

*Teach Yourself*  
**VISUALLY**<sup>™</sup>

# macOS<sup>™</sup> High Sierra

The Fast and Easy Way to Learn



Paul McFedries

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**VISUALLY™**

macOS High Sierra™

Paul McFedries

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## Teach Yourself VISUALLY™ macOS High Sierra™

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**Paul McFedries** is a full-time technical writer. Paul has been authoring computer books since 1991, and he has more than 90 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY Windows 10 Anniversary Update*, *Teach Yourself VISUALLY Excel 2016*, *The Facebook Guide for People Over 50*, and *iPhone Portable Genius*. Paul is also the proprietor of Word Spy ([www.wordspy.com](http://www.wordspy.com)), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at [www.mcfedries.com](http://www.mcfedries.com) and follow him on Twitter @paulmcf or @wordspy.

## Author's Acknowledgments

It goes without saying that writers focus on text, and I certainly enjoyed focusing on the text that you'll read in this book. However, this book is more than just the usual collection of words and phrases. A quick thumb-through the pages will show you that this book is also chock full of images, from sharp screenshots to fun and informative illustrations. Those colorful images sure make for a beautiful book, and that beauty comes from a lot of hard work by Wiley's immensely talented group of designers and layout artists. I thank them for creating another gem. Of course, what you read in this book must also be accurate, logically presented, and free of errors. Ensuring all of this was an excellent group of editors that included project editor Sarah Hellert, copy editor Scott Tullis, and technical editor Galen Gruman. Thanks to all of you for your exceptional competence and hard work. Thanks, as well, to Wiley executive editor Jody Lefever for asking me to write this 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.

CHAPTER  
3

Communicating via Email

## Add a Signature Block

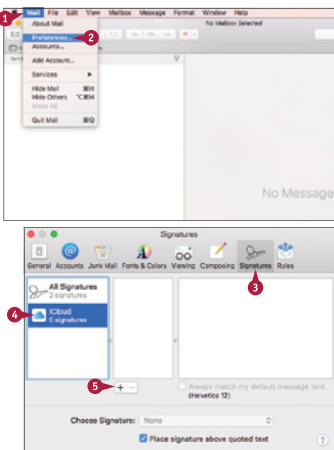
A **signature block** is a chunk of text that appears at the bottom of an email message. Instead of typing this information manually, you can save the signature in your Mail preferences. When you compose a new message, reply to a message, or forward a message, you can click a button to have Mail add the signature block to your outgoing message.

Signature blocks usually contain personal contact information, such as your phone numbers, business address, and email and website addresses. Mail supports multiple signature blocks, which is useful if you use multiple accounts or if you use Mail for different purposes such as business and personal.

### Add a Signature Block

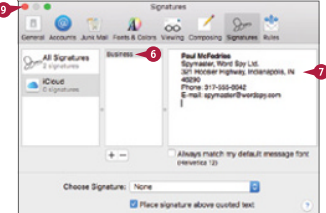
**1** Create a Signature Block

- 1 Click **Mail**.
- 2 Click **Preferences**.
- 3 Click **Signatures**.
- 4 Click the account for which you want to use the signature.
- 5 Click **Create a signature (+)**. Mail adds a new signature.



The Mail preferences appear.

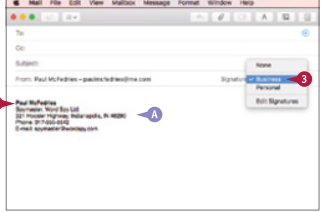
- 6 Type a name for the signature.
- 7 Type the signature text.
- 8 Repeat steps 4 to 7 to add other signatures, if required.
- 9 Click **Close**.



**2** Note: You can add as many signatures as you want. For example, you may want to have one signature for business use and another for personal use.

### Insert the Signature

- 1 Click **New Message (⌘N)** (not shown) to start a new message.
- 2 In the message text area, move the insertion point to the location where you want the signature to appear.
- 3 Click the **Signature** button and then click the signature you want to insert.
- 4 The signature appears in the message.



**TIPS**

**I have multiple signatures. How can I choose which signature Mail adds automatically?**  
Follow steps 1 to 4. In the subsection "Create a Signature Block" to display the Signatures preferences and choose an account. Click the **Choose Signature** button and then click the signature you want to insert automatically into each message. If you prefer to add a signature manually, click **None**.

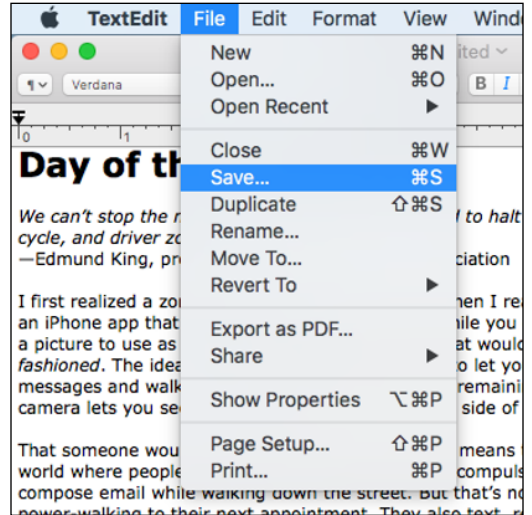
**Can I format my signature text?**  
Yes. Follow steps 1 to 4 in the subsection "Create a Signature Block" to display the Signatures preferences and choose an account. Click the signature you want to modify and then use the commands on the **Format** menu to format your signature.

