

NEW

FREE 4GB ONLINE RESOURCES

Mac[✓] for Beginners

Everything you need to know to get started with your Apple Mac

Perfect for new users!



500+ essential Mac tips

✓ Learn OS hints and shortcuts

✓ 100% independent

Digital
Edition



TWENTIETH
EDITION

100% UNOFFICIAL

Welcome to **Mac** for Beginners

Welcome to Mac for Beginners, the ideal companion to guide you through your first steps with your iMac, Mac Pro or MacBook. In this newly revised edition, we'll explore all the essentials, including basic navigation, shortcuts and back up options. You'll then progress onto discovering all the best OS apps and features – from Mail to Safari, iTunes to Siri, AirDrop to iCloud. You'll also discover all of the many features of the latest macOS, High Sierra. 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.



Mac for Beginners

Future PLC Richmond House, 33 Richmond Hill,
Bournemouth, Dorset, BH2 6EZ

Editorial

Editor **Rebecca Greig**
Designer **Jordan Travers**
Staff Writer **Aiden Dalby**
Editorial Director **Jon White**
Senior Art Editor **Andy Downes**

Advertising

Media packs are available on request
Commercial Director **Clare Dove**
clare.dove@futurenet.com

International

International Licensing Director **Matt Ellis**
matt.ellis@futurenet.com

Circulation

Head of Newstrade **Tim Mathers**

Production

Head of Production **Mark Constance**
Production Project Manager **Clare Scott**
Advertising Production Manager **Joanne Crosby**
Digital Editions Controller **Jason Hudson**
Production Managers **Keely Miller, Nola Cokely,**
Vivienne Calvert, Fran Twentymen

Management

Chief Operations Officer **Aaron Asadi**
Commercial Finance Director **Dan Jotcham**
Head of Art & Design **Greg Whitaker**

Printed by William Gibbons, 26 Planetary Road,
Willenhall, West Midlands, WV13 3XT

Distributed by Marketforce, 5 Churchill Place, Canary Wharf, London, E14 5HU
www.marketforce.co.uk Tel: 0203 787 9001

Mac is a trademark of Apple Inc., registered in the U.S. and other countries.
Mac © 2018 Apple Inc.

Mac For Beginners Twentieth Edition
© 2018 Future Publishing Limited

We are committed to only using magazine paper which is derived from responsibly managed, certified forestry and chlorine-free manufacture. The paper in this magazine was sourced and produced from sustainable managed forests, conforming to strict environmental and socioeconomic standards. The manufacturing paper mill holds full FSC (Forest Stewardship Council) certification and accreditation.

All contents © 2018 Future Publishing Limited or published under licence. All rights reserved. No part of this magazine may be used, stored, transmitted or reproduced in any way without the prior written permission of the publisher. Future Publishing Limited (company number 2008885) is registered in England and Wales. Registered office: Quay House, The Ambury, Bath BA1 1UA. All information contained in this publication is for information only and is, as far as we are aware, correct at the time of going to press. Future cannot accept any responsibility for errors or inaccuracies in such information. You are advised to contact manufacturers and retailers directly with regard to the price of products/services referred to in this publication. Apps and websites mentioned in this publication are not under our control. We are not responsible for their contents or any other changes or updates to them. This magazine is fully independent and not affiliated in any way with the companies mentioned herein.



Future plc is a public company quoted on the London Stock Exchange (symbol: FUTR) www.futureplc.com

Chief executive **Zillah Byng-Thorne**
Chairman **Richard Huntingford**
Chief financial officer **Penny Ladkin-Brand**

Tel +44 (0)1225 442 244

Part of the
iCreate
bookazine series

Contents

Feature 22 Become a High Sierra genius

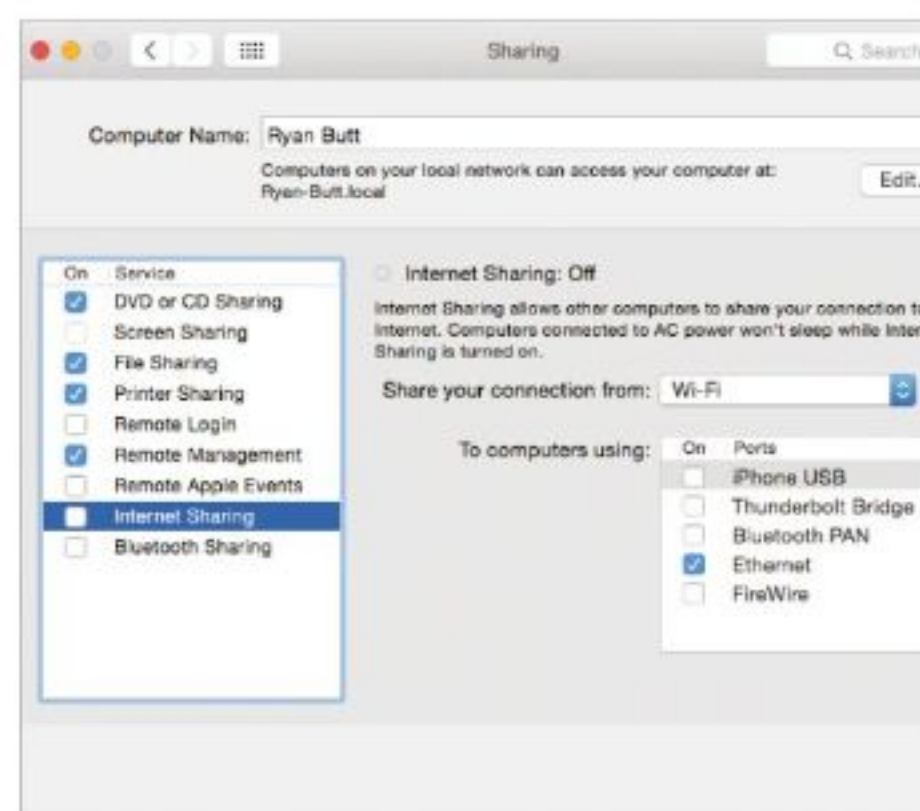
"Explore all the essentials, like basic navigation, shortcuts and back up options"

Feature 8 Everything you need to know

Getting started

- 34 Connect to the internet
- 36 Add a new user account
- 38 Where is everything kept?
- 40 Set up iCloud in macOS
- 42 Work with applications
- 44 Find your way around Mission Control
- 46 Organise Launchpad
- 48 Get started with Dashboard
- 50 Get to know Notification Centre
- 52 Add widgets to Notification Centre
- 54 Talk to Siri on your Mac
- 56 Use macOS's manage storage facility
- 58 Take advantage of Spotlight

- 60 Inside System Preferences: Personal
- 62 Inside System Preferences: Hardware



- 64 Inside System Preferences: Internet & Wireless
- 66 Inside System Preferences: System
- 68 Tweak your trackpad settings in System Preferences
- 70 Use Hot Corners in macOS
- 72 Set up and use Split View
- 74 Recover files with Time Machine
- 76 Use Disk Utility to check the health of your hard drive and repair it
- 78 Use AirDrop to share files
- 80 Set up and explore iCloud Drive
- 82 Get to grips with Family Sharing

The next step

- 86 Set up email on your Mac
- 88 New features in Mail for High Sierra
- 90 Browse the internet
- 92 Configure websites in Safari 11
- 94 Start using Apple Maps
- 96 Get to know the Mac App Store
- 98 Download apps from the Mac Store
- 100 Delete and reinstall apps on your Mac
- 102 Clean your Mac and get more space
- 104 Get started with iTunes
- 106 Organise your iTunes music library
- 108 Download music from iTunes
- 110 Set up and use Apple Music
- 112 Rent and buy movies on iTunes
- 114 Navigate the new iBooks
- 116 Get to know the Calendar
- 118 Add an alarm to a Calendar event
- 120 Set up Messages for every device
- 122 Discover FaceTime for Mac

Feature 126 Create a masterpiece in iMovie

Going further

- 126 iMovie editing masterclass
- 134 Master iMovie's precision editor
- 136 Keep your Photos library organised
- 138 Search your library by objects
- 140 Take control with Photos' Curves
- 142 How to use Drum Designer
- 144 Keep time with Tempo Track techniques in GarageBand
- 146 Learn to stay in tune with the Tuner

Working with macOS

- 150 Master the new features of Notes
- 152 Keep your contacts in an address book
- 154 Build documents with Pages
- 156 Create and save a custom template
- 158 Create a spreadsheet in Numbers
- 160 Visualise data in Numbers
- 162 Add notes in Keynote

Essential apps

- 164 50 essential Mac apps



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

Ultimate guide





The ultimate guide to your Mac

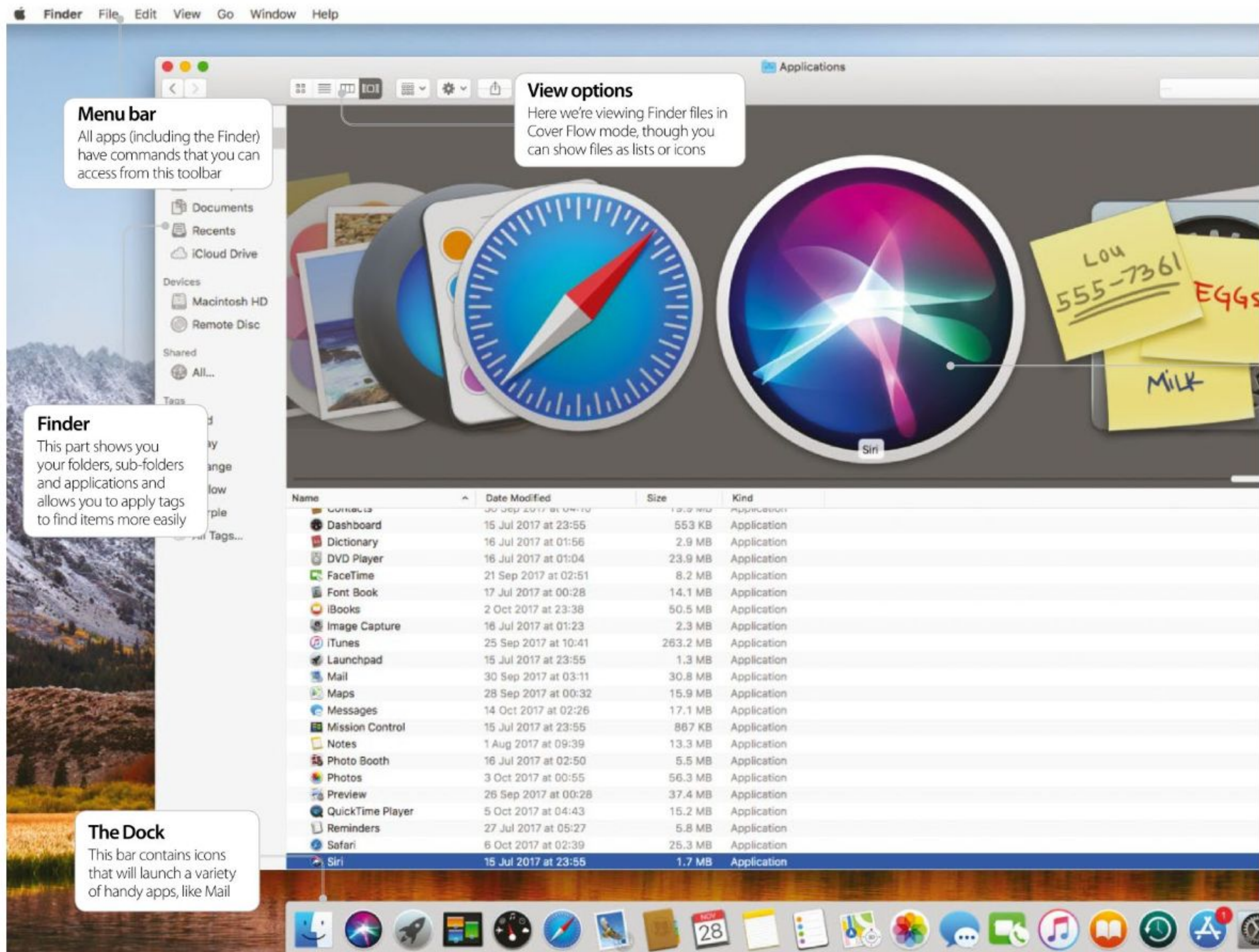
Taking you through everything you need to know to get started on your Mac

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.

"Among its talents, there's one constant: you'll enjoy using it"

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 High Sierra 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.

Ultimate guide



High Sierra

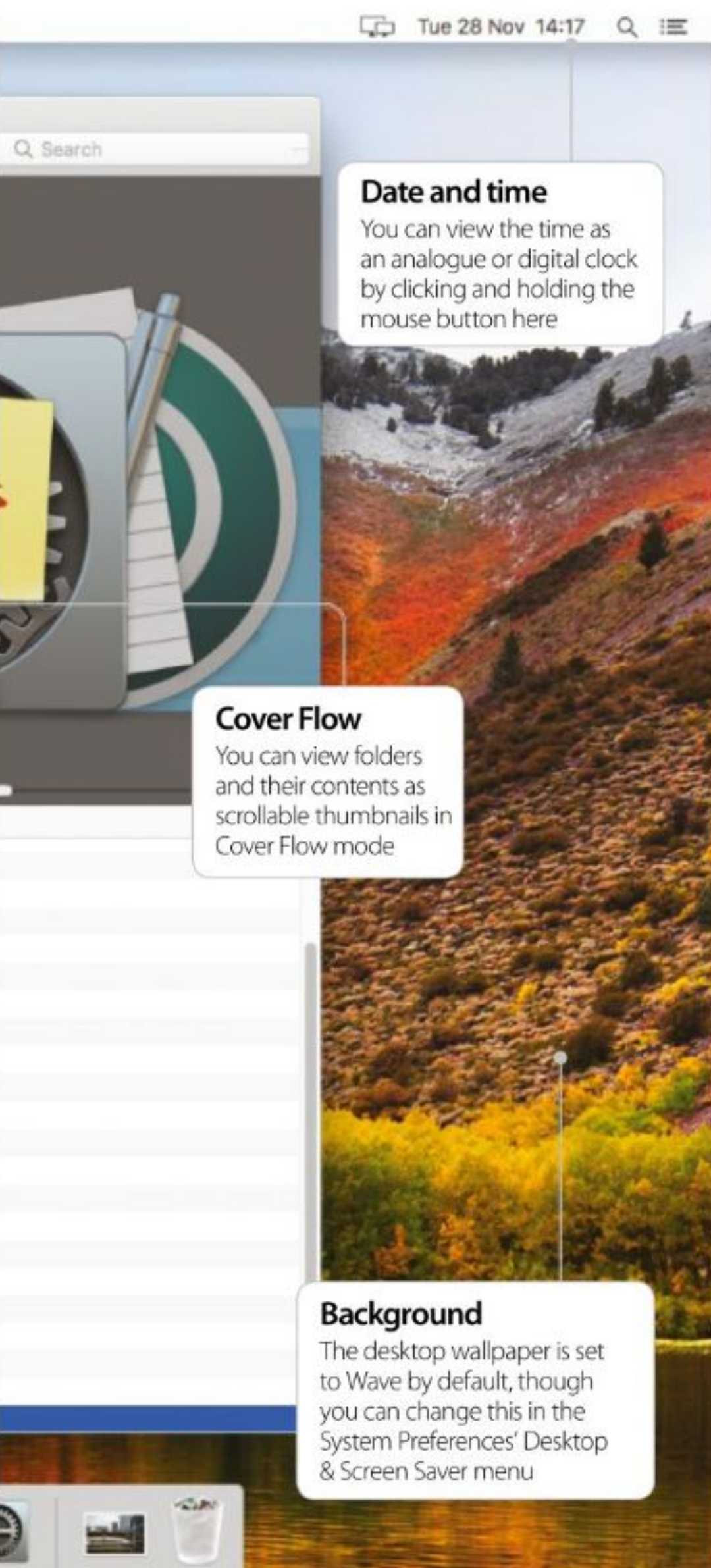
The advantages of the sophisticated Mac operating system

macOS is the operating system (OS) that all Macs use to run their software; the current iteration is macOS High Sierra. 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 and iPad 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. macOS Sierra, brought Apple's intelligent

assistant Siri to your mac. High Sierra has added a few improvements to Siri; it can now identify music and offer recommendations. 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.

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.



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? iBooks is the go-to app in your Dock. The app works in the same way as the iOS version and all of your previous mobile purchases will be synced with your Mac and appear on your iBooks 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. Safari allows you to turn off auto-play for videos, so when you enter a website you are not met with unwanted noise.

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

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. In Safari's settings you can set it so the browser always enters Reader mode if the webpage allows the feature. When it comes to reading online, nothing should interrupt the experience.

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 Intelligent Tracking Prevention, a system that identifies those who may track your data, perhaps for advertising, and Safari removes it. 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. There are other cool features to enjoy, such as the Sidebar, which provides easy access to your bookmarks, Reading List and your browsing history, and a faster all-round performance.

Ultimate guide



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.

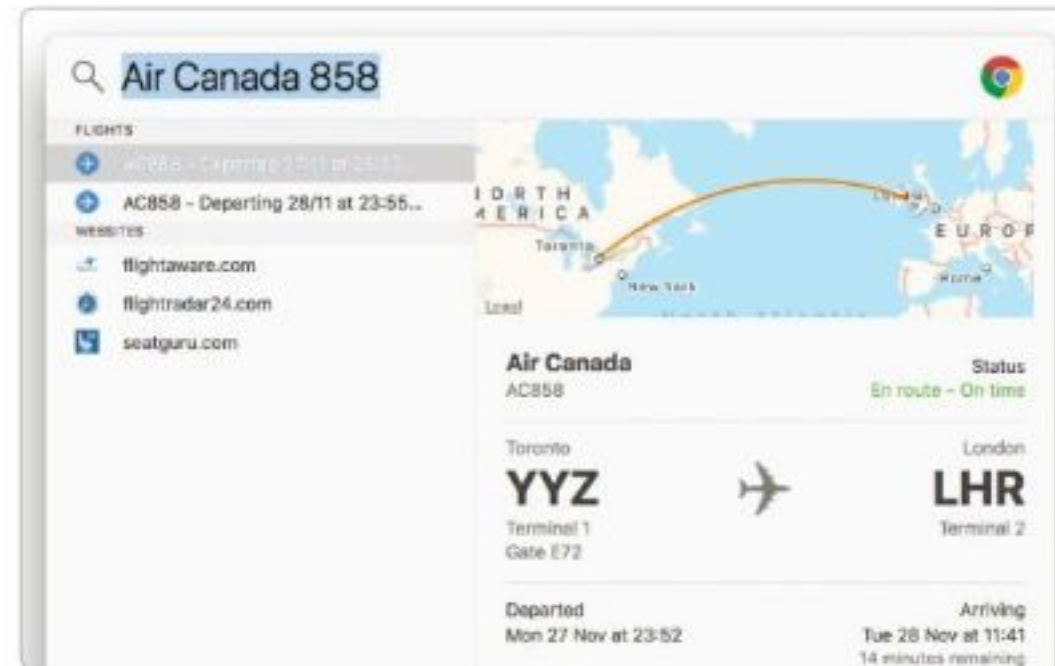
Some will use the app as a simple music player, either with music imported from their CD collection or with that bought directly from the iTunes Store. Through iTunes it is easy to browse and preview single tracks, buy them with a single click and be listening to them on your Mac seconds later. Gone 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

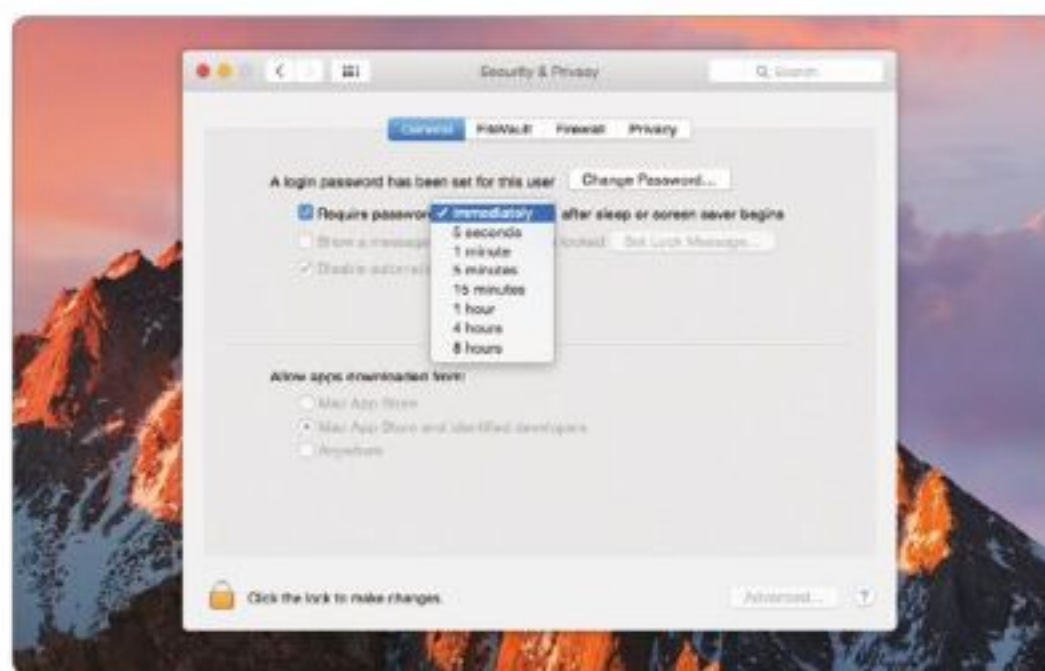


01: Using Spotlight

macOS's Spotlight enables you to find text, images or movie files anywhere on your Mac. Click on the search icon at the top right of the screen and type 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. Spotlight can even be used to search for flight details such as arrival/departure times by entering the flight number.

02: Changing brightness and volume

We all like to work in different ways, especially when it comes to sound volume and image brightness. You can control sound volume using sliders within an app like iTunes, or instead drag the master volume slider up or down from the top right of the main menu bar. To change Brightness, simply use the slider in the System Preferences>Displays option.



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 and 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.

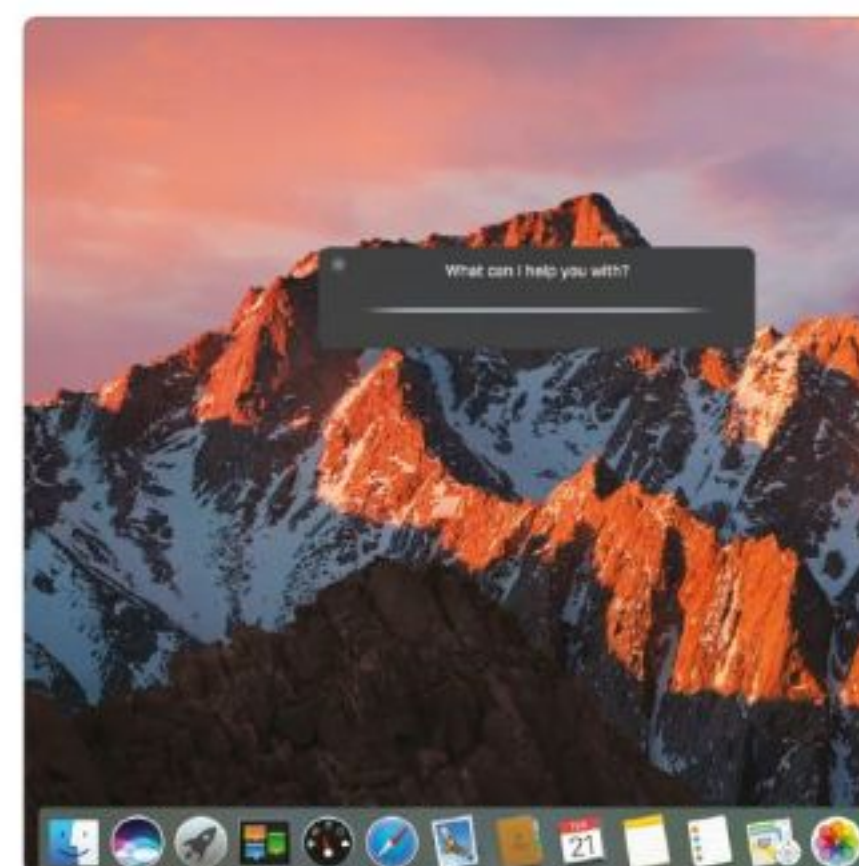


macOS is a joy to use compared to Windows, with many user-friendly and powerful features that make your life easier. Here are some top tips to get started with macOS, from changing the appearance of your desktop to creating multiple user accounts and securing your system



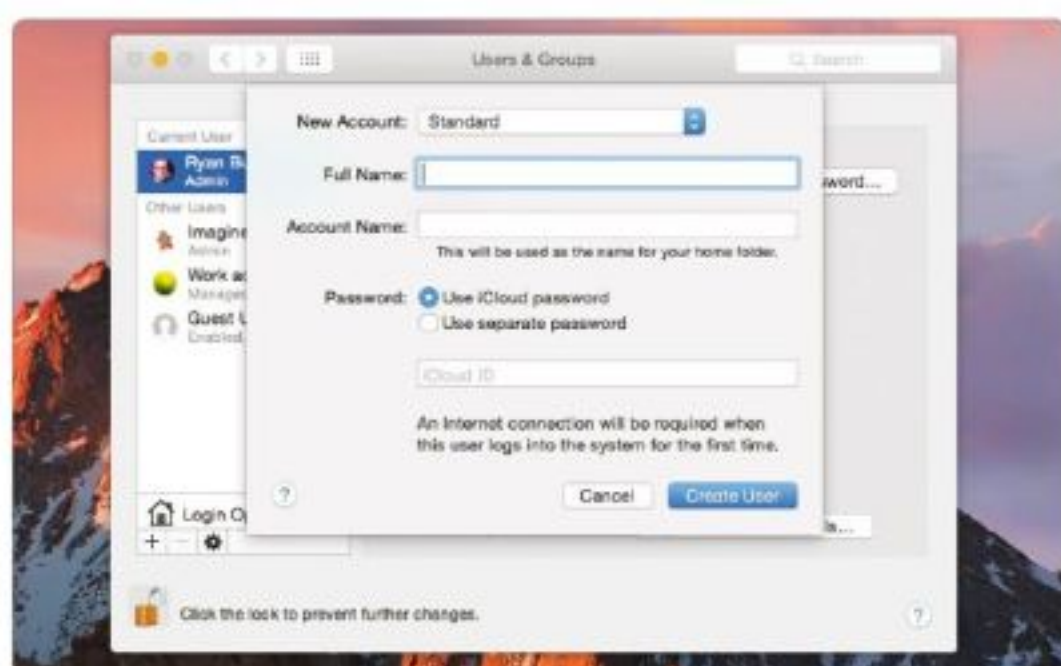
05: Change the background

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.



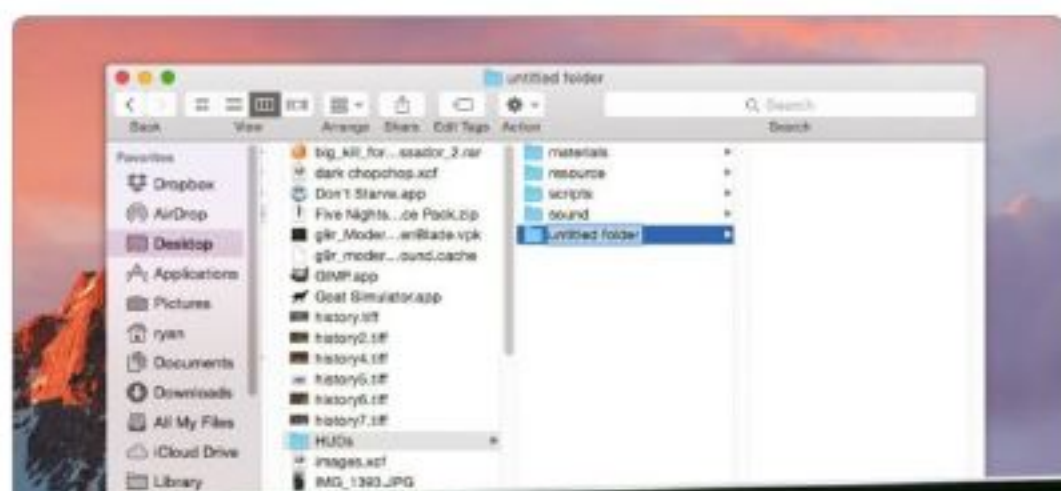
09: Use Siri from your Dock

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.



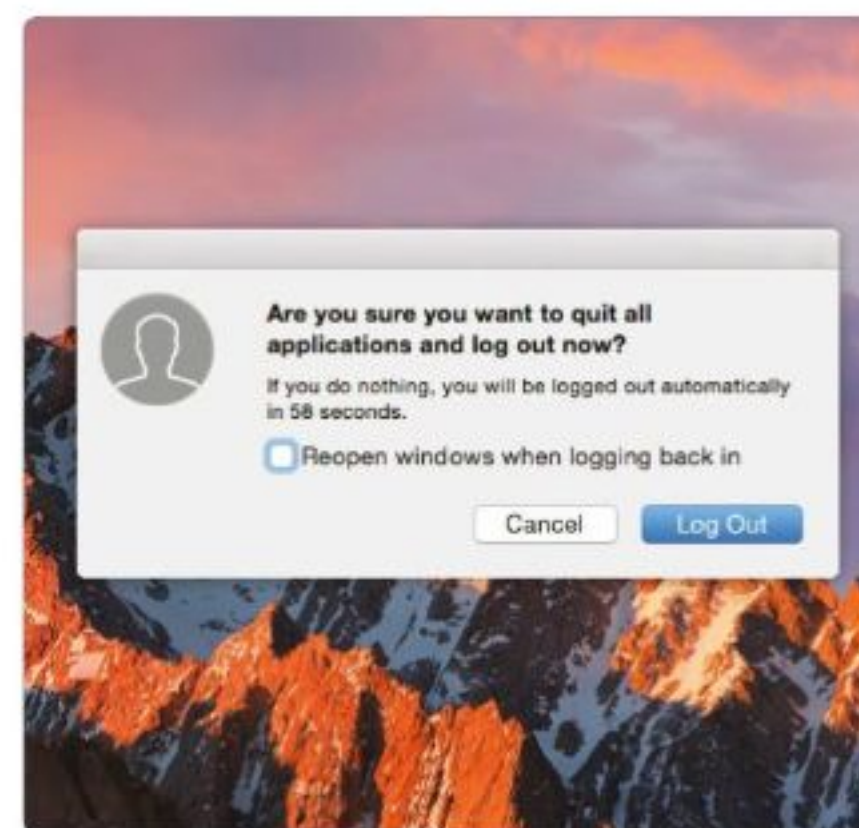
06: Set up multiple user accounts

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

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.



The Dock

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



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, groups them together and lets you add names to them. This automatic recognition was also improved

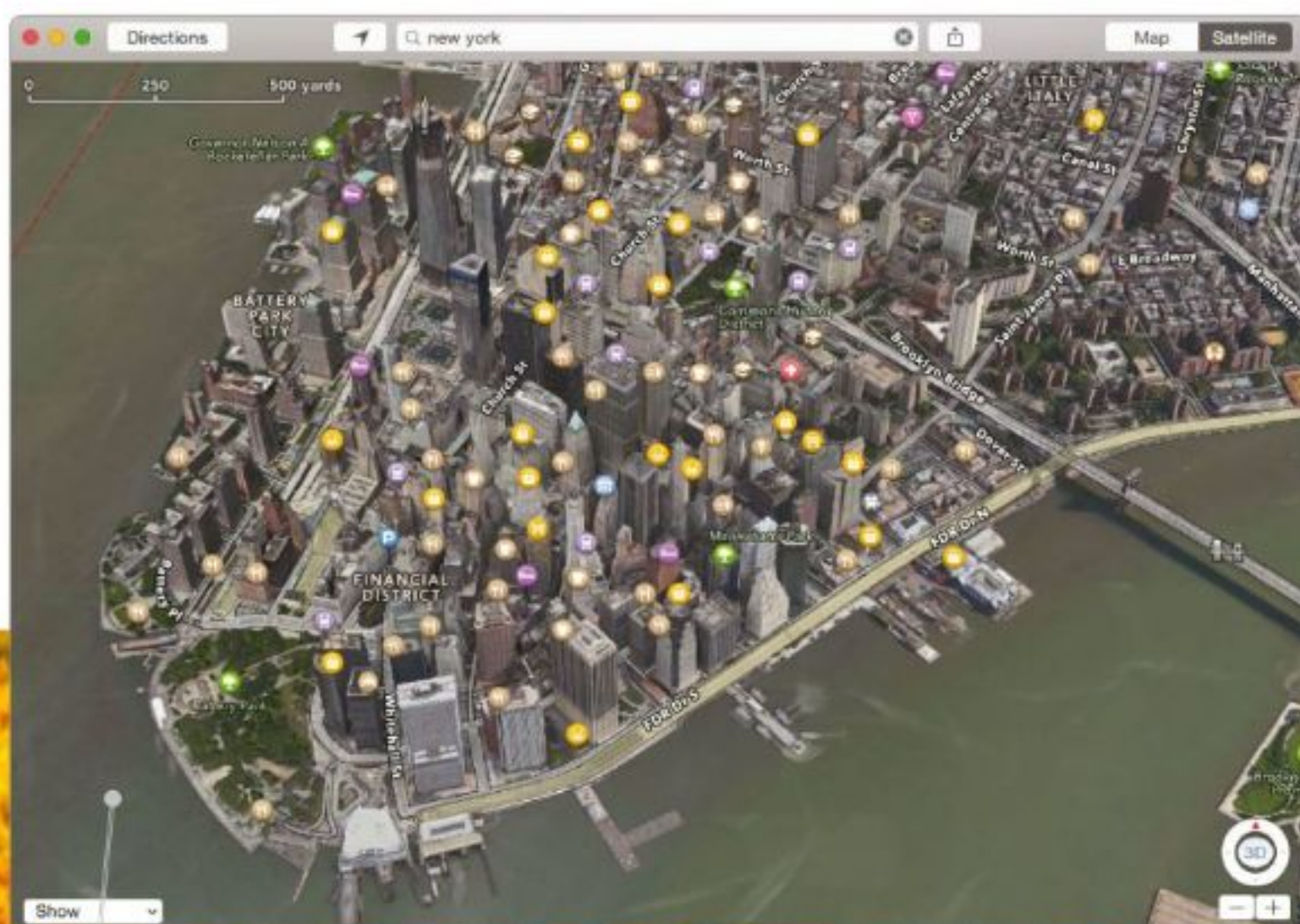
in the update to High Sierra giving you even more accurate results.

This technology is also used for the new Memories feature. The sidebar in the Photos app has been tweaked, here you will find the Memories tab. Photos will scan your images for a theme, location or even pets and then collect these into their own album. Every time you upload images to your Mac, check the Memories tab to see if it has created any new albums. These can be viewed as a slideshow or video and then shared with friends and family.

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 it can even be used to design letterpress cards, books and calendars.

Storing your images in the Photos app also makes them available in other iLife and iWork programs, making it easy to add images to slides in Keynote. Thanks to the High Sierra update, Photos is an all-singing, all-dancing photo editor in the vein of Photoshop thanks to its advanced editing tools. You can correct the image's colour, light and reduce the noise among a number of other features. If you're new to editing, you could always simply tap the Auto function and tap Reset Adjustments to undo any changes.

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.



Maps

Another welcome OS X addition, the Maps app lets you explore the world in fullscreen and marvel at the wonder of awesome 3D Flyover mode

iTunes

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

Terminal

If you want to go really in-depth with how your Mac operates, this allows you to customise it using commands

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



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

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

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

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 used to be said that the Mac lagged behind Windows when it came to games, but that's far less true now. There are plenty of reasons for this change. 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 has 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 *Call Of Duty* 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 game 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.

And Mac users don't just have a better choice of games now. The arrival of Game Center means it has never been easier to shop for Mac games (via Game Center's internal link to the Games section of the App Store), and you can also use it to compare scores and challenge your friends online.

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.



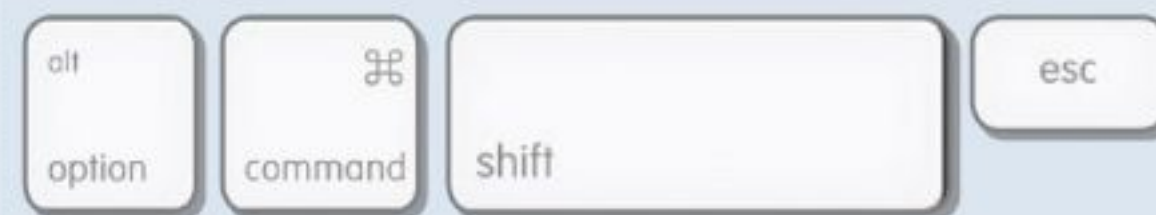
Shortcut tips

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.

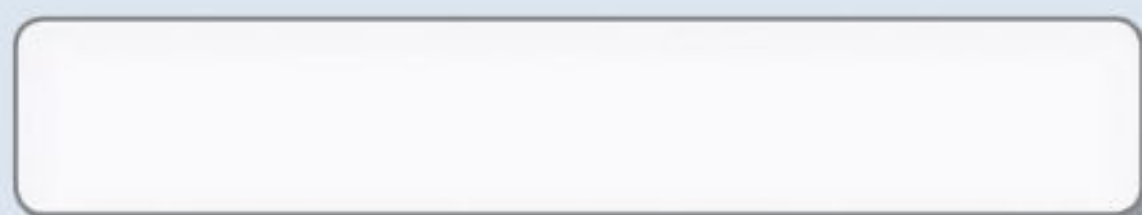


Command+N
This will give you a new document in any application you're using.



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)

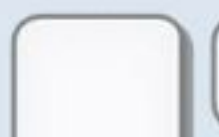
Activates Mission Control to tile all open documents into handy little thumbnails.



Control+F3

(or F10 if using an older OS)

This displays all the open windows in your currently active application.



Command+F3

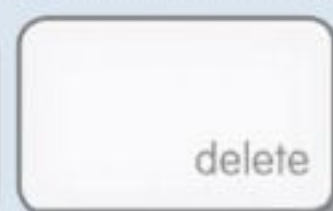
(or F11 if using an older OS)

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+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.

"Shortcuts
can speed
up the
way you
work"

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/ideatabase), 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.



Ultimate guide



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.

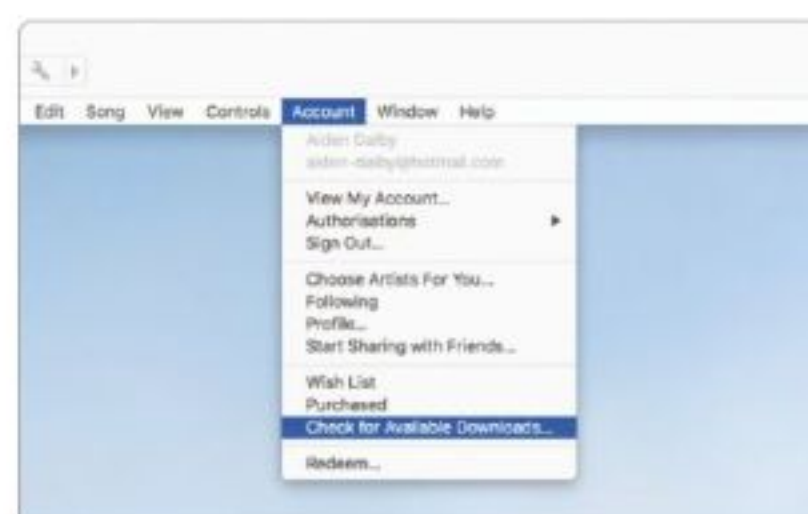
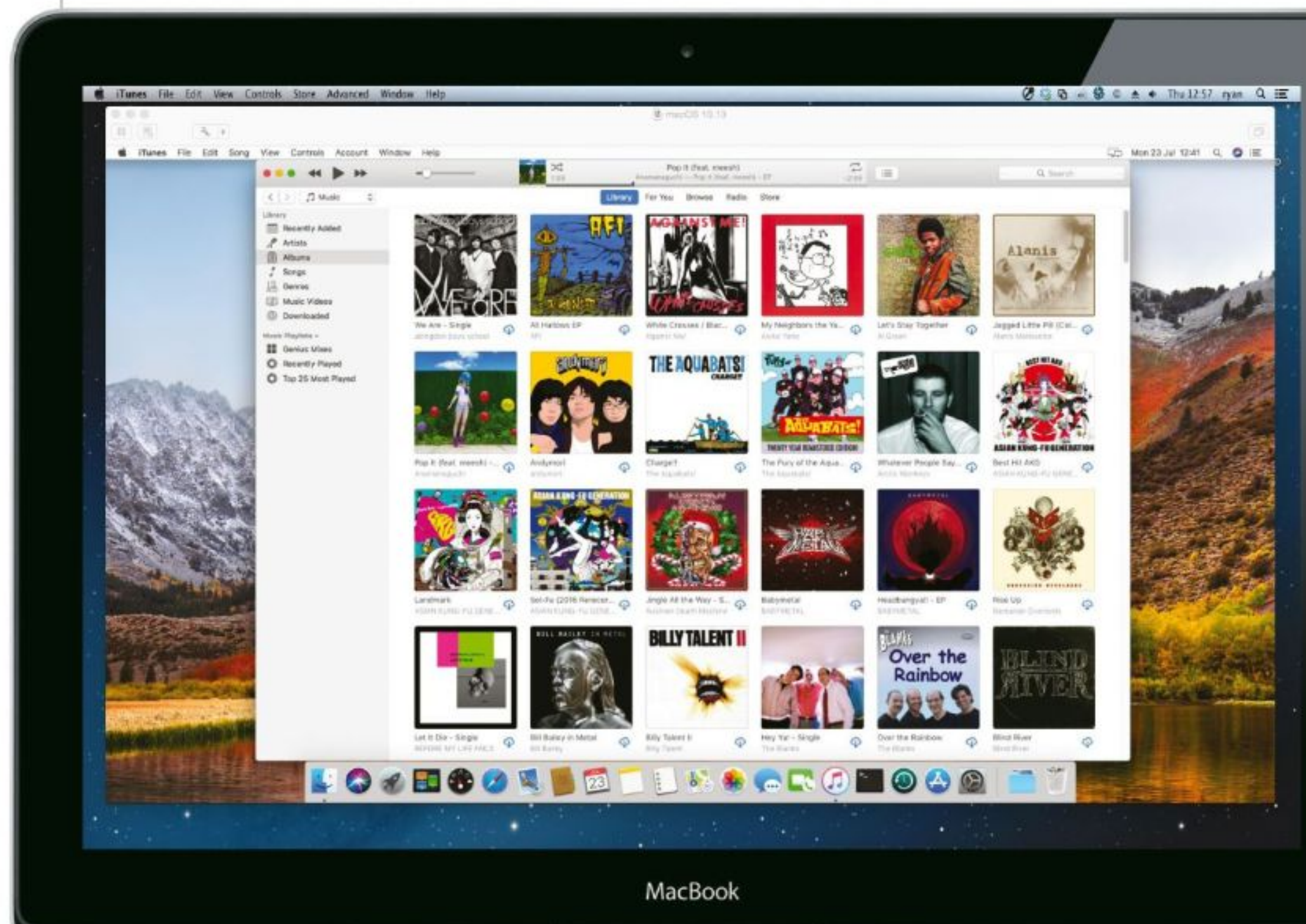
Another often overlooked productivity treat for many Mac users is Services, which comprises small pieces of functionality that can be shared between different applications. Accessed from the application menu (if you are in iTunes, for example, Services can be found under the iTunes menu), services suitable 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) 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 One. Here's some of the ways you can take advantage of iTunes 12, the latest version.



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 iTunes menu (look next to the Apple icon in the top menu bar) and choosing Check For Updates. You can then download and install the latest version of iTunes.

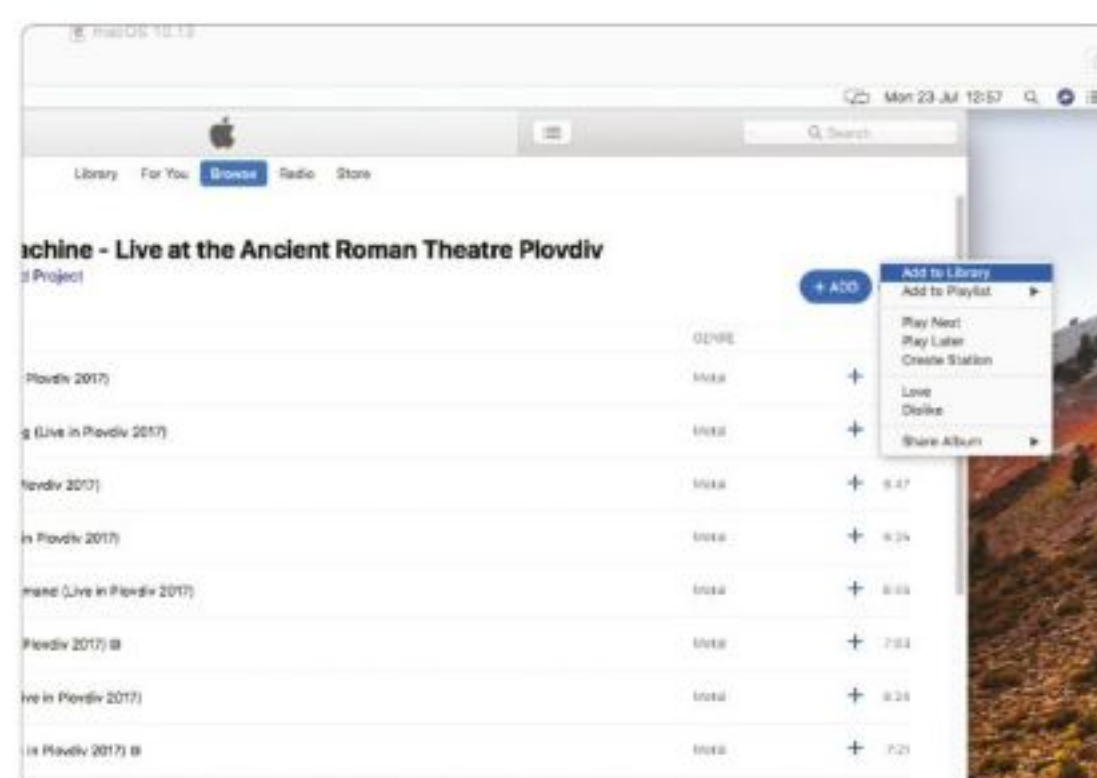


MiniPlayer

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 My Music

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 30 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 My Music 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 filled 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

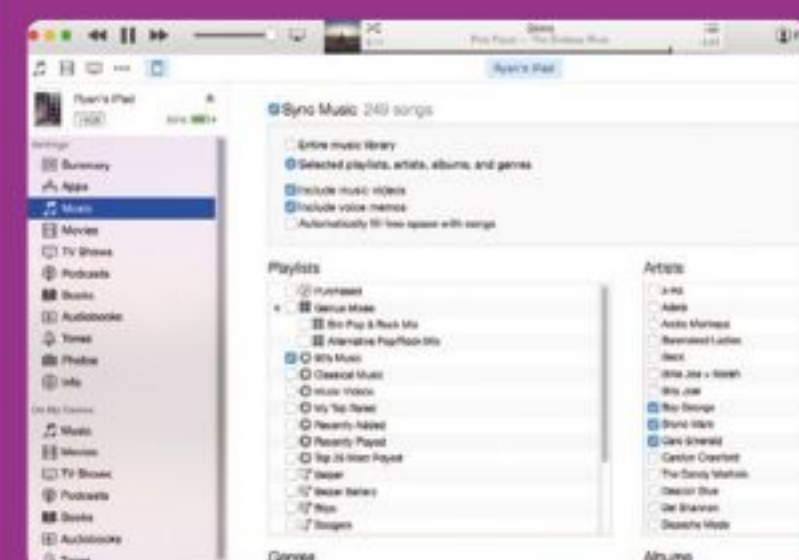
If an album in your Library isn't displaying the cover, right-click on it and choose Get Album Artwork. iTunes will then trawl an online database for appropriate covers. If no album art can be found then you may add your own. Right-click on the album, choose Get Info, then Artwork and click Add Artwork 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, you'll need the Mac App Store app, which was available by default from OS X Mavericks onwards (you can use your Apple>Software Update menu command to install the latest version of older operating systems). Once you've updated macOS, the Mac App Store will appear in your Dock. Double-click on the app's icon to fire it up.

As there are thousands of Mac apps to explore, finding what you need can be daunting, so it's worth rummaging through one of the 21 categories first. As with the iOS App Store, these Mac app categories cover a wide range of 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've already downloaded the app to see whether it's worth your time (and money!).

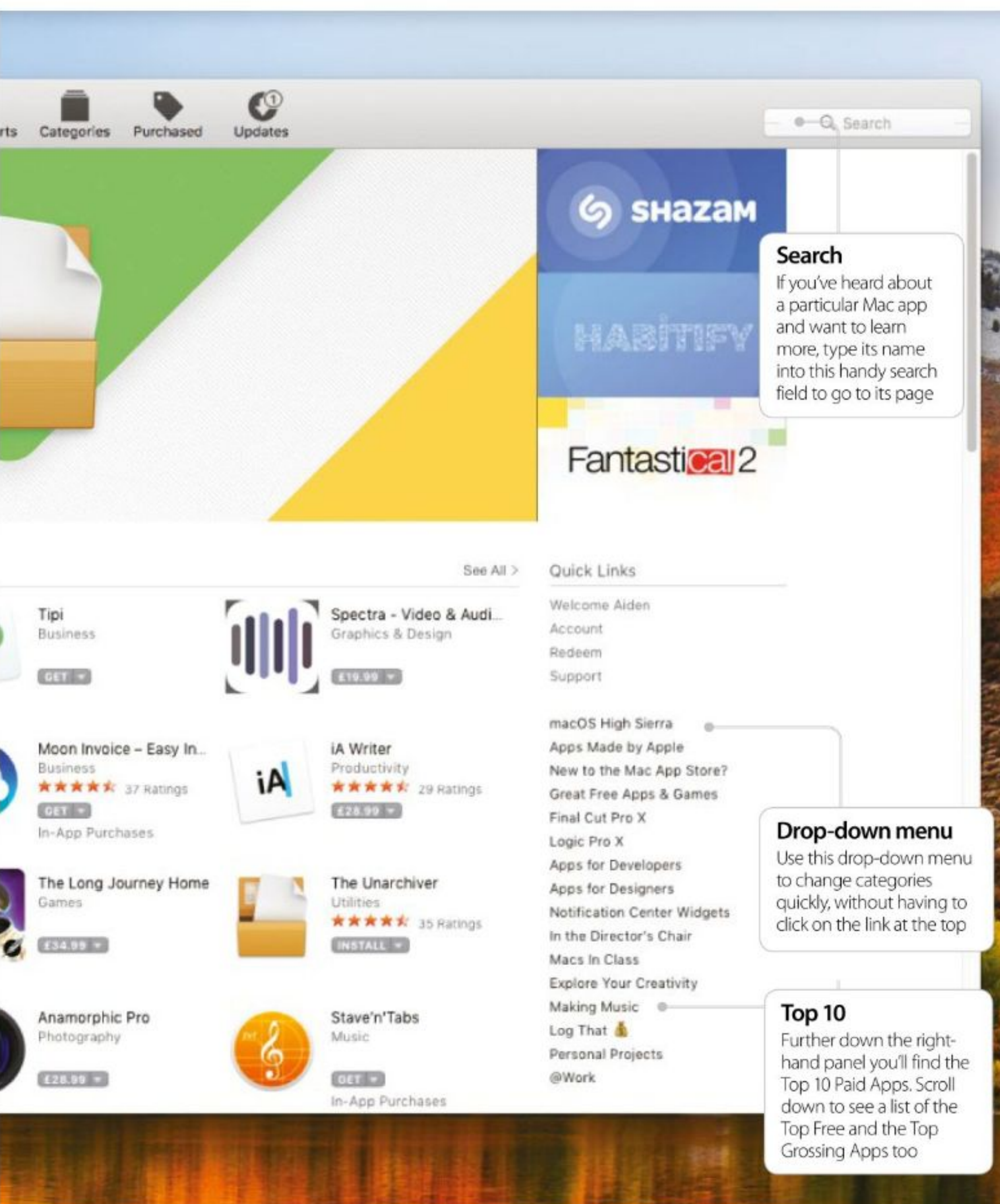


Communication

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



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”

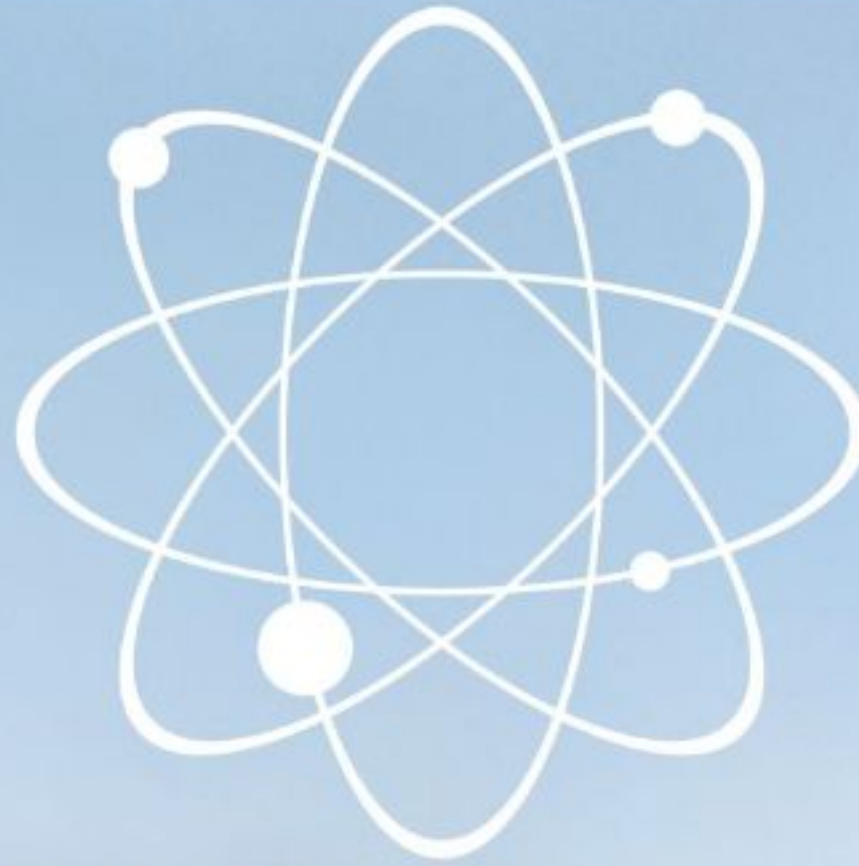
works neatly with the Mac's own application for storing contacts – Address Book – which syncs with your iPhone or iPad via iCloud, so your contacts are with you all the time. Searching through your emails is easy, as you type, a section called 'Top Hits' will appear. These are the most relevant emails to your search term. All other emails that might relate are displayed beneath.

While most people are happy using the Facebook website, there are plenty of Mac applications that integrate with it. Even Photos offers a way to upload your images directly to your Facebook account – and comments about the photo made by Facebook

friends can be seen within Photos. You can also use the web to keep up with your Twitter contacts – although it's easier to use one of the Mac's own applications: the Twitter application itself is a free download from the Mac App Store.

FaceTime is another cool feature that allows you to have a video chat with other FaceTime users, whether on the Mac, iPhone or iPad. If you prefer to do your talking via text message, then Apple's own Messages app is perfect.

But if you want to keep up with friends using other text messaging services, look no further than the excellent Adium (www.adium.im).



BECOME A macOS

HIGH SIERRA GENIUS



Everything you need to know in order to master High Sierra's newest features

As macOS updates go, High Sierra isn't exactly earth-shattering – but this is a good thing. We had precious few gripes with how macOS 10.12 operated, so there seemed little point in altering things unnecessarily merely for hollow crowd 'whoops'.

So what High Sierra does is only focus on areas where genuine improvements could be made, such as how you can tailor individual site settings in Safari,

getting better responses from Siri and making it easier to navigate your photo library and apply more varied edits to your images.

Of course, much of what the High Sierra update offers is behind the scenes. For example, in APFS macOS has a new file system for the first time in about three decades, a new video compression technology for 4K (High Efficiency Video Coding, or H.265 for short) and the arrival

of Metal 2, the very latest version of Apple's graphics API – future-proofing macOS for new tech such as virtual reality and bringing macOS and iOS closer together than ever before.

So while at face-value the marquee features may seem in short supply, there is plenty to digest in High Sierra and over the coming pages we are going to drill down to expose all of what is new and help you become an instant expert.

Step-by-step Update to macOS 10.13 High Sierra now

If you haven't already updated then we will guide you through the process here.



01: Go to App Store

Open the App Store on your Mac and click on 'Updates' at the top of the interface. You should see the High Sierra update at the top of the screen. Click 'Update'.



02: Alternate method

You can also click on the Apple menu and choose 'About This Mac'. On the System Information screen, under 'Overview', will be the 'Software Update' button.



03: Go to 'Featured'

If the High Sierra update isn't displayed in Updates, click on 'Featured' and you should see it flagged at the top of the screen. Click on it and then click 'Download'.



macOS High Sierra

Safari notifications
The 'Notifications' tab was previously in Preferences but is now in the new 'Websites' section.

A more personal Safari

How to get the most out of High Sierra's improved Safari experience

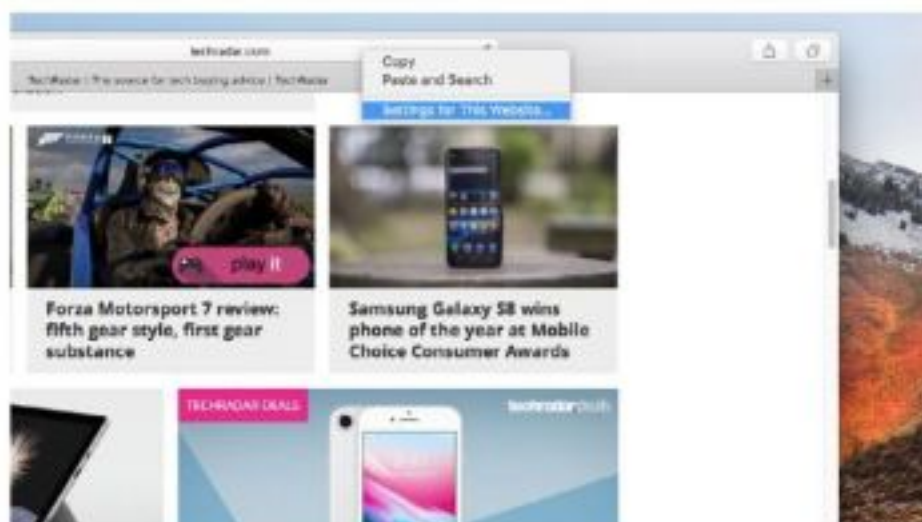


Safari has probably benefited the most from the High Sierra update, certainly in terms of practical daily use. Whereas before we had to endure cluttered sites, auto-

playing videos and infernal pop-up windows, the High Sierra update now allows you to tailor each site you visit to be exactly how you want it, so you can browse your way.

How to adjust the settings for a website

Although you can tailor the settings for websites that you visit regularly in the Safari preferences, you can also do so for new sites on the fly. So if you are visiting a new site for the first time you can quickly tailor the settings to suit your needs.



01: Right-click

While on the new web page, right-click on the Search/URL bar and a floating menu of options will appear that includes the 'Copy' and 'Paste and Search' options.



02: Selecting settings

You will also see the 'Settings for this Website' option, so select that and a new menu of options will appear in which you can adjust options individually per site.



03: Enabling Reader

If you prefer certain websites in Reader mode, whereby the pages are de-cluttered and the text made more legible then tick the 'Use Reader when available' option.



04: Enable content blockers

If the 'Enable content blockers' option isn't on by default then it is a good idea to tick its box as soon as possible – unless you like being bombarded by pop-up windows, of course.



05: Page zooming

If you prefer the text size to be larger on some websites or smaller on others, click on the 'Page Zoom' menu and select a new default size for the page.



06: Disable auto-play

It's annoying when videos start playing on web pages without your consent. Put a halt to this by clicking on the 'Auto-Play' menu and selecting the 'Never Auto-Play' option.

Safari site options

How to access and tailor bespoke site settings

Reader mode

By enabling the 'Use Reader when available' option, the current site will always load in Reader mode, as evident by this Reader icon. In Reader mode sites are cleaner, much less cluttered and the text is easier to read

Right-click bar

By right-clicking on Safari's dual URL/Search bar you will bring up a small menu. Here you will see an option called 'Settings for this Website' – selecting this will open up this menu of bespoke site options for you

Customise toolbar

Remember that you can right-click on the toolbar at the top of the Safari interface to set it up however you want. For example, dragging the 'iCloud Tabs' icon to the toolbar will provide quick and easy access to sites open on your iOS devices

Disabling auto-play

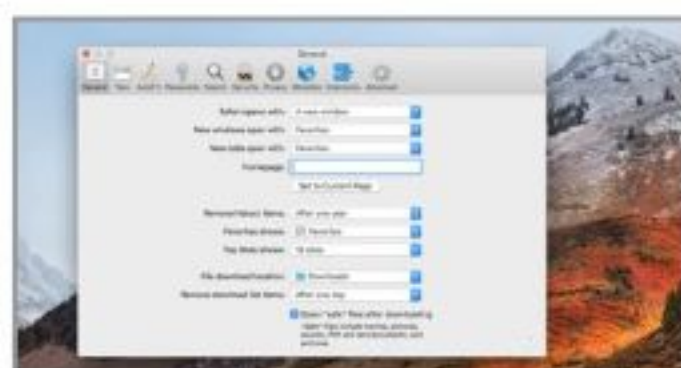
Auto-playing videos can be a real pain when surfing the web but now, mercifully, we can turn them off on the sites we like by changing the Auto-Play setting to 'Never Auto-Play'. Thank heavens for that!

Extended site options

Explore site-specific options



Certain websites may present an extended range of bespoke options. For example, if you visit apple.com then you will have additional settings relating to Camera, Microphone and Location. In this instance you can click and hold on the menu next to each option and choose between Ask, Deny or Allow. Make a point of accessing this settings menu for all of your favourite websites to see what options for personalising it are available.



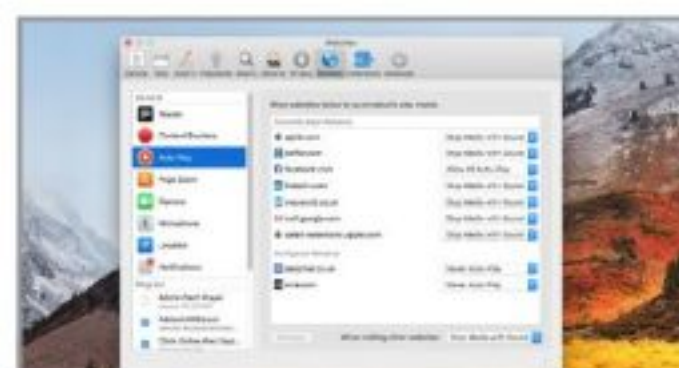
01: Preferences

While in Safari, click on the 'Safari' menu and choose 'Preferences'. You will bring up the main preferences window that features a few changes since the High Sierra update.



02: Click on Websites

Jump straight to the new 'Websites' section and you will see a menu of categories on the left and a list of currently open websites in a window to the right.



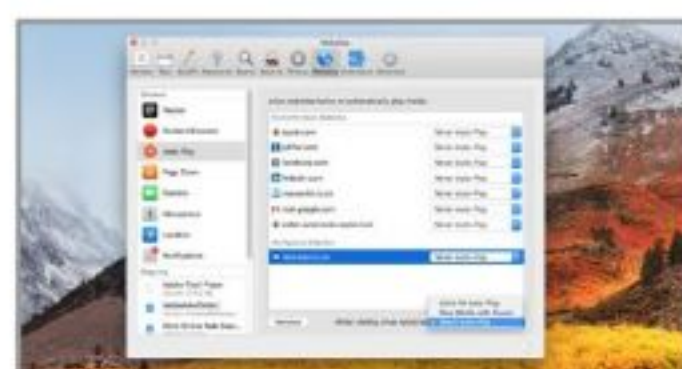
03: Adjusting multiple settings

If you click on 'Auto-Play' you will see sites you've already configured at the bottom and other open sites not configured at the top.



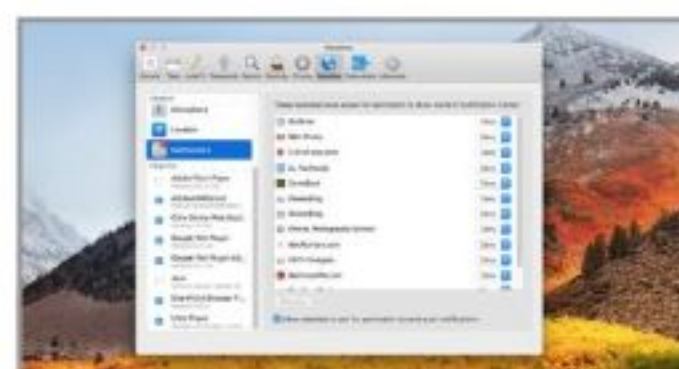
04: Change settings

You can now configure other open sites from one window, as opposed to individually within the Safari browser. You can also click on configured sites and click 'Remove' to delete them should you need to.



05: Block-changes

There is another option within each category that allows you to apply the same settings to all other sites you visit. Click the 'When visiting other websites' menu and adjust your settings accordingly.



06: Tailoring plug-ins

Another useful feature is the freedom High Sierra gives you to turn individual plug-ins on or off easily. Scroll down the left column to see the full list and configure the ones you want. This is a very handy feature.

New-look Extensions store

The place to go to add functionality to Safari



You can expand and tailor your Safari experience further with extensions. These provide extra functionality to your Safari interface and now have their own section in the Mac App Store. To access them, while in Safari, click on the 'Safari' menu item and choose 'Safari Extensions'. You will then be directed to the Apple Safari Extensions website where you can click a link to access the Extensions section within the App Store app.

macOS High Sierra

Apple has improved the 'People' album with larger image thumbnails and more accurate groupings.

More organised albums in Photos

An even more accessible photo library and even more features and effects



The Photos app is an area that has enjoyed particular attention in the High Sierra update. An ever-present sidebar makes it easier than ever to find images and an improved editing suite provides a

greater array of editing tools and filters to make your photos stand out. We will explore the numerous key changes here in more detail and also highlight some of the lesser-known changes to the Photos app.



01: Select a section

Double-click on an image to open it, click on the 'Edit' option in the top-right corner and then use the tabs at the top of the interface to make adjustments, add filters or crop.



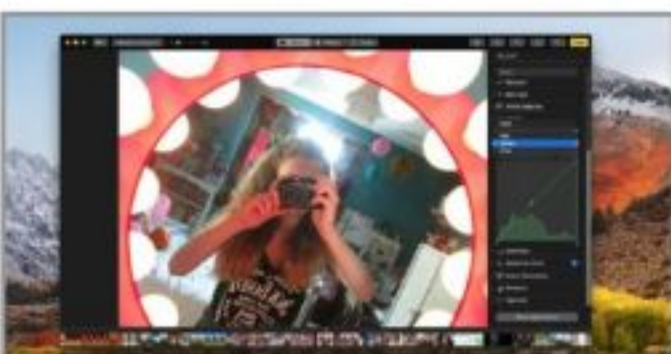
02: Click on Curves

If you click on 'Adjust' you will see a selection of categories in the right column. New categories include 'Curves' and 'Selective Colour'. Click Curves.



03: Drag to adjust

You can make adjustments to the tonal range of your image – such as lightening a dark scene or boosting the contrast – by clicking the diagonal RGB line and dragging it.



04: Adjust separately

You can also focus on Red, Green and Blue separately by dragging the anchor points on the graph. The image changes in real time as you make adjustments.



05: Selective Colour

Another cool new addition is the Selective Colour feature, which lets you accentuate certain colours within your image, adjusting the Hue, Saturation and Luminance.



06: Using filters

Clicking on 'Filters' lets you try out the new filter effects, which are now variations on three styles: Vivid, Dramatic and B&W. You can also continue to edit with filters applied.

Turn a Live Photo into a GIF

How to work with Live Photos in the Photos app



01: Open one of your Live Photos

Click on 'Media Types' in the sidebar and then choose 'Live Photos'. Double-click on the Live Photo you wish to edit and you will see the various options at the bottom of the screen.



02: Choose an effect

Click on the 'Live' menu and you will be able to choose other effects, such as 'Loop', 'Bounce' and 'Long Exposure'. For the purposes of creating a GIF, select the 'Loop' option.



03: Re-apply sound

Your Live Photo will now be played repeatedly, but by default the sound will be cut. You can re-apply the sound by clicking on the speaker icon to the left. Now tap 'Done' and your Live Photo will be saved.

Your Photo Library

How to find your way around the High Sierra Photos interface

● Browse how you want

You can view your photos organised by when they were taken by clicking on the tabs at the top of the interface which include 'Moments', 'Collections' and 'Years'

● Drag to arrange

In the enhanced Photos interface you can re-arrange the categories (Library, Devices, Albums, etc) in the sidebar by clicking and holding and then dragging them up or down, locking them into place simply by releasing the mouse button

● Work with multiple photos

If you wish to perform a certain action to a group of photos, just highlight the ones you wish to work with and then right-click on one of them. You can now perform actions such as marking them as favourites or rotating them

● Using filters

If you want to find particular photos fast then you can narrow down your searches by using filters. Click on this menu and then choose from categories such as 'Favorites', 'Edited' and 'Videos' to find what you want quickly and easily

Step-by-step

Edit from third-party apps

In the High Sierra Photos app, when you open a photo in a third-party photo editing app from the Photos app, any edits that you make will be automatically saved in the Photos library. Here's how it works.



01: Right-click photo

Right-click on an image in your photo library (you can double-click on it to make it bigger first if you wish) and then highlight the 'Edit With' option from the menu.



02: Choose 'Other'

If the third-party app you wish to edit with isn't displayed in the menu, choose the 'Other' option and then navigate to the app you wish to use in your Applications folder.



03: Open and edit

Click 'Open' and then you will be able to make edits to your photo within that app. When you've finished, save the image and the changes will be reflected in Photos.

macOS High Sierra

A new split-screen interface in Mail

A cleaner interface for composing emails and enhanced search results



In macOS High Sierra, Apple has sprinkled a smattering of new features across the apps that we use most frequently – as we have already demonstrated with Safari and Photos.

Well, the good news is that Mail also gets some worthwhile additions as part of the update. With more emphasis on space consumption, all of your received emails will now take up less space on your

Mac. Meanwhile, an enhanced interface provides a cleaner, more focused way to compose new emails. They may seem like little changes, but they make Mail smoother and more fluid to use.

Your Mail interface

Introducing the High Sierra Mail enhancements

Improved search results

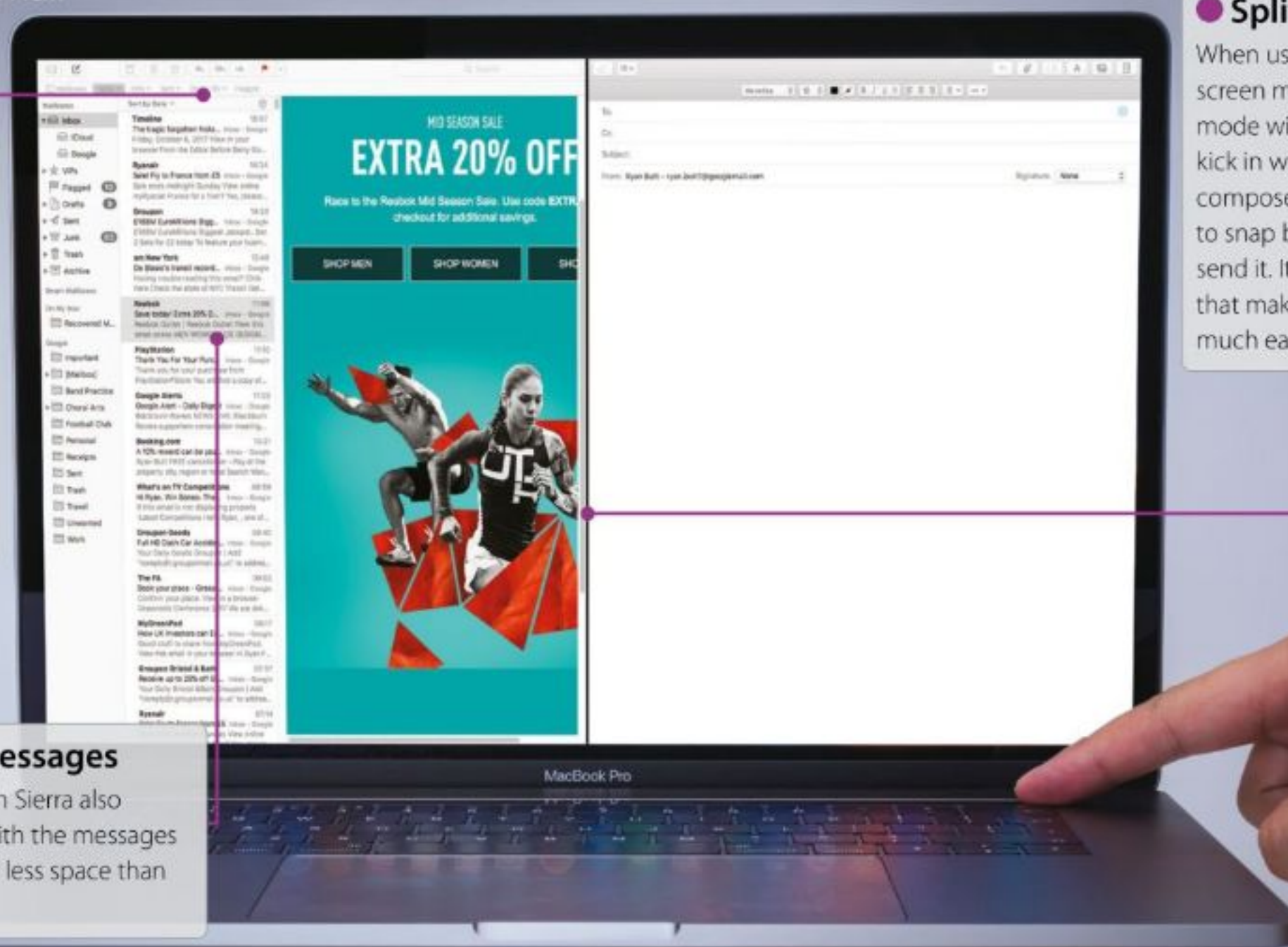
A new element called 'Top Hits', which is powered by Spotlight, provides a big boost to your Mail app's search capabilities. It puts all of the emails most relevant to your search at the top of the results list based on the emails you've read, who you reply to, your VIP contacts and more

More space-conscious messages

As with other aspects of your Mac, High Sierra also makes storage optimisations in Mail, with the messages in your inbox using roughly 35 percent less space than before. Every little helps, right?

Split-view

When using Mail in full-screen mode a split-view mode will automatically kick in when you choose to compose a new email, only to snap back out when you send it. It's a cleaner interface that makes using the app much easier



Step-by-step

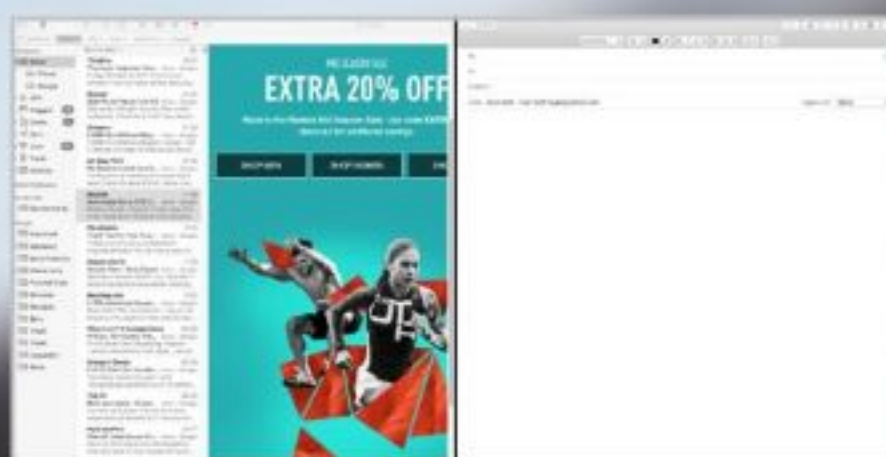
Road-test the new split-view

The Mail app has been slightly updated in High Sierra and now boasts a neat new view that splits the display between your inbox and the message that you are currently writing. Here's how to get it up and running.



01: Enter full-screen mode

Click on the green 'expand' icon in the top-left corner. This makes Mail go full-screen. To cancel this, hover your mouse in the top-left corner of the screen and click the icon again.



02: Start composing

In full-screen mode, click on the compose icon and your inbox will shift to the left and a composition window will take up the other half of the screen.



03: Send and continue

When you have finished composing your email, click to send as usual and the app will instantly snap out of split-view back to the expanded usual interface.

A supercharged Siri

Your personal assistant gets an intelligence hike in High Sierra



Siri is another of the apps to have undergone a few High Sierra enhancements. The most notable of these include a more natural-

sounding voice, an expanded repertoire of answers for a wider selection of questions and a new option to type questions instead of asking them.

Superstar DJ

Want to listen to something different?
Let Siri guide your ears

Subscribe

Unless you are asking for something specific from your iTunes library then you must be a paid-up subscriber to Apple Music in order to get the best out of Siri in this area as Siri will source music from the Radio section

Mark them

If you like something that Siri has picked out for you then click on this star icon and select the 'Play More Like This' option. This will ensure that your radio station is more tailored to your tastes

Request genres

Whereas previously you could ask Siri to play something specific, like a certain song or something by a particular artist, you can now request "something mellow", for example, and Siri will dig out something interesting

Name that tune

Siri incorporates the power of the Shazam service, so if you ask Siri to name a particular tune then it will listen for a few seconds and then tell you the name of the track and possibly the album it was on

How to enable 'Type to Siri'

Previously, one of the major stumbling blocks when it came to Mac users not getting the most out of Siri was probably having to audibly ask it questions. Thankfully,

Apple has now implemented a new option for the more self-conscious among us to type questions rather than speaking them.



01: Open System Preferences

Open System Preferences and click on the Accessibility pane situated in the same row of icons as the Siri pane.



02: Enable 'Type to Siri'

Scroll down the left-hand column and you will see a Siri section – click on this and tick 'Enable Type to Siri'.



03: Type your questions

Click on the Siri menu bar item and it says 'Type to Siri' – you can now use your keyboard to type to Siri.

Customise shortcuts

By default, you can enable Siri with the default Cmd+Space or by clicking on the Siri icon in the top-right corner of your Mac's menu bar (if you have this option enabled). However, you can also create a custom shortcut.



01 Open System Preferences

Launch System Preferences and then click on the Siri pane to display all of the options relating to Siri, such as the language, voice style and more.



02 Shortcut menu

Click on the dropdown menu next to the 'Keyboard Shortcut' option and you will be able to choose an alternate shortcut to launch Siri. Now click on 'Customise'.



You will now be invited to type in the new shortcut. You will be alerted if the shortcut is used by another command.

macOS High Sierra

Everything else...

A round-up of all of the other notable new High Sierra features

Get to know iTunes 12.7

Discover what is new in the iTunes High Sierra update

● Sidebar

The sidebar, which is viewable under the 'Library' tab, has a new entry – Internet Radio. This allows you to access your favourite iTunes radio stations quickly and easily. Click and hold on a category in the sidebar and drag it up or down to reorder

● Access Mini Player

If you hover your cursor over the playback display window then a small icon will appear in the top-left corner – click on this and you will immediately scale the iTunes window down to the less intrusive Mini Player

● No App Store

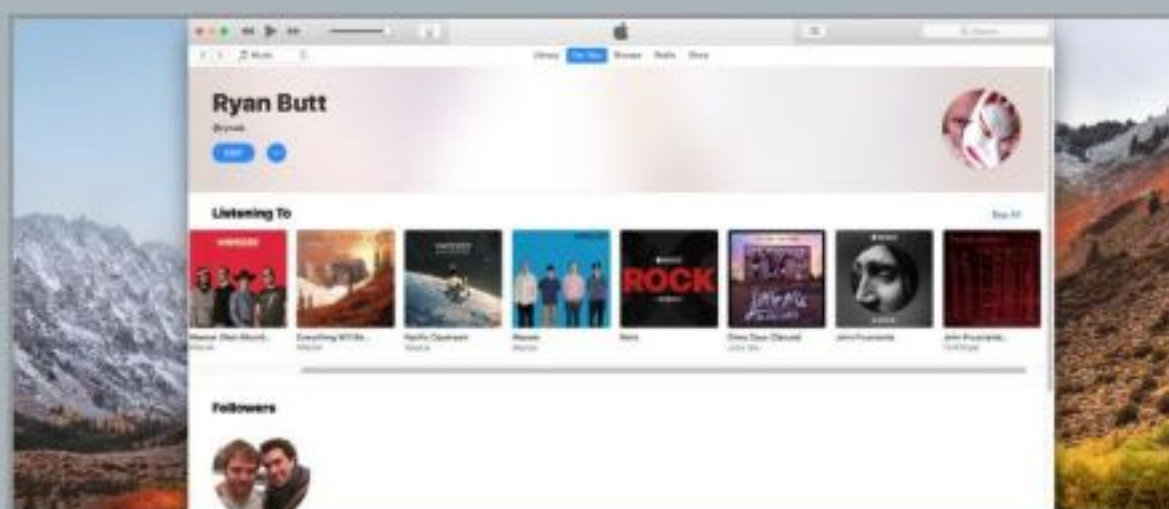
If you click on the menu in the top-left corner of the iTunes 12.7 interface then you will notice that the iOS App Store is no longer included. It appears that all app purchasing is now done exclusively on your iOS devices

● Your profile

Select the 'For You' tab to create your own iTunes profile for connecting with friends and sharing new music. You can choose to 'follow' people exactly as you would in popular social media services

Share music

See what friends are listening to in iTunes



In iTunes 12.7 you can create a profile so that you can connect to your friends and see what they are listening to. It's a good way to share music recommendations and discover new music that you would otherwise overlook. To

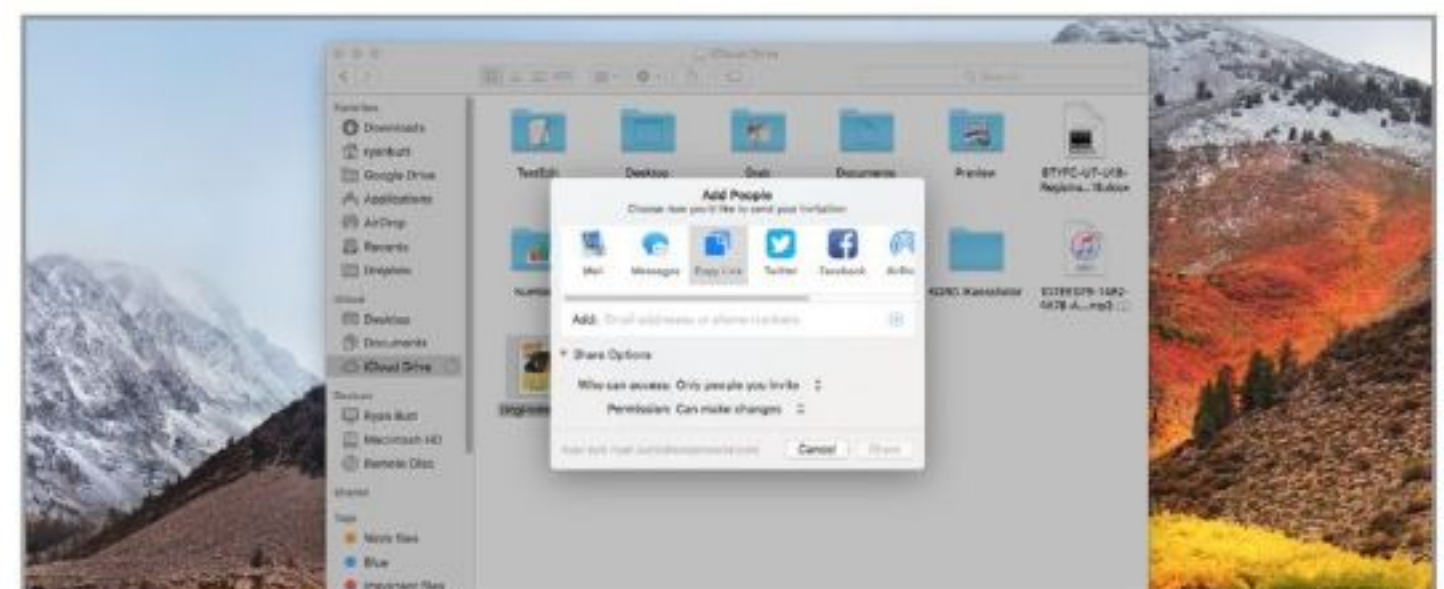
get started, first click on the 'For You' tab followed by the 'Start Sharing with Friends' flash in the top-right corner. You will now be able to create a handle, add a picture and choose which of your friends can follow your activity.

Collaborate in iCloud Drive

How to give other people access to your files

High Sierra adds a lot more versatility to iCloud Drive, allowing you to grant other people access to your files so you can collaborate, moving it closer to the likes of Dropbox. Right-click

on a file in your iCloud Drive folder and then choose Share>Add People. You will now be able to choose how to send the invitation and choose the access privileges.



The new file system

Introducing Apple's new universal, space-efficient file system



Though you may not be aware of it, Macs have traditionally utilised a file system known as HFS+, but this has been changed to a much more universal system in macOS High Sierra that works across iOS too.

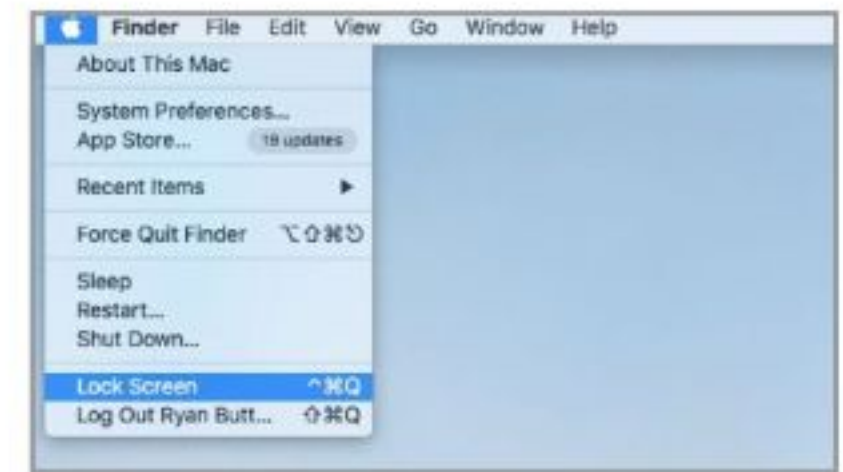
The new system, named Apple File System (APFS) has already been implemented on iOS with the 10.3 update; it ensures that all of your files take up less space and has been optimised for flash storage.

The APFS system encrypts each file individually for added protection and records data across multiple locations to aid recovery in the event of a system crash.

If you use the same flash drives across multiple platforms (such as Mac and Windows) however, be aware that after you have inserted a flash drive into your Mac the APFS file system will be implemented without prompting.

Introducing the Mac lock screen

The new quick and easy way to secure your Mac



Our iOS devices have had lock screens for ages so why not the Mac? If you are stepping away from your Mac and just want to protect what is on it without having to put it to sleep then you can now click on the Apple menu

at the top of the screen and choose a new option called 'Lock Screen'. Once you have selected this your Mac will instantly switch to the standard lock screen that requires a password to get into.



A more powerful Spotlight

How to get flight information from your Mac's search engine

Spotlight has been given an intelligence boost in macOS High Sierra and now produces better results than ever based on your search criteria.

For example, you can now get up-to-the-minute flight information

through Spotlight just by entering your flight number into the Spotlight search bar.

Within a second or two of entering your flight number, Spotlight will check back with gate numbers, flight durations and more.

"You can now get up-to-the-minute flight info through Spotlight just by entering your flight number into the Spotlight search bar"

Step-by-step Shared iCloud storage

Got cloud storage to spare? Then share it with your family.

As many of us will have discovered, the free 5GB iCloud space allocation doesn't go very far, but if you pay extra for additional space then you may find that you hardly make a dent in it. However, in the High Sierra update you can put spare iCloud space to good use by sharing it with family members. Here's how.



01: Manage Family

Provided you have already set up Family Sharing on your Mac, go to System Preferences > iCloud and then click on the 'Manage Family' option underneath your profile picture. Now you can start to add members.



02: Apps and services

You can add family members by clicking the '+' icon in the left column, but for now, click on 'My Apps & Services' at the top and you will see sections including 'Purchase Sharing', 'Apple Music' and 'iCloud Storage'.



03: Start sharing

Click on the 'iCloud Storage' option and you will see the option to 'Start Sharing'. Click on this and all of your connected family members will be able to share your iCloud storage plan. This is handy for sharing files on the go.

Getting started

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

- 34** Connect to the internet
Get connected to Wi-Fi and browse the web
- 36** Add a new user account
Create multiple user accounts for the family
- 38** Where is everything kept on your Mac?
Find out how files and folders are organised
- 40** Set up iCloud in macOS
Learn to wirelessly sync your devices
- 42** Work with applications
Get acquainted with your Mac's creative tools
- 44** Organise your apps with Mission Control
Personalise with Mission Control in macOS
- 46** Organise Launchpad
Sort your apps into folders
- 48** Get started with Dashboard
Discover the useful world of widgets
- 50** Get to know Notification Centre
Get alerts and updates on your desktop
- 52** Add widgets to the Notification Centre
Tailor your Notification Centre to suit you
- 54** Talk to Siri on your Mac
Get to know the new features
- 56** Use macOS's manage storage facility
Master the storage management tools
- 58** Take advantage of Spotlight
Learn about the latest search features
- 60** Inside System Preferences: Personal
Tune your Mac's inner workings
- 62** Inside System Preferences: Hardware
Get to grips with peripherals

- 64** Inside System Preferences: Internet & Wireless
Explore networking, syncing and sharing options
- 66** Inside System Preferences: System
Find out about more intricate system settings
- 68** Tweak your trackpad settings
Master multi-touch gestures
- 70** Use Hot Corners in macOS
Activate functions just by moving your cursor
- 72** Set up and use Split View
Manage macOS's new split screen
- 74** Recover files with Time Machine
Restore lost files with this built-in backup app
- 76** Check the health of your hard drive and repair it
Discover the Disk Utility function
- 78** Use AirDrop to share files
Learn how to transfer files fast

44
Organise your apps



- 80** Set up and explore iCloud Drive
Use the newest sharing feature in macOS
- 82** Get to grips with Family Sharing
Share purchases with family members

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



48
Use the
Dashboard



70
Use Hot
Corners



78
Share via
AirDrop



Getting started

Connect to the Internet

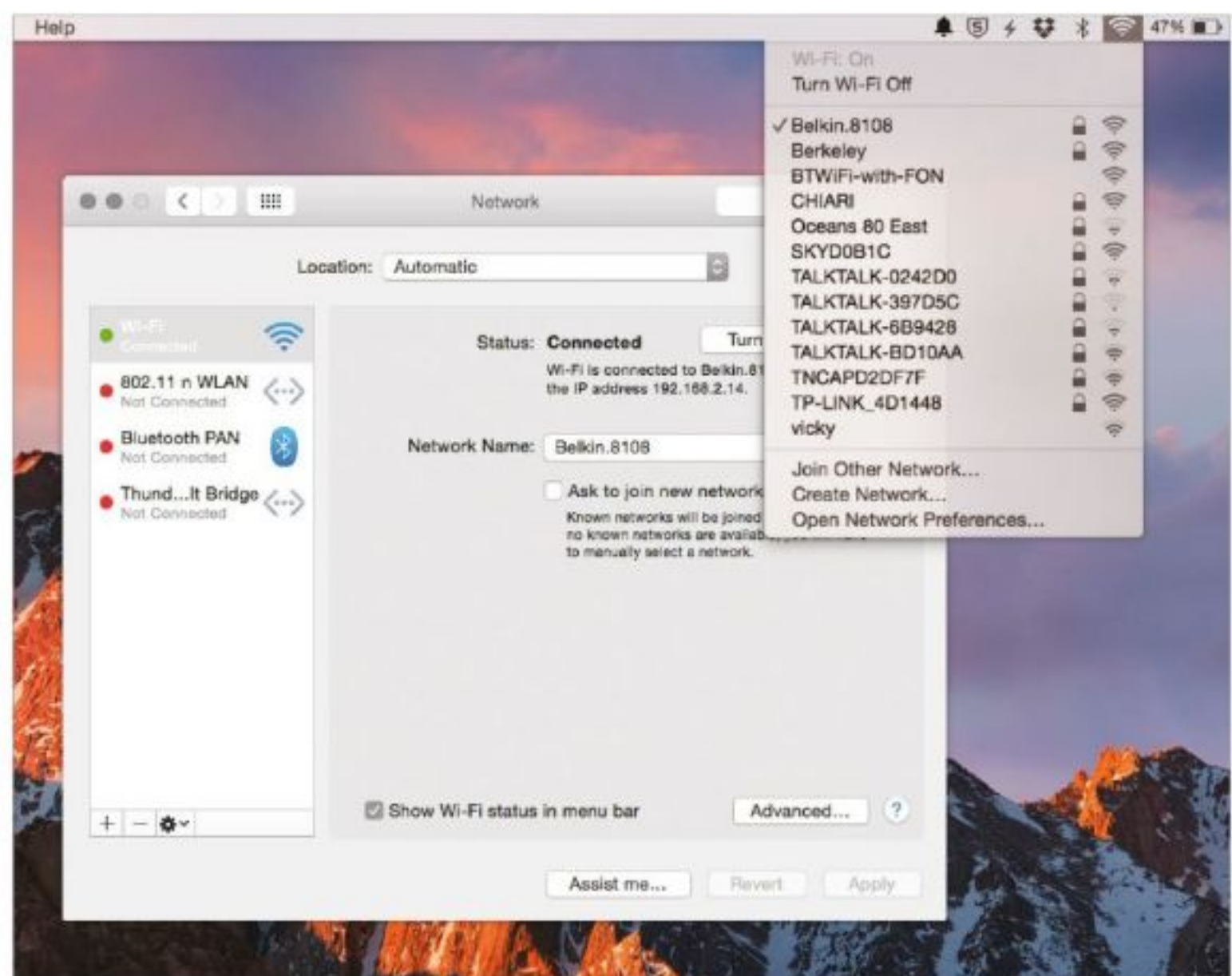
Gain access to the world wide web by hooking up your Mac to Wi-Fi



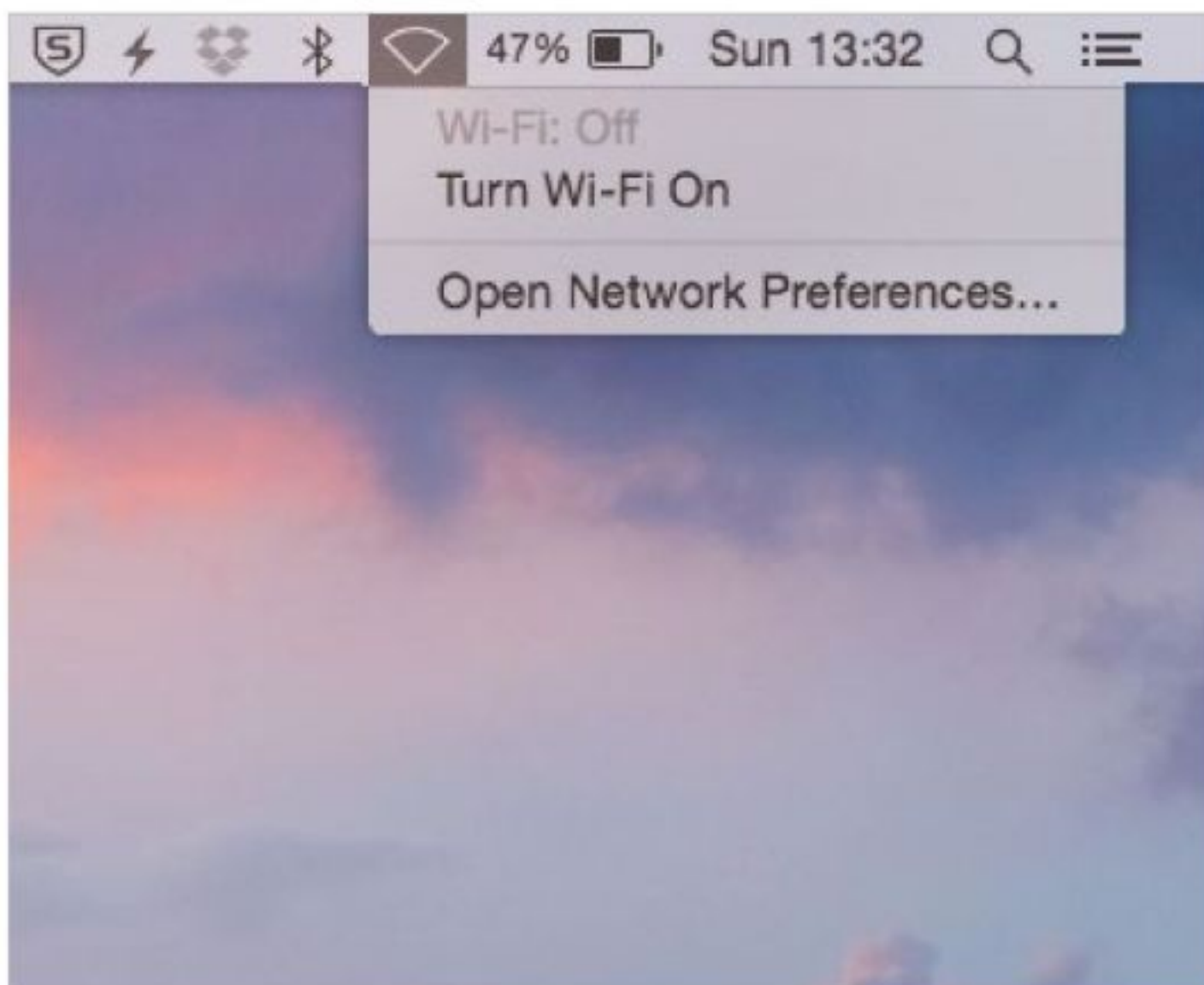
To get the most out of your new Mac or MacBook, you will want to **connect it to the Internet**. Luckily, this is a simple process regardless of whether you choose to use either a wired or wireless connection to your router.

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

Advanced

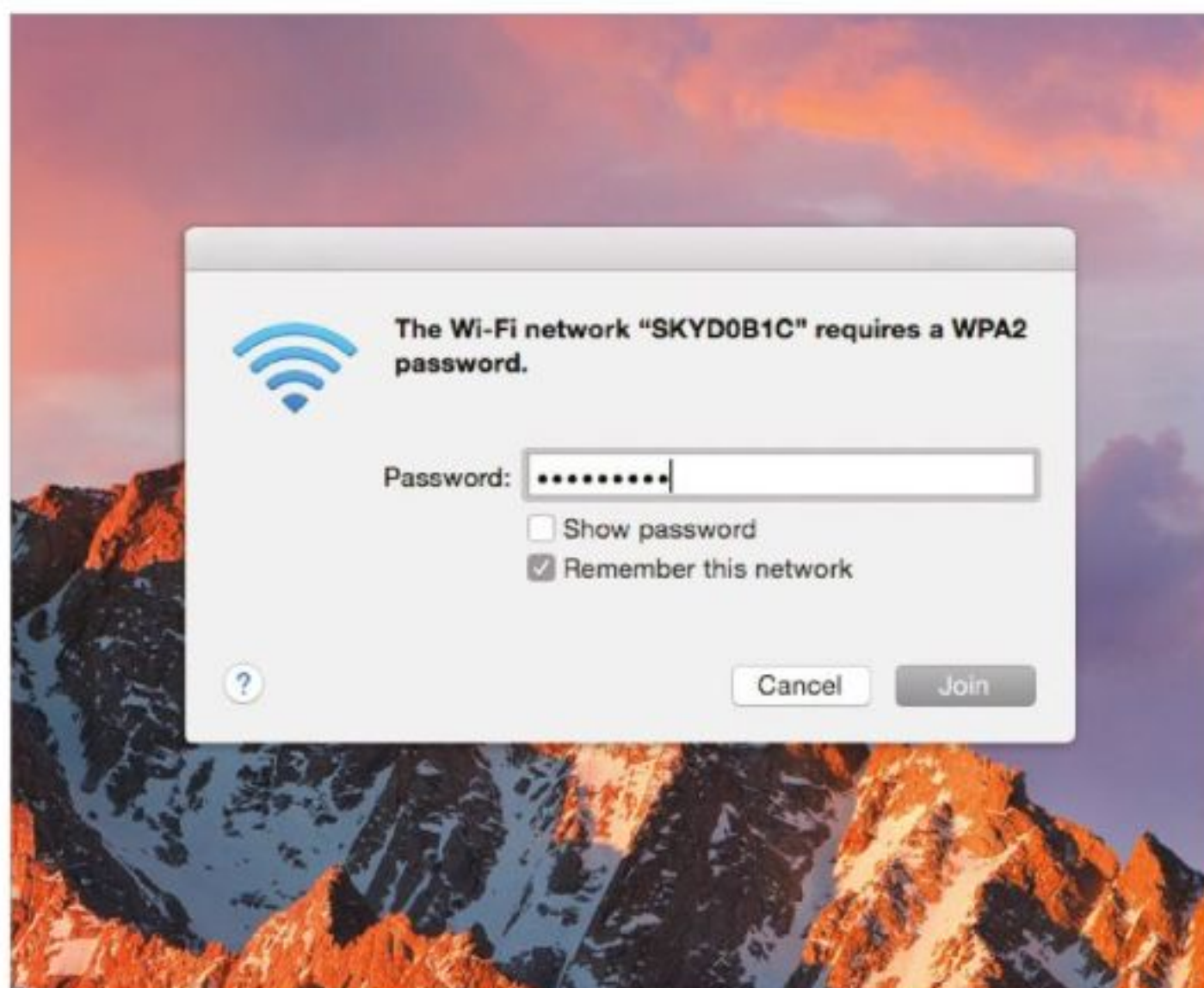
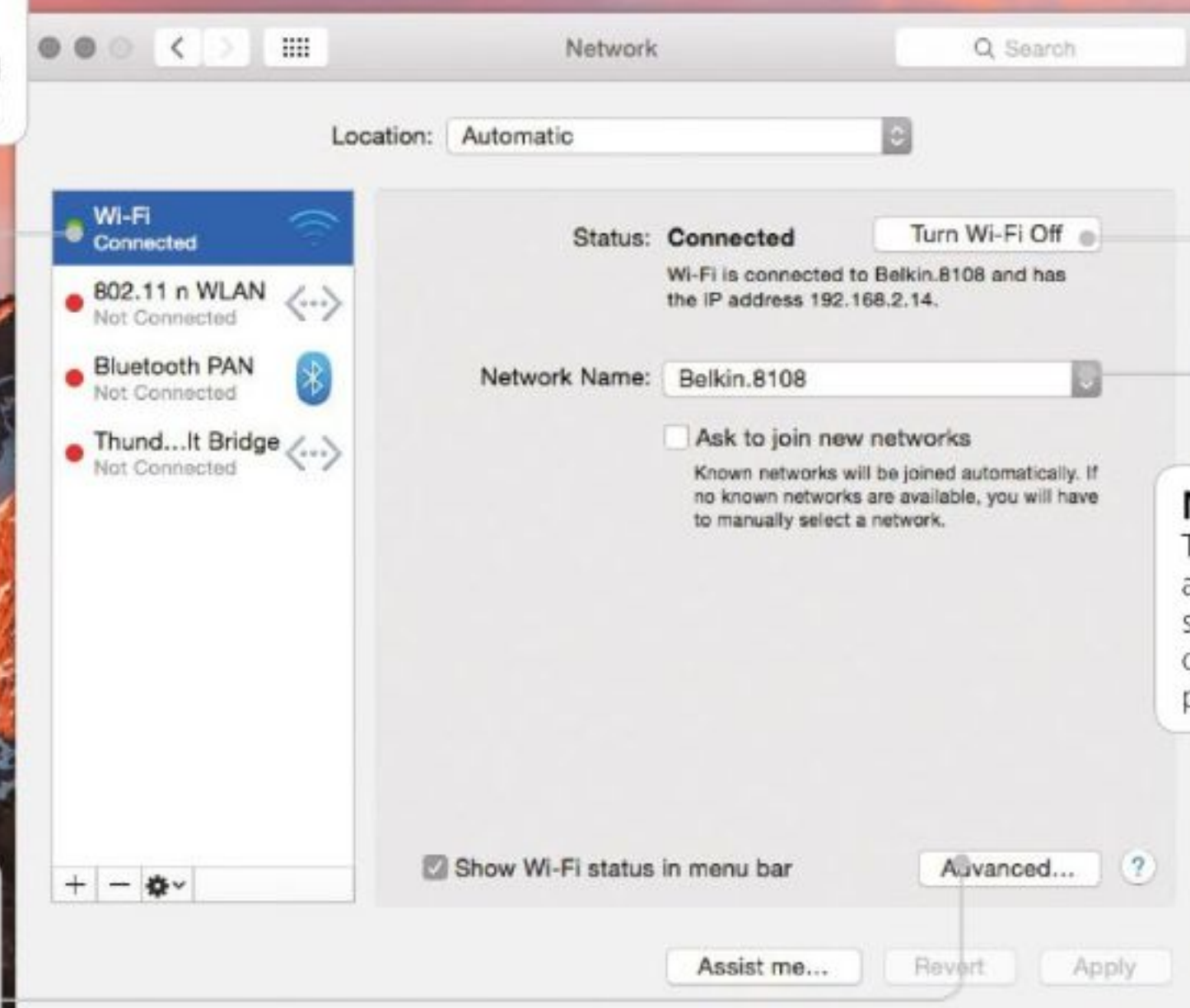
If you regularly connect to more than one network, you can organise the preference of these networks – among many other things – in the Advanced section of the Network Preferences menu

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



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.

