

Teach Yourself **VISUALLY**™

MacBook Pro and MacBook Air

6th Edition

Covers
macOS
Monterey
version 12



Guy Hart-Davis

Visual
A Wiley Brand



MacBook Pro and MacBook Air 6th Edition

by Guy Hart-Davis



Teach Yourself VISUALLY™ MacBook Pro and MacBook Air

6th Edition

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About the Author

Guy Hart-Davis is the author of more than 175 computer books, including *Teach Yourself VISUALLY iPhone 12, 12 Pro, and 12 Pro Max*; *Teach Yourself VISUALLY iPad*; *Teach Yourself VISUALLY Google Workspace*; *Teach Yourself VISUALLY Chromebook*; and *Teach Yourself VISUALLY Word 2019*.

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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.

Configure Your MacBook for Multiple Users

Sharing Your MacBook with Others

CHAPTER
3

As well as letting any user log in individually from the login screen, macOS includes a feature called **Fast User Switching** that lets multiple users remain logged in to your MacBook at the same time. After you enable Fast User Switching, another user can log in either directly from your macOS session or from the login screen. Your macOS session keeps running in the background, ready for you to resume it.

You can also enable the Guest User account to give a visitor temporary use of your MacBook without creating a dedicated account.

Configure Your MacBook for Multiple Users

- 1 Press **Control** + click **System Preferences** () on the Dock.

Note: You can click **Apple** () and then click **System Preferences** to open the System Preferences window. Then click **Users & Groups** () to display the Users & Groups pane. The contextual menu opens.

- 2 Click **Users & Groups**.

The System Preferences app opens and displays the Users & Groups pane at the front.

- 3 Click the **lock icon** ().
- System Preferences displays a dialog asking you to type your password.

Note: If you are using a standard account or managed account, the dialog prompts you to enter an administrator name and password.

- 4 Type your password.

- 5 Click **Unlock**.

System Preferences unlocks the preferences () changes to ().

- 6 Click **Login Options**.

The Login Options pane appears.

- 7 If **Automatic Login** is available, click **Automatic Login** () and click **OFF** to ensure that whoever logs in must use their own user account.

- 8 Select **Show fast user switching menu as** ().

- 9 Click **Show fast user switching menu as** ().

Guest User is a special account you can use to enable someone to use your MacBook temporarily without creating a dedicated account.

- 10 Click **Full Name** to show usernames, click **Account Name** to show account names, or click **Icon** to show icons.

Fast User Switching is now enabled.

- 11 Click **Close** ().

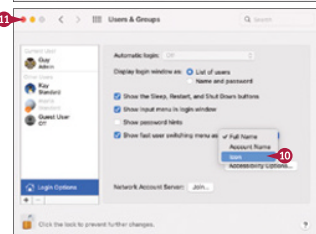
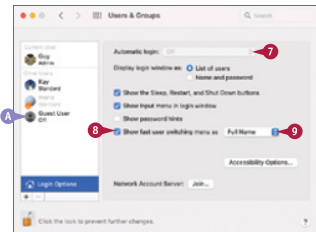
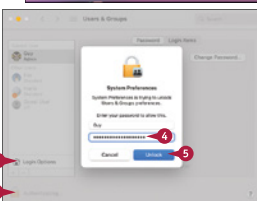
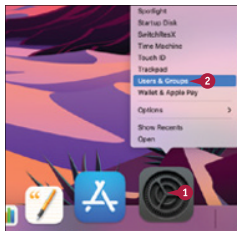
The System Preferences window closes.

Note: Fast User Switching uses more memory and resources, so it can make your MacBook run more slowly. If your MacBook runs too slowly, try turning Fast User Switching off. For some MacBook models, you may also be able to add RAM to improve performance.

TIP

How do I set up the Guest User feature?

In the left pane in Users & Groups preferences, click **Guest User** to display the Guest User pane. Select **Allow guests to log in to this computer** (). Select **Limit Adult Websites** () if you want to limit the guest user's access to adult websites. Select **Allow guest users to connect to shared folders** () if you want to allow guests to access shared folders.



