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MacBook

Complete Manual



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MacBook

Complete Manual

Whether you have an iMac, Mac mini or a MacBook, This series is for you. It's packed with tips, tutorials and guides for your Apple notebook, its operating system, macOS 26 Tahoe and its amazing Apple Intelligence features.

Apple has synchronised the names of all its operating systems, to reflect the year in which they're current rather than their version numbers. That's why Tahoe is macOS 26. The user interface has been synced across all Apple devices too, with a new Liquid Glass look and feel. In this book, we take an in-depth look at this new operating system, and the features it brings such as coloured folders, icon tinting and a completely revised Spotlight.

We also look at the amazing apps that come bundled with macOS 26 Tahoe, including Safari, Mail, Notes, Music and more. Two brand new apps debut with Tahoe; Phone and Games. We show you how to use both. And when you're ready to take things further, we bring you some advanced tips and tricks to help you get even more from your Mac.

Can your MacBook run macOS 26 Tahoe?

The following Mac notebooks can run the latest operating system:



MacBook Air with Apple silicon (2020 and later)
MacBook Pro with Apple silicon (2020 and later)
MacBook Pro (16-inch, 2019)
MacBook Pro (13-inch, 2020, Four Thunderbolt 3 ports)

Apple Intelligence

To use Apple Intelligence features, your MacBook must meet the following minimum requirements:

- It must run macOS 15.1 Sequoia or later
- It must have an Apple Silicon M1 chip or newer

Apple has stated that Tahoe is the last major macOS update with support for Intel Macs.

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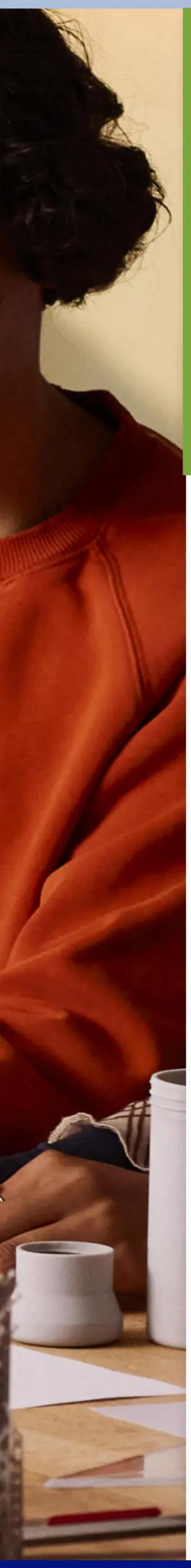
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First Steps with Your MacBook

This section isn't just for newcomers. Even if you've been using your Mac notebook for a while, there might well be something here you didn't already know. We take you through the MacBook's basics, such as trackpad gestures, the Dock, how to personalise your MacBook and more. There are also guides to setting it up for the first time, and upgrading the operating system to macOS 26 Tahoe.

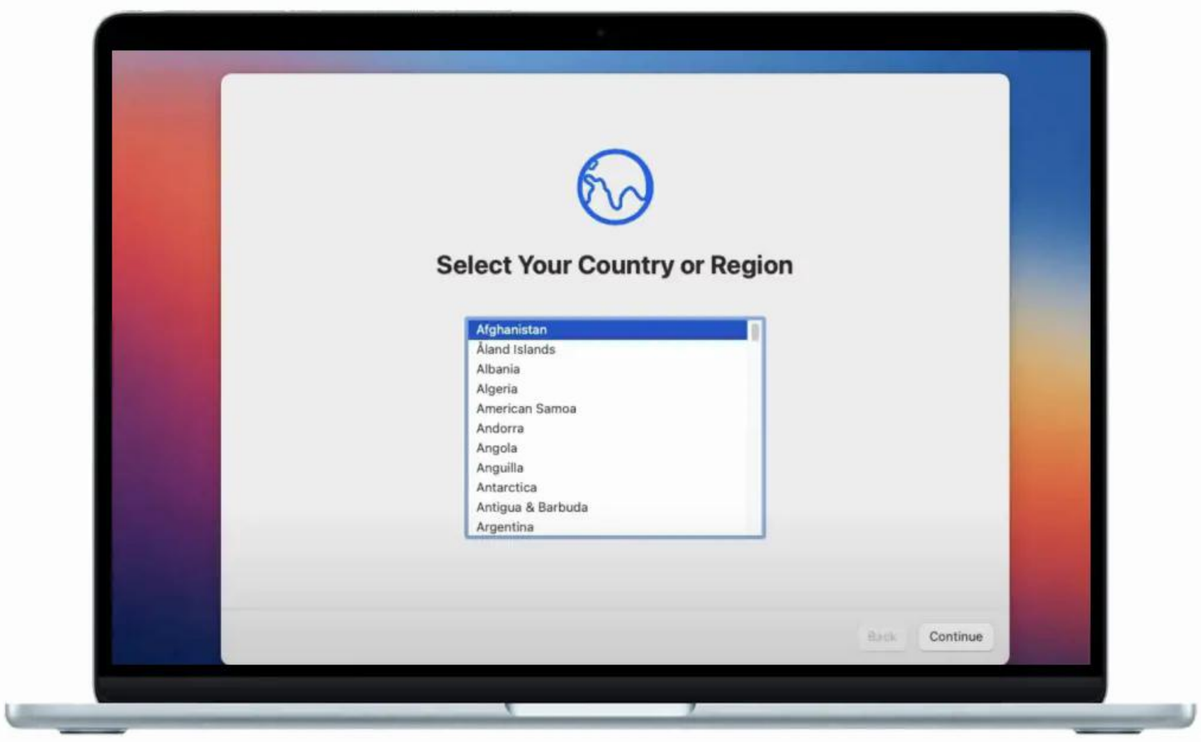
Learn more >

Set Up a MacBook For the First Time

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

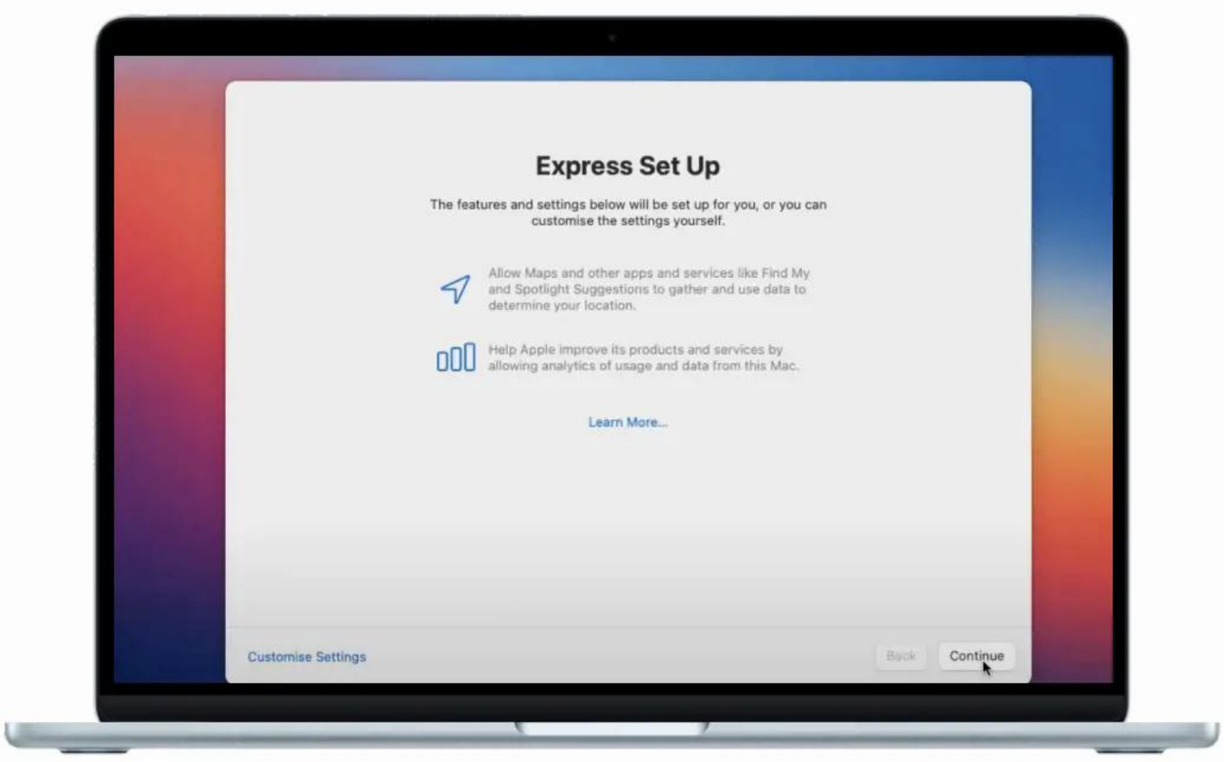
1 First you must choose your territory, that is, where you live and will be using your Mac. You can scroll the list of countries up and down to find your own, or start to type it to get there quicker. Click your country to highlight your choice, then click Continue.

2 You see a window inviting you to choose the language you use to set up your Mac. The most popular languages are at the top of the list, but if you want to use an alternative one, scroll up until you find it, click on it and then click the arrow (bottom right).



3 Next select your Mac's language and input source. The default ones for your chosen territory are offered, but if you want to change them, click Customise Settings and set the language your Mac uses and the keyboard layout to best suit your needs.

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



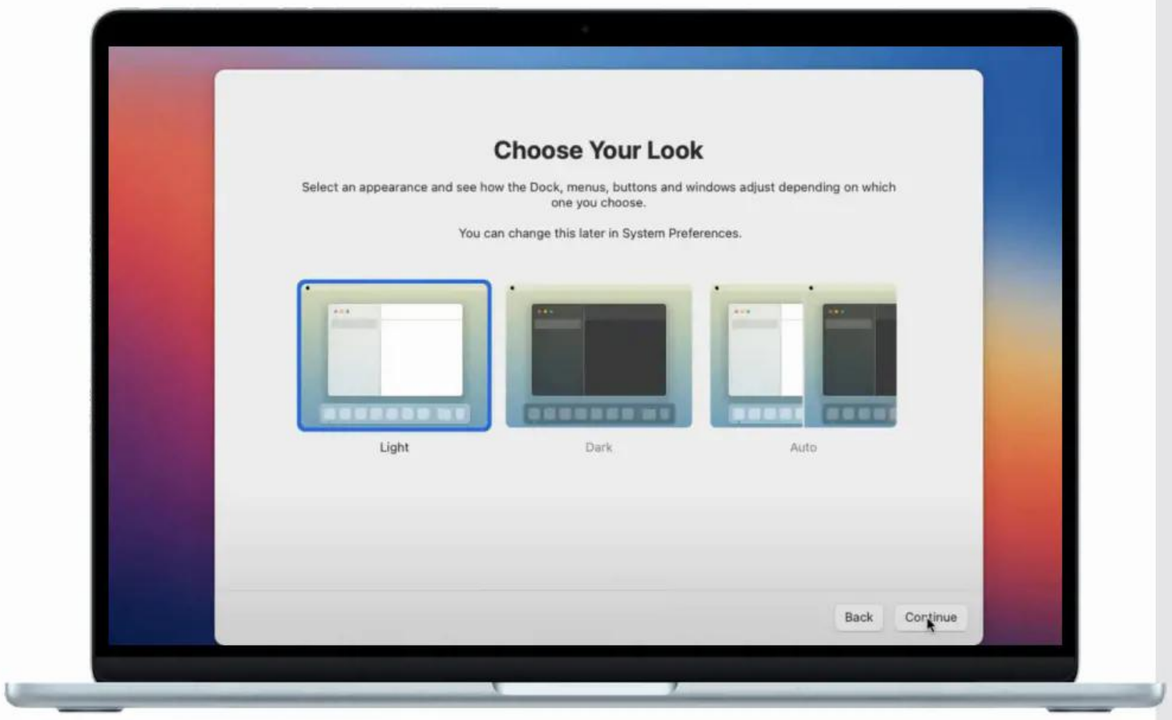
5 There follows the Data & Privacy screen. You're shown an icon that appears when an Apple feature collects information, and needs your permission. There's nothing you need to do on this screen, just read it for reference and move on once more.

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

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

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

9 Your account name is based on your Apple ID name but your password, which unlocks the computer, should be chosen now. Choose something you can remember and enter a hint in case you forget it later.



10 You can also change your avatar now, if you wish. Simply click on the one you have at the moment – the image in the circle to the right of your full name and account name – and you're given the chance to change it to a Memoji, Emoji, monogram, a photo and more.

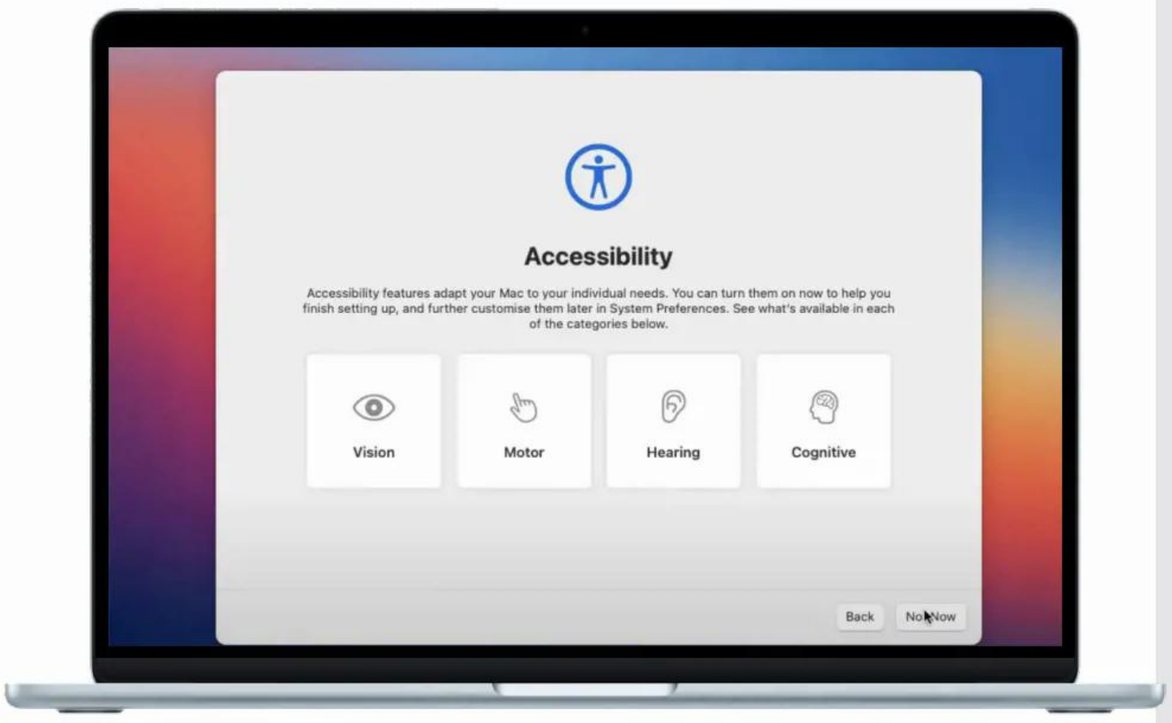
11 You're now offered a series of settings that are on by default. Location Services is essential for apps like Maps. Sending analytical data to Apple and/or third party developers is private. Click Customise Settings if you want to change anything, or Continue if not.

12 Screen Time lets you see how much time you've been using specific apps, what notifications you've had and more. You can schedule limits on when you can use apps for yourself and family members, for example. Set it up now or later, in System Settings.

13 Siri is another feature you can set up now or in Settings. You can then decide whether to enable Ask Siri, what voice you want Siri to use, a keyboard shortcut to activate Siri, what language you want Siri to be in and more.

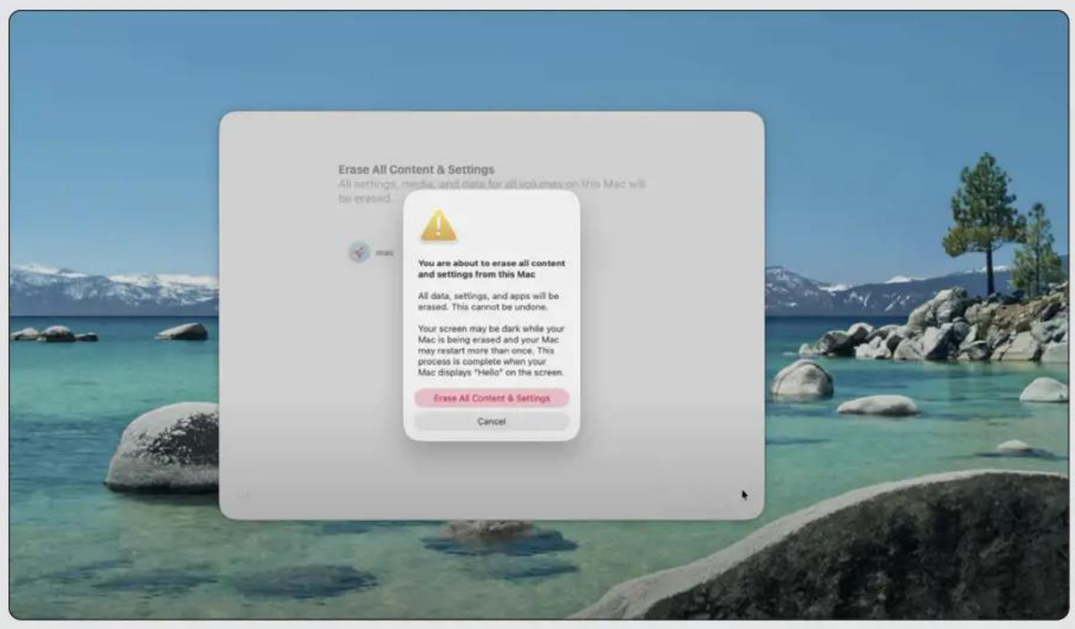
14 How do you want your MacBook to appear? In Light Mode, Dark Mode or to change between them automatically depending on whether it's day or night? Make your choice now – you can always change it later in the System Settings app.

15 After completing the setup procedure, your MacBook is ready to use. Remember, most of what you set up during this guide can be changed in the System Settings app. To open System Settings, click the Apple icon in the top-left corner of the screen and choose System Settings from the menu.



Reset to Factory Conditions

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



1 Open the System Settings app from the Apple menu or the dock (it doesn't matter which). Scroll down and click Transfer or Reset, click Erase All Content and Settings, enter your password and confirm the reset.



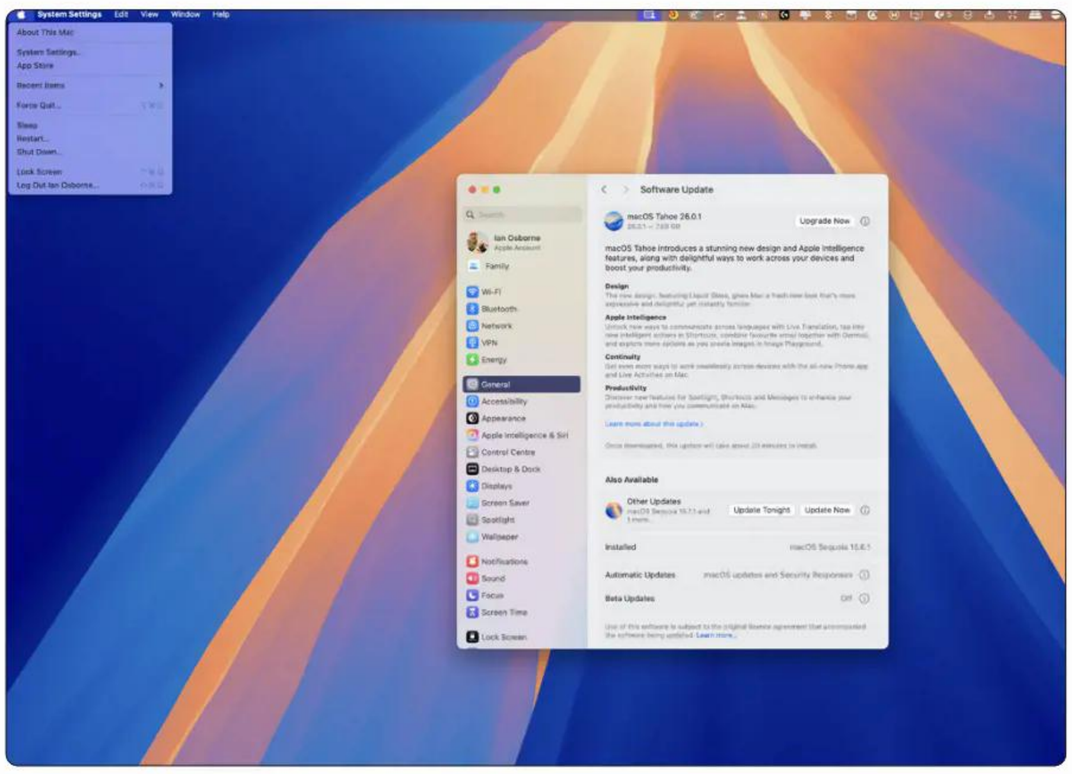
2 Your MacBook restarts. To activate your Mac, you need to get onto your Wi-Fi network. Click on the Wi-Fi icon in the top-right, find your wireless network in the list provided, click on it and enter your password.



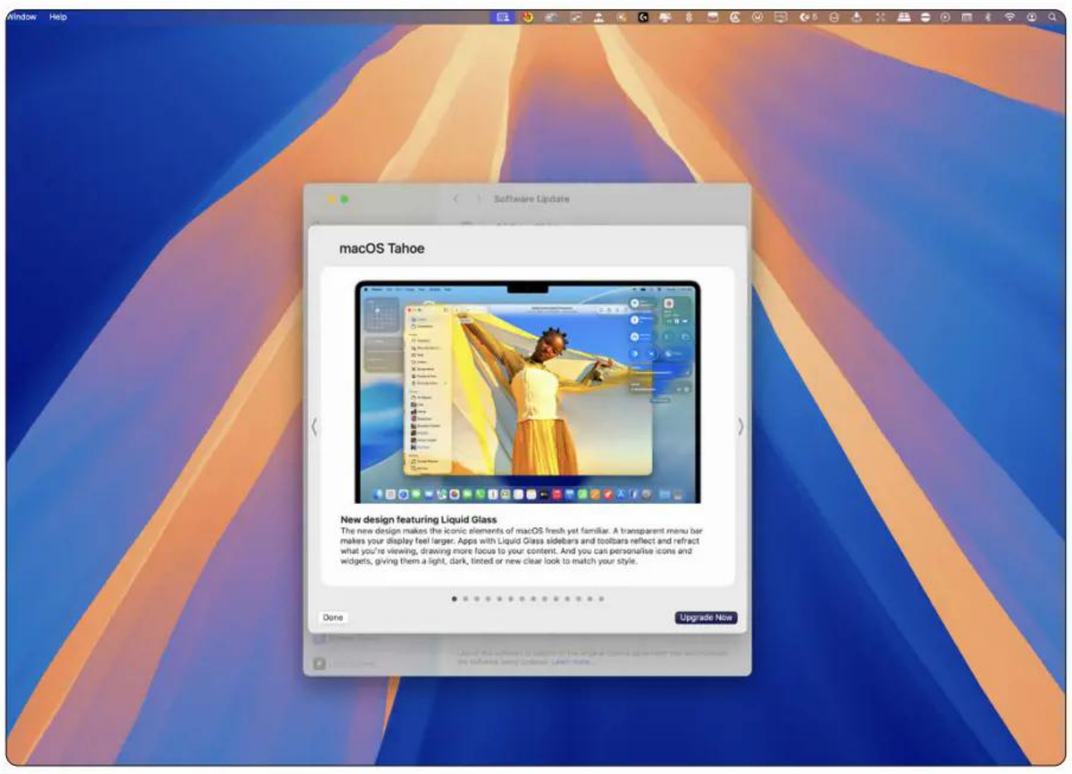
3 Your MacBook restarts once more, and boots into the Mac desktop. Your computer is restored to its factory settings, and is in the same state that it was in when you first took it out of the box.

Update macOS To macOS 26 Tahoe

If your Mac is already set up but is running an older version of the operating system, you're probably keen to upgrade to the latest release of macOS Tahoe. It's completely free of charge, and as long as your Mac meets the minimum system requirements, it's easy to do. You need an Internet connection, and it's best to plug in your charger too.



1 Open System Settings from the Apple menu, the Dock or Spotlight (it doesn't matter which), and click on General > Software Update. It checks for an update, and if there is one, tells you what it is. Click Upgrade Now.



2 If you want to read about the new operating system before installing it, click the 'i' icon next to the Upgrade Now button, and this window appears. Click the chevrons to move through the display, then click Done or Upgrade Now.

Minimum Requirements For macOS 26 Tahoe

The following Macs are capable of running macOS 26: Tahoe. To find out what year and model your Mac is, click the Apple icon (left-hand side of top bar), and select About This Mac at the top. A window pops up showing, among other things, this information.

- MacBook Air with Apple silicon (2020 and later)
- MacBook Pro with Apple silicon (2020 and later)
- MacBook Pro (16-inch, 2019)
- MacBook Pro (13-inch, 2020, Four Thunderbolt 3 ports)
- iMac (2020 and later)
- Mac mini (2020 and later)
- Mac Studio (2022 and later)
- Mac Pro (2019 and later)

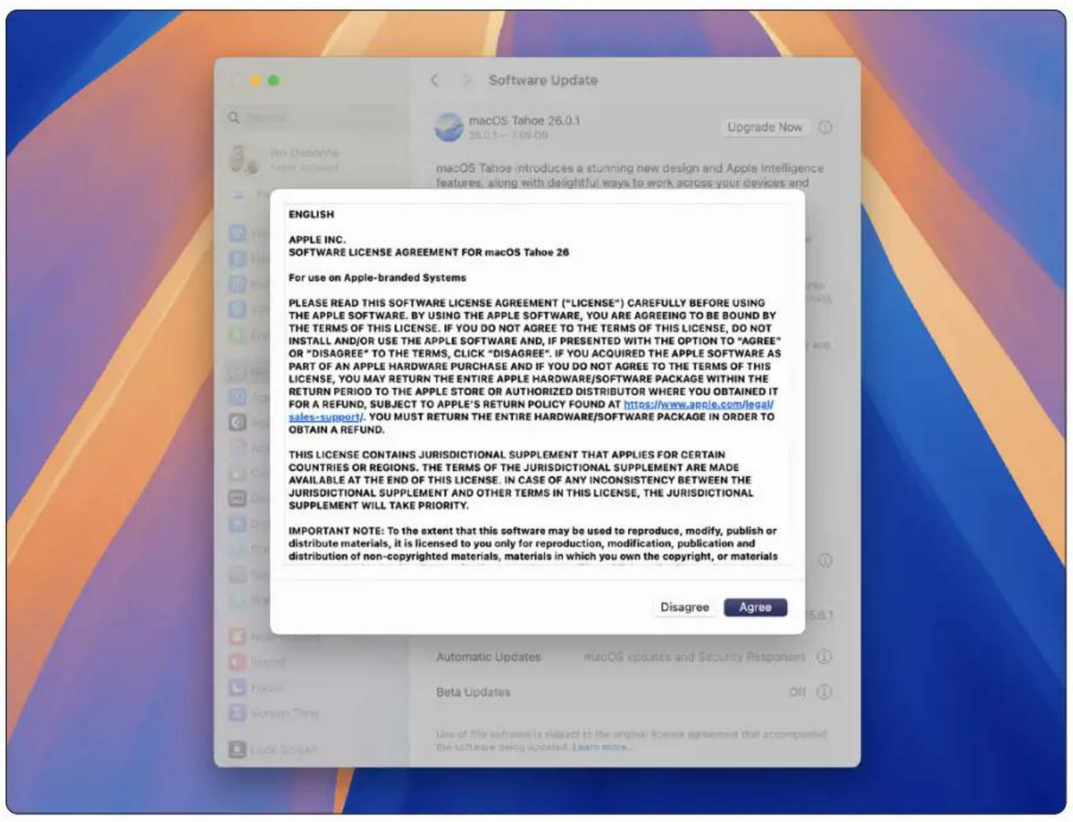
Apple has stated that Tahoe is the last major macOS update with support for Intel Macs.



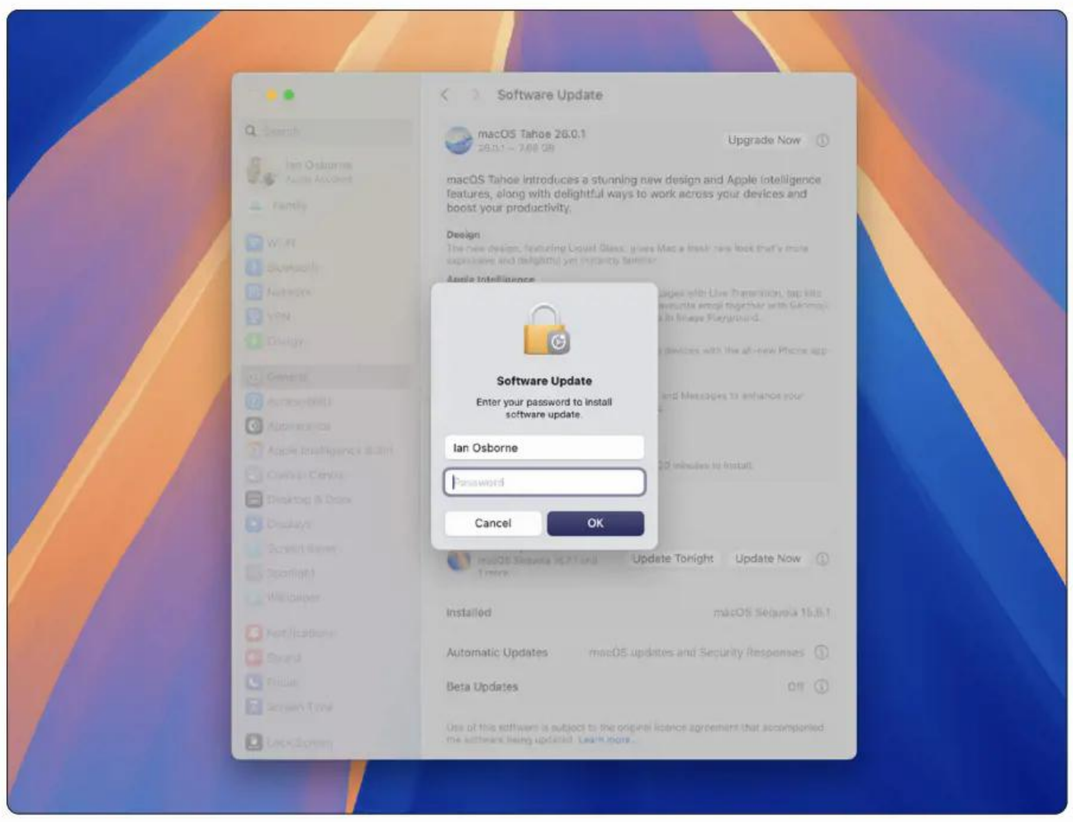
Make a Backup Before You Start

Upgrading the macOS operating system is a big step, so as always, before making any major change to your computer, it's a good idea to make a backup of your data using Time Machine. The upgrade is a very safe process and won't damage your files by itself, but there's always the unexpected risk of a drive failure or a power cut during the installation process, which could leave your Mac crippled. In the unlikely event of this happening, you can simply restore your Time Machine backup to your Mac and try again.

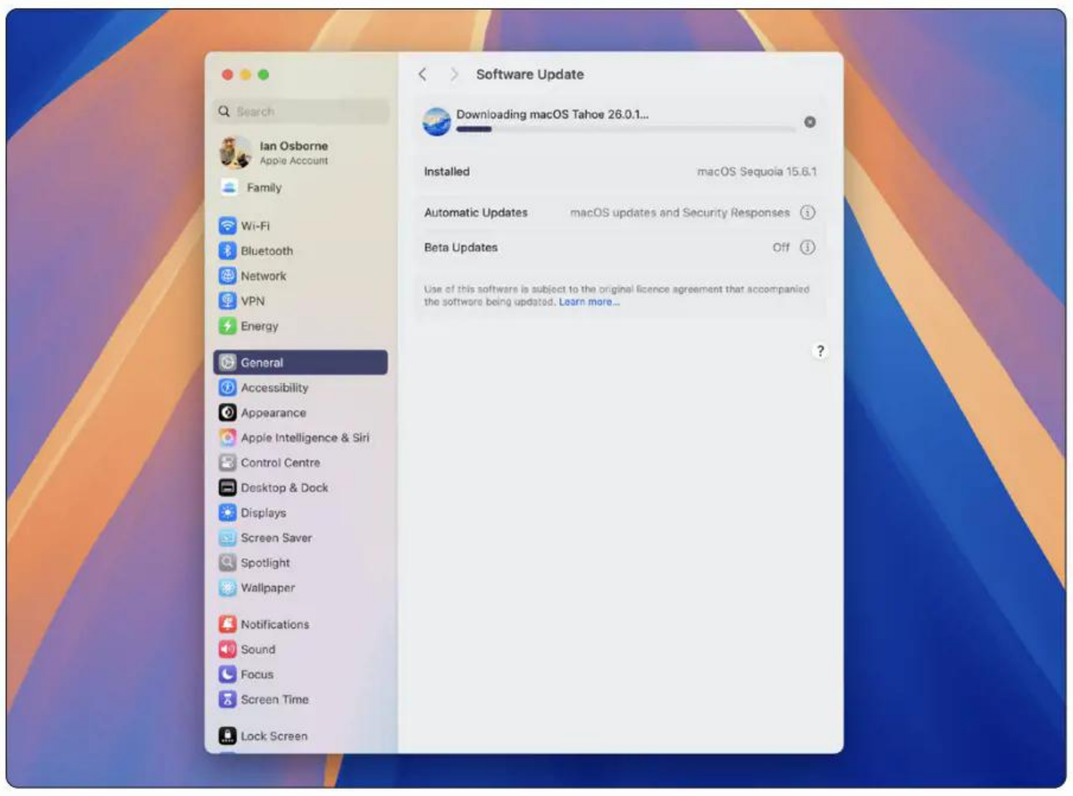




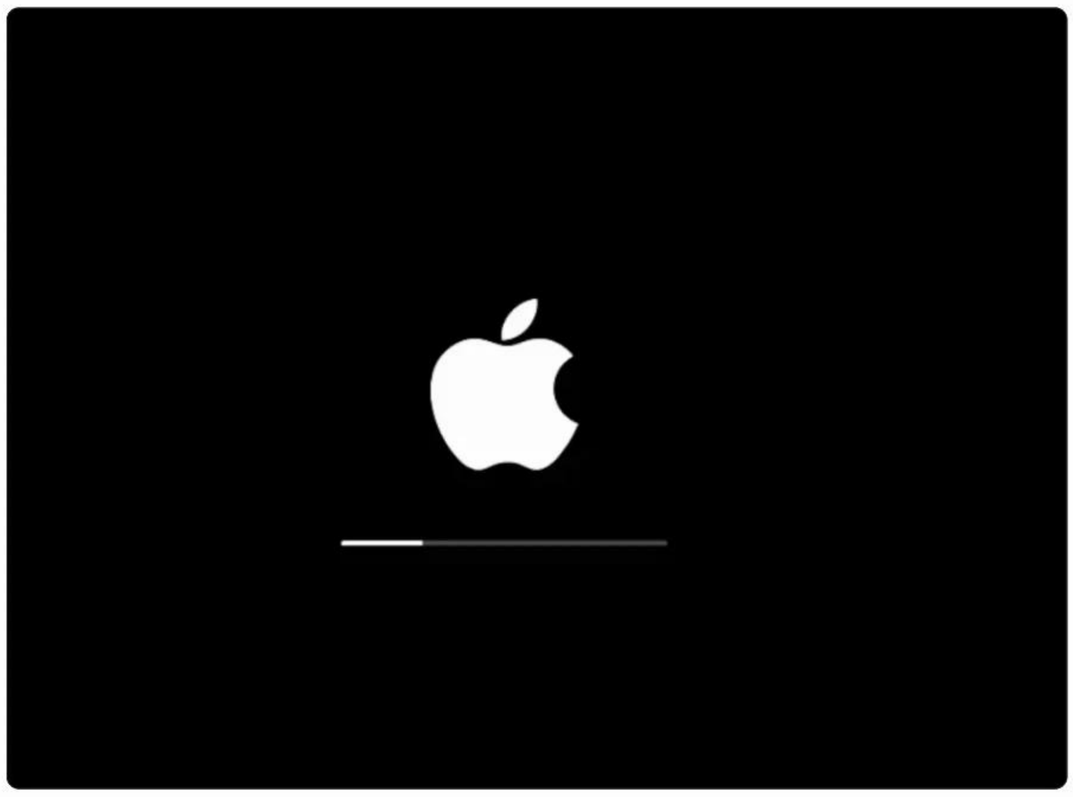
3 There next follows a licence agreement for macOS Tahoe, the terms of which you must accept if you're to proceed with the update. Read it all if you wish, but it's not very interesting.



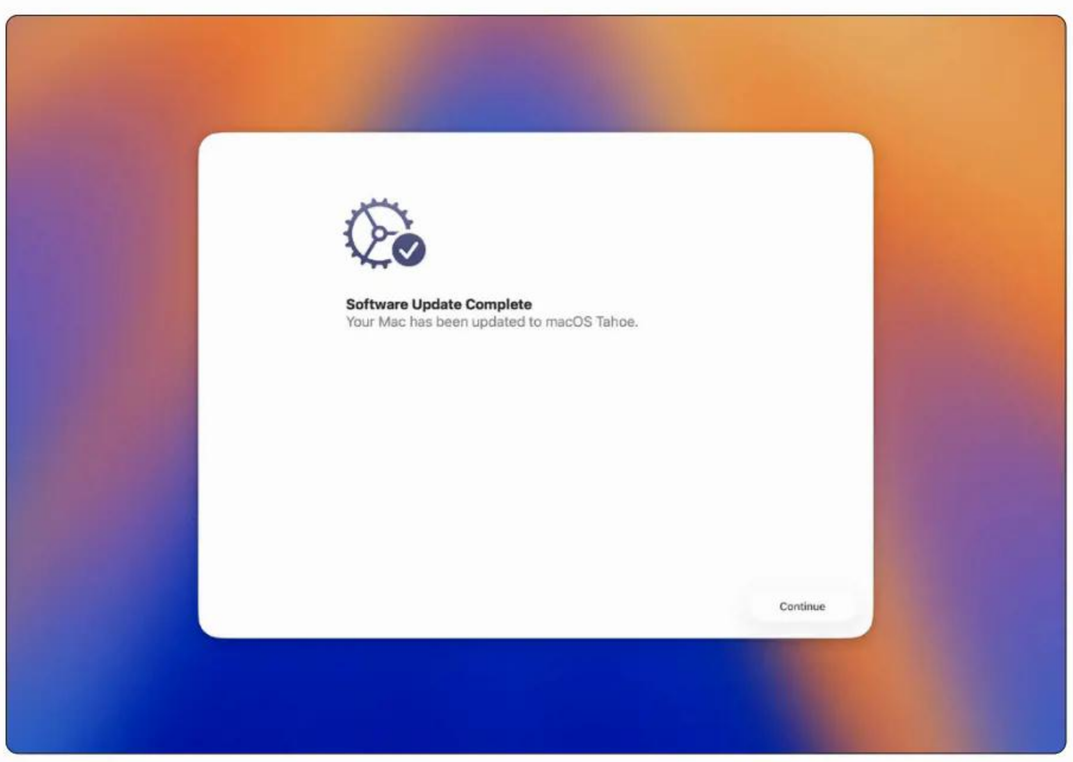
4 Click Agree to accept the terms and conditions, you're asked for your administrator's password. It's the one you use to unlock your Mac. Type it, and click the OK button.



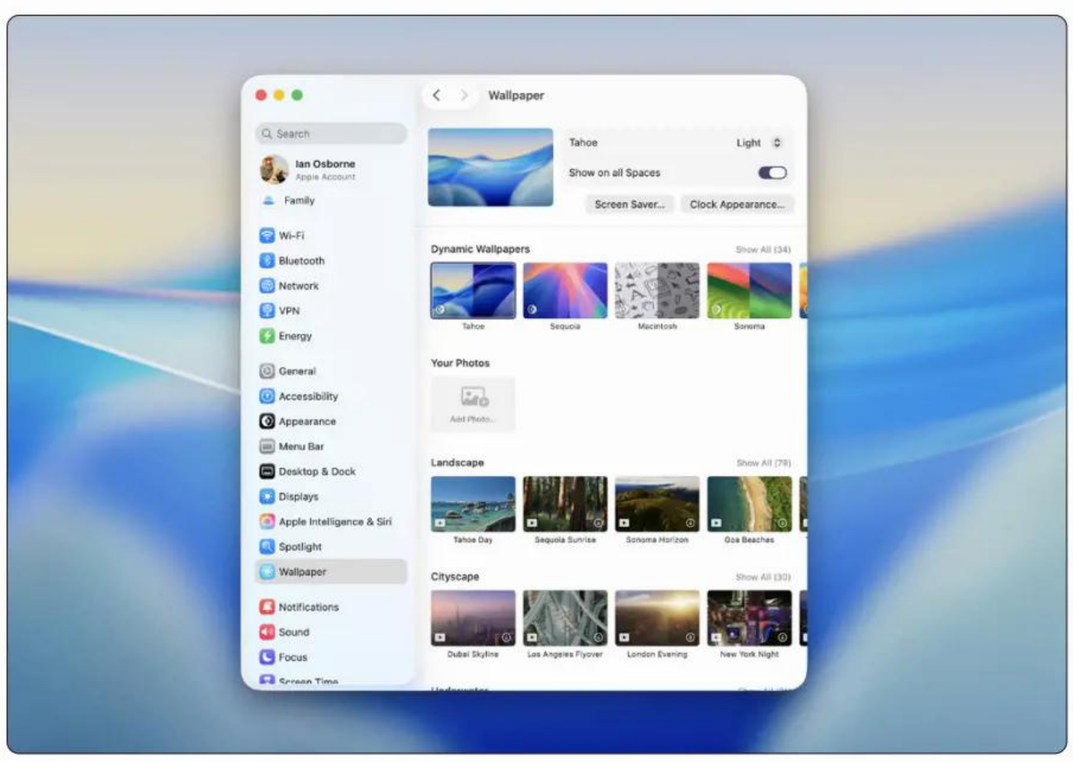
5 Your Mac now downloads the macOS 26 Tahoe update. It's very large, so it will take quite a while to download, especially if you have a slow Internet connection.



6 When the operating system has downloaded, it's installed. You see a black screen with the Apple logo and a progress bar. In fact, several progress bars might be filled.



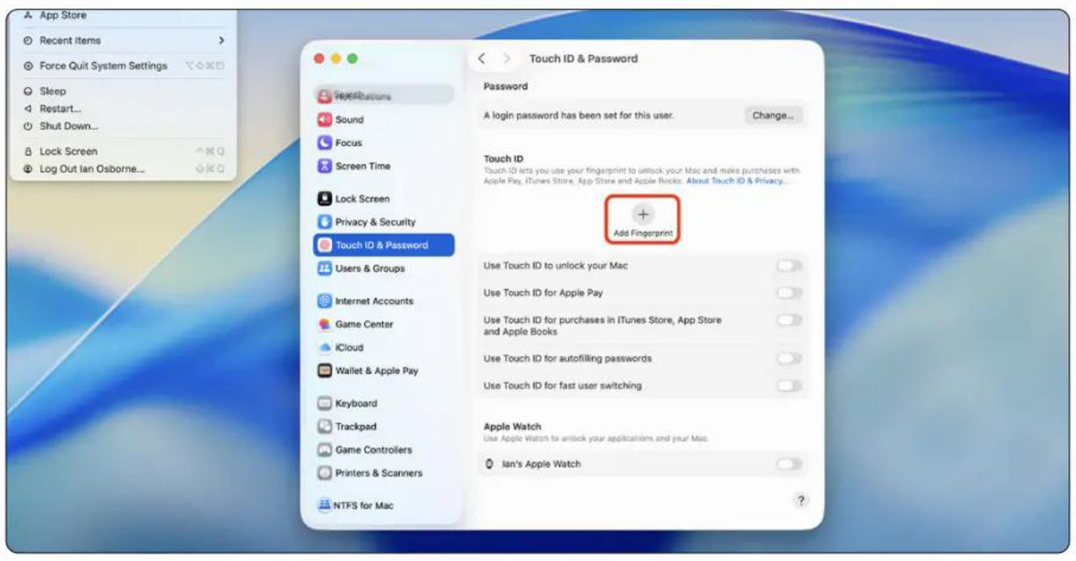
7 Your computer eventually reboots into the new macOS Tahoe operating system. Follow the on-screen instructions to get started with your newly updated Mac.



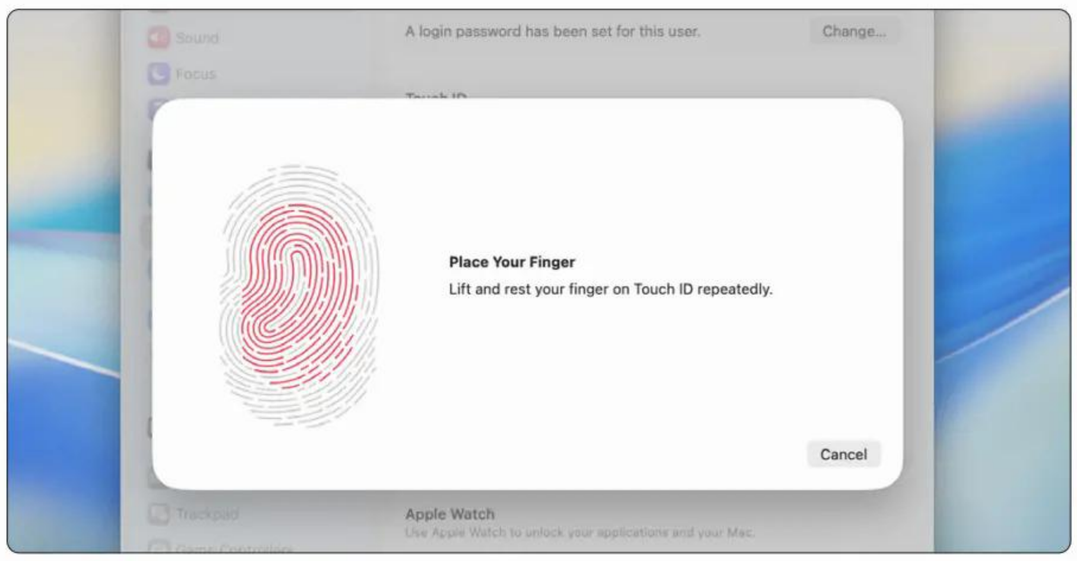
8 If you want to update the appearance of your new OS by switching to the Tahoe wallpaper, open System Settings (Apple menu) and use the Wallpaper options.

Using Touch ID On Your MacBook

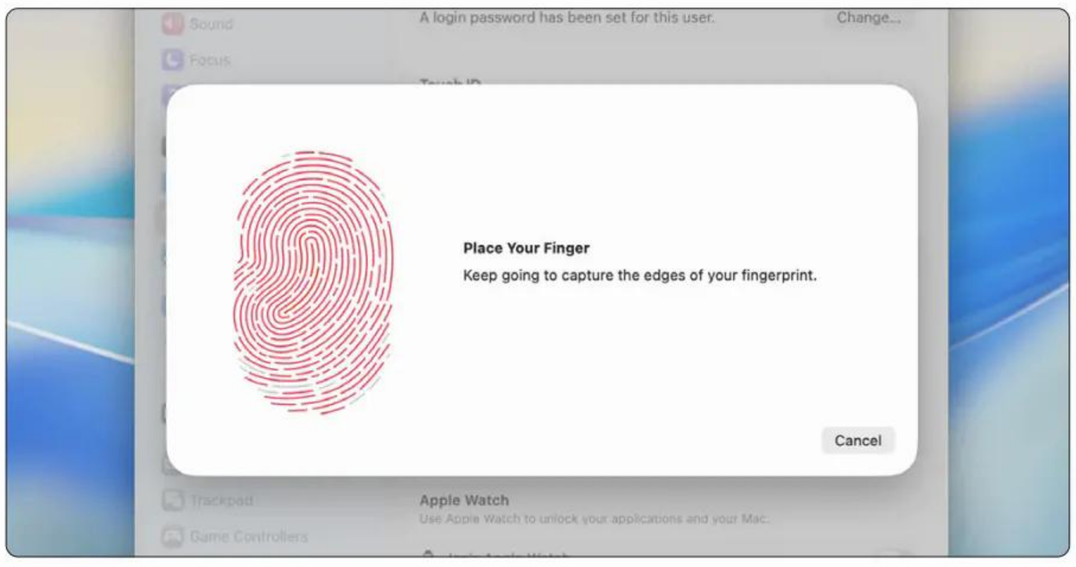
With Touch ID, you can unlock your MacBook, make purchases, enter login details and switch between users, all using your fingerprint.



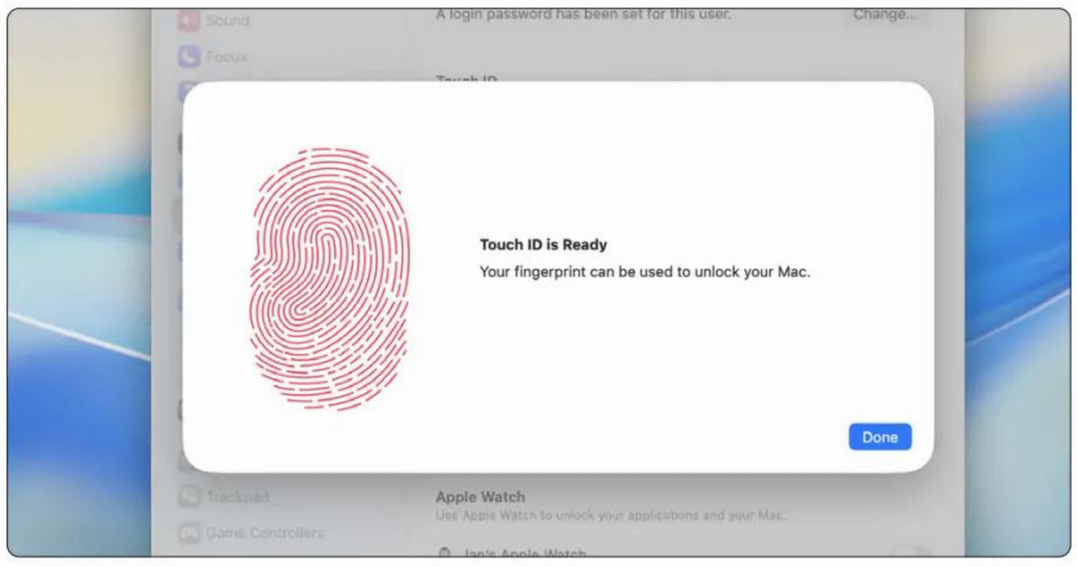
1 To set up, go to System Settings > Touch ID & Password. If it's not there, your Mac doesn't have Touch ID. Click on the Plus icon to add your first fingerprint to Touch ID.



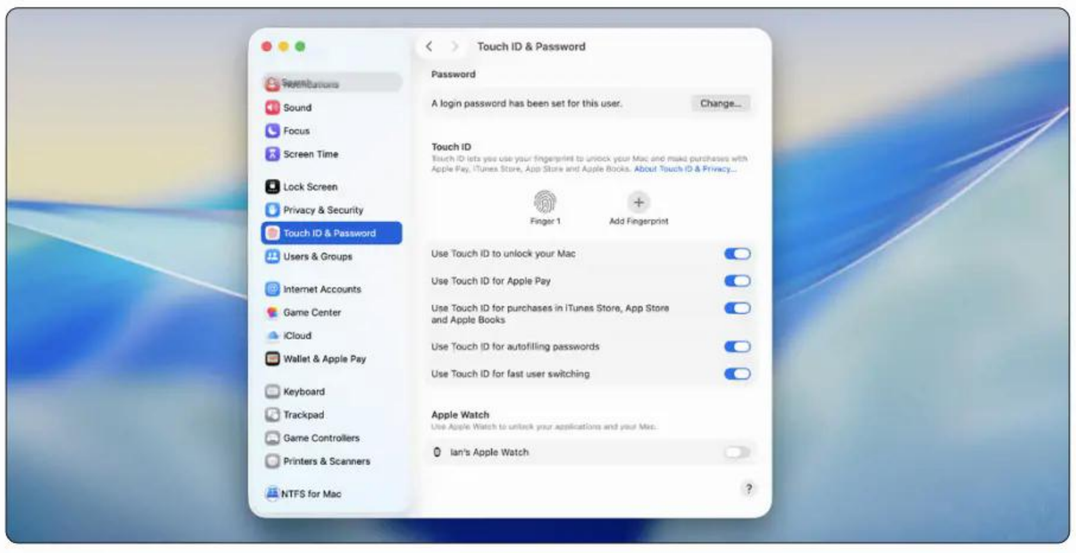
2 Type your admin password when asked, and place your finger on the Touch ID sensor, on the top-right of the keyboard. Follow the on-screen instructions to register your fingerprint.



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



4 When finished, click the Done button in the bottom-right corner. You can add further fingers by clicking the Plus icon as you did in Step 1, and registering another fingerprint.



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

What you can Do with Touch ID

- **Unlock Your MacBook:** With Touch ID, you can place your finger on the sensor to unlock your Mac, without your admin password. You still need the password after it restarts.
- **Purchases and Log-Ins:** You can use your Touch ID to make App Store purchases and enter login details. Instead of typing a password to complete the purchase or log in, use Touch ID.
- **Fast User Switching:** If two people have accounts on your Mac, and you've enabled Fast User Switching from the menu bar, you can use your Touch ID to switch between users too.



Launching and Quitting Apps

There are several ways of launching an app on your MacBook. Here we show you how to launch software applications, and also quit them.

Using Spotlight



1 Open the Spotlight's app launcher by clicking the magnifying glass in the menu bar or typing CMD-Space, then click the applications icon. Or swipe inwards with four fingers on your trackpad.



2 Filter the apps by clicking the genres at the top, or by starting to type the name of the app. When you see it in the window (which you can scroll up and down), click it to launch.

Using the Finder



In a Finder window, click on Applications in the sidebar. All of your Mac's apps are shown. Scroll to find the one you want to use and then double click on the icon to launch.

Using the Dock



You can launch an app from the Dock. If your Dock is hidden, move your pointer to the foot of the screen to reveal it and click on the app you wish to launch.

Quitting Apps



1 Open apps are shown in the Dock. Drag your pointer onto the dock, and right-click the icon of the app you want to quit, then click on Quit in the pop-up window.



2 Alternatively, with the app to the fore in Finder, click on its name in the top left corner and select Quit [app name] from the menu; or hold the Command key and press 'Q'.

Welcome to the Tahoe Desktop

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

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

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

3 The Control Centre is where you can access Bluetooth, Wi-Fi settings, display brightness, volume, Stage Manager, Screen Mirroring and much more.

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

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

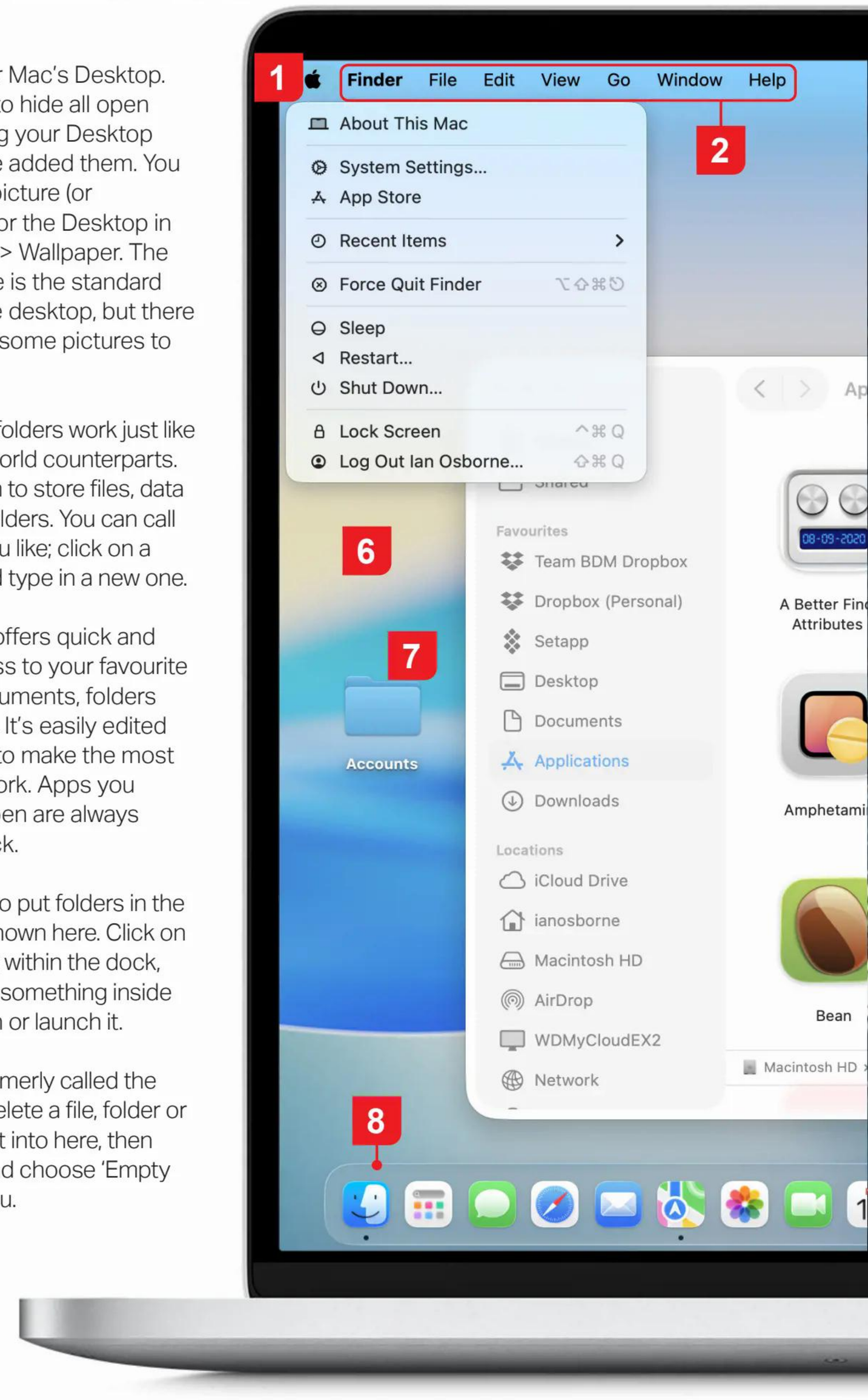
6 This is your Mac's Desktop. Click on it to hide all open windows, showing your Desktop Widgets, if you've added them. You can change the picture (or wallpaper) used for the Desktop in System Settings > Wallpaper. The one we have here is the standard macOS 26 Tahoe desktop, but there are plenty of awesome pictures to choose from.

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

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

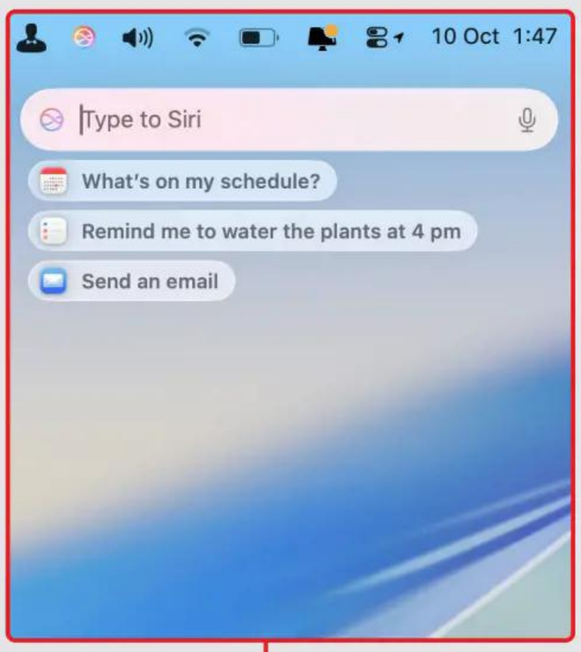
9 You can also put folders in the Dock, as shown here. Click on a folder to open it within the dock, and then click on something inside the folder to open or launch it.

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



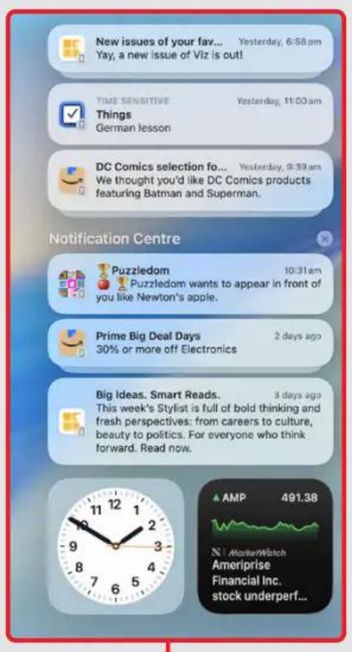
Siri

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



Date, Time, Notifications & Widgets

Click on the time here and to open the Notifications and Widgets sidebar. If you go into System Settings > Control Centre and click the Clock Options button, you can set how the date and time are displayed here.



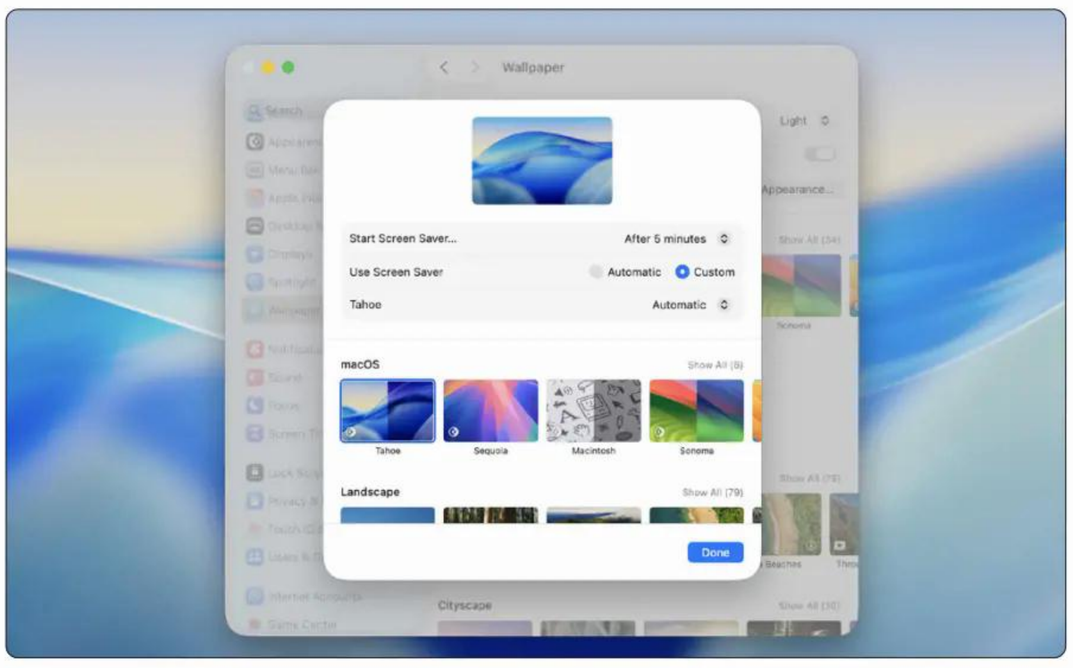




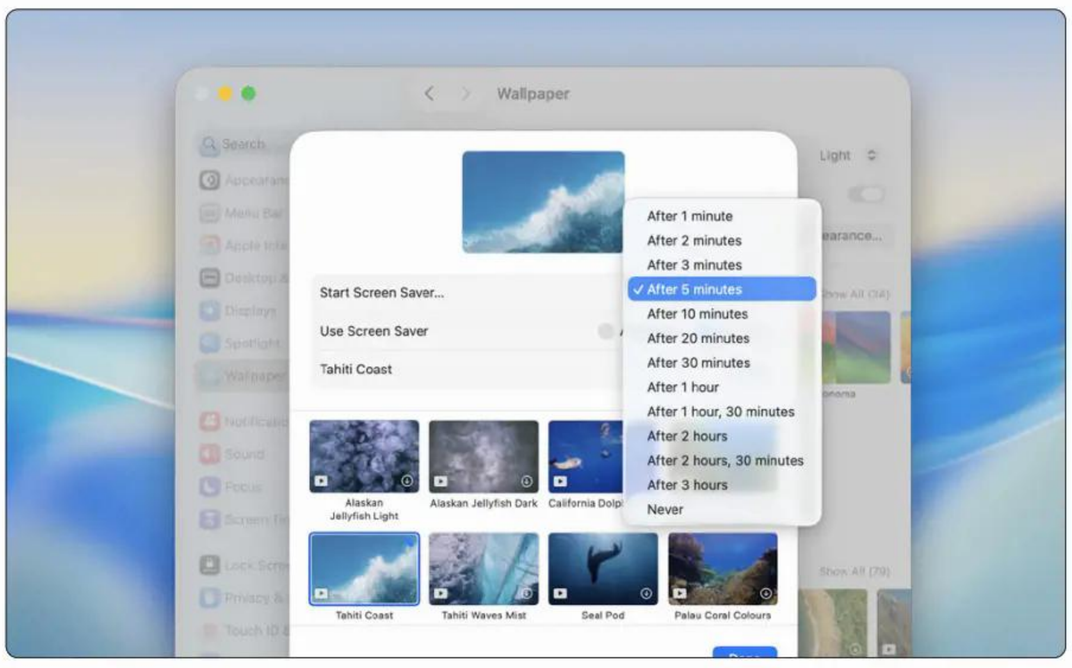
Personalise Your MacBook

macOS 26 Tahoe gives you all sorts of ways of customising and personalising your Mac. You can change your desktop wallpaper to an image or pattern of your choosing, set up a screensaver, configure the menu bar, give the Mac's folders their own individual colours and more.

Screen Saver



1 Go to System Settings > Wallpaper and click Screen Saver. Scroll the window showing thumbnails to see what's on offer. A Play icon shows a screen saver is animated, and a light/dark icon shows it has Light and Dark Mode versions.

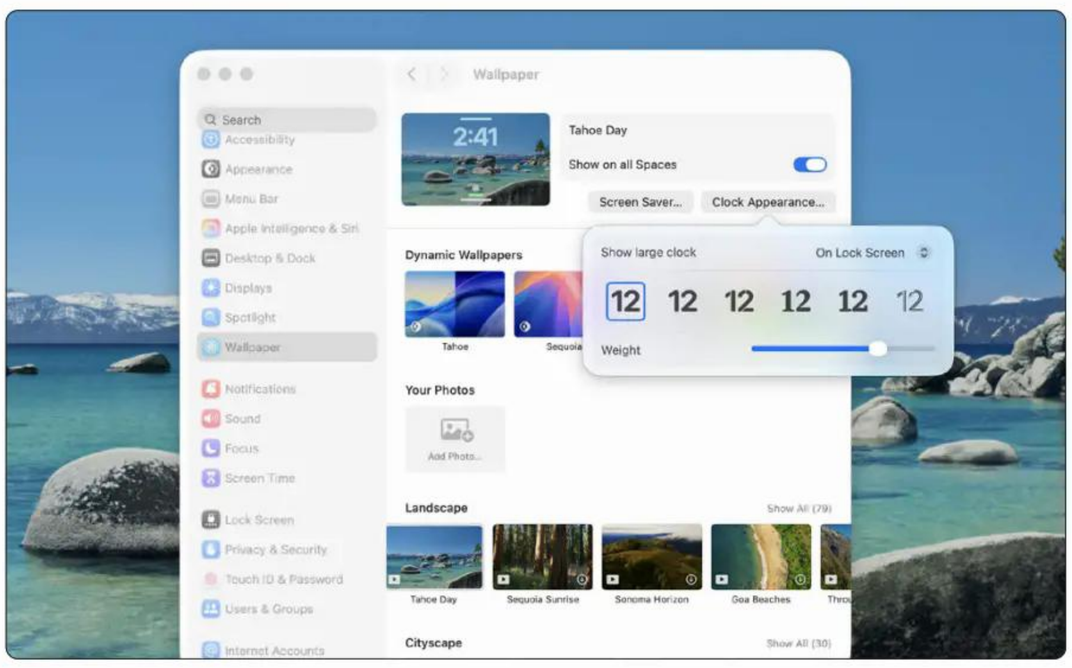


2 Click a screen saver to see its preview at the top of the window. Savers with a down-pointing arrow icon are then downloaded to your notebook. Adjust the settings under the preview to set it up how you want it. Click Done.

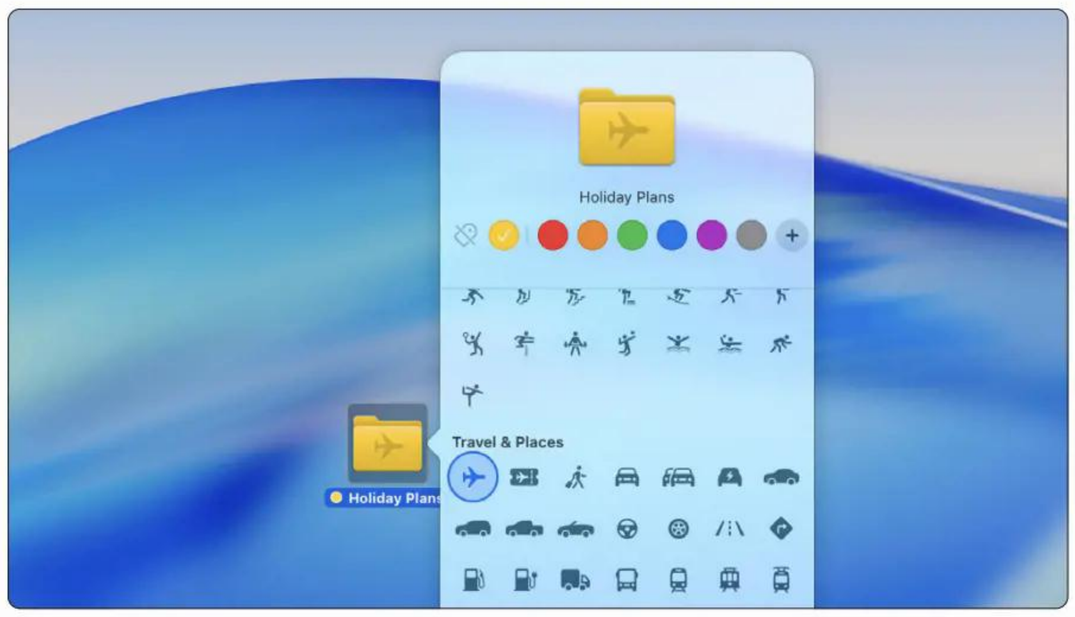
Wallpaper



1 On Settings > Wallpaper, you can choose a picture for your desktop, or a solid colour, from those on offer. Click the Add Photo icon to choose a file or a picture from your Photos app to use as a desktop wallpaper.

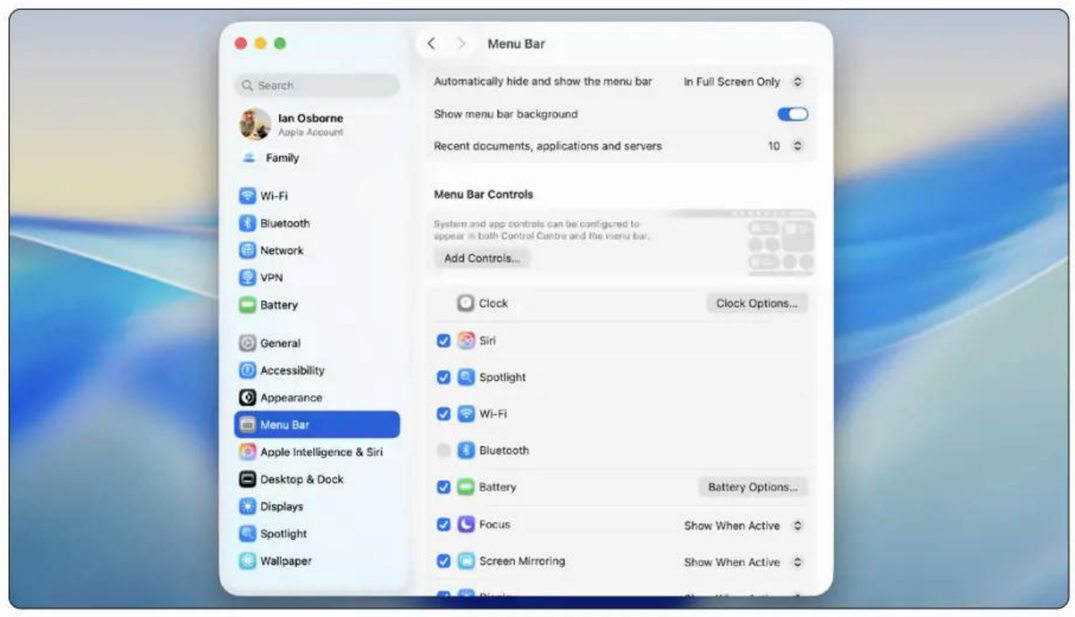


2 After picking a wallpaper, you can choose whether to set it for all desktop spaces or just the one you're currently viewing, change the appearance of the clock and – where available – choose between Light and Dark Mode.



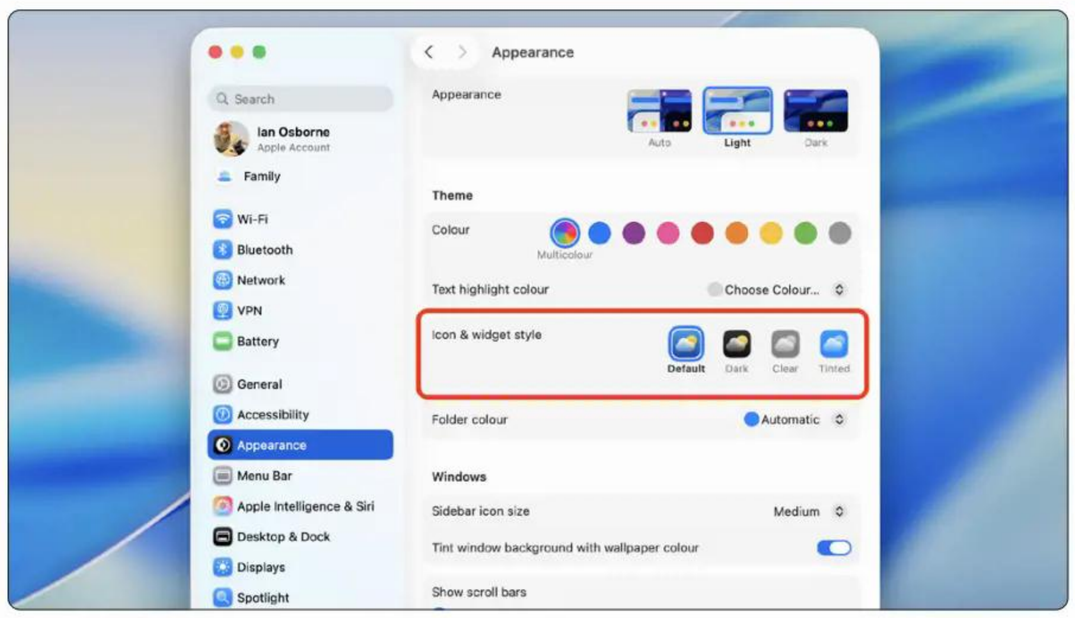
Customise Folders

Right-click on a folder and in the contextual menu, choose one of the coloured circles to change its colour. Alternatively, choose Customise Folder and you can badge it with an icon or emoji as well as change its colour.



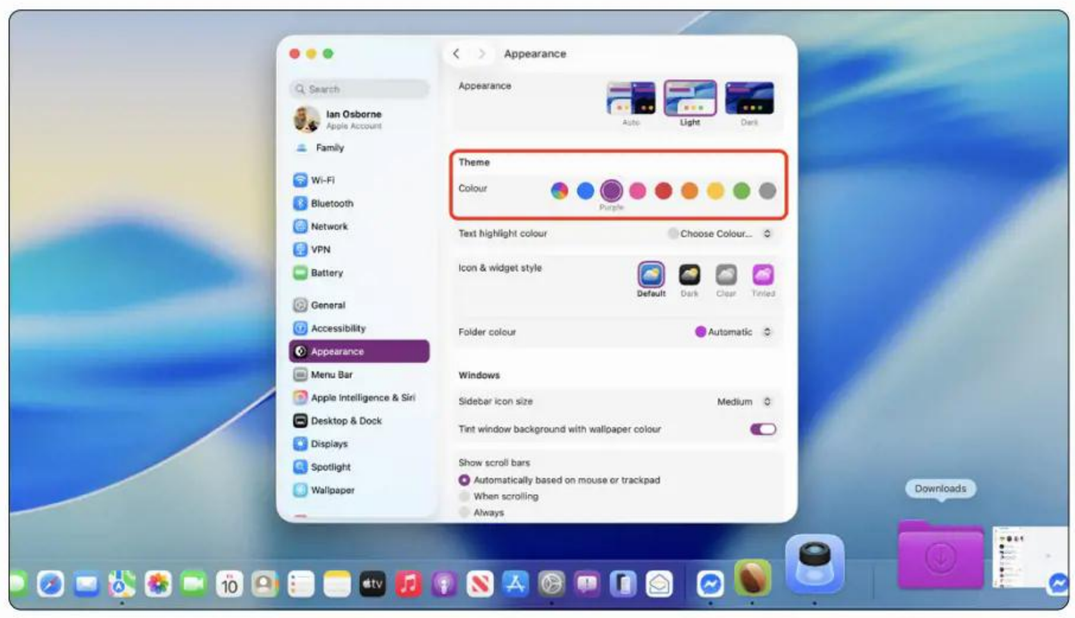
Menu Bar

In System Settings > Menu Bar, you can set the bar above the desktop to hide itself until you drag your pointer onto it, give it a solid background, and more. You can choose what app icons appear in it too.



Icon Tinting

To change the style of your icons and widgets, go to System Settings > Appearance. Choose between regular, dark, clear and tinted icons. With tinted icons, you can choose a colour too so they can match your wallpaper.



Themes

Also in Settings > Appearance is the chance to choose a theme colour. This changes various things such as the default folder colour, the colour of highlights such as menu selections and more.

Control Centre



1 Control Centre is very configurable and customisable in macOS Tahoe. Click the icon that looks like two switches in the menu bar, and at the foot of the control centre click Edit Controls.



