

**NEW**

# Mac

## For Beginners

All you need to get started  
with Apple Mac computers



Over  
**460**  
Tips & Hints  
Inside



- ✓ Jargon-free Tips & Advice
- ✓ Step-by-step Tutorials
- ✓ Clear Full Colour Guides

# Want to master your Mac?

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# Mac For Beginners

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been “beginners”, there is no shame in that fact and rightly so. How many times have you asked aloud, “What does this button do?”. “Why doesn’t that work?”. “What do you mean it doesn’t do that?”. “HELP!”. At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

Over the page our journey begins. We would wish you luck but we’re sure with our support you won’t need it.

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*macOS Monterey has some awesome new features, and we're here to tell you all about them with tip-top tutorials and plain-English guides to Apple's latest Mac operating system. We show you how to set up your Mac out of the box, and get to grips with its key functions such as Finder, trackpad gestures and the Dock. With our guides to Monterey's key apps you'll soon be using your Mac like a pro.*

## Can You Run macOS Monterey?

Older Macs cannot be updated to the new operating system, so if you want to upgrade your Mac to macOS Monterey, it must be one of the following models:



MacBook Early 2016 and later  
 MacBook Air Early 2015 and later  
 MacBook Pro Early 2015 and later  
 All Apple Silicon Macs



Mac Pro  
 Mac mini  
 iMac  
 iMac Pro



Late 2013 and later  
 Late 2014 and later  
 Late 2015 and later  
 2017 and later



# The Mac Range

Mac mini or iMac? Apple Silicon processor or Intel? Big screen or external monitor? Buying your first Mac can be bewildering but we're here to help. We bring you a guide to the current Mac models, their strengths and weaknesses and an outline of their expansion options and range of connectivity ports.



The new MacBook Air, 13-inch MacBook Pro, and Mac mini are now powered by M1, Apple's revolutionary chip.

## Apple Silicon is Here!

Apple has lifted the lid on the first of its new generation of Mac processors. Let's take a look at why they're a significant step forward from the previously used Intel CPUs, and are taking the Mac range to the next level.

Apple is changing the processors used in the Mac. Instead of Intel central processing units, or CPUs, the company is switching to its own Apple Silicon chips, the first of which is the M1 processor. It's already unveiled the first computers running on the new processors. As a CPU is at the heart of a computer, executing the instructions that make up a software app, this is very big news indeed.

It isn't the first time Apple has changed the Mac's processors. In 2006, it dropped the IBM PowerPC processor in favour of Intel's chips, and before that, the Motorola 68040 series was abandoned for the PowerPC CPUs. Over the next few years, it makes a change once again as Intel CPUs are gradually phased out, and are replaced by Apple Silicon processors. But why? According to Apple, the changeover

makes Macs faster and more efficient, while using less power, which is very important for battery life in notebooks. According to Johny Srouji, Apple's vice president for hardware technology, "The first thing this will do is give the Mac a whole new level of performance."

Also, as the Apple Silicon chips are based on the same architecture as Apple's mobile devices, it will be easier to develop for Macs, iPads and iPhones together, creating one app that works on all platforms. We're promised Apple Silicon Macs can run iOS and iPadOS software natively, and converting apps from one platform to another is a quick and simple affair.

The first of the Apple Silicon CPU series is the M1 chip, and on 10th November 2020, Apple lifted the lid on the first Macs that use it. And they're looking pretty special.

# The M1 CPU

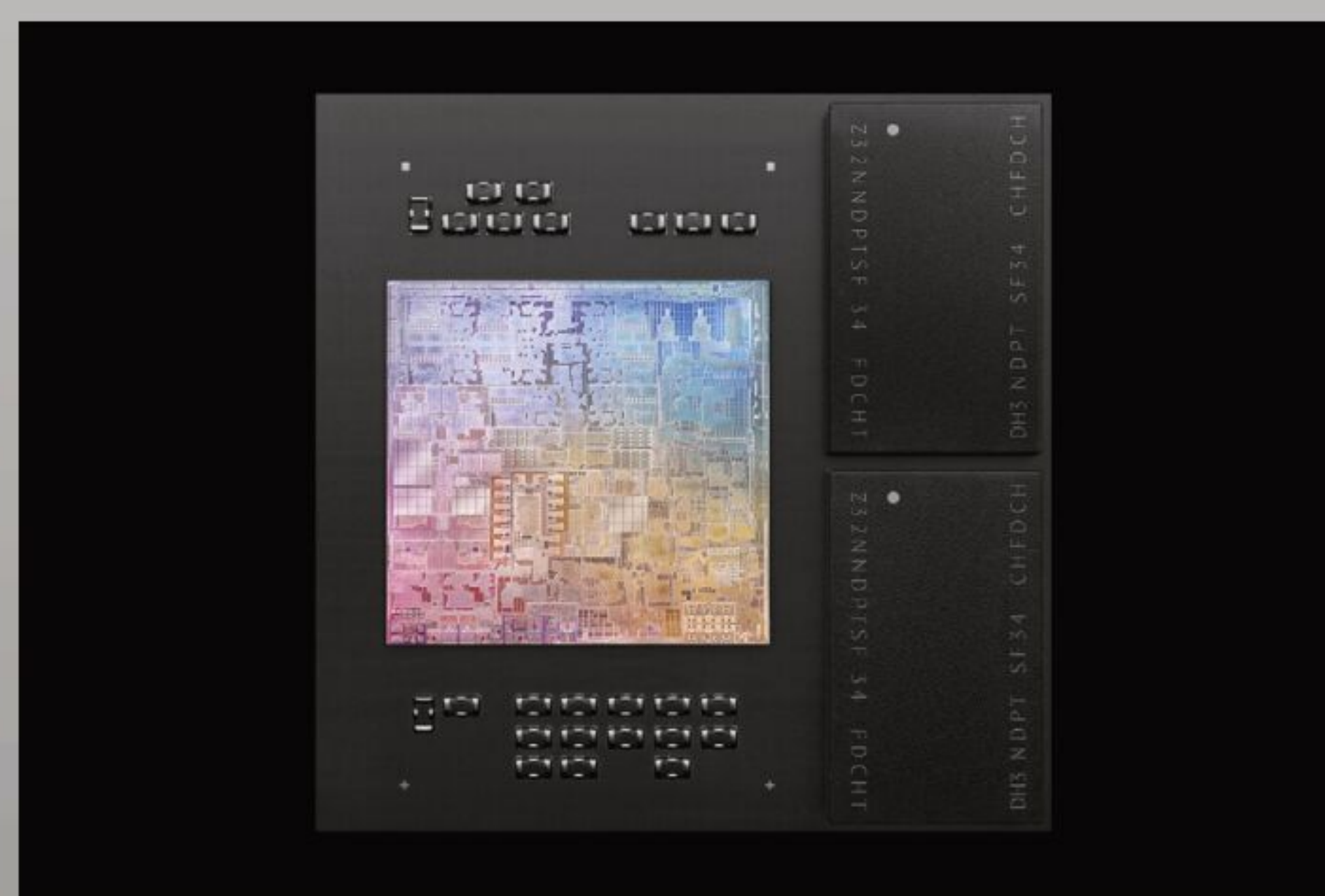
Apple is no stranger to designing and manufacturing processors. It has been making chips for the iPhone, iPad and iPod touch for years. But the new M1 CPU, Apple's most powerful chip yet, is its first designed for the Mac. The M1 is an entire system on a single chip. In the past, a Mac needed several chips running alongside the CPU. There was a controller for data transfer in and out, and another for the Thunderbolt ports alone. Solid state memory required more chips, as did the Apple T2 for security features. Not any more. The M1 combines all these technologies into a single unit, which is great for efficiency, and therefore, performance.

The M1 chip uses five nanometer technology. What this means is an individual transistor, the things that do the work in a processor, is just five billionths of a metre large; the same size as ten atoms. Smaller transistors makes for greater speed and efficiency, and also – crucially – it means you can cram more of them onto a smaller area. The M1 packs in an amazing 16 billion transistors, the most Apple has ever put on a chip.

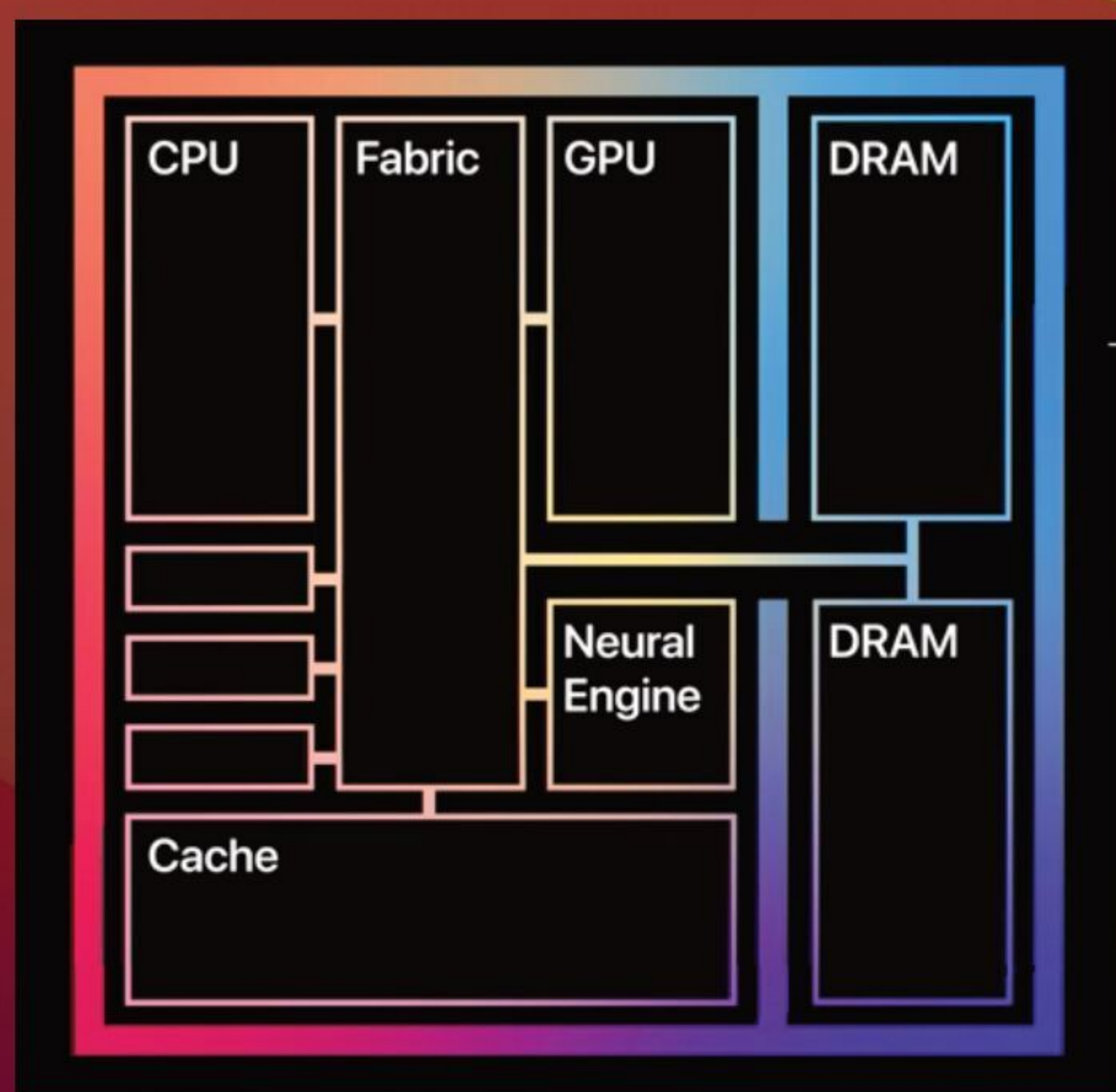
The M1 processor also features the world's fastest CPU core in low-power silicon, the world's best CPU performance per watt and the world's fastest integrated graphics in a personal computer. Clearly designed with notebooks in mind, a great deal of attention has been paid to keeping power consumption low, while ramping up its capabilities. As a result, M1 delivers up to 3.5x faster CPU performance, up to 6x faster GPU performance, and up to 15x faster machine learning, all while enabling battery life up to 2x longer than previous-generation Macs.



**M1 is the most powerful chip Apple has ever created.**



**Inside the M1 processor; it packs in 16 billion transistors.**



**Unified Memory Architecture (UMA) combines the computer's memory and its processor, meaning all parts of the chip can access the RAM quickly and easily.**

But how does it achieve these figures? Each M1 chip has eight cores, which means it can handle eight tasks at once. Four of those cores are optimised for high performance, for when carrying out processor-intensive tasks such as video encoding or image processing. Apple claims the four high-efficiency cores deliver outstanding performance at a tenth of the power. The other four cores are optimised for efficiency, meaning the chip is less draining on the battery when doing regular tasks such as web surfing, word processing and so on.

The M1 also includes an integrated graphics processing unit (GPU). Featuring up to eight powerful cores capable of running nearly 25,000 threads simultaneously, the GPU can handle extremely demanding tasks with ease, from smooth playback of multiple 4K video streams to rendering complex 3D scenes. With 2.6 teraflops of throughput, M1 has the world's fastest integrated graphics in a personal computer.

"The M1 ushers in a whole new era for the Mac," said Johny Srouji, Apple's senior vice president of Hardware Technologies. "When it comes to low-power silicon, M1 has the world's fastest CPU core, the world's fastest integrated graphics in a personal computer and the amazing machine learning performance of the Apple Neural Engine. With its unique combination of remarkable performance, powerful features, and incredible efficiency, M1 is by far the best chip we've ever created."

# The New Mac mini

Apple's brand new M1 chip boosts the mighty Mac Mini.

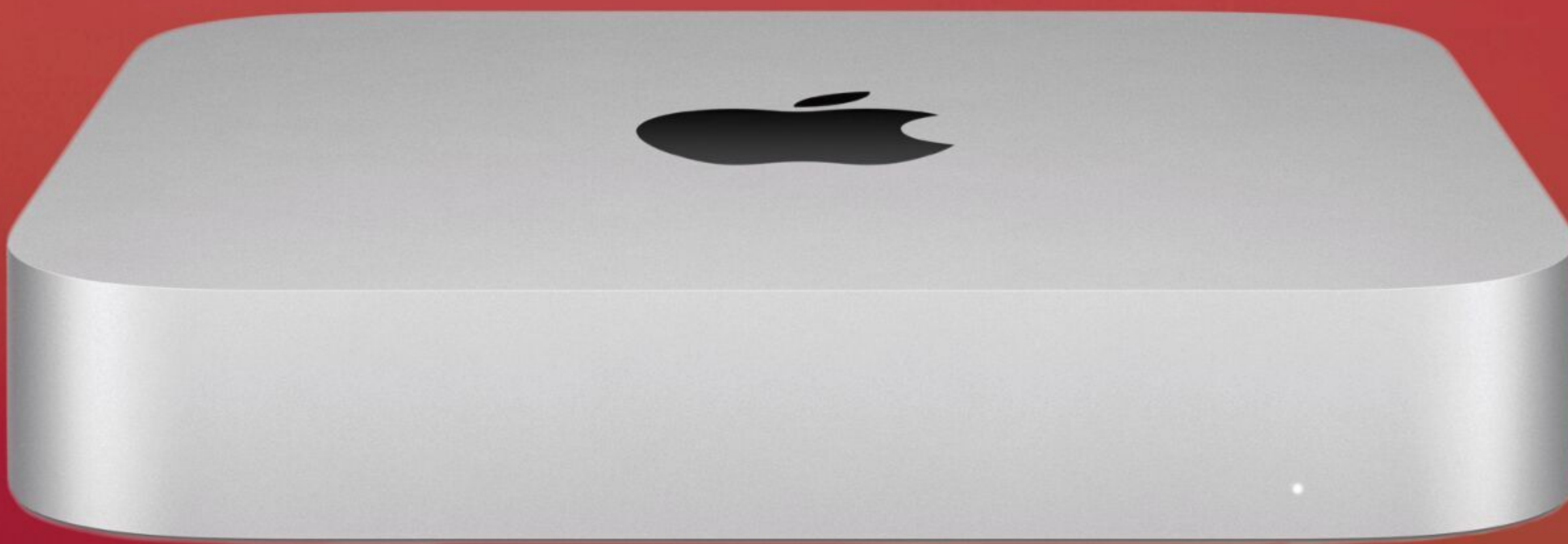
As the Macs given to developers to help them convert their apps to Apple Silicon were based on the Mac mini, it's no surprise Apple's small form factor Mac is the first desktop to benefit from the new M1 chip. However this only benefits the cheaper two Mac minis. The high-end model, with the space grey housing, still uses an 8th-generation Intel Core i5 processor. Perhaps this model has been retained for those who need a lot of onboard memory; it can be customised with up to 64GB of RAM, while all computers that use the M1 chip are limited to 8GB or 16GB.

There's no holding back the new CPU. It delivers up to 3x the performance of the previous generation's quad core chip, and the eight-core graphics processor is up to 6x quicker than before. Just the thing for playing – and even designing – graphics-intensive games.

According to Apple, compared to the top-selling PC desktop in its price range, the mini is one tenth the size but up to five times faster. We understand Apple used 'production Intel Core i5-based PC systems with Intel UHD Graphics 630 and the latest version of Windows 10 available at the time of testing,' but we're not told which systems.

Machine Learning, the feature whereby software applications improve over time by automatically learning as they go, is up to 15x faster than the previous generation of Mac minis, making it great for ML-assisted photo processing and ideal for scientists, developers and engineers.

All this extra power hasn't taken a toll on the price. In fact, the entry-level mini is even cheaper than the previous generation, costing just £699/\$699/778,85 €, but remember, it doesn't come with a keyboard, mouse/trackpad or monitor.



The Apple Silicon M1 chip comes to the Mac mini, but the most expensive model in the range still has an Intel processor.

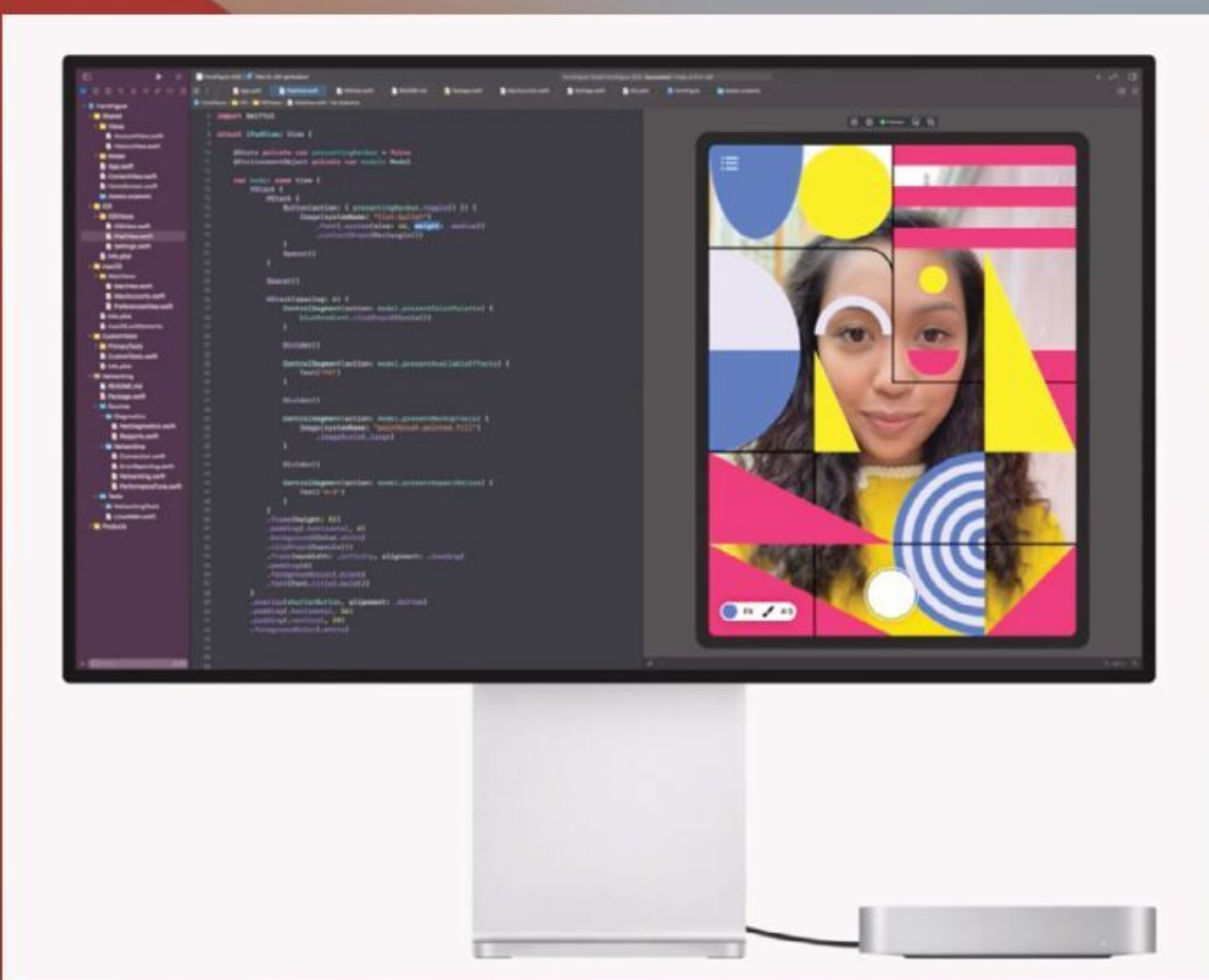


When paired with a high-quality 4K screen, the new Mac mini is great for computer-aided design.





“If you’re a musician using Logic Pro to take music production to a whole new level, performance never skips a beat.” Julie Broms, Apple’s Senior Manager, Hardware Engineering.



When developing software, compiling code is a processor-intensive task, but the new Mac mini is more than up to the job.



The Mac mini’s advanced thermal design means the M1 chip can sustain its performance while the computer stays cool and quiet.

### Suitability.

If you’re keen to see what the new Apple Silicon M1 chip can do, this is for you. If you need to upgrade a Mac mini, there’s no reason not to buy now.

### Price.

**Most expensive:**  
£899, \$899, 1.003,05 €

**Cheapest model:**  
£699, \$699, 778,85 €



### Ports.

- 1** Power Socket
- 2** Ethernet port
- 3** Two Thunderbolt/USB-4 ports
- 4** HDMI port
- 5** Two USB 3 ports
- 6** 3.5mm headphone port

# iMac

Apple's popular desktop Mac goes from strength to strength. It's a computer and a monitor, all in one unit. It's the perfect Mac for the home too.



The iMac is the perfect computer for home and business use. With the computer, hard drive and screen all in one unit, you only have one thing to plug in. Available in 21-inch or 27-inch versions, all but the cheapest iMac have amazing 4K or 5K displays, for incredible clarity. The iMac's only drawback is it's definitely not suitable if you need to transport it from A to B regularly, but apart from that, it's great.



## Suitability.

The iMac is ideal for the home and small office user. Unless you need an incredibly powerful computer, there's bound to be an iMac that's ideal for your requirements.

## Price.

**Most expensive:**  
£2,299, \$2,299, 2.533,45 €

**Cheapest model:**  
£1,099, \$1,099, 1.266,25 €

## Ports.

- |                                |                          |
|--------------------------------|--------------------------|
| <b>1</b> Headphone socket      | <b>4</b> Two USB C ports |
| <b>2</b> SDXC card reader slot | <b>5</b> Ethernet port   |
| <b>3</b> Four USB 3 ports      | <b>6</b> Power socket    |



# iMac Pro

Apple's pro-level iMac boasts amazing power, but a high price too.

The iMac Pro is the same size and shape as the regular 27-inch iMac but under the hood it's a very different beast. It's powered by Xeon processors with up to 18 cores and also boasts a Radeon Pro Vega graphics processor. It's the most powerful iMac ever built, by some considerable margin. However, all that power does come at a price. Even the lowest cost iMac Pro is very expensive, so unless you really need a lot of processing power, it's probably not the Mac for you. But if you use your Mac for a lot of heavy processing work, it's ideal. Stylish, powerful and expandable, the iMac Pro is a landmark in computer design, and an excellent – if expensive – addition to the Mac range.



## Suitability.

The amazing power offered by the iMac Pro makes it ideal for video editors, 3D artists, graphics renderers and music studios. It's not cheap, but you're getting a lot of Mac for your money.

## Price.

**Most expensive (custom built):**

£13,499, \$13,499, 14.923,15 €

**Cheapest model:**

£4,999, \$4,999, 5.360,35 €

## Ports.

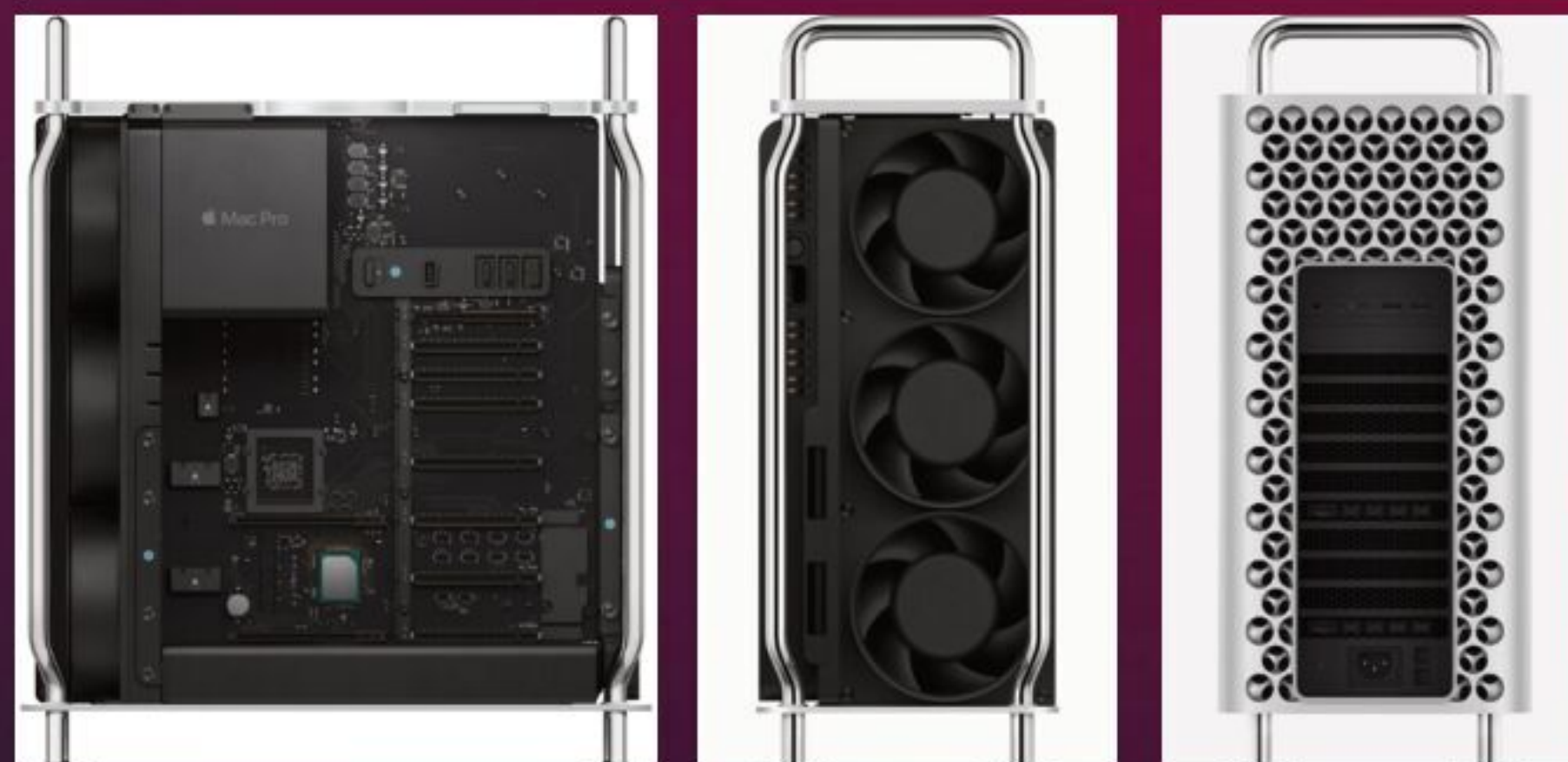
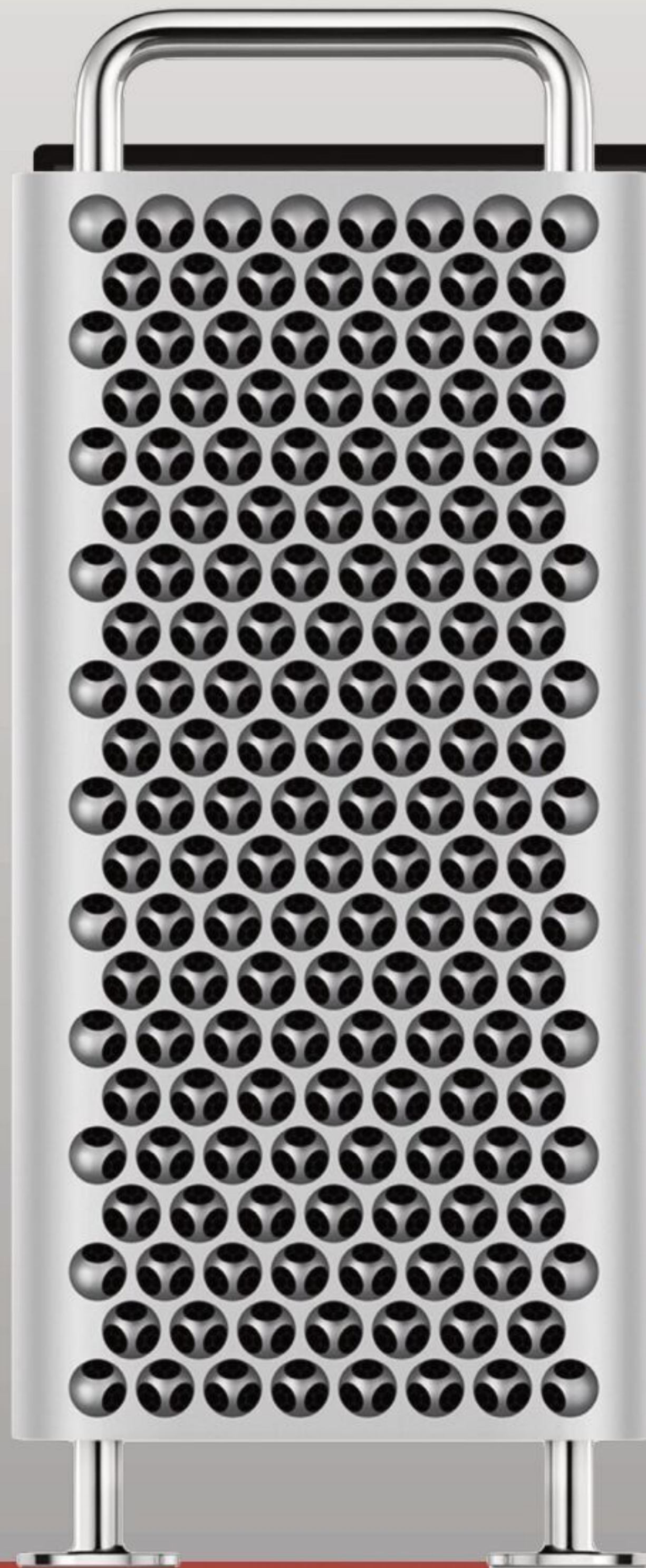
- |                                |                           |
|--------------------------------|---------------------------|
| <b>1</b> Headphone socket      | <b>4</b> Four USB C ports |
| <b>2</b> SDXC card reader slot | <b>5</b> Ethernet port    |
| <b>3</b> Four USB 3 ports      | <b>6</b> Power socket     |



# Mac Pro

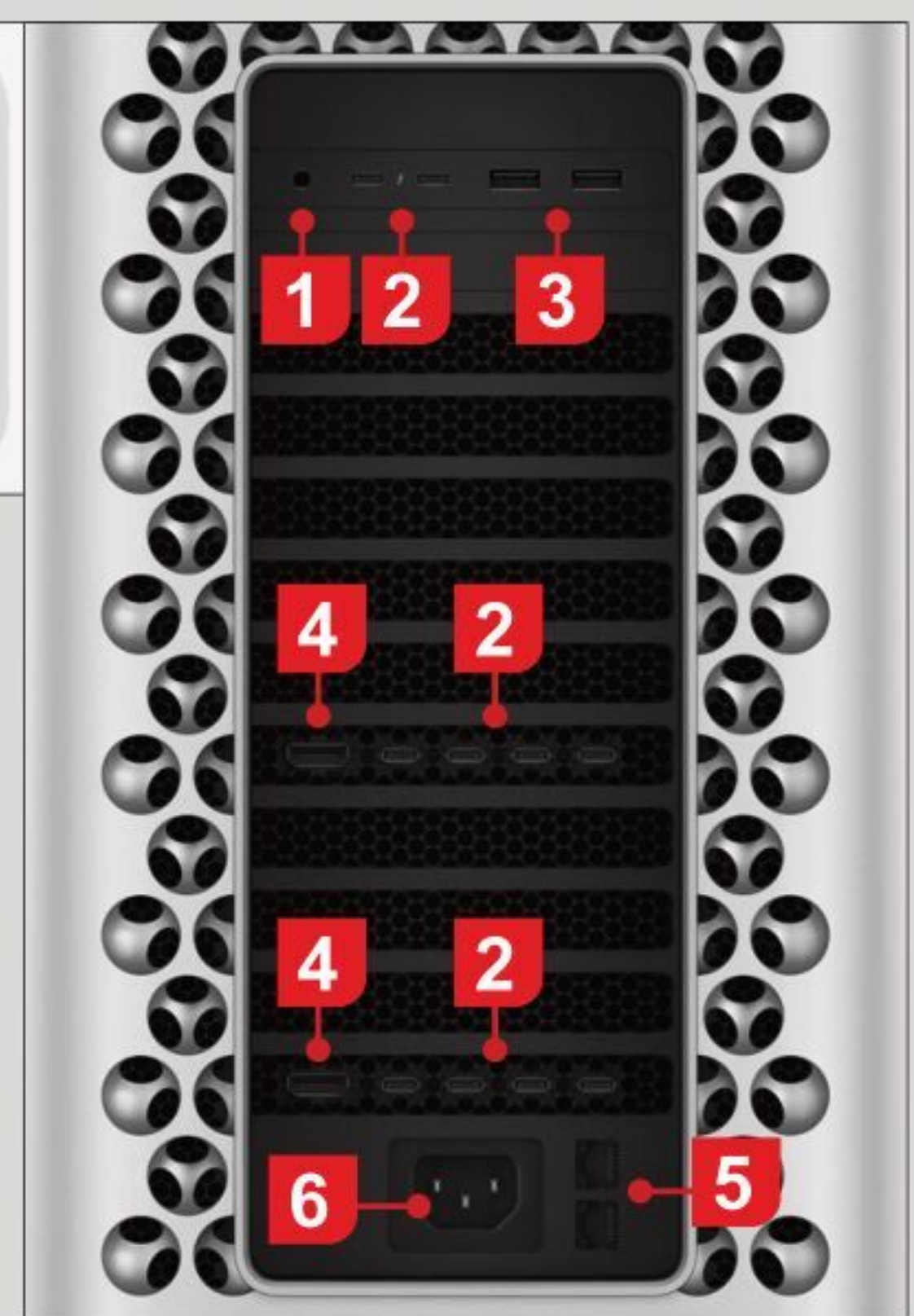
Apple abandoned the unpopular 'drum' design for a new, smaller tower system. It's the most powerful Mac ever built!

The latest Mac Pro is the most powerful Mac ever built. Based on a tower design but much smaller than the last Mac Pro Tower, this one offers up to 28 cores of processing power, eight PCI Express expansion slots, an option for Radeon Pro Vega II Duo graphics and a huge range of expansion ports. You can configure up to 1.5TB of DDR4 ECC memory in 12 user-accessible DIMM slots, and up to 4TB of SSD storage. Naturally, this isn't a Mac for beginners, but for high-end Mac users, it's the last word in amazing computing power. The ultimate Mac!



## Ports.

- 1** Headphone socket
- 2** Thunderbolt 3 ports
- 3** Two USB 3 ports
- 4** HDMI port
- 5** Two Ethernet ports
- 6** Power socket



## Suitability.

An incredibly powerful computer, but also a very expensive one. The Mac Pro is really only for pro users.

## Price.

**Most expensive:**  
£53,299, \$53,799, 59.957,90 € (custom built)

**Cheapest model:**  
£5,499, \$5,999, 6.335,15 €

# Intel Mac mini

Even with an update to the M1 Chip for the new mac mini the Intel version still packs a big punch!

Although the Mac mini is the first desktop Mac to adopt the new Apple Silicon processors, the most expensive model in the Mac mini range continues to use Intel chips. We presume this is because the M1 Apple Silicon chip is limited to a maximum of 16GB of memory, while some users

require more. This particular Mac mini comes in space grey, has processors with up to six cores and faster graphics, providing a significant performance increase. You can opt for up to 2TB of storage if you buy from the Apple Online Store too. As there's only one off-the-shelf Intel Mac mini, for the most expensive version in the price comparisons, we're using the online store's customisation options to max it out.



## Ports.

- 1** Power Socket
- 2** Ethernet port
- 3** Four USB-C ports
- 4** HDMI port
- 5** Two USB 3 ports
- 6** 3.5mm headphone port



## Suitability.

If you need a new Mac mini, but need more than 16GB of memory, go for this one. If you're happy with 8GB or 16GB, buy a new Apple Silicon Mac mini. Don't forget to factor in a keyboard plus mouse or trackpad.

## Price.

**Most expensive:**  
£2,999, \$2,999, 3.366,95 €  
**Cheapest model:**  
£1,099, \$1,099, 1.227,25 €

# IMAC TO THE FUTURE

It's deja-vu all over again with Apple's latest iMacs, but there's much more to get excited about than just the new colours.



**With the entire system on one chip, the logic board takes up less room, allowing for a very thin design.**

**A**pple's M1 iMacs are here, and they're awesome. Based around the new Apple Silicon M1 system-on-a-chip processor, they're packed with exciting new features, and like early iMacs from the turn of the century, they're available in a range of colours.

The new iMacs are built from the ground up around the M1 processor.

Contrary to several predictions and concept mock-ups that appeared on the Internet, they still have a 'chin' at the foot of the screen, albeit without the customary Apple logo in the middle. In fact, this chin houses the entire computer, allowing the iMac to be very thin. When you look at it from the side, it almost disappears; it's just 11.5mm thin. Because the entire system

is built into the new M1 processor, the iMac needs far fewer chips, allowing for a smaller, more compact logic board. And as it uses very little electricity, it doesn't take much cooling. There are two small fans inside the new iMac, and even at peak needs, they make less than ten decibels of noise; that's almost inaudible to the human ear.



Although the new iMacs still have a chin under the screen, it's devoid of the Apple logo.



For the first time since 2001, the iMac is available in a range of colours.

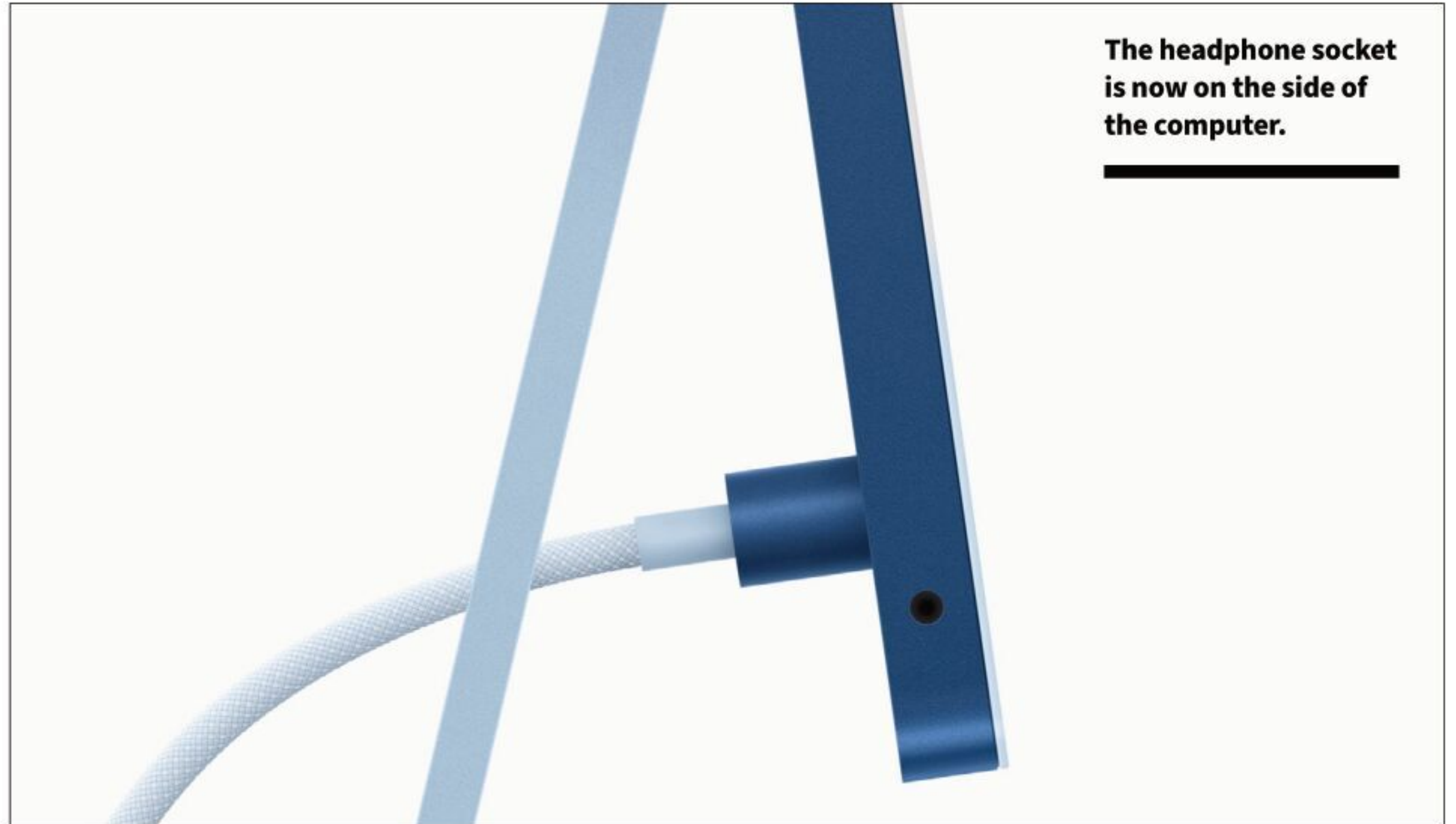
The iMac is now available in seven different colours; green, yellow, orange, pink, purple, blue, and for those who prefer a more traditional appearance, silver. This colour covers the entirety of the enclosure, front and back, and also its built-in stand. The front and the stand are a subdued pastel shade for fewer distractions, while the back and sides of the Mac are more vivid. The rear of the iMac displays the traditional Apple logo. At the front, a single sheet of glass covers the entire surface



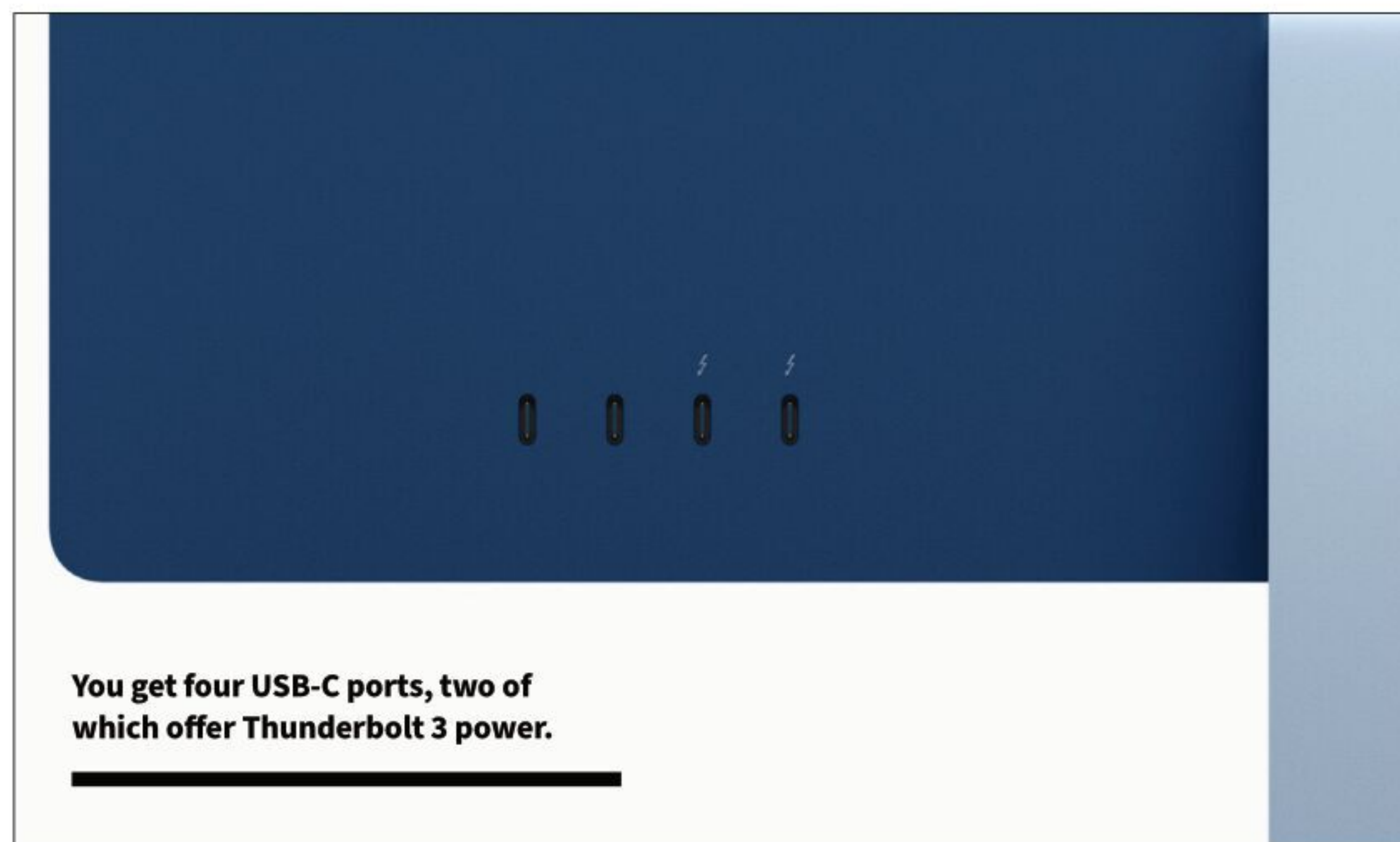
While the previous generation of iMacs came in two sizes, with 21.5-inch and 27-inch displays, the initial release of the M1-powered iMacs have just one; a 24-inch screen. The computer as a whole is only slightly larger than the 21.5-inch iMac, as the extra screen space is mostly achieved by reducing the bezel. A 4.5K Retina display, it has 11.3 million pixels at a 4480 x 2520 resolution, and over a billion colours. What that means for the user is an incredible degree of detail on the screen. Everything looks really vivid and vibrant. A TrueTone feature automatically adjusts the picture according to current ambient light levels, so it always looks natural.

The iMac's excellent screen is ideal for video editing.

The iMac's mic, camera and speakers have also been revamped. The FaceTime camera is now 1080p, double the resolution of the previous generation's webcam. The M1 chip includes Apple's latest Image Signal Processor, which further enhances the image quality. This iMac is great for video chats. The camera is augmented by a studio-quality three-mic array, engineered to reduce feedback from the rest of the system. The speakers have been improved too. There are actually six speakers built into the new iMac; two pairs of woofers and a pair of tweeters. And it would be remiss of us not to mention the headphones socket, which is now on the side of the iMac instead of the rear, making it much easier to reach.



**The headphone socket is now on the side of the computer.**



**You get four USB-C ports, two of which offer Thunderbolt 3 power.**

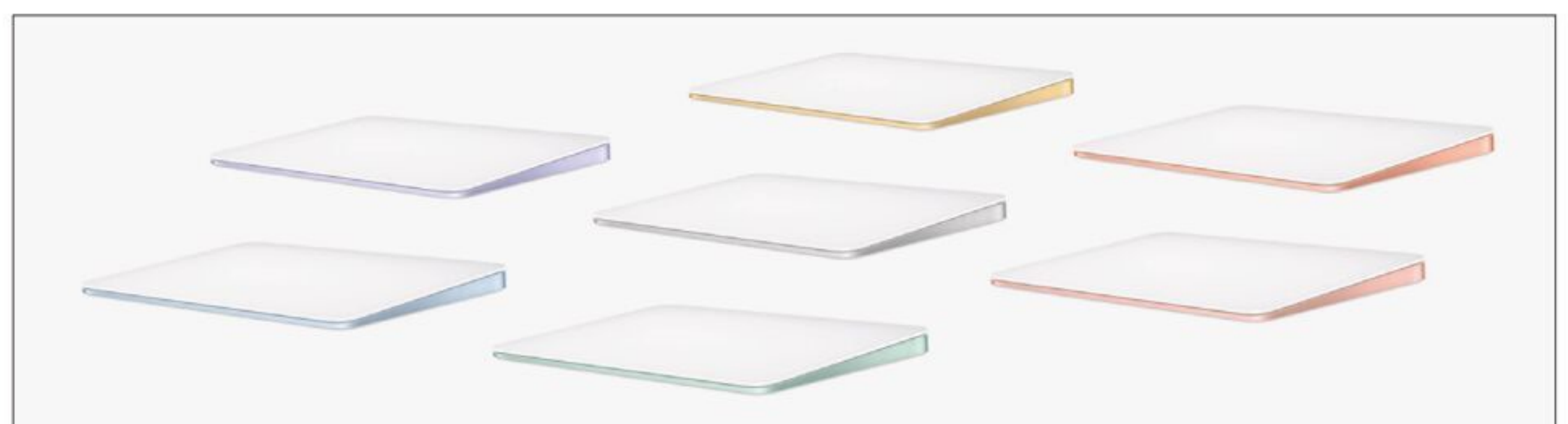
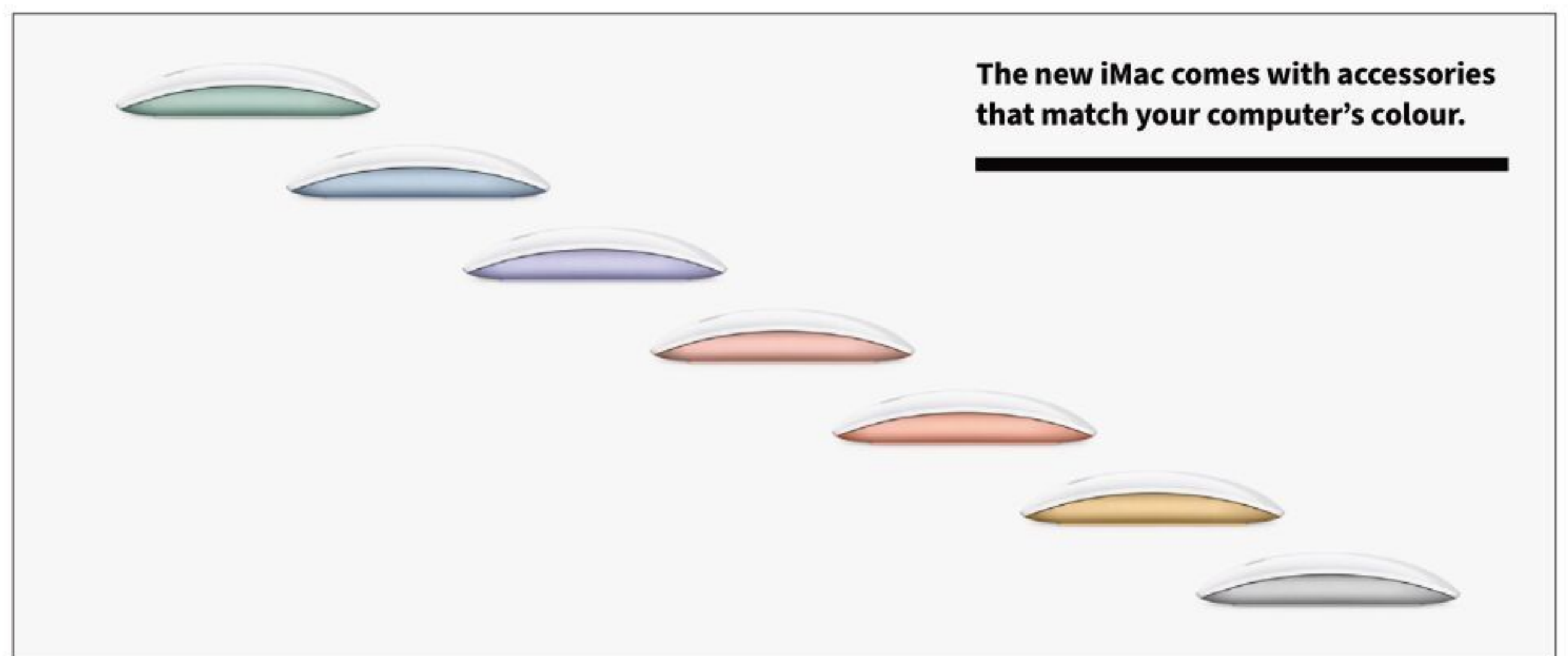
On the subject of the rear of the iMac, there are fewer ports than you might expect. The power socket is now magnetic; it seems Apple is returning to the MagSafe designs of previous MacBook generations. There are four USB-C ports, two of which are Thunderbolt 3-capable for extra-fast data transfer. If you want to use older USB peripherals, adapters and hubs are easy to come by. There's a port for an Ethernet cable, but instead of connecting to the back of your computer, it plugs into the power brick for fewer trailing wires. Note, though, that this port is not present in the cheapest new iMac.







Long-term Mac fans might remember that when Apple last released the iMac in a range of colours, the keyboard and mouse colour-matched the computer. The same is true for the new range. The Magic Keyboard, which is available in a regular version or with a numeric keypad, features white keys just like the current keyboards but with their aluminium housing the same colour as your chosen iMac, specifically, the softer shade used for its front and stand. For a controller, you can choose between a Magic Mouse or Magic Trackpad with details that are similarly colour-matched. Another optional extra on the keyboard is Touch ID. This lets you unlock your Mac, access passwords, make payments and switch between users simply by placing a finger on the Touch ID key.

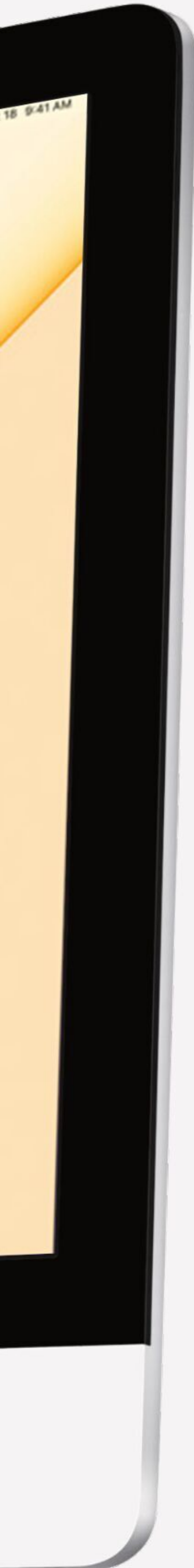


## 27-inch iMacs

You can still buy the larger, 27-inch iMacs, but at the time of writing, they're only available with Intel chips. They're stunning machines, boasting Retina 5K displays, up to ten-core processors and superb cameras, mic and speakers, but if you're keen for the extra screen size, our advice is to wait; large-screen iMacs with Apple Silicon processors must surely be on the way.







# First Steps with macOS Monterey

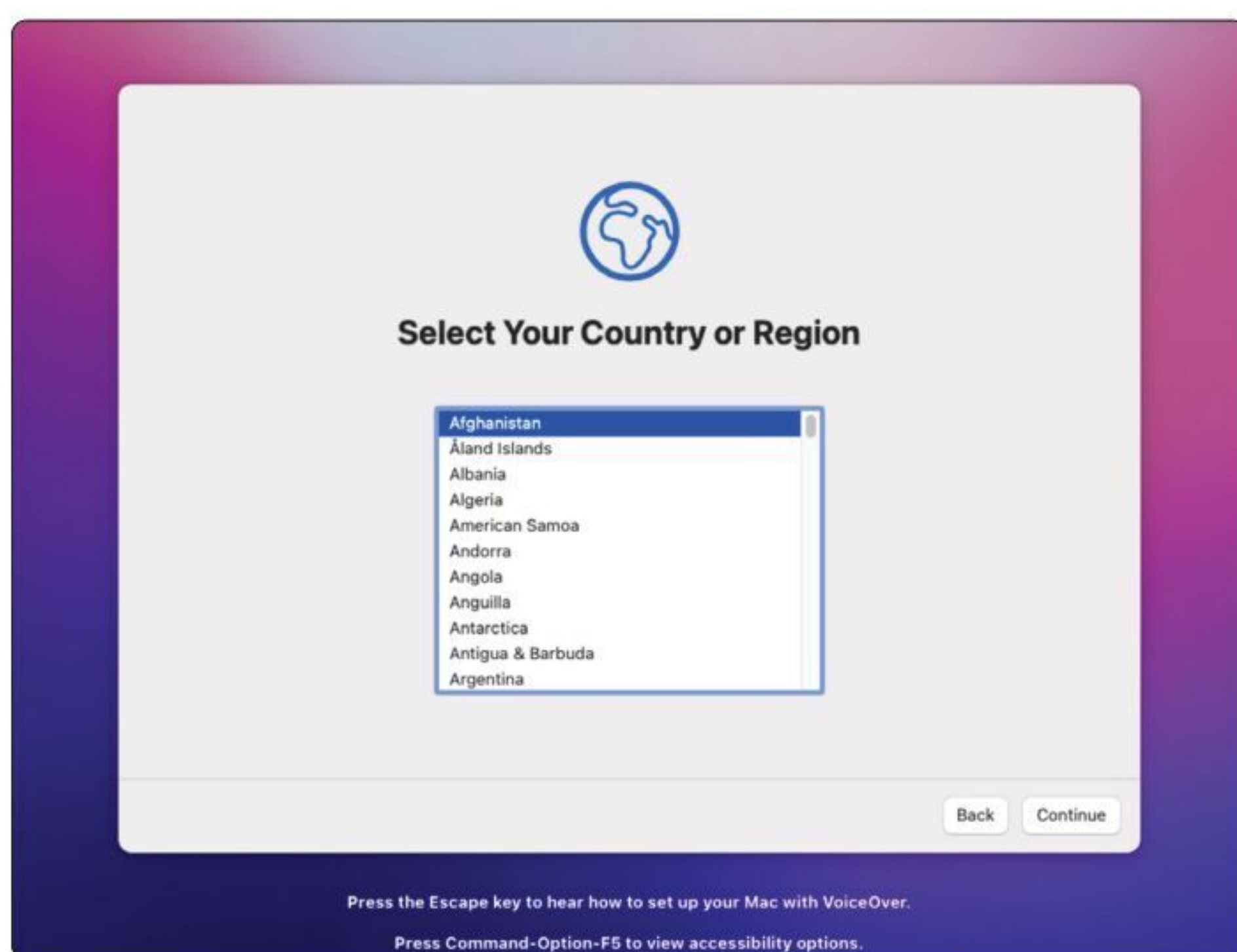
This section is designed for people who are new to the Mac, or intermediate users who would like to know more about its features such as Widgets, Finder, Menus, Gestures, Dock and more. If you haven't yet set up your Mac, there's a guide to getting started straight out of the box, and when you're ready to install more apps, you can learn how to do that too.

[Learn more >](#)

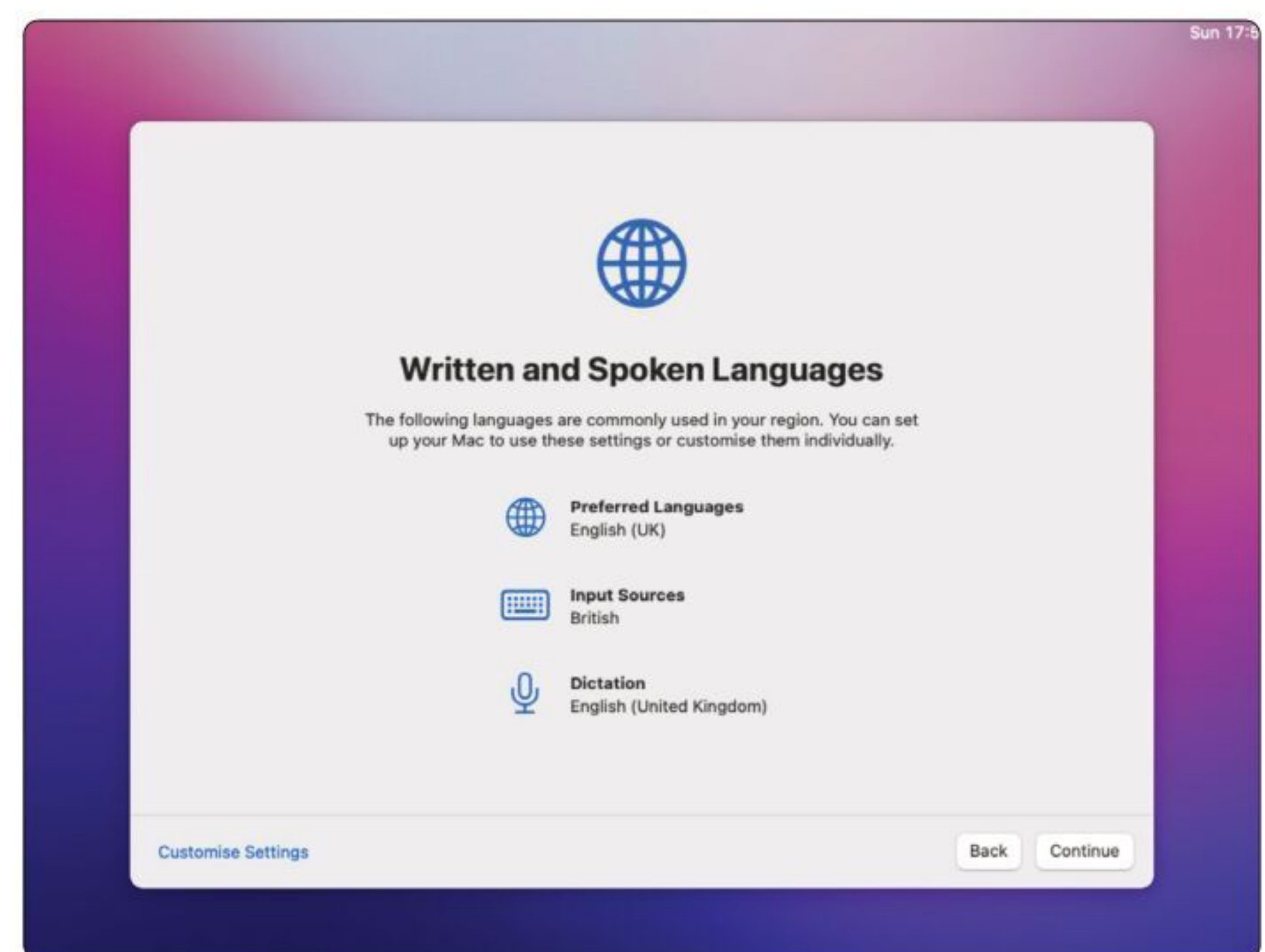


# Set Up Your Mac For the First Time

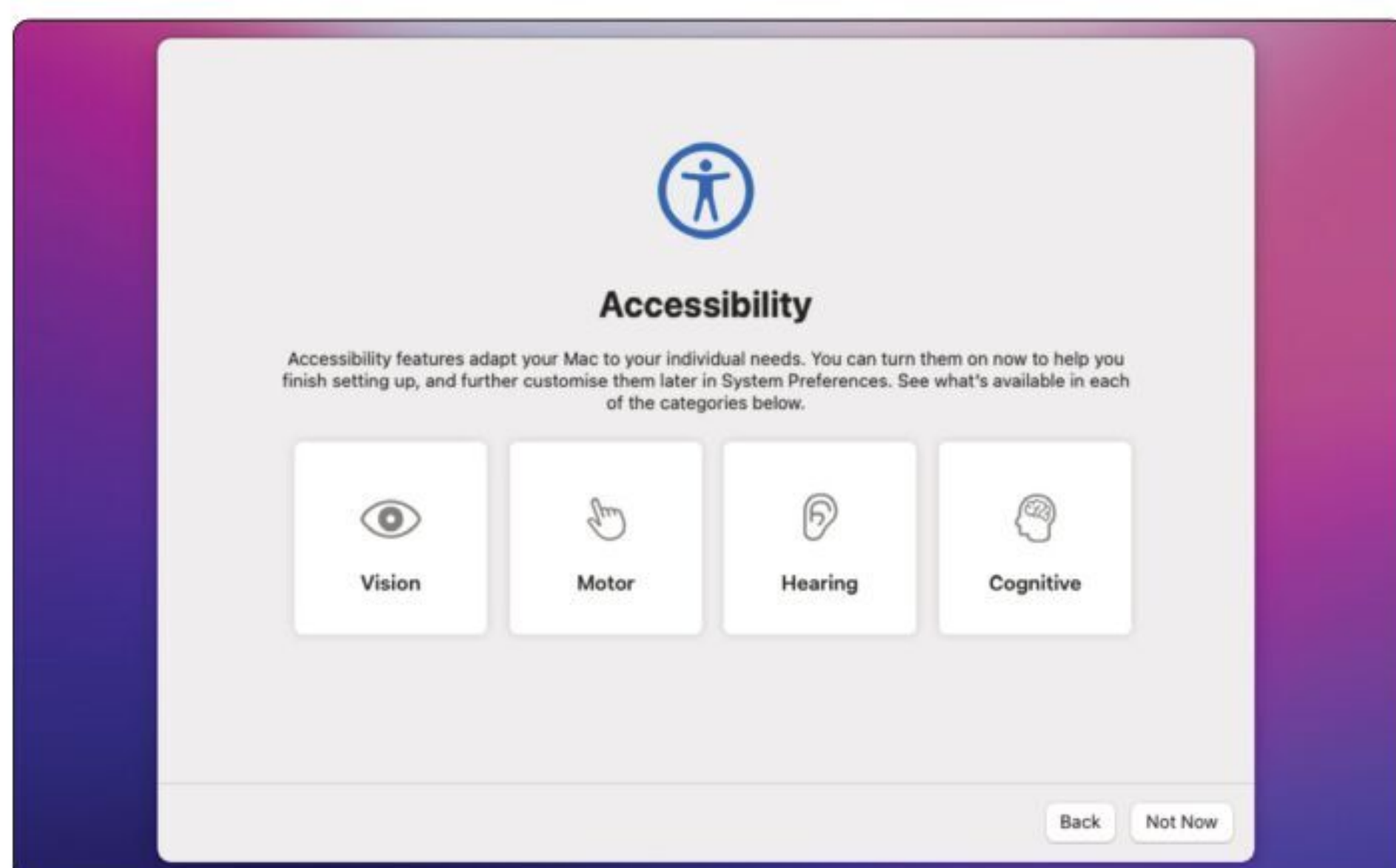
If you have a new Mac but have not yet set it up, follow this guide. It's nothing to be afraid of; follow the guide and the on-screen instructions, and step by step, you get to set your Mac's language, take it onto the Internet with your local Wi-Fi network, sign in with your all-important Apple ID and more.



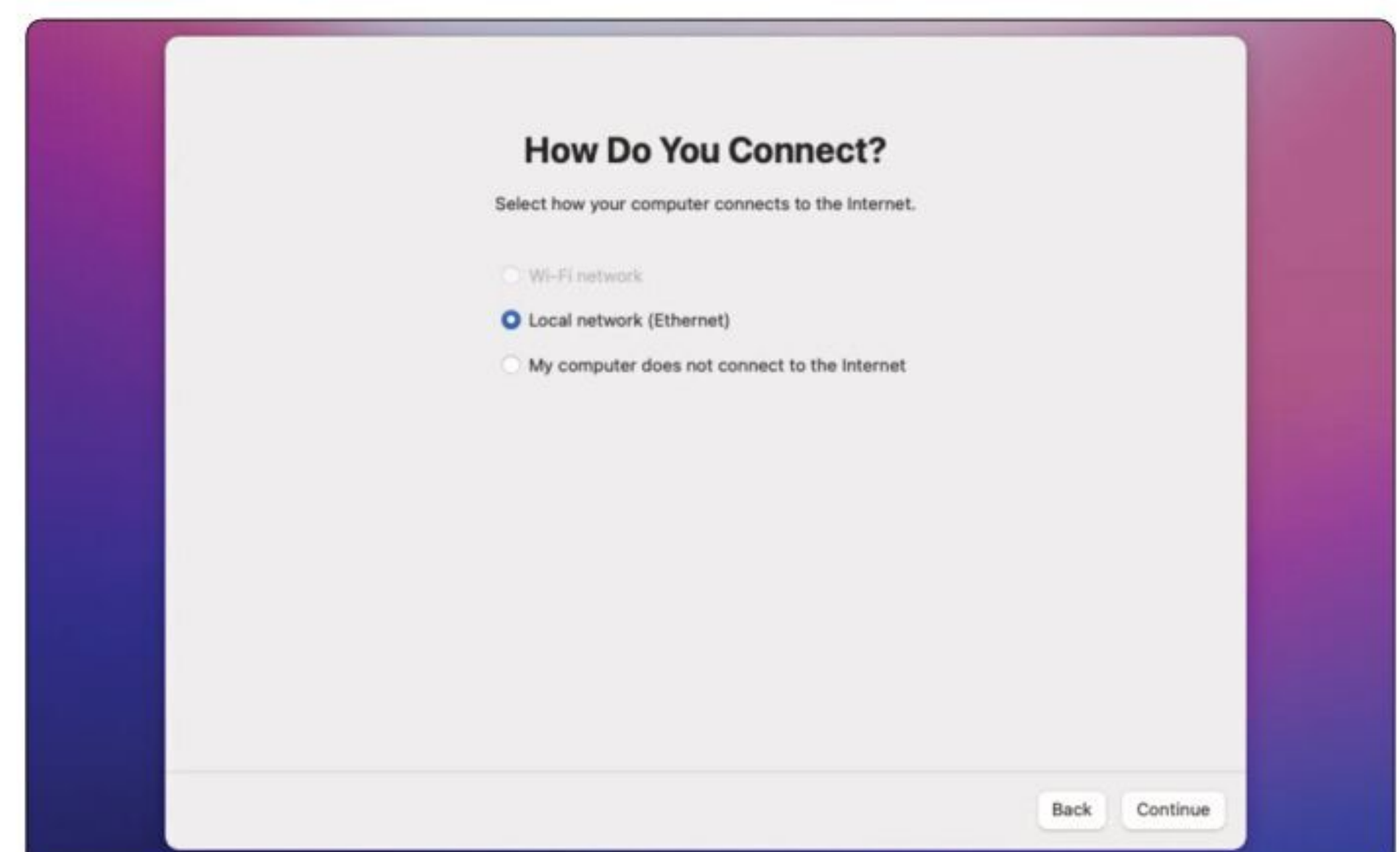
**1** Your first step is to choose your territory, that is, where you live and will be using your Mac. You can scroll the list of countries up and down to find your own, or start to type it to get there quicker. Click your country to highlight your choice, then click Continue.



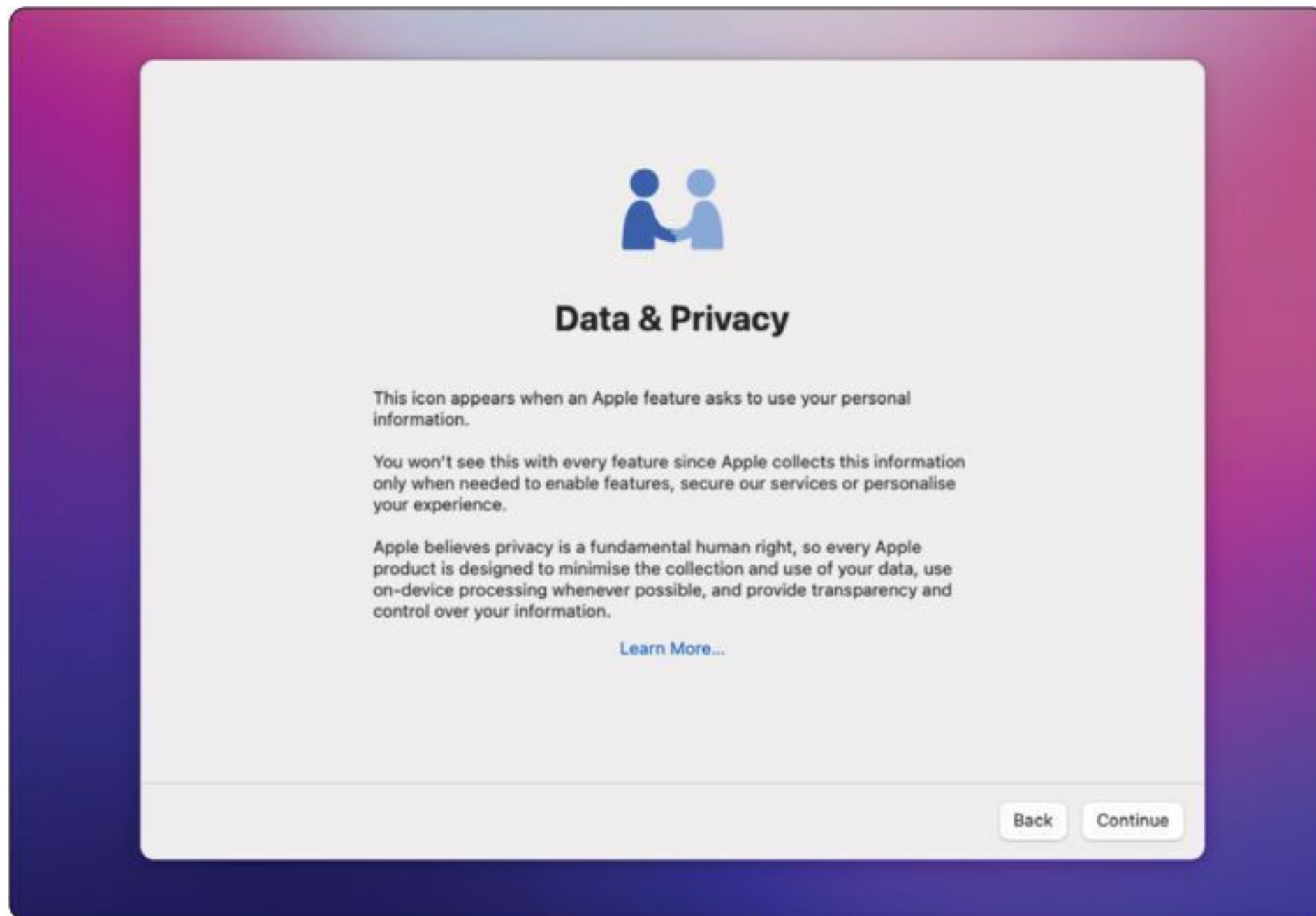
**2** Now select your language and input source. The default ones for your chosen territory are offered, but if you want to change them, click Customise Settings and set the language your Mac uses and the keyboard layout to suit your specific needs.



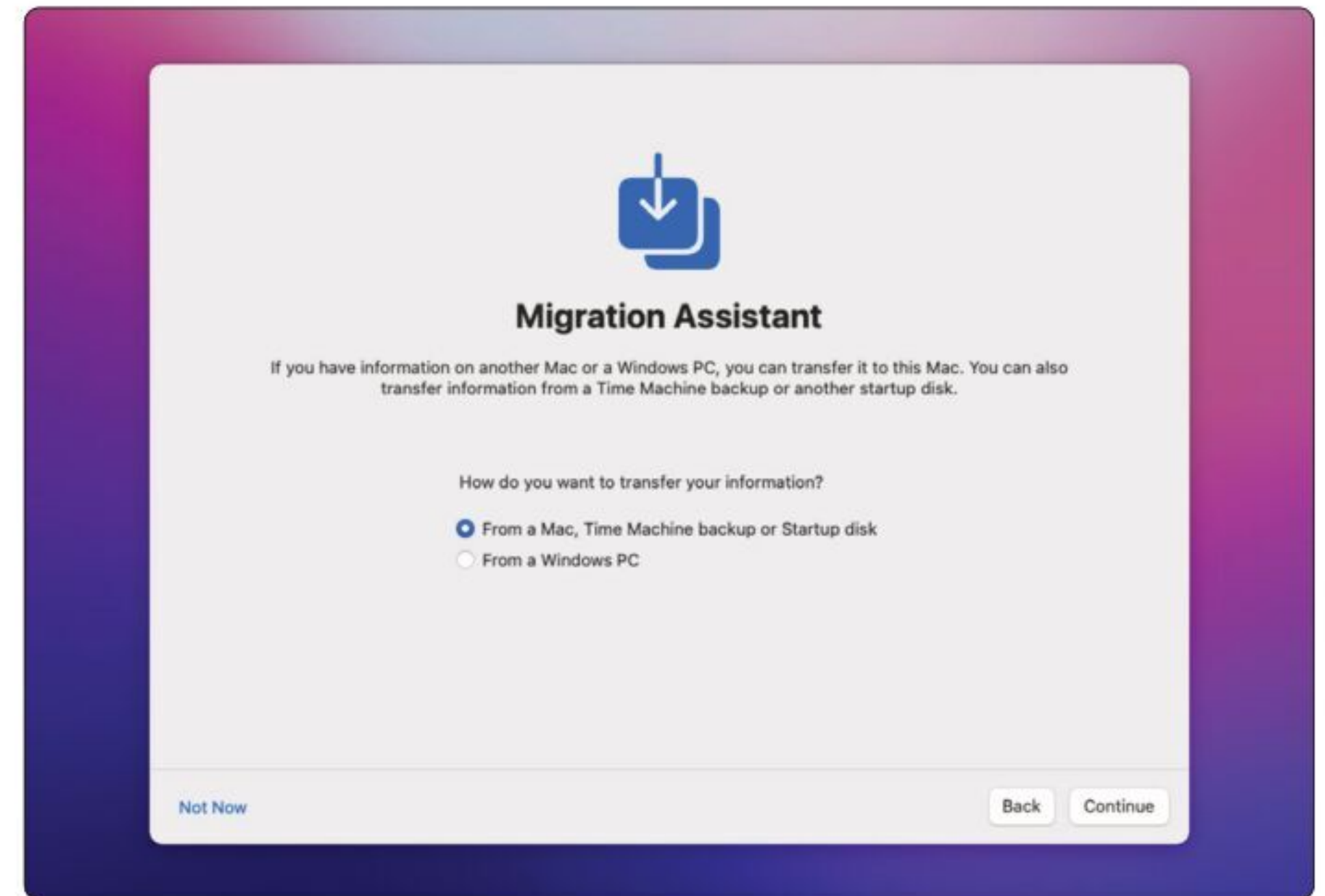
**3** If you have a disability that makes it harder to use a computer, the Mac's Accessibility tools could be of interest. If you want to set up your Accessibility settings now, click one of the buttons. If not, click Not Now – you can do it later in Settings.



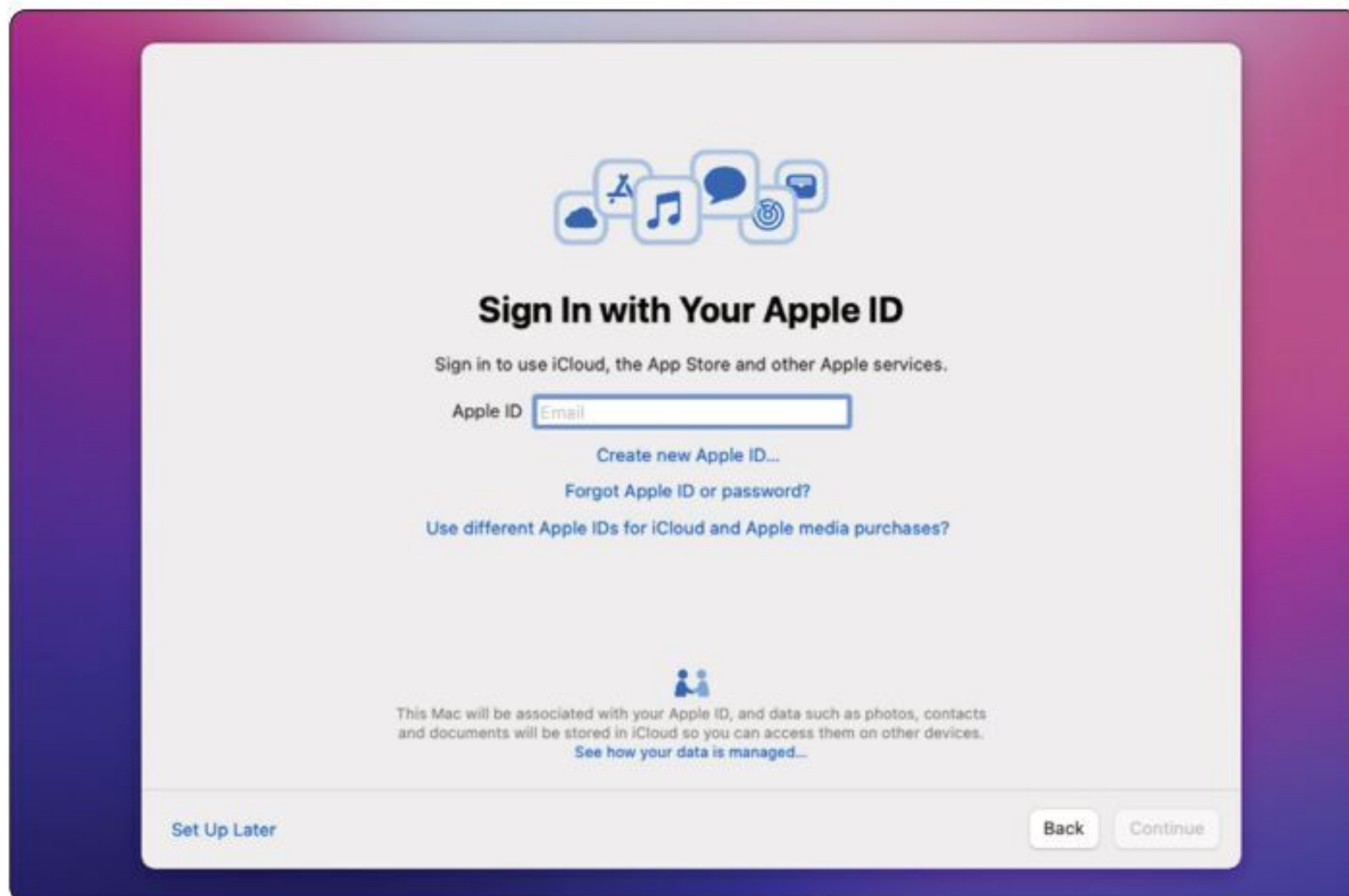
**4** Choose how you want to connect to the Internet. If you use Ethernet, there's nothing else to do, but if you use Wi-Fi, you then need to follow the on-screen instructions on finding your own network and entering your password. Keep your router instructions handy.



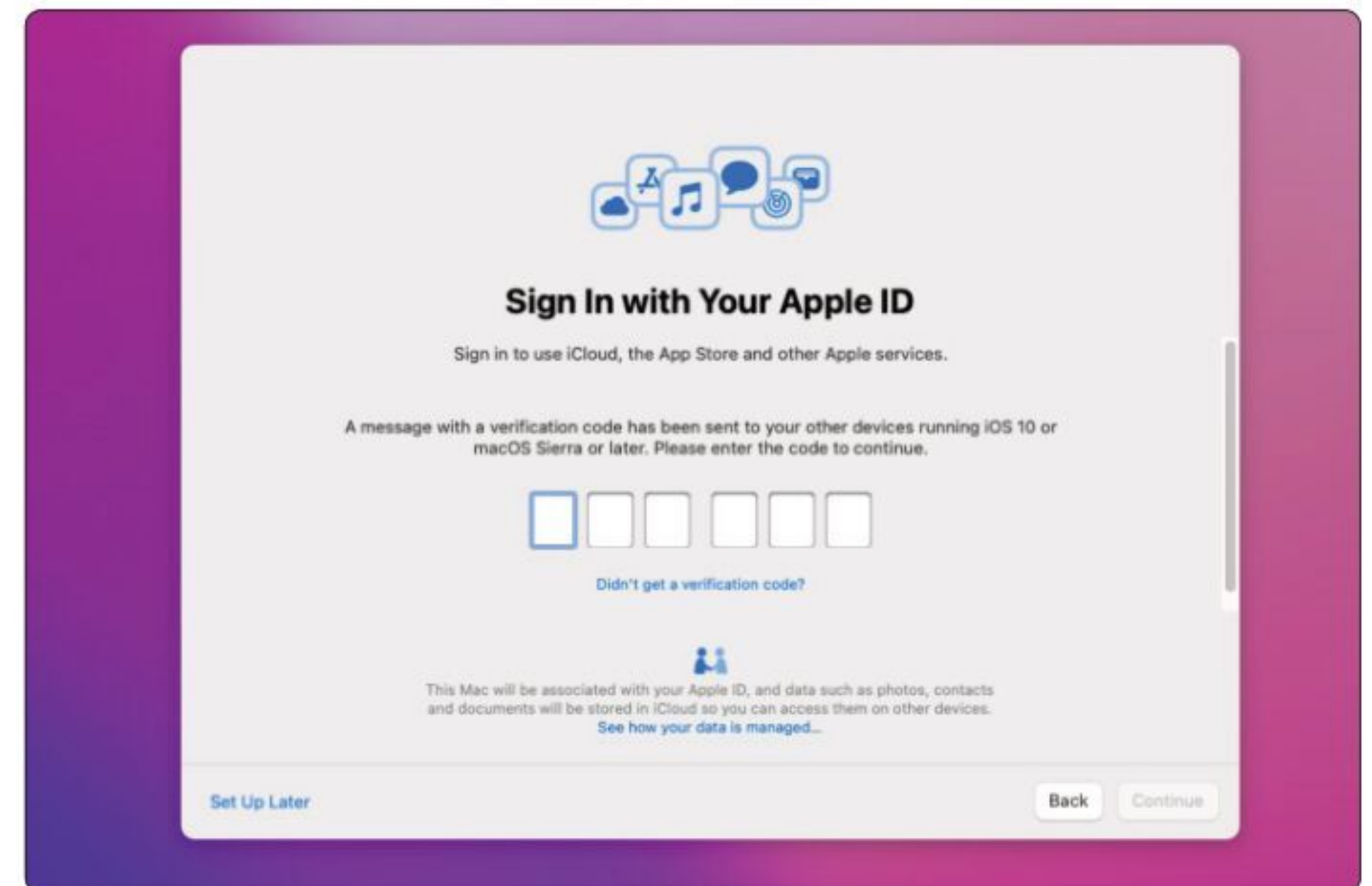
**5** Next comes the Data & Privacy screen. You're shown an icon that appears when an Apple feature collects information, and needs your permission. There's nothing you need to do on this screen, just read it for reference and move on once more.



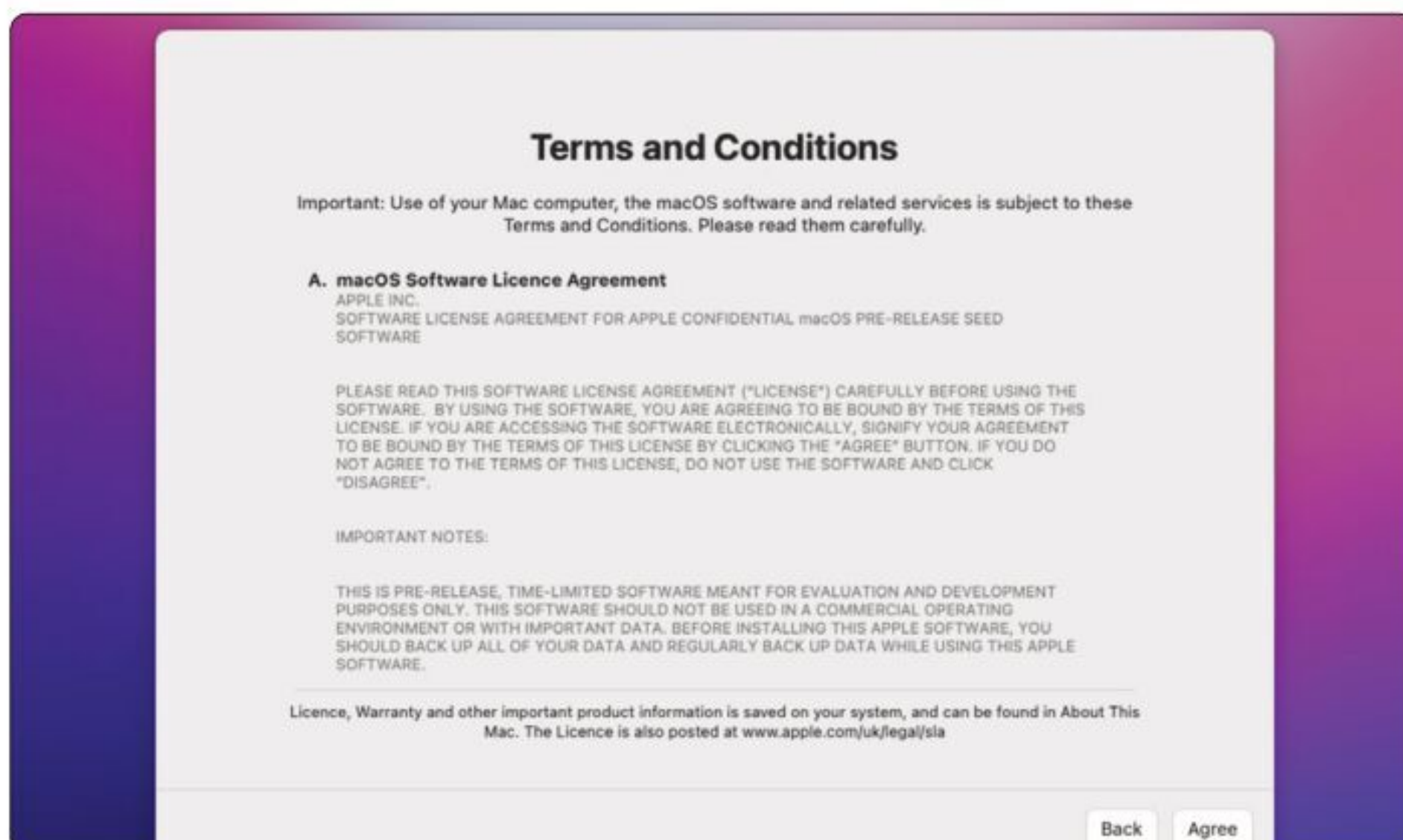
**6** You're invited to transfer information from a Mac or Time Machine backup, a Windows PC or not at all. To transfer data from your old computer, choose the correct option and follow the on screen instructions. Otherwise, choose the last option to start afresh.



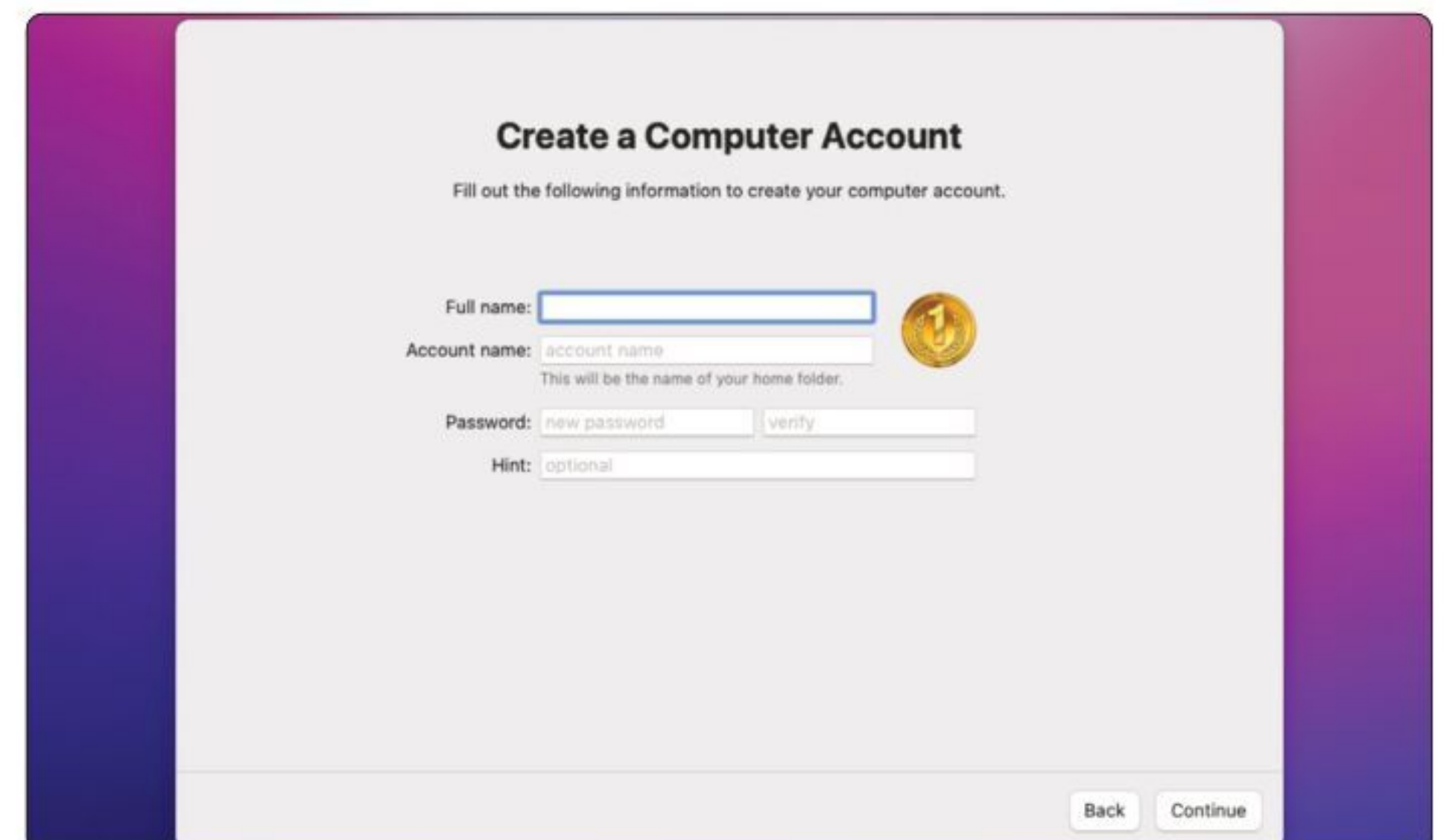
**7** Now it's time to sign in with your Apple ID. If you already have an Apple ID, sign in now with your password. If you don't, click the Create New Apple ID link and follow the on-screen instructions. There's also a link for if you've forgotten your Apple ID.



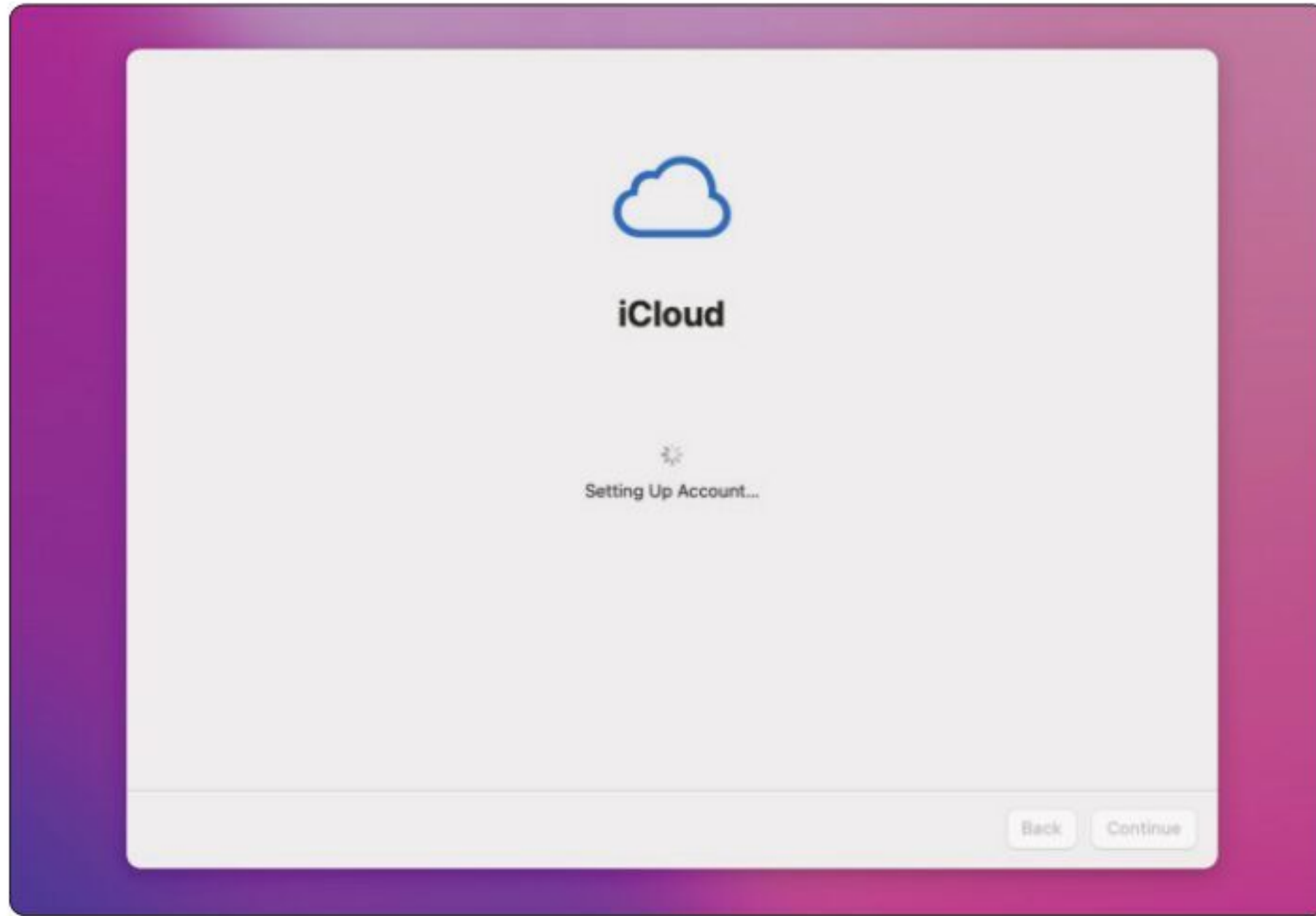
**8** If you already have an Apple device, a pop-up window appears asking you to allow the new log-in. Do so, and a six-figure number is sent, which you must type now. If it doesn't arrive, click the link under the number fields and follow the instructions. Otherwise, type the numbers and proceed.



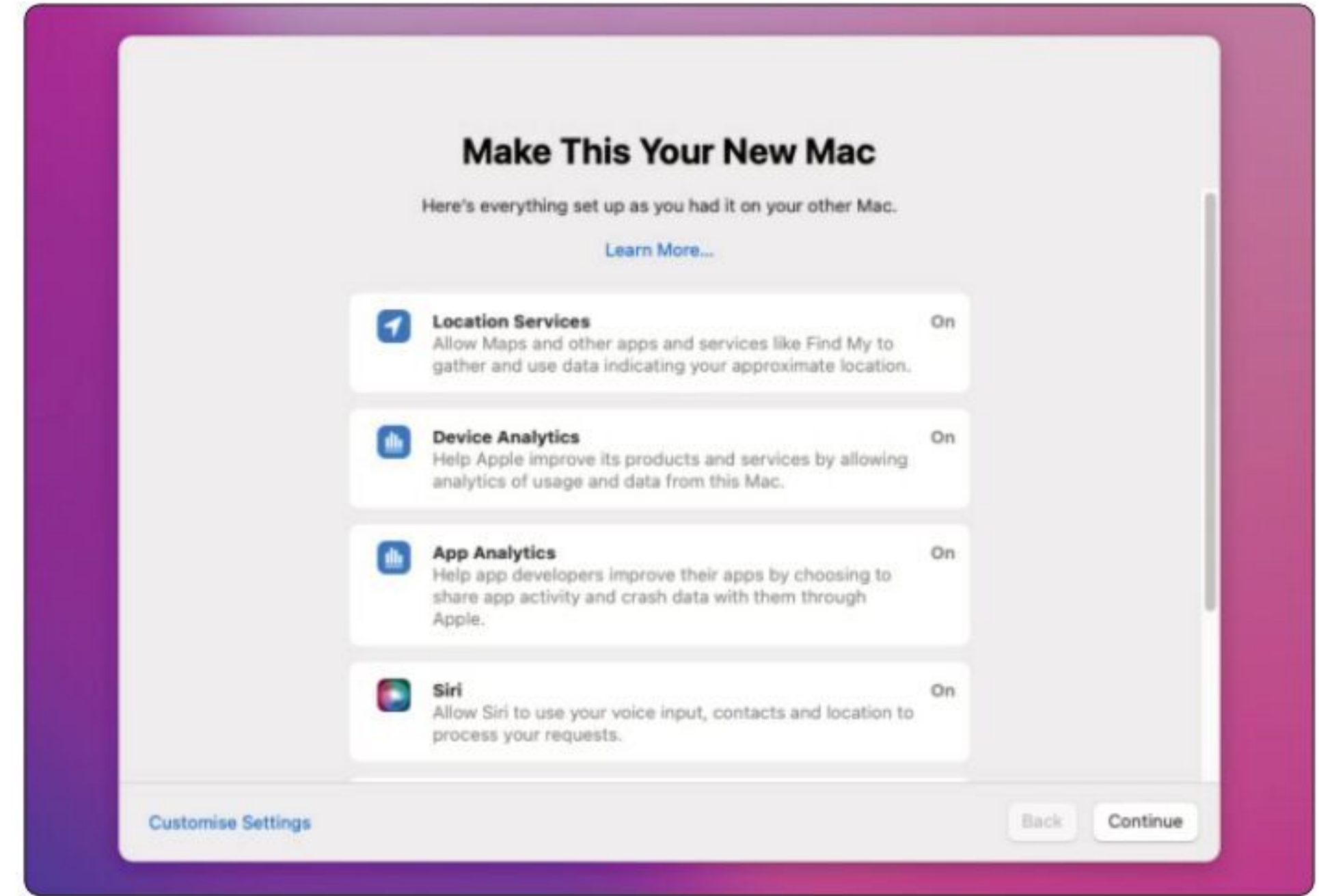
**9** You're shown a screen of Terms and Conditions, which you can read by scrolling if you wish. When you're ready, click the checkbox labelled 'I have read and agreed to the iCloud terms and conditions', then click the Agree button in the bottom-right.



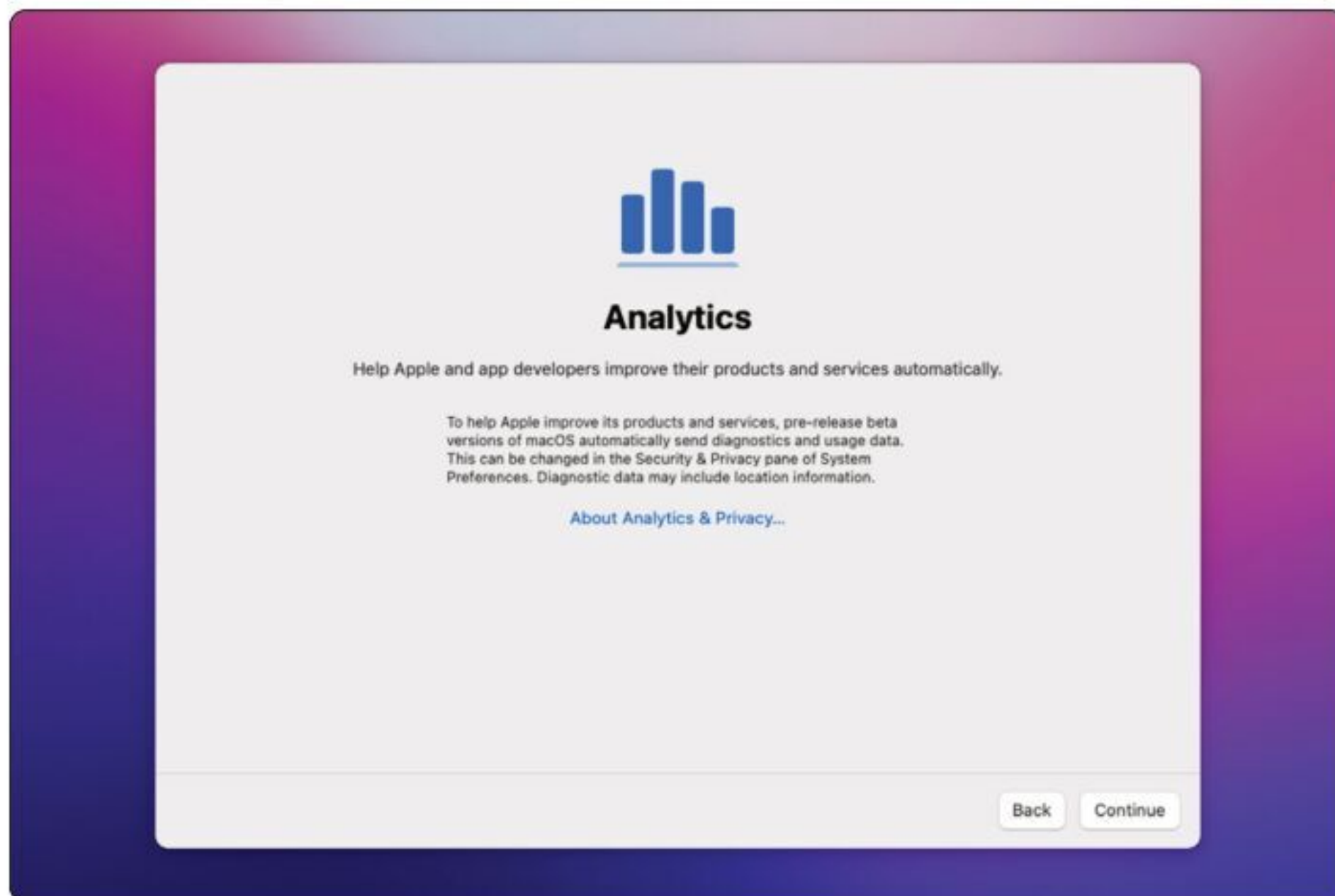
**10** Your account name is based on your Apple ID name but your password, which unlocks the computer, should be chosen now. Choose something you can remember and enter a hint in case you forget. Click the small picture to choose a different one, or take a photo using the Mac's camera.



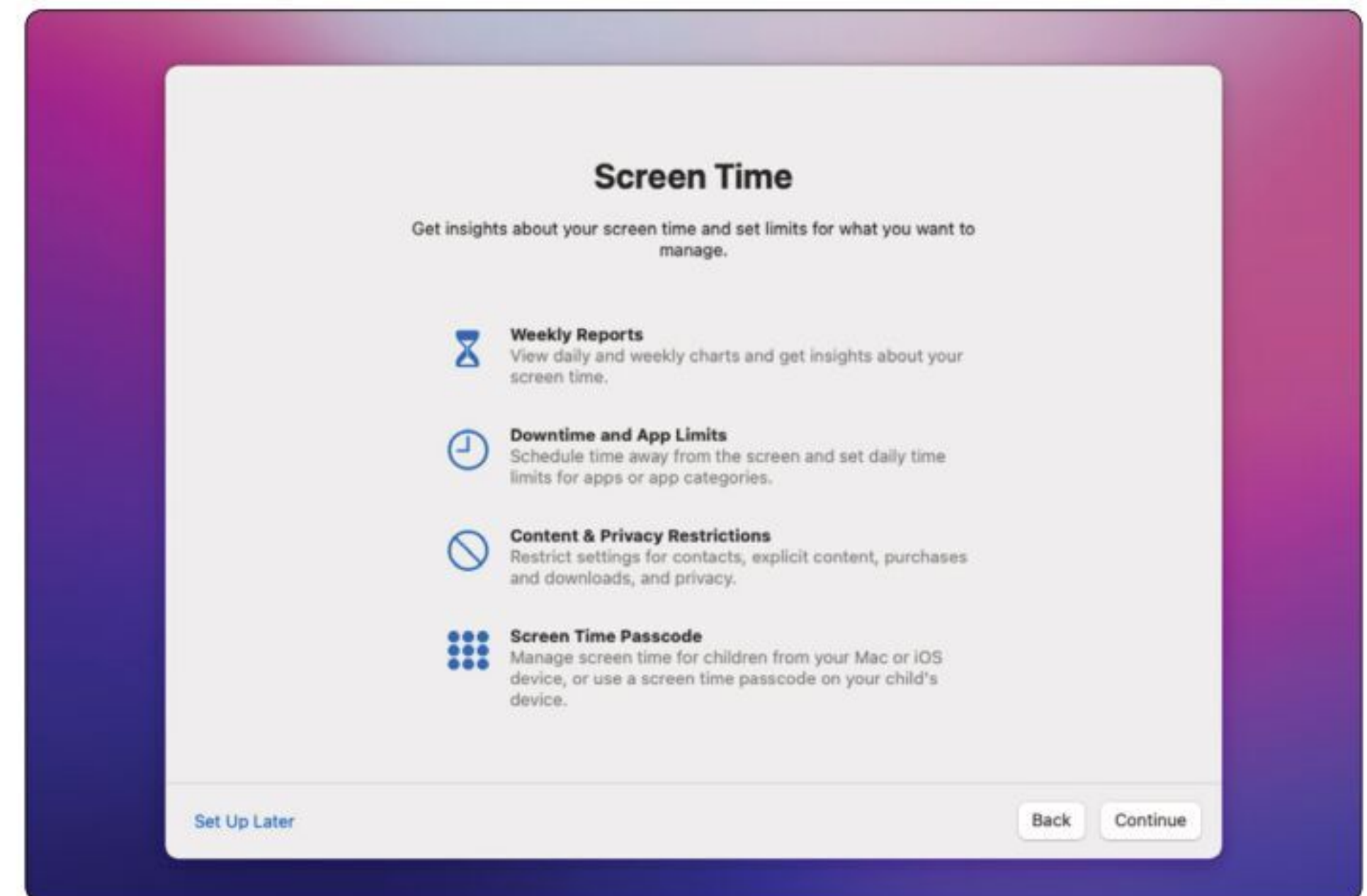
**11** The Mac now sets up your iCloud account on your computer. This is the screen you see while it's working things out. You don't have to do anything; just sit and wait. It takes just a few minutes, so don't assume it's got stuck and try to interrupt or restart it.



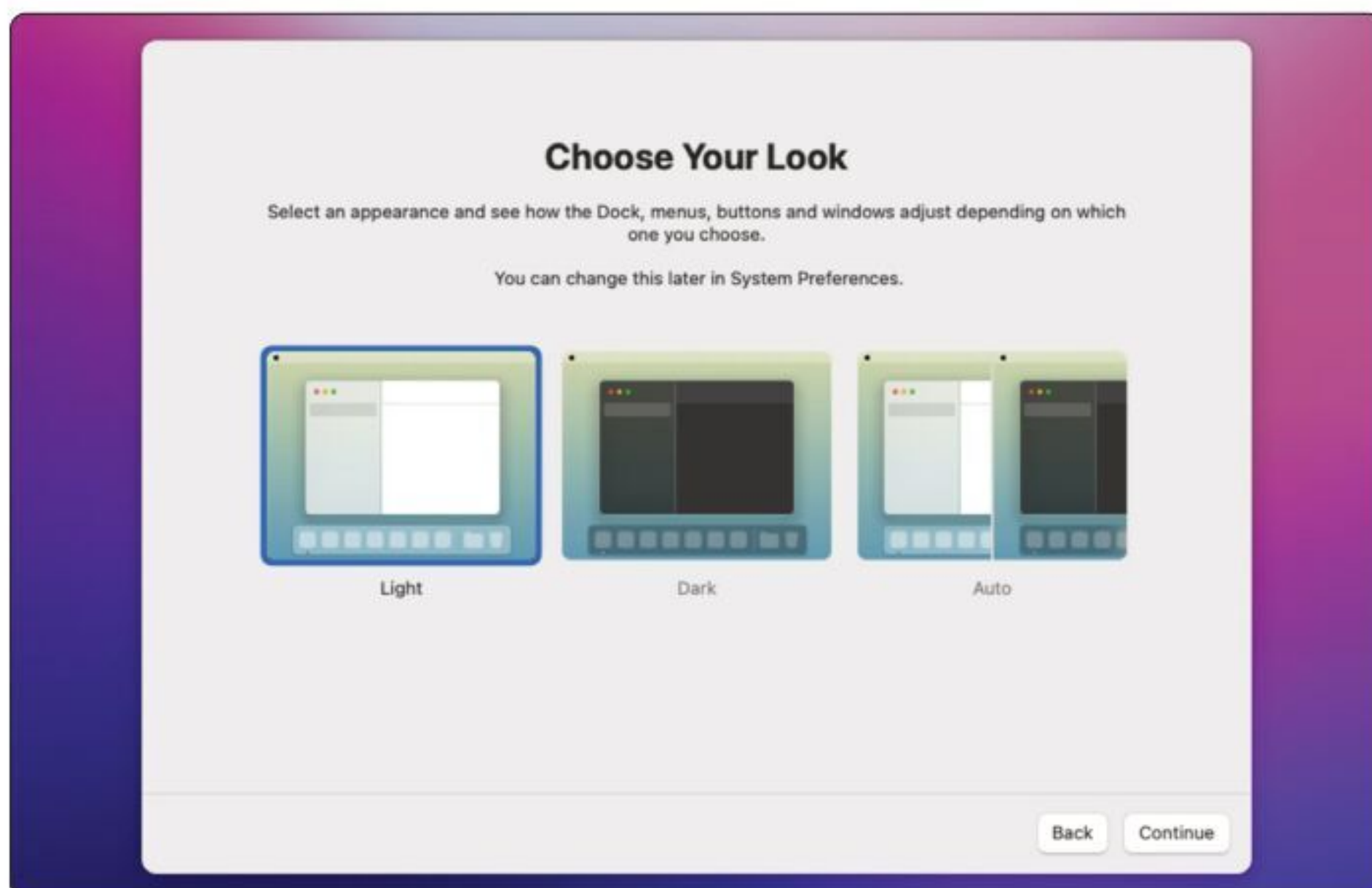
**12** On the Make This Your Mac screen, you can set up your Mac quickly, by allowing predetermined settings to take effect, for things like Siri and Maps. You can customise these settings by clicking the link; we suggest you just click Continue instead.



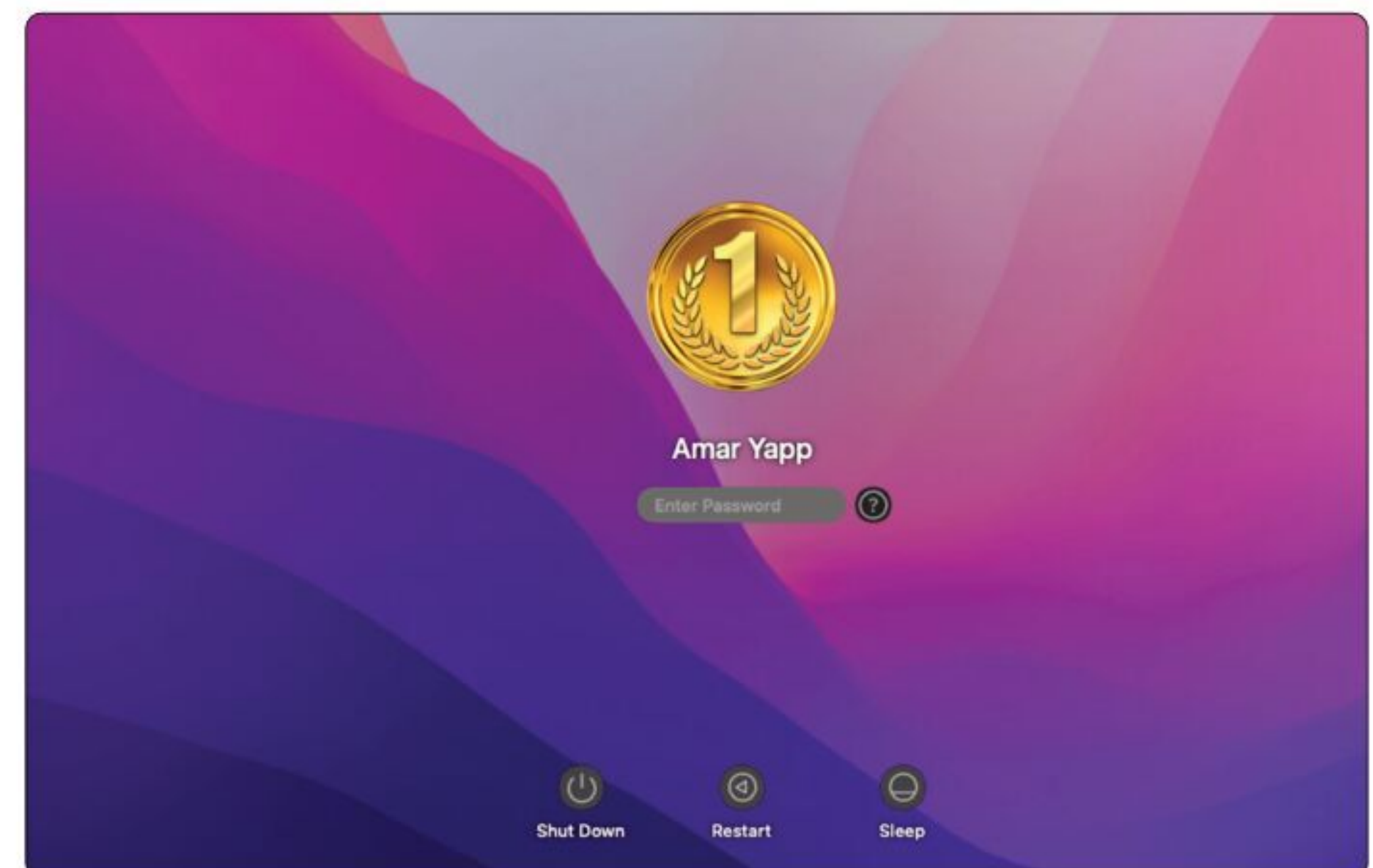
**13** You can now choose whether you allow analytic information to be sent to Apple and/or third-party software developers so they can improve their products. If you're concerned about privacy, you can decline, but it's helpful if you agree to share.



**14** You now decide whether or not you want to set up Screen Time. Click Continue to have Screen Time give you updates on how you're using your Mac, or the Set Up Later link at the top to leave it be for now. You can activate it later in System Preferences.

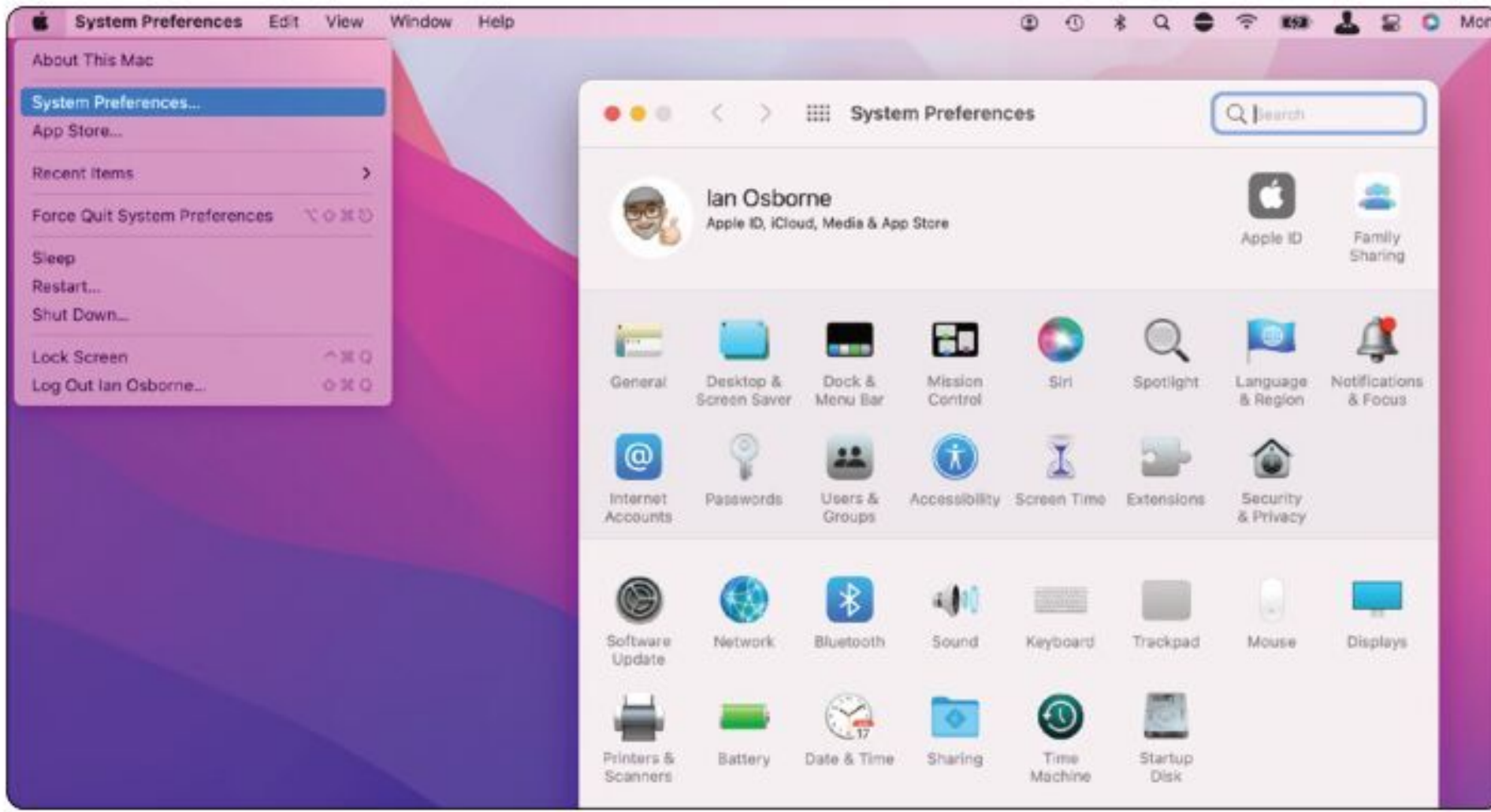


**15** Choose how your Mac will look when in use. You can go for the default light look, with white as the predominant background colour, or dark, with black backgrounds. Auto switches between light and dark depending on the ambient light.

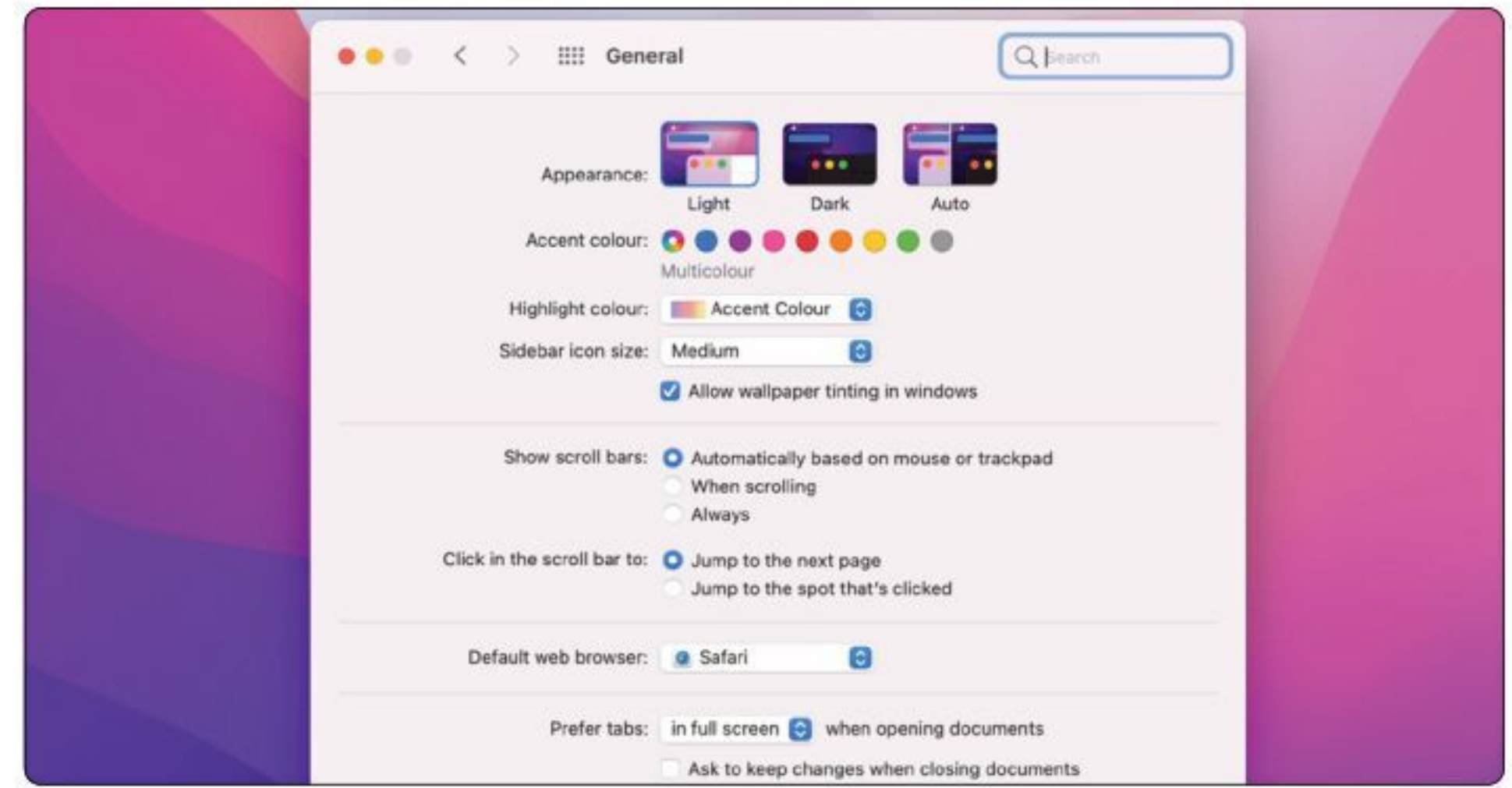


**16** Your Mac then sets up, and launches into the lock screen. Type the password you set up earlier, and your Mac and Big Sur are ready to use. Congratulations, you've successfully set up your Mac. We hope you enjoy using it.

# Changing Options After Setup



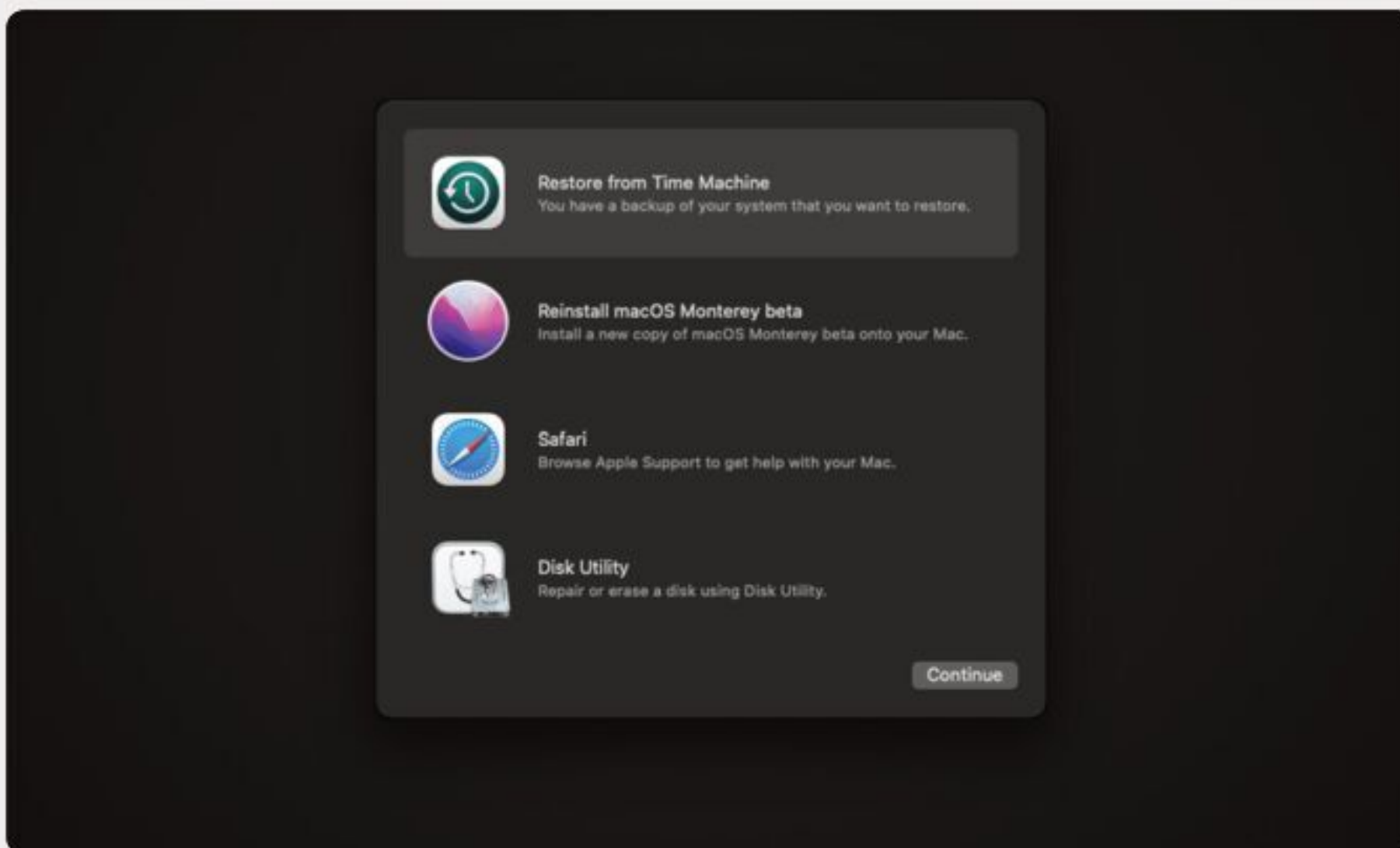
**1** You can change some of the choices you made while setting up your Mac by going into the System Preferences; you can find this in the Apple menu, in the top-left corner of the screen. There's a number of settings you can change in this way.



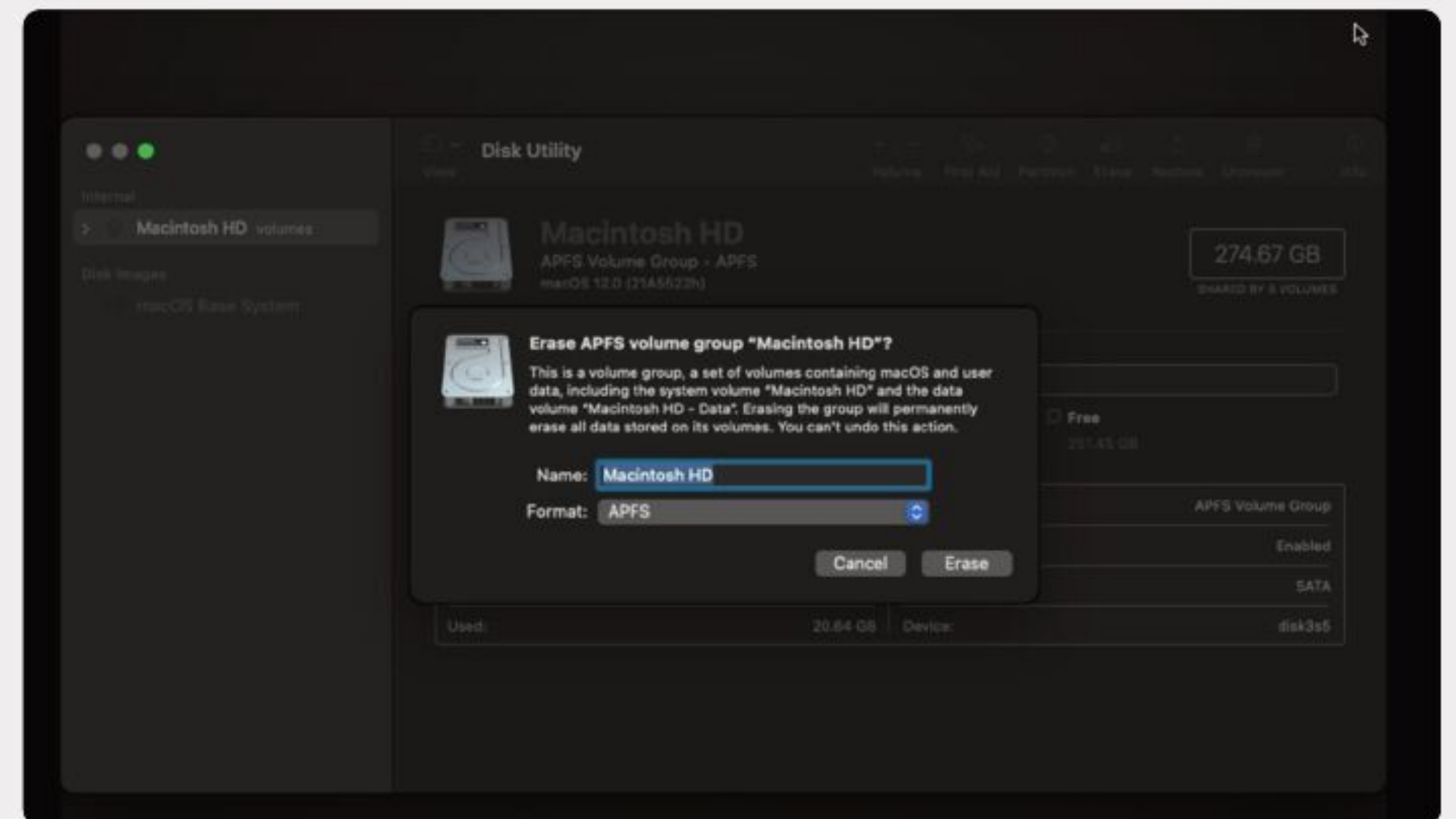
**2** To change the Analytics option, use the Security & Privacy pane. Click Privacy and select Analytics & Improvements to access your options. Other preference panes that let you change options you previously set up include; Language & Region, Accessibility and the General pane.

# Reset to Factory Conditions.

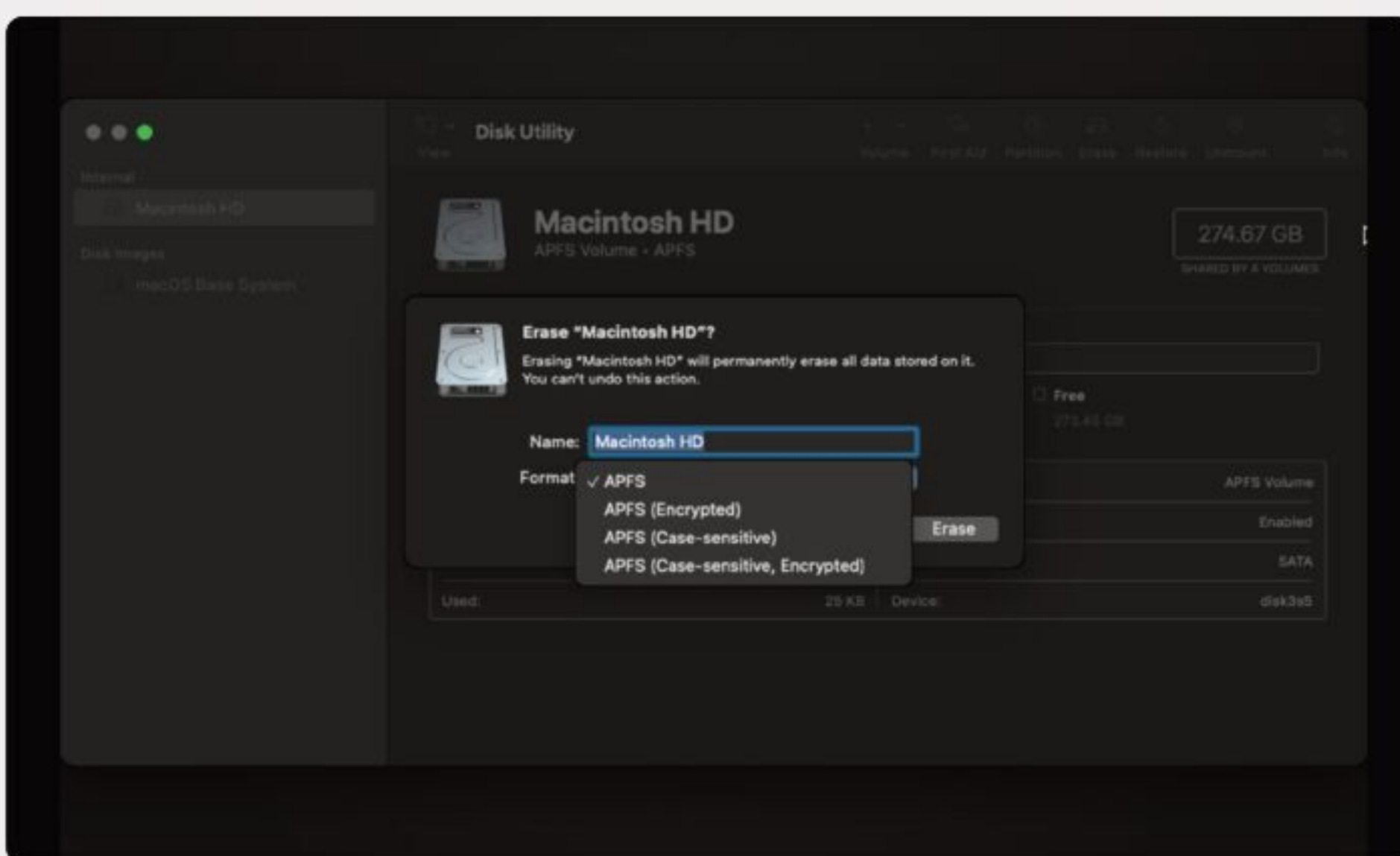
If you acquired your Mac second hand, you might want to wipe it clean and start again. Just follow this guide.



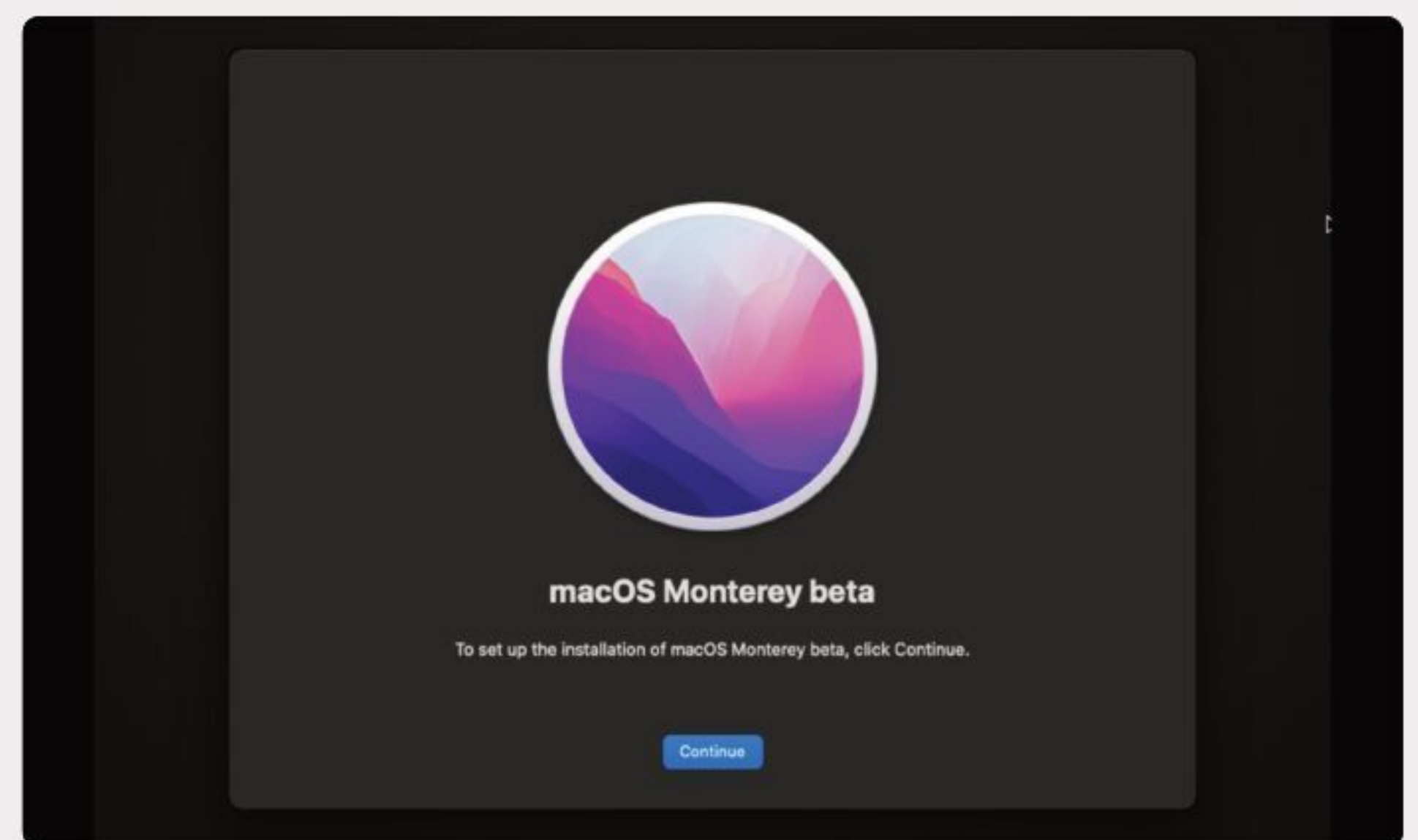
First, restart your Mac whilst holding down cmd-Shift-Alt-R; keep them held until you see the Apple logo, then let go of the keys. The Mac continues to boot, but instead of the regular desktop, a window appears showing four options as seen here.



From the window, select Disk Utility (the bottom of the four options) and click Continue. Select your startup disk (called Macintosh HD by default) and in the toolbar at the top of the Disk Utilities window, click the Erase icon to wipe it clean.



On the next screen, the Format pull-down menu should read APFS if it's available or Mac OS Extended (Journaled) if it isn't. Select the appropriate option and click Erase to wipe your boot drive. When it's finished, click Done, then quit Disk Utility (cmd-Q).



