

Teach Yourself
VISUALLY[™]

macOS[™] High Sierra

The Fast and Easy Way to Learn



Paul McFedries

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VISUALLY™

macOS High Sierra™

Paul McFedries

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Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991, and he has more than 90 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Windows 10 Anniversary Update*, *Teach Yourself VISUALLY Excel 2016*, *The Facebook Guide for People Over 50*, and *iPhone Portable Genius*. Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at www.mcfedries.com and follow him on Twitter @paulmcf or @wordspy.

Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb-through the pages will show you that this book is also chock full of images, from sharp screenshots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, copy editor Scott Tullis, and technical editor Galen Gruman. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to Wiley executive editor Jody Lefevere for asking me to write this book.

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

CHAPTER 3

Communicating via Email

Add a Signature Block

A **signature block** is a chunk of text that appears at the bottom of an email message. Instead of typing this information manually, you can save the signature in your Mail preferences. When you compose a new message, reply to a message, or forward a message, you can click a button to have Mail add the signature block to your outgoing message.

Signature blocks usually contain personal contact information, such as your phone numbers, business address, and email and website addresses. Mail supports multiple signature blocks, which is useful if you use multiple accounts or if you use Mail for different purposes such as business and personal.

Add a Signature Block

1 Click **Mail**.

2 Click **Preferences**.

The Mail preferences appear.

3 Click **Signatures**.

4 Click the account for which you want to use the signature.

5 Click **Create a signature (+)**. Mail adds a new signature.

6 Type a name for the signature.

7 Type the signature text.

8 Repeat steps 4 to 7 to add other signatures, if required.

Note: You can add as many signatures as you want. For example, you may want to have one signature for business use and another for personal use.

9 Click **Close**.

Insert the Signature

1 Click **New Message (⌘N)** (not shown) to start a new message.

Note: To start a new message, see the section “Send an Email Message.”

2 In the message text area, move the insertion point to the location where you want the signature to appear.

3 Click the **Signature** button and then click the signature you want to insert.

4 The signature appears in the message.

TIPS

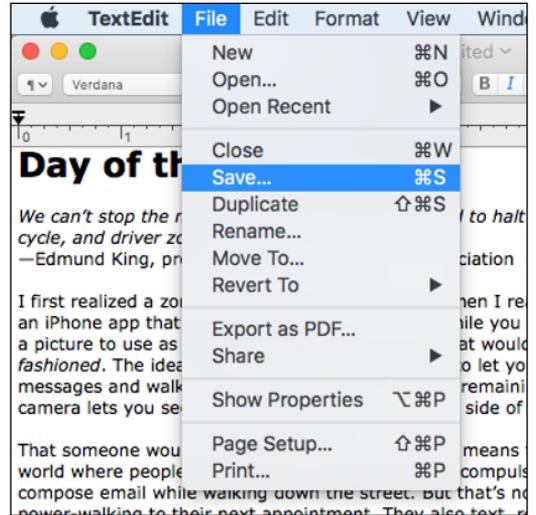
I have multiple signatures. How can I choose which signature Mail adds automatically?
Follow steps 1 to 4. In the subsection “Create a Signature Block” to display the Signatures preferences and choose an account. Click the **Choose Signature** button and then click the signature you want to insert automatically into each message. If you prefer to add a signature manually, click **None**.

Can I format my signature text?
Yes. Follow steps 1 to 4 in the subsection “Create a Signature Block” to display the Signatures preferences and choose an account. Click the signature you want to modify and then use the commands on the **Format** menu to format your signature.

Table of Contents

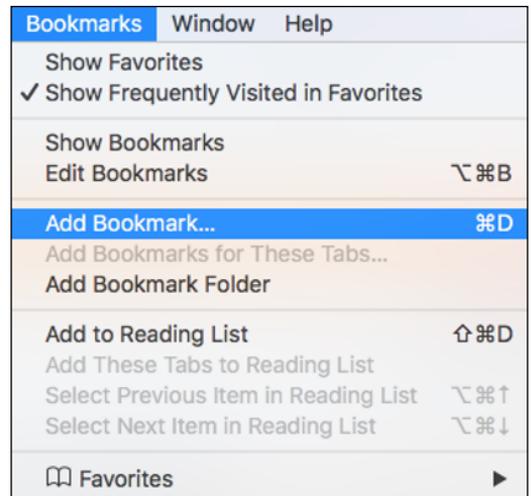
Chapter 1 Learning Basic macOS Tasks

Start an Application	4
Start an Application Using Launchpad.....	6
Locate the Mouse Pointer.....	7
Switch Between Applications.....	8
View Running Applications with Mission Control.....	9
Run an Application Full Screen.....	10
Split the Screen with Two Applications.....	11
Search Your Mac	12
Voice-Operate Your Mac with Siri.....	14
Save a Document	16
Open a Document	17
Print a Document.....	18
Copy a File.....	20
Move a File	21
Rename a File.....	22
Delete a File.....	23
Open a Folder in a Tab.....	24
Open a Document in a Tab	25



Chapter 2 Browsing the Web

Open a Web Page in a Tab	28
Navigate Web Pages	30
Navigate with the History List	32
Change Your Home Page	34
Bookmark Web Pages.....	36
Pin a Web Page Tab.....	38
Set the Default Zoom Level for a Website.....	39
Mute a Web Page Tab	40
Control Automatic Media Playback for a Website	41
Display a Web Page Video as Picture-in-Picture	42
Search for Sites	43
Download a File.....	44
View a Page Without Distracting Features	46
Create a Web Page Reading List	48



Chapter 3 Communicating via Email

Add an Email Account	52
Send an Email Message.....	54
Add a File Attachment.....	56
Add a Signature Block	58
Receive and Read Email Messages.....	60
Reply to a Message	62
Forward a Message	64
Open and Save an Attachment	66
Create a Mailbox for Saving Messages.....	68
Add Events and Contacts from a Message.....	70
Process Messages Using Gestures.....	71

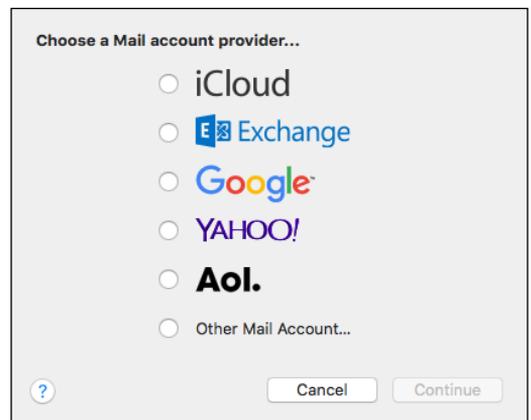
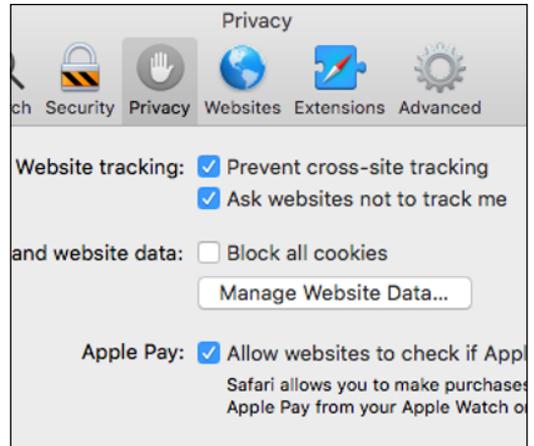


Table of Contents

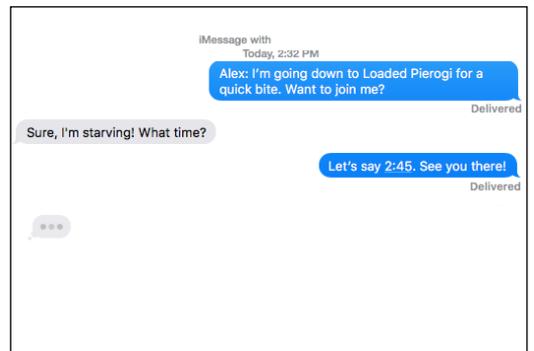
Chapter 4 Enhancing Online Privacy

Delete a Site from Your Browsing History.....	74
Ask Websites Not to Track You	76
Install and Use a Content Blocker.....	78
Remove Saved Website Data	80
Enable Private Browsing.....	82
Delete a Saved Website Password	84
Delete Saved Credit Card Data	86
Move Spam to the Junk Mailbox Automatically	88
Configure Advanced Junk Mail Filtering	90
Disable Remote Images.....	92



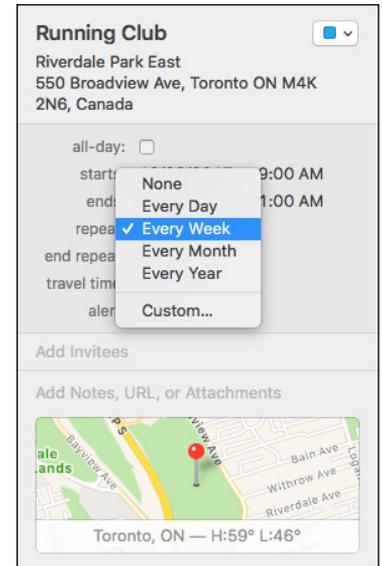
Chapter 5 Talking via Messages and FaceTime

Sign In to Messages	96
Send a Message	98
Send a File in a Message	100
Sign In to FaceTime	102
Connect Through FaceTime	104



Chapter 6 Tracking Contacts and Events

Add a New Contact.....	108
Edit a Contact	110
Create a Contact Group	112
Navigate the Calendar	114
Create an Event	116
Create a Repeating Event	118
Send or Respond to an Event Invitation	120