Getting started

Add a new user account

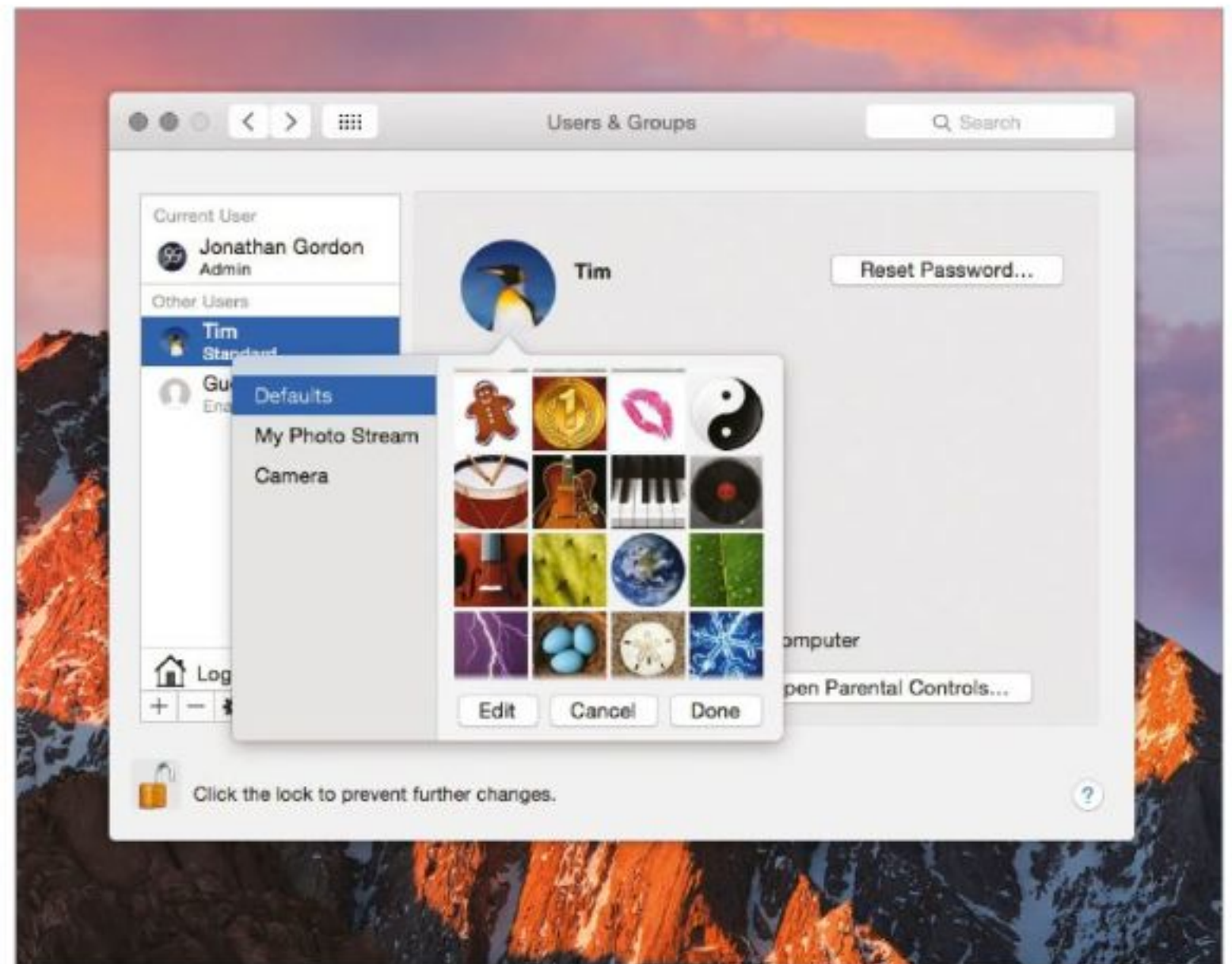
Share your Mac with the family by creating multiple user accounts



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

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

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

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

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.

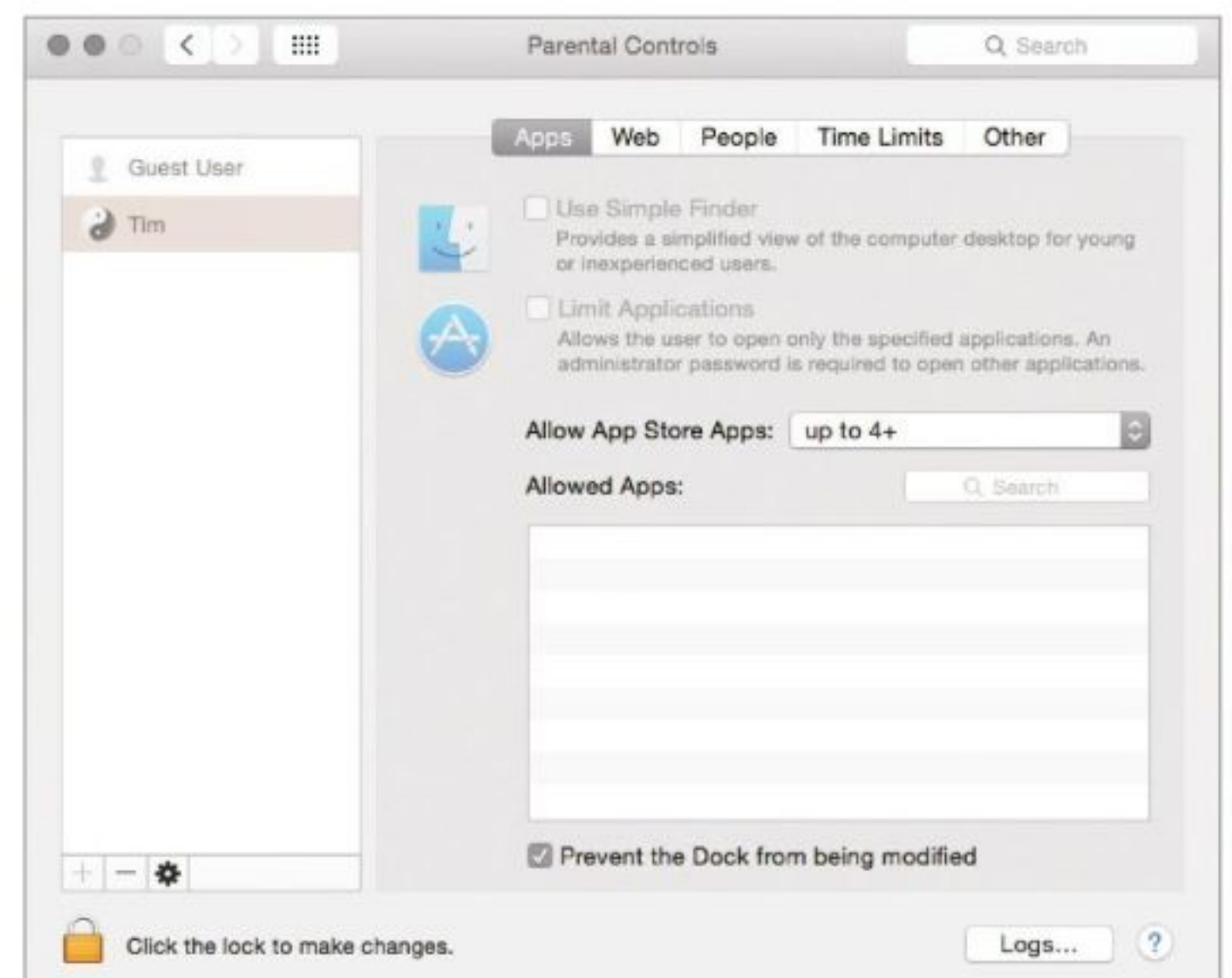
Limit apps

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



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.

Getting started

Where is everything kept on your Mac?

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

X It happens to even the most experienced of us – you absent-mindedly 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

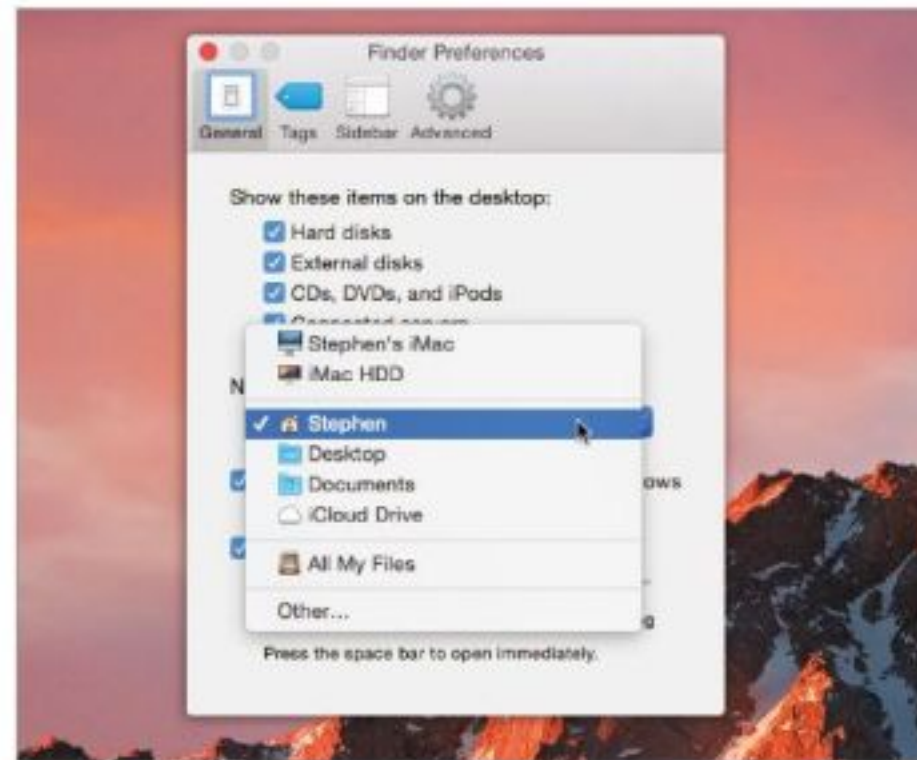
save your stuff in the right place, quickly and often without having to think about it. The key to this is how your Mac handles Home folders, which are a special set of folders that are automatically created for each person that has a user account on your Mac. Know your way around here and you may never get lost on your Mac again.

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.

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.



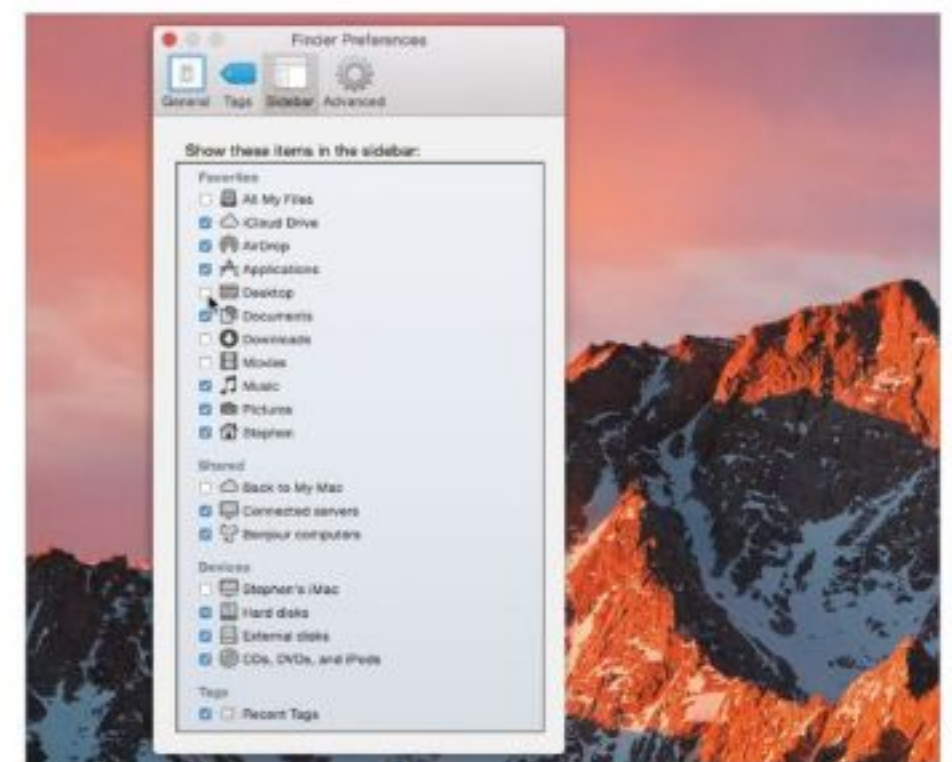
Head Home

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.



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.



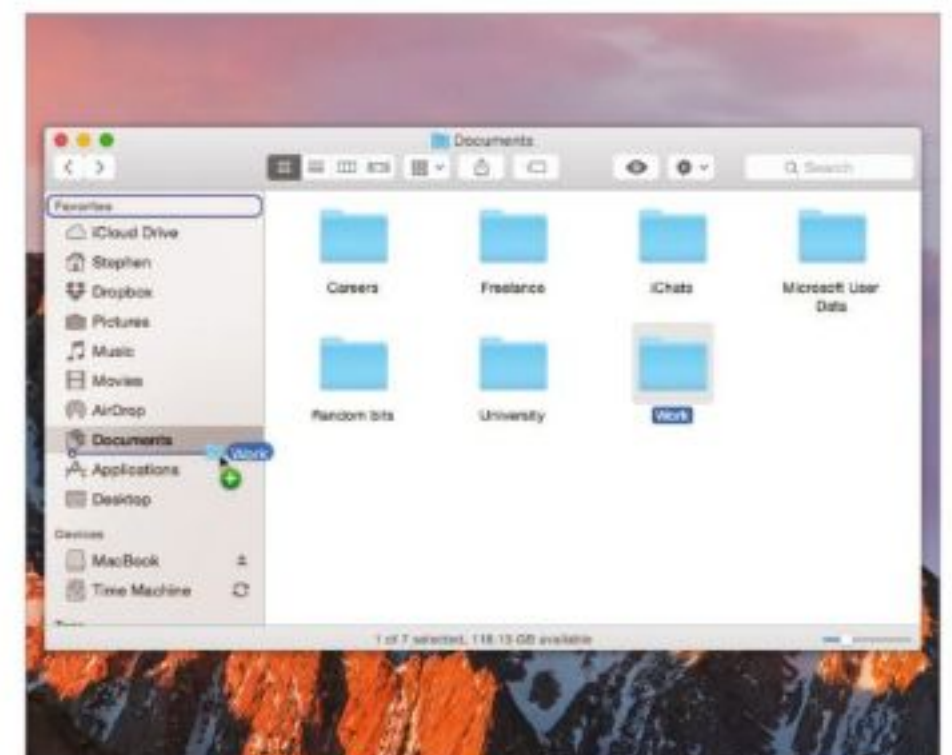
04: Getting ticked off

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.

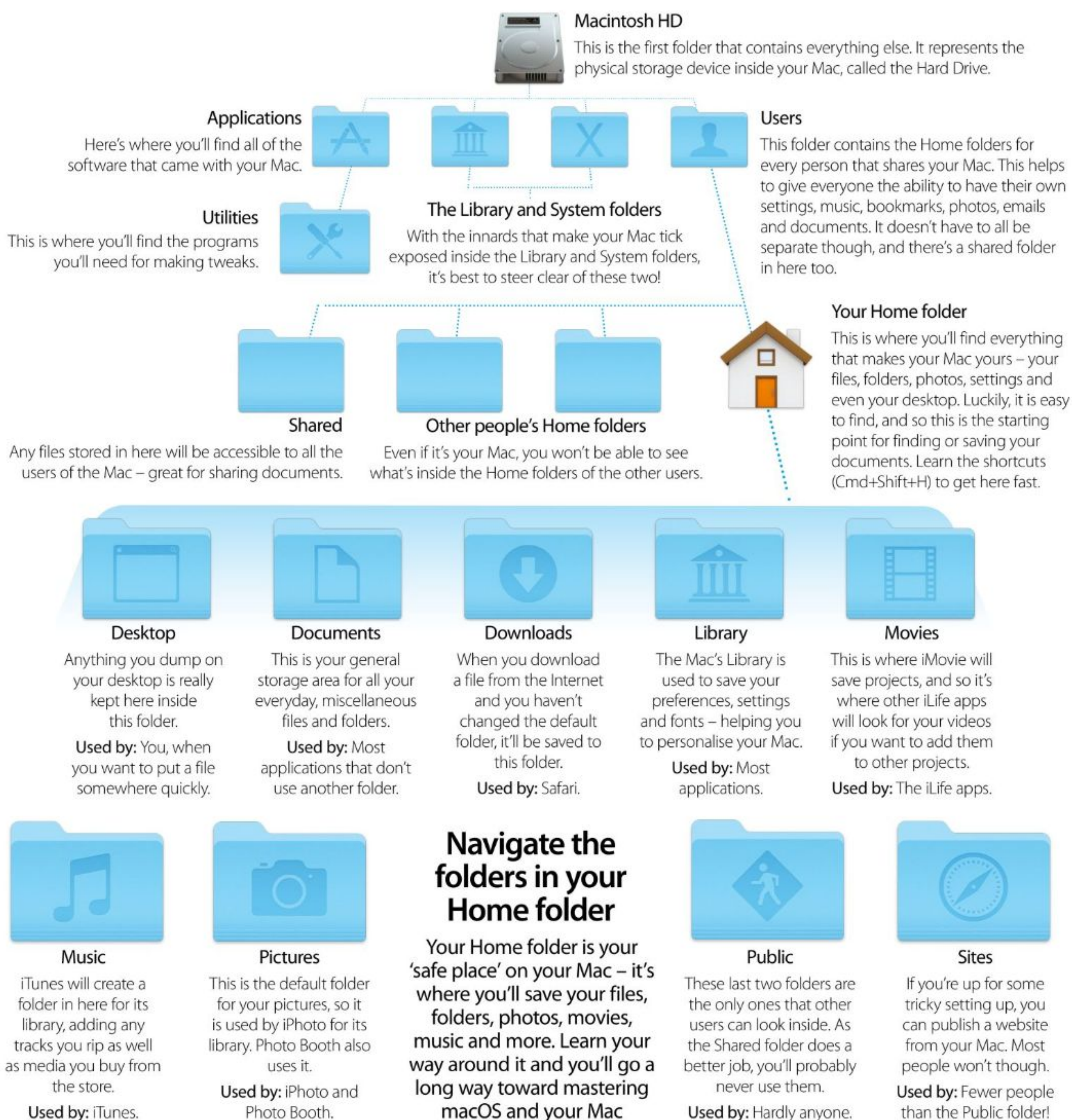


06: Drag it on, drag it off

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



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. With High Sierra, you can create and share links to files in your Drive for others to view and edit.

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 50GB, 200GB or even 2TB of space. You can now share this storage space with family members if you have Family Sharing enabled. Once you've used iCloud with macOS, you'll wonder how you ever lived without it.



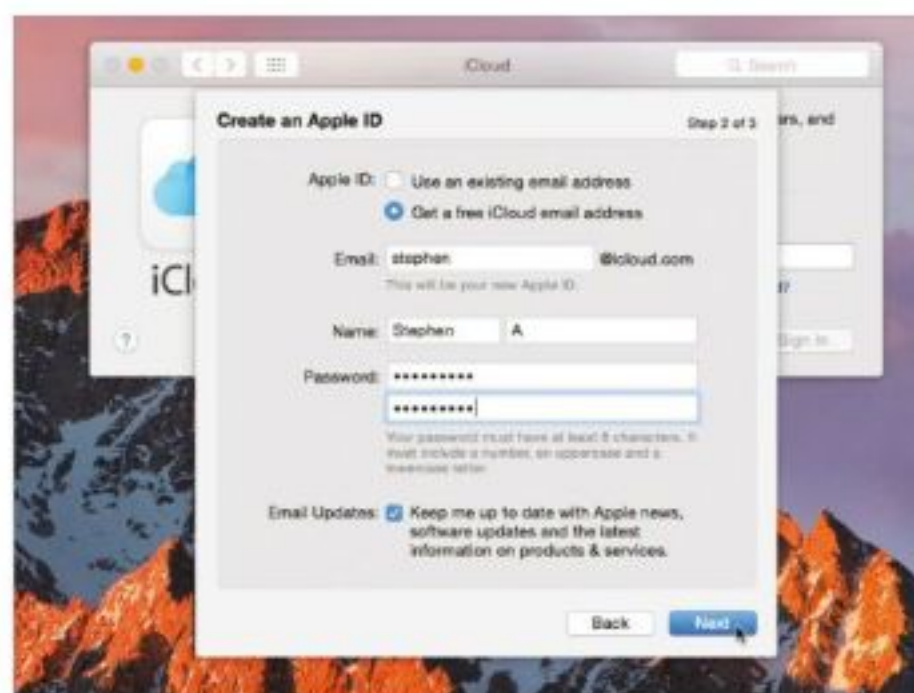
"Once you've used iCloud with macOS, you may very quickly wonder how you ever lived without it"

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

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

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



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.

Getting started

Work with applications

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

X 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

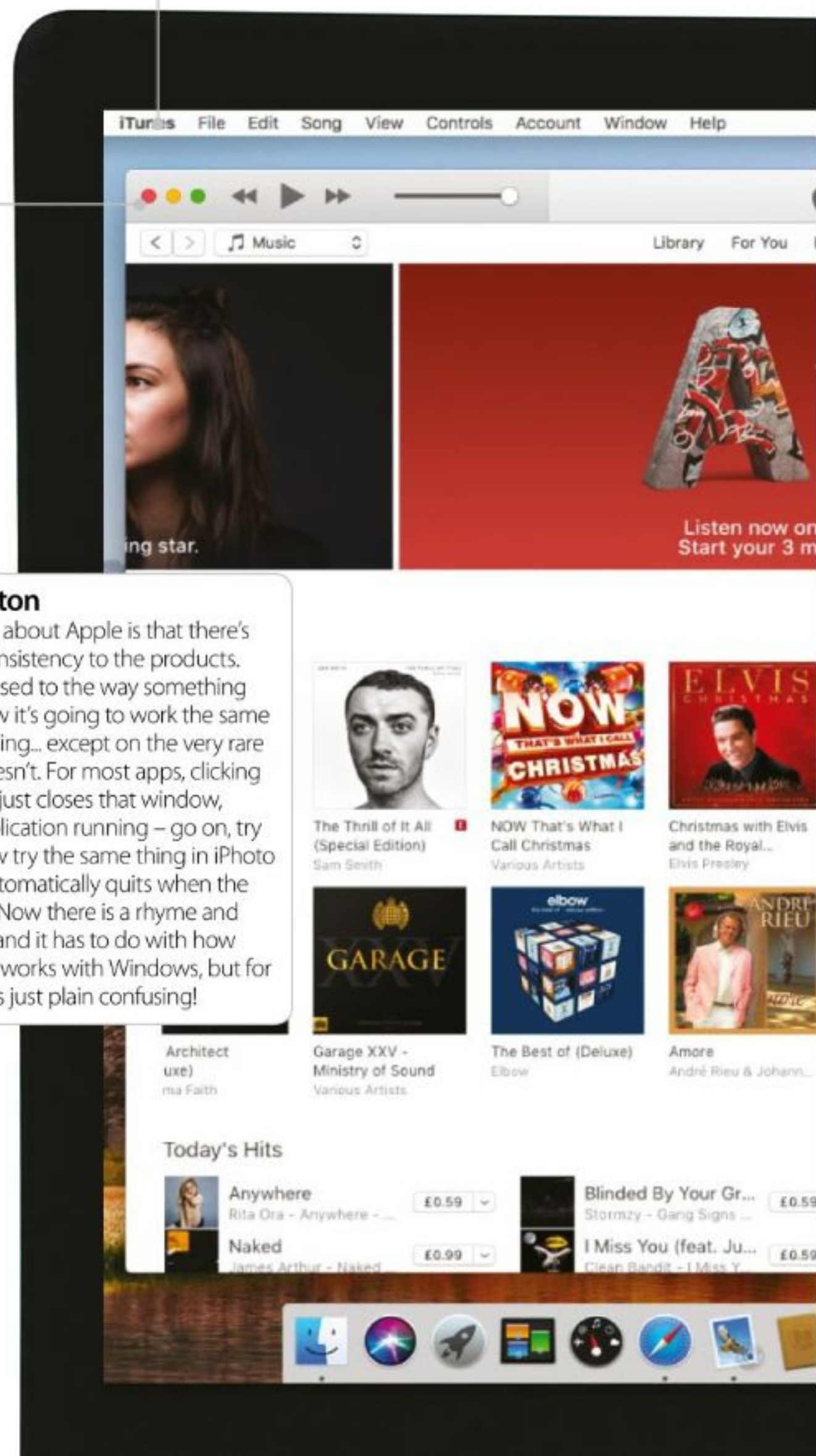
Hide others Want to focus on just one app? This option clears your screen of all other software

Show All Brings back all the applications you've hidden

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!



Finished playing? Close it down...



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



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



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



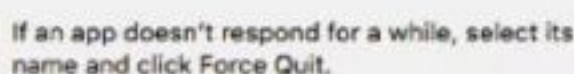
Some apps, like App Store, quit when you close the window by clicking the Red button.



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



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



- iTunes
- Mail
- Maps
- Migration Assistant
- **Photos**
- Safari
- Finder

You can open this window by pressing Command-Option-Escape.

Force Quit

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.

Getting started

Find your way around Mission Control

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

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

Mission Control remains 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.

When El Capitan was released, Mission Control received some fancy features such as Split View, plus the ability to create new spaces by dragging your apps upwards. These all helped to maximise the usability experience. Read on for our guide to the best bits of the Mission Control feature.



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 them by clicking

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.

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



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 across the top to show available 'spaces', including macOS's Dashboard if chosen in Preferences.



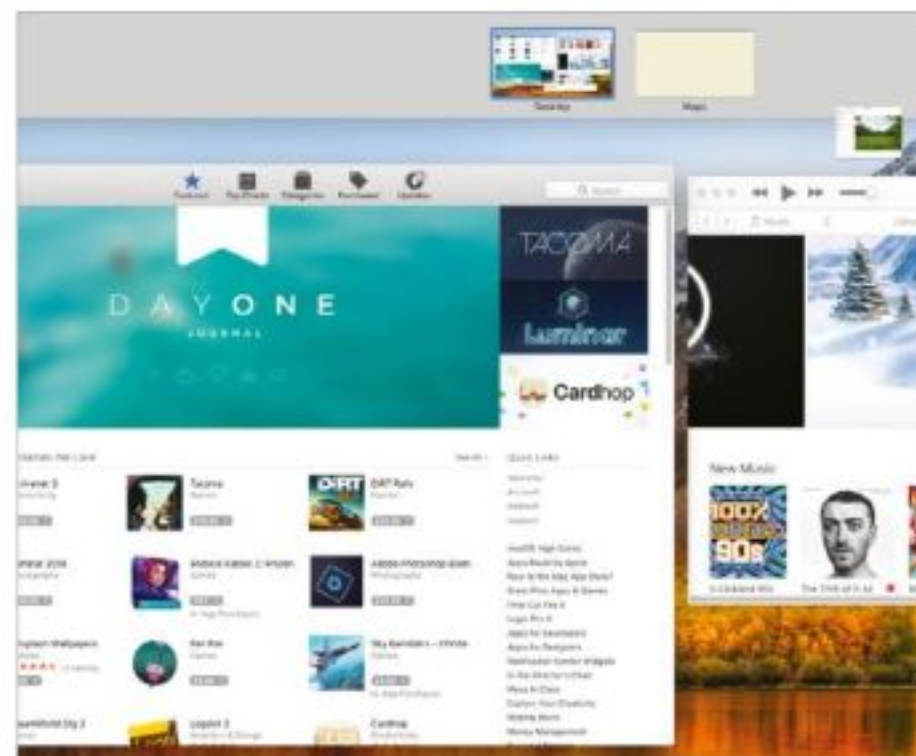
03: Give apps spaces

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 you may exit Split View by clicking the Minimise icon.



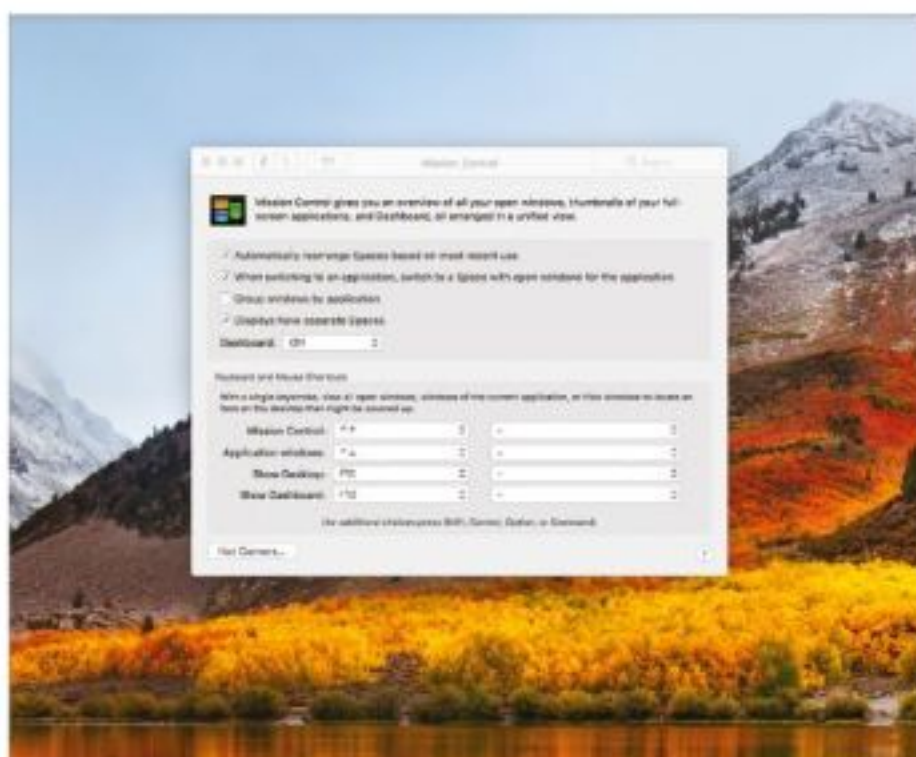
05: New desktop spaces

A desktop space can accept multiple apps. Create these via the Add (+) button on the Spaces bar or by 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.

Getting started

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 automatically on your Home screen, and the same applies for apps installed on your Mac, with each finding its way onto your Launchpad. However, 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 together a series of hints and tips to help you get the most out of Launchpad, including taking control of those apps you don't want to appear. 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

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://chaospace.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.

Hide apps

Hide unwanted apps by installing the free System Preferences add-on, which is available from chaospace.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



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.



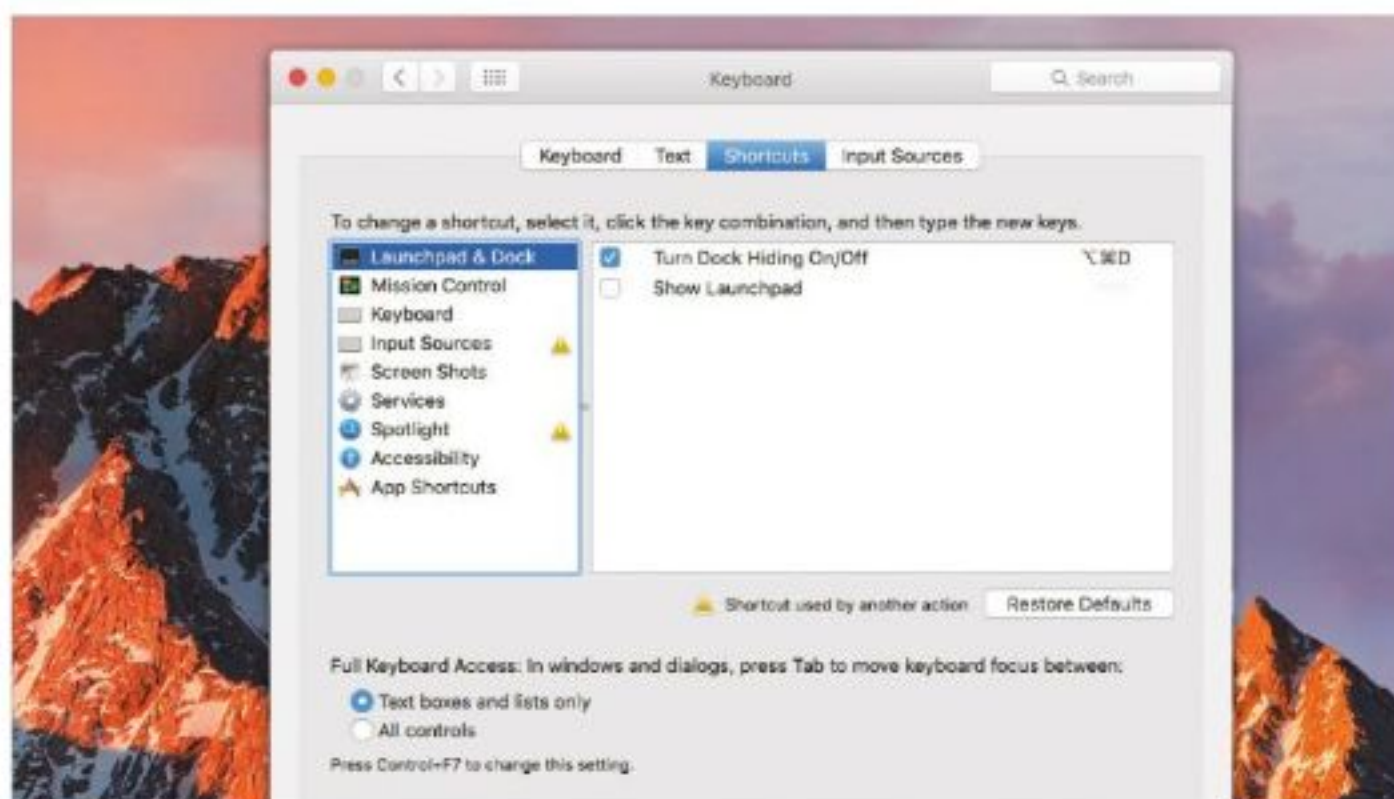
03: Liven it up

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



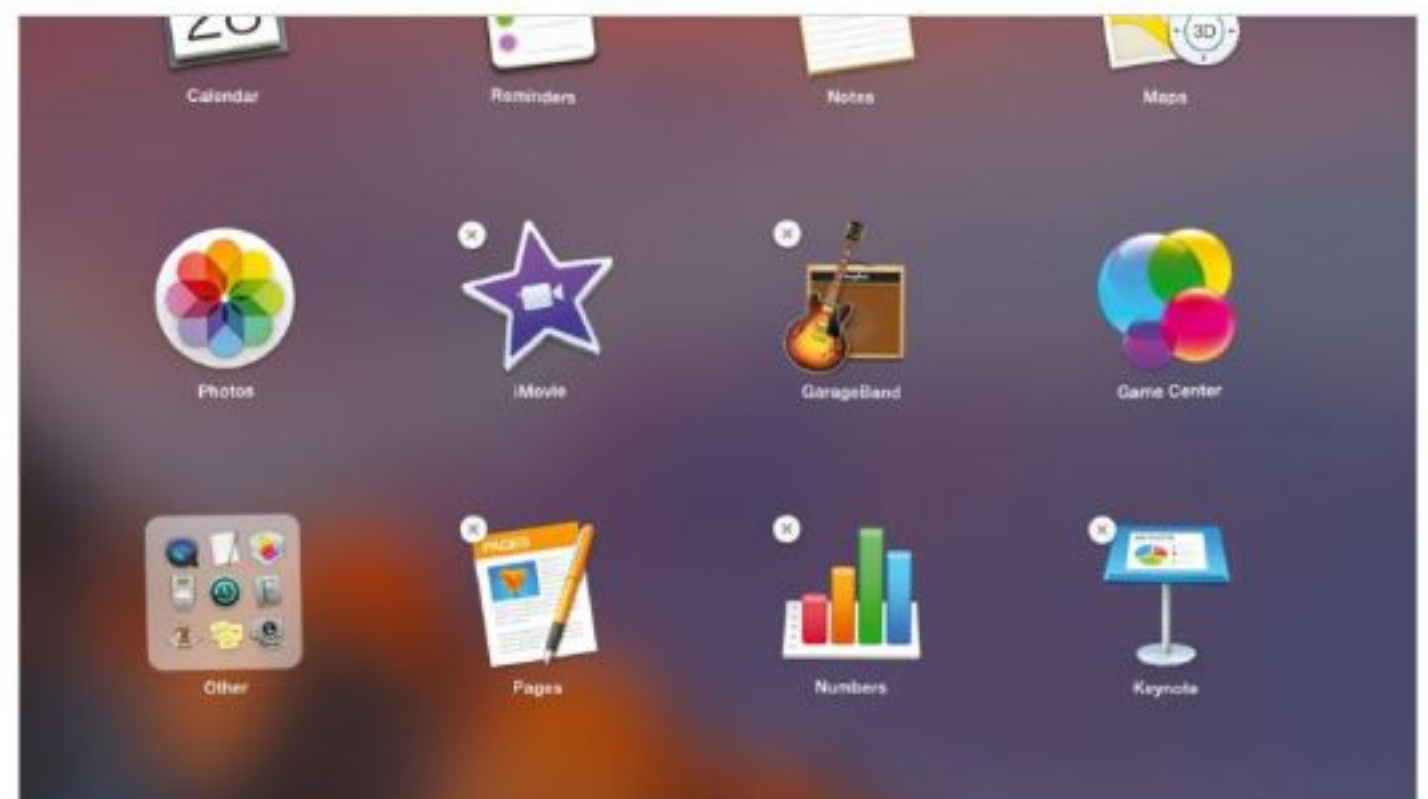
04: Hide unwanted apps

Hide unwanted apps by installing the System Preferences add-on, which is available from chaospace.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.

Getting started

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 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 brings it up, and allowing you 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.

“At its most basic, the Dashboard is a place in which you can put widgets”

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, 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 today

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

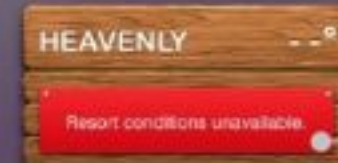
Unit Converter

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

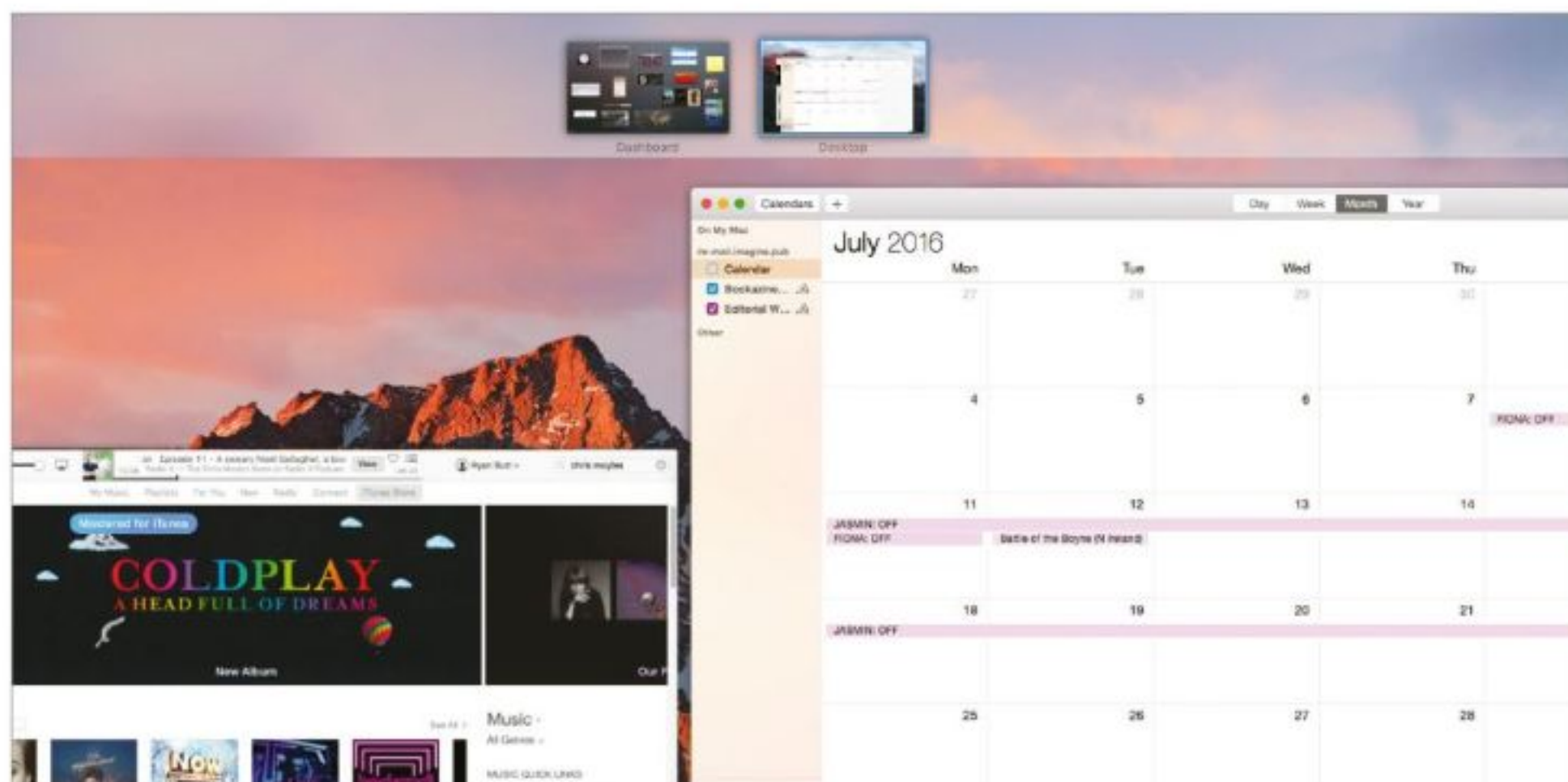
If you're financially minded and like to keep an eye on stocks, this will help do just that. Input your companies and away you go

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.

Getting started

Get to know Notification Centre

An invaluable central place to view all the 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 also include sounds in that suite of features too. Let's take a closer look at this useful facility.



Explore the interface

Manage your alerts and updates

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

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.

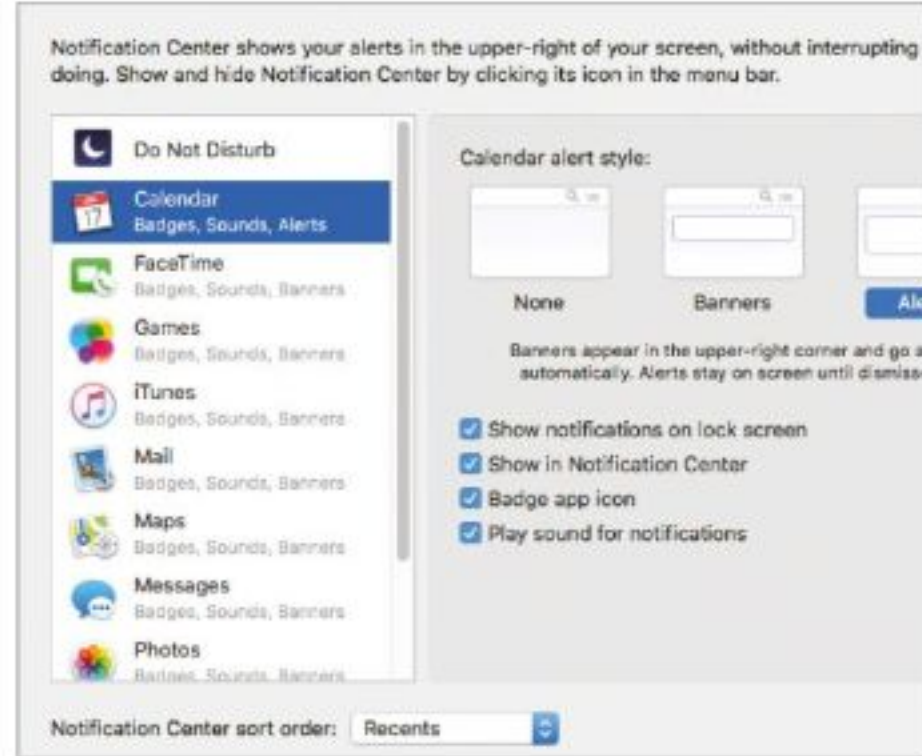
Notification Centre

Master the Notification Centre in macOS



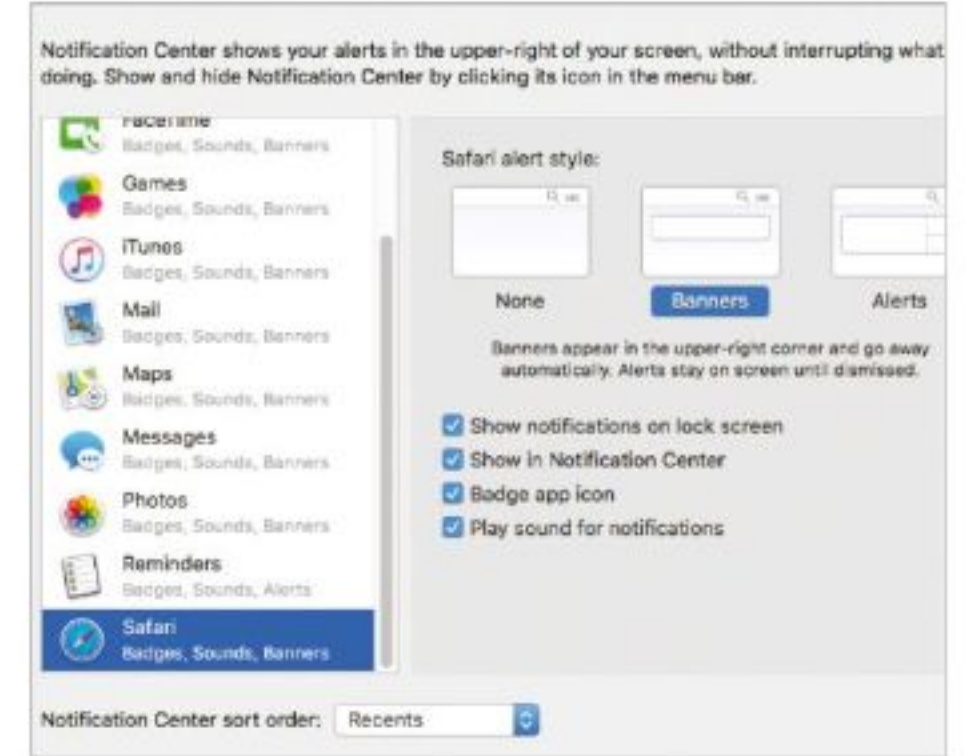
01: Open Notification Centre

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.



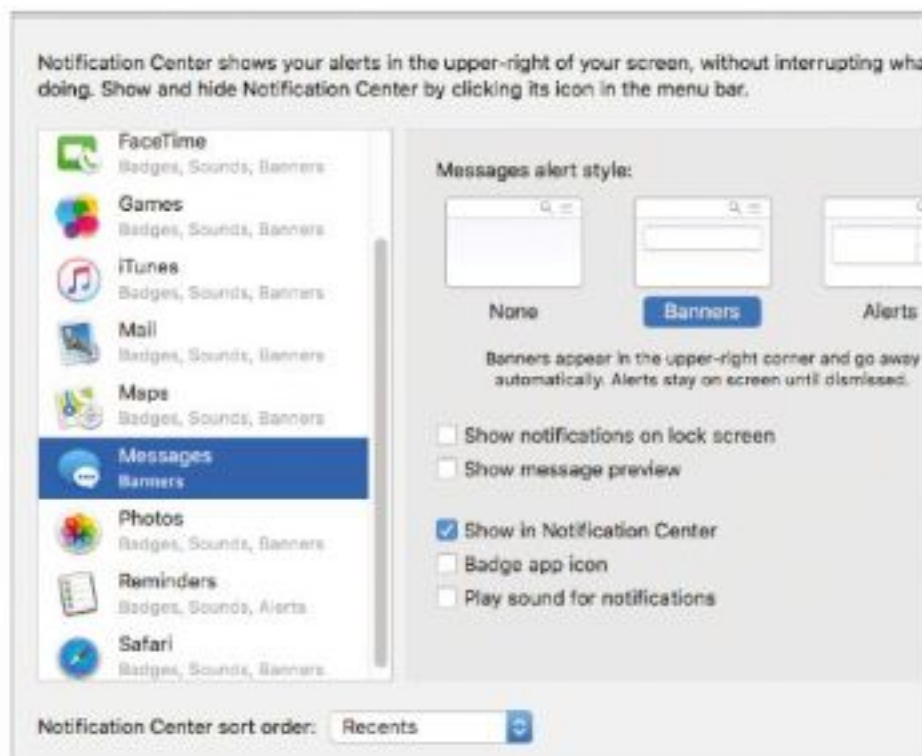
02: Choose an app

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.



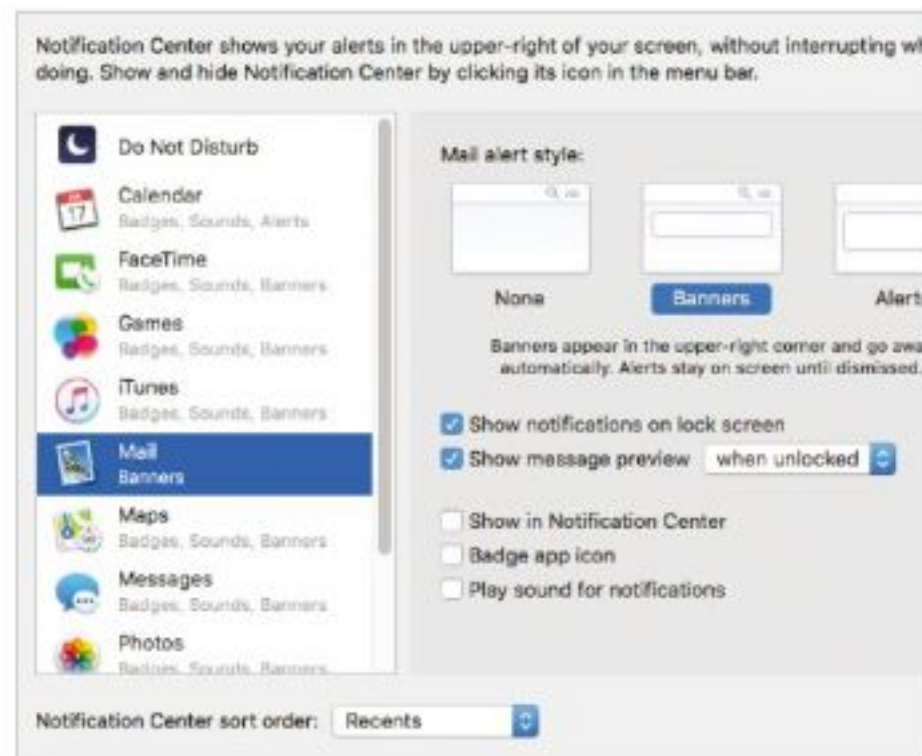
03: Choose style

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



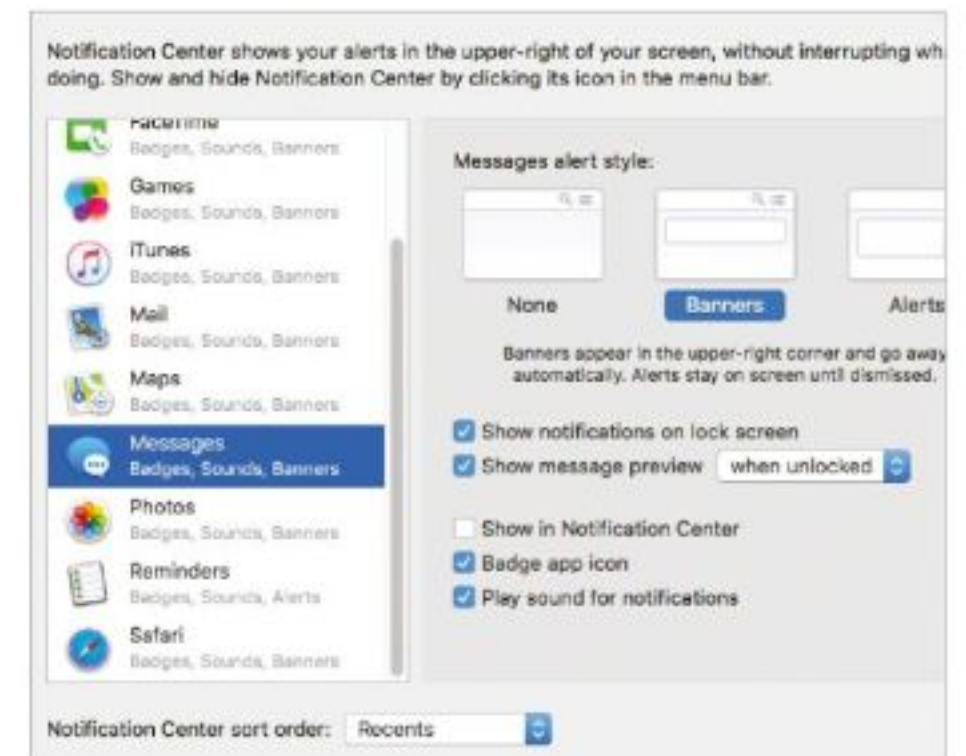
04: Show in Centre

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.



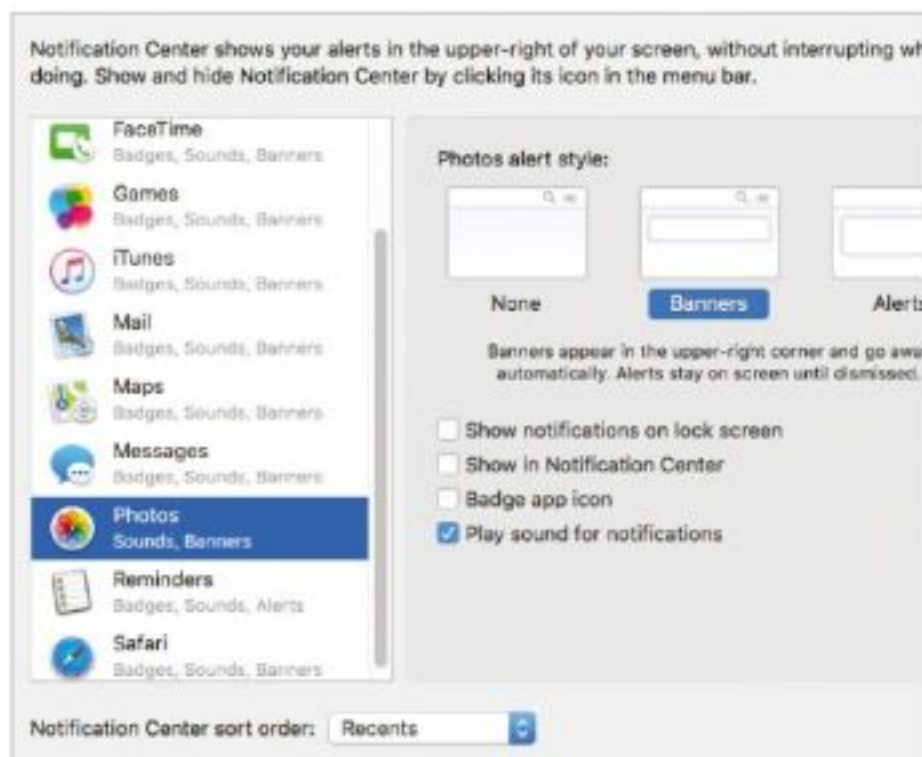
05: Lock Screen

For certain apps like Messages and Mail, you can choose to have a preview of the message as well as the notifications displayed on the lock screen.



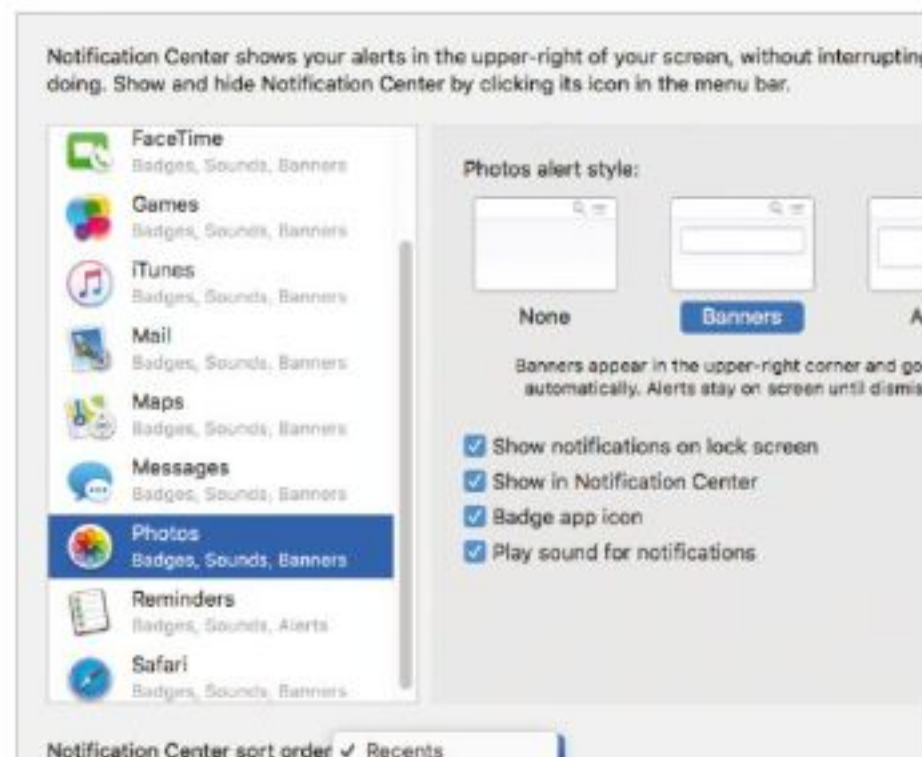
06: Badge icons

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.



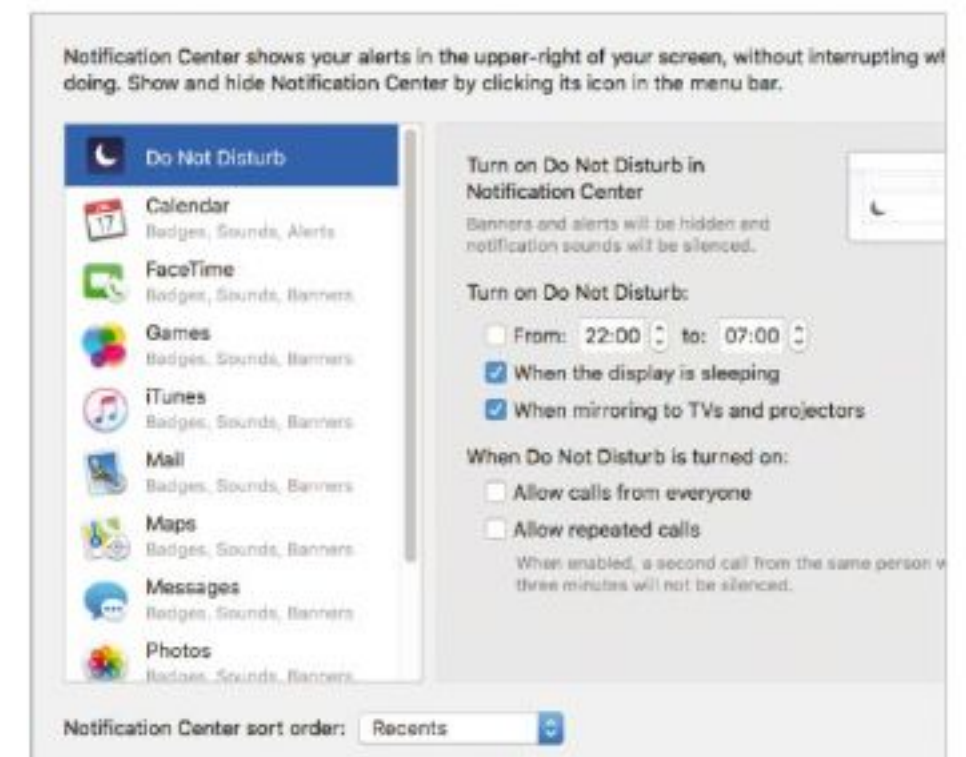
07: Play sound

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 Notification Centre Sort Order 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'll enhance your lifestyle



Notification Centre was introduced to Macs back in Mountain Lion and for the past couple of years 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 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

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

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 but its days are surely numbered. Using a widget in Notification Centre makes a lot of sense, is quick and easy, and is supported by a thriving community of third-party developers.





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 social accounts
Other widgets require you to add account details, like the Social widgets. Click Add Account and follow the steps to get your account running.



07: Time saver
Now you won't need the app or a browser. Send a Facebook update or tweet a post with all the usual additions, right from Notification Centre.



08: Reorder
Notification Centre lets you reorder the widgets on your Today view. Click and drag to reorder and banish widgets by hitting the red minus icon.



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.

Getting started

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 generic-trademark status similar to 'Hoover' and 'iPhone' in that it's referred to by that name even when another service is used. It is capable, fast and for many iPhone and iPad users has slowly crept into their daily workflows. The really good news is that Siri works in almost the same way on a Mac

due to macOS High Sierra, and it even comes with some extra functionality to boot. Thanks to the High Sierra update, Siri sounds less robotic than before. It will also learn what music you prefer to listen to and if you ask it to, Siri will make recommendations. With no setup process, it shouldn't take long for you to start enjoying Siri on your Mac.



"Siri works in almost the same way thanks to macOS High Sierra"

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

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.

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



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

When you upgrade to High Sierra, you can enable Siri. If you choose not to, you can do so in Settings. There will also be dock and status bar icons.



02: Set it up

Go to Settings>Siri to change the voice and language, choose the mic input and also set up a new keyboard shortcut for Siri. The settings are minimal.



03: Ask a question

Use a keyboard shortcut or click the status bar icon to activate Siri. Ask a question and the answer will be spoken aloud and also visually displayed.



04: Save the answer

Tap the '+' icon when an answer is previewed and it will be added to the Notification Centre. It's simple and quick to refer to later.



05: Access more detail

Some answers come with a preview image and text so you don't need to move away from Siri to find what you need. Click to view even more detail.



06: Set keyboard shortcut

Go to Settings>Siri and set up a simple keyboard shortcut to activate Siri. This is needed to use 'Hey Siri' but is also handy at other times.



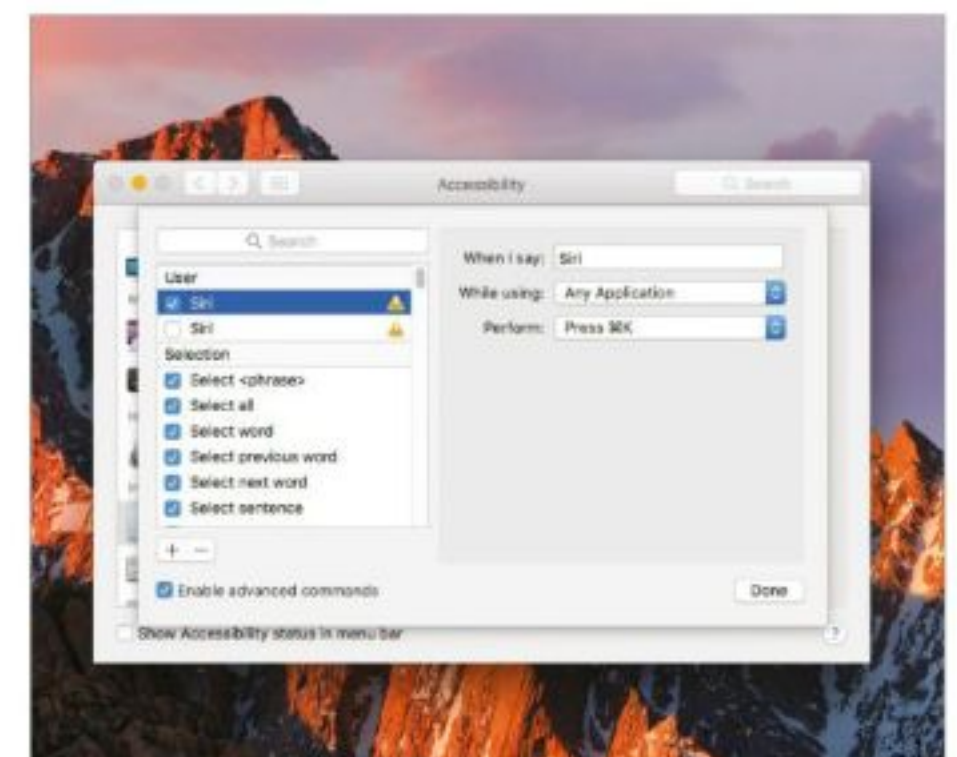
07: Use dictation

Go to Settings>Keyboard and click the Dictation tab. Enable it and then tick Use Enhanced Dictation. This enables the Mac to listen for new vocal commands.



08: Say Hey

Go to Accessibility>Dictation and tick 'Enable the dictation keyword phrase'. Type 'Hey' in the box and the Mac will start dictation when you say "Hey".



09: The final setup

Click Dictation Commands and then '+'. Type 'Siri' in the top box, choose Any Application and then add the Siri keyboard shortcut. 'Hey Siri' now works.

Getting started

Use macOS's Manage Storage facility

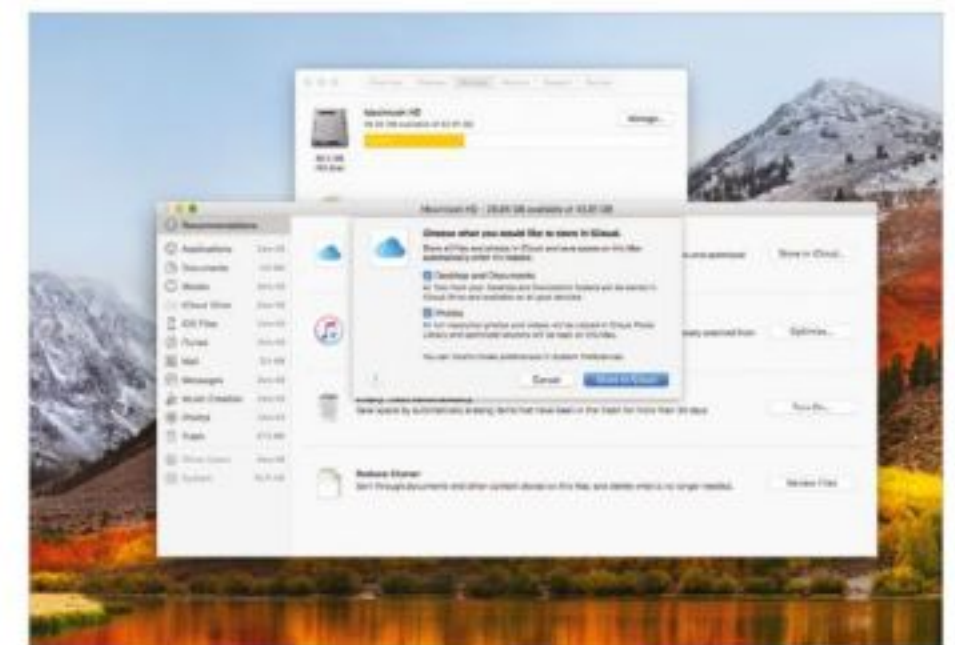
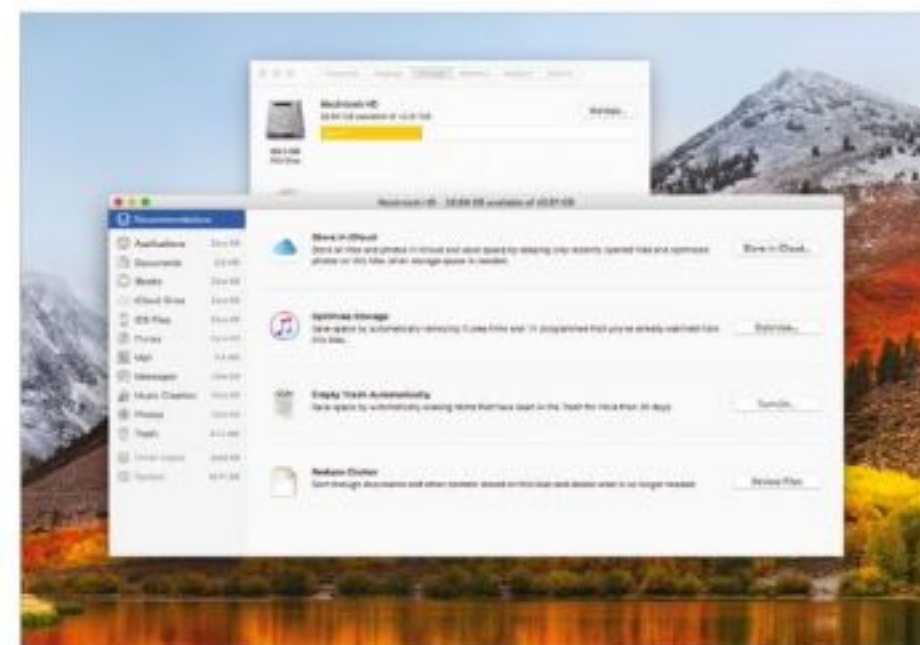
Master the storage management tools within Apple's latest OS

 Storage remains as fundamental as ever in computing, and in an era of photos, videos, music and apps we all crave more. Despite pocketing devices that boast the sort of gigabyte capacity that would have made Deep Blue blush, our fervour for file retention now sprawls online – a move with useful implications for desktops too.

Previously, with the release of macOS Sierra, Apple recognised this increasing storage flexibility by adding custom management tools for decluttering your system drive. Useful for improving performance, not least clearing room for more stuff, these features embrace iCloud and iTunes and can be tweaked to the max. So in this advanced guide we take a closer look...



macOS High Sierra Using macOS High Sierra's management tools



01: About This Mac

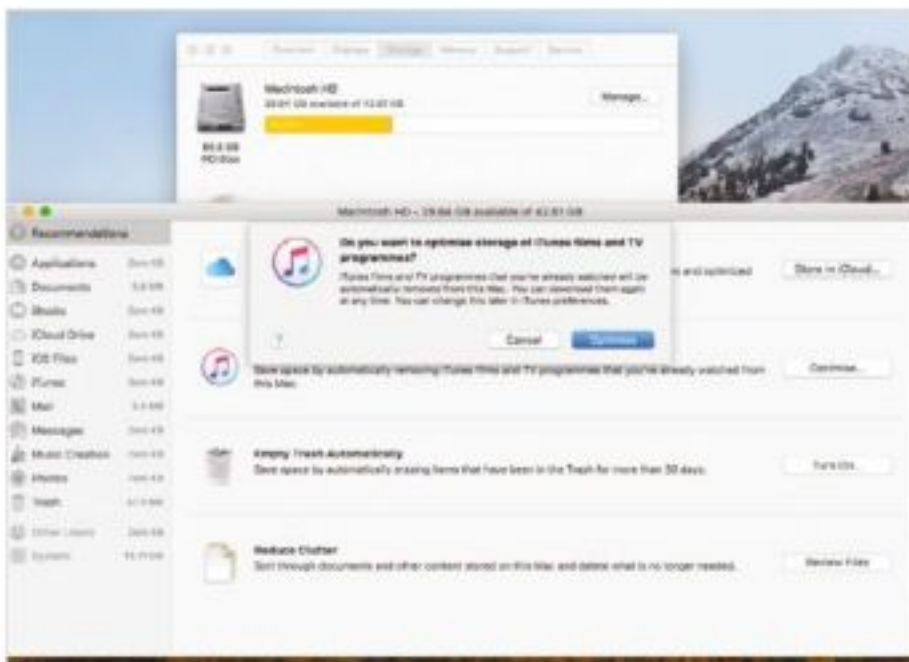
From the macOS desktop, begin by navigating to and selecting Apple>About This Mac from the main Finder menu bar. The About dialog showing the Overview tab should be displayed.

02: Storage tab

Click 'Storage' to view connected devices. A colour-coded bar shows how the hard drive is populated, but click the 'Manage' button to the right to show the Recommendations box.

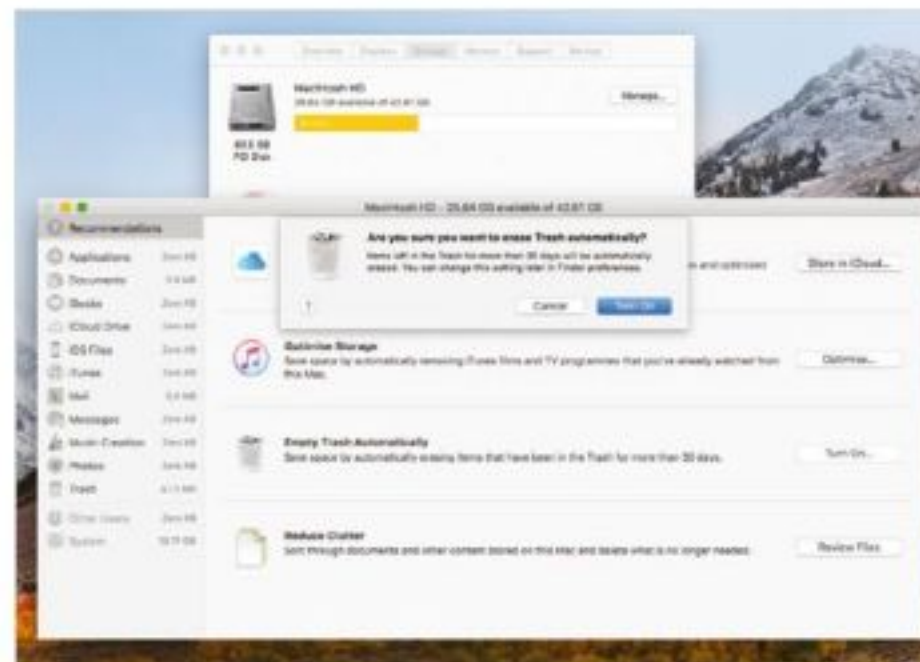
03: iCloud Storage

Click the first button and a prompt offers two checkboxes for storing desktop and documents files, plus any photos and videos on iCloud Drive and Photo Library instead.



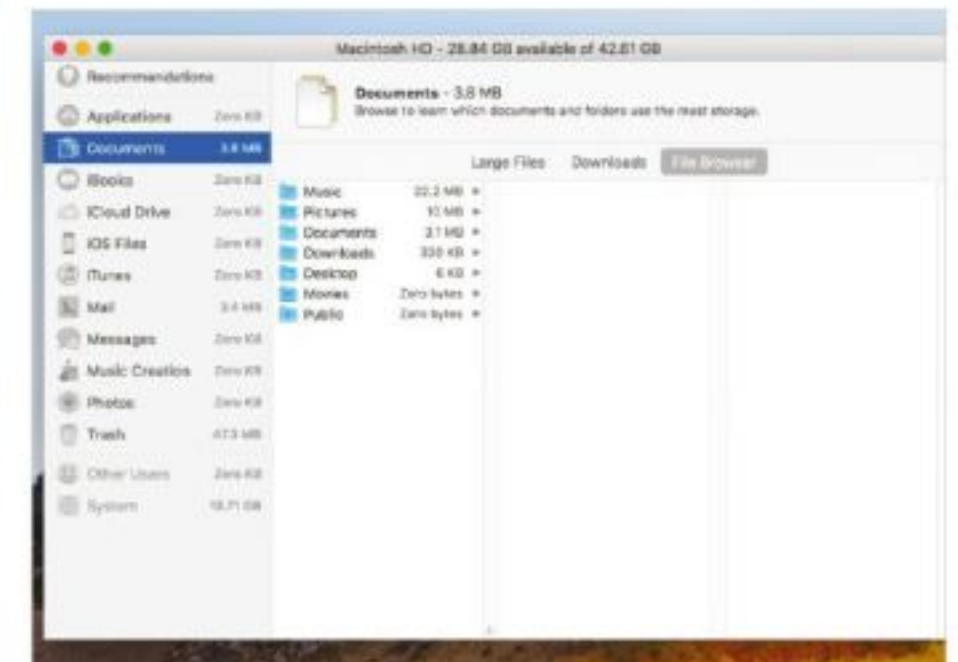
04: Optimize options

Click 'Optimize' and checkboxes toggle automatic removal of watched iTunes videos and a choice between downloading new email attachments or none at all.



05: Trash talking

The third button is useful if you often have a brimming Trash basket. Turning this feature on will automatically erase those files that have been trashed for over 30 days.



06: Reduce Clutter

Click 'Review Files' to show the Documents items. Large Files and Downloads are shown ordered by size for selection and deletion, while File Browser offers folder navigation.

Unboxing macOS storage

We pick apart the key components and tools within High Sierra's new management utility

Recommendations and file types

The first item shows the Recommendations pane by default, containing the four main button-based controls. Below this are listed the various stored file types, iCloud, and programs you can view to make more direct changes

Store in iCloud

This option automates the shifting of all file and photo storage onto iCloud instead of local system drives. Only recently accessed documents and storage-optimised photos are kept on your Mac to maximise space

Optimize Storage

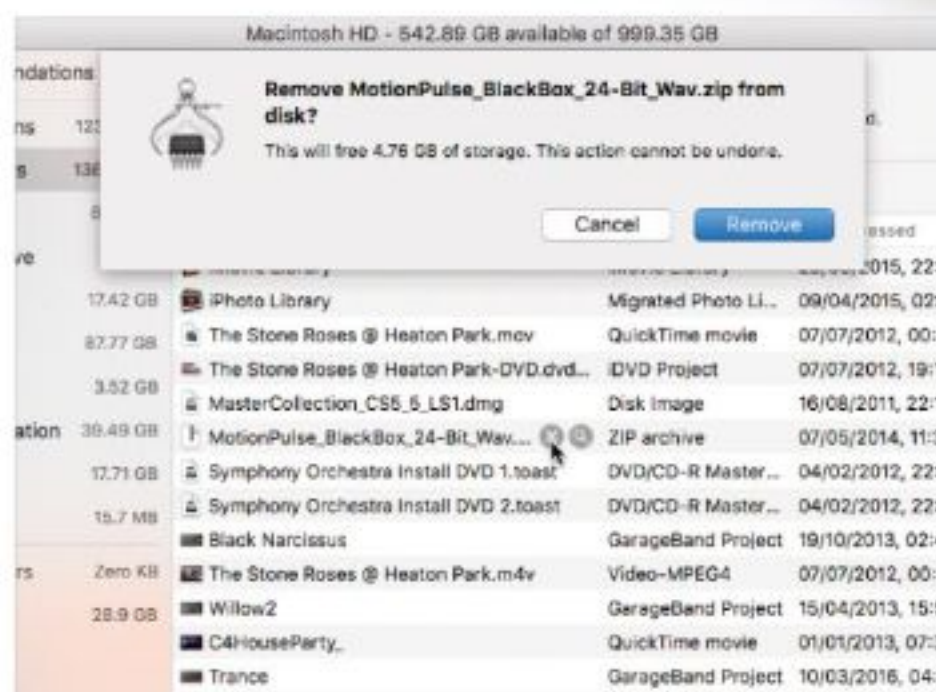
Click this button to take actions such as removing any locally downloaded iTunes videos once watched, such as TV episodes and feature films. Additionally, things like only your most recent email attachments will be retained

Trash & Clutter

Turn on this to toggle the automatic erasure of trashed items after a 30-day period. The Review Files button then shows redundant files or content that can be manually deleted to remove clutter

DOWNLOADABLE CONTENT

The Manage Storage utility allows a number of files to be deleted that you can always download again. One such selection is Music Creation, where GarageBand's Sound Library can be removed completely and easily re-installed through the app. Just like Mail attachments and iTunes content, these files can grow very large and are useful to lose when clearing significant space quickly.



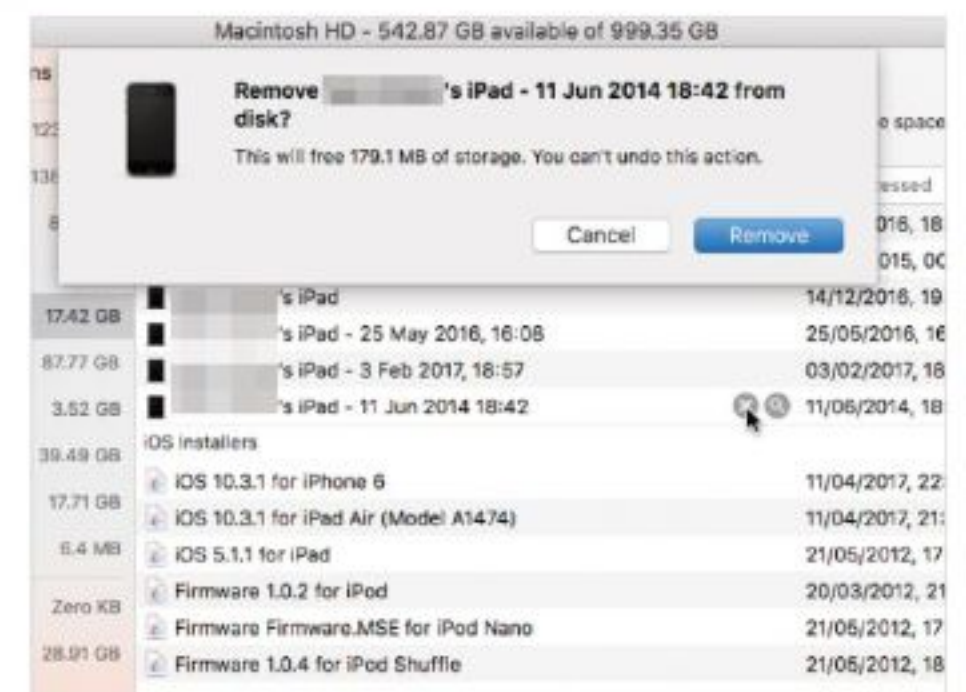
07: Deleting files

If a little cross icon shows as you hover over a listed file, you can click this to choose the file for permanent deletion, or the magnifying glass to view within Finder.



08: Applications view

Under the Applications tab, you can again view installed apps by size and delete as desired. Clicking the Open Applications button opens the folder within a Finder window.



09: iOS Files

Aside from the other items, iOS Files is useful for identifying old device backups and iOS installers. They can simply be deleted in the same way, using the cross icon.

Getting started

Take advantage of Spotlight in macOS High Sierra

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 High Sierra, boasting some great features and even better searches than before.

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, because 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

Top Hits

The Top Hit is Spotlight's best guess and it is indeed the Harry Potter book in this case. The result is an email and the icons next to each result indicate the type of item

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

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.

Related information

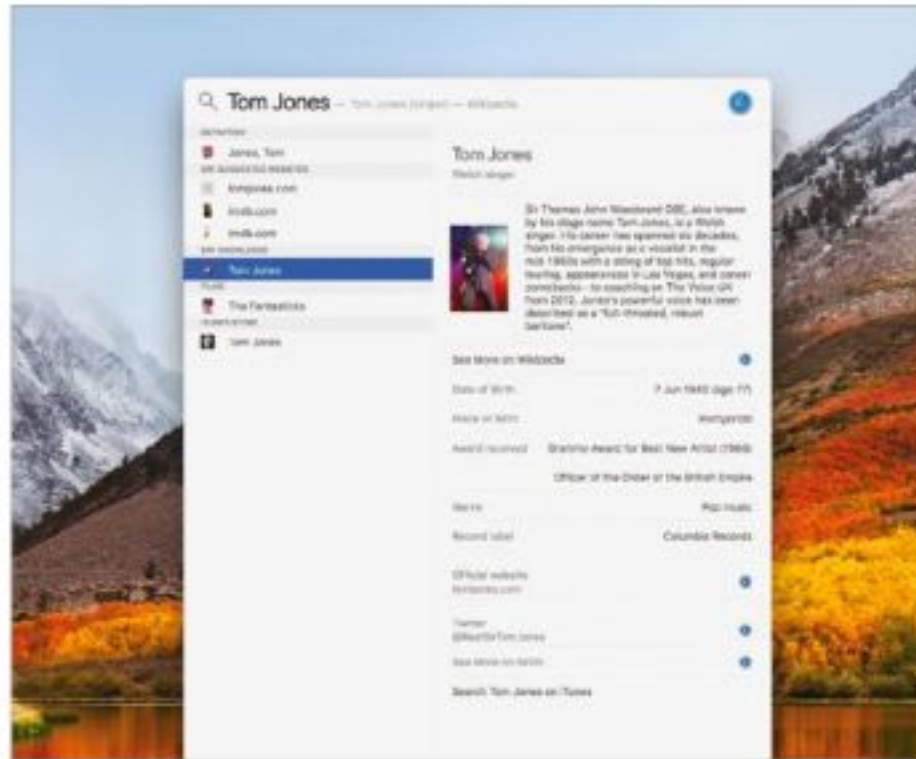
This really highlights Spotlight's ability to find not only direct results like the top hit, but related information. It obviously looked up the author and displayed another book from her, which is clever



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 you want to find on the Mac or the web, such as *The Martian*. There are books, 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.



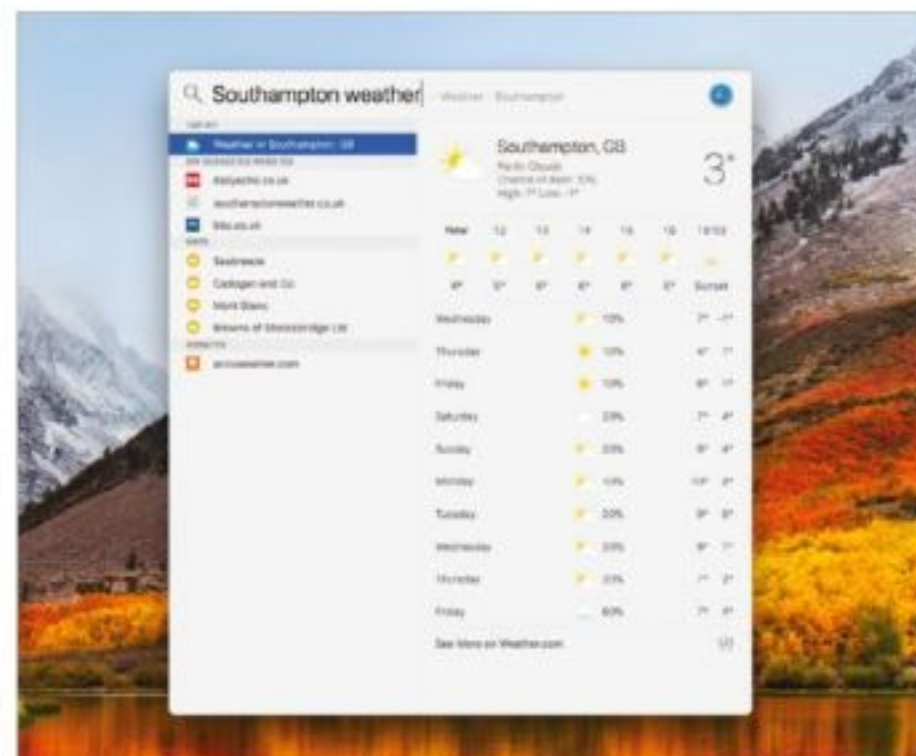
03: Search for videos

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 is displayed. You can just as easily see weather forecasts for any where. Just add the location.



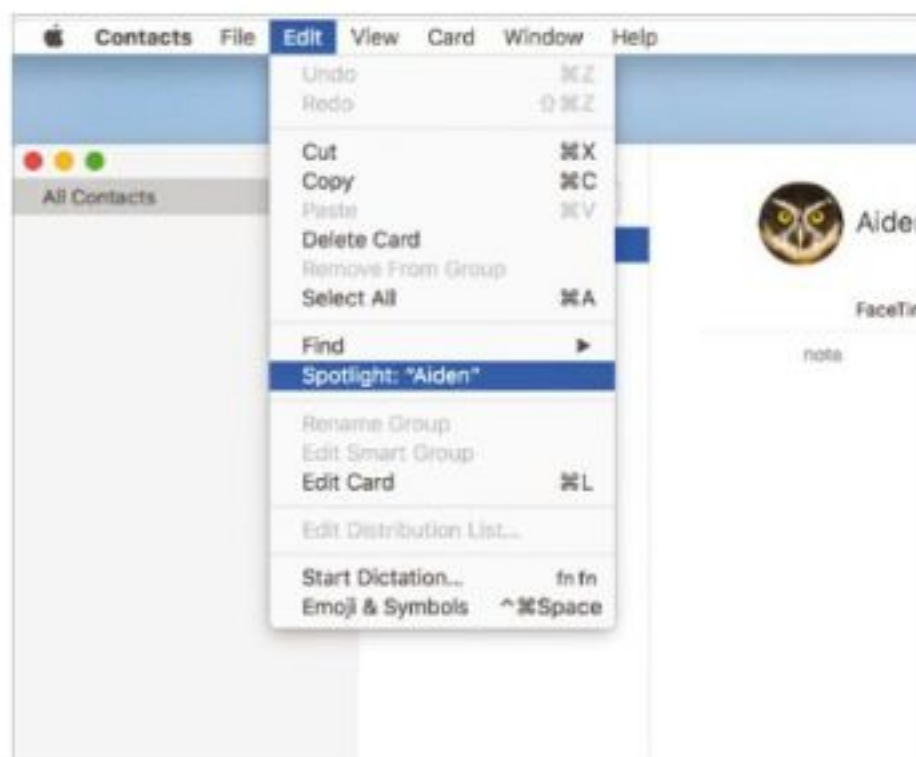
05: Expand the window

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.



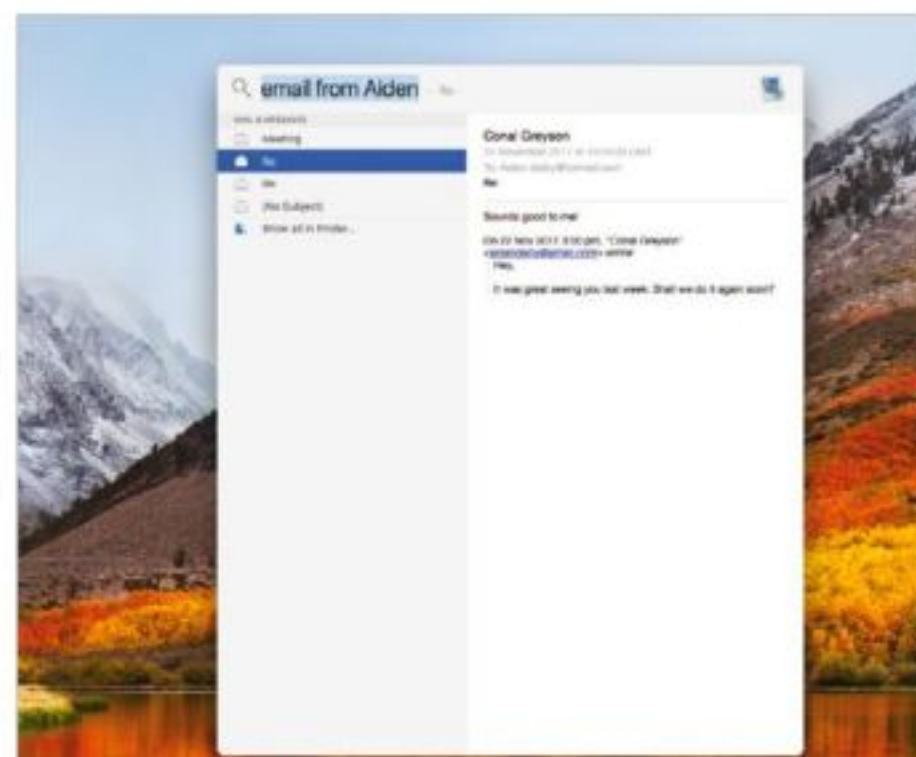
06: Get flight info

Spotlight can now show flight information such as departure and arrival times. Just type the flight number to see the details.



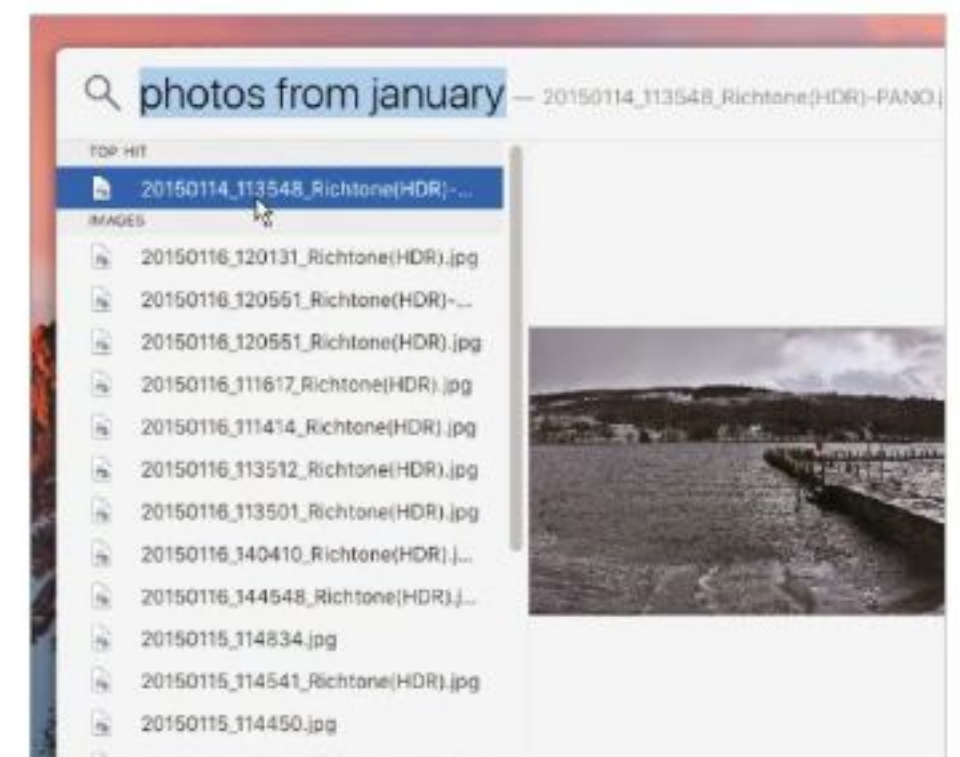
07: Access Spotlight contacts

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.

Getting started

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...



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.



Dock

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

Desktop & Screen Saver



Desktop

Set the background picture on your desktop to one of the Apple-supplied images, one of your own photos from the Photos app 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 Photo 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 are 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 which corner performs which action here.

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



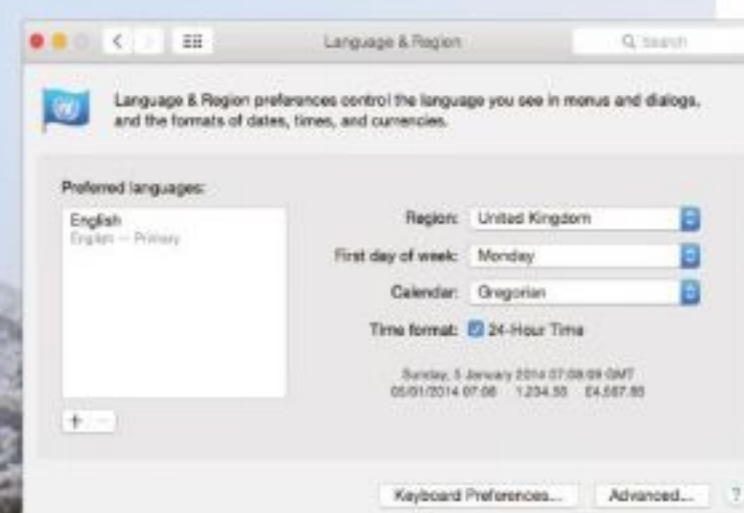
General

Here, 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.

Language & Region

General

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



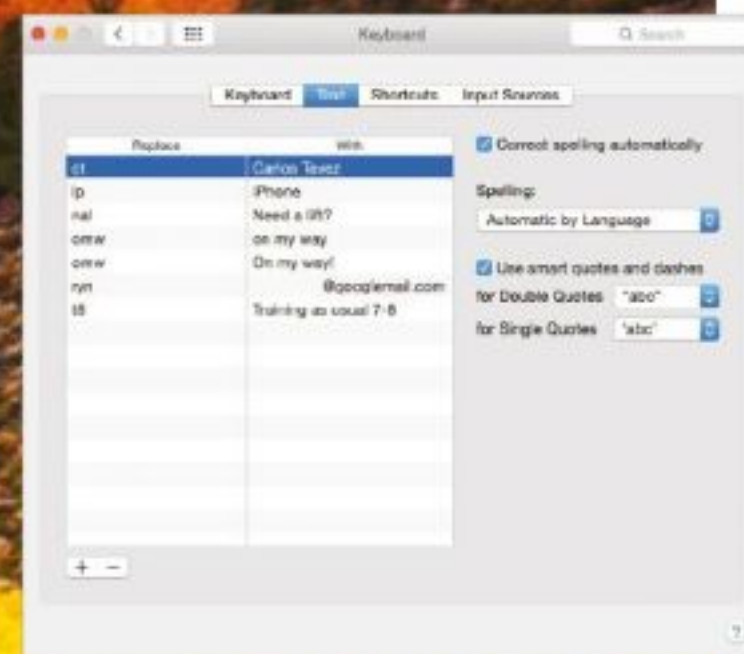
Advanced

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

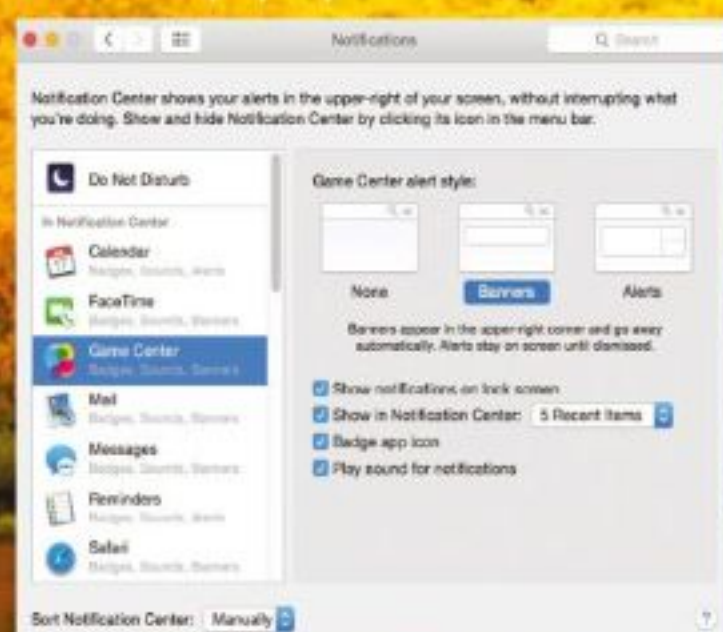
In Notification Centre

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.

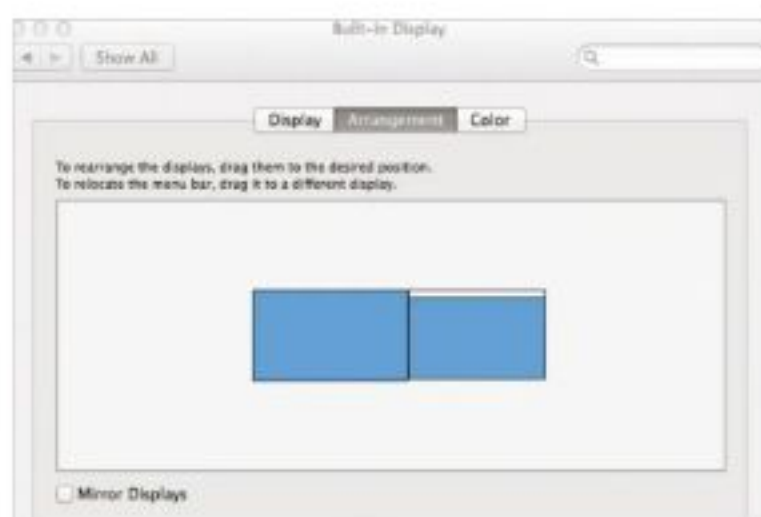
Displays

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.

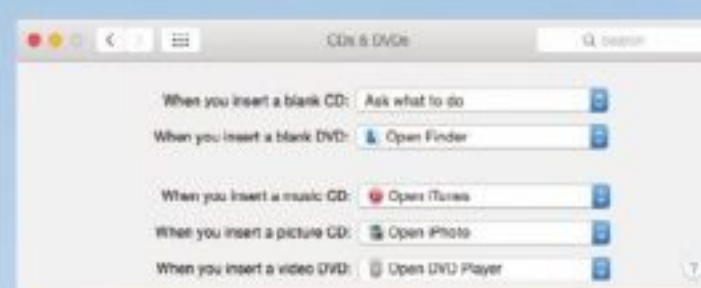


Colour

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.

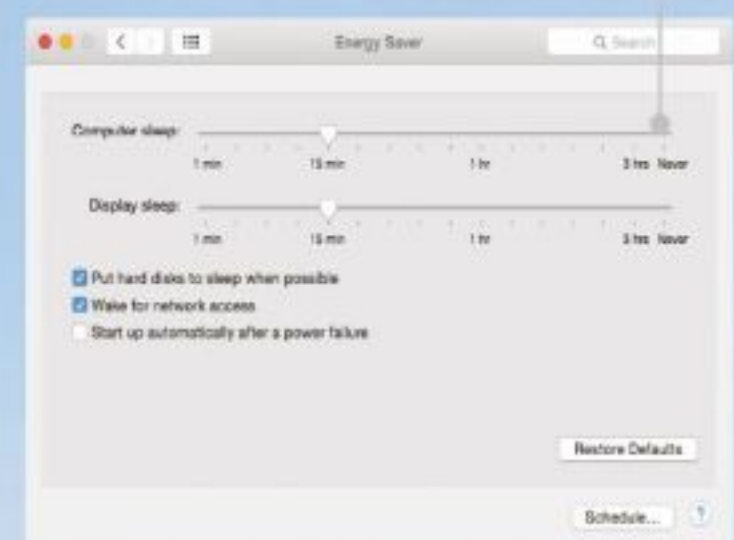
Schedule

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.

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



Printers & Scanners

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"



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



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.



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.

Getting started

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"

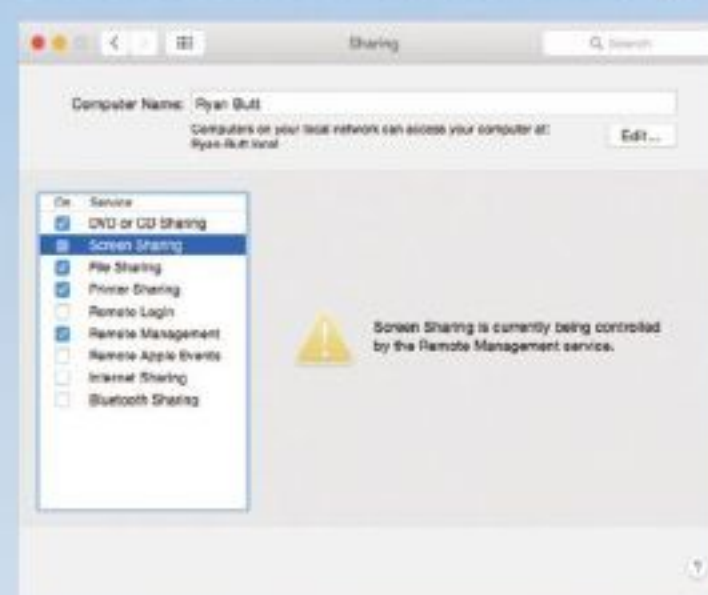
Sharing DVD or CD Sharing

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.