2 The controls picker appears. To add a control, drag it from the picker into the Control Centre. To remove one, click the minus icon in its top-left. Click the Done icon when you've finished.



Gesture Controls On Your Trackpad

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

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



Secondary Clicking.

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

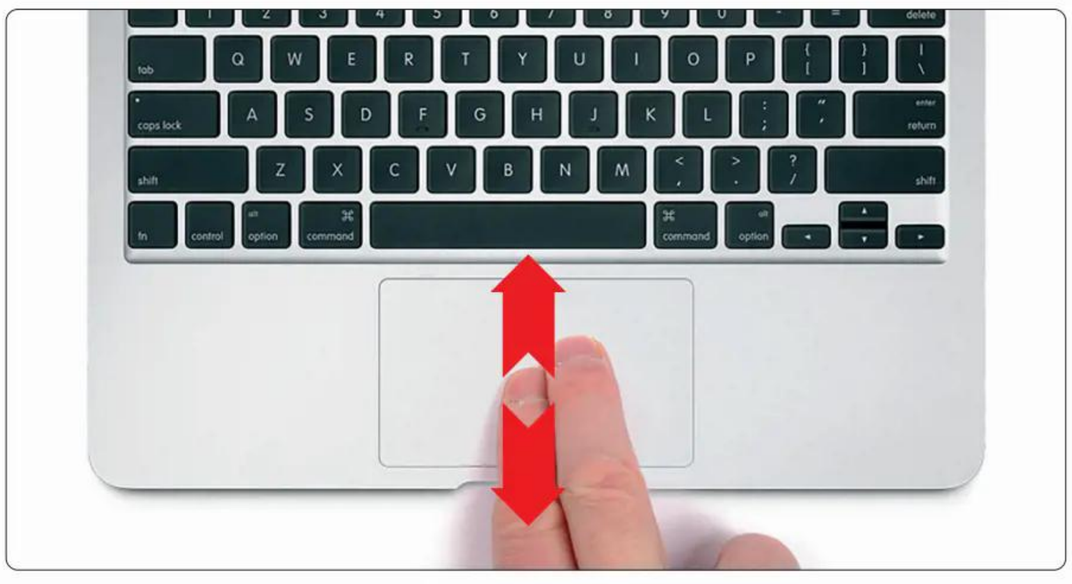
Multi-touch Gestures.

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



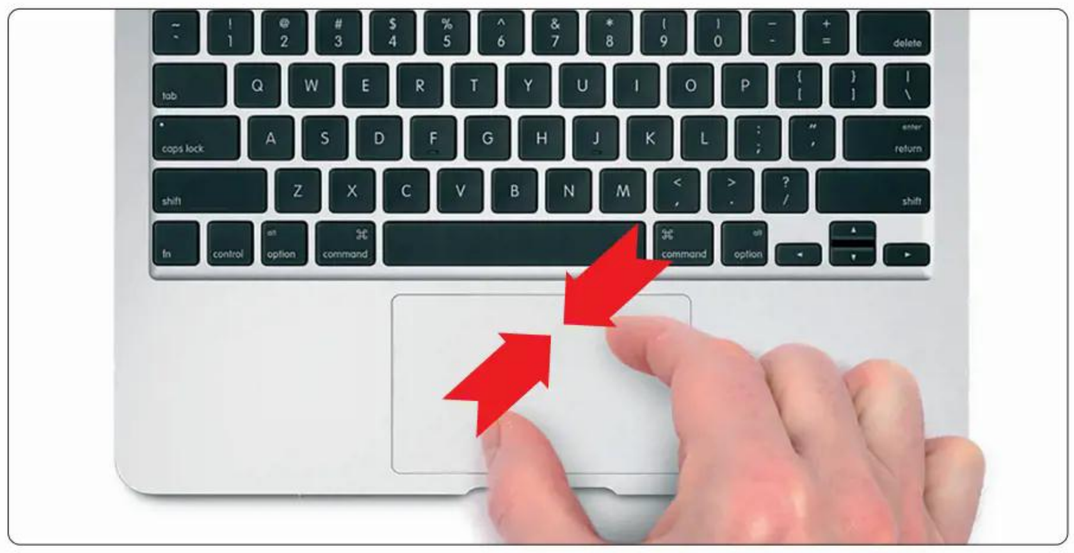
Single Click

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



Scroll Vertically

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



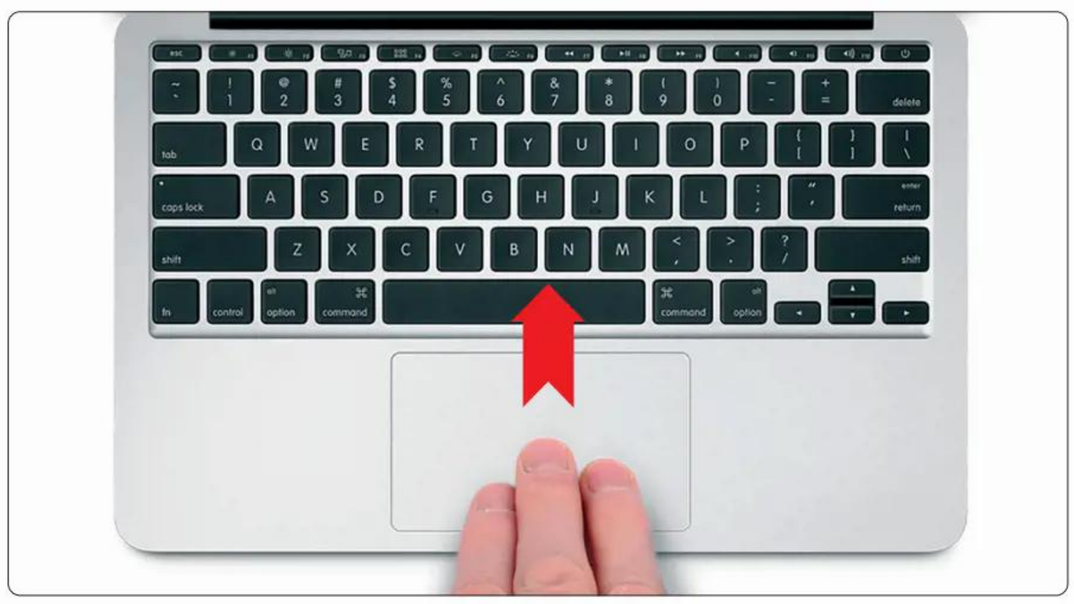
Zoom In and Out

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



Rotating Images

You can rotate images by placing two fingers on the trackpad and then turning your hand so that your fingers both move in a curve. It can be a little awkward on the wrist at first but you'll soon get used to it. It's a very handy gesture if you're laying out a page in a desktop publishing app.



Access Mission Control

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



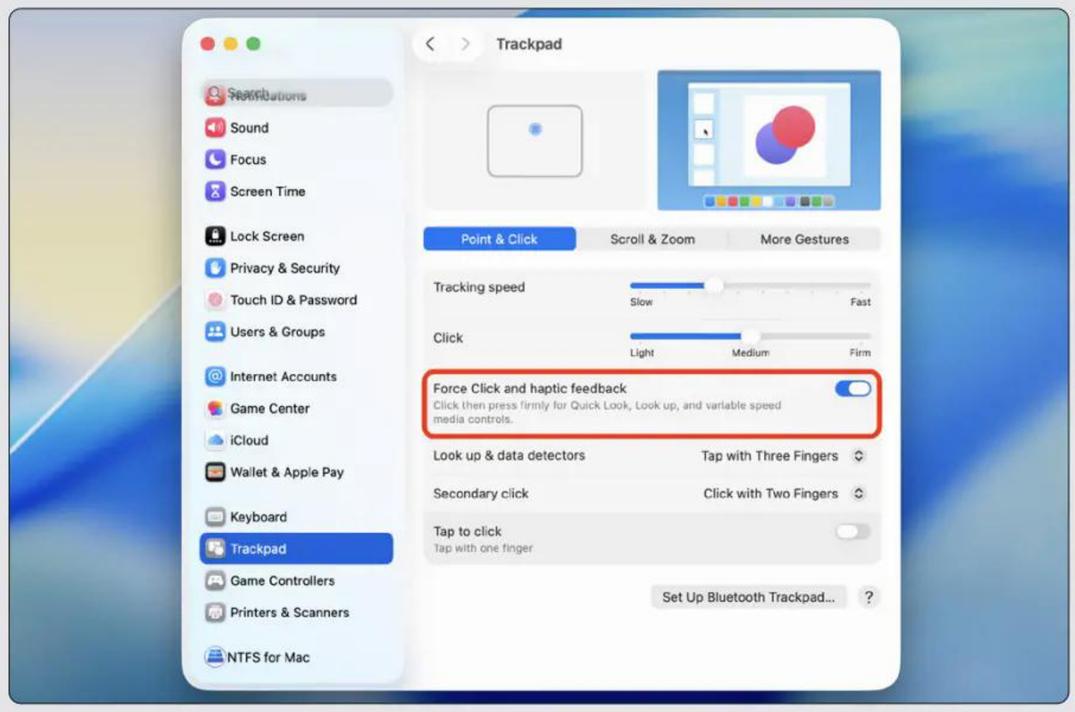
Switching Between Full-screen Apps

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



Force Click

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



Turn Off Force Click

If you dislike the Force Click gesture, and find it gets in the way of your workflow, it's easy to turn it off. Open System Settings (under the Apple menu in the top left corner), and click Trackpad in the left sidebar. Look for the option 'Force Click and haptic feedback'. There's a switch to its right; use it to turn the Force Click option on and off.

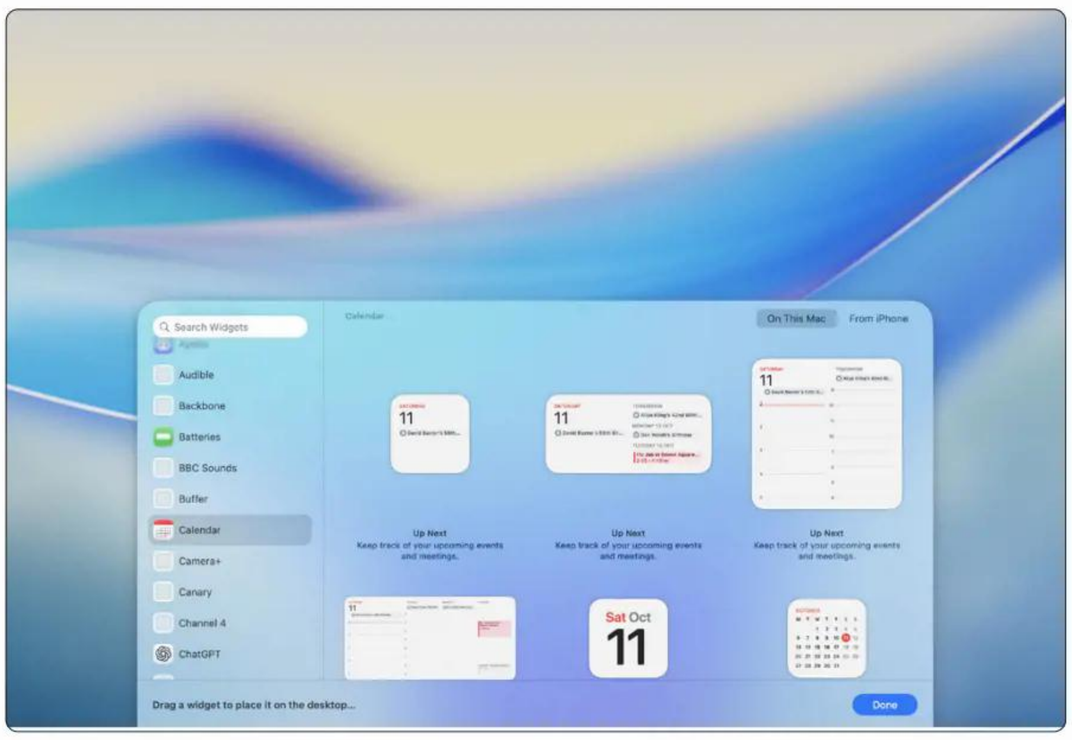
Desktop Widgets For Easy Access

If you click on the Mac's time in the top-right corner of the screen, you get a sidebar showing notifications and Widgets. You can also place Widgets on the desktop, where they fade into the background until needed. They're unobtrusive, easy to use and packed with information. Here's how they work.

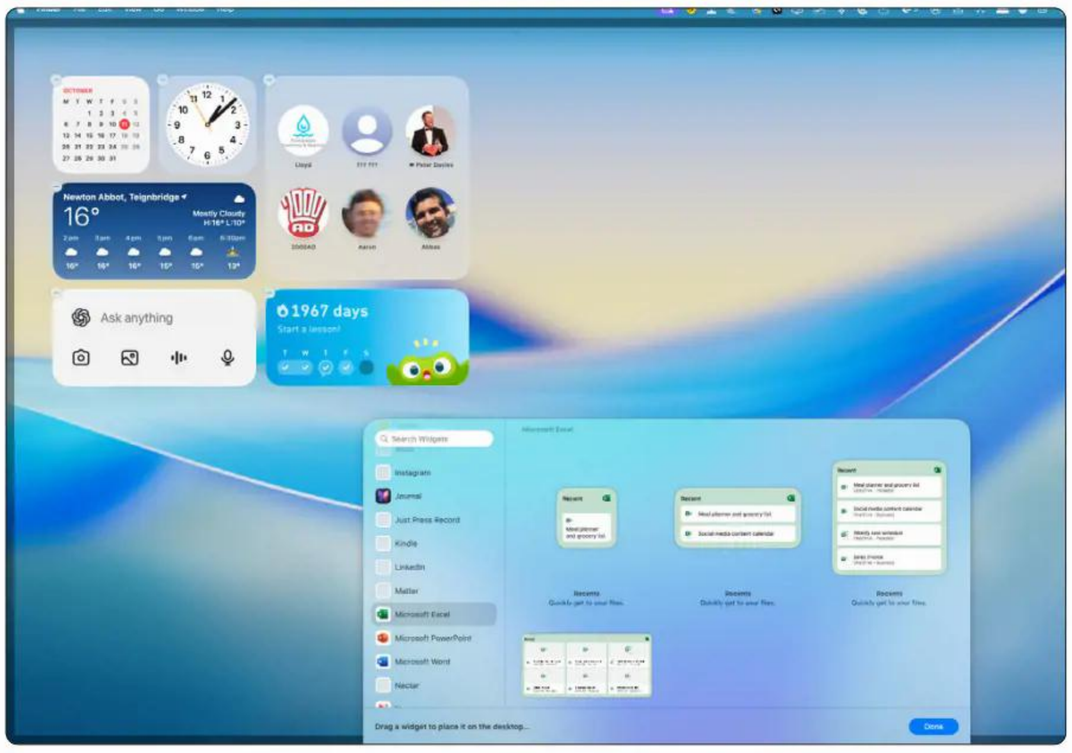
Widgets on the Desktop



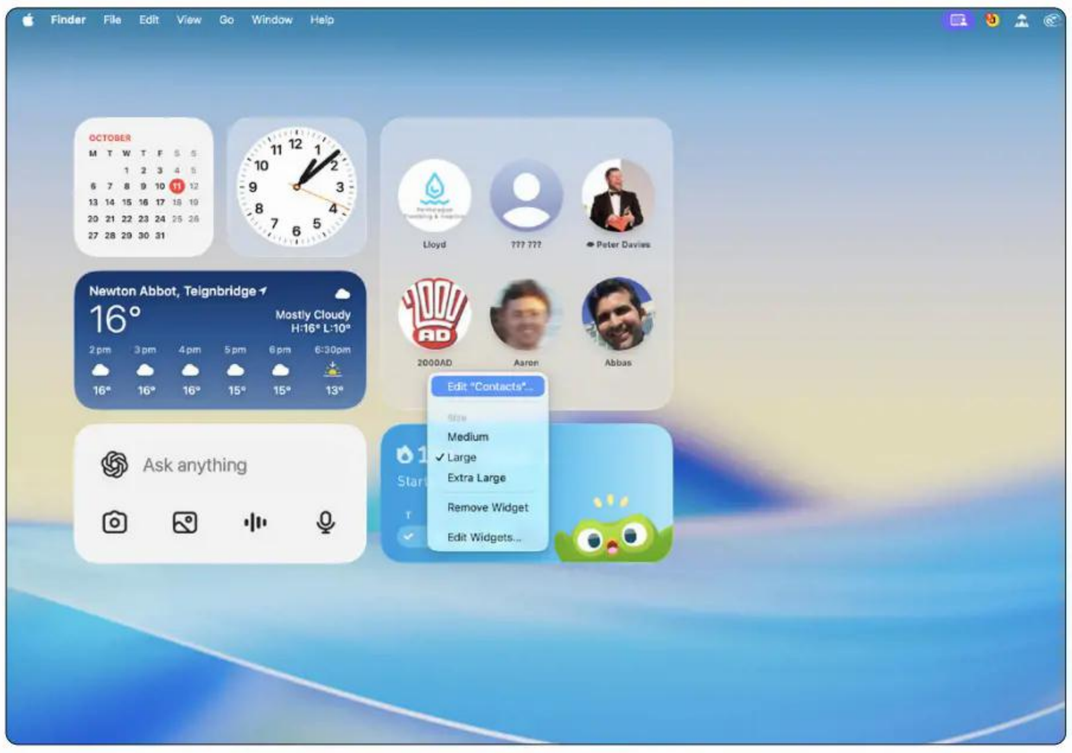
1 Right-click on your Mac's desktop for a contextual menu. From this menu, choose the Edit Widgets option. A Widgets picker appears. In the sidebar is a list of apps that offer Widgets, with the Widgets themselves on the right.



2 Scroll up and down the right-hand section on the picker to explore available Widgets. Click on an app in the left to see what Widgets it has to offer. Sometimes, Widgets of different sizes are available. Scroll to see them all.

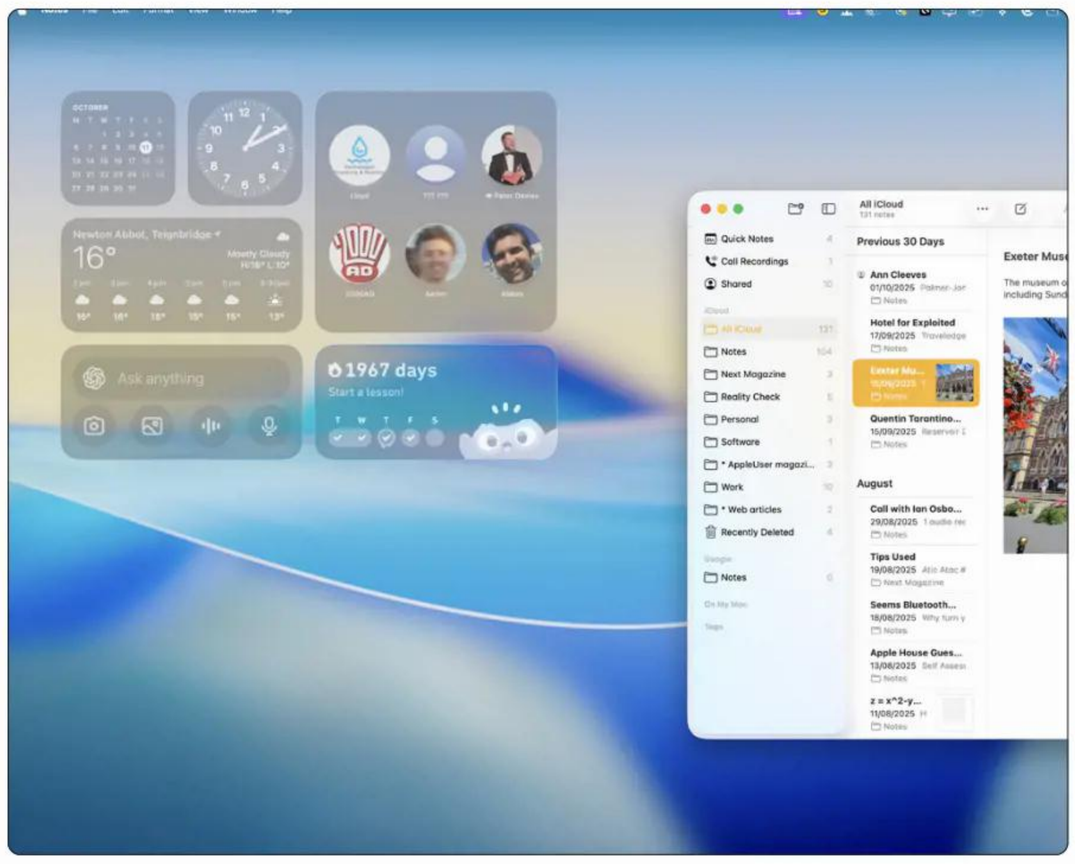


3 Drag Widgets out of the picker and onto your Desktop. You can place them wherever you like. To delete a Widget, either click the minus sign in its top-left corner on the picker screen, or right-click on it and select Remove Widget.

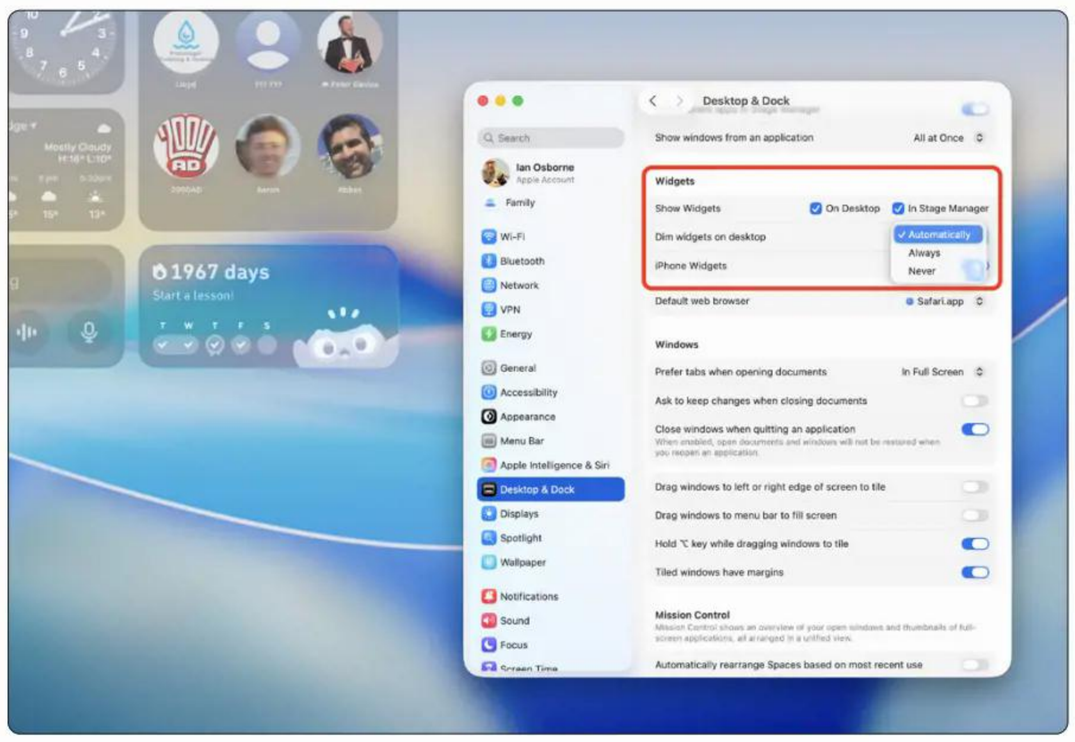


4 You can edit a Widget by right-clicking on it and selecting Edit "[Widget Name]". What editing options are there depends on the Widget in question. If multiple sizes are available, you can change its size from this menu too.

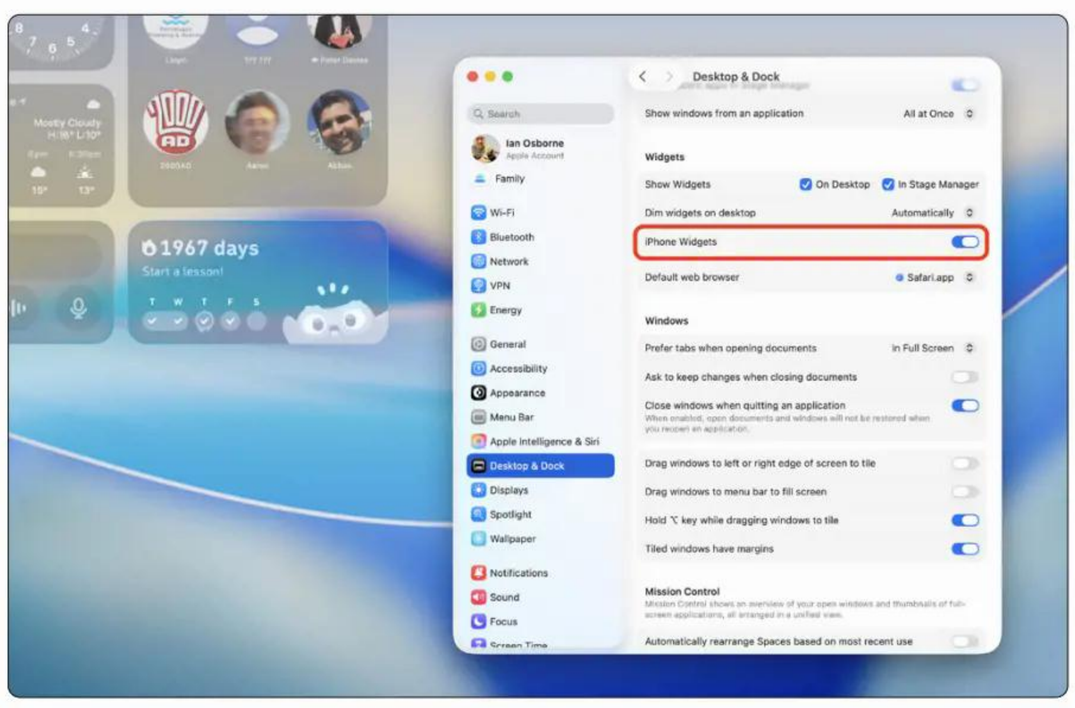
Widgets in the Sidebar



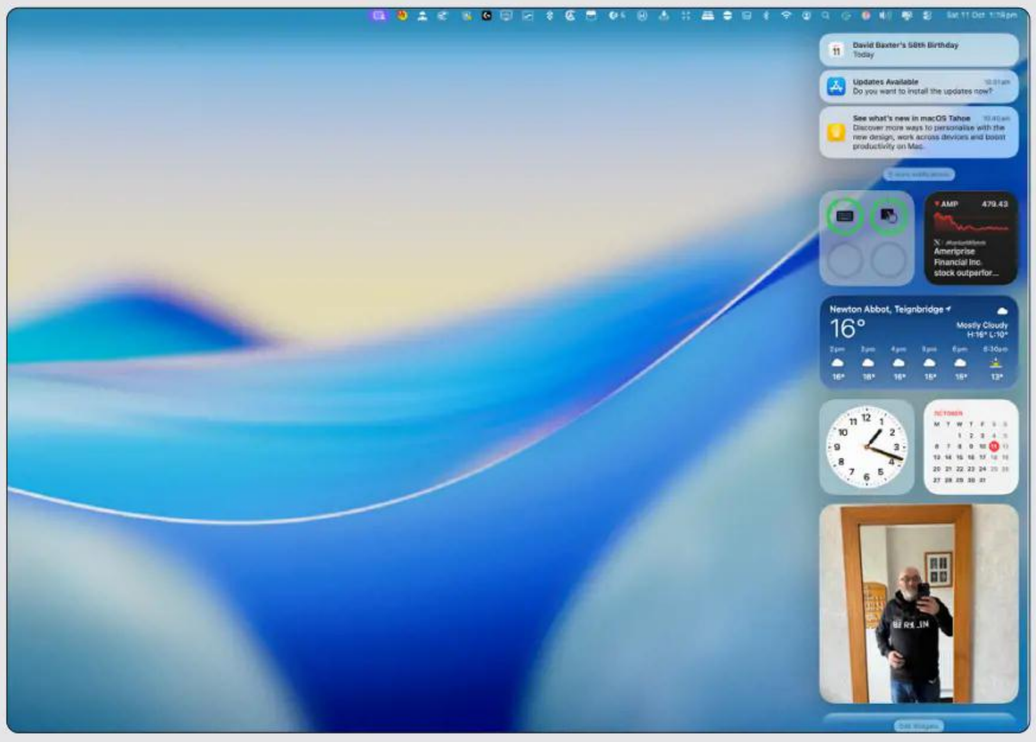
5 If you're doing something else on your Mac, Widgets become monochrome and fade into the background. Click on the Desktop to hide open windows and turn your Widgets coloured again. Click a Widget to open its parent app.



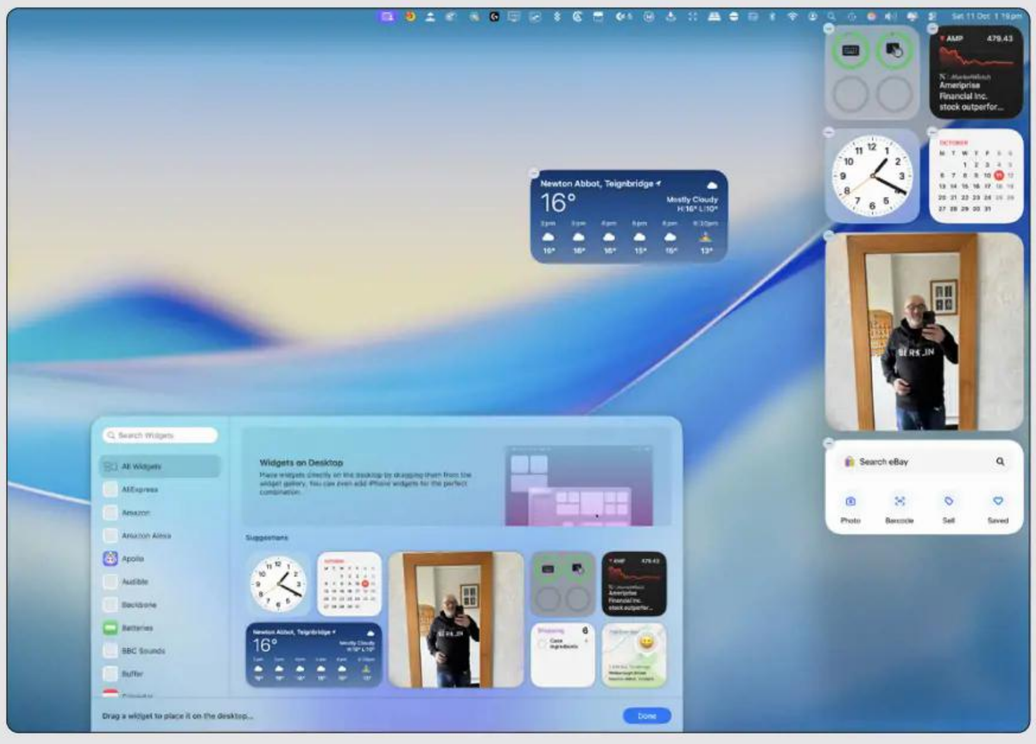
6 To keep them coloured or monochrome at all times, go to System Settings > Desktop & Dock and in the Widgets section, use the Widget Style pull-down to select Monochrome or Full-colour. They then stay that way at all times.



7 Also in the Widgets section of the Desktop & Dock settings, you can choose whether to use Widgets from your iPhone on your Mac's Desktop, and whether they appear on the Desktop, in Stage Manager or both.



The Widgets sidebar used in previous versions of macOS is still there, and still displays Widgets of your choice. To open it, click on the time in the right-hand side of your Mac's top bar. The Widgets sidebar springs into place.



At the bottom is a button marked 'Edit Widgets'. This is an alternative way of opening the Widget picker. You can also drag Widgets out of the sidebar and onto the Desktop directly, without going through the Widget picker.



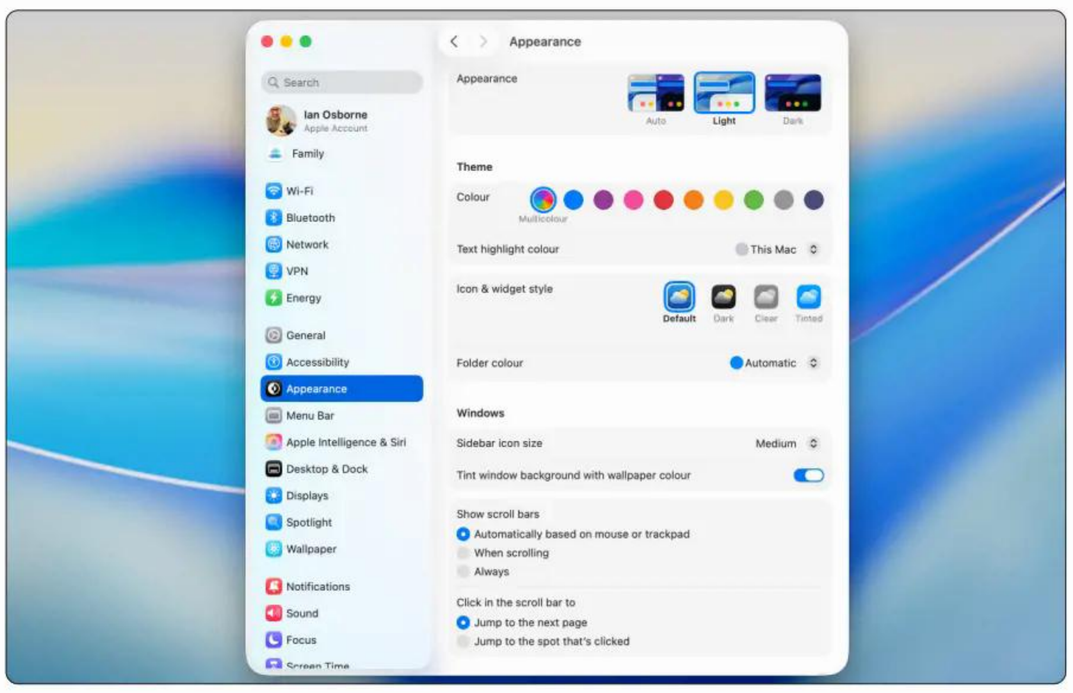
After clicking the Edit Widgets button from the previous step, click on the minus sign in the top-left corner of a Widget to remove it from the sidebar. When you've finished, click the Desktop then Done button at the bottom of the sidebar.



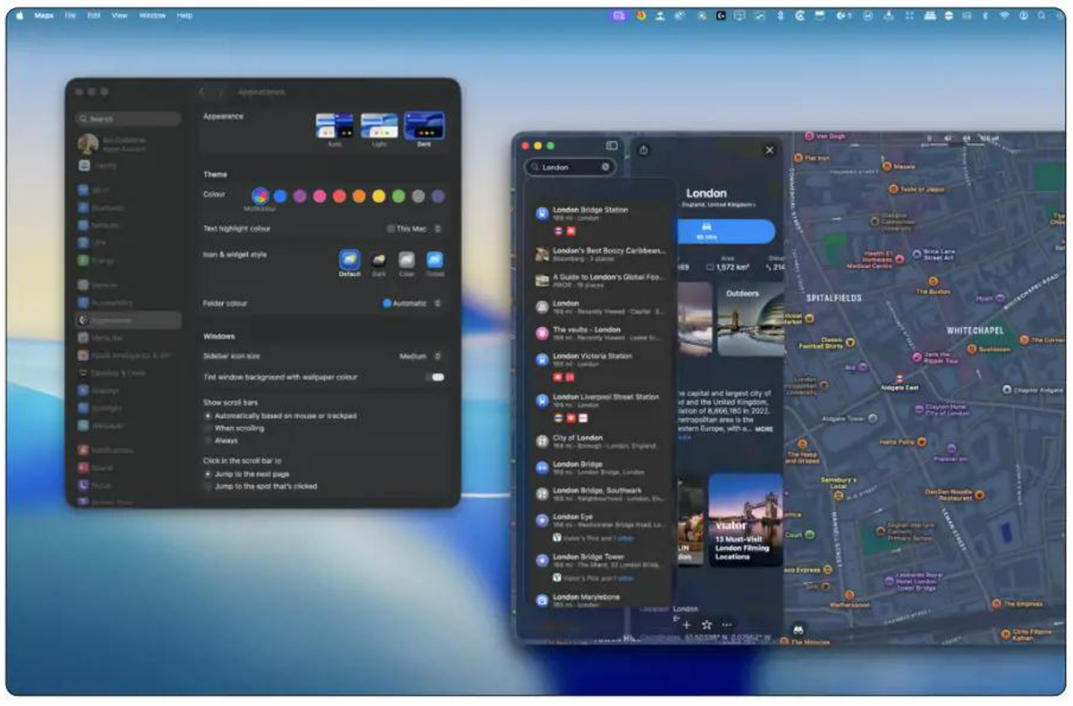
Dark Mode And Night Shift

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

Dark Mode

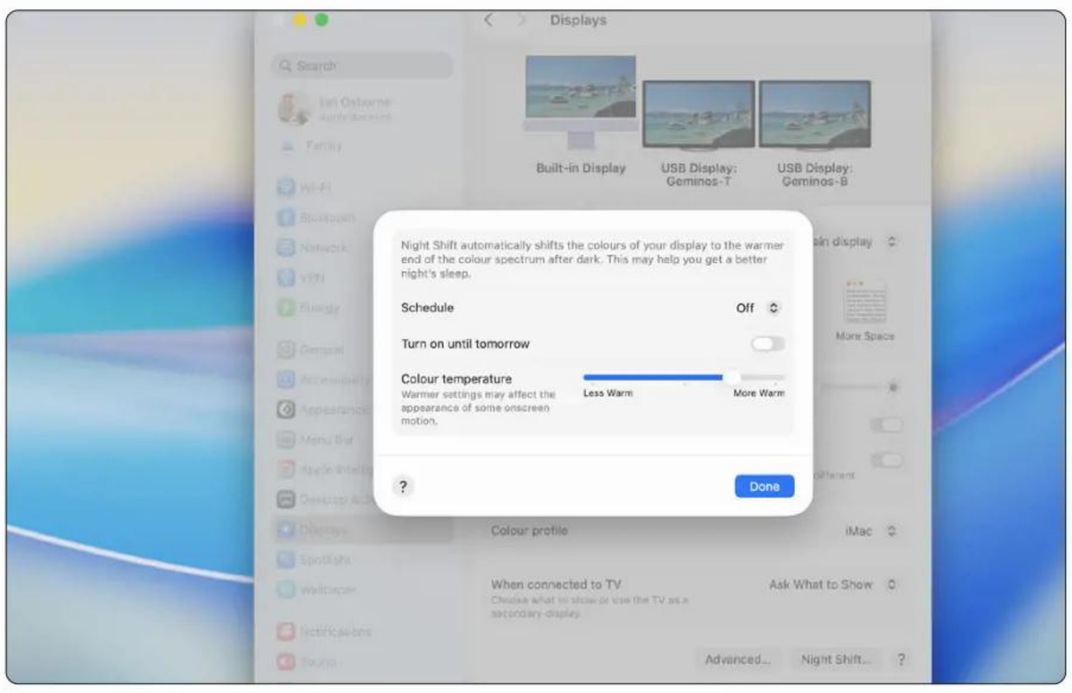


1 From the Apple menu, open System Settings. In the left-hand column, click on the Appearance option. At the top of the right-hand section are the Light, Dark, and Auto buttons. Dark and Light buttons switch to those modes, and Auto sets it according to your Night Shift schedule.

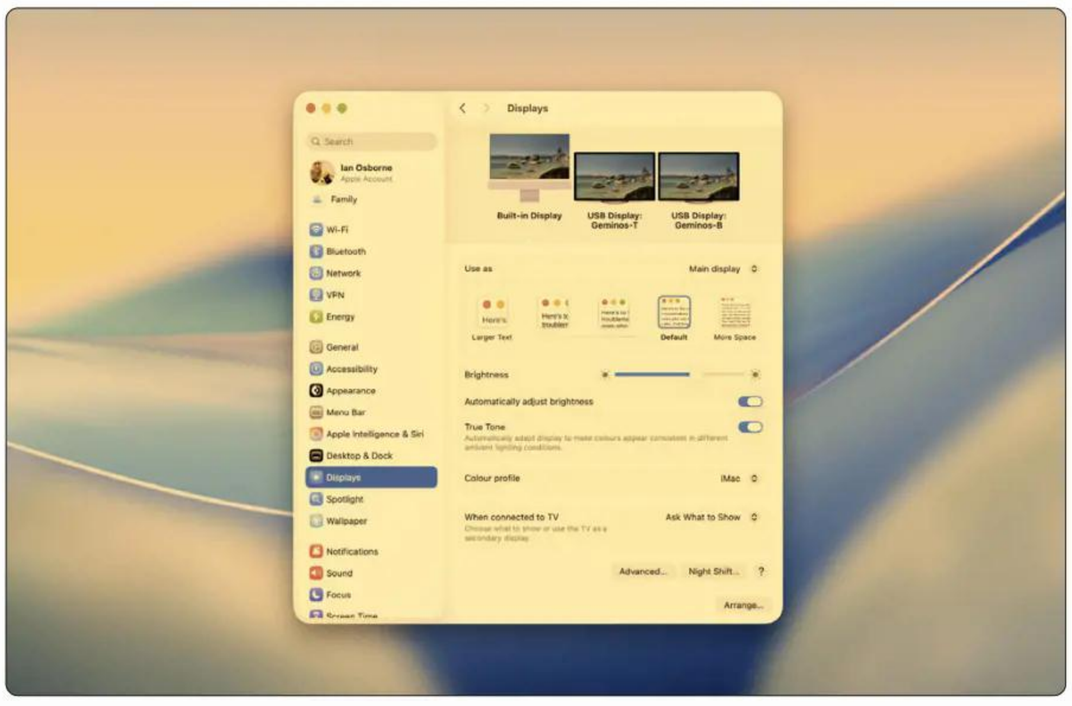


2 With Dark Mode on, the colours are subdued or reversed in Finder, windows, the Mac's built-in apps and more. Third-party apps can be built to take advantage of Dark Mode too. If you find it more comfortable to work on a darker screen, this is excellent news.

Night Shift Mode



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



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

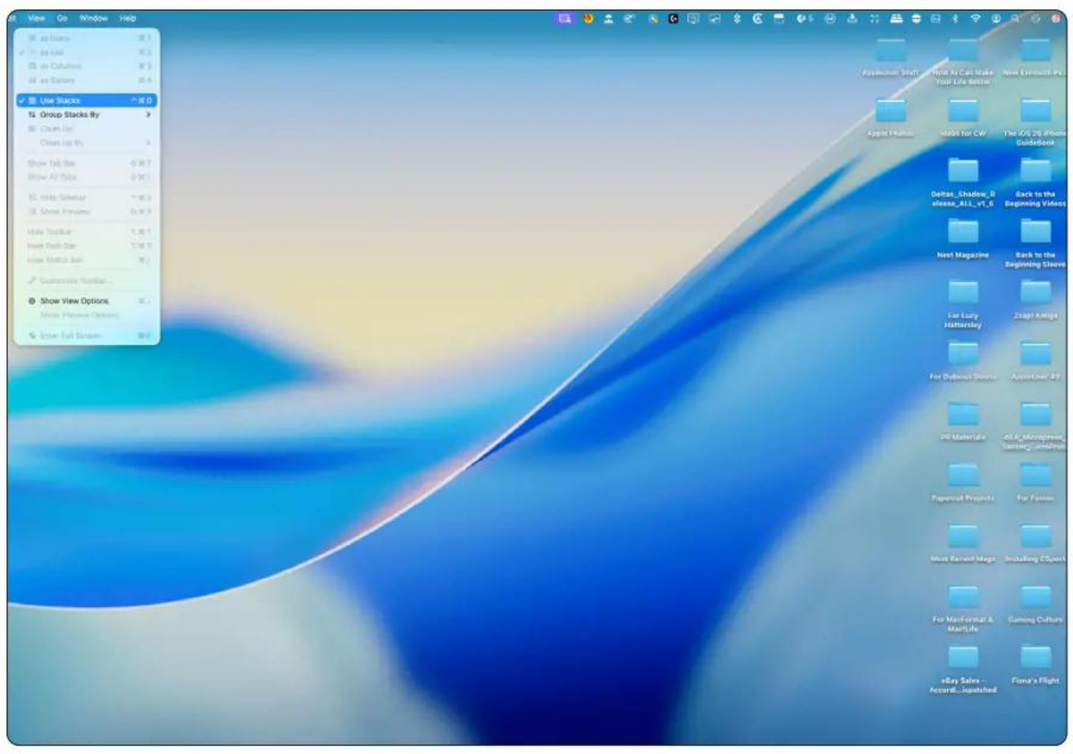


Desktop Stacks For Organisation

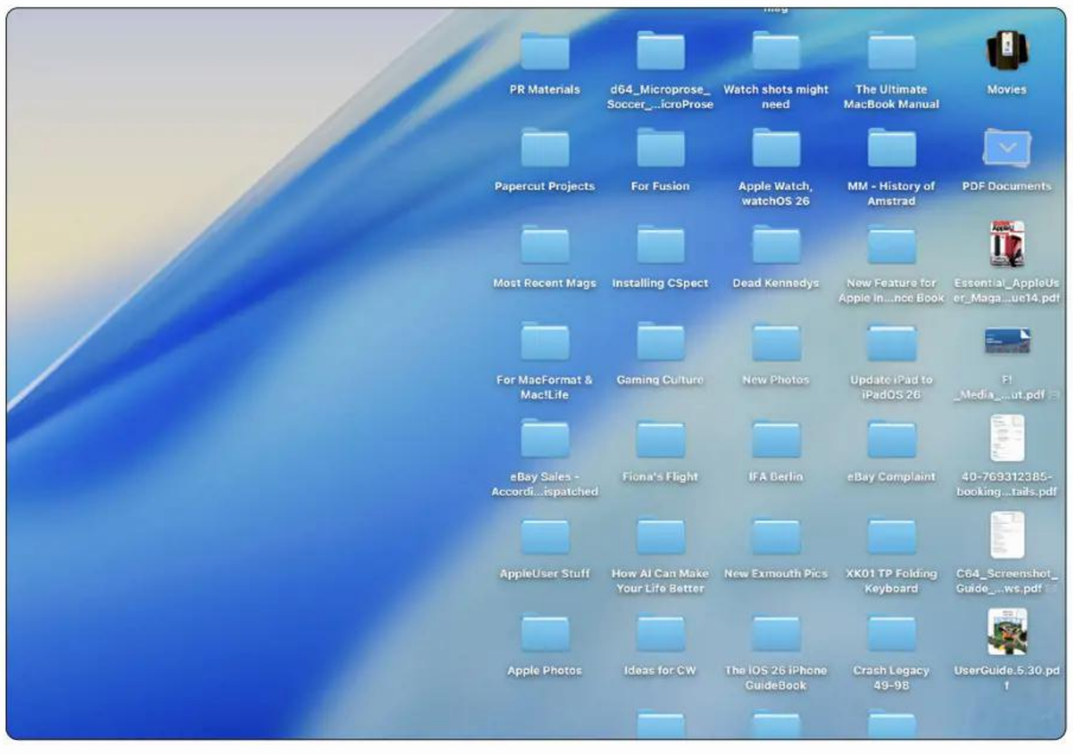
If your Mac's desktop regularly gets cluttered with folders, file icons and other such material that you're currently working on, there's a solution at hand in macOS. With a click of your mouse or trackpad, you can organise them into stacks, grouped according to their file type. Here's how to do it.



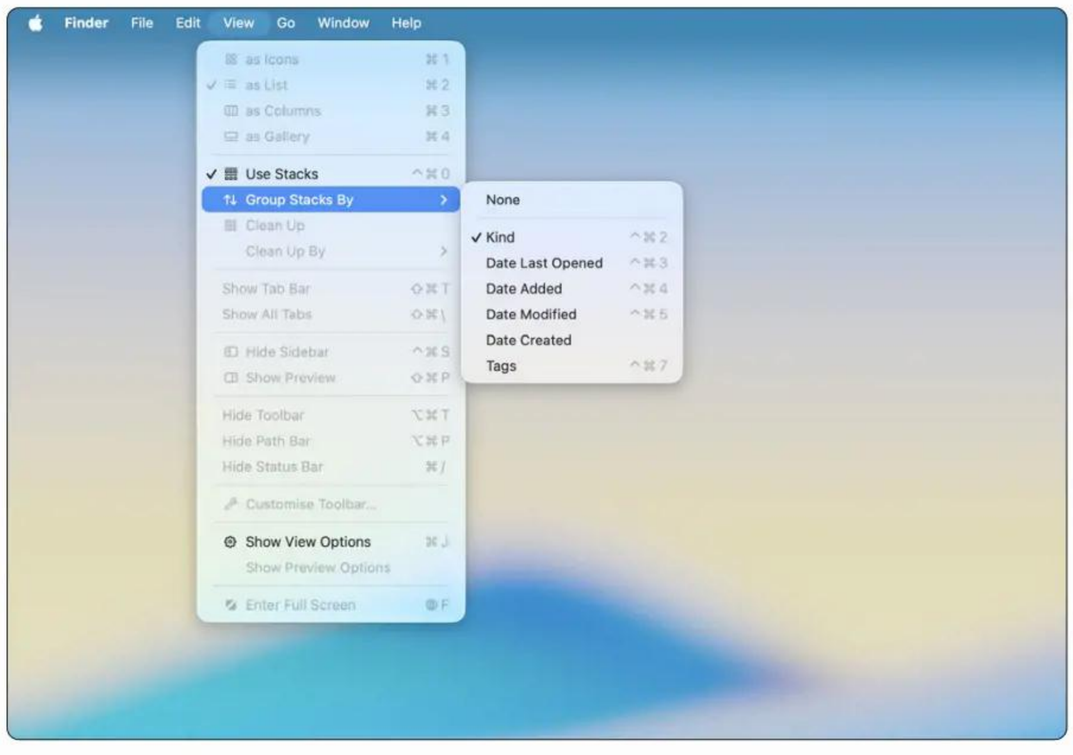
1 Your Mac's desktop often fills with files and folders you know you need regularly but that can mean a very cluttered workspace. To use Desktop Stacks, first click on the desktop to make sure Finder is active, then click on the View menu in the top bar.



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



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

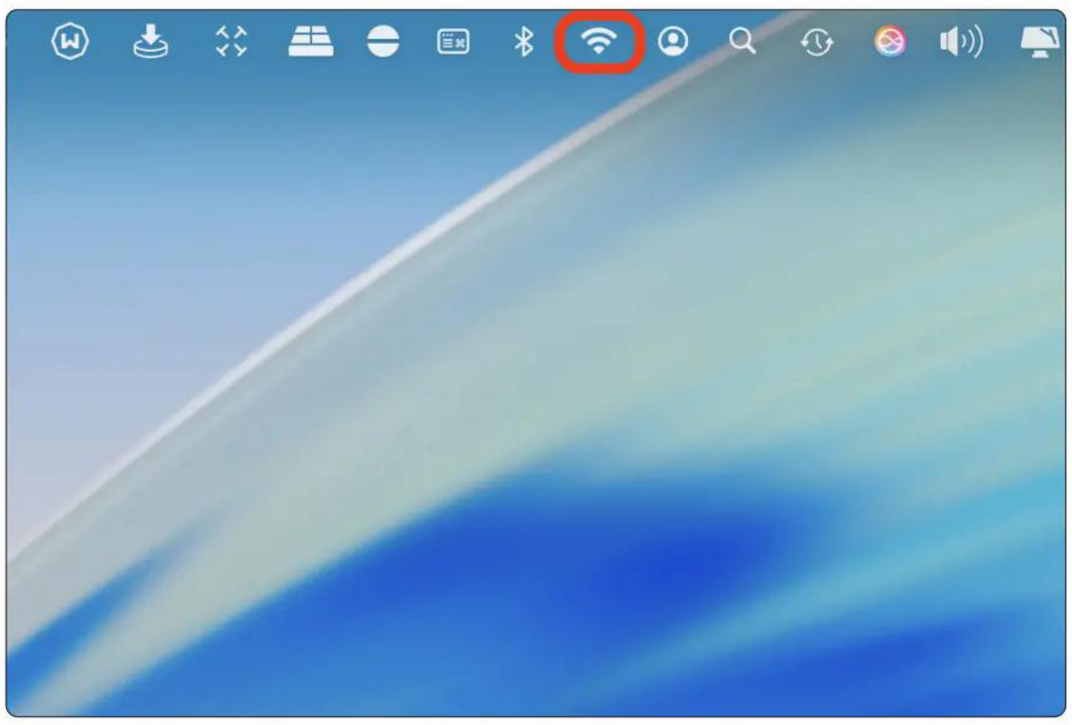


4 You can choose how you group your stacks. In View, go to Group Stacks By and then pick an option. If you use finder tags (see later in this book) to identify files from the same project, for example, grouping by Tags keeps them together and easier to find.

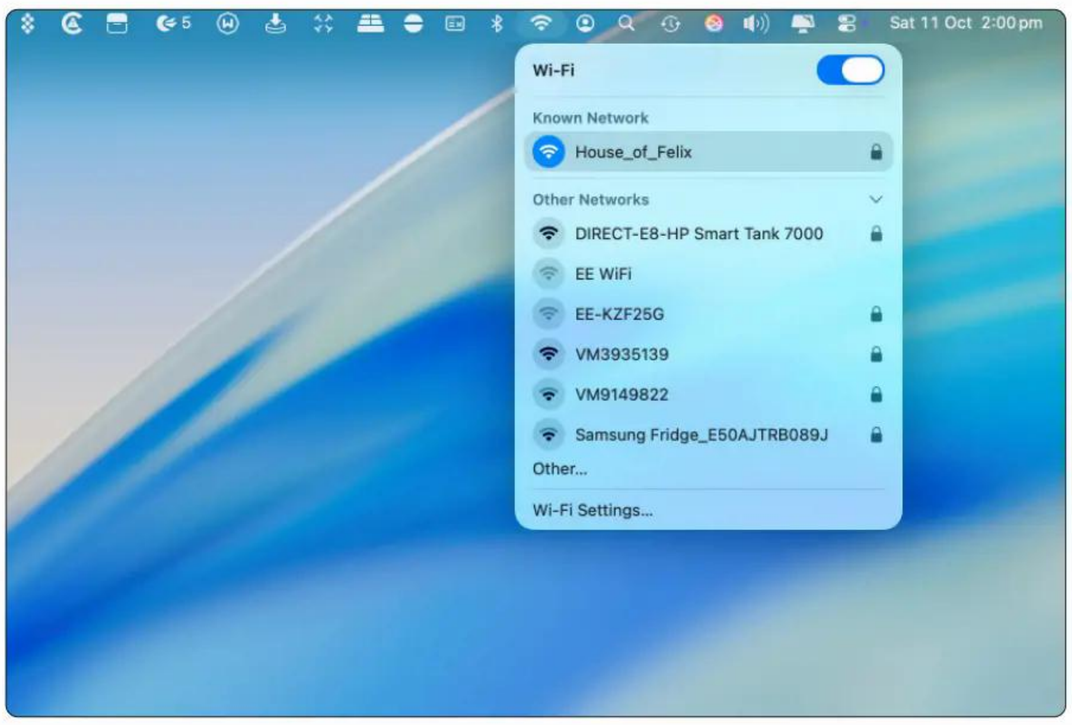
Getting Online With Wi-Fi or Ethernet

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

Connecting with Wi-Fi



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



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



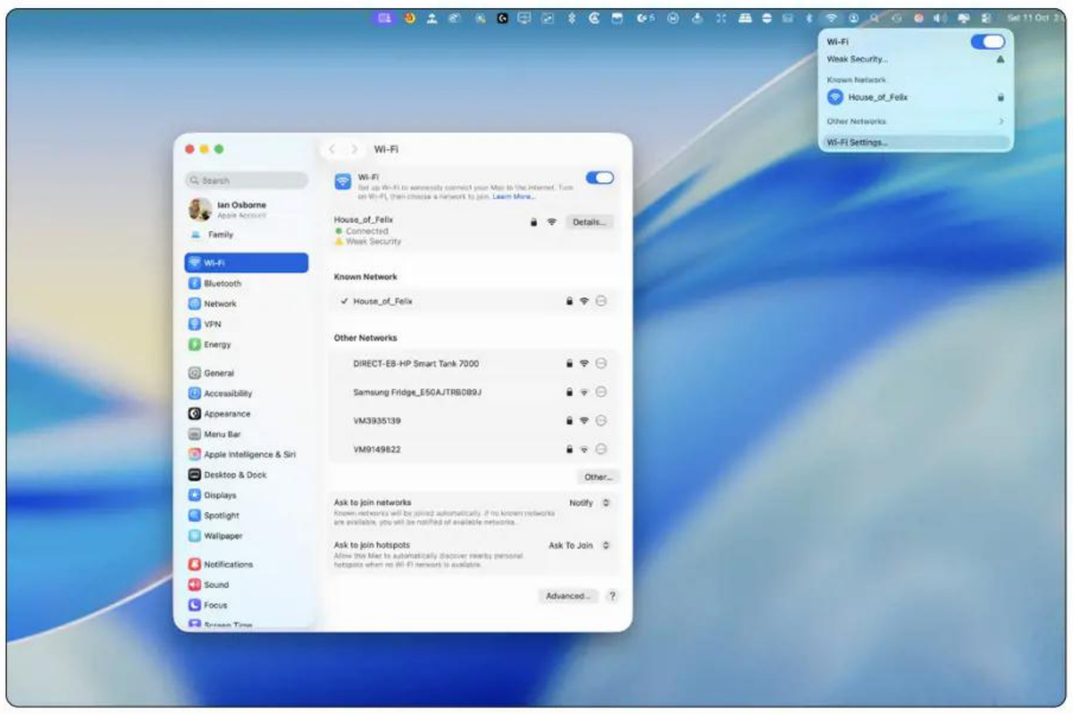
3 If a password is required (it probably is), a window appears. Enter the password here. If you're setting up at home, the password is probably supplied with your router. Your Mac then joins the network, and remembers it so you don't have to add the password every time you go online.

Using Public Wi-Fi

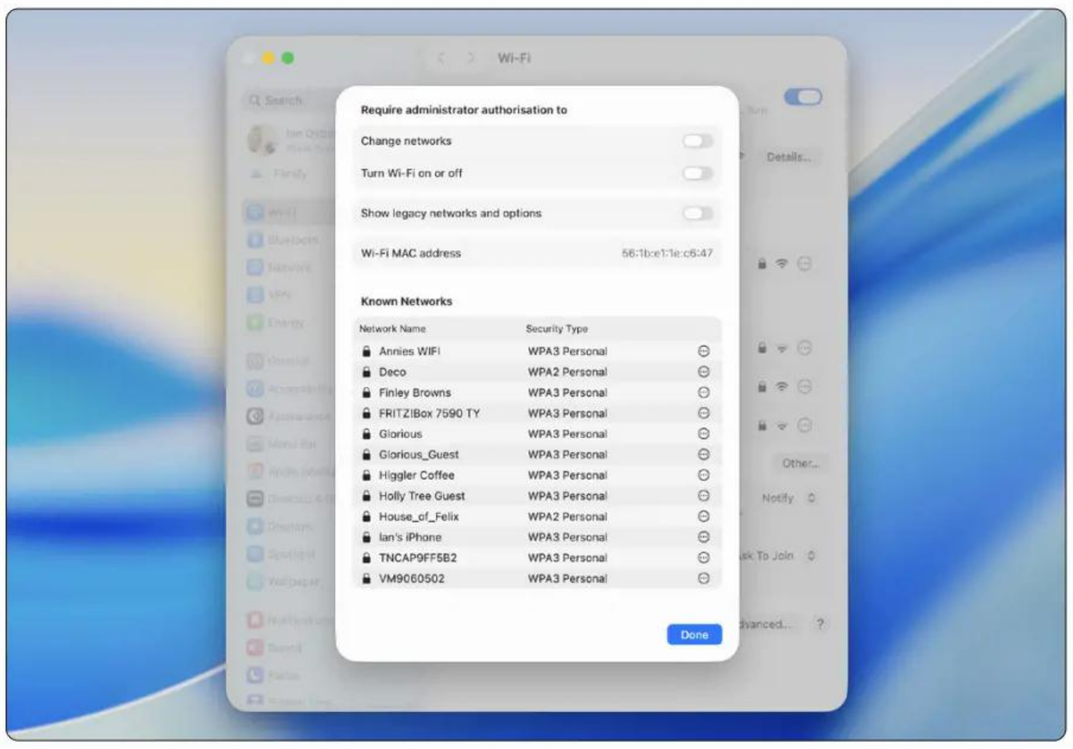


Some high street locations such as libraries, bars and restaurants offer free Wi-Fi to their customers. There are many different ways you can access public Wi-Fi. Some locations may have an unsecured connection, some require you to ask for their Wi-Fi password, and for others you have to register via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

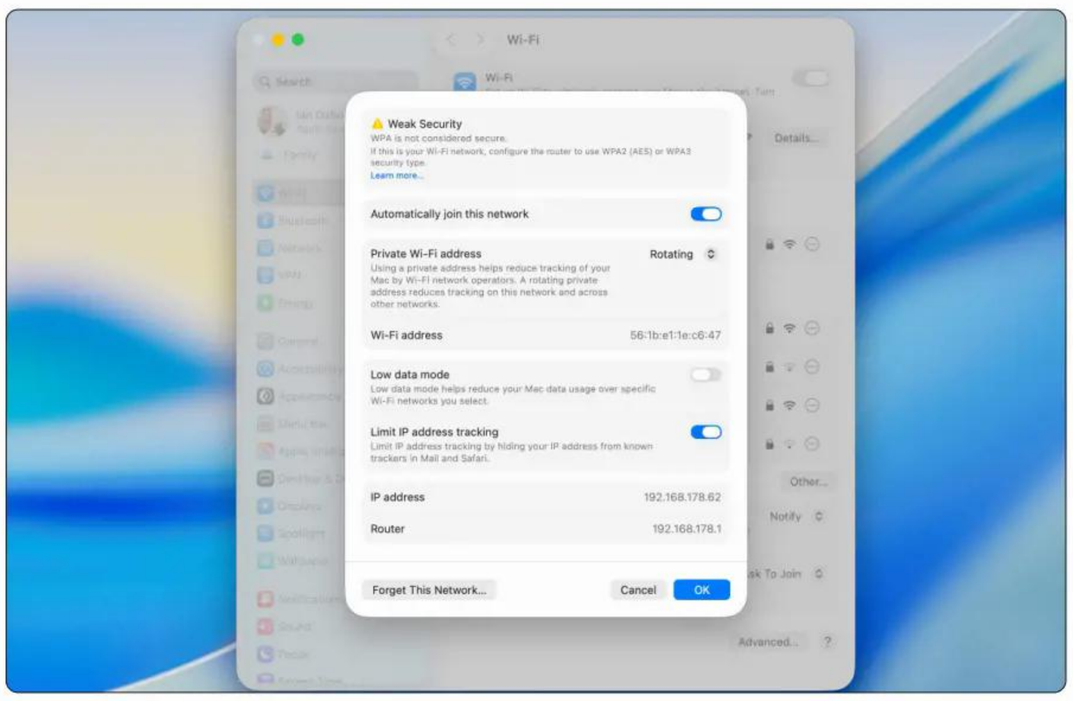
Configuring Your Wi-Fi



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



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



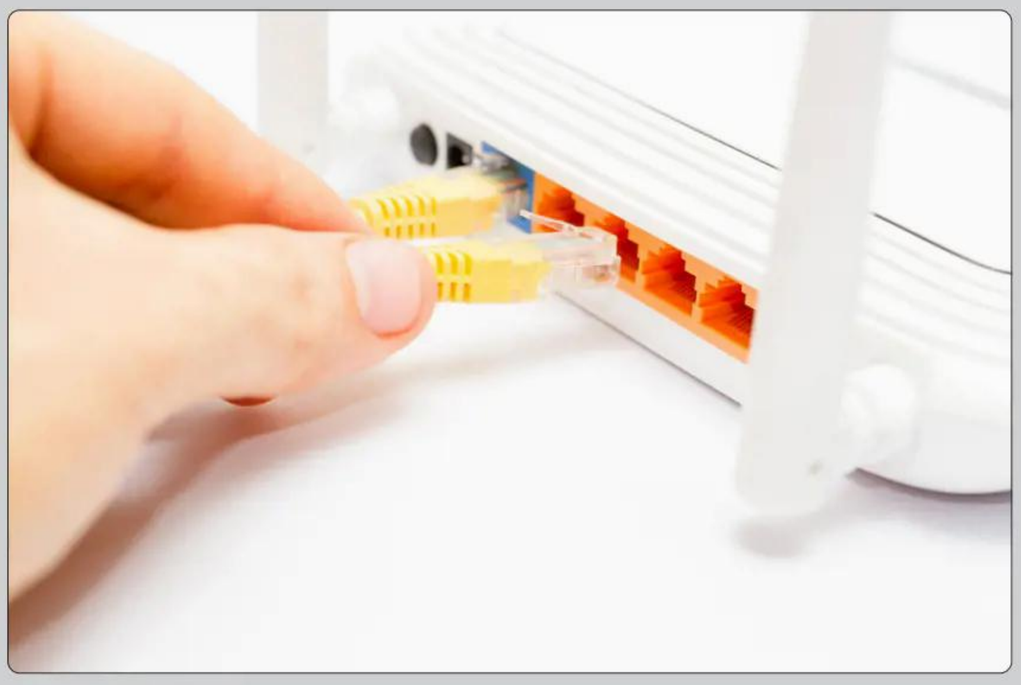
3 Click the three-dots icon next to your current network and choose Network Settings. You can see what IP address your Wi-Fi router has allocated to your Mac. Advanced users can then edit these settings and create your own, static IP address.

Going Online with Ethernet

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



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



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

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



Tahoe's Menus
A Key macOS Feature

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

The Apple Menu

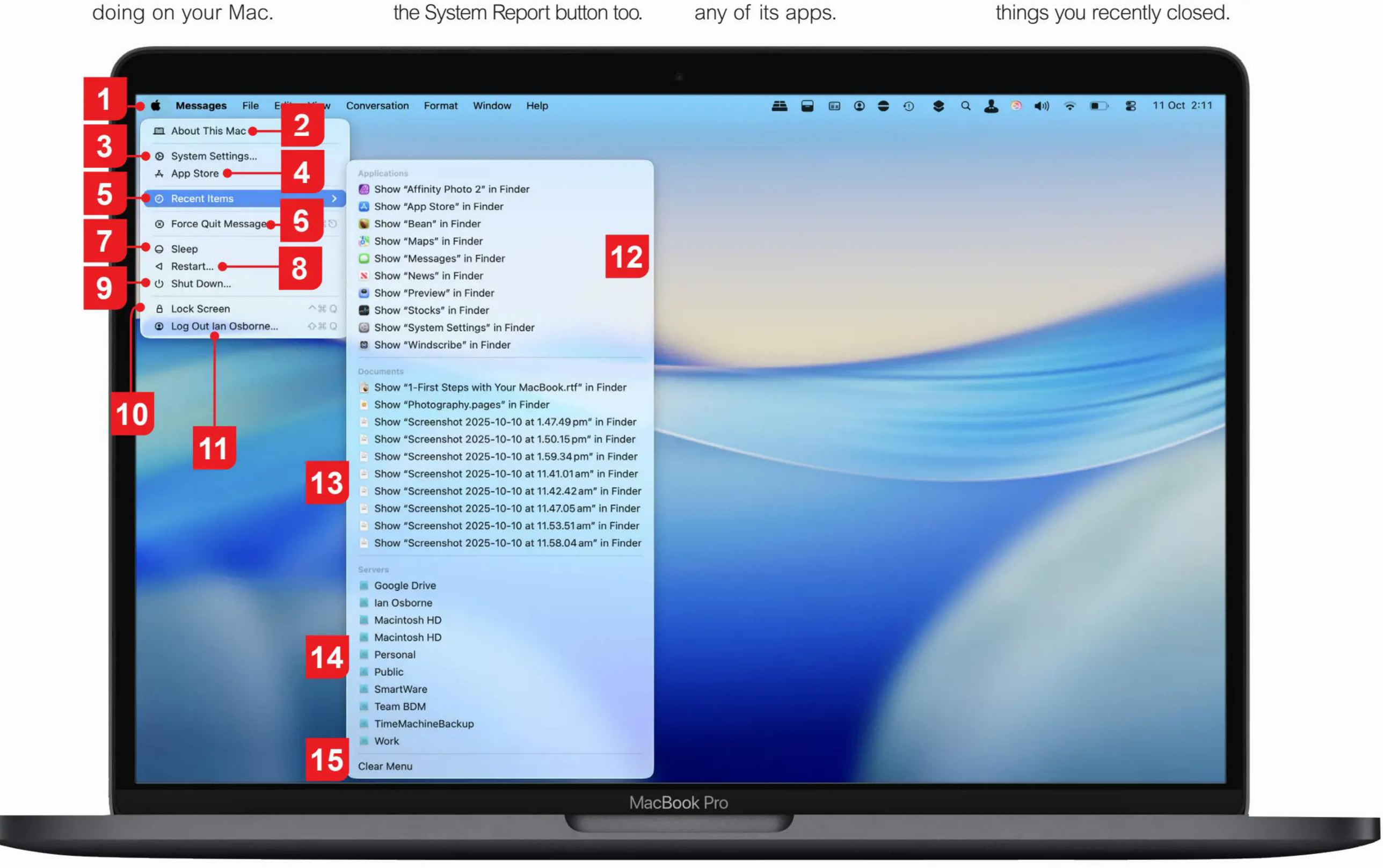
1 The Apple menu is always found in the top-left corner of Tahoe's desktop. To open it, click on the Apple icon once, then choose an option. This menu is always there, whatever it is that you're doing on your Mac.

2 Choose About This Mac for a window showing you technical information about your computer. Clicking More Info... lets you delve further, looking at its Display, Storage and more; and you can get a full System Report by clicking the System Report button too.

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

4 This option opens the App Store. If updates are available for your Mac or any of its apps.

5 Hover your pointer over the Recent Items option to see the sub-menu showing apps, documents and servers you've recently used. You can click on one of these items and open it, offering a convenient way of accessing things you recently closed.



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

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

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

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

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

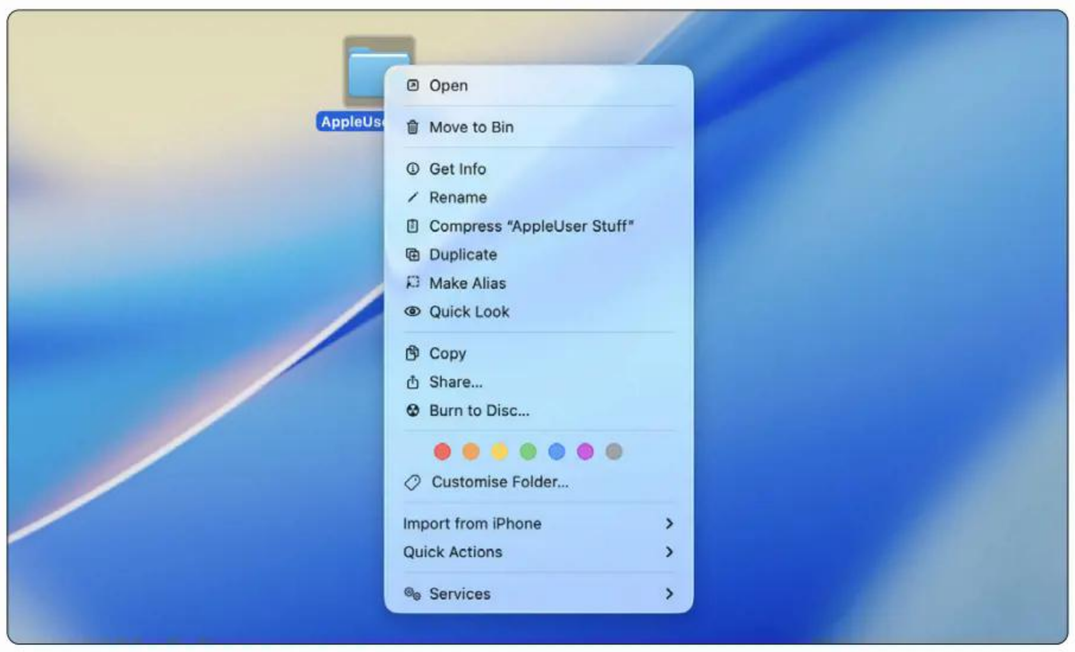
11 Click here to log yourself out but not shut down your Mac. This is useful if you have more than one user account on your Mac. You can then log out so another user can log in.

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

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

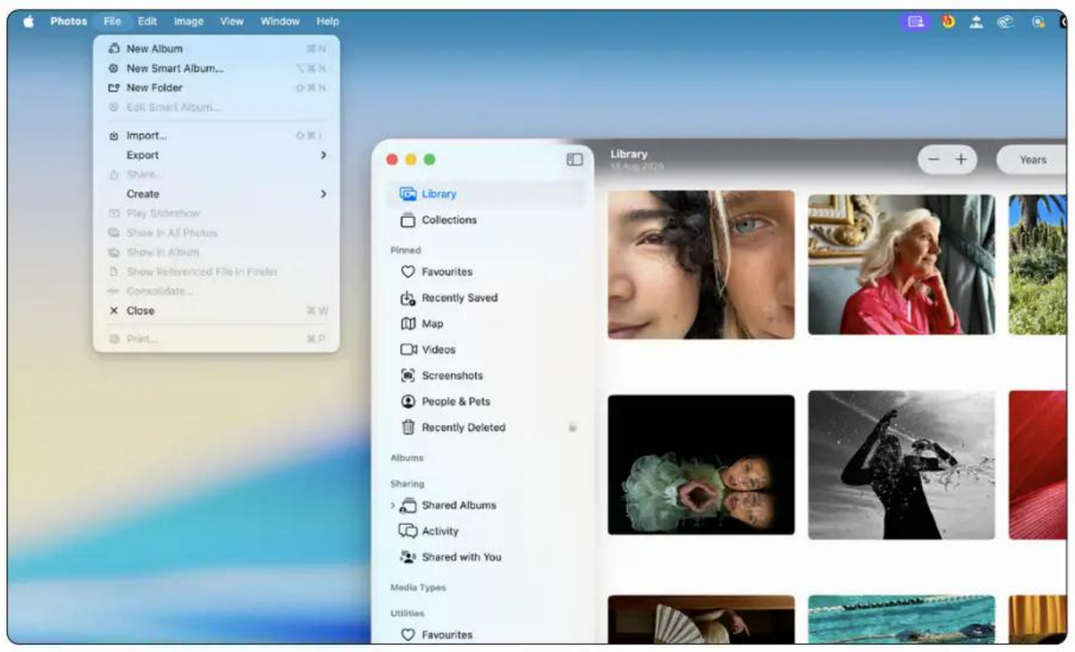
14 Servers you've recently accessed on your wireless or Ethernet network appear here. To open one again, simply click on it.

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



Contextual Menu

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

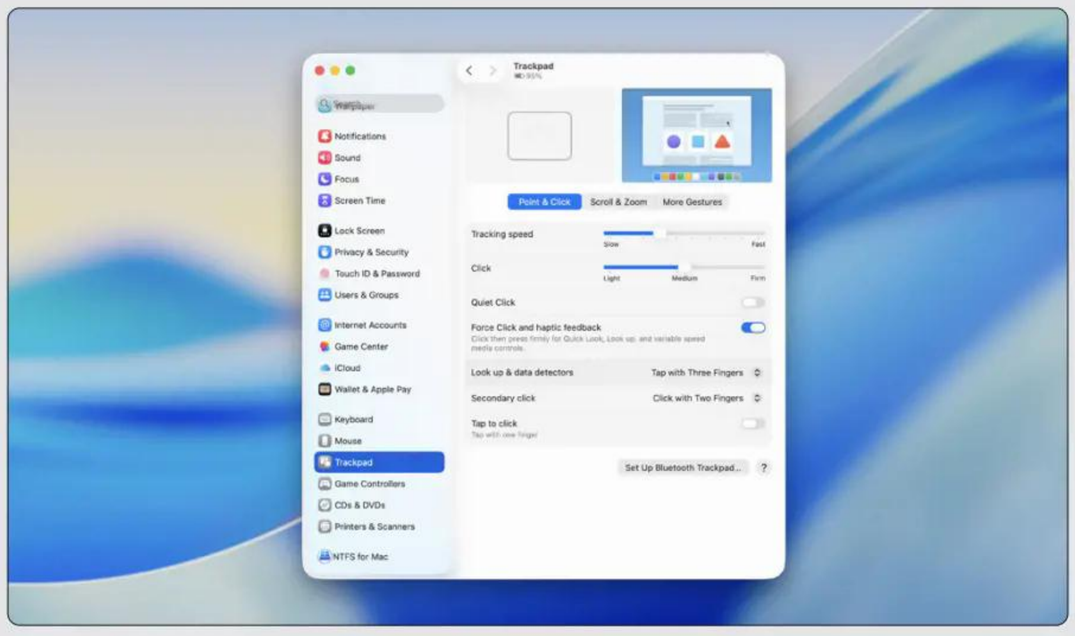


Application Menus

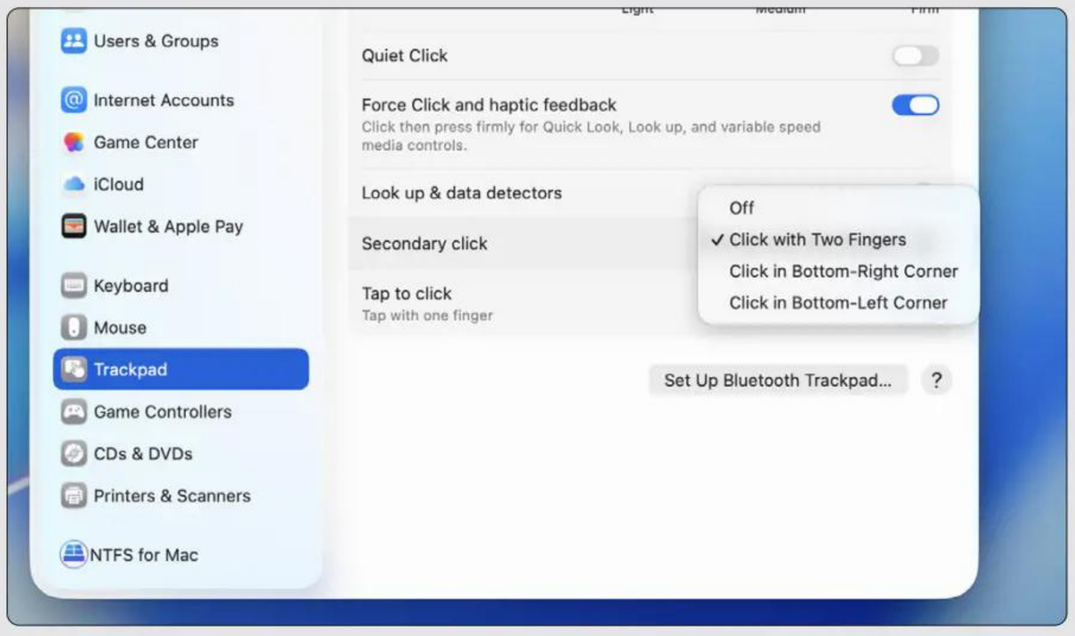
Each application has its own unique set of menus located next to the Apple menu. They will change when an application is active and will revert back to the Finder menu when no apps are active. Each is clearly labelled to make it easier. We'll add specific details for application menus when we look into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

Right-clicking and ctrl-clicking.

