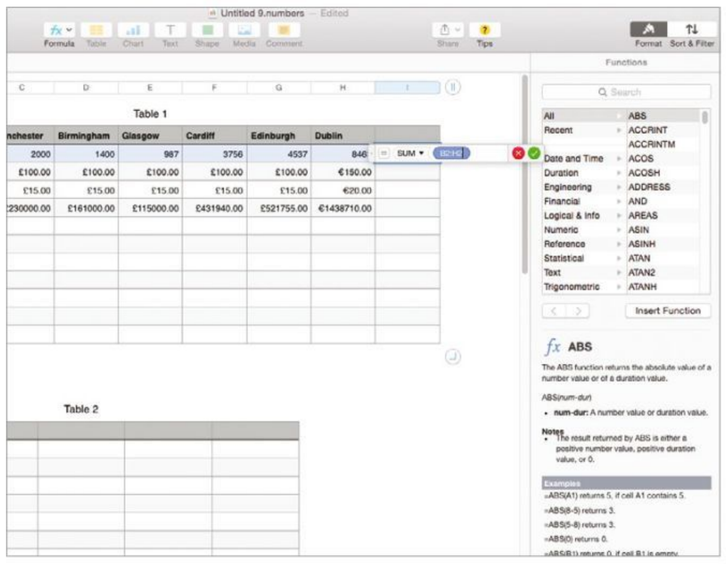
Add functions

If you want to add a particular function, a table, a chart and more, then just use the toolbar icons at the top of the screen for easy access. This makes creating and adjusting your tables much simpler



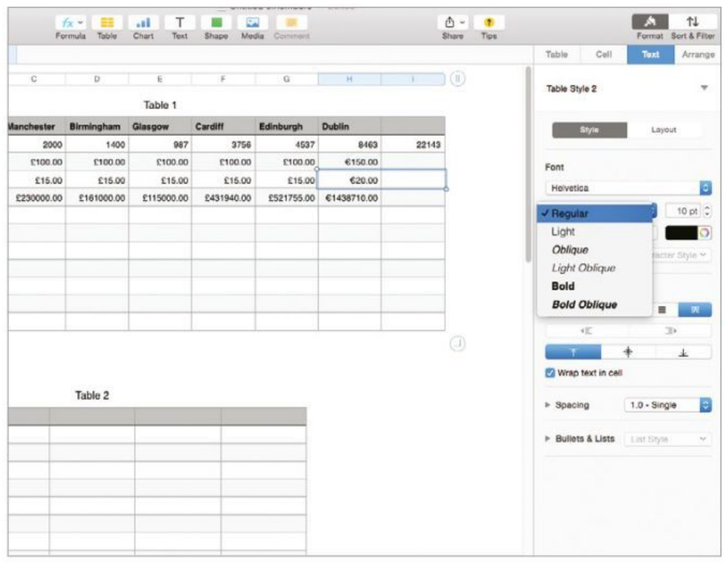
07: Produce the sum

To multiply the final two boxes by our first, type =SUM(B2x(B3+B4). Copying and pasting this cell speeds the task for the remaining calculations.



08: Calculate rows

You can also calculate rows. Available functions appear in the right-hand panel and each of them is categorised and explained in full.



09: Change text

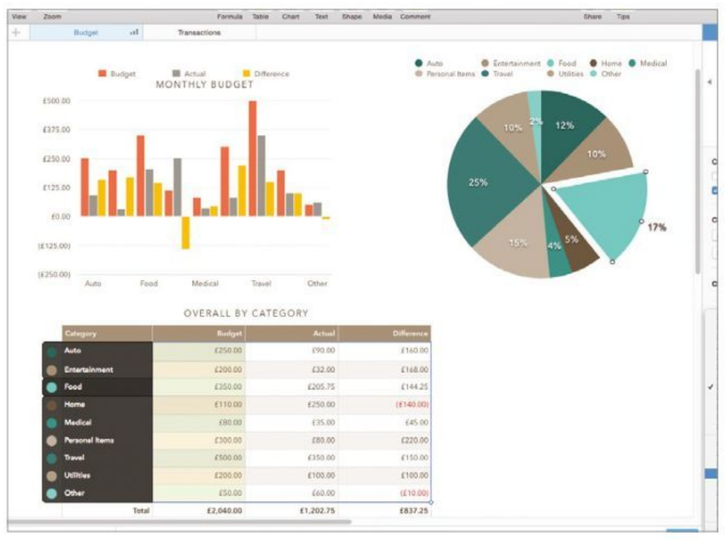
Of course, spreadsheets aren't just about numbers. You can control the size, font, wrapping and style of text under the Text tab in the right-hand panel.

Learn to visualise data in Numbers

Turn mundane data into something special with the help of charts and graphs

One of the best things about Numbers is that it's a great place to manage all your data in a single area without having to use any third-party alternatives from the Mac App Store. Having pages of data may be beneficial to you, it can be difficult to read and differentiate between when not labelled appropriately. However, Numbers includes some fantastic chart and graphical options that help add a visual aspect to your data.

Each chart you choose to use to represent inputted data can be heavily customised to suit your specific tastes or the data it's based on. Use the following steps to learn how to completely visualise from top to bottom and create the perfect accompanying charts.



"Numbers includes some fantastic chart and graphical options"

Understand your options

Numbers includes various features to explore...

SHARE WITH FRIENDS

If you want some input on your page, make sure to use the Share option at the top of the program. Using this will enable you to directly save and send the page to any number of contacts. They'll be able to make further edits to the page and then send it back to you to check out.

Edit data

The right panel is the hub for all the customisations and edits you're able to make. Use the tabs at the top to switch between different sections

Lay out your page

Highlight your chart or table and use the icon that appears in the top left to move it around the page. Use the guidelines that appear to correctly align it with all of the other elements on the page

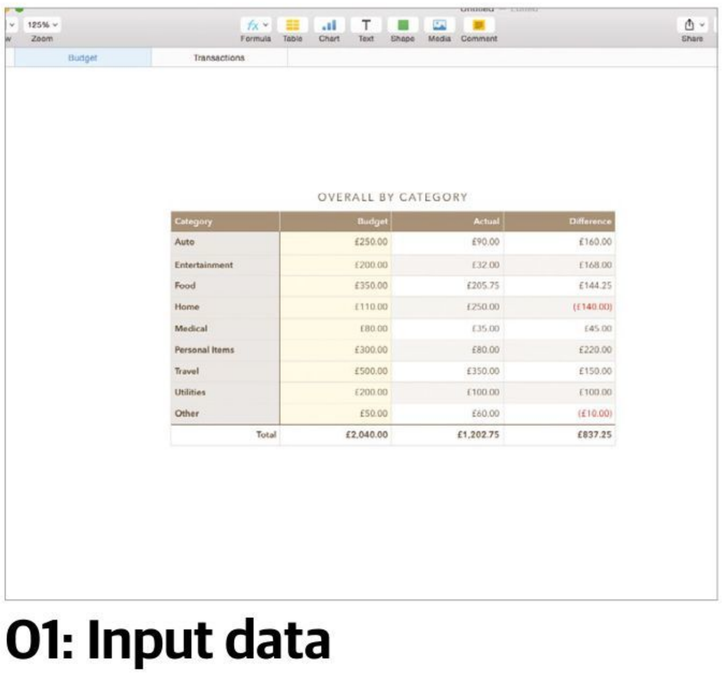
Troubleshooting

If your chart isn't showing data when you generate it, make sure all the data has been added correctly. Any errors will leave you with a completely blank table

Add the basics

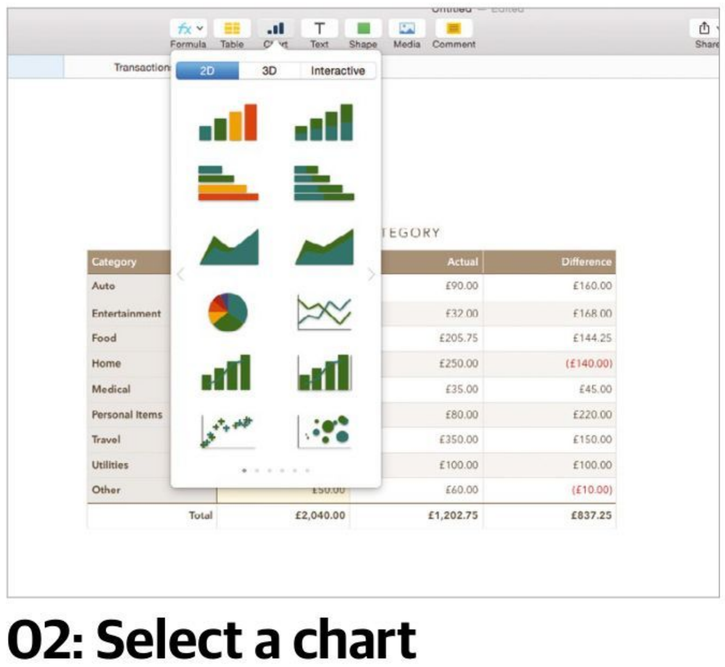
Make sure to add a title and reference points to any chart you create, so that any other person who views it will know what it represents. You can also edit the labels that come with each chart

Numbers Create charts in Numbers



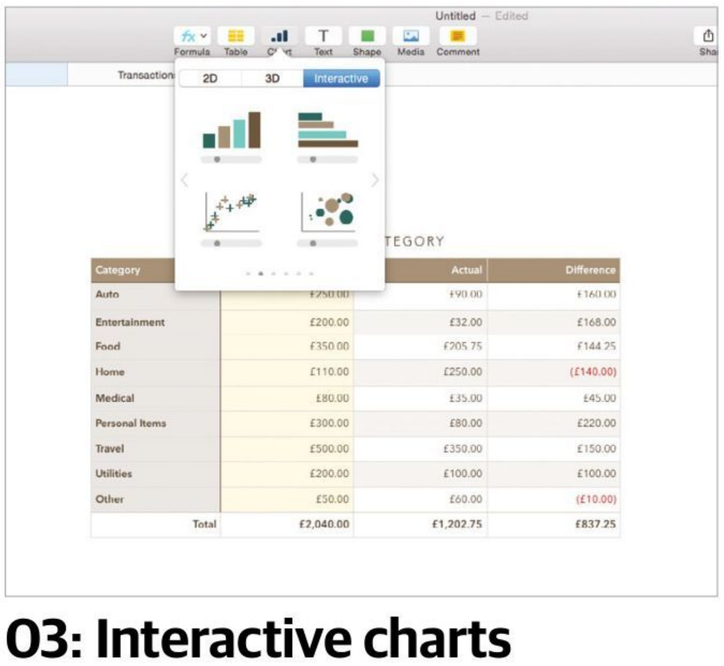
01: Input data

Create a table of data in Numbers. Apply various colours and stylise the table using the toolbar located on the top of the program, if necessary.



02: Select a chart

Highlight all the data and select the Chart option from the top of the menu. By default, you'll be able to see the array of 2D charts that are available to use.

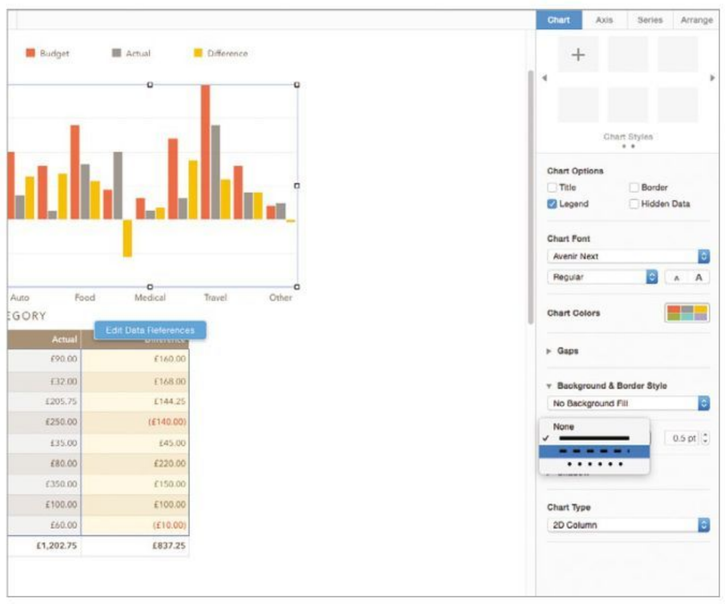


03: Interactive charts

Select the Interactive option if you want to use a chart that can be heavily edited and is generally more appealing to look at.

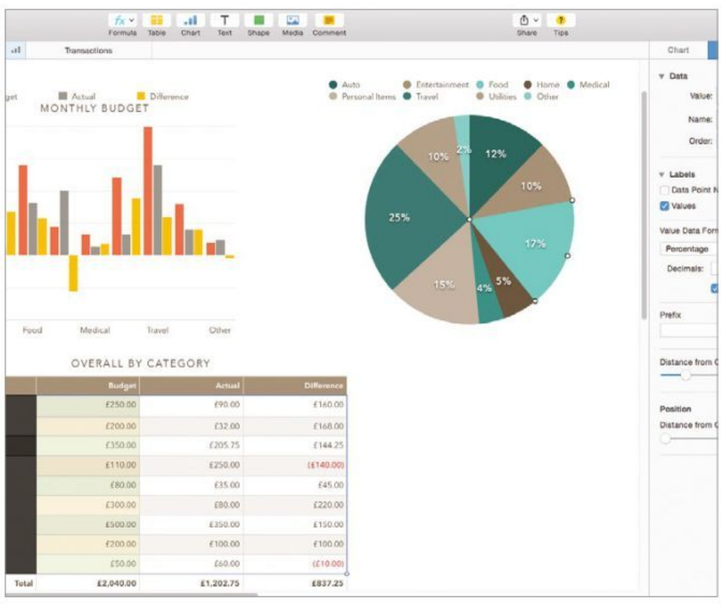
04: Edit data

After selecting the chart you want to use, your data will be applied to it on the page. Select it and press Edit Data References to begin adding changes.



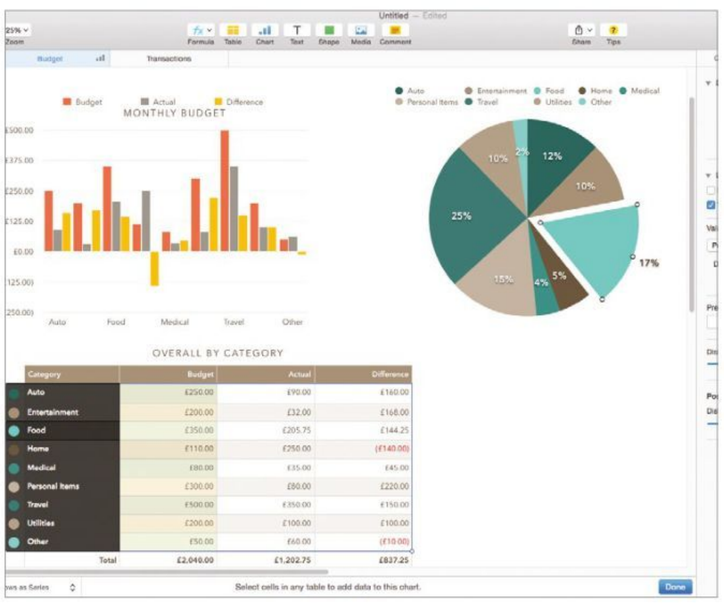
05: Background and borders

The right side panel will now be filled with customisation options. Use the drop-down menus to add a background or add a border.



