

1

Introducing macOS Mojave

7

About macOS Mojave	8
Installing macOS Mojave	9
The macOS Environment	10
About Your Mac	12
About System Preferences	16
Search Options	17
Using Siri	18
Searching with Siri	19
Dark Mode	22
Dynamic Desktop	23
Accessibility	24
The Spoken Word	25
Shutting Down	26

2

Getting Up and Running

27

Introducing the Dock	28
Apps on the Dock	29
Setting Dock Preferences	30
Using Stacks	32
Dock Menus	34
Working with Dock Items	35
Trash	37
System Preferences	38
About iCloud	40
Setting up iCloud	41
About the iCloud Drive	42
Continuity	44
Handoff	45
About Family Sharing	46
Using Family Sharing	48
Desktop Items	52
Ejecting Items	53
Resuming	54

3

Finder

55

Working with the Finder	56
Finder Folders	57
Finder Views	59
Gallery View	62
Quick Look	65
Finder Toolbar	66
Finder Sidebar	67
Working with Folders	68
Selecting Items	69
Copying and Moving Items	70
Finder Search	71
Finder Tabs	72
Tagging in the Finder	74
Actions Button	76
Sharing from the Finder	77
Menus	78

4

Navigating in macOS Mojave

79

The macOS Way of Navigating	80
macOS Scroll Bars	81
Split View	82
Trackpad Gestures	84
Magic Mouse Gestures	92
Multi-Touch Preferences	95
Mission Control	97
Spaces	98

5

macOS Mojave Apps

99

Launchpad	100
Full-screen Apps	102
macOS Apps	104
Accessing the App Store	105
Downloading Apps	106
Finding Apps	108
Managing Your Apps	110

6

Getting Productive**111**

Contacts (Address Book)	112
Calendar	114
Taking Notes	116
Setting Reminders	118
Notifications	120
News	122
Voice Memos	123
Getting Around with Maps	124
Preview	128
Printing	129
macOS Utilities	130
Creating PDF Documents	132

7

Internet and Email**133**

About Safari	134
Safari Sidebar	135
Safari Tabbed Browsing	136
Adding Bookmarks	138
Website Settings	139
Mail	140
Using Mail	141
Messaging	142
FaceTime	144

8

Digital Lifestyle**145**

Using the Photos App	146
Viewing Photos	147
Editing Photos	150
Starting with iTunes	152
Around the iTunes Store	153
Using Apple Music	154
Reading with Books	155

9

Sharing macOS**157**

Adding Users	158
Deleting Users	160
Fast User Switching	161
Parental Controls	162

10

Networking

165

Networking Overview	166
Network Settings	168
File Sharing	169
Connecting to a Network	170

11

Maintaining macOS

173

Time Machine	174
Disk Utility	178
System Information	179
Activity Monitor	180
Updating Software	181
Gatekeeper	182
Privacy	183
Problems with Apps	184
General Troubleshooting	185

Index

187

1

Introducing macOS Mojave

macOS Mojave is the latest operating system from Apple, for its range of desktop and laptop computers. This chapter introduces macOS Mojave, showing how to install it and get started using its array of features including the digital voice assistant, Siri, and Dark Mode for changing the color of items.

- 8** About macOS Mojave
- 9** Installing macOS Mojave
- 10** The macOS Environment
- 12** About Your Mac
- 16** About System Preferences
- 17** Search Options
- 18** Using Siri
- 19** Searching with Siri
- 22** Dark Mode
- 23** Dynamic Desktop
- 24** Accessibility
- 25** The Spoken Word
- 26** Shutting Down



UNIX is an operating system that has traditionally been used for large commercial mainframe computers. It is renowned for its stability and ability to be used within different computing environments.