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



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



2 Use the pull-down to choose an option for Secondary Click. With Secondary Click activated, clicking using your chosen option is the equivalent of right-clicking on a two button mouse. You can change the tracking speed and click strength here too, and more.

Using Finder
Files, Folders & Apps

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

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

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

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

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

5 Perform Tasks: The Perform Tasks icon enables you to perform certain tasks within the folder or highlighted file, such as create a New Folder, Move to Bin, Duplicate and more.

6 Share Button: The Share button is found in many places and you can highlight a file or folder and click the button to send by email, AirDrop and Messages and more.



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

8 **Search Field:** If you're looking for a specific item, type its name or contents into the Search field and press Enter.

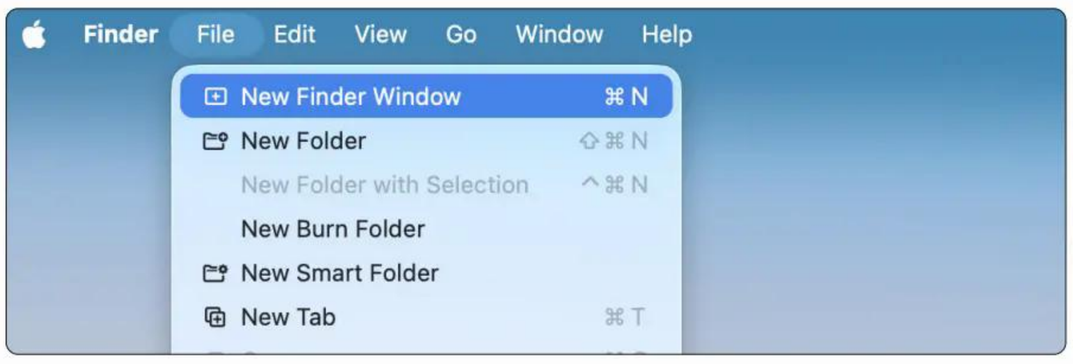
9 **Sidebar:** There are various options on the Finder window's sidebar. You can open specific folders like Documents or Downloads, access external or network drives and more. To hide and show the sidebar, use the View menu or enter ctrl-cmd-S.

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

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

Displaying a Finder Window

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



Using Menus

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

Shortcut Keys

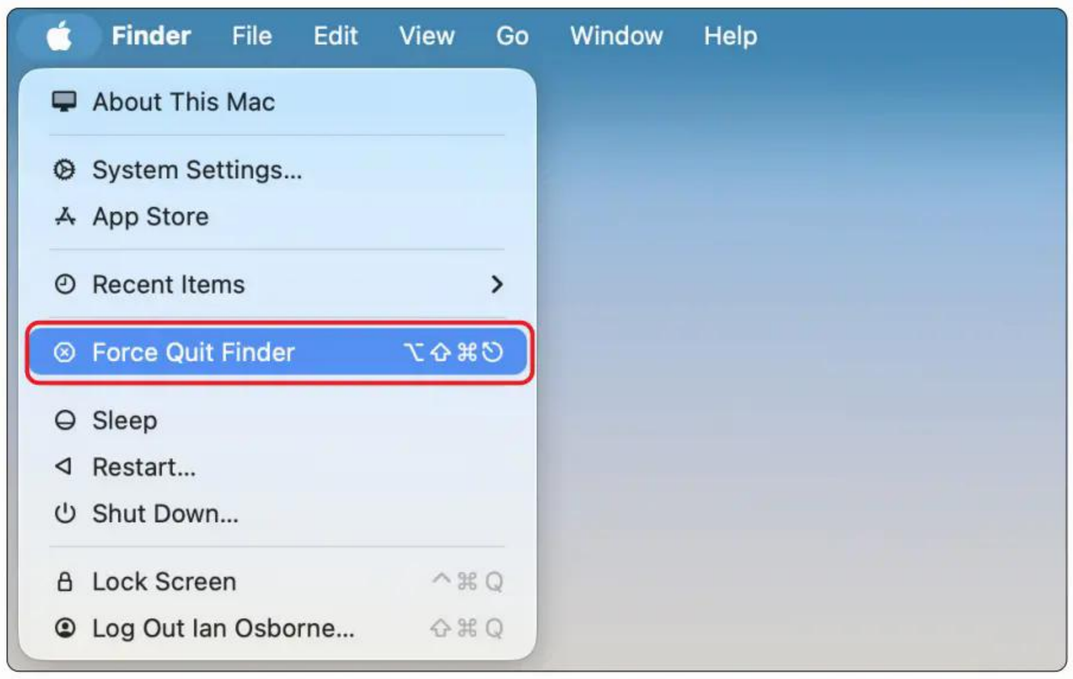
Click a clear space on the desktop once to make sure you're in Finder, then press cmd-N together. A new Finder window appears on the desktop.

Using the Dock

If it isn't already displayed, move your mouse cursor to the bottom of the screen to open the Dock. Right-click the Finder icon to create a new window from the menu.

How to Relaunch Finder

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



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

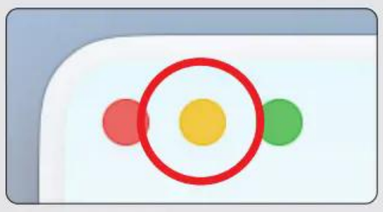
Window Controls Options.

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



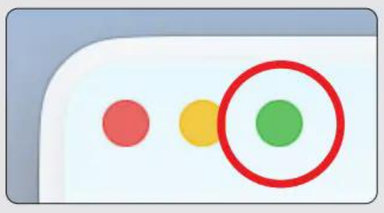
Close

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



Minimise

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

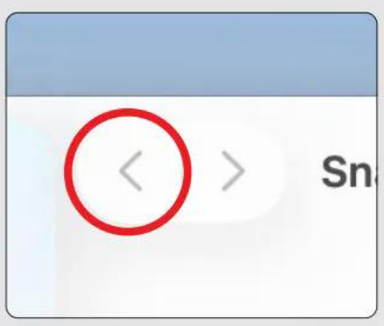


Full Screen

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

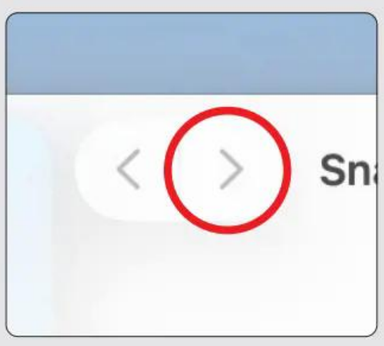
Navigation Controls.

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



Navigate to a Previous Page

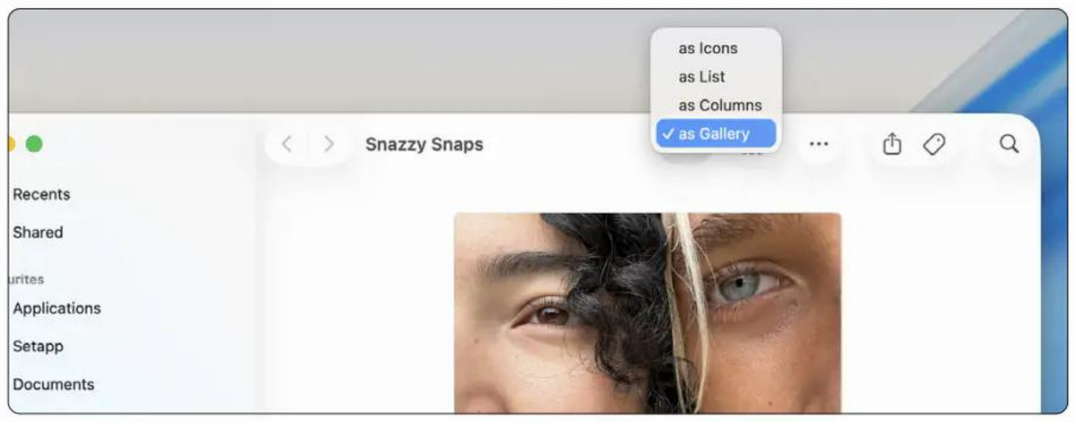
Click the left hand arrow. To continue stepping backwards, repeat step one as many times as necessary.



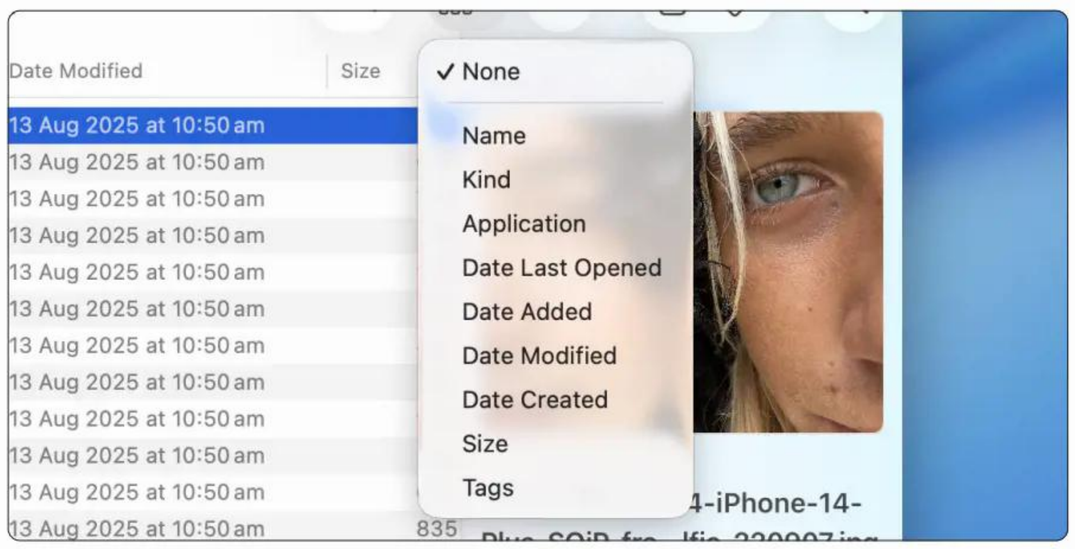
The Forward Control

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

View Options



- To display your files and folders as a collection of icons, first open a Finder window then click the first button on the toolbar, showing a group of four squares.
- With an open Finder window, click the second button on the toolbar to use a simple but effective list display.
- Click the third button on the toolbar to view your files as a series of columns. It's great for quick navigation and easy visual identification using a handy image preview column.
- The Gallery View gives a large preview of the file or folder that's currently selected and a scrollable strip of everything else. Click on one of the files in the strip to see a larger version of its thumbnail.



Change the Way Items are Arranged

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

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

Kind: This groups each type of item together.

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

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

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

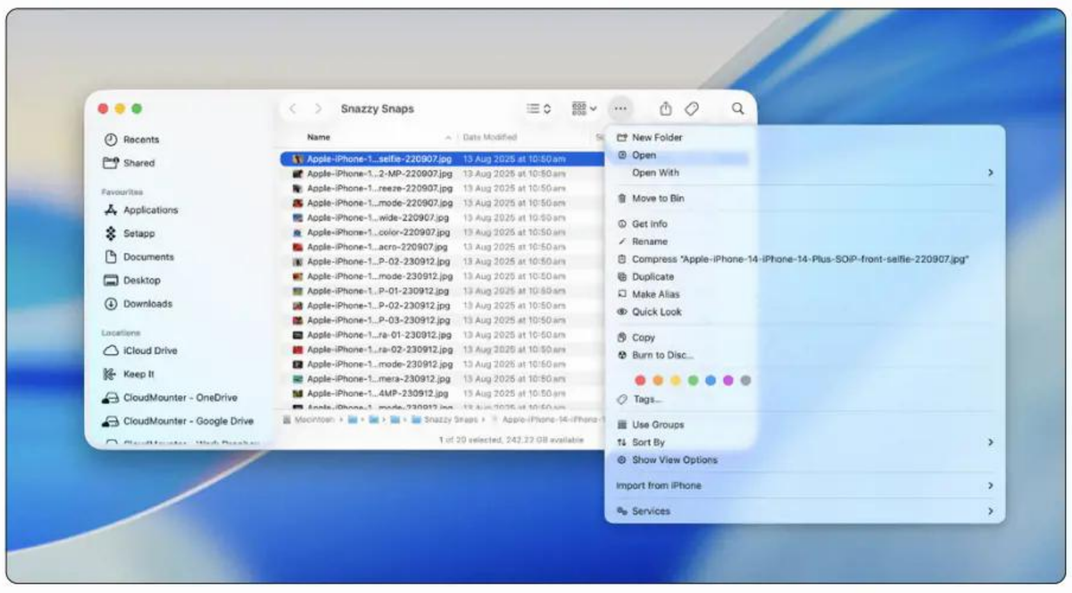
Date Modified: Displays items in the order they were last modified or edited.

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

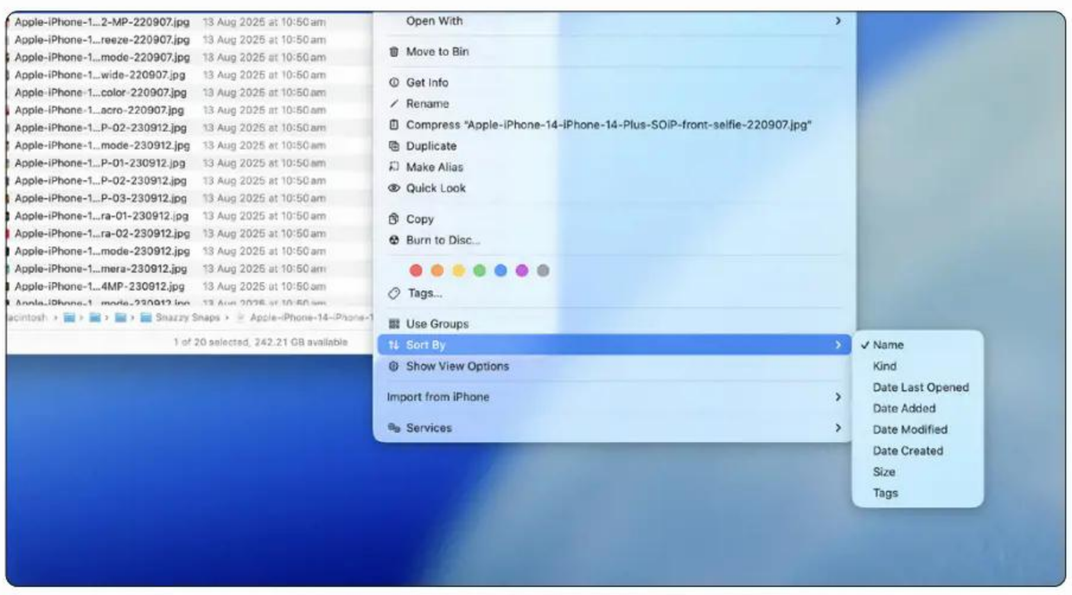
Size: Arrange the files according to their size.

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

Perform Tasks Within the Finder

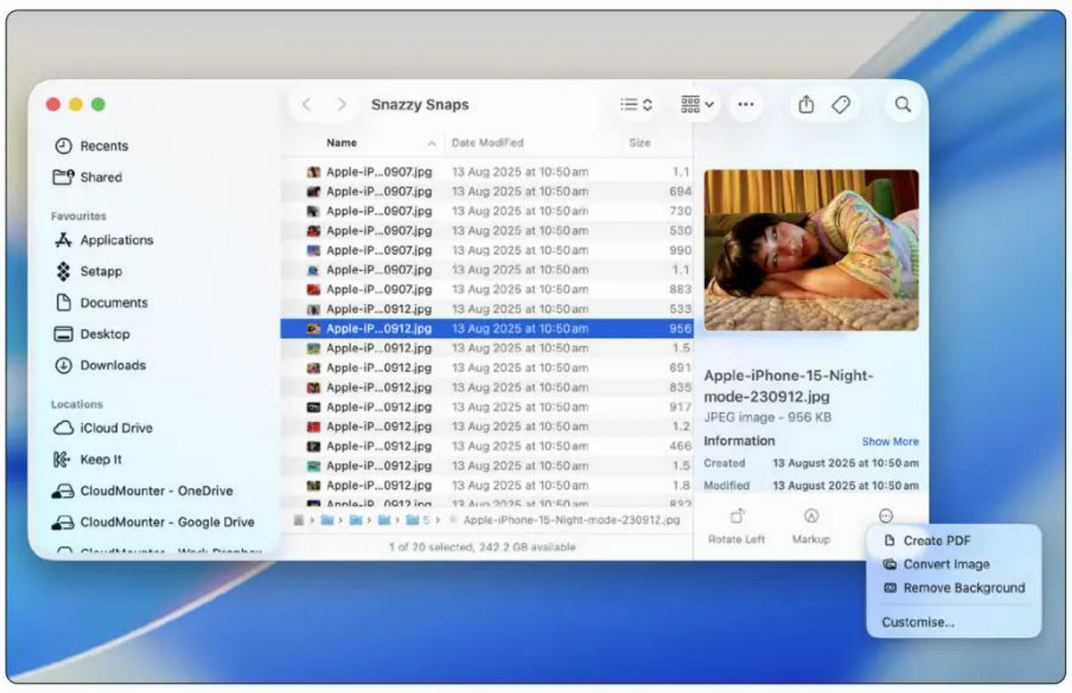


1 Highlight an item within your Finder window, and click on the three-dots-in-a-circle icon for a drop-down menu. Here you can do a range of operations, from opening a highlighted file in a specific application to checking the file size via the Get Info option.



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

Finder's Preview Panel

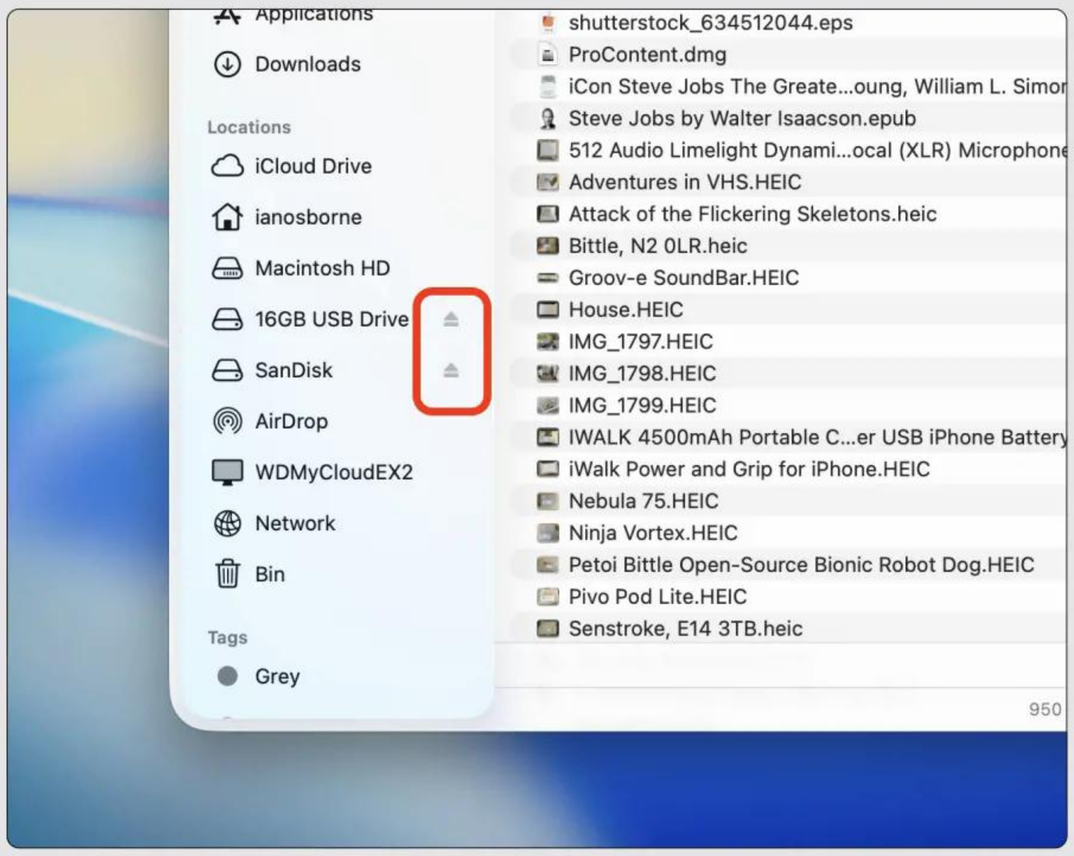


Turn the Preview Panel on or off in the View menu (Hide/Show Preview) or press Shift-CMD-P on the keyboard. At the foot of the panel are options that vary according to the type of file you're previewing. For example, an image can be rotated, annotated or converted into a PDF.

More Sidebar Functions

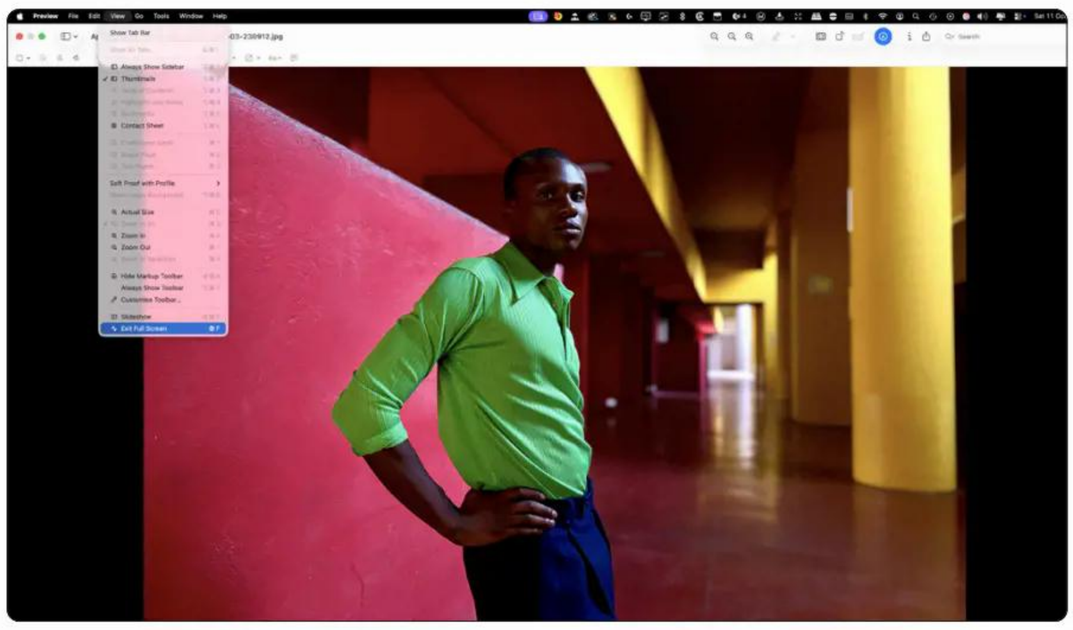
If your sidebar is getting cluttered, you can show or hide its listed items by hovering over the title (Favourites, Locations, iCloud, Tags) and clicking the small down-facing chevron or right-facing chevron – the right-facing chevron appears when the title is hidden, and the down-facing chevron when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





Full Screen Mode

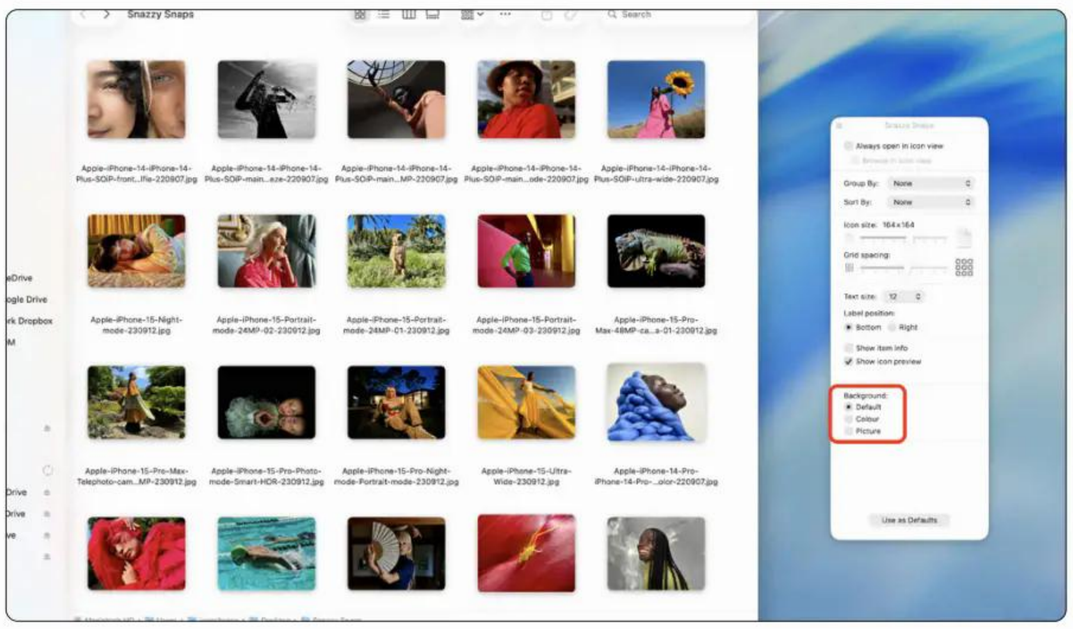


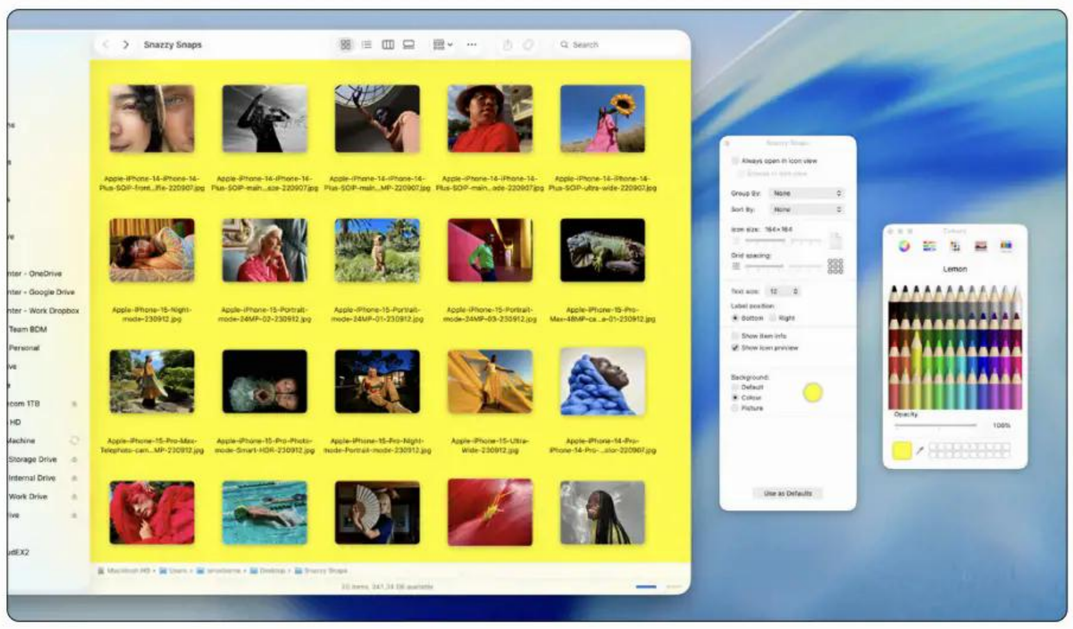


1 You can view most windows, including Finder's, in full-screen mode. Click on the green gumdrop (top left), use the View pull-down menu or press ctrl-cmd-F. Hovering over the gumdrop gives a resizing menu. Move the pointer to the top of a full-screen window to see the menu bar.

2 To exit full-screen mode, drag the pointer to the top of the screen and click on the green button again. Alternatively, use the View pull-down menu at the top of the screen or press CTRL-CMD-F. Close a full-screen window with the red button (top left).

Changing the Finder Window's Background





1 When you're using the Icon View, you can use a coloured or picture window background. With the Finder window in question open, select Show View Options from the View menu or press CMD-J. Look for 'Background' in the window that pops up.

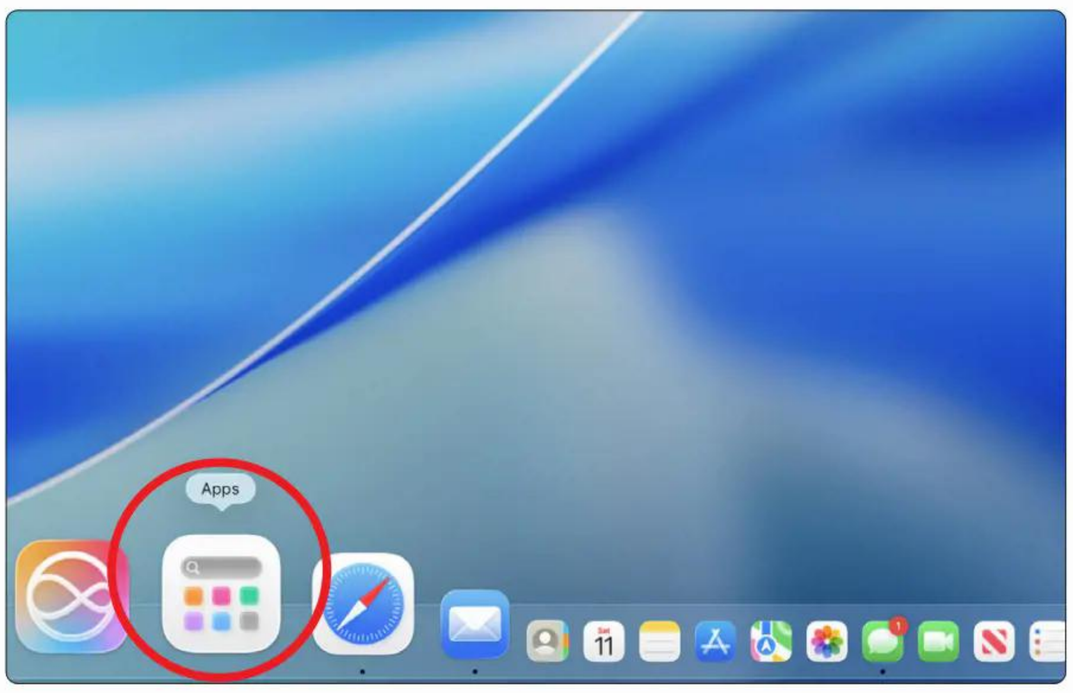
2 Select 'Colour' and click on the white square to change the background colour. Select 'Picture' and drag an image into the box to the right to get a pictorial background. Or click the box and then navigate to the picture you want to use for the Finder window background.



Tahoe's Dock For Most-used Apps

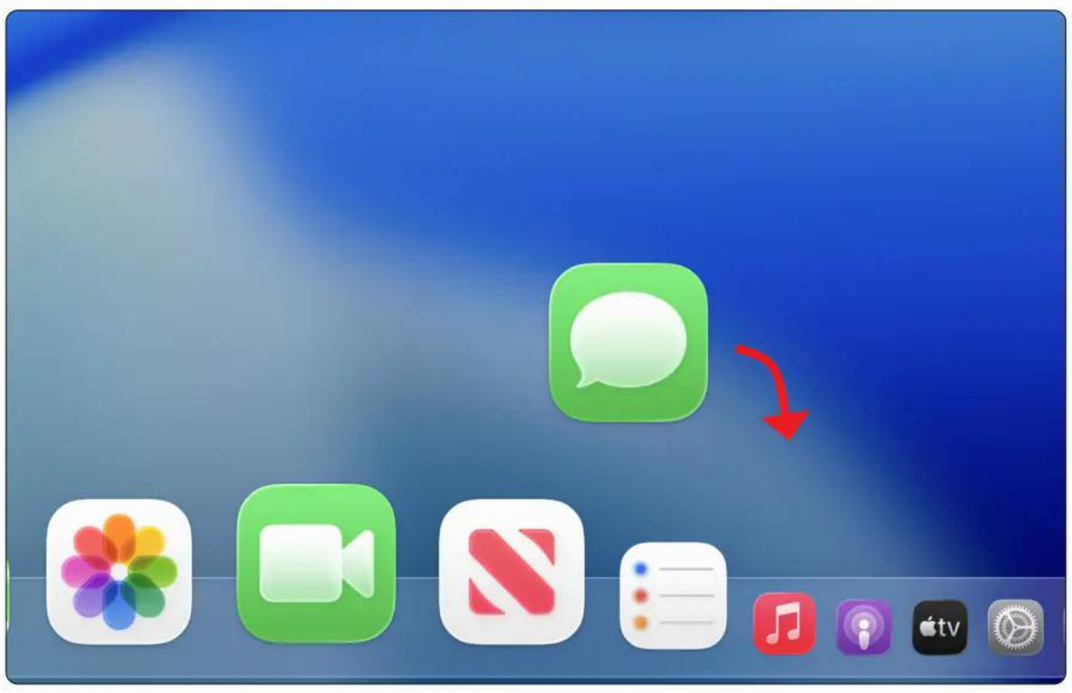
The macOS Dock is a feature that greatly speeds your workflow. It's perfect for gaining quick access to the most relevant and frequently used applications, documents and folders. It's customisable too, which means you'll come to personalise your Dock to best fit your own unique needs.

Accessing Your Applications from the Dock



Add or Remove an Application

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



Move an Application

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



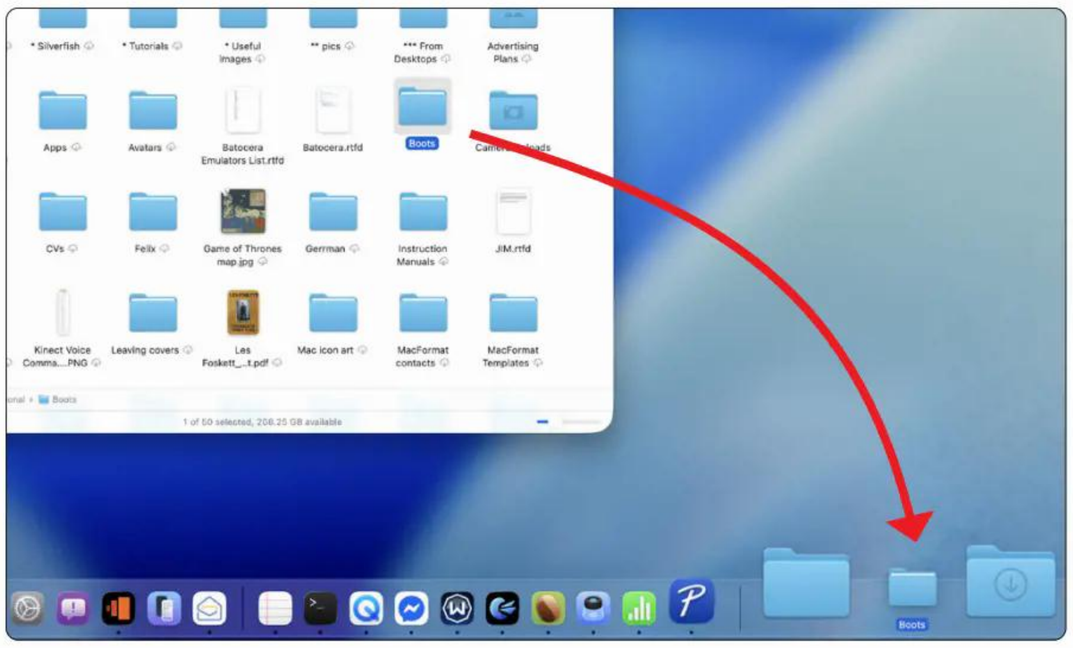
Open an Application

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



Currently Open Apps

Applications that are currently open on your Mac but don't usually live in the Dock are shown in their own section in the right-hand side of the Dock. You can click on their icons to bring them to the fore.



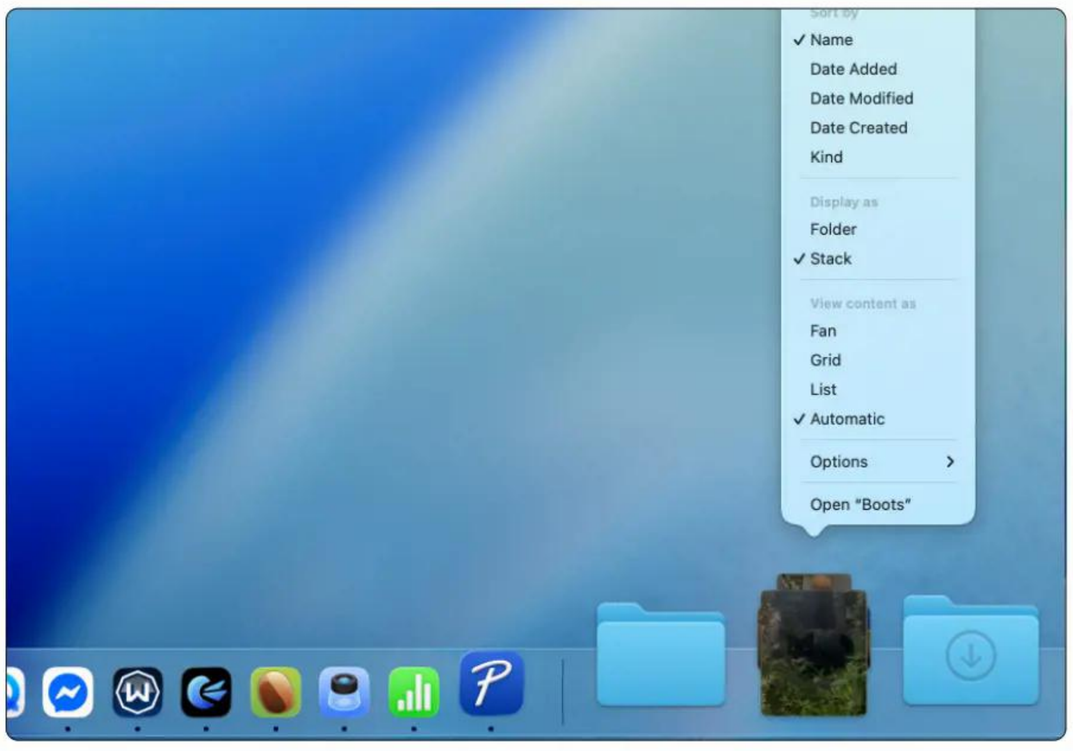
Adding and Removing Stacks

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



Accessing Stacks

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

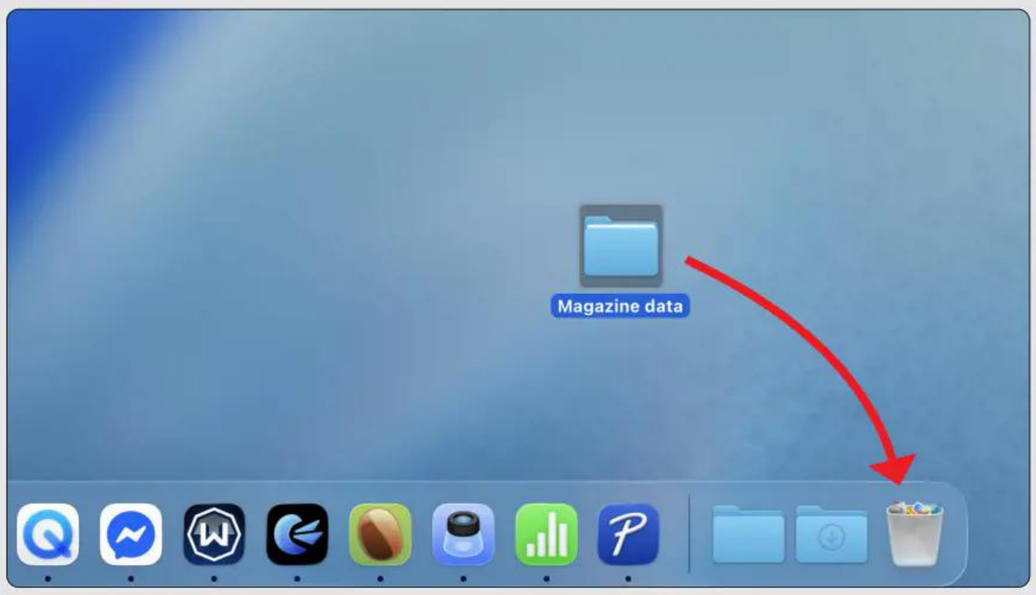


Viewing Options

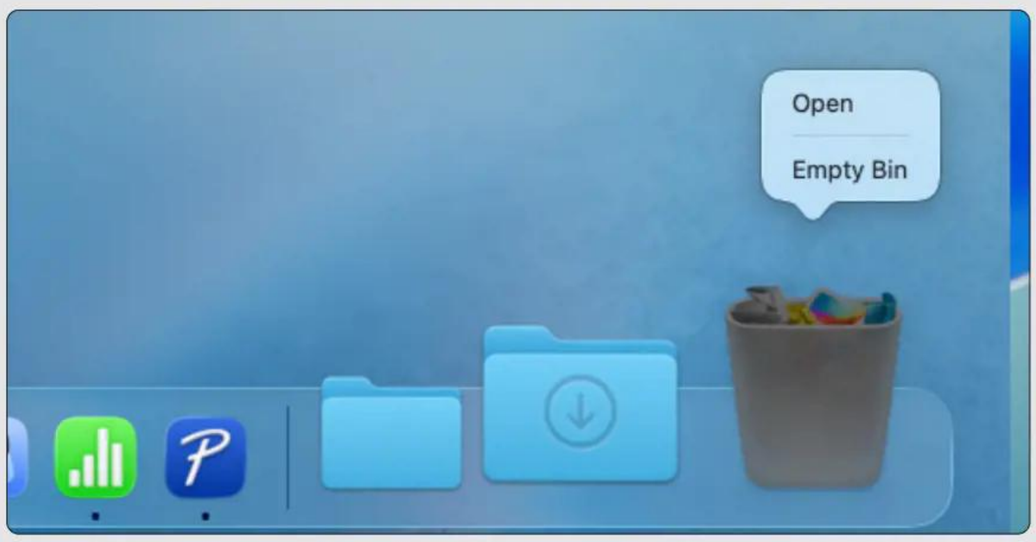
Right-click or ctrl-click on a Stack for a pop-up menu with a range of options. You can show your files as a Stack (a pile of files) or as a folder. You can also choose how they're displayed when you click the Stack.

The Bin

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



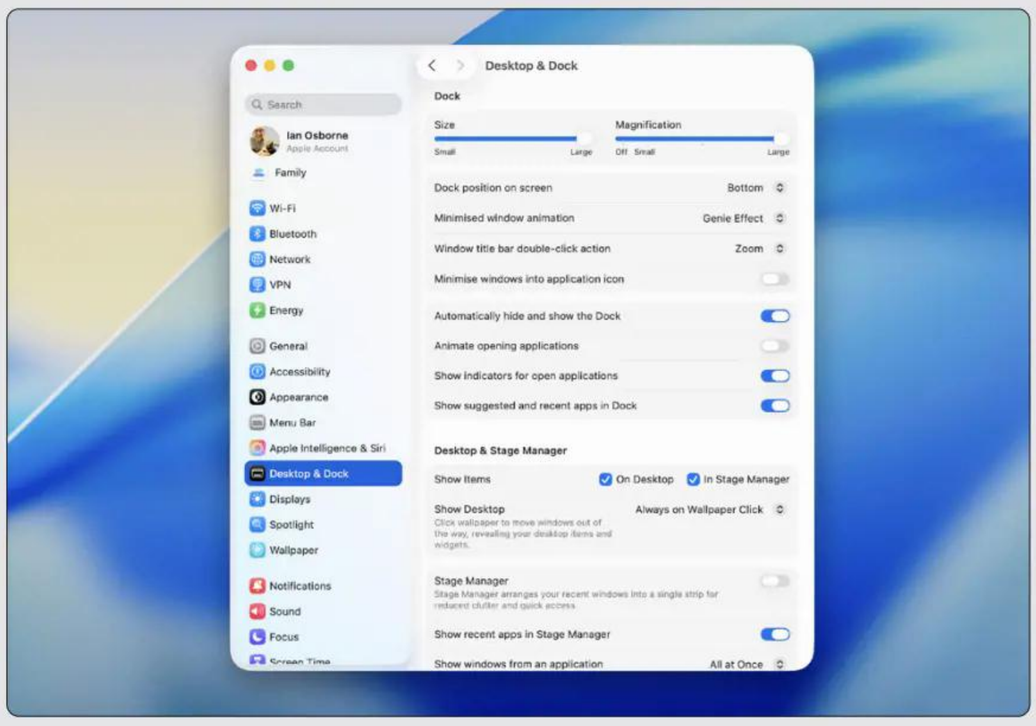
You can delete a file, folder or app by dragging it into the Bin on the right-hand side of the Dock. Alternatively, right-click or Ctrl-click on it and select Move to Bin from the contextual menu that appears.



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

Customising the Dock

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



Notifications
See What's Going On

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

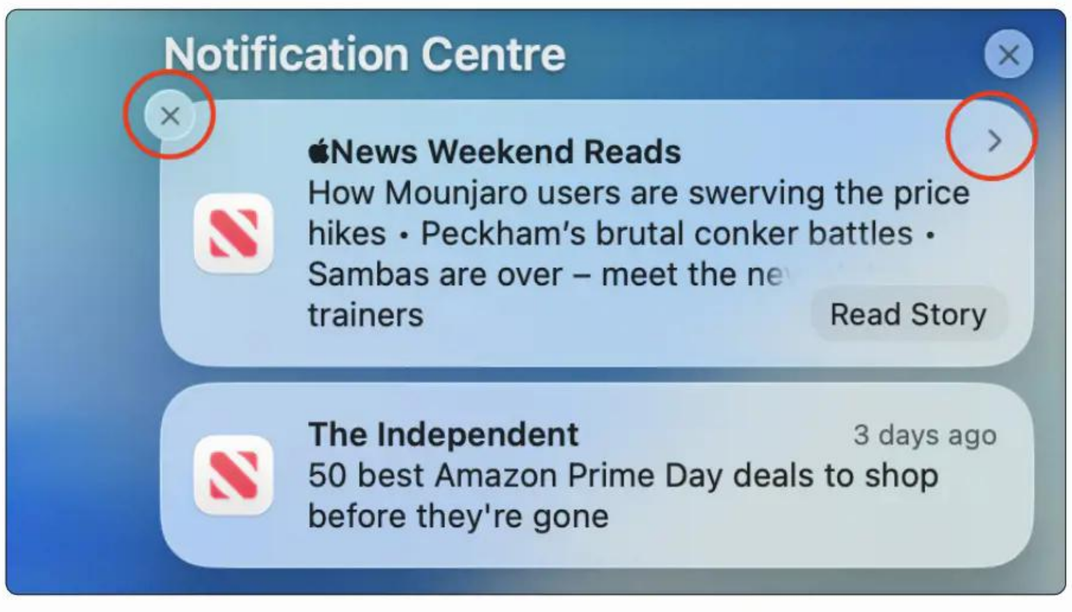
If you came to Tahoe from a much older version of macOS, you might look for the Notification Centre icon in the top-right corner of the screen. However, it's not there. Instead, Apple has integrated Notifications into the Date/Time and Widgets zone.



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

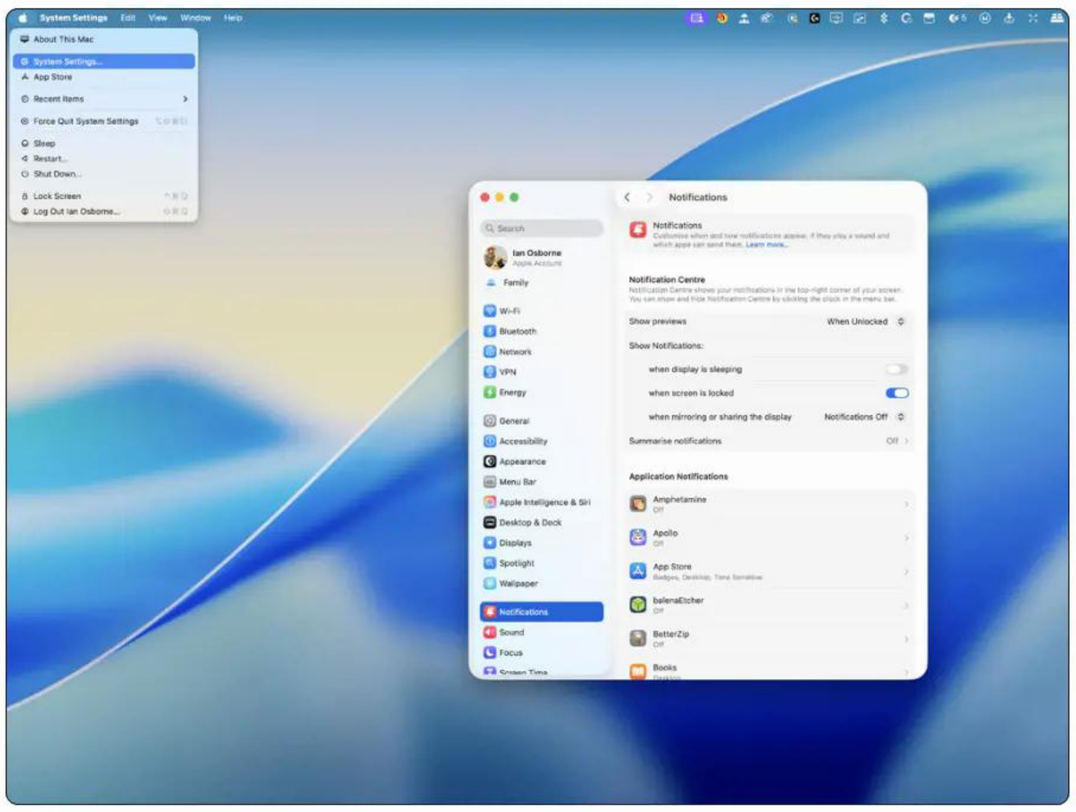
Notifications are grouped together depending on the app they're coming from. For example, the News app displays notifications based on what news channels you've decided can send alerts to you. If you click on a notification in the group, the rest expand so you can see all the available notifications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

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



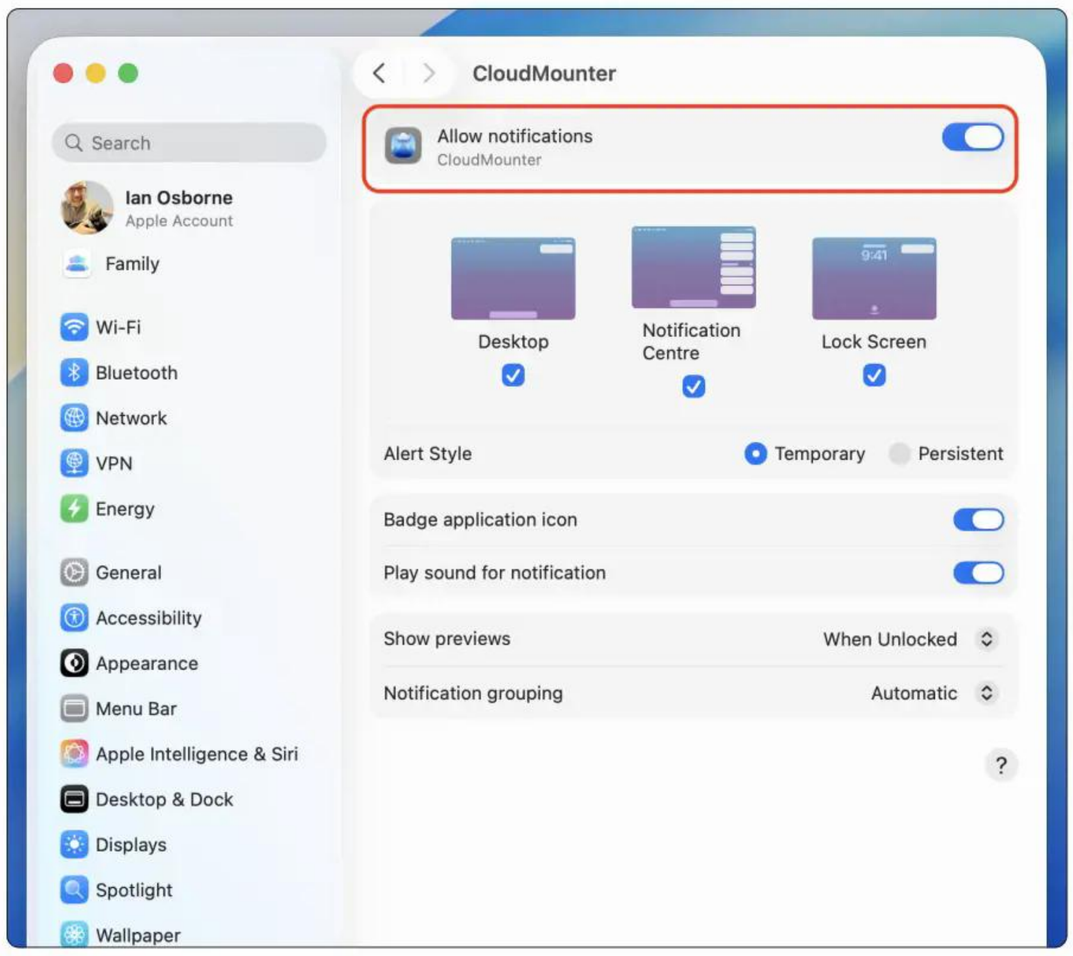
Hover over a notification for an expansion chevron in the upper-right corner. Click it and the notification expands to display more information. In addition, by moving the mouse pointer over the notification bubble you'll also see an 'X' in the opposite top corner, for dismissing the notification.

Creating and Removing Notifications

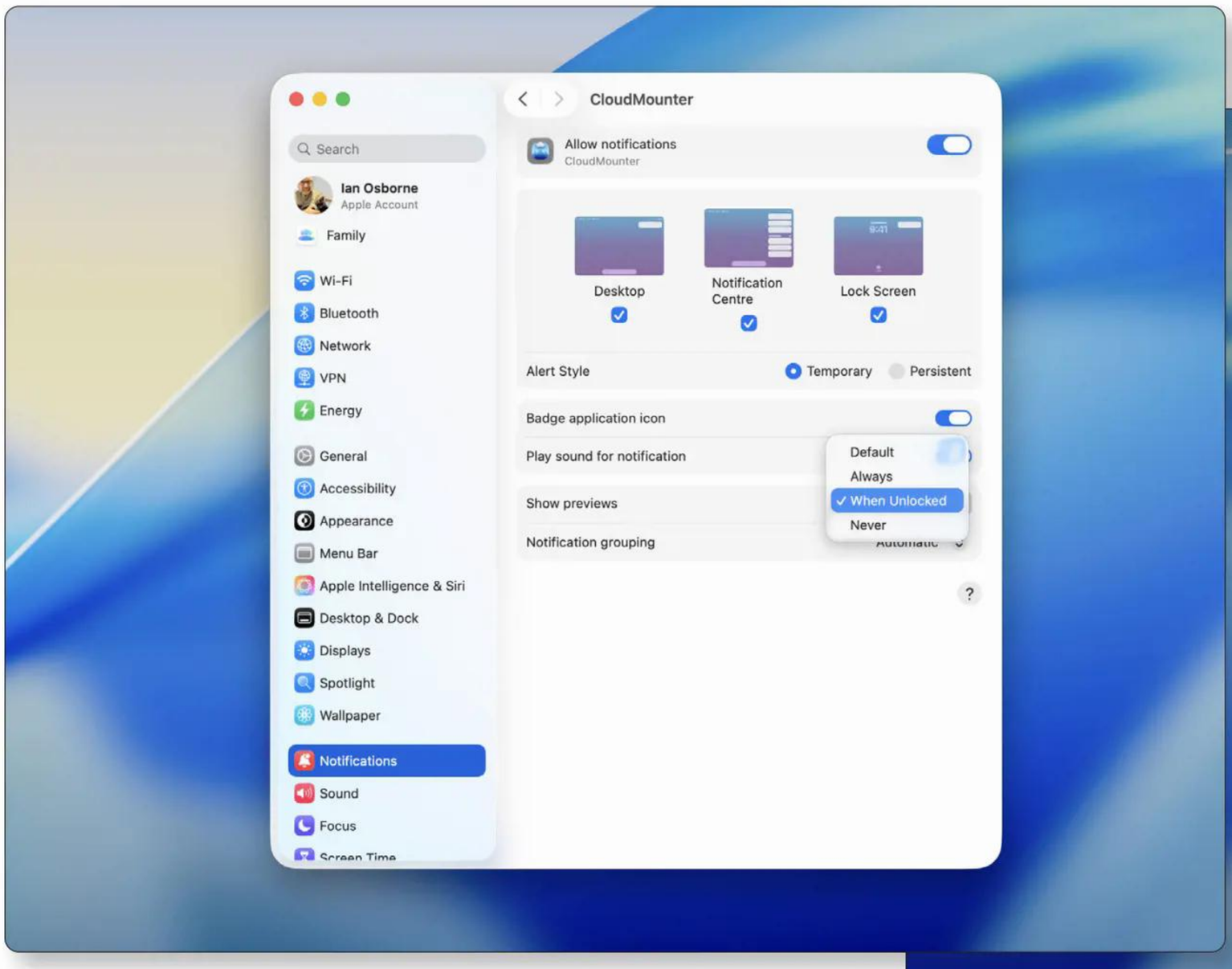


1 Adding and removing app notifications is as simple as navigating to System Settings > Notifications. It's the 'Bell' icon in the left-hand sidebar of the System Settings window.

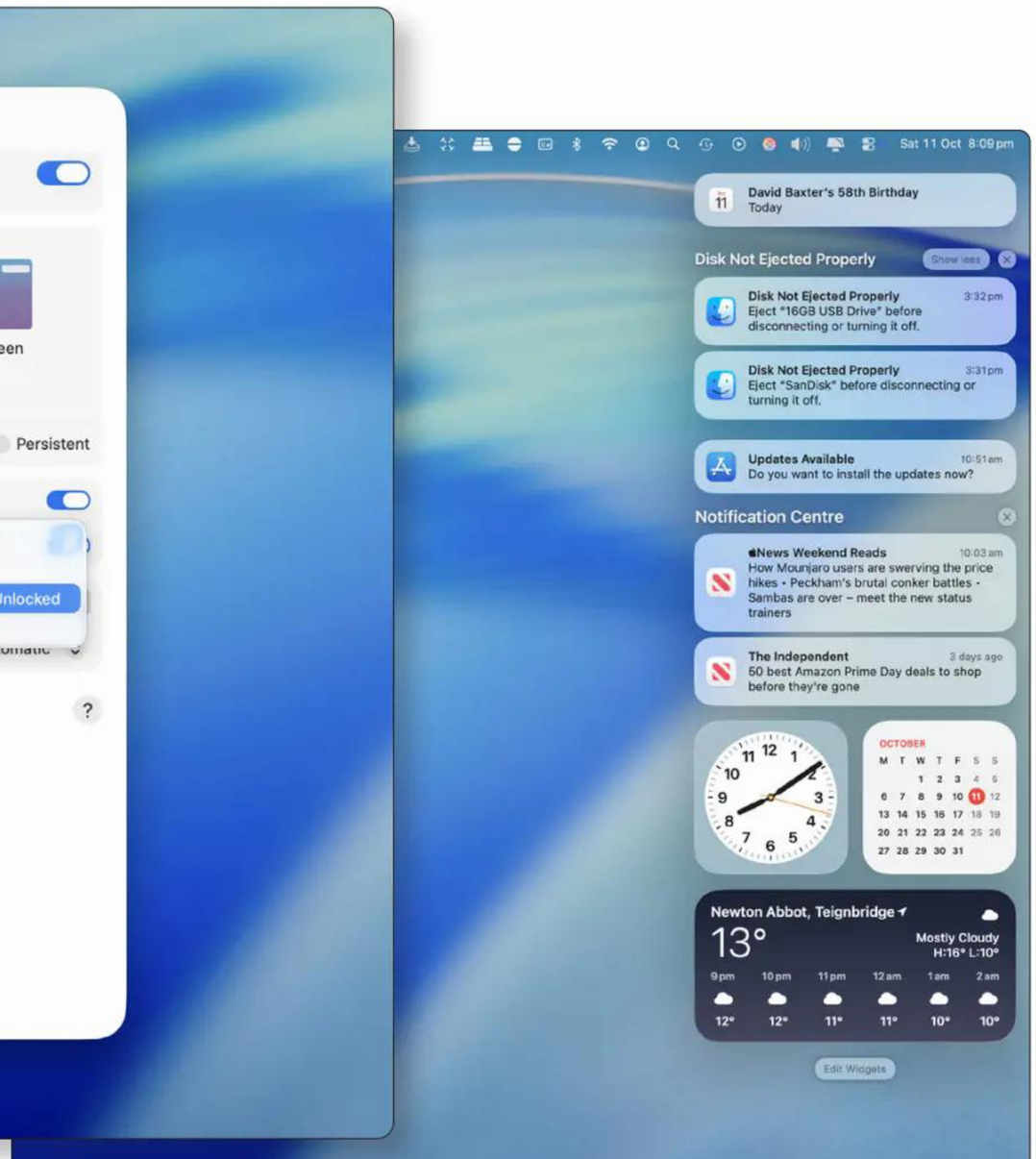
In the Notifications panel on the right, there's a few options at the top followed by a long list of the applications you have installed on your Mac. Scroll through the list and find the app for which you want to set the notifications. Click the app in question.



2 When you've found the app you want to set the Notification for, click on the 'Allow Notifications' slider button to activate and deactivate notifications from that particular application.



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

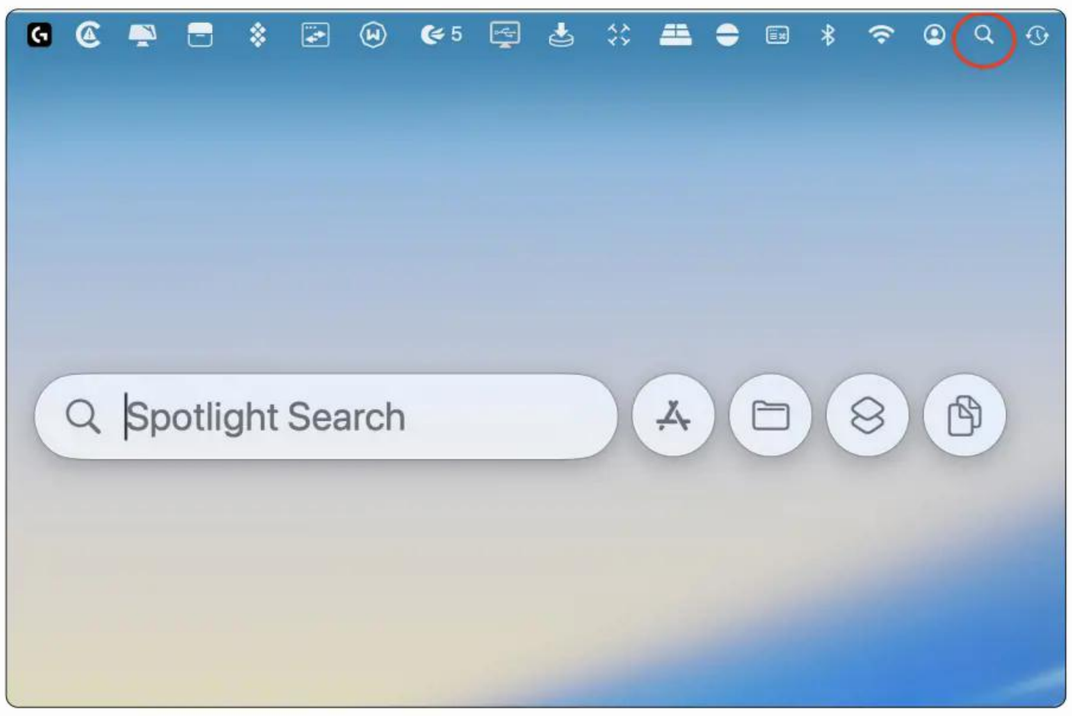


4 As you continue to use your Mac, the number of Notifications you'll generate over the course of a week or even a day increases. Open the Notifications window, and click the oval button marked 'X more Notifications' to show all the notifications currently available. The chevron next to the words, 'Notification Centre' closes them again.

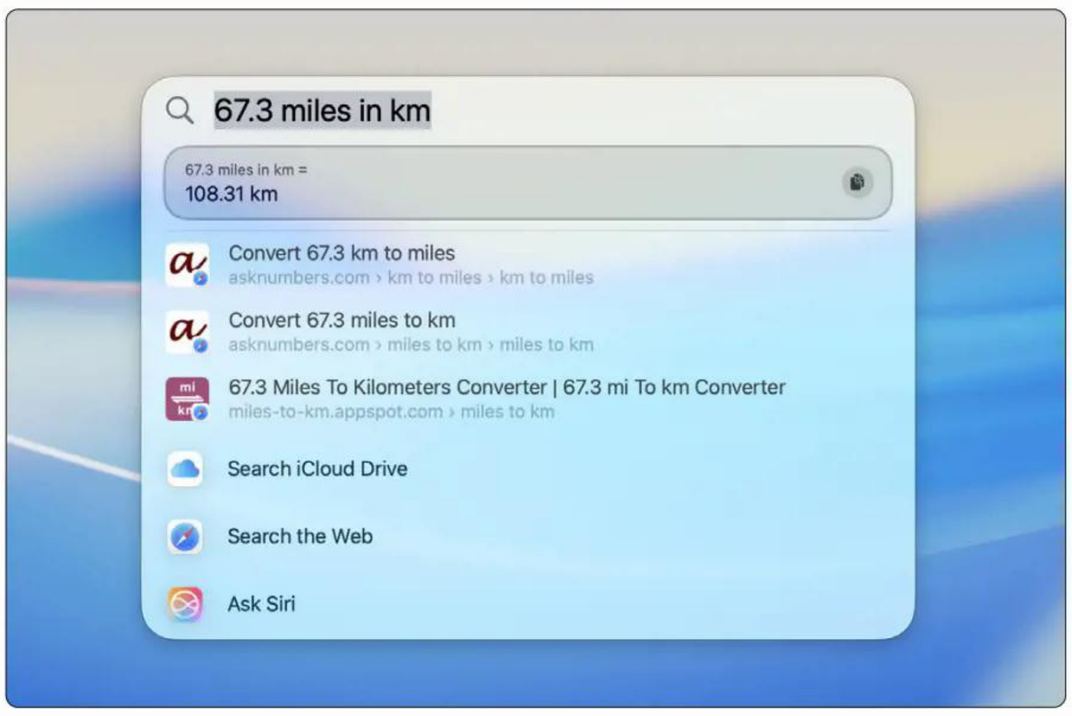
Using Spotlight
And its New Features

Spotlight Search is Apple's unique and ultra-powerful search system that can find almost anything on your Mac. With macOS Tahoe, the feature is overhauled so it's even more powerful and comprehensive than before. Here's how to use the Mac's new, enhanced Spotlight feature.

Spotlight and its New Features



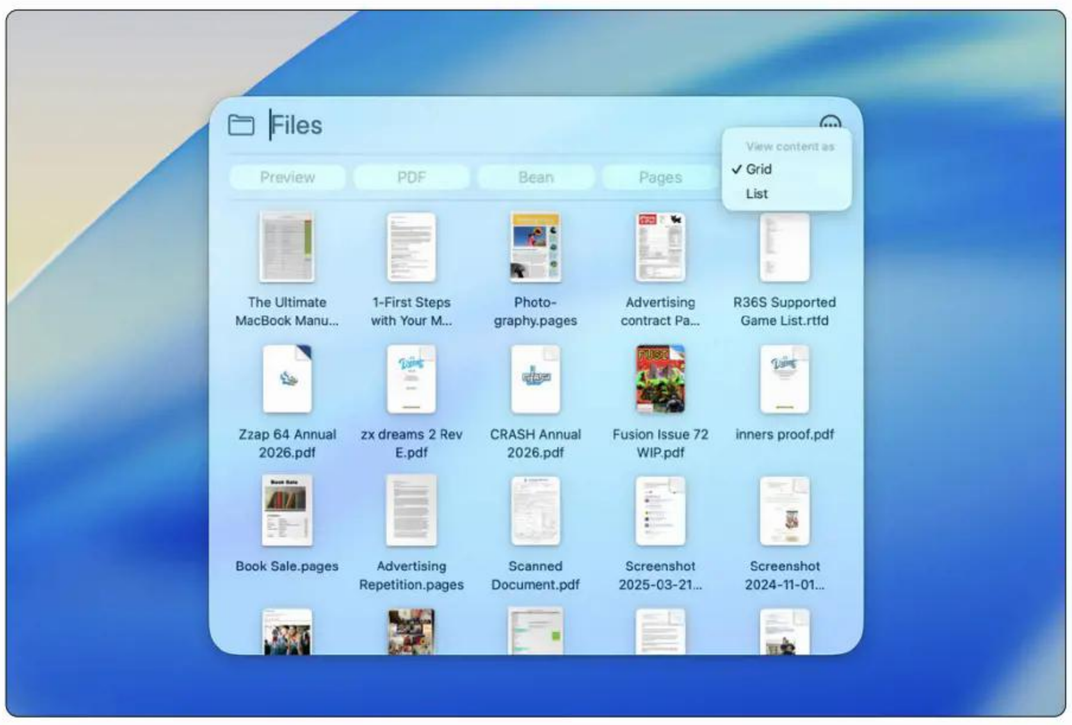
1 To summon the Spotlight search field, click the magnifying glass in the menu bar, or press CMD-Space on your keyboard, along with its four sub-categories. You can drag this search field and place it anywhere on your desktop.



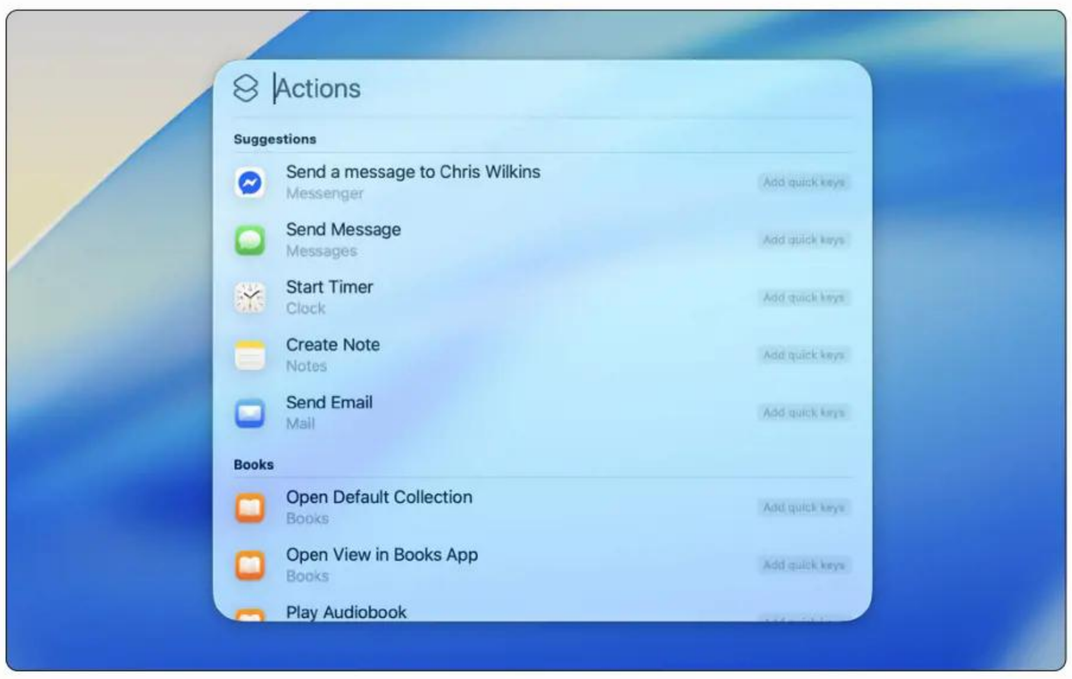
2 Use Spotlight like you would any search field. It searches on your Mac, the web, and integrates searches with Siri and ChatGPT. You can also use it for calculations, conversions, local business searches, dictionary look-ups and more.



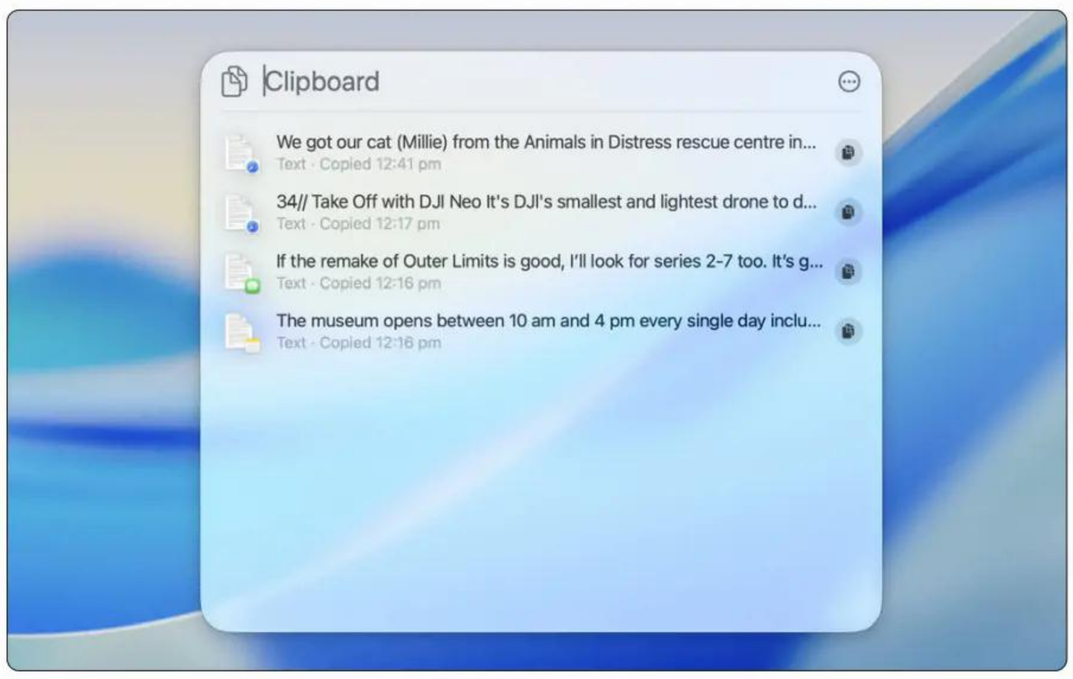
3 Click the App bubble – or type CMD-1 – to open the app picker. Scroll up the list to find the app you want to launch. You can filter the apps list with the categories under the search field, or start to type its name and choose it from the auto-complete list.



4 Click the Files bubble, or type CMD-2, to restrict a search to your files and folders. Again, there are options to filter your browsing. Click the three-dots icon in the top-right to choose to display the files as icons or as a list.



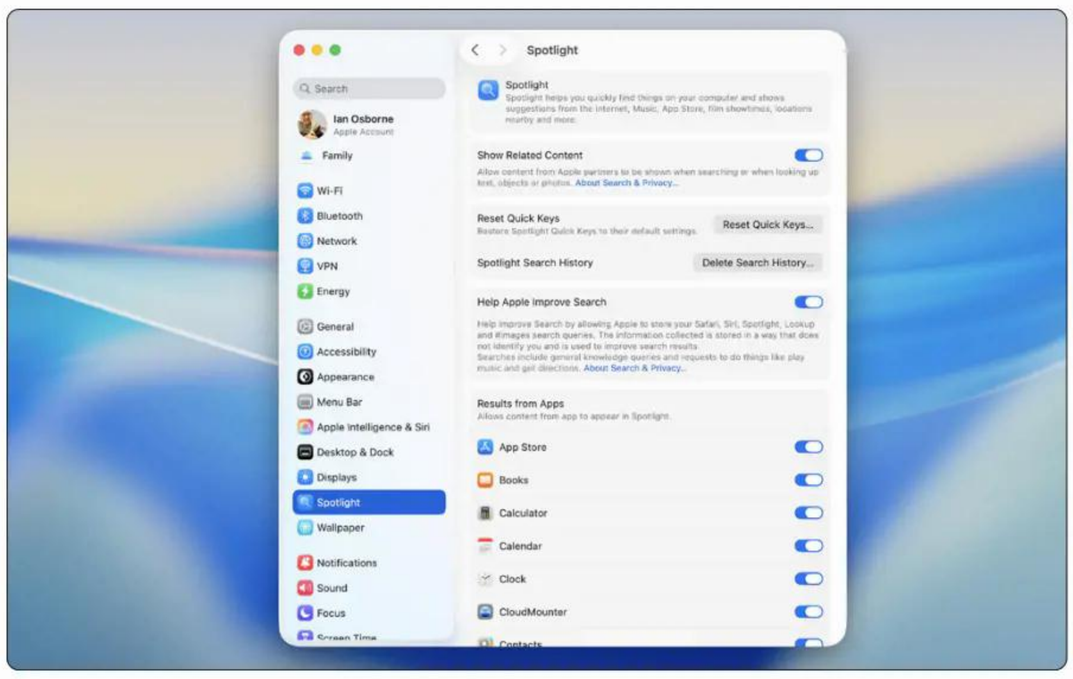
5 The Actions bubble or CMD-3 take you to a range of executable tasks you can trigger within apps using Spotlight. For example, you can send a message, start a timer, create a new note and more. Type search terms to get to filter the options.



6 The final bubble – or CMD-4 – lets you search through your clipboard history. Text you've copied appears in the window, and you can search for terms within the clipboard using the text field. Click on an item to copy its contents to your clipboard.