**4**

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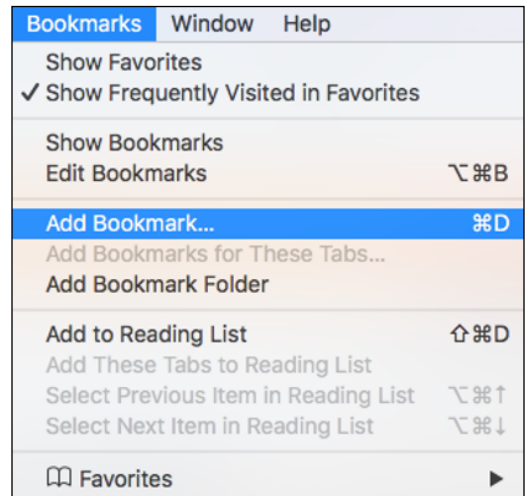
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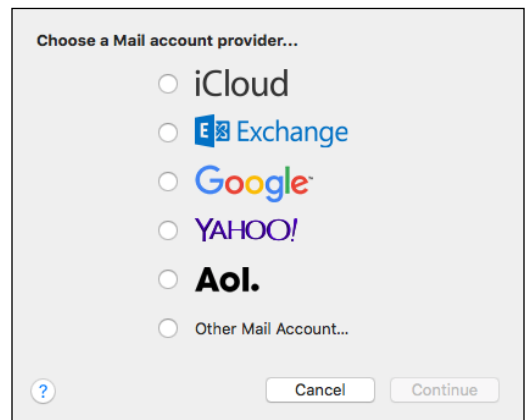
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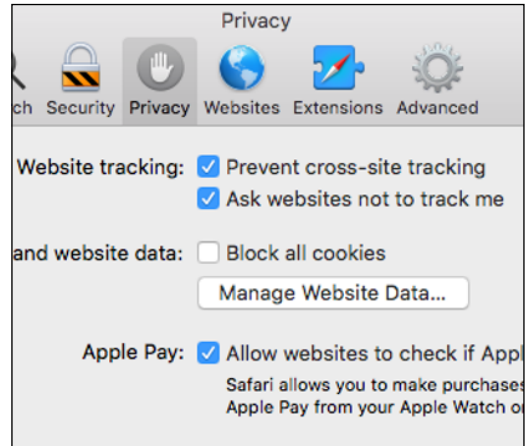
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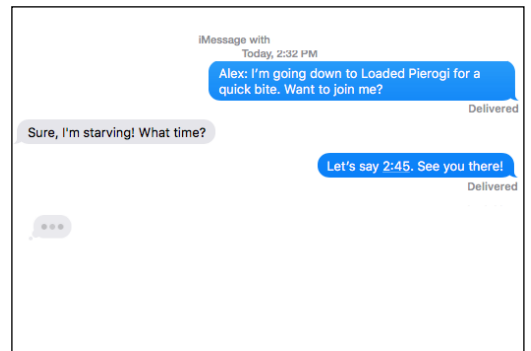
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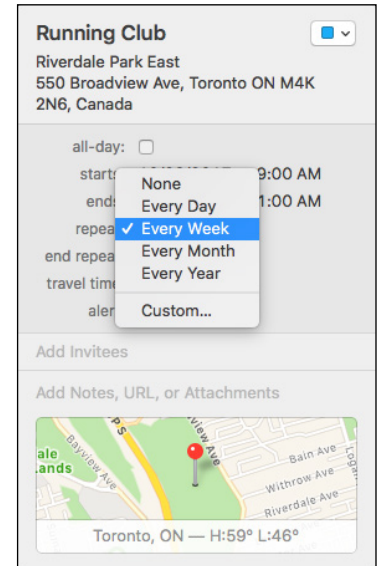
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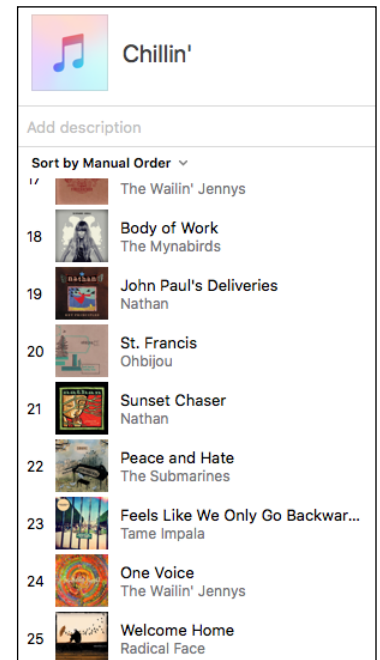
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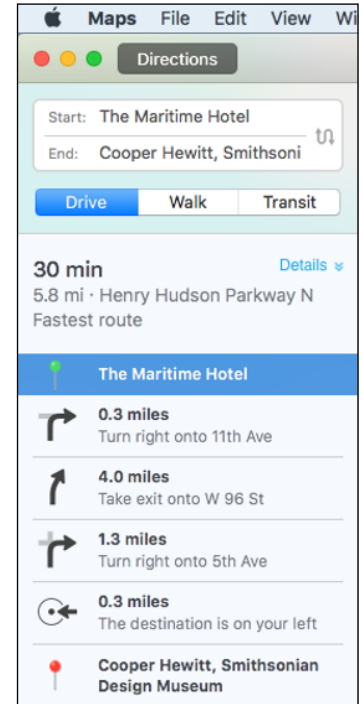
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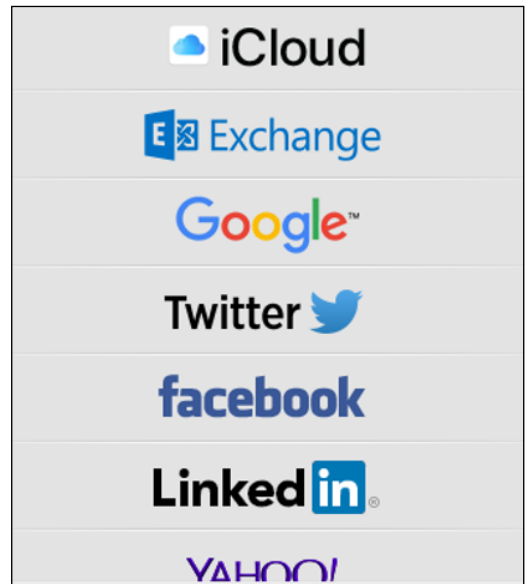
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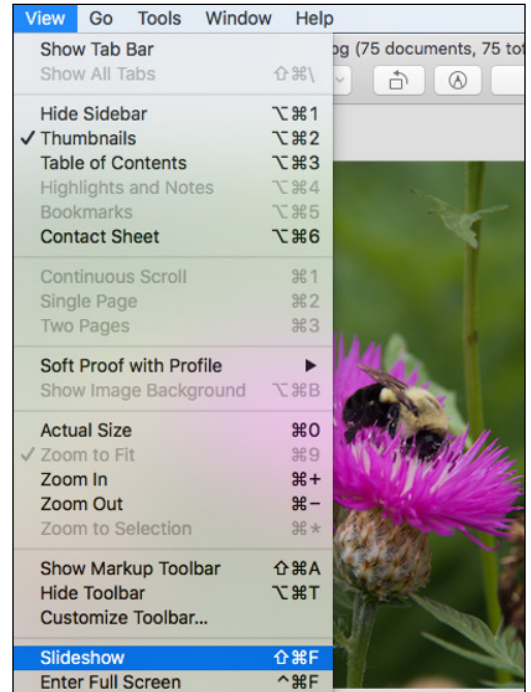
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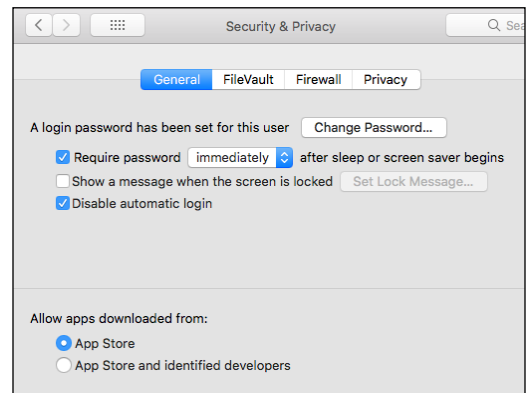
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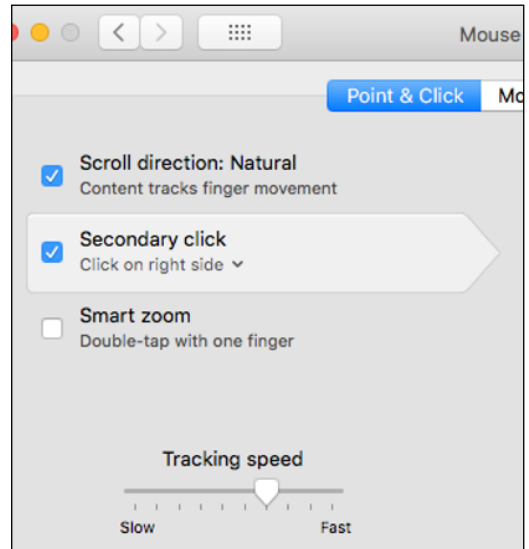
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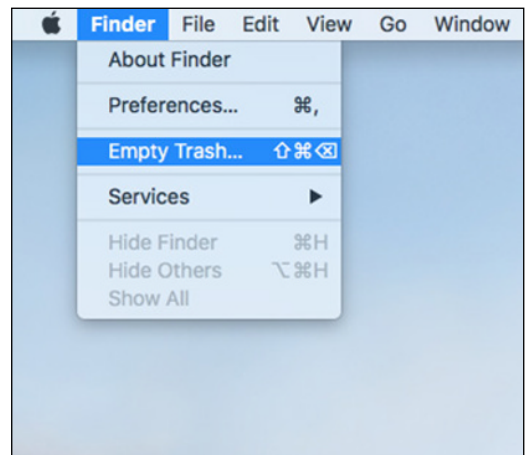
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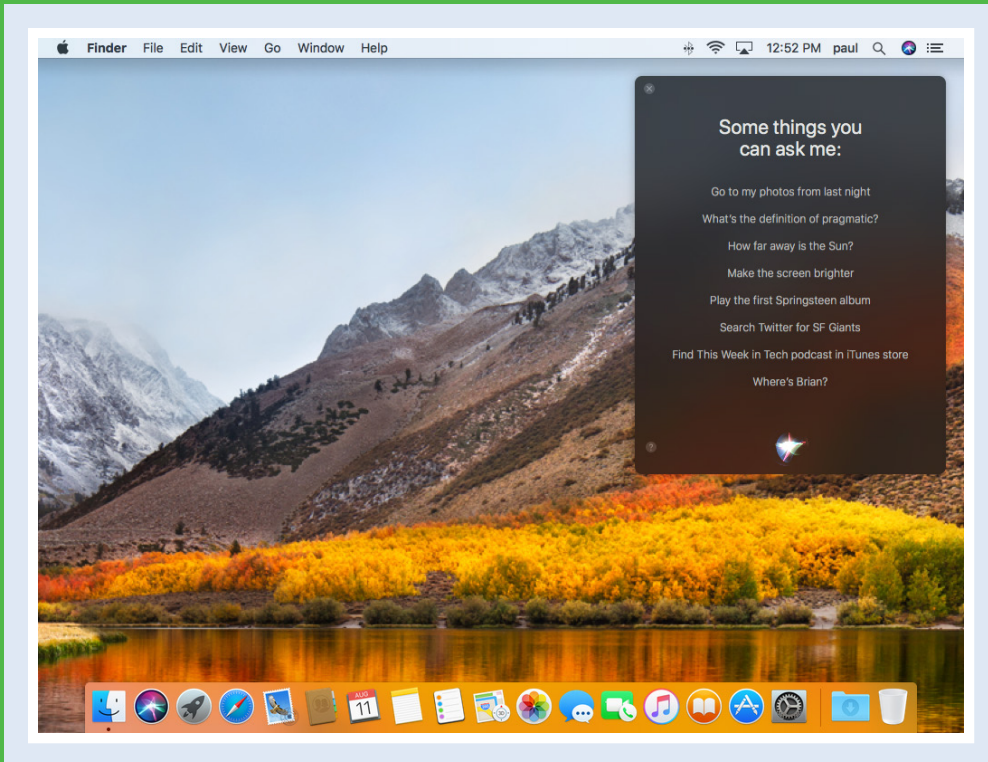
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## CHAPTER 1