Chapter 7 Playing and Organizing Music

Understanding the iTunes Library.....	124
Navigate the iTunes Window.....	125
Play a Song.....	126
Create a Playlist.....	128
Purchase Music from the iTunes Store	130
Apply Parental Controls	132
Subscribe to a Podcast.....	134

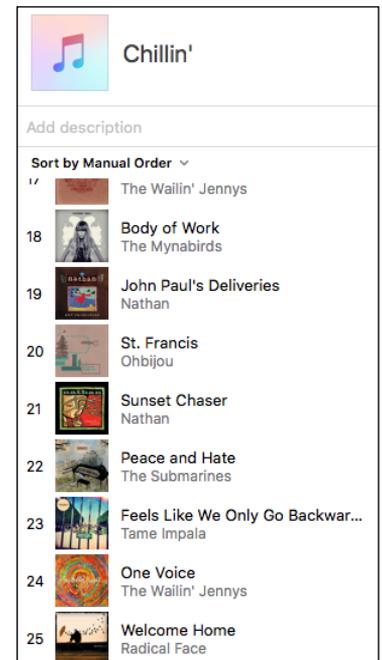
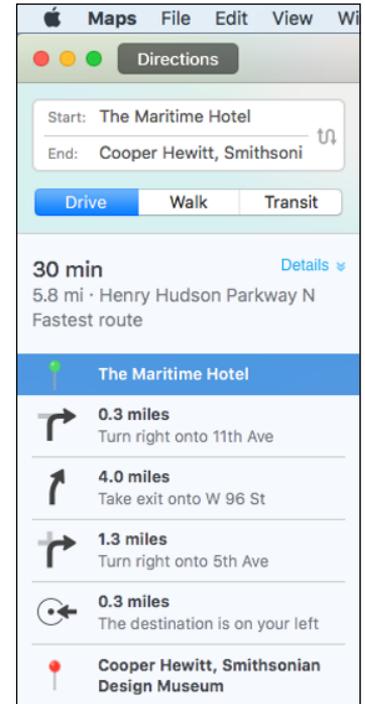


Table of Contents

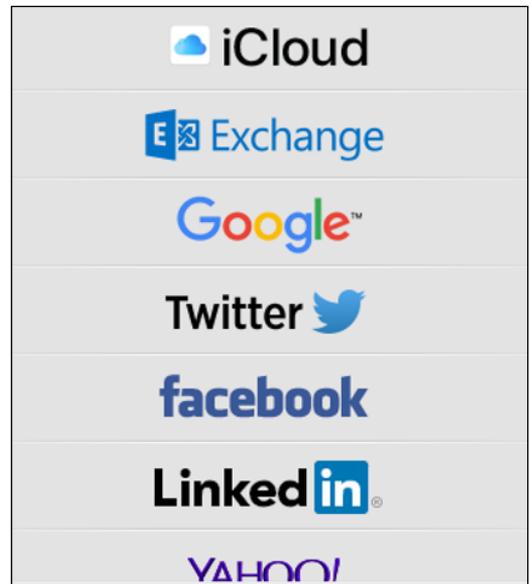
Chapter 8 Learning Useful macOS Tasks

Integrate macOS and Your iPhone or iPad.....	138
Using Handoff to Switch Between a Device and macOS	140
Install a Program Using the App Store	142
Write a Note	144
Enhance Notes with Attachments	146
Create a Reminder.....	148
Create a New Reminder List	150
Work with the Notification Center	152
Organize Files with Tags	154
Search Files with Tags	156
Search for a Location	158
Get Directions to a Location	160
Install a Font.....	162
Access Non-Keyboard Characters	164



Chapter 9 Connecting to Social Networks

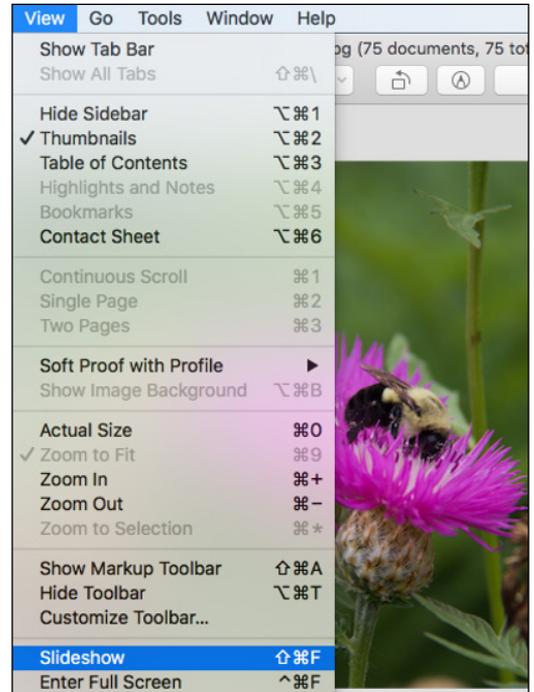
Sign In to Your Facebook Account.....	168
Post to Facebook	170
Publish a Photos Album to Facebook.....	172
Sign In to Your Twitter Account.....	174
Send a Tweet	176
Connect to Your LinkedIn Account.....	178
Post to LinkedIn.....	180
Update Your Social Network Profile Picture	182
Connect to Your Flickr Account	184
Send Photos to Flickr	186
Set Up Your Vimeo Account.....	188



Send a Video to Vimeo..... 190
 Share Information with Other People 192

Chapter 10 Viewing and Editing Photos and Videos

View a Preview of a Photo 196
 View a Slideshow of Your Photos 198
 Import Photos from a Digital Camera 200
 View Your Photos 202
 Create an Album 204
 Crop a Photo 206
 Rotate a Photo 208
 Enhance a Photo with a Filter 209
 Straighten a Photo 210
 Remove Red Eye from a Photo 212
 Add Names to Faces in Your Photos 214
 Mark Your Favorite Photos 216
 Set an Album’s Key Photo 217
 Email a Photo 218
 Take Your Picture 220
 Play Digital Video with QuickTime Player 222



Chapter 11 Securing macOS

Change Your Password 226
 Require a Password on Waking 228
 Disable Automatic Logins 230
 Configure App Downloads 232
 Turn On the Firewall 234
 Configure Location Services 236
 Enable the Guest User Account 238

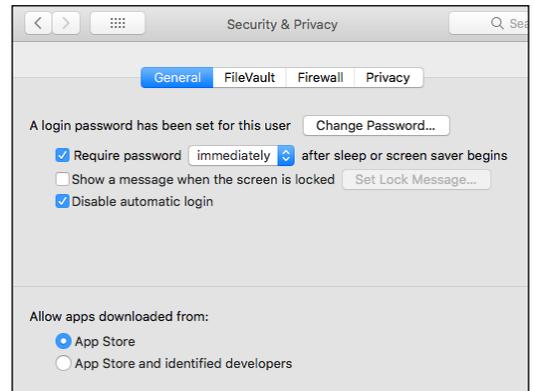
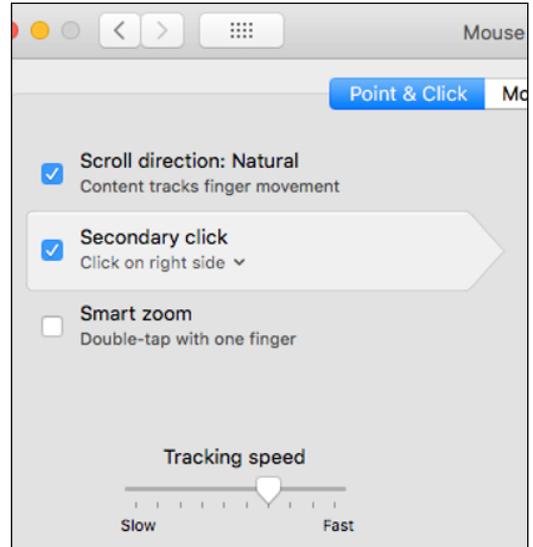


Table of Contents

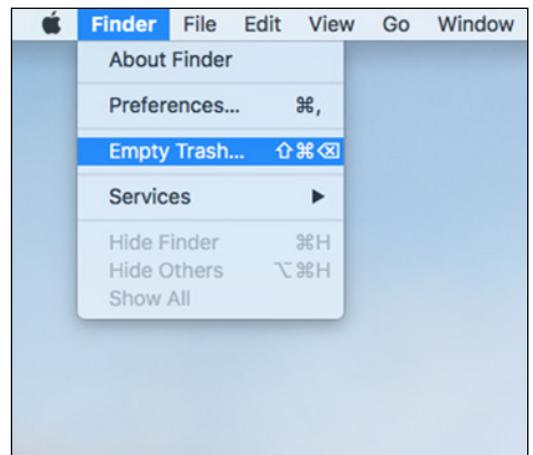
Chapter 12 Customizing macOS

Display System Preferences.....	242
Change the Desktop Background	244
Set Your Mac's Sleep Options	246
Change the Display Resolution and Brightness	248
Create an App Folder in Launchpad.....	250
Add a User Account.....	252
Customize the Dock.....	254
Add an Icon to the Dock.....	256
Hide the Dock	258
Add a Widget to the Notification Center.....	260
Extend the Desktop Across Multiple Displays	262
Customize the Share Menu	264
Customize Siri	266
Customize the Mouse and Trackpad.....	268



Chapter 13 Maintaining macOS

Empty the Trash	272
Organize Your Desktop.....	273
Check Hard Drive Free Space	274
Uninstall Unused Applications	276
Force a Stuck Application to Close.....	278
Configure Time Machine Backups.....	280
Restore an Earlier Version of a File	282
Restore Files Using Time Machine.....	284
Recondition Your Mac Notebook Battery	286
Restart Your Mac.....	288