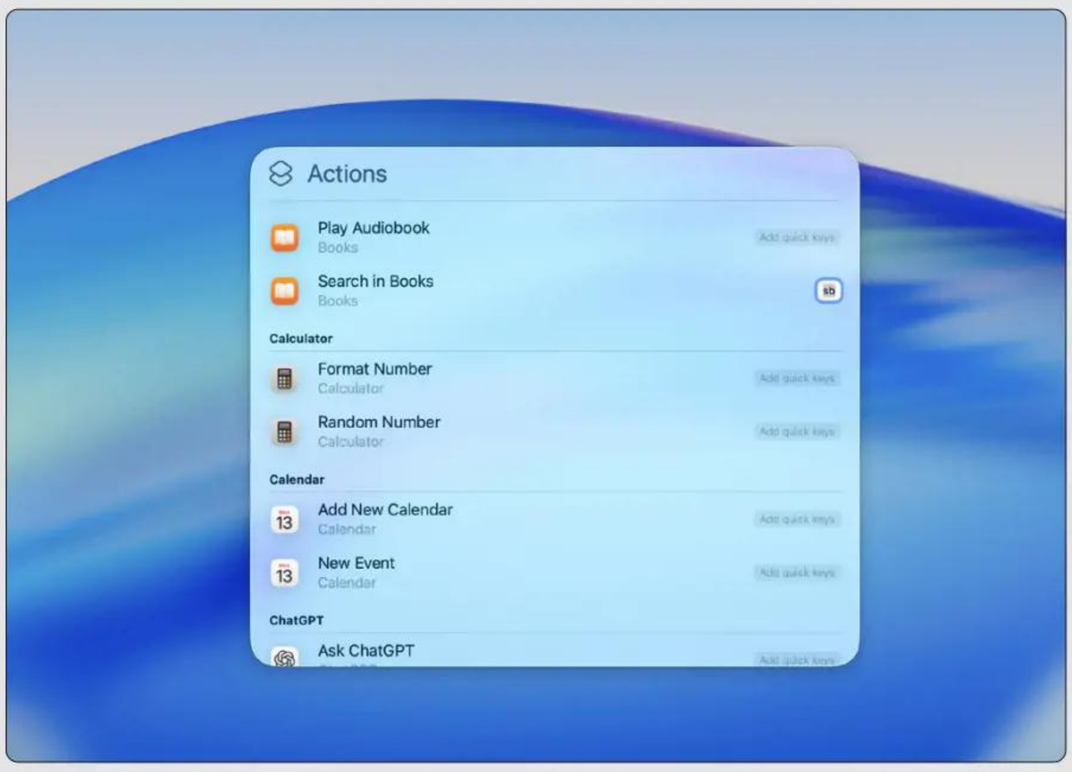


7 You can filter your Spotlight searches by adding '/' after a search term, and then adding another term. For example, here we searched for 'Motörhead' followed by 'Ace of Spades', giving results for that particular song.

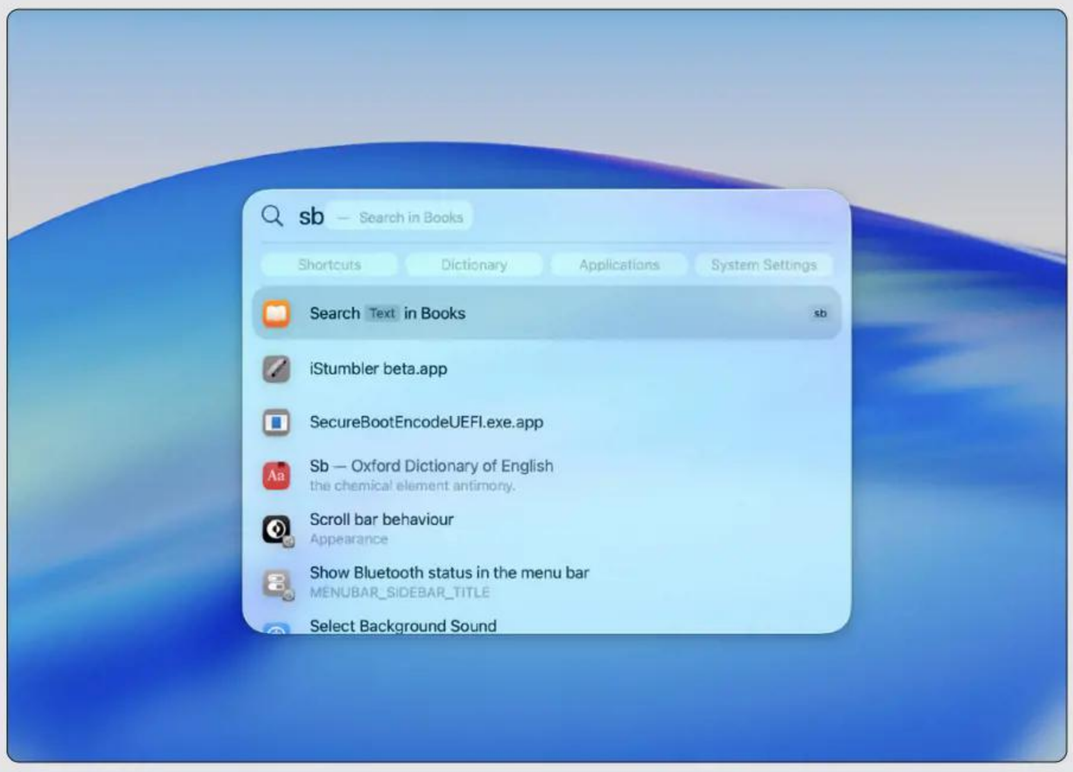


8 In System Settings, click Spotlight in the sidebar. Here you can configure Spotlight's settings. You can allow or deny access to your Clipboard, set it not to index certain apps or system results, reset quick keys and more.

Quick Keys



1 As mentioned before, the Actions bubble lets you carry out specific tasks from within Spotlight. But did you see the icon to the right of each action, labelled 'Add quick keys'? Click this, and add a short text string that you can remember.

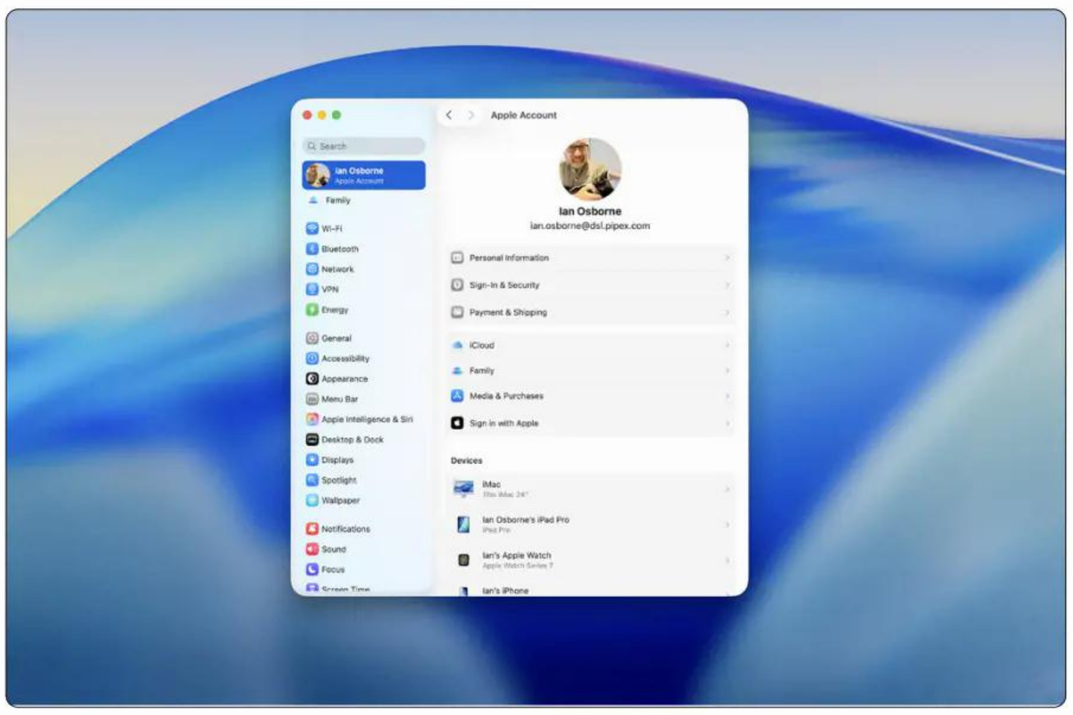


2 Here we added 'sb' for 'Search Books'. Now, when we open Spotlight and type 'sb' in the text field, we're taken straight to the action that searches for text in the Books app. It's a great way of saving time when using your Mac.

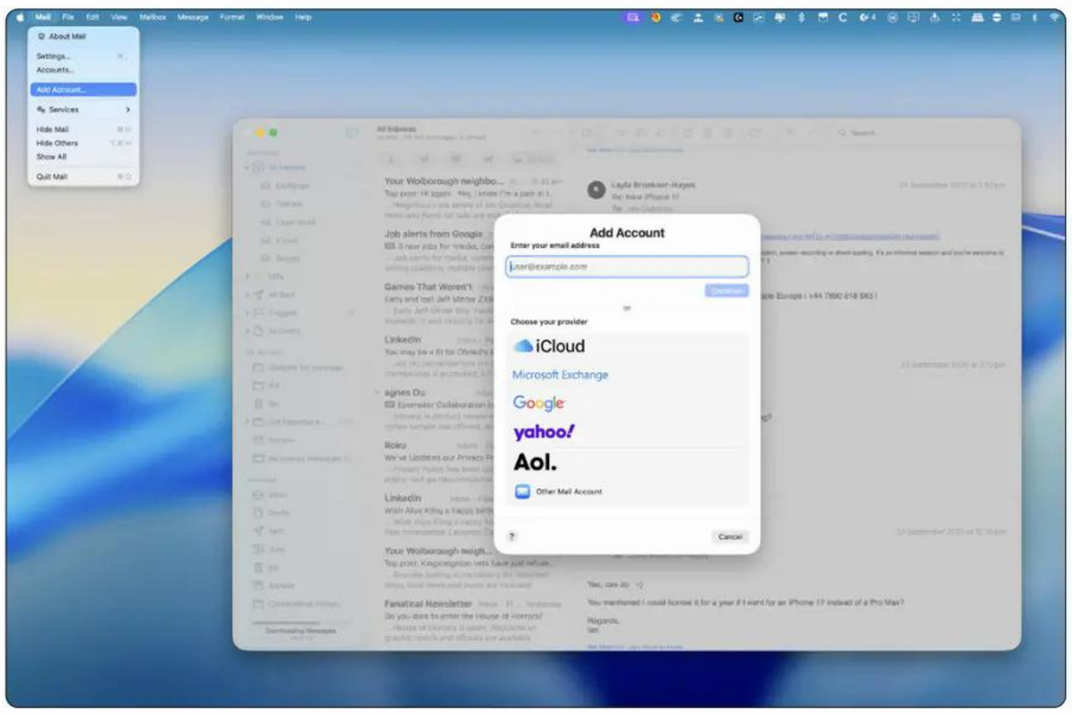
Setting Up Email For the Mail App

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

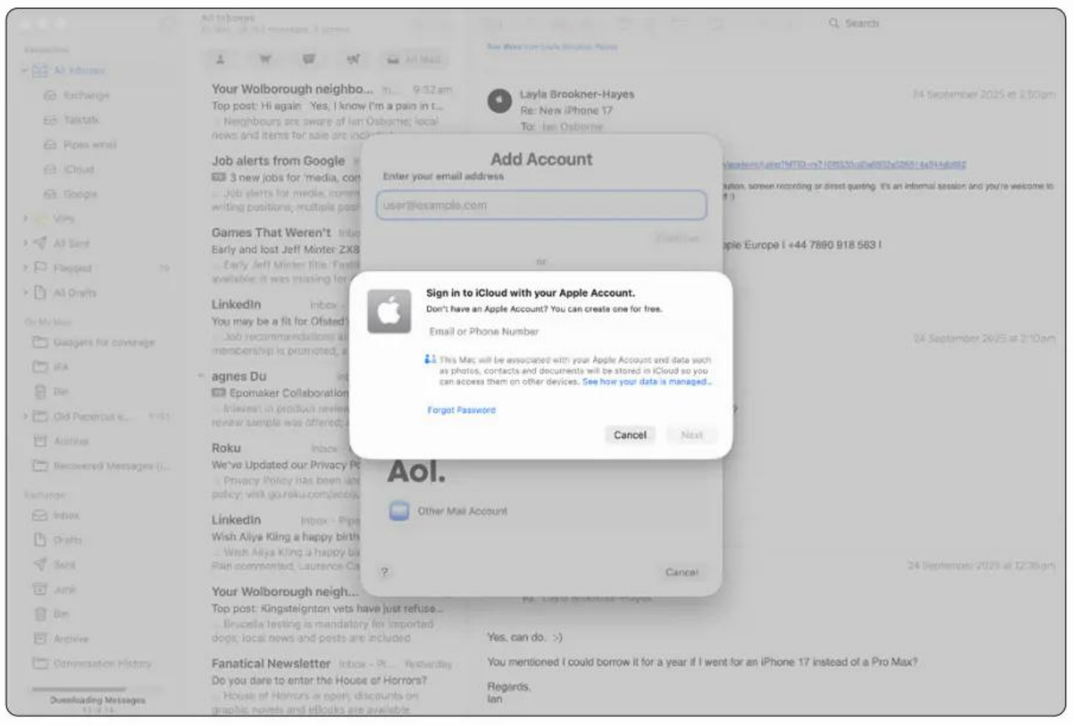
Setting Up Your iCloud Email



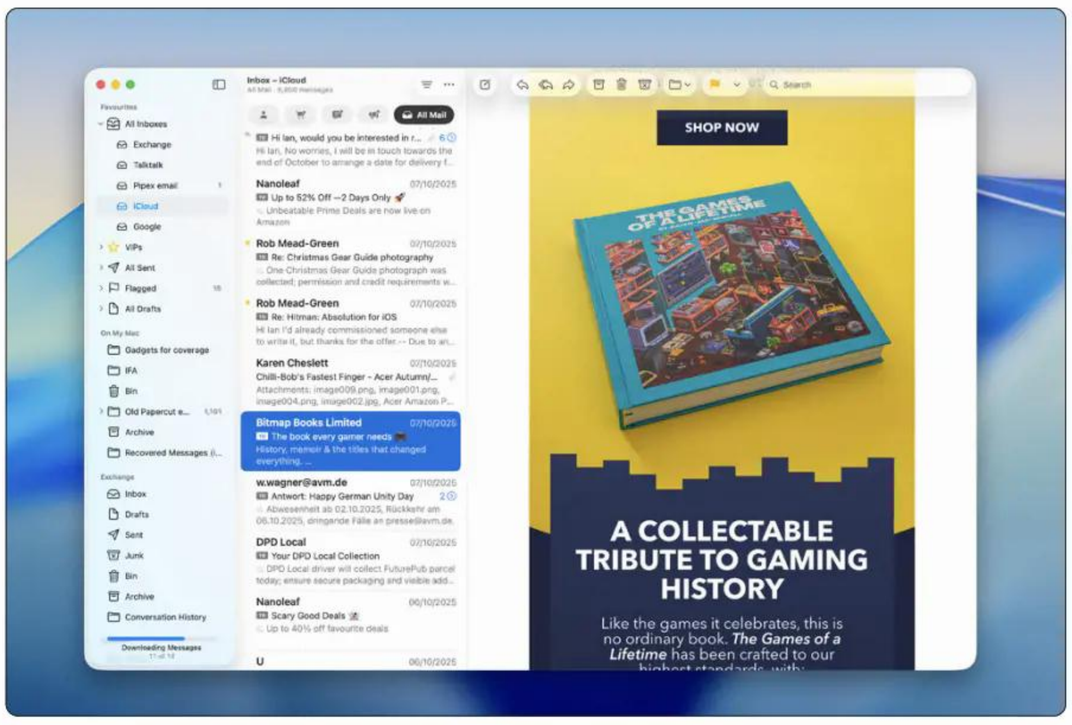
1 If you set up your Apple ID during your Mac's initial setup, or if you signed in with an existing Apple ID, your iCloud email account is already in place. But if not, or if you want to add another iCloud email account to your Mail client, follow these instructions.



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

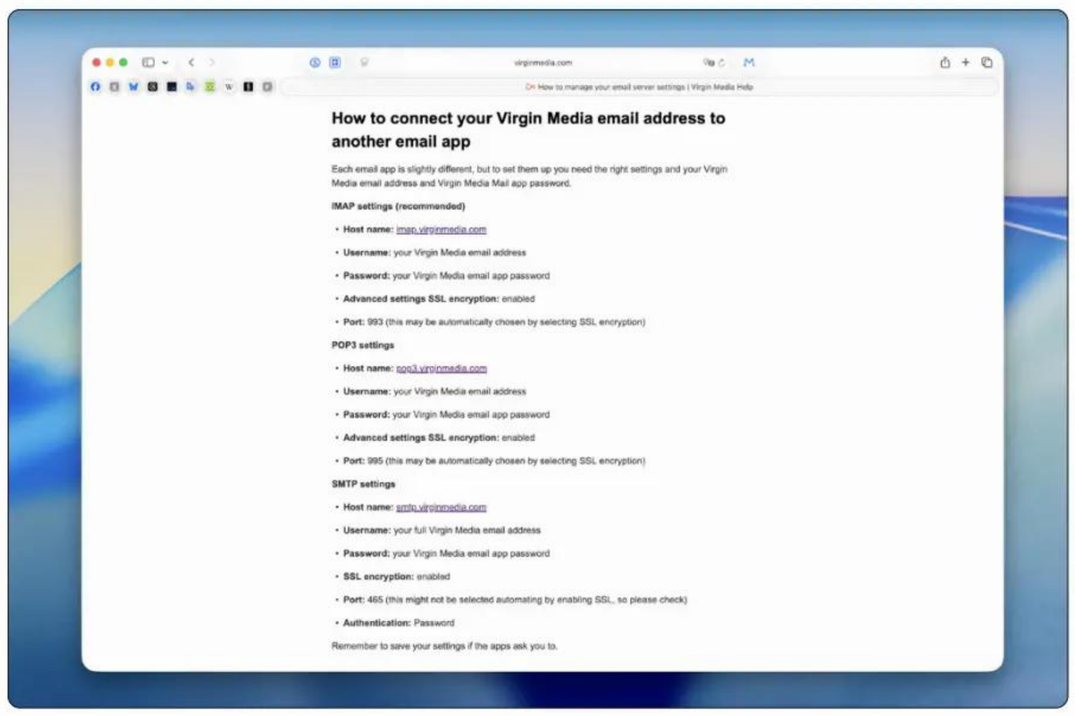


3 Now enter the Apple ID for the iCloud email account you want to add to your Mail app, and then the password. When you have confirmed your details you can then click on the Sign In button to take you to the next step.



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

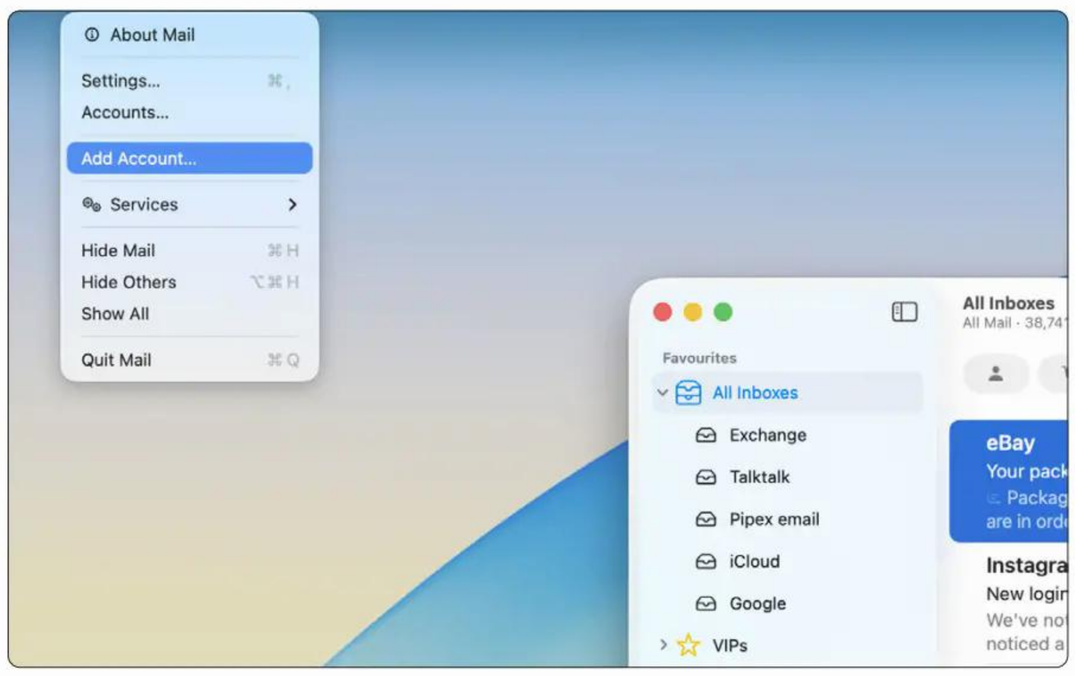
Setting Up Other Emails



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



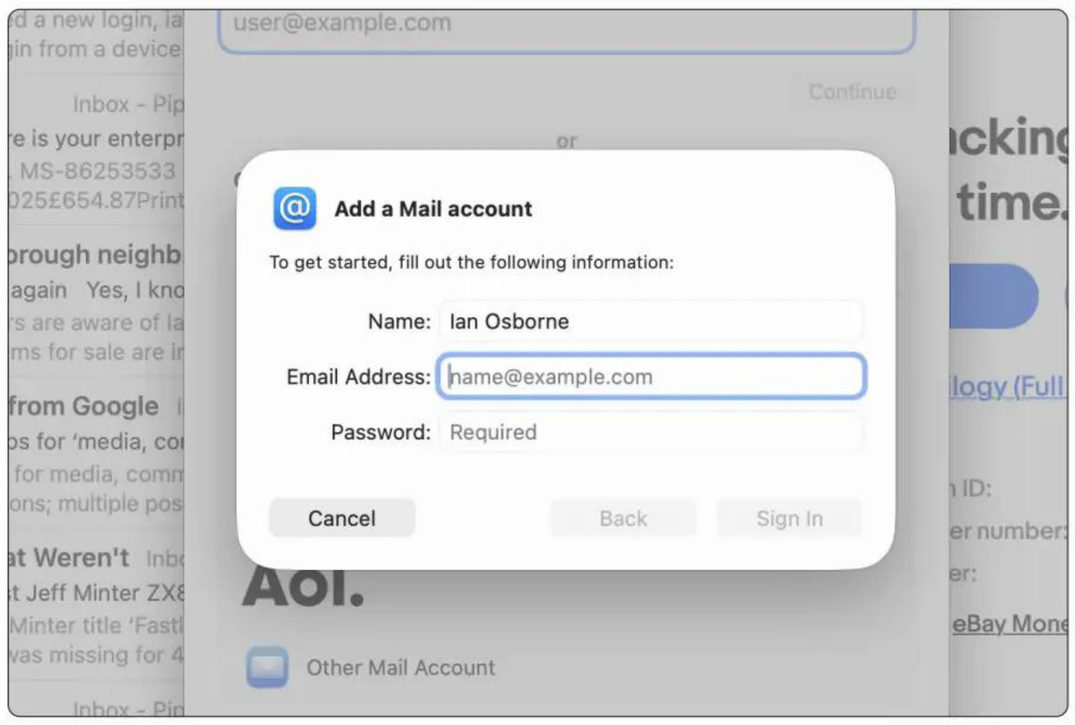
2 macOS includes a sophisticated email program, simply called Mail. You can find it on the Dock, as it's there by default. The Mail App's icon shows the back of an envelope on a blue background. Click on this icon to open the Mail app.



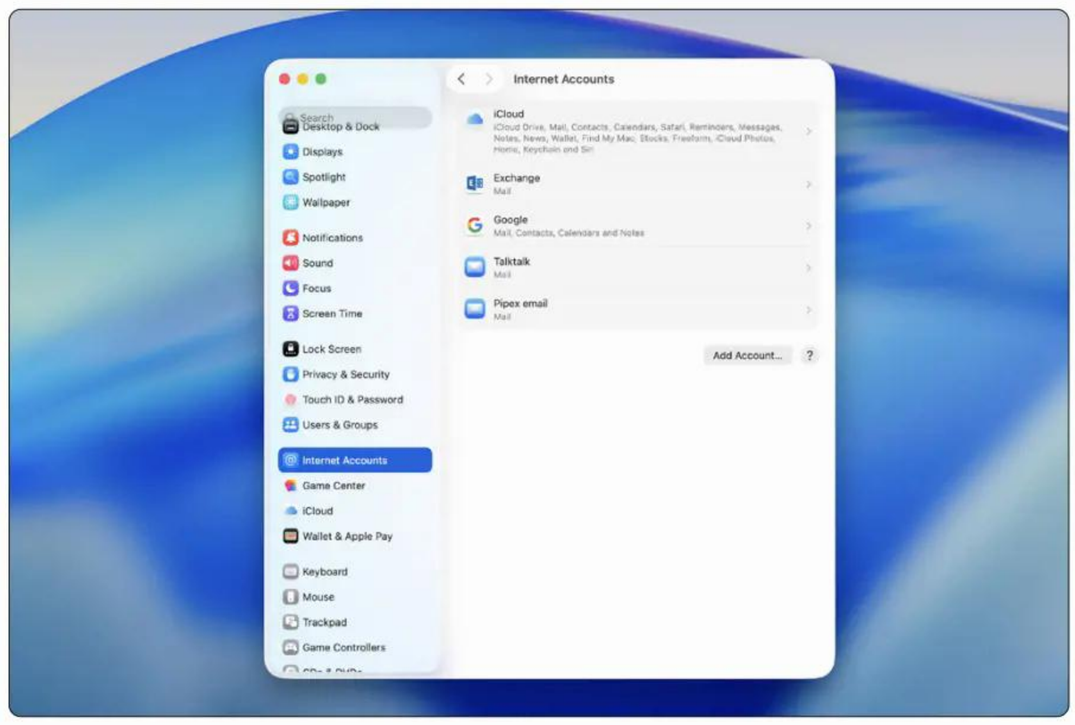
3 When you first open Mail you're prompted to set up your first email account. If you've previously used Mail or set up another account, you can add further new accounts by going to the Mail menu and selecting Add Account.



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



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

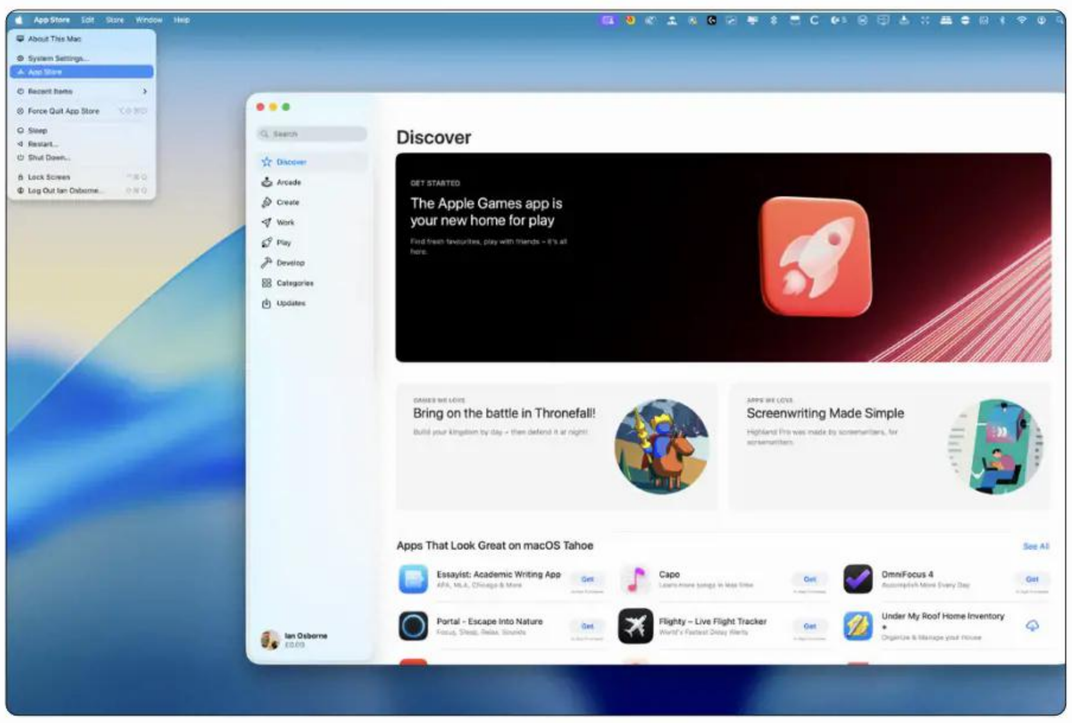


6 The information required depends on the ISP, but typically includes mail server addresses, your username, and your password. Click on Sign In to finish. You can change your settings later, in System Settings > Internet Accounts, or click the Mail menu and click Accounts to go straight there.

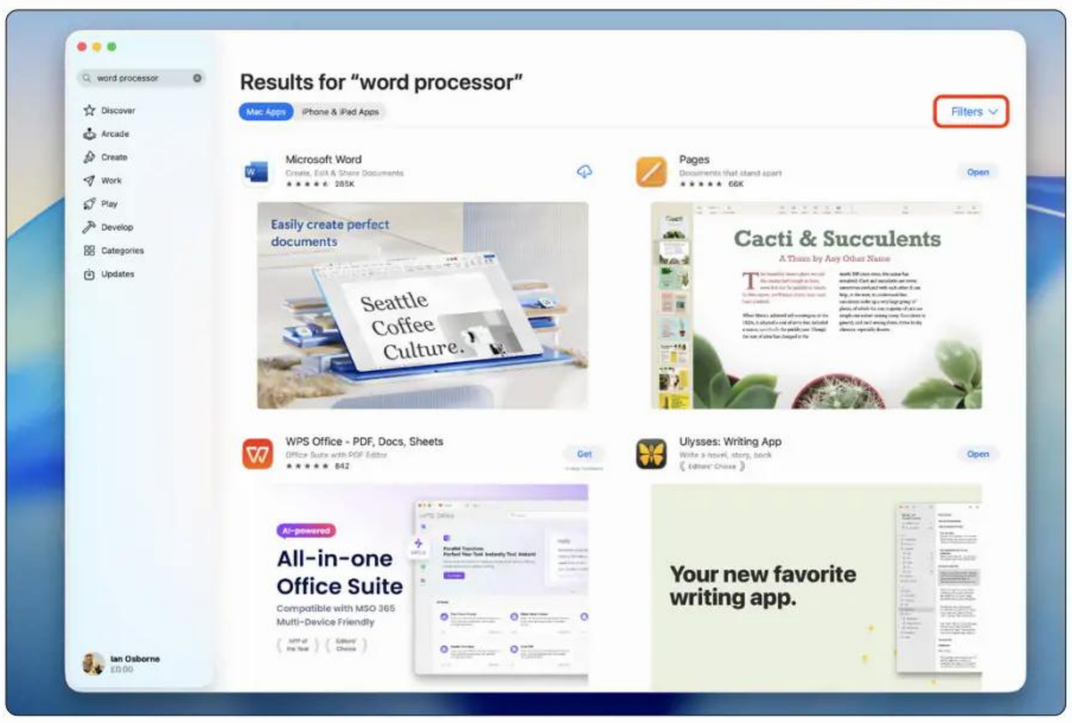
Installing New Apps Including Third Party

As you get to grips with your MacBook, it's likely you'll want to install more software, or 'apps'. There are two ways to do this. You can use the Mac App Store, just like you do on the iPhone or iPad, or you can download an app from the Internet and install it manually. Here we show you how to do both.

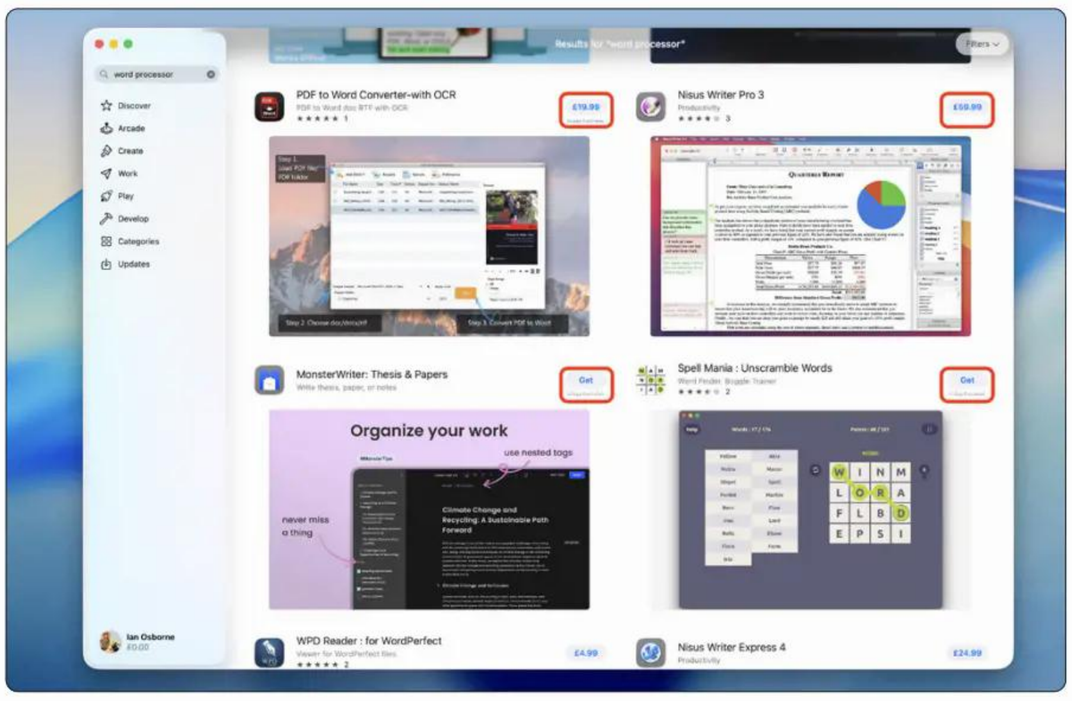
From The App Store



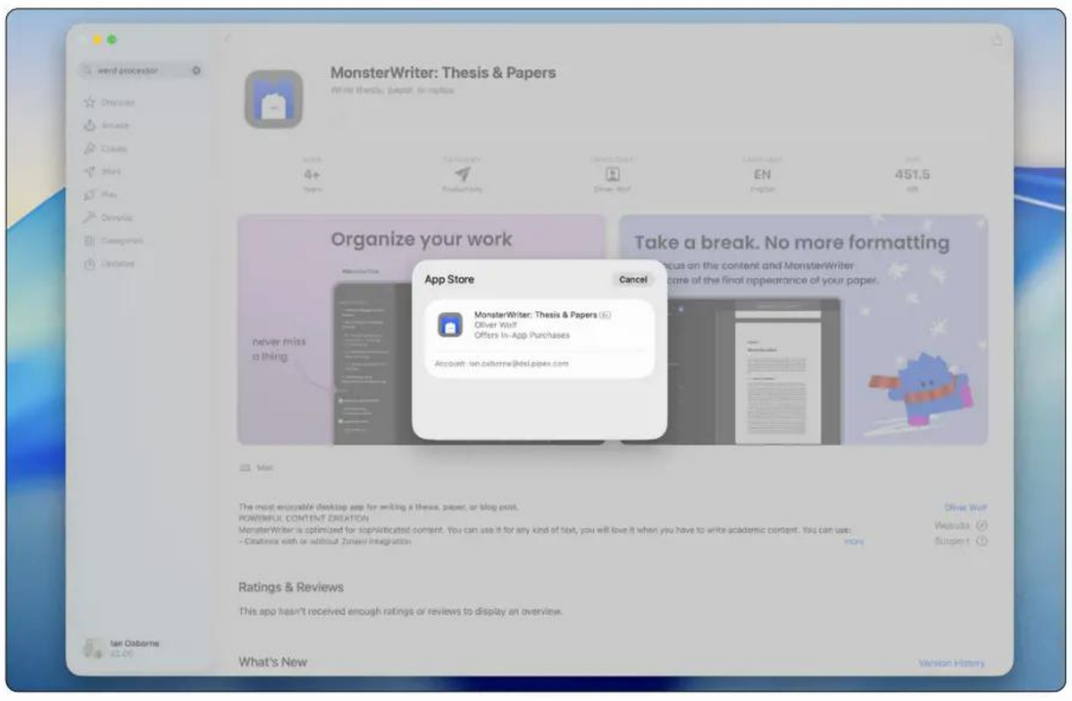
1 Downloading new apps from the Mac App Store is the easiest way to get new software for your Mac. First open the App Store app; you can use the Apple menu to open this particular app, or the Dock, Launchpad or Apps folder.



2 You can use the Search field to look for an app by its name, what it does and more, or simply navigate the App Store using the categories in the left-hand sidebar. Note the filters, opened by clicking the chevron in the top right too.

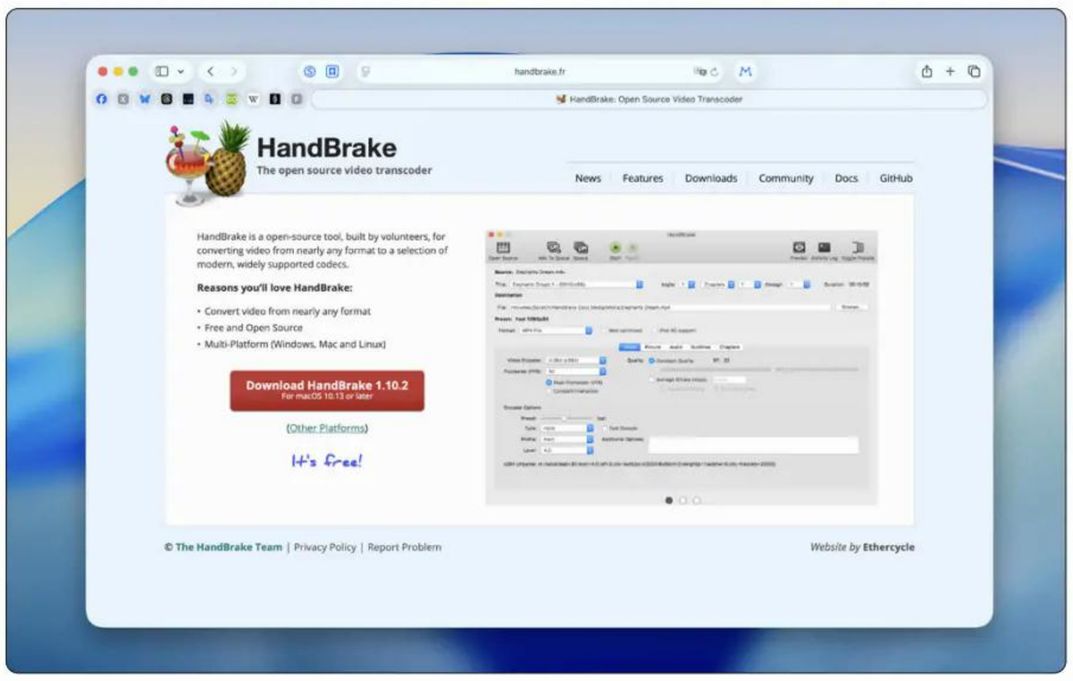


3 Scroll up and down for more apps. If button to the right displays a price, that's how much it costs. If it says 'Get', it's free, but might offer in-app purchases. A cloud symbol means you already bought it but it isn't on your Mac; download it again for free. If it says 'Open', you already have it. Click the button to open it.

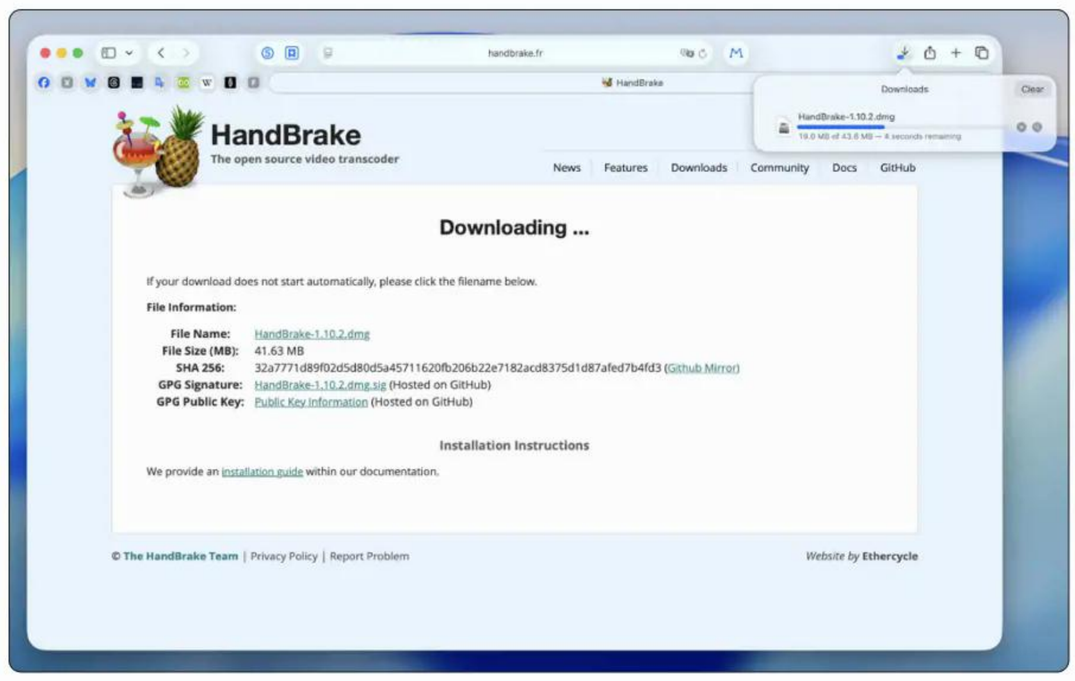


4 Click on an app title for more information on that app. Click its button to download it. If it's a paid-for app, follow the on-screen instructions to make a purchase. If it's free, just click 'Install'. You might have to sign in with your Apple ID. When it's downloaded, you can open it just like any other app on your Mac.

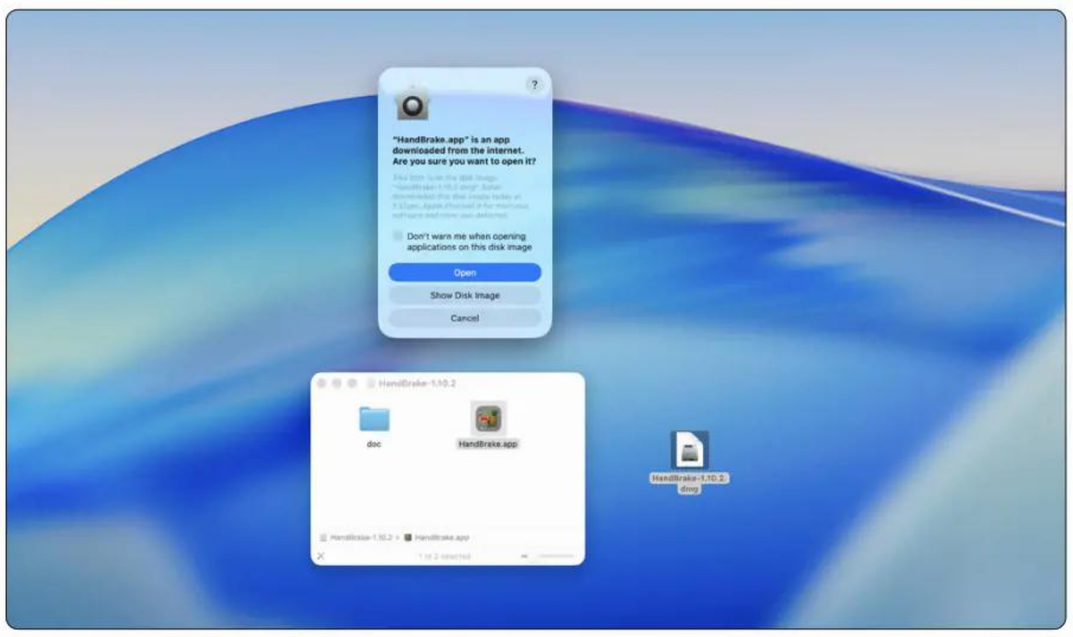
From Other Sources



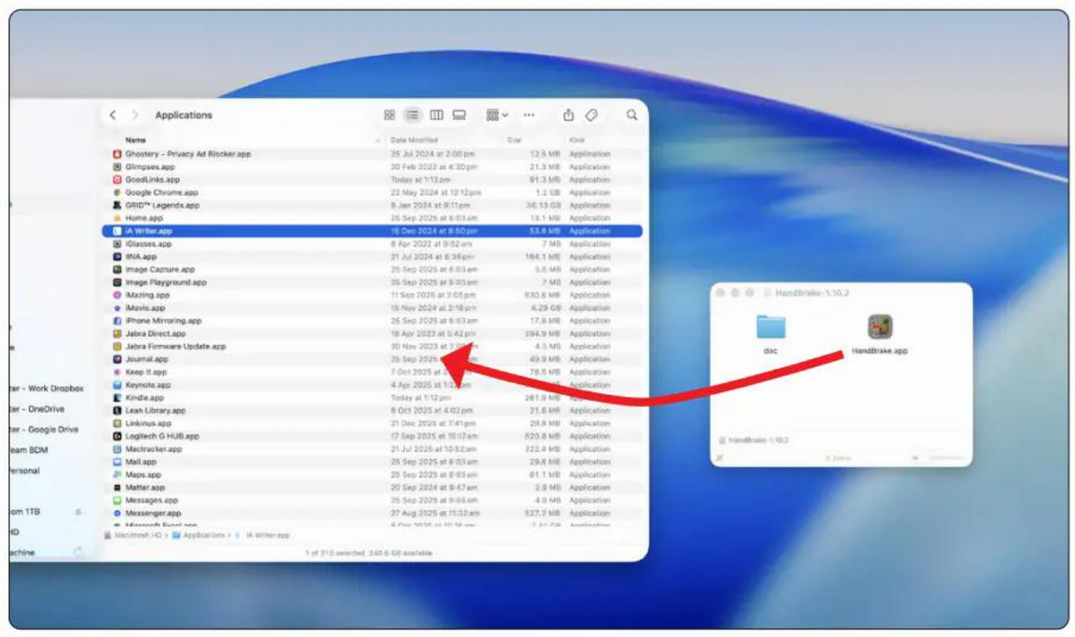
1 Not every app is found in the App Store. If there's one you want to install that isn't, first find its home page on the web, and go to the Downloads section. Make sure you're downloading the correct version for your Mac. Here we're downloading Handbrake, the popular open source video transcoder.



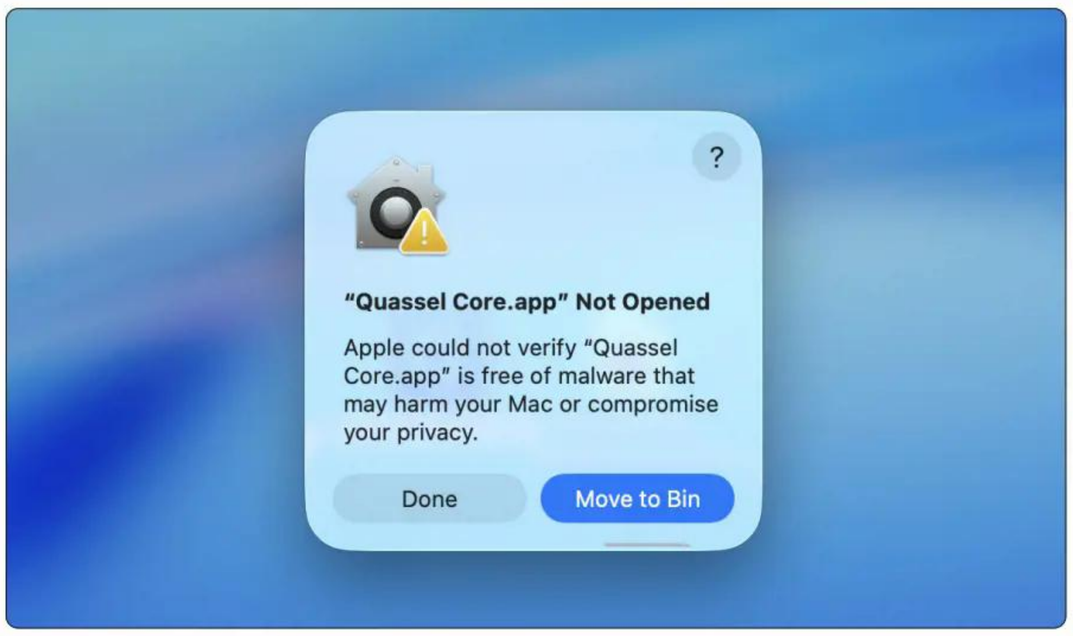
2 Click the download link, and the app downloads. If you're using the Safari web browser, click the down-pointing arrow icon to open a pop-up window showing how much has downloaded so far. It may take a long time if it's a big app. When it's done, the app is found in your Downloads folder in the Dock or Finder.



3 The app usually downloads as a .dmg image, that is, a virtual disk. Double-click on it to open. The window here shows what's inside the downloaded file; the app and a folder containing documentation. Double-click on the app to open it. Because it's not from the App Store, you're asked if you want to open it.



4 Opt to open it and the app opens; you can now use it on your Mac. If you want to use the app more than once, it's a good idea to drag it out of the disk image window and into the Applications folder as shown, which is found in the sidebar of most Finder windows. After that, you can bin the .dmg file.



5 If you get a warning like this one, saying the developer could not be verified, it's still possible to open the app. Open System Settings and go to Privacy & Security. Scroll the window up until you see the Security section, and click the Open Anyway button. You do so at your own risk, of course. Be careful.

Using Installers and Downloaders

Larger apps might download an installer, which installs the app automatically to your Applications folder, or a downloader, a small program that downloads the app from the Internet before installing it. If this is the case, simply follow the on-screen instructions as they appear. There's nothing difficult about it.







Master Your MacBook's Key Apps

One of the best thing's about macOS is the astounding range of apps that are bundled with it. There's Safari for surfing the web, Mail for your emails, Music for your digital sounds and more. macOS Tahoe also includes two brand new apps. For the first time ever, the Phone app is available on the Mac, and the new Games app keeps all your gaming goodness in one place. Let's take a look at these amazing apps...

Learn more >

The Phone App
New on the Mac

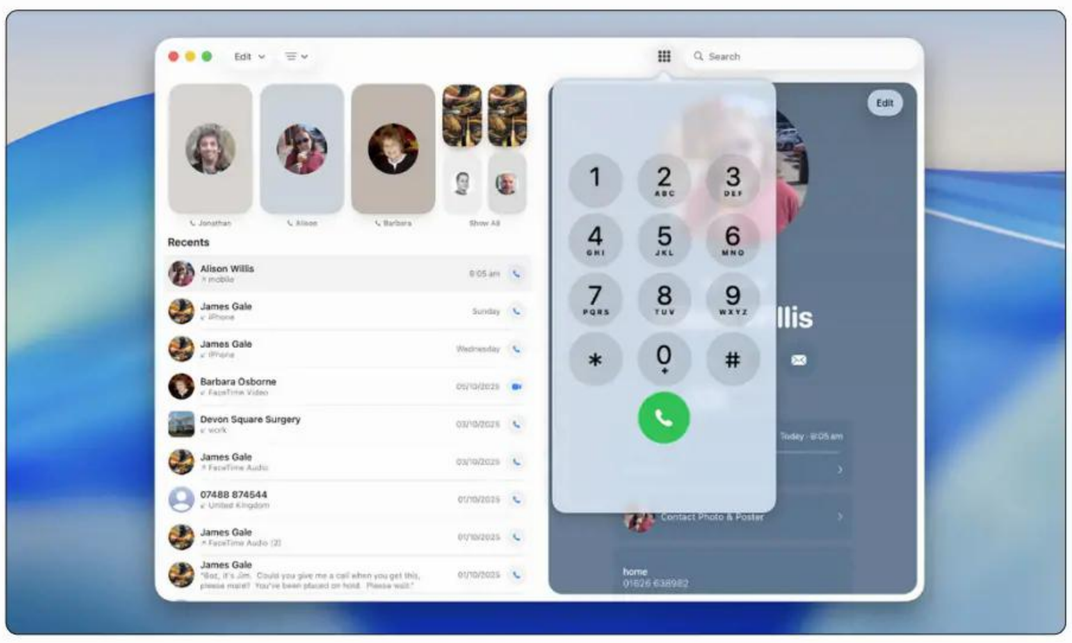
You've been able to take phone calls from your iPhone on your Mac for a while now, but with Tahoe, the Mac gets its own Phone app. Using the Phone app, you can place phone calls on your Mac, using your iPhone's cellular connection. It has some great features built in too!

System Requirements



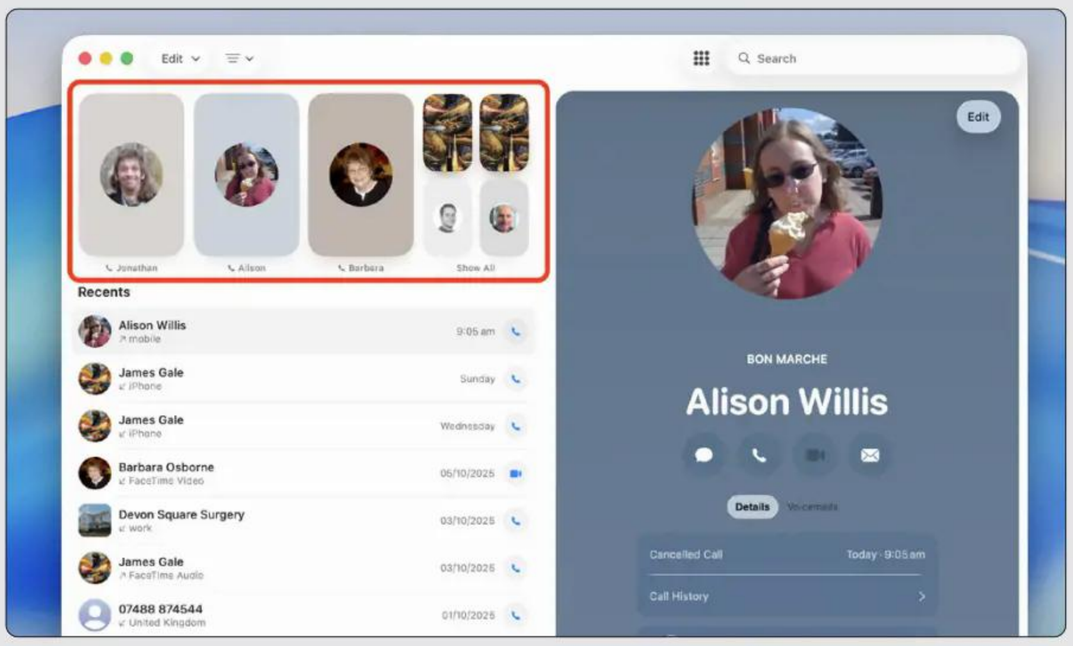
To use the Phone app on your Mac, you need an Apple Silicon Mac running macOS 26 or later, and an iPhone running iOS 26 or later. They must be signed into the same Apple account and Wi-Fi network, and have Handoff switched on.

Dial Out

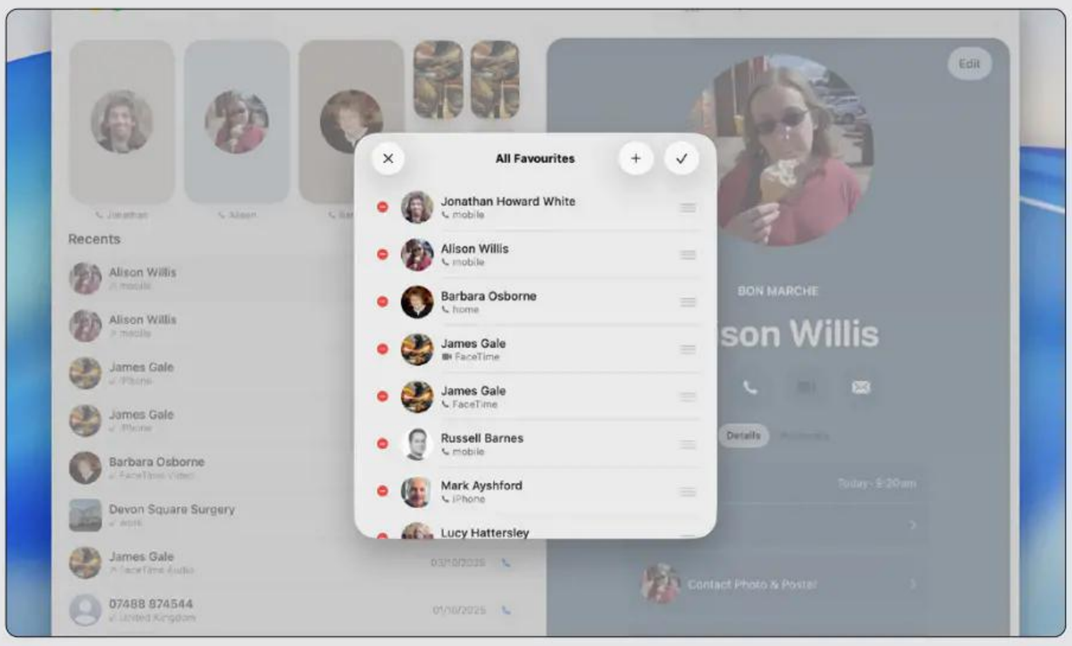


To make a phone call through your iPhone (which must be no more than 30 feet away), click on the top-bar icon to the left of the Search field. A Numeric keypad appears. Enter the number you wish to call, then click the green button.

Using Favourites

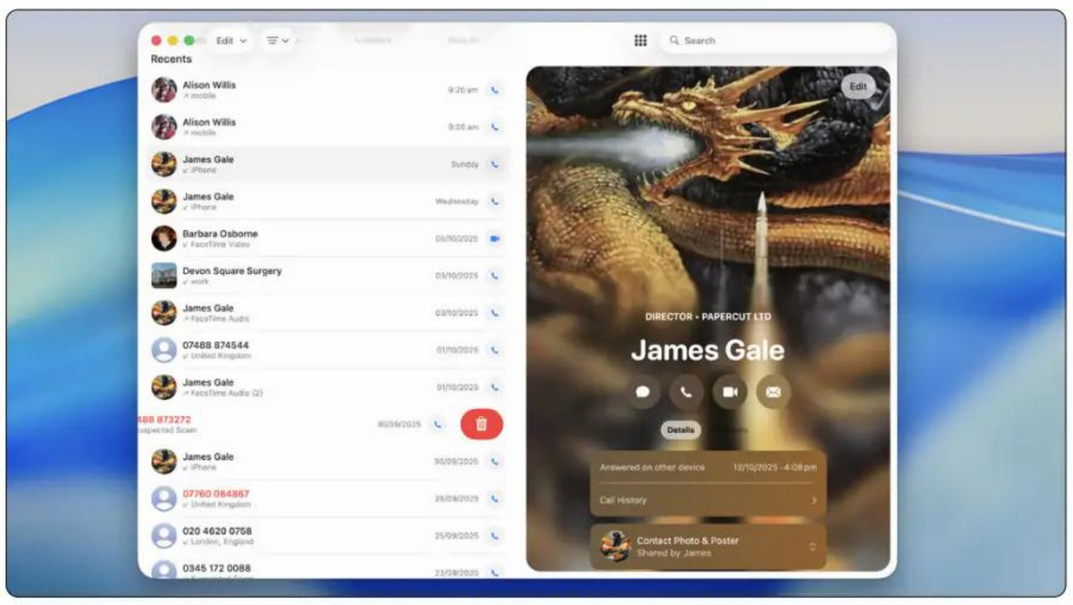


1 Your favourite callers are grouped in the top-left quarter of the screen. You can call one of those on the three large panels just by clicking on it. If you want one of your other favourites – as set up on your iPhone – click on the smaller panels.



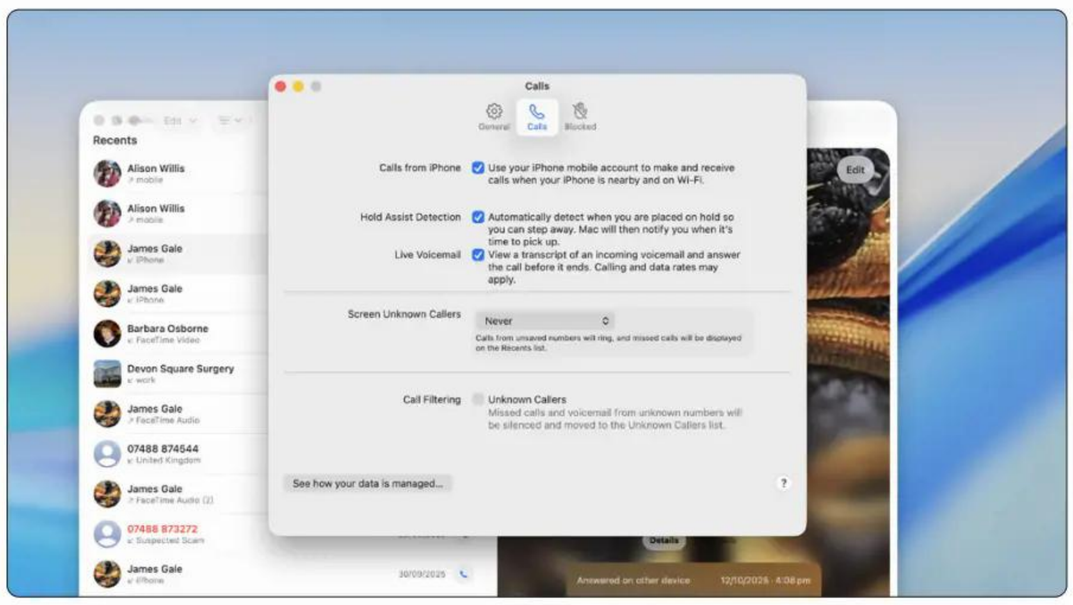
2 Click Edit and choose Edit Favourites and you can reorder your favourite callers list, or remove a person from it altogether. Click the Plus sign at the top of the All Favourites window and you can add a new one too.

Using the Previous Calls List



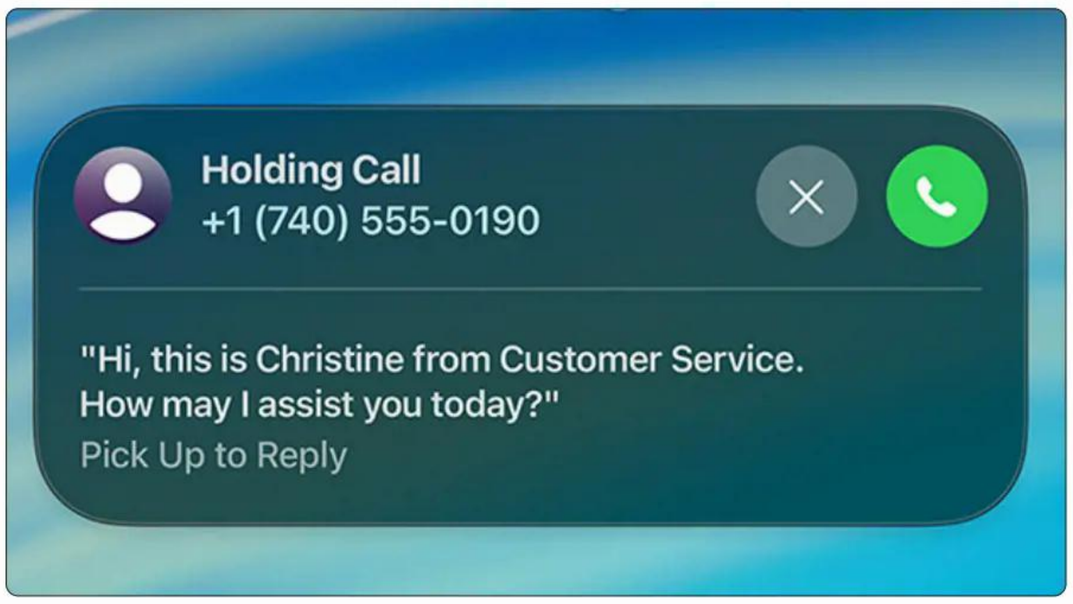
On the right of the app window is a list of your previous calls. Scroll it up and down for more, and swipe one left and click the bin icon to remove it from the list. Click a caller to see their contact card, and click their phone icon to place a call.

Filtering



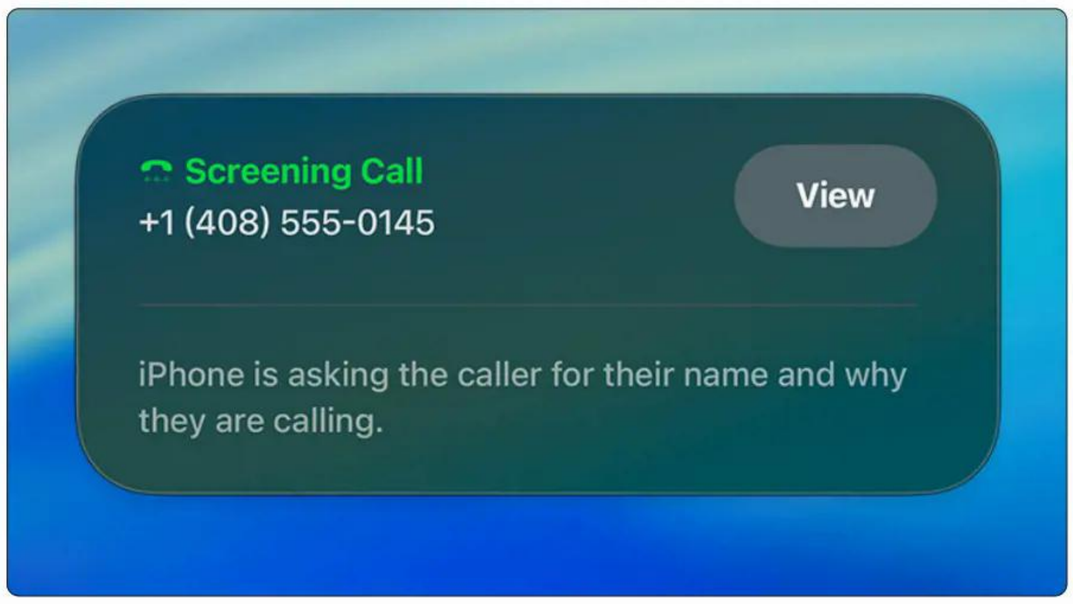
Click the icon next to the Edit button and choose Manage Filtering. Here you see a range of options that allow you to filter incoming calls, and set how the app deals with unknown callers. Set it up however you choose.

Hold Assist



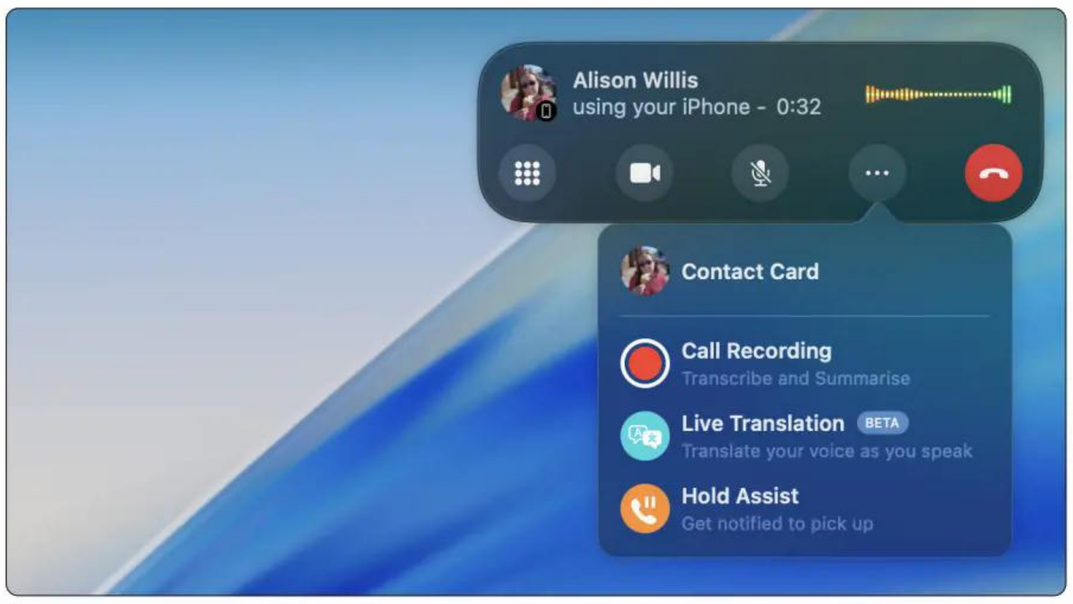
If you make a call and are put on hold, your Mac recognises that hold music is playing and invites you to activate Hold Assist. This keeps your place in the queue but allows you to get on with something else while you wait, and alerts you when a human being is on the line.

Call Screening



Activate Call Screening from the Manage Filtering options, as covered earlier. Use the Screen Unknown Callers options. When set to Ask Reason for Calling, calls from unknown numbers are automatically answered and asked why they're calling, so you can decide whether to pick up or not.

Live Translation



The Apple Intelligence Live Translation feature covers the Phone app too – as long as your Apple devices are powerful enough. During a phone call with someone speaking a language other than your own, click the three dots icon and choose Live Translation. Then choose both their and your languages.

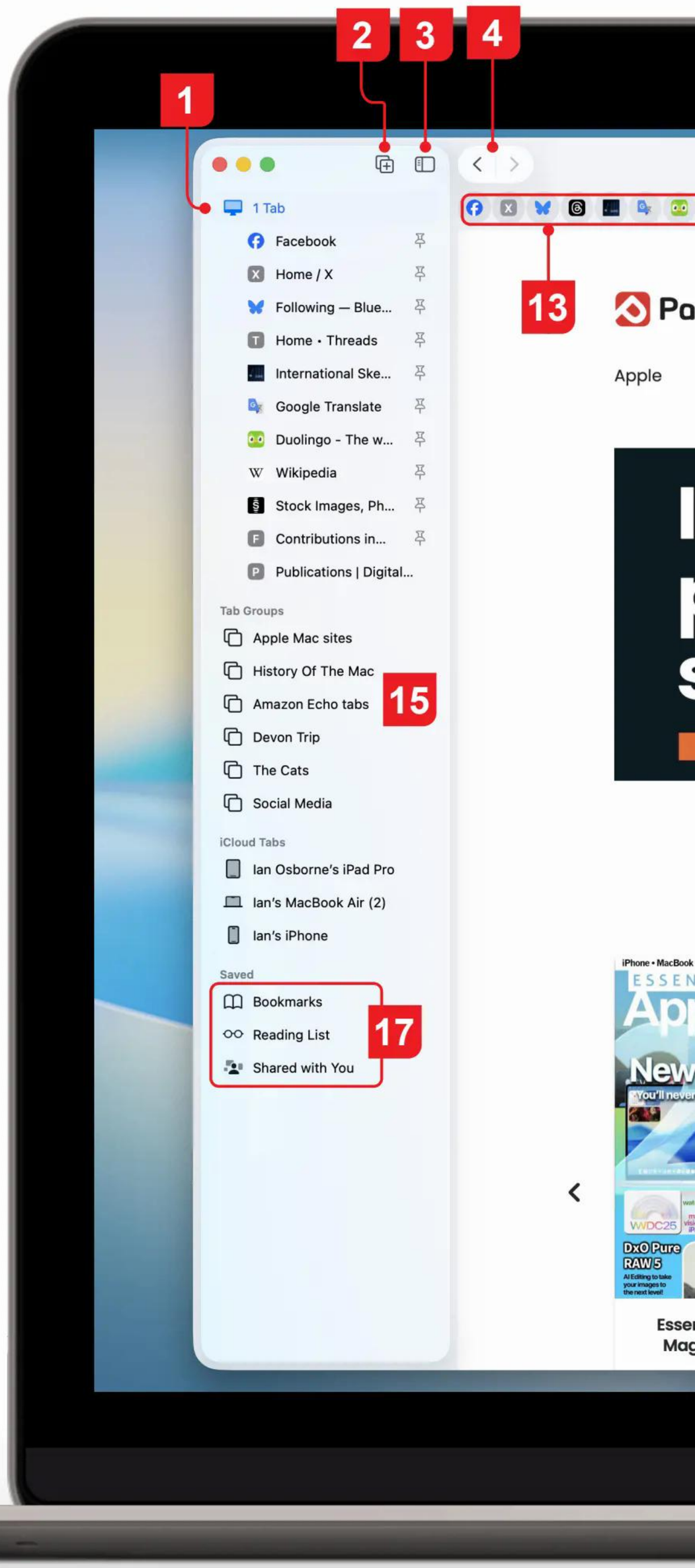
Live Activities



If you have a Live Activity active on your iPhone, such as a sports event or a delivery or taxi heading your way, it now carries over to the Mac too. A Live Activity icon appears in the menu bar atop the screen. Click on it to see your Live Activity displayed on your Mac's screen, just like the iPhone.

Safari
Your Web Browser

Safari is your MacBook's web browser. You can explore the worldwide web, enjoy your social media accounts, do shopping and more. With macOS Tahoe, Safari gets a great new Liquid Glass interface and a speed boost too.



1 Here you see how many tabs you currently have open in Safari. A chevron to the right shows and hides all those tabs in a list here in the sidebar.

2 This icon gives you a menu that lets you make a Tab Group of the tabs you currently have open, or start a new, empty Tab Group to which you can add tabs manually.

3 This icon opens and closes the sidebar on the left. Close the sidebar to see the Profiles button, which lets you switch between browsing profiles you've set up.

4 These two chevrons are your navigation controls, which let you move forward and backward through your browsing history.

5 These icons are for Safari Extensions you've added. To add extensions, in the top bar's Safari menu, select Safari Extensions. To manage them, select Settings from that menu and click Extensions.

6 This icon gives access to the Reader View and more..

7 The URL Bar. Enter the website address or a search term that you wish to look up into this bar, then tap Return.

8 The first icon lets you translate the website you're looking at into another language. The second reloads the website, perhaps if it's stuck or might have been updated.

9 Click here for a list of items you've recently downloaded. When you're currently downloading in Safari, progress is shown here too.

10 Click on the Sharing icon to see your options for sharing the page you're viewing; adding it to Notes, making a Quick Note and options for Add Bookmark and Add to Reading List.

11 Click the + icon to open a new, blank tab. You can then go to a new website without closing the one you're currently viewing.

12 This takes you to the Tab Overview, showing all your open tabs as thumbnails in the main window. Click on one to open it.

13 These are sites that you've pinned to your tab bar, where they remain. Although smaller, they function just like regular tabs. Click on one to open that tabbed site.

14 These are your currently open tabs. Click on one to open it, hover over the tab and click the 'X' on the left-hand side of the tab to close it, and click the '+' icon (Item 12) to open a new one.

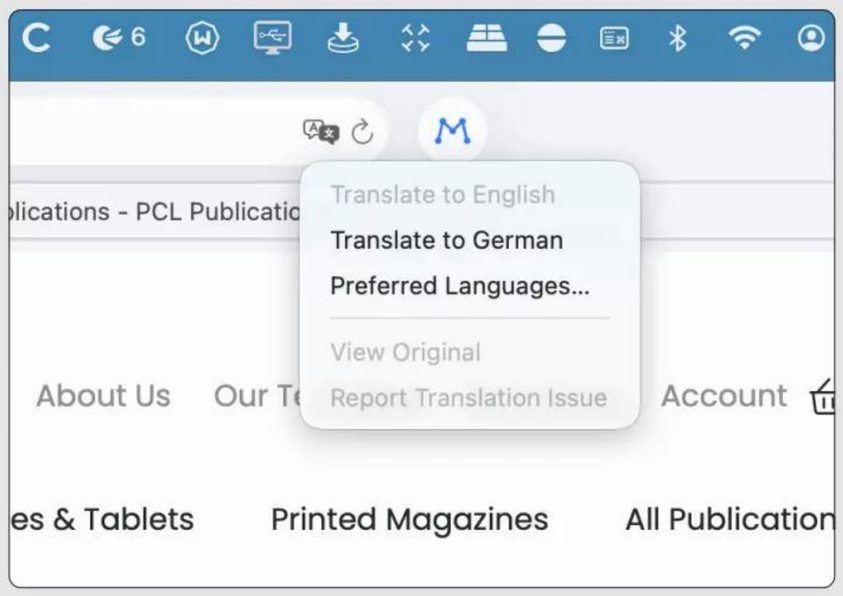
15 Your Tab Groups. Click a group to close the tabs you currently have open, and open the group of tabs you selected. To return to the tabs you had open before, click the 'X Tabs' option above it (Item 2).

