

For ALL Apple Macs & MacBooks

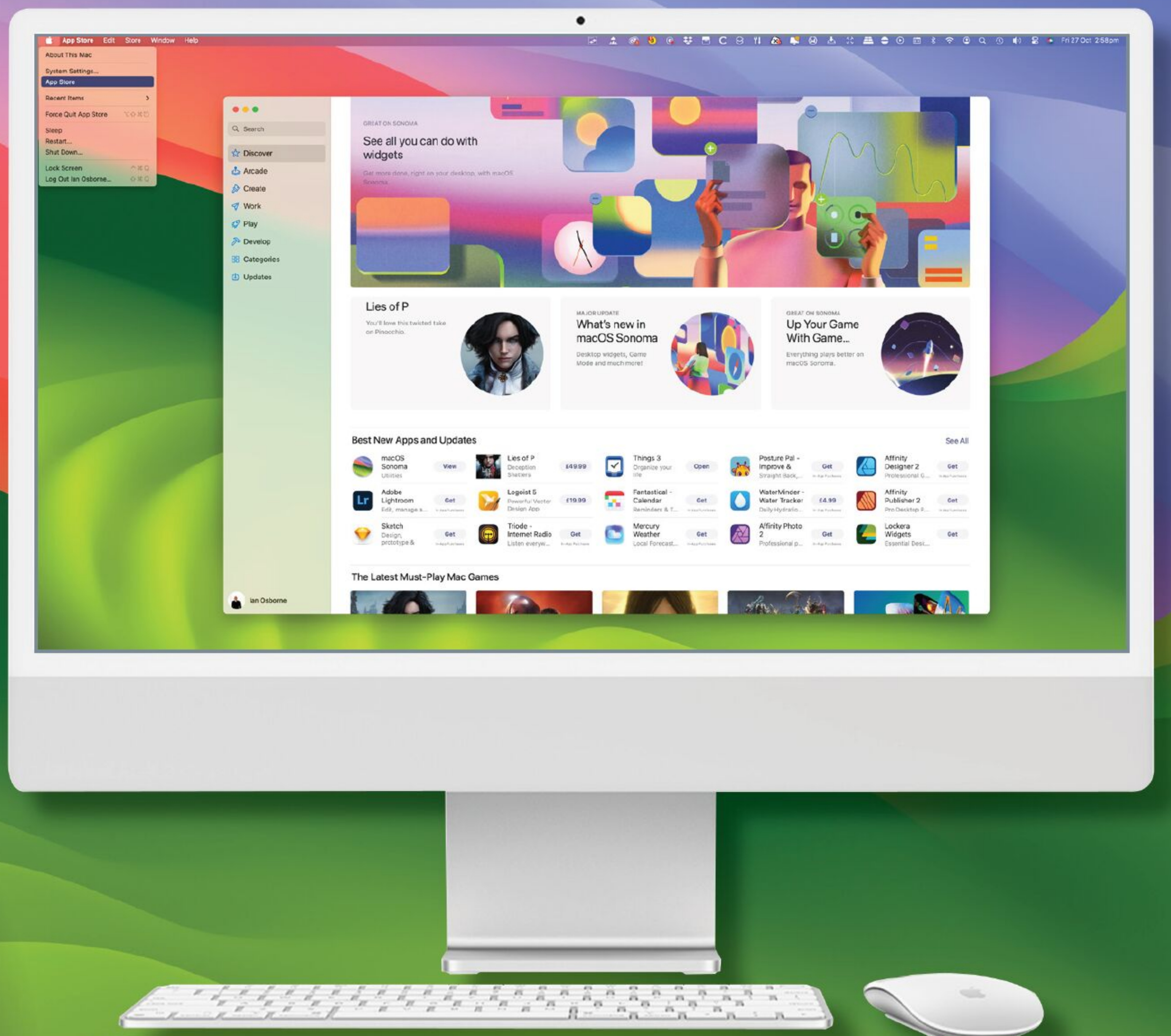
# macOS Sonoma

## For Beginners

Get started with Apple's operating system

Over  
**490**  
Tips & Hints  
inside

- ✓ Jargon-free  
Tips & Advice
- ✓ Step-by-step  
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# macOS Sonoma For Beginners



macOS Sonoma For Beginners is the first and only choice if you are a new Apple Mac or MacBook adopter and want to learn everything you'll need to get started with Apple's operating system. This independent guide is crammed with helpful guides and step-by-step fully illustrated tutorials, written in plain easy to follow English. Over the pages of this publication you will clearly learn everything you need to know about your Mac and apps by first understanding the macOS that powers them. With this unofficial instruction manual at your side no problem will be unsolvable, no question unanswered as you learn, explore and enhance your macOS Sonoma user experience.



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**"We show you your Mac's basic features, such as the Desktop, menu system and trackpad gestures, moving on to detailed guides to its key apps..."**

## Can You Run macOS Sonoma?

Older Macs cannot be updated to the new operating system, so if you want to upgrade your Mac to macOS Sonoma, it must be one of the following models:



MacBook Pro, 2018 and later  
MacBook Air, 2018 and later  
Mac Pro, 2019 and later  
Mac Mini, 2018 and later

Mac Studio, 2022 and later  
iMac from 2019 and later  
iMac Pro, 2017







# First Steps with macOS Sonoma

Here we get to grips with the basics of macOS, such as setting it up out of the box, using Gesture Controls, the Finder, getting online and more. The new macOS Sonoma wallpapers and screensavers are covered, as are the Desktop Widgets that let you check important information straight from your Desktop. Look out too for guides to Spotlight, Notifications, the Dock, Sonoma's menus and more.

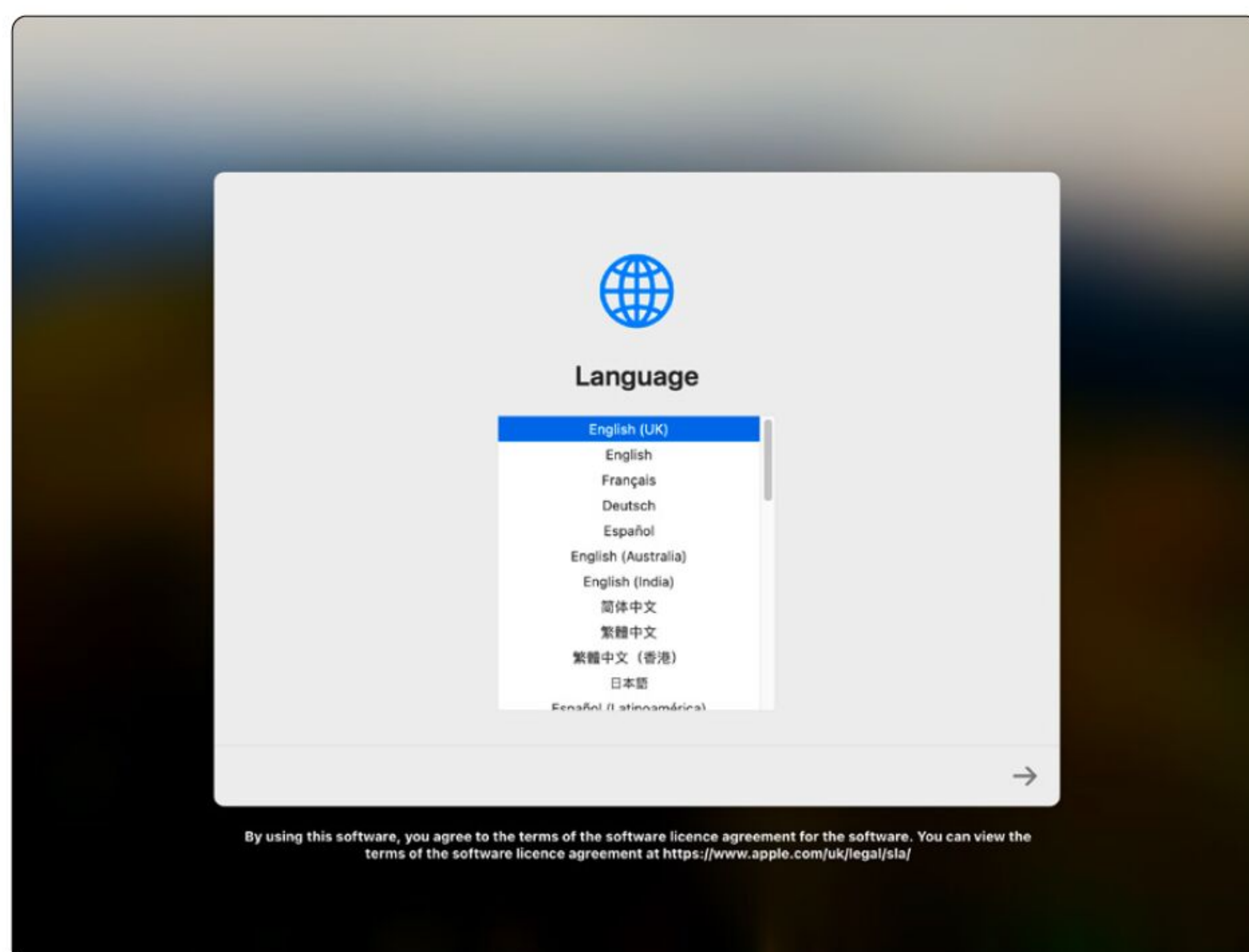
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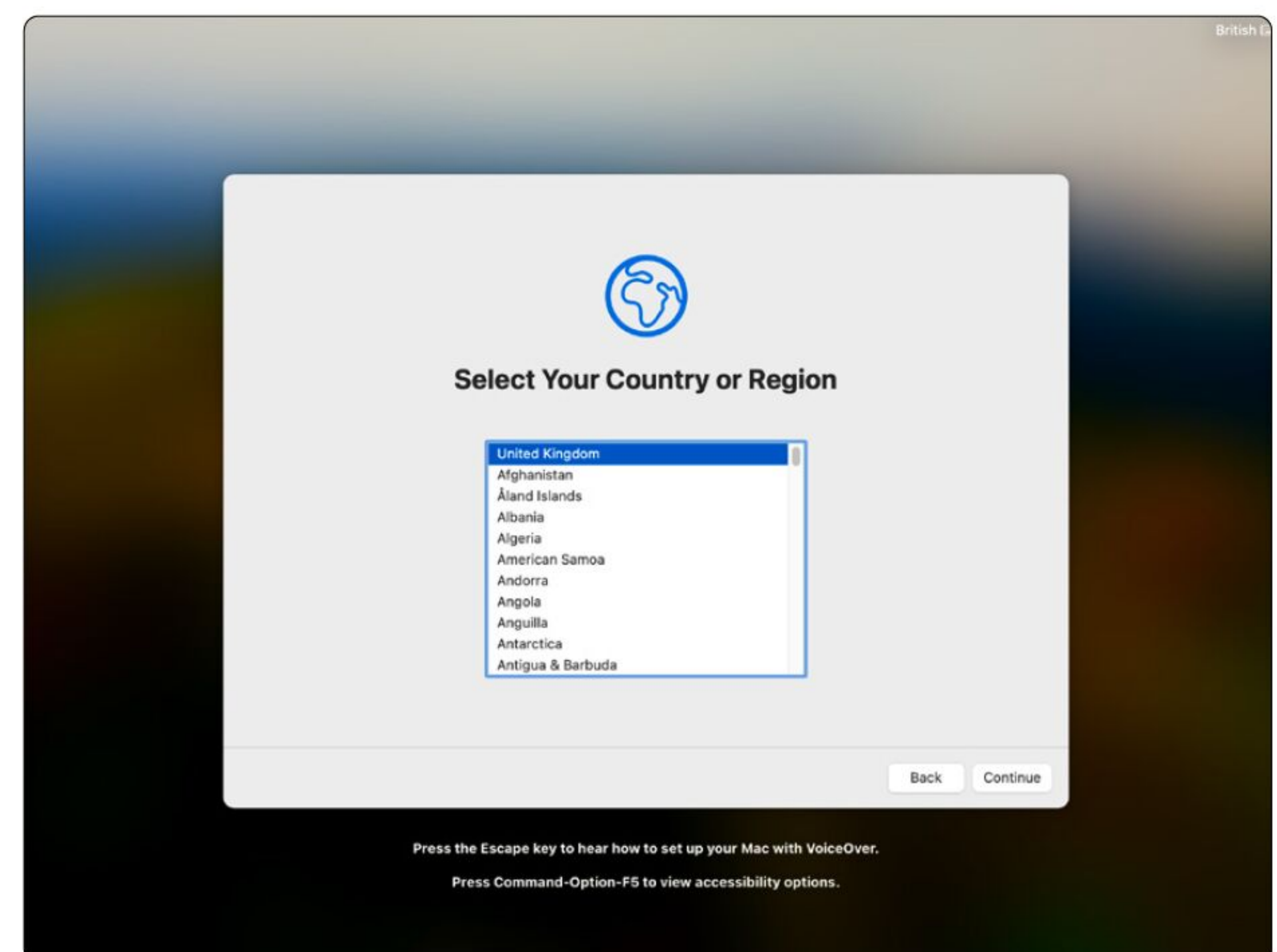


# Set Up Your Mac For the First Time

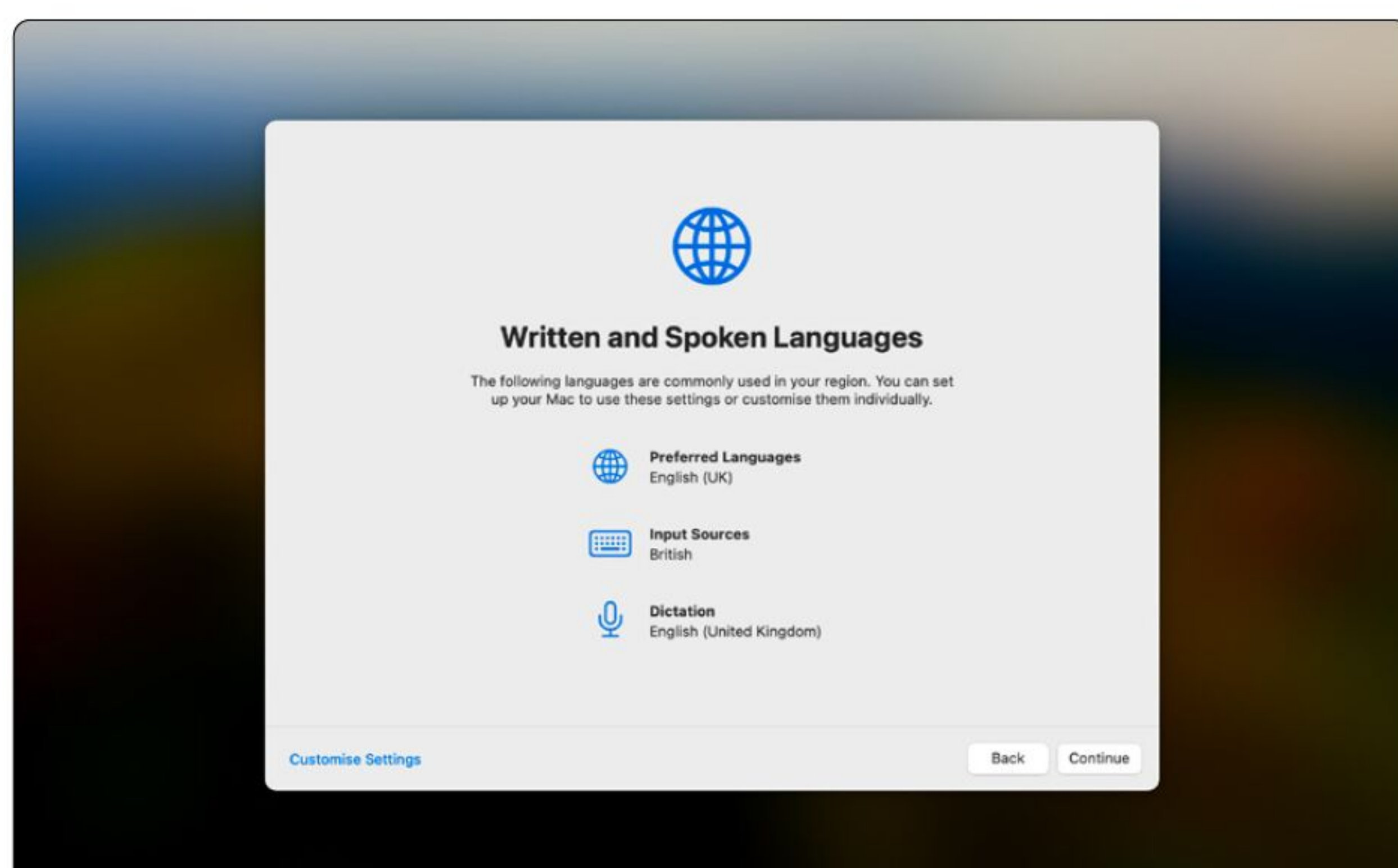
If you have a new Mac but have not yet set it up, follow this guide. It's nothing to be afraid of; follow the guide and the on-screen instructions, and step by step, you get to set your Mac's language, take it onto the Internet with your Wi-Fi network, sign in with your all-important Apple ID and more.



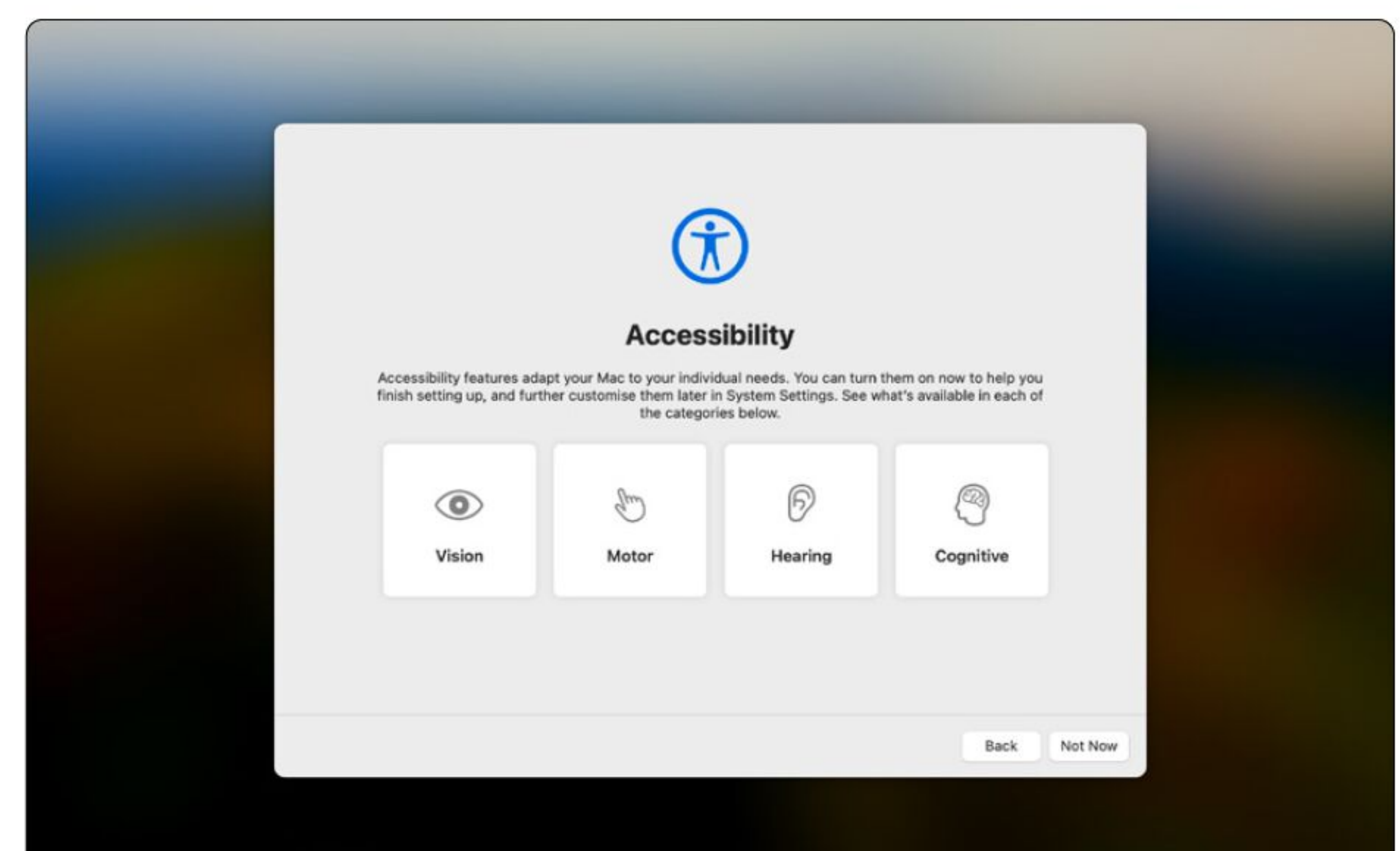
**1** First, you might see this window, inviting you to choose the language you use to set up your Mac. The most popular languages are at the top of the list, but if you want to use an alternative one, scroll up until you find it, click on it and then click the arrow (bottom right).



**2** Now 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.

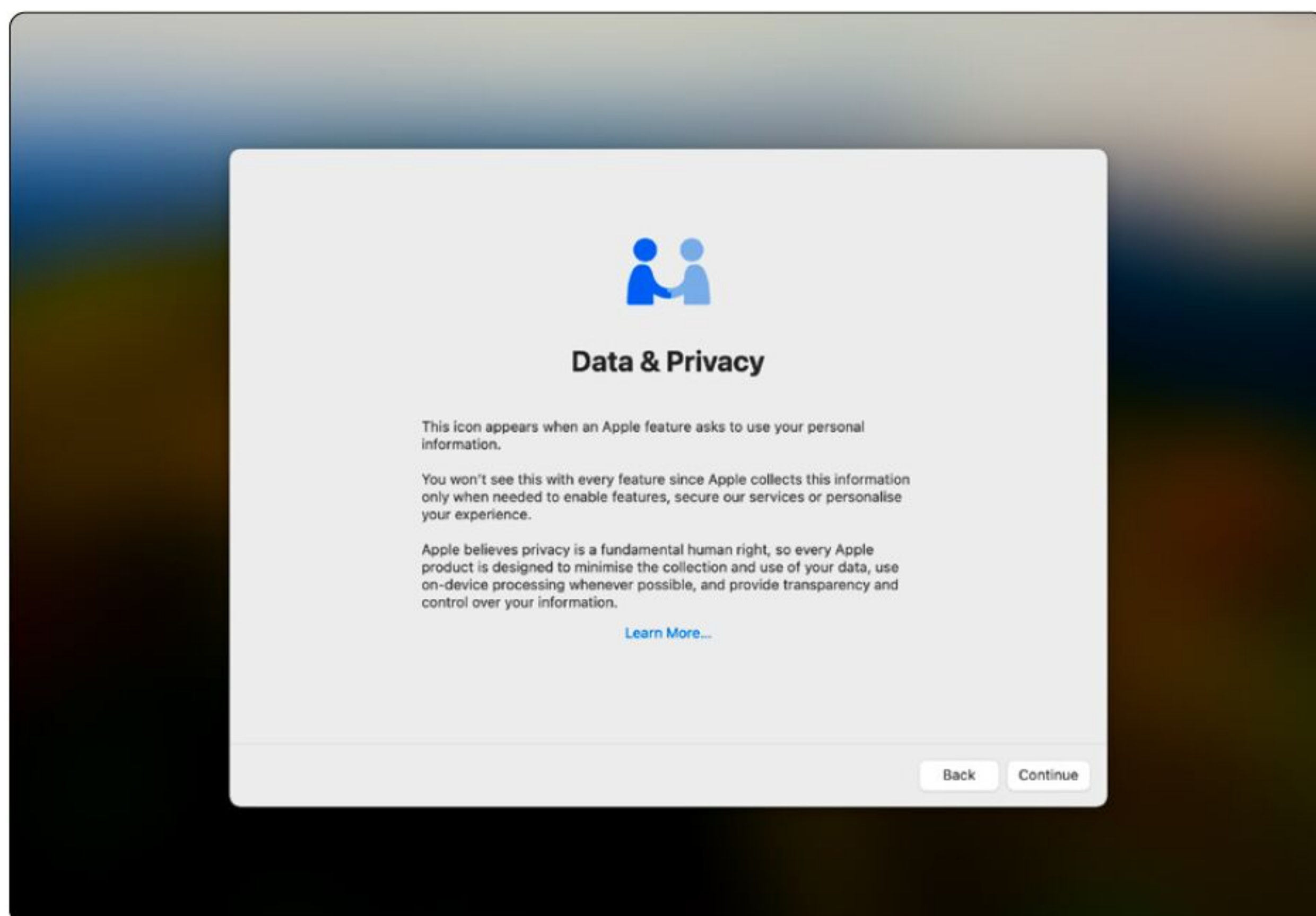


**3** Now select your Mac's language and input source. The default ones for your chosen territory are offered, but if you want to change them, click Customise Settings and set the language your Mac uses and the keyboard layout to best suit your needs.

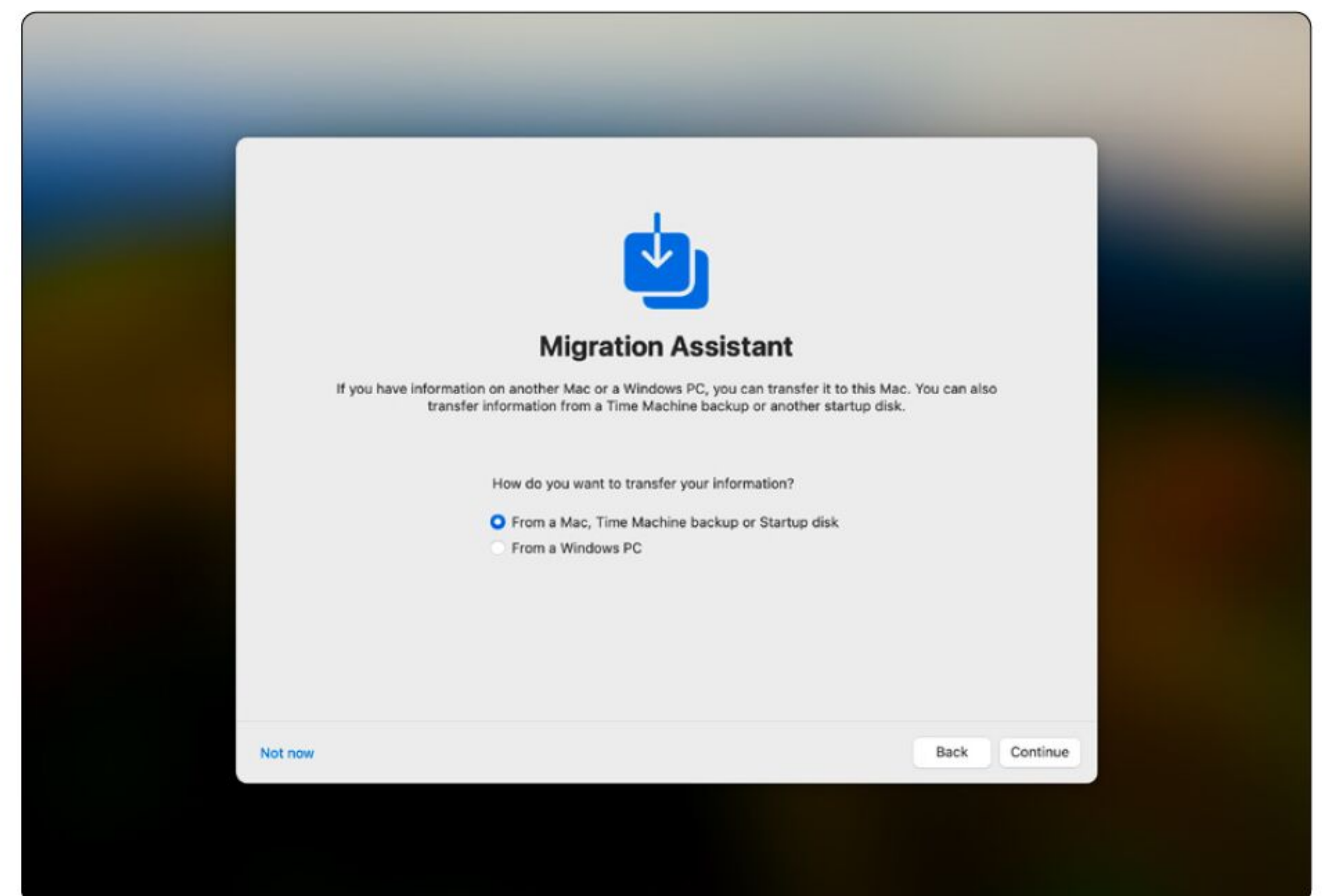


**4** If you have a disability that makes it harder to use a computer, the Mac's Accessibility tools could be of interest. If you want to set up your Accessibility settings now, click one of the buttons. If not, click Not Now – you can do it later in Settings.

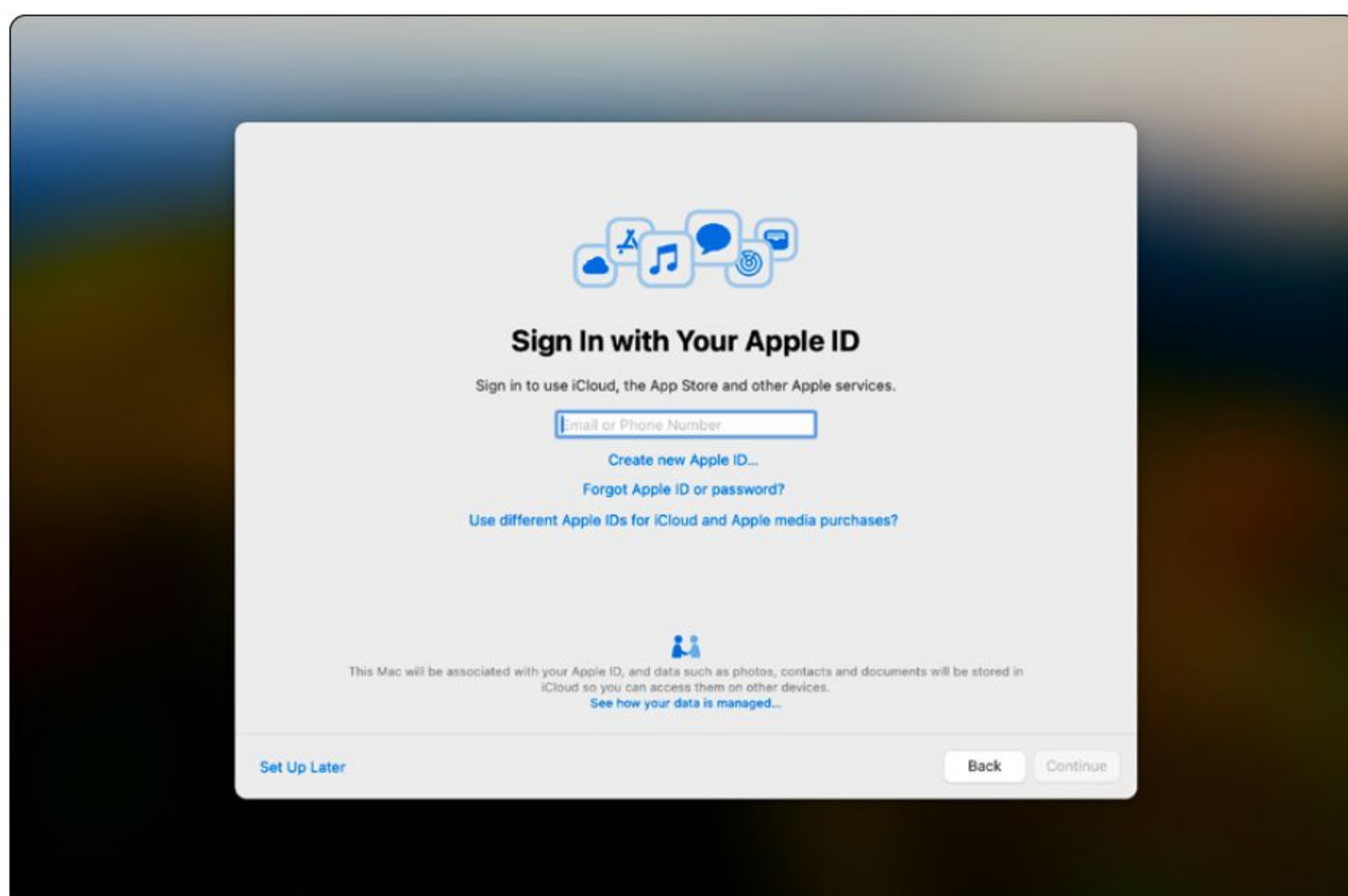




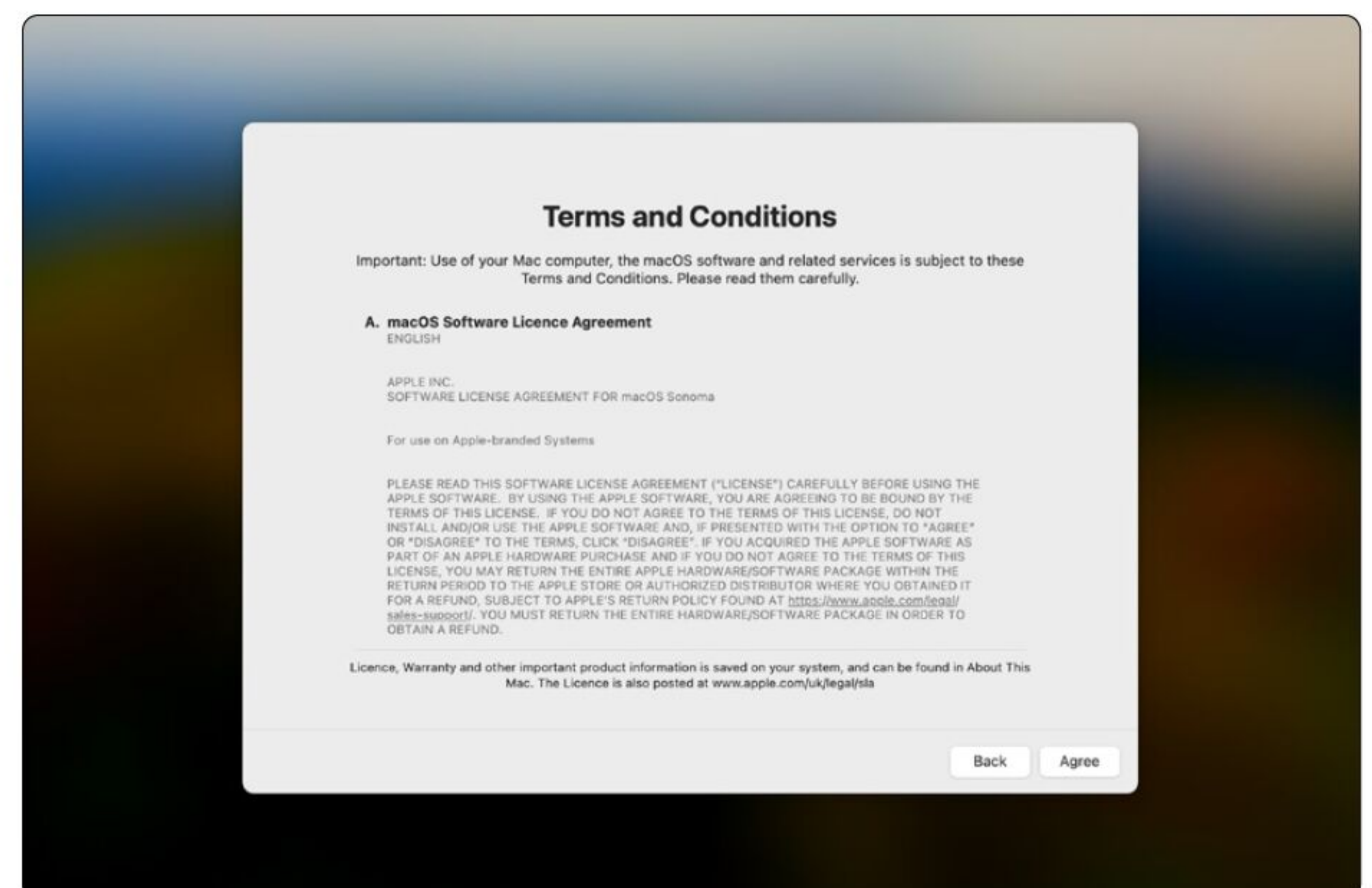
**5** Next comes the Data & Privacy screen. You're shown an icon that appears when an Apple feature collects information, and needs your permission. There's nothing you need to do on this screen, just read it for reference and move on once more.



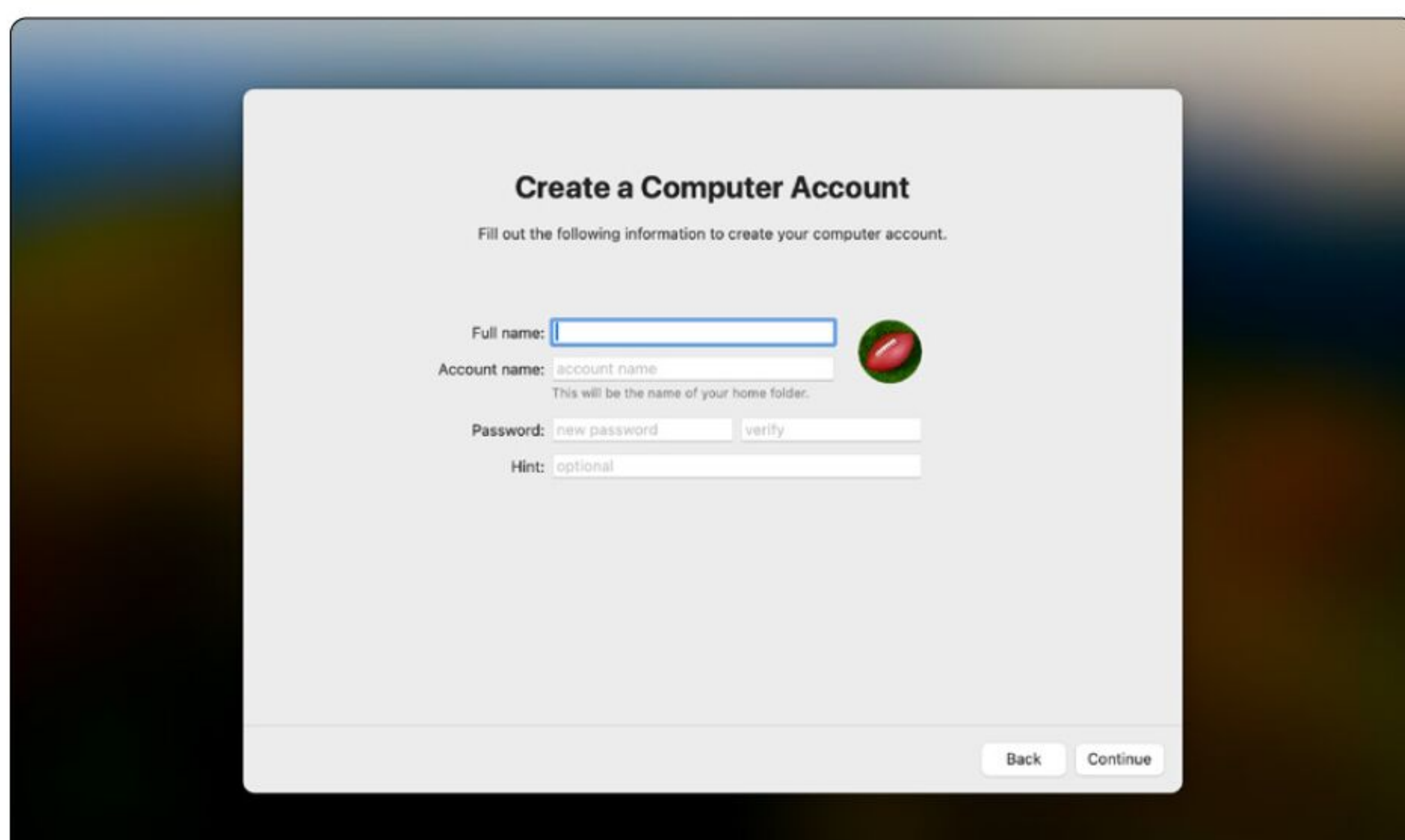
**6** You're invited to transfer information from a Mac or Time Machine backup, a Windows PC or not at all. To transfer data from your old computer, choose the correct option and follow the on screen instructions. Otherwise, choose the last option to start afresh.



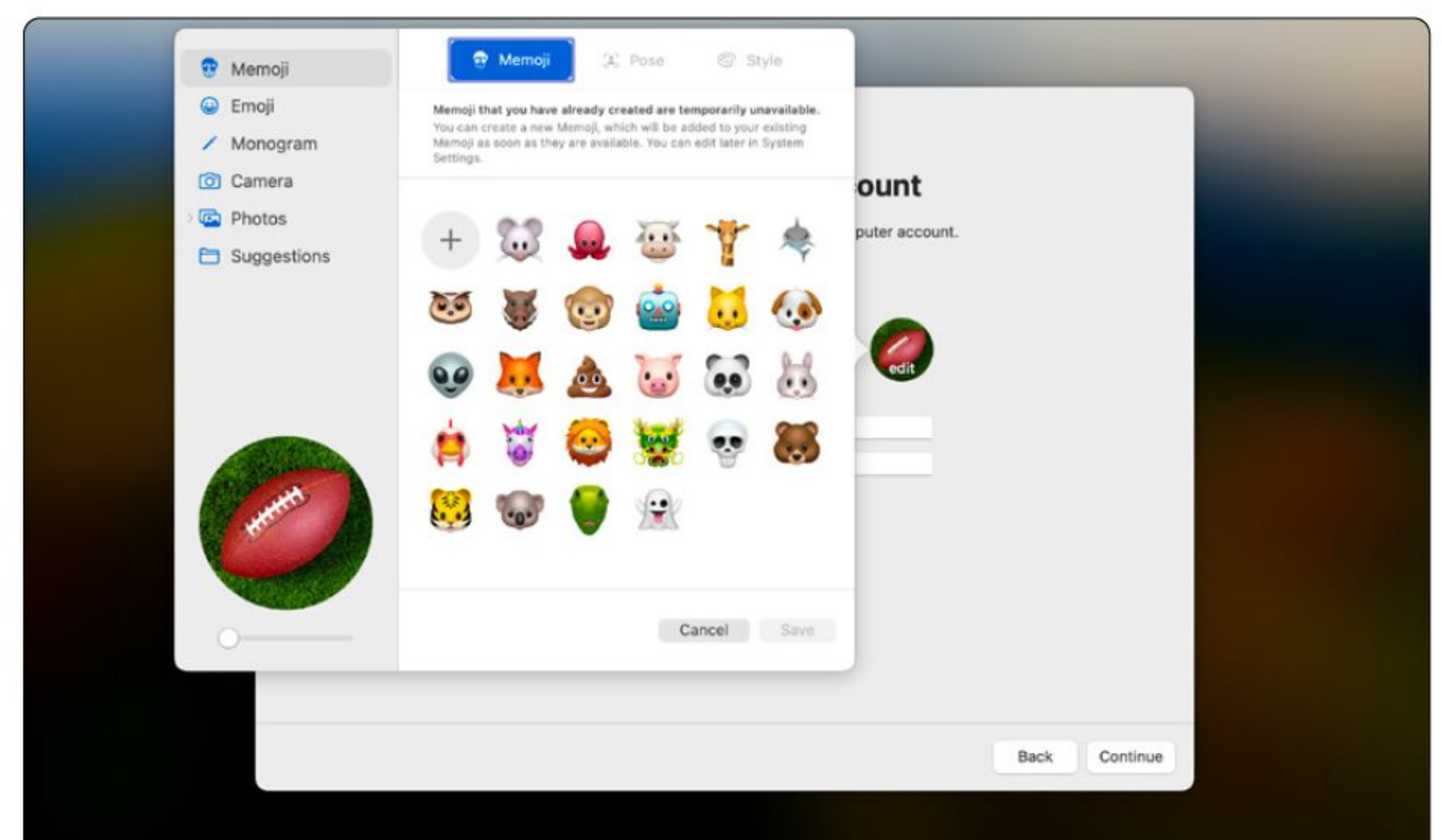
**7** Now it's time to sign in with your Apple ID. If you already have an Apple ID, sign in now with your password. If you don't, click the Create New Apple ID link and follow the on-screen instructions. There's also a link for if you've forgotten your Apple ID.



**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.

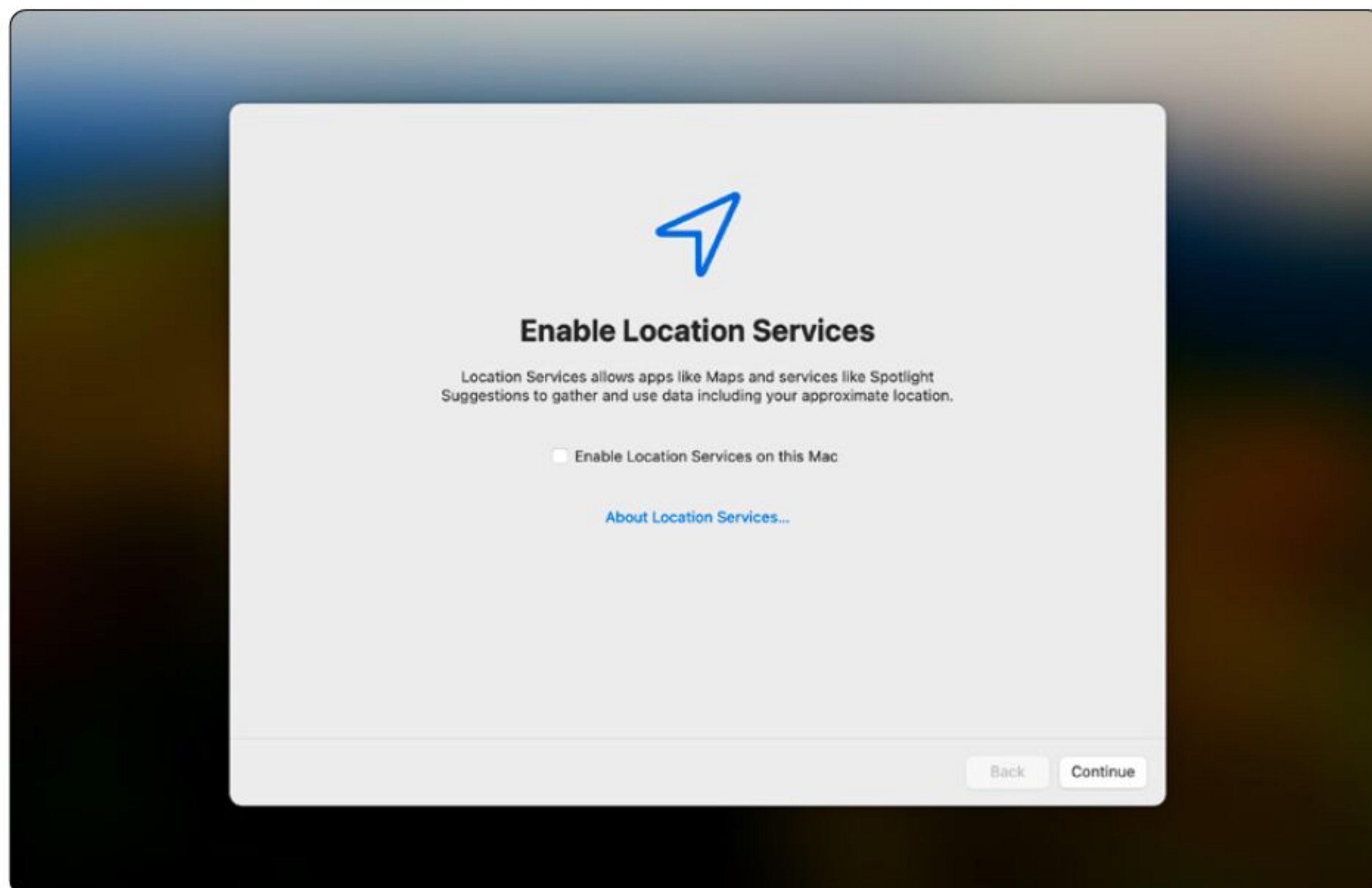


**9** Your account name is based on your Apple ID name but your password, which unlocks the computer, should be chosen now. Choose something you can remember and enter a hint in case you forget. Click the small picture to choose a different one, or take a photo using the Mac's camera.