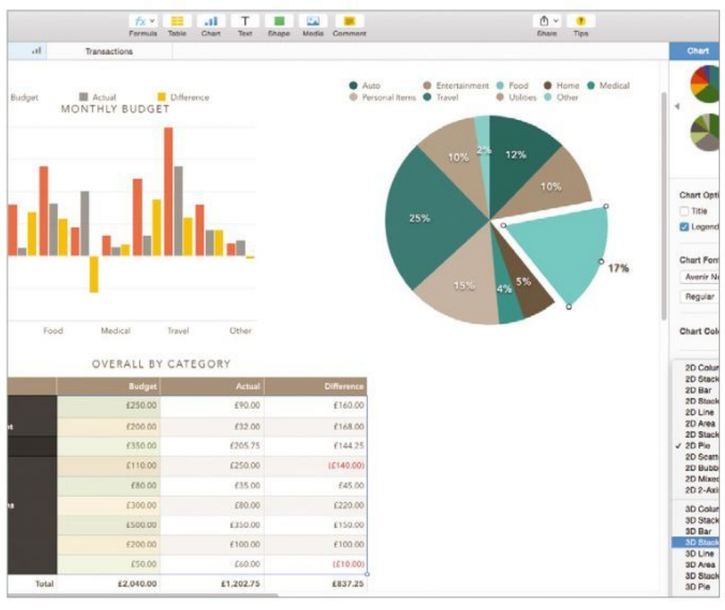
06: Edit data

Double-click on a specific part to edit data. A new Data section will appear on the right side of the app for you make further edits.



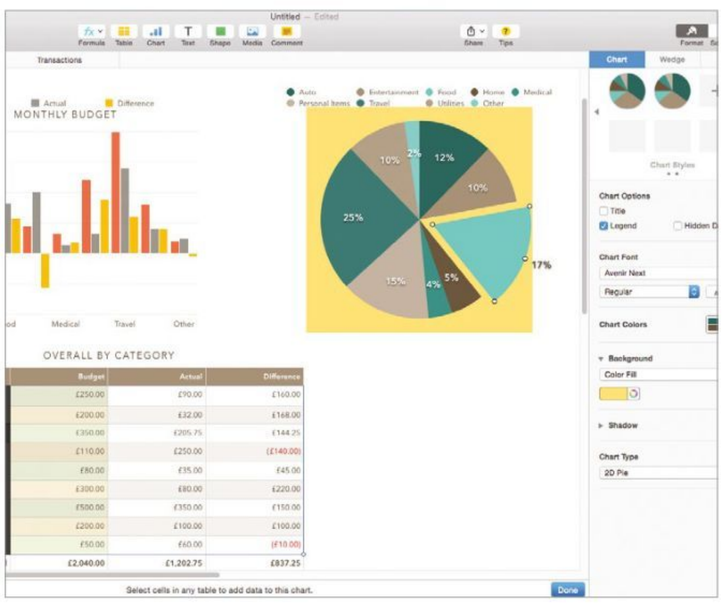
07: Move data

Select the Distance from Center option to move a portion of data away. This is a good choice if you want to highlight a specific section in a pie chart.



08: Change charts

To change how your data is displayed, highlight the chart and select the Chart Type option to convert it into a completely different chart altogether.



09: Final edits and arrange

Make final edits and line them up on the page. Guidelines will appear, letting you know when each one has been lined with the other items.

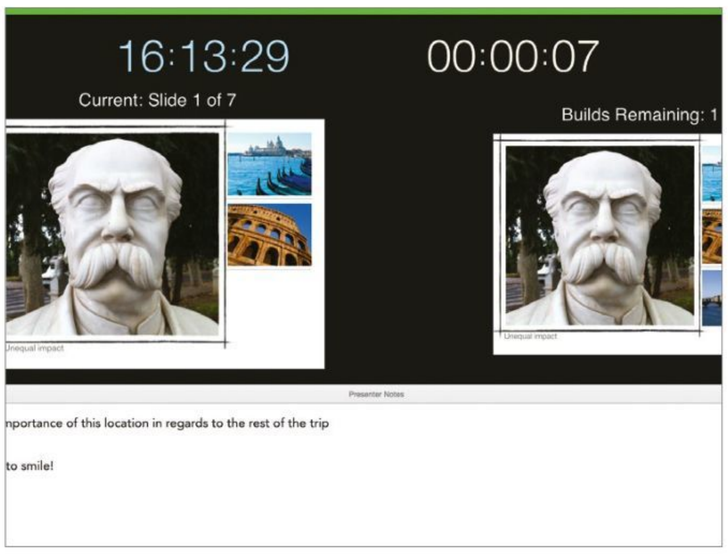
Keep notes to help you present

Create presenter notes for you to refer to when showing off your Keynotes

Keynote makes it simple to create fantastic presentations, thanks to its easy-to-use but surprisingly powerful tools. Whether you want to create a simple text-based presentation or you need something a little more creative, with images, videos and animations, Keynote gives you all the tools you could possibly need, all with just a couple of clicks. But once you've created your perfect presentation, Keynote doesn't just stop helping you. When you stand up in front of a group of people and give your presentation, it can still help you.

You can use the Notes tool to write down important points that will display on your Mac's screen, so only you see them. It not only makes presenting easier, it will also make you look incredibly professional, and preparing your notes doesn't take long at all.

"Keynote gives you all the tools you need"



Presentation screen explained

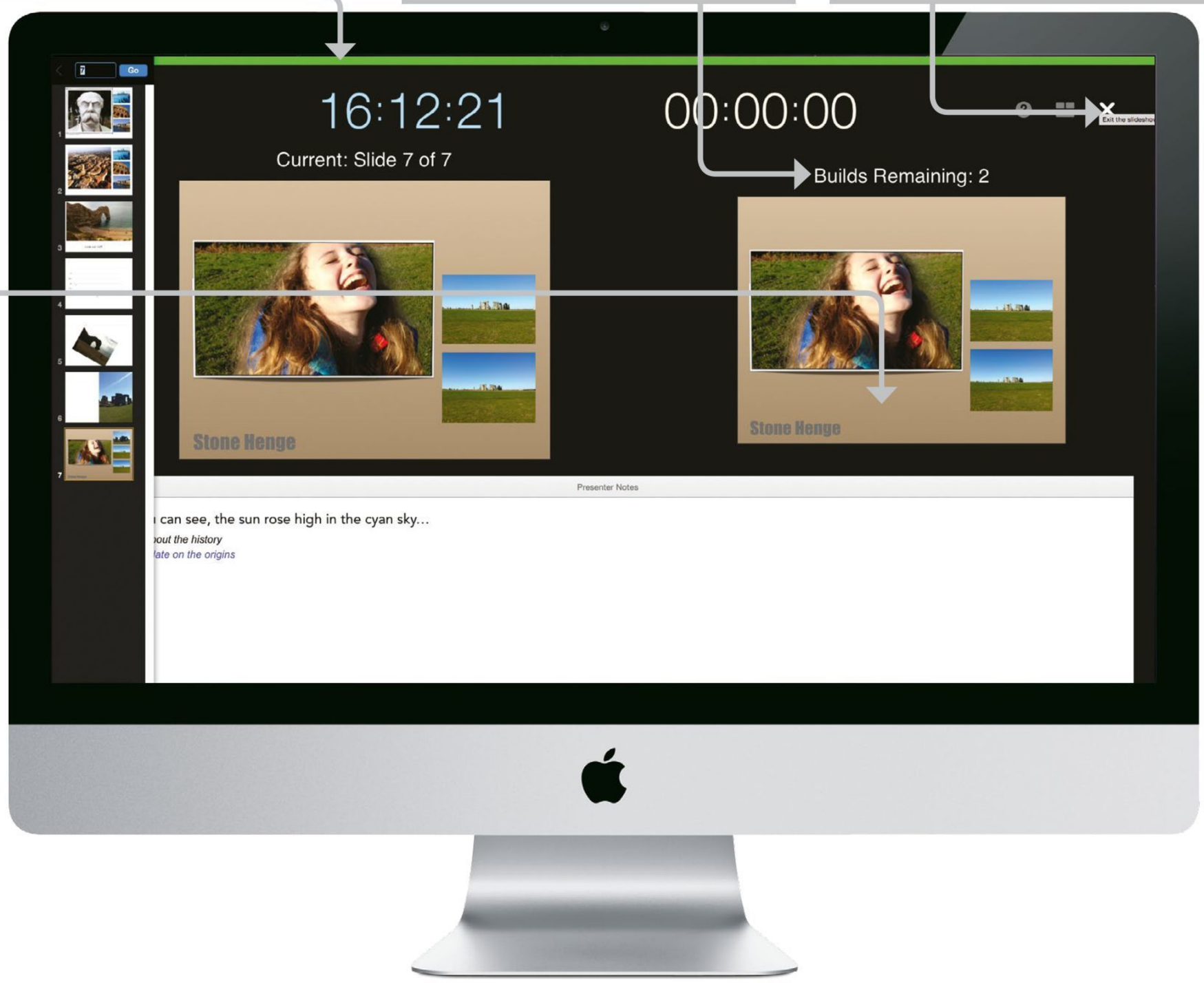
Understanding how to use Keynote's presentation tools

Coloured bars
The bars at the top of the screen denote the status of your presentation. Green means you are ready to progress to the next slide or animation with a click, while red means it's in the middle of an animation

Builds remaining
You can see the number of builds remaining on each slide above the right-hand box. This will only appear if you have applied animations to your slides before hitting Play

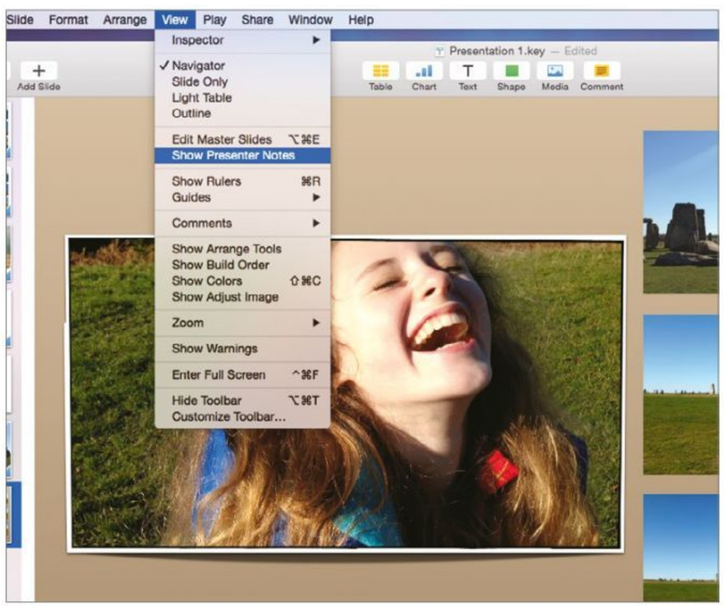
Close the presenter
If you want to exit the presenter at any time you can click the 'x' button in the top-right corner of the screen, or simply press Escape to go back to your normal Keynote window

Next slide
On the left is the screen that your viewers can currently see displayed on the external display, while the right-hand box shows what is coming up next, either in terms of animations or slides



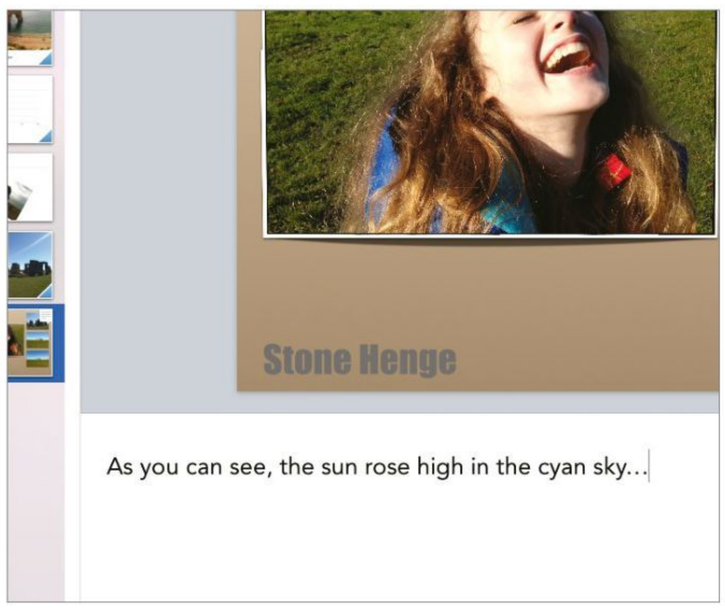
KEYBOARD SHORTCUTS
When you use this view to work with your presentation, you can use a number of keyboard shortcuts to make your life easier. For example, with a single keystroke you can pause your presentation and turn the screen white or black, or skip back and forth through individual builds or whole slides. To see the full list of commands, click the '?' icon in the top-right.

Keynote Add presentation notes



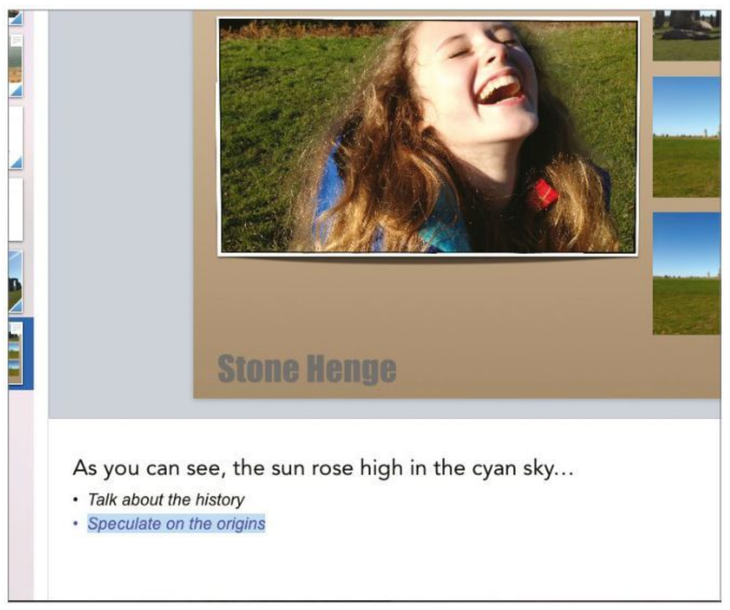
01: Open Notes

Open the Notes viewer. Open a Keynote and choose View>Show Presenter Notes to bring up the Notes section at the bottom of your window.