About macOS Mojave

macOS Mojave is the 14th version (10.14) of the operating system for Apple computers: the iMac, MacBook, Mac mini and Mac Pro. Although it is still a development of the OS X (pronounced “ten”) operating system for Macs, the naming convention was changed to macOS in 2016, to more clearly identify it as belonging to the Mac, rather than a mobile device such as the iPad or iPhone. Like earlier versions, it is based on the UNIX programming language, which is a very stable and secure operating environment, and this ensures that macOS is one of the most stable consumer operating systems that has ever been designed. More importantly for the user, it is also one of the most stylish and user-friendly operating systems available.

macOS Mojave continues the functionality of several of its Mac operating system predecessors, including using some of the functionality that is available on Apple’s mobile devices such as the iPad and the iPhone. The three main areas where the functionality of the mobile devices has been incorporated into the desktop and laptop operating system are:

- The way apps can be downloaded and installed. Instead of using a disc, macOS Mojave utilizes the App Store to provide apps, which can be installed in a couple of steps.
- Options for navigating around pages and applications on a trackpad or a Magic Mouse. Instead of having to use a mouse or a traditional laptop trackpad, macOS Mojave uses Multi-Touch Gestures for navigating apps and web pages.
- Siri, Apple’s digital voice assistant, has now made the transition from being only available on mobile devices to being included with macOS Mojave too.



The New icon pictured above indicates a new or enhanced feature introduced with the latest version of macOS – macOS Mojave.

macOS Mojave continues the evolution of the operating system, by adding features and enhancing the existing ones. These include: Dark Mode, which turns the background of apps to black to make them stand out more; a Dynamic Desktop, which changes appearance depending on the time of day; Stacks on the Desktop, where similar file types can be stacked together under a single icon; and four new apps for the Mac – News, Voice Memos, Home, and Stocks. There are also a number of behind-the-scenes security and performance improvements to ensure macOS Mojave is the most advanced Apple operating system to date.

Installing macOS Mojave

When it comes to installing macOS Mojave you do not need to worry about an installation CD or DVD; it can be downloaded and installed directly from the online App Store. New Macs will have macOS Mojave installed. The following range is compatible with macOS Mojave, and can be upgraded with it, directly from the App Store:

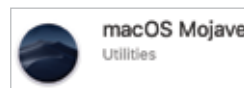
- iMac (Mid 2012 or newer).
- iMac Pro (2017).
- MacBook (Early 2015 or newer).
- MacBook Pro (Mid 2012 or newer).
- MacBook Air (Mid 2012 or newer).
- Mac mini (Late 2012 or newer).
- Mac Pro (Late 2013, or mid-2010 and mid-2012 models with compatible Metal-capable graphics cards).

If you want to install macOS Mojave on an existing Mac, you will need to have the minimum requirements of:

- OS X 8 or later.
- 2GB of memory.
- 12.5GB of available storage for installation.

If your Mac meets these requirements, you can download and install macOS Mojave, for free, as follows:

- 1 Click on this icon on the Dock to access the App Store (or select **Software Update...**; see tip)
- 2 Locate the **macOS Mojave** icon using the App Store Search box
- 3 Click on the **Get** button and follow the installation instructions



macOS Mojave is a new version of the Mac operating system. It contains a number of new technologies to make the operating system faster and more reliable than ever.



To check your computer's software version and upgrade options, click on **Apple menu** > **About This Mac** from the main Menu bar. Click on the **Overview** tab and click on the **Software Update...** button. See page 13 for details.



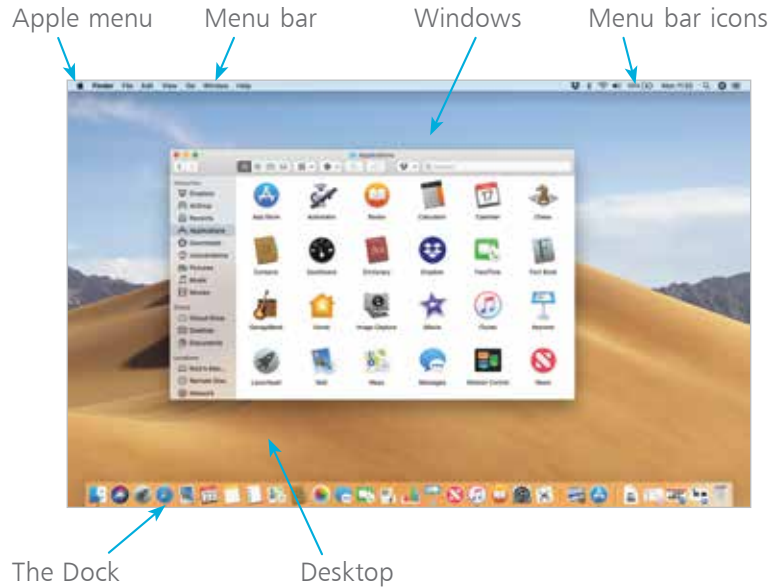
The Dock is designed to help make organizing and opening items as quick and easy as possible. For a detailed look at the Dock, see Chapter 2.