Chapter 14 Working with iCloud

Create an Apple ID	292
Set Up iCloud Synchronization	296
Generate a Website Password	298
Activate and Configure iCloud Drive	300
Manage Your iCloud Storage	302
Set Up Family Sharing	304
Locate and Lock a Lost Mac, iPod, iPhone, or iPad	306



Chapter 15 Networking with macOS

Understanding Networking	310
Connect a Bluetooth Device.....	312
Connect to a Wireless Network	316
Connect to a Network Resource	318
Turn On File and Printer Sharing	320
Share a Folder	322
Share a Printer	324
Add a Shared Printer	326
View macOS on Your TV.....	328

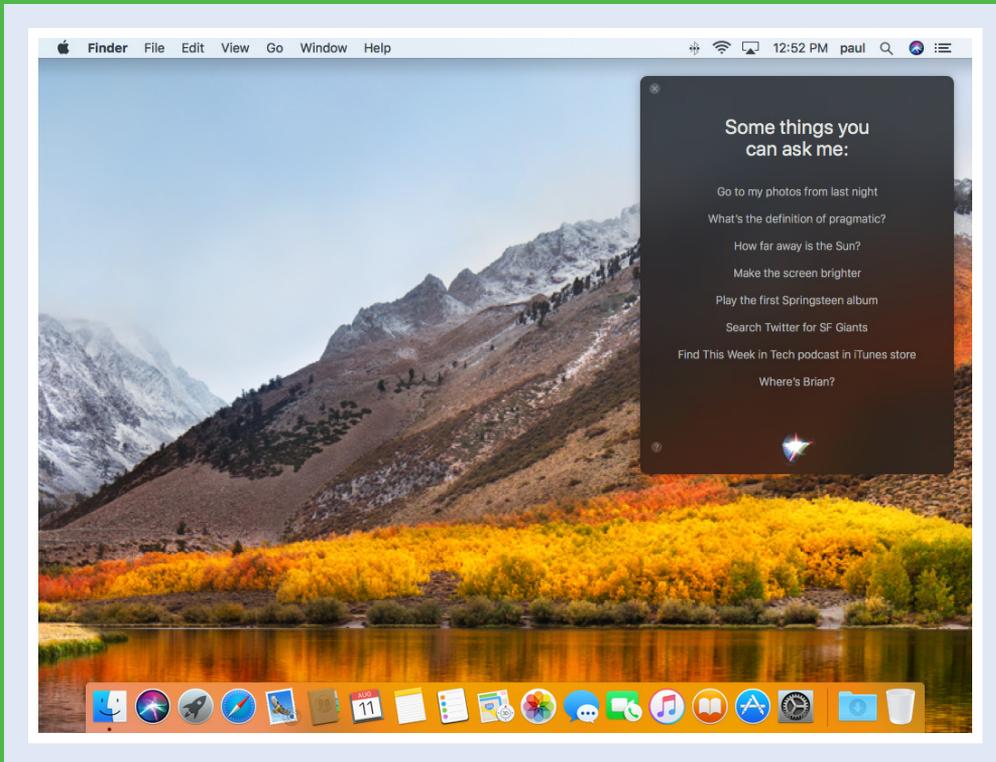
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<input type="checkbox"/>	Remote Management
<input type="checkbox"/>	Remote Apple Events
<input type="checkbox"/>	Internet Sharing
<input type="checkbox"/>	Bluetooth Sharing
<input type="checkbox"/>	Content Caching

Index.....	330
-------------------	------------

CHAPTER 1

Learning Basic macOS Tasks

macOS has a few basic tasks that you need to know to make the rest of your Mac chores faster and easier. These chores include starting and managing applications, searching your Mac for documents and data, saving your work, and fundamental file operations such as opening, printing, and copying.



Start an Application4
Start an Application Using Launchpad.6
Locate the Mouse Pointer.7
Switch Between Applications8
View Running Applications with Mission Control.9
Run an Application Full Screen	10
Split the Screen with Two Applications	11
Search Your Mac	12
Voice-Operate Your Mac with Siri	14
Save a Document.	16
Open a Document	17
Print a Document	18
Copy a File.	20
Move a File	21
Rename a File	22
Delete a File	23
Open a Folder in a Tab	24
Open a Document in a Tab	25

Start an Application

To perform tasks of any kind in macOS, you use one of the applications installed on your Mac. The application you use depends on the task you want to perform. For example, if you want to surf the World Wide Web, you use a web browser application, such as the Safari program that comes with macOS. Before you can use an application, however, you must first tell macOS what application you want to run. macOS launches the application and displays it on the desktop. You can then use the application's tools to perform your tasks.

Start an Application

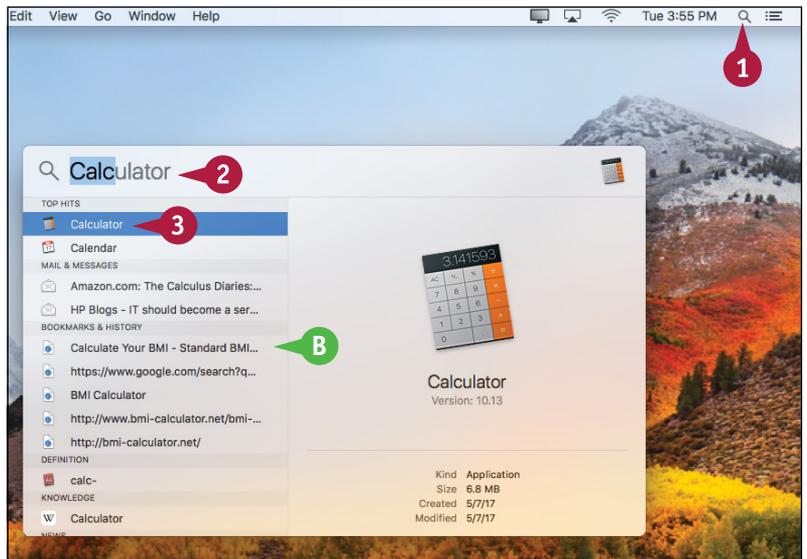
Using the Dock

- 1 If the application that you want to start has an icon in the Dock, click the icon to start the application.
- A You can position the mouse pointer (🖱️) over a Dock icon to see the name of the application.



Using Spotlight

- 1 Click **Spotlight** (🔍).
- 2 Start typing the name of the application you want to start.
- B macOS displays a list of matching items.
- 3 When the application appears in the results, click it to start the program.



Using Finder

- 1 Click **Finder** (🔍).

The Finder window appears.

- 2 Click **Applications**.

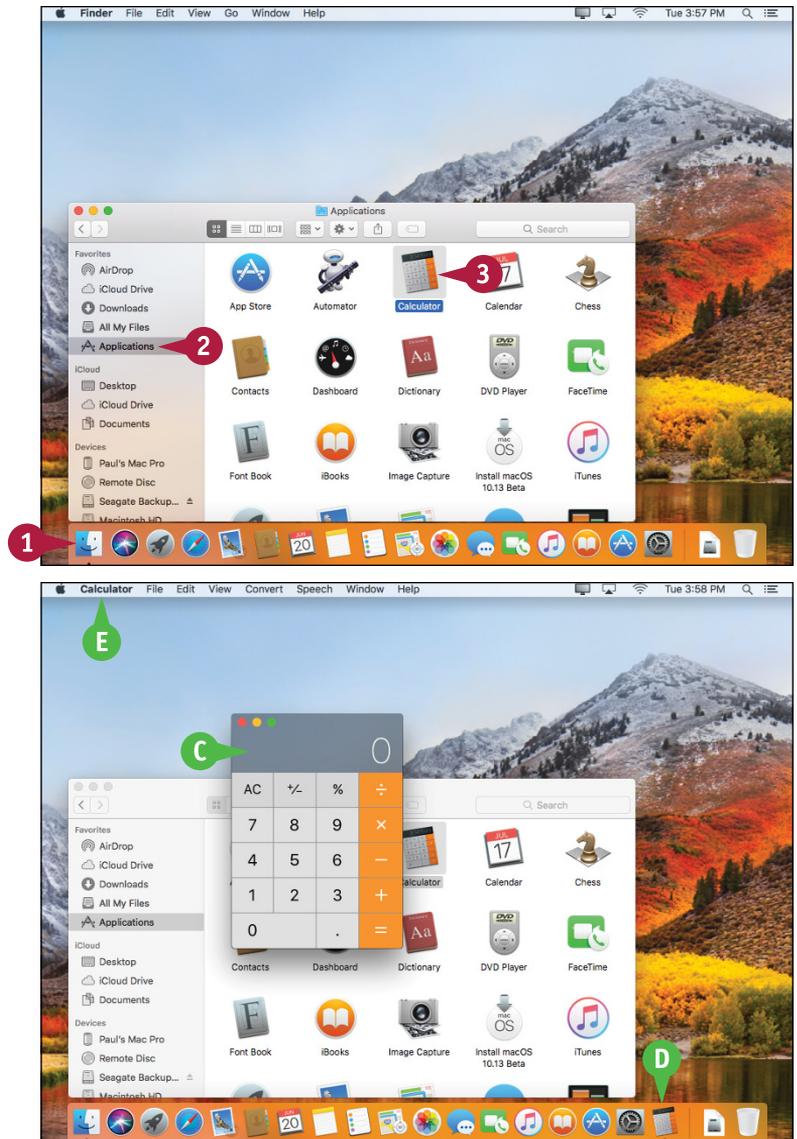
Note: You can also open Applications in any Finder window by pressing **Shift + ⌘ + A** or by clicking **Go** and then clicking **Applications**.