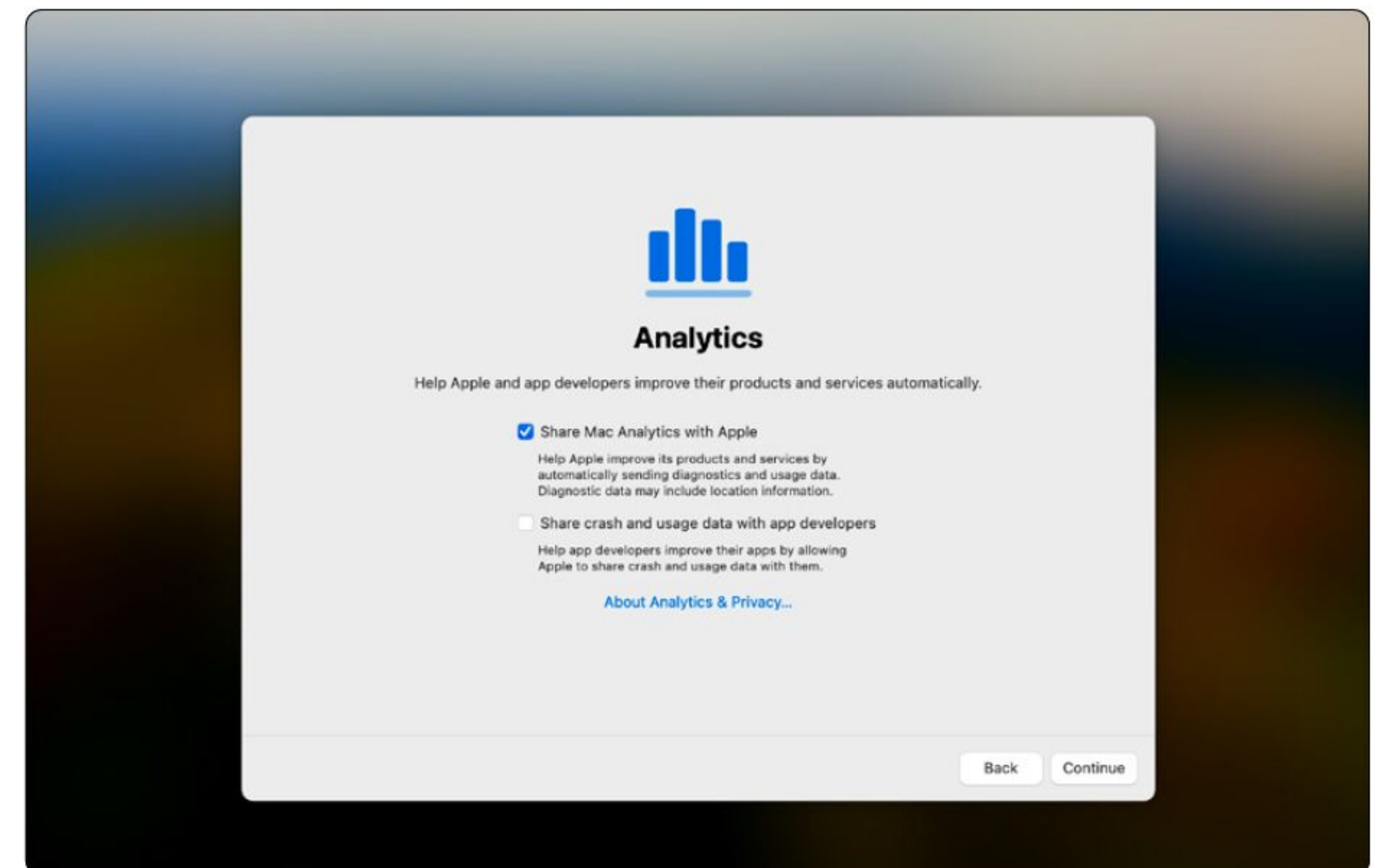


**10** You can also change your avatar now, if you wish. Simply click on the one you have at the moment – the image in the circle to the right of your full name and account name – and you're given the chance to change it to a Memoji, Emoji, monogram, a photo and more.

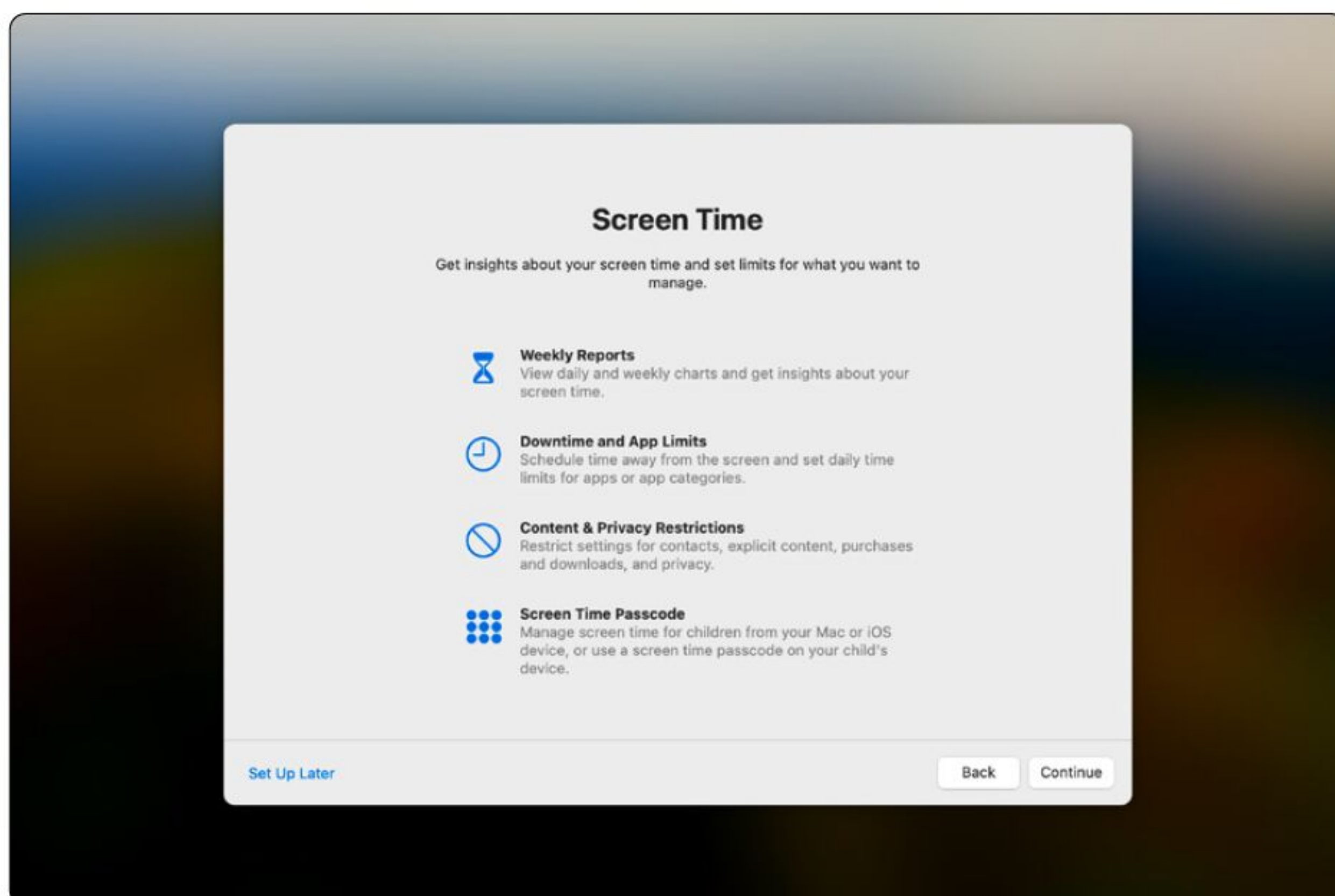




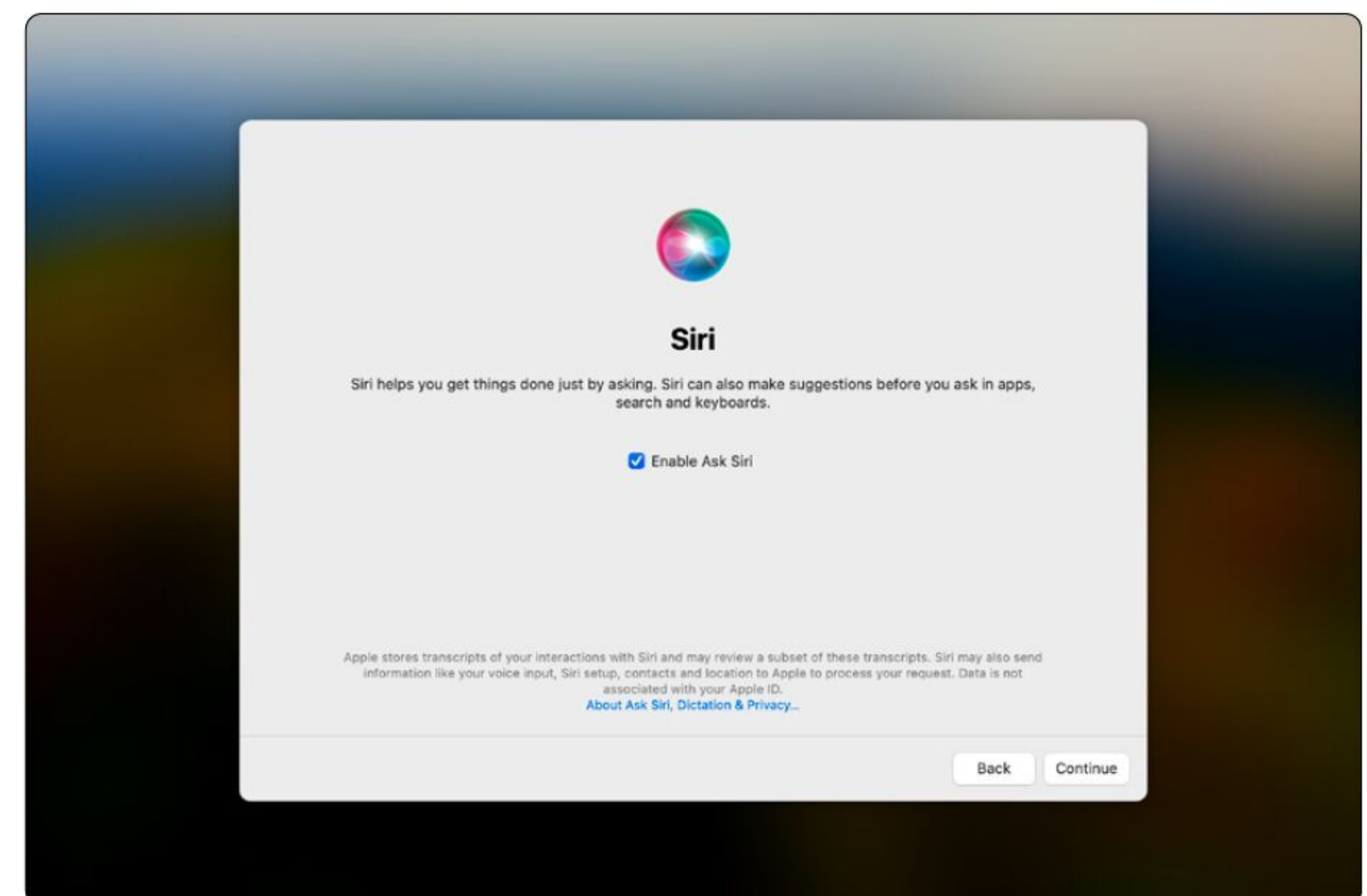
**11** Now you decide whether to Enable Location Services or not. It's up to you, but there's a lot of Mac features that depend on being able to tell where you are to work, for example, finding your location in Maps. Click the box if you want to enable it, and then click Continue.



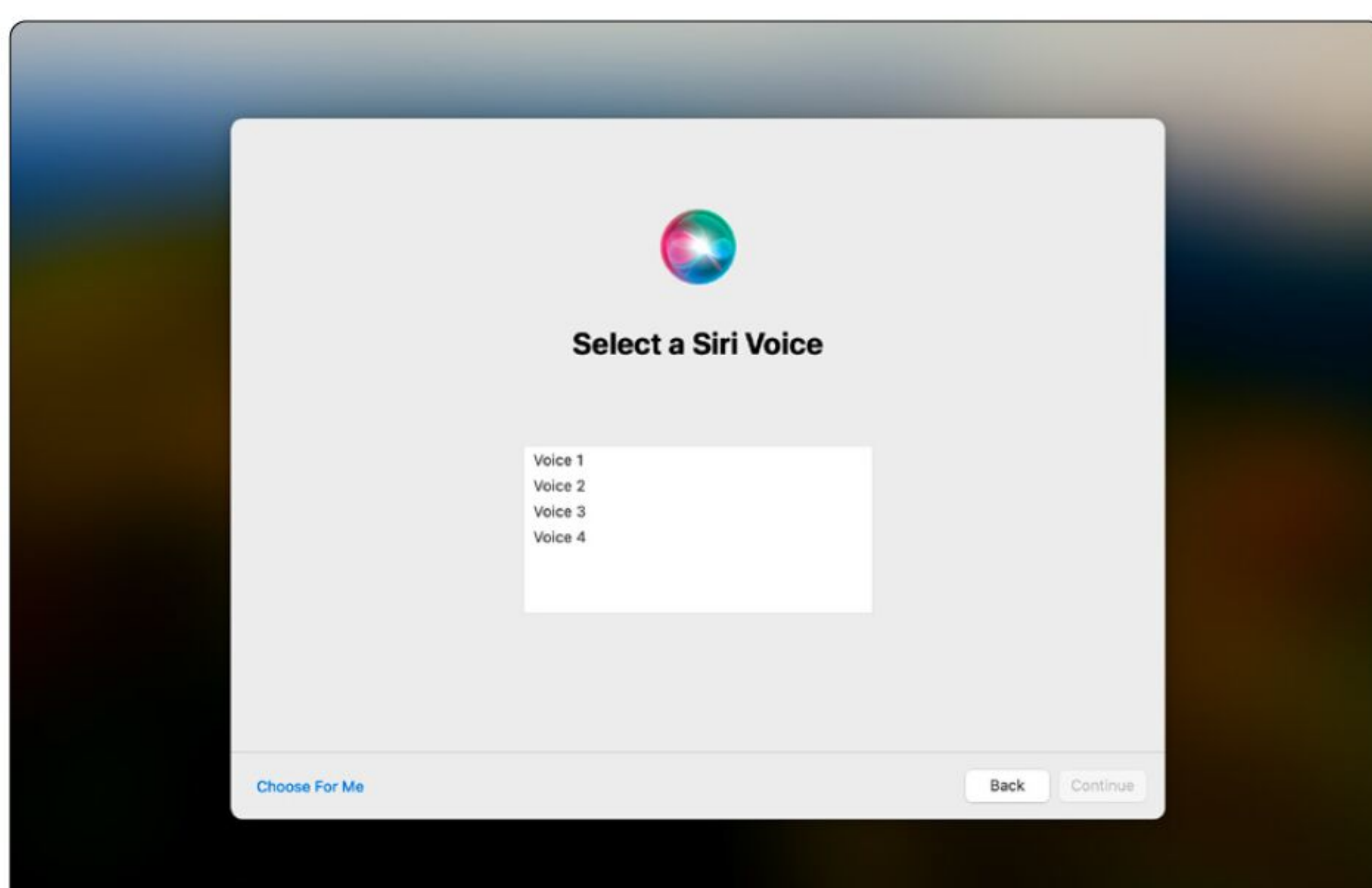
**12** You can now choose whether you allow analytic information to be sent to Apple and/or third-party software developers so they can improve their products. If you're concerned about privacy, you can decline, but it's helpful if you agree to share.



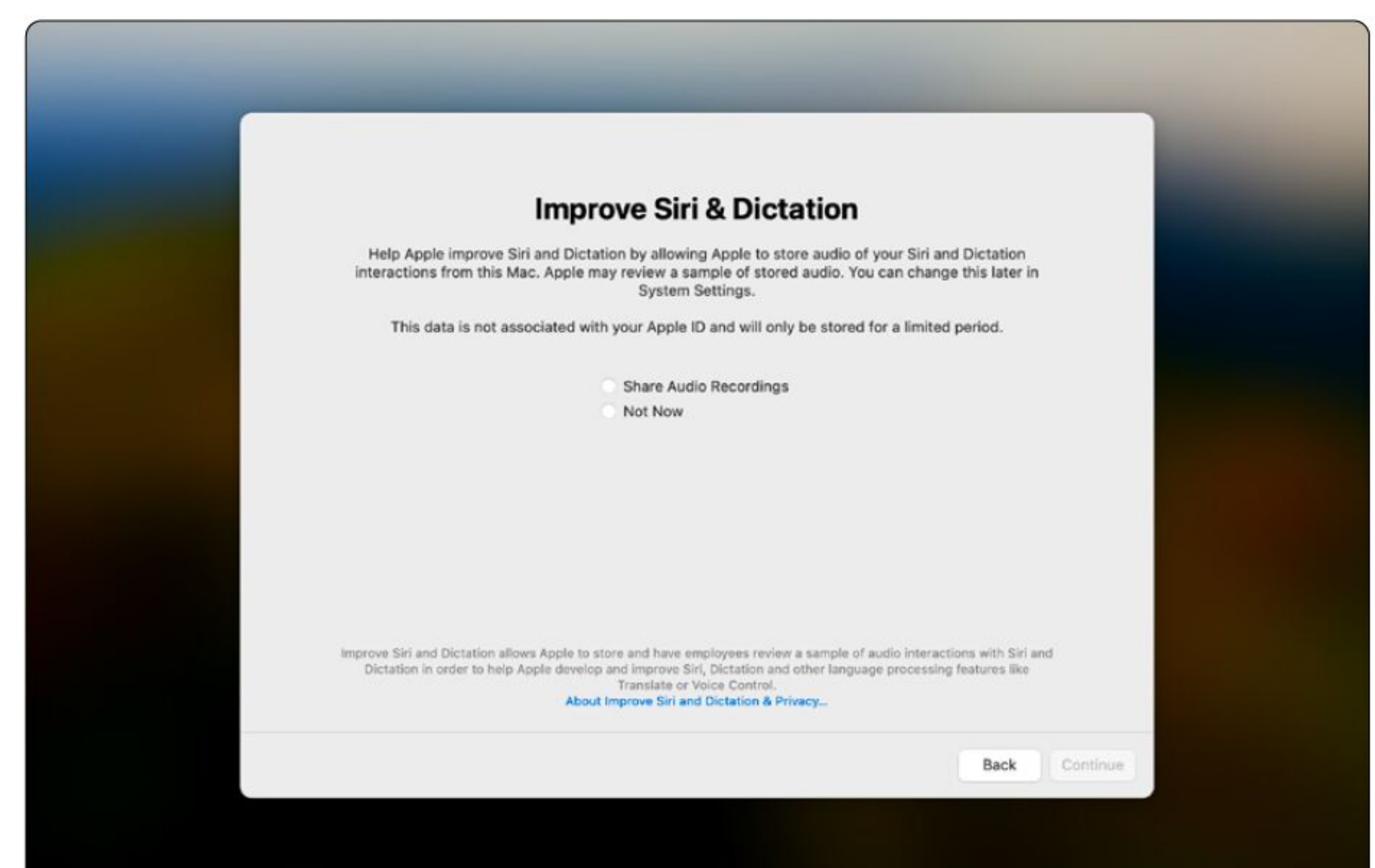
**13** You now decide whether or not you want to set up Screen Time. Click Continue to have Screen Time give you updates on how you're using your Mac, or the Set Up Later link at the top to leave it be for now. You can activate it later in macOS Sonoma's System Settings.



**14** It's time to set up Siri, and decide whether or not you want Apple's own digital personal assistant to activate when you say, 'Hey Siri.' Click the checkbox in the middle of the window if you wish to do so, then click Continue and follow the on-screen instructions.

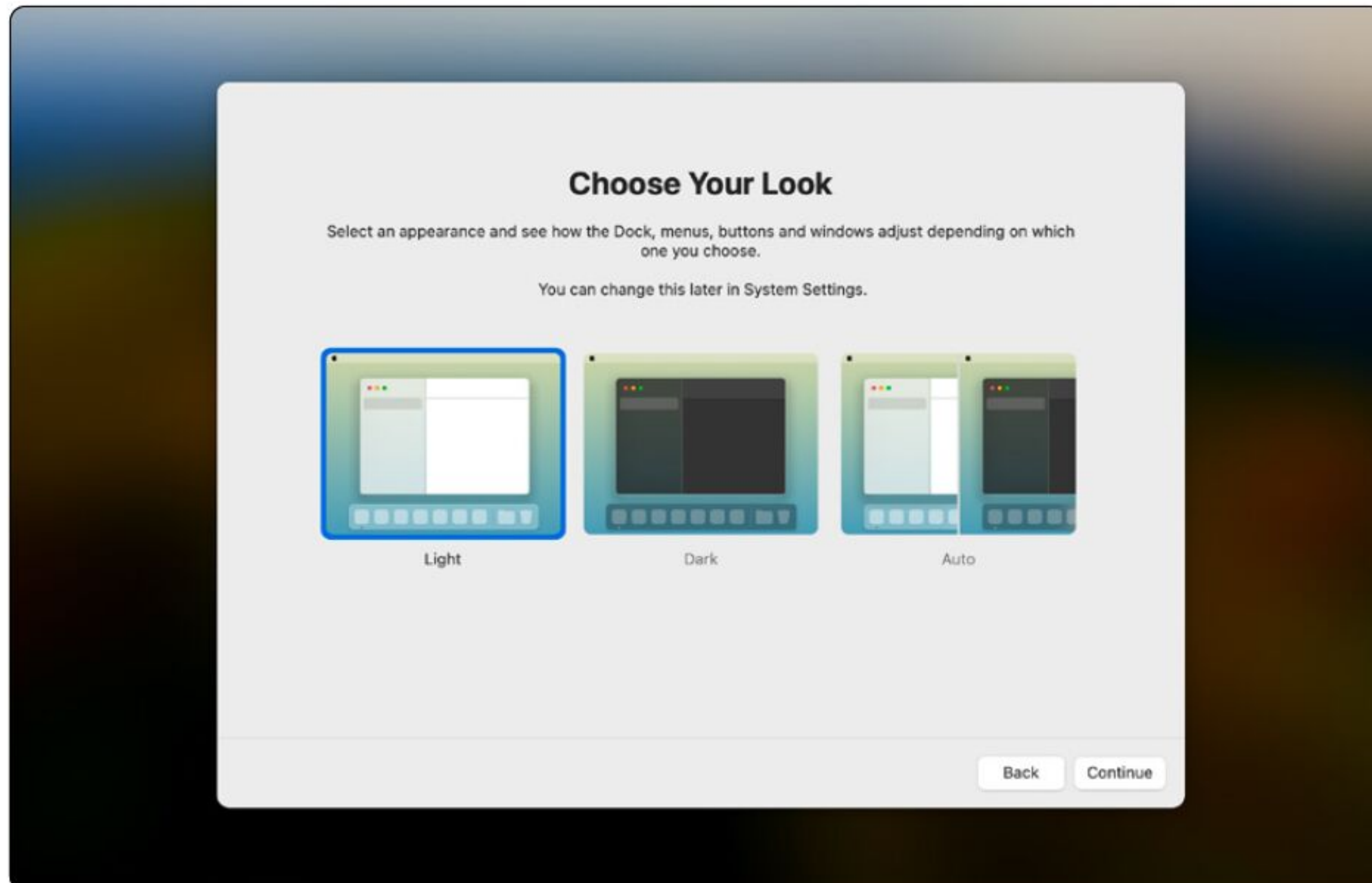


**15** You can now choose a Siri Voice, that is, the voice used by the Siri digital assistant when you use this feature on your Mac. Click on each voice in turn to hear what it sounds like, and then click the one you want and click Continue. You can change it in Settings later if you wish.



**16** Do you wish to send information to Apple for it to use in improving the Siri and Dictation features? These recordings are shared with privacy in mind, and Apple never knows who sent which recording. Click Share Audio Recordings or Not Now.





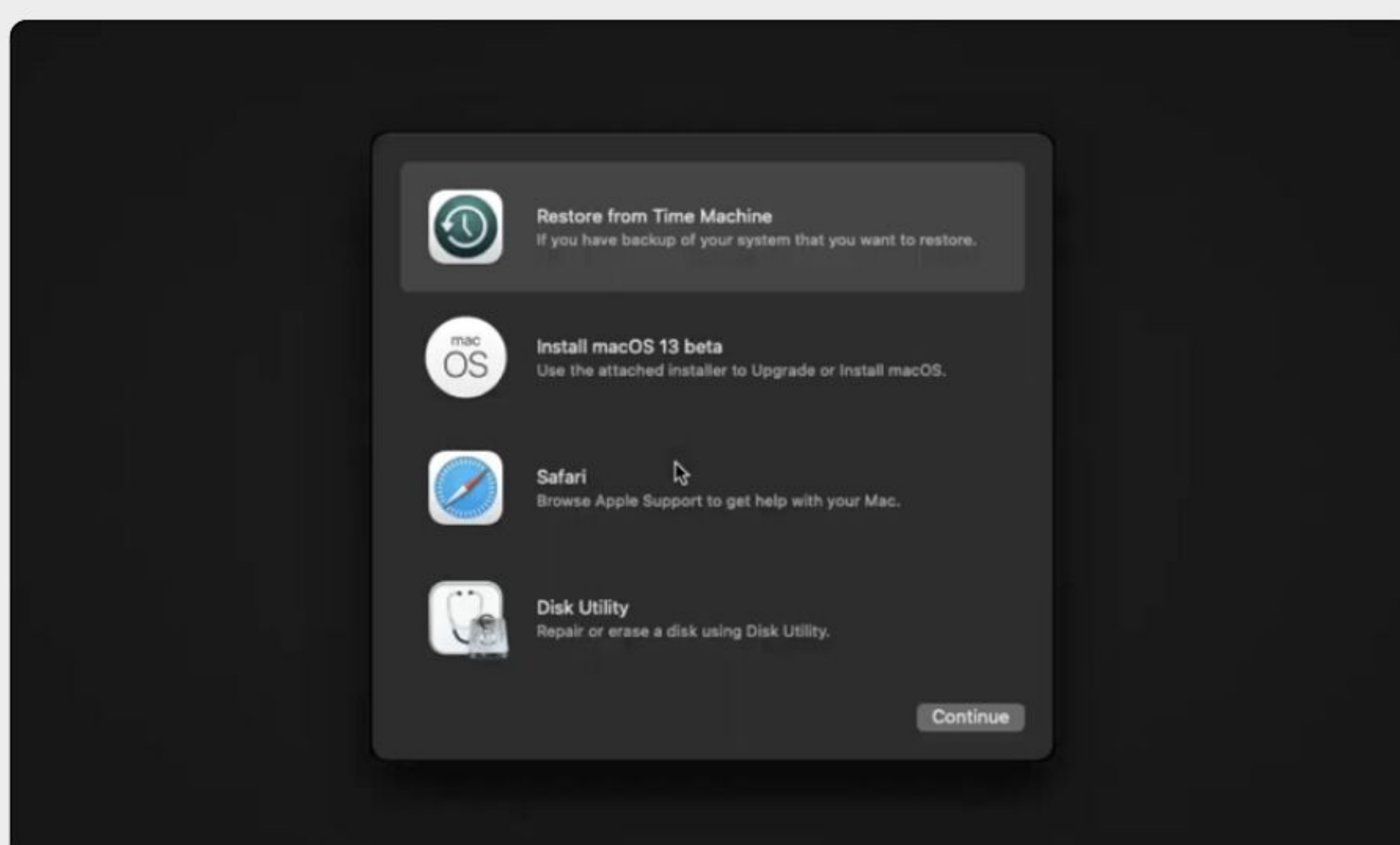
**17** Choose how your Mac will look when in use. You can go for the default light look, with white as the predominant background colour, or dark, with black backgrounds. Auto switches between light and dark depending on the ambient light.



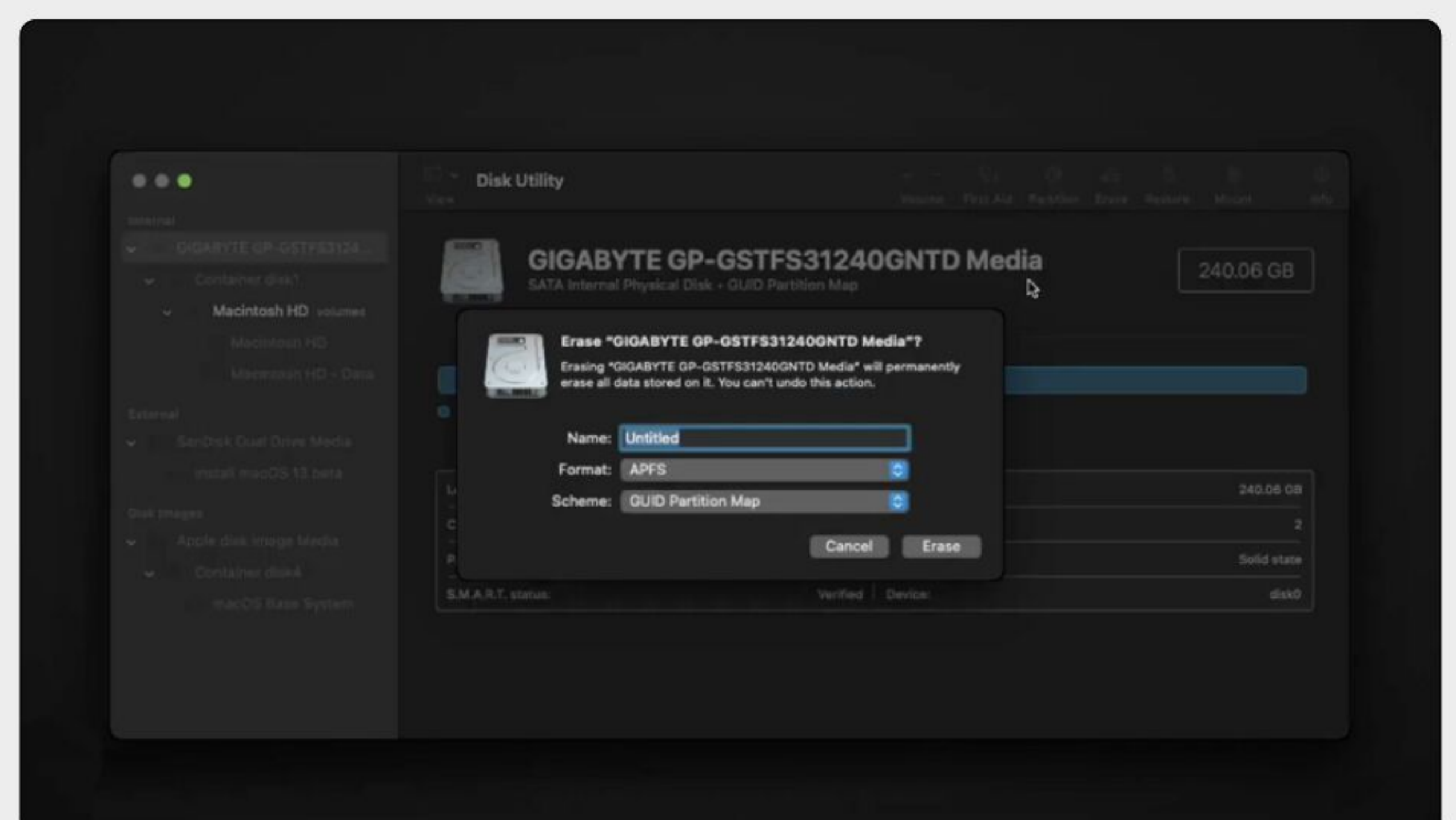
**18** Your Mac soon boots into macOS Sonoma, the latest version of the Mac's operating system. If you open System Settings (from the Apple menu, Dock or Applications folder), you can change its appearance and wallpaper, should you not like it as it is.

## Reset to Factory Conditions

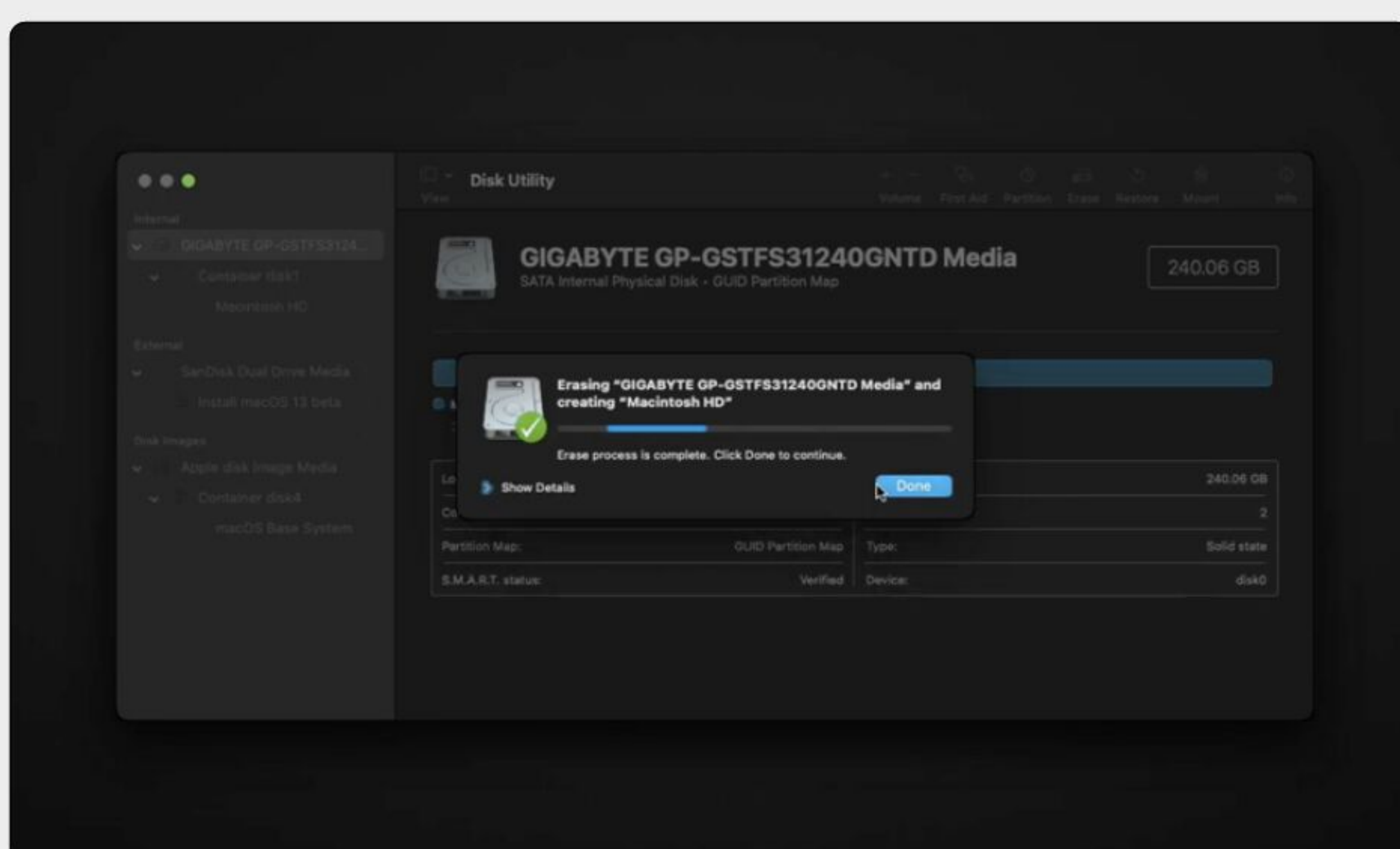
If you acquired your Mac second hand, you might want to wipe it clean and start again. Just follow this guide.



First, restart your Mac whilst holding down cmd-Shift-Alt-R (Intel Mac) or by pressing and holding the power button (Apple Silicon Mac). The Mac continues to boot, but instead of the regular desktop, a window appears showing four options as seen here.



From the window, select Disk Utility (the bottom of the four options) and click Continue. Select your startup disk (called Macintosh HD by default) and in the toolbar at the top of the Disk Utilities window, click the Erase icon to wipe it clean.



On the next screen, the Format pull-down menu should read APFS if it's available or Mac OS Extended (Journaled) if it isn't. Select the appropriate option and click Erase to wipe your boot drive. When it's finished, click Done, then quit Disk Utility (cmd-Q).



Now choose to install macOS and continue. When invited to install the operating system, do so; you might have to click on the Wi-Fi icon in the menu bar and rejoin your wireless network. Agree to T&Cs, select your main drive and click Install to start afresh.

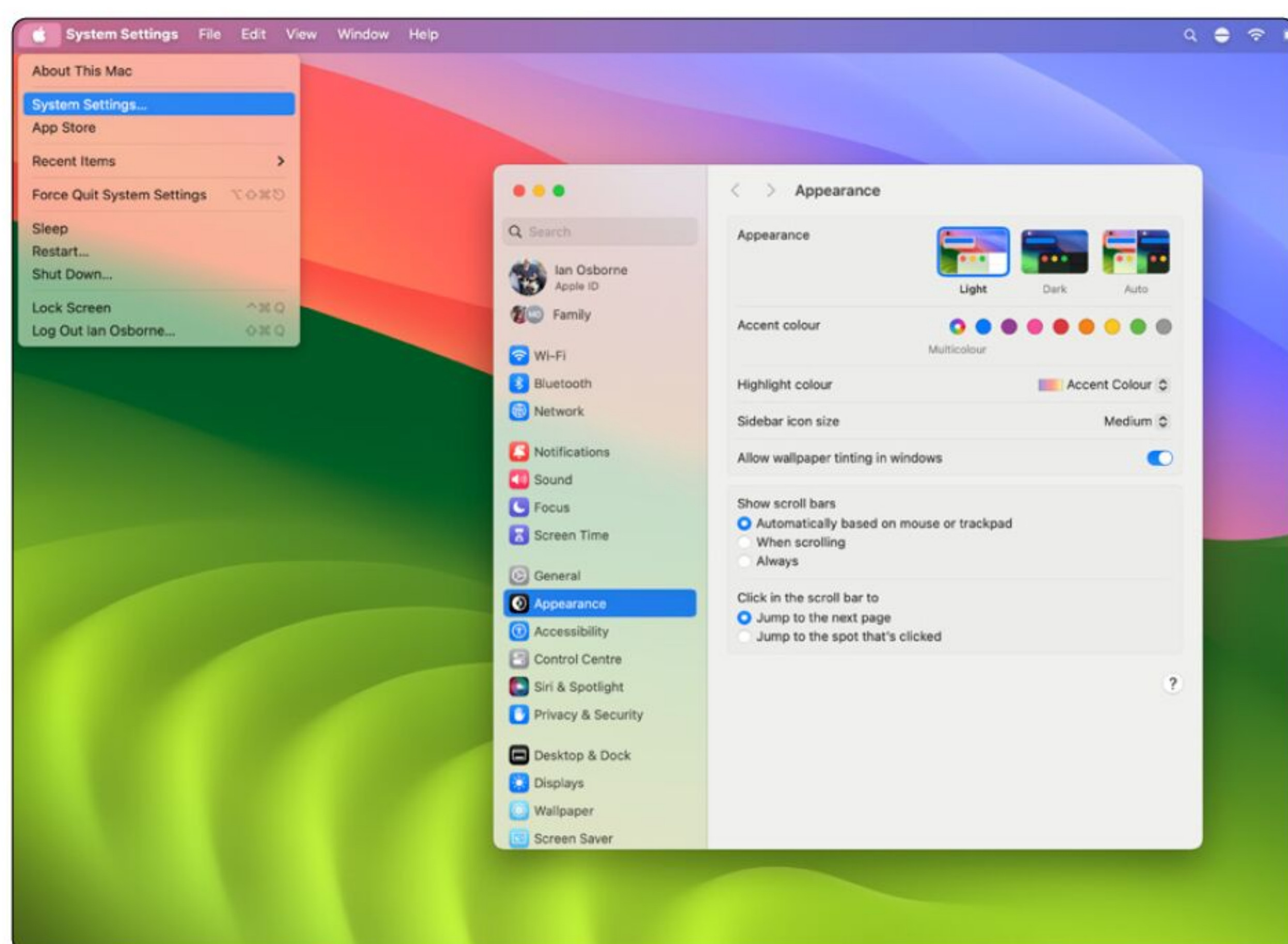




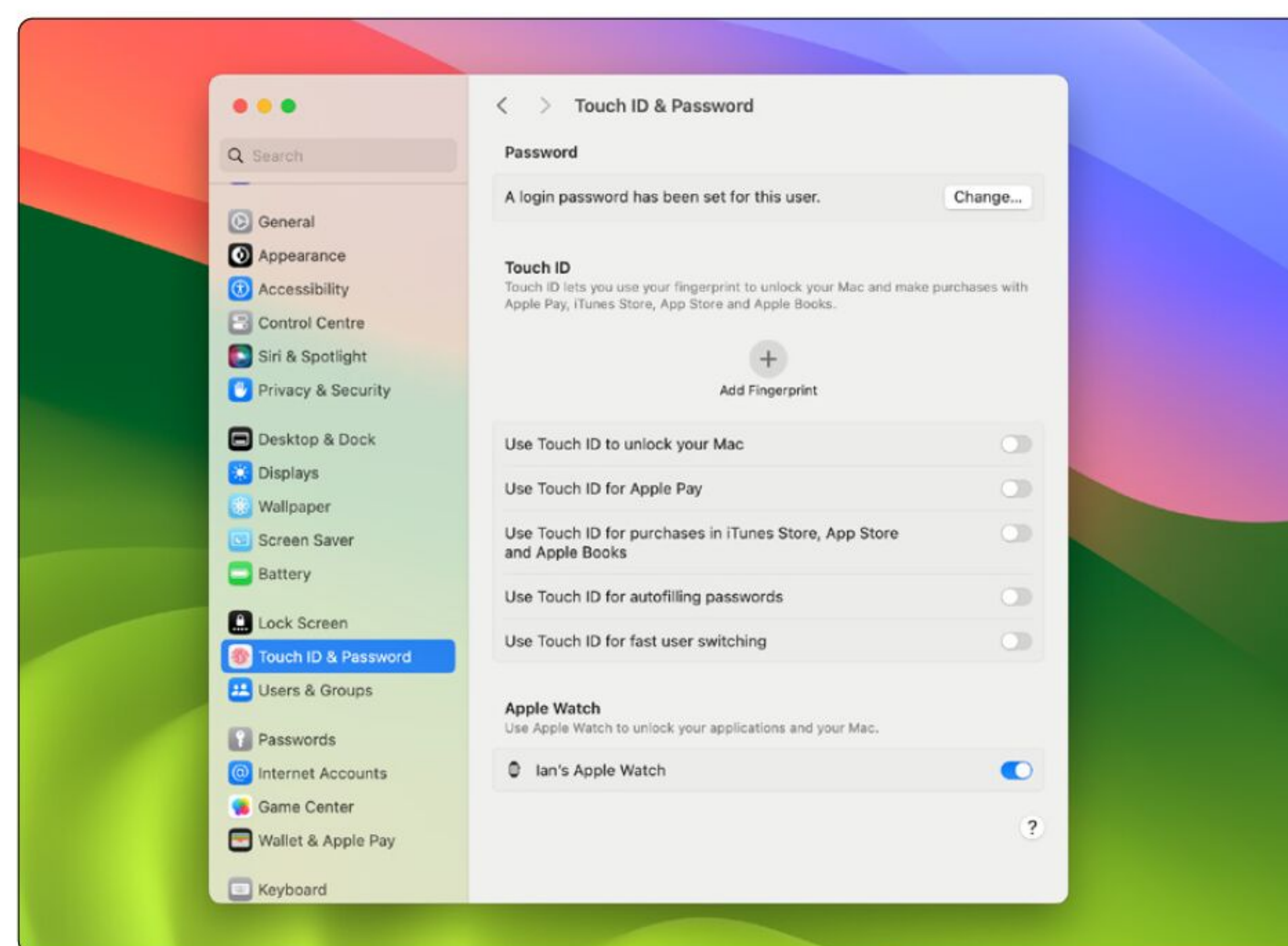
# Using Touch ID On Your Mac

If your Mac supports it, you can unlock your computer using your fingerprint instead of entering a password. Just place your finger on the fingerprint sensor and it springs into life. You can also use Touch ID to unlock your Mac, input passwords and make purchases, all by using your fingerprint.