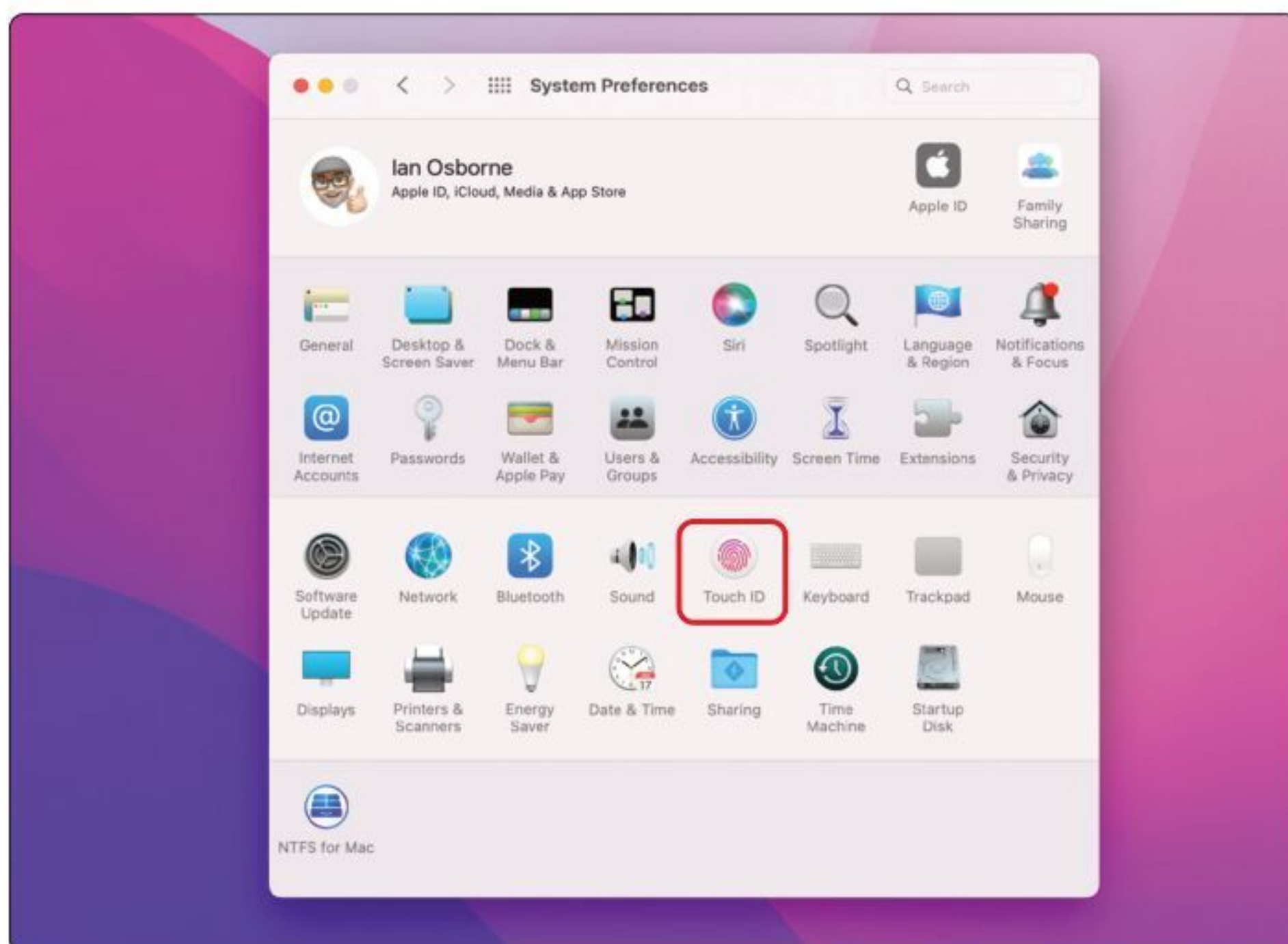
Now choose to install macOS and continue. When invited to install the operating system, do so; you might have to click on the Wi-Fi icon in the menu bar and rejoin your wireless network. Agree to T&Cs, select your main drive and click Install to start afresh.



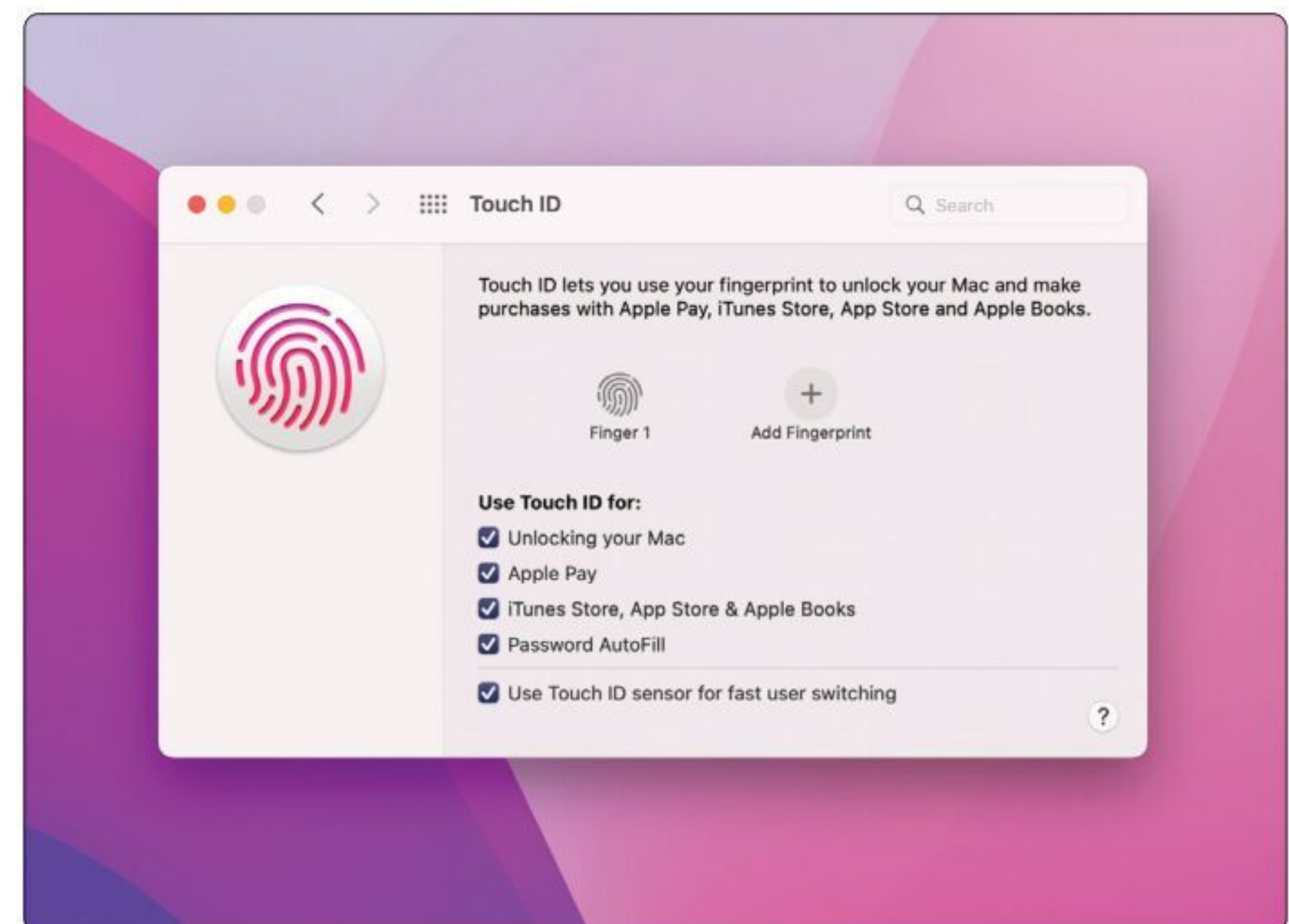
# Using Touch ID On the Latest Macs

Touch ID has long been a stalwart on the iPhone and iPad, but it recently came to the Mac, with the latest notebook and iMac releases; look for a Touch ID sensor on the keyboard. You can use Touch ID to unlock your Mac, input passwords and make purchases, all by using your fingerprint.

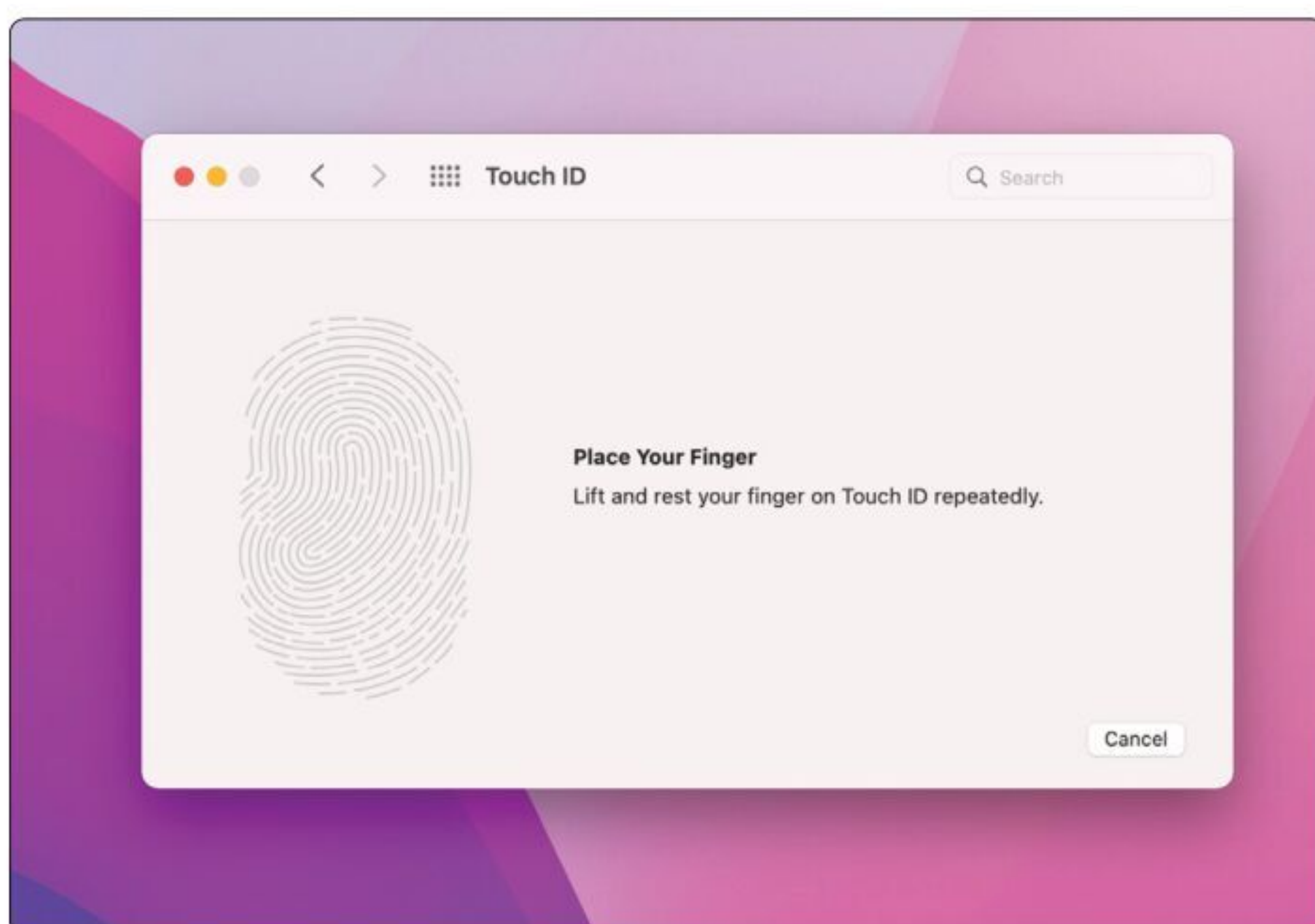
## Setting Up Touch ID



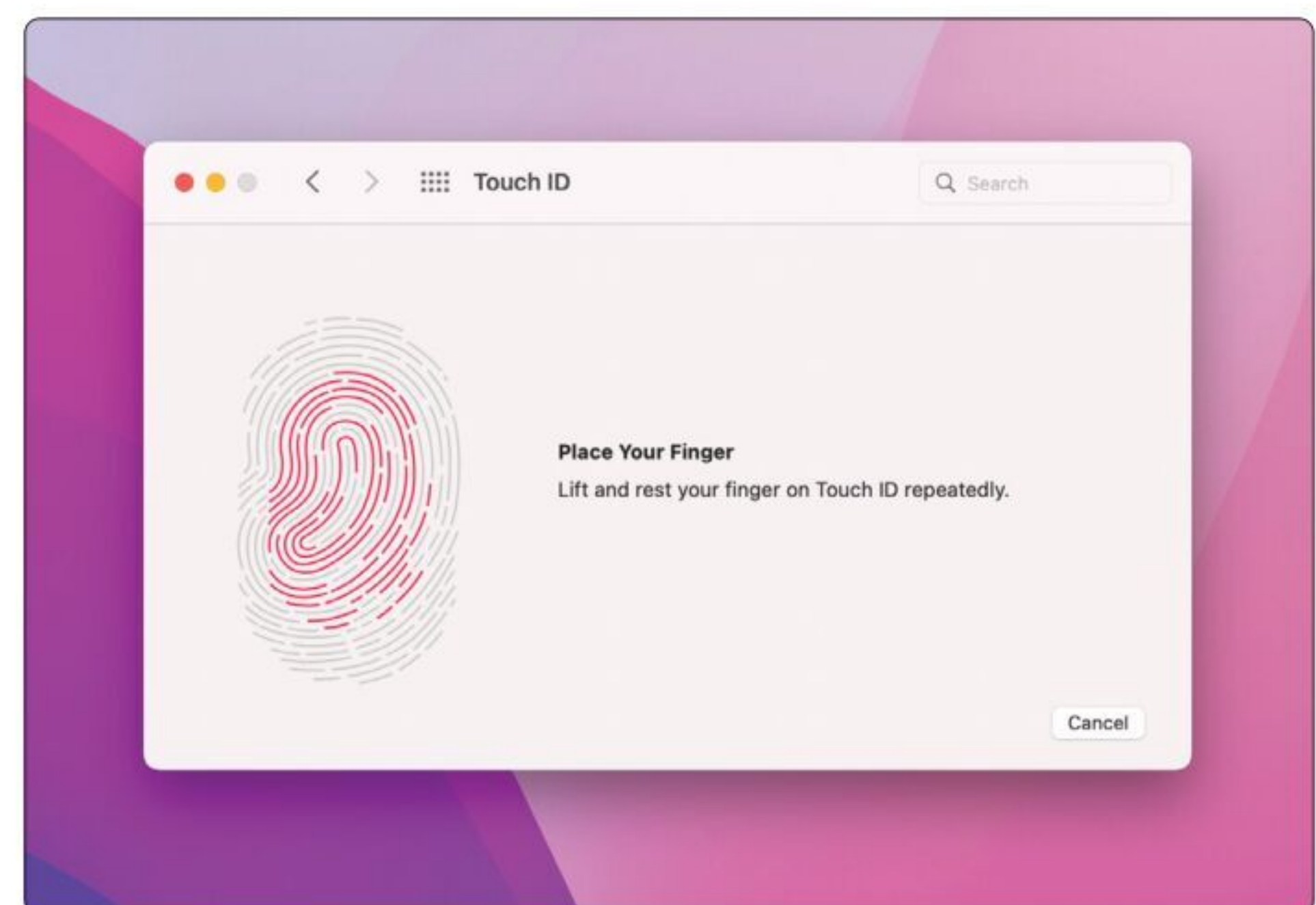
**1** First of all, open the System Preferences window. Click on Touch ID. If this option isn't there, your Mac doesn't have Touch ID as it's a feature on newer Macs.



**2** If your Mac does have Touch ID, to get started, click on the + icon captioned 'Add Fingerprint'. You can add more than one print; here, this is our second.

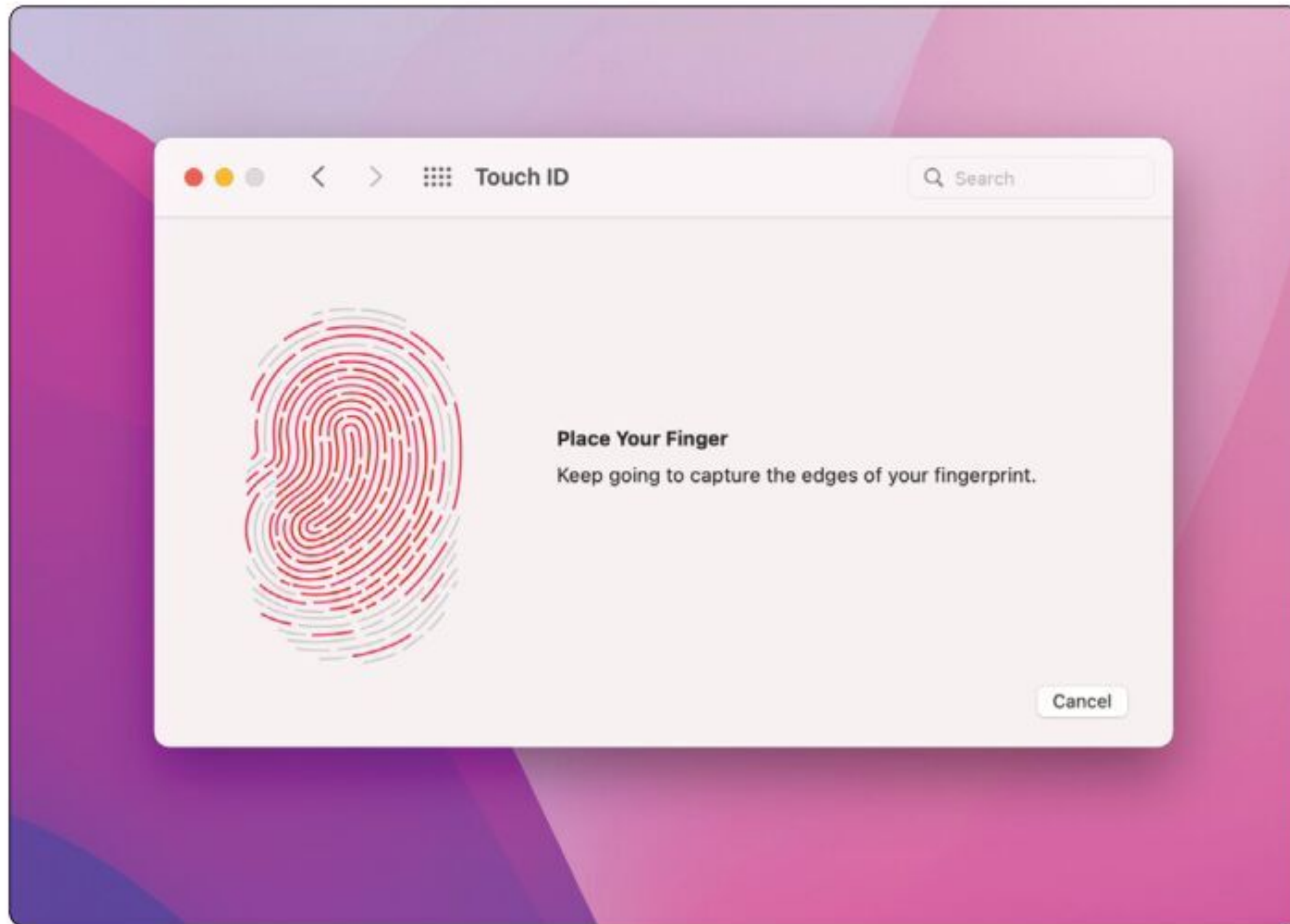


**3** Type your admin password when asked, the one you use to unlock your Mac. As instructed, you must now place the finger you intend to register on the Touch ID sensor, on the top-right of the keyboard.

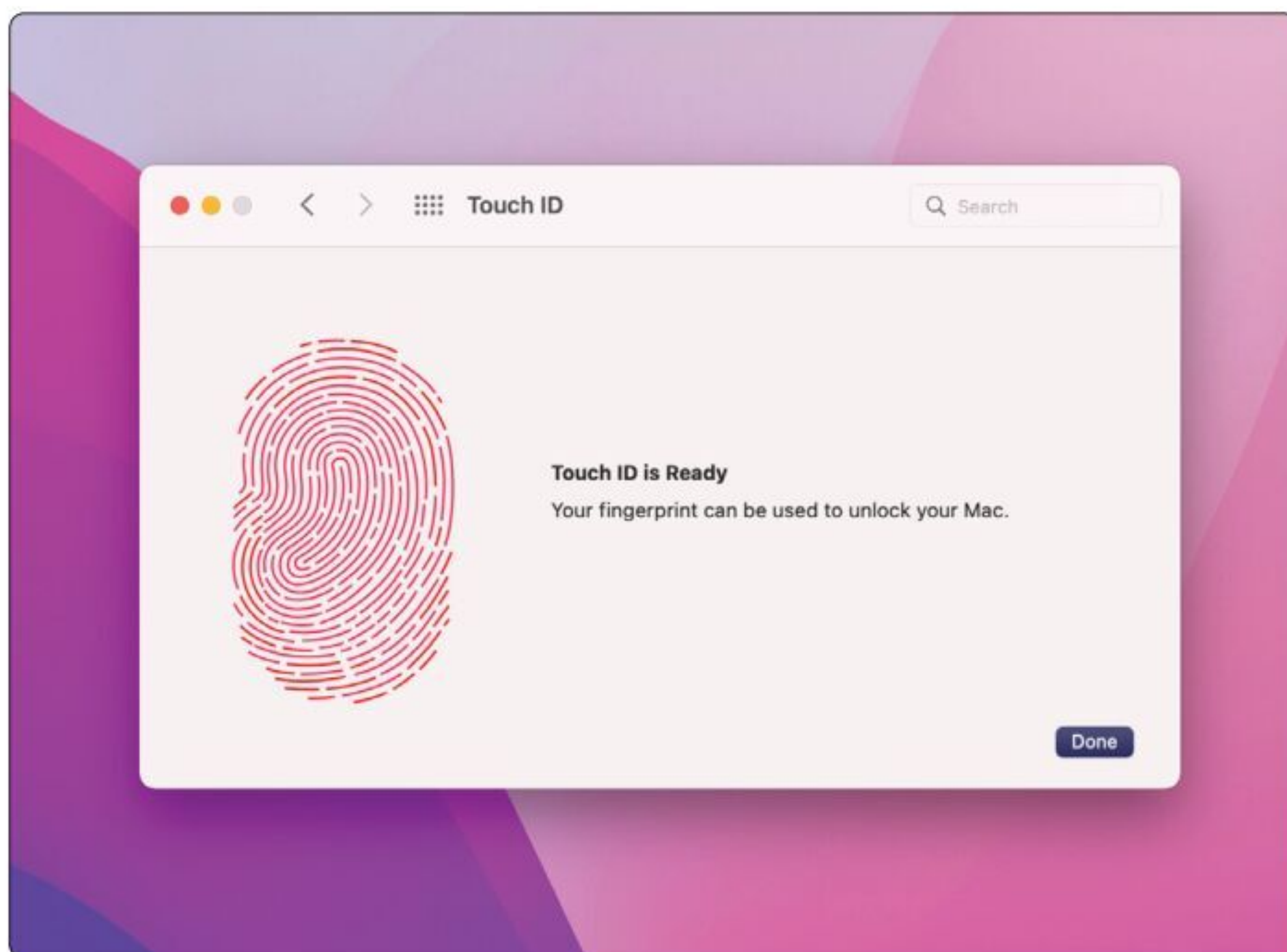


**4** Keep raising and lifting your finger. As you can see, the grey fingerprint in the window gradually turns red, as Touch ID reads, analyses and records your fingerprint. Keep doing this until the centre section is full.

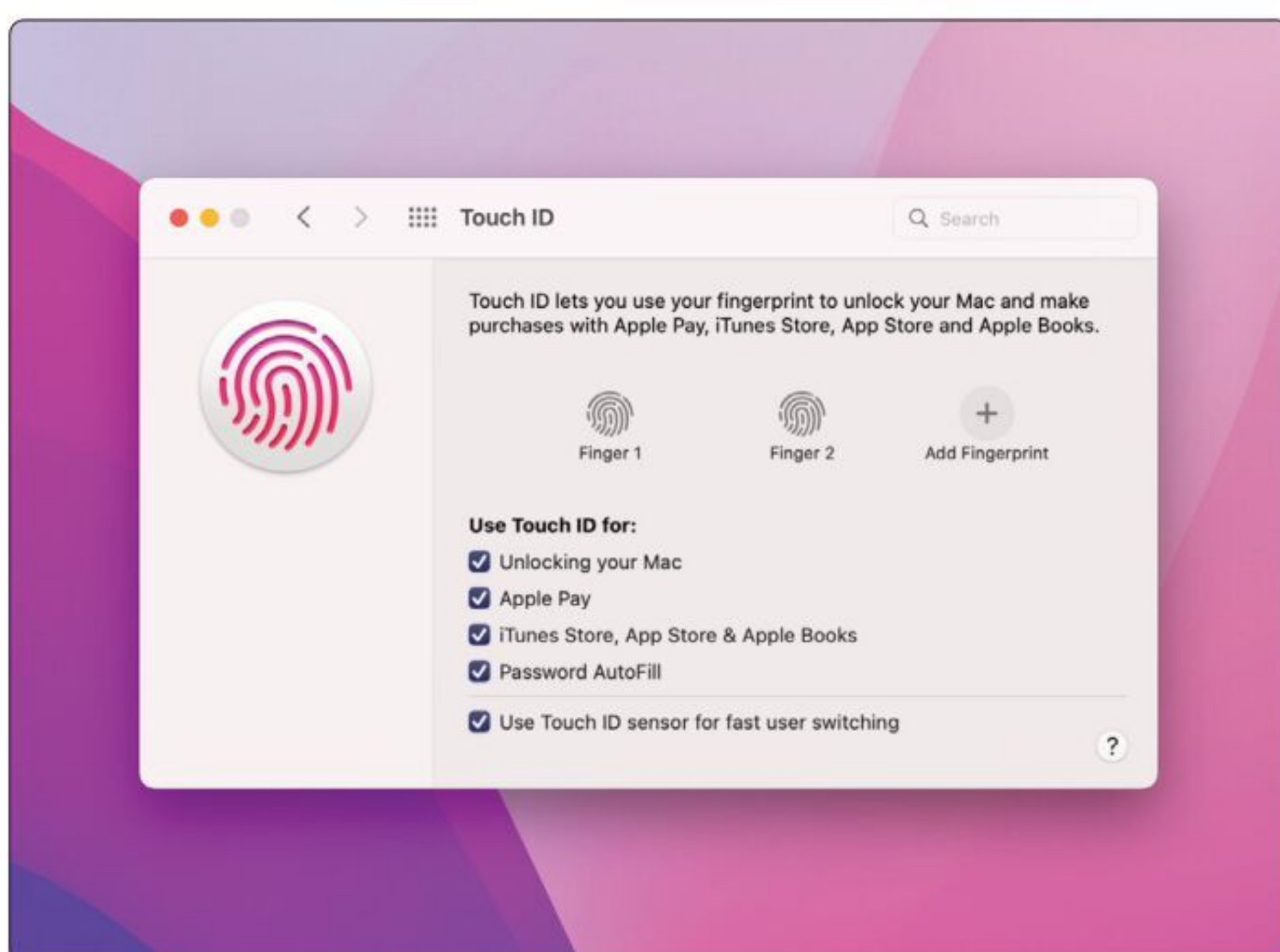




- 5** Touch ID now needs to cover the edges of your finger. Continue lifting and placing your finger, but concentrate on having the edges of that fingerprint on the Touch ID sensor.

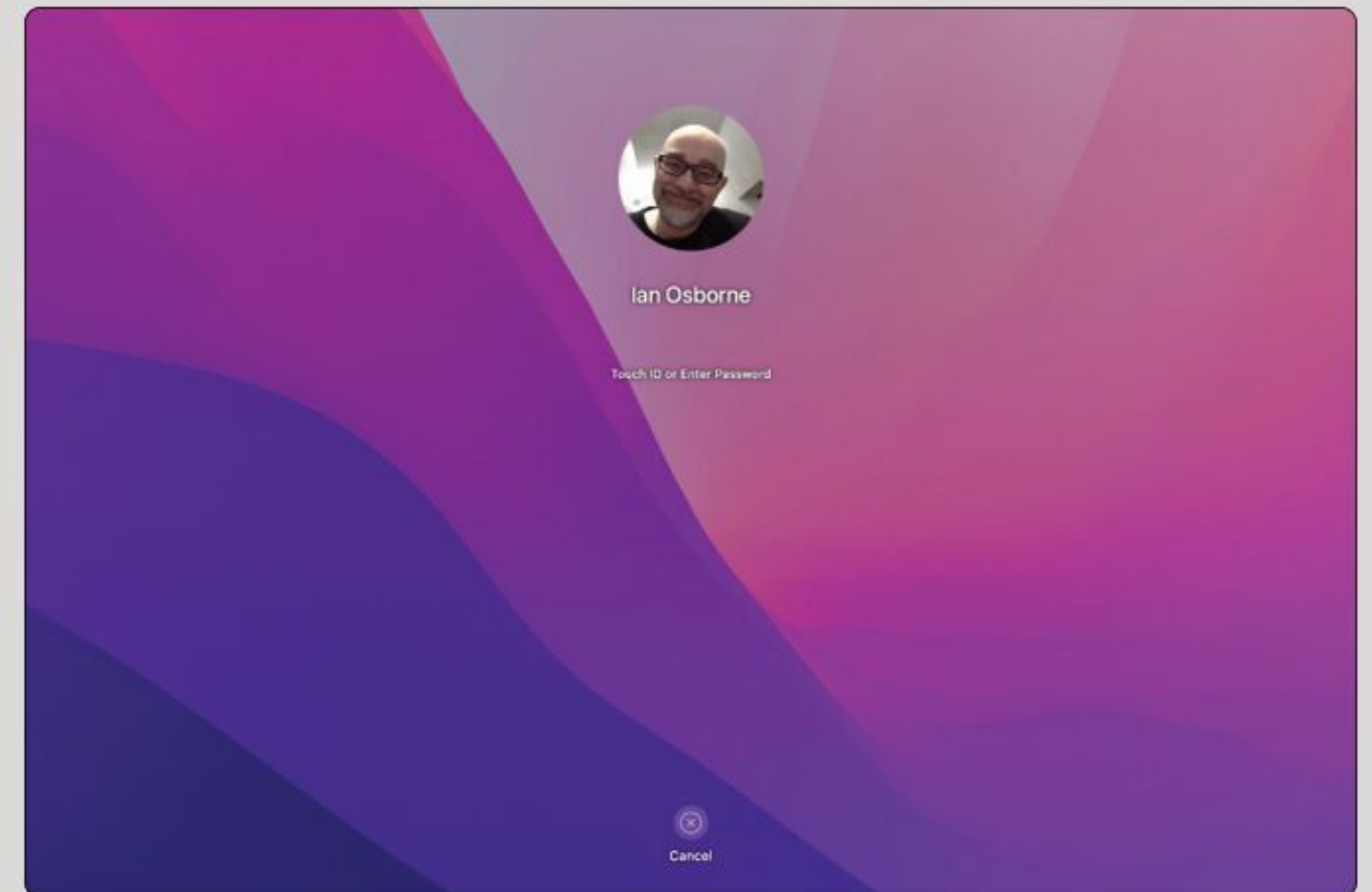


- 6** The edges gradually build up and go red. Eventually, all the fingerprint area in the window is red, and you're told that the registration is complete. Click the Done button in the bottom-right corner to finish.



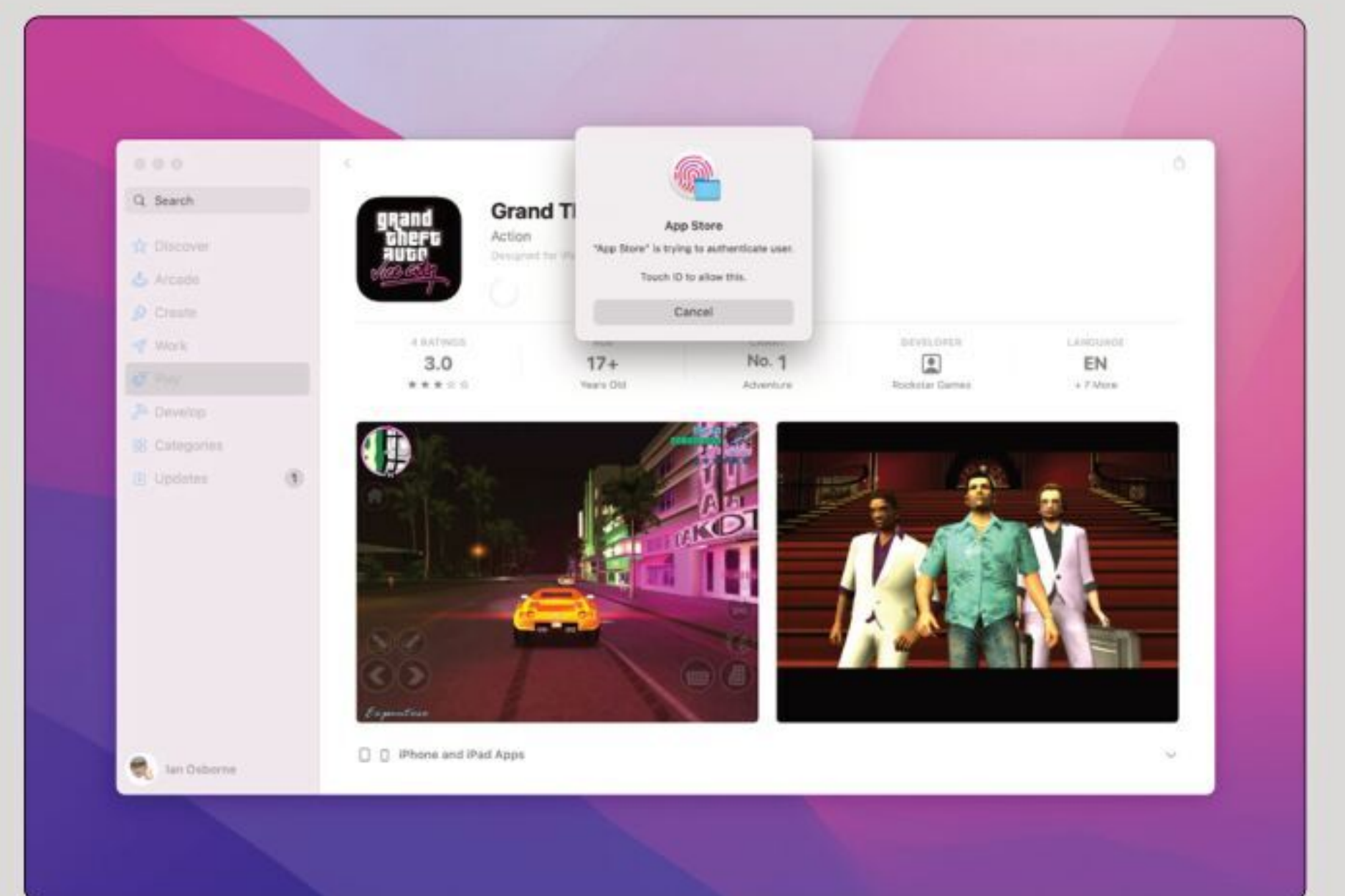
- 7** There's a list of things you can do with your Touch ID instead of typing your admin password. Take a look and uncheck any that you don't wish to use.

## Using Touch ID.



### Unlocking Your Mac

With Touch ID, you can place your finger on the sensor to unlock your Mac, without your admin password. You still need the password after it restarts.



### Making Purchases

You can use your Touch ID to make App Store purchases. Buy an app in the usual way, and instead of typing a password to complete the purchase, use Touch ID.



### Fast User Switching

If two people have accounts on your Mac, and you've enabled Fast User Switching from the menu bar, you can use your Touch ID to switch between users too.



# Welcome to the Monterey Desktop

The desktop is at the heart of your Mac. Everything you do takes place on the desktop, including opening apps, interacting with files and folders and using the Dock. Here we show you how to use your desktop, app and folder windows, the top bar menu and other key features.

**1** From the Apple menu you can log out, shut down, restart or put the computer into sleep mode, get comprehensive information on the computer's hardware and software, access the System Preferences and open items you've recently closed.

**2** The menu bar running along the top of the desktop gives access to functions and controls for the app you currently have open at the time. The app currently in use is shown to the right of the Apple icon. In this case it's Finder. Open or click on an app and its name is shown here instead; and its menus are listed in the menu bar.

**3** The Command Centre is where you can access Bluetooth, Wi-Fi settings, display brightness, volume, keyboard brightness, Screen Mirroring and much more.

**4** Application windows come in all shapes, sizes and designs. Your Mac's applications can be launched from the Launchpad, the Dock, from Spotlight or using Applications window in Finder.

**5** This is a Finder Window. The Finder utility is the central point for navigation and file manipulation. You can browse and navigate applications, documents, external drives and even access other computers; as long as they're connected to the same network (cabled or wireless).

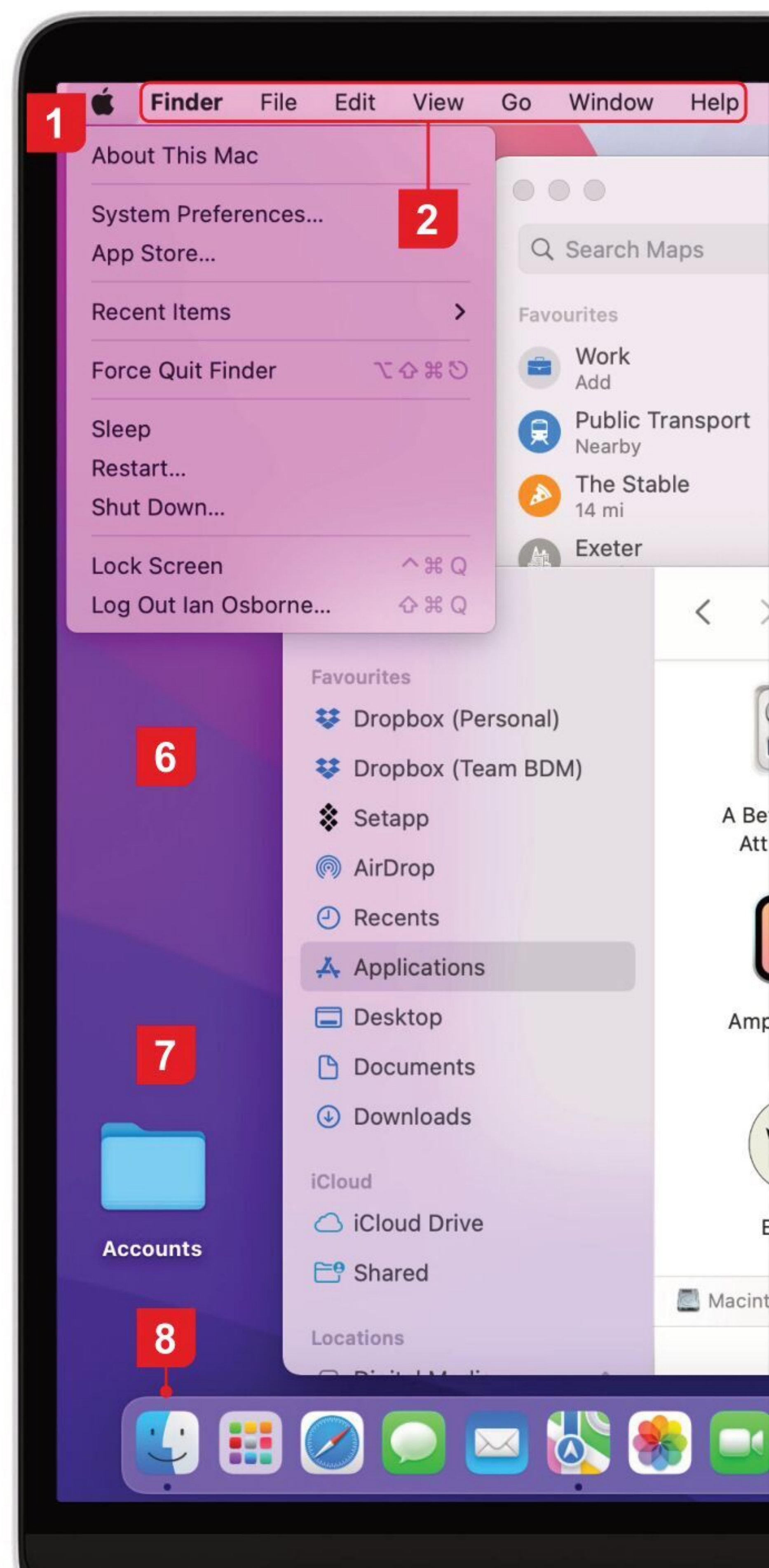
**6** This is your Mac's Desktop. Click on it to access the Finder controls in the menu bar. You can change the picture (or wallpaper) used for the Desktop in System Preferences > Desktop & Screen Saver. The one we have here is the standard macOS Monterey desktop, but there are plenty of others to choose from, including wallpapers from older versions of macOS.

**7** In macOS, folders work just like their real-world counterparts. You can use them to store files, data and even other folders. You can call them anything you like; click on a folder's name and type in a new one.

**8** The Dock offers quick and easy access to your favourite applications, documents, folders and even the Bin. It's easily edited and customised to make the most of the way you work. Apps you currently have open are always shown in the Dock.

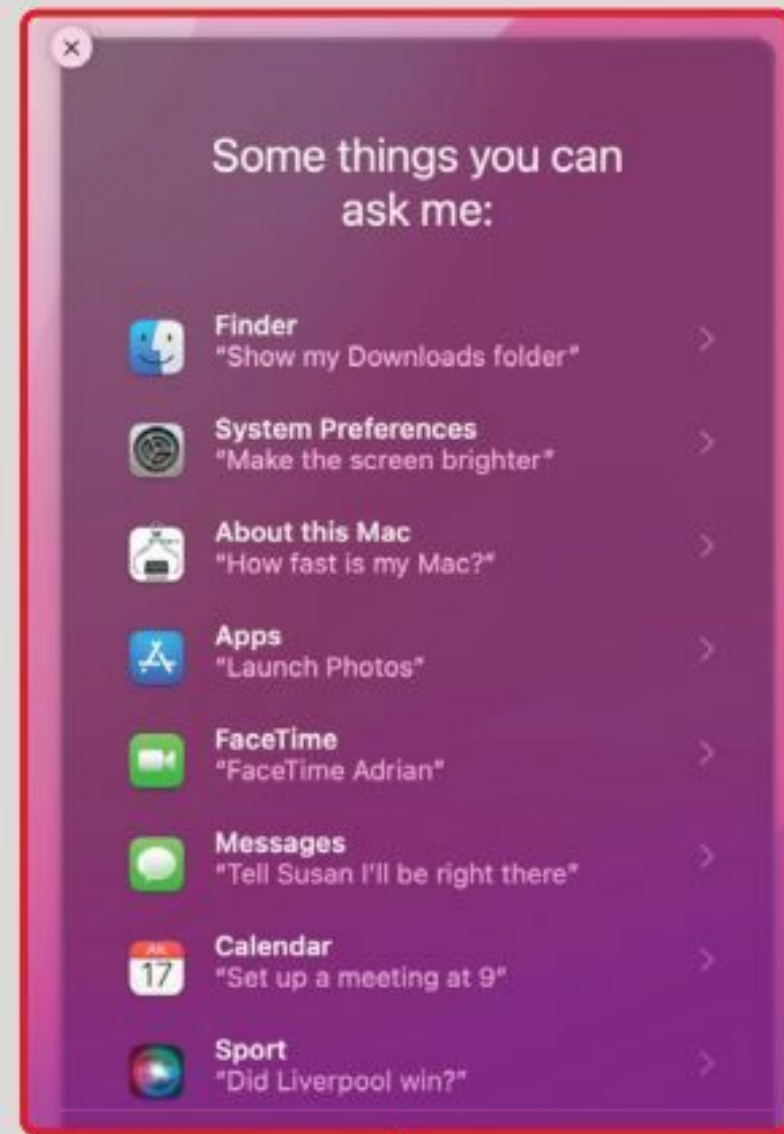
**9** You can also put folders in the Dock, as shown here. Click on a folder to open it within the dock, and then click on something inside the folder to open or launch it.

**10** The Bin, formerly called the Trash. To delete a file, folder or application, drag it into here, then right-click on it and choose 'Empty Trash' from the menu.



## Siri.

Siri is Apple's personal digital assistant and you can use it on your Mac. Just click on this icon and a Siri window opens. See the Siri tutorial for more information on how to use this feature.



## Date, Time, Notifications & Widgets.

Click on the time here and to open the Notifications and Widgets sidebar. If you go into System Preferences > Dock & Menu Bar and click the Clock option in the sidebar, you can set how the date and time are displayed here.

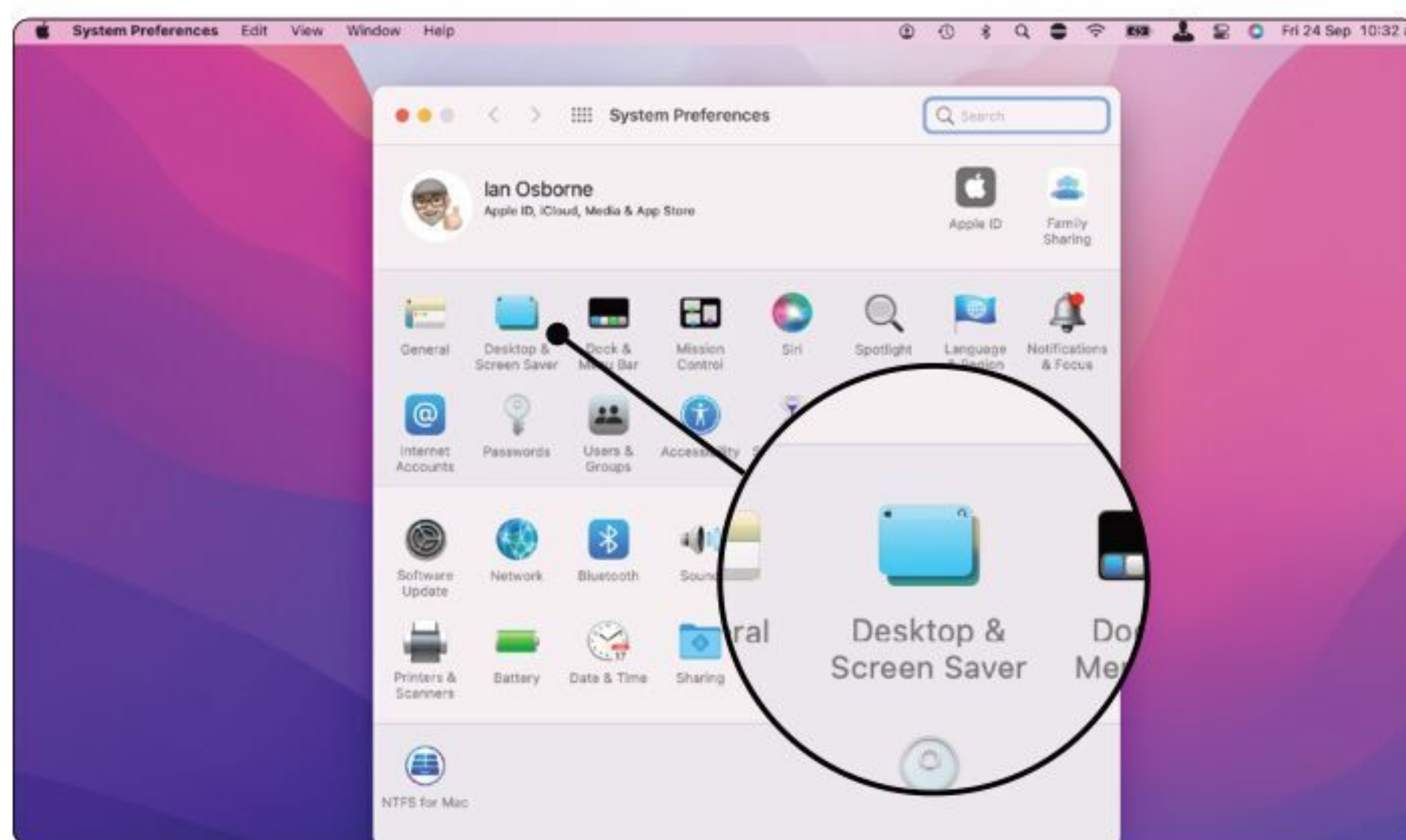




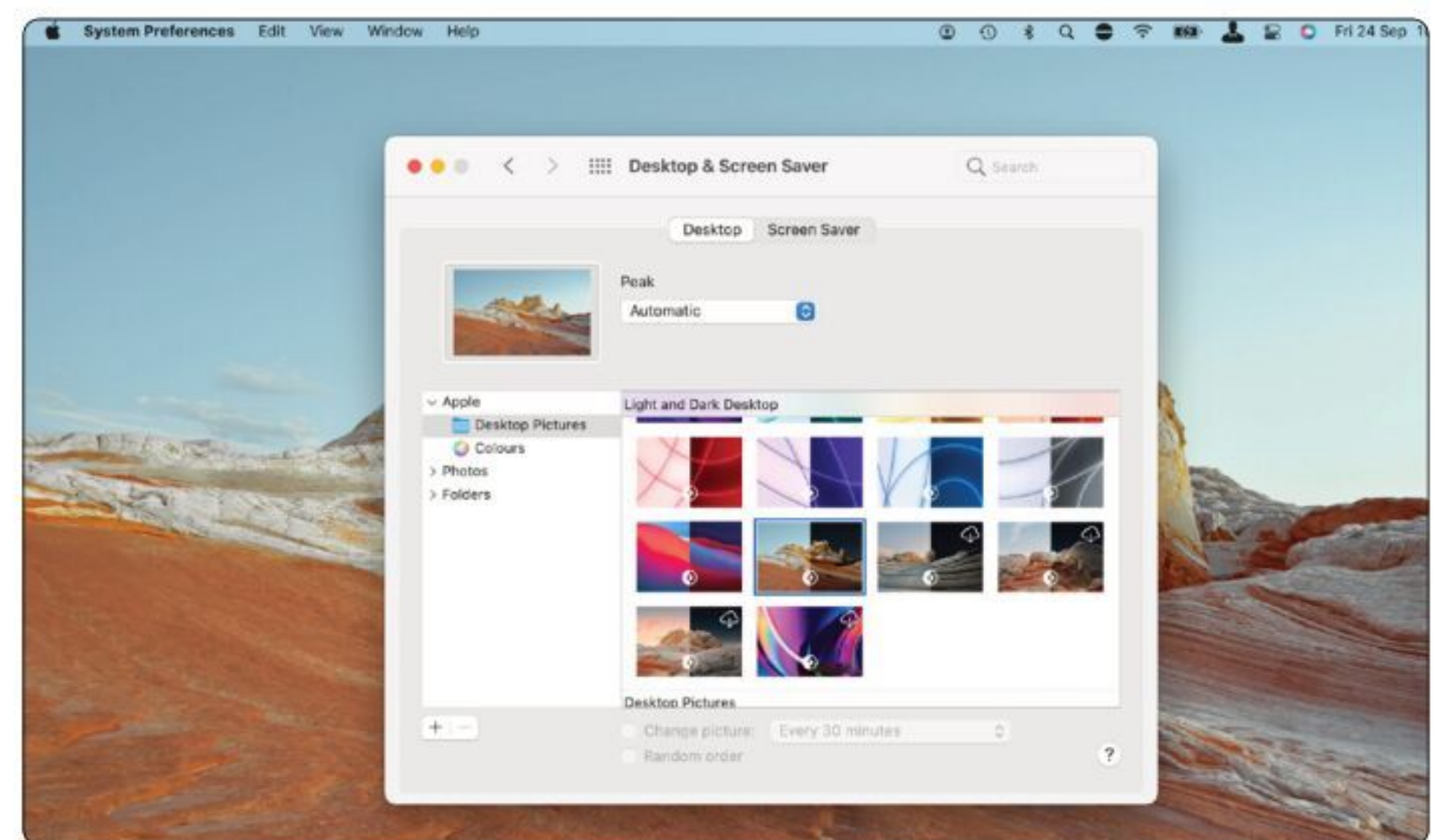
# Customising the Monterey Desktop

Although macOS Monterey's default desktop image is very attractive, if you'd prefer something different, you can personalise your experience by customising the appearance of your Monterey Desktop. You can choose a new wallpaper for the desktop image, and even set up a slideshow of your favourite pictures.

## Choose New Wallpaper

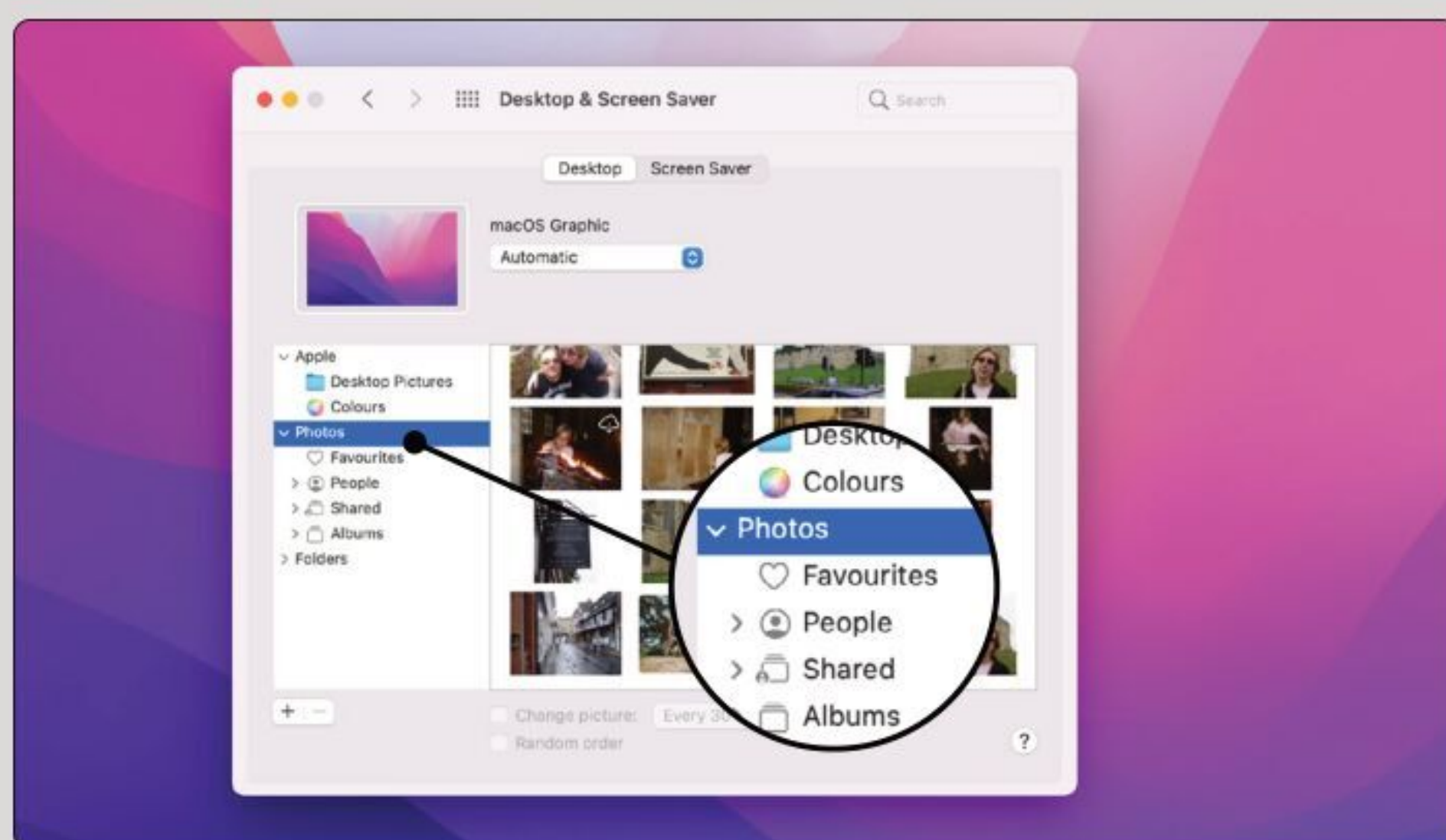


**1** To open the Desktop preferences window, click the Apple menu, select System Preferences and select the Desktop & Screen Saver option. Select the genre of picture required from the left column.

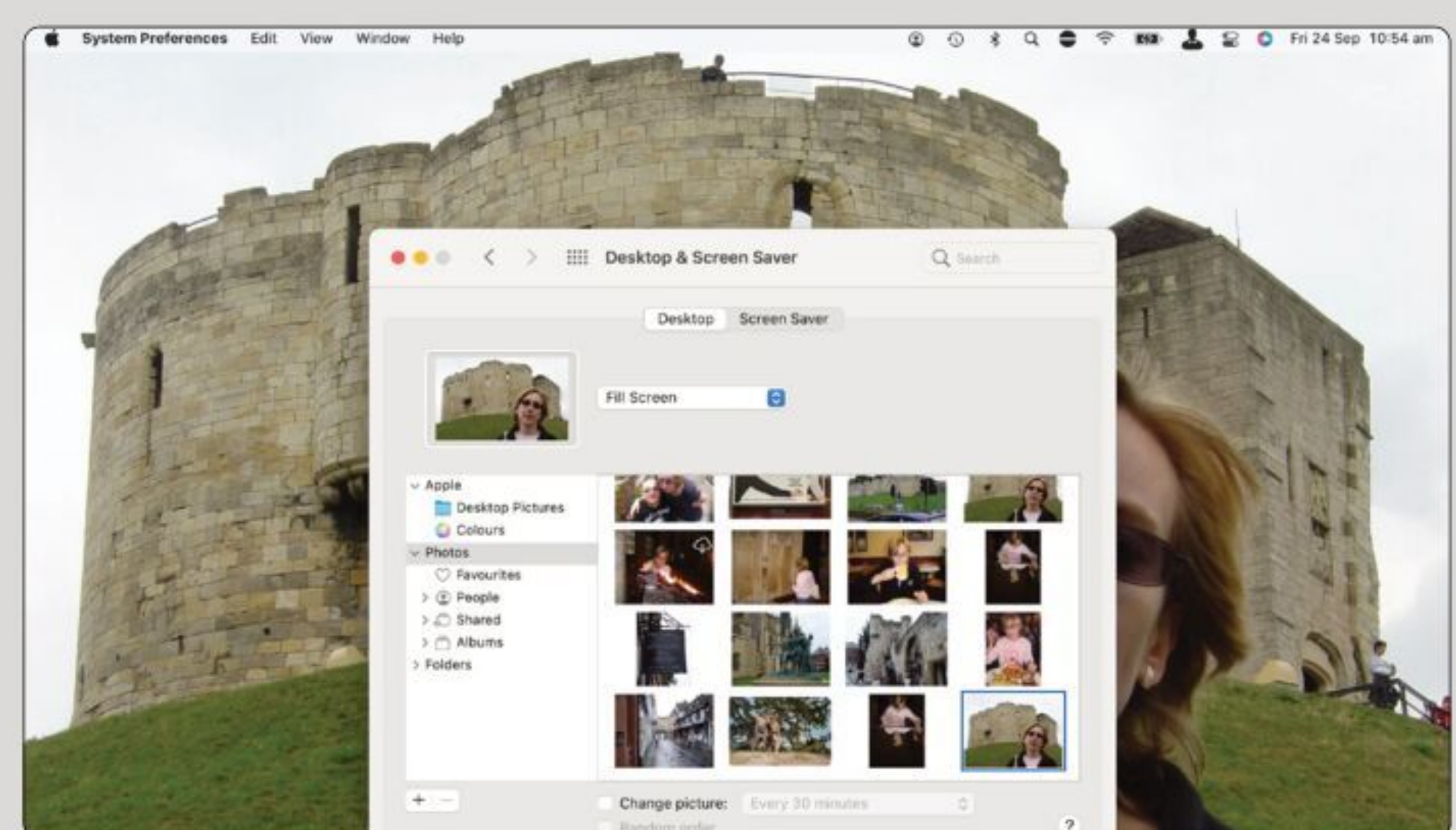


**2** Click on the image you'd like to use for your wallpaper. If there's a cloud in the corner, click on it first to download the image. The desktop is updated immediately. Keep it or choose another one.

## Use an Image from Your Photos Library.



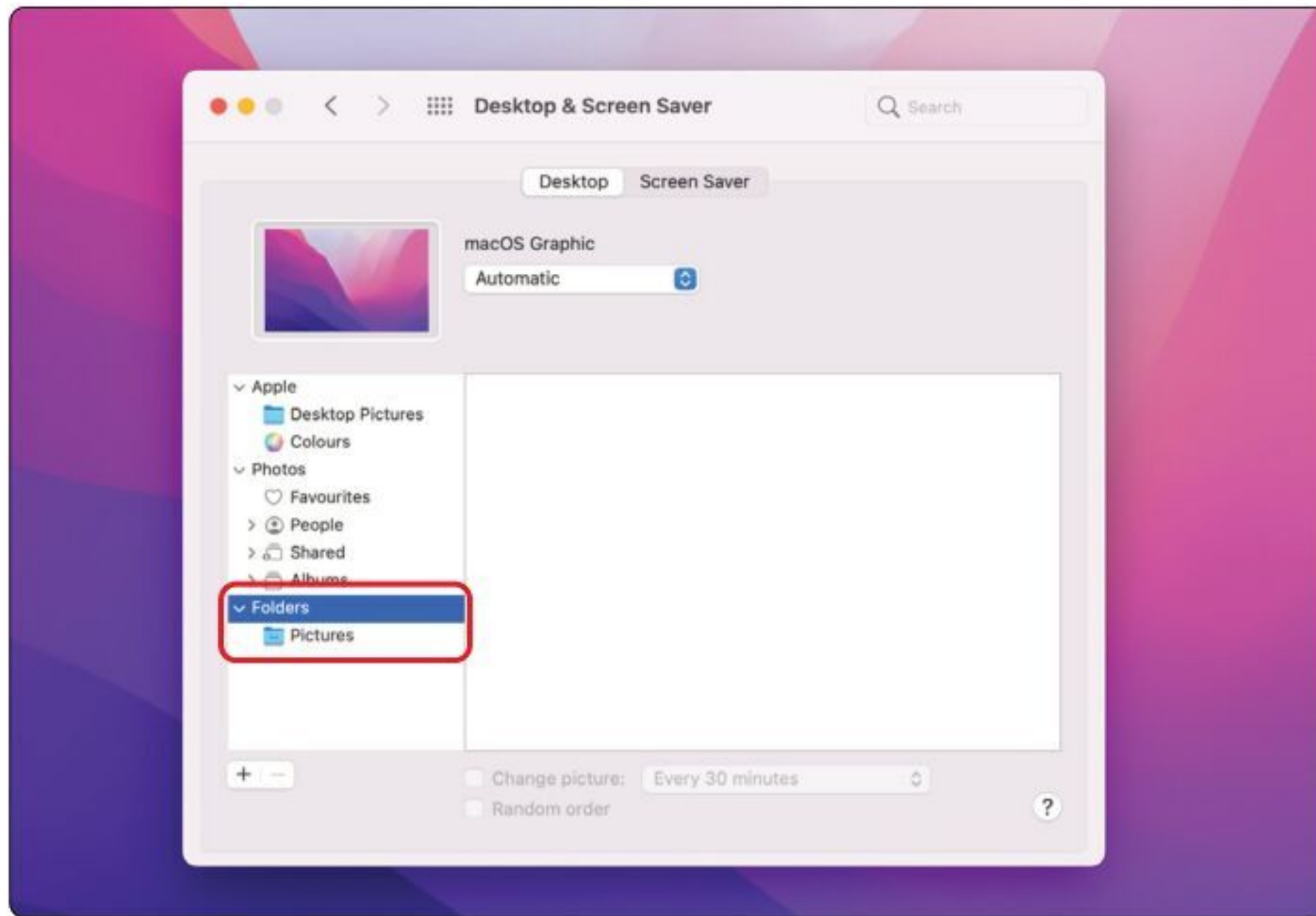
Open the desktop preferences: Apple menu > System Preferences > Desktop & Screen Saver. Select the Photos item in the directory list, click the chevron to its left to open it. Various options are available.



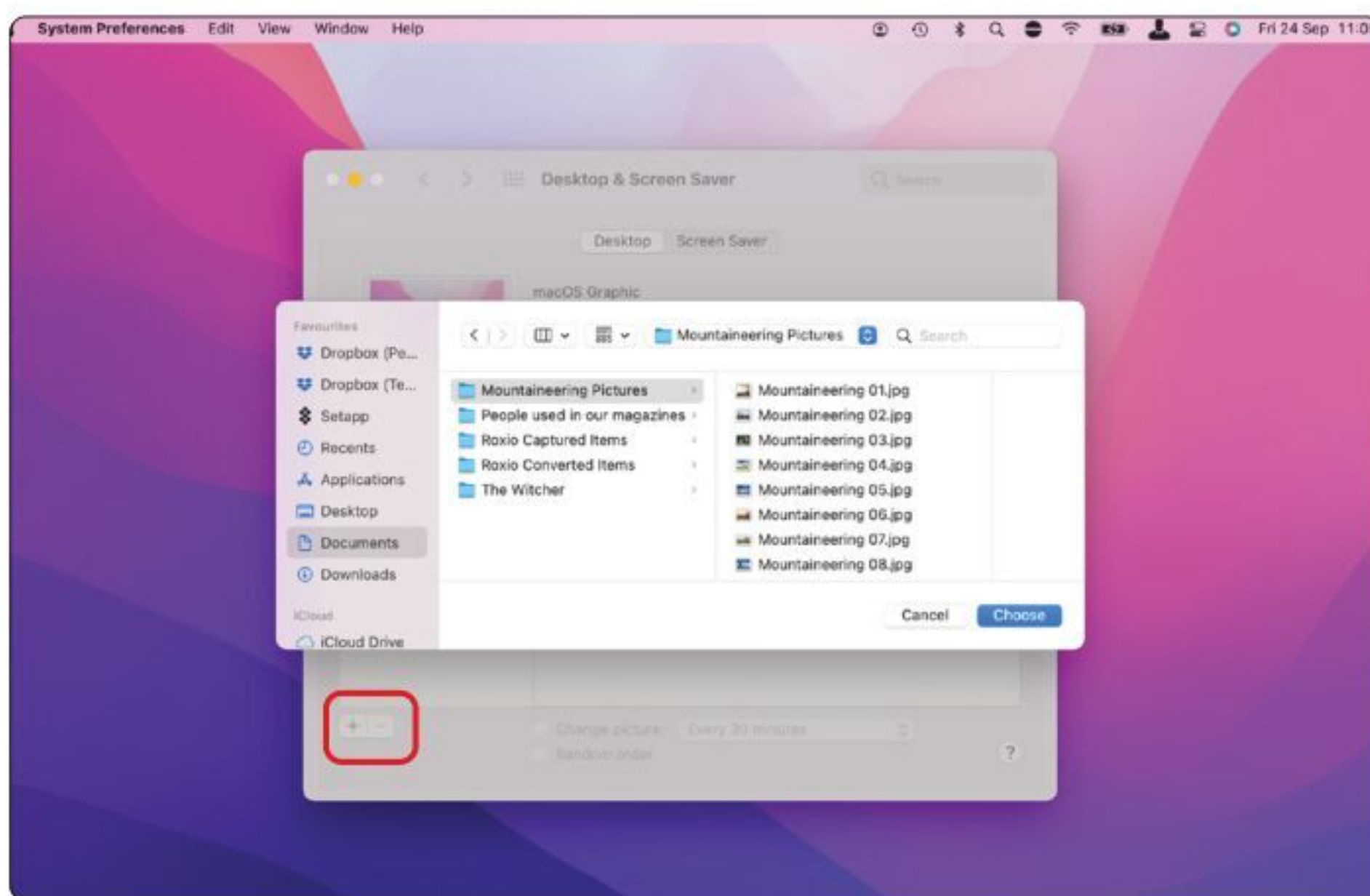
Explore your photo images, and then choose one from the right-hand panel. If it has a cloud in the corner, click this first to download the photo from iCloud. The photo is then used for the desktop. Keep it or choose again.



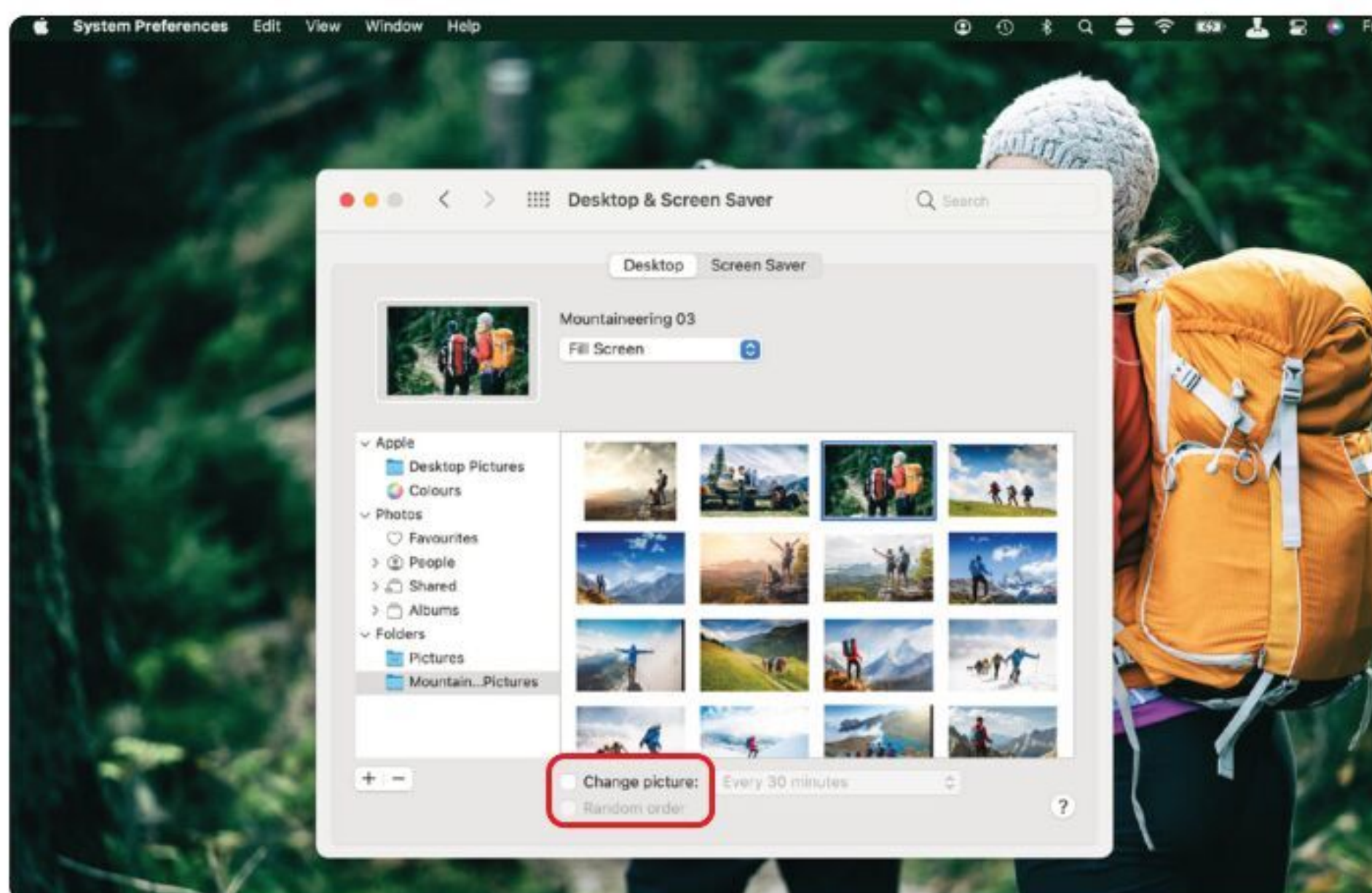
## Add a Folder to Folders List



**1** Open System Preferences and click on the Desktop & Screen Saver preference pane. In the left-hand column, click the chevron next to Folders to see what folders are currently listed in this option.

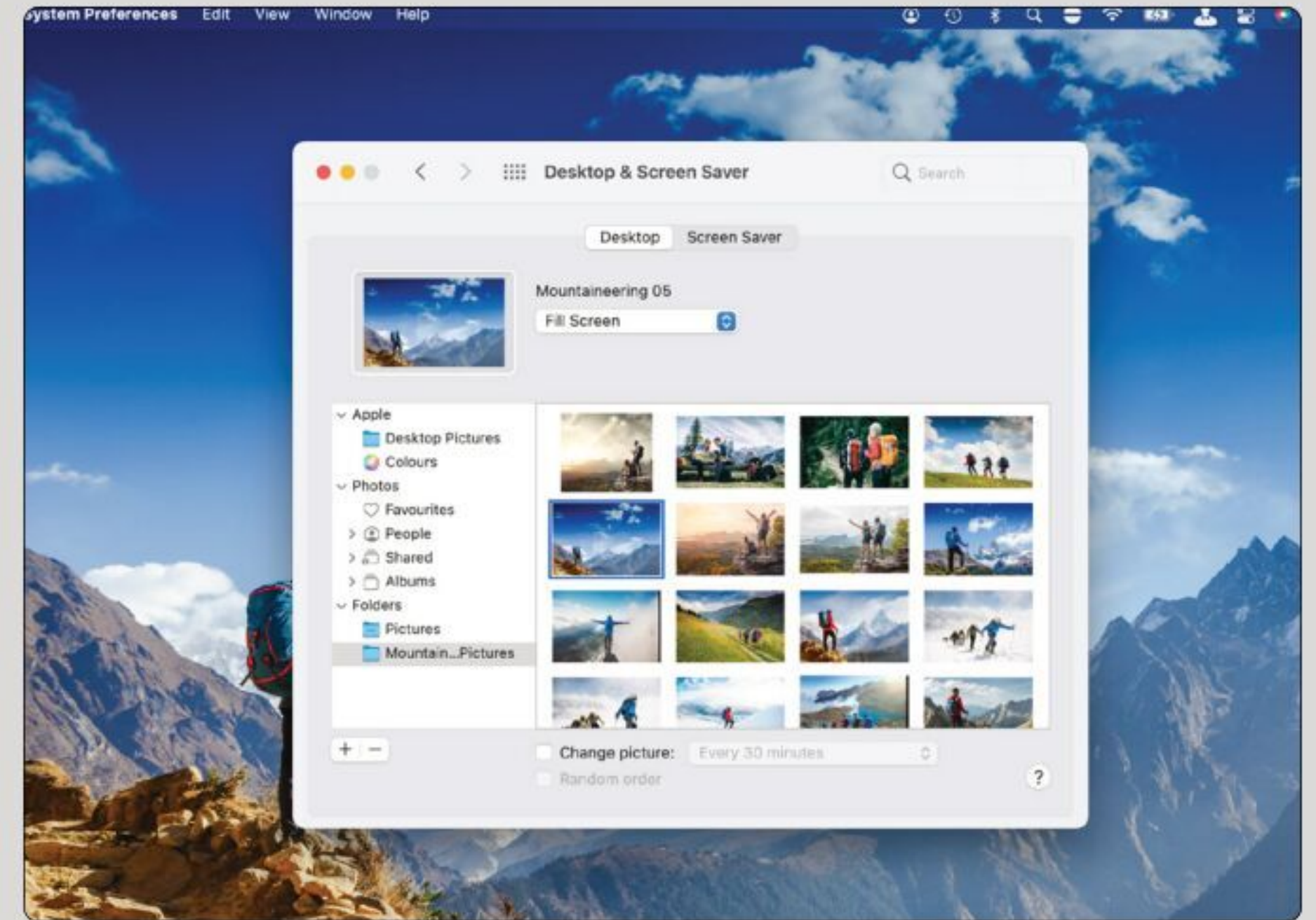


**2** Click the '+' icon below the directory list to display a Finder window. Navigate to a folder on your Mac that contains pictures you'd like to use for desktop images, select it and then press the Choose button.

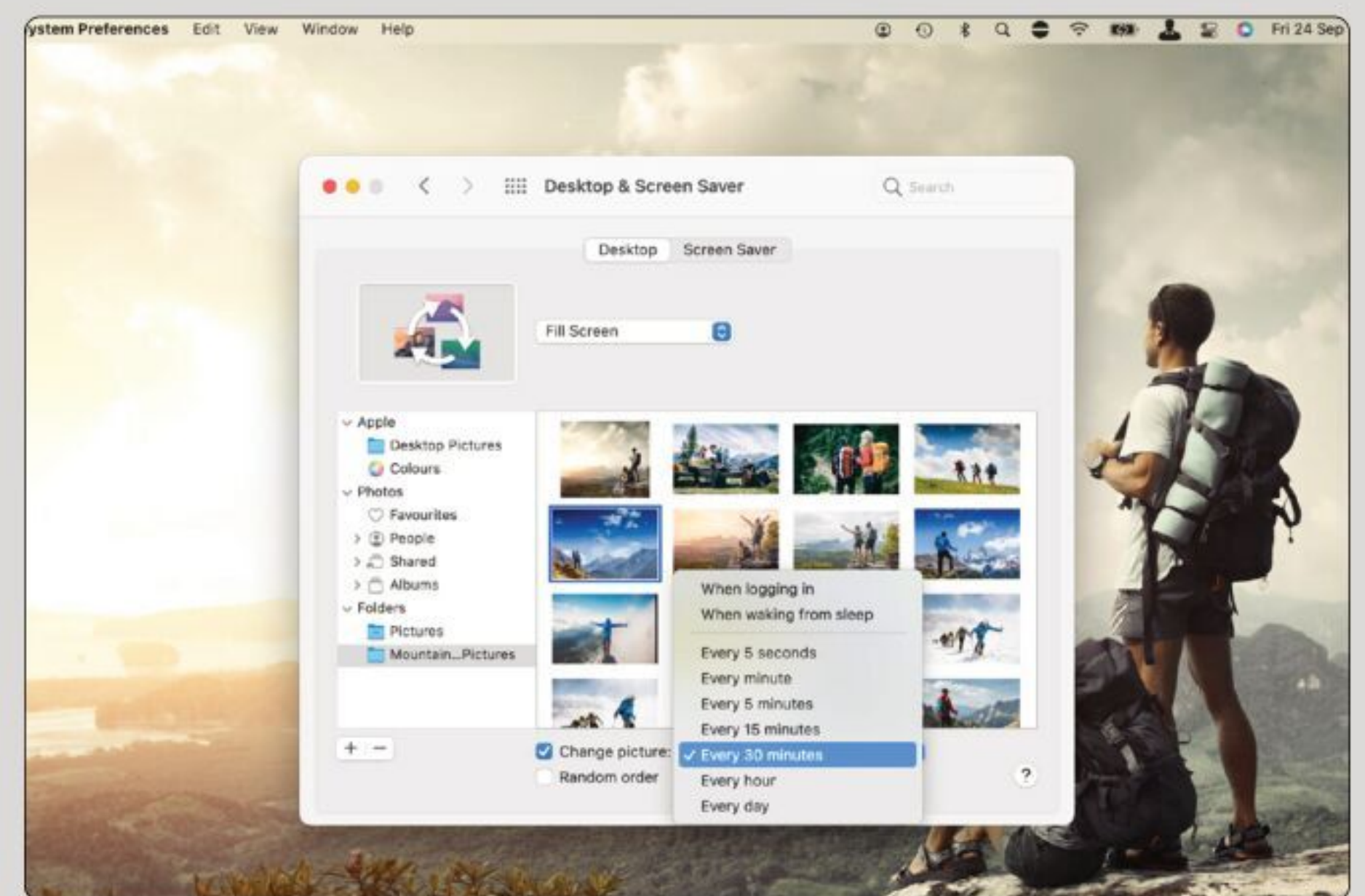


**3** The required folder should now be visible in the Folders section of the directory list. Click on it and you can choose pictures in that folder as desktop images. Click on one to set it as your wallpaper.

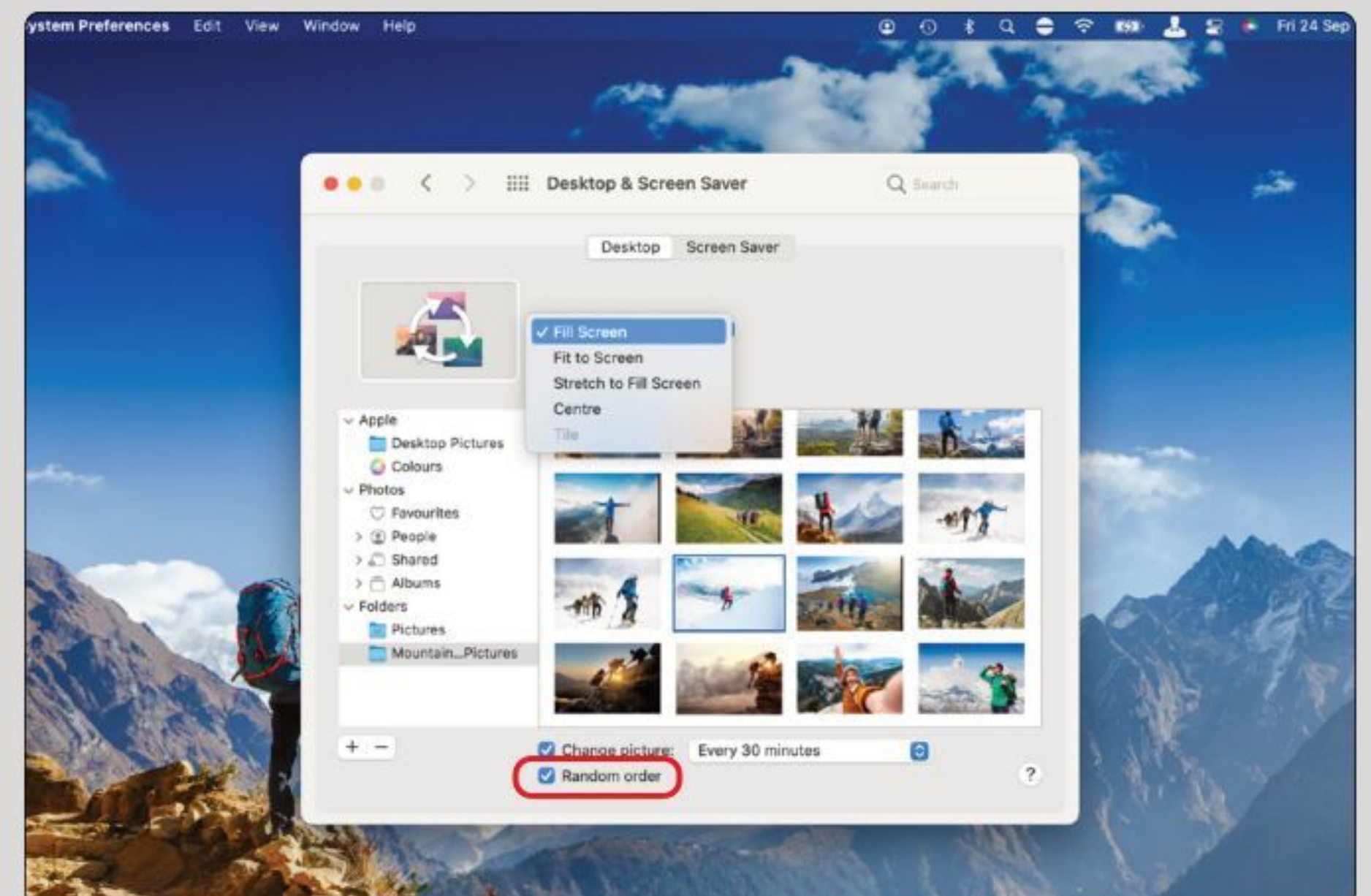
## Auto-changing Wallpaper.



If you're using an image from a folder of pictures, you can have it change automatically after a period of time. Set your desktop from an image from that folder, then check the Change Picture box.



With the box checked, the pull-down next to Change Picture becomes available. You can choose when to have the wallpaper change to a different picture from the folder; displayed in order.



If you'd prefer the pictures were used in a random order, check the box at the foot of the screen. The pull-down above the pictures lets you choose how the images will fill the desktop space.



# Gesture Controls On Your Trackpad

You can navigate your Mac using gesture controls, just like you do on your iPhone or iPad. These gesture controls can be performed on a Mac notebook's trackpad or on the Apple Magic Trackpad, which is available for desktop Macs. You can even do a few of them on a Magic Mouse.

One of the things that makes the Mac such a pleasure to use is its large and responsive MacBook multi-touch trackpad or the desktop Mac's Magic Trackpad. You can use the trackpad in much the same way as you would use the touchscreen of an iPhone or iPad: to quickly and easily access menus, sort through stacks of pictures or documents, scroll through documents and to zoom in and out of displayed images. Once you get used to it, you'll find that it's a very easy and intuitive way of controlling your Mac and that it can do far more than just scrolling.

## Secondary Clicking.

Some people like to use a two-button mouse with their Mac, and this can be handy for quick access to shortcut menus by secondary clicking or right-clicking. To set up two-finger secondary clicking using the trackpad, select **Secondary Click** in the **Point & Click** pane of **Trackpad preferences**. To set up a one finger secondary click zone in the bottom left or right corner of the trackpad or mouse, select **Secondary Click** in the **Point & Click** pane of **Trackpad preferences**, and choose an option from the pop-up menu.



## Single Click

Unlike most other trackpads, the entire MacBook trackpad works the same as the mouse button; and you can click anywhere on the track pad to activate apps and select icons.

## Multi-touch Gestures.

The MacBook's advanced trackpad supports the Multi-touch gestures. They might seem a bit complicated at first but once you get used to them and have had a bit of time to practise, they quickly become second nature. Before long you'll wonder how you ever managed without them. The trick to using the trackpad properly is to practise using more than one finger at once. Some gestures use two fingers, whilst others use three. You need to apply light, firm pressure and move your fingers smoothly and evenly, all at the same time. Like we said, it takes a little practice but you quickly become proficient at it. To enable Multi-touch gestures, view instructional videos of the gestures and set up various other trackpad options, choose **Apple > System Preferences** and then click **Trackpad**.



## Scroll Vertically

Place two fingers together on the trackpad, then move them up or down. This will scroll vertically up or down the document or web page you're currently viewing.



### Zoom In and Out

Two-finger pinching lets you zoom in or out on PDFs, images, photos, and other large visual documents or web pages. Place two fingers on the trackpad, then move them apart to zoom in, or together to zoom out. The quicker you move your fingers, the more you'll zoom.



### Rotating Images

You can rotate images by placing two fingers on the trackpad and then turning your hand so that your fingers both move in a curve. It can be a little awkward on the wrist at first but you'll soon get used to it. With practice, you wonder how you ever did without it.



### Access Mission Control

You can access the macOS Mission Control at any time, even if you've got a full-screen app open. Simply place three fingers at the bottom of the trackpad and move them quickly upwards and Mission Control appears.



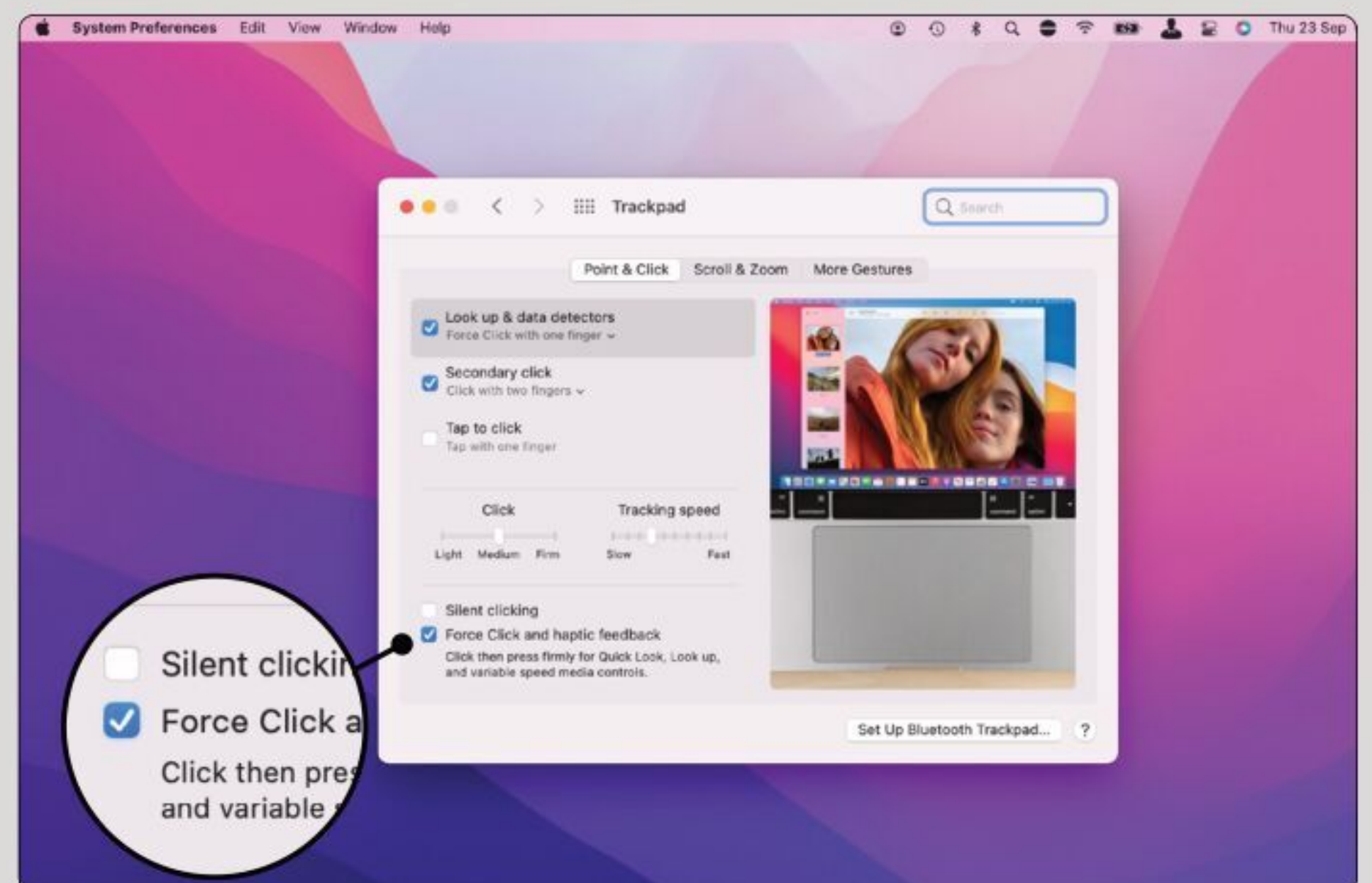
### Switching Between Full-screen Apps

If you've got several apps open full screen at once, you can quickly flip between them using a gesture. Place three fingers on the trackpad and quickly slide them to the left or right. This will scoot the current app aside, revealing the next in line.



### Force Click

The very latest Apple notebooks feature Force Touch trackpads, which can tell a soft tap from a hard tap. A hard tap, or Force Click, can be used to preview a file, drop a pin in Maps, preview a Safari link, rename a file or folder and more. It's a concept that should prove very familiar to those who have used the latest iPhone models.



### Turn Off Force Click

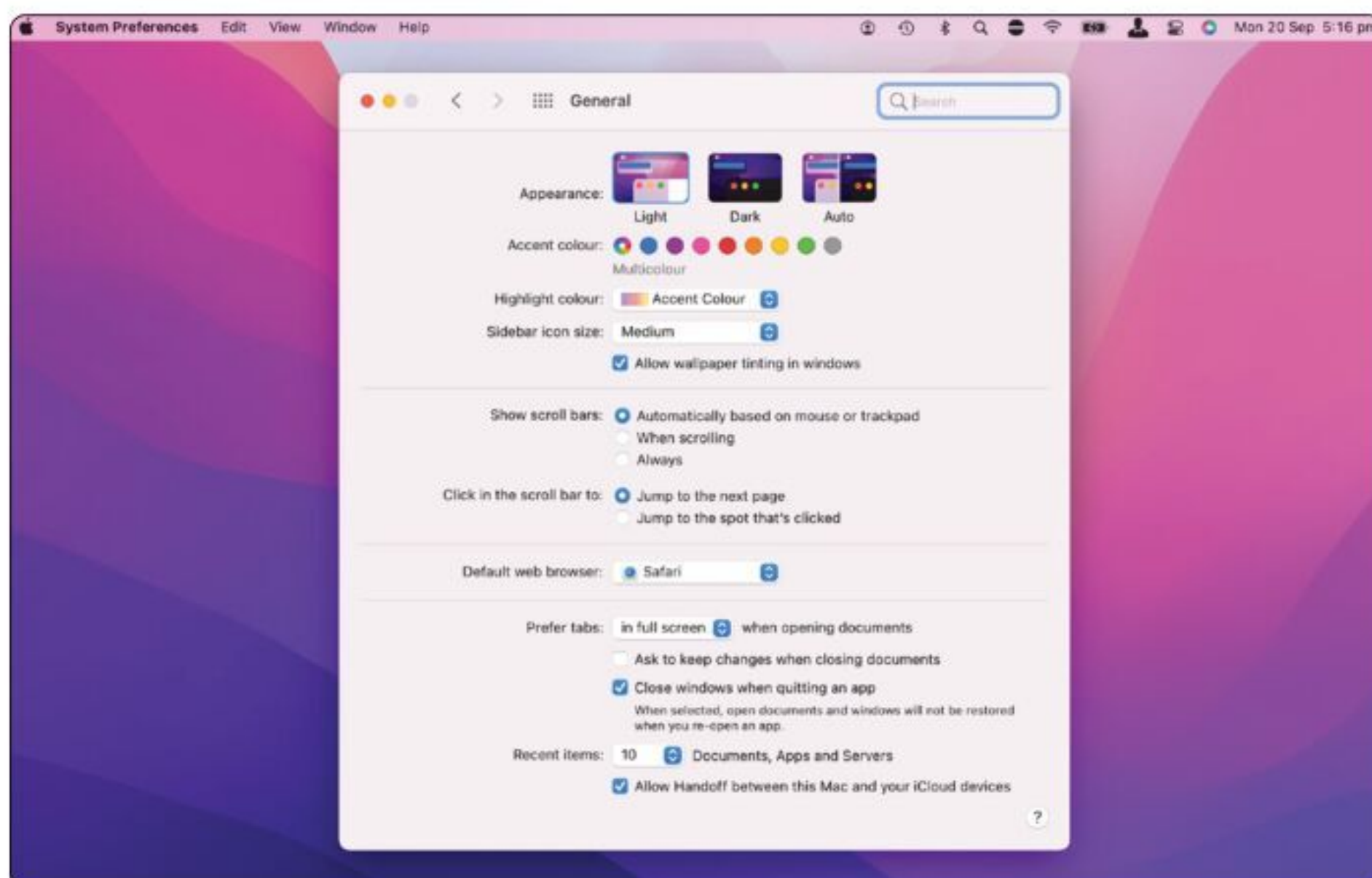
If you dislike the Force Click gesture, and find it gets in the way of your workflow, it's easy to turn it off. Open System Preferences (under the Apple menu in the top left corner), and go to the Trackpad pane. Under the first tab, Point & Click, you see a checkbox labelled 'Force Click and haptic feedback'. Uncheck it to turn off this feature.



# Dark Mode And Night Shift

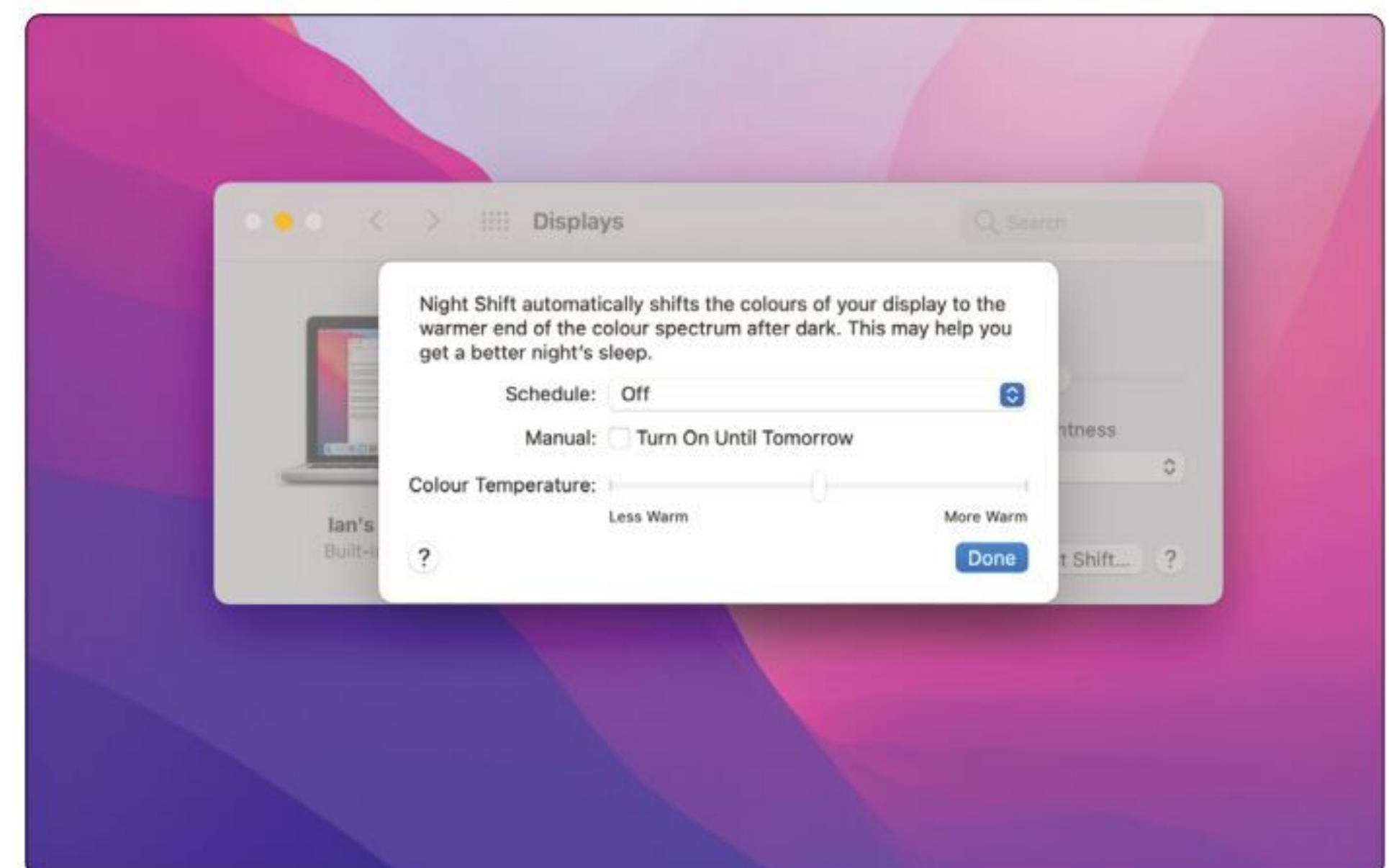
If your screen's too bright, there's a couple of great desktop features that help. Dark Mode inverts the Mac's colour scheme, making it much darker, and Night Shift Mode changes the colour hue, reducing blue light that can keep you awake if you use your Mac before going to bed.

## Dark Mode

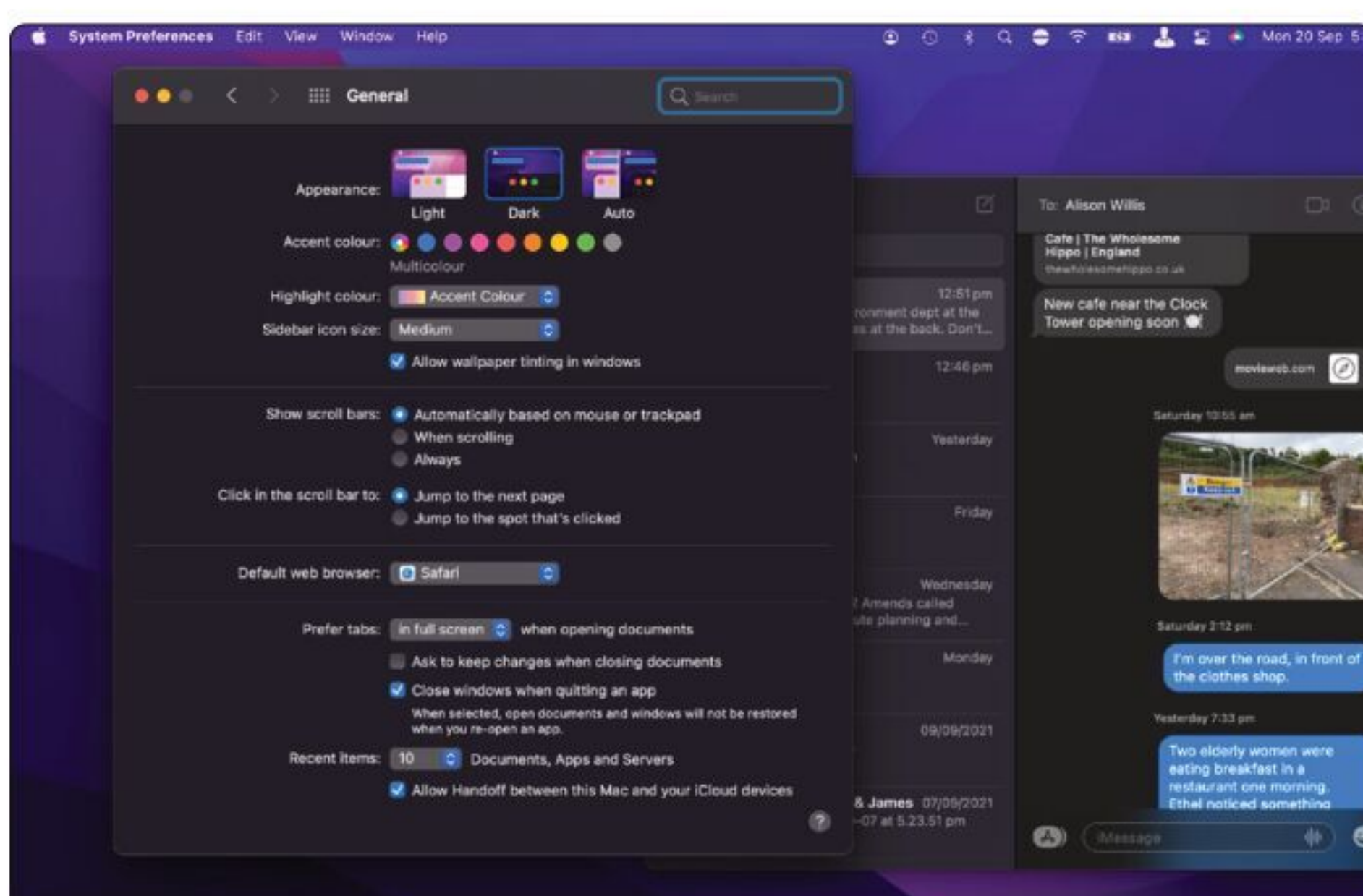


**1** From the Apple menu, open System Preferences. Click on the General pane in the top left corner of the window. At the top, under 'Appearance', are the Light, Dark, and Auto buttons. Dark and Light buttons switch to those modes, and Auto lets you schedule the changes.

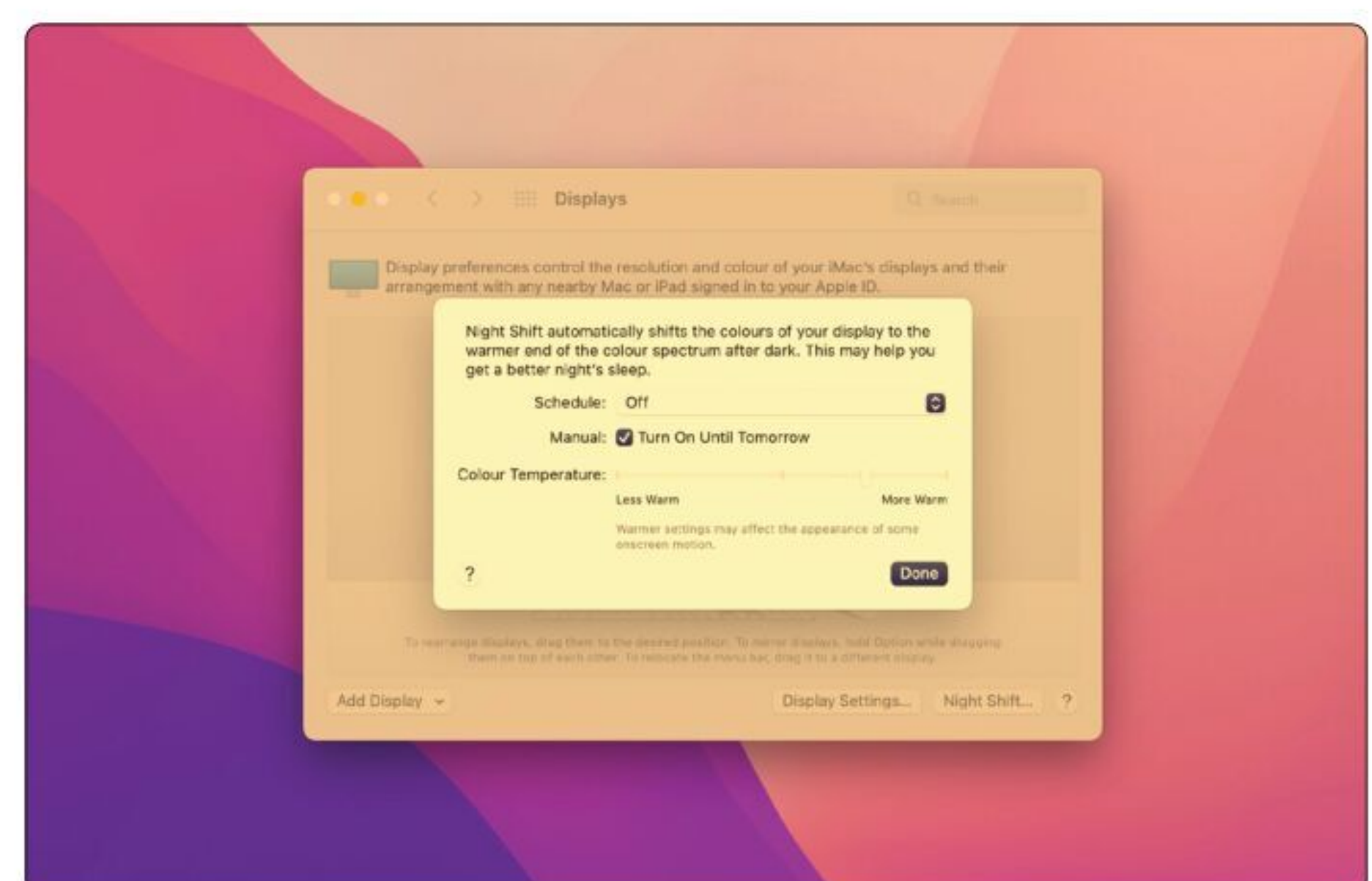
## Night Shift Mode



**1** From the Apple menu, open System Preferences. Click on the Displays pane and then on the Night Shift button. From here you can schedule Night Shift Mode to run from sunrise to sunset or during custom times; or you can simply turn it on by checking the Manual box.



**2** With Dark Mode on, the colours are subdued in Finder, windows, the Mac's built-in apps and more. Third-party apps can be updated to take advantage of Dark Mode too. If you find it more comfortable to work on a dark screen, this is excellent news.



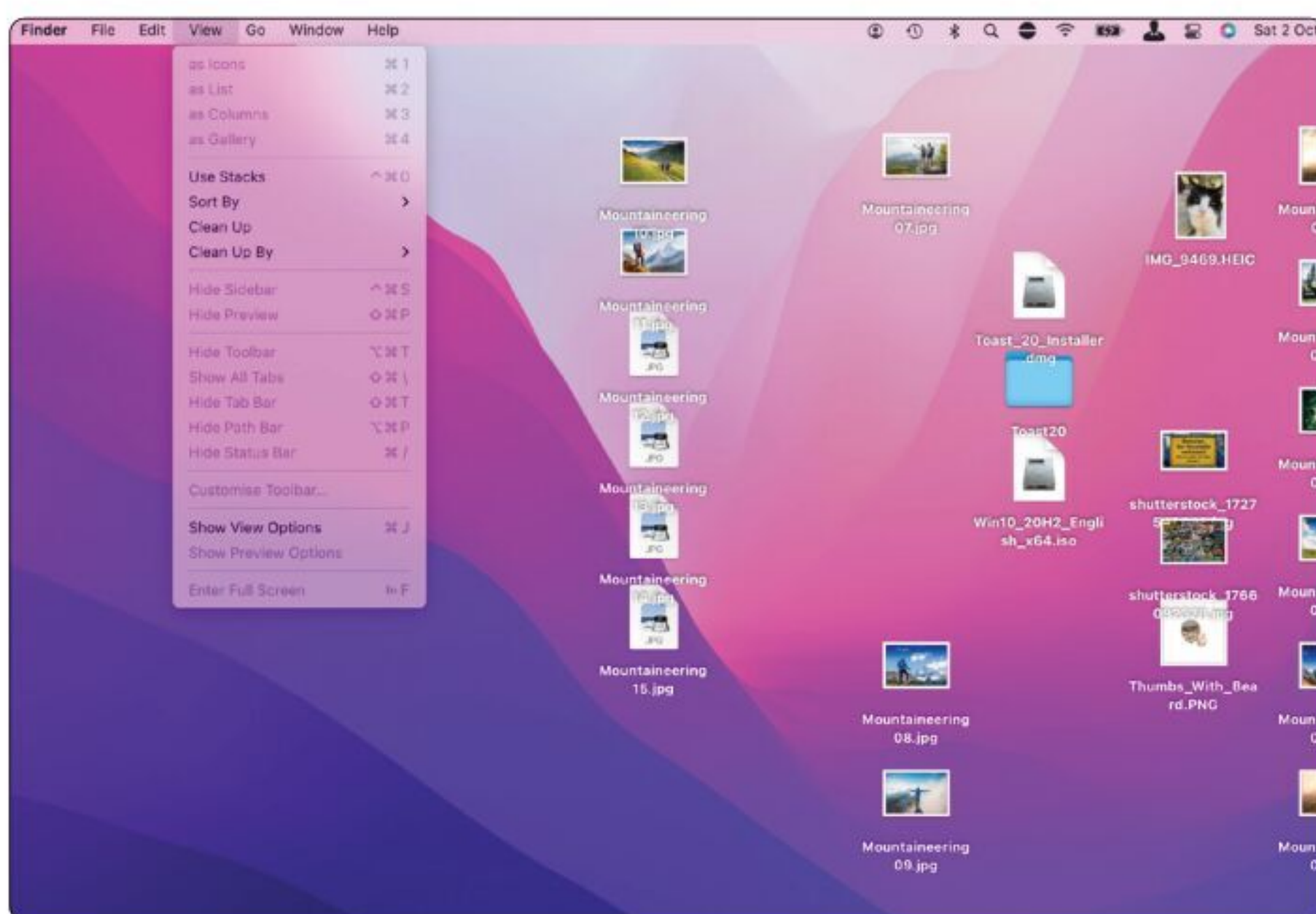
**2** With Night Shift Mode enabled, the colour spectrum shifts from blue to yellow. If you use your Mac late at night, too much blue light can interfere with sleep patterns, so using Night Shift Mode when on your Mac close to bedtime can prevent this.



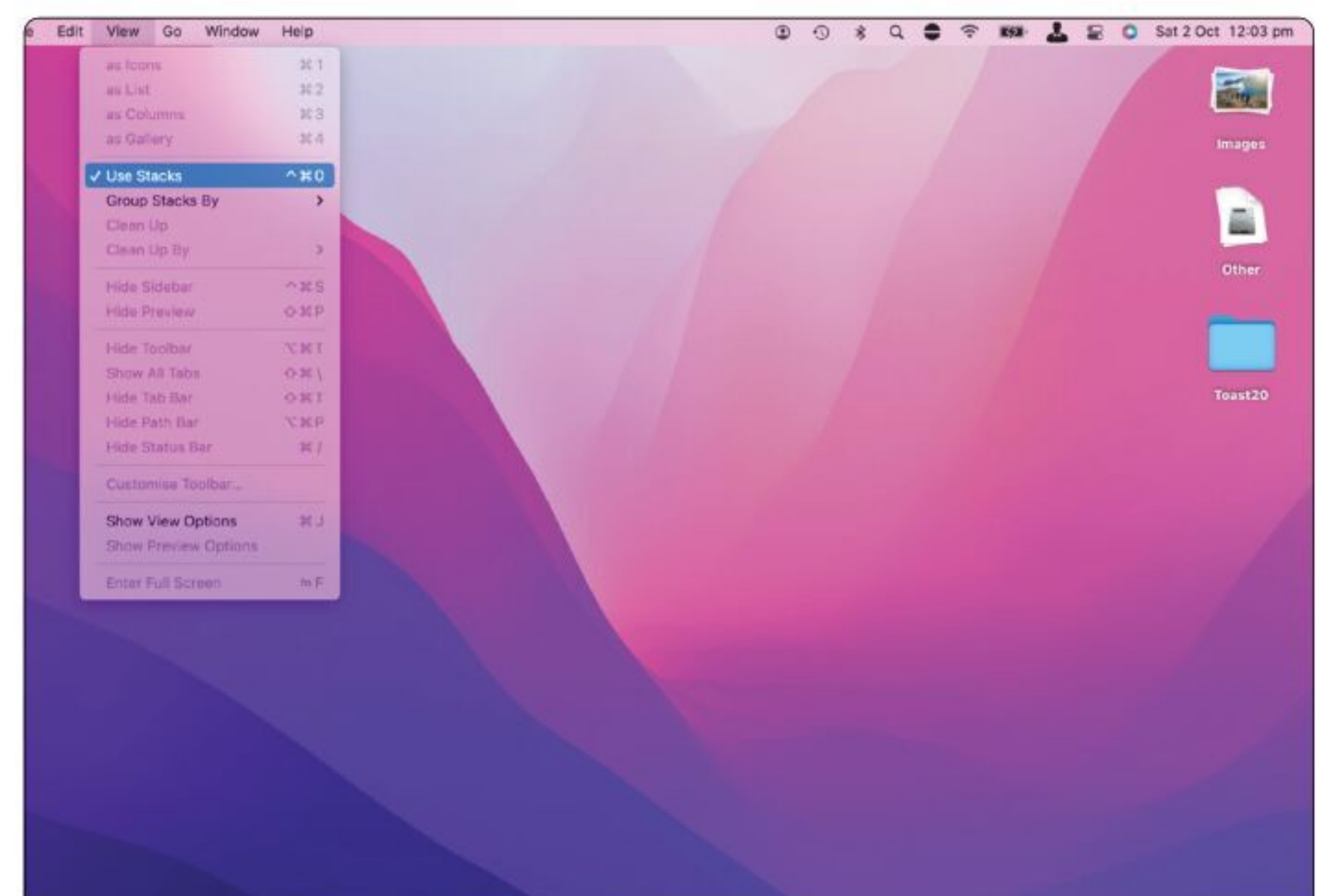


# Desktop Stacks For Organisation

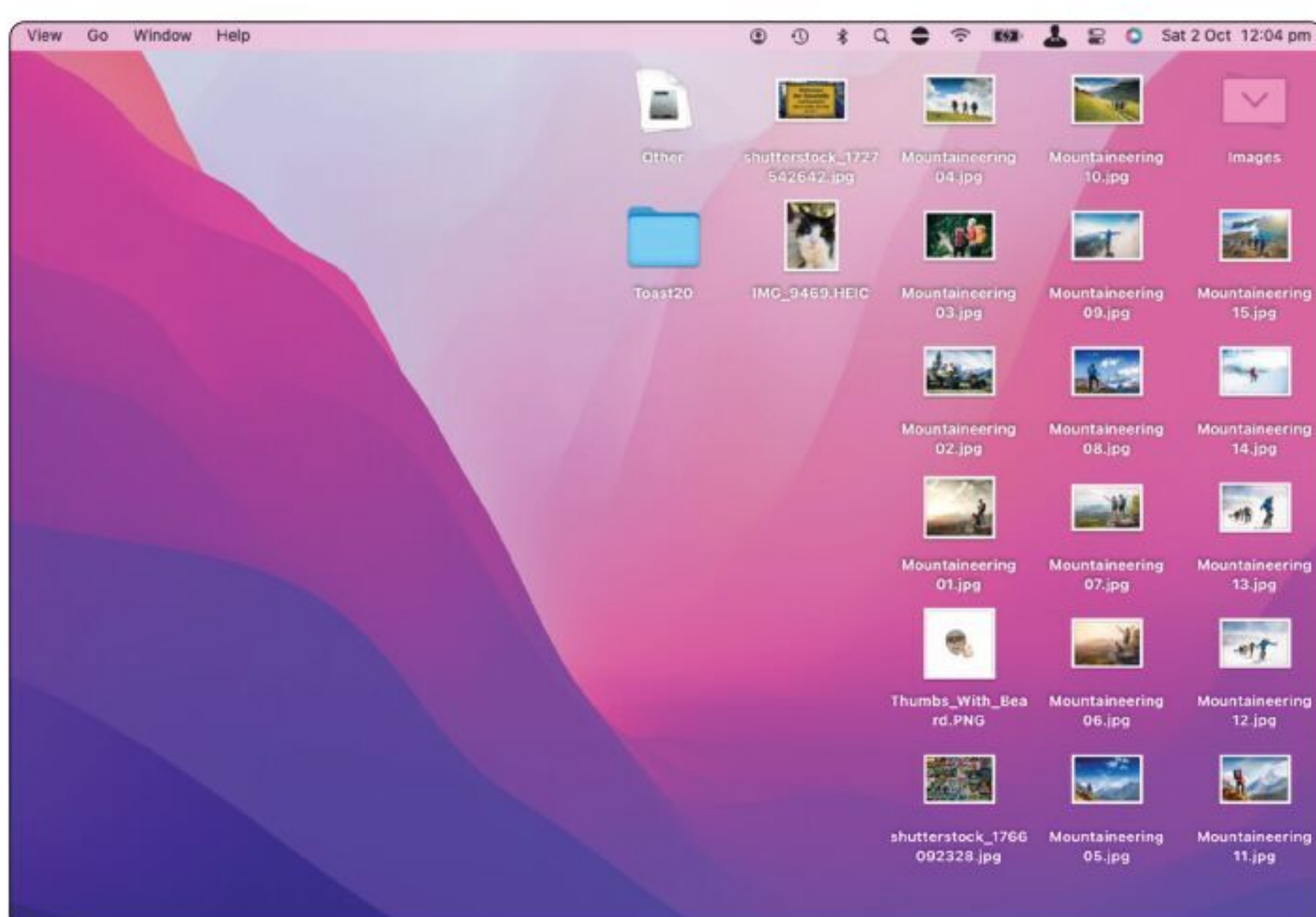
If your Mac's desktop regularly gets cluttered with folders, file icons and other such material that you're currently working on, there's a solution at hand in macOS. With a click of your mouse or trackpad, you can organise them into stacks, grouped according to their file type. Here's how to do it.



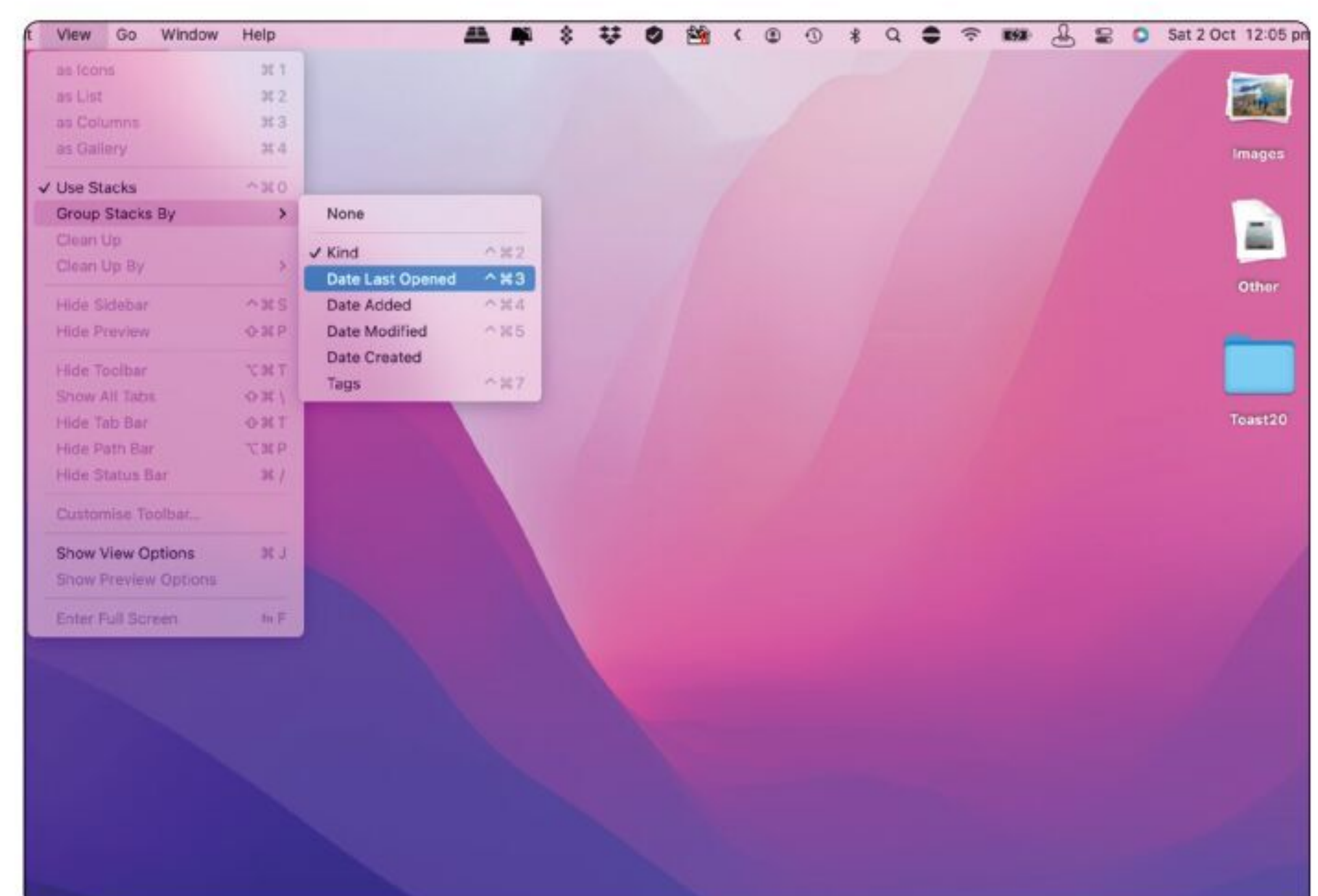
**1** Your Mac's desktop often fills with files and folders you know you need regularly but that can mean a very cluttered workspace. To use Desktop Stacks, first click on the desktop to make sure Finder is active, then click on the View menu in the top bar.



**2** From the View menu, select the Use Stacks option. Your files are stacked on the right-hand side of your desktop, according to their type. For example, images are stacked together, as are documents. To turn this off again go to View and click Use Stacks.



**3** To open a stack on your desktop, click on it. The items contained in that stack are revealed, allowing you to access and open individual files. To close a stack again, click on the down-pointing triangle icon that replaced the stack when you clicked to open it.



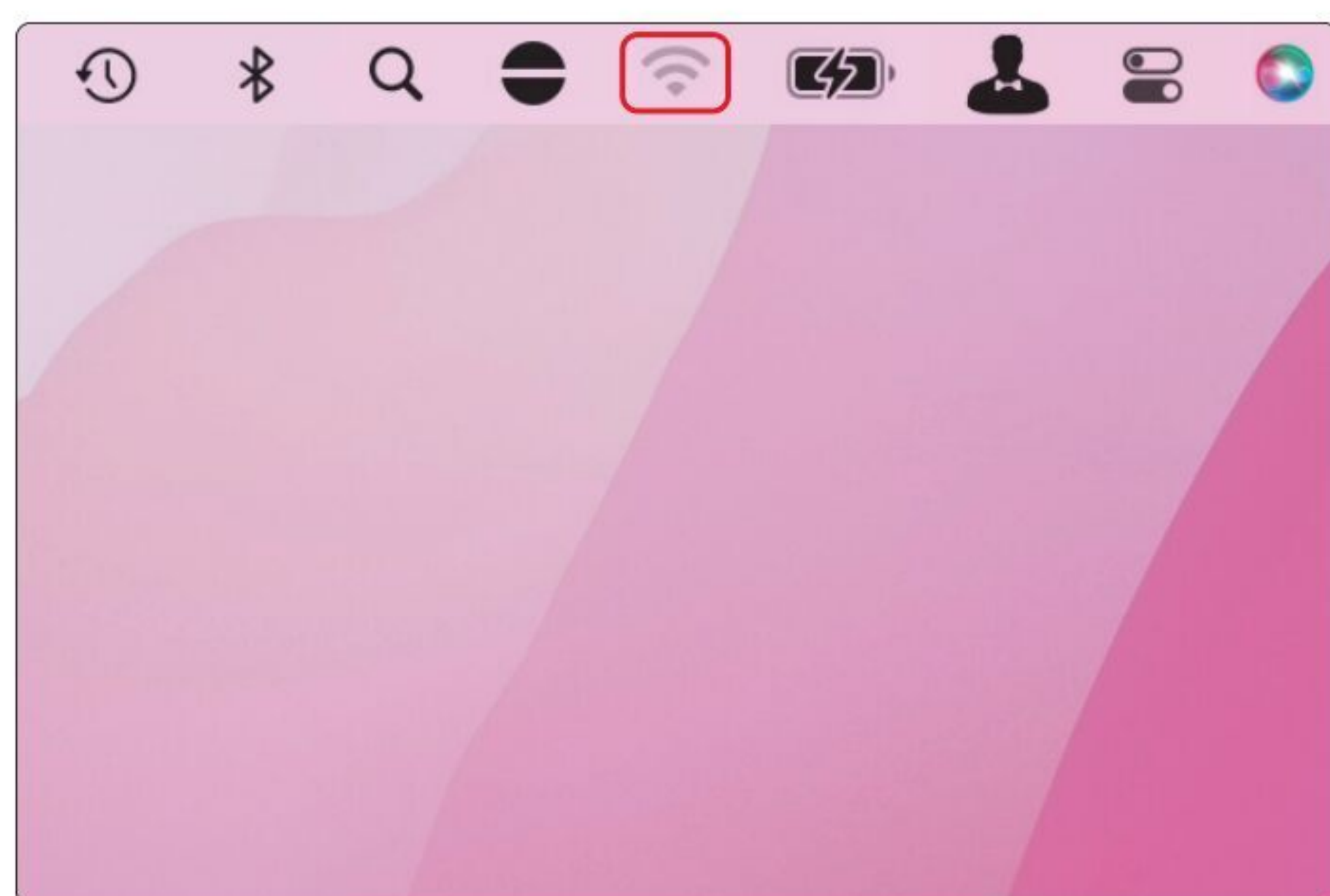
**4** You can choose how you group your stacks. In View, go to Group Stacks By and then pick an option. If you use finder tags (see later in this book) to identify files from the same project, for example, grouping by Tags keeps them together and easier to find.



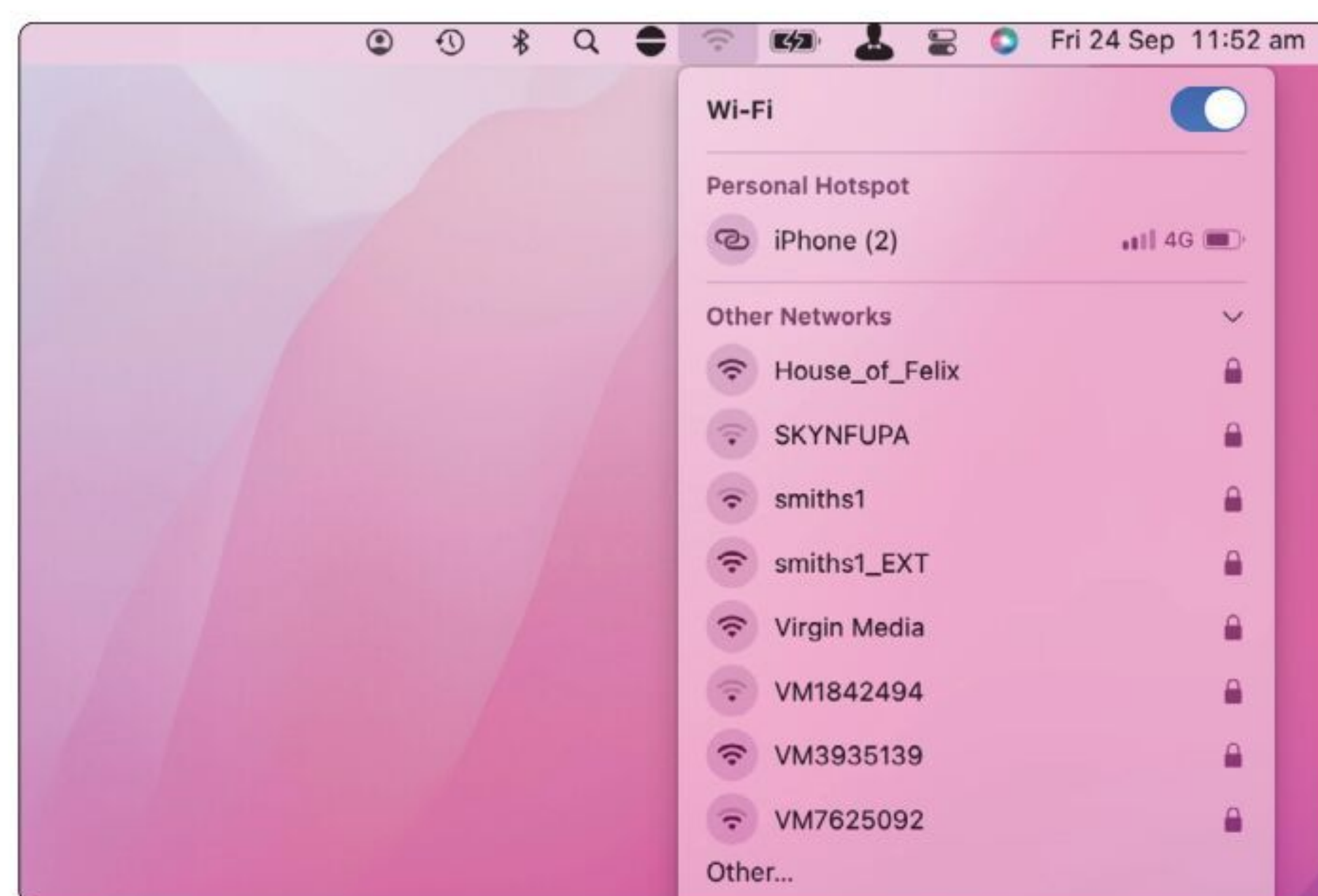
# Getting Online With Wi-Fi or Ethernet

As is the case with any modern operating system, access to the Internet is a vital component for upgrading and getting hold of new apps that will help you get the most from your Mac. Getting online in Monterey is remarkably easy and here's how to do it both wirelessly and with a cabled connection.

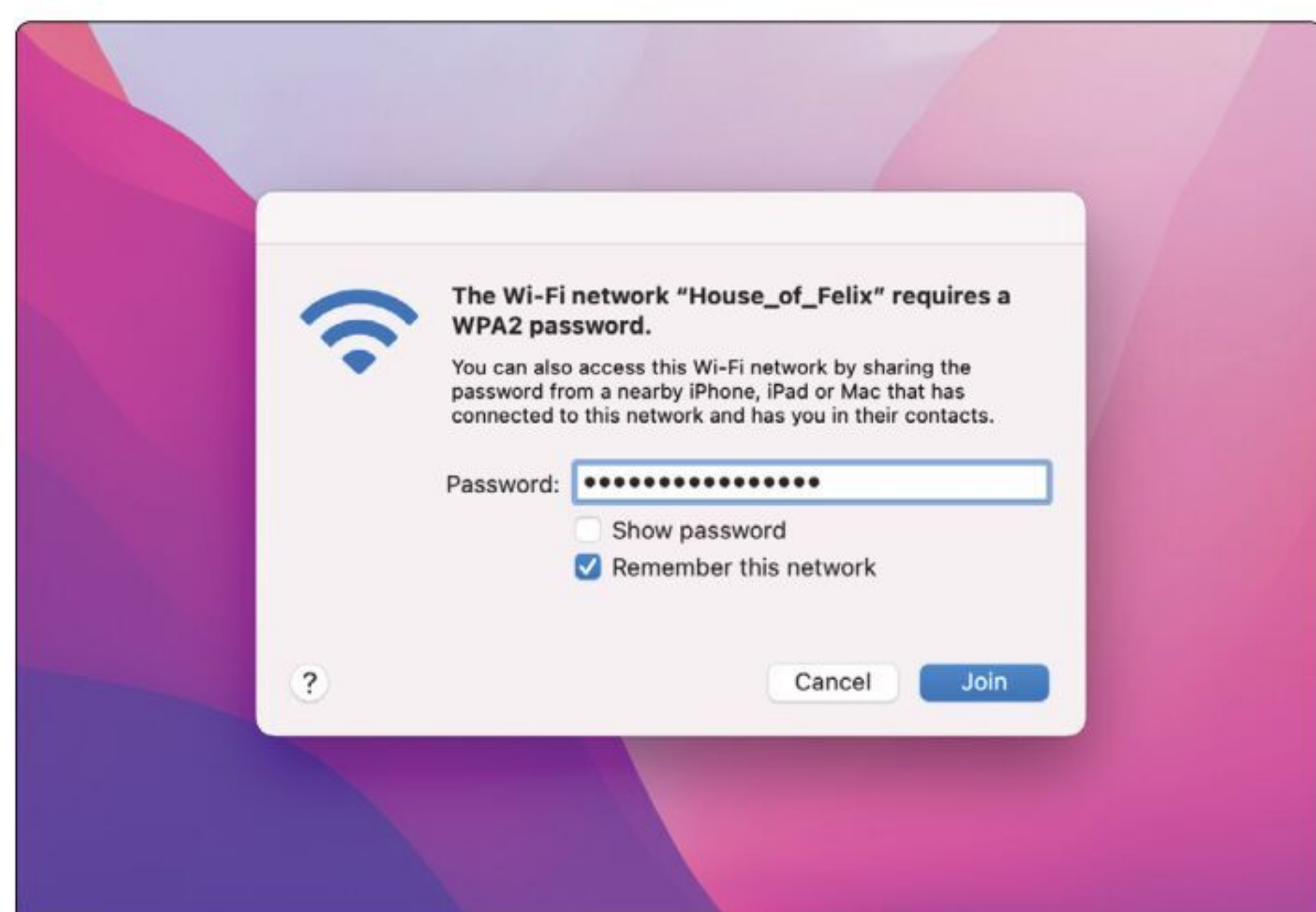
## Connecting with Wi-Fi



**1** Make sure that your Mac is within range of your wireless router's Wi-Fi signal, then click on the Wi-Fi icon in the top menu bar. You'll see a list of Wi-Fi networks. If your Wi-Fi is off click the switch to turn it on.



**2** You'll see a list of Wi-Fi networks available in your area. A lock to the right shows a password is required to join it. Click on the network you wish to join, whether it's your own router or a public Wi-Fi in a cafe or bar.



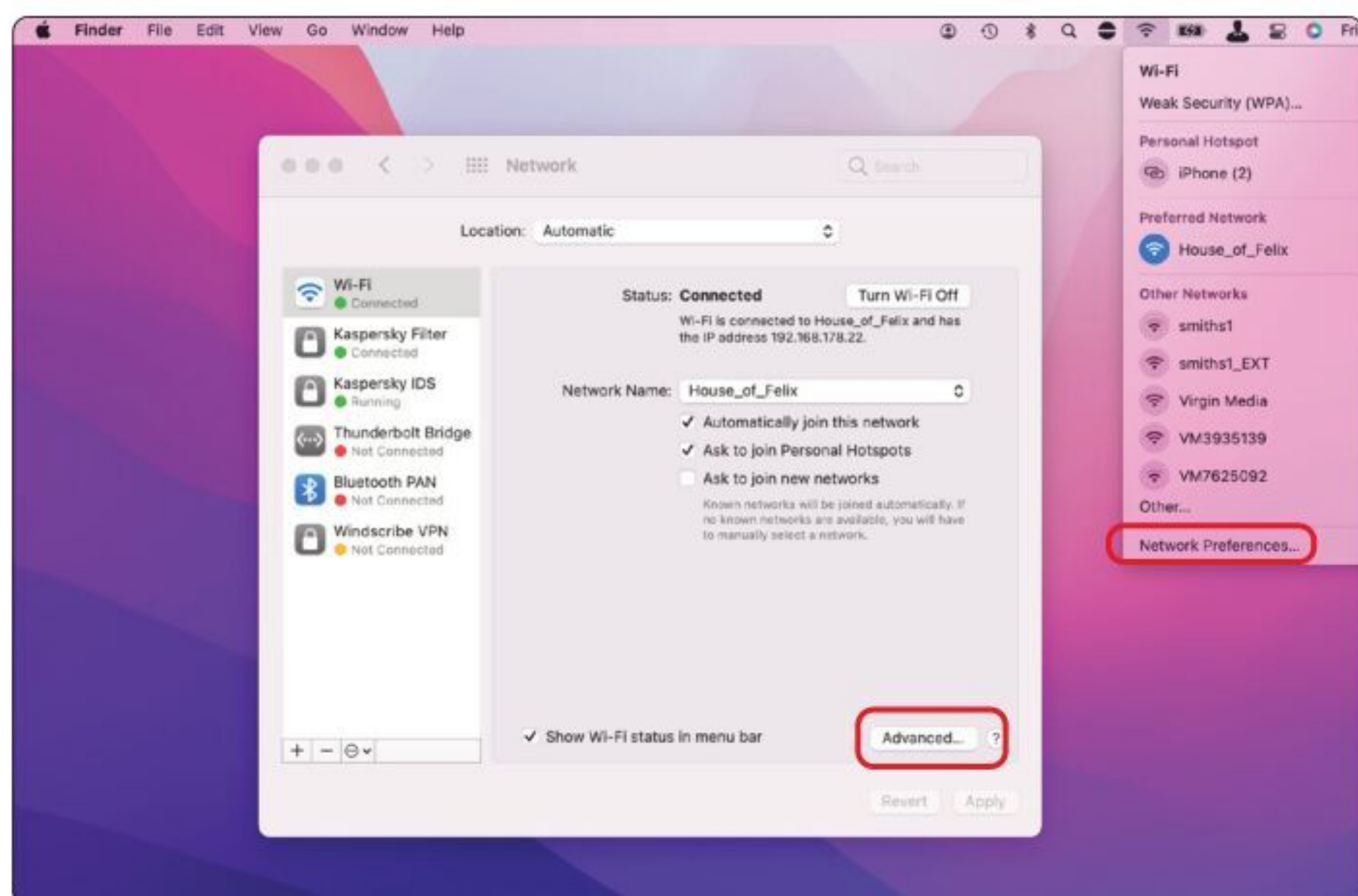
**3** If a password is required (it probably is), a window appears. Enter the password here. If you're setting up at home, the password is probably supplied with your router. Your Mac then joins the network, and remembers it so you don't have to add the password every time you go online.

## Using Public Wi-Fi.

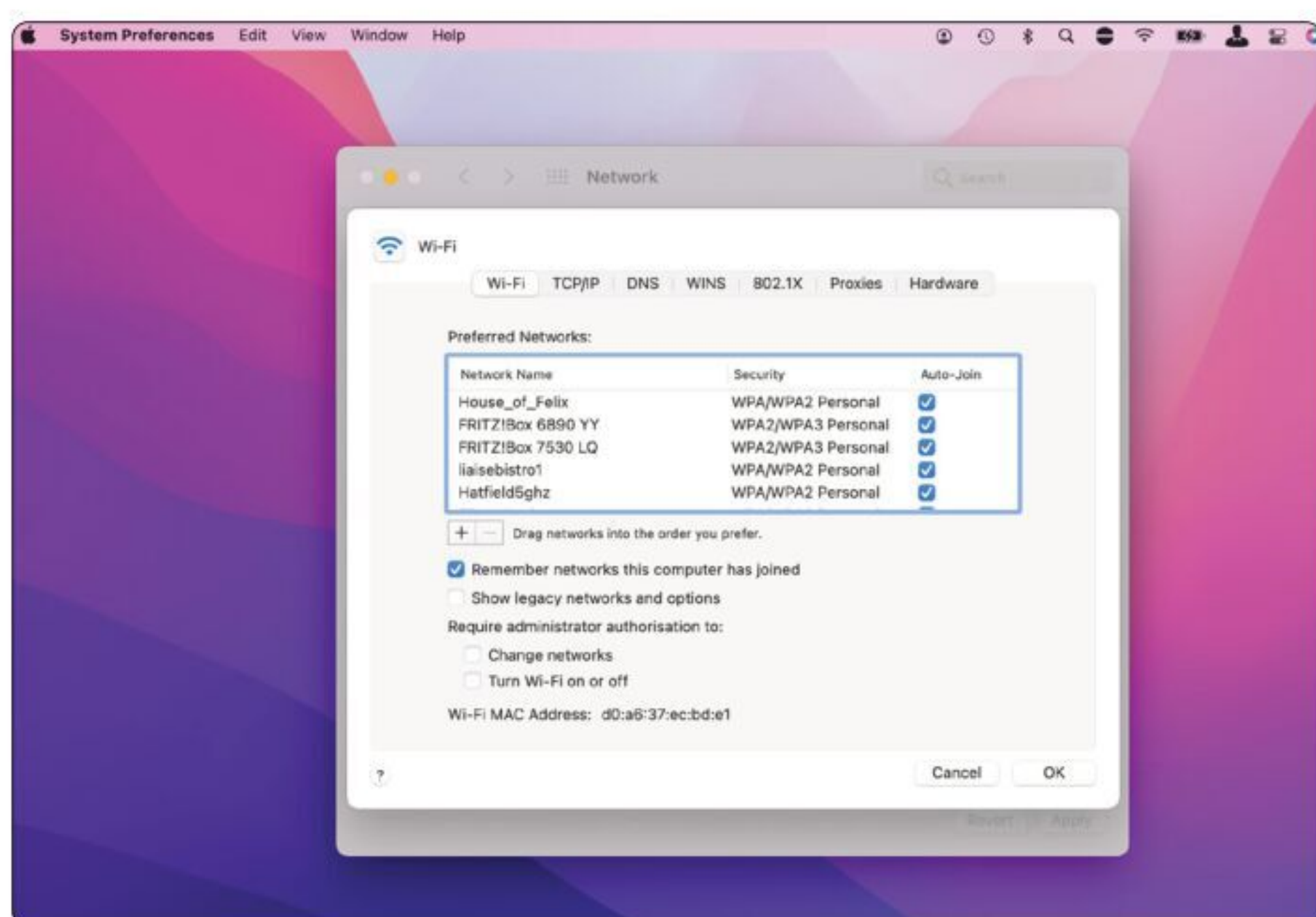
Some high street locations such as libraries, bars and restaurants offer free Wi-Fi to their customers. There are many different ways you can access public Wi-Fi. Some locations may have an unsecured connection, some require you to ask for their Wi-Fi password, and for others you have to register via their pop-up website; just open Safari while in such a Wi-Fi zone and then follow the on-screen instructions that appear when your Mac connects to the network.