Many of the behind-the-scenes features of macOS Mojave are aimed at saving power on your Mac. These include timer-coalescing technologies for saving processing and battery power; features for saving energy when apps are not being used; power-saving features in Safari for ignoring additional content provided by web page plug-ins; and memory compression to make your Mac quicker and more responsive.

The macOS Environment

The first most noticeable element about macOS is its elegant user interface. This has been designed to create a user-friendly graphic overlay to the UNIX operating system at the heart of macOS, and it is a combination of rich colors and sharp, original graphics. The main elements that make up the initial macOS environment are:

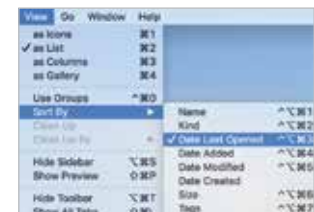


The **Apple menu** is standardized throughout macOS, regardless of the app in use.



Menus

Menus in macOS contain commands for the operating system and any relevant apps. If there is an arrow next to a command it means there are subsequent options for the item. Some menus also incorporate the same transparency as the sidebar so that the background shows through.

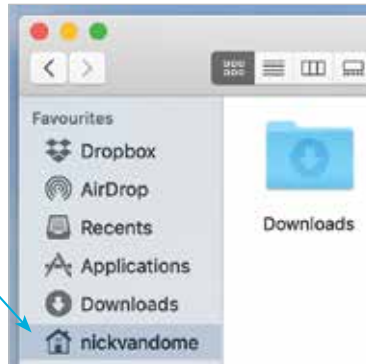


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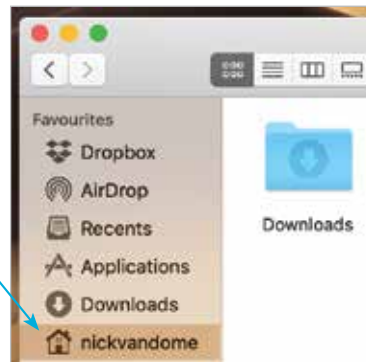
Transparency

One feature in macOS Mojave is that the sidebar and toolbars in certain apps are transparent so that you can see some of the Desktop behind it. This also helps the uppermost window blend in with the background:

- 1 In certain apps with a sidebar, such as the Finder or Safari, the background appears behind the sidebar



- 2 When you move the window, the background behind the sidebar changes accordingly

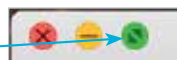


Window buttons

These appear in any open macOS window and can be used to manipulate the window. They include a full-screen option. Use the window buttons to, from left to right: close a window, minimize a window or maximize a window.



If an app has full-screen functionality, this green button is available:



If an option is gray, it means it is not available; i.e. the screen cannot be maximized.

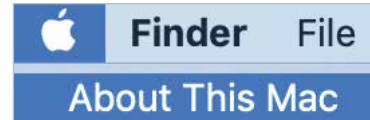


The red window button is used to close a window, and in some cases – such as Notes, Reminders and Calendar – it also closes the app. The amber button is used to minimize a window, so that it appears at the right-hand side of the Dock.

About Your Mac

When you buy a new Mac, you will almost certainly check the technical specifications before you make a purchase. Once you have your Mac, there will be times when you will want to view these specifications again, such as the version of macOS in use, the amount of memory and the amount of storage. This can be done through the About This Mac option, which can be accessed from the Apple menu. To do this:

- 1 Click on the **Apple menu** and click on the **About This Mac** link



- 2 Click on the **Overview** tab



- 3 This window contains information about the version of macOS being used; the processor; amount of memory; type of graphics card; and serial number

- 4 Click on the **System Report...** button to view full details about the hardware and software on your Mac

System Report...



The System Report section is also where you can check whether your Mac is compatible with the Handoff functionality (covered on page 45), which does not work with most pre-2012 Macs. Click on the **Bluetooth** section in the **System Report** to see if Handoff is supported.



...cont'd

5

Click on the **Software Update...** button to see available software updates for your Mac

Software Update...



For more information about software updates, see page 181.