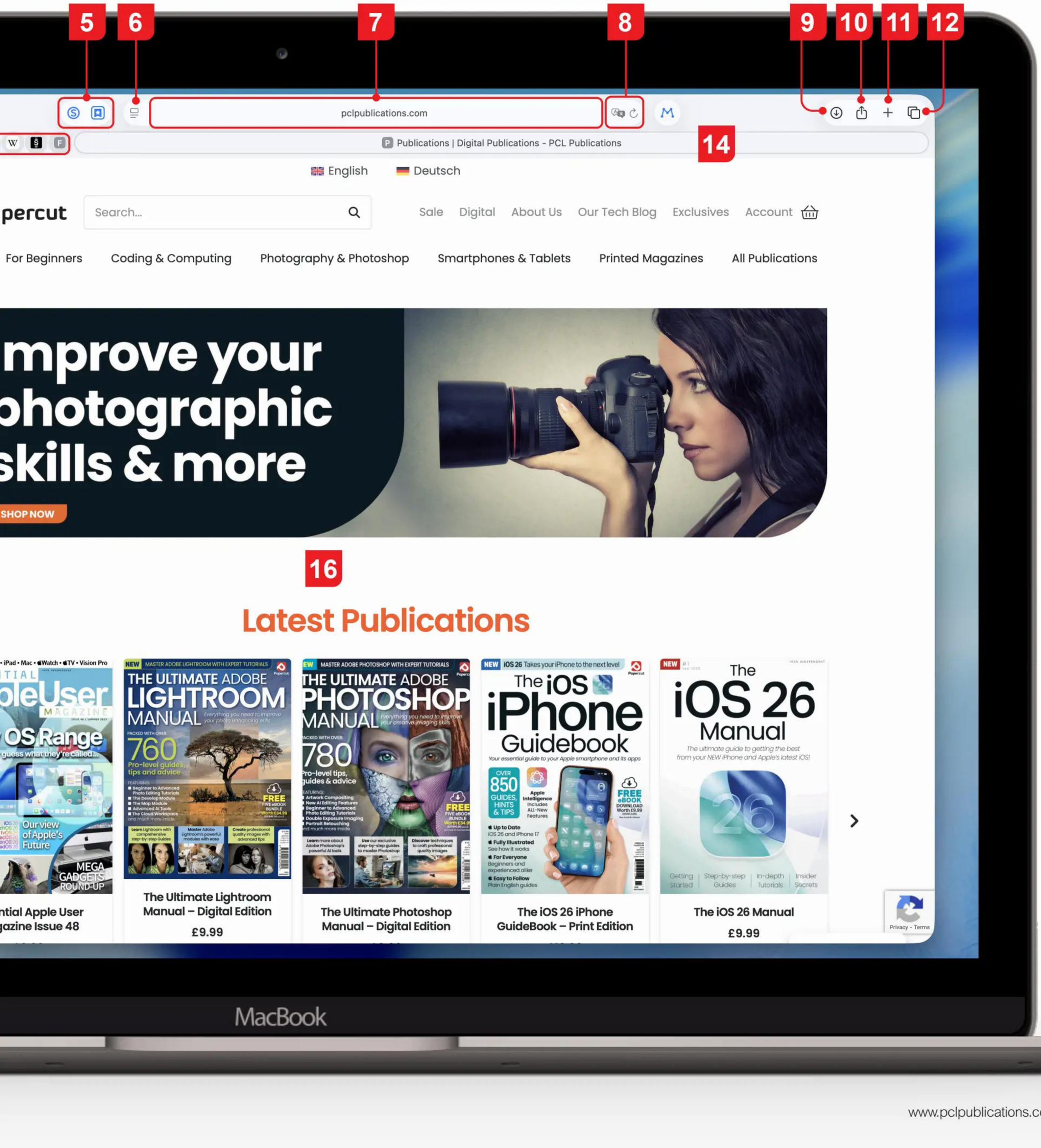
16 This is where the web page you're viewing is displayed. You can then scroll up and down by using the scroll function on your mouse or trackpad, and navigate to new pages by clicking on links, which can be menus, buttons, text or images.

17 Here you can open your Bookmarks or Reading List, see websites shared with you in Messages and tabs open on your other Apple devices, shared through iCloud.

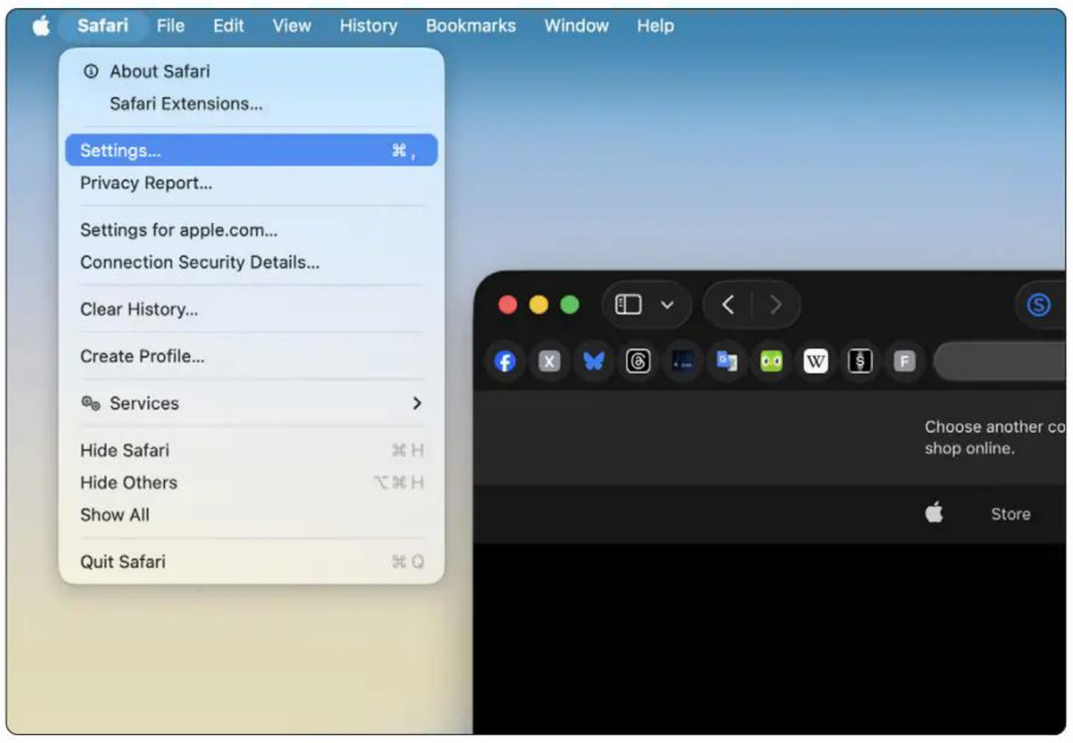
Browser Translations

If you're looking at a foreign-language website, click the Translate icon in the URL field and you can translate it into your own language. You can also open the Settings options for preferred languages from here.

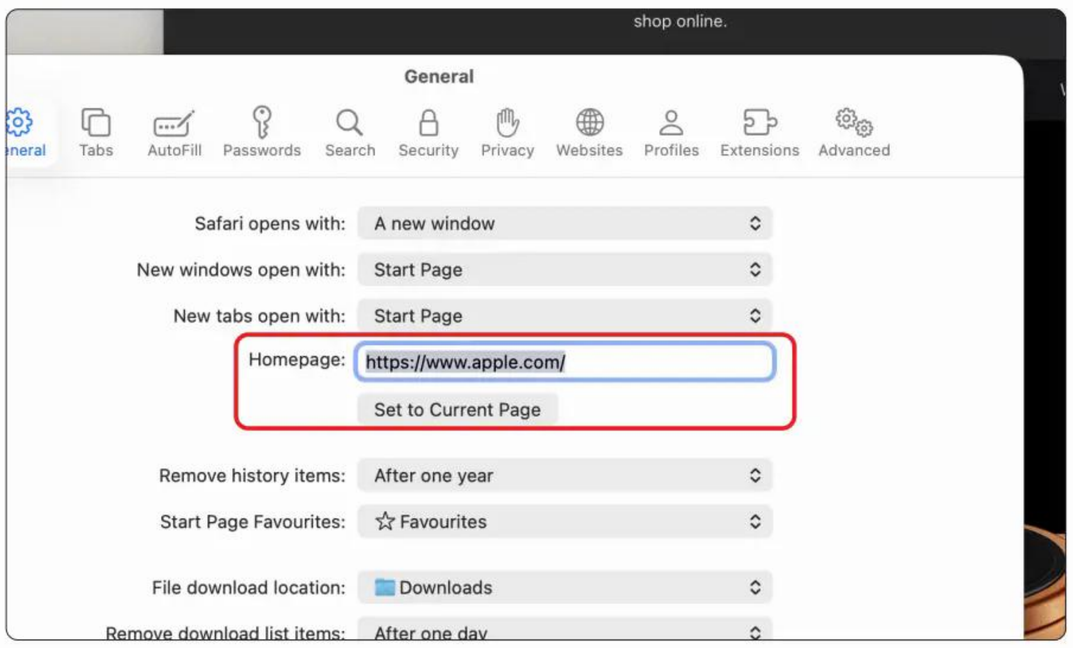




Set New Home Page

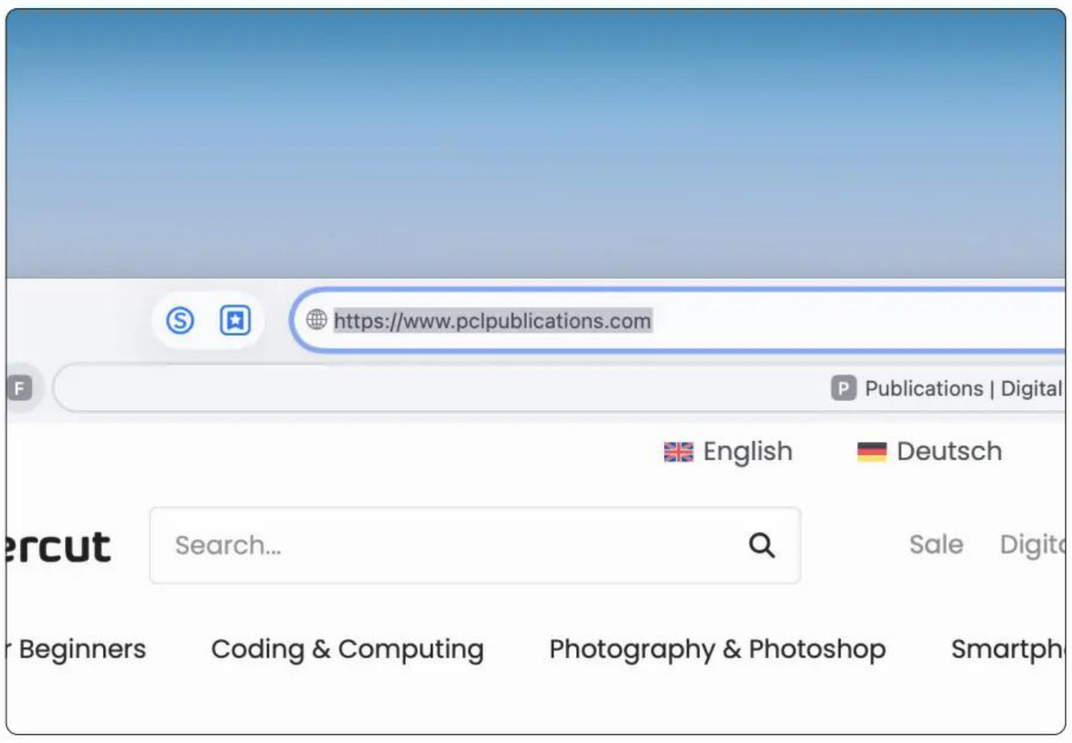


1 Open a new Safari window and navigate to the web page that you want Safari to load each time you launch the app. Click the Safari menu (top left corner), then select Settings to display Safari's preferences dialog box.

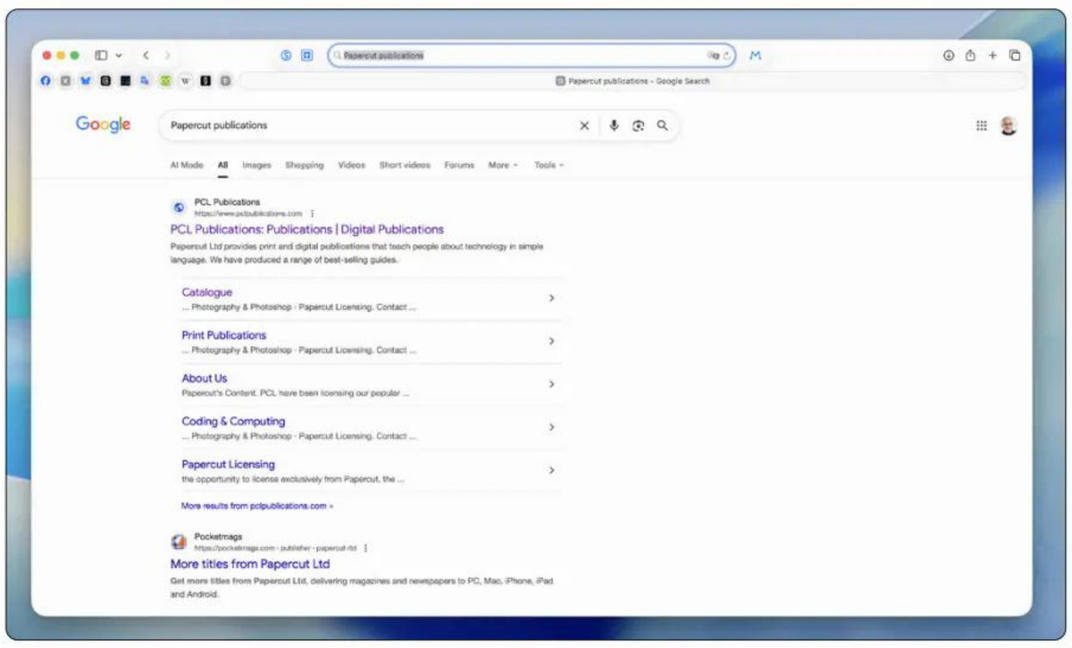


2 Ensure the General tab is selected and press the Set to Current Page button. The required page address now appears in the text box above. It's now your default home page. The Home menu in the toolbar will take you there.

Accessing Websites

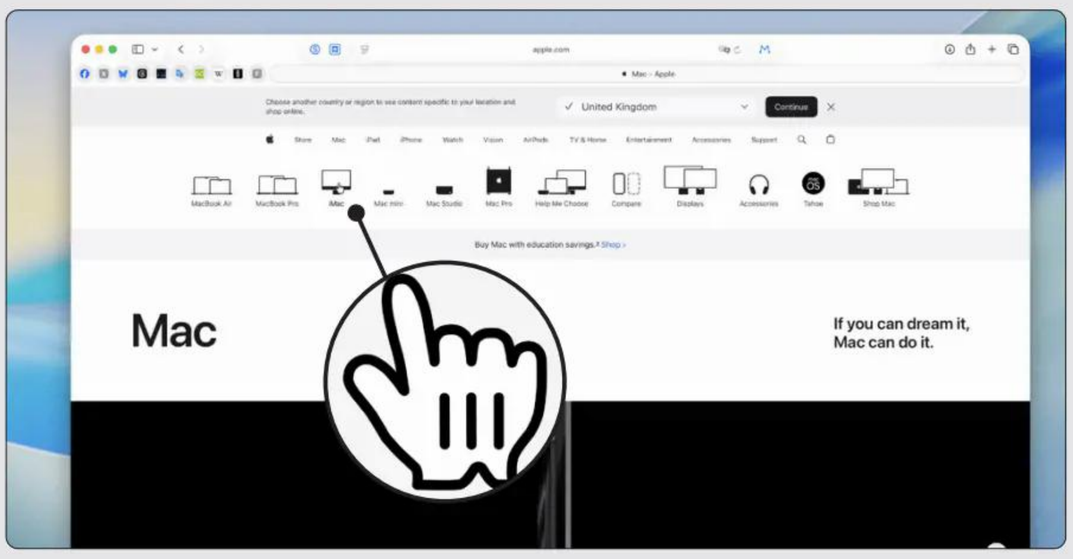


1 To access a new website in the Safari browser, first double-click in the URL bar, highlighting the text within it, then type a new URL in this bar. A URL is the website's address, which starts 'www'. Press return at the end to go there.

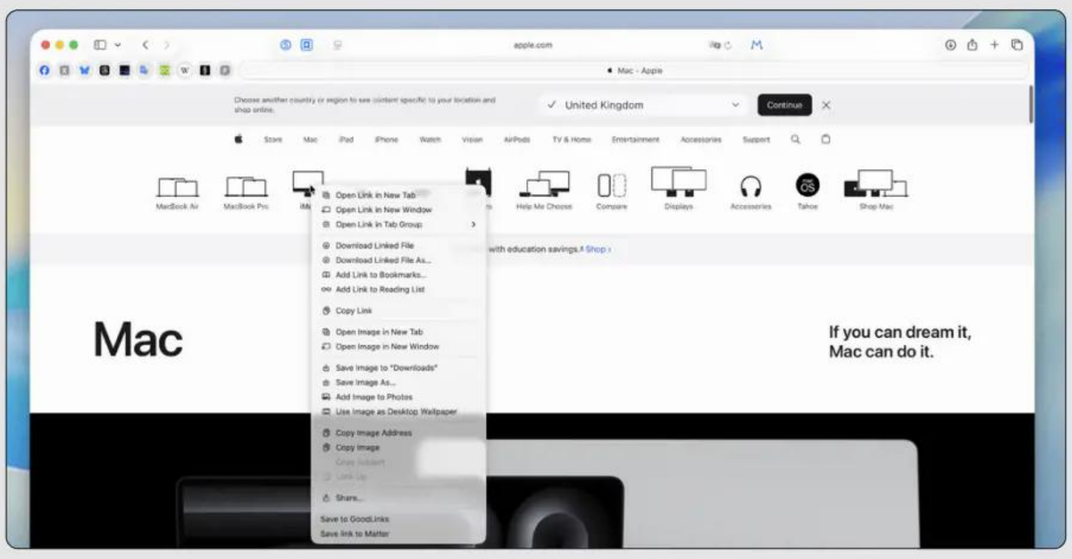


2 If you want to search for something on the web, instead of typing a URL in the URL bar, type what it is you're searching for, then hit Return. Your search results show relevant sites. Scroll up and down the list and click one to go to it.

Using Links

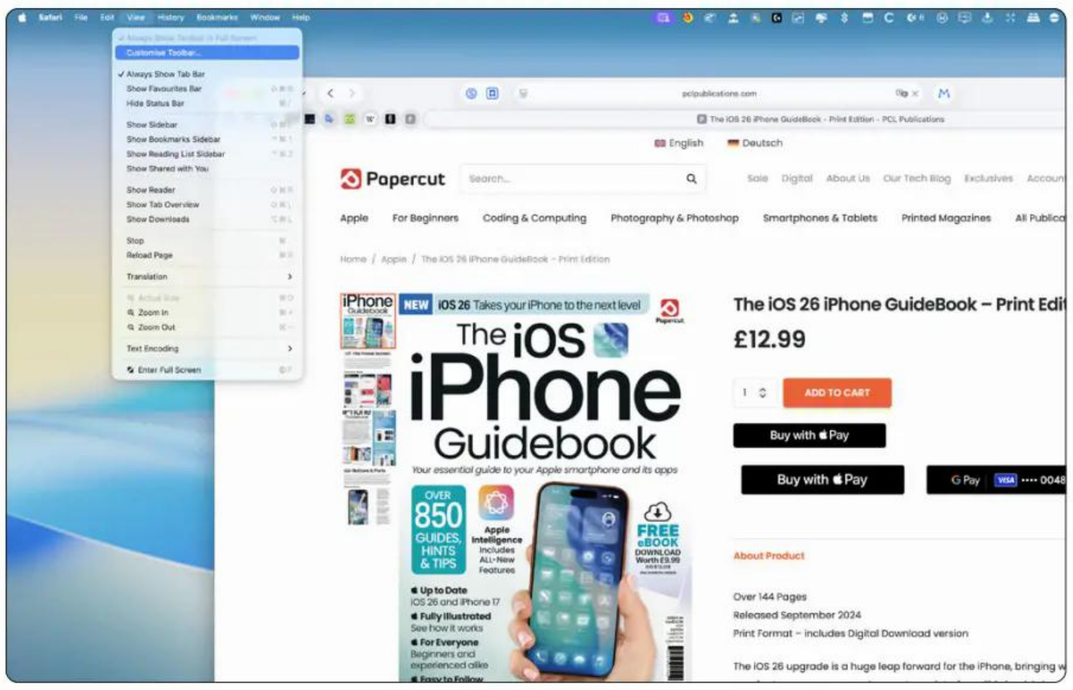


You navigate the Internet in Safari using hyperlinks, or simply 'links'. A link can be a piece of underlined text, a picture, a button or simply an area of the screen. To open a link you'll need to move the mouse pointer over it and click. When the pointer is over a link, it's replaced by a hand.



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

Add Tools to the Toolbar

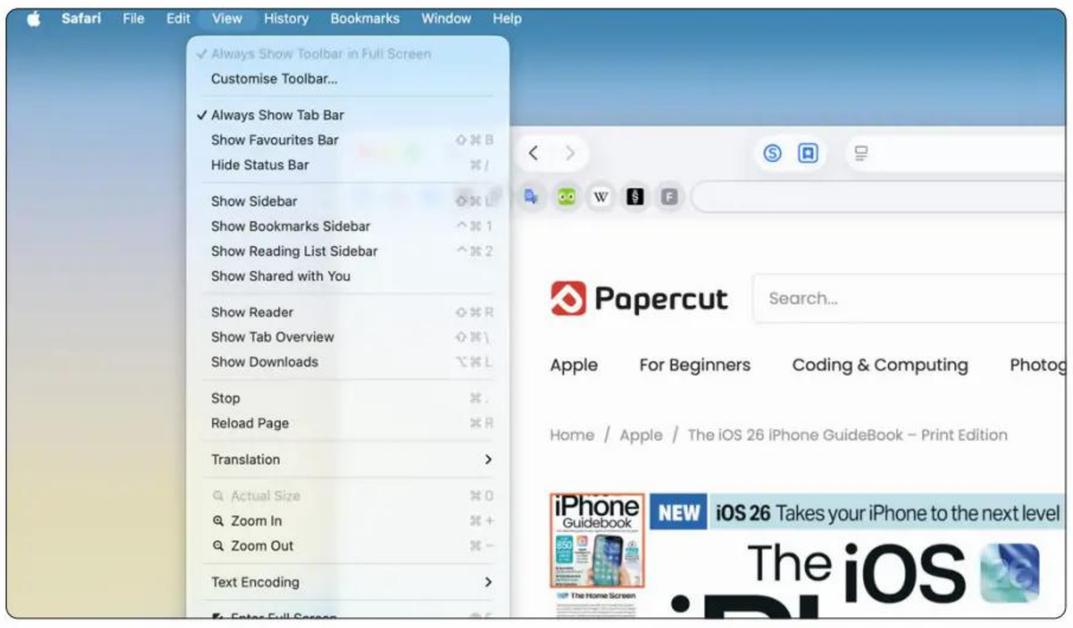


1 Right-click or Ctrl-click on the toolbar and select Customise Toolbar; or click the View menu and select the option from there. A window slides down. To add a button to the toolbar, simply drag it from the selection in the window onto the Toolbar within the Flexible Space sections.



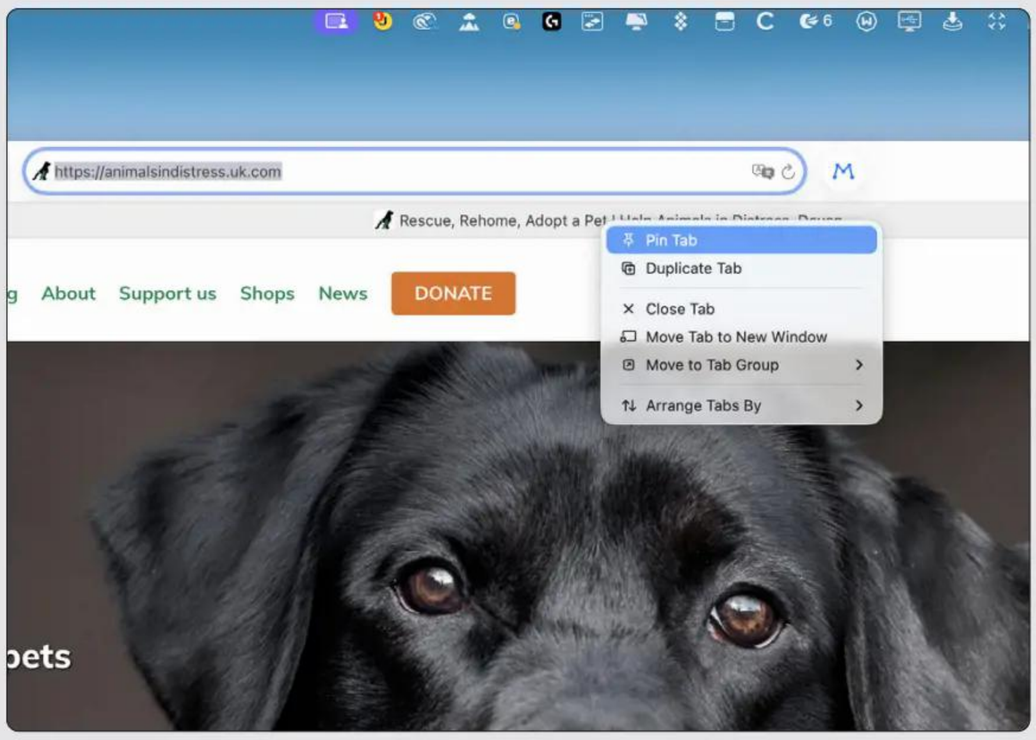
2 Repeat this with as many tools as you need. When you're finished, click Done. To remove a tool from the toolbar, simply drag it out of the toolbar, release and it vanishes. To reset the tools to how they were originally displayed, drag the default set of tools onto the Toolbar.

Status, Favourite & Tab Bars

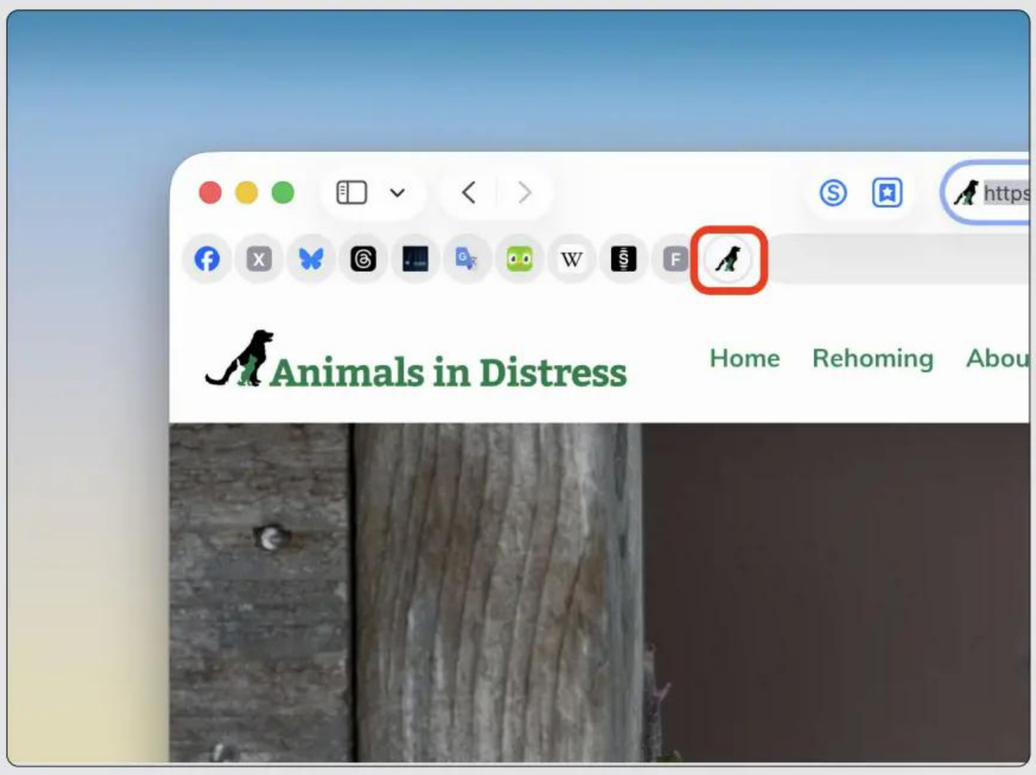


You can show or hide the Tab, Favourites and/or Status Bar (a strip along the bottom of the window showing the full URL) by clicking the View option in the menu bar atop the screen, and selecting the option in question.

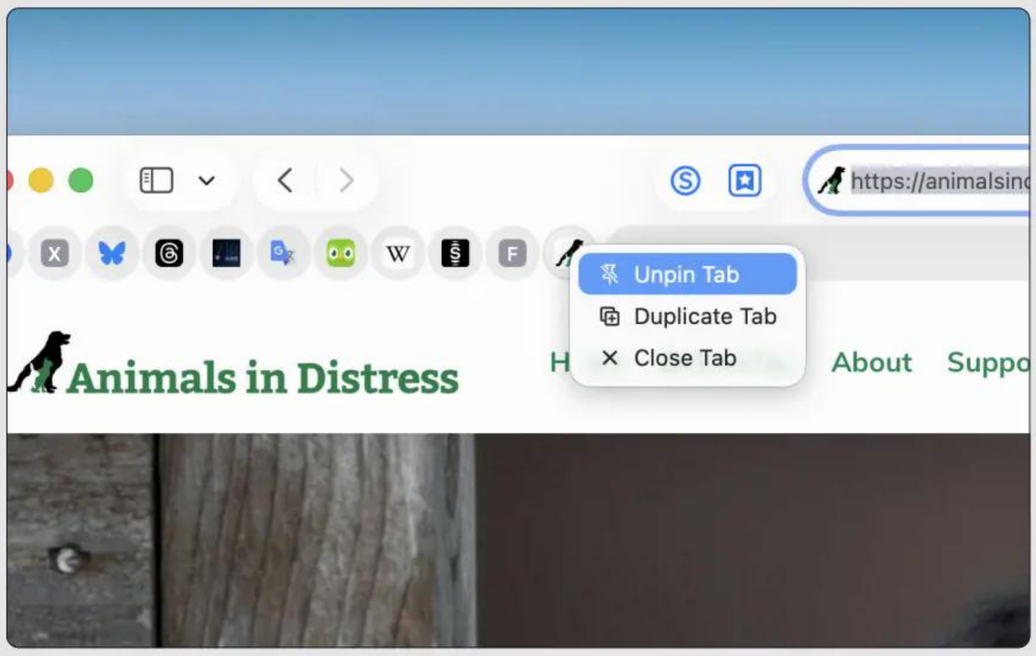
Pinned Sites



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

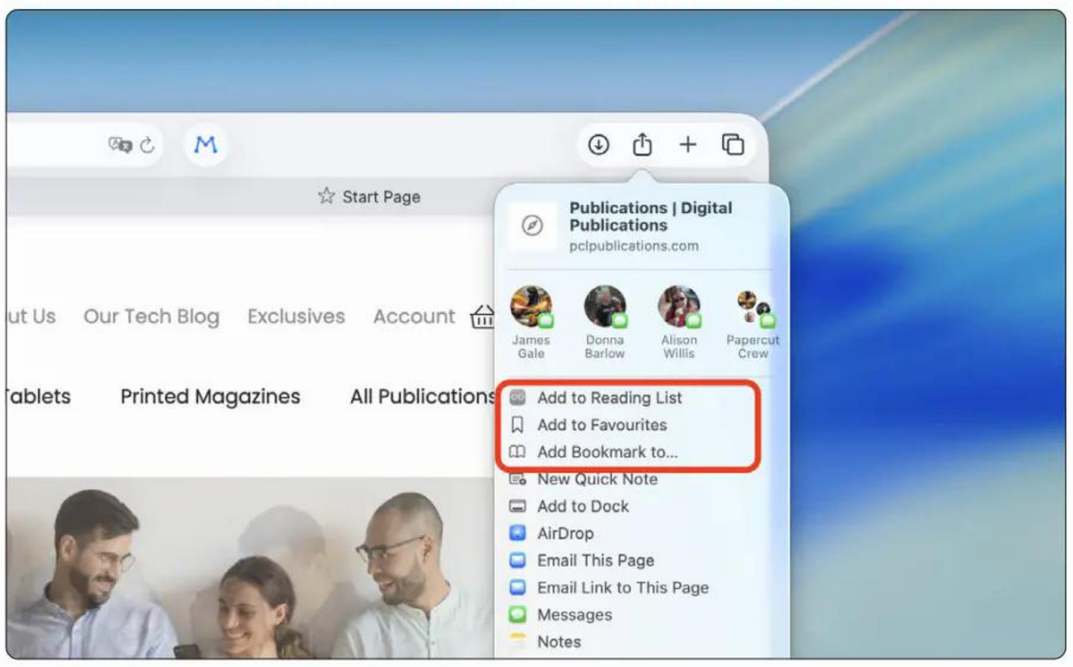


The site gets a small tab in the left-hand side of the tabs bar. This is always in place, ready for you to click on it and open the site. You can pin multiple sites in this way. They all appear as small tabs, showing a symbol or letter.

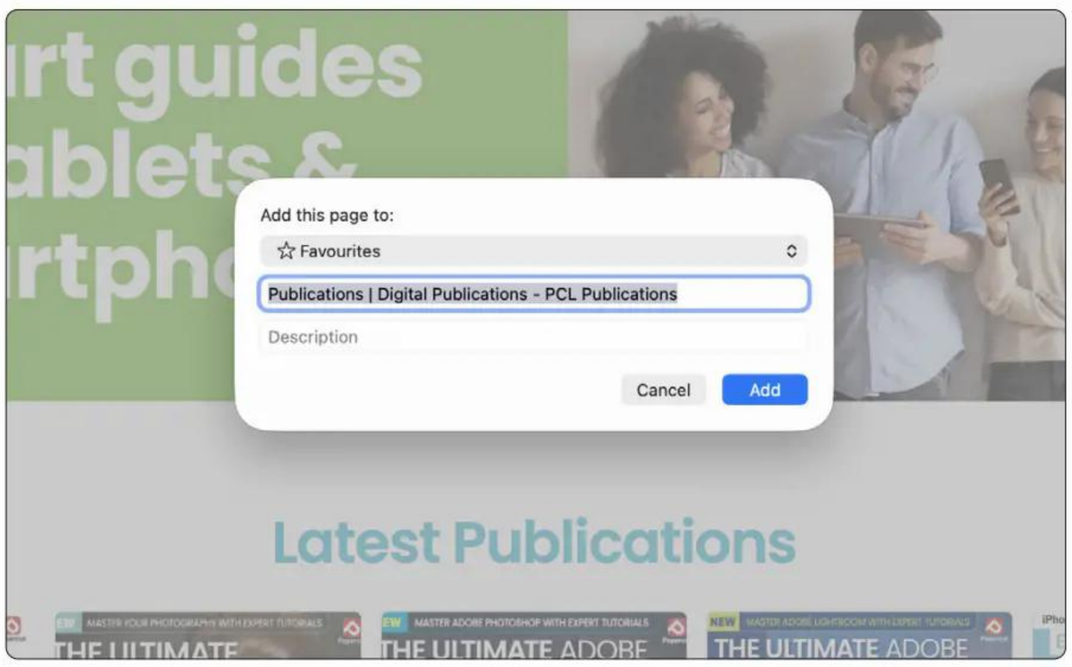


To remove a site's pinned tab, right-click or Ctrl-click on it and from the pop-up menu, select Unpin Tab. The previously pinned tab then becomes a regular tab. You can reorder your pinned tabs by dragging them within the tabs bar.

Bookmarks and Reading List



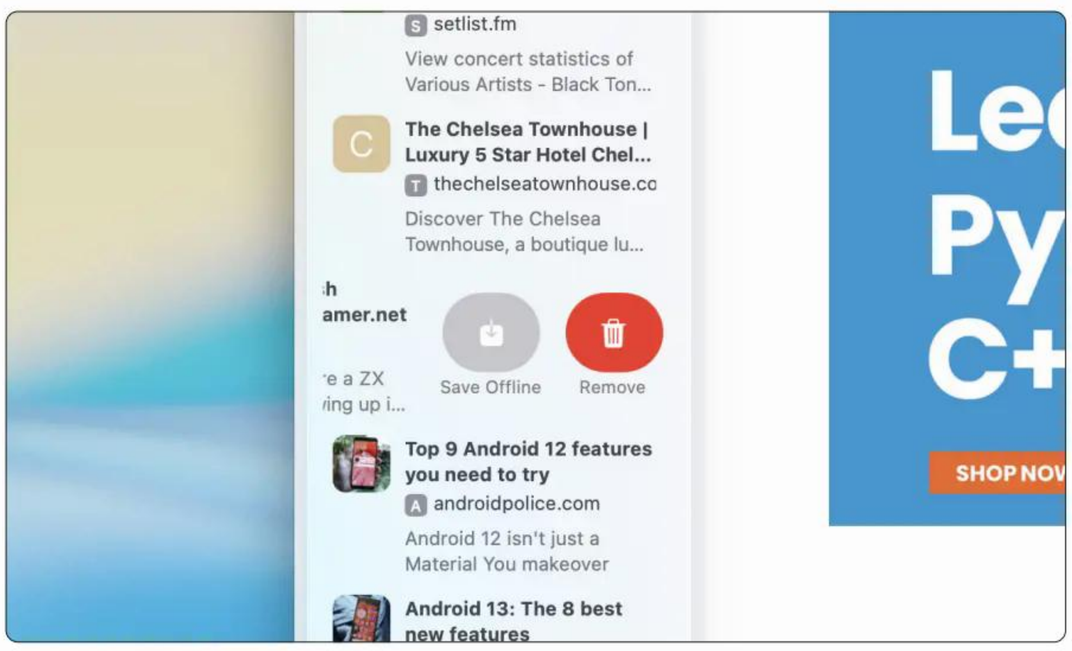
1 You can save a website you're likely to return to often as a Bookmark. A site you're interested in but don't have time to read can be put on your Reading List. Both options are available from the Share icon in the toolbar.



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



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



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

The Start Page

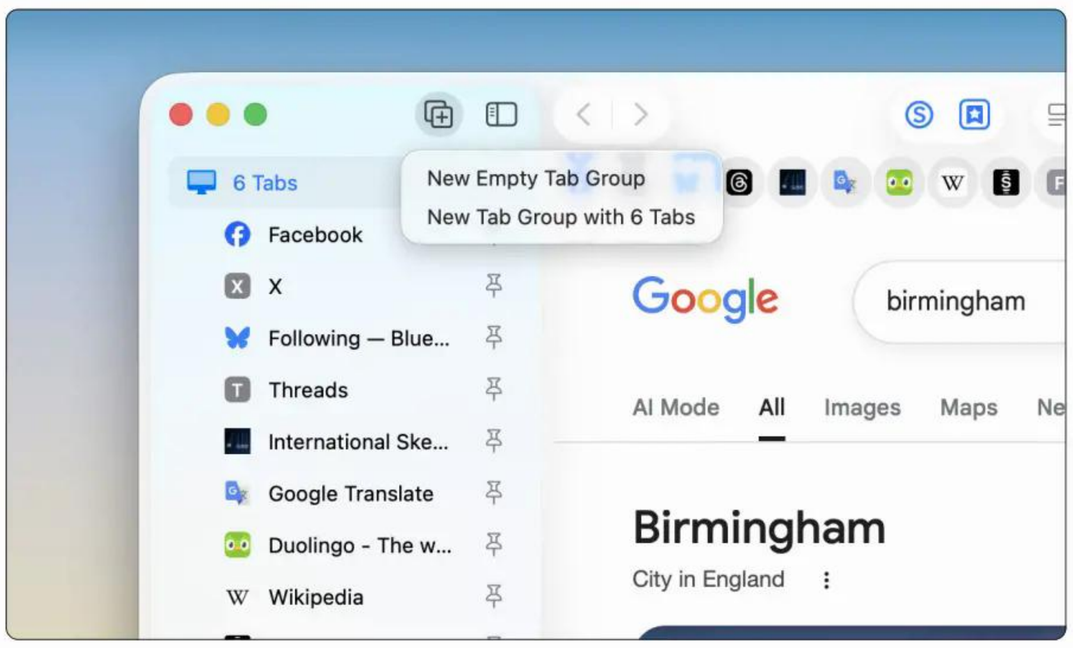


Start Page gives you a window full of useful shortcuts to your most frequently visited sites alongside its default choices. Click on the URL field at the top of the browser or in the Bookmarks menu. Select, Show Start Page to access a window showing a grid view of website icons, along with those you've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

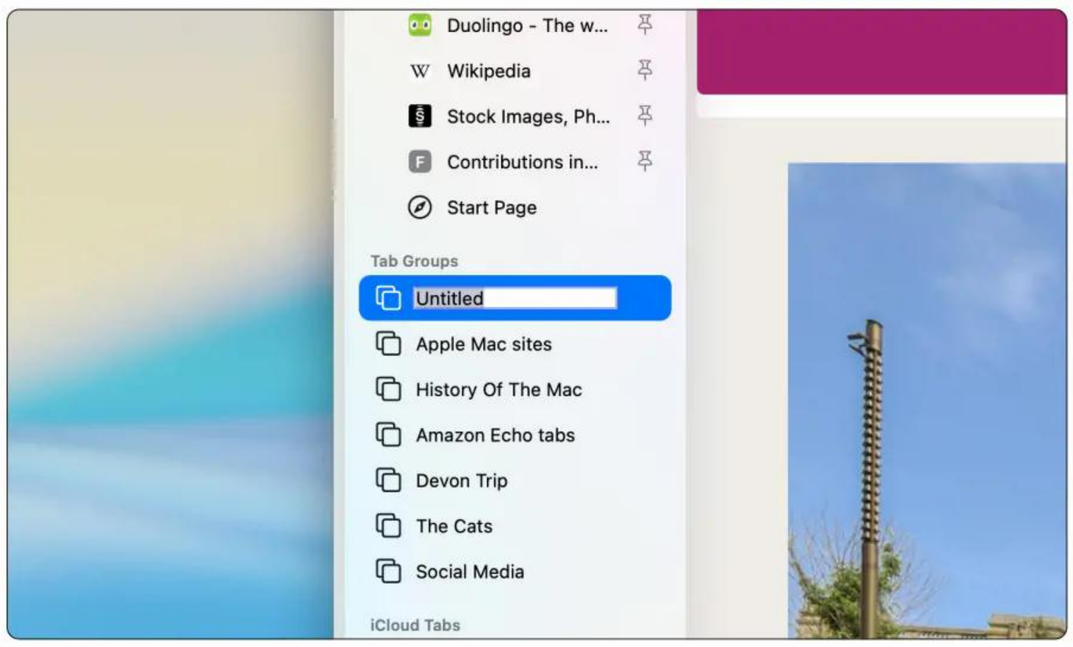


To add a site, click the URL field to open the Start Page and drag the URL into it. You can drag sites and folders into this window from your Bookmarks too. Drag icons around the Start Page to reorder them, or drag out of it to remove them. Click a Show More/Less link to expand/contract lists. Use the Edit button (bottom-right) to include or exclude Start Page categories.

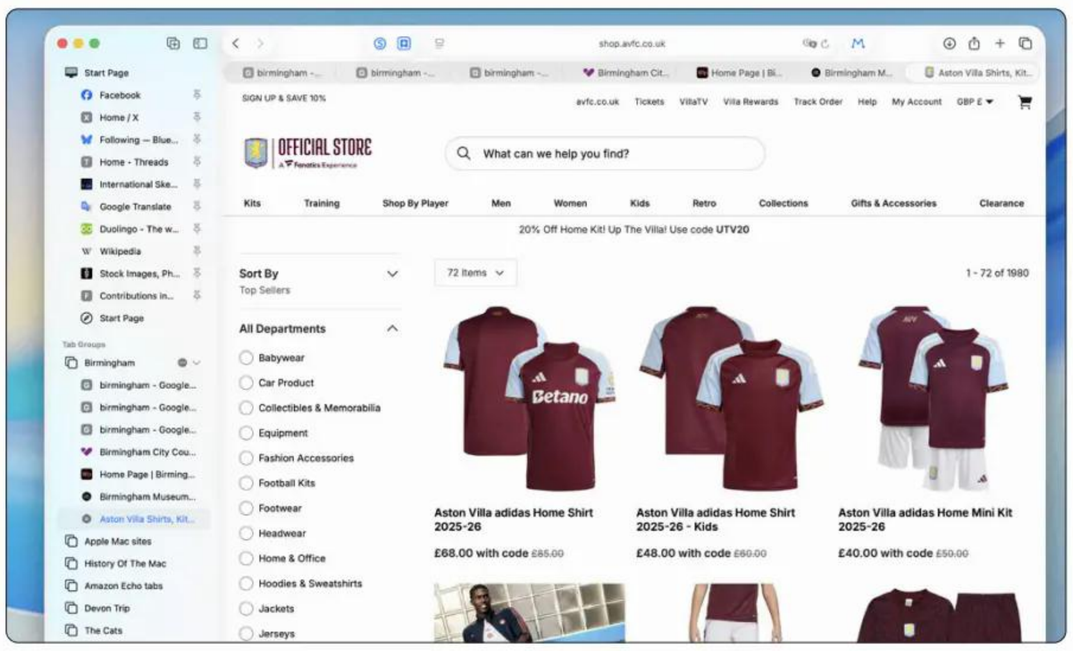
Tab Groups



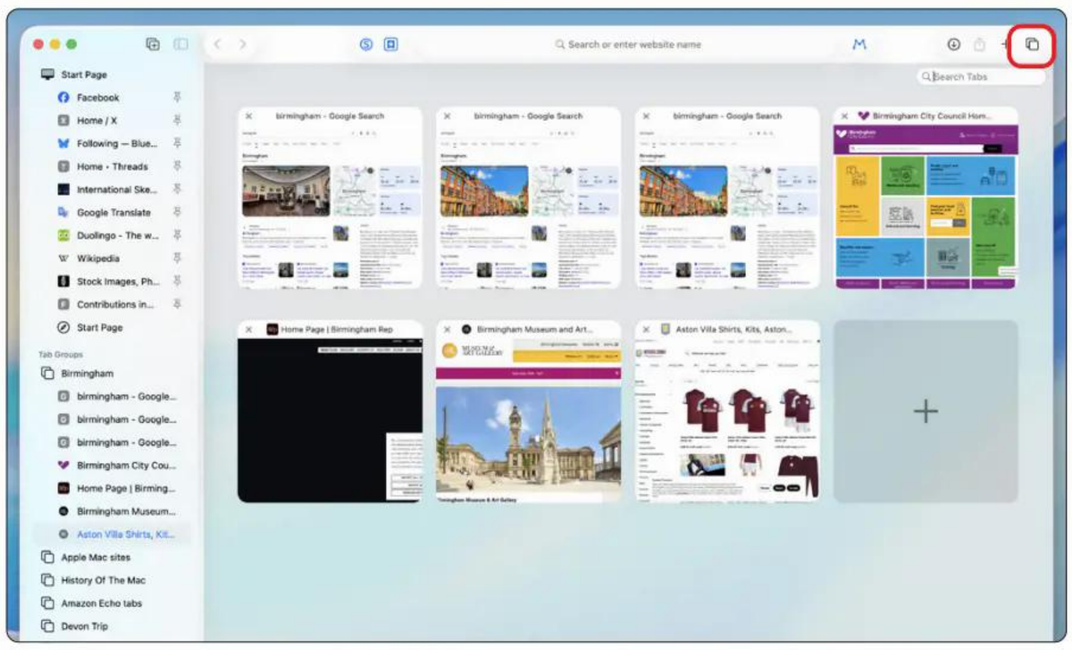
1 Safari lets you save groups of tabs. You can then open a group of tabs, temporarily closing what's open at the moment. Open the sidebar, then tap the New Tab Group icon in the top-right of the sidebar for a menu.



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

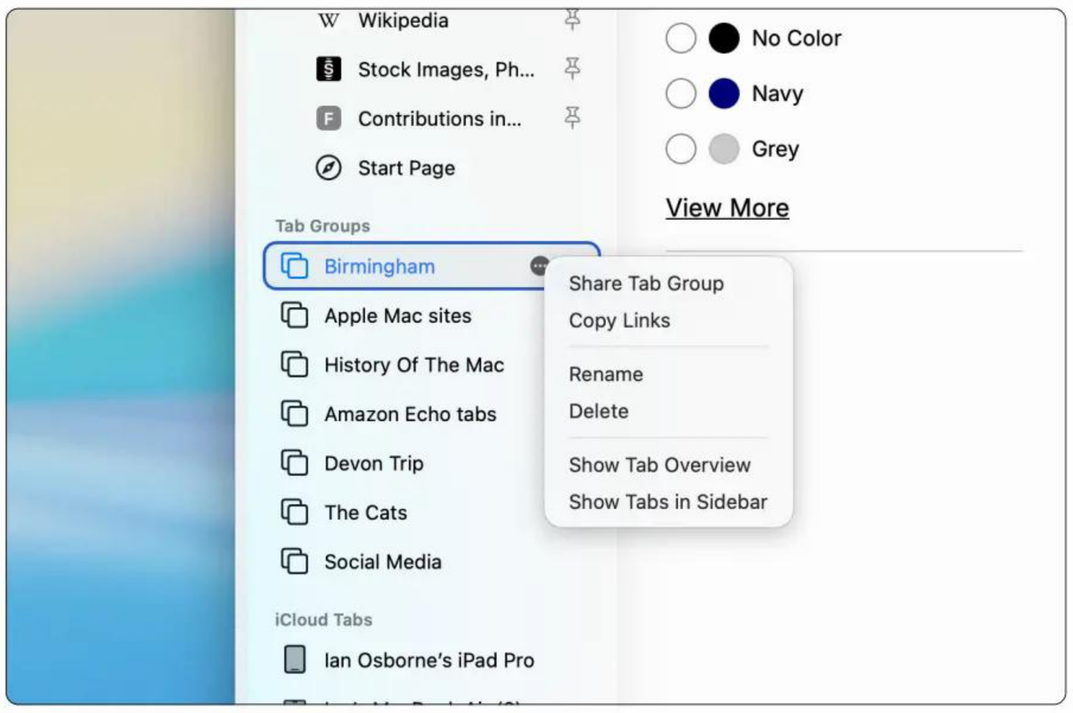


3 With your new tab group open (see the highlight in the sidebar), tap the + icon (top right) to open a new tab, then navigate to the site you wish to save in the tab group. Do this as many times as you like to fill your tab group.



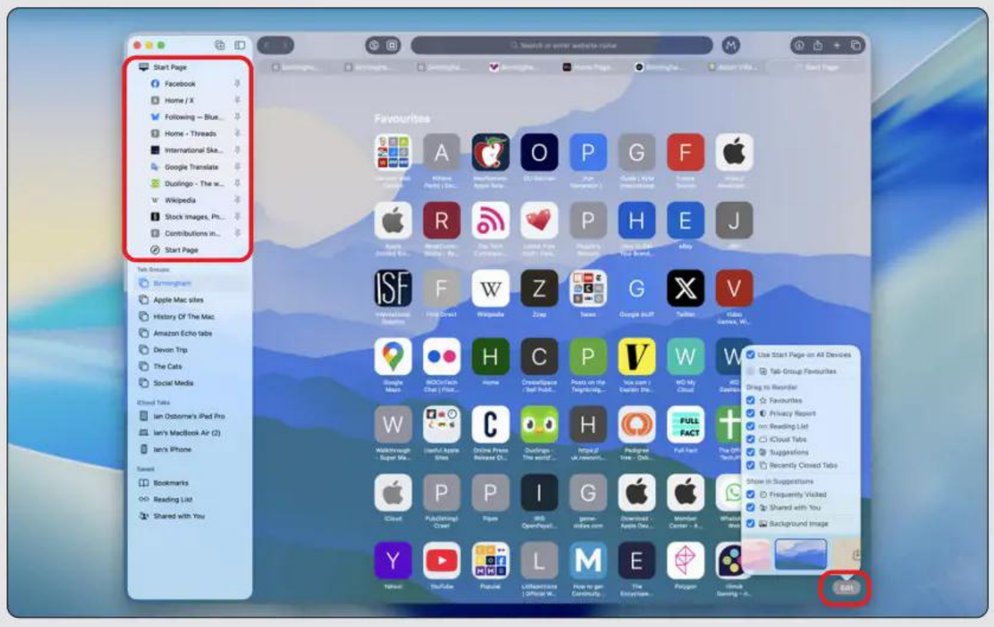
4 Use the sidebar to switch between tab groups and the tabs you have open on your Mac. Tap a tab group and then tap the chevron to its right for a list of tabs. Tap the icon in the top-right corner to see tabs as thumbnails.

Shared Tab Groups



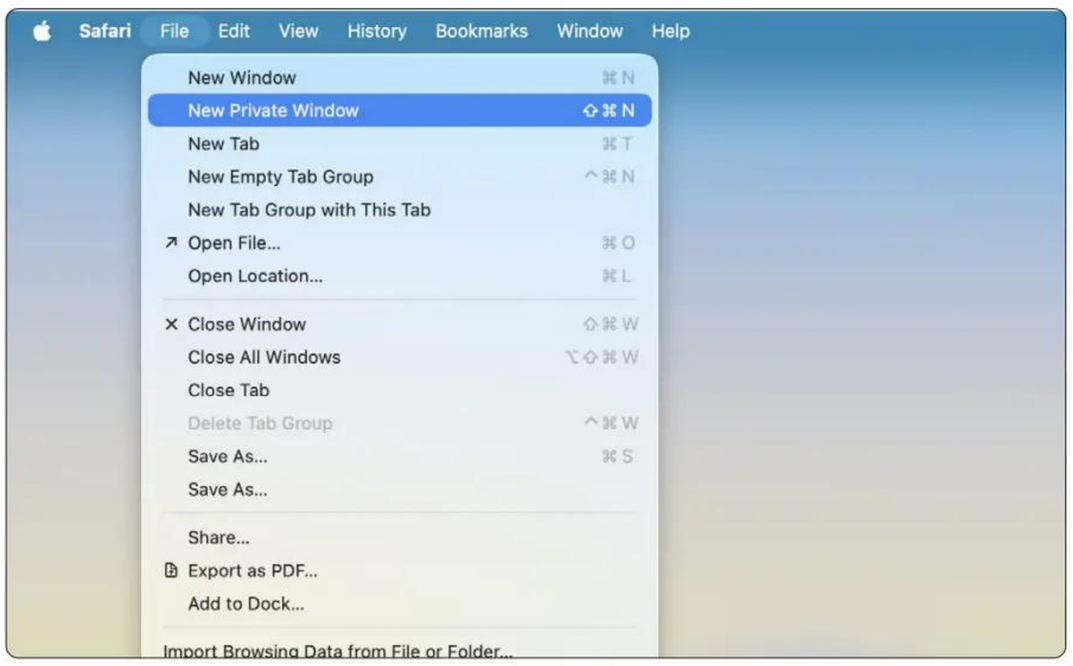
In recent versions of macOS, you can share a group of tabs. Just the thing for when working on a group project. To do so, hover the pointer over the tab group in the sidebar, click the three-dots icon and select Share Tab Group.

Tab Groups Start Pages



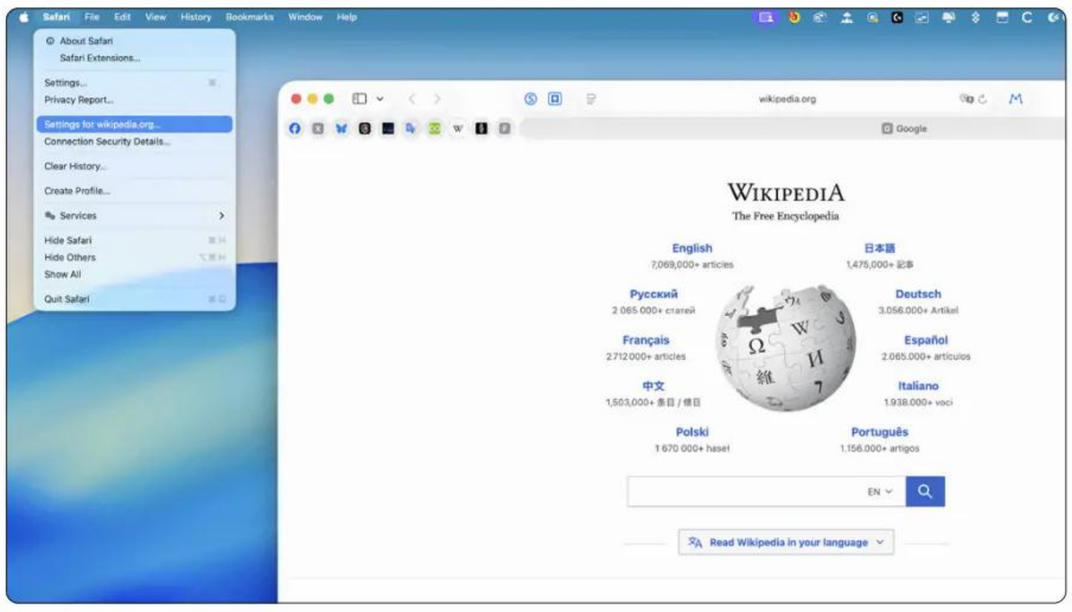
Each tab group can now have its own Start page, which you can customise. Click on a tab group and click the + icon to give it a Start page. Click the Edit button (bottom right) and you can customise this Start page.

Private Browsing

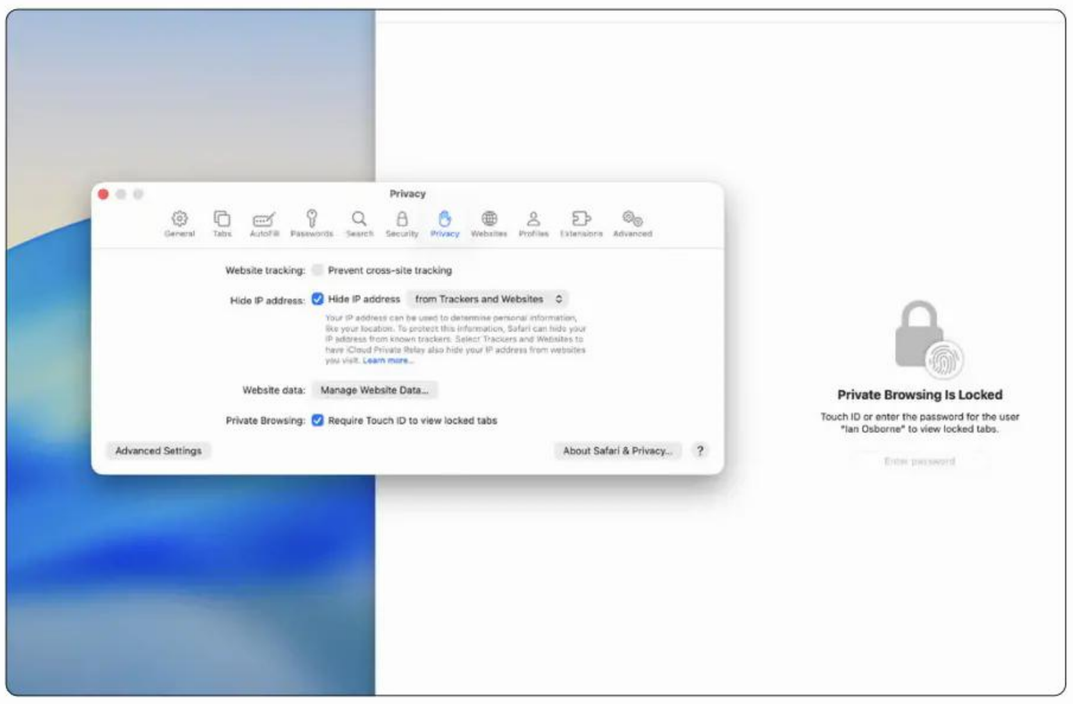


1 Private Browsing lets you browse the Internet without adding tracking cookies or recording where you've been in your history. Activate Privacy Mode by selecting New Private Window in the File menu. In a private window, the URL field is darkened.

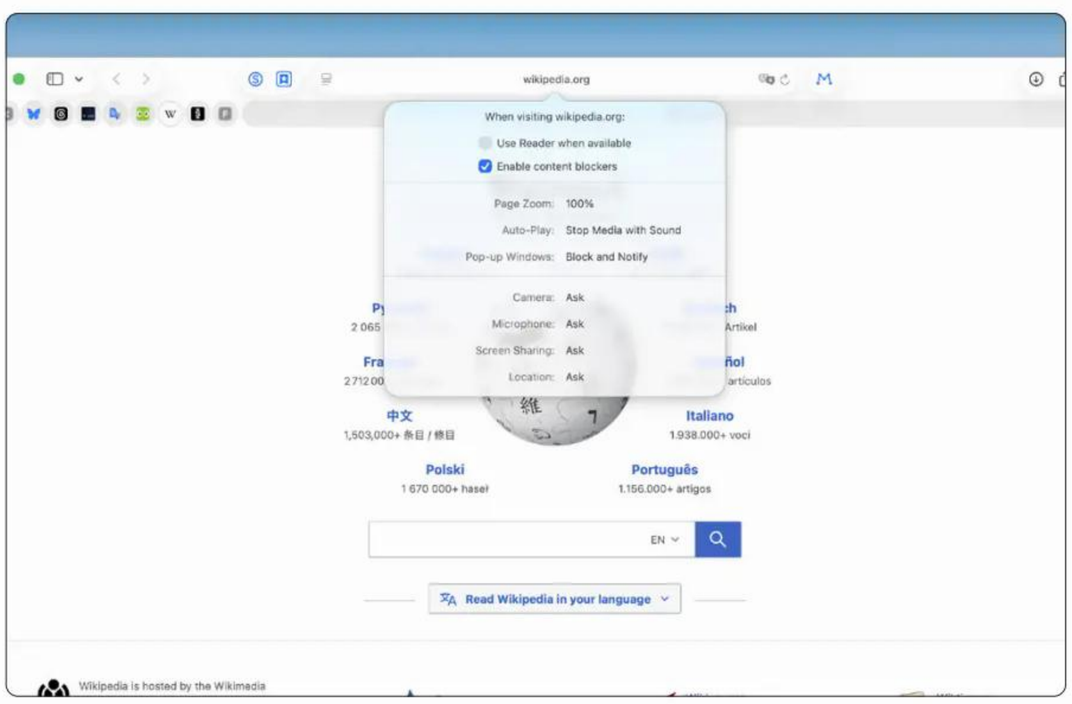
Tailor Site Settings



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

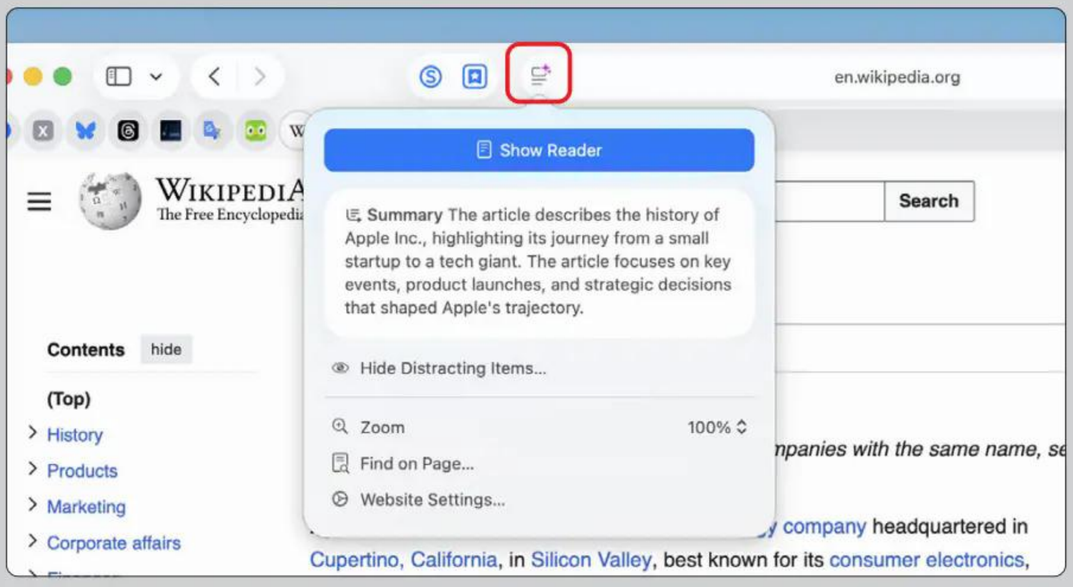


2 Private Browsing windows are locked when your Mac goes to sleep, and have to be unlocked on an individual basis with your password or Touch ID. To change this, go to Safari > Settings > Privacy and uncheck 'Require Touch ID to view locked tabs'.

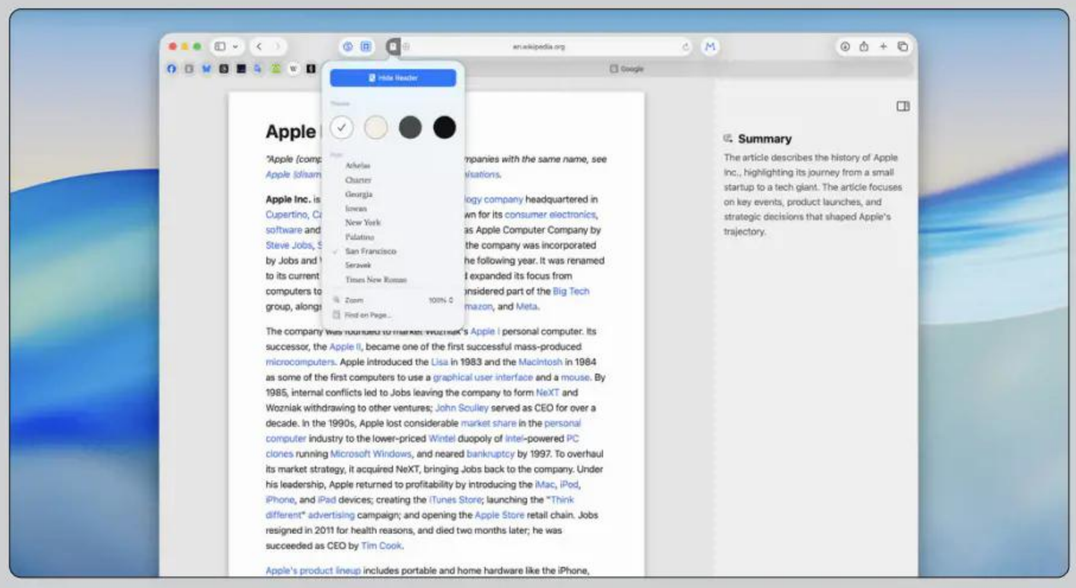


2 Page Zoom and Auto-Play are set with pull-down menus that appear when you click their current values. By default, the Auto-Play function stops videos with sound automatically playing but you can override this using the Auto-Play menu. These settings are applied whenever you load that site.

The Reader View

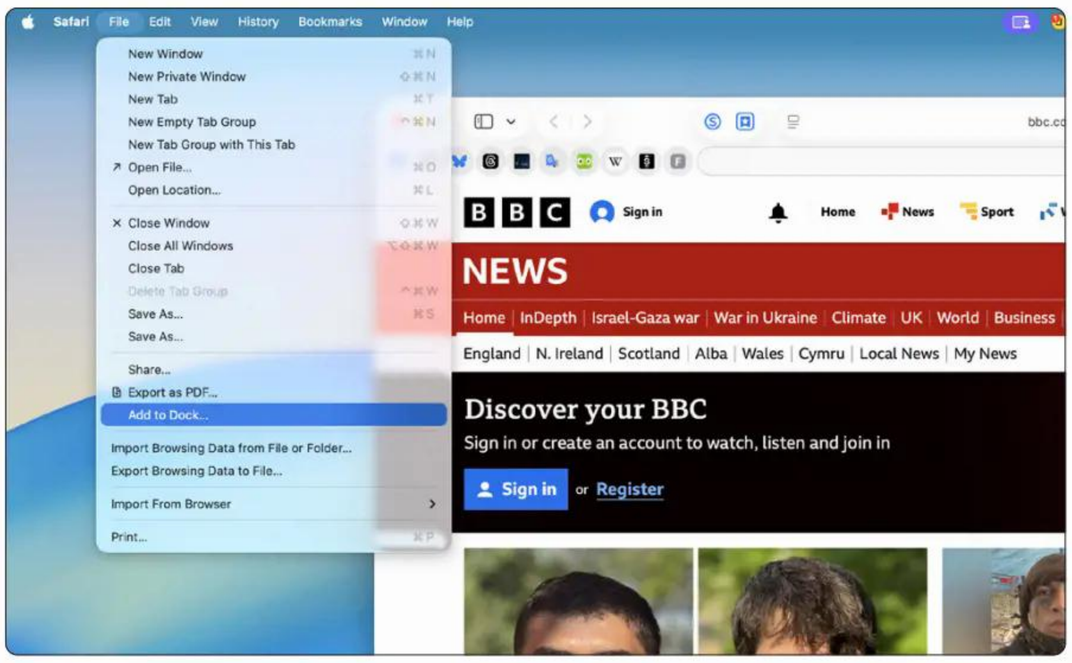


If this icon is in the left of the URL bar, that site can be viewed in Reader View. Click it then click Show Reader to turn Reader View on. You can also use the menu to set a zoom, search the web page or temporarily hide distracting page elements.

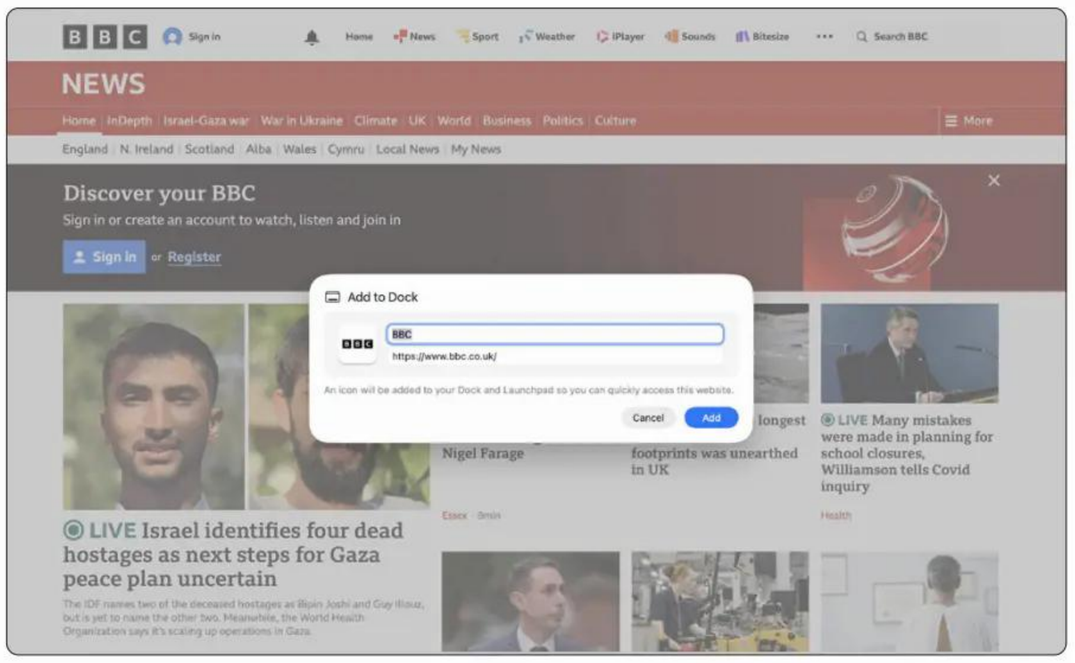


If you click the icon while already in Reader View, you can set a background colour, change the font and come back out of Reader View using the button at the foot of the menu. On some pages, Reader View also offers a contents list for you to use.

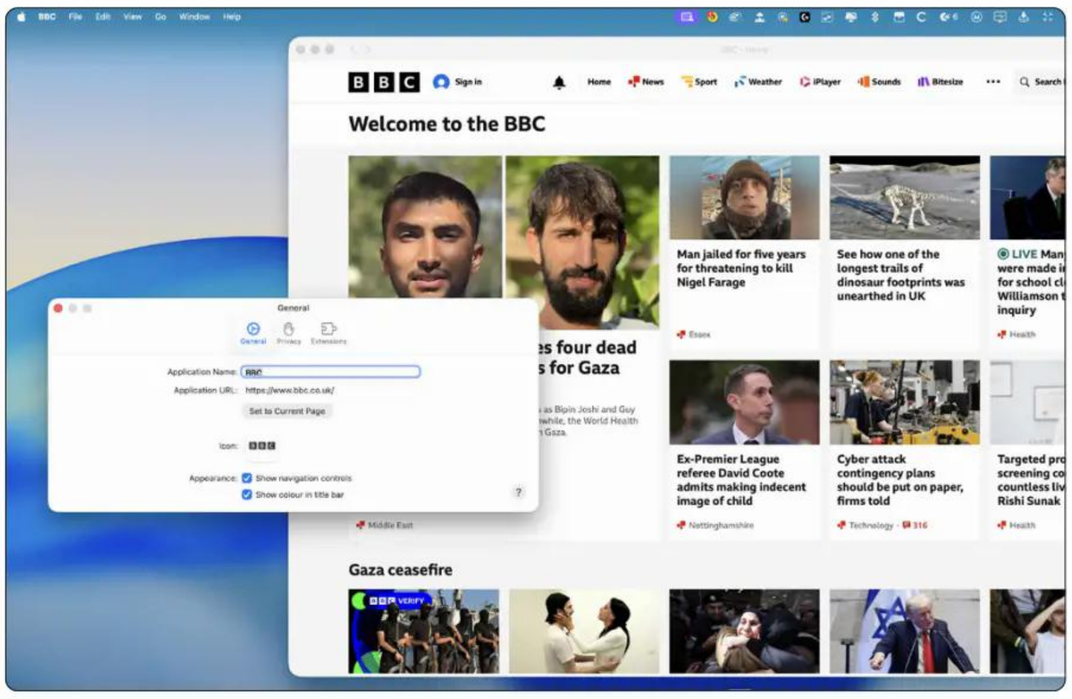
Add a Website to the Dock



1 You can add a website to the Mac's Dock, and use it as a stand-alone app. In Safari, open the page. In the top bar's File menu, select Add to Dock; it's near the foot of the menu. In the window that pops up, you can edit the name of the site, and its URL.



2 Click the Add button (bottom-right), and the new Web App is placed in the Dock, The name you entered in the previous step as its app name. It also has the website's icon for an app icon. You can launch this app from the Dock, like any other app.

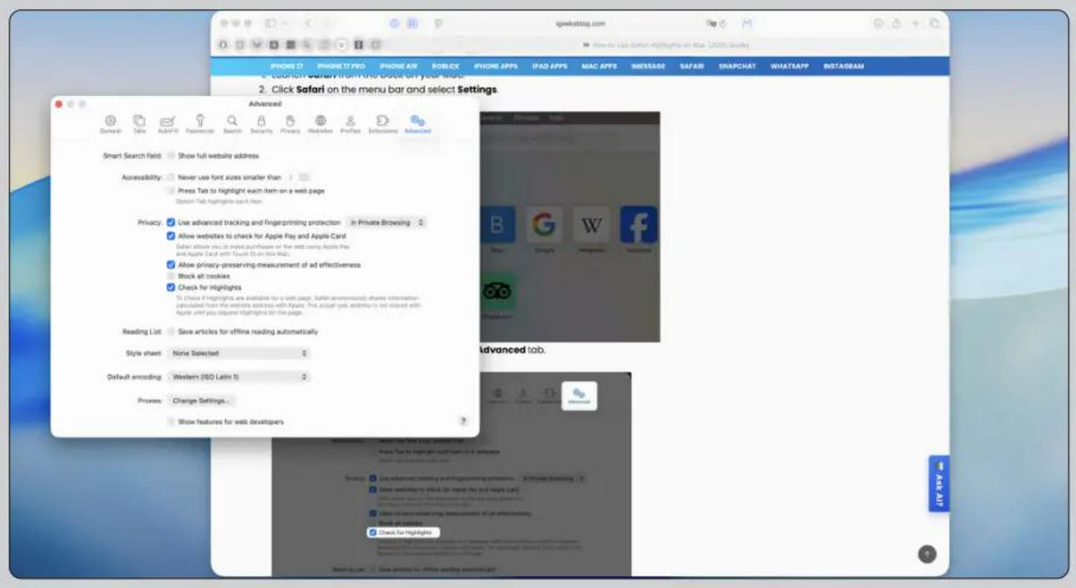


3 The app, when it is opened, functions just like the website. Click on the app's name on the left-hand side of the top menu and select Settings. In the window that appears, you can edit the name of the app and/or its URL, change its icon and more.

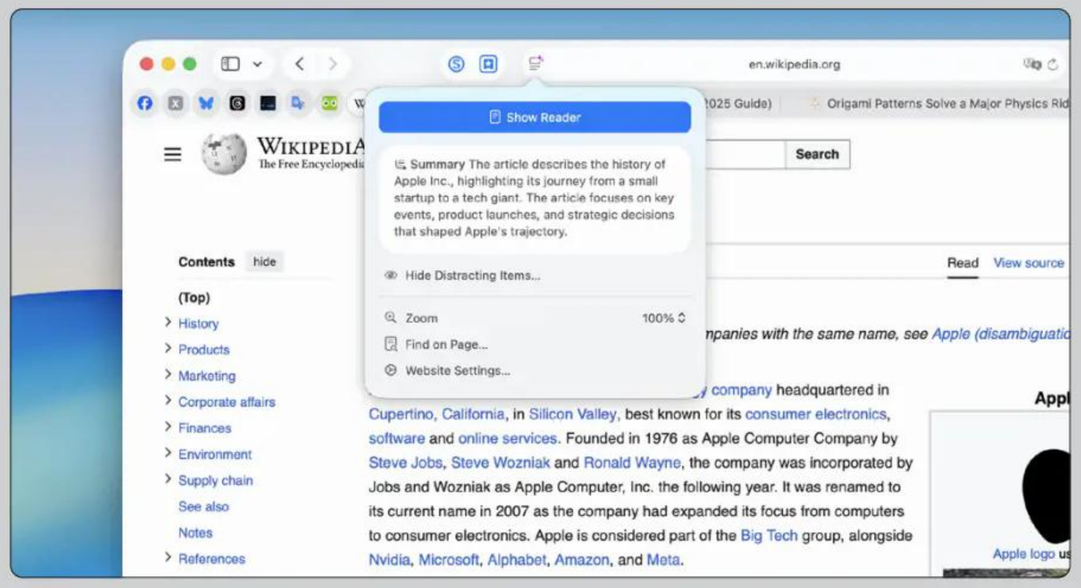


4 You don't have to keep a web app in the Dock to use it as an app. You can also find it in the Applications folder, or launch it from the app picker or Spotlight. If you want to delete it, you can drag it into the bin from the Applications folder, like any other app.

