

Teach Yourself **VISUALLY**TM

MacBook Pro and MacBook Air

7th Edition

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Sonoma**
version 14



Guy Hart-Davis

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MacBook Pro and MacBook Air

7th Edition

by Guy Hart-Davis



Teach Yourself VISUALLY™ MacBook Pro and MacBook Air

7th Edition

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Published by John Wiley & Sons, Inc., Hoboken, New Jersey.

Published simultaneously in Canada and the United Kingdom.

ISBNs: 9781394251322 (paperback), 9781394254385 (ePDF), 9781394254378 (ePub)

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Sources: Apple Inc.: Chapter 3 opener, Figures 3.1 to 3.58, Chapter 5 opener, Figures 5.1 to 5.60, Chapter 6 opener, Figures 6.1 to 6.57, Chapter 7 opener, Figures 7.1 to 7.40, Chapter 8 opener, Figures 8.1 to 8.22, Chapter 10 opener, Figures 10.1 to 10.30, 10.32 to 10.36, and margin arts 600 to 644.

About the Author

Guy Hart-Davis is the author of more than 175 computer books, including *Killer ChatGPT Prompts: Harness the Power of AI for Success and Profit*; *iPhone For Dummies, 2024 Edition*; *macOS Sonoma For Dummies*; *Teach Yourself VISUALLY iPhone 14*; *Teach Yourself VISUALLY iPad*; *Teach Yourself VISUALLY Google Workspace*; *Teach Yourself VISUALLY Chromebook*; and *Teach Yourself VISUALLY Word 2019*.

Author's Acknowledgments

My thanks go to the many people who turned my manuscript into the highly graphical book you are holding. In particular, I thank Jim Minatel for asking me to write the book; Lynn Northrup for keeping me on track and skillfully editing the text; and Straive for laying out the book.

How to Use This Book

Who This Book Is For

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

The Conventions in This Book

1 Steps

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

2 Notes

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

3 Icons and Buttons

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

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

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

6 Italics

Italic type introduces and defines a new term.

Reduce the Amount of Spam You Receive

Spam is unwanted e-mail messages, also called **junk mail**. It is often from messages offering specialized products, such as pharmaceuticals, or attempts to steal your financial details, passwords, or personal information.

Mail includes features that enable you to reduce the amount of spam that reaches your inbox. You can configure Mail to identify junk mail automatically, and you can learn to spot identifying features of spam messages. Unfortunately, it is not yet possible to avoid spam completely.

Reduce the Amount of Spam You Receive

Set Mail to Identify Junk Mail Automatically

- With the Mail app active, click **Mail**. The Mail menu opens.
- Click **Settings**.

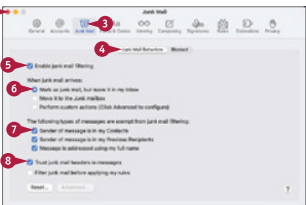
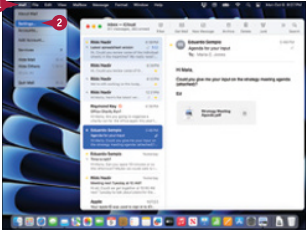
The Settings window opens.

- Click **Junk Mail**.

The Junk Mail pane appears.

- Click **Junk Mail Behaviors**. The Junk Mail Behaviors tab appears.
- Select **Enable junk mail filtering**.
- Click **Mark as junk mail**, but leave it in **Inbox** to review junk mail in your inbox.
- Select each of the three check boxes.
- Select **Trust junk mail headers in messages**.
- Click **Close**.

The Settings window closes.


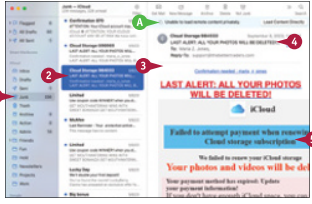


Review Your Junk Mail

- Click **Inbox** or **Junk** of a particular account, such as **iCloud**. The messages appear.
- Click a message.
- The message **Unable to load remote content privately** indicates that the sender is trying to use remote content to track the message.
- Check whether the message greets you by name, with a generic greeting, or not at all.
- Read and evaluate the title of the message.
- Read the message's content for veracity.

Notes: Junk mail often contains typos, odd phrasing, unusual or missing punctuation, or unorthodox grammar.

- If a message appears to be spam, and Mail has not identified it as junk, click **Junk**. Conversely, if Mail has identified the message as junk, but it is not, click **Not Junk**.
- Click **Delete** to delete the message.



TIP

How can I tell whether a message is genuine or spam?

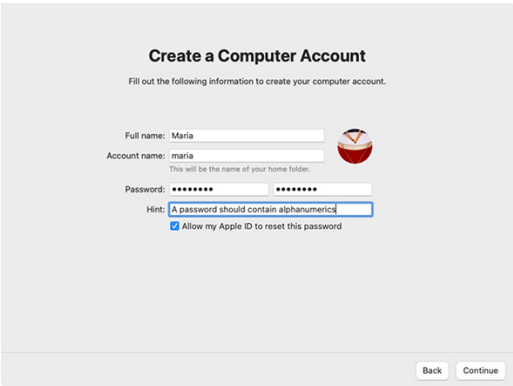
If a message does not show your e-mail address and your name, it is most likely spam. If the message does show your e-mail address and name, read the content carefully to establish whether the message is genuine. If the message calls for action, such as reactivating an online account that you have, do not click a link in the message. Instead, open Safari and type the address of the website, making sure it is correct — if in doubt, use a search engine to search for the address. Log in to the website as usual, and see if an alert is waiting for you.

