Teach Yourself VISUALLY™

Covers macOS Catalina, version 10.15

MacBook Pro® and MacBook Air®

The Fast and Easy Way to Learn

5th Edition

Guy Hart-Davis

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Teach Yourself VISUALLY™

MacBook Pro® and MacBook Air® 5th Edition

by Guy Hart-Davis

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About the Author

Guy Hart-Davis is the author of more than 150 computer books, including *Teach Yourself VISUALLY iPhone 11, 11 Pro, and 11 Pro Max; Teach Yourself VISUALLY iPad;* and *Teach Yourself VISUALLY Android Phones and Tablets, 2nd Edition*.

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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

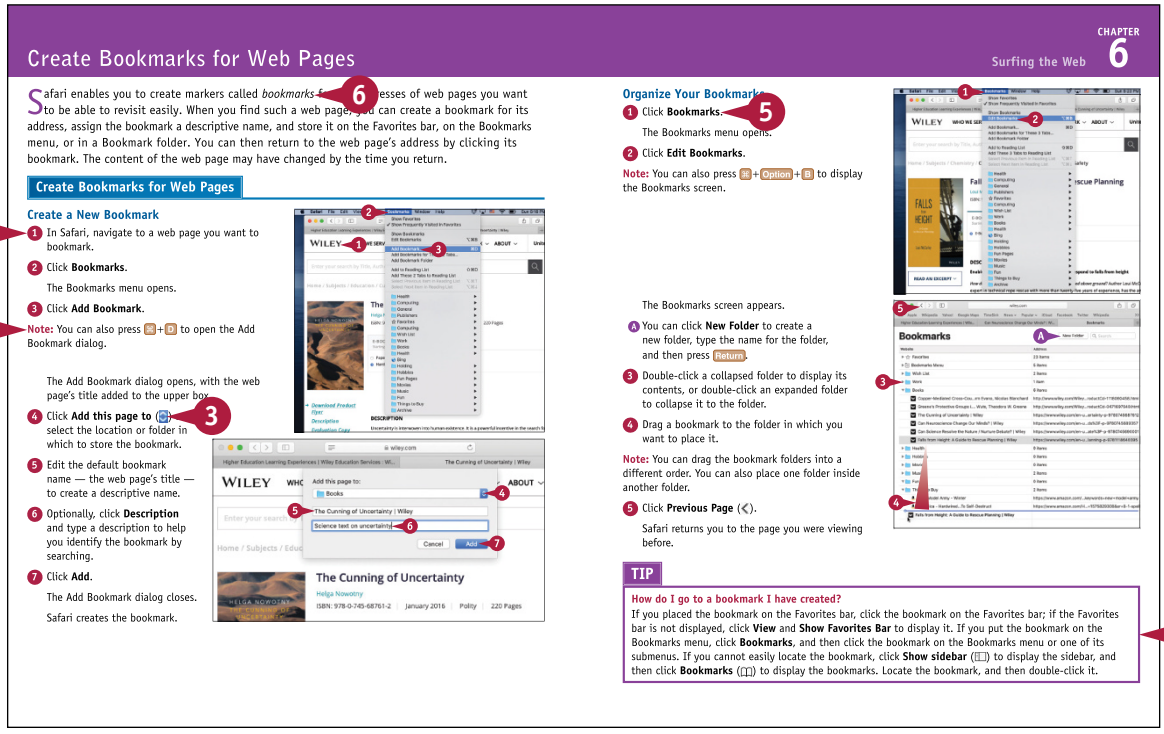
Tips offer additional information, including warnings and shortcuts.

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.



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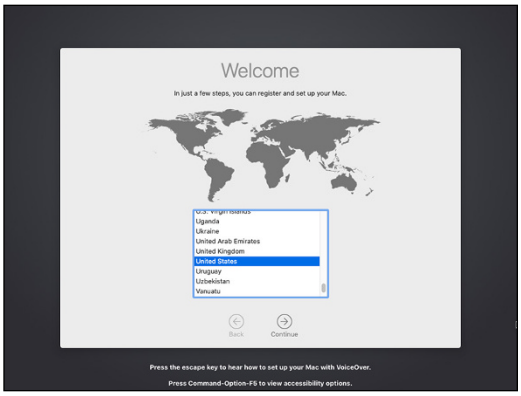

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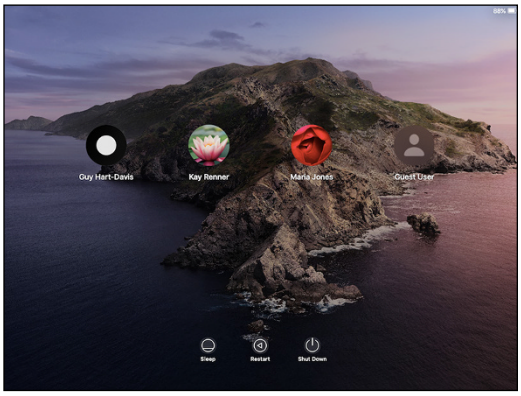