- 3 Double-click the application you want to start.

Note: In some cases, double-clicking the icon just displays the contents of a folder. In this case, you then double-click the application icon.

- C The application appears on the desktop.
- D macOS temporarily adds an icon for the application to the Dock.
- E The menu bar displays the menus associated with the application.

Note: Another common way you can launch an application is to use Finder to locate a document you want to work with and then double-click that document.



TIPS

How do I add an icon to the Dock for an application I use frequently?

To add an icon to the Dock, repeat steps 1 to 3 in the subsection “Using Finder.” Right-click the application’s Dock icon, click **Options**, and then click **Keep in Dock**.

How do I shut down a running application?

To shut down a running application, right-click the application’s Dock icon and then click **Quit**. Alternatively, you can switch to the application and press **⌘ + Q**.

Start an Application Using Launchpad

You can start an application using the Launchpad feature. This is often faster than using the Applications folder, particularly for applications that do not have a Dock icon.

Launchpad is designed to mimic the Home screens of the iPhone, iPad, and iPod touch. So if you own one or more of these devices, then you are already familiar with how Launchpad works.

Start an Application Using Launchpad

- 1 Click **Launchpad** (🖱️).
The Launchpad screen appears.
- 2 If the application you want to start resides in a different Launchpad screen, click the dot that corresponds to the screen.
Launchpad switches to the screen and displays the applications.
- 3 If the application you want to start resides within a folder, click the folder.

Launchpad opens the folder.

- 4 Click the icon of the application you want to start.
macOS starts the application.

Note: To exit Launchpad without starting an application, you can press **Esc**.



Locate the Mouse Pointer

Your Mac includes a feature that helps you locate the mouse pointer. This is useful because although you can control certain features of macOS using the keyboard or by using gestures on a trackpad or similar device, most macOS tasks require the mouse or trackpad. Clicking, double-clicking, dragging, and other standard mouse techniques make using macOS easy and efficient, but not if you have trouble locating the mouse pointer. This can happen very easily if your screen is crowded with windows.

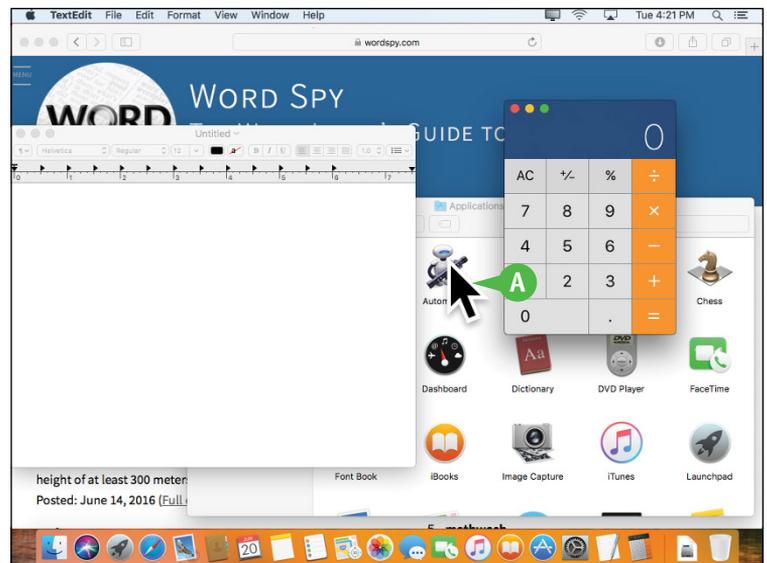
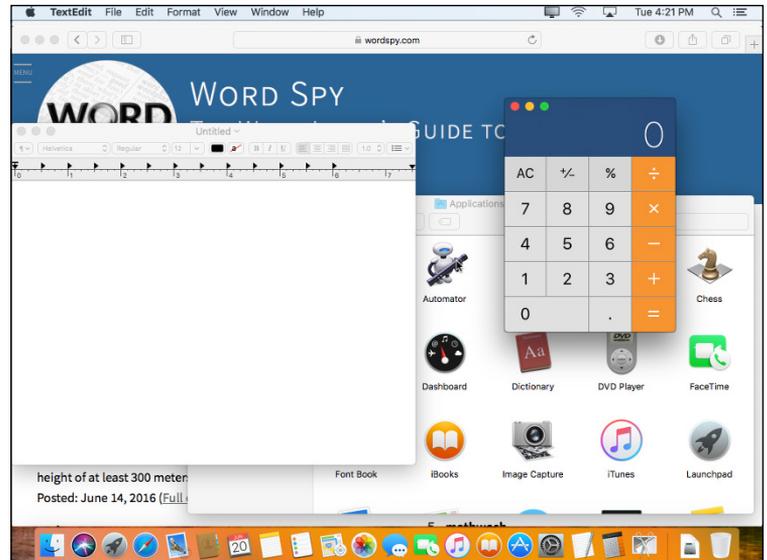
Locate the Mouse Pointer

1 Jiggle the pointer several times:

If you have a mouse, you can move the mouse quickly back and forth.

If you have a trackpad or a Magic Mouse, you can slide your finger quickly back and forth on the surface of the trackpad or the top of the Magic Mouse.

A macOS temporarily increases the size of the mouse pointer (🖱️).



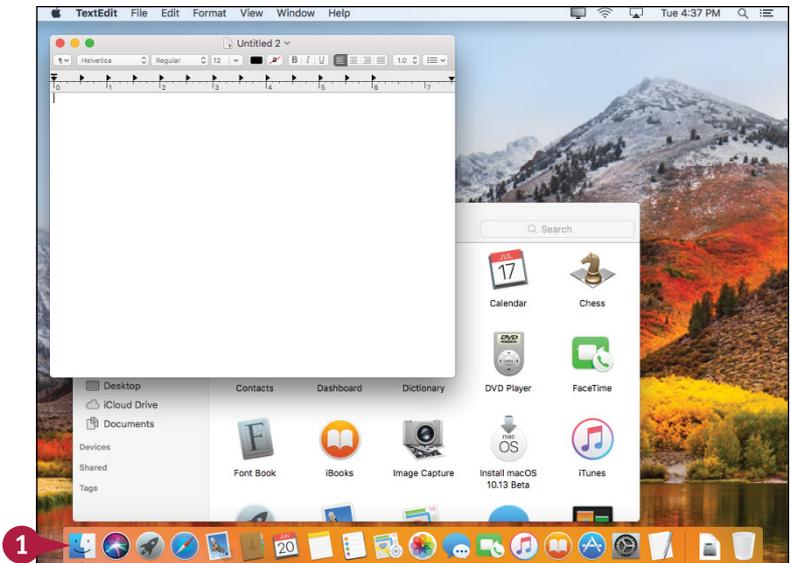
Switch Between Applications

If you plan on running multiple applications at the same time, you need to know how to easily switch from one application to another. In macOS, after you start one application, you do not need to close that application before you open another one. macOS supports a feature called *multitasking*, which means running two or more applications simultaneously. This is handy if you need to use several applications throughout the day.

Switch Between Applications

- 1 Click the Dock icon of the application you want to switch to.

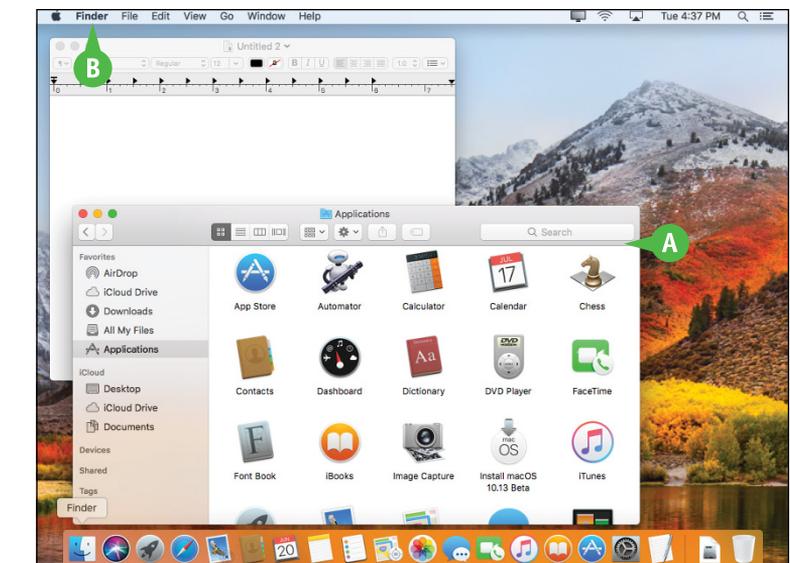
Note: If you can see part of the application's window, you can also switch to the application by clicking its window.



- A macOS brings the application window(s) to the foreground.

- B The menu bar displays the menus associated with the application.

Note: To switch between applications from the keyboard, press and hold **Command** and repeatedly press **Tab** until the application that you want is highlighted in the list of running applications. Release **Command** to switch to the application.



View Running Applications with Mission Control

The Mission Control feature makes it easier for you to navigate and locate your running applications. macOS allows you to open multiple applications simultaneously, and the only real limit to the number of open applications you can have is the amount of memory contained in your Mac. In practical terms, this means you can easily open several applications, some of which may have multiple open windows. To help locate and navigate to the window you need, use the Mission Control feature.