Display information

This gives information about your Mac's display:

1

Click on the **Displays** tab

Displays

2

This window contains information about your Mac's display, including the type, size, resolution, and graphics card



3

Click on the **Displays Preferences...**

Displays Preferences...

button to view options for changing the display's resolution, brightness and color






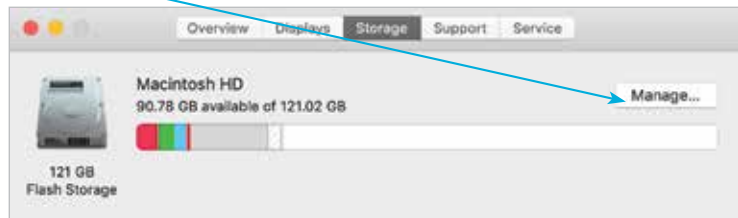
Click on the **Manage...** button in the Storage window to view how much space specific apps are taking up, and also options for optimizing storage on your Mac. With macOS Mojave, this is known as **Optimized Storage**. Optimized Storage includes a **Store in iCloud** option, which can be used to enable your Mac to identify files that have not been opened or used in a long time, and then automatically store them in iCloud (if you have enough storage space there). Their location remains the same on your Mac, but they are physically kept in iCloud, thus freeing up more space on your Mac. Optimized Storage also has options for removing iTunes movies and TV shows that have been watched, emptying the Trash automatically and reducing overall clutter on your Mac.

...cont'd

Storage information

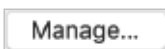
This contains information about your Mac's physical and removable storage:

- 1 Click on the **Storage** tab 
- 2 This window contains information about the used and available storage on your hard disk, and also options for writing various types of CDs and DVDs (if applicable)



Managing memory

This contains information about your Mac's memory, which is used to run macOS and also the applications on your computer:

- 1 Click on the **Manage...** tab 
- 2 This window contains information about how memory can be managed in macOS Mojave



...cont'd

Support

The **Support** tab provides links to a range of help options for your Mac and macOS.

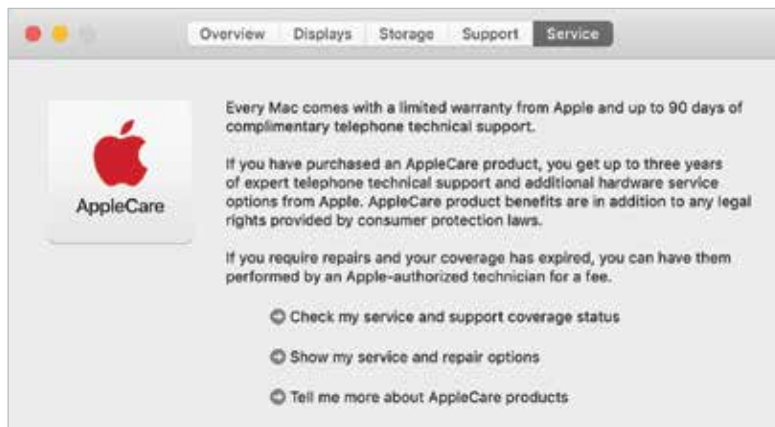
Support



Service

The **Service** tab provides links to service and repair options and also the AppleCare Protection Plan, for extending the initial one-year warranty of your Mac.

Service





For more detailed information about the Dock, see Chapter 2.



For a detailed look at System Preferences, see pages 38-39.



The **General** option in System Preferences can be used to change the overall appearance of macOS Mojave, including colors for buttons, menus, scroll bars and windows. Another option in System Preferences is for **Desktop & Screen Saver**. This has tabs for these items, from which you can select a background wallpaper for your Mac, including the Dynamic Desktop, and also a screen saver for when it is inactive.

About System Preferences

macOS Mojave has a wide range of options for customizing and configuring the way that your Mac operates. These are located within the System Preferences section. To access this:

- 1 Click on this button on the Dock (the bar of icons that appears along the bottom of the screen), or access it from the Applications folder



- 2 All of the options are shown in the **System Preferences** window



- 3 Click once on an item to open it in the main System Preferences window. Each item will have a number of options for customization



- 4 Click on the **Show All** button to return to the main System Preferences window



Search Options


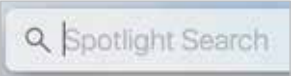

Finding items on a Mac or on the web is an important part of everyday computing, and with macOS Mojave there are a number of options for doing this:

Siri

Siri is Apple's digital voice assistant that can search for items using speech. It has been available on Apple's mobile devices using iOS for a number of years, and with macOS Mojave it is available on Mac desktops and laptops. See pages 18-21 for more details about setting up and using Siri.