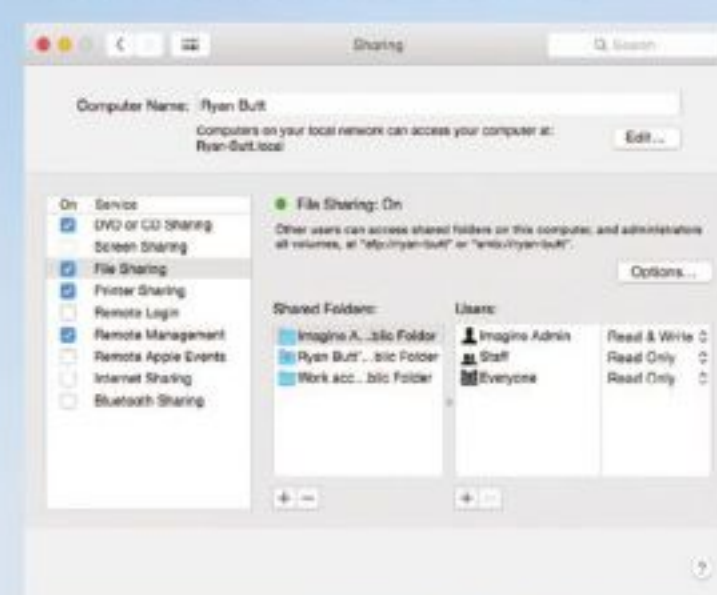
Screen Sharing

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



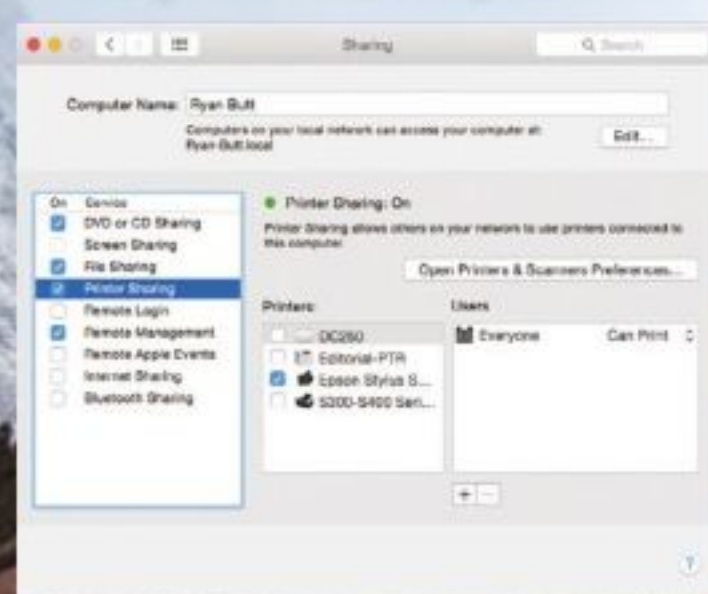
File Sharing

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



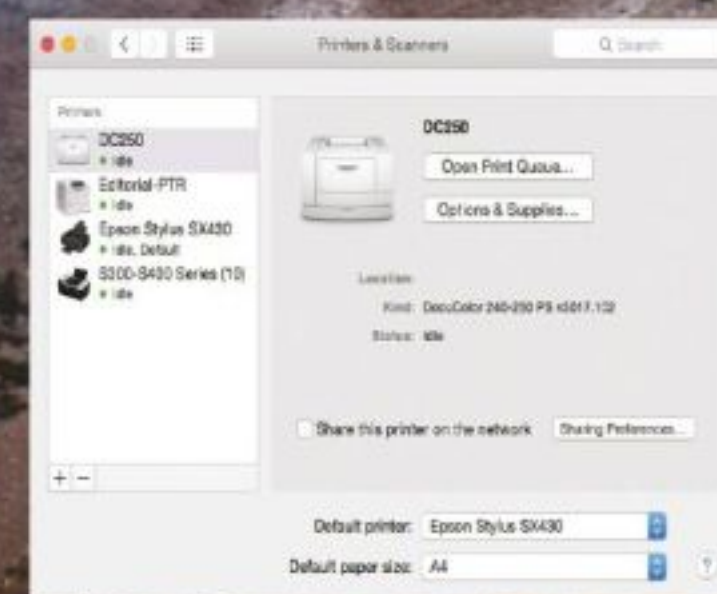
Printer Sharing

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



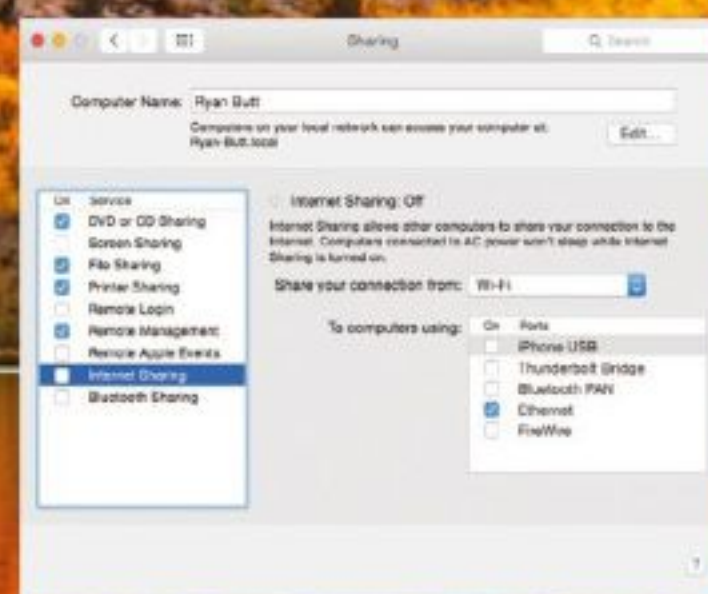
Scanner Sharing

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



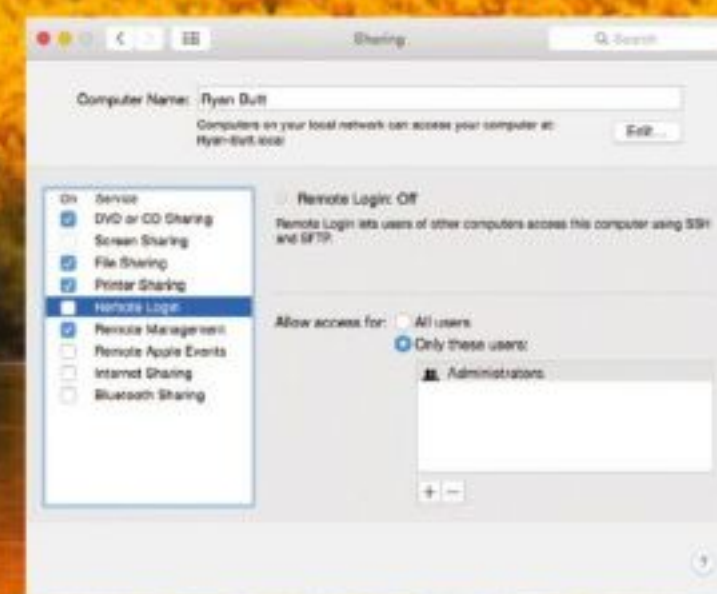
Internet Sharing

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



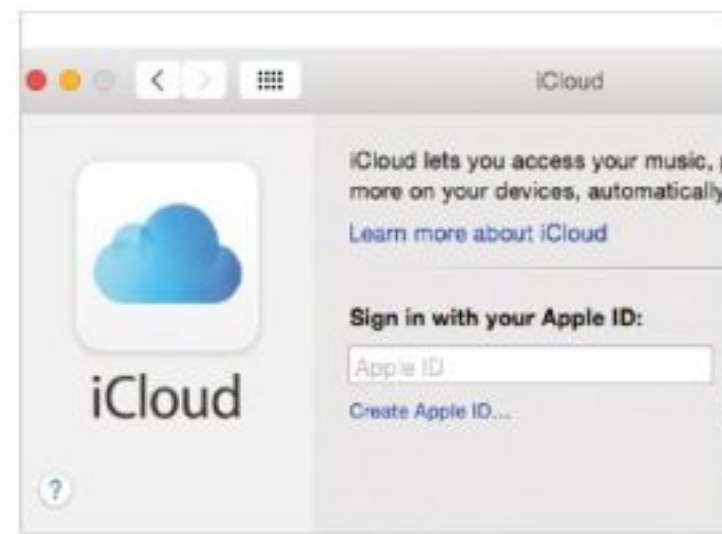
Remote Login

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



iCloud Account Details

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



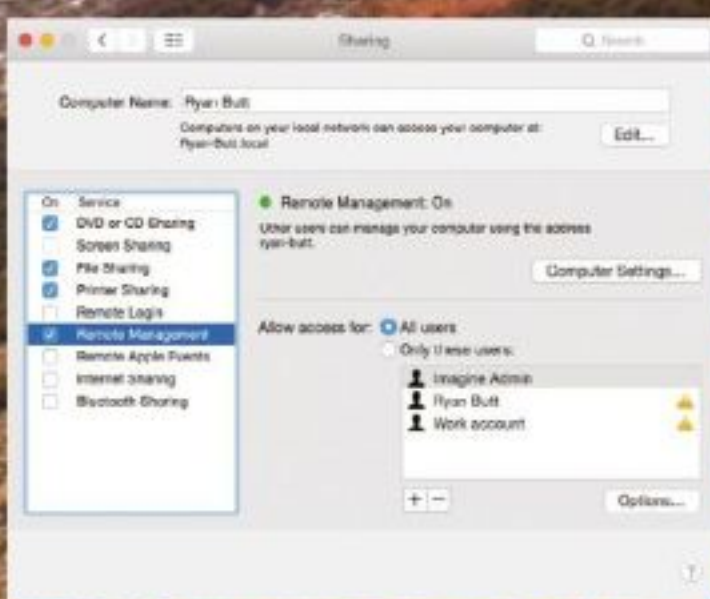
Sync

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



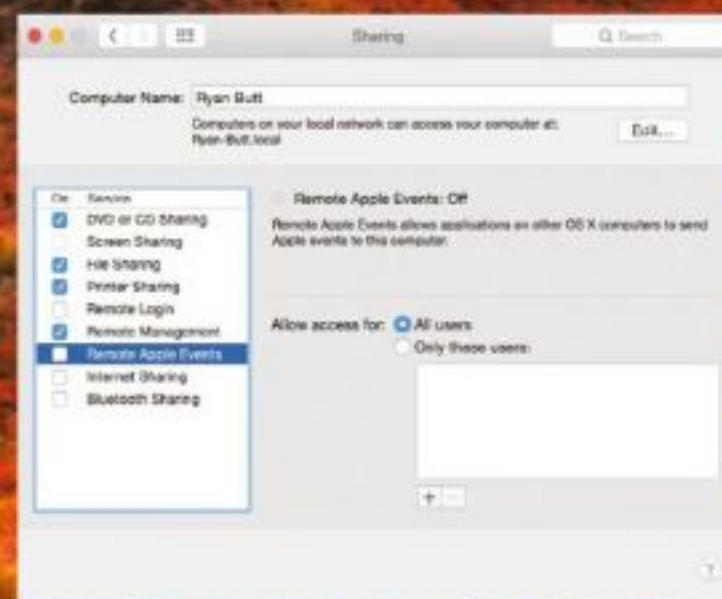
Remote Management

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



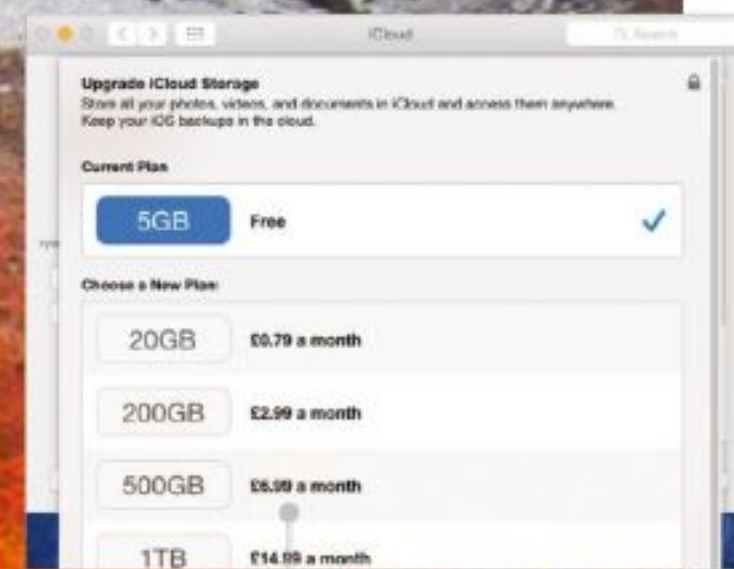
Remote Apple Events

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



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.

Purchase more space

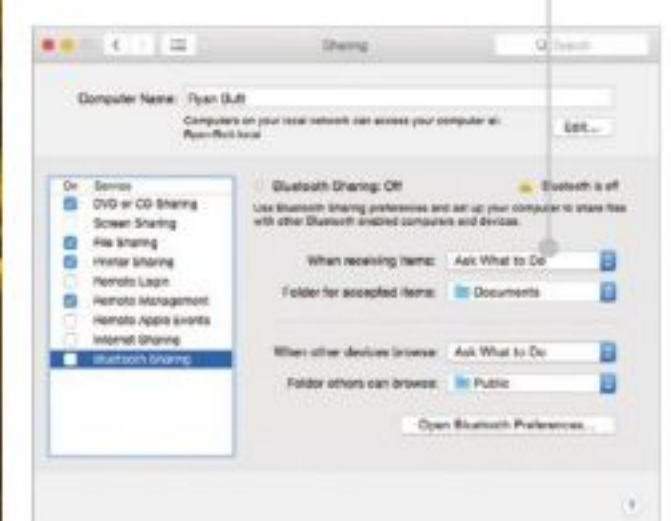
Your iCloud account comes with 5GB of free space as standard, but if you come to realise that you require more, then click on 'Manage Account' and then click 'Change' next to the Storage option and purchase anything up to 50GB in storage space

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.

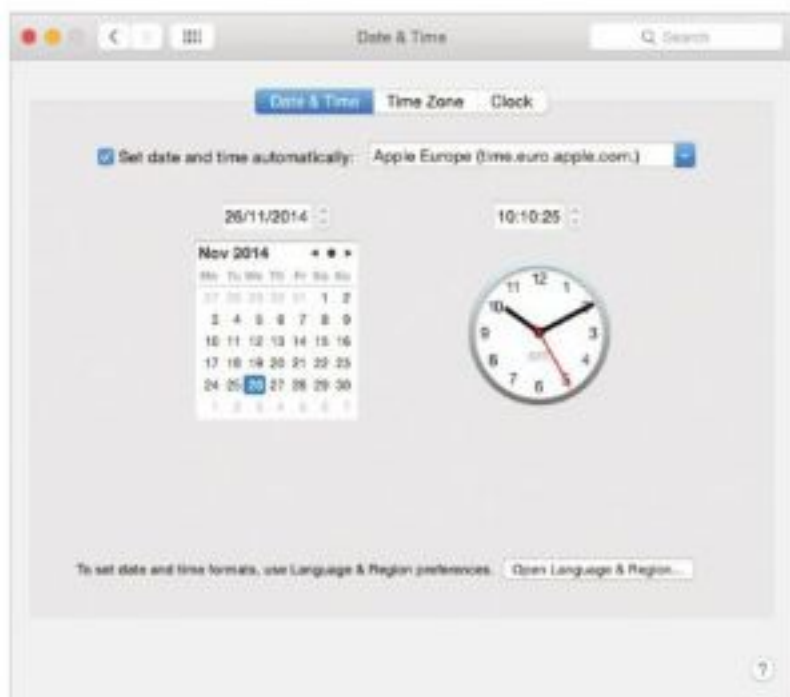


Inside System Preferences: System

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.



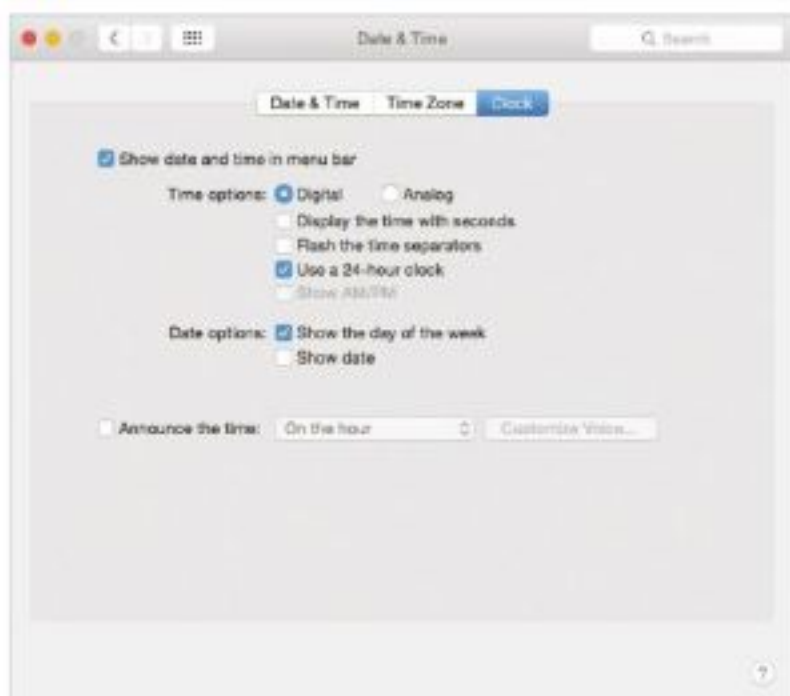
Date & Time

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

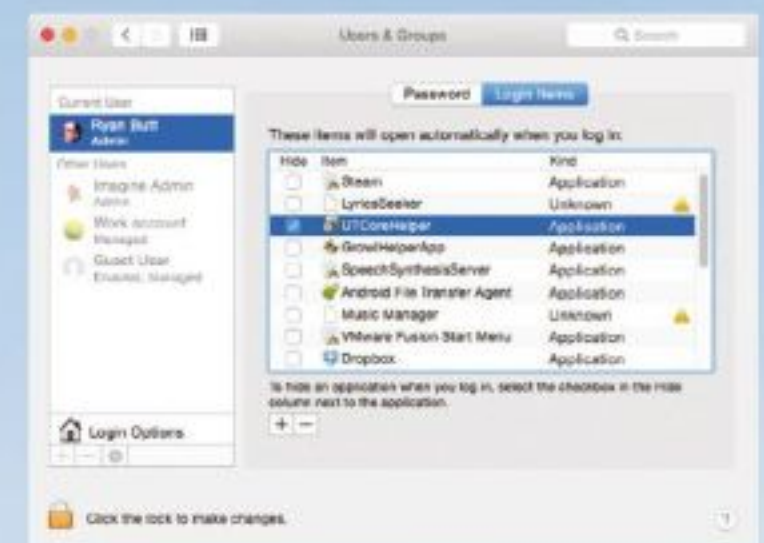
Let your Mac know where you are in the world by clicking the map near where you are, then choosing the closest city to you from the pop-up menu at the bottom of the screen.



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.



Startup Disk

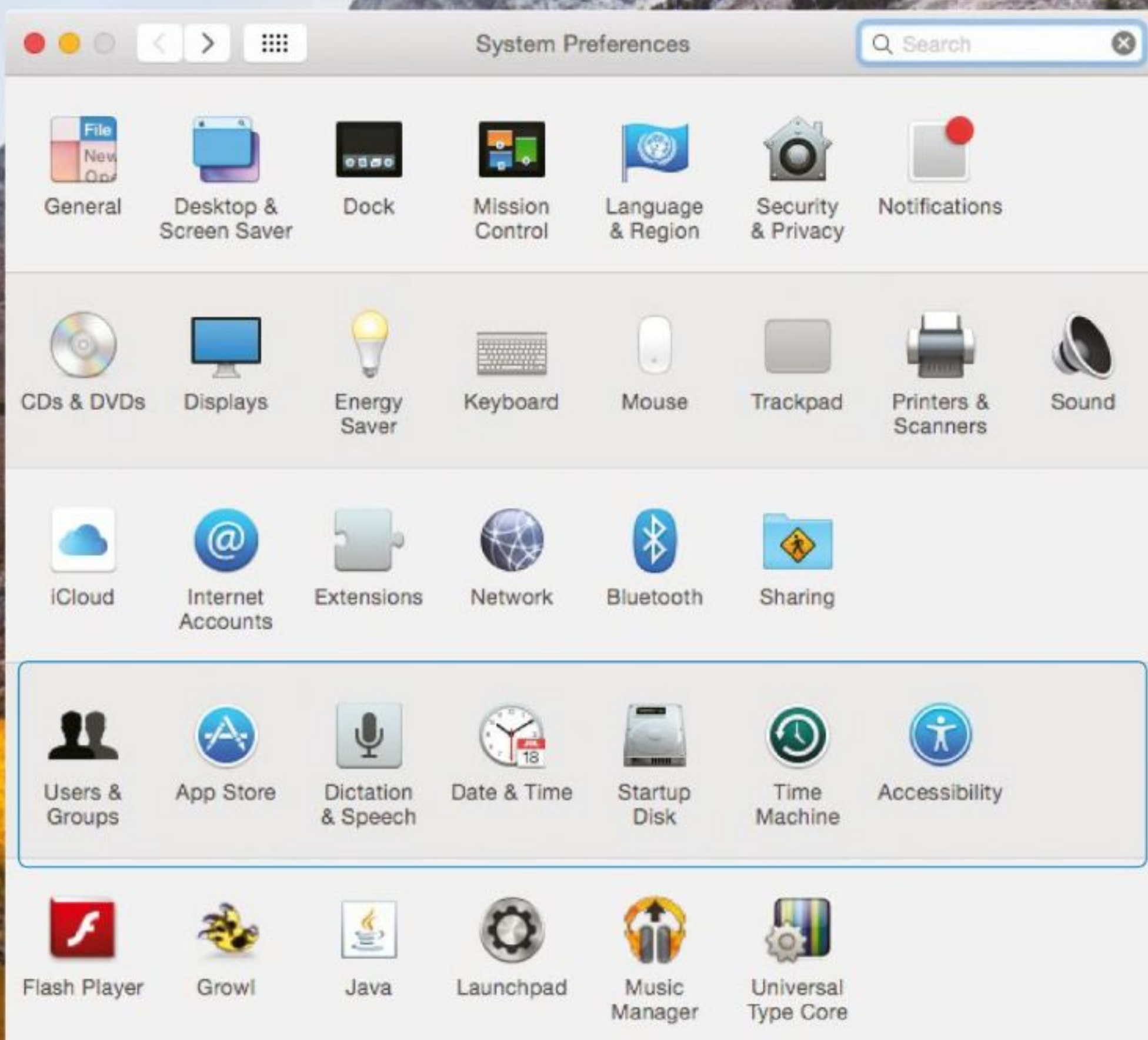
For power users with different versions macOS installed across multiple hard drives, this pane enables you to pick the drive you'd like to start from.



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 myriad of 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.

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

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

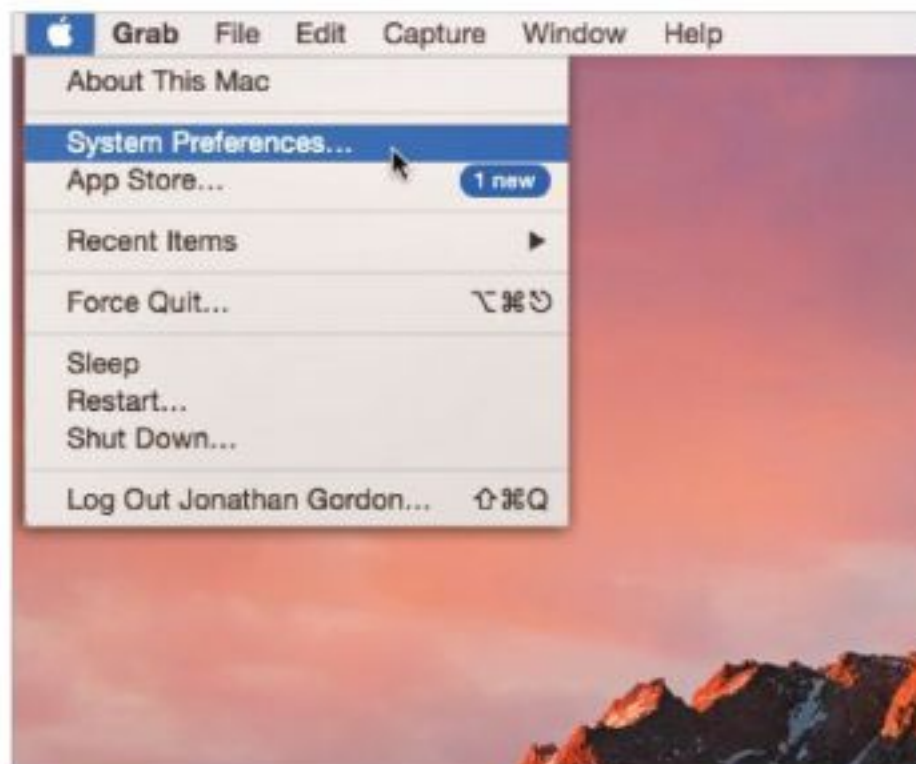
Video previews

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



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.



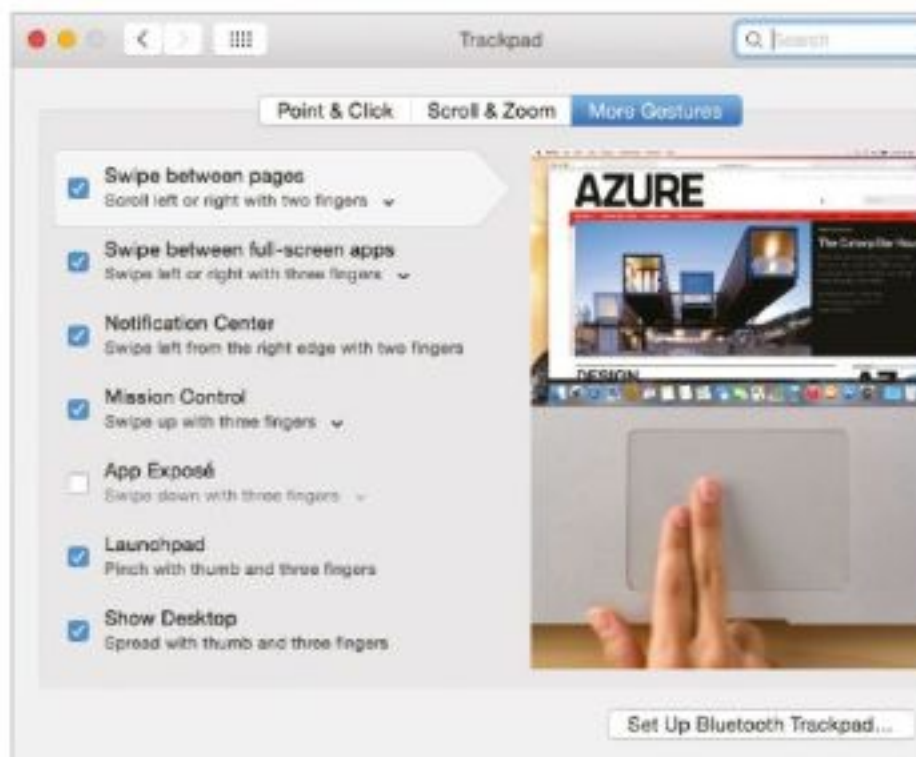
05: Hover and preview

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.



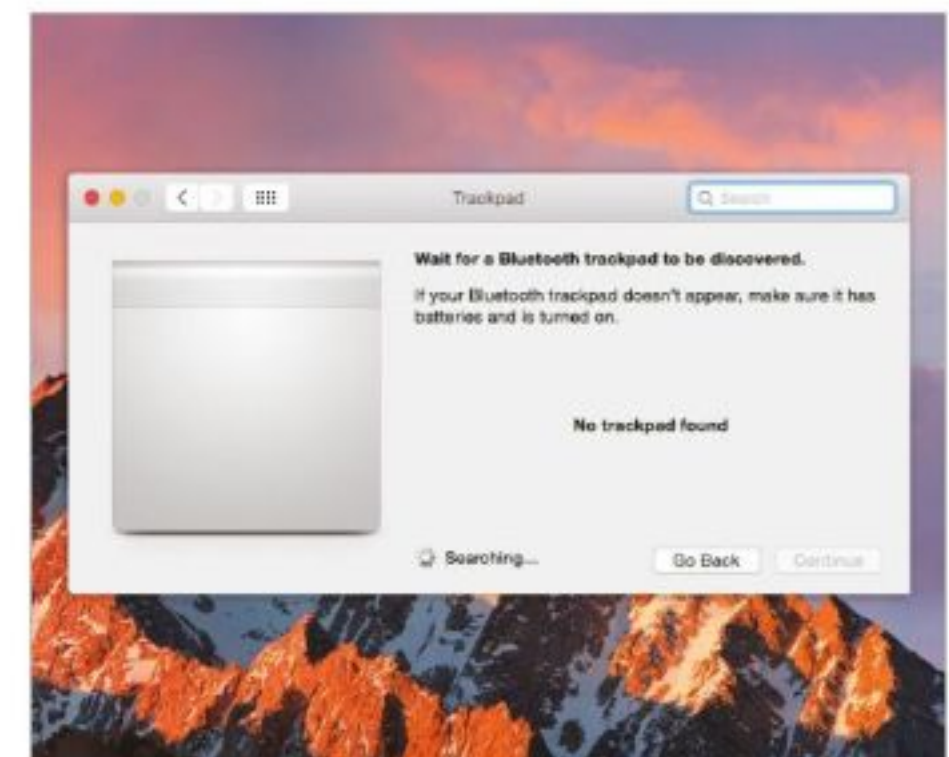
07: More Gestures

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.

Getting started

Use Hot Corners in macOS

Activate functions just by moving your cursor to the corner of your screen



macOS has an unfair reputation for not being customisable, but sometimes you just need a gentle nudge to realise that you can make your Mac work

exactly how you want it to. Failing that, a trip to System Preferences is always well recommended. Take Hot Corners as an example. You might have heard of this macOS feature, but are you actually using it? Probably not. Hot Corners enables you to perform a multitude of functions when you move your mouse's cursor into one of the four corners of your screen. The Hot Corners feature is hidden in System Preferences, but once you know where to look, you'll find out how easy it is to activate and use.



Our favourite Hot Corners

Why some shortcuts are better than others

ADD INSTANT SECURITY

If you're worried about prying eyes getting access to your Mac's screen, even when you've used a Hot Corner to put it to sleep without clicking anything, make sure you go to Security & Privacy in System Preferences and select 'immediately' from the ticked Require password option. This works as a second defence when you move away from your desk.

Desktop

If you're a Mac user that keeps files on their desktop, having the ability to wipe away all other windows and access your desktop instantly is going to save you closing down every other window you might have open

Notification Centre

Your Mac's Notification Centre contains a plethora of information about what needs your attention and what you've got coming up. Use it as a Hot Corner to get that info without clicking anything

Application Windows

Having the Application Windows action activated will give you access to all open windows from the app you're currently using. Great if you're working on multiple Numbers spreadsheets, for example

Disable Screen Saver

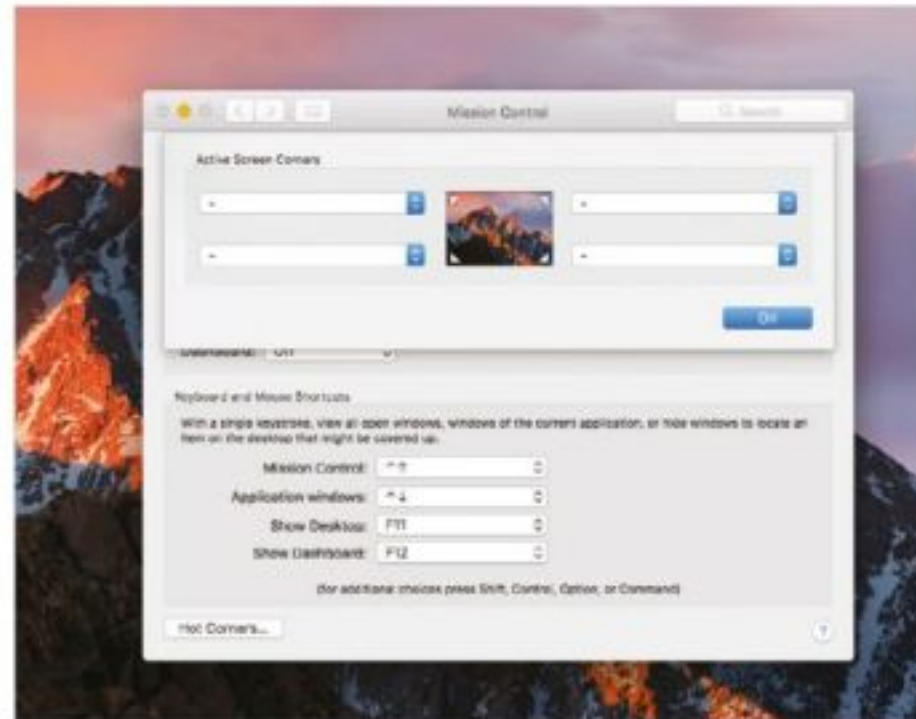
Doing a presentation that focuses on one slide for a long time, or watching a video? Activate the Disable Screen Saver Hot Corner and use it to make sure your screen doesn't go to sleep

macOS Activate and use Hot Corners



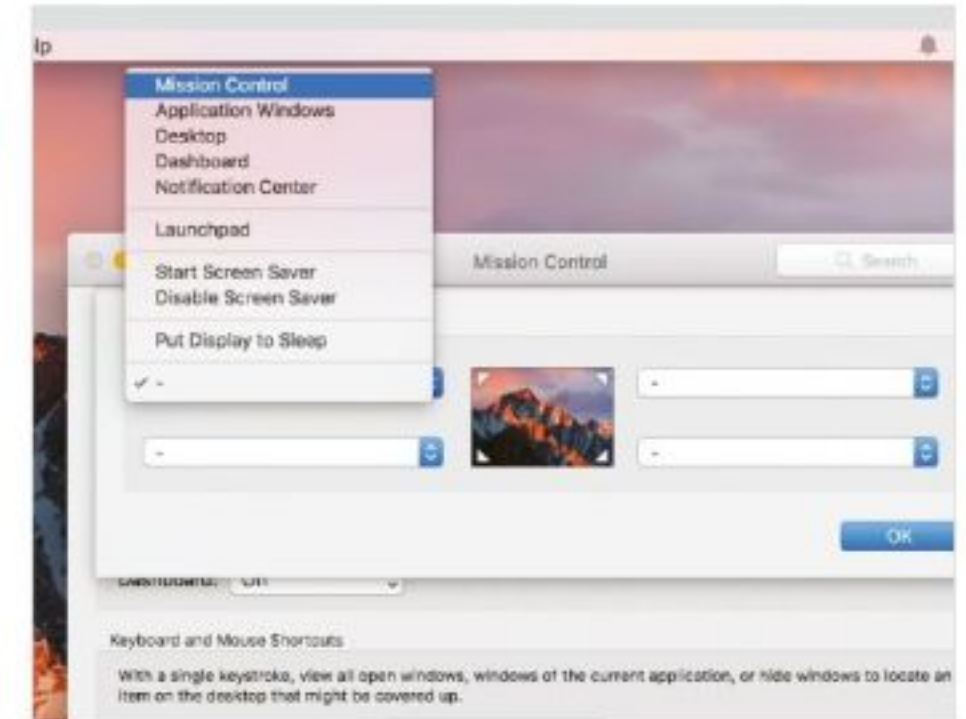
01: System Preferences

As with most system tweaks in macOS you need to take a visit to System Preferences. Load them up, click Mission Control in the top row and you'll see a button for Hot Corners.



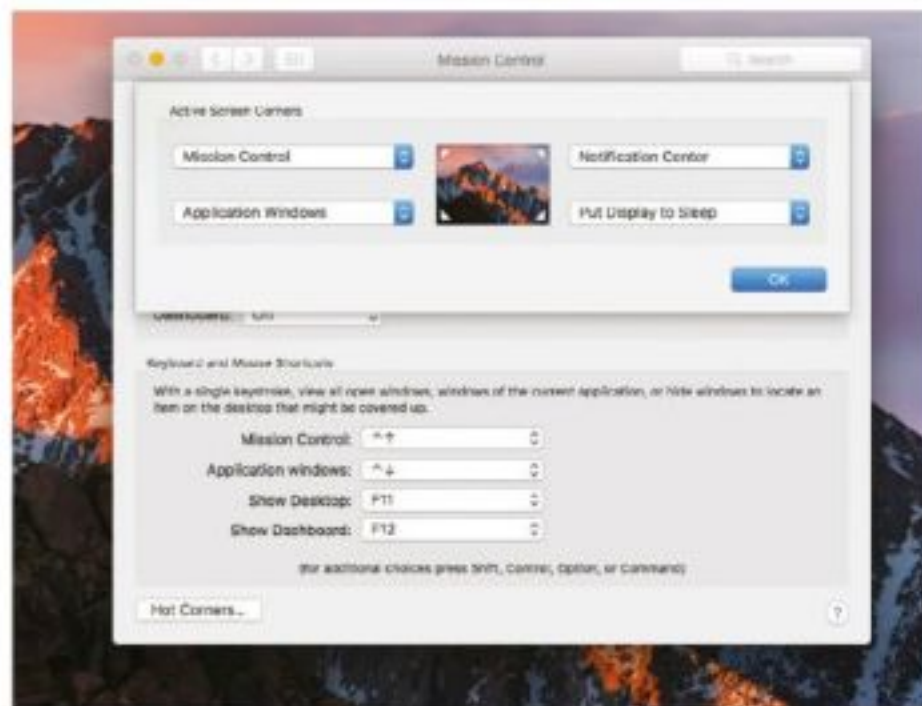
02: Hot Corners

Click Hot Corners. The four corners of your Mac's screen are represented now by drop-down menus. Click on one of them to see a list of all the tasks you can now activate.



03: Your options

There are handy system shortcuts, such as loading up Mission Control, your Applications menu and Notification Centre. You can start a screensaver, and put your display to sleep.



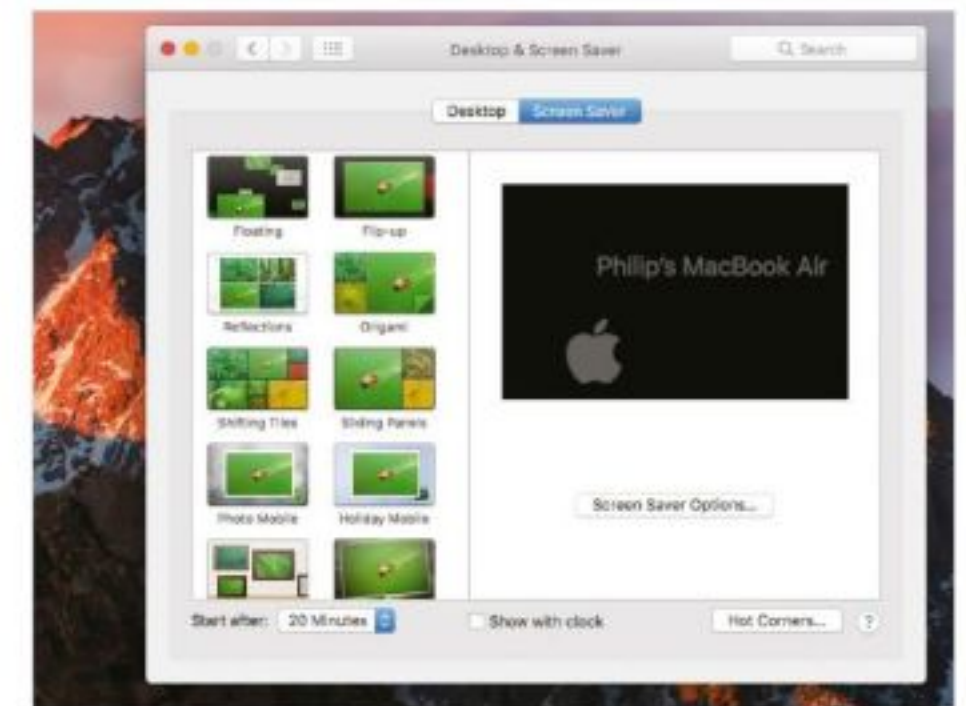
04: Activate actions

Obviously you only have four corners in a screen, so experiment with the line-up of actions you want. Click an action from the drop-down menus to select it. Click OK when done.



05: Test them out

Hot Corners are now activated automatically. Test them out by moving your mouse cursor to a corner. You'll find that the action is enabled without you having to do anything.



06: Customised setup

To get rid of a Hot Corner action click anywhere on screen. You can change the order, have fewer Hot Corners and so on. There's even a Hot Corners menu in Desktop & Screen Saver.

Prevent accidental actions

If you have activated all four corners of your Mac's screen with actions, you will find that you action tasks accidentally throughout the day. This is frustrating, but there is a workaround using modifier keys. This means you have to hold down a key of your choice (like Command, Shift or Alt/Option) when you head to a corner to activate a task. Without this key pressed, nothing will happen. Here's how it works.



01: Secret option

Adding a modifier key is a secret feature in macOS. Go to System Preferences>Mission Control>Hot Corners like before, but now hold down a key like Command when choosing which action you want to activate as a Hot Corner.



02: Add modifier

You'll see the Command icon prefixes the action. Keep Command pressed and then click. This will add the Command modifier key. If you navigate your cursor to the screen corner now, you'll need to have Command pressed to activate the action.

Getting started

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 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

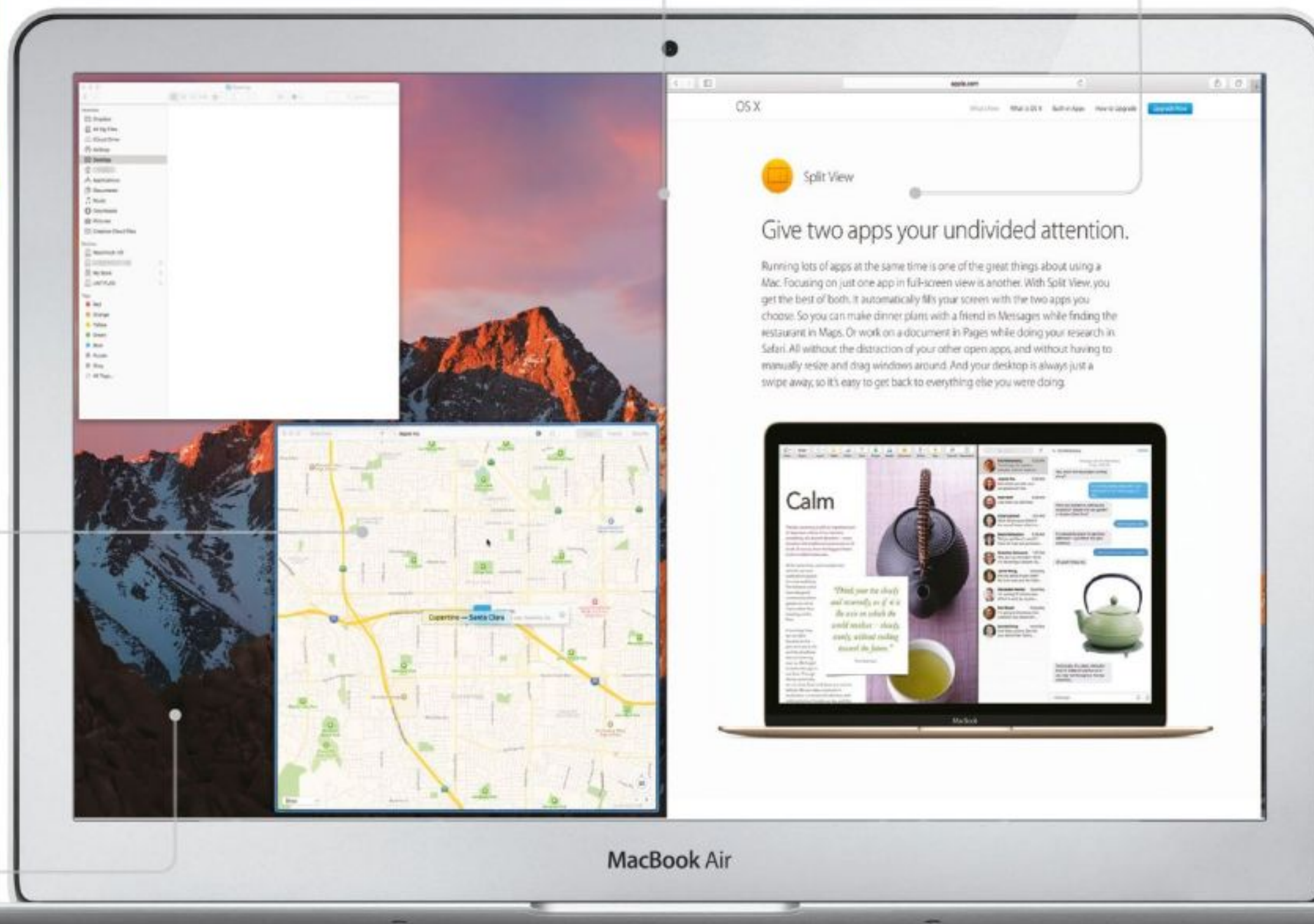
Any open and active apps that do not support Split View are shown as thumbnails in the lower corner. Hover over these and Split View will indicate 'Not Available in Full Screen' instead

Split View 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



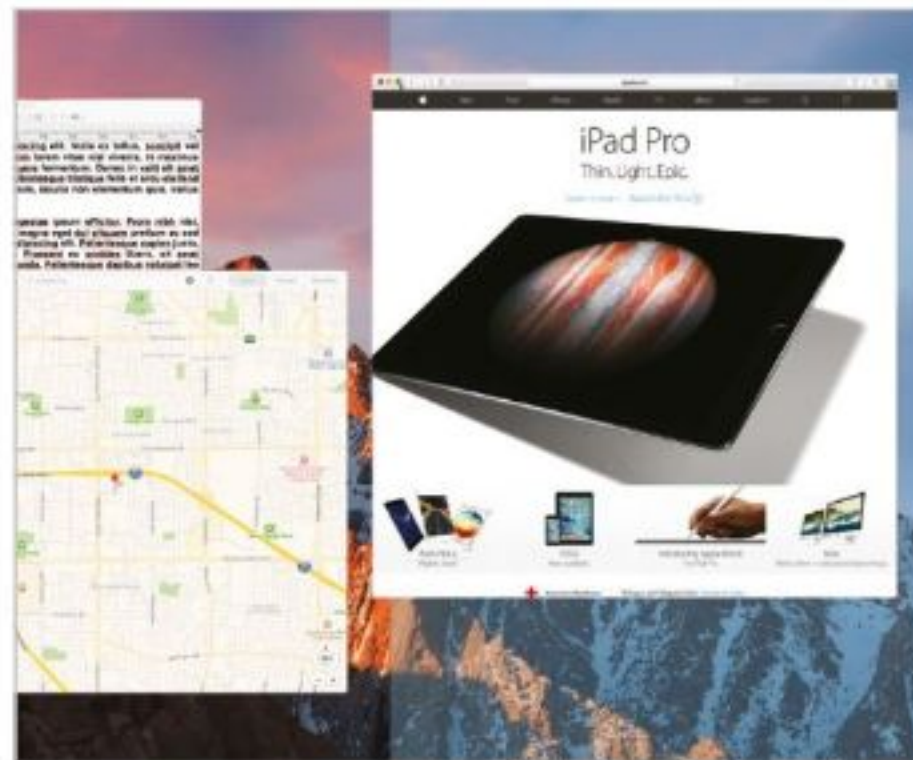
Split View

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.



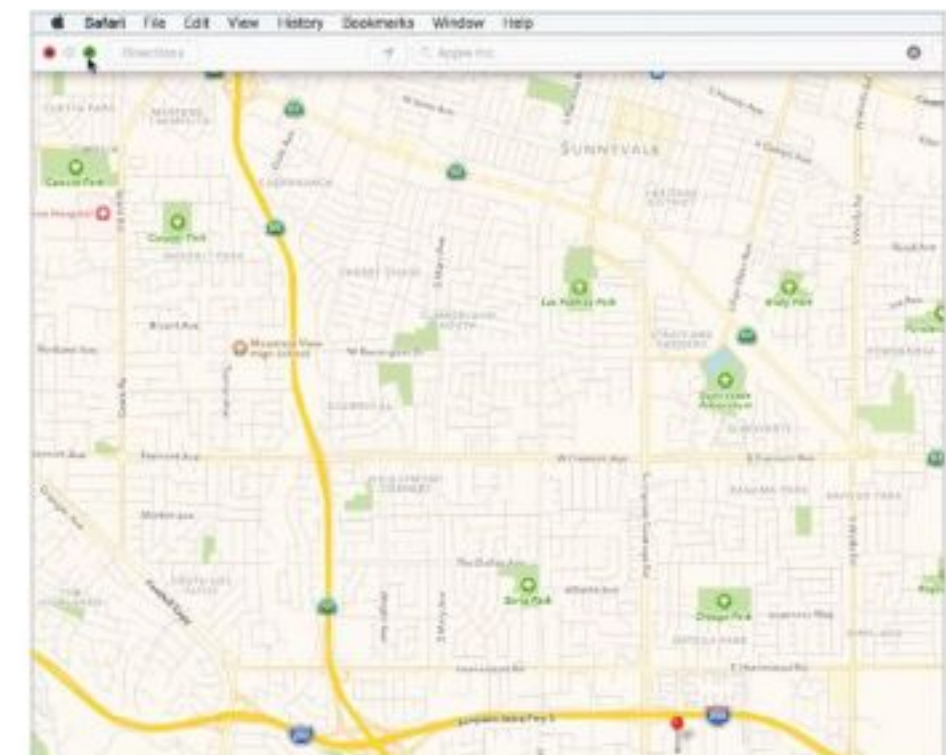
04: Switching sides

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 workspaces. 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, music, 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.

"You don't need a second disk drive to use Time Machine"



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

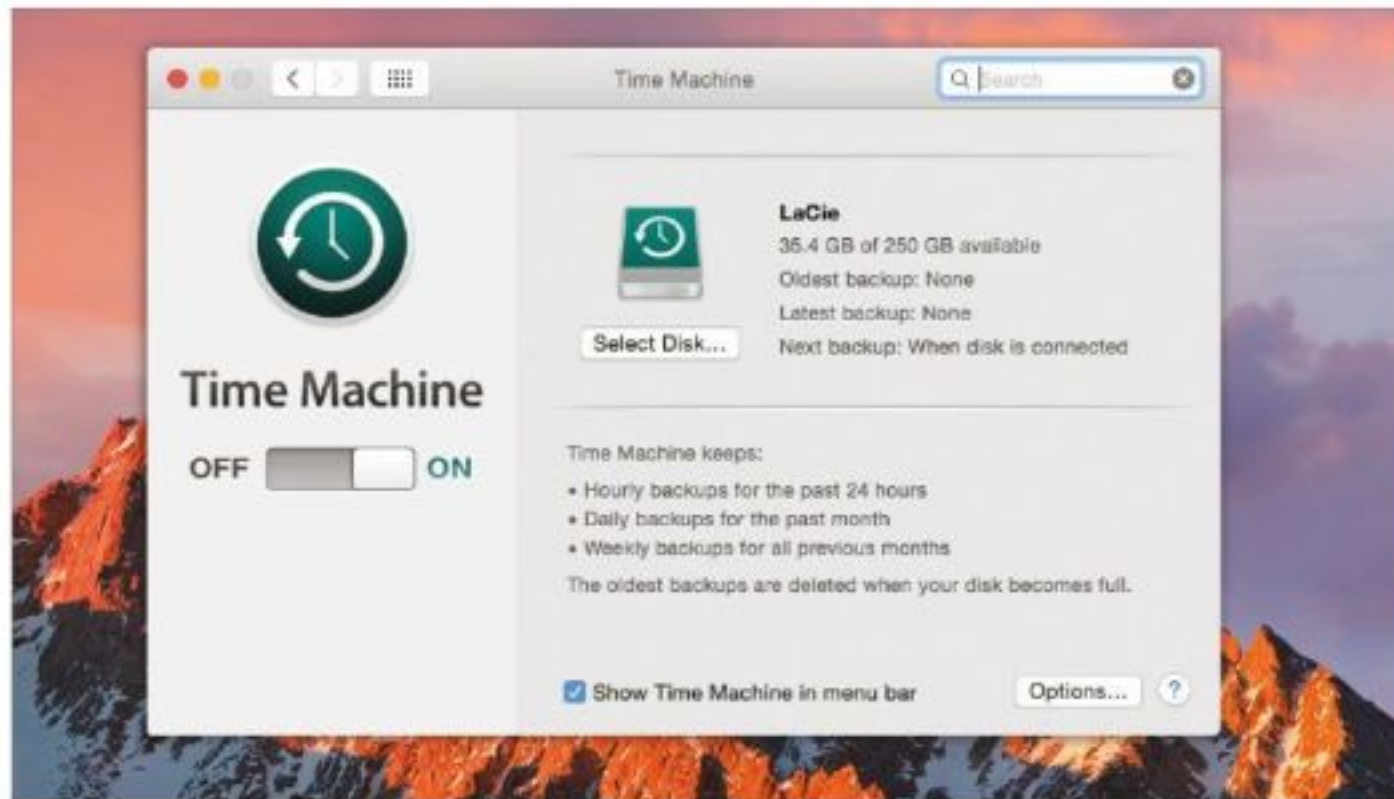
Time Machine opens the current Finder window or the desktop. You can then navigate the disk, and change to any folder using the usual Finder features. The Sidebar shows Favourite locations

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

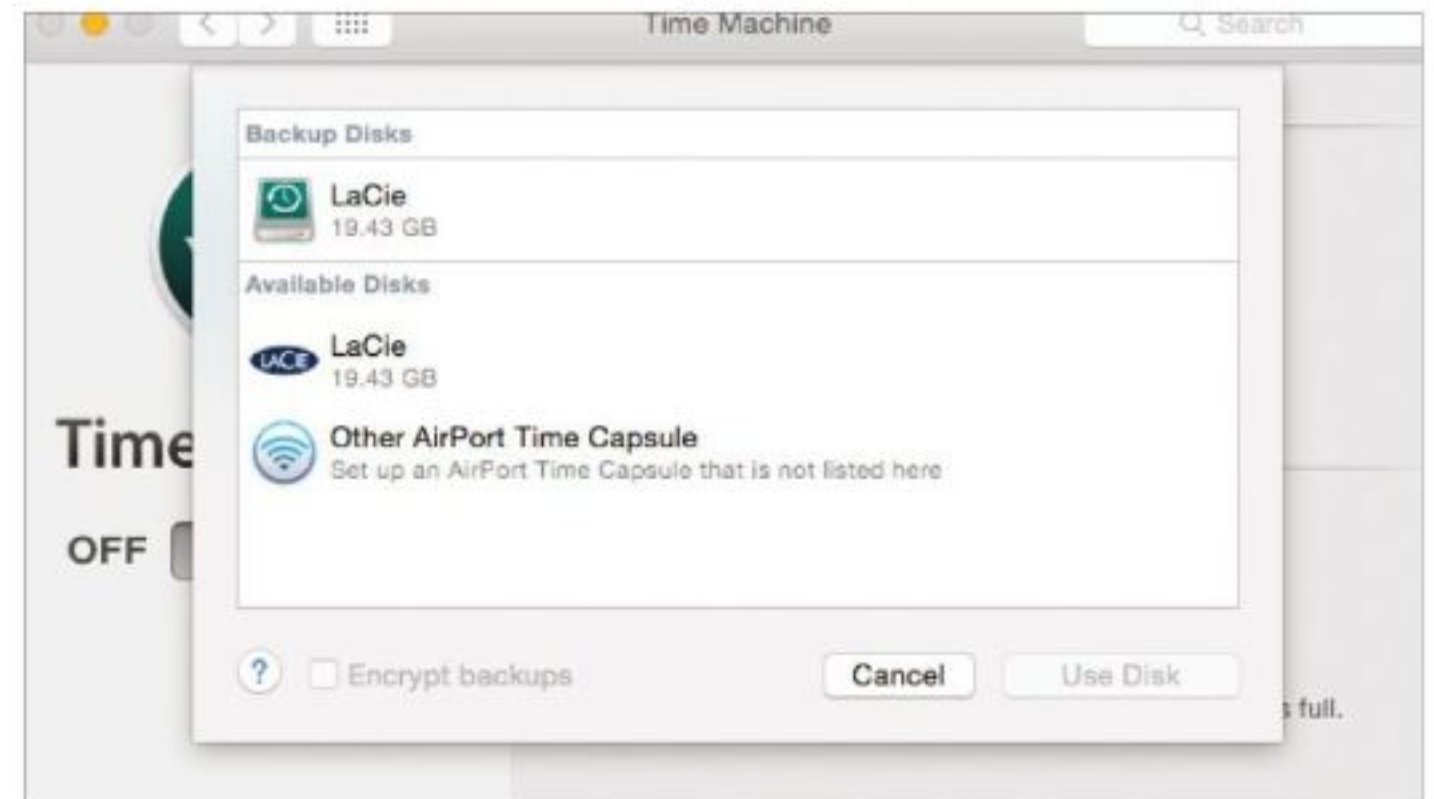


Time Machine Find and restore lost files



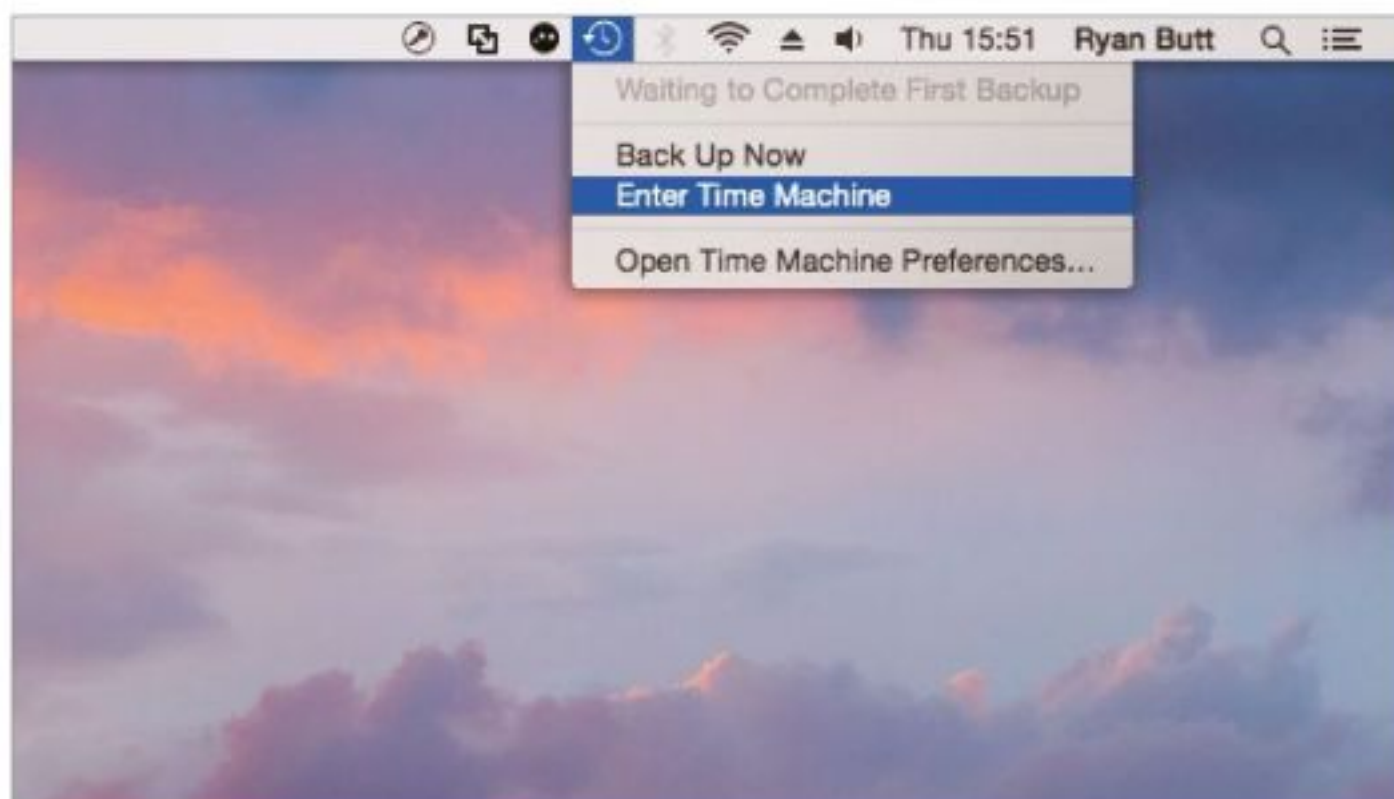
01: Turn it on

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.



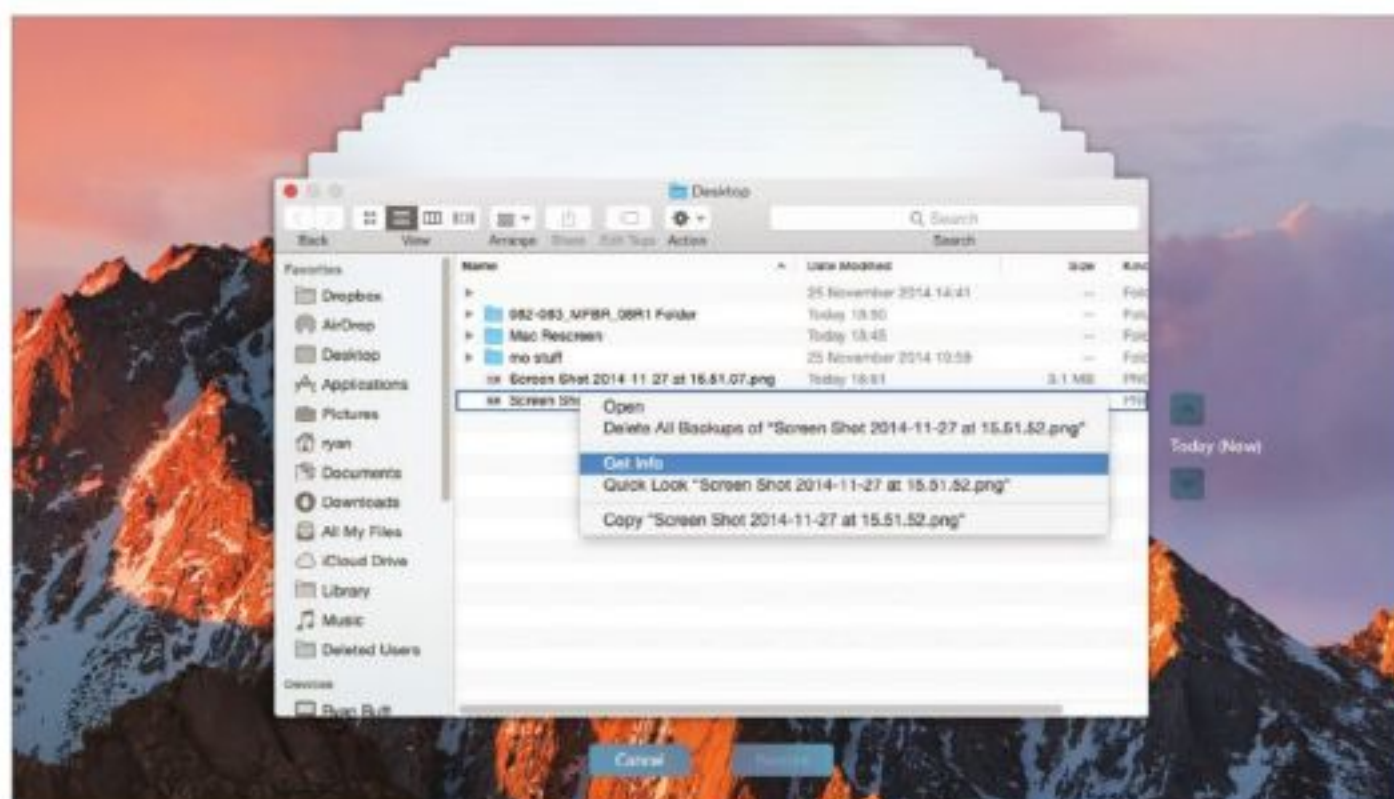
03: Enter Time Machine

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.



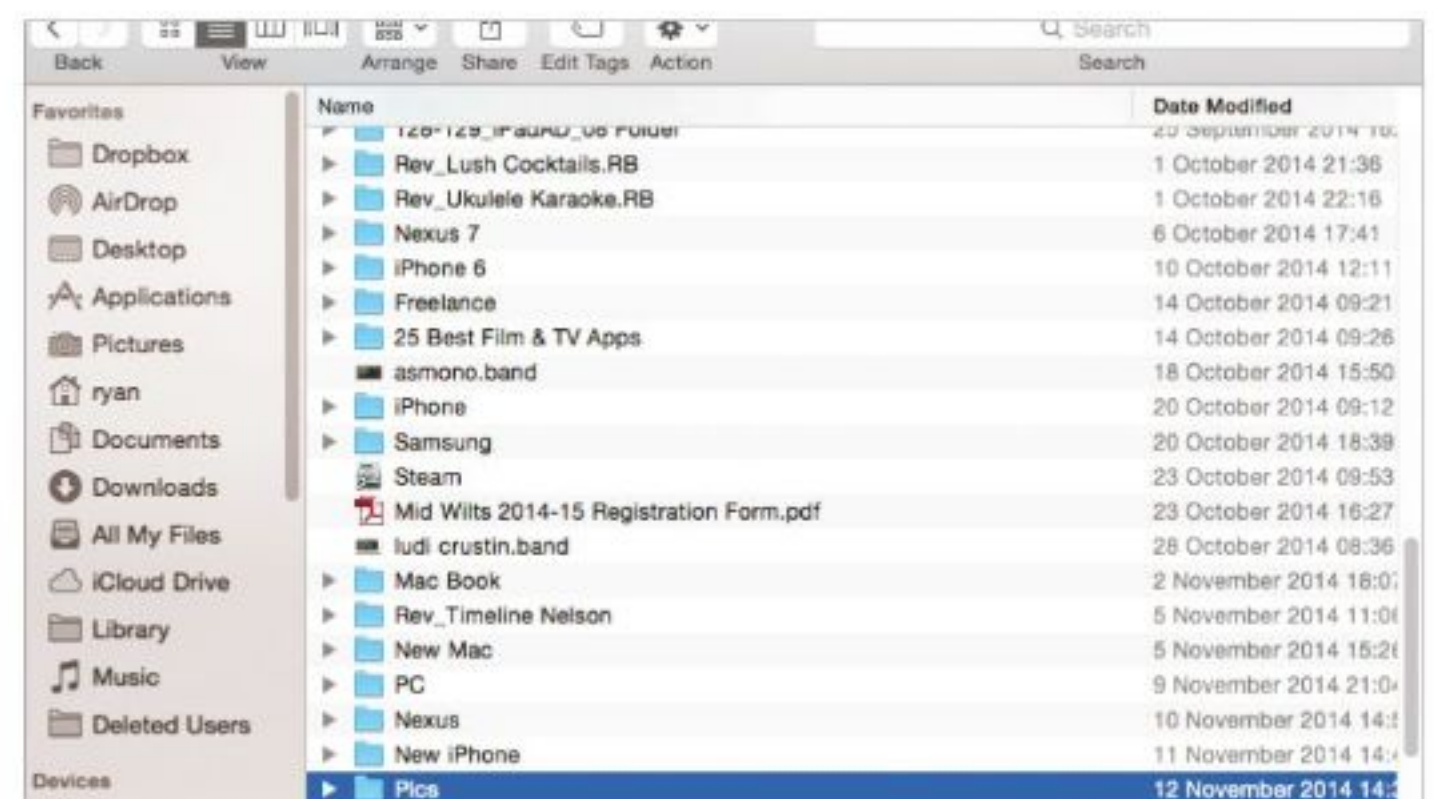
04: Browse the backups

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.

Getting started

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



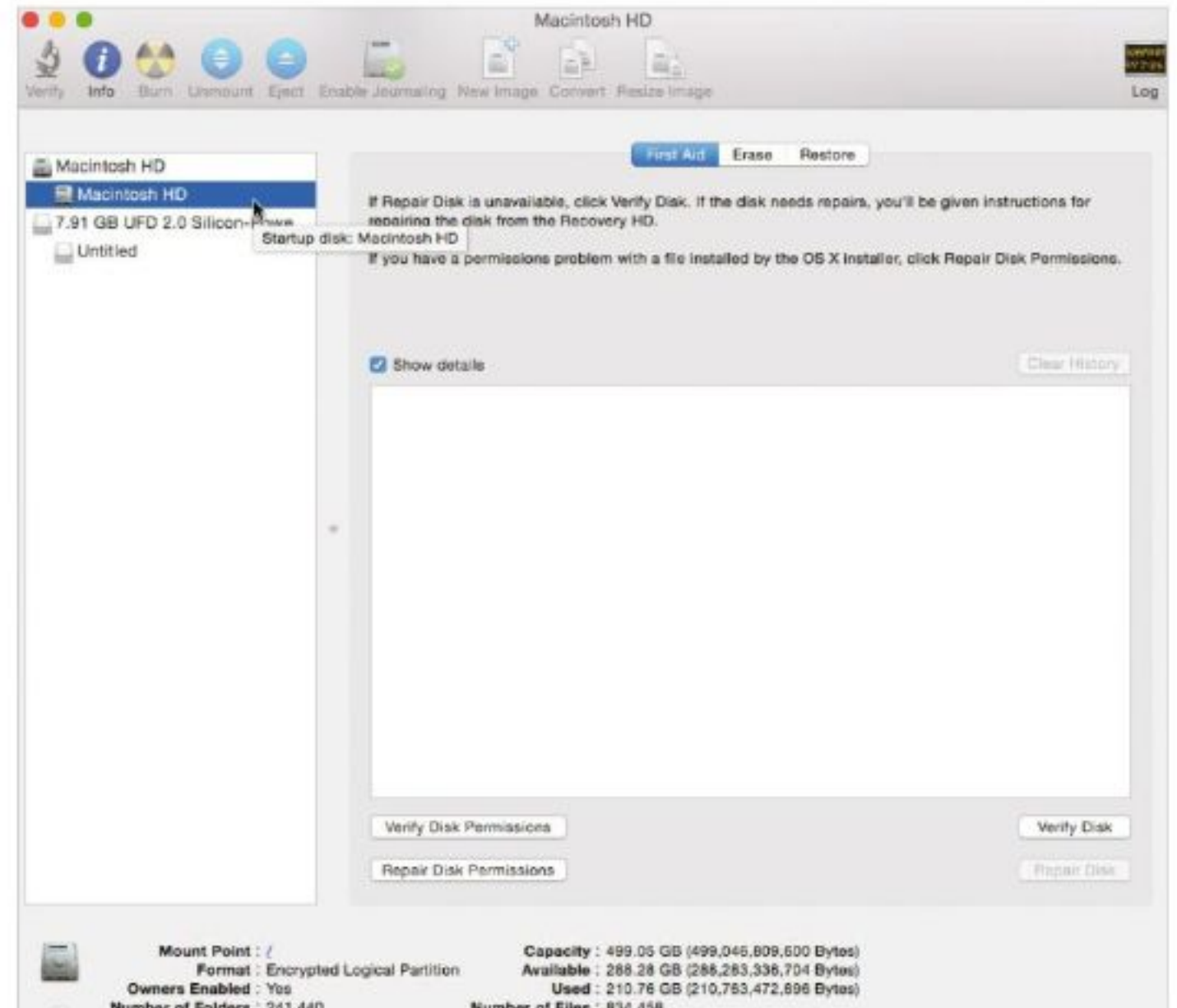
Disk Utility

Use Disk Utility to repair your hard drive



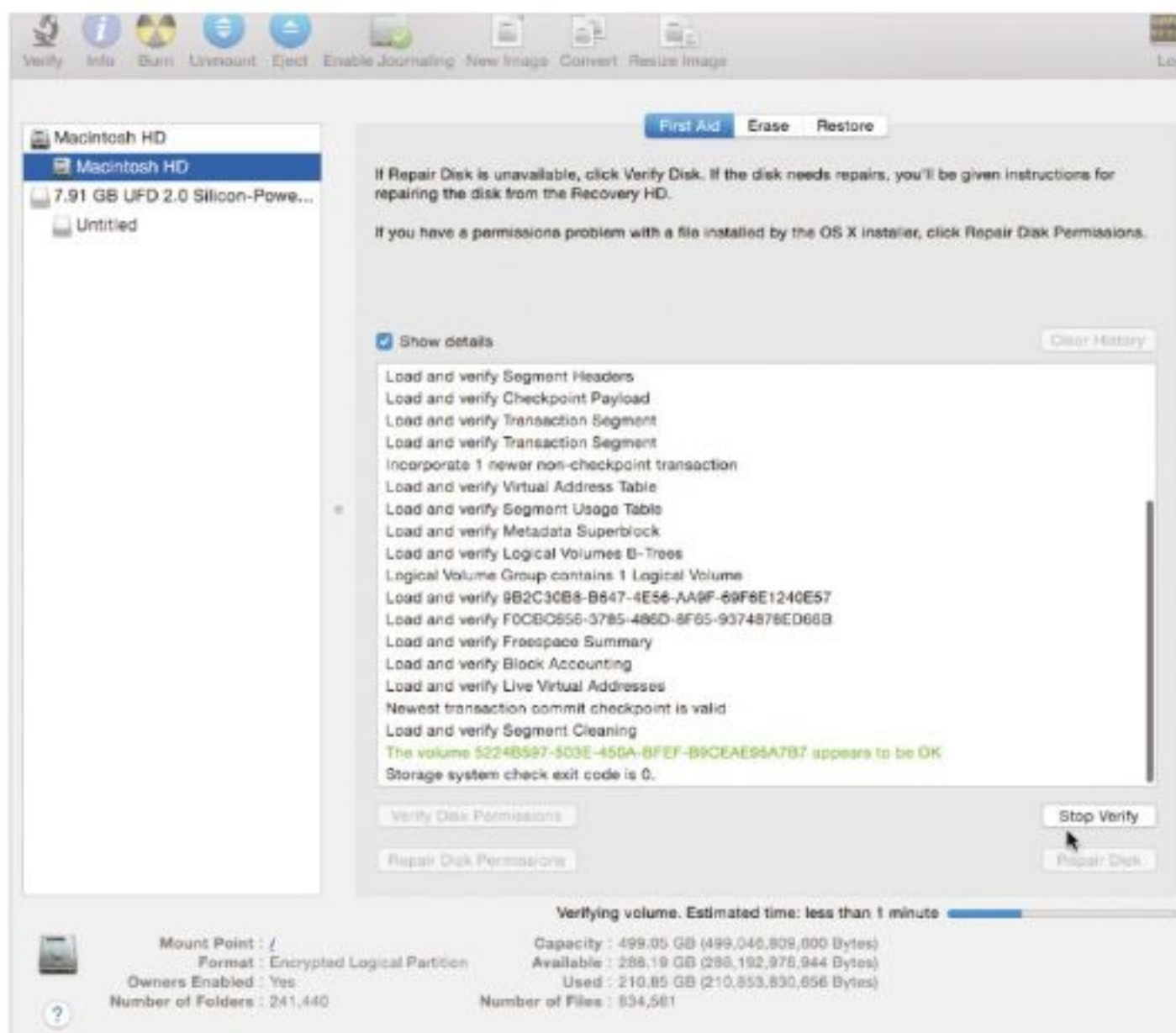
01: Load it

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.



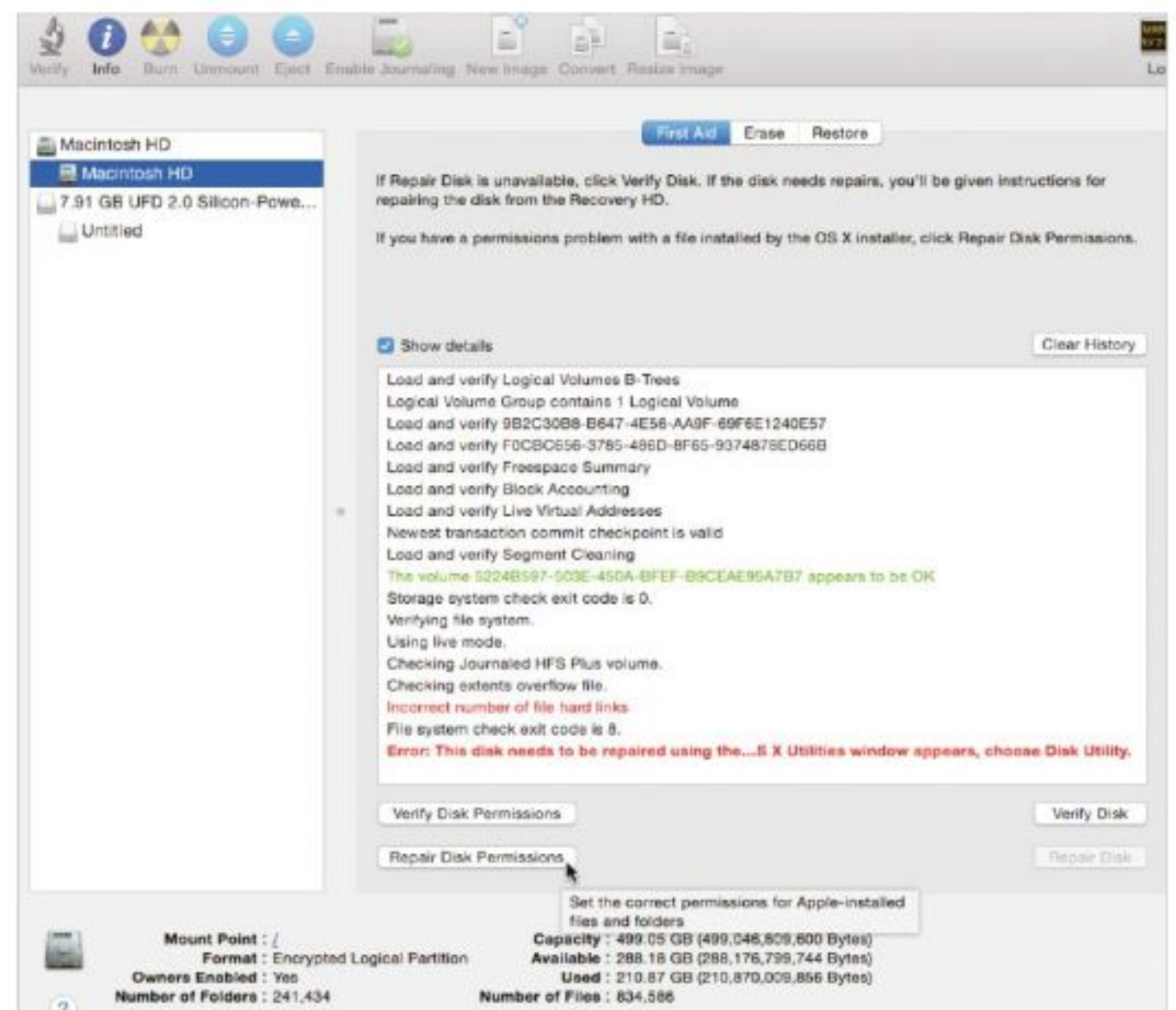
02: Pick a drive

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.

Getting started

Use AirDrop to share files

Get to know AirDrop, one of macOS'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

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.

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

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

Multi-user

If there are a number of computers in the area with a recent edition of macOS 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

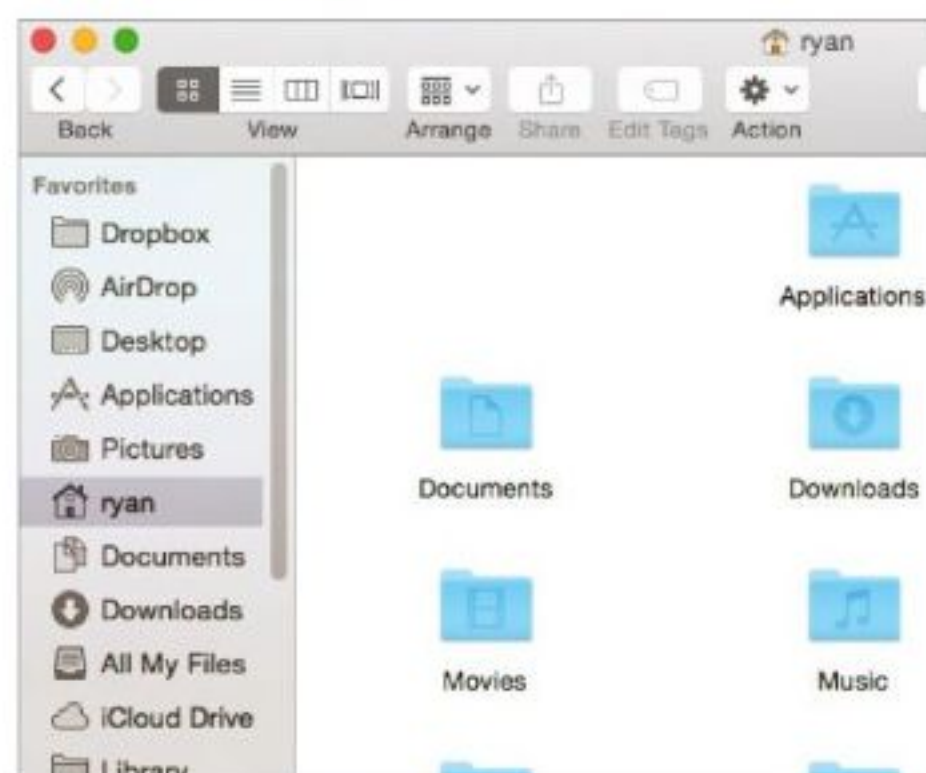
Get Info

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



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 macOS 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.



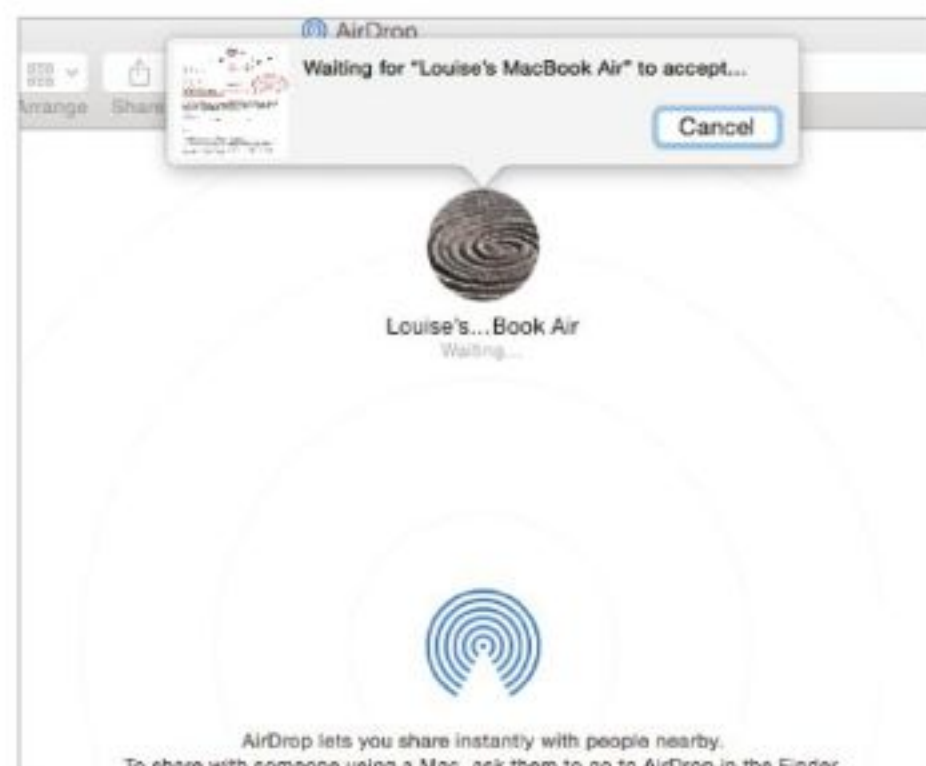
05: AirDrop

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.



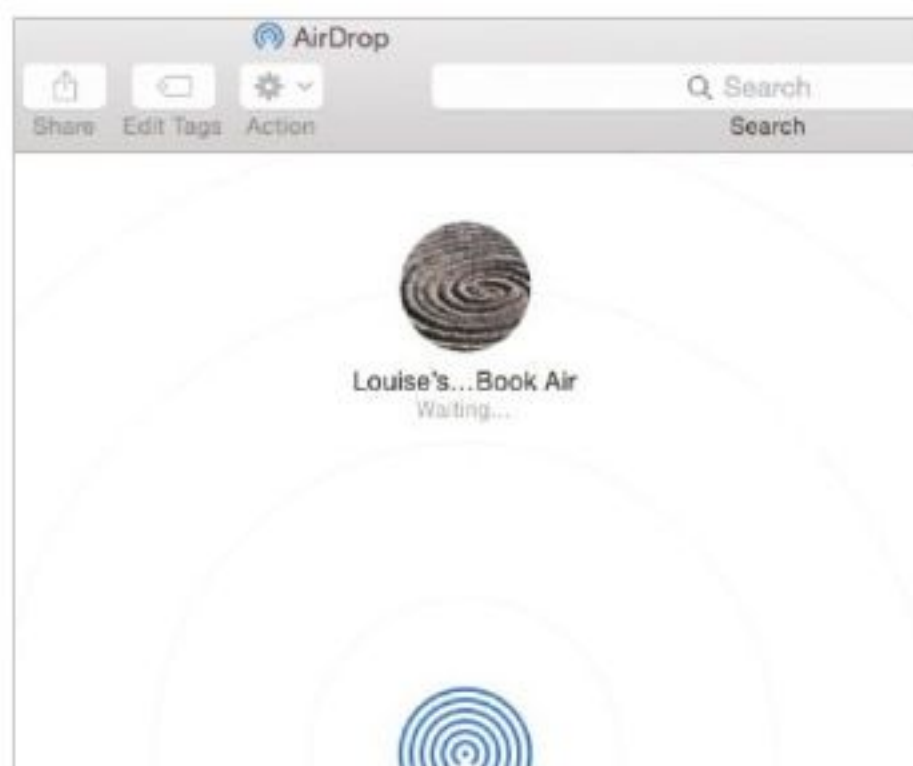
06: Prompted

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.



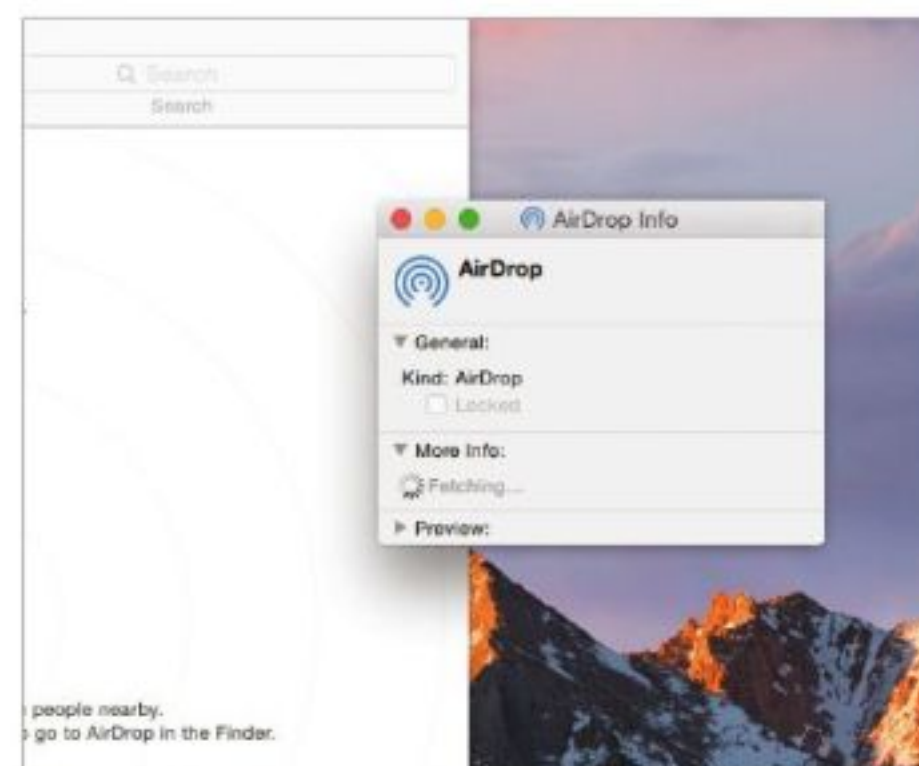
07: Receiving the file

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.

Getting started

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 all of your other Apple devices – just 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 Sierra or High Sierra, which is available from the Mac App Store, totally free of charge.

"iCloud Drive syncs
your favourite apps"



iCloud Drive



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.



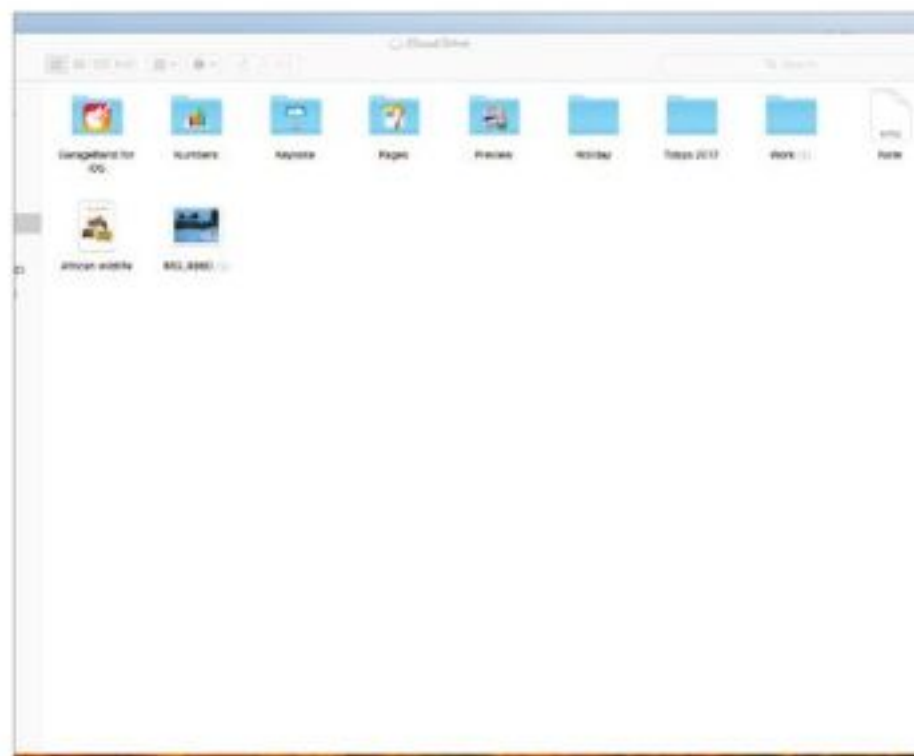
03: Activate iCloud Drive

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

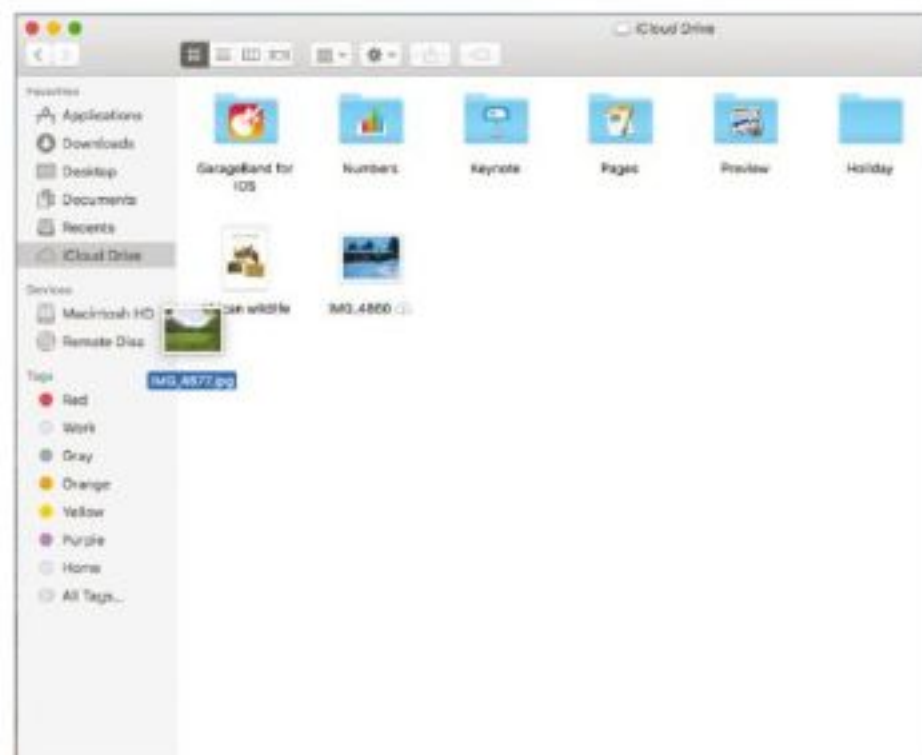
Select iCloud Drive from the left-hand column; alternatively, choose it from the Location drop-down menu in the top centre of the interface. This will be the save location for your new document

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

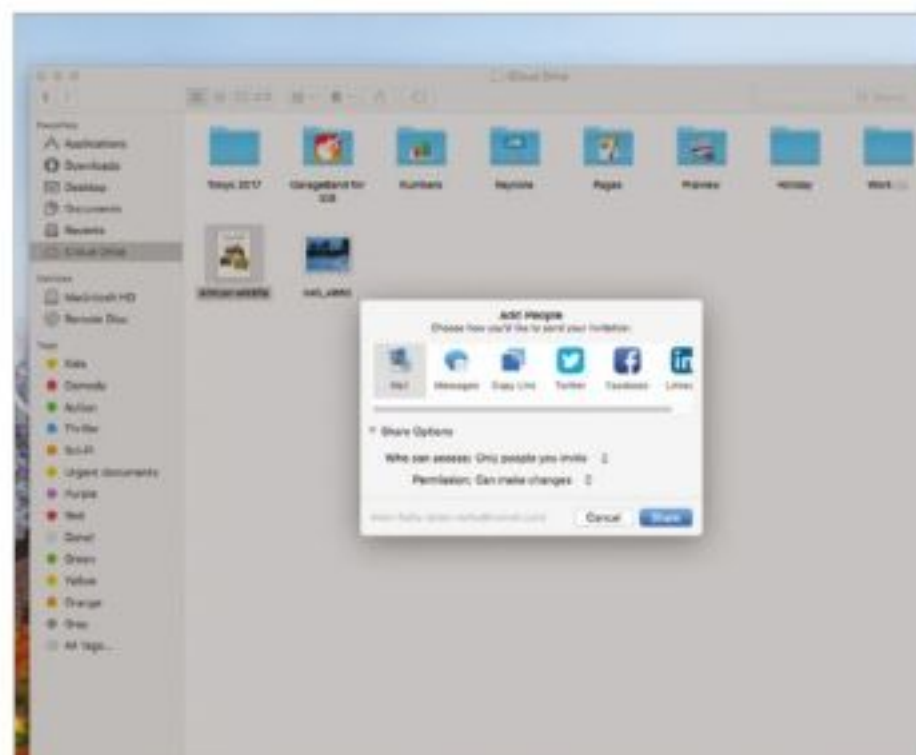
ICLOUD DRIVE SYSTEM REQUIREMENTS

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.



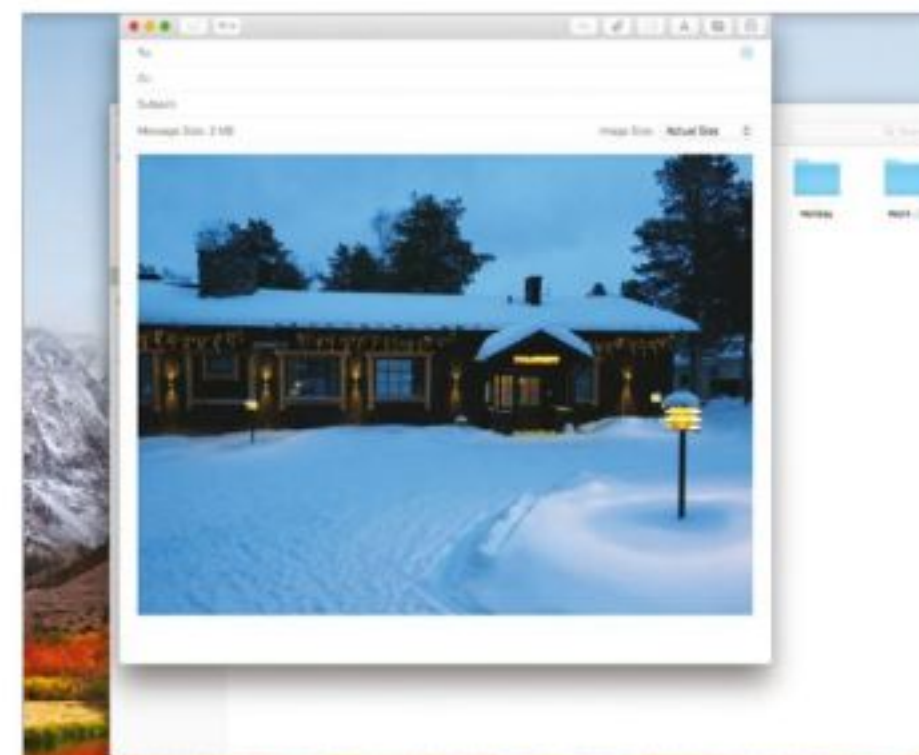
07: Add items to iCloud

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: Add people

You can share iWork files for others to edit in collaboration. Click on the share button then Add People and select your share method.



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 macOS'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 be 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.



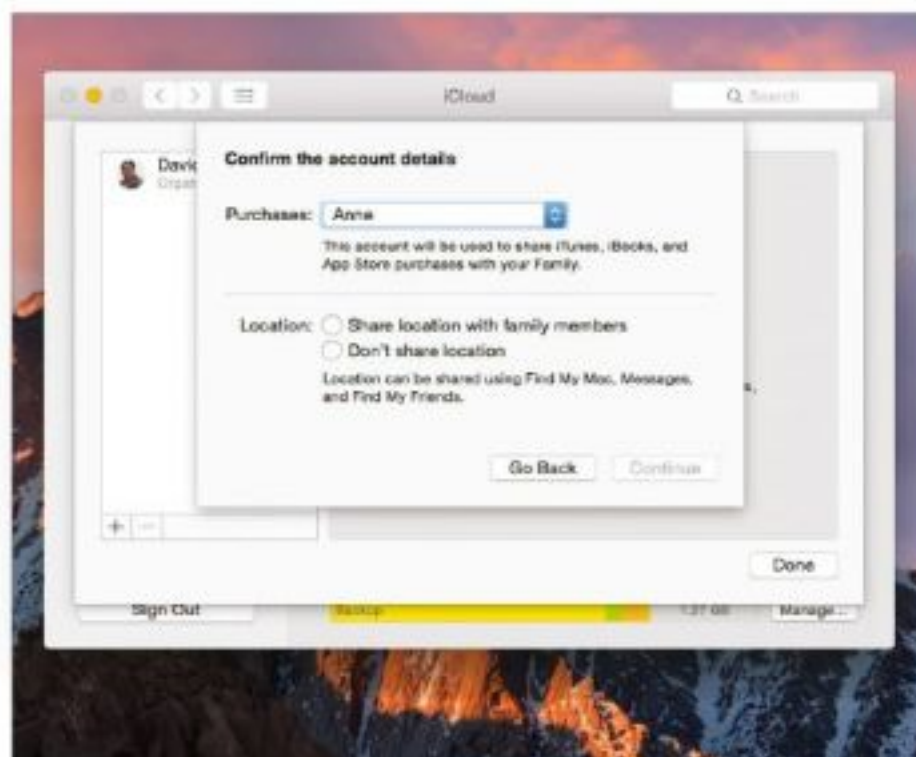
05: Add Family members

Now you are set up as the Organizer 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

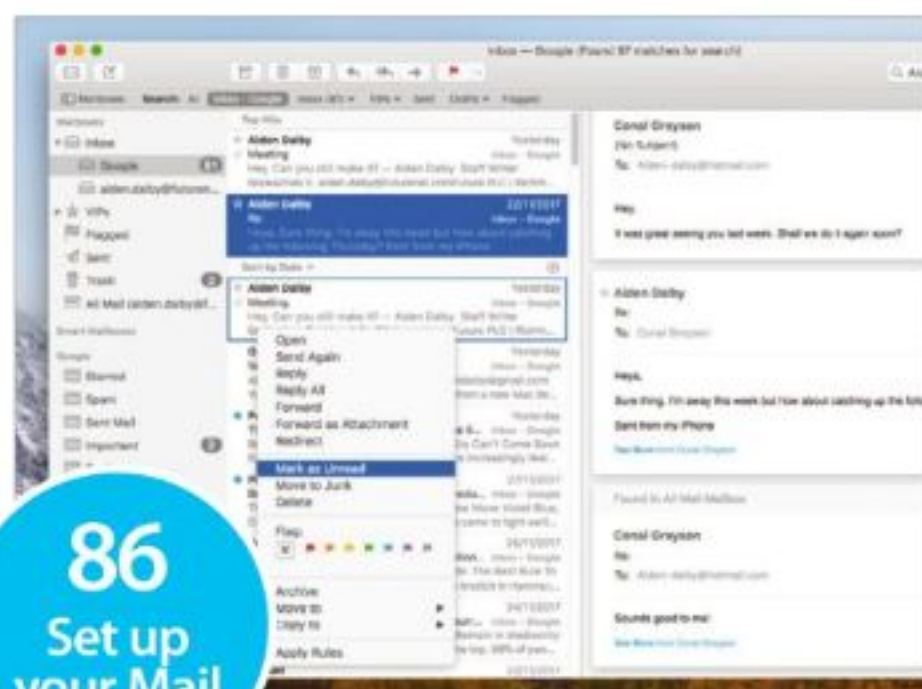
If you have a child under 13, you can ensure that their purchases in iTunes, iBooks and the App Store need your approval. Tick Ask to Buy on their profile.

The next step

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

- 86** Set up email on your Mac
Get started with the Mail app
- 88** New features in Mail
What's new in Mail in High Sierra?
- 90** Browse the internet
Surf the web in style with Safari
- 92** Configure websites in Safari 11
How to use this new feature
- 94** Start using Apple Maps
Explore the world and get from A to B
- 96** Get to know the Mac App Store
Access and download exciting apps
- 98** Download apps from the Mac Store
Explore your hub for new software
- 100** Delete and reinstall apps on your Mac
Easily remove apps from your computer
- 102** Clean your Mac and get more space
Use a free app to find and delete files
- 104** Get started with iTunes
Discover Apple's media player
- 106** Organise your iTunes music library
Discover how to keep your library well organised when importing CDs
- 108** Download music from the iTunes store
Purchase songs and albums with ease
- 110** Set up and use Apple Music
Stream from a vast music library
- 112** Rent and buy movies on iTunes
Download films and TV programmes
- 114** Navigate iBooks
Read and build up your digital library
- 116** Get organised with Calendar
Structure your life with this handy tool
- 118** Add an alarm to a Calendar event
Add an alert to a planned event
- 120** Master Messages on Mac
Get the most from High Sierra's app
- 122** Discover FaceTime for Mac
Set up video calls with friends and contacts

"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"





106
Organise
iTunes



110
Use Apple
Music



114
Check out
iBooks

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.

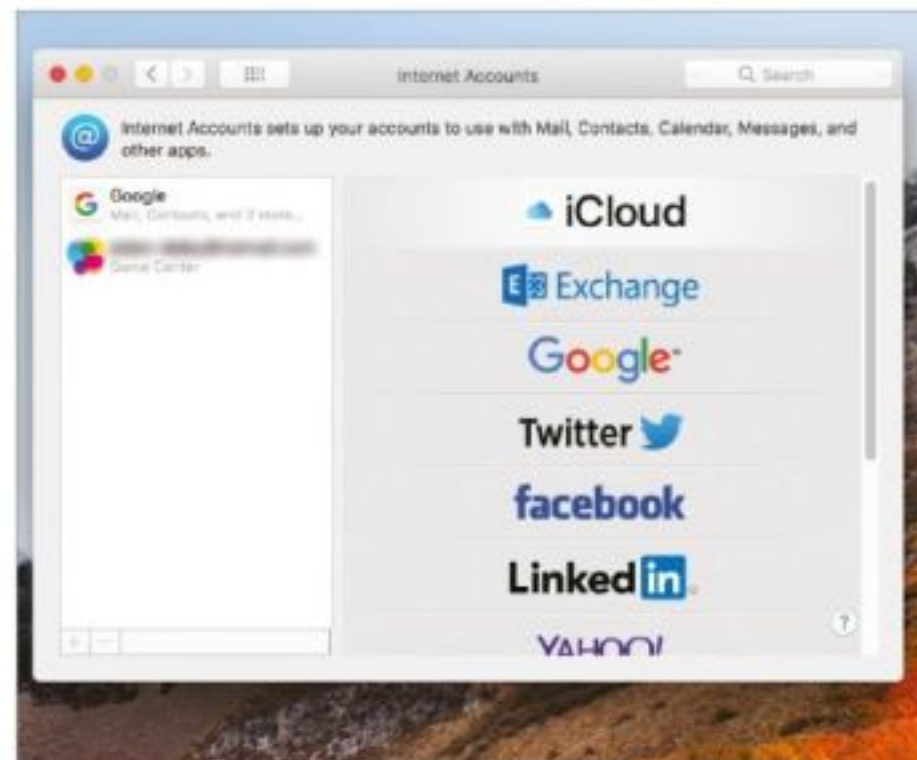
“Mail on the Mac is a smart way to manage your emails as you work and play”

Mail Get your mail up and running



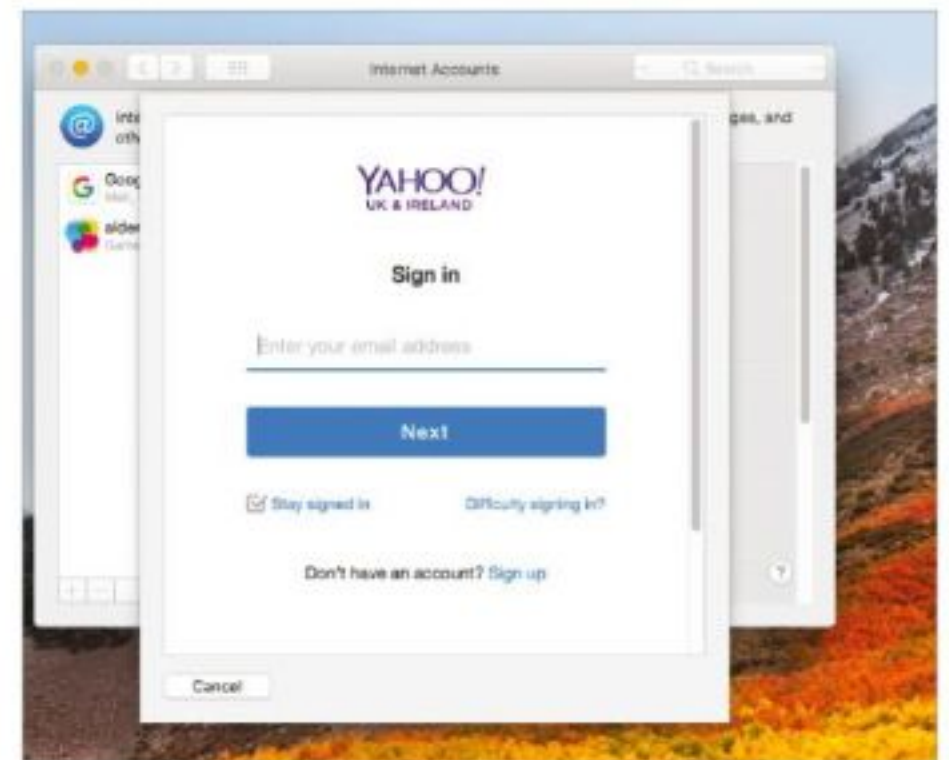
01: Run Mail

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.