# Learning Basic macOS Tasks

macOS has a few basic tasks that you need to know to make the rest of your Mac chores faster and easier. These chores include starting and managing applications, searching your Mac for documents and data, saving your work, and fundamental file operations such as opening, printing, and copying.





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# Start an Application

To perform tasks of any kind in macOS, you use one of the applications installed on your Mac. The application you use depends on the task you want to perform. For example, if you want to surf the World Wide Web, you use a web browser application, such as the Safari program that comes with macOS. Before you can use an application, however, you must first tell macOS what application you want to run. macOS launches the application and displays it on the desktop. You can then use the application's tools to perform your tasks.

## Start an Application

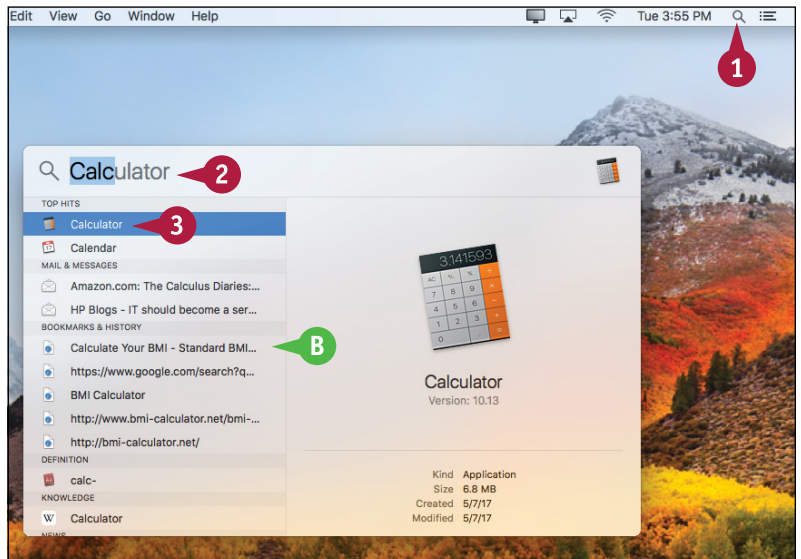
### Using the Dock

- 1 If the application that you want to start has an icon in the Dock, click the icon to start the application.
- A You can position the mouse pointer (☞) over a Dock icon to see the name of the application.