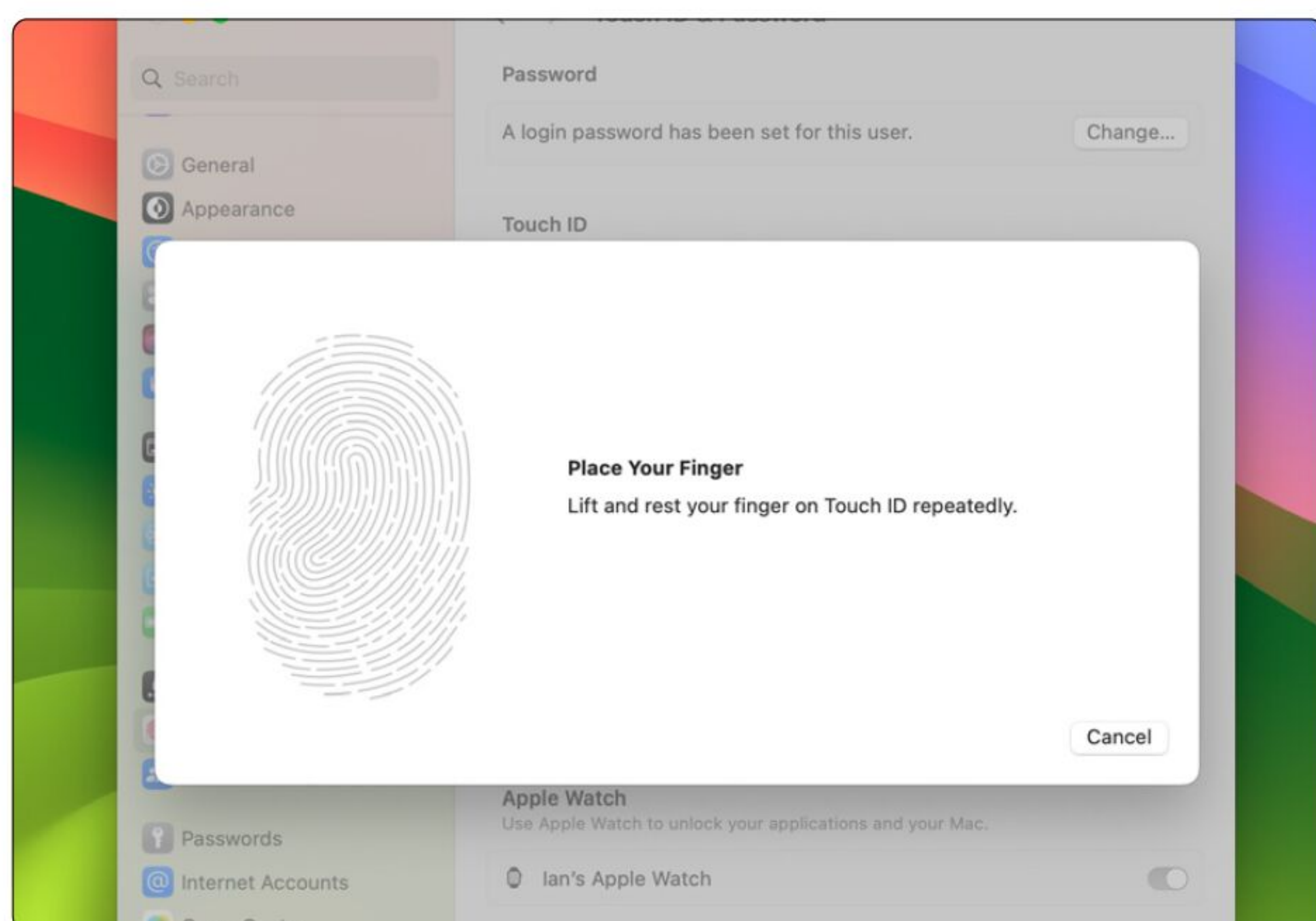
## Setting Up Touch ID



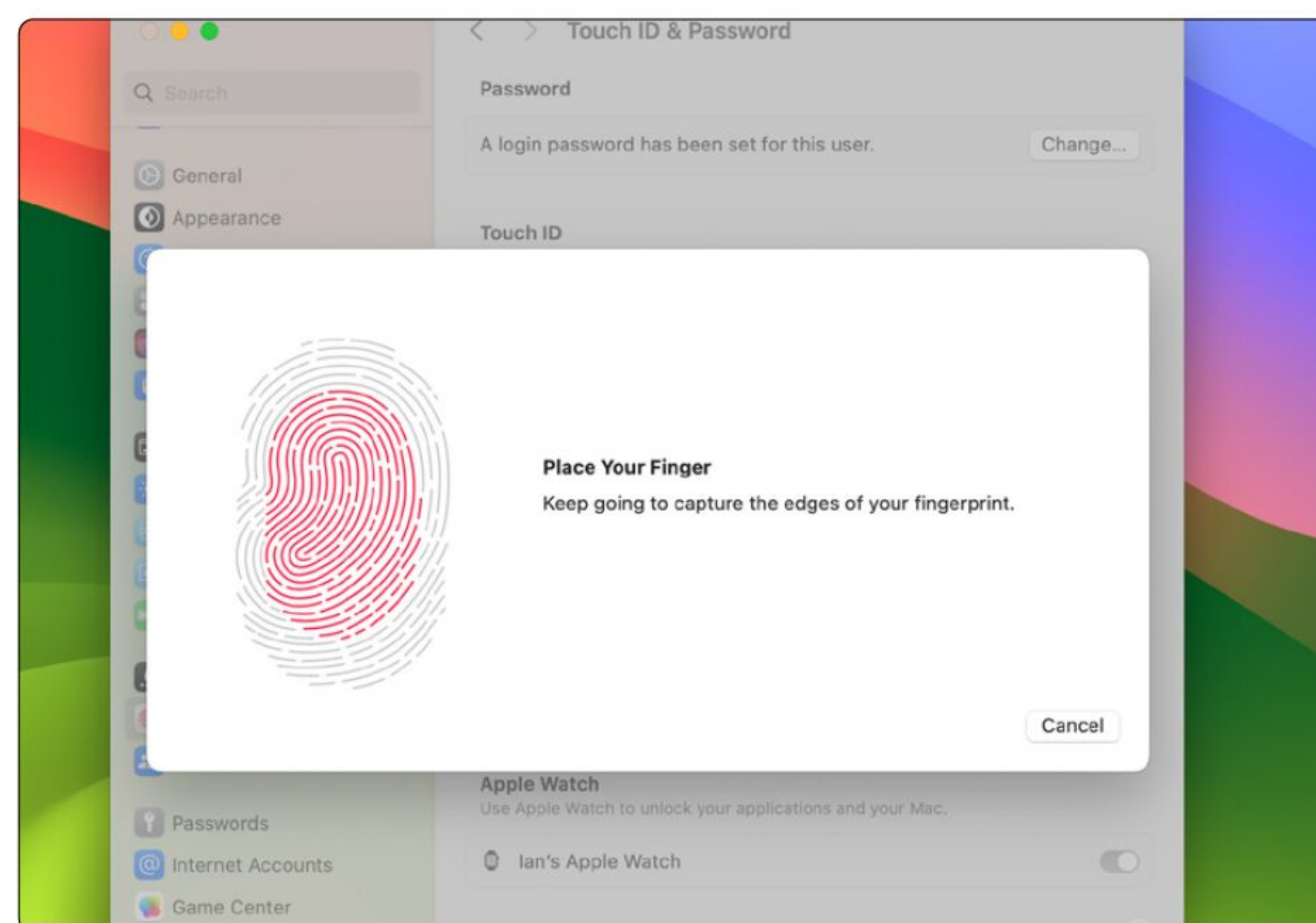
**1** First of all, open the System Settings window. Click on Touch ID & Password. If this option isn't there, your Mac doesn't have the Touch ID feature.



**2** To get started, click on the + icon captioned 'Add Fingerprint'. You can add more than one print to Touch ID if you wish, but here, this is our first.

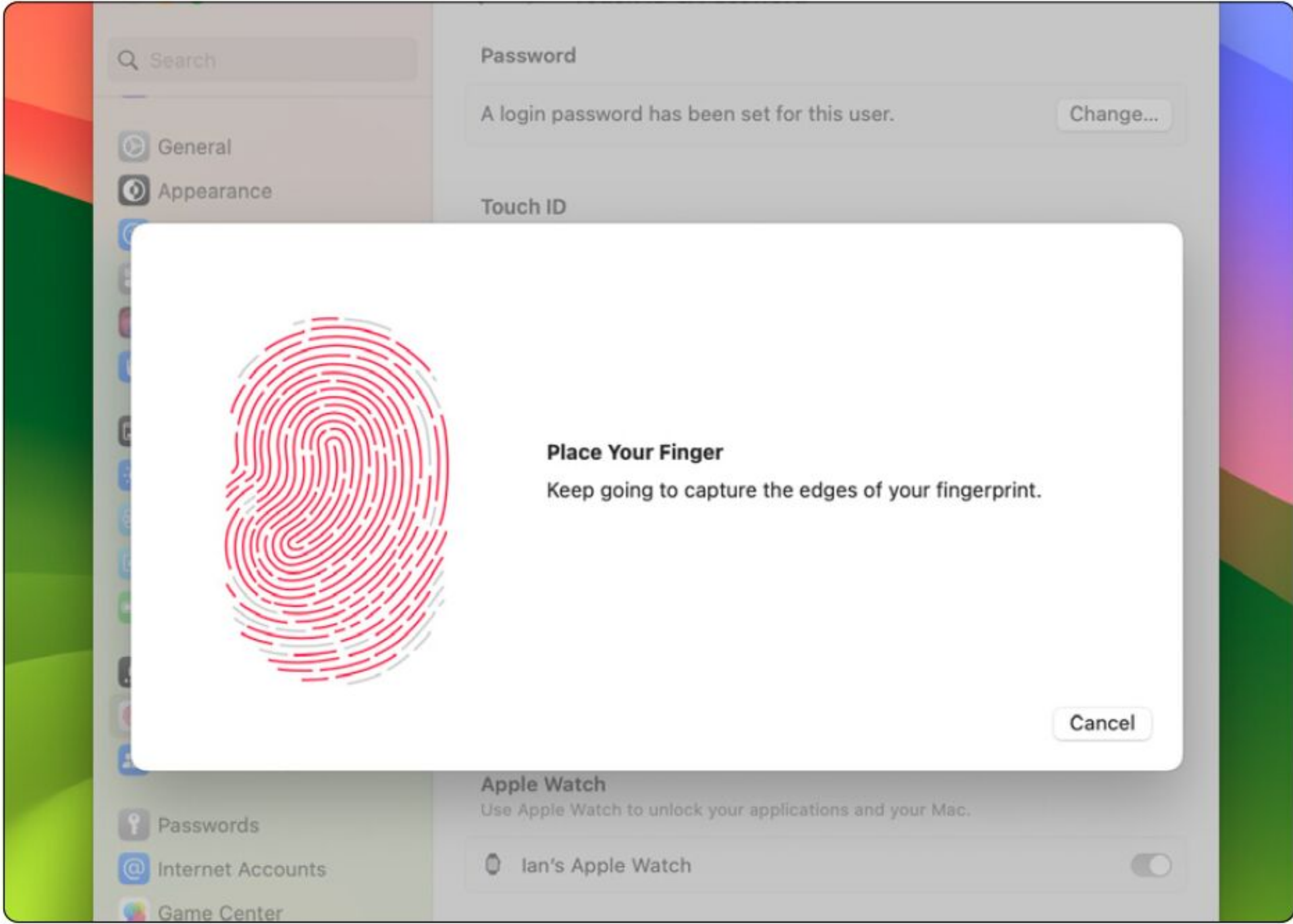


**3** Type your admin password when asked, the one you use to unlock your Mac. As instructed, you must now place the finger you intend to register on the Touch ID sensor, on the top-right of the keyboard.

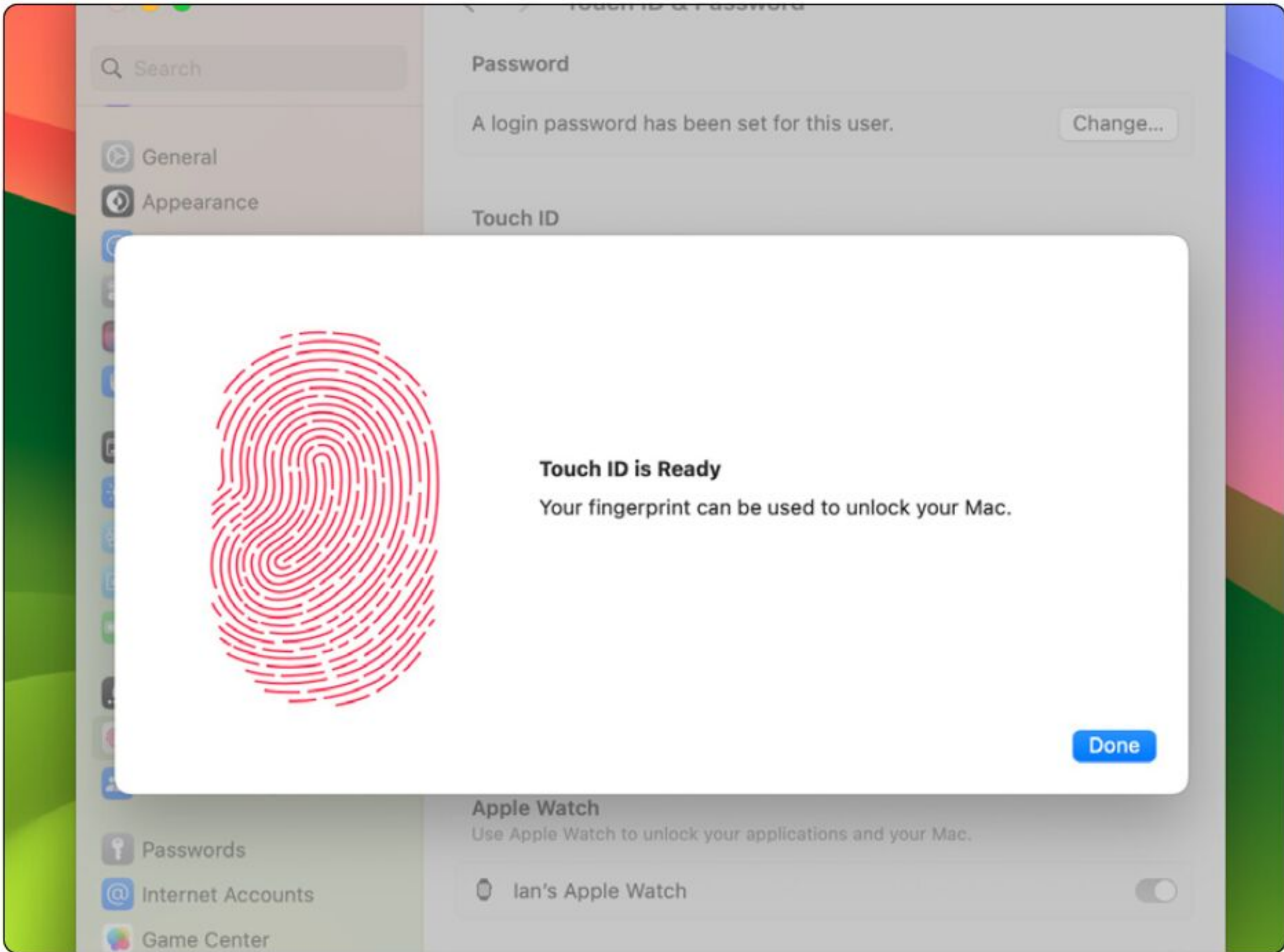


**4** Keep raising and lifting your finger. As you can see, the grey fingerprint in the window gradually turns red, as Touch ID reads, analyses and records your fingerprint. Keep doing this until the centre section is full.

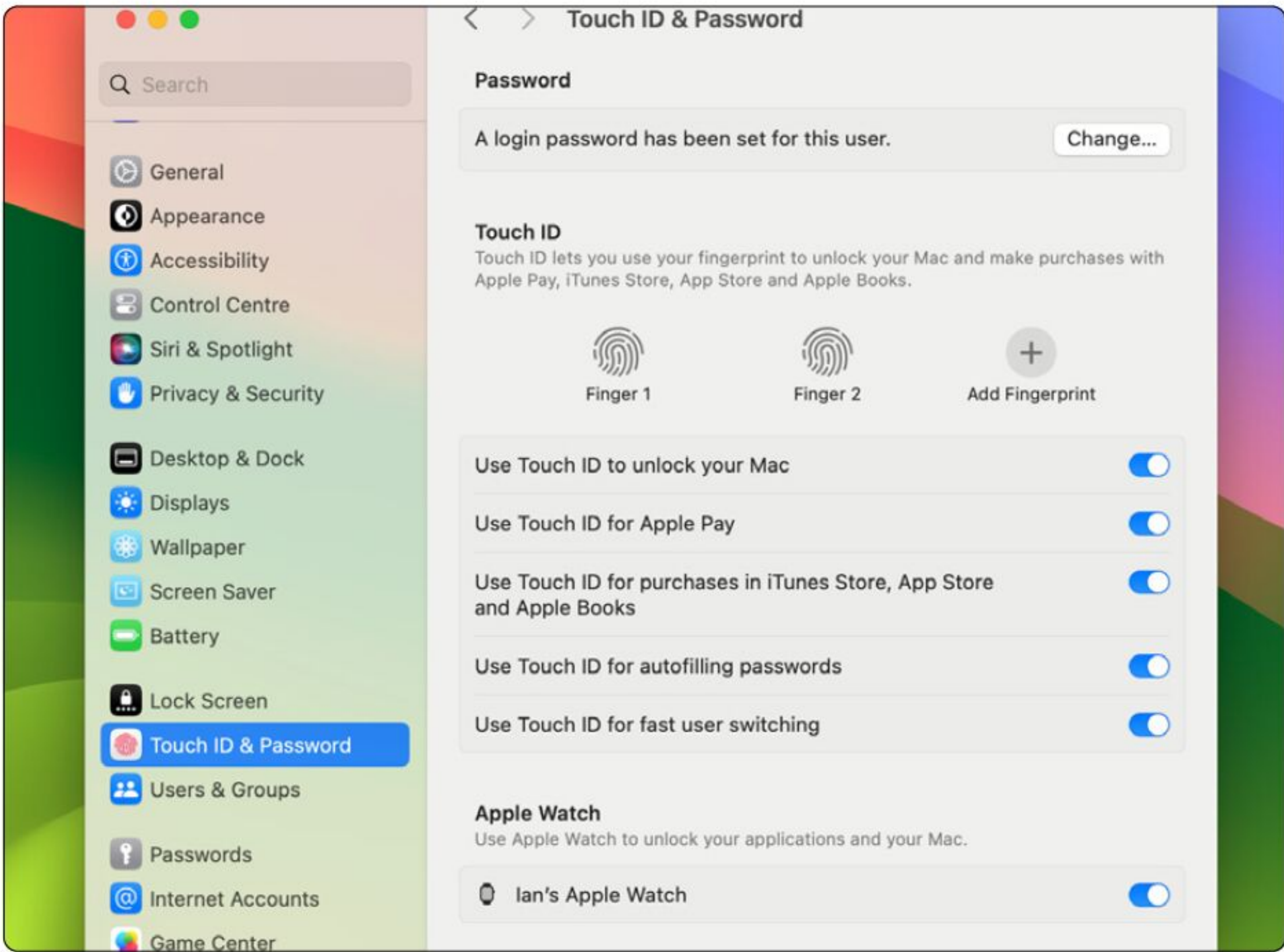




**5** Touch ID now needs to cover the edges of your finger. Continue lifting and placing your finger, but concentrate on having the edges of that fingerprint on the Touch ID sensor.

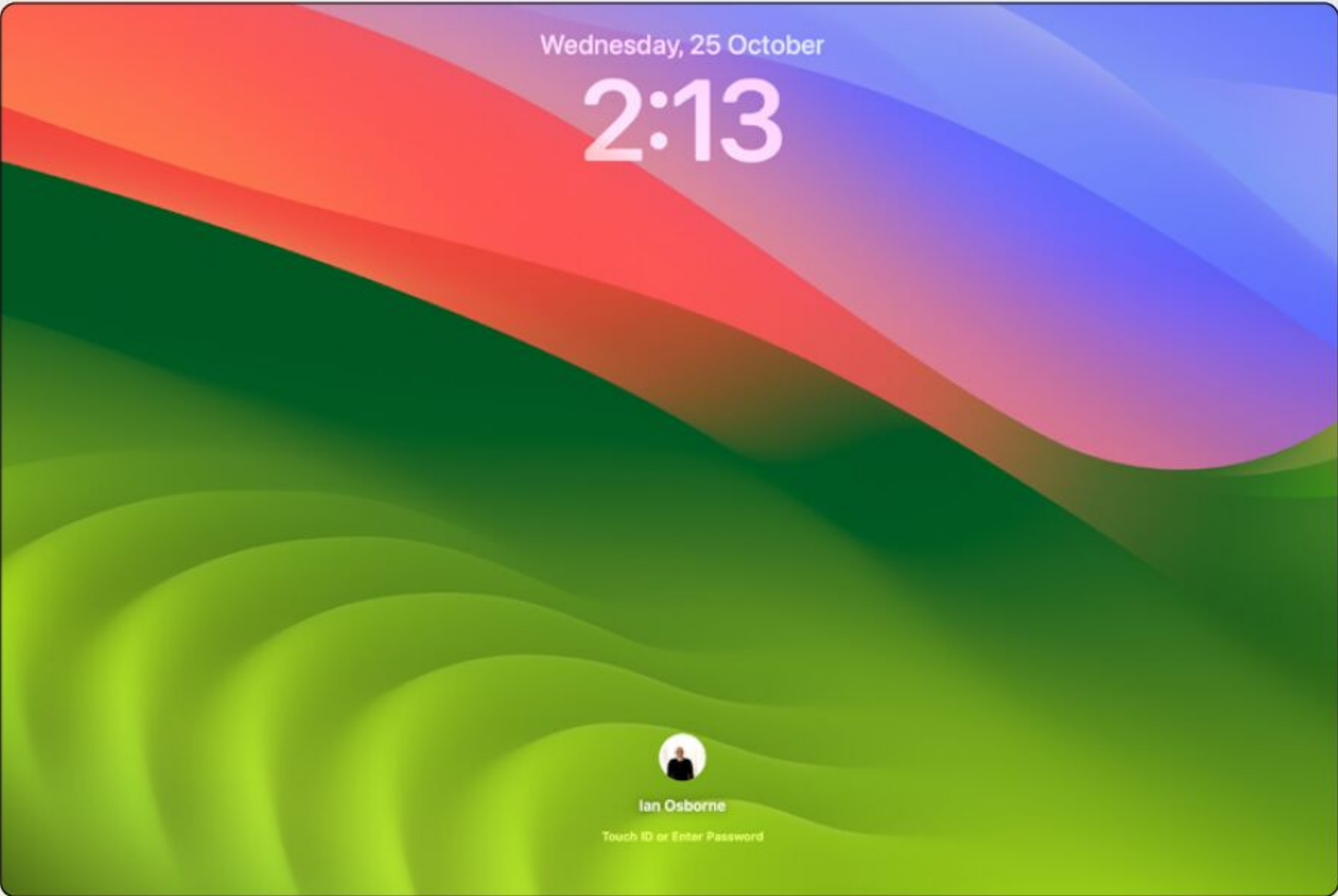


**6** The edges gradually go red. Eventually, all the fingerprint area is red, and the registration is complete. Click the Done button in the bottom-right corner.



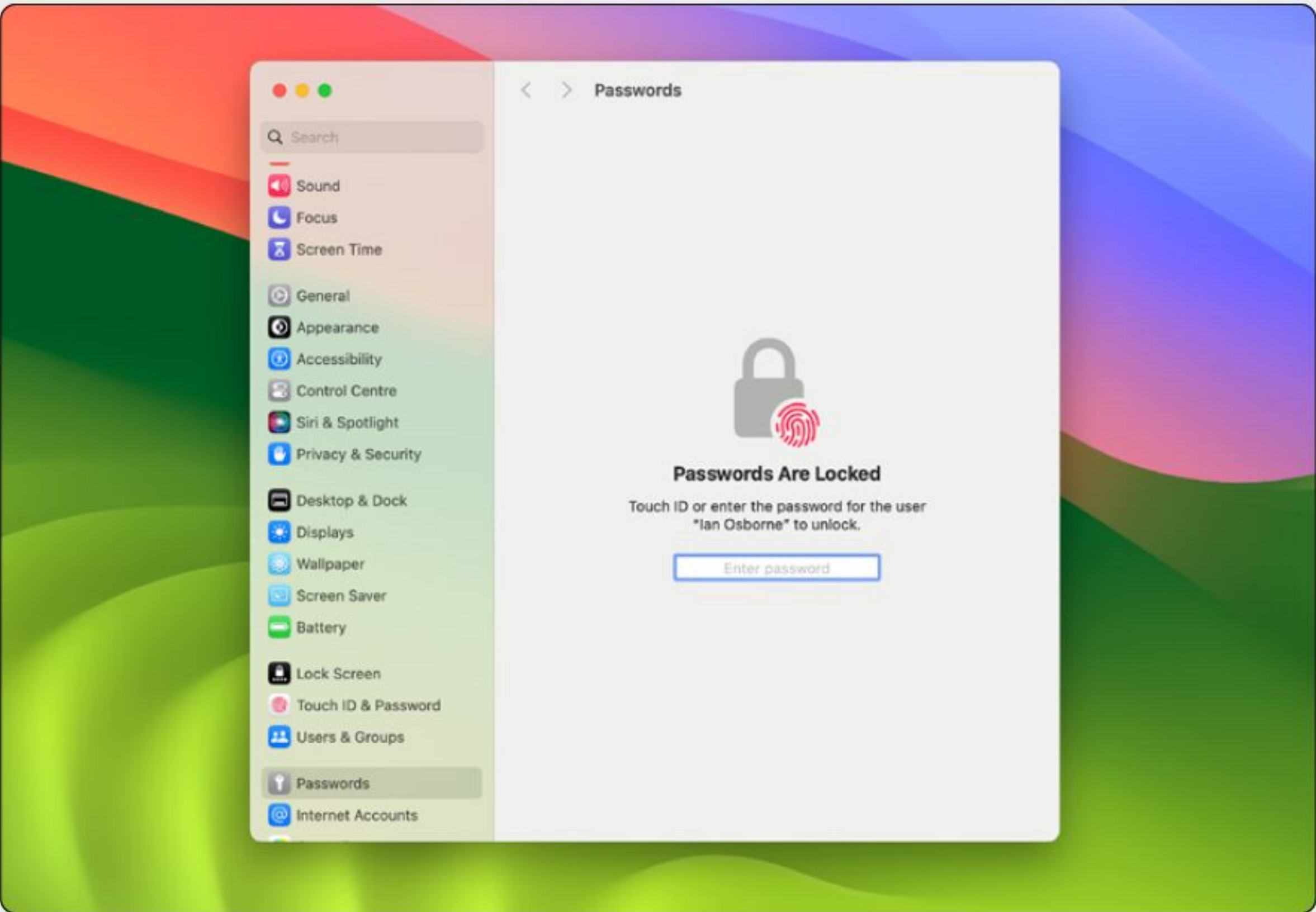
**7** There's a list of things you can do with your Touch ID instead of typing your admin password. Take a look and uncheck any that you don't wish to use.

# Purchases & Passwords



## Unlocking Your Mac

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.





# Welcome to the Sonoma Desktop

The desktop is at the heart of your Mac. 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 Launchpad, 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).

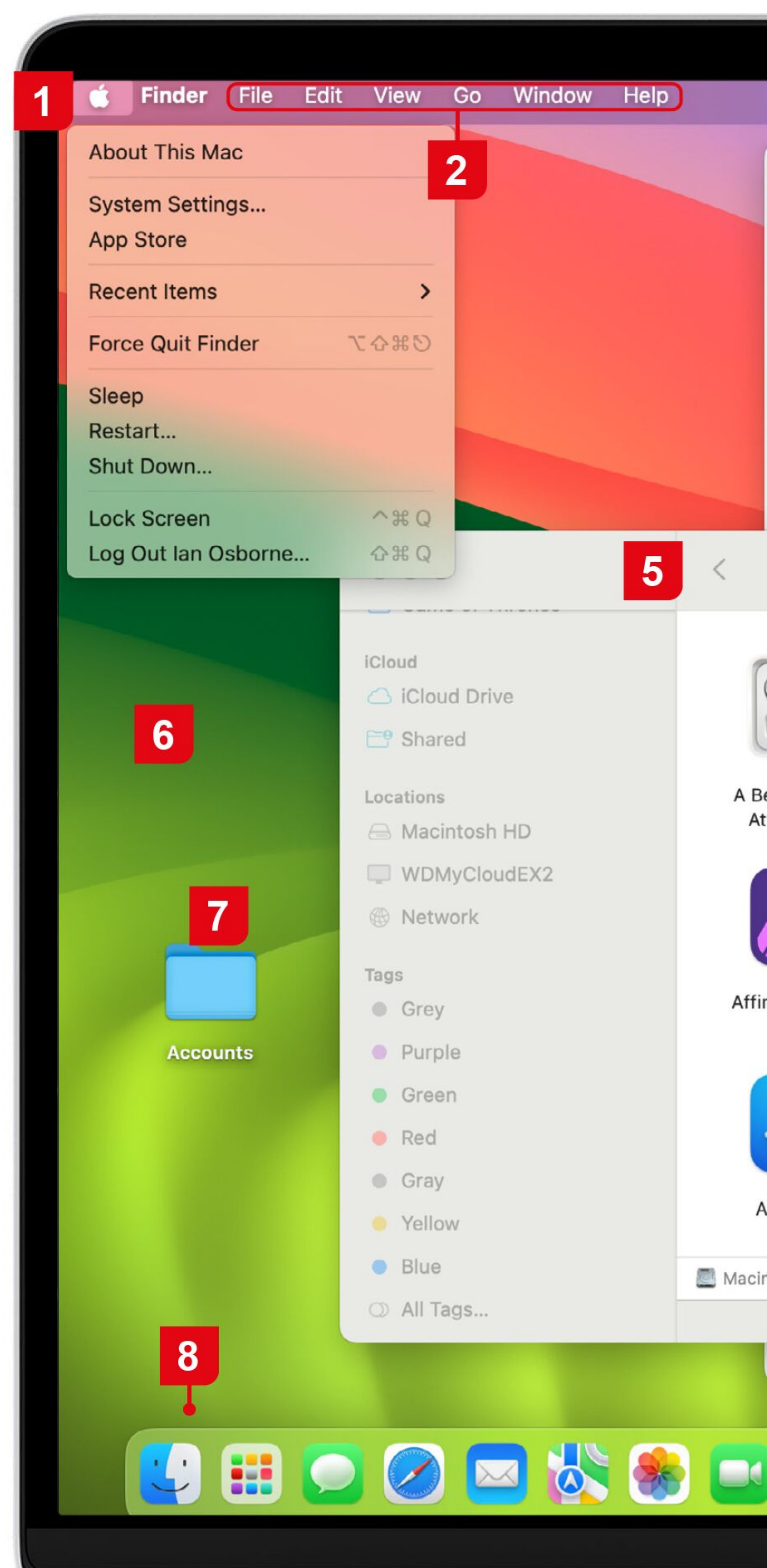
**6** This is your Mac's Desktop. Click on it to hide all open windows, showing your Desktop Widgets, if you've added them. You can change the picture (or wallpaper) used for the Desktop in System Settings > Wallpaper. The one we have here is the standard macOS 14: Sonoma desktop, but there are plenty 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.

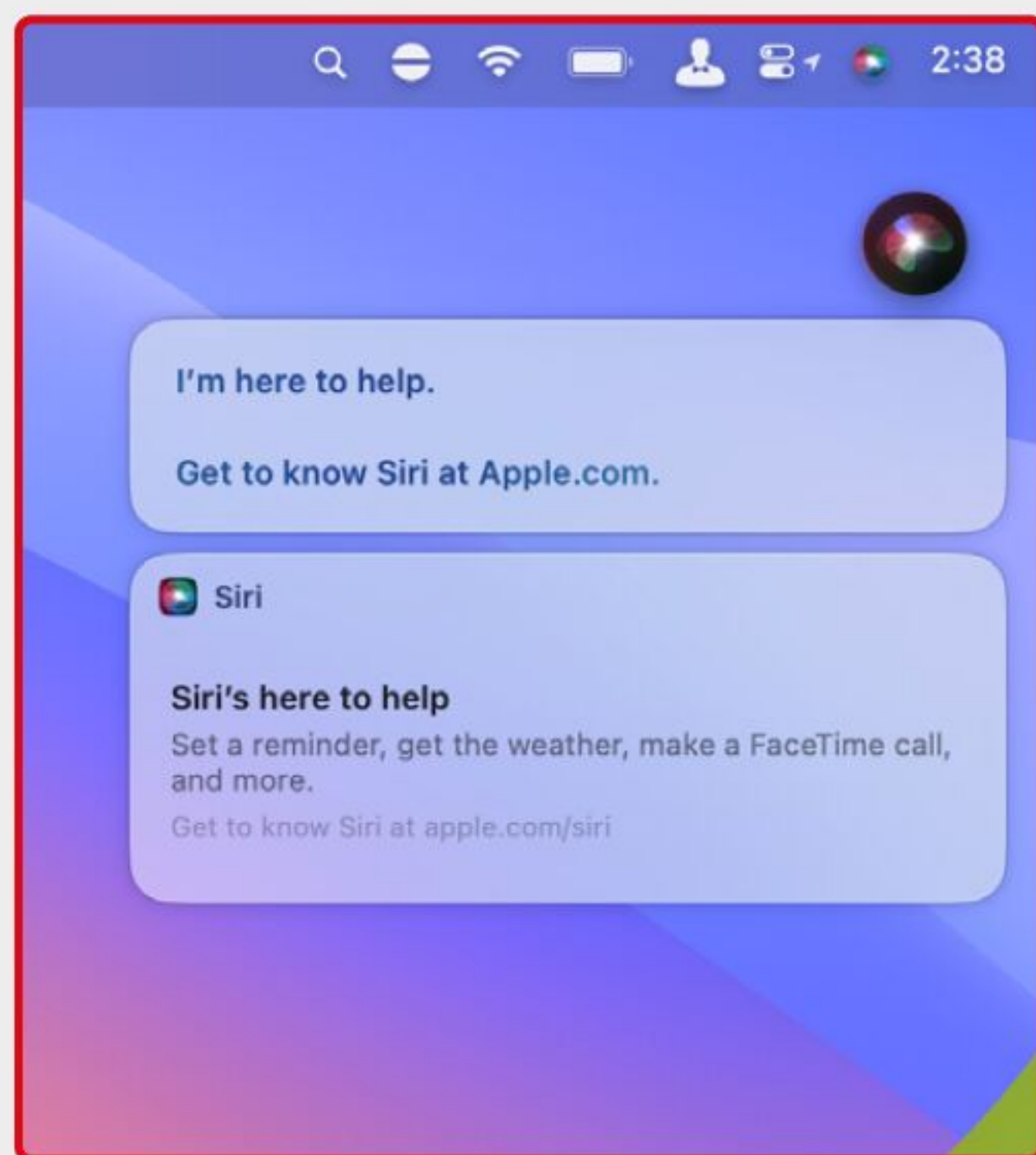
**10** The Bin, formerly called the Trash. To delete a file, folder or application, drag it into here, then right-click on it and choose 'Empty Bin' from the menu.





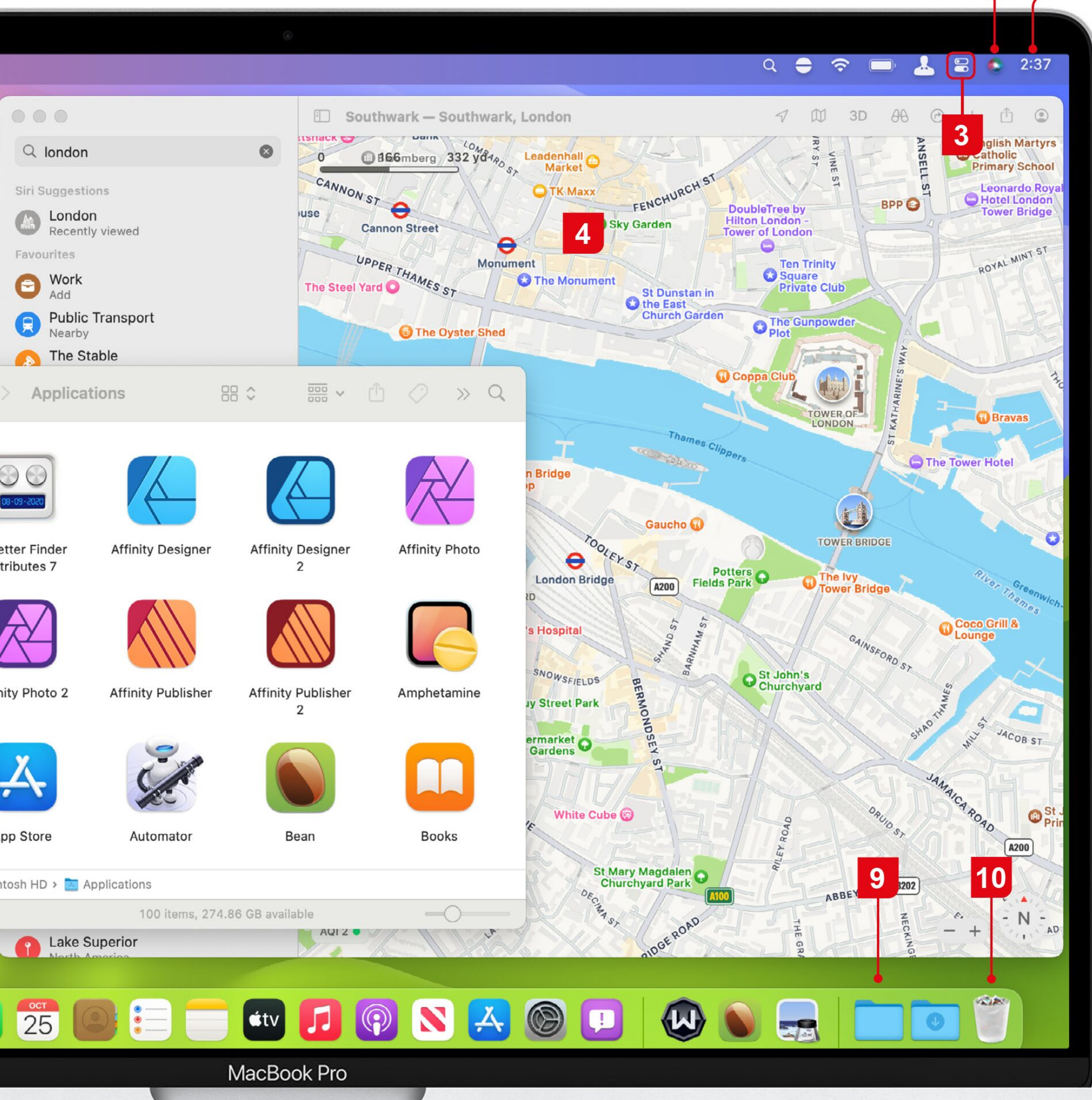
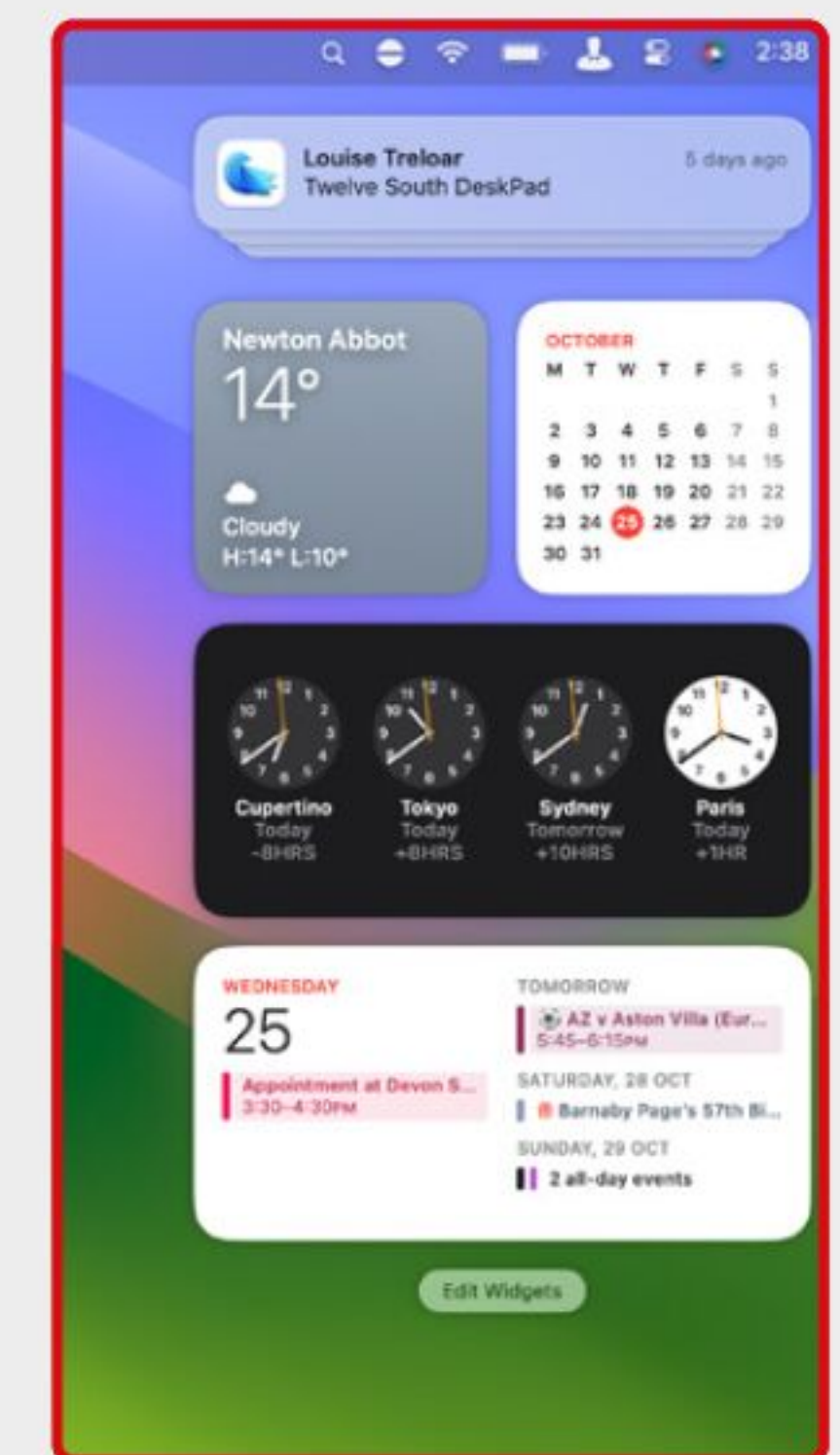
## Siri

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.



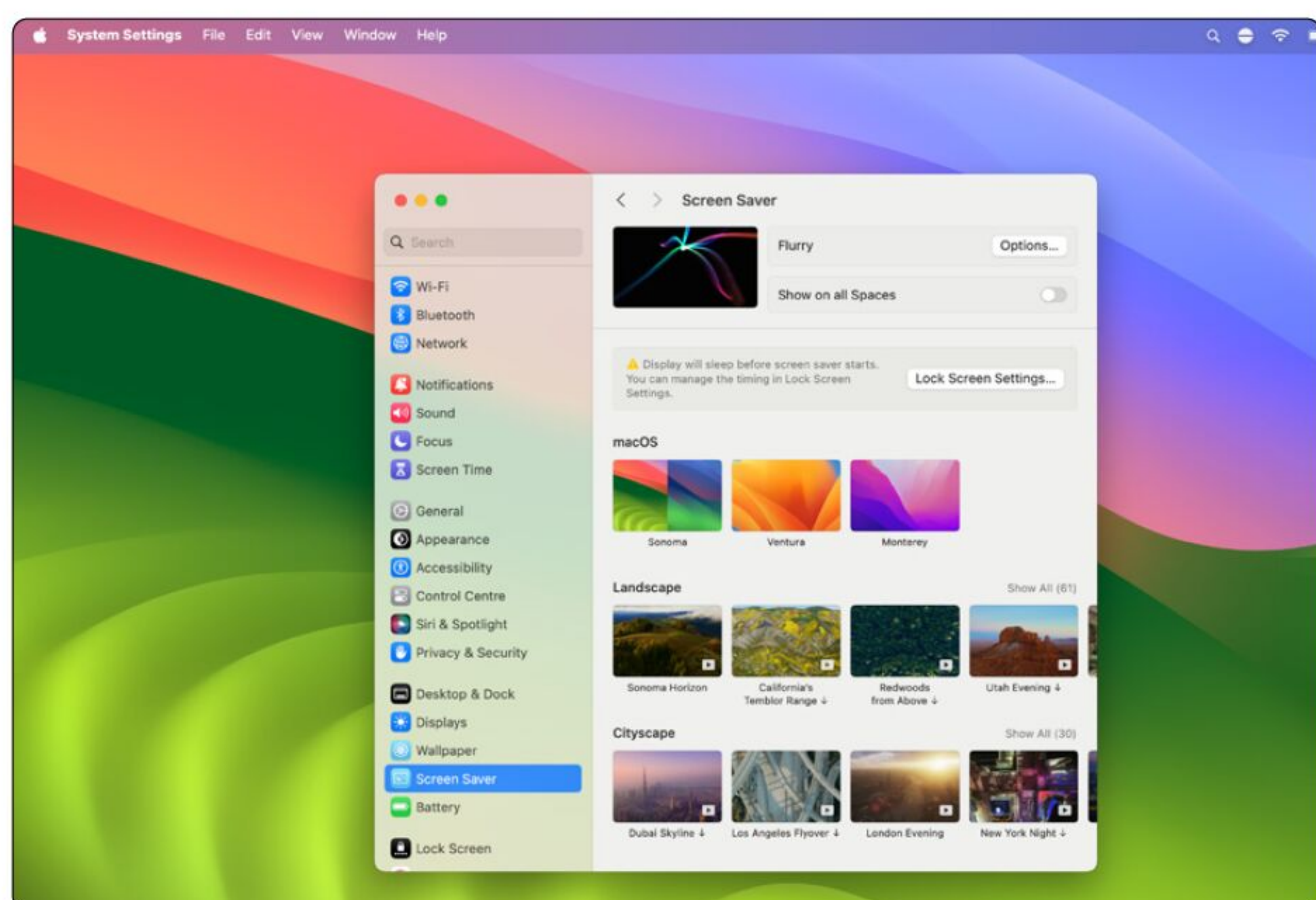




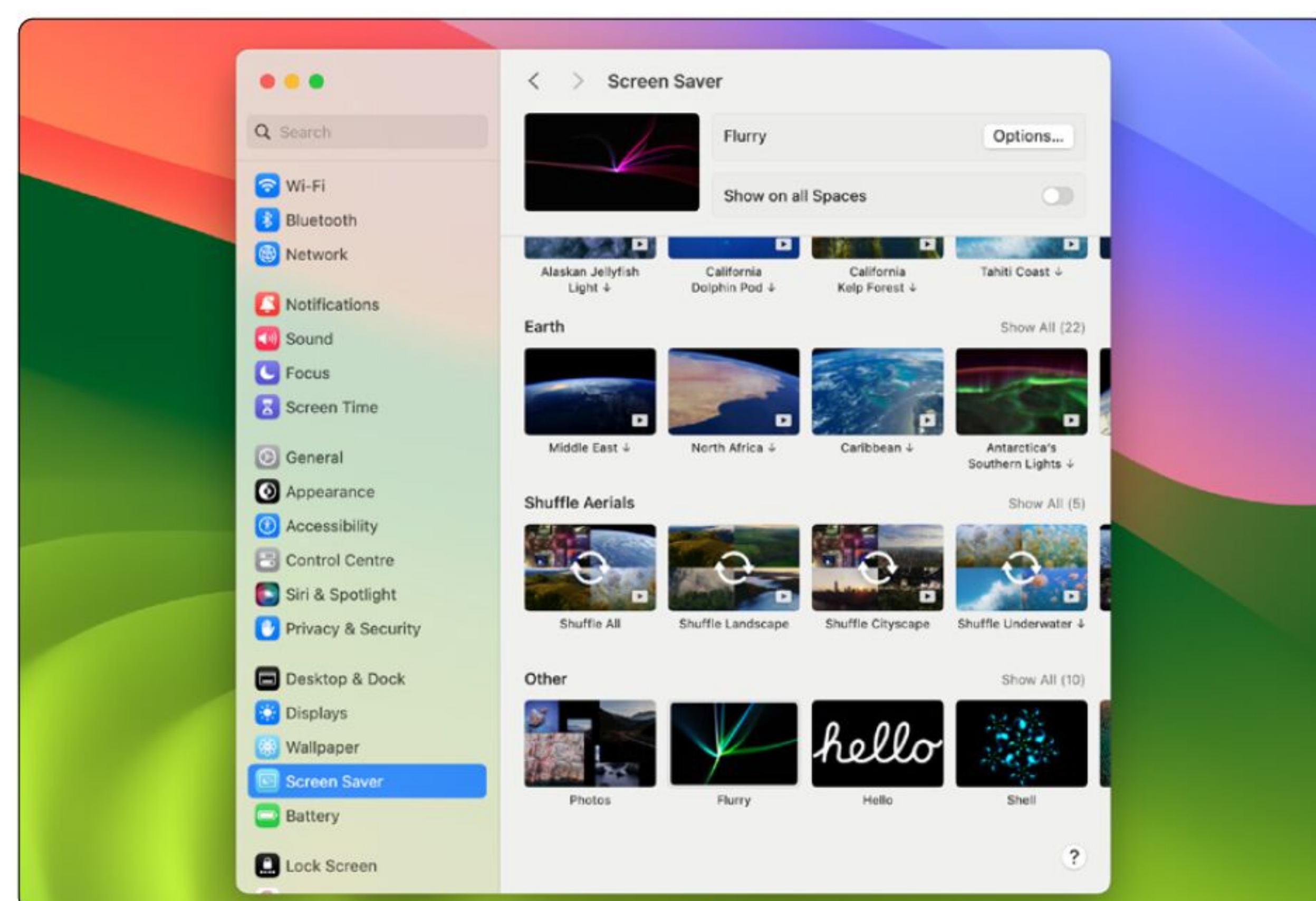
# Screen Savers and Wallpapers

Screen savers have come a long way since the flying toasters. Now you can have all sorts of graphics and images activate when your computer goes to sleep, and even integrate your screen saver with your Desktop's wallpaper. Here's how to use this great new Sonoma feature.