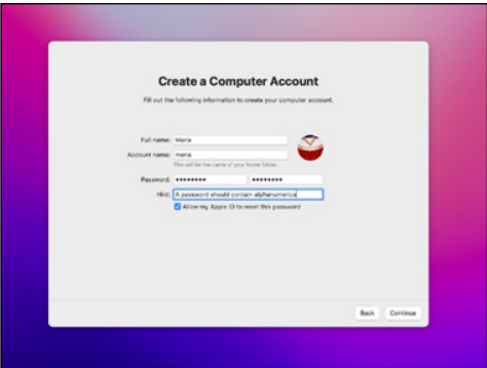
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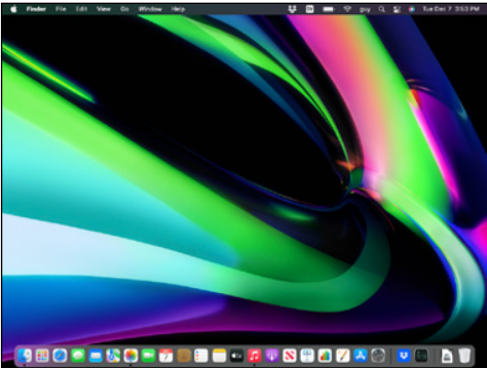
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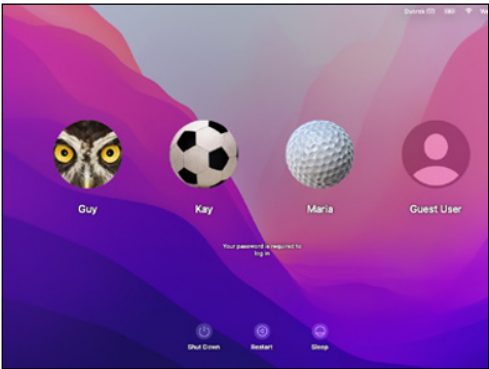


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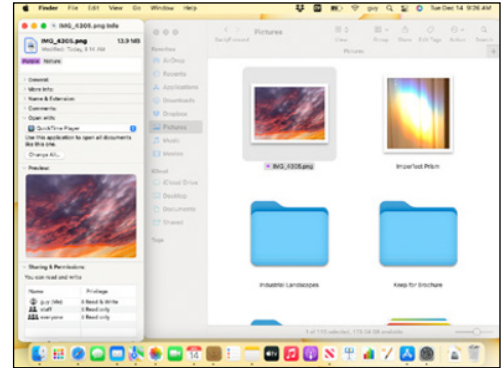
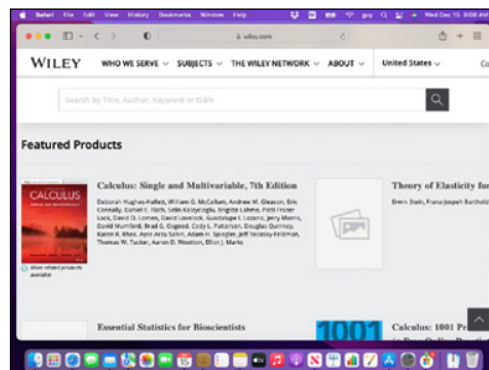