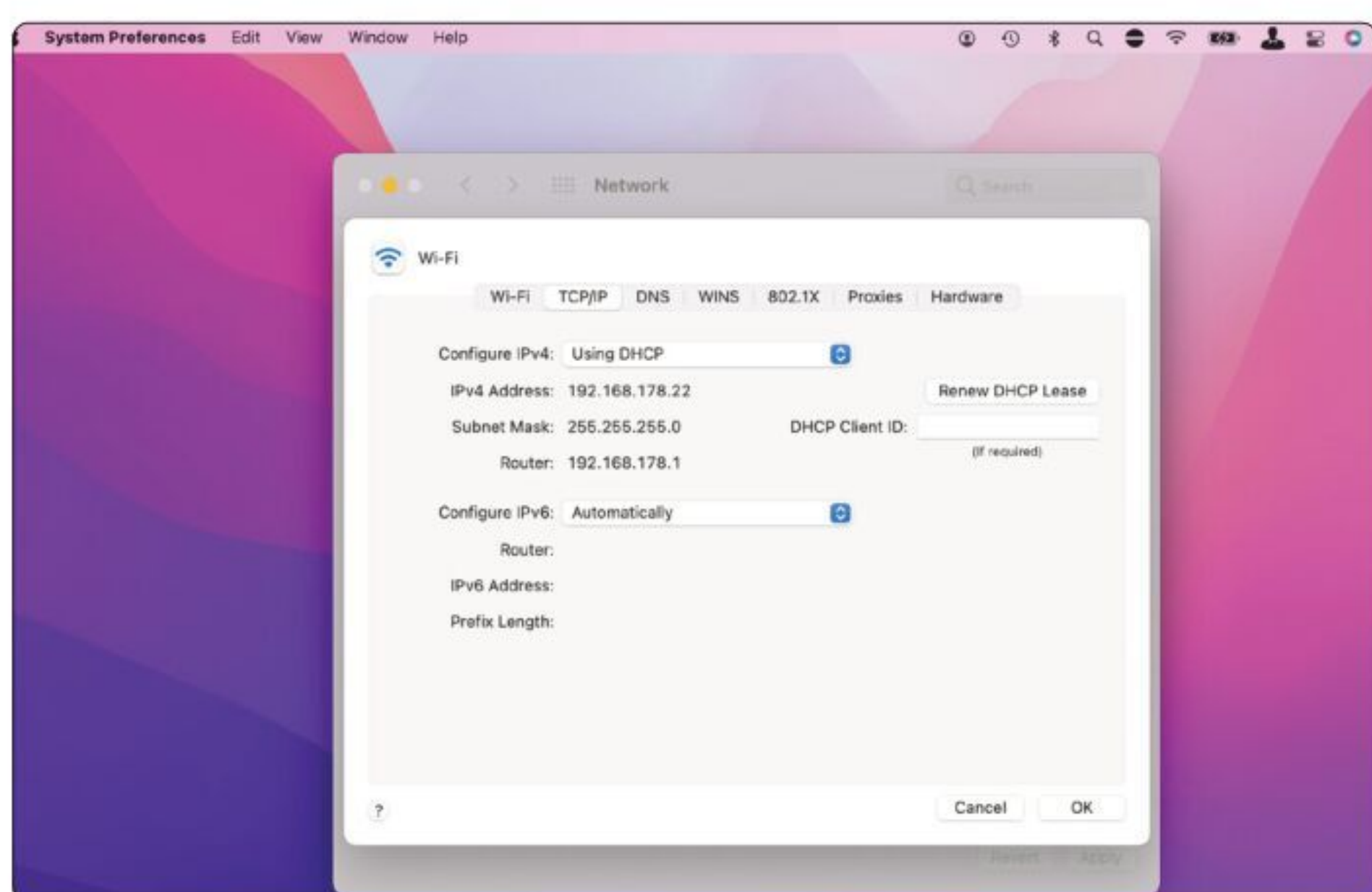
## Configuring Your Wi-Fi



**1** Click on the Wi-Fi icon in the top bar, and in the menu that is shown, click Network Preferences at the bottom. The System Preferences window appears, with Network Preferences already open. Click the Advanced button.



**2** You can see a list of all the Wi-Fi networks your Mac has connected to, in order of preference. Where two networks are available, the higher one is used. If you want to change this order, simply drag and drop them.



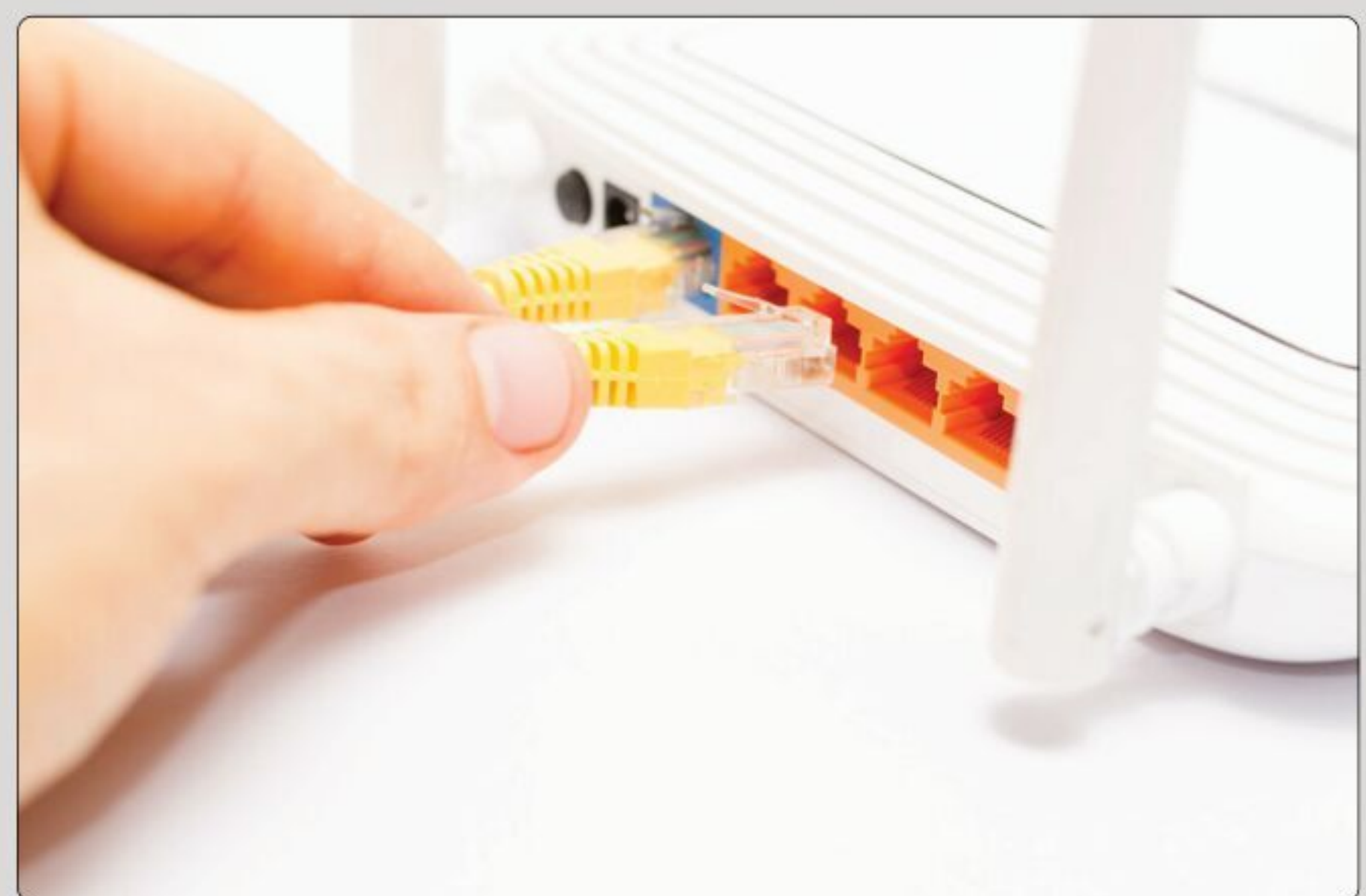
**3** In the TCP/IP tab, you're able to see what IP address your Wi-Fi router has allocated to your Mac; handy if you ever need to connect remotely from another computer. You can also edit these settings and create your own, static IP address.

## Going Online with Ethernet.

If you prefer the stability and speed offered by a cabled, Ethernet connection, here's how to set this up.



Once you've set up your router according to the instructions supplied with the device, getting online using Ethernet is relatively easy. First of all, you need a cable that looks like this. There should be at least one supplied with your router.



Plug one end of the cable into your Mac and the other end into one of the router's Ethernet ports: it doesn't matter which one. If your Mac doesn't have an Ethernet port, you need an adapter. You can get one online or from an Apple Store.

If your router isn't close enough to your Mac to support a cabled connection, consider using Home Plug AV instead. This uses your household electrical wiring to send data. Ask at your local computer store about a Home Plug AV starter kit. There are many different brands of HomePlug AV devices to choose from, and as HomePlug AV is an industry standard, they're all compatible with each other.





# Monterey's Menus

## A Key Mac Feature

Whether it's a pull-down menu accessed by clicking on the top bar of your desktop or a contextual menu found by right-clicking or ctrl-clicking on a file or folder, you need to know how to use your menus if you are to get the most out of your Mac and Monterey. Here's a guide to your Mac's menus.

### The Apple Menu

**1** The Apple menu is found in the top left corner of the desktop. To open it, click on the Apple icon once, then choose an option. It's always there, whatever it is that you're doing on your Mac.

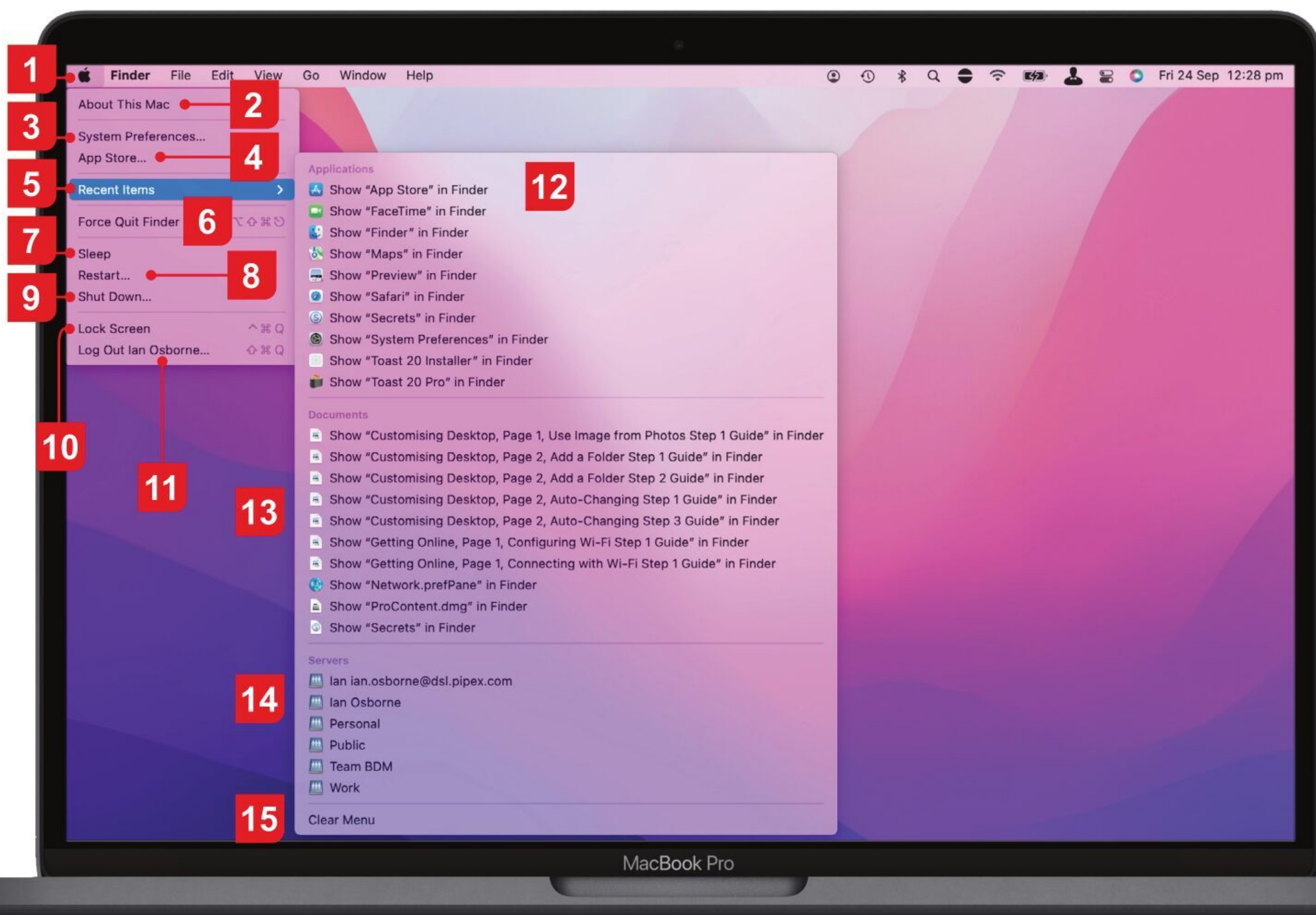
**2** About This Mac shows you technical information about your computer. Tabs at the top of this window let you delve further, looking at its Display, Storage and more; you can get a full report by clicking the System Report button.

**3** The System Preferences option opens the Mac's System Preferences, which we discuss later in this book.

**4** This option opens the App Store. If updates

are available for your Mac or any of its apps.

**5** Hover your pointer over the Recent Items option to see the sub-menu showing apps, documents and servers you've recently used.





**6** Click here for the Force Quit window. This window lists all currently open applications and notes if any of them are unresponsive, that is, they've crashed. You can force a crashed app to quit from here.

**7** Click here to put your Mac into Sleep Mode. This saves energy and password-protects your Mac while you're away from your keyboard for any time.

**8** Click here to restart your Mac. This is useful if you've installed new software or your Mac isn't behaving as it should.

**9** Click to shut down your Mac, that is, switch it off.

**10** Lock screen brings up your password screen. You have to enter your password to continue to use your Mac. It's useful if you're leaving your Mac for a while.

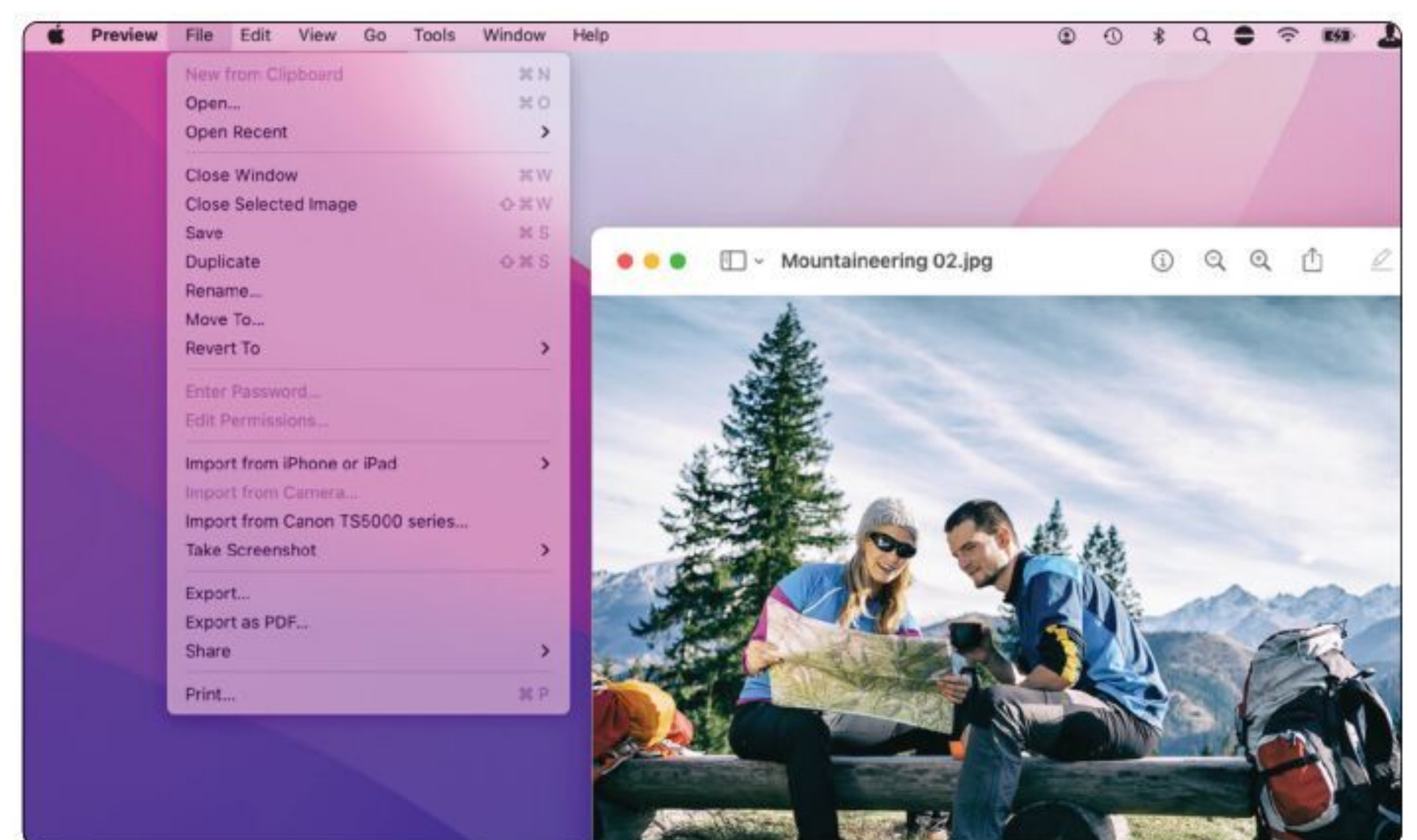
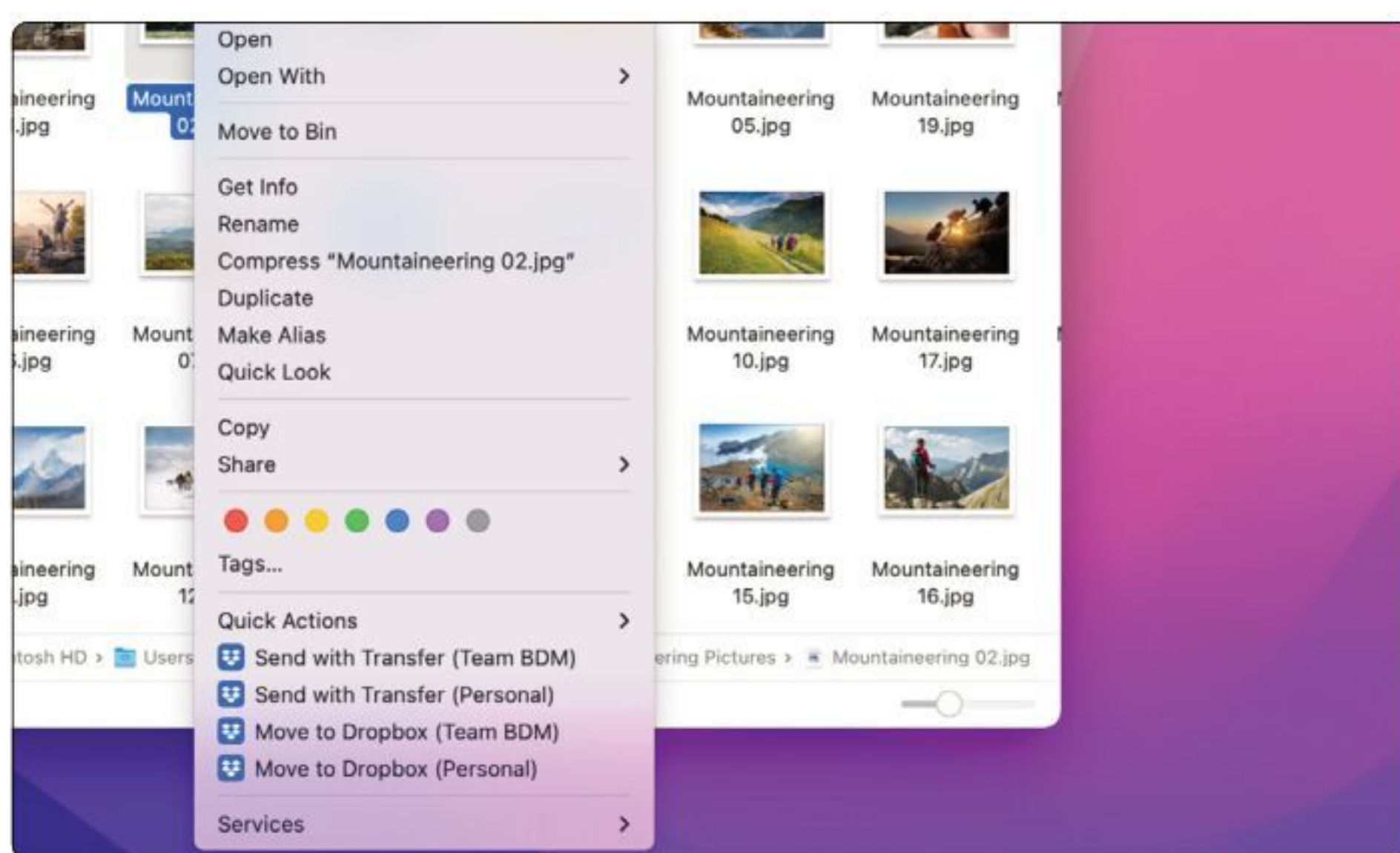
**11** Click here to log yourself out but not shut down your Mac. This is useful if you have more than one user account on your Mac. You can then log out so another user can log in.

**12** By hovering over the Recent Items option, you get this sub-menu. This is a list of the applications you've recently used. Click on one of them to open it again rather than use the Dock.

**13** These are the documents you've recently used. If you need to open one again, this menu is a quick and easy way to do so.

**14** Servers you've recently accessed on your wireless or Ethernet network appear here. To open one again, simply click on it.

**15** Click here to completely clear the entire Recent Items sub-menu.



### Contextual Menu

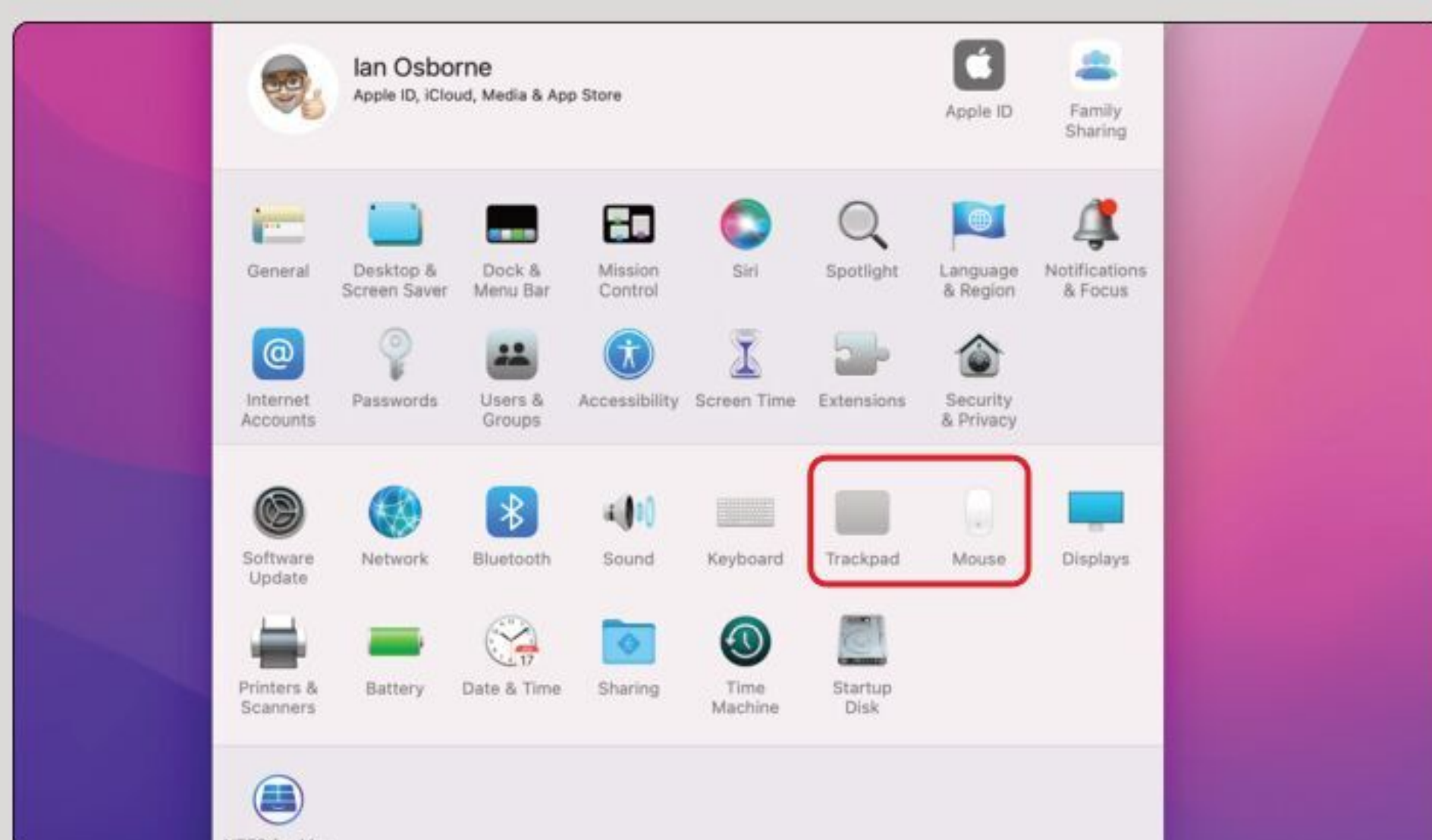
Files and folders have a Contextual Menu that you can access by right-clicking or ctrl-clicking on the item, or clicking with two fingers on a trackpad. This menu gives a range of options, which change according to what it was you clicked on. There's usually a Share and a Move to Bin option in there, and the Get Info option brings up an information window.

### Application Menus

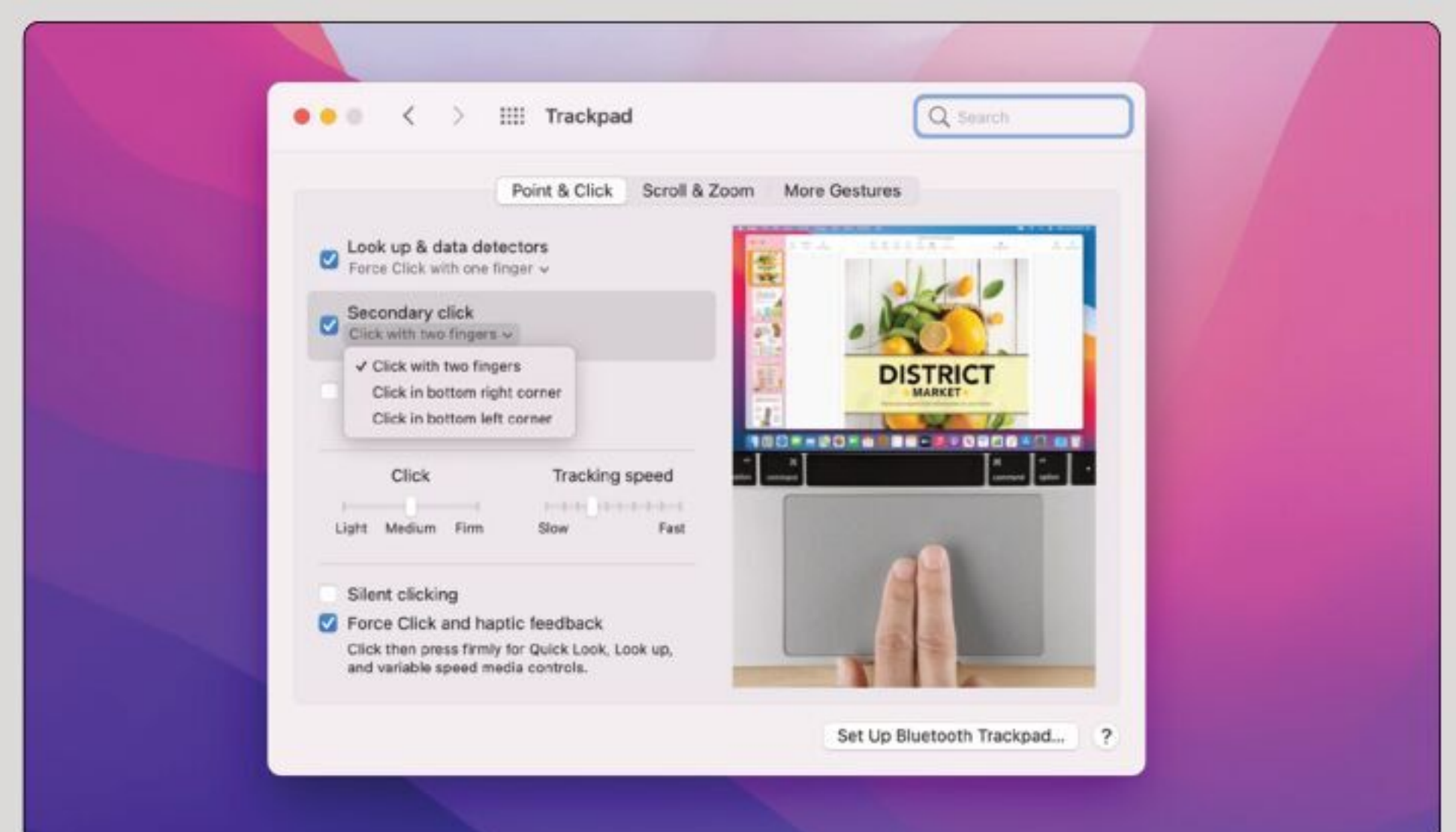
Each application has its own unique set of menus located next to the Apple menu. They will change when an application is active and will revert back to the Finder menu when no apps are active. Each is clearly labelled to make it easier. We'll add specific details for application menus when we look into the applications themselves later.

## Right-clicking and ctrl-clicking.

Mac mice and trackpads only have one button, so how do you make a right-click? It's actually easier than you think.



**1** Your Magic Mouse or Trackpad doesn't have two buttons, but you can still secondary-click by holding the Control (ctrl) key and clicking your mouse or trackpad. Alternatively, enable right-clicking. Go to Apple menu > System Preferences > Mouse/Trackpad, depending on which you're using.



**2** Click the checkbox for Secondary Click. There are also a few other options here such as click weighting. With Secondary Click activated, clicking on the right side of a Magic Mouse or with two fingers on a Magic Trackpad is the equivalent of right-clicking on a two button mouse.



# Using Finder Files, Folders & Apps

Finder is the main app that underpins everything you do in macOS, so it's worth taking the time to discover its features and functions. On these pages you'll see how Finder works and how you can use the Finder window; including its navigation controls, viewing tabs and more, to get the most from it.

**1 Window Control Options:** Use the gumdrops to close or minimise the window or open it in full-screen mode. We'll cover this on the next page.

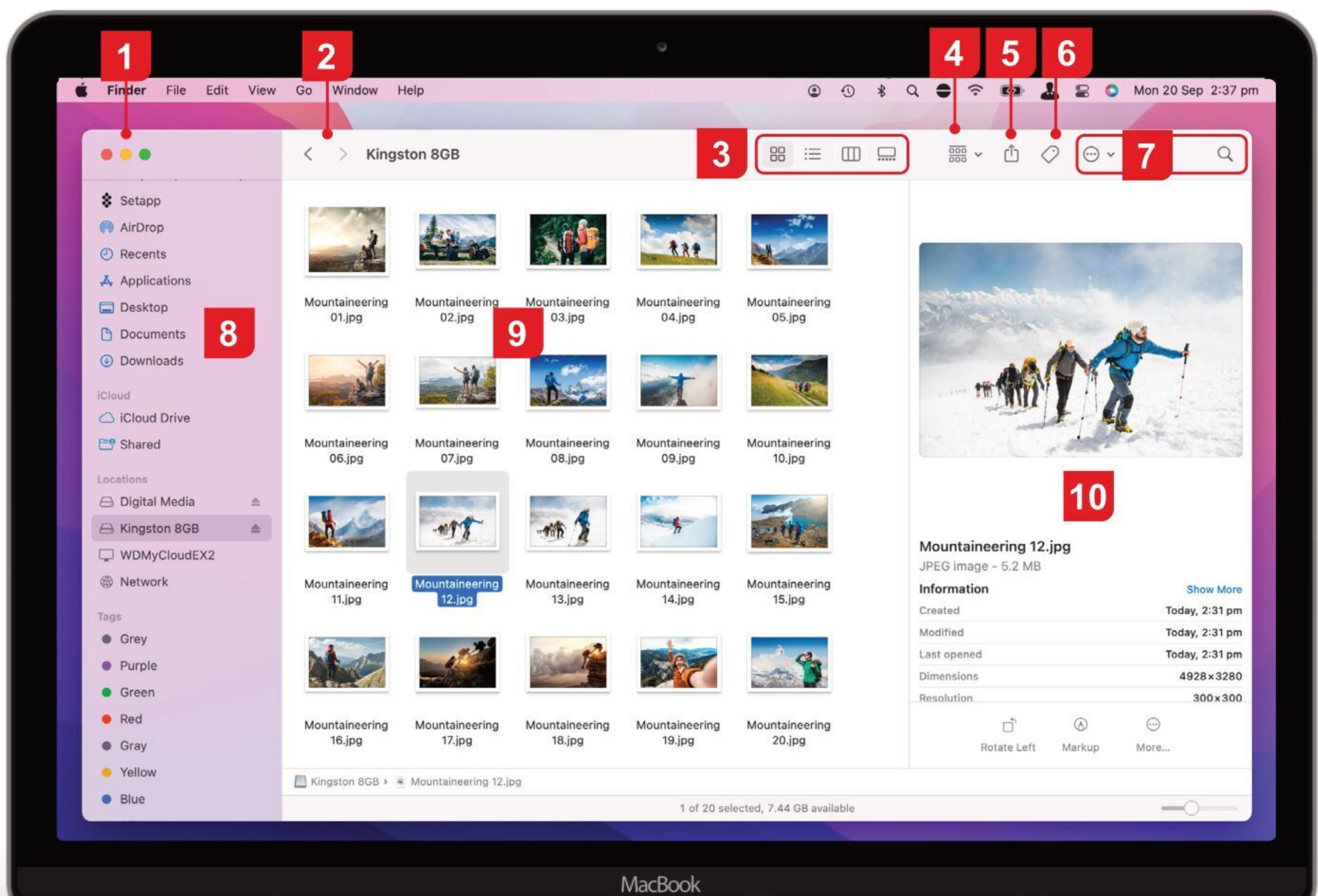
**2 Navigation Controls:** The chevron buttons in the top left corner of the window take you forwards or backwards through your navigation history.

**3 View Options:** These four buttons let you set-up how you view the files and folders in the Finder window; whether as icons, a list, in columns or as a cover flow which gives you a much larger visual preview.

**4 Item Arrangement List:** Click on the button shown here to order the contents of the window; according to date, alphabetically and more.

**5 Share Button:** The Share button is found in many places throughout macOS. Here you can highlight a file or folder and click the button to send it by email, AirDrop etc.

**6 Tags Button:** You can tag a file or folder to make it easier to spot or group it with other documents and folders. An item can have more than one tag. Click on a tag in the sidebar to show items labelled with that particular tag.

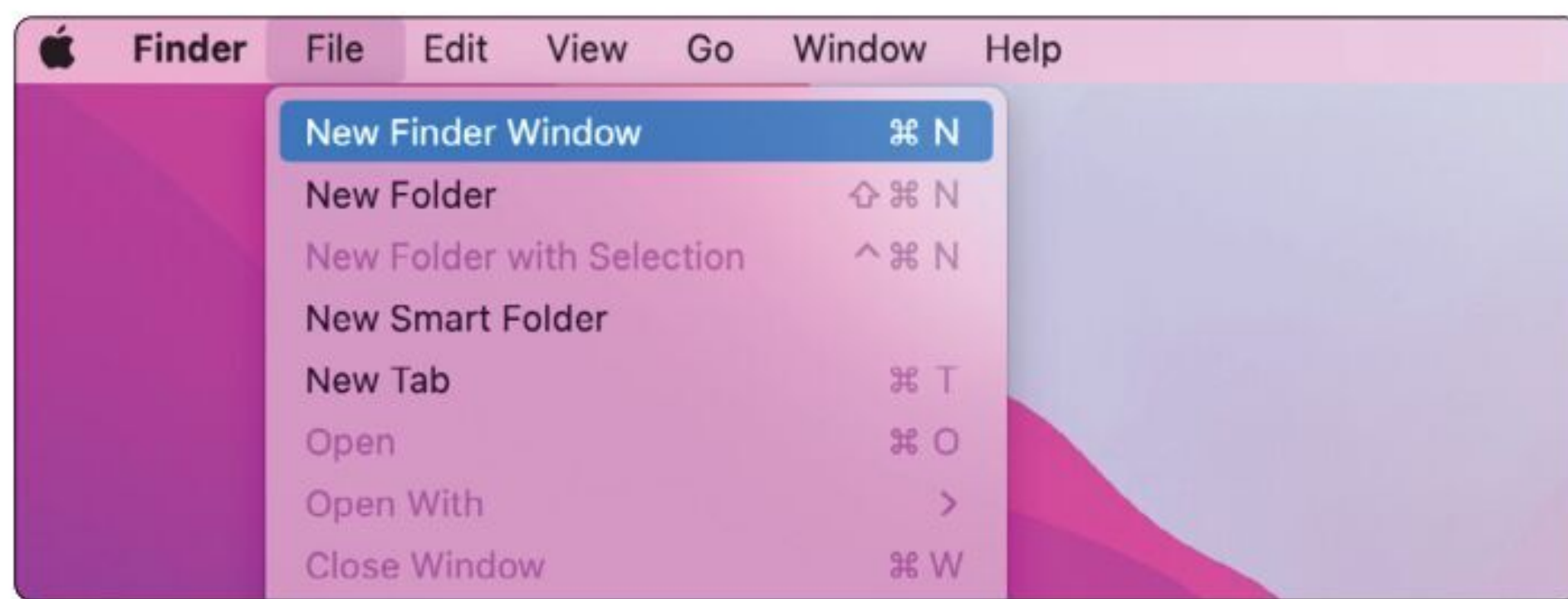


**7 Perform Tasks and Search:** The Perform Tasks icon enables you to perform certain tasks within the folder or highlighted file, such as create a New Folder, Move to Bin, Duplicate and more. Next to this is the Search bar. If you're looking for a specific item, type its name or contents into the Search field and press Enter.

**8 Sidebar:** There are various options on the Finder window's sidebar. You can open specific folders like Documents or Downloads, access external or network drives and more. To hide and show the sidebar, use the View menu to toggle it on or off or enter ctrl-cmd-S.

## Displaying a Finder Window

There are several ways of opening a new Finder window on your Mac's desktop. Let's take a look at each in turn.



### Using Menus

Click a clear space on the desktop once, open the File menu and select New Finder Window. A window then appears.

### Shortcut Keys

Click a clear space on the desktop once to make sure you're in Finder, then press cmd-N together. A new Finder window appears on the desktop.

### Using the Dock

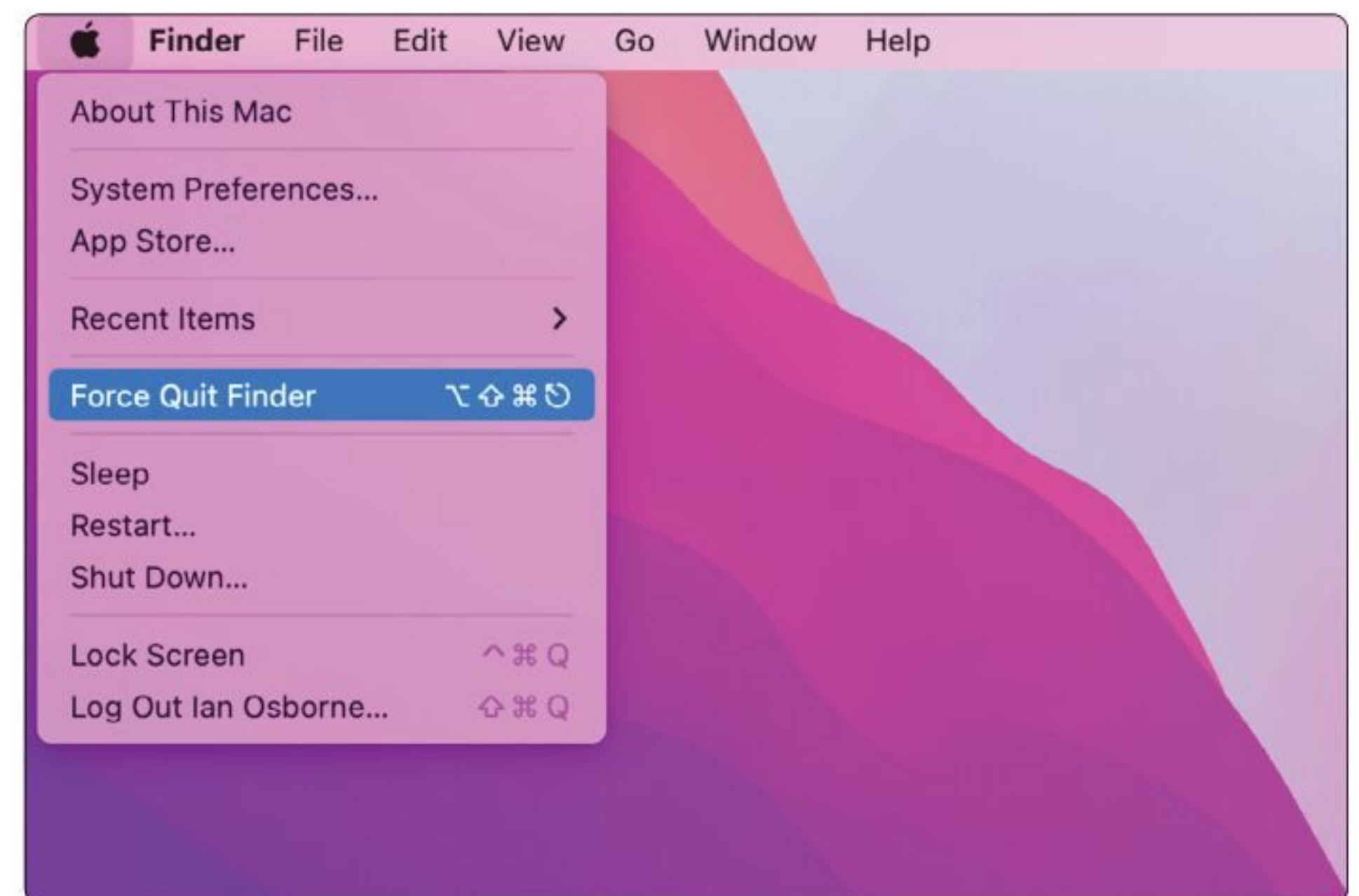
If it isn't already displayed, move your mouse cursor to the bottom of the screen to open the Dock. Click the Finder Window to create a new window.

**9 File/Folder View:** This shows the files and folders contained in the currently open folder. They're shown in the format chosen in the View Options (see feature number 3). Here, as you can see, we've gone for the icon view.

**10 Preview:** This is a preview of the currently selected file in the main window. It shows the title, file size and various details about it. There are also options at the foot of the Preview sidebar, such as rotating or marking up a graphic or creating a PDF from a document. The preview sidebar is optional but useful; you can close it in the View menu or by pressing Shift-cmd-P.

## How to Relaunch Finder

If the Finder has crashed or isn't behaving as it should, follow this tip to close it like a crashed app and relaunch it.



If the Finder crashes, you can relaunch it like you would with any other crashed app. The easiest way to do this is to click on the desktop to make sure you're in Finder, hold down the Shift key and click on the Apple menu. The Force Quit option has become Force Quit Finder. Incidentally, you can use this method to quit any running app. Just click on one of its windows to bring it to the fore, hold Shift and click on the Apple menu.

## Window Controls Options.

The coloured buttons, or gumdrops, are found in the top left corner. Hover over them and a symbol appears in each of them.



### Close

Click once on the red button containing a cross. This will work with the majority of windows and applications.



### Minimise

Click the orange button containing a '-' sign. Again this will work with almost all windows and apps.

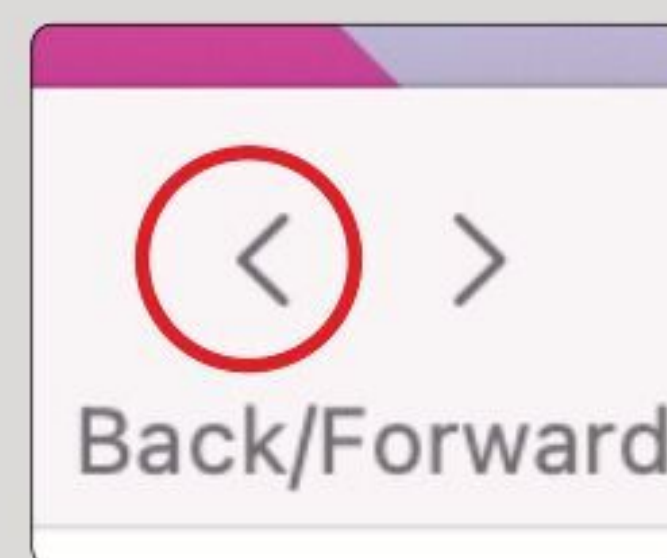


### Full Screen

Click the green button with two triangles. This will full-screen most windows.

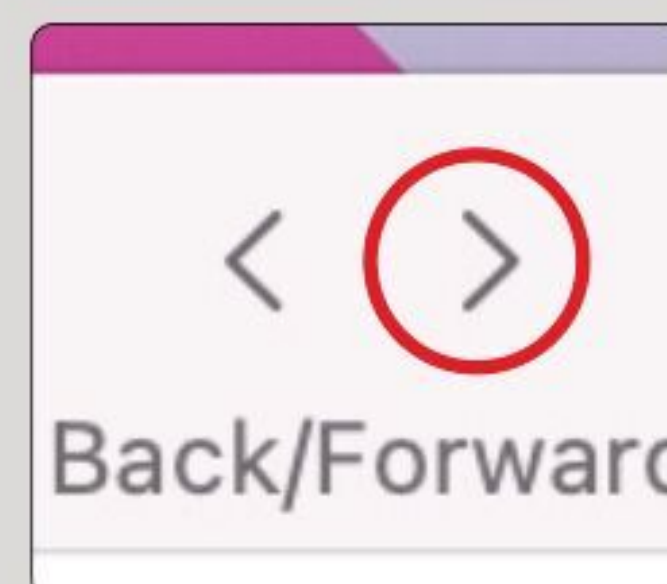
## Navigation Controls.

These simple controls allow you to retrace your steps backwards and forwards through Finder.



### Navigate to a Previous Page

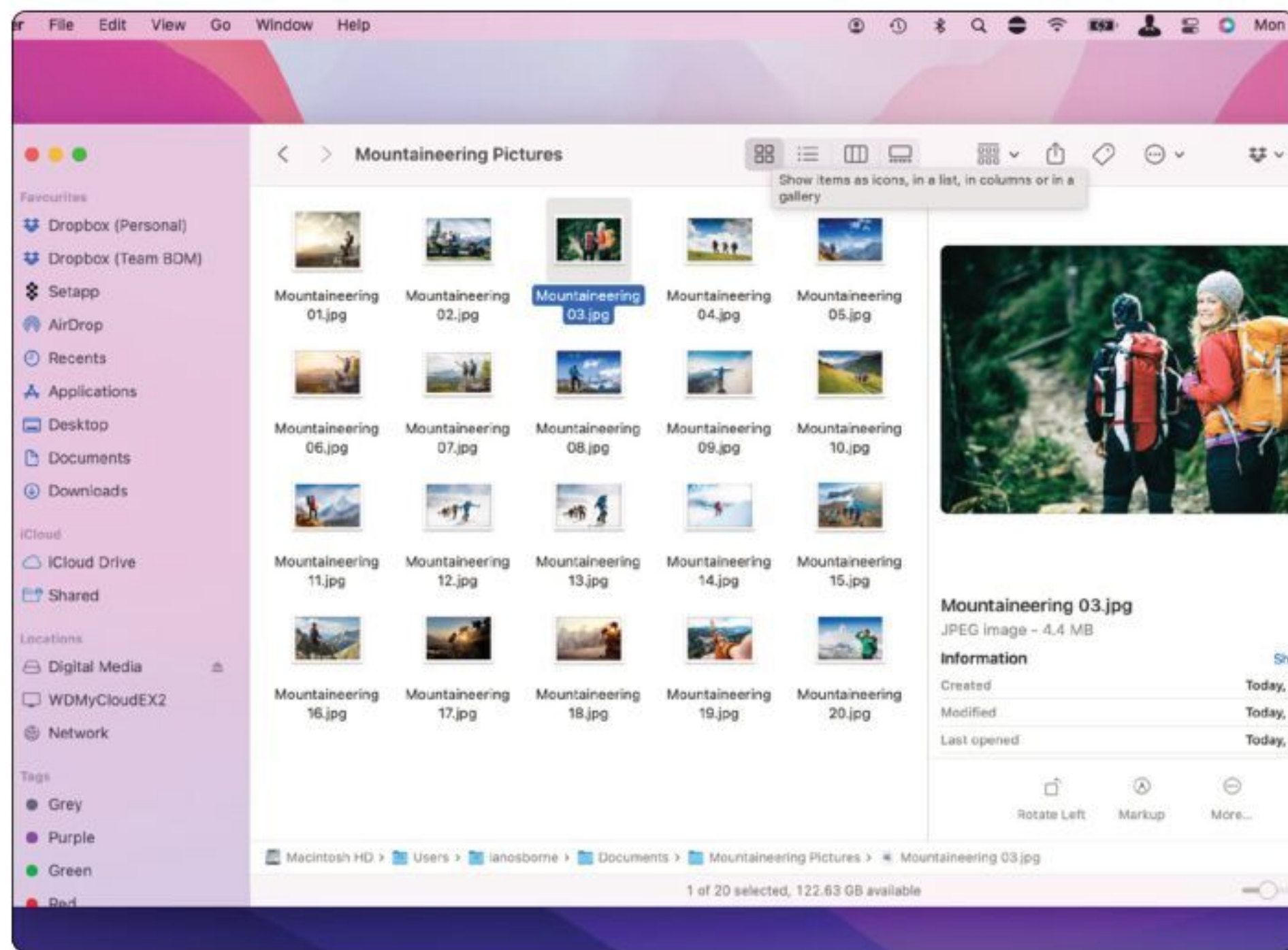
Click the left hand arrow. To continue stepping backwards, repeat step one as many times as necessary.



### Using the Forward Control

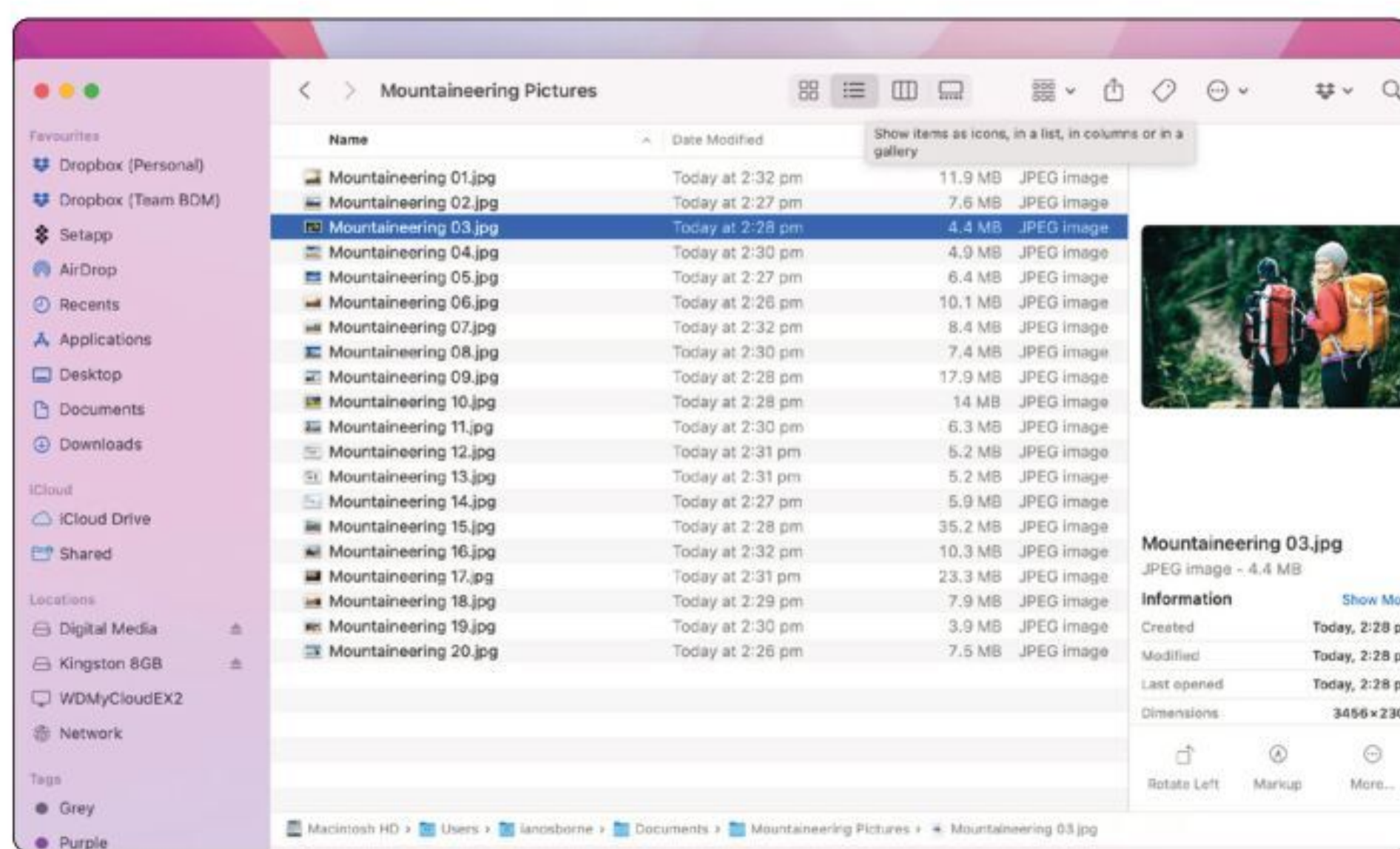
If you've moved to a previous page, this button offers step-by-step navigation to your original starting point. Simply click the right-hand arrow as many times as needed.

## View Options



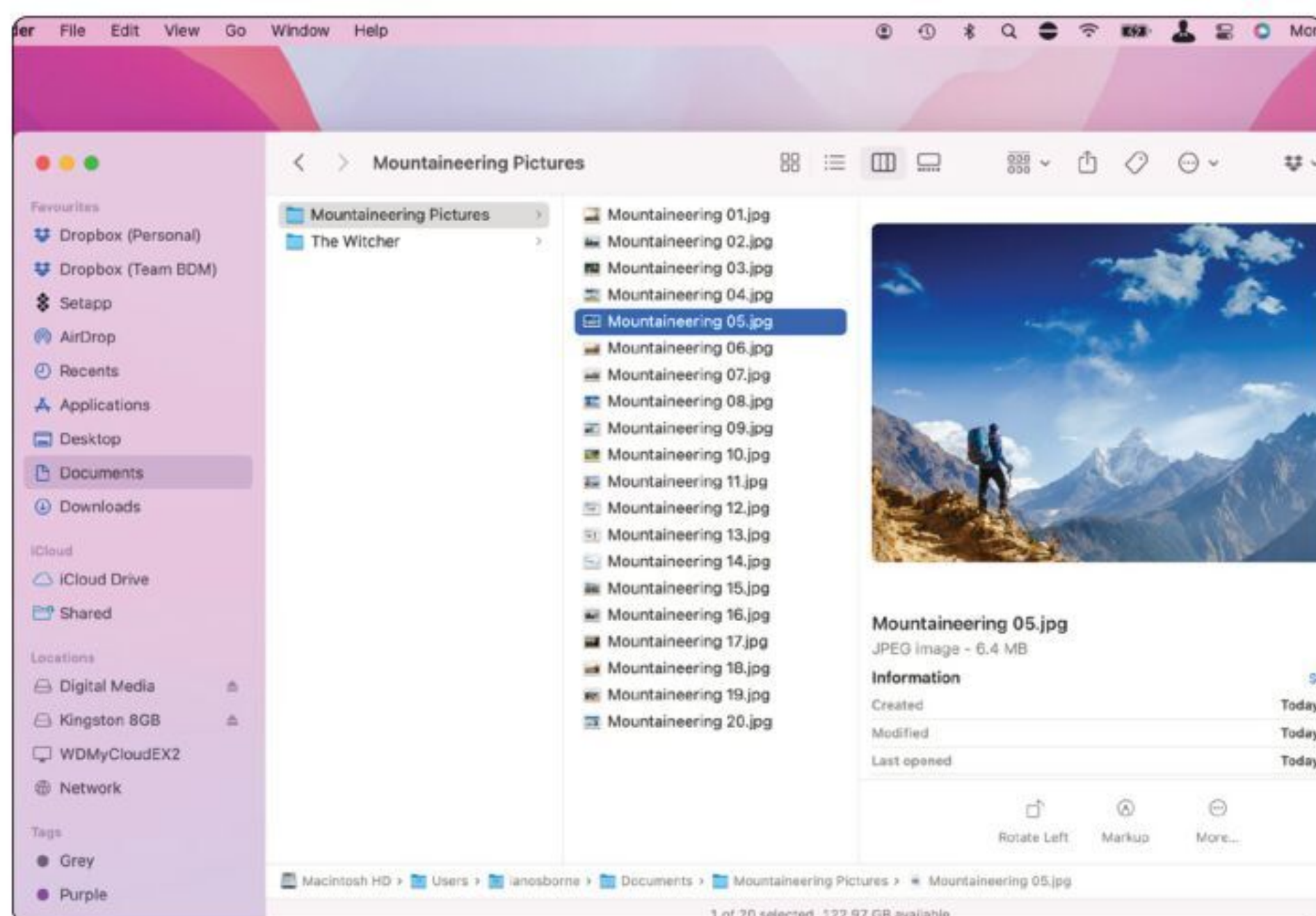
### View Window Contents as Icons

To display your files and folders as a collection of icons, first open a Finder window then click the first button on the toolbar, showing a group of four squares.



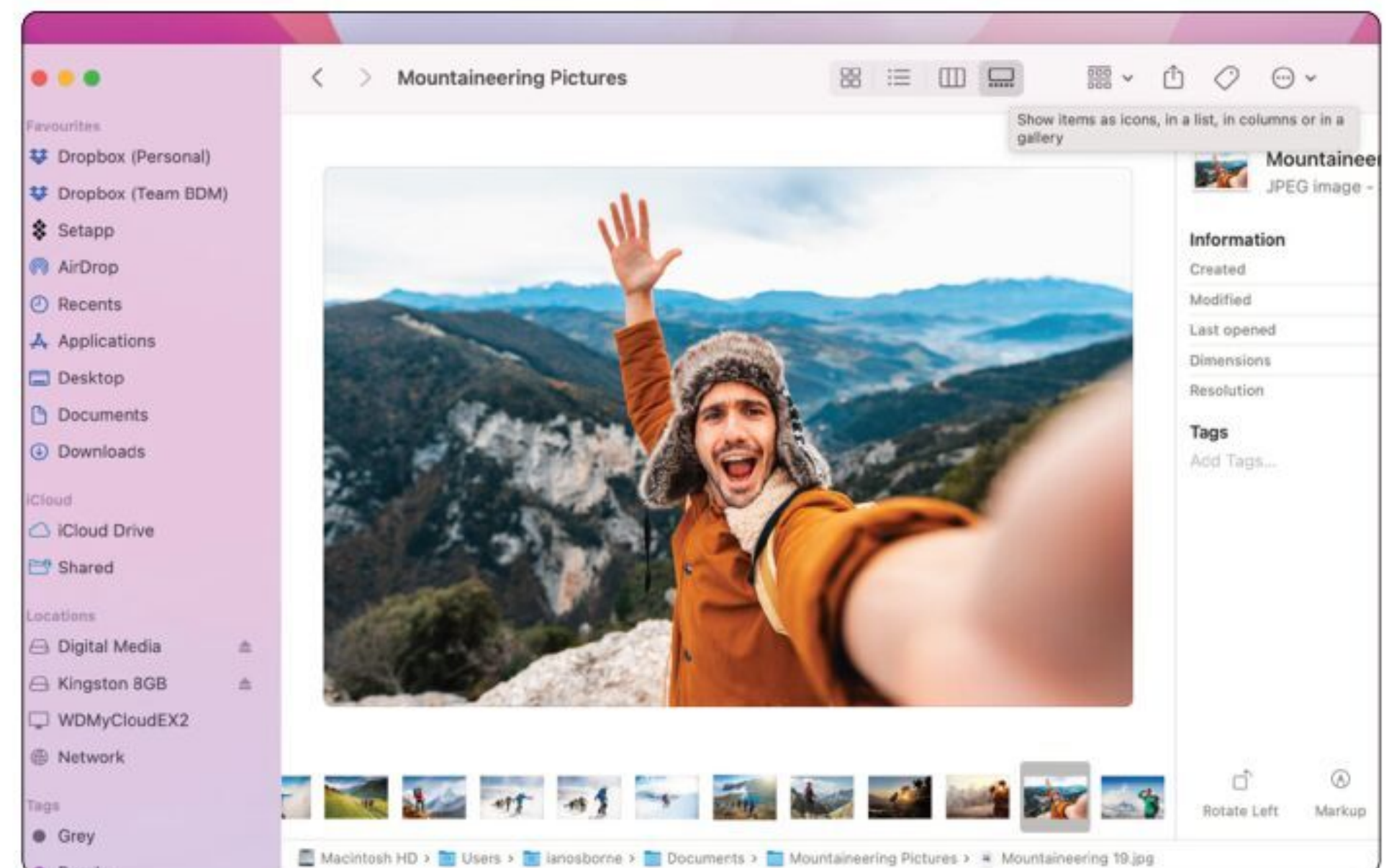
### View Window Contents as Lists

With an open Finder window, click the second button on the toolbar to use a simple but effective list display.



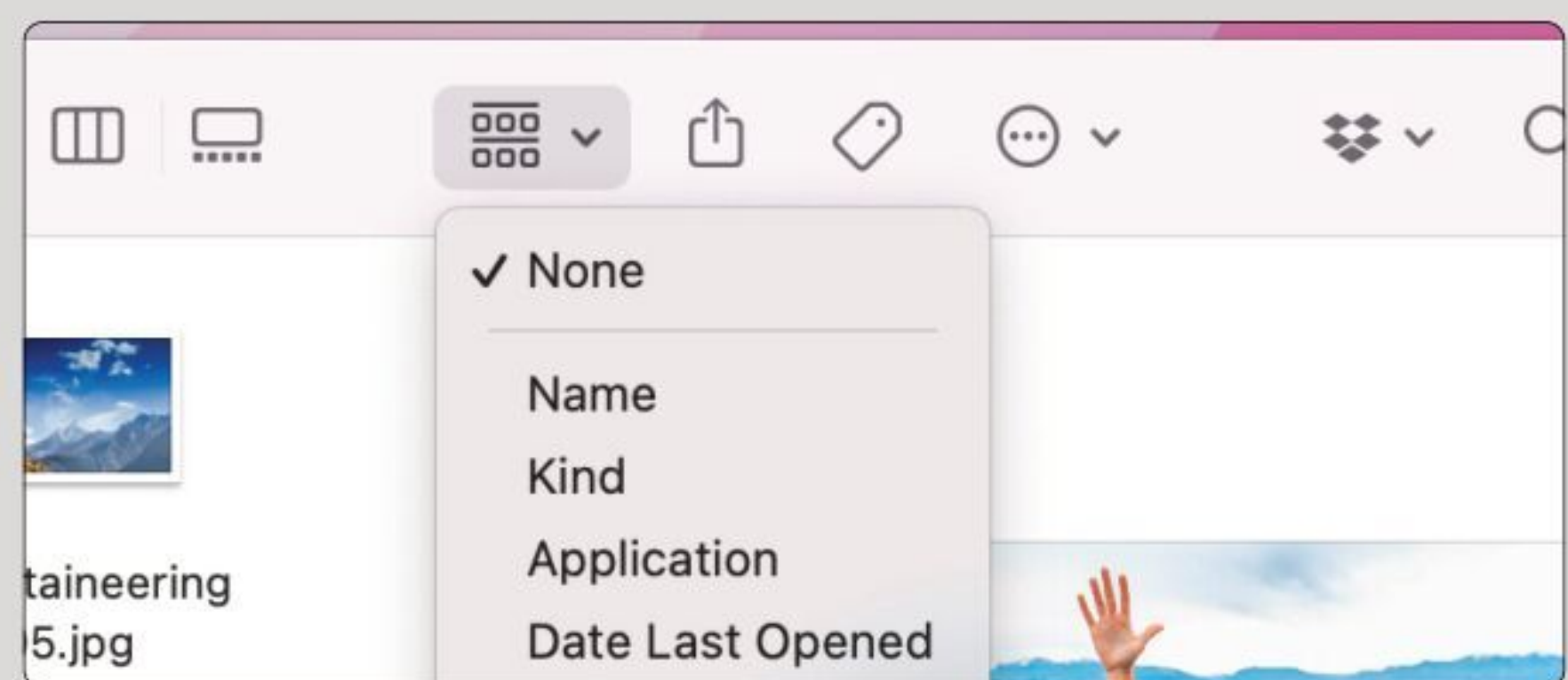
### View Window Contents as Columns

Click the third button on the toolbar to view your files as a series of columns. It's great for quick navigation and easy visual identification using a handy image preview column.



### View Window Contents as Gallery View

The Gallery View gives a large preview of the file or folder that's currently selected and a scrollable strip of everything else. Click on one of the files in the strip to see a larger version of its thumbnail.



### Change the Way Items are Arranged.

As well as changing the way the items are displayed, you can also change the way they are arranged.

**Name:** Alphabetical. Displays numbers first, then A-Z.

**Kind:** This groups each type of item together.

**Application:** Groups together items according to the application in which they were created or are opened.

**Date Last Opened:** Groups according to time and date they were opened.

**Date Added:** Displays items in order of when they were added to the folder.

**Date Modified:** Displays items in the order they were last modified or edited.

**Date Created:** Displays the items according to when they were created.

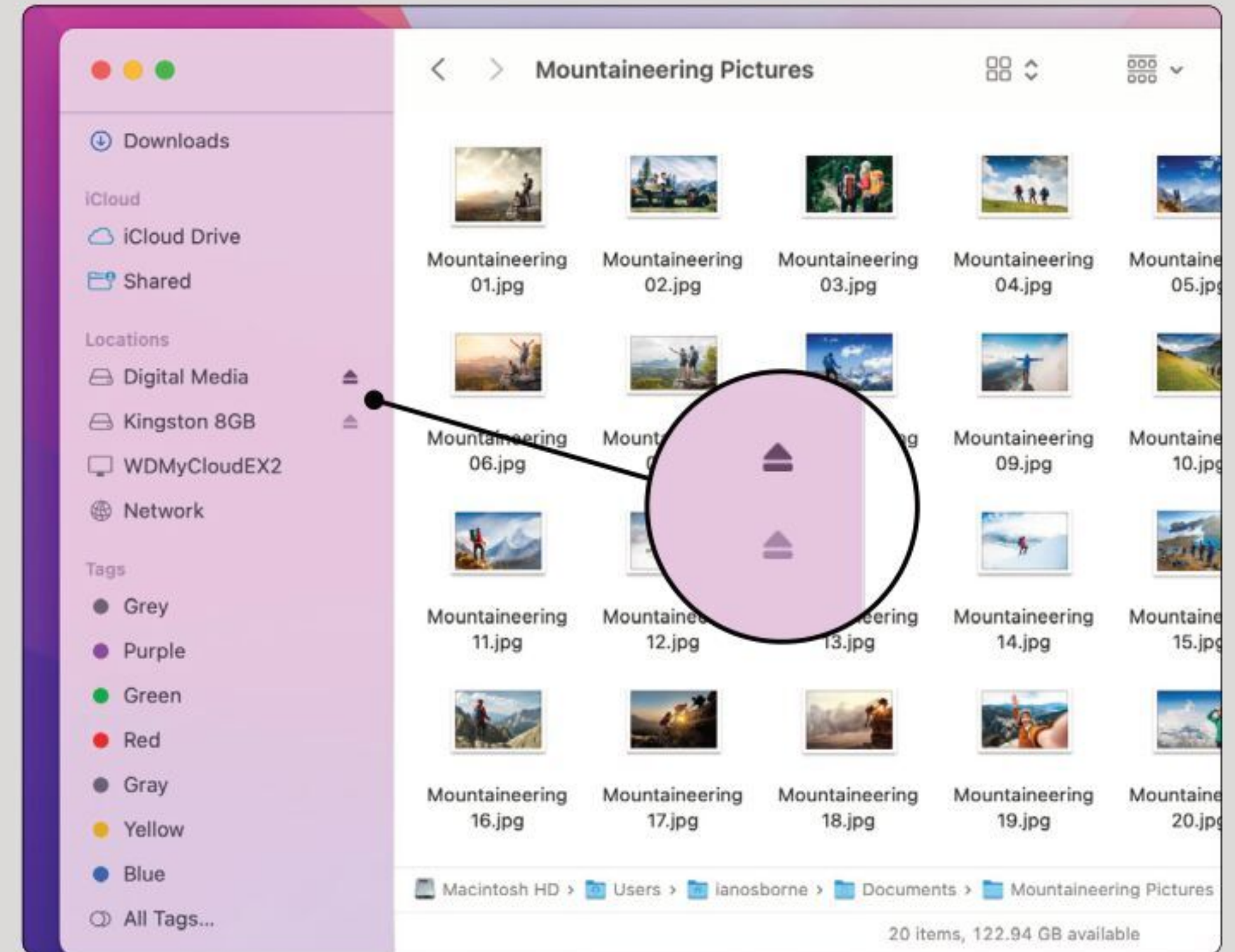
**Size:** Arrange the files according to their size.

**Tags:** Files are arranged according to tags you've added

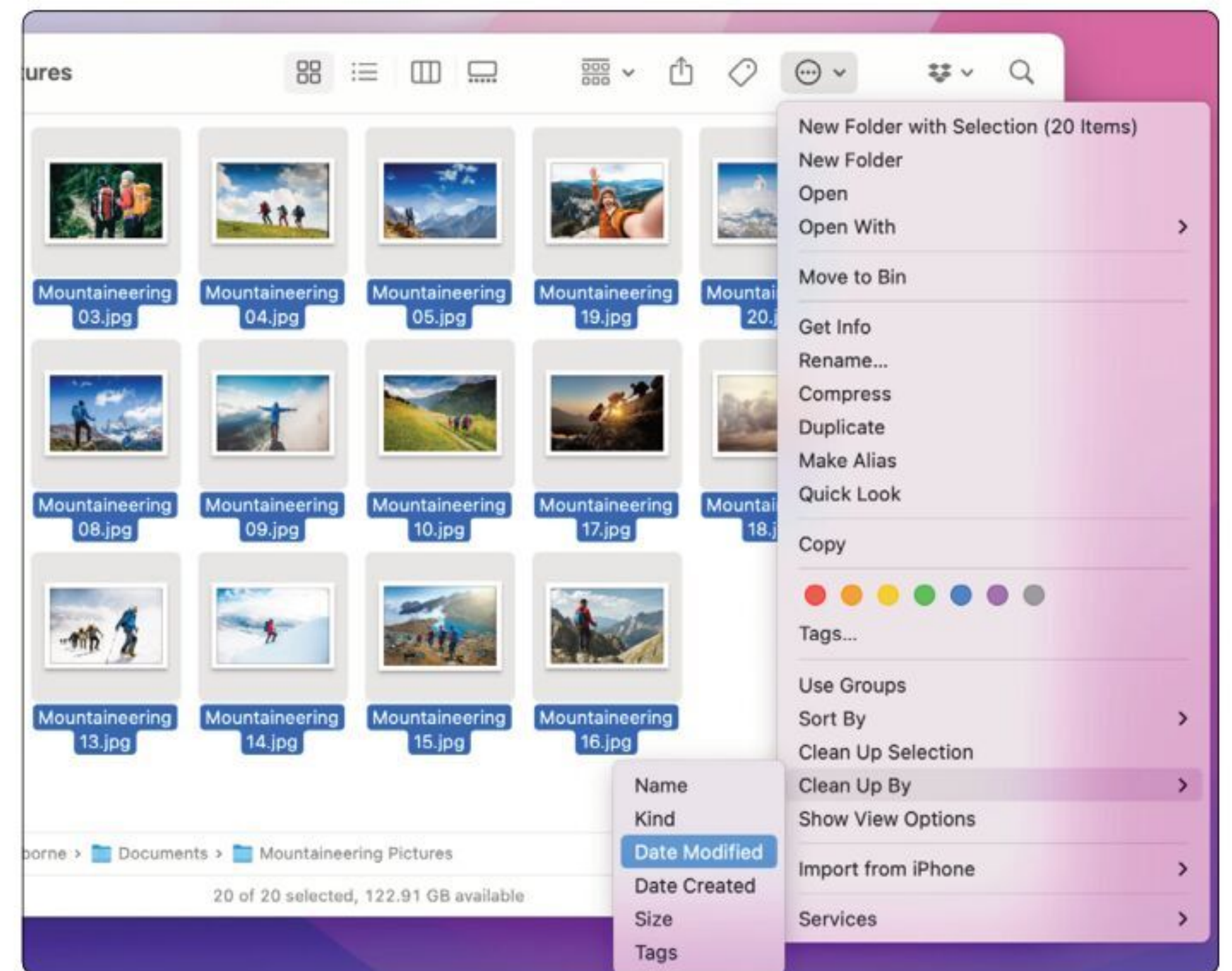
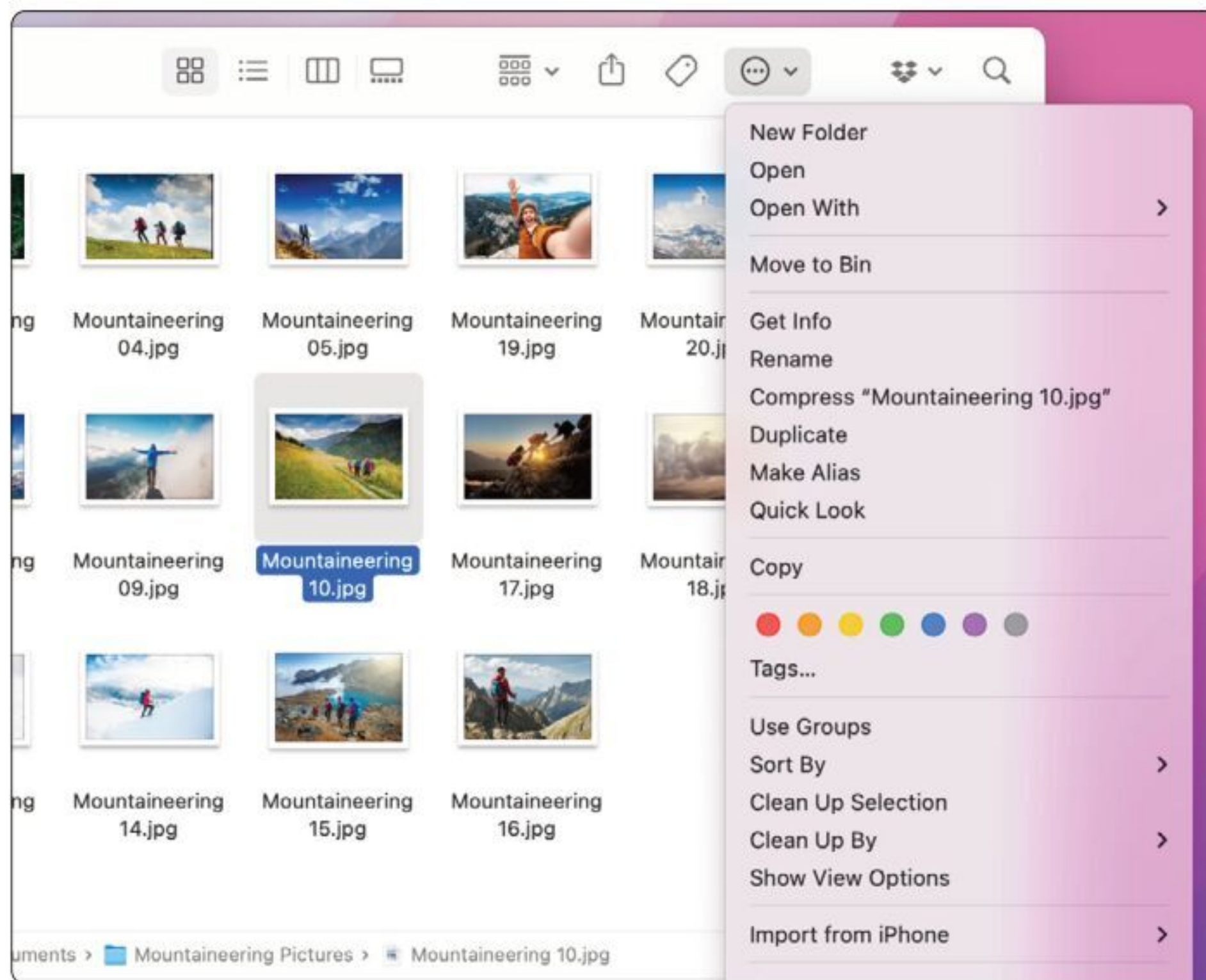


## More Sidebar Functions.

If your sidebar is getting cluttered, you can show or hide its listed items by hovering over the title (Favourites, Locations, iCloud, Tags) and clicking the small down-facing chevron or right-facing chevron – the right-facing chevron appears when the title is hidden, and the down-facing chevron when they're expanded. You can also eject external drives, CDs and disk images from the sidebar; by clicking the eject icon next to the device or image you wish to remove.



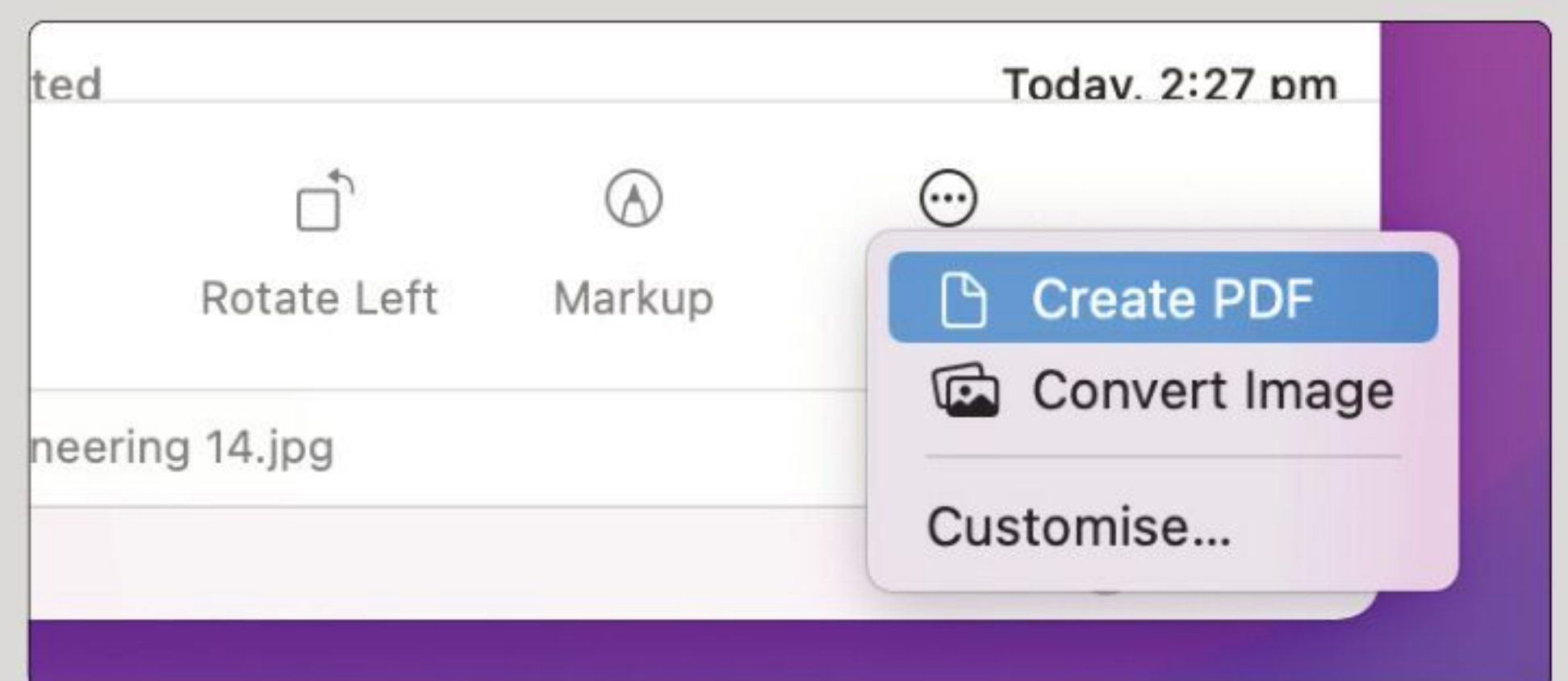
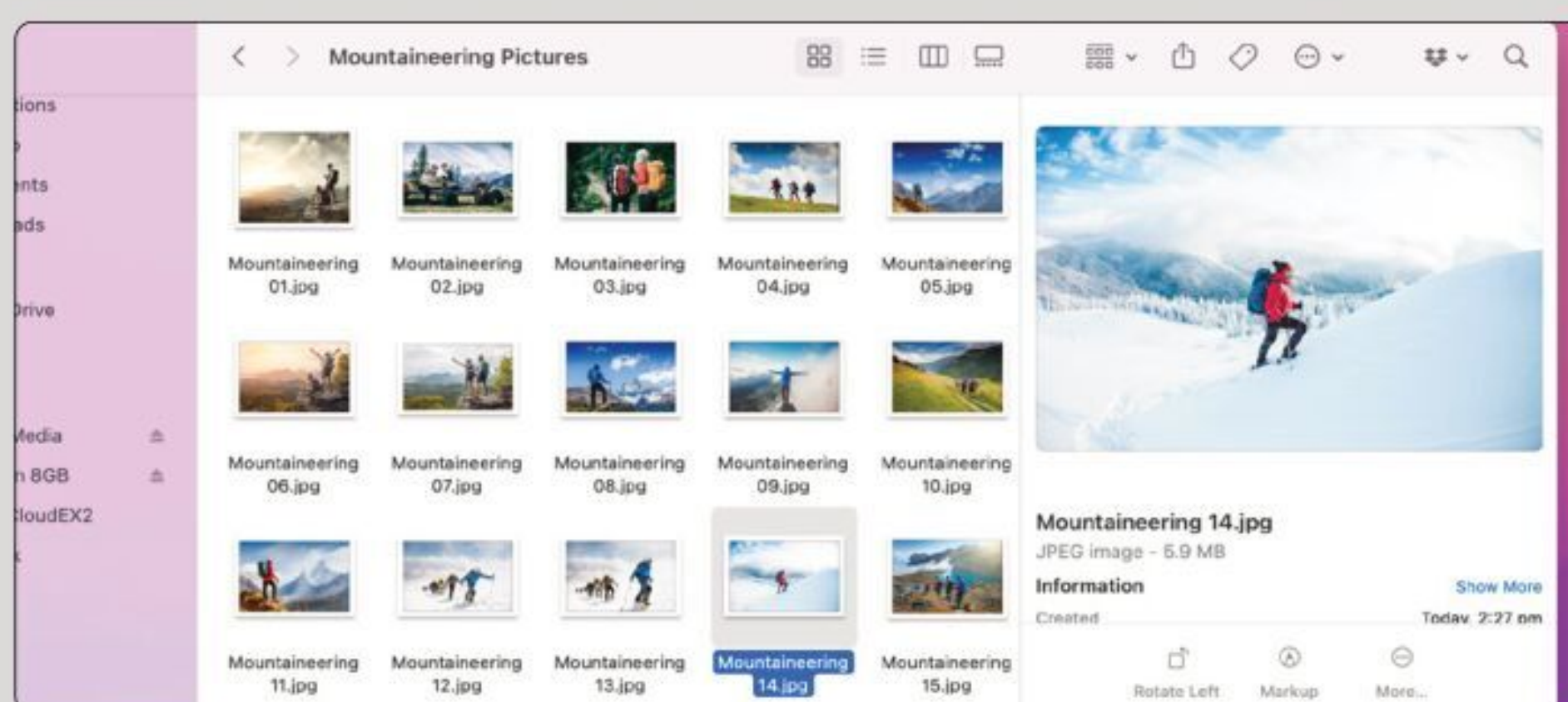
## Perform Tasks Within the Finder



**1** Click on the three dots within a circle icon (next to the Search Bar) for a drop-down menu. Here you can do a range of operations, from opening a highlighted file in a specific application to checking the file size via the Get Info option.

**2** You can also clean up the entire Finder Window, automatically tidying up and or reorganising the order of the files according to various criteria such as their name (alphabetically), date, size and more.

## The Finder's Preview Panel.

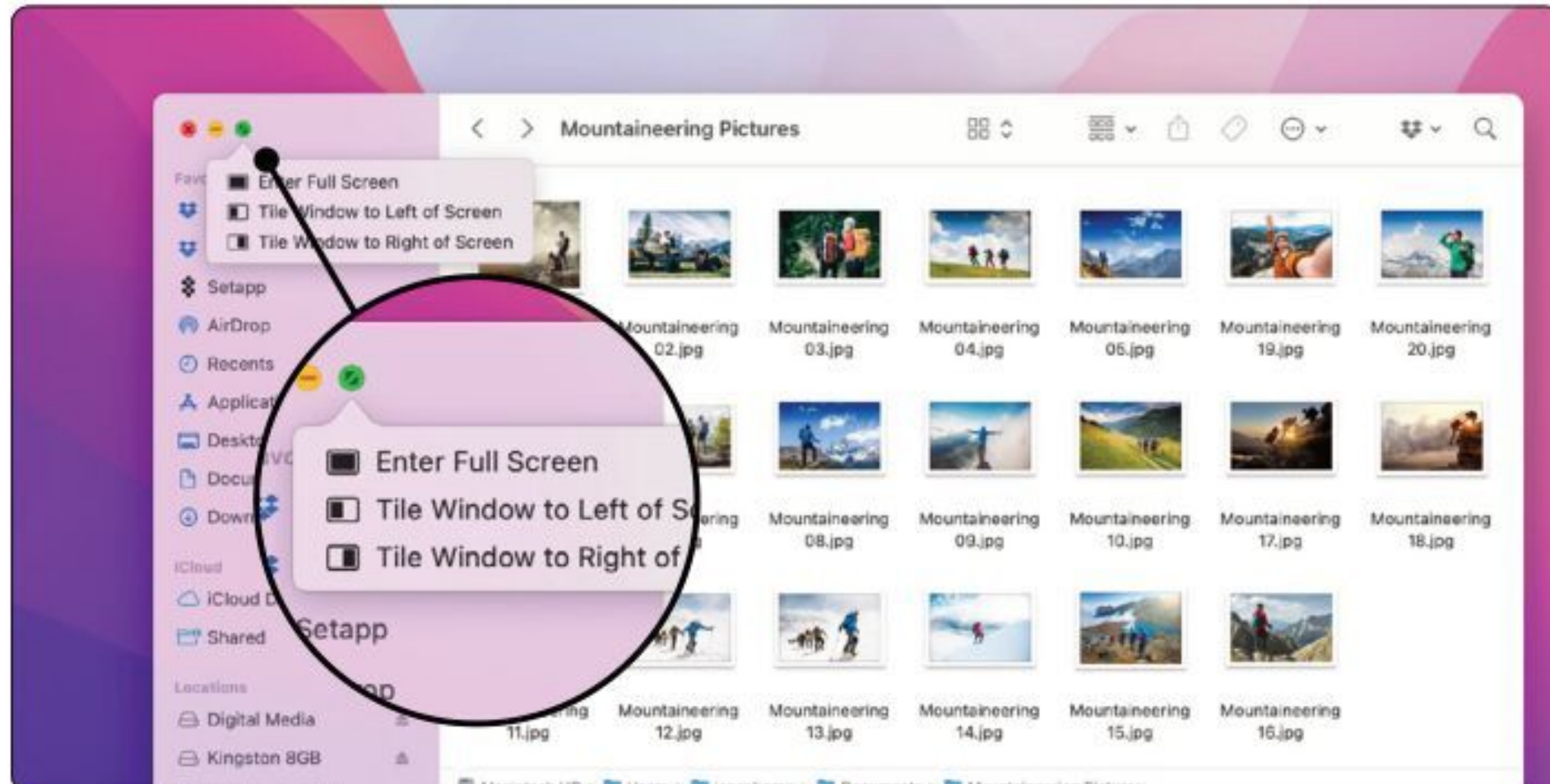


Finder windows have a right-hand sidebar that shows a preview of the currently selected file from the window. You can turn this sidebar on or off in the View menu (Hide/Show Preview) or press Shift-cmd-P on the keyboard.

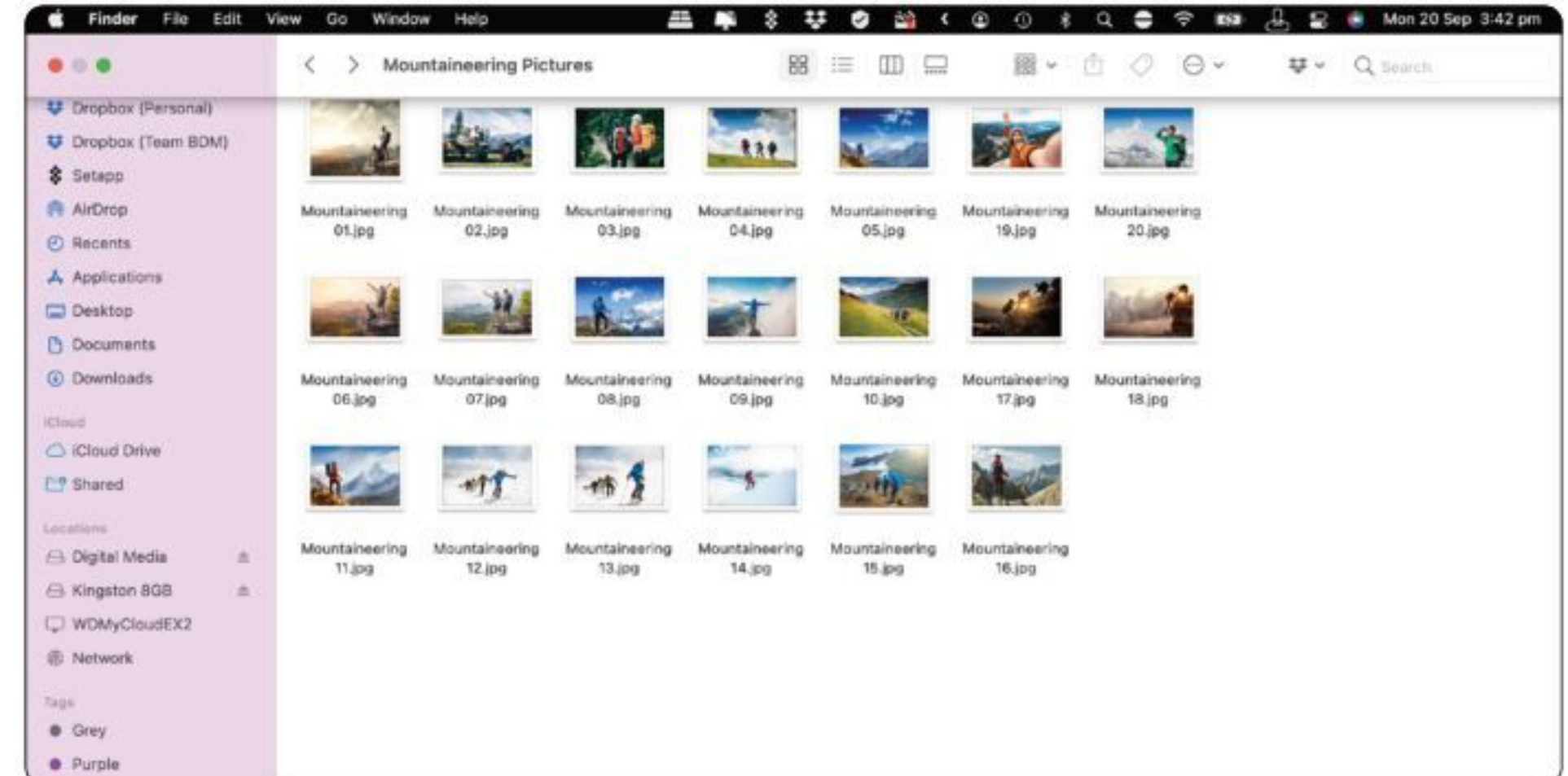
At the foot of the preview sidebar are a set of new options. These vary according to the type of file you're previewing in the main window. For example, an image can be rotated, annotated or converted into a PDF.

## Full-screen Mode

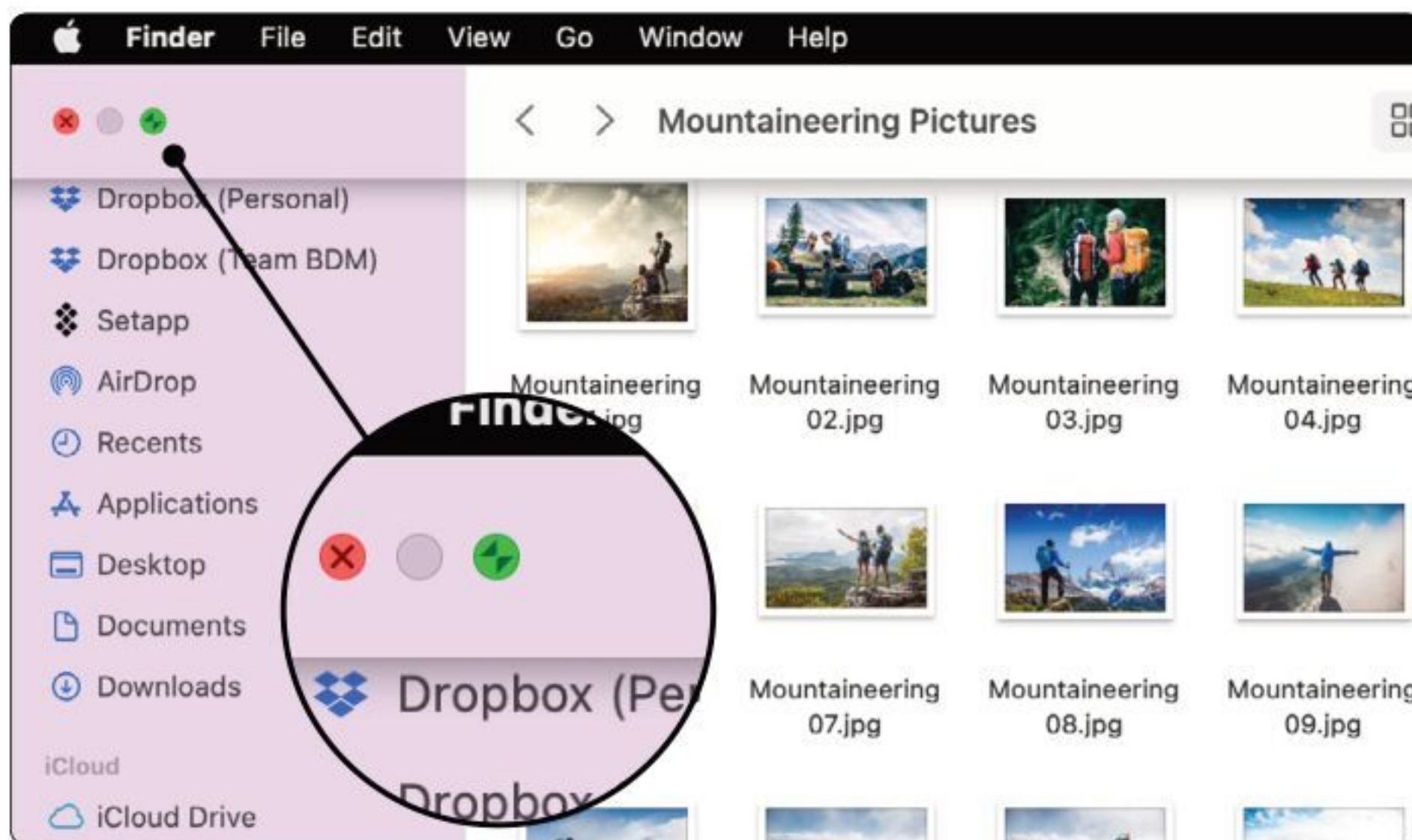
If you want to view the Finder window better or any other window for that matter, then you can always opt to view it in full-screen mode. Full-screen removes distractions and makes everything a little easier to read. Here's how it works.



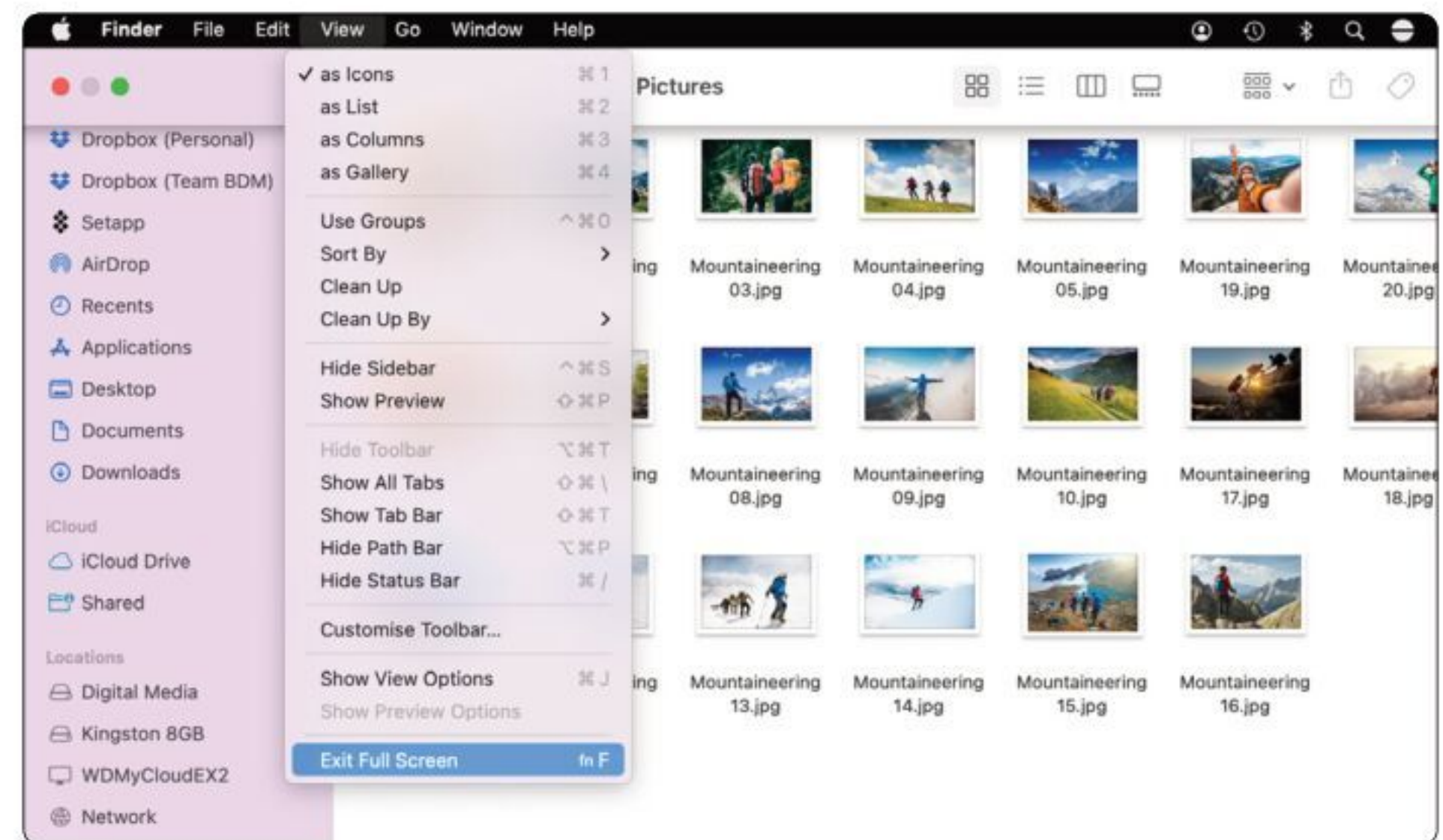
**1** You can view a Finder window and indeed an application window, in full-screen mode. Click on the green Enlarge button in the upper left corner of the window and it gives you the option to expand to fill the entire screen. Alternatively, use the View pull-down menu or press ctrl-cmd-F.



**2** In full-screen mode, the menus usually found at the top of the Mac desktop are still there but they're hidden away until you need them. To see them, move the mouse cursor to the top of the screen and the menu bar slides into view and disappears when the cursor is moved away.



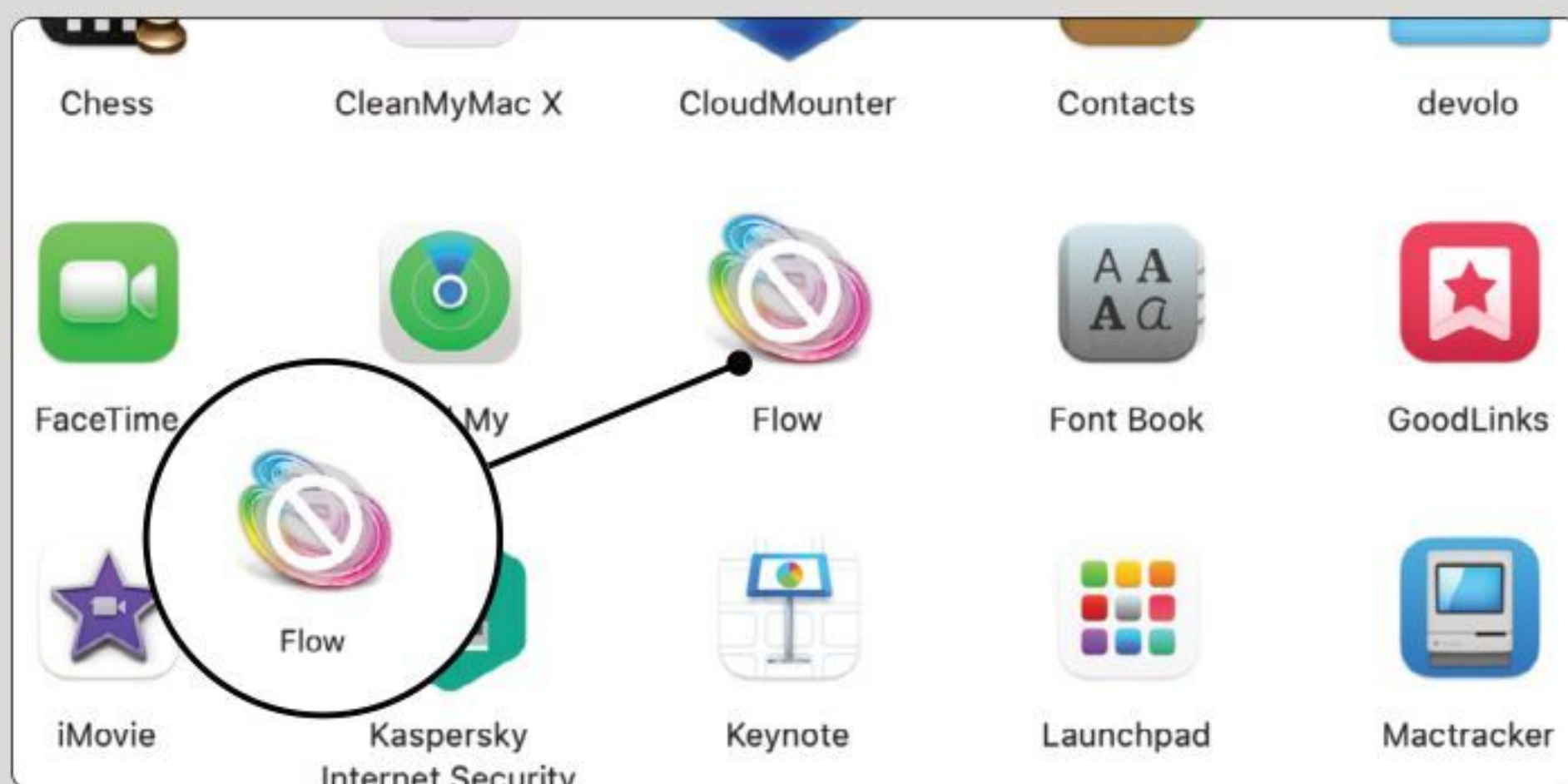
**3** To exit from full-screen mode back to the usual window view, bring up the Menu bar and then simply click on the green button again. The window shrinks to its previous size and no longer takes up the entire desktop.



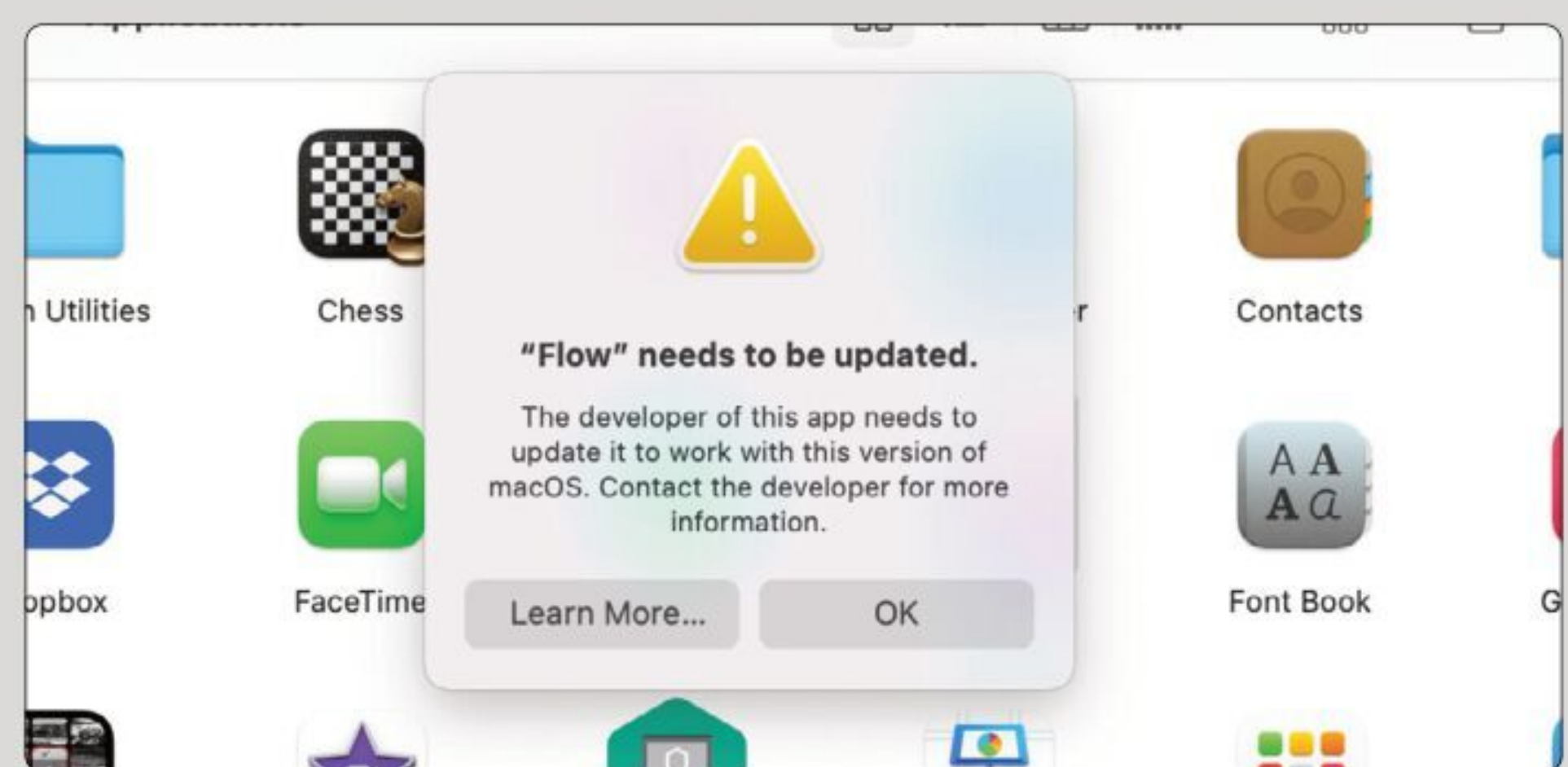
**4** You can also take a window out of full screen mode using the View pull-down menu at the top of the screen or by pressing ctrl-cmd-F. You can still close a full-screen window with the red button (top left).

## 32-Bit Apps No Longer Run.

Apple has phased out support for applications built for 32-bit architecture. These will no longer run in macOS.

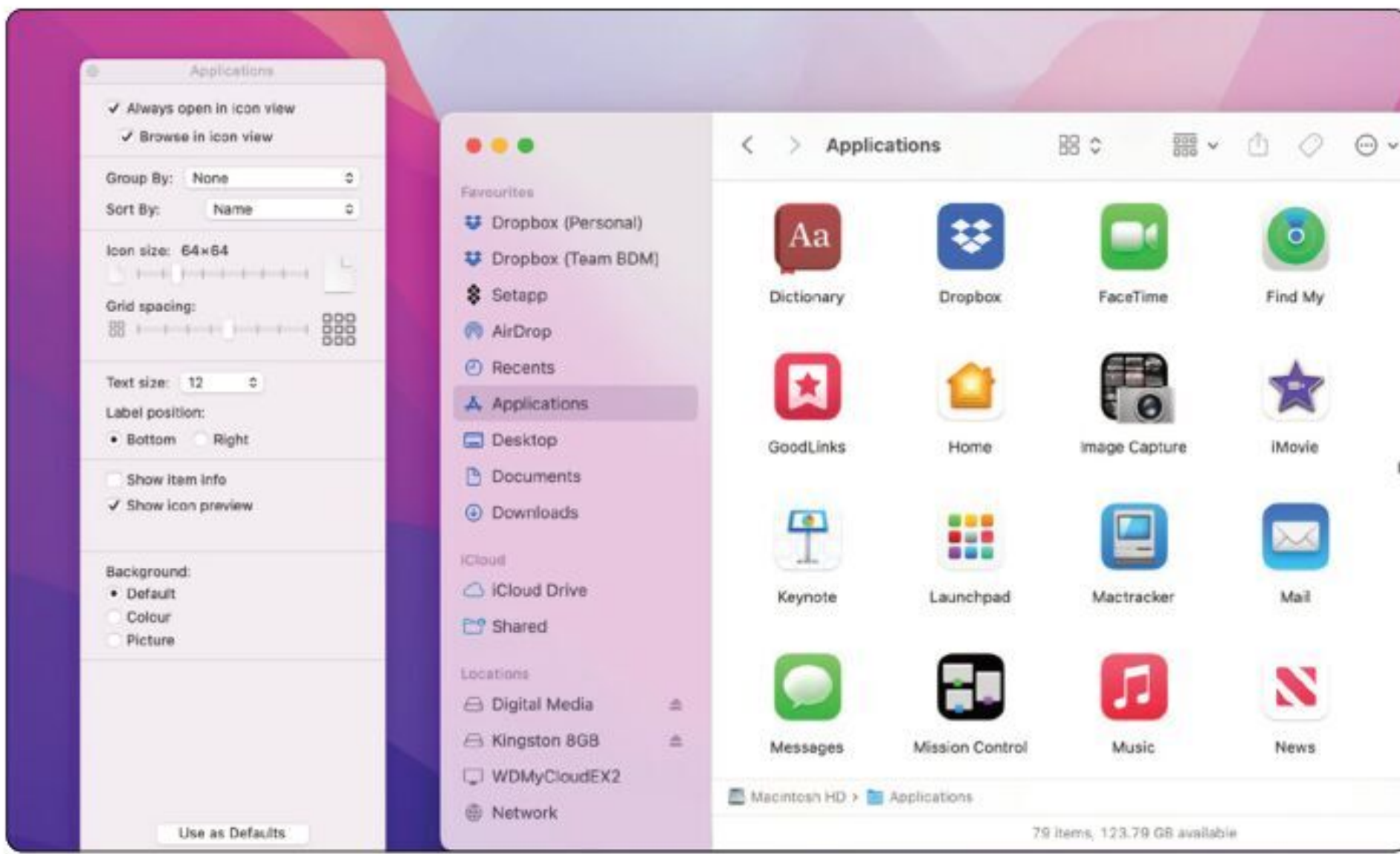


In macOS Monterey, you can no longer open applications made for older 32-bit processors (modern processors are 64-bit). If you have such an app on your Mac, it appears in the Applications window, or Launchpad, with a crossed-out icon atop it.

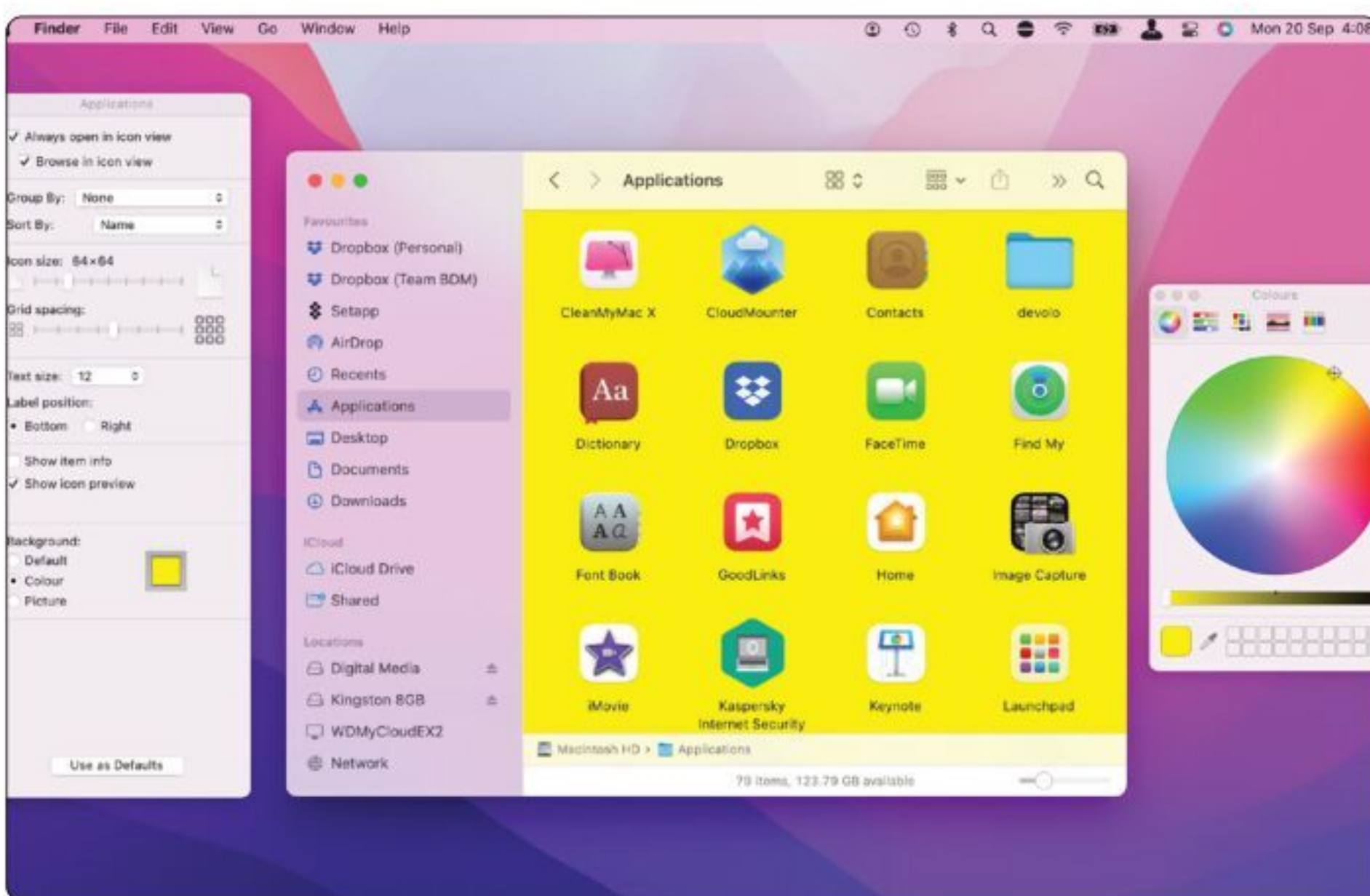


Try to open a 32-bit app and you get a message saying it's not compatible with this version of macOS. Check with its developer whether the app has since been updated to 64-bit, but if it hasn't by now, it might well have been abandoned.

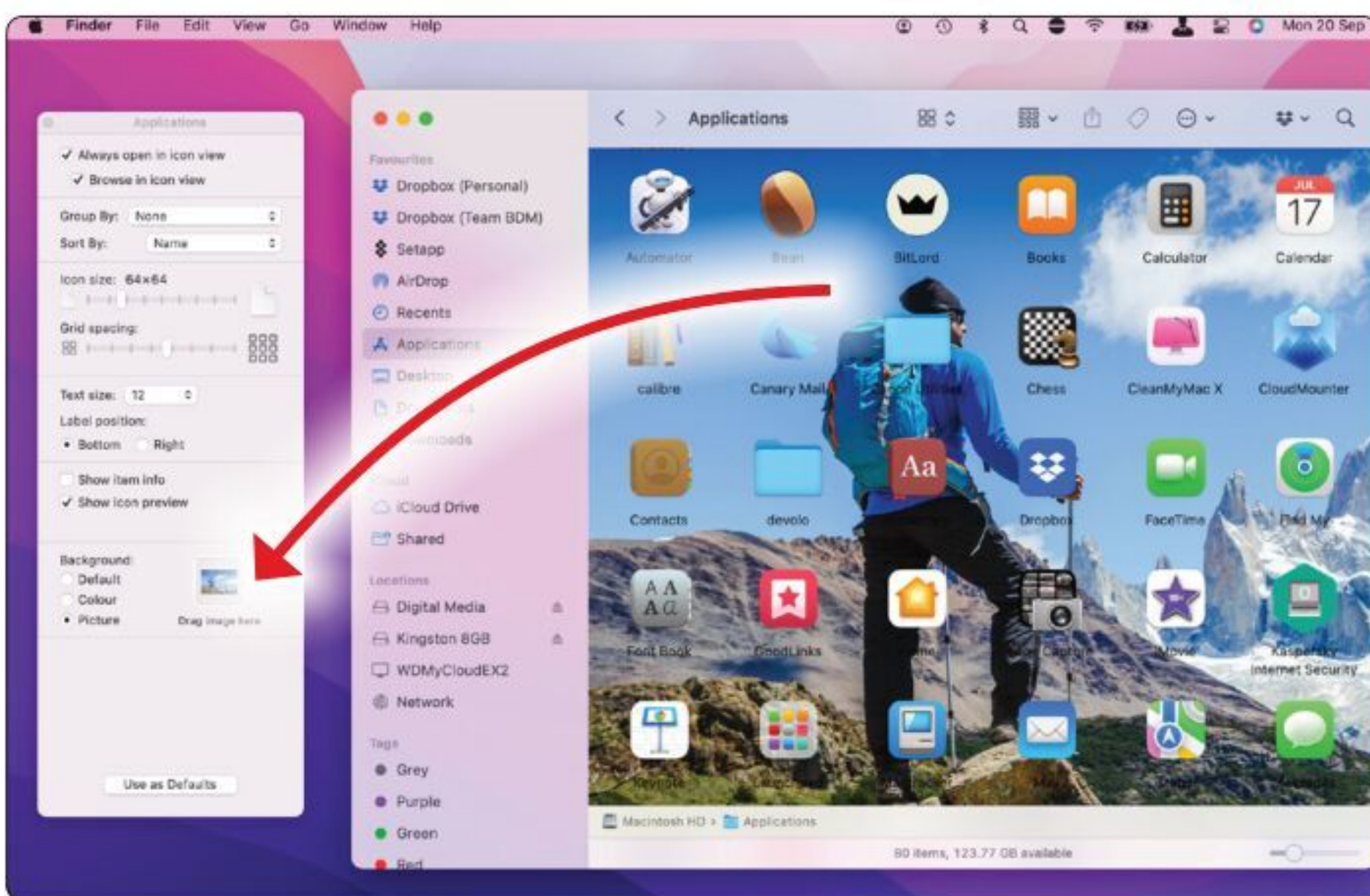
# Changing the Finder Window's Background Colour or Image



**1** When you're using the Finder's Icon View, you can replace the white background with a coloured one or even a picture. To begin, with the Finder window in question open, select Show View Options from the View menu or press cmd-J.



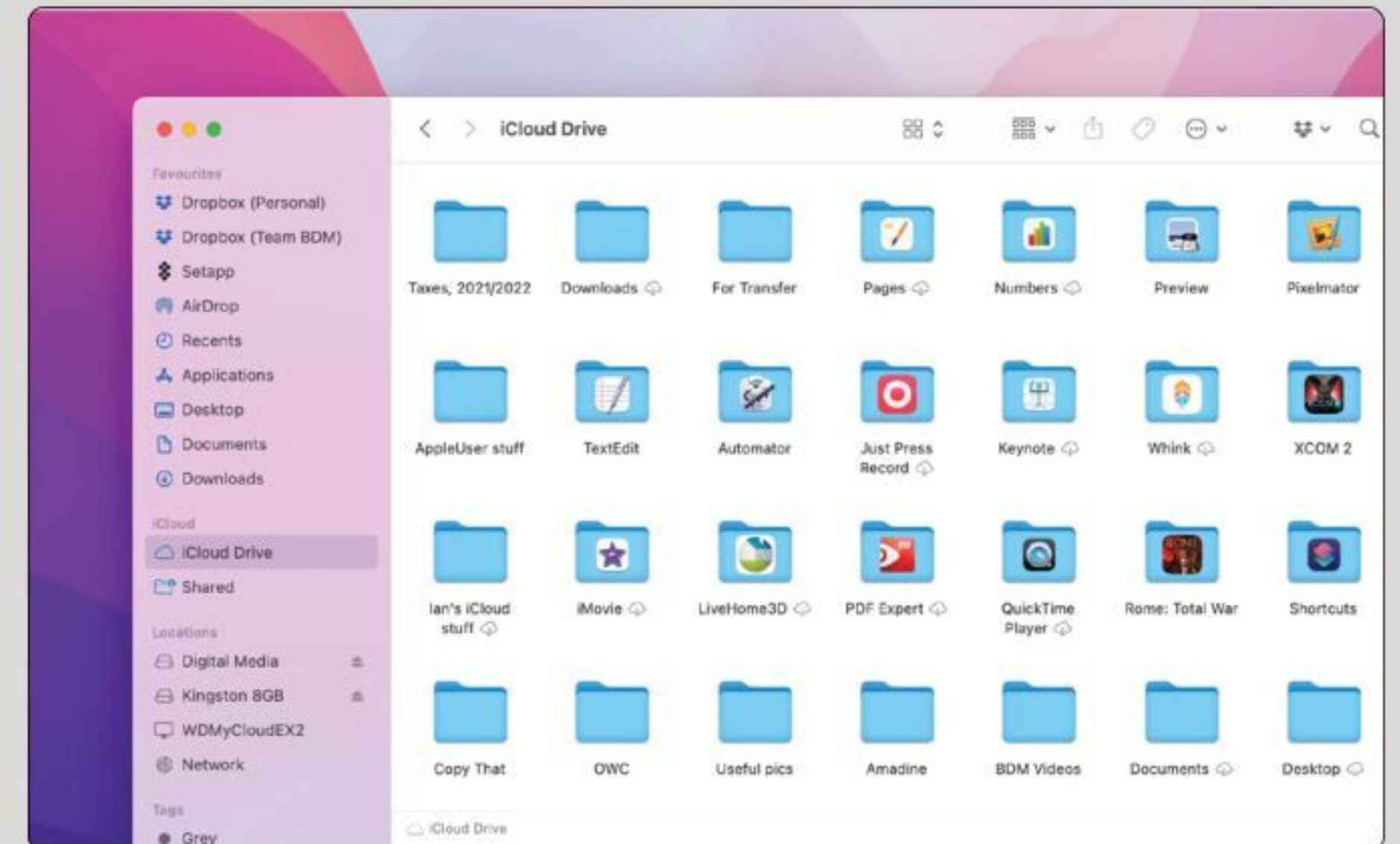
**2** The window's Info window opens. Towards the bottom, you can see options listed under the header 'Background'. Select 'Colour' and click on the white square. You can now use the various options to change the background colour.



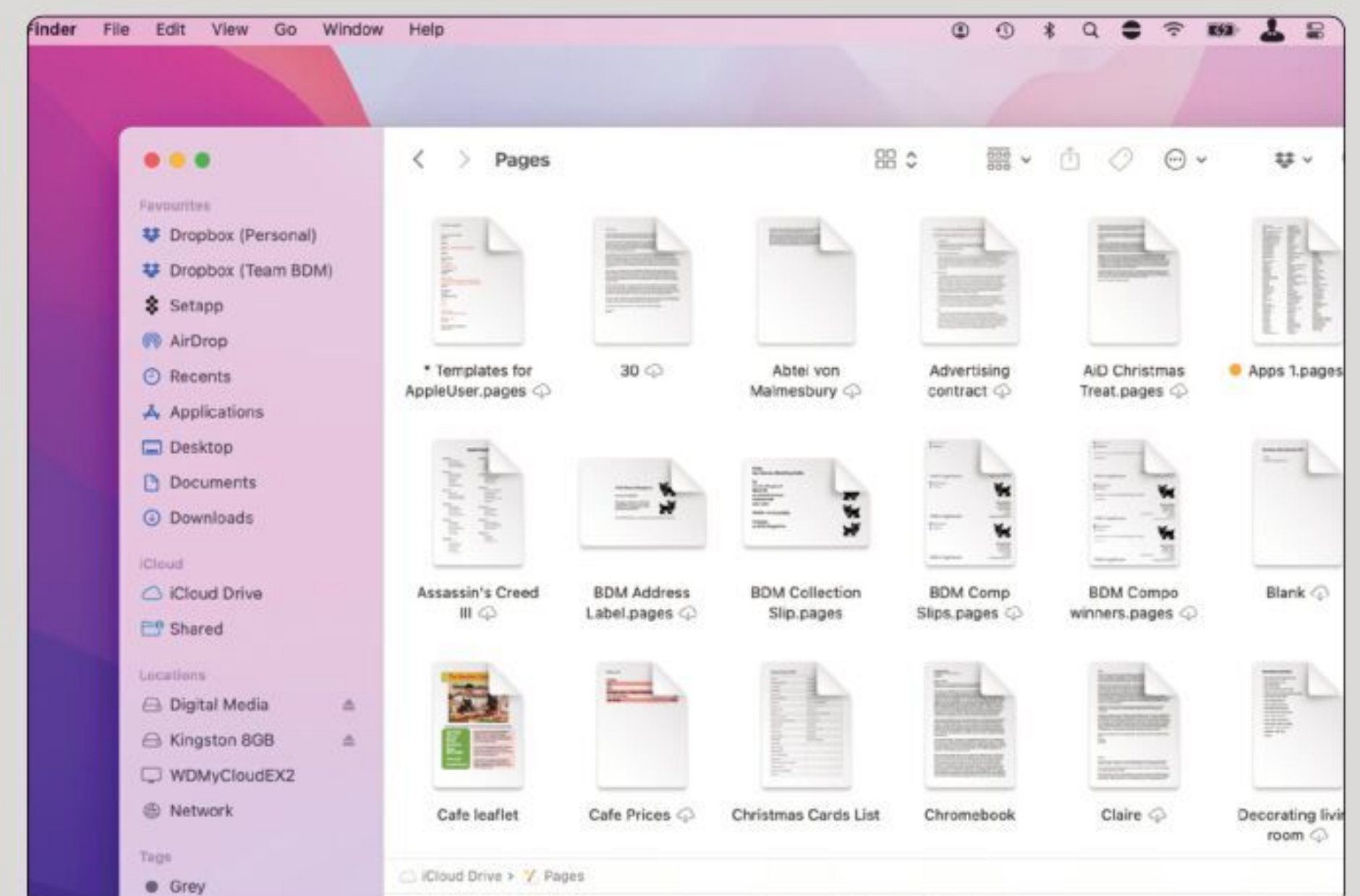
**3** Select 'Picture' and then drag an image into the box to the right of the background options to get a pictorial background. Alternatively, click on the box and then navigate to the picture you want to use through the Finder.

# Accessing iCloud Drive.

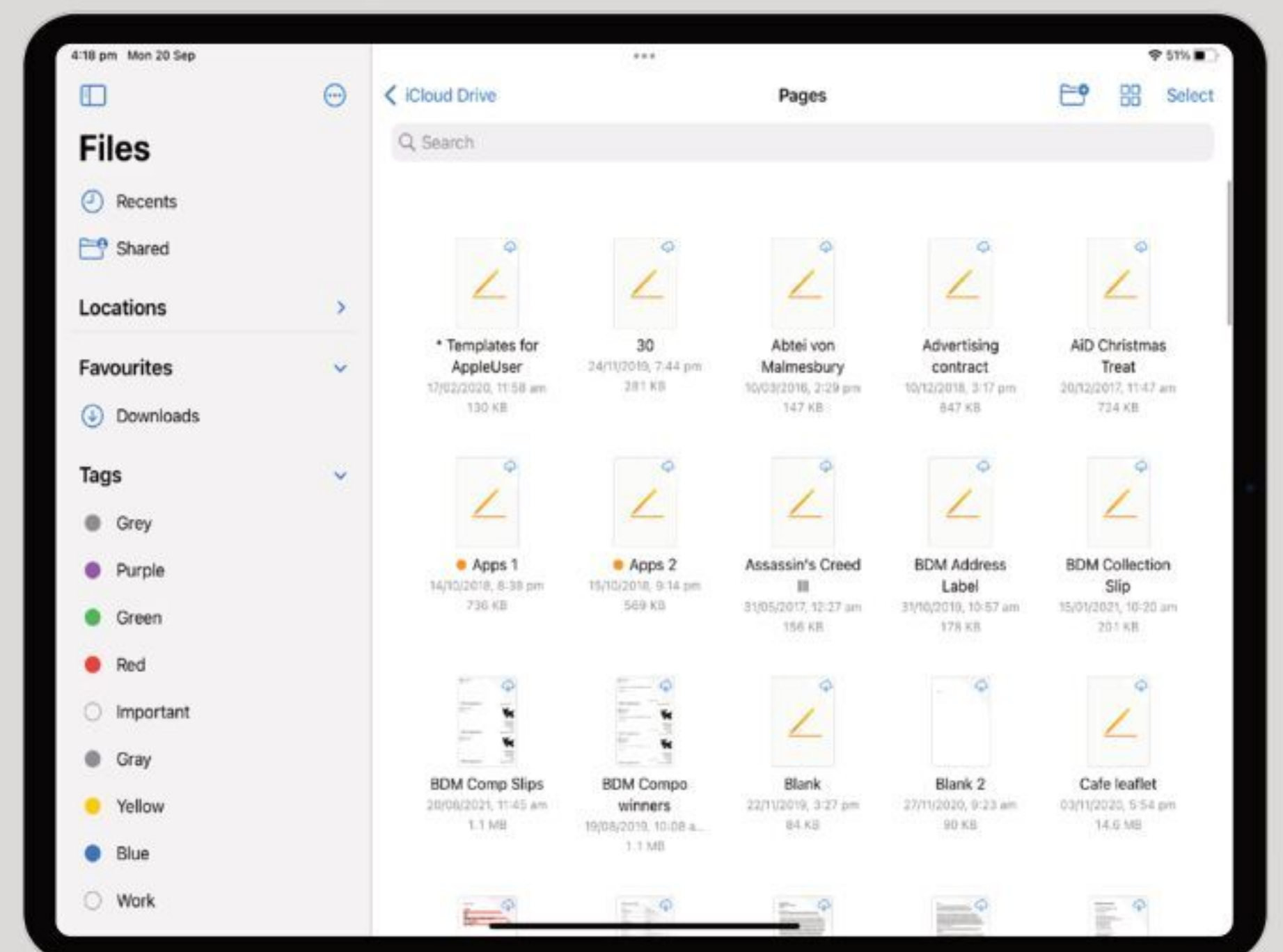
iCloud Drive can store and share files across Mac or iOS devices logged into the same iCloud account.



Click on iCloud Drive in the Finder window's sidebar. You see the iCloud Drive folder is organised according to apps. You can create your own folders here too.



Files and folders found here are synced using iCloud Drive, so they're available online at [www.icloud.com](http://www.icloud.com) and also on other devices linked to the same iCloud account.



Here we've opened the Pages iOS app on an iPad. As you can see, the documents in the Mac's Pages iCloud Drive folder are also available to open and edit here.



# Monterey's Dock For Most-used Apps

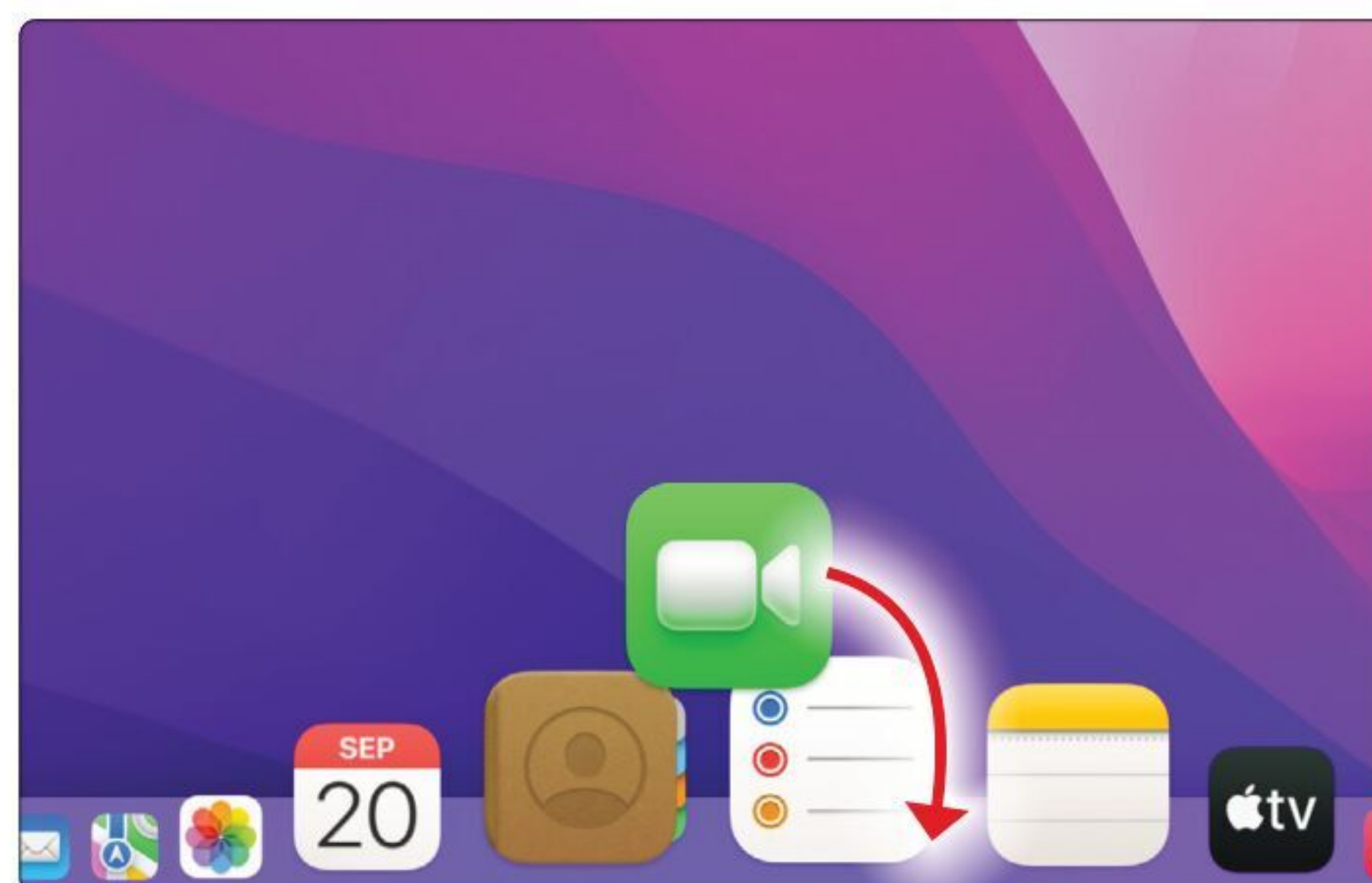
The macOS Dock is a feature that greatly speeds your workflow. It's perfect for gaining quick access to the most relevant and frequently used applications, documents and folders. It's customisable too, which means you'll come to personalise your Dock to best fit your own unique needs. Here's how it works.

## Accessing Your Applications from the Dock



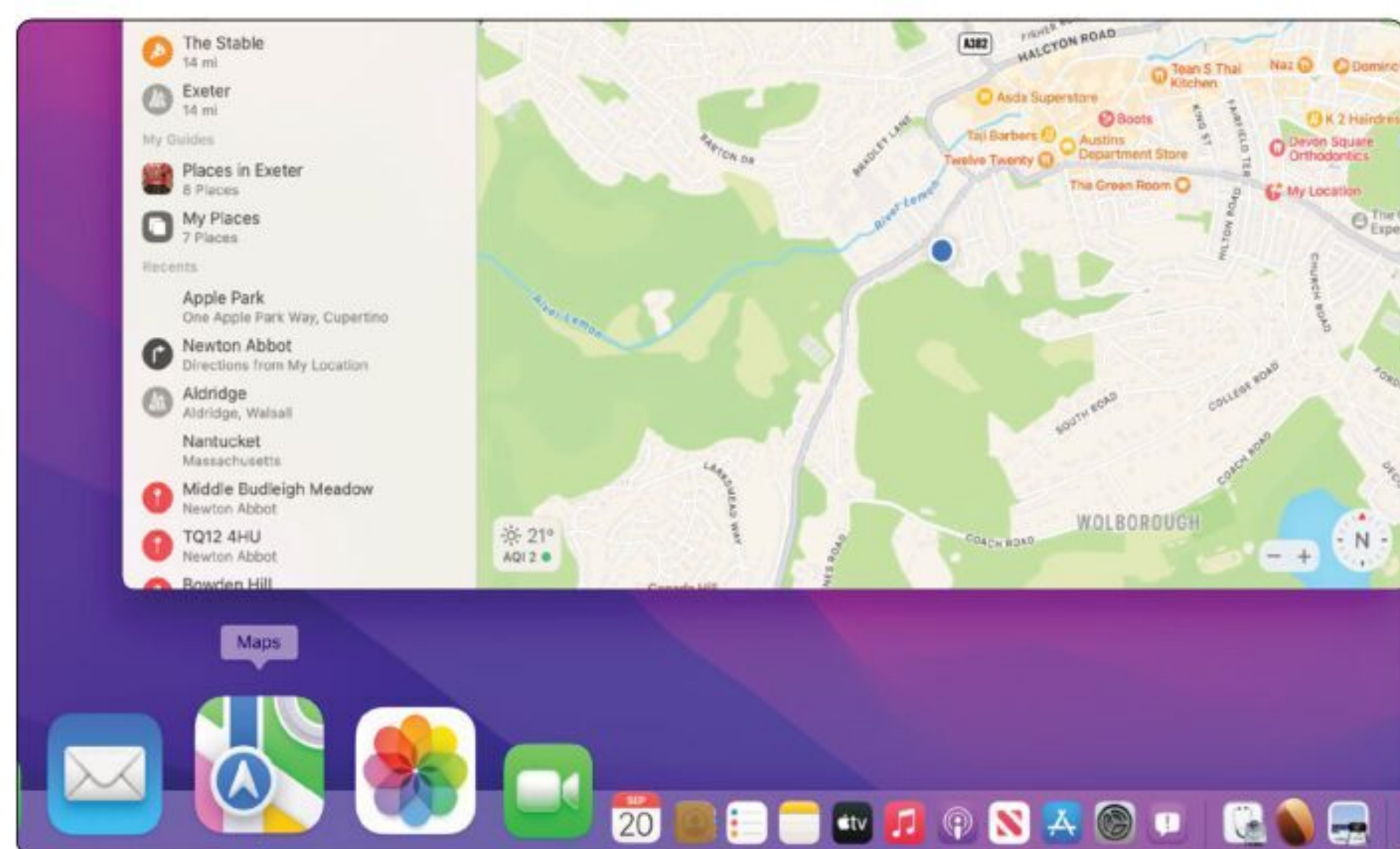
### Add or Remove an Application

To add an app, first click the icon filled with multicoloured boxes on the left-hand side of the Dock to bring up Launchpad. Then, click and drag the item you want onto the Dock. To remove it, just drag it out.



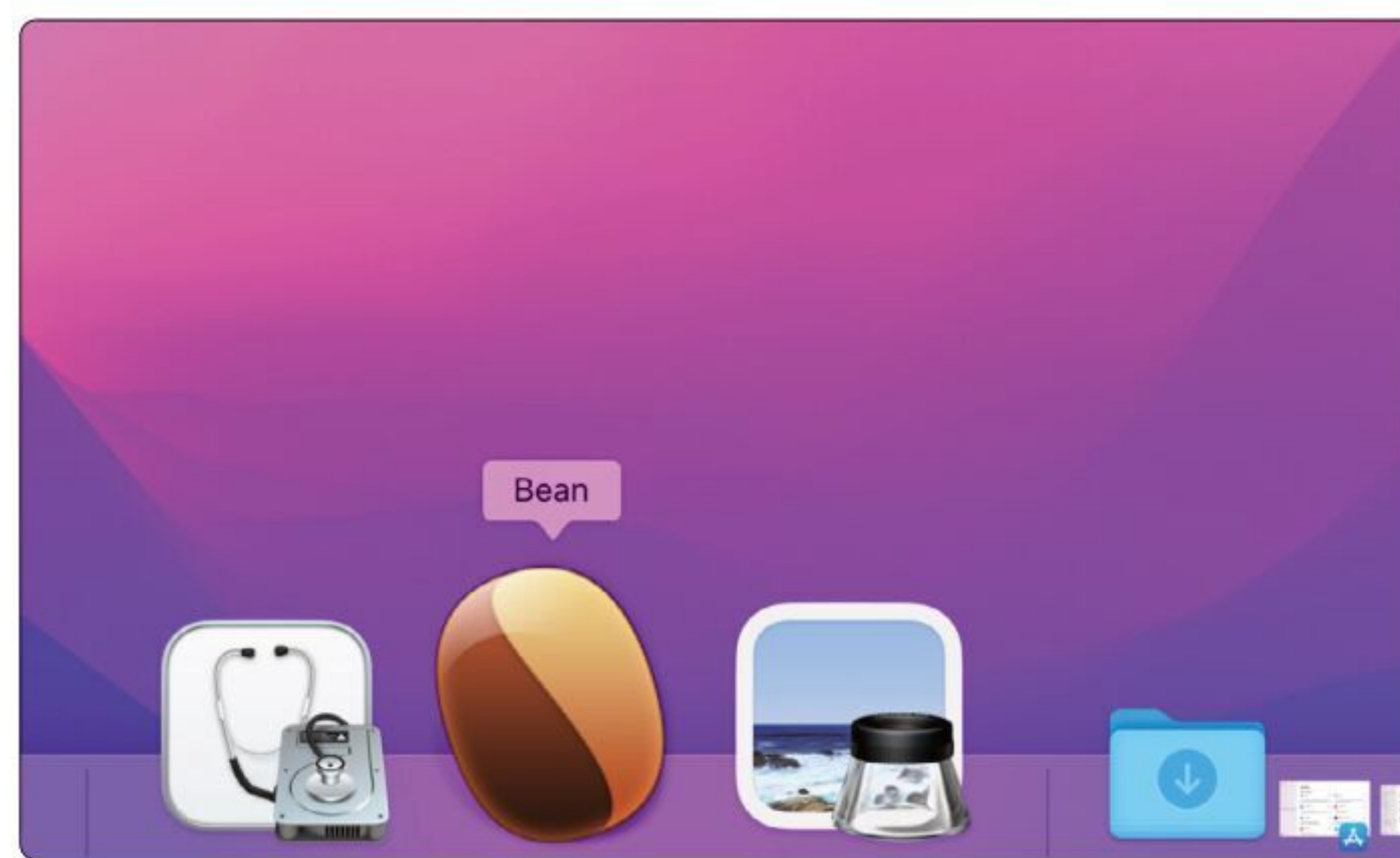
### Move an Application

To move an item to a new location in the Dock, click and drag to the required position. As you move the item the adjacent applications will move aside to allow you to drop the icon into its intended place.