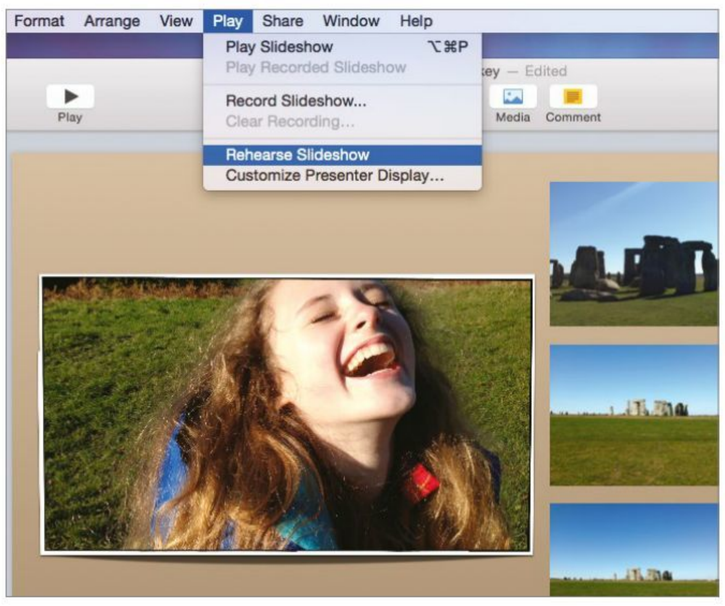
02: Add a note

To add a note, click in the new bar and type it in. The Notes section will remain at the bottom of the window even when you switch between slides.



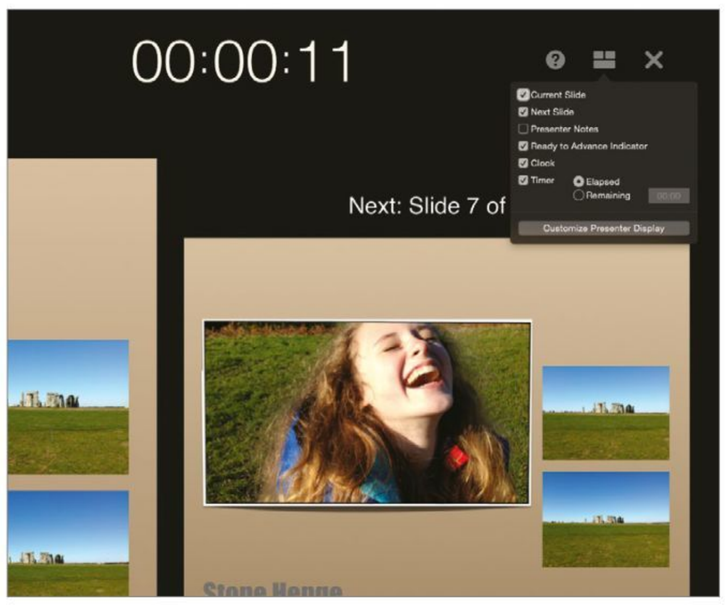
03: Format notes

Click on the Format button and you'll have options for customising your notes. You can change fonts and colours, and add bullets if necessary.



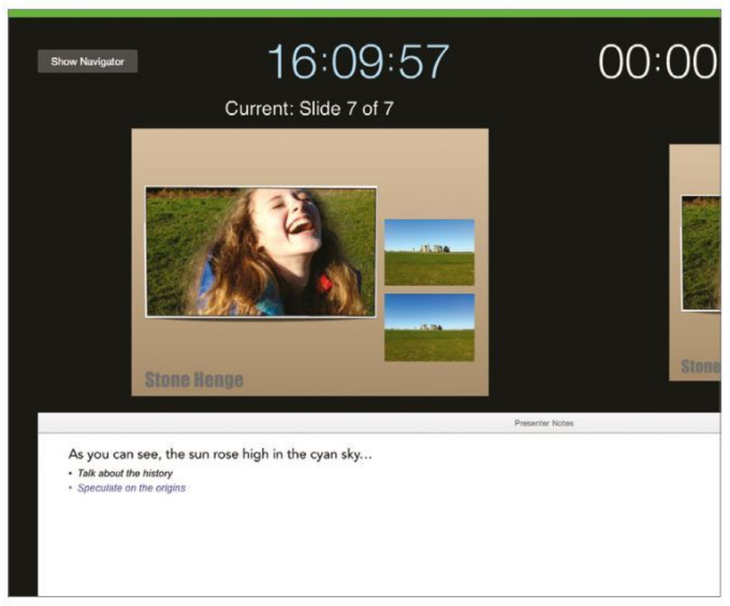
04: Start rehearsals

Once you've finished your notes, you can start rehearsing your presentation. Choose the Play option and select Rehearse Slideshow.



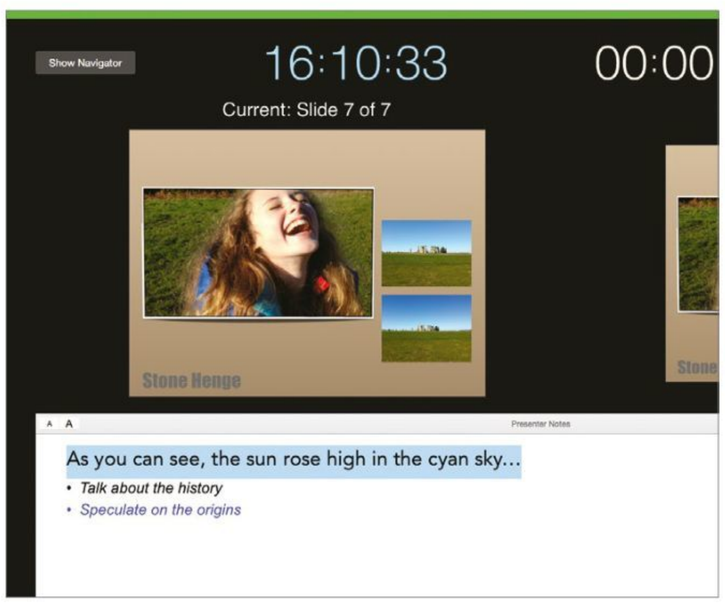
05: Customise your screen

To customise your view, click this icon in the top-right and choose the options that you want to appear on-screen while you present.



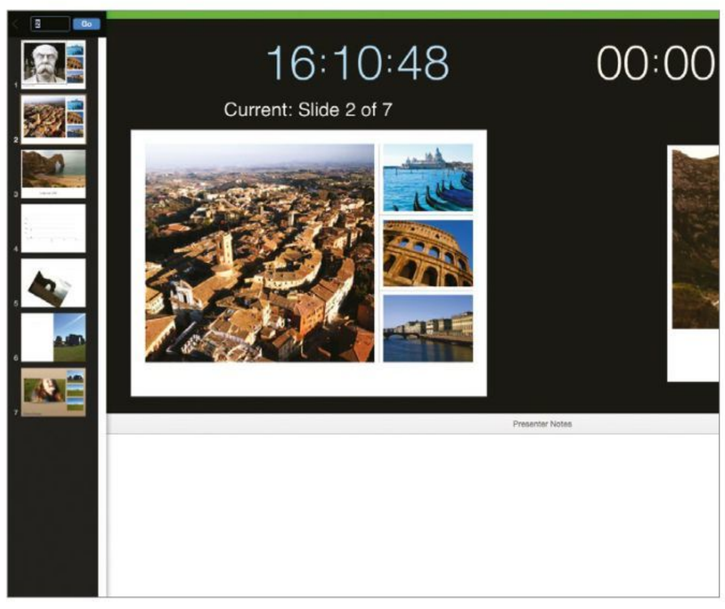
06: See your notes

Make sure the Notes section is ticked and you'll see that your slides move to make room at the bottom of the screen for the notes you previously wrote.



07: Edit your notes

Change the size of the notes in your Rehearsal view by clicking the bigger or smaller letters in the top-left of the Notes bar, or click Edit to make changes.



08: View your slides

If you want to see an overview of all your slides, click the Show Navigator button in the top-left and type in the slide number in the top box.

09: Play your slideshow

When you're ready to present, connect your Mac up to an external display or projector and hit Play to start with your notes appearing on your screen.

Essential apps

50 Essential Mac apps

The ultimate guide to the Mac apps you simply have to have

Finding and installing Mac apps is easier than ever, thanks to Apple's brilliant Mac App Store. It works by letting you install apps with just a click, and you can be assured that they will be safe for the Mac device you are using. You can still download and install apps from anywhere on the web, but the App Store is by far the most efficient and safe way to add new software to your setup. The apps extend the functionality of any Mac greatly, and without them your choices are limited as to what you can do. There are thousands available, and they cover near enough every conceivable subject or task that you need to complete. This feature will highlight the essential apps from every app category, and hopefully narrow down your search for the best of the best. Your choice of apps for your Mac is genuinely unlimited.

5 essential apps

The Lost Watch 3D

Price: £0.99/$0.99 **Developer:** Igor Panichev

Not all wallpapers are the same, and The Lost Watch 3D proves that. Besides looking beautiful, it will show you the current date and time, and also lets you personalise it in a rather creative way. It can work as a wallpaper or a screensaver, and there are multiple themes to choose from. If you want to add a personal touch, then simply choose a photo, and it will be shown inside the pendant displaying the time. However, an app like this isn't about the features, but how good it looks and how well it works, and it succeeds in both areas.

Friendly Streaming

Price: Free

Developer: Friendly App Studio

This app is a great solution for heavy Netflix subscribers – mainly because it enables you to access your account without loading up a web browser. This way you get quick and easy access to Netflix's huge collection of TV programmes and movies. But it doesn't just work for Netflix, there is a range of streaming services you can connect to from this app from YouTube to Amazon Prime.

Buddy for YouTube

Price: Free **Developer:** Vervone Solutions

This allows you to access YouTube without opening your internet browser. But don't think that because this app is free it is lacking features. You can turn on Picture in Picture so the Buddy for YouTube window is in front of all other apps, and the transparency of the window can be tweaked so you can see what is behind. Videos can also be set to play on a loop

MPlayerX

Price: £1.99/$1.99 **Developer:** Zongyao Qu

MPlayerX is an upgrade to your Mac's built-in QuickTime Player. By default your Mac is programmed to play a select amount of files, but MPlayerX brings compatibility for virtually any file type you can throw at it. A perfect app for anyone with a big movie collection on a NAS drive or external hard drive.

Shazam

Price: Free **Developer:** Shazam Entertainment

Shazam has been around for quite a while and it is a brilliant little app that will ensure that any music your Mac hears will be instantly identified. Handy if you're listening to the radio while working and you missed the name of the band or artist currently playing. So good that it's been incorporated into mobile technology.

Entertainment

Have a whole lot of fun on your Mac

The word 'entertainment' can cover a multitude of things. From listening to internet radio to watching movie clips and enjoying clever screensavers, you can entertain yourself in almost any way you like. It is a broad category, and is hard to define completely, but it is also a category with a wealth of apps that will help you pass your spare time. You can learn magic tricks, watch Earth from space, or simply sit back and watch a realistic fireplace fill your Mac screen. The days of computers being used purely for business are over; now, you can use them for any activity you like. Entertainment is one activity that everyone should spend some time enjoying on their Mac – the only dilemma is choosing from the huge range of apps that are designed to make everyday life a little more fun.

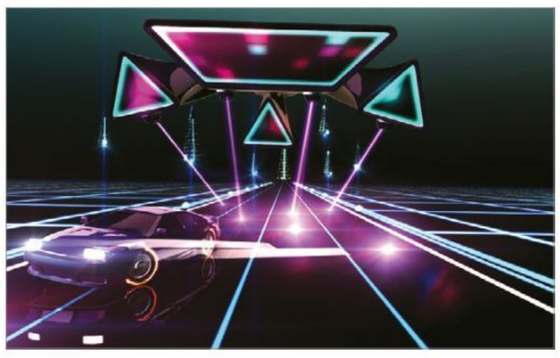
The presentation of The Lost Watch 3D is stunning

Media is recreated perfectly in MPlayerX

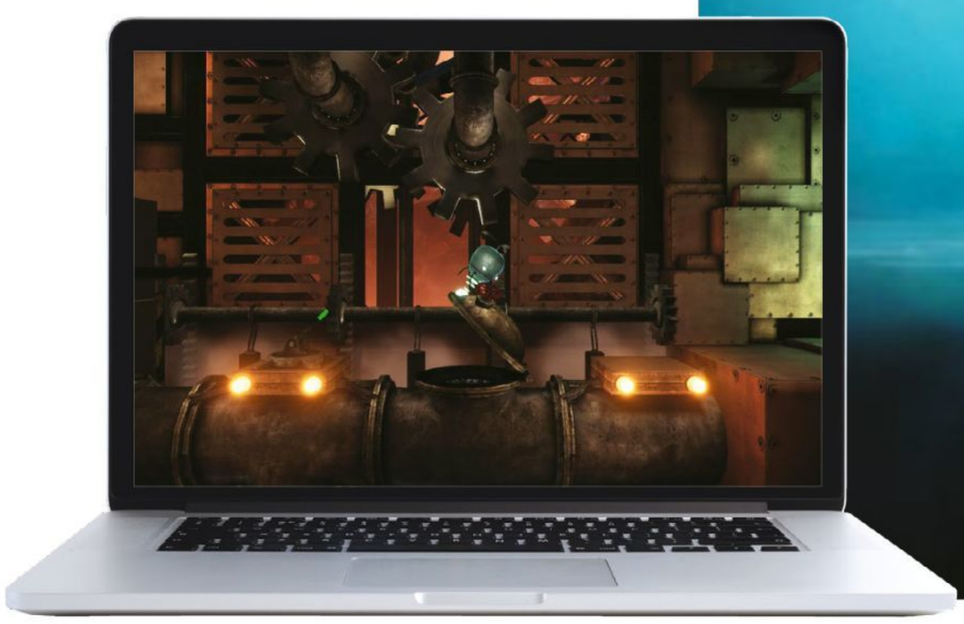
The Shazam app is just as good now as it's always been

"There are a wealth of apps to help you pass your spare time"

A range of services can be accessed in Friendly Streaming



Neon Drive will give you a stunning trip down memory lane



Games

Have fun and keep your brain engaged

Gaming has historically been somewhat lacklustre on the Mac platform, but the huge growth of iOS gaming has transferred to its bigger brother. Popular titles in the puzzle and strategy categories have long been standard, but there are now many hundreds more options available, most of which are at very cheap prices. To complement these simple titles, there is now a variety of high-end arcade titles available, some of which actually rival games consoles in terms of quality, longevity and addictiveness. You can choose almost any game type you like, depending on your preferences and the budget available, and can be sure that the games you like to play are available. Every possible genre is covered, and once you start you may find that you play games on your Mac more than anything else. Everyone needs some fun from time to time, and a Mac is the perfect tool to help you relax and enjoy yourself.

The sinister themes and characters of the series are taken to the heavens in BioShock Infinite

5 essential apps

Unmechanical

Price: £9.99/$9.99
Developer: MP Digital

Unmechanical is a mind-boggling puzzle adventure that is guaranteed to put your brain to the test. It is easy to pick up and play, but Unmechanical gets very tricky towards its conclusion. It combines puzzle solving (more than 30 to be precise), deep exploration and an engrossing atmosphere as you work hard to taste freedom. In total, there's over three hours of gameplay.