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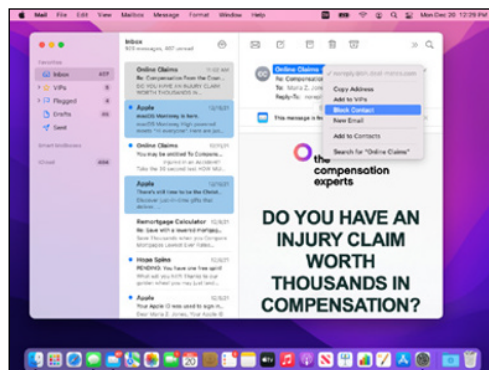
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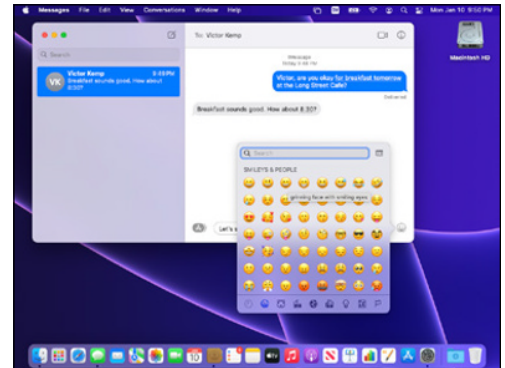
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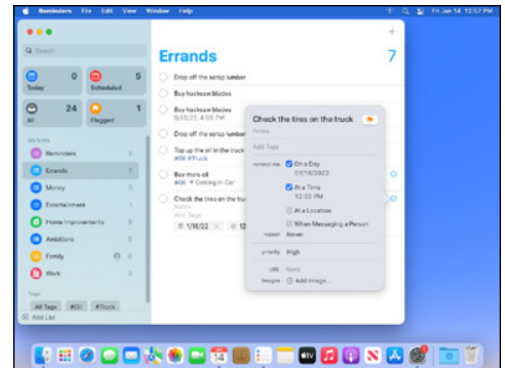
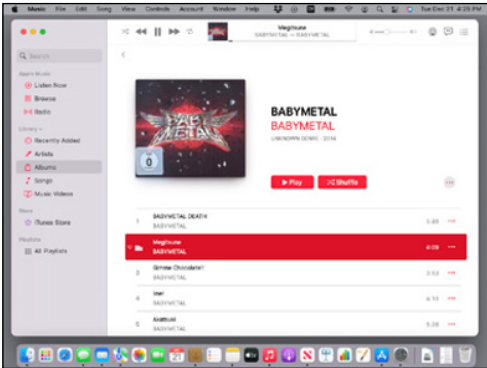


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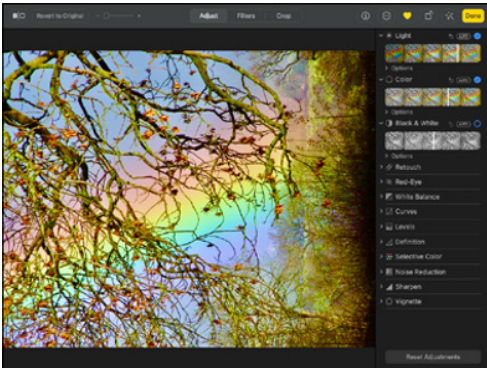
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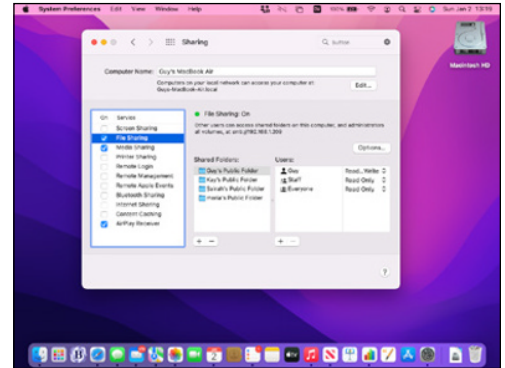
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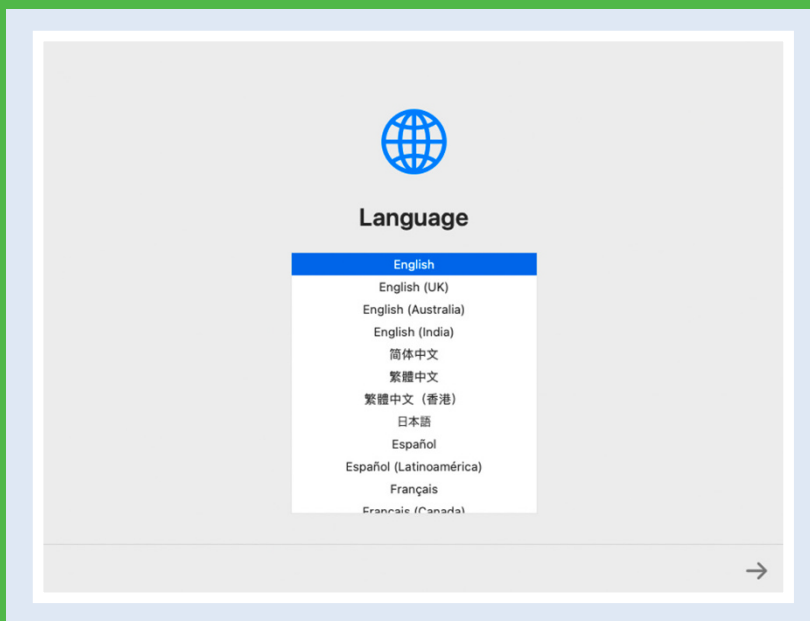
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CHAPTER 1