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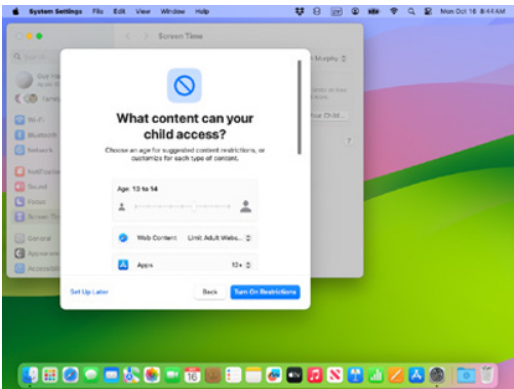


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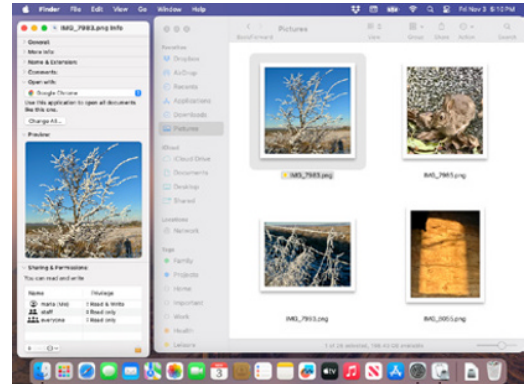
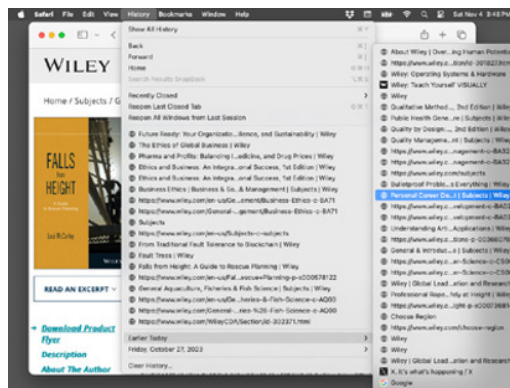


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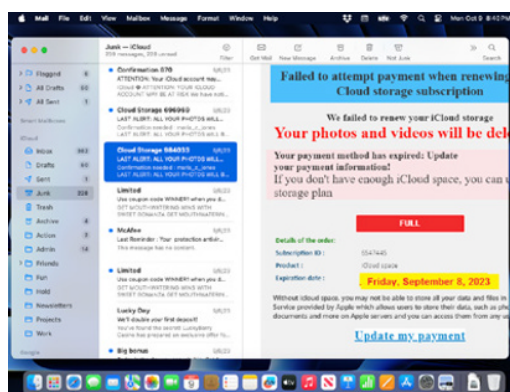
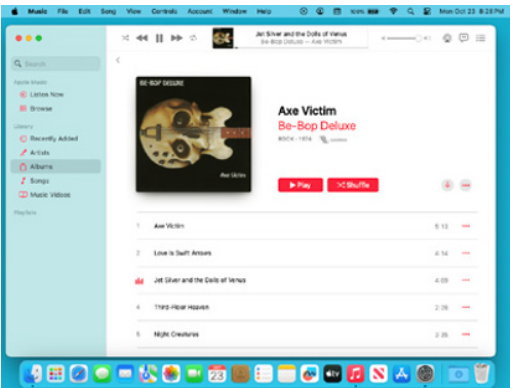


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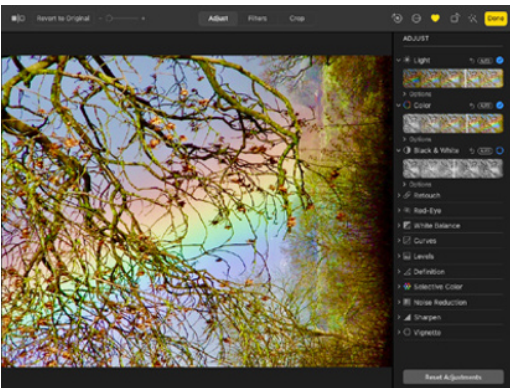
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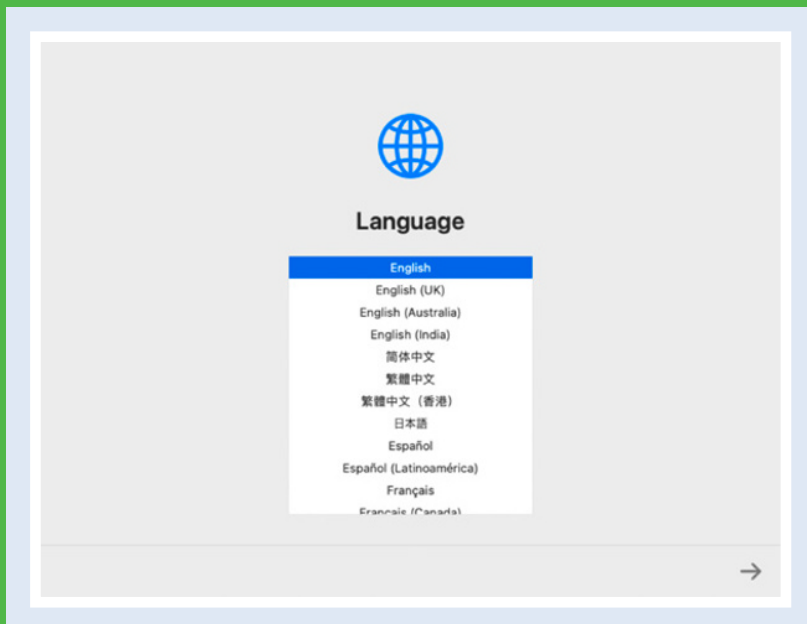
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CHAPTER 1