### Using Spotlight

- 1 Click **Spotlight** (🔍).
- 2 Start typing the name of the application you want to start.
- B macOS displays a list of matching items.
- 3 When the application appears in the results, click it to start the program.



## Using Finder

- 1 Click **Finder** (🔍).

The Finder window appears.

- 2 Click **Applications**.

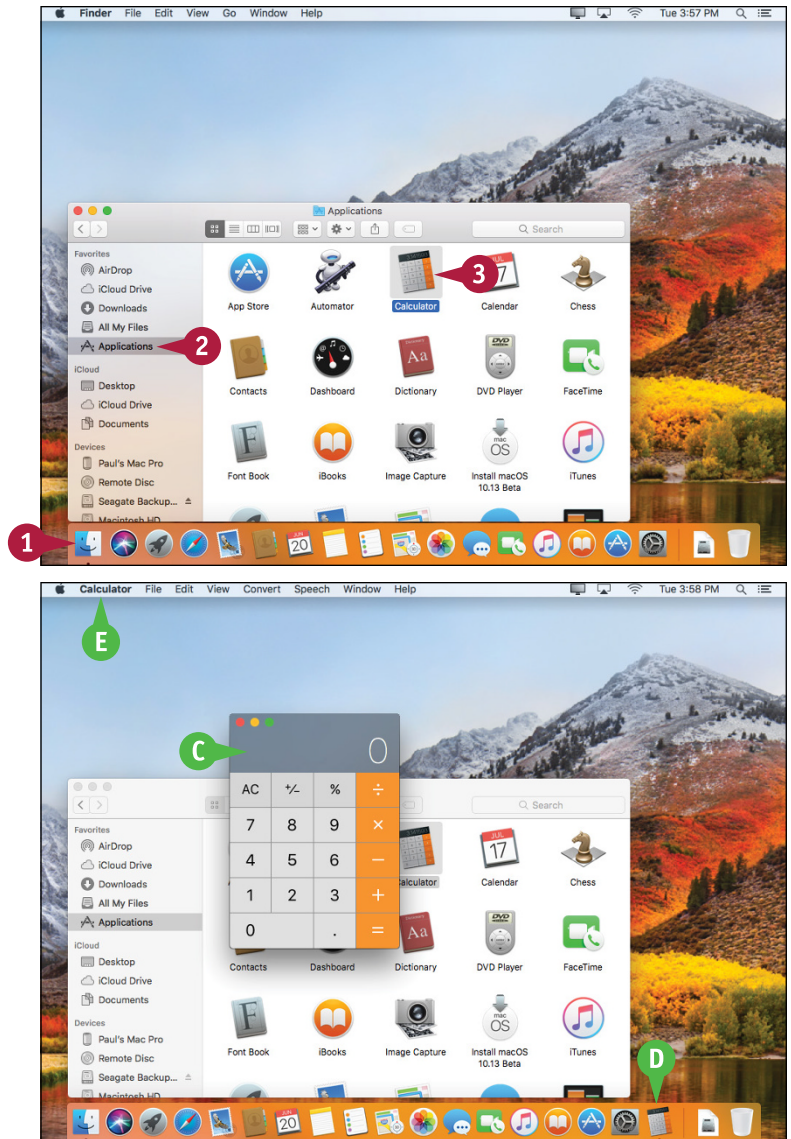
**Note:** You can also open Applications in any Finder window by pressing **Shift + ⌘ + A** or by clicking **Go** and then clicking **Applications**.

- 3 Double-click the application you want to start.

**Note:** In some cases, double-clicking the icon just displays the contents of a folder. In this case, you then double-click the application icon.

- C The application appears on the desktop.
- D macOS temporarily adds an icon for the application to the Dock.
- E The menu bar displays the menus associated with the application.

**Note:** Another common way you can launch an application is to use Finder to locate a document you want to work with and then double-click that document.



## TIPS

### How do I add an icon to the Dock for an application I use frequently?

To add an icon to the Dock, repeat steps 1 to 3 in the subsection “Using Finder.” Right-click the application’s Dock icon, click **Options**, and then click **Keep in Dock**.

### How do I shut down a running application?

To shut down a running application, right-click the application’s Dock icon and then click **Quit**. Alternatively, you can switch to the application and press **⌘ + Q**.

# Start an Application Using Launchpad

You can start an application using the Launchpad feature. This is often faster than using the Applications folder, particularly for applications that do not have a Dock icon.

Launchpad is designed to mimic the Home screens of the iPhone, iPad, and iPod touch. So if you own one or more of these devices, then you are already familiar with how Launchpad works.

## Start an Application Using Launchpad

- 1 Click **Launchpad** (🚀).  
The Launchpad screen appears.
- 2 If the application you want to start resides in a different Launchpad screen, click the dot that corresponds to the screen.  
Launchpad switches to the screen and displays the applications.
- 3 If the application you want to start resides within a folder, click the folder.

Launchpad opens the folder.

- 4 Click the icon of the application you want to start.  
macOS starts the application.

**Note:** To exit Launchpad without starting an application, you can press **Esc**.



# Locate the Mouse Pointer

Your Mac includes a feature that helps you locate the mouse pointer. This is useful because although you can control certain features of macOS using the keyboard or by using gestures on a trackpad or similar device, most macOS tasks require the mouse or trackpad. Clicking, double-clicking, dragging, and other standard mouse techniques make using macOS easy and efficient, but not if you have trouble locating the mouse pointer. This can happen very easily if your screen is crowded with windows.