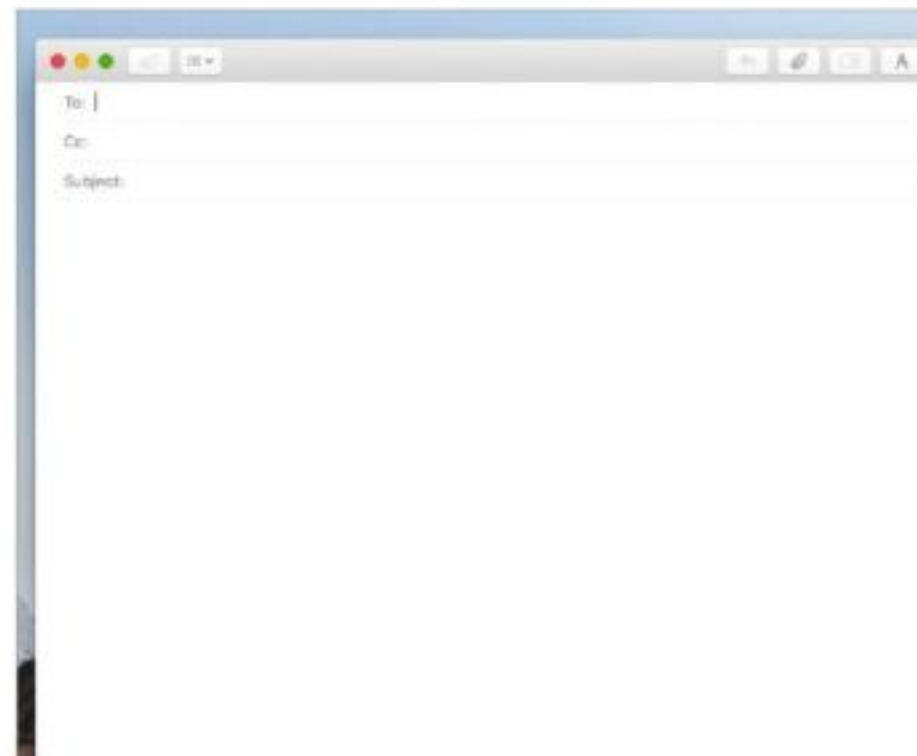
03: Enter your details

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.



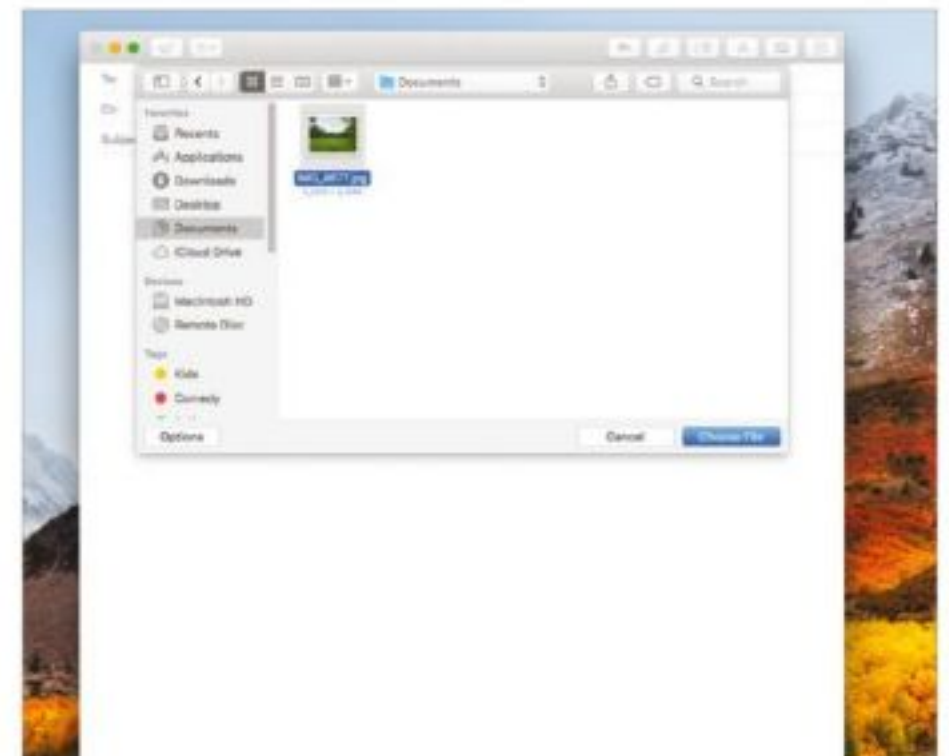
04: Create and enjoy

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

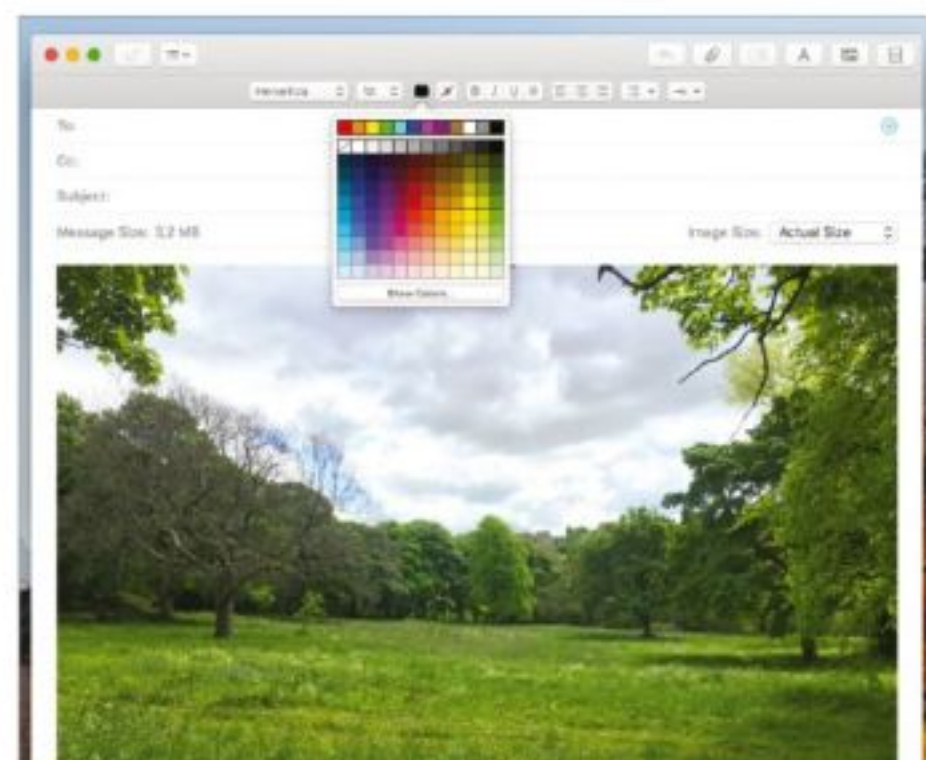
If you are sending a photo or PDF document to someone through Mail, you can use Markup to add notes and annotations to them. Click the arrow in the top-right of the file and choose Markup. You can then draw on the photo or document, make notes, and even add your signature to a letter or other file type.

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

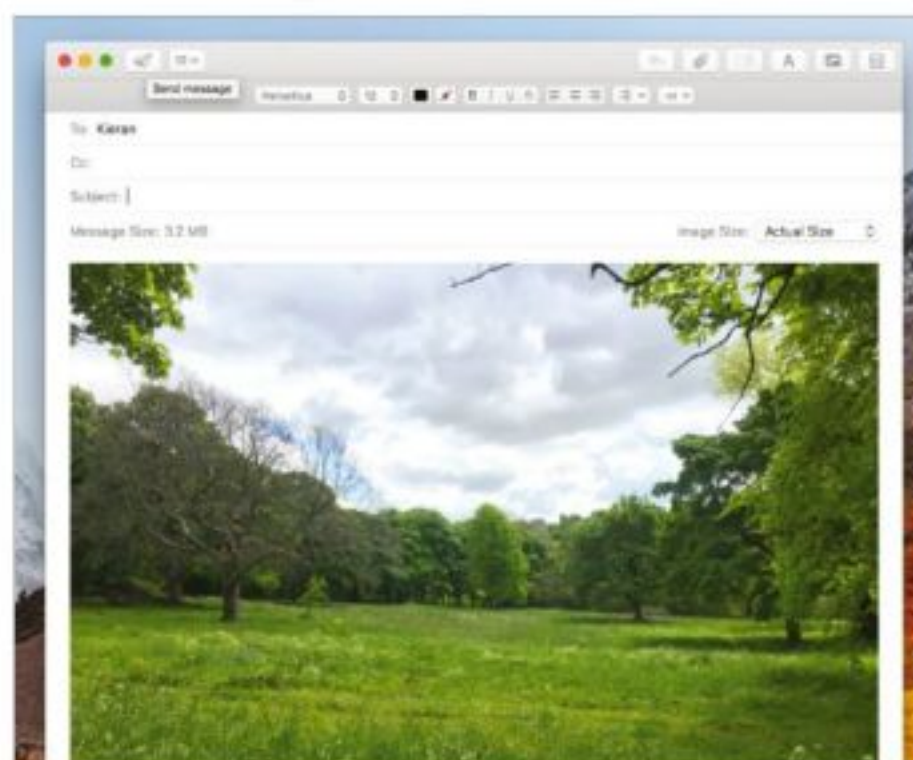
Search and Top Hits

Use the Search field in the top right to track messages with specific words in the Entire Message, From, To or Subject fields. The most relevant results will appear in the Top Hits section, which can be found at the top of the Inbox



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

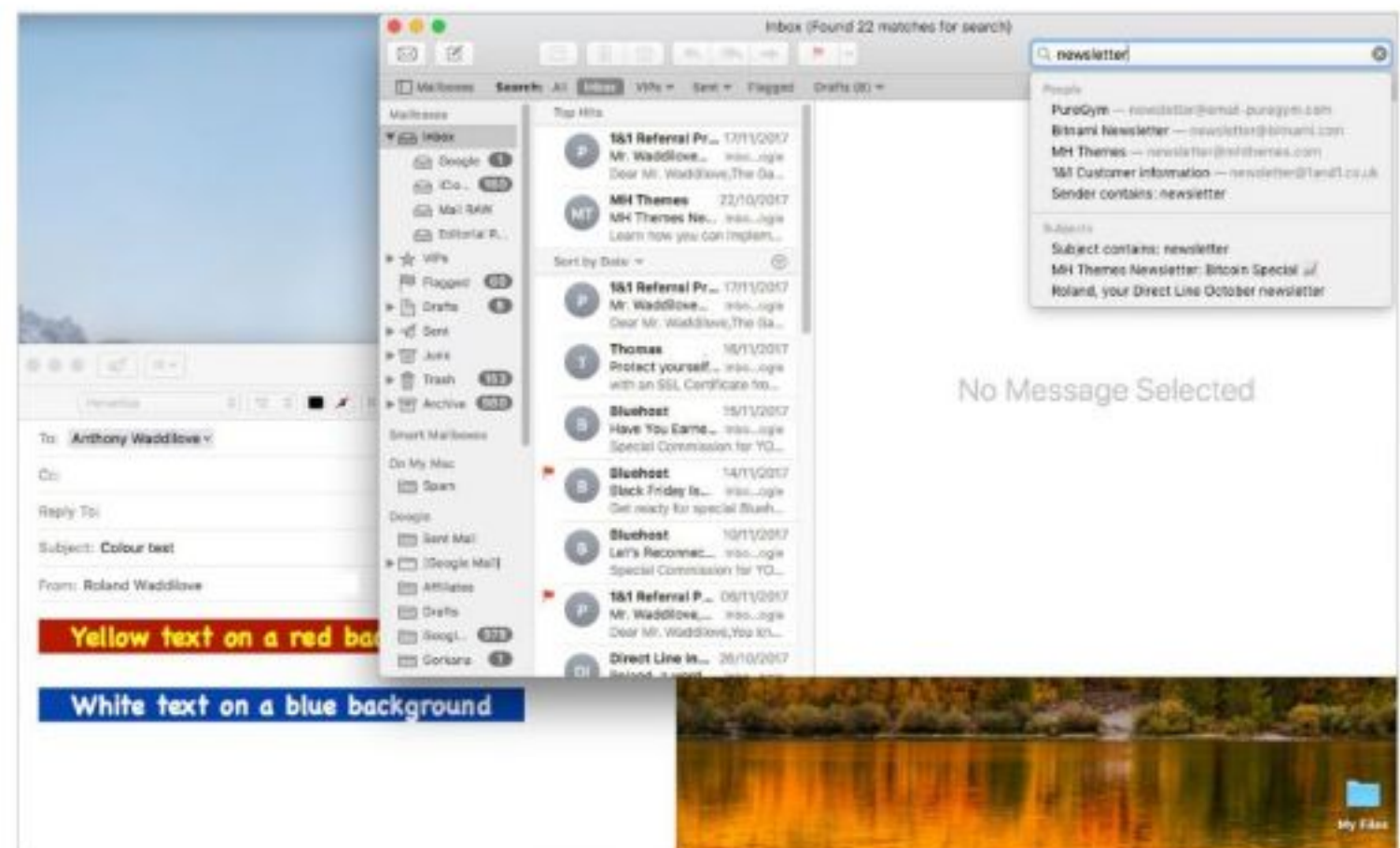
Click Get Mail in the top left to download emails. Unread messages are highlighted by blue dots – the icon in your dock also shows new messages.

New features in Mail

Discover and master the great new features in the Mail app for macOS High Sierra

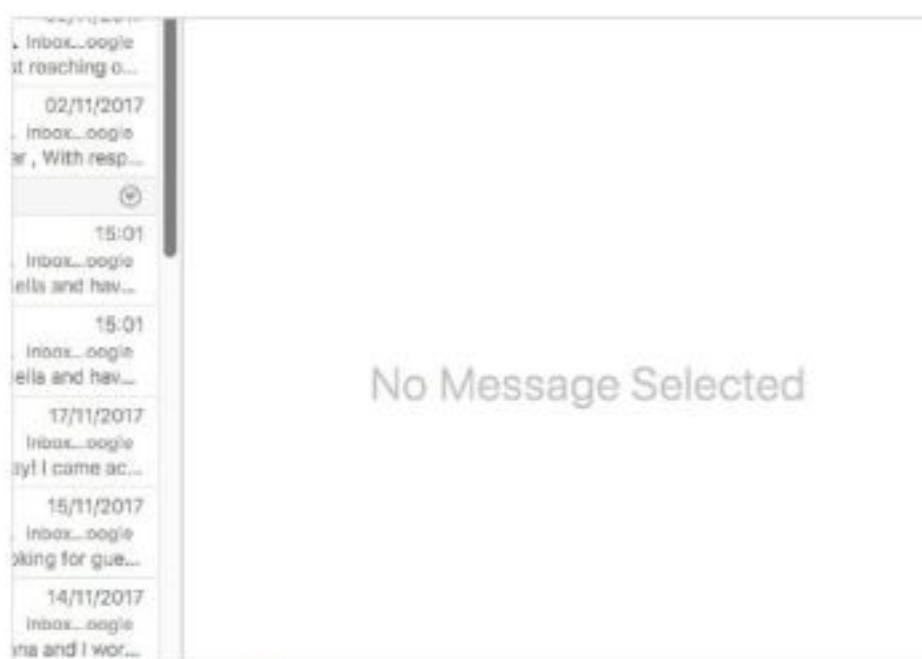


When macOS High Sierra was released, Apple made a few tweaks to the Mail app. It was a great email client already, so there aren't any major changes. However, there are several improvements to existing features that make dealing with email messages easier. The use of trackpad gestures is handy, for example, and we show you how to use this and configure it. There have been some useful changes to the search facility, which now makes it easier to find messages you are looking for – a bit of AI (artificial intelligence) puts the most likely results first, for example. The content of email messages can also be more brightly coloured now that the background of text can be set.



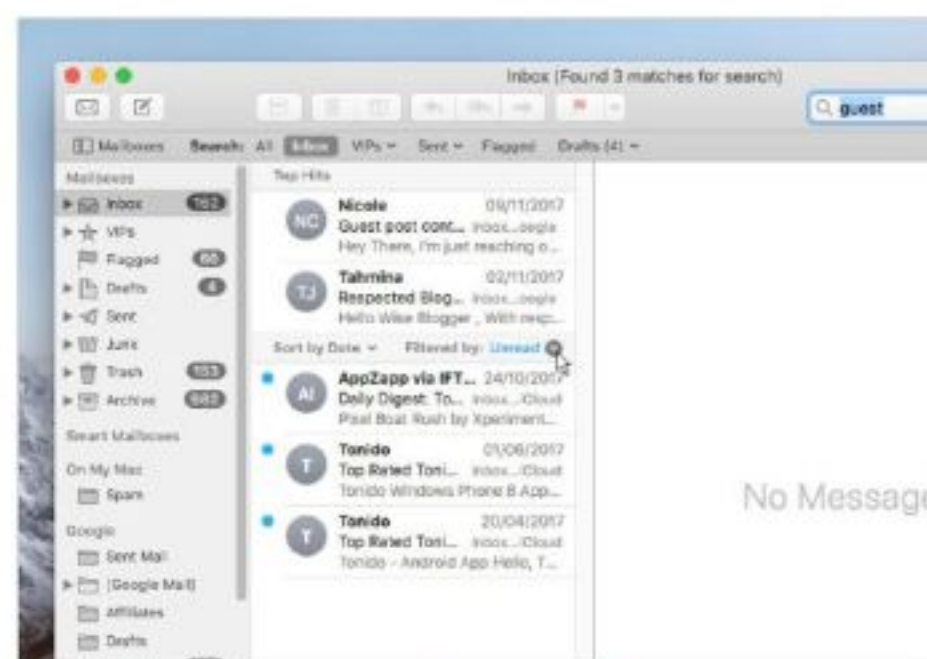
Read Mail

Configure Mail for you



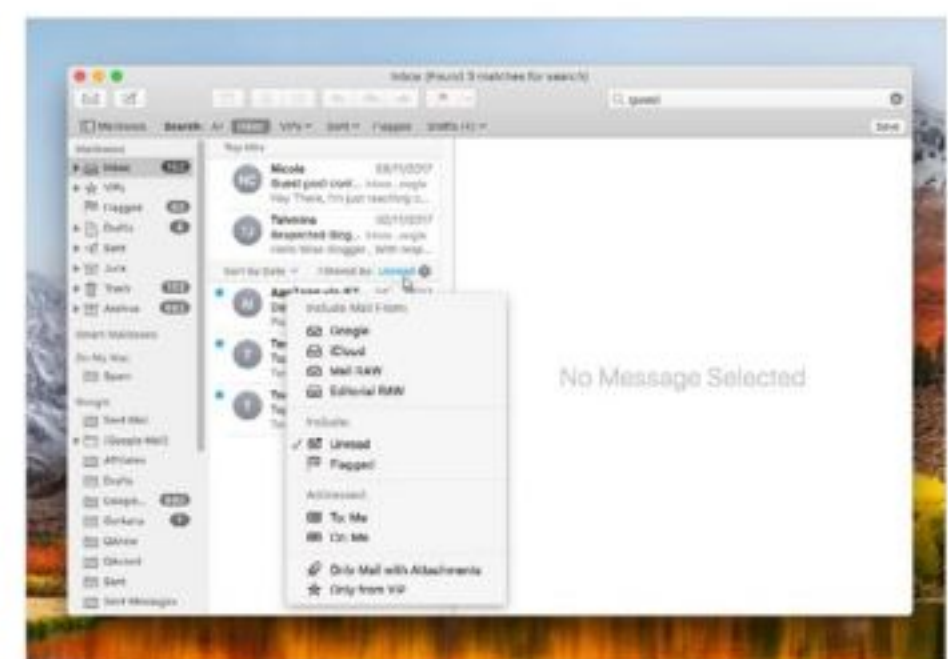
01: Top hits

Finding emails is now easier. Enter a search term and in the results is a 'Top Hits' section. By analysing the content of your emails, Mail shows what it thinks you are looking for first.



02: See unread emails

Click the tiny icon in the header above the main results and the messages are filtered to show just the unread ones. There is also an option to sort the results by date.



03: Filter search results

Click the 'Unread' link and a number of filters are displayed. For example, results can be filtered by email account, unread, flagged, only from VIPs and only with attachments.



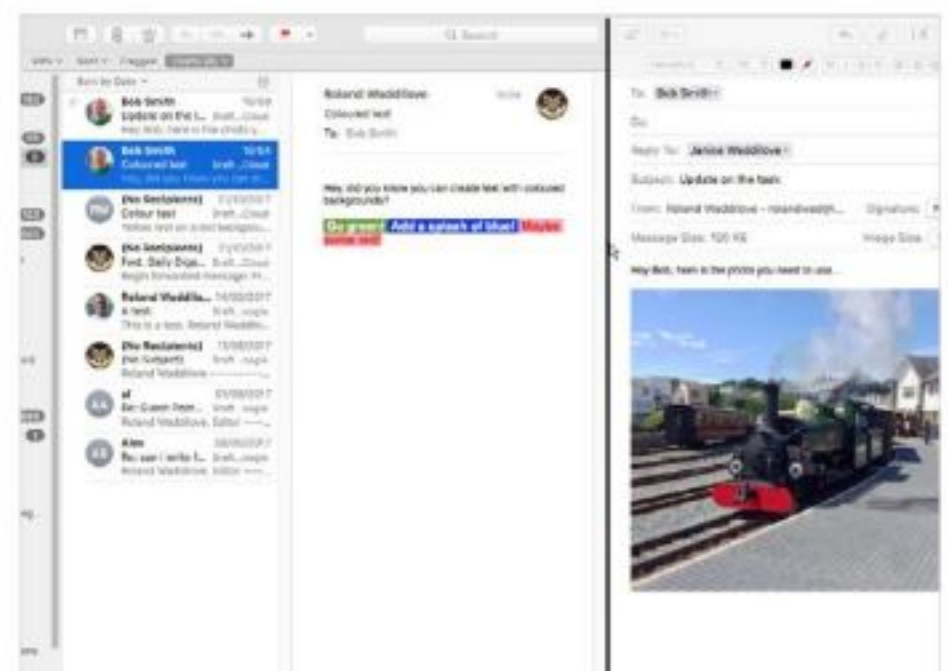
04: Enable split view

Another tweak to Mail is split view, which divides full-screen view to show Mail and messages. Go to Mail>Preferences and tick the split view option on the General tab.



05: Customise spaces

This step may be necessary on some Macs – it was on ours. Open Mission Control in System Preferences and tick 'Displays have separate Spaces'. Weird, but essential.



06: Use split view

Click the green window button to go full-screen. Double-click an email to open it or create a new message and it opens on the right. Click and drag the vertical divider.

Mail's new features Colour your emails and search better

Top Hits

When a search is performed, a small number of items appear in a Top Hits section here. They are what Mail thinks are the messages you are most likely looking for, based on your previous interactions

Colour your messages

There is a new option to set the background colour of text when writing emails. Select some text, then click this colour chip in the toolbar to show the palette and click a colour

Remove text colour

There does not appear to be an option to remove colour from text, but there is actually a special colour in the palette. Click this one with the line through to remove the background colour

Swipe away

You can clean your inbox by swiping left over an email, and it can then be either deleted or archived in one gesture. Choose which action you want to perform in Mail Preferences

KNOWLEDGE BASE

Clearing your email inbox is a liberating experience and it can be done with gestures. As shown in the tutorial and annotated image, swiping over a message will delete it or archive it depending on the Preferences setting. Where do archived emails go? The archive is simply a folder in the Mail sidebar. Use it to store messages you don't need to keep in your inbox, but that you don't want to delete.

Use trackpad gestures

The Mail app responds to trackpad gestures that can make dealing with your emails much faster. A two-finger swipe up or down the trackpad is a standard gesture. However, you may not have realised that you can also swipe left and right with two fingers. This gesture, borrowed from the iPhone, can be customised by going to Mail>Preferences>Viewing>Discard messages into. The options are either Trash or Archive.



01: Move messages

Use one finger on the trackpad to move the mouse pointer and position it over an email preview. Then hold two fingers down and swipe left to reveal a Trash icon (You can switch this to Archive in Preferences).



02: Read/unread messages

Position the mouse over an email and then swipe right to reveal a blue icon. Tap on this to toggle between read and unread status. Swipe halfway and tap or swipe all the way to apply the action immediately.

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"

Pinned sites

You can now pin your favourite sites to your toolbar. They will refresh in the background to always be available with the most current content

Sidebar

By toggling on the Sidebar you can view bookmarks, Reading List items and see all the shared links from your various social networks

Reader View

Not every website supports Reader View, but if it does this icon will appear. Click here to view the webpage's text without adverts and get a better reading experience

Sort extensions

The Extensions tab lets you switch Extensions on and off as well as changing their behaviour



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 macOS down with it. They even install easily without the need for you to restart your Mac.

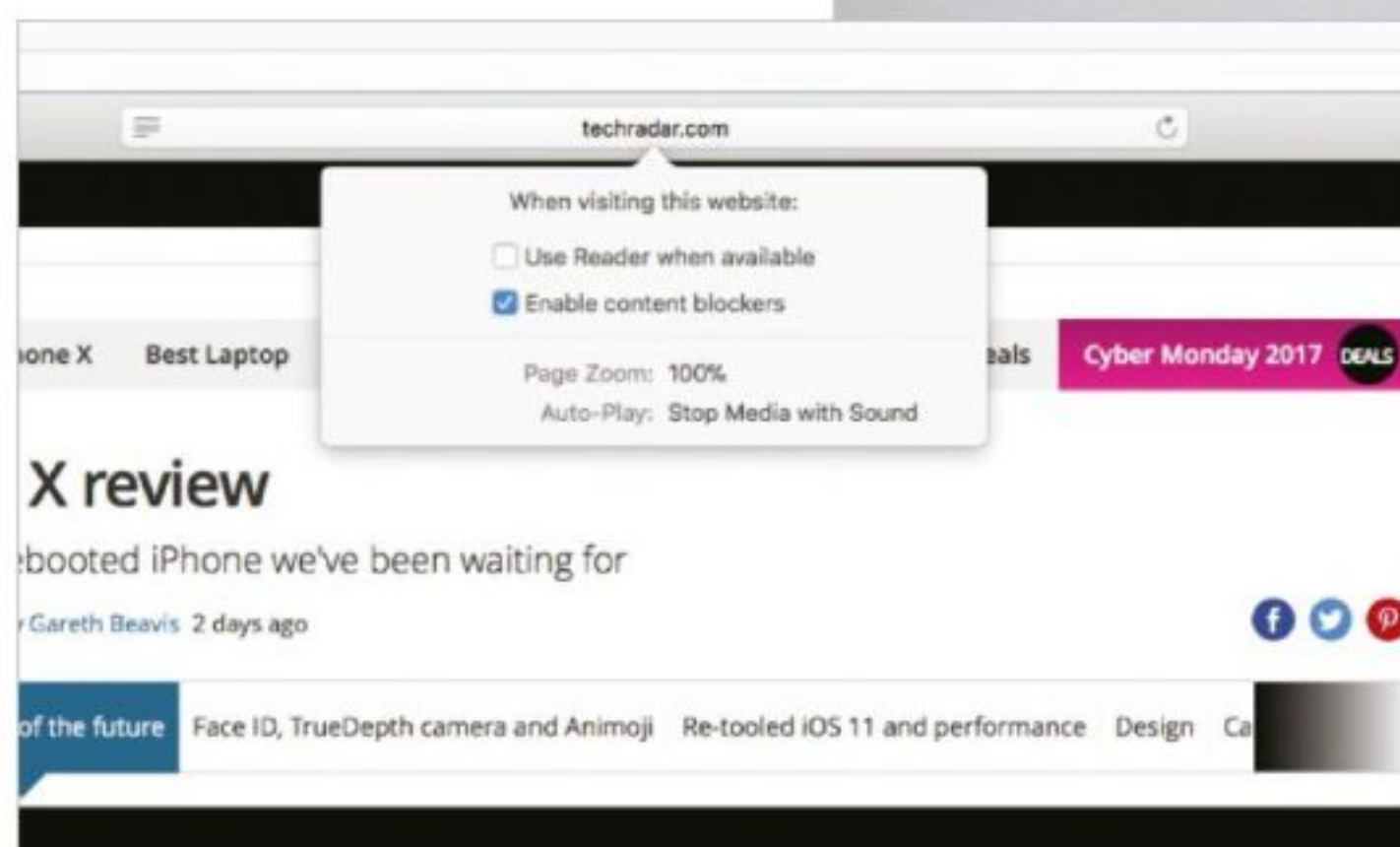
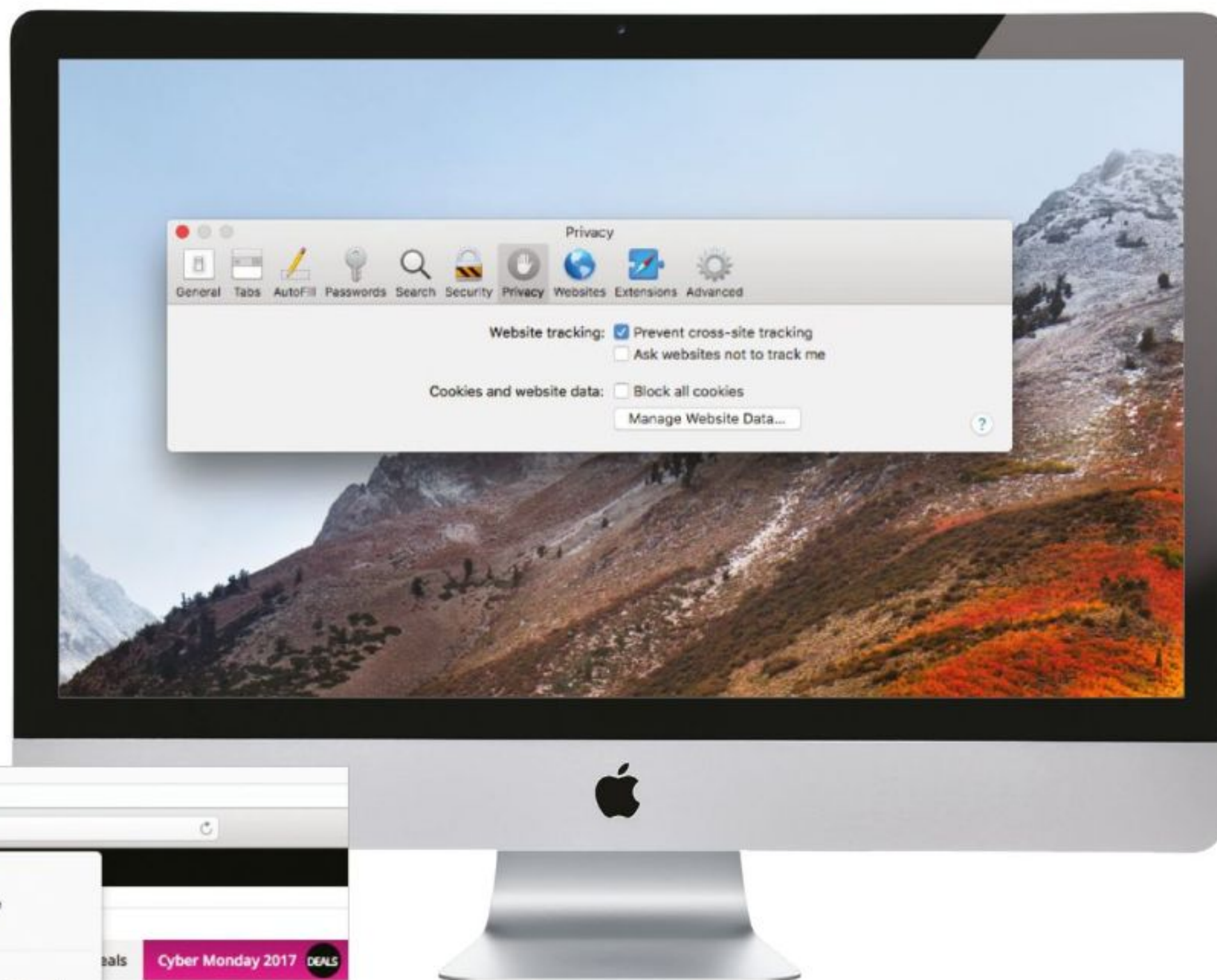
If you head to extensions.apple.com you will find a list of all the Extensions available. Some of the most popular include Twitter and eBay, the ability to add items to an Amazon wishlist and the all-important ad blocker that gets rid of embedded ads. There are some really useful ones here.

Key features

What does Safari do that's really cool?

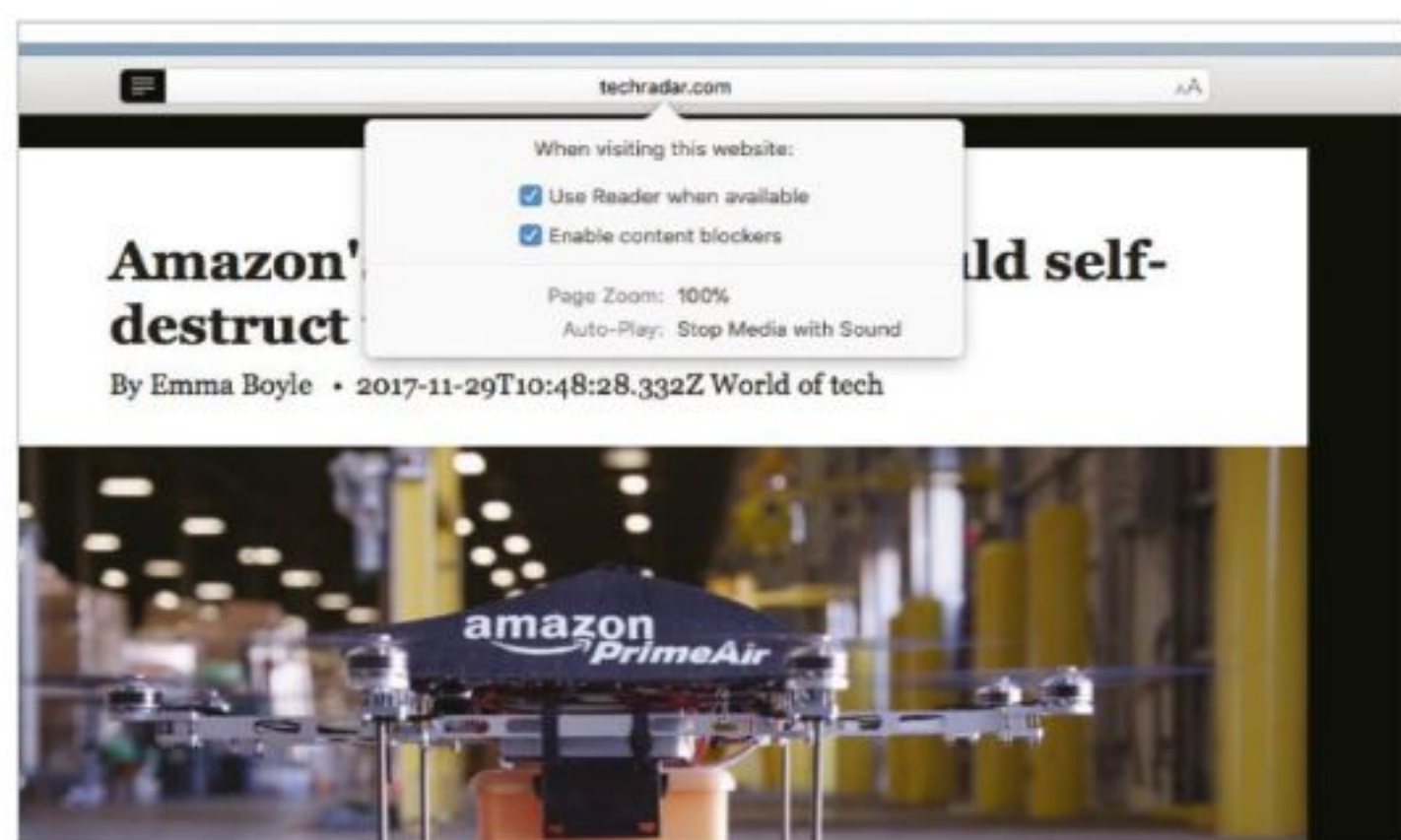
Stop Intelligent Tracking

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.

Configure websites in Safari 11

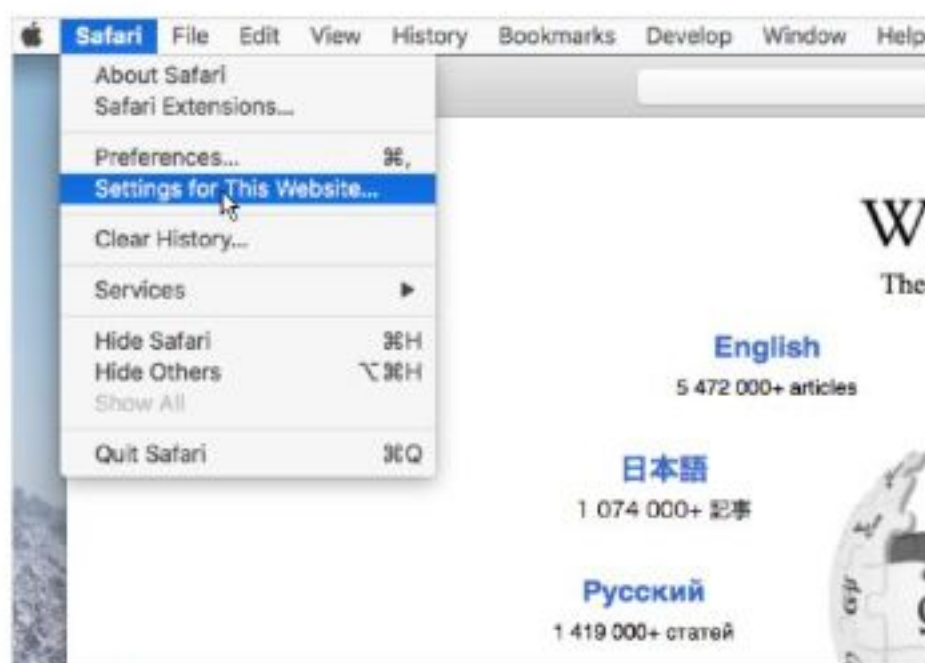
There is a new Safari browser with an exciting feature. Here's how to use it...



Safari 11 is here, and if you have upgraded to macOS High Sierra you will have it by default; but even if you have not yet upgraded, with automatic updates on, it will be installed in macOS Sierra too. It has a fantastic new feature that enables you to configure the permissions and settings of websites, not just globally, but individually. Using the new configuration settings in Safari you can tell it to always use Reader mode for that one website that always takes too long to load images and video, or to always zoom in or out a little on another site. Annoying content can be blocked on one website, but allowed on another where it is not so bad or is even useful. So now you can set up websites to work just the way you want them to.

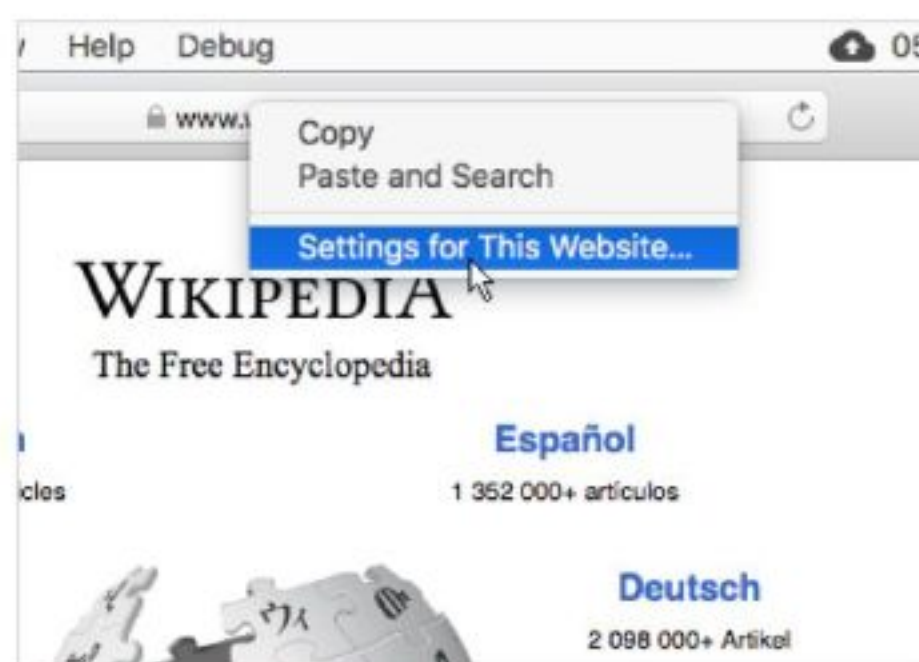


How to configure website settings Your web, your way



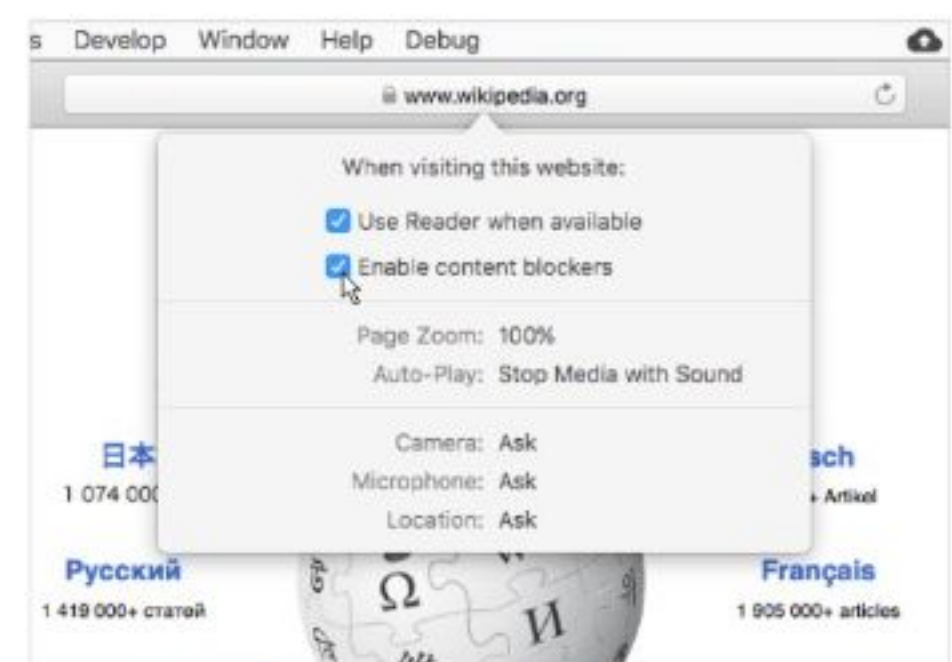
01: New menu

Go to any website, such as Wikipedia.org, and there is now a new item on the Safari menu called 'Settings for This Website'. It enables you to configure this website.



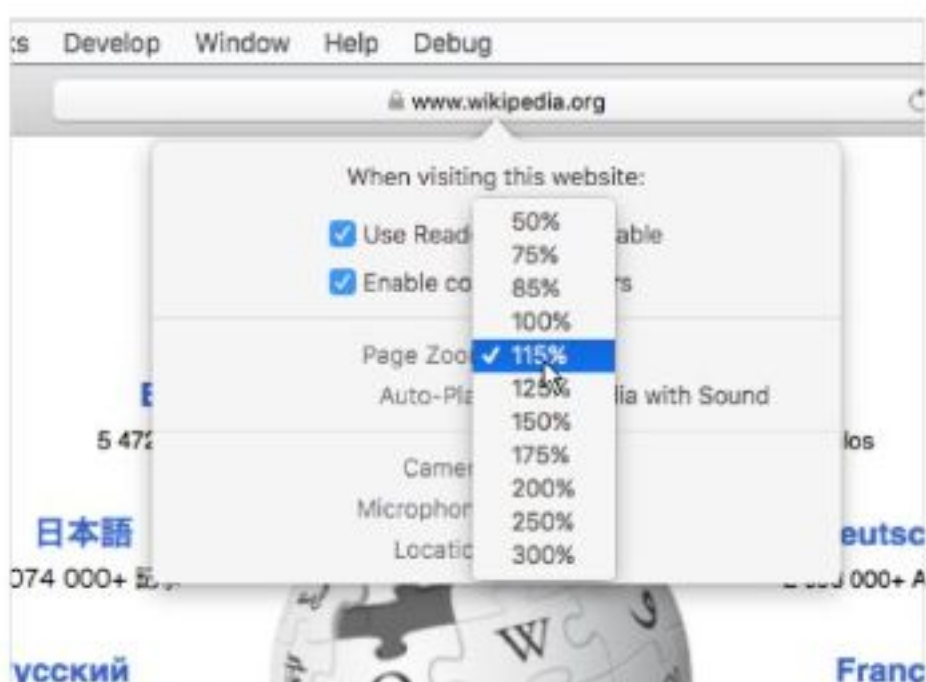
02: Settings shortcut

There is a quick way to access the settings for a website and that is by Ctrl-clicking the URL in the address box. Select the item on the menu, 'Settings for This Website'.



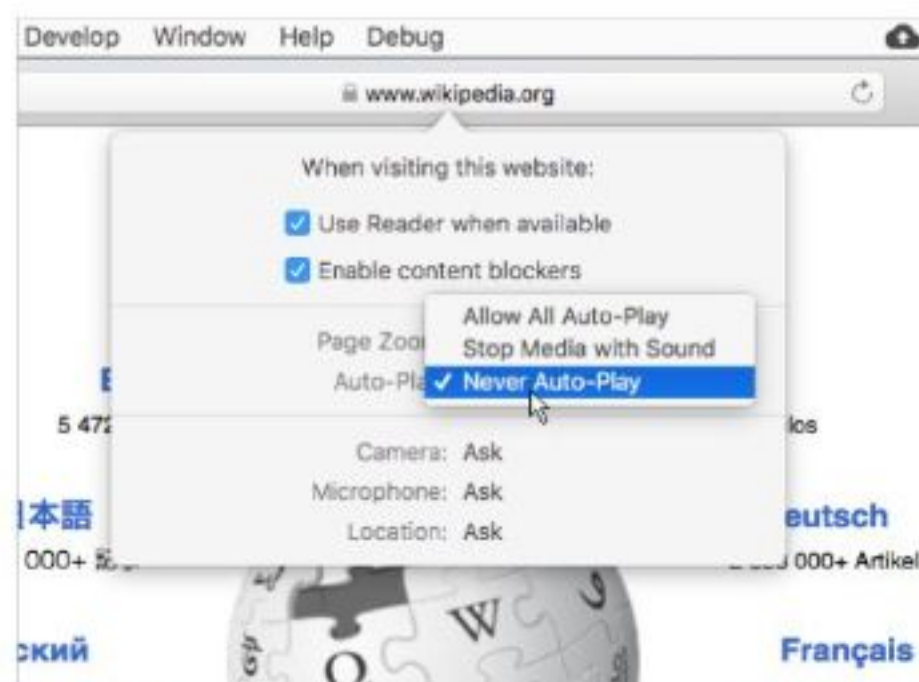
03: Tick the options

A panel is displayed below the site URL and the contents depends on the site. Use the checkboxes at the top to choose whether to use Reader mode and content blockers.



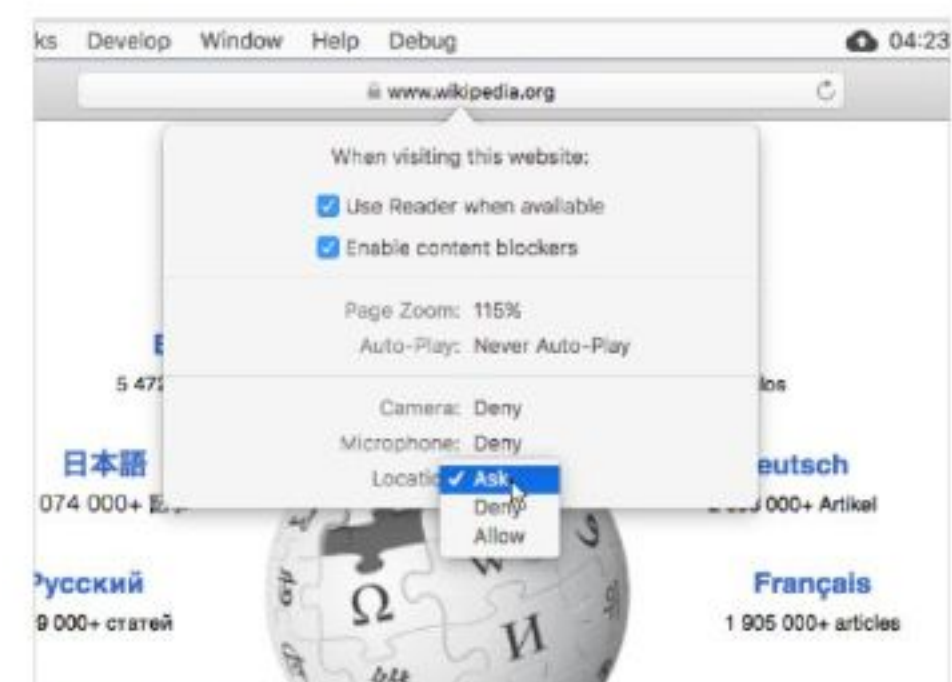
04: Set the zoom

The other items do not look like they are clickable, but they are. Click the Page Zoom setting for example, and select the zoom from the menu of options that is displayed.



05: Block unwanted media

Audio and video on web pages can be irritating and are often nothing more than advertising. Click the Auto-Play setting in the panel and set the site to 'Never Auto-Play'.



06: Set permissions

Websites may want to access hardware like the camera and microphone, but you have to wonder why. Set them to 'Deny'. Location is best set to 'Ask' as it may be useful.

Safari's new Websites tab

Check out the new settings in Safari

The Websites tab

This tab is completely new in Safari 11 in macOS Sierra and High Sierra. It enables you to configure the default settings for all websites and sites so you're in control of your browsing experience

Change the settings

There are two parts to the sites list and the top part shows the currently open tabs. Select a category on the left, then choose the settings you want for each of the websites

Site settings

Select each section in turn and if a website has been configured differently to the default setting, it will appear in the list on the right. You can then change the setting or reset it

Default settings

When visiting new websites not yet configured, what default settings are applied? Down in the bottom-right corner is the default applied when visiting other websites. Set it as you prefer

CONTENT BLOCKING

The content blockers feature in Safari is controversial because it can block adverts to make web pages less irritating. Website owners don't like it because it reduces their income, and adverts pay for many sites. Safari's content blockers do indeed block some adverts, but not all of them. You will still see some ads and it appears to only block the worst.

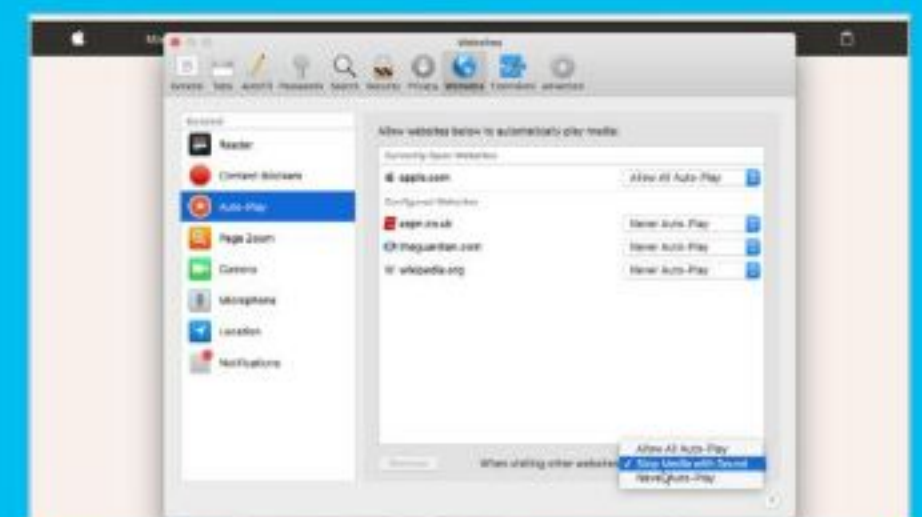
Websites in Safari

Go to the Safari menu and select Preferences. Then select the Websites tab. This is new in Safari 11 and it enables you to see all the sites you have configured and their settings. It shows the tabs that are open too. Using the controls in Preferences you can reset options you have changed back to the default, select new options, and set the default action when new websites are visited. This is a great new feature.



01: Website settings

Go to Websites in Safari Preferences and there is a list of categories from Reader to Notifications. Select one of the items, such as 'Microphone', to see the websites that have been configured. Change the setting on the right.



02: Default setting

Select any of the items on the left, such as 'Auto-Play', and down in the bottom-right corner is 'When visiting other websites'. You don't have to configure every site individually and this setting applies to all websites.

Start using Apple Maps

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



Maps has been on iOS devices for some time and now it's available on Macs too.

iPhone and iPad users 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 a hybrid of the two.

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”



Map icons

Icons on the map show places of interest such as museums, hotels, parks, restaurants and so on

Two views

These two buttons select different views for the map: standard, or satellite

Get directions

Use Maps to get driving or walking directions between two locations

Map pins

Search for places and Maps will put pins on the map. Click one for more information

Shortcuts and gestures

Learn all the tips to better control Maps and get more out of this powerful app

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

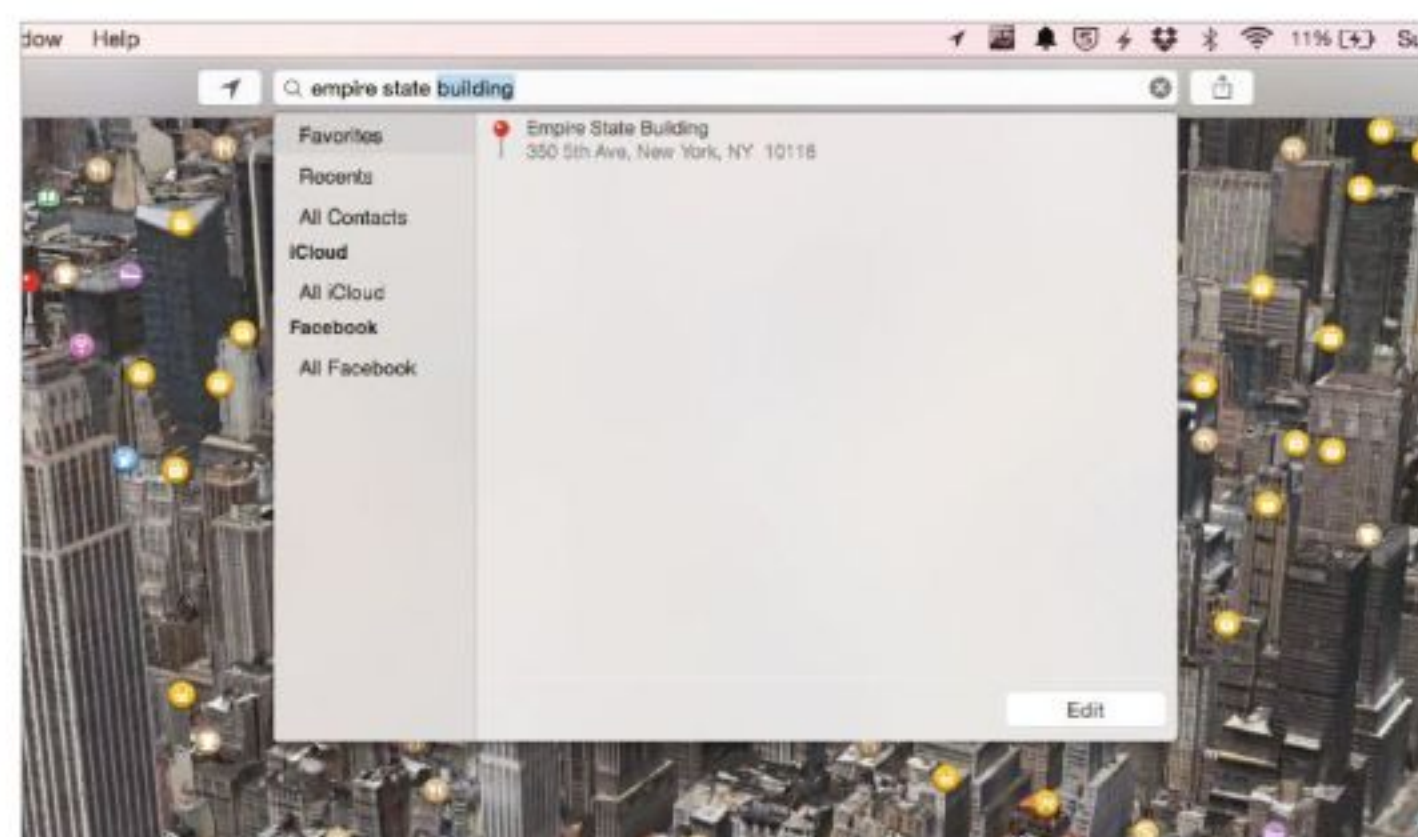
Explore in 3D

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.



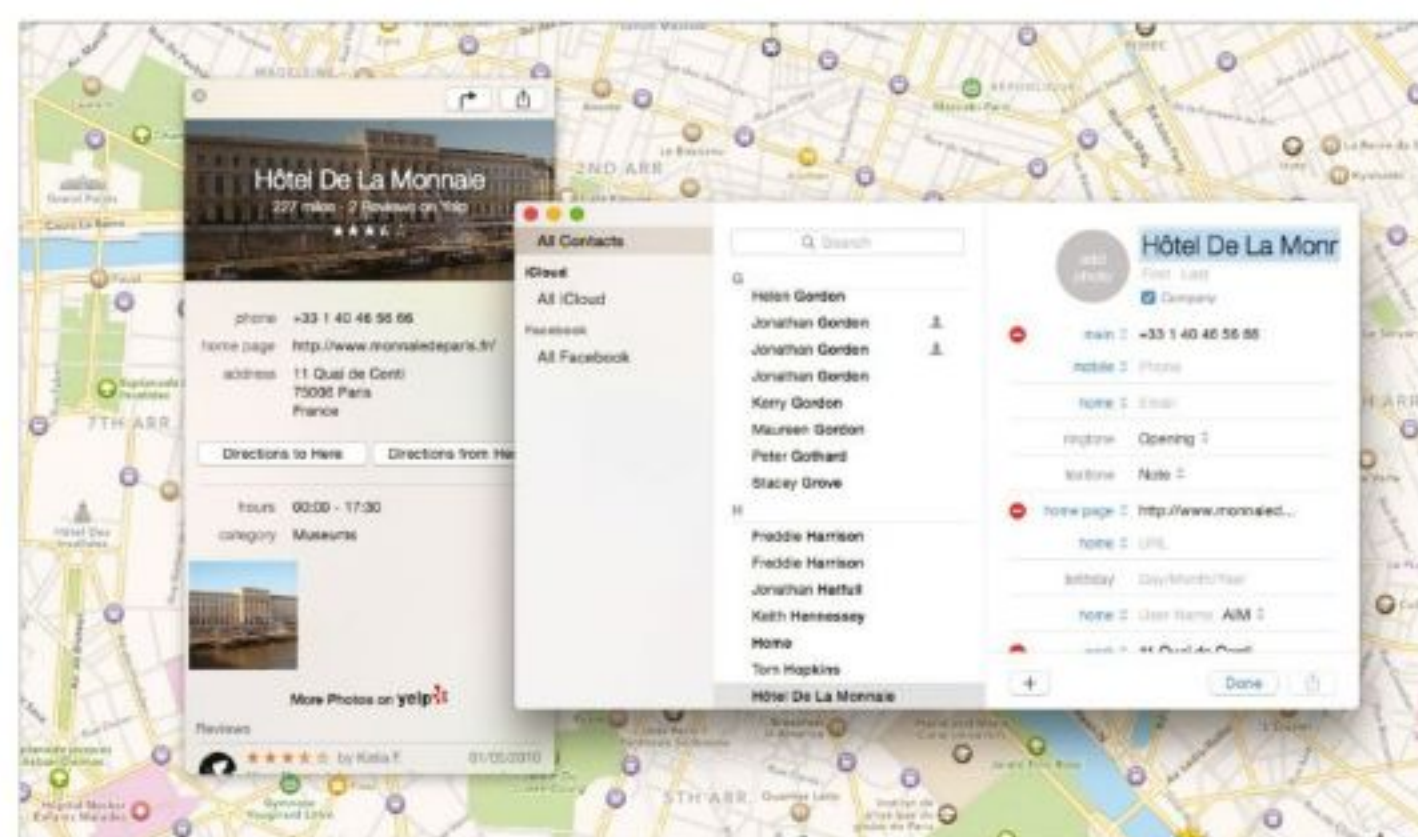
Find local businesses

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 or places you regularly visit can be bookmarked, which enables you to quickly 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 some 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, for example, you can click it to open Maps and view the location. When using Maps and viewing a business or attraction, 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. You might not have your Mac, but the information is synced to iPhones and iPads.

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 in Mac OS X 10.6.6 and is home to a diverse range of apps aimed at enhancing the functionality of a Mac computer. As a bonus, the majority of apps are either reasonably priced or free.

As we have come to expect from Apple, the interface is intuitive, and finding and acquiring

apps is a breeze. 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 iTunes 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 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...

Purchased

See all the apps that you've downloaded, and determine which are currently relevant

Featured

Browse new and noteworthy apps, or view the staff favourites

Updates

App updates can be accessed and downloaded by clicking the 'Updates' button

Categories

Apps are organised into 21 categories. Finding those you need is effortless

Top Charts

The top apps lists divide into 'Paid', 'Free' and more



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 'Featured', 'Categories' or 'Top Charts' 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.

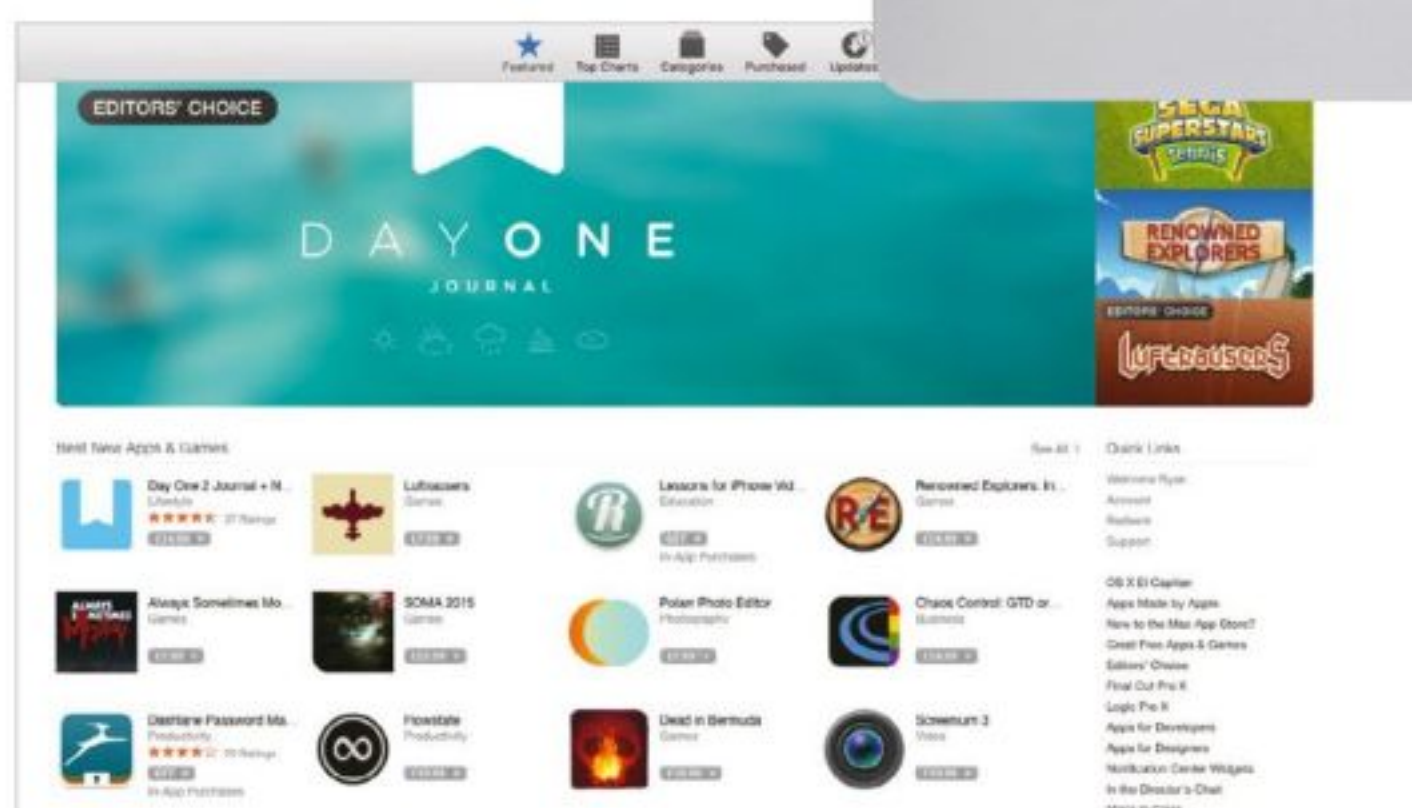


Key features

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 five buttons at the top. Select the 'Featured' view, and you can browse apps that Apple has deemed 'New & Noteworthy', which is handy if you want to see the latest apps Apple deems worthy of your time. If you're more interested in apps with favourable user reviews, however, then scroll to the 'What's Hot' section to see all of the top rated apps.



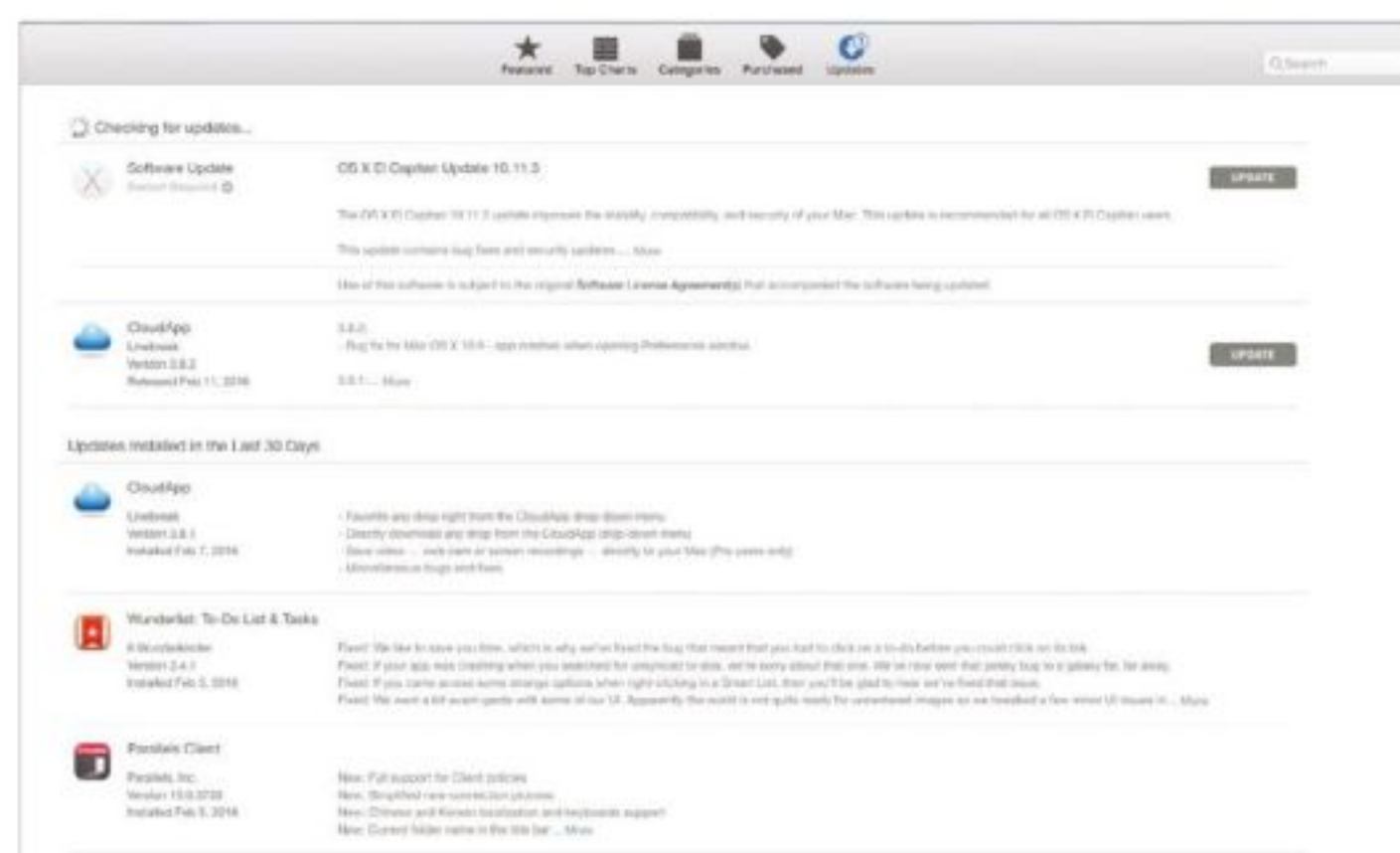
Top Charts

If you're interested in the most popular apps that people have purchased, click the 'Top Charts' button at the top of the main window, and get instant access to the top apps. Here, you can download the most recent macOS, if you're not already running it, and apps that include Pages, Numbers and Keynote. To the right of the window are links to the categories. Click one, and you'll see a range of popular apps. Each device 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.



Updates

The Mac App Store offers similar functionality to the iTunes App Store. If you use an iPhone, you'll know that you are notified of app updates as and when they become available. It's no different with 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.

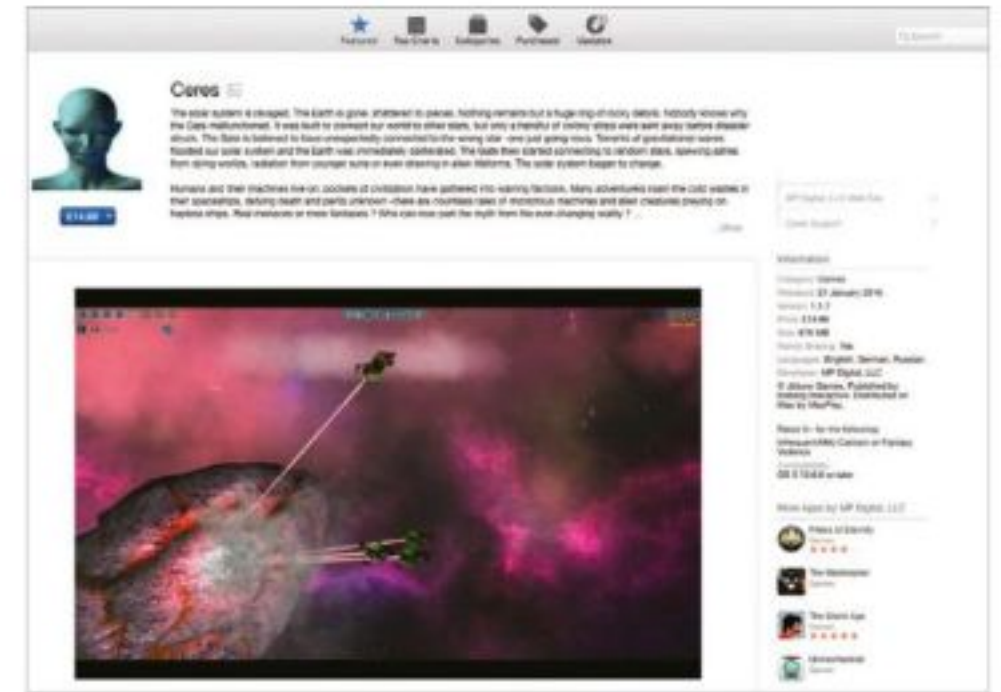
Download from the Mac App Store

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 Quick Links on the right. Click Sign In. Input your Apple ID and password, or create one if you don't have one.



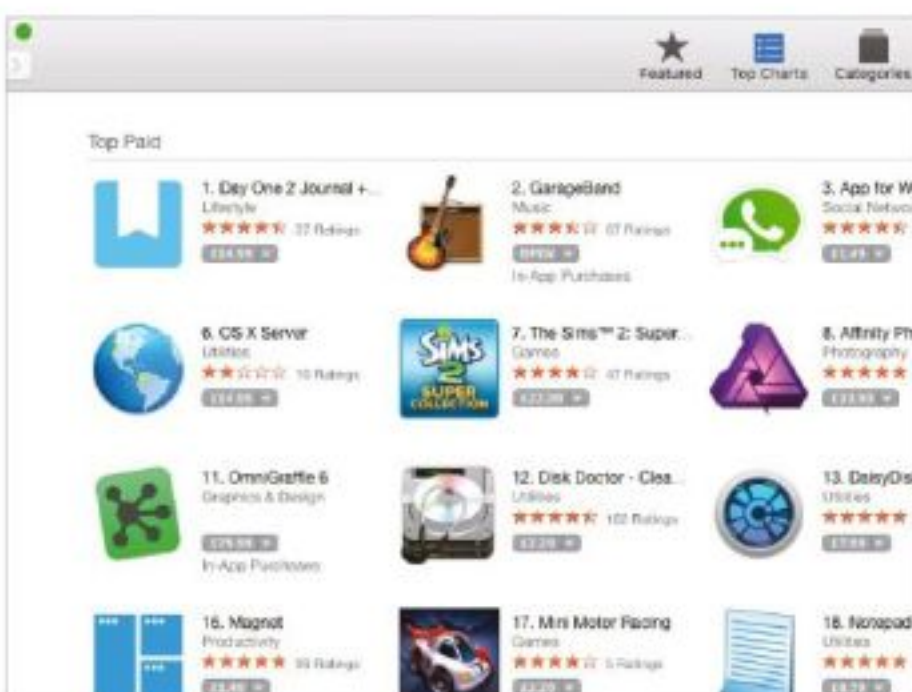
02: Categories

Below the Sign In button you will see a drop-down box that says All Categories. Click it and you can quickly navigate between categories in the Store.



03: Chart topping

Along the top of the Store are five options. The second one is Top Charts; select this and you can see what is being downloaded the most.



04: Well paid

The opening page of the Top Charts section shows you the most downloaded apps. When you find an app you're interested in, click its name or icon.



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

Quick buy

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

Past purchases

The Mac App Store recognises when you buy something with an Apple ID. You can click the Purchases tab at the top to view all of your previously downloaded apps

DON'T HAVE THE STORE?

It might be that you don't see the Mac App Store anywhere on your machine. If you are running a version of OS X from Lion onwards, the Store will be included automatically. However, before Lion, the Store was only available on OS X 10.6.6 – Snow Leopard. Earlier systems don't support the Store, and Leopard users will need to download it from Apple's website.



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 top 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. It will turn green. Click it again, then 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

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

Click and hold

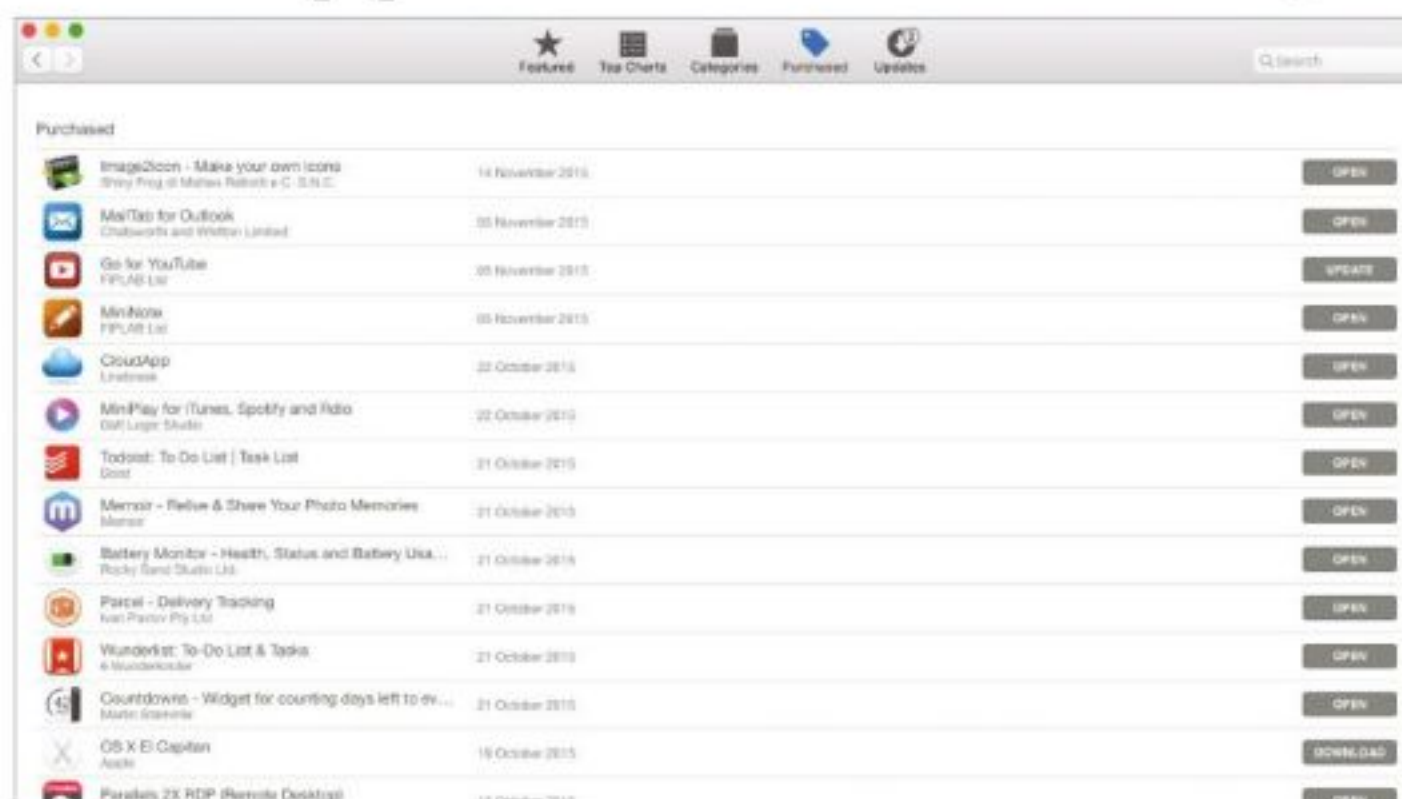
Click and hold on an app that you wish to delete, and all the app icons will start wiggling. Apps that can be deleted (that is, those downloaded from the Mac App Store) will sport a circular black 'X' badge

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.



Mac App Store



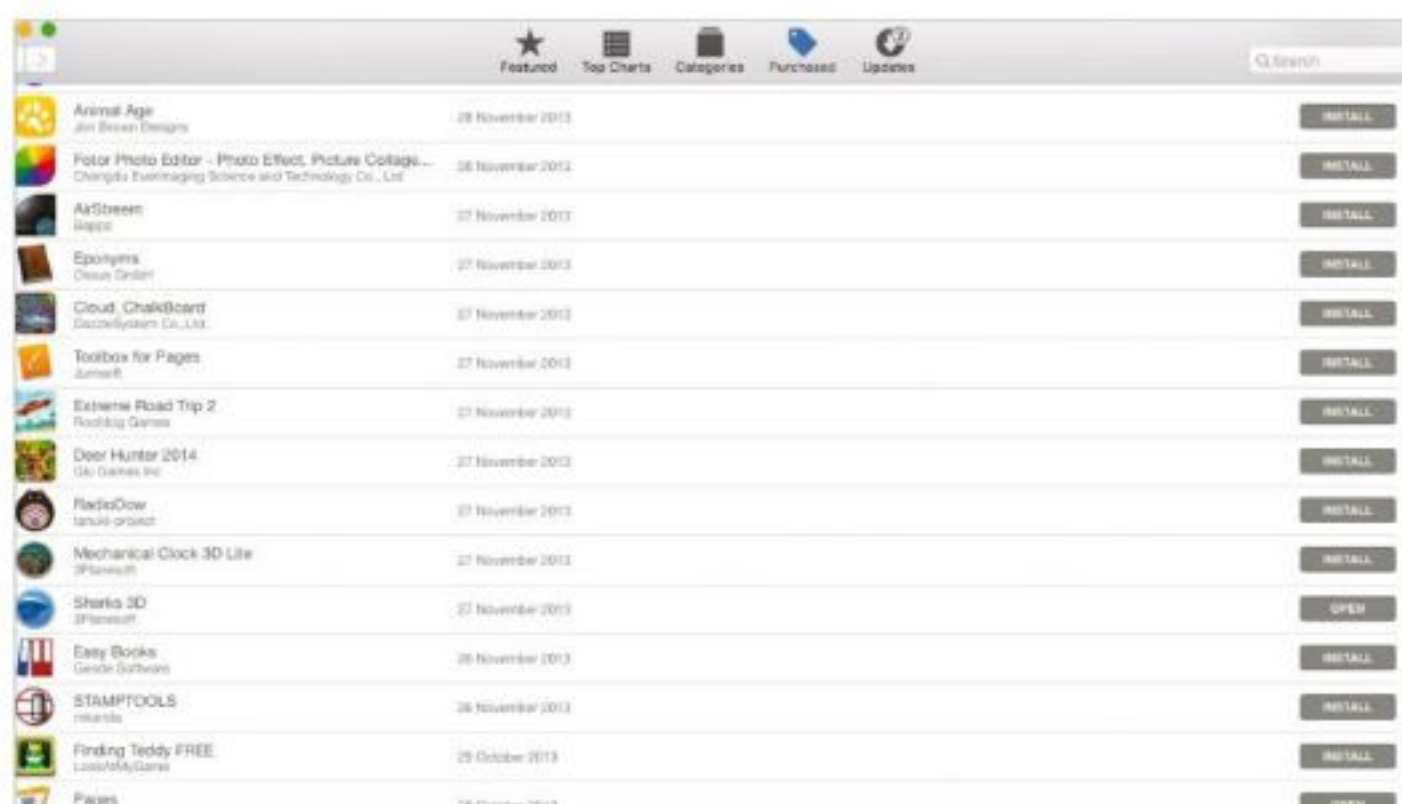
01: Purchased apps

The first step is to check which apps you have downloaded. To do this, launch the App Store, and click the 'Purchases' button at the top.



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'.



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 'Install'.



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.



04: Familiar process

The app will now be removed. The process will be familiar to anyone who has used an iPhone, as the tap and hold method is used by all iOS devices.



06: Track progress

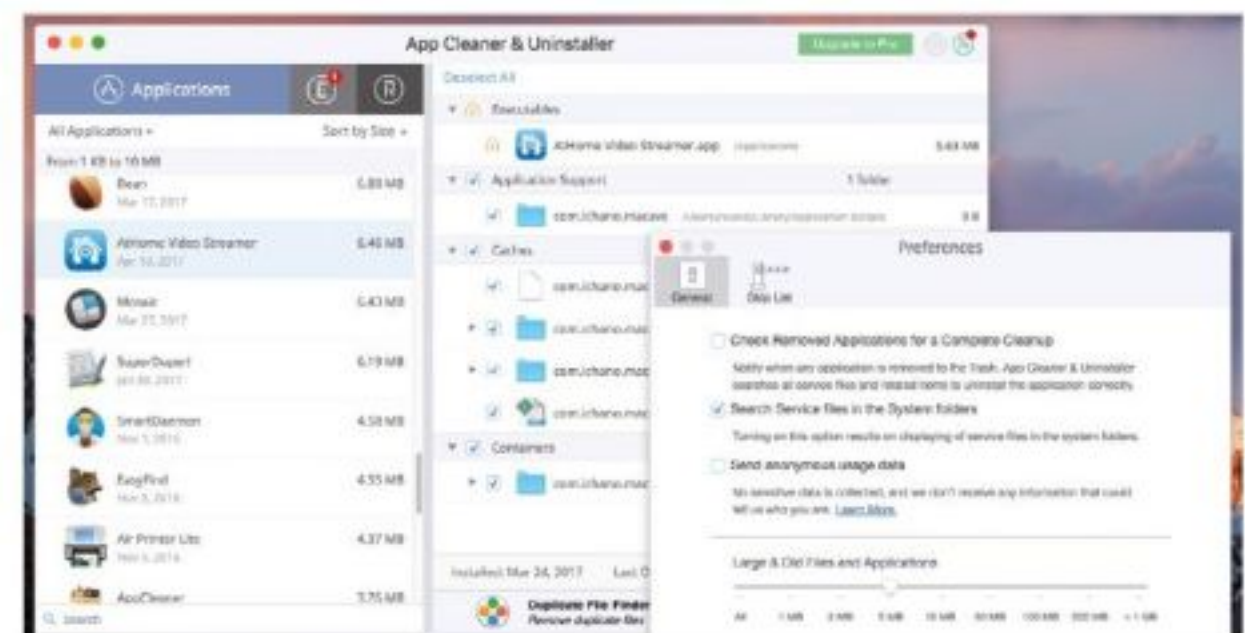
Launchpad will appear. You can track the progress of the app download and reinstallation. The process is automated, with no user input required.

Clean your Mac and get more space

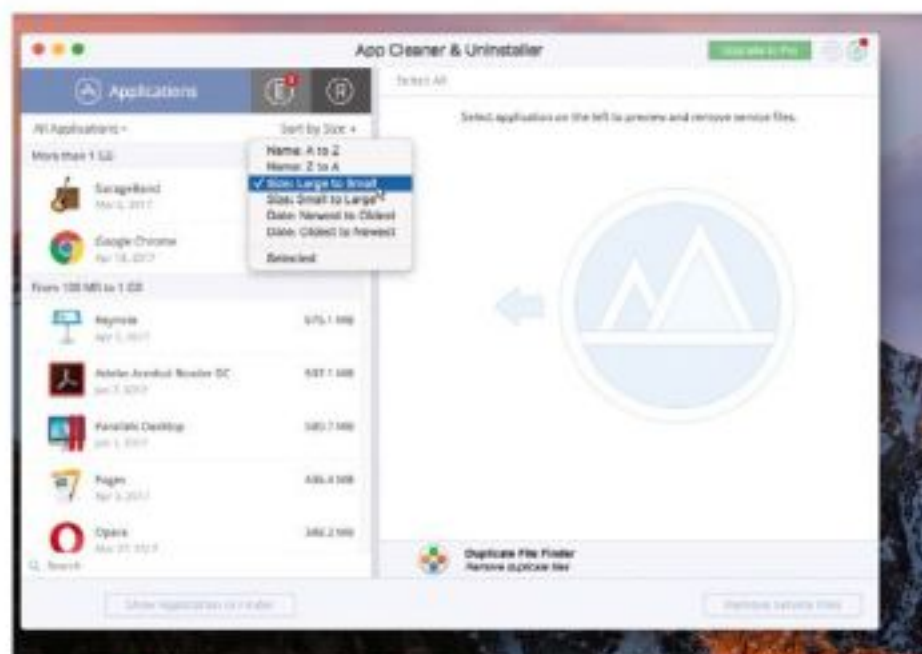
Dragging apps to Trash leaves many files behind – use this free app to find and delete them

 App Cleaner & Uninstaller is a great free app in the Mac App Store that enables you to recover disk space and clean up the system. It can find and remove all the files associated with an app, even if it was deleted months ago. Select an installed app and it lists every file it created outside of the Applications folder. It is then easy to select and delete them using App Cleaner.

If you dragged apps to the Trash to delete them, even a long time ago, App Cleaner is able to list all the files that were left behind and you can easily select and remove them. Some features are limited in free mode, but there are still enough to make this a must-have tool. The Pro upgrade is £4.99.

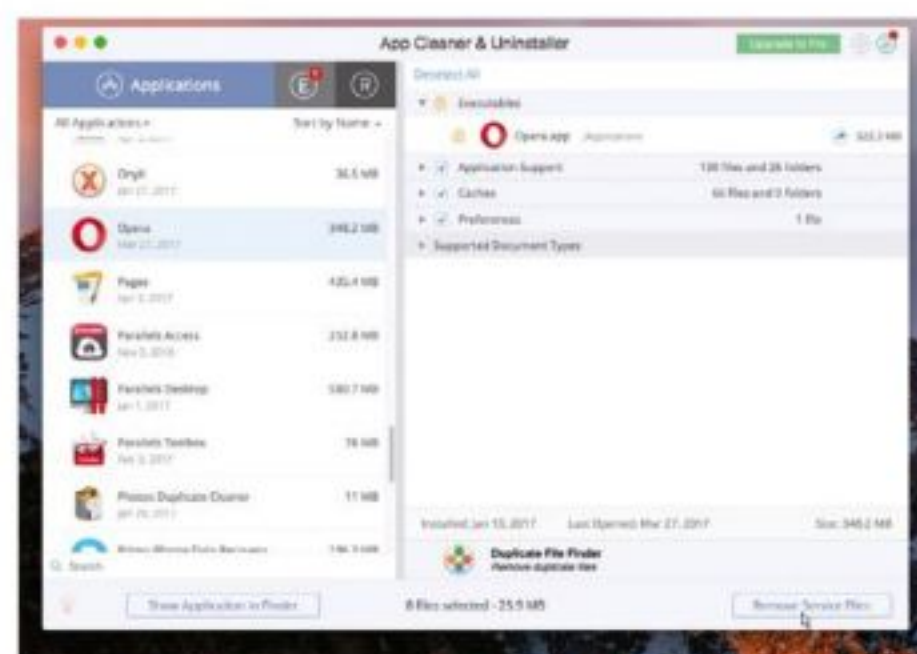


App Cleaner & Uninstaller Spring-clean your Mac's disk



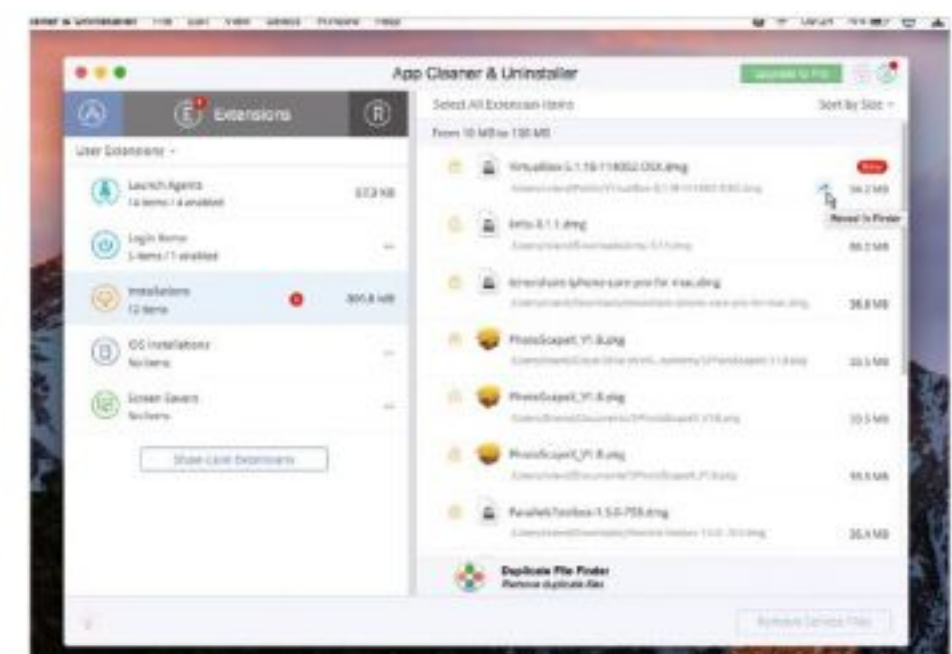
01: Sort your apps

Got to the Applications tab at the top and then click the 'Sort' menu. Select 'Size: Large to Small' to see which apps take up the most disk space. Do you really need them?



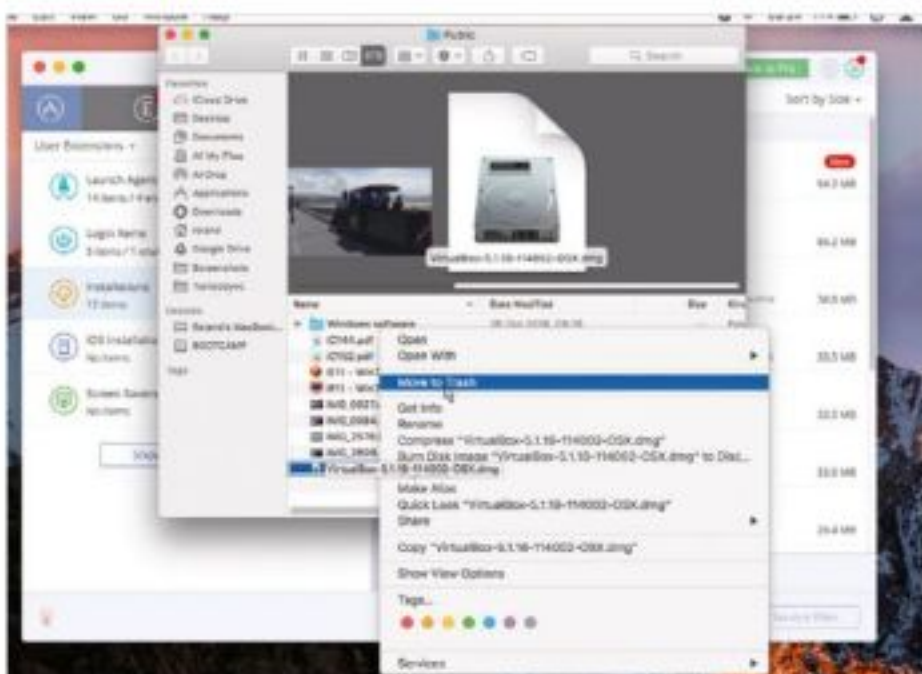
02: Delete service files

Select an app to list its associated files. Tick the boxes and click 'Remove Service Files' to reset it so it is like new. Drag the app to the Trash in Finder to delete it.



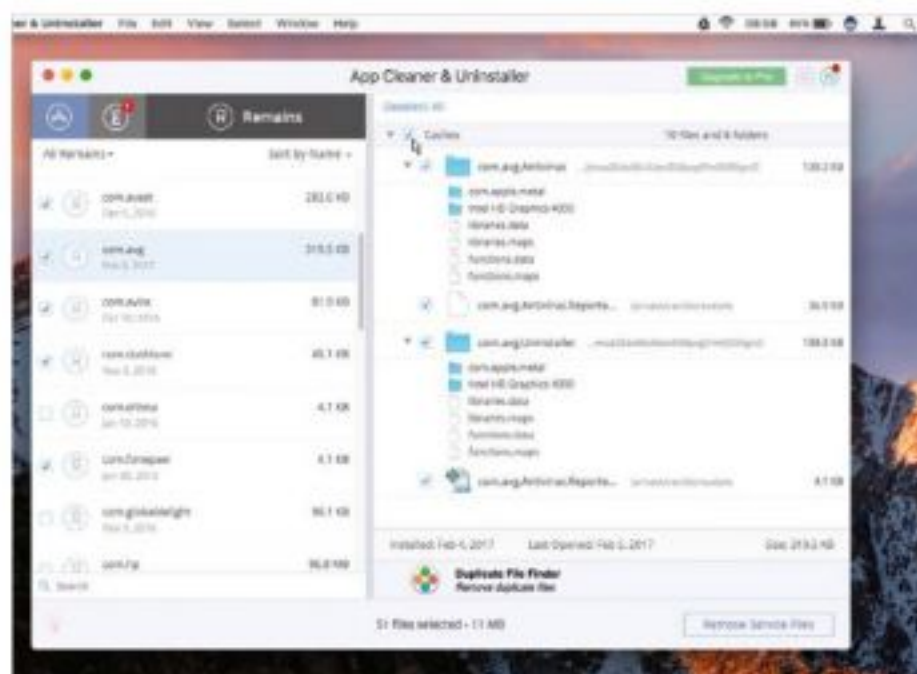
03: View app installers

Have you downloaded apps, installed them and then forgotten to delete the installer? They are wasting space. Select the Extensions tab and then select 'Installations' to see.



04: Delete installers

The free App Cleaner will not let you delete installers. Point your mouse over the file path and click the arrow to open Finder with the app selected. Move it to the Trash.



05: View deleted apps

When apps are dragged to the Trash, files remain on the disk. Select the 'Remains' tab to see the apps and their files. Select items in the list to view the associated files.



06: Remove service files

Clean up the disk and free up space by clicking 'Remove Service Files'. You might need to confirm their deletion by entering your admin password. Click the 'Confirm' button.

Apps and their files

Find the biggest apps and the location of their files

Pro features

The padlock indicates a feature that is only available in the Pro upgrade, such as deleting installed applications. There are still many useful features in the free version of App Cleaner

Top tools

Click the 'A', 'E' or 'R' tabs to view apps, extensions and remains. Click 'Applications' to view the installed apps and select an app in the list to view all the files wherever they are

Sort options

Click here to open the sort options menu. Sort the apps by size and you can instantly see which apps take up the most disk space. Consider deleting them if you need more disk space

Clear the files

Select an app and all its files are listed. Tick these boxes to delete all the app's associated files. You can then manually drag the app itself to the Trash to delete it using Finder

WHAT ARE SERVICE FILES?

App Cleaner & Uninstaller talks about service files and it lets you search for them, select them and delete them, but what are they? There are several types and one is caches. This is temporary file storage used when the app is running. Another type is preferences, which is where the app stores settings. There may be other files too.

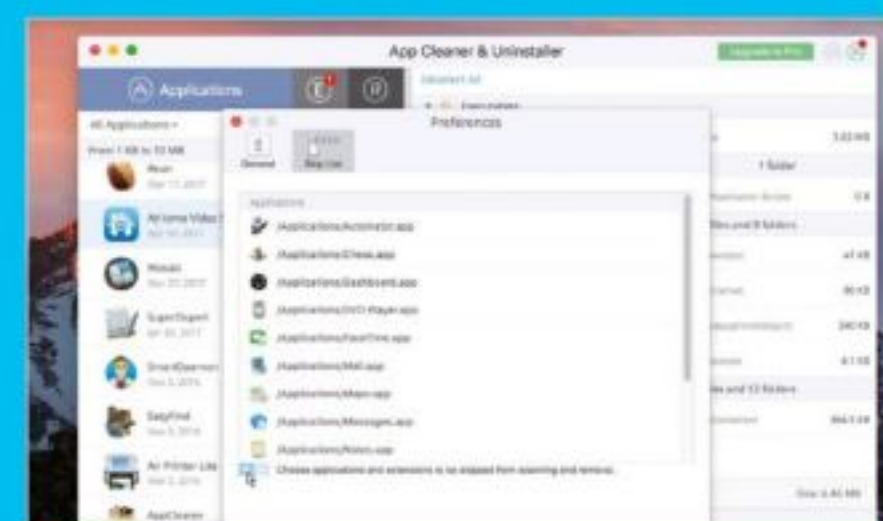
Configure App Cleaner

App Cleaner is good to start with but it can be made even better by tweaking the settings. Some files belonging to an app might be in system folders and you need to configure App Cleaner to look for them. You might also want to protect system or important apps from being accidentally deleted.



01: Search system folders

Go to the App Cleaner & Uninstaller menu and select 'Preferences'. On the General tab, tick the checkbox 'Search Service files in the System folders'. You will be asked to authorise this, but it improves the app's cleaning functions.



02: Protect your apps

Select the 'Skip List' tab. Any apps added here will not be displayed in App Cleaner and are therefore protected from being accidentally deleted. Click the '+' button at the bottom and select the apps you want to protect.

The next step

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, plus podcasts and audiobooks 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 the Photos app, 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, 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 favourite content, you can use the Library, and the iTunes Player to enjoy your media. Sync everything with your iPhone and iPad so you can enjoy it on those too on the go. There's a lot to see, so we'll show you around first.



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 on the relevant button in the sidebar

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, audiobooks, 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.

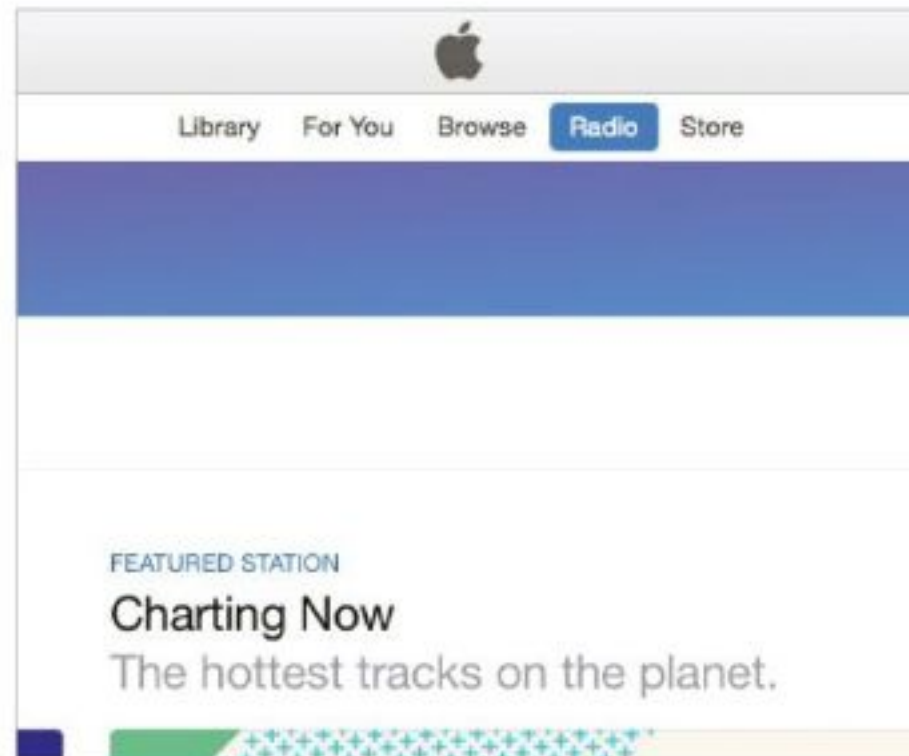


iTunes Find your feet in iTunes



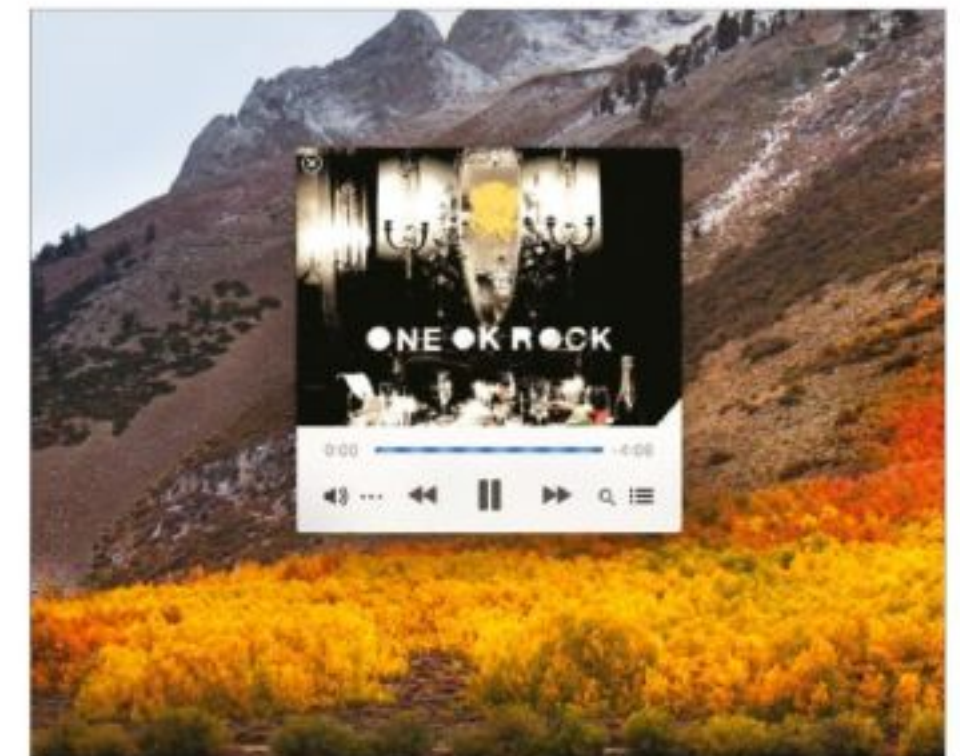
01: Find your music

Open up iTunes and use the menu in the top-left corner to switch between Music, Films, TV Shows, Podcasts and Audiobooks. Select Music.



02: Browse the tabs

Use the tabs in the bar along the top of the main window to switch between Library, For You, Browse, Radio and the iTunes Store.



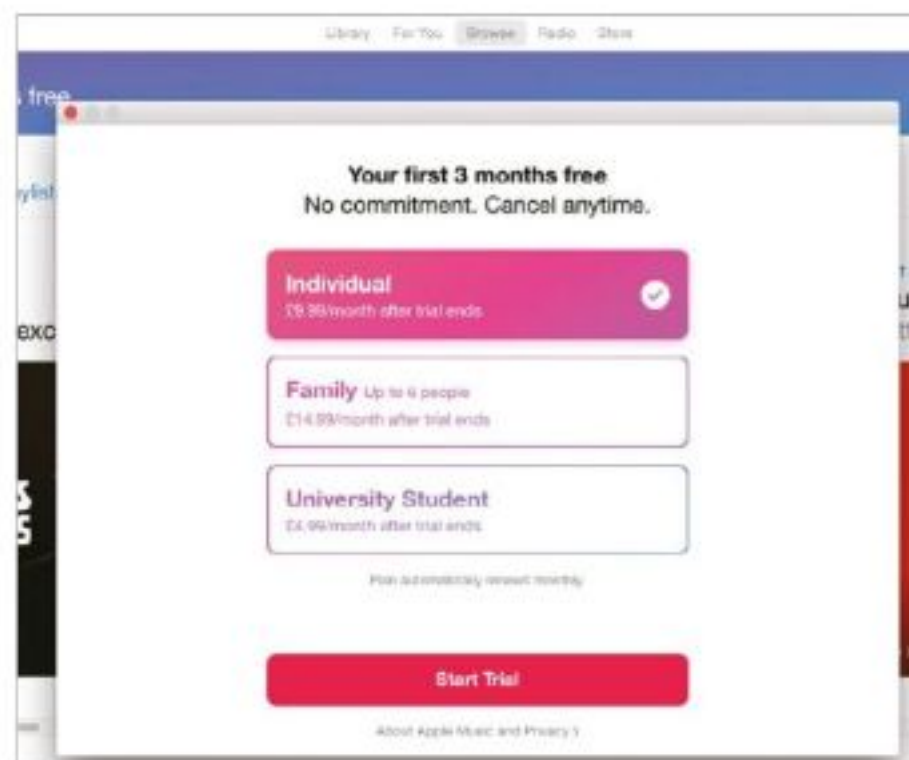
03: Use the MiniPlayer

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.