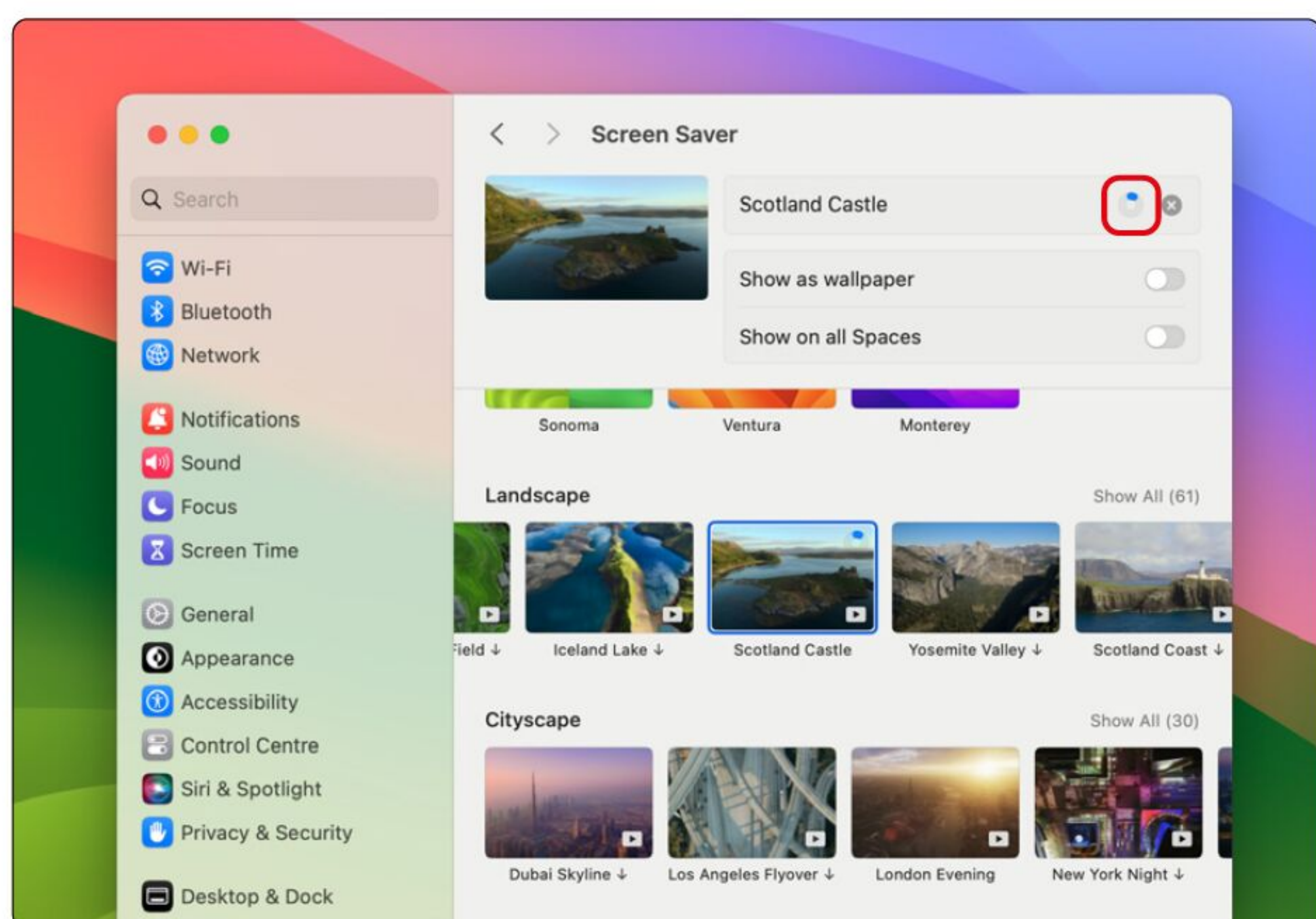
## Choosing a Screen Saver



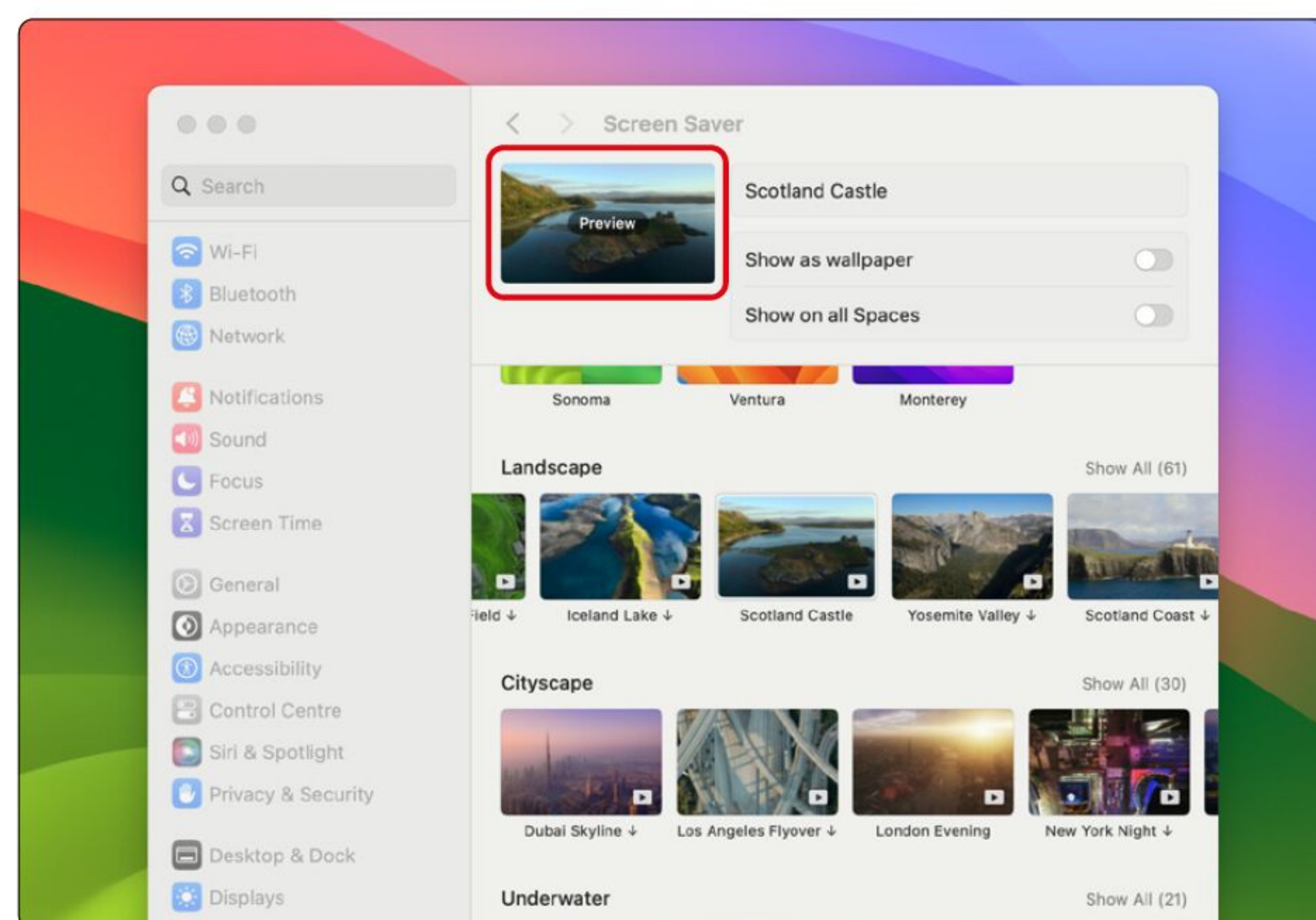
**1** Open System Settings from the Apple menu in the top-left of the screen. In the left-hand sidebar, click on Screen Saver. A range of savers is on offer, including current and past macOS savers, aerial photos and various graphics.



**2** There's some great slow-mo aerial shots on offer, divided into categories; Landscape, Cityscape, Underwater, Earth. The Shuffle Aerials option lets you use a screen saver chosen at random from one of these categories.



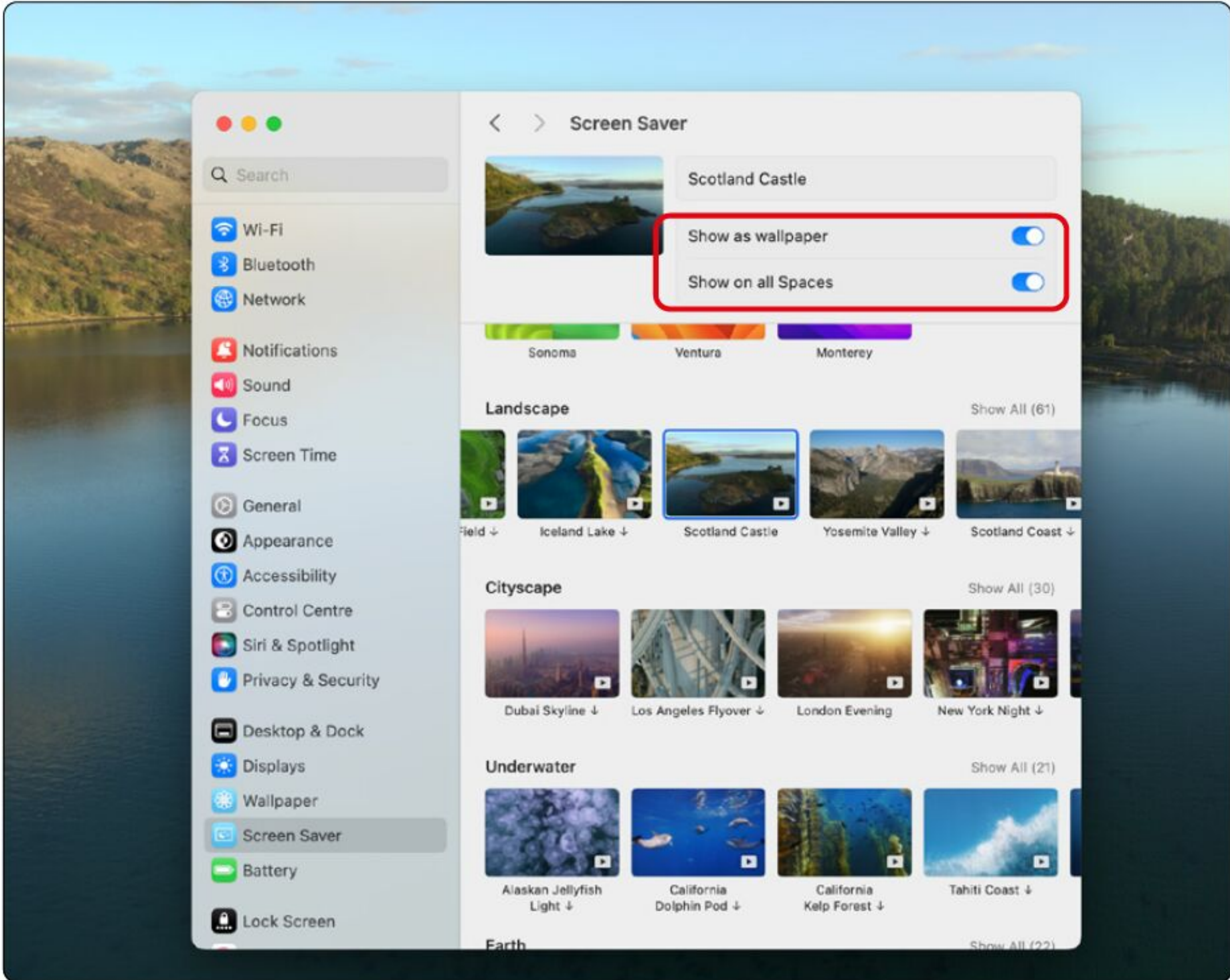
**3** Scroll left and right along a row to see more screen savers, or click Show All for all the options in a category. When choosing an aerial screen saver, it has to download; see the progress circle in the top-right corner of the window.



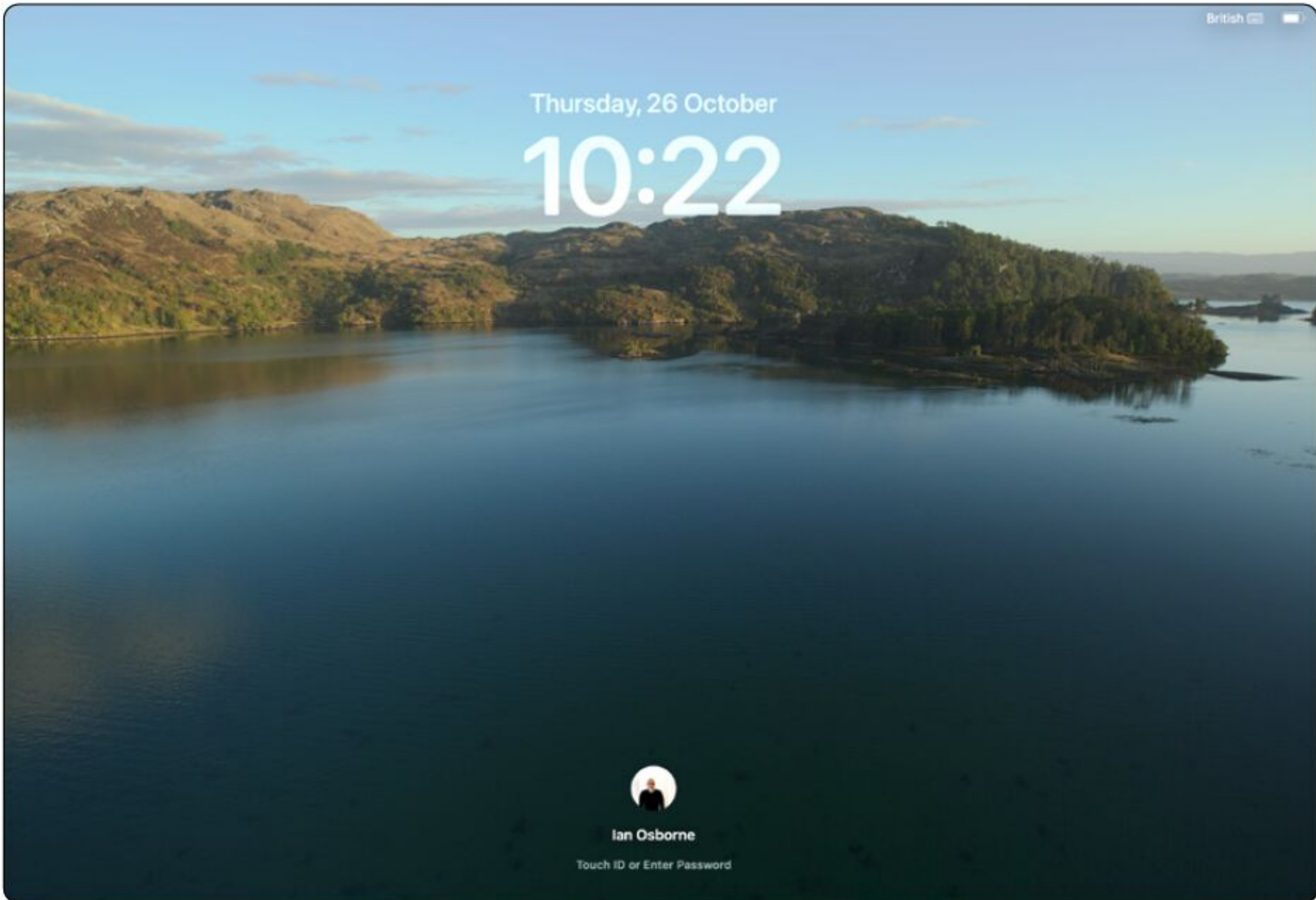
**4** When it's downloaded, you can preview the screen saver by moving the pointer to the thumbnail and clicking on Preview. The screen saver is shown. Press a key, move the mouse or touch the trackpad to stop the preview.



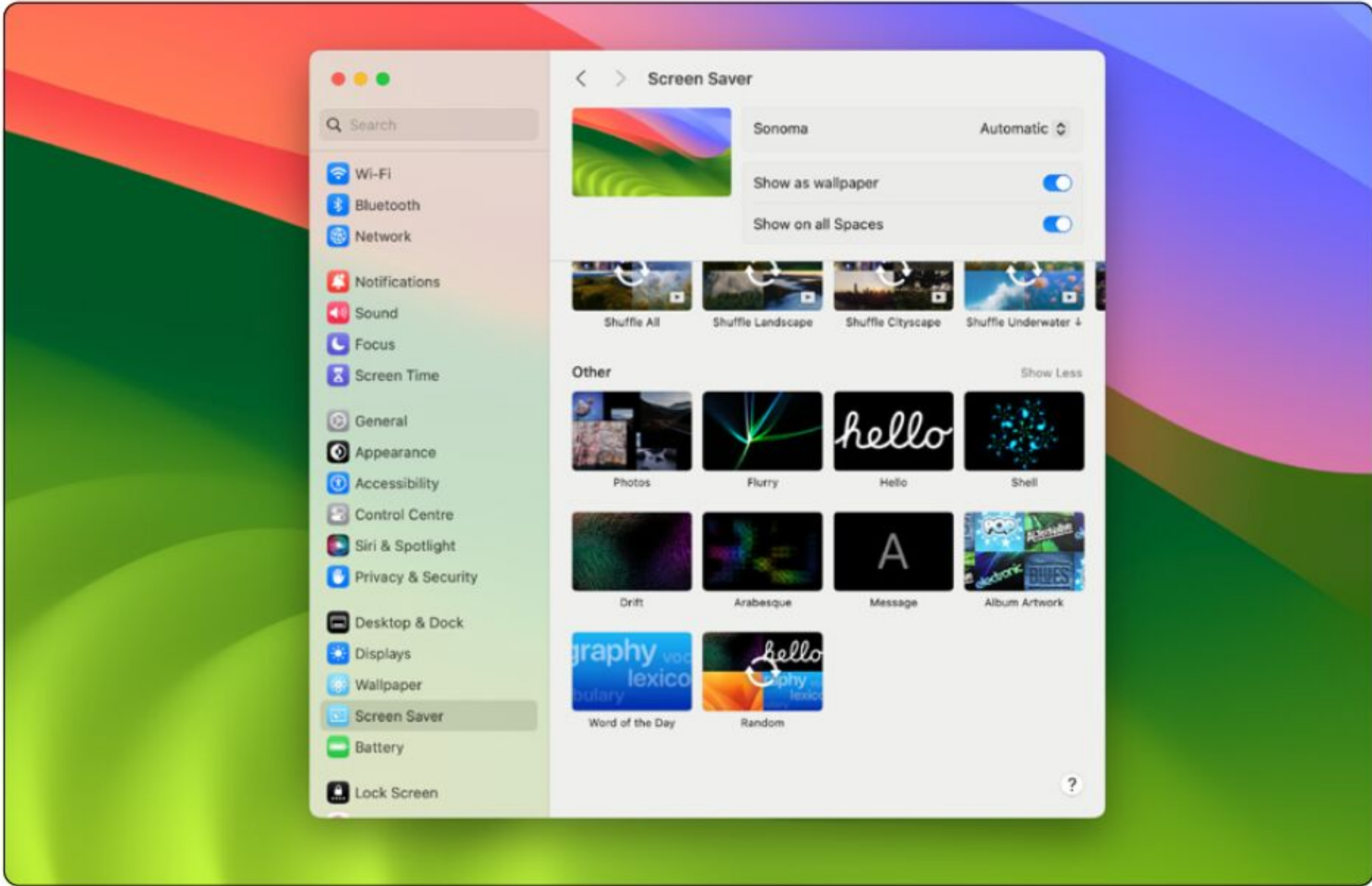
# Choosing a Wallpaper



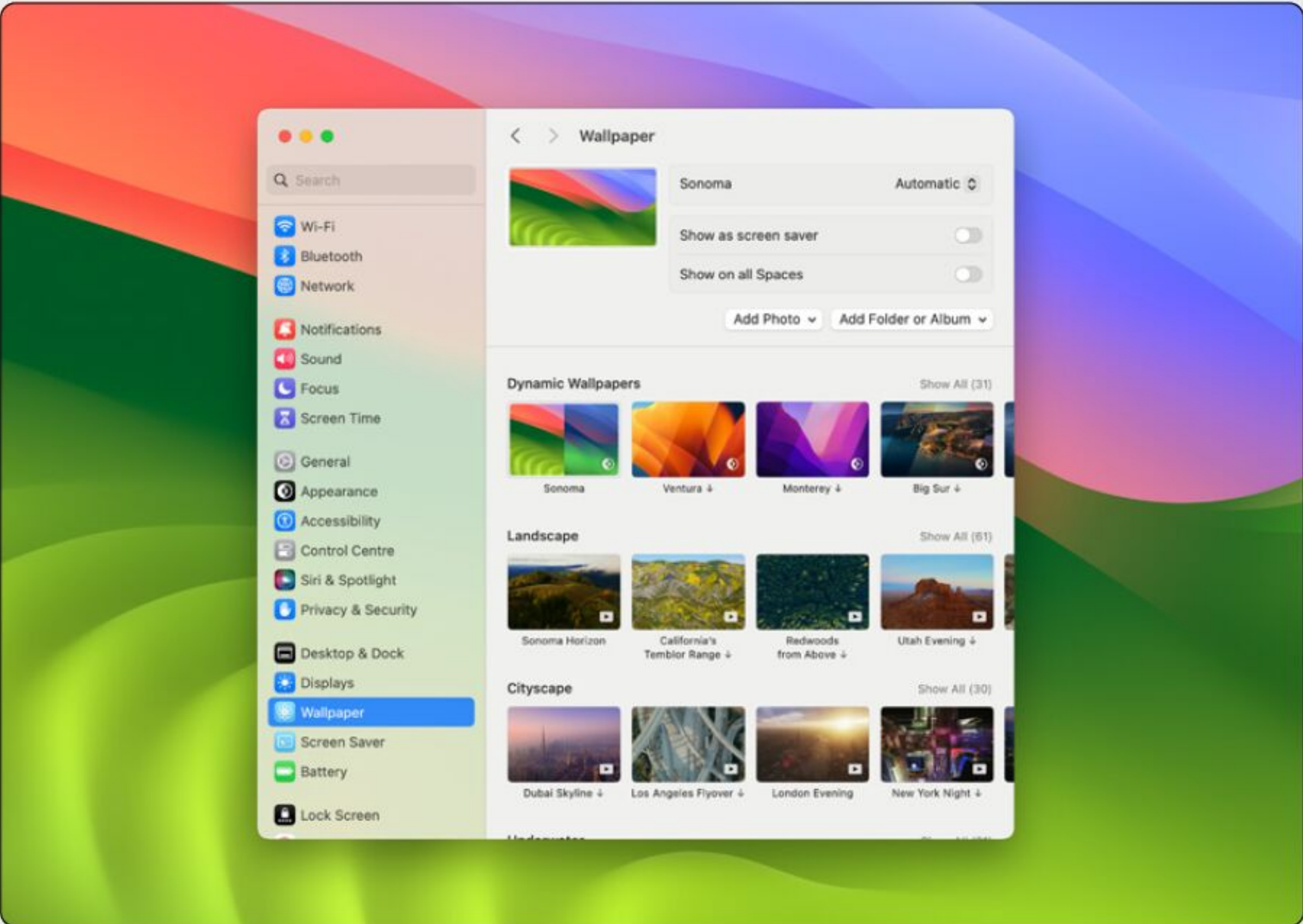
**5** Turn on Show as Wallpaper and a still from the slow-mo screen saver is used as your desktop image. Show on All Spaces makes it so for all your desktops. Leave this off and you can have different wallpapers for each desktop.



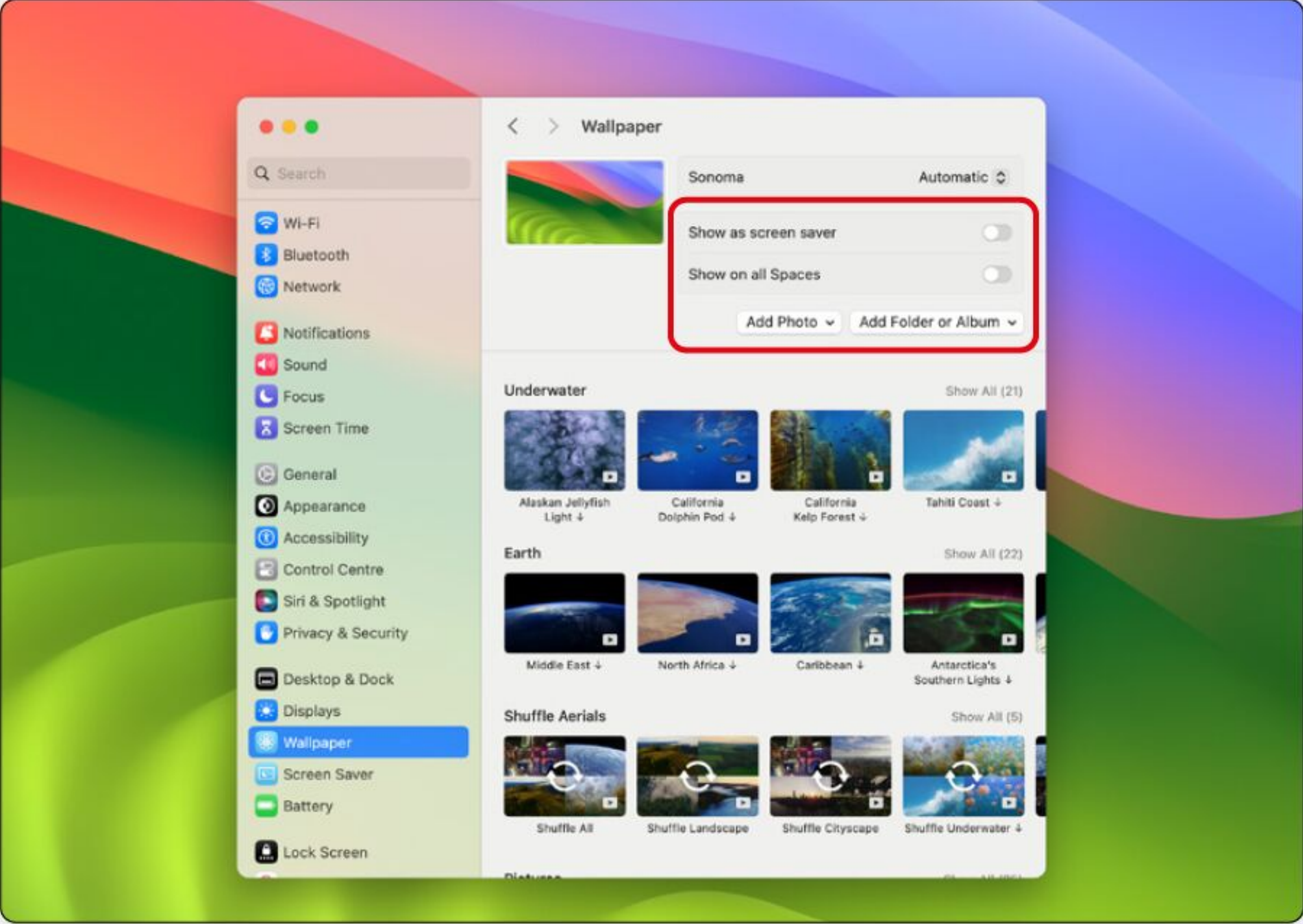
**6** When waking your Mac from sleep, login information is now at the foot of the screen, out of the way of the beautiful aerial video. When you unlock your Mac, the slow-mo video turns into the desktop, if you're using it as a wallpaper too.



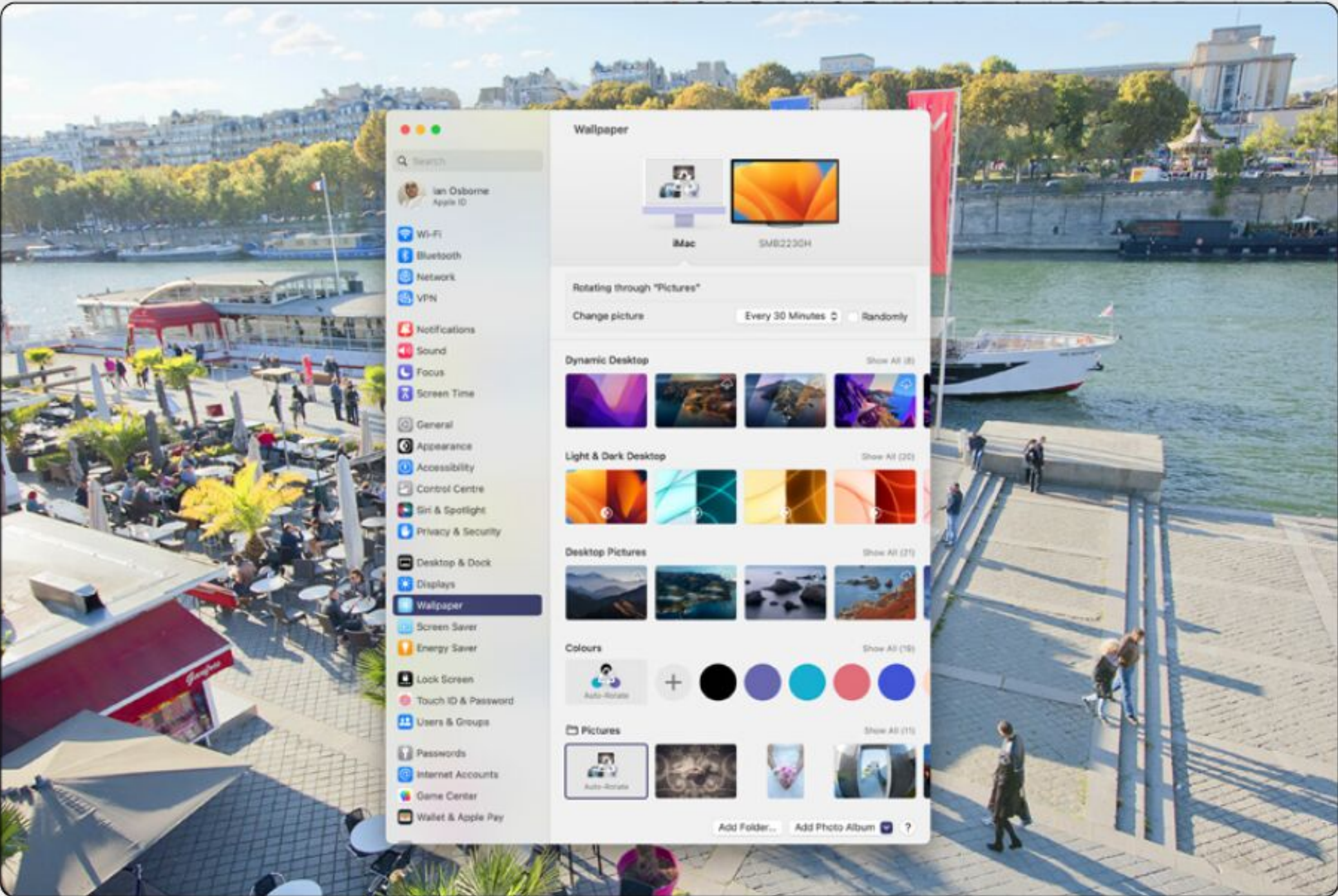
**7** At the foot of the Screen Saver options is a category called 'Other'. These give access to options you might have used on older versions of macOS. You can also use one of your own photos as a screen saver here.



In System Settings, click Wallpaper in the left-hand column. These options let you set the wallpaper independently of the screen saver. The aerial photo wallpapers are there, along with some from older versions of macOS.



There are options to Show as Screen Saver and Show on All Spaces atop the window too. You can also Add Photo or Add Photo or Album using the pull-downs if you want to use a picture on your Mac as wallpaper.



Some wallpapers have a Light and Dark mode, set using the pulldown at the top of the Wallpaper options. 'Automatic' changes between light and dark according to the time. You can also use a solid colour as a wallpaper.





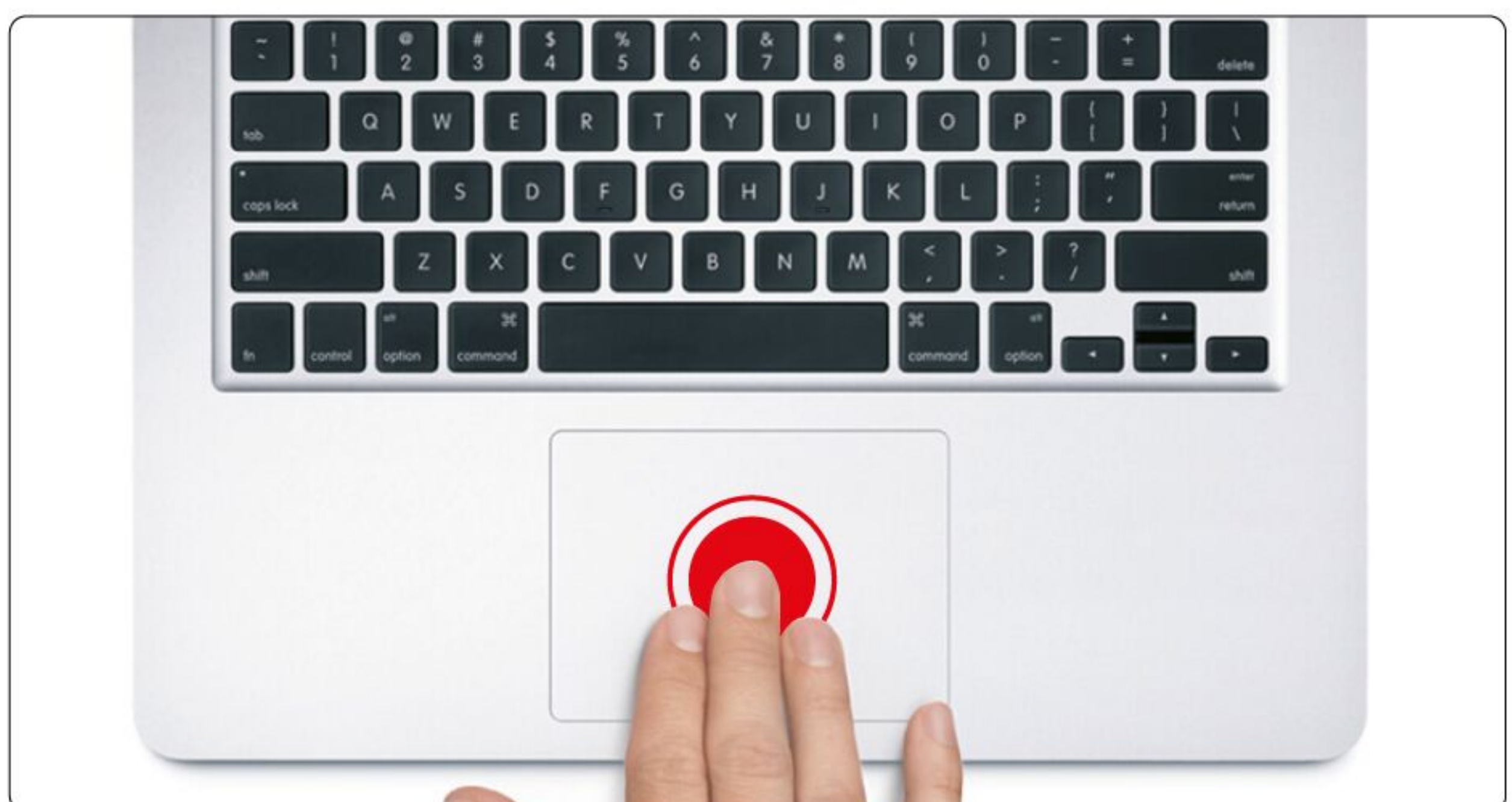
# Gesture Controls On Your Trackpad

You can navigate your Mac 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.



## 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.



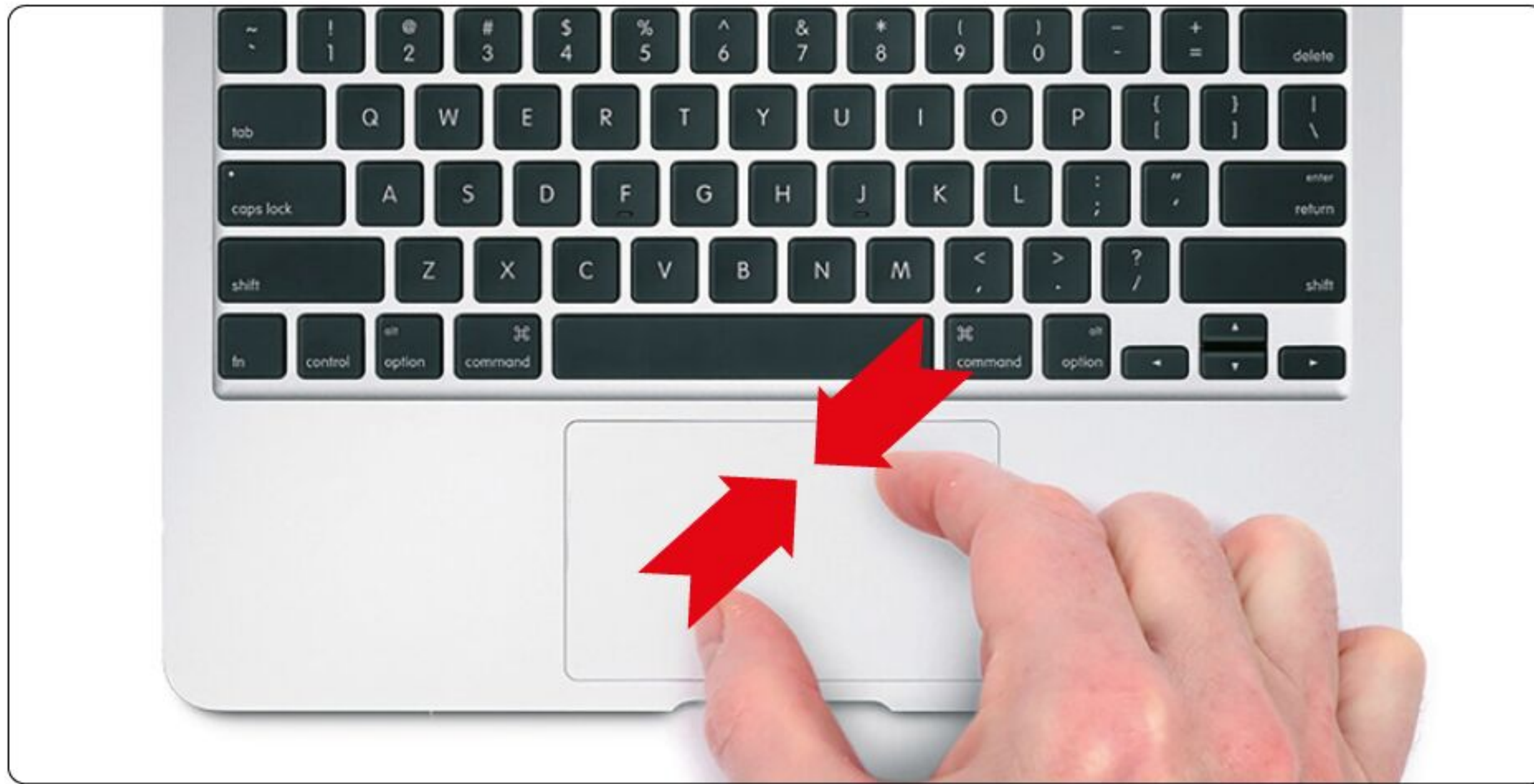
## Multi-touch Gestures.

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.

## 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.



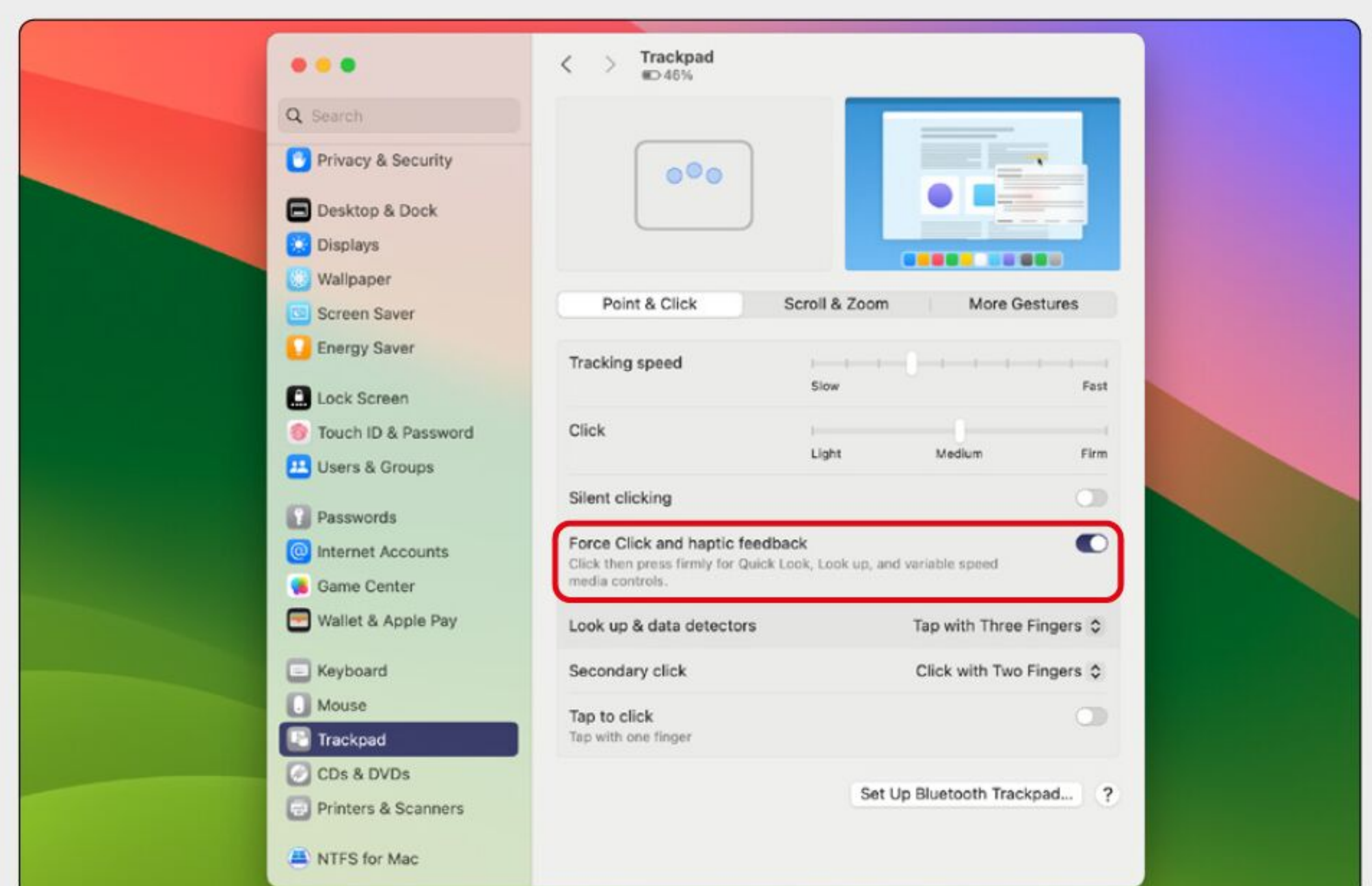
## Switching Between Full-screen Apps

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.