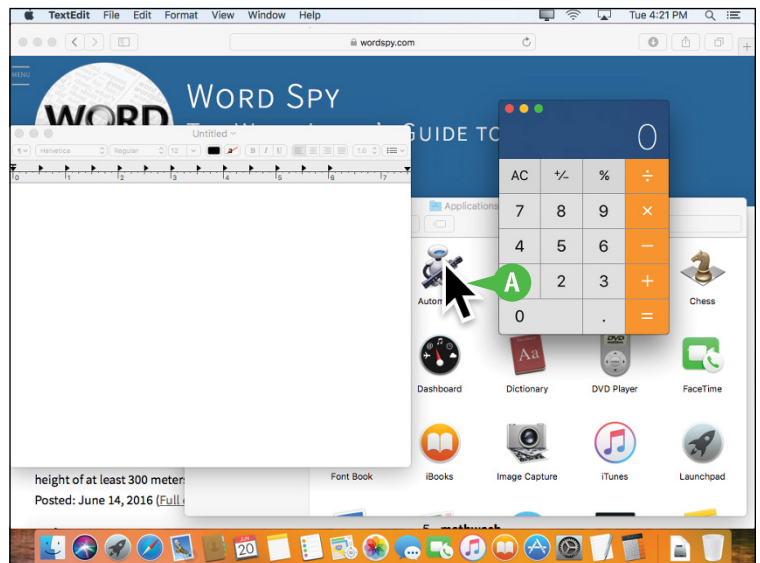
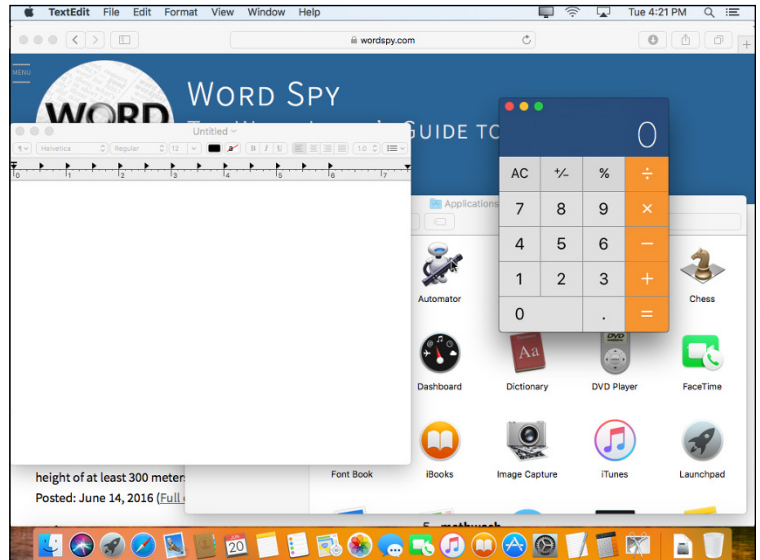
## Locate the Mouse Pointer

### 1 Jiggle the pointer several times:

If you have a mouse, you can move the mouse quickly back and forth.

If you have a trackpad or a Magic Mouse, you can slide your finger quickly back and forth on the surface of the trackpad or the top of the Magic Mouse.

### A macOS temporarily increases the size of the mouse pointer (🖱️).



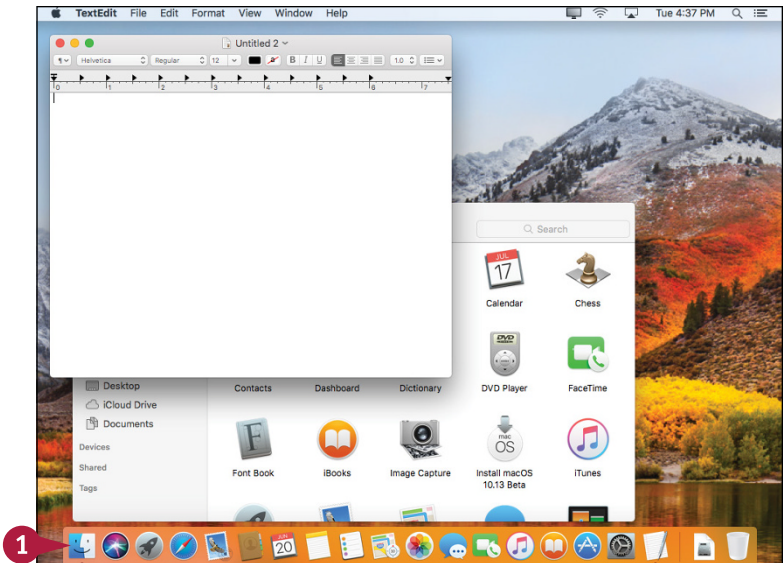
# Switch Between Applications

If you plan on running multiple applications at the same time, you need to know how to easily switch from one application to another. In macOS, after you start one application, you do not need to close that application before you open another one. macOS supports a feature called *multitasking*, which means running two or more applications simultaneously. This is handy if you need to use several applications throughout the day.

## Switch Between Applications

- 1 Click the Dock icon of the application you want to switch to.

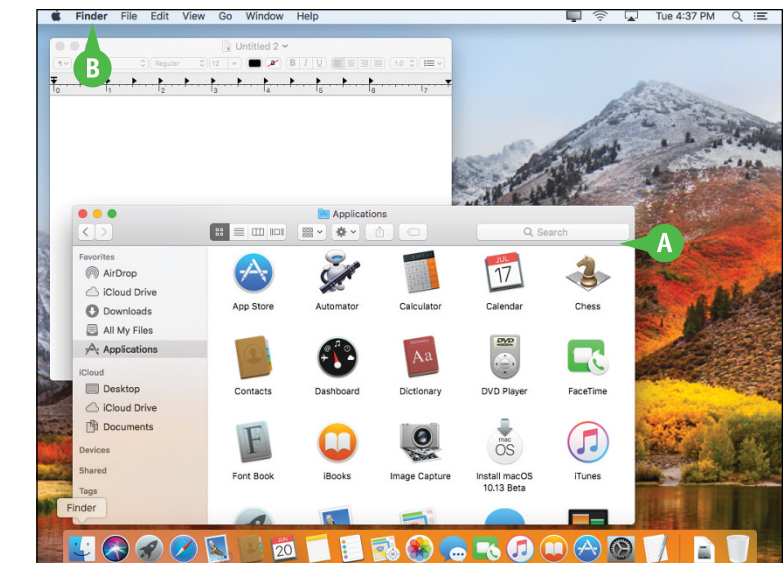
**Note:** If you can see part of the application's window, you can also switch to the application by clicking its window.



- A macOS brings the application window(s) to the foreground.

- B The menu bar displays the menus associated with the application.

**Note:** To switch between applications from the keyboard, press and hold **Command** and repeatedly press **Tab** until the application that you want is highlighted in the list of running applications. Release **Command** to switch to the application.



# View Running Applications with Mission Control

The Mission Control feature makes it easier for you to navigate and locate your running applications. macOS allows you to open multiple applications simultaneously, and the only real limit to the number of open applications you can have is the amount of memory contained in your Mac. In practical terms, this means you can easily open several applications, some of which may have multiple open windows. To help locate and navigate to the window you need, use the Mission Control feature.

## View Running Applications with Mission Control

1 Click **Launchpad** ( ).

2 Click **Mission Control**.

**Note:** You can also invoke Mission Control by pressing **F3** or by placing four fingers on the trackpad of your Mac and then swiping up.