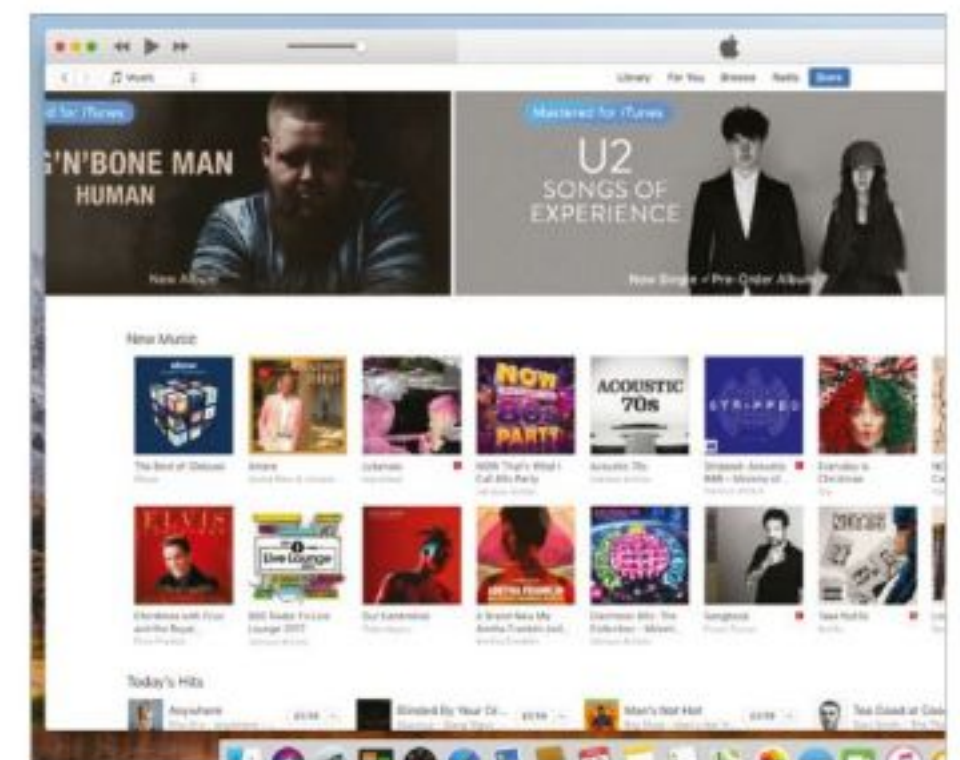
04: Use Genius

Choose Recommended for You from the Store menu to get suggested albums and playlists depending on the tracks you've bought.



05: Apple Music

If you sign up for Apple Music, you can listen to and download as much music from Apple's library as you want, for a monthly or annual fee.



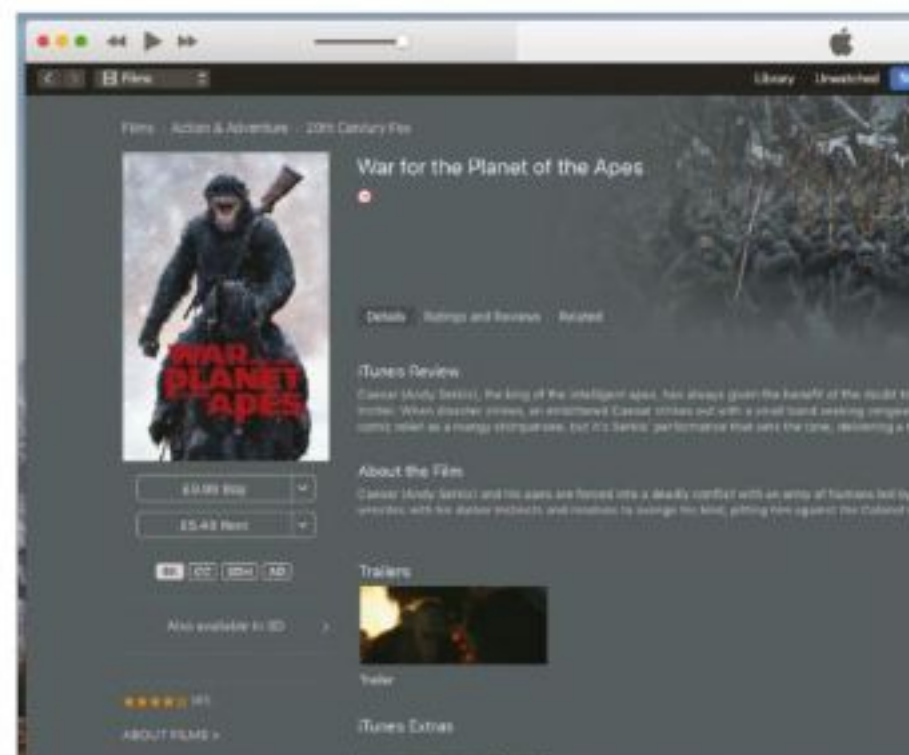
06: Go to the Store

Click the Store button at the top. Find new music, films, TV Shows and more. Featured content is on the carousel on the main page.



07: Find a movie

Choose Films from the menu in the top-left corner. 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 quality 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.

Organise your iTunes music library

Discover how to keep your library well organised when importing CDs



Just like our CD and vinyl collections, many of us like to keep our iTunes music database neat and tidy. This means that all data is correctly recorded, all multi-disc albums are grouped together and all album cover art is present and correct. If any of those elements are missing or incorrect then your iTunes library could become filled with multiple hits for the same album all featuring the same generic missing artwork icon – and nobody wants that. Thankfully, by investing a few minutes when importing your music you can ensure that everything is catalogued and displayed exactly how it should be. Here we show you a few handy pointers.



Keep an organised library

How to keep your imported music in order

COMPLETING ALBUMS

If you have incomplete albums within your iTunes library, perhaps as a result of purchasing a few individual songs, then you can complete your album in the iTunes store for a discounted rate. Go to the store and click on the 'Complete My Album' link in the right-hand Music column and you can see all of the options.

Adjusting album info

If you see that one of your imported albums is displaying the wrong information (such as 'Various' instead of one particular artist – which usually happens if there are duets present that feature another artist) then right-click and choose 'Get Info' to make manual adjustments

Grouping double-albums

With a few simple adjustments to the CD info, you can ensure that albums consisting of more than one disc are grouped within the same library entry, keeping things nice and tidy

Displaying album artwork

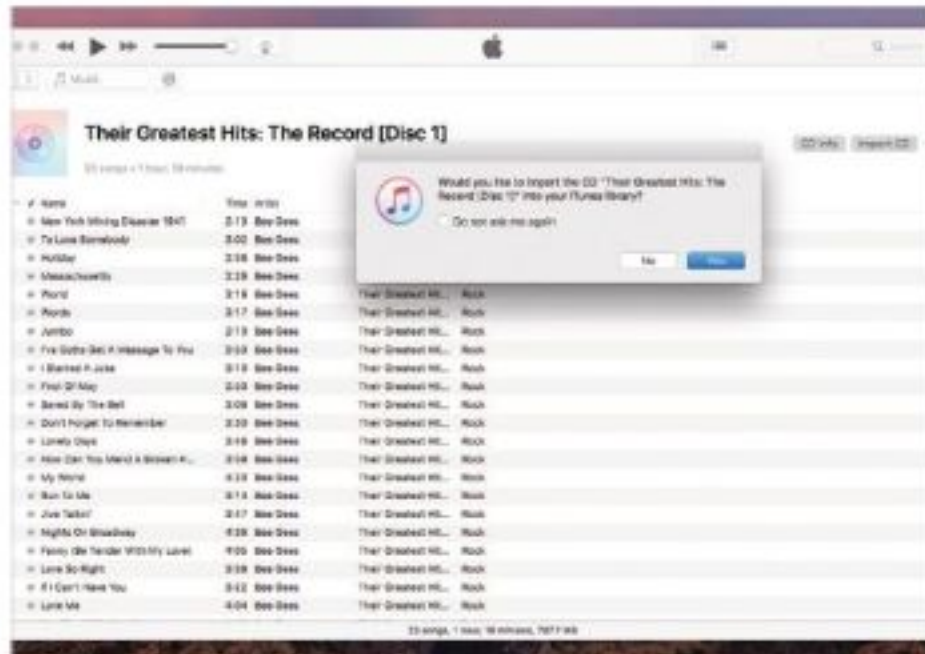
If album artwork isn't sourced and displayed automatically you can click on the 'Get Album Artwork' option. If this also fails to glean results then you may have to make adjustments to the CD info

Manually assigning artwork

Remember that you can assign whatever artwork you wish to any album if you do it manually. Just source an alternative piece of artwork, click on 'Get Info' and then copy and paste or import from your computer

iTunes

Correctly labelling imported CDs



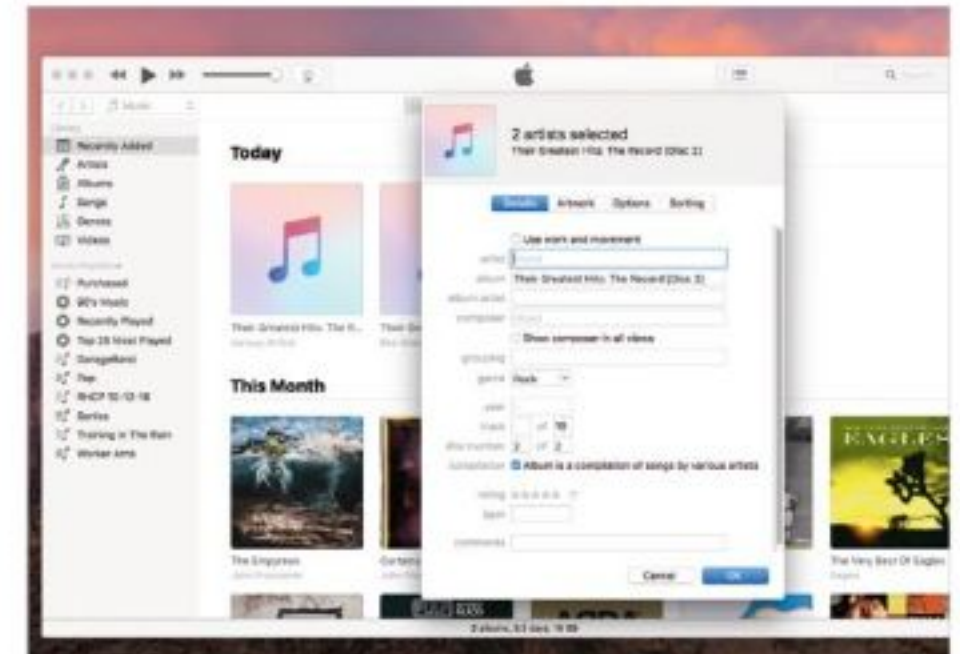
01: Import a CD

When importing a CD into your iTunes database you may be asked to clarify the artist and title if multiple matches exist in the Gracenote database. Otherwise, just choose to import it.



02: Click Get Info

Here we are left with two iTunes entries for both discs of the same album and one is credited to 'Various' artists on account of one song being a duet. Right-click and choose 'Get Info'.



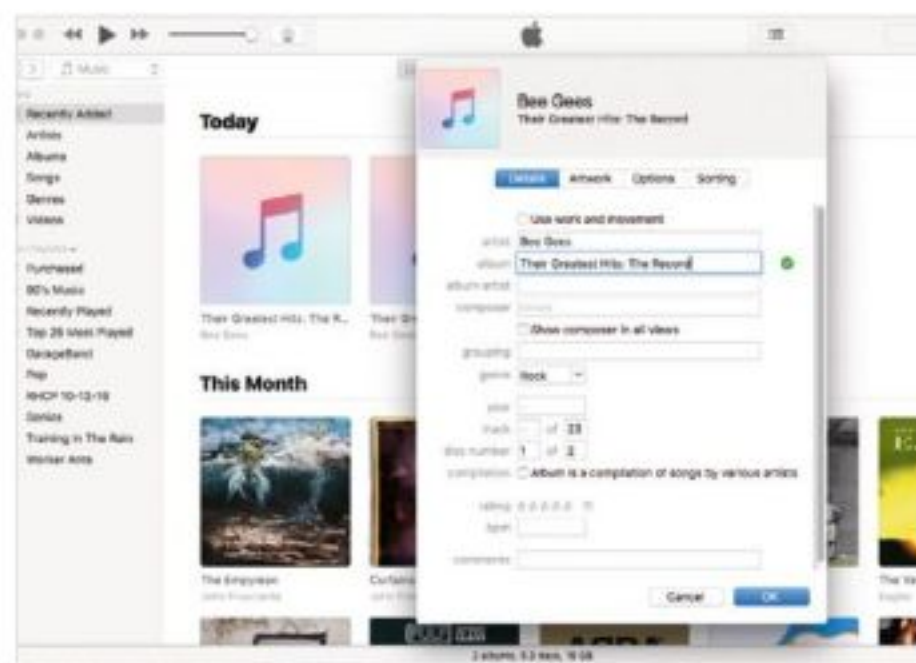
03: Correct album info

Click on 'Edit Items' and then in the top field, enter the name of the artist. You can also remove the '[Disc 2]' text after the album title as this is reflected in the 'disc number' section.



04: Fine-tuning

Finally, untick the 'Compilation' option and, once you have amended the various info fields, click on 'OK' and then right-click on the second disc and choose the 'Get Info' option again.



05: Merging multiple discs

Once again, remove any unnecessary information, in this case the '[Disc 1]' text after the album title, double-check that everything else is in order and then click on 'OK'.



06: Library grouping

You should now notice that both discs merge into one iTunes library entry. If you click on it you will notice that both CDs of tracks run consecutively within the album entry.



07: Get album artwork

The album is still missing cover art. This might have been because some of the info was wrong when the CD was imported. Right-click on the album and choose 'Get Album Artwork'.



08: Artwork added

In this instance the corrected data meant that the correct artwork could be automatically sourced. However, if the artwork cannot be sourced automatically, you can do it manually.



09: Manually adding artwork

Source a picture of the artwork, right-click on the album, choose 'Get Info' and then select the Artwork tab. Choose 'Add Artwork', locate the image file on your Mac and click 'OK'.

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

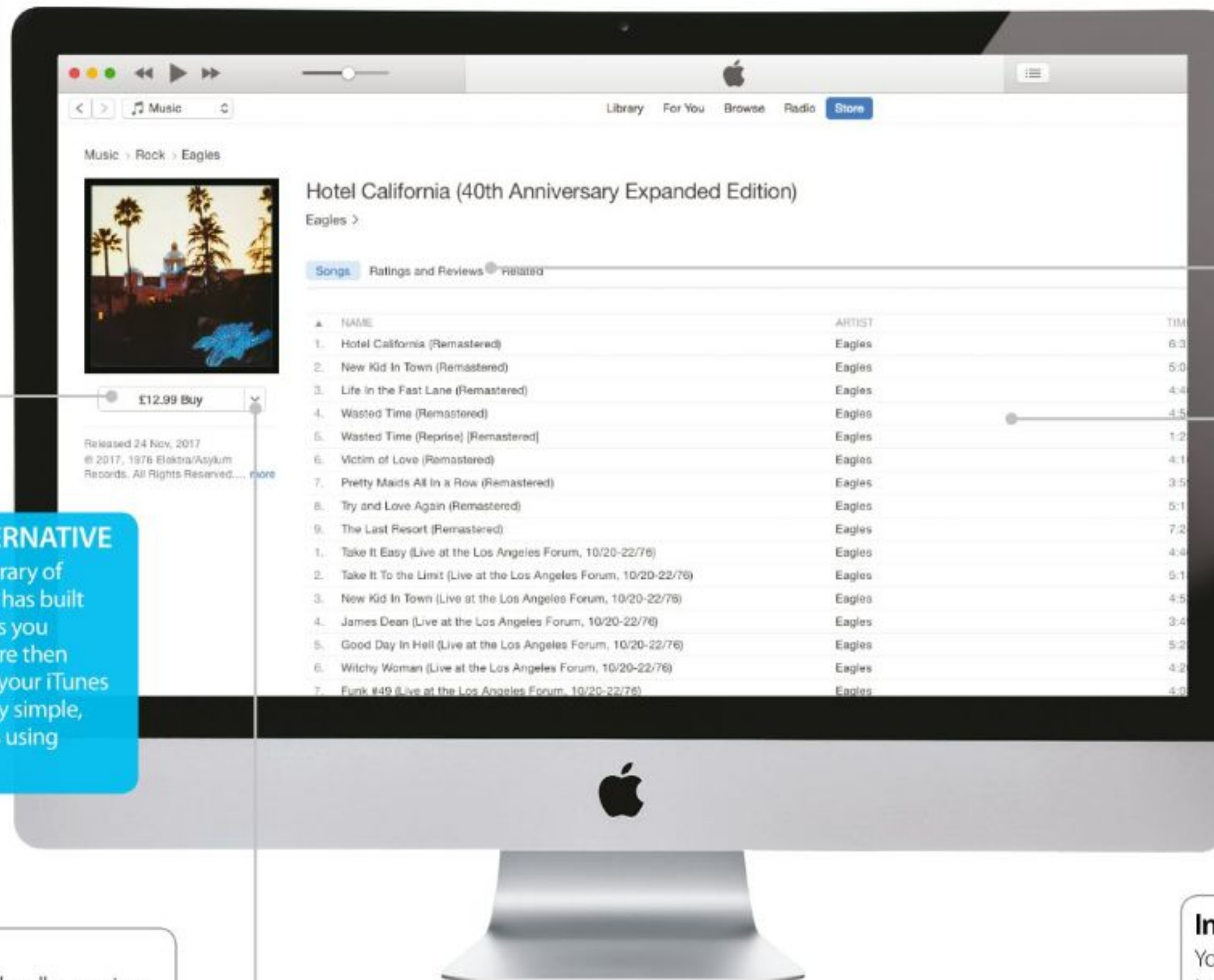
Amazon offers a huge library of digital music as well, and has built installer software that lets you make purchases, which are then automatically pushed to your iTunes library. The process is very simple, and almost as efficient as using iTunes directly.

Send a gift

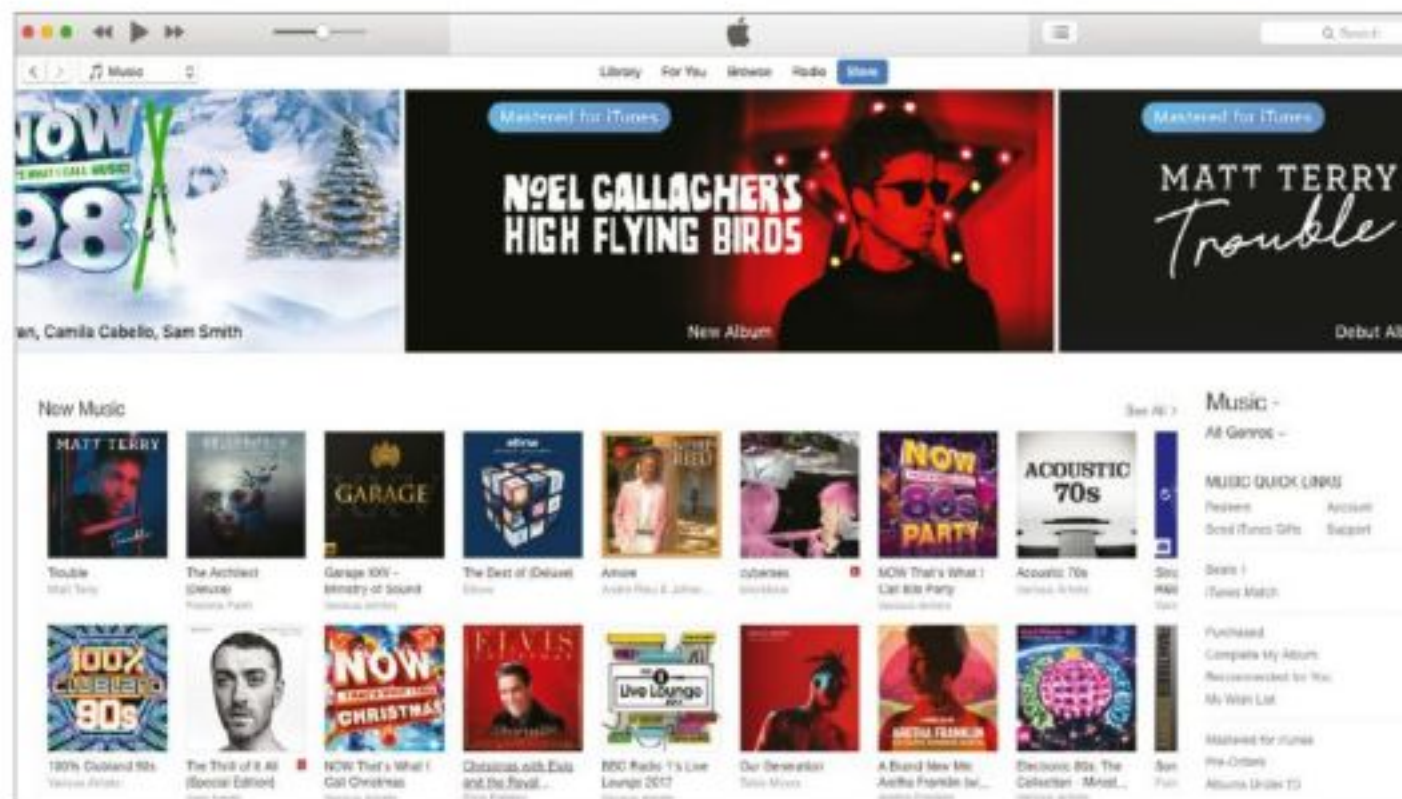
Clicking the arrow next to the album price lets you send the album as a gift or add it to a wish list for purchasing later. You can also share the album details with others

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

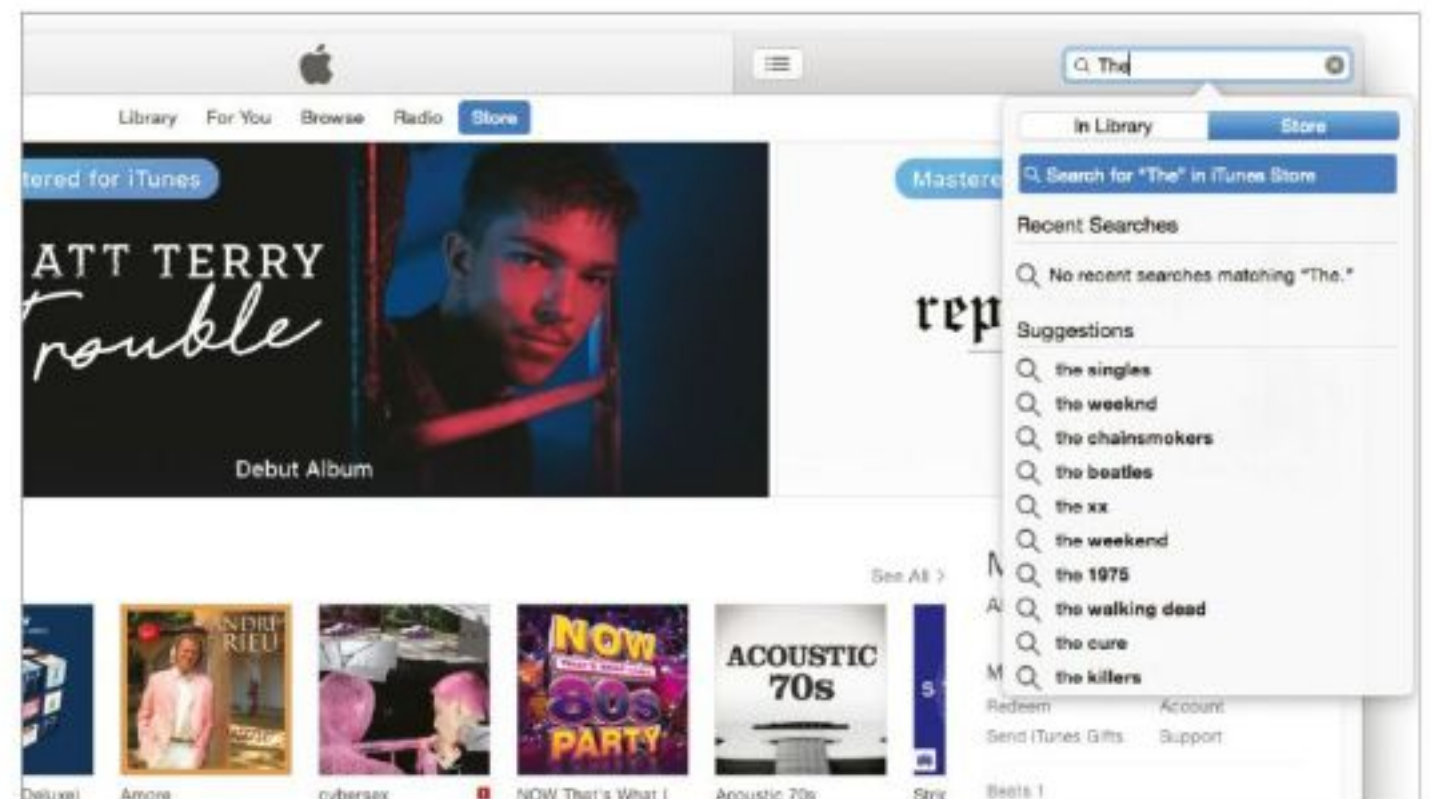


iTunes Purchase albums and tracks from iTunes



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.



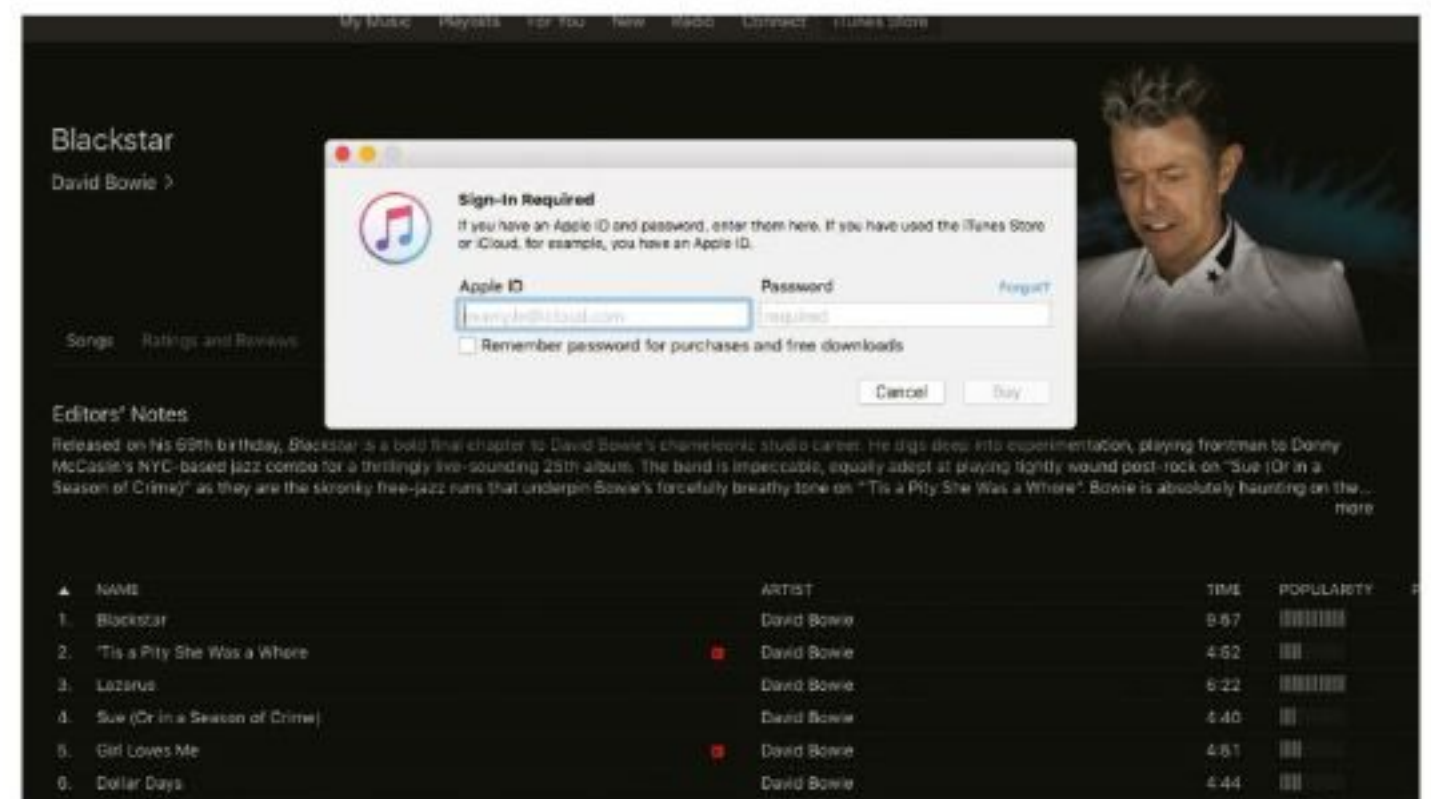
02: Search for music

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.



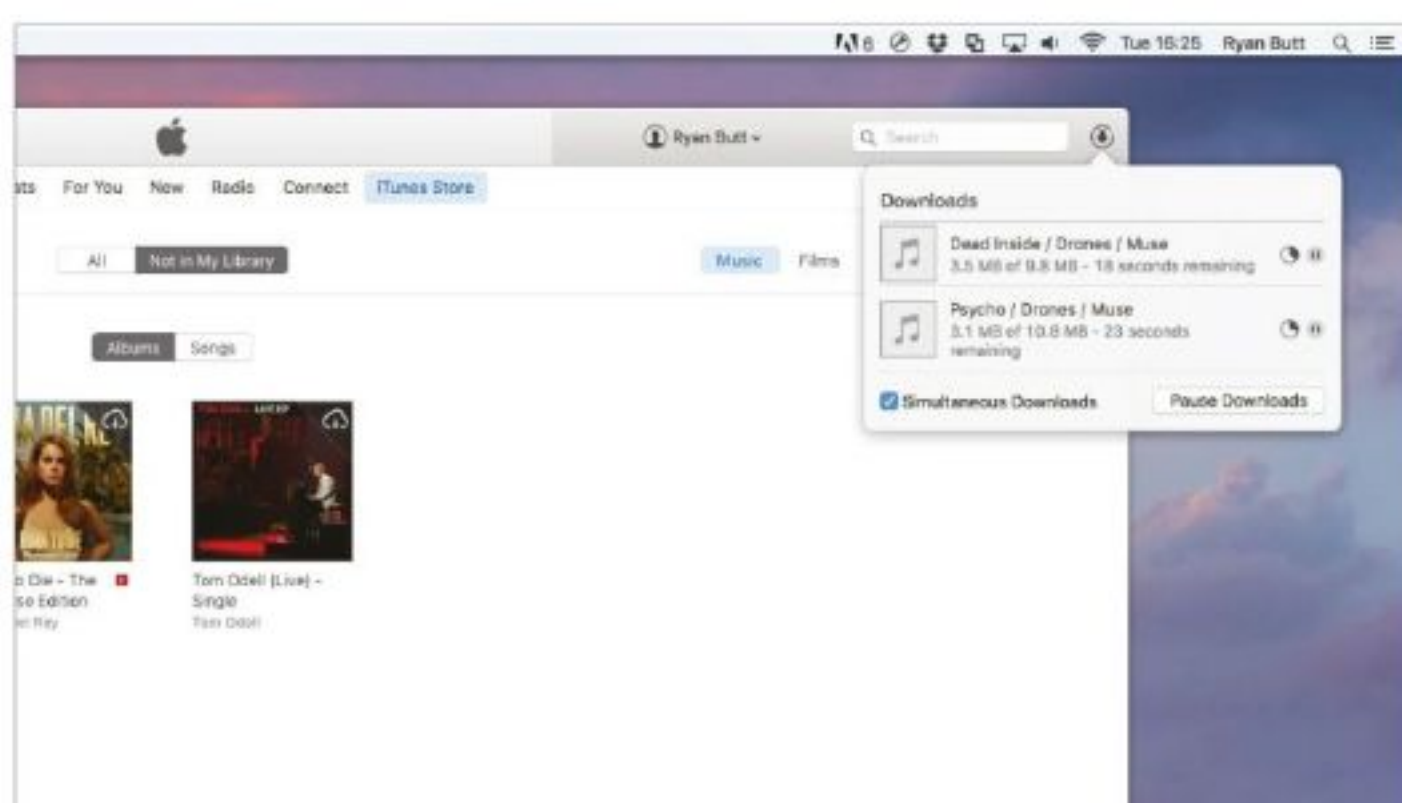
03: Choose an album

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.



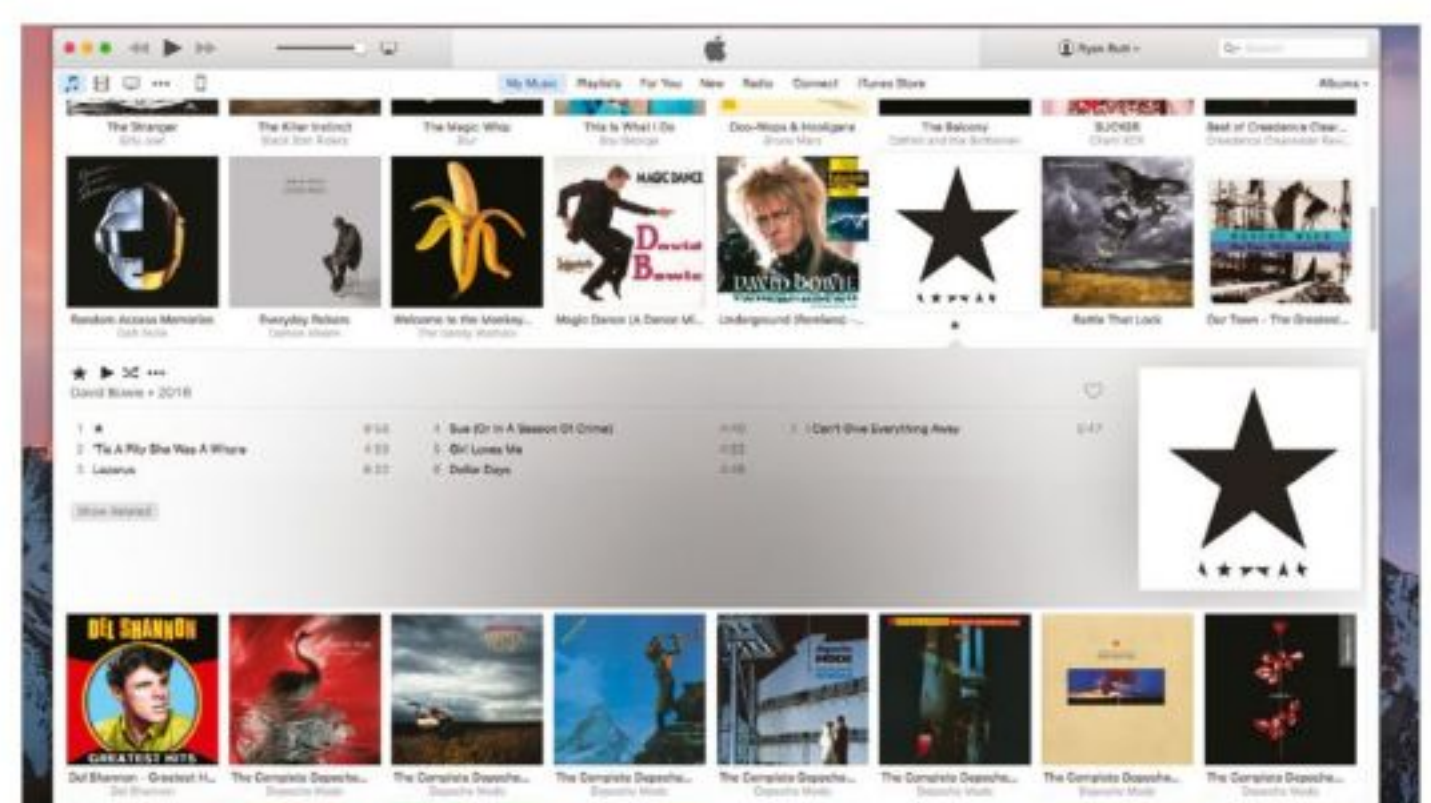
04: Enter your details

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

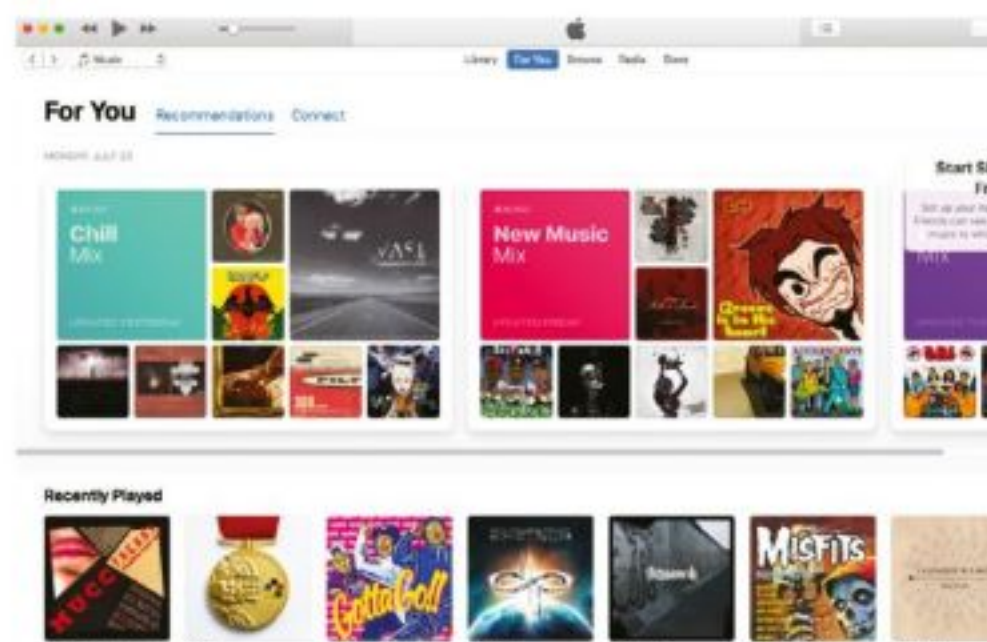


Apple Music is Apple's music streaming service. This is Apple's equivalent to Spotify or Amazon Music and it lives on your Mac in the iTunes app. Apple Music gives you access to virtually the whole of the iTunes library (that's a staggering 45 million tracks, in case you were wondering) and a 24/7 radio station called Beats One. Apple Music gets more powerful the more you use it, and the For You tab gives you personalised playlists to enjoy, based on the music that you've told it that you like or that you play a lot of. 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 of the service. After that you get the chance to continue using Apple Music for a monthly fee of £9.99/\$9.99 or £4.99/\$4.99 if you are a student. 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.



"You can download tracks to your Mac for offline listening"

Inside Apple Music

Get to know what's what in Apple's 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 genre.

My Music

Any track or album that you add to lives in your Library. 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

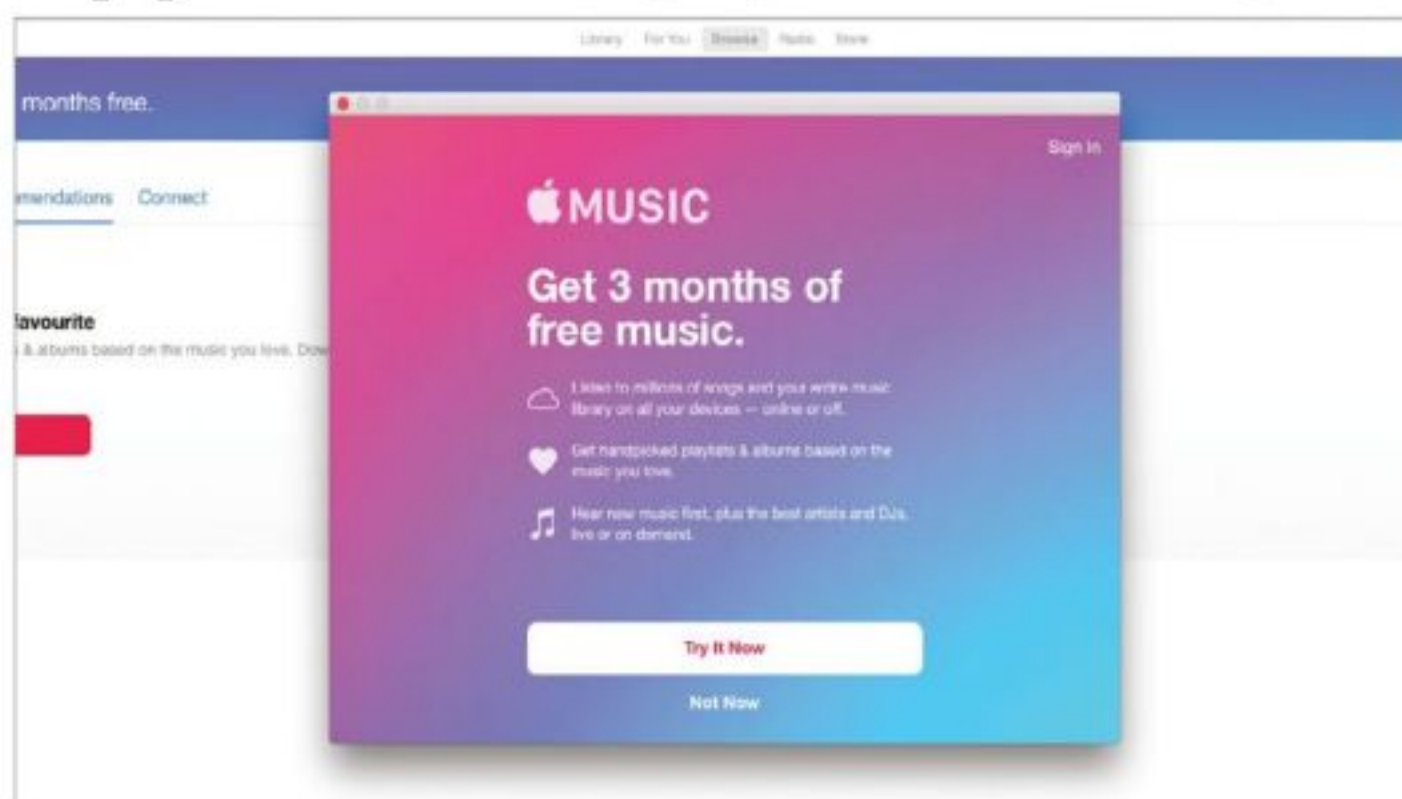
When you've told Apple Music the genres of music you like to listen to and your favourite artists, the For You tab will be populated with a personalised playlist of music

Download

When you add music to your Library it isn't automatically downloaded to your Mac. Click the cloud icon to download the album or click the album and select individual songs

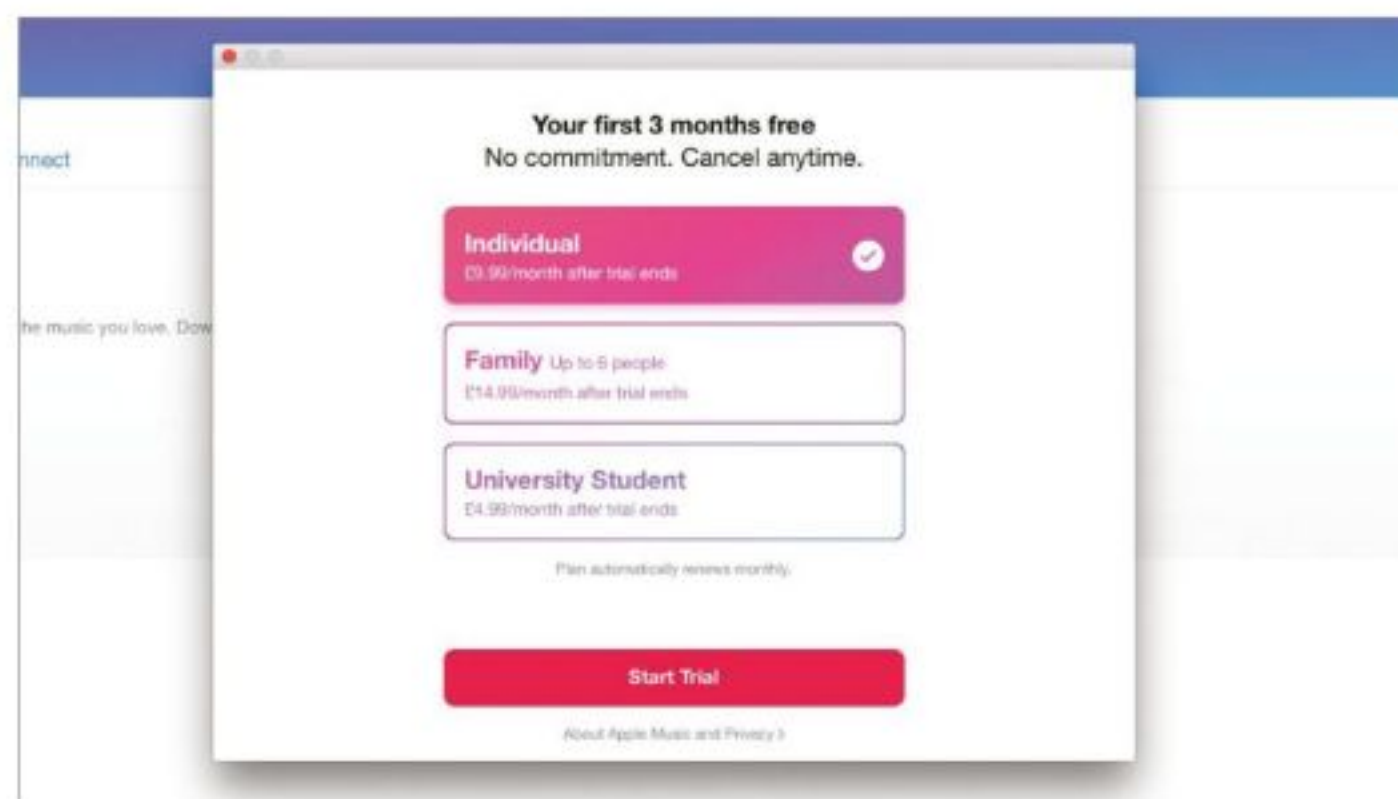


Apple Music Sign up and start streaming music



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.



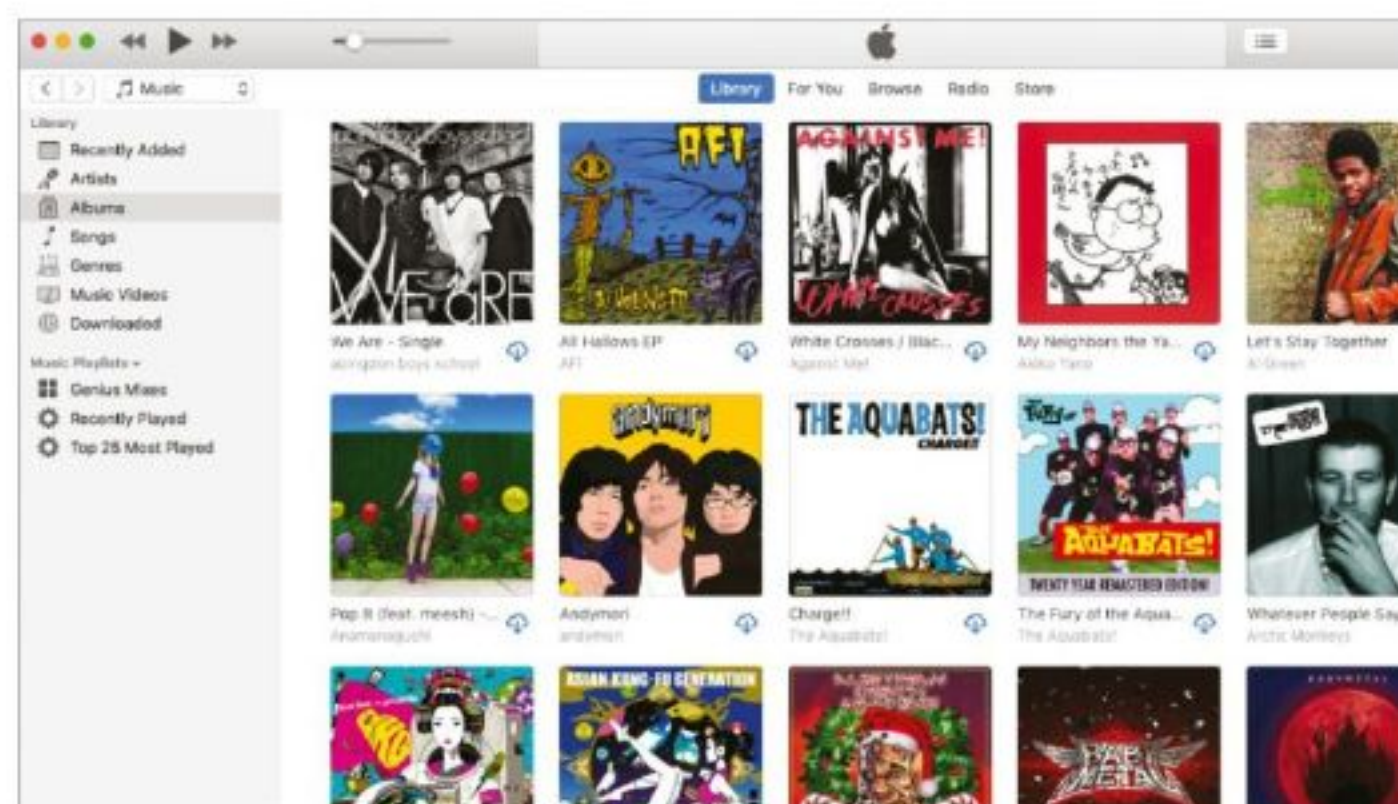
02: Choose your plan

Now it's time to choose your membership plan. Click Individual or Family depending on your preferences. Refer to the previous page for pricing.



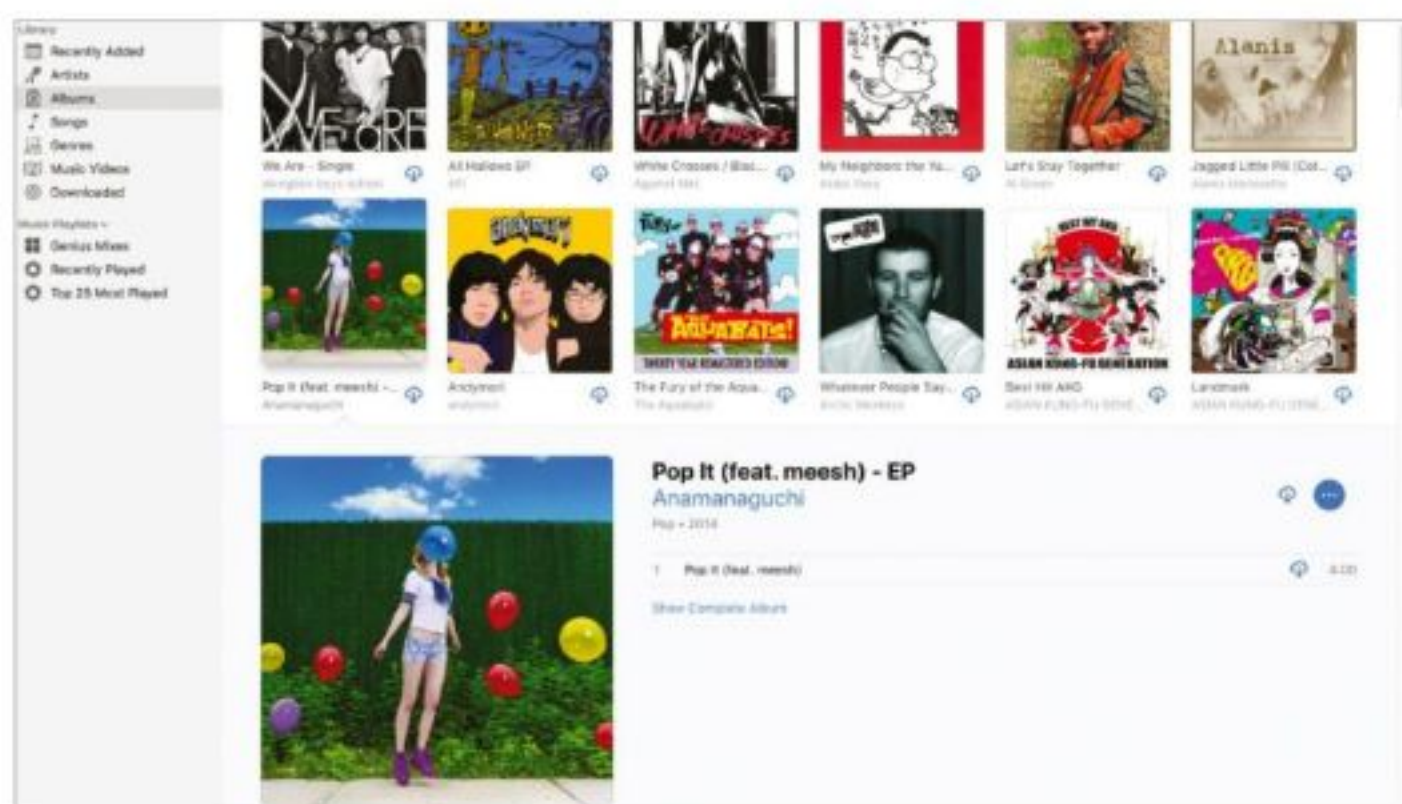
03: Apple ID

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 My Music 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 Browse tab at the top. Click the + Add option to add it to your My Music folder.

Rent and buy movies on iTunes

Get the best new movies on your desktop with iTunes

 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 loaded with content, the Film marketplace is an 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 of iTunes Extras. Not entirely unlike bonus features on a DVD or Blu-ray, Extras gives you the option to check out exclusive behind-the-scenes footage, deleted scenes and much more.

Once you've found the content 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. 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, but then have to hop on the bus, you can download it on your iOS device and it'll resume playing from exactly where you left off.

"The marketplace is an easy place to navigate"

The movie page

Find out about your chosen film

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

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

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.

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

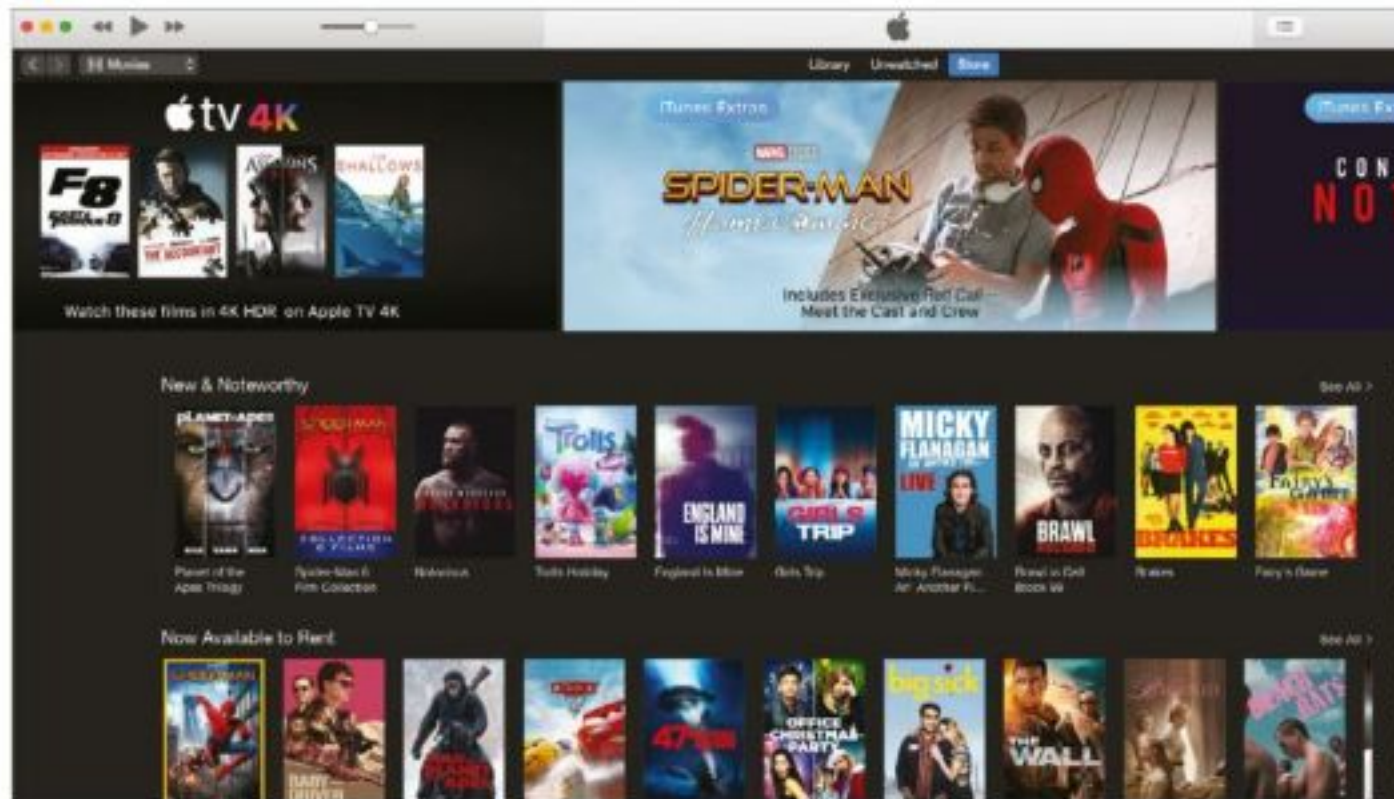
Ratings & Reviews

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



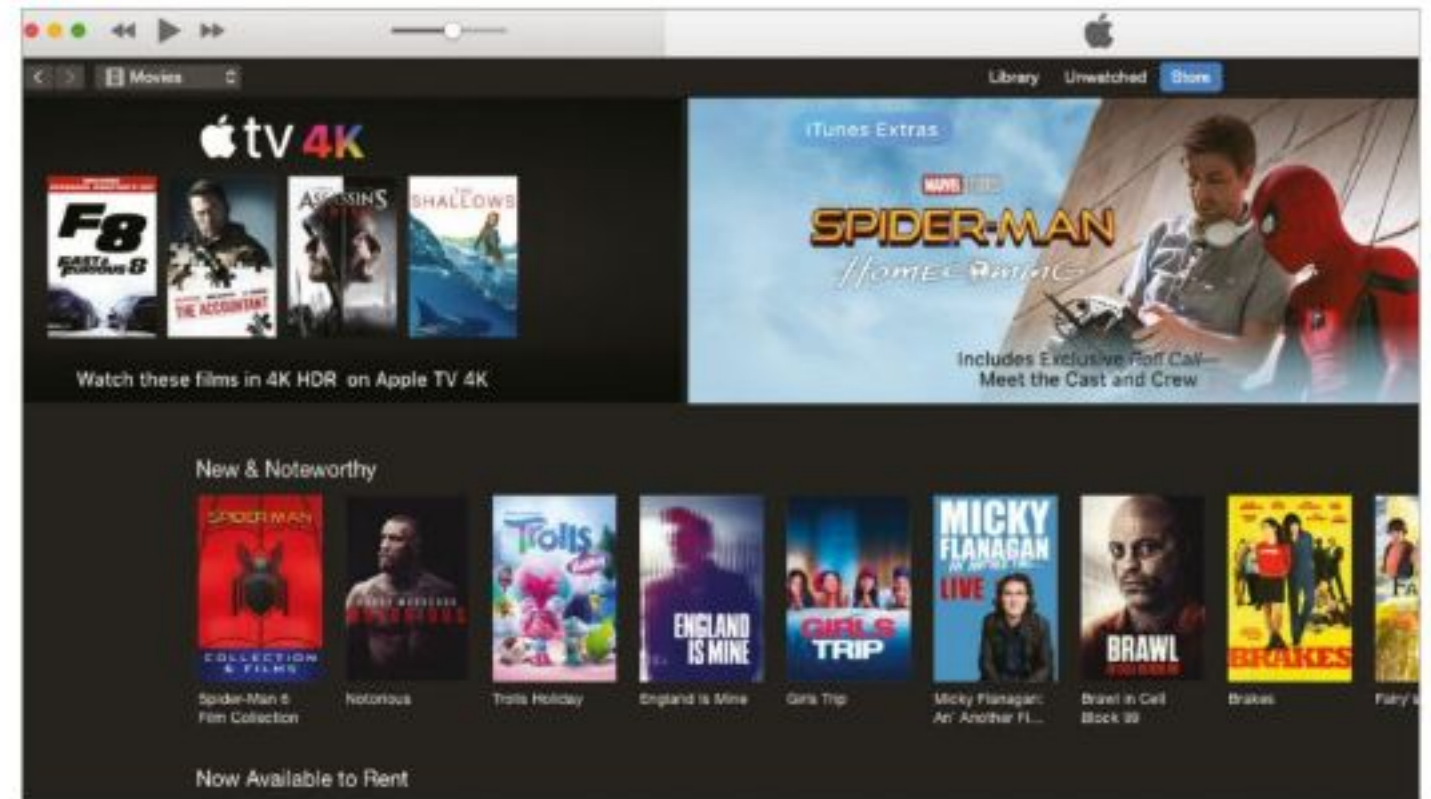
iTunes

Download a film from iTunes



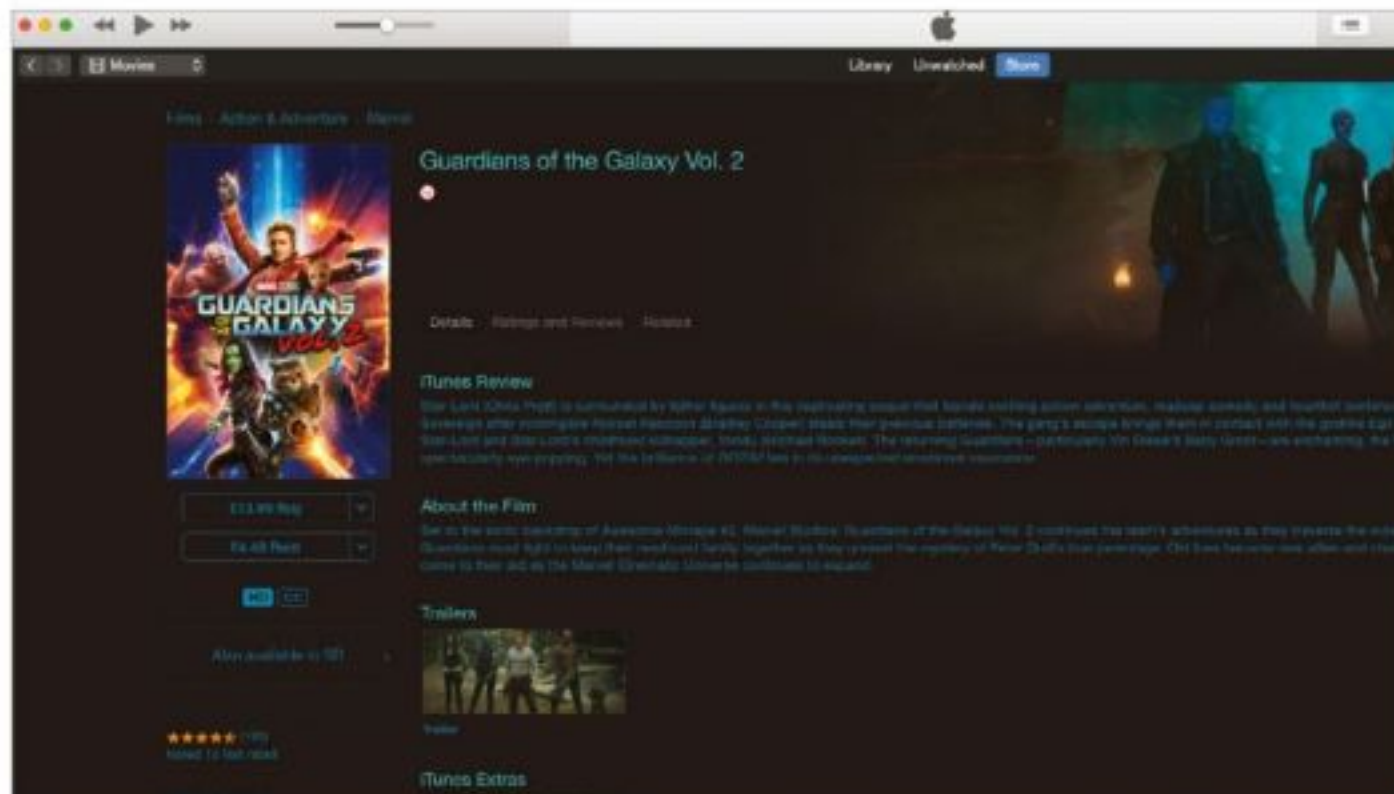
01: Open the store

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.



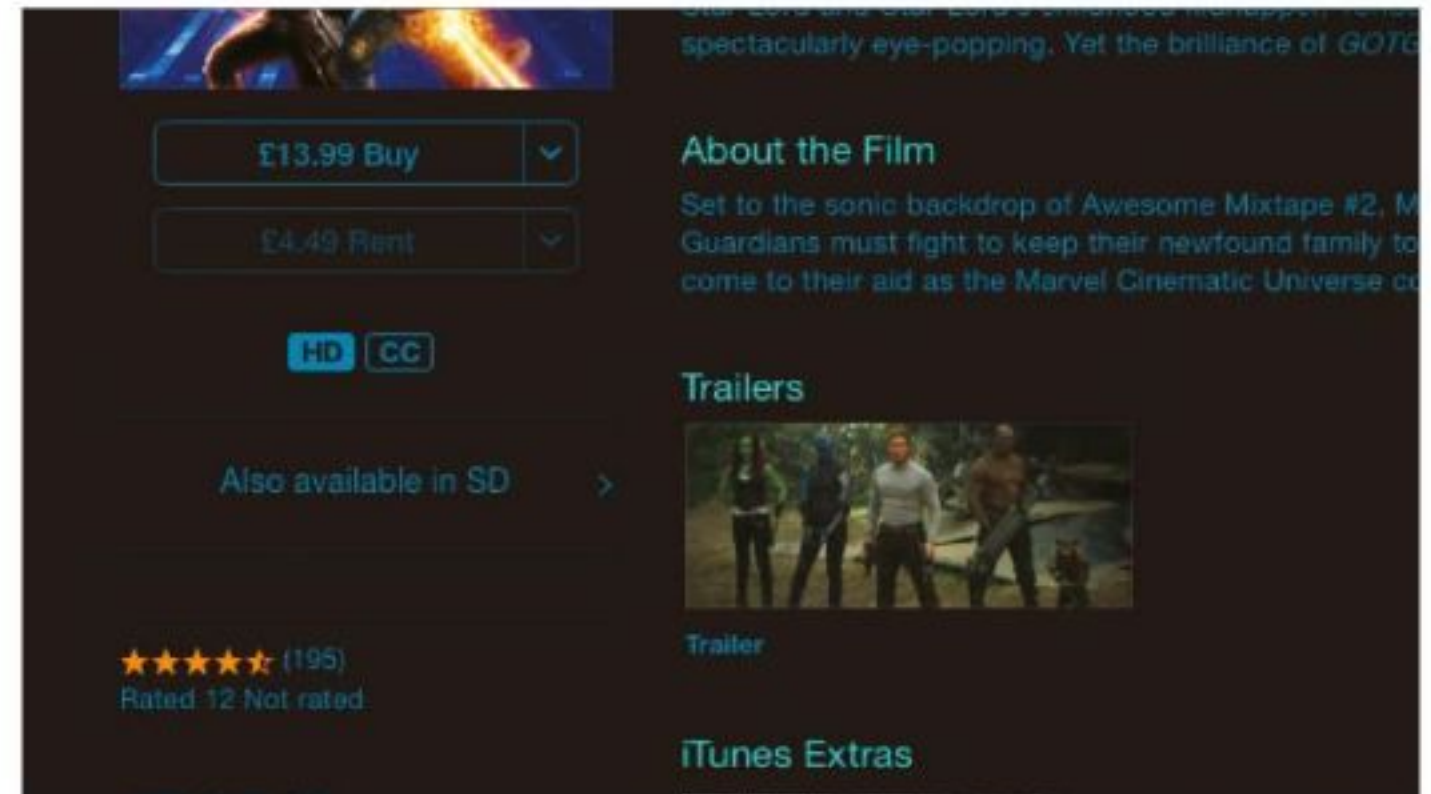
02: Find your genre

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.



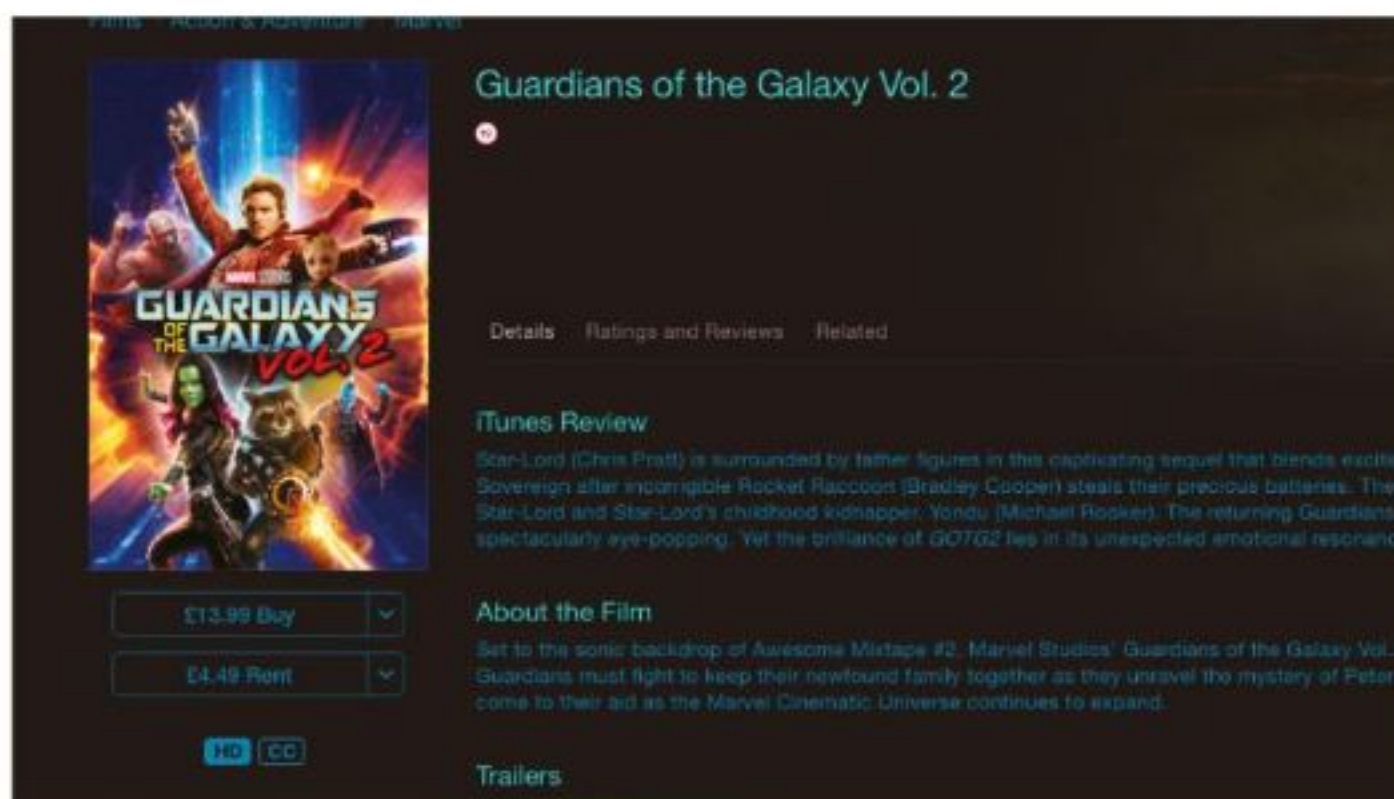
03: Choose your title

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 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 the new iBooks

Use the iBooks app in macOS to read, manage, purchase and take notes with more than 1.8 million books



iBooks has been around since 2010, first appearing as an app on the iPad.

Since then its popularity has kept on growing. iBooks connects to the iBooks Store, which functions just as iTunes does – giving users the ability to have access to a digital library of literature that has made iBooks so successful. Since the introduction of Yosemite, iBooks has been made available on the Mac. iBooks 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, iBooks will let you pick up right where you left off. Although iBooks 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 iBooks app for Mac.

“iBooks syncs perfectly with all your devices, letting you access your books in any format”

iBooks reading interface

Navigating the reading interface and tools of iBooks in macOS

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

iBOOKS AUTHOR

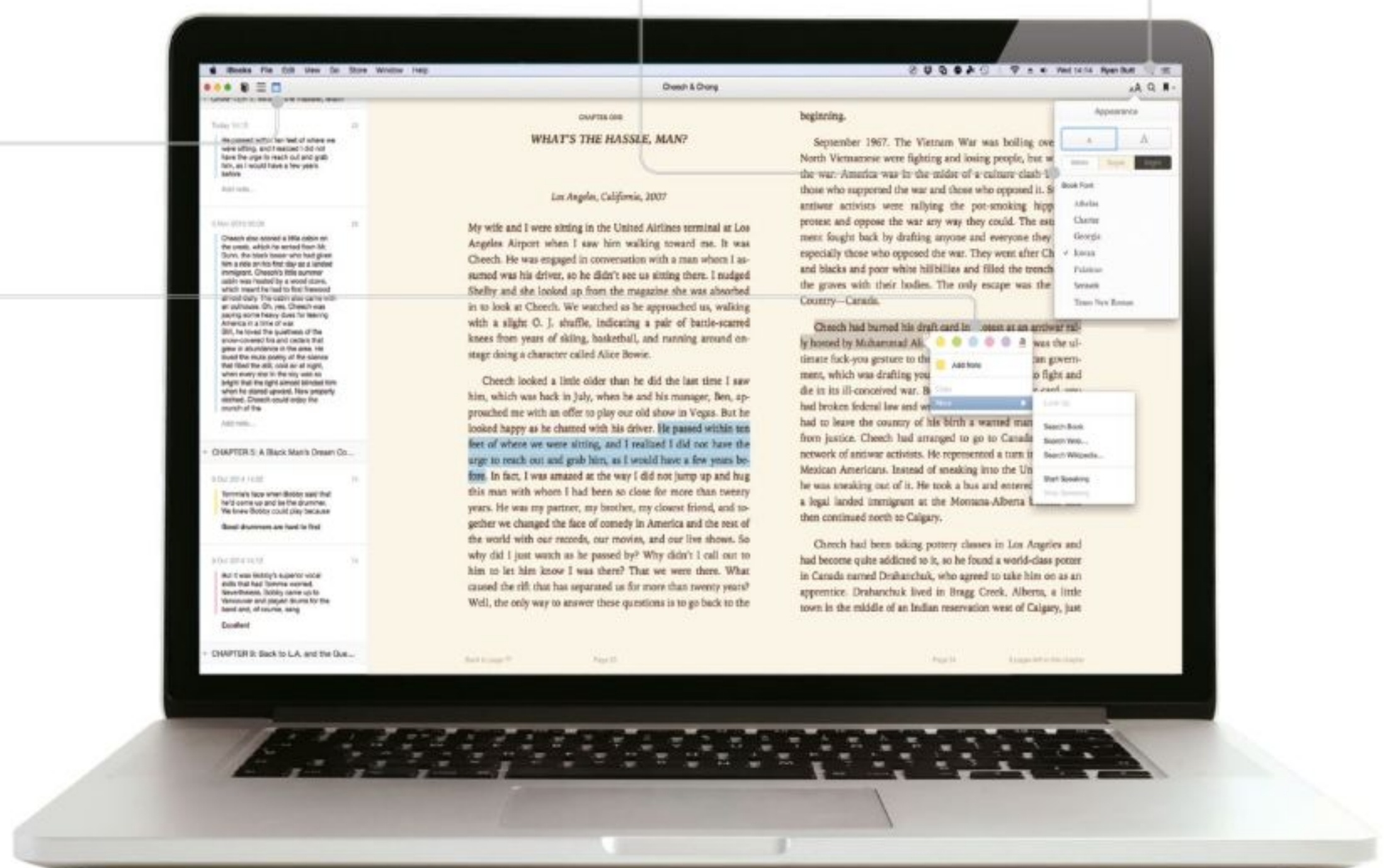
If reading via iBooks is getting you inspired to write your own novel, then why not download the free iBooks Author software from Apple. This tool lets you create and publish your very own book from scratch or by using templates including images, interactive options and videos – all built to work with iBooks.

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

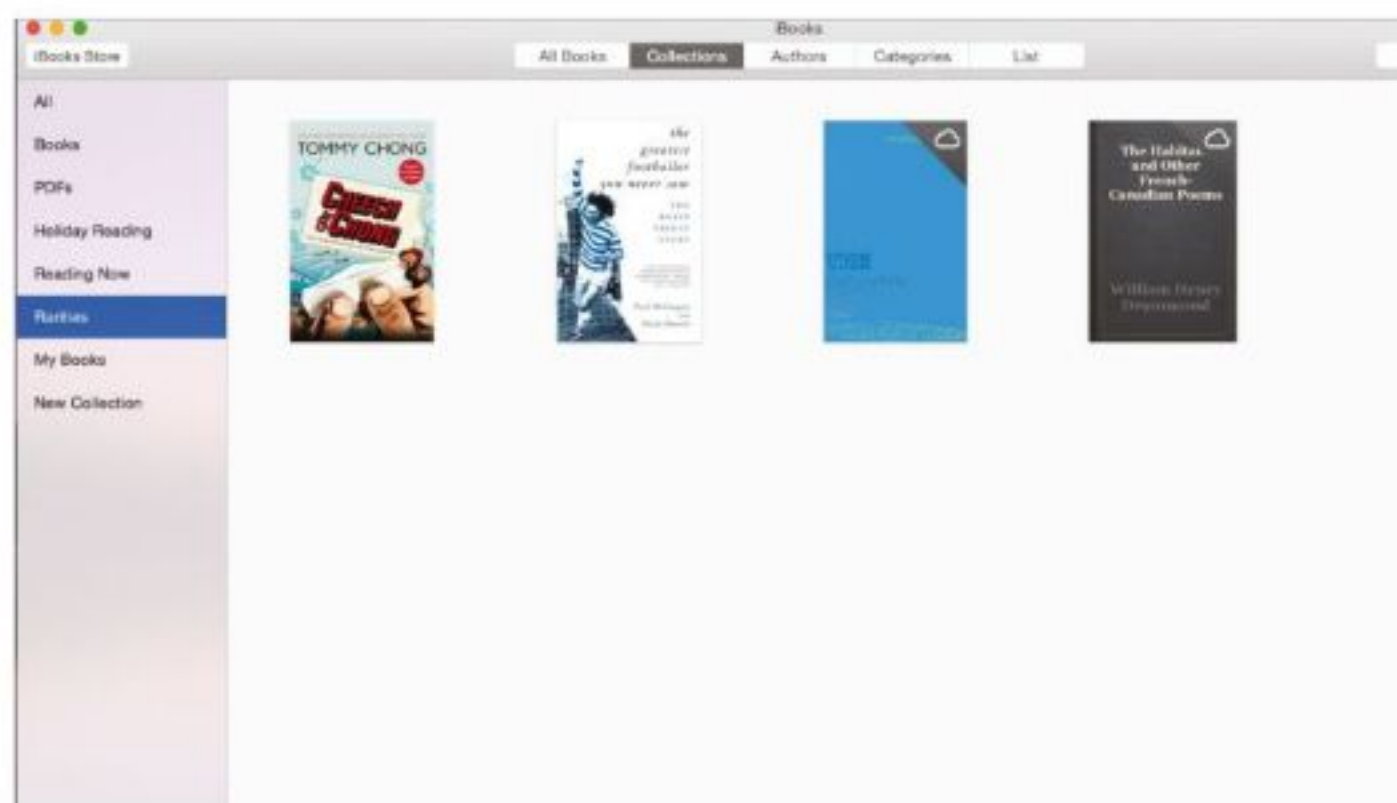


iBooks Master iBooks in macOS



01: Launch iBooks

If you're starting iBooks for the first time on your mac, log in via your iTunes account to sync iBooks with your iPad or iPhone app.



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.



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.



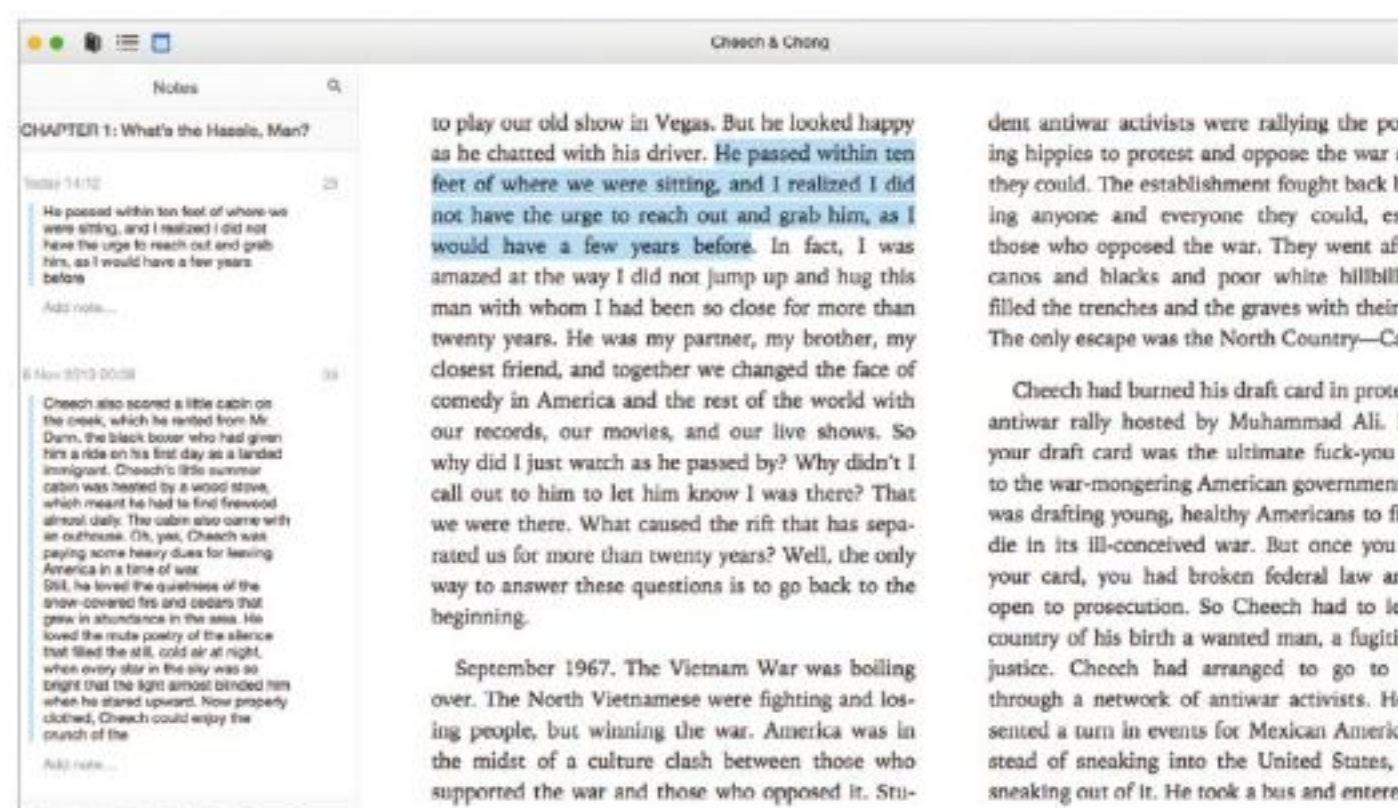
02: Build a collection

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.



04: iBooks Store

Click on iBooks Store in the top-right-hand corner. Search by Category, author or keyword as you would in iTunes to find a book.

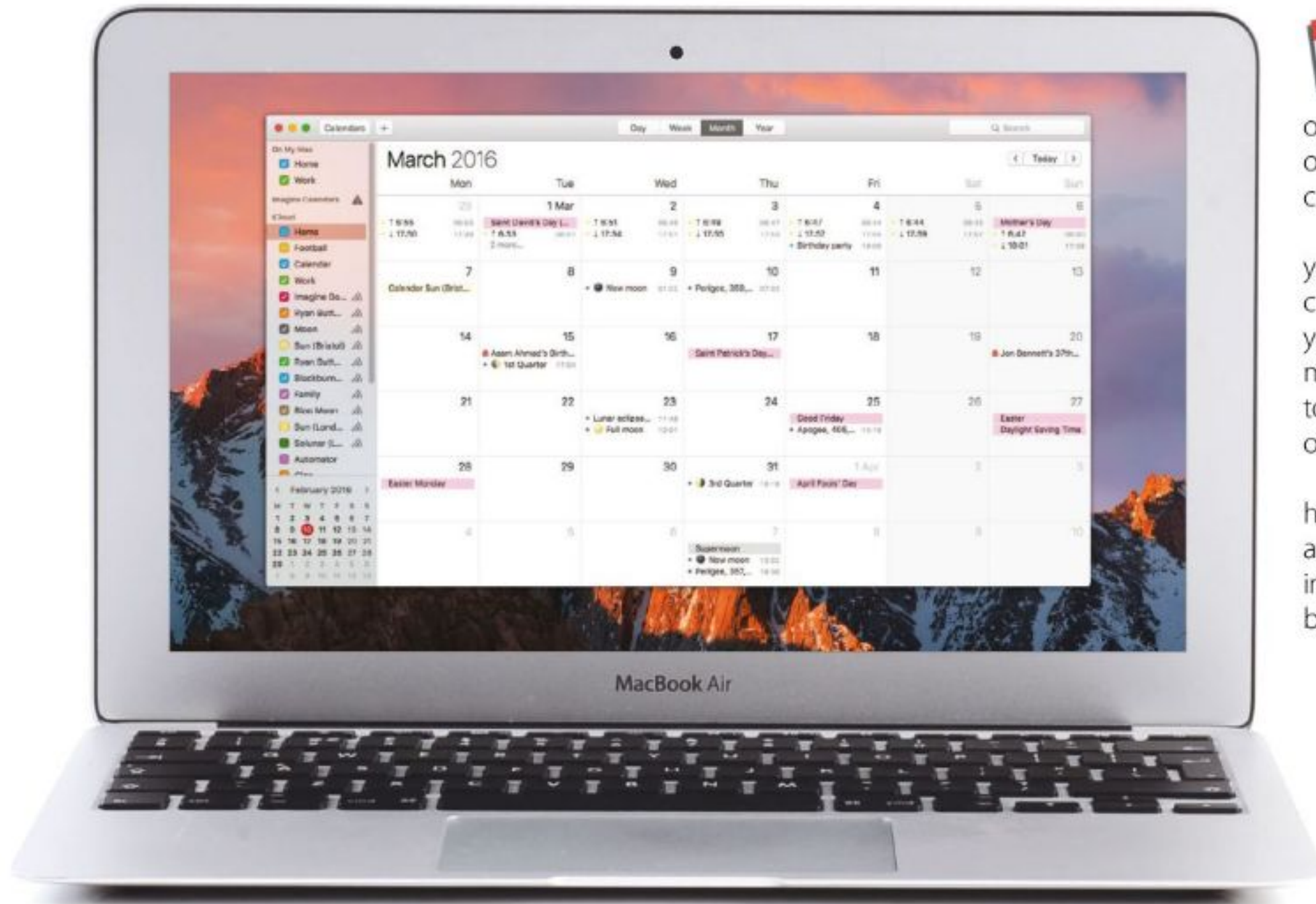


06: iBooks' reading interface

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



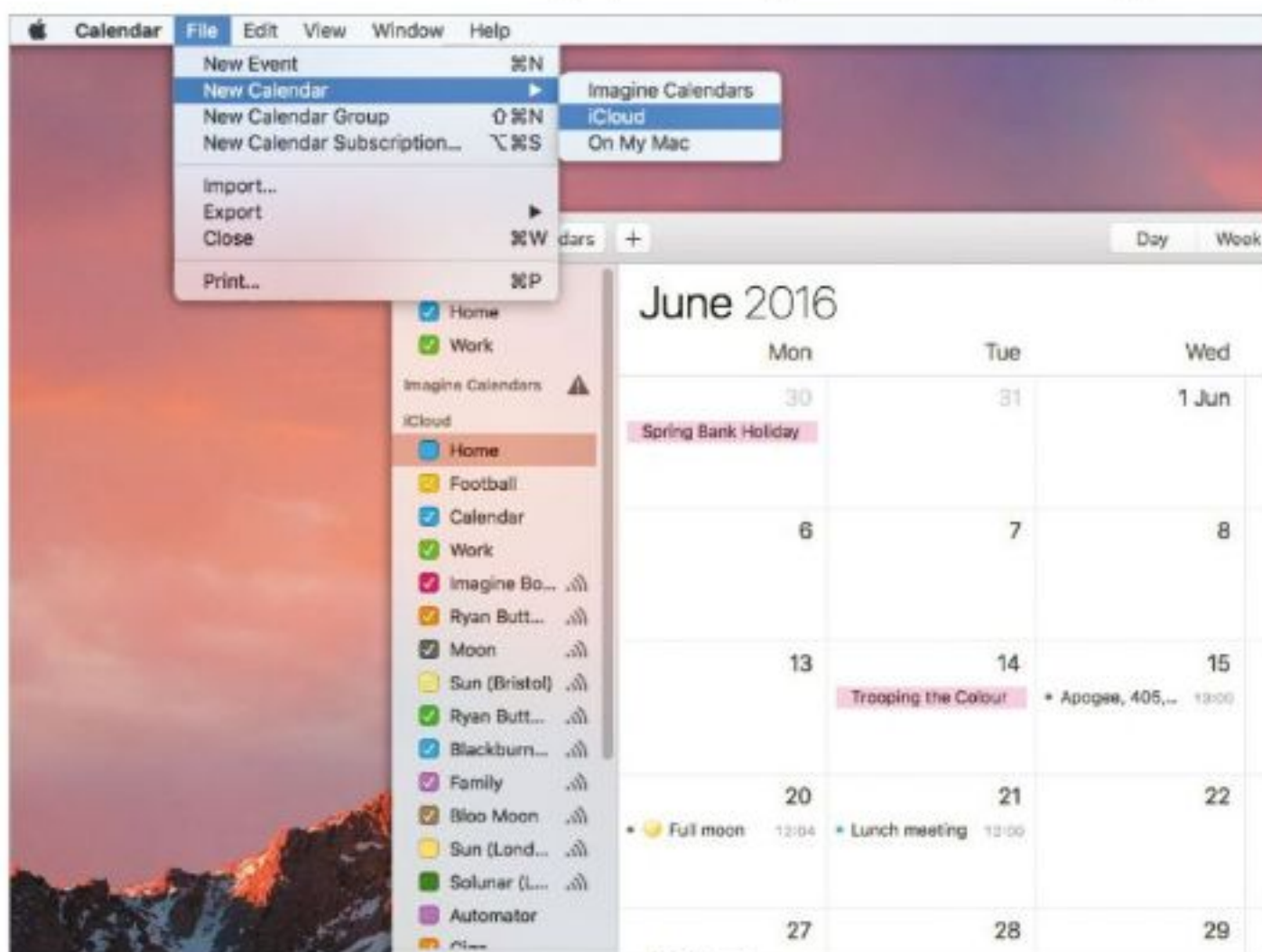
Calendar (formerly known as iCal) is one of the unsung heroes of macOS and iOS. It is the Mac-based predecessor to Calendar on your iPhone or iPad. This application has the ability to really help you organise your life and – with the ability to share your calendars – the lives of others.

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.

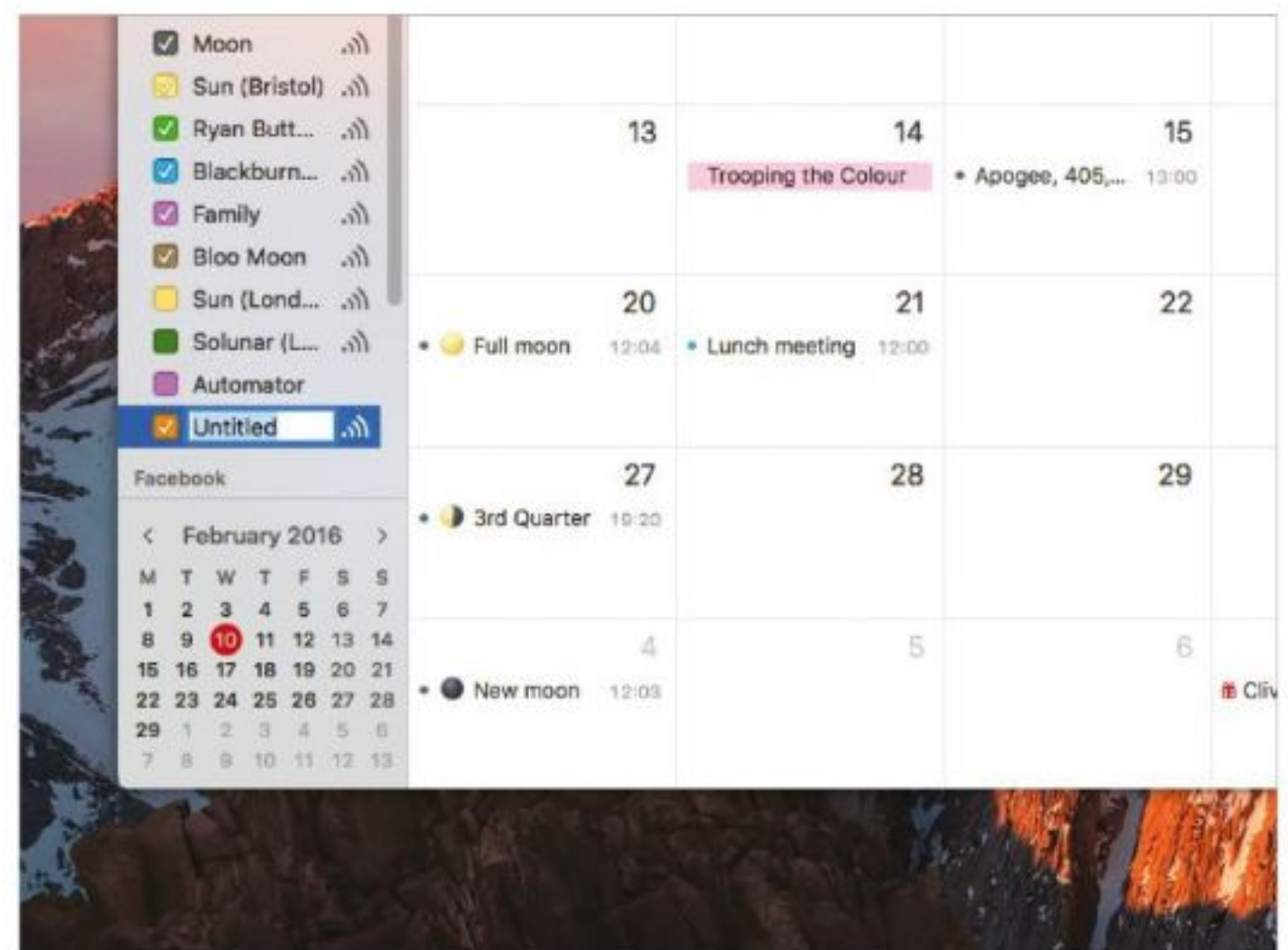
"This app can really help you to organise your life"

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

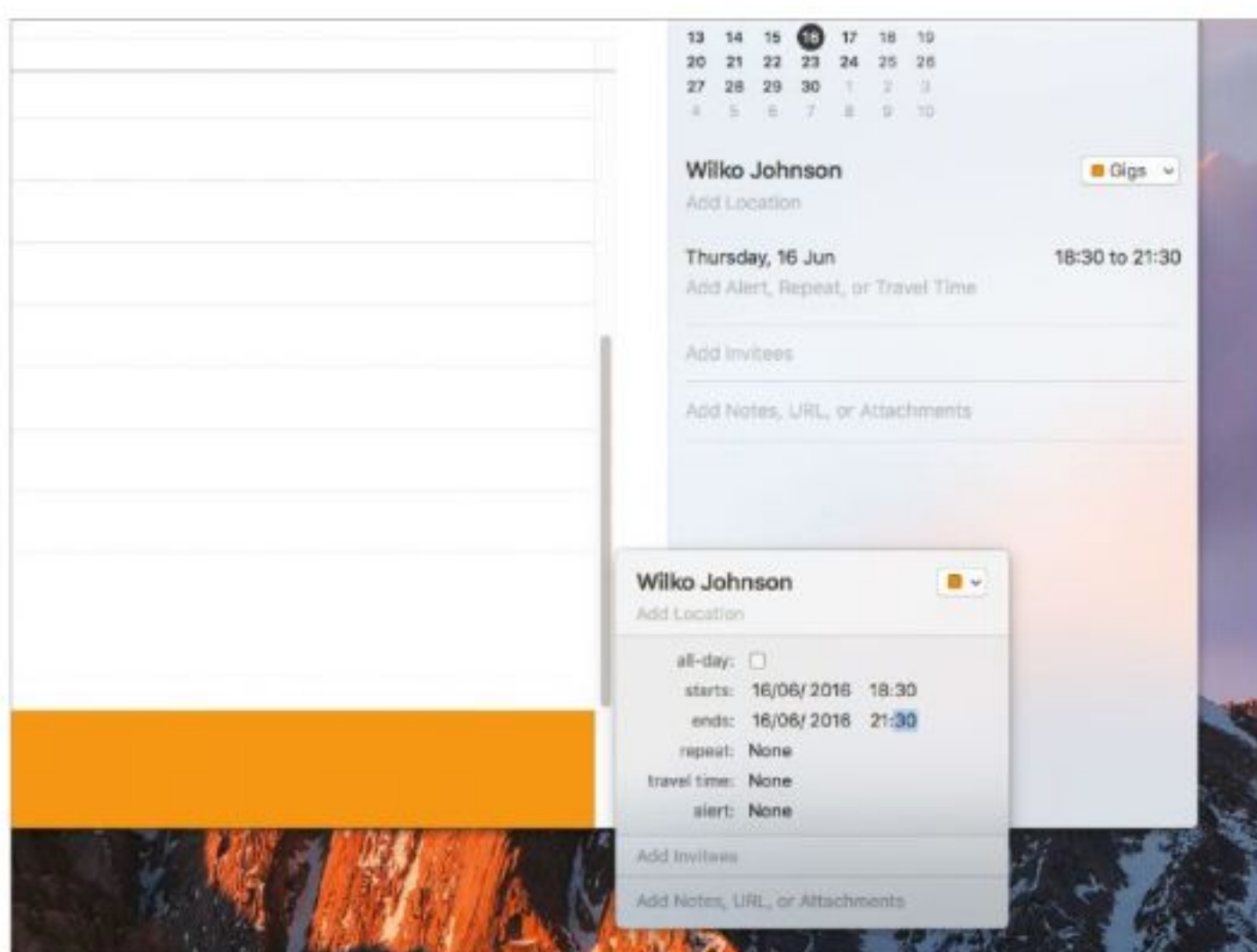
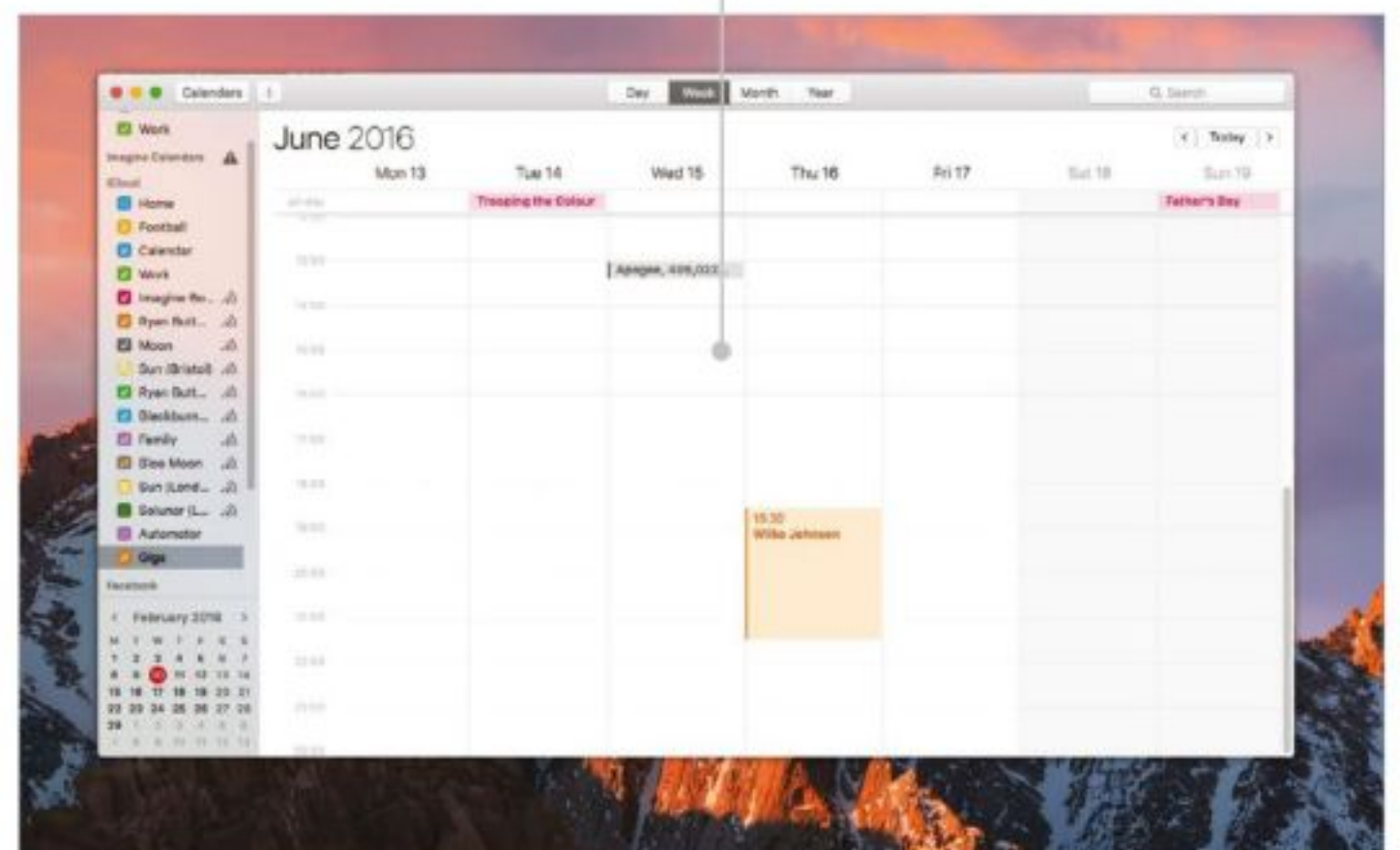
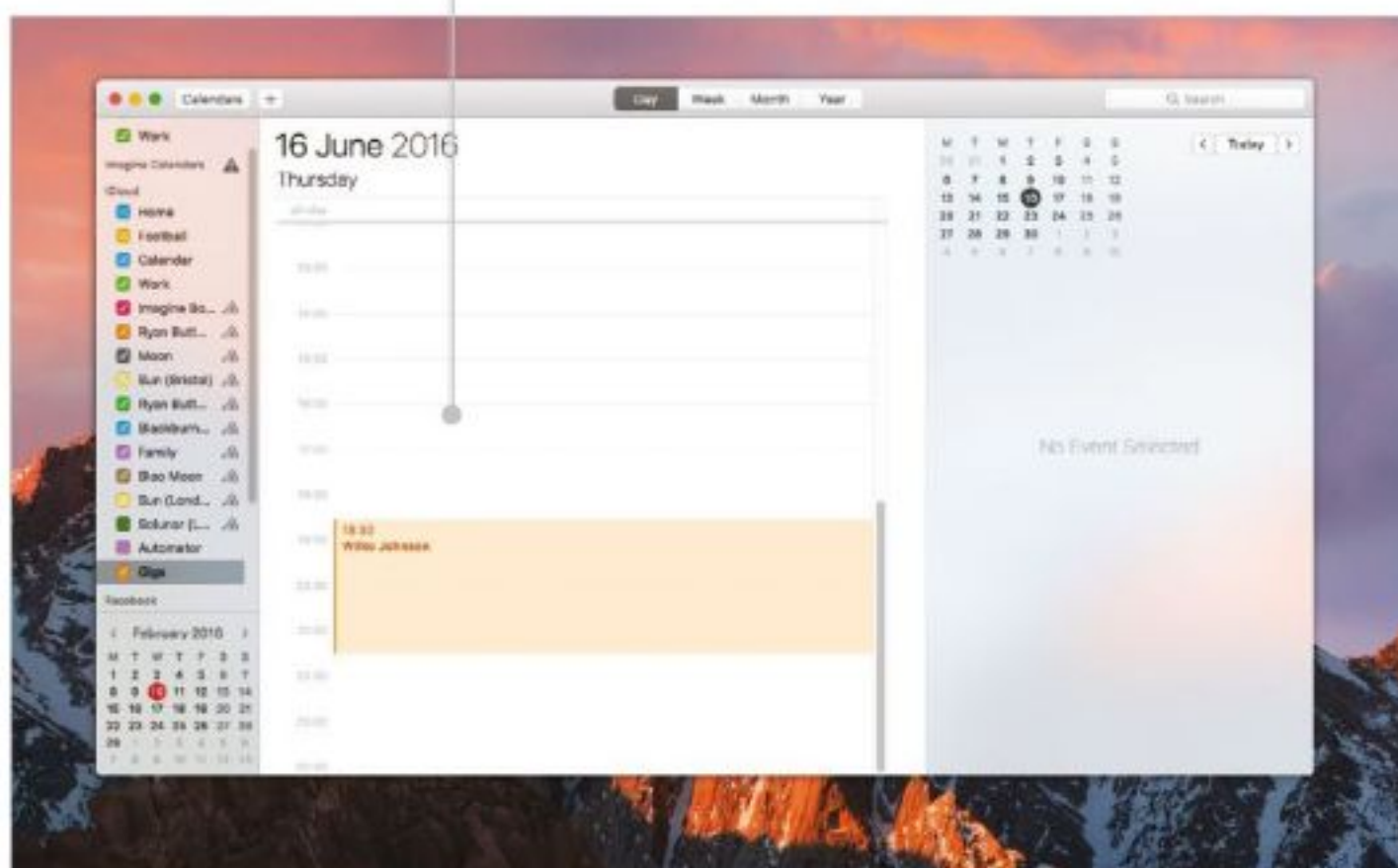
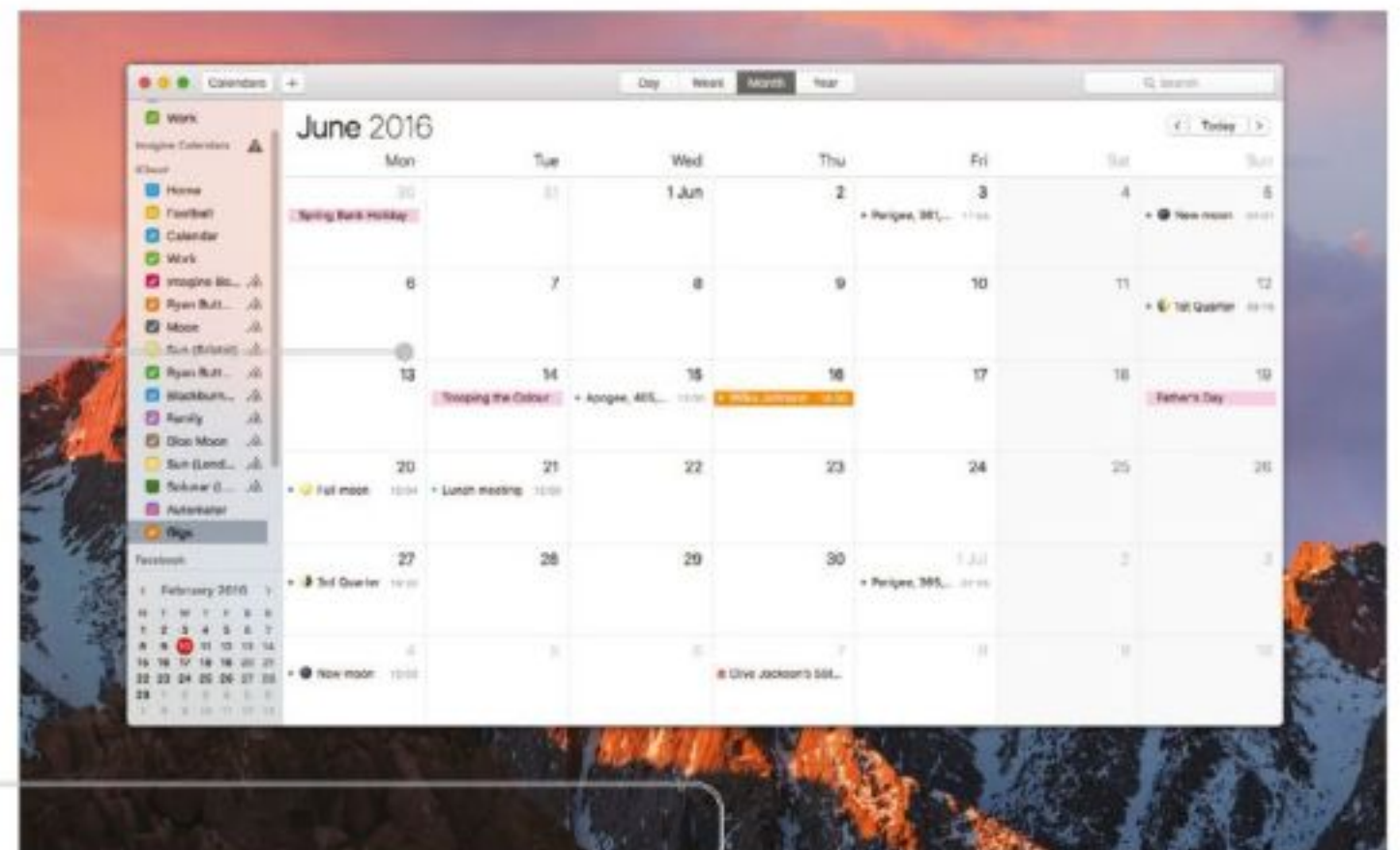
If you're a really busy bee, this is where you'll need to be to organise every moment of your life. Click on an event to view all of the details to the right

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

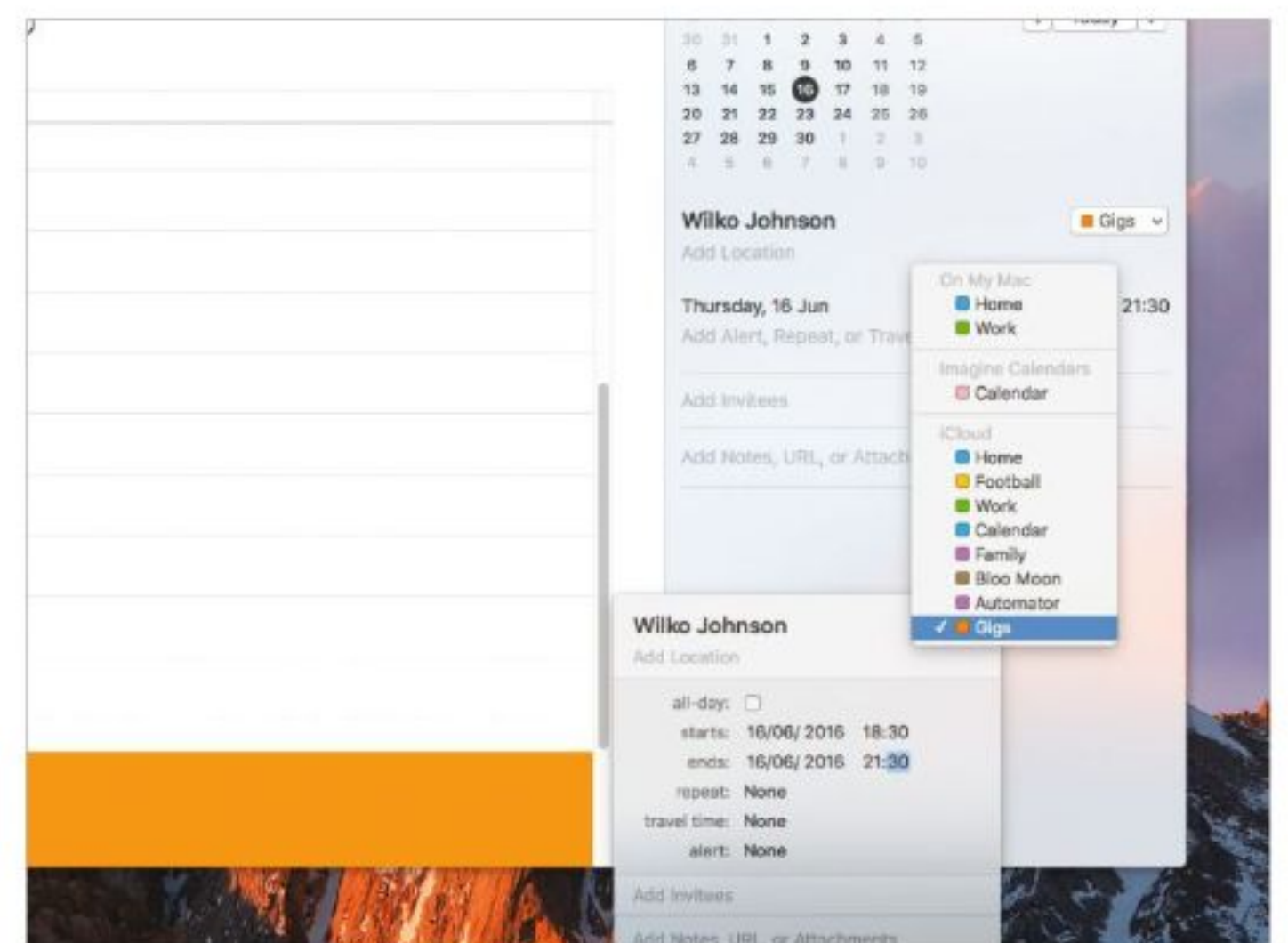
Week view

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



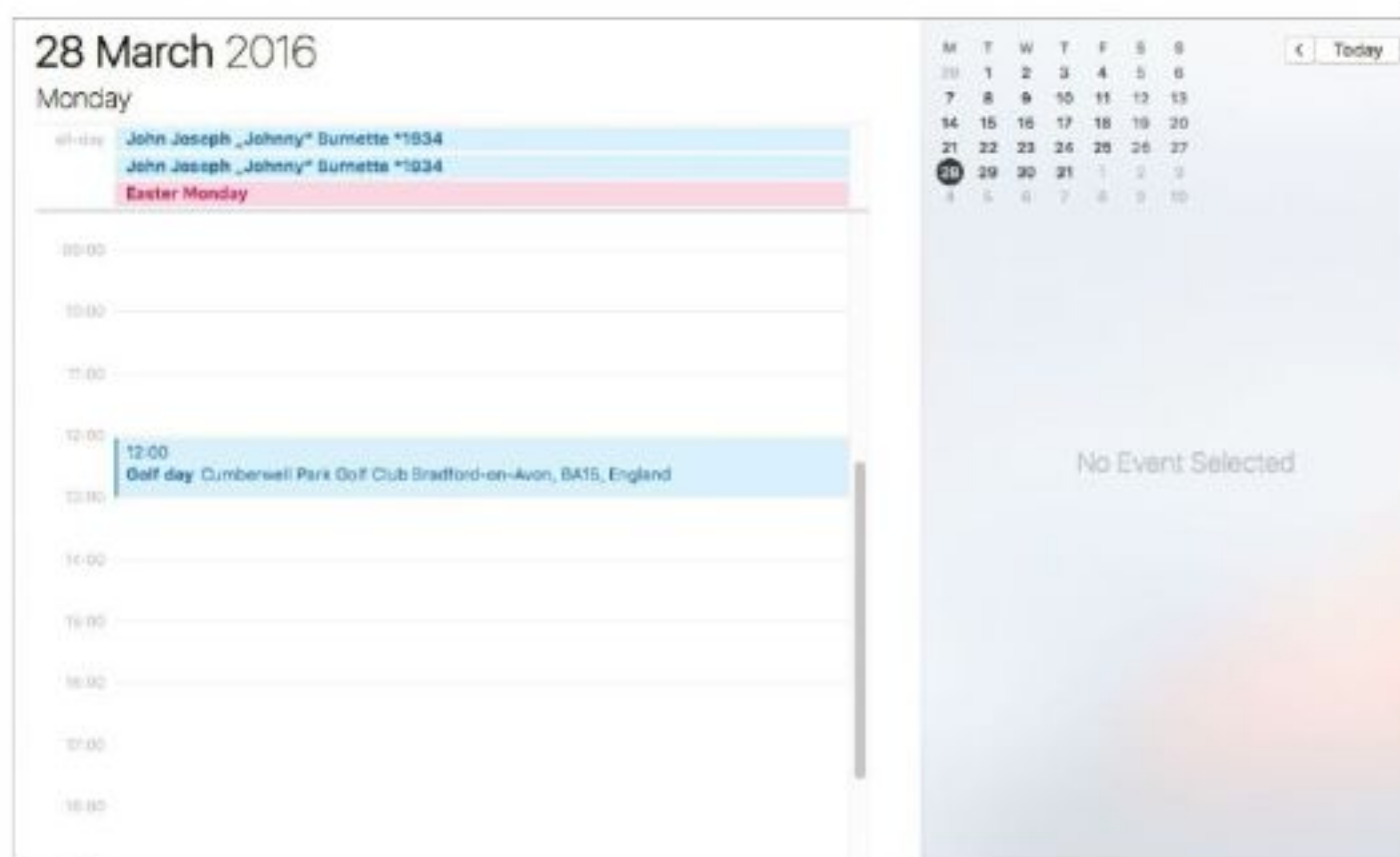
Apple's Calendar app is great for keeping track of your hectic schedule, adding events and inviting other people to attend them. When creating events that other users will be able to see, it is obviously a good idea to include as much detail as possible. However, you don't want to pepper the main event window with too many words, so what can you do? Easy: 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.