Safari Highlights

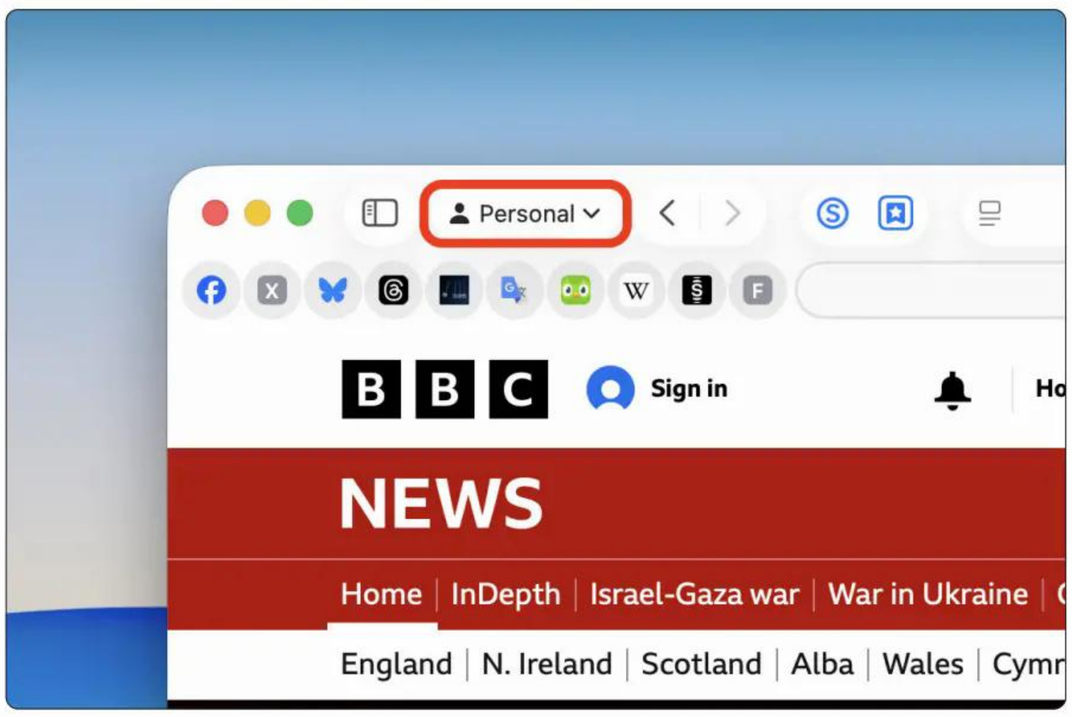


When browsing certain websites, the Safari Highlights feature gives you quick access to important information on the site. To turn it on, click Safari in the menu bar and open Settings. Click the Advanced tab, and make sure Check for Highlights is checked.

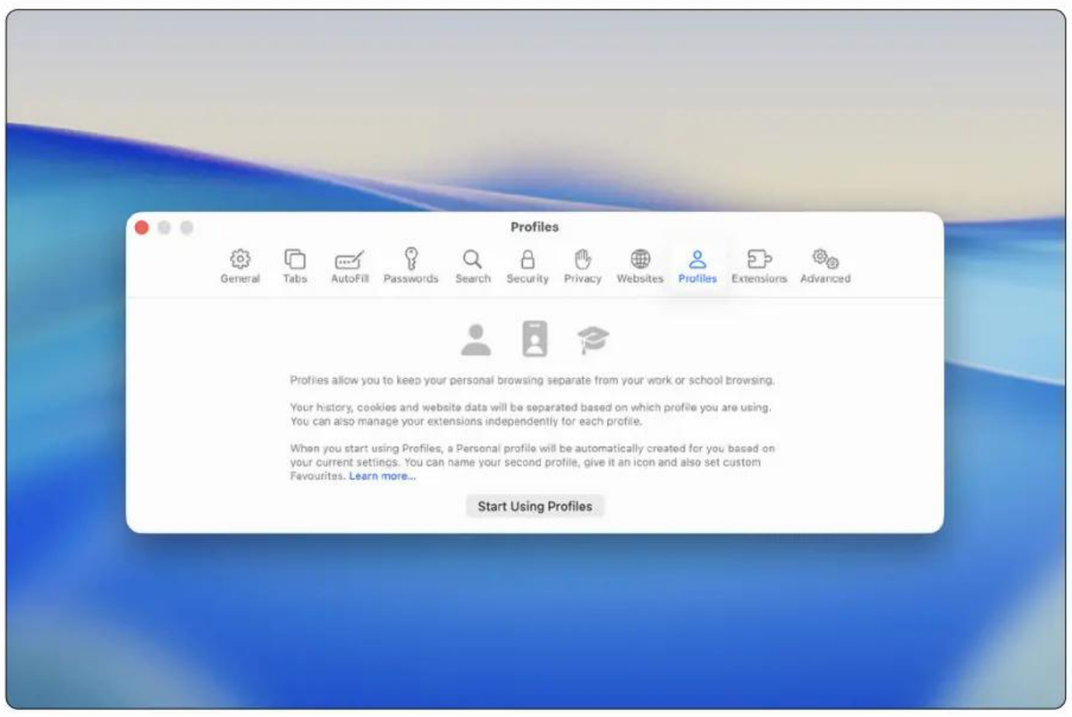


You can listen to an artist's music from the Highlights window, open a TV show you're reading about and more. Click the icon in the left-hand side of the URL bar to access Highlights; it's the same icon that gives access to Safari's Reader features.

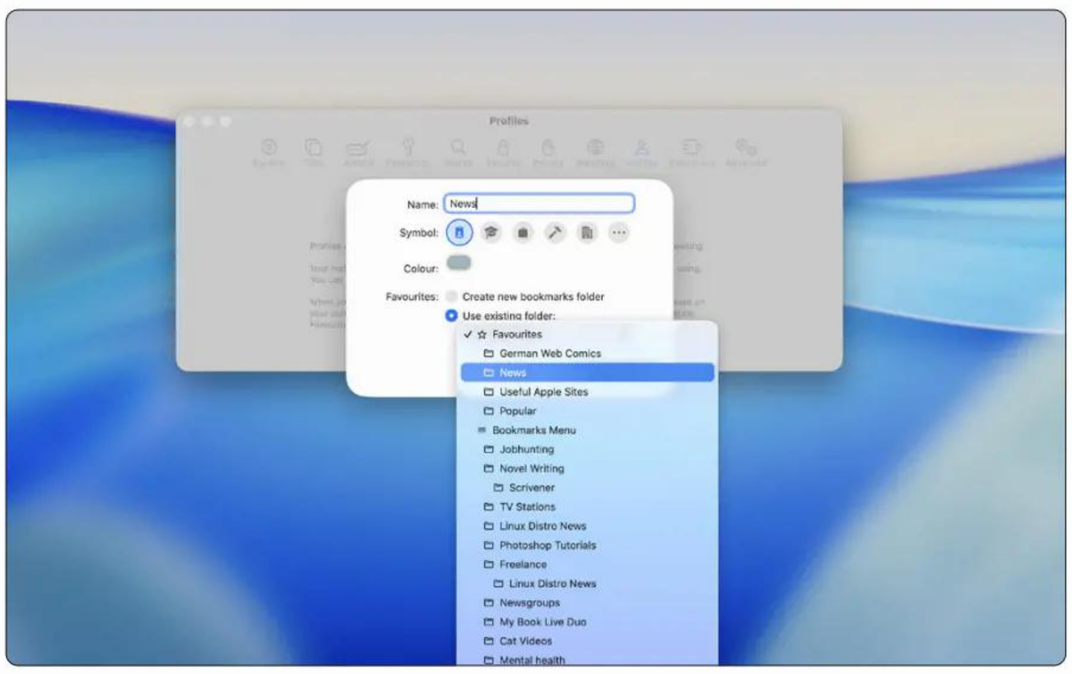
Safari Profiles



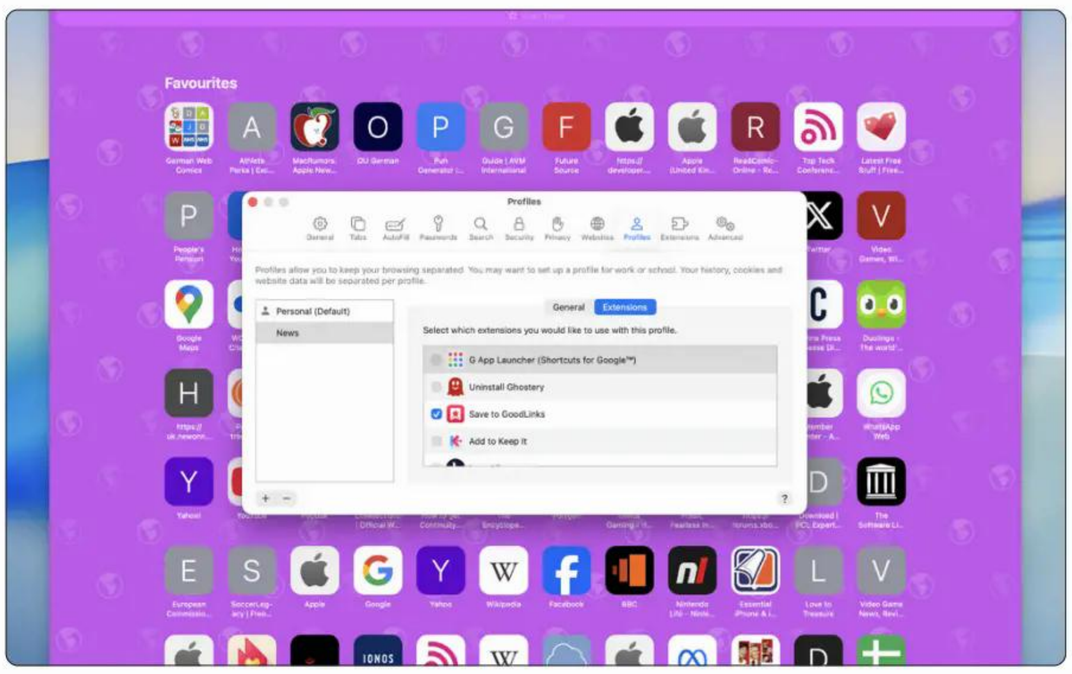
1 You can divide your browsing into profiles, allowing you to divide your saved websites into groups such as 'Personal', 'Work' or 'School'. Each Profile has its own favourites, cookies, browsing history, Tab Groups, Safari extensions and website data.



2 In the Safari app, click 'Safari' on the left-hand side of the top bar. Select Settings. In the Settings window, click the Profiles icon, then the Start Using Profiles button. Choose a name, an icon and a background colour for it from the options available.

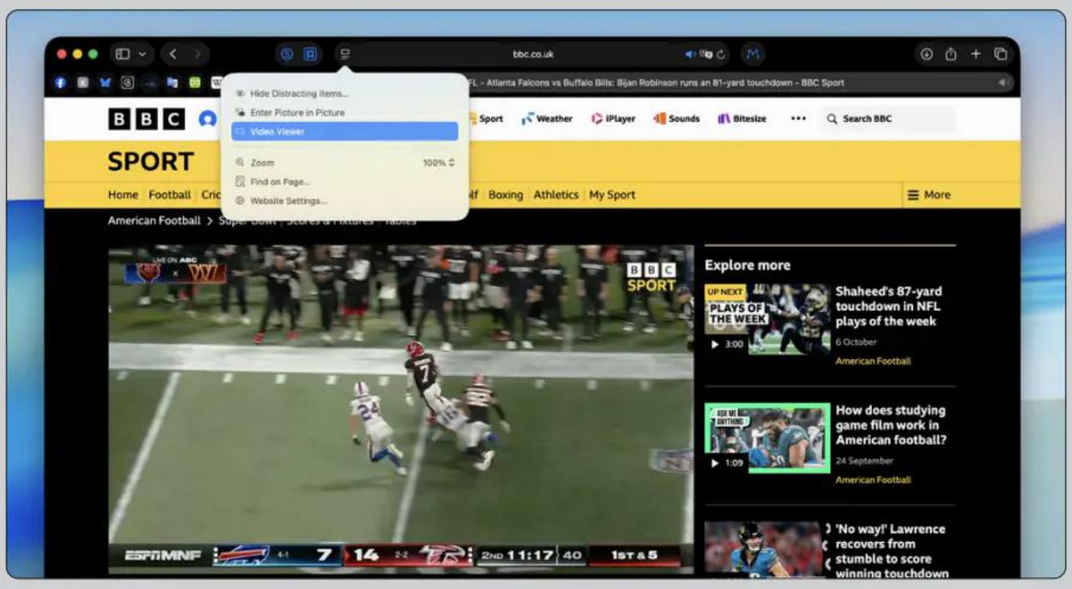


3 You can create a new Favourites folder for bookmarks to go with this profile, or if you already have a folder containing the bookmarks you wish to use, click Use Existing Folder and select it from the menu that appears. When finished, click Create Profile.

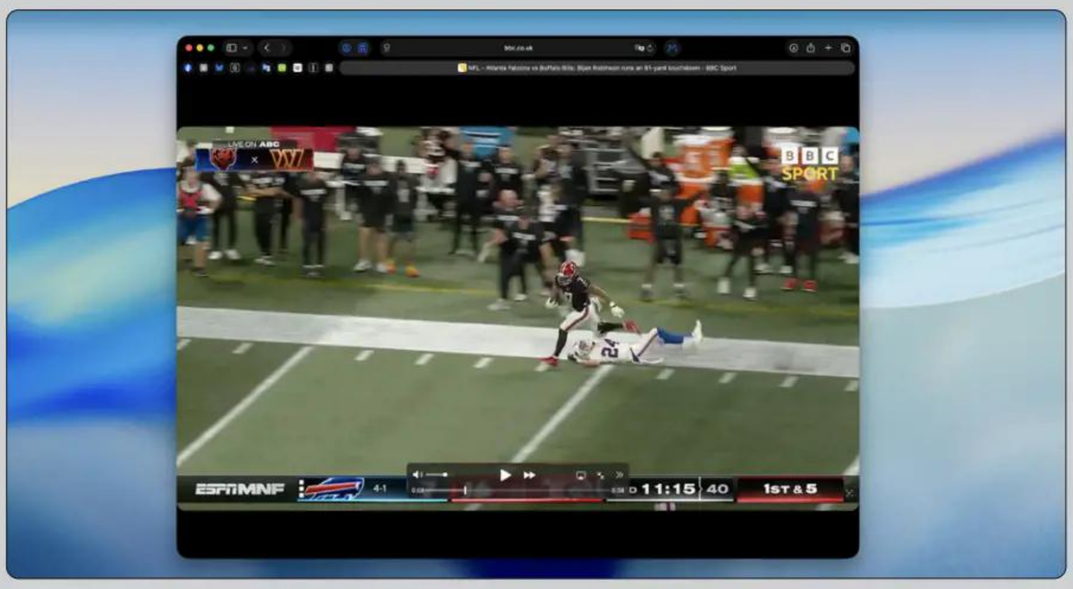


4 You can make customisations on the next window (open it at any time using Safari > Settings > Profiles). Click Extensions and choose which extensions are active with the profile selected on the left. You can also add and delete profiles from this window.

Safari Viewer



When Safari detects a video embedded into the webpage you're currently viewing, the Viewer feature lets you put it front and centre. Just click the icon in the left-hand side of the URL bar again, and the video springs out as a separate window.



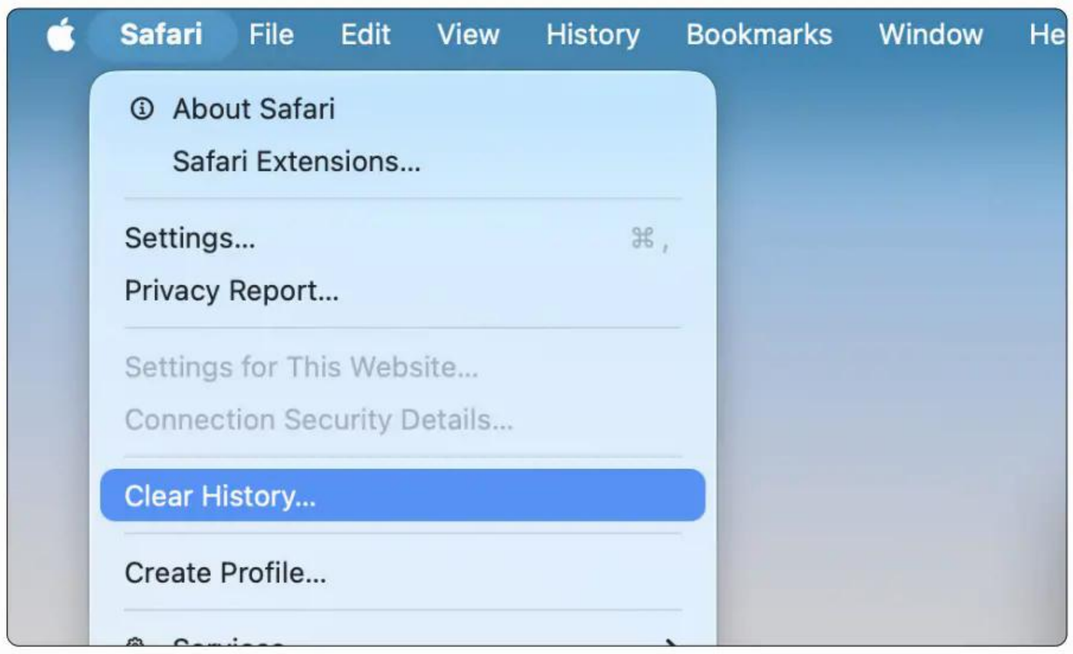
Drag your pointer onto the video window and the controls appear, allowing you to play/pause, fast forward or rewind, scrub through the video and more. If you click away from the video, it automatically moves into a picture-in-picture window.

Getting More from Safari



Tabs Audio Indicator

If a tab is playing audio, it has a speaker icon on its right. Click this to toggle the sound on and off without having to open the tab. Right-click on the icon for an options window, which lets you mute more than one tab at once, or use Picture-in-Picture.



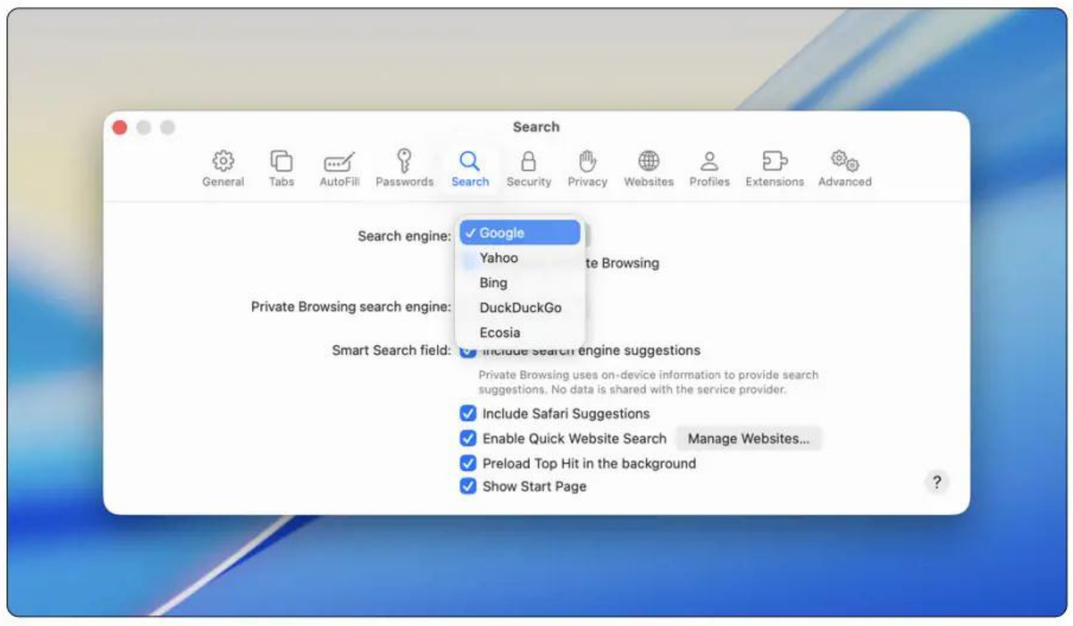
Clear Browsing History

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



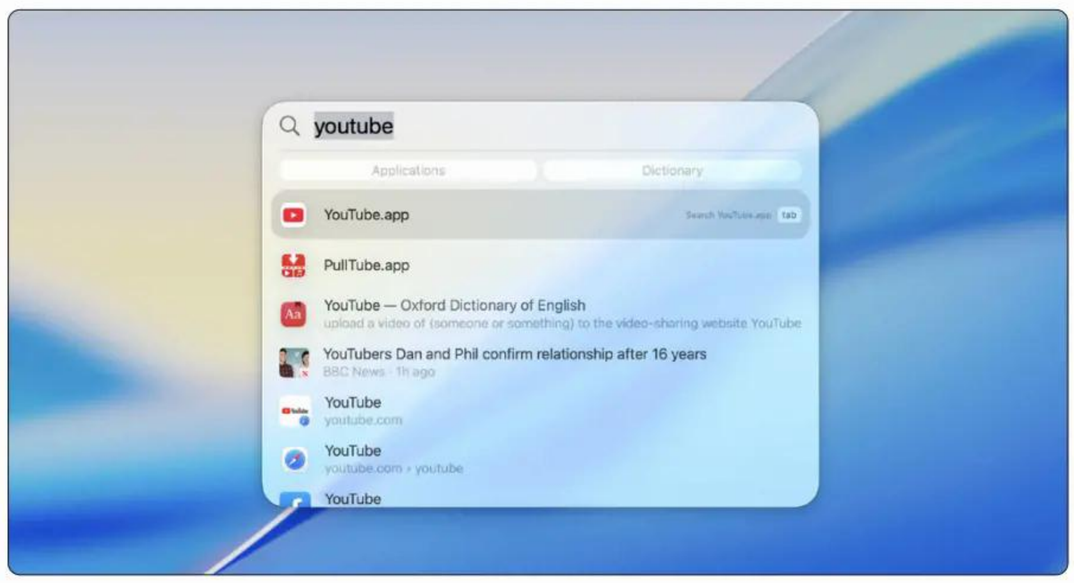
Suggested Passwords

When setting up a log-in account in Safari, the app suggests a strong password for you. If you choose to use it, you can edit it in case it doesn't fulfil the site's specific requirements. You can review all of your web passwords by opening Settings in the Safari menu, and clicking on Passwords in the toolbar.



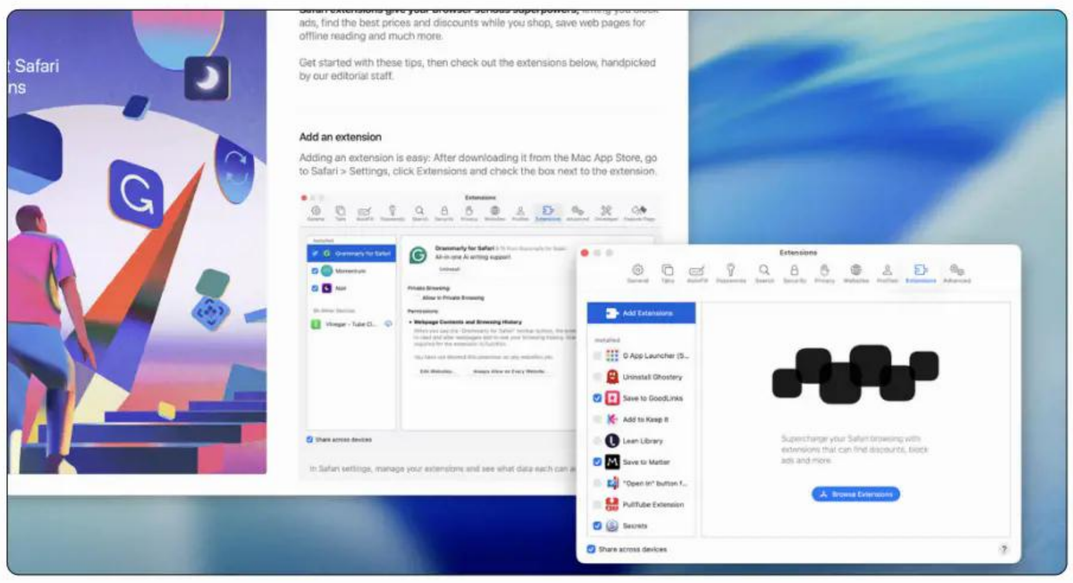
Change Your Search Engine

To change the search engine Safari uses by default, select Settings from the Safari menu. Click on the Search tab and from the pull-down select the search engine you want to use. You can use different search engines for regular browsing and for private browsing if you wish.



Integrated Spotlight Search

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



Safari Extensions

To add extensions to Safari to expand its functionality, open Safari's Settings window (Safari > Settings) and select Extensions. Click More Extensions to access the App Store's extensions page, from where they can be installed. Your extensions are synced across your Apple devices through iCloud.

Mail
Send & Receive Email

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

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

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

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

4 The three-dots icon allows several options, like viewing contact pictures and showing Mail categories.

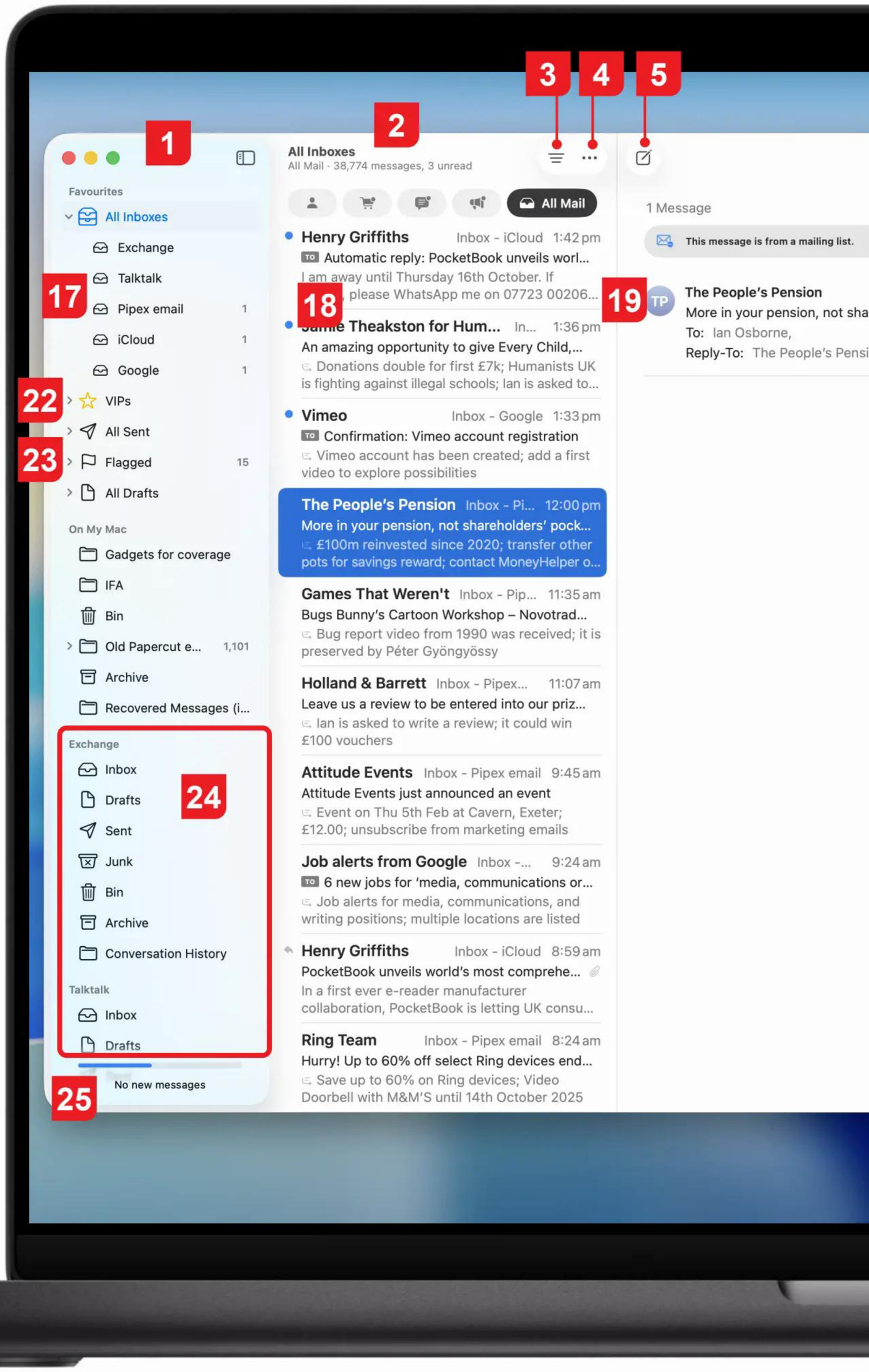
5 When you want to write a new email from scratch, click on this button to open a blank one.

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

7 The two left-pointing arrows here is the Reply All icon. Use this button to reply to the sender of the currently selected email, but also to everyone else that received it.

8 The single arrow curling to the right is the Forward button. If you want to forward an email to a third party, that is, not the person who sent it to you, use this.

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



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

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

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

13 Click the flag to mark the currently open email with a flag of this colour. Click the chevron next to the flag for a pull-down menu that lets you select a different flag.

14 To search for a specific subject, person or word/phrase use the field here.

15 If your Mac is recent enough to offer Apple Intelligence, click the Summarise icon here to see a summary of the email.

16 If the email is from a mailing list, you can click this button to unsubscribe from future mailings

17 These are email inboxes and as you can see, we have four email accounts set up in Mail; however, you can have more or fewer if you prefer.

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

19 If you have a picture of the email's sender in Contacts, it appears here. If not, it's a grey circle with initials. To the right is info about who sent and received the open email, and its subject.

20 Hover over the top of the open email and icons from the toolbar are repeated. Their function is the same.

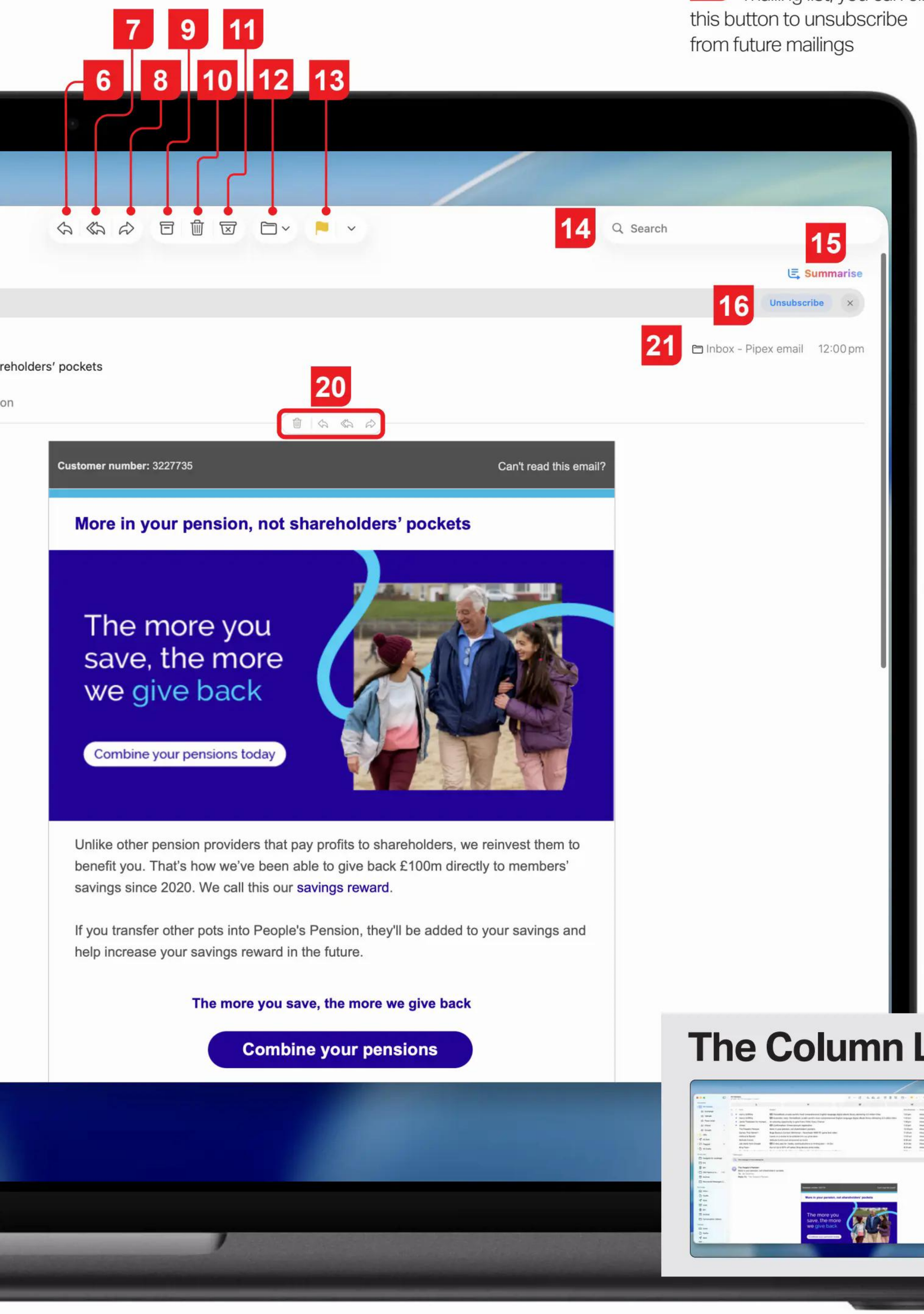
21 Information about what mailbox the open email is in, what time it was received and the paper clip shows it has an attachment.

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

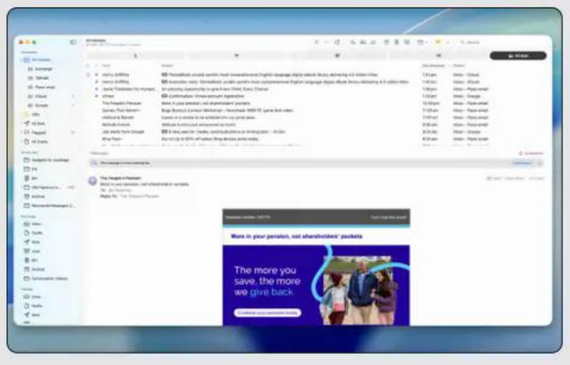
23 Here you can access emails you've flagged, or those you have sent from your email accounts.

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

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

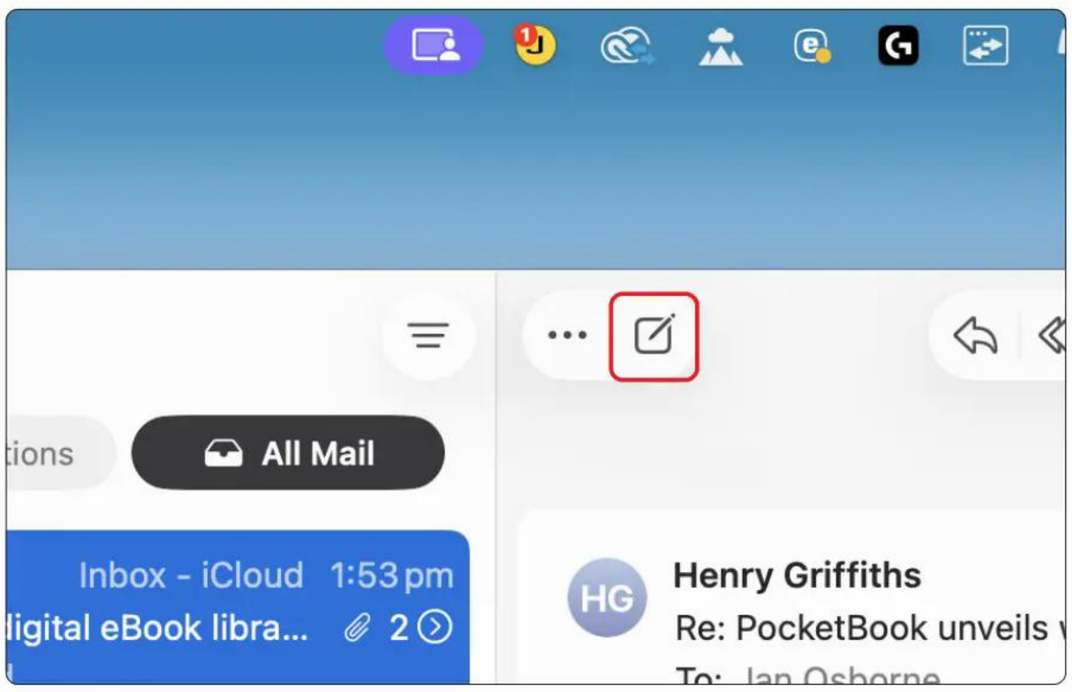


The Column Layout

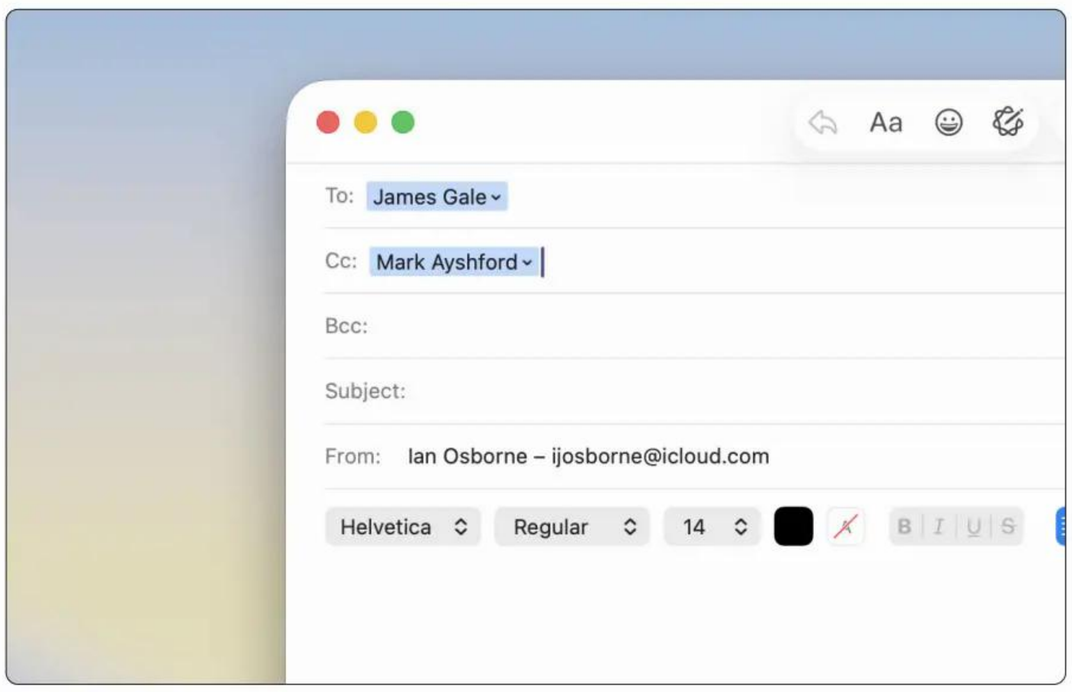


To use the old-school, column-based layout, in the View menu, select Use Column Layout. Repeat this step to revert to the modern layout.

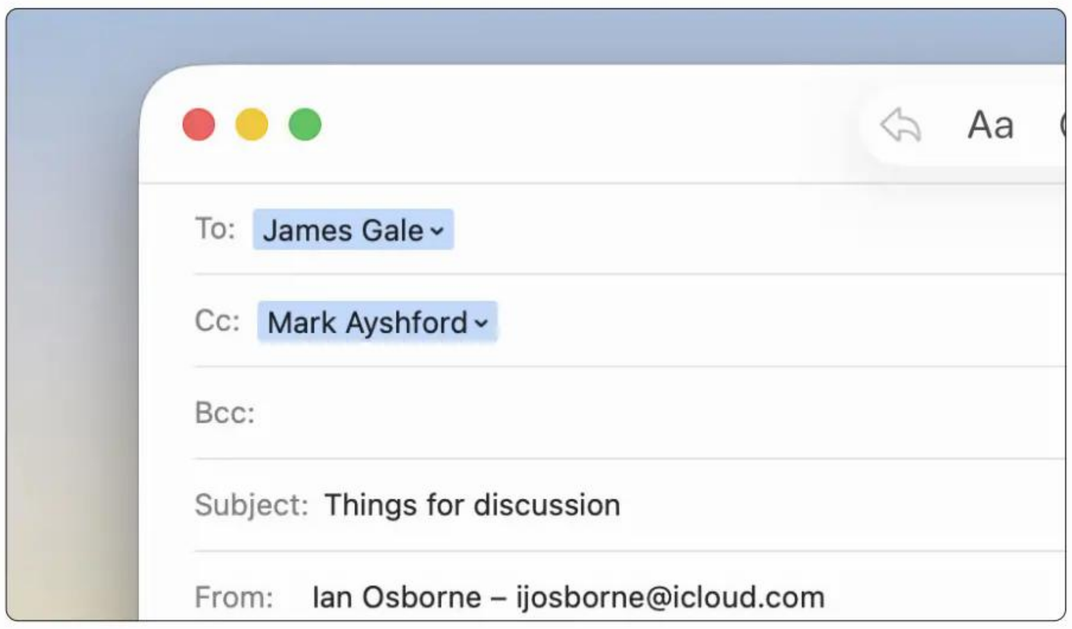
Sending a New Email



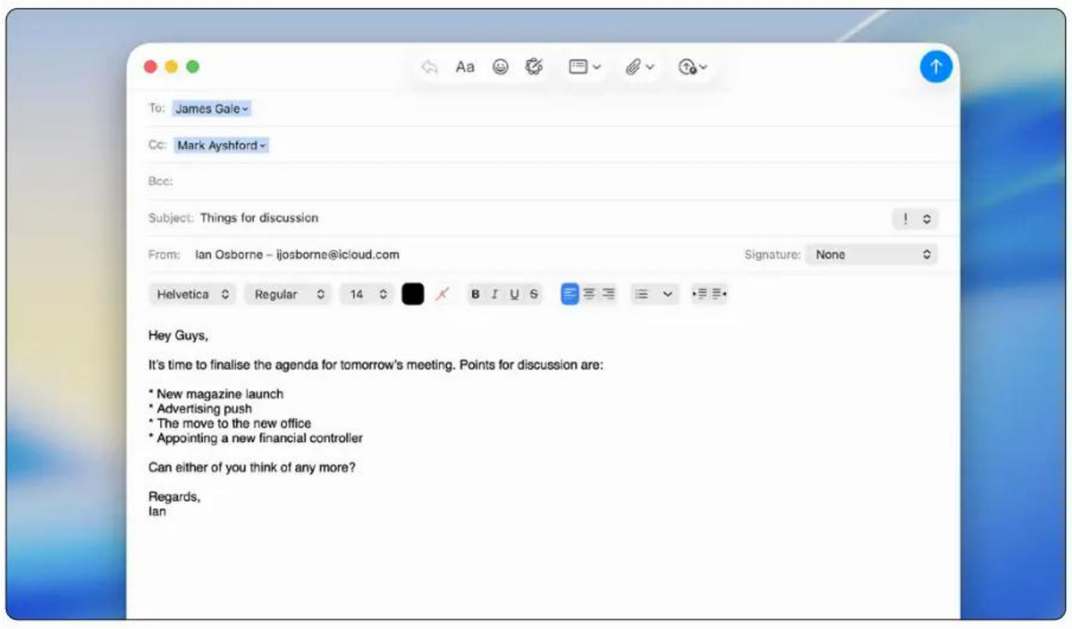
1 Here we show you how to open a new, blank email, write a message and send it to a given email address using the Mac's Mail app. To open a new email, first click on the Compose New Message icon in the toolbar on top of the window; the one that looks like a pen writing on paper.



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

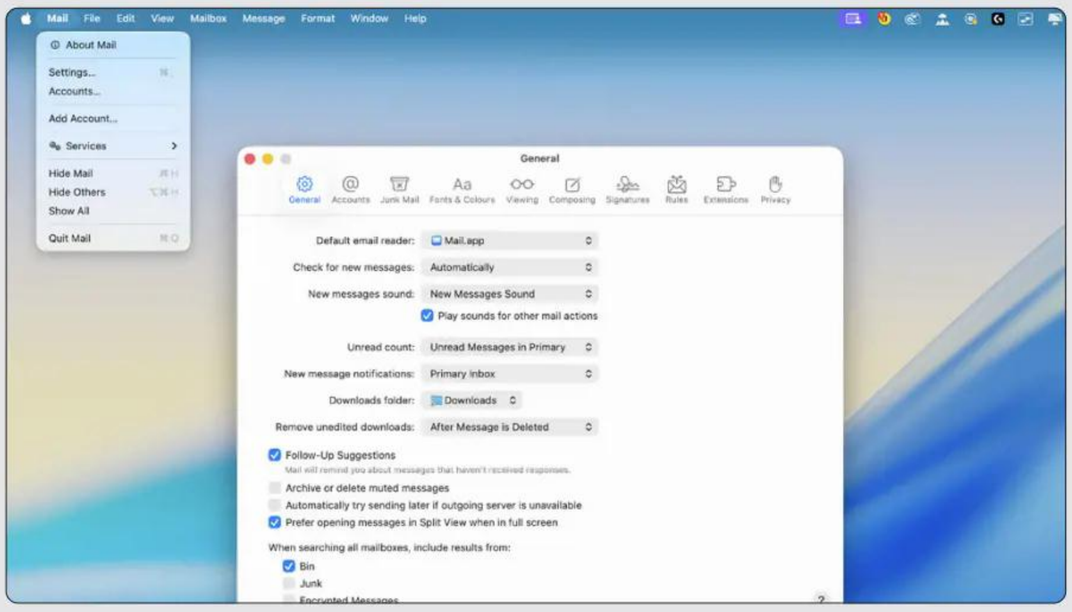


3 It's always a good idea to put something in the subject line, even if it's just 'Hello!'. Type the body of your message in the large space below. An email can be as long as you like and you can use different fonts, colours and sizes if you really feel the need.

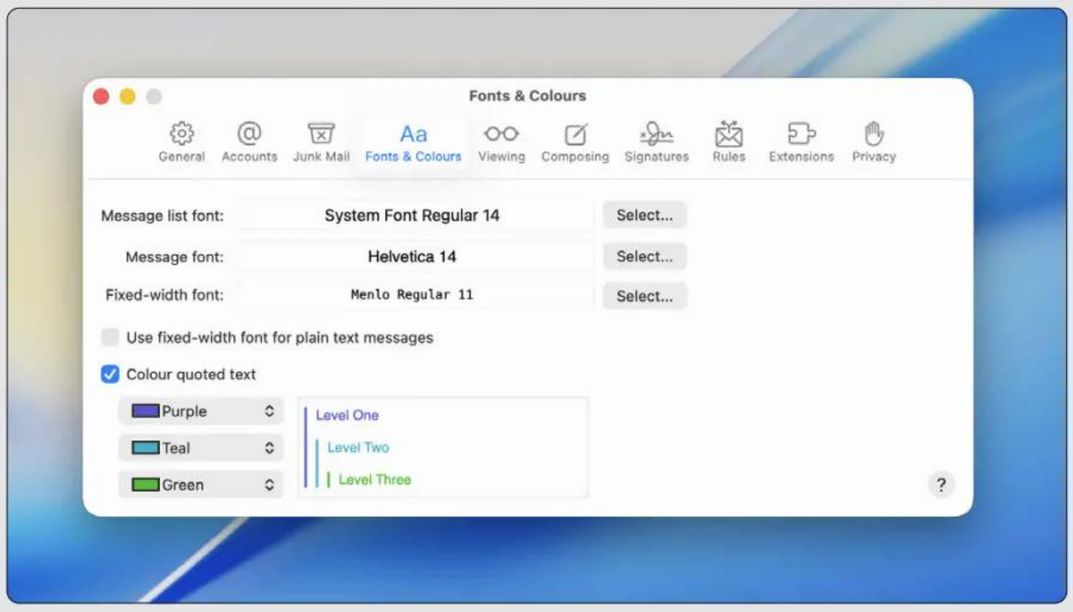


4 Once you've finished typing your letter, click the Send button in the top left corner of the email panel to send it on its way. Email is usually sent very quickly, and your addressee should receive it within a couple of minutes, as long as there are no issues with their connection or provider.

Customising Mail



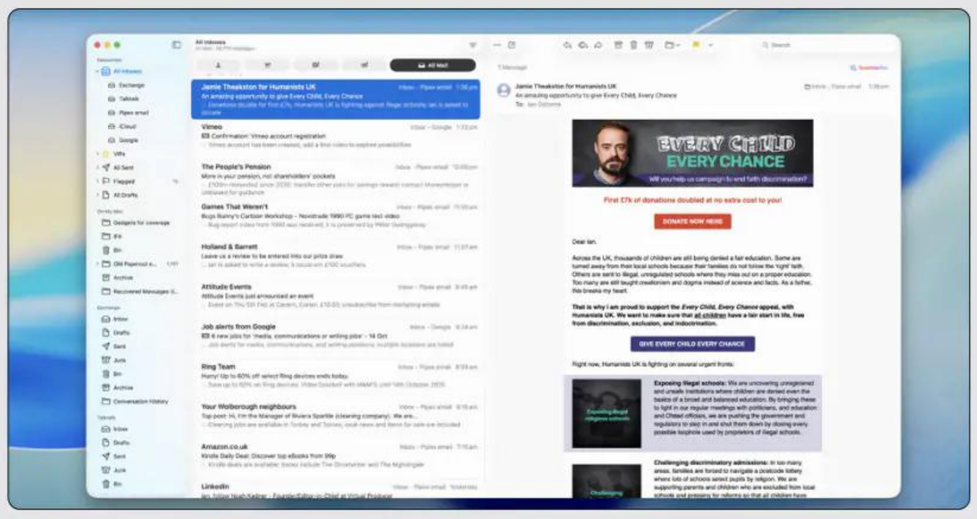
You can customise your Mail app by opening it and, in the Mail pull-down menu, selecting Settings. Under the General tab, you can set an interval to check for new messages, decide where downloaded attachments go and more.



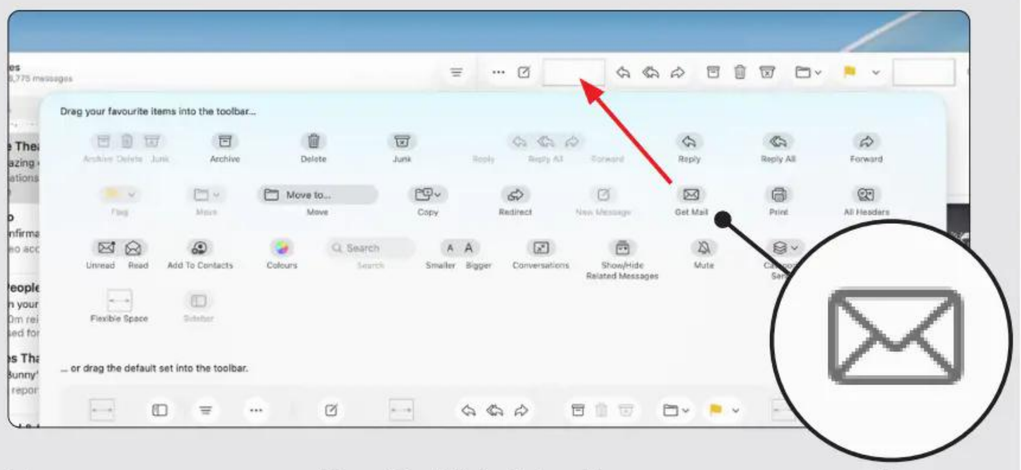
The Fonts & Colours tab lets you change the fonts and text size used with incoming emails and change the colours of quoted text. Explore the Mail settings and set up how you choose, but be careful with the server settings.

Receiving Email

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



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



For some reason, the Get Mail button was removed from Mail in Tahoe. To get it back, right-click the toolbar and choose Customise Toolbar. Find the Get Mail icon in the picker, and drag it onto the app's toolbar.



Replying to & Forwarding Email

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



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



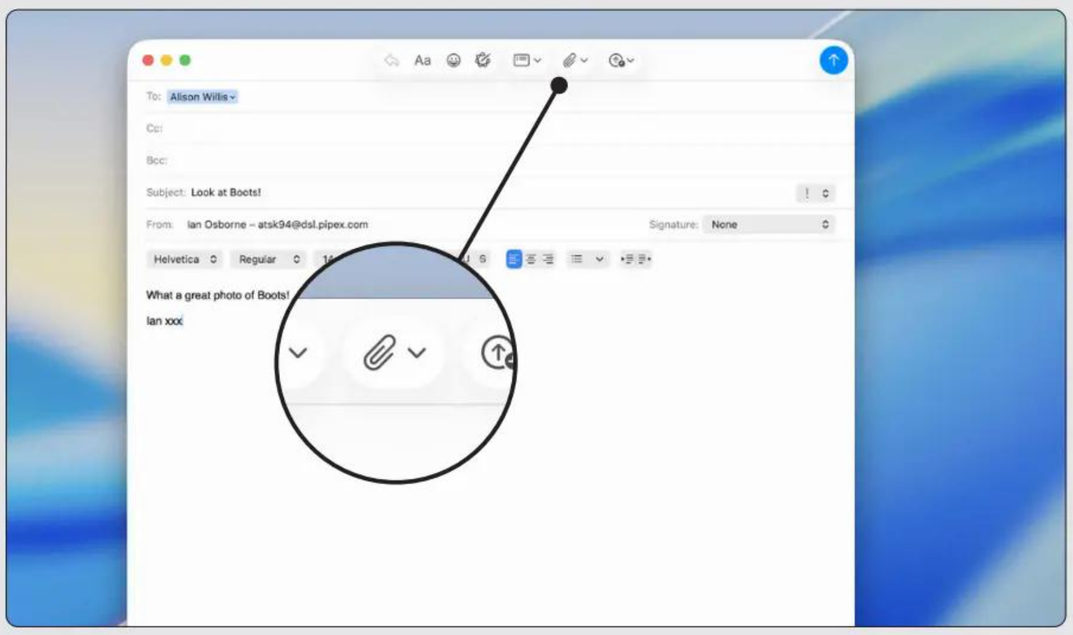
Next to the Reply button is a similar button with two left arrows on it. This is the Reply All button; use this with extreme care. If you have been sent an email that has also been sent to a number of other recipients, hitting Reply All will send your reply to everyone who received the original mail.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



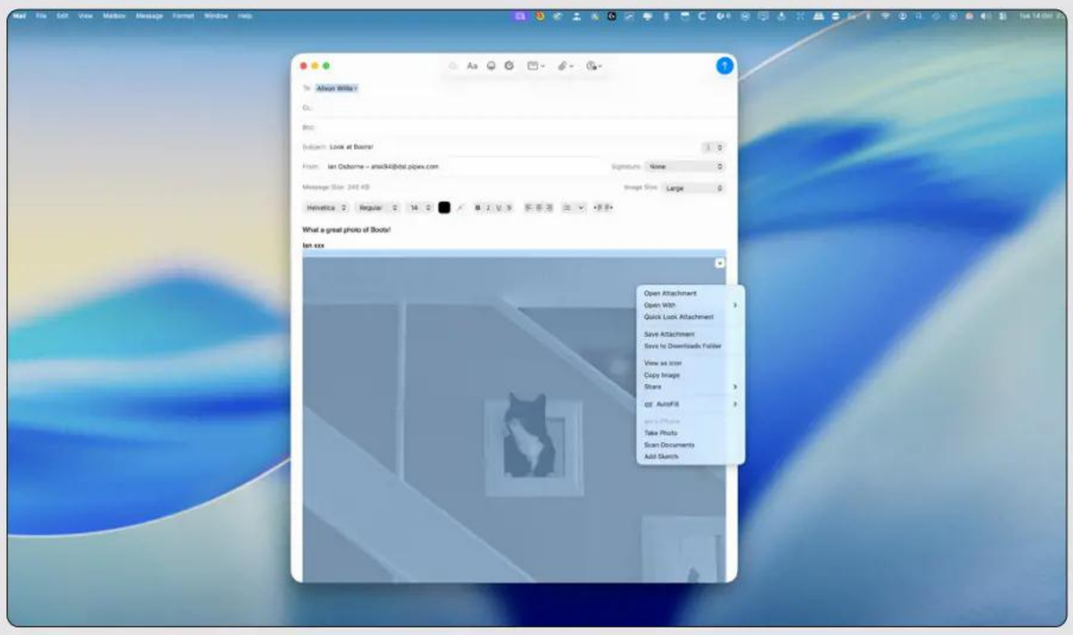
The rightmost button of these three is the Forward button, which is used to send an email you've received to another recipient. Forwarding emails is another thing that requires care; make sure that you don't accidentally send private information to someone who was not meant to receive it.

Adding Attachments

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

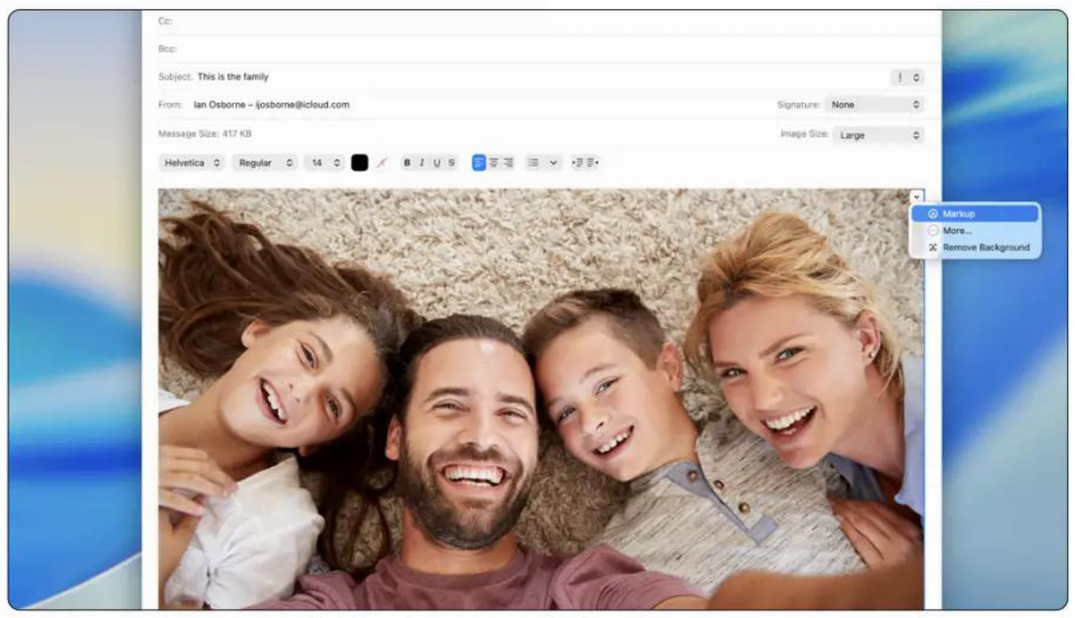


To add an attachment, first start an email (or reply to one you received), and then click on the button bearing the picture of a paperclip, at the top right of the email panel. This will open a Finder window, allowing you to navigate to the file or files that you want to send. Select the ones you want,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

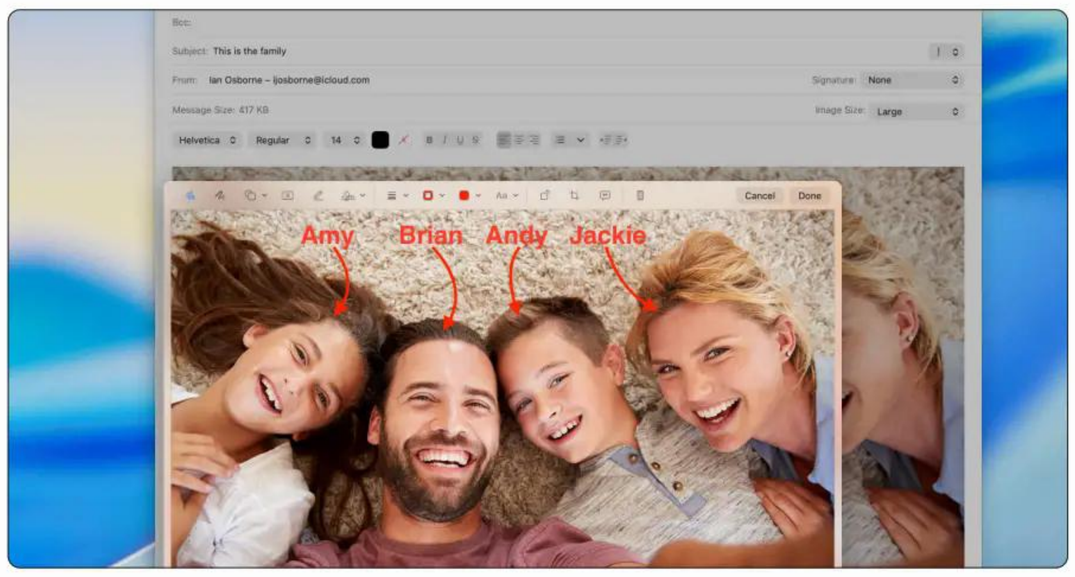


Pictures you've added as attachments are shown in the body of the email. If you don't want to display it as an attachment, right-click on it and from the contextual menu, choose View as Icon. It can still be opened by the recipient. If your email suggests you're sending an attachment but you forget to add it, you get a reminder when you try to send the message.

The Mail Markup Feature

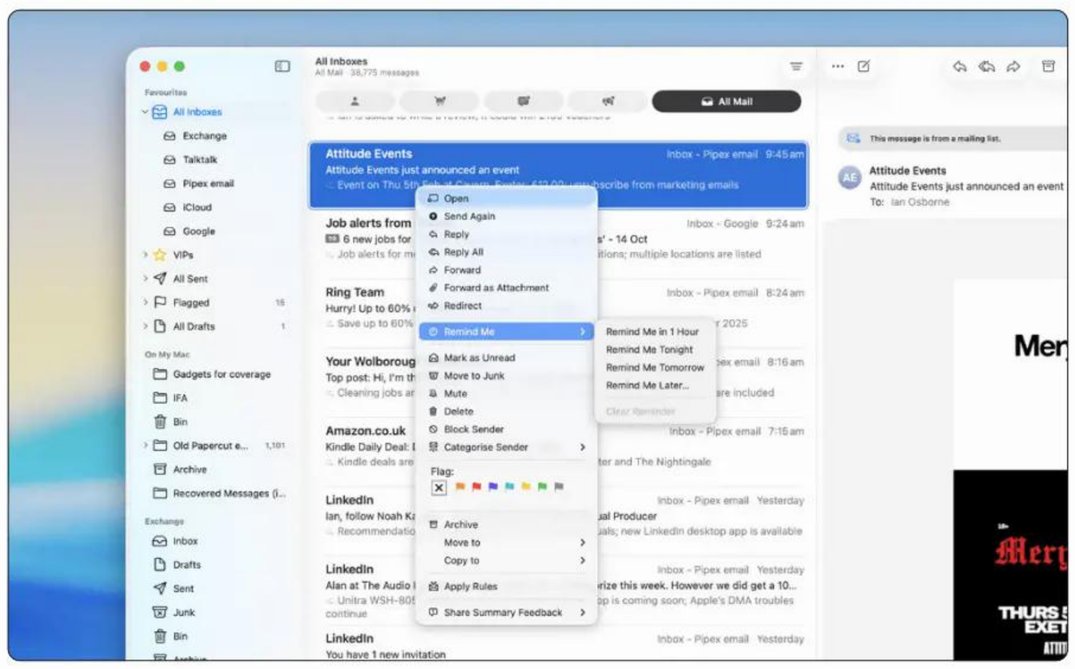


1 The Markup feature lets you add notes and scribbles to pictures that are attached to an email before you send it. Write an email and attach it to the email. Click on the image, then click the chevron in the upper right corner of the photo. Select the Markup option to open the Mail app's Markup feature.



2 Now use the interface to add text, drawings, or a range of shapes and symbols directly onto the photo, in the email environment. When you're finished, click the Done button and either mark up more pictures or send your email as normal. You can also use certain third-party apps to edit photos this way.

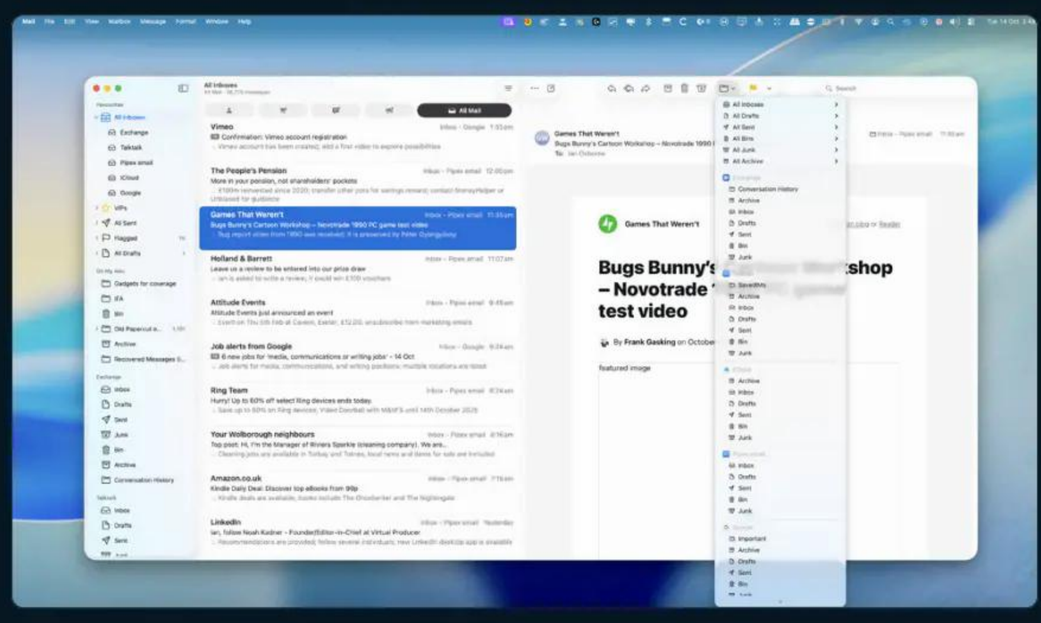
Remind Me



If an important email arrives but you don't have time to reply, use Remind Me to select a date and time for it to jog your memory. Right-click the email in the middle column, and select Remind Me. You can be reminded in an hour, tonight, tomorrow or 'later', which lets you set a custom time and date.

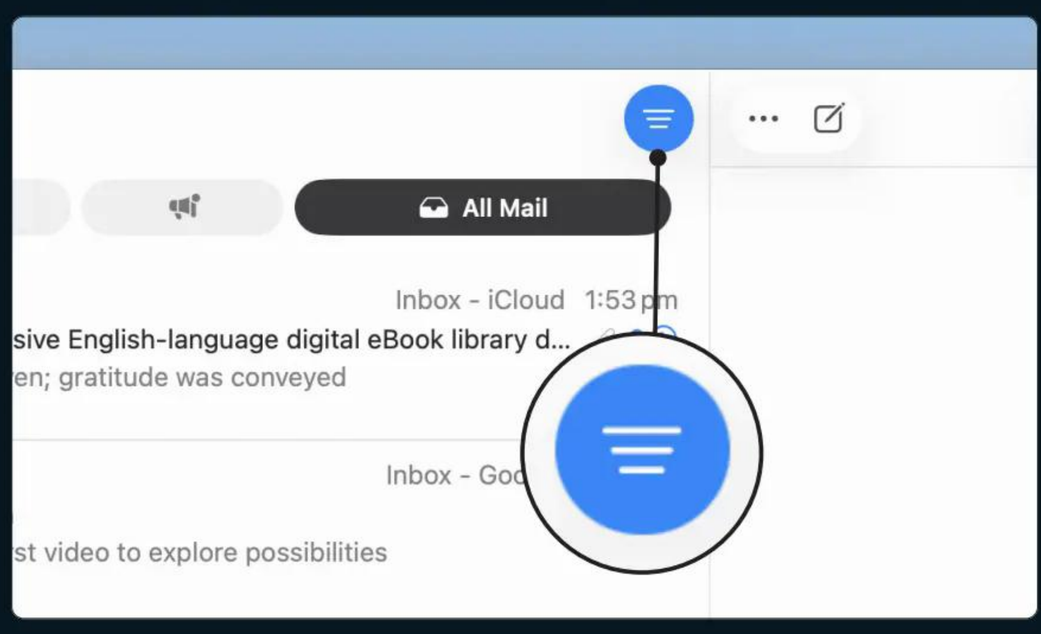
Move to...

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



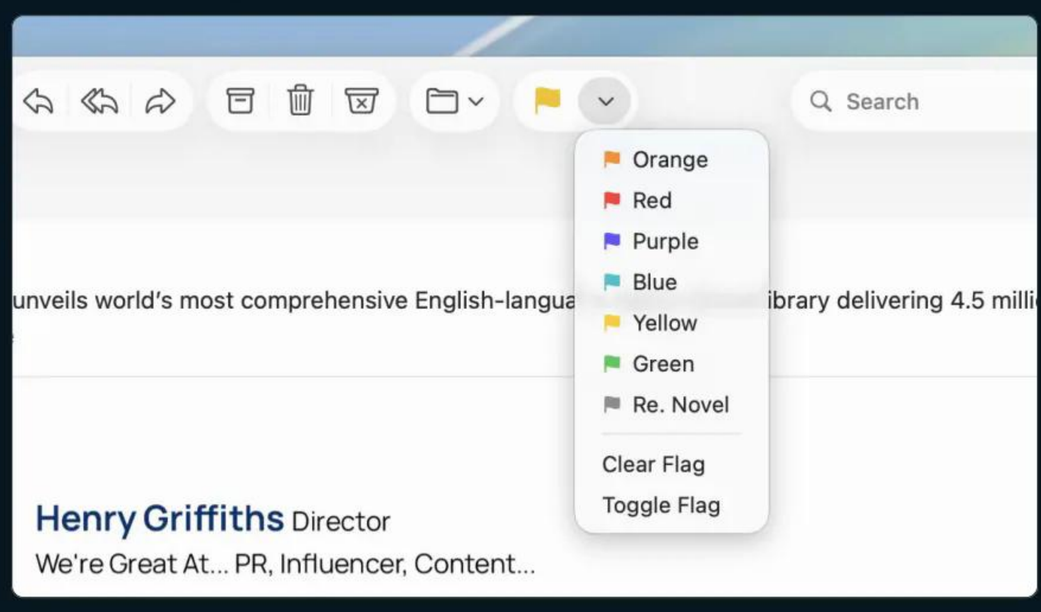
Show Only Unread Messages

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



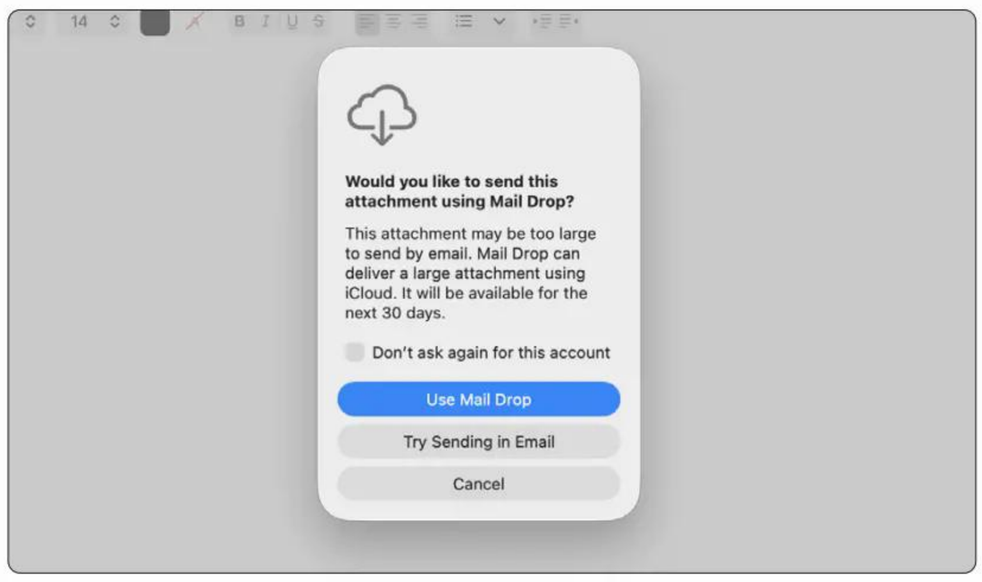
Flagging an Email

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

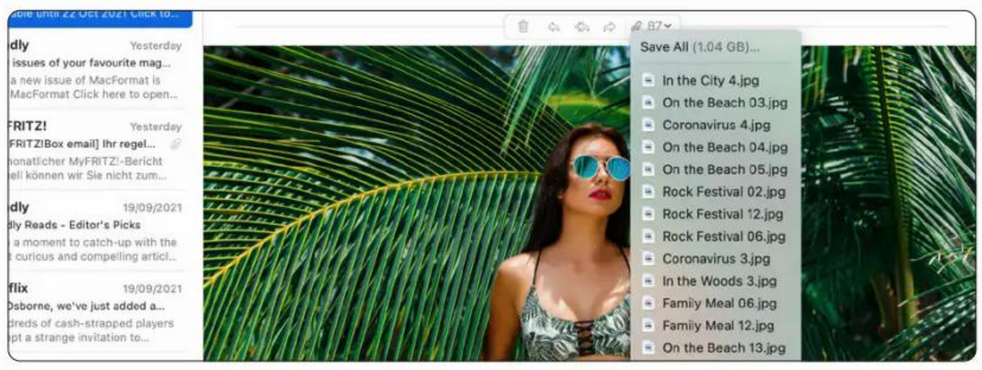


Mail Drop

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

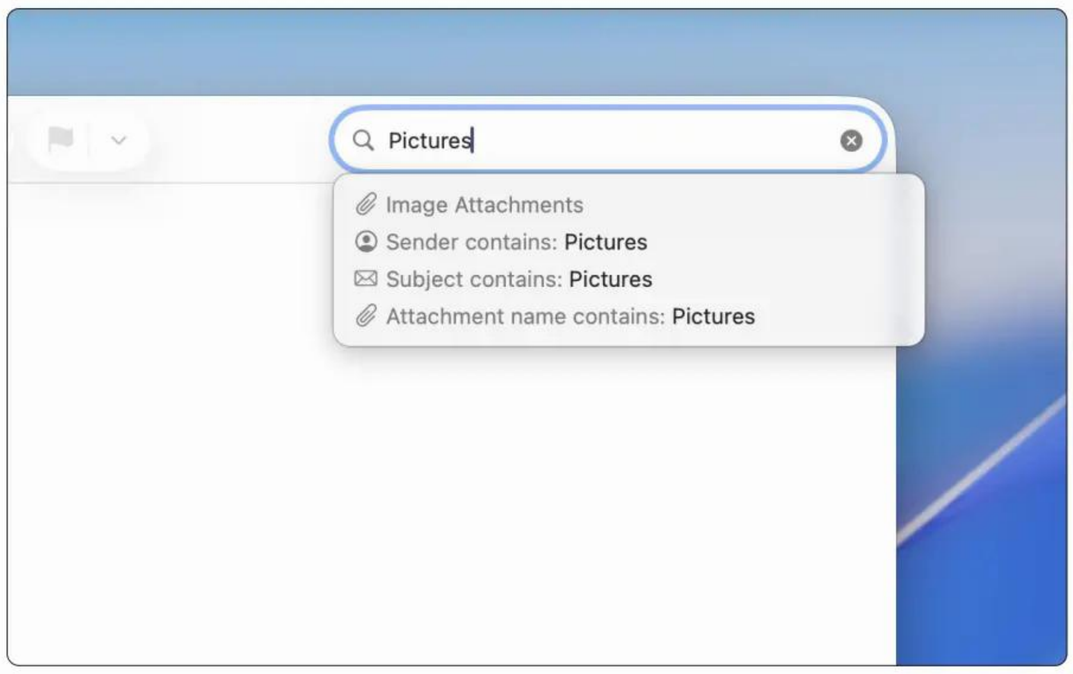


If an attachment you wish to email is too large for a regular email, it's stored on Apple's server and offered as a download instead. Depending on whether the recipient is using Mail, the attachment could appear as a download link or as thumbnails.

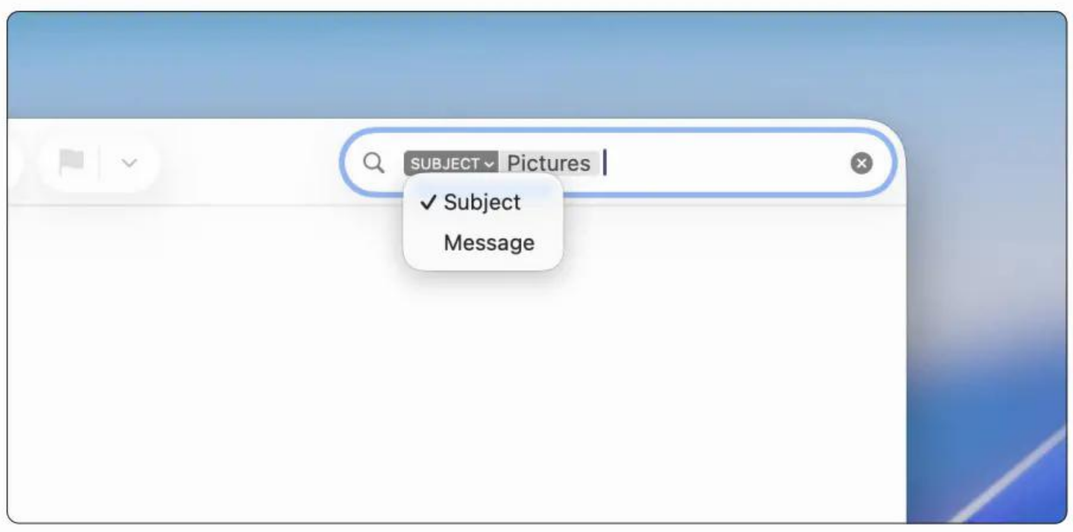


Here, we received huge photos, which are displayed as thumbnails. You can download them all by hovering over the email and clicking on the paperclip as shown. They're kept on Apple's server for a month from the date they were sent.

Searching Your Emails



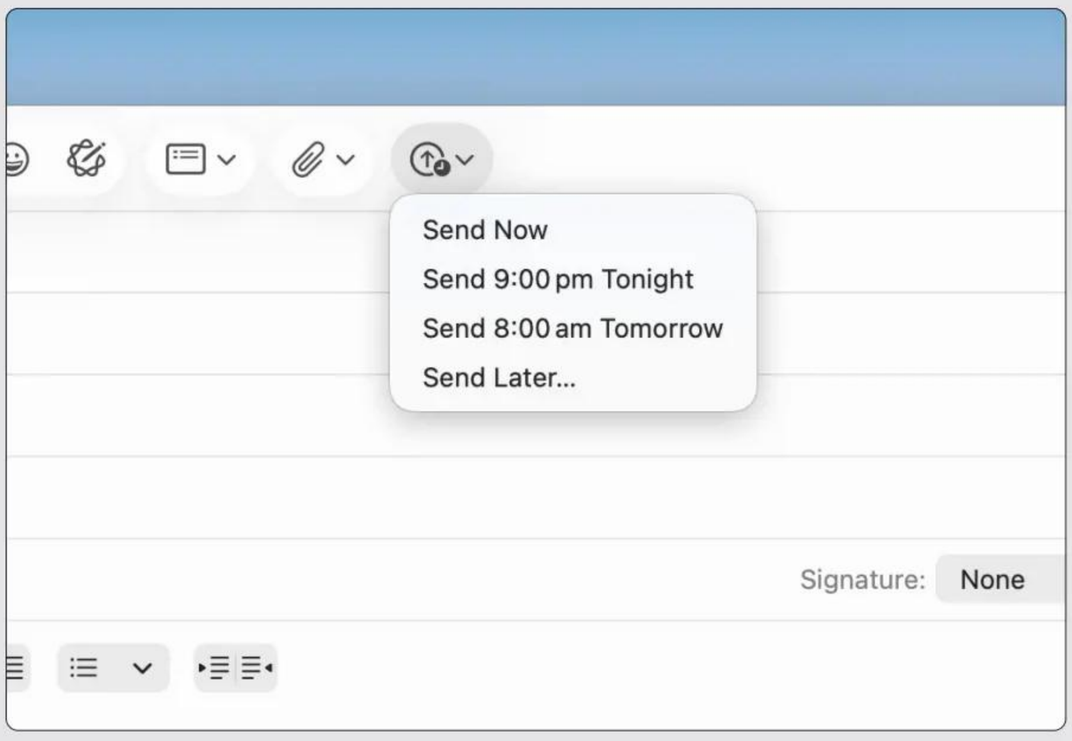
1 Click the magnifying glass icon and type your search term into the search field. Suggestions are offered for items such as people, subjects and attachments; emails that meet your search requirements are shown in the email list.