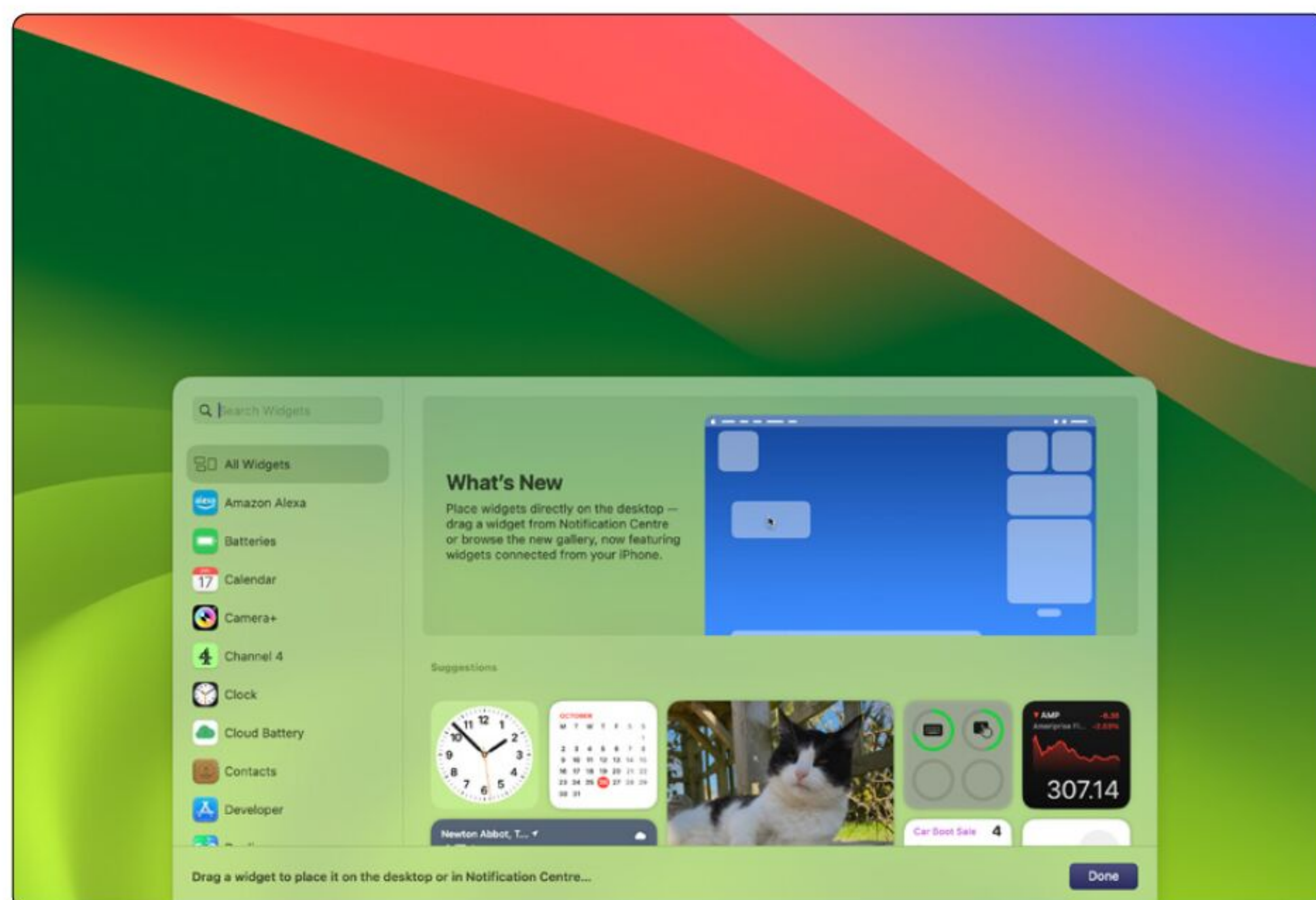




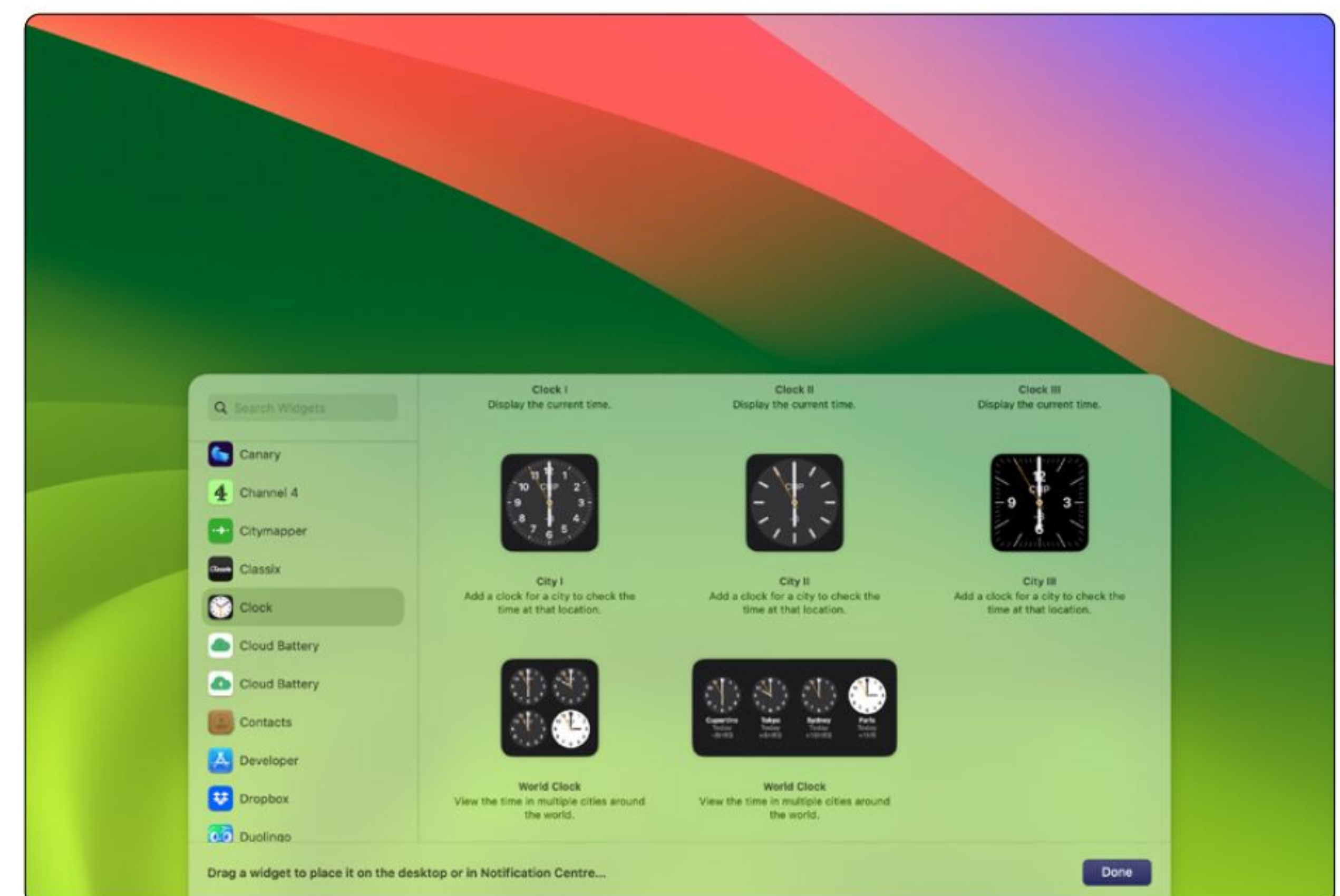
# Desktop Widgets New in Sonoma

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 knew that, right? But did you know that with macOS 14: Sonoma, you can also place Widgets on the desktop? They're unobtrusive, easy to use and packed with information.

## Widgets on the Desktop



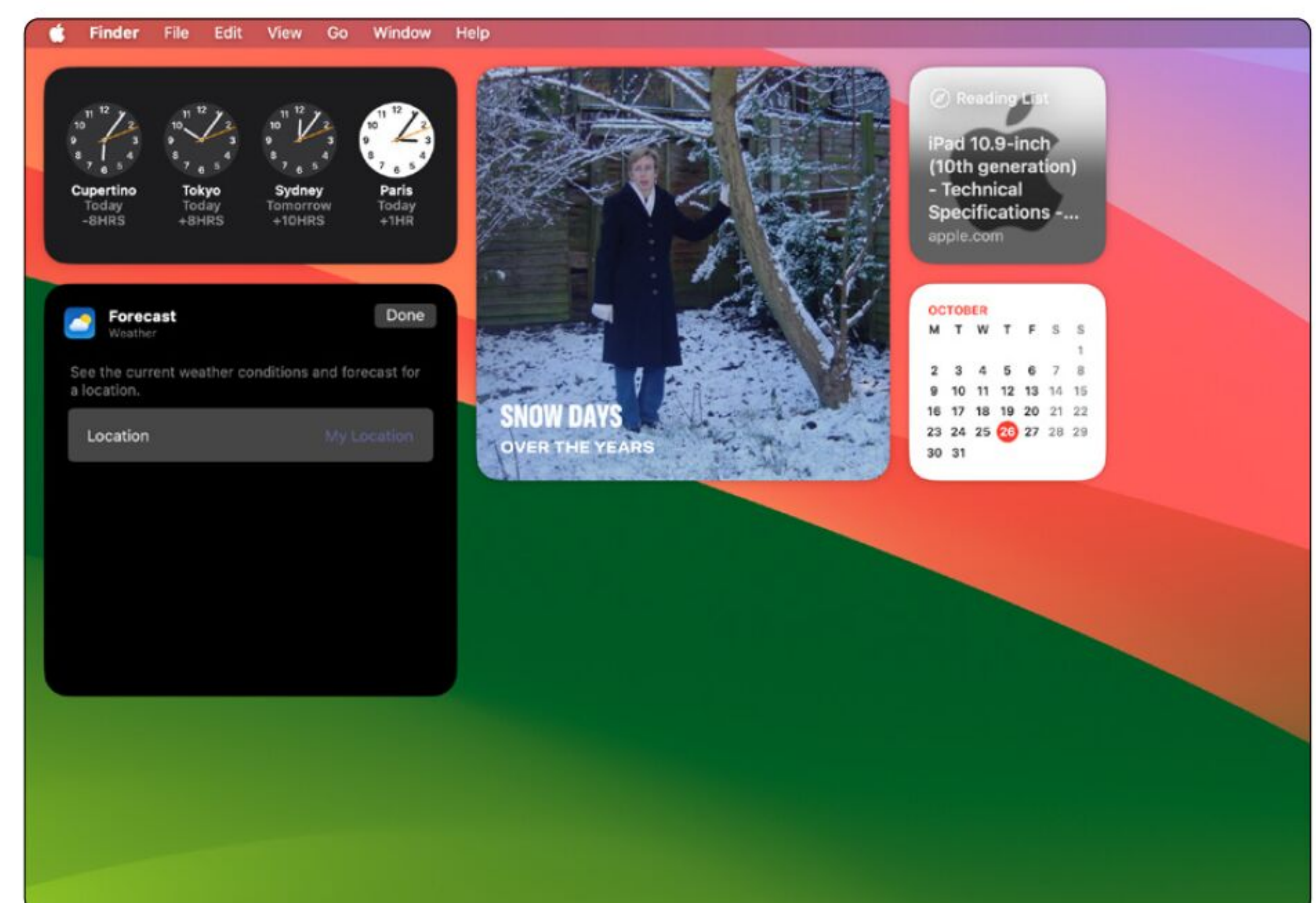
**1** Right-click on your Mac's desktop for a contextual menu. From this menu, choose the Edit Widgets option. A Widgets picker appears. In the sidebar is a list of apps that offer Widgets, with the Widgets themselves on the right.



**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.

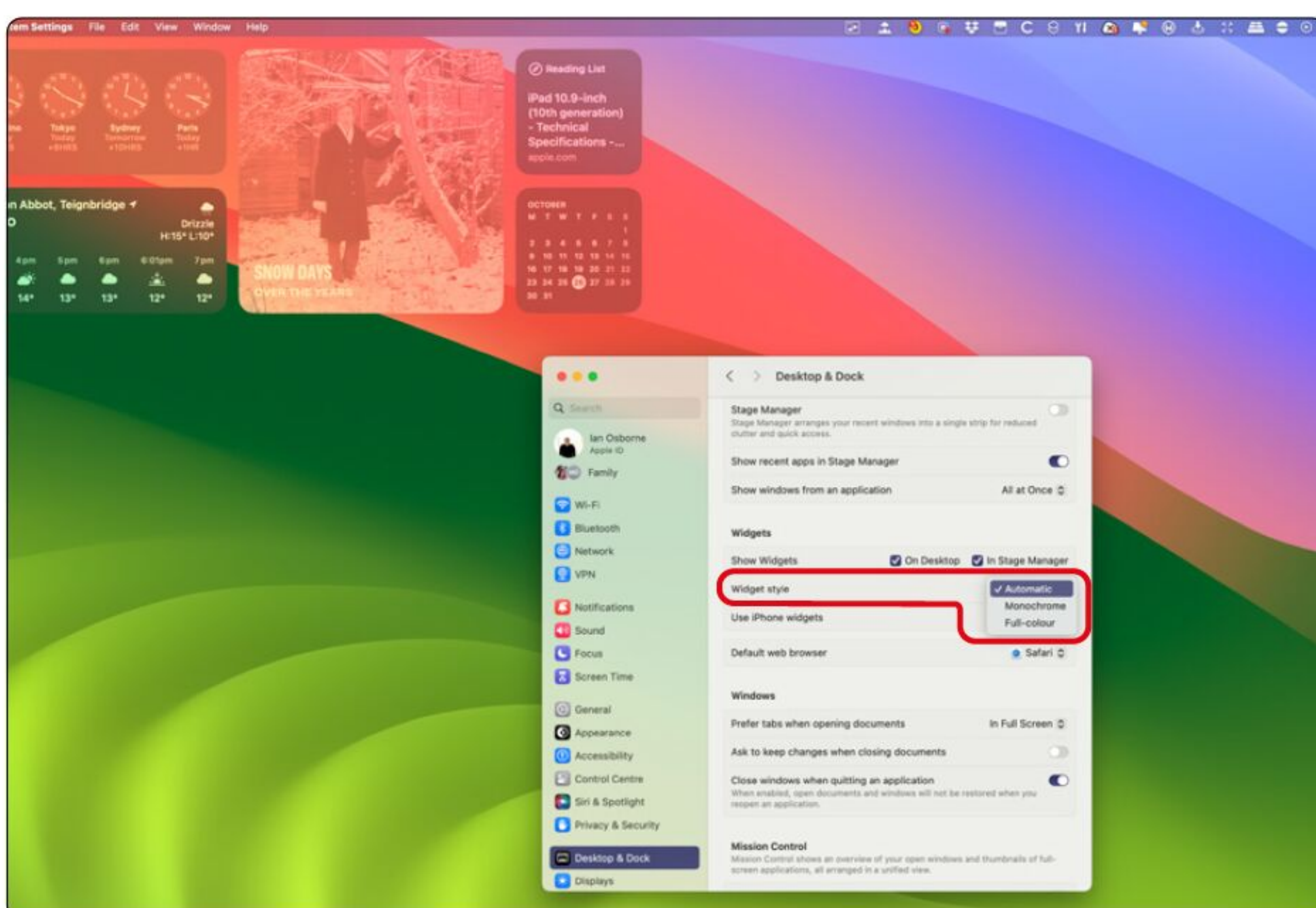




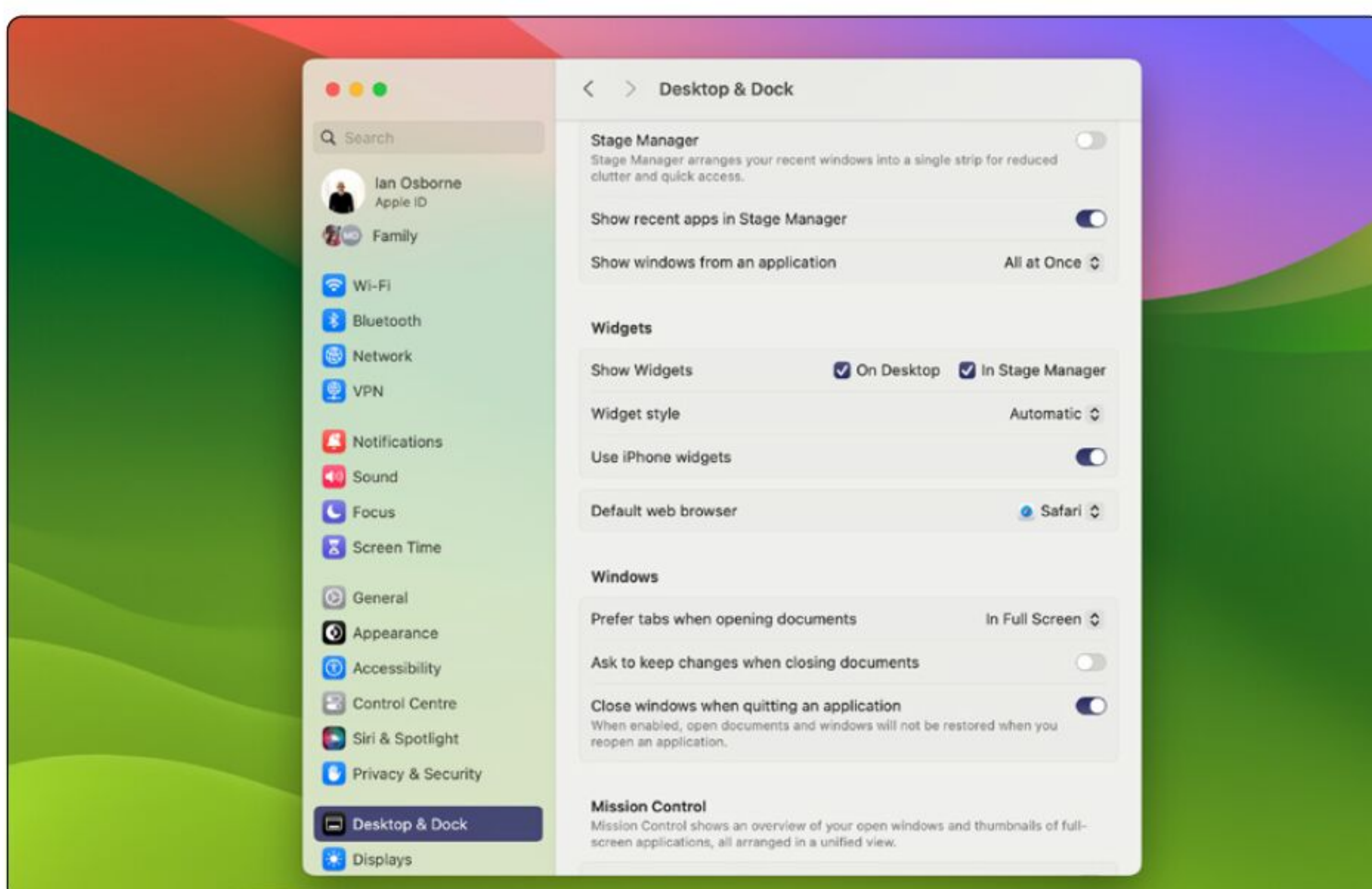
## Widgets in the Sidebar



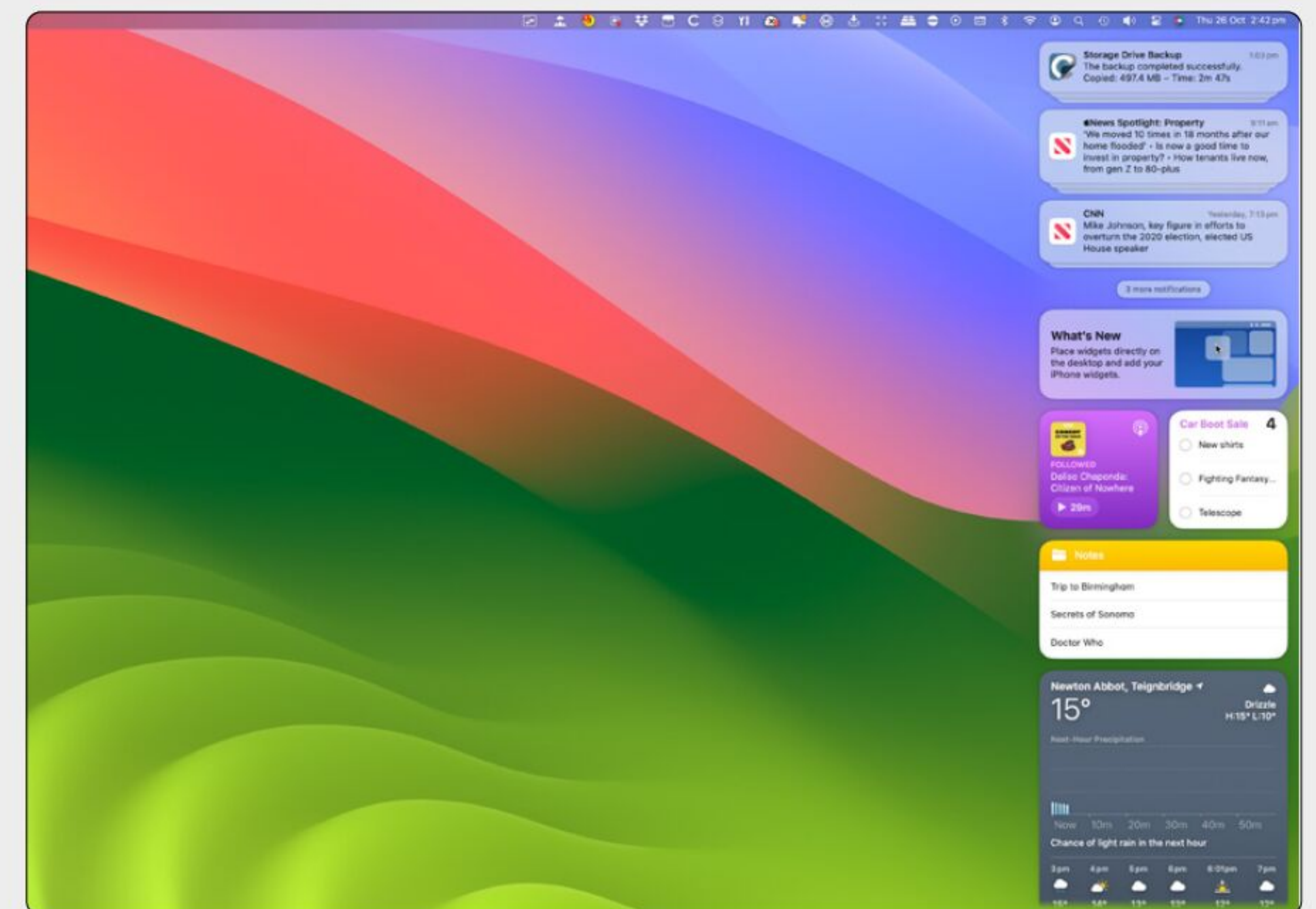
**5** If you're doing something else on your Mac, Widgets become monochrome and fade into the background. Click on the Desktop to hide open windows and turn your Widgets coloured again. Click a Widget to open its parent app.



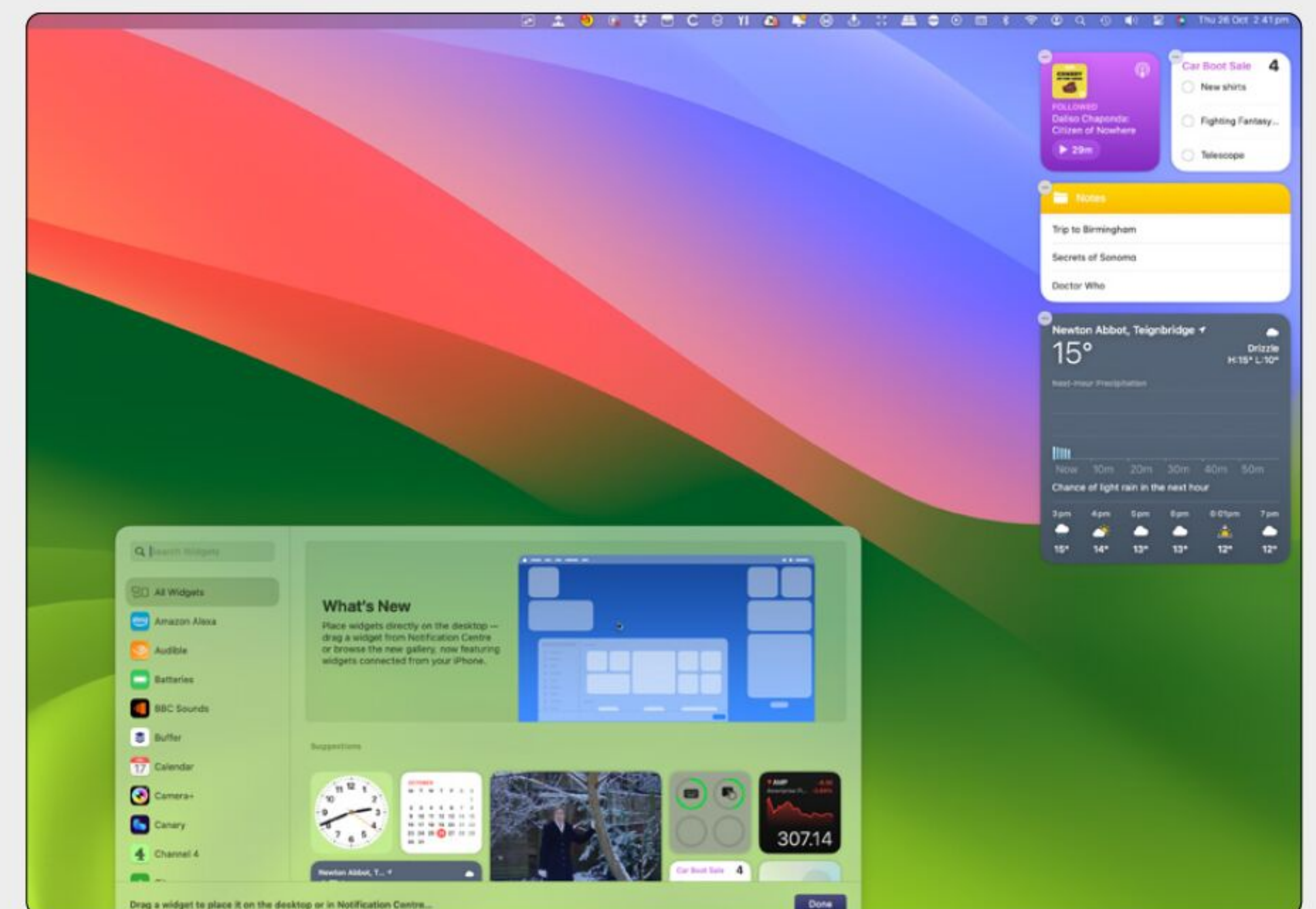
**6** To keep them coloured or monochrome at all times, go to System Settings > Desktop & Dock and in the Widgets section, use the Widget Style pull-down to select Monochrome or Full-colour. They then stay that way at all times.



**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.



Scroll this sidebar all the way up and at the bottom you see a button marked 'Edit Widgets'. Click on this and the Widget picker appears once more. From here, you can drag and drop Widgets into the sidebar to customise it.



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 or click the Done button at the foot of the Widget picker. Your customised sidebar is then ready for use.

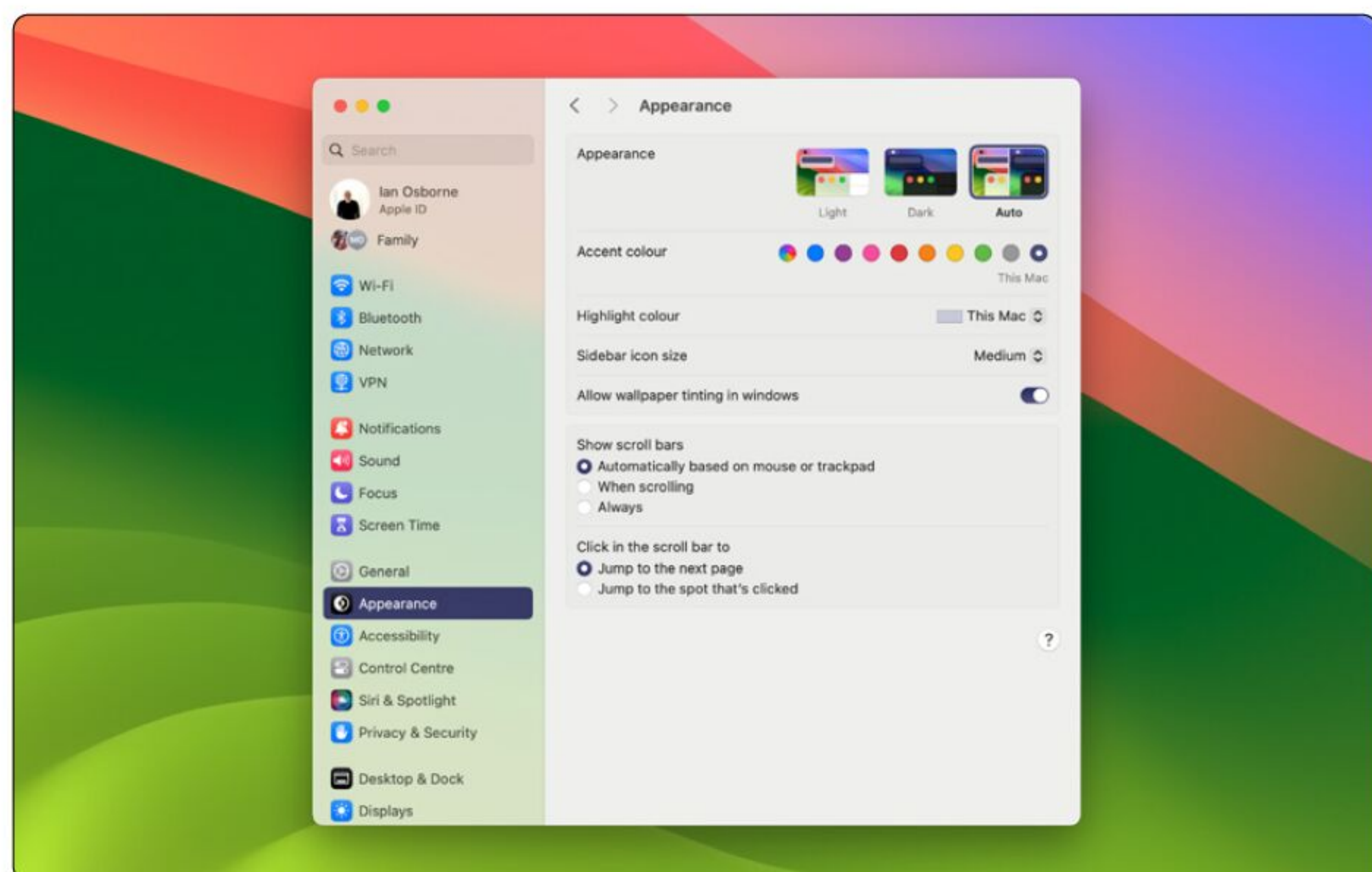




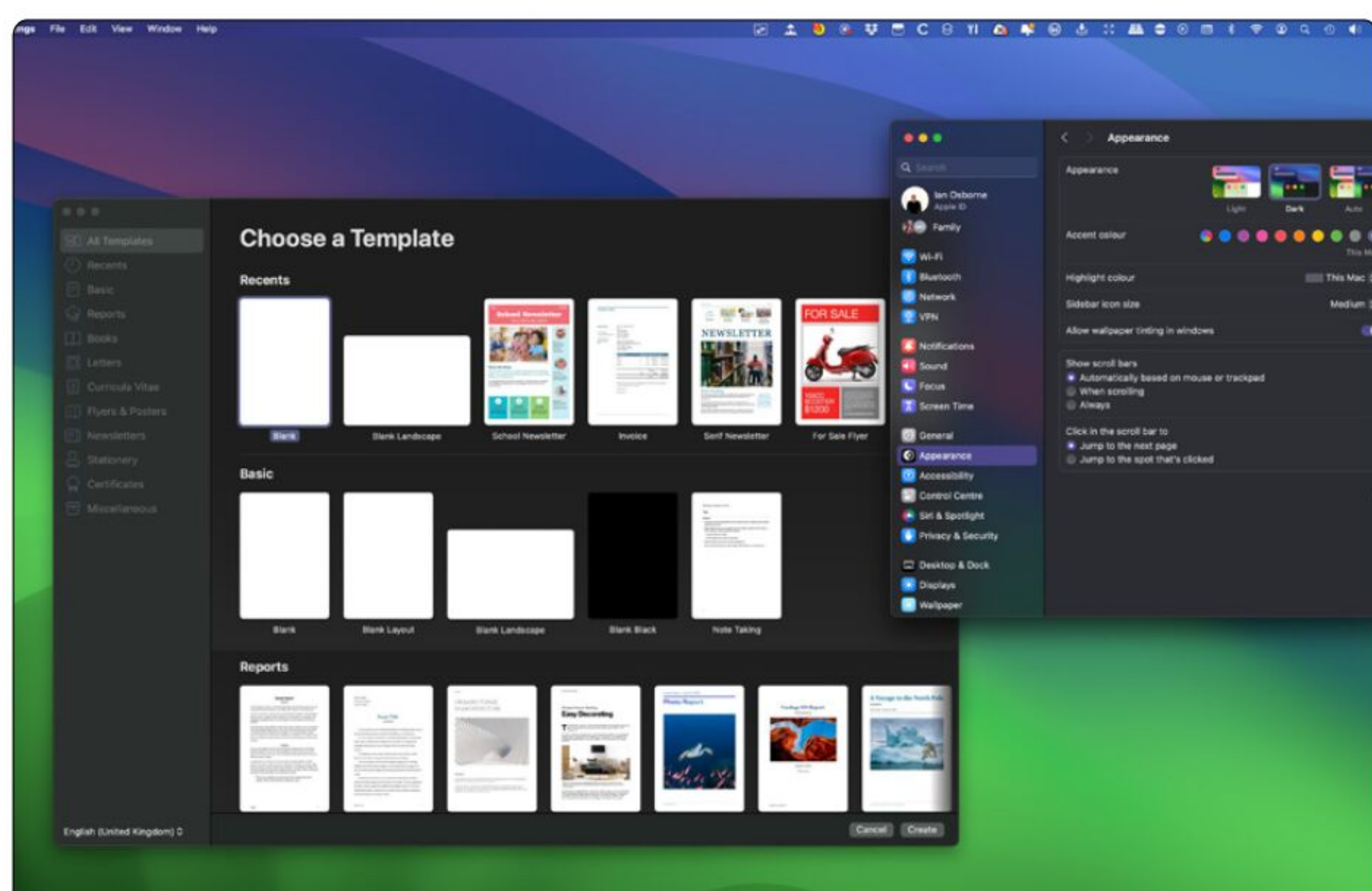
# Dark Mode And Night Shift

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

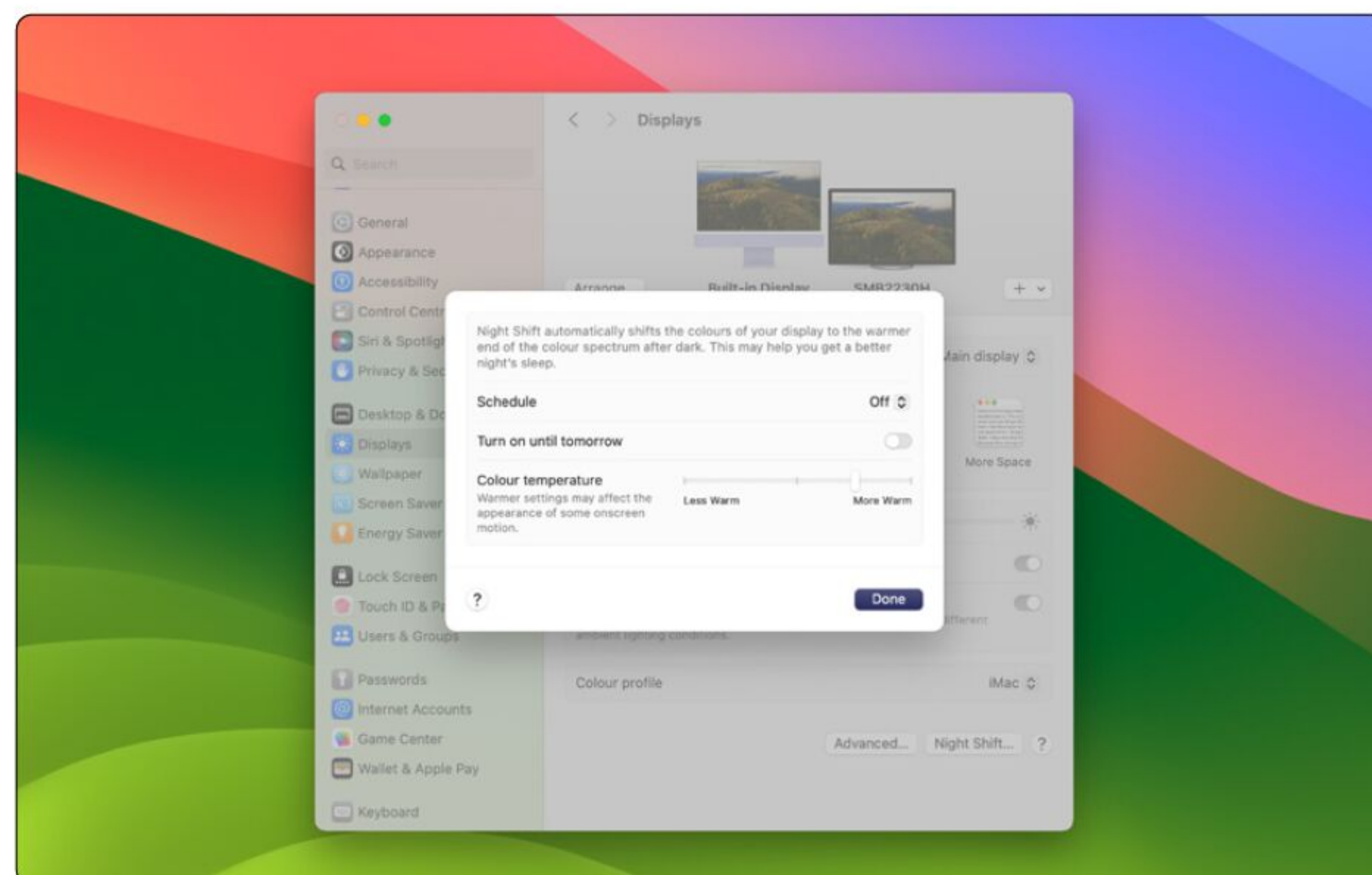


**1** From the Apple menu, open System Settings. In the left-hand column, click on the Appearance option. At the top of the right-hand section are the Light, Dark, and Auto buttons. Dark and Light buttons switch to those modes, and Auto sets it according to your Night Shift schedule.



**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 Preferences. 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.



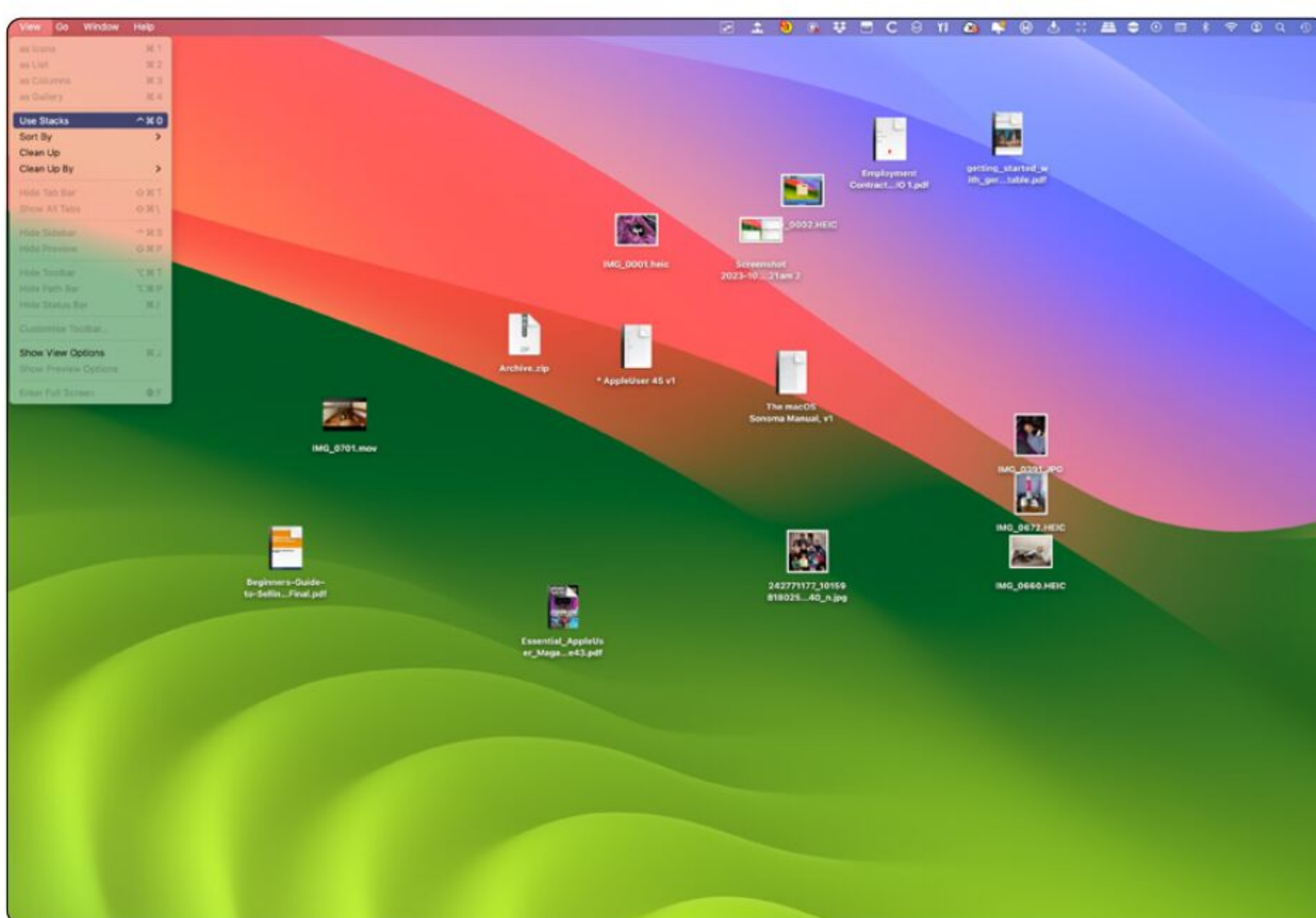
**2** With Night Shift Mode enabled, the colour spectrum shifts from blue to yellow. If you use your Mac late at night, too much blue light can interfere with sleep patterns, so using Night Shift Mode when on your Mac close to bedtime can prevent this from happening.



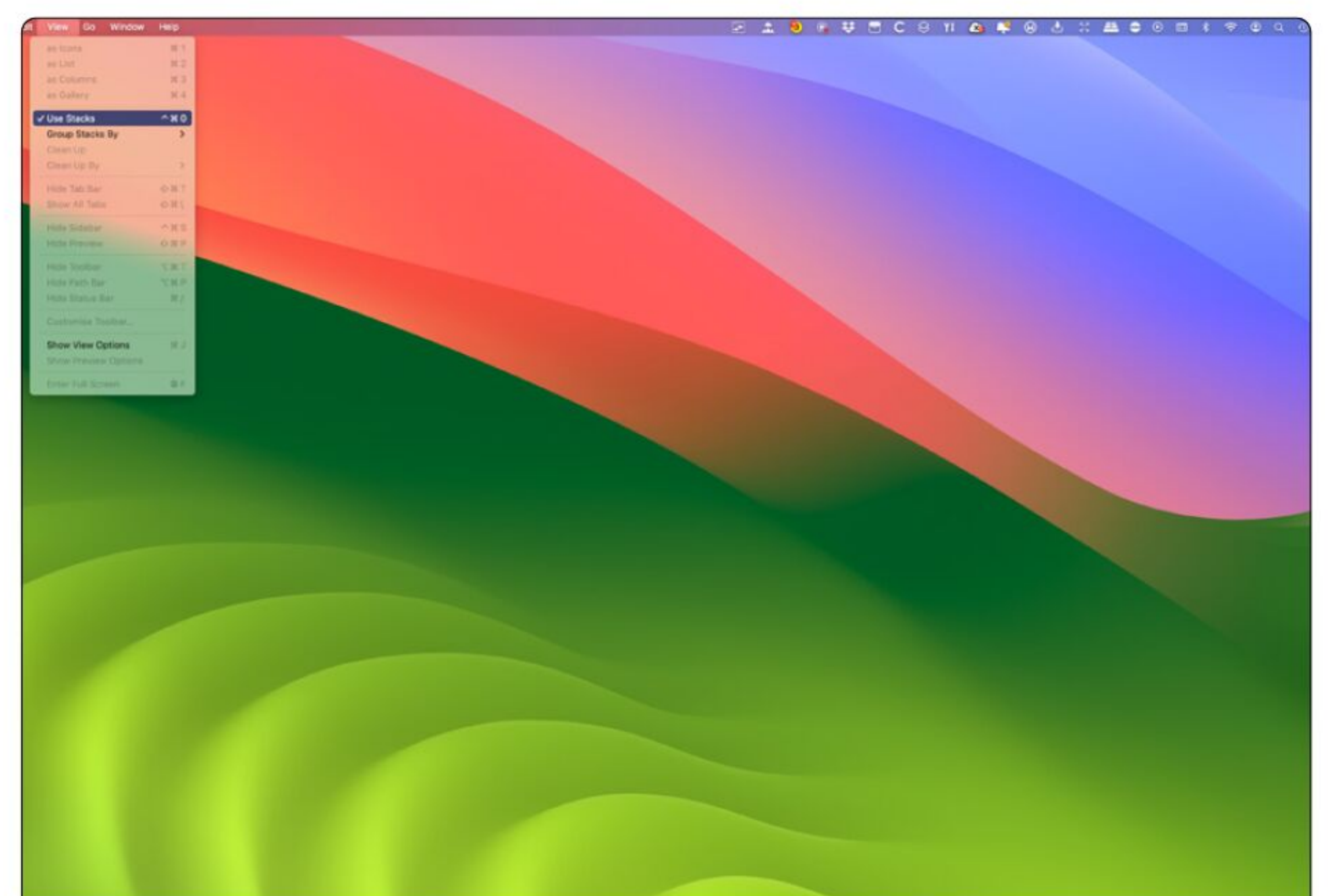


# Desktop Stacks For Organisation

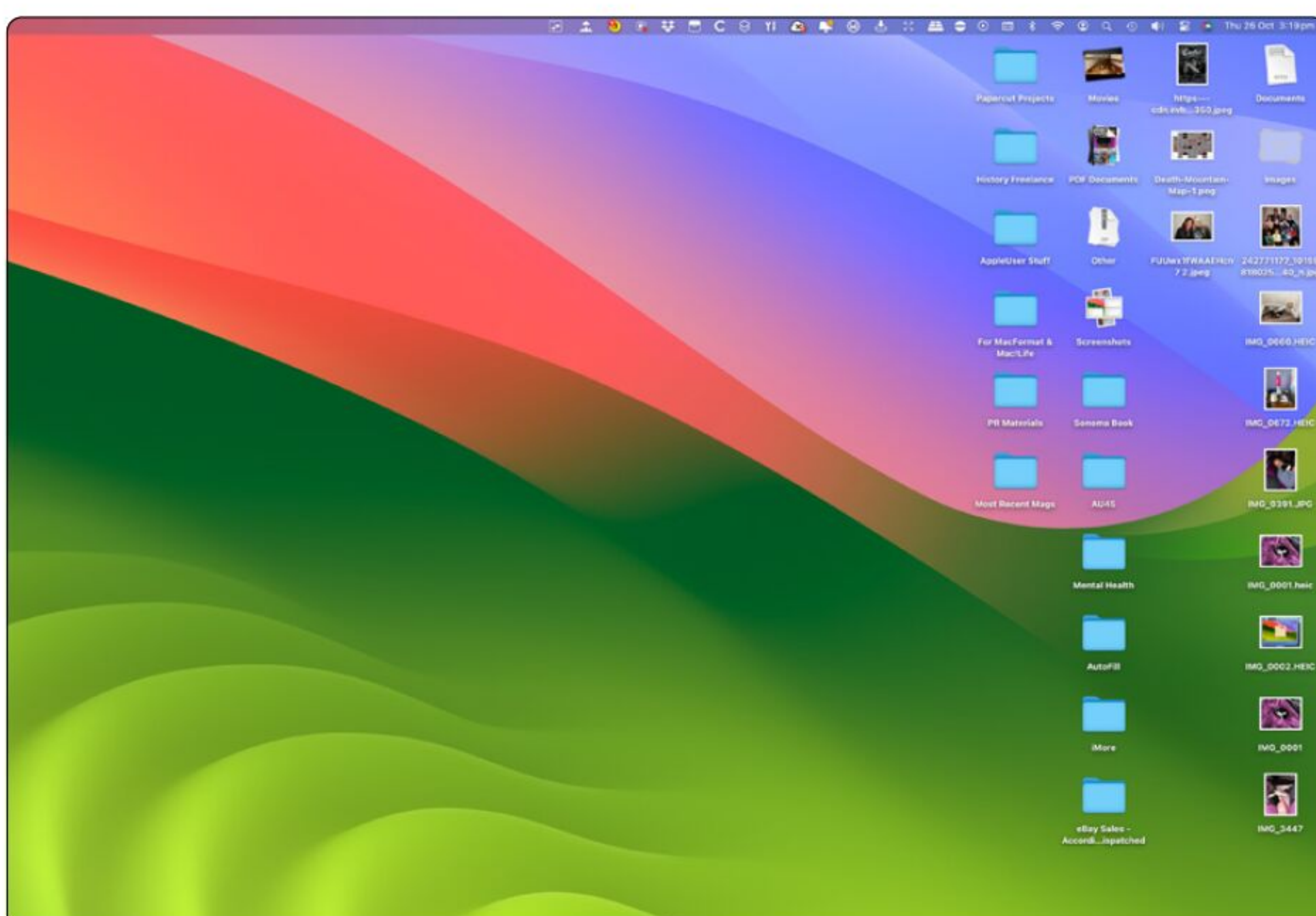
If your Mac's desktop regularly gets cluttered with folders, file icons and other such material that you're currently working on, there's a solution at hand in macOS. With a click of your mouse or trackpad, you can organise them into stacks, grouped according to their file type. Here's how to do it.