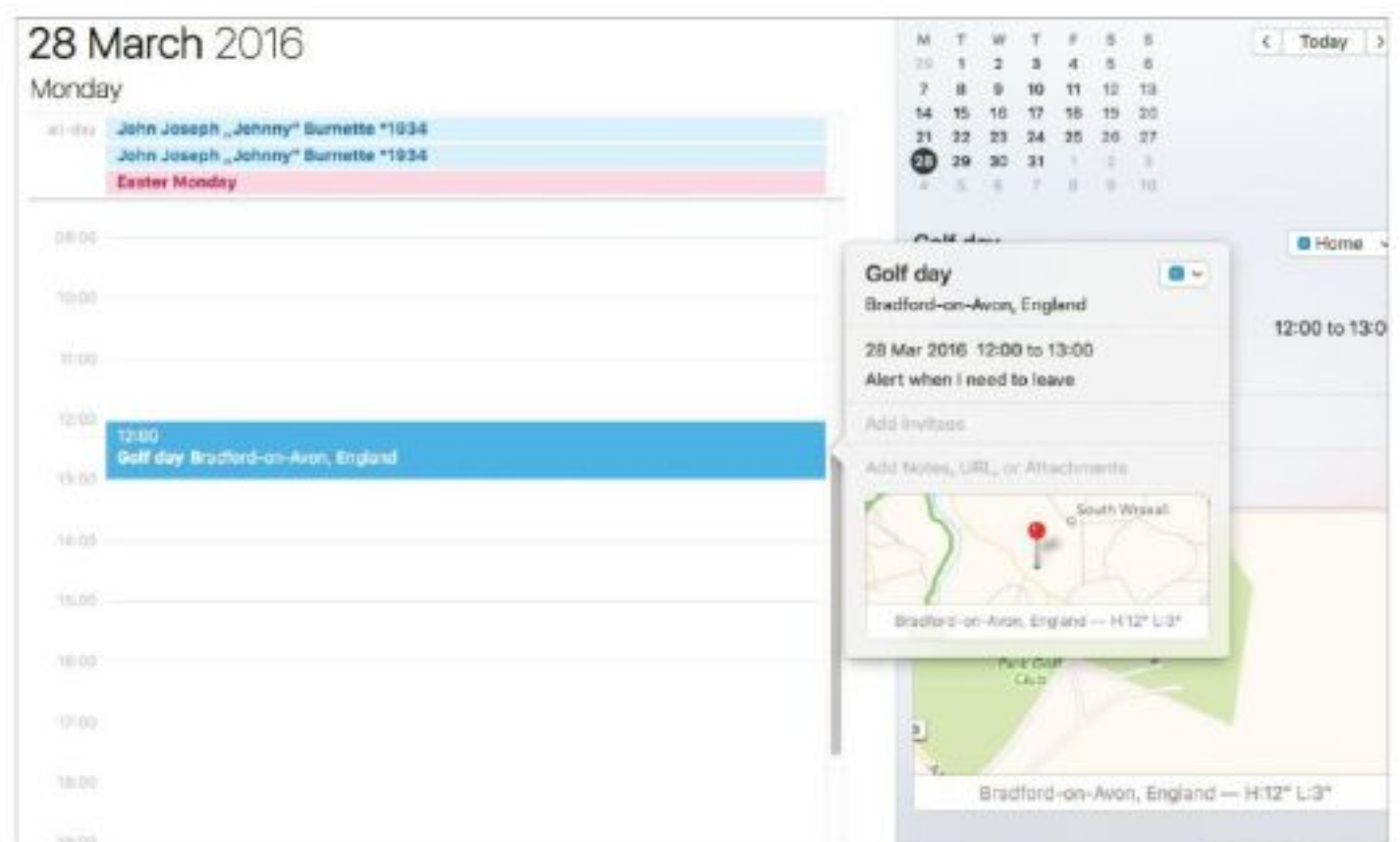
"Add a note to an event to give as much detail as possible"

Calendar Add more information to your entry



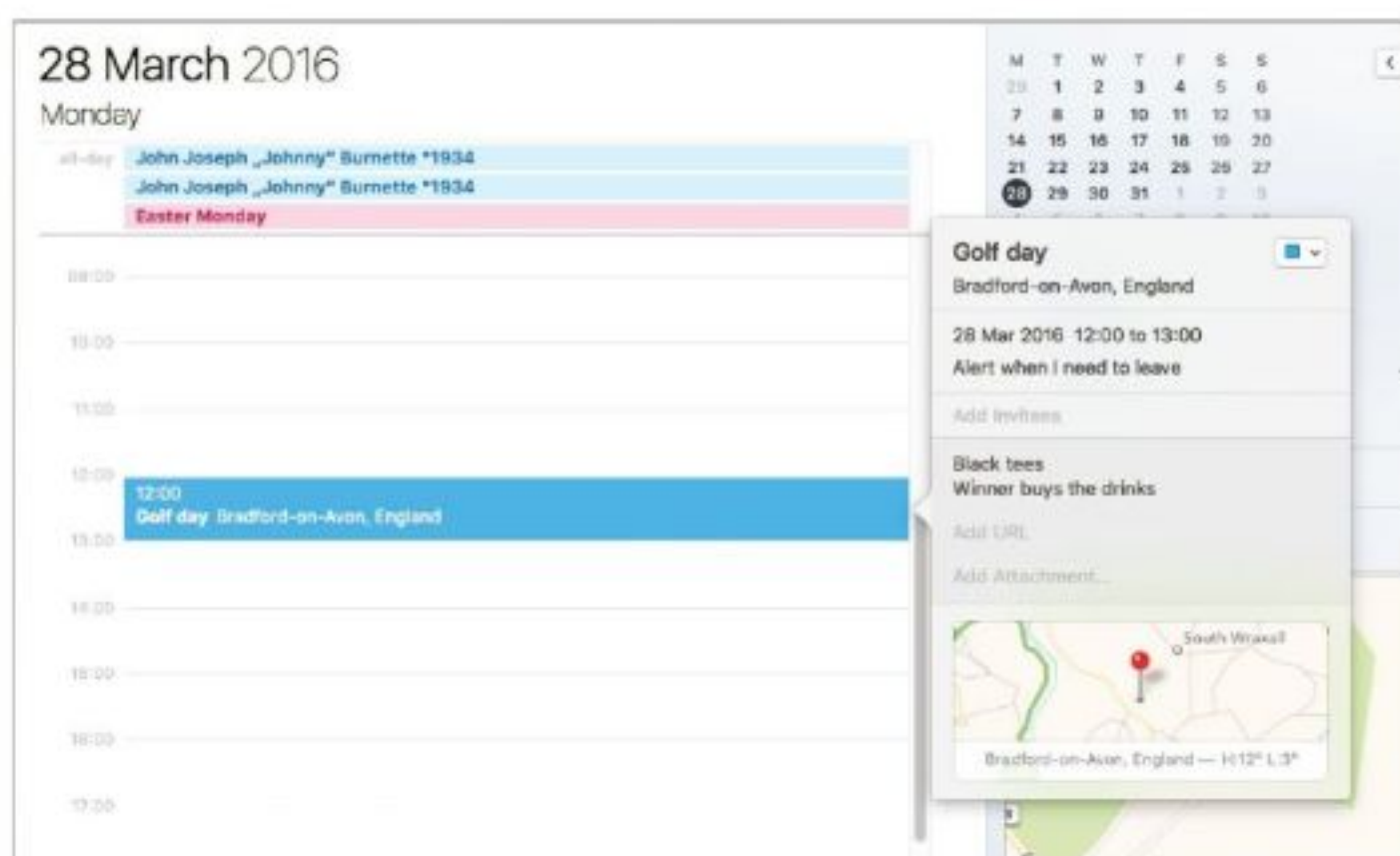
01: Double-click the event

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.



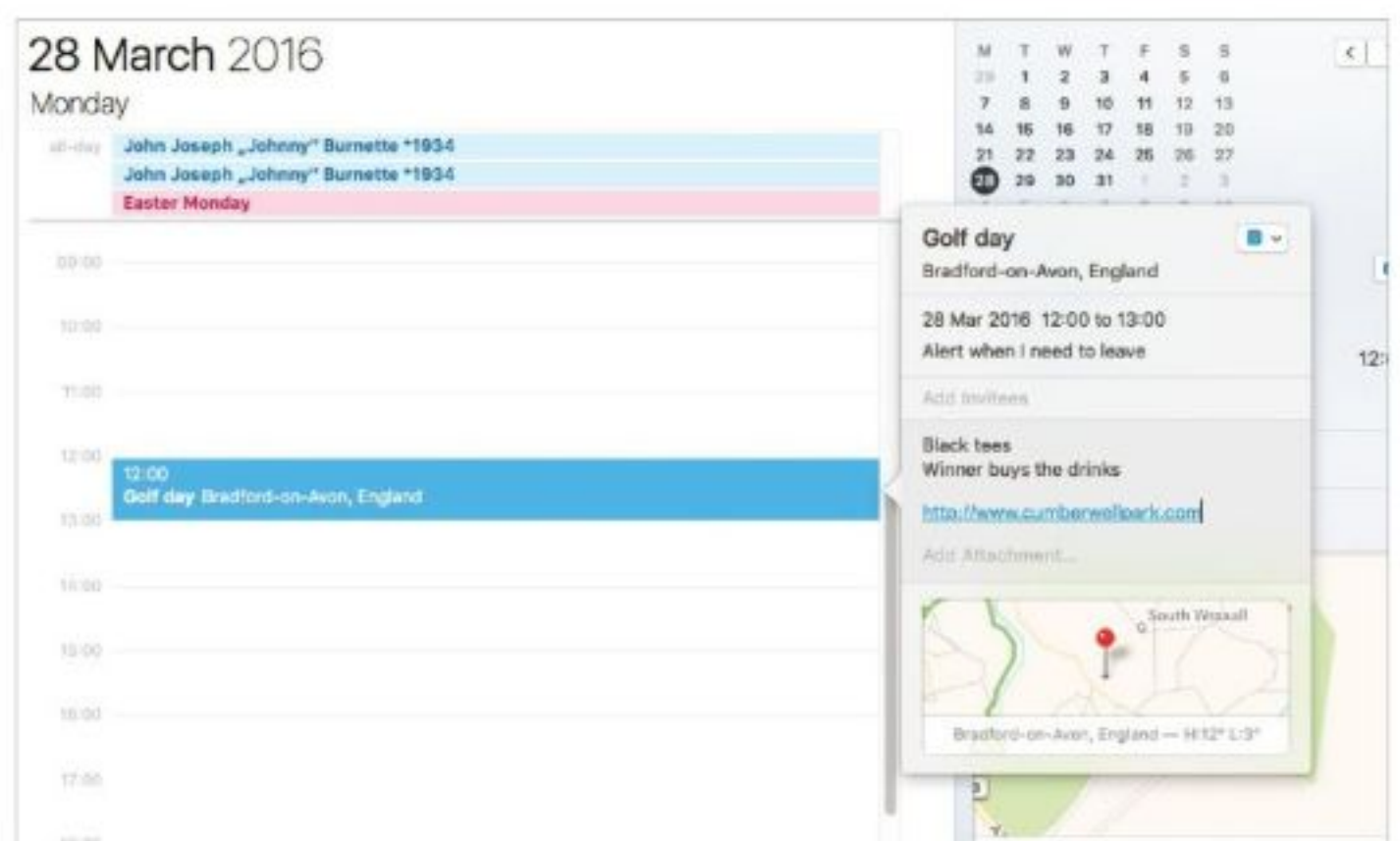
02: Click on note

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



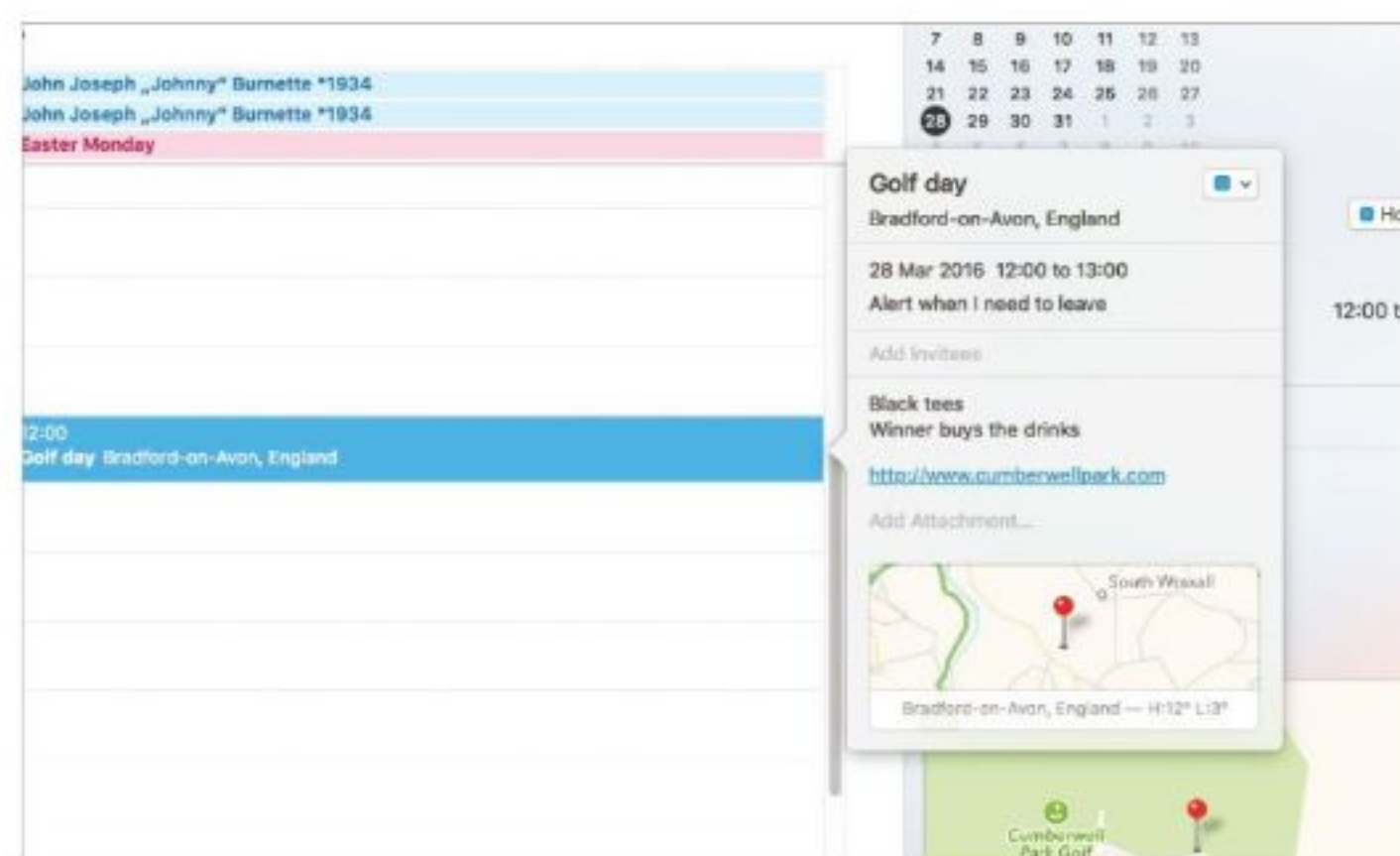
For all your good intentions of adding events to your Calendars, they don't mean a thing if you fail to take notice and forget about them. Thankfully, to prevent this happening, you can set yourself handy alerts so that the app will inform you on the day, hours or minutes before or at a precise time 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.

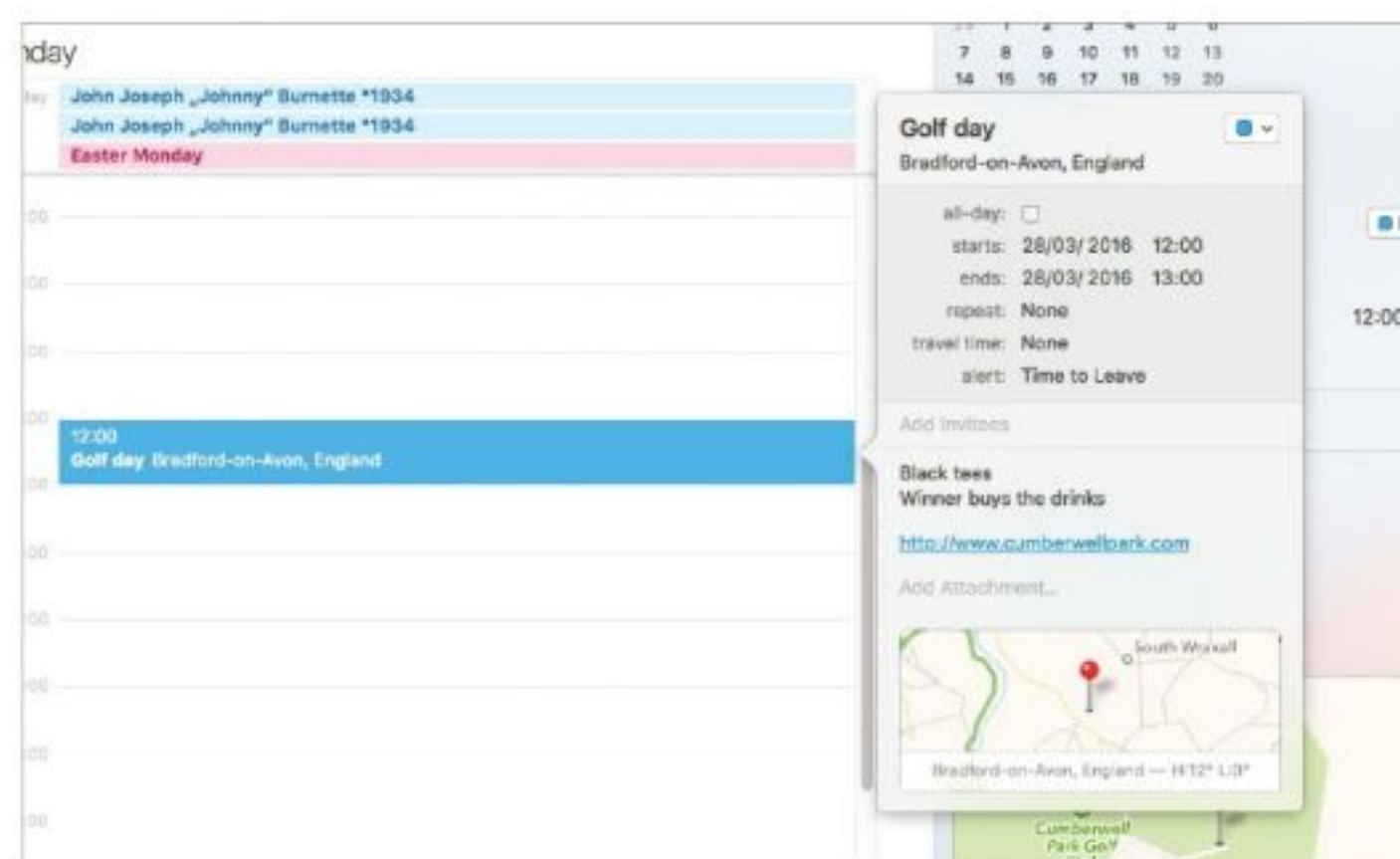
"Alerts can inform you of an event minutes, hours or days beforehand"

Calendar Apply alerts to events



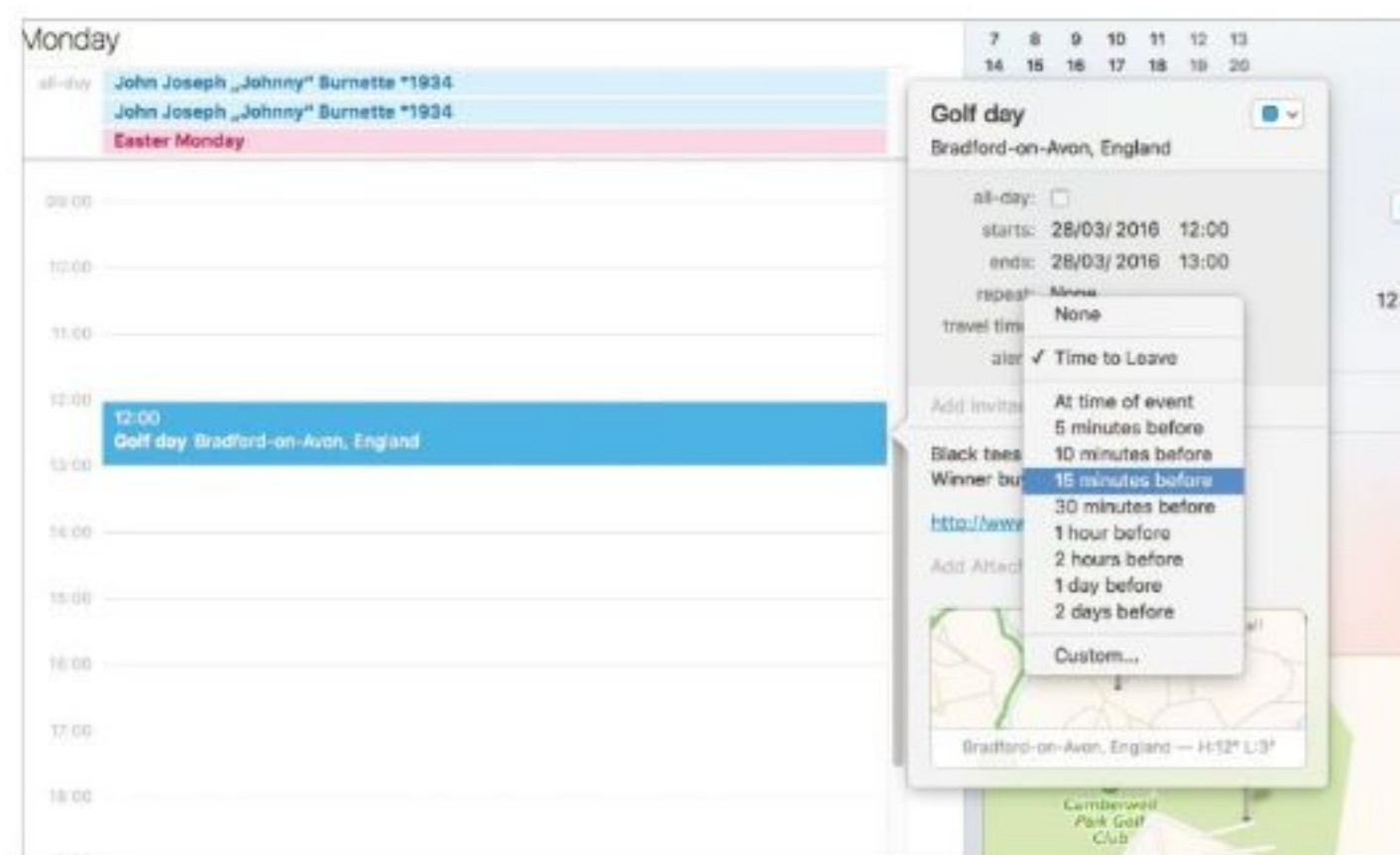
01: Double-click the event

Like before, locate the event that you wish to apply an alert to and double-click on it to bring up an overview box.



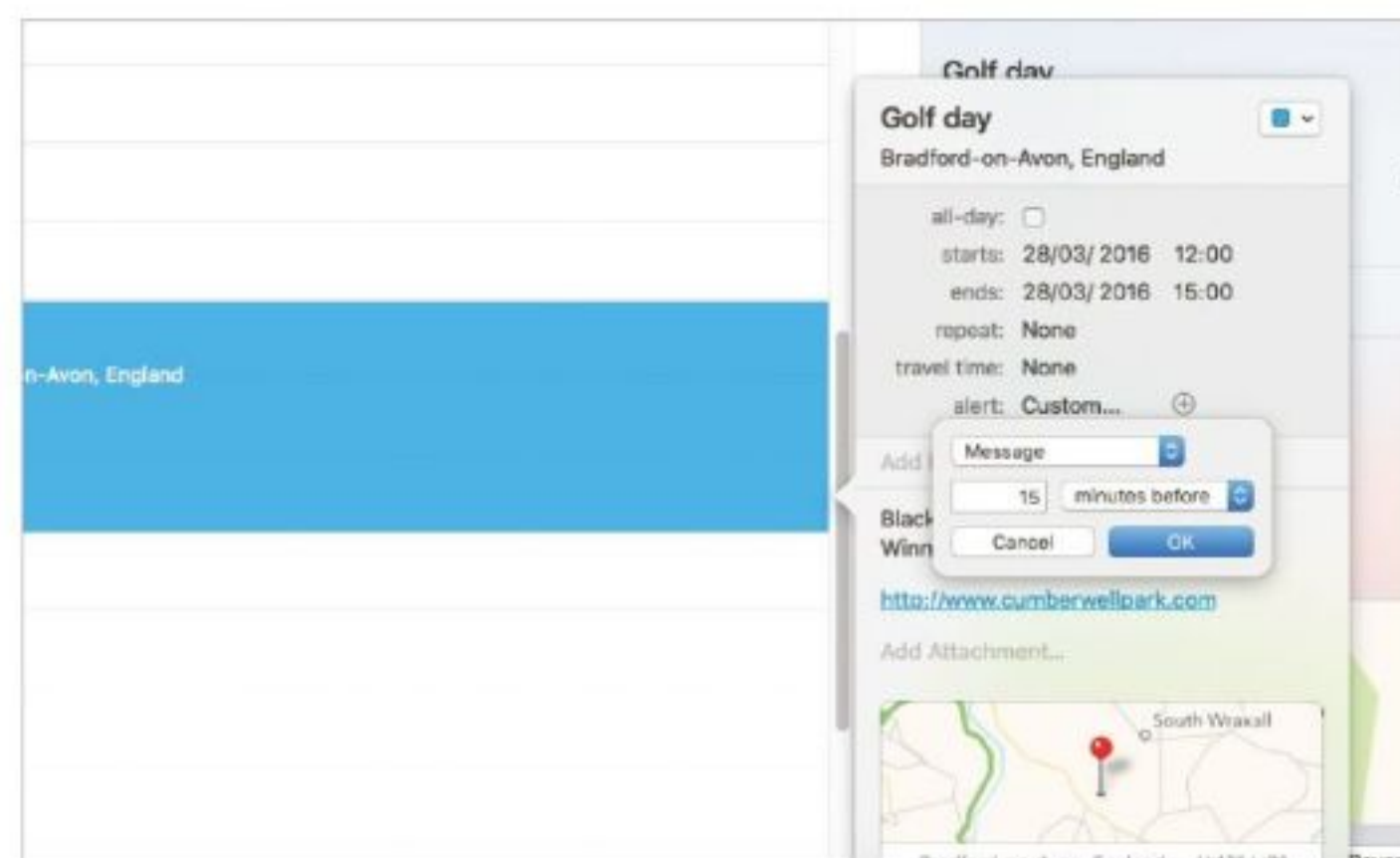
02: Click on the alert box

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

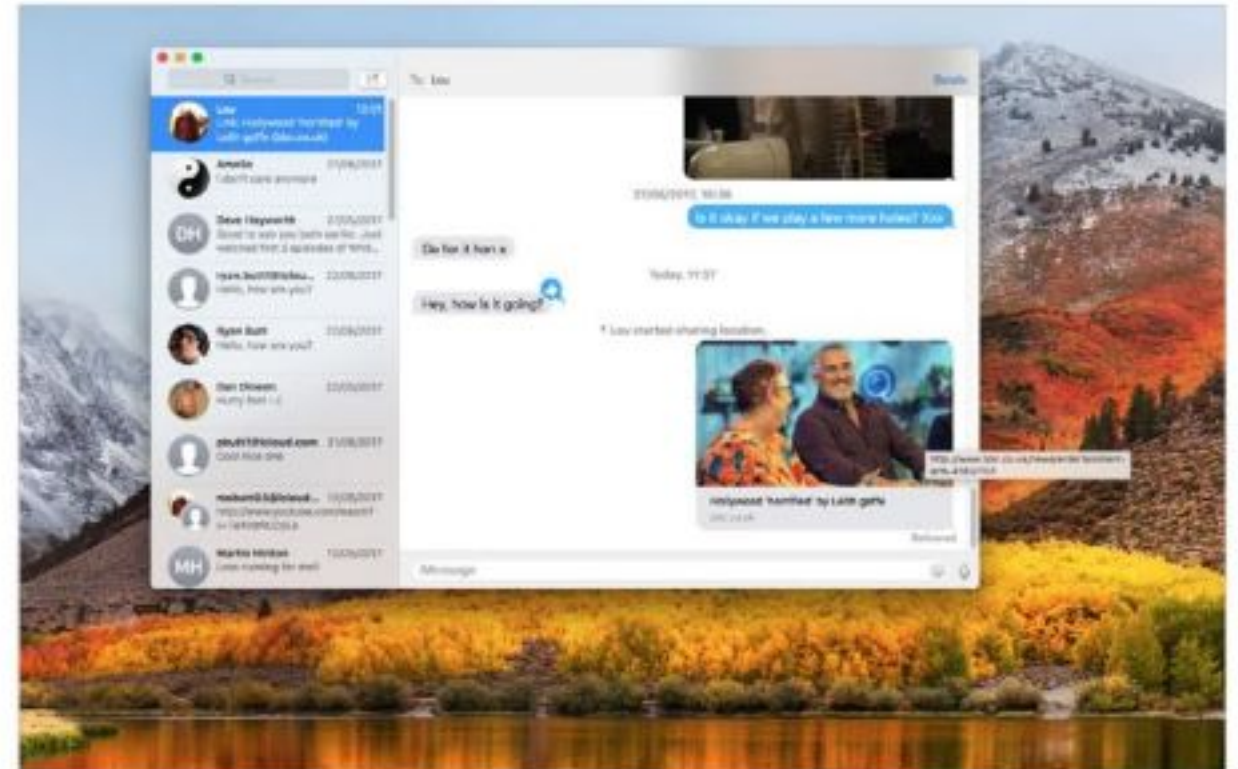
Click on Custom in the alert menu and then set your own desired alert options. You can also choose to be notified via message, email or more.

Master Messages on Mac

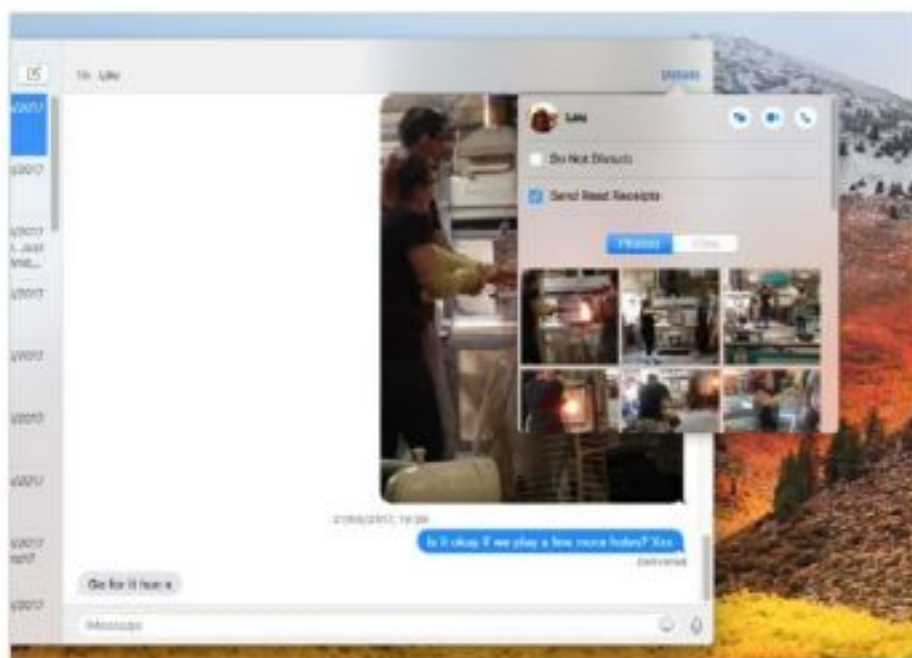
How to get the most out of the new advanced features of the High Sierra Messages app



You can track the location of your family members using the Messages app in iOS 11, but did you know you can also do so by exploring some of the great features tucked away within the macOS High Sierra version of the app? For example, you can access the same 'Tapback' reactions present in the iOS app and, of course, you can still send emojis and audio messages. Best of all though, like the iOS app, you can also track the location of loved ones, as long as they share their location with you. In this tutorial we will showcase some of the lesser-known options within the macOS Messages app and guide you through pinpointing the location of your family members on a map. This is most useful for MacBooks on the move.

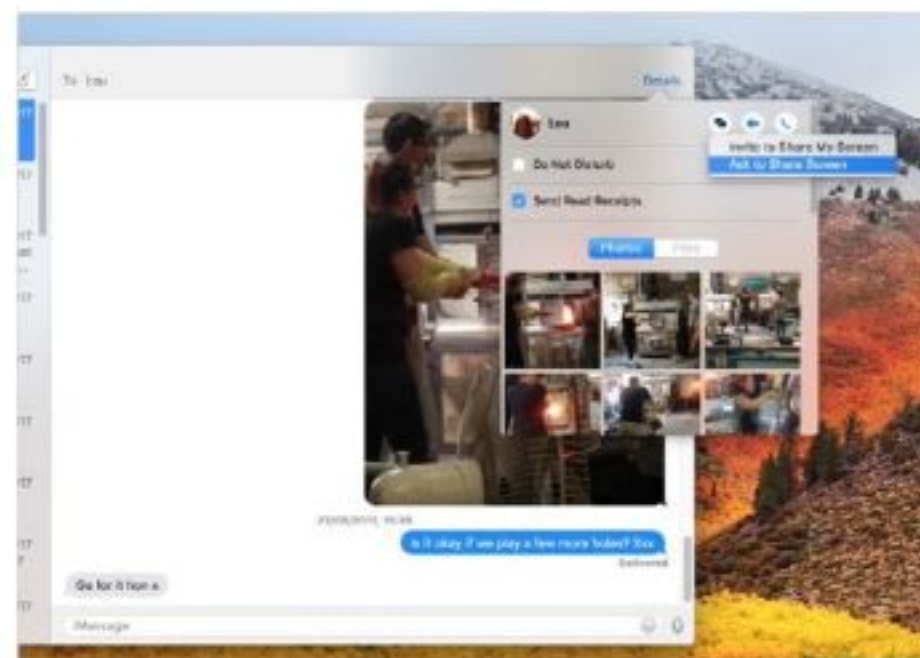


Get the most out of Messages Do more in High Sierra



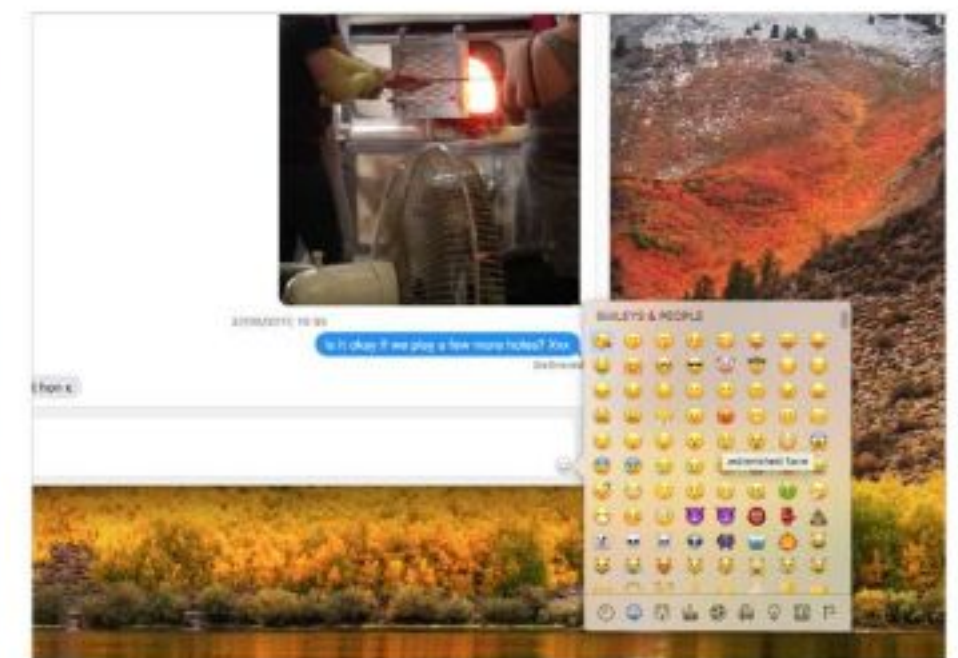
01: Message details

If you click on 'Details' in the top-right corner of a Messages conversation you can trigger key actions, such as 'Do Not Disturb' and 'Send Read Receipts' by ticking the boxes.



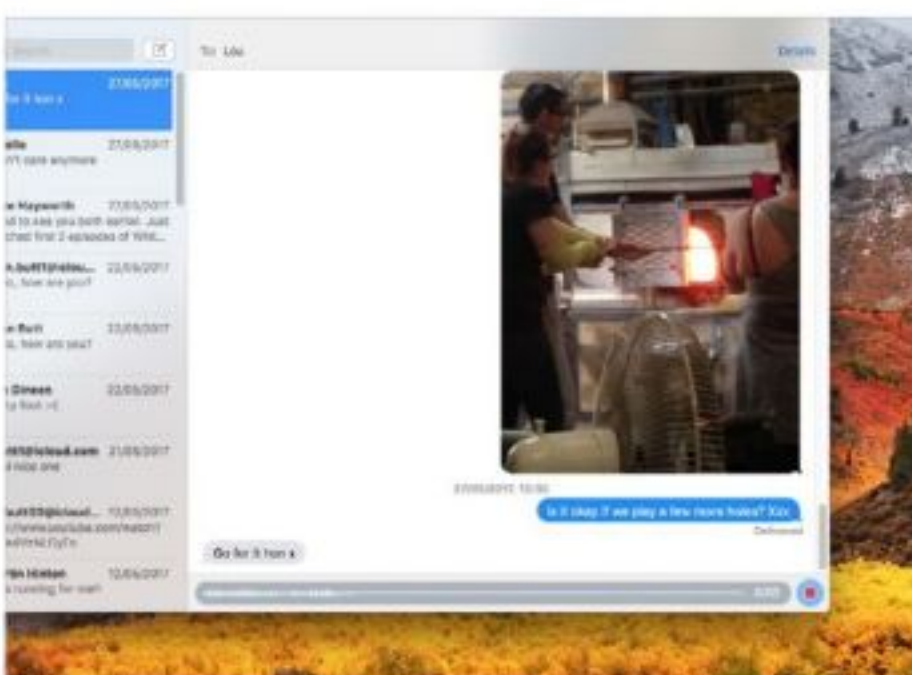
02: Contact options

There are three icons in the top-right corner of the Details menu that allow you to call, FaceTime or share your screen. Screen sharing is handy for project collaboration.



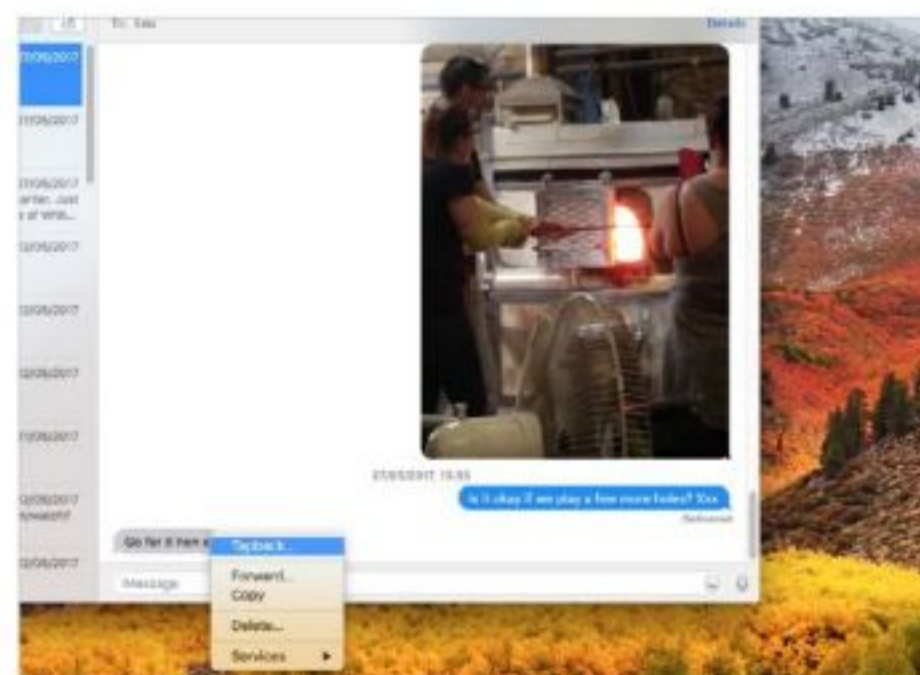
03: Using emojis

To use emojis in your messages, simply click on the smiley face icon to the right of the text entry field and a list of emojis will appear – click on the one you want to include.



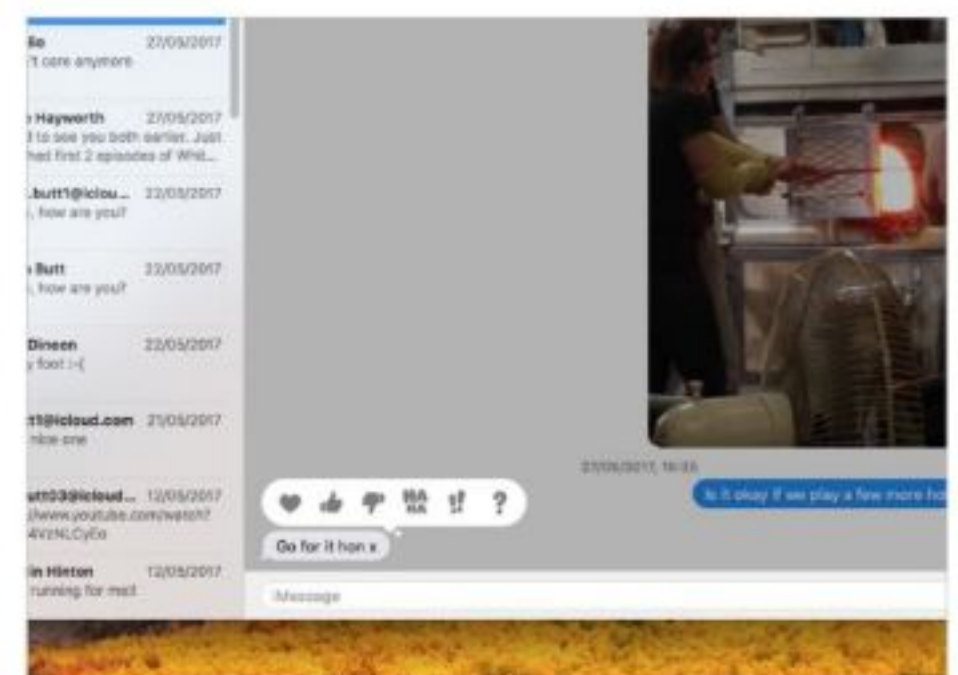
04: Send an audio message

Click on the microphone icon to the right of the text entry field and you can record audio messages. Click 'Stop' when done and you can either 'Cancel' or 'Send' the audio file.



05: Using Tapback

You can also use 'Tapback,' which lets you send instant reactions to your messages. Right-click on a received message and select 'Tapback' from the menu to begin.



06: Choose a reaction

A pop-up Tapback menu now appears above the message. Click on a preferred 'reaction' and it will be relayed back to the message sender. There are six to choose from.

Messages masterclass

Exploring the various options on offer

Other options

Take time to explore the various menu items too. For example, by clicking on 'View' you will find options to make the text bigger or smaller – which is useful as it is displayed quite small by default

Tapback icons

Right-clicking on a message and choosing the 'Tapback' option will allow you to choose and send instant responses. Whatever response you choose will then be applied to the message and sent back to show your reaction

Location sharing

Like the iOS 11 Messages app, you can use the Messages app in macOS High Sierra to display the location of friends and family members (who share their location with you) and then get directions straight to them

Details menu

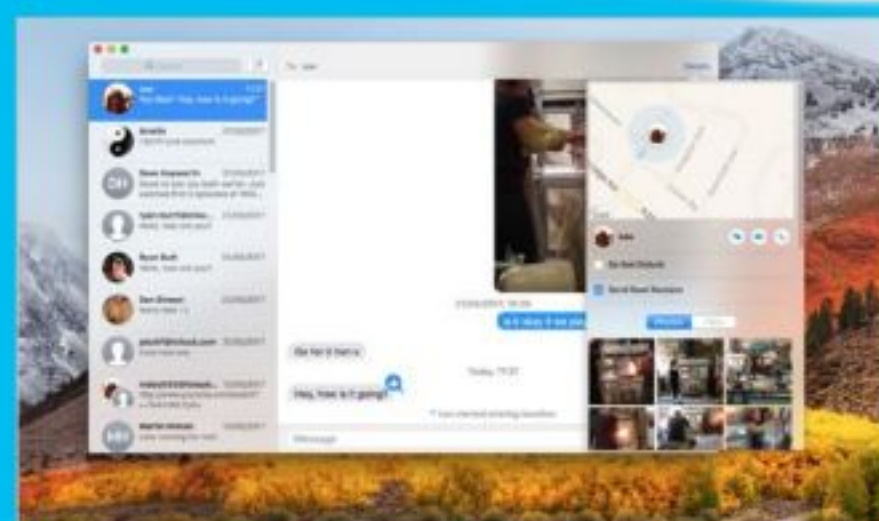
Clicking on 'Details' reveals a menu of useful options, including 'Do Not Disturb'. When activated you will not receive any alerts for that particular conversation. You will also see various buttons to make contact

SENDING WEBLINKS

You may find that you regularly copy and paste weblinks into Messages, in which case you will discover that this is exceptionally well implemented. When you copy a link into a message the header will be displayed underneath a picture, followed by the web source – far more sophisticated than the bare link text of old.

Location sharing

Just as in the Messages app in iOS 11, you can view the location of your various contacts through the macOS High Sierra Messages app. However, the other person must first go to Settings>Privacy>Location Services>Share My Location and enable the option and then, in Messages, select your conversation, tap the 'i' icon in the top-right corner of the screen and tap 'Send My Current Location'.



01: Viewing location

When the person you are having a conversation with in Messages chooses to share their location with you, you can click on the 'Details' option within Messages and that person's location will appear in the Details menu.



02: Get directions

Double-click on the blue dot that represents the person's location, your Mac's Maps app will automatically be opened with the location displayed. You can now click on the 'Directions' button to get directed straight to them.

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

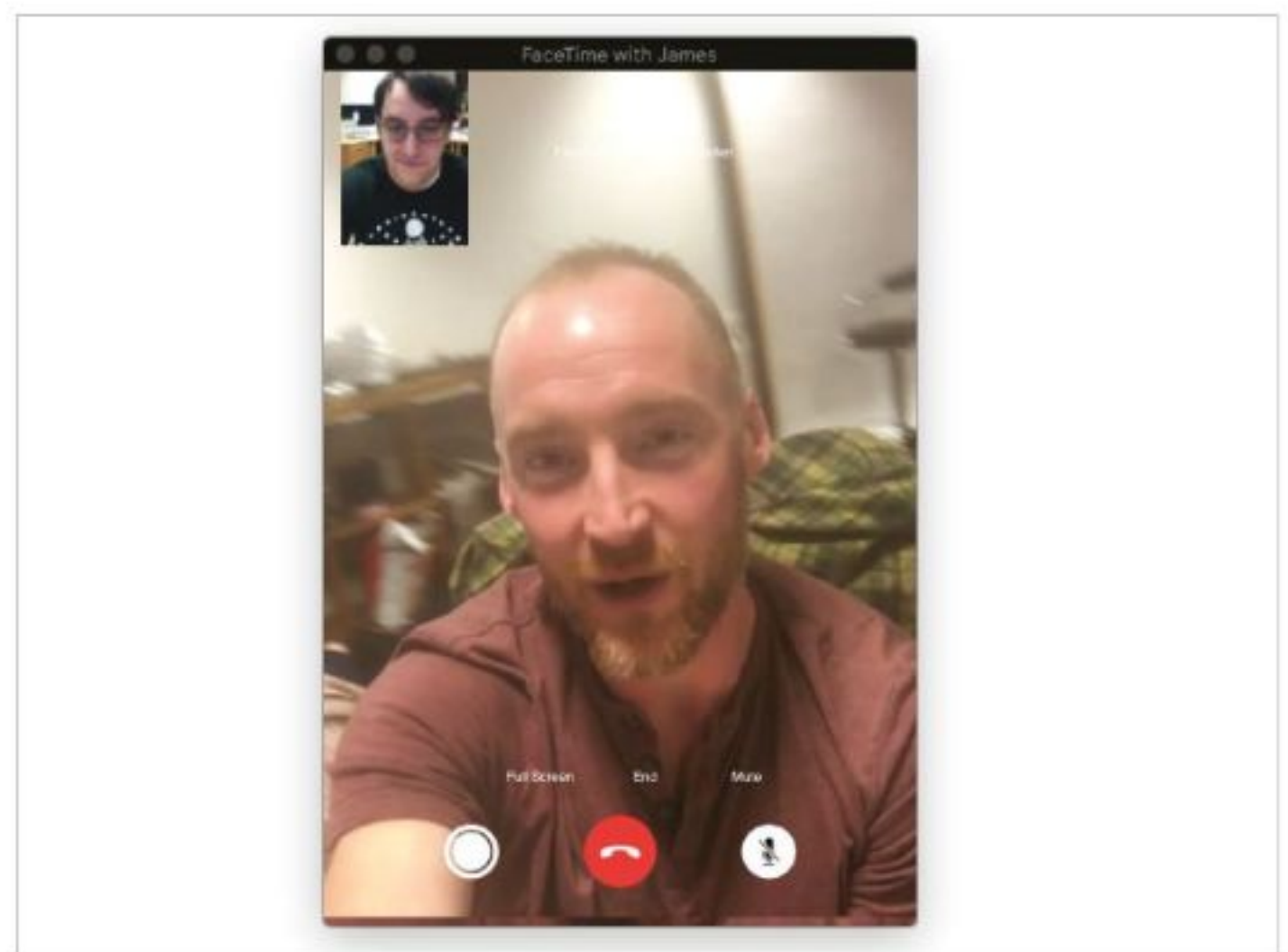
Quick calling

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 take a picture by clicking on the button in the bottom-left corner.

Going further

Master the creative facilities of your Apple Mac to capture and edit your images and video

126
Master
iMovie



140
Use
Curves



126 iMovie editing masterclass
Turn your movies into something special

134 Master iMovie's Precision Editor
Achieve frame-accurate editing

136 Organise your Photos Library
Make sure you can always find your photos

138 Search your library by objects
Use Photos' object-analysing search tools

140 Take control with Photos' Curves
Fix exposure problems with Curves

142 How to use Drum Designer
Discover how percussion levels can be adjusted using a special plugin

144 Keep time with Tempo
Track techniques
Discover the most crucial tempo tools

146 Learn to stay in tune with
the Tuner
Master your recordings and compositions by
always staying in tune



136
Organise
photos

"Your
Mac will
help cater
to your
creative
side"





“GarageBand allows you to record music, edit and export all with ease”

142 Use Drum Designer



144 Keep time on tracks



146 Tune your tracks



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.

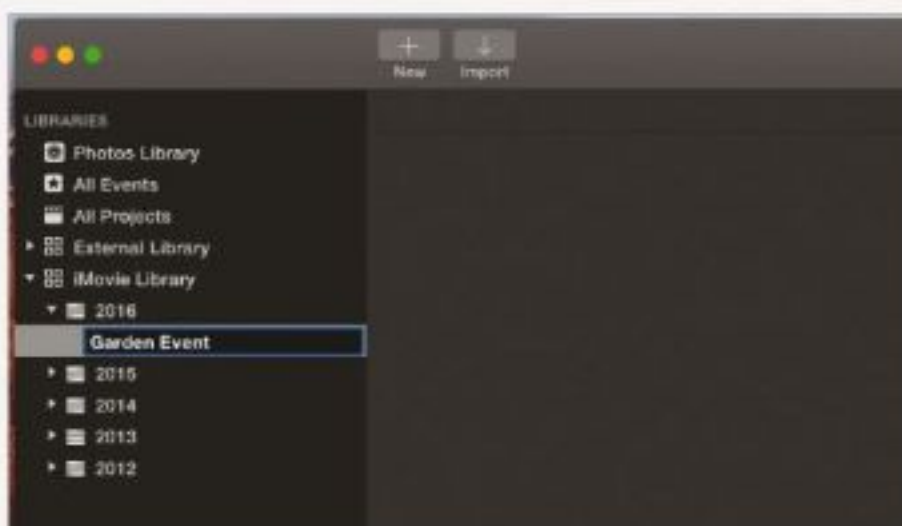
"Today the only limitation on sharing videos is your imagination"

Import footage into iMovie

How to get your clips safely into an iMovie project

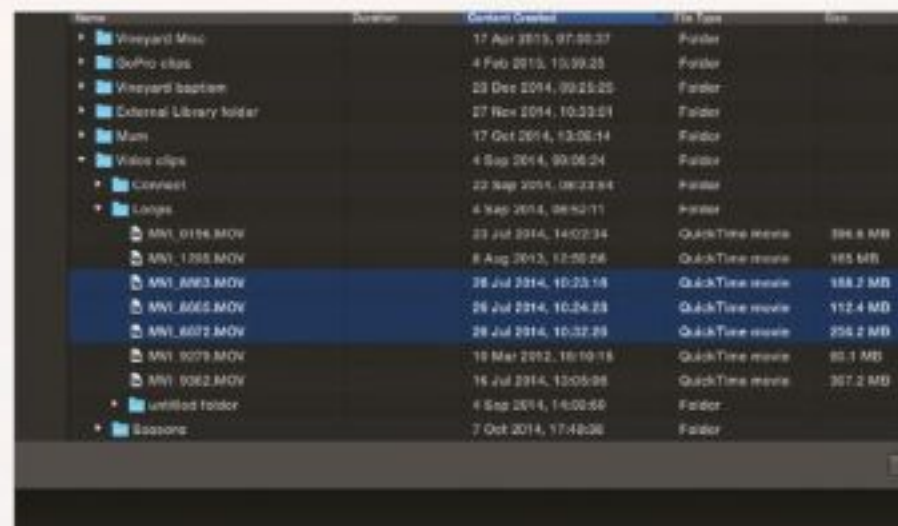


iMovie keeps all imported clips in a Library. To work with clips more easily you need to set up an event to store them in, and a project to edit them in. Here's how to get clips into iMovie from an attached video camera or a folder located on your Mac.



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.



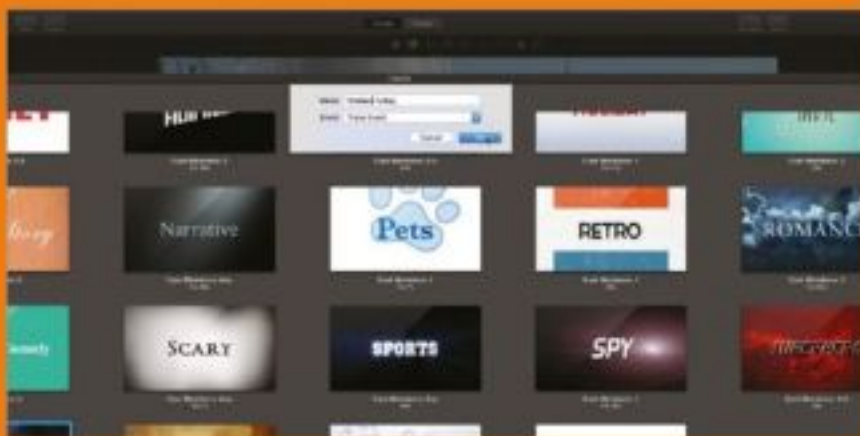
NON-LINEAR EDITING

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.

Going further

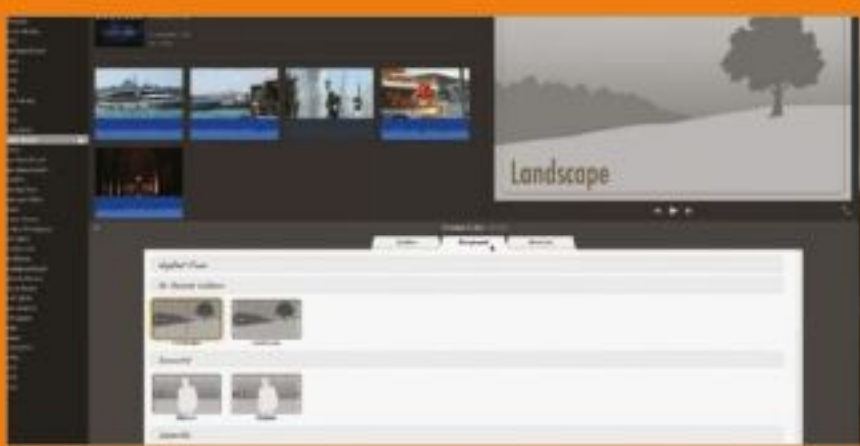
Create a trailer

A trailer is a great way of presenting footage and getting people excited about it



1: 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.



2: 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.



3: 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.



1: 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.



2: 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.



3: 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.



4: 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

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.

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

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

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

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

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

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

Stabilise 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.

Going further

Speed up or slow down clips

Retime your footage to produce creative results

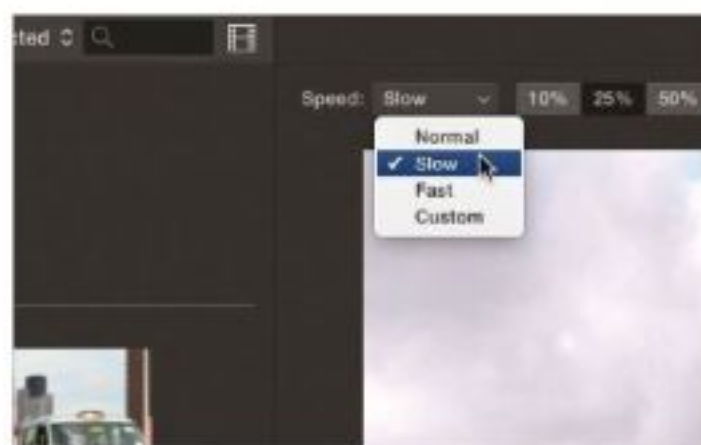


iMovie makes it easy to speed footage up to produce dazzling time-lapse sequences that show the ebb and flow of people and traffic in a busy city, or slow time down to watch a tree fall to earth. You can even split a clip so that it starts off in real time and then seamlessly slows down during a crucial 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 move. Click on the Crop icon above the viewer, then click Ken Burns.



02: Choose and point

Two boxes show the Start and End of the move. Click the End box to make it solid. Drag the corner handles to create a tight crop. Drag inside the box to pan or tilt.



03: Make a move

You can click the arrow icon 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.



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.



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.



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.



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.



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 causes the clip on the top layer to slide in from the left or right until it shares half the frame with the clip on the lower layer.

Going further

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

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

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

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.

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

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. 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 range 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 to 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.



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.

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 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 appear. Log into your iCloud account in a browser and go to iCloud Drive's iMovie folder. You can play your uploaded movies from there.

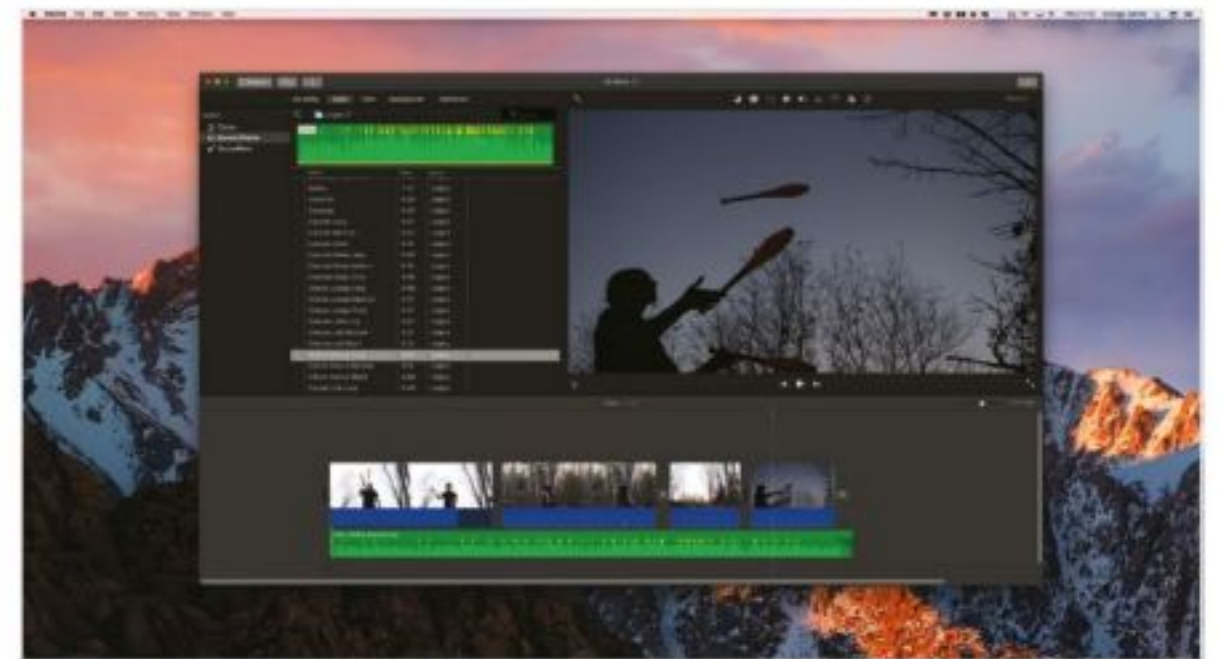


Master iMovie's Precision Editor

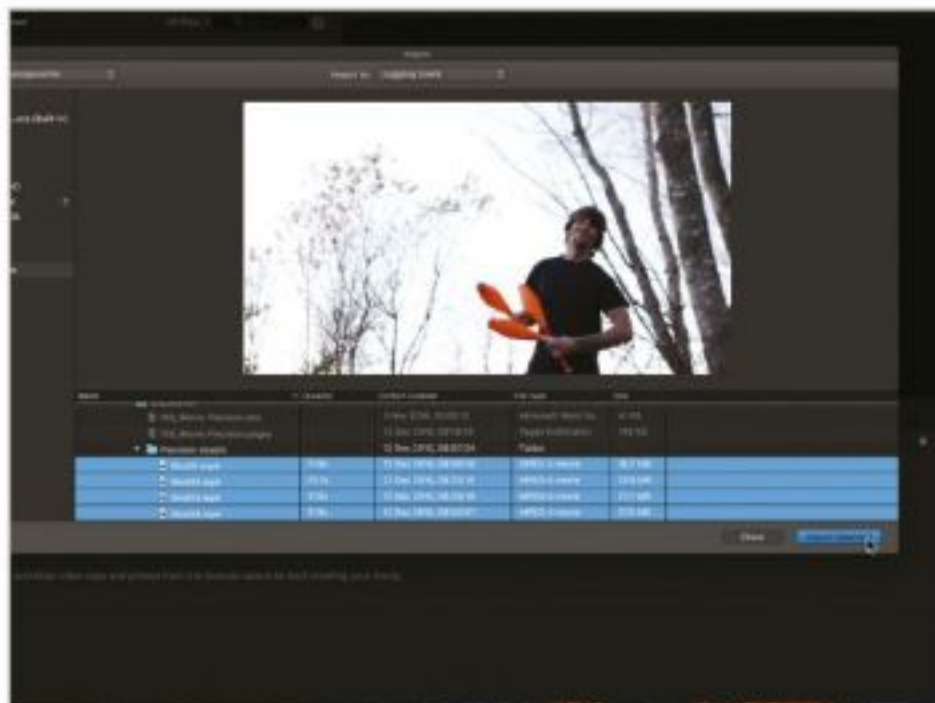
Achieve frame-accurate editing to create smooth-flowing sequences



When filming a sporting activity, you can change your camera position to capture a subject using different angles and shot sizes. If the action is repetitive you can cut between different takes to add visual variety to the project. We'll show you how to use iMovie's frame-accurate Precision Editor to cut a series of action clips together, to make the subject's action match perfectly when we cut (or mix) from one clip to the next. This creates a seamless sequence of shots. You can also fine-tune the edit point to cut earlier or later to the next shot. Thanks to the Precision Editor we can make the juggler in our supplied footage look much more proficient by cutting out mistakes.

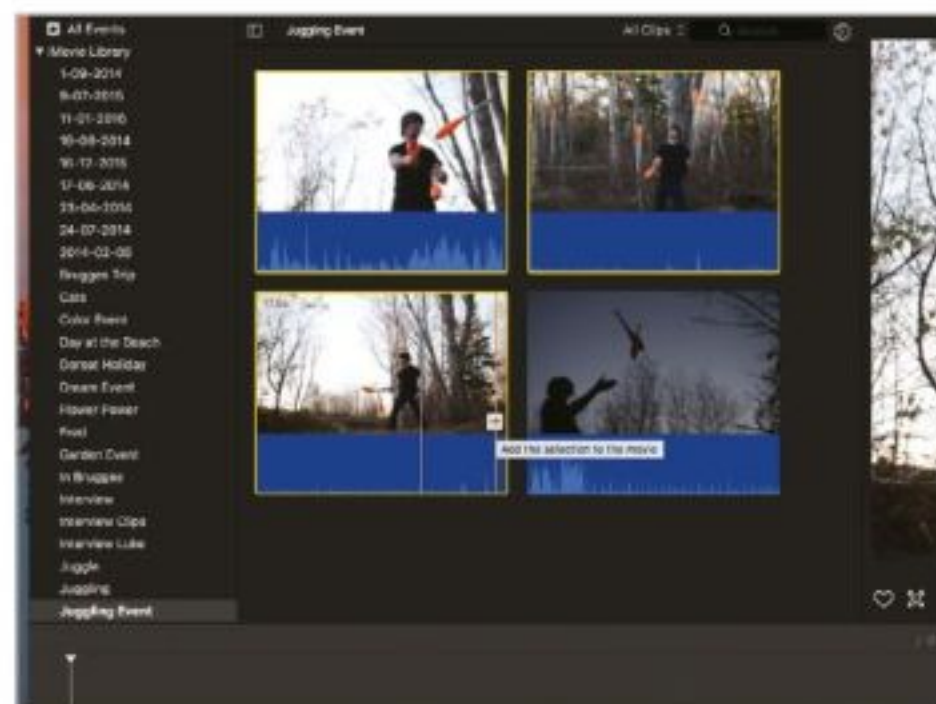


iMovie Produce frame-accurate edits



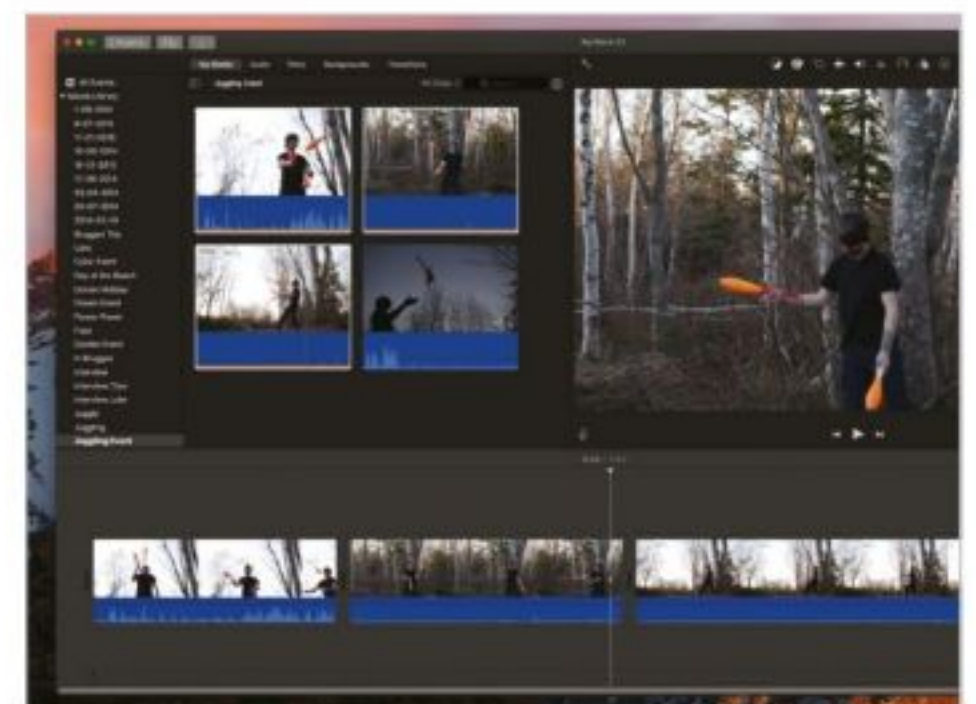
01: Import clips

Go to Projects and click Create New>Movie. Go to File>New Event. Label it 'Juggling Event'. Click Import Media. Browse to our supplied source clips on FileSilo. Click Import Selected.



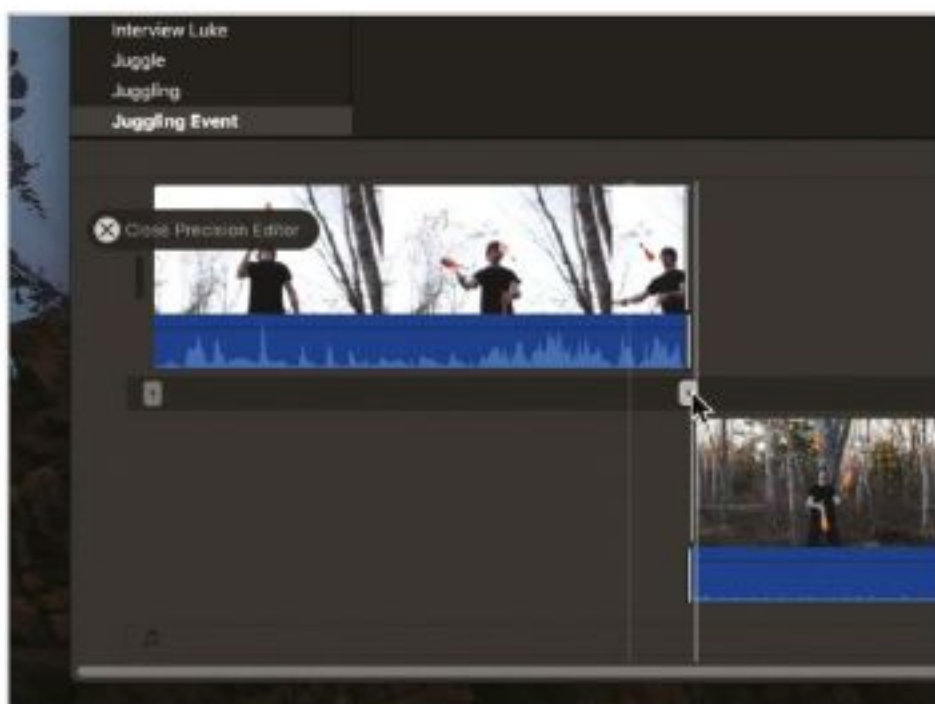
02: Add clips to timeline

Shift-click to select Shot01, Shot02 and Shot03 in the browser. Click Shot03's + icon to add the three selected clips to the timeline. The three shots will appear in consecutive order.



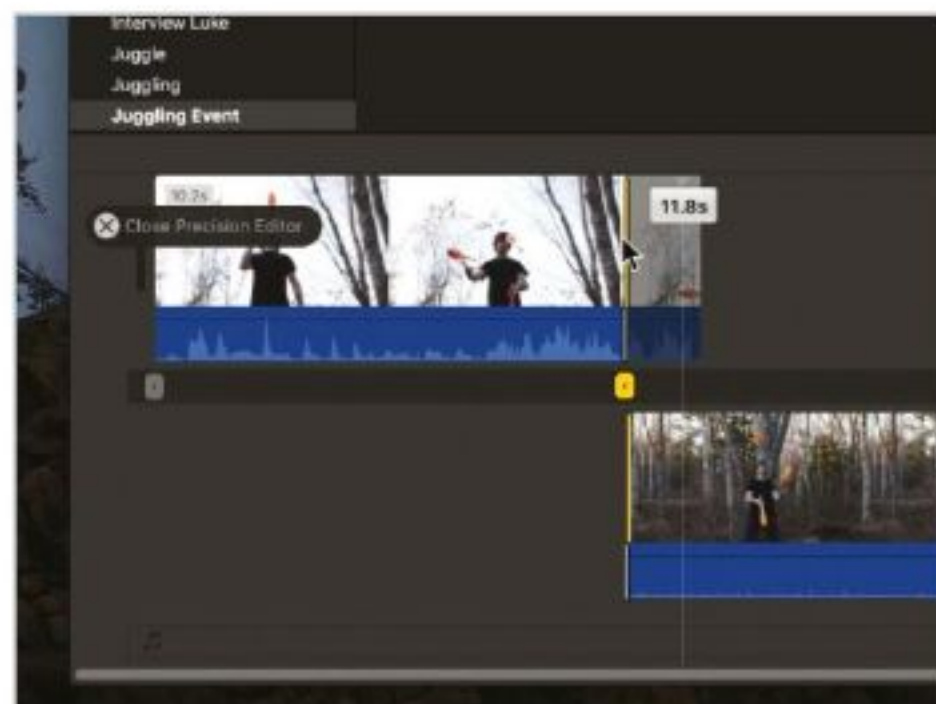
03: View the clips

Play the footage. As the shots are unedited the action doesn't flow as smoothly as it could. At the end of Shot02 the juggler fails to pull off a trick that he performs successfully in Shot03.



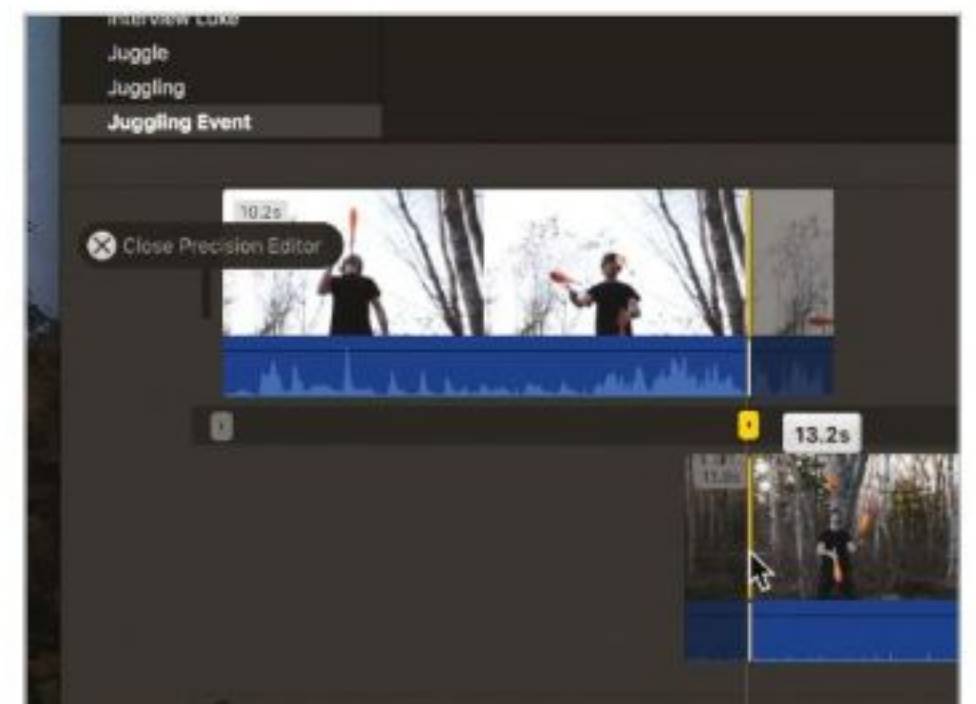
04: Add edit point

Click on Shot01. Choose Window>Show Precision Editor. Click the grey rectangular Add Edit Point icon above Shot02. Shot01 will jump to the top. Shot02 will stay on the bottom.



05: Set Shot01 out-point

Shot01 on the top is the outgoing clip. Shot02 below is the incoming clip. Drag Shot01's grey vertical edit point bar until the red-handled club is about to land in the juggler's right hand.



06: Set Shot02 in-point

On the bottom track drag Shot02's edit point bar to fine-tune where it starts (its in-point). Place the red-handled club so that it matches the position of the same club in Shot01's out-point.

Master the Precision Editor

Fine-tune an edit point's cuts and transitions

SPLIT EDIT

When you cut between two clips the audio will cut too. This can make the cuts appear more abrupt. When using the Precision Editor you can drag a clip's audio edit handle independently of its video edit handle. This enables you to make sound from one clip overlap another, which helps merge the adjacent clips together in a less jarring way.

Refine an out-point

Drag an outgoing clip's edit handle left to specify an earlier out-point for the clip. Drag the edit handle right to create a later out-point. The out-point frame selected by the edit handle will appear in the Viewer

Add edit point

When you click a grey rectangle above a clip it adds an adjustable edit point to two adjacent clips. The outgoing clip appears in the top track. The incoming clip appears in the bottom track

Use a transition

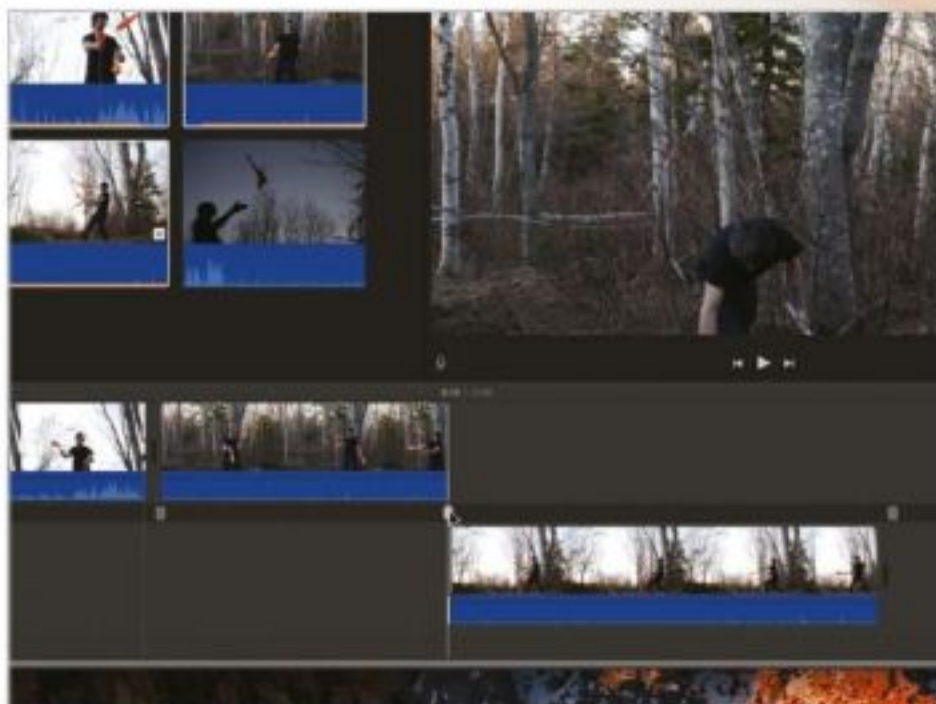
Once you've matched the movement between two cuts you can close it and add a transition between an edit point. You can then pop back into the Precision Editor and fine-tune the position and duration of the transition

Play back the edit

To see how your cuts are shaping up click in this middle grey bar between the outgoing and incoming clips. Tap the Spacebar to play the sequence and see the cuts made using the edit handle

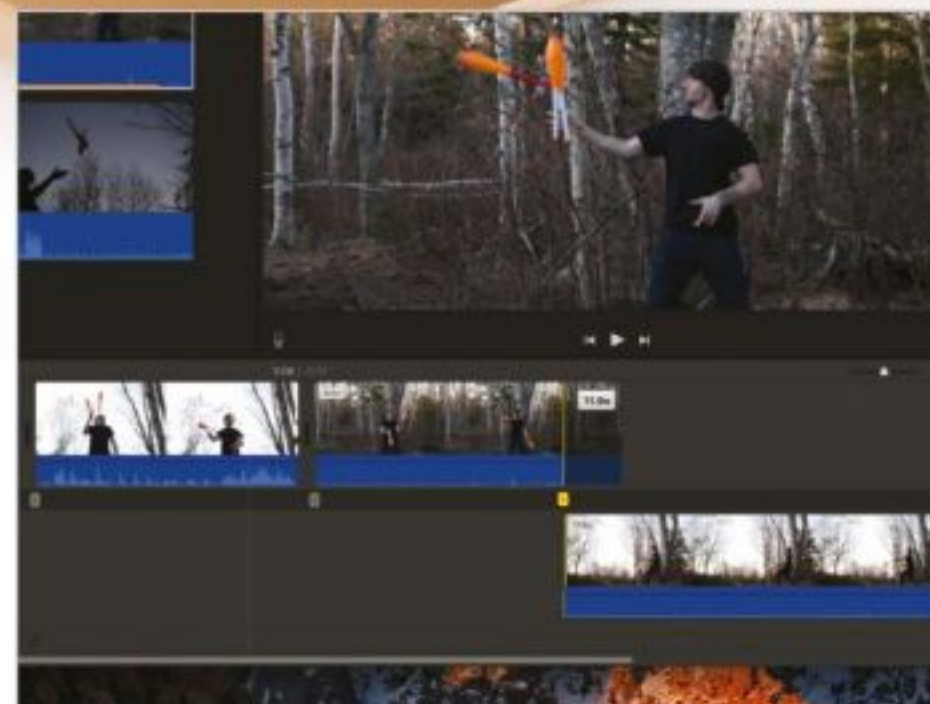
Refine an in-point

You can refine the incoming clip's in-point by dragging its edit handle left or right. Here we can match the action in the outgoing close-up so that the juggler's moves continue smoothly in the incoming wide-shot



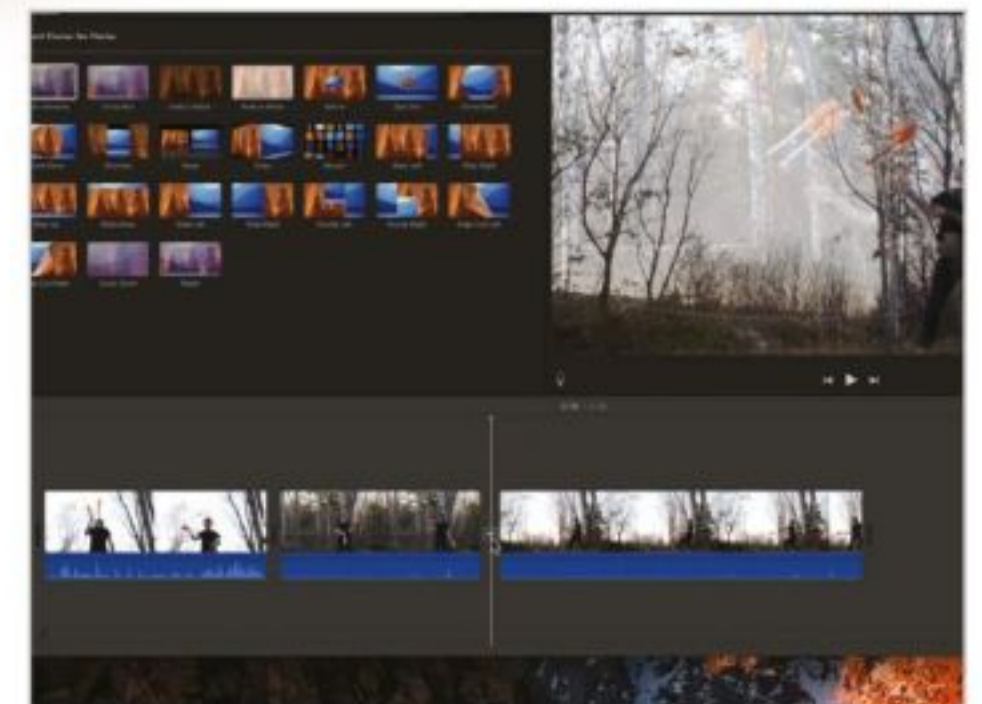
07: Check continuity

Play the sequence and the action will flow smoothly between Shot01's trimmed out-point and Shot02's trimmed in-point. Click the grey rectangular Add Edit Point icon above Shot03.



08: Match the action

In Shot02 the juggler fails a trick. Drag Shot02's edit point until the three clubs have just left the juggler's right hand. Drag Shot03's edit point so the action matches in the wider shot.



09: Add a dissolve

Click Close Precision Editor. The action will flow smoothly (and without juggling errors). You can drop a Dissolve transition between two cuts for a gentler blend between the matched moves.

Keep your Photos library organised

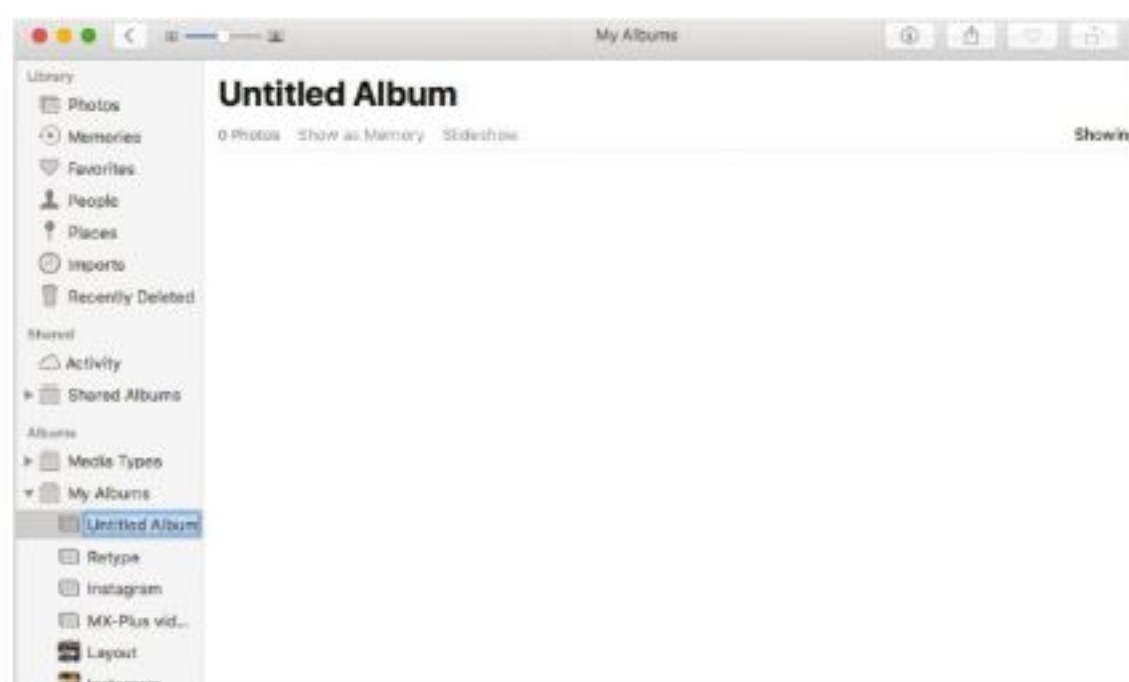
Discover the top ten best ways to keep on top of your packed Photos library on your Mac



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.

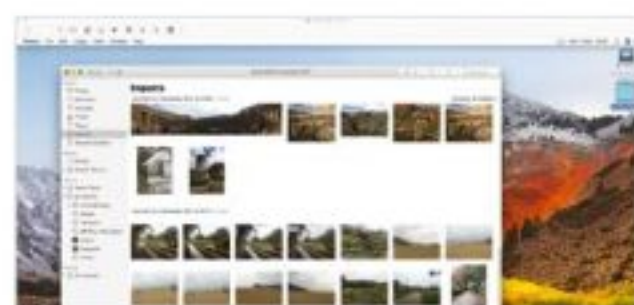
However, the problem with taking so many wonderful shots is that when you want to show them off to your friends and family, it takes an age to trawl through them all and find the one you want.

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.

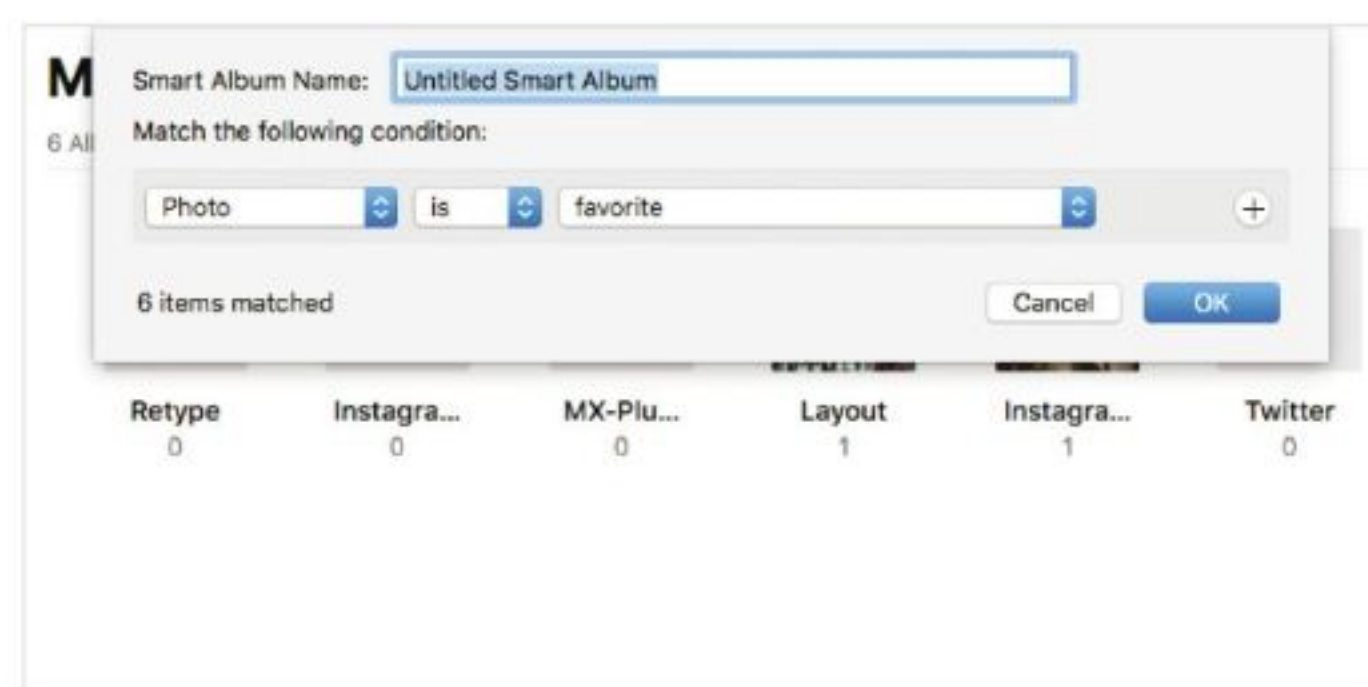
Share your photos

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 Memories

While making albums and organising images is easy to do yourself, Photos can offer a hand. As you upload and import images, the app will scan for things such as Holidays, places or people and create albums. You might find photos you forgot about!



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

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

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

Change slideshow themes

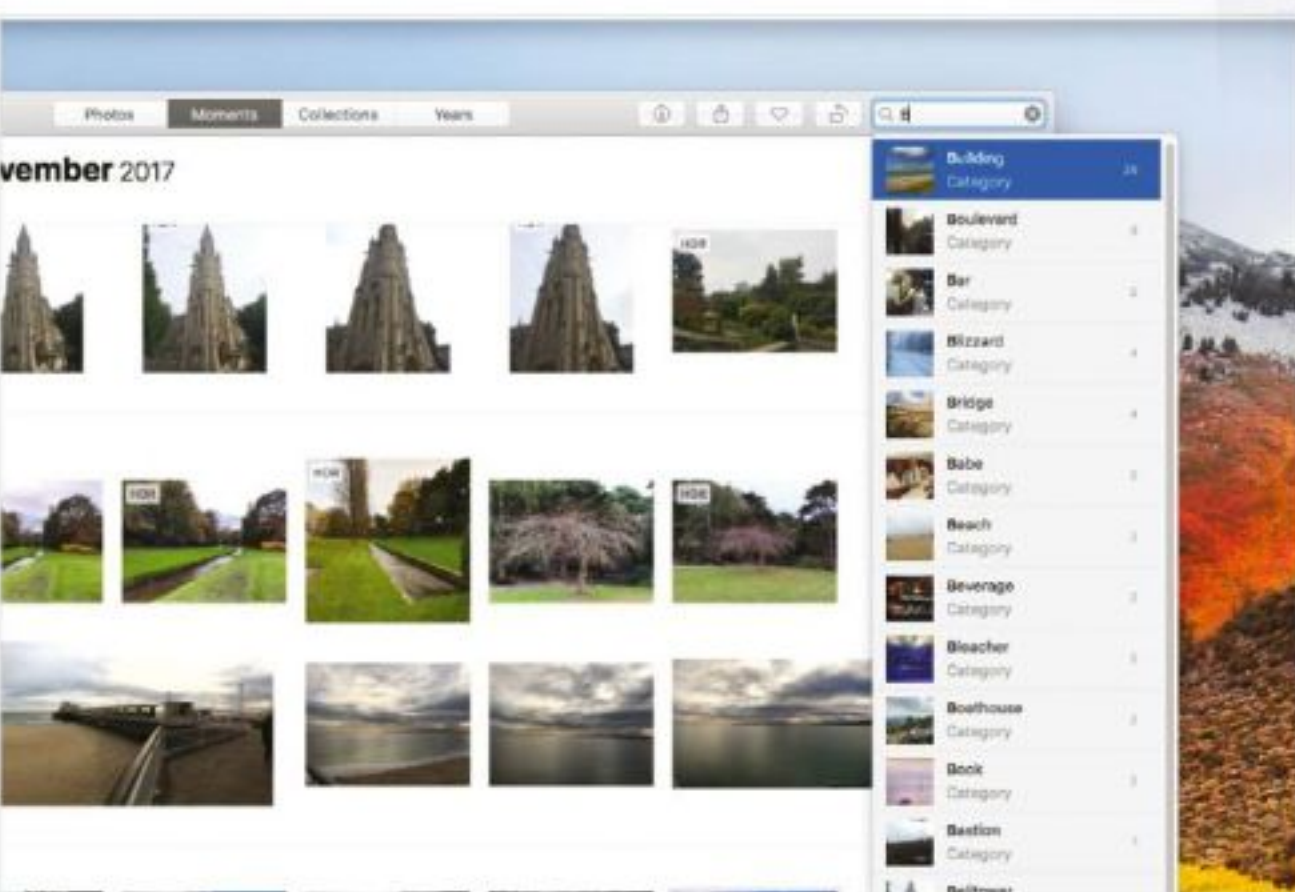
Alter how your images are displayed by hitting the Play button at the top of the window and select an alternative style, such as Vintage Prints or Origami to add some individuality

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

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

Use 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 'f' 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

In the top-right corner of Photos will be a drop-down menu, allowing you to filter what images are shown. You can choose between Favourites, Edited, Photos and Videos. If you select a group of images, a counter will appear, also in the top-right corner. Right-clicking the image icon next to the counter allows you to make changes.