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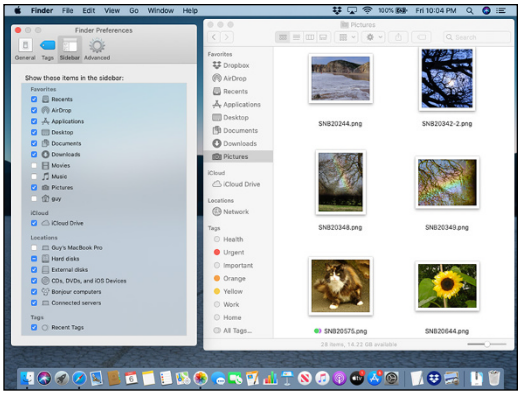

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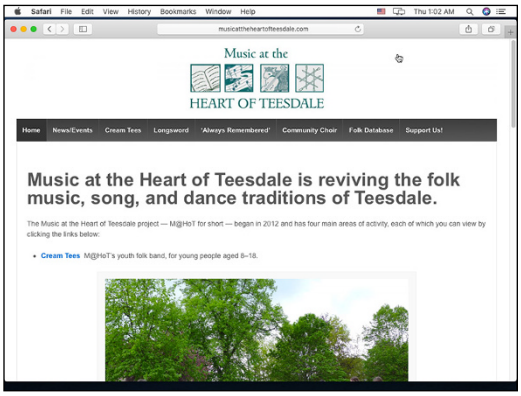

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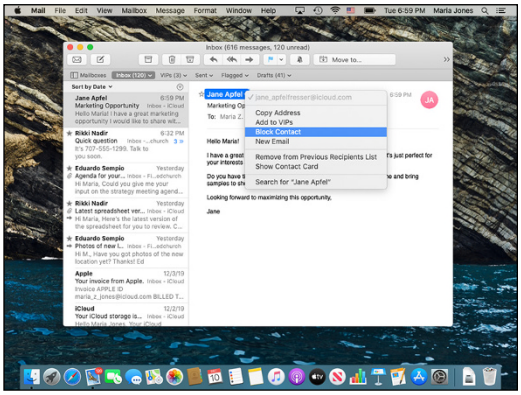

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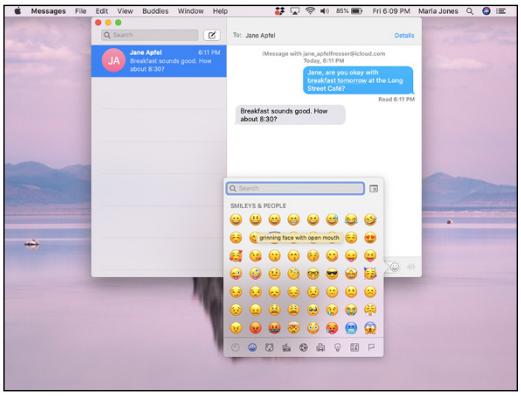

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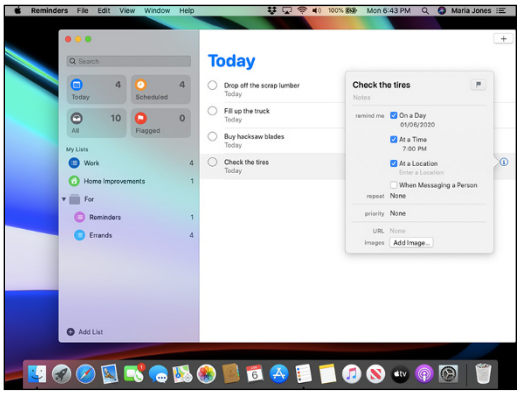

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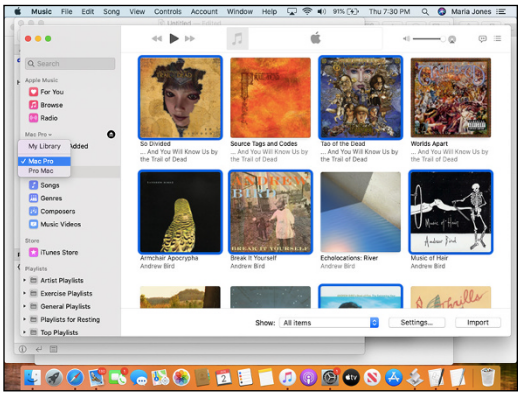

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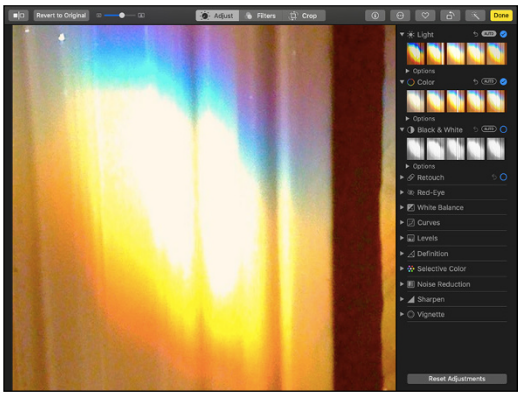