Getting Started with Your MacBook

Apple's MacBook laptops are among the best portable computers you can get. The powerful MacBook Pro and the lightweight MacBook Air enable you to work — or play — anywhere that suits you. Each MacBook comes with macOS, Apple's easy-to-use operating system. This chapter shows you how to set up your MacBook, navigate the macOS interface, and perform essential actions.



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Understanding the MacBook Pro and MacBook Air

MacBook is the family name for Apple's laptop computers. As of this writing, the MacBook family consists of the powerful MacBook Pro models and the slim and lightweight MacBook Air models.

Each MacBook has similar core features, such as the display for viewing information and the keyboard and trackpad for entering data and controlling the computer. Beyond that, the MacBook models differ in various ways — from design, size, and weight to screen size, memory and storage capacity, and processor type and speed.

Identify Your MacBook's Main Features

A Display

The MacBook's display provides a sharp, bright, and colorful view into all that you do.

B Camera

The built-in camera enables you to videoconference, take photos, and more.

C Keyboard

Along with the standard letter and number keys, the keyboard provides modifier keys — such as **⌘**, **Option**, and **Control** — to control your MacBook. The keyboard has a backlight that illuminates automatically when you are using the MacBook in dim light, enabling you to see what you are doing.

D Trackpad

The trackpad enables you to manipulate objects on the screen using finger gestures. The entire trackpad is also the button that you click or double-click to give commands. On most MacBook models, you can also use a pressing movement called Force Touch to access commands quickly.

E USB-C Ports

The USB-C ports enable you to connect your MacBook to its power adapter and to other devices, such as external drives, external displays, iPhones, and iPads.

F Microphones

The microphones enable you to use your MacBook for audio and video calls without needing to connect a headset.

G Speakers

The speakers enable you to listen to music or other audio.



Identify the Ports on the MacBook Pro Models

A Analog/Digital Audio In/Out

All the MacBook models include an analog/digital audio in/out

port that enables you to connect an external microphone, headphones, or speakers. Beyond that, some MacBook Pro models feature MagSafe charging ports, an HDMI graphics port, and an SDXC card slot.

This port looks like a standard analog headphone port, but it works for both analog and digital audio and combines audio output and audio input. For analog audio output, simply connect headphones or analog speakers. For digital audio output, use a TOSLINK cable to connect digital audio equipment, such as surround-sound speakers. For audio input, connect a microphone or other sound input device.

B MagSafe 3 Port

Connect the MacBook's power adapter to this port. The MagSafe 3 connector attaches magnetically, providing a secure connection but detaching easily if force is applied — for example, if someone's foot snags the power cord.

C SDXC Card Slot

You can insert SDHC, SDXC, and other types of SD cards here so you can store files or transfer files to or from your MacBook.

The SDXC card slot accepts regular-size SD cards, which are 32mm × 24mm × 2.1mm. To use a miniSD card or a microSD card, get an adapter.

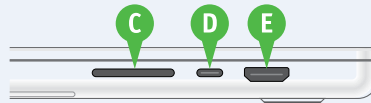
Standard-size SDXC cards protrude from the SDXC slot. This makes them easy to remove but even easier to damage if you leave them in the slot while transporting your MacBook. If you need to leave an SD card in the slot, get a microSD card and a low-profile adapter such as those made by BaseQi (www.baseqi.com).

D USB-C Ports

The MacBook Pro models include two or three USB-C ports for connecting your USB devices. To connect a device that uses a cable with the flat, rectangular USB-A connector, you will need a USB-C-to-USB-A converter or a device that includes such a converter. If you need to connect multiple USB-A devices, consider getting a docking station that includes multiple USB-A ports.

E HDMI Port

The 16-inch MacBook Pro includes one HDMI port for connecting an external display of up to 4K resolution or 8K resolution, depending on the model.



continued ►

Understanding the MacBook Pro and MacBook Air (continued)

The current MacBook Air and MacBook Pro models include a row of hardware function keys above the keyboard. These keys are marked F1 through F12; each has a dedicated function, such as changing screen brightness or controlling media playback.

