Contents

1 **Introducing macOS** 7

About macOS Ventura 8
Installing macOS Ventura 9
The macOS Environment 10
About This Mac 12
About System Settings 14
Search Options 15
Using Siri 17
Searching with Siri 18
Accessibility 20
The Spoken Word 21
Shutting Down 22

2 **Getting Up and Running** 23

Introducing the Dock 24
Apps on the Dock 25
Applying Dock Settings 26
Dock Menus 28
Working with Dock Items 29
Trash 31
Using System Settings 32
Control Center 34
Notifications and Widgets 36
Focus 40
Stage Manager 42
Using iCloud 44
Upgrading to iCloud+ 46
About Family Sharing 48
iCloud Shared Photo Library 52
Desktop Items 54
Ejecting Items 55
Resuming 56

3 Finder 57

Working with the Finder 58
Finder Folders 59
Finder Views 61
Gallery View 64
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
Actions Button 74
Sharing from the Finder 75
Menus 76

4 Navigating in macOS 77

The macOS Way of Navigating 78
macOS Scroll Bars 79
Split View 80
Trackpad Gestures 82
Magic Mouse Gestures 86
Multi-Touch Settings 87
Mission Control 89
Spaces 90

5 macOS Apps 91

Launchpad 92
Full-screen Apps 94
macOS Apps 96
Accessing the App Store 97
Downloading Apps 98
Finding Apps 100
Managing Your Apps 102

6 Getting Productive 103

Contacts (Address Book) 104
Calendar 106
Taking Notes 108
Setting Reminders 110
News 112
Voice Memos 113
Getting Around with Maps 114
Preview 118
Printing 119
macOS Utilities 120
Creating PDF Documents 122

7 Internet and Communication 123

About Safari 124
Start Page 125
Safari Sidebar 128
Safari Tabbed Browsing 129
Adding Bookmarks 130
Website Settings 131
Mail 132
Using Mail 133
Messaging 134
Editing and Unsending iMessages 137
Video Chatting with FaceTime 138

8 Digital Lifestyle 143

Using the Photos App 144
Viewing Photos 145
Editing Photos 148
Starting with the Music App 150
Using Apple Music 152
Apple TV 153
Podcasts 154
Reading with Books 155

9 Sharing macOS 157

Adding Users 158
Deleting Users 160
Fast User Switching 161
Screen Time 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
Security 182
Privacy 183
Problems with Apps 184
General Troubleshooting 185

Index 187

1 Introducing macOS

macOS is the operating system from Apple, for its range of desktop and laptop computers. This chapter introduces macOS, showing how to install it and become familiar with the user interface and some of the features needed to get up and running.

8 About macOS Ventura
9 Installing macOS Ventura
10 The macOS Environment
12 About This Mac
14 About System Settings
15 Search Options
17 Using Siri
18 Searching with Siri
20 Accessibility
21 The Spoken Word
22 Shutting Down

About macOS Ventura

macOS Ventura is the latest major version of the operating system (*released in 2022*) for Apple computers: the iMac, iMac Pro, MacBook Air, MacBook Pro, Mac mini, Mac Studio and Mac Pro. It is the first version of the operating system to have the "13" designation after various other macOS version numbers. macOS is still based on the UNIX programming language, which is a very stable and secure operating environment, and this ensures that macOS is secure, user-friendly and stylish.

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.

macOS Ventura continues the functionality of several of its Mac operating system predecessors, including using some of the features that are available on Apple's mobile devices such as the iPad and the iPhone – for example, Multitasking Gestures.

Some of the new and updated features of macOS Ventura are:

- **Stage Manager**. This is an organization feature that minimizes open apps at the side of the screen so that they can be accessed quickly, with one app being made the currently-active one, in the center of the screen.
- **System Settings**. What was previously known as System Preferences on Mac computers has been redesigned as System Settings, to make the feature more similar to the versions on iPhones and iPads.