A Mission Control displays each open window.

To switch to a particular window, you can click it.

B To close Mission Control without selecting a window, you can click **Desktop** or press **Esc**.



# Run an Application Full Screen

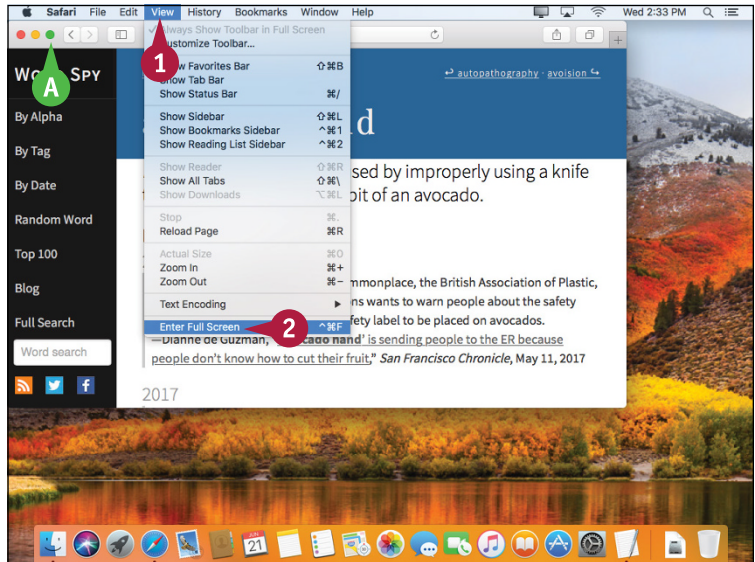
You can maximize the viewing and working areas of an application by running that application in full-screen mode. When you switch to full-screen mode, macOS hides the menu bar, the application's status bar, the Dock, and the top section of the application window (the section that includes the Close, Minimize, and Zoom buttons). macOS then expands the rest of the application window so that it takes up the entire screen. Note that not all programs are capable of switching to full-screen mode.

## Run an Application Full Screen

- 1 Click **View**.
- 2 Click **Enter Full Screen**.

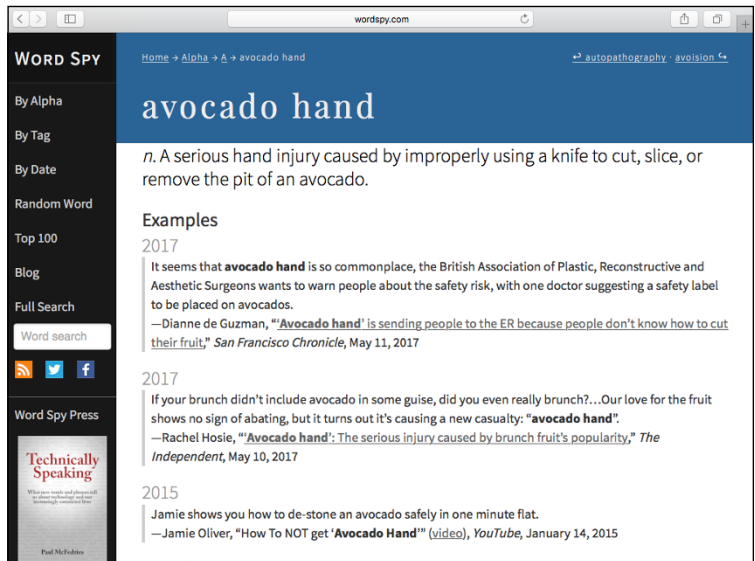
You can also press **Control** + **⌘** + **F**.

- A In applications that support Full Screen, you can also click **Zoom** (●).



macOS expands the application window to take up the entire screen.

**Note:** To exit full-screen mode, move the mouse pointer (☞) up to the top of the screen to reveal the menu bar, click **View**, and then click **Exit Full Screen**. You can also click **Zoom** (●), press **Esc**, or press **Control** + **⌘** + **F**.





# Split the Screen with Two Applications

You can make your macOS desktop more convenient and more efficient by splitting the screen with two application windows. This is called Split View and it means that macOS switches to full-screen mode, where one application window takes up the left side of the desktop, and a second application window takes up the right side of the desktop. With these windows arranged side by side, the content of both windows remains visible at all times, so you can easily refer to one window while working in the other.

## Split the Screen with Two Applications

1 Click and hold **Zoom** (⌘).

A macOS displays a blue background to show you where the application window will reside.

2 Release the mouse.

B macOS moves the application window to the left side.

C To move the window to the right side, you can drag the mouse pointer (⏶) to the right. When the blue background switches to the right side, release the mouse.

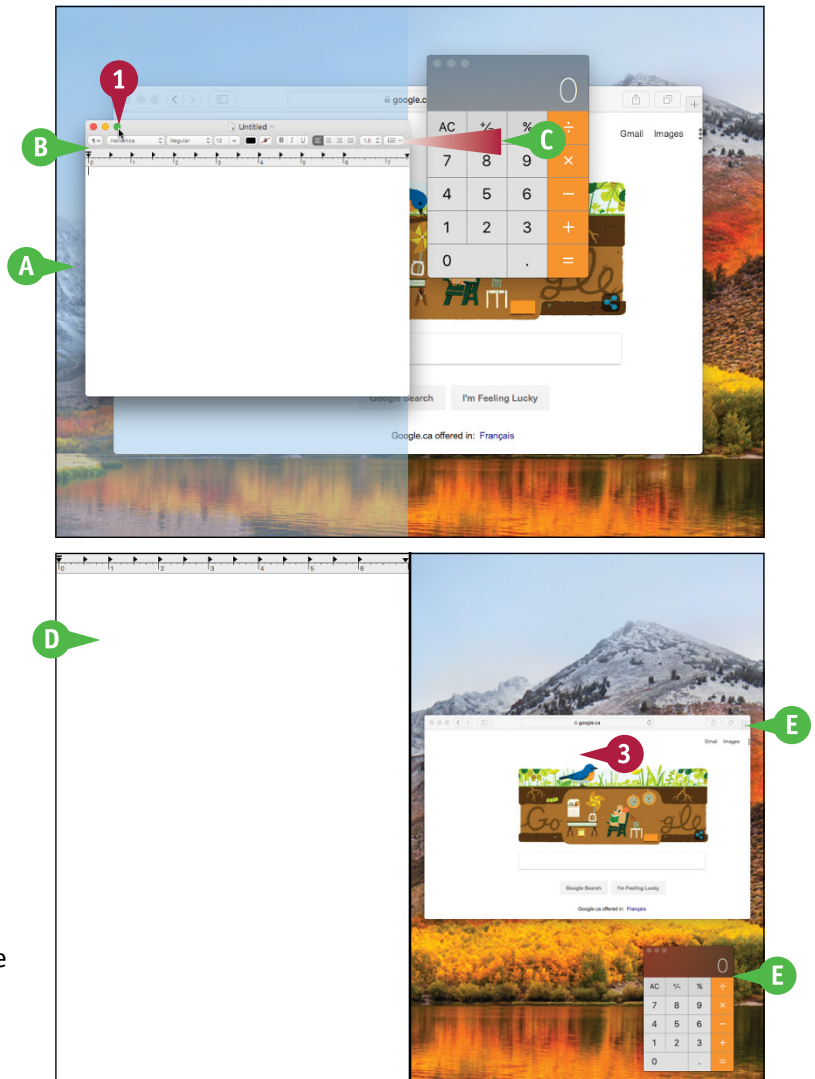
D macOS activates Split View and displays the application in the half of the screen you selected.