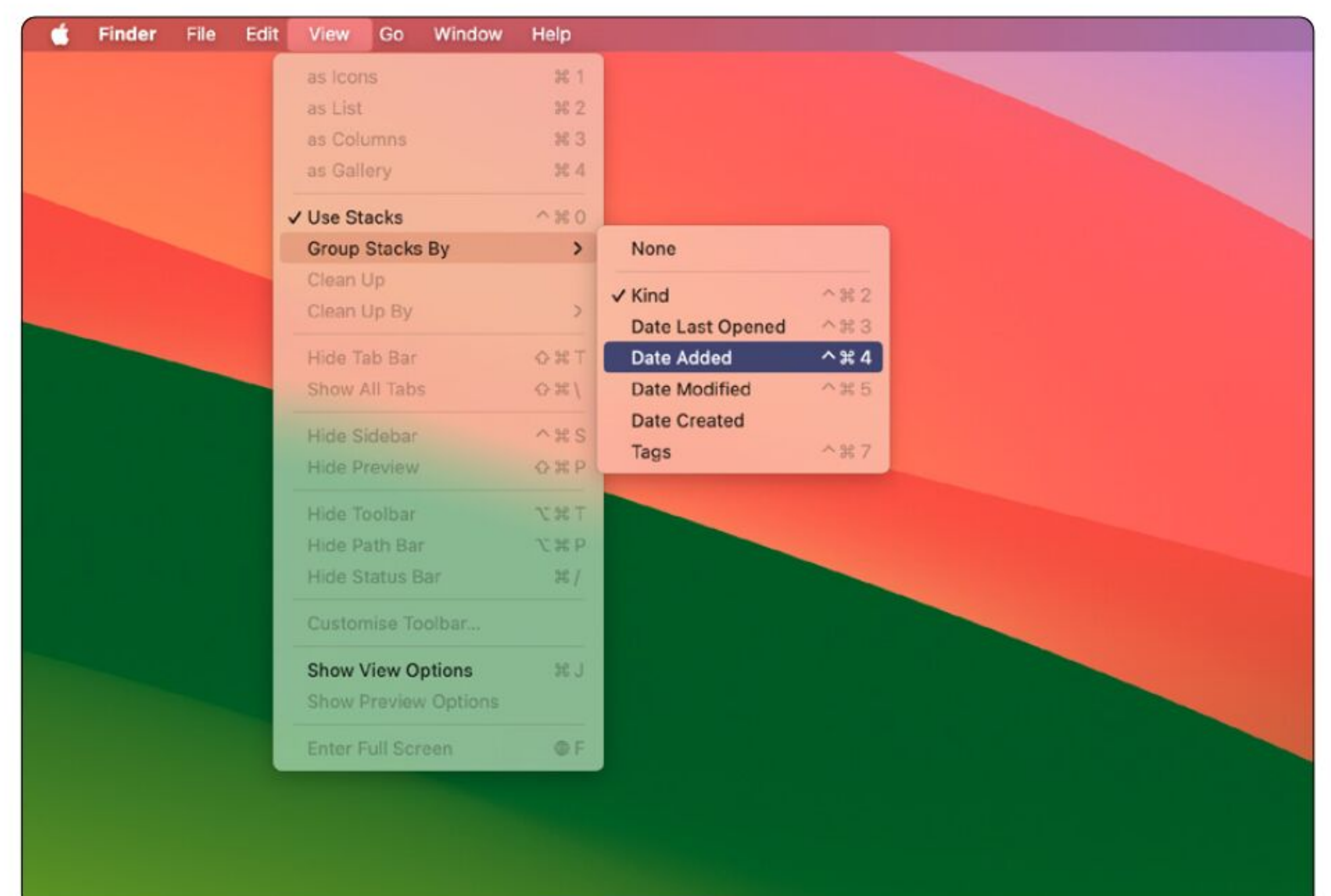
**1** Your Mac's desktop often fills with files and folders you know you need regularly but that can mean a very cluttered workspace. To use Desktop Stacks, first click on the desktop to make sure Finder is active, then click on the View menu in the top bar.



**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.

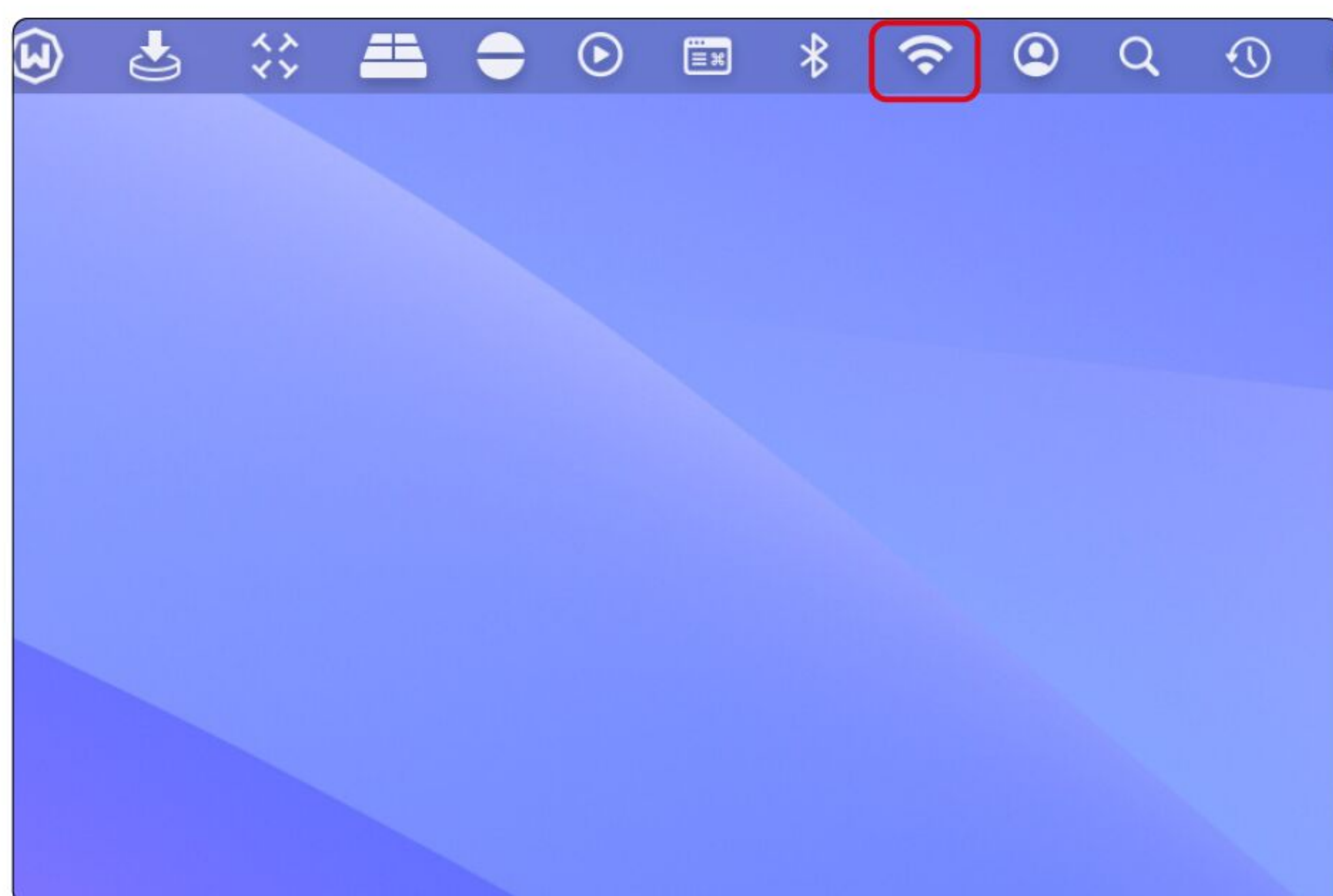




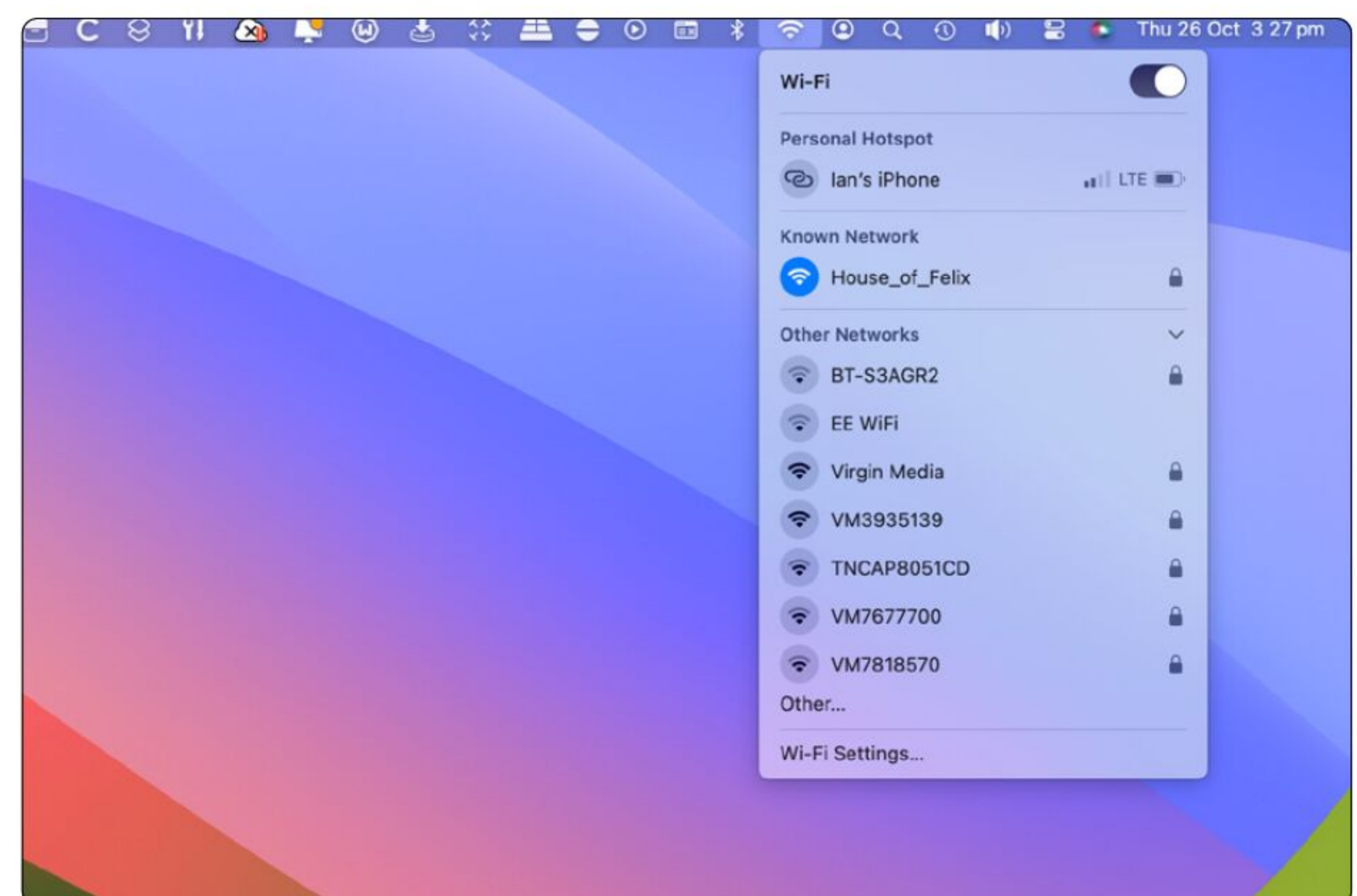
# Getting Online With Wi-Fi or Ethernet

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 Sonoma is remarkably easy and here's how to do it both wirelessly and with a cabled connection.

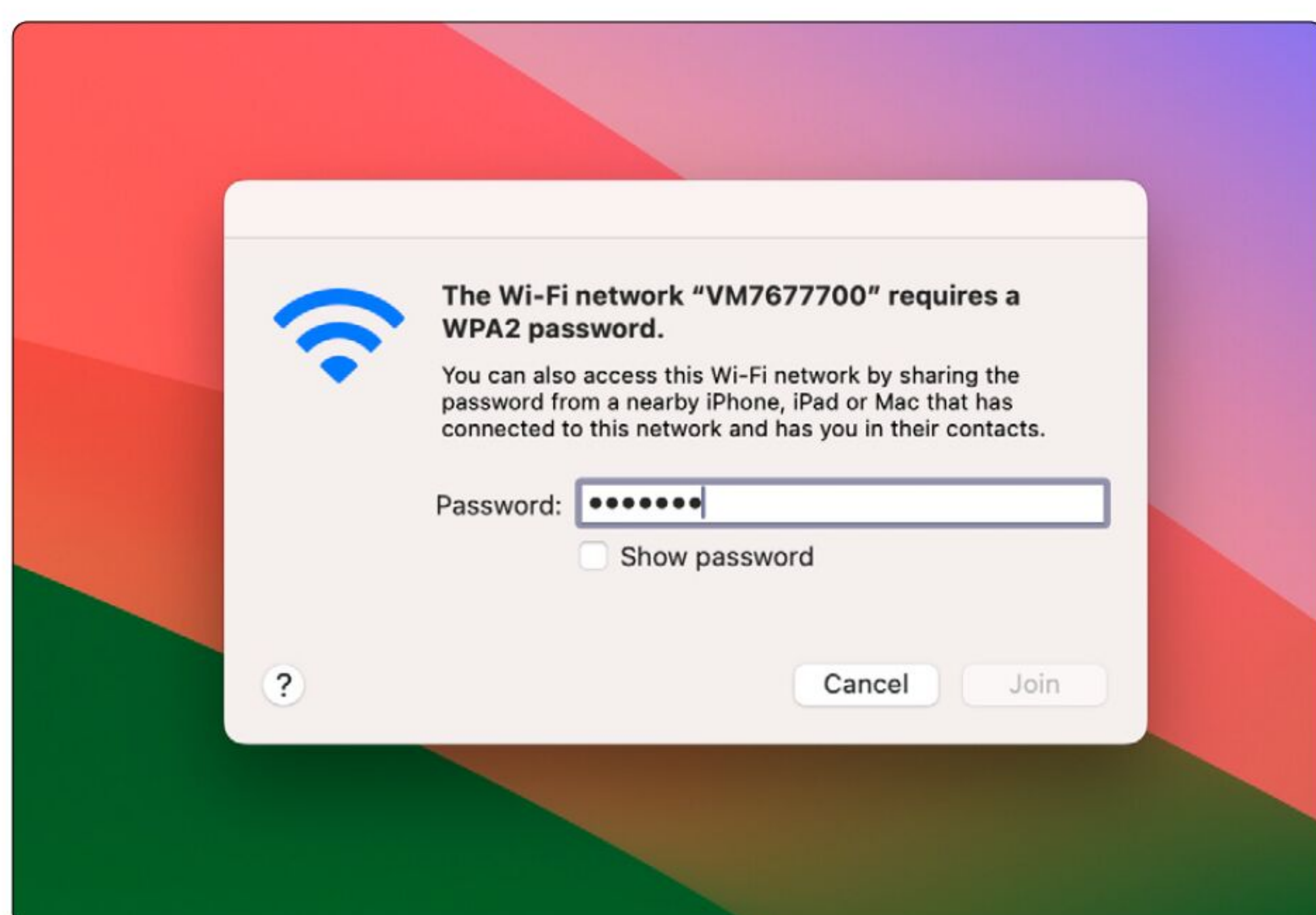
## Connecting with Wi-Fi



**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

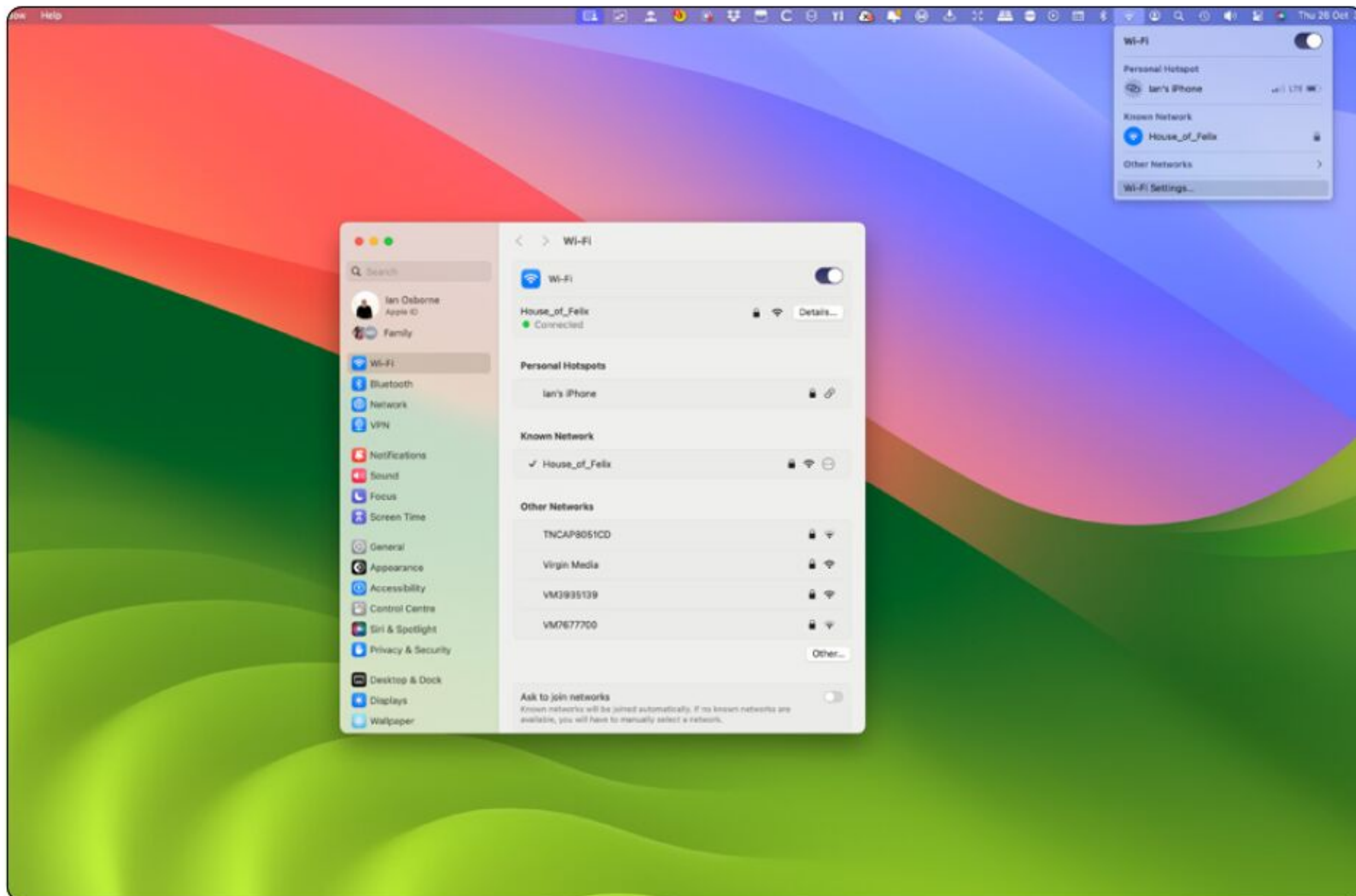
Some high street locations such as libraries, bars and restaurants offer free Wi-Fi to their customers. There are many different ways you can access public Wi-Fi. Some locations may have an unsecured connection, some require you to ask for their Wi-Fi password, and for others you have to register via 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.



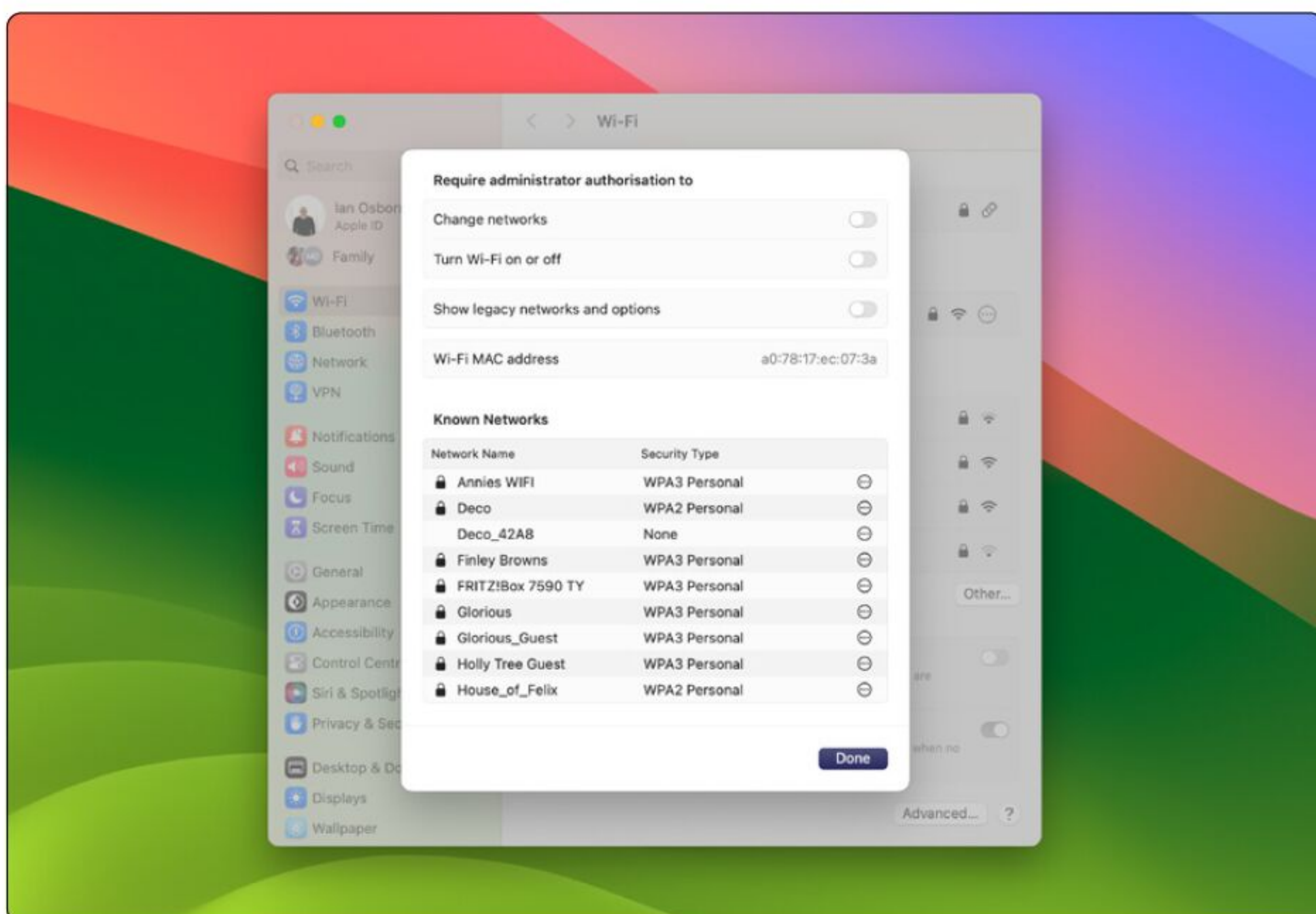




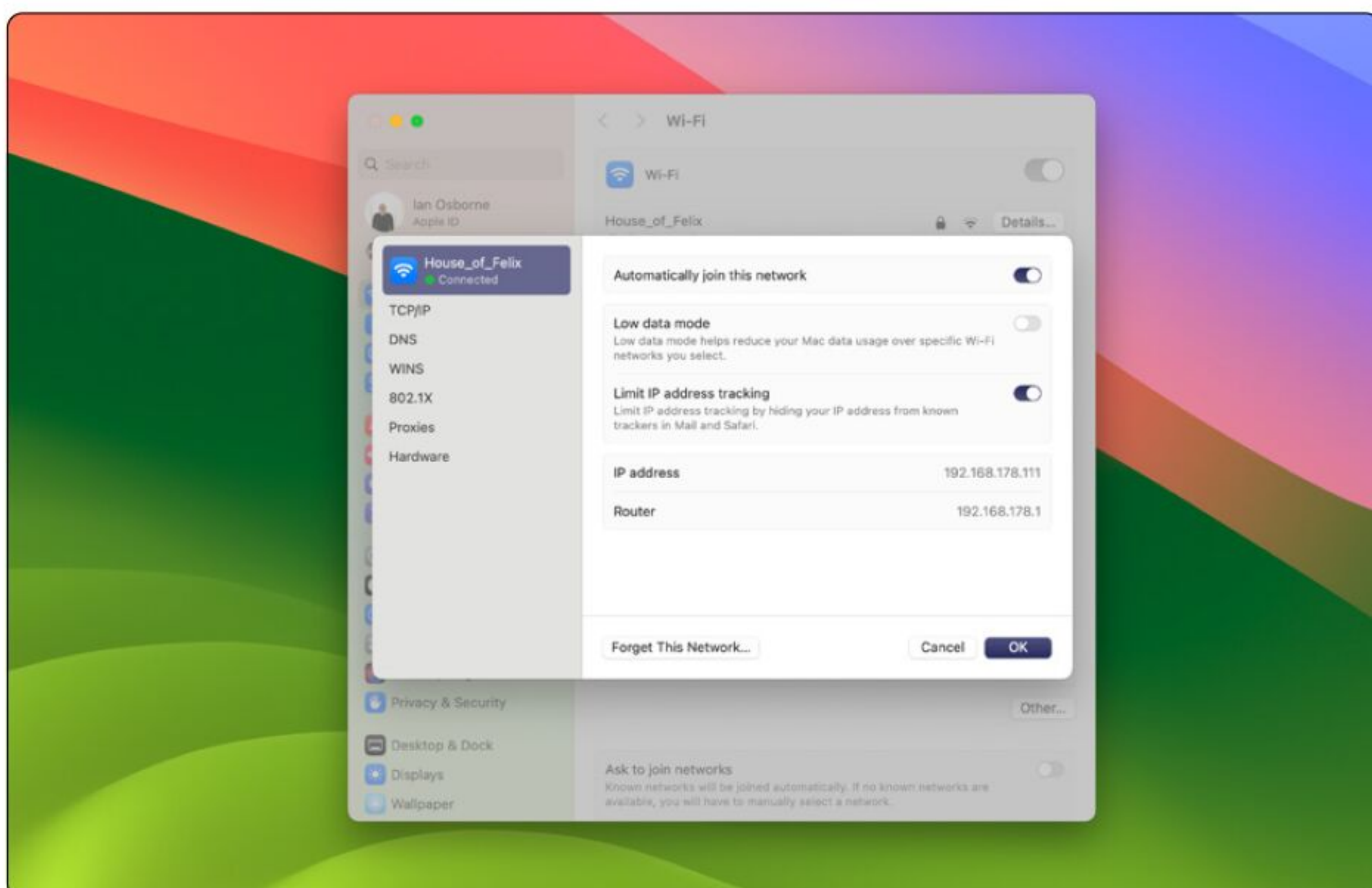
## Configuring Your Wi-Fi



**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.



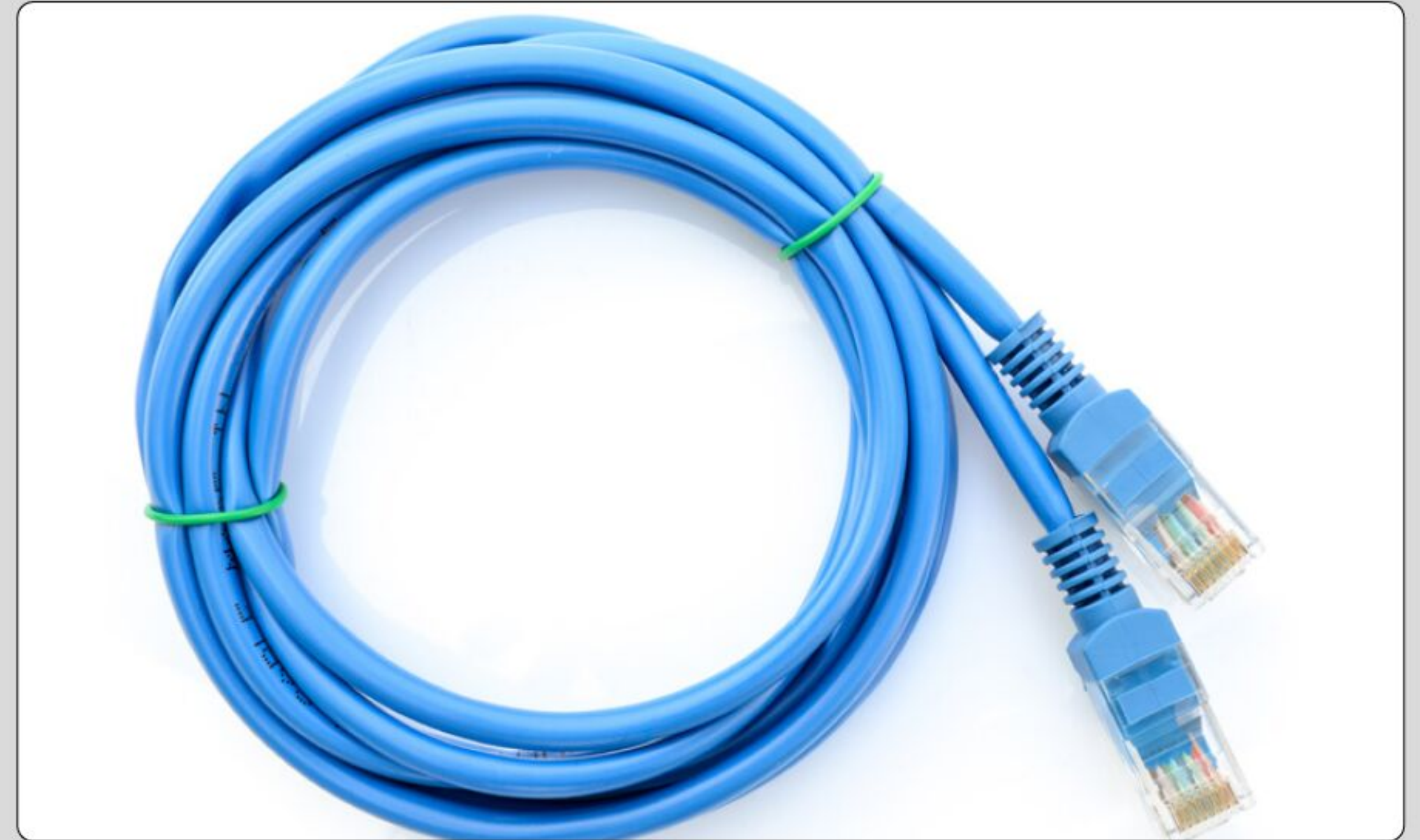
**2** You can see a list of all the Wi-Fi networks your Mac has connected to, in order of preference. Where two networks are available, the higher one is used. If you want to change this order, simply drag and drop them.



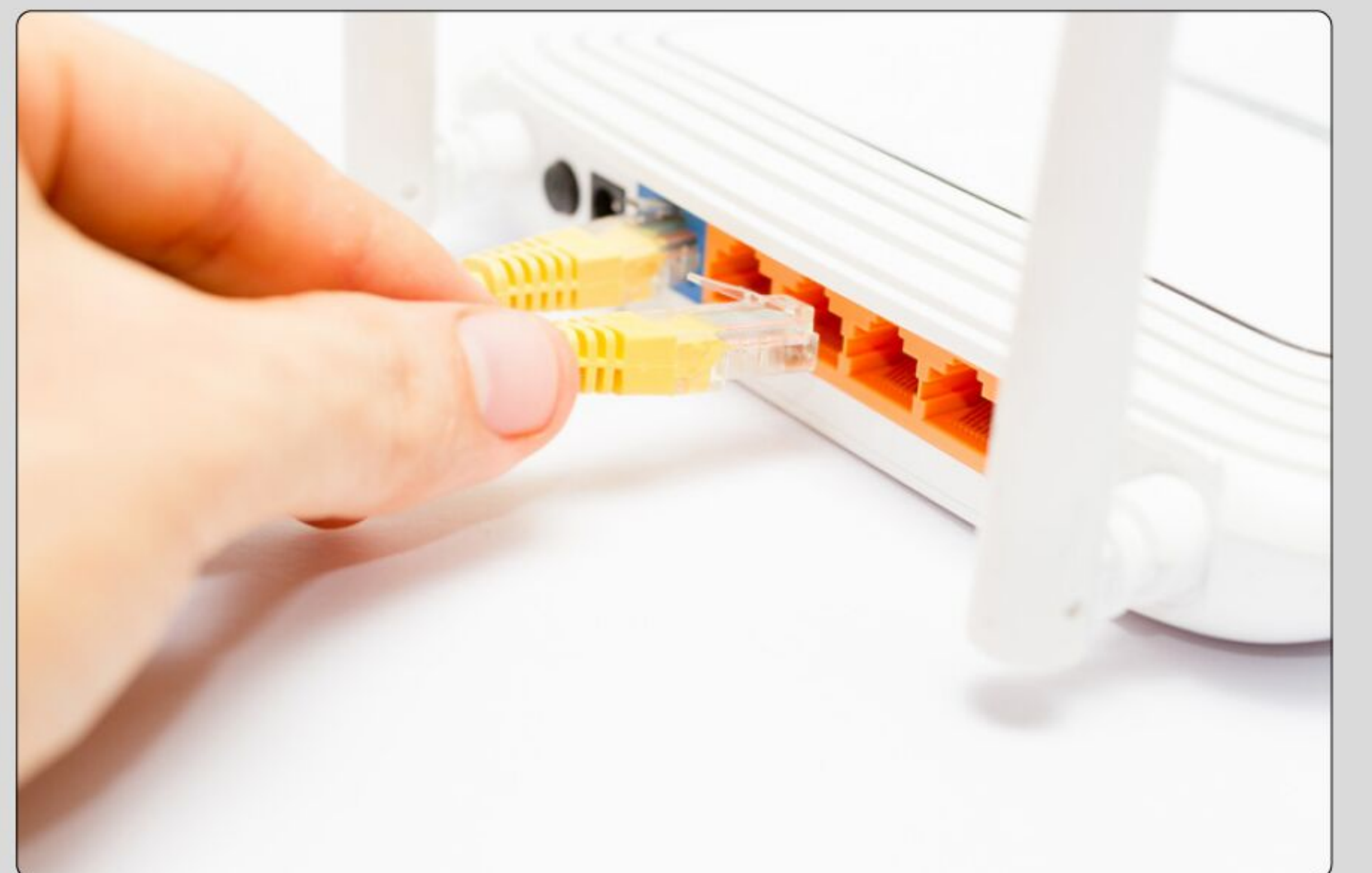
**3** Click Details next to your current network and then the TCP/IP button. You can see what IP address your Wi-Fi router has allocated to your Mac. Advanced users can then edit these settings and create your own, static IP address.

## 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.







# Sonoma's Menus

## A Key Mac 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 Sonoma. 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 Sonoma'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.

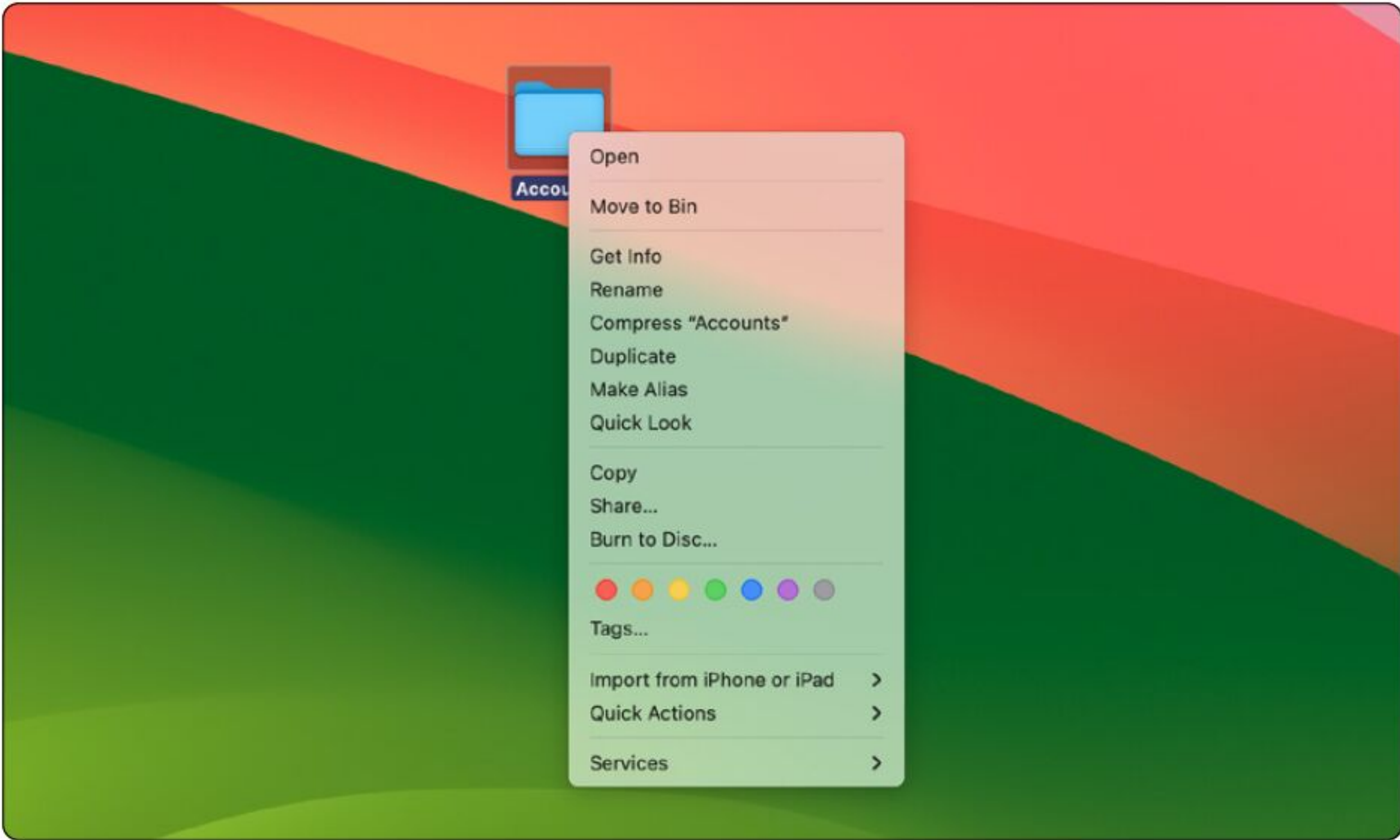
**11** Click here to log yourself out but not shut down your Mac. This is useful if you have more than one user account on your Mac. You can then log out so another user can log in.

**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.

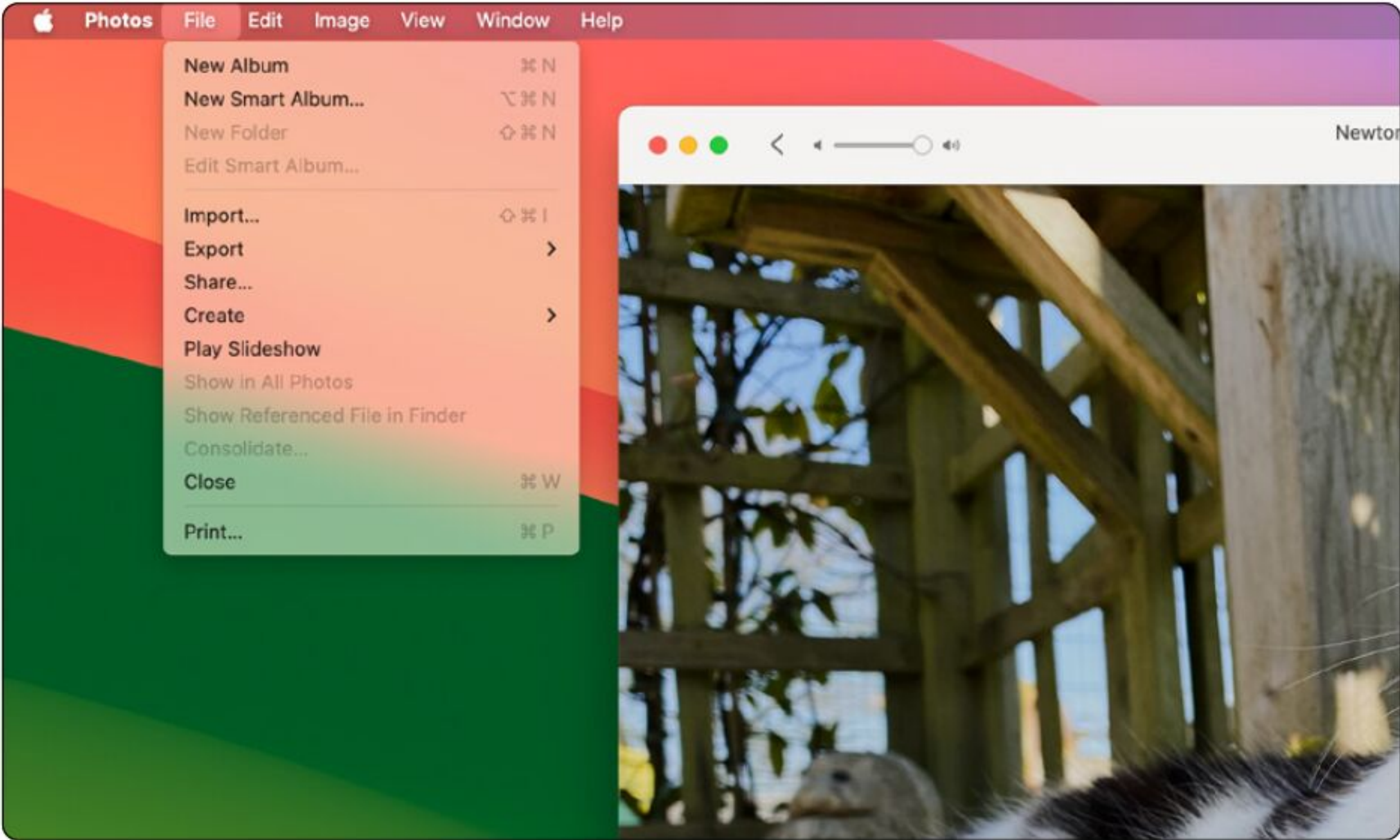
**14** Servers you've recently accessed on your wireless or Ethernet network appear here. To open one again, simply click on it.