- **Undo Send for iMessages and emails**. It is now possible to retrieve an iMessage text message or an email using the **Undo Send** feature, if an item has been sent in error or contains mistakes. It is also possible to edit iMessages.
- **Shared iCloud Photo Library**. This enables greater flexibility for sharing photos with family and friends, using the online backup and sharing feature, iCloud.

The Apple Pencil can be used on some Mac computers with macOS to perform tasks such as drawing and sketching, in compatible apps, and marking up screenshots and PDF documents.

Installing macOS Ventura

When it comes to installing macOS Ventura 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 Ventura installed. The following range is compatible with macOS Ventura and can be upgraded with it, directly from the App Store:

- iMac (2017 or newer).
- iMac Pro (all models).
- MacBook (2017).
- MacBook Pro (2017 or newer).
- MacBook Air (2018 or newer).
- Mac mini (2018 or newer).
- Mac Pro (2019 or newer).

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

- 2GB of memory.
- 12.5GB of available storage for installation.

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

1. Click on this icon on the Dock to access the App Store (or select **Software Update**; see the second Hot tip)

2. Locate the **macOS Ventura** icon using the App Store Search box

3. Click on the **Get** button and follow the installation instructions

macOS Ventura is the latest version of the Mac operating system at the time of printing. It contains a number of enhancements to make the operating system faster and more reliable than ever.

For details about using the Dock, see pages 24-31.

To check your computer's software version, access **System Settings** > **General** > **Software Update**.

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

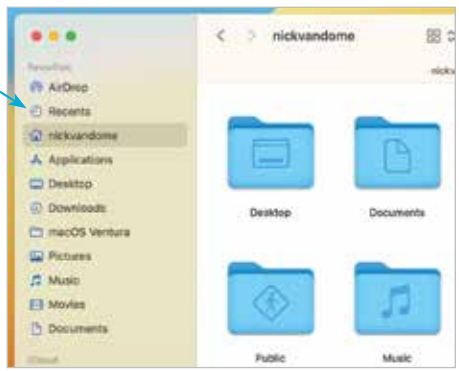
Menus

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.

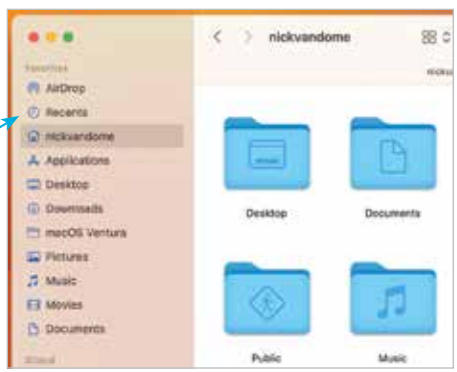
Transparency

One feature in macOS 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



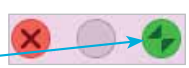
2. When you move the window, the background behind the sidebar changes accordingly



Window control 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 access full-screen mode (if available).

If an app has full-screen functionality, click on this button to return to standard view:



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 with 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 This 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 or the amount of system 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** button and click on the **About This Mac** option

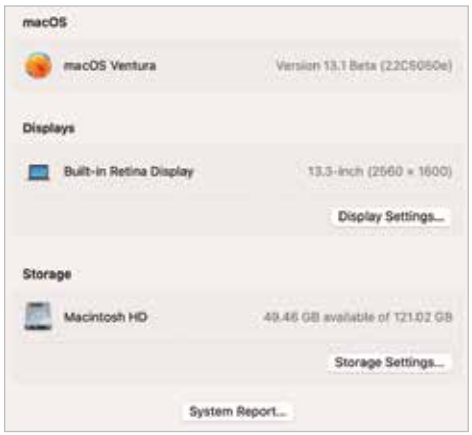
2. Details about your Mac are displayed

3. Click on the **More Info...** button to view full details about the hardware and software on your Mac

4. The **About This Mac** details are displayed in the **System Settings** app

About This Mac information can also be viewed in **System Settings** > **General** > **About**.