Spotlight search

Spotlight is the dedicated search app for macOS. It can be used over all the files on your Mac and the internet. To use Spotlight:

- 1 Click on this icon at the right of the Apple Menu bar 
- 2 Click in the Spotlight Search box 
- 3 Enter a keyword, or phrase, for which you want to search 
- 4 The top hits from within your apps are shown in the left-hand panel. Click on one to view its details
- 5 Scroll down the left-hand panel to view different search result options, such as entries from Wikipedia or the web; or a dictionary definition of a word

Finder search

This is the Search box in the top right-hand corner of the Finder and can be used to search for items within it. See page 71 for details about using Finder search.



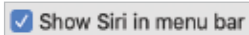
Spotlight starts searching for items as soon as you start typing a word. So don't worry if some of the first results look inappropriate, as these will disappear once you have finished typing the full word.



Spotlight search can show results from your Mac, the internet, iTunes, the App Store, and also items such as movies nearby and local restaurants. These are displayed on a map within the Spotlight search results.



Check **On** the **Show Siri in menu bar** box to show the Siri icon in the top right-hand corner of the main Apple Menu bar.



An internal or external microphone is required in order to ask Siri questions.

Using Siri

Siri is the digital voice assistant that can be used to vocally search for a wide range of items from your Mac and the web. Also, the results can be managed in innovative ways so that keeping up-to-date is easier than ever.

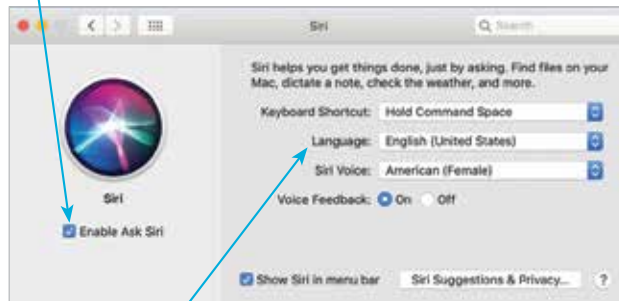
Setting up Siri

To set up and start using Siri:

- 1 Open **System Preferences** and click on the **Siri** button



- 2 Check **On** the **Enable Ask Siri** box



- 3 Make selections here for how Siri operates, including language and the voice used by Siri

- 4 Click on the **Siri** icon on the Dock or in the Menu bar to open Siri



- 5 The Siri window opens, ready for use



Searching with Siri

Siri can respond to most requests, including playing a music track, checking the weather, opening photos, and adding calendar events. If you open Siri but do not ask a question, it will prompt you with a list of possible queries. Click on the microphone icon at the bottom of the panel to ask a question. It is also possible to ask questions of Siri while you are working on another document.

Siri can search for a vast range of items, from your Mac or the web. Some useful Siri functions include:



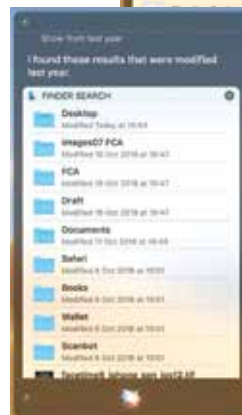
Searching for documents

This can be refined by specifying documents covering a specific date or subject:

- 1 Ask Siri to find and display documents with certain criteria; e.g. created by a specific person



- 2 Ask Siri to refine the criteria; e.g. only include documents from a specific date range. Click on an item to open it in its related app



It is possible to ask Siri to search for specific types of documents; e.g. those created in Pages, or PDF files.



Click on the cross in the top left-hand corner of the Siri window to close it. Otherwise, it can be left open for more queries and searches.

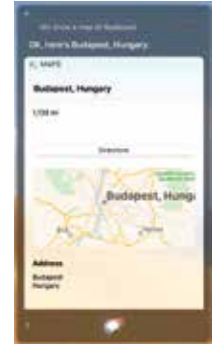


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Drag and drop results

Once search results have been displayed by Siri they can be managed in a variety of ways. One of these is to copy an item in the search results into another app, by dragging and dropping:

- 1 Ask Siri to display a certain type of item, such as a map location or an image
- 2 Drag the resulting item into another app, such as a word processing app or the Notes app



Multitasking

The Siri search window can be left open on the Desktop so that you can ask Siri a question while you are working on something else; e.g. while you are working on a document, ask Siri to display a relevant web page.