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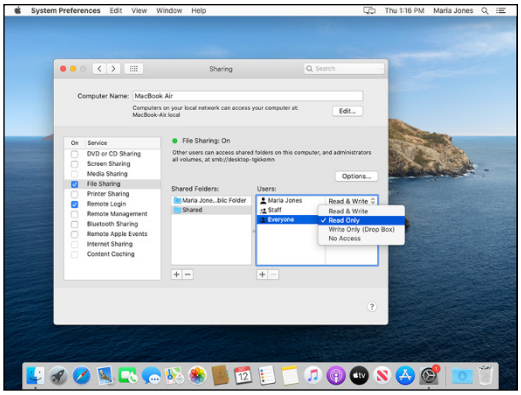

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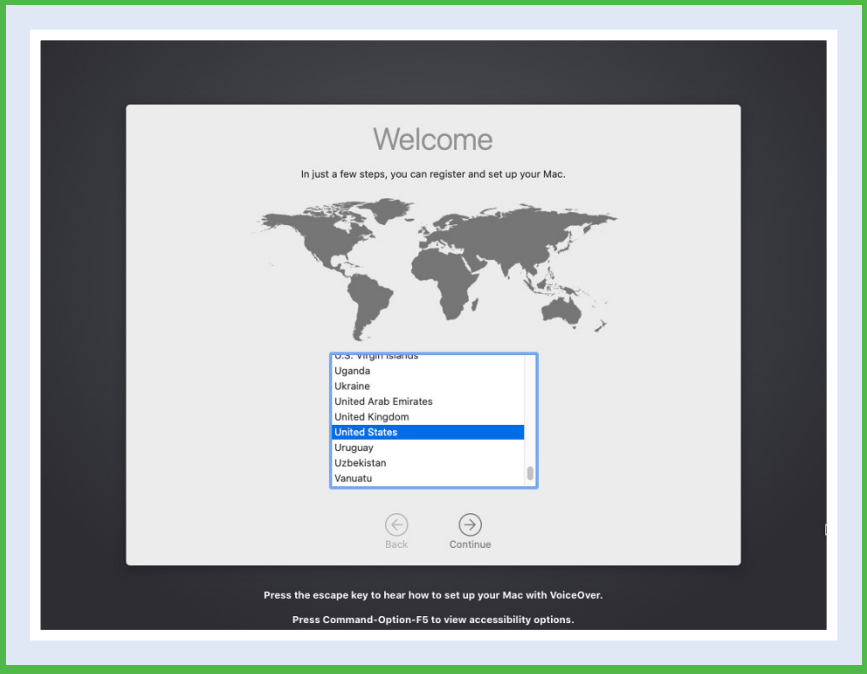
CHAPTER 1

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 includes only the MacBook Pro and the MacBook Air, since Apple in 2019 discontinued the MacBook usually called simply "MacBook" but also known as "12-inch MacBook" or "Retina MacBook" for clarity.

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 some MacBook models, you can also use a pressing movement called force-touch or 3D 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, and so on. Current MacBook Air and MacBook Pro models have only USB-C ports. Older MacBook models have different ports.

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.

Meet Your MacBook's Keyboard

The MacBook Air includes a row of hardware function keys above the top row of the keyboard, as shown in the illustration here. By contrast, the MacBook Pro models include the Touch Bar, a multitouch control strip whose contents change to suit the current app and selection. See the next section, "Understanding and Using the Touch Bar," for more information.

A Brightness

Press F1 to decrease your screen's brightness or F2 to increase it.

B Mission Control

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

C Launchpad

Press F4 to open or close Launchpad.

D Keyboard Backlight Brightness

Press F5 to decrease the brightness of the keyboard backlighting, or press F6 to increase it.

E Previous/Rewind

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

F Play/Pause

Press F8 to play or pause Music and other applications.

G Next/Fast-Forward

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

H Volume

Press F10 to mute your MacBook, F11 to turn the volume down, and F12 to turn it up.

I Power Button

Press the Power button to turn on your MacBook; press and hold the Power button to force your MacBook to turn off.

J Alternate Function Key

Hold down the Alternate Function key while pressing a function key to perform the alternate task.

K Modifier Keys

Macs and macOS use four modifier keys that you press to enter capital letters or symbols or to invoke keyboard shortcuts. As usual, you press Shift (Shift) to type capital letters or the symbols that appear on the upper part of the keys. You press Command (⌘), Option (Option), and Control (Control) to give keyboard shortcuts.

L Arrow Keys

Press the arrow keys to move around the screen.