View Running Applications with Mission Control

1 Click **Launchpad** ().

2 Click **Mission Control**.

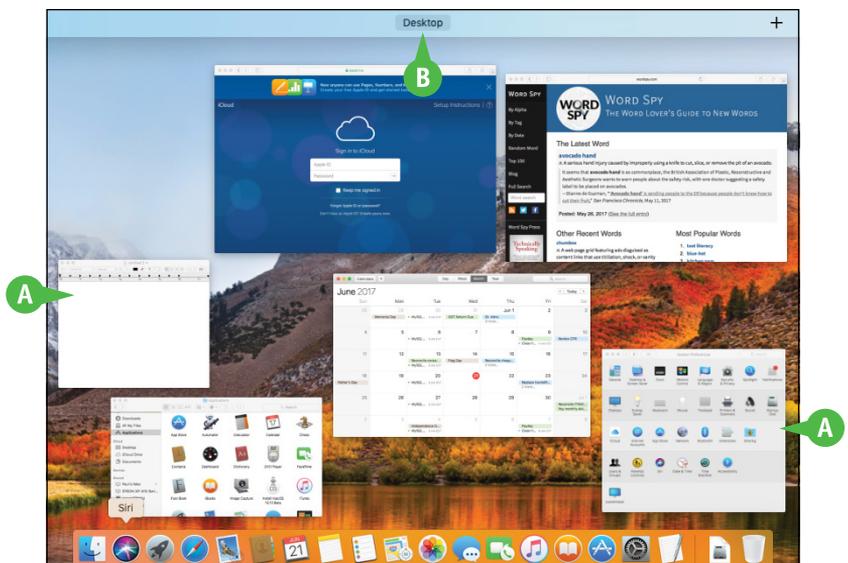
Note: You can also invoke Mission Control by pressing **F3** or by placing four fingers on the trackpad of your Mac and then swiping up.



A Mission Control displays each open window.

To switch to a particular window, you can click it.

B To close Mission Control without selecting a window, you can click **Desktop** or press **Esc**.



Run an Application Full Screen

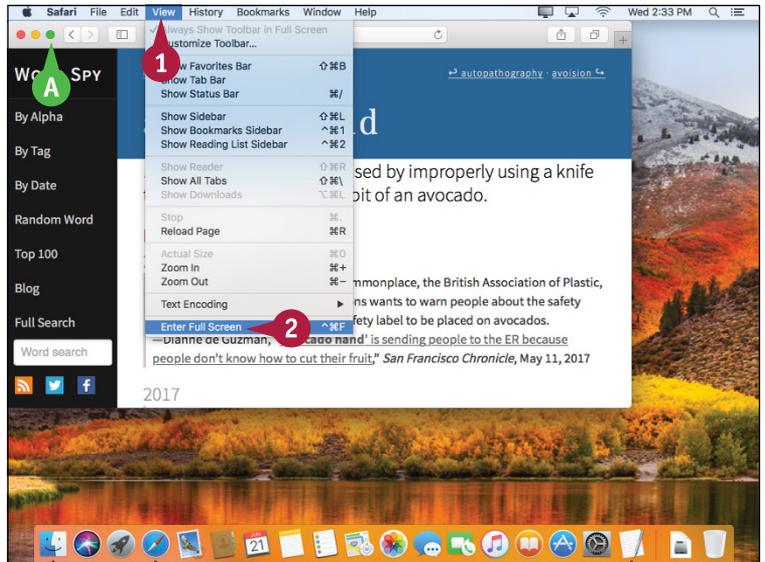
You can maximize the viewing and working areas of an application by running that application in full-screen mode. When you switch to full-screen mode, macOS hides the menu bar, the application's status bar, the Dock, and the top section of the application window (the section that includes the Close, Minimize, and Zoom buttons). macOS then expands the rest of the application window so that it takes up the entire screen. Note that not all programs are capable of switching to full-screen mode.

Run an Application Full Screen

- 1 Click **View**.
- 2 Click **Enter Full Screen**.

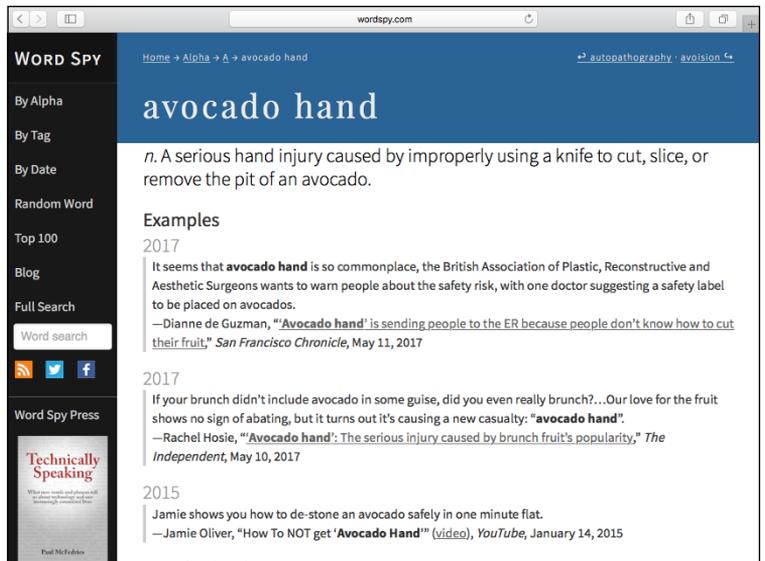
You can also press **Control** + **⌘** + **F**.

- A In applications that support Full Screen, you can also click **Zoom** (●).



macOS expands the application window to take up the entire screen.

Note: To exit full-screen mode, move the mouse pointer (☞) up to the top of the screen to reveal the menu bar, click **View**, and then click **Exit Full Screen**. You can also click **Zoom** (●), press **Esc**, or press **Control** + **⌘** + **F**.



Split the Screen with Two Applications

You can make your macOS desktop more convenient and more efficient by splitting the screen with two application windows. This is called Split View and it means that macOS switches to full-screen mode, where one application window takes up the left side of the desktop, and a second application window takes up the right side of the desktop. With these windows arranged side by side, the content of both windows remains visible at all times, so you can easily refer to one window while working in the other.

Split the Screen with Two Applications

1 Click and hold **Zoom** (⌘).

A macOS displays a blue background to show you where the application window will reside.

2 Release the mouse.

B macOS moves the application window to the left side.

C To move the window to the right side, you can drag the mouse pointer (⏶) to the right. When the blue background switches to the right side, release the mouse.

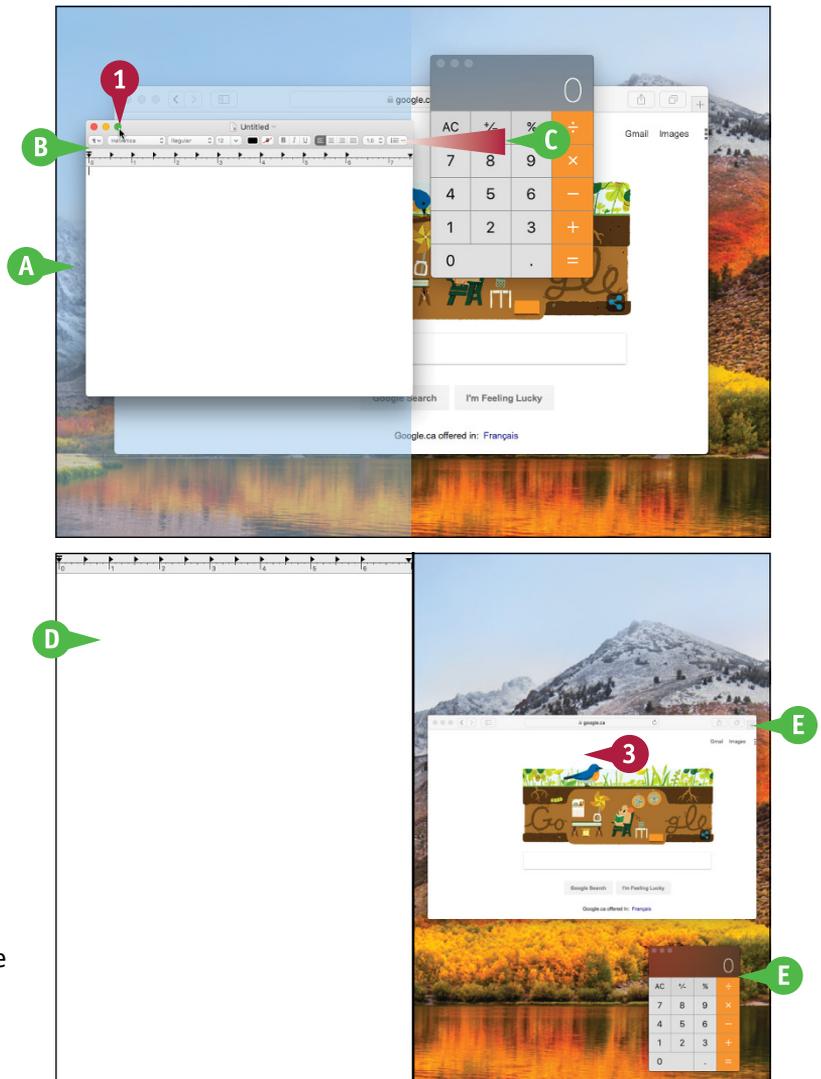
D macOS activates Split View and displays the application in the half of the screen you selected.

E macOS displays thumbnail versions of the other open windows. (Applications already in full-screen windows are not available for Split View.)

3 Click a window.

macOS displays the window in the other half of the screen.

Note: To exit Split View, move the mouse pointer (⏶) to the top of the screen for either application window, click **View**, and then click **Exit Full Screen**. You can also click **Zoom** (⌘), press **Esc**, or press **Control** + **⌘** + **F**.



Search Your Mac

You can save time and make your Mac easier to use by learning how to search for the apps, settings, or files that you need.