E macOS displays thumbnail versions of the other open windows. (Applications already in full-screen windows are not available for Split View.)

3 Click a window.

macOS displays the window in the other half of the screen.

**Note:** To exit Split View, move the mouse pointer (⏶) to the top of the screen for either application window, click **View**, and then click **Exit Full Screen**. You can also click **Zoom** (⌘), press **Esc**, or press **Control** + **⌘** + **F**.



# Search Your Mac

You can save time and make your Mac easier to use by learning how to search for the apps, settings, or files that you need.

After you have used your Mac for a while and have created many documents, you might have trouble locating a specific file. You can save a great deal of time by using the macOS Spotlight search feature to search for your document. You can also use Spotlight to search for apps as well as information from the Internet, the iTunes Store, the App Store, and more. Alternatively, you can use Finder's Search box to search just your Mac.

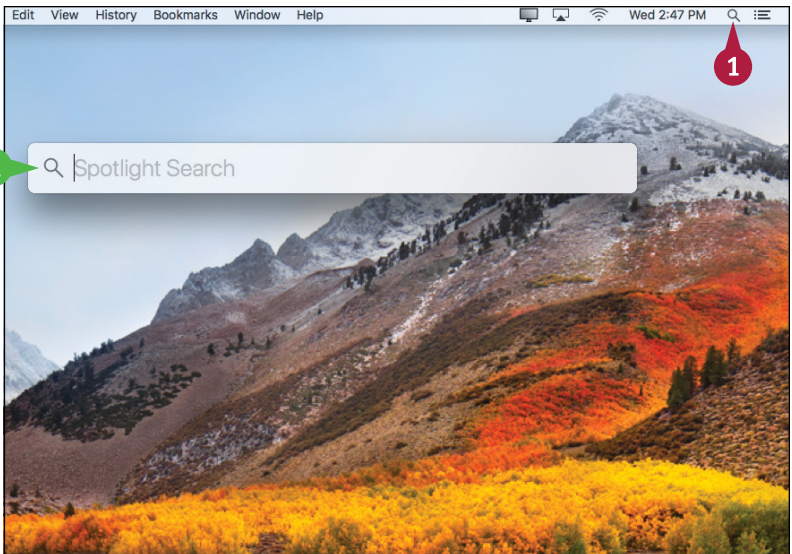
## Search Your Mac

### Search with Spotlight

1 Click **Spotlight** (🔍).

You can also press **⌘ + Spacebar**.

A The Spotlight window appears.

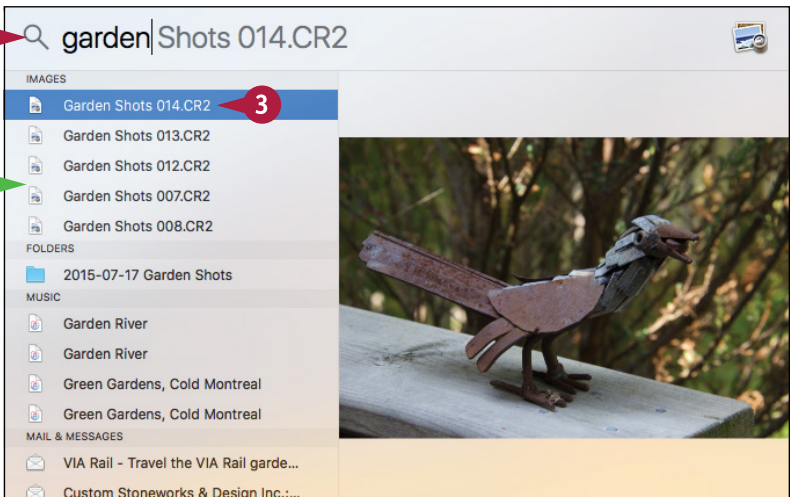


2 Type a word or short phrase that represents the item or information you want to locate.

B As you type, Spotlight displays the Mac and online items that match your search text.

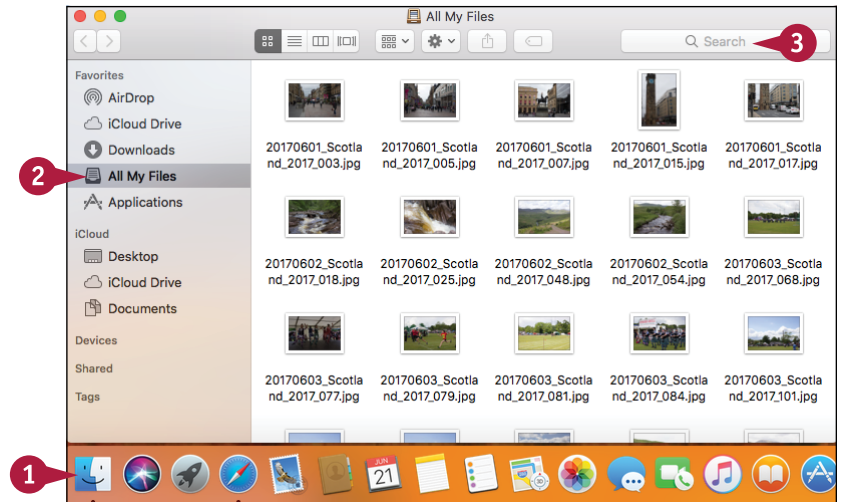
3 Click the item you want to view or work with.

macOS opens the item.