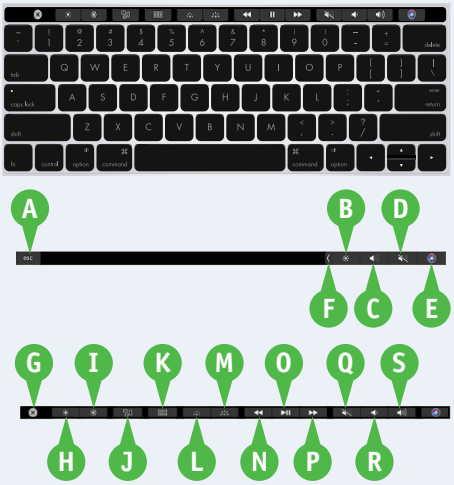
Understanding and Using the Touch Bar

Current MacBook Pro models include the Touch Bar, a flat sensor strip that replaces the row of physical function keys at the top of the keyboard with virtual keys that change depending on the app and the actions available to you. The current MacBook Air retains the row of physical functions keys, so it does not have the Touch Bar.

You can take a wide variety of actions from the Touch Bar, depending on the apps you use and what you do in them. This section illustrates some of the possibilities with the apps that come installed on the MacBook.

Work with the Standard Touch Bar

The Touch Bar automatically displays controls, such as buttons or sliders, for taking actions in the app or feature with which you are currently working.



A Esc Button

Tap **esc** to issue a Cancel command — for example, to cancel an open dialog.

B Brightness Button

Tap **Brightness** to display the Brightness controls on the Touch Bar.

C Volume Button

Tap **Volume** to display the Volume controls on the Touch Bar.

D Mute Button

Tap **Mute** to mute the audio output.

E Siri Button

Tap **Siri** to launch the Siri virtual assistant.

F Expand Button

Tap **Expand** (<) to display standard functions on the Touch Bar, as shown in the next illustration.

G Close Button

Tap **Close** to collapse the Touch Bar controls to how they were before you tapped Expand.

H Decrease Brightness Button

Tap **Decrease Brightness** to decrease the screen brightness.

I Increase Brightness Button

Tap **Increase Brightness** to increase the screen brightness.

J Mission Control Button

Tap **Mission Control** to invoke the Mission Control feature for managing windows and apps.

K Launchpad Button

Tap **Launchpad** to display the Launchpad screen for launching an app.

L Decrease Keyboard Brightness Button

Tap **Decrease Keyboard Brightness** to decrease the brightness of the keyboard lighting.

M Increase Keyboard Brightness Button

Tap **Increase Keyboard Brightness** to increase the brightness of the keyboard lighting.

N Previous/Rewind Button

Tap **Previous/Rewind** once to go back to the start of the current song or item; tap again to go back to the start of the previous song or item. Tap and hold **Previous/Rewind** to rewind through the current song or item.

O Play/Pause Button

Tap **Play/Pause** to start, pause, or resume playback.

P Next/Fast-Forward Button

Tap **Next/Fast-Forward** to go to the start of the next song or item. Tap and hold **Next/Fast-Forward** to fast-forward through the current song or item.

Q Mute Button

Tap **Mute** to mute the audio output.

R Decrease Volume Button

Tap **Decrease Volume** to decrease the volume.

S Increase Volume Button

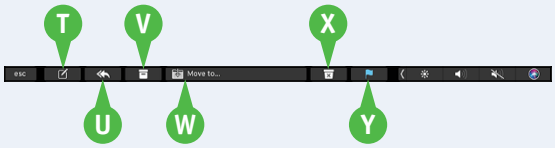
Tap **Increase Volume** to increase the volume.

Using the Touch Bar in Safari

In Safari, the Touch Bar displays buttons for taking actions such as opening web pages on the Top Sites list and navigating among open pages. For example, tap **Apple** to go to the Apple website.

Using the Touch Bar in Mail

In Mail, you can use the Touch Bar to take frequent actions quickly.



T New Message Button

Tap **New Message** ( ) to start a new message from your default e-mail account.

U Reply All Button

Tap **Reply All** ( ) to begin a reply to the message.

V Archive Button

Tap **Archive** ( ) to archive the selected message.

W Move To Button

Tap **Move To** ( ) to begin moving the selected message to another mailbox or folder.

X Delete Button

Tap **Delete** ( ) to delete the selected message.

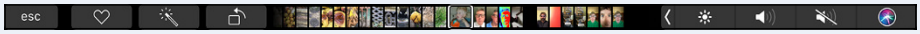
Y Flag Button

Tap **Flag** ( ) to toggle the flag on the selected message.

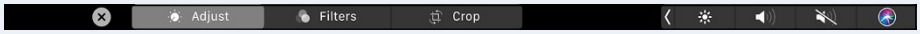
Using the Touch Bar in Photos

In the Photos app, you can use the Touch Bar extensively. The following list gives some examples:

- Slide your finger on the Thumbnails bar to move quickly through the photos in an album or other collection.