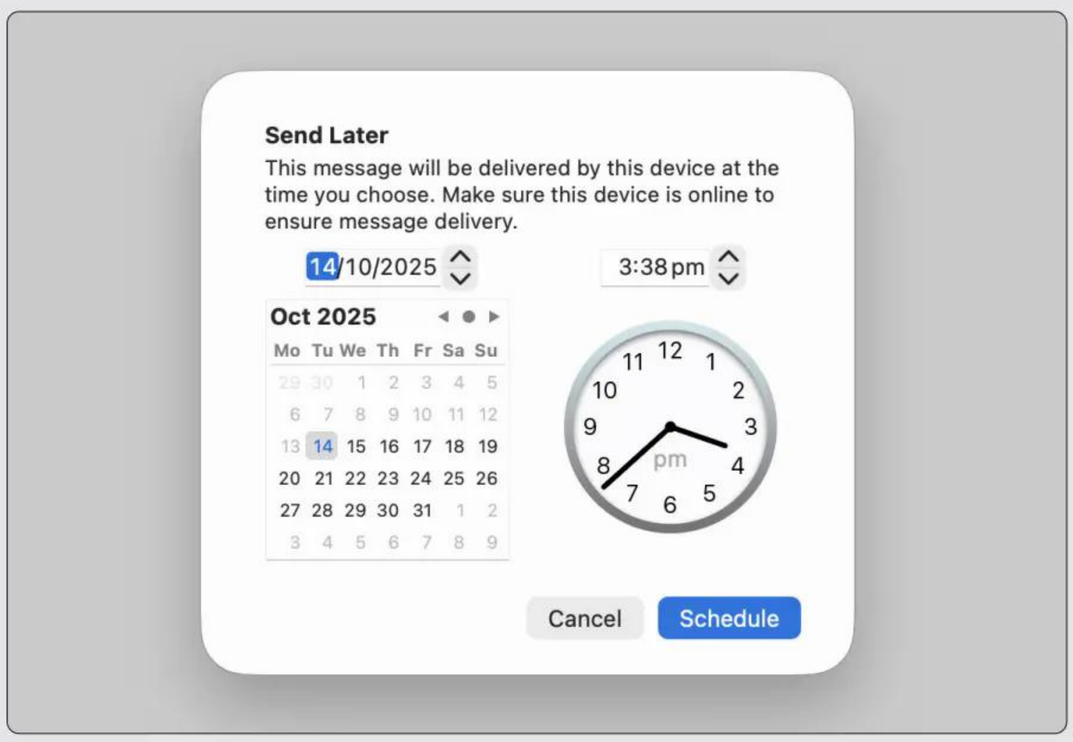
2 After clicking on one of the suggested items, you can adjust your search by clicking the first word in the field and choosing a new option, as shown here, or even adding a second search term for more advanced searches.

Scheduling Emails

In Tahoe, you can schedule when your pre-prepared emails are sent, choosing a date and time.



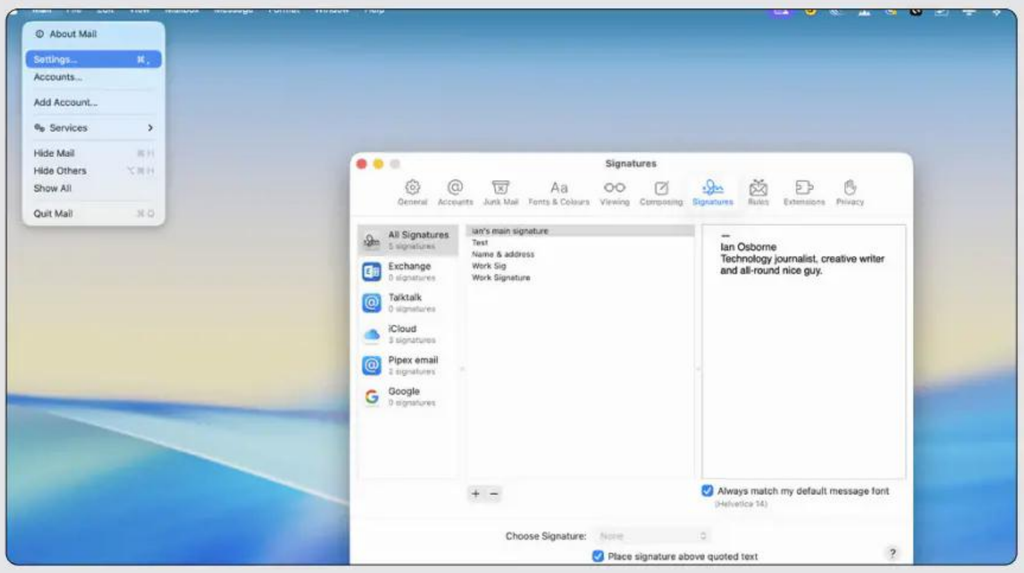
You can now prepare an email now, but send it some time in the future. First write the email in the usual way, and then click the arrow in a circle icon to the right of the Attachments icon, as seen here.



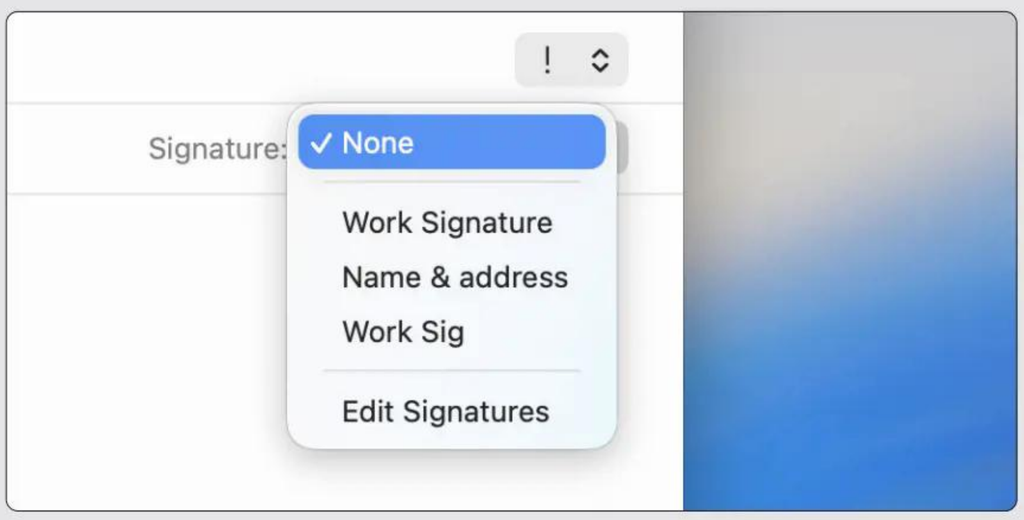
Choose to send the email in an hour, tonight, tomorrow or 'later'. Choose this last option and you get a window in which you can set a custom date and time. Use the buttons, or click on a number and type over it. When finished, click Schedule.

Using Mail Signatures

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

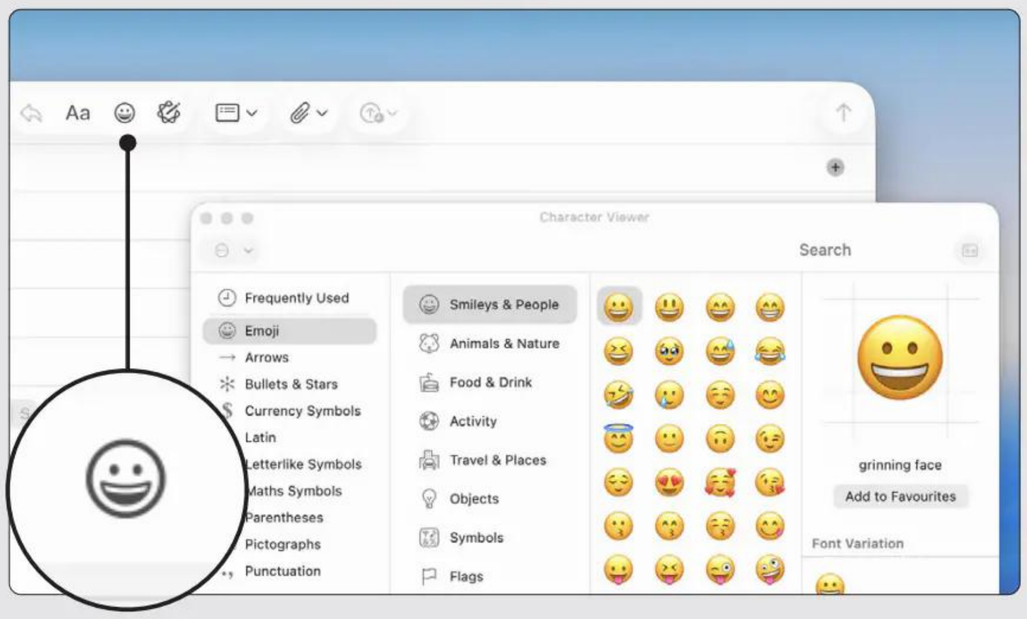


A signature is a piece of text that you can add to the foot of your email automatically. To set one or more up, open Settings (from the Mail menu), click on Signatures in the top bar and then on the account to which you wish to add a signature in the accounts on the left. Click on the '+' button under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



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

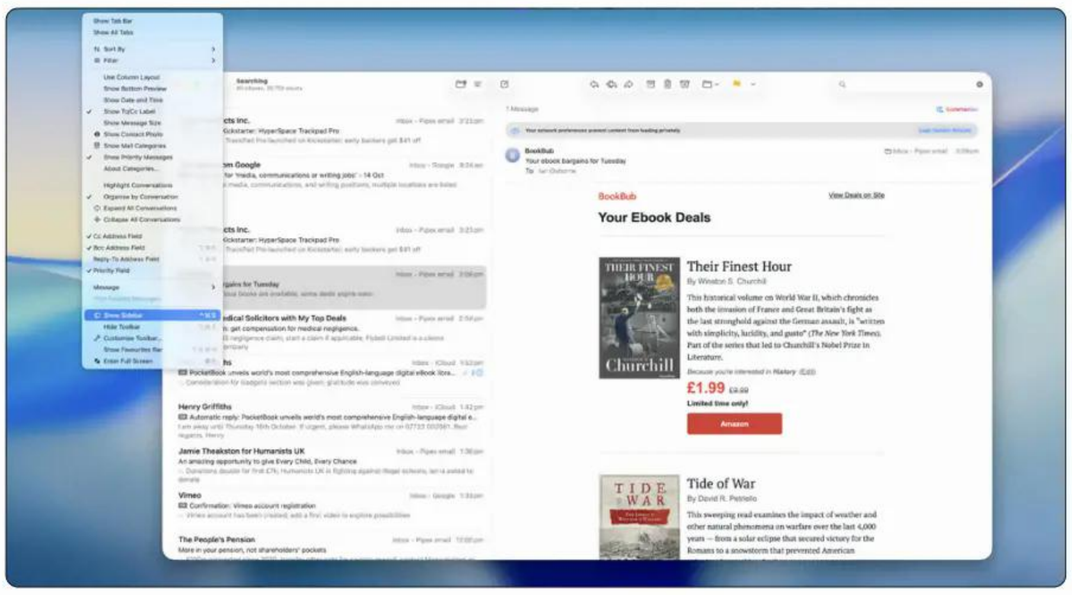
Accessing Emojis



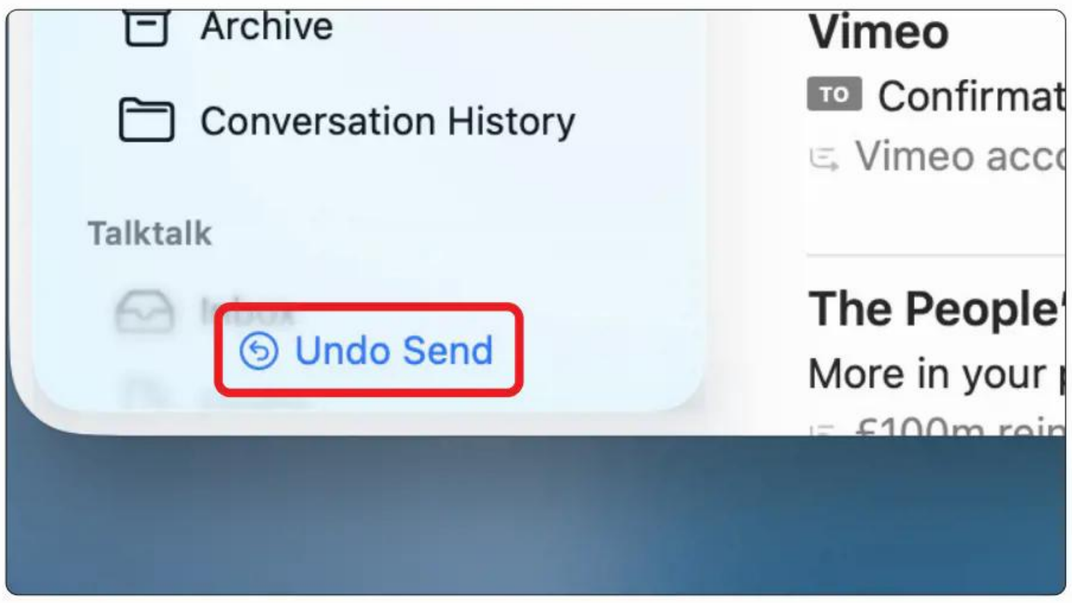
The Mail app has an emoji picker to use when writing an email. Click on the smiley face in the toolbar and you get a choice of emoji to add to your email. To add it, just click on the one you want. Scroll up and down, or click the icons at the bottom for more choices.

Unsend an Email

Ever sent an email and spotted a mistake in it just as you pressed Send? You can now recall it, if you're quick.

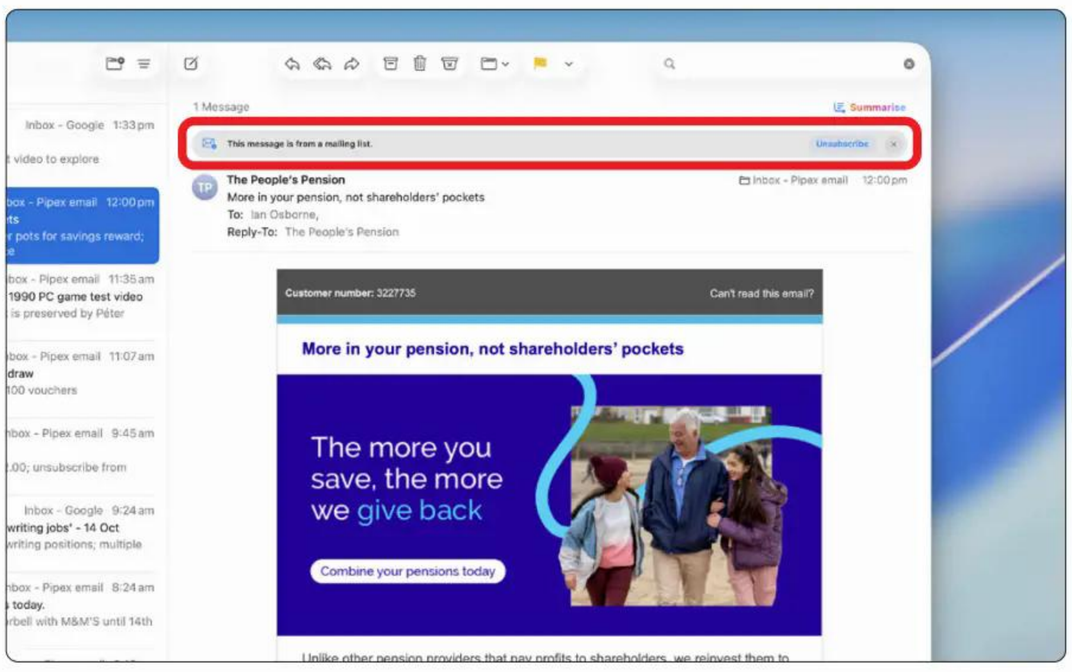


1 First of all, make sure you have the sidebar open. The sidebar is the one on the left, next to the incoming emails list. If it's not there, select Show Sidebar in the View menu, or press ctrl-cmd-S. The sidebar will then appear.



2 When you send the email, a link labelled 'Undo Send' appears at the foot of the sidebar. You have ten seconds to click this link; when you do, the email reappears so you can edit it. If it's not there, it's too late to recall.

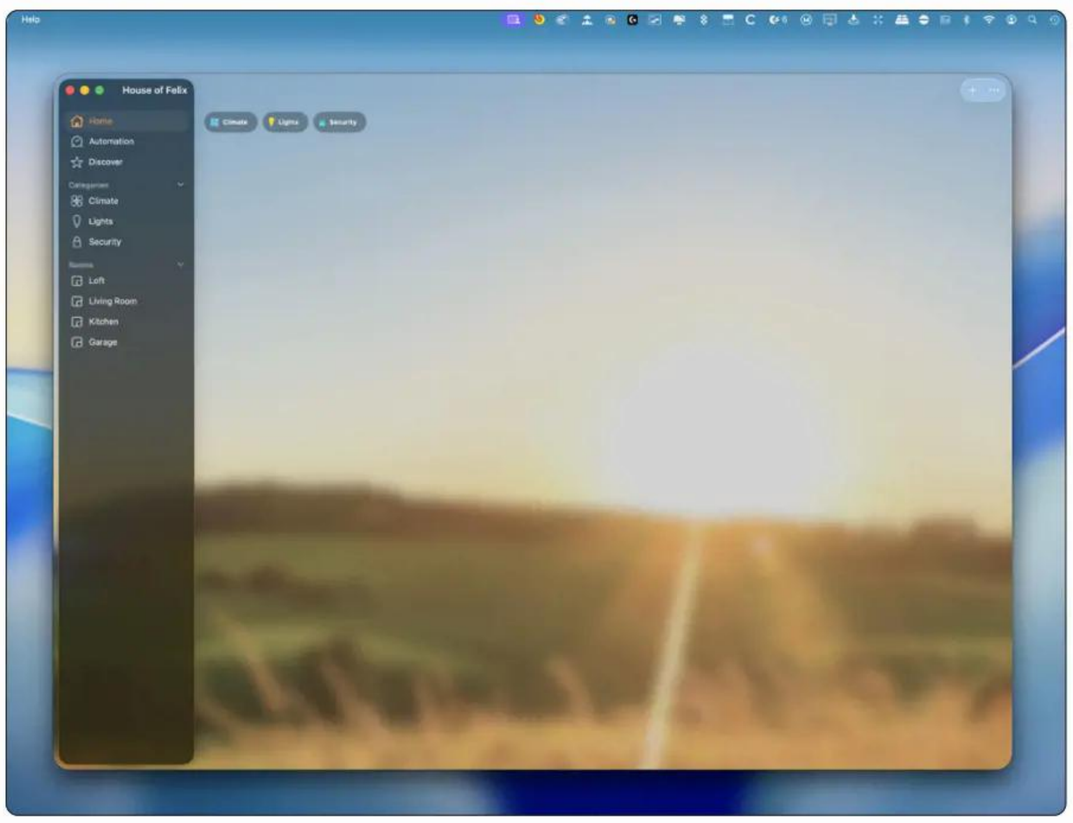
Unsubscribe



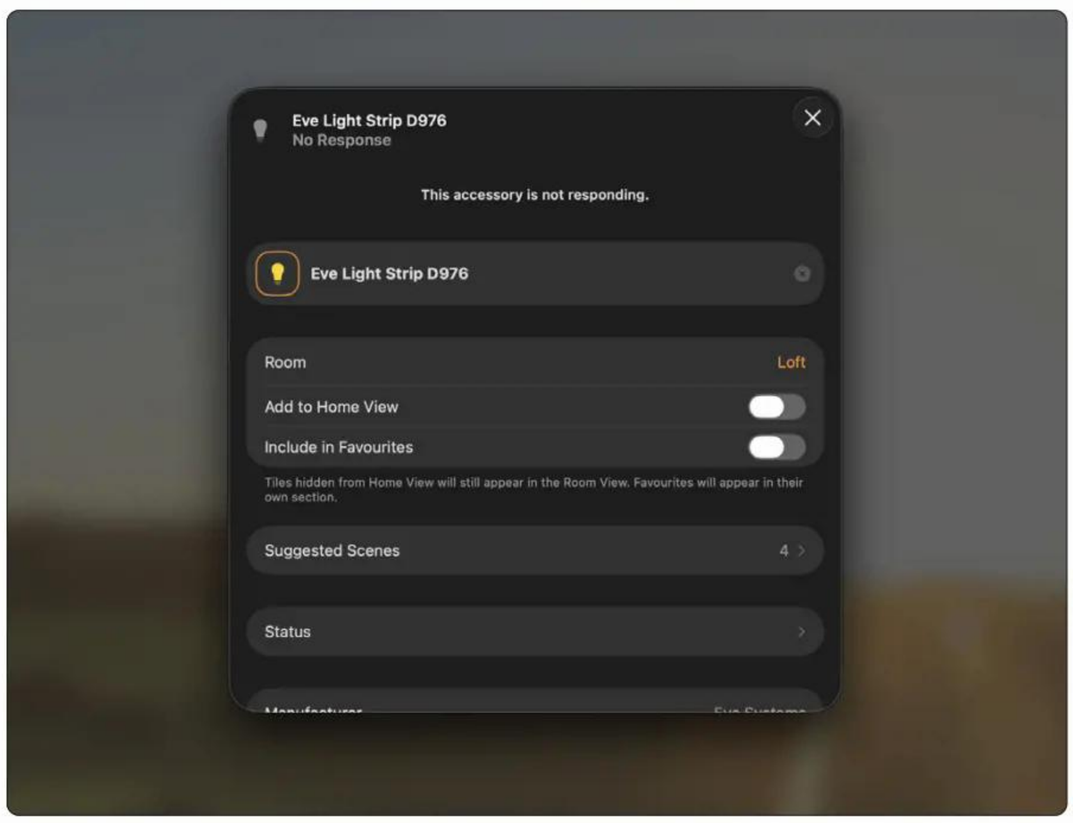
If an incoming email is from a mailing list, the Unsubscribe link now appears right at the top of the email. Click the Unsubscribe link to stop this mailing list from sending you emails in the future.

Home
For the Smart Home

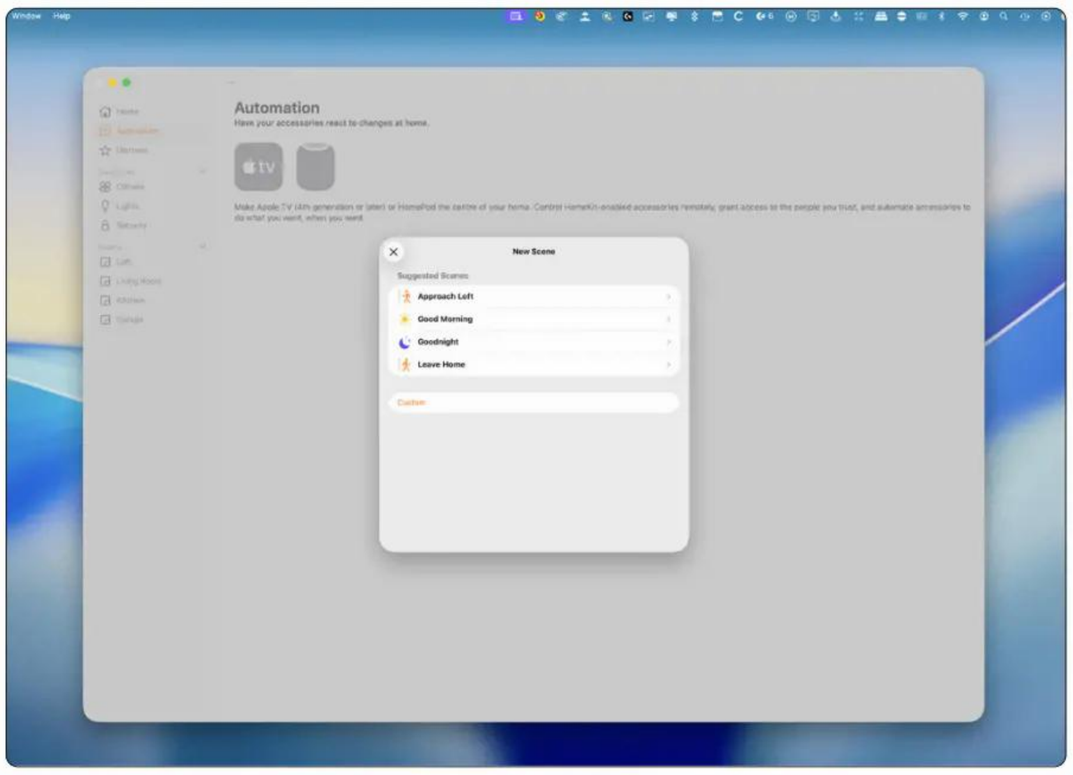
Apple's HomeKit gave developers the means to control compatible household gadgets from devices such as the Mac, iPhone, iPad and iPod touch. Your connected gear can be controlled under one application. Automations can also activate multiple devices with a single instruction.



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



2 After adding some devices using your iOS device, you can access them through Home on the Mac. Right-click a device's window and click the cog (bottom-right) for the Settings, and you can change the room they're assigned to.



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

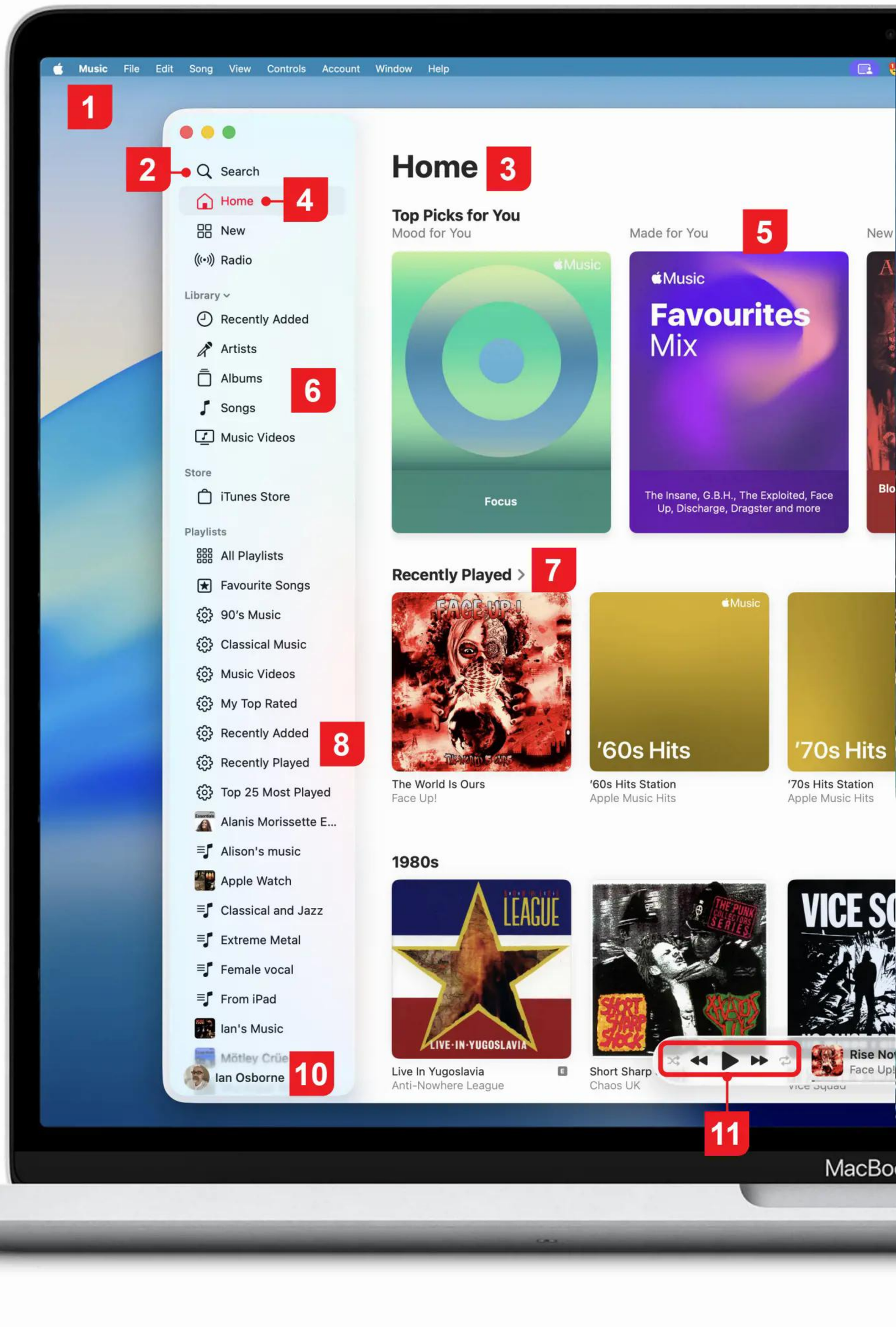


4 For example, you can use the Home app to control and configure speakers that are compatible with HomeKit. Naturally, Apple's own HomePod, pictured here, fits the bill but there are plenty more.

Music
Play Your Tunes

The Music app is great for enjoying all your sounds on the MacBook. If you subscribe to the Apple Music service, you can stream from over 100 million tracks and numerous online radio stations. You can rip your CDs and store them on your Mac, and you can also compile your own playlists.

Subscribers to the Apple Music streaming service can listen to their sounds from the Music app. Those that don't subscribe can still use the app to listen to their CDs, ripped to their hard drives.



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

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

3 This is the Home page, your gateway to the Apple Music streaming service.

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

5 The top row of options are stations, playlists and more that are custom curated for you according to taste.

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

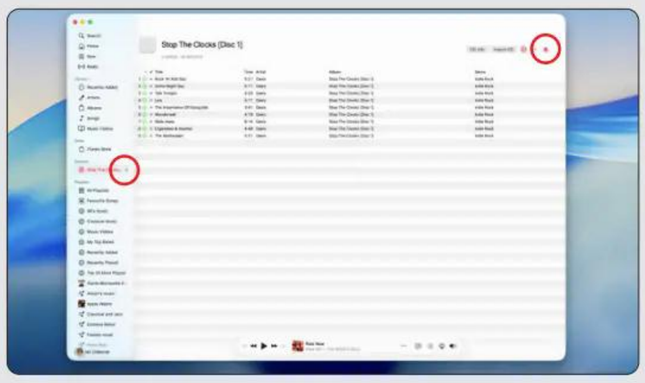
Importing Your CDs into Music



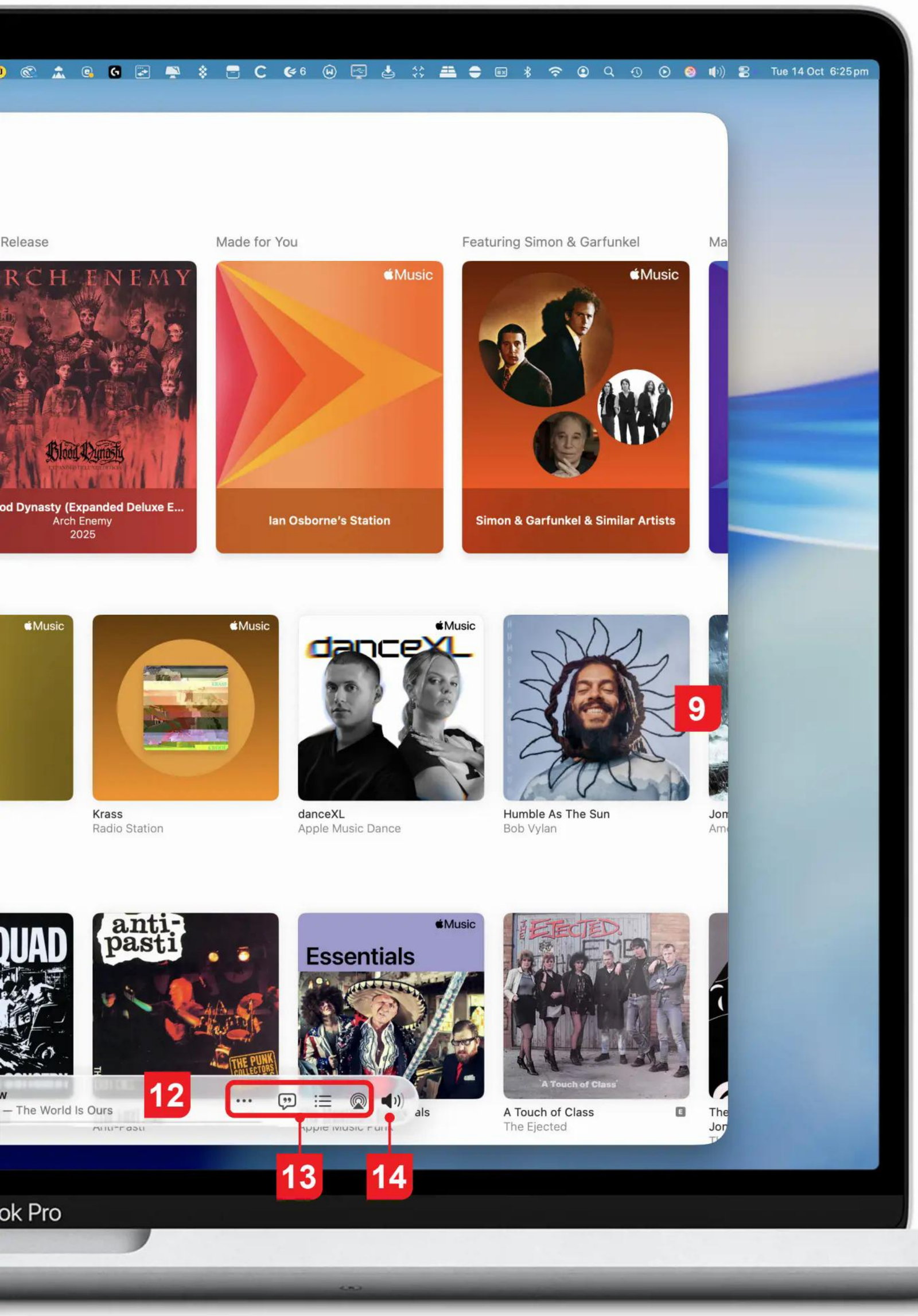
1 Insert the CD into your Mac's CD drive if it has one. If not, use an external optical drive like Apple's USB SuperDrive. A message pops up asking you if you want to import the album into your iTunes library; click Yes.



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



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



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

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

9 Hover over the row and click the chevron for more music options.

10 Click here for your profile, and also the Apple Music social network where you can find out what sounds your friends are listening to, and discover and enjoy new music together.

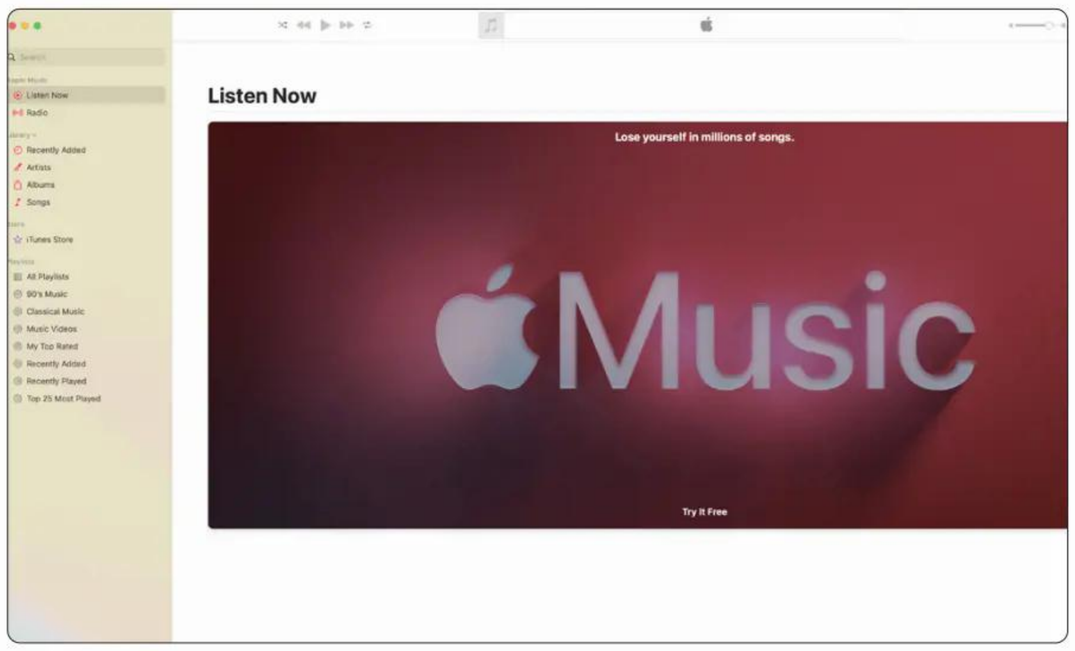
11 These are, in turn, Shuffle Tracks, Previous track, Play/Pause, Next track, Repeat Play.

12 Here you can see what's currently playing, including the artist, the album and the song. The bar underneath shows how much of the track has been played; click it to scrub.

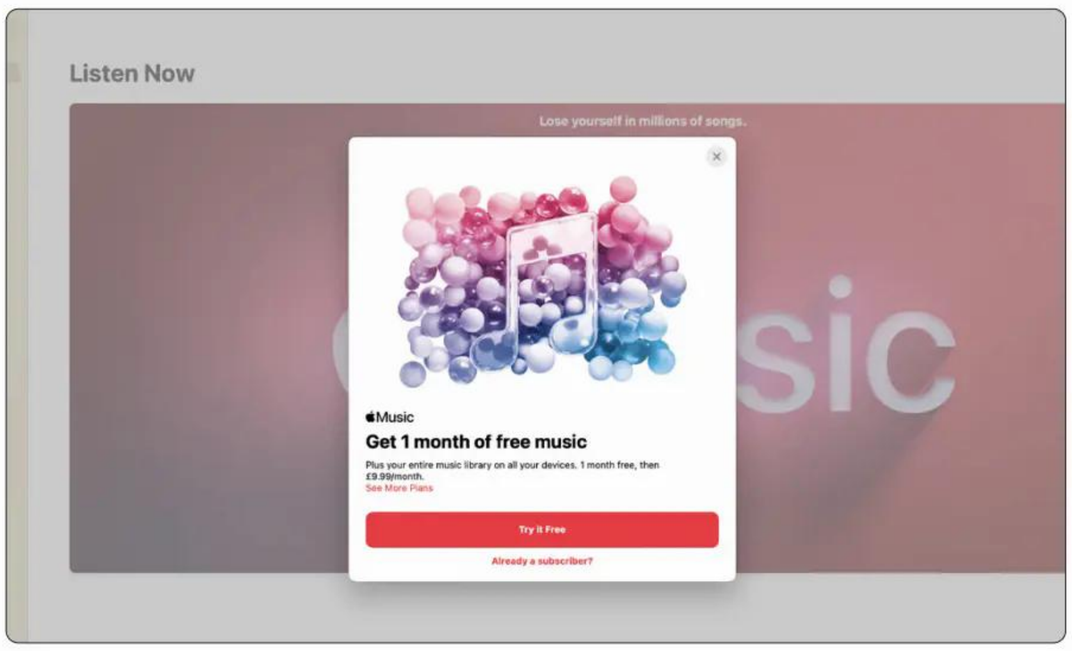
13 These three icons, in turn are; wirelessly transmit your music to Bluetooth headphones or speakers; open a sidebar showing the lyrics to the track that's currently playing; show a sidebar giving both a list of what's playing next and your history; that is, what you've played.

14 Click this icon and move the slider left and right to change the volume.

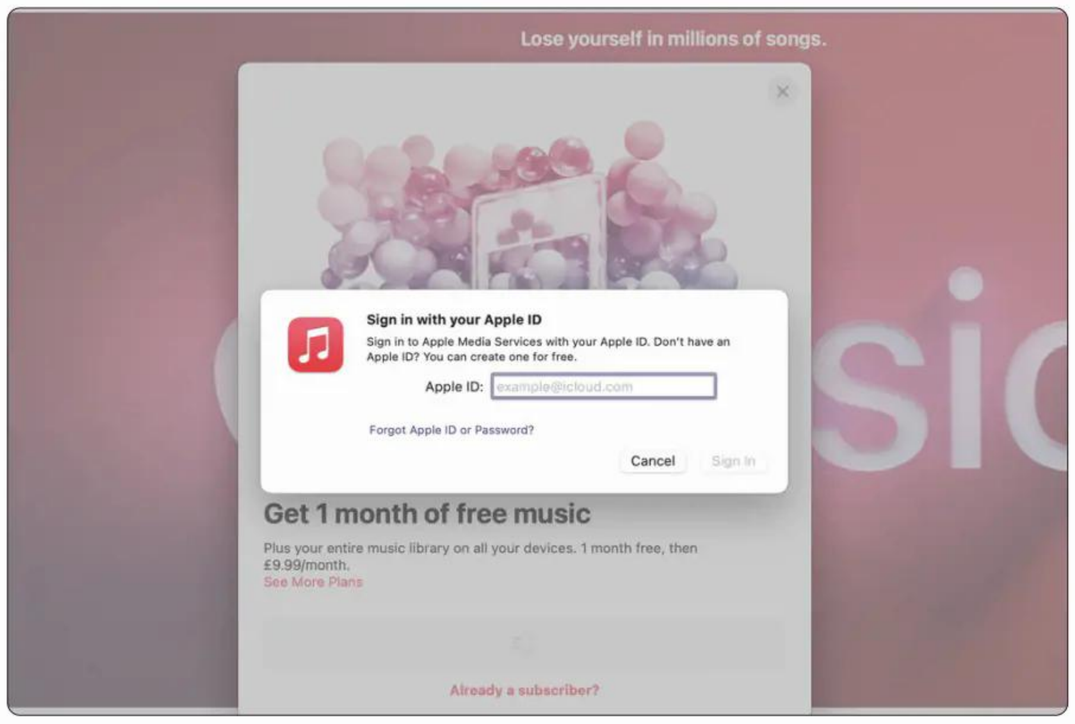
Signing Up for Apple Music



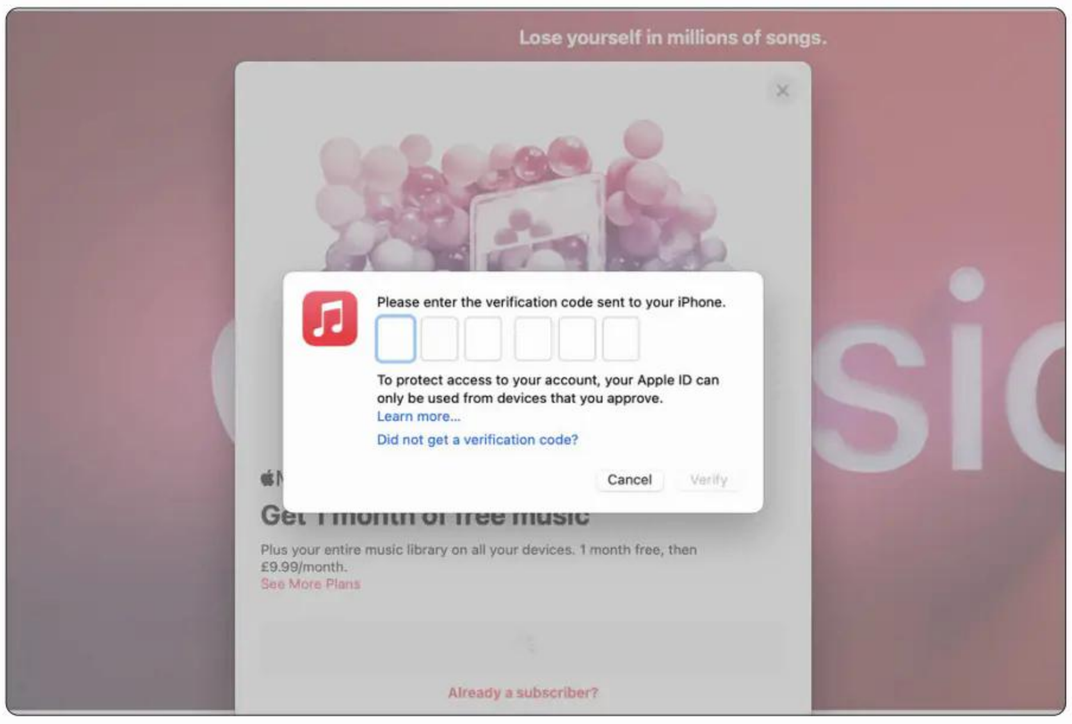
1 With an Apple Music account, you can stream from 100 million songs for a set monthly fee. To sign up for an account, click on Listen Now in the left-hand sidebar. You can then click Try it For Free to learn about and sign up to the service.



2 A pop-up window appears inviting you to subscribe as an individual, for £10.99/$10.99/10.99 € after your free trial. Click Try it For Free to do so, or See All Plans to choose a Family or Student account

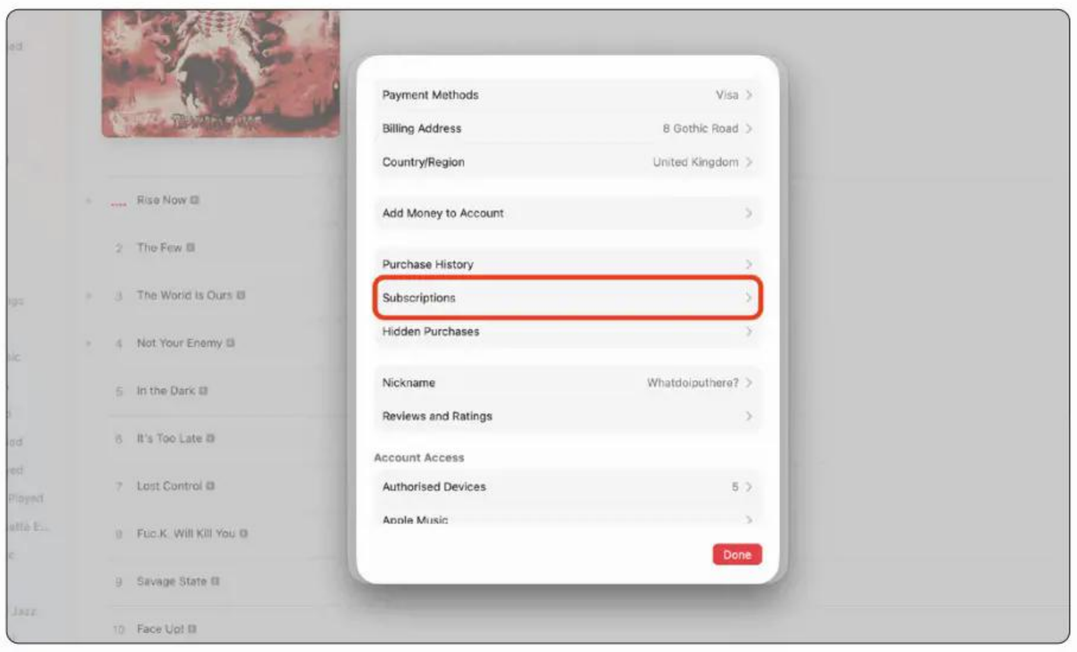


3 You must then sign in using your Apple ID. Enter your Apple ID's email address, then your password, and then click Sign In to proceed to the next step. If you've forgotten your details, click the Forgot Apple ID or Password? link.

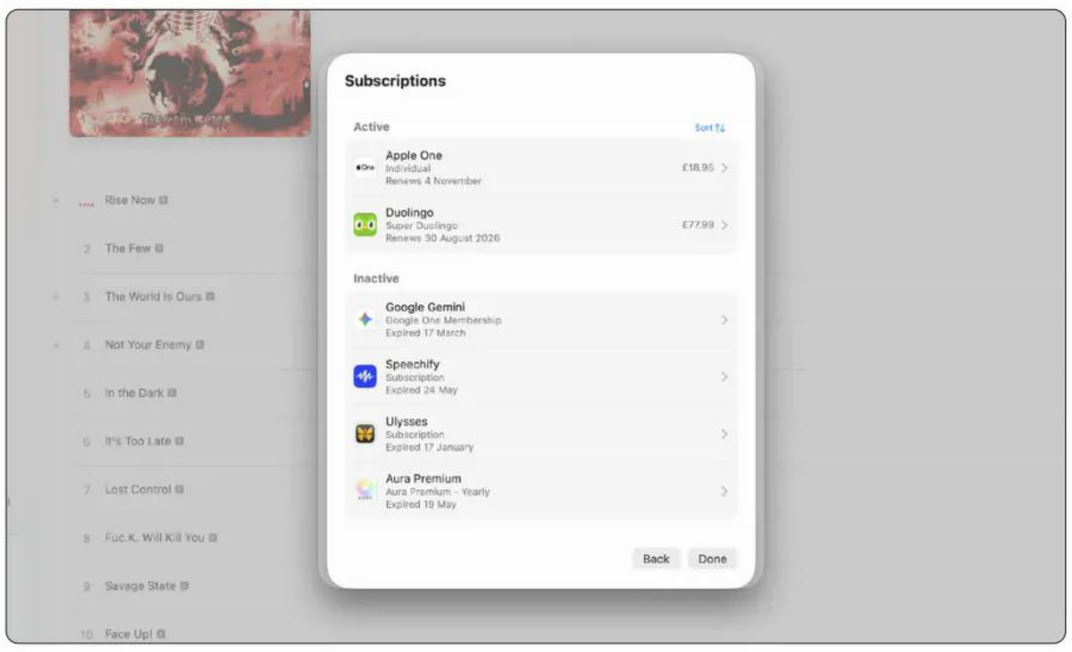


4 If you have other Apple devices logged into the same Apple ID, you're sent a verification code. Enter it, then follow the on-screen instructions regarding what kind of music you like. When done, you're ready to start.

Changing or Cancelling Your Subscription

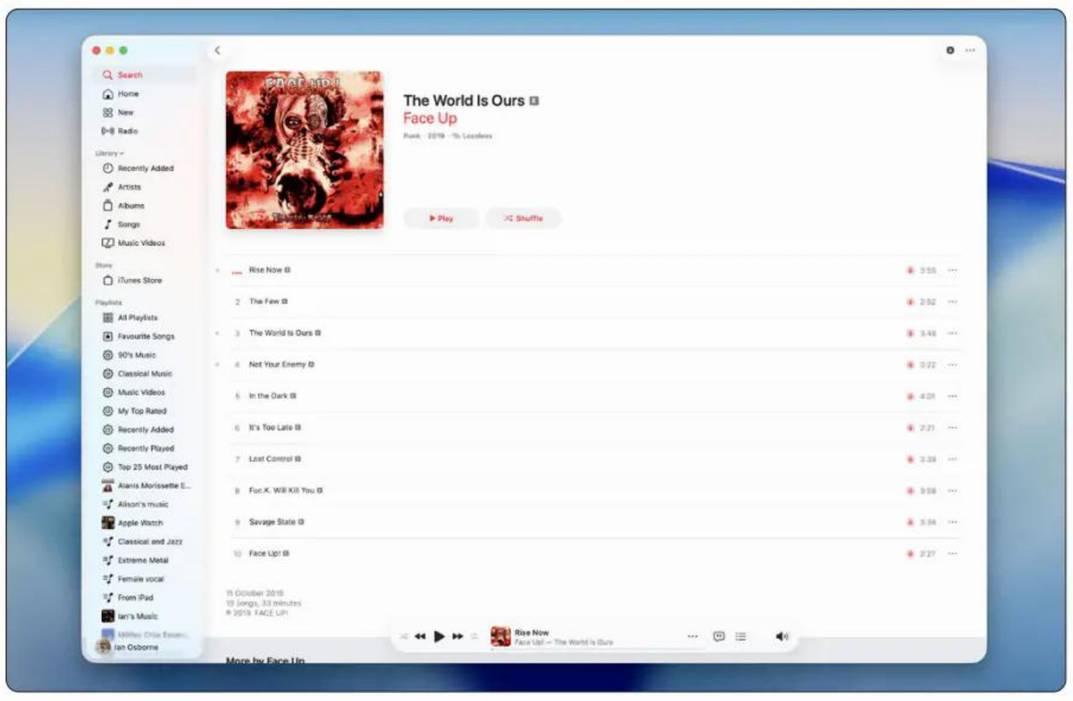


1 If you want to cancel your Apple Music subscription, first of all, click Account in the bottom-left and select Account Settings. You're taken to your account page. Scroll down to Subscriptions and click the Manage link.

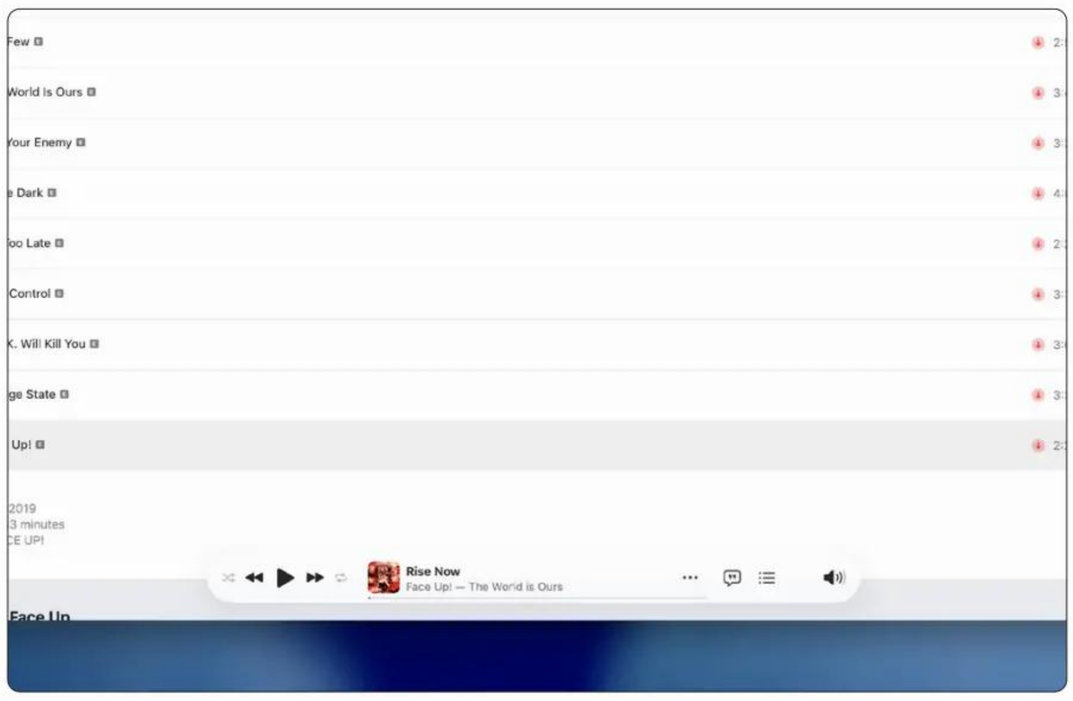


2 You're shown your active subscriptions. Click on Apple Music's or Apple One's Edit link. On the next page, you can change your subscription to a different one (individual, family or yearly, Apple One or just Music) or cancel it altogether.

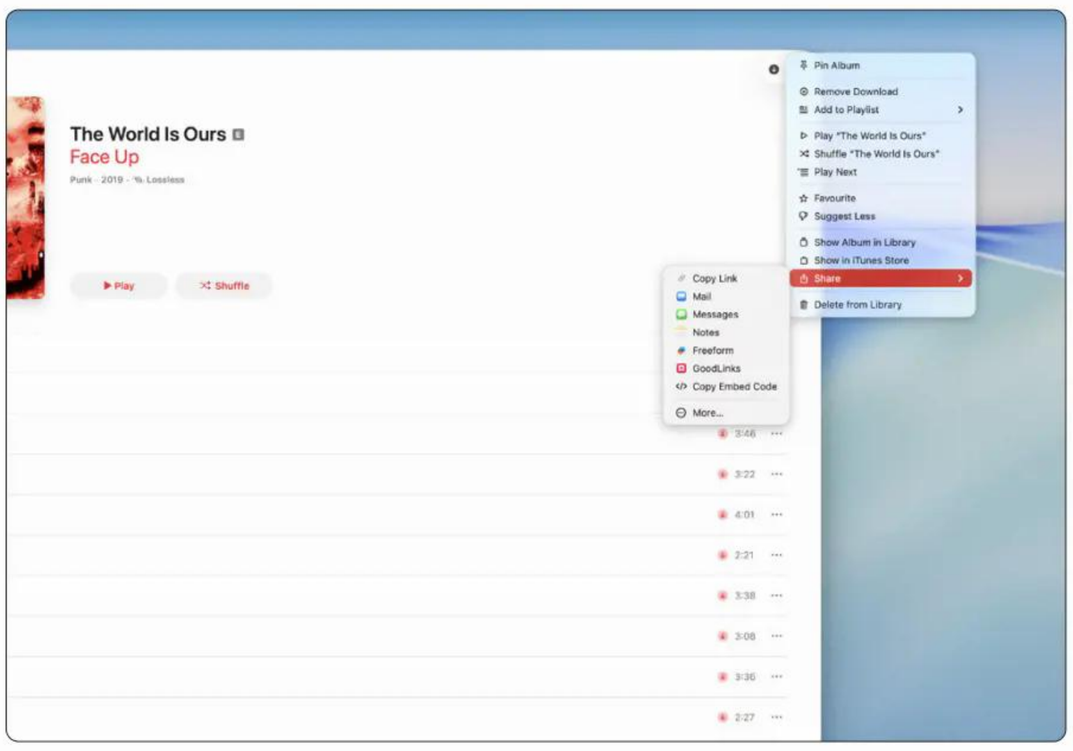
Using Apple Music



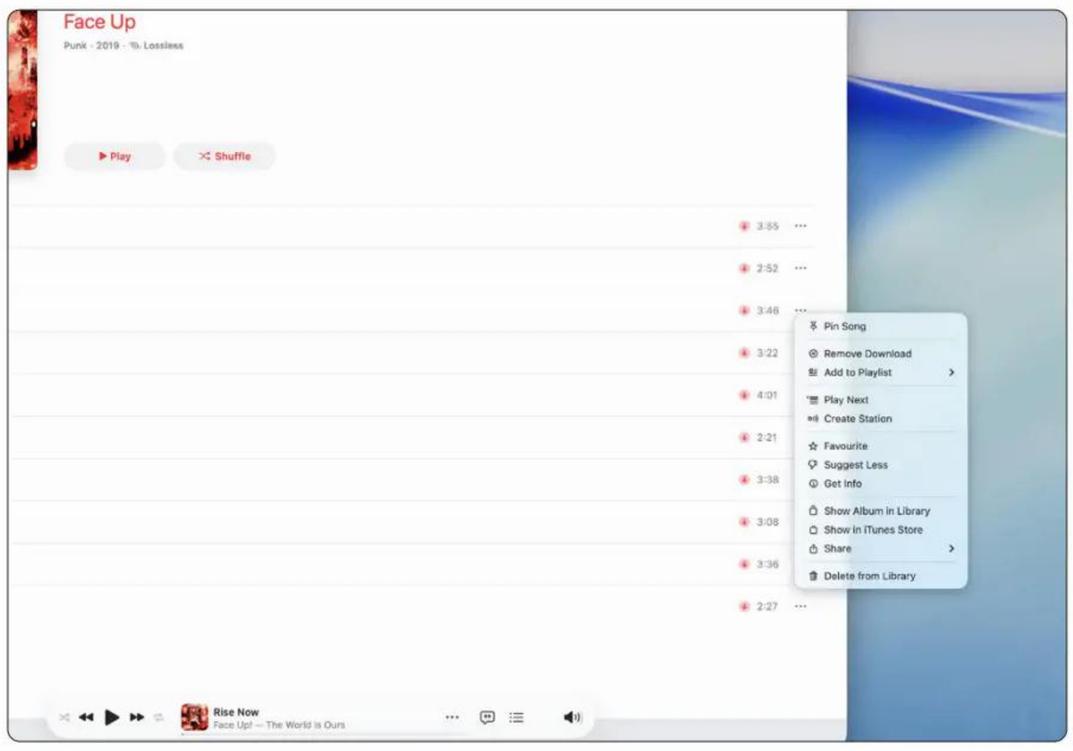
1 Browse or search for the artist, album, or track to which you want to listen. Here we're looking at an album. Click Play to play it in its entirety, or Shuffle to play the tracks in a random order. Tracks marked with an 'E' in a box have explicit lyrics.



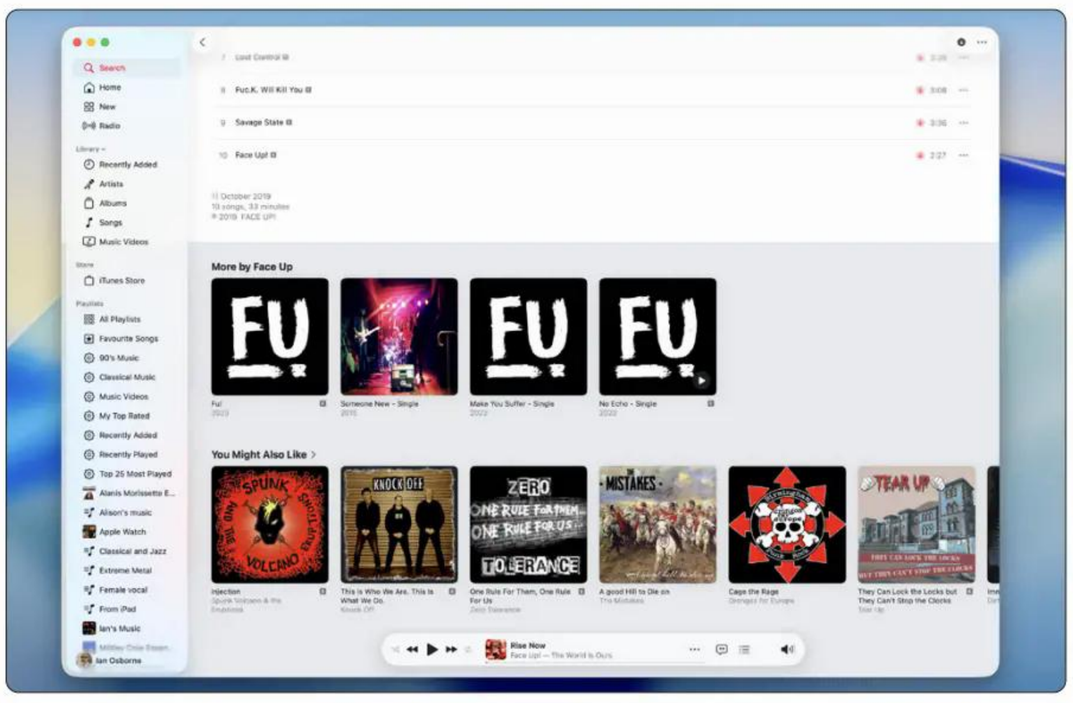
2 Music controls such as Play and Pause are found at the bottom of the window. To identify tracks on an album you especially like, hover the pointer to the left of a track, and click the star that appears. To cancel this, click on the star a second time.



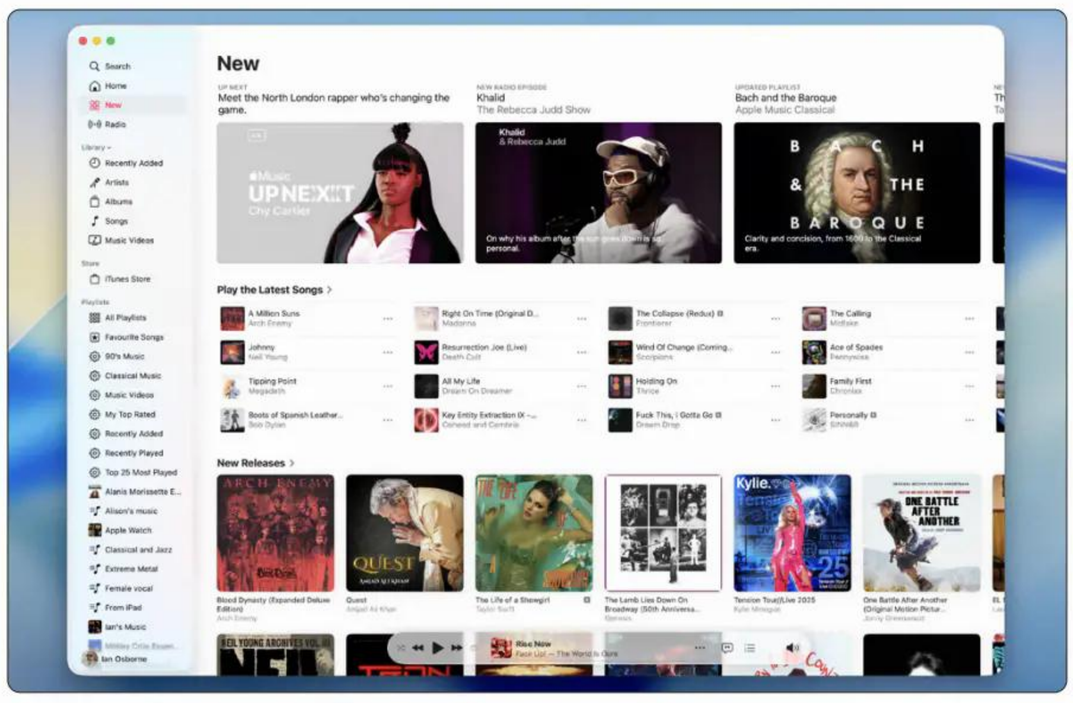
3 Click the three-dots icon in the top-right corner for a menu. Here you can pin the album, add it to a playlist or create a new one, share it with your friends, like or dislike the album as a whole, or create a station based on its artist.



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



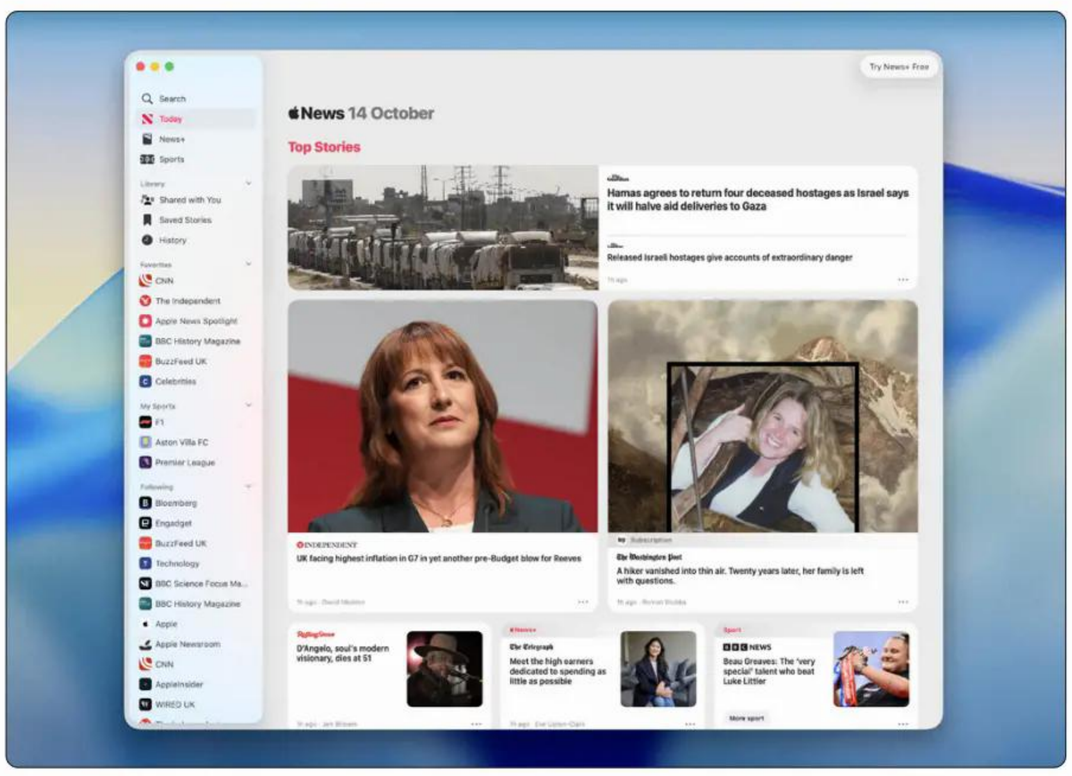
5 Apple Music is all about helping you to find music you enjoy listening to. When viewing an album, you can scroll up and other titles by the artist in question are shown. Click on one to open it in the main window, click the chevron to see more.



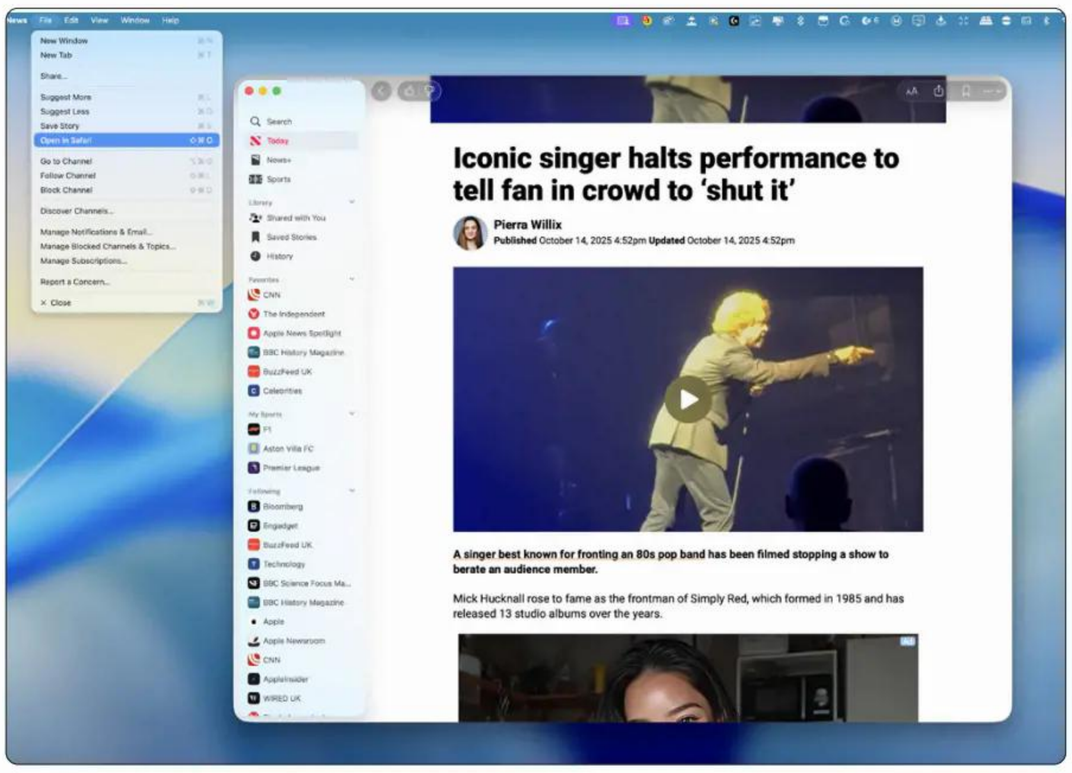
6 The New section offers tracks, artists, albums, and playlists based on Apple Music editors' choices and new releases. It also offers current charts for various countries. The Radio section lets you listen by station or genre, and more.

News
Stories and Features

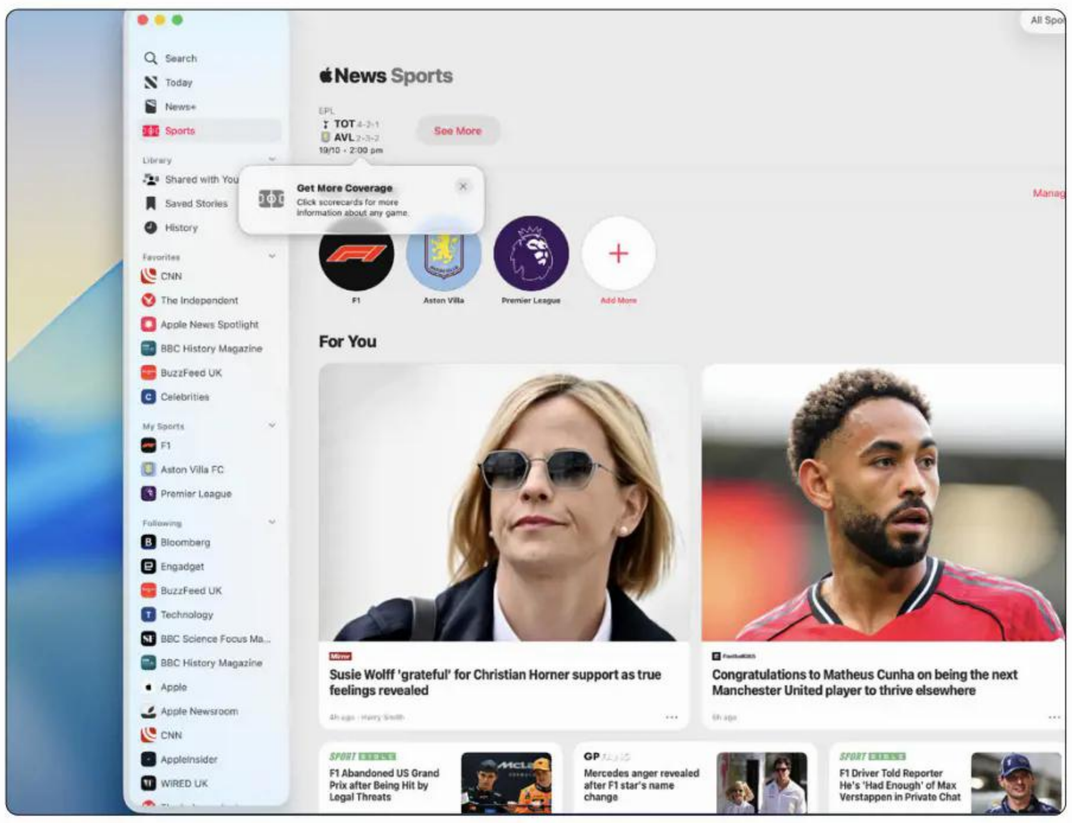
The News app is great for getting the important headlines as they break, from news sources around the world. If you subscribe to Apple News+ you can read a huge range of magazines and news publications on your Mac, and you can even fill in crosswords on your screen. Here's how it works.



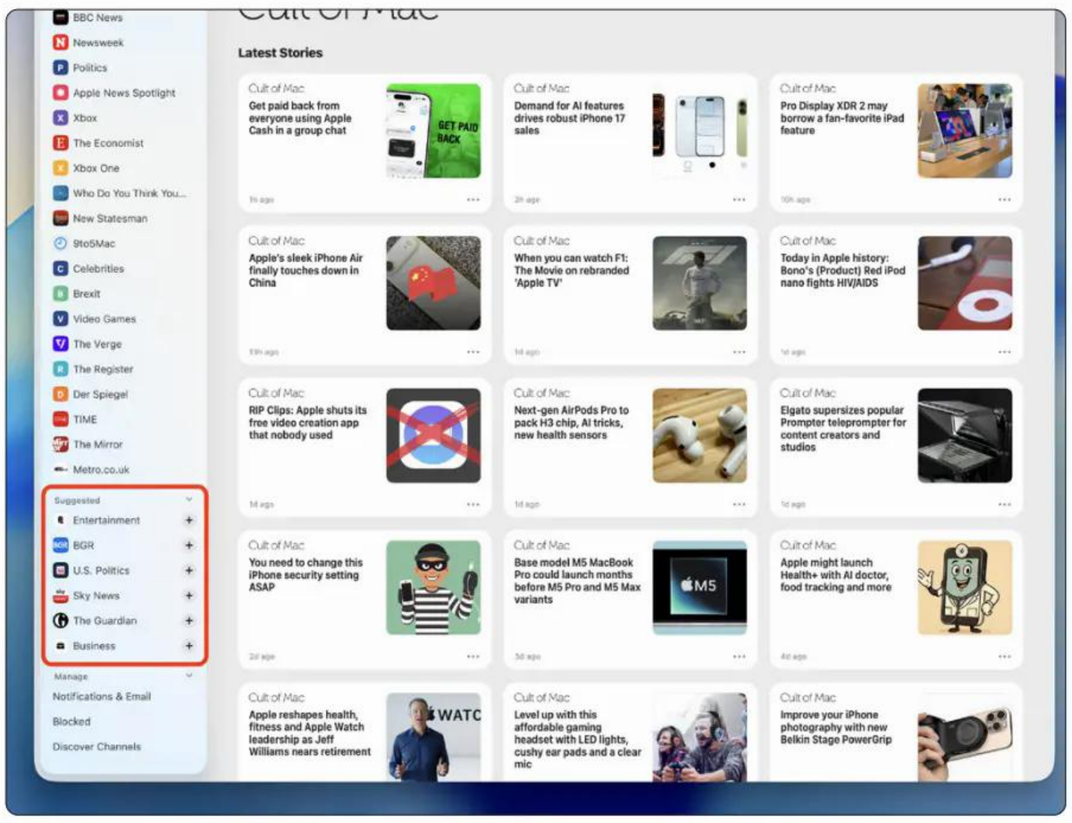
1 When you first open the News app, you see a sidebar and a main window. The sidebar's Today option is selected, giving you a range of the day's top stories. Click on a story to open it and read it in full.