Some MacBook Pro models have the Touch Bar instead of the hardware function keys. The Touch Bar is a multitouch control strip whose contents change to suit the current app or selection. Some users find the Touch Bar convenient, but others prefer to have the physical function keys.

Meet Your MacBook's Keyboard



A Decrease Brightness

Press **F1** to decrease the screen's brightness.

B Increase Brightness

Press **F2** to increase the screen's brightness.

C Mission Control

Press **F3** to open Mission Control so you can quickly move between working spaces.

D Search

Press **F4** to open or close the Spotlight Search pane.

E Dictation

Press **F5** to start Dictation.

F Keyboard Backlight

Press **F6** to adjust the keyboard backlight.

G Previous/Rewind

Press **F7** to move to the previous item or rewind in Music and other applications.

H Play/Pause

Press **F8** to play or pause Music and other applications.

I Next/Fast-Forward

Press **F9** to move to the next item or fast-forward in Music and other applications.

J Mute

Press **F10** to mute your MacBook.

K Volume Down

Press **F11** to turn the volume down.

L Volume Up

Press **F12** to turn the volume up.

M Power/Touch ID Button

Press the Power button to turn on your MacBook; press and hold the Power button to force your MacBook to turn off. For Touch ID, place your registered finger on the button without pressing.

N Shift

Press **Shift** to type capital letters or the symbols that appear on the upper part of the keys.

O Globe/Alternate Function

Hold down **⌘/Fn** while pressing a function key to perform the alternate task.

P Control

Press **Control** to give keyboard shortcuts.

Q Option

Press **Option** to give keyboard shortcuts.

R Command

Press **Control** to give keyboard shortcuts.

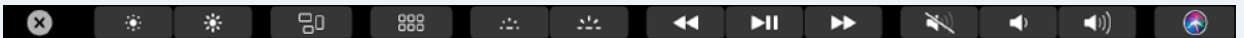
S Arrow Keys

Press **↑**, **↓**, **←**, and **→** to move the pointer around the screen.

Understanding and Using the Touch Bar

The Touch Bar is a flat sensor strip that replaces the row of physical function keys with virtual keys and controls that change depending on the app and the actions available to you. If your MacBook Pro has the Touch Bar, you can take a wide variety of actions from the Touch Bar by using the buttons and other controls that appear on it. This section shows you four examples of how the Touch Bar changes.

The Touch Bar can display keys for the dedicated functions of the hardware function keys:



When the Photos app is active, the Touch Bar can display controls for navigating among photos and performing common operations, such as marking a photo as a favorite, enhancing a photo, and rotating a photo:



Apps that enable you to manipulate color can display slider controls on the Touch Bar:



When you need to perform calculations, the Touch Bar can display buttons for common operations:



Set Up Your MacBook

If you have just bought your MacBook, you need to set up macOS and create your user account before you can use it. Your user account is where you store your files and settings on the MacBook.

This section shows you the key decisions you make when setting up your MacBook. The first user account you create is an administrator account, which can create other accounts later for other users. You may also choose to create a personal account for yourself, leaving the administrator account strictly for administration.

Begin Setup and Choose Your Country

To begin setup, position your MacBook on a desk or table, connect its power supply, and then press the Power button. On most MacBook models, the Power button is at the upper-right corner of the keyboard and doubles as the fingerprint reader.

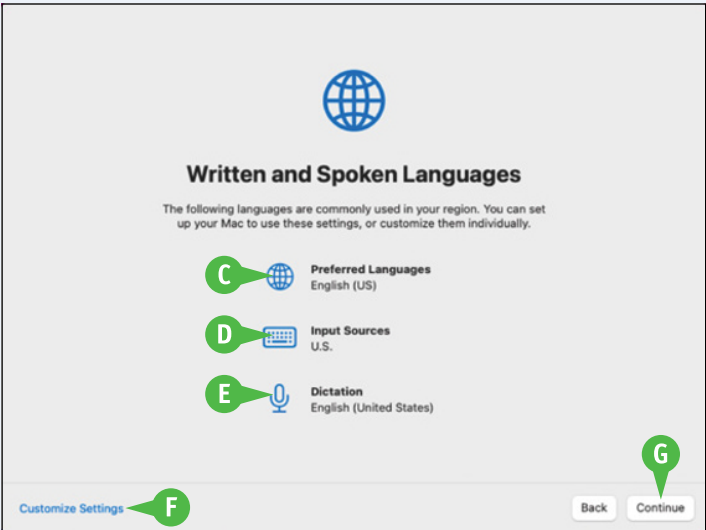
When the Language screen appears, click your language (A), and then click **Continue** (→, B). Then, on the Select Your Country or Region screen, select your country or region, and click **Continue** again.



Choose Written and Spoken Languages Settings

On the Written and Spoken Languages screen, verify that Preferred Languages (🌐, C) shows the language you want the macOS user interface to use, that Input Sources (📄, D) shows the keyboard layout you want to use, and that Dictation (🗣️, E) shows the language you will use for dictating text to your MacBook. If you want to change any of these settings, click **Customize Settings** (F) and then choose your preferred language, keyboard layout, or dictation language.