5 Scroll up the panel to view all of the related items



For more information about software updates, see page 181.

6 Click on the **Display Settings...** button in Step 5 to view details of the screen display. Drag this slider to adjust the screen brightness

Drag the **Automatically adjust brightness** button **On** in Step 6 to enable the screen brightness to change, depending on the ambient lighting.

7 Click on the **Storage Settings...** button in Step 5 to view the storage details for your Mac, including how content is stored in the iCloud online storage facility

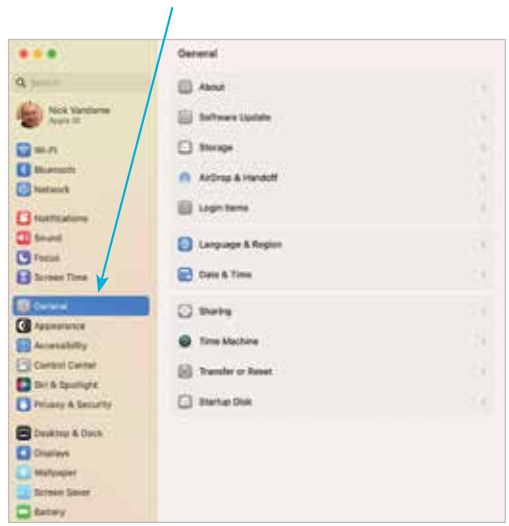
About System Settings

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

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

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 categories are shown in the left-hand sidebar of the **System Settings** window



For a detailed look at System Settings, see pages 32-33.

3. Click on a category in the left-hand sidebar to open its options in the main **System Settings** window. Each item will have a number of options for customization

Search Options

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

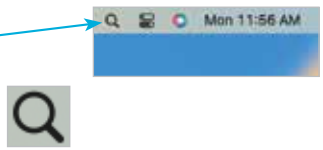
Siri

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 and iPadOS for a number of years, and with macOS it is available on Macs and MacBooks. See pages 17-19 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:

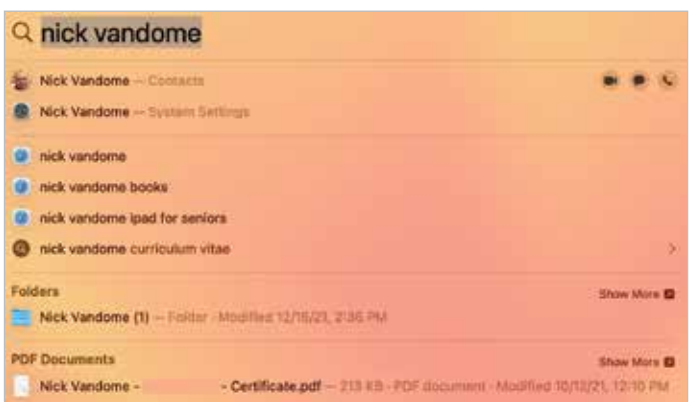
1. Click on this icon at the right of the Apple Menu bar



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, and the web, are shown in the left-hand panel. Click on an item to view its details



It is possible to find photos directly in Spotlight search. To do this, enter the search word or phrase, followed by "photos". The results will be displayed in the **Spotlight Search** panel. The results can be from the web and your own apps.

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.

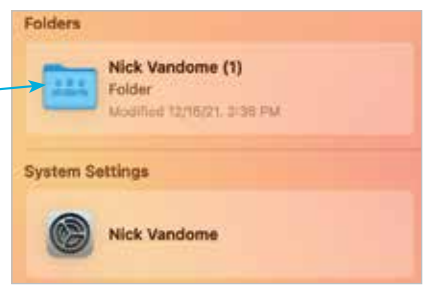
...cont'd

5 For items linked to apps on your Mac, click on an item to view the information in the relevant app

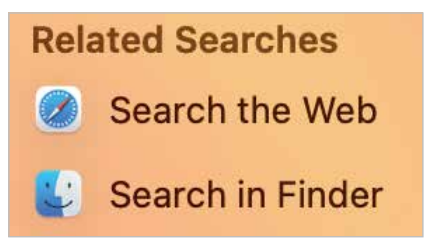
6 For items from the web, click on an item to view the related web page(s)

Click on a folder in Step 7 to open it directly in the Finder.