After you have used your Mac for a while and have created many documents, you might have trouble locating a specific file. You can save a great deal of time by using the macOS Spotlight search feature to search for your document. You can also use Spotlight to search for apps as well as information from the Internet, the iTunes Store, the App Store, and more. Alternatively, you can use Finder's Search box to search just your Mac.

Search Your Mac

Search with Spotlight

1 Click **Spotlight** (🔍).

You can also press **⌘ + Spacebar**.

A The Spotlight window appears.

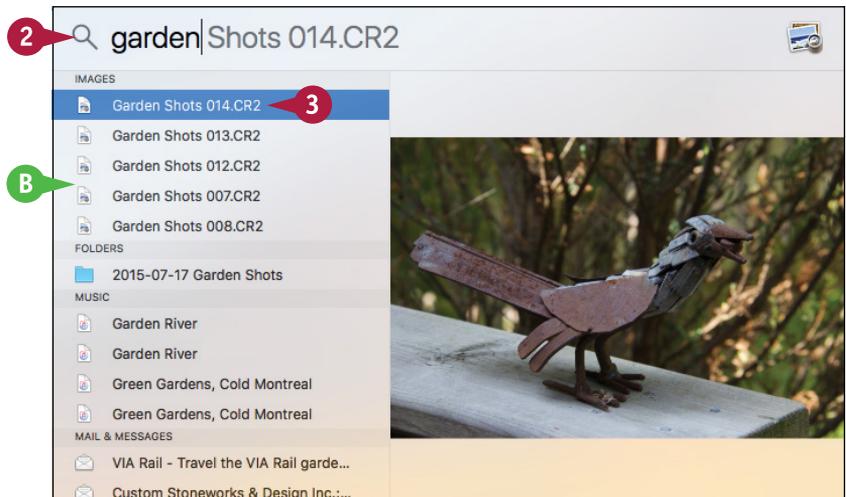


2 Type a word or short phrase that represents the item or information you want to locate.

B As you type, Spotlight displays the Mac and online items that match your search text.

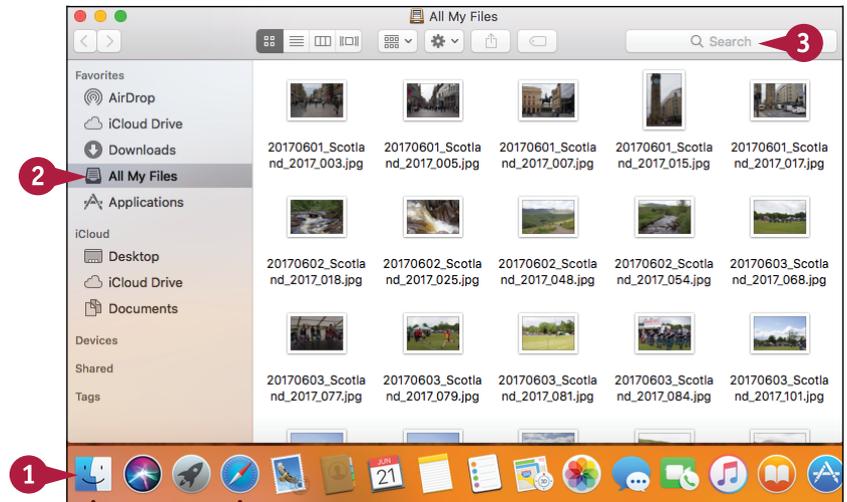
3 Click the item you want to view or work with.

macOS opens the item.

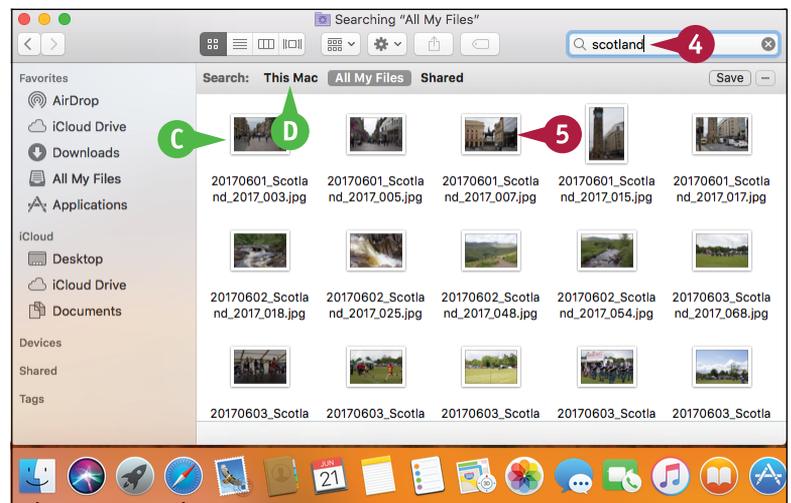


Search Your Mac

- 1 Click **Finder** (🔍).
- 2 If you want to search within a specific folder, open that folder.
- 3 Click inside the Search box.



- 4 Type a word or short phrase that represents the item you want to locate.
 - C As you type, Spotlight displays the items that match your search text.
 - D If you are searching a specific folder, you can click **This Mac** to switch to searching your entire Mac.
 - 5 Click the item you want to work with.
- macOS opens the item.



TIP

Can I remove item types from the Spotlight search results?

Yes. Spotlight supports a number of different *categories*, such as Applications, Documents, and Contacts. If there are categories that you never search for, such as system preferences or movies, you should remove them to make it easier to navigate the Spotlight search results.

To remove one or more categories from the Spotlight results, click **System Preferences** (⚙️) in the Dock and then click **Spotlight**. In the Search Results pane, click the check box beside each category you want to remove (☑️ changes to ☐).

Voice-Operate Your Mac with Siri

If your Mac comes with a built-in microphone or if you have connected a headset or microphone to your Mac, you can use the Siri voice-activated assistant to control macOS. You can use Siri to search your Mac, search the web, and start apps. You can also use Siri to run commands within certain apps. For example, you can use Siri to schedule appointments, start an email, or display a contact.

Before you can use Siri, you must have a microphone — either one that comes with your Mac or one that you connect to your Mac — and you must enable Siri in System Preferences.

Voice-Operate Your Mac with Siri

Enable Siri

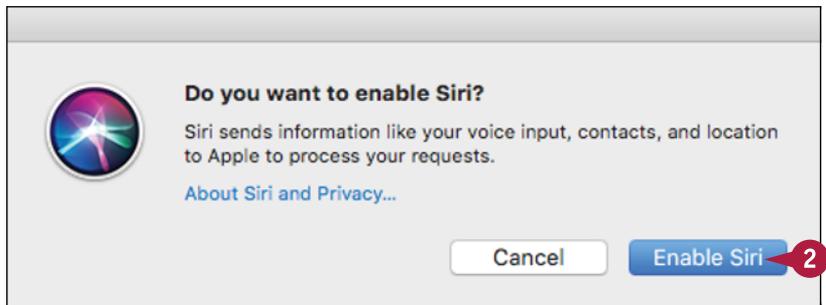
1 Click **Siri** (🔍) in the Dock.



macOS asks you to confirm that you want to enable Siri.

2 Click **Enable Siri**.

You can now use Siri to operate your Mac with voice commands.



Access Siri

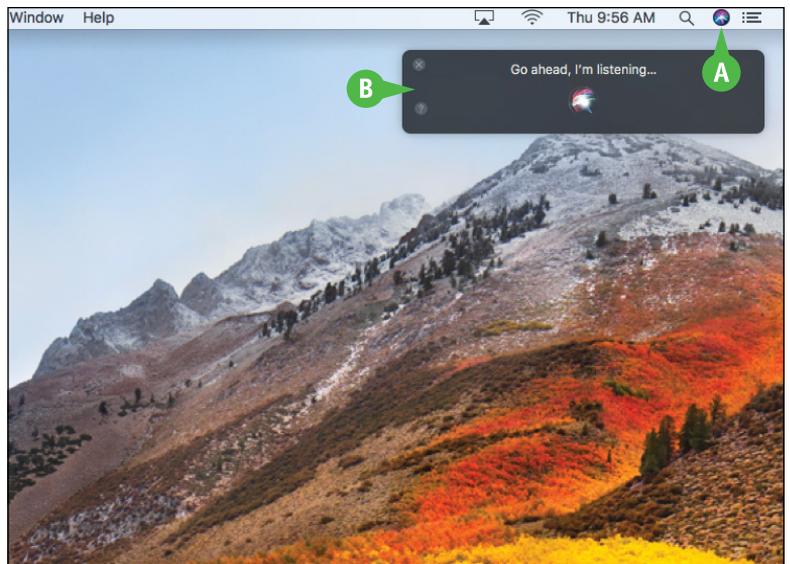
- 1 Click **Siri** (🔍) in the Dock.



The Siri window appears and prompts you to ask something.

- A You can also click **Siri** (🔍) in the menu bar.
- 2 Use your microphone to ask a question.
- B The Siri window runs through several screens that show you the types of questions you can ask.

Note: To learn how to customize Siri, see Chapter 12.



TIPS

Are there other ways to access Siri?

Yes, you can also access Siri by holding down **⌘ + Spacebar** until the Siri window appears. Alternatively, click **System Preferences** (⚙️), click **Siri**, and then click the **Show Siri in menu bar** check box (changes to). You can then access Siri by clicking **Siri** (🔍) in the menu bar.

Can I use Siri via the keyboard?

Yes. To enable this feature, click **System Preferences** (⚙️), click **Siri**, and then click the **Enable Type to Siri** check box (changes to). You can now type commands and questions when the Siri window is open.