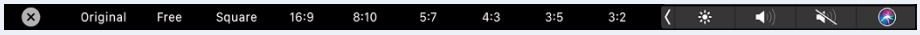
- To start editing a photo, tap **Adjust** ( ), **Filters** ( ), or **Crop** ( ).



- When editing a photo, tap the button for the editing tool you want to use, such as **Color** ( ) or **Light** ( ).

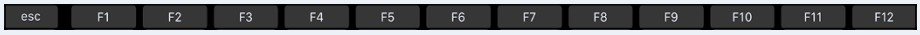
- Drag the slider bar to adjust the selected tool, or tap **Reset** to reset the control to its original position. When you finish editing, tap **Done**.

- To set the aspect ratio, tap the appropriate button on the Touch Bar, such as **Square** or **8:10**.



Display Regular Function Keys on the Touch Bar

Press Fn to display the regular function keys on the Touch Bar. You can then tap these keys to get their regular actions.



Set Up Your MacBook

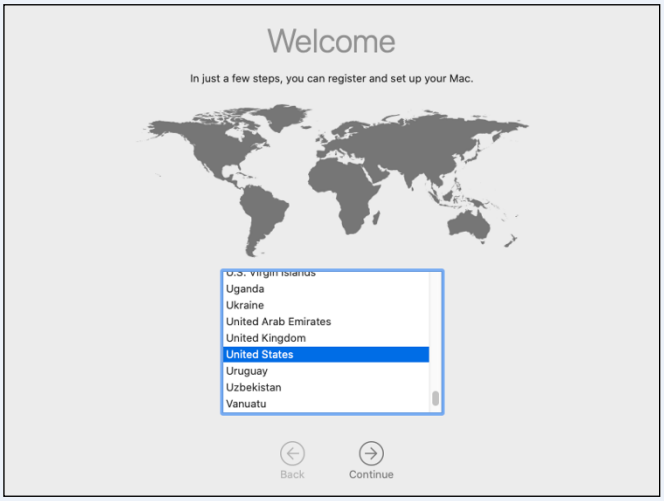
If you have just bought your MacBook, you need to set up macOS and create your user account before you can use it. Your user account is where you store your files and settings on the MacBook.

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. On the MacBook models with Touch Bar, the power button is at the right end of the Touch Bar and doubles as the fingerprint reader.

When the Welcome screen appears, click your country, and then click **Continue** (⊙).



Choose Written and Spoken Languages Settings

On the Written and Spoken Languages screen, verify that Preferred Languages (🌐) shows the language you want the macOS user interface to use, that Input Sources (⌨) shows the keyboard layout you want to use, and that Dictation (🎙) shows the language you will use for dictating text to your MacBook. If you want to change any of these settings, click **Customize Settings**, 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** (⊙) to proceed.

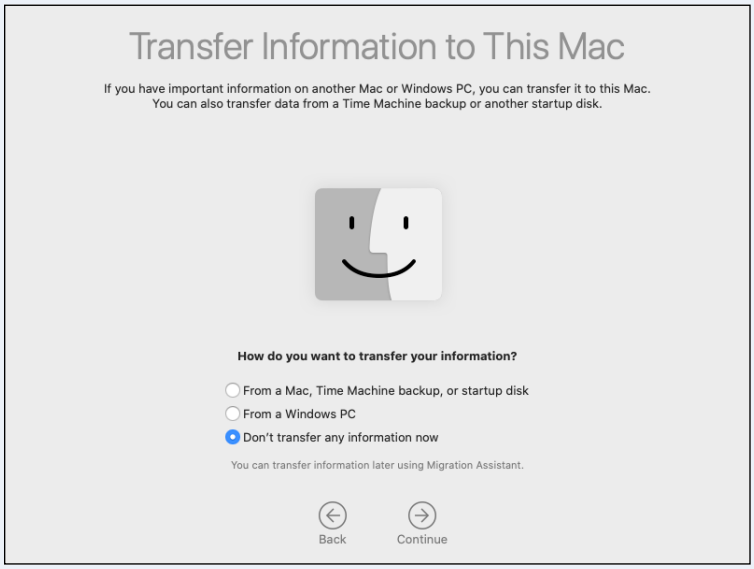
Choose Whether to Transfer Information to Your MacBook

On the Transfer Information to This Mac 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 ◉), click **Continue** (→), and follow the prompts.

If you have information on a Windows PC, click **From a Windows PC** (○ changes to ◉), click **Continue** (→), and follow the prompts.

If you have no information to transfer, click **Don't transfer any information now** (○ changes to ◉), and then click **Continue** (→) to proceed.