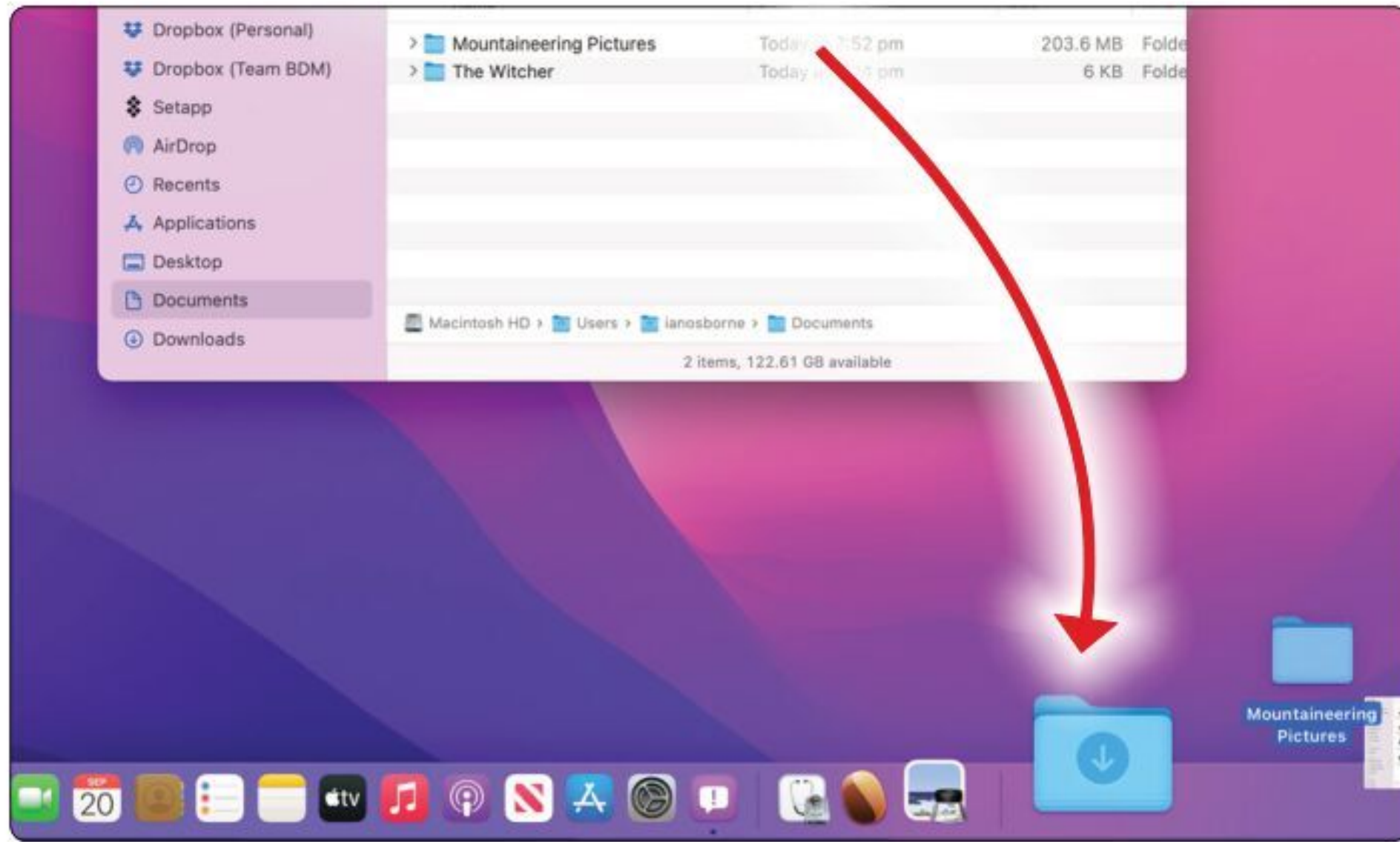
### Open an Application

To open an application that's in your Dock, simply move the mouse pointer onto the Dock and click on its icon. Notice that the app icon slightly bounces as the application opens before the main app opens.



### Recently Used Applications

Applications you've recently used are shown in their own section in the right-hand side of the Dock, from where they can be used like any other Dock app. A divider separates permanent and recent apps.



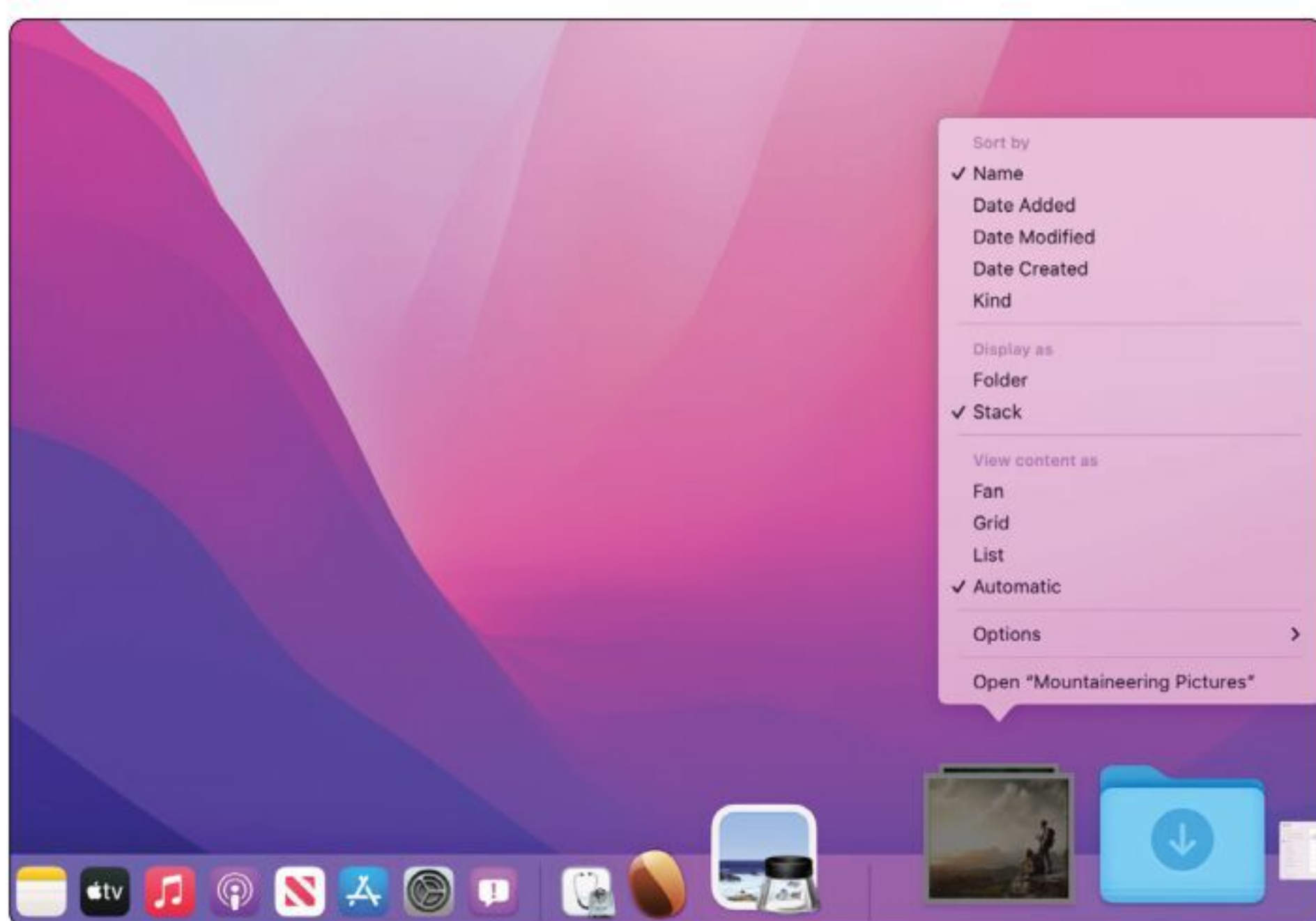
### Adding and Removing Stacks

You can add, remove and move folders in your Dock, in the same way you do with apps. These sit to the right of the Dock's second divider and are called Stacks.



### Accessing Stacks

To access the files and folders within a Stack, click on it to display the contents. Clicking on a document or image opens it with an appropriate application and clicking on a folder opens it in Finder.



### Viewing Options

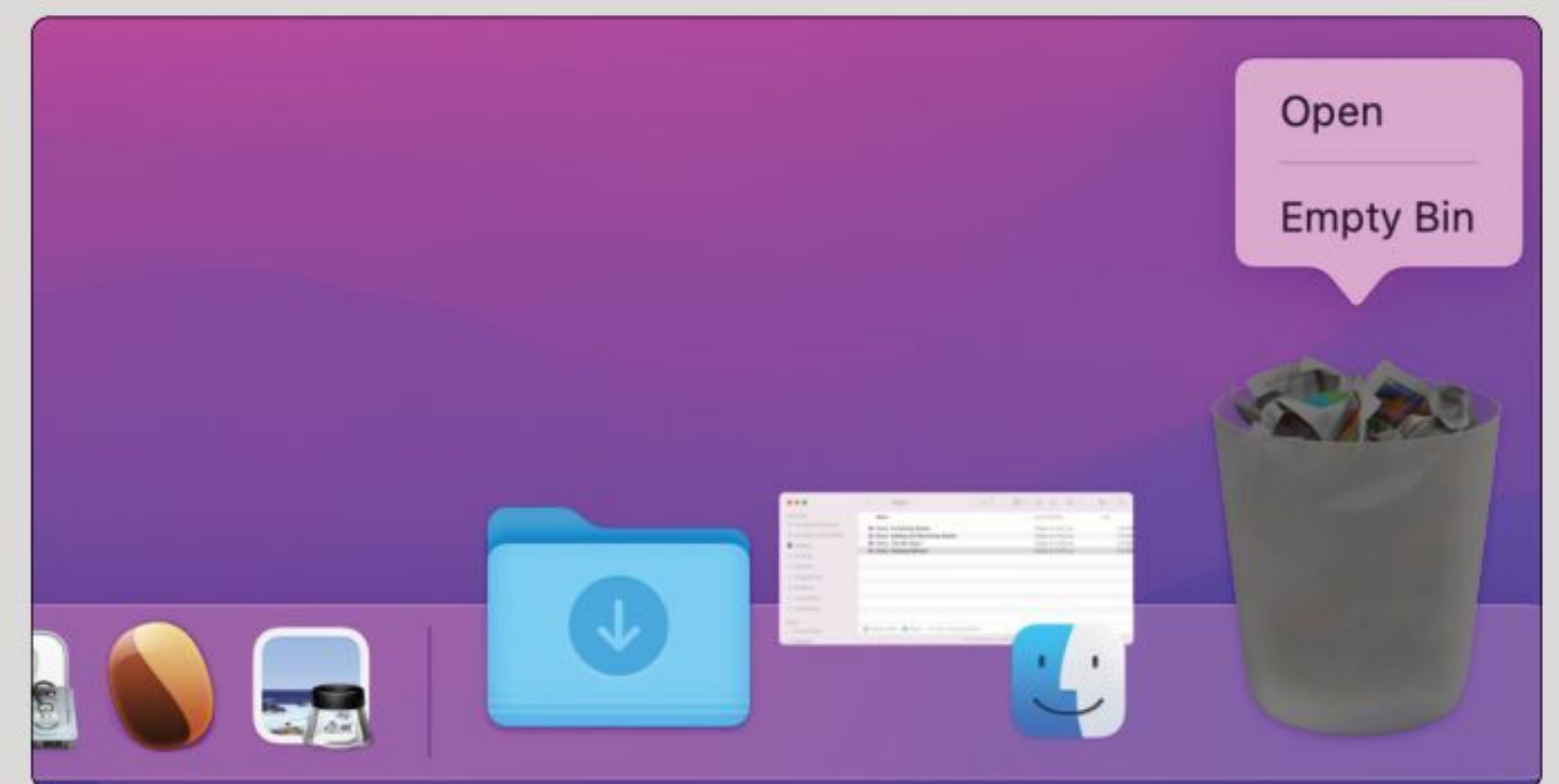
Right-click or ctrl-click on a Stack for a pop-up menu with a range of options. You can show your files as a Stack (a pile of files) or as a folder. You can also choose how they're displayed when you click the Stack.

## The Bin.

The Bin icon is located at the far right of the Dock and can be filled and emptied just like a real rubbish bin.



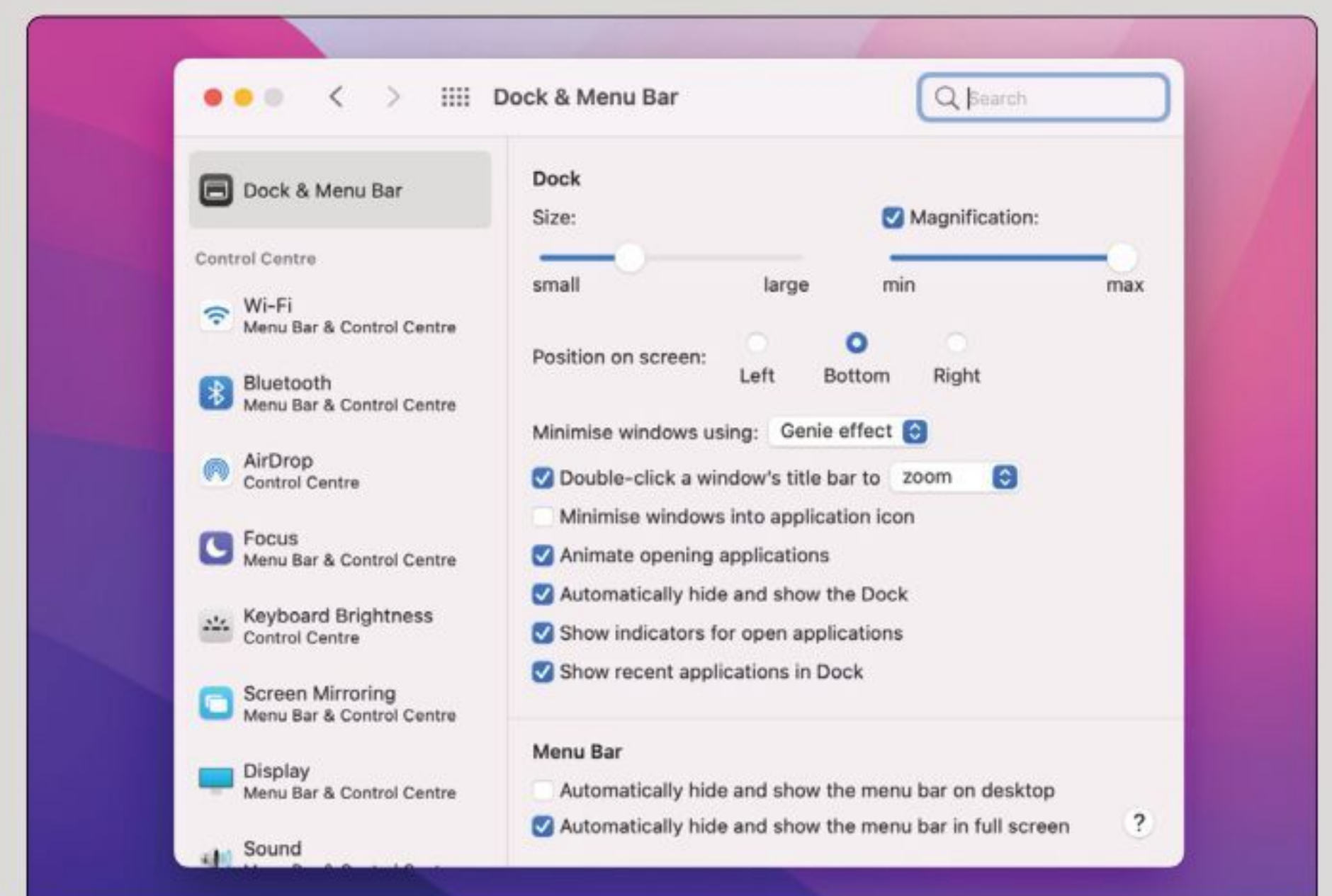
You can delete a file, folder or app by dragging it into the Bin on the right-hand side of the Dock. Alternatively, right-click or Ctrl-click on it and select Move to Bin from the contextual menu that appears.



To retrieve a file from Bin, click on the Bin icon in the Dock to open it in Finder, then drag the file out of the Bin window. To empty Bin, right-click on it and choose 'Empty Bin', or in the Bin window, click on the Empty button (top right).

## Customising the Dock.

You can customise your Dock in System Preferences from the Apple menu and selecting Dock & Menu Bar. From here, you can place the Dock on the right, left or bottom of the screen, opt to show and hide it, change its size, change its magnification, choose a minimisation effect and more.





# Notifications

## See What's Going On

Apps and functions on your Mac can send you notifications, which let you know what's going on. When you receive a message or an email, for example, you can get a notification telling you that it's arrived. You can customise them too.

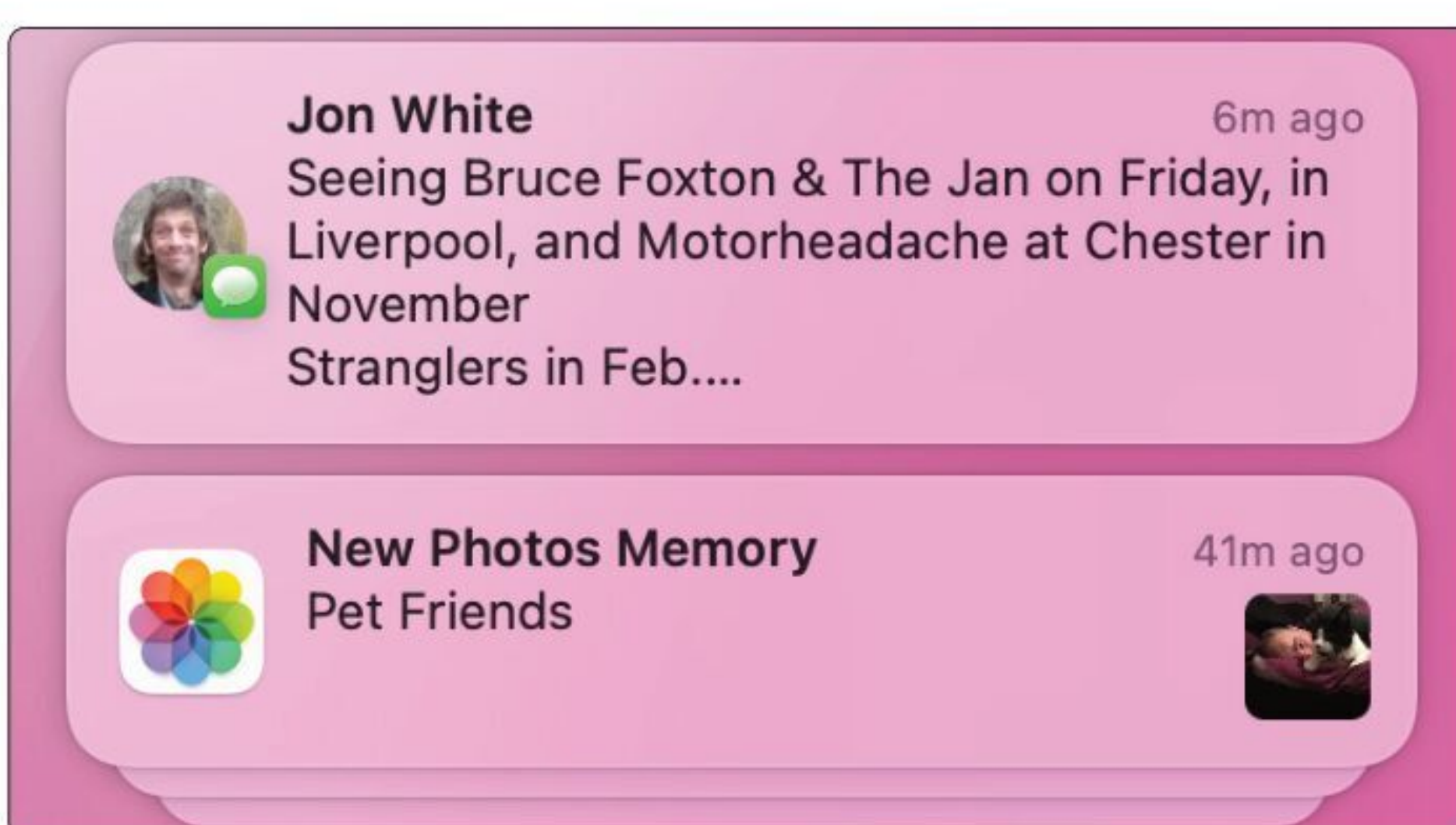
If you came to Monterey from a pre-Big Sur version of macOS, you might look for the Notification Centre icon in the top-right corner of the screen. However, it's not there. Instead, Apple has integrated Notifications into the Date/Time and Widgets zone.



Moving notifications to the Date and Time and combining them with widgets is a clever move on the part of Apple. All you need to do to view your notifications is to click on the Date and Time in the top-right of the desktop. If there are any, they appear at the top of the slide-in area that appears from the right-side of the screen.

Notifications are grouped together depending on the app they're coming from. For example, the News app displays notifications based on what news channels you've decided can send alerts to you. If you click on a notification in the group, the rest expand so you can see all the available notifications of that group. And clicking on a notification, whether it's from Messages, News and so on, opens up the corresponding app.

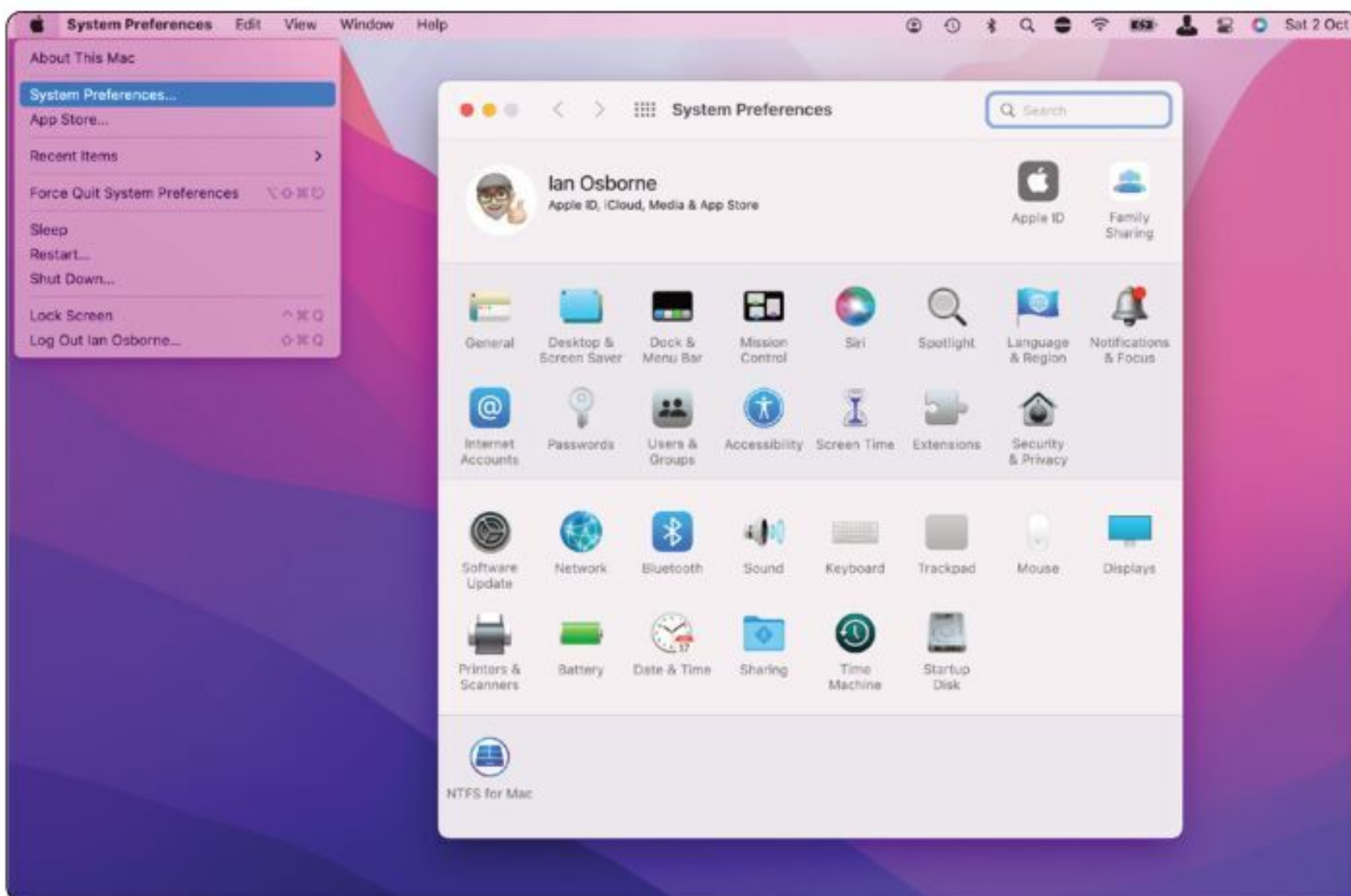
This makes viewing notifications a much more efficient process, since there's a minimal need for mouse clicks, and it's easy to see which notification belongs to which app. If you're on the lookout for an important news flash report, for example, you can quickly get the information you need when it appears on your screen.



Hover over a notification for an expansion chevron in the upper-right corner. Click it and the notification expands to display more information. In addition, by moving the mouse pointer over the notification bubble you'll also see an X in the opposite top corner, for dismissing the notification.

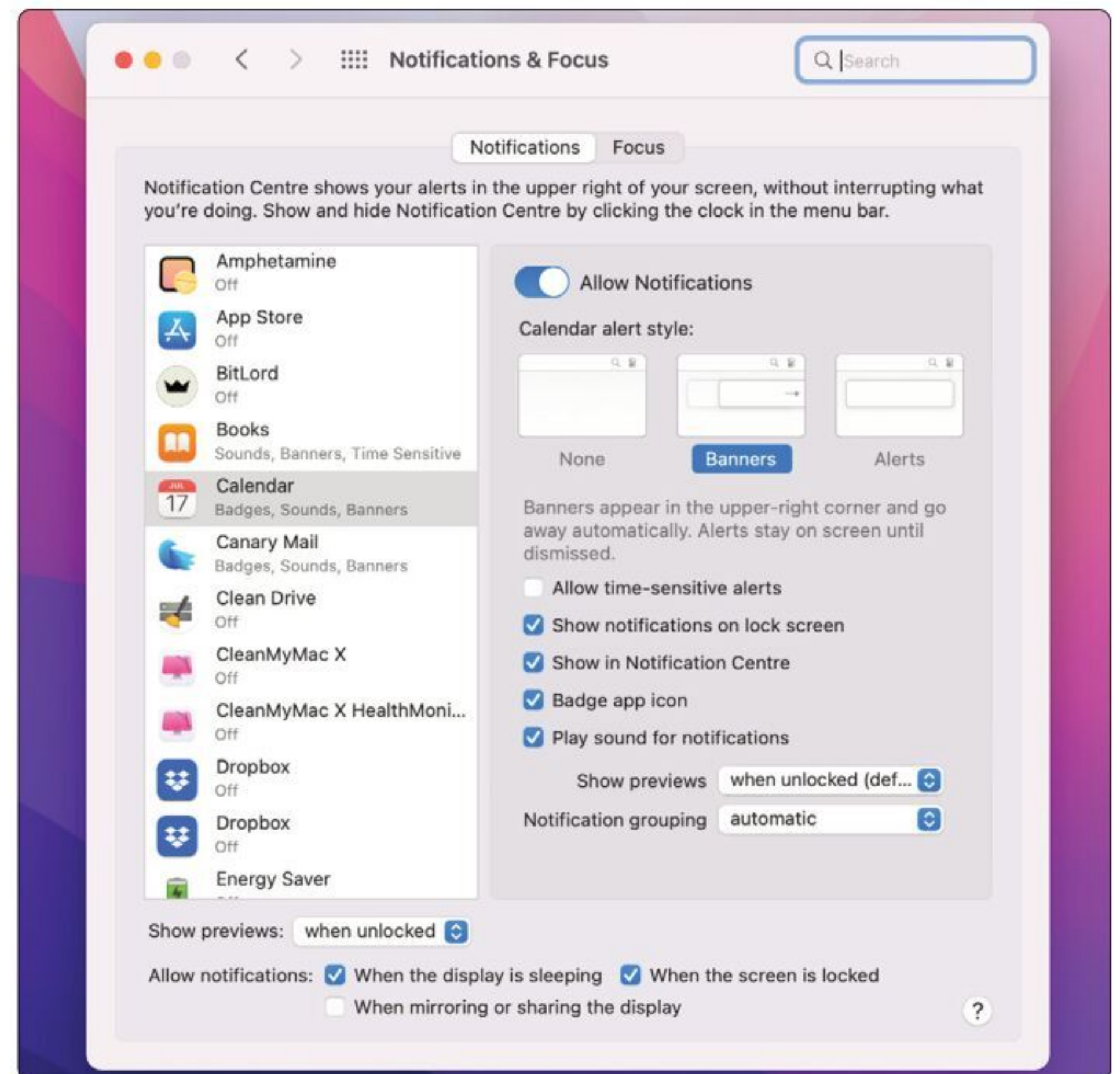


# Creating and Removing Notifications

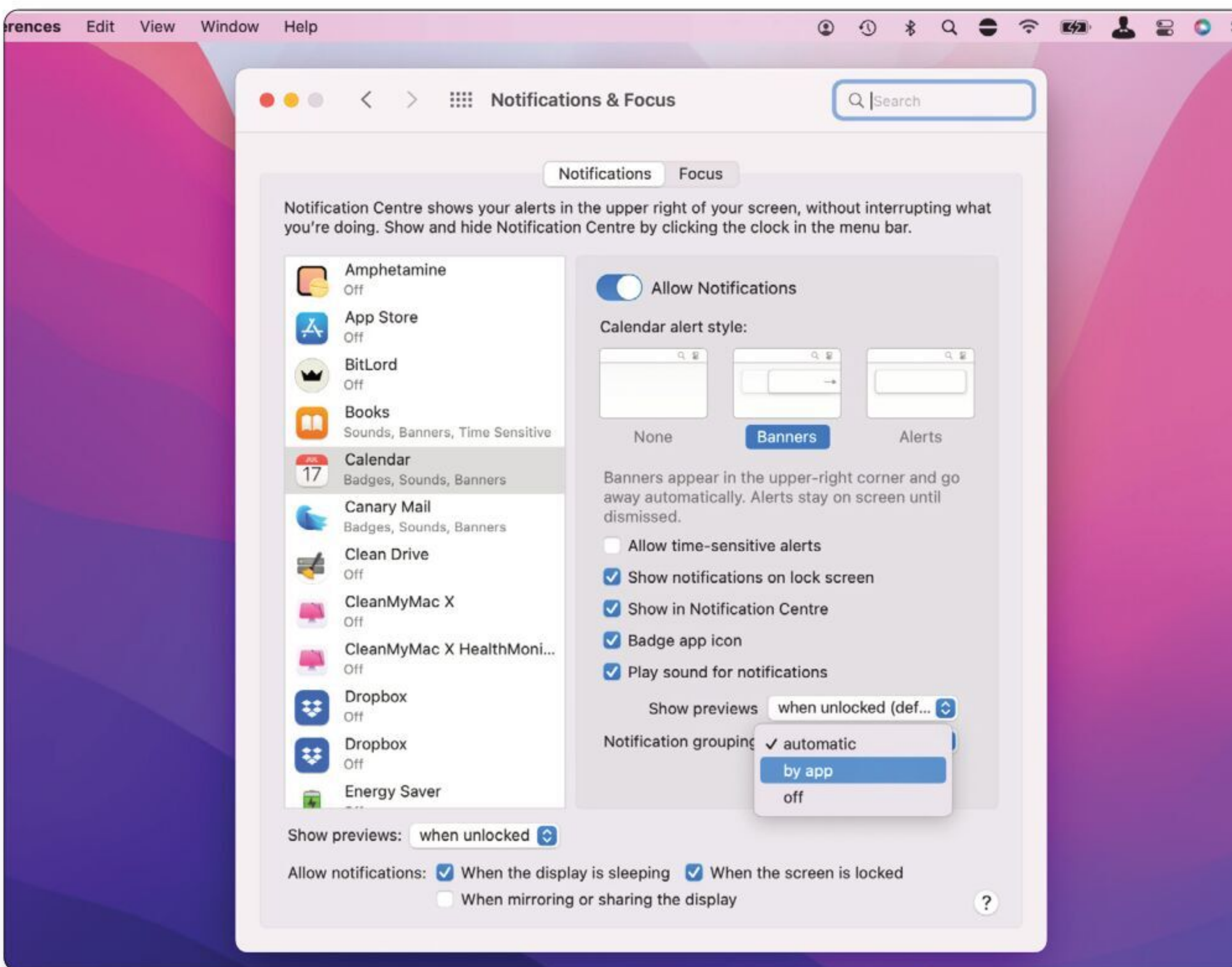


**1** Adding and removing app notifications is as simple as navigating to System Preferences > Notifications & Focus. It's the 'Bell' icon on the right-hand side of the System Preferences window as it opens.

From there, click the Notifications tab and you're presented with all the available apps installed on your Mac that can provide a notification of some sort. Scroll through the list of apps on the left pane of the Notifications window until you find the app you want to setup Notifications for, and click on the name of the app.



**2** When you've found the app you want to create a Notification for, click on the 'Allow Notification from...' slider button to activate it.



**3** Within the Notifications window, you can set a number of options for how you want to review any Notifications from the app you've activated. For example, the Alert Style can be adjusted to None, Banners (the default, and the one that most folk will use), and Alerts. You can also opt to display Notifications on the lock screen – although this is considered a security risk if you leave your Mac unattended. There's also options to play a sound when a Notification comes in and you can set the Notification Grouping to Automatic, By App or Off.



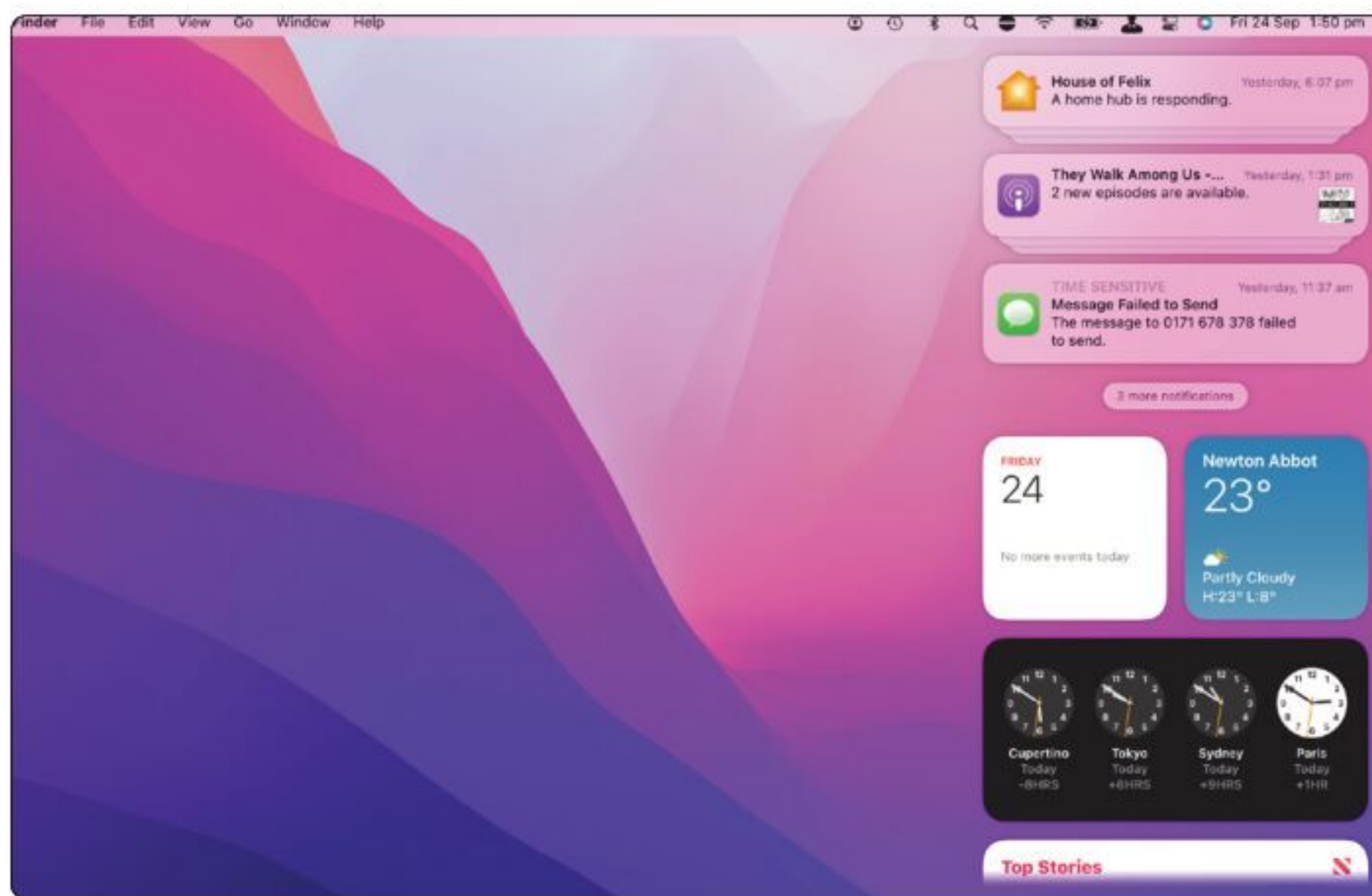
**4** As you continue to use your Mac, so the number of Notifications you generate will increase, over the course of a week or even a day. You'll quickly come to appreciate the Notifications layout and design and how it greatly improves the process of discovering alerts and notifications.



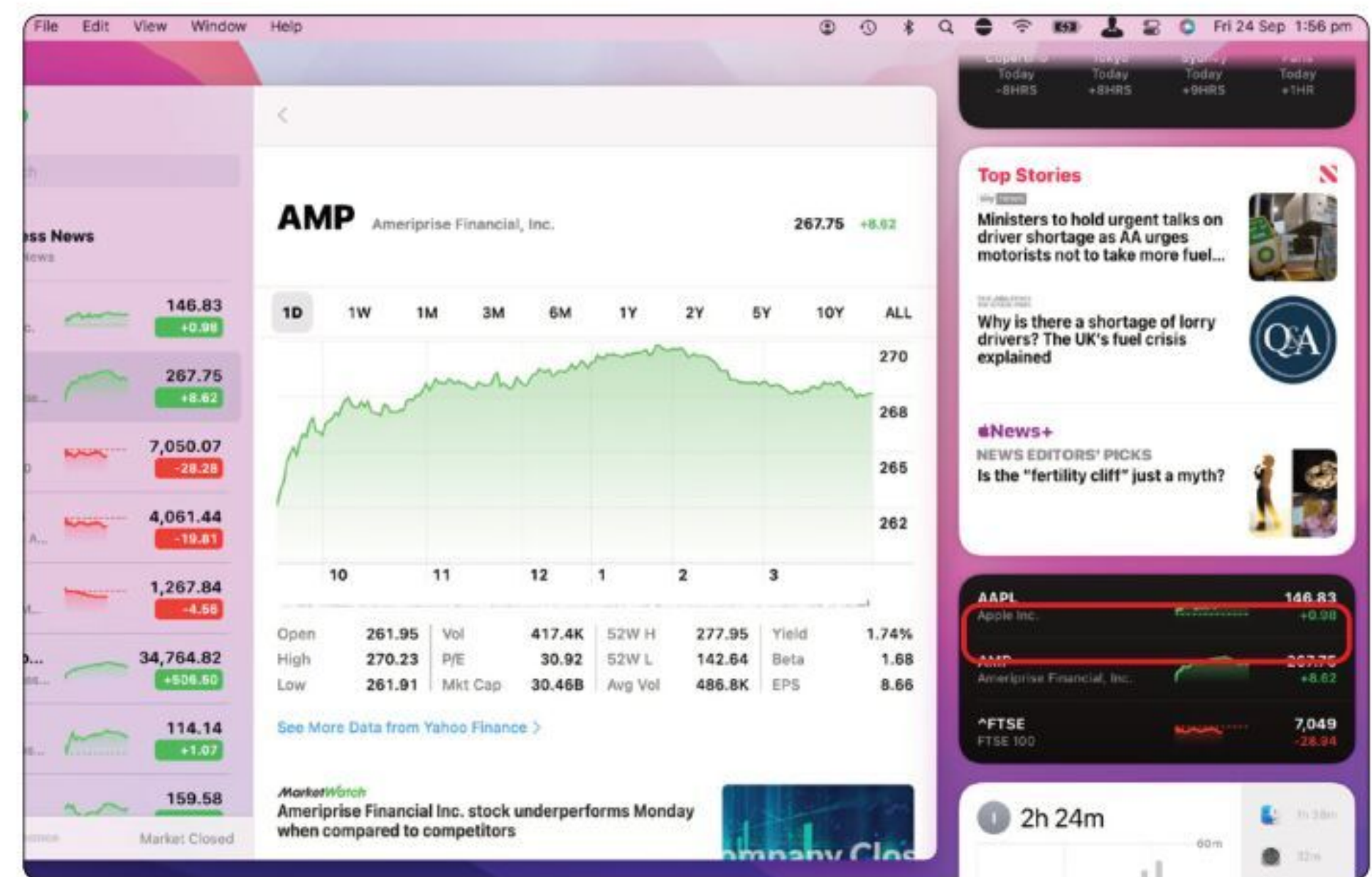
# Working with Monterey's Widgets

Widgets are a useful way of getting quick and easy access to an app's functionality, without having to open the app itself. You can, for example, see today's calendar events or weather, or check the latest news stories from the Apple News app. You can edit your widgets to suit your needs too.

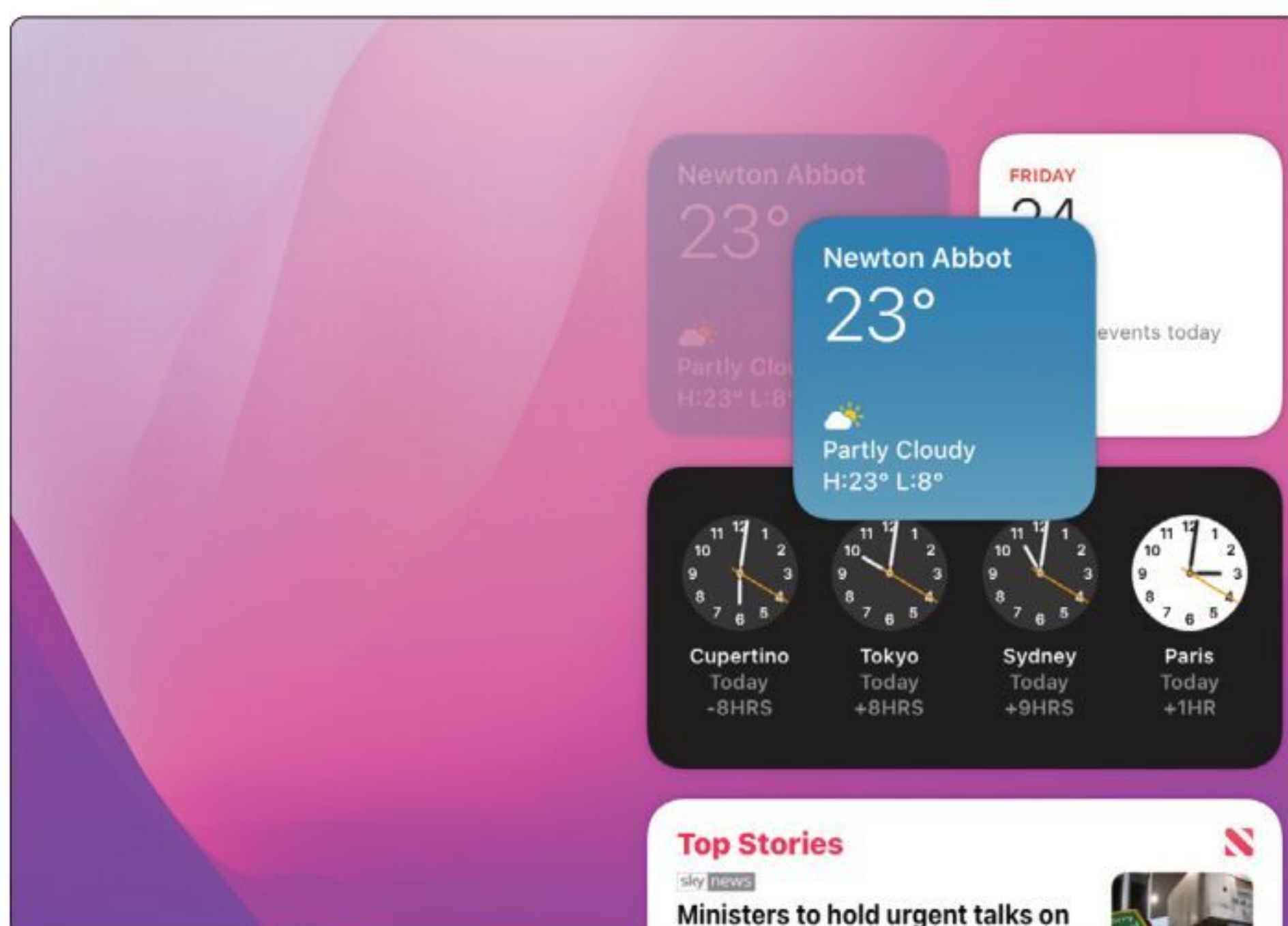
## First Steps with Widgets



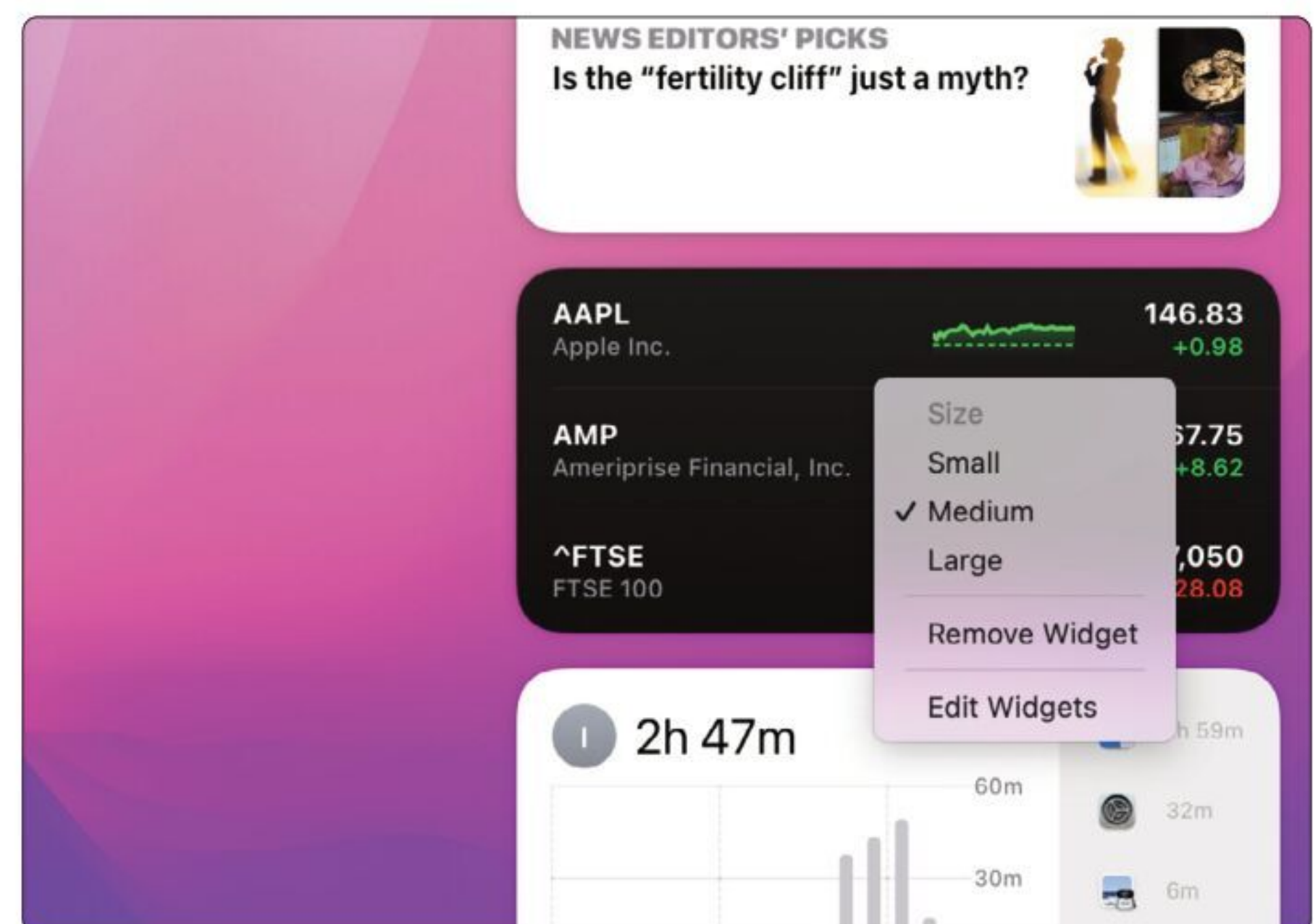
**1** To access your widgets, click on the clock and date in the top-right corner of the screen. The widgets are found underneath the notifications. You can scroll the notifications and widgets up and down with two fingers on a trackpad.



**2** Click on a widget to open the app that created it, or in some cases, the website from where its information is drawn. Here we clicked the AMP share price in the Stocks widget, which opened the Stocks app on the AMP details page.



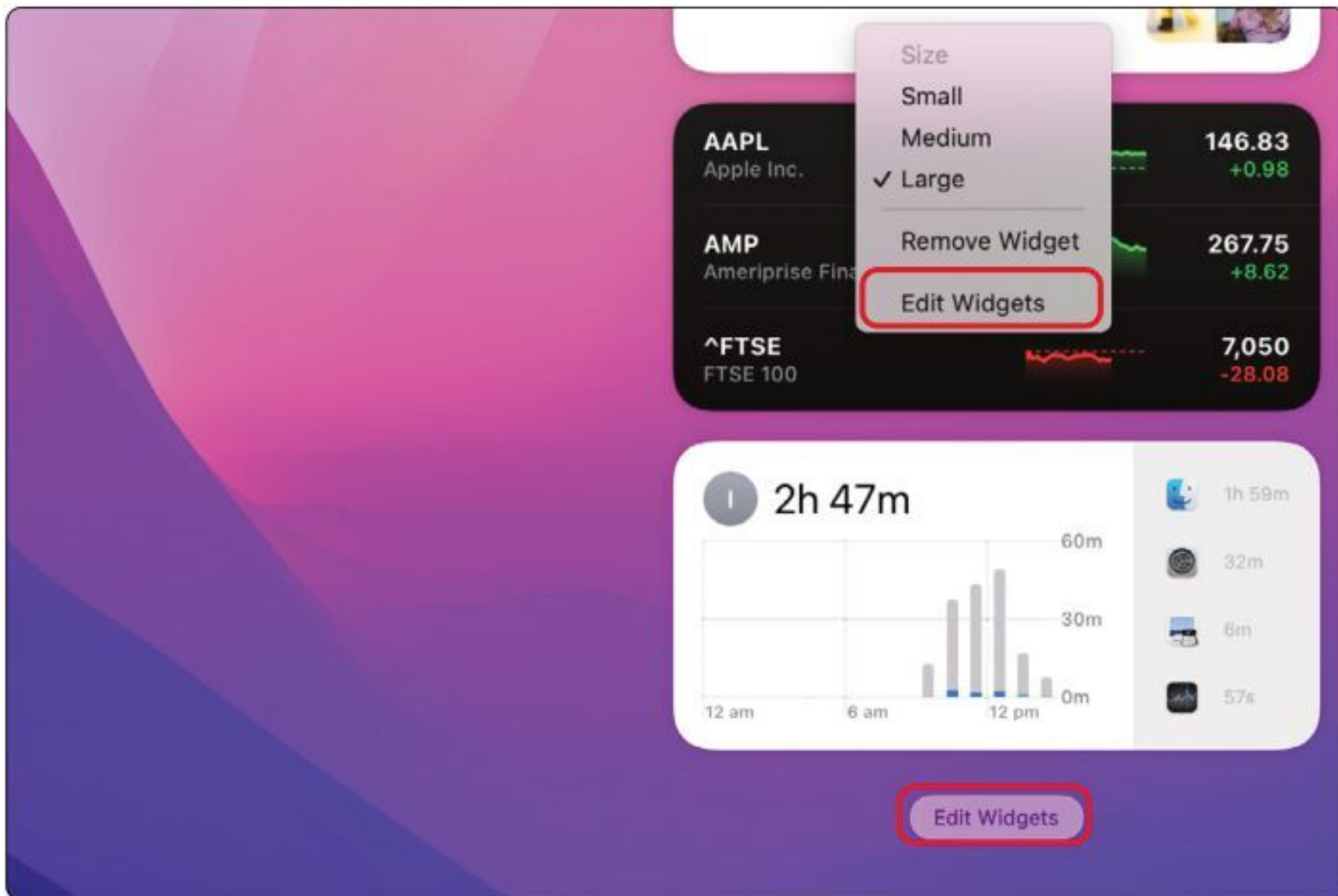
**3** You can drag widgets out of their current position and drop them into a new place, just like you do with app icons in Launchpad. Reorder them to suit; maybe move the most used widgets to the top of the column.



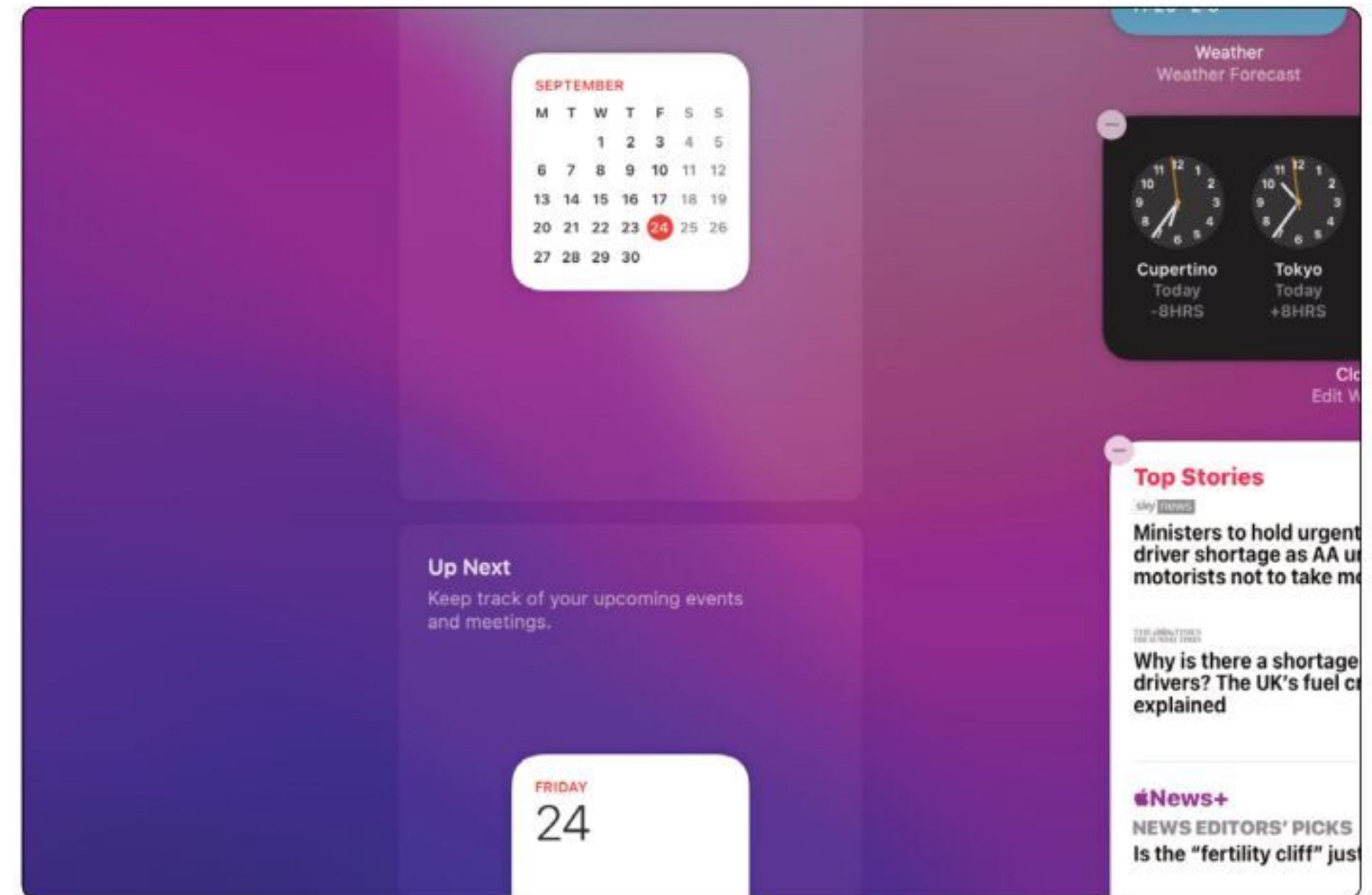
**4** Right-click on a widget for a contextual menu that lets you resize the widget, remove it or access the option for editing widgets. You can do all this through the Edit screen, of course, but this is a quick and easy alternative.



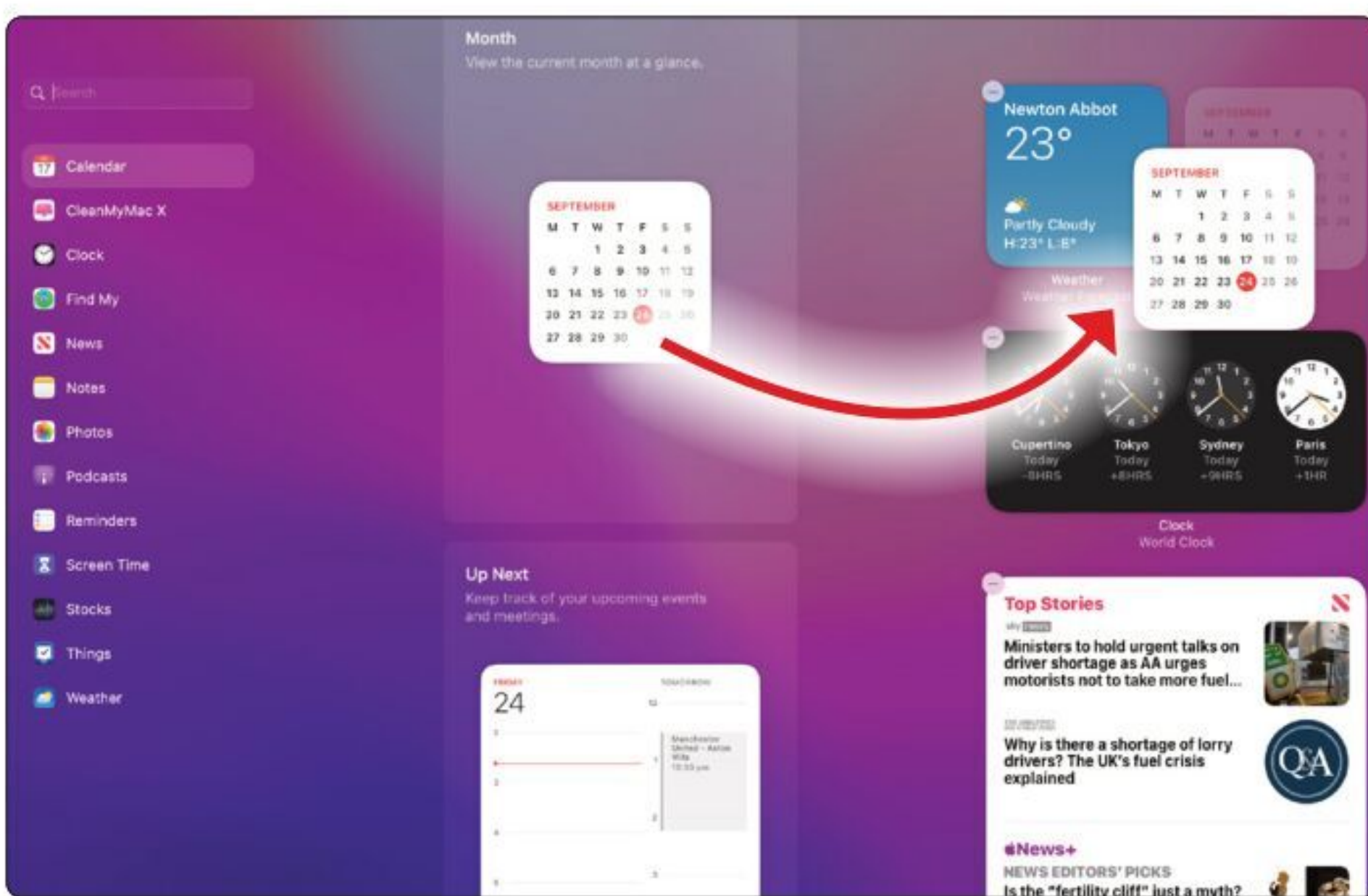
# Editing Widgets



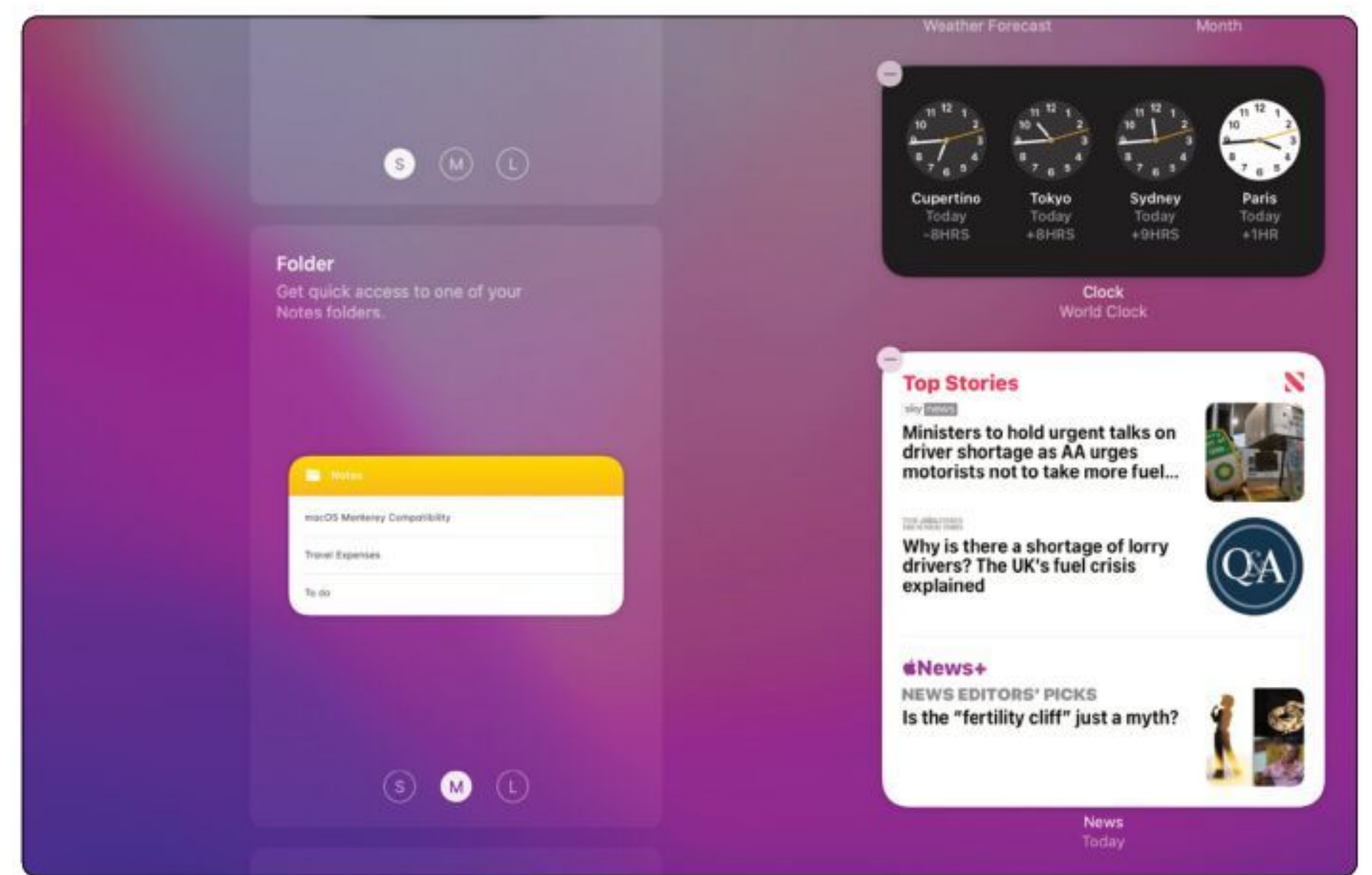
**1** There are two ways to access the Edit Widgets option. You can either scroll the widgets column all the way up and click the Edit Widgets button at the bottom, or right-click a widget and choose Edit Widgets from the menu.



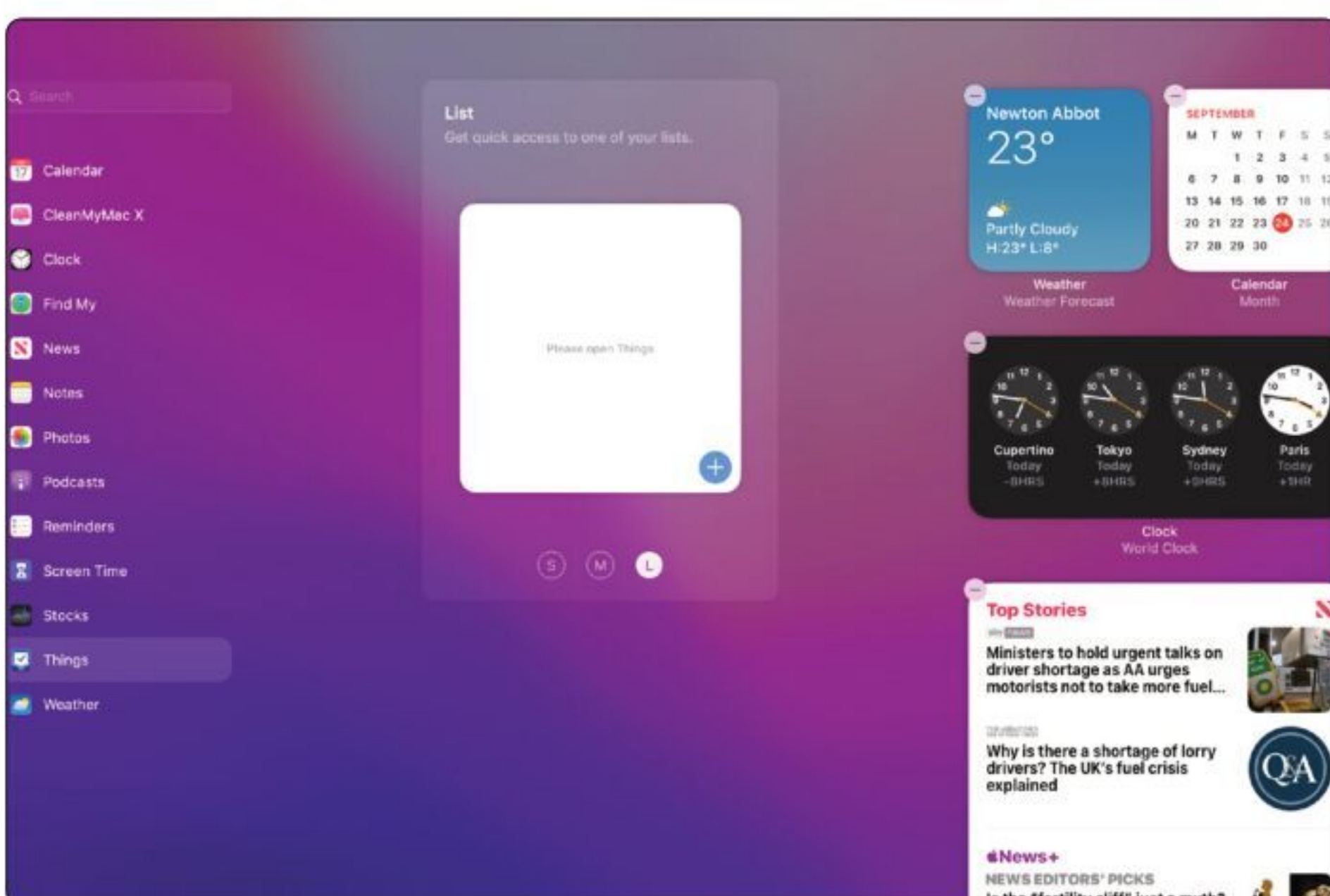
**2** When in Edit Widgets mode, the widgets in your sidebar have a minus sign in the top-left corner. If you want to delete a widget, click on this minus sign and it disappears. You can add it again later if you want it back.



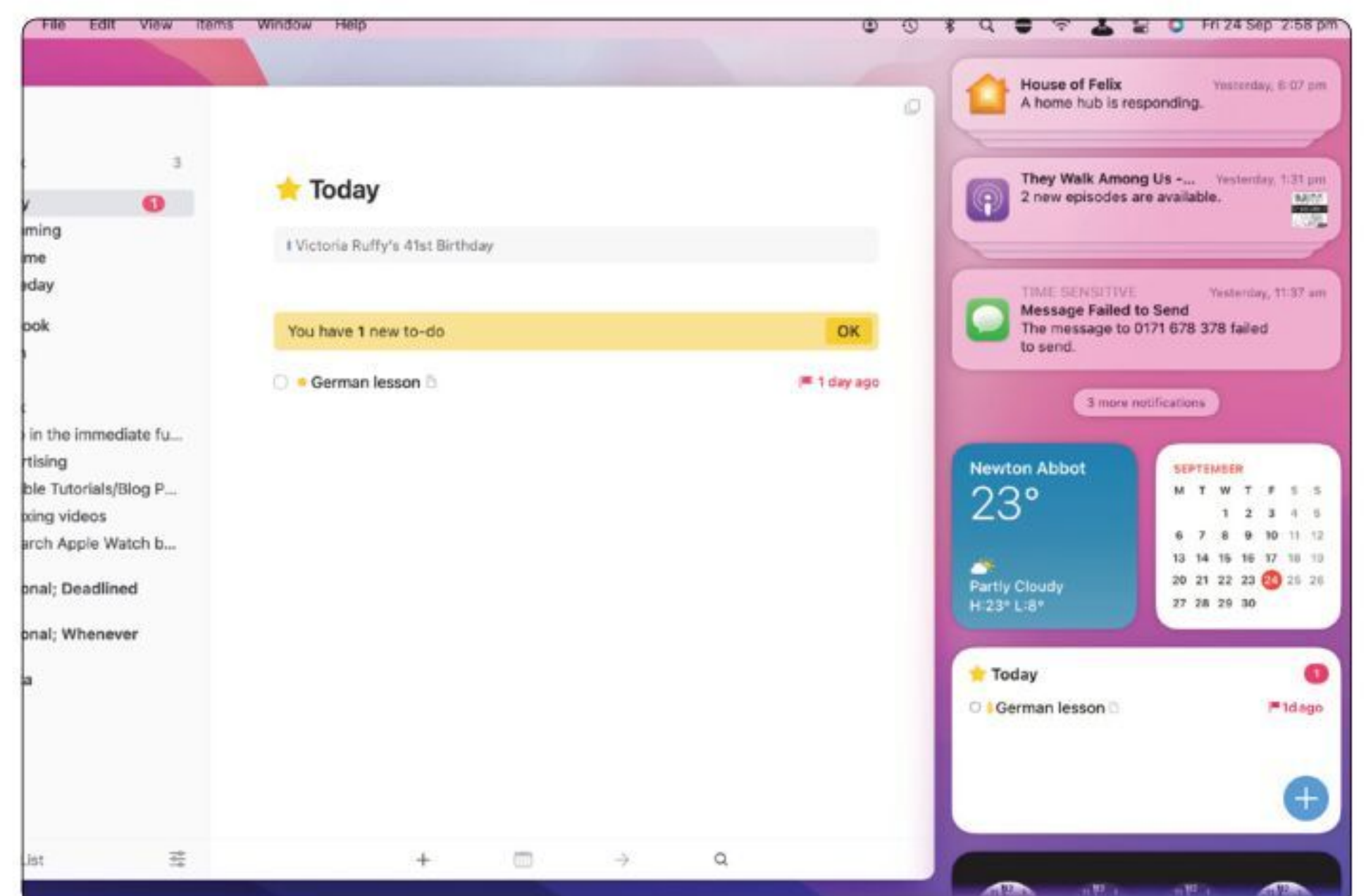
**3** Click an app on the left-hand side of the screen to see the widgets associated with that app in the centre column. To install a widget, drag it from this centre column into your widgets on the right-hand side of the screen.



**4** Some widgets are available in Small, Medium and Large versions. Click on the circles labelled S, M and L underneath a widget to see what each size looks like, and when you've chosen a size, drag it into your column.



**5** Some third-party apps have widgets. Sometimes an unused third-party widget is blank until you open its associated app. If you're interested in that widget, just open the app and return to the Edit Widgets feature.



**6** Third-party widgets won't update unless the app to which they refer are open, but if this is a problem for you, simply set up that app to open whenever you log in, and leave it open in the background. The widget then stays up to date.

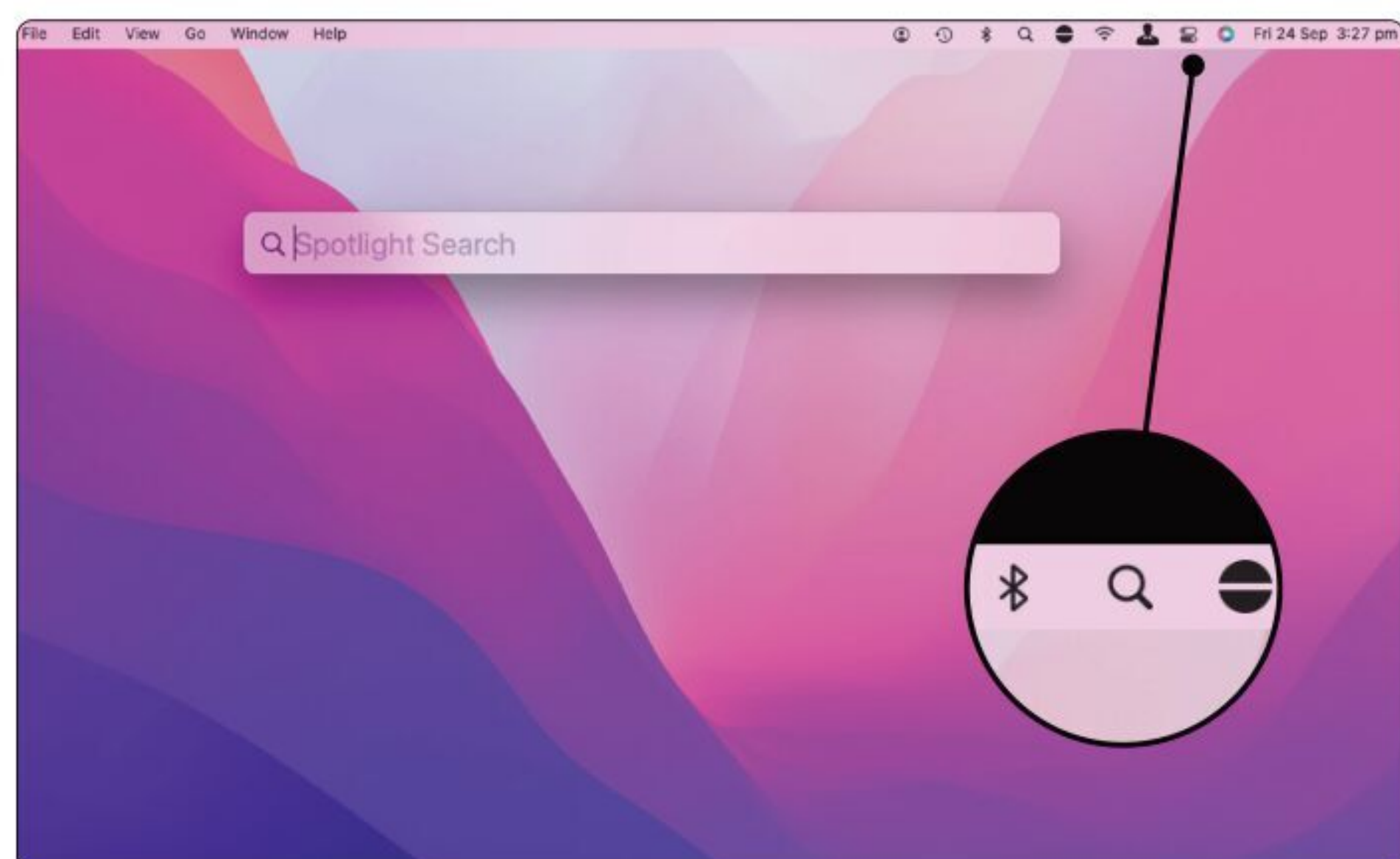


# The Spotlight Feature

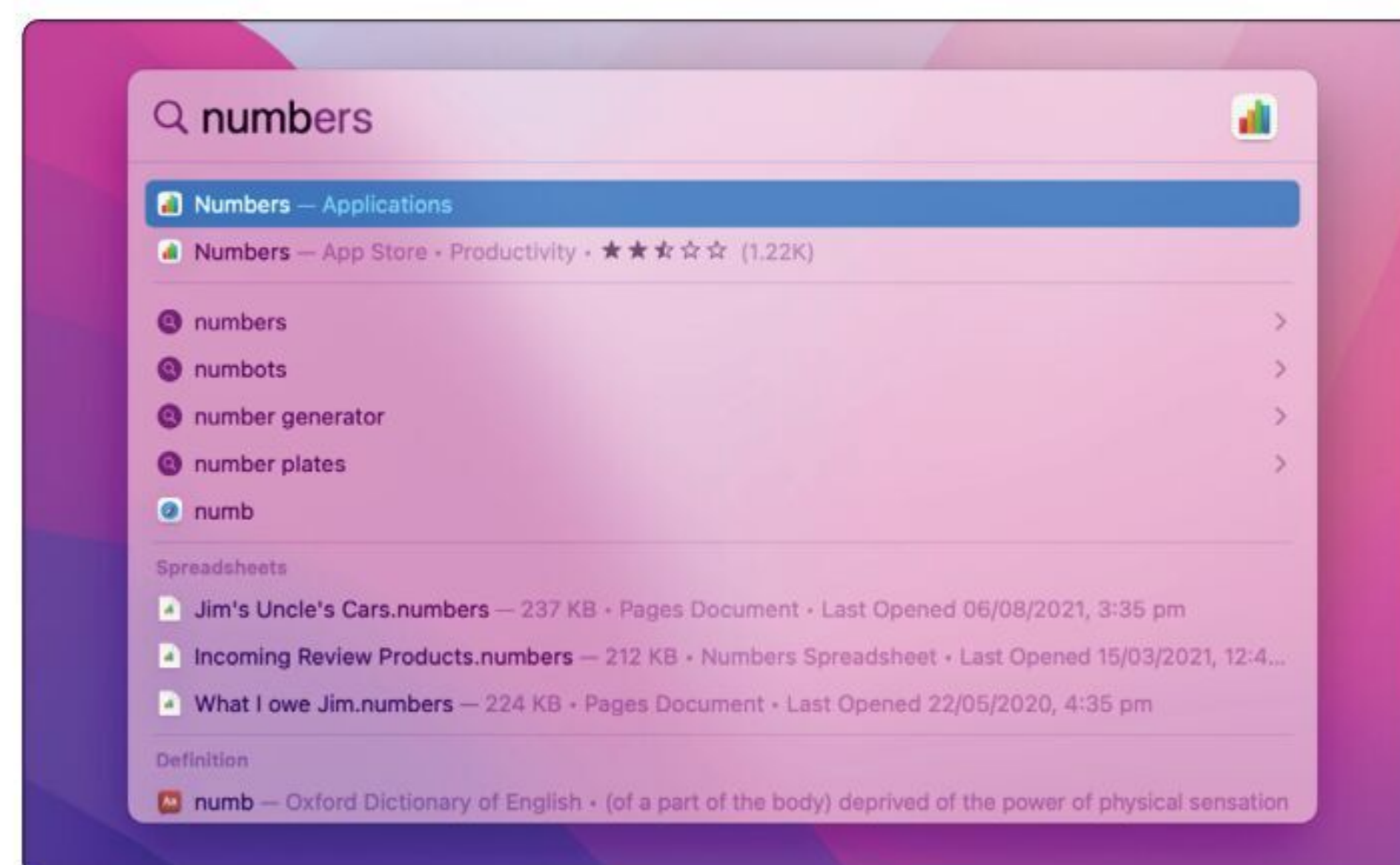
## Search Your Mac

Spotlight Search is Apple's unique and ultra-powerful search system that can find almost anything on your Mac. There's a whole raft of great features, making it a really powerful and useful tool that's integrated into the apps that you use every day. Here's how to get the most from the Spotlight feature.

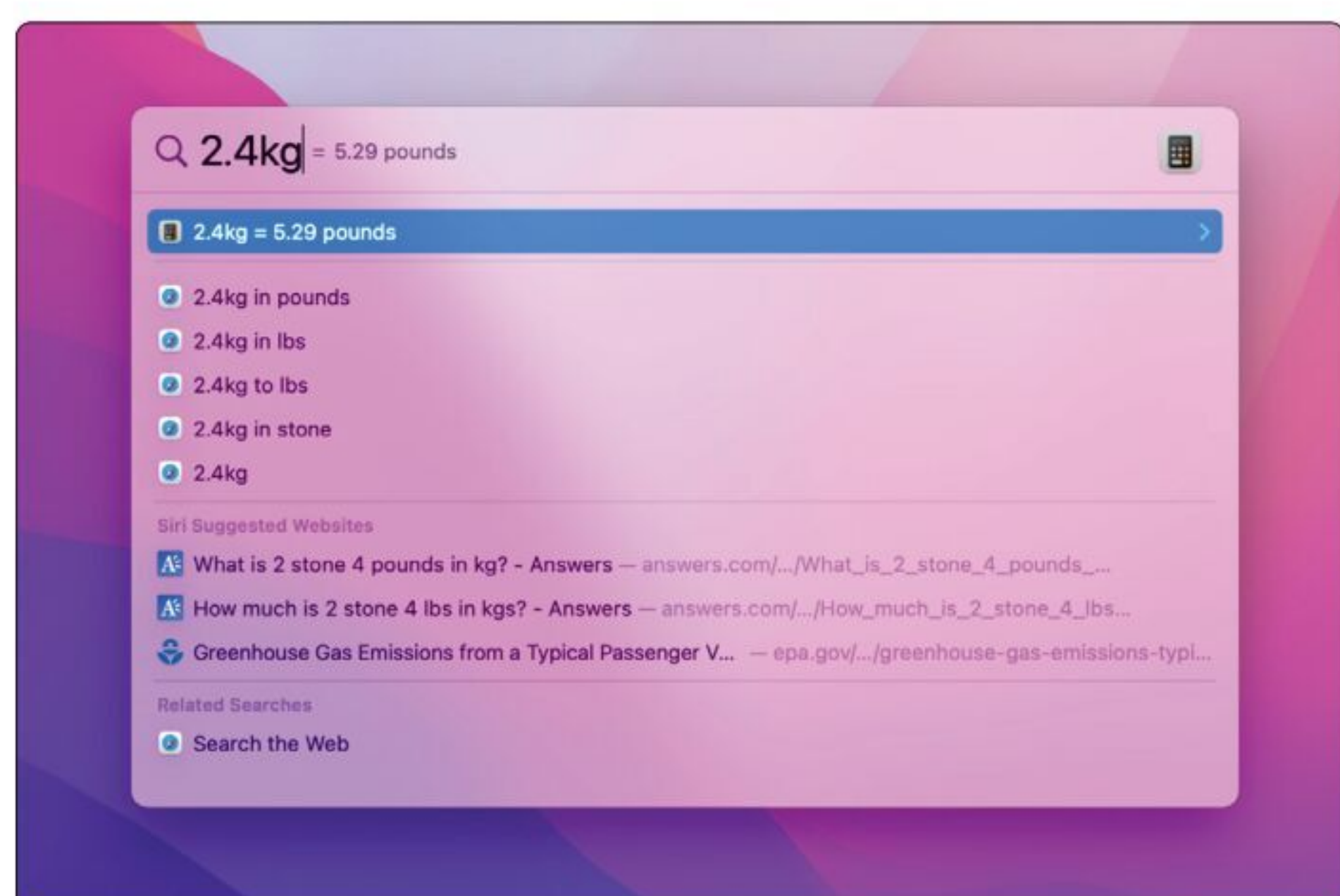
### Using Spotlight's Features



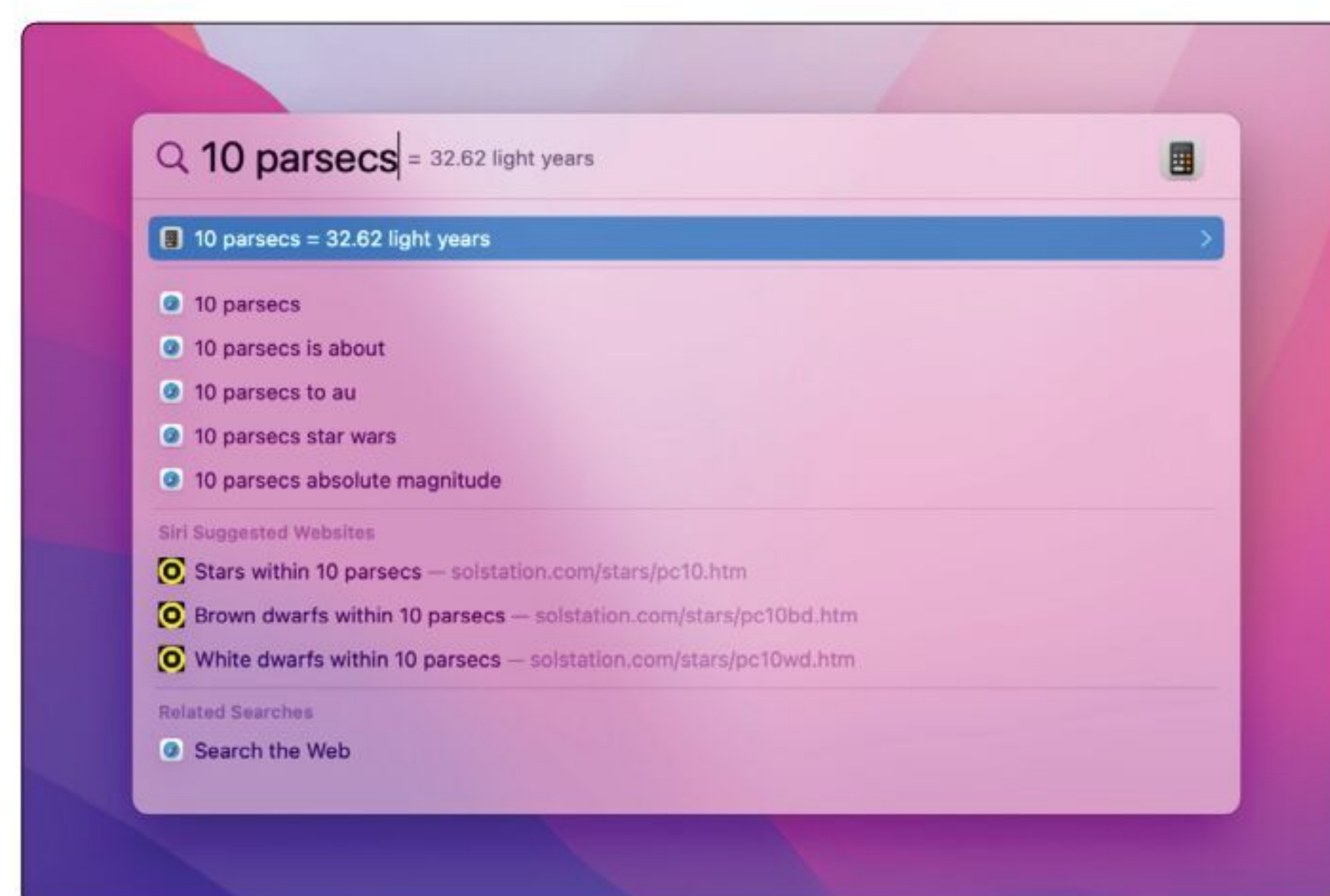
**1** To start using Spotlight, press cmd and the space bar or click the magnifying glass in the top menu and the Spotlight Search window appears. In Big Sur, as with macOS Catalina, you can drag this window to wherever you want on the screen; it's not fixed in position.



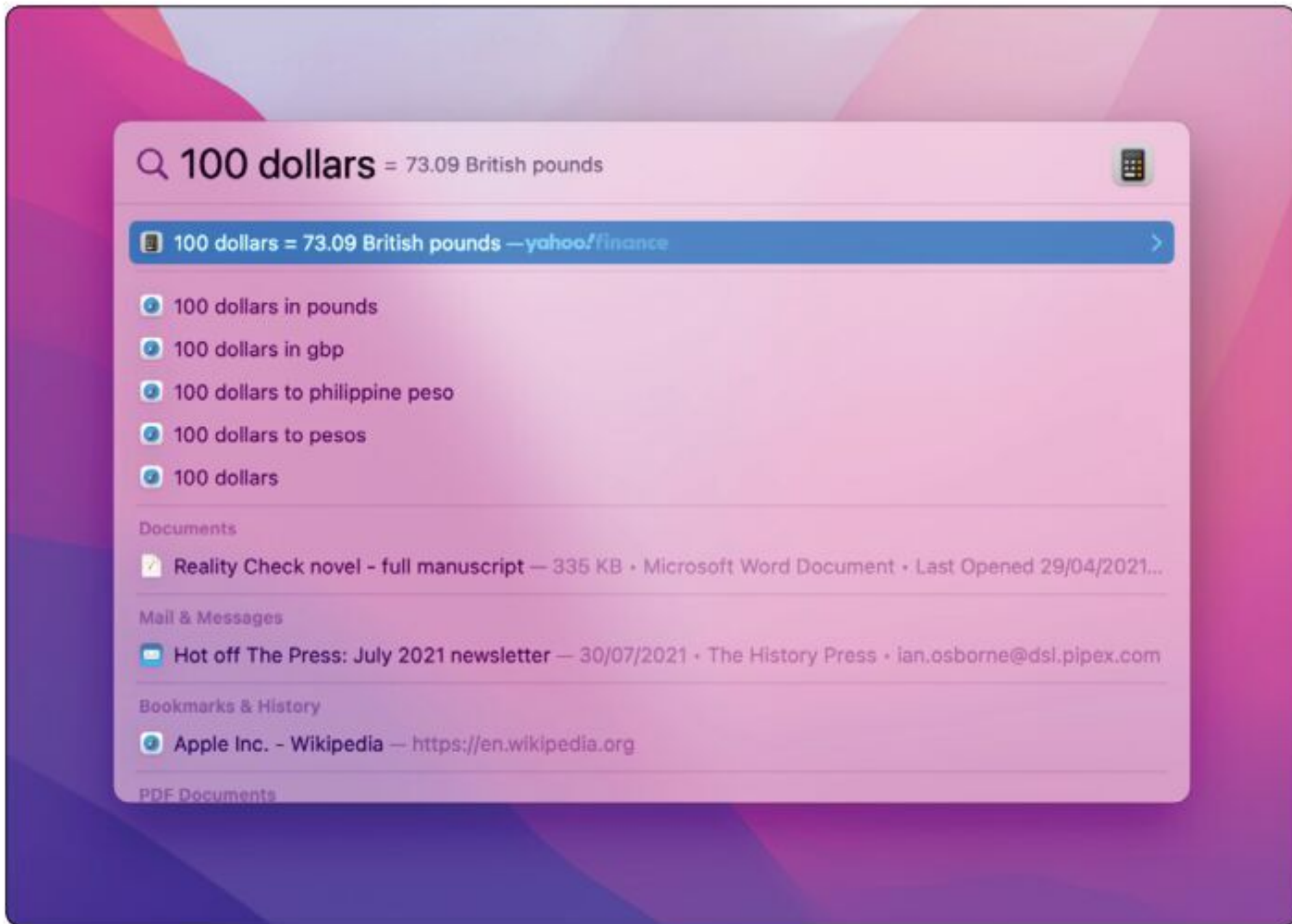
**2** Start typing your search query into Spotlight and immediately answers appear, with suggestions based on the contents of your computer as well as other sources. This may mean you only have to type a few letters of your search term to find what you're looking for.



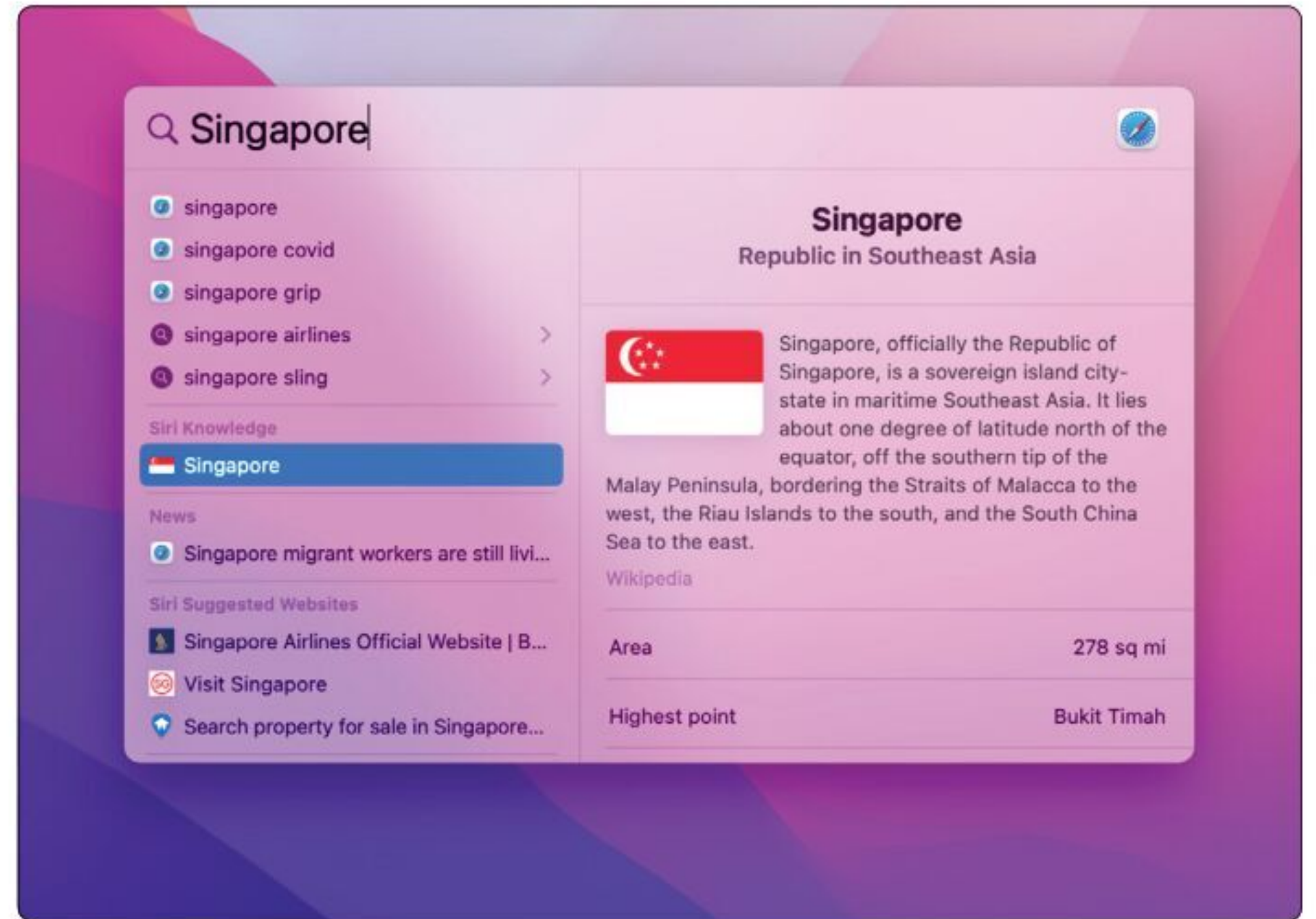
**3** Spotlight can do instant unit conversions for you. For example, if you want to convert from imperial to metric weights (or vice versa) you just type in the number and a type of unit, such as kilograms or pounds and Spotlight instantly converts into other commonly used units.



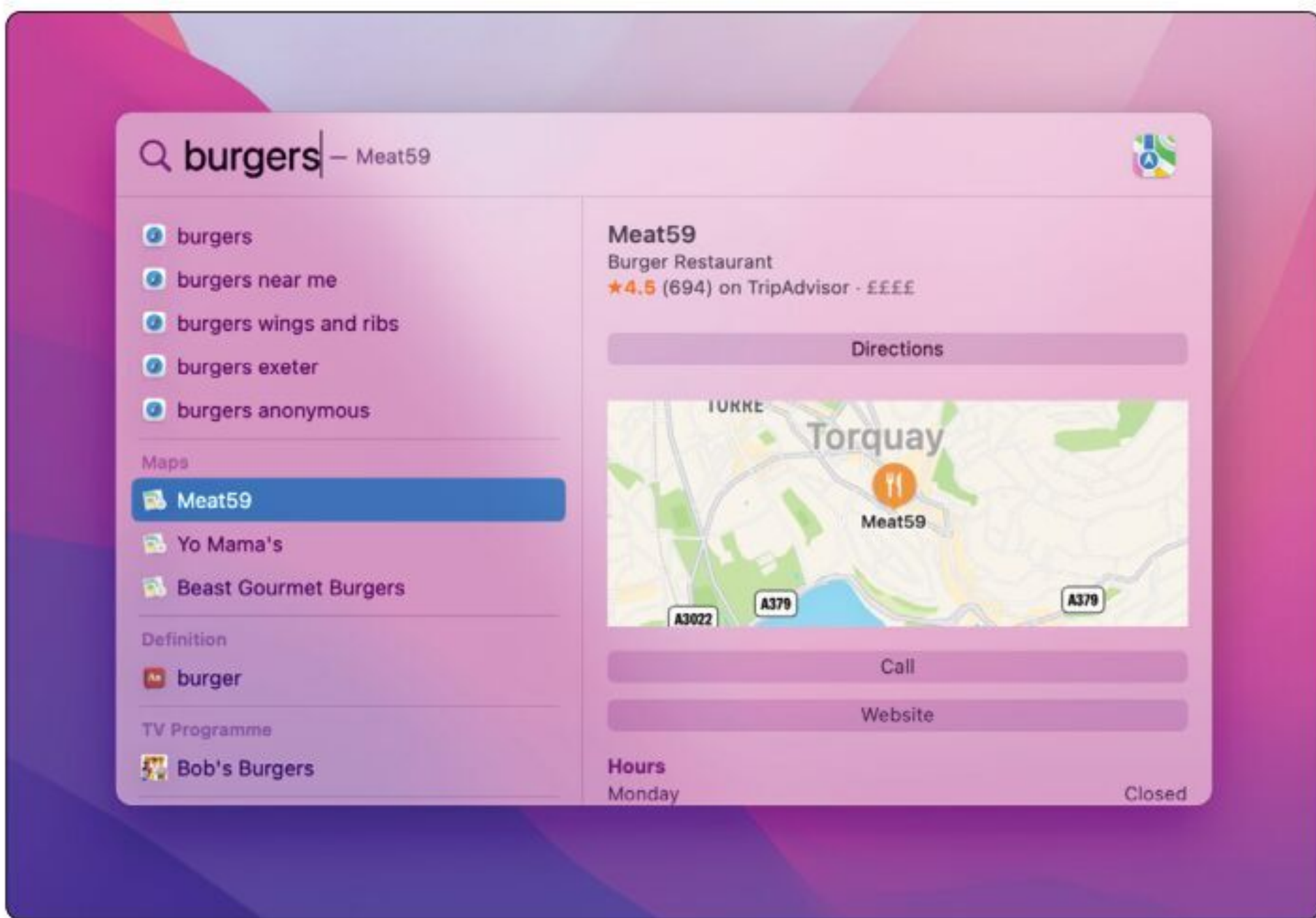
**4** It works in a similar way with distances and lengths, which Spotlight can instantly convert into other units. For example, if you type a distance in miles it instantly shows what it is in kilometres, metres, yards, feet and inches. You can even convert parsecs into light years.



**5** Spotlight can do some currency conversions. Type in a number and currency unit, such as dollars or pounds, and Spotlight gives you the equivalent value in a range of currencies at the current market value.



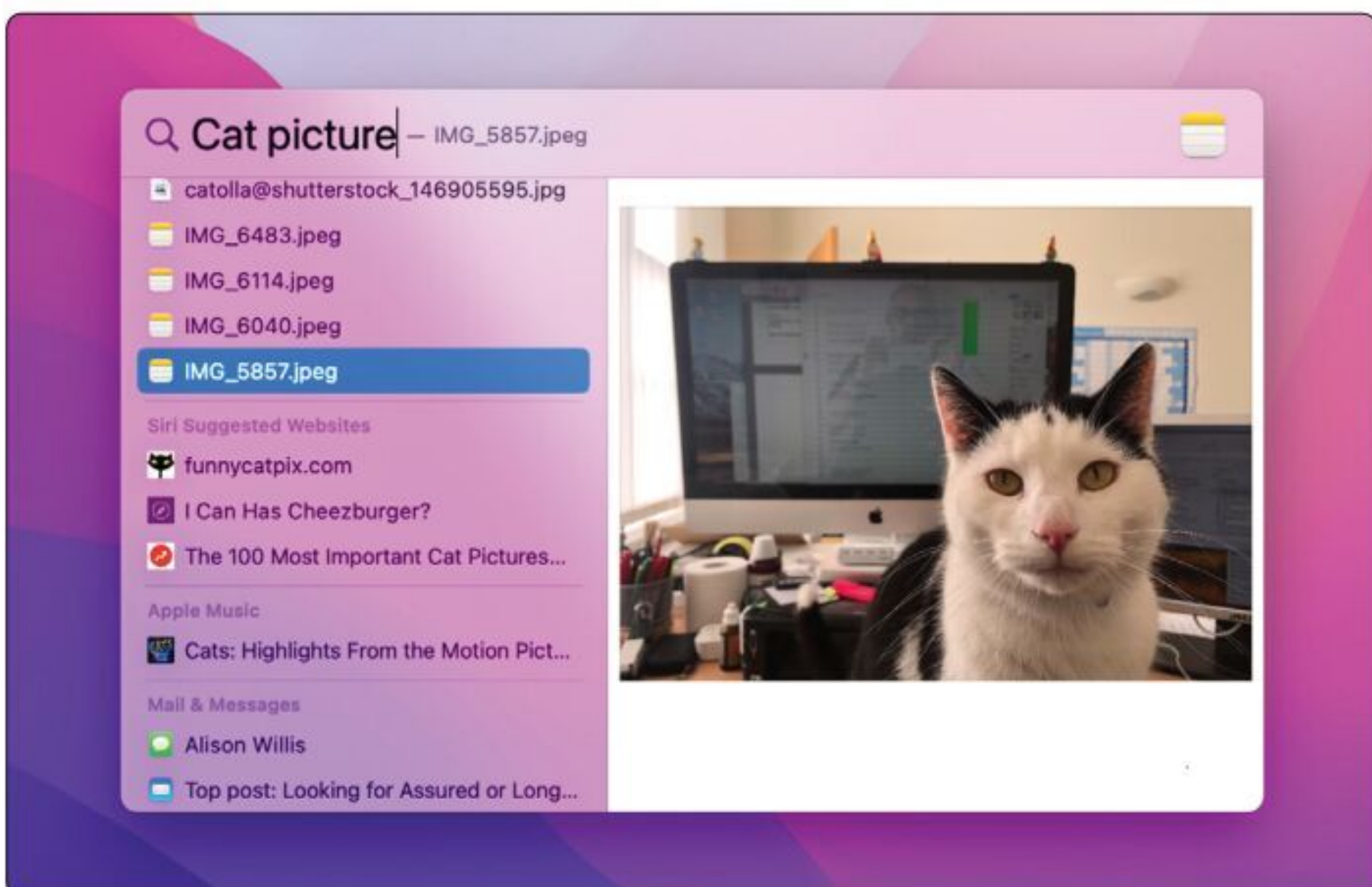
**6** For more conventional searches, Spotlight pulls its information from a wide range of sources, such as Wikipedia and documents it finds on your Mac. Search results are listed by category down the left side of the search window.



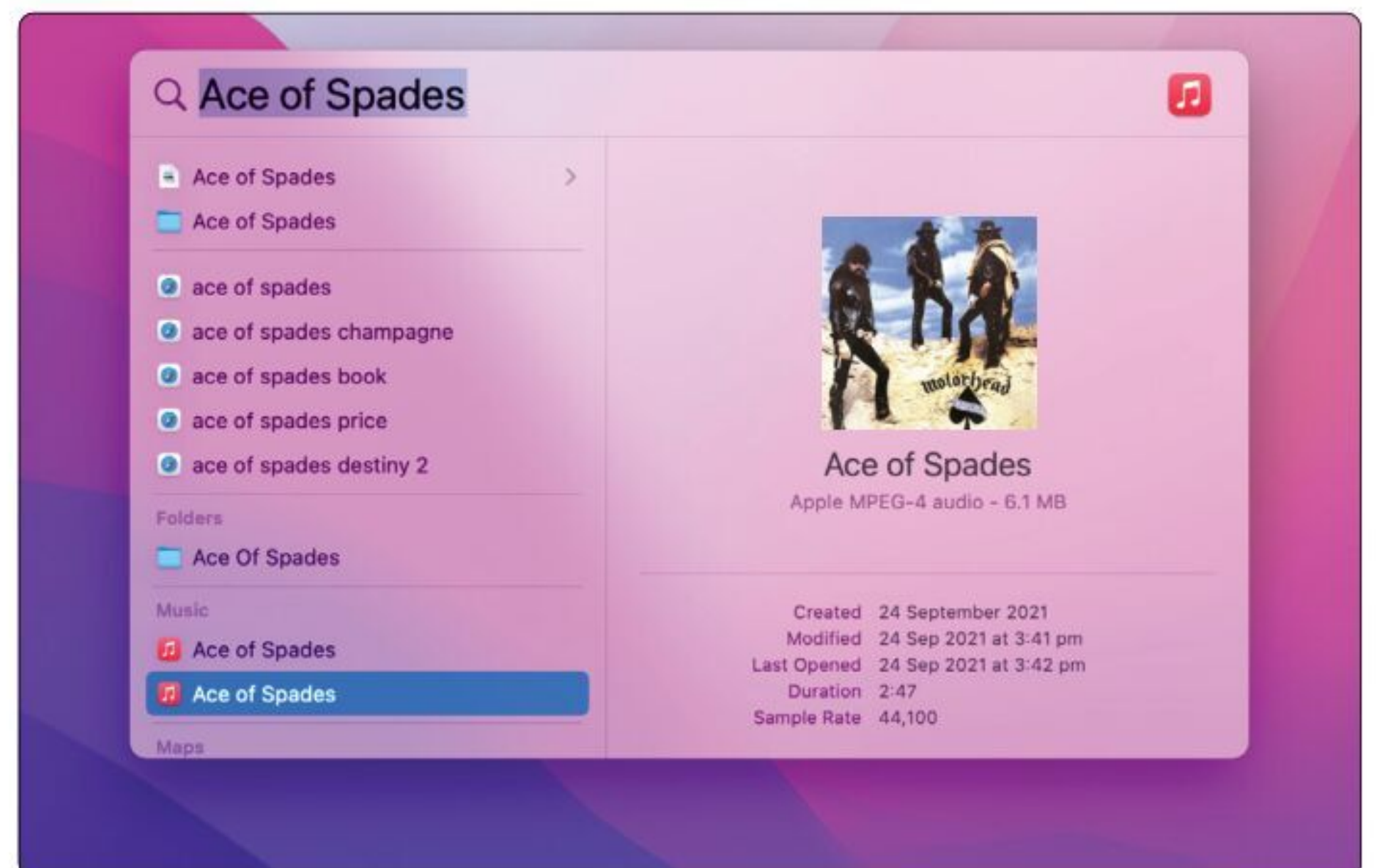
**7** If you're looking for local businesses or sites of interest, simply type the name into Spotlight and you'll quickly find what you're looking for, complete with a link to the Maps app and the option of travel directions from your current location plus other useful information.



**8** You can find people with Spotlight too. Start typing the name of someone you know, and Spotlight quickly finds that person in your Contacts list and displays their contact details in the results window. Things like chat threads, Facebook comments and emails are also listed.



**9** Spotlight is also closely integrated into the core macOS apps, such as Photos. Start typing in your search term, like the title of a particular image or photo album in your Photos app, and Spotlight quickly locates it and takes you straight to it.



**10** Spotlight can find music by searching through your iTunes collection to find albums, tracks and artists. Type a band name, a track name or even the name of a band member. Recordings with that name or by that band or person are shown.



# Launching Apps And Quitting Them

There are several ways of launching an app on your Mac. You can: use the Launchpad, which is found in the Dock; you can open a Finder window and navigate your way to the application you wish to use; or you can click on the Spotlight feature and simply type its name. Here's how to do it.

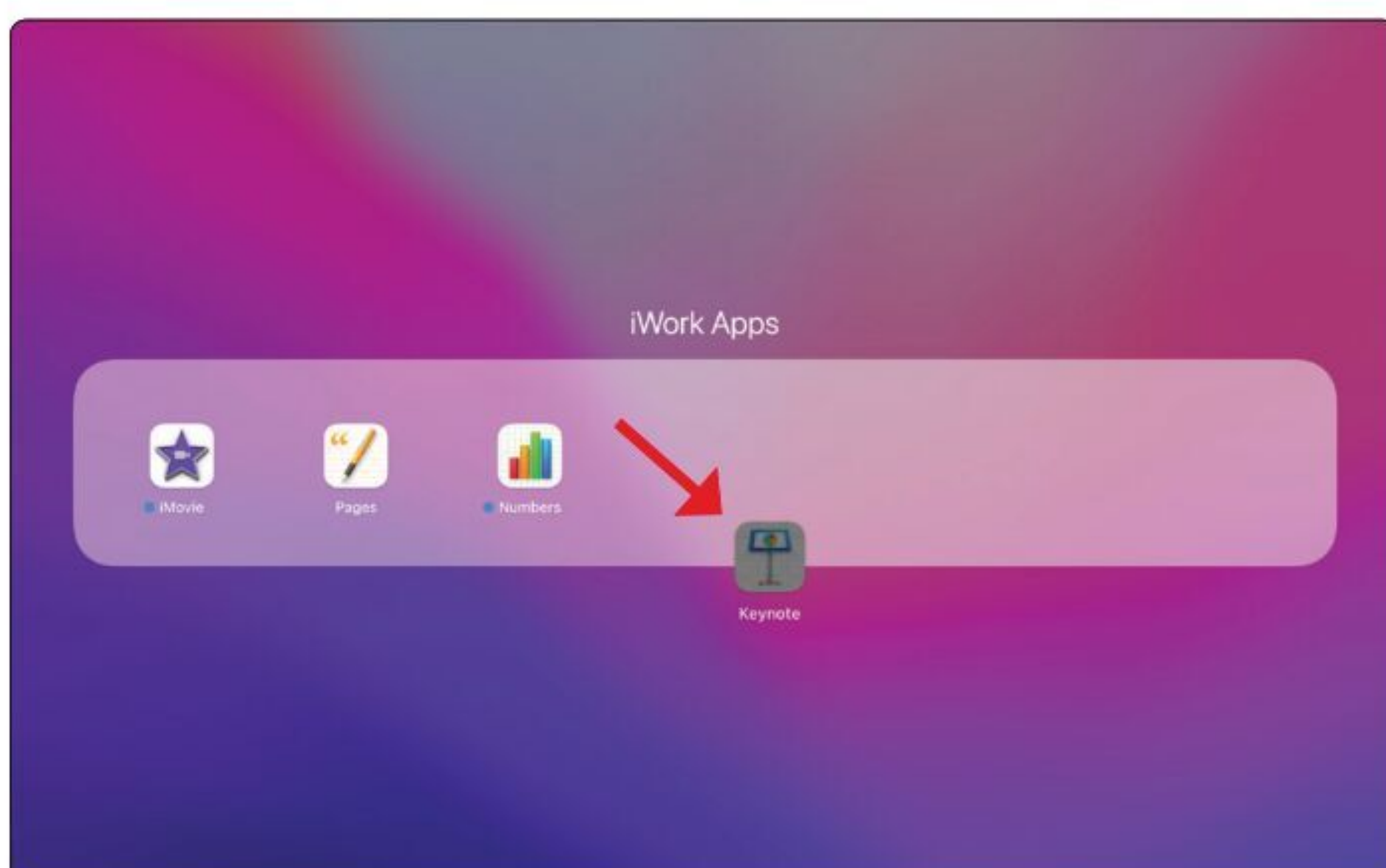
## Using Launchpad



**1** To open the Launchpad, go to the Dock and click on it, or place four fingers on your trackpad and bring them together. The screen darkens and your apps are shown as icons. To launch an app from this screen, click on it. To close Launchpad, press Esc or click on the desktop.



**2** If you have more than one page of apps, move between them by swiping left and right with two fingers or hold cmd and use the arrow keys. Click and hold on an app and an 'X' appears in the top left corner; click 'X' to delete. Not all apps can be deleted in this way.

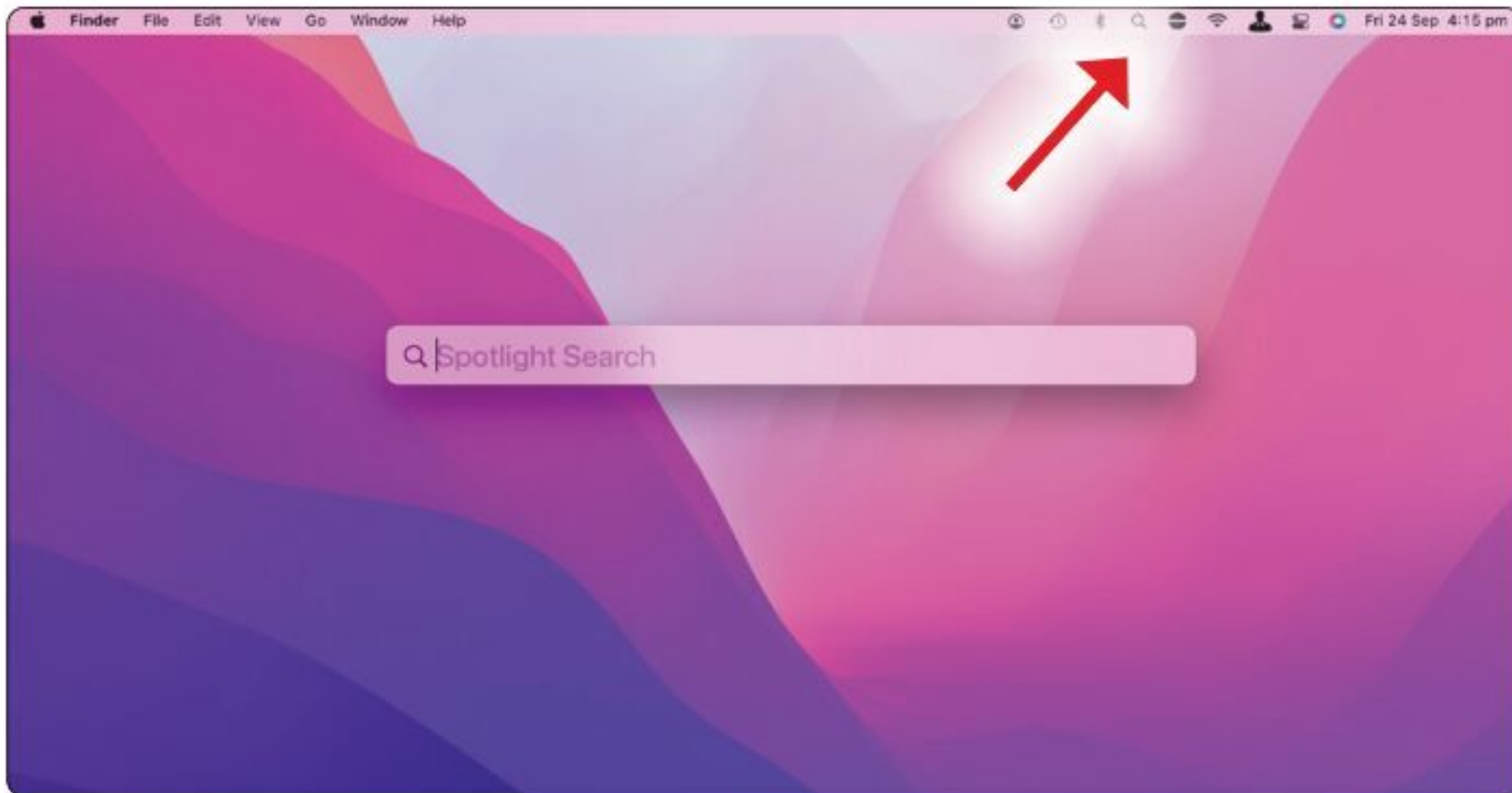


**3** You can arrange your apps into folders on Launchpad too, just like on an iOS Home screen. Just drag one app onto another and a folder is created. You can click on the name if you wish to change it and to remove an app from that folder, drag it off the grey folder area.



**4** Open and close folders by clicking on and off the folder icon on the Launchpad screen. You can add new apps into the folder by simply dragging them onto the folder. You can also drag apps around the Launchpad window to change the order in which they're arranged.

## Using Spotlight

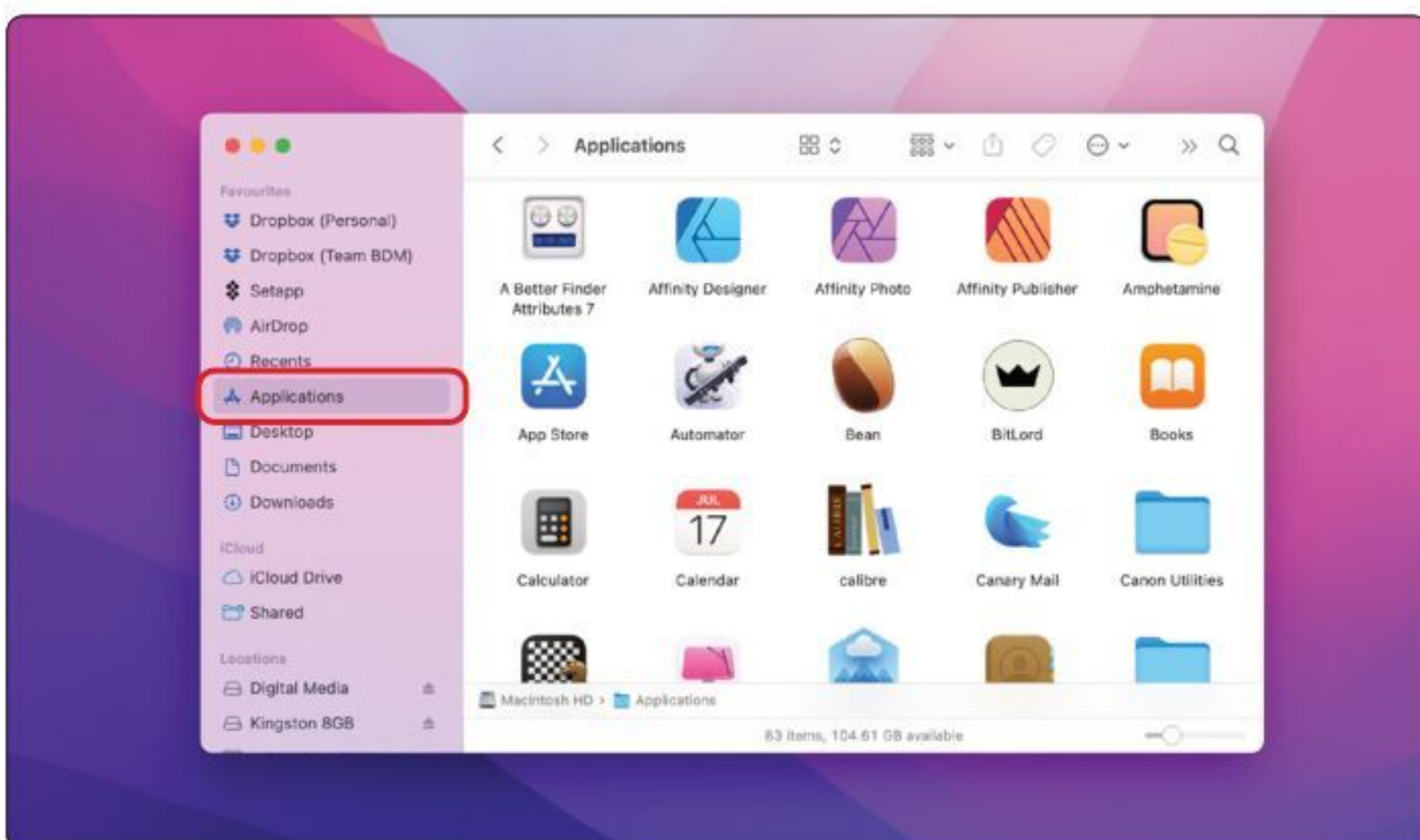


**1** To launch an app using the Spotlight feature, first click on the magnifying glass found in the top right corner of the screen. A window saying 'Spotlight Search' pops up. If it's inconveniently located, you can drag it around the desktop and move it to wherever you like.



**2** Begin to type the name of the app you want to launch and Spotlight tries to complete it for you. When you see the name of the app you want, scroll down to it and press Enter and it launches. To close the Spotlight search window without launching anything, just click anywhere on the screen.

## Using the Finder



You can also launch an app using the Finder. Open a new Finder window (or use one that's already open) and click on Applications in the sidebar. All of your Mac's apps are shown. Scroll to find the one you want to use and then double click on the icon to launch.

## Using the Dock

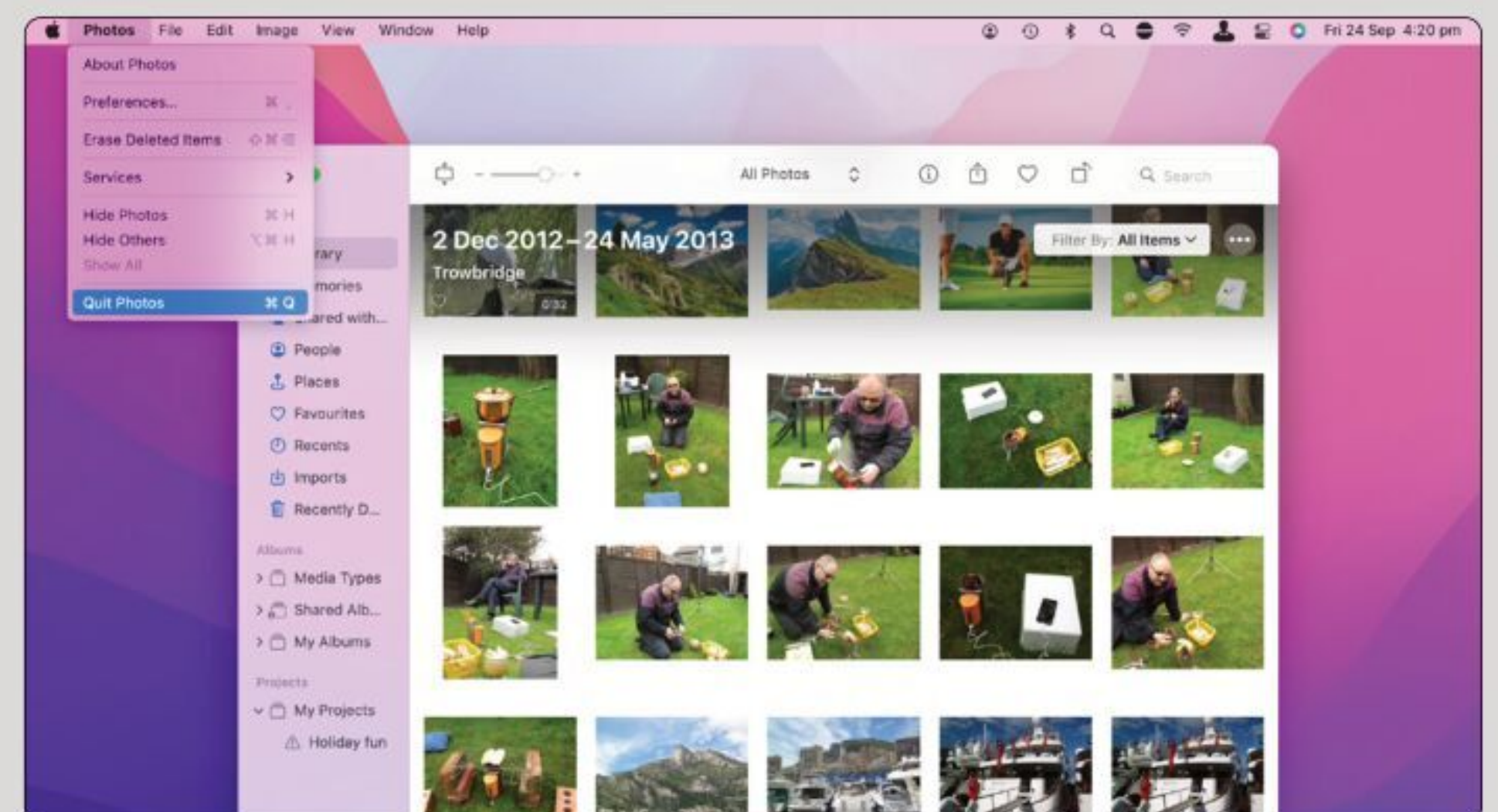


You can launch an app from the Dock. If your Dock is hidden, move your pointer to the foot of the screen to reveal it and click on the app you wish to use. To find out more about the Dock and how to customise it with your favourite apps, see our tutorial later in the book.

## Quitting Apps.



Open apps are shown in the Dock. On the app's Dock icon, you can click using the right-hand side of a Magic Mouse or trackpad (right-click), hold the Control key and click anywhere (ctrl-click) or click and hold, then click on Quit in the pop-up window.



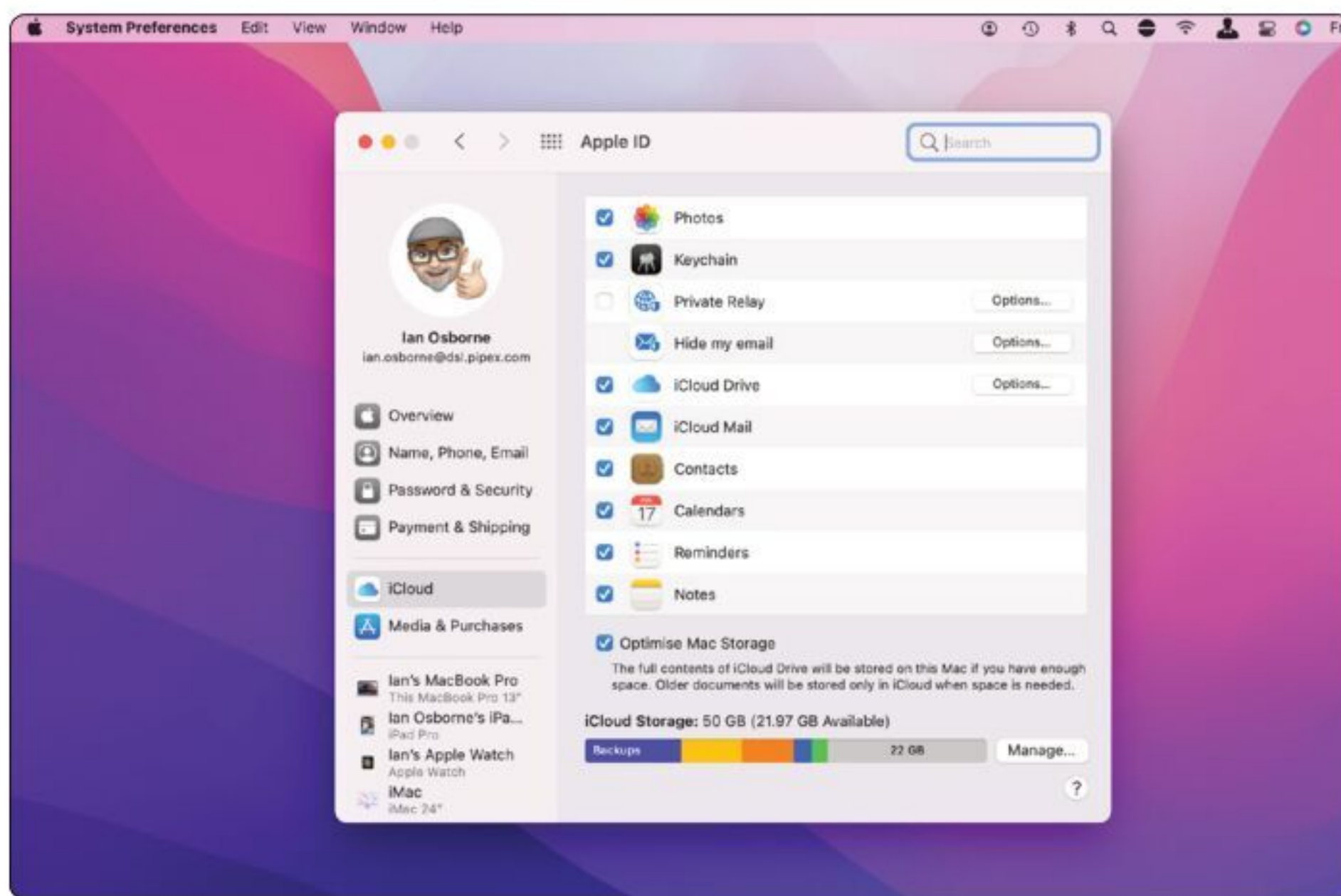
Alternatively, with the app to the fore in Finder, click on its name in the top left corner and select Quit [app name] from the menu; or hold the Command key and press 'Q'. Just make sure the app is open on your desktop or you might quit the wrong application.



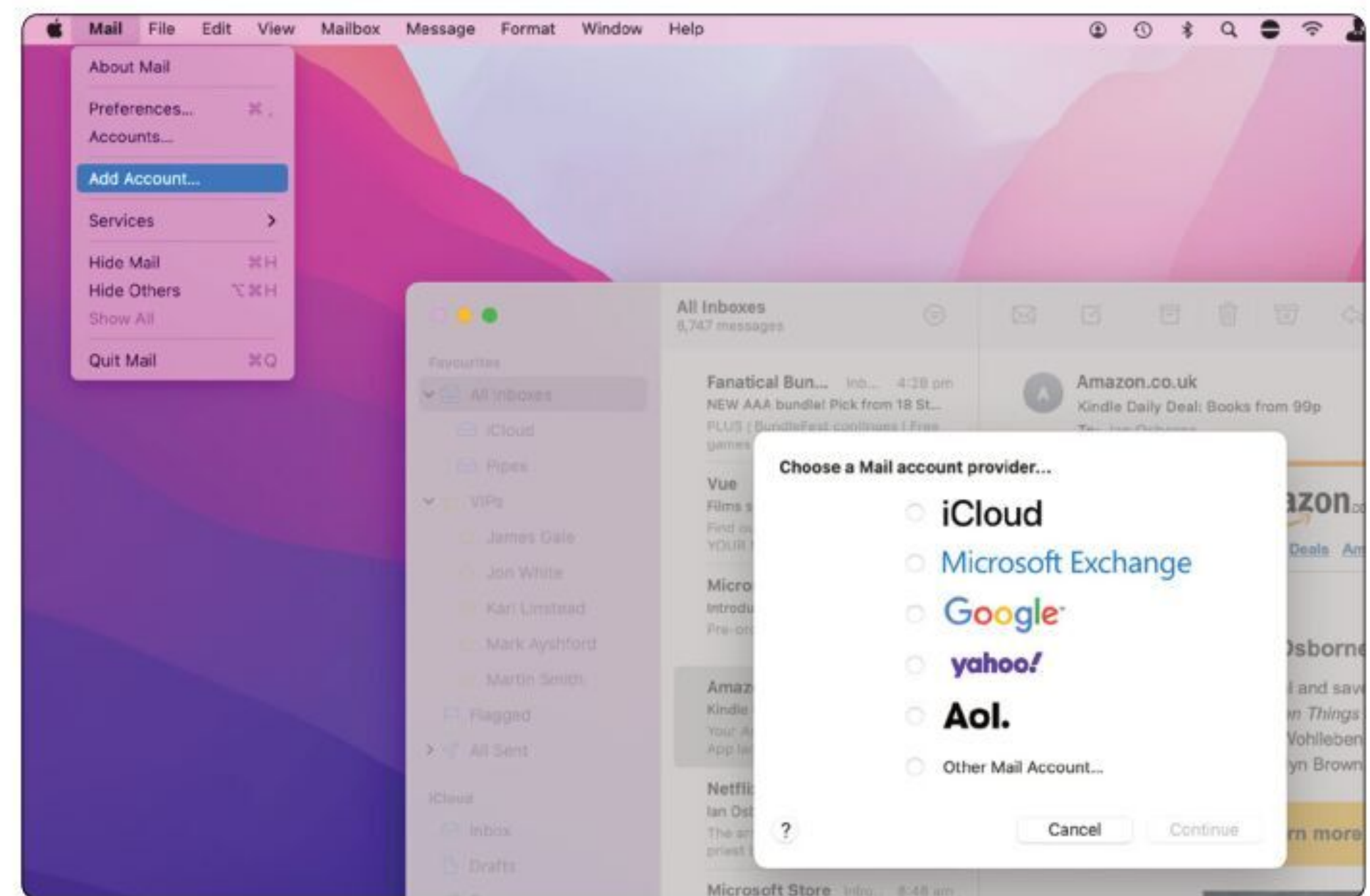
# Setting Up Email For the Mail App

With email, you can send mails and attachments anywhere in the world, at the push of a button. It's there instantly too. Here we take a look at what email is, how you can get yourself an email address and how you can use your email accounts on your Mac, with Apple's bundled email client, the Mail app.

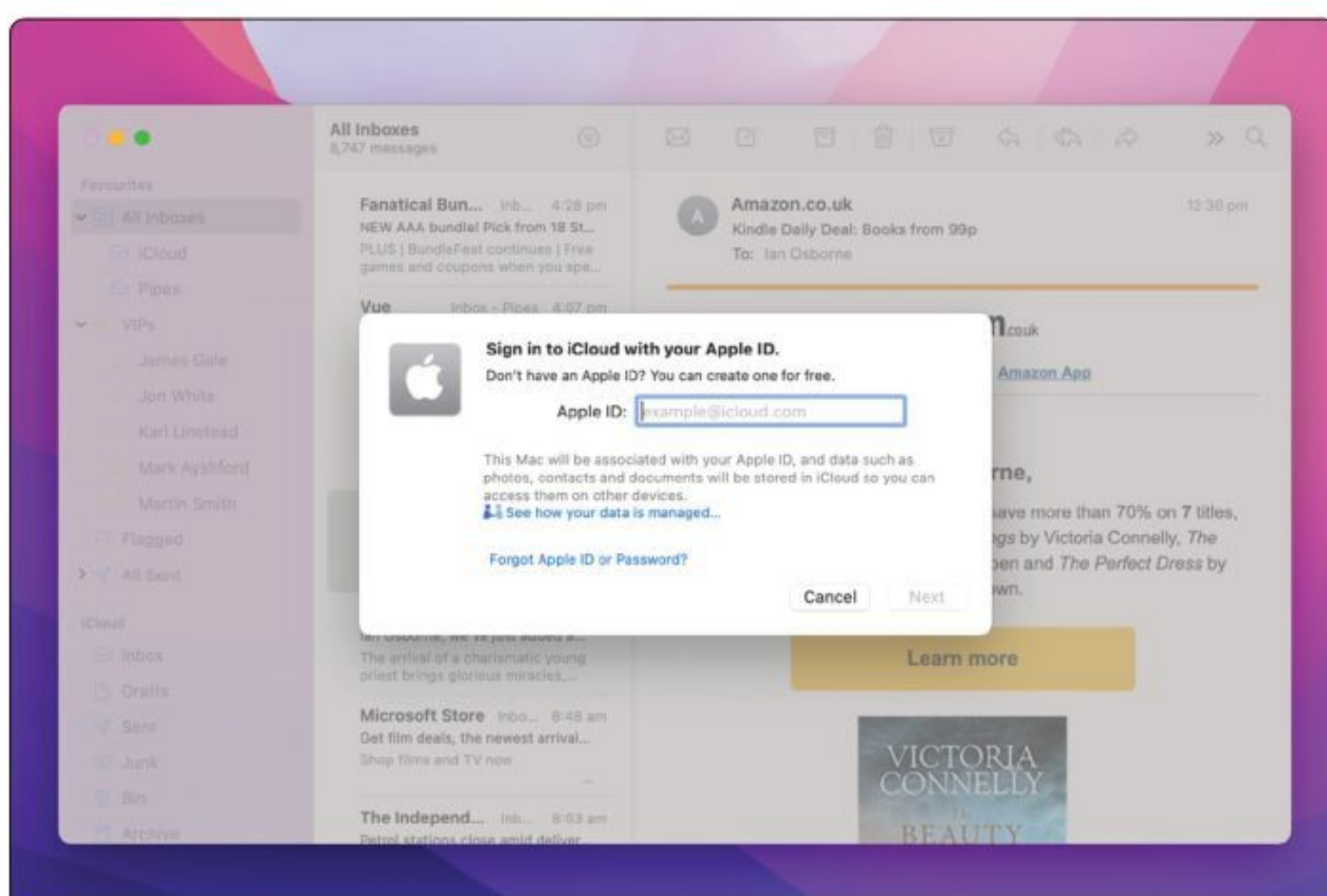
## Setting Up Your iCloud Email



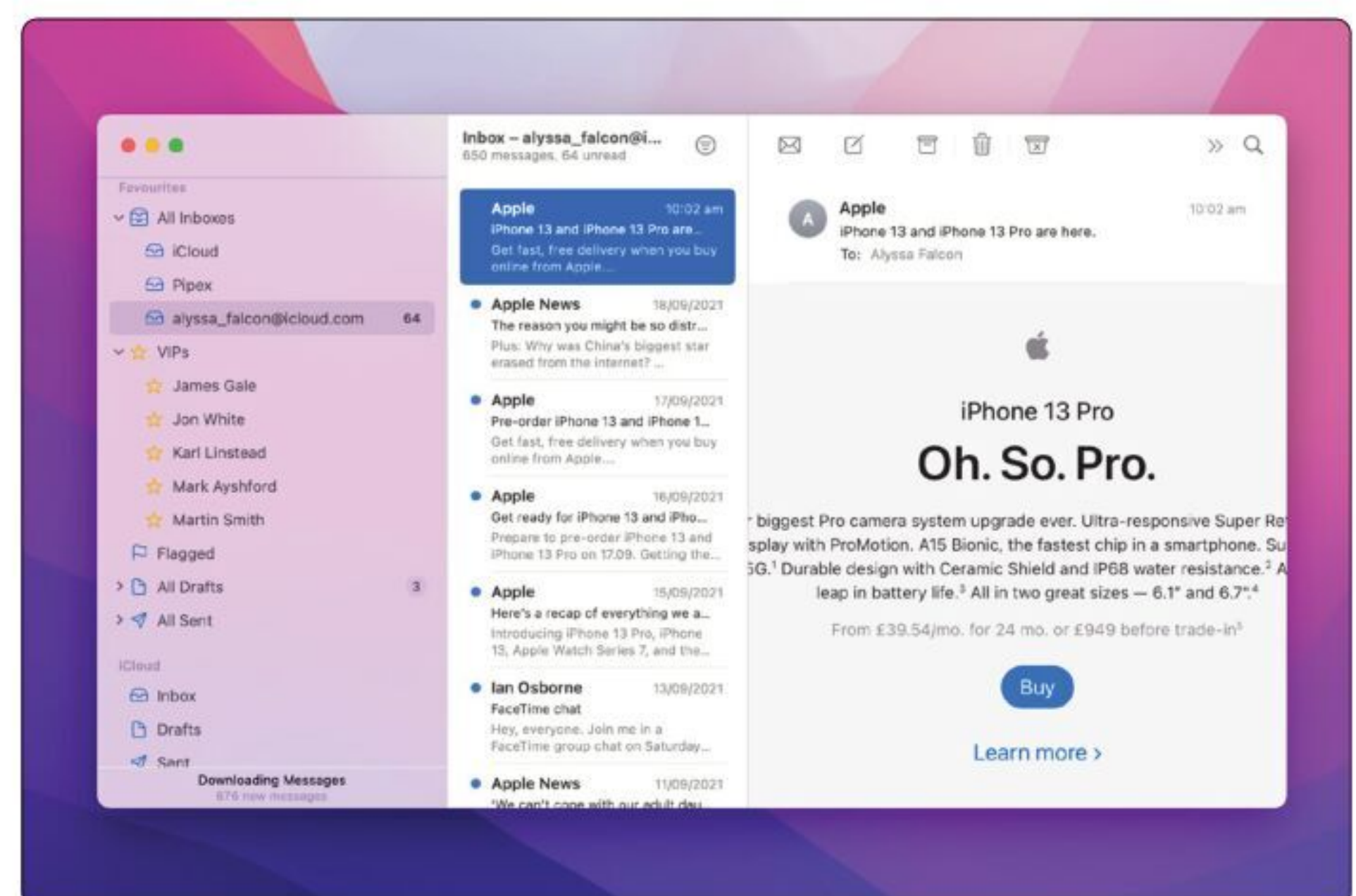
**1** If you set up your Apple ID during your Mac's initial setup, or if you signed in with an existing Apple ID, your iCloud email account is already in place. But if not, or if you want to add another iCloud email account to your Mail client, follow these instructions.



**2** Open the Mail application from the Dock and then under the Mail drop-down menu found in the left of the menu bar, click on the Add Account... link. From the pop-up menu that appears, select the iCloud link and then click on the Continue button to go to the next step.

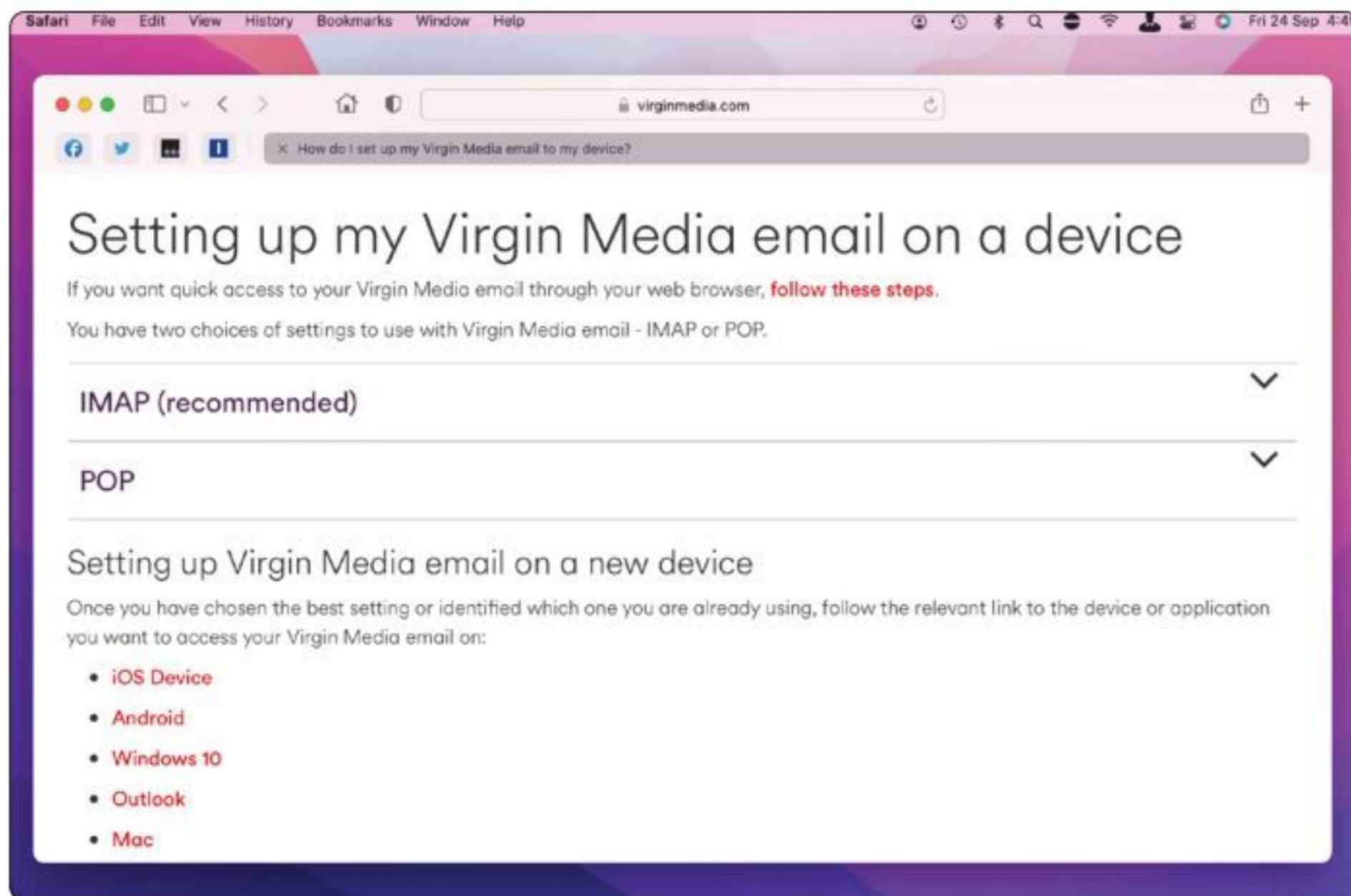


**3** Now enter the Apple ID for the iCloud email account you want to add to your Mail app, and then the password. When you have confirmed your details you can then click on the Sign In button to take you to the next step.