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 to access commands quickly.

E USB-C Ports

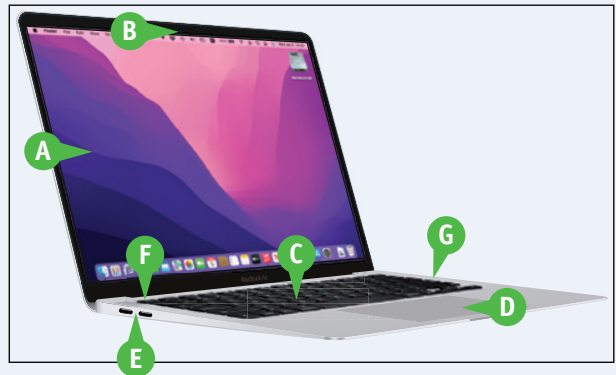
The USB-C ports enable you to connect your MacBook to its power adapter and to other devices, such as external drives, external displays, iPhones and iPads, and so on. Most of the current MacBook Air and MacBook Pro models have only USB-C ports, but some MacBook Pro models also have an HDMI port for connecting an external display.

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.

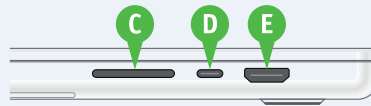


Identify the Ports on the MacBook Pro Models

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.

A Analog/Digital Audio In/Out

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 USB-C ports for connecting your USB devices.

E HDMI Port

The 16-inch MacBook Pro includes one HDMI port for connecting an external display of up to 4K resolution.

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.

Most MacBook Pro models produced from October 2016 to November 2020 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. While useful in some apps, the Touch Bar proved unpopular with professional users, many of whom use the function keys extensively.

Meet Your MacBook's Keyboard

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 form 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 the pointer around the screen.

Understanding and Using the Touch Bar

If you have a MacBook Pro model produced between October 2016 and November 2020, it may have the Touch Bar at the top of the keyboard instead of the hardware function keys. The Touch Bar is a flat sensor strip that replaces the row of physical function keys with virtual keys that change depending on the app and the actions available to you.

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 introduces you to buttons that appear frequently on the Touch Bar.

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

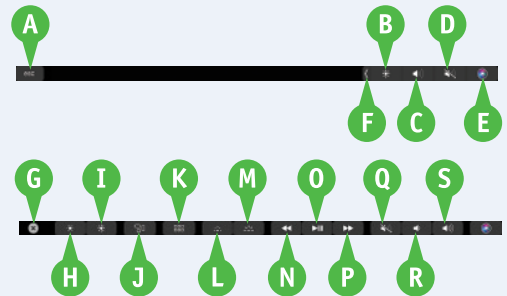
Tap **Decrease Keyboard Brightness** (🔍) to decrease the brightness of the keyboard lighting.

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.