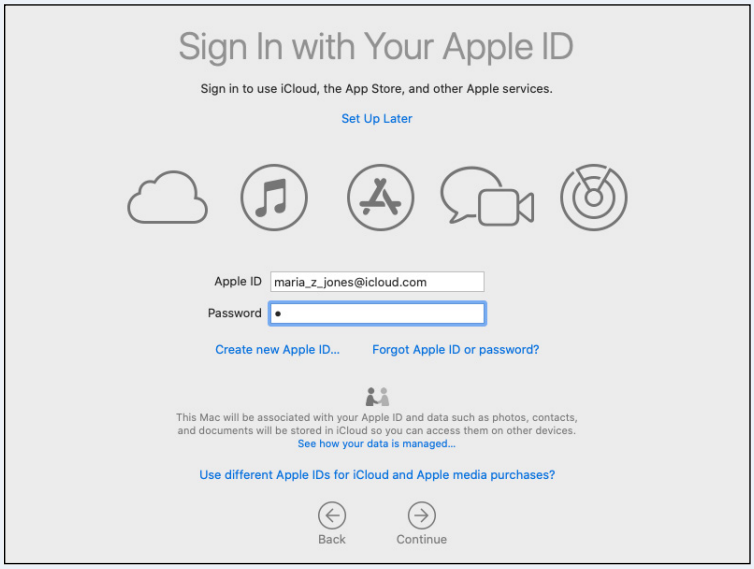
Sign In to Apple's Services with Your Apple ID

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, type the password in the Password box, and then click **Continue** (→).

If you do not have an Apple ID, you can click **Create new Apple ID** 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**.



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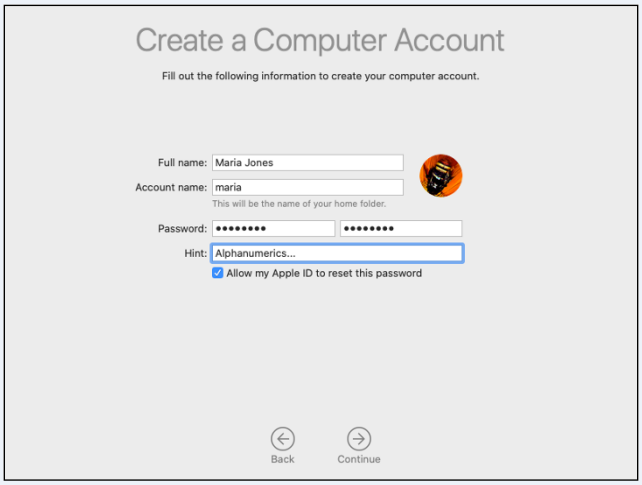
Set Up Your MacBook (continued)

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.

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. In the Account Name box, 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. Optionally, click **Hint** and type a password hint that will help you to recall your password.

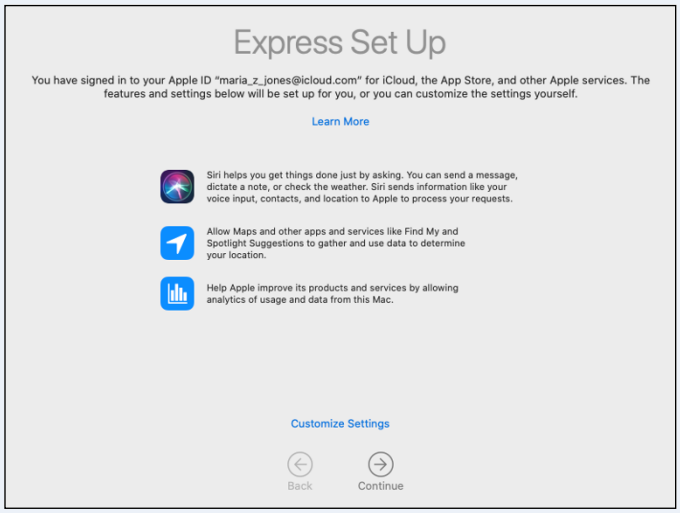
Select (☑) **Allow my Apple ID to reset this password** if you want to be able to reset this password by using your Apple ID. This feature helps you avoid getting locked out of your MacBook.

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

Choose Between Express Setup and Customizing Settings

On the Express Set Up screen, you can choose whether to speed up the setup process a little by allowing macOS to apply settings for Siri, Location Services, and the collection of analytics of usage and data on your MacBook.

If you want to let macOS apply these settings, click **Continue** (→). If you prefer to go through the settings yourself, click **Customize Settings** and follow the prompts.



Choose Settings on the All Your Files and Photos in iCloud Screen

The All your files and photos in iCloud screen lets you decide whether to store your key files in iCloud. Storing the files in the Documents folder and the Desktop folder, plus your photos and videos, in iCloud enables you to work with the files easily on multiple Macs, devices such as iPhones and iPads, and Windows computers that have iCloud integration installed. It also keeps the files backed up online, reducing the possibility of you losing the files if your MacBook gets damaged or goes missing.