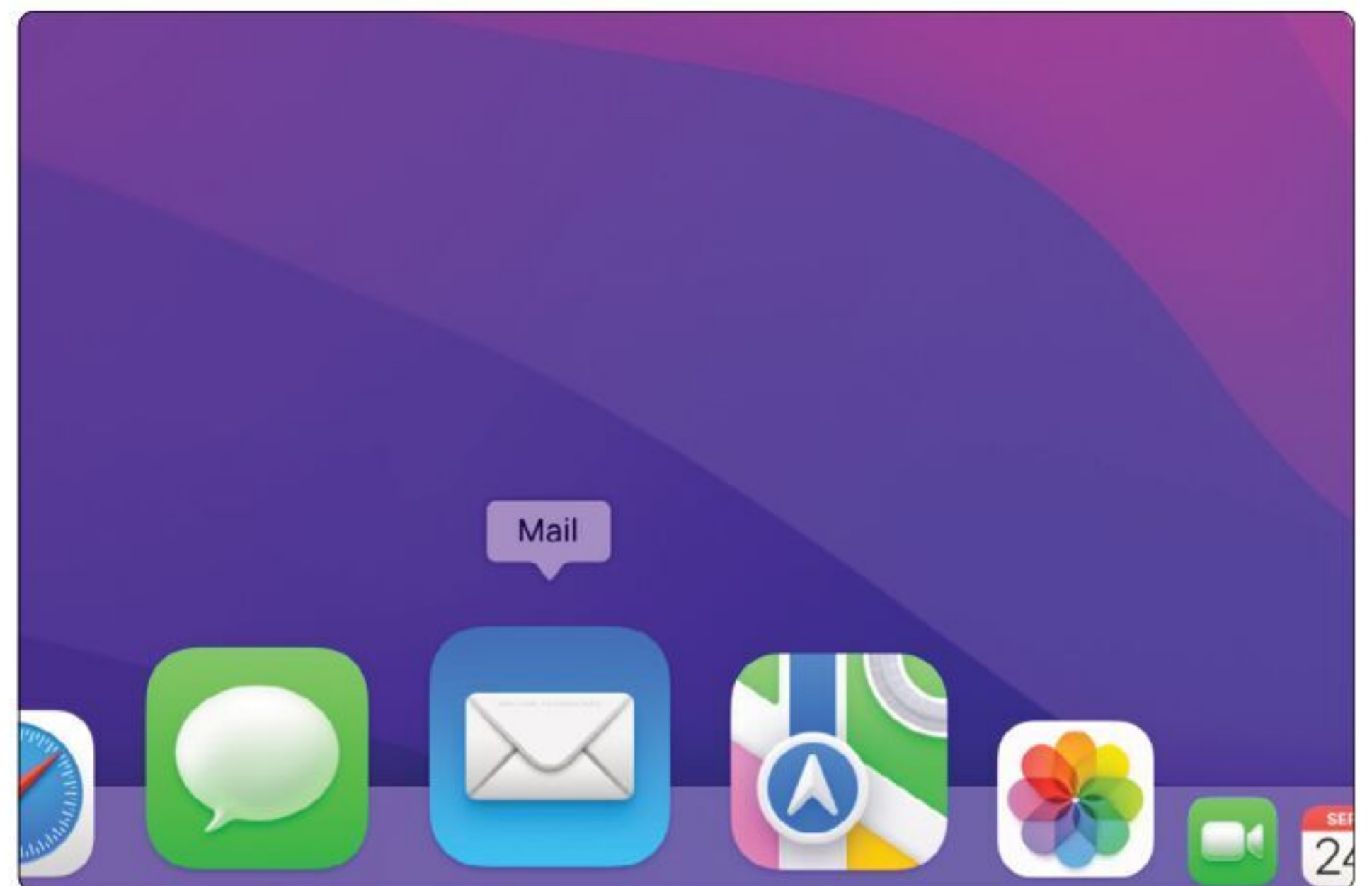


**4** On the next screen, click on Add Account and your iCloud account is added to the Mail app, for you to use on your Mac. Your iCloud email can be your sole email account or you can use it in Mail or alongside others if you wish.

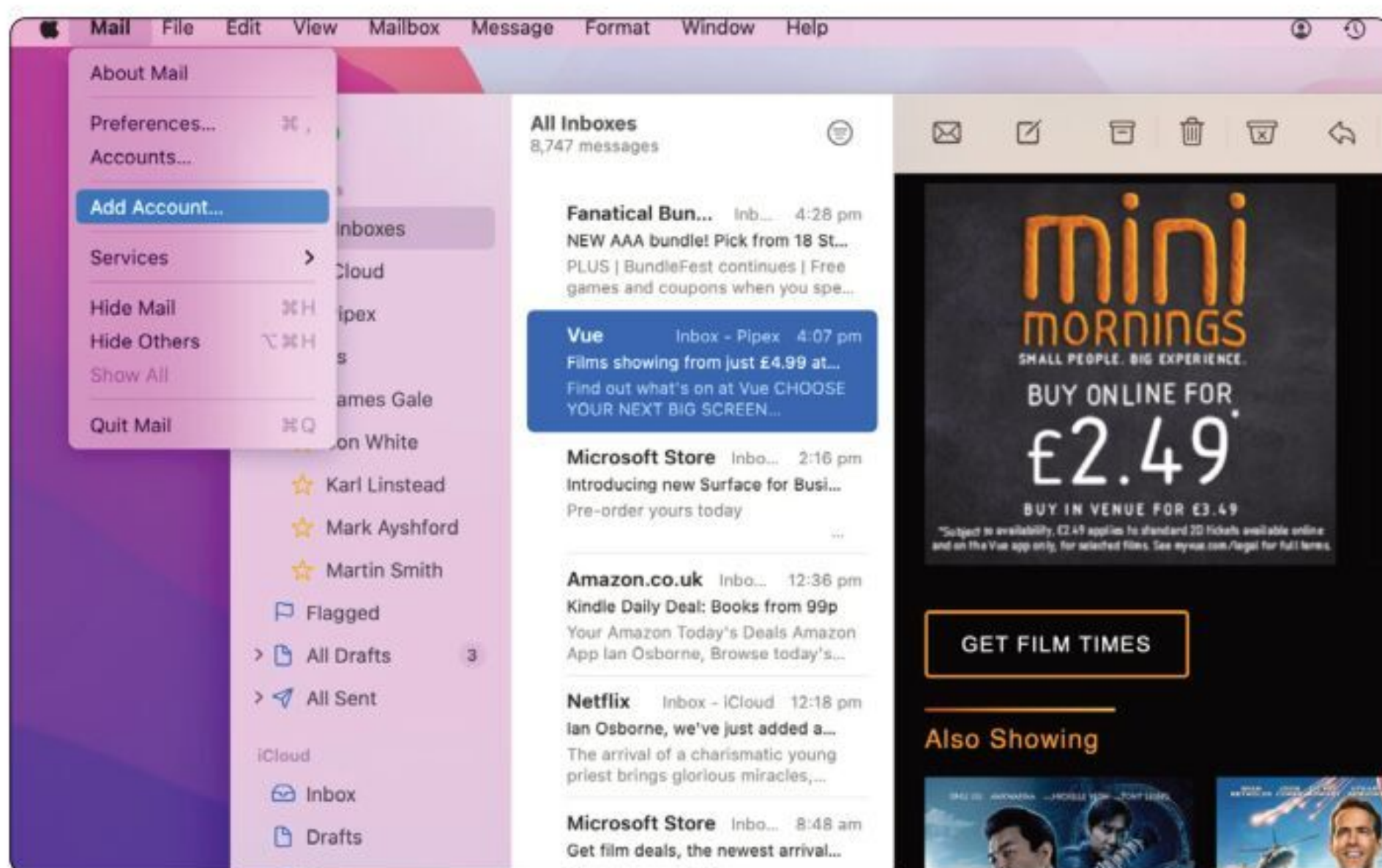
# Setting Up Other Emails



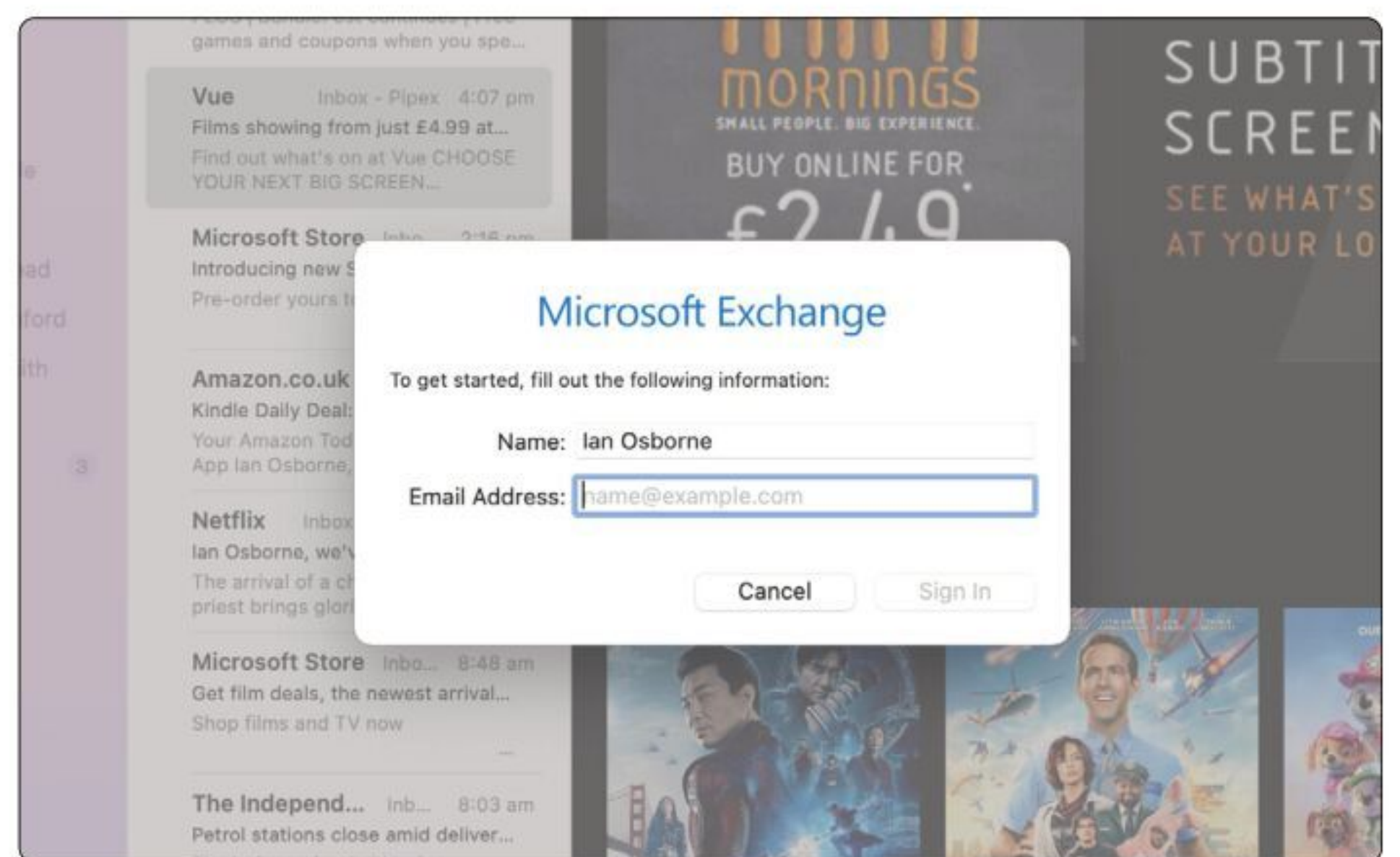
**1** To configure your Mac to access your email account from your Internet service provider, you need your email address, your password to access your email account, and POP or IMAP (incoming) and SMTP (outgoing) server addresses.



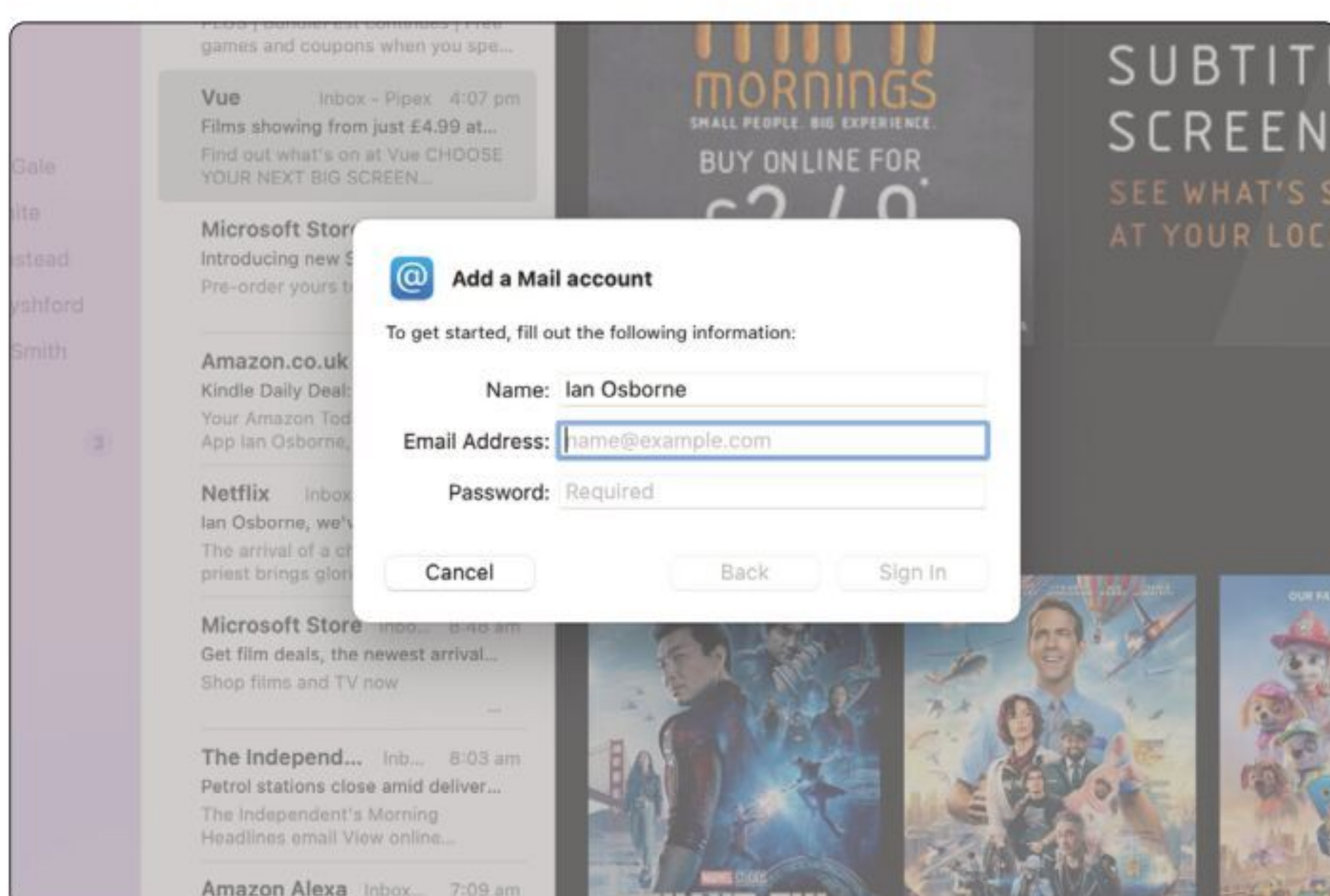
**2** macOS Monterey includes a sophisticated email program, simply called Mail. You can find it on the Dock, as it's there by default. The Mail App's icon shows the back of an envelope on a blue background. Click on this icon to open the Mail app.



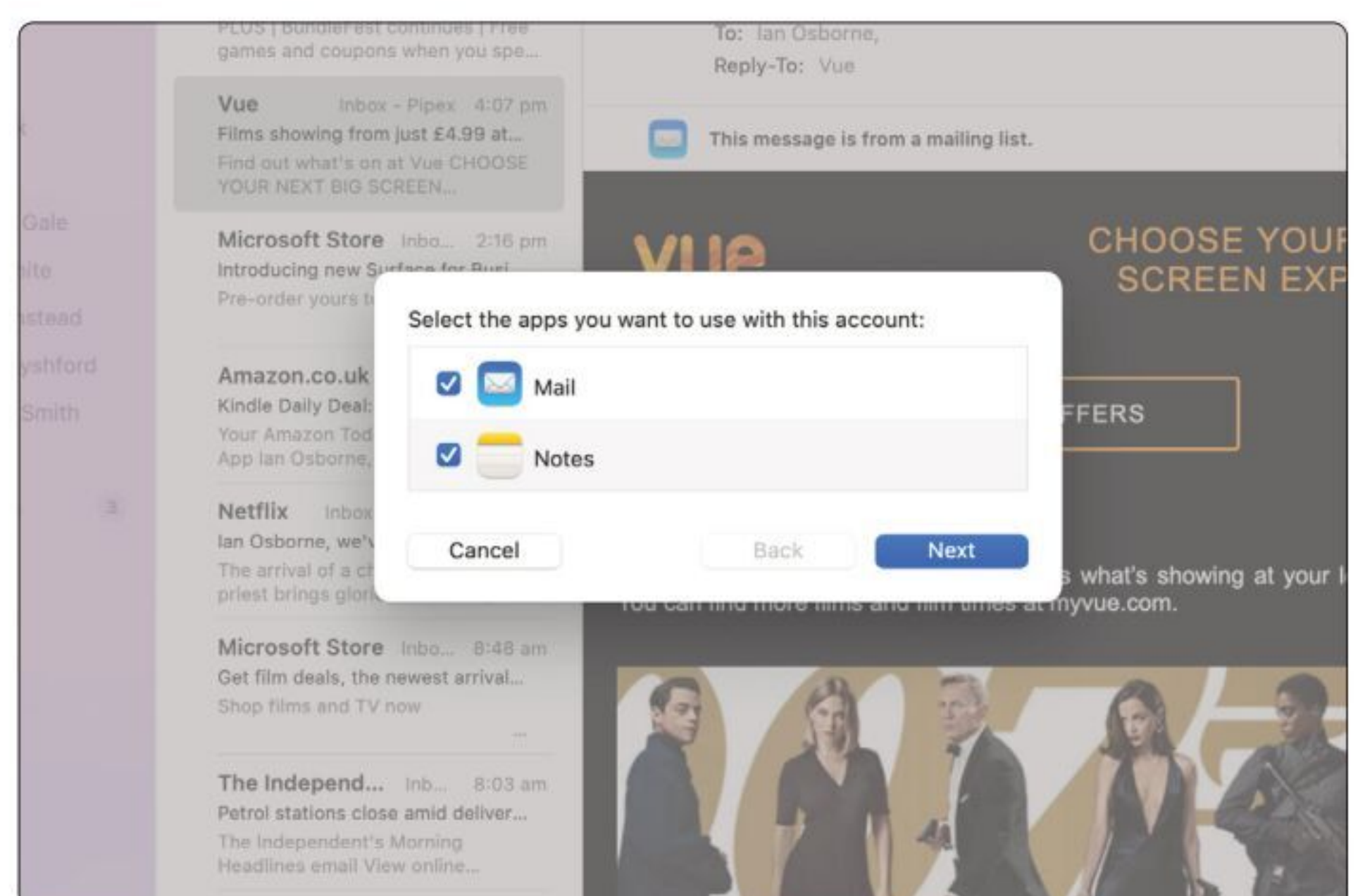
**3** When you first open Mail you're prompted to set up your first email account. If you've previously used Mail or set up another account, you can add further new accounts by going to the Mail menu and selecting Add Account.



**4** If it's another web-based email service you're adding, you must now enter your full name (this appears in your own, and other people's, contact lists), your email address and your password. Do this, and your account is added.



**5** If you're adding an account from your Internet Service Provider, select Other Mail Provider from the screen in Step 3. Enter details such as username, password and server information provided by your ISP. The server information should also be on the ISP's website.



**6** Fill in all the information for which you're asked. The exact information required depends on the service provider in question, but it typically includes incoming and outgoing mail server addresses, your username, and your password. When you've finished, click on Sign In to finish.



# Installing New Apps On Your Mac

Installing new apps on a Mac shouldn't be a terrifying experience. Whether you're downloading from the App Store or from a third-party developer's website, you can download and install some great new software applications, or apps, on your Mac in macOS Monterey.

**1** You can open the App Store app from the Apple menu, as well as from the Dock, the Applications window, the Launchpad and Spotlight. If updates are available for any of your apps, this is shown in the Apple menu, next to the App Store option.

**2** Type the name of an app, a developer or a genre into the Search window to search the App Store for apps. Your search results are then shown in the main window.

**3** The sidebar gives you options when exploring the App Store. Discover is best for general browsing, Arcade is for Apple Arcade titles, then there are categories for creative apps, work-related software, games developers' tools and more.

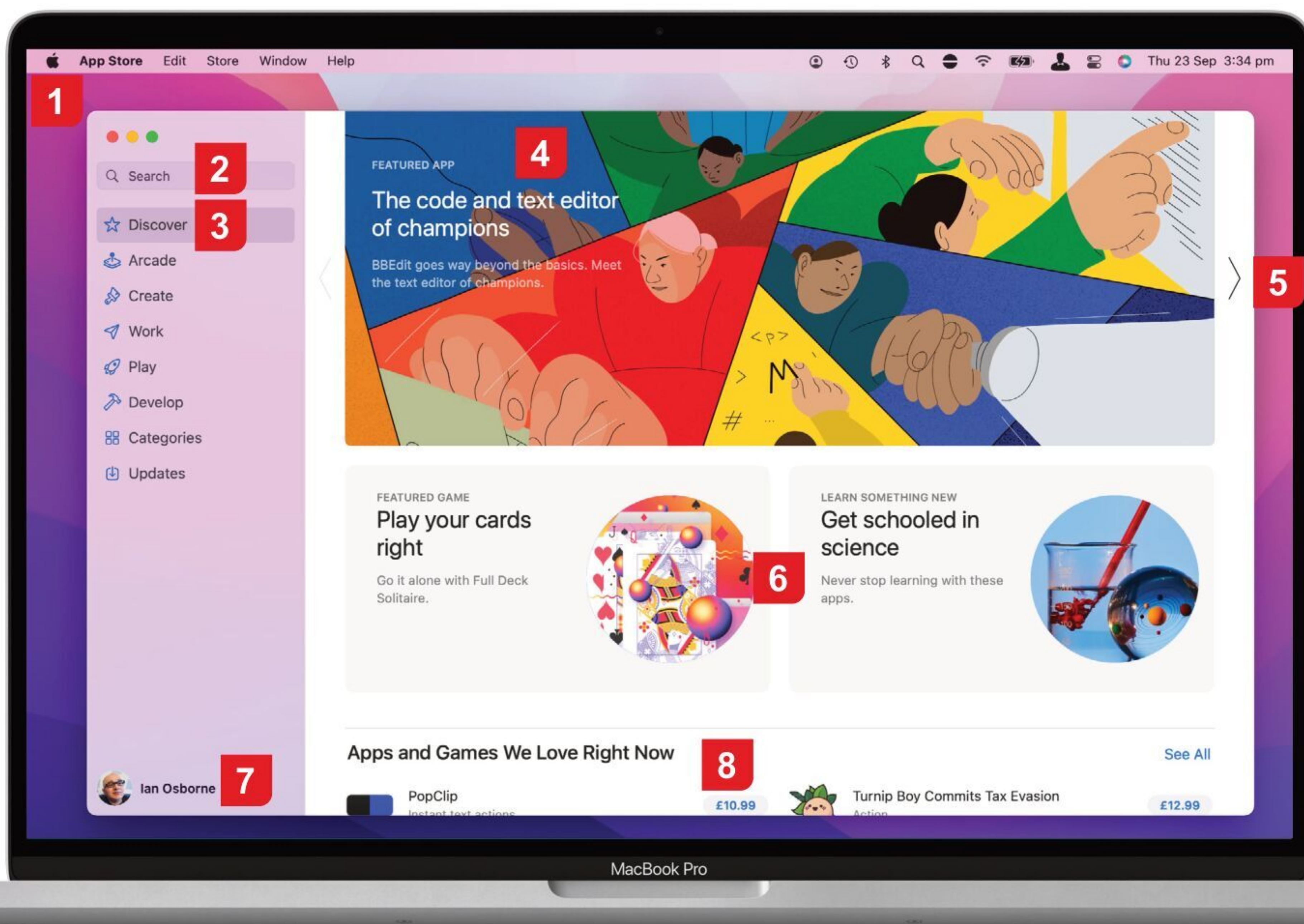
**4** This is the featured app of the day, chosen by Apple's editors.

**5** Click on the chevron for more featured apps.

**6** More from Apple's editors. These boxes might feature individual apps, or they might offer a range of titles on a given theme.

**7** Click on your name in the corner here to get your account details.

**8** Scroll the page down for individual apps and more. Click on an app to be taken to its page. Click on its price (or the word 'Get' if it's free) to buy and download it.







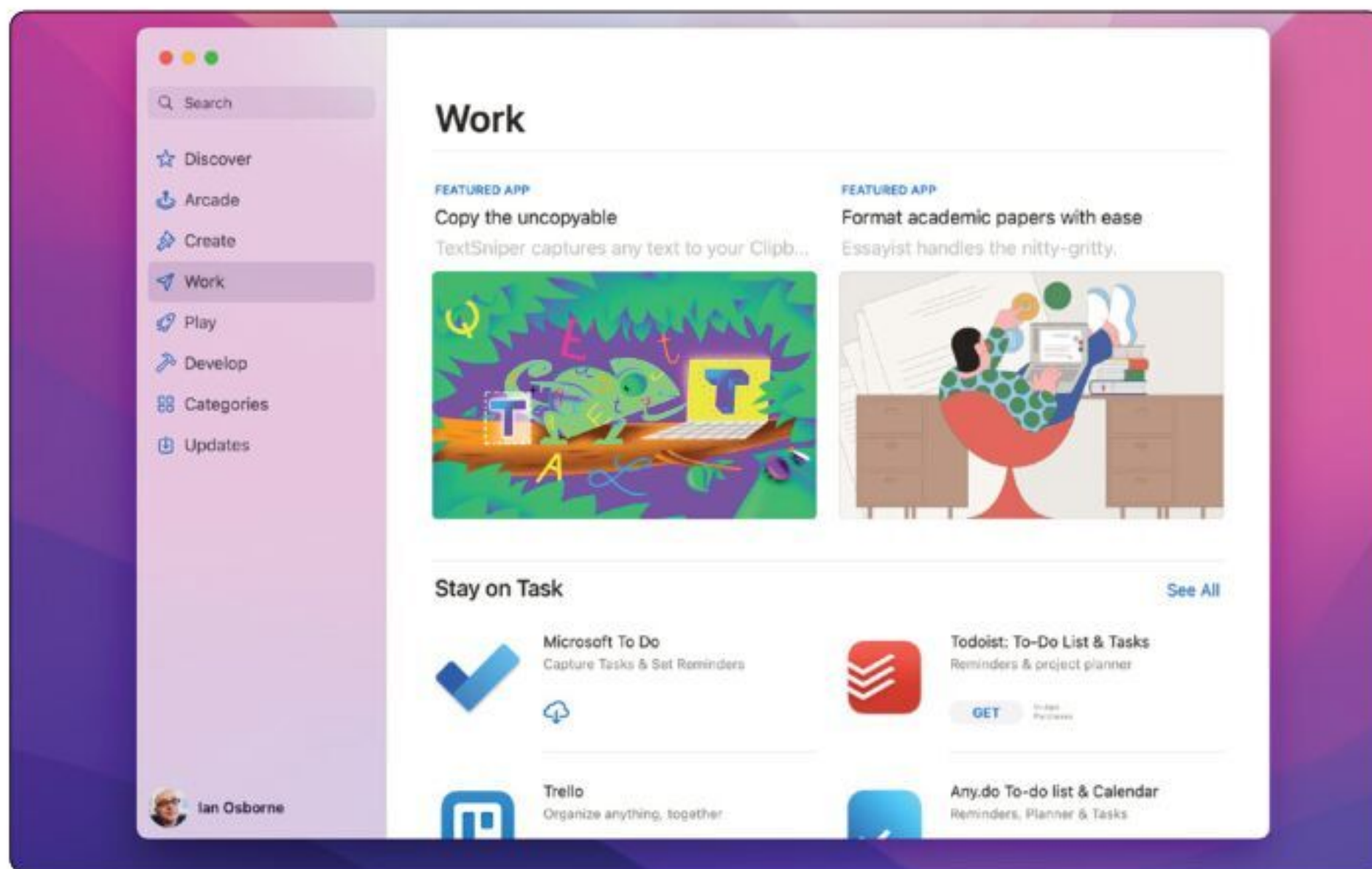
## The Mac App Store

The Apple Mac Store is an impressive market place of apps, that have been registered and cleared with Apple to run on your Mac without any hint of anything unwarranted – such as malware. But it doesn't have everything on offer. There are times when you may need to go outside the Mac App Store in order to get hold of a vital app, and this is where the confusion often arises.

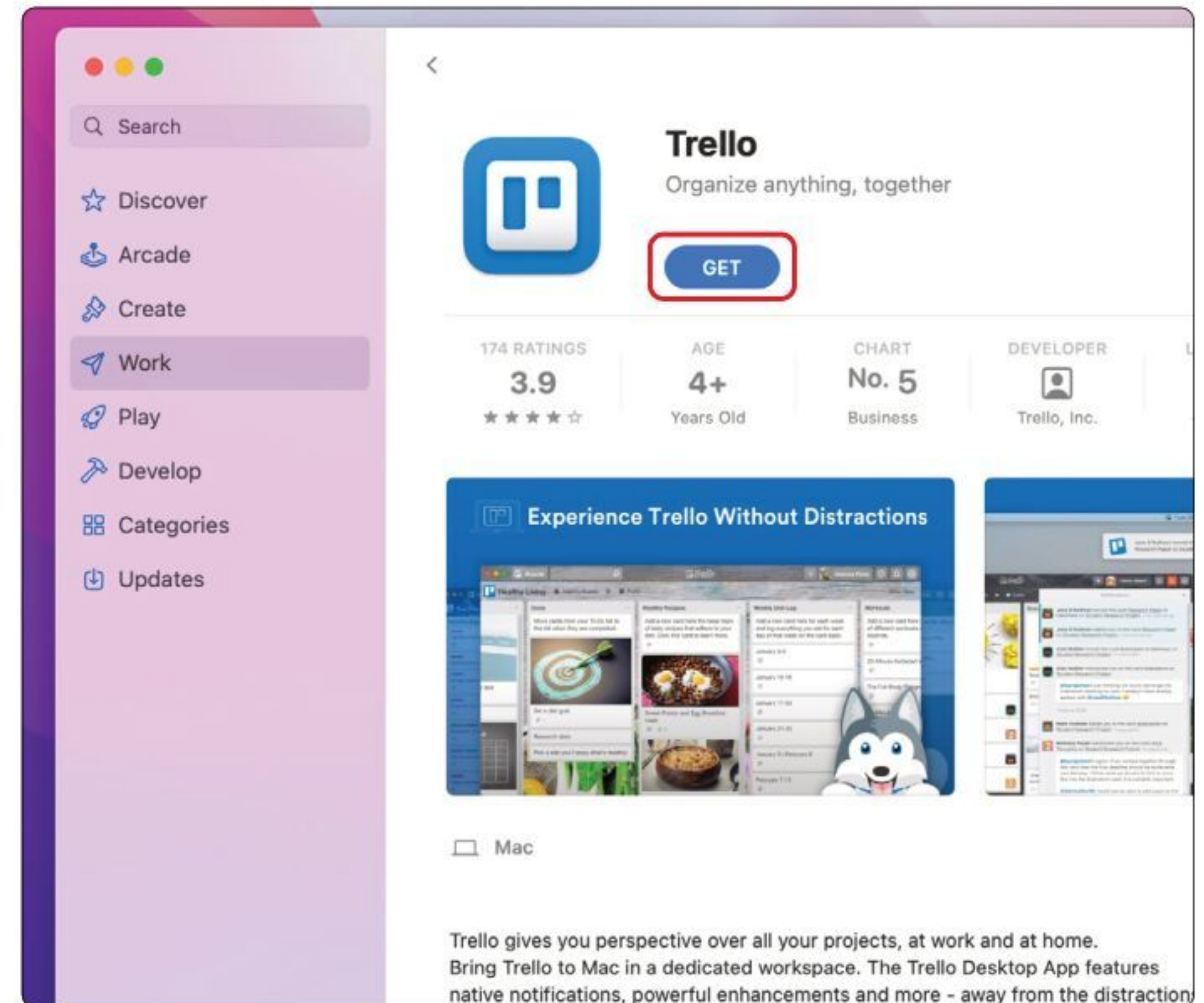
Beyond the Mac App Store you'll find all manner of different kinds of apps and these are often packaged differently depending on the developer. You can find DMG files with apps inside them, PKG installers and even Zip archives with applications inside. Let's keep things simple to begin with and start with the Mac App Store.

## Installing from the Mac App Store

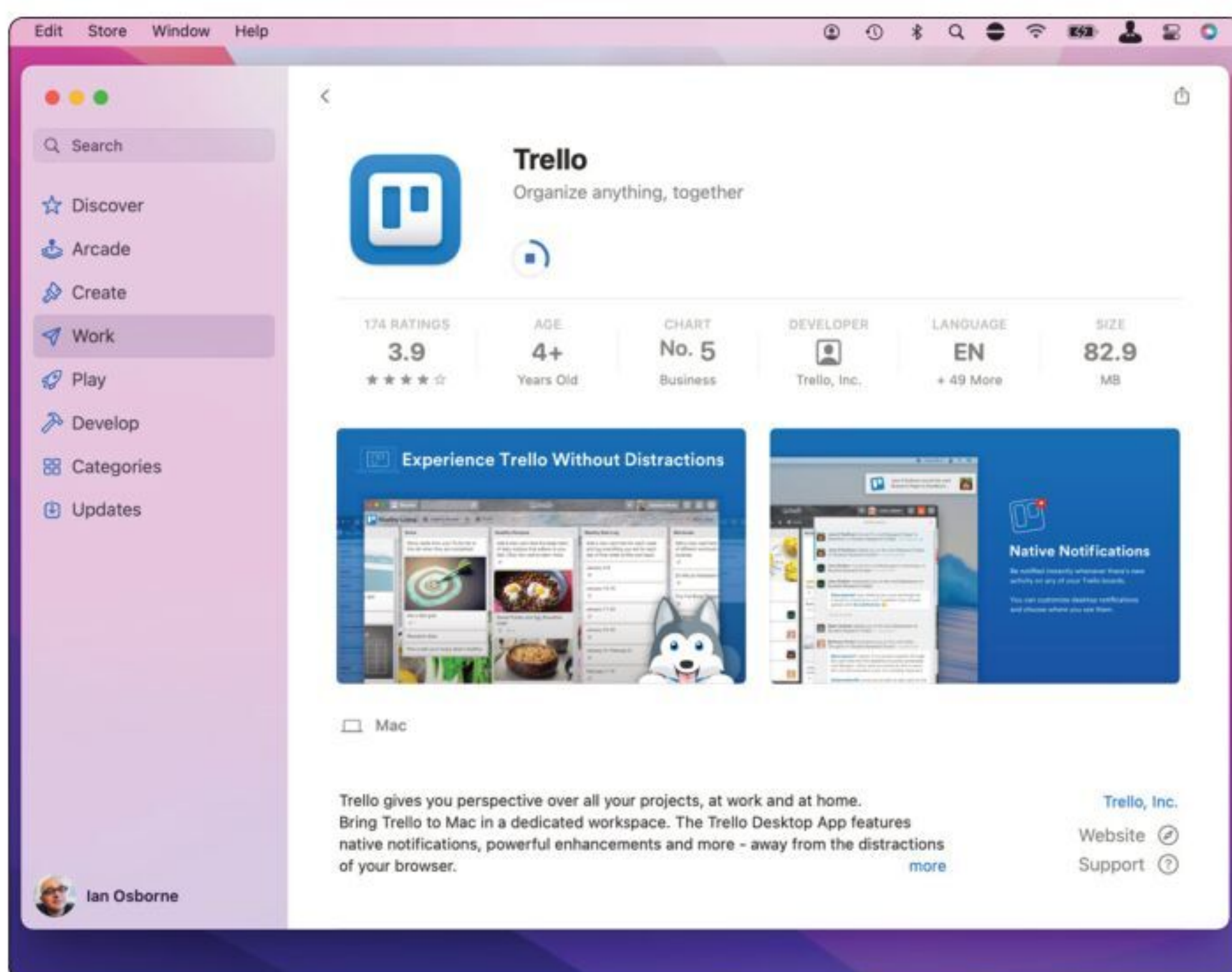
The Mac App Store is a safe and friendly place for the Mac user to visit and install apps from. Open the App Store via the Dock and you'll notice that there are categories on the left-pane, while the content relating to each category is in the right-hand or main pane. There's also a handy Search bar at the top of the App Store window.



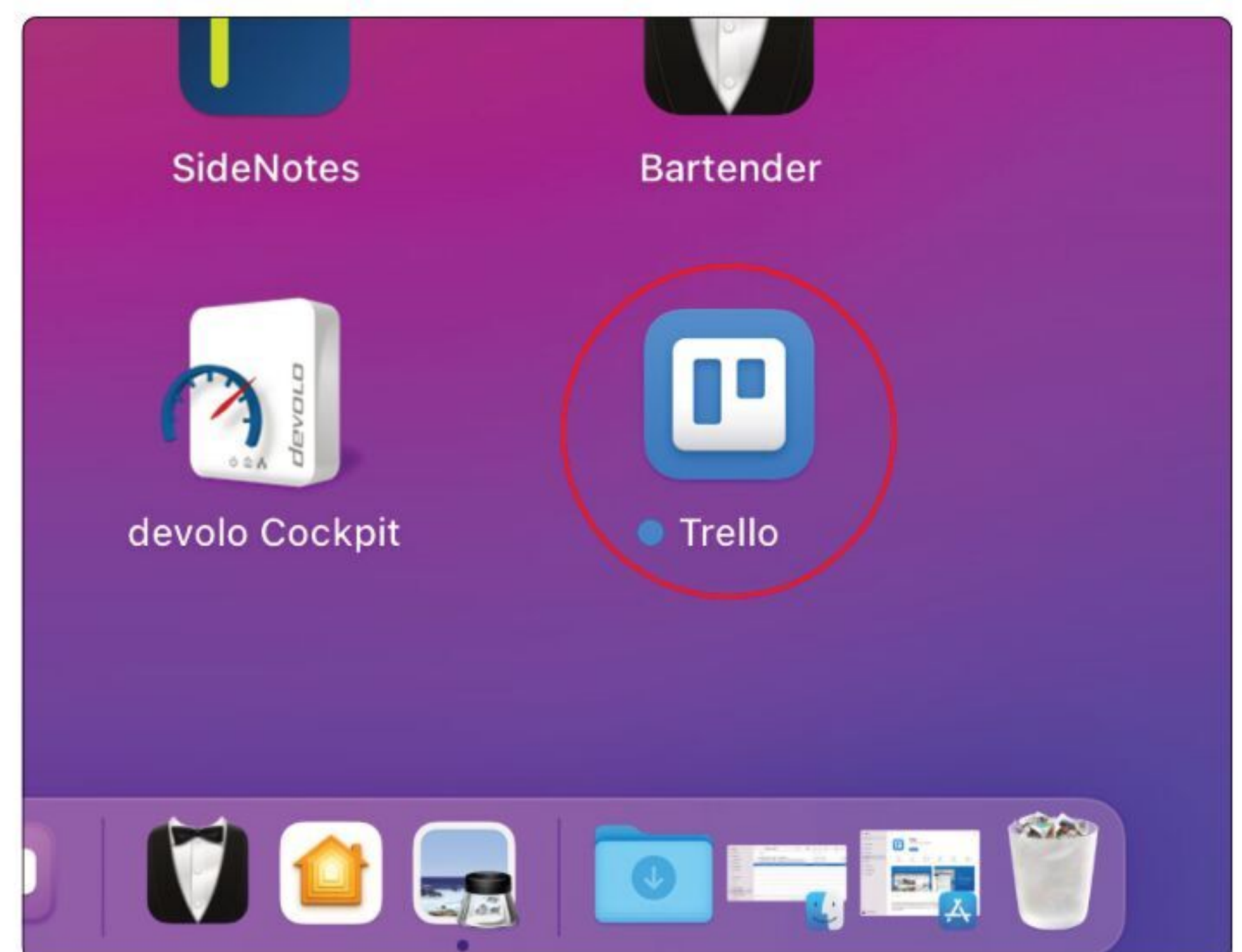
**1** To install an app from the Mac App Store, either locate it via the Search bar – providing you know what you're looking for – or select it from one of the categories.



**2** When you've found the app you want to install, click on the Get button (for free apps) or the price button (for paid-for apps). This button changes to a green Install button, and when you click on Install and sign in with your Apple ID, your new app downloads and installs on to your Mac.



**3** The downloading and installation process may take some time, depending on the size of the app your installing and your connection to the Internet. Progress is measured with a circle where the Install button was, which is gradually filled as the app is installed. If you need to cancel the installation at any point, then click the square inside the gradually filling circle.

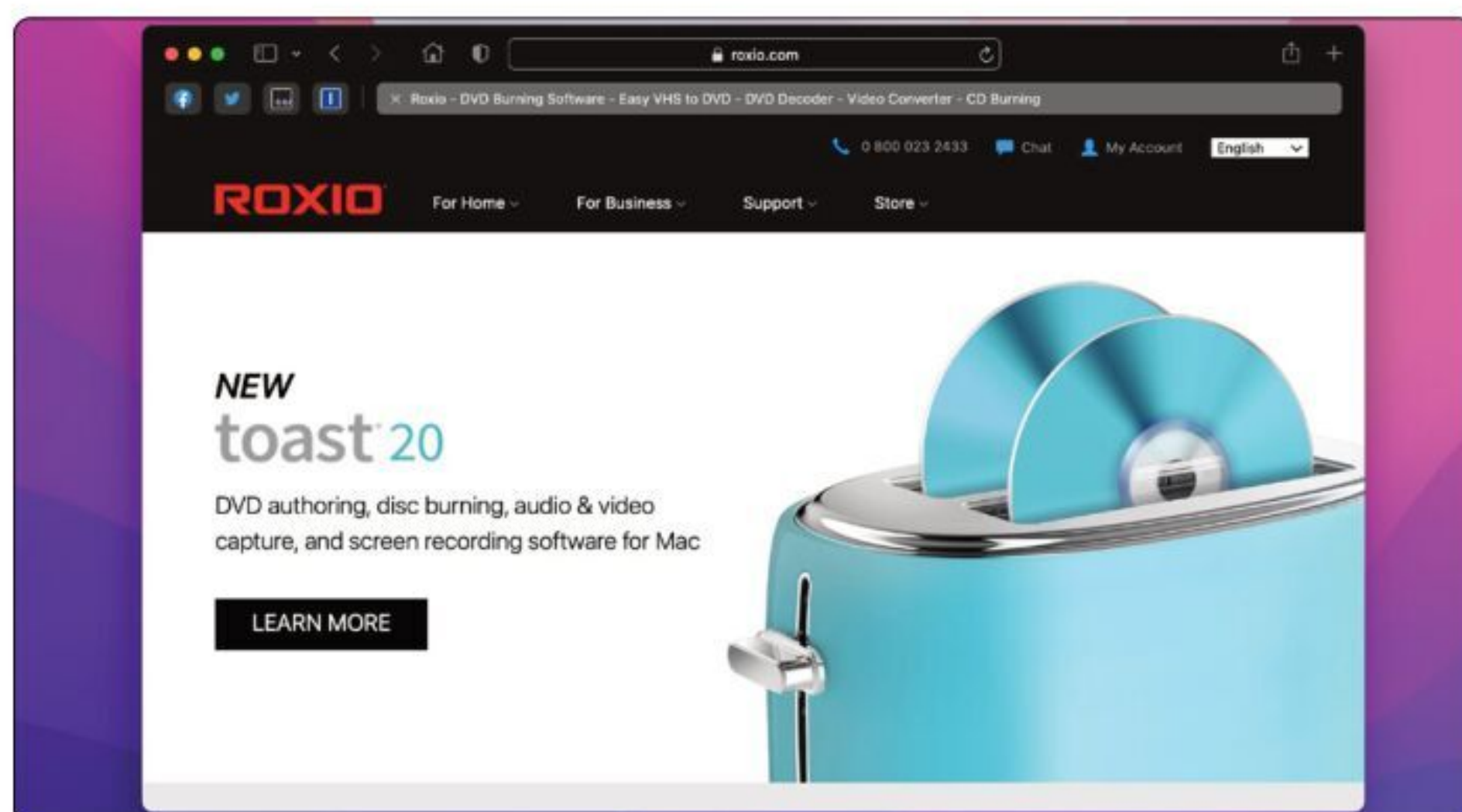


**4** Once the app has finished downloading and installing, you can either click the Open button – which has replaced the filled circle in the Mac App Store – or you can find the newly installed app through the Launchpad via the Dock. Updates are handled by the App Store and anything you purchase on one Mac will work on another compatible Mac. It's a quick, simple and convenient way to work.

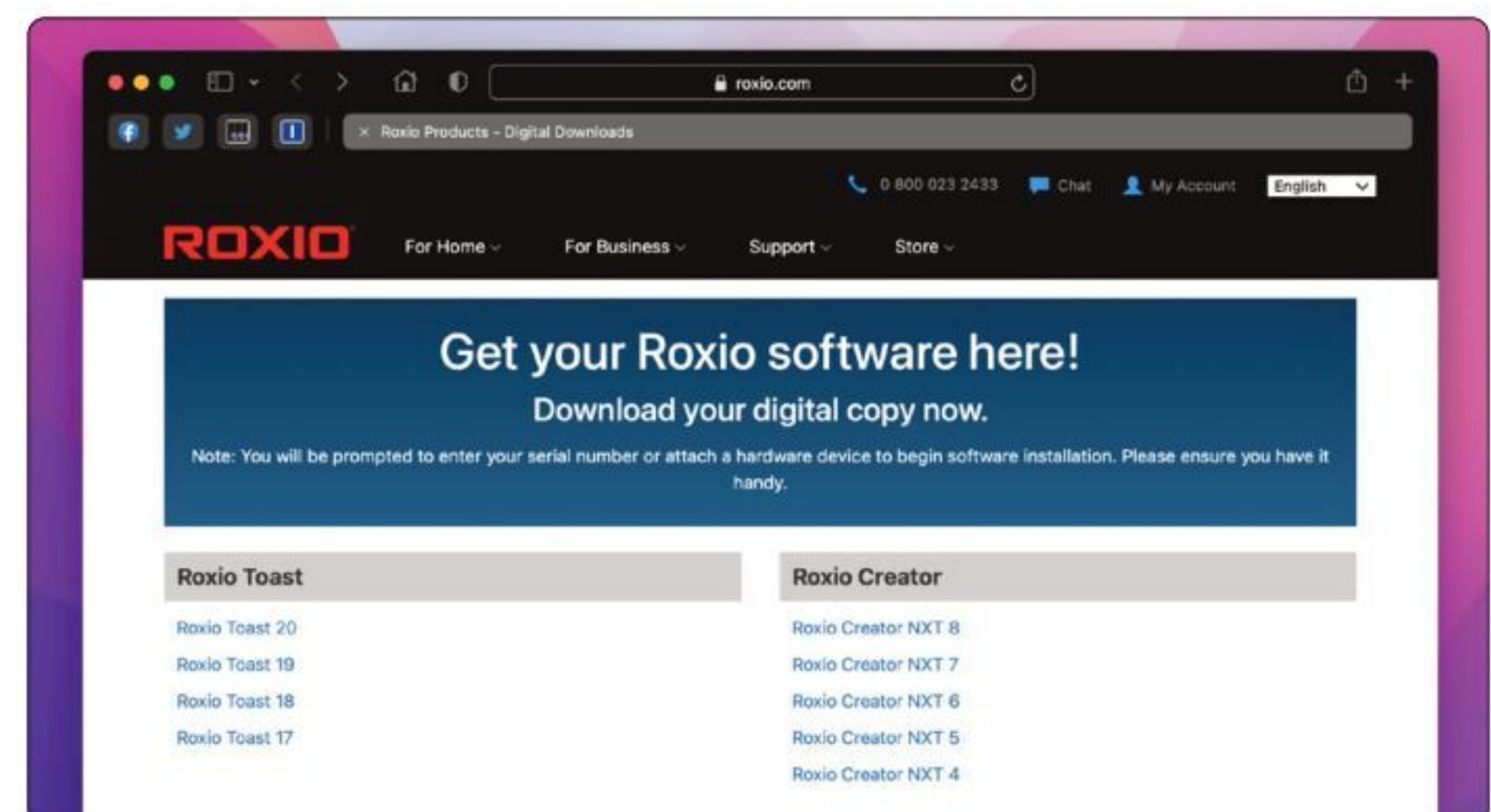


# Third-party Apps On Your Mac

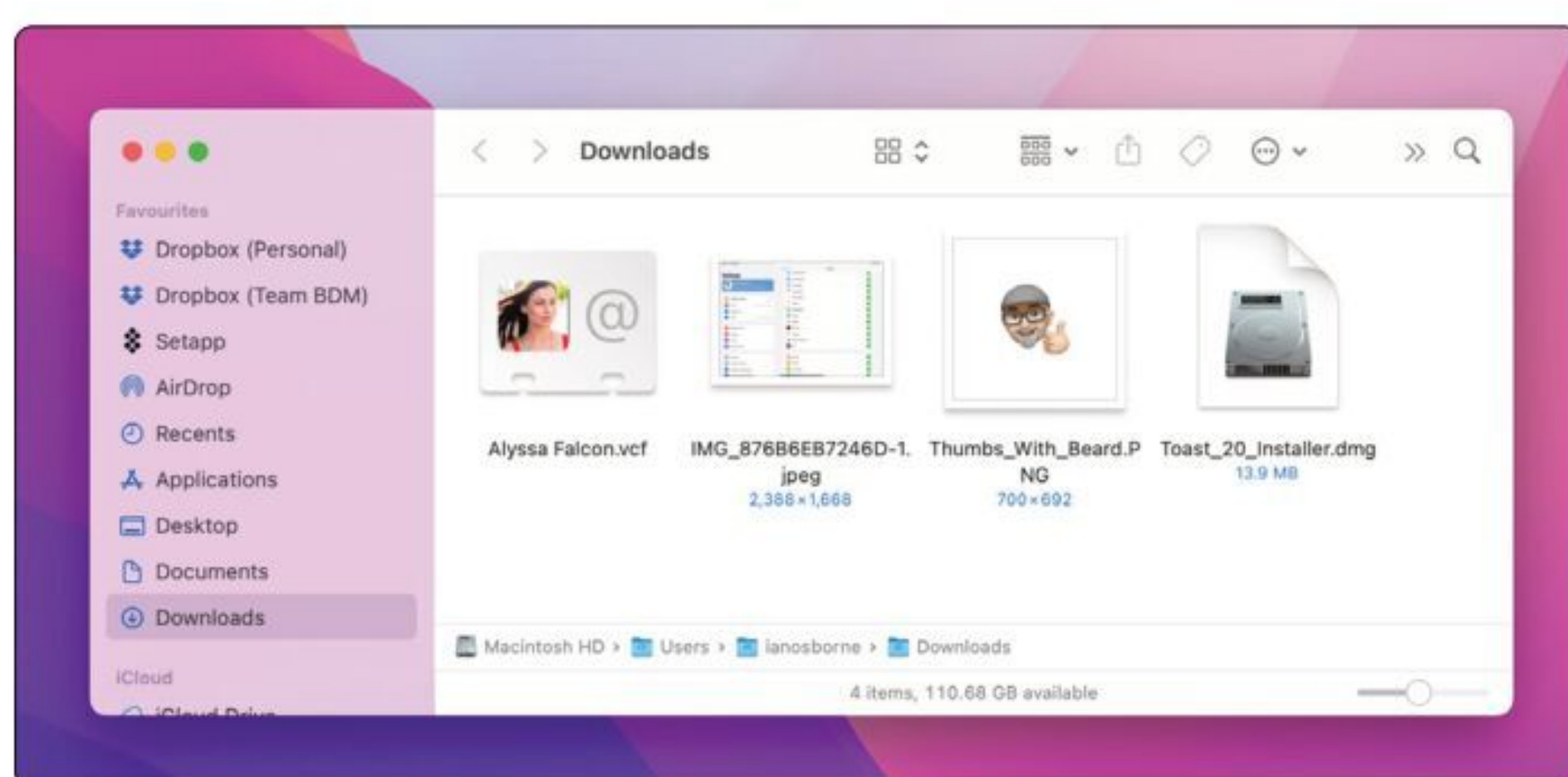
Installing from developers' websites does carry some baggage. For one, you're not going to get updates from the Mac App Store, which may lead to an unresponsive app as the core macOS system is updated. Secondly, there's a potential security risk, as you've no way of knowing if the app you're installing has any form of malware hidden deep within it. And thirdly, it's not often quite as simple as a single click.



**1** Begin by locating the app you want to install – as previously mentioned, look for a reputable site. Ensure that it actually has a macOS version available, as Windows or Linux developed apps won't work on a Mac (unless you do some clever work in the background).

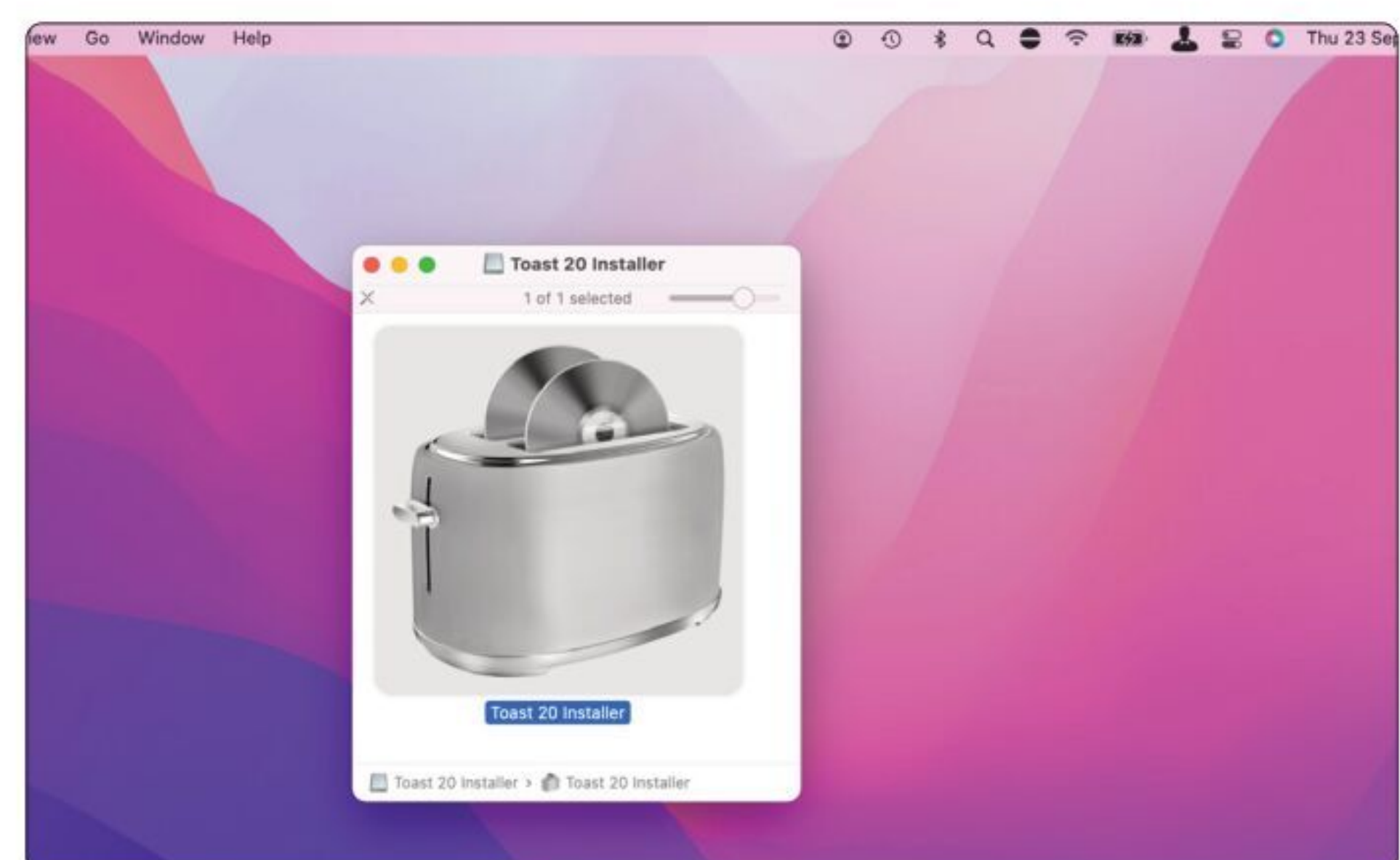


**2** There's usually a Downloads section to any site where there's apps available from the developer. In there you can find the macOS specific installation file you need for the app in question. Click the link to it or button, to begin the download of the app's installer.



**3** Most macOS downloaded app installers come as DMG files. A DMG file is an Apple Disk Image file or a Mac OS X Disk Image file. It's basically a digital reconstruction of a physical disk and stores compressed software installers instead of having a physical medium. These DMG files can therefore be mounted as virtual disk images.

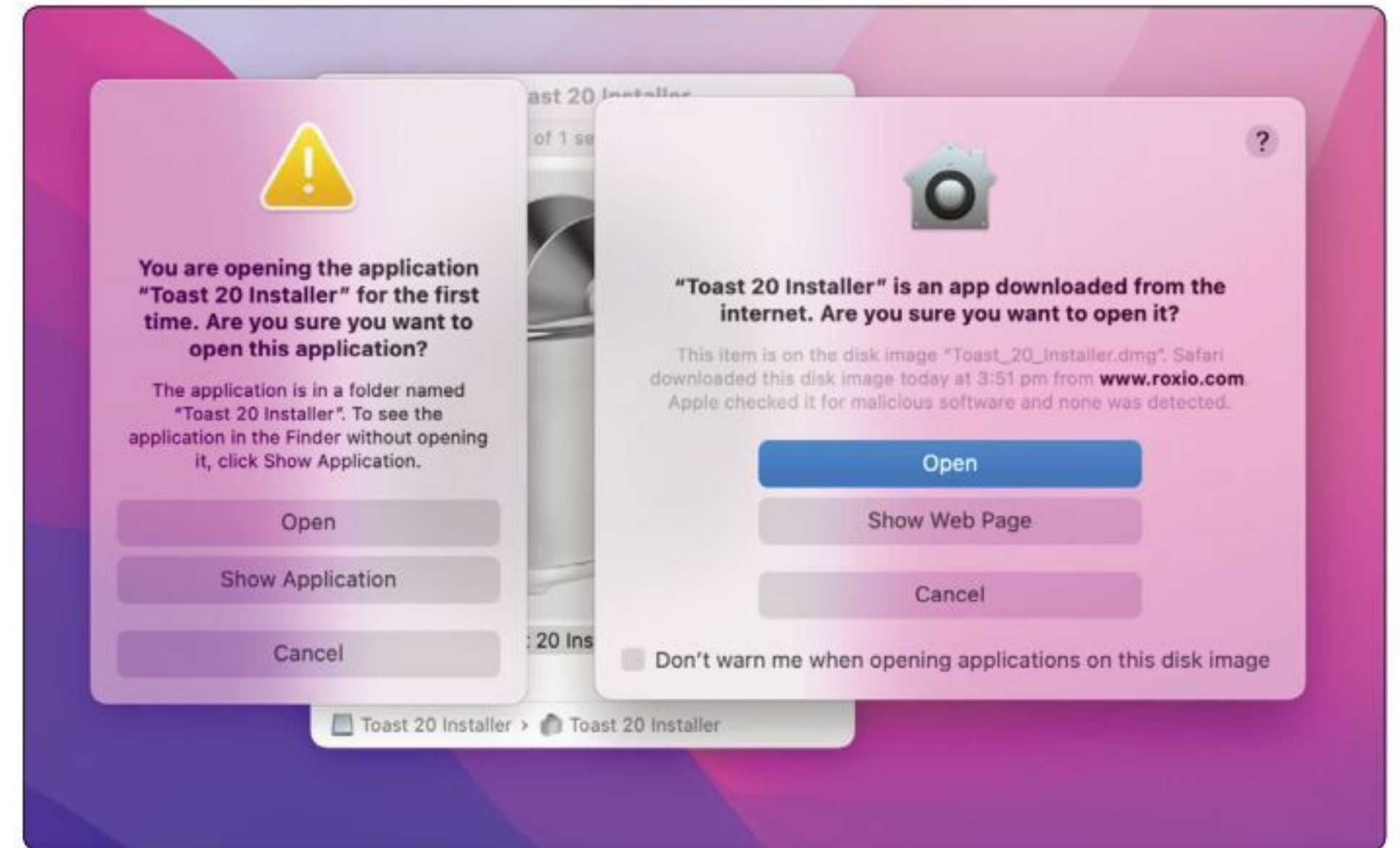
All downloads from Safari are stored in the Downloads folder in Finder. Locate the folder and the DMG file you've downloaded, then double-click to mount the virtual disk image.



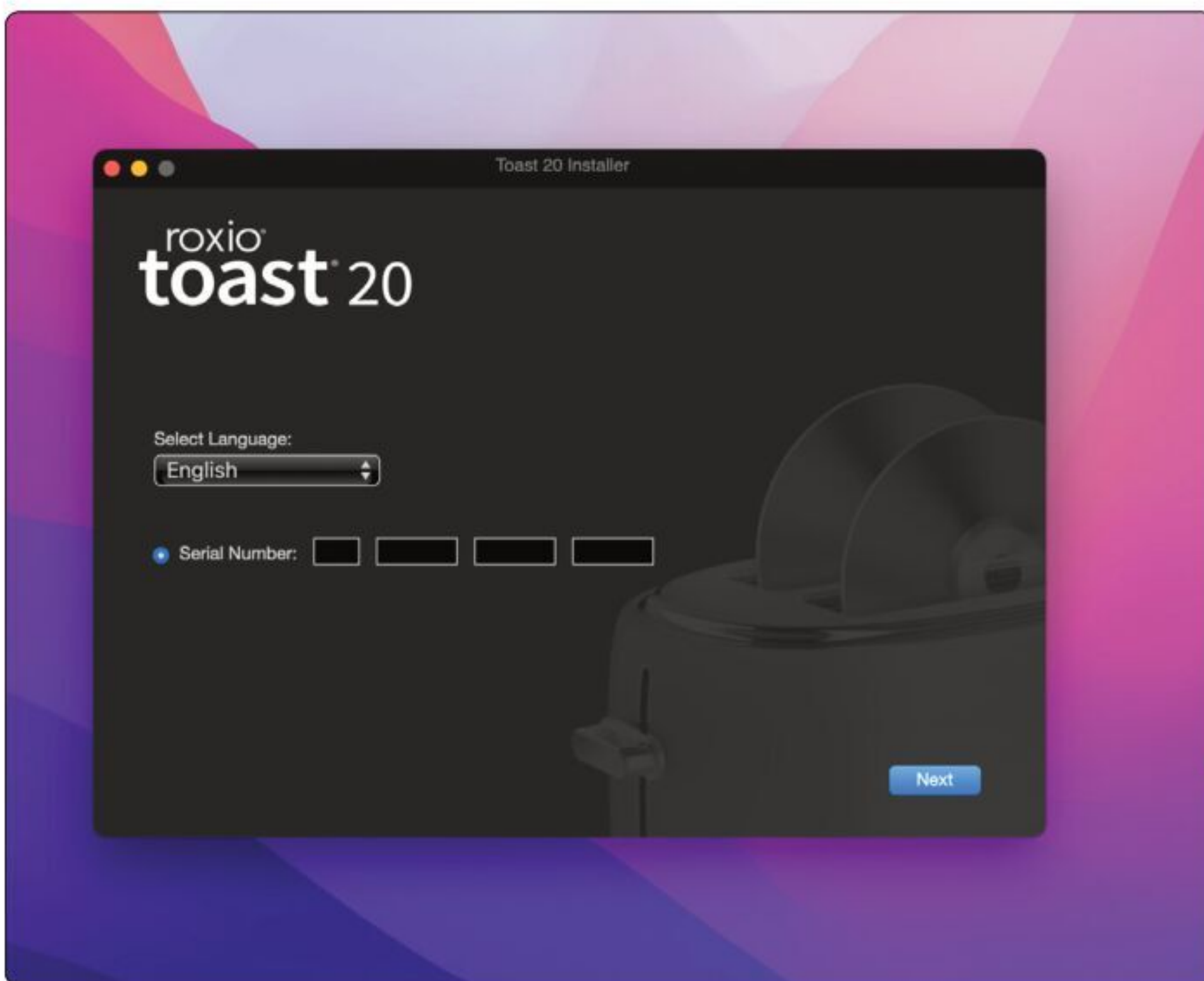
**4** This does one of several operations: first, macOS will scan the DMG file and ensure it's all there and in the right order to read from. Secondly, it will open a virtual disk image both on the desktop and within Finder as a new external drive. Thirdly, you'll get a brief notice indicating how to install the chosen app on to your system.



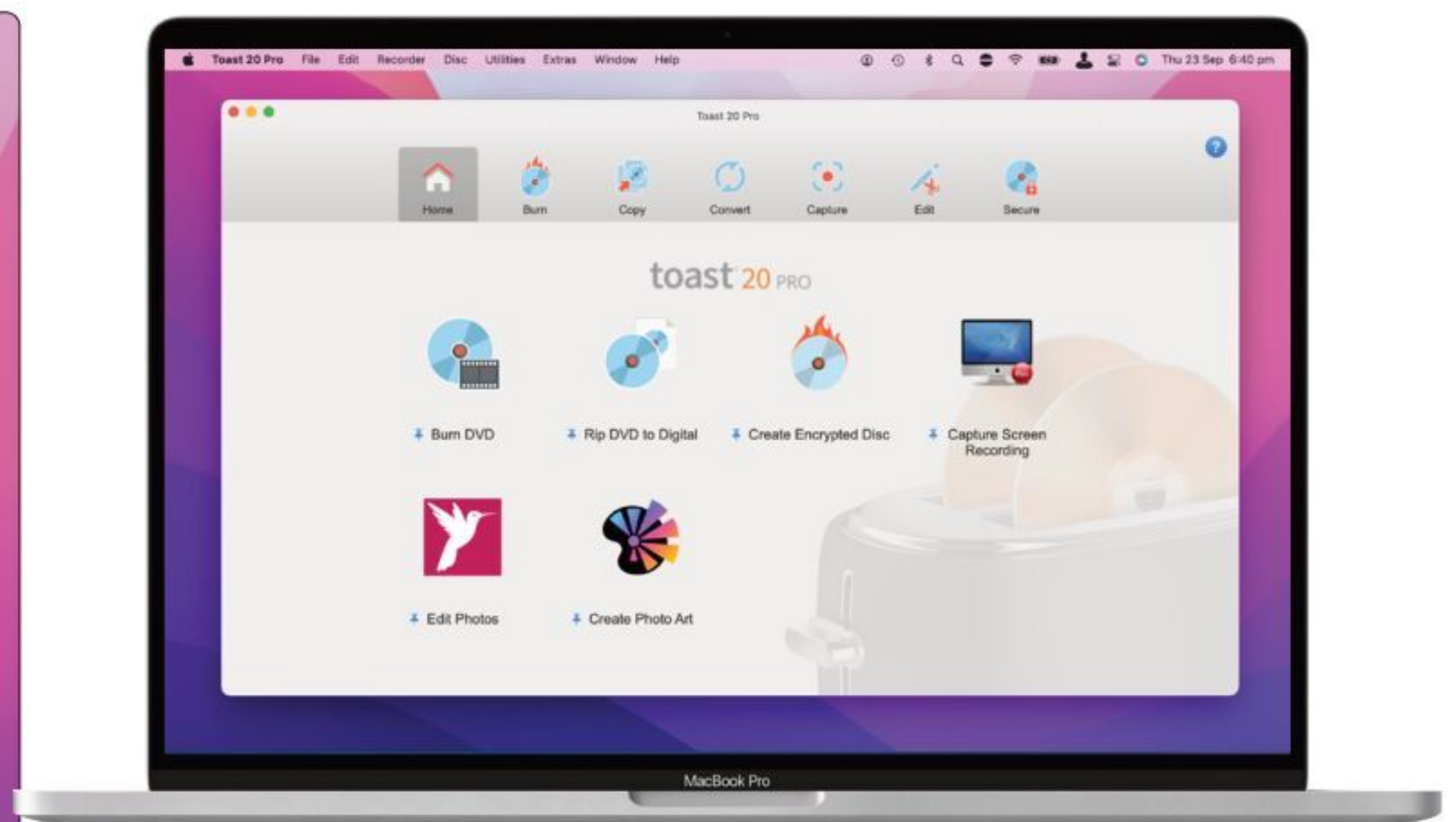
**5** If there's an Applications folder in the window with a small arrow in its bottom-left corner, drag the application into this folder to install it. If the folder contains a file with a name that ends 'installer', double click on that file to start the installation process. Follow the on-screen instructions to complete the installation. You'll then find the installed software in your Applications folder where you can choose to add to your Dock if you want to access it quickly.



**6** Because the application was downloaded from a third-party site, you might get warnings such as the ones shown here. If you're sure you downloaded the app from a reputable site, click on Open to proceed. You might also have to open System Preferences > Security & Privacy > General, click the lock (bottom left) and enter your admin password and make sure the lower option is set to 'App Store and identified developers'.



**7** If you bought the app from the developer's web store, you might have received a registration code by email. This might be required during the installation process, or you might be able to use the application for free for a set period of time before a code is needed. If you're asked to input a code during the installation, copy and paste it from the email into the fields provided. Having done so, continue to follow the on-screen instructions.



**8** The app should launch as expected. If you come across any problems, it's often down to the fact that you are running a more recent version of macOS than the app was designed for, or the app is 32-bit, whereas macOS Monterey will only execute 64-bit apps. If this happens, it's worth checking with the site you downloaded it from; perhaps there's a more recent version to download. Otherwise, you could Google the error and see what other users have to say about the matter. Most apps often produce unique errors depending on the developer and the app, so don't always expect the same solution to work all of the time.

## What are PKG Files?

One other popular file type for macOS installations is the PKG file. Although it's not as popular as DMG files. Simply put, a PKG file are installation packages that generally contain automated scripts that will direct the installation of the app in question. They will take you through a kind of setup wizard and create a multi-step installation process.

They are usually only used where multiple additional components are required by the app but also when different

services are required from macOS or the installation files will be placed in different areas of the Mac's file system.

One more note: Once you've installed any DMG or PKG file, you can delete it from the system. Its job is finished now, and the app is installed. Unless you'd like to keep it in case you install it on another Mac, there's no need to keep hold of it in the Downloads folder. Simply drag it into the bin and then empty the bin to delete it from your system.



# macOS Monterey's Key Apps

One of the best things about the Mac is that it comes with a wealth of preinstalled applications, or 'apps'. There's the Safari web browser, the Mail email client, productivity apps such as Calendar, Notes and Reminders, entertainment apps like Apple TV, Music and books, and more. Here we tell you all about them.

[Learn more >](#)

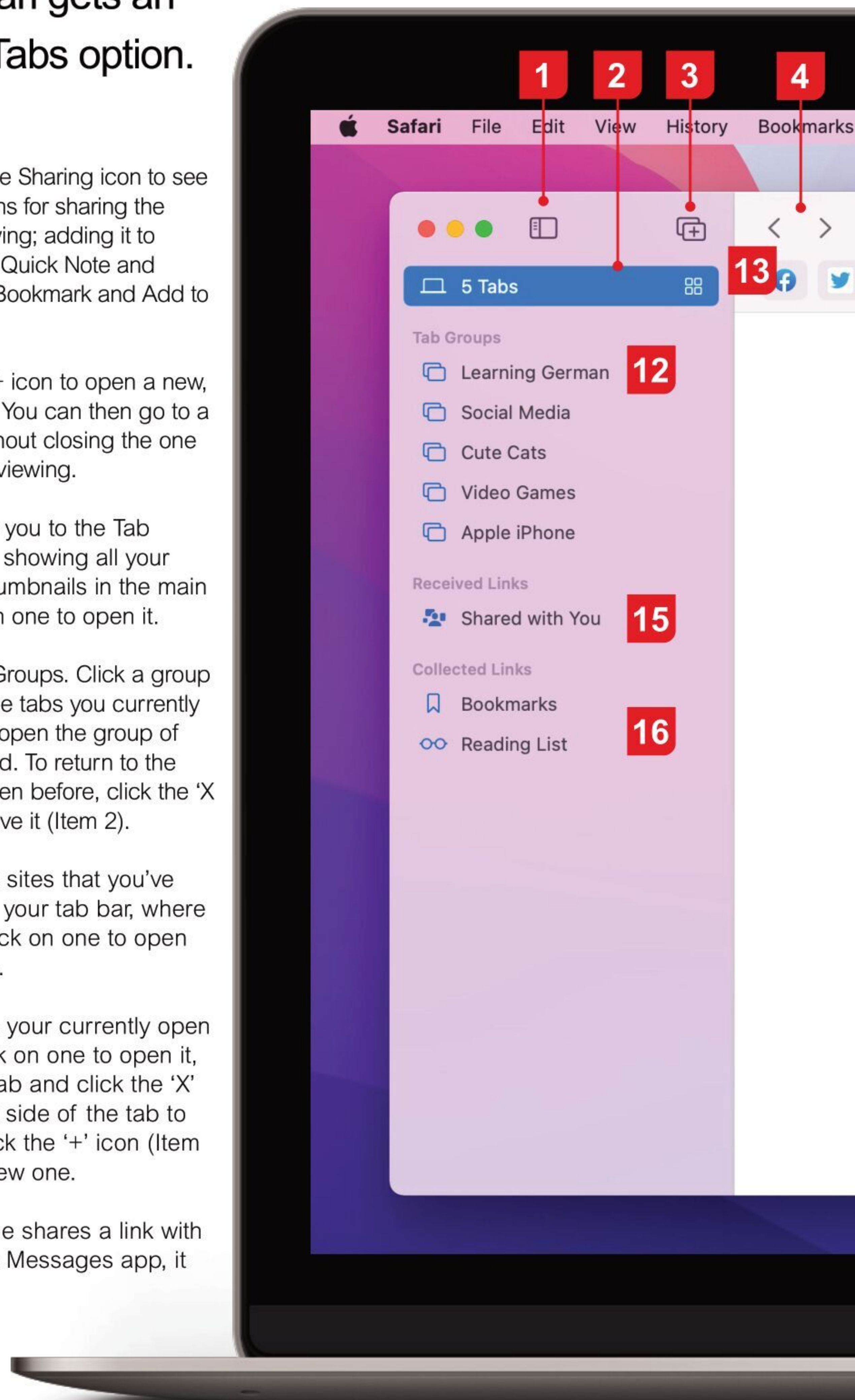


# Safari

## Your Web Browser

Safari is your Mac's built-in web browser. With it, you can explore the worldwide web, enjoy your social media accounts, buy and sell on eBay and more. With macOS Monterey, Safari gets an overhaul with a great new Group Tabs option.

- 1** This icon opens and closes the sidebar on the left.
- 2** Here you see how many tabs you currently have open in Safari. Click the four-squares icon to see those tabs as thumbnails in the main window.
- 3** This icon gives you a menu that lets you make a Tab Group of the tabs you currently have open, or start a new, empty Tab Group to which you can add tabs manually.
- 4** These two chevrons are your navigation controls, which let you move forward and backward through your browsing history.
- 5** Click the house icon to take you back to your designated Homepage. Change this Homepage in Preferences > General.
- 6** A lot of websites use trackers to track your browsing from site to site, in order to target advertising. The Shield icon lets you see what trackers have attempted to track you, and lets you Turn On Private Relay (iCloud+ required).
- 7** This is the URL Bar. Enter the website address of your choice or a search term that you wish to look up into this bar, then tap the Return key.
- 8** If a web page fails to load properly or you wish to check if it has updated, you can refresh it by clicking on this button and reloading.
- 9** Click on the Sharing icon to see your options for sharing the page you're viewing; adding it to Notes, making a Quick Note and options for Add Bookmark and Add to Reading List.
- 10** Click the + icon to open a new, blank tab. You can then go to a new website without closing the one you're currently viewing.
- 11** This takes you to the Tab Overview, showing all your open tabs as thumbnails in the main window. Click on one to open it.
- 12** Your Tab Groups. Click a group to close the tabs you currently have open, and open the group of tabs you selected. To return to the tabs you had open before, click the 'X Tabs' option above it (Item 2).
- 13** These are sites that you've pinned to your tab bar, where they remain. Click on one to open that tabbed site.
- 14** These are your currently open tabs. Click on one to open it, hover over the tab and click the 'X' on the left-hand side of the tab to close it, and click the '+' icon (Item 10) to open a new one.
- 15** If someone shares a link with you in the Messages app, it appears here.
- 16** These are your collected links, including Bookmarks and Reading List.

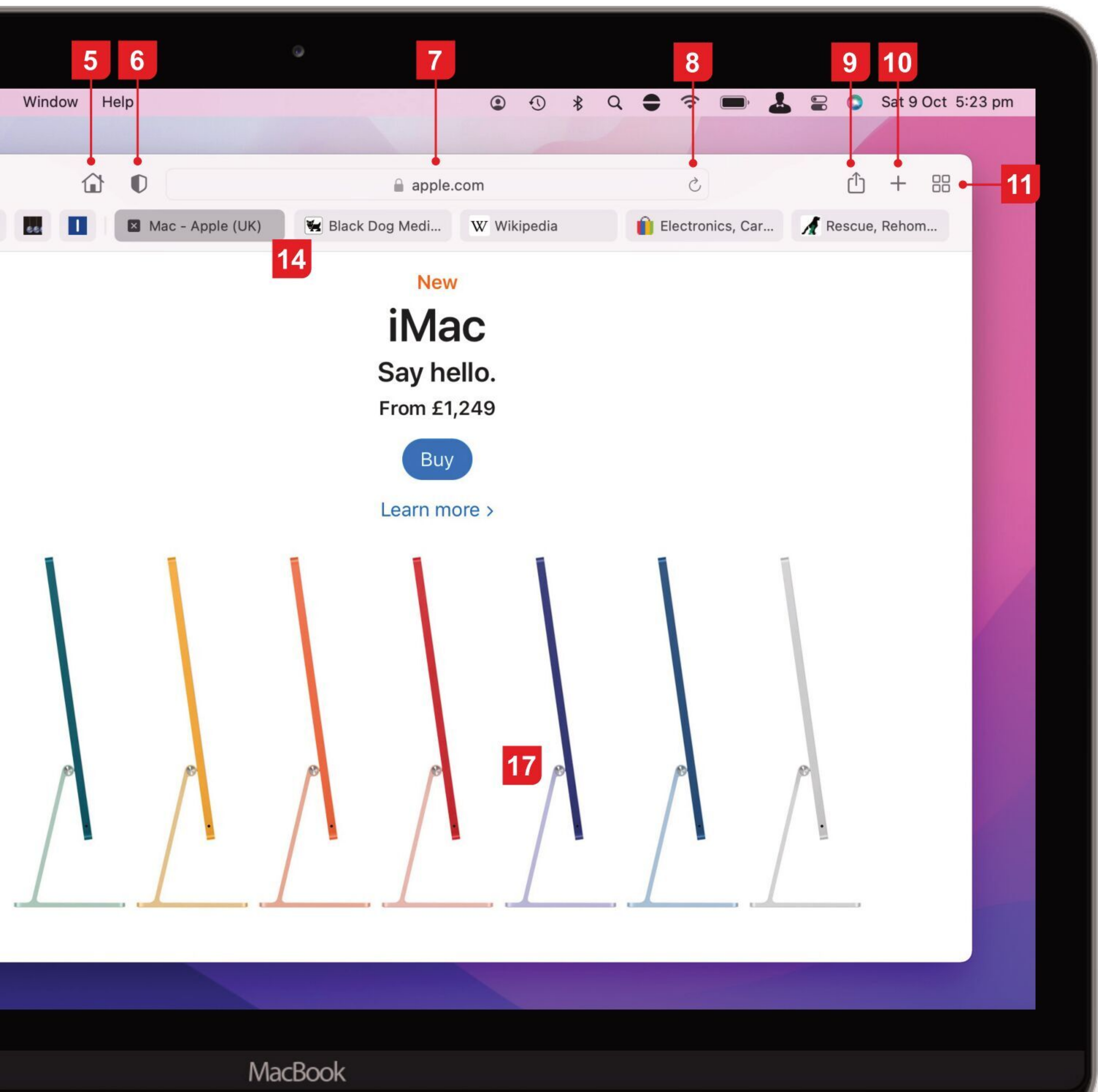
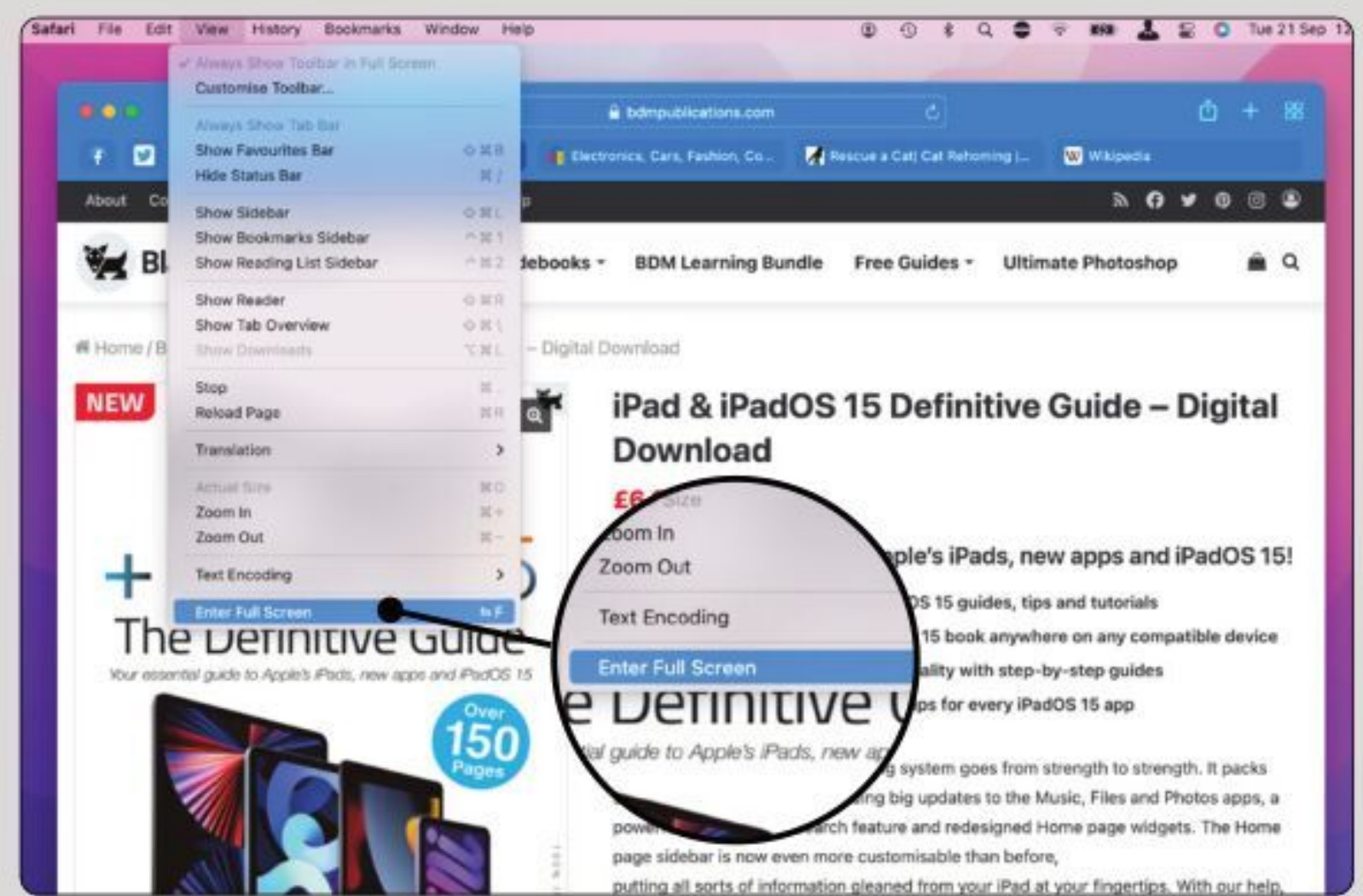


**16** Click these links for a list of your Bookmarks or sites you added to your Reading List. After doing so, click the chevron in the top-left of the sidebar to return to the sidebar shown here.

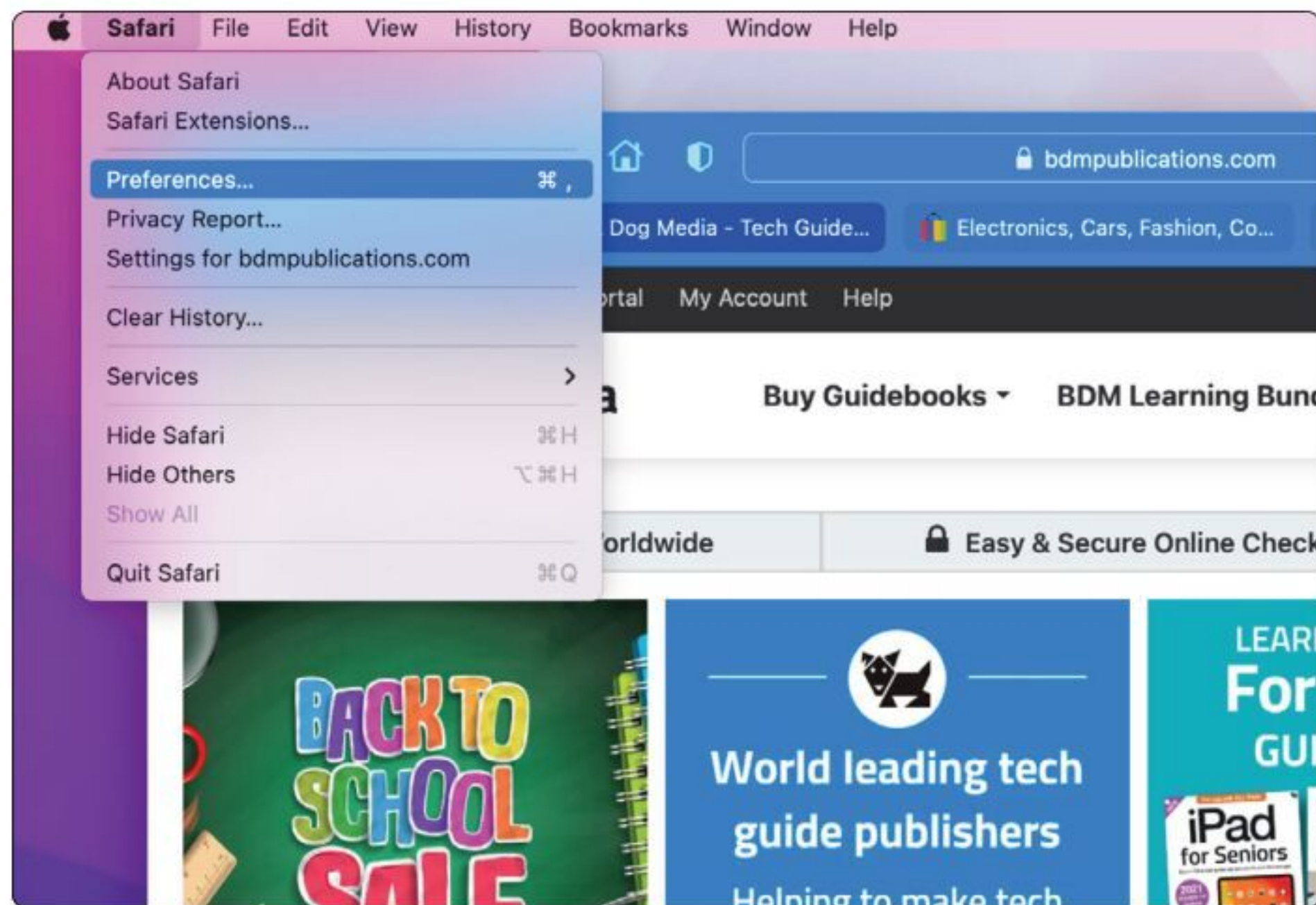
**17** This is where the web page you're viewing is displayed. You can then scroll up and down by using the scroll function on your mouse or trackpad, and navigate to new pages by clicking on links, which can be menus, buttons, text or images.

## Full Screen.

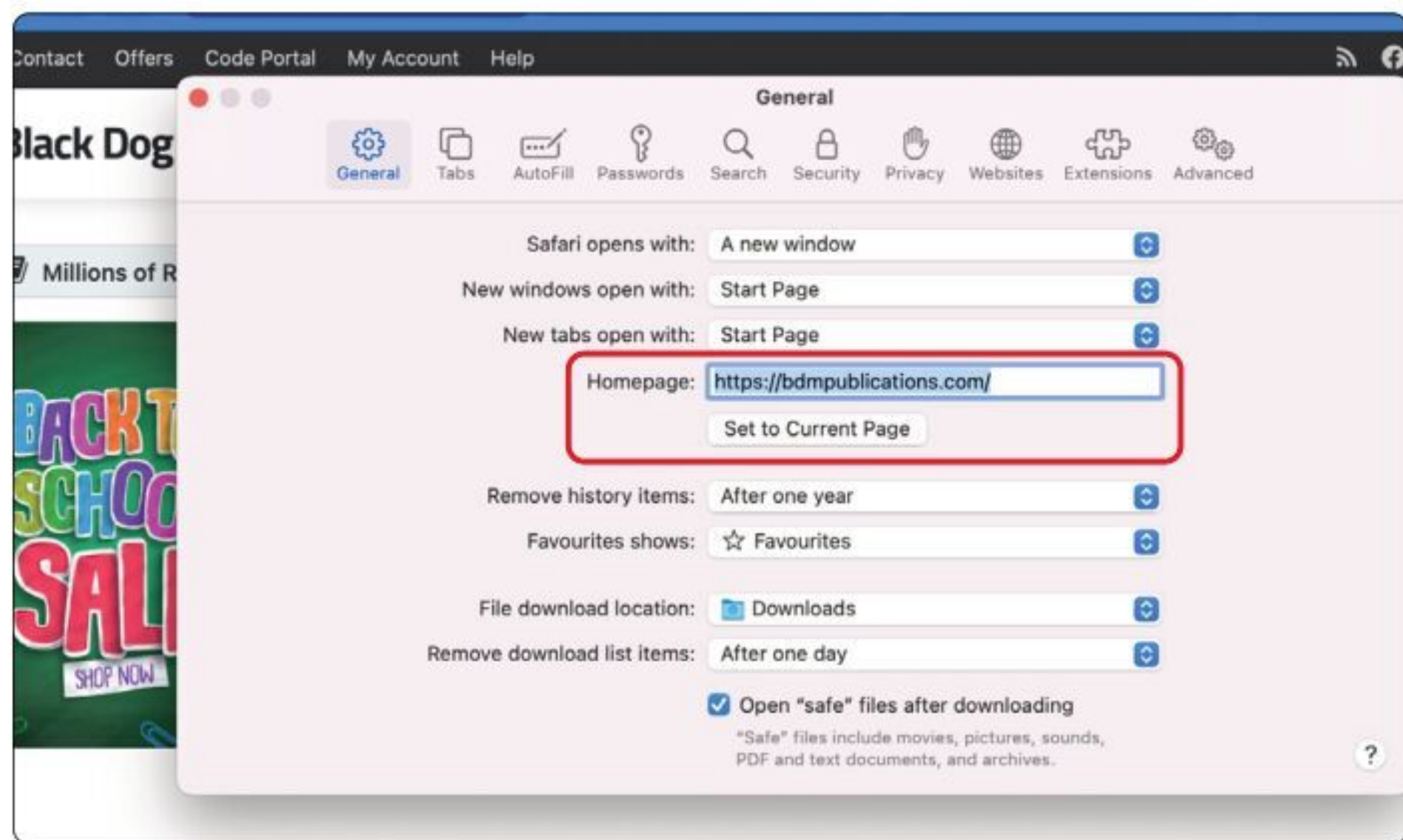
Browse in full-screen mode by clicking on the green gumdrop in the top left corner, selecting Enter Full Screen in the View menu or pressing fn-F. To go back to regular browsing, repeat any of these options.



## Set New Home Page

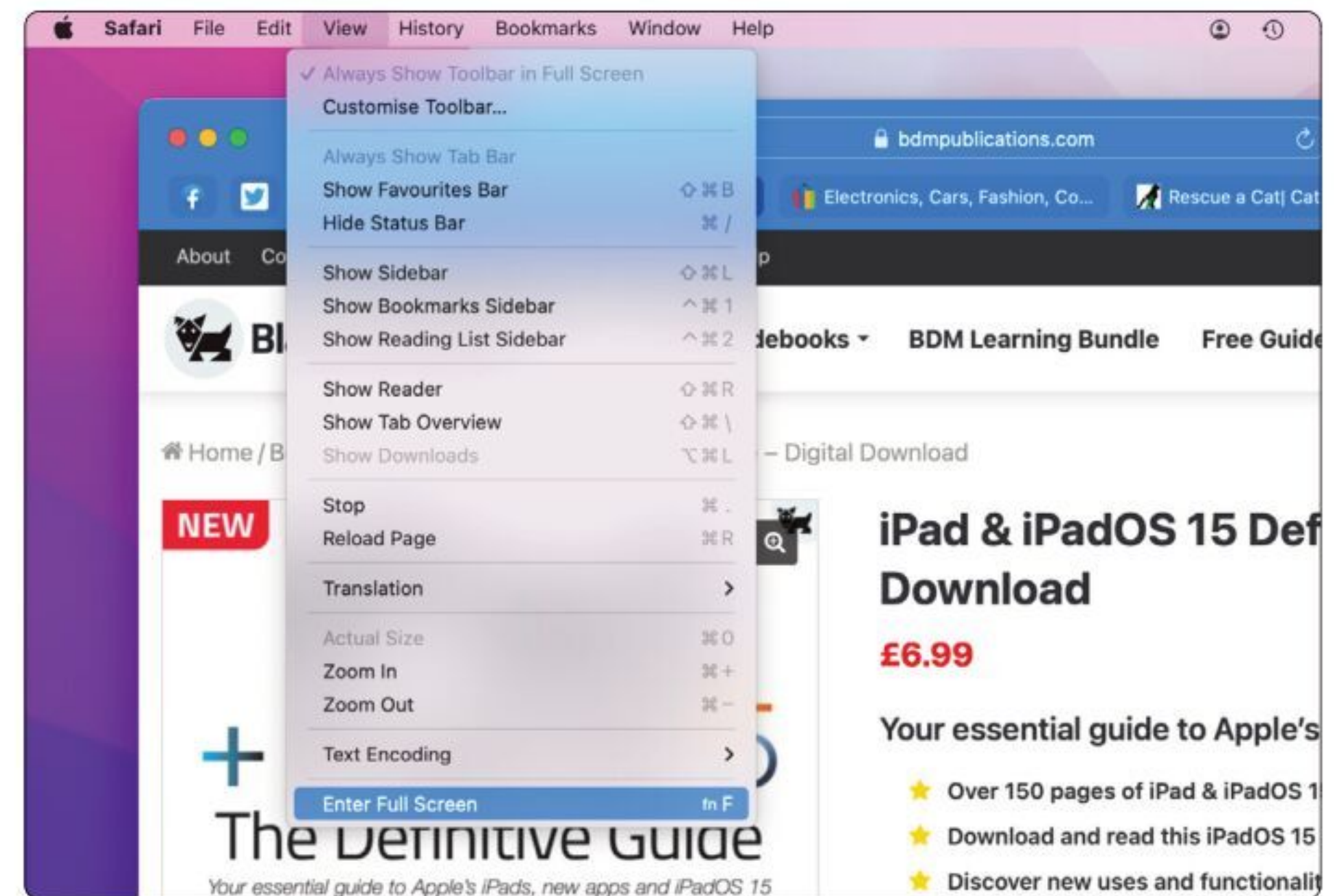


**1** Open a new Safari window and navigate to the web page that you want Safari to load each time you launch the app. Click the Safari menu (top left corner), then select Preferences to display Safari's preferences dialog box.

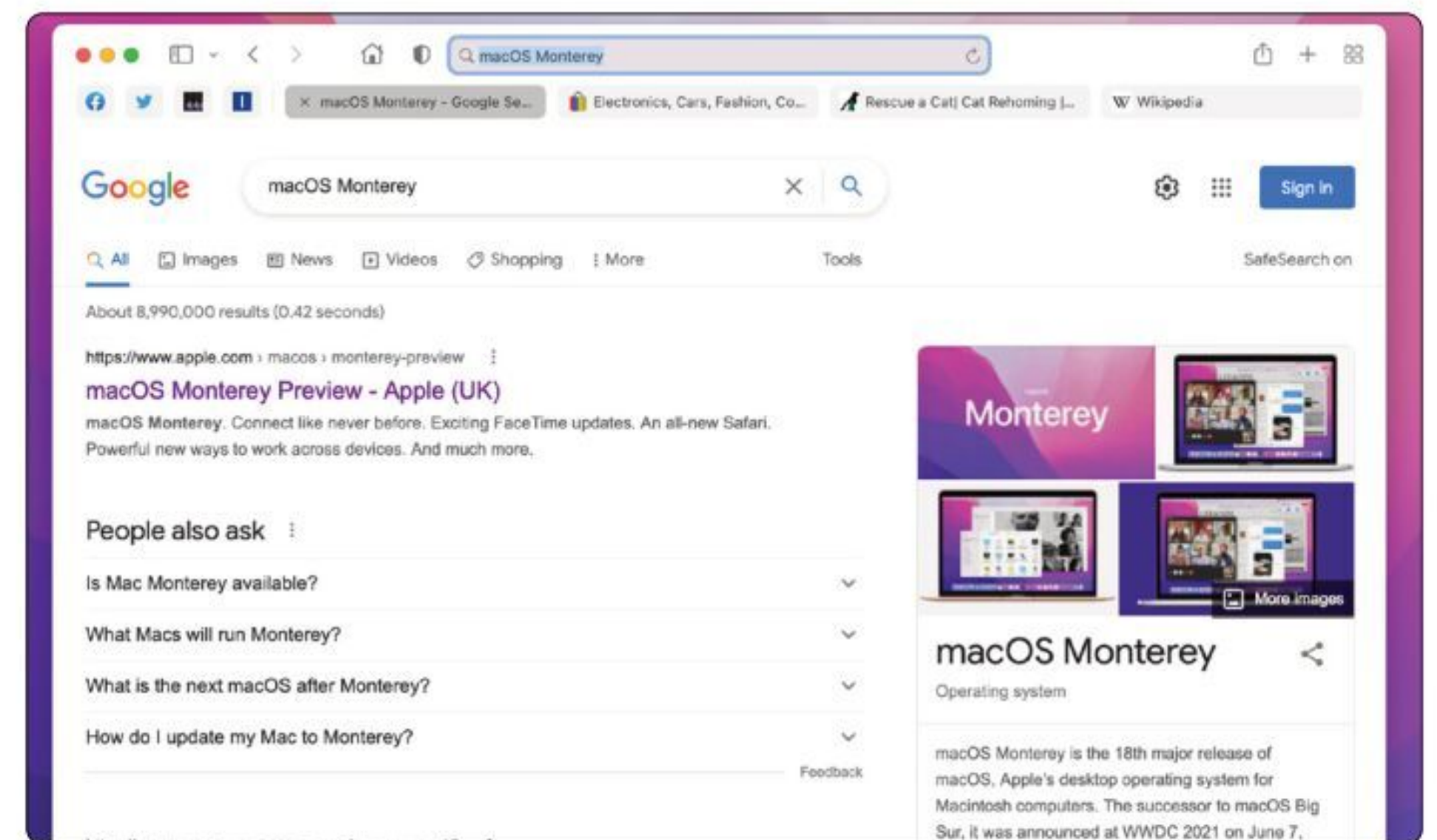


**2** Ensure the General tab is selected and press the Set to Current Page button. The required page address now appears in the text box above. It's now your default home page. The Home menu in the toolbar will take you there.

## Accessing Websites



**1** To access a new website in the Safari browser, first double-click in the URL bar, highlighting the text within it, then type a new URL in this bar. A URL is the website's address, which starts 'www'. Press return at the end to go there.

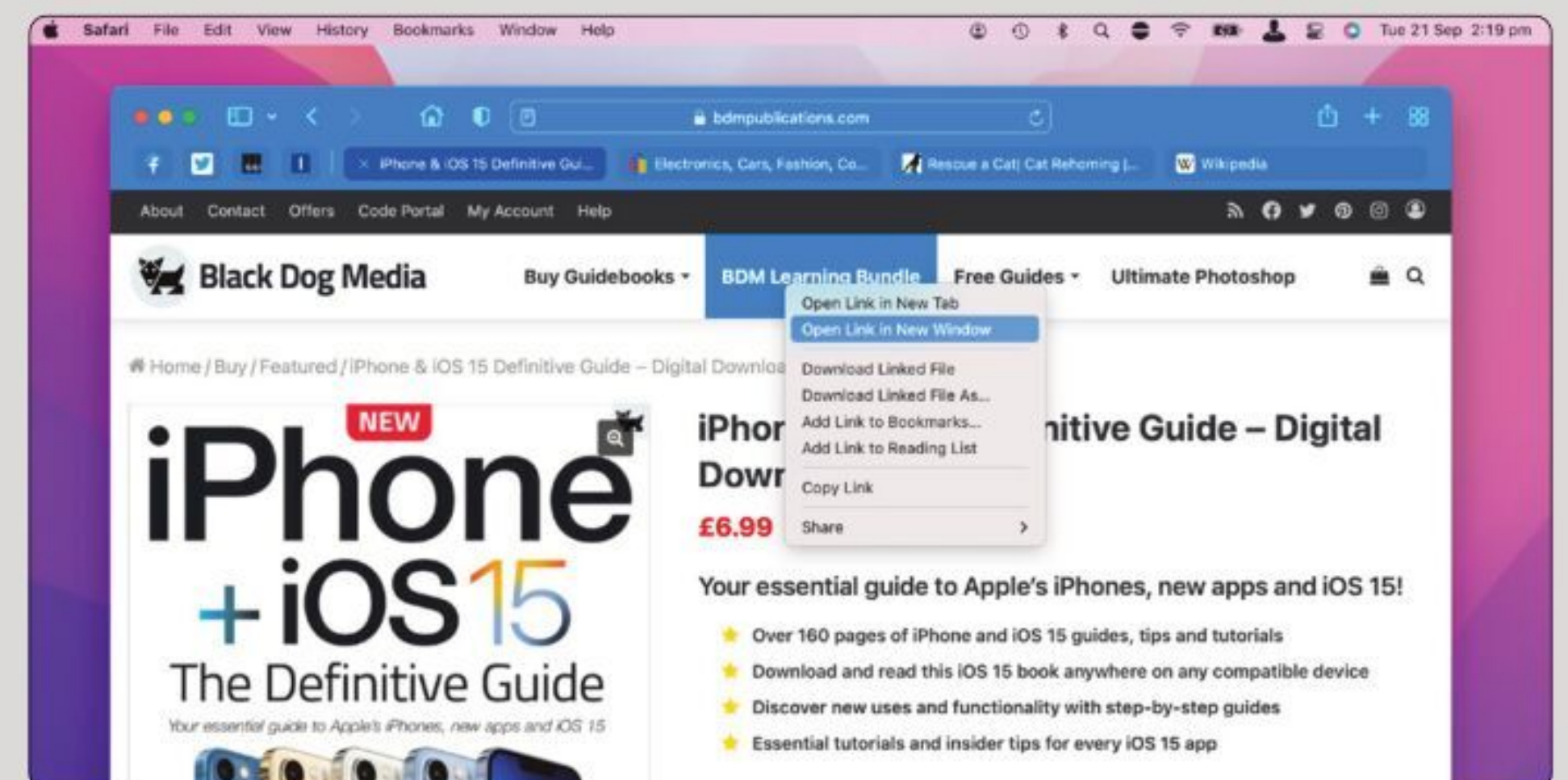


**2** If you want to search for something on the web, instead of typing a URL in the URL bar, type what it is you're searching for, then hit Return. Your search results show relevant sites. Scroll up and down the list and click one to go to it.

## Using Links.



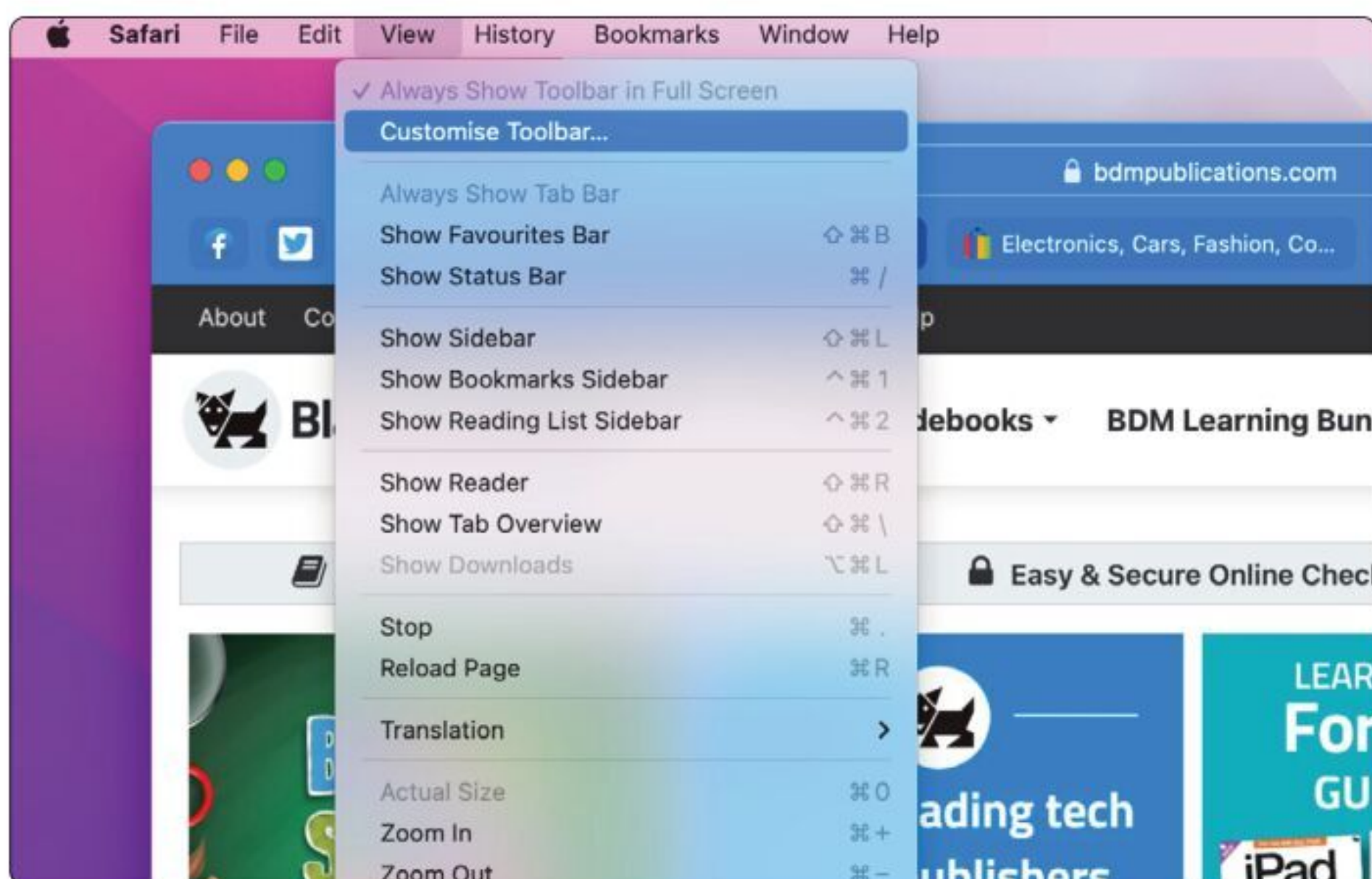
You navigate the Internet in Safari using hyperlinks, or simply 'links'. A link can be a piece of underlined text, a picture, a button or simply an area of the screen. To open a link you'll need to move the mouse pointer over it and click. When the pointer is over a link, it's replaced by a hand.



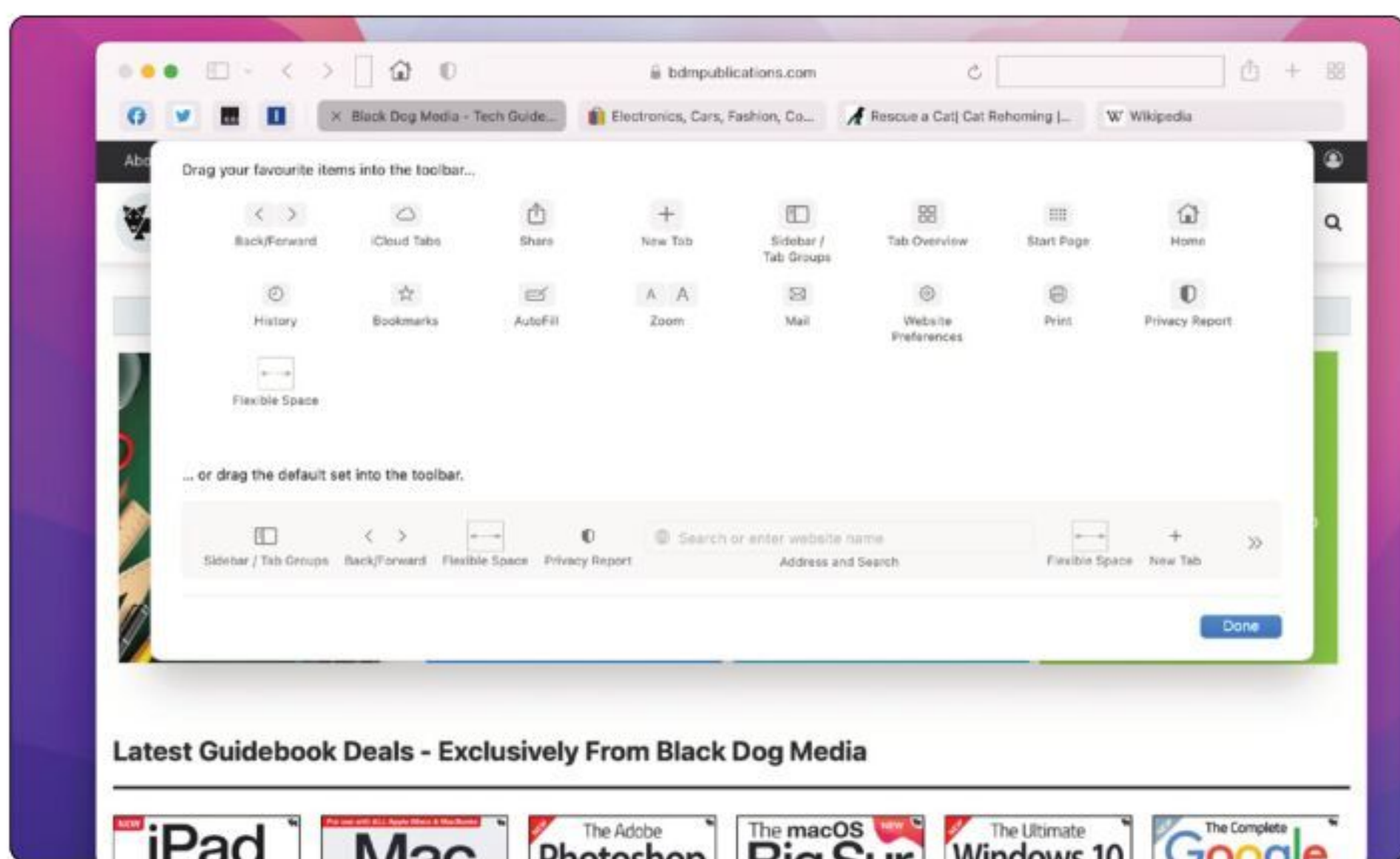
Clicking a link takes you to a new page or opens a new window based on what you've just clicked. If you don't want to navigate away from the page that you're currently on, right-click or Ctrl-click on the link and from the pop-up menu, choose Open in New Tab or Open in New Window.



## Add Tools to the Toolbar

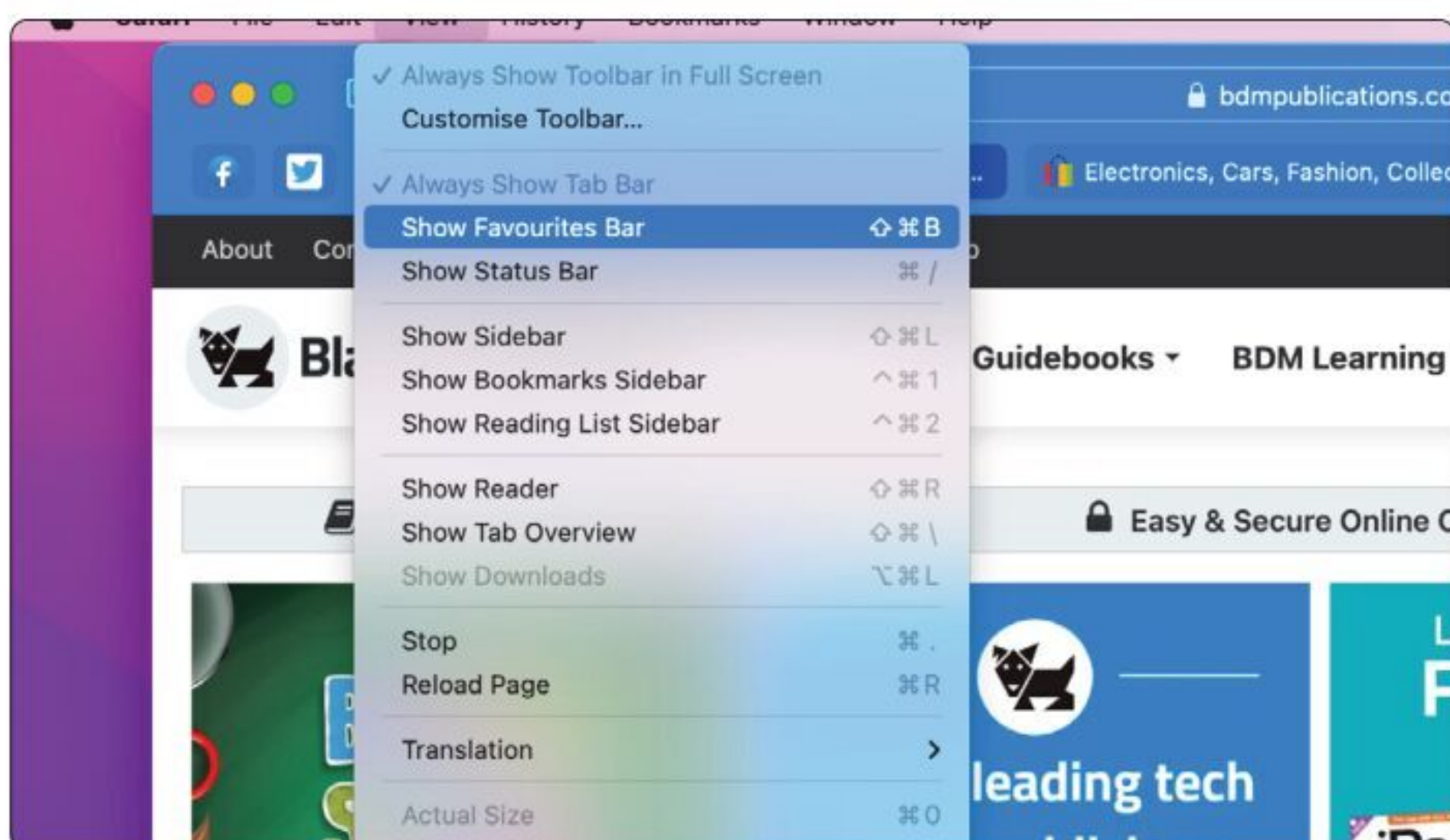


**1** Right-click or Ctrl-click on the toolbar and select Customise Toolbar; or click the View menu and select the option from there. A window slides down. To add a button to the toolbar, simply drag it from the selection in the window onto the Toolbar within the Flexible Space sections.



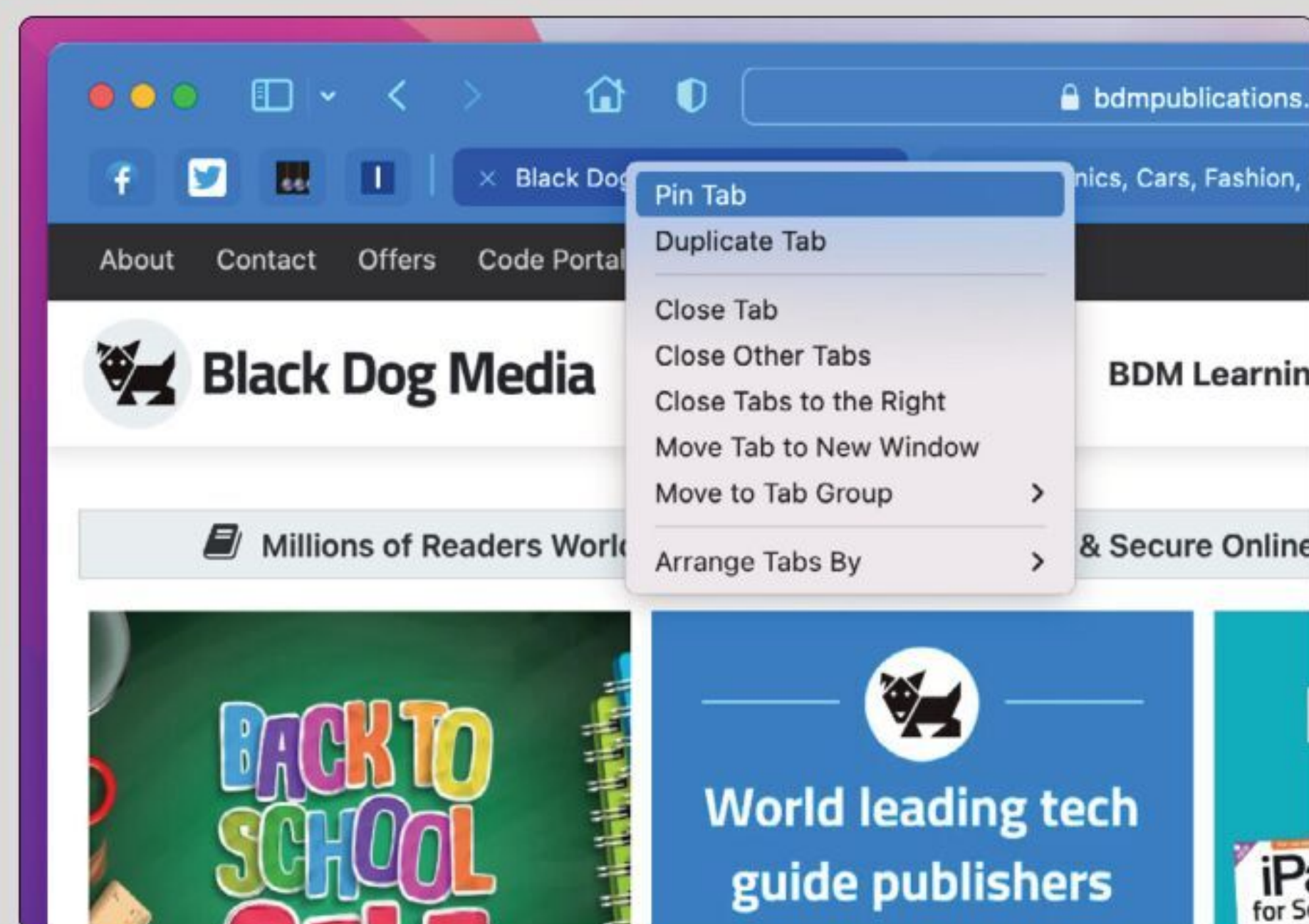
**2** Repeat this with as many tools as you need. When you're finished, click Done. To remove a tool from the toolbar, simply drag it out of the toolbar, release and it vanishes. To reset the tools to how they were originally displayed, drag the default set of tools onto the Toolbar.

## Status, Favourite & Tab Bars

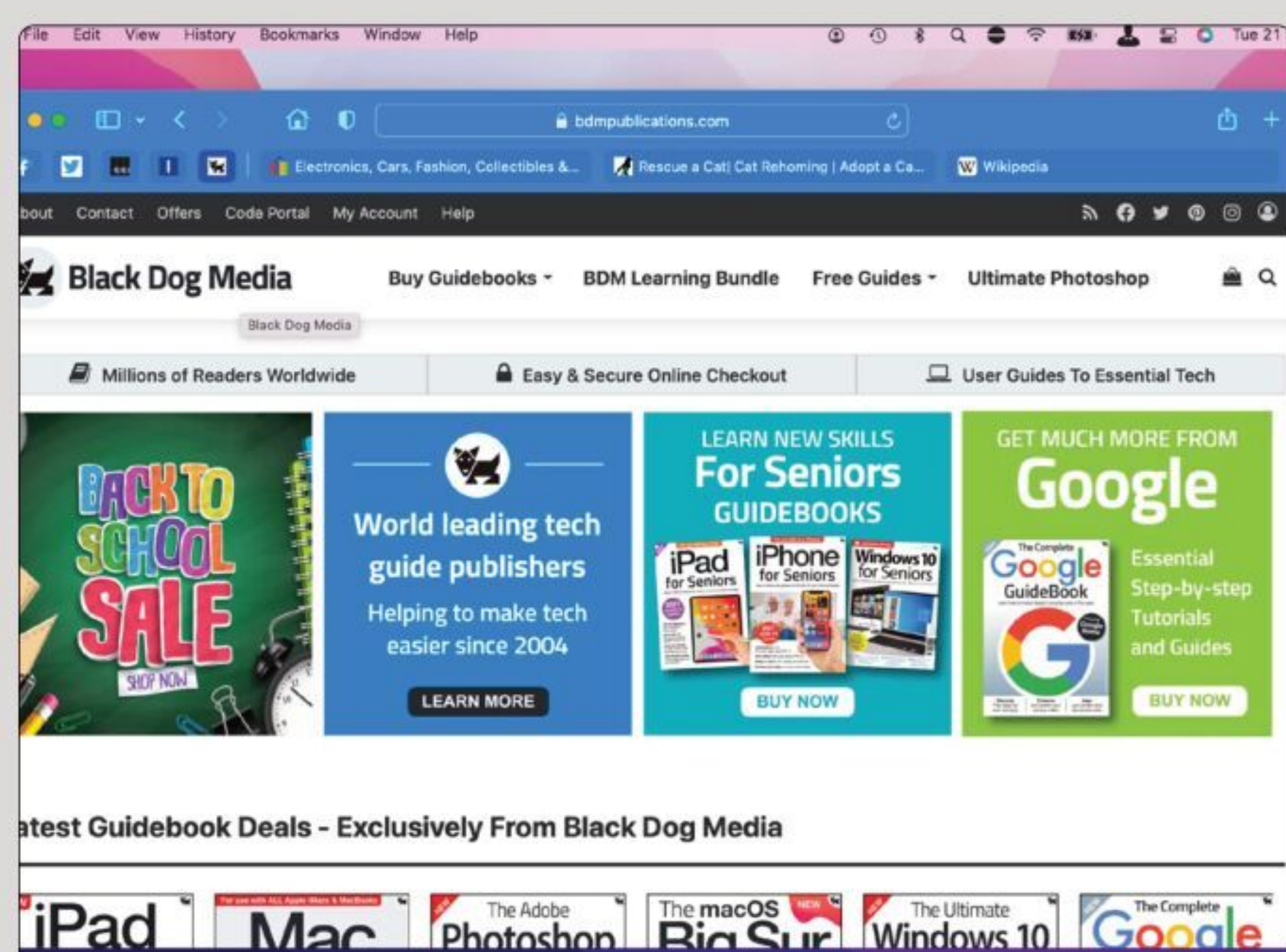


You can show or hide the Tab, Favourite and/or Status Bar (a strip along the bottom of the window showing the full URL) by clicking the View option in the menu bar atop the screen, and selecting the option in question.

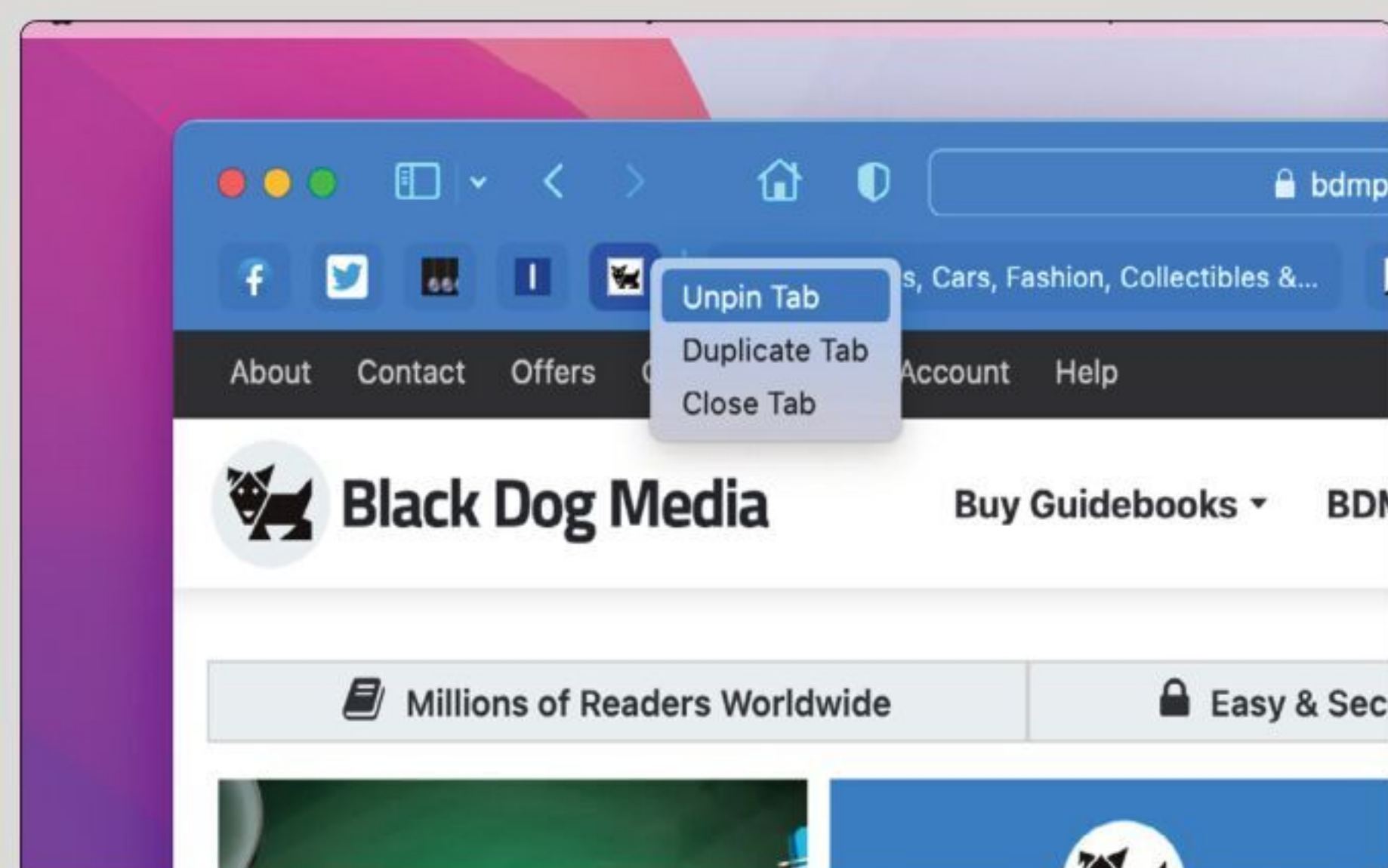
## Pinned Sites.



If your tab bar isn't showing, go to the View menu and select the Always Show Tab Bar option near the top. Now open the site you intend to pin and right or ctrl-click on its tab. From the pop-up menu, select the Pin Tab option.

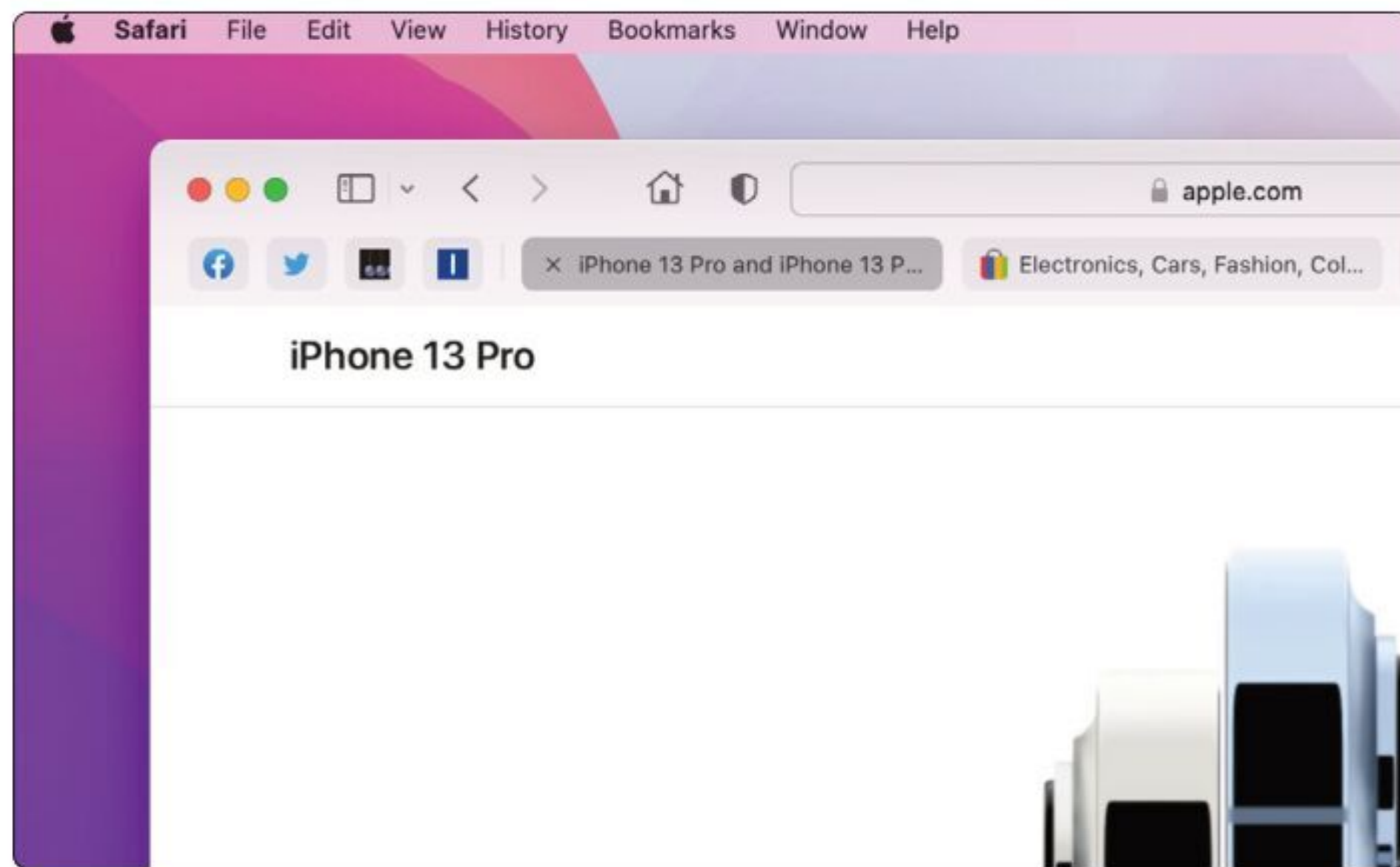


The site gets a small tab in the left-hand side of the tabs bar. This is always in place, ready for you to click on it and open the site. You can pin multiple sites in this way. They all appear as small tabs, showing a symbol or letter.

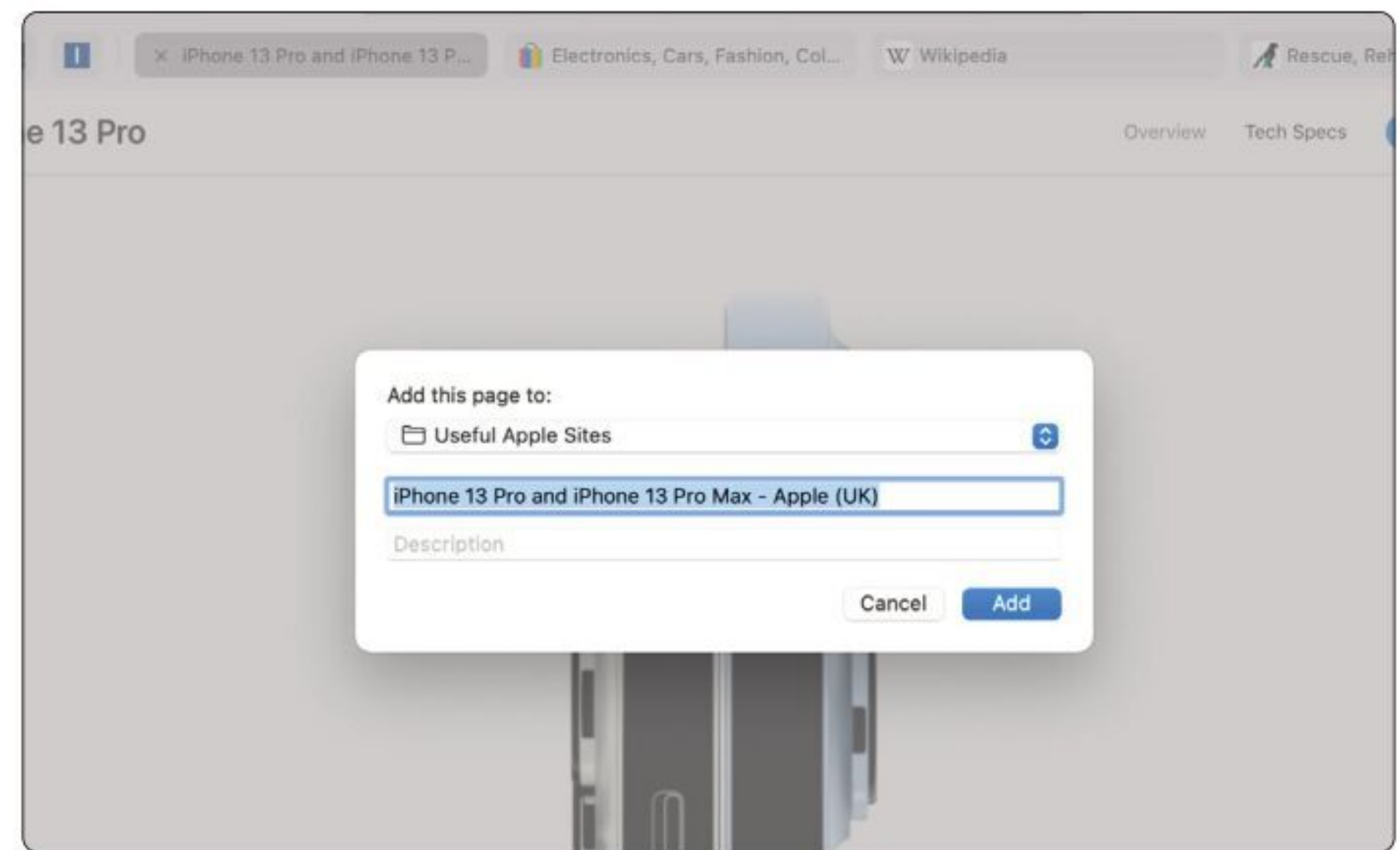


To remove a site's pinned tab, right-click or Ctrl-click on it and from the pop-up menu, select Unpin Tab. The previously pinned tab then becomes a regular tab. You can reorder your pinned tabs by dragging them within the tabs bar.

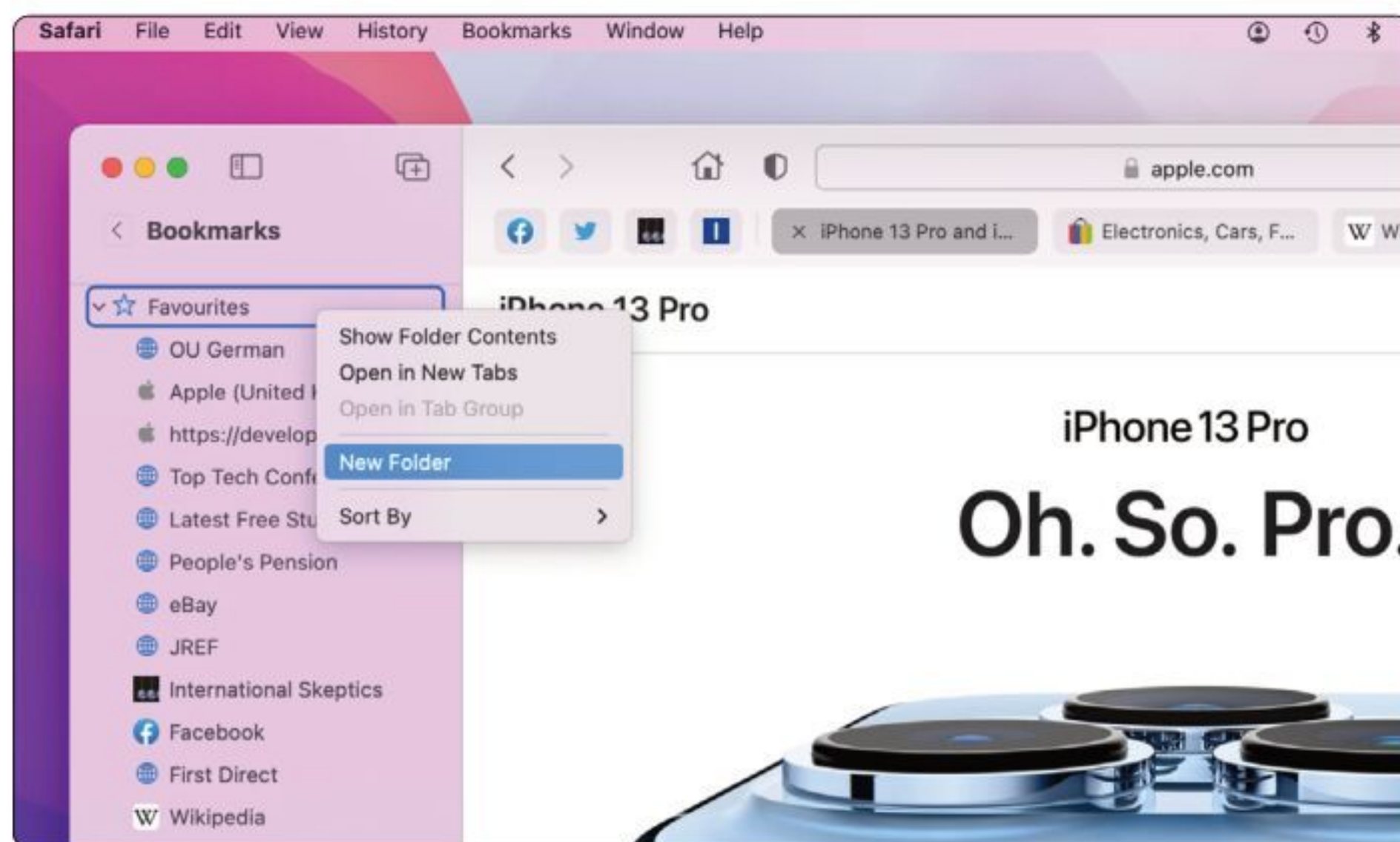
## Bookmarks and Reading List



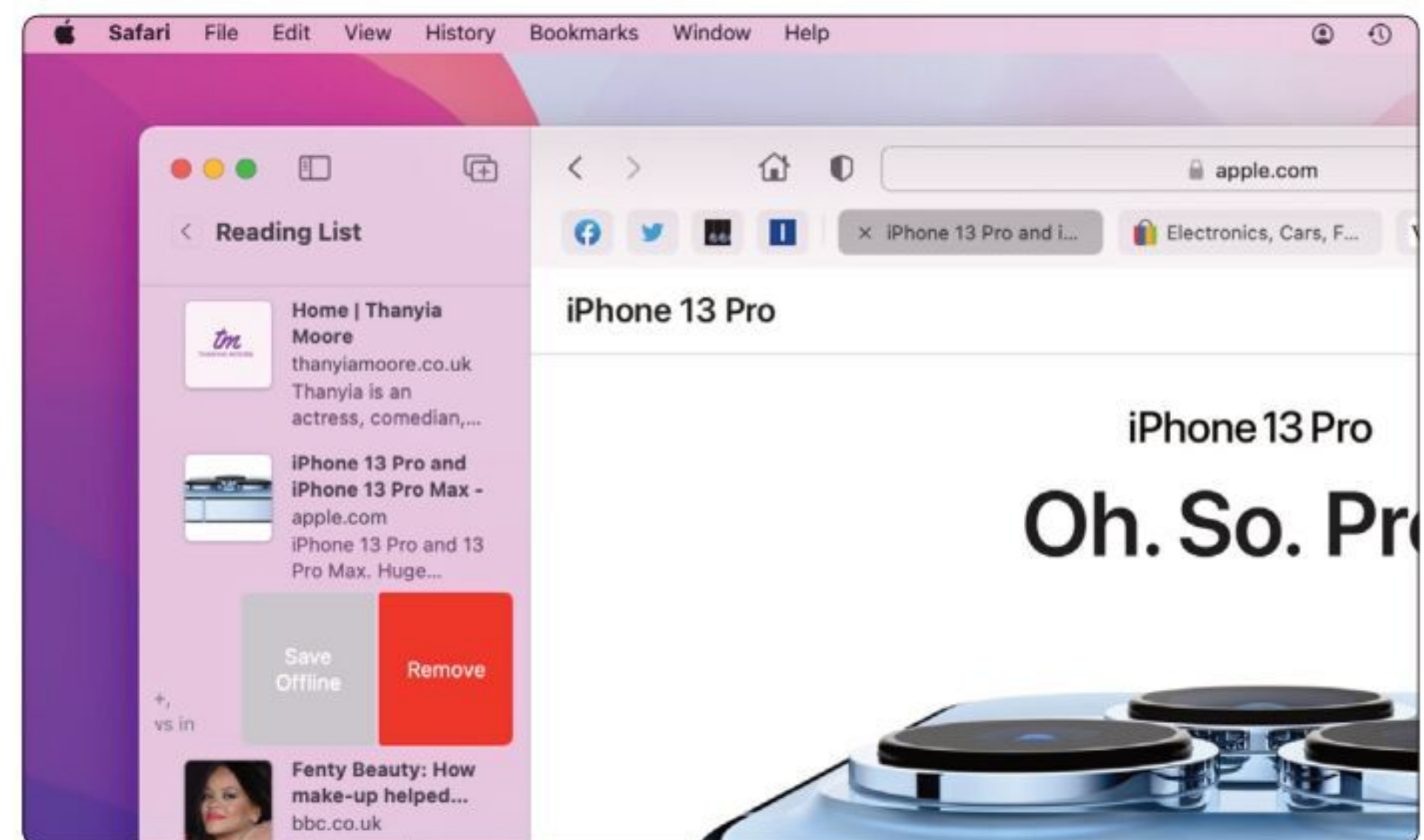
**1** You can save a website you're likely to return to often as a Bookmark. A site you're interested in but don't have time to read can be put on your Reading List. Both options are available from the Share icon in the toolbar.