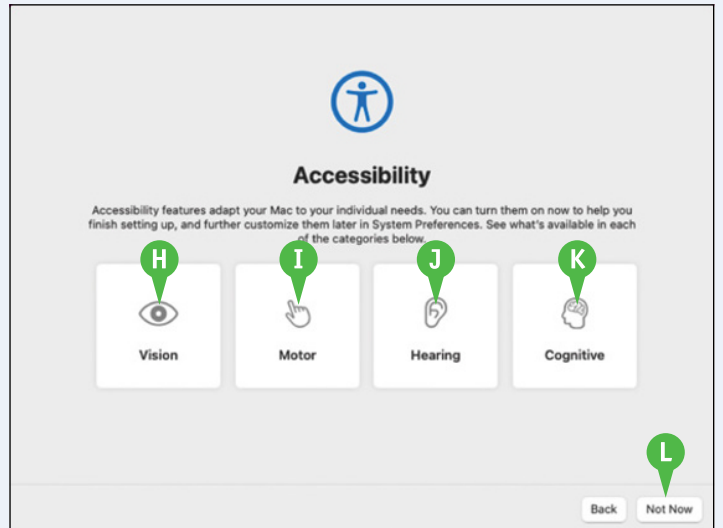
When the Written and Spoken Languages screen shows the settings you want, click **Continue** (G) to proceed.



Apply Any Accessibility Settings You Need

On the Accessibility screen, you can choose whether to enable any of macOS's accessibility features now so that you can use them during setup and thereafter. Click **Vision** (H) to enable features such as VoiceOver, Zoom, and Pointer Size. Click **Motor** (I) to enable Accessibility Keyboard, an on-screen keyboard. Click **Hearing** (J) to enable the Closed Captions feature and the Flash for Alerts feature. Click **Cognitive** (K) to enable features including Appearance, Speak Selection, and Typing Feedback.

You can enable and disable these accessibility features — and others — at any point after finishing setup. Click **Not Now** (L) if you do not want to set up any Accessibility features.



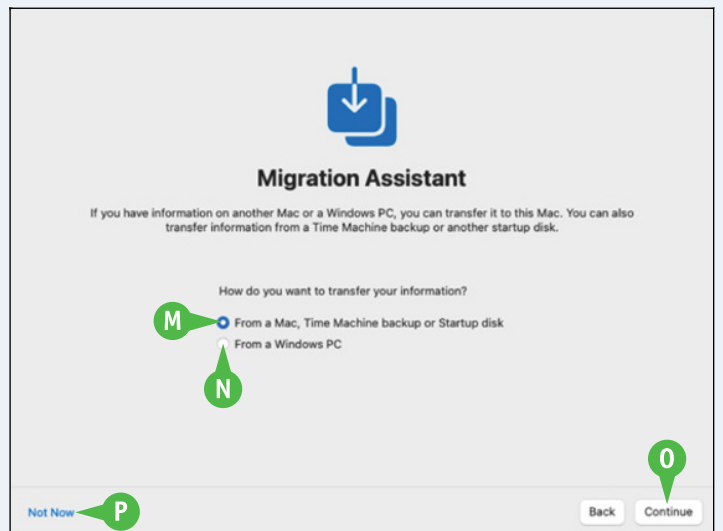
Choose Whether to Transfer Information to Your MacBook

On the Migration Assistant screen, you can choose whether to transfer information to your MacBook.

If you have information on another Mac, a Time Machine backup, or a Mac's startup disk, click **From a Mac, Time Machine backup or Startup disk** (○ changes to ●, M), click **Continue**, and then follow the prompts.

If you have information on a Windows PC, click **From a Windows PC** (○ changes to ●, N), click **Continue** (O), and then follow the prompts.

If you have no information to transfer, click **Not Now** (P).



Set Up Your MacBook (continued)

When creating an account, you can use either your full name or a shortened version. You can edit the username that macOS suggests based on that name. You can choose whether to set a password hint to help yourself remember your password. You can also choose whether to let your Apple ID reset the password, enabling you to recover from a lost password by logging in using your Apple ID.

Sign In to Apple's Services with Your Apple ID

The Sign In with Your Apple ID screen enables you to sign in to Apple's services using your Apple ID, a credential consisting of an e-mail address and a password.

If you already have an Apple ID, type the e-mail address in the Apple ID box (A), and then click **Continue**. The Sign In with Your Apple ID screen then displays the Password box. Type your password in the Password box (B), and then click **Continue** (C).

If you do not have an Apple ID, you can click **Create new Apple ID** (D) and follow the prompts to create one.

If you prefer not to sign in with an Apple ID at this point, click **Set Up Later** (E).

Set Up Your Computer Account

On the Create a Computer Account screen, type your name the way you want it to appear in the Full Name box (F). In the Account Name box (G), macOS automatically enters a default account name consisting of your Full Name entry changed to lowercase and stripped of spaces and punctuation — for example, if you type *Maria Jones* as the full name, macOS suggests *mariajones* as the account name. You can edit the account name as needed.