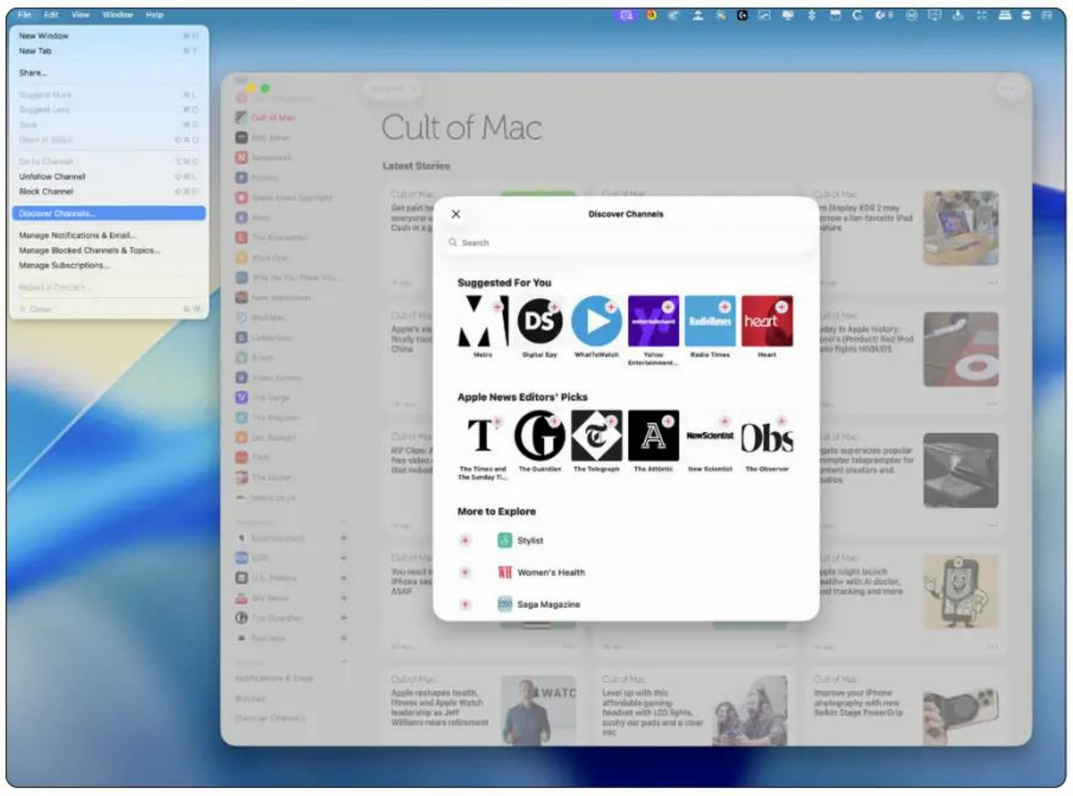
2 When you open a news story, if it has a video it can be watched within the News app. In the File menu, there's an option to open the story in Safari. This takes you to the web page from which the story was drawn.



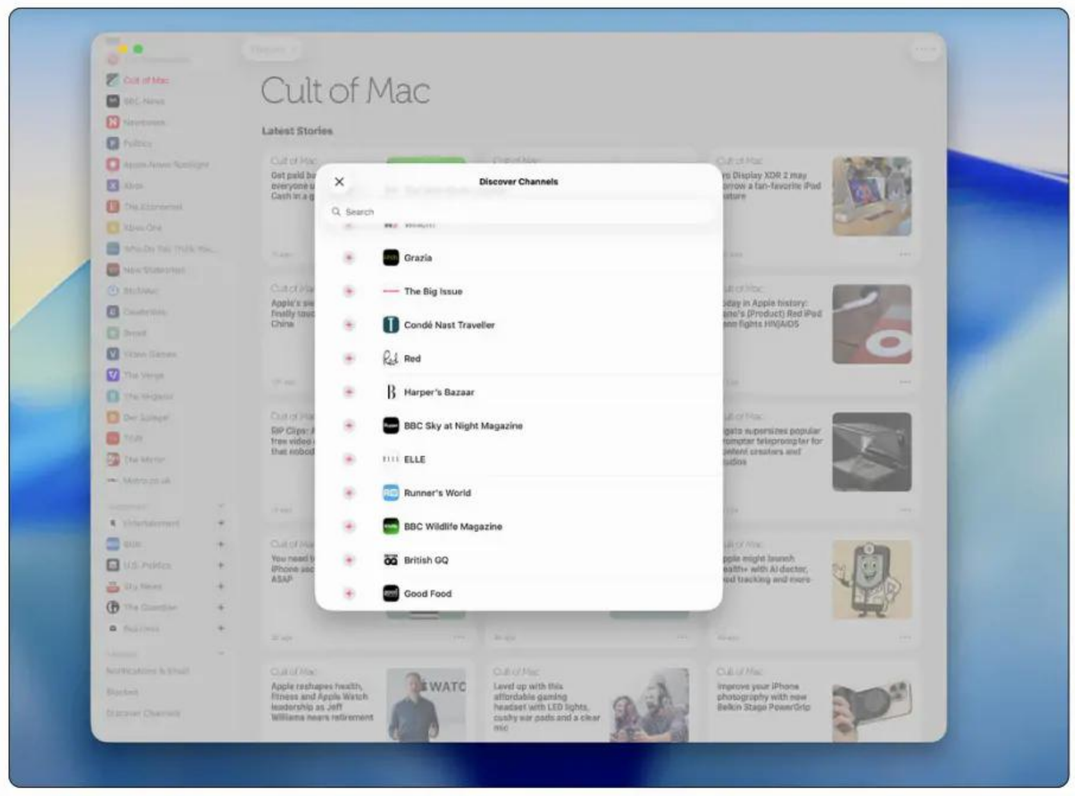
3 The Sports section brings you all your sporting news, results and fixtures. Click the Plus sign under My Sports to choose sports, teams and competitors that especially interest you to customise your incoming sports news.



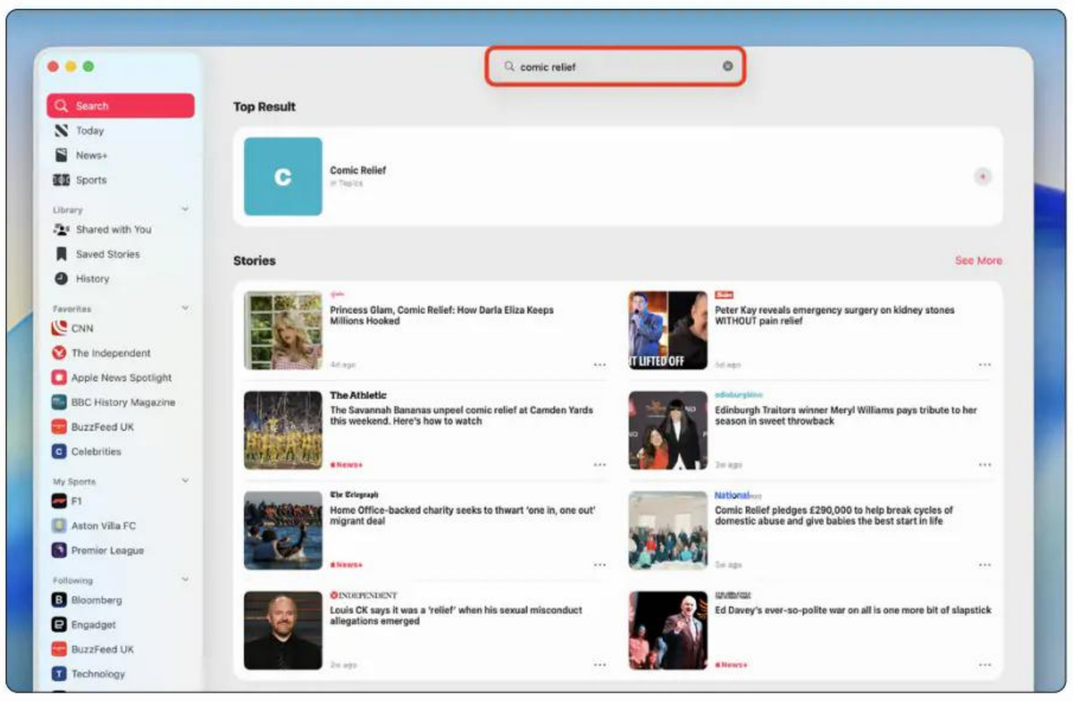
4 In the sidebar section titled 'Suggested', you see various subjects the News app thinks might interest you. The stories work just like in the other sections; click one to open it, click the chevron in the top-left to go back a page.



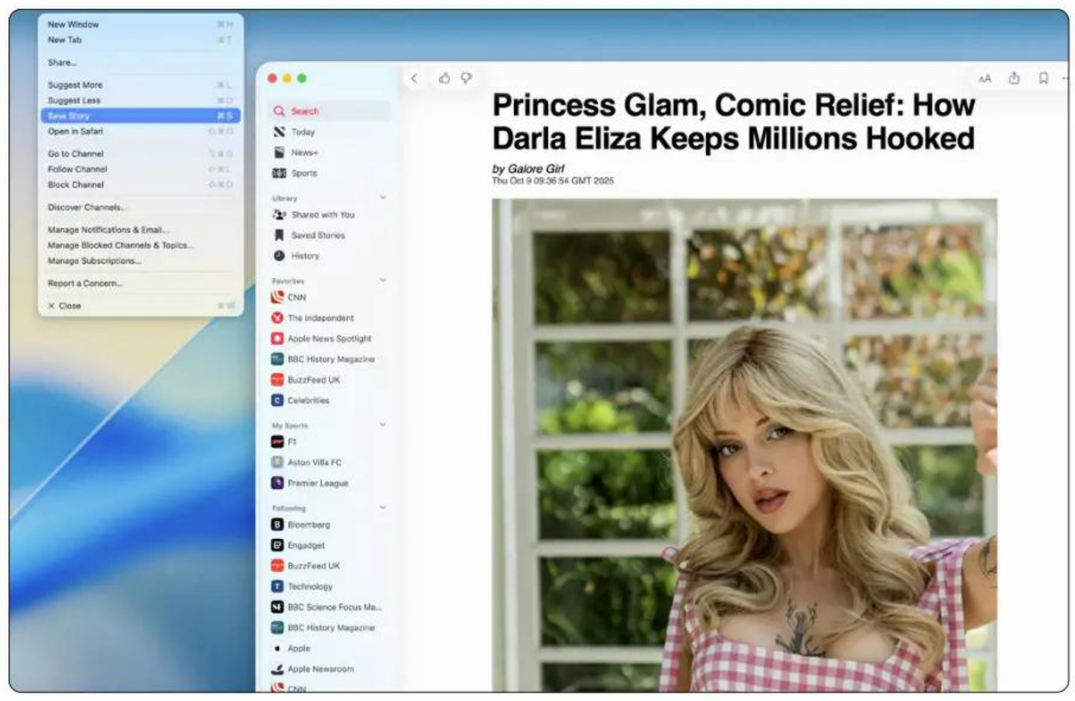
5 In the File menu is an option called Discover Channels. Click it for a range of news sources and subjects for you to choose from. Select this option for a window showing news sources you might like to follow.



6 Scroll down the window for more channels and topics. Select as many or as few as you like. When you're finished, click the Done link in the top-right corner. Your new sources have been added to your sidebar.



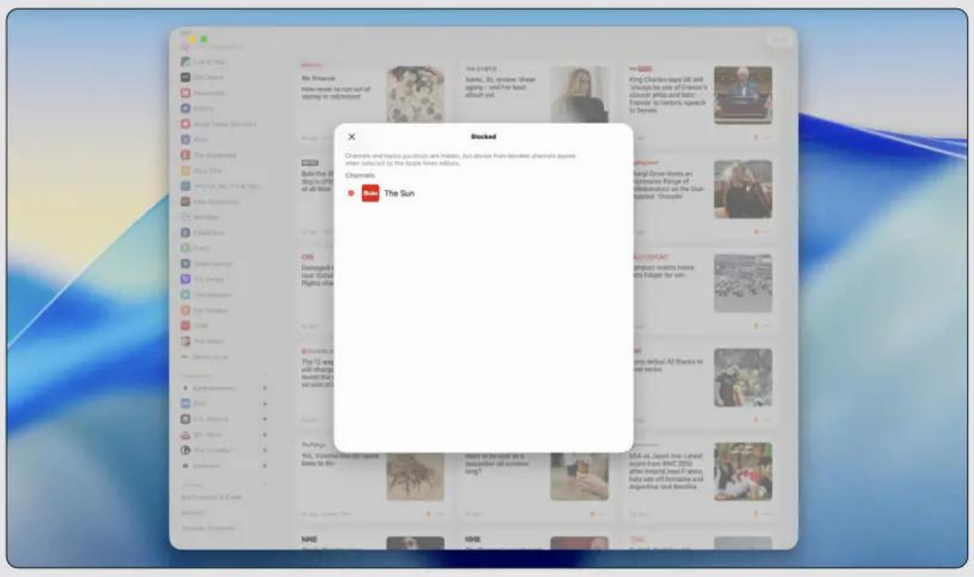
7 Enter a search term for a subject or source you're interested in for a list of relevant stories and channels. Click the plus sign to add that channel or topic to your sidebar. To remove a channel or topic, right-click on it and then select Unfollow.



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

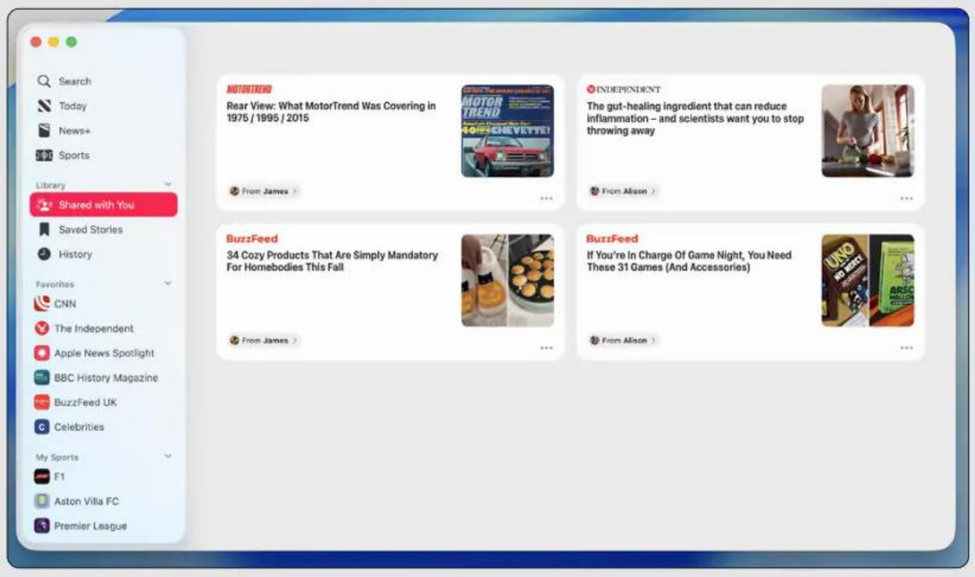
Blocked!

In a story's three-dots menu (top right) you can block a channel so its stories are hidden. To see a list of your blocked channels, and unblock any you want to see again, click Blocked near the bottom of the sidebar.



Shared with You

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



Photos
Manage Your Images

The Tahoe Photos app benefits from an amazing Liquid Glass interface, which makes everything look shiny and new. It gets a few new features too. Like on the iPhone, you can now pin collections, and video thumbnails now show up in searches.

1 The dates when currently visible pictures were taken and where possible, the locations.

2 The +/- icons increase and decrease the size of your preview images.

3 Use these two buttons here to view your photos arranged according to the years or months in which they were taken.

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

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

6 Click here for a menu that lets you filter your photos, showing only favourites, edited pics, photos, videos and more.

7 Click here to show or hide screenshots and/or photos that have been shared with you.

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

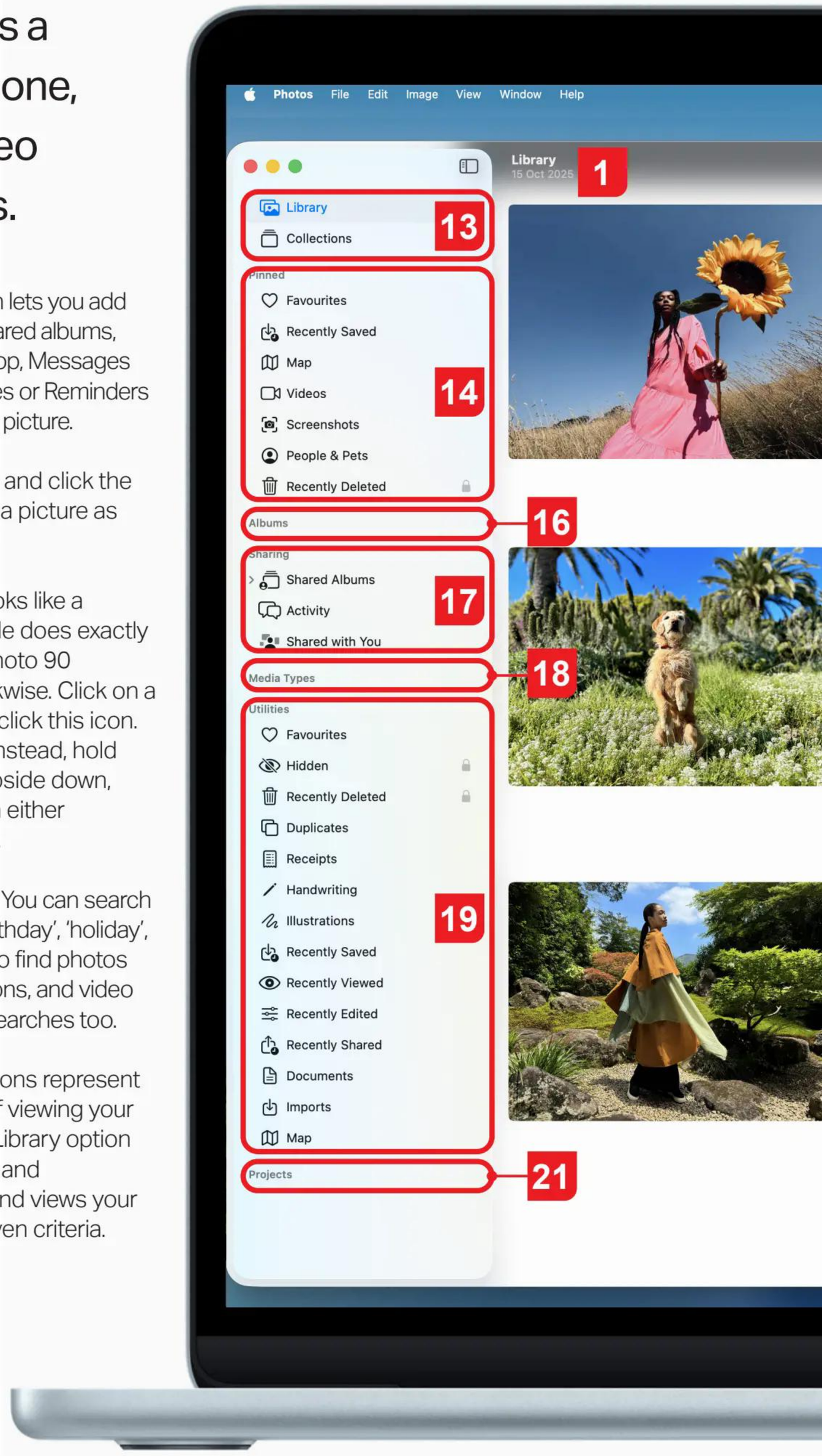
9 The Share button lets you add the picture to shared albums, send it using Mail, AirDrop, Messages and more, add it to Notes or Reminders and even set a desktop picture.

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

11 The icon that looks like a rotating rectangle does exactly that – it rotates your photo 90 degrees counter-clockwise. Click on a photo or photos, then click this icon. To rotate it clockwise instead, hold the Option key. If it's upside down, simply rotate it twice in either direction to rectify this.

12 The search field. You can search for terms like 'birthday', 'holiday', 'Christmas' and more, to find photos taken on these occasions, and video thumbnails appear in searches too.

13 The sidebar options represent different ways of viewing your photo collection. The Library option shows all your photos, and Collections arranges and views your media according to given criteria.



14 The Pinned section lets you review pictures you've favourited or recently saved, a map for showing the location of pics you've taken and more.

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

16 Like all sidebar categories, hover your pointer over Albums to reveal a chevron that opens and closes the list.

17 Here are pictures and albums other people have shared with you.

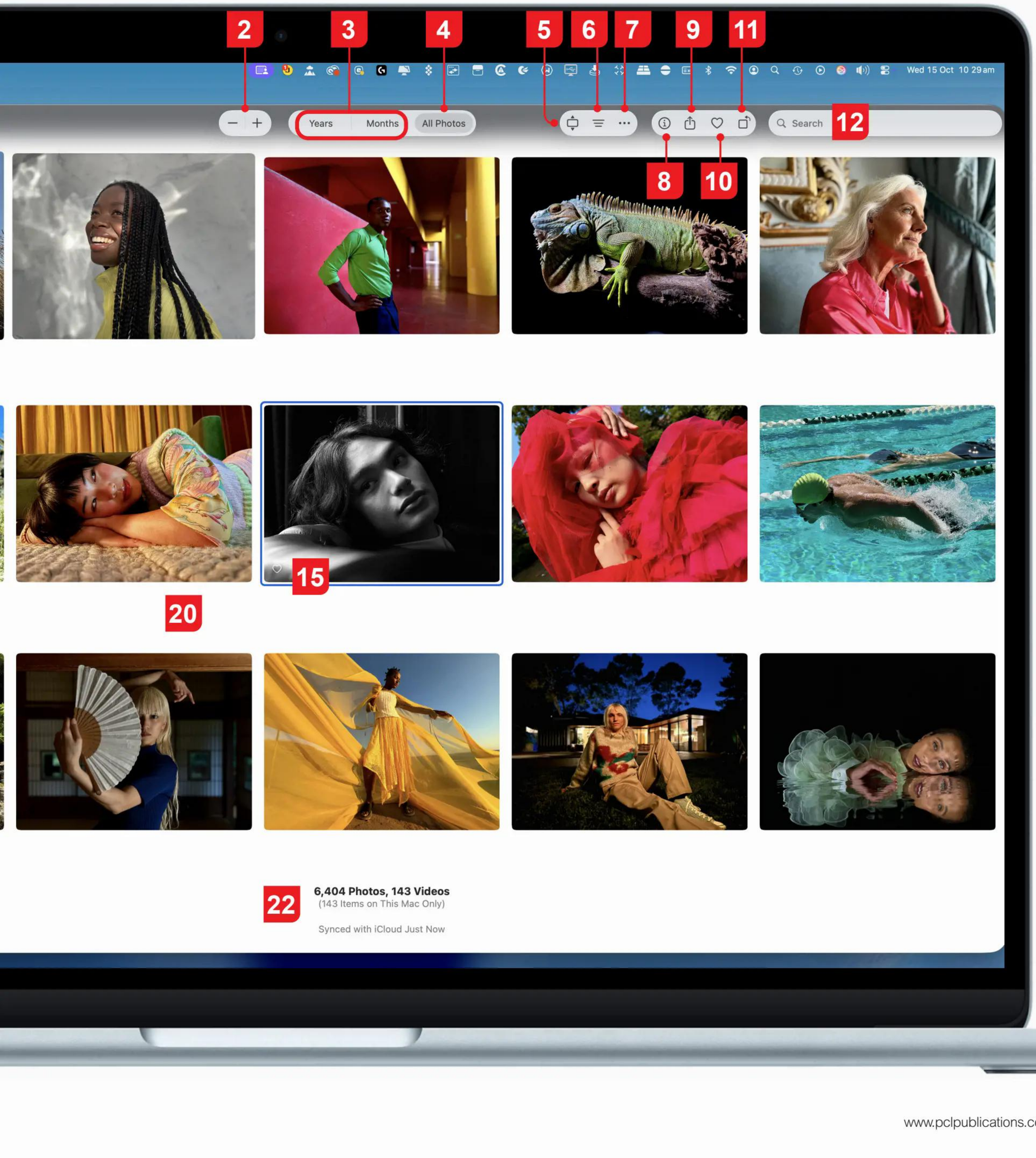
18 View your videos, live photos, selfies and more.

19 Utilities shows images that are deleted or hidden (password needed), duplicate pictures, receipts you've snapped and more.

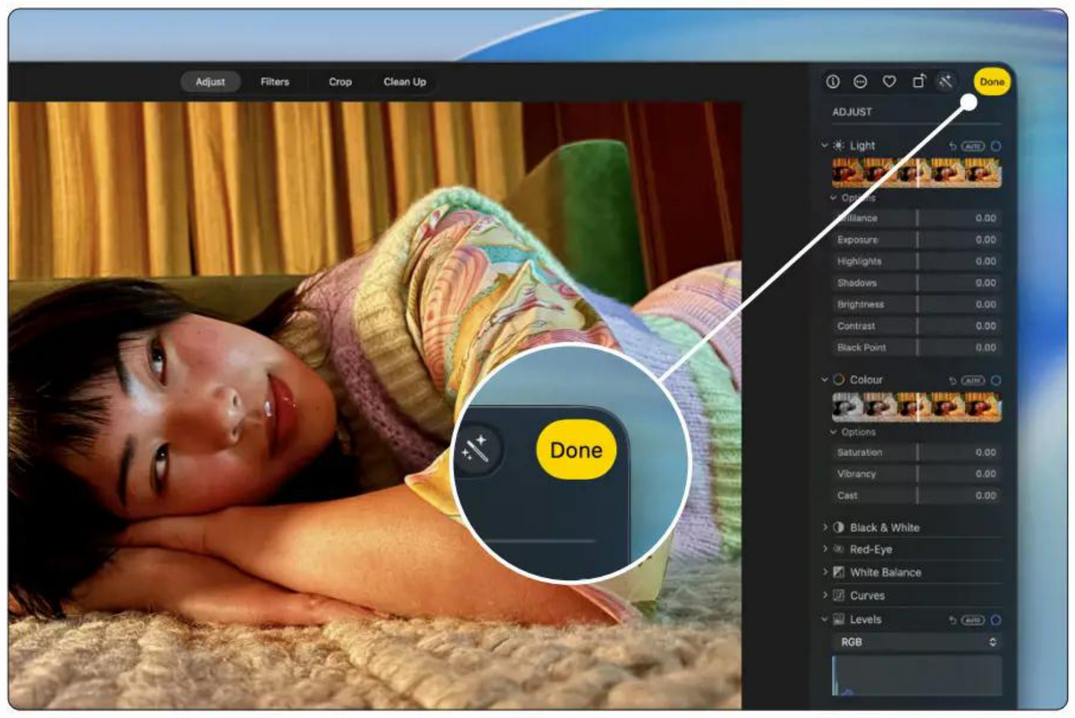
20 Your pictures, arranged as thumbnails. Click on one to open it, after which you can swipe through them or choose one from the preview bar under an open photo.

21 Projects is for creating photo books and more. The Sharing section offers media you've shared or had shared with you.

22 At the foot of the screen you're shown how many photos and videos you have in the currently selected album and if you use iCloud Photos, when it last synced.



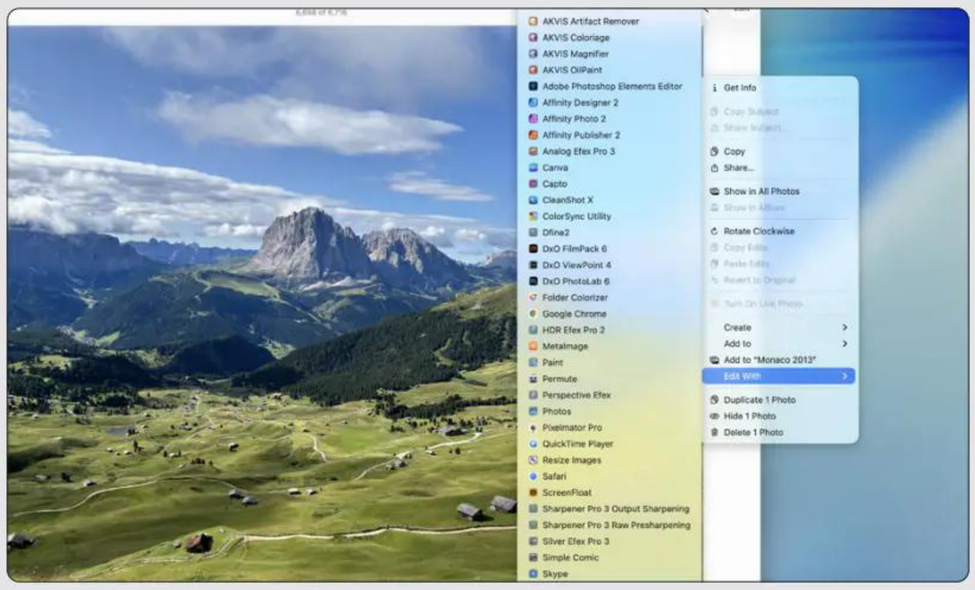
The Editing Tools

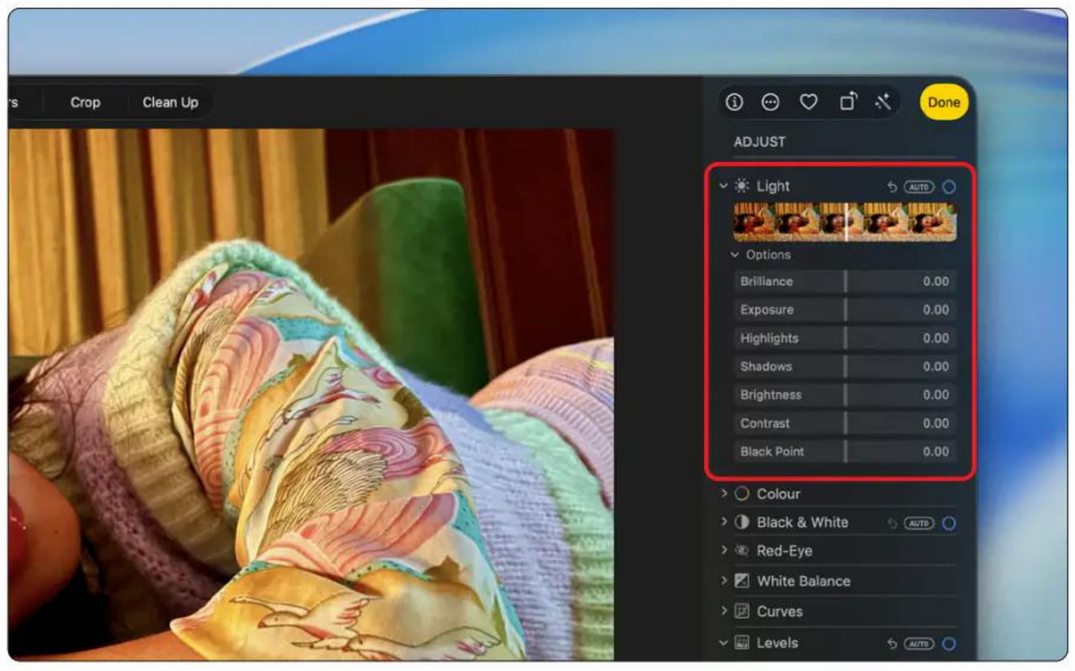


1 Open a photo and click Edit. Use the Wand tool to automatically enhance your pic or click the Edit button to make manual adjustments. In Editing Mode, the Edit button changes to 'Done'. Click this when you've finished your edits.

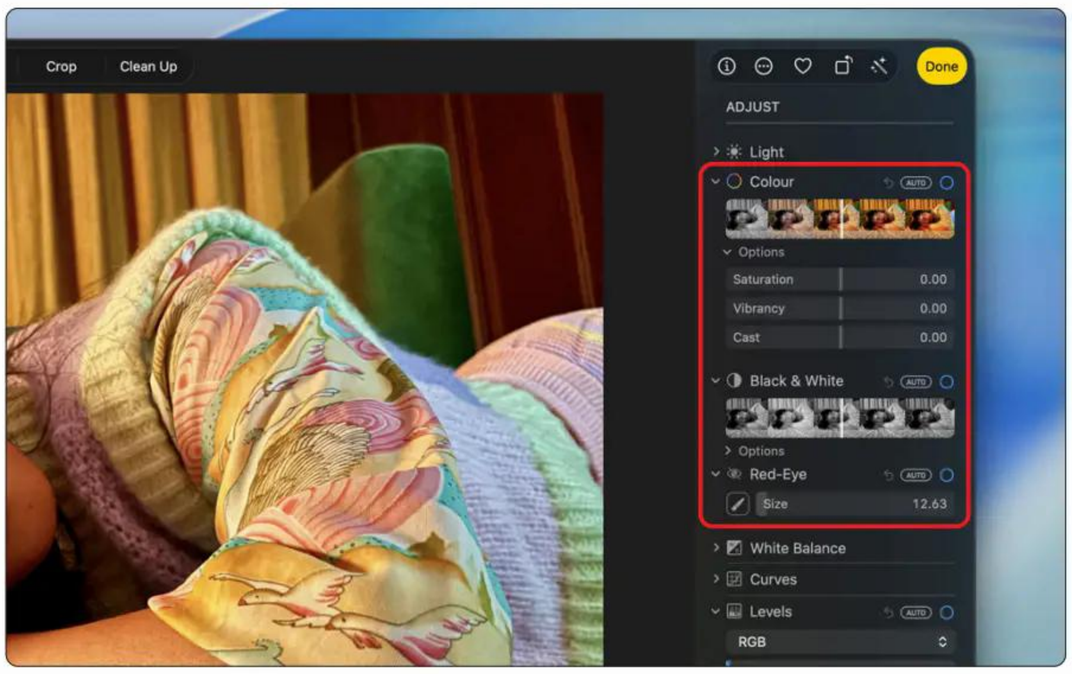
Edit With

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

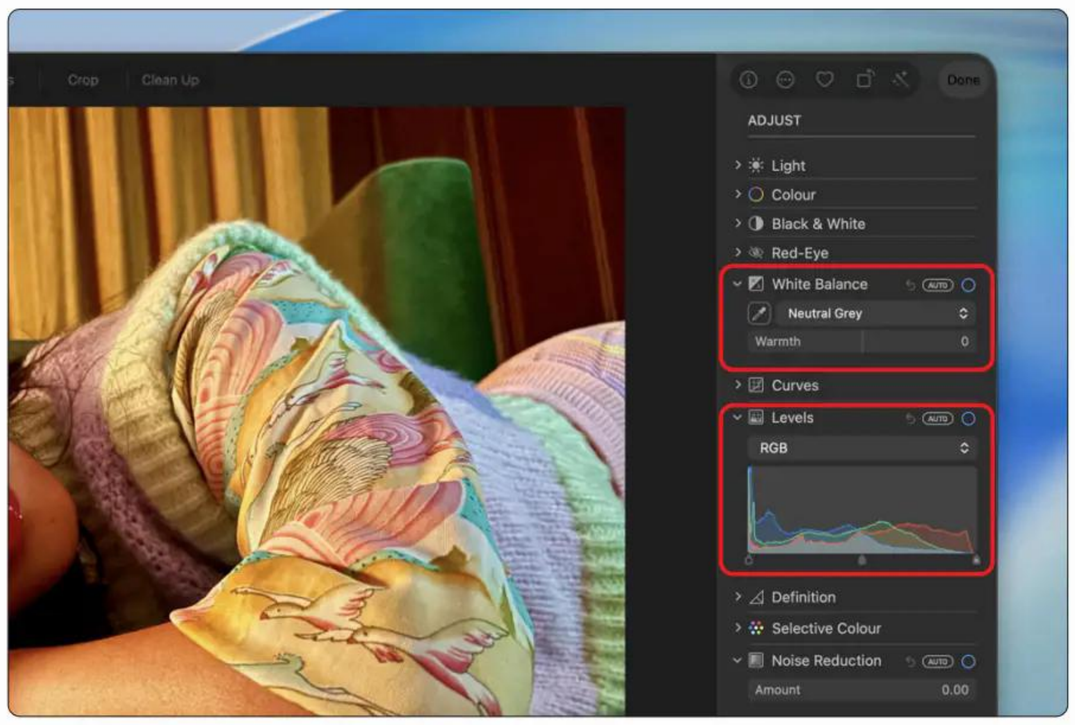




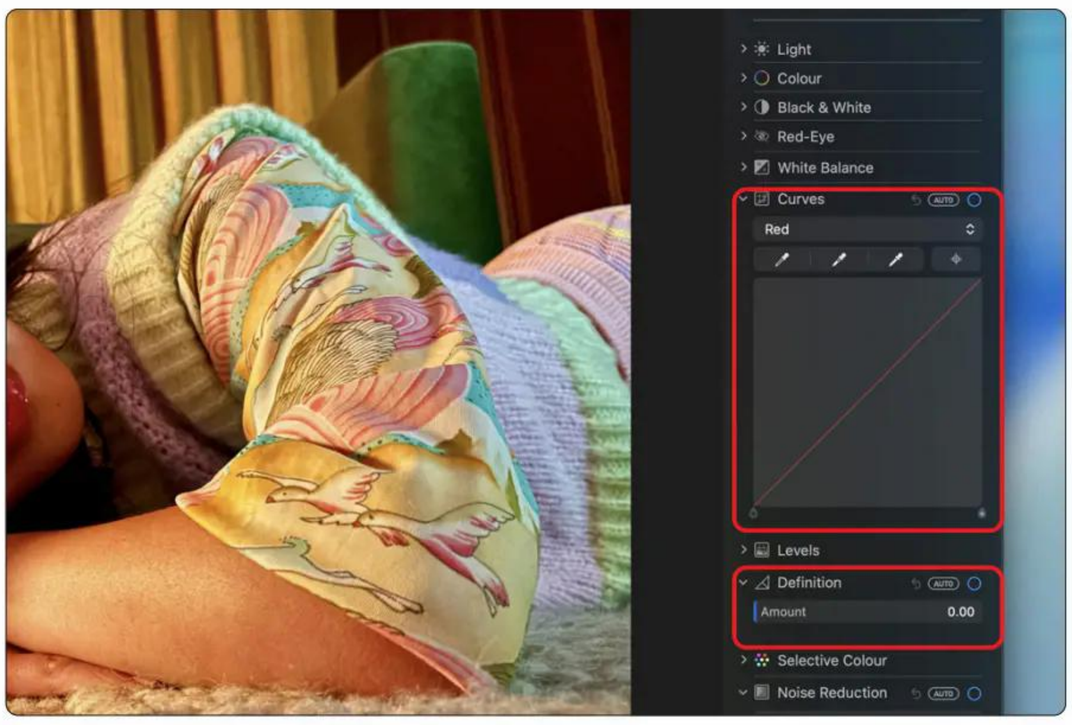
2 Click a triangle in the sidebar to open a tool. The Light, Colour and Black & White tools give you sliders to increase or reduce the brightness and saturation or switch to a monochrome image. Click the Options triangles for more advanced editing tools.



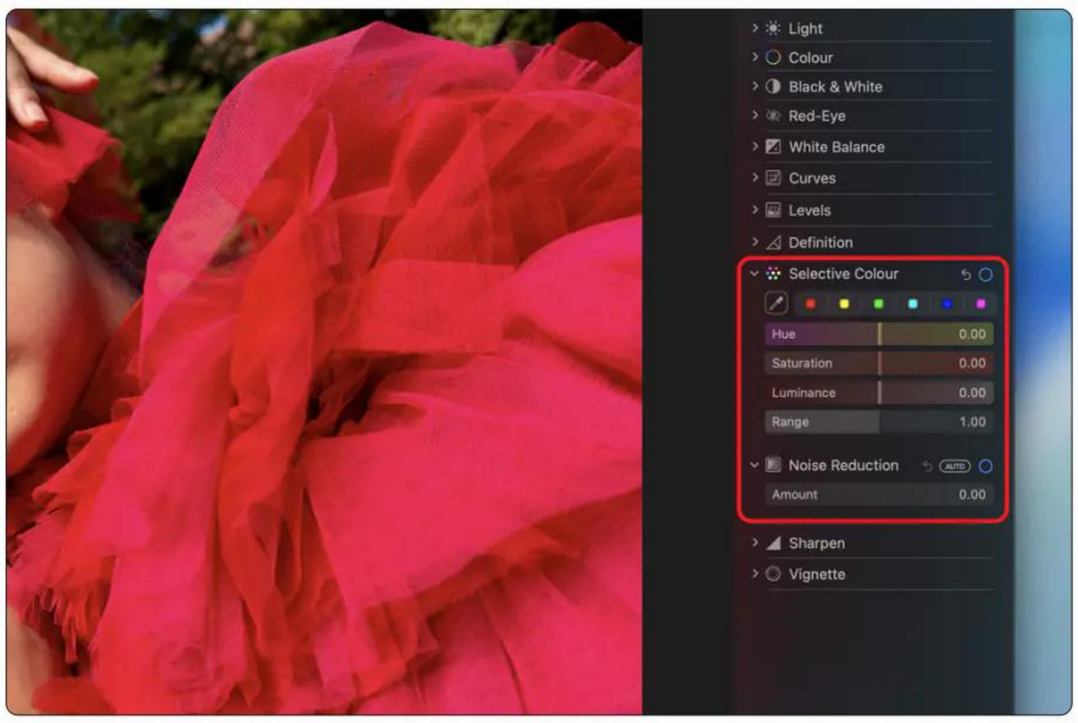
3 Colour and Black & White are for adjusting the colour or greyscale balance in your photo. Use the sliders and experiment to see how it works. Red Eye lets you paint out red pupils caused by camera flash. You can adjust the brush size with both tools.



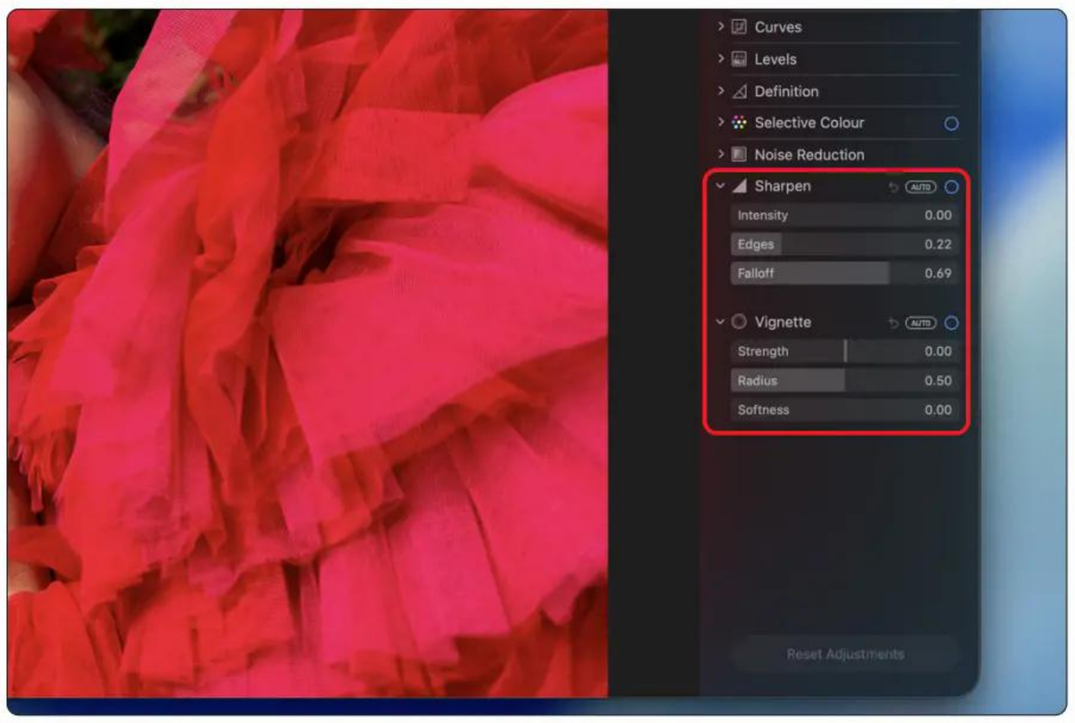
4 In White Balance, select the feature to adjust with the pull-down and use the slider to change it. Levels take time to master. Hover your pointer over the graph and drag the dots at the foot of the vertical lines to adjust.



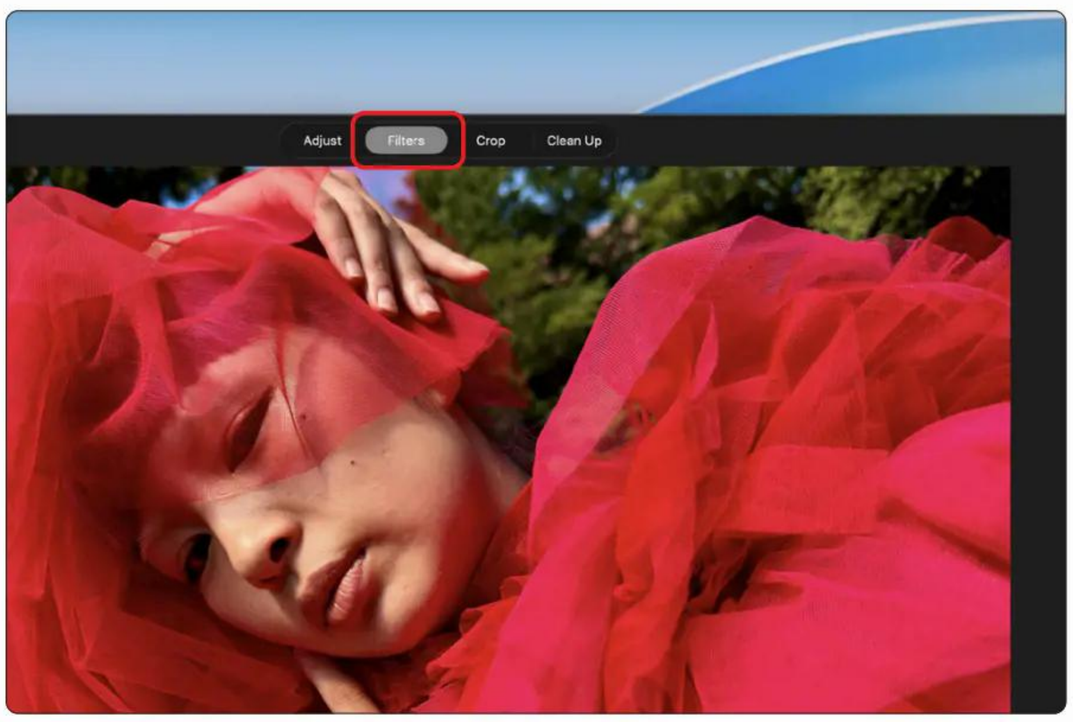
5 In Curves, drag the diagonal line or the dots under the right and left ends. A useful trick is to click on the left dropper and click something black, then the right dropper and click on something white. The Definition tool is another slider.



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



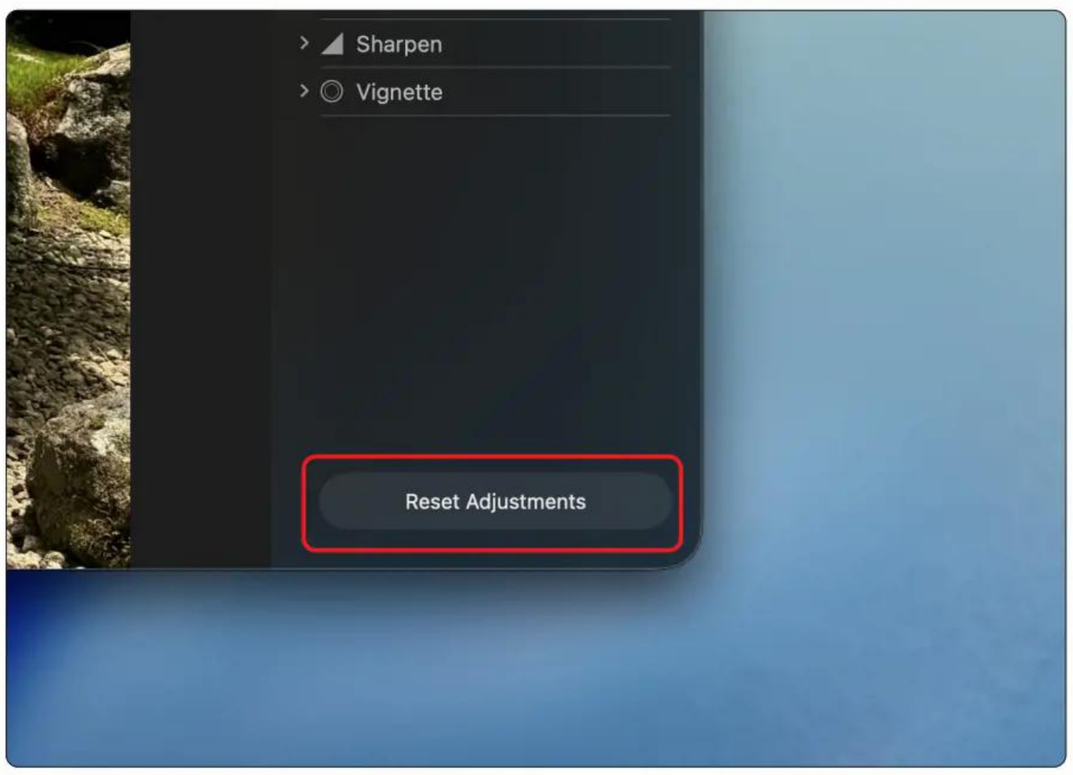
7 The Sharpen tool lets you sharpen pictures that are out of focus. You can sharpen the edges, adjust the intensity and more. The Vignette option lets you add an adjustable shadow to the edges of the photograph, as you can see we've done here.



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



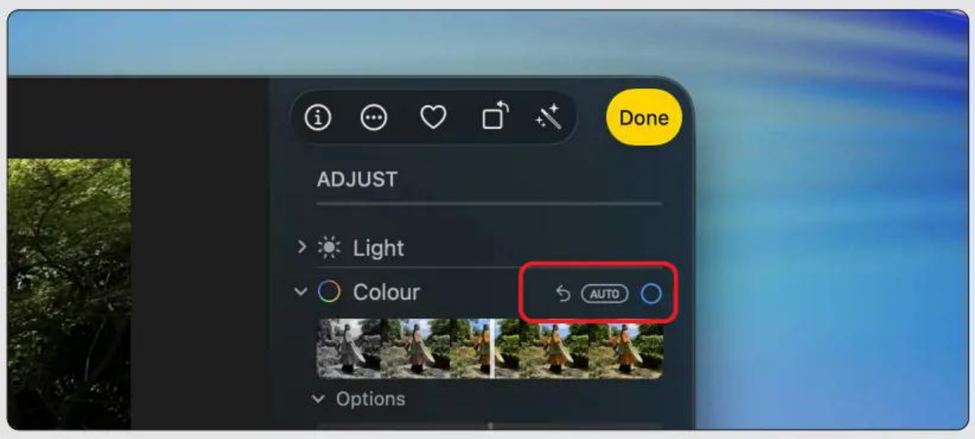
9 You can use the Crop tab to rotate your photo if it isn't looking straight and also to crop it by dragging the corners into the photo. The Flip option in the sidebar mirrors the pic and Aspect lets you resize the photo according to an aspect ratio of your choice.



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

Universal Tools

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

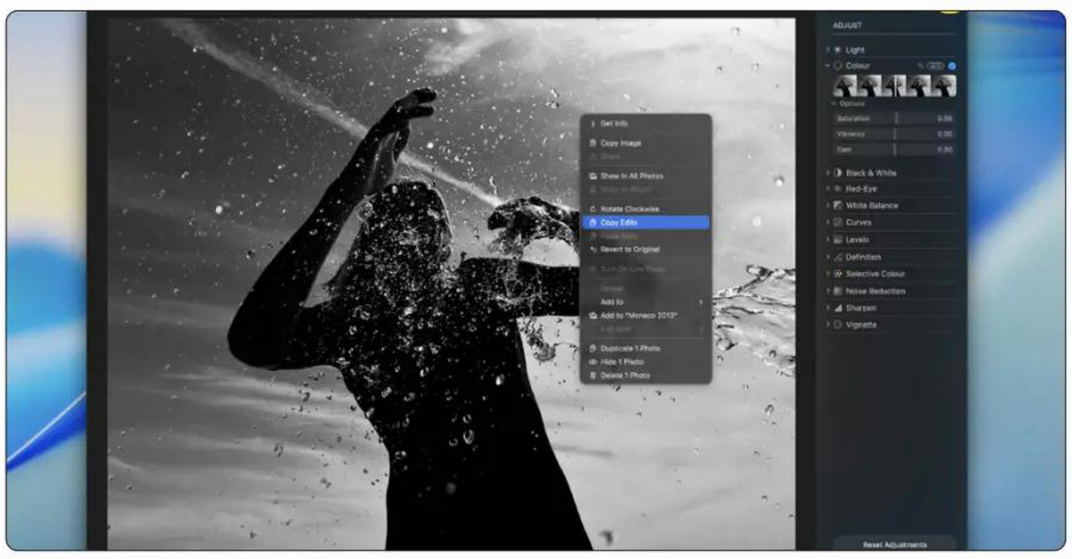


Projects



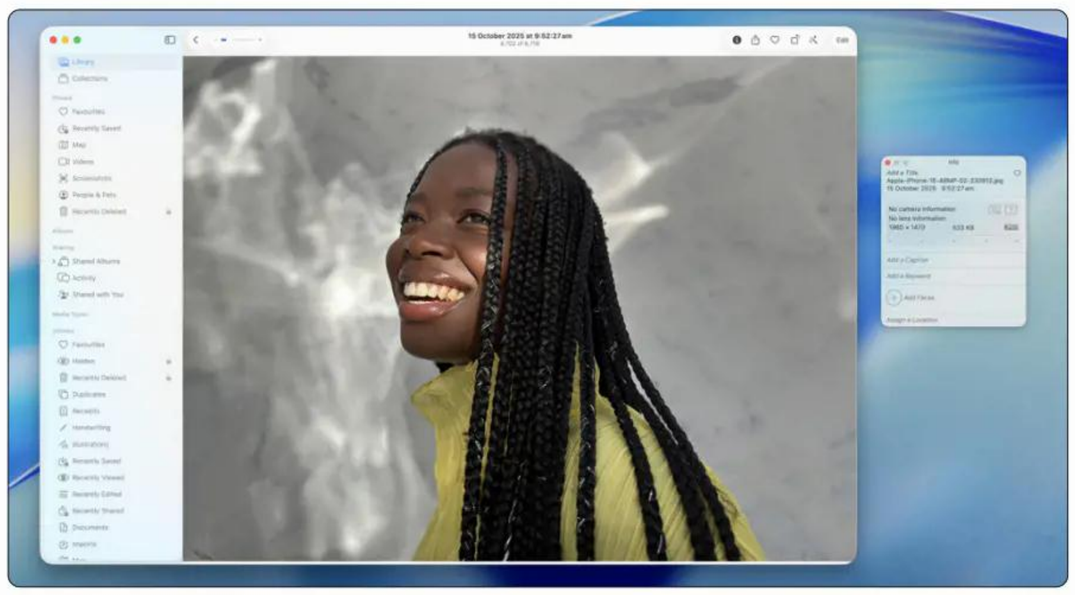
Choose the pictures you want to use (hold cmd and click on them one by one), then click '+' next to Projects and select one. If no apps are listed here, choose App Store and download one. Using your chosen app, follow the on-screen instructions to create a project like prints, cards, books and calendars.

Copy & Paste Edits

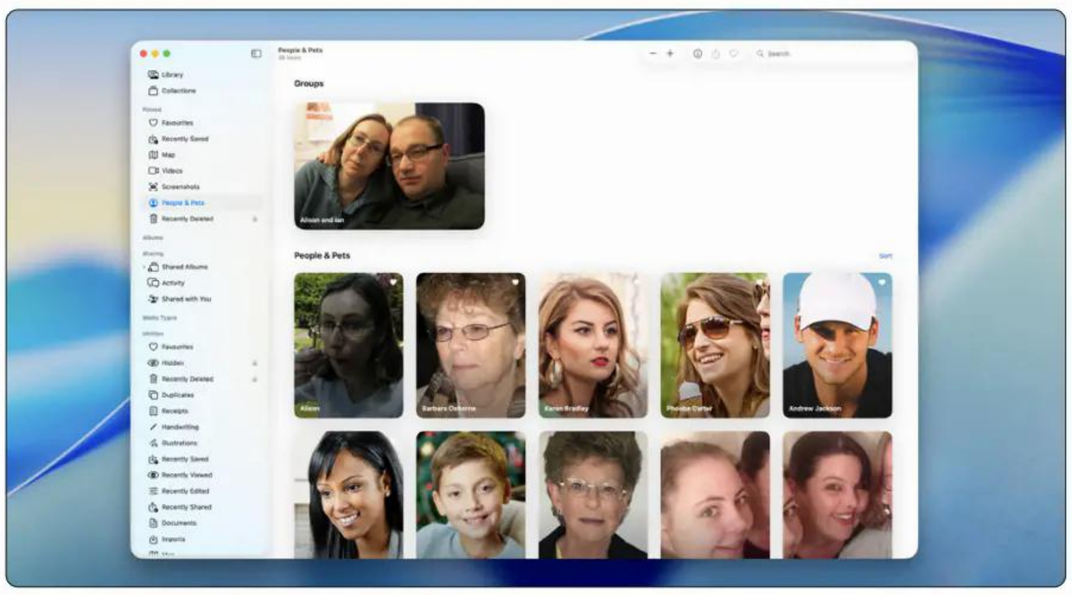


If you have a series of photos you wish to edit in the same way, you can now copy these edits and apply them to the next picture. After making your edits, right-click on the picture and choose Copy Edits. Then open the next photograph you wish to edit, and then right-click and select Paste Edits.

Adding People or Pets

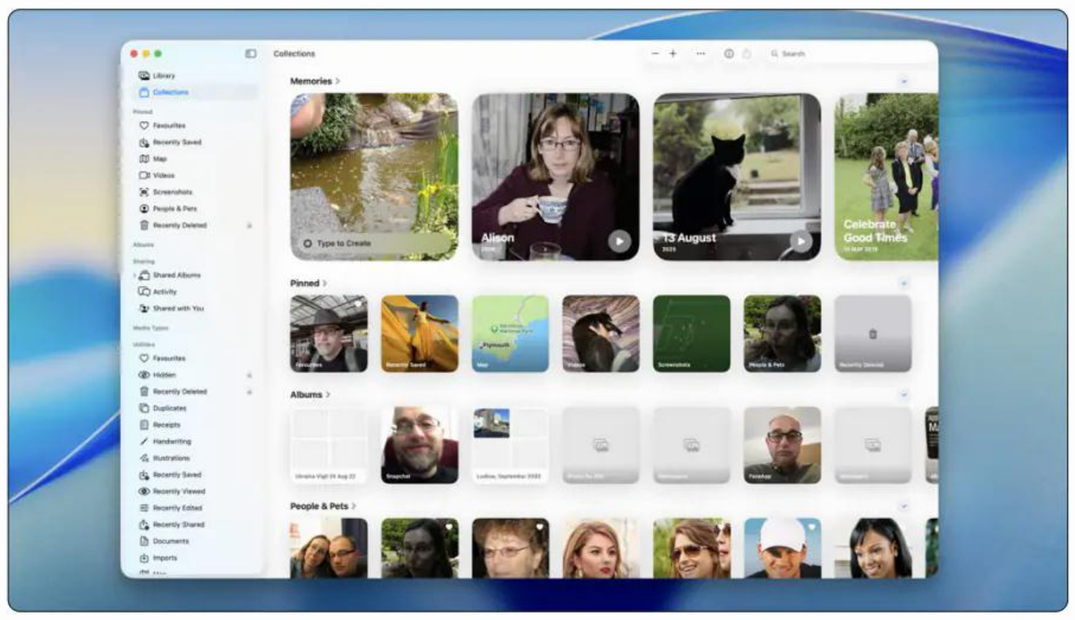


1 Open a photo with people in and click the 'i' icon for the information window. Click one of the faces shown in this window. The face is circled, and you can add a name. Faces that are recognised are already tagged. Click the Plus sign again to add further tags, which you can drag into place as needed.

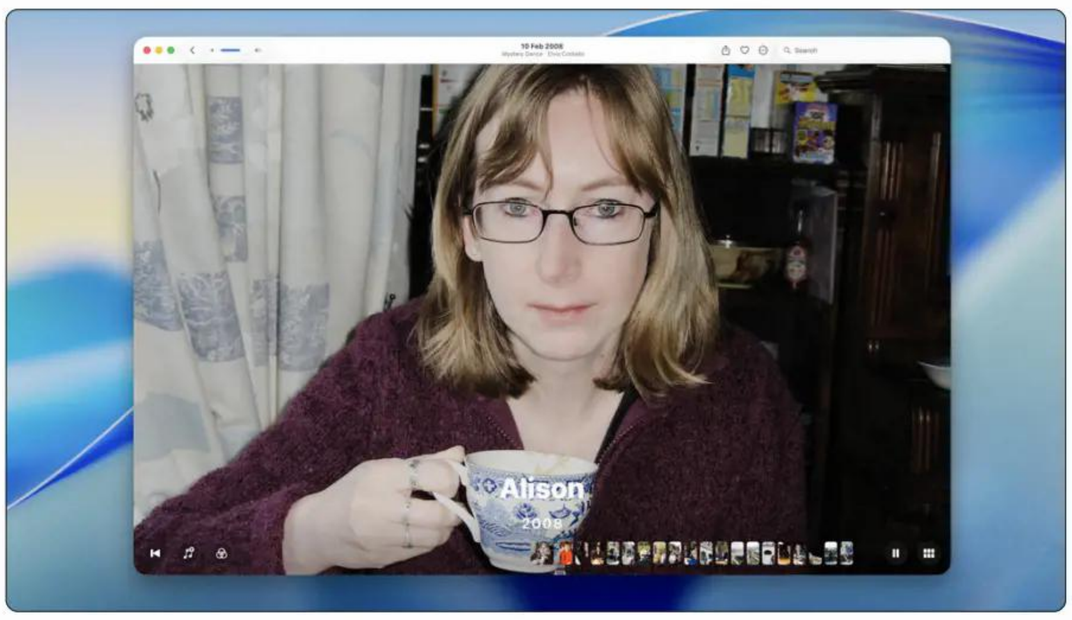


2 Click 'People & Pets' in the sidebar to see photos you've identified by name. Click on a person to see all the photos you have of them. If a photo doesn't contain that person, right-click on it and select the option 'X is not in this photo' to remove it. Scroll down and click Confirm Additional Photos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

Memories

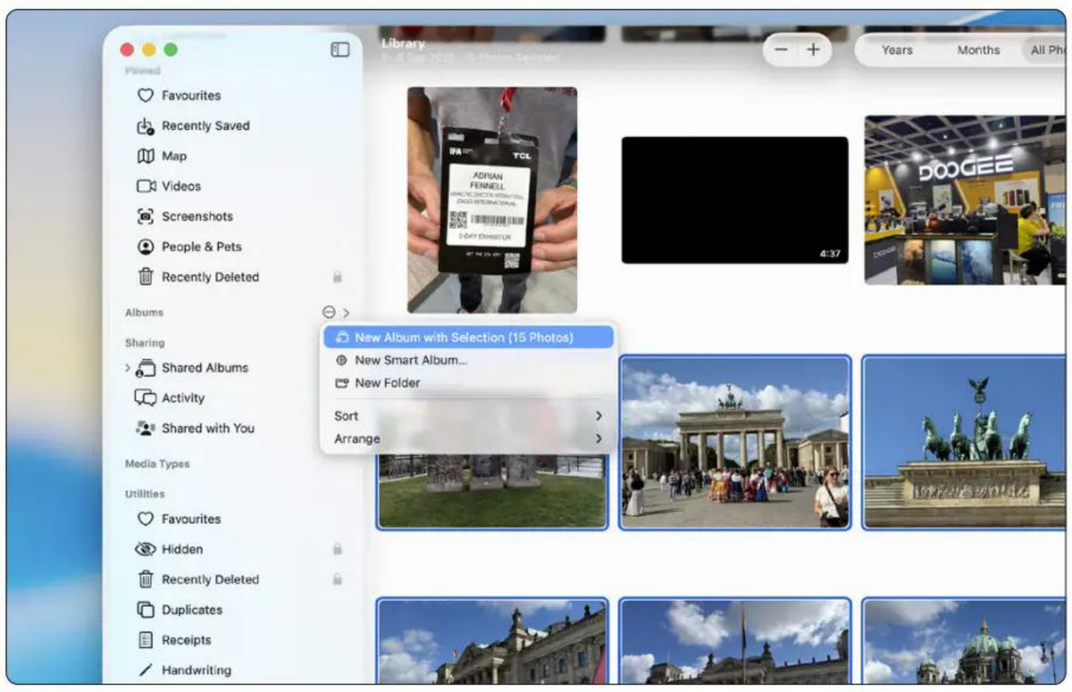


1 Click on Collections in the sidebar to show photos grouped according to various factors, including time and content. For example, a series of pictures taken over a week in a certain location might be identified as a holiday. Photos also picks your best shots too.

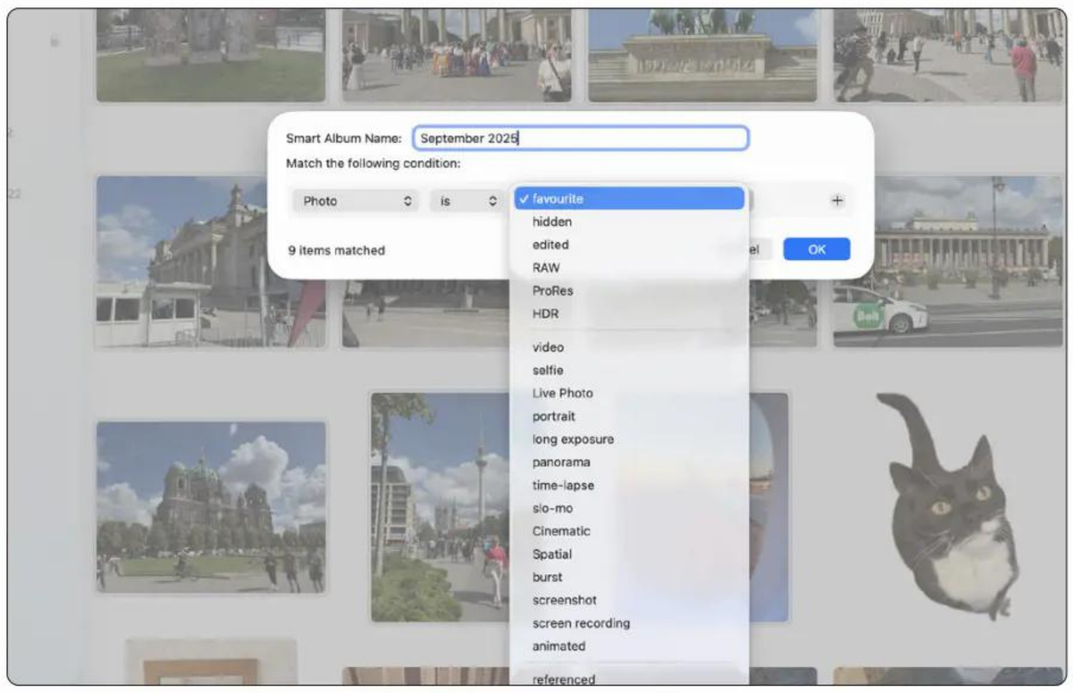


2 Right-click on a memory and you can delete it or add it to your favourites. Open a memory and hover over the picture at the top to see a Play/Pause button. Hover over the slideshow for more controls. Click the Music icon to change the background music.

Making New Albums

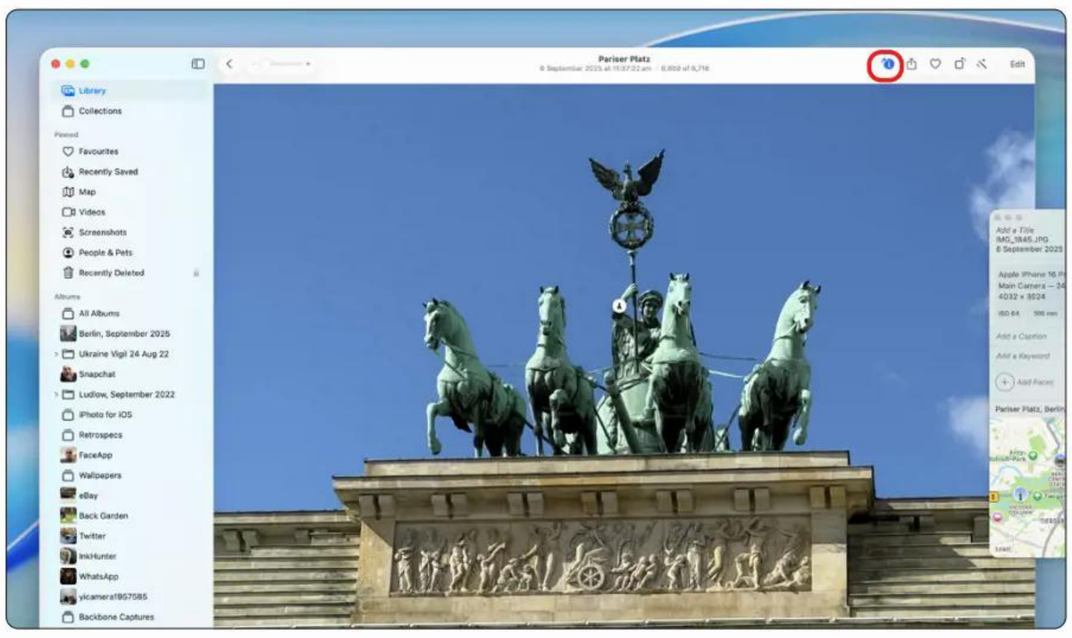


1 CMD-click the pictures you want to make into an album, then hover over Albums in the sidebar. Click the three-dots icon and choose whether to make a regular album, a smart album or a folder. If you choose a smart album, you can set the album's rules to anything you like.



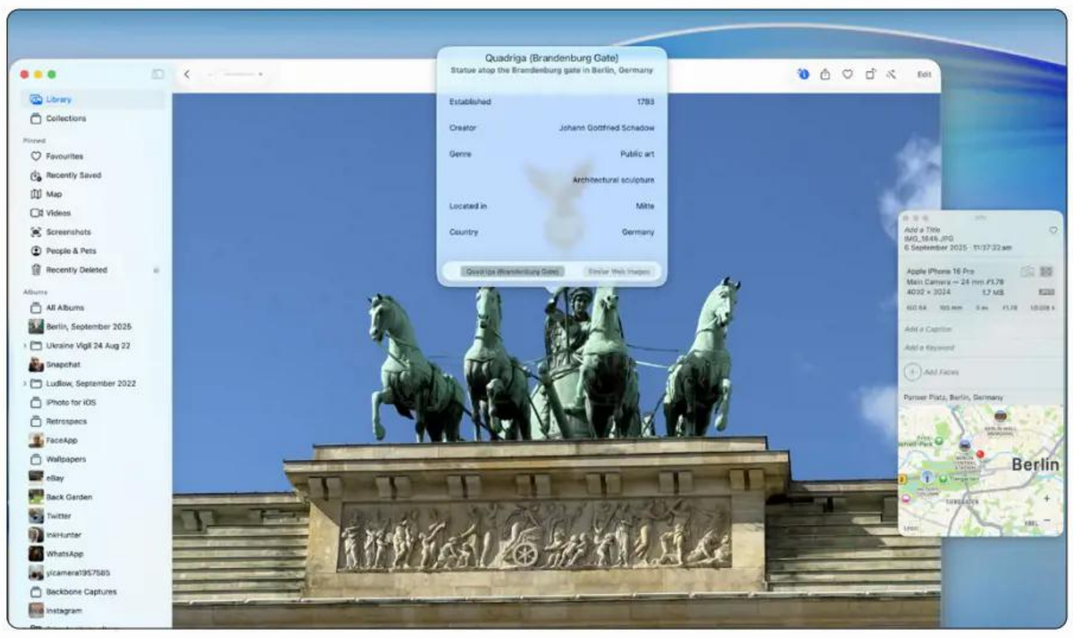
2 Set its title in this window too. In the future, all photos that meet the rules will automatically be added. The new album appears in your sidebar; click the triangle next to My Albums to see them all. You can drag photos onto a new album to add them to that album.

Editing Photo Information



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

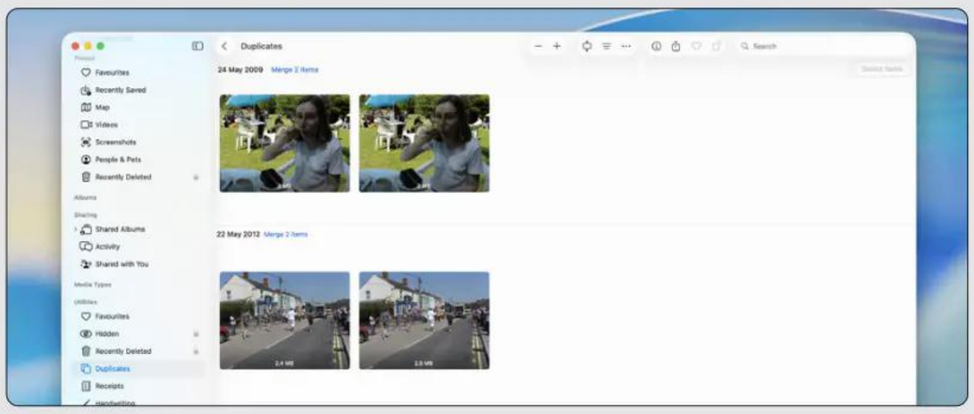
Visual Lookup



If your photo contains landmarks, art, plants, flowers, pets, food and more, the information icon turns into a Visual Lookup icon. Click on it and icons appear on the objects in the photo. Click one of these for information on what it is.

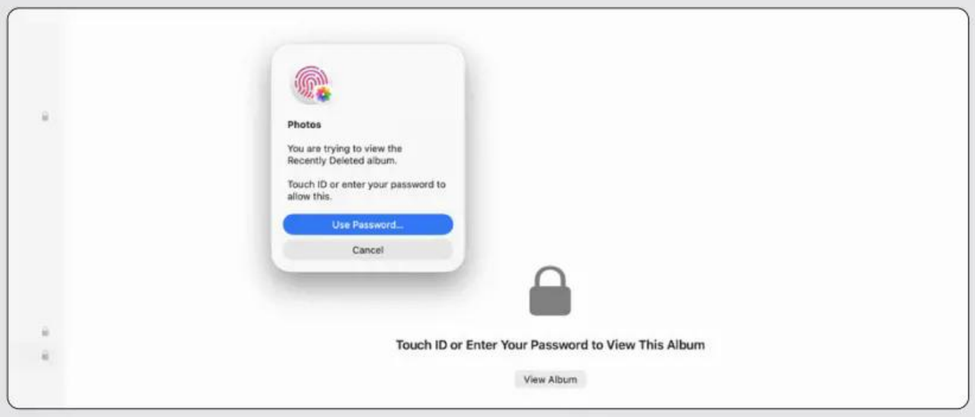
Merge Duplicates

If you have a lot of duplicate photos in your Photos app, there's an easy way to merge them. In the sidebar, select Duplicates (it's in the Utilities section). All your duplicated pics are shown. To merge them, simply click on the link 'Merge X Items' above each collection of duplicated pics. Do this on a per-picture basis.



Deleted & Hidden Photos

To delete or hide a photo, right-click on it and select the option. The Recently Deleted album is in the sidebar, under Utilities. Click on Deleted Photos or Hidden Photos, and you can open that album with your password or biometrics. Right-click one for options to unhide or recover it. Deleted photos are only recoverable for 30 days.



Papercut

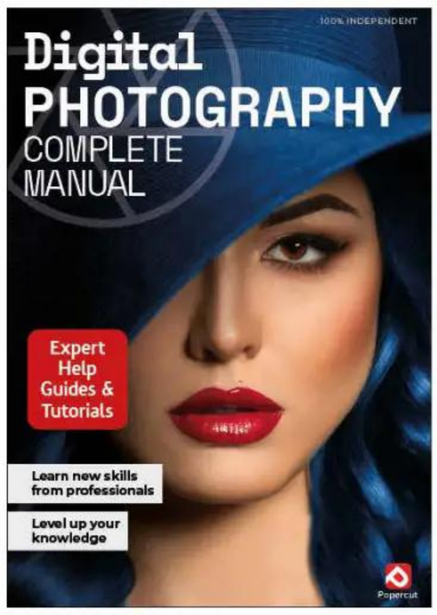
COMPLETE MANUAL SERIES

Stay tuned...

This issue has come to its end, thank you for joining on this adventure, don't worry as our journey together is just getting started. So don't miss out on our exciting next issue, coming in Summer 2026. Hit that Subscribe button as we have even more high quality professional tech support, tutorials and guides that you can't afford to miss!

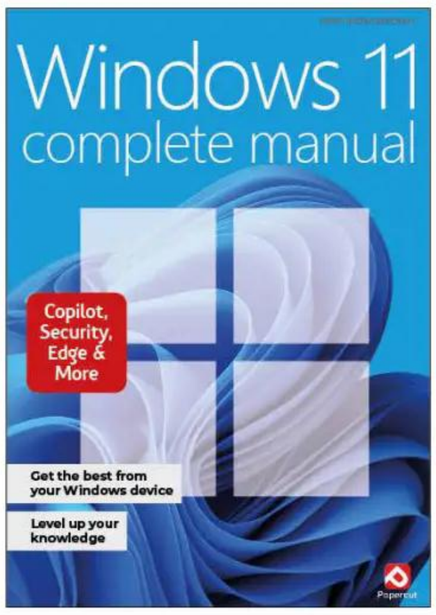
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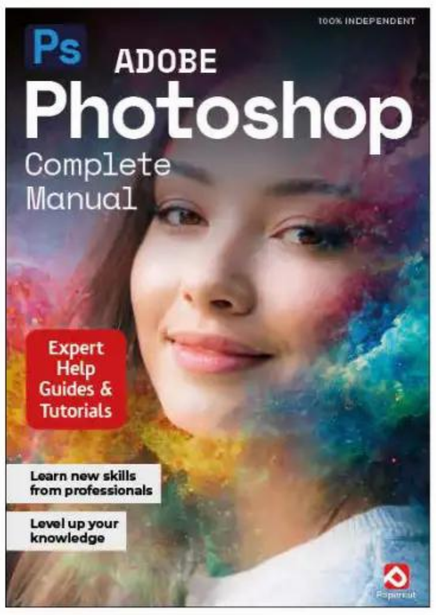
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