**2** When adding a bookmark, a pop-up window appears. You can add a custom title for the website you're saving, plus there's an optional description field and a pull-down menu that lets you add your site one of your bookmark folders.

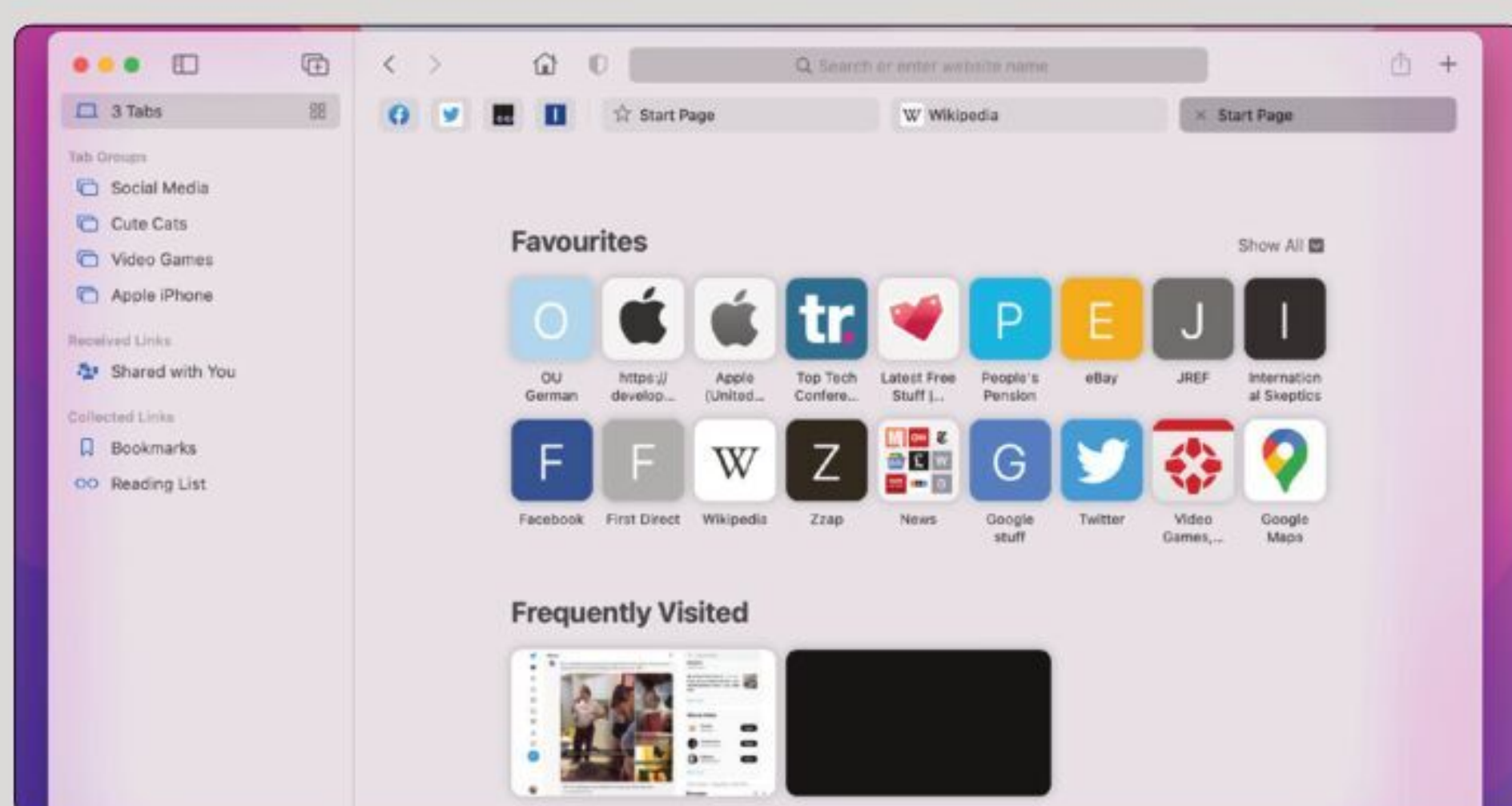


**3** To access your Bookmarks and Reading List, open the sidebar and click on the option, found under Collected Links. Click a site to open it. In the Bookmarks sidebar, as shown, you can right/Ctrl click and add a new folder if you wish.

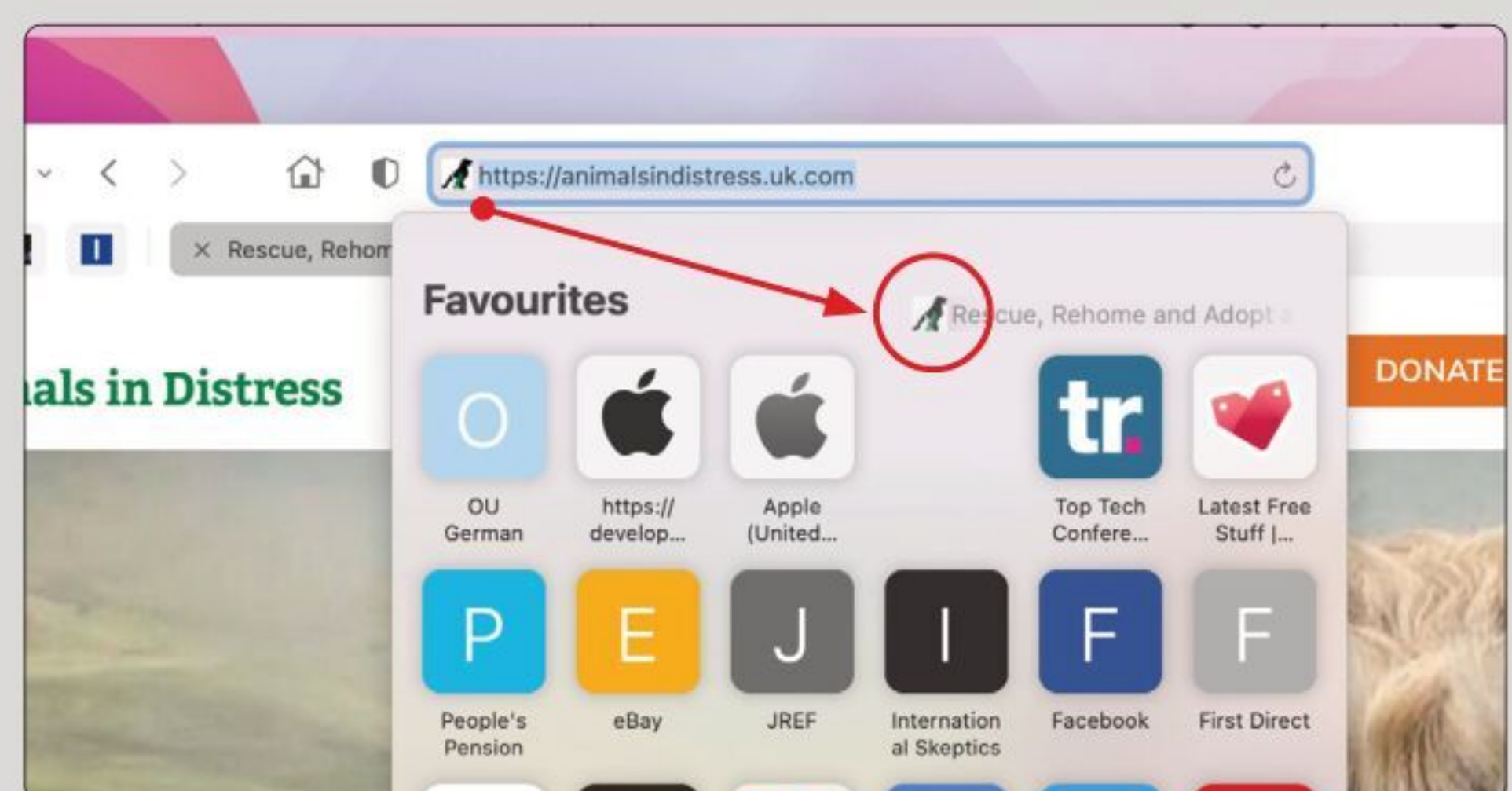


**4** In the Reading List, drag a site left to save it for offline reading or to delete it. The right/Ctrl click menu has an option to remove/delete a site from either list. Click the small chevron, top left, to return to the regular sidebar.

## The Start Page.

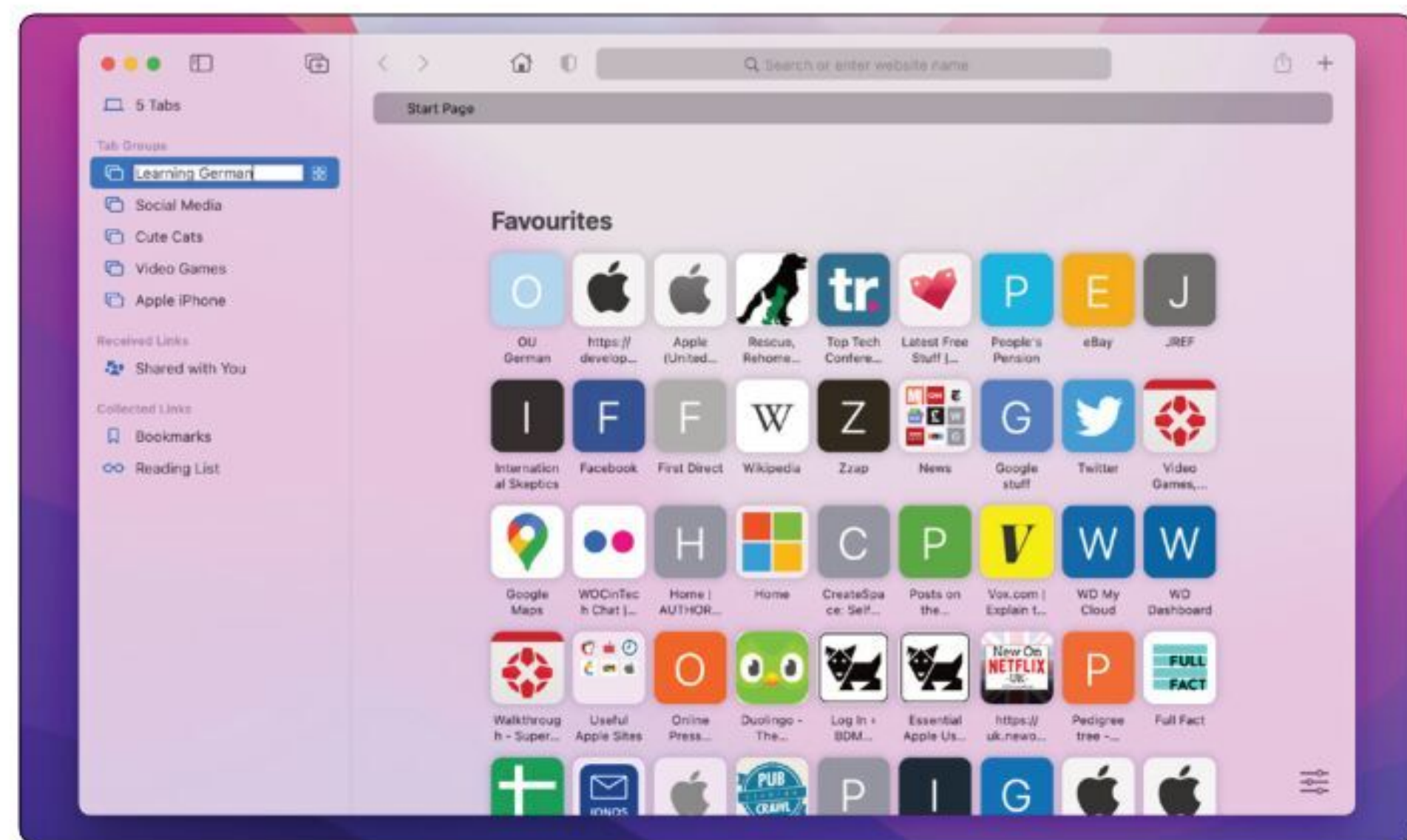
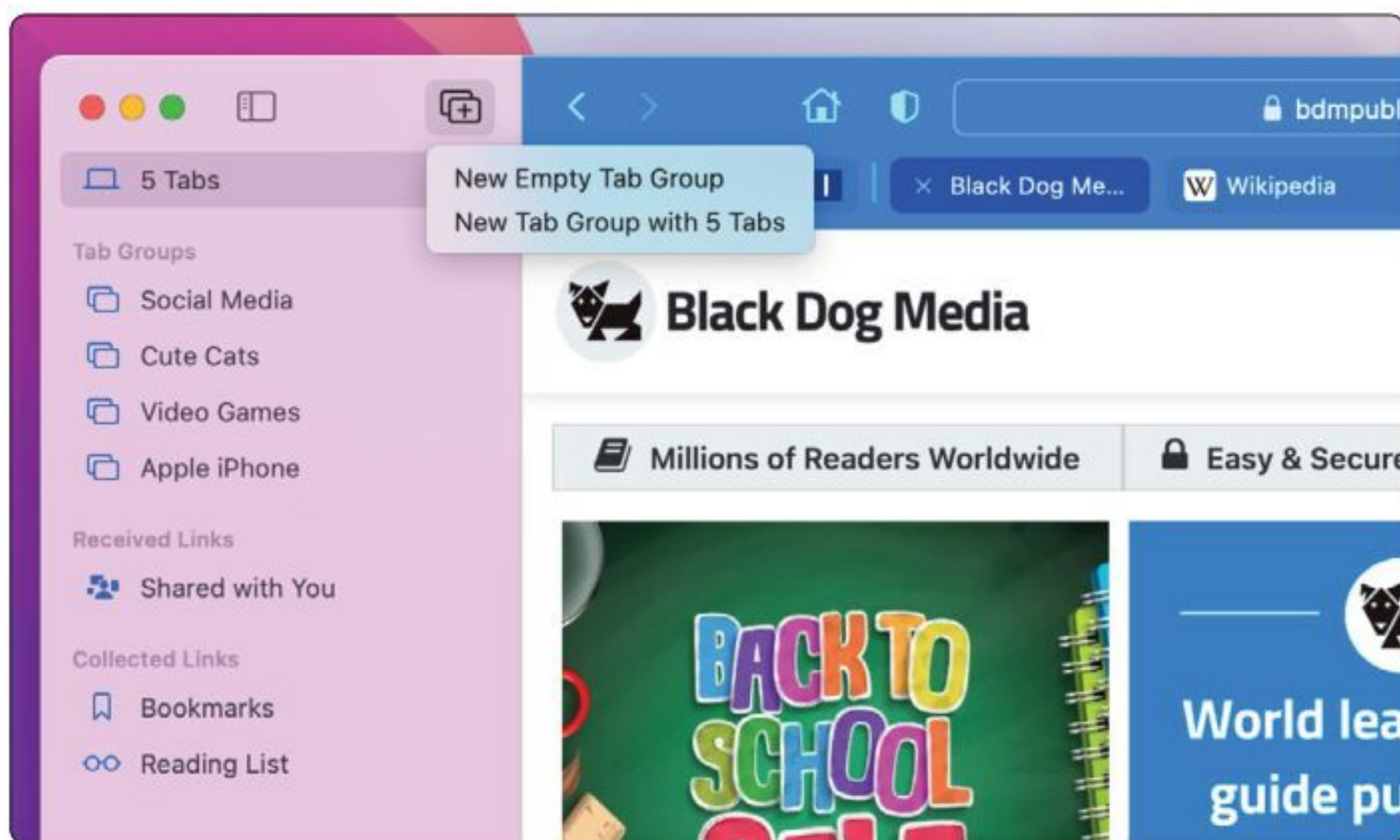


Start Page gives you a window full of useful shortcuts to your most frequently visited sites alongside its default choices. Click on the URL field at the top of the browser or in the Bookmarks menu. Select, Show Start Page to access a window showing a grid view of website icons, along with those you've visited most recently and the default links to other sites.



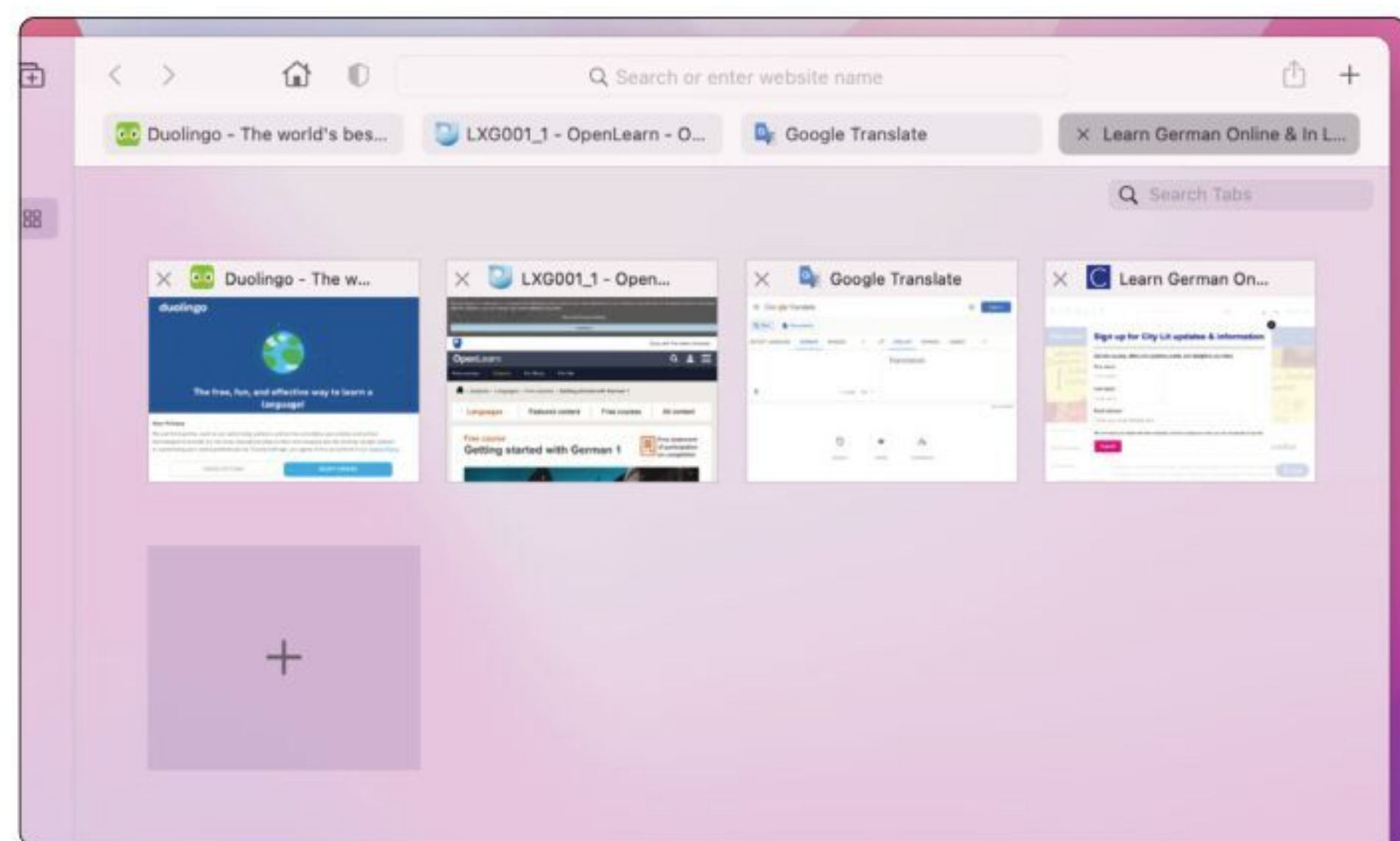
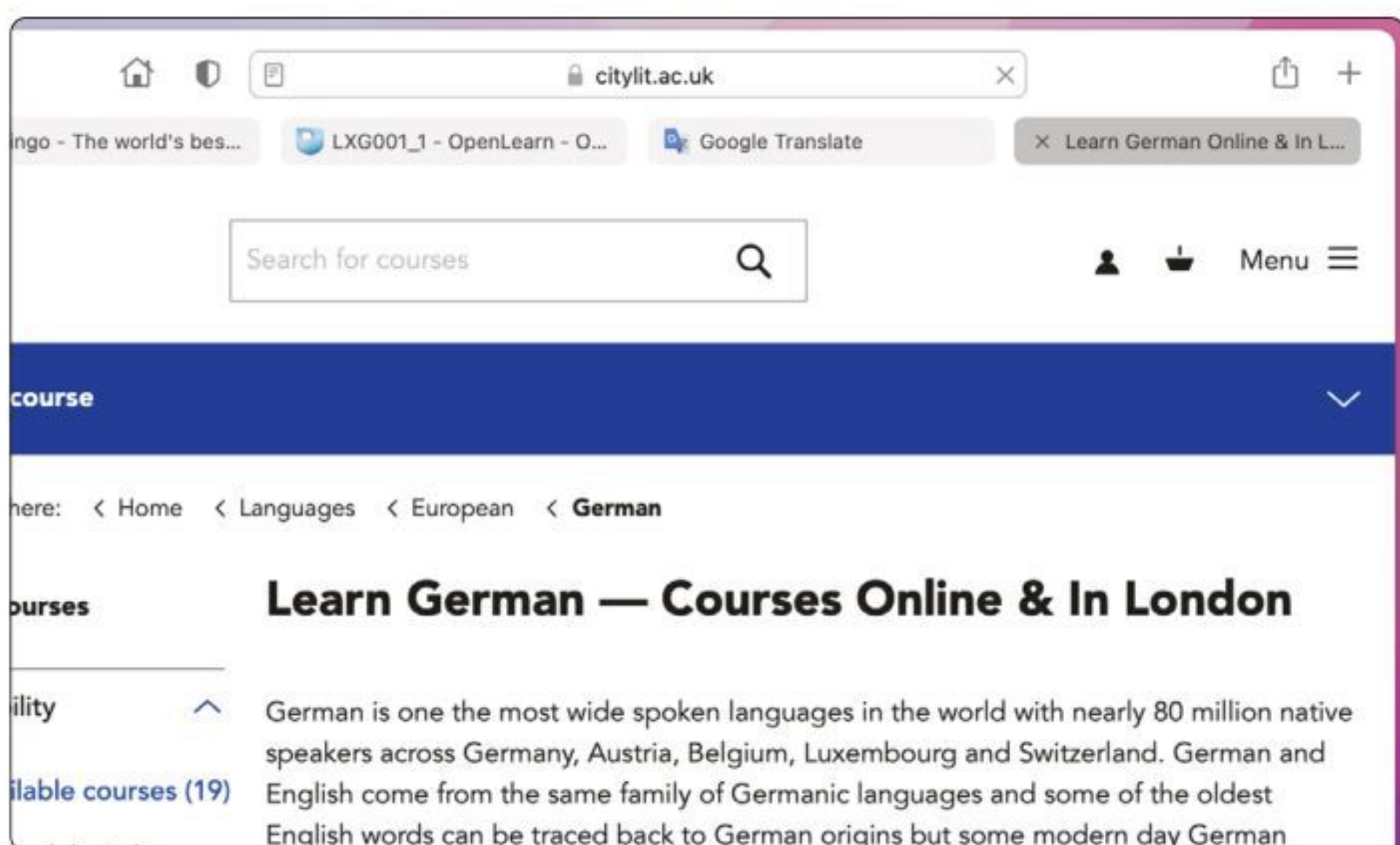
To add a site, click the URL field to open the Start Page and drag the URL into it. You can drag sites and folders into this window from your Bookmarks too. Drag icons around the Start Page to reorder them, or drag out of it to remove them. Scroll up for Siri suggestions, Frequently Visited and more. Click a Show More/Less link to expand/contract a category.

# Tab Groups



**1** Safari now lets you save groups of tabs. You can then open a group of tabs, temporarily closing what's open at the moment. Open the sidebar, then tap the New Tab Group icon in the top-right of the sidebar for a menu.

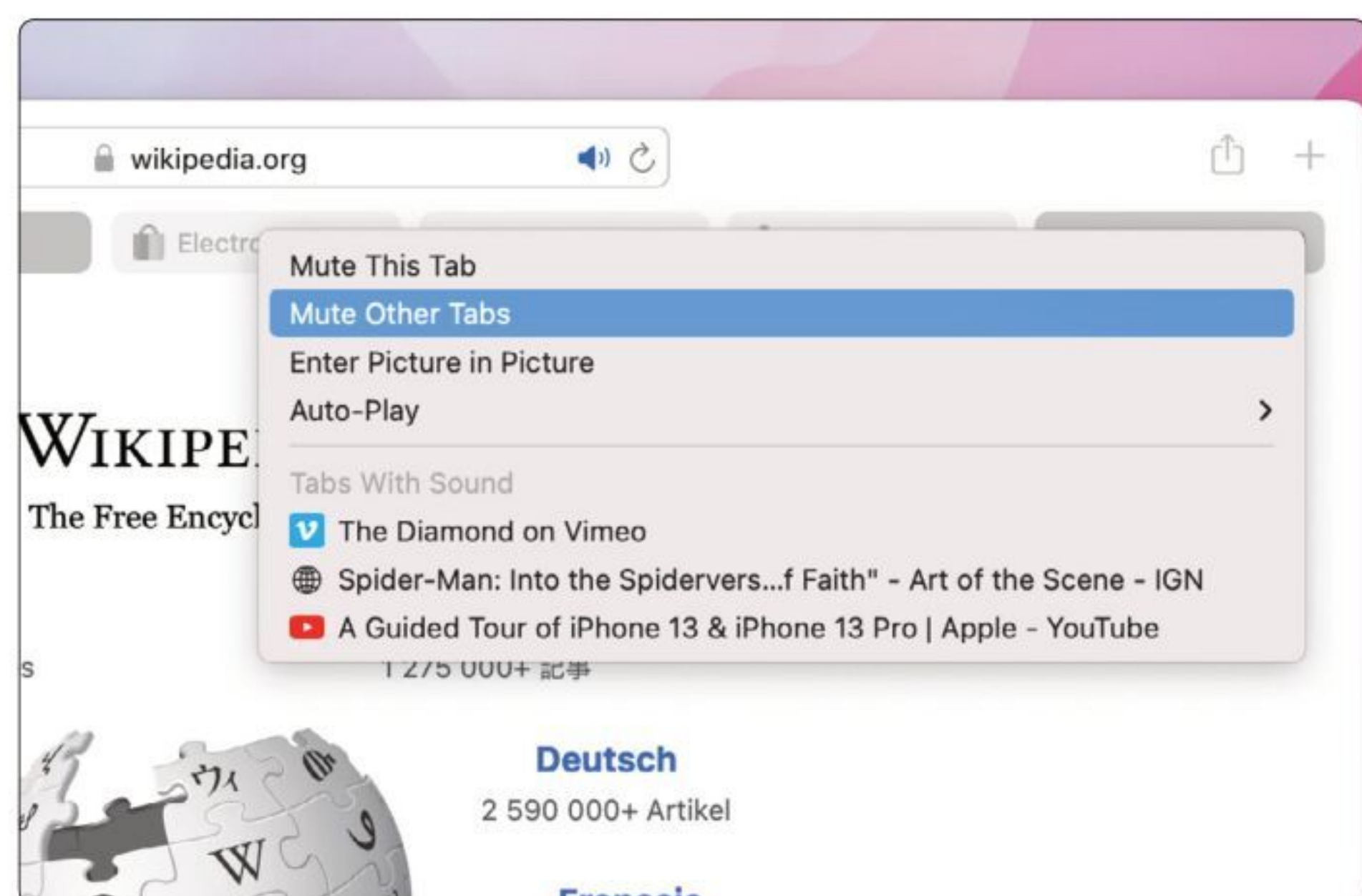
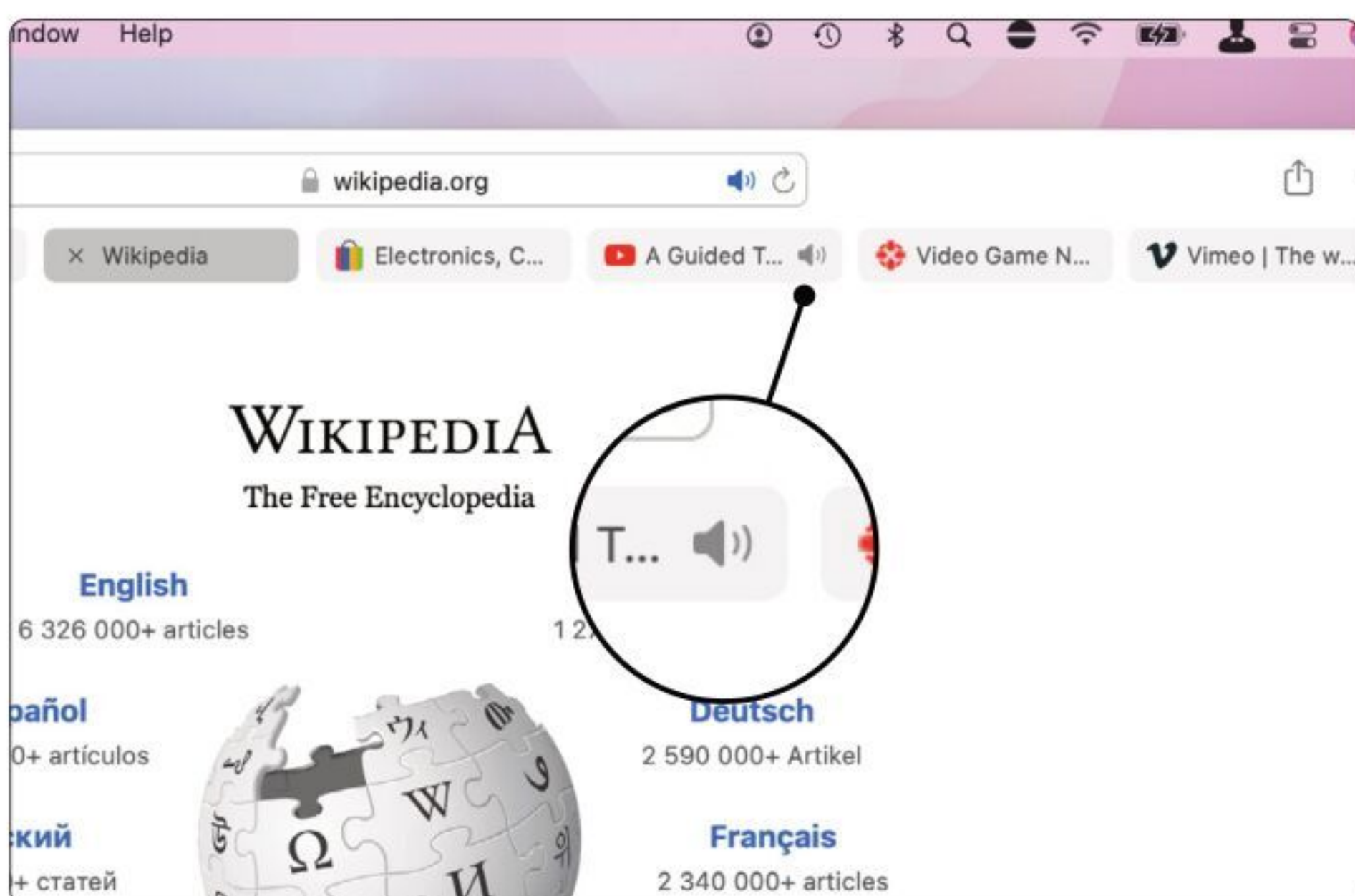
**2** From the menu, you can make a group from all the tabs you currently have open, or start a new, empty group and then add tabs to it. We'll do the latter here. Either way, you get to name the new tab group. Press Return when done.



**3** With your new tab group open (see the highlight in the sidebar), tap the + icon (top right) to open a new tab, then navigate to the site you wish to save in the tab group. Do this as many times as you like to fill your tab group.

**4** Use the sidebar to switch between saved groups of tabs and the tabs you have open on your Mac. Tap a tab group and then tap the icon to its right to see the tabs as thumbnails. Tab Groups are synced across your Apple gear.

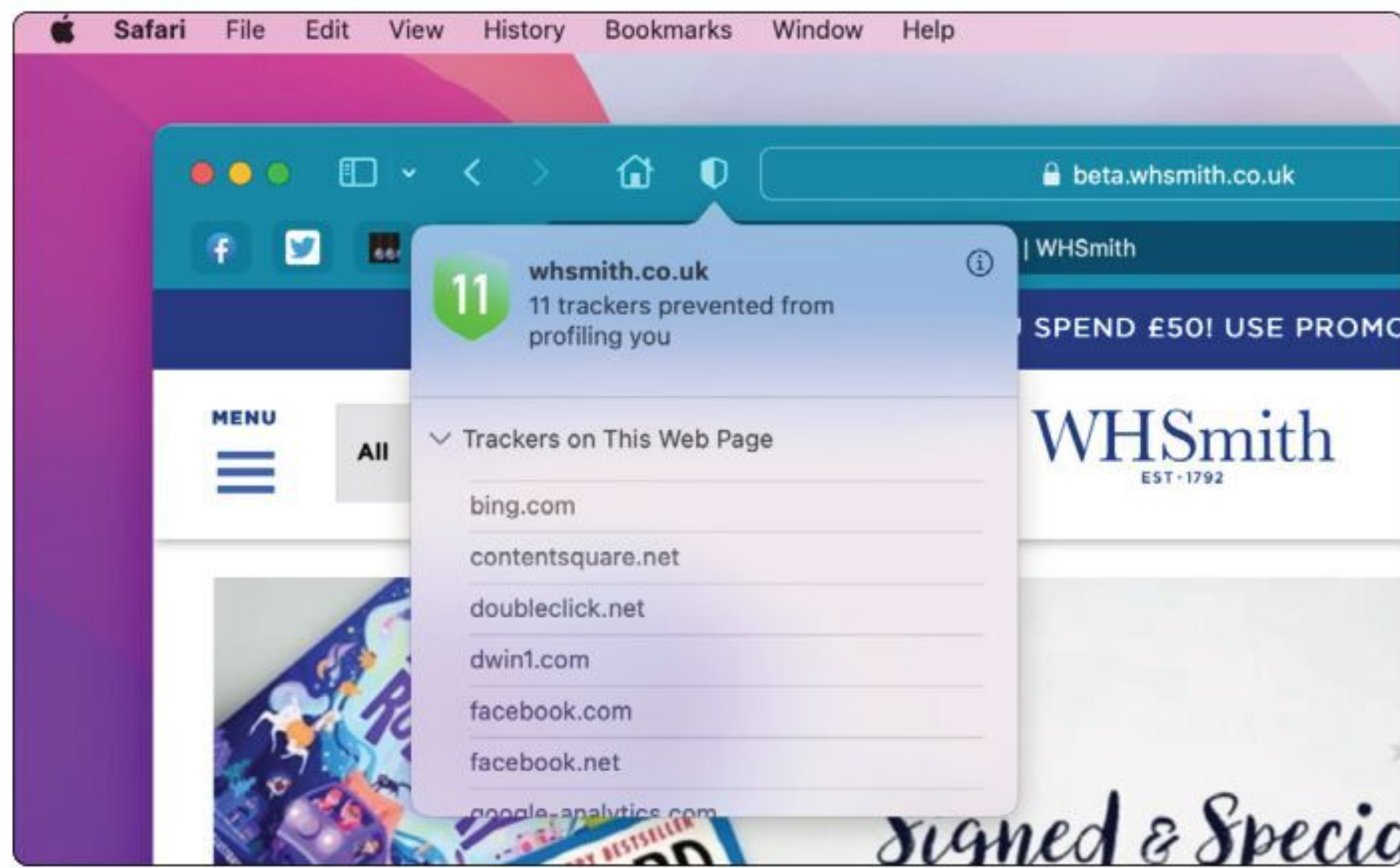
# The Tabs Audio Indicator



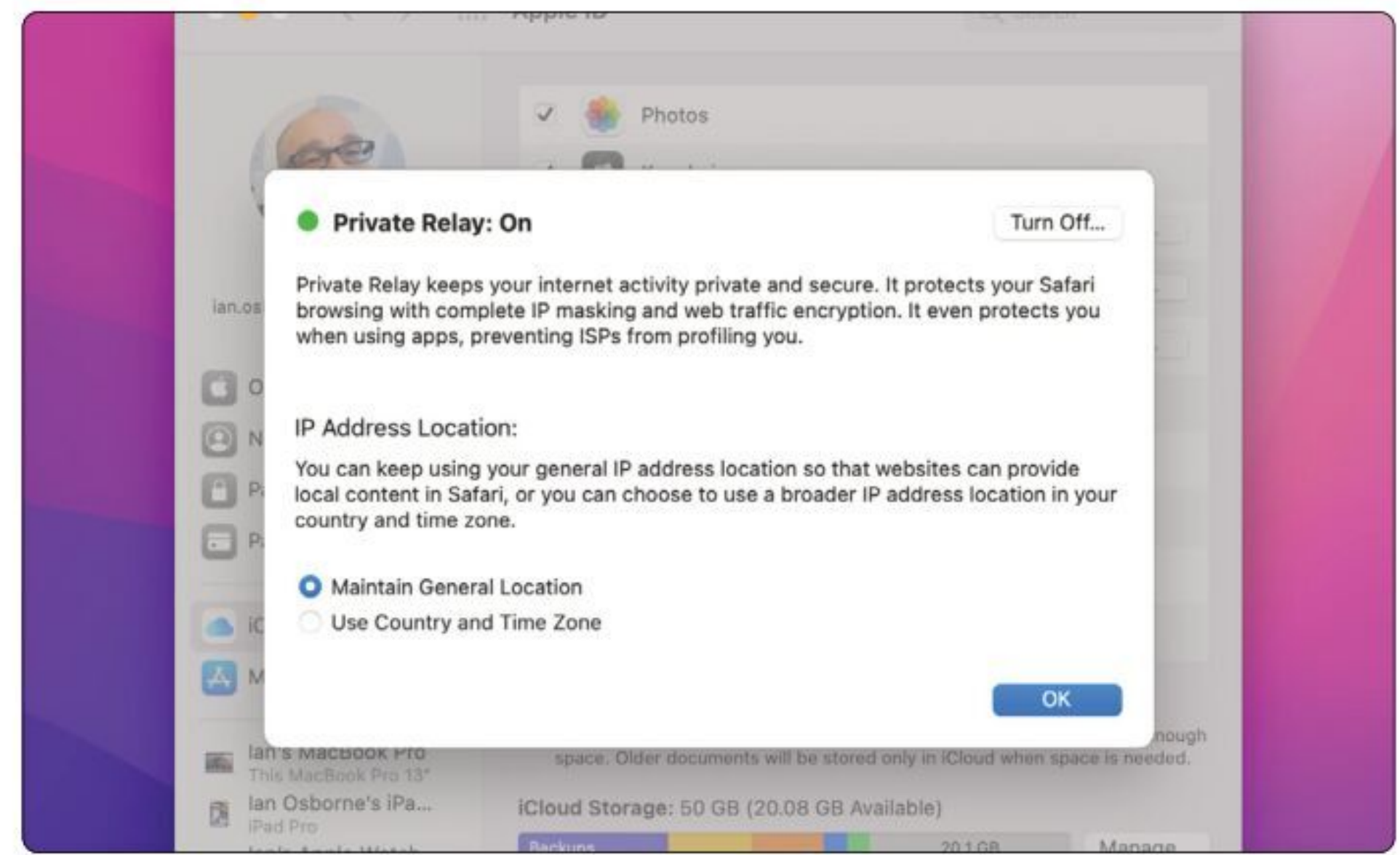
**1** If one of your Safari tabs is playing audio and you're not sure which one, look for the tab with the speaker icon, shown on its right. You can mute this sound by clicking on this speaker icon. Click again to unmute.

**2** If more than one tab is producing audio, right-click on one of them for options to mute that tab, mute the others that are making a sound or enter Picture in Picture mode to watch the video in a floating screen.

## Safari's Shield

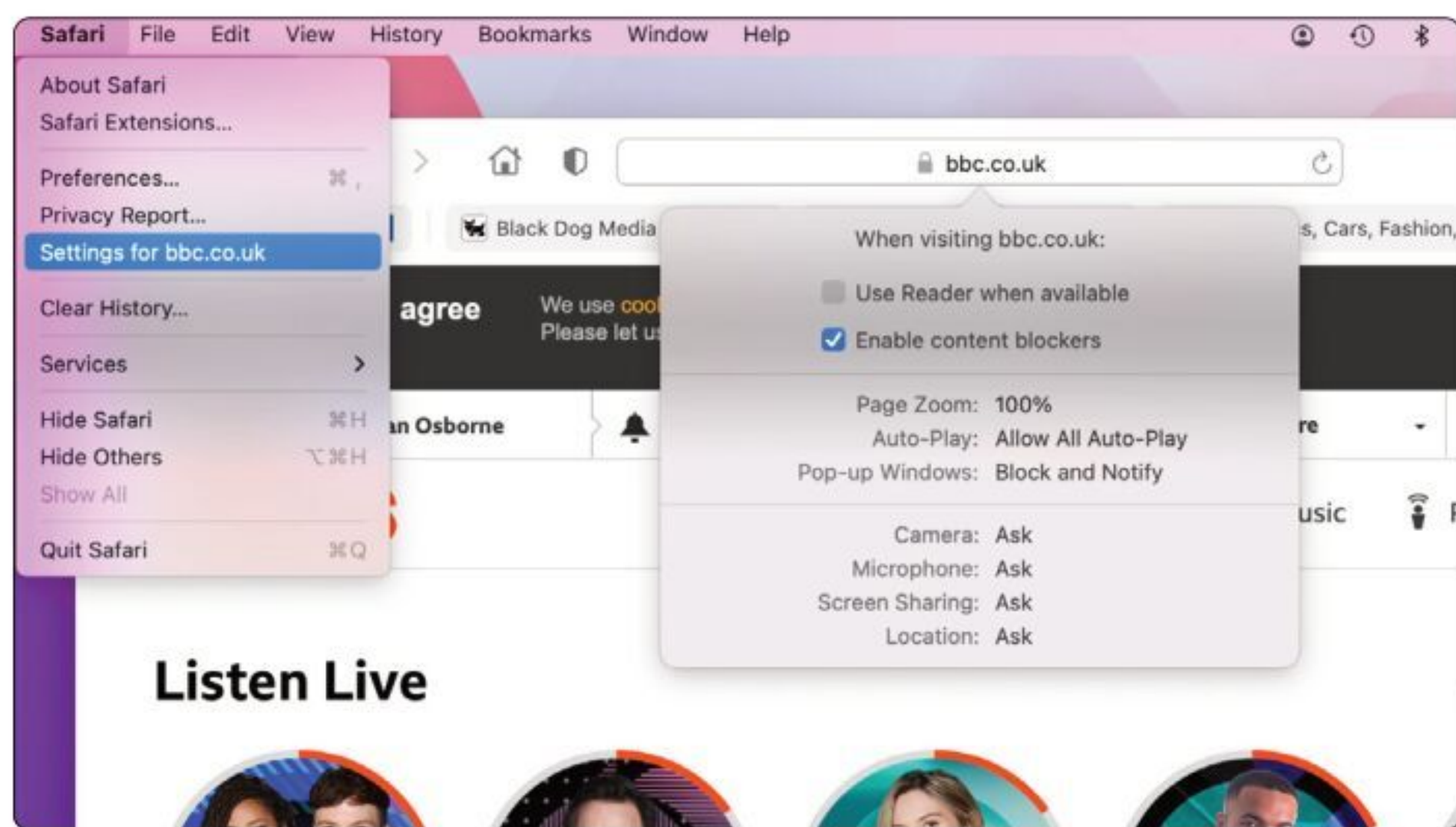


**1** Click the Shield icon which is found to the left of the URL field for a report on what trackers Safari has prevented from following you. Click the chevron to list them, and the 'i' icon for more information about site tracking and why websites do it.

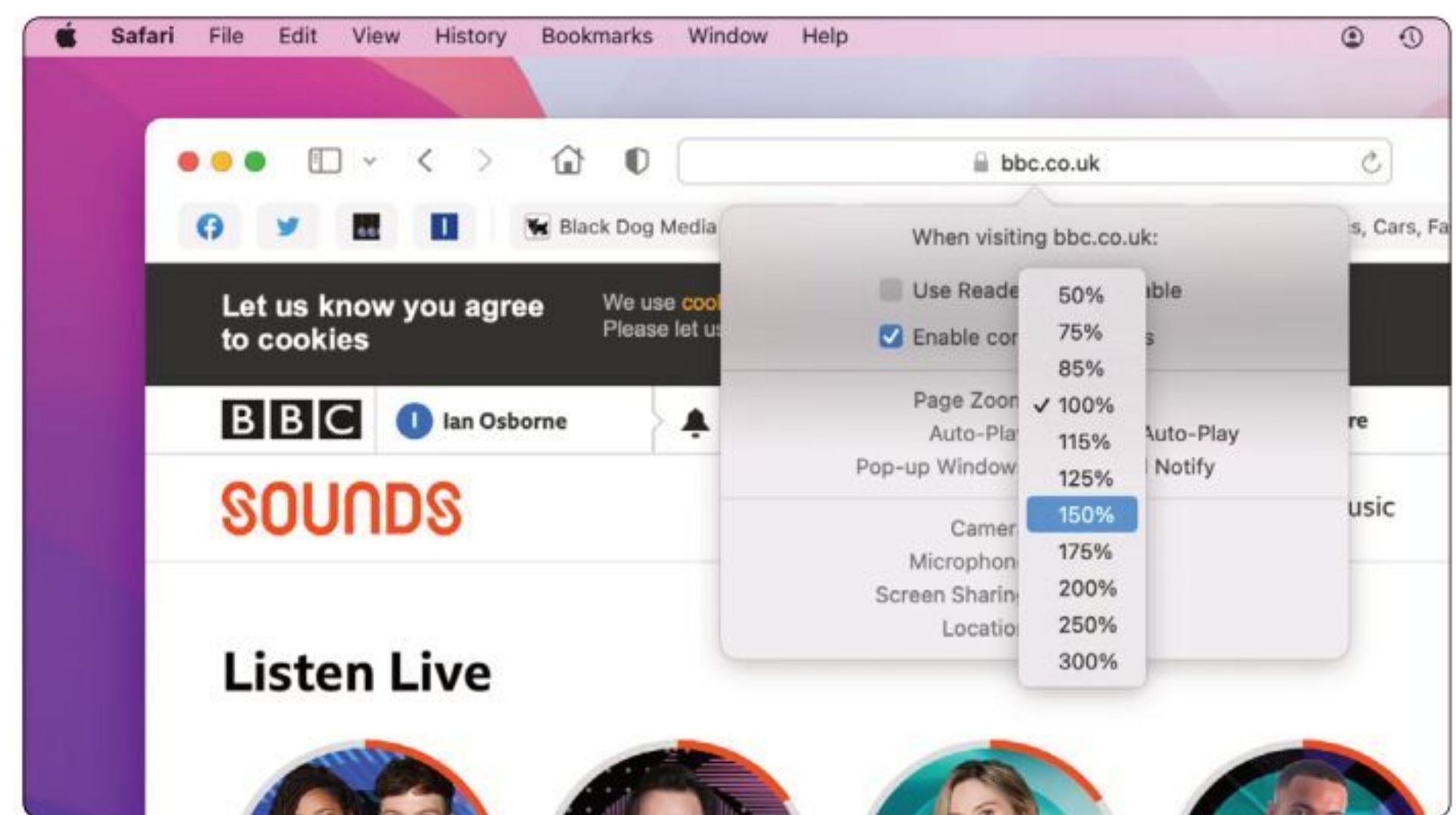


**2** If you have a paid-for iCloud subscription you can turn on Private Relay, which prevents websites from viewing your IP address. To turn it on and off, go to System Preferences > Apple ID and under Private Relay, click the Options button.

## Tailor Site Settings

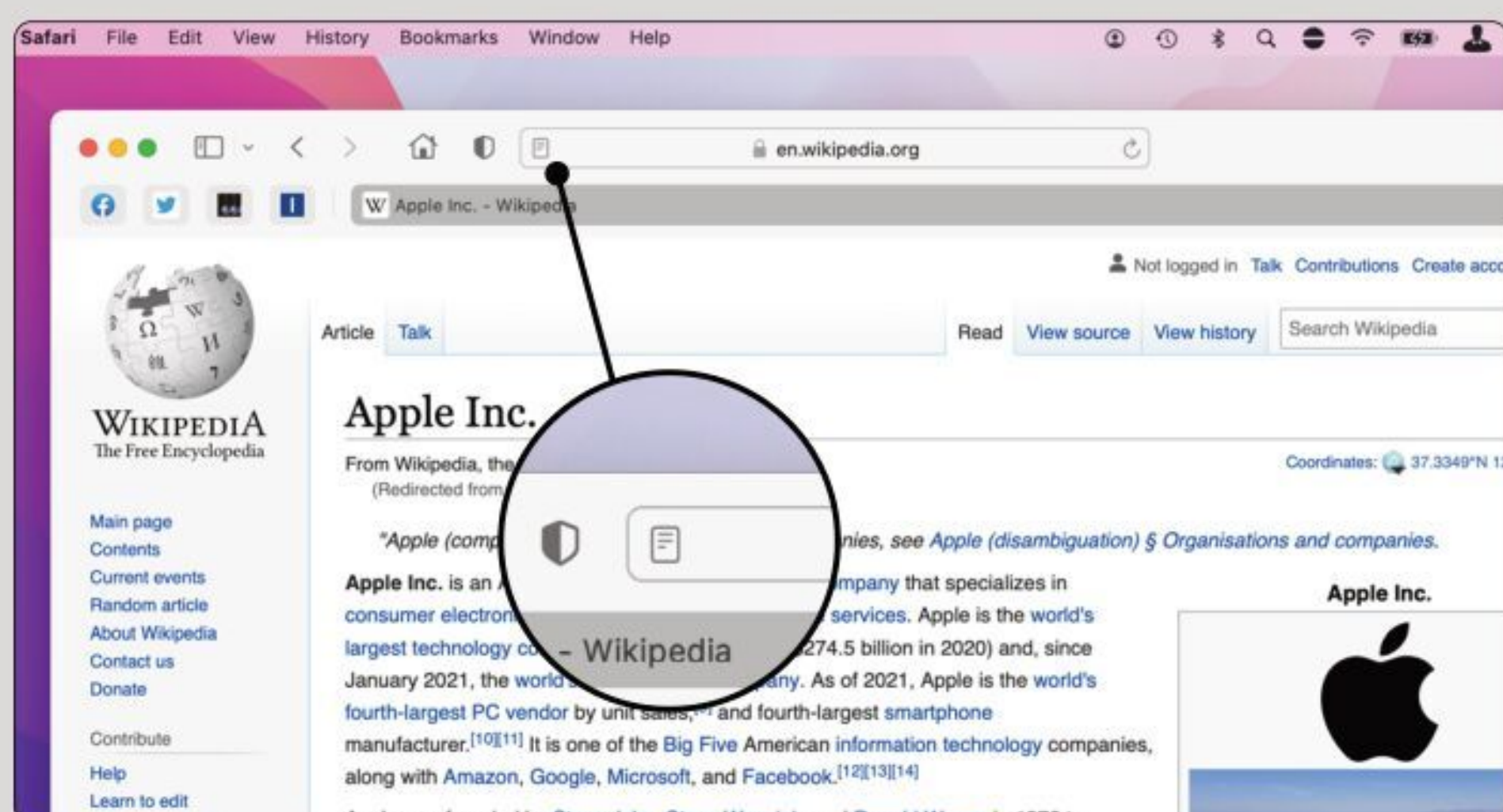


**1** There's a number of useful tools for tailoring your experience on a per-site basis. Open the website and in the Safari menu, select Settings for [the website]. You can enable or disable content blockers, go straight to Reader View, change the page zoom, stop auto-playing videos and more.

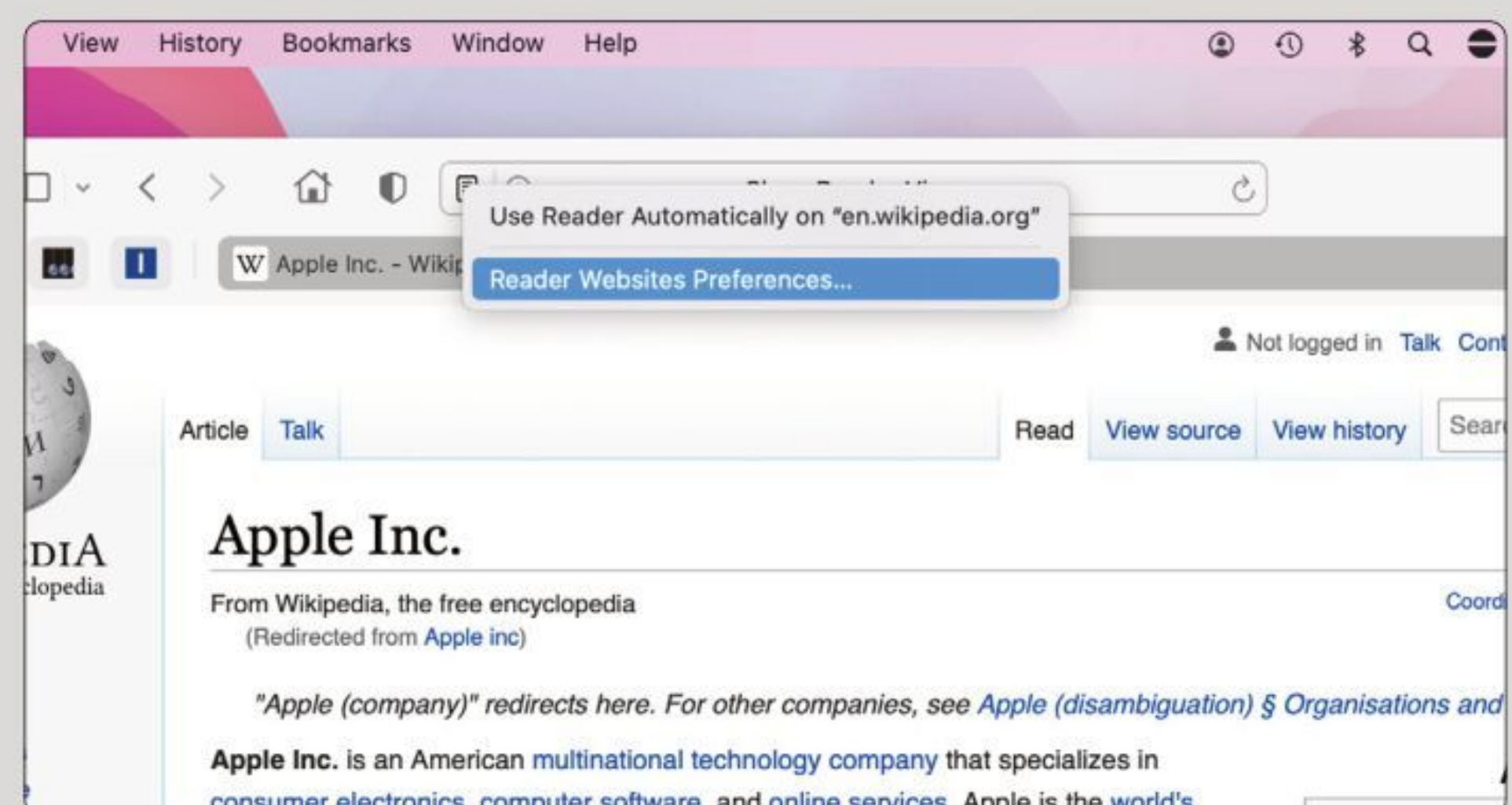


**2** Page Zoom and Auto-Play are set with pull-down menus that appear when you click their current values. By default, the Auto-Play function stops videos with sound automatically playing but you can override this using the Auto-Play menu. These settings are applied whenever you load that site.

## The Reader View.

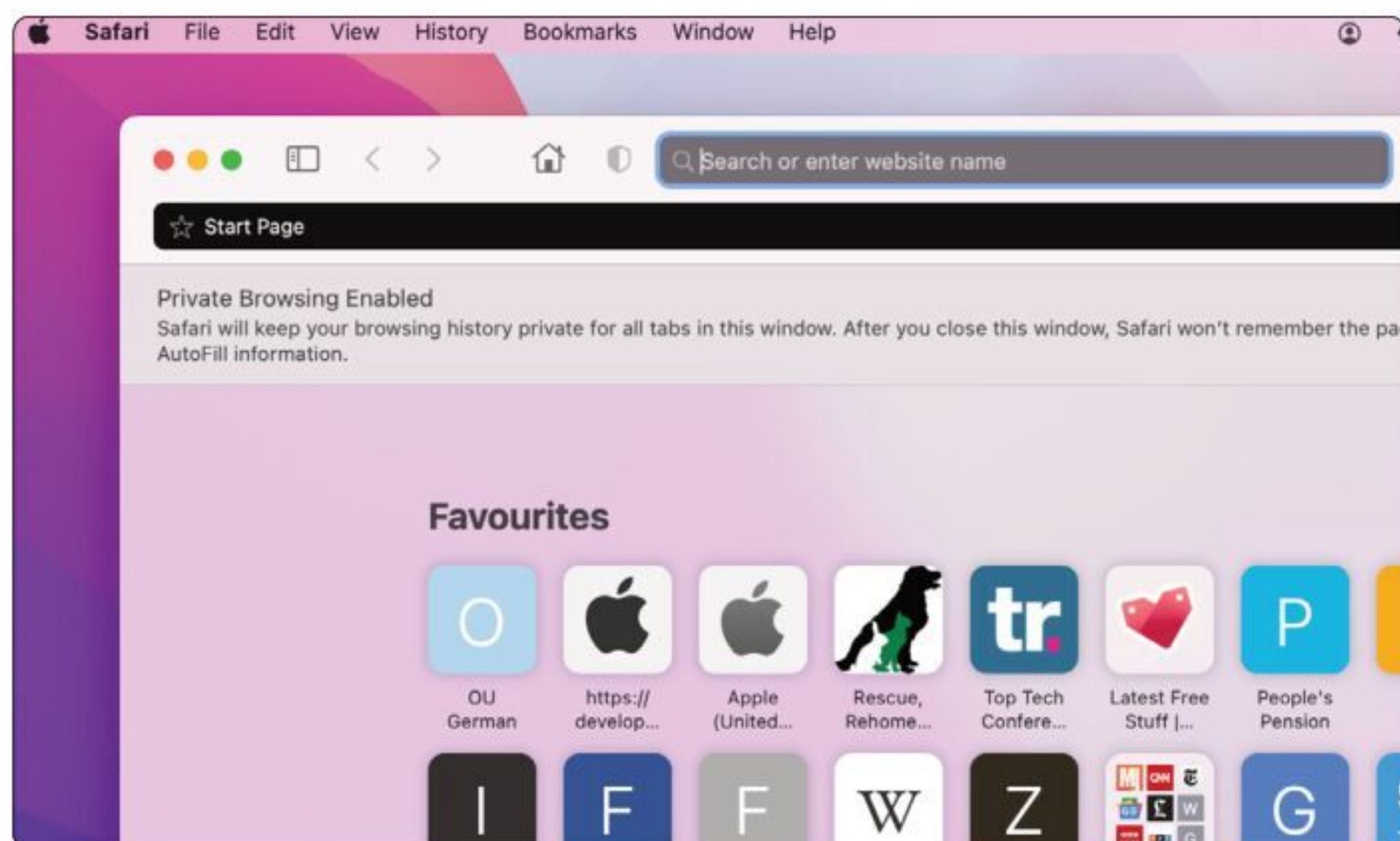


The Reader View isn't available on every web page. Look for this icon that appears in the left-hand side of the URL field. When it's there, you can click it to access the Reader View, for a simpler (and far more easily printed) page.



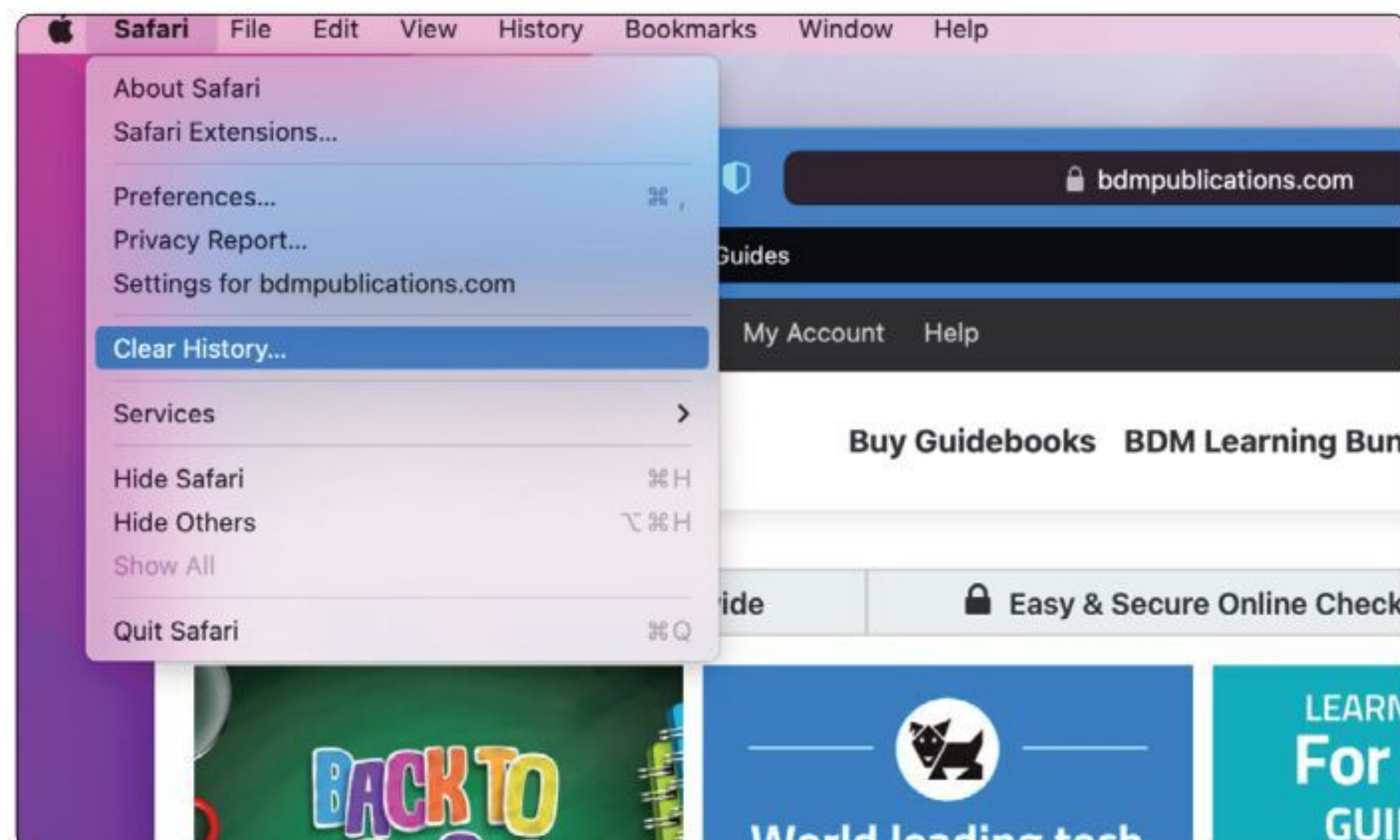
Reader View can be configured to your own requirements. Right or Ctrl-click on the Reader View icon and you get a menu from where you can opt to always use Reader View on the current site, or open the Reader View preferences.

# Getting More from Safari



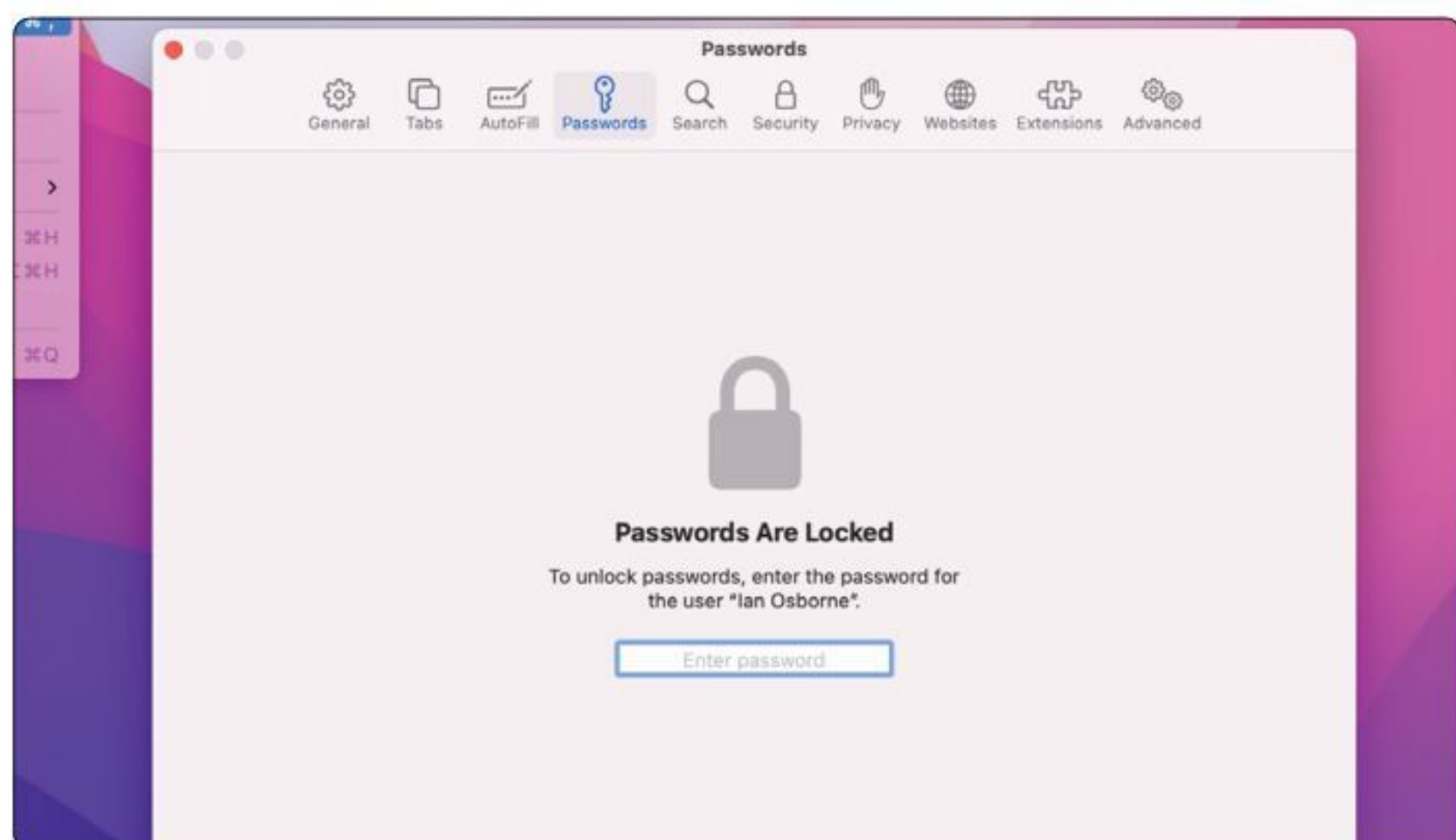
## Private Browsing

Private Browsing lets you browse the Internet without adding tracking cookies or recording where you've been in your history. Activate Privacy Mode by selecting New Private Window in the File menu. In a private window, the URL field is darkened.



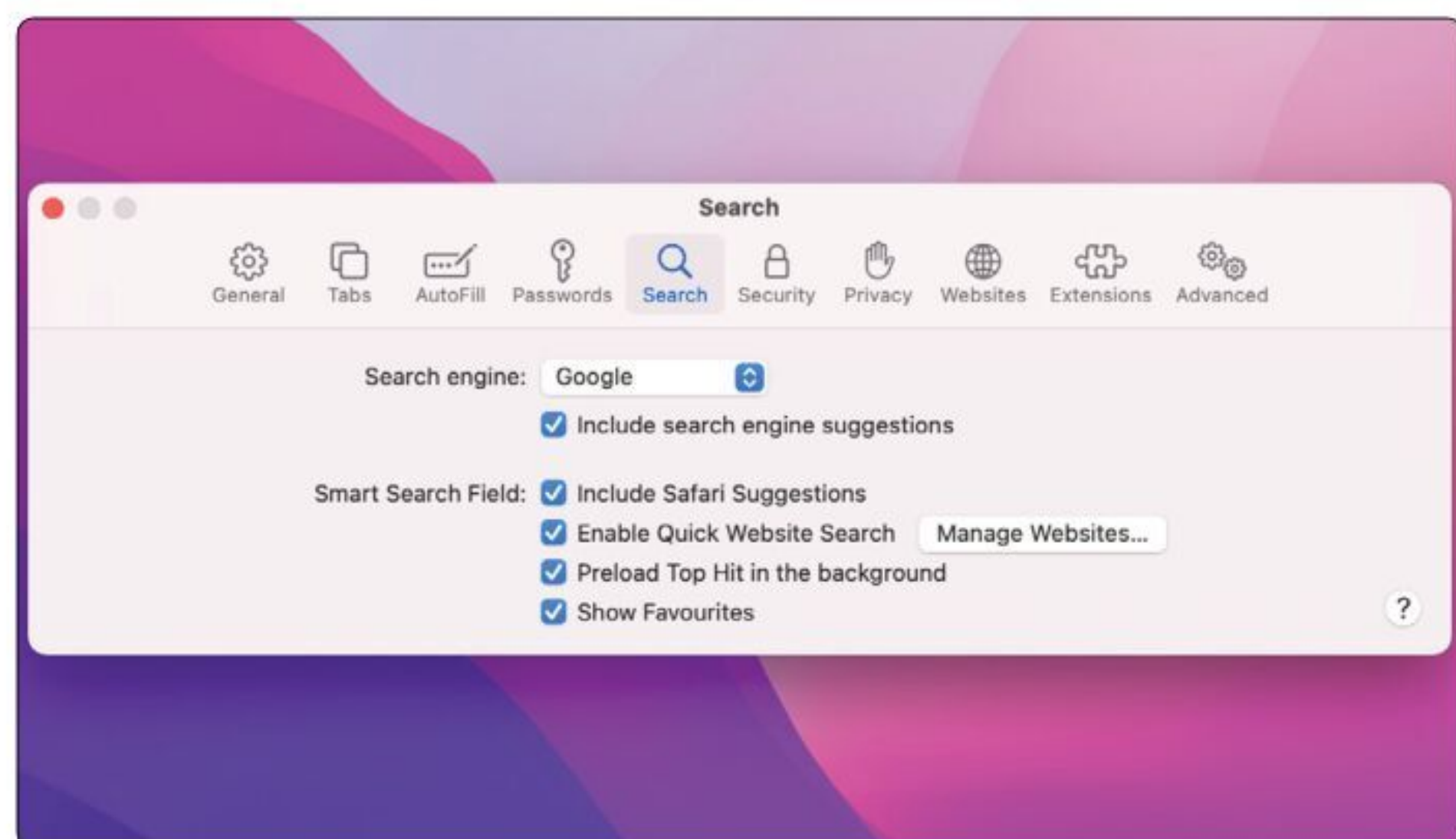
## Clear Browsing History

In the Safari menu, there's an option Clear History, which erases your browsing history and website data. Hold Alt while you select it to delete your browsing history, but not website data. In the pop-up, choose whether to delete all or recent history with the pull-down.



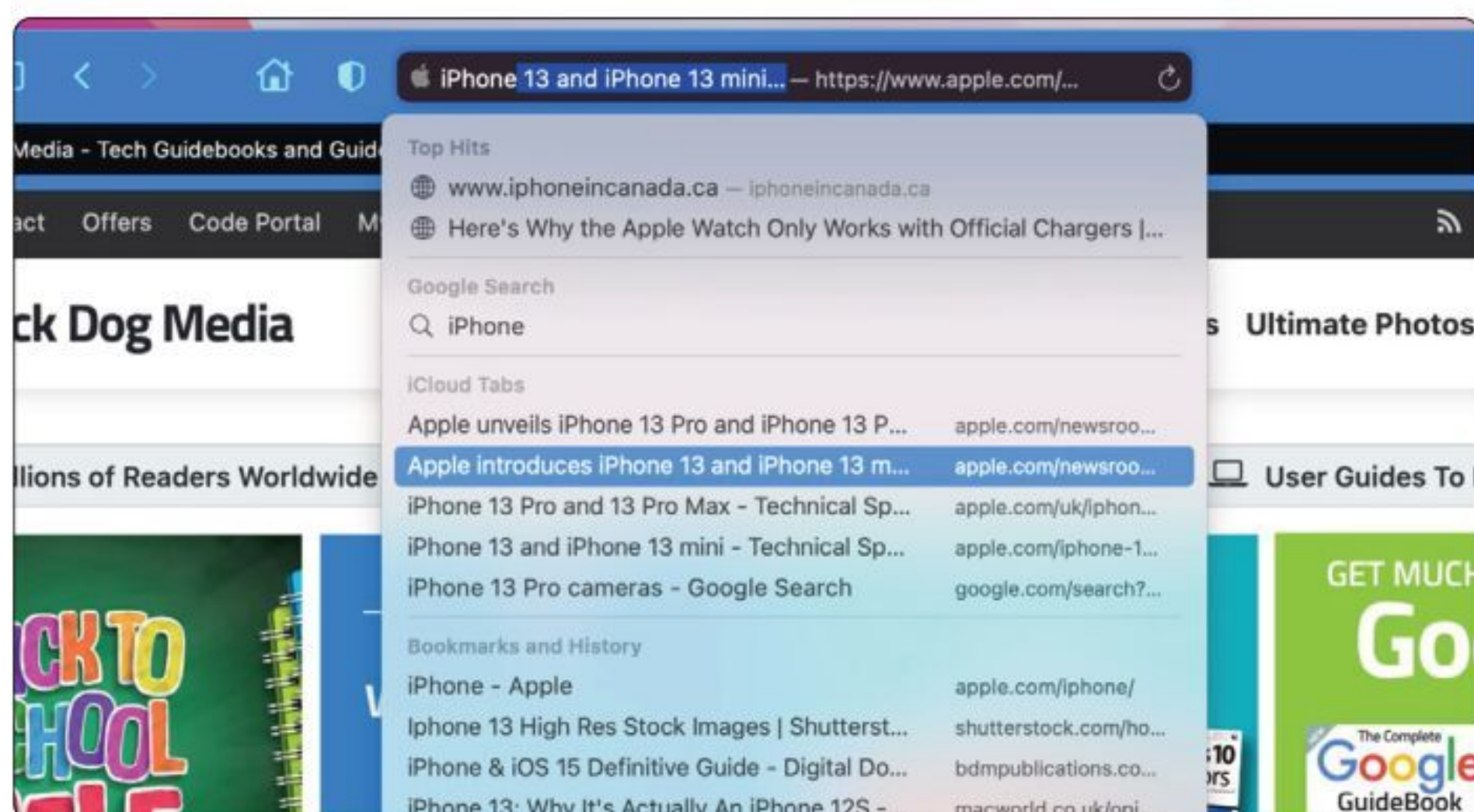
## Stored Passwords

You can access any stored login credentials from a website by entering Safari > Preferences, then clicking on the Passwords section. You need to enter your admin password to unlock them. You can see if passwords have been compromised, and change them from this window.



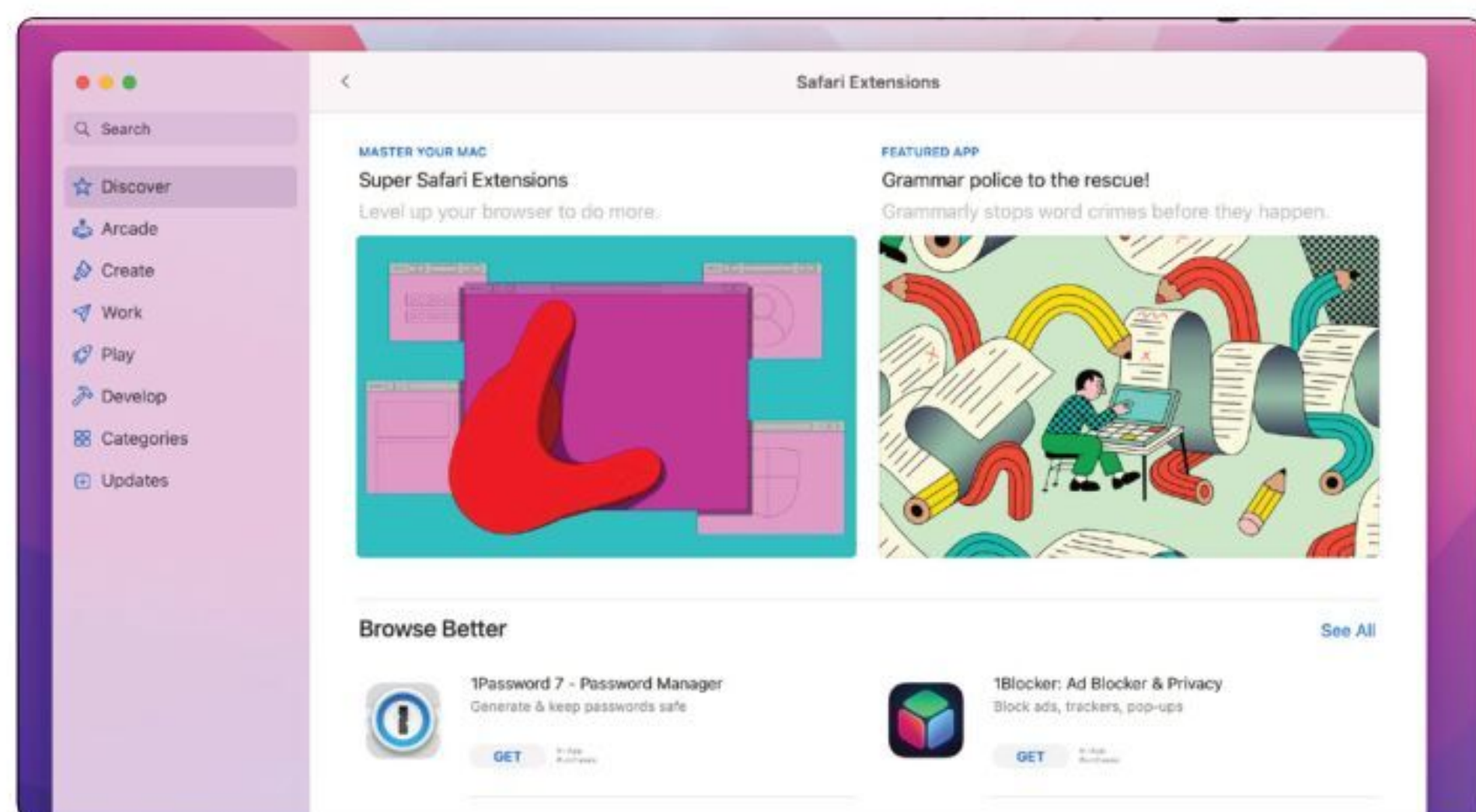
## Change Your Search Engine

To change the search engine Safari uses by default, select Preferences from the Safari menu. Click on the Search tab and from the pull-down select the search engine you want to use. The sites on offer are Google, Yahoo, Bing, DuckDuckGo and Ecosia.



## Integrated Spotlight Search

Spotlight search is a tightly integrated feature of macOS, including Safari. From the search bar you can find links to web pages, bookmarks and browsing history; simply by typing a search term. Click on one of the responses to open that particular website in your browser.



## Safari Extensions

You can add great extensions to Safari to expand its functionality and speed up your workflow. Open Safari's Preferences window (Safari > Preferences) and select Extensions. Click on the More Extensions button to access the App Store's extensions page, from where they can be installed.



# Mail

## Send & Receive Email

Monterey has a great bundled email application, so sending and receiving emails is as easy as typing a message and clicking a button. Here's how to get the most from the Mail app.

**1** This is the sidebar, which lets you select mailboxes, see emails from VIP senders or those which you've flagged, and more. You can resize and even close this sidebar by clicking and dragging the divider between this and your emails list.

**2** The list of emails contained in the currently selected mailbox, in this case, All Mailboxes. The number of emails in the box, and the number of unread emails, are shown. You can resize this column by clicking and dragging its left or right edge.

**3** Click this circular icon to toggle between showing all emails and only unread emails.

**4** This button downloads new emails. You can set your Mail app to check automatically but this button does so manually.

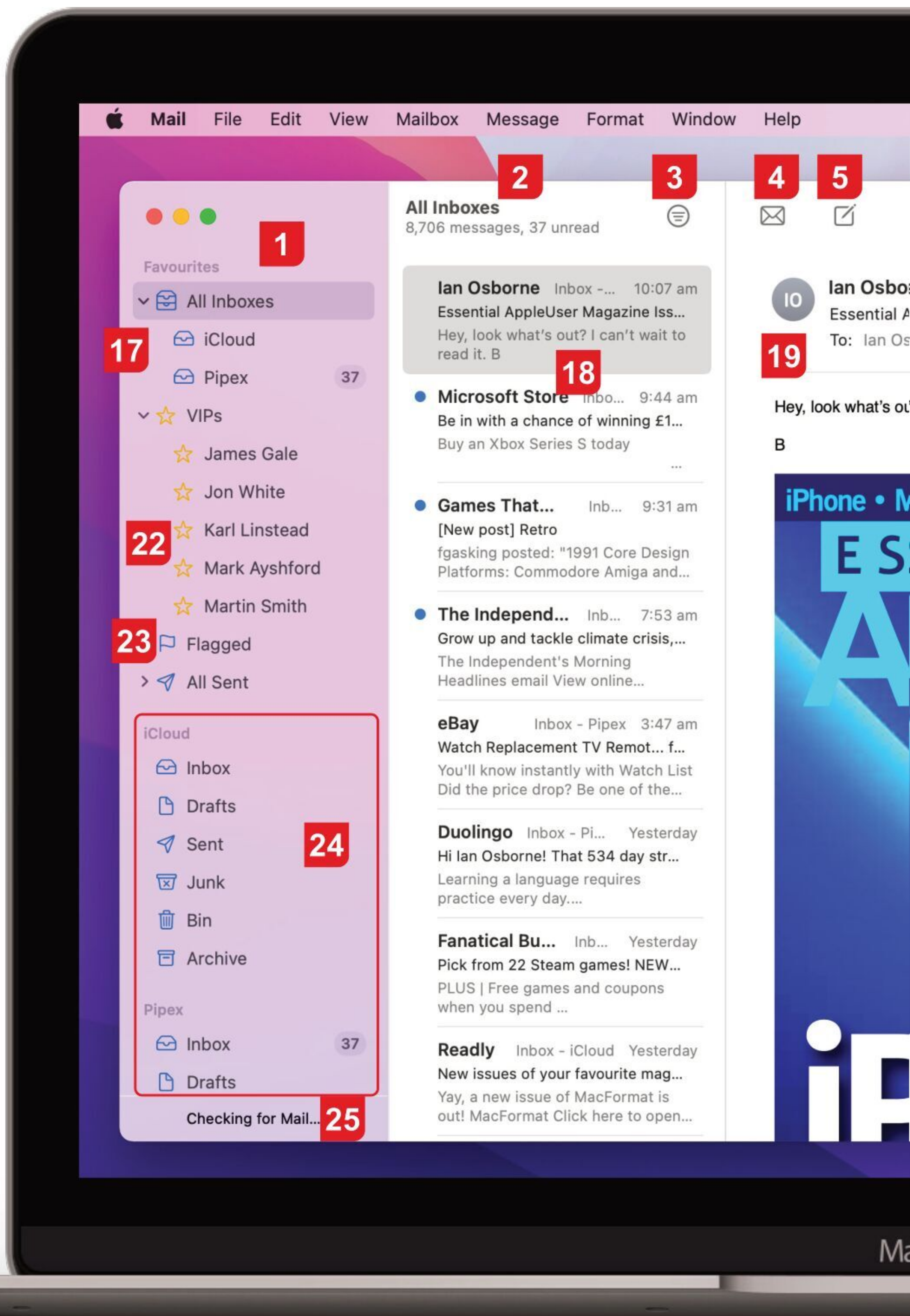
**5** When you want to write a new email from scratch, click on this button to open a blank one.

**6** This button archives the selected message. Very useful if you want to make sure you don't delete it.

**7** If you want to throw away the currently selected email, click here to send it to the Trash folder.

**8** This button moves the selected email to your junk mail folder. Use it to help the Mail app identify 'spam', which is junk emails.

**9** This button lets you reply to the currently selected email, with the reply going to its sender only.



**10** Use this button to reply to the sender of the currently selected email, but also to everyone else that received it.

**11** If you want to forward an email to a third party, that is, not the person who sent it to you, use this button.

**12** Click the flag to mark the currently open email with a flag of this

colour. Click the chevron next to the flag for a pull-down menu that lets you select a different flag.

**13** Use this button to silence notifications on threads that are sending you too many alerts.

**14** This pull-down menu is another way of moving an email into another mailbox or folder.

**15** Information about what mailbox the open email is in, what time it was received and the paper clip shows it has attachments.

**16** To search for a specific subject, person or word/phrase in your emails, use the field here.

**17** These are email inboxes and as you can see, we have two email

accounts set up in Mail; however, you can have more or fewer if you prefer.

**18** Your emails appear here. Unread emails are shown with a blue dot to the left. Click on an email to open it in the main window.

**19** If the email's sender is in your Contacts and has a picture, it appears here. If not, it's just a grey circle with an initial in it. To the right is information about who sent and received the open email, and its subject.

**20** Hover over the top of the open email and the icons numbered 7-11 are repeated. Their functionality is the same.

**21** If the open email has attachments, click here for a pull-down listing them all, from where you can select and open them.

**22** If you've identified senders as VIPs, they're listed here. Click 'VIPs' to open and close this section, and click on a VIP name to see emails from that person.

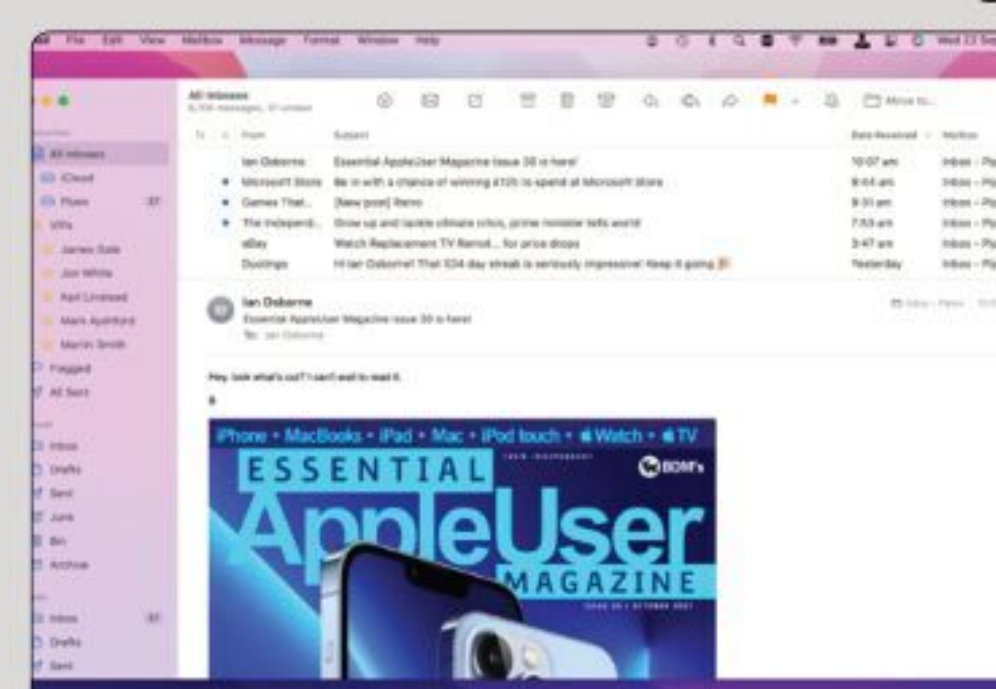
**23** Here you can access emails you've flagged, or those you have sent from your email accounts.

**24** Various other mailboxes associated with the accounts you've set up in Mail.

**25** When new emails are downloading or sending, it says so here.

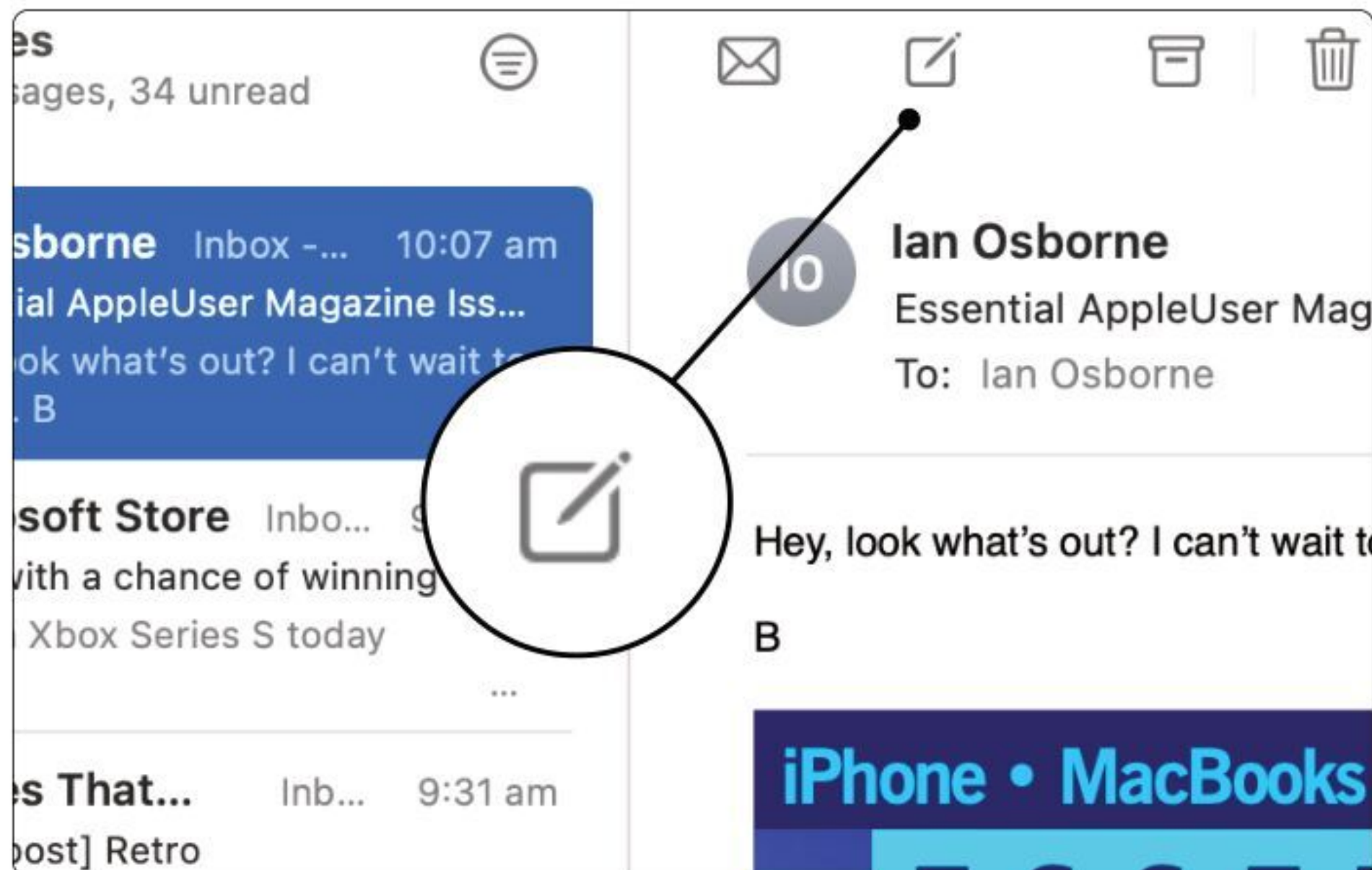


## The Column Layout.

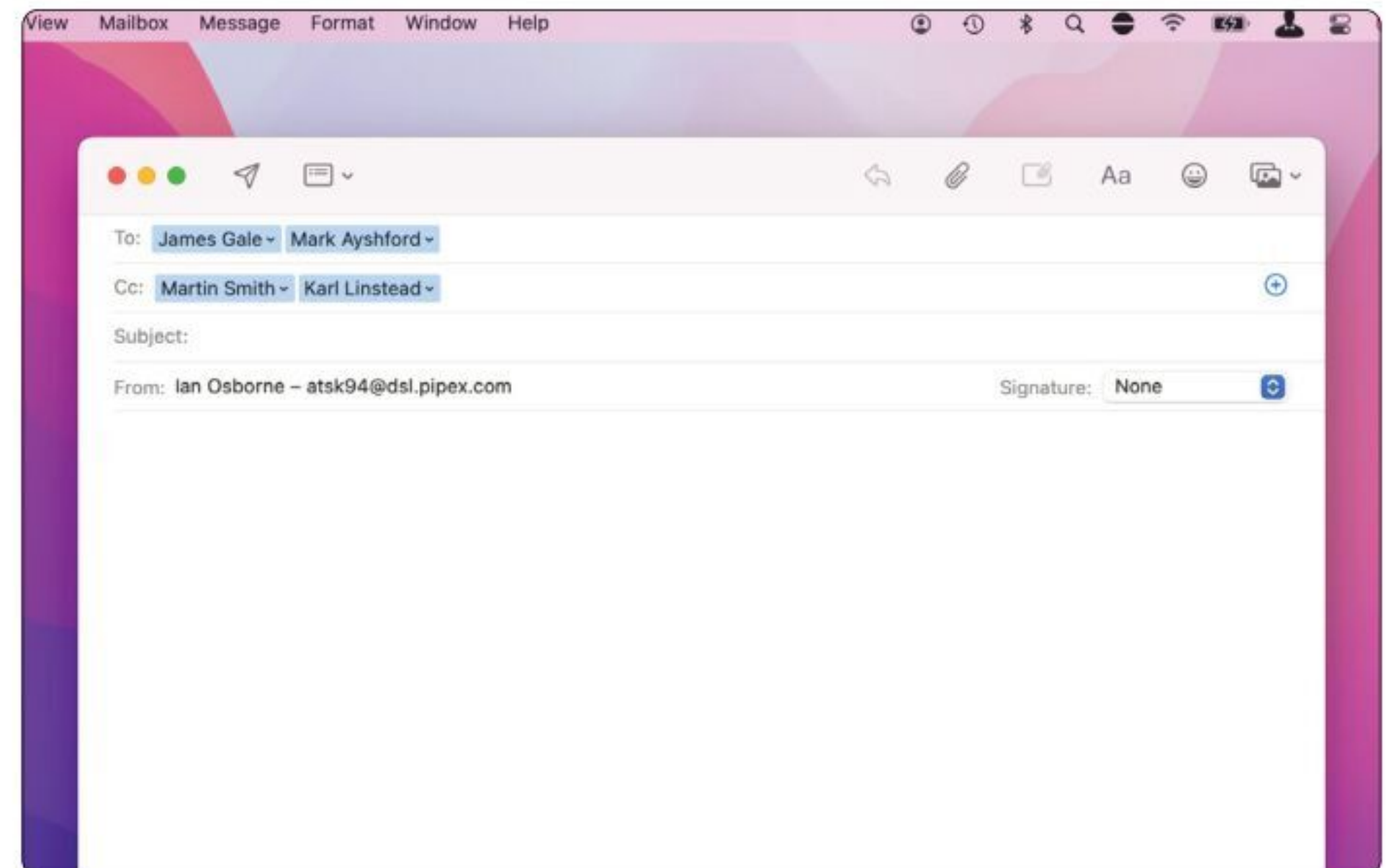


To use the old-school, column-based layout, in the View menu, select Use Column Layout. Repeat this step to revert to the modern layout.

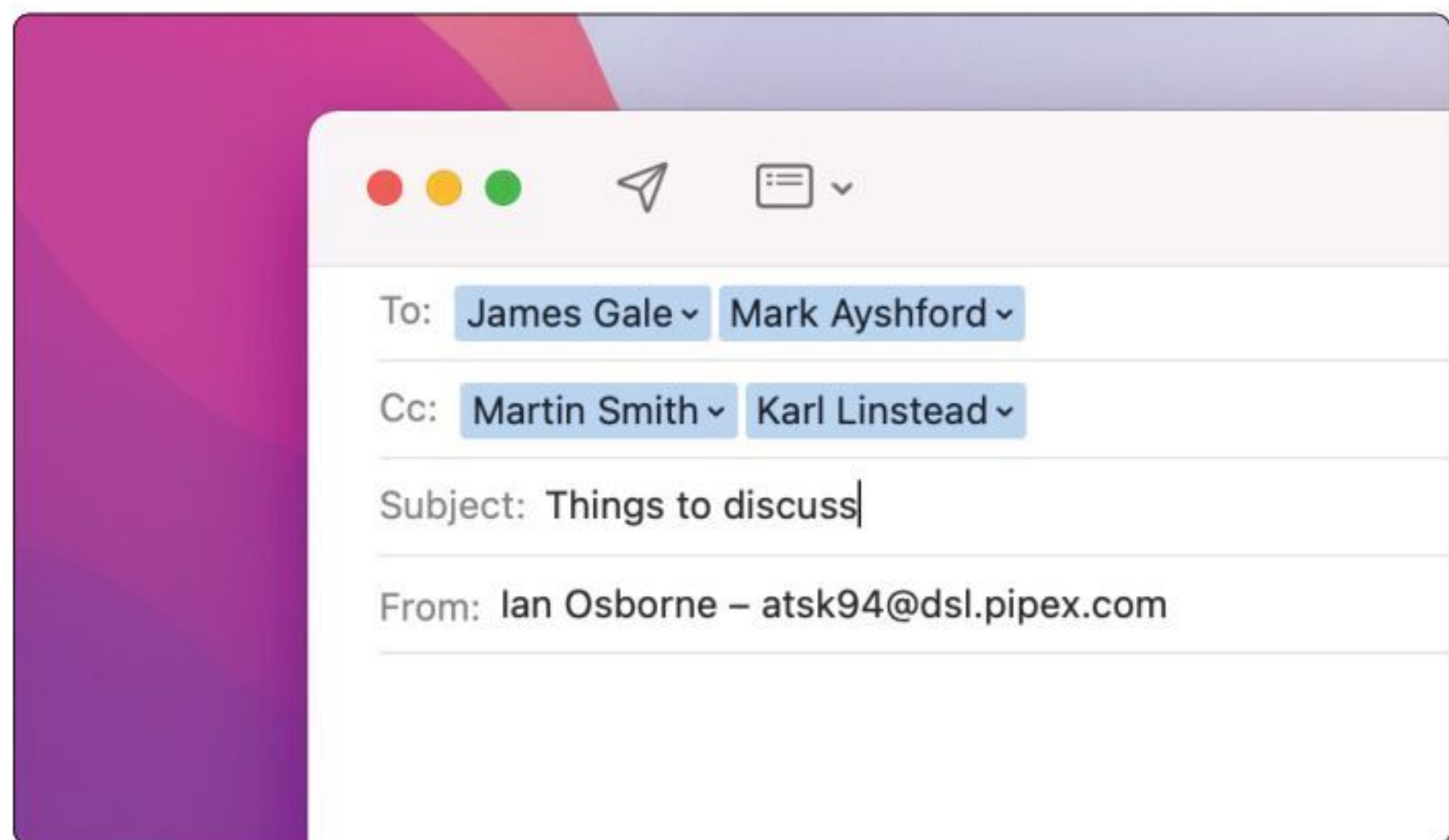
## Sending a New Email



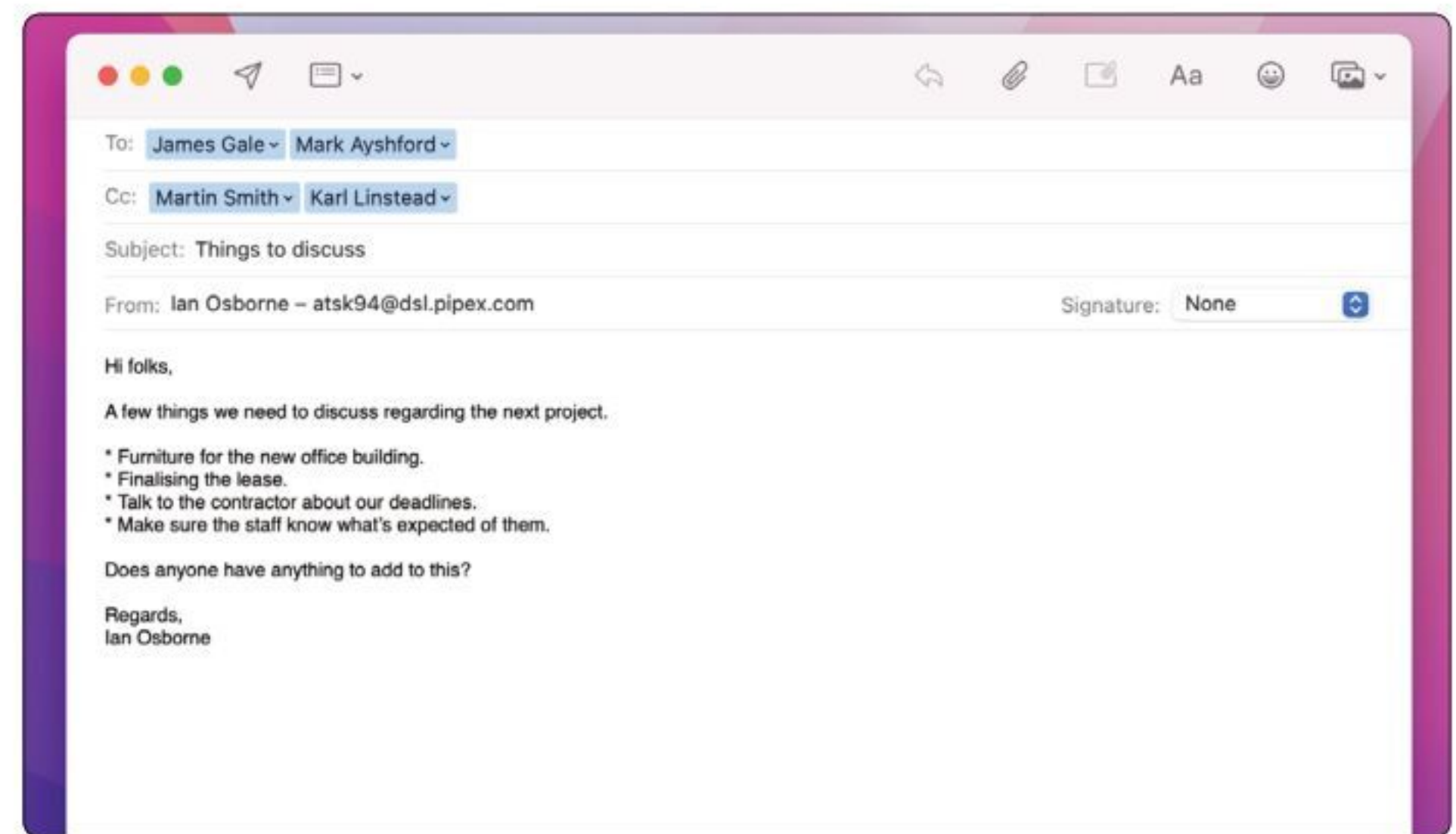
**1** Here we show you how to open a new, blank email, write a message and send it to a given email address using the Mac's Mail app. To open a new email, first click on the Compose New Message icon in the toolbar on top of the window; the one that looks like a pen writing on paper.



**2** To send someone an email, type their email address into the box marked To:. To also send it to someone else, add their email address in the Cc: box. Add multiple email addresses in either box, separated by commas, to send the same message to a group of people.

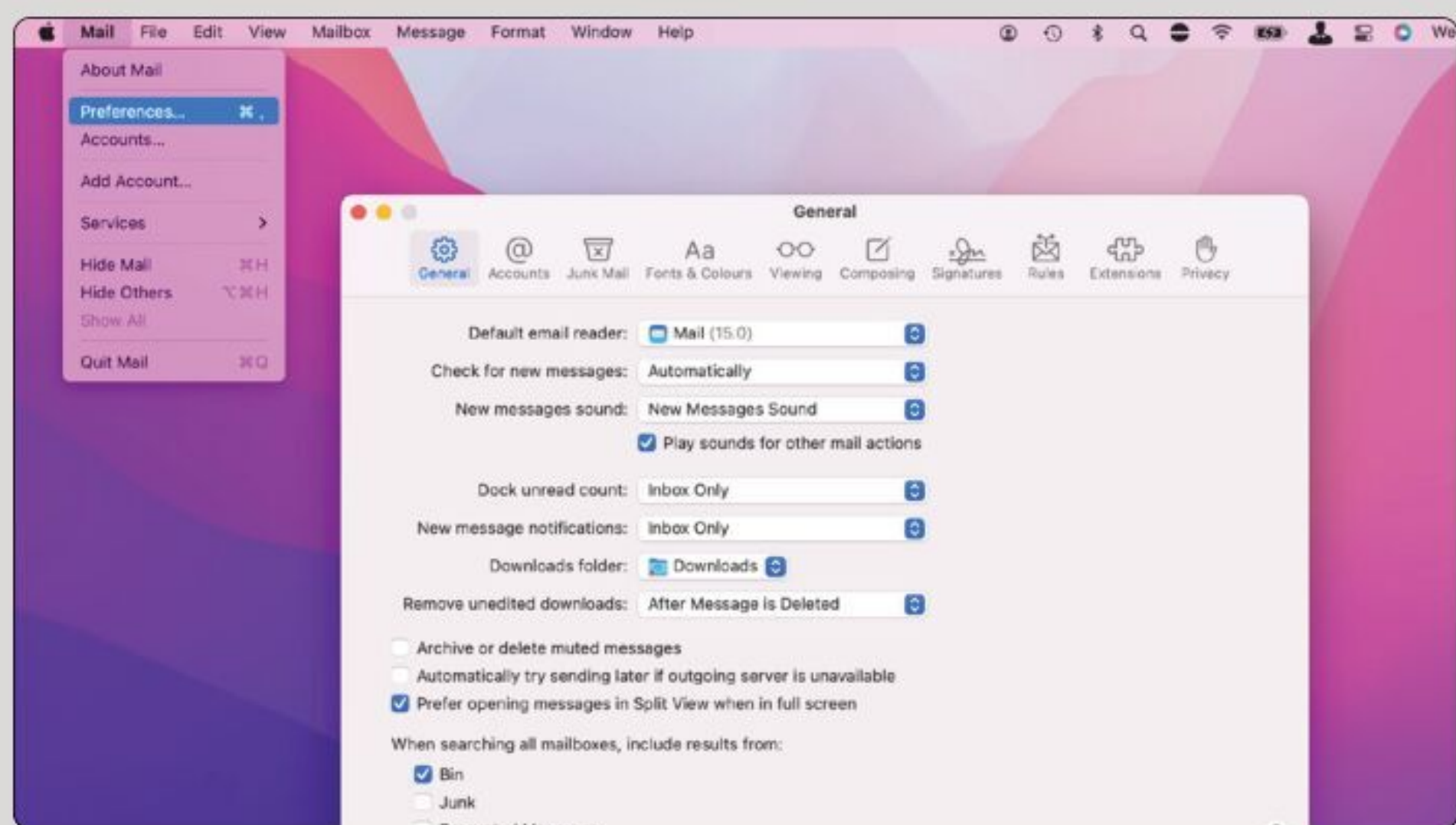


**3** It's always a good idea to put something in the subject line, even if it's just 'Hello!'. Type the body of your message in the large space below. An email can be as long as you like and you can use different fonts, colours and sizes if you really feel the need.

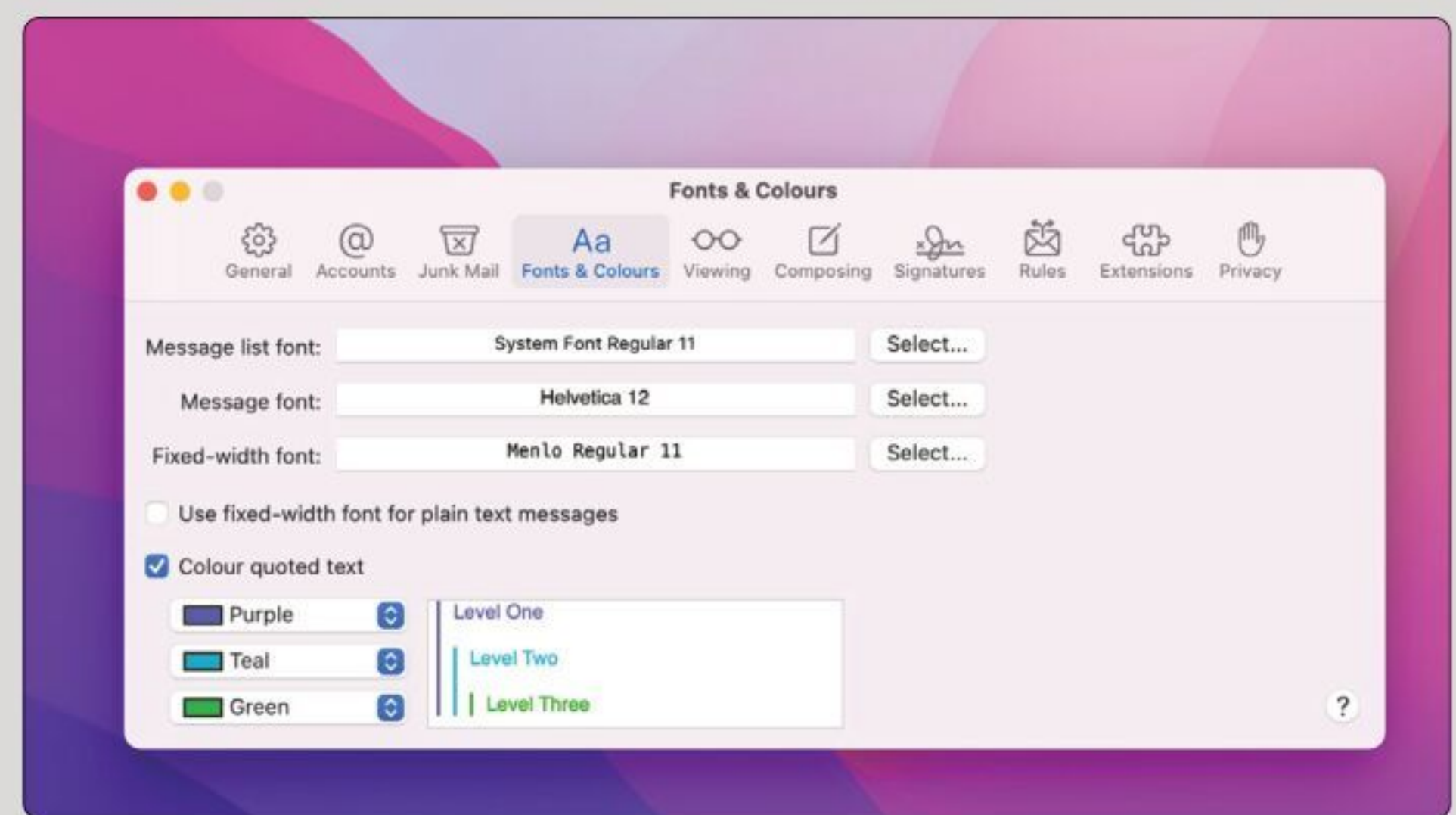


**4** Once you've finished typing your letter, click the Send button in the top left corner of the email panel to send it on its way. Email is usually sent very quickly, and your addressee should receive it within a couple of minutes, as long as there are no issues with their connection or provider.

## Customising Mail.



You can customise your Mail app by opening it and, in the Mail pull-down menu, selecting Preferences. Under the General tab, you can set an interval to check for new messages, decide where downloaded attachments go and more.

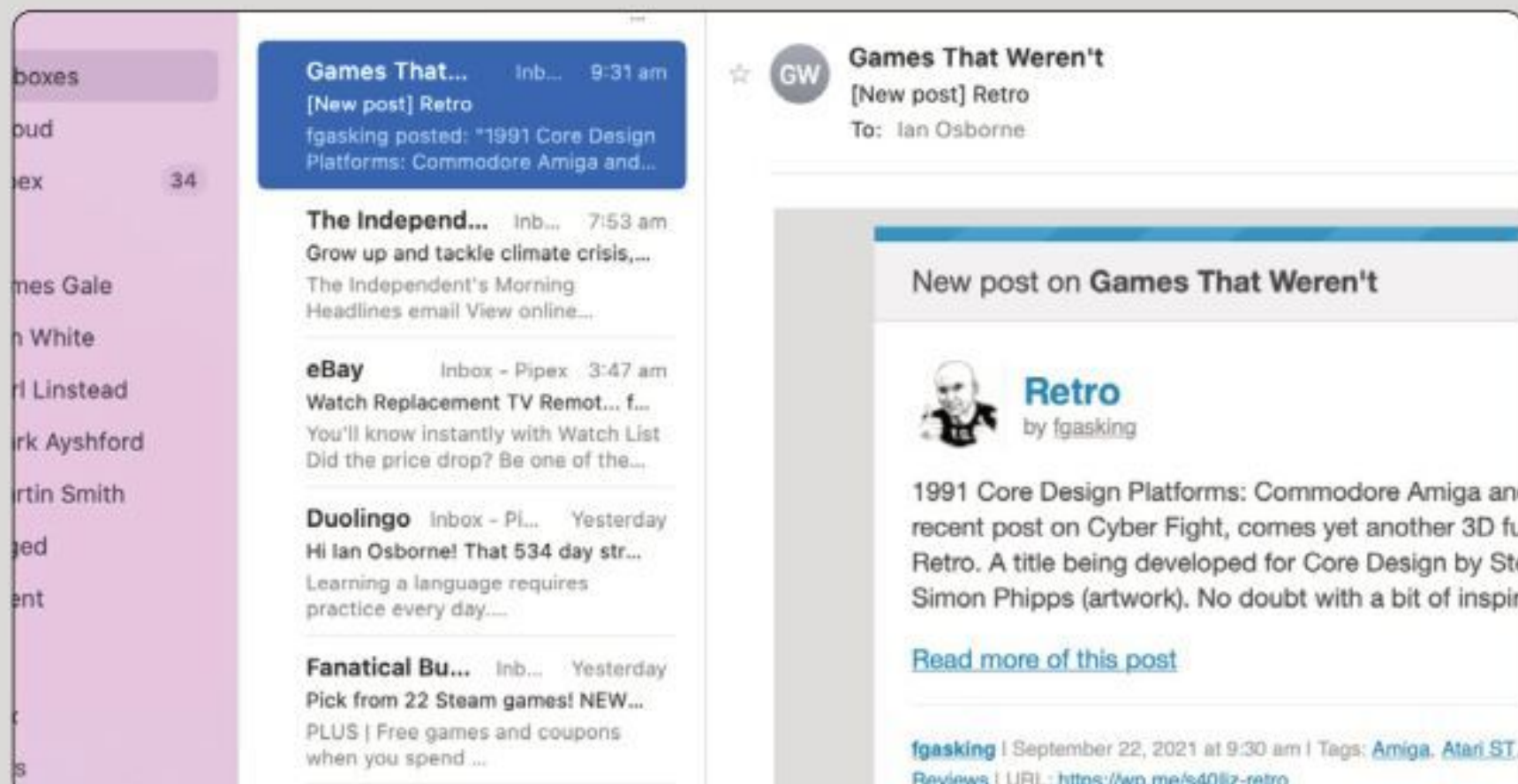


The Fonts & Colours tab lets you change the fonts and text size used with incoming emails and change the colours of quoted text. Explore the Mail preferences and set up how you choose, but be careful with the server settings.

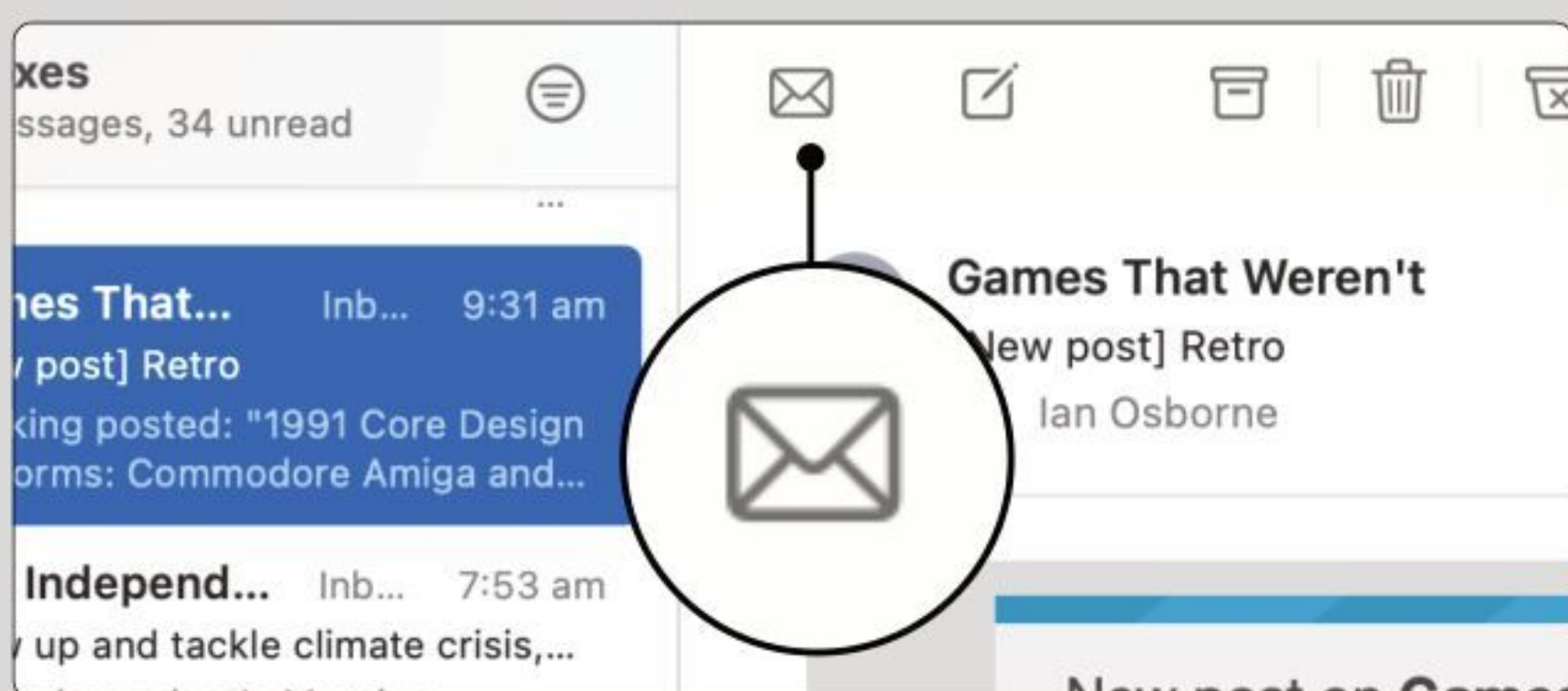


## Receiving Email.

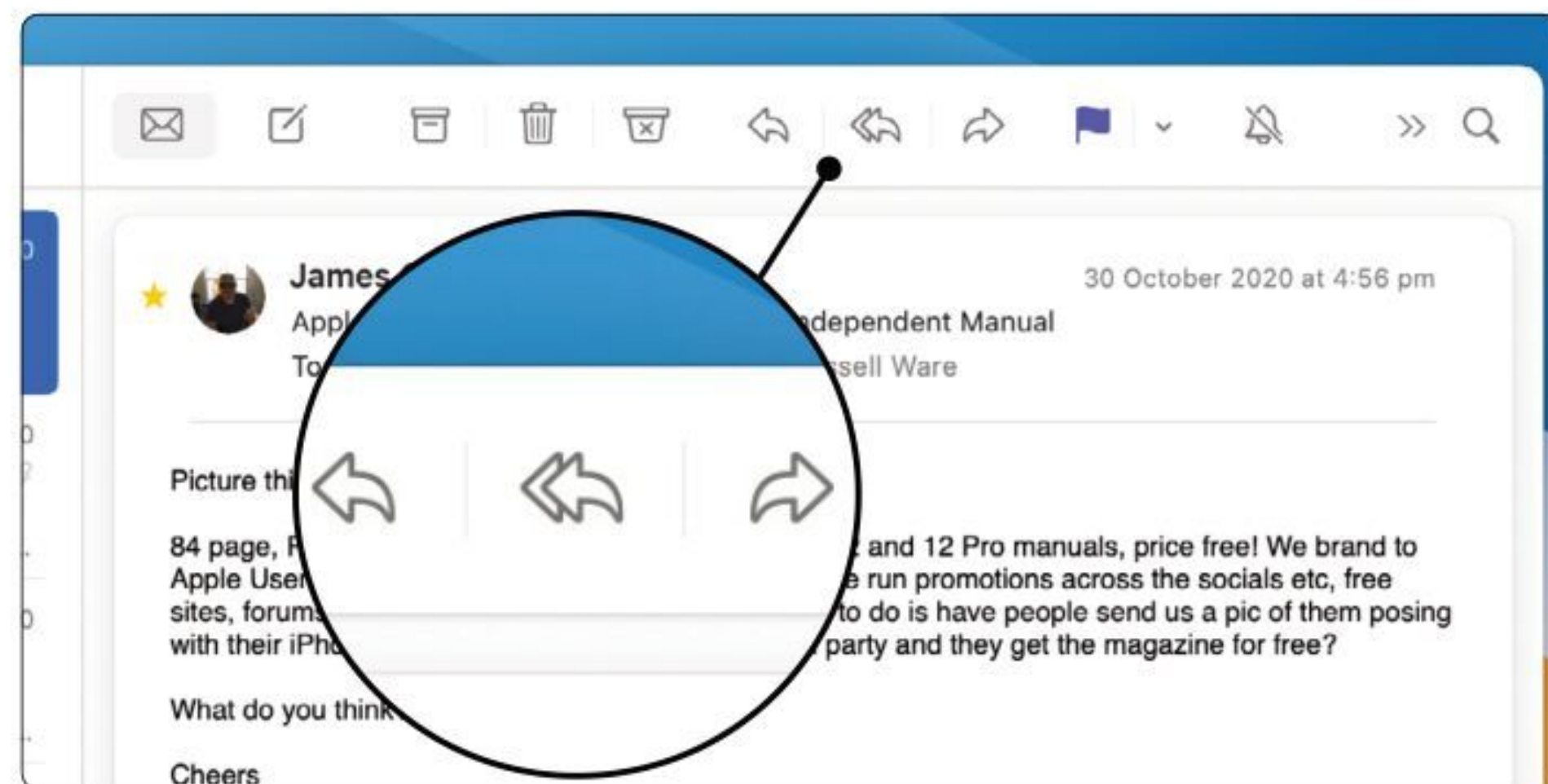
When you receive an email in your inbox, this is how you open and read it using the macOS Mail app.



Once you've set up your email account, you can send and receive email. As soon as you launch Mail, it connects to your email service and collect any email that is waiting for you. These messages are shown as a list in your Inbox. Click on one and it's displayed on the right.





While Mail is running, it periodically checks the server for new messages. You can also prompt Mail to look at the server immediately by clicking the button in the top left of the screen that looks like an envelope.




## Replying to & Forwarding Email

If someone you know sends you an email, you'll probably want to reply to them. Simply click on the email so you are viewing the text of it, then at the top of the screen you'll find a row of three buttons, as you can see here.

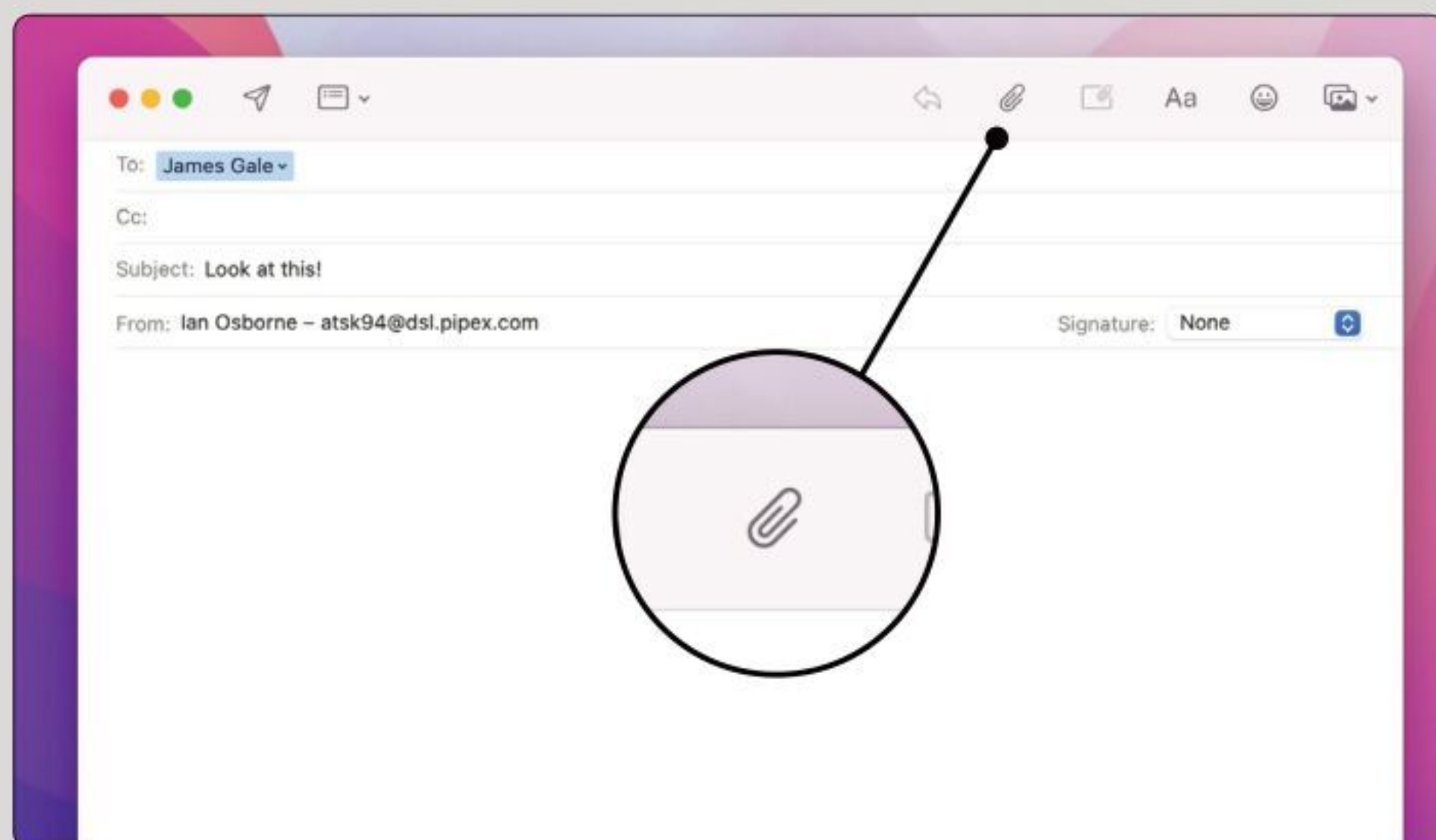
 The leftmost one has a single left-pointing arrow on it. This is the Reply button. If you click on this you'll see a window pop up that looks a lot like the window for a new email, but it will have the responder's email address already in the To: box.

 Next to the Reply button is a similar button with two left arrows on it. This is the Reply All button; use this with extreme care. If you have been sent an email that has also been sent to a number of other recipients, hitting Reply All will send your reply to everyone who received the original mail. Obviously if your reply was meant to be private this is a very bad idea, and has got many people into trouble.

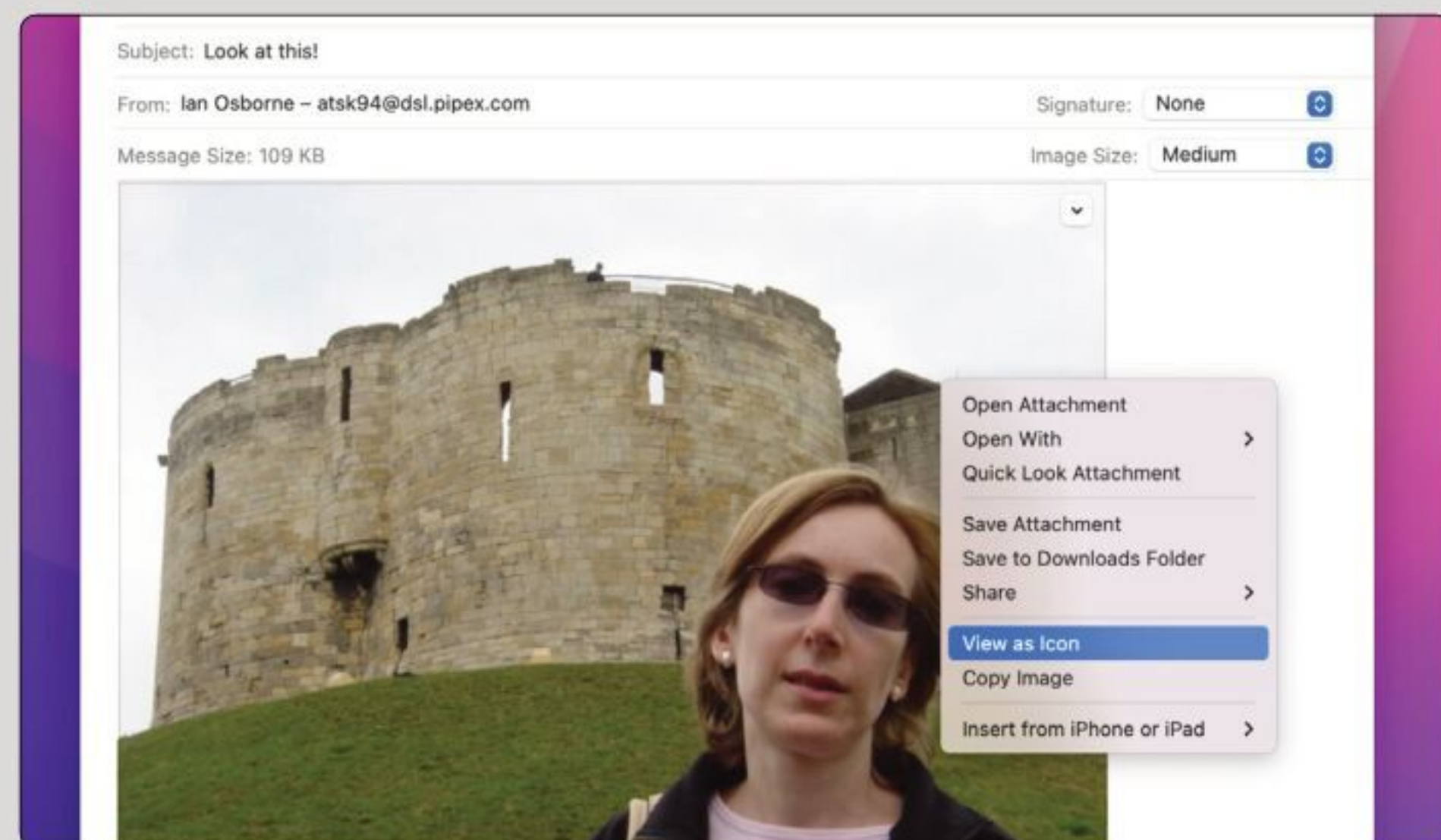
 The rightmost button of these three is the Forward button, which is used to send an email you've received to another recipient. Forwarding emails is another thing that requires care; make sure that you don't accidentally send private information to someone who was not meant to receive it.

## Adding Attachments.

Almost any type of file can be attached and sent over the Internet along with your email.

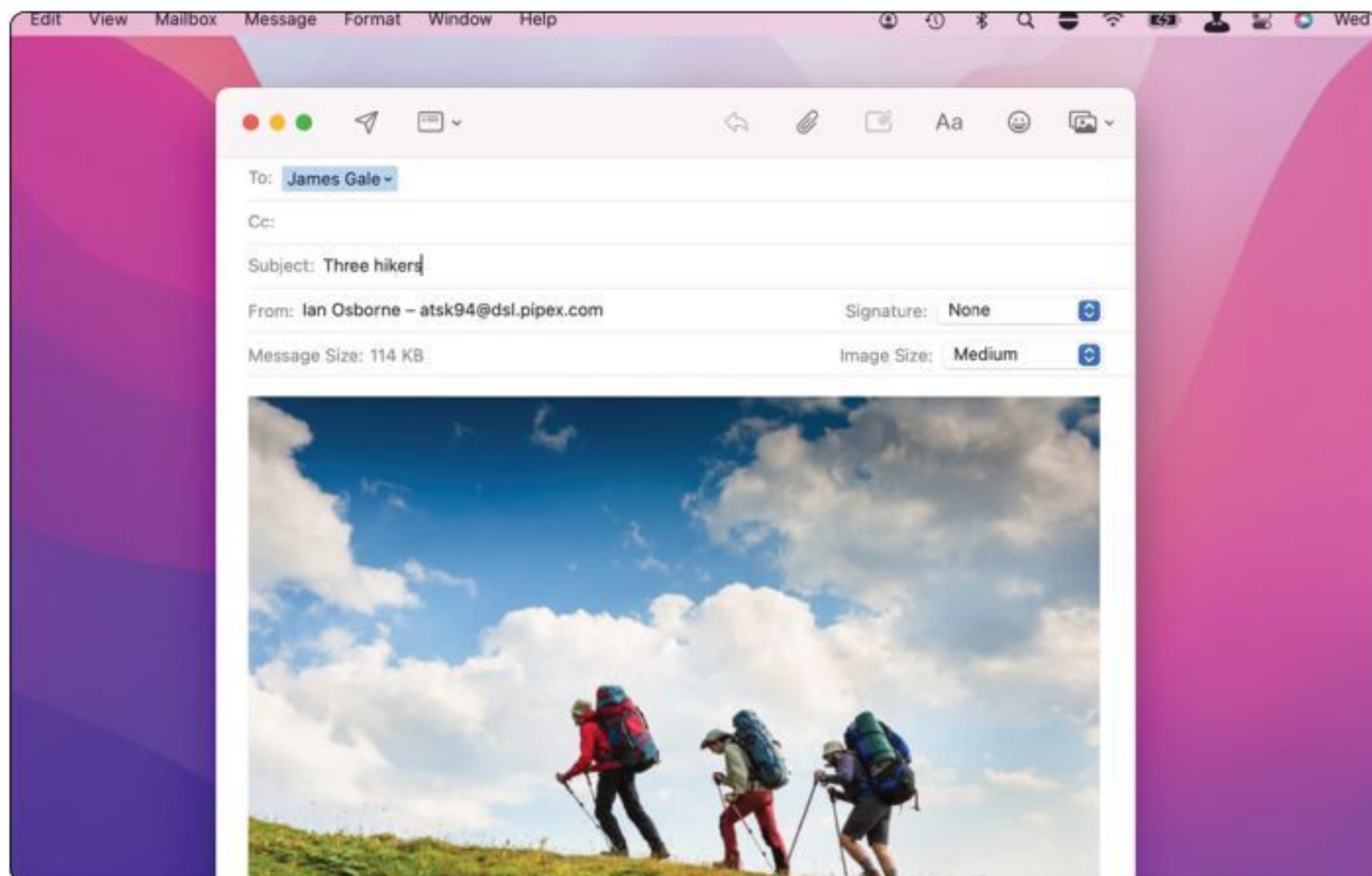


To add an attachment, first start an email (or reply to one you received), and then click on the button bearing the picture of a paperclip, at the top right of the email panel. This will open a Finder window, allowing you to navigate to the file or files that you want to send. Select the ones you want, then click Choose File to attach them.

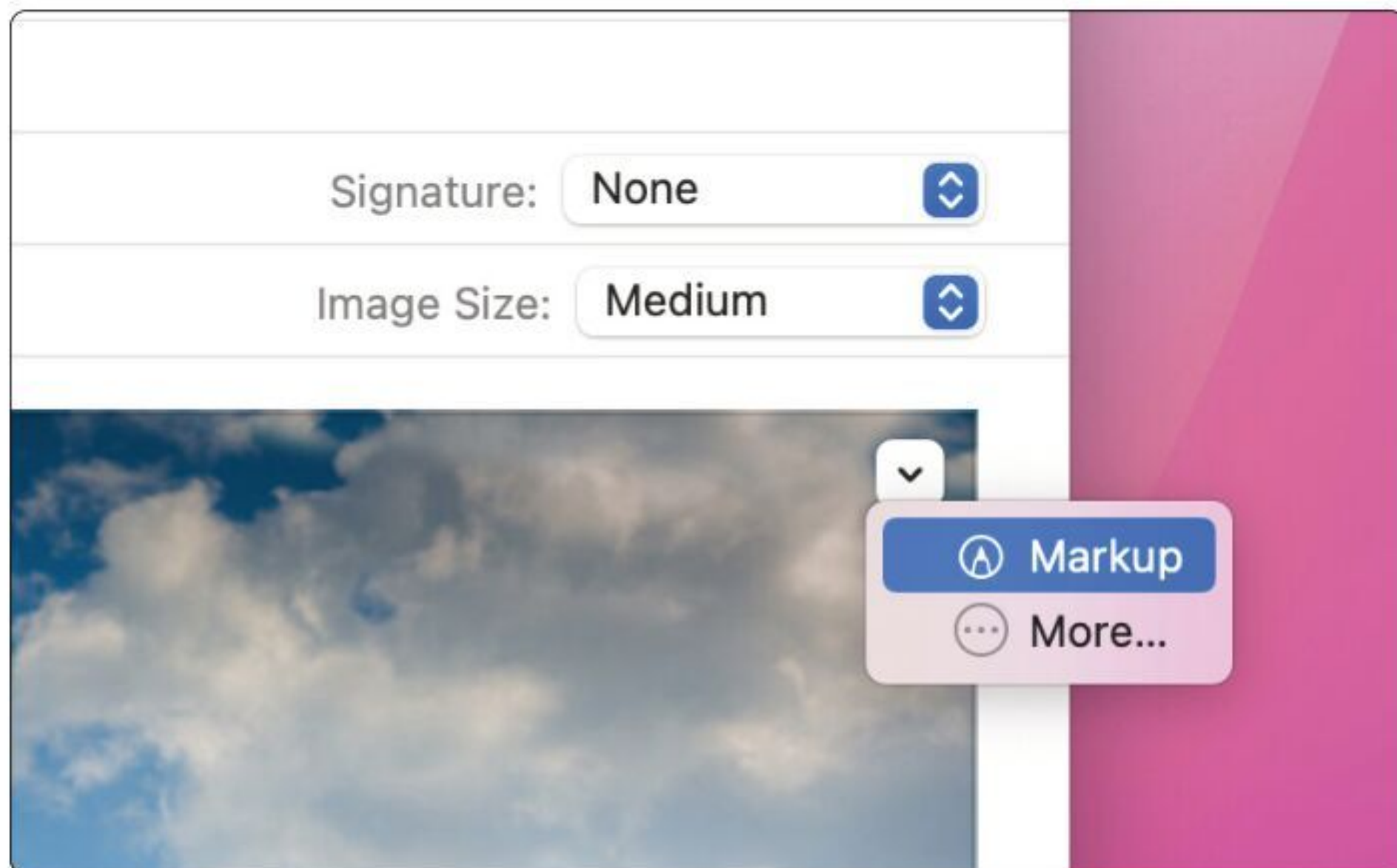


In Mail, pictures you've included as attachments are shown in the body of the email for convenient viewing. This means you can turn your email into a mini-illustrated article if you want; or, if you don't want to display it as an attachment, right-click on it and from the contextual menu, choose View as Icon. It can still be opened by the recipient.

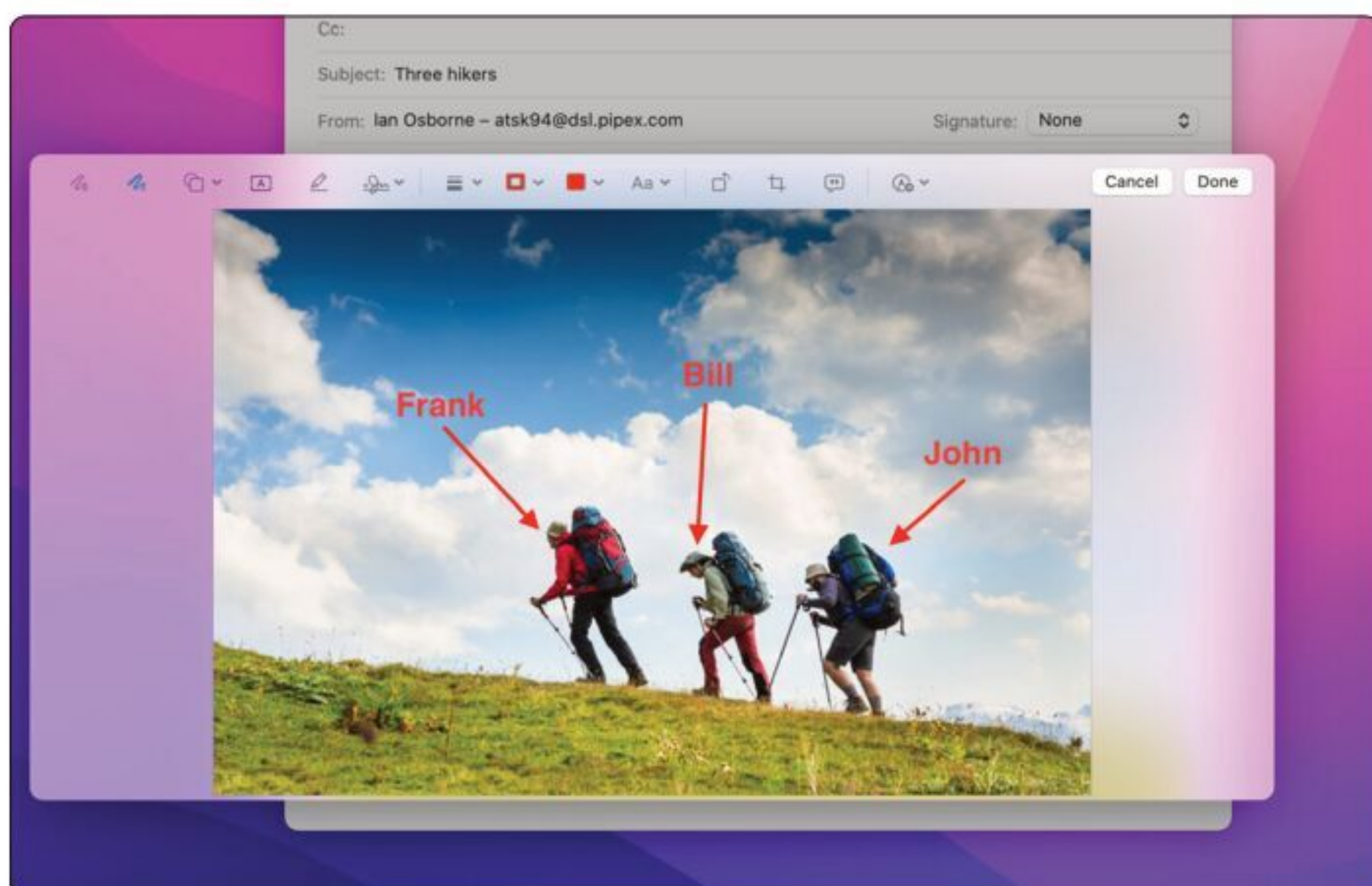
## The Mail Markup Feature



**1** The Markup feature lets you add notes and scribbles to pictures that are attached to an email before you send it. To begin using the Mail app's Markup feature, start writing an email and attach a photo to it in the usual way.