Set Up Your MacBook

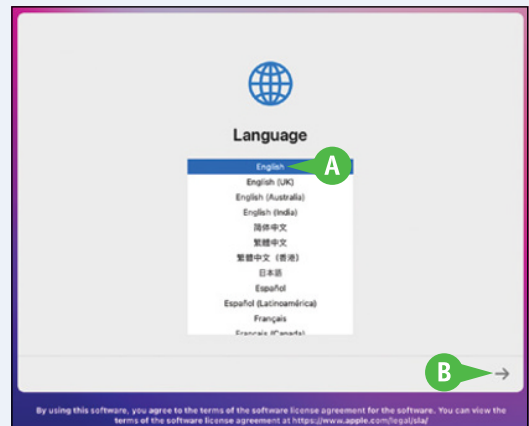
If you have just bought your MacBook, you need to set up macOS and create your user account before you can use it. Your user account is where you store your files and settings on the MacBook.

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.

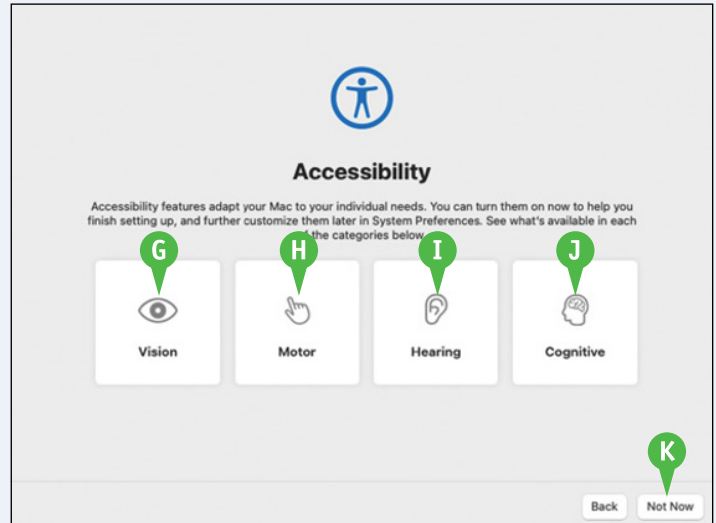
When the Written and Spoken Languages screen shows the settings you want, click **Continue** to proceed.



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** (👁️, G) to enable features such as VoiceOver, Zoom, and Pointer Size. Click **Motor** (👉, H) to enable Accessibility Keyboard, an on-screen keyboard. Click **Hearing** (👂, I) to enable the Closed Captions feature and the Flash for Alerts feature. Click **Cognitive** (🧠, J) 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** (K) if you do not want to set up any Accessibility features.



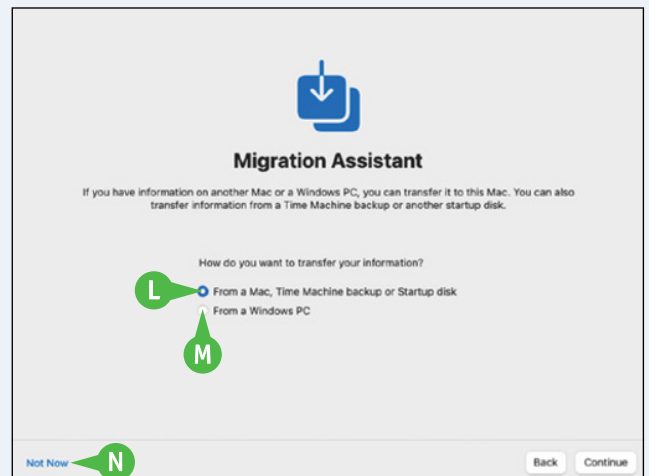
Choose Whether to Transfer Information to Your MacBook

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 ⬇️, L), click **Continue**, and then follow the prompts.

If you have information on a Windows PC, click **From a Windows PC** (🔄 changes to ⬇️, M), click **Continue**, and then follow the prompts.

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



continued ►

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.