Type a new password twice, once in each Password box (H). Optionally, click **Hint** (I) and type a password hint that will help you to recall your password.

Select ☒ **Allow my Apple ID to reset this password** (J) if you want to be able to reset this password by using your Apple ID. This feature helps you avoid getting locked out of your MacBook.

Click the account icon (K) and choose the icon or image you want to use for your account. Then click **Continue** (L).

Choose Settings on the Make This Your New Mac Screen

The Make This Your New Mac screen summarizes the settings that the macOS installer will apply to your user account. Review the list of settings, which may include items such as Location Services, Device Analytics, App Analytics, Siri, Screen Time, and Appearance. If you are content to keep your existing settings, click **Continue**; otherwise, click **Customize Settings**, and then choose custom settings as needed.

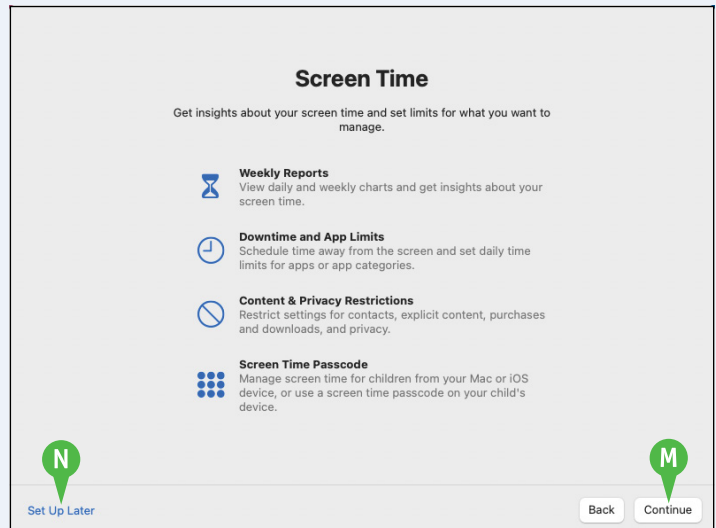
Choose Whether to Use FileVault Disk Encryption

The FileVault Disk Encryption screen enables you to choose whether to use the FileVault feature to encrypt the data on your MacBook. Select **Turn on FileVault disk encryption** (☒) if you want to use FileVault; if not, deselect it (☐). If you select it, select (☒) or deselect (☐) **Allow my iCloud account to unlock my disk**; enabling this feature helps make sure you do not get locked out of your own data if you lose your FileVault password, but it means that anybody who compromises your iCloud account could also decrypt your FileVault data.

Enable Screen Time If You Need It

When the Screen Time screen appears, decide whether to activate the Screen Time feature, which tracks your or other users' computer usage so that you can analyze it. If you want to use Screen Time for either yourself or another user of your MacBook, click **Continue** (M); macOS enables the Screen Time feature as a whole, and you can configure the settings later. If you do not need Screen Time, click **Set Up Later** (N); should you want to use Screen Time later, you can enable it and configure it at that point.

After you finish configuring macOS, the desktop appears, and you can start using your MacBook as explained in the rest of this book.



Start Your MacBook and Log In

When you are ready to start a computing session, start your MacBook and log in to macOS with the credentials for the user account you have set up or an administrator has created for you. After you start your MacBook, macOS loads and automatically displays the login screen by default or logs you in automatically. From the login screen, you can select your username and type your password.

When you log in, macOS displays the desktop with your apps and settings.

Start Your MacBook and Log In

- 1 Press the Power button on your MacBook (not shown).

Note: This book uses “(not shown)” to indicate that a numbered step in text does not appear on the corresponding screen.

A screen showing the list of users appears.

Note: Your MacBook may not display the list of users on the login screen. Instead, it may simply log you in automatically or show a different login screen. Chapter 12 shows you how to change this behavior.

Note: If the login screen shows another user’s name and icon, move the pointer over the name or icon to display the list of users.

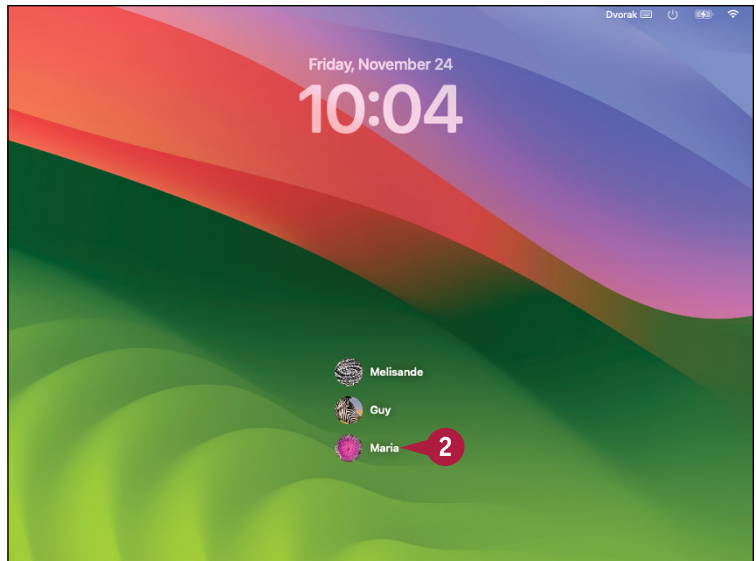
- 2 Click your username.