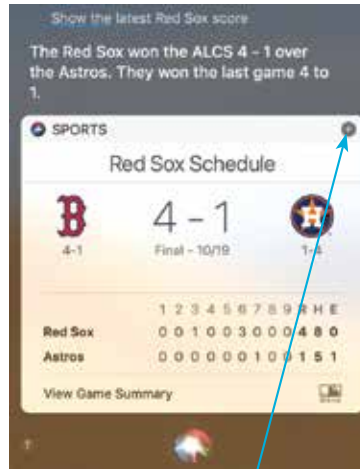



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Pinning results

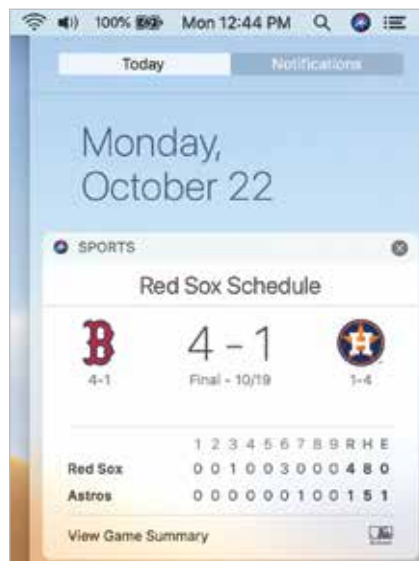
Some search results are dynamic; i.e. they change on a regular basis. This includes items such as sports results and weather forecasts. With Siri, these can be pinned to the Notification Center and they will then be updated when they change. To pin Siri search results:

- 1 Search for a certain item, such as the results of your favorite sports team



- 2 When Siri returns the result, click on this button  to pin the search to the Notification Center

- 3 The item will be pinned to the Notification Center, which will always display the most recent information, and it will be updated when new details are available



For more information about using the Notification Center, see pages 120-121.



Dark Mode is a new feature in macOS Mojave.



The options below the Dark button in Step 3 can be used to specify accent colors, highlight colors and sidebar icon sizes, to customize the other elements of an app's window.



Most of the pre-installed macOS apps, including the Finder, support Dark Mode. However, some third-party apps may not support it.

Dark Mode

With macOS Mojave, the background of compatible apps can be turned black in order to make them stand out more. This style may not be for everyone, but it is a useful option if you want to change the appearance of your apps. This is known as Dark Mode:

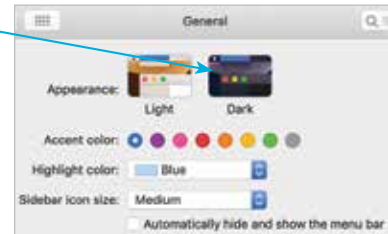
1 Open **System Preferences**



2 Click on the **General** button



3 Click on the **Dark** button to activate **Dark Mode**



4 The background is turned black, with the text inverted as white. This will apply to all compatible apps, once Dark Mode is activated



5 The dark background can make windows stand out more against items such as the Desktop



Dynamic Desktop

The Desktop background with macOS Mojave can be customized so that it changes appearance depending on the time of day. This is known as the Dynamic Desktop. To use it:

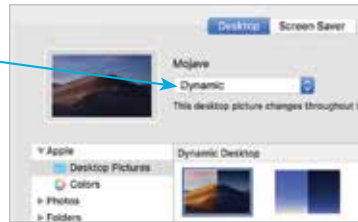
1 Open **System Preferences**



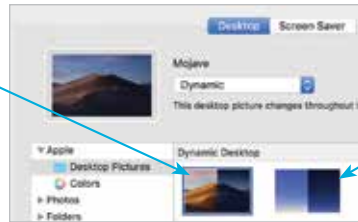
2 Click on the **Desktop & Screen Saver** button



3 Click in **Mojave** box and select **Dynamic**



4 Click here to select the type of Dynamic Desktop required



5 The appearance of the Dynamic Desktop changes during the day



The Dynamic Desktop is a new feature in macOS Mojave.



Click on this icon to set the Dynamic Desktop to an image of the sky, which changes during the day.