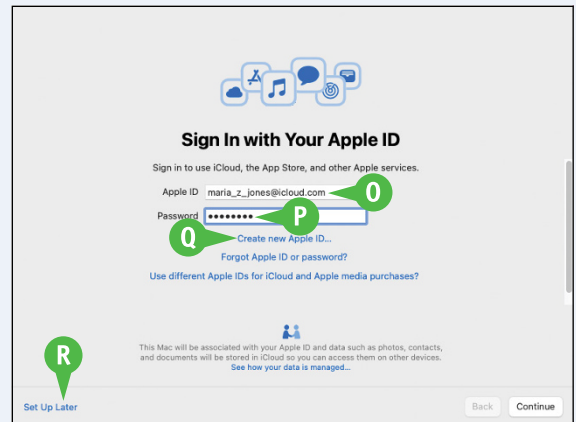
Sign In to Apple's Services with Your Apple ID

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 (O), and then click **Continue**. The Sign In with Your Apple ID screen then displays the Password box. Type your password in the Password box (P), and then click **Continue**.

If you do not have an Apple ID, you can click **Create new Apple ID** (Q) 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** (R).



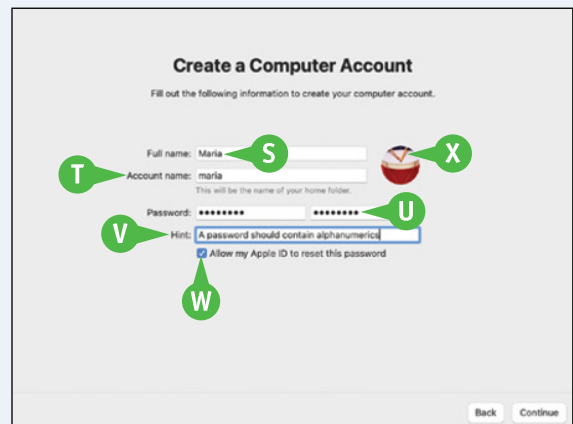
Set Up Your Computer Account

On the Create a Computer Account screen, type your name the way you want it to appear in the Full Name box (S). In the Account Name box (T), 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 (U). Optionally, click **Hint** (V) and type a password hint that will help you to recall your password.

Select ☒ **Allow my Apple ID to reset this password** (W) 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 (X) and choose the icon or image you want to use for your account. Then click **Continue**.



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.

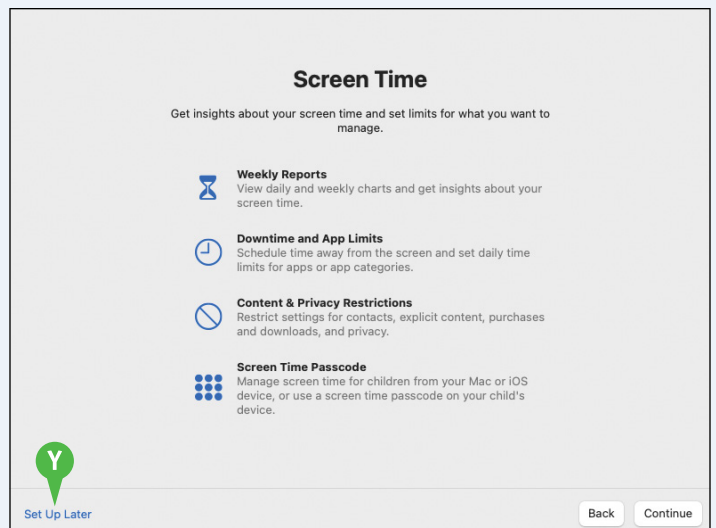
Select ☒ **Store files from Documents and Desktop in iCloud Drive** if you want to store these folders in iCloud. Select ☒ **Store photos and videos in iCloud Photos** if you want to store your photos and videos in iCloud as well.

After making your choices, click **Continue**.

Enable Screen Time If You Need It

When the Screen Time screen appears, decide whether to activate the Screen Time feature, which tracks your computer usage so that you can analyze it. If you want to use Screen Time, click **Continue**; you will configure the settings later. If you do not need Screen Time, click **Set Up Later** (Y); 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.