Leo's Fortune

Price: £6.99/$6.99
Developer: 1337 & Senri LLC

Originally an Apple Design Award winner on iOS, Leo's Fortune has now been ported over to Mac with some brilliant results. Voyage through stunning environments, dodging traps and solving puzzles on your mission to follow the trail of gold. The aim is to uncover the truth behind Leo's stolen fortune, and it's so addictive you won't stop until you find everything out.

Never Alone

Price: £14.99/$14.99
Developer: MP Digial, LLC

This atmospheric game combines elements of platform and puzzle and is based on a traditional story of a boy and his dog's search for the source of an eternal blizzard. You can guide both characters in single player mode or team up with a friend and solve the various puzzles cooperatively. Striking to the eye and fiendish in puzzle, it's a beautifully produced game that lives long in the memory.

Neon Drive

Price: £9.99/$9.99
Developer: Fraoula

If you're a fan of retro arcade games and pulsating 80s synth music, then you've probably just comes across your new favourite game. It's inspired by that classic era of gaming, which at its heart is a beautiful-looking, futuristic, obstacle-dodging thrash-around. For such a small outlay you get seven levels to complete, packed with multiple twists and turns to ensure hours of enjoyment.

BioShock Infinite

Price: £28.99/$29.99
Developer: Aspyr Media

This epic first-person shooter takes all of the captivating characters, sinister events and stylish visuals that we have grown to love about the series and places them in the sky – the flying city of Columbia, to be precise. The high-tempo action is aided by the introduction of Sky-Lines, a network of metal struts that you can latch onto to traverse the cloud city quickly (and score impressive kills to boot).

Essential apps

5 essential apps

Kindle

Price: Free **Developer:** AMZN Mobile LLC

While your new Mac comes with iBooks as standard, you may already be familiar with the Kindle service. You might have a Kindle or Amazon account and have bought books on it. Well, if so, Kindle has a presence on Mac in the shape of this app. A great reading experience on the bigger screen, the Kindle app syncs with all other devices and gives you access to over one million books in the Kindle Store, including classic bestsellers and new releases.

Any.do

Price: Free **Developer:** Any.DO

Over 15 million people use Any.do, the simple and powerful to-do list app, to stay organised every day – and it's easy to see why. For a start, it syncs between all your devices, so you're always up to date. Any.do will give you handy reminders, and enables collaboration between multiple users. You can even attach notes and files to your to-dos.

Vinoteka

Price: £33.99/$34.99

Developer: Elodie Morin-Rager

Serious devotees of wine like the thought of having their own wine cellar and, whether you have one or not, you can now experience this feeling through Vinoteka. It will let you monitor every aspect of your wine collection, and is particularly useful for businesses involved in this industry. No matter what your level of expertise or interest, this app is a true example of what can be achieved on a Mac.

Valt

Price: Free

Developer: Valt Inc

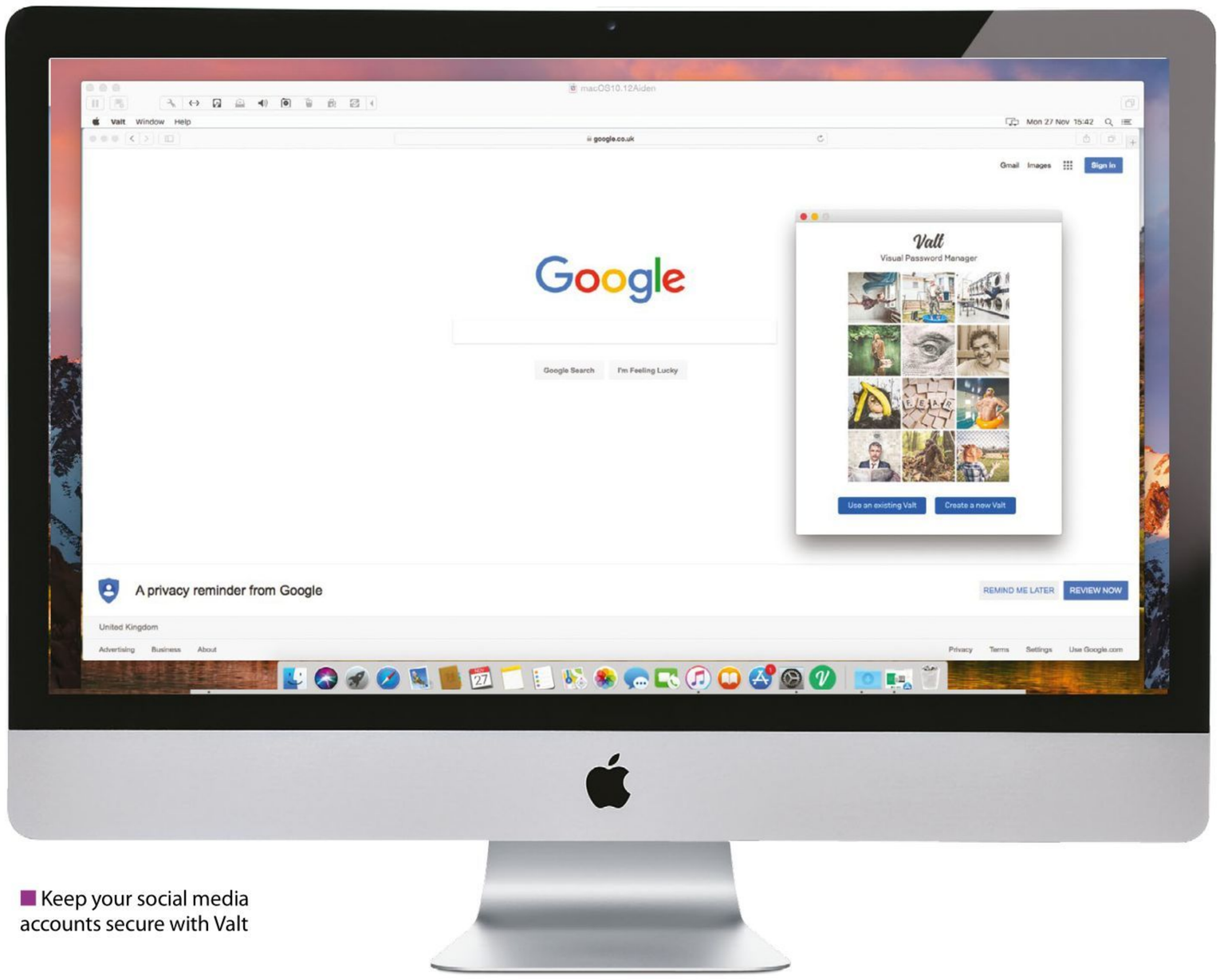
To put it simply, Valt hides all of your passwords behind one randomly-generated master password. This not only makes your Mac more secure, but it also saves you having to remember numerous passwords for all of your accounts and social media profiles.

iLove Undelete

Price: £4.99/$4.99

Developer: Wu Yang

Ever accidentally deleted a file from your Mac? Well, trying to get it back is a very long-winded process, and one that needs some expert knowledge. Step forward, iLove Undelete, the new app that will restore deleted files, as long as you haven't restarted your Mac.

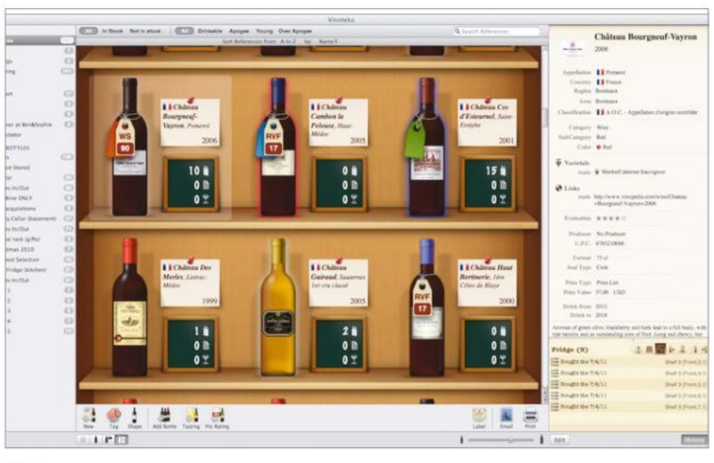


Keep your social media accounts secure with Valt

Lifestyle

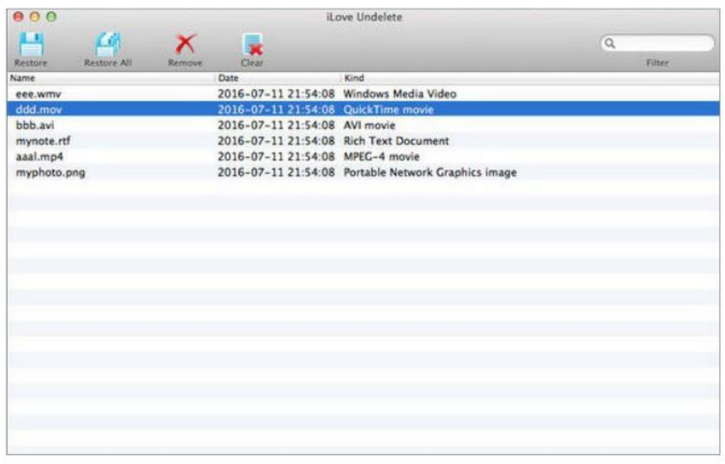
Tailor your Mac to fit in with your life

We all have different lifestyles, hobbies and interests, and as such a wide range of apps are required to cater for the majority. This particular category is more wide-ranging than any other because it covers all of our interests. From waking up in the morning to keeping a diary, all of these and more can fit in the Lifestyle category. With the right choice of apps, and used properly, they can be truly beneficial to your day-to-day life, and it is worth checking as many as possible to ensure that you are using the ones that are right for you. It is testament to the creativity of Mac developers that even the most obscure of interests are covered by Mac apps, and it goes to show just how flexible and powerful the platform truly is. Whatever your lifestyle, there will be an app for it.

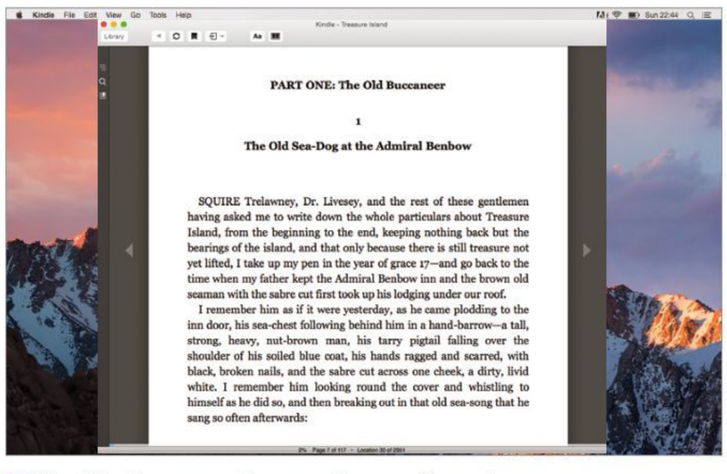


Vinoteka has great presentation

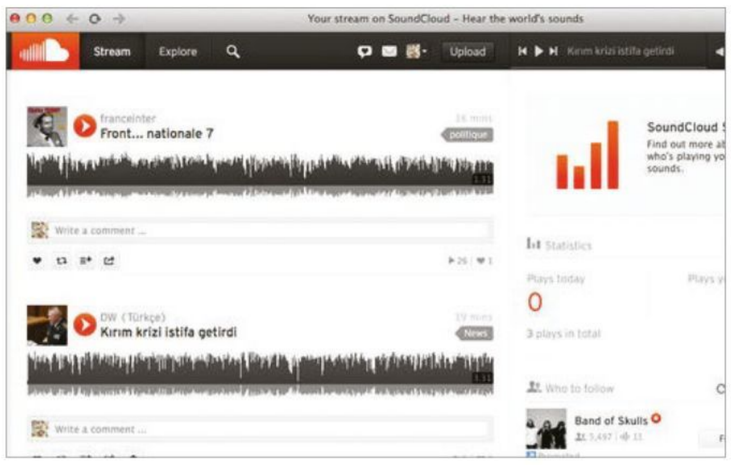
"The right choice of apps can benefit your day-to-day life"



Effortlessly restore files you've accidentally deleted

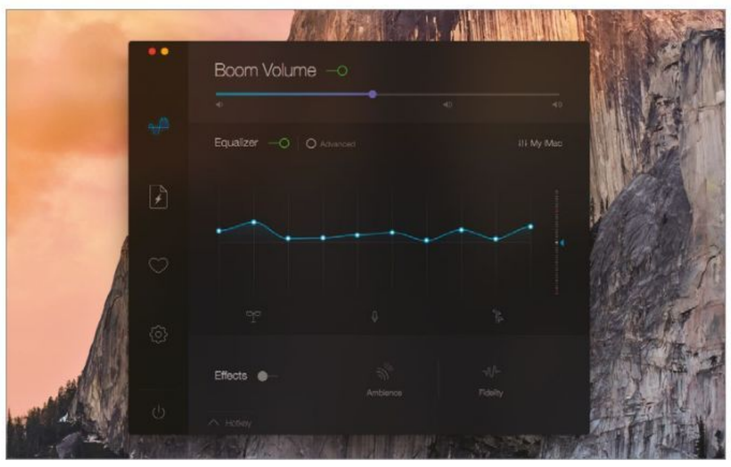


The Kindle app makes reading on Mac a breeze



Discover new SoundCloud mixes with SoundMate

Remix tracks on the fly with VirtualDJ



Boom 2 will liven up your Mac's speakers

Djay's authentic turntables make you feel like a real DJ

Music

Get down to the sound of the beat

The days of playing instruments and recording the resulting sounds to make music could be numbered. You can now create music in thousands of different ways, and record your output in extremely high quality. People now have the capacity to use instruments that haven't been designed yet, and have fun searching for new music using apps that understand their tastes. No matter what you want to do in the musical field, you can now do it, and some of the solutions also suit professional musicians. Songwriters, guitar players and producers can all use complex apps to create new work. DJs can mix music, and individuals can create completely original ringtones. Music has truly reached the digital age, and the digital age has brought music to anyone, no matter how talented they are. Now, we can all create music, just as we wanted to do when we were children.

5 essential apps

Logic Pro X

Price: £199.99/$199.99 **Developer:** iTunes S.a.r.l.

Logic Pro X is a complete set of creative tools for any musician who wants to write, record, edit and mix music. It comes with a huge collection of instruments, effects and loops, making it easy to get crisp and authentic sounding accompaniments on your tracks. Novices can get up and running quickly thanks to production-ready templates, while one-step track setup and a single-window interface allows you to work fast with easy access to all of the tools you need. With 40 built-in instruments, 80 different effects and over 1,700 samples, this is a studio boffin's nirvana.