7 For other locations within your Mac, click on an item to see the details in the main window



8 Below the **Related Searches** heading are options for searching the web or in your Mac's Finder



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.

Using Siri

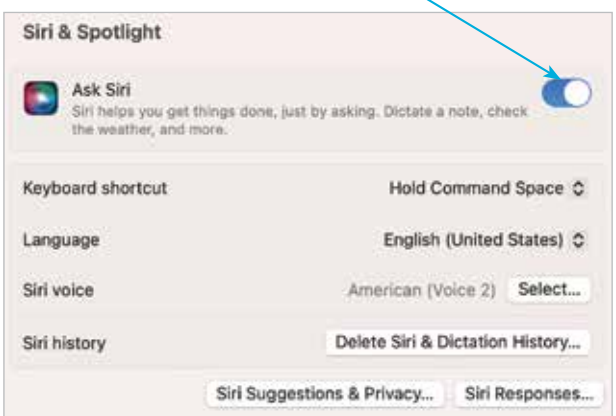
Siri is the digital voice assistant that can be used to vocally search for a wide range of items from your Mac and the web. Also, the results can be managed in innovative ways so that keeping up-to-date is easier than ever.

Setting up Siri

To set up and start using Siri:

1. Open **System Settings** and click on the **Siri & Spotlight** tab

2. Drag the **Ask Siri** button **On**



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

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

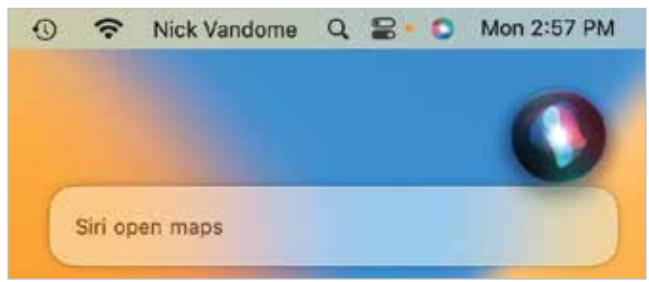
Searching with Siri

Siri can respond to most requests, including playing a music track, checking the weather, opening photos, and adding calendar events. 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:

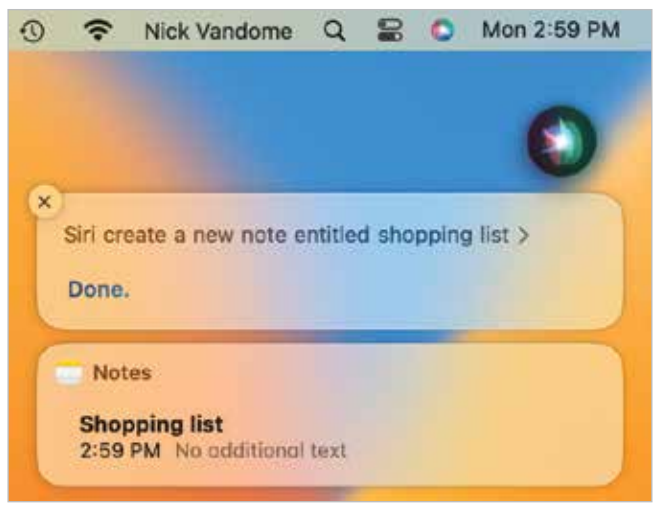
Opening apps

Apps can be opened by Siri, with a simple "open" command:



Working with apps

Siri can also be used to add content to certain apps, such as adding an event to the calendar, adding a reminder, or creating a new note and adding content to it. This is done by asking Siri to create a new note, with the required text:



To display your own questions to Siri on the screen, access **System Settings** > **Siri & Spotlight**. Click on the **Siri Responses** button and drag the **Always show speech** option **On**.