Save a Document

After you create a document and make changes to it, you can save the document to preserve your work. When you work on a document, macOS stores the changes in your computer's memory. However, macOS erases the contents of the Mac's memory each time you shut down or restart the computer. This means that, unless the app you are using saves changes automatically, as many now do, the changes you make to your document are lost when you turn off or restart your Mac. Saving the document preserves your changes on your Mac's hard drive.

Save a Document

1 Click **File**.

2 Click **Save**.

In most applications, you can also press **⌘ + S**.

If you have saved the document previously, your changes are now preserved, and you do not need to follow the rest of the steps in this section.

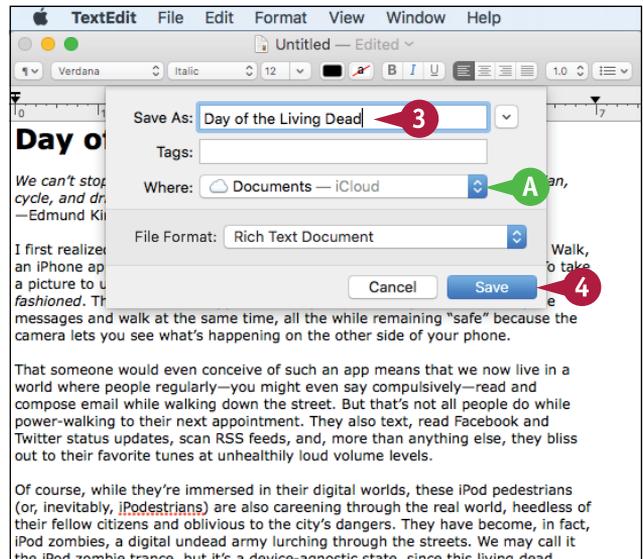
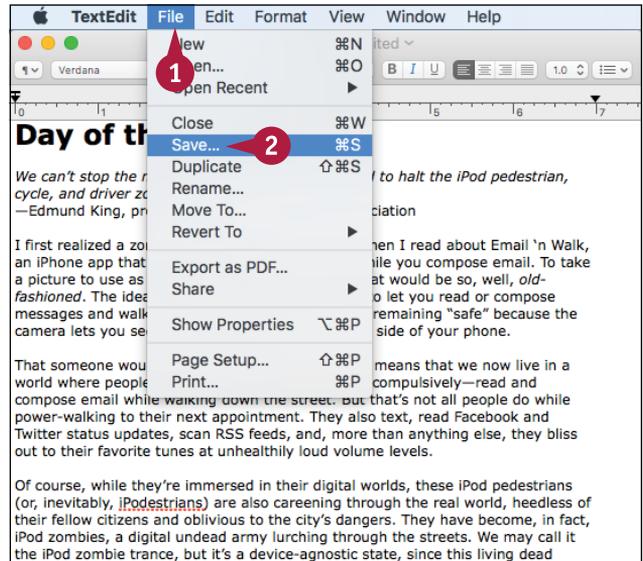
If this is a new document that you have never saved before, the Save As dialog appears.

3 Type the filename you want to use in the Save As text box.

A To store the file in a different folder, you can click the **Where** and then select the location that you prefer from the pop-up menu.

4 Click **Save**.

The application saves the file.



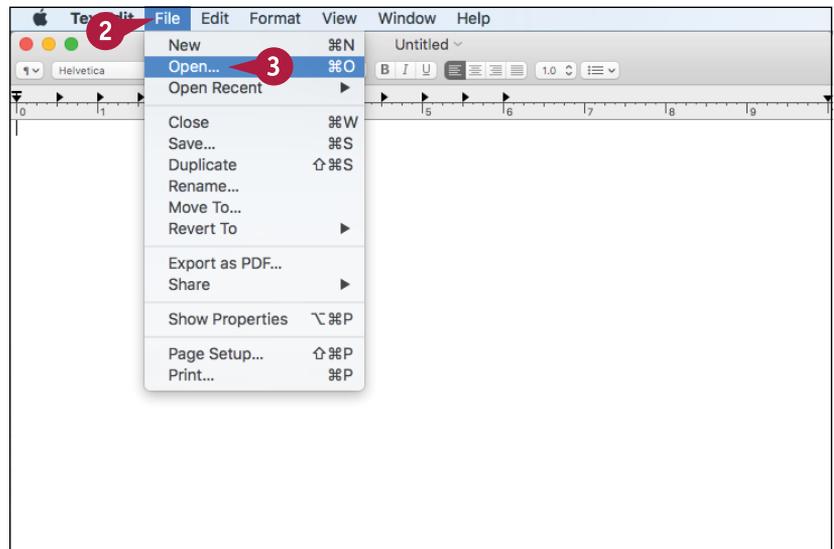
Open a Document

To work with a document that you have saved in the past, you can open it in the application that you used to create it. When you save a document, you save its contents to your Mac's hard drive, and those contents are stored in a separate file. When you open the document using the same application that you used to save it, macOS loads the file's contents into memory and displays the document in the application. You can then view or edit the document as needed.

Open a Document

- 1 Start the application you want to work with.
- 2 Click **File**.
- 3 Click **Open**.

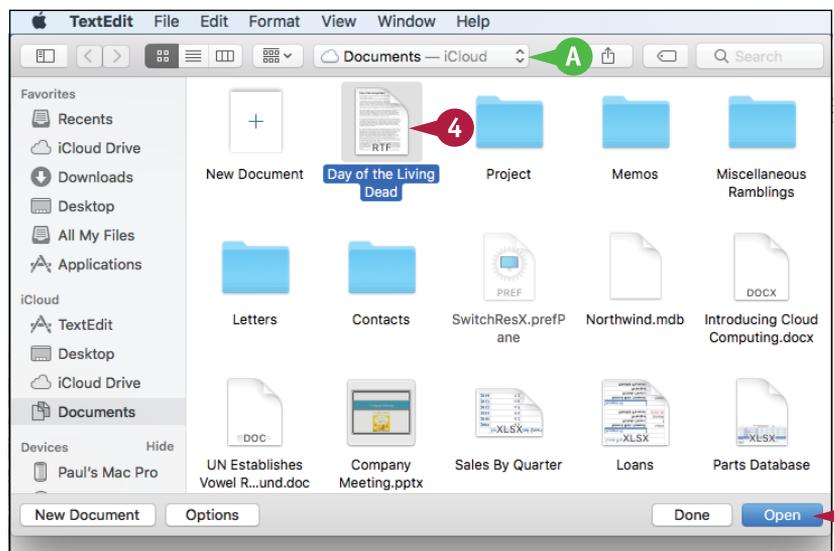
In most applications, you can also press **⌘ + O**.



The Open dialog appears.

- A To select a different folder from which to open a file, you can click  and then click the location that you prefer.
- 4 Click the document.
- 5 Click **Open**.

The document appears in a window on the desktop.

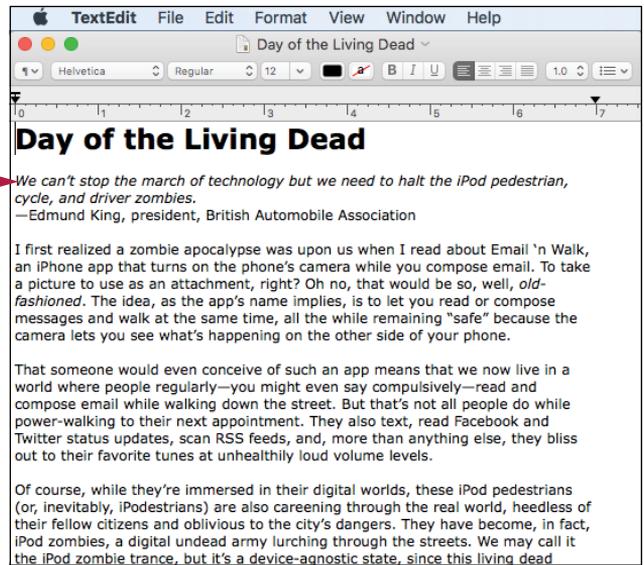


Print a Document

When you need a hard copy of your document, either for your files or to distribute to someone else, you can send the document to your printer. Most applications that deal with documents also come with a Print command. When you run this command, the Print dialog appears. You use the Print dialog to choose the printer you want, as well as to specify how many copies you want to print. Many Print dialogs also enable you to see a preview of your document before printing it.

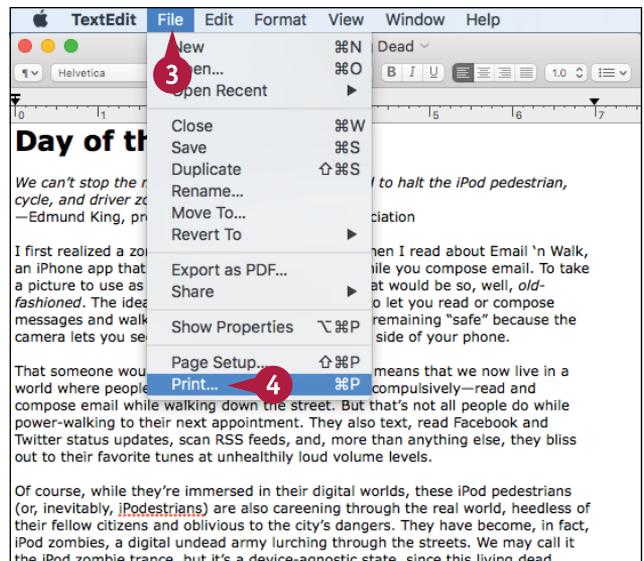
Print a Document

- 1 Turn on your printer.
- 2 Open the document that you want to print.



- 3 Click **File**.
- 4 Click **Print**.