VirtualDJ Home

Price: Free

Developer: Atomic Productions America

There are some apps that you can pick up for free from the Mac App Store that really make a mockery of some paid-for apps. VirtualDJ Home is a great example of this. It's used by some of the biggest DJs in the world to mix songs, and features a cutting-edge beatlock engine to ensure your tracks stay on the beat. Even bedroom DJs will be creating perfect remixes here.

Boom 2

Price: £19.99/$19.99

Developer: Global Delight Technologies

It's no secret that the sound that comes from your Mac's speaker isn't very good. It's pretty tinny, actually. The audiophiles among you will want to download Boom 2, which enhances and optimises the sound of music files to instantly transform your listening experience.

djay Pro

Price: £48.99/$49.99

Developer: algoriddim GmbH

If you've ever wanted to be a DJ, but didn't have the confidence to try it, you now can with this brilliant app. The feature set is immense and the presentation is realistic, so you have no excuse to not play around with your music and spin some virtual discs. You can even 'scratch' them like a true pro.

SoundMate for SoundCloud

Price: £4.99/$4.99 **Developer:** Deng Gao

SoundMate for SoundCloud is a social network for musicians and music lovers, populated by big-name acts showcasing their latest projects and aspiring musicians who upload their own tracks to get feedback. The community is friendly and it is a great place to share sounds with other users.

5 essential apps

Reeder 3

Price: Free **Developer:** Silvio Rizzi

When it comes to news aggregation services, few are as popular as Reeder. If you want a clean, smooth and easy to use news reader, then you'll want to grab a copy of Reeder 3. Put simply, it's the best at what it does, providing you with a home for all the news you could possibly wish to read. Reeder has support for multiple services, including Instapaper, Feedly and NewsBlur. Thankfully, the design of the app takes heavy cues from El Capitan – even the font is the same system one used across macOS and iOS.

Feedly

Price: Free **Developer:** DevHD

Feedly gathers features and news stories from your favourite websites, blogs or RSS feeds and collects them into one handy feed. You can select to have an unread counter so you know when there's something to read. Feedly is also available as an iPhone/ iPad app, having both the mobile and Mac app means you can sync the content across both platforms. You can have all the news you need wherever you are.

Downcast

Price: £4.99/$4.99

Developer: Jamawkinaw Enterprises

Not everyone wants to get their news by reading it digitally. A great alternative is to listen to podcasts, and Downcast is an ideal way to manage and listen to a library of your favourite podcasts. Downcast first made its name on iPhone, but has been nicely ported to Mac. It's packed with features, but at its core it is a place to search, subscribe and download audio. It fully supports iCloud syncing too.

Pocket

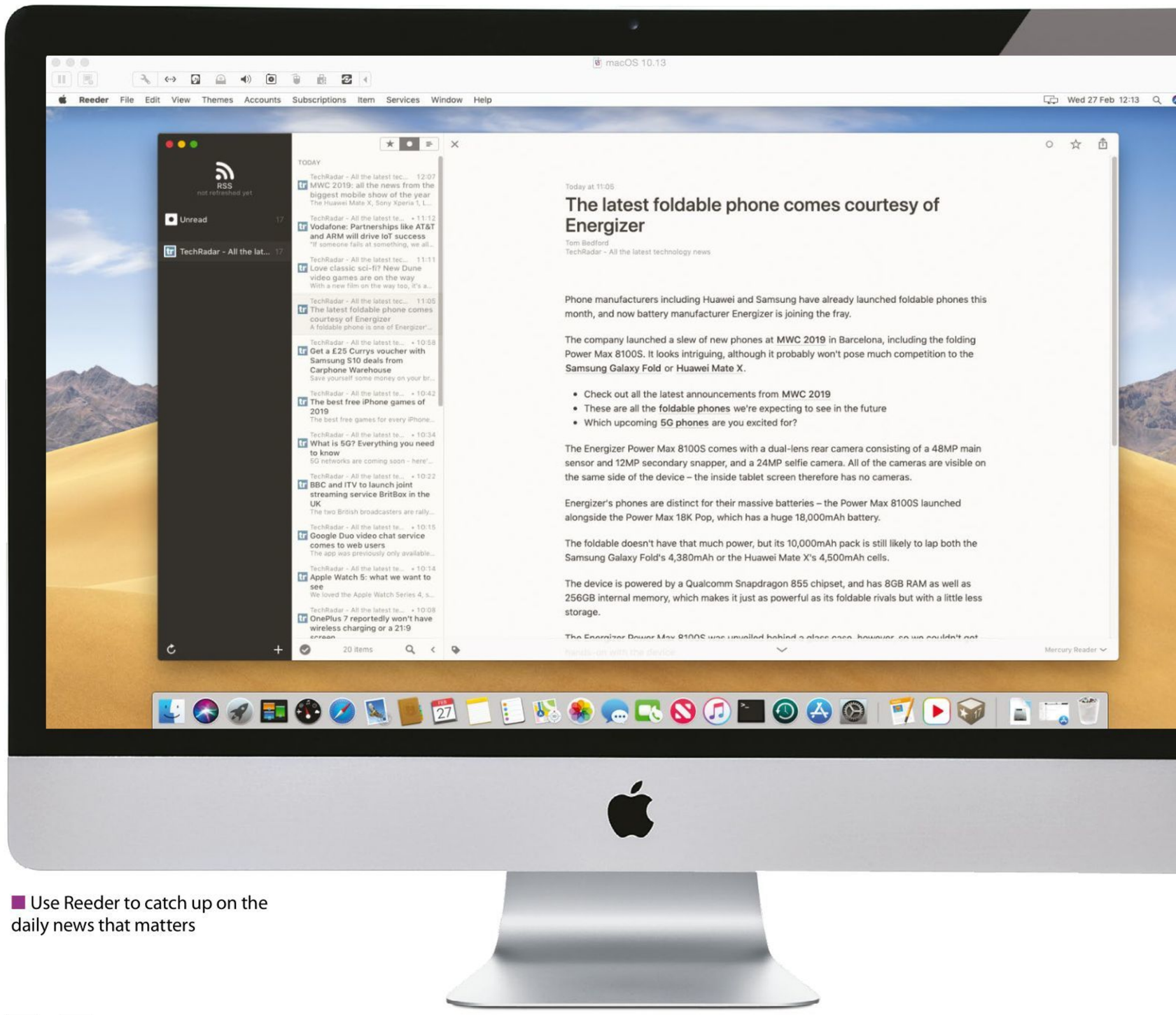
Price: Free **Developer:** Read It Later, Inc

Pocket provides a handy service for storing all of the web articles and videos that you don't have time to explore presently in the cloud and makes them accessible through any device. You can even read articles offline, making this idea for those long commutes.

Pulp

Price: £9.99/$9.99 **Developer:** Acrylic Software

This innovative news reader transforms your favourite news sites into your own personalised newspaper, making scanning through the news quicker and more enjoyable than ever before. By putting multiple news feeds onto a single page, Pulp lets you quickly browse through headlines to find hot topics.



Use Reeder to catch up on the daily news that matters

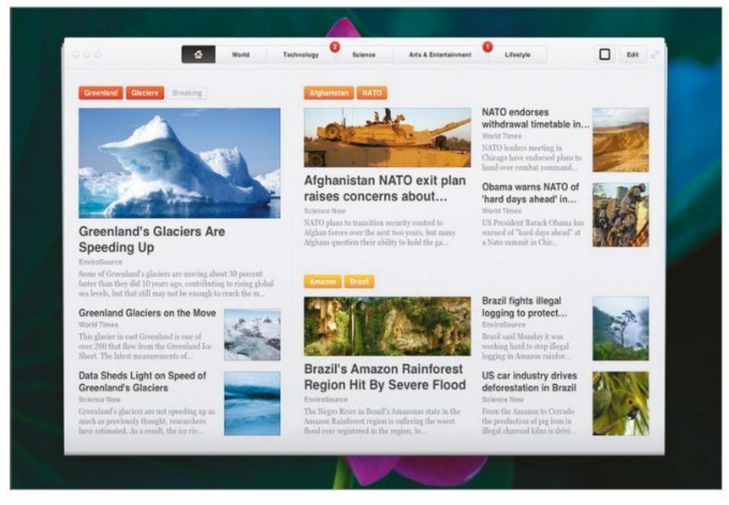
News

Keep informed on everything in the world today

It used to be that the best way to keep up with the news was to visit websites. Of course, this works well for sites like the BBC, but for specialist topics it can involve hunting around for the right places. Some Mac apps are now capable of recreating news provided by websites in a way that is more friendly, logical and easier to read. Other apps will automatically grab the latest news and present it on the desktop, and the options for reading a variety of topics are almost unlimited. No matter what the topic or your visual preference, there will be a solution that suits the way you want to catch up with the world around you. Indeed, some are so good that you may never visit a traditional website for news again.

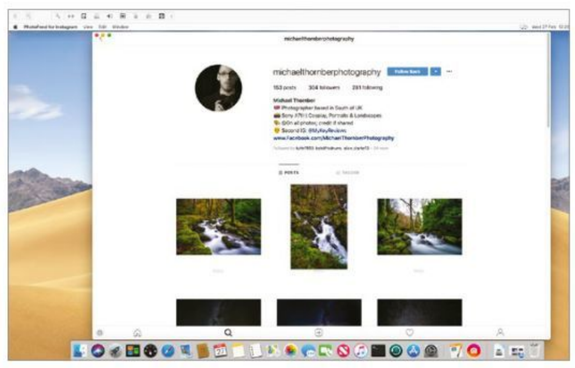
"Some Mac apps are capable of recreating news from websites"

Whole articles can be read without leaving the NewsRack app

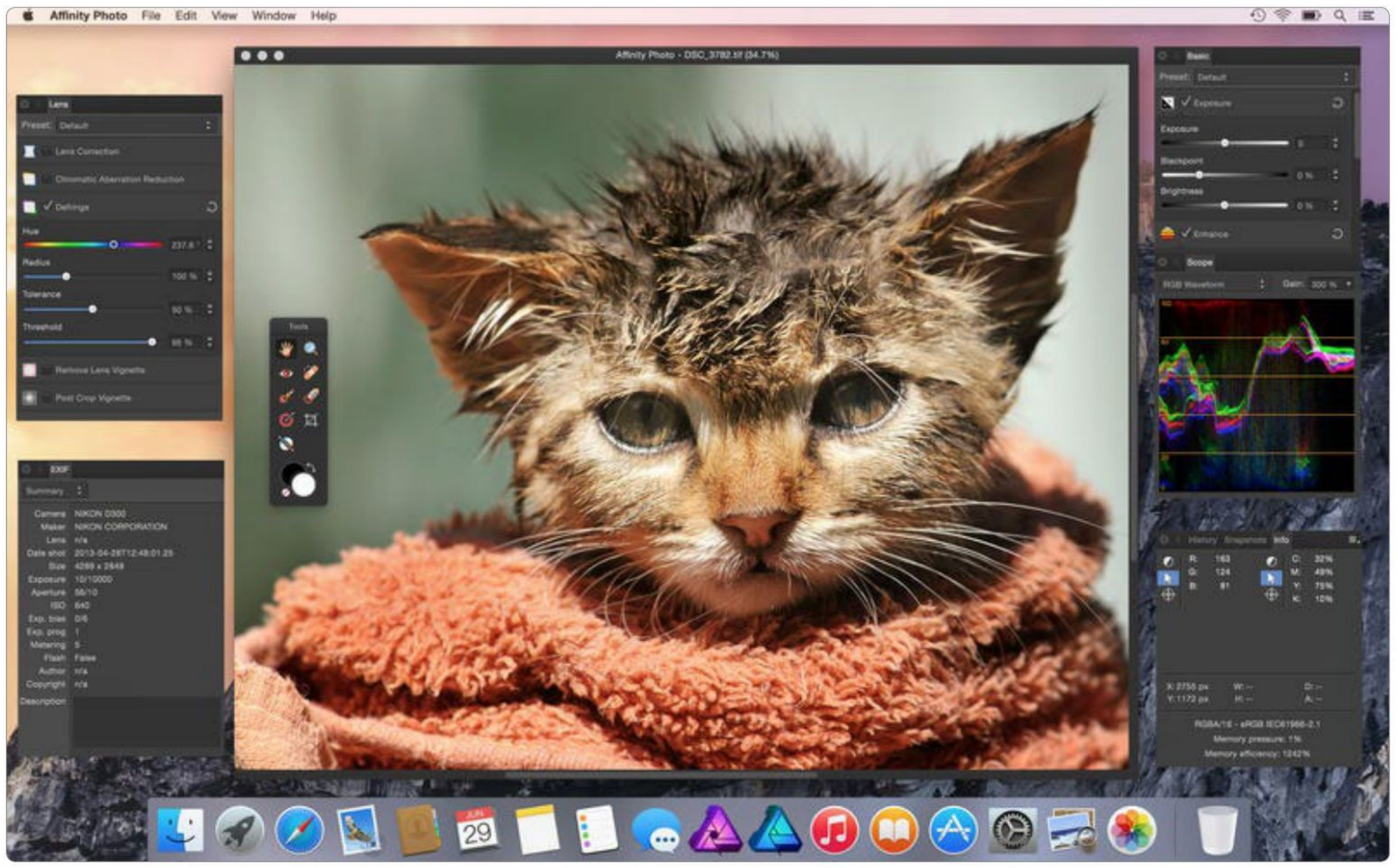


Get your news feeds in your own personalised newspaper with Pulp

The Fotor app is free and easy for beginners to use



The iGallery app is a must-have for Instagram users



Get the power of Photoshop for a fraction of the price with Affinity Photo

Photography Store your memories, and create new ones

Photographers will tell you that, often, a lot of the work required to create a great photograph happens on a computer after the photo has been taken, and this makes the Mac platform ideal for anyone with an interest in this field. It doesn't matter if you are experienced or new to the world of photography because there will be a solution, and the majority are designed to be as easy to use as possible.

From adding speech bubbles to making photos look like they were taken many decades ago, you can do almost anything you want with a Mac and a collection of digital images. You can take this as far as you like or just play around if you like, but either way, the platform and available apps will offer you everything that you need to get started and enjoy the world of photography for professional or personal reasons.

Pixlr gives you everything you need to tweak images to perfection

5 essential apps

Affinity Photo

Price: £48.99/$49.99
Developer: Serif

The old saying goes you need Photoshop to do some real powerful image editing on Max. Affinity Photo proves you don't, giving you the power of Photoshop at a fraction of the price. It's engineered for professionals, and includes supports for unlimited layers and retouching effects of the highest standard. Affinity Photo is so good, Apple made it one of their apps of the year.

Filters for Photos

Price: Free
Developer: Macphun

Filters for Photos does exactly what its name suggest, supplying you with endless filters to add to your built-in Photos app in macOS. Accessible as a third-party extension, this wonderful free app gives you creative filters to transform your images. Apply one of the filters, tweak the strength of it and then save it to your Photos library or share it via all the usual social sites for the world to see.

PicFrame

Price: £7.99/$7.99
Developer: Active Development

A good frame can make even the dullest pictures look attractive, and this affordable app features 67 adjustable frames, with support for up to nine photos in a single frame. Once you have composed your photo arrangements, you can share them on Facebook or Twitter, or just enjoy gazing at them on your desktop. For the price, this is a brilliant app for showing off your snaps.