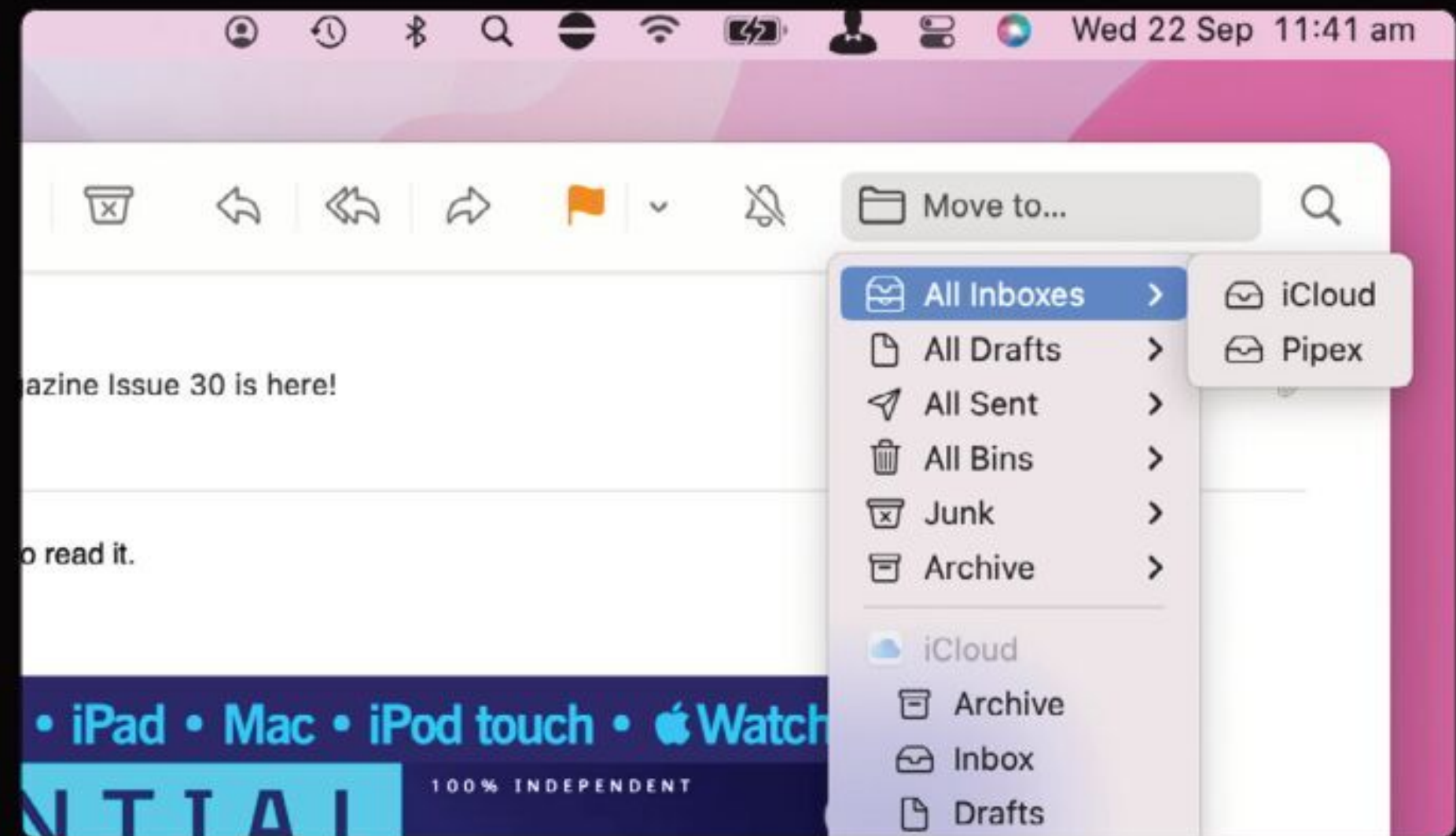
**2** Click on the attached image, and then click on the small chevron that appears in the upper right corner of the photograph. Select the Markup option to open the Mail app's Markup feature. You can also use certain third-party apps to edit photos further this way.



**3** You can now use the interface that appears to add text, drawings, or a range of shapes and symbols directly onto the photo, in the email environment. When you're finished, click the Done button and either mark up more pictures or send your email as normal.

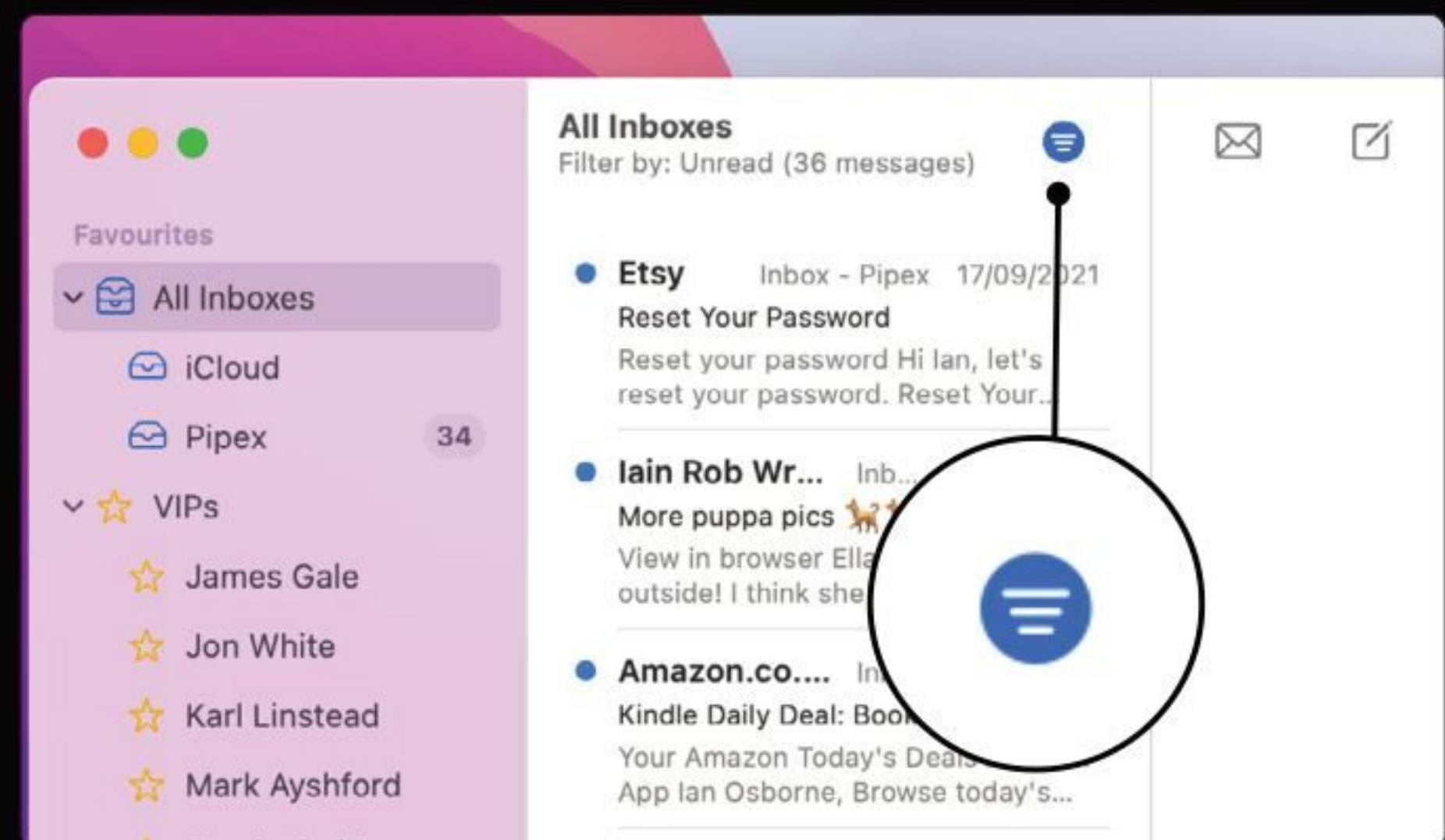
## Move to...

Highlight or open an email. In the top-right corner there's a pull-down menu marked 'Move to...' in the toolbar. If your Mail window is small, you might have to click on a chevron and select it from a menu. This lets you move it to one of your folders including Trash, Junk, and folders you've set up yourself.



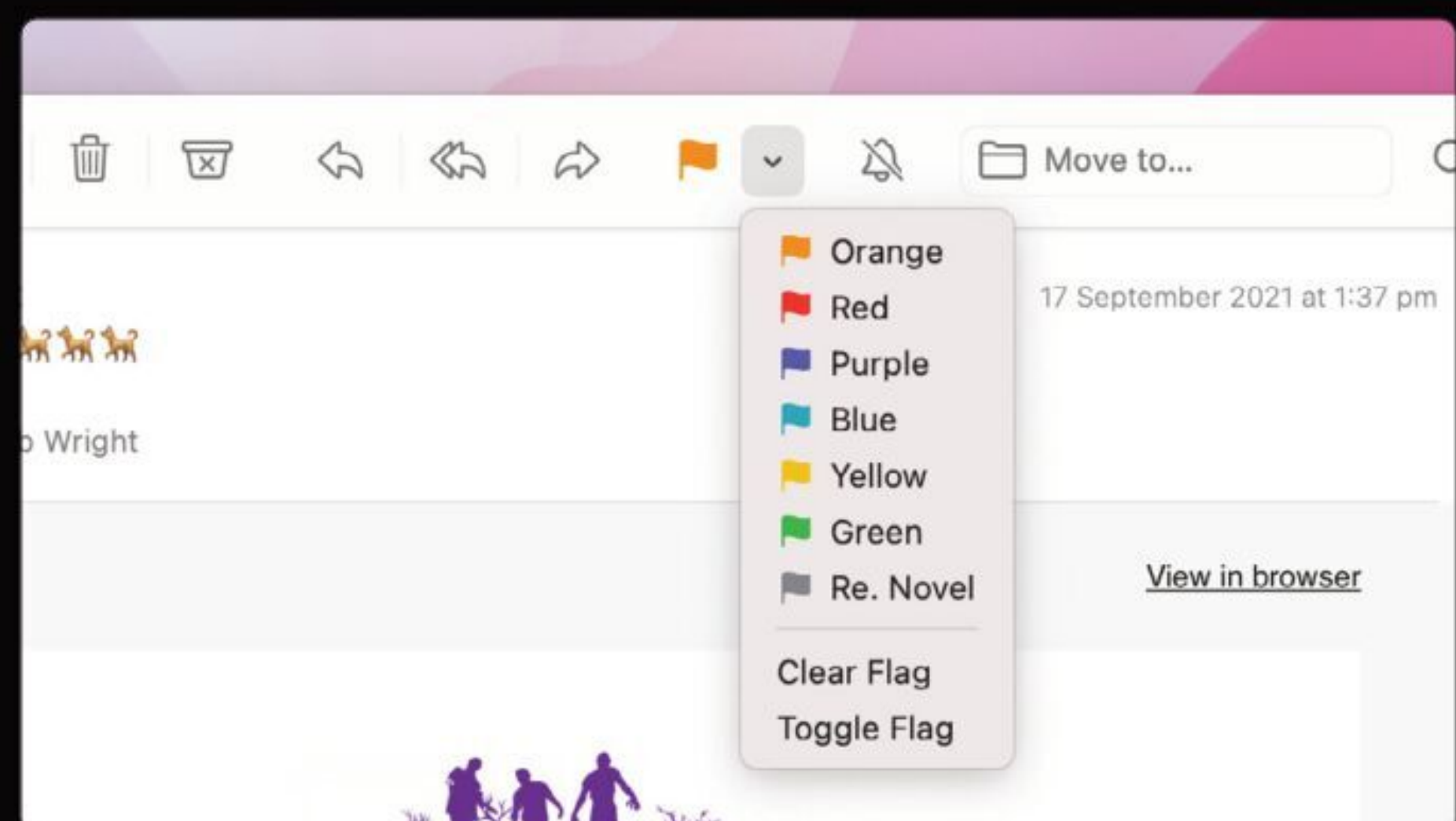
## Show Only Unread Messages.

You can hide emails you've already read by clicking this icon. Now only unread messages are shown. Click it again to show all your emails once more. It's great for finding emails that you received a while ago but haven't seen yet.



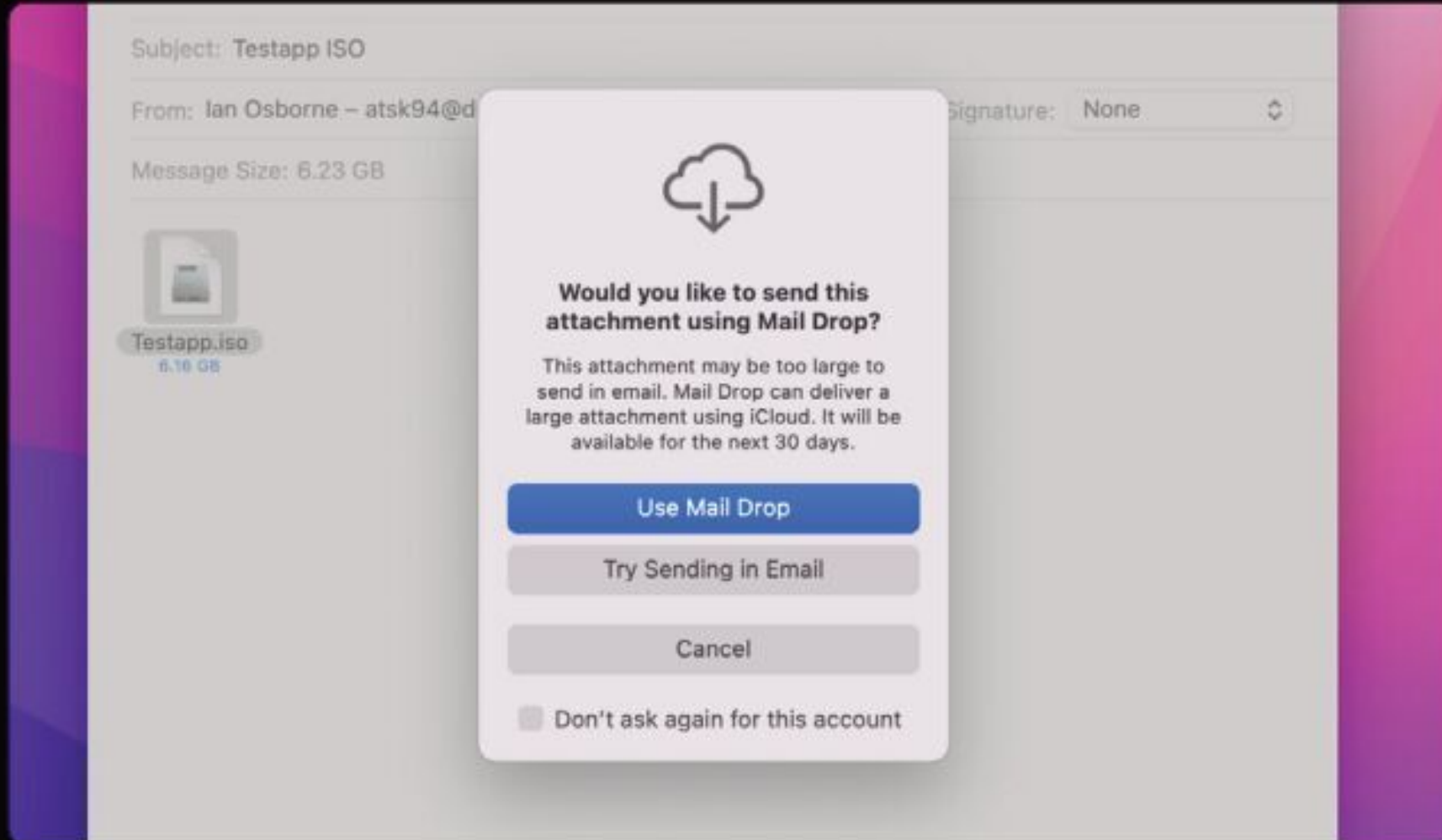
## Flagging an Email.

To mark an email with a flag, highlighting it for later reference, click on the Flag pull-down and choose a colour. You can add more than one flag to a single email. To remove them again, choose Clear Flag. The 'Flagged' option in the side bar shows emails you've marked.

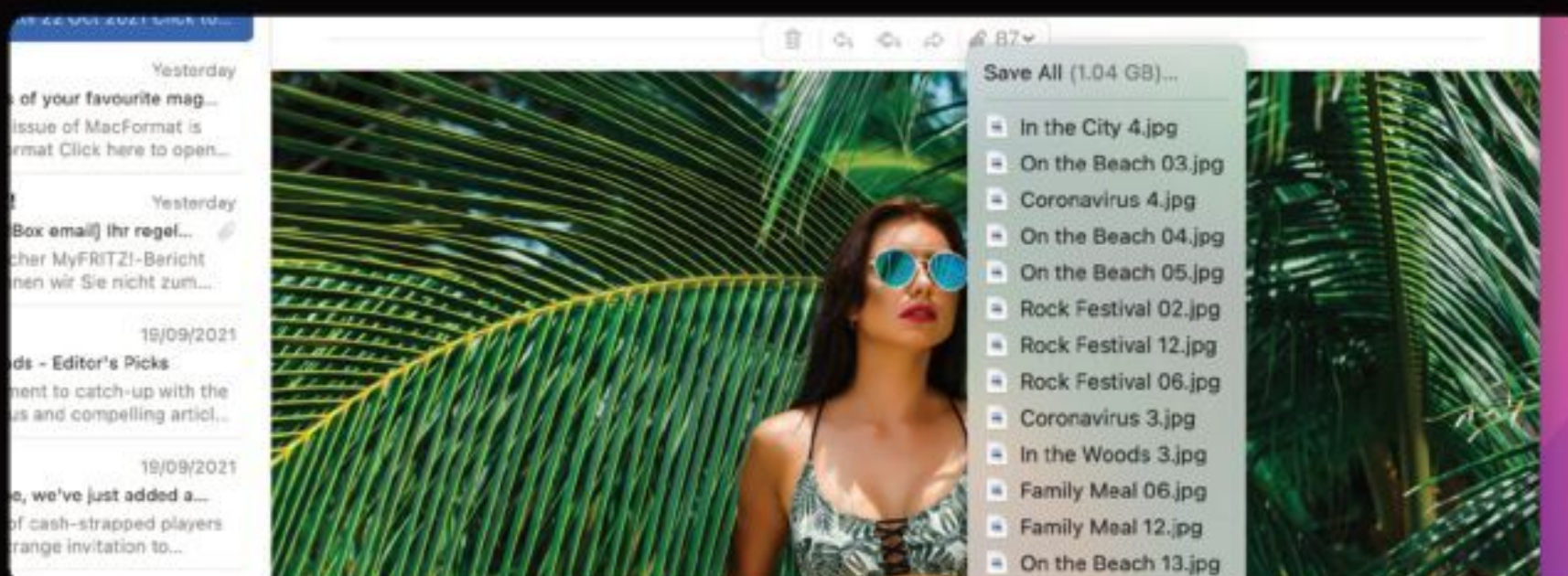


## Mail Drop.

If you need to send large attachments via email, the Mail Drop feature is very useful.

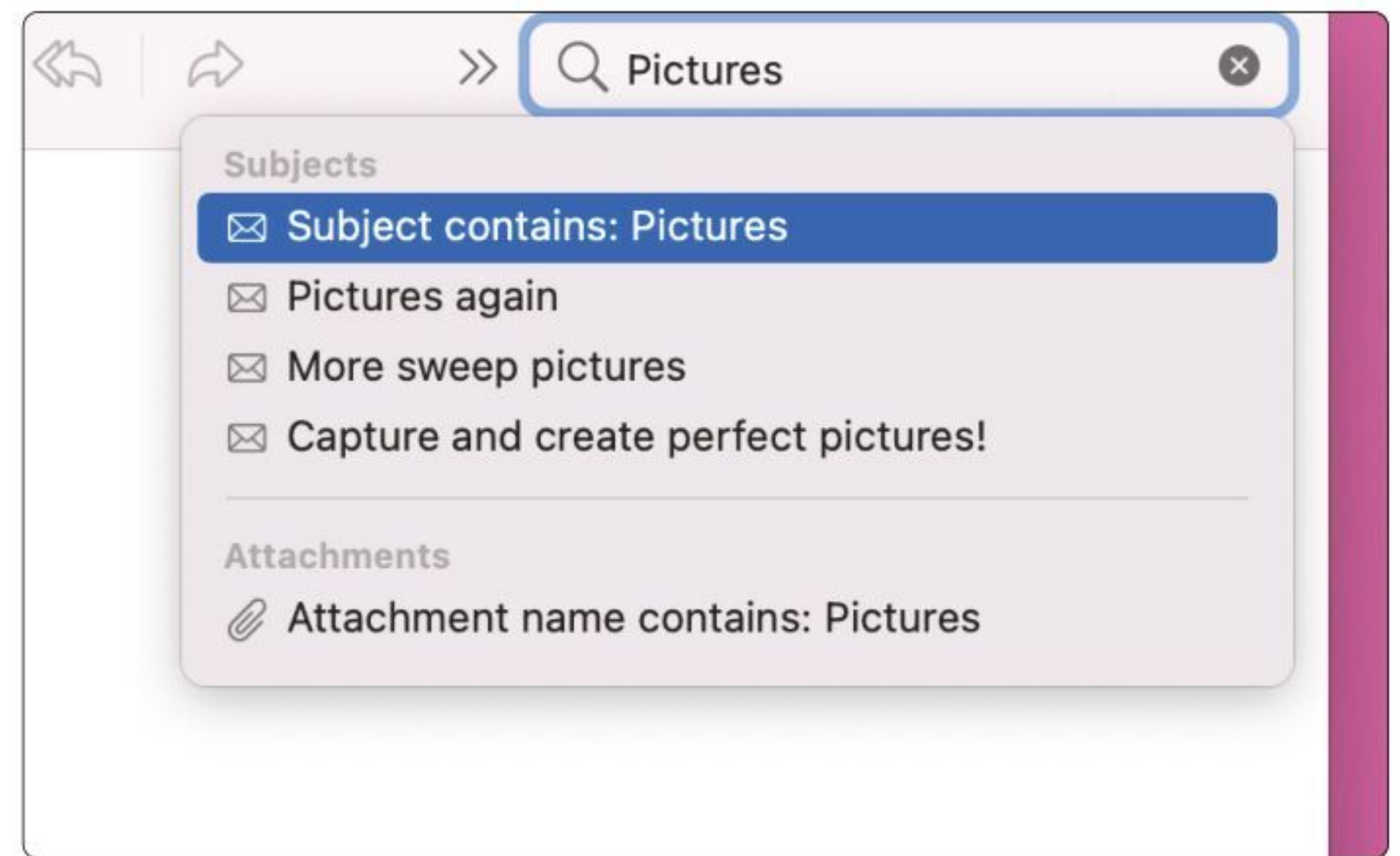


If an attachment you wish to email is too large for a regular email, it's stored on Apple's server and offered as a download instead. Depending on whether the recipient is using Mail, the attachment could appear as a download link or as thumbnails.

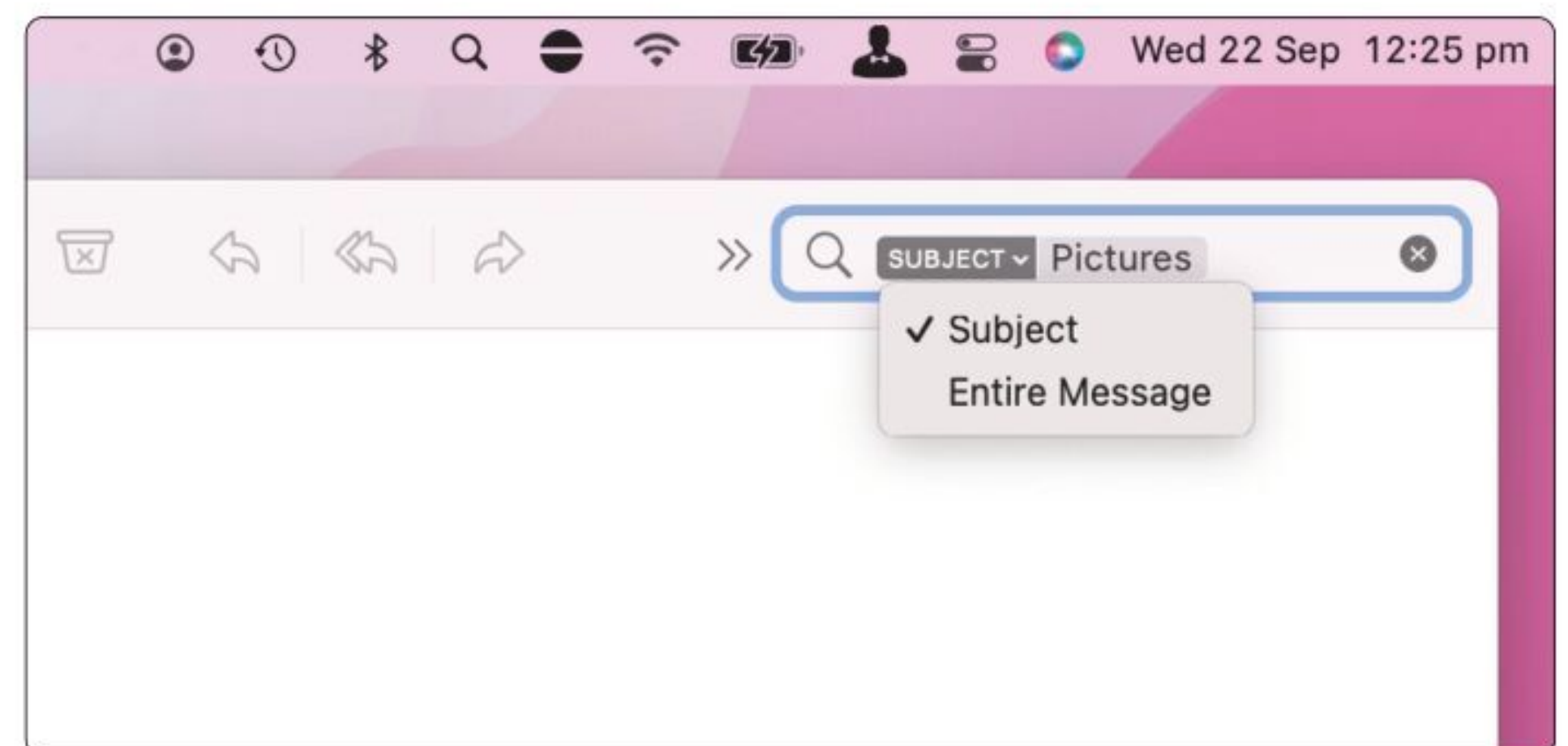


Here, we received huge photos, which are displayed as thumbnails. You can download them all by hovering over the email and clicking on the paperclip as shown. They're kept on Apple's server for a month from the date they were sent.

## Searching Your Emails



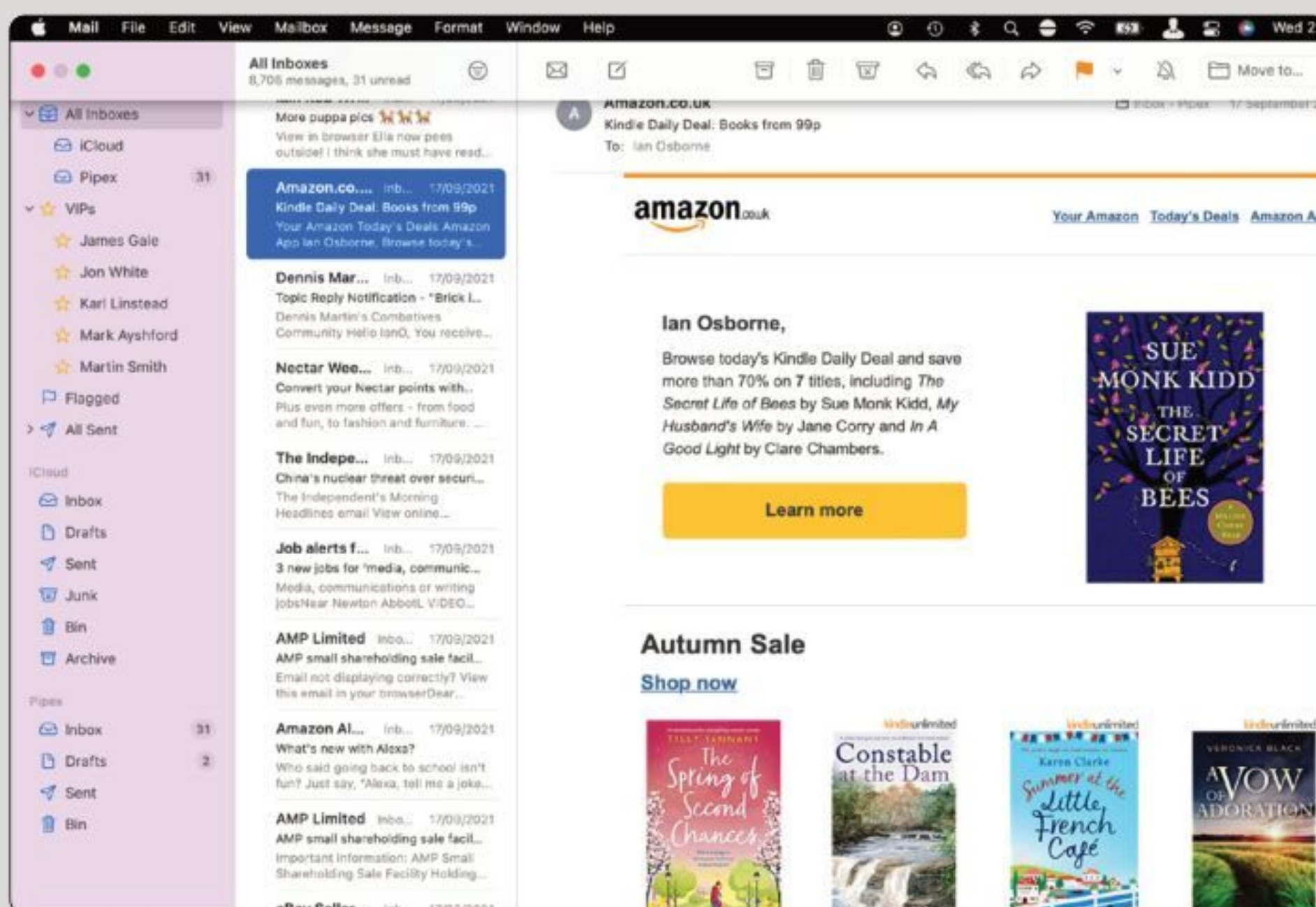
**1** Click the magnifying glass icon and type your search term into the search field. Suggestions are offered for items such as people, subjects and attachments; emails that meet your search requirements are shown in the email list.



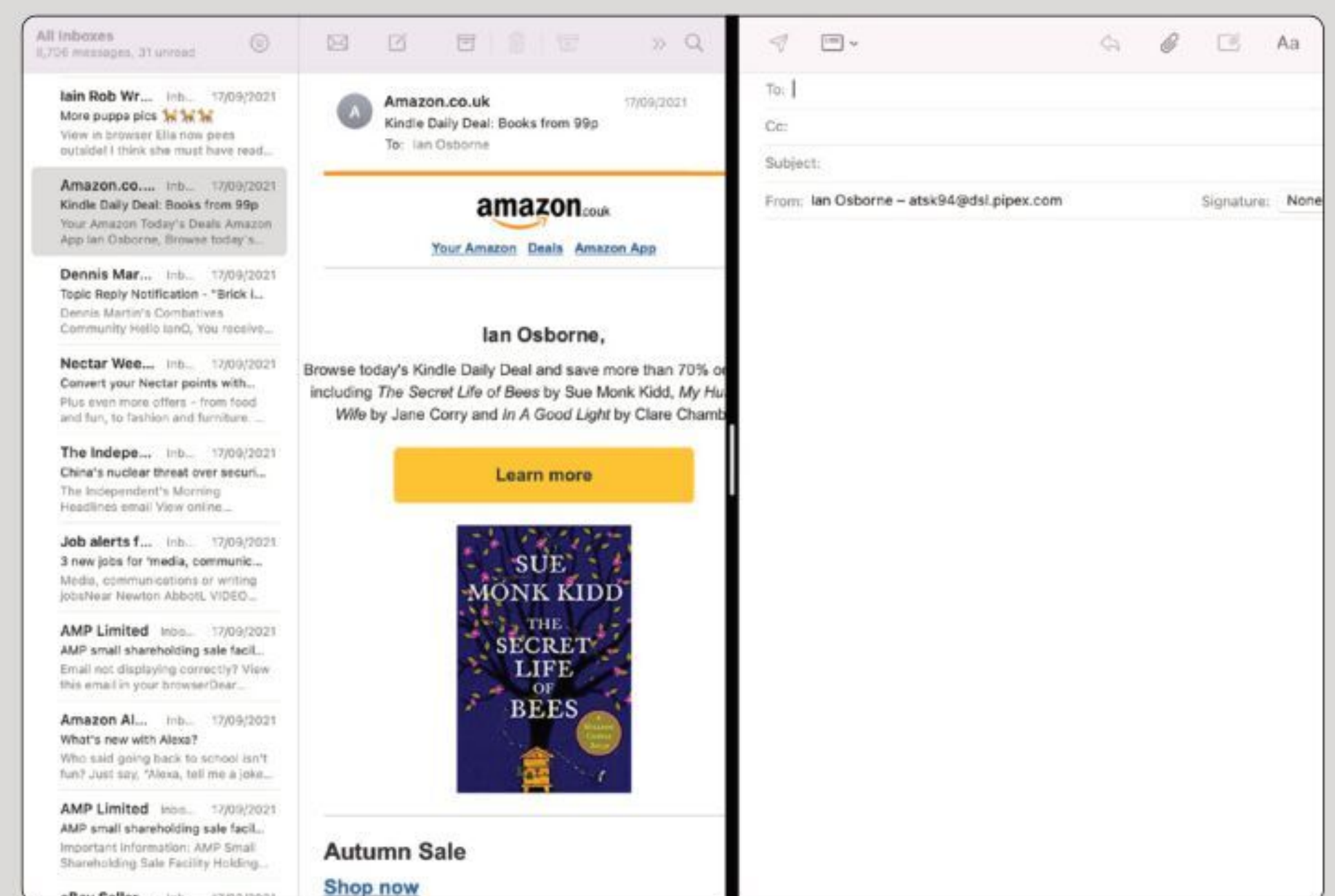
**2** After clicking on one of the suggested items, you can adjust your search by clicking the first word in the field and choosing a new option, as shown here, or even adding a second search term for more advanced searches.

## Mail in Full Screen Mode.

The Mail app's full-screen mode works in a different way to other apps. Here's a guide on how to use this useful feature.



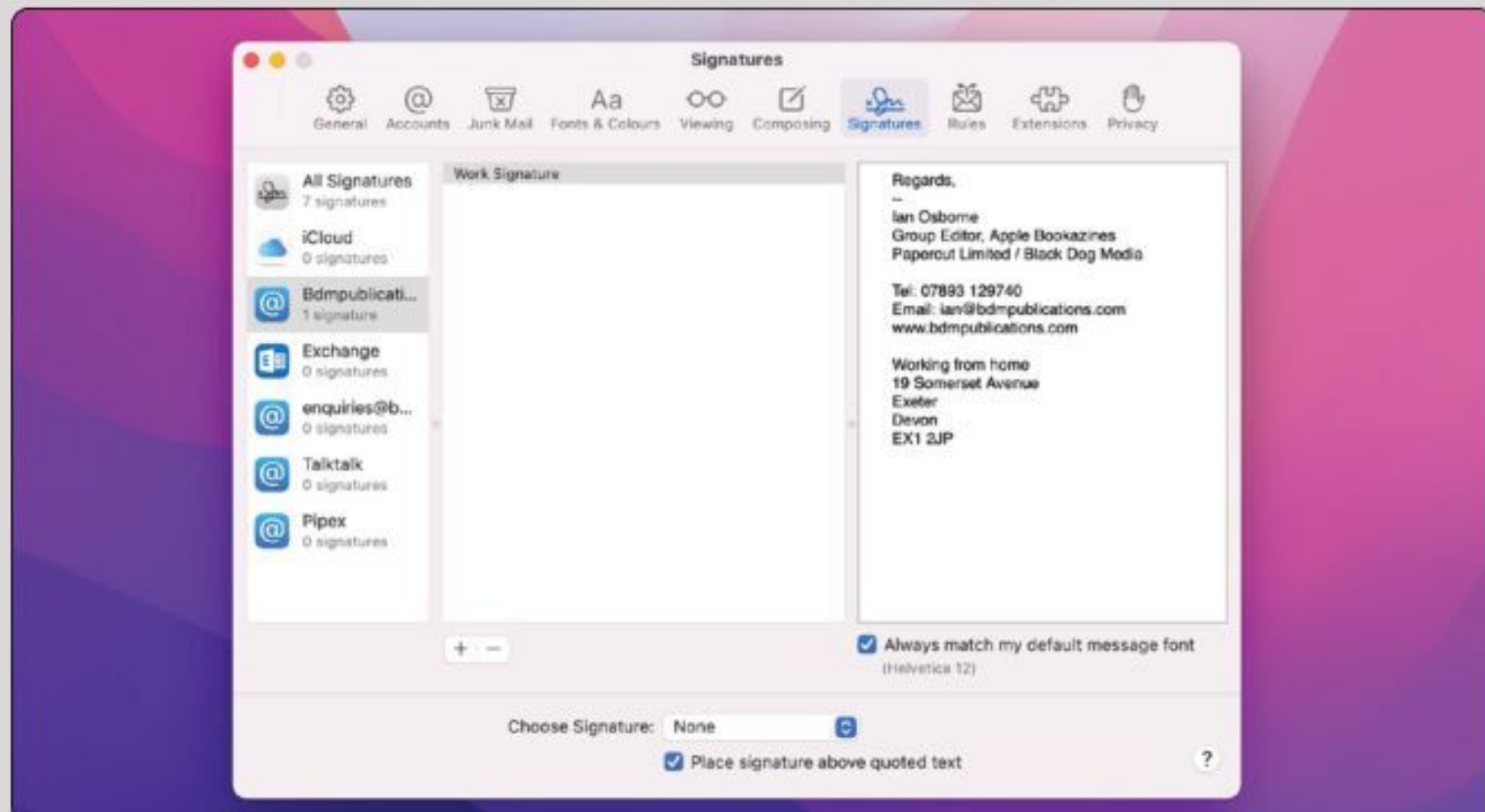
Writing or replying to an email when the Mail app is in full screen mode involves working in a split screen view. Click on the green gumdrop in the top left corner of the Mail app window to take the app into full screen mode.



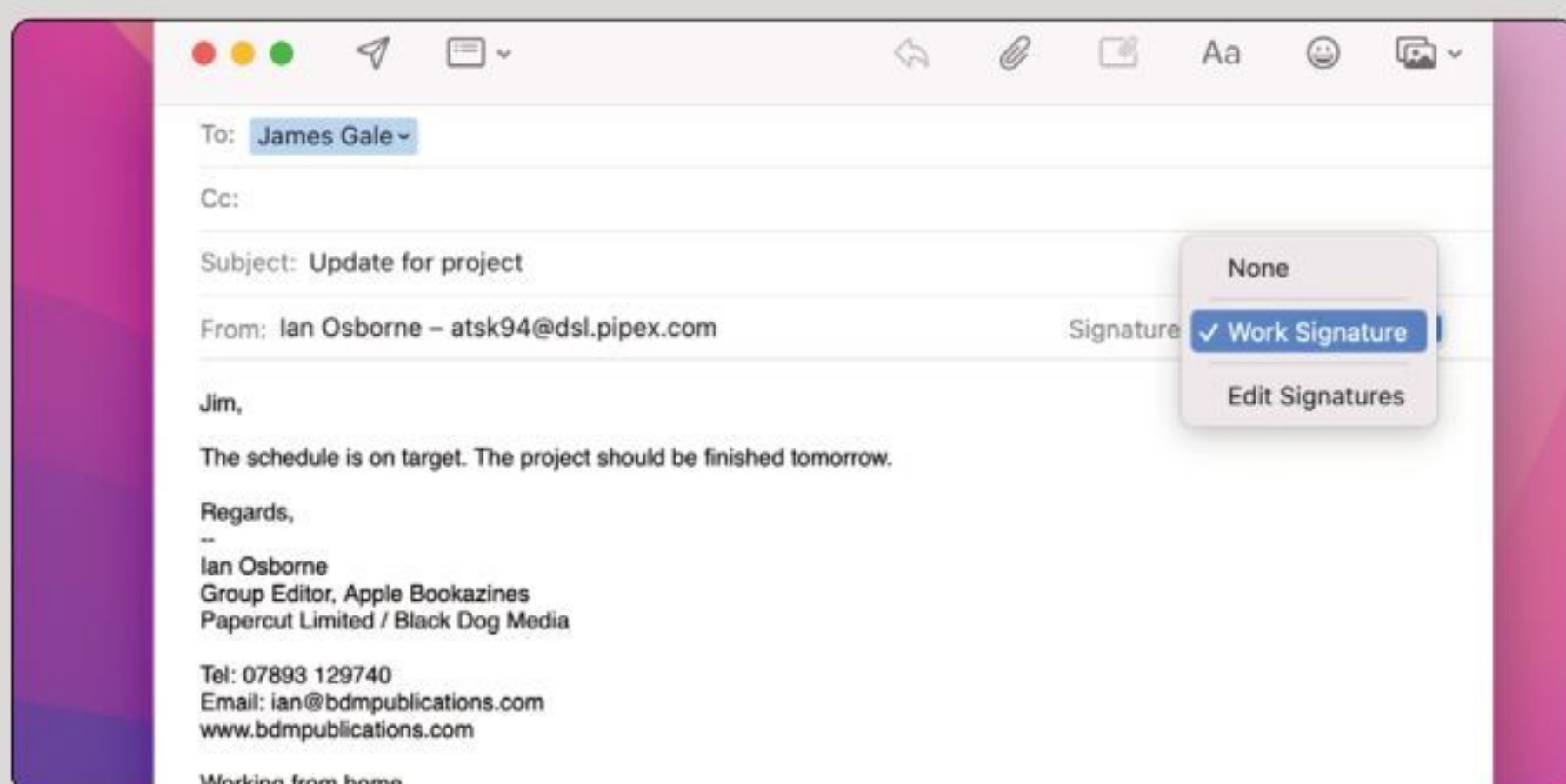
Start a new email or reply to one. The screen is split, with your outgoing email shown on the right. Drag the dividing line left or right to resize the windows. The email's gumdrops are shown by dragging your pointer to the top of the screen.

## Using Mail Signatures.

You can add a signature to your emails, that is, a short piece of text that's at the foot of every email you send.

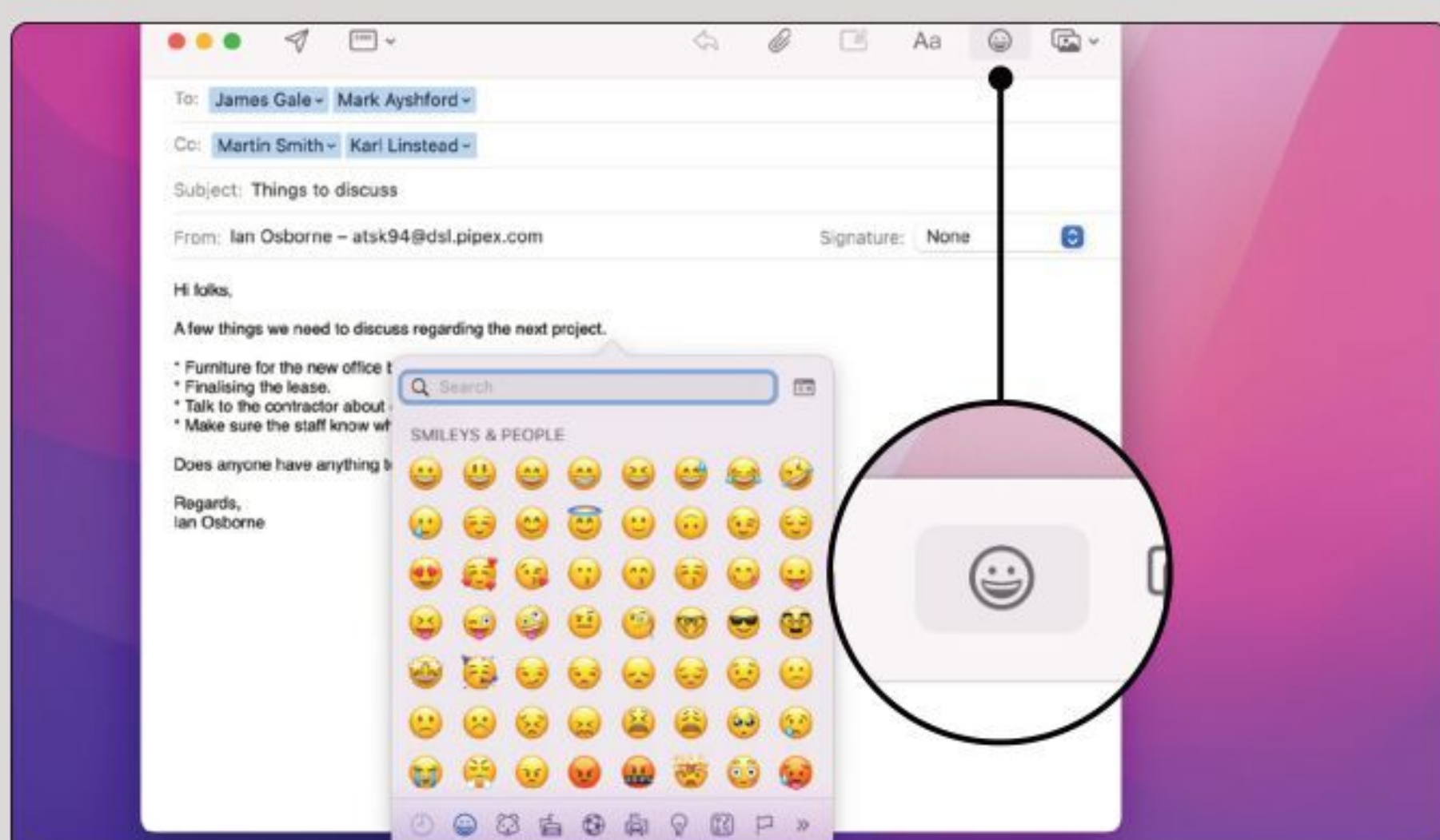


A signature is a piece of text that you can add to the foot of your email automatically. To set one or more up, open Mail Preferences (from the Mail menu), click on Signatures in the top bar and then on the account to which you wish to add a signature in the accounts on the left. Click on the '+' button under the middle column to add a signature.



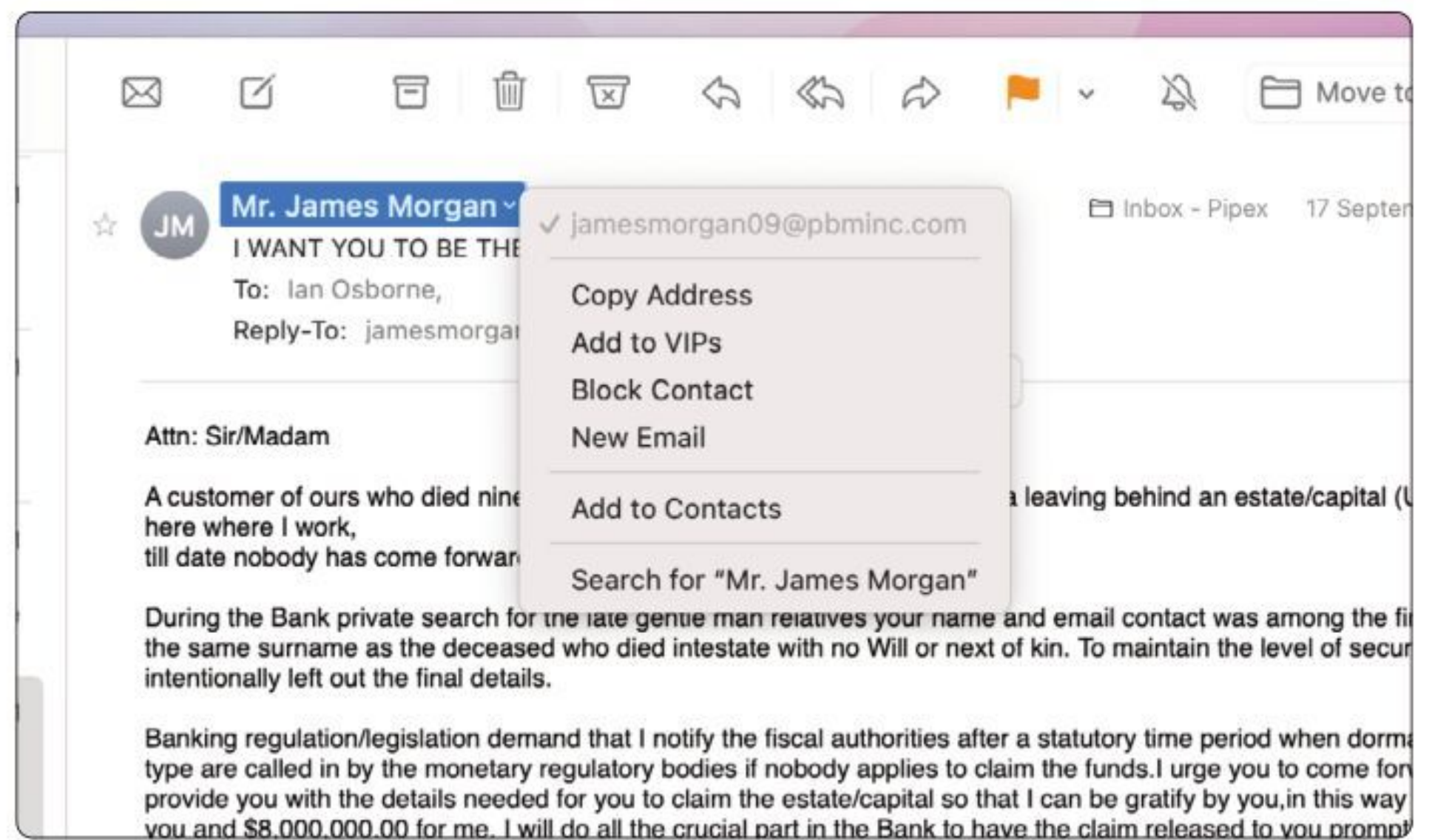
You can click on the name of it in the middle column and change it to anything you like, and write your chosen signature in the right-hand column. It can be anything you want. Now, when writing, forwarding, or replying to an email, you can add or remove your signature using the pull-down menu to the right of the From field.

## Accessing Emojis.



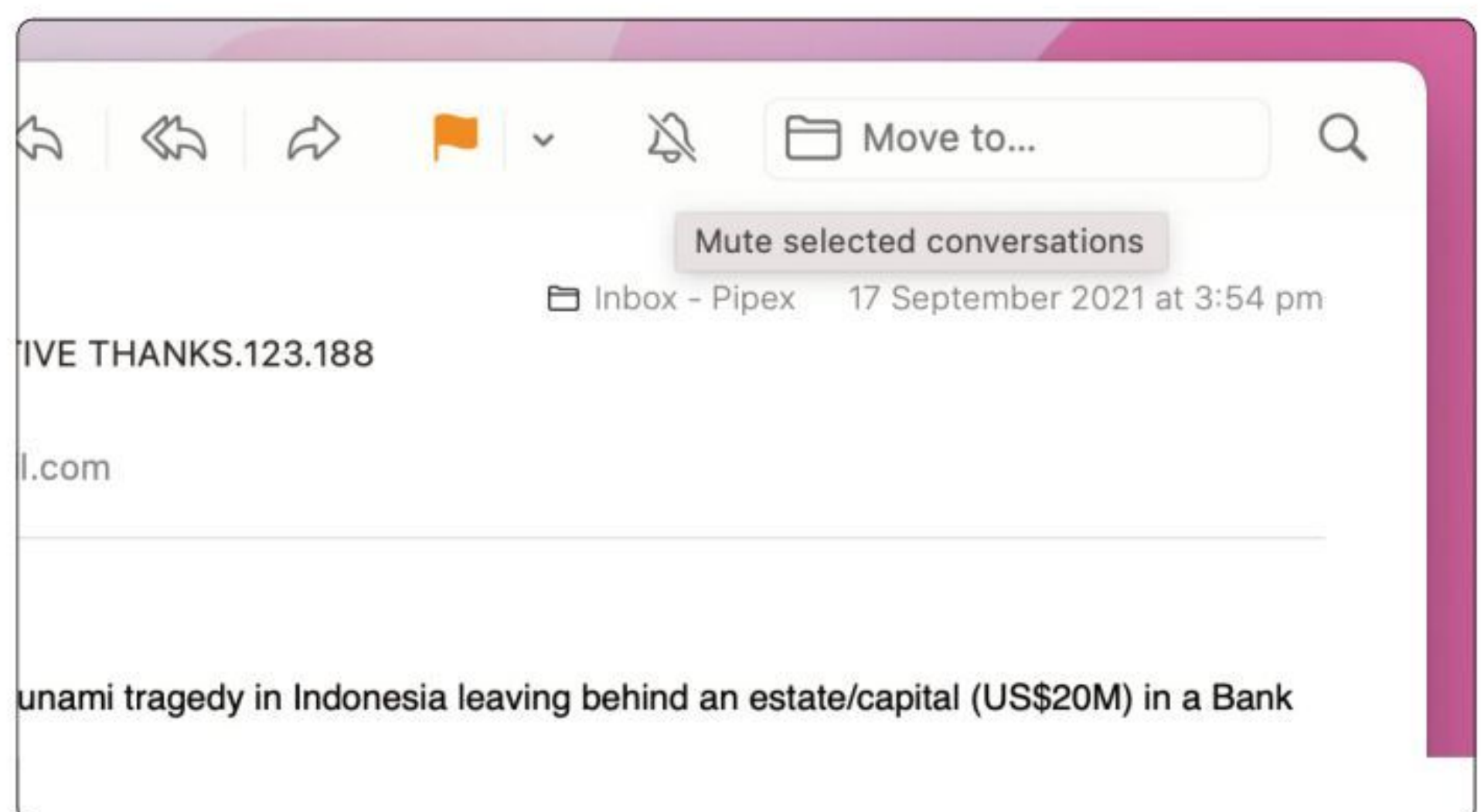
The Mail app has an emoji picker to use when writing an email. Click on the smiley face in the toolbar and you get a choice of emoji to add to your email. To add it, just click on the one you want. Scroll up and down, or click the icons at the bottom for more choices.

## More Mail Features



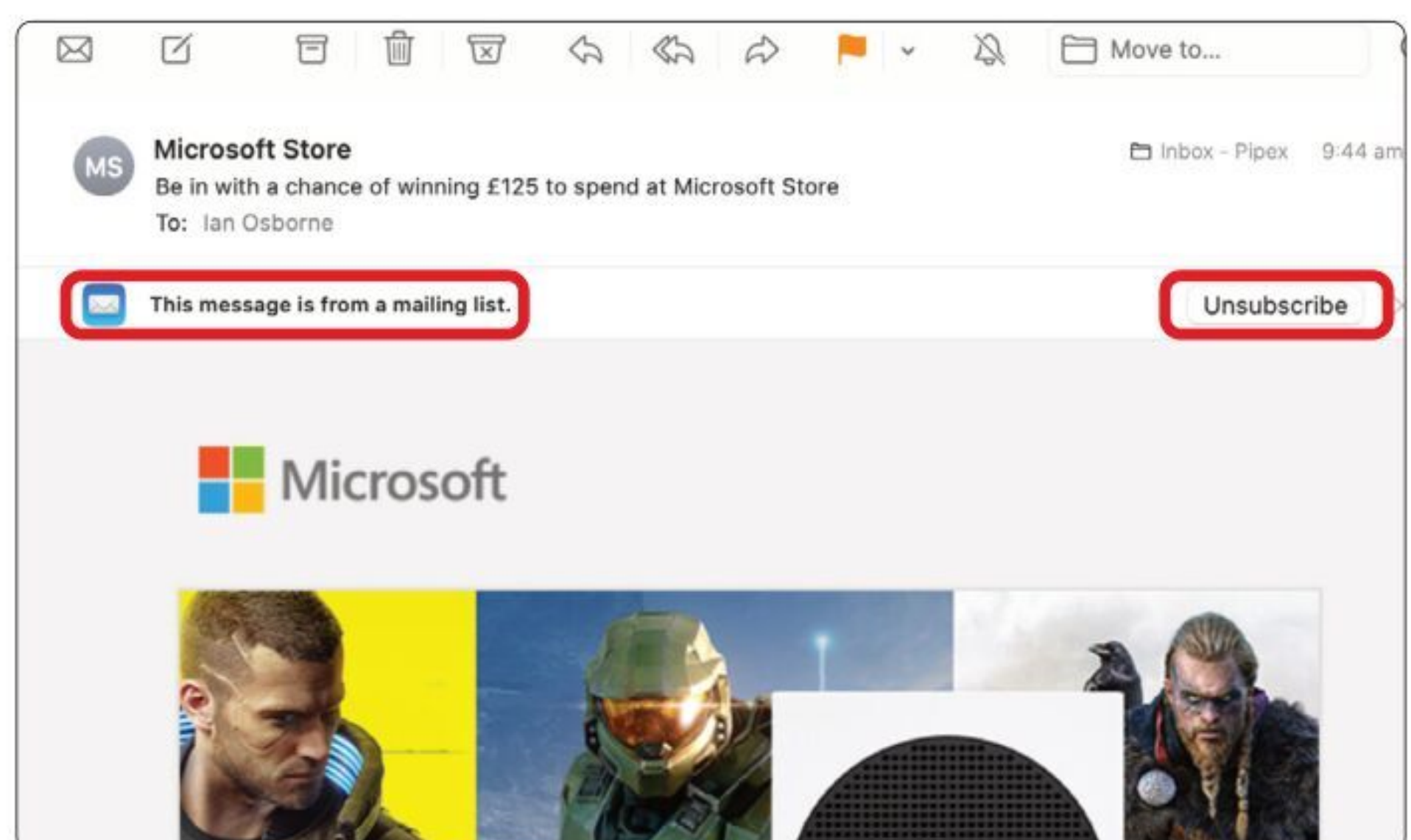
### Block Contact

To block a sender who sends you emails you don't wish to receive, click on that person's name in the incoming email and select Block Contact. To stop blocked emails reaching your inbox, in Mail Preferences, go to Junk Mail and click the Blocked tab. Select 'Move it to the Bin' to send emails from blocked senders straight to the bin.



### Mute Thread

If an email exchange is throwing up too many notifications, you can mute it by clicking on the crossed-out bell in the toolbar. The emails still arrive as usual, but, until you unmute it again, you won't get notifications on delivery.



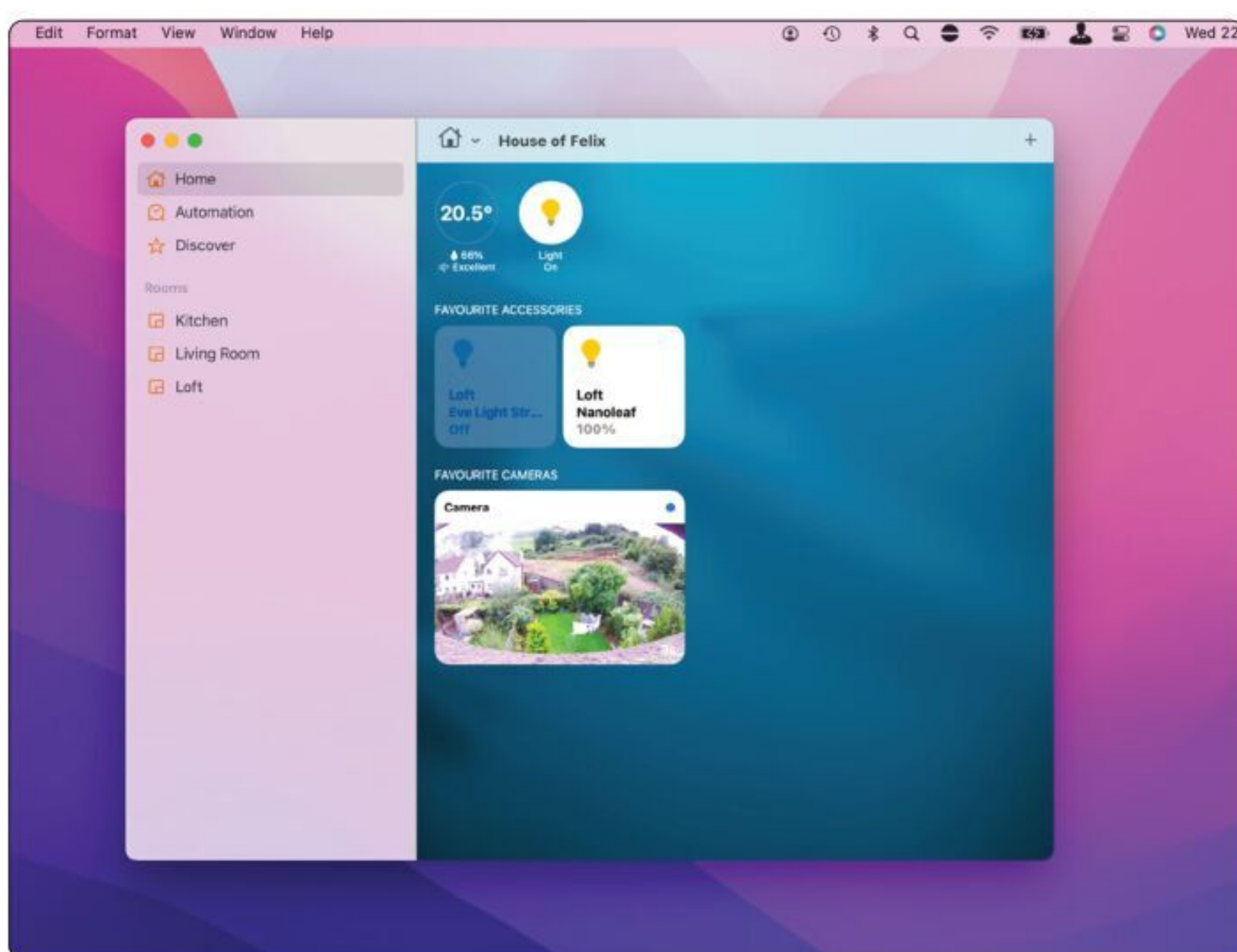
### Unsubscribe

If an incoming email is from a mailing list, the Unsubscribe link now appears right at the top of the email. Click the Unsubscribe link to stop this mailing list from sending you emails in the future.

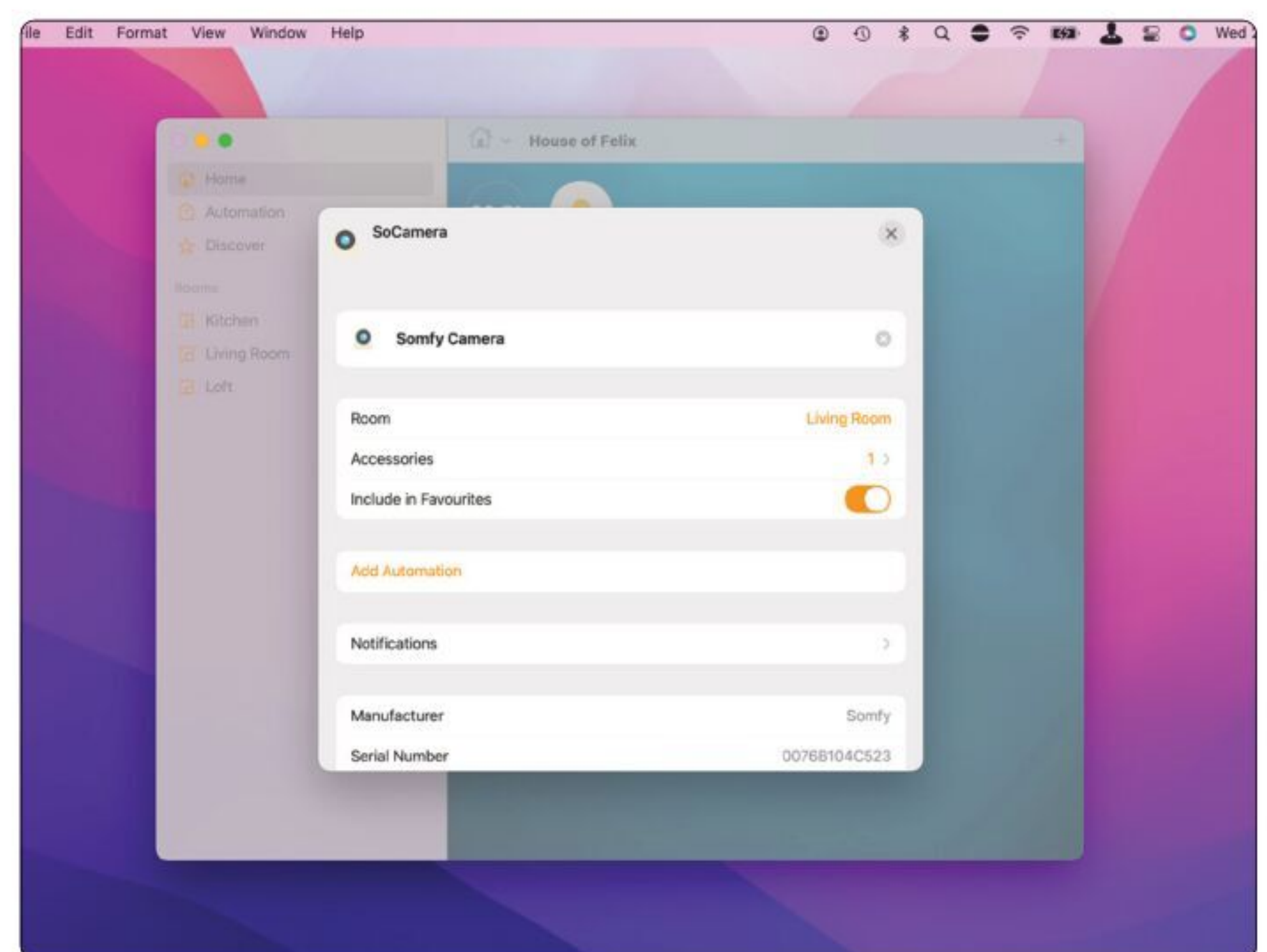


# Home For the Smart Home

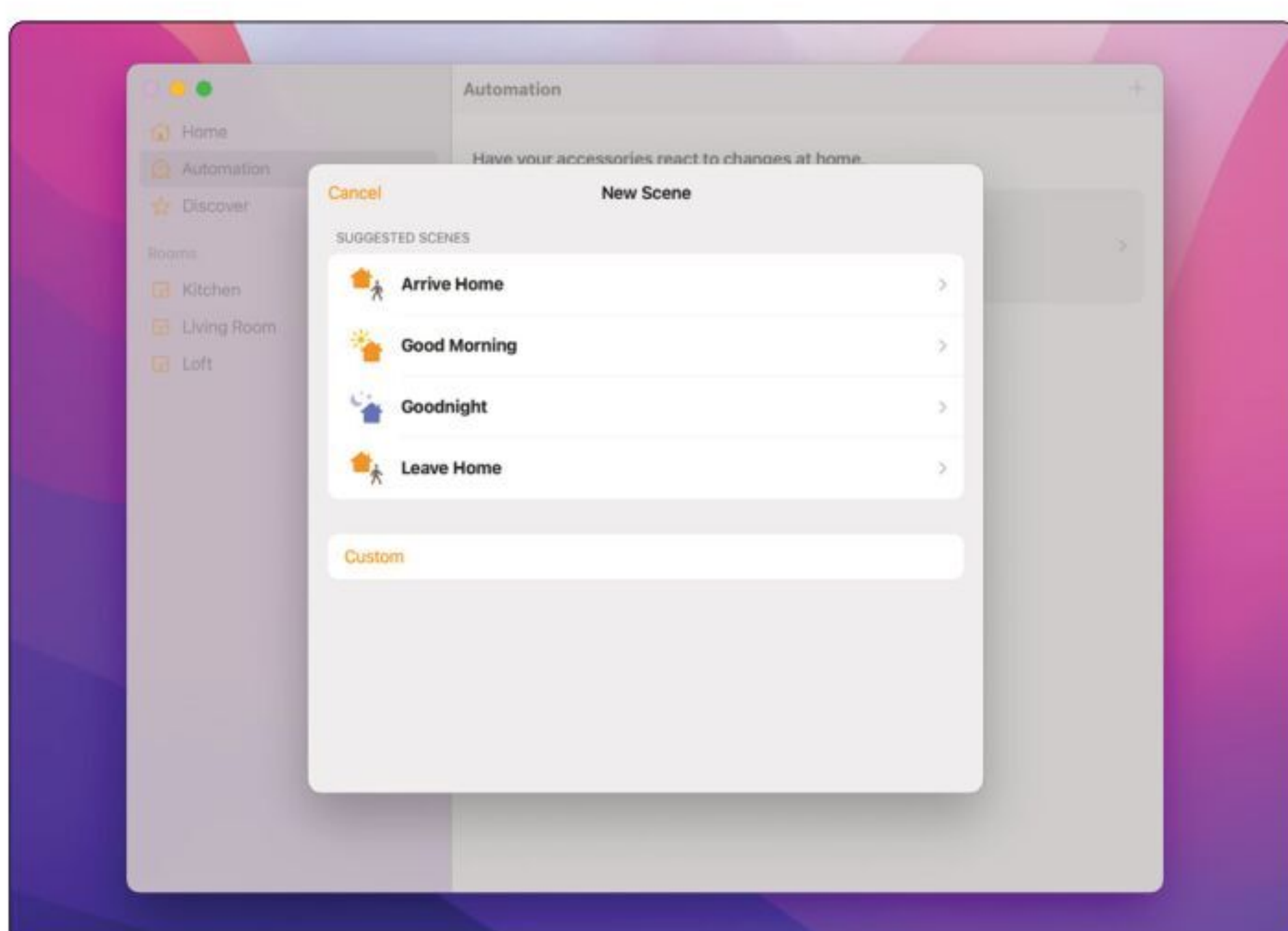
Apple's HomeKit gave developers the means to control compatible household gadgets from devices such as the Mac, iPhone, iPad and iPod touch. Your connected home gear can be controlled under one application. You can set up automations too, so multiple devices can be activated with a single instruction.



**1** Before you can make use of the Home app, you have to add HomeKit compatible devices. You can only do this from an iOS device, you can't use your Mac. There's a list of HomeKit compatible devices online at [www.apple.co/2MFjhb3](http://www.apple.co/2MFjhb3).



**2** When you've added one or more devices using your iOS device, you can access them through Home on the Mac. Right-click on a device's window and select Settings and you can change the room they're assigned to.



**3** Click the Automation tab and you can set timers, actions and more. What they do depends on what kit you've incorporated into your Home app. Click the + icon to add automations or groups of automations (scenes).



**4** For example, you can use the Home app to control and configure speakers that are compatible with HomeKit. Naturally, Apple's own HomePod, pictured here, fits the bill but there are plenty more.

# Music

## Play Your Tunes

The Music app is great for enjoying all your sounds on the Mac. If you subscribe to the Apple Music service, you can stream from over 70 million tracks and numerous online radio stations. You can rip your CDs and store them on your Mac, and you can also compile your own playlists.

The Music app is very similar to the one found on the iPhone or the iPad. If you already use Music on a mobile device, you shouldn't have too many problems getting started.

**1** When you're using the Music app, the top bar gives you pull-down menus offering controls and options. It's worthwhile familiarising yourself with them.

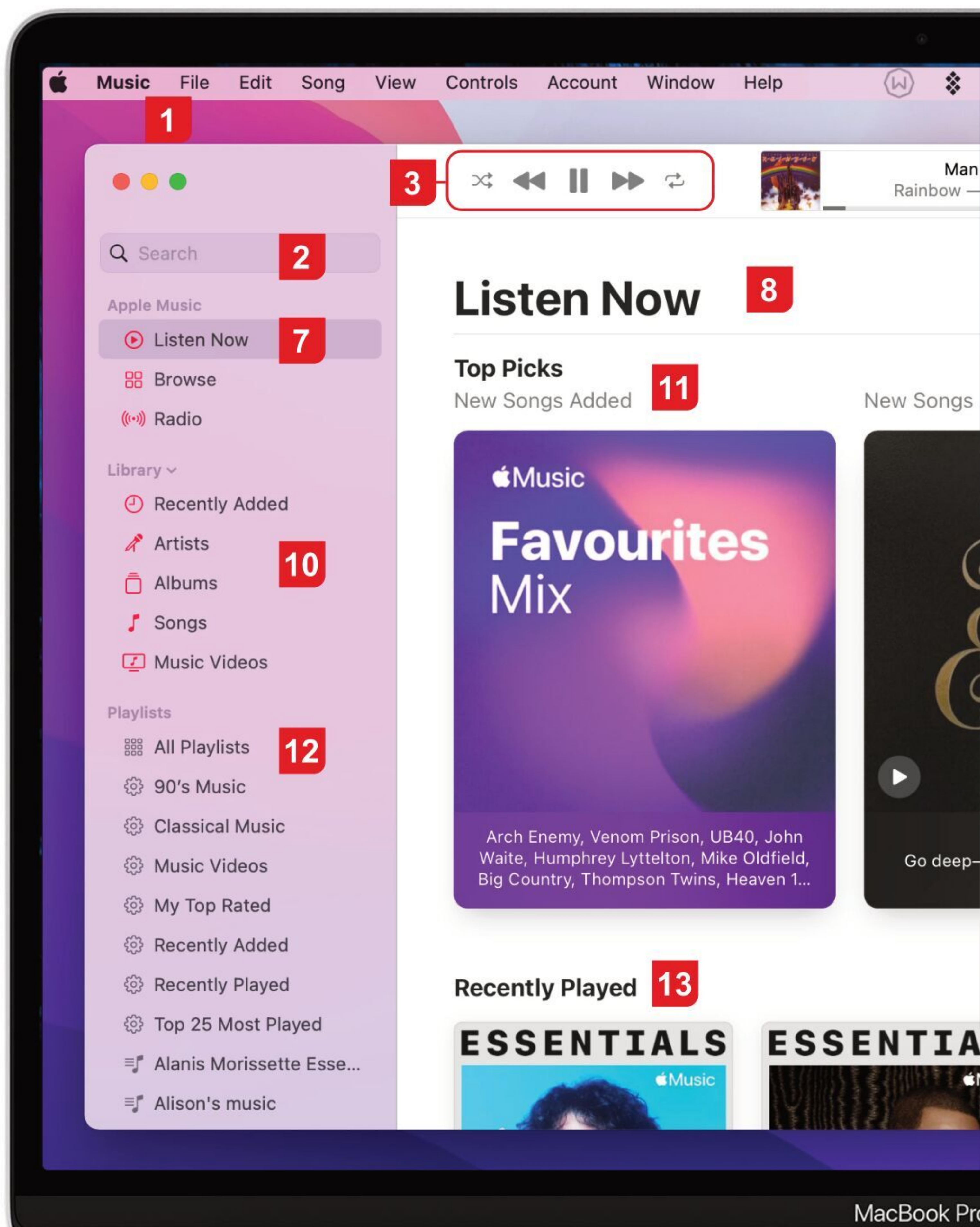
**2** Completion suggestions are offered as you type, and results can be limited to Apple Music, or your on-Mac library, as you wish. Results include artists, songs, albums and more.

**3** These are, in turn, Shuffle Tracks, Previous track, Play/Pause, Next track, Repeat Play.

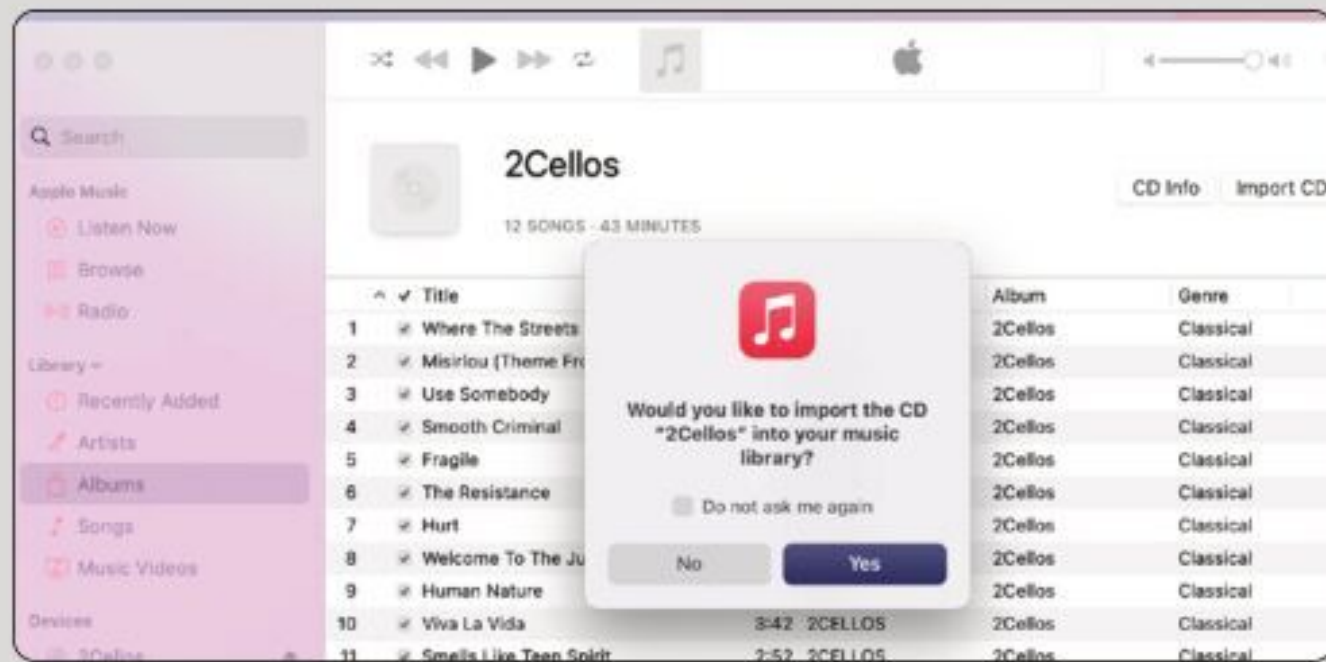
**4** When you're playing music, the album art, artist and title are shown here. Click on the album art to switch to the mini player, which shows the album art and controls only and takes up much less space on the screen. The line under the track name lets you scrub through the song.

**5** Click and drag the dot, and move it left and right to change the volume.

**6** These three icons, in turn are; wirelessly transmit your music to Bluetooth headphones or speakers; open a sidebar showing the lyrics to the track that's currently playing; show a sidebar giving a list of what's playing next and your history; that is, what you've played.



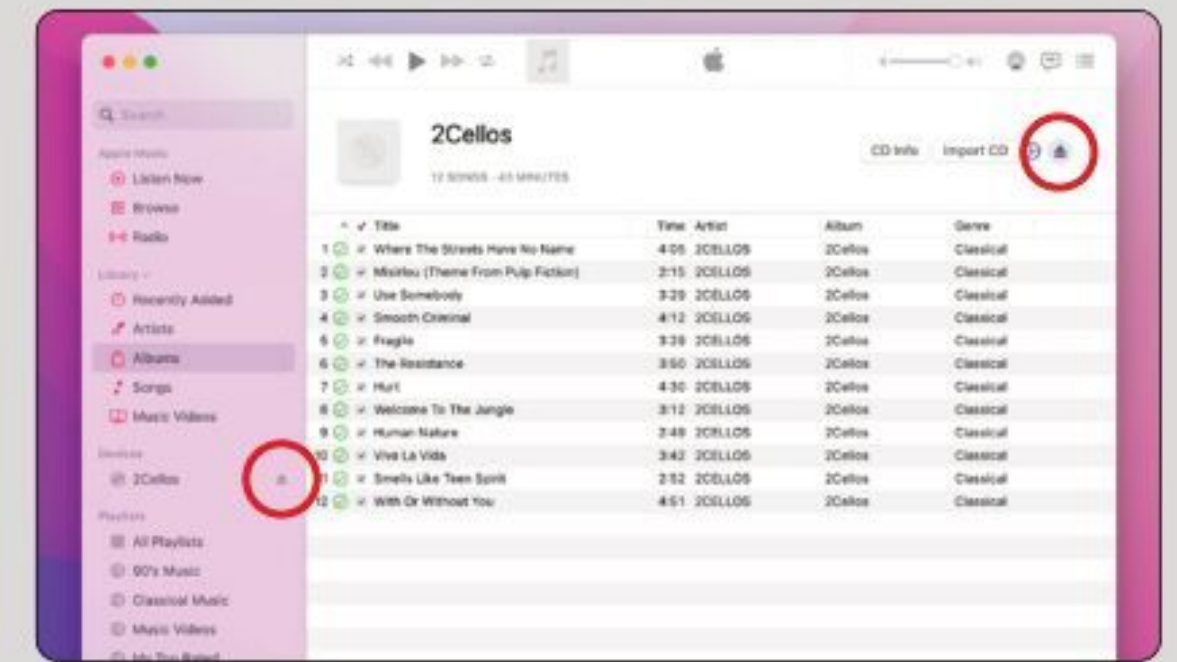
# Importing Your CDs into Music



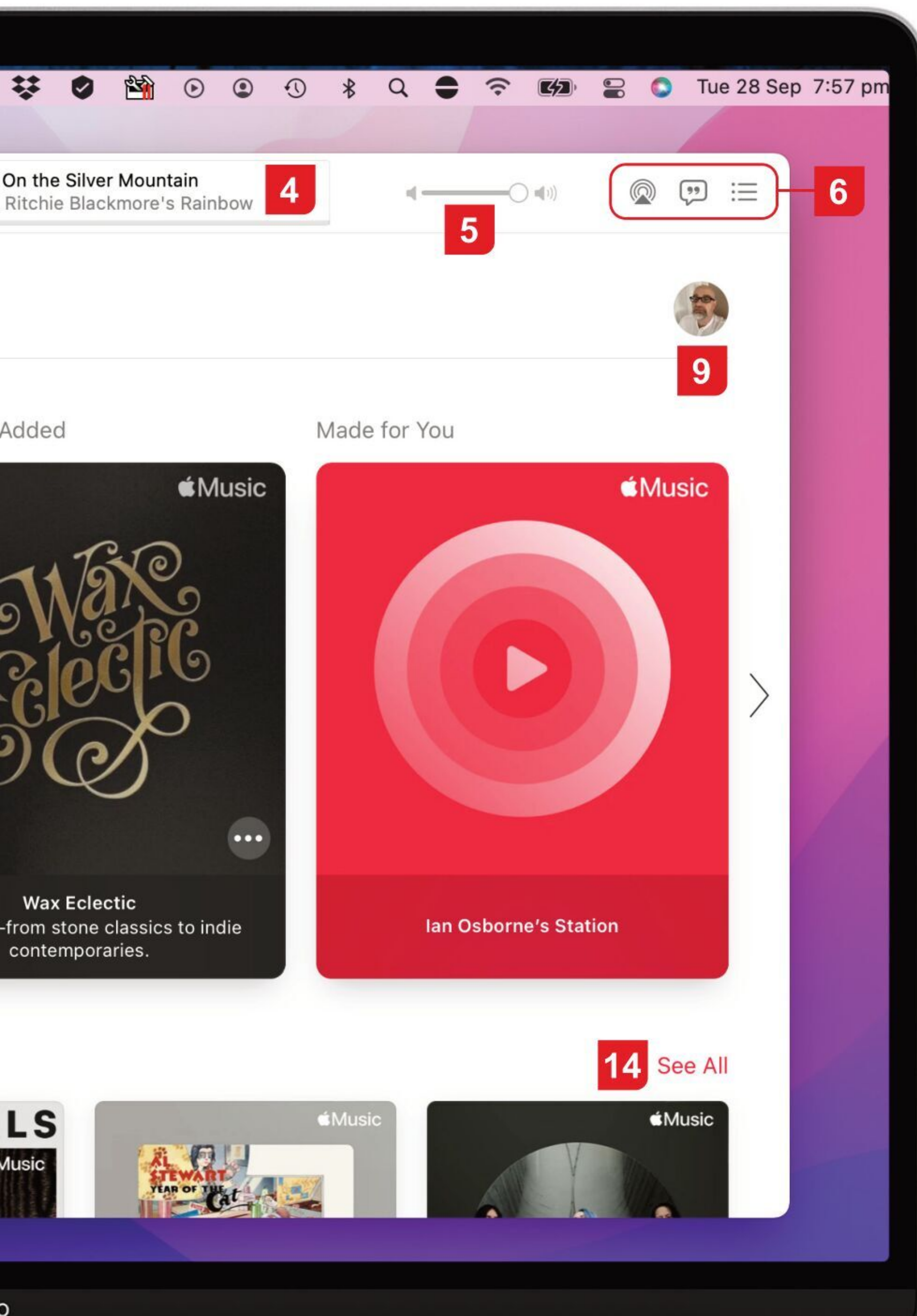
**1** Pop the CD into your Mac's CD drive. If it doesn't have one, use an external optical drive like Apple's USB SuperDrive. A message pops up asking you if you want to import the album into your iTunes library; click Yes.



**2** You see the track listing of the album appear. The spinning circle indicates which track is currently being copied, while a green tick next to a track tells you it has already been copied successfully.



**3** Once you've successfully imported your album, don't forget to click on the Eject button in the sidebar or the top-right so you can store your CD away.



**7** If you have an Apple Music account, Listen Now is the main page, offering suggestions of music you might like and showing what you played recently. Browse is great for finding new music, and Radio gives access to streaming stations.

**8** This is the Listen Now page, your gateway to the Apple Music streaming service.

**9** This is the gateway to your Music social network. Click on it and you can find out what sounds your friends are listening to, and discover and enjoy new music together.

**10** These are the options for your Library, that is, music you've installed on your Mac. It can be arranged into Artists, Albums, or Songs, and there are sections for music you've recently added and music videos.

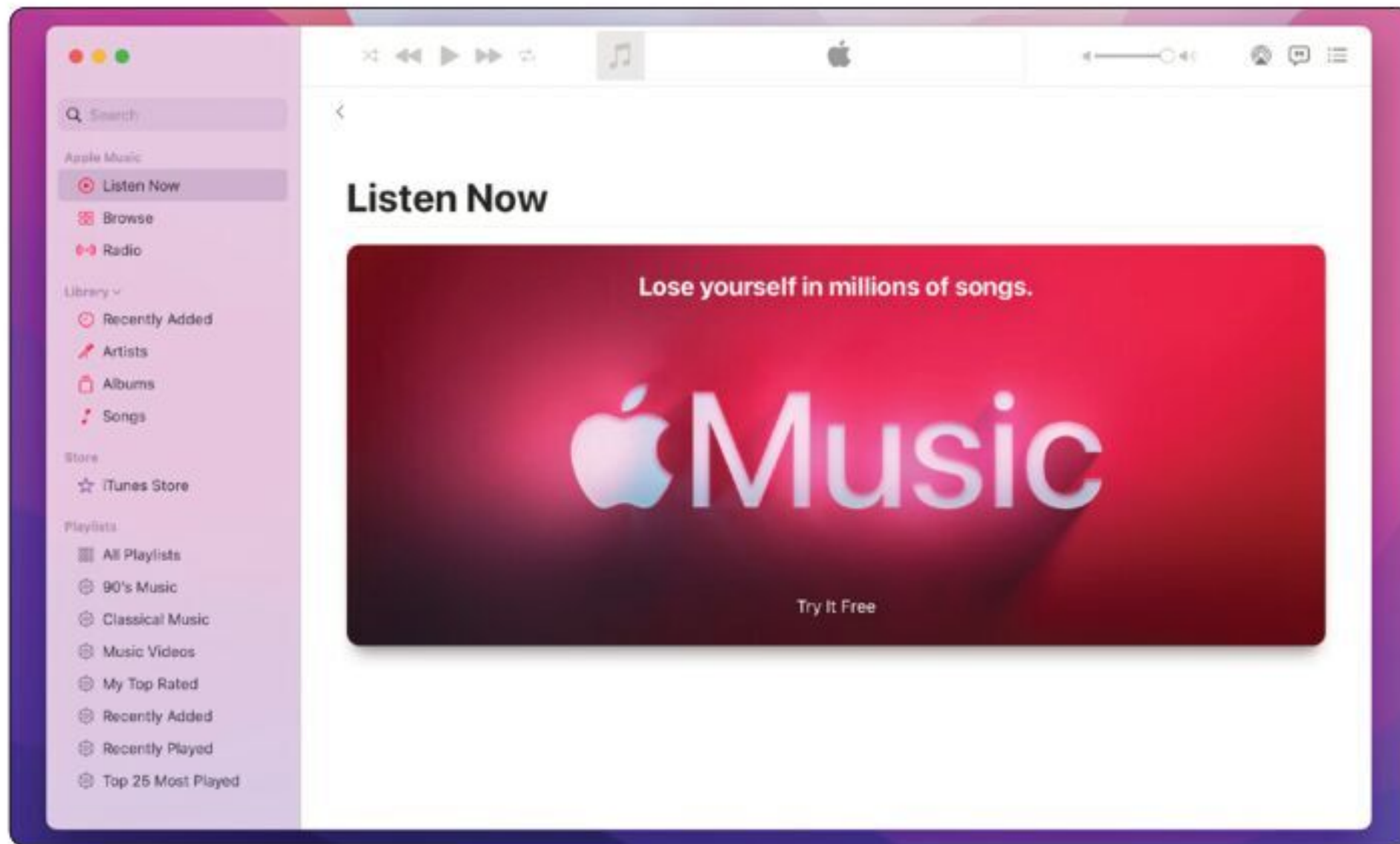
**11** At the top of the Listen Now page is Top Picks, a series of playlists made up of tracks chosen for you based on previous plays, tunes you play a lot, themed playlists, etc. Scroll left and right for more.

**12** These are your playlists. The top ones are Smart Playlists, which add songs automatically according to rules, and the lower ones are playlists you build yourself.

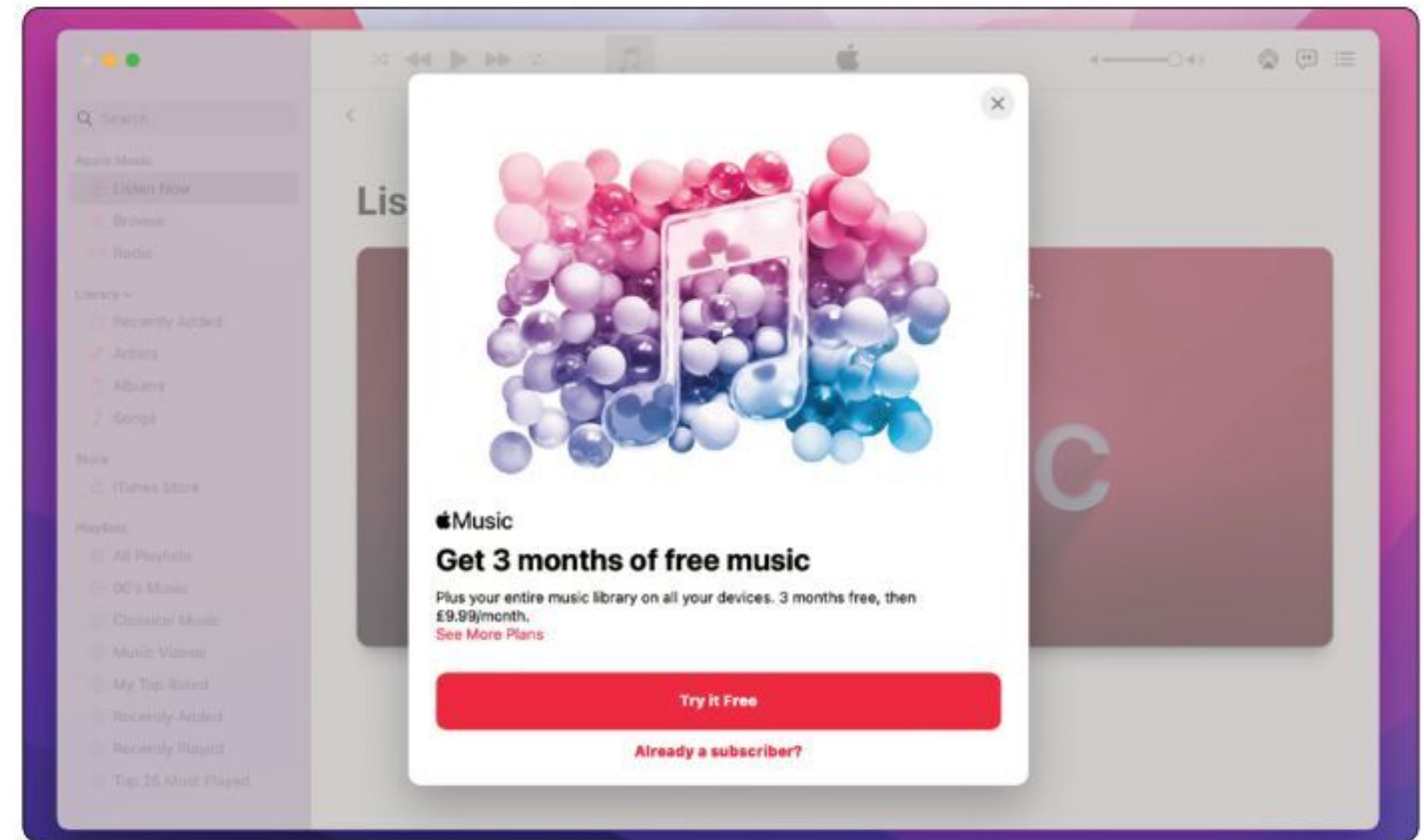
**13** This is a round-up of music you've recently streamed. Scroll this page up for more suggestions, again based on previous listens.

**14** Click this link to see a wider range of music you've recently played.

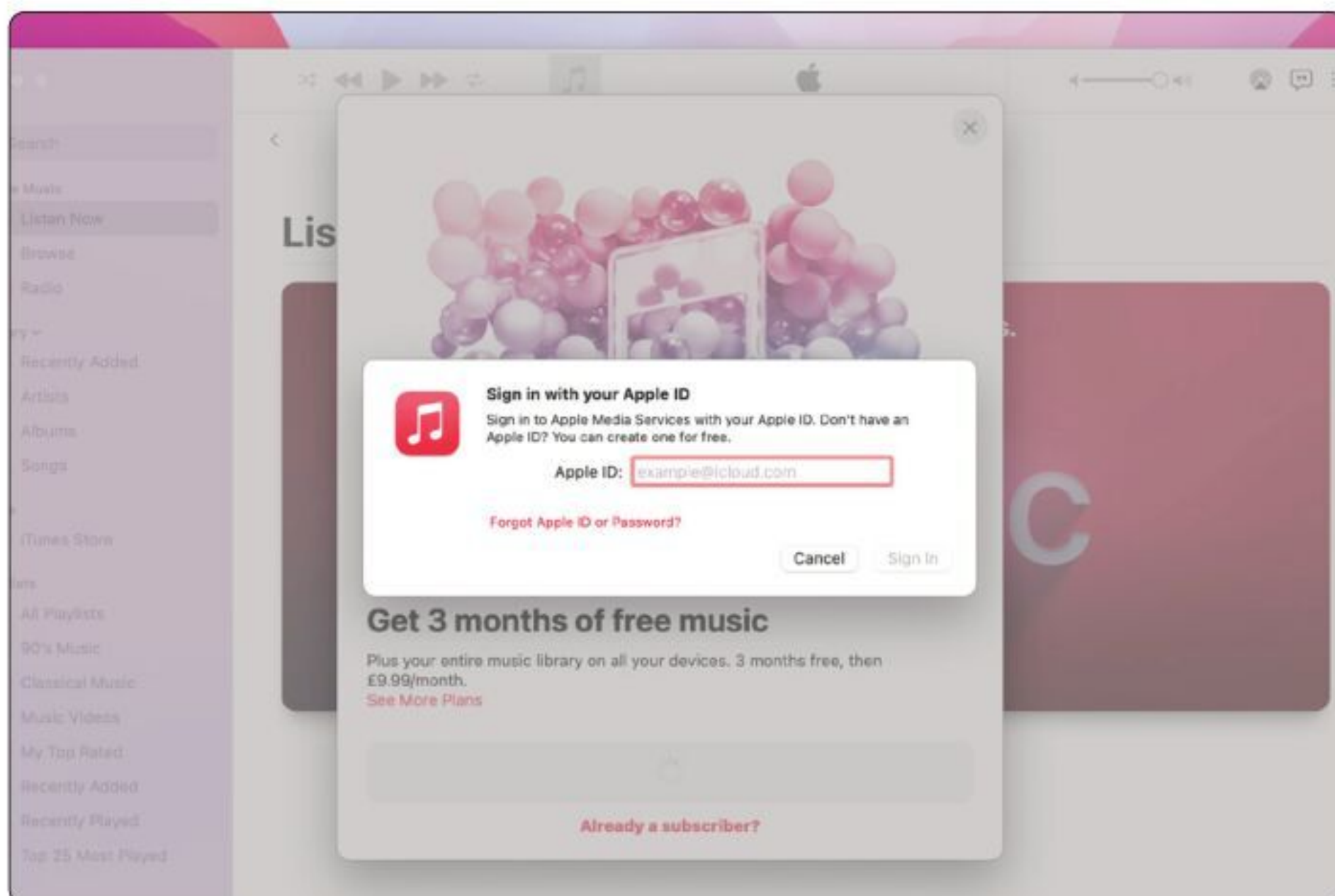
## Signing Up for Apple Music



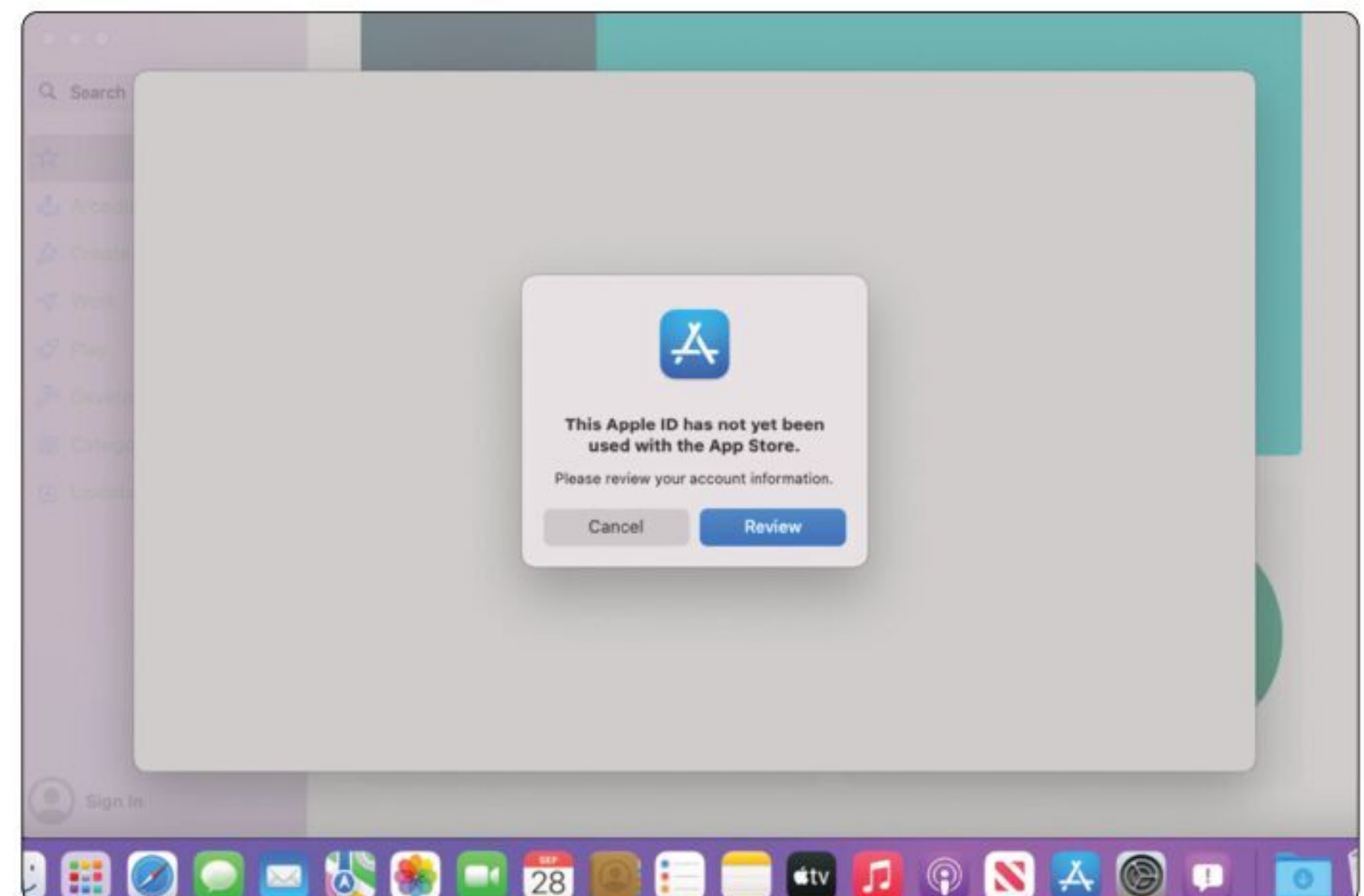
**1** With an Apple Music account, you can stream from 70 million songs for a set monthly fee. To sign up for an account, click on Listen Now in the left-hand sidebar. You can then click Try it For Free to learn about and sign up to the service.



**2** A pop-up window appears inviting you to subscribe as an individual, for £9.99/\$9.99/9.99 € after your free trial. Click Try it For Free to do so, or See All Plans to choose a Family or Student account

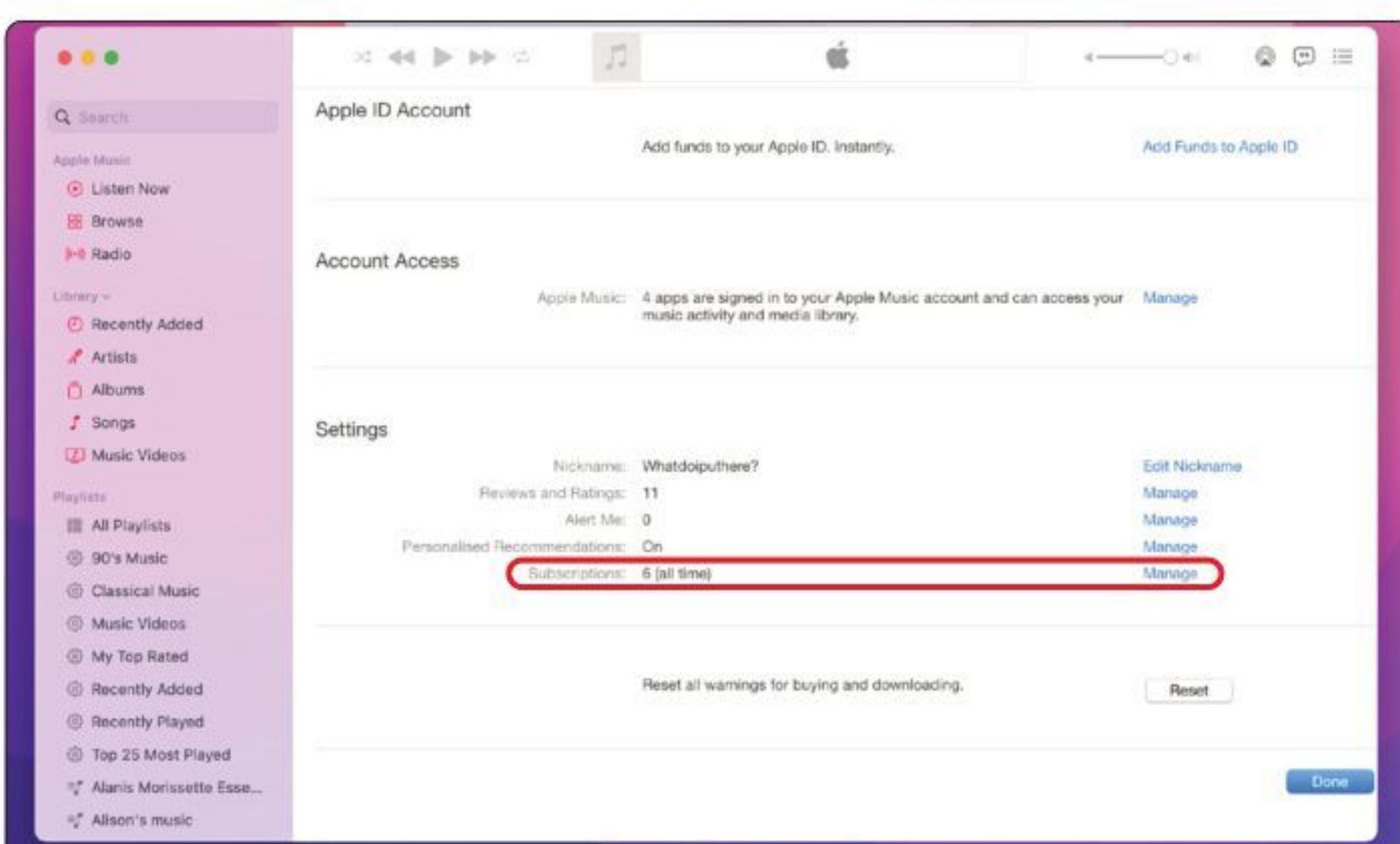


**3** You must then sign using to your Apple ID. Enter your Apple ID's email address, then your password, and then click Sign In to proceed to the next step. If you've forgotten your details, click the Forgot Apple ID or Password? link.

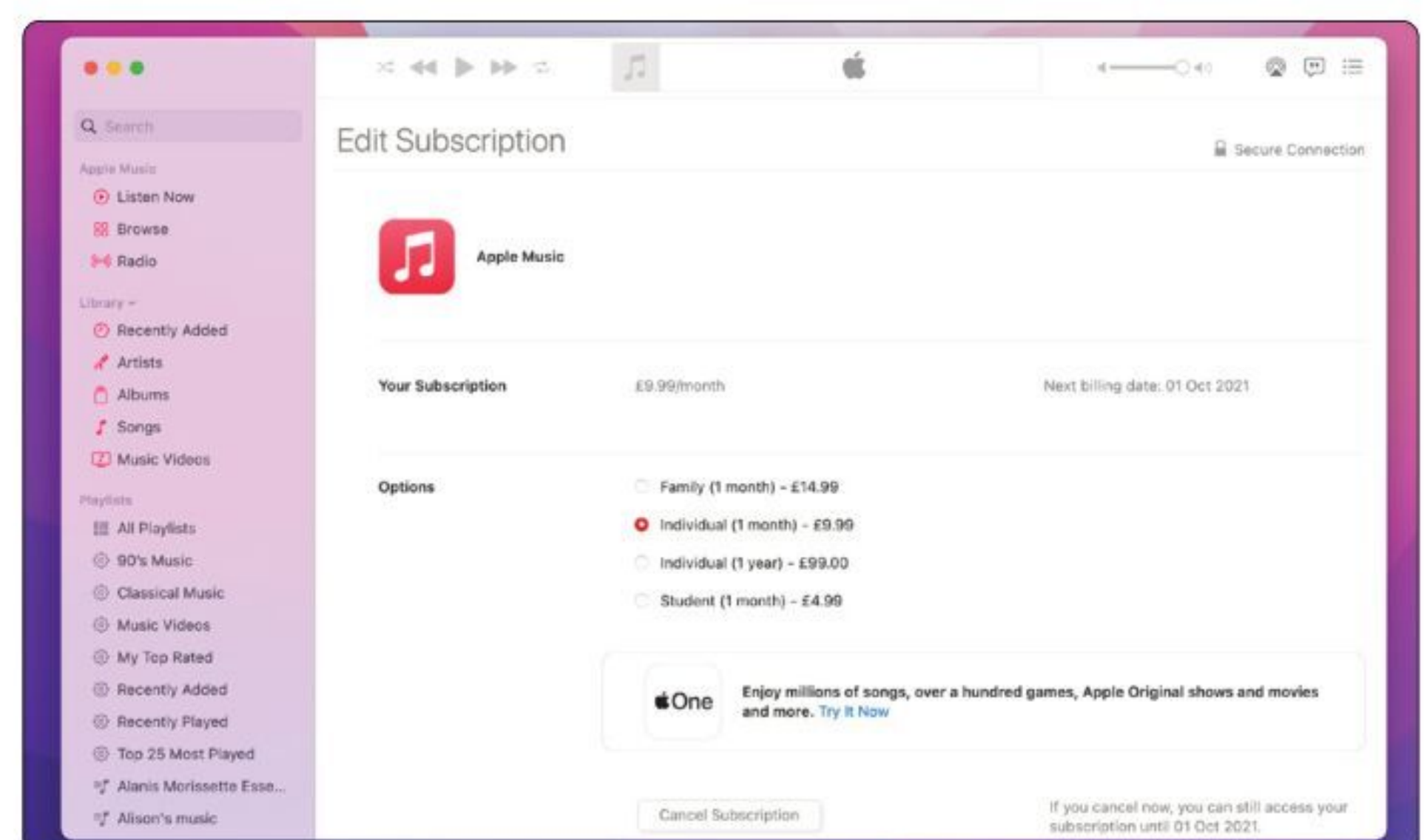


**4** If you've not yet used your Apple ID on the App Store, you have to enter payment information as shown. You then follow the on-screen instructions regarding what kind of music you like. When done, you're ready to start.

## Changing or Cancelling Your Subscription



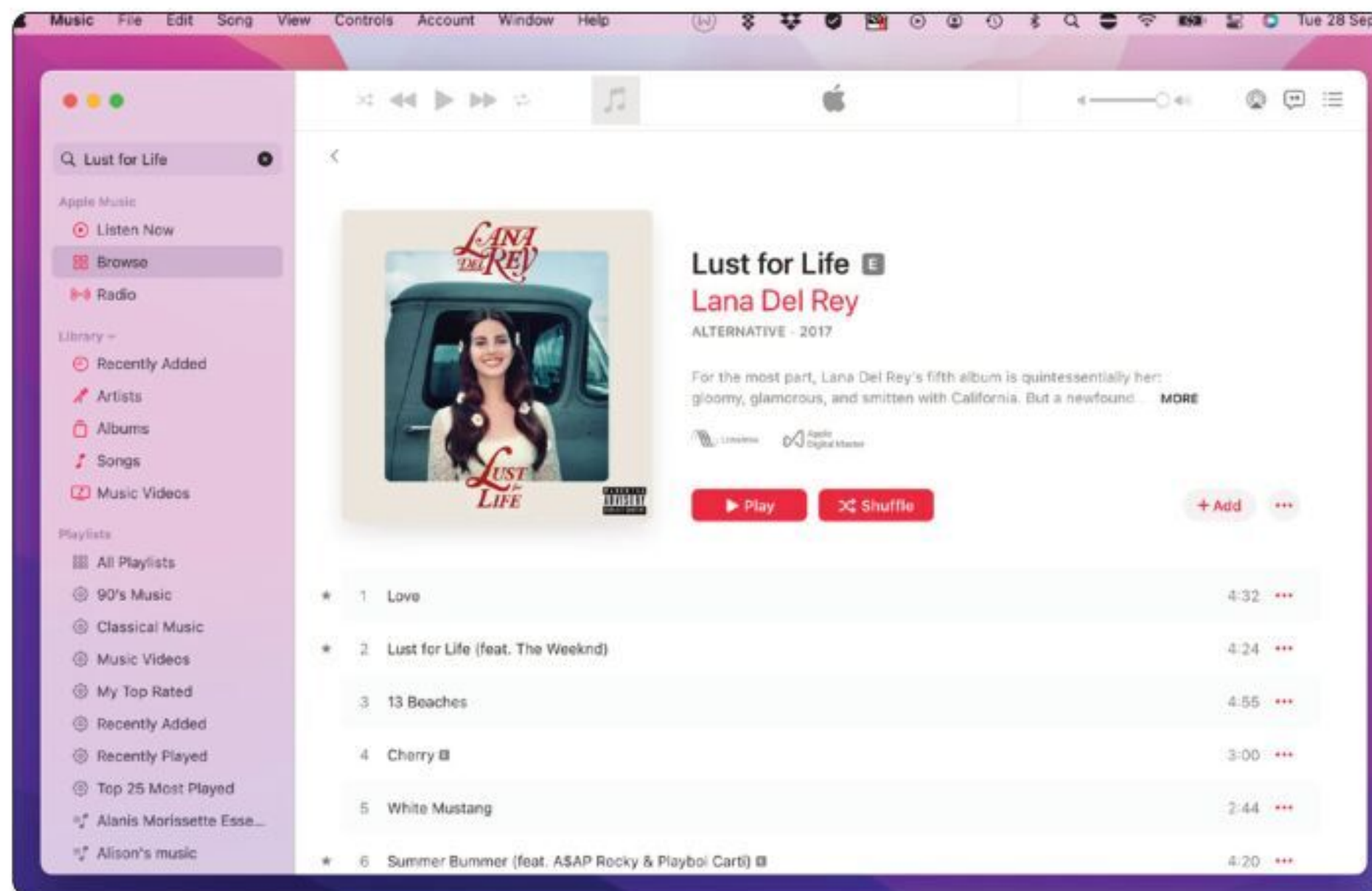
**1** If you want to cancel your Apple Music subscription, first of all, click Account in the top bar and select View My Account. You're taken to your account page. Scroll down to Subscriptions (under Settings) and click the Manage link



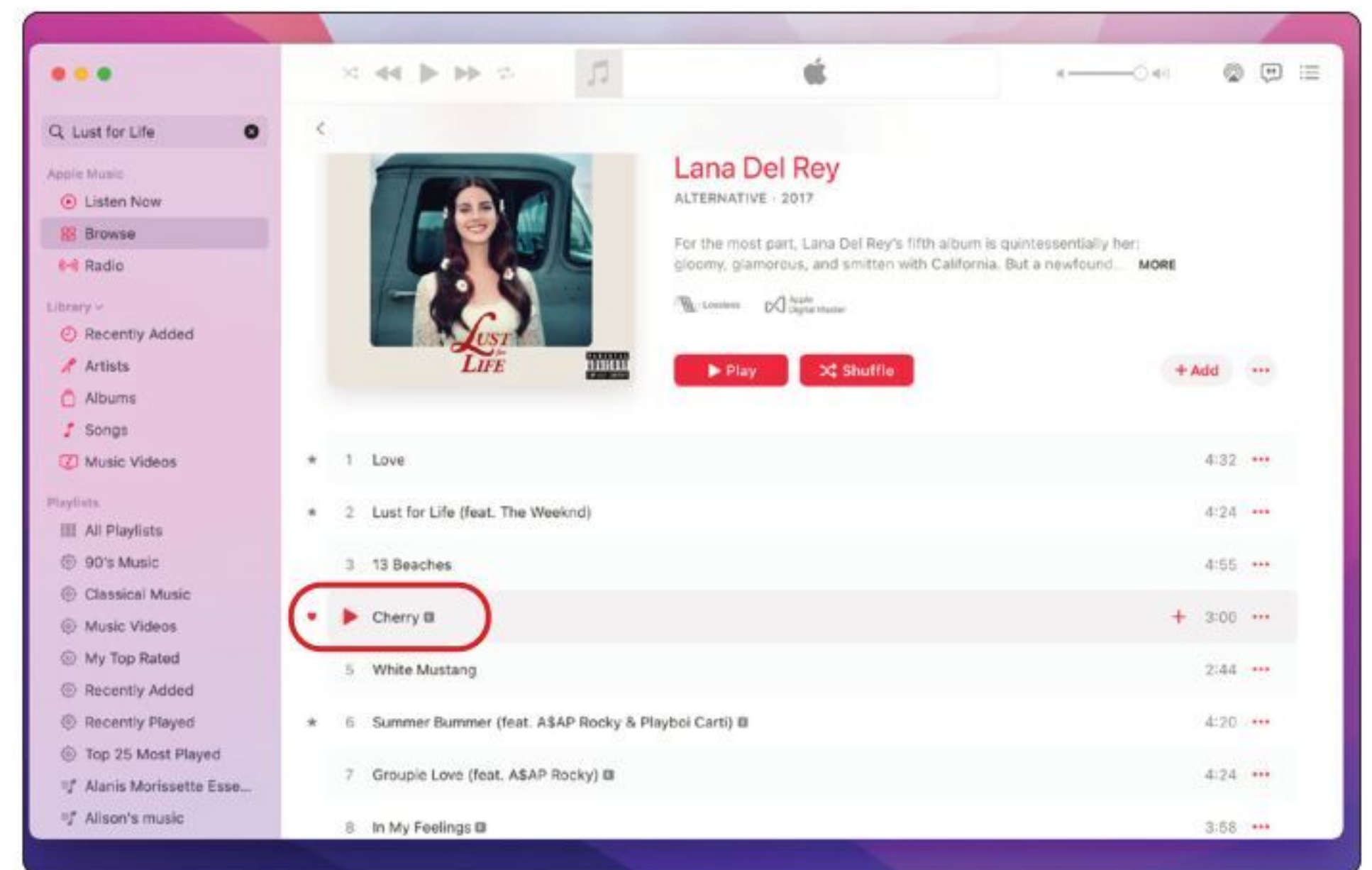
**2** On the next page, you're shown your active subscriptions. Click on Apple Music's Edit link, and on the next page, you can change your subscription to a different one (individual, family or yearly) or cancel it altogether.



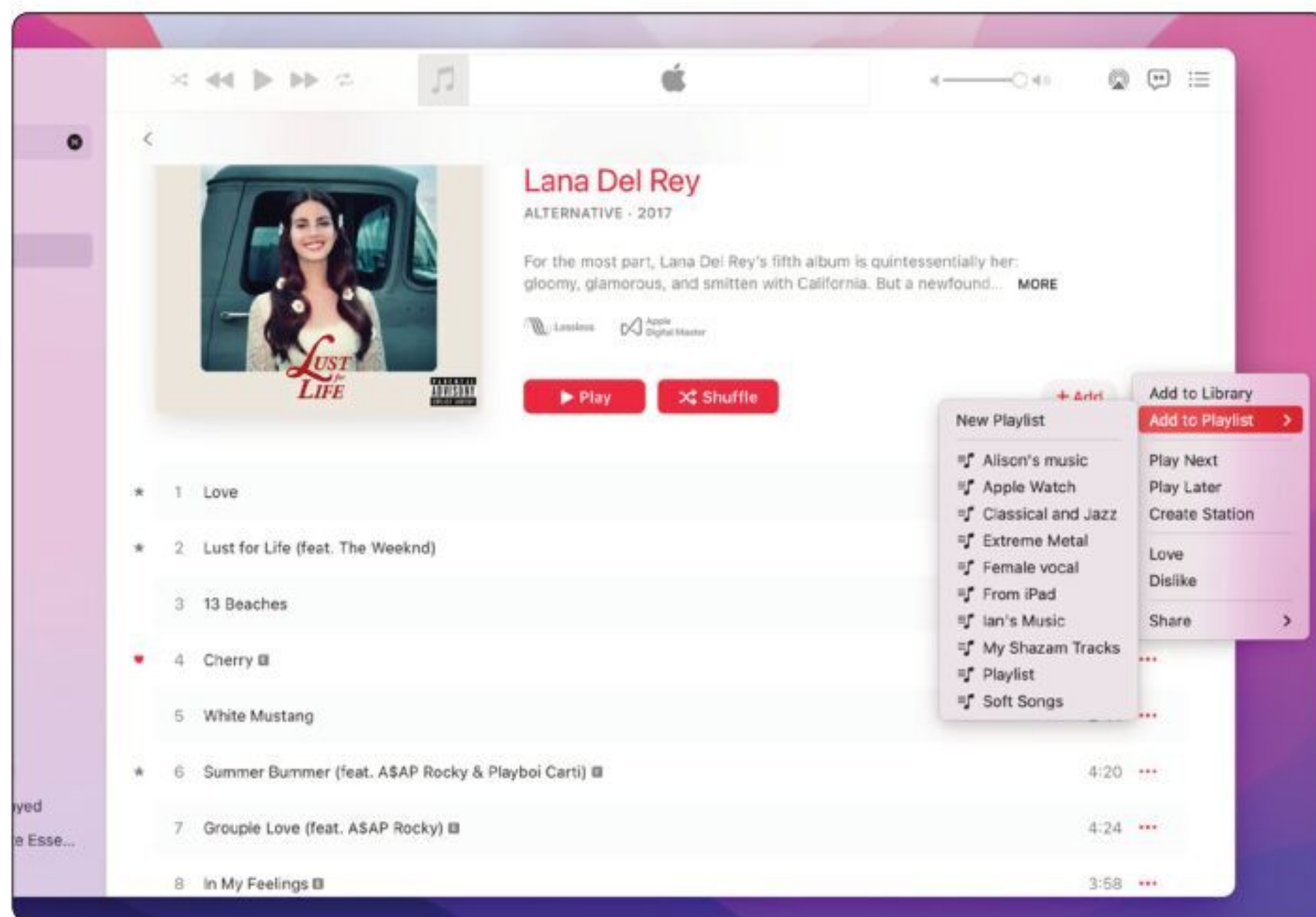
# Using Apple Music



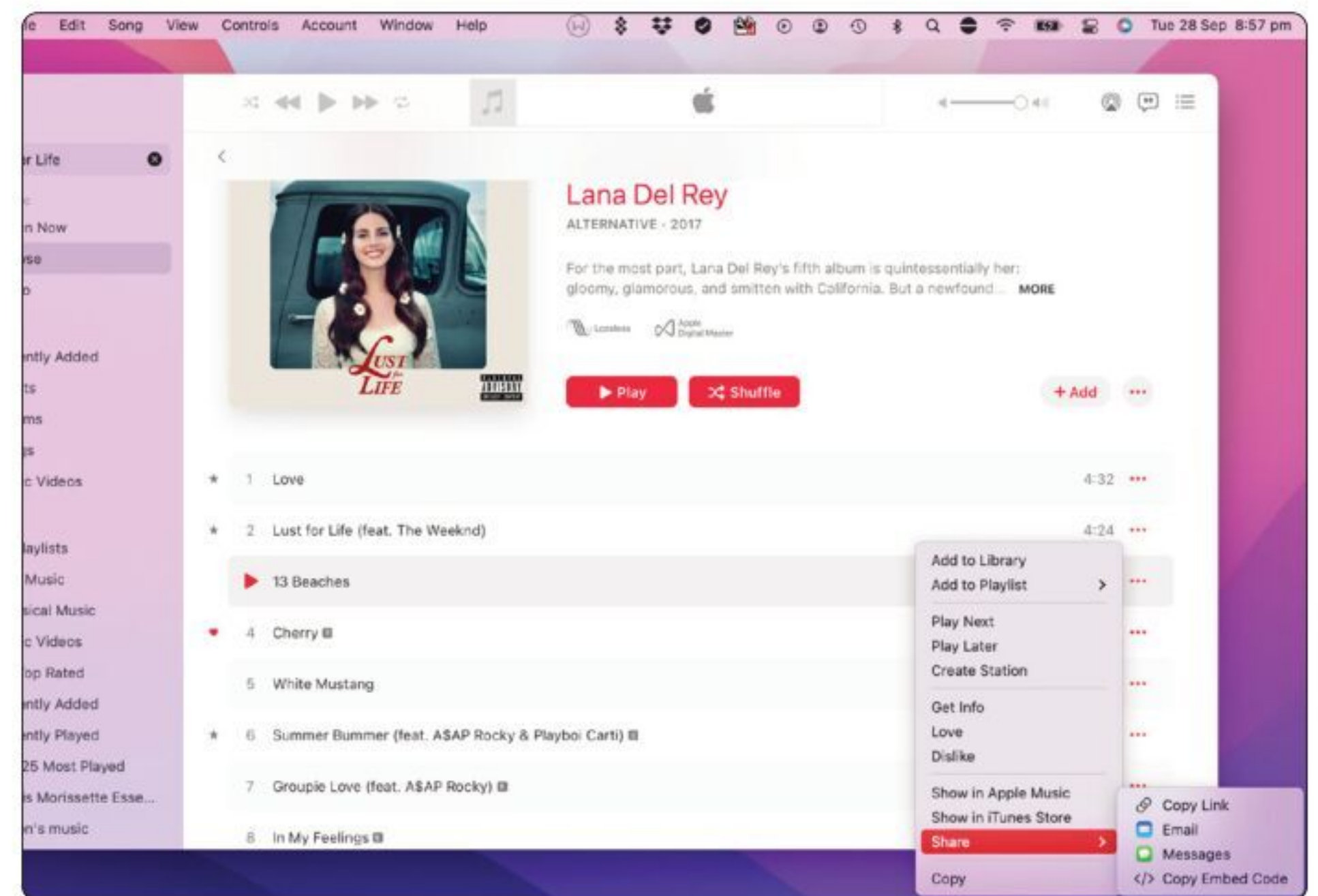
**1** Browse or search for the artist, album, or track to which you want to listen. Here we're looking at an album. Click Play to play it in its entirety, or Shuffle to play the tracks in a random order. Tracks marked with an 'E' in a box have explicit lyrics.



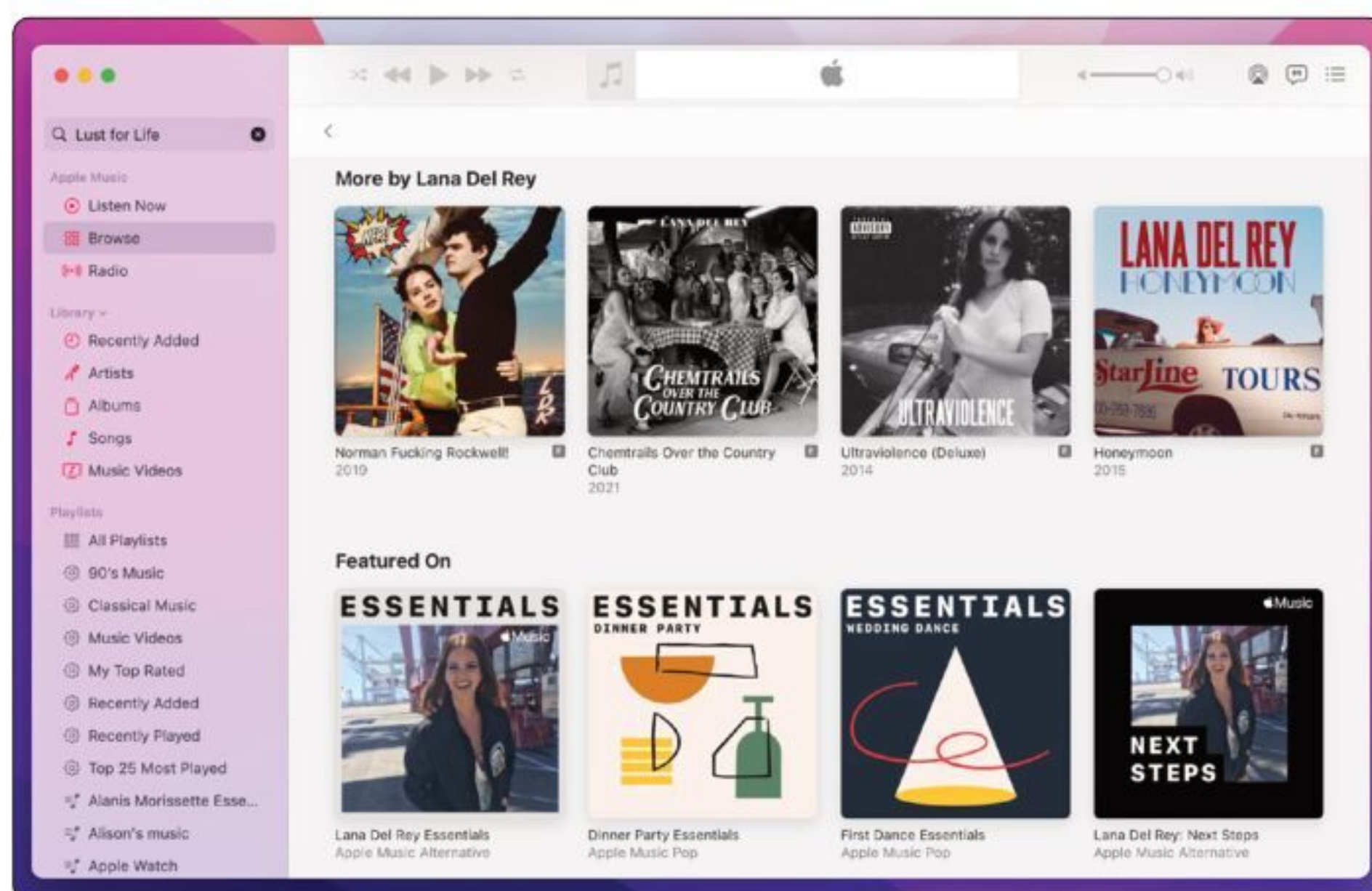
**2** Music controls such as Play and Pause are found at the top of the window. To identify tracks on an album you especially like, hover the pointer to the left of a track, and click the heart that appears. To cancel this, click on the heart a second time.



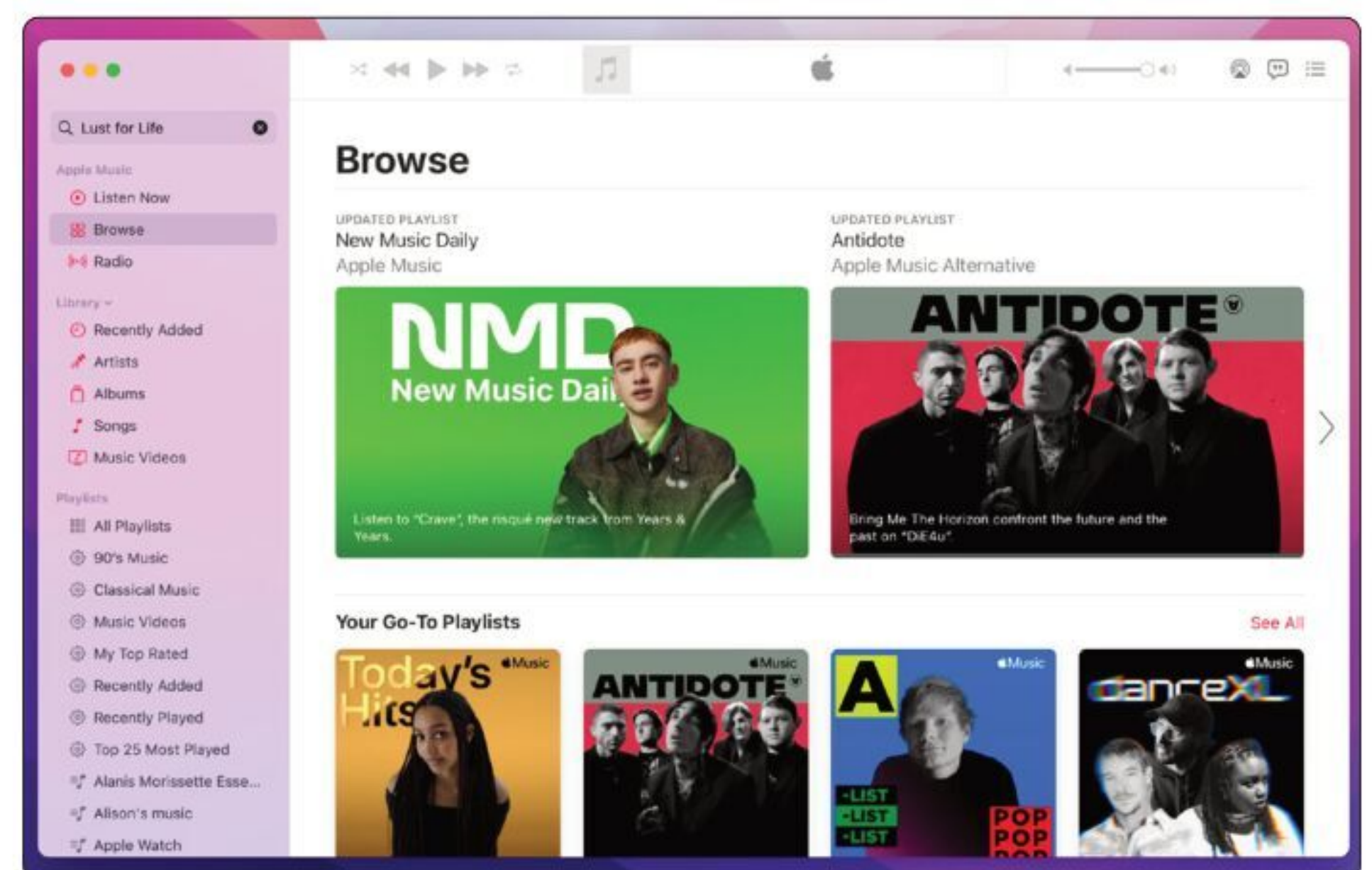
**3** Click the three-dots icon on the right above the tracks for a menu. Here you can add the album to a playlist or create a new one, share it with your friends, like or dislike the album as a whole, or create a station based on its artist.



**4** Each individual song also has a three-dots icon, offering a similar menu that applies to that track alone. You can also play the track by clicking the Play icon that appears when you hover the mouse/trackpad pointer over it.



**5** Apple Music is all about helping you to find music you enjoy listening to. When viewing an album, you can scroll up and other titles by the artist in question are shown. Click on one to open it in the main window, click the chevron to see more.

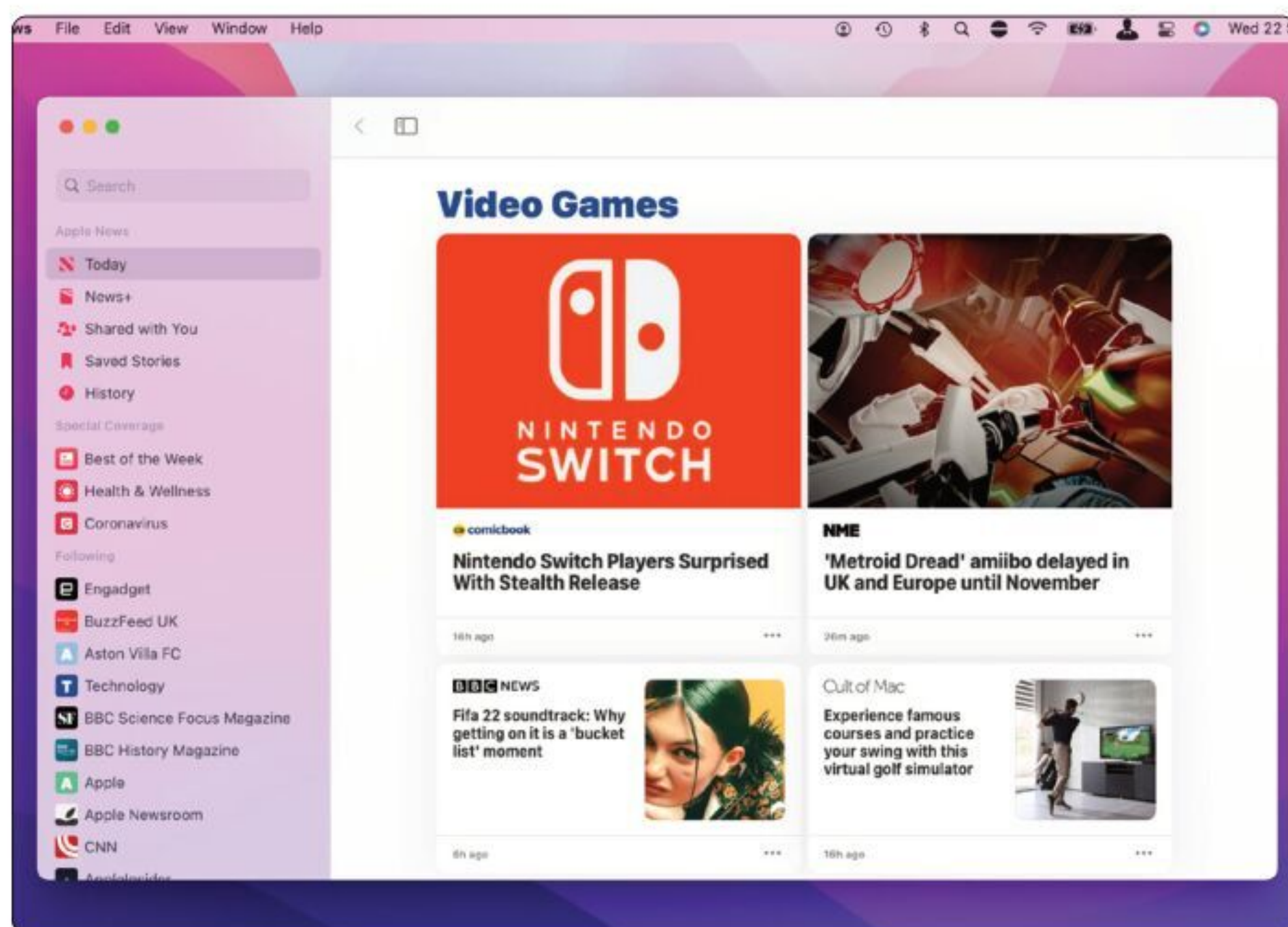


**6** The Browse section offers tracks, artists, albums, and playlists based on Apple Music editors' choices and new releases. It also offers current charts for various countries. The Radio section lets you listen by station or genre, and more.

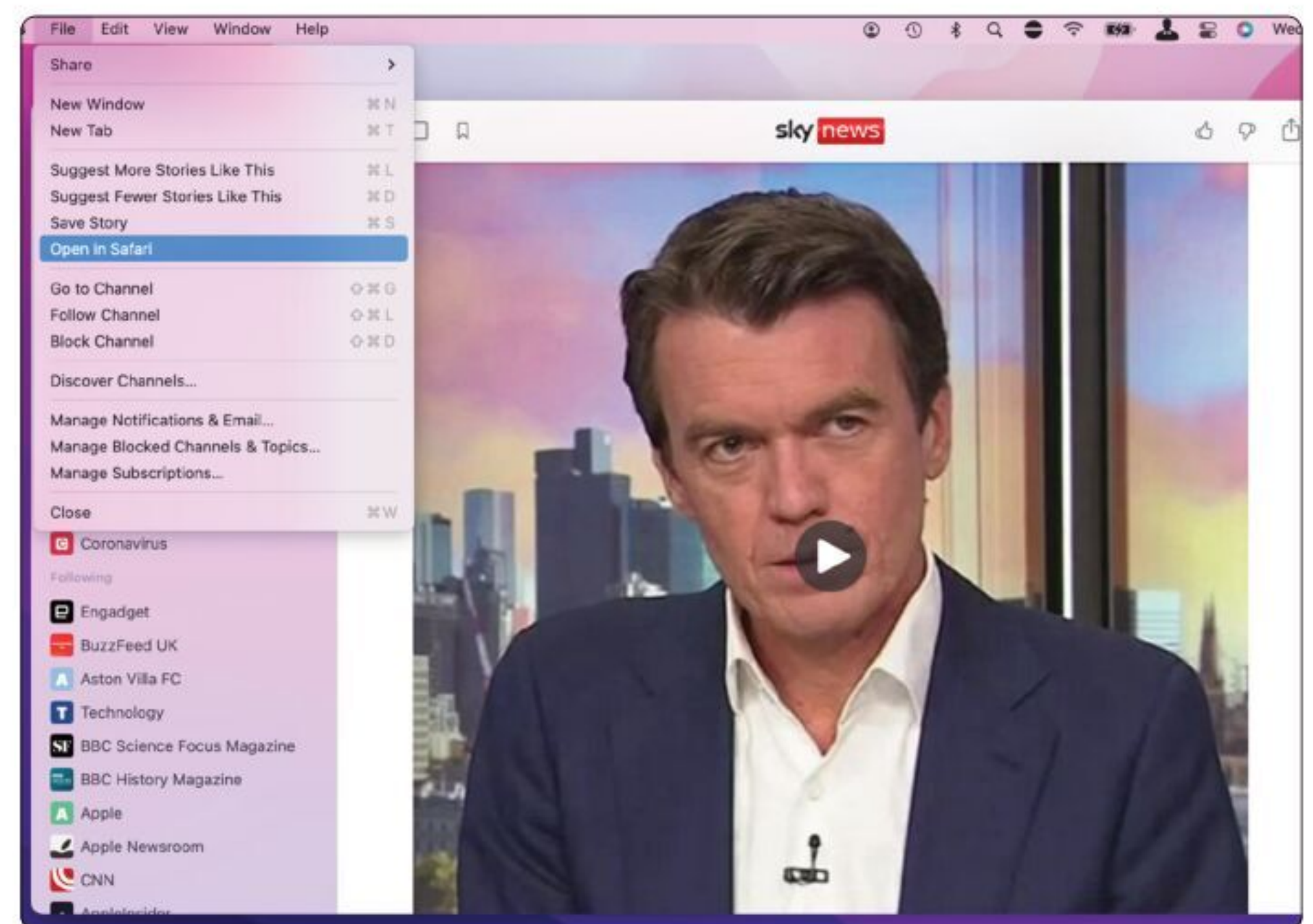


# News Stories and Features

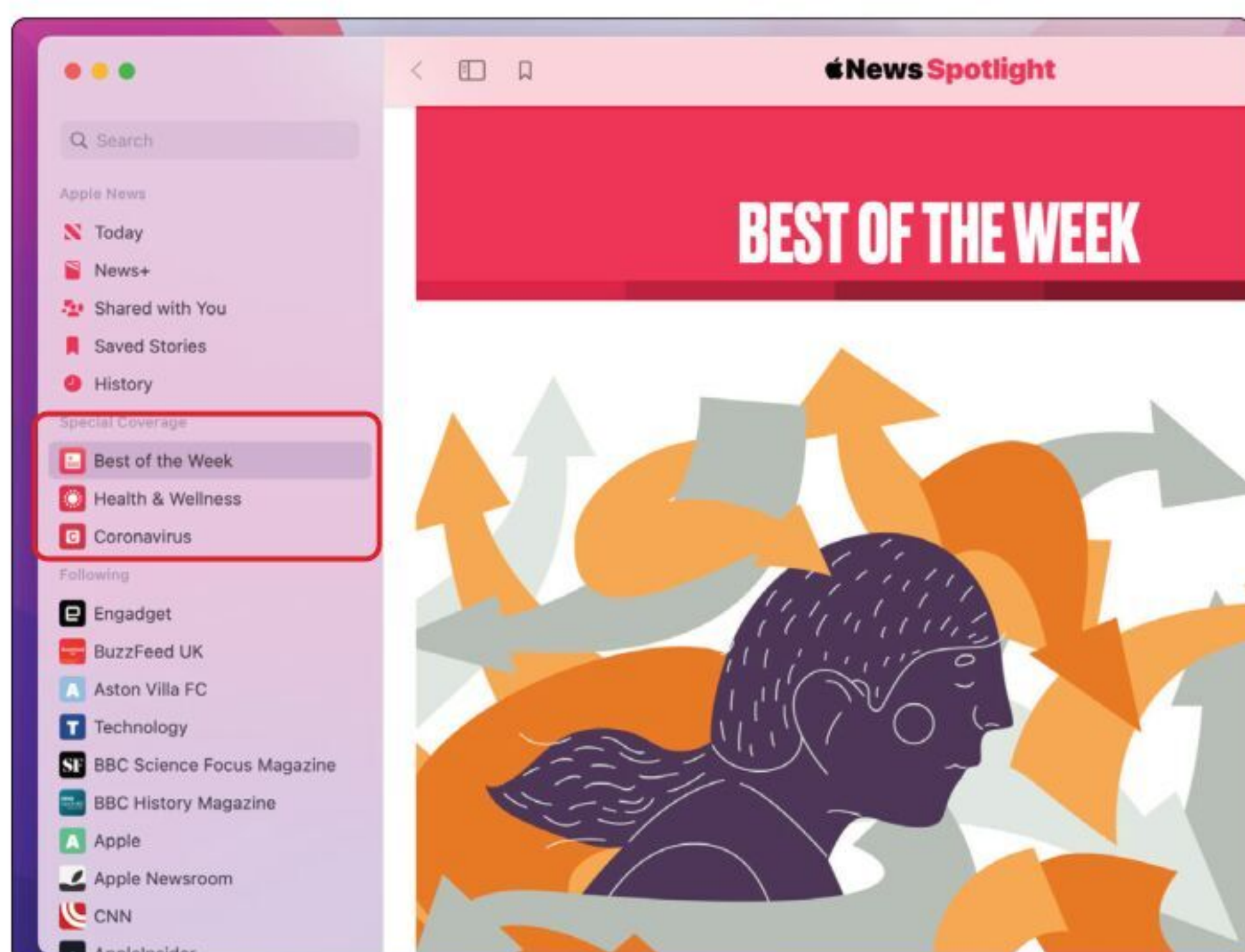
The News app is great for getting the important headlines as they break, from news sources around the world. If you subscribe to Apple News+ you can read a huge range of magazines and news publications on your Mac, and the app is customisable too, so you'll always be in the know with world events.