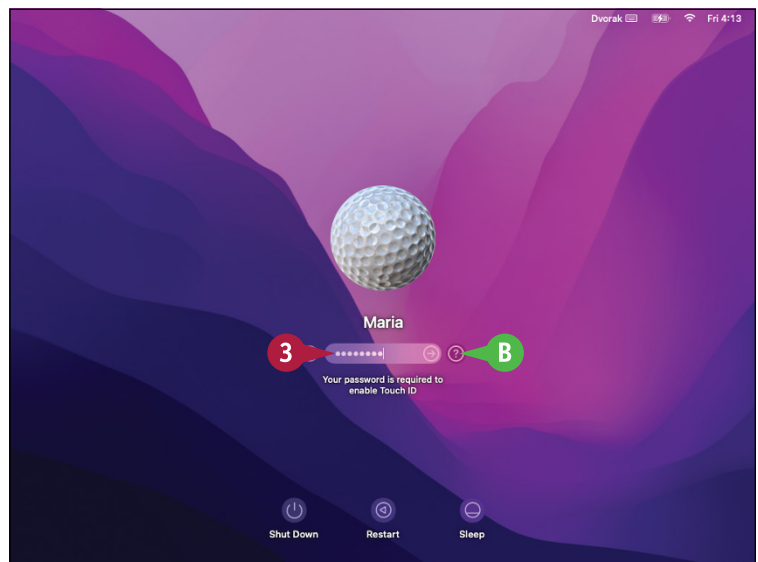
Start Your MacBook and Log In

- 1 Press the Power button on your MacBook.

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.

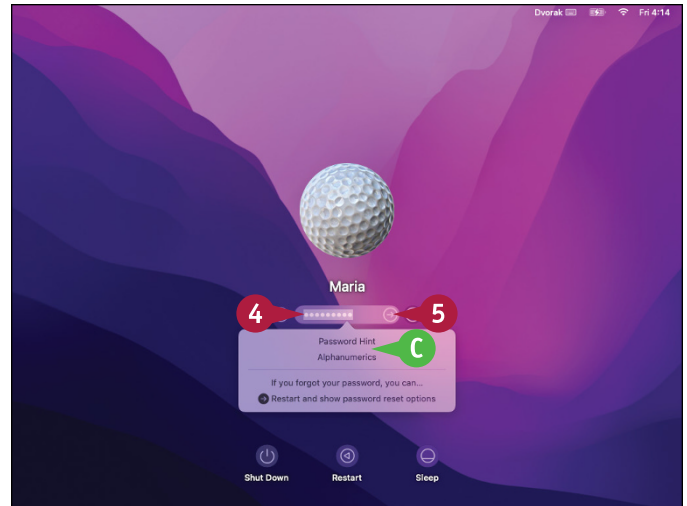


- A On a Touch ID-equipped MacBook, the message *Your password is required to log in* appears when Touch ID is not available, such as after restarting the MacBook, not having used it for an extended time, or multiple failed attempts to use Touch ID. This is a security measure.
- 2 Click your username.
The login window appears.
- 3 Type your password in the Enter Password box.
- B If you cannot remember your password, click **Hint** (?).

Getting Started with Your MacBook

- C** 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 12, a version called Monterey. 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

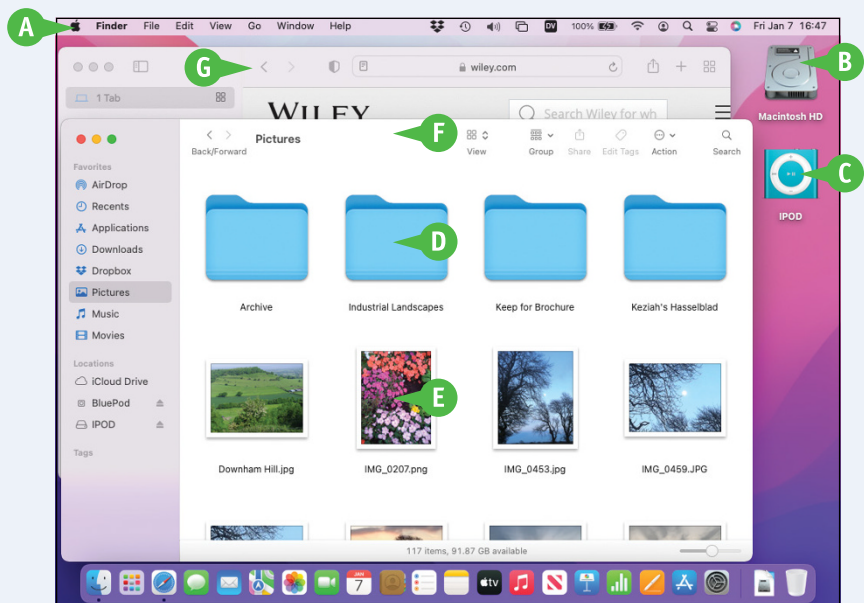
Files include documents, applications, or other sources of data. There are various kinds of documents, such as text, graphics, songs, or movies.