Fotor Photo Editor

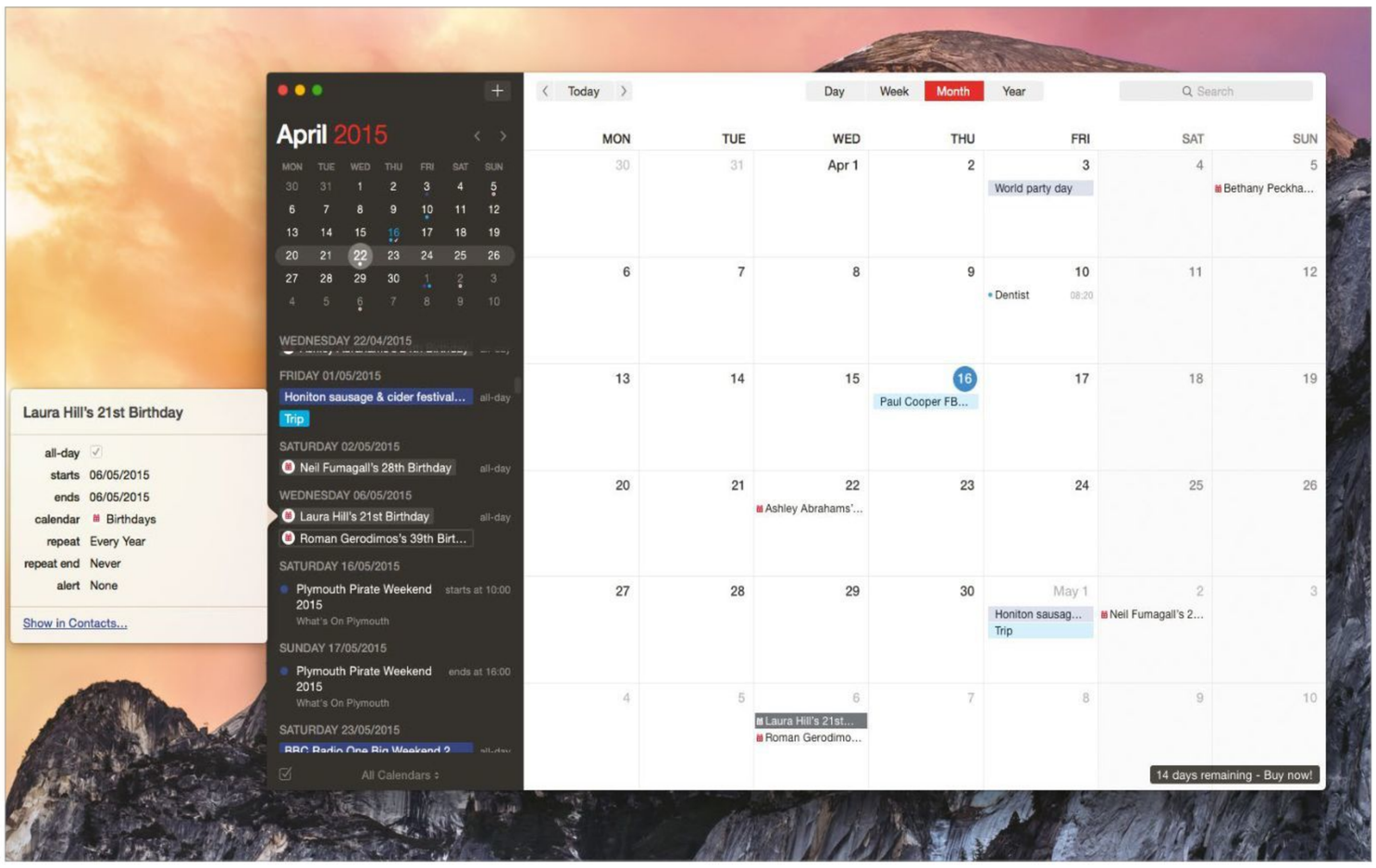
Price: Free **Developer:** Chengdu Everimaging Science and Technology

Fotor is a great way of transforming everyday images into works of art. You can touch up photos, add filters, text, borders or put a group of images into a collage, Fotor has everything you could possibly need – plus it's free and easy to use. If you know nothing about exposure and contrast, you can also just click on the 'Auto' button and Fotor will calculate the perfect edit.

Photofeed for Instagram

Price: Free **Developer:** Chengyu Huang

Viewing your Instagram account online is a pretty unwieldy way of using the photography social network, but Photofeed for Instagram solves that problem with its edge-to-edge imagery, direct messaging, searching and upload support. The app lets you view images and videos at full resolution in their original aspect ratio. A must-have for Instagrammers.

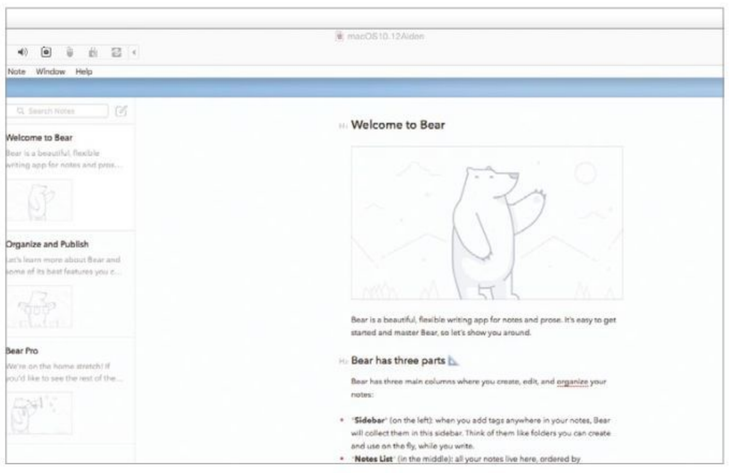


Fantastical 2 will keep your calendar in perfect shape and keep you productive

Productivity

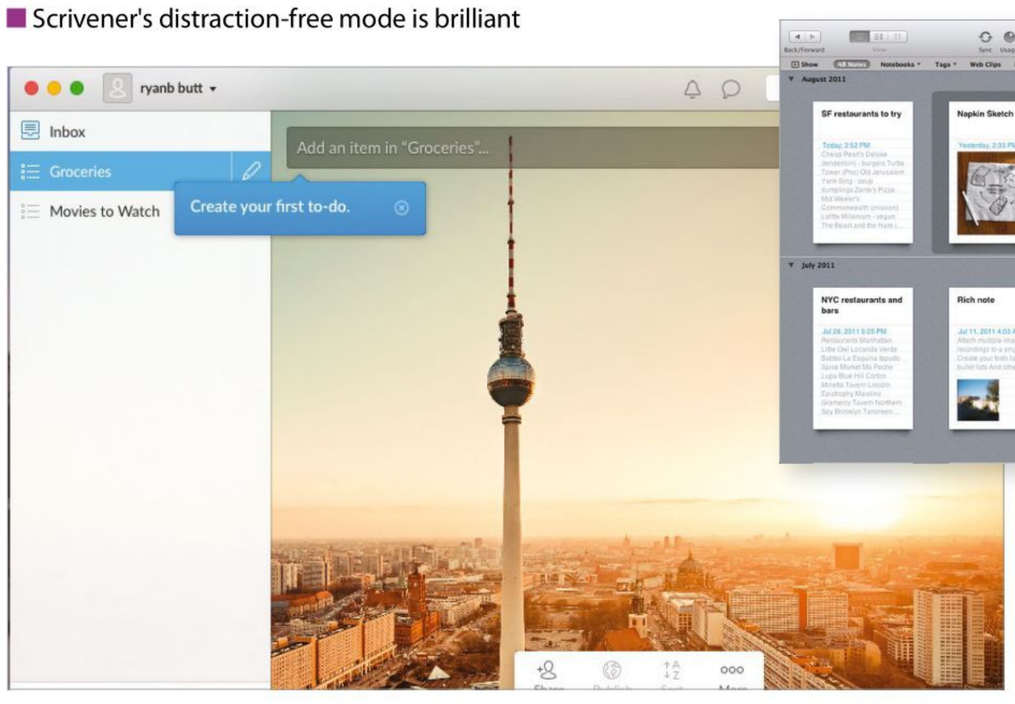
Maximise your output

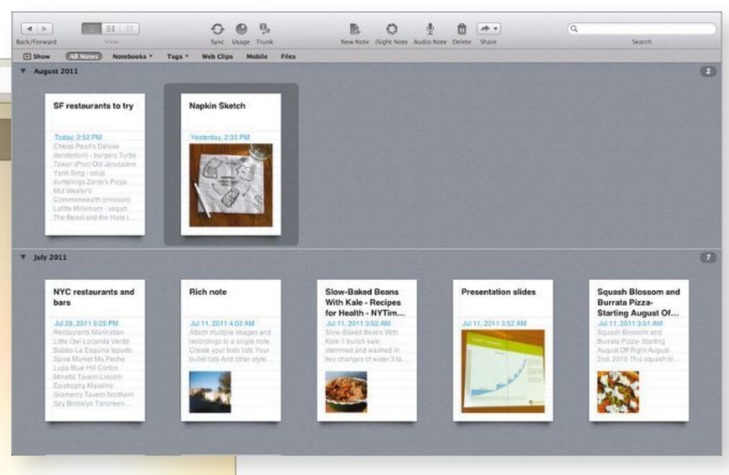
Productivity takes many forms, and there are solutions that will help you be more productive, no matter what your need or speciality. Everything from creating text documents to building databases can fall into this category, and it is without doubt one of the more diverse categories, encompassing a wide range of apps. If there is any task that you need to be more productive at, there will likely be a solution available. It may require some careful searching, but a solution will arrive that could potentially speed up every aspect of your work, which can have major benefits for almost everything you do with your desktop or laptop. Sometimes, the smallest solutions offer as many benefits as the larger apps and you should take time to see if a collection of smaller apps will work better than one large app.



Scrivener's distraction-free mode is brilliant

"There are many great productivity solutions"





Multiple views are available in Evernote

Capture your thoughts and create to-do lists with Wunderlist

5 essential apps

Bear

Price: Free

Developer: Shiny Frog

If you're a professional writer, or writing is a daily hobby for you, Mac users don't have a huge selection of options. Bear is multi-purpose, so it acts as a typewriter, an organiser and a journal. Bear works so well in focus mode as it allows you to concentrate entirely on your words. Some of the features are locked behind a monthly subscription but there is enough content with the free version.

Fantastical 2

Price: £48.99/$49.99

Developer: Flexibits

The best third-party apps are the ones that hugely improve your everyday Mac experience. Fantastical, for example, adds a huge amount of features to your stock Calendar app. You can add events quickly, integrate additional calendars from third-party sources and link with your contacts.

1Password

Price: Free

Developer: Agilebits Inc

If you want to apply extra security to your Mac and protect all of your various user names and passwords then this app works directly with your browser, saves all of your details and then effortlessly creates strong, unique passwords for each site. The app can then automatically and securely log you in, enter credit card information and fill in registration forms, all while encrypting your info with one password.

Wunderlist

Price: Free

Developer: 6 Wunderkinder GmbH

If you need an outlet for all of your creative ideas, or you just need an efficient and robust app for creating quick and easy to-do lists then this app fits the bill perfectly. Through a simple interface you can get down your notes and share them with others.

Evernote

Price: Free **Developer:** Evernote

Evernote is a hugely popular online note system and can help you manage and organise many aspects of your life. This free app brings all of your notes and quick synchronisation to any Mac and is designed to offer all of the main features on your desktop all of the time. If you like to store thoughts, images and notes then this is essential.

5 essential apps

WhatsApp

Price: Free **Developer:** WhatsApp, Inc

If you have ever used WhatsApp on a smartphone then you should have no issues when using this app as both versions works exactly the same. All of your conversations can be synced to your Mac when signing in. If you don't know what WhatsApp is, it is a free messaging service that lets you send messages over Wi-Fi or mobile data using your existing phone number. As well as one-to-one messaging you can create groups and message multiple people at the same time.

Tweetbot 3

Price: £9.99/$9.99

Developer: Tapbots

As there is no official Twitter app we searched through the third-party options. Of the ones available to you, Tweetbot 3 is the one we'd recommend. It's designed specifically for Mac (so it looks great and works with Notification Center) and features support for multiple accounts – a must for anyone who balances work and personal accounts. You can view everything with multiple columns or windows too.

Grids - For Instagram

Price: Free

Developer: ThinkTime Creations LLC

Ever been frustrated by there not being a standalone app for Instagram? Well there's a quick and handy solution in the form of Grids - For Instagram. The app offers all of the features you would expect from the smartphone app such as direct messaging, viewing stories and searching for new people to follow. Your feed is displayed - as the name suggests - in a grid that is visually appealing and you can click on photos for to see a larger version.

Pin for Pinterest

Price: Free

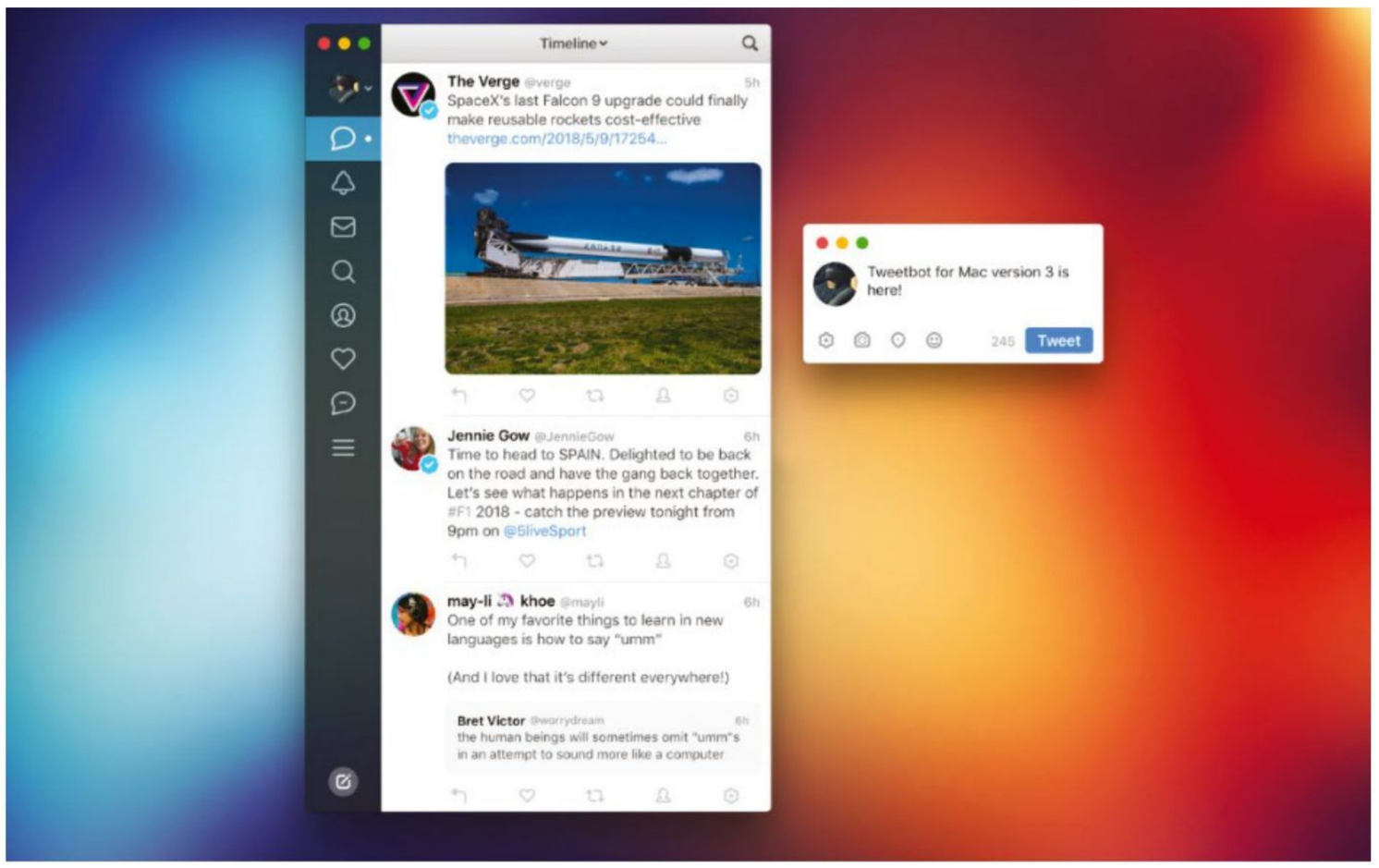
Developer: Chatsworth and Whitton Limited

This app takes your Pinterest addiction to a whole new level by allowing you to instantly browse your Pinterest account without having to open your web browser. You will need Pin Pro to upload new images, but this app at least allows you to fuel your Pinterest interest.