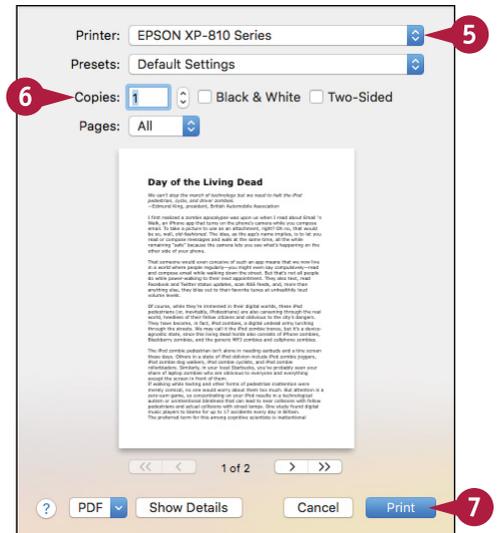
In many applications, you can select the Print command by pressing **⌘ + P**.



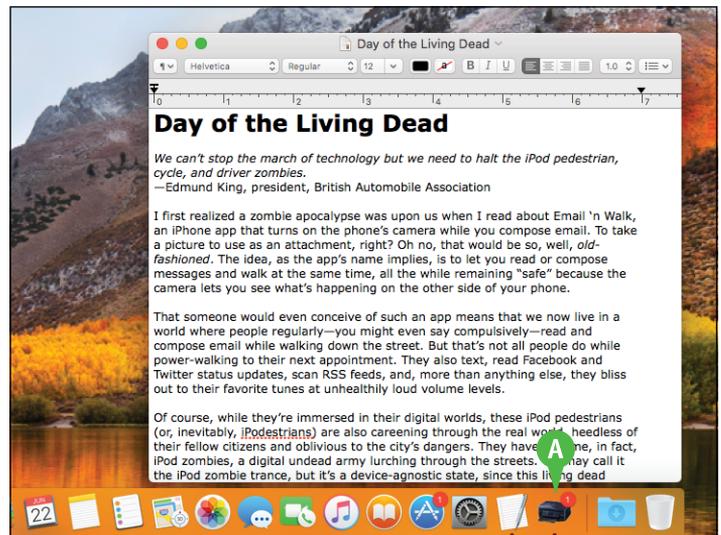
The Print dialog appears.

The layout of the Print dialog varies from application to application. The version shown here is a typical example.

- 5 If you have more than one printer, click the **Printer** ▾ to select the printer that you want to use.
- 6 To print more than one copy, type the number of copies to print in the Copies text box.
- 7 Click **Print**.



- A macOS prints the document. The printer's icon appears in the Dock while the document prints.



TIP

Can I print only part of my document?

Yes, you can print either a single page or a range of pages, although the steps you use to specify what you want to print vary from one application to another. In the Pages word-processing application, for example, you use the Pages pop-up menu to select what you want to print: All, Single, or Range.

If you select the Single option, use the text box (or the stepper, ) to specify the number of the page you want to print.

If you select the Range option, use the two text boxes (or their associated steppers, ) to specify the numbers of the first and last pages you want to print.

Copy a File

You can use macOS to make an exact copy of a file. This is useful when you want to make an extra copy of an important file to use as a backup. Similarly, you might require a copy of a file if you want to send the copy on a disc to another person. Finally, copying a file is also a real timesaver if you need a new file very similar to an existing file: You copy the original file and then make the required changes to the copy. You can copy either a single file or multiple files. You can also use this technique to copy a folder.

Copy a File

1 Locate the file that you want to copy.

2 Open the folder to which you want to copy the file.

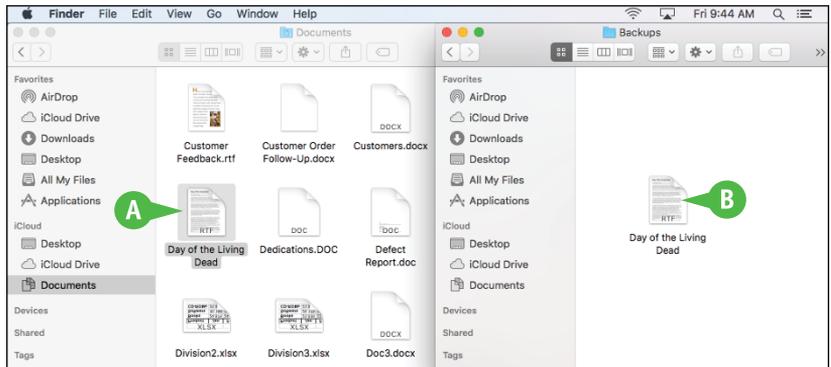
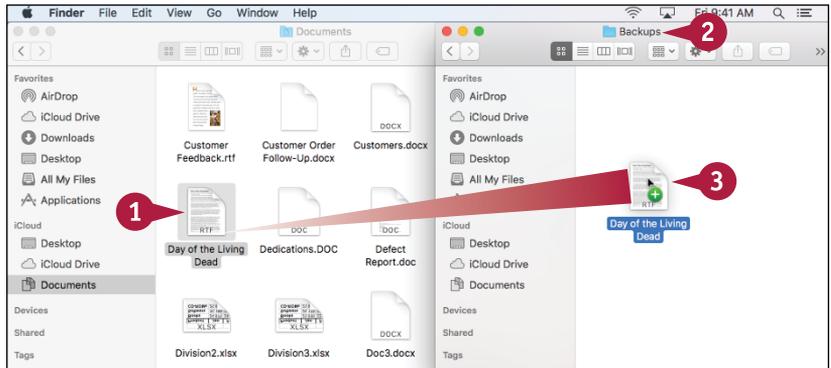
To open a second folder window, you can click **File** and then click **New Finder Window**, or you can press **⌘ + N**.

3 Press and hold **Option**, and then click and drag the file and drop it inside the destination folder.

A The original file remains in its folder.

B A copy of the original file appears in the destination folder.

You can also make a copy of a file in the same folder, which is useful if you want to make major changes to the file and you would like to preserve a copy of the original. Click the file, click **File**, and then click **Duplicate**, or press **⌘ + D**. macOS creates a copy with the word “copy” added to the filename.



Move a File

When you need to store a file in a new location, the easiest way is to move the file from its current folder to another folder on your Mac. When you save a file for the first time, you specify a folder on your Mac's hard drive. This original location is not permanent, however. Using the technique in this section, you can move the file to another location on your Mac's hard drive. You can use this technique to move a single file, multiple files, and even a folder.

Move a File

- 1 Locate the file that you want to move.
- 2 Open the folder to which you want to move the file.

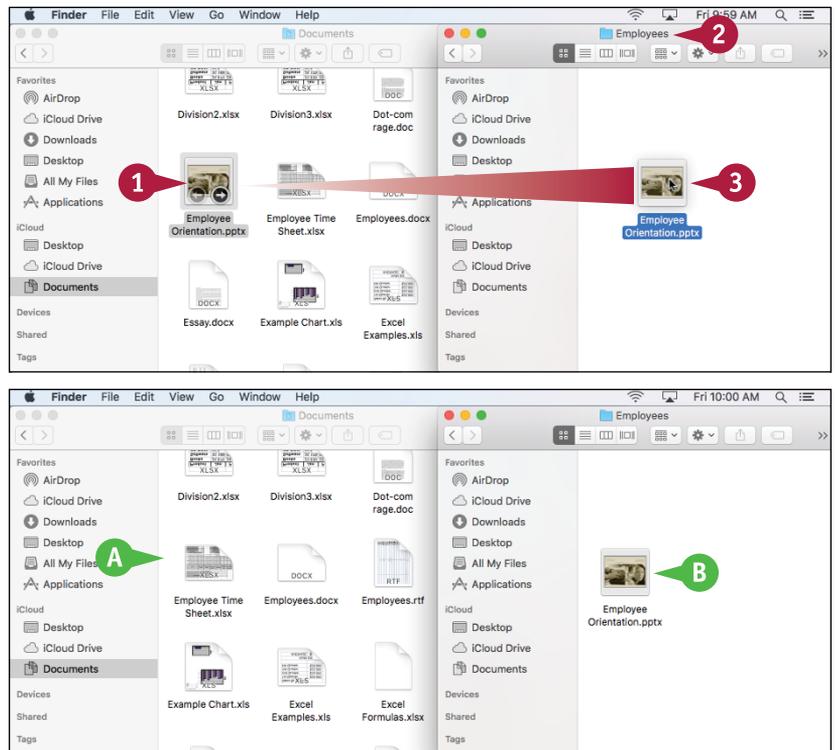
To create a new destination folder in the current folder, you can click **File** and then click **New Folder**, or you can press **Shift + ⌘ + N**.

- 3 Click and drag the file and drop it inside the destination folder.

Note: If you are moving the file to another drive, you must press and hold **⌘** while you click and drag the file. Otherwise a copy is made.

Note: If you see a message asking you to confirm that you want to move the file, click **Move**.

- A The file disappears from its original folder.
- B The file moves to the destination folder.



Rename a File

You can change the name of a file, which is useful if the current filename does not accurately describe the contents of the file. Giving your document a descriptive name makes it easier to find the file later. You should rename only those documents that you have created or that have been given to you by someone else. Do not try to rename any of the macOS system files or any files associated with your applications, or your computer may behave erratically or even crash.

Rename a File

1 Open the folder containing the file that you want to rename.

2 Click the file.

3 Press **Return**.

A A text box appears around the filename.

You can also rename any folders that you have created.

4 Edit the existing name or type a new name that you want to use for the file.

If you decide that you do not want to rename the file after all, you can press **Esc** to cancel the operation.

5 Press **Return** or click an empty section of the folder.

The new name appears under the file icon.