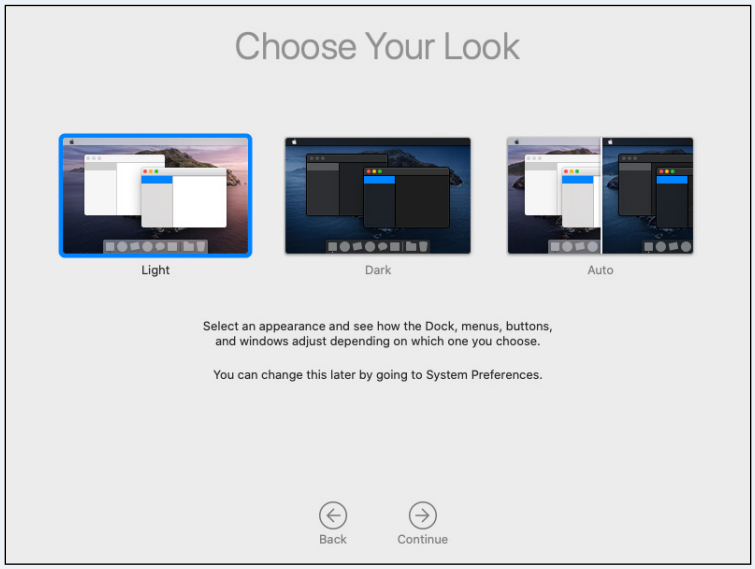
Select (☑) **Store files from Documents and Desktop in iCloud Drive** if you want to store these folders in iCloud. Select (☑) **Store photos and videos in iCloud Photos** if you want to store your photos and videos in iCloud as well.

After making your choices, click **Continue** (→).

Choose Light, Dark, or Auto Appearance

On the Choose Your Look screen, specify the appearance you want by clicking **Light**, **Dark**, or **Auto**. The appearance controls a wide range of aspects of the macOS interface, including the Dock, the menus, the buttons, and the windows. The Auto setting causes macOS to switch appearances based on whether it is day or night in your current location.

After making your choice, click **Continue** (→). The Setting Up Your Mac screen appears while macOS sets up your MacBook. The macOS desktop then 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.

   A screen showing the list of users appears.

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

Note: You may need to swipe right with two fingers on the trackpad to display your username. Alternatively, start typing the username to display it.

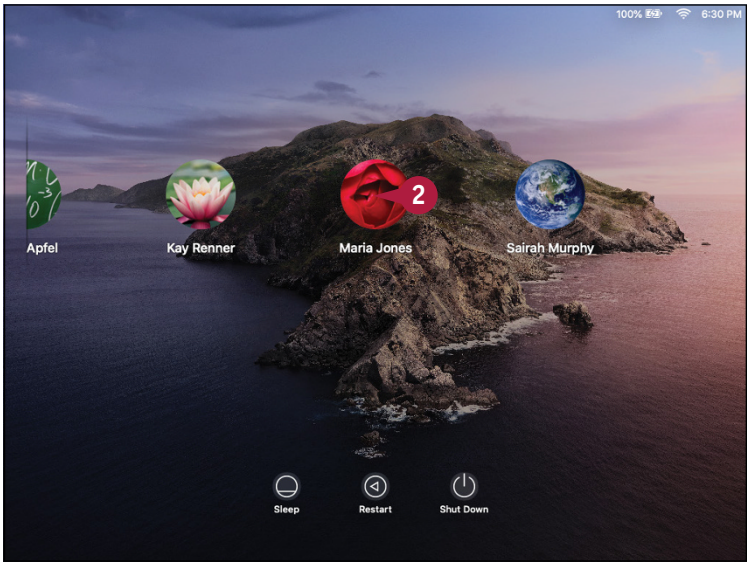
Note: On a Touch Bar–equipped MacBook, the message "Your password is required to log in" appears when Touch ID is not available, such as after restarting the MacBook.

2. Click your username.

   The login window appears.

3. Type your password in the Enter Password box.

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

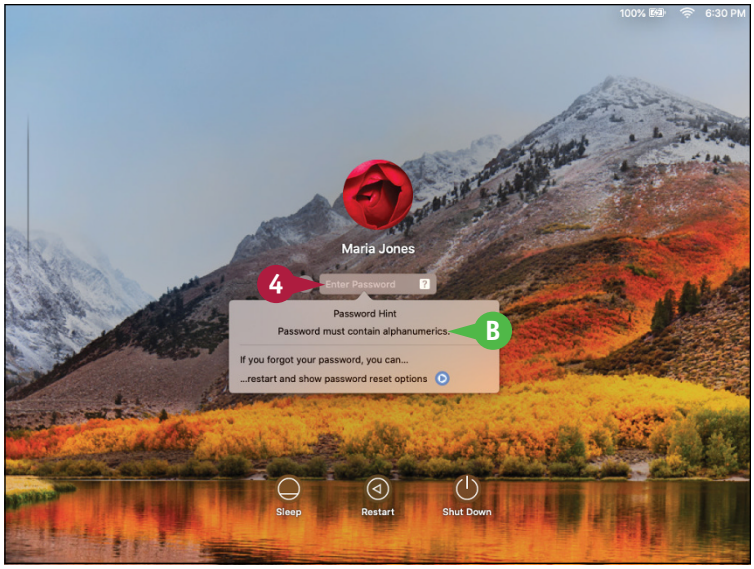


B macOS displays the password hint below the Enter Password box.