Houseparty

Price: Free **Developer:** Life on Air, Inc

Sending messages to friends is good but talking face to face will always be the better experience. If your friend are too far away, Houseparty is an app you should download as it allows you to video call friends and family using the camera built onto your Mac.

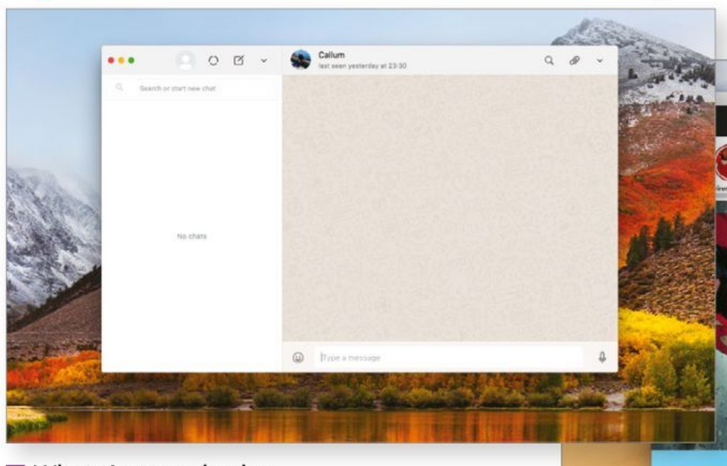


Social Networking

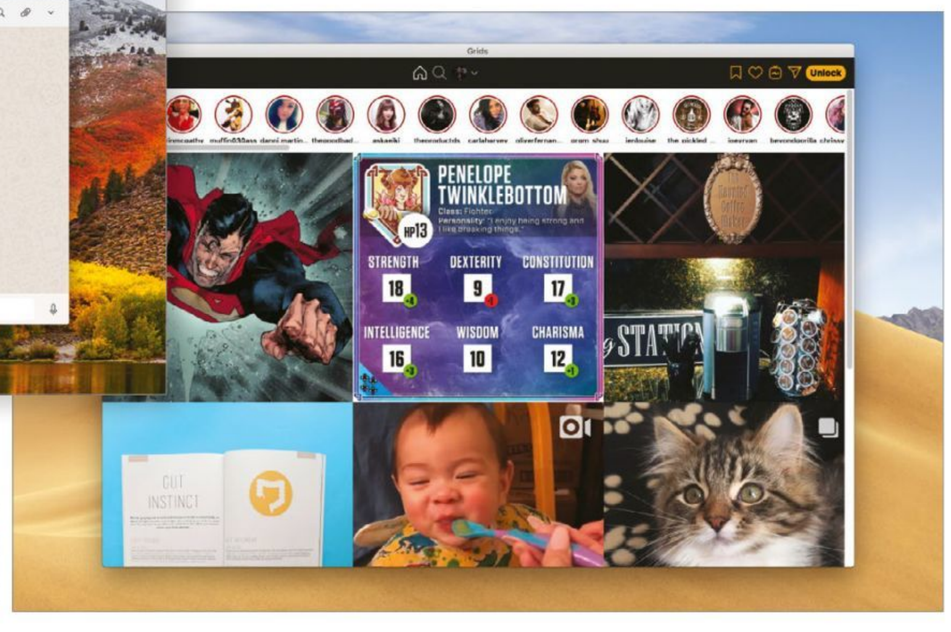
Stay connected with a variety of fantastic apps

Social networking has grown to be one of the most used forms of internet communication, and for some people the big services like Twitter and Facebook take up the majority of their online time. Each service has websites associated with it, but rarely is the web experience as good as standalone apps on a desktop or mobile. There are apps available that can sit on the desktop and update you as they work, and others that offer more features than the social networks do officially. Other solutions attempt to bring all of your social networks together in one place, and even allow you to update multiple sites at once. If you use any of the social networks, then there are apps available that will completely transform the way that you communicate with friends and strangers. It's just a question of finding the ones that work best with the way that you like to talk.

"Transform the way that you communicate with friends and strangers"



■ WhatsApp works the same as the mobile version to make messaging easier



■ Grids - For Instagram displays your feed in a unique way

Essential apps

5 essential apps

Swing It Pro

Price: £149.99/$149.99

Developer: FKE Datakonsult AB

Golf is all about the swing. Without a good technique, your scores will be higher and your enjoyment less. You can either pay lots of money to get some coaching, or purchase this app and learn at home. It uses videos to help you visualise what you need to do. You can crop the videos, create notes and work in your spare time. It isn't cheap, but compared to professional coaching, it could produce similar results, and ultimately save you money.

Pilates Class

Price: £4.99/$4.99 **Developer:** Tony Walsh

You don't need us to tell you that Pilates is a great way to get – and stay – fit. If you're keen to learn what it's all about, and you respond well to video tuition, Pilates Class will be a great addition to your Mac. The app gives you 380 videos to watch (this actually makes it really good value for money), and searching is easily done, as is rating your favourites. You can even see your video watching history as a handy way to keep track of your progress.

PlayMaker Pro Basketball

Price: Free

Developer: Bruce Williams

This useful app enables a basketball coach to use their Mac as a tactical drawing board. With no complicated menus to navigate, you can be up and drawing in no time. Arrange players' positions easily according to your strategy and even draw special moves with your mouse, then share it with the players or staff.

7 Minute Workout Pro

Price: £2.99/$2.99**Developer: Rozga Wojciech**

The two most common things that prevent people from working out are no spare time and lack of equipment. The 7 Minute Workout Pro app has made those arguments obsolete as it provides easy and short workouts that require nothing but your body, a wall and a chair. Just press play on the app and a voice will talk you through twelve 30-second exercises with short breaks between them.

Human Anatomy for Sportsmen

Price: Free **Developer:** Sporteca

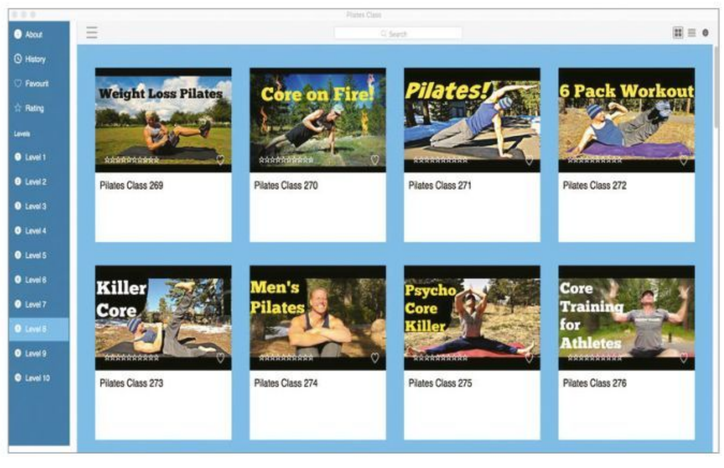
This database of exercises shows you how every movement will target specific muscles and each one comes with instructions on how to perform them correctly. You can create your own workout program and record your progress.

With Swing It Pro you can analyse any aspect of the perfect golf swing

Sports

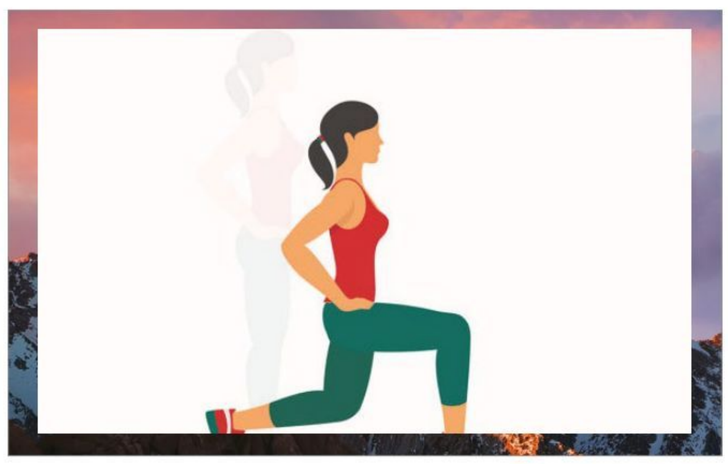
Make the most of your sporting abilities

Sports is a category that is broad in that it has to cater for a wide range of different activities. Within each sport there are further groups of people; coaches, players, fans and so on. This means that app developers have to build a variety of solutions for every conceivable activity, and this category alone highlights just how popular the Mac platform is for apps. No matter what sport you enjoy, you should be able to find an app that will increase your enjoyment or participation. From getting up-to-the-minute timings on motor racing laps to building strategies and plans for a team you coach, you can do it with a Mac. As a fan, you can also find specialist apps that will present news and gossip for particular sports, and this includes information from official sources, which are presented in a unique way for the desktop.

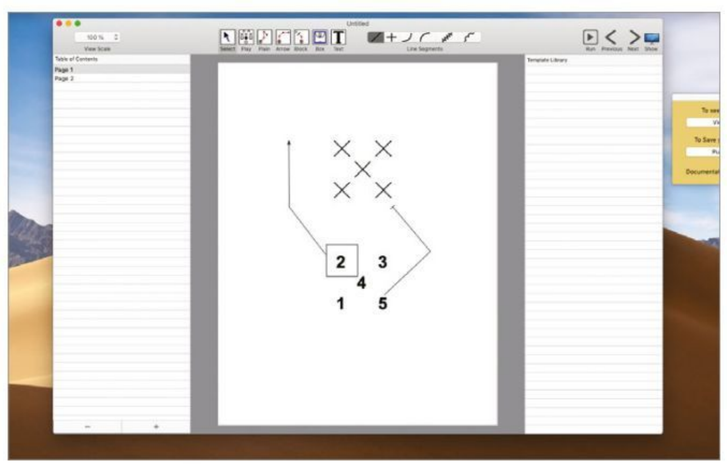


Learn Pilates from the comfort of your home

"No matter the sport, you should be able to find an app to help"



Have a spare seven minutes? Try a quick workout



Map out your basketball team's tactics on your Mac

iStopMotion feels like creating a home video

Save your custom settings in Compressor and they'll appear in Final Cut Pro X too

Video

Create your very best videos in high-quality output

The world of digital video is a curiosity in that most people will have already been exposed to it, but few of the creators will take the time to enhance their media. It is very much seen as a static media form; you take a video and leave it as it is to view at a later date. However, you can do so much with your creations, and there are all sorts of apps to help you manipulate all of your personal and work-related videos. You can add special effects, funny commentary and even incorporate them into professional presentations. The beauty of the Mac is that even the lower-end systems are able to cope with memory-intensive video production really well. The platform is designed to cope with all types of media, even high-definition video files, and the video apps available on the Mac App Store make it all work together in an even more efficient manner.

Final Cut Pro X is powerful enough to use 3D titles

5 essential apps

Final Cut Pro X

Price: £299.99/$299.99
Developer: Apple

When it comes to editing video on your Mac, there is no better choice than Final Cut Pro X. It's an app used by real Hollywood directors to store and manage their footage, apply pro-level effects and share it with the waiting world in all sorts of formats. Final Cut can help you get smooth audio too, as well as tweaking the colour in your clips. There's even green screen features to try out.

Motion

Price: £48.99/$49.99
Developer: Apple

Motion is another app made by Apple, and another must-have for video editors. Motion lets you customise Final Cut titles, transitions and effects. You can mess around with 2D or 3D titles, and apply a variety of effects with the help of over 230 behaviours. It's a brilliant way to get natural-looking motion without any programming knowledge. The app's 64-bit architecture supports layered effects.

Compressor

Price: £48.99/$49.99
Developer: Apple

Compressor is an app that anyone using Final Cut for professional reasons will want to download. It adds power and flexibility to Final Cut's export process, customising output settings, helping you to work faster with distributed encoding and giving users access to a comprehensive set of delivery features. Compressors work flawlessly, even if you throw batches of video at it.

iStopMotion 3

Price: £19.99/$19.99
Developer: Boinx Software Ltd

Stop motion is a video effect that most people had no or little access to… until iStopMotion came along, that is. With this app, you can spend time creating stunning stop-motion films, where inanimate objects can be made to move, which will surprise anyone that you show it to. The time required to become adept at using this is surprisingly low for the potential results that you will be able to achieve.

Smart Converter

Price: Free
Developer: Systemic Pty

If all you require is a simple and effective video converter app then this free offering ticks all of the right boxes by being able to handle hundreds of different file types to enable that they play on all of your favourite devices. All you have to do is drag and drop a media file into the app and then choose a conversion type. It will only convert what is needed, making it one of the fastest of its type around.