General information

Siri can be used to display a wide range of general information. Make an enquiry and see what Siri displays. In a lot of instances there will be links to relevant websites, such as Wikipedia.

Move the cursor over the Siri search results and click on the cross in the top left-hand corner of the Siri window to close it.

Weather forecasts

Siri can also provide weather forecasts for locations around the world. It can also display local information (if **Location Services** is turned **On**), such as local restaurants or movies that are playing nearby.

Accessibility

In all areas of computing it is important to give as many people as possible access to the system. 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 Settings**. To use these:

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.

1. Click on the **Accessibility** tab in the left-hand sidebar of **System Settings**

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

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.

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

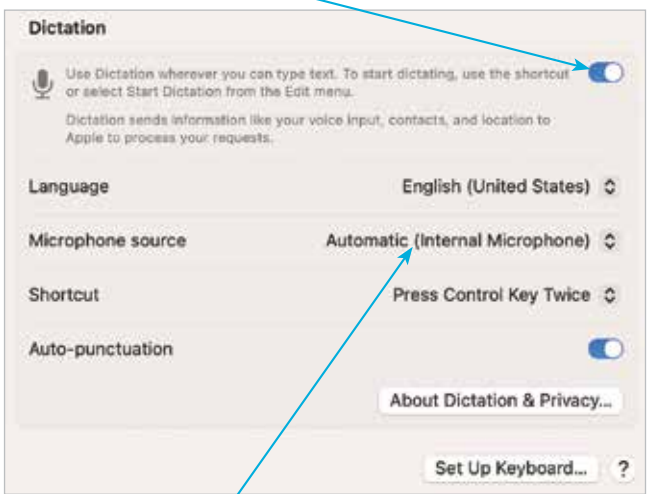
7. Click on the **Pointer Control** option to access settings for customizing the mouse and trackpad

The Spoken Word

macOS 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 **Keyboard** tab in **System Settings**

2. By default, the **Dictation** option is **Off**. Drag the button **On** to enable Dictation



3. Make selections for how dictation operates, as required

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

5. 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 Settings** > **Accessibility** – see Step 8 on the previous page.

Shutting Down

The Apple menu (which can be accessed by clicking on the Apple icon in 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:

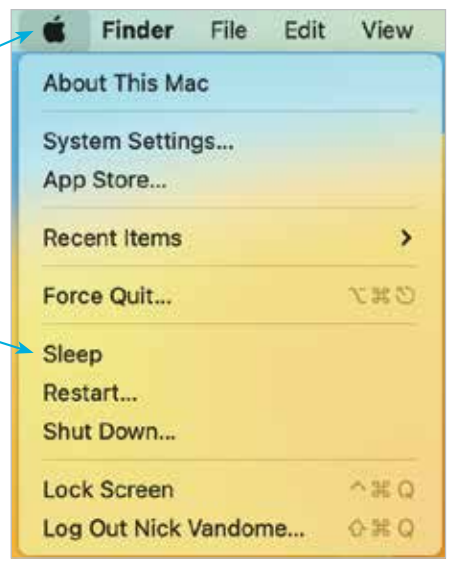
- **Sleep**. This puts the Mac into hibernation mode; i.e. the screen goes blank and the hard drive becomes inactive. This state is maintained until the mouse is moved or a key is pressed on the keyboard. This then wakes up the Mac and it is ready to continue work. It is a good idea to add a login password 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 Settings** > **Login Password**.
- **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.

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, without a password.

macOS has a resuming feature, where the Mac opens up in the same state as when it was shut down. See page 56 for details.

Click here to access the **Apple menu**

Click here to access one of the shutdown options