Note: On a Touch ID–equipped MacBook, Touch ID is not always available for login. For example, you may need to type your password after restarting the MacBook, after not having used it for an extended time, or following multiple failed attempts to use Touch ID. This is a security measure.

The login window appears.

- 3 Type your password in the Enter Password box.

A If you cannot remember your password, click **Hint** (?).



- B** macOS displays your password hint.
- C** macOS also displays information about other actions you can take if you still cannot remember your password.
- 4** Type your password if you have not already done so.
- 5** Click **Log In** (→).

Note: Instead of clicking Log In (→), you can press **Return**.



The MacBook displays your desktop, the menu bar, and the Dock. You can now start using the MacBook.



TIPS

Why does my MacBook go straight to the desktop instead of displaying the list of usernames?

Your MacBook is set to log in automatically. Logging in automatically is convenient when you are the only one who uses your MacBook, but it means that anyone who can start your MacBook can use it without providing credentials. Chapter 12 shows you how to turn off automatic login.

Why does my MacBook not show the list of usernames?

Hiding the list of usernames provides extra security and is widely used in companies, but it is usually not necessary for a MacBook used at home. Type your username in the Name field and your password in the Password field, and then click **Log In** (→).

Explore the macOS Desktop

Your MacBook runs the macOS operating system, which is currently in version 14, a version called Sonoma. The Macintosh operating system has long been known for being intuitive and is also pleasing to look at. It was the first major system interface to focus on graphical elements, such as icons. The macOS desktop is the overall window through which you view all that happens on your MacBook, such as looking at the contents of folders, working on documents, and surfing the Web.

Explore the macOS Desktop

A Menu Bar

The menu bar usually appears at the top of the screen, showing the menus for the active application or app. macOS hides the menu bar in certain situations, such as when you display an app full screen.

B Drives

The MacBook stores its data, including the software it needs to work, on an internal drive. This drive is a solid-state device, or SSD, rather than a traditional hard drive containing spinning platters, but it is often referred to as a “hard disk.” You can also connect external drives for extra storage. You can choose whether to display an icon for each hard disk on the desktop.

C iPod, iPhone, or iPad

You can connect one or more iPods, iPhones, or iPads to your MacBook to transfer files.

D Folders

Folders are containers that you use to organize files and other folders stored on your MacBook.

E Files

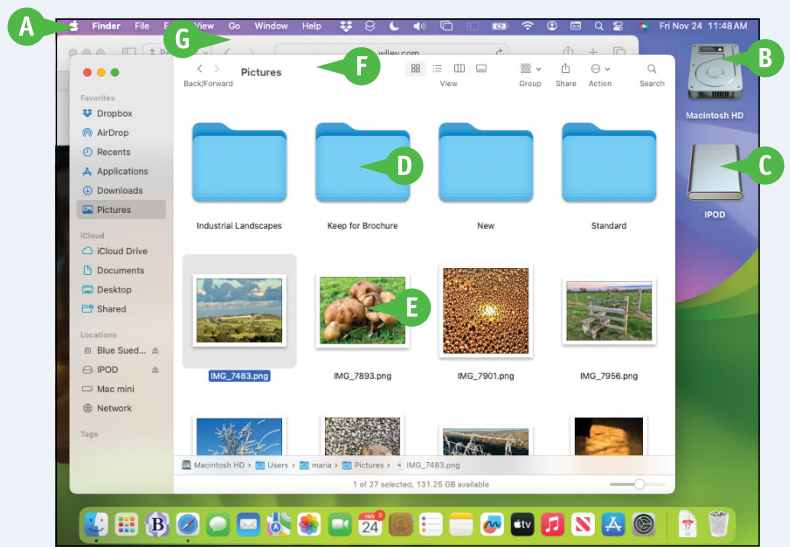
Files include documents, applications, or other sources of data. There are various kinds of documents, such as text, photos, graphics, songs, or movies.

F Finder Windows

You view the contents of drives, folders, and other objects in Finder windows.

G App and Document Windows

When you use apps, you use the windows that those apps display, for documents, web pages, games, and so on.



Work with the Finder Menu Bar and Menus

A Apple Menu

This menu is always visible so that you can access special commands, such as Shut Down and Log Out.

B Finder Menu

This menu enables you to control the Finder app itself. For example, you can display information about Finder or set preferences to control how it behaves.

C File Menu

This menu contains commands you can use to work with files and Finder windows.

D Edit Menu

This menu is not as useful in Finder as it is in other applications, but here you can undo what you have done or copy and paste information.

E View Menu

This menu enables you to determine how you view the desktop; it is especially useful for choosing Finder window views.