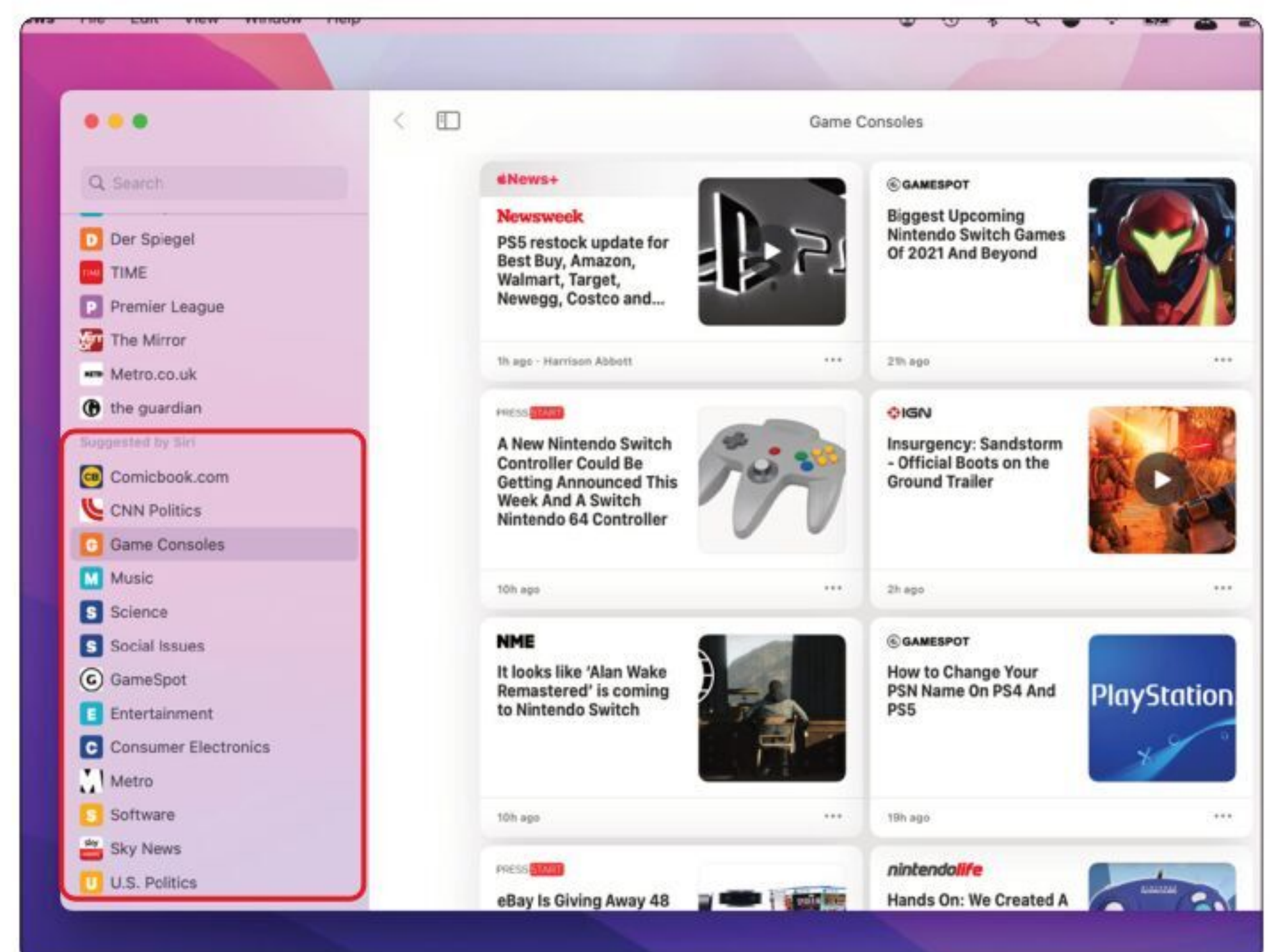
**1** When you first open the News app, you see a sidebar and a main window. The sidebar's Today option is selected, giving you a range of the day's top stories. Click on a story to open it and read it in full.



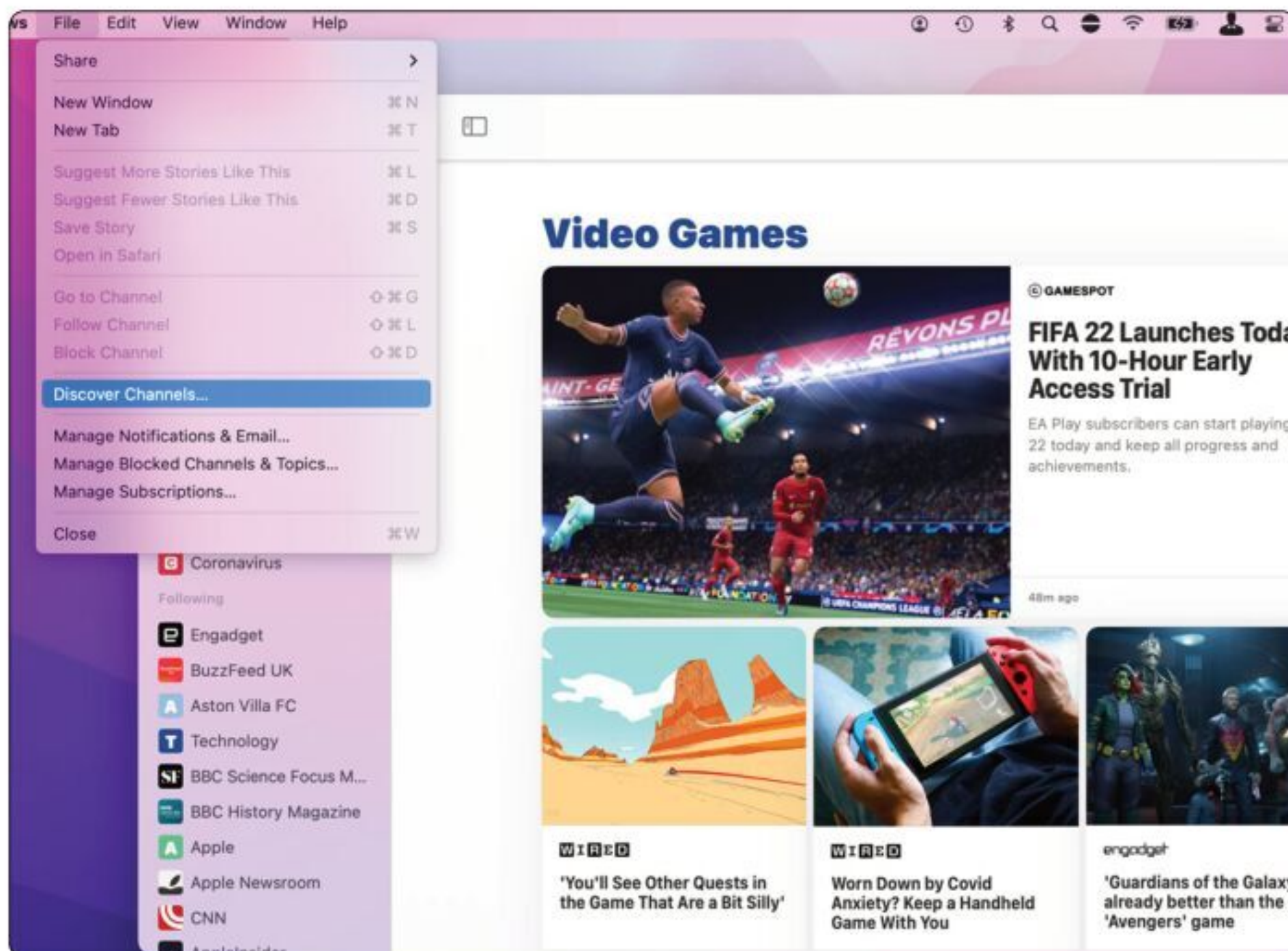
**2** When you open a news story, if it has a video it can be watched within the News app. In the File menu, there's an option to open the story in Safari. This takes you to the web page from which the story was drawn.



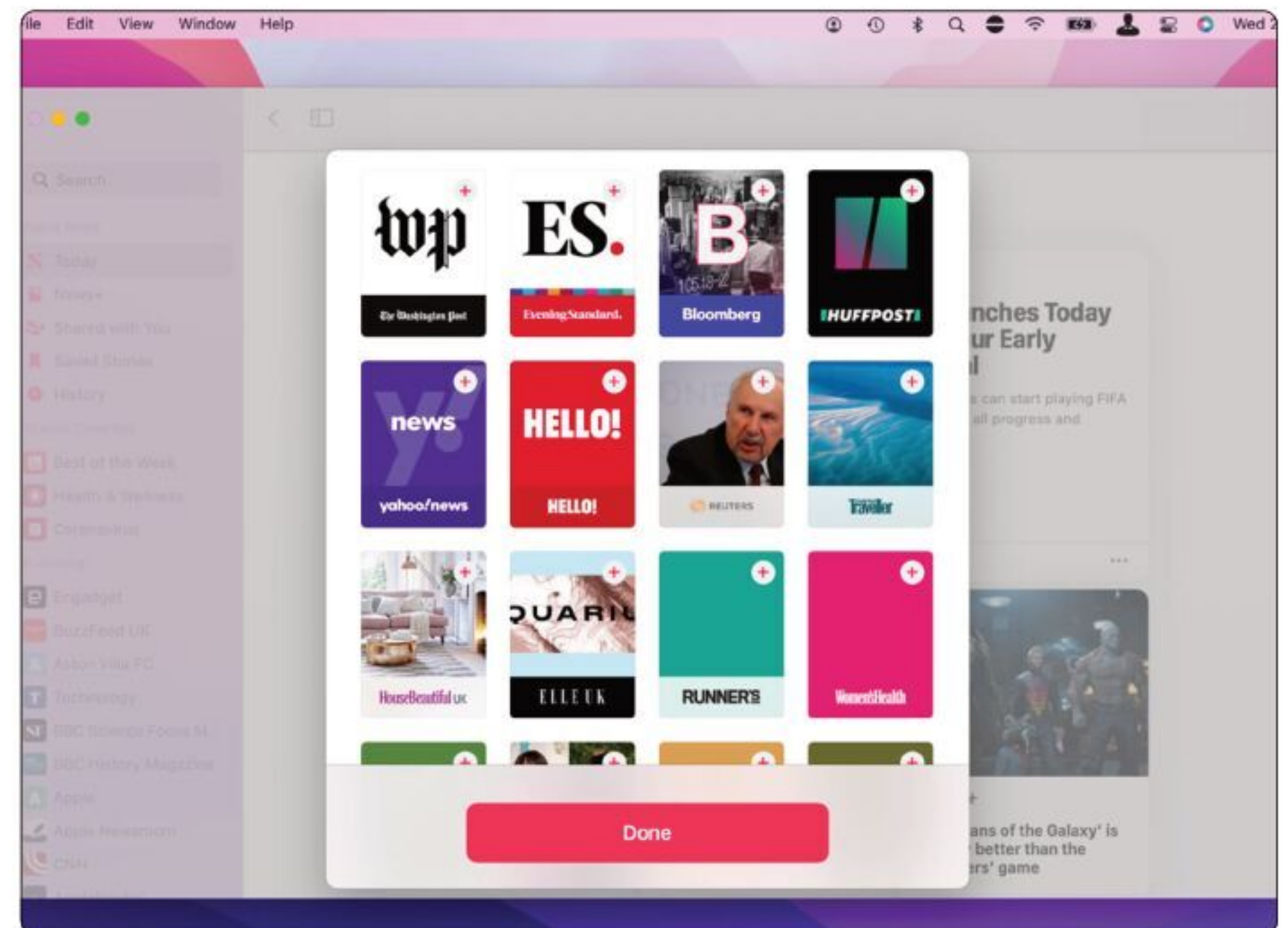
**3** The Special Coverage section gives you a selection of features chosen by Apple's editors. If you find a story you particularly like or dislike, use the thumbs up/down icons in the top-right corner to improve future suggestions.



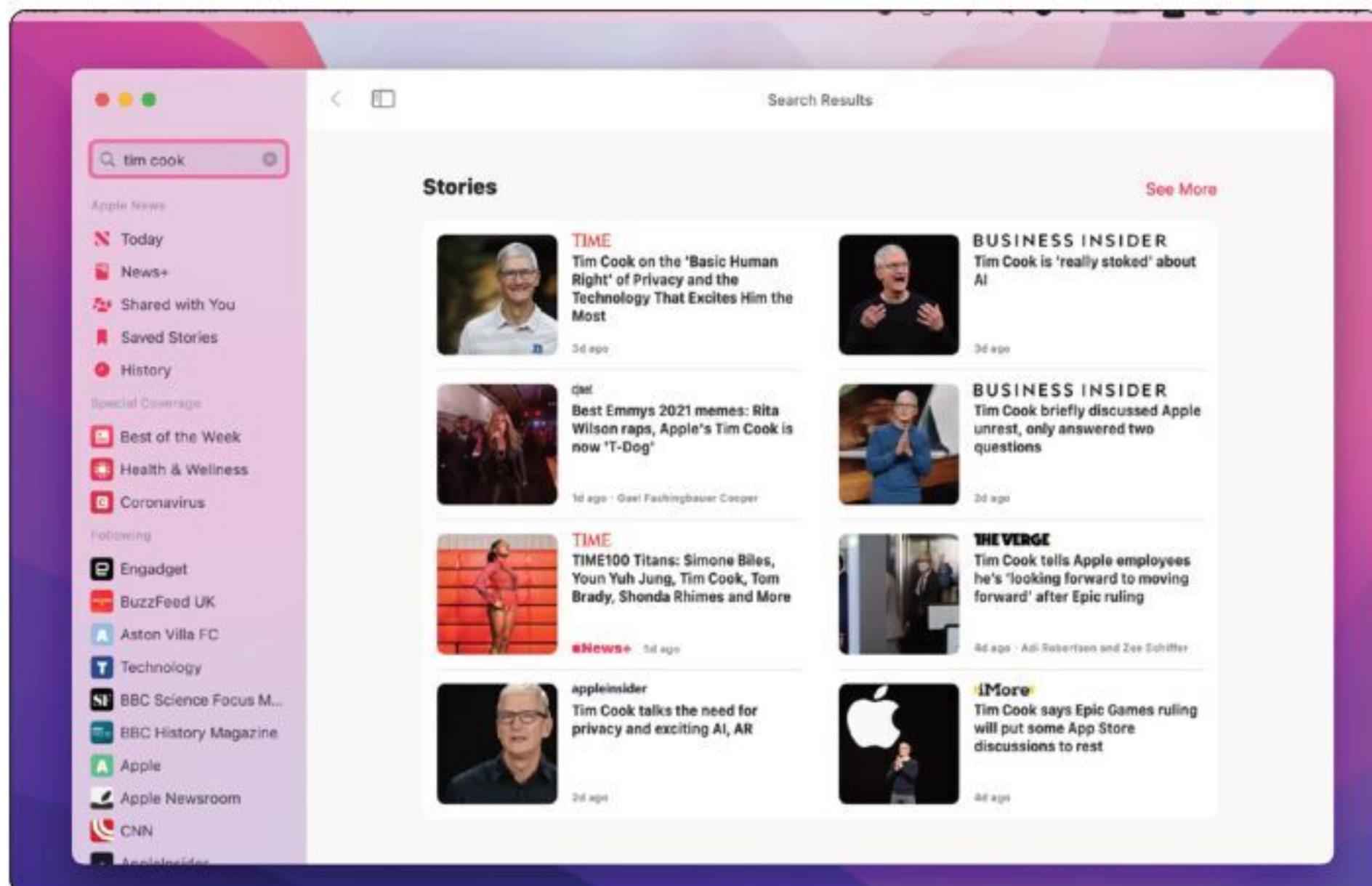
**4** In the sidebar section titled 'Suggested by Siri', you see various subjects the News app thinks might interest you. The stories work just like in the other sections; click one to open it, click the chevron in the top-left to go back a page.



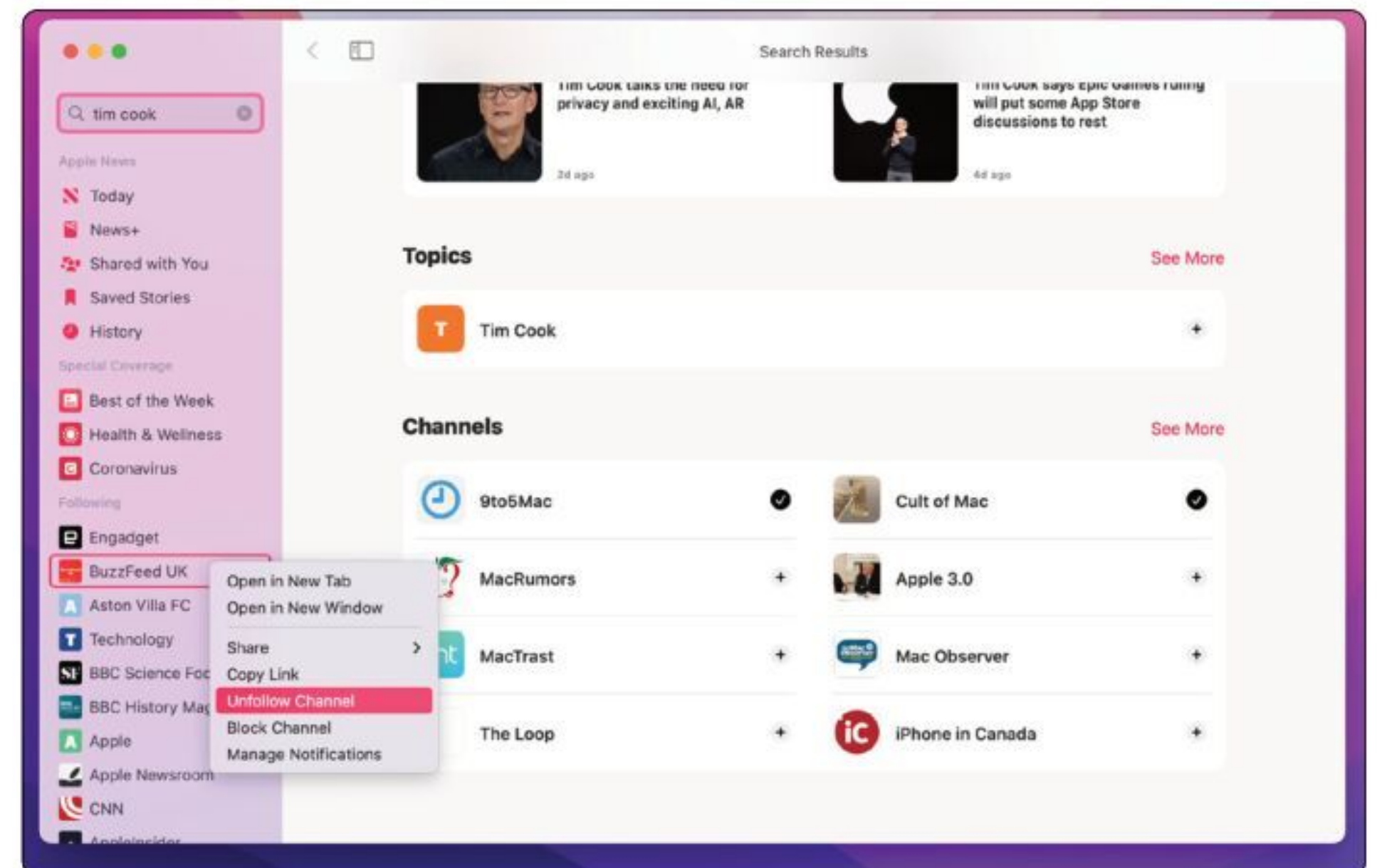
**5** In the File menu is an option called Discover Channels & Topics. Click it for a range of news sources and subjects for you to choose from. Click the plus sign in the corner of any you especially like.



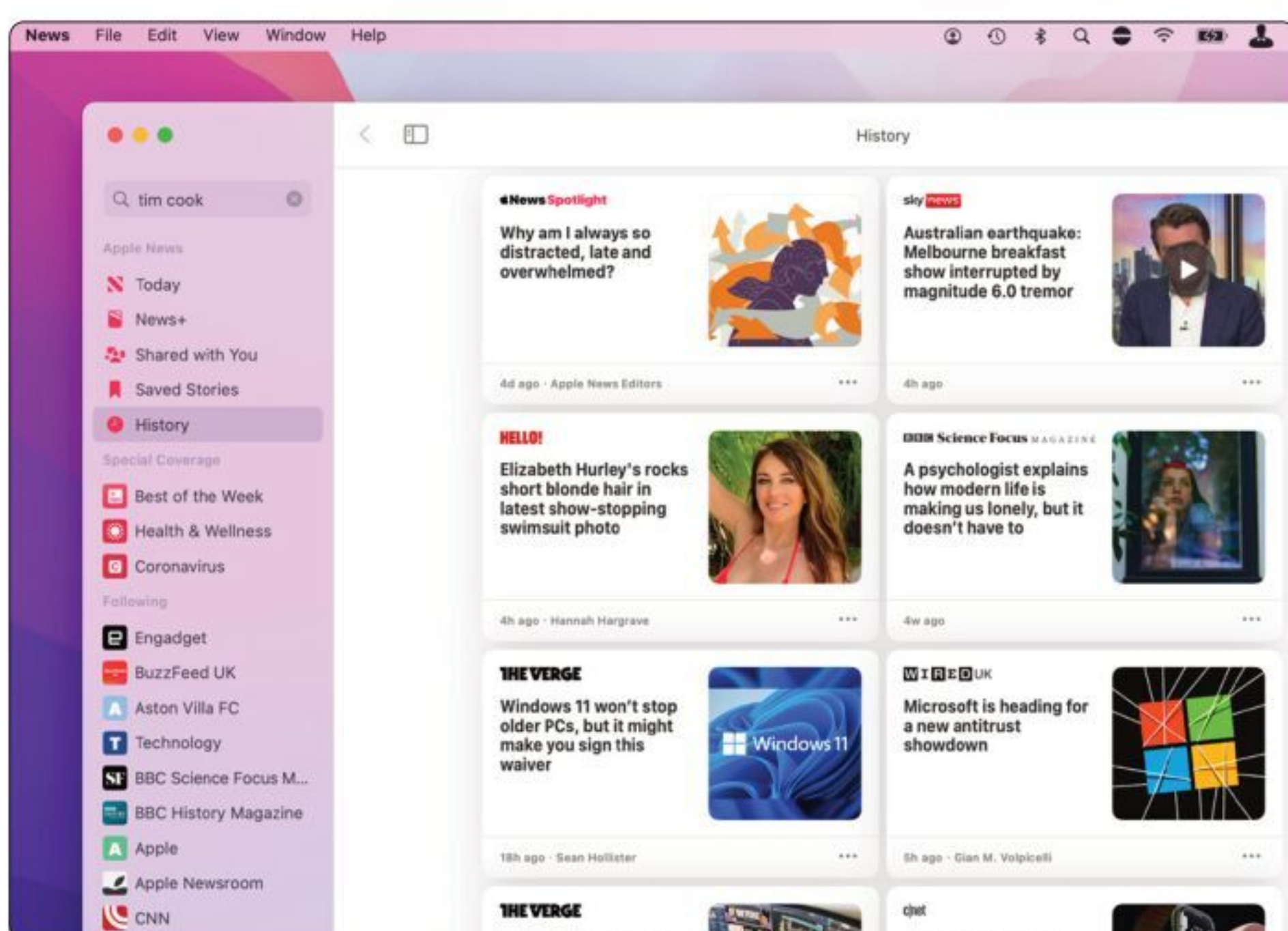
**6** Scroll down the window for more channels and topics. Select as many or as few as you like. When you're finished, click the Done button at the bottom. Your new sources have been added to your sidebar.



**7** In the top left corner, you can see a search field. Enter a search term for a subject or source you're interested in and you're given a list of individual stories and channels, which write about that subject.



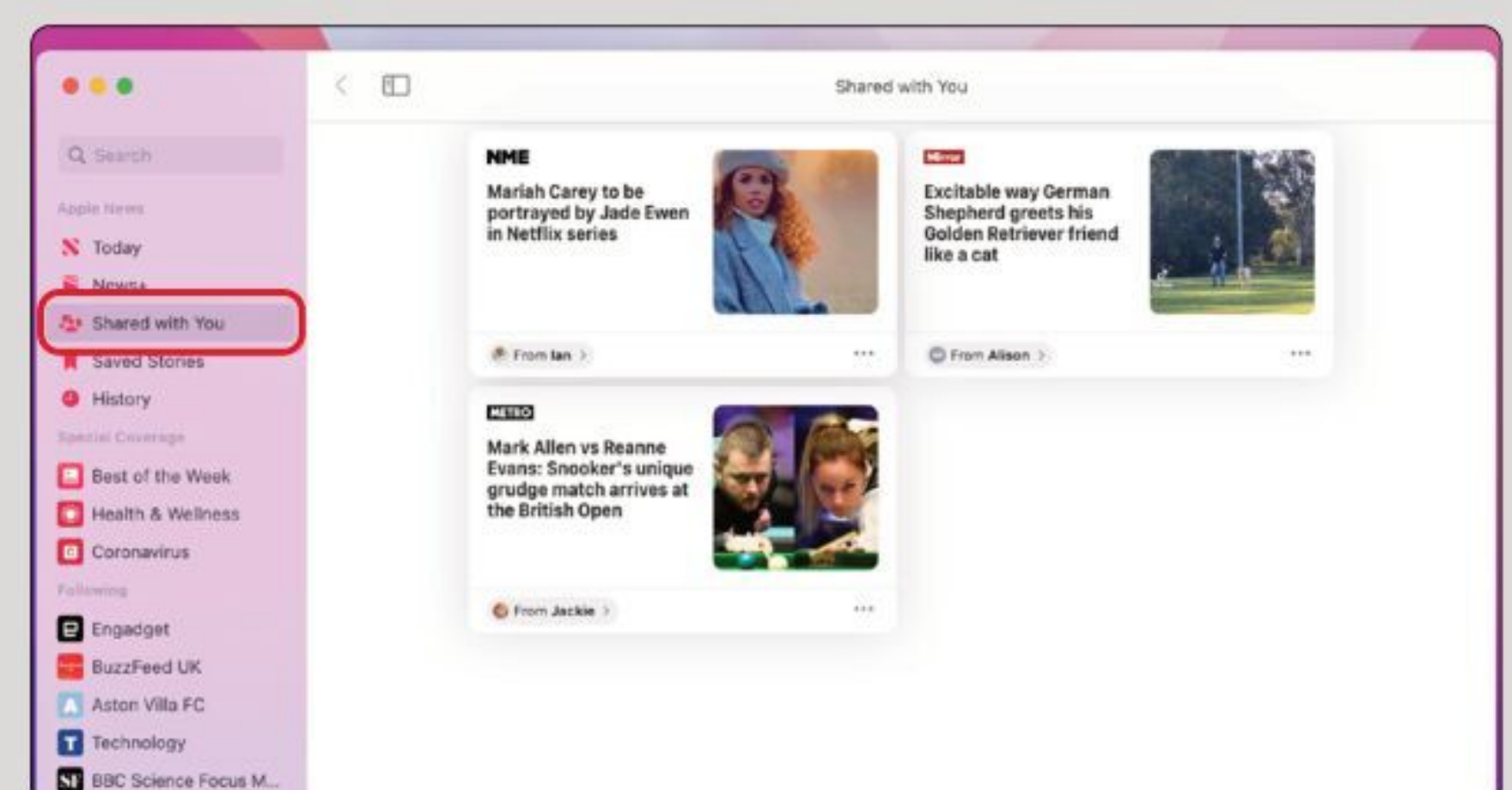
**8** Scroll up the search results for a list of channels and topics relating to the search. Click the plus sign to add that channel or topic to your sidebar. To remove a channel or topic, right-click on it and then select Unfollow.



**9** To save a story for later reading, select Save Story in the File menu. Click Saved Stories in the sidebar to see the pages you've saved. To go back to a story you've previously read, click the History option in the sidebar.

## Shared with You.

You can share News articles using the macOS Share icon. If someone shares a story with you using Messages, it appears in a sidebar category called Shared with You. The person who shared it is indicated under each shared story.





# Photos

## Manage Your Images

Monterey sees minor updates to the Photos app. Memories has a new look, and you can use Apple Music for background tunes. The information panel is more comprehensive, and facial recognition is improved. The interface has been tweaked too.

**1** Use this button to toggle between regular thumbnails of your photos, as seen here, and square-shaped images that leave little border.

**2** This slider increases and decreases the size of your preview images.

**3** Use these buttons to view your photos arranged according to the year, month, or day in which they were taken.

**4** Click here to see all your photographs in the Photos app, arranged as thumbnails. Double-click on a thumbnail to open a photo.

**5** Select or open a photo and then click the 'i' for the information window. Here you can review and edit where and when it was taken, add captions and more.

**6** The Share button lets you add the picture to shared albums, send it using Mail, AirDrop, Messages and more, add it to Notes or Reminders and even set a desktop picture.

**7** Choose a photo and click the heart to identify a picture as one of your favourites.

**8** Rotate the image 90% anti-clockwise. Hold Alt to turn it clockwise instead. Useful if a picture that's been imported is not the right way up.

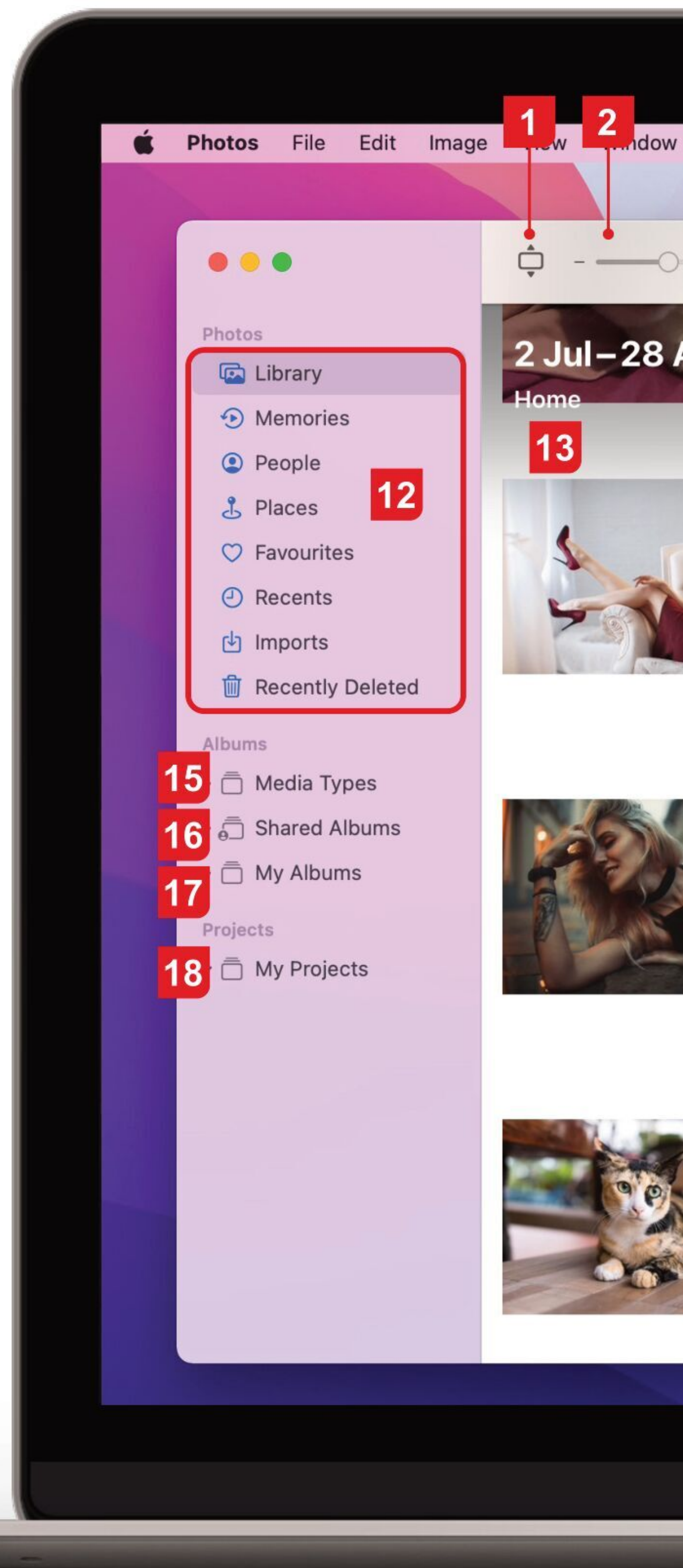
**9** The search field. Thanks to the Photo app's machine learning, you can search for terms like 'birthday', 'holiday', 'Christmas' and more, to find photos taken on these occasions.

**10** Filter to display all pictures, favourites, those you've edited, only photos, only videos and according to keywords.

**11** Click to switch between showing only your photos, and both your own pics and those shared with you.

**12** These sidebar options represent different ways of viewing photos found in your library. Photos shows all your photos, Memories arranges them into groups, Favourites shows your best pics, and Places groups them according to where they were taken. Recents, Imports and Recently Deleted are self-explanatory.

**13** These are the dates between which the currently visible pictures were taken and the locations.





**14** The heart seen in the corner here shows you've identified this photo as a favourite. Click the heart to unfavourite it again.

**15** Click here to arrange and view your media according to type, such as Videos, Selfies, Live Photos, Screenshots and more.

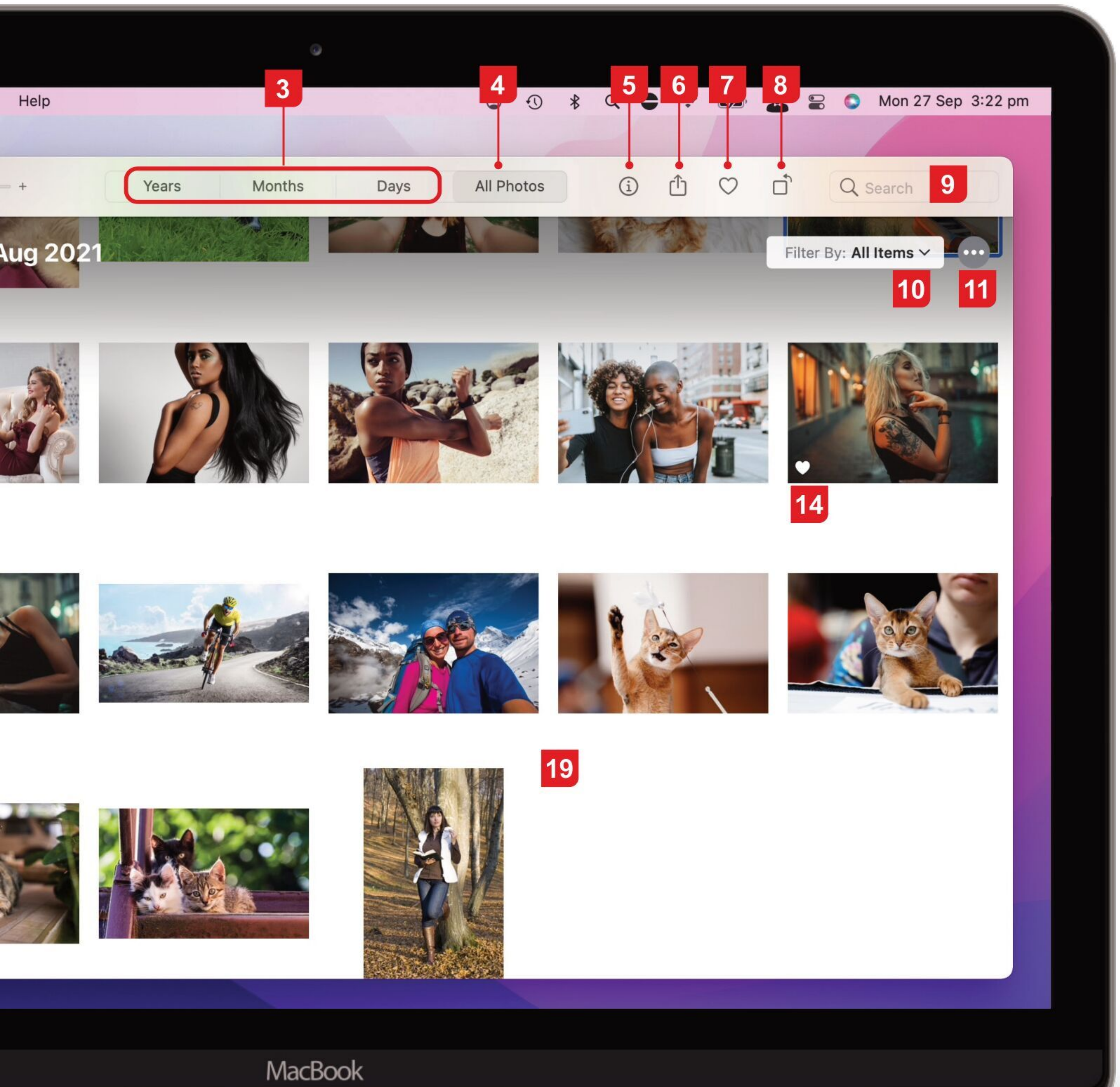
**16** Click the chevron to expand the Shared Albums category. Photos you've shared on iCloud are listed in Activity, and Shared Albums shows the albums in which they were shared. Hover over Shared Albums and click the plus sign that appears to the right to start a new, shared album.

**17** These are your albums, whether created by yourself or put together automatically by the app.

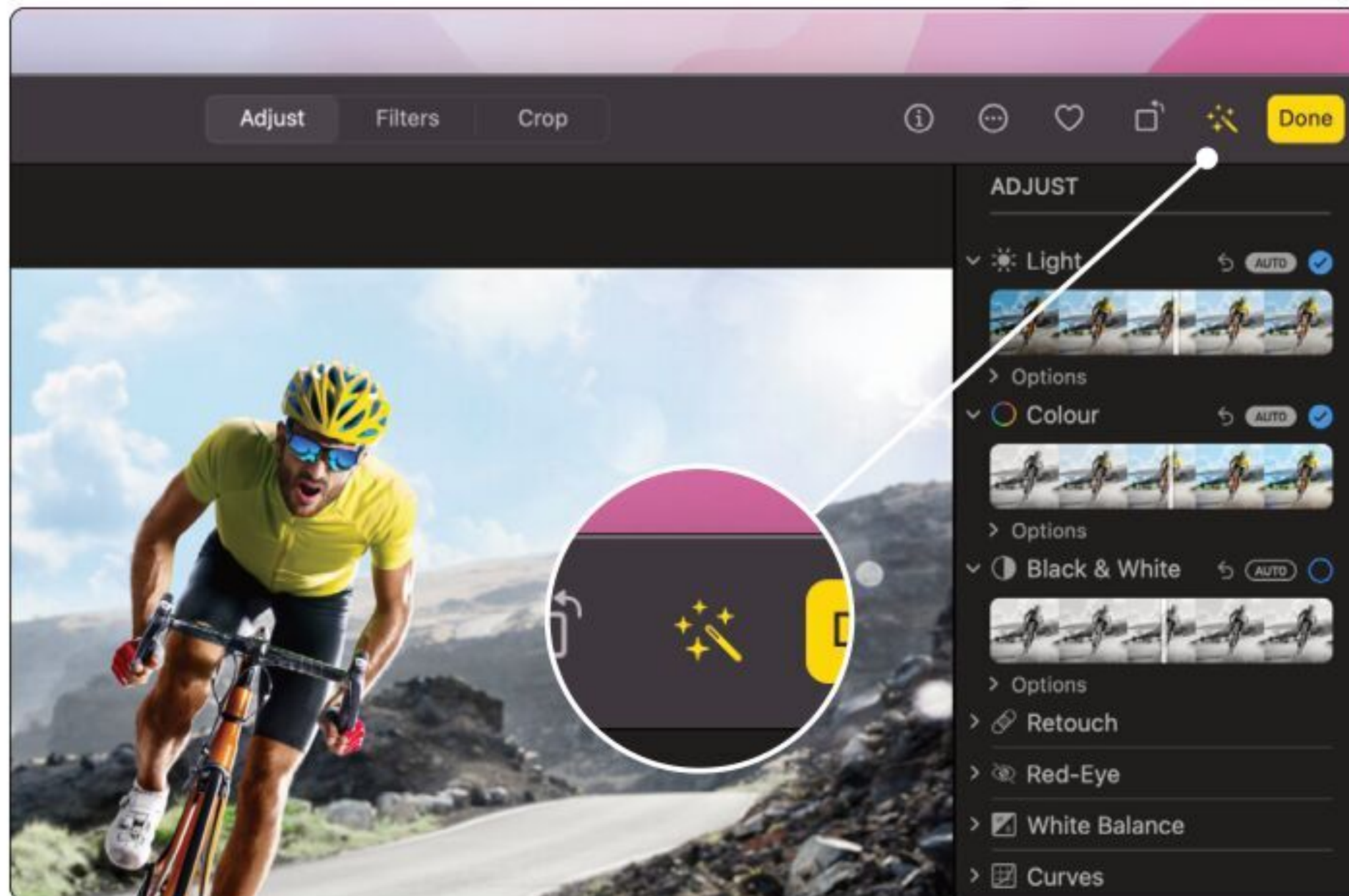
**18** If you make a book, calendar, card, print, wall decor or slideshow based on your photos, they appear here. Apple no longer sells prints, but you can get apps

from the App Store for third-party services. Hover over My Projects and click the plus sign to start a new project.

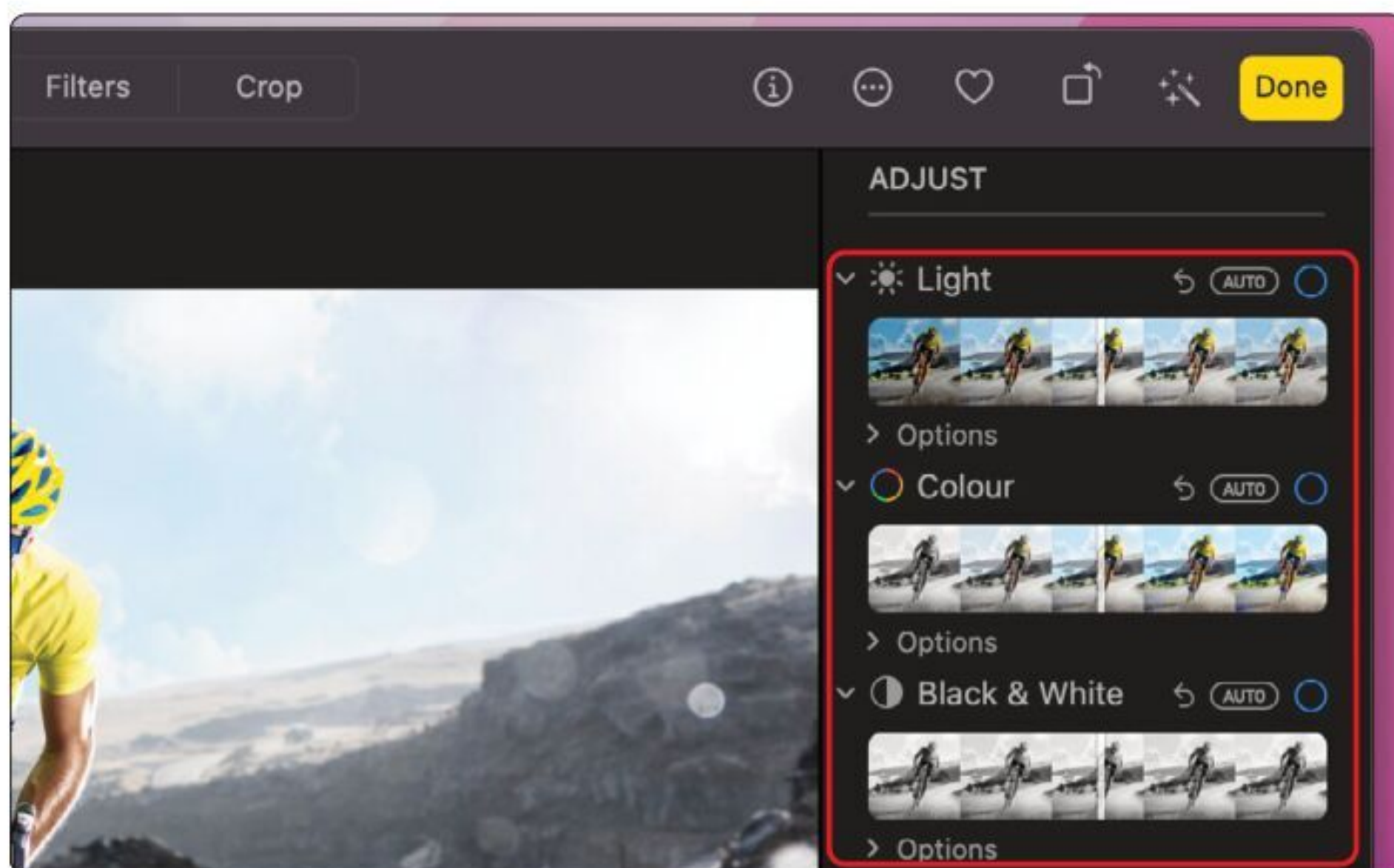
**19** Your pictures, arranged as thumbnails. Click on one to open it, after which you can swipe through them or choose one from the preview bar under an open photo.



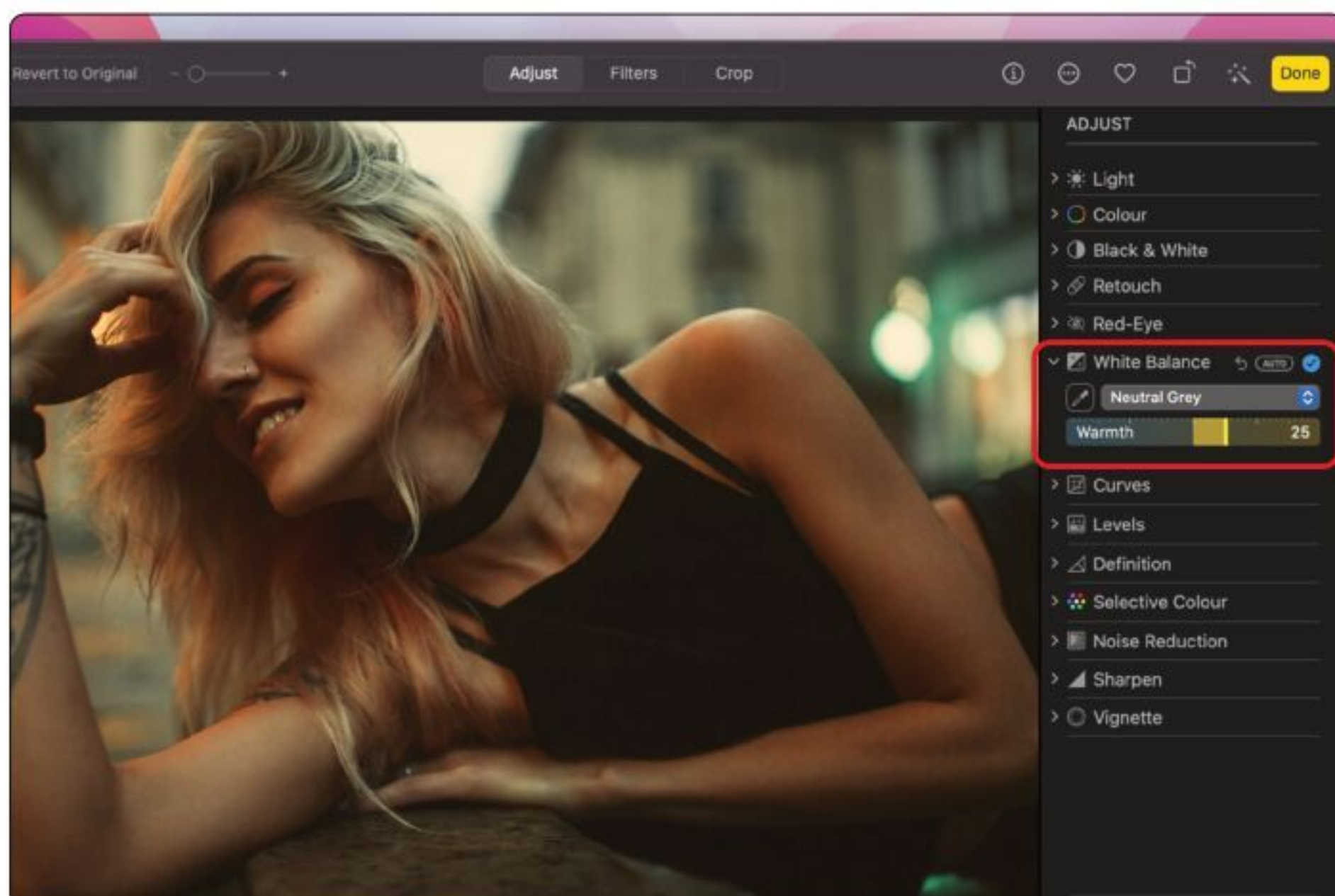
## The Editing Tools



**1** Open a photo and click Edit. Use the Wand tool to automatically enhance your pic or click the Edit button to make manual adjustments. In Editing Mode, the Edit button changes to 'Done'. Click this when you've finished your edits.



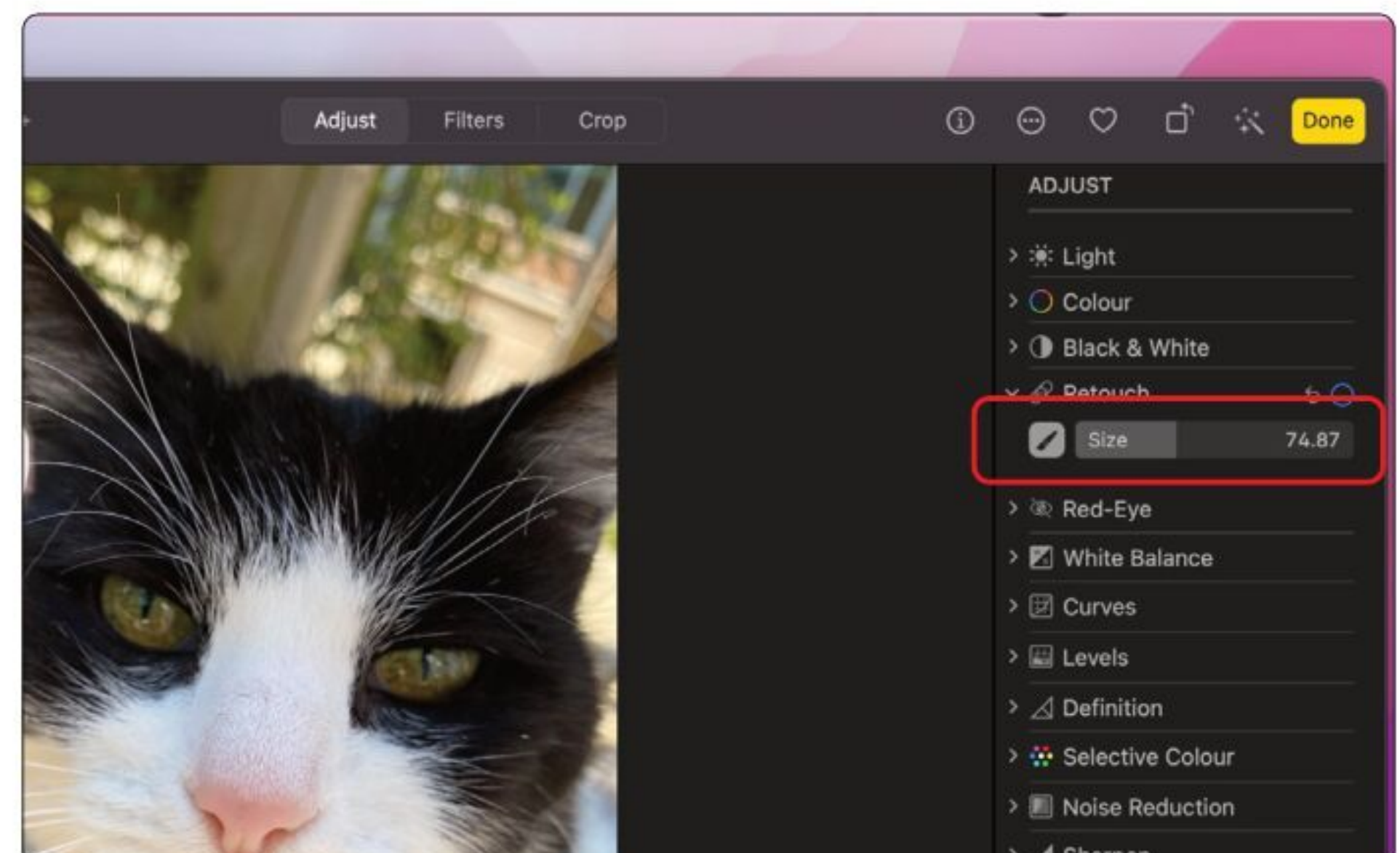
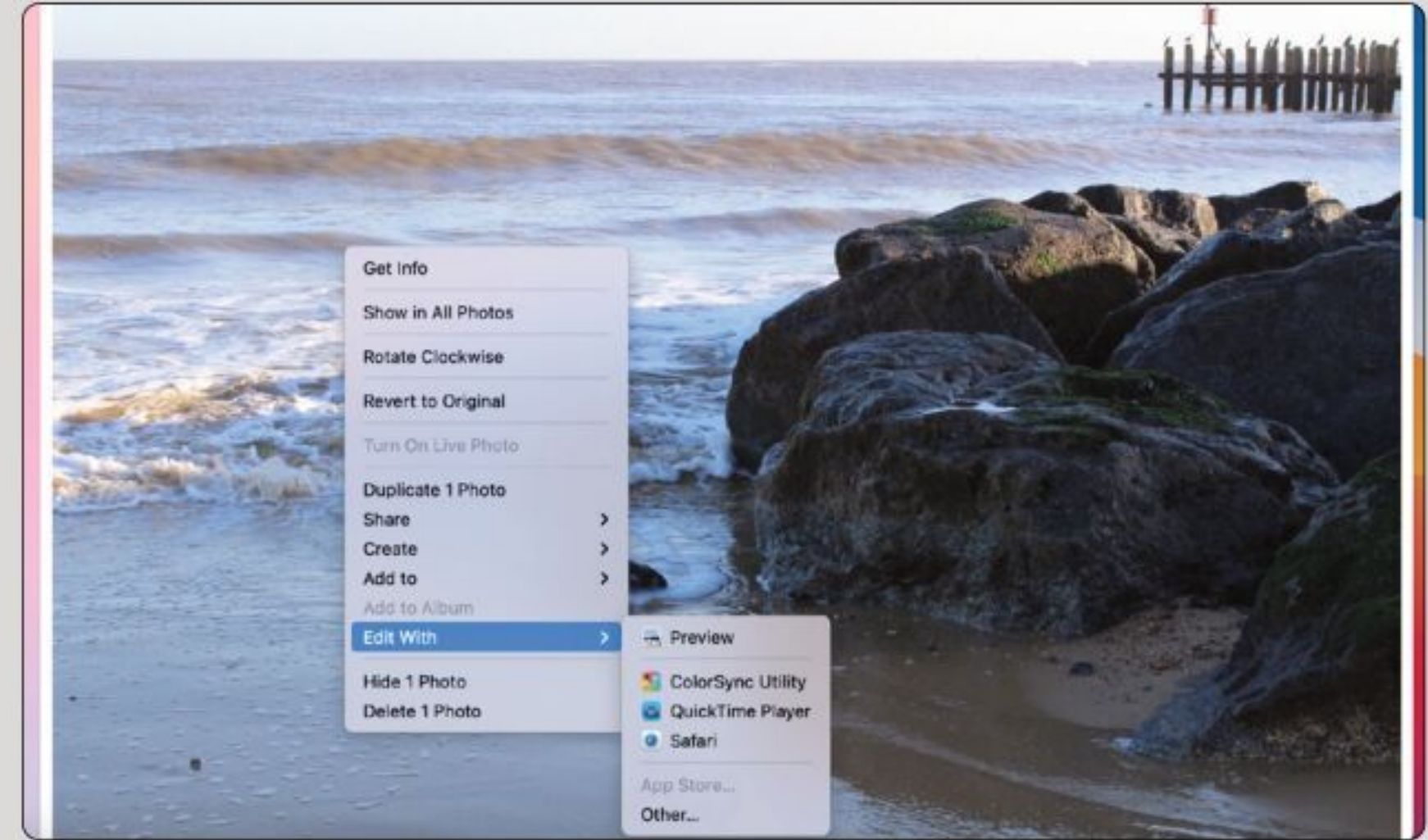
**2** Click a triangle in the sidebar to open a tool. The Light, Colour and Black & White tools give you sliders to increase or reduce the brightness and saturation or switch to a monochrome image. Click the Options triangles for more advanced editing tools.



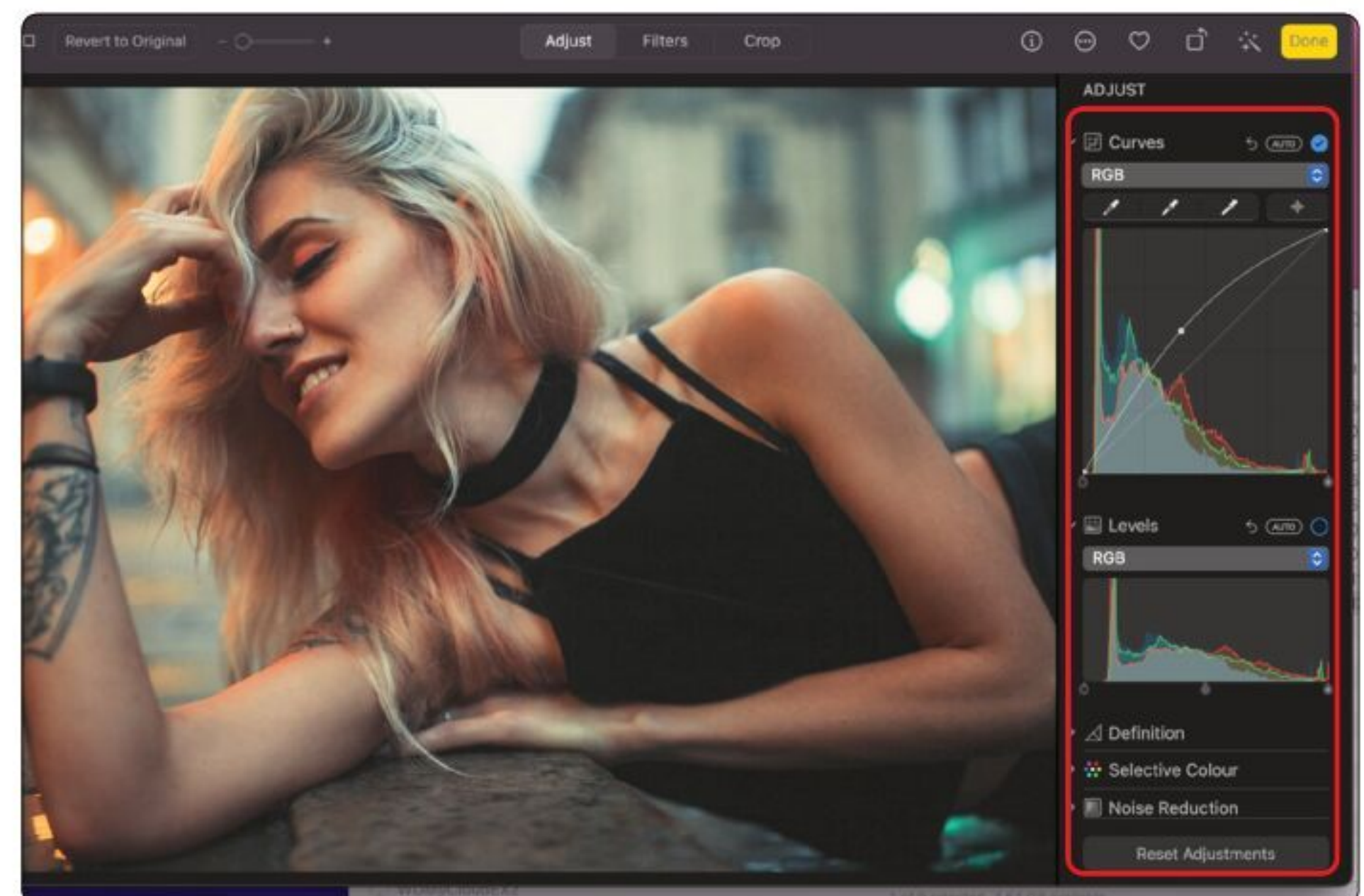
**4** In White Balance, select the feature to adjust with the pull-down and use the slider to change it. Levels take time to master. Hover your pointer over the graph and drag the dots at the foot of the vertical lines to adjust.

## Edit With.

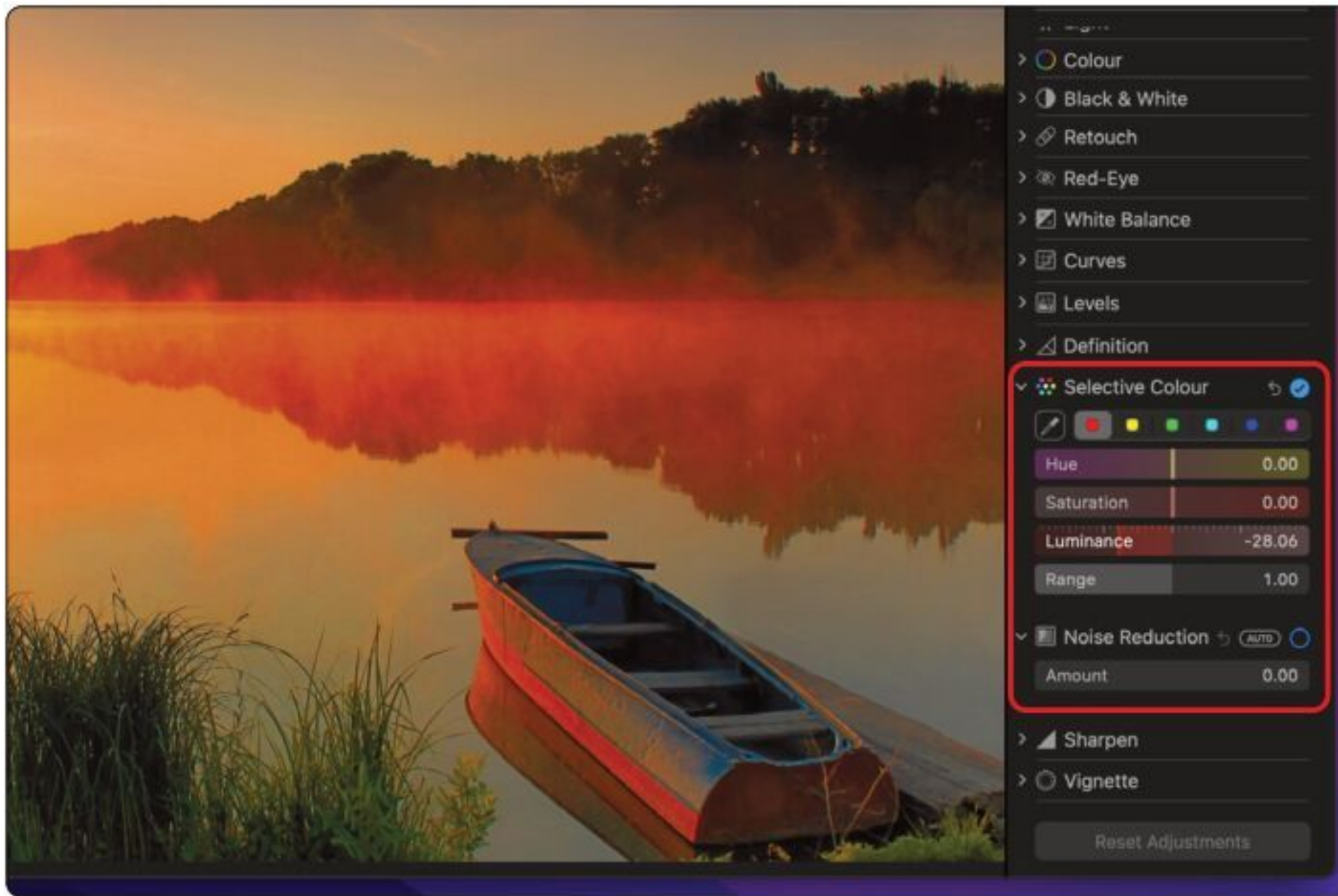
Right-click on an open photo and you get a sub-menu. Hover over Edit With and, if you have third-party photo editors on your Mac, you can open the photo in one of them and then edit it using that app. Edits are carried over into the Photos app.



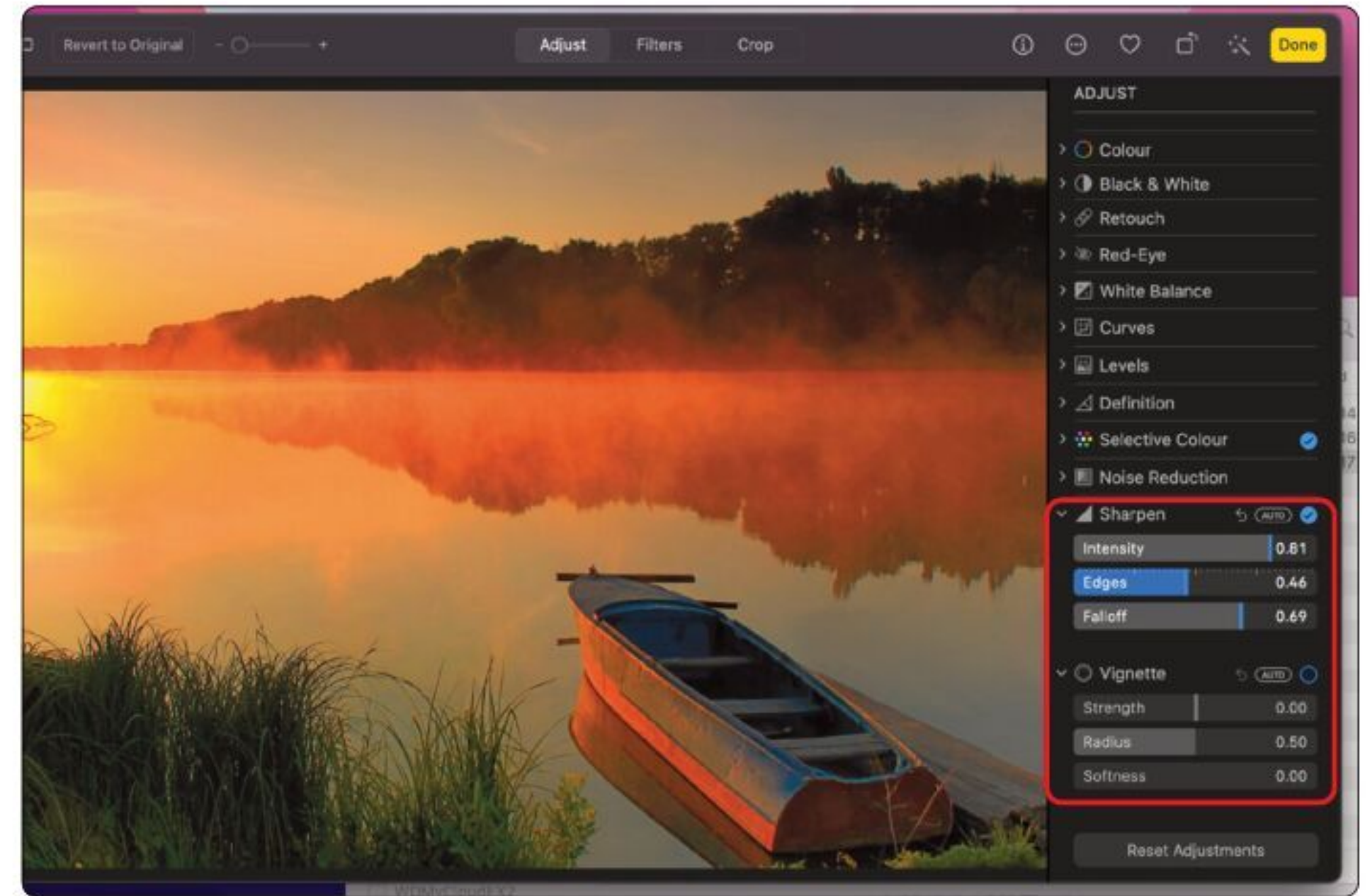
**3** Retouch removes unwanted objects from a picture. Click the brush, then click and drag to paint over the object. Let go and it's removed. Red Eye lets you paint out red pupils caused by camera flash. You can adjust the brush size with both tools.



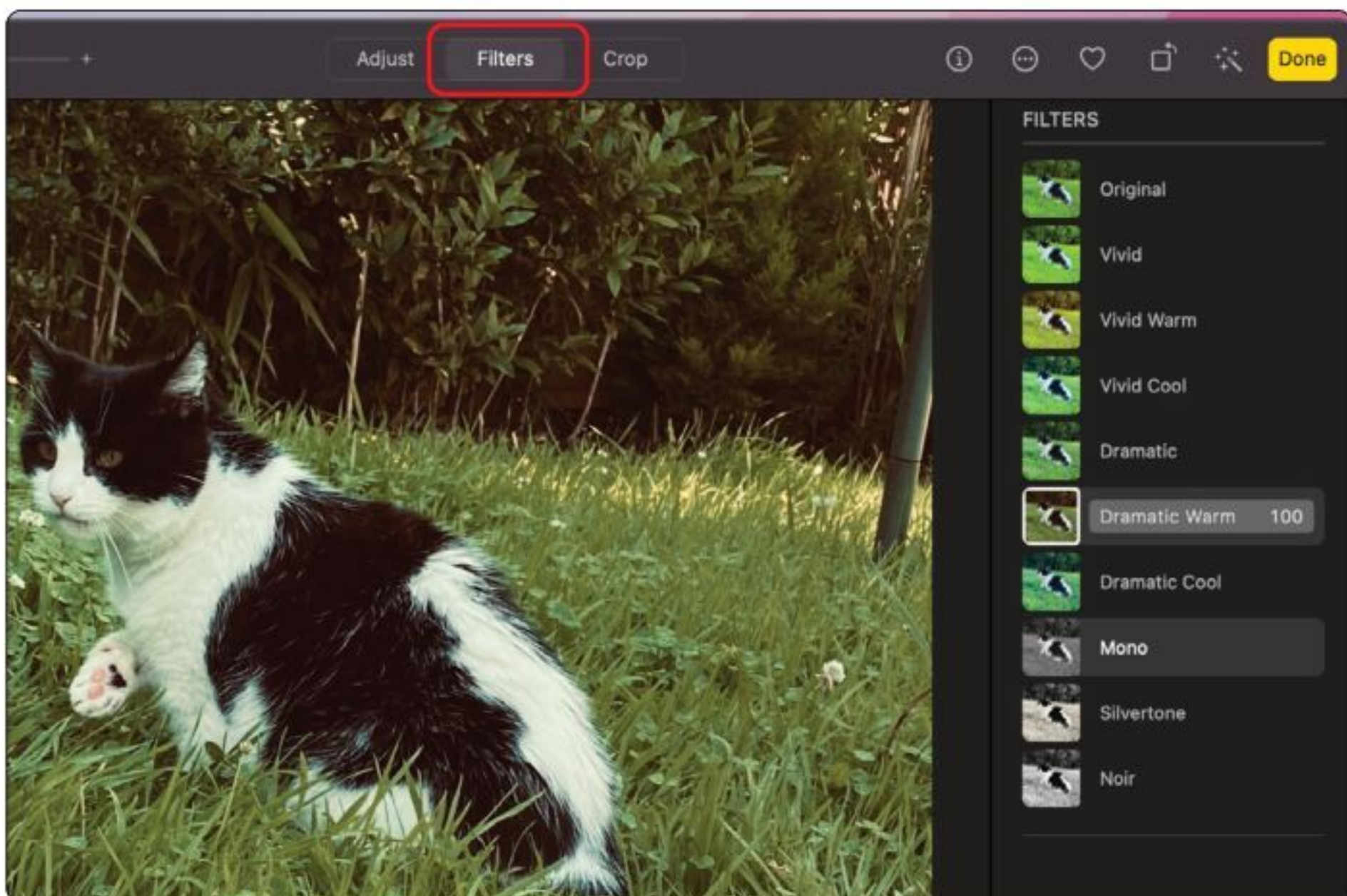
**5** In Curves, drag the diagonal line or the dots under the right and left ends. A useful trick is to click on the left dropper and click something black, then the right dropper and click on something white. The Definition tool is another slider.



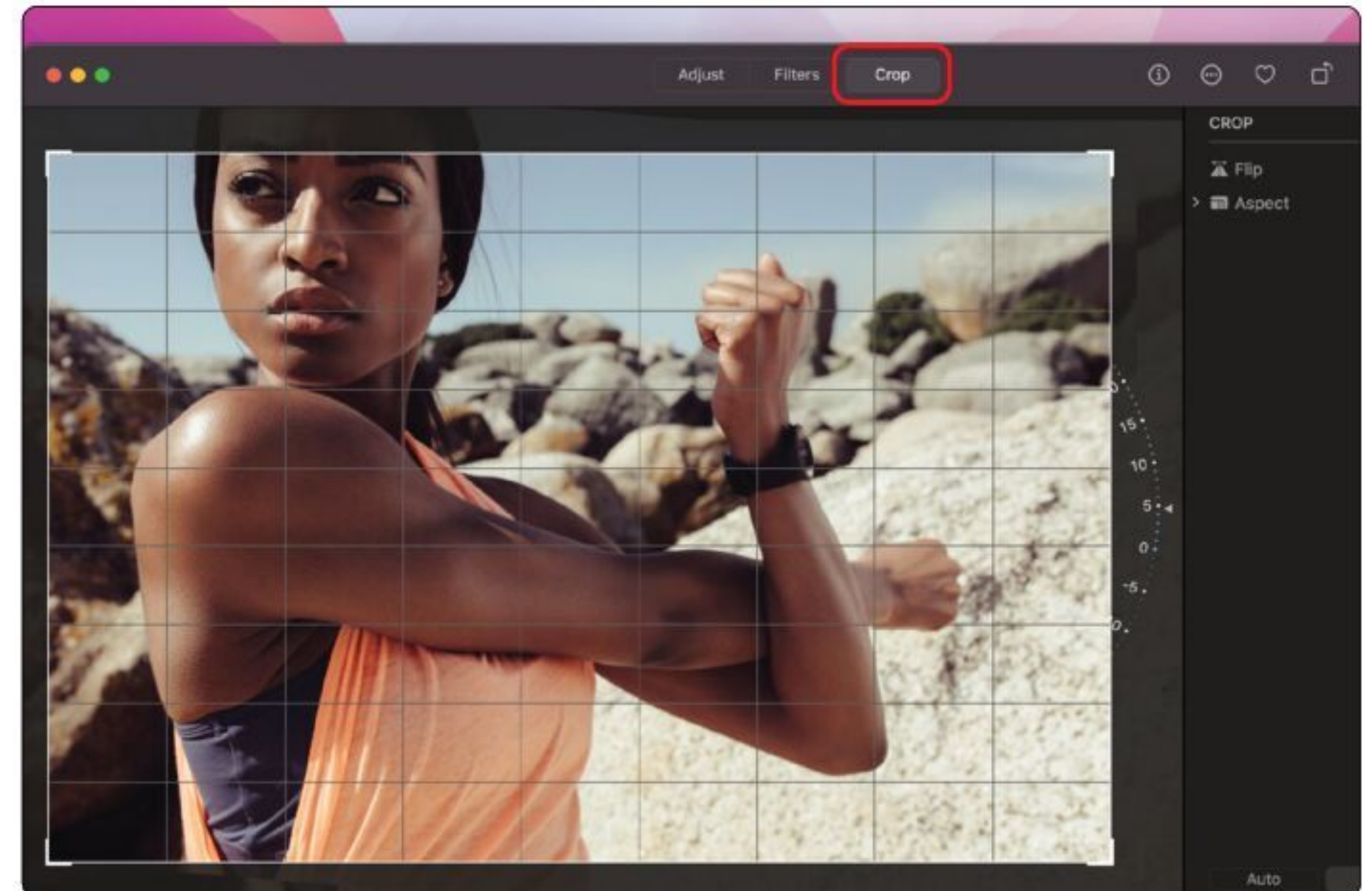
**6** Selective Colour and Noise Reduction are sliders. The former lets you make adjustments to one colour at a time, using the pickers and sliders and Noise Reduction is for smoothing out speckles and other such imperfections in the photo.



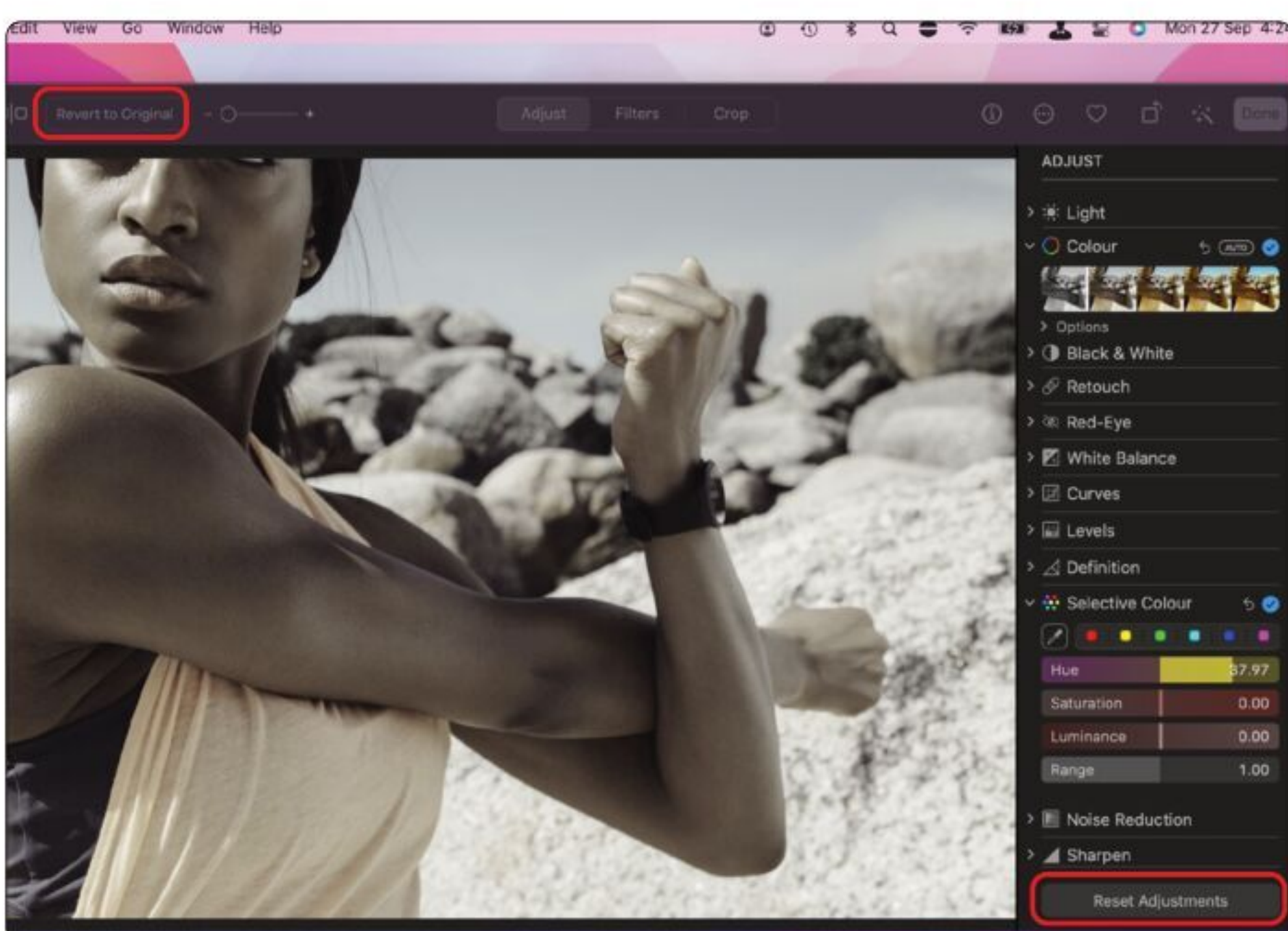
**7** The Sharpen tool lets you sharpen pictures that are out of focus. You can sharpen the edges, adjust the intensity and more. The Vignette option lets you add an adjustable shadow to the edges of the photograph, as you can see we've done here.



**8** Select the Filters tab and you can automatically add an effect to your photo. Here we've gone for Vivid Warm but you can also set it cooler, make it monotone and more. Choosing another filter overrides the last one. Choose Original to remove all filters.



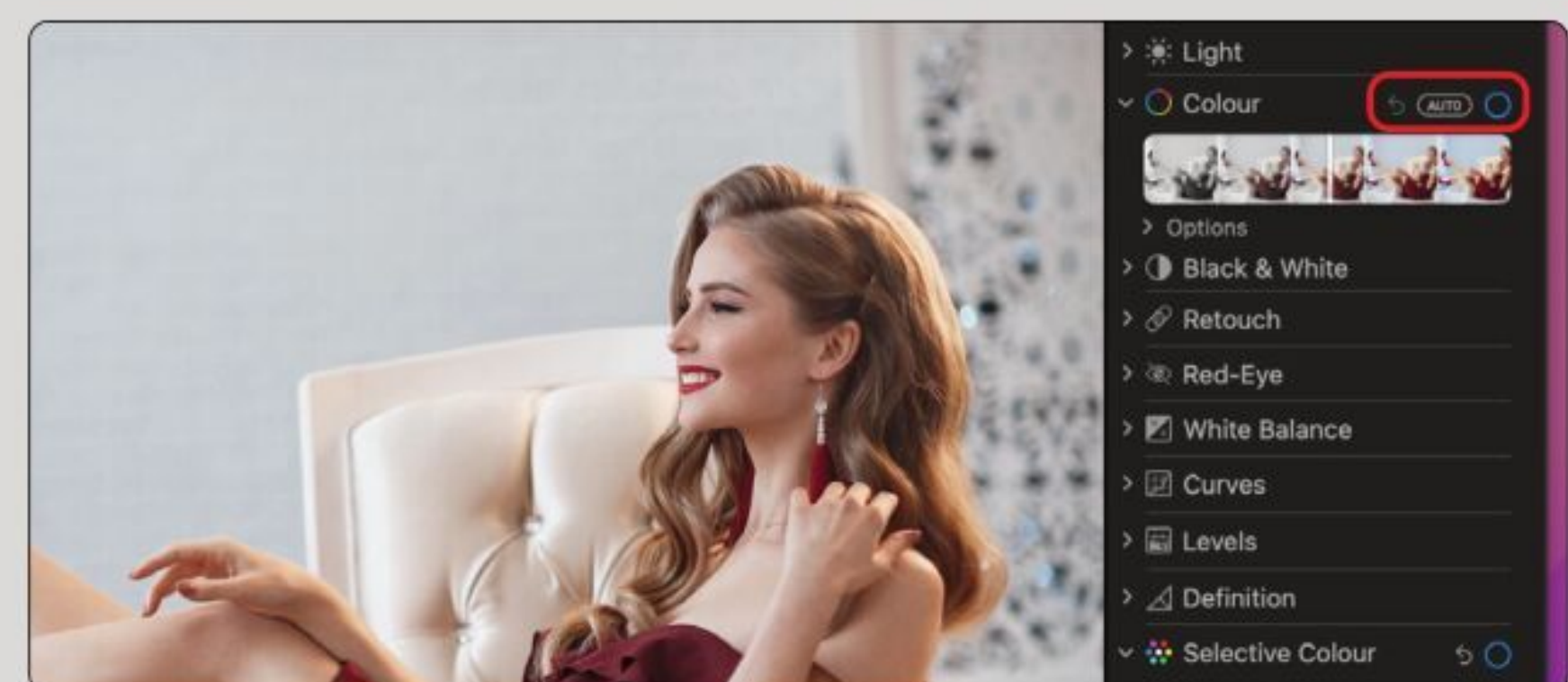
**9** You can use the Crop tab to rotate your photo if it isn't looking straight and also to crop it by dragging the corners into the photo. The Flip option in the sidebar mirrors the pic and Aspect lets you resize the photo according to an aspect ratio of your choice.



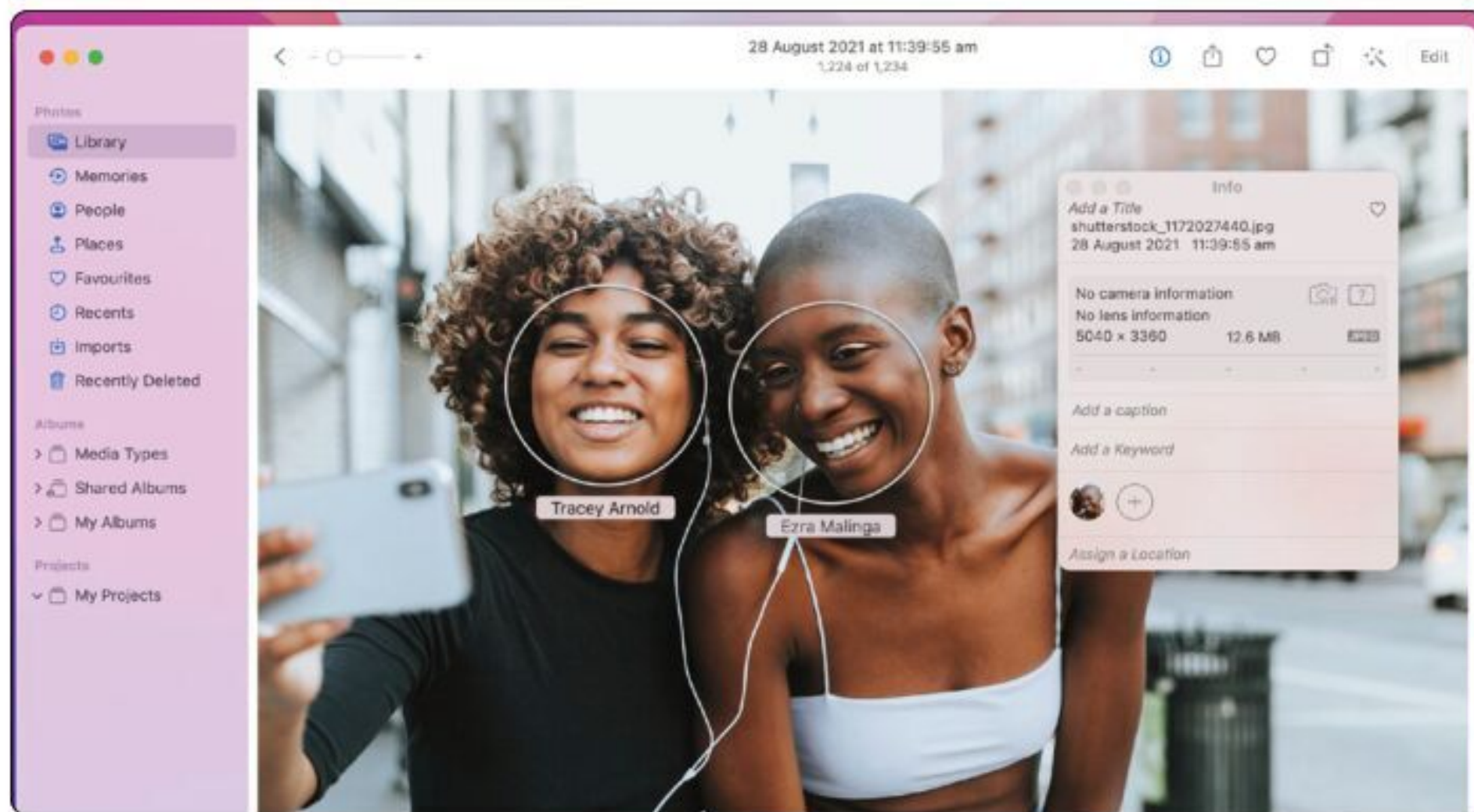
**10** Edits made in the Photos app are non-destructive, so your edits can be reversed. If you don't like your edits, click Reset Adjustments in the bottom right corner to reverse the last edit, or Revert to Original in the top left to erase all the edits.

## Universal Tools.

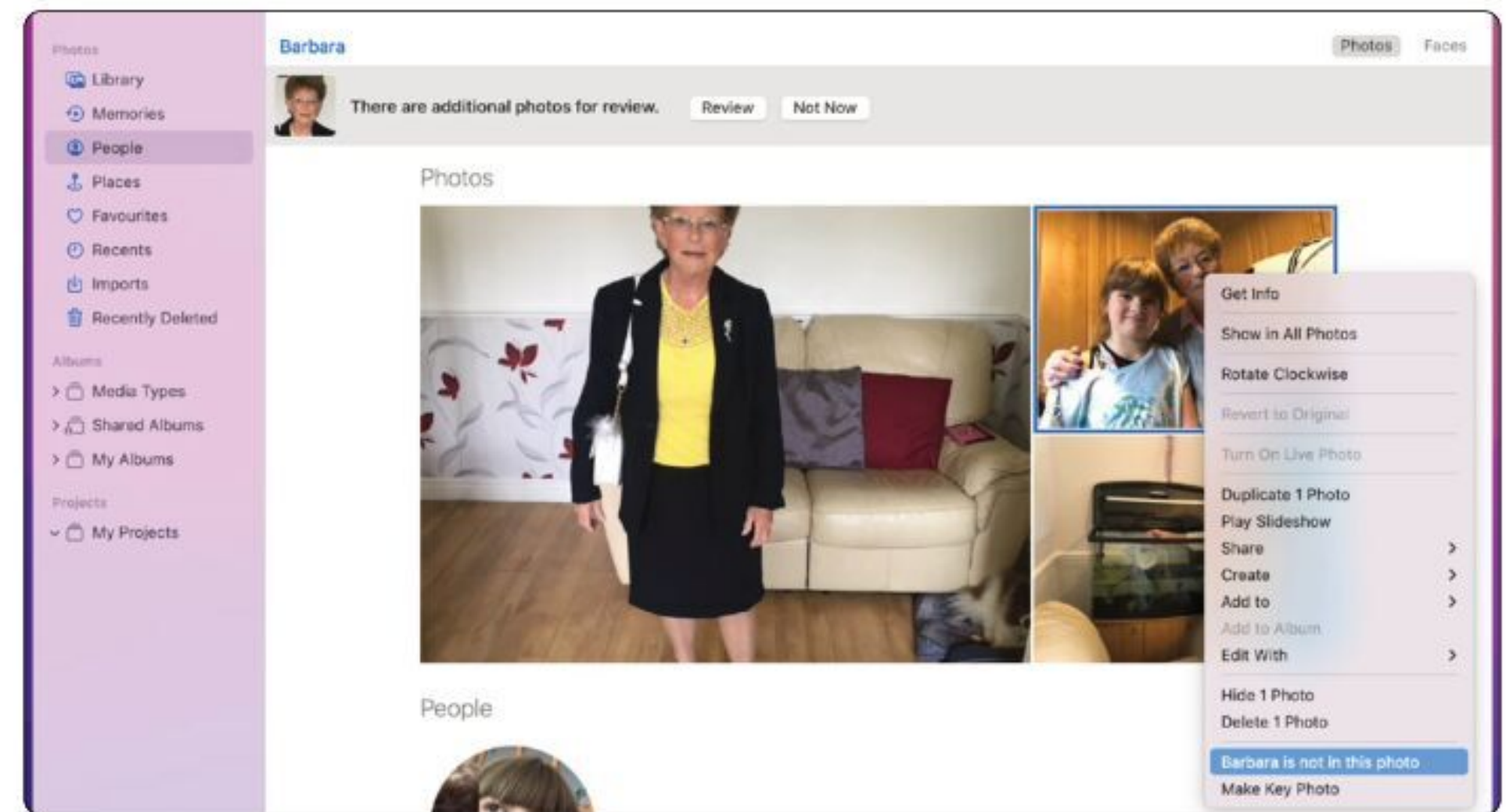
All the options in Edit Mode have these three tools, which appear when you hover over or open one of the settings tools. The curly arrow reverses the last adjustment you made. Auto makes an automatic enhancement with that tool only and the tick in a circle toggles the last edit you did on and off, so you can see the difference it has made.



## Adding People

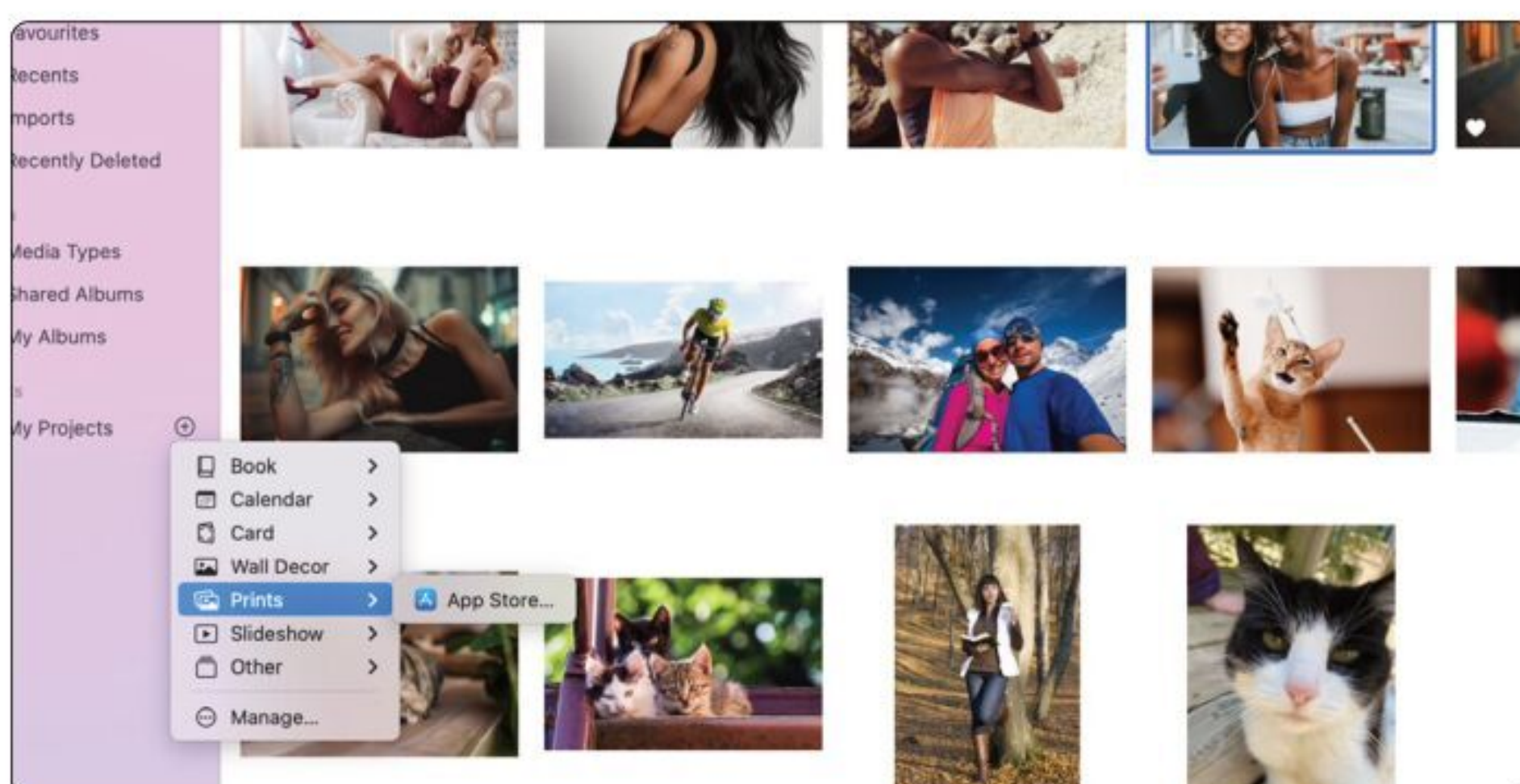


**1** Open a photo containing people and click the 'i' button for the information window, and click the Add Faces link. If Photos recognises faces in the picture, they're circled. Click the tag under a circle to add that person's name. Click the Plus sign again to add further tags, which you can drag into place as needed.

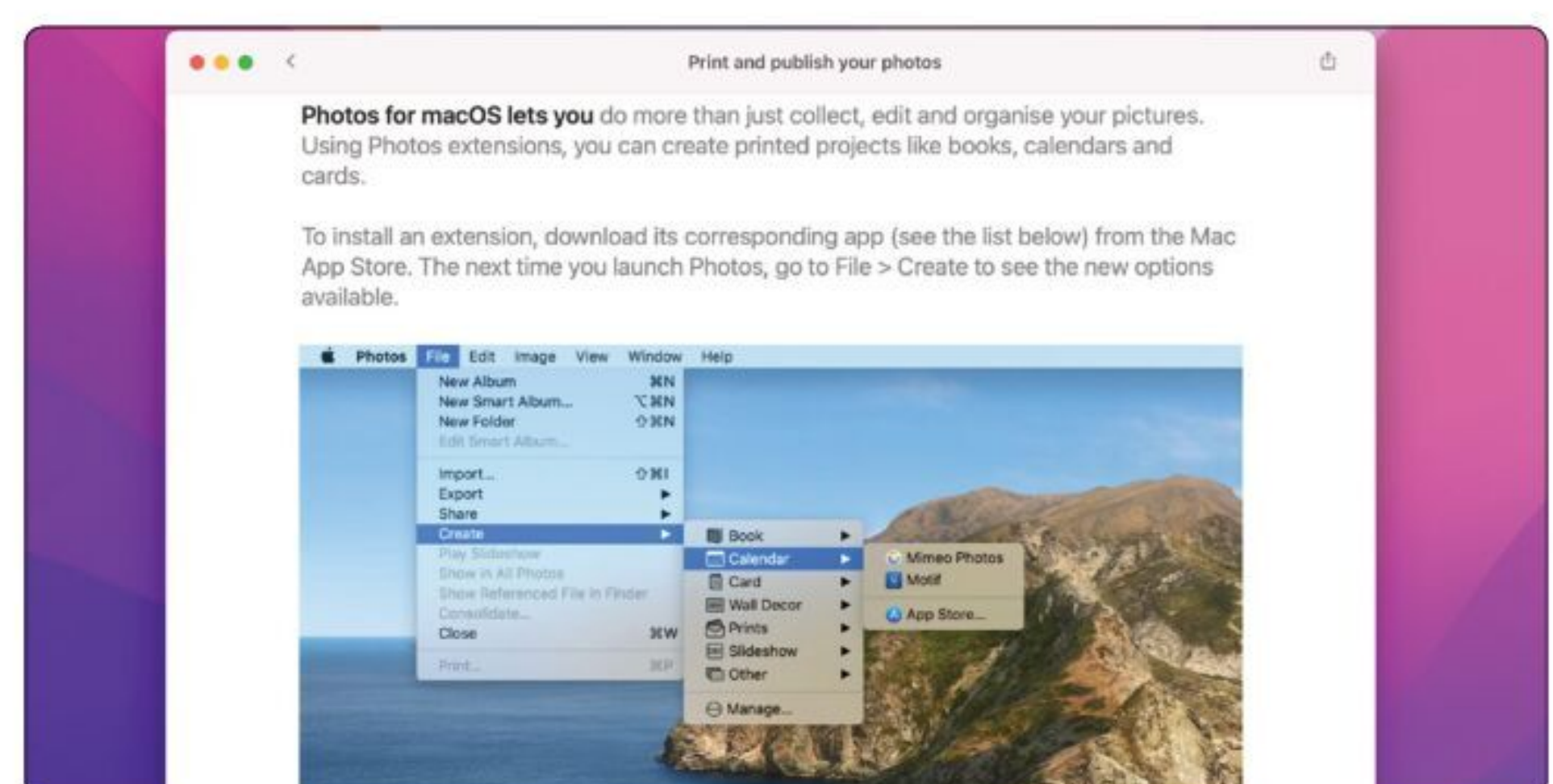


**2** Click 'People' in the sidebar to see photos you've identified by name. Click on a person to see all the photos you have of them. If a photo doesn't contain that person, right-click on it and select the option 'X is not in this photo' to remove it. Scroll down and click Confirm Additional Photos to check pics the app thinks are of that person.

## Projects

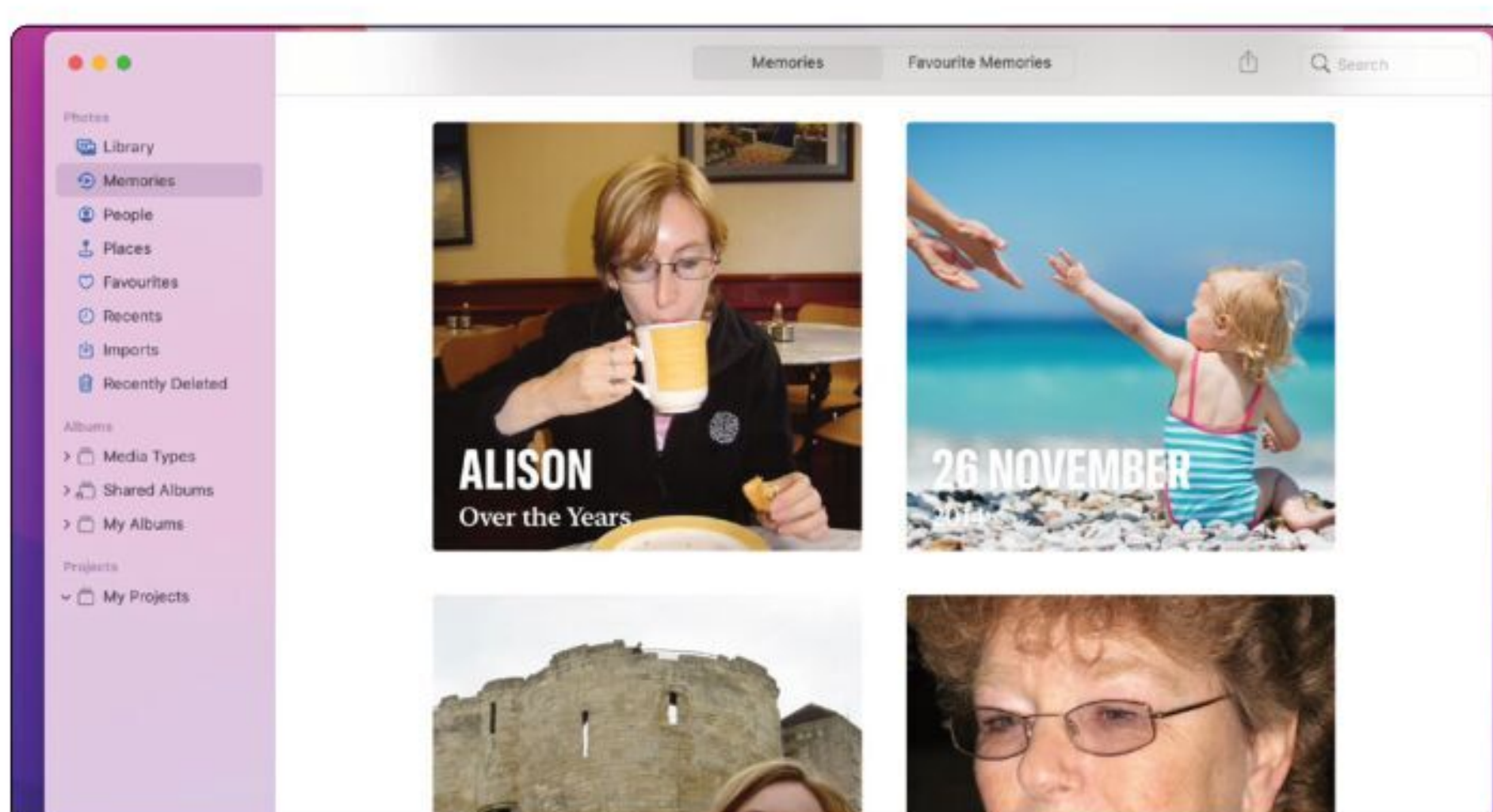


**1** You can still order prints and design books, calendars and cards with Photos but Apple no longer sells them. Instead, click '+' next to Projects and select the project you want to start. Apps you have downloaded for the purpose are shown, as is an App Store link taking you to extensions offering these third-party services.

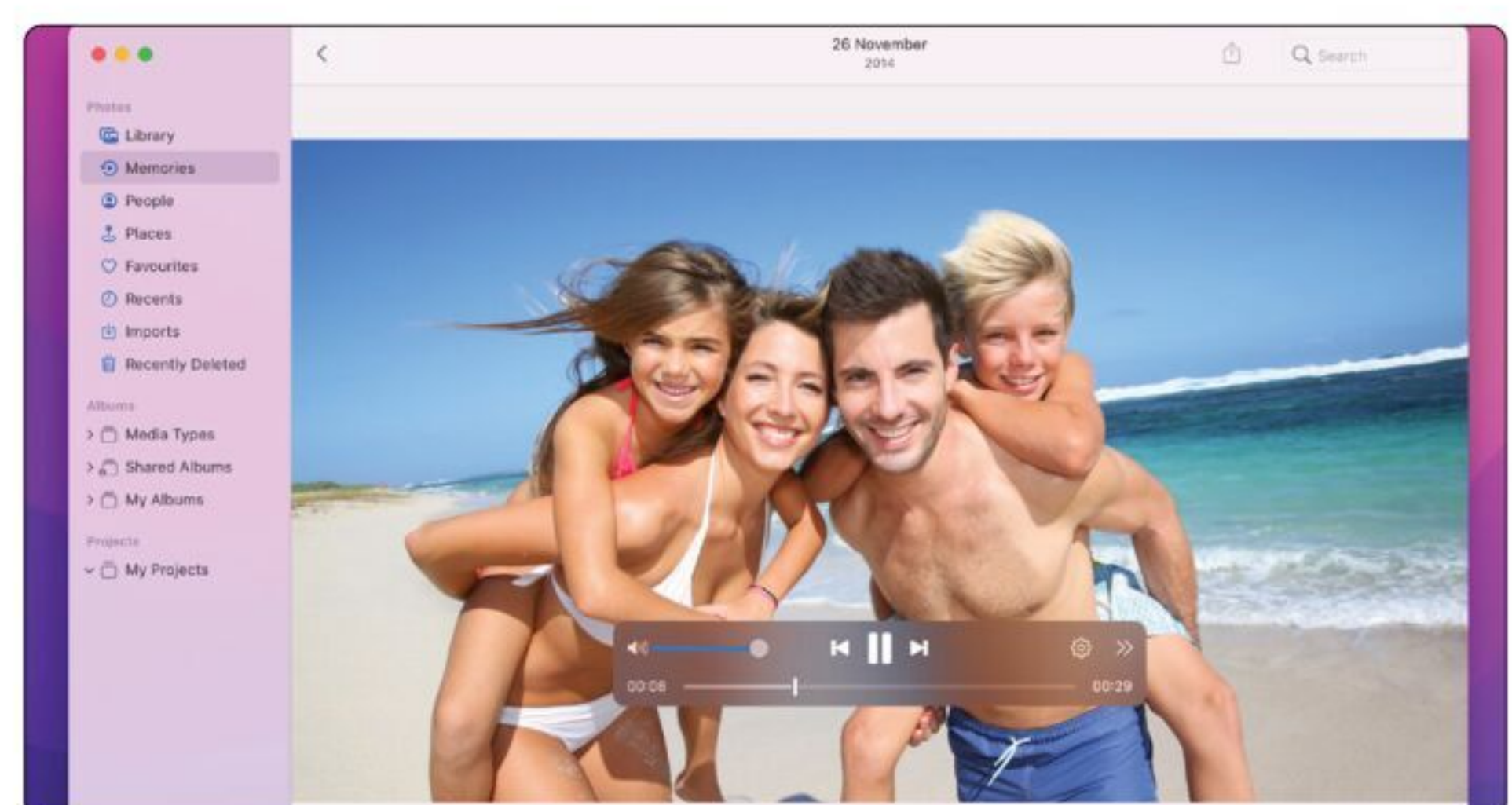


**2** Choose an extension offering the project you want and install it. Then choose the pictures you want to import into the project (hold cmd and click on them one by one), then select the extension in the menu shown in the previous step. You can then follow the instructions offered on-screen to build and print your project.

## Memories



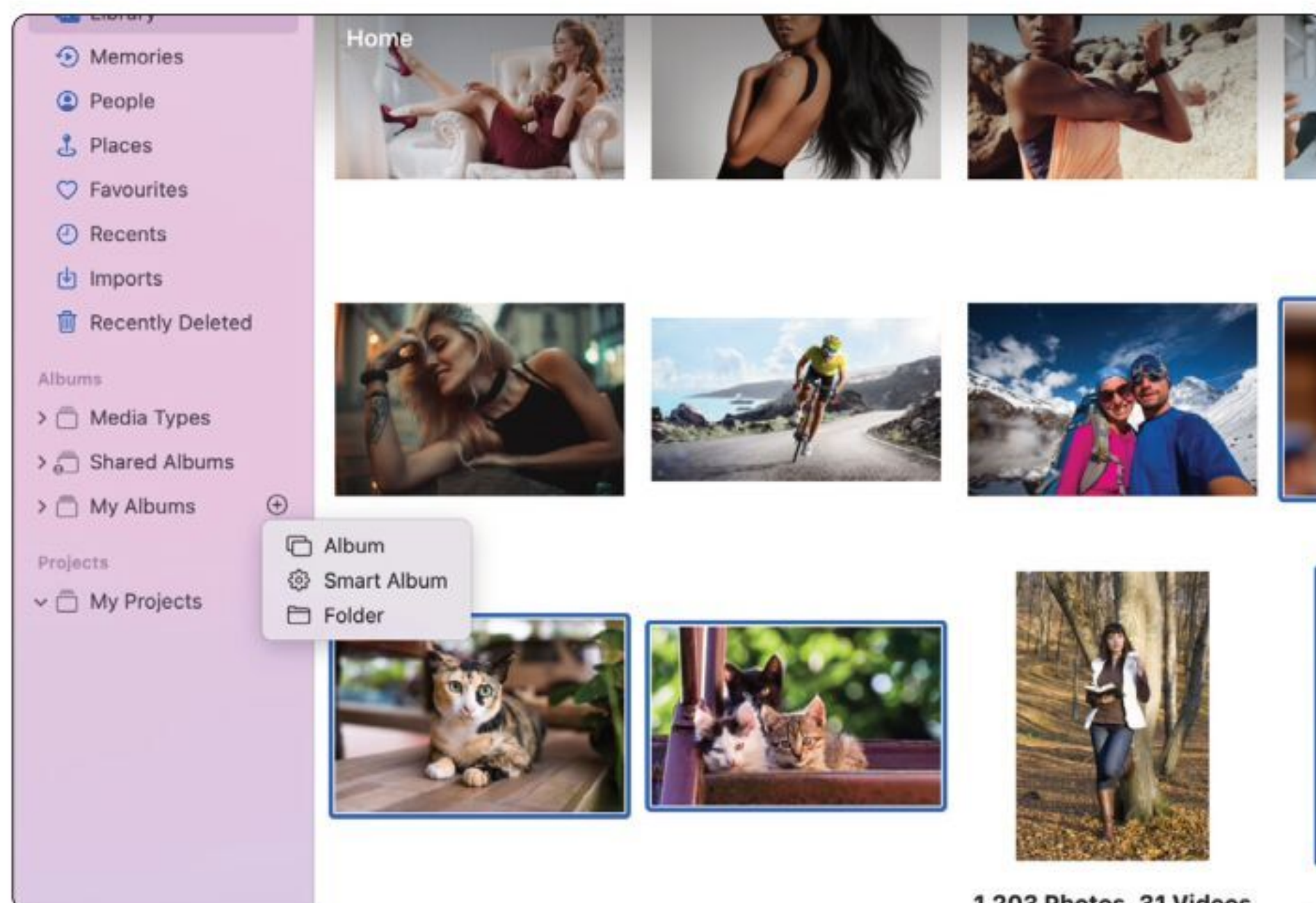
**1** Click on Memories in the sidebar to show photos grouped according to various factors, including time and content. For example, a series of pictures taken over a week in a certain location might be identified as a holiday. Photos also picks your best shots too.



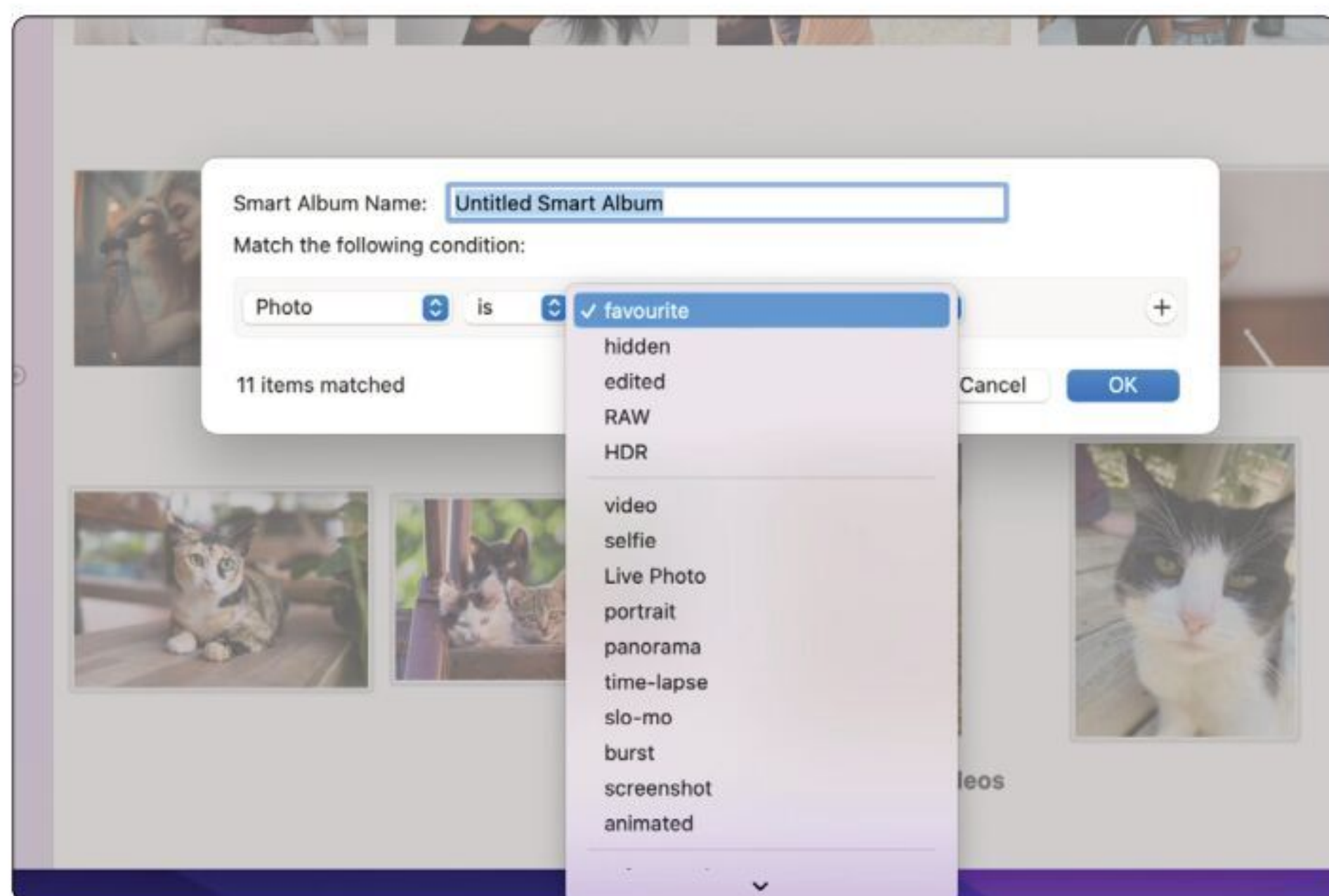
**2** Open a memory and hover over the picture at the top to see a Play button. Click it for a slideshow. Hover over the slideshow for controls. Click the cog to change the background music. Right-click on a memory and you can delete it or add it to your favourites.



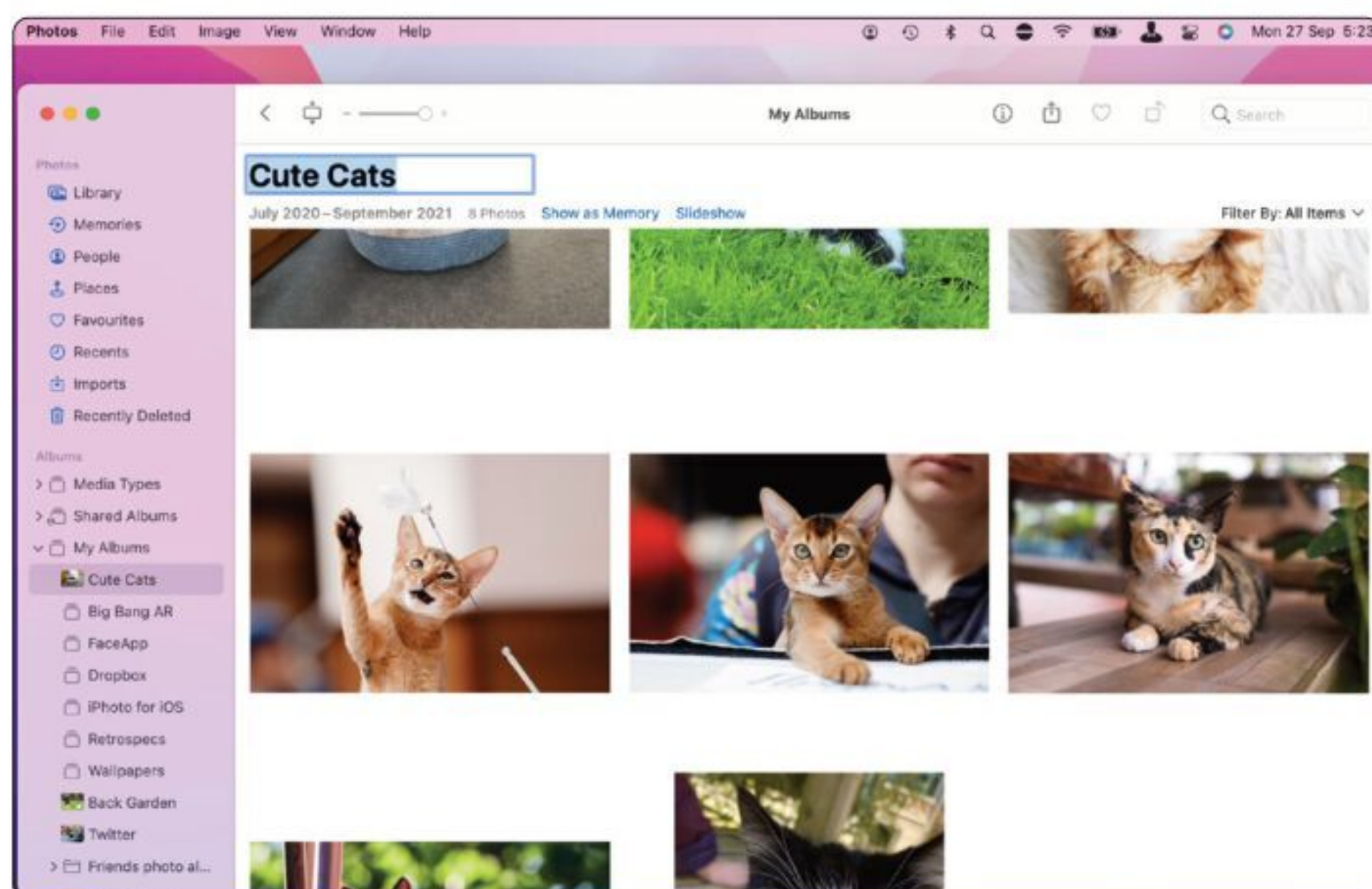
## Making New Albums



**1** On the pictures you want to make into an album, cmd-click then hover over My Albums in the sidebar. Click the plus sign that appears and choose whether to make a regular album, a smart album or a folder from your pictures.

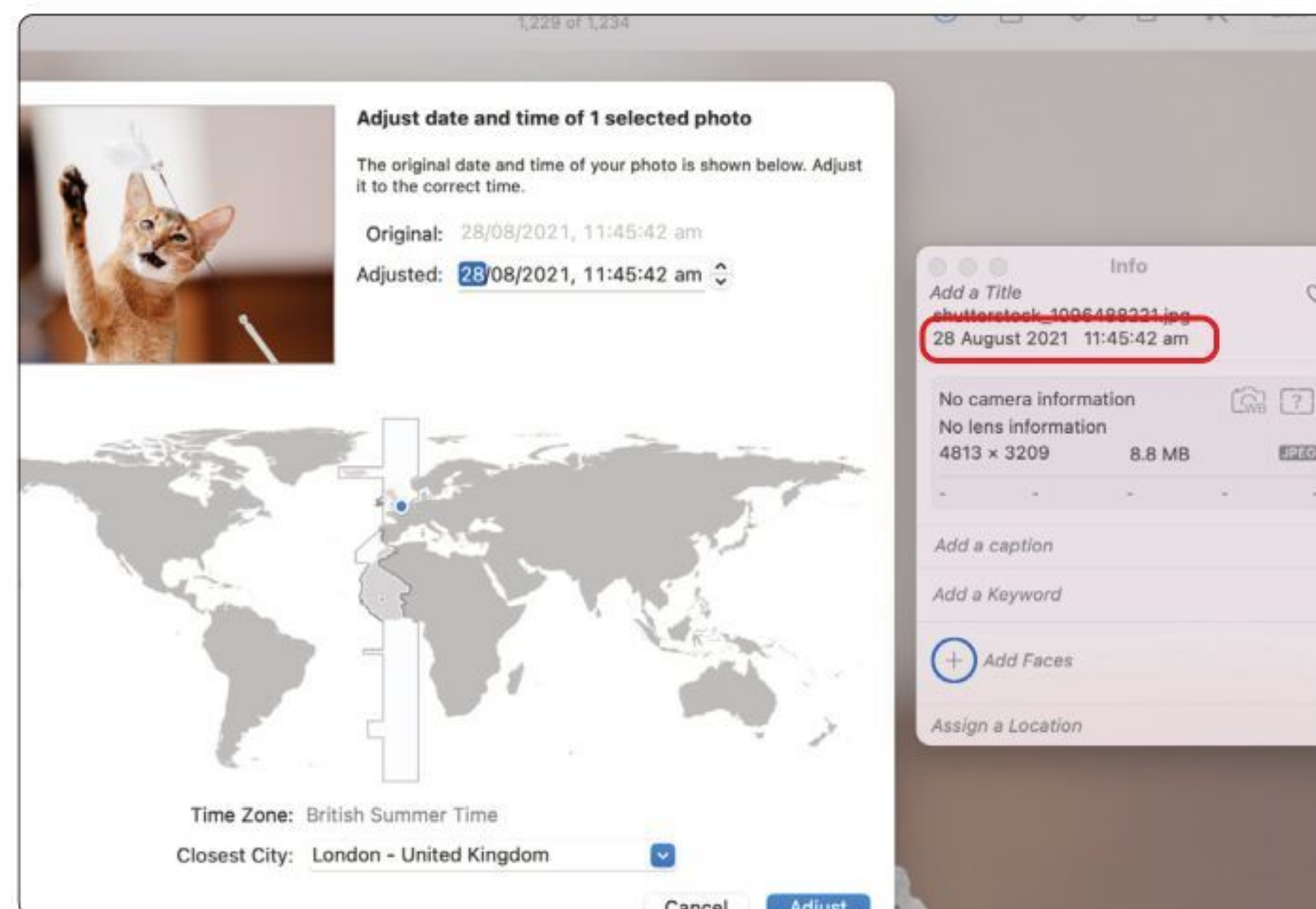


**2** If you choose a smart album, you can set rules. From then on, any photo you add to your Photos app that satisfies these rules is automatically added to your smart album. Set its title in this window too.

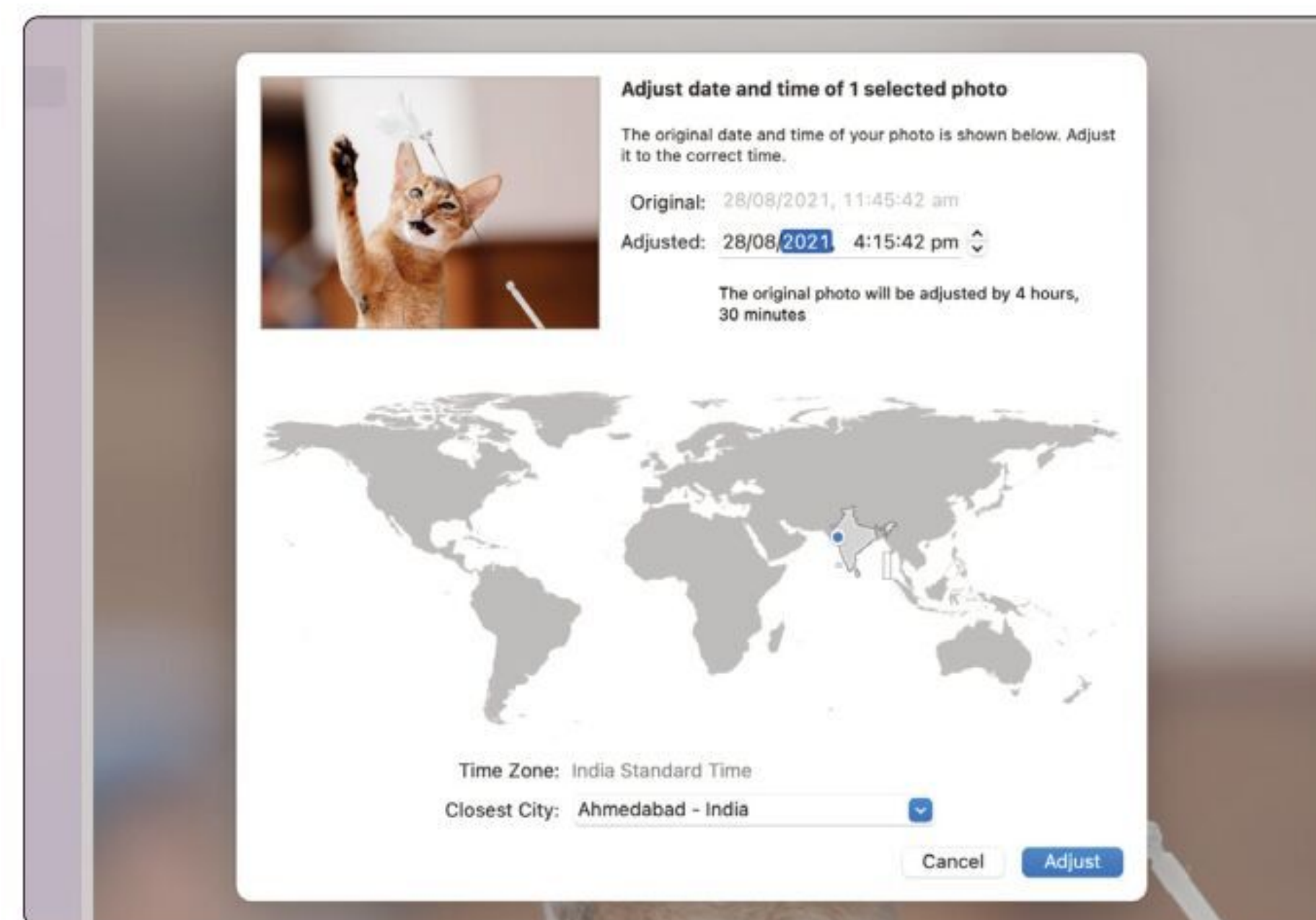


**3** Choose a regular album and you can give it a name. The new album appears in your sidebar; click the triangle next to My Albums to see them all. You can drag photos onto this album to add them to it.

## Editing Photo Information



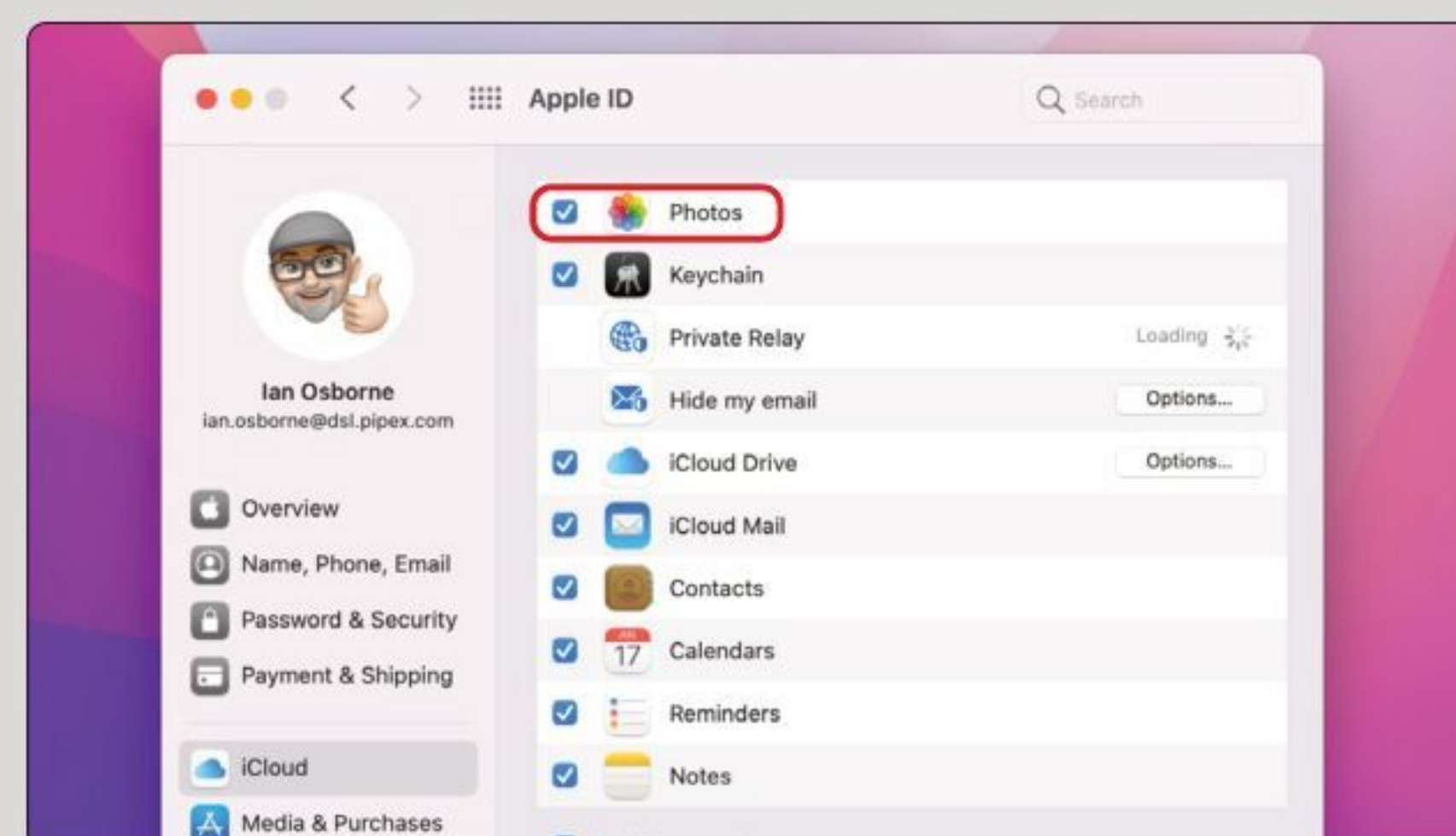
**1** Open a photo and click on the 'i' icon in the top bar to open the information window. You can add a title, caption, key words and more here. You can also click on the date and time that it was taken to open a second window.



**2** You can now close the information window. In the new 'Adjust date and time' window, you can change the recorded date and time it was taken and the location, by clicking another point on the map. Click the Adjust button when done.

## iCloud Photos.

To find out how to use the iCloud Photos features in Photos, take a look at our tutorial on iCloud and its various features and functions.





# Glossary of Mac and Computing Terms

We've tried to keep this guide as jargon free as possible, but inevitably there are some words and phrases that might still seem mysterious to the newcomer. Where that's the case, this glossary should help. If you're confused by a technical term, take a look; you might just find the definition you need in here.

## A

**Accessibility:** A series of tools and features designed to make an Apple device such as the Mac and mobile devices easier to use by those with disabilities such as vision or hearing impairments. You can find the Mac's Accessibility features and customise them in System Preferences.

**AirPlay:** A protocol for streaming sounds and video from an Apple device to a set of compatible speakers, or a device such as an Apple TV. It's wireless, and easy to use as well.

**AirTag:** A small Bluetooth device that can be tracked using the Find My app. It's used to locate property like keys or luggage.

**App:** Short for 'application', another name for a computer software program. Your Mac comes with a selection of pre-installed apps, and you can buy more from the Mac App Store.

**App Store:** The App Store is where you can download free and paid programs to your device using your Apple ID. You can access it through the application that comes bundled with your Mac.

**Apple ID:** This is the email address and password that you have registered with Apple. It's required to access many online applications on your Mac, including iTunes, App Store and Books.

**Apple Menu:** The menu that's opened by clicking on the Apple icon in the left of the

menu bar. It gives access to system functions such as Preferences, App Store, Force Quit and more.

**Apple Silicon:** Apple's new series of processors, used in the latest Macs. They replace the older, Intel CPUs previously used.

## B

**Bluetooth:** Bluetooth is a wireless technology used to link and exchange data with another compatible device. It has a range of approximately eight metres (25ft). The Mac supports many Bluetooth devices, including headphones, keyboards and fitness trackers.

**Books:** This is Apple's eBook application, which is available for free from the App Store and is also bundled with recent versions of macOS. It handles the standard electronic publishing formats protected by FairPlay DRM, and also PDF documents. It was introduced in 2010 along with the iPad.

**Browser:** An app used to access websites found on the worldwide web. The Mac comes with Apple's Safari browser preinstalled, but others are available in the App Store.

## C

**Calendar:** This is one of Apple's preloaded apps. Use it to keep track of events, invitations, and reminders on your Mac, iPhone, iPod touch and iPad.

**Closed Clamshell Mode:** By connecting your notebook Mac to a display, an external keyboard and a controller such as a mouse or Magic Trackpad, you can use it like a desktop computer, with the notebook closed.

## D

**Desktop:** A computer that's designed to be used on a desk while plugged into the mains, at home or in the office, as opposed to a notebook or laptop. Apple's range of desktop computers is the iMac, the Mac mini and the Mac Pro.

**Dock:** The opaque strip at the bottom of the screen. Apps in the dock are easy to access and open, and you can customise it to best suit your requirements. Apps that are currently running are also shown in the dock.

## E

**Emoticon:** A small drawing used to augment a message or text. Typically, these are yellow faces showing a variety of expressions.

## F

**Facebook:** Currently the most popular social networking site on the Internet. Add your Facebook account to your list of Internet Accounts in System Preferences and you can share material directly to it using the macOS Share button.

**FaceTime:** You can make video and audio calls to other Apple devices using the FaceTime app. These are made over the Internet so are free

unless using mobile data.

**Finder:** The Finder is the Mac's user interface. It deals with management of folders, windows, menus and more. Its feature set has grown over the years, with recent introductions including tabbed Finder windows and tags.

**Folders:** A folder is a container for a group of apps or files. You can create one by using Finder's File menu, or right-clicking on the desktop and using the contextual menu. You can drag items into and out of a folder.

**Force Quit:** The act of forcing an application to close down, perhaps because it's crashed or frozen. It's achieved by right-clicking its dock icon, or opening the Apple menu and selecting Force Quit. Unfortunately, unsaved work will be lost.

## G

**Gestures:** These are actions performed with your fingers on the Mac's trackpad. You can use gestures on a notebook trackpad, an Apple Magic Trackpad or to a limited extent, an Apple Magic Mouse.

**Gumdrops:** A colloquial term for the three coloured buttons found in the top left corner of an app or finder window. They close the window (red), minimise the window (yellow) or switch to and from full-screen mode (green)

## H

**HTML:** Hypertext Markup Language, the standard for building websites, and a cornerstone technology of the worldwide web.

**I**

**iCloud:** The collective name for Apple's online services, it replaced MobileMe and integrates with all iOS/iPadOS and macOS/OS X Mac computers.

**iMessage:** A text message that's sent from one Apple device to another. iMessages use the Internet rather than the mobile phone network, so they're sent free of charge from iPhones and iPads.

**iOS:** Apple's mobile operating system. iOS is the software that powers the iPhone, iPod touch, iPad and Apple TV.

**iPadOS:** The latest operating system used by the iPad. It evolved from iOS.

**iTunes:** Apple's abandoned music playing software, which was also used to activate and sync iPads and iOS devices. In macOS Catalina, iTunes was replaced by three new apps; Music, TV and Podcasts.

**L**

**LaunchPad:** Found in the dock represented by a rocket icon, the LaunchPad is an easy way of opening apps. It resembles and behaves like an iOS Home screen.

**Lightning:** The cable connection used by modern iPads and iPhones. It replaces the old 30-pin dock connectors, and is used to charge these mobile devices and sync them with your Mac.

**Location Services:** Features and software on your Mac that pinpoint and use your current location. The Maps app is one example.

**M**

**macOS:** Formerly known as OS X, macOS is the operating system on which the Mac runs. The current version of macOS is Monterey. Like most recent versions of macOS, Monterey is a free upgrade.

**Mail:** The Mac's bundled email client. It can handle a wide range of email accounts, including Apple iCloud accounts, Microsoft's and Google's mail services, Yahoo email accounts and those accounts that are provided by your Internet Service Provider. Third party email apps are available.

**Menu Bar:** The macOS Menu Bar sits atop the desktop, at the top of the screen. On the left are pull-down

menus, which vary according to what app you're using. On the right are menulets and controls, along with info such as the time and date.

**Messages:** One of Apple's built-in apps that handles SMS text messages and MMS multimedia messages.

**MMS:** Multimedia Messages (MMS) supports images, videos, sound, contact cards, and location data. Sent and received via the Messages app on the Mac to other Macs and mobile cell phones.

**Monitor:** Also called a display, this is an external screen that's essential for Mac minis and Mac Pros. You can also add a monitor to an iMac or notebook Mac as a second or even primary display.

**Mouse:** A controller used to move your pointer around your Mac's screen, and to select options using the mouse buttons. A mouse is traditionally used with a desktop computer such as the iMac or Mac Pro, but if you don't like trackpads, you can use one with your notebook too.

**N**

**Notebook:** A portable computer, sometimes called a laptop. Notebooks can be mains or battery powered and have their own built-in screen, which folds down for portability. Apple's notebook range includes of the MacBook, MacBook Air and MacBook Pro.

**Notification Centre:** A list of recent notifications, accessible by clicking on the icon in the top-right corner of the Mac's desktop.

**P**

**Photo Stream:** Part of iCloud, Photo Stream stores your last thirty days or 1000 photos online and on your iOS/iPadOS devices, and all your photos on your Mac.

**Photos:** A bundled Mac application that lets you store, manage and edit your photo collections and share them with your other Apple devices using iCloud.

**Q**

**QuickTime:** Apple's 2D video and graphics player, used to play movies and other video on your Mac.

**R**

**Retina Display:** This is Apple's term for its high-resolution screens. The pixels are so small it's impossible to distinguish between them at a normal viewing distance, making the on-screen images very smooth and clear.

**Right Click:** On a two-button mouse, a right-click is a click with the right-hand mouse button instead of the left. On a Mac, with a trackpad or Magic Mouse, a right-click is achieved by holding the Control button and clicking, or setting up the device so a two-fingered click or a click on the right-hand side of the Magic Mouse or Trackpad delivers a right-click.

**S**

**Safari:** Apple's web browser, similar in function to Microsoft Explorer or Google Chrome. It's available for both Macs and iOS/iPadOS devices, and it lets you surf the worldwide web.

**SharePlay:** A feature that lets you share movies and music while in a FaceTime chat. All parties in the chat enjoy the same media, which is played in sync so no one's a few seconds ahead or behind.

**Siri:** Apple's voice activated digital assistant. You can give Siri spoken instructions and the service replies by giving you the information you asked for; or by activating the requested Mac function.

**SMS (Short Message Service):** Text messages sent from the Messages app from a Mac's Messages app or mobile device such as the iPad or iPhone to other cell mobile phones.

**T**

**Tablet:** A computer in a flat, 'tablet' form factor, such as the iPad. While the iPad is the most popular tablet computer, other models are available.

**Text Field:** Any area of the screen where you can add text. For example, when completing a web form, there are text fields for things like your name, address and more. Tap on a text field to bring up the cursor, so you can start typing.

**Thunderbolt:** A high-speed connectivity port offered on recent Macs. A Thunderbolt port can carry a video signal as well as data, so it can be used for an external display.

**Touch Bar:** The very latest models of the MacBook Pro replaces the function keys with a touch-sensitive screen which displays functions and controls according to the app or feature you're currently using. It also has a Touch ID fingerprint scanner for unlocking your Mac.

**Trackpad:** The controller device used in notebook Macs. You control your on-screen pointer by dragging your finger across the trackpad. Apple's Magic Trackpad is available for desktop computers.

**Twitter:** One of the most popular social networks built around a follower/following system rather than friends, with messages limited to 280 characters. There's an official Twitter app for the Mac, and several third party options for sending Tweets too.

**U**

**URL:** Uniform Resource Locator, the address used to access a web page. For example, Apple's URL (its website) is [www.apple.com](http://www.apple.com).

**USB:** (Universal Serial Bus) an industry standard for connecting computers and peripherals introduced in the mid-Nineties. The latest version, USB-C, has a similar plug to Thunderbolt 3, and is compatible with Thunderbolt 3 ports.

**V**

**VPN:** (Virtual Private Network): This provides secure access over the Internet to private networks, such as the network at your company or school.

**W**

**Wi-Fi:** A wireless means of getting onto the Internet or connecting two devices. At home, your Wi-Fi network is established through your router. Whilst away from home, you might have access to public Wi-Fi networks like those offered in coffee shops or libraries.

**Y**

**YouTube:** The Internet's most popular video viewing and sharing service. Owned by Google, you can access YouTube through a web browser, or through a dedicated app available for the Mac, iPhone, iPad or iPod Touch.

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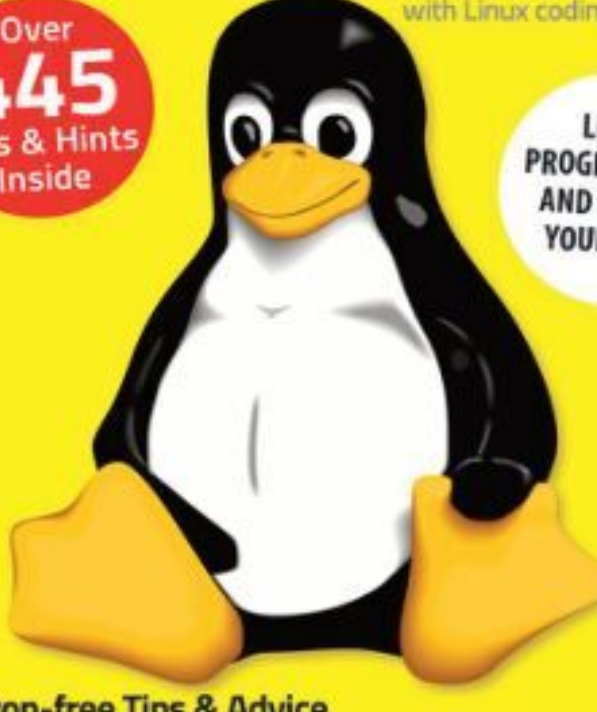
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