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 10.15, a version called Catalina. 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

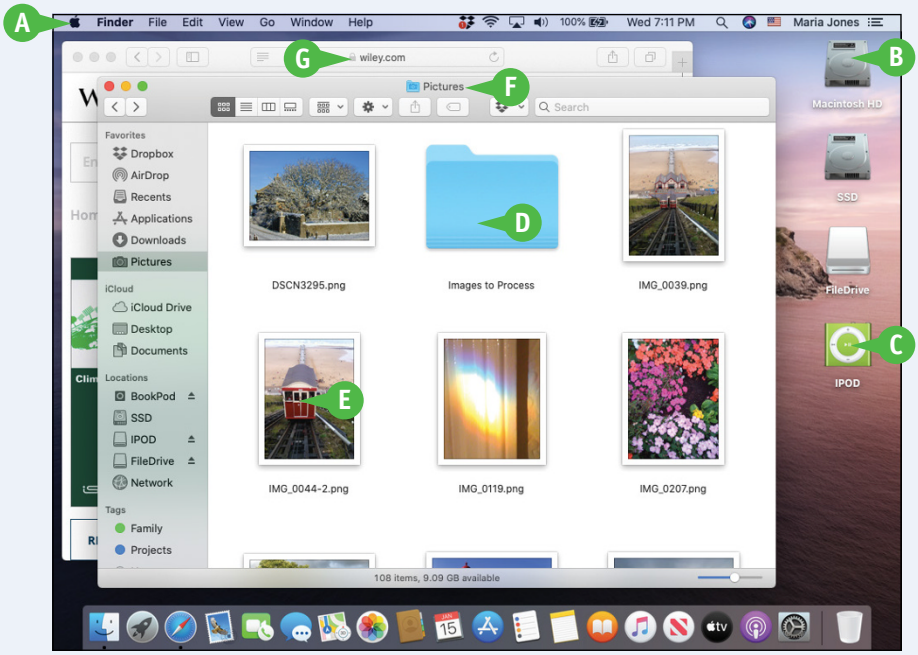
A menu bar usually appears at the top of the screen so that you can access the commands it contains. macOS hides the menu bar in certain situations. The menu bar shows the menus for the active application.

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 an external drive with moving platters, but it is often referred to as a hard drive. You can also connect external drives for extra storage.

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, 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.

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 takes you to various places, such as specific folders.

G Window Menu

This menu enables you to work with 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 Clock

Here you see the current day and time.

K Spotlight Menu

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

L Fast User Switching

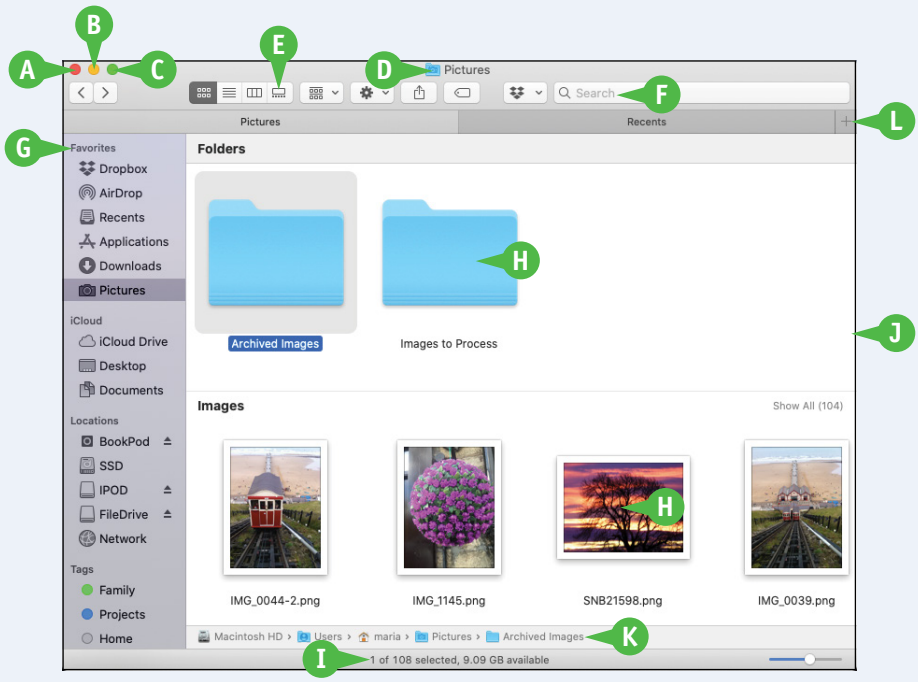
This feature enables you to switch user accounts and open the Login window.

continued ►

Explore the macOS Desktop (continued)

The Finder app controls the macOS desktop, and so you see its menu bar whenever you work with this application. 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.

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 Box

Enables you to find 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.