F Go Menu

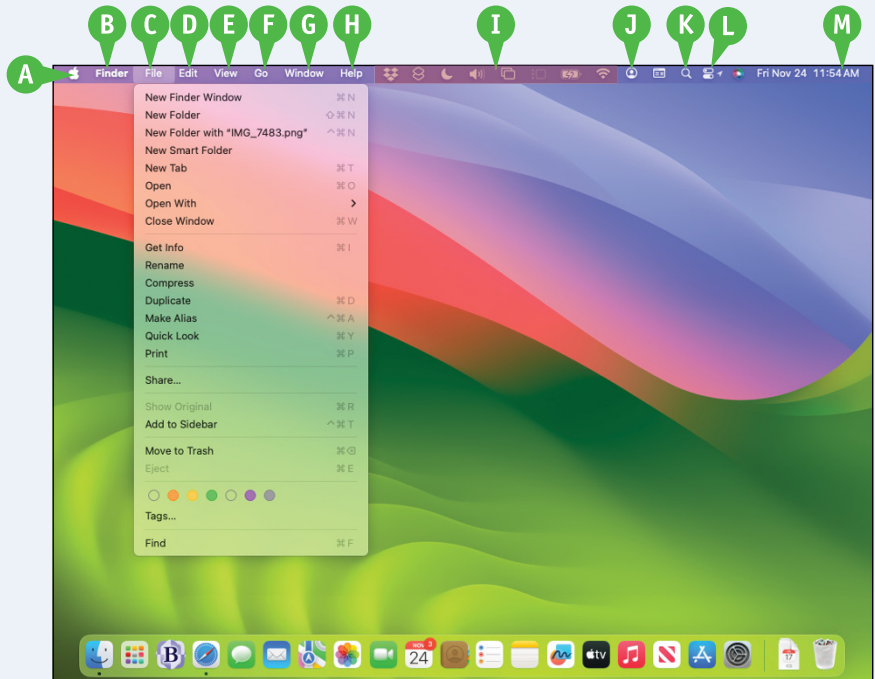
This menu enables you to navigate to various places, such as specific folders.

G Window Menu

This menu enables you to navigate and arrange your open Finder windows.

H Help Menu

This menu provides help with macOS or the other applications.



I Configurable Menus

You can configure the menu bar to include specific menus, such as Screen Mirroring, Volume, Wi-Fi, Battery, and many more.

J Fast User Switching

This feature enables you to switch user accounts and open the Login window.

K Spotlight Menu

This menu enables you to search for information on your MacBook.

L Control Center

This pop-up panel gives you quick access to frequently used controls.

M Clock

Here you see the current day and time.

Explore the macOS Desktop (continued)

The Finder app controls the macOS desktop, and so you see the Finder menu bar whenever you work with the desktop. When you view the contents of a folder, you do so through a Finder window. There are many ways to view the contents of a Finder window, such as Icon view and List view. The sidebar enables you to quickly navigate the file system and to open files and folders with a single click. The Dock on the desktop and the sidebar in Finder windows enable you to access items quickly and easily.

Work with Finder Windows

A Close Button

Click to close a window.

B Minimize Button

Click to shrink a window and move it onto the Dock.

C Zoom Button

Click to expand a Finder window to the maximum size needed or possible; click it again to return to the previous size.

D Window Title

The name of the location whose contents you see in the window.

E Toolbar

Contains tools you use to work with files and folders.

F Search Icon

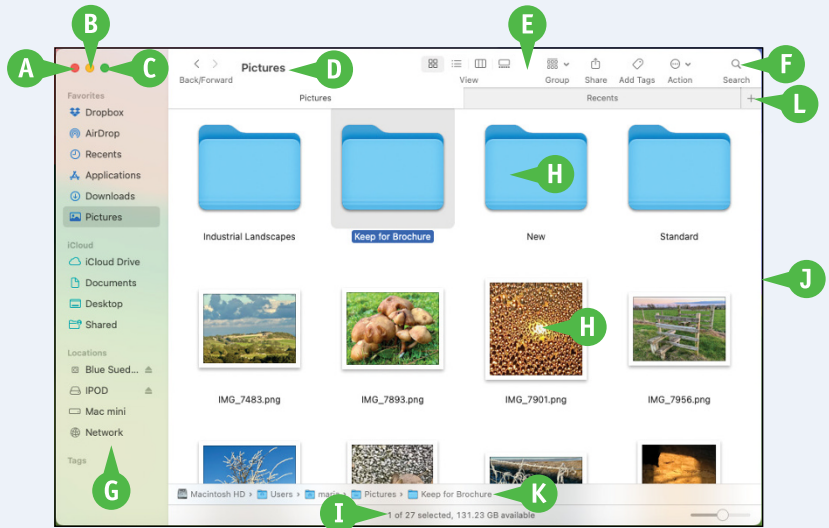
Enables you display the Search box for finding files, folders, and other information.

G Sidebar

Enables you to quickly access devices, folders, files, and tags, as well as searches you have saved.

H Files and Folders

Shows the contents of a location within a window; this example shows the Icon view.



I Status Bar

Shows information about the current location, such as the amount of free space when you are viewing the MacBook's drive.

J Window Border

Drag a border or a corner to change the size of a window.

K Path Bar

Shows the path to the location of the folder displayed in the window.

L Tab Bar

Enables you to open multiple tabs containing different Finder locations within the same Finder window and quickly switch among them.