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.



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

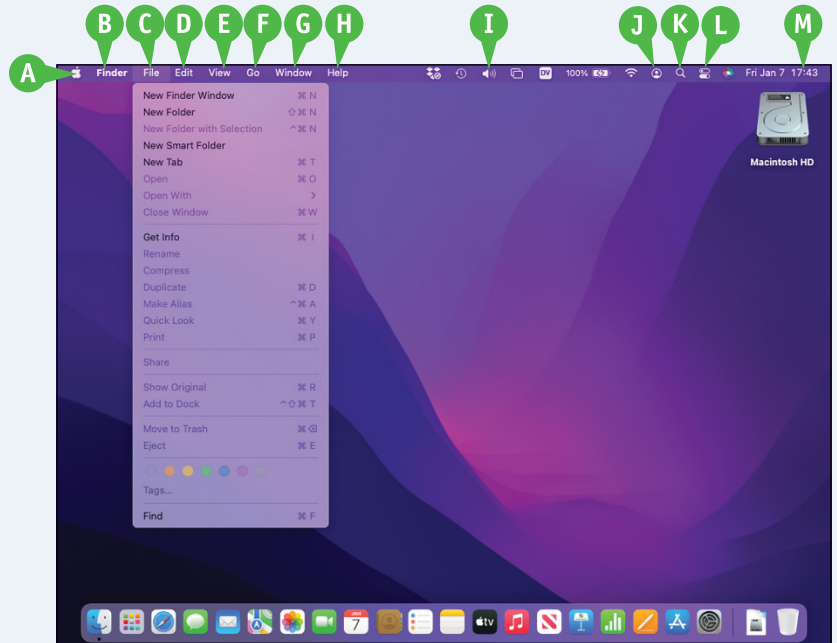
This menu takes you to various places, such as specific folders.

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

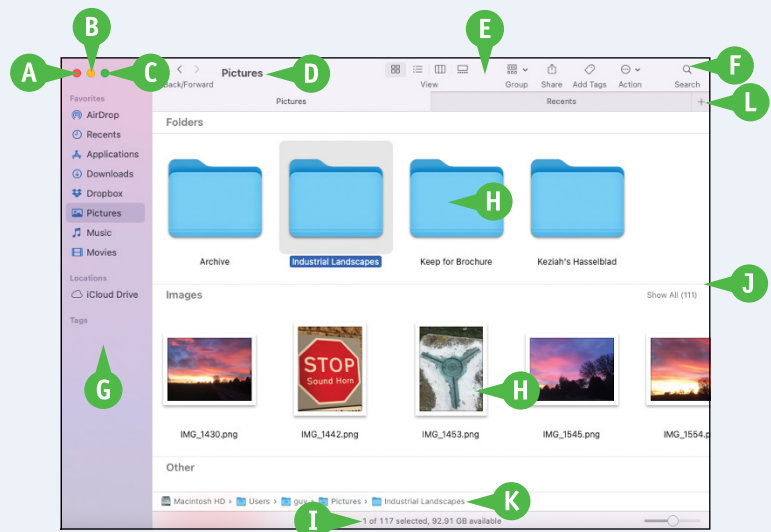
Enables you display the Search box for finding files, folders, and other information.

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.