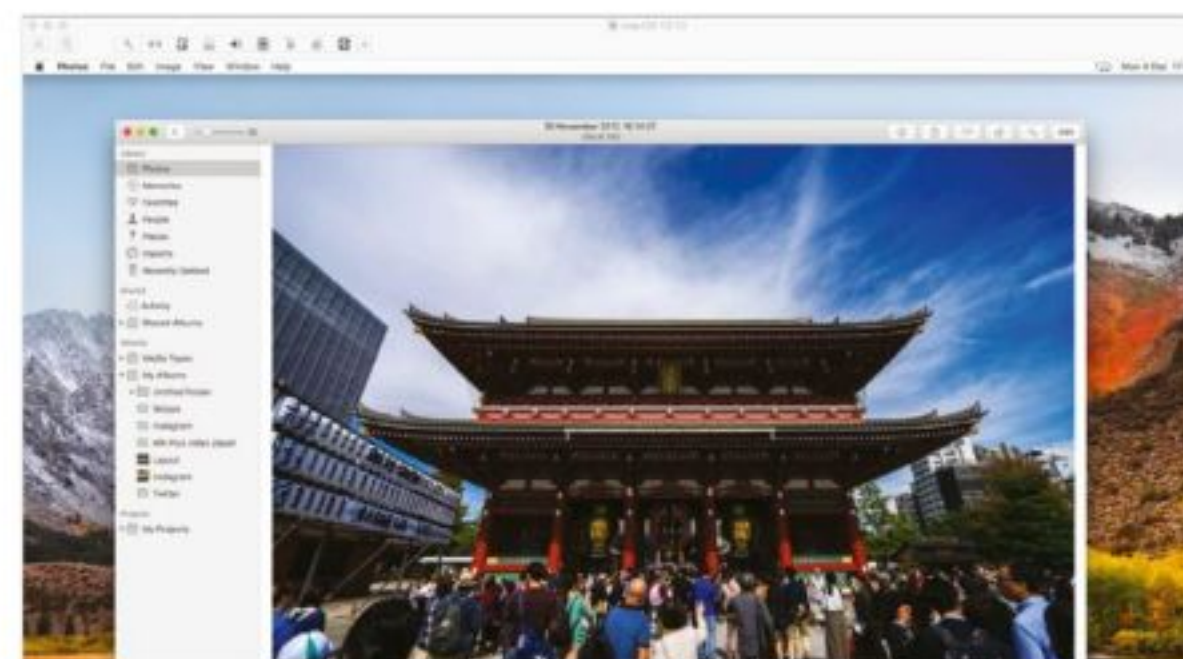
Search your library by objects

Use Photos' object-analysing search tools to discover specific pictures with ease



Thanks to our continually growing collection of digital photos it can be a struggle to find particular pictures, even if they are listed as chronological memories. Photos

helps make this tedious task less of a chore by analysing your library of images to categorise their contents. The new Faces section enables you to find favourite people with ease, but what's less obvious is that Photos can also recognise certain objects in a shot if they fall into particular categories. So if you need to find photographs of cats or cars then the Photos app can give you a head start in your search. Here's how to make object-based searches of your Photos library.



Find specific objects

Make a search based on visual analysis of a photo's content

MARVELLOUS METADATA

Photos' face and object-recognition tools analyse pictures' pixels to produce search results. Photos can also search an image file for other information, such as the GPS coordinates of where it was shot. Info attached to the file is referred to as metadata. When you add keywords, titles and a description to a photo this info is also stored in its metadata.

Search field

To find photos that contain a specific subject (such as a car), type the desired subject in the Search field. Photos will search files visually for relevant objects, plus it will look for appropriate keywords in a file's metadata

Results

As you type in an object-based search term a list of results will appear in this drop-down menu. The number of photos contained in each search result are also displayed here

Hide failures

Here Photos can't differentiate between two similar objects because it's not contextually aware of the differences. Right-click on a failed result and choose Hide 1 Photo to remove it from the current search results

Thumbnails

Click on a result in the Search field's drop-down menu to display the object-based results as thumbnails. For more detail, you can double-click on a thumbnail for a closer look at the image

Photos Find photos using objects



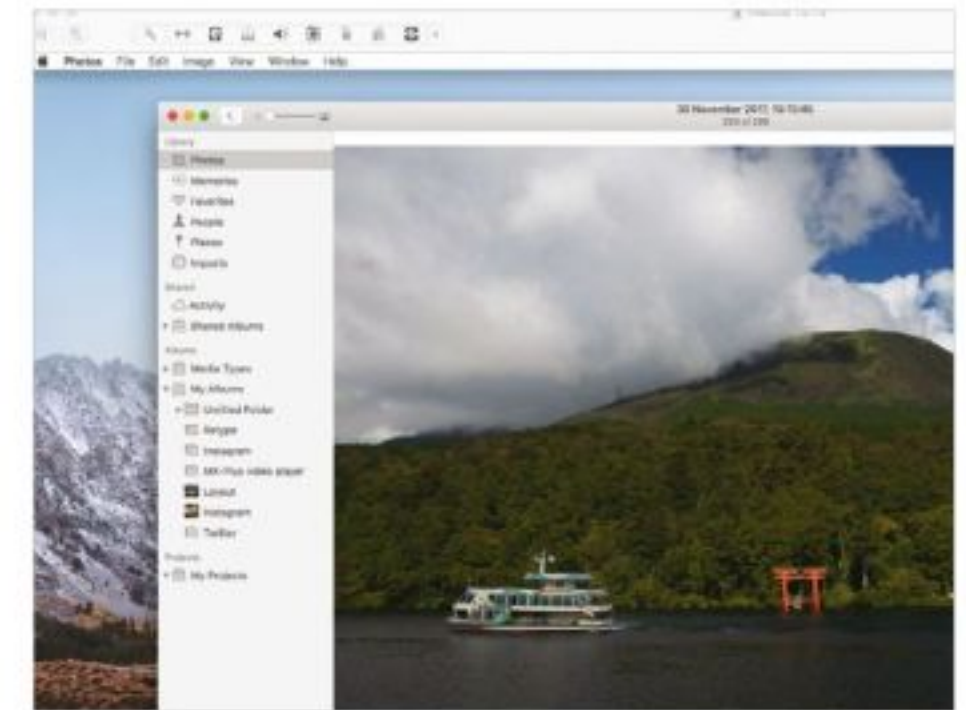
01: Scan the library

For object recognition to work, Photos needs time to scan your library. It will also scan new photos as they are added, so they may not immediately show up in an object search.



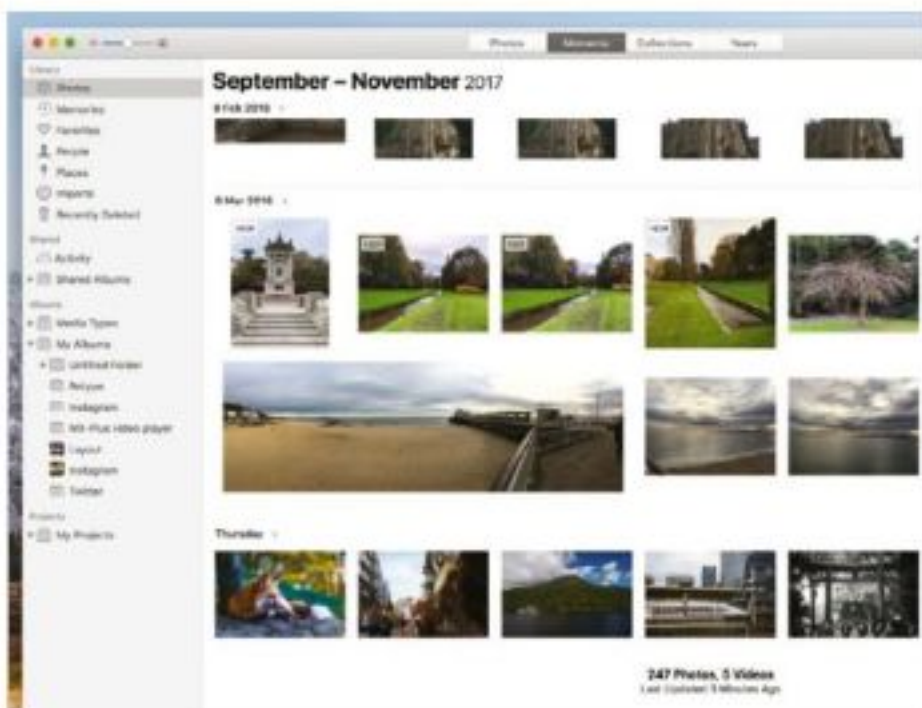
02: Search for people

To check that Photos has been analysing your photos for visual content, click on the People icon. Photos will present you with thumbnails containing shots of any people it can find.



03: Object recognition

As well as recognising individual faces in your collection of images, Photos can also recognise a wide range of objects (though there is no Object panel in the Albums section).



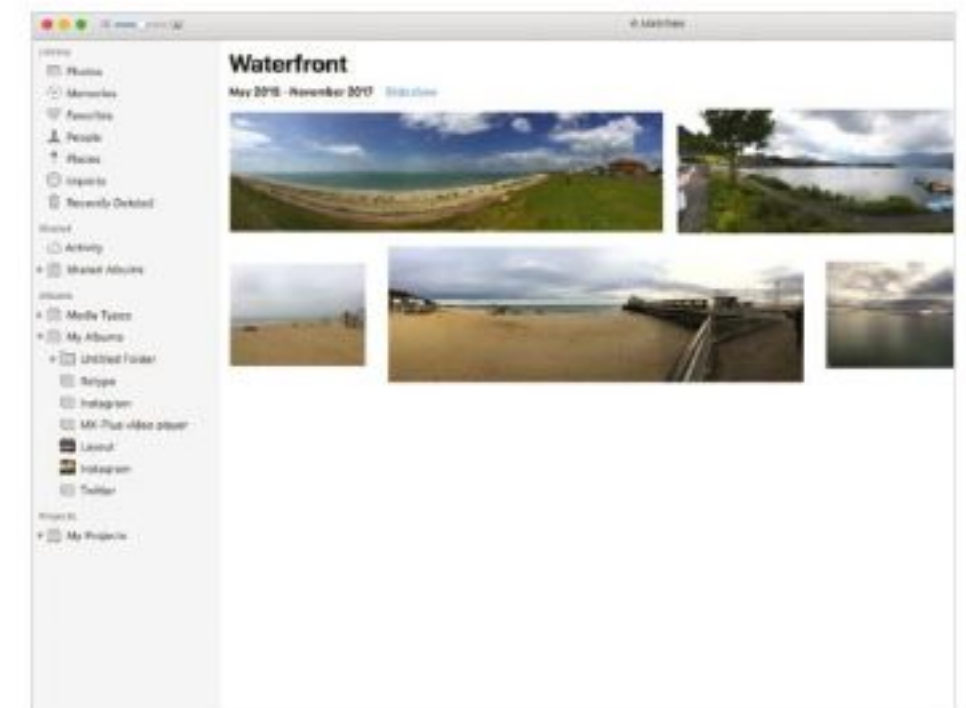
04: Search for objects

To try out an object-based search, go to the Albums section and click on All Photos to display everything in your library. Go to the Search field and type in an object such as 'water'.



05: Choose a Category

A drop-down list will appear based on the search term. It will also include any files that contain the searched object as a keyword. If nothing appears try using other terms for certain objects.

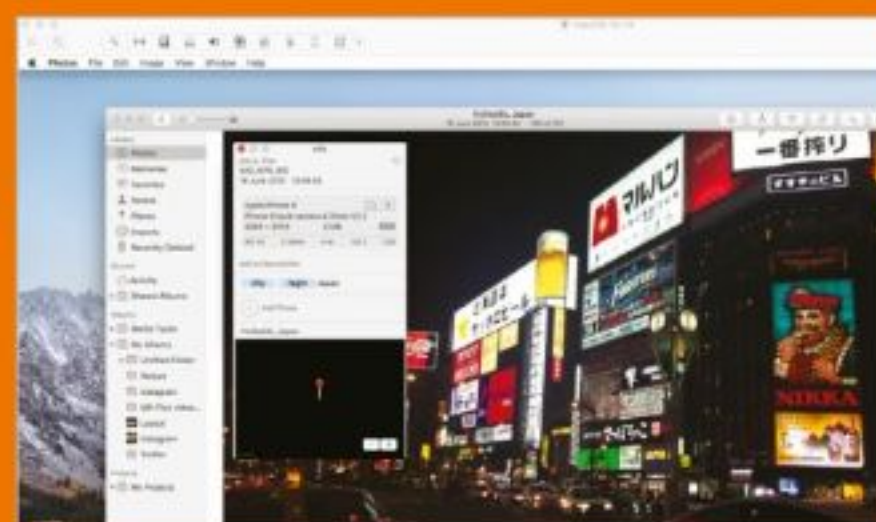


06: View results

Click a Category to display all the files in your library that contain that particular object. Photos can also recognise certain objects (including animals) in video files too.

Get clever with keywords

Photos' object recognition skills aren't perfect. When we searched for pictures of dogs many photos of cats also appeared in our list of results. Object recognition is a useful weapon in Photos' arsenal but it can't win the photo-finding battle on its own. To help Photos find specific shots, it's good practice to add keywords to your images. You can then find specific subjects much more easily in the future.



01: Add keywords

Click on a photograph to target it and then press **Cmd+I** to open the Info panel. Type in a description of the photo. Add as many keywords you need to describe the content. Think 'what', 'who', 'where' and 'when'.



02: Search for keywords

Once you've added keywords and a description to an image's metadata, you can use the Search field to display any photos containing those keywords. This is very useful if an object- or place-based search fails to find your desired shot.

Take control with curves

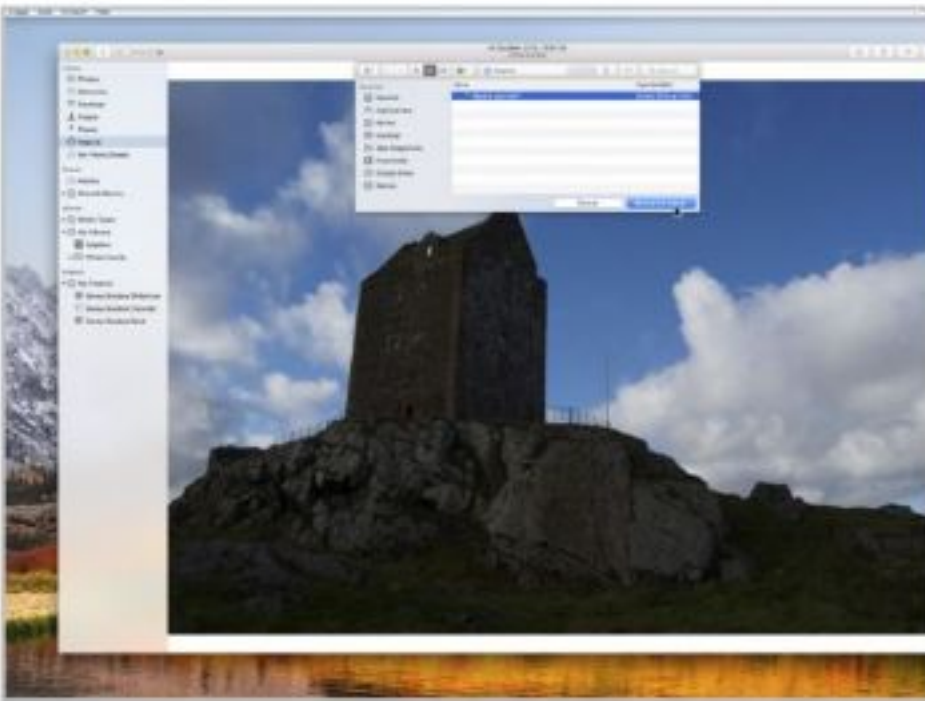
Fix exposure problems by changing the shape of a curve in High Sierra's Photos



With High Sierra OS, the Photos app now boasts a wider range of image editing tools. One of the most powerful new tools is the Curves panel. By changing the shape of a curve you can selectively lighten or darken specific tones. This helps you tackle problem shots such as our backlit start image. Due to the scene's high contrast lighting the camera has struggled to get detail in both the shadows and the highlights. By adding points to a curve we can claw back the castle's under-exposed shadow detail without blowing out the sky's correctly exposed highlights. Curves is an exciting addition to Photos, elevating it to a more high-end post-production digital darkroom.



Photos How to adjust exposure



01: Import problem picture

Go to File>Import and browse to our supplied Backlit_start.NEF image. By editing a Raw format file we can restore more shadow and highlight detail. Click 'Review for Import'.



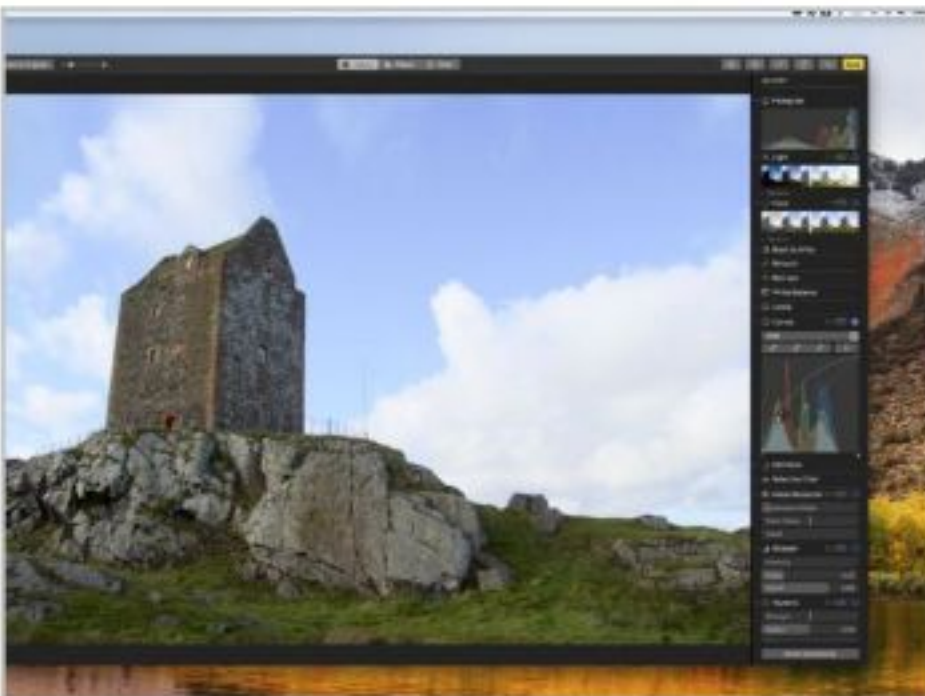
02: Summon histogram

Double-click on the imported photo's thumbnail. Click 'Edit'. Choose View>Show Histogram. The graph is peaking at the left, indicating strong dark shadows.



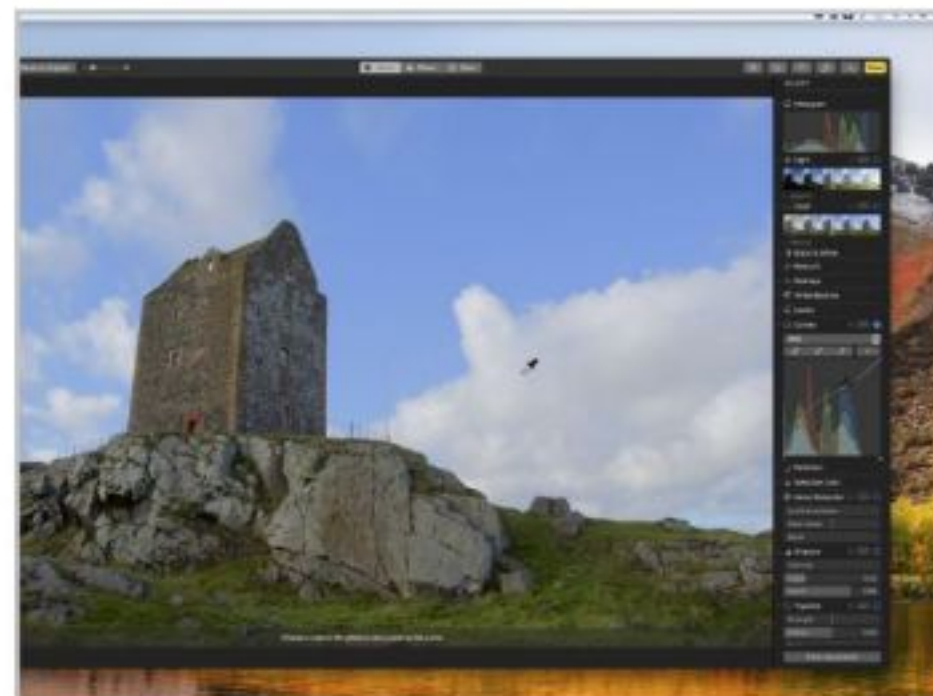
03: Add control point

In the Curves panel click the Add Points icon (at the right of the three eyedroppers). Click on a dark part of the castle. A control point will appear near the bottom of the curve.



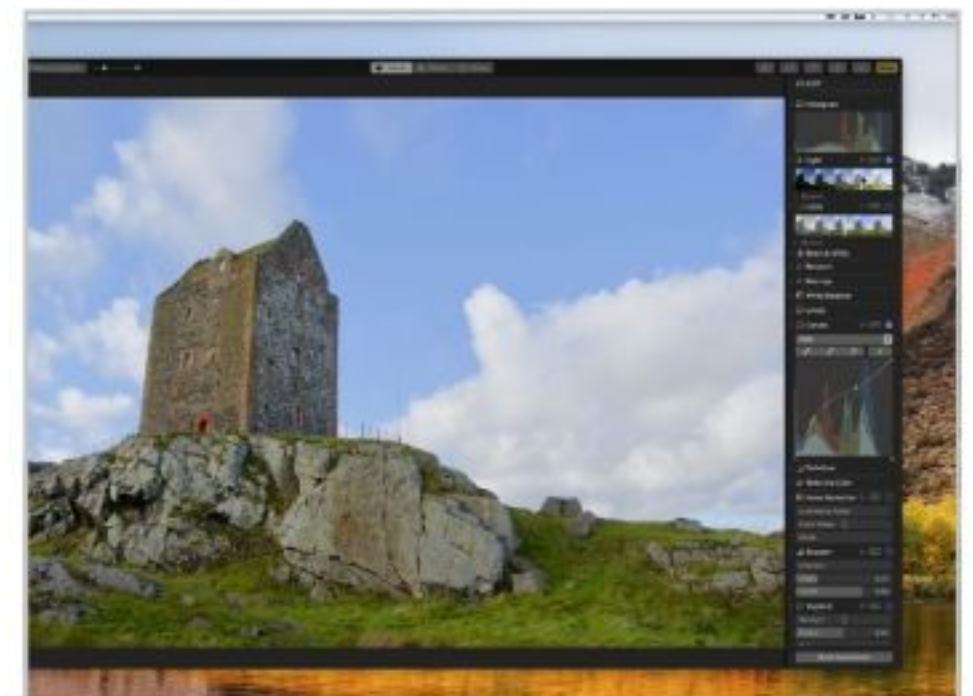
04: Adjust the curve

Drag the curve control point upwards to brighten the shadows and reveal more of the castle's detail. The curve will bulge upwards and lighten some midtones and highlights too.



05: Sample brighter areas

Click on 'Add Point'. Click to sample some of the lighter clouds. This places a new control point near the top right of the curve. Drag the point down to restore detail to the highlights.



06: Fine-tune histogram

After making tweaks, go to the Light panel. Drag the slider right. The histogram graph will now have a wider spread of shadows, midtones and highlights.

Find your way around Curves

Selectively lighten shadows and darken highlights

Adjust control points

By dragging a control point upwards you brighten the tones on the underlying histogram. Here we're predominantly lightening the shadows towards the left of the histogram.

Darken highlights

This control point overlaps the brighter parts of the histogram. By dragging it downwards we can darken the highlights and midtones to help stop them from being over-exposed.

ABOUT CURVES

By default the curve is a straight diagonal line overlapping a histogram. The bottom left of the curve adjusts the shadows at the left of the underlying histogram. If the curve bulges upwards in middle this will brighten the midtones in the middle of the histogram. Adjust the top right of the curve to alter the highlights at the right of the histogram.

Global adjustments

The Light panel brightens the shadows, midtones and highlights equally. Once you've created a more balanced exposure using the Curves panel you can fine-tune the overall exposure using this slider.

Add control point

This tool enables you to add control points to a curve more accurately. Click on this icon and then click on a problem part of the photo (such as the under-exposed castle). A control point will appear on the part of the curve that controls the sampled tones.

Creative colour curves

On your Mac's display each photograph's colours are reproduced by mixing Red, Green and Blue channels together. By default, the new Curve tool changes the brightness of the RGB channels equally to create lighter or darker versions of the shot's colours. However, if you tweak an individual colour channel's curve independently of the other channels you can produce creative shifts in colour and mimic old-school darkroom film development techniques. Here's how to get started...



01: Warm up the shadows

Import our Creative_start.NEF file and click on the Edit button. In the Curves panel, set the RGB drop down to Red. Drag a shadow control point upwards to lighten the Red channel and warm up the shadows.



02: Golden hour effect

Set the Curves channel dropdown to Blue. Click on the curve to place a control point near the highlights. Now drag the point down to reduce blue in the highlights and create a sunset 'golden hour' look.

How to use Drum Designer

Discover how percussion levels can be adjusted via a special plugin



When you start a new GarageBand project, finding a rhythmic groove can take

time. Thankfully the growing roster of Drummer players is a huge help for instantly adding intelligent percussion patterns that organically follow other tracks or performances. These virtual players span a myriad of genres and use their different

drum kit types in various ways, all of which can be customised. In this guide we'll look at a control element that lies behind the usual Drummer Editor – the Drum Designer. This useful Smart Controls panel defines more acutely the volume or attack levels for each element of a Drummer's kit, toggling them on or off and also applying any additional plugin effects.



Get to grips with Drum Designer

Pick up the beat



01: Acoustic Drummer

To start, have at least one yellow Drummer track selected within your project featuring a real kit-playing player. In this instance we're using Anders from the Rock category.



02: Smart Controls

Rather than click the Editors button to open the Drummer Editor, view the Smart Controls via the adjacent button top left or with the B key shortcut, showing the Drum Designer.



03: Solo and cycle

From here it's useful to solo the track via the headphone button in the header, cycle the Drummer regions in the project timeline and press play to preview adjustments.



04: Drum levels

Each drum element from kick (bass) to percussion has a dial that quite simply sets the volume of that kit piece within the output of the Drummer track's selected pattern.



05: Toggled off

Regardless of which kit pieces are played within the Drummer pattern, each element is turned on here. Clicking the adjacent lit button actually switches that element off.



06: Electronic instead

Those Drummers playing electronic kits show a vastly different set of synthesizer controls instead. The same principle applies however, with dials for each virtual element.

Designer detailed

Acquaint yourself properly with the wood-clad Drum Designer panel found within Smart Controls

Drum Designer plugin

The Drum Designer is actually a plugin found within the inspector of the Smart Controls panel for any actual kit-playing Drummer. Extra plugins listed in the box below will add controls such as compression or effects, giving you full control over the rhythm you want

Drum Kit Designer

Also often labelled as 'MIX', this set of six dials and toggle buttons sets the level of each piece of featured kit, enabling elements to be switched off entirely or raised and lowered in volume, just like real microphone channels

Compression controls

Compression is an extra track plugin often applied to Drummer by default and is useful for making drums tighter and punchier. These extra controls turn it on or off while also adjusting the amount applied

Effects selectors

These effects controls often vary from Drummer to Drummer, reflecting any extra plugins applied in the inspector. Usually they adjust general drum tone, brightening or deadening it, along with adding 'Room' reverb for more natural sounding ambience

SOME NATURAL BALANCE

The real value of the Smart Controls for natural kit or electronic Drummer tracks is in balancing the performance. Adjusting the volume or attack of a kit part, whether it is drum, hi-hat, cymbal or percussion, is useful for emphasising those hits, strikes or fills within a pattern. This is worth remembering as an advanced customisation technique for achieving a more natural result.

Picking kit parts

Most commonly, the kit parts or the drums being played are defined within the Drummer Editor (E) panel. Here you'll find a visualisation that doubles as drum kit controls for toggling on or off elements of the kit itself, before the sliders and knobs dictate the number of fills. Obviously this will determine what the Drum Designer within Smart Controls can do, so in the following steps we'll take a look between the two panels at how one dictates to the other and observe the impact.



01: Helping hands

First we'll show the Drummer Editor on our selected Drummer track in our project. Here we will click on the 'hand' percussion icon to add handclaps to the pattern. To add enough audible fills, we have the slider set to two.



02: Percussion power

If we switch back to Smart Controls and the Drum Designer knobs, we can adjust the applied handclap percussion selection. Raising the level right up will elevate and emphasise its volume, whereas dialling it back quietsens it.

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 and more complex 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

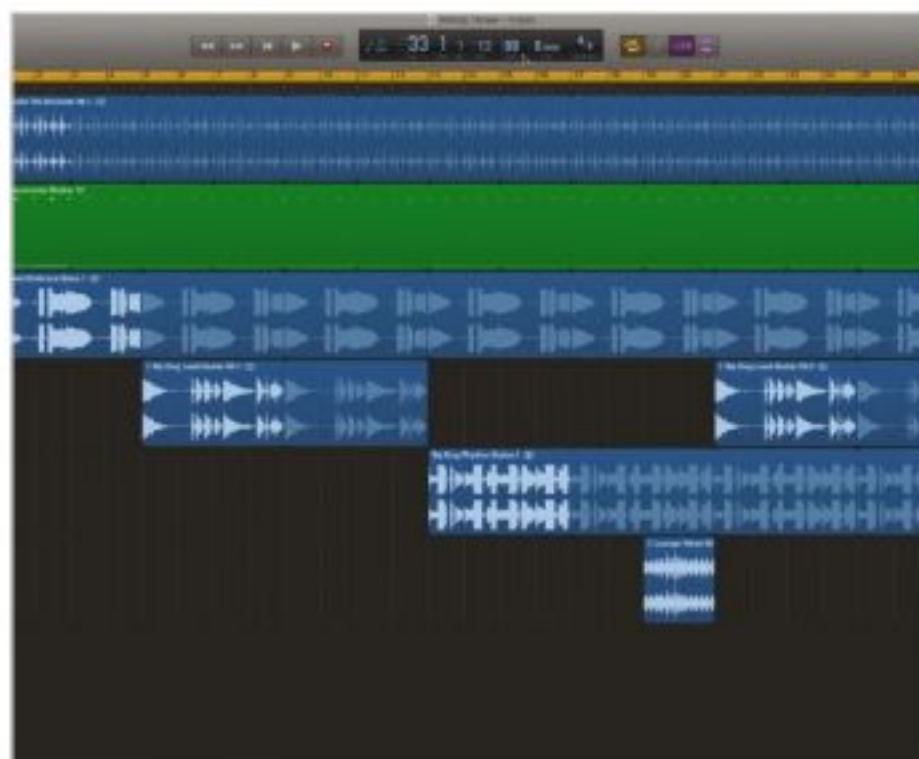
The current project tempo is measured in beats per minute, with new projects created at 120bpm. It is displayed within the control bar LCD and can be clicked and dragged, or double-clicked to edit the Tempo field

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

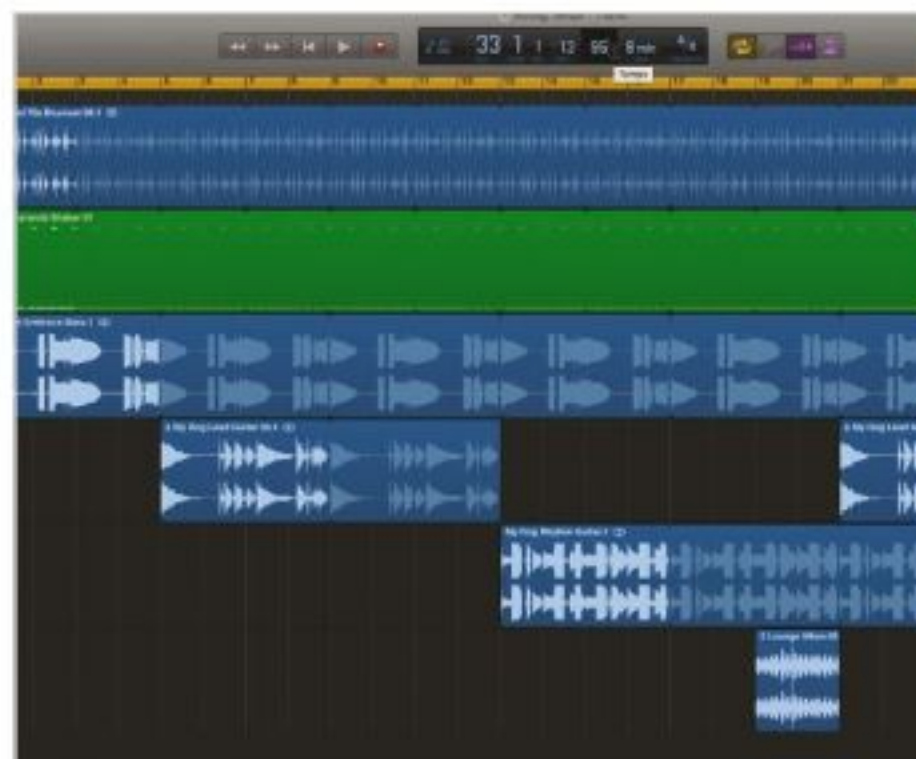


GarageBand Time-keeping with the Tempo Track



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

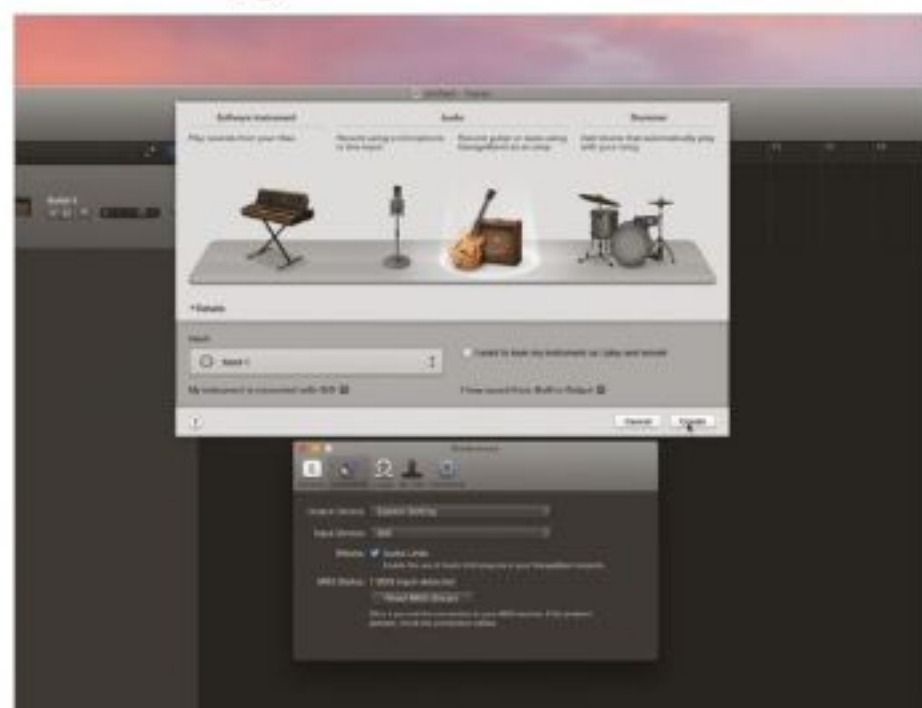


When it comes to harmonious music, the idea of staying in tune is non-optional. It is the solid cornerstone all musicians start from, knowing that when striking a note or fingering a chord it should sound as expected. Vital, therefore, when playing in an ensemble. Staying in tune is equally important 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.

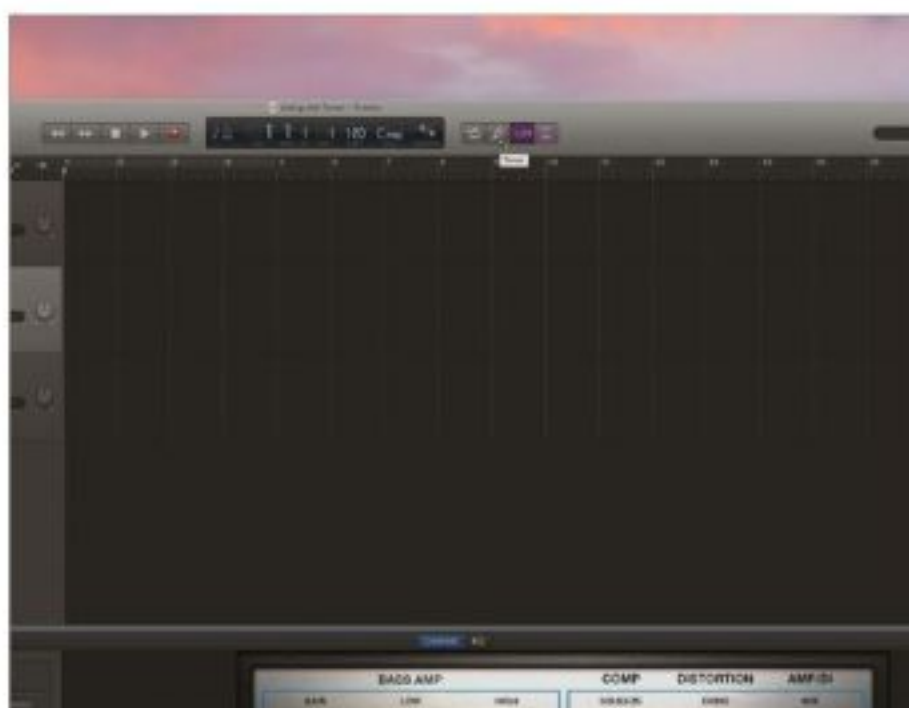


GarageBand Tune your GarageBand instruments



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.



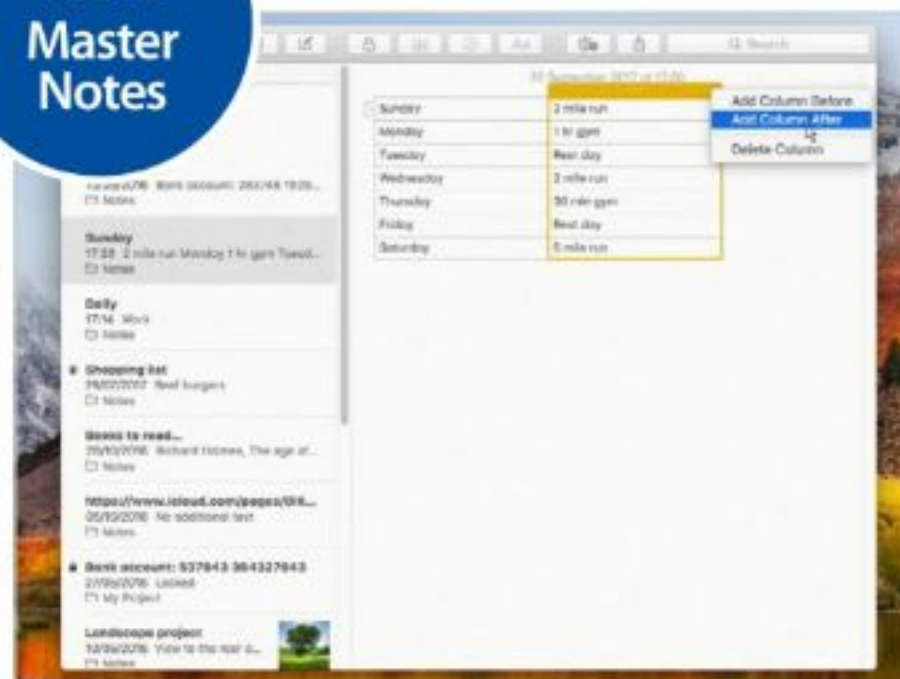
09: Explore additional options

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.

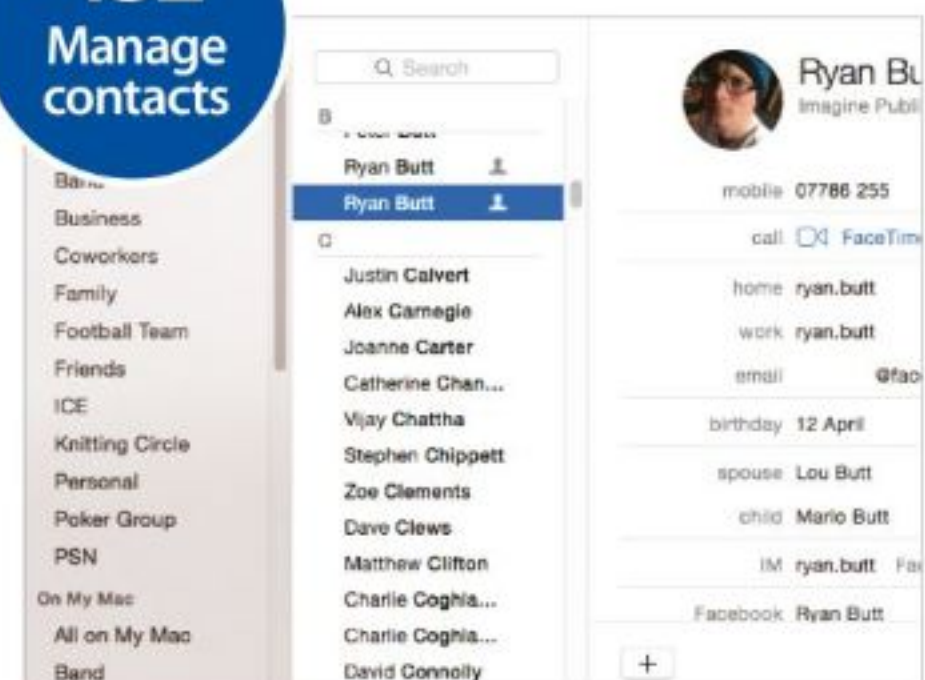
Working with macOS

Learn how to make the most of productivity apps to work smarter – either at home or in the office

150
Master
Notes



152
Manage
contacts



150 Master the new features of Notes
Learn how to insert tables in Notes

152 Keep your contacts in an address book
Keep your contact info all filed away

154 Build documents with Pages
Create CVs, reports, posters and more

156 Create and save a custom Pages template
Make your own template to use in Pages

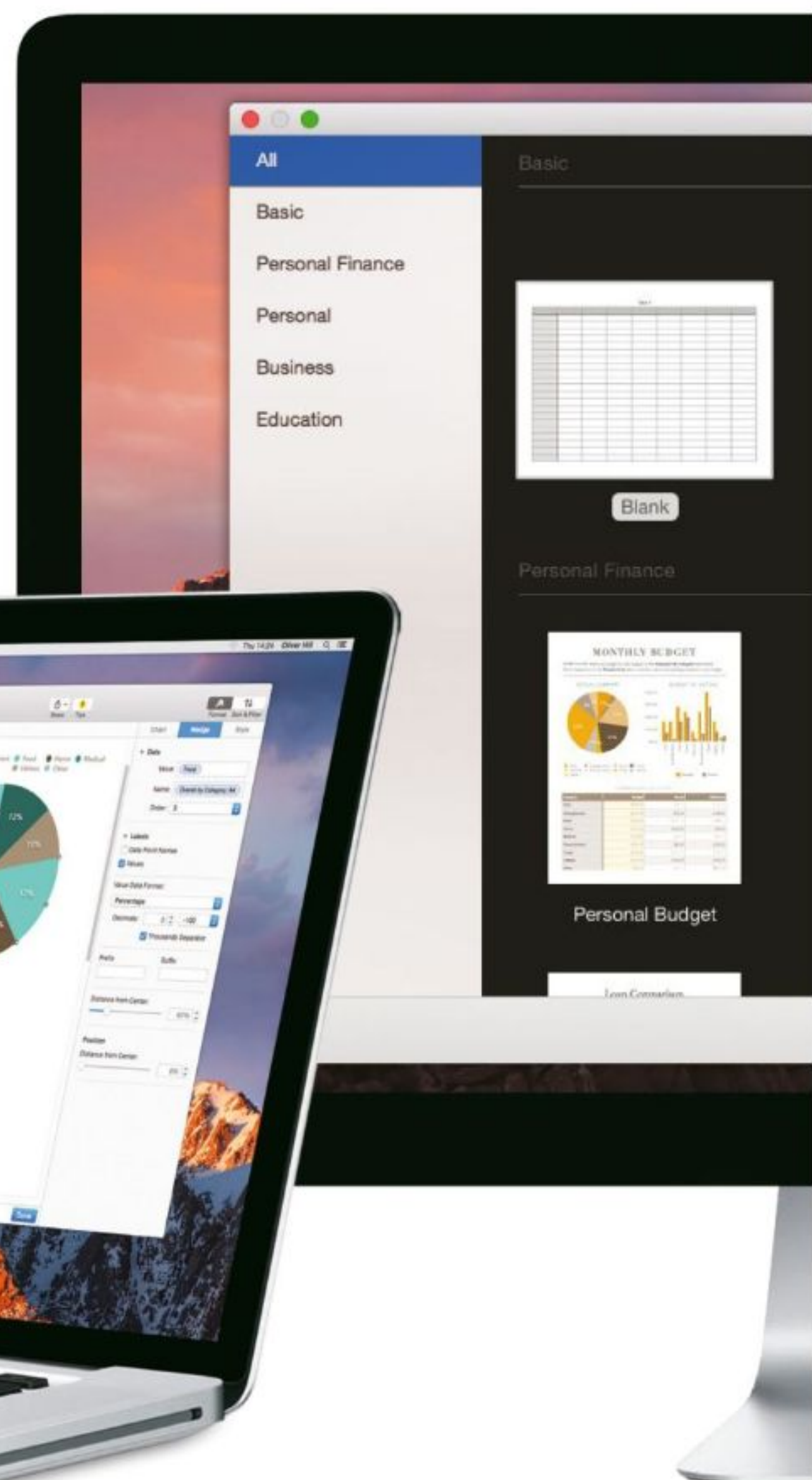
158 Create a spreadsheet in Numbers
Spreadsheets become exciting with Numbers

160 Visualise data in Numbers
Convert your spreadsheets into graphs

162 Keep notes to help you present
Make the most of Keynote's presentation tools

“Pages, Numbers and Keynote are all excellent office apps, and should easily cover most of your needs”

160
Visualise your
Numbers data
with charts and
graphs



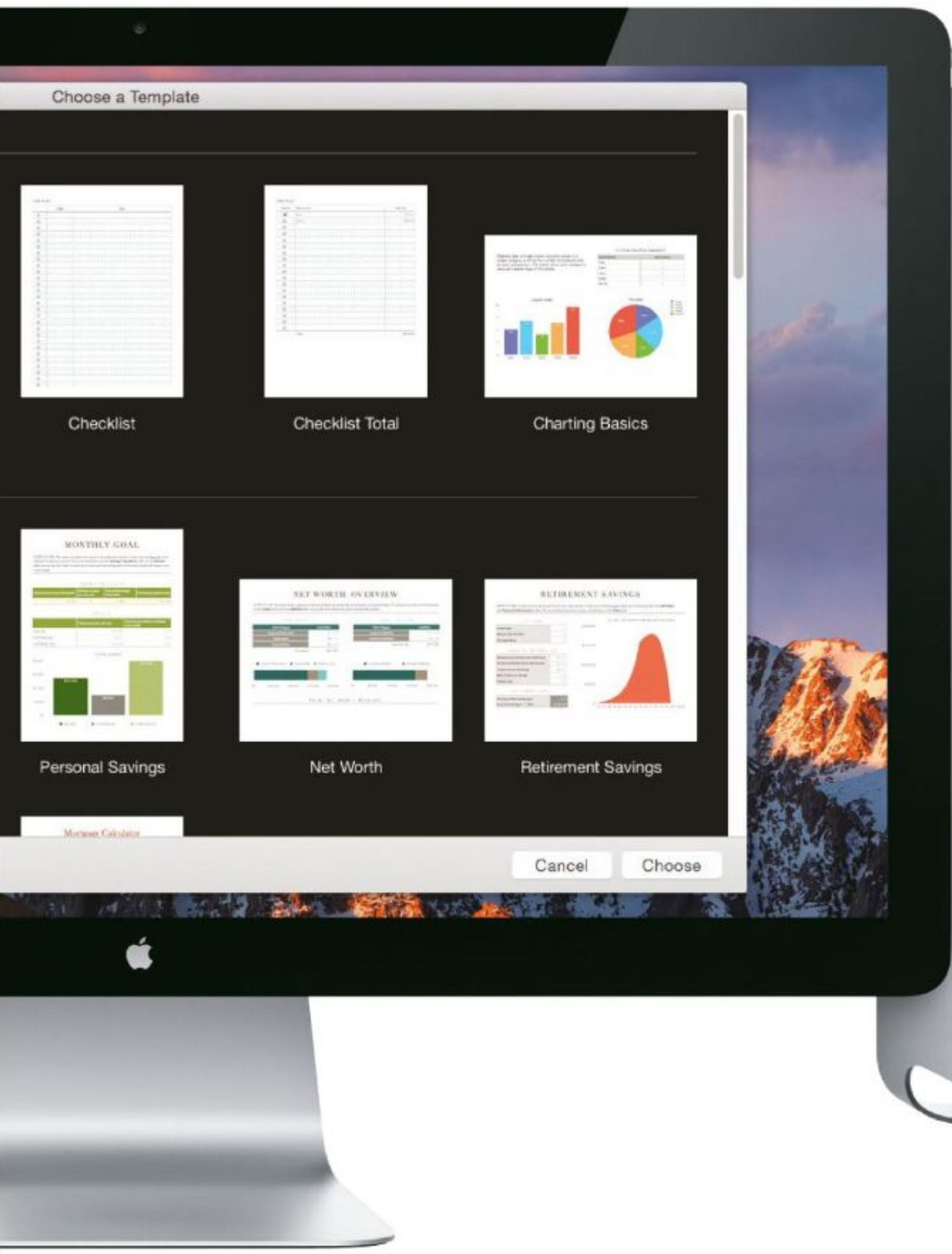
154
Learn to
use Pages



156
Make a
template



162
Use notes in
Keynote



Working with macOS

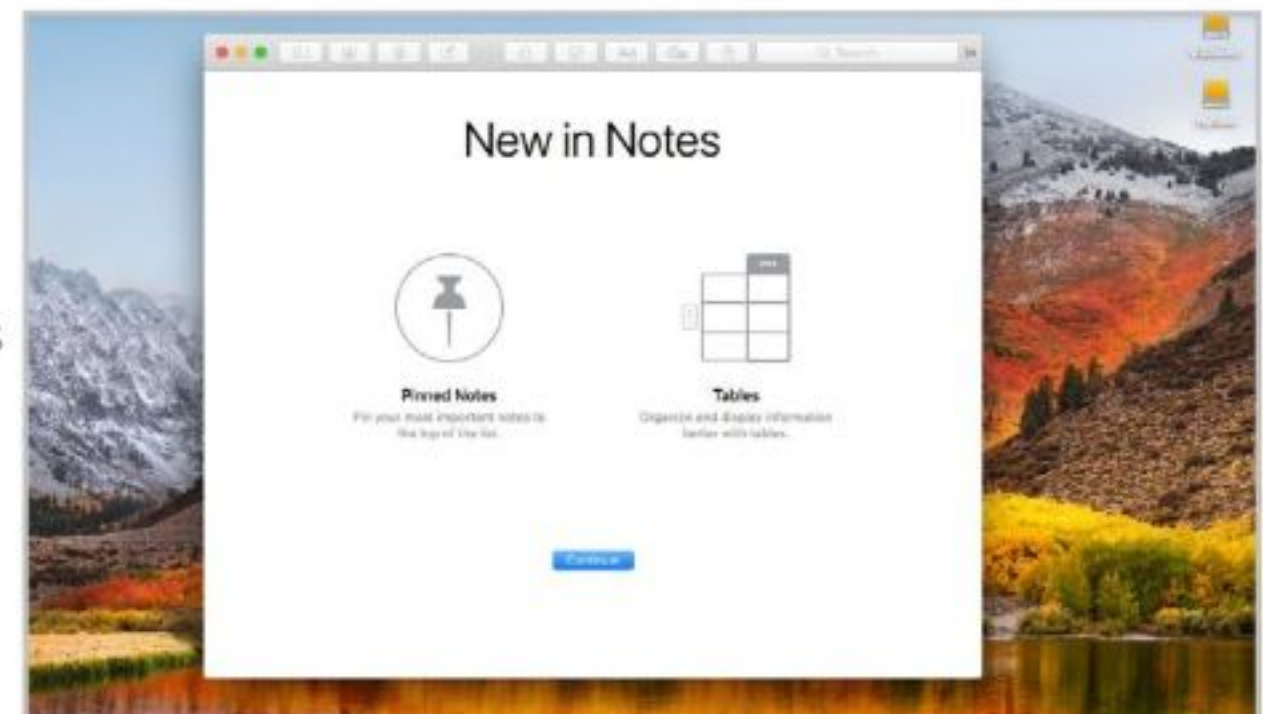
Master the new features of Notes

The improvements in Notes in macOS High Sierra make the app even more useful



Apple has tweaked the Notes app in macOS High Sierra and has added a couple of great new 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 new 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.



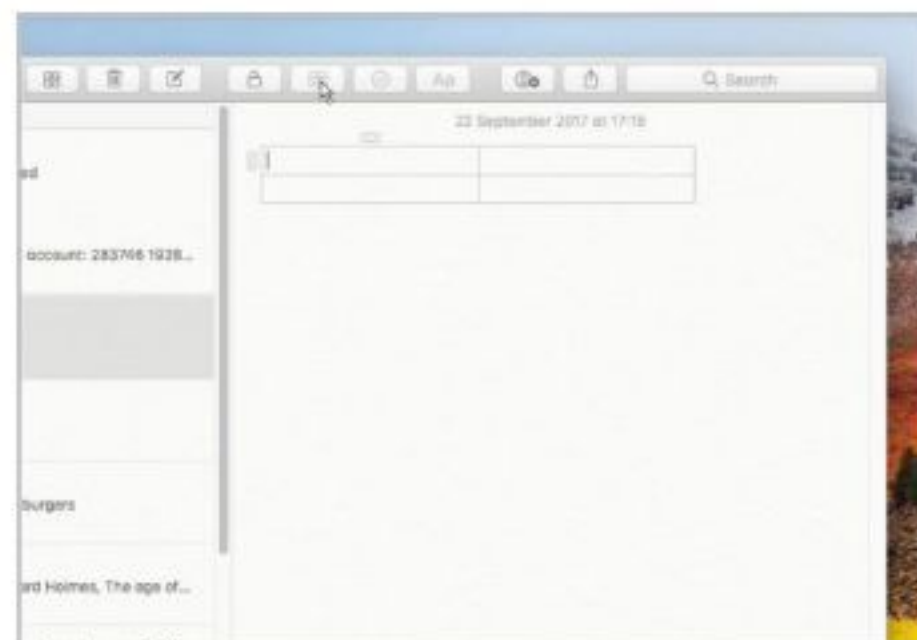
Notes

How to insert tables



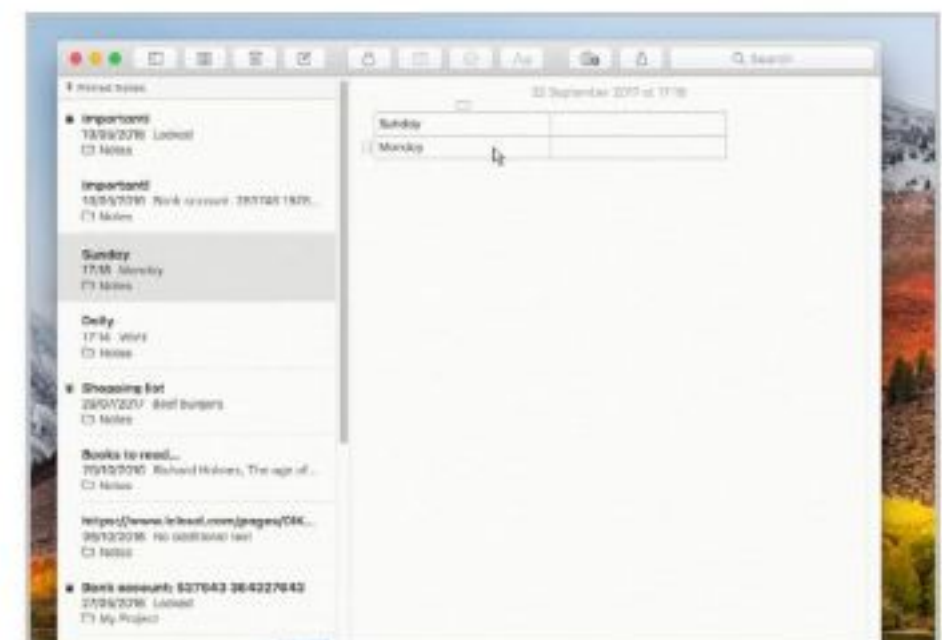
01: Create a note

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.



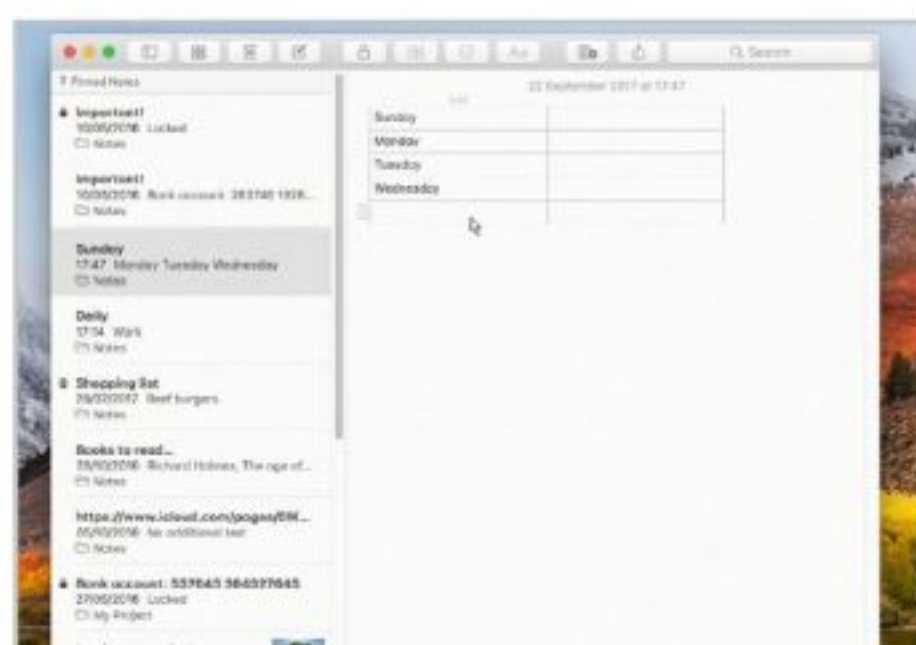
02: Insert a table

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.



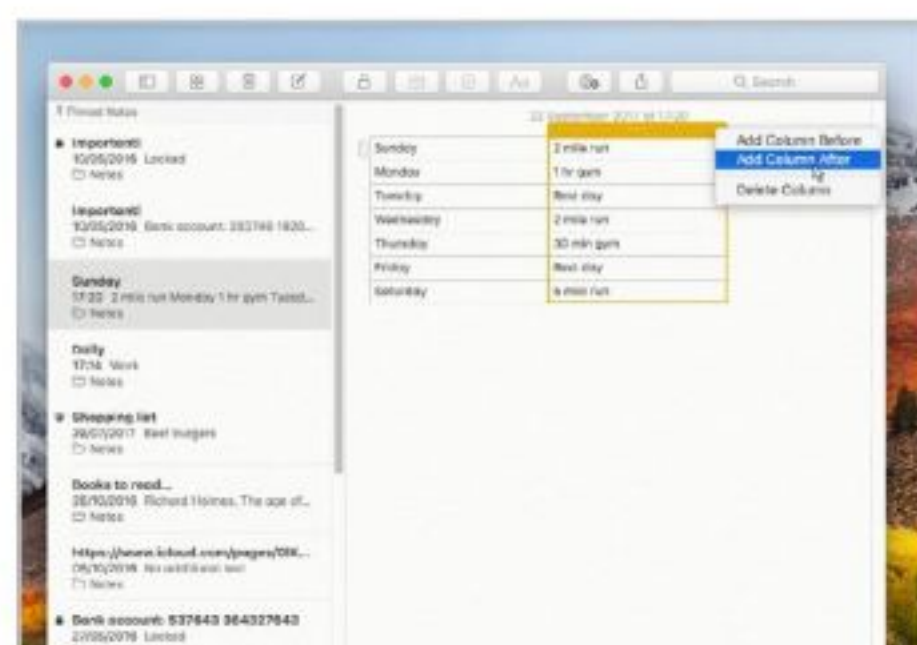
03: Fill in cells

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.



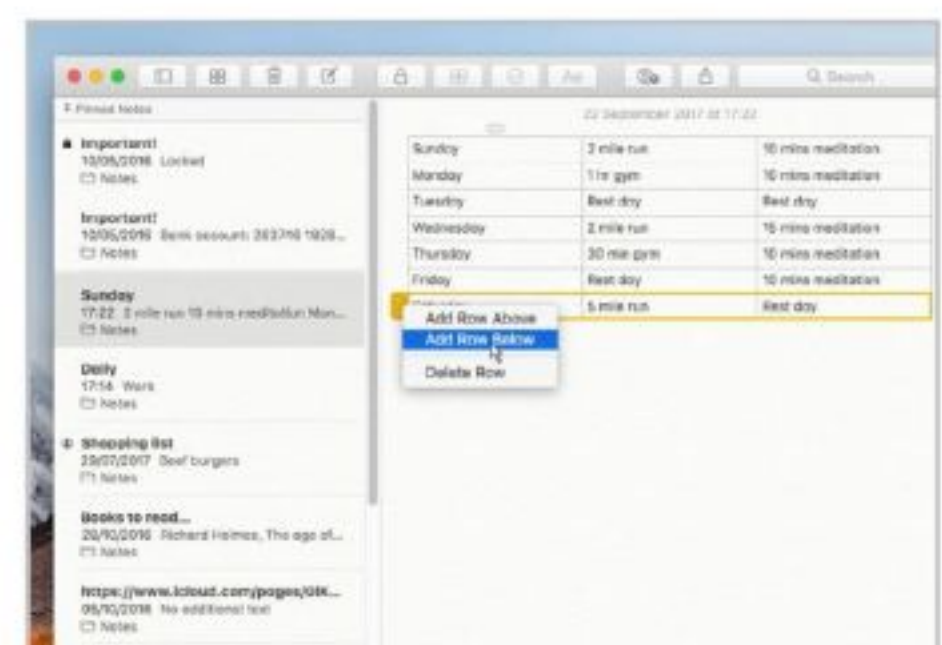
04: Add extra rows

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.

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.

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.

Row/column menu

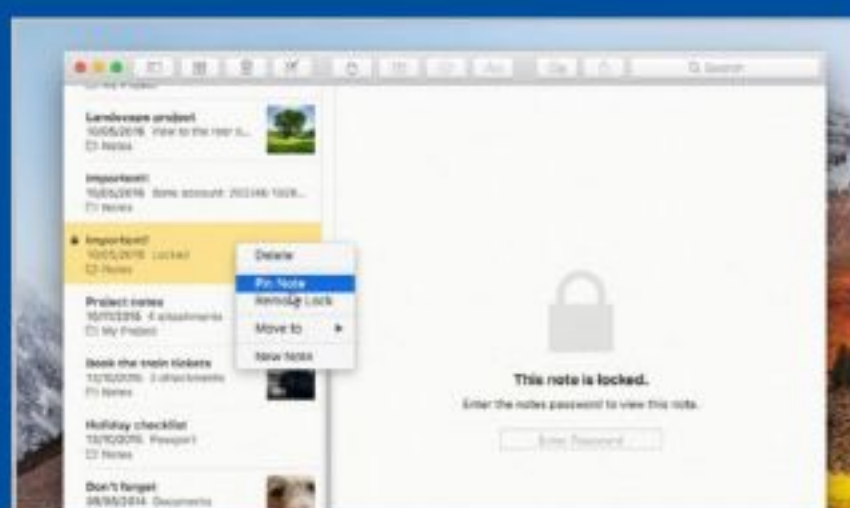
When a row or column is selected by clicking the gadget, there is a little down arrow in the corner. Click it to add or remove rows and columns in the table.

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.

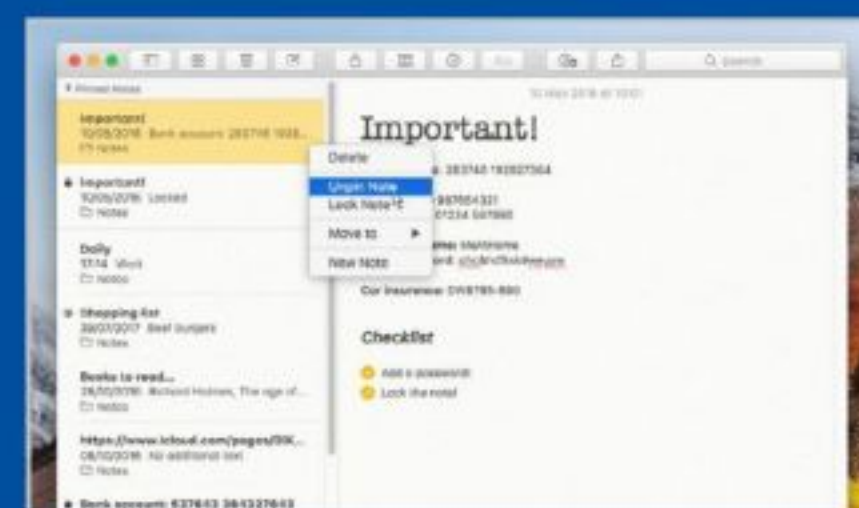
Pin your notes

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.

Working with macOS

Keep your contacts in an address book

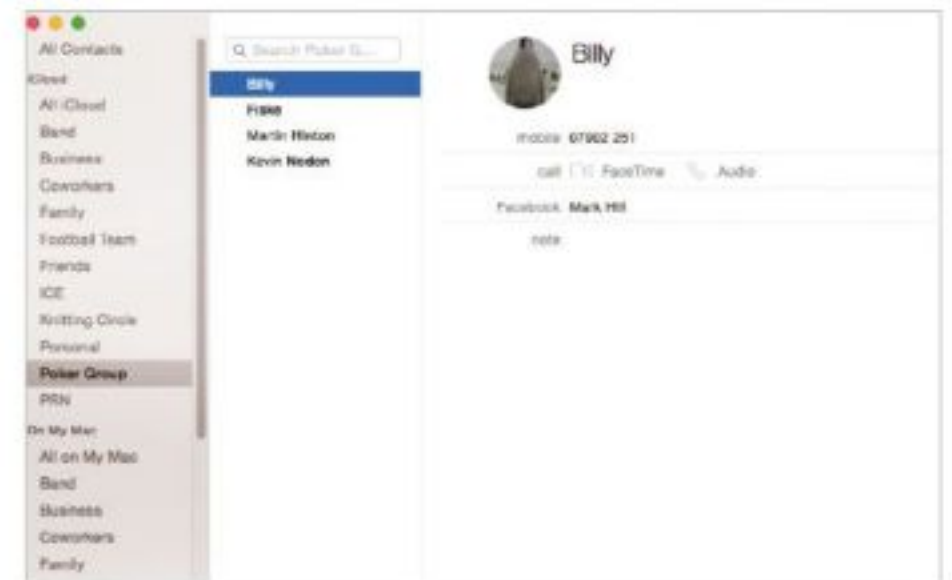
Get to grips with the Contacts address book and master its iOS-like layout



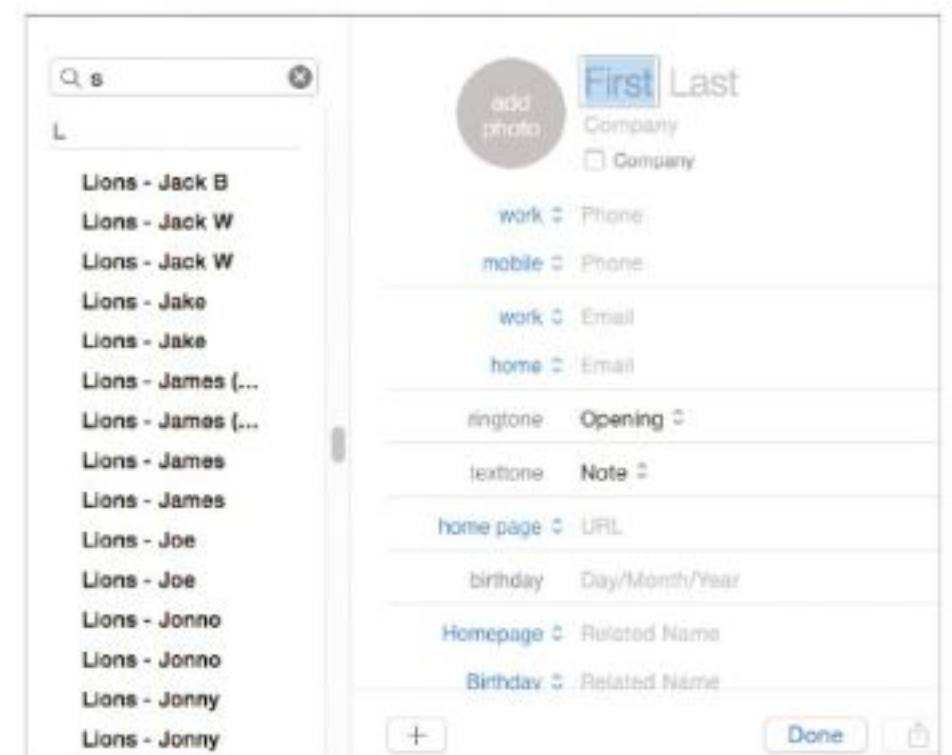
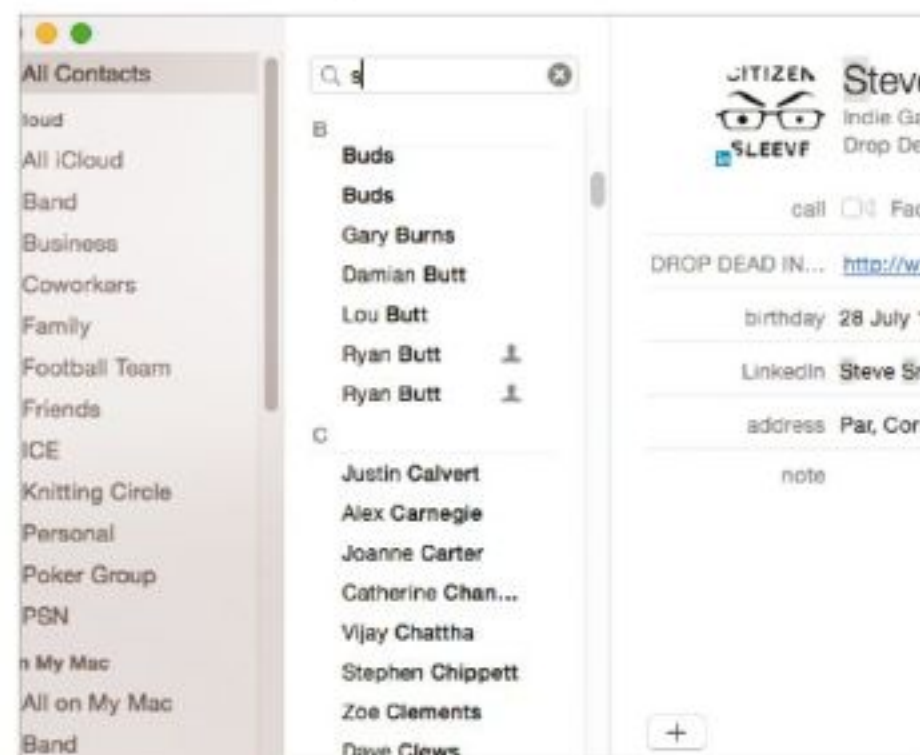
Often overlooked, the Contacts app (previously known as Address Book) is an important element of macOS. While it might not be the first thing you open in your dock, it's the hub for all your contacts and makes sure that apps like Mail run a lot more smoothly. It seems only fair, then, that the address 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

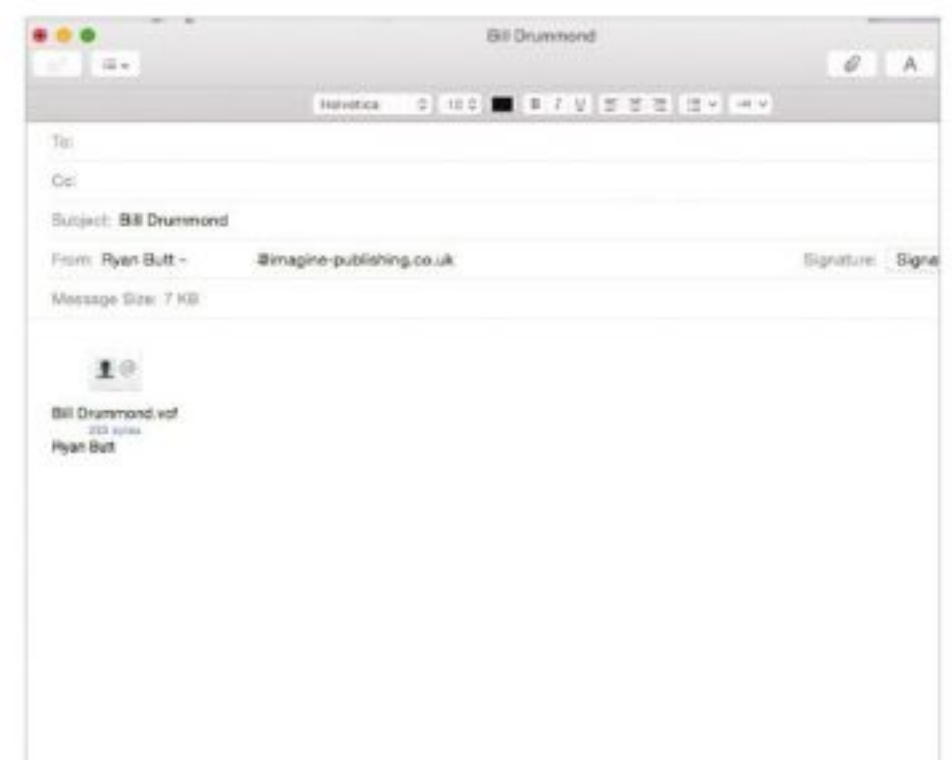
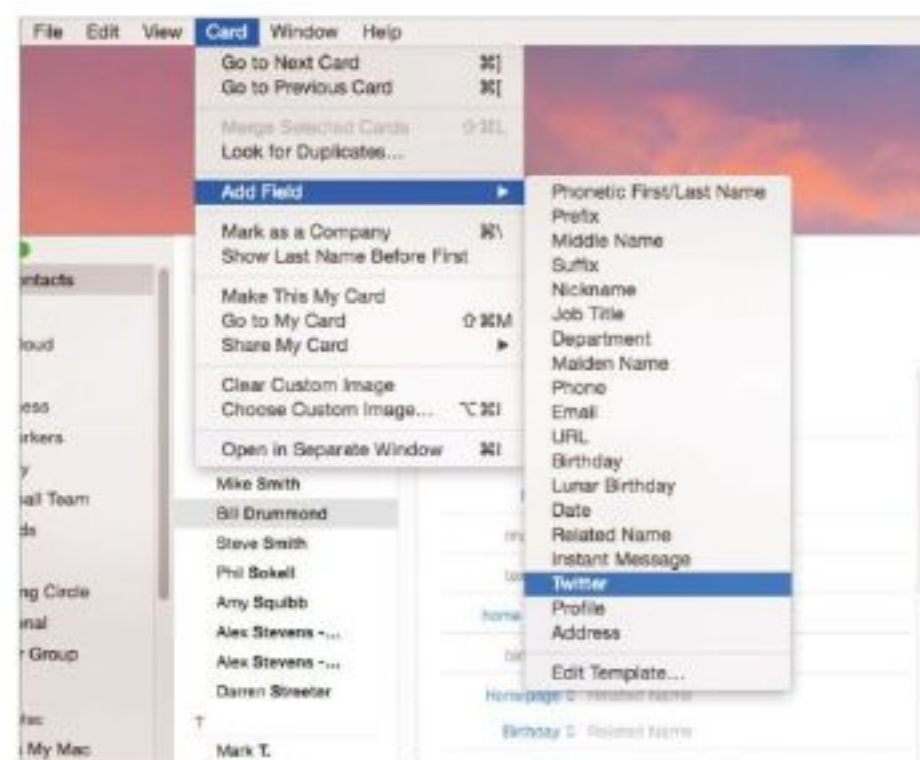
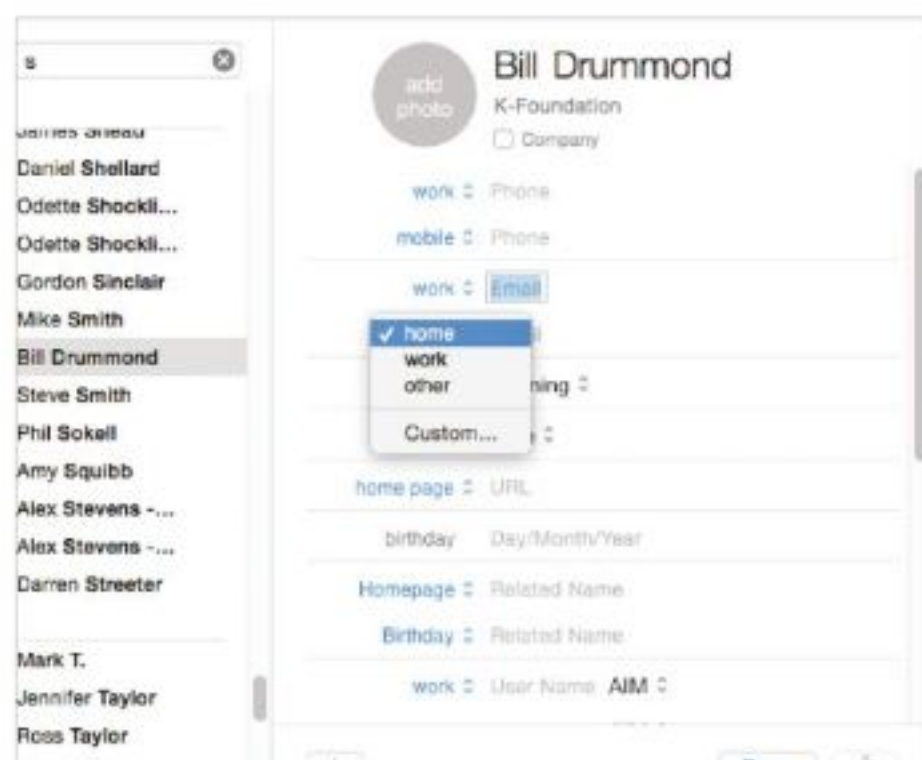
The first thing you'll notice about the app is that its view is very similar to that of its counterpart in iOS. It's looking a lot cleaner, for one thing.

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

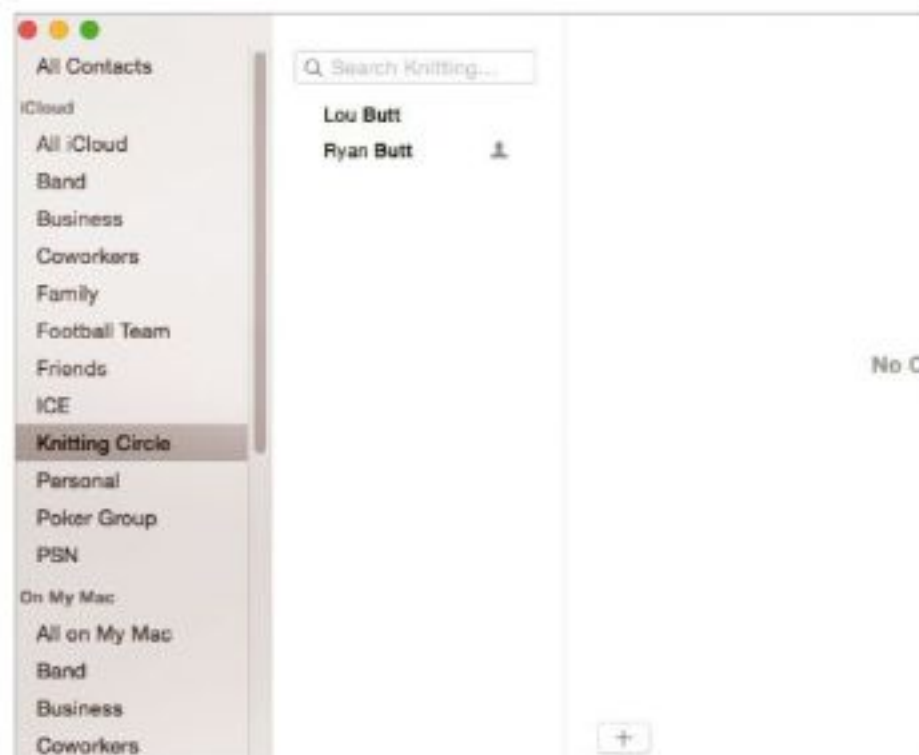
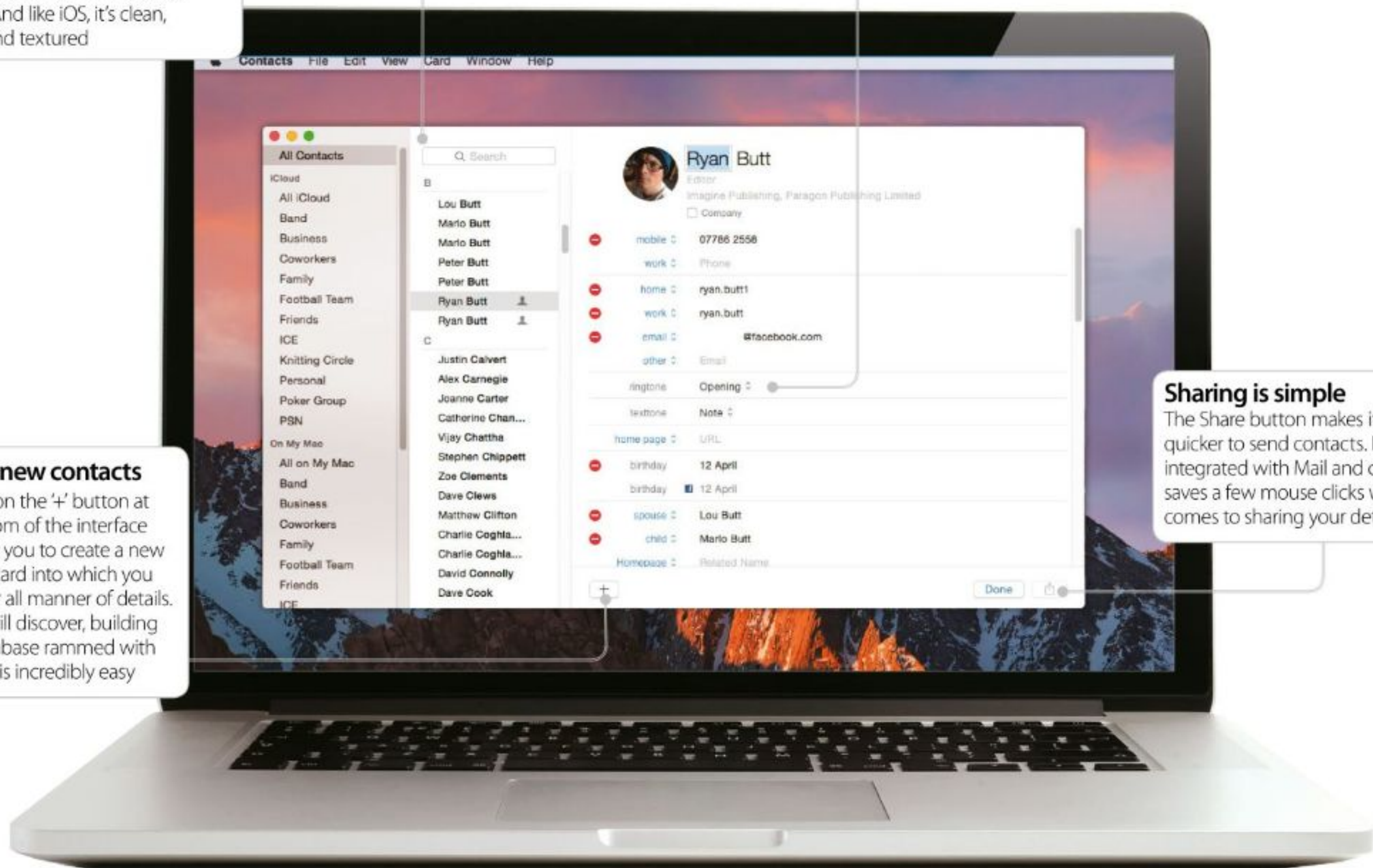
In macOS, it's fairly easy to make a backup of your contacts. Under the File menu, click Export, then 'Address Book Archive...'. Give the file a name and choose where to save it then hit Save. To import contacts from a backup, select Import from the File menu and find your backup file.

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

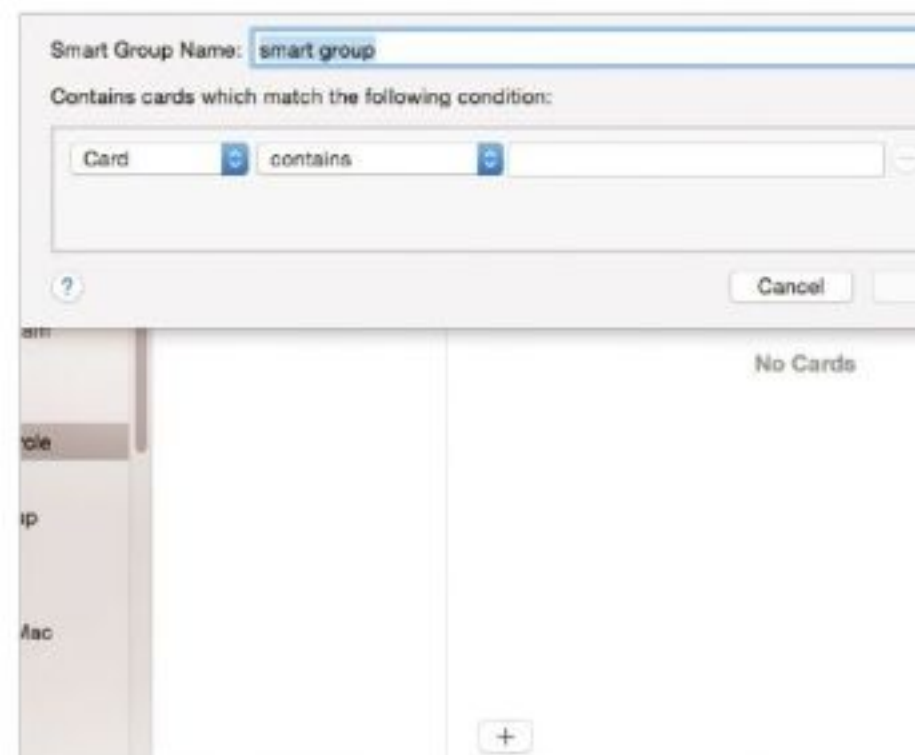
Sharing is simple

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



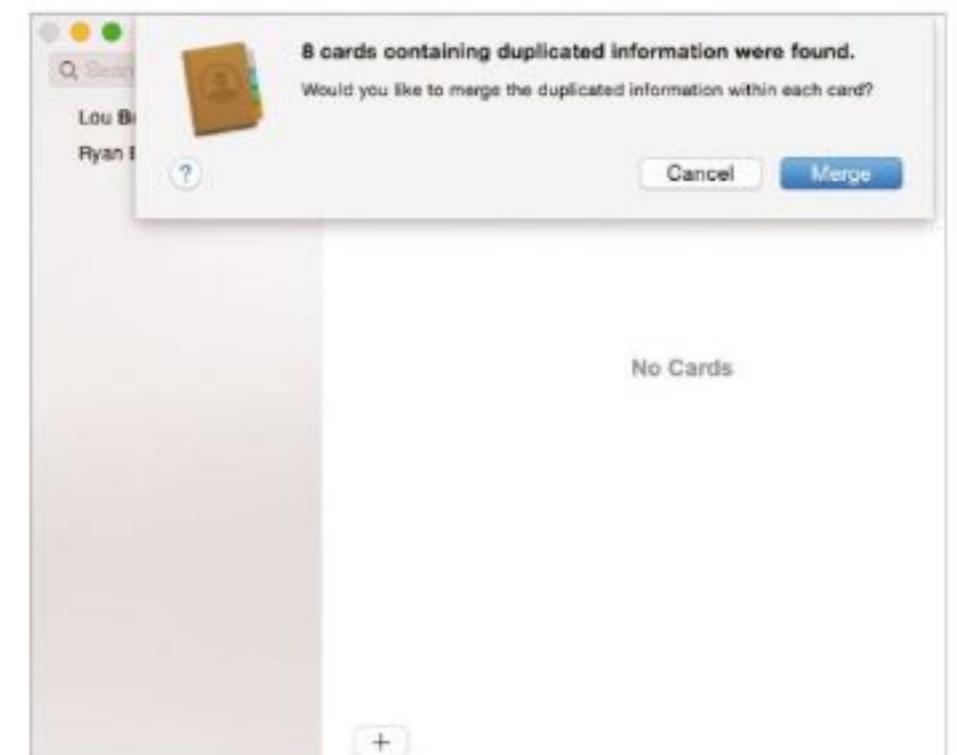
07: Get a group

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.

Working with macOS

Build documents with Pages

Whether you need to create a letter, CV, work report, poster or newsletter, Pages is perfect for the job



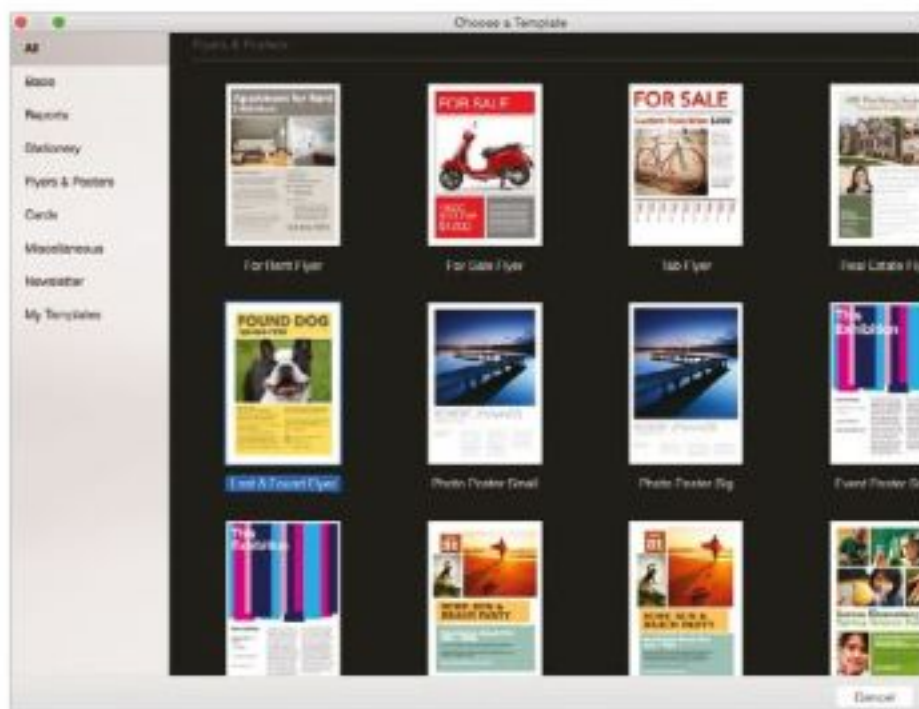
At first sight, Pages looks just like a word processor and it's true that it can create simple letters and documents. However, there is a lot more to this application, as it can create visually exciting publications such as flyers, posters, newsletters, brochures and much more. The app has been designed 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.



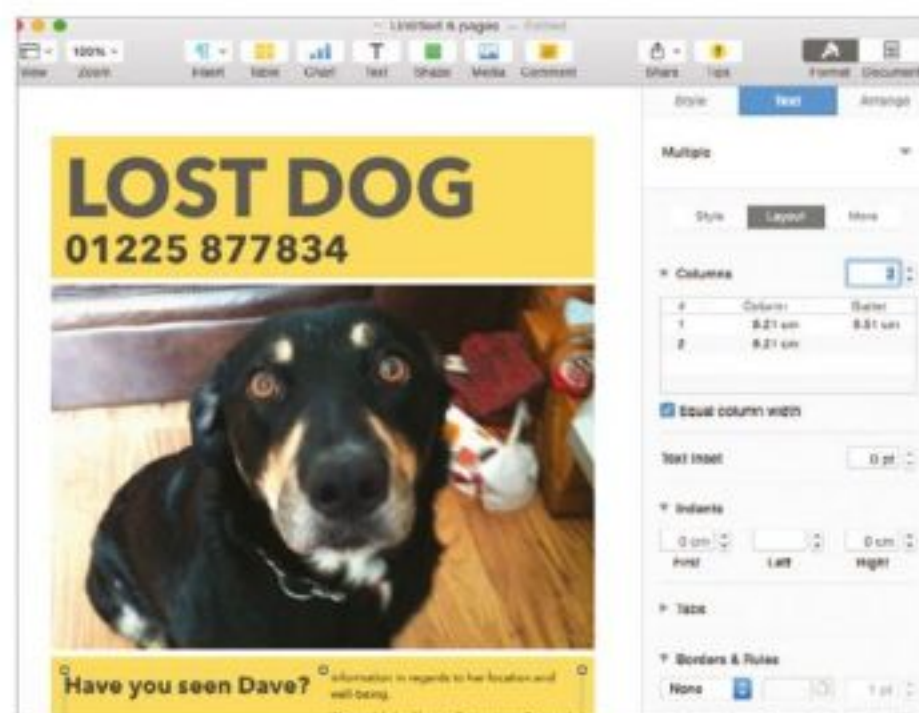
03: Replace the images

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

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

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.

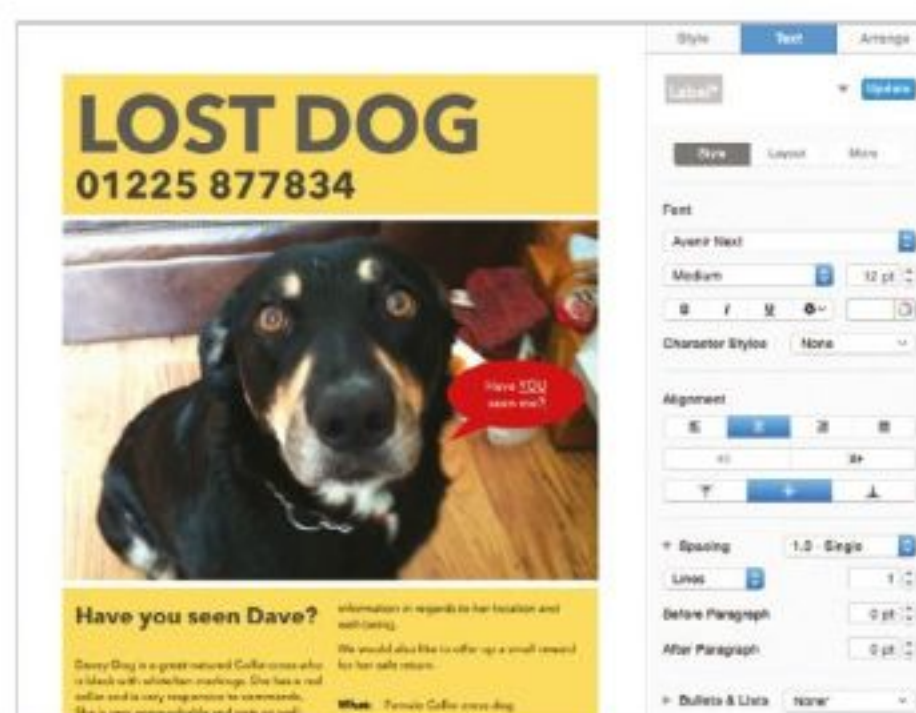
Style and layout

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.

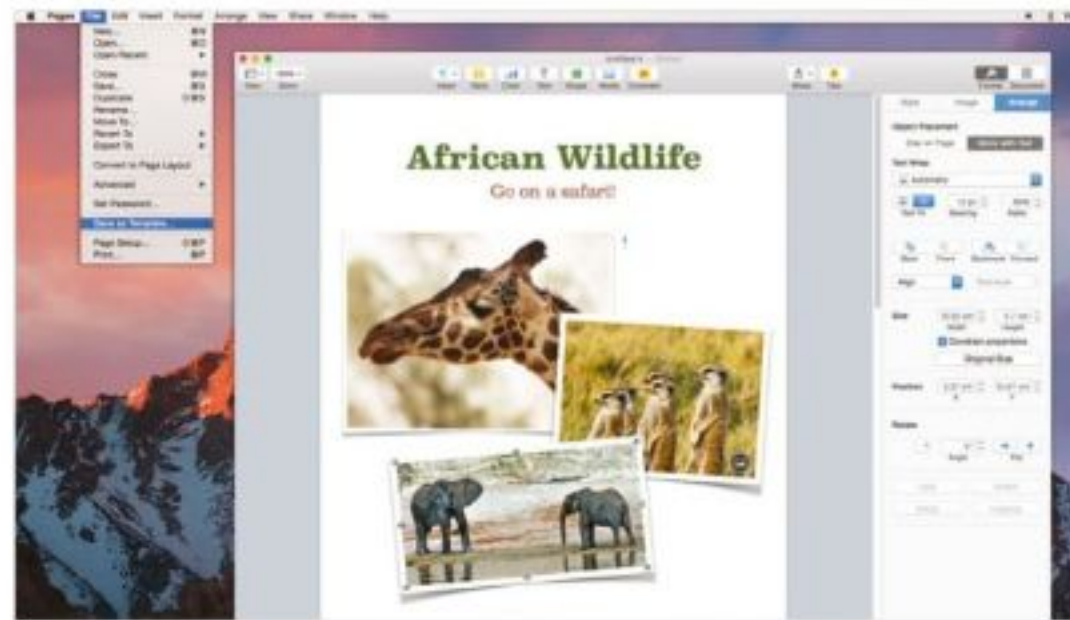
Create and save a custom template

Save your best ideas permanently within Apple's word processing app



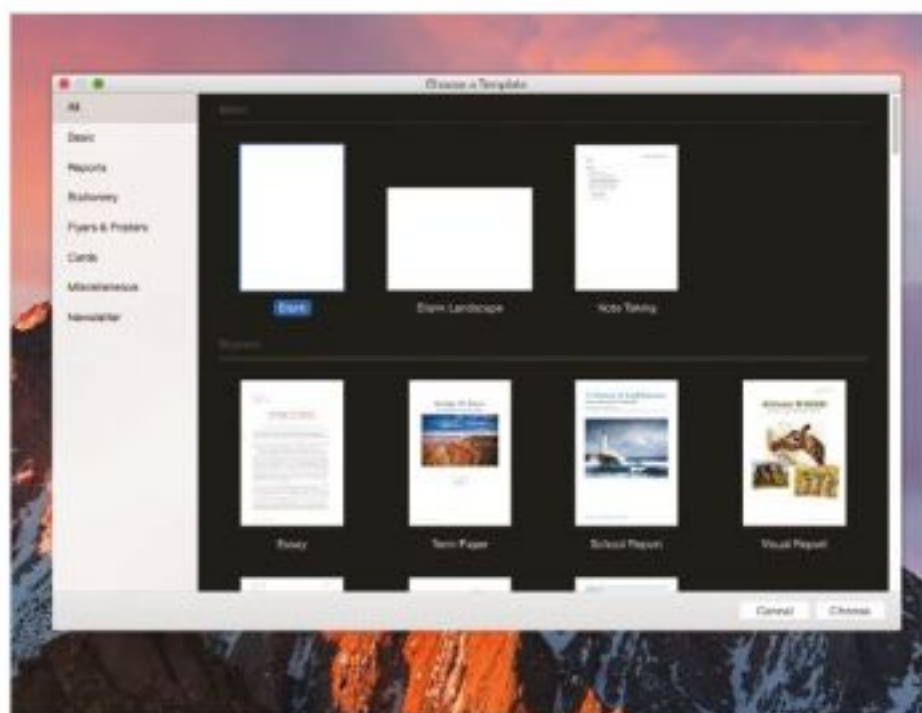
One of the reasons many people will use Pages as their primary app for creating documents is the vast selection of templates that can be used. The templates are a great way of getting a starting point of what you want your document to look like, before you go ahead and add your own twists. However, on 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



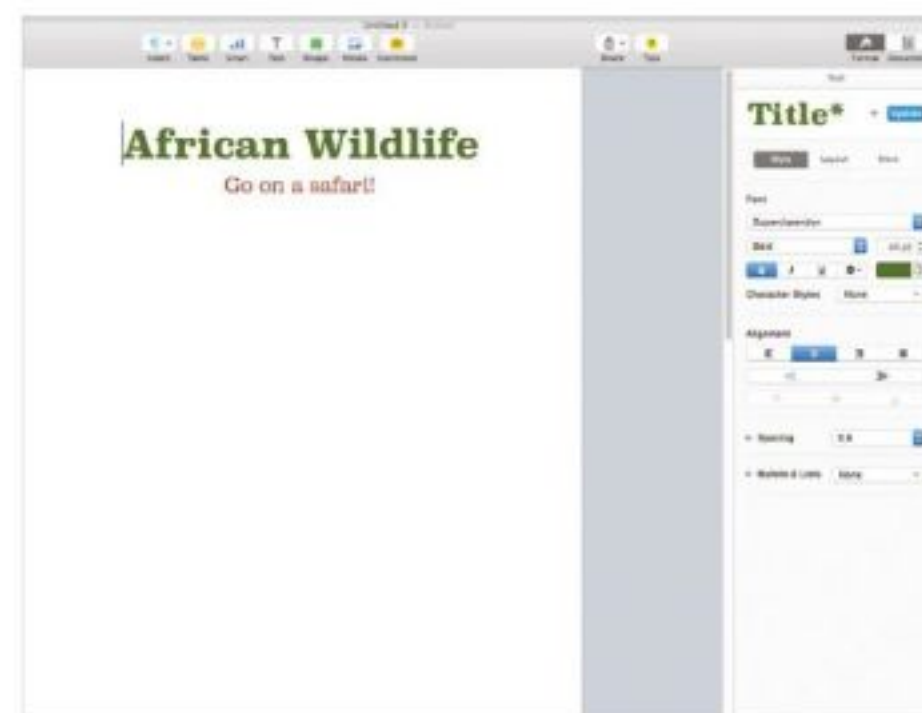
01: Start from scratch

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.



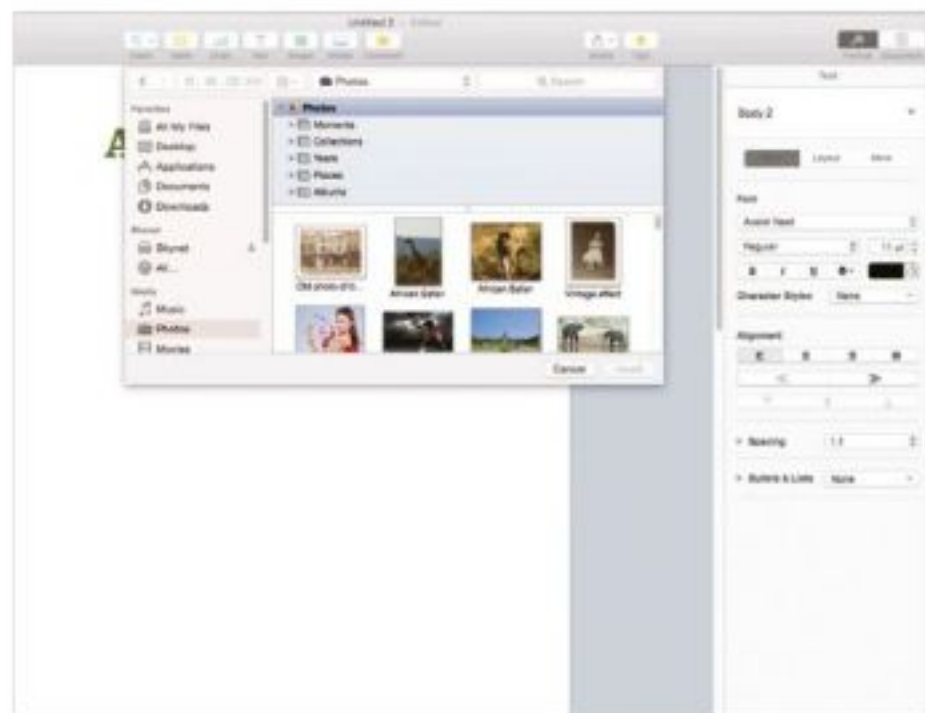
02: Add basic text

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.