**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.

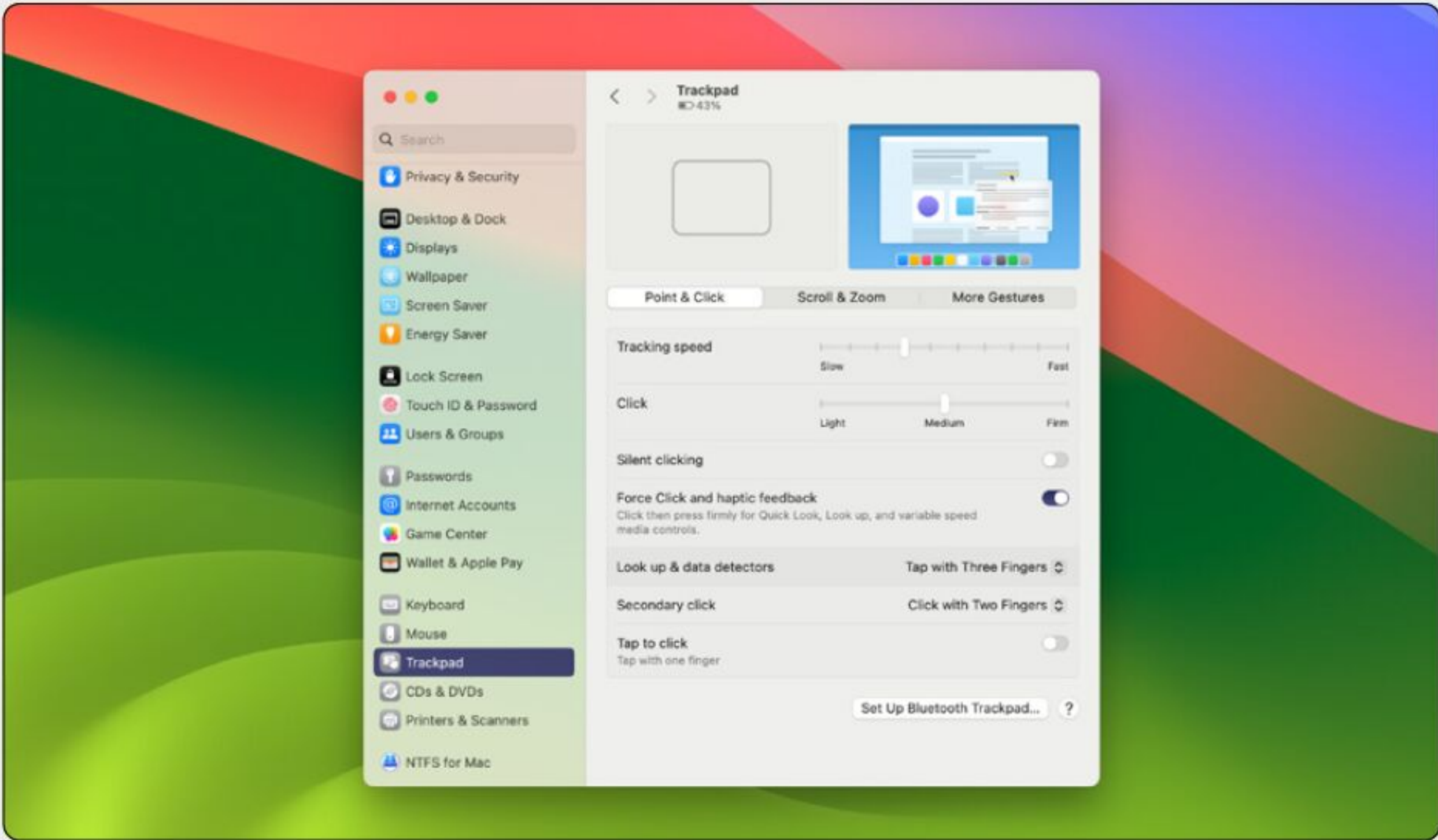


### Application Menus

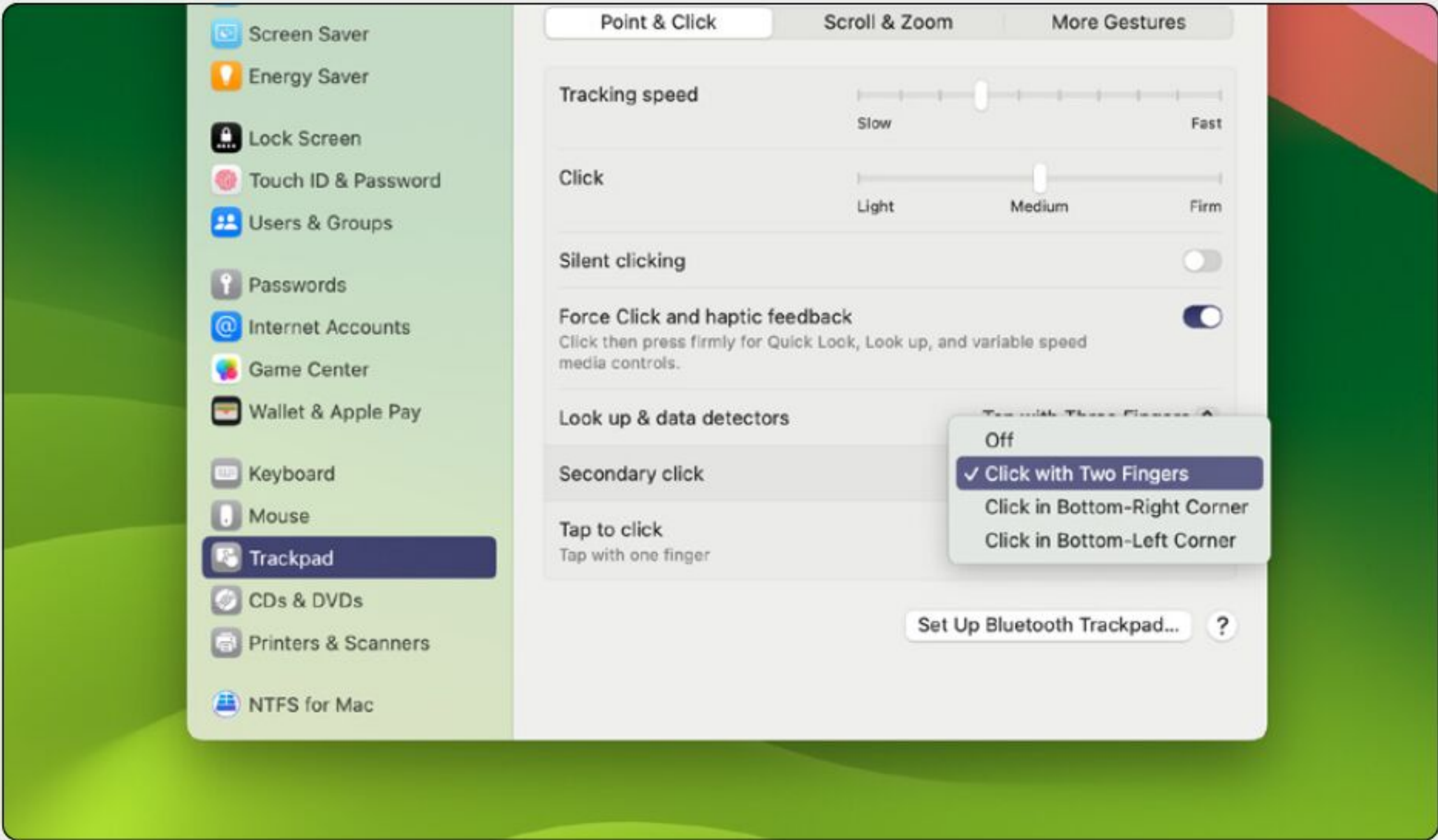
Each application has its own unique set of menus located next to the Apple menu. They will change when an application is active and will revert back to the Finder menu when no apps are active. Each is clearly labelled to make it easier. We'll add specific details for application menus when we look into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

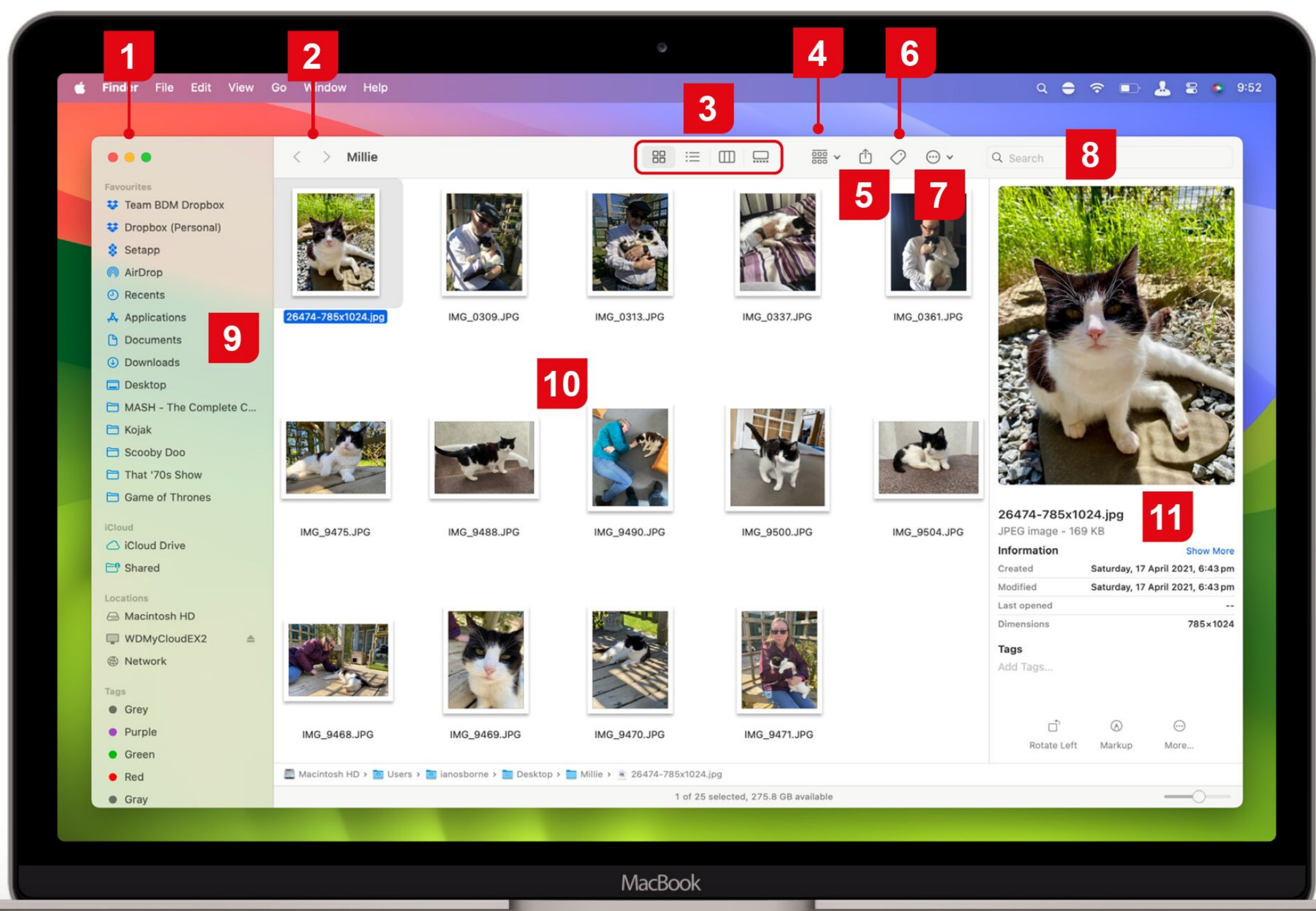
**2 Navigation Controls:** The chevron buttons in the top left corner of the window take you forwards or backwards through your navigation history.

**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 Share Button:** The Share button is found in many places throughout macOS. Here you can highlight a file or folder and click the button to send it by email, AirDrop and Messages, add it to Notes and more.

**6 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.





- 7

**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.
- 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.

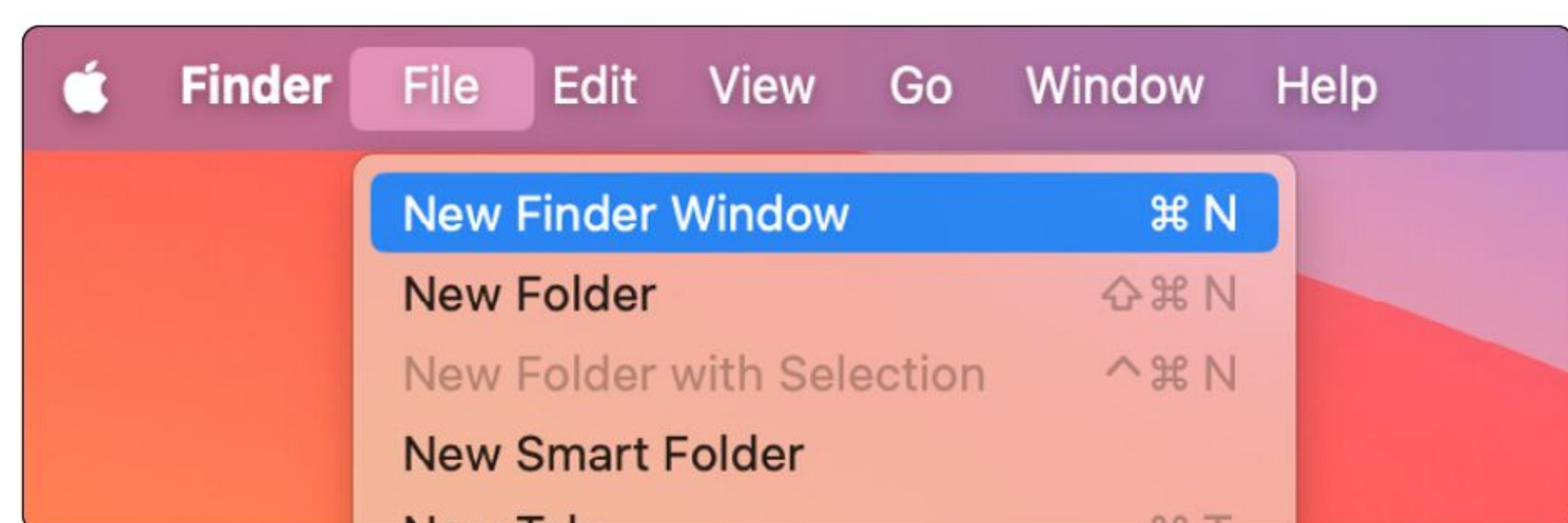
- 10

**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

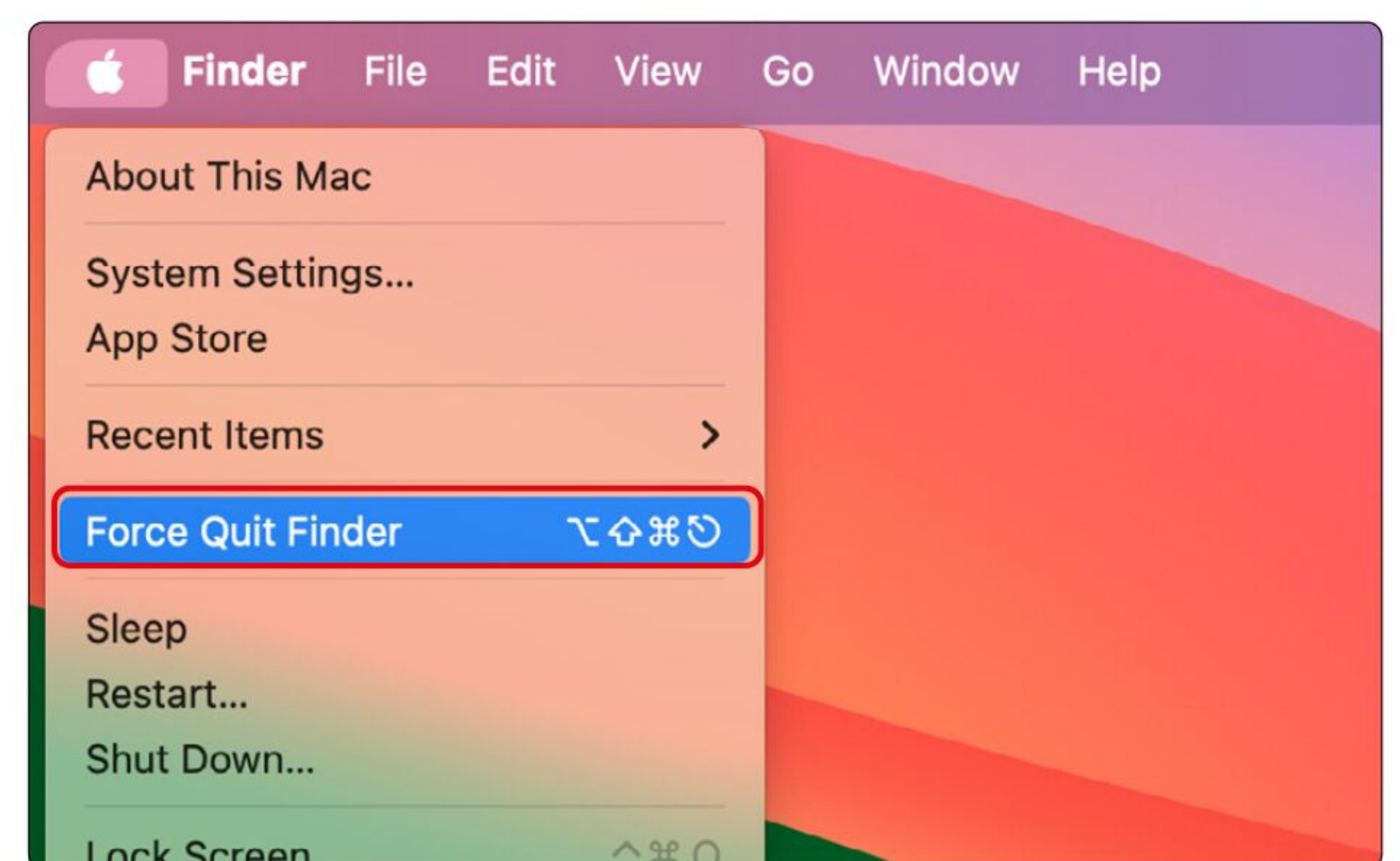
Click a clear space on the desktop once to make sure you're in Finder, then press cmd-N together. A new Finder window appears on the desktop.

## Using the Dock

If it isn't already displayed, move your mouse cursor to the bottom of the screen to open the Dock. Click the Finder Window to create a new window.

# How to Relaunch Finder

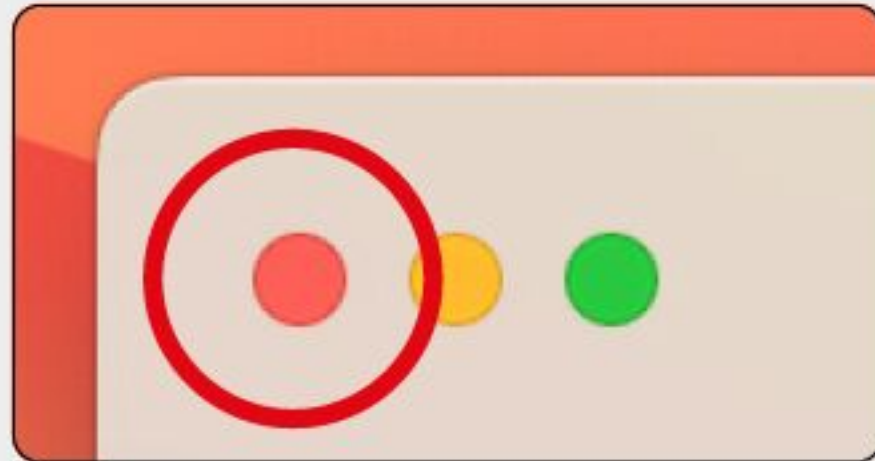
If the Finder has crashed or isn't behaving as it should, follow this tip to close it like a crashed app and relaunch it.



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.

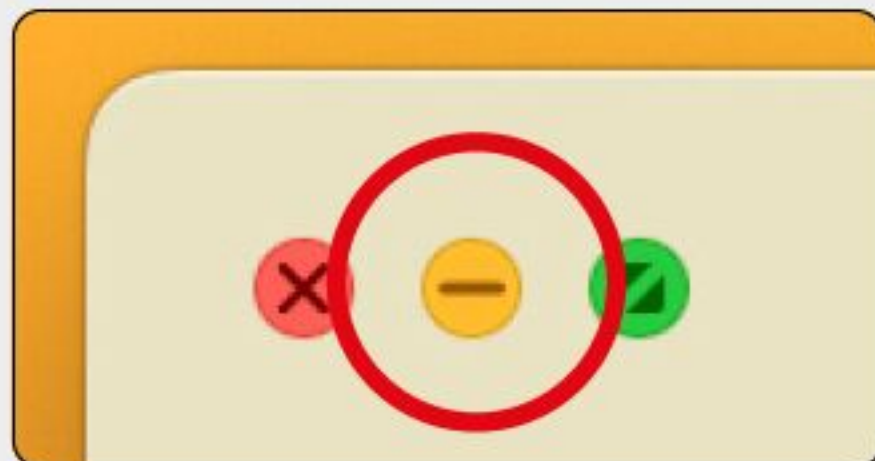
# Window Controls Options.

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.

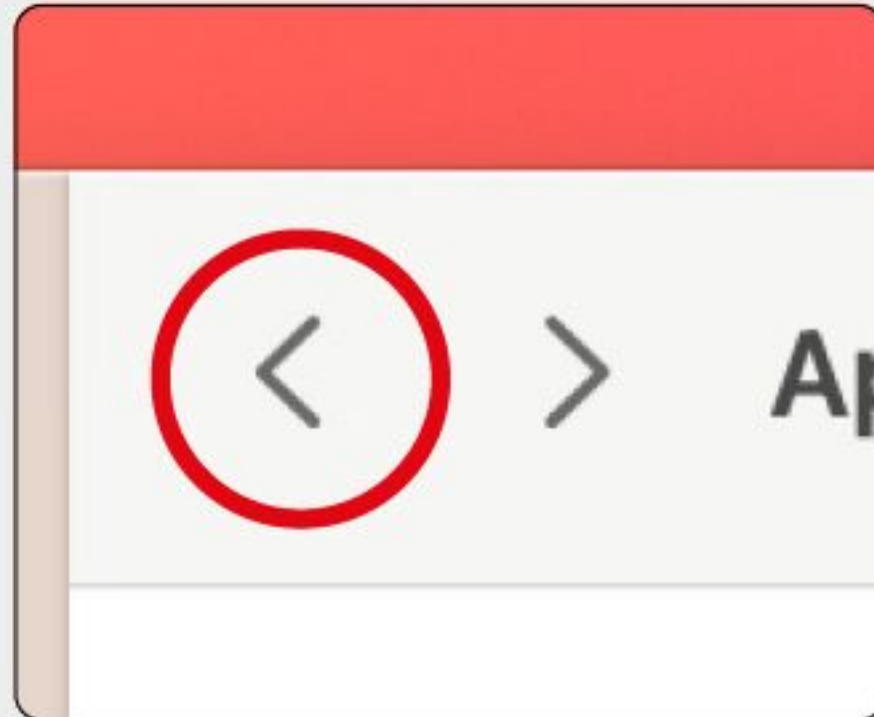


**Full Screen**

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

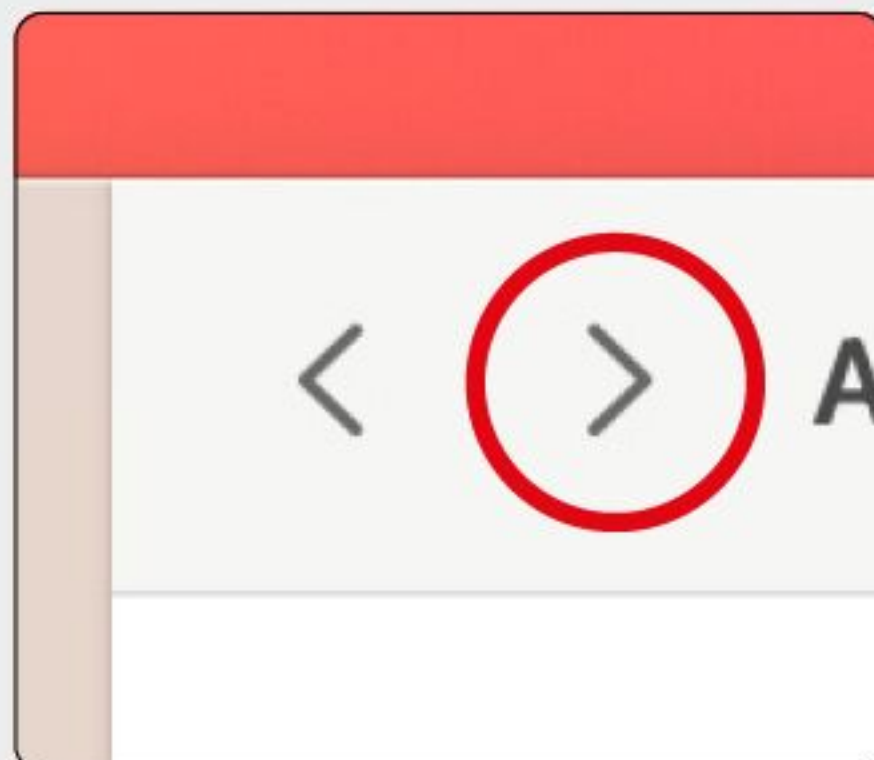
# Navigation Controls.

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.

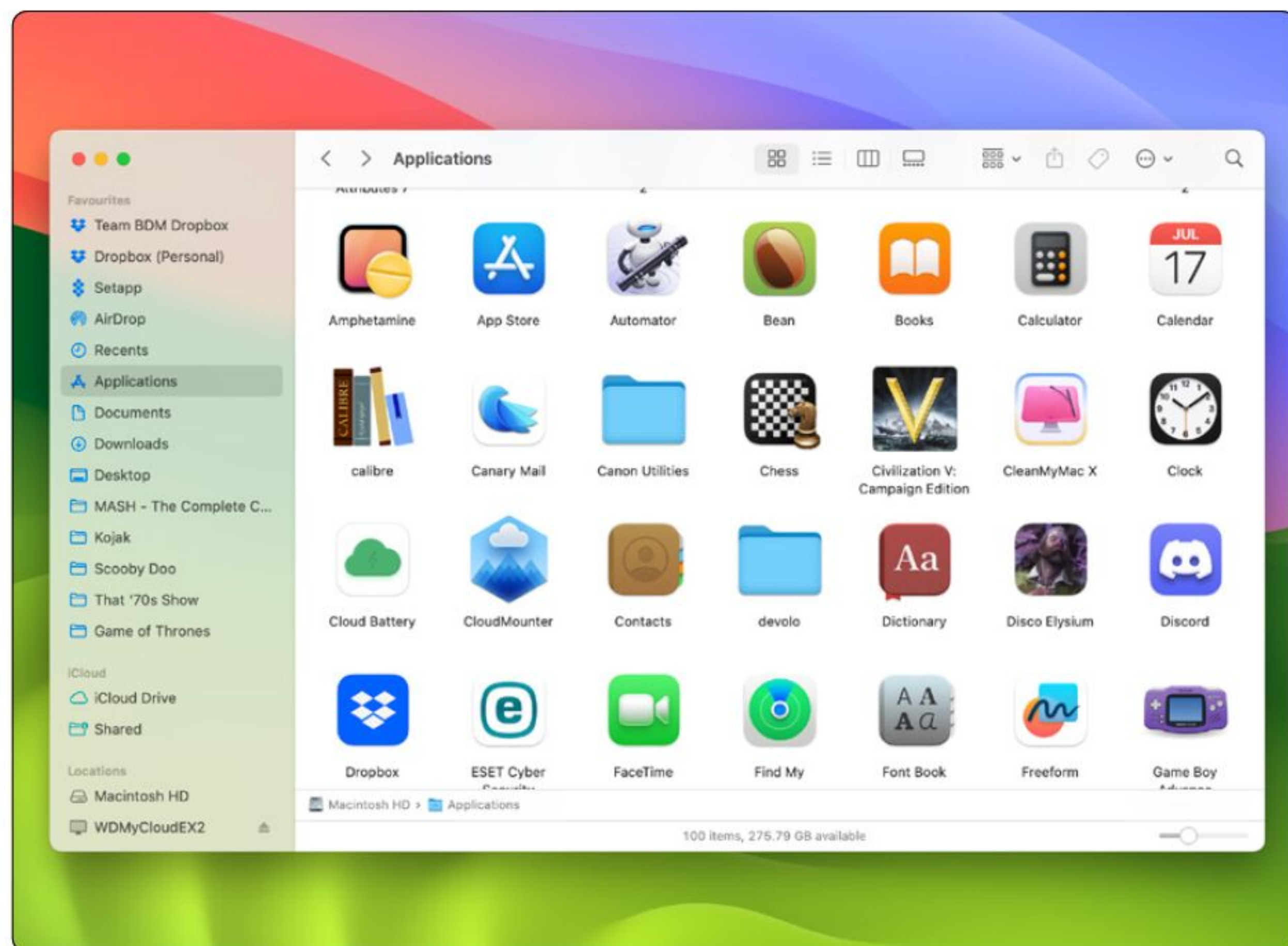


**The Forward Control**

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.

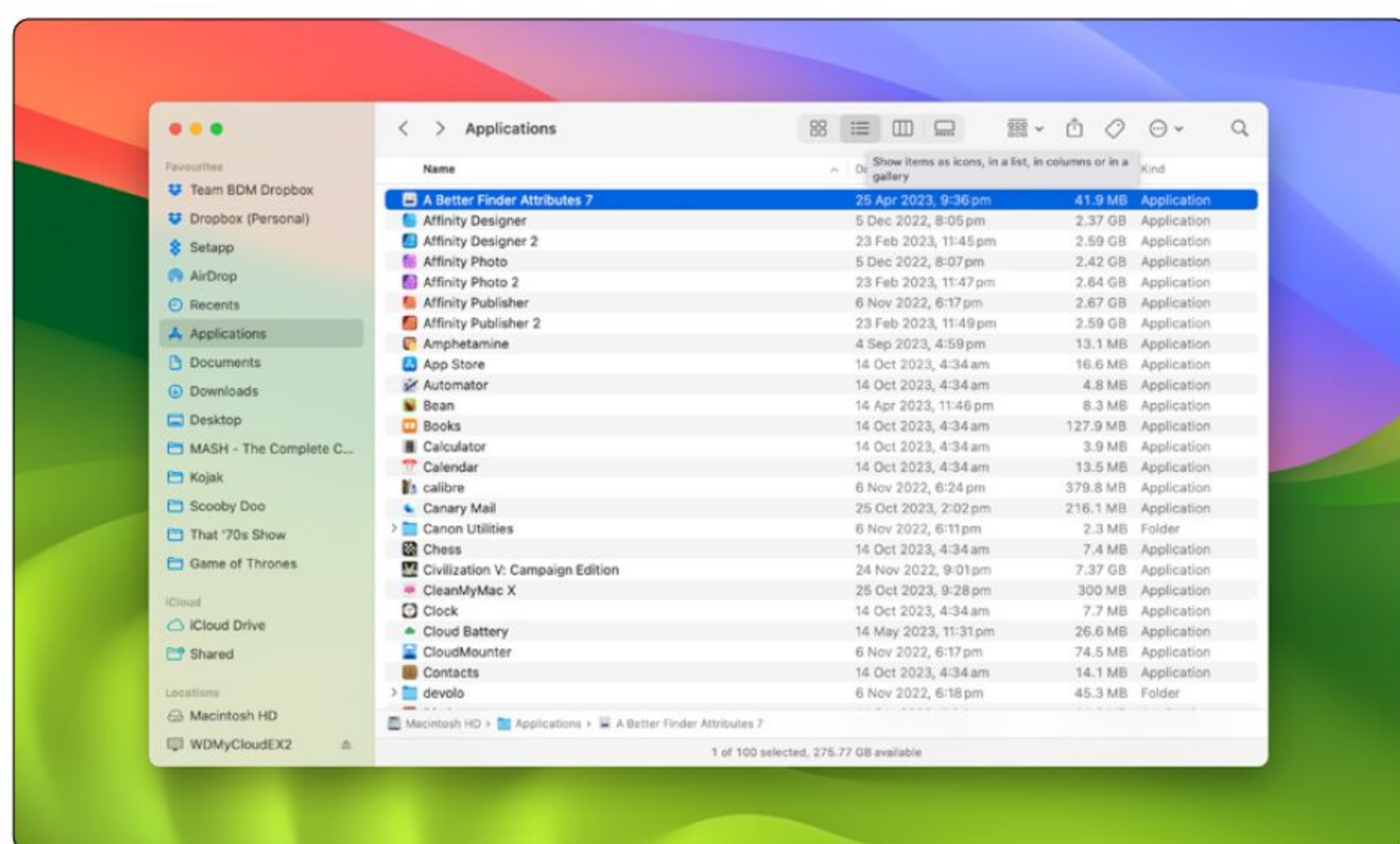


## View Options



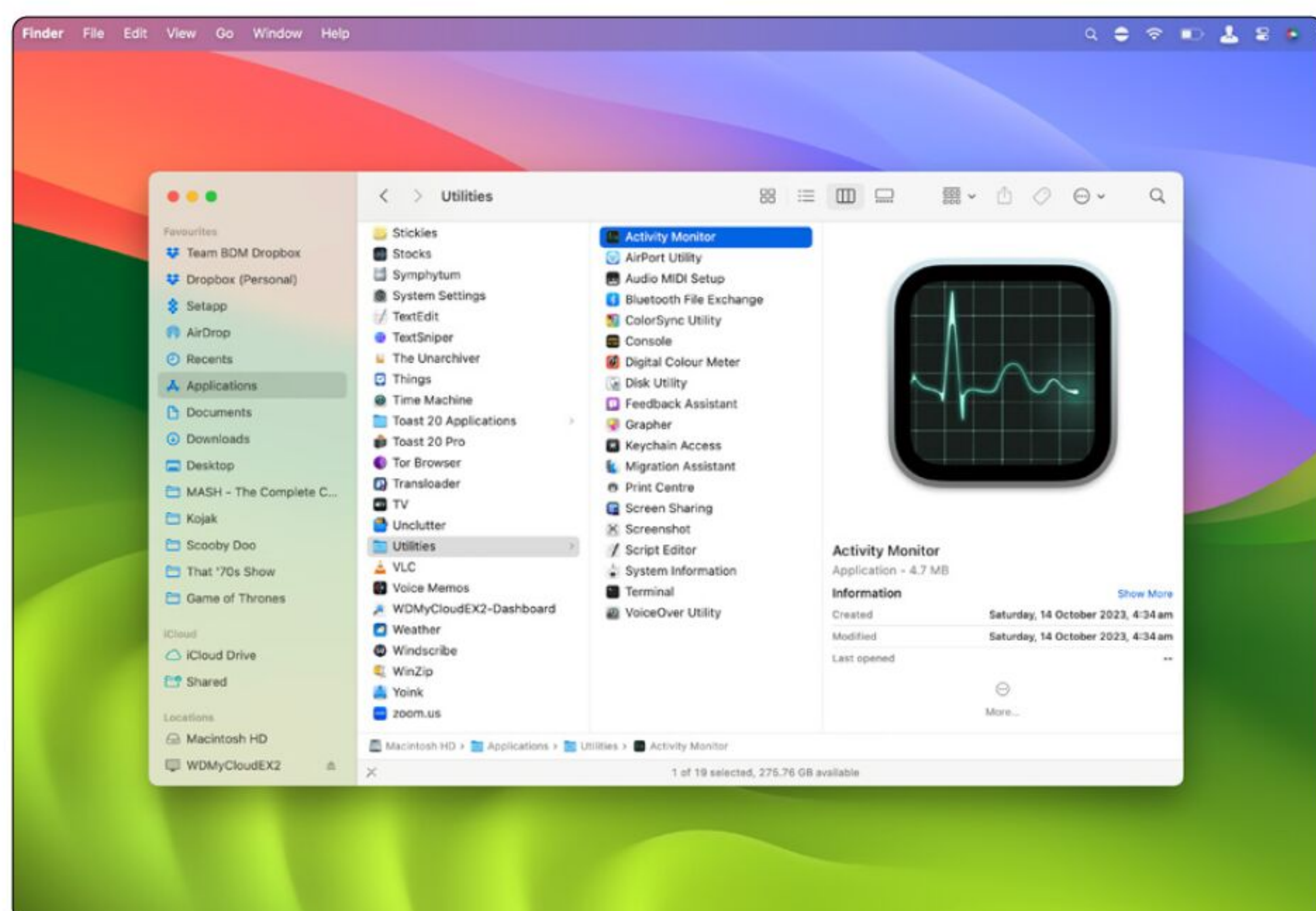
### View Window Contents as Icons

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.



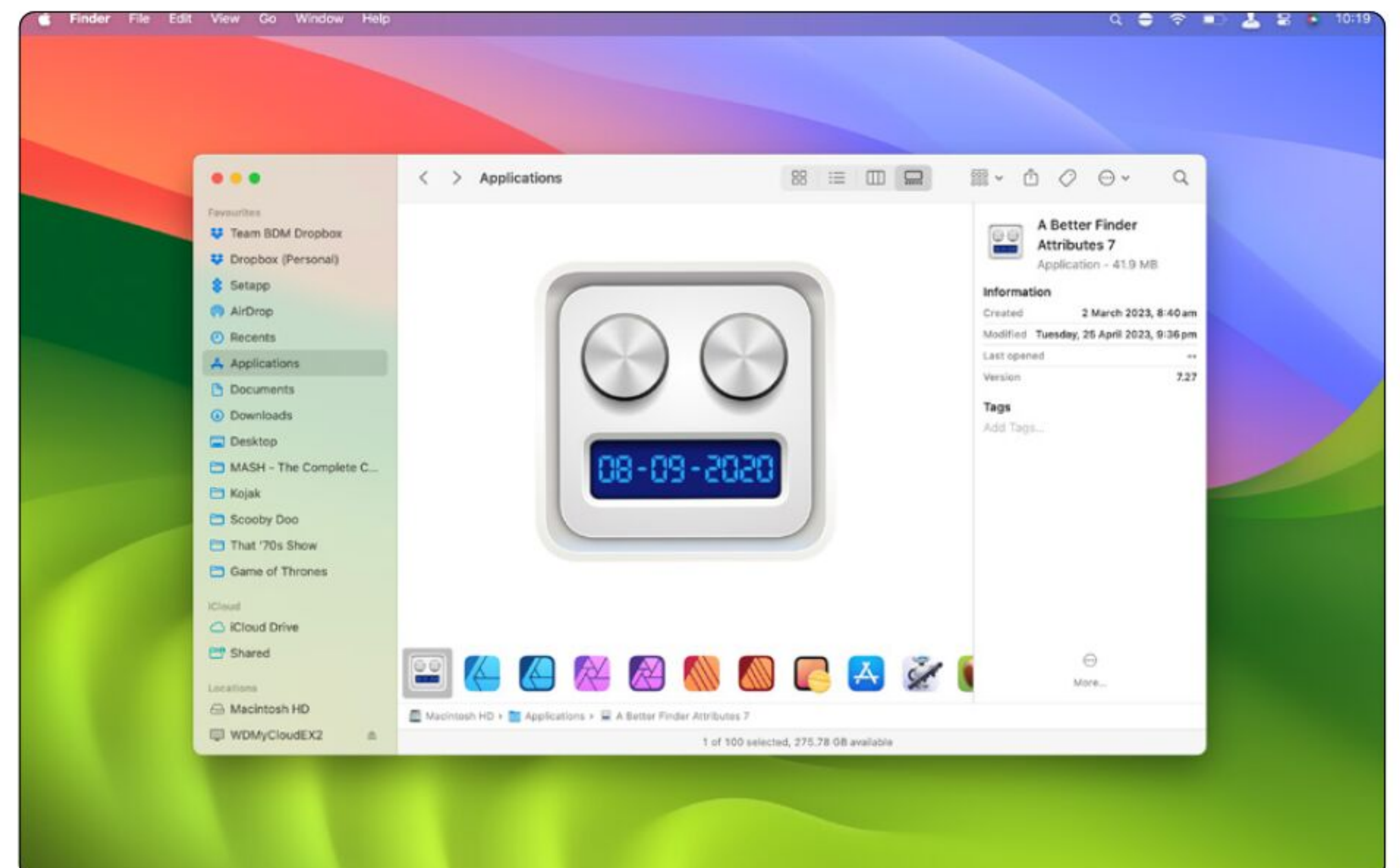
### View Window Contents as Lists

With an open Finder window, click the second button on the toolbar to use a simple but effective list display.



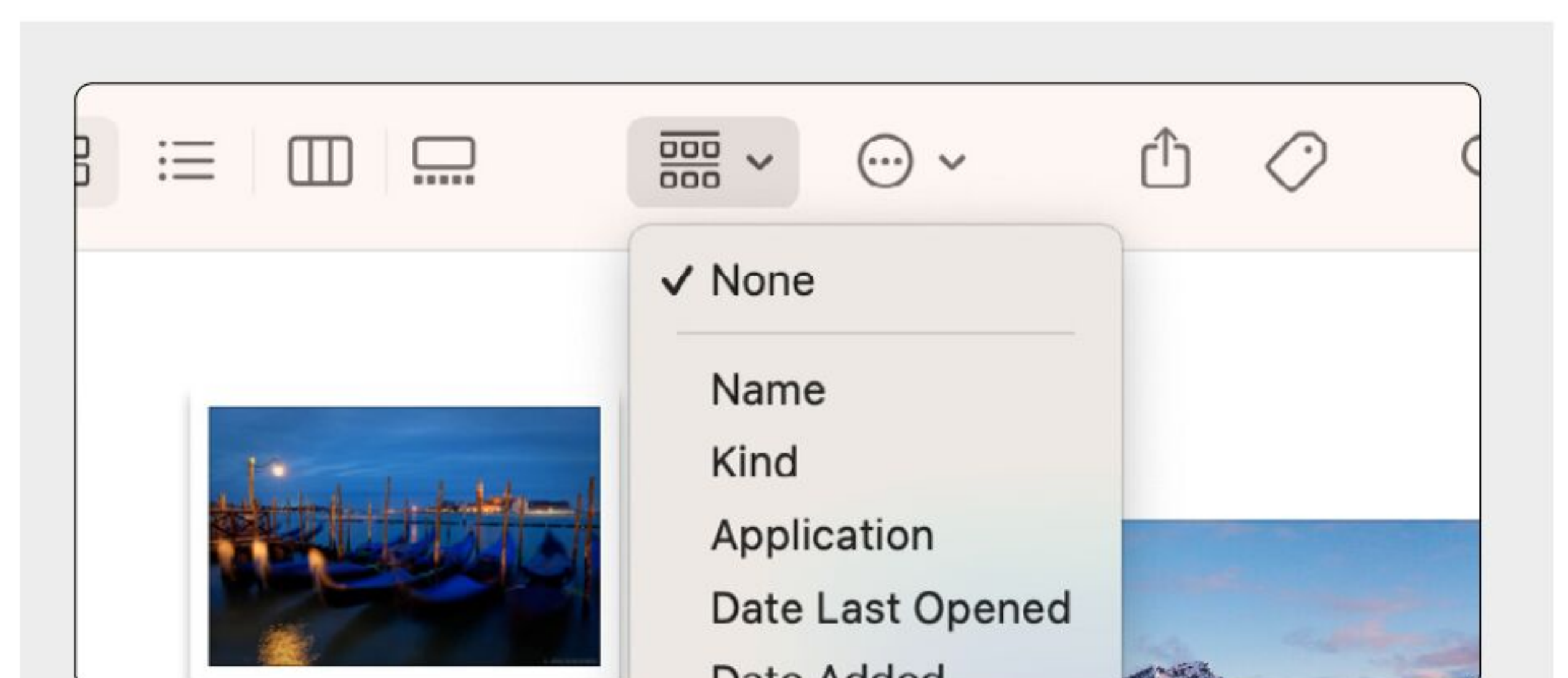
### View Window Contents as Columns

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.



### View Window Contents as Gallery View

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.

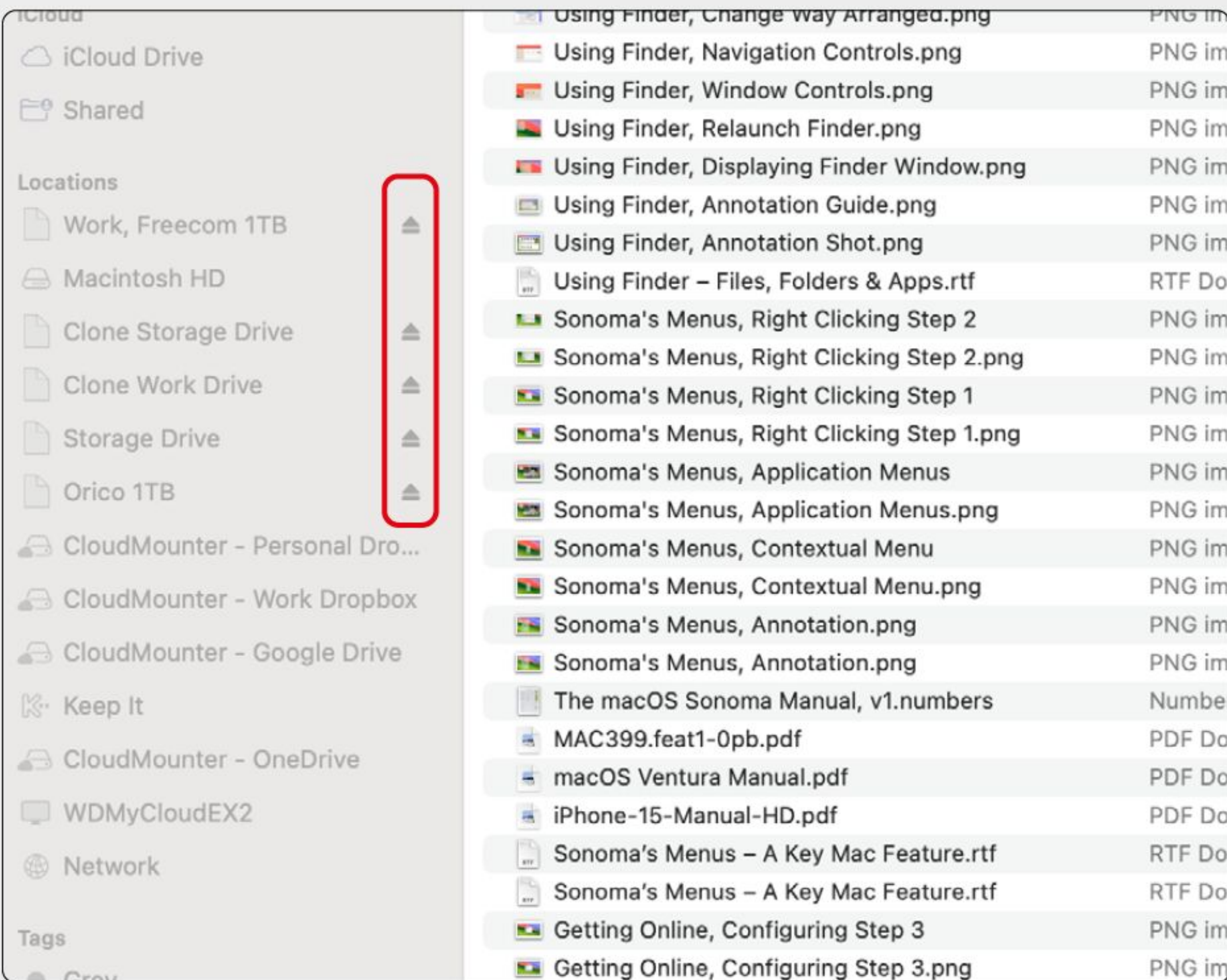
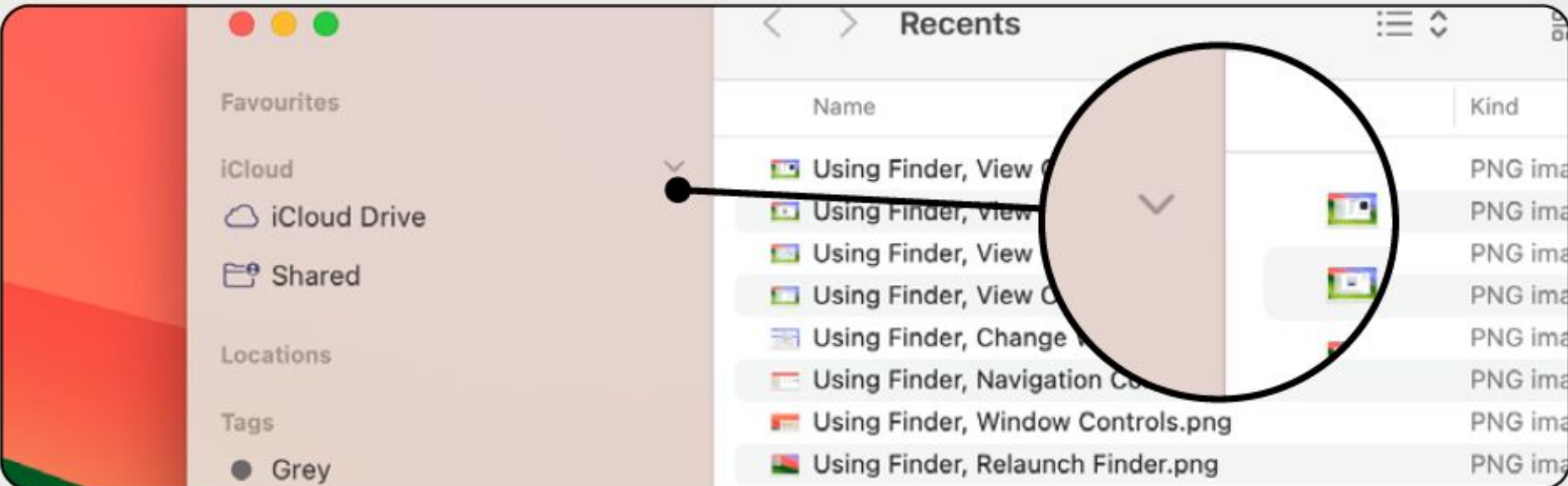
**Size:** Arrange the files according to their size.