Another option in the Accessibility window is for **Switch Control**, which enables a Mac to be controlled by a variety of devices including the mouse, keypad and gamepad devices.



Experiment with the VoiceOver function, if only to see how it operates. This will give you a better idea of how visually-impaired users access information on a computer.



The Audio, Keyboard, and Mouse & Trackpad accessibility options have links to additional options within their own System Preferences.

Accessibility

In all areas of computing it is important to give as many people access to the system as possible. This includes users with visual impairments and also people who have problems using the mouse and keyboard. In macOS this is achieved through the functions of the Accessibility section of System Preferences. To use these:

1 Click on this button in the **System Preferences** folder to display the accessibility options in the left-hand panel



2 Click on the **Display** option to change the settings for display colors and contrast, and to increase the cursor size



3 Click on the **Zoom** option to change the settings for zooming in on the screen

4 Click on the **VoiceOver** option to enable VoiceOver, which provides a spoken description of what is on the screen

5 Click on the **Audio** option to select an on-screen flash for alerts, and settings for how sound is played

6 Click on the **Keyboard** option to access settings for customizing the keyboard

7 Click on the **Mouse & Trackpad** option to access settings for customizing these devices

8 Click on the **Dictation** option to select preferences for using spoken commands

The Spoken Word

macOS Mojave not only has numerous apps for adding text to documents, emails and messages; it also has a Dictation function so that you can speak what you want to appear on screen. To set up and use the Dictation feature:

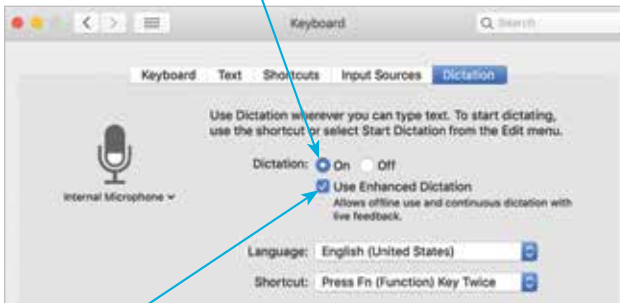
- 1 Click on the **Dictation** tab in **System Preferences > Keyboard**

Dictation

- 2 By default, the Dictation option is **Off**



- 3 Click the **On** button to enable Dictation



- 4 Check **On** the **Use Enhanced Dictation** button

- 5 Dictation can be accessed in relevant apps by selecting **Edit > Start Dictation** from the Menu bar

Start Dictation

- 6 Start talking when the microphone icon appears. Click **Done** when you have finished recording your text



Punctuation can be added with the Dictation function, by speaking commands such as "comma" or "question mark". These will then be converted into the appropriate symbols.



Dictation settings can also be found in **System Preferences > Accessibility** – see Step 8 on page 24.



When shutting down, make sure you have saved all of your open documents, although macOS will prompt you to do this if you have forgotten.



If a password is added, the Lock screen will appear whenever the Mac is woken from sleep and the password will be required to unlock it.



Users of the Apple Watch can unlock their Mac running macOS Mojave, without a password.



macOS Mojave has a **Resume** function, where the Mac opens up in the same state as when it was shut down. See page 54 for details.

Shutting Down

The Apple menu (which can be accessed by clicking on the Apple icon at the top-left corner of the Desktop, or any subsequent macOS window) is standardized in macOS. This means that it has the same options regardless of the app in which you are working. This has a number of advantages, not least being the fact that it makes it easier to shut down your Mac. When shutting down, there are three options that can be selected:

- **Sleep.** This puts the Mac into hibernation mode; i.e. the screen goes blank and the hard drive becomes inactive. This state is maintained until the mouse is moved or a key is pressed on the keyboard. This then wakes up the Mac and it is ready to continue work. It is a good idea to add a login password for accessing the Mac when it wakes up, otherwise other people could wake it up and gain access to it. To add a login password, go to **System Preferences > Security & Privacy** and click on the **General** tab. Check **On the Require password** checkbox and select from one of the timescale options (**immediately** is best).
- **Restart.** This closes down the Mac and then restarts it again. This can be useful if you have added new software and your computer requires a restart to make it active.
- **Shut Down.** This closes down the Mac completely once you have finished working.

Click here to access the **Apple menu**

Click here to access one of the shut-down options