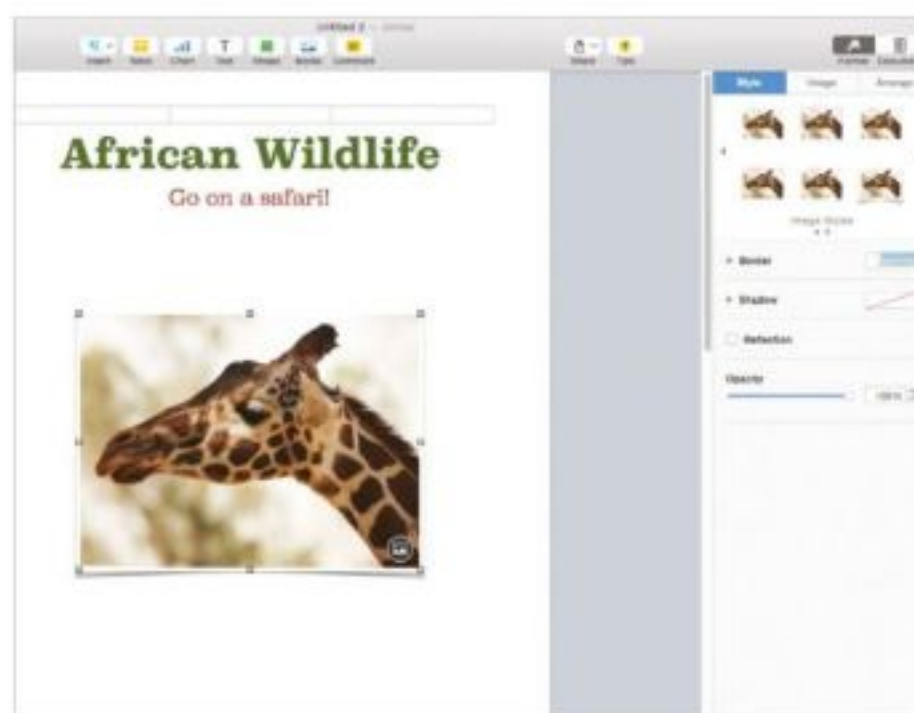
03: Format text

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.



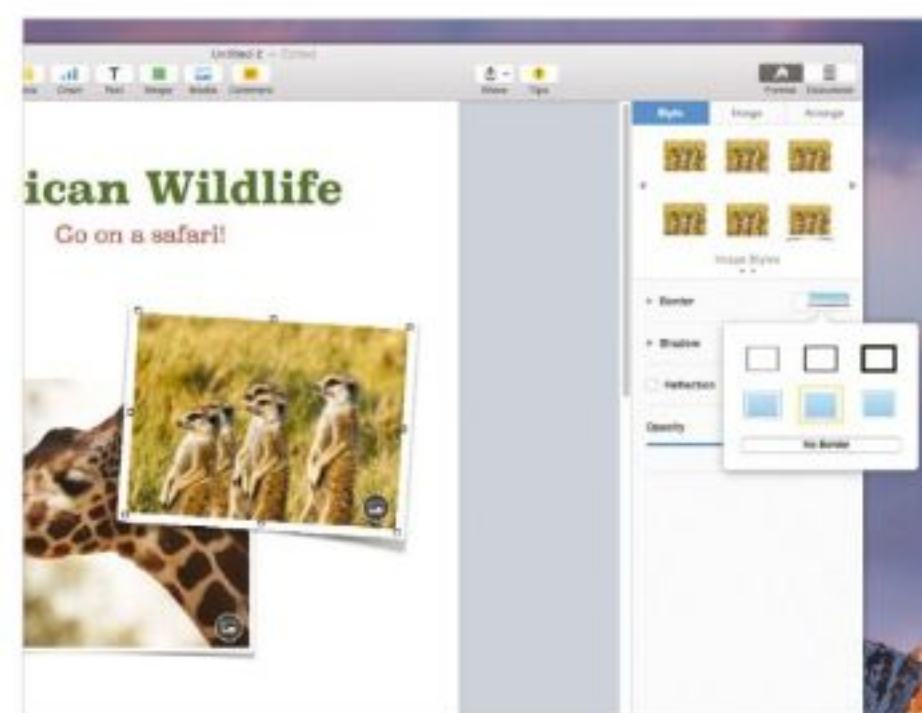
04: Import images from Photos

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

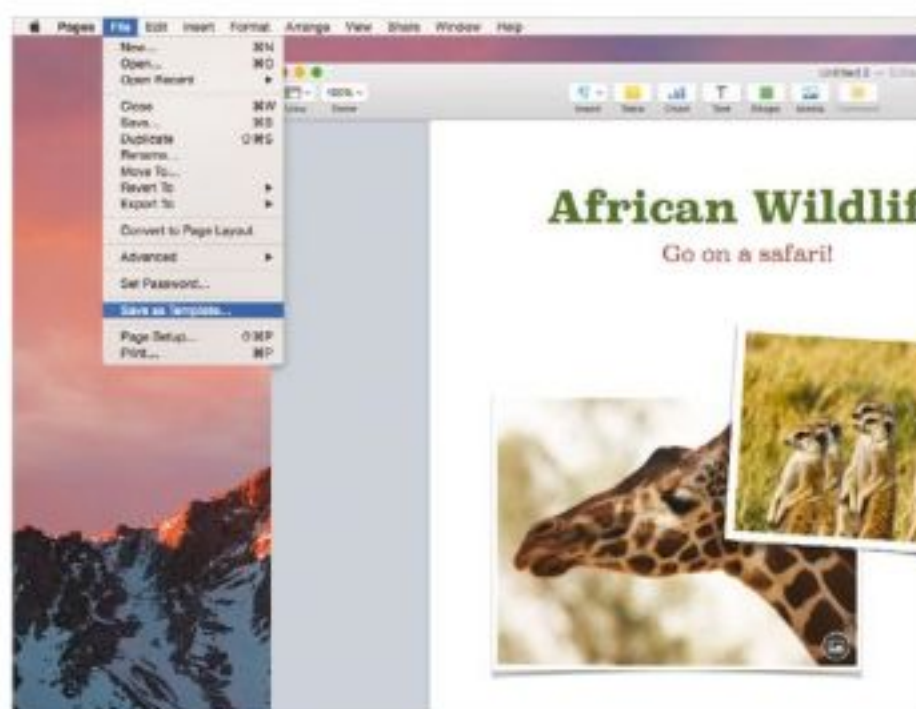
One of the best ways to make your own template is to borrow the best elements from Pages' other default templates. A simply copy and paste on the elements you like can help you put together the perfect custom template without having to design it all from scratch. Don't worry though; you can still save 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

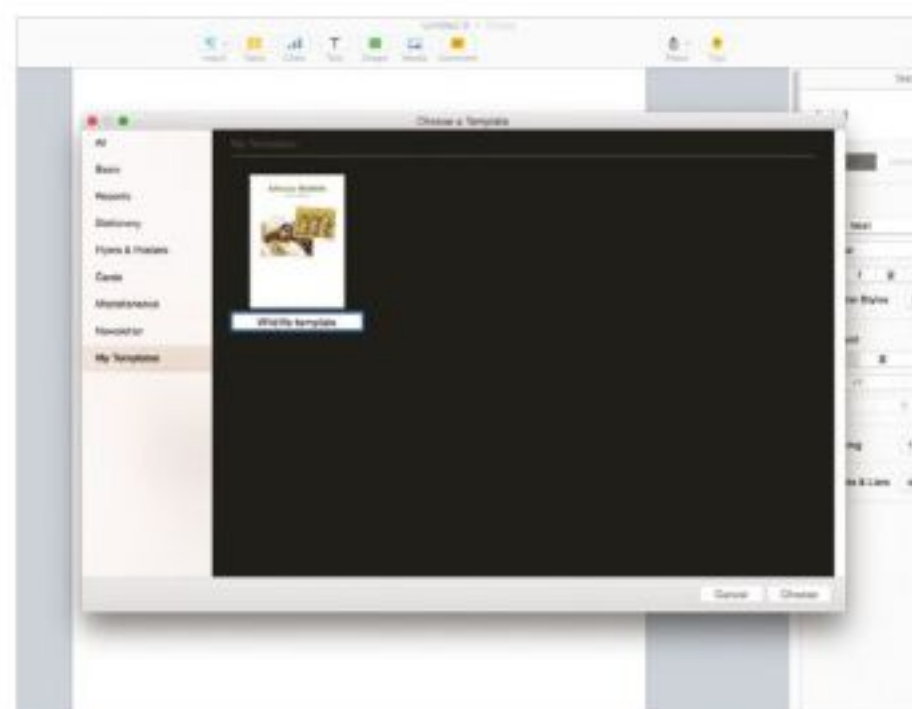
Choose to share

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.

Working with macOS

Create a spreadsheet in Numbers

Ensure your data is well presented and calculates perfectly with the excellent spreadsheet features of Numbers

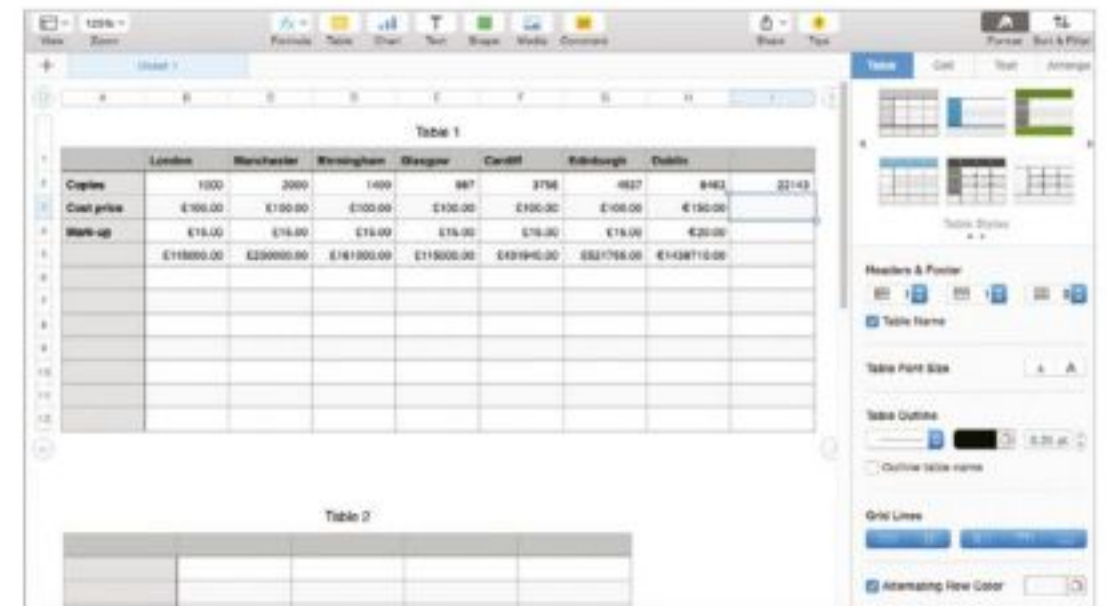


Spreadsheets may scare you, and with good reason – they are not always easy to use. Microsoft Excel is a very

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,

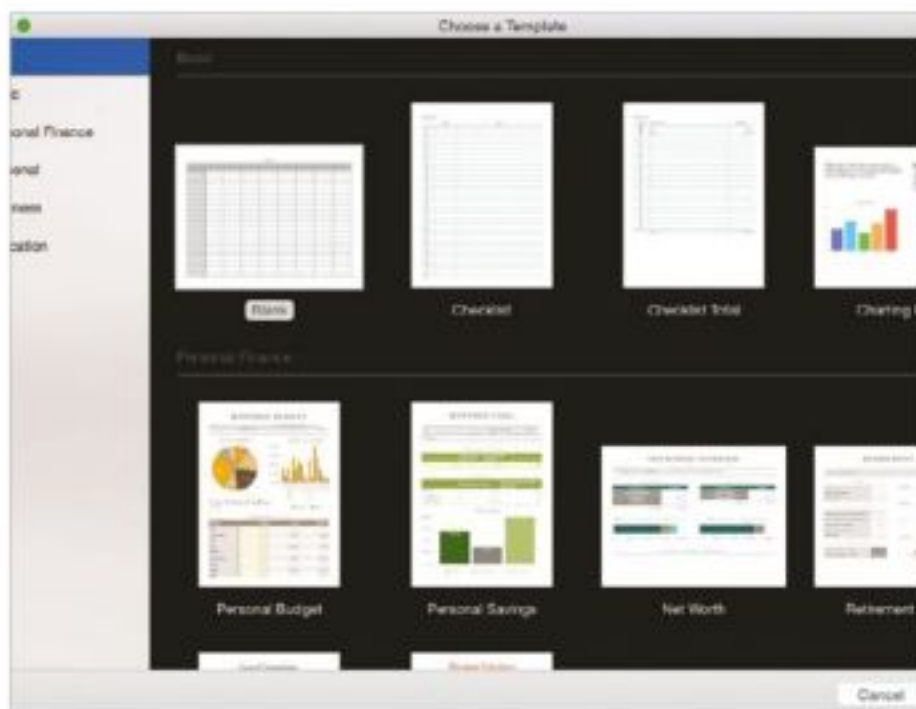
resize them, calculate and choose from a range of maths options, you will soon be populating your tables with reams of data.

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.



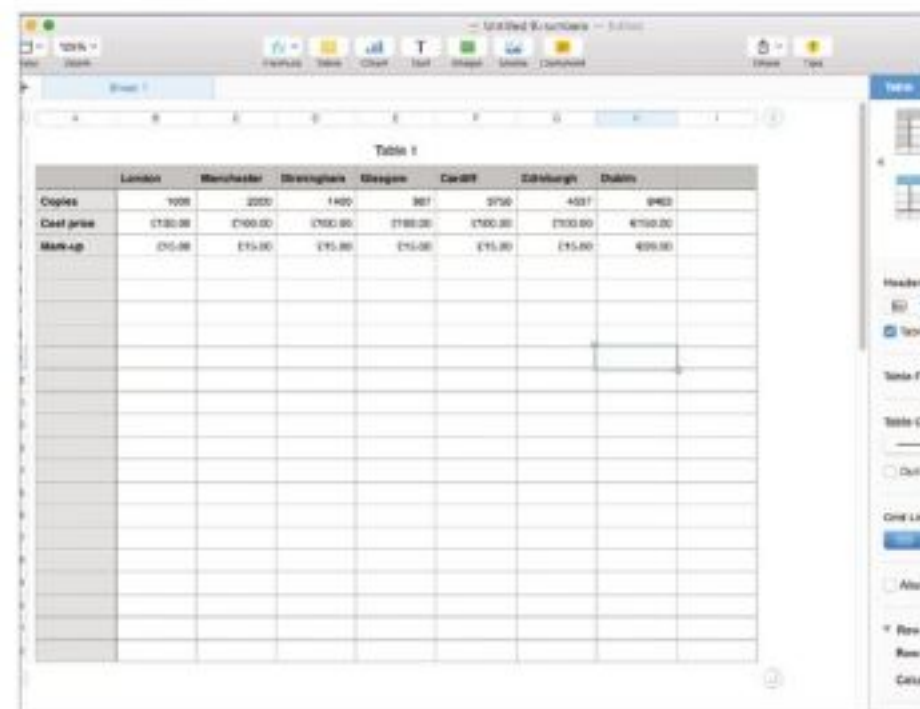
"It delivers all of the functions you need"

Numbers Get to grips with spreadsheets



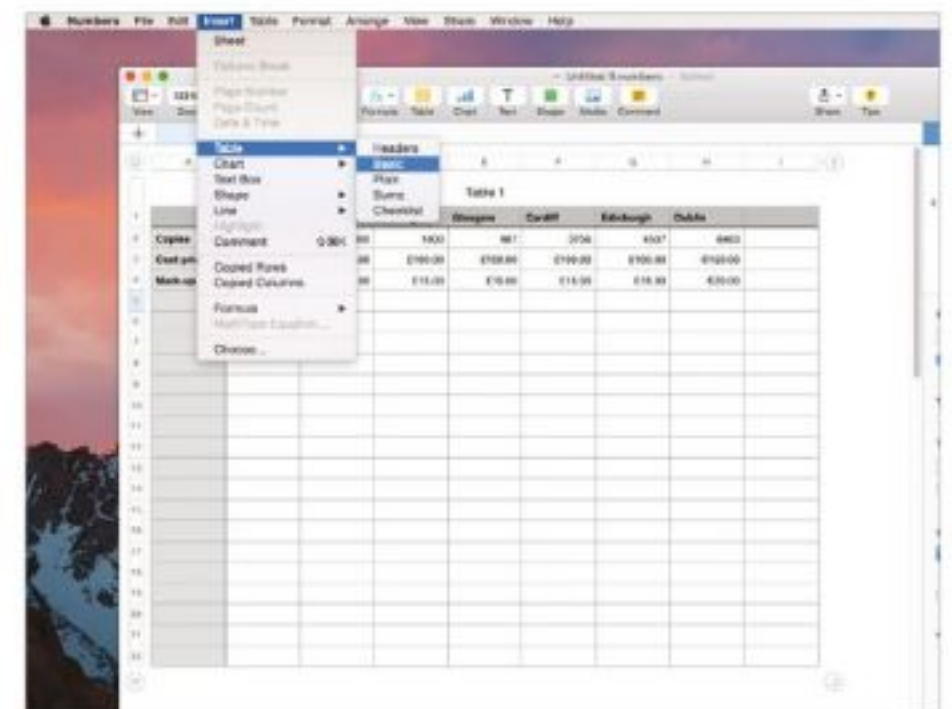
01: Choose a template

First choose from a selection of useful, presentable templates. They are sorted by categories including Business, Personal Finance and Education.



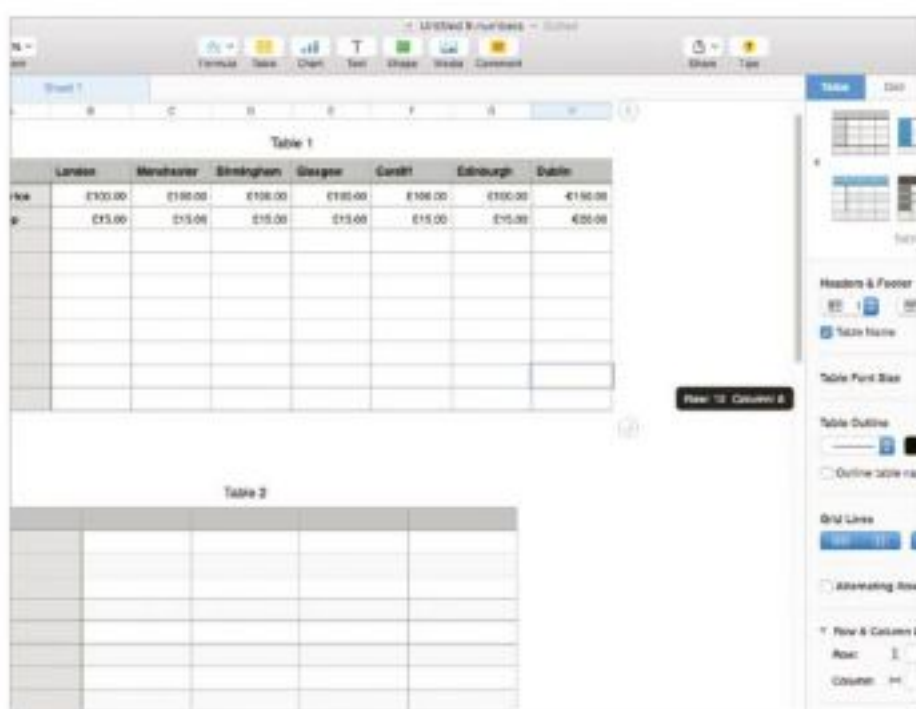
02: Input data

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.



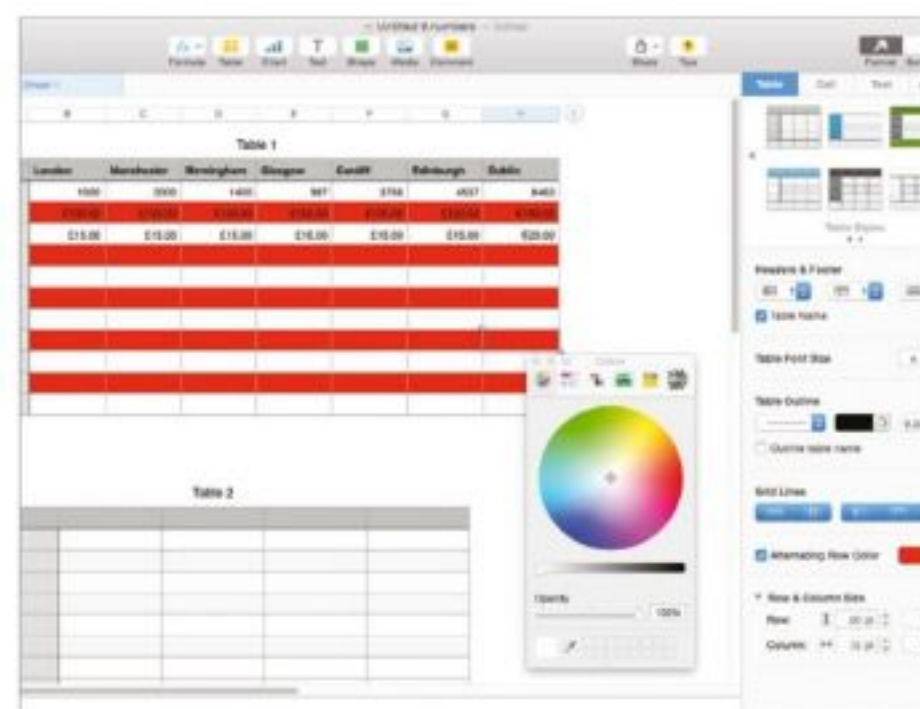
03: Add new tables

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.



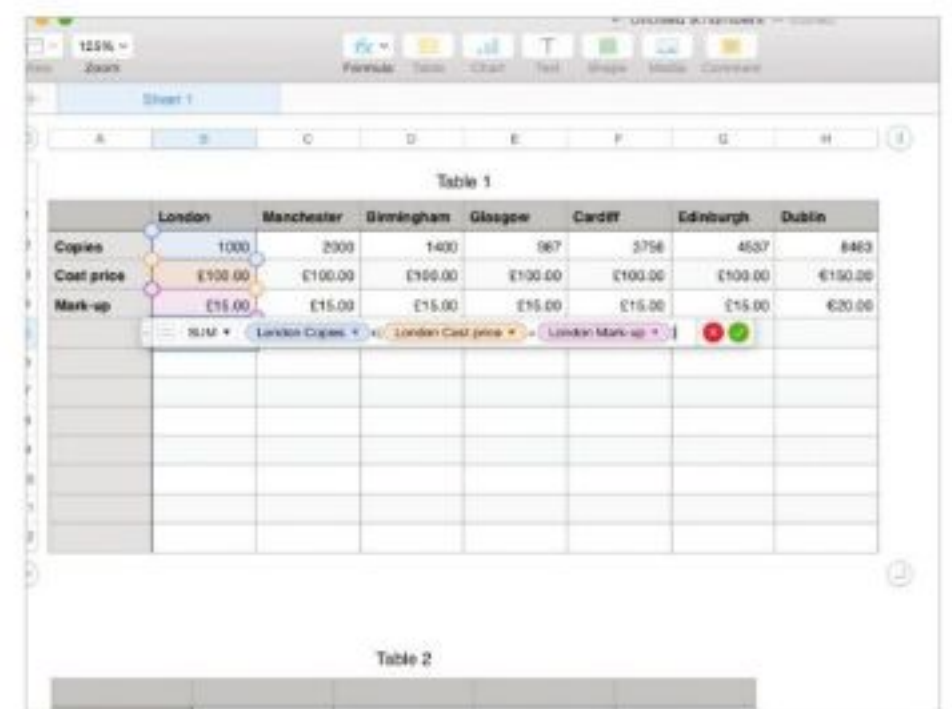
04: Resize tables

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

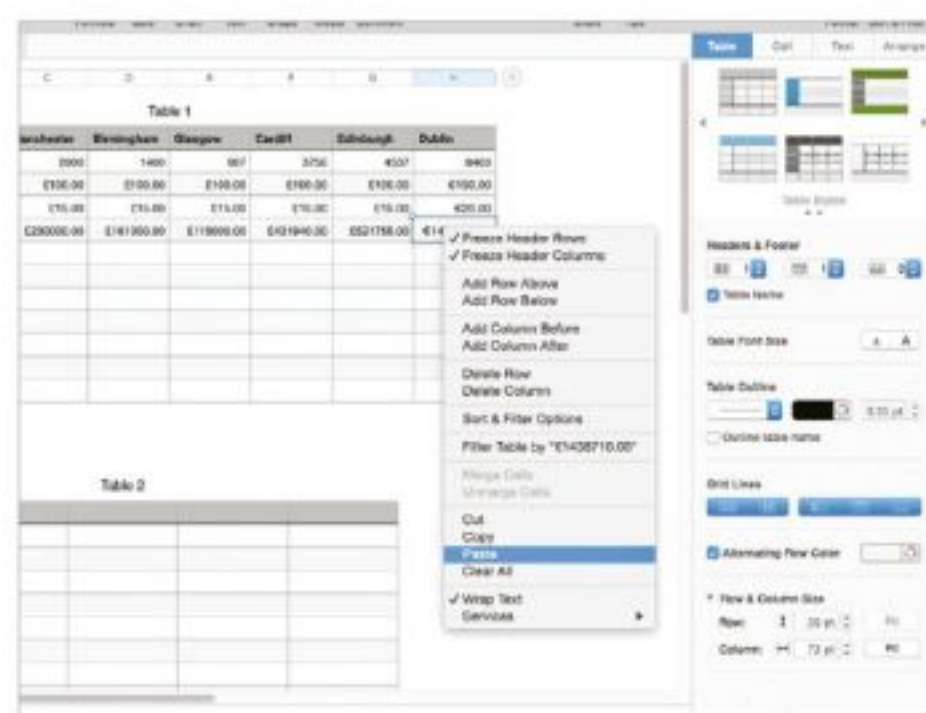
When creating a formula for your spreadsheet, you don't have to type in the table co-ordinate (such as B2, C9 and so on). You can simply start off the formula (ie =SUM) and then click on the cell that you want to form part of the formula, similar to Microsoft Excel. This is very helpful for speeding 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

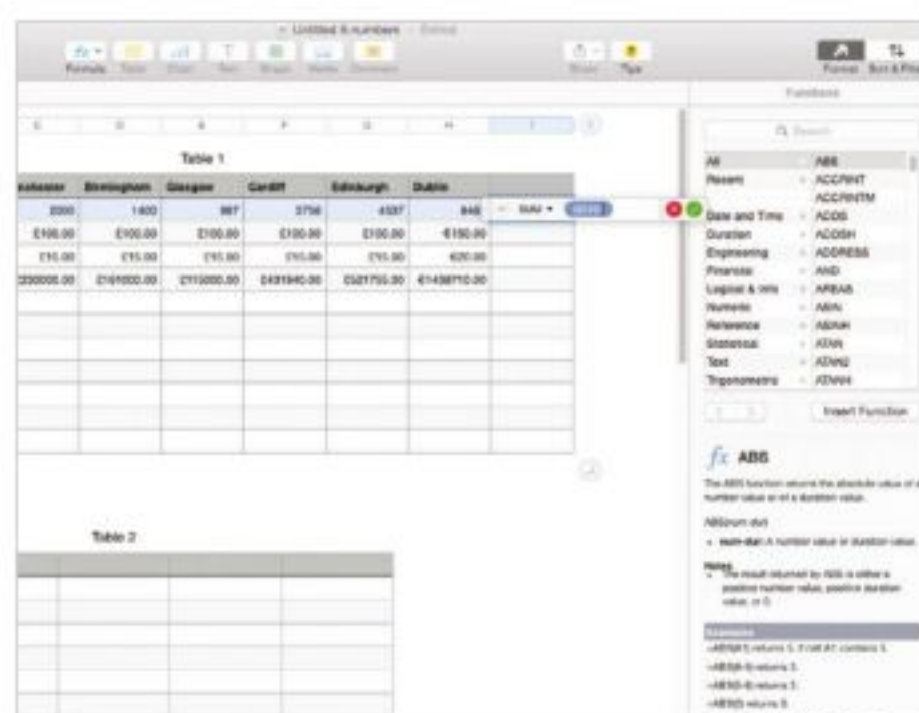
Add functions

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



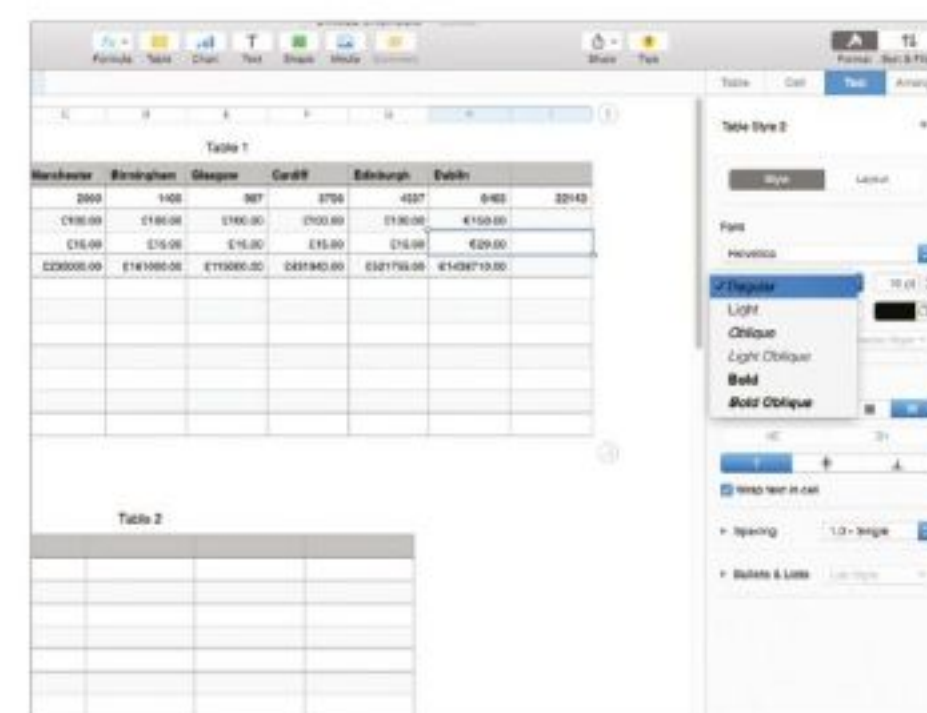
07: Produce the sum

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. Although 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.

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

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

Edit data

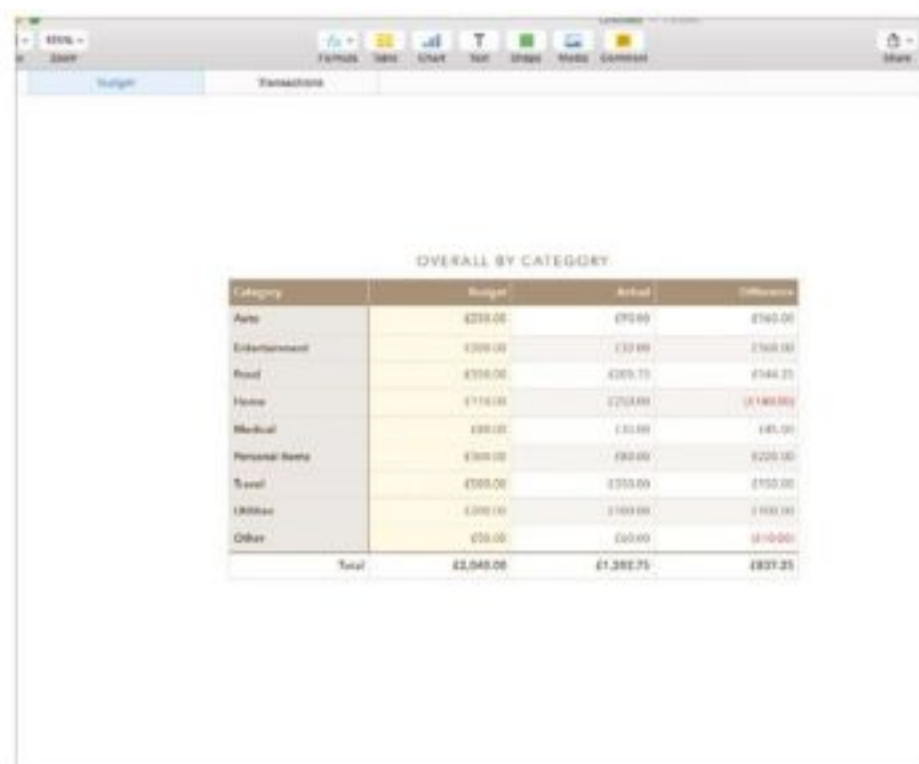
The right panel is the hub for all the customisations and edits you're able to make. Use the tabs at the top to switch between different sections

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

Numbers

Create charts in Numbers



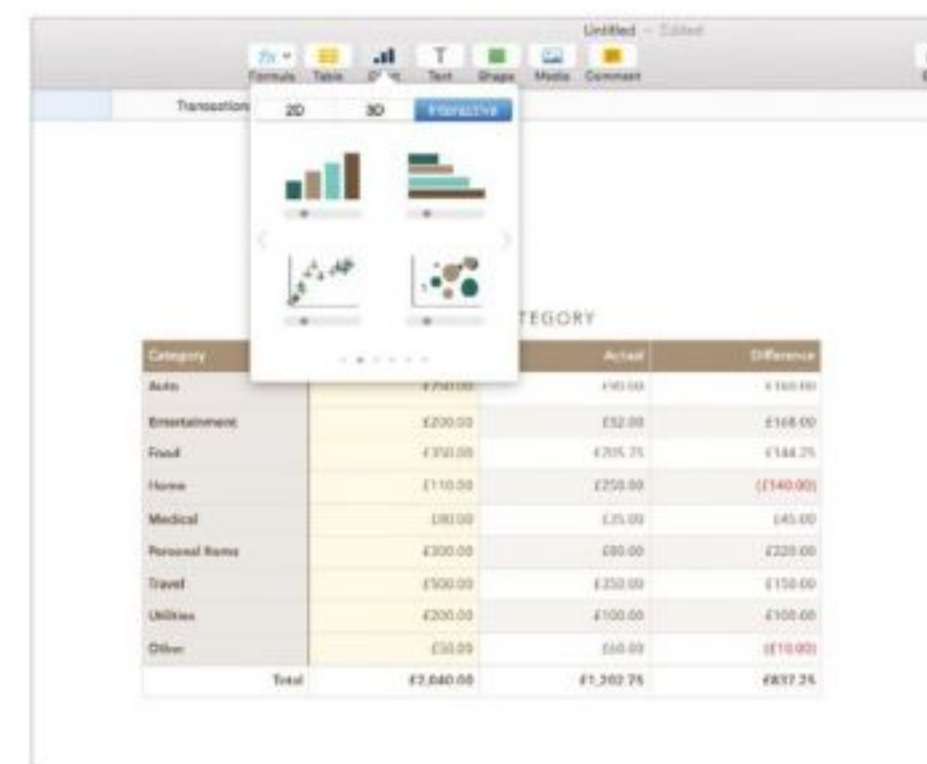
01: Input data

Create a table of data in Numbers. Apply various colours and style 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.



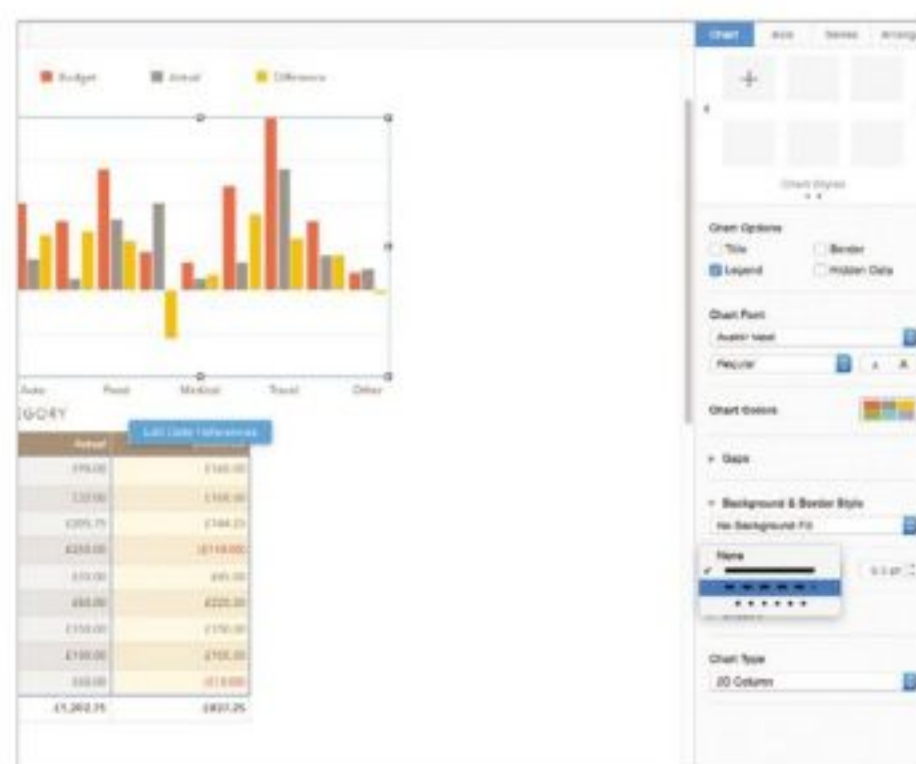
03: Interactive charts

Select the Interactive option if you want to use a chart that can be heavily edited and is generally more appealing to look at.



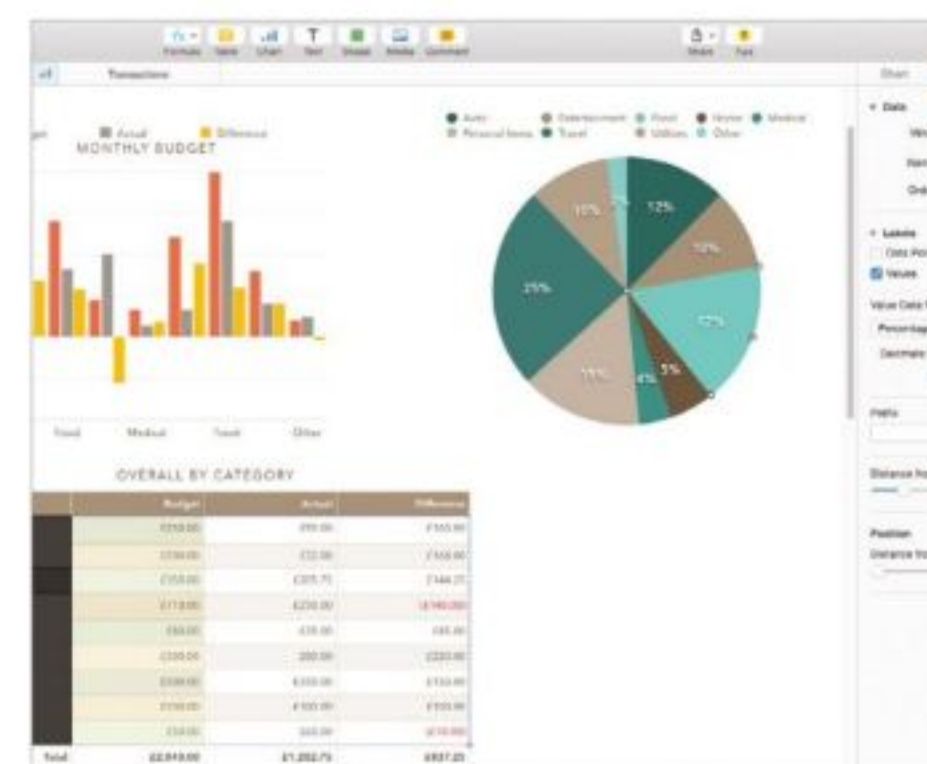
04: Edit data

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.



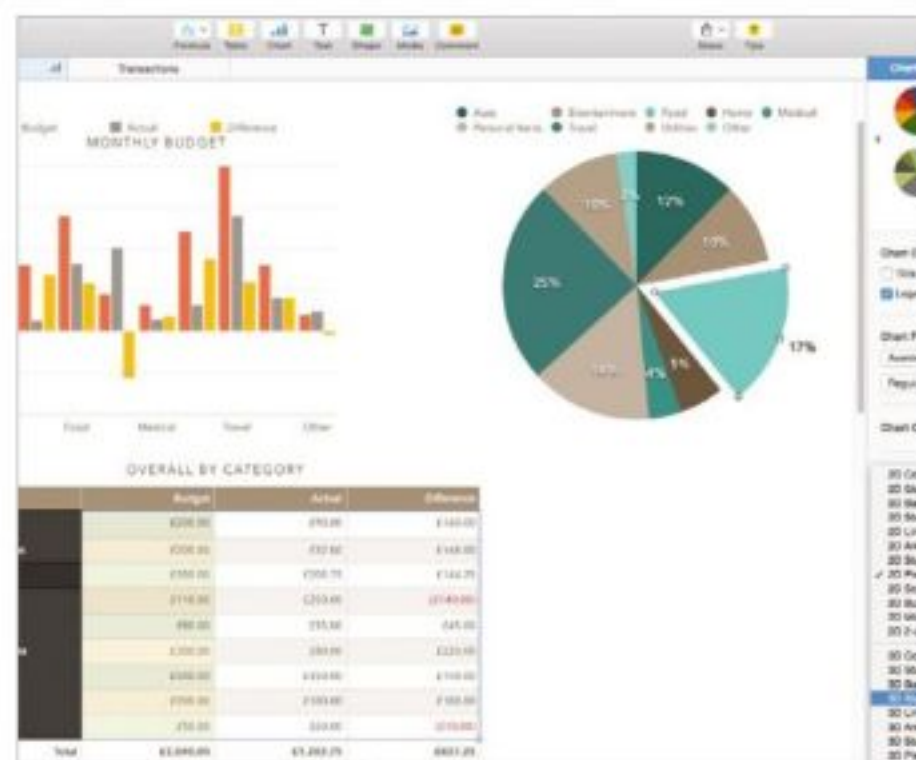
06: Edit data

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 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

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

Coloured bars

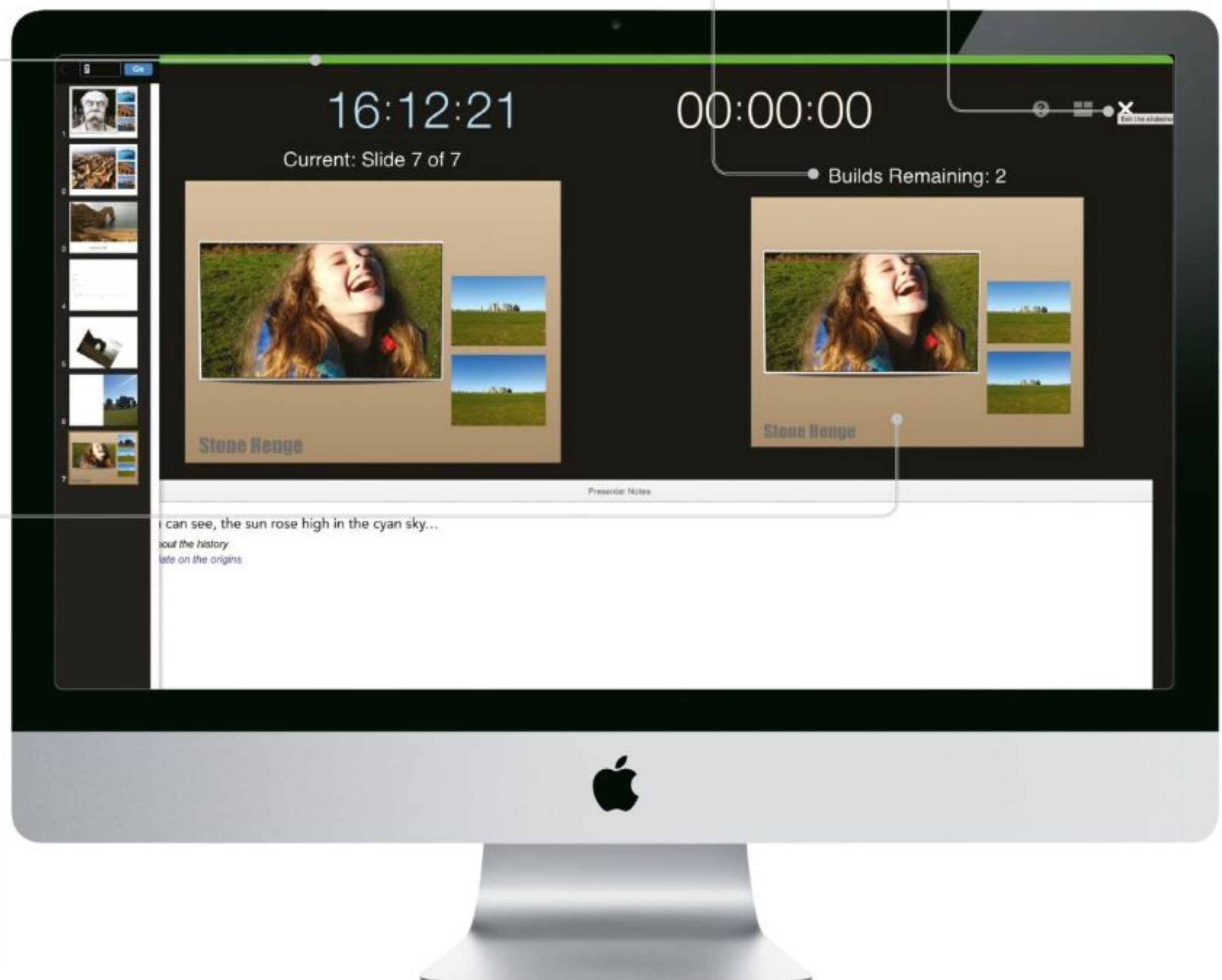
The bars at the top of the screen denote the status of your presentation. Green means you are ready to progress to the next slide or animation with a click, while red means it's in the middle of an animation

Next slide

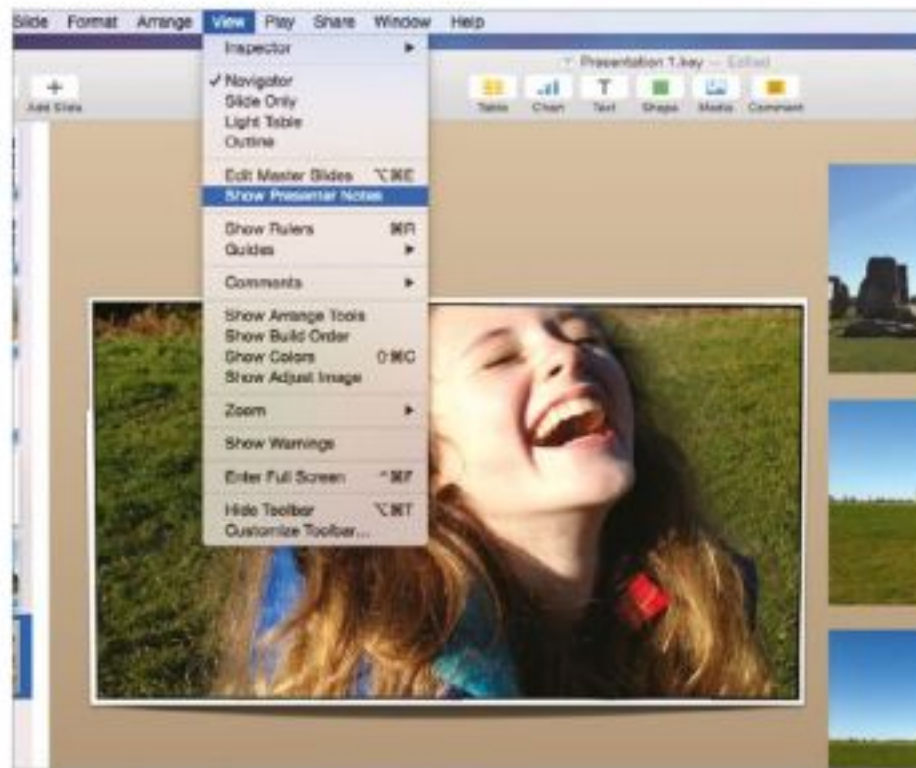
On the left is the screen that your viewers can currently see displayed on the external display, while the right-hand box shows what is coming up next, either in terms of animations or slides

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.

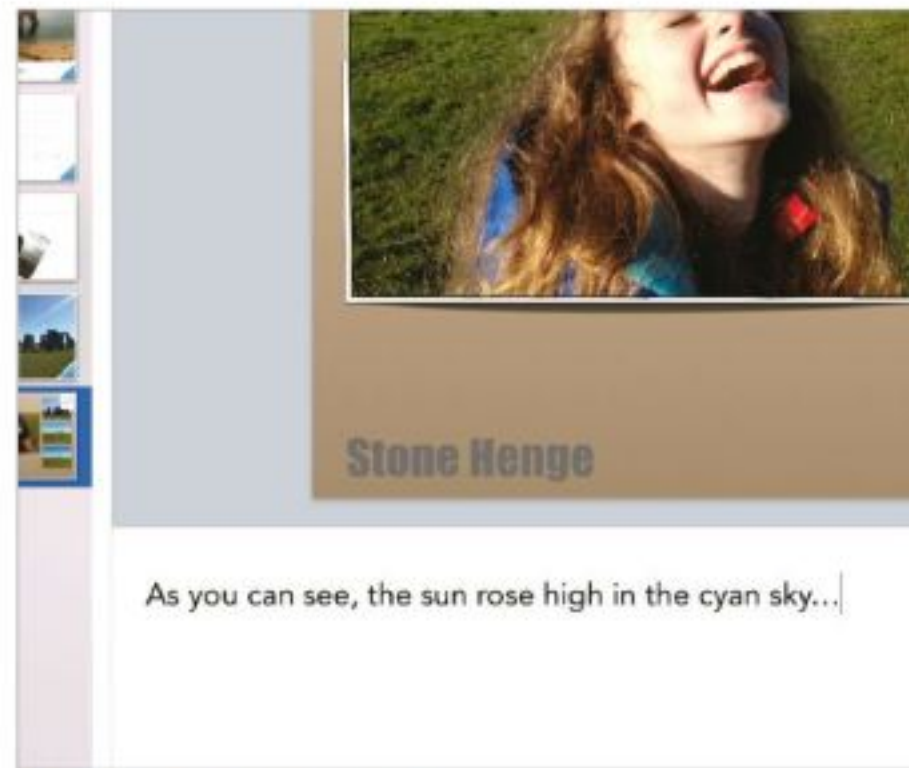


Keynote Add presentation notes



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.



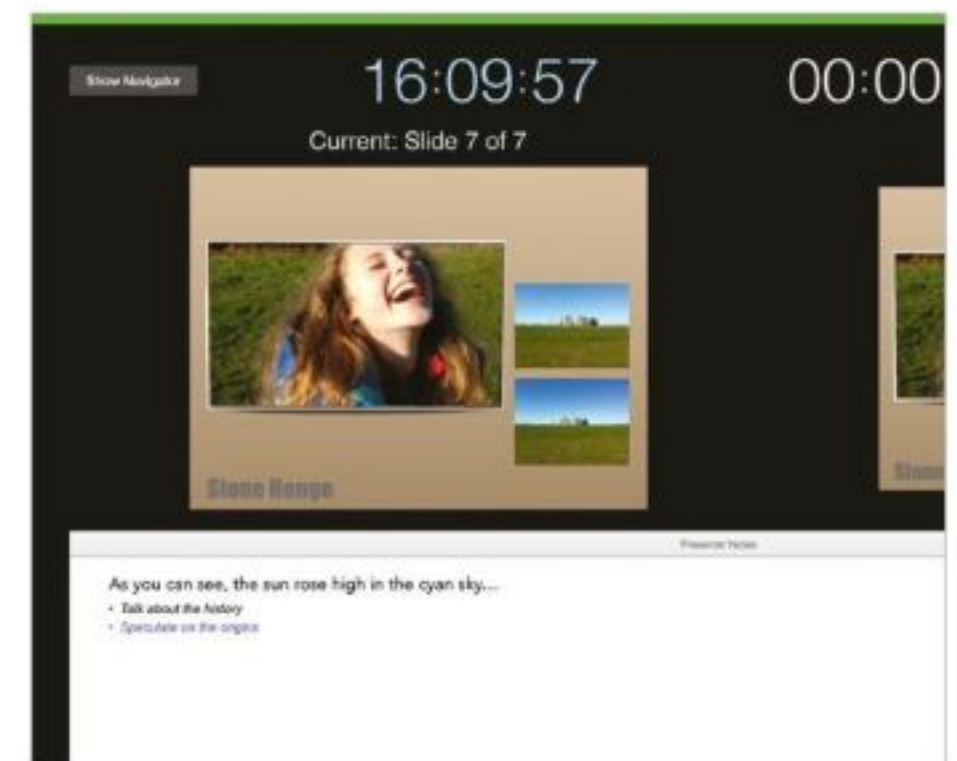
04: Start rehearsals

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.



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 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.

Go for Netflix

Price: £4.99/\$4.99

Developer: Chatsworth and Whitton Limited



This app is a great solution for heavy Netflix users – 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. Go for Netflix isn't an official app, but it is well designed and features hotkey and gesture support. Check out the awesome Auto-Pause/Resume feature too.

Deskapp for YouTube

Price: Free **Developer:** Rocky Sand Studio Ltd



Similar to Go for Netflix, this allows you to access the service without opening your internet browser. But don't think that because this app is free it is lacking features. When the window is minimised, it can automatically pause the video and start again when re-opened. You can also receive notifications when a channel you've subscribed to posts new content.

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.



Media is recreated perfectly in MPlayerX

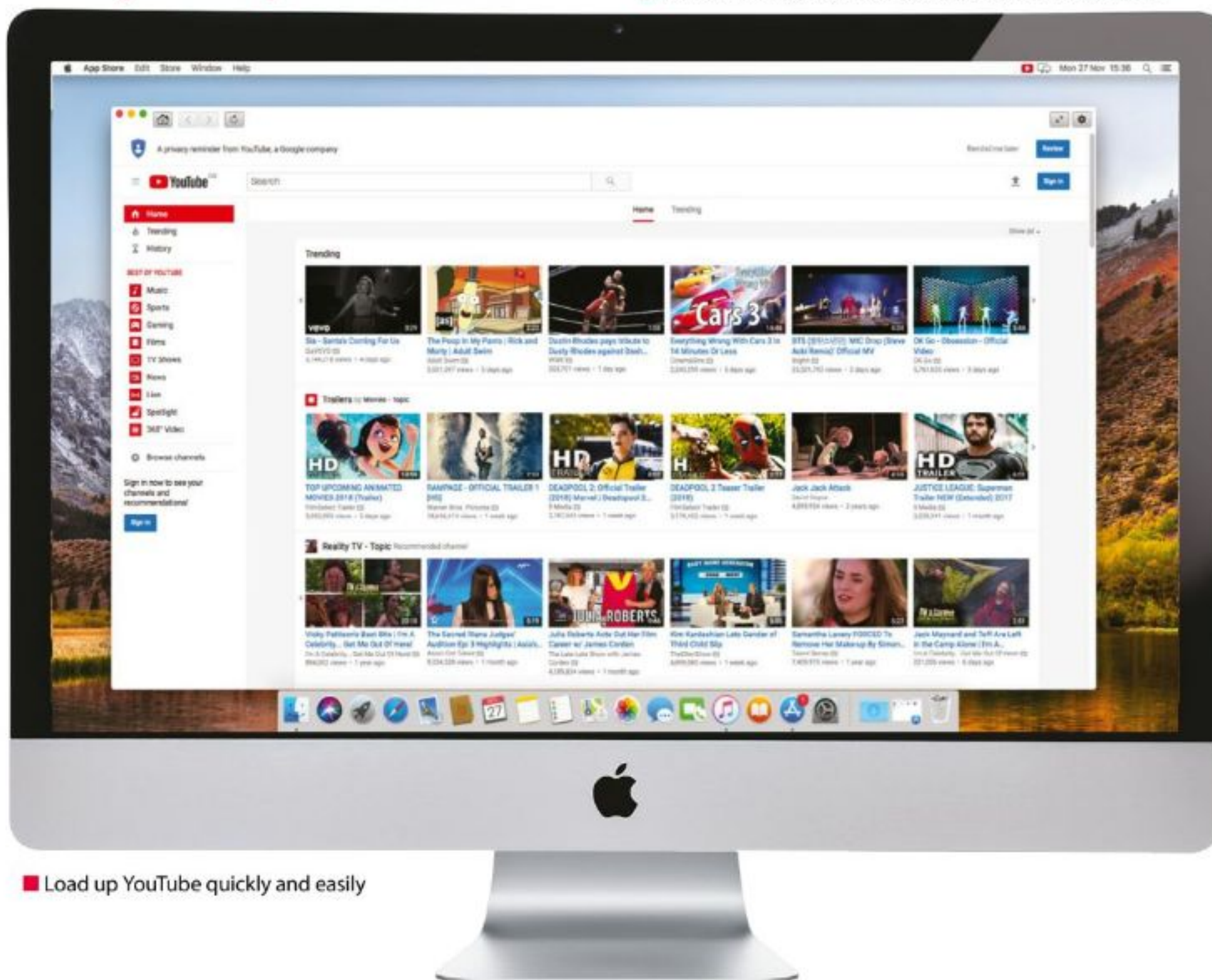
"There are a wealth of apps to help you pass your spare time"



The presentation of The Lost Watch 3D is stunning



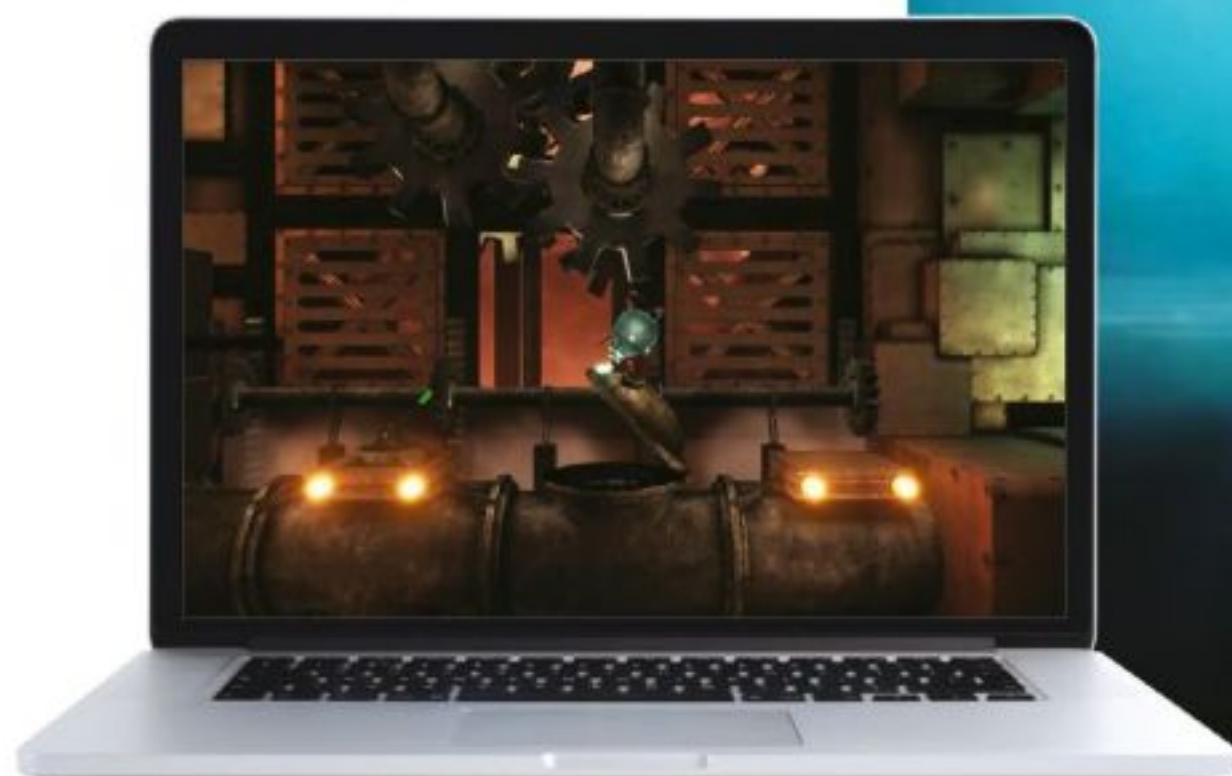
The Shazam app is just as good now as it's always been



Load up YouTube quickly and easily



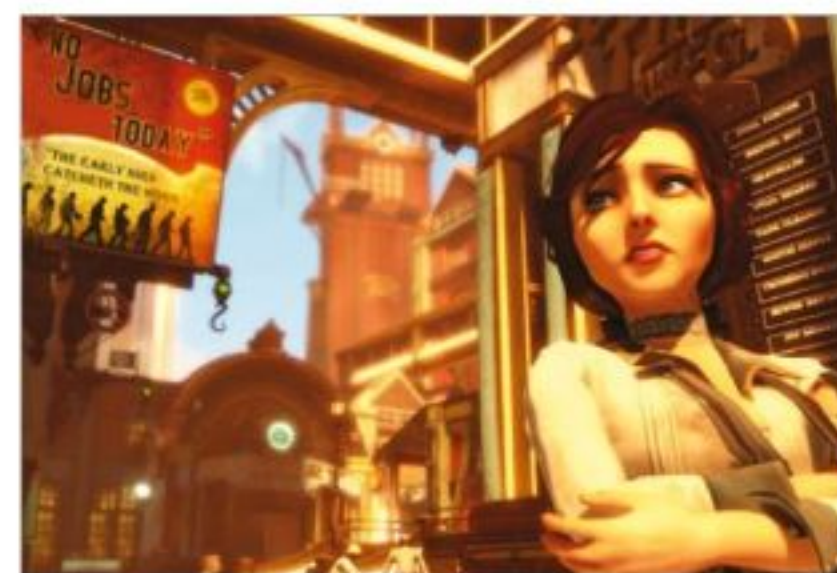
■ *Neon Drive* will give you a stunning trip down Memory Lane



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 Digital, 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 co-operatively. Striking to the eye and fiendishly puzzling, it's a beautiful 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 come 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



V 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.

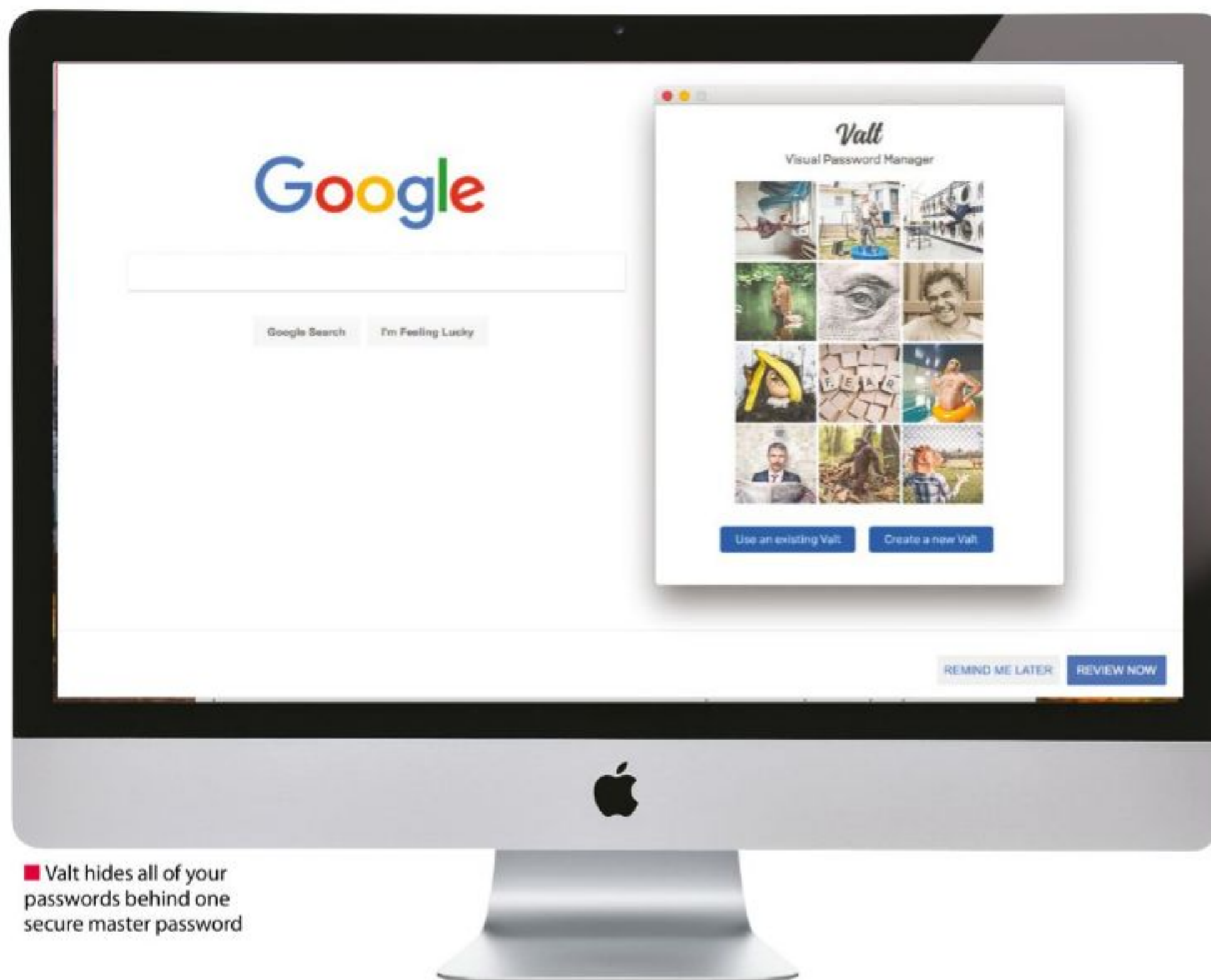
iLove Undelete

Price: £4.99/\$4.99

Developer: Wu Yang



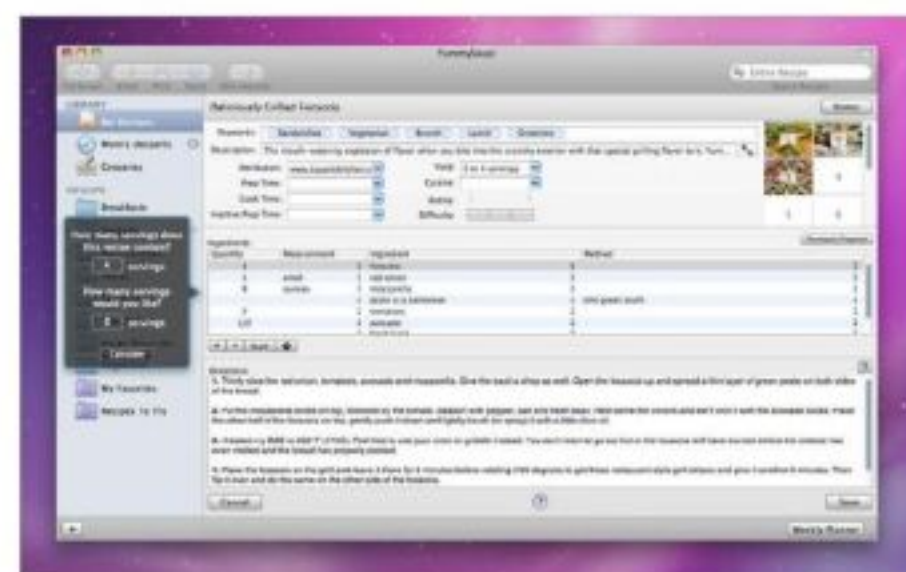
 Ever accidentally deleted a file from your Mac? Well, trying to get it back is a very long-winded process, and one that needs some expert knowledge. Step forward, iLoveUndelete, the new app that will restore deleted files, as long as you haven't restarted your Mac.



Lifestyle

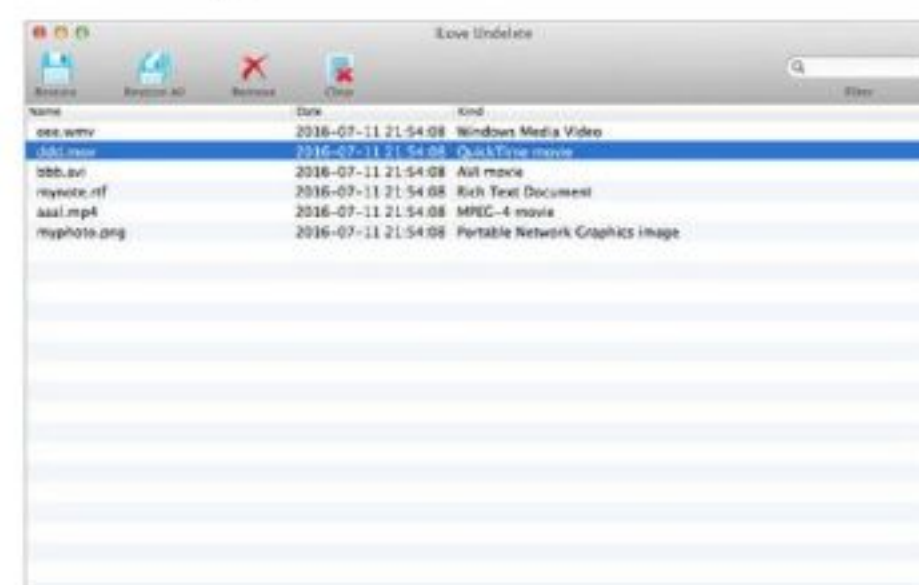
Tailor your Mac to fit in with your life

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

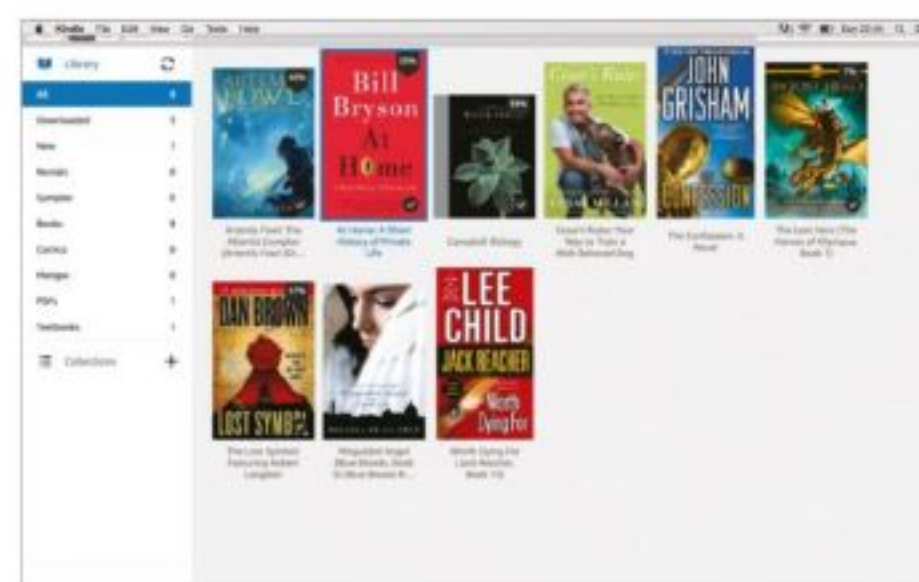


■ Recipes come to life in Yummysoup!

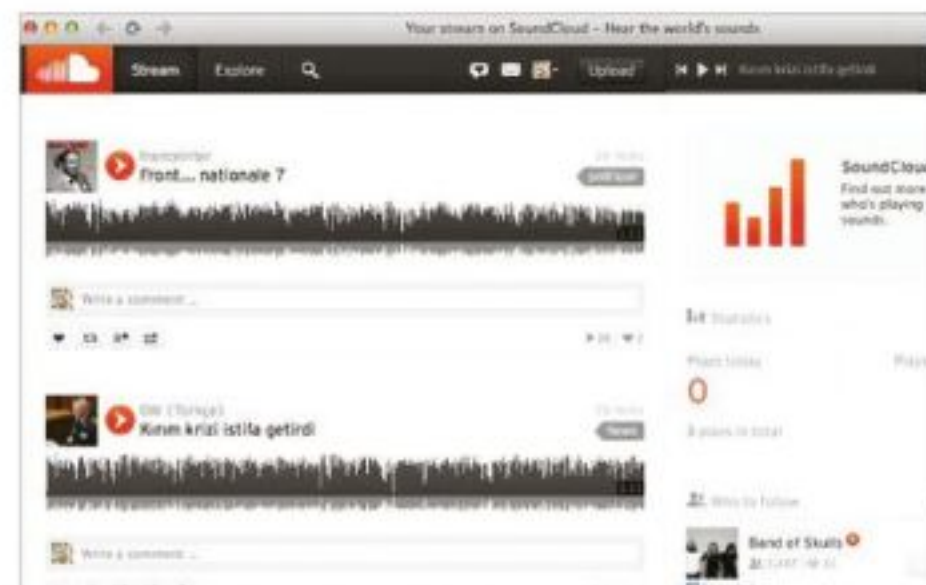
"The right choice of apps can benefit your day-to-day life"



- Effortlessly restore files you've accidentally deleted



■ The Kindle app makes reading on Mac a breeze



■ Discover new SoundCloud mixes with SoundMate



■ Boom 2 will liven up your Mac's speakers



■ Remix tracks on the fly with VirtualDJ



■ DJ'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: £14.99/\$14.99

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.

Essential apps

5 essential apps

Reeder 3

Price: £9.99/\$9.99 **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 deal 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



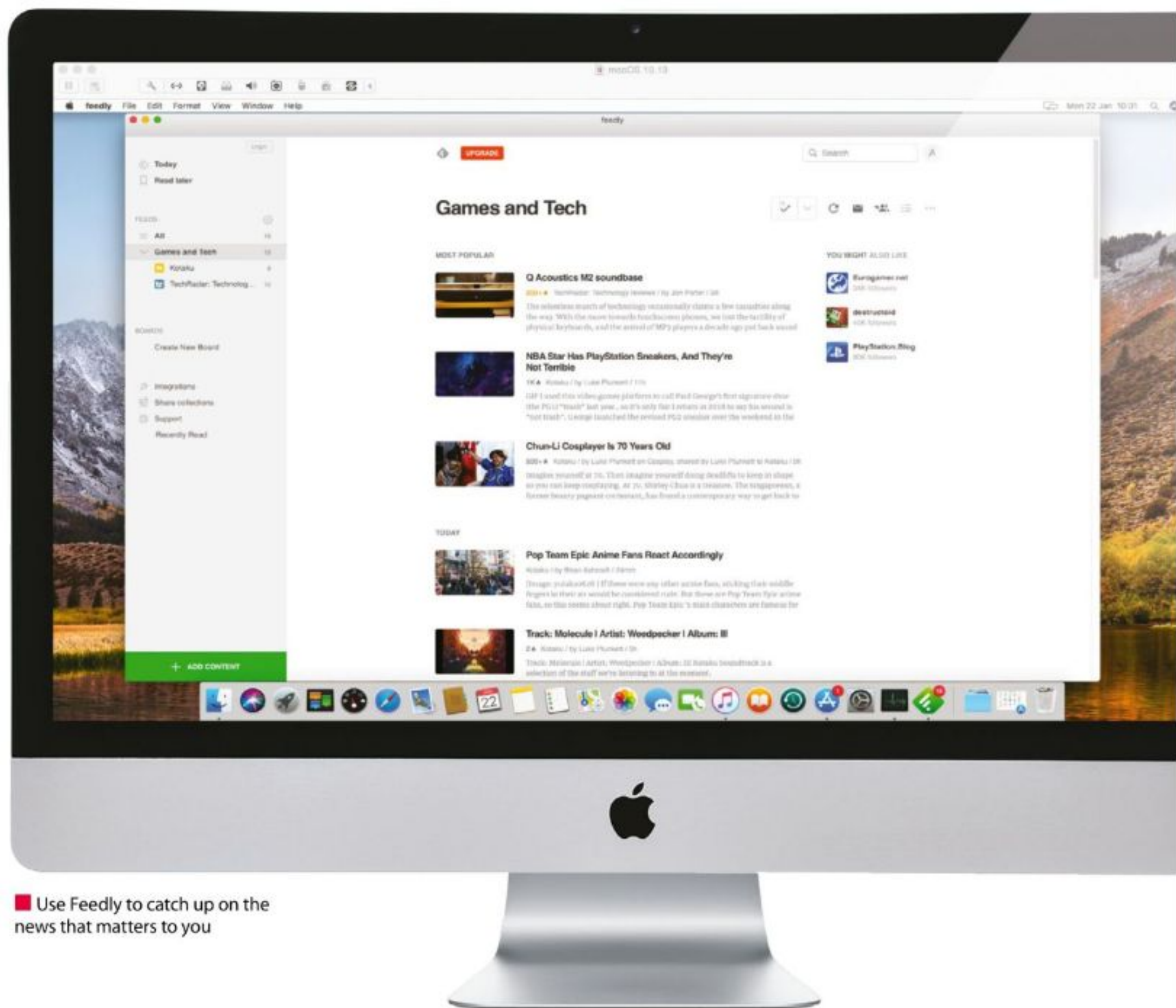
Pocket provides a handy service for storing all of the web articles and videos that you don't have time to explore presently in the cloud and makes them accessible through any device. You can even read articles offline, making this idea for those long commutes.

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 Feedly to catch up on the news that matters to you

News

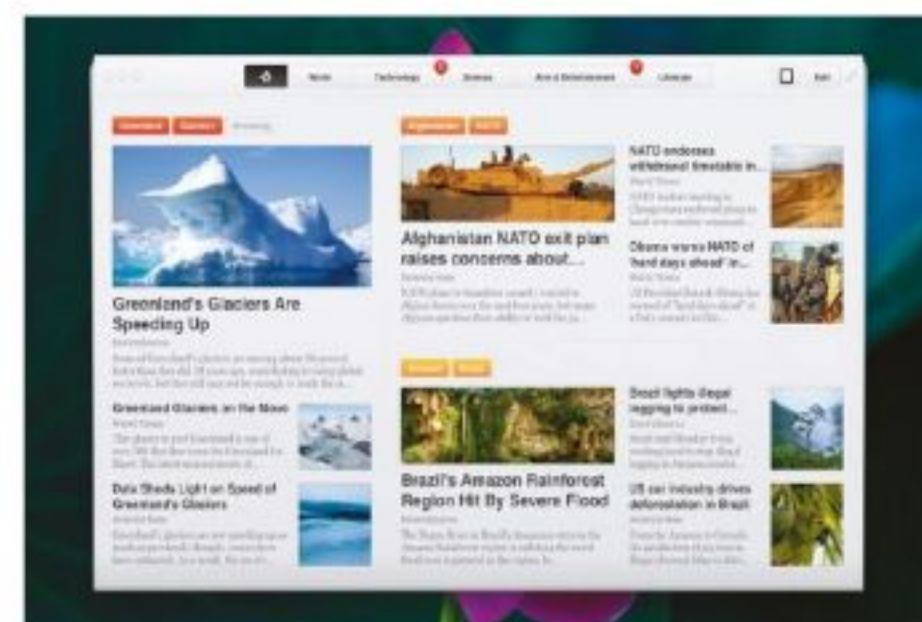
Keep informed on everything in the world today

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 iGallery app is a must-have for anyone who uses Instagram



■ Use Macphun's Filters for Photos to add filters to your editing suite



■ 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, but either way, the platform and available apps will offer you everything you need to get started and enjoy the world of photography for professional or personal reasons.



■ Fotor gives you everything you need to tweak images to perfection

5 essential apps

Affinity Photo

Price: £33.99/\$34.99

Developer: Serif



The old saying goes you need Photoshop to do some really powerful image editing on Macs. 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 support for unlimited layers and retouching effects of the highest standard. Affinity Photo is so good, Apple made it one of its apps of the year.

Filters for Photos

Price: Free

Developer: Macphun



Filters for Photos does exactly what its name suggests, 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 duller 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.

iGallery for Instagram

Price: Free **Developer:** Chengyu Huang



Viewing your Instagram account online is a pretty unwieldy way of using the photography social network, but iGallery for Instagram solves that problem with its gorgeous edge-to-edge imagery, direct messaging and upload support. The app lets you view images and videos at full resolution in their original aspect ratio. A must-have for Instagrammers.

Essential apps



■ Fantastical 2 will keep your calendar in perfect shape and keep you productive

Productivity

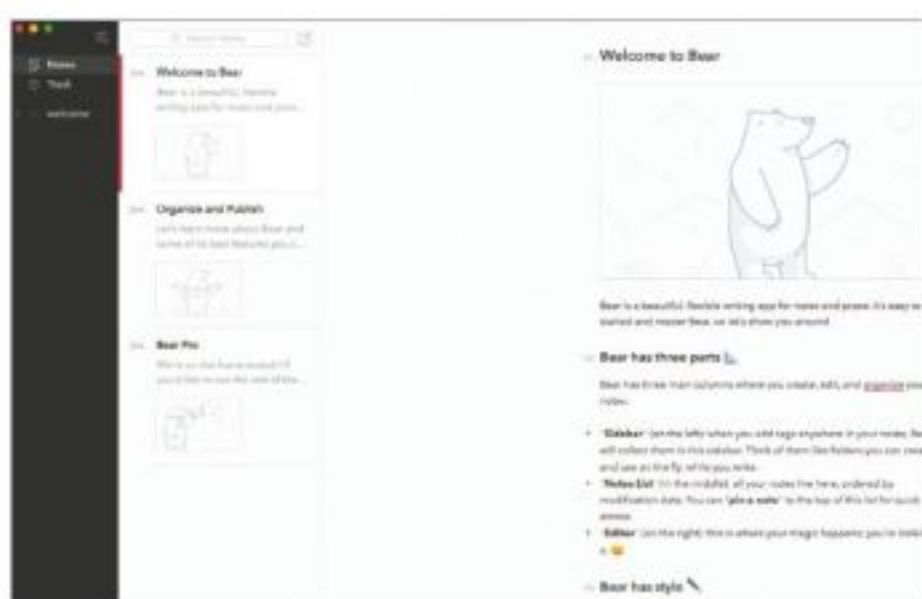
Maximise your output

Productivity takes many forms, and there are solutions that will help you be more productive, no matter what your need or speciality.

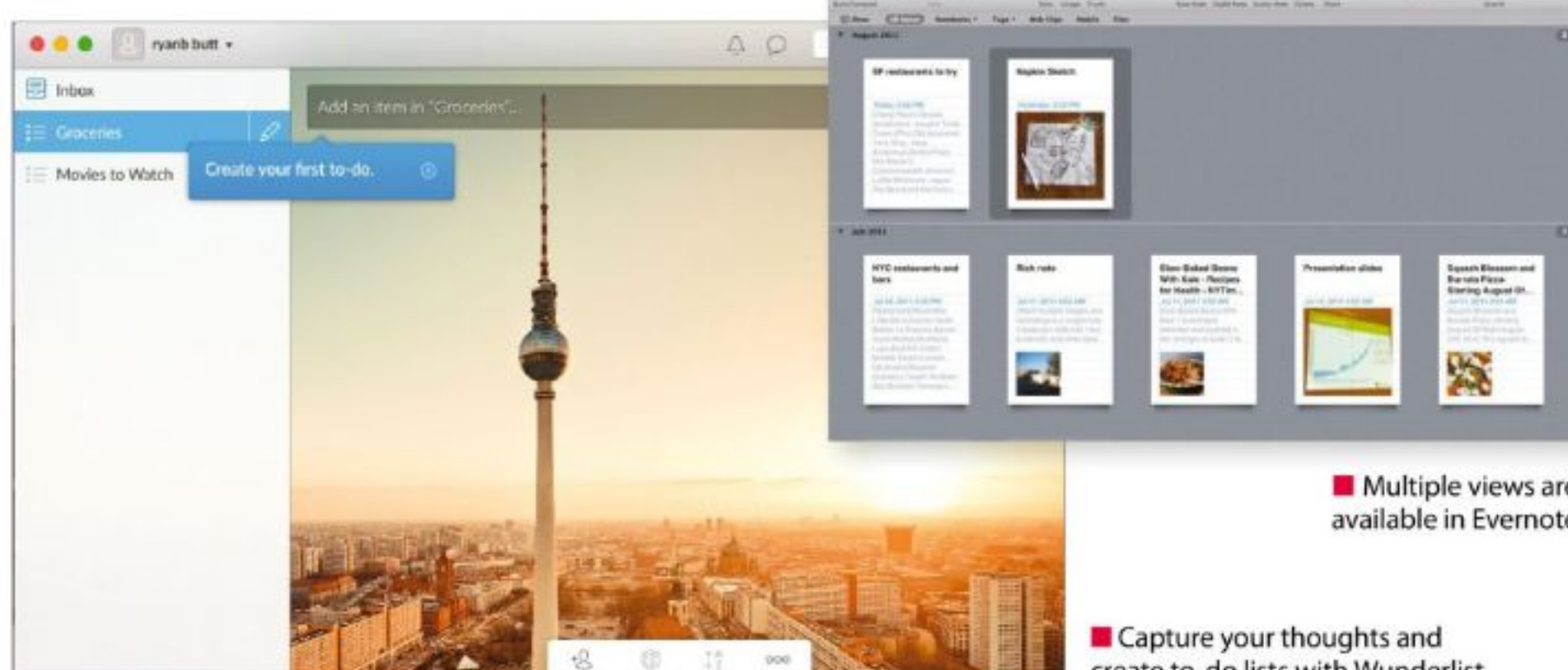
Everything from creating text documents to building databases can fall into this category,

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.

“There are many great productivity solutions”



■ Bear's focus mode is brilliant



■ 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 desktop

Price: Free **Developer:** WhatsApp, Inc



Amazingly, it is only recently that Mac users have had the option to use the WhatsApp messaging service. When you sign in you can sync all of your chats over from the mobile version so you can continue from where you left off. Through WhatsApp Desktop you can text your friends even if they are using the mobile version. The app is relatively new so there are a few features that are available on the mobile version but not the desktop such as phone and video calls but these may be added in future updates.

Tweetbot

Price: £9.99/\$9.99

Developer: Tapbots



While the official Twitter app is more than serviceable it is low on killer features. Of the third-party options available to you, Tweetbot 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.

PhotoFeed for Instagram

Price: Free

Developer: Gao Wei



Ever been frustrated by there not being a standalone app for Instagram? Well there's a quick and handy solution in the Mac App Store in the form of Gao Wei's PhotoFeed for Instagram app – a discreet widget-like app that gives you direct access to your Instagram feed. You can also check people's stories, see what photos Instagram recommends you check out and more. It's exactly like the mobile version of the app, but running on your Mac.

Pin for Pinterest

Price: Free

Developer: Chatsworth and Whitton Limited



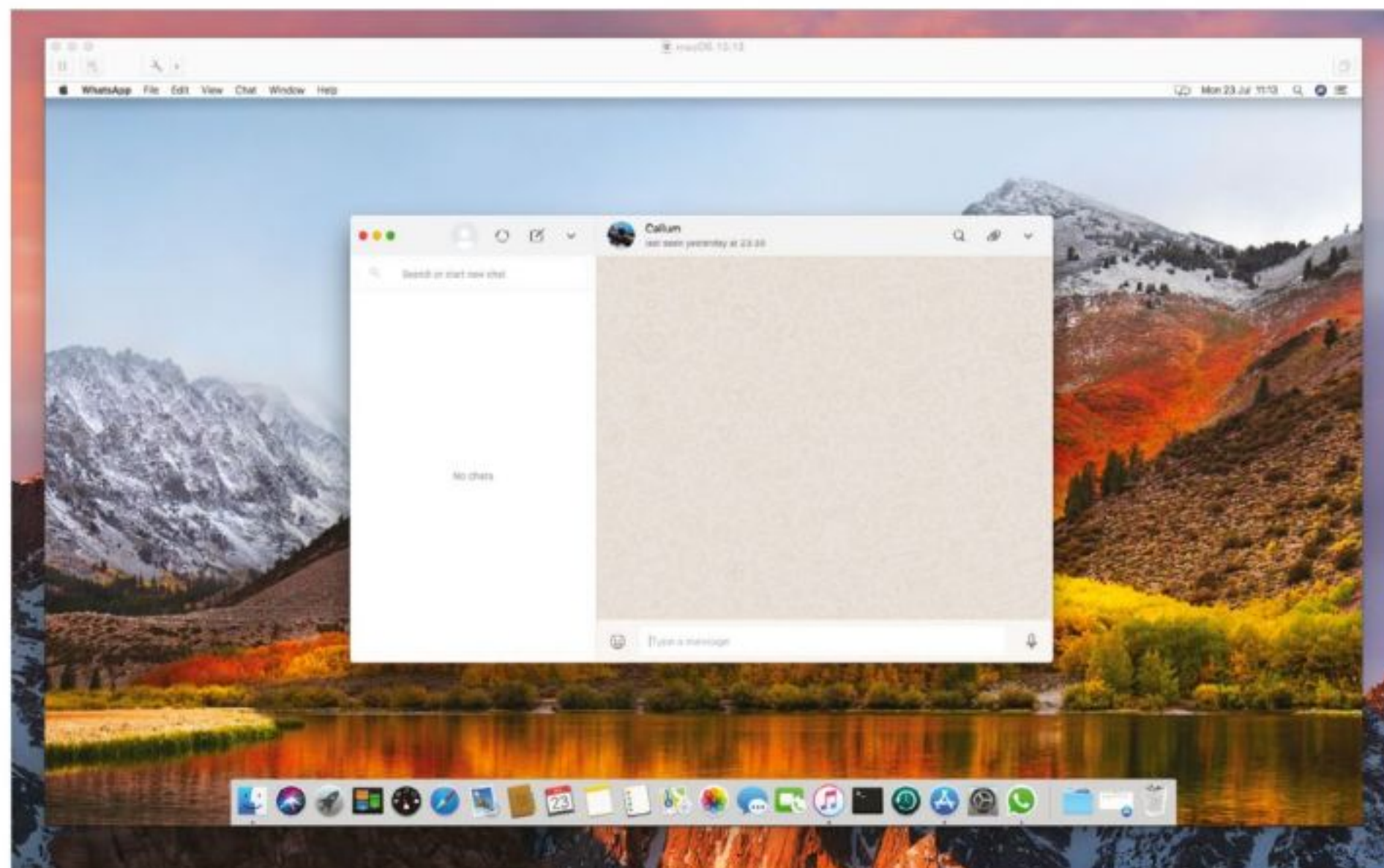
This app takes your Pinterest addiction to a whole new level by allowing you to instantly browse your Pinterest account without having to open your web browser. You will need Pin Pro to upload new images, but this app at least allows you to fuel your Pinterest interest.

FaceTime

Price: £0.99/\$0.99 **Developer:** Apple



Just because you run an older operating system on your Mac doesn't mean you have to miss out on cool apps like FaceTime. You can grab a Snow Leopard-optimised version of the app from the App Store and video message anyone in your Contacts app.



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”



Video message friends and family with FaceTime



Tweetbot uses a column view to ensure you can balance multiple accounts

PhotoFeed for Instagram works just like the mobile app



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.

iPlayBook

Price: Free

Developer: Aletheia Management Partners



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 things that prevent people from working out are no spare time and lack of equipment. This app has made those arguments obsolete as it provides easy and short workouts that require nothing but your body, a wall and a chair. Press play and a voice will talk you through twelve 30-second exercises with short breaks between them.

Scoreboard - Basketball Live

Price: £0.99/\$0.99 Developer: Jiafu Zhang



Any fan of the NBA will want to get their hands on this app. It lives in your Mac's Notification Centre and provides you with up-to-date scores and player statistics. You can bring up a small window that goes over other app windows so the score is always there.



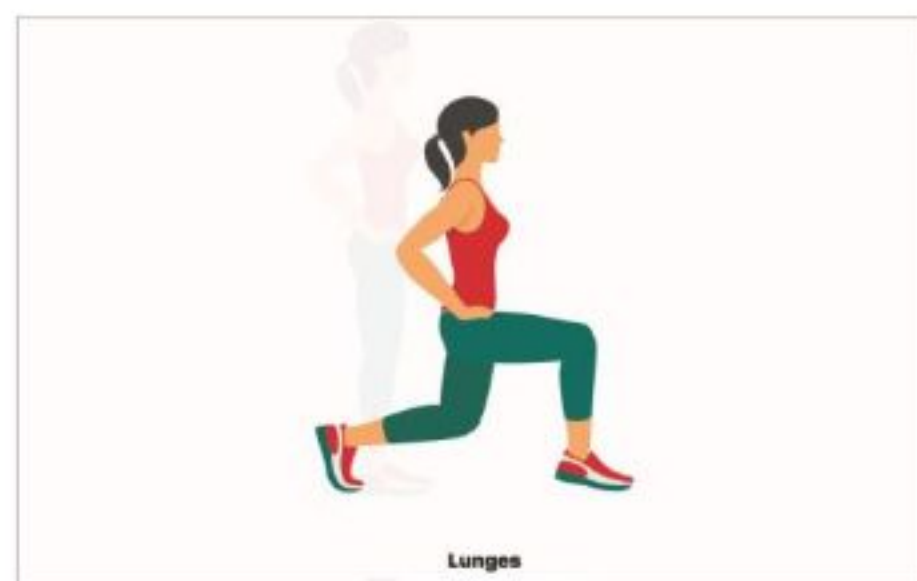
■ With Swing It Pro you can analyse any aspect of the perfect golf swing

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.



■ Master quick workout routines

"No matter the sport, you should be able to find an app to help"



■ Use your Mac as a way of learning Pilates



■ 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 Watch the latest and 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. Compressor works 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 access to... until iStopMotion came along, that is. With this app, you can spend time creating a stunning stop-motion film, 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.

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.

SUBSCRIBE AND SAVE UP TO 74%

Every issue of your subscription, delivered direct to your door. Print & digital editions available.

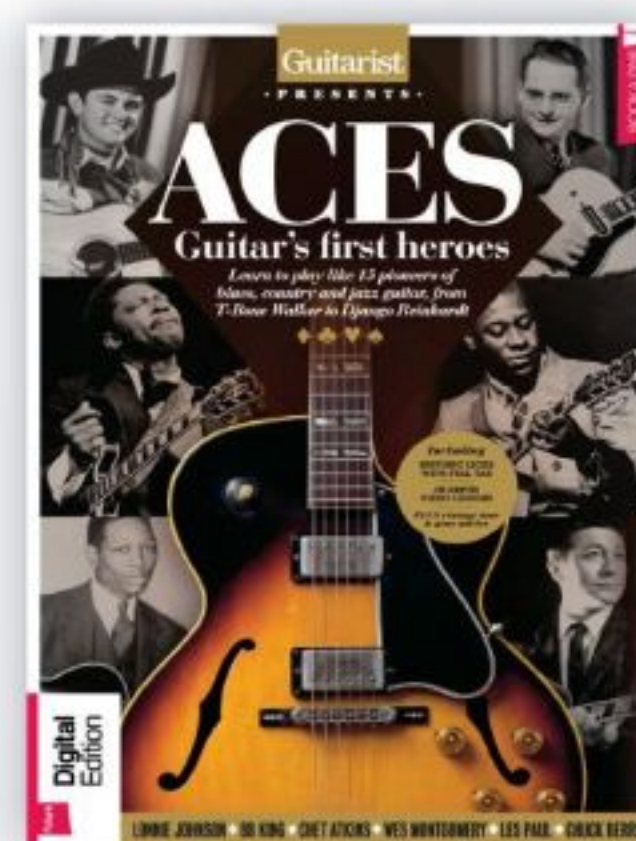
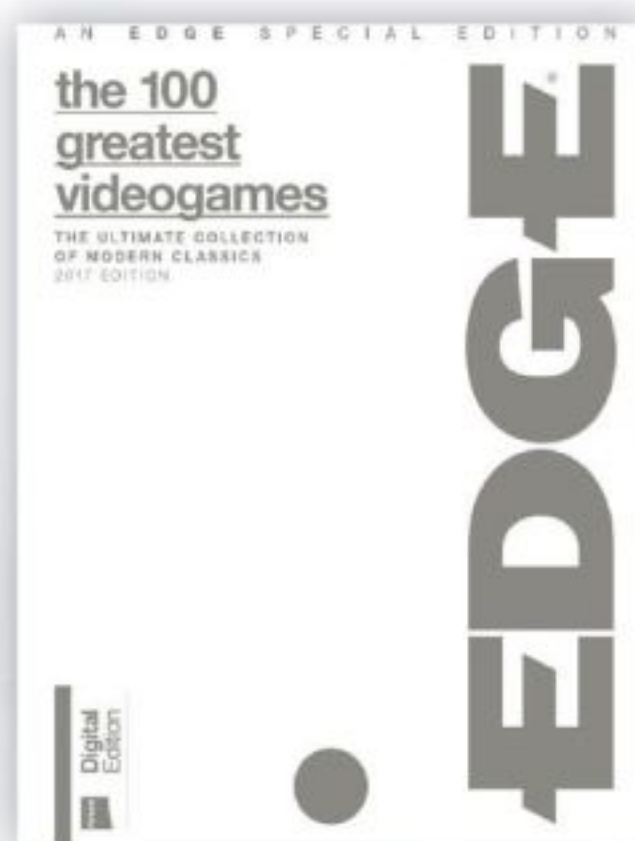


NEAT STORAGE

Store up to 13 issues of your magazine subscription in a coordinating slip case or ring binder.

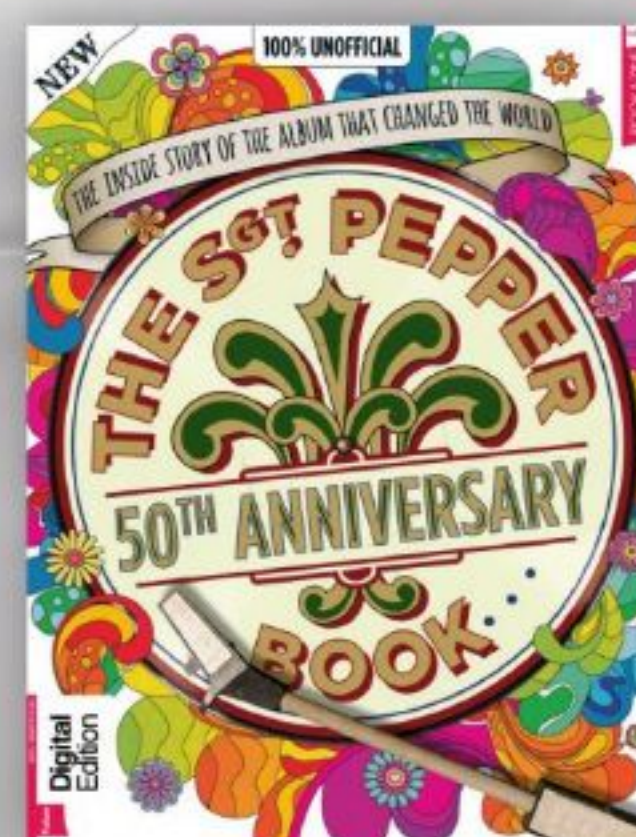
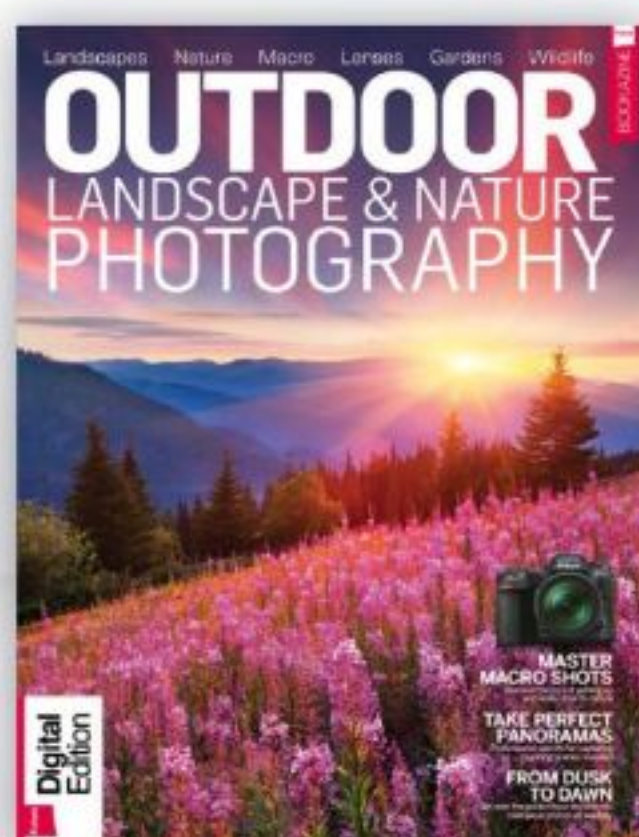


myfavouritemagazines.co.uk



DISCOVER MORE GREAT GUIDES & SPECIALS

From photography to music and technology to field sports, there's something for everyone.



Our magazines and binders make perfect gifts too. And don't worry if you're not quite sure which titles they'll enjoy the most because we have a great choice of gift vouchers available to buy.



✓ No hidden costs 🚚 Shipping included in all prices 🌐 We deliver to over 100 countries 🔒 Secure online payment

FUTURE myfavouritemagazines
Official Magazine Subscription Store

myfavouritemagazines.co.uk

HOW TO USE FileSilo

EVERYTHING YOU NEED TO KNOW ABOUT ACCESSING YOUR NEW DIGITAL REPOSITORY

To access FileSilo, visit <http://www.filesilo.co.uk/bookazines/bks-1848>

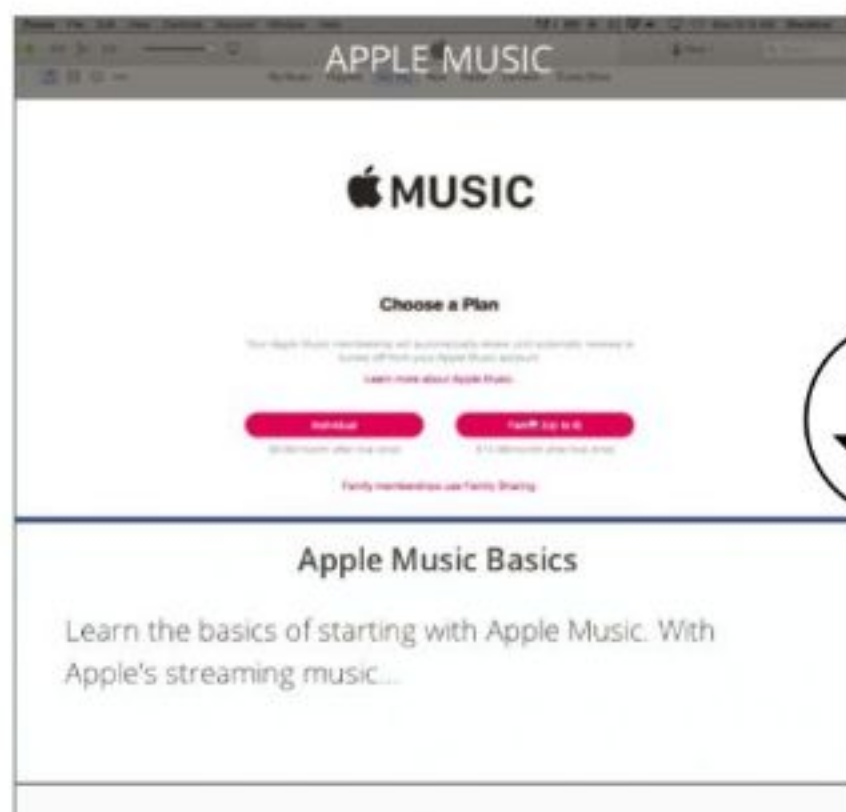
01 Follow the on-screen instructions to create an account with our secure FileSilo system, or log in and unlock the issue by answering a simple question about the edition you've just read. You can access the content for free with each edition released.



02 Once you have logged in, you are free to explore the wealth of content made available for free on FileSilo, from great video tutorials and online guides to superb downloadable resources. And the more bookazines you purchase, the more your instantly accessible collection of digital content will grow.

03 You can access FileSilo on any desktop, tablet or smartphone device using any popular browser (such as Safari, Firefox or Google Chrome). However, we recommend that you use a desktop to download content, as you may not be able to download files to your phone or tablet.

04 If you have any problems with accessing content on FileSilo, or with the registration process, take a look at the FAQs online or email filesilohelp@futurenet.com.



NEED HELP WITH THE TUTORIALS?

Having trouble with any of the techniques in this issue's tutorials? Don't know how to make the best use of your free resources? Want to have your work critiqued by those in the know? Then why not visit the Bookazines or iCreate Magazine Facebook page for all your questions, concerns and qualms. There is a friendly community of experts to help you out, as well as regular posts and updates from the bookazine team. Like us today and start chatting!



facebook.com/iCreateMagazine

Mac for Beginners

Everything you need to
know to get started with
your Apple Mac

300+
essential
tips

Ultimate guide



Learn the secrets of High Sierra

Get to know Apple's latest macOS

The next step

Download from the Mac App Store

The Mac App Store is your hub for new software. Here you can get your hands on exciting apps.

Mac App Store interface explained

Discover exactly what you need to know to get the most out of the Mac App Store.



Discover Apple features

Learn your Mac's essential tools and functions

Going further



Get creative with key programs

Take your Mac skills up a gear with our tutorials

Essential apps



Download popular apps

Enhance your experience with the best apps