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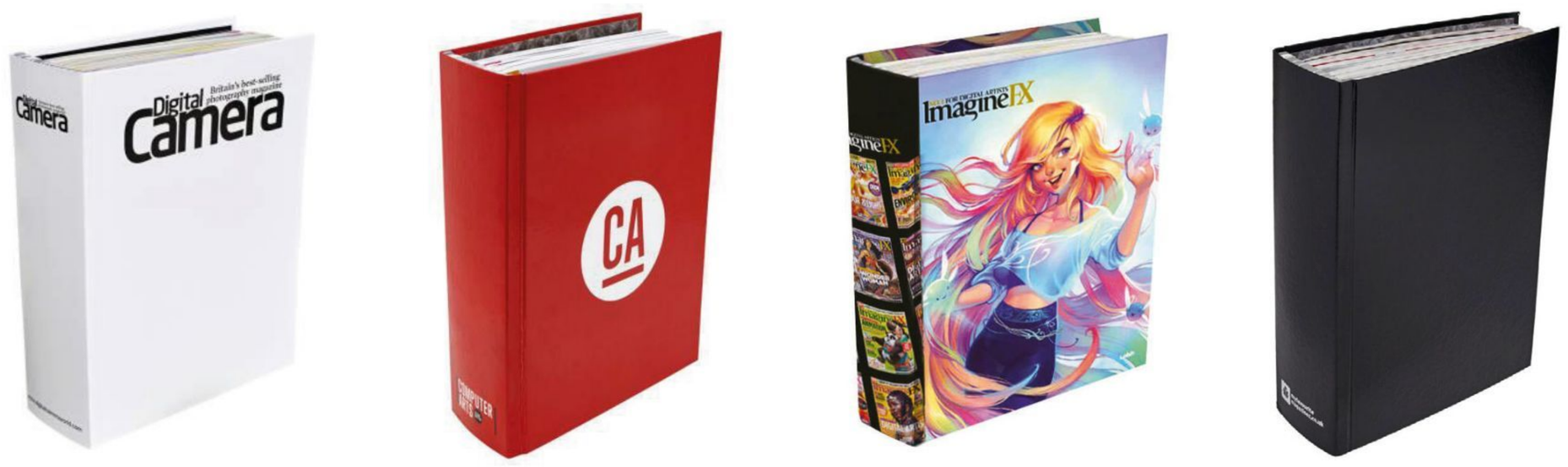

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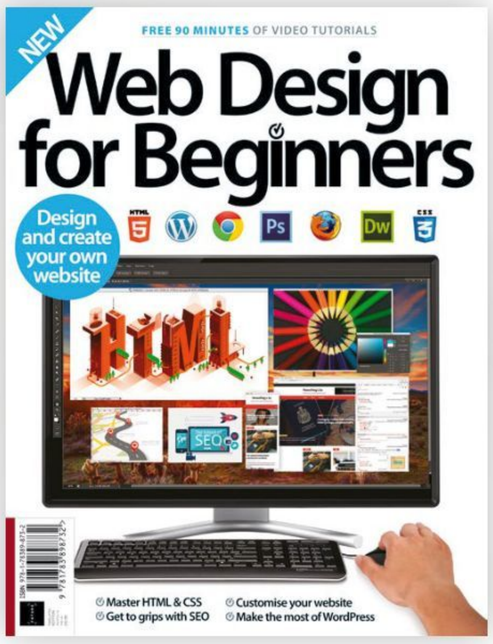
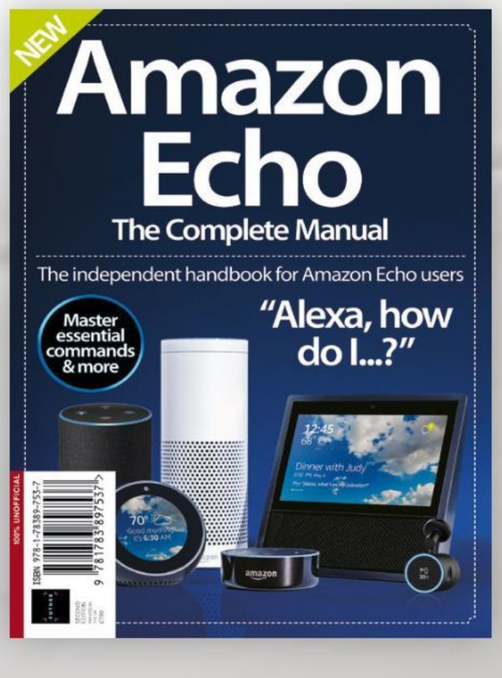
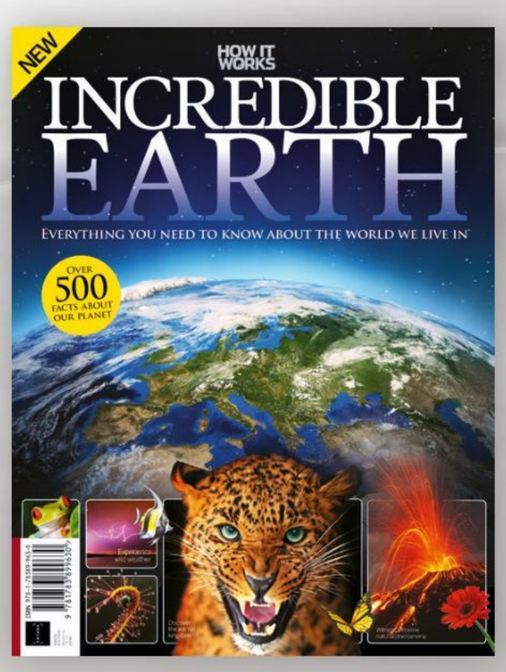
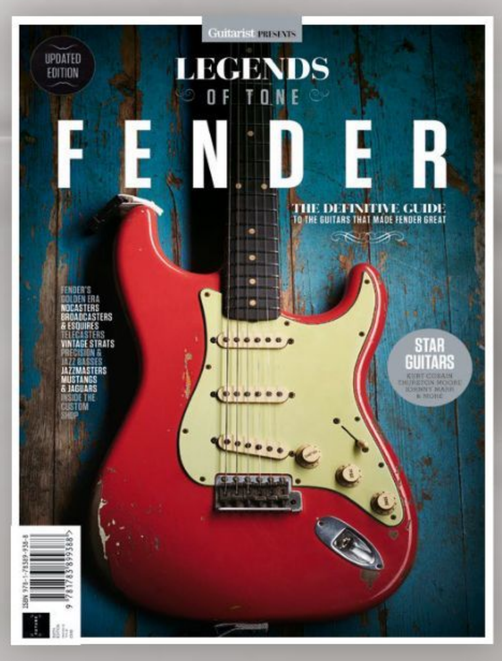


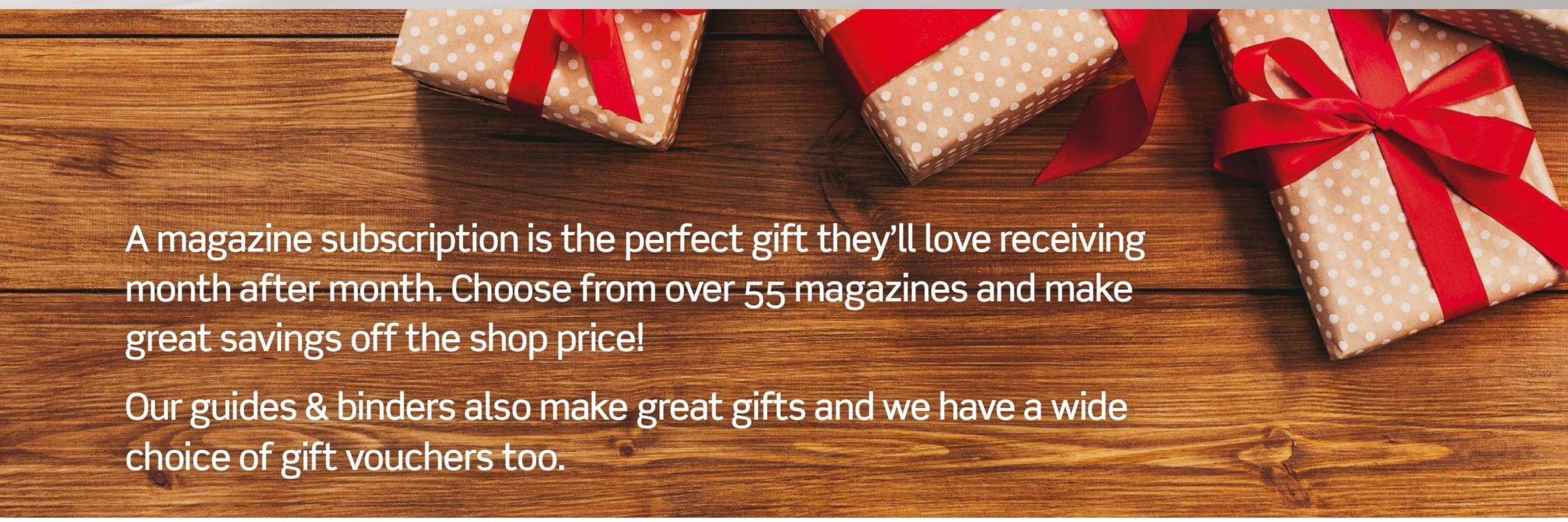
DISCOVER GREAT GUIDES & SPECIALS

From photography to music and technology to gaming, there's something for everyone.









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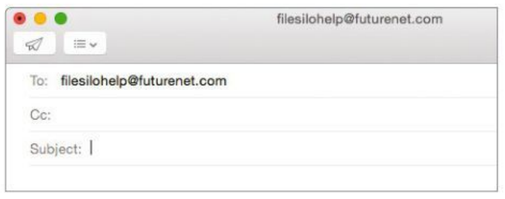

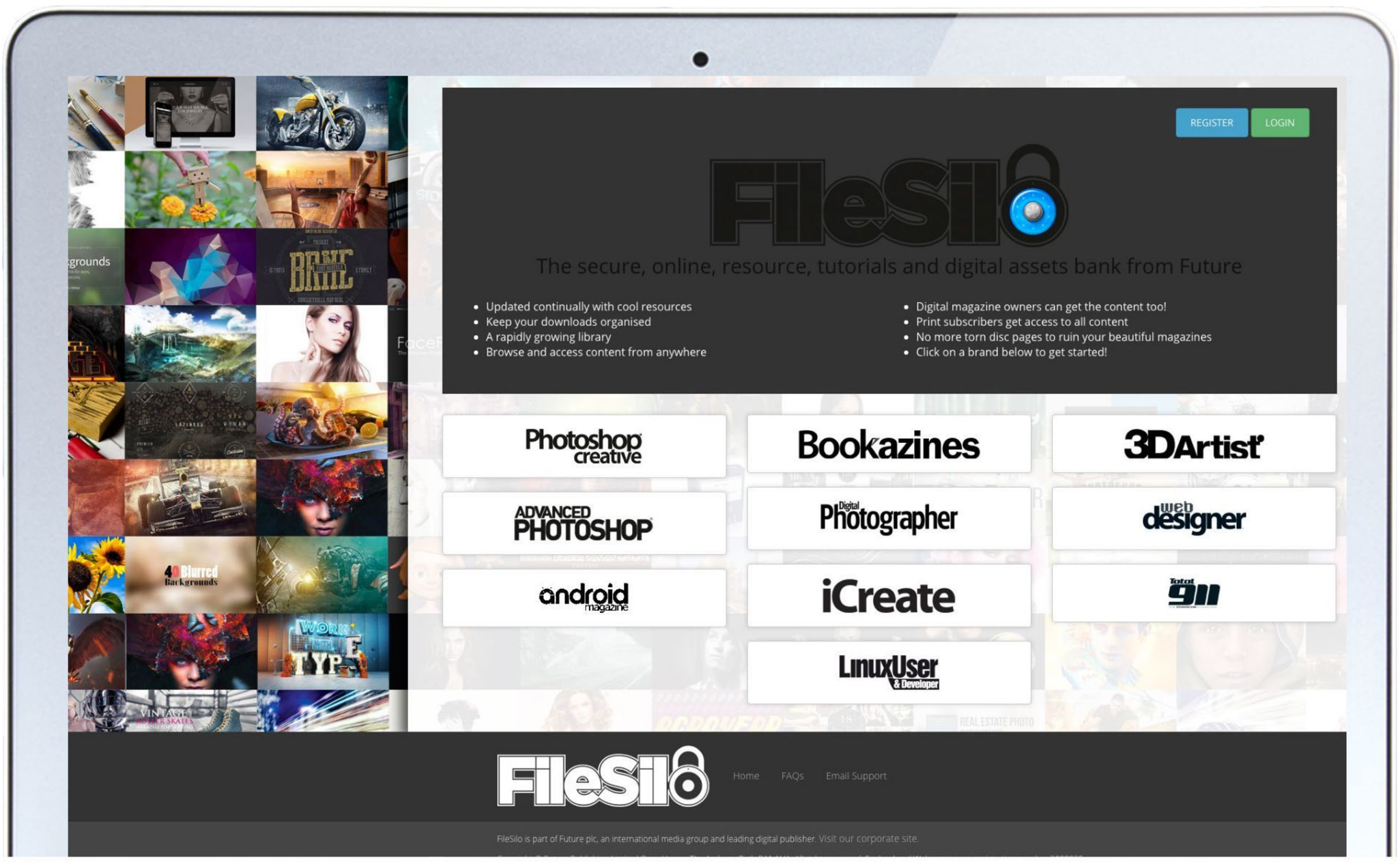

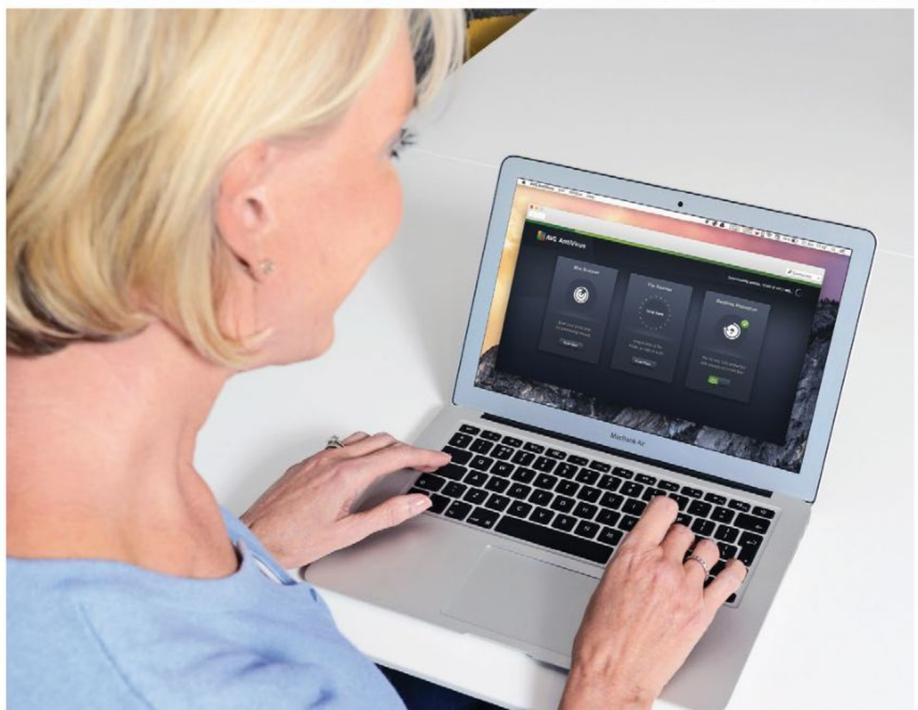

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