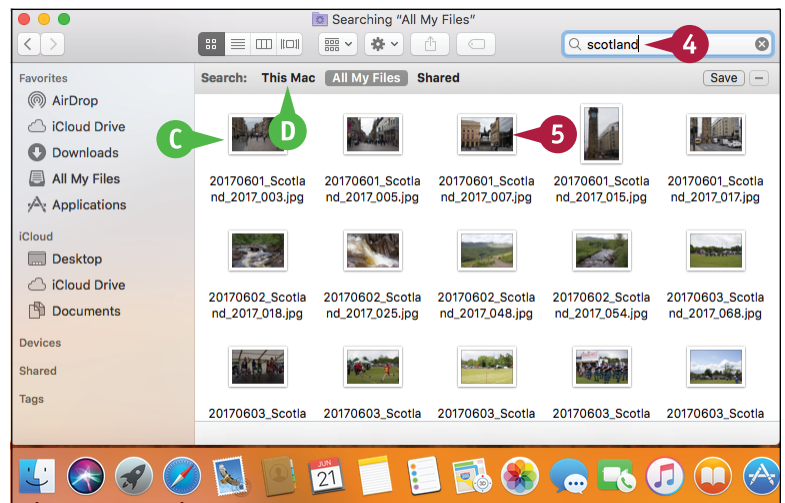


## Search Your Mac

- 1 Click **Finder** (🔍).
- 2 If you want to search within a specific folder, open that folder.
- 3 Click inside the Search box.



- 4 Type a word or short phrase that represents the item you want to locate.
  - C As you type, Spotlight displays the items that match your search text.
  - D If you are searching a specific folder, you can click **This Mac** to switch to searching your entire Mac.
  - 5 Click the item you want to work with.
- macOS opens the item.



## TIP

### Can I remove item types from the Spotlight search results?

Yes. Spotlight supports a number of different *categories*, such as Applications, Documents, and Contacts. If there are categories that you never search for, such as system preferences or movies, you should remove them to make it easier to navigate the Spotlight search results.

To remove one or more categories from the Spotlight results, click **System Preferences** (⚙️) in the Dock and then click **Spotlight**. In the Search Results pane, click the check box beside each category you want to remove (☑️ changes to ☐).

# Voice-Operate Your Mac with Siri

If your Mac comes with a built-in microphone or if you have connected a headset or microphone to your Mac, you can use the Siri voice-activated assistant to control macOS. You can use Siri to search your Mac, search the web, and start apps. You can also use Siri to run commands within certain apps. For example, you can use Siri to schedule appointments, start an email, or display a contact.

Before you can use Siri, you must have a microphone — either one that comes with your Mac or one that you connect to your Mac — and you must enable Siri in System Preferences.

## Voice-Operate Your Mac with Siri

### Enable Siri

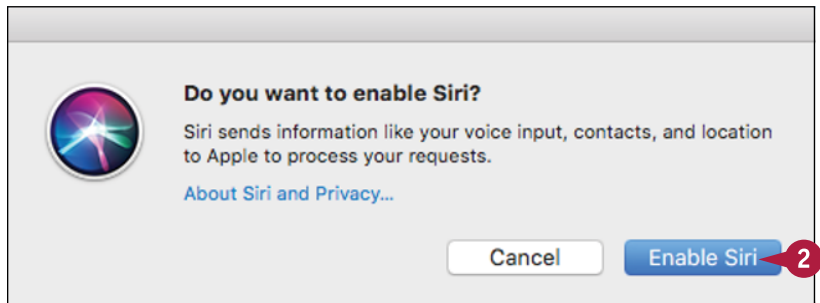
1 Click **Siri** (🔍) in the Dock.



macOS asks you to confirm that you want to enable Siri.

2 Click **Enable Siri**.

You can now use Siri to operate your Mac with voice commands.



## Access Siri

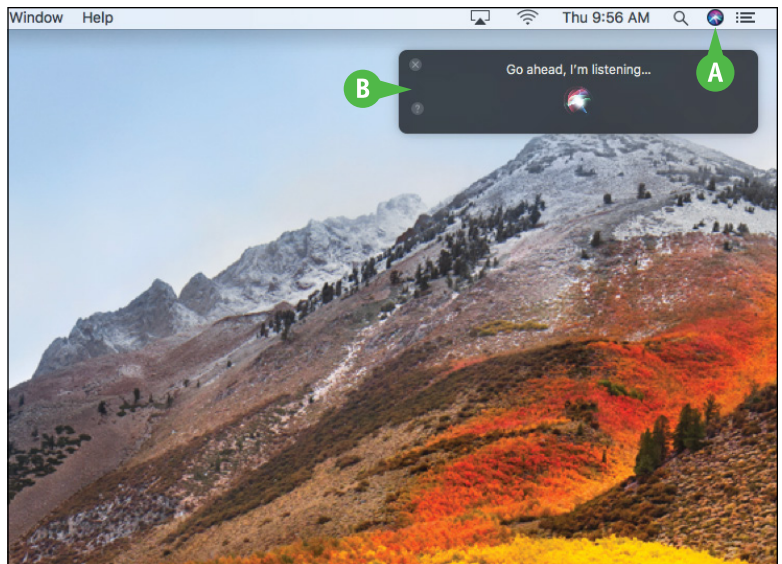
- 1 Click **Siri** (🔍) in the Dock.



The Siri window appears and prompts you to ask something.

- A You can also click **Siri** (🔍) in the menu bar.
- 2 Use your microphone to ask a question.
- B The Siri window runs through several screens that show you the types of questions you can ask.

**Note:** To learn how to customize Siri, see Chapter 12.



## TIPS

### Are there other ways to access Siri?

Yes, you can also access Siri by holding down **⌘ + Spacebar** until the Siri window appears. Alternatively, click **System Preferences** (⚙️), click **Siri**, and then click the **Show Siri in menu bar** check box ( changes to ). You can then access Siri by clicking **Siri** (🔍) in the menu bar.

### Can I use Siri via the keyboard?

Yes. To enable this feature, click **System Preferences** (⚙️), click **Siri**, and then click the **Enable Type to Siri** check box ( changes to ). You can now type commands and questions when the Siri window is open.

# Save a Document

After you create a document and make changes to it, you can save the document to preserve your work. When you work on a document, macOS stores the changes in your computer's memory. However, macOS erases the contents of the Mac's memory each time you shut down or restart the computer. This means that, unless the app you are using saves changes automatically, as many now do, the changes you make to your document are lost when you turn off or restart your Mac. Saving the document preserves your changes on your Mac's hard drive.

## Save a Document

1 Click **File**.

2 Click **Save**.

In most applications, you can also press **⌘ + S**.

If you have saved the document previously, your changes are now preserved, and you do not need to follow the rest of the steps in this section.

If this is a new document that you have never saved before, the Save As dialog appears.

3 Type the filename you want to use in the Save As text box.

A To store the file in a different folder, you can click the **Where** and then select the location that you prefer from the pop-up menu.

4 Click **Save**.

The application saves the file.