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

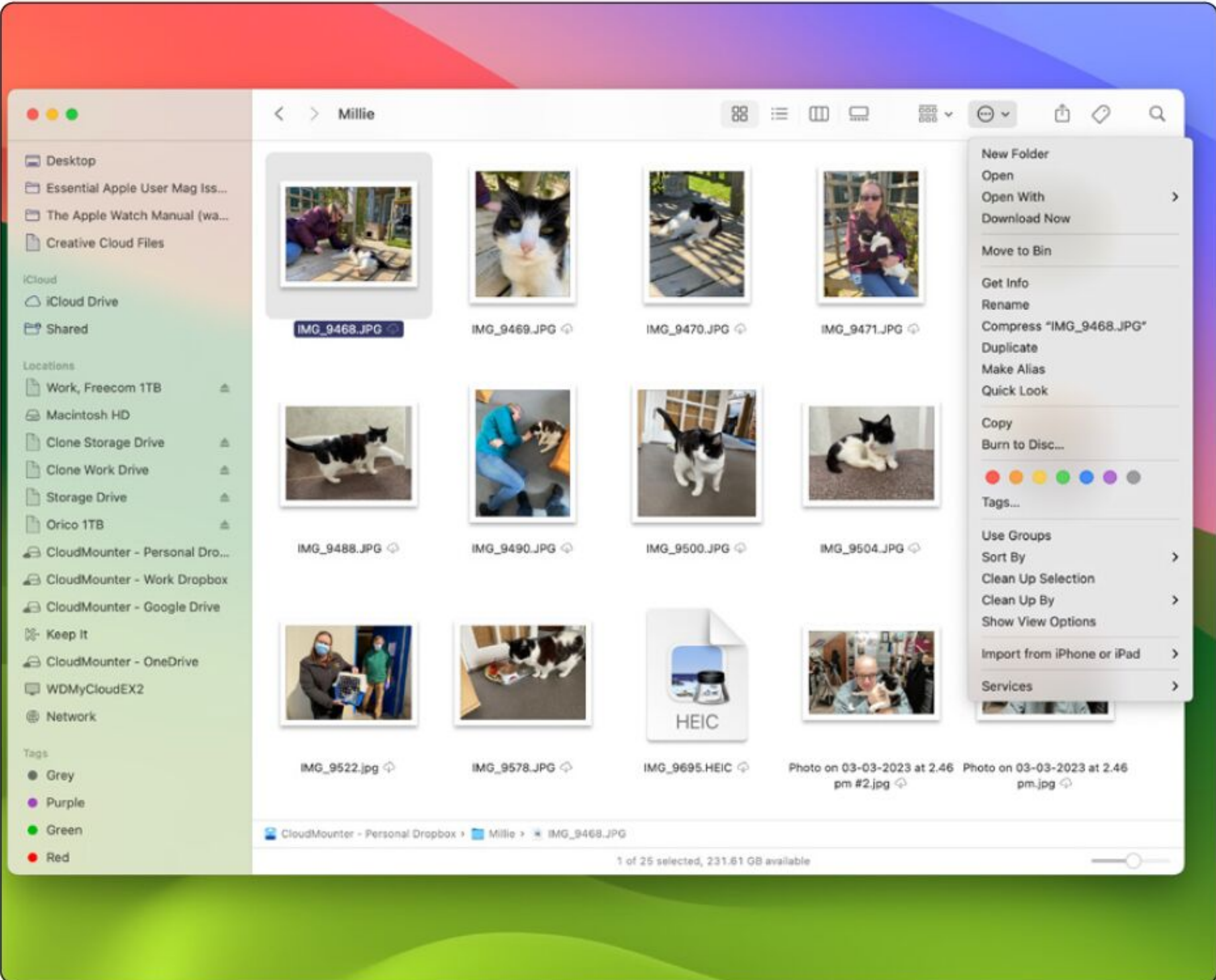


# More Sidebar Functions

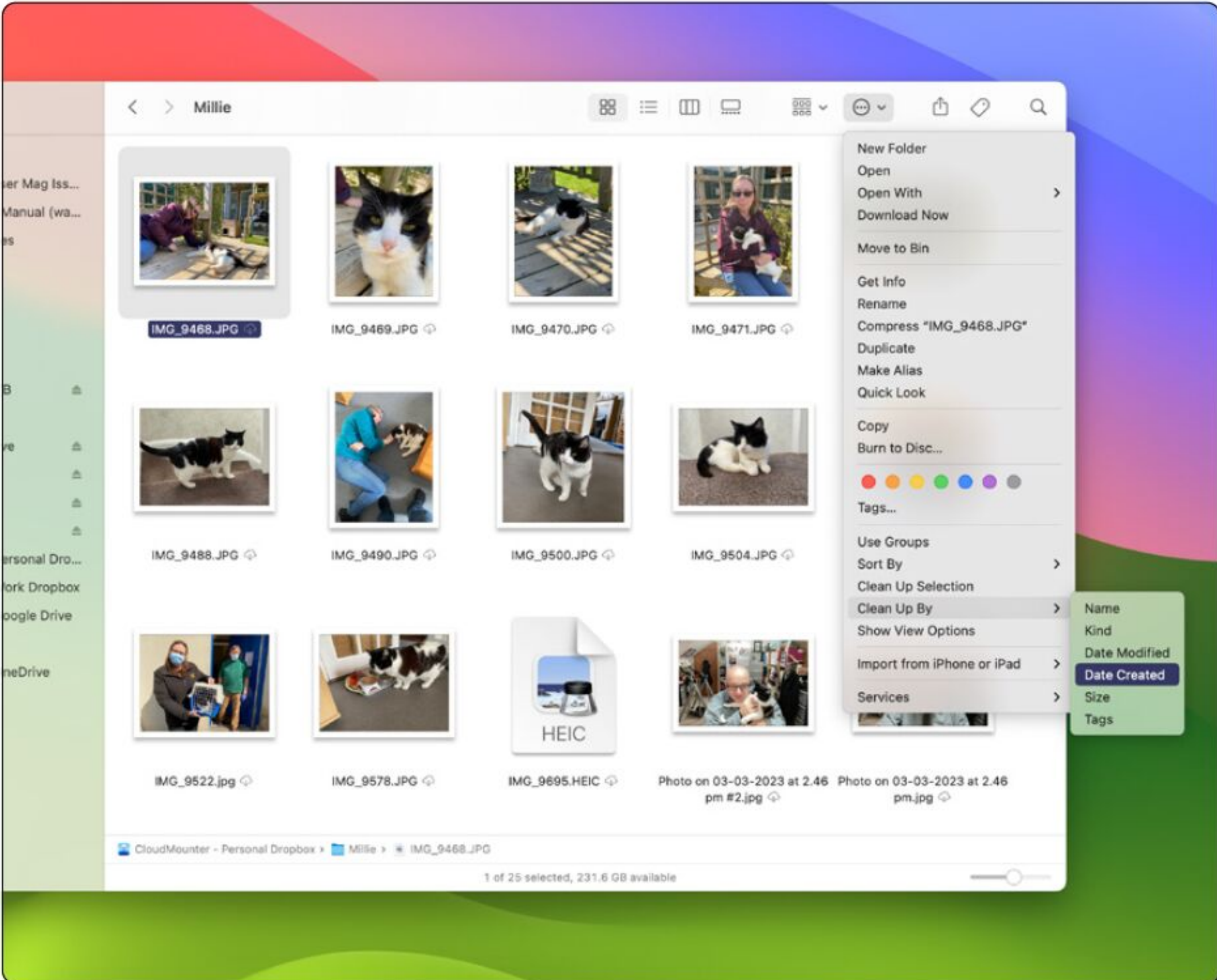
If your sidebar is getting cluttered, you can show or hide its listed items by hovering over the title (Favourites, Locations, iCloud, Tags) and clicking the small down-facing chevron or right-facing chevron – the right-facing chevron appears when the title is hidden, and the down-facing chevron when 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.



# Perform Tasks Within the Finder

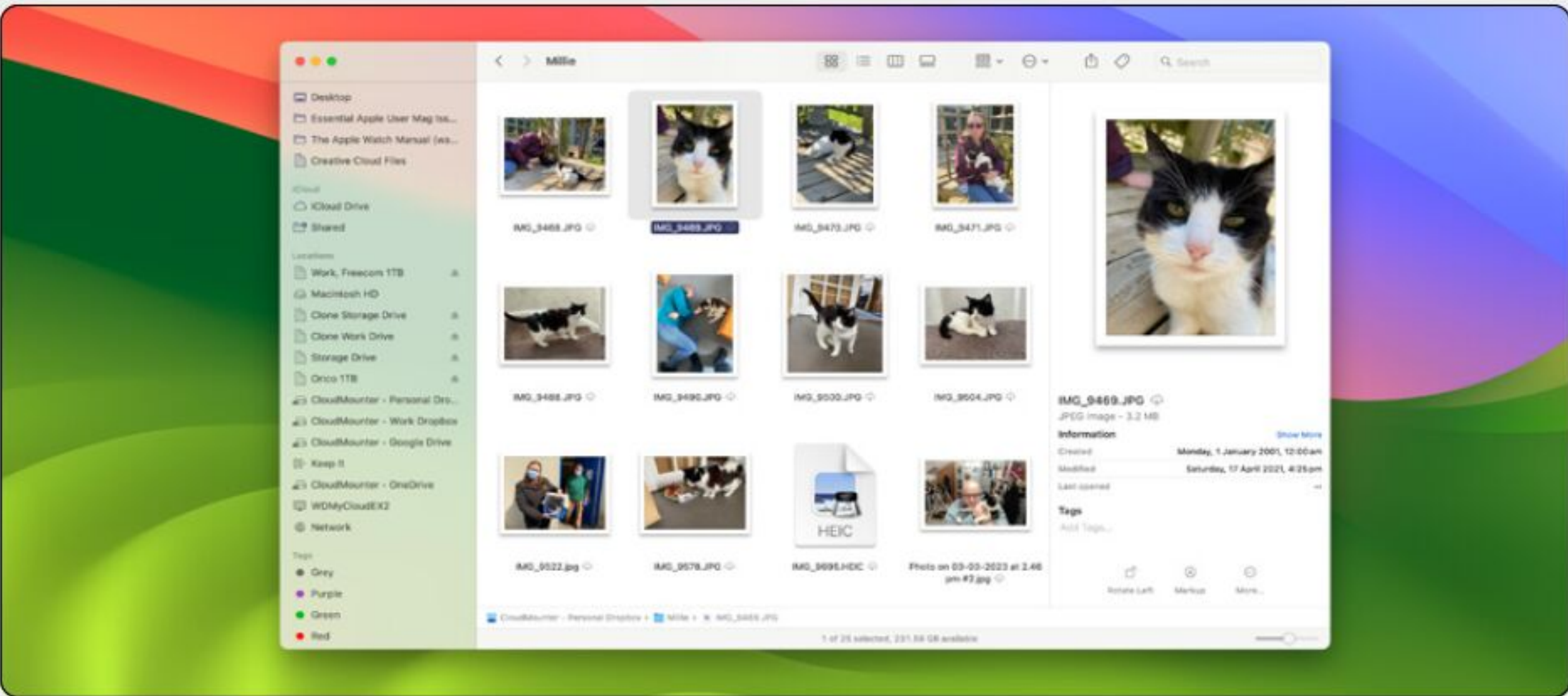


**1** Highlight an item within your Finder window, and click on the three-dots-in-a-circle icon for a drop-down menu. Here you can do a range of operations, from opening a highlighted file in a specific application to checking the file size via the Get Info option.

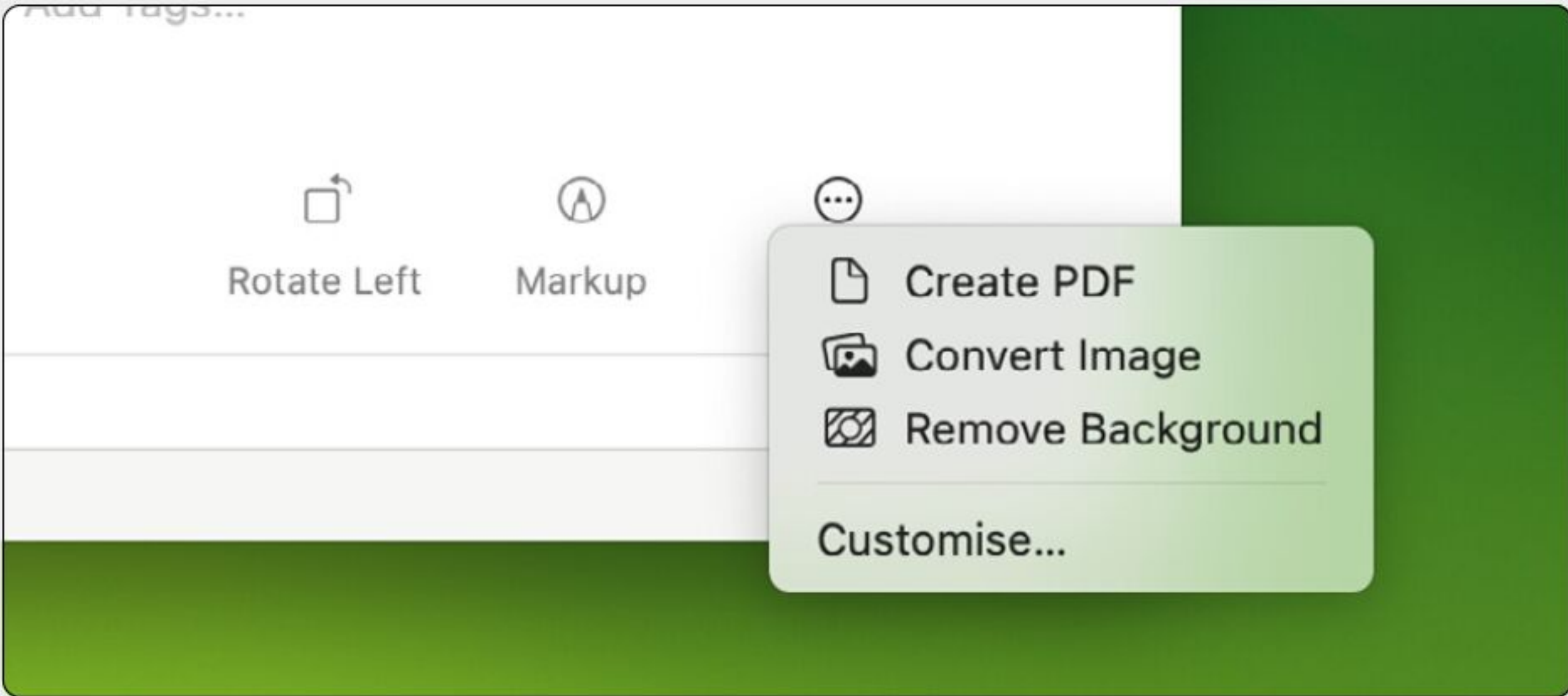


**2** You can also clean up the entire Finder Window, automatically tidying up and or reorganising the order of the files according to various criteria such as their name (alphabetically), date, size and more.

# The Finder's Preview Panel



Finder windows have a right-hand sidebar that shows a preview of the currently selected file from the window. You can turn this sidebar on or off in the View menu (Hide/Show Preview) or press Shift-CMD-P on the keyboard.

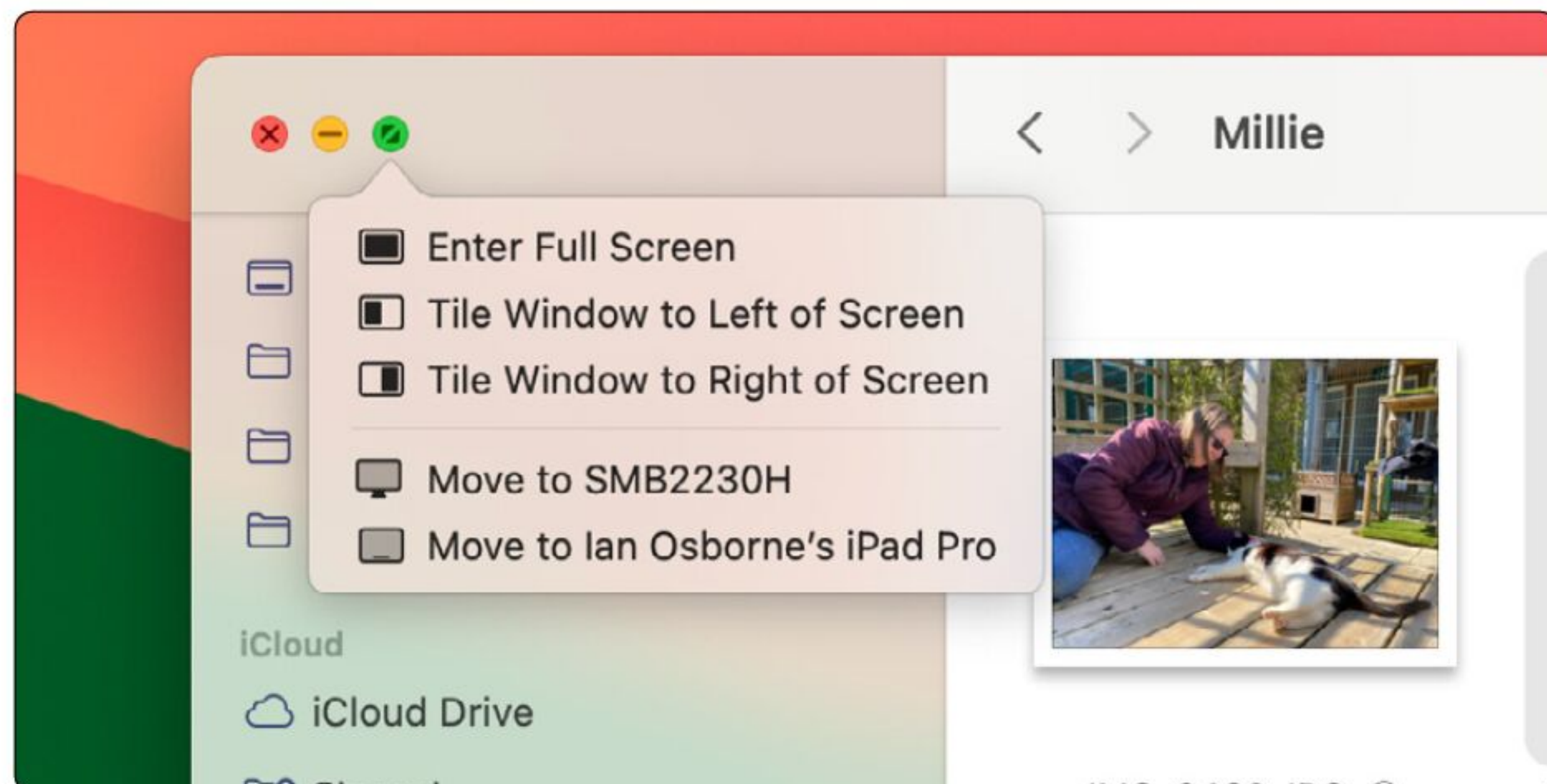


At the foot of the preview sidebar are a set of new options. These vary according to the type of file you're previewing in the main window. For example, an image can be rotated, annotated or converted into a PDF.

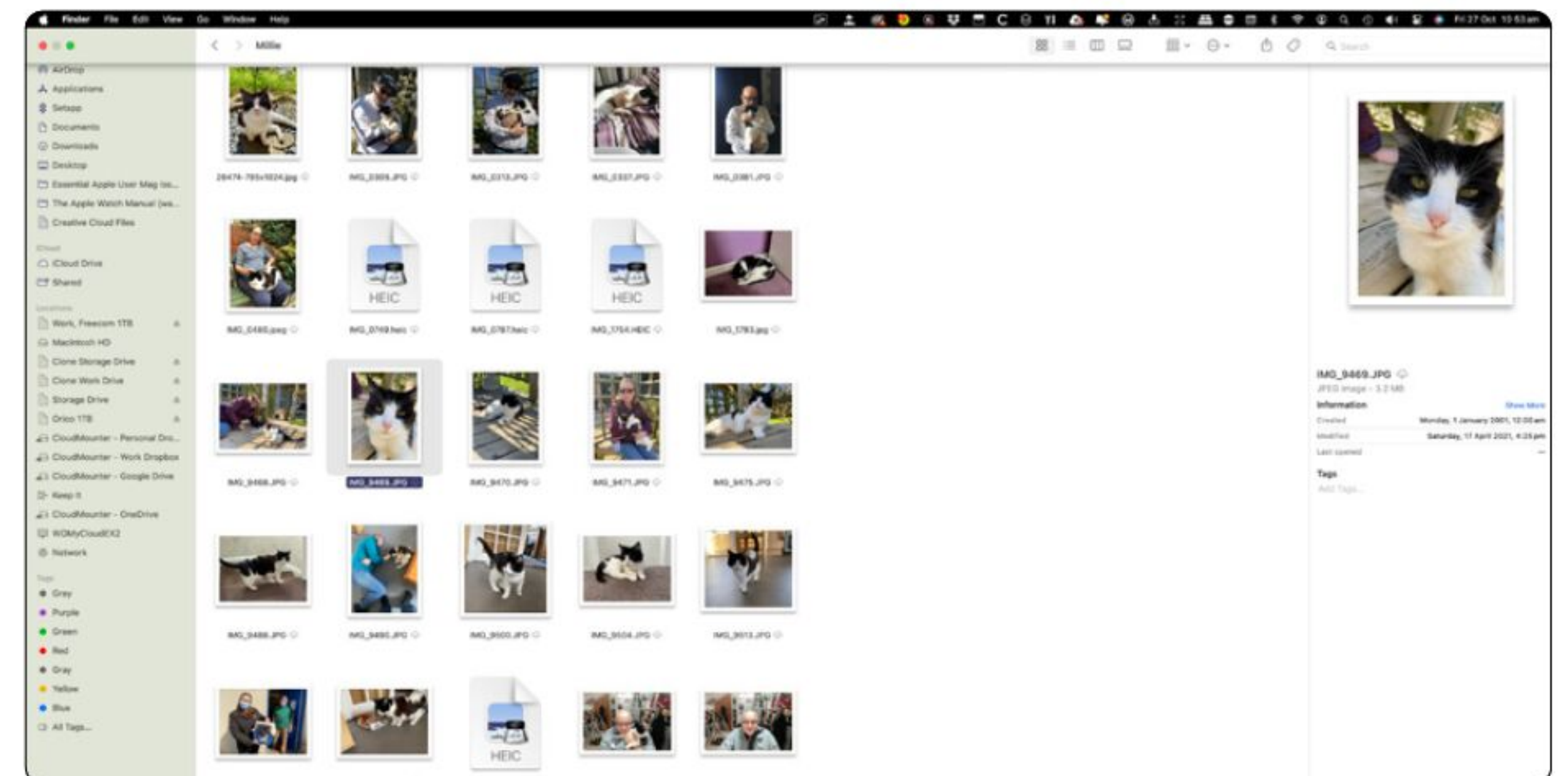


## Full-screen Mode

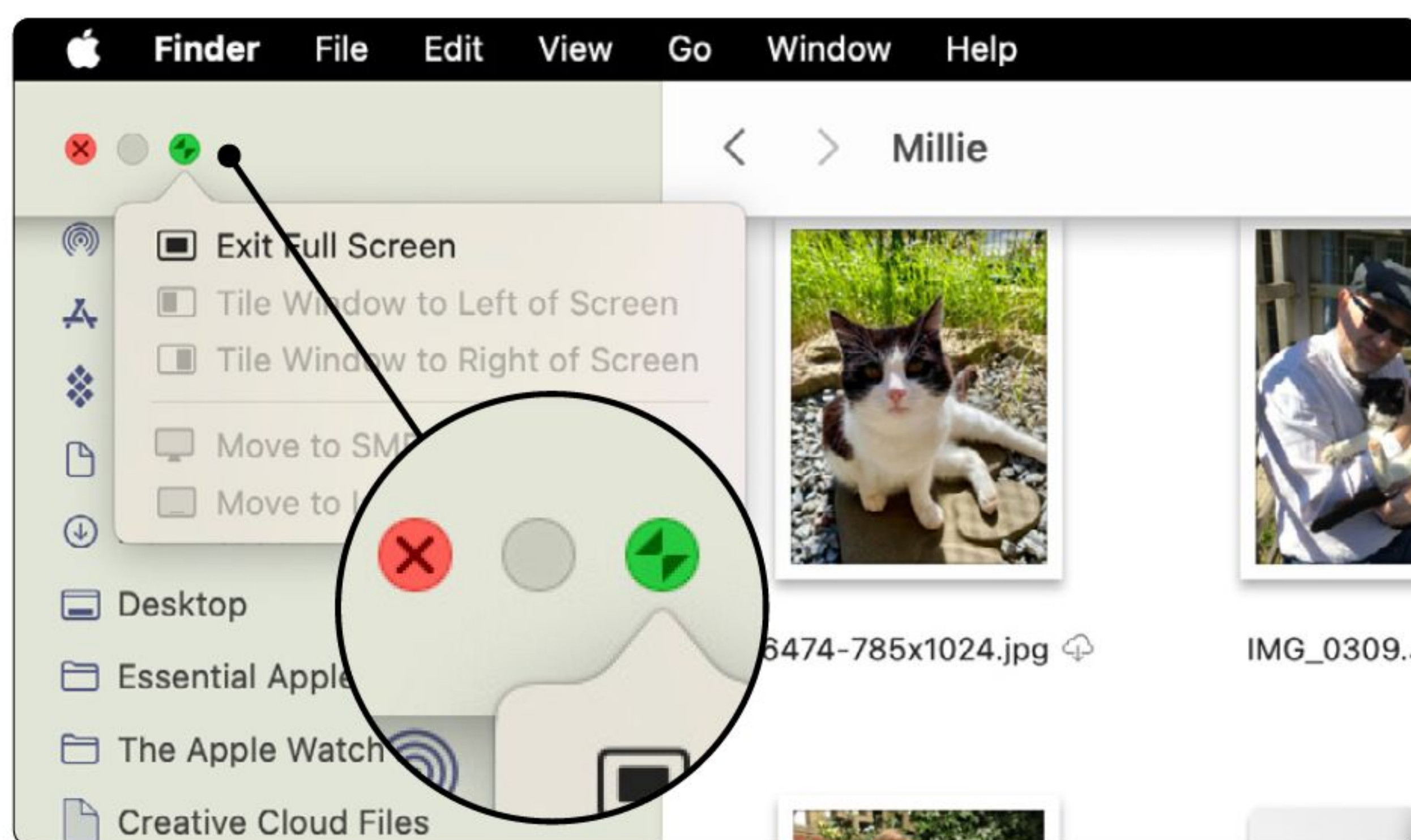
If you want to view the Finder window better or any other window for that matter, then you can always opt to view it in full-screen mode. Full-screen removes distractions and makes everything a little easier to read. Here's how it works.



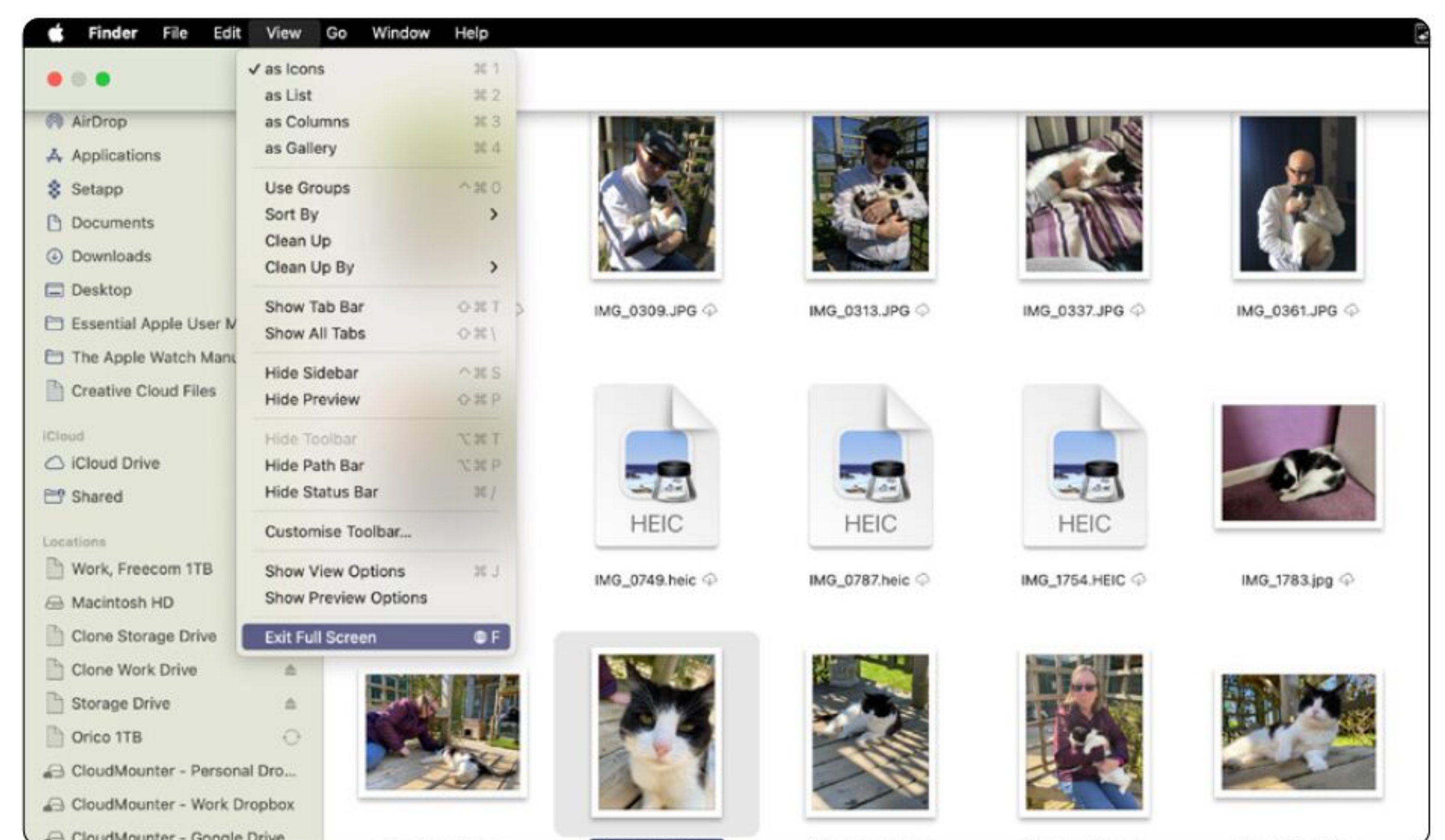
**1** You can view a Finder window and indeed an application window, in full-screen mode. Click on the green gumdrop in the upper left corner of the window and fills the entire screen. Alternatively, use the View pull-down menu or press ctrl-cmd-F. Hovering over the gumdrop gives this menu.



**2** In full-screen mode, the menus usually found at the top of the Mac desktop are still there but they're hidden away until you need them. To see them, move the mouse cursor to the top of the screen and the menu bar slides into view and disappears when the cursor is moved away.



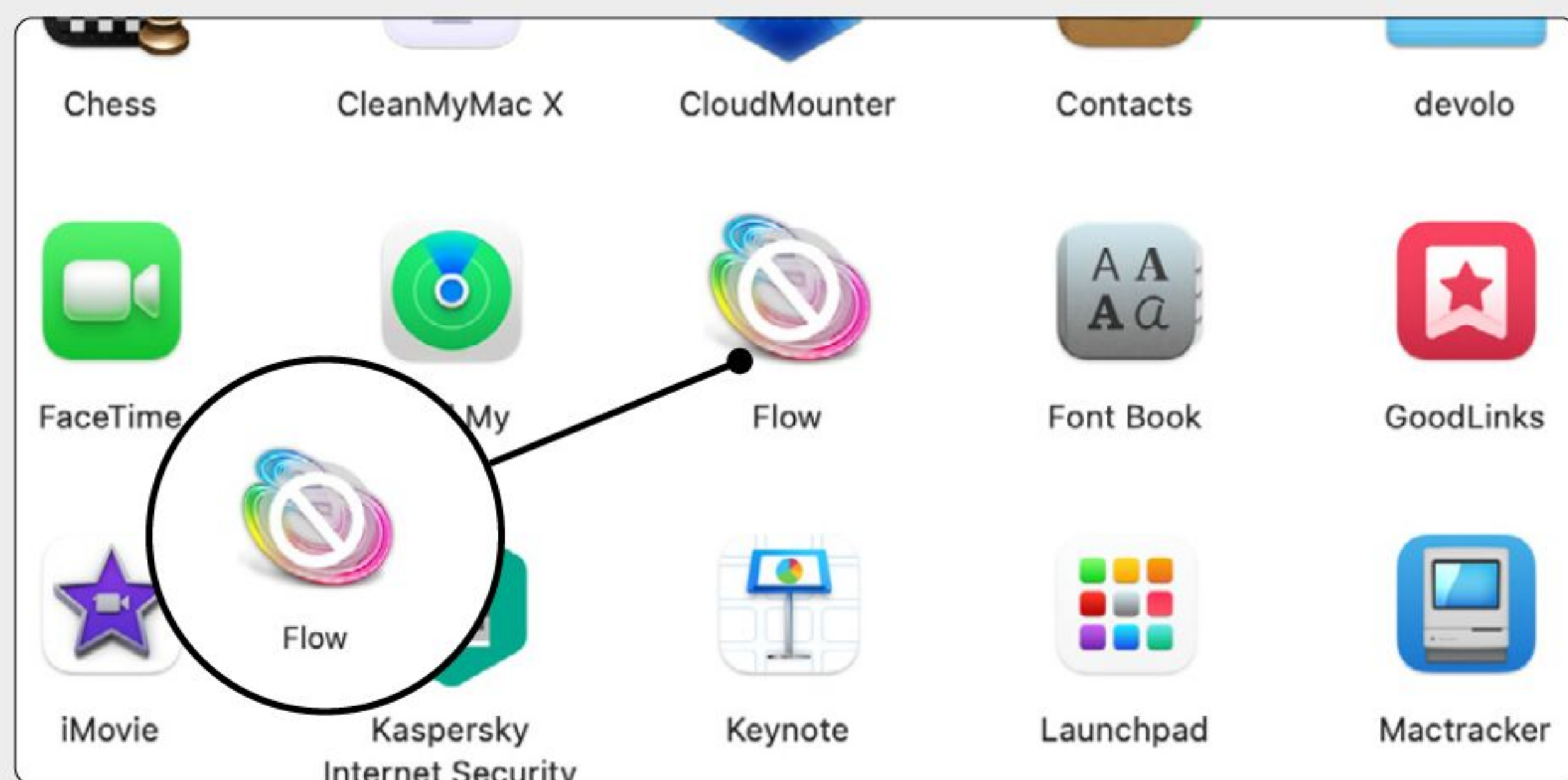
**3** To exit from full-screen mode back to the usual window view, bring up the Menu bar and then simply click on the green button again. The window shrinks to its previous size and no longer takes up the entire desktop.



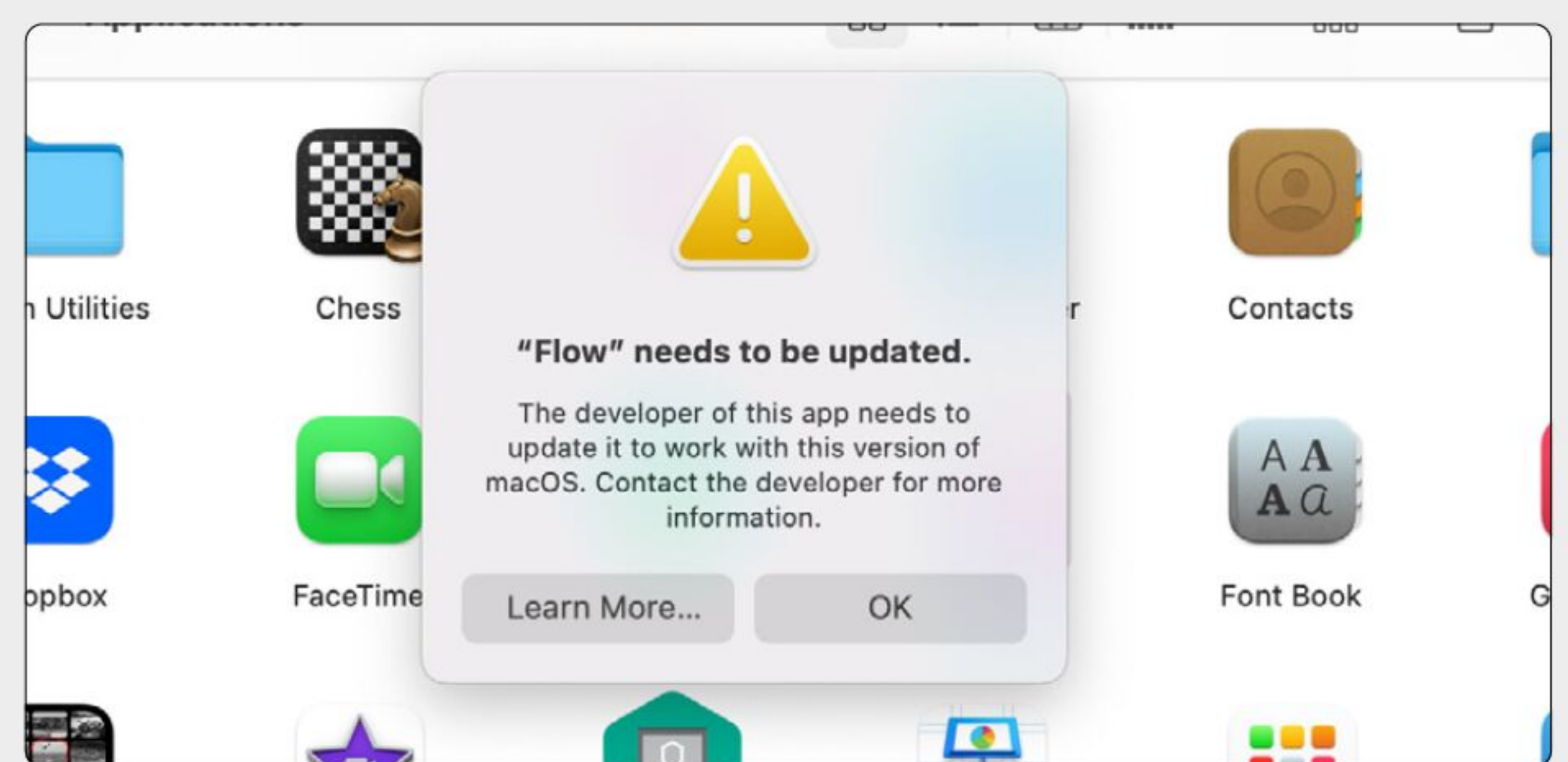
**4** You can also take a window out of full screen mode using the View pull-down menu at the top of the screen or by pressing ctrl-cmd-F. You can still close a full-screen window with the red button (top left).

## 32-Bit Apps No Longer Run

Apple has phased out support for applications built for 32-bit architecture. These will no longer run in macOS.



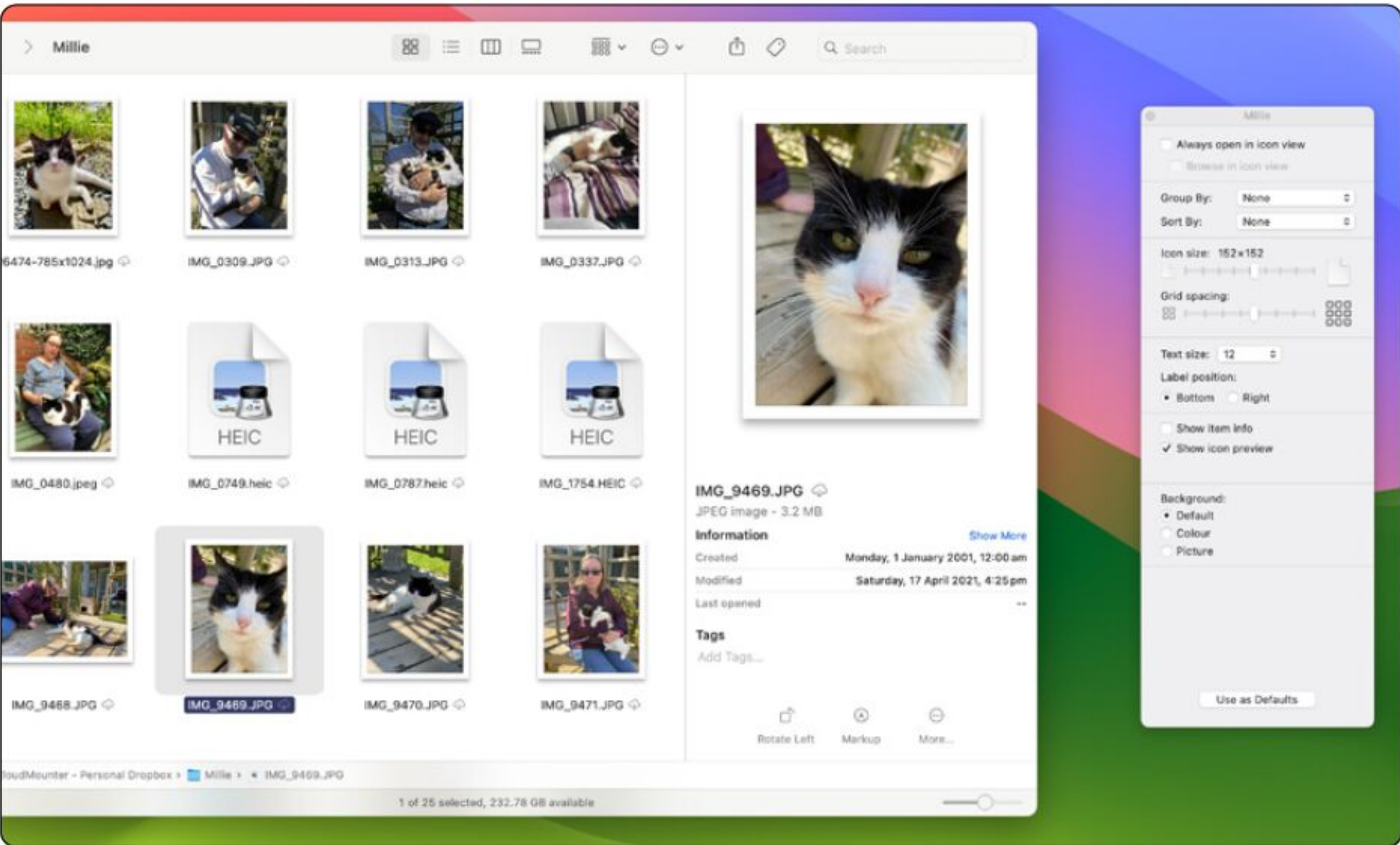
In Monterey and Ventura, you can no longer open applications made for older 32-bit processors (modern processors are 64-bit). If you have such an app on your Mac, it appears in the Applications window, or Launchpad, with a crossed-out icon atop it.



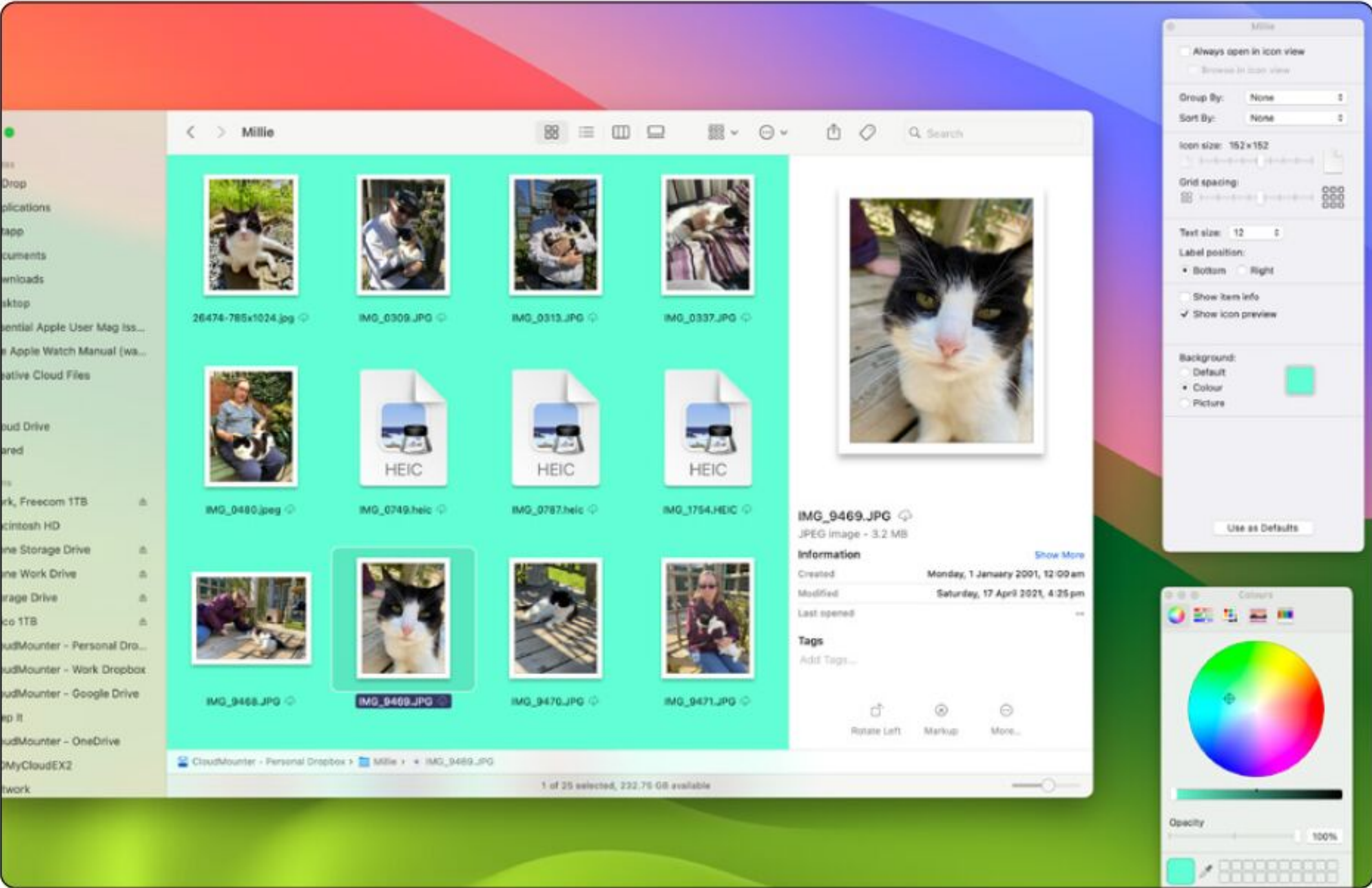
Try to open a 32-bit app and you get a message saying it's not compatible with this version of macOS. Check with its developer whether the app has since been updated to 64-bit, but if it hasn't by now, it might well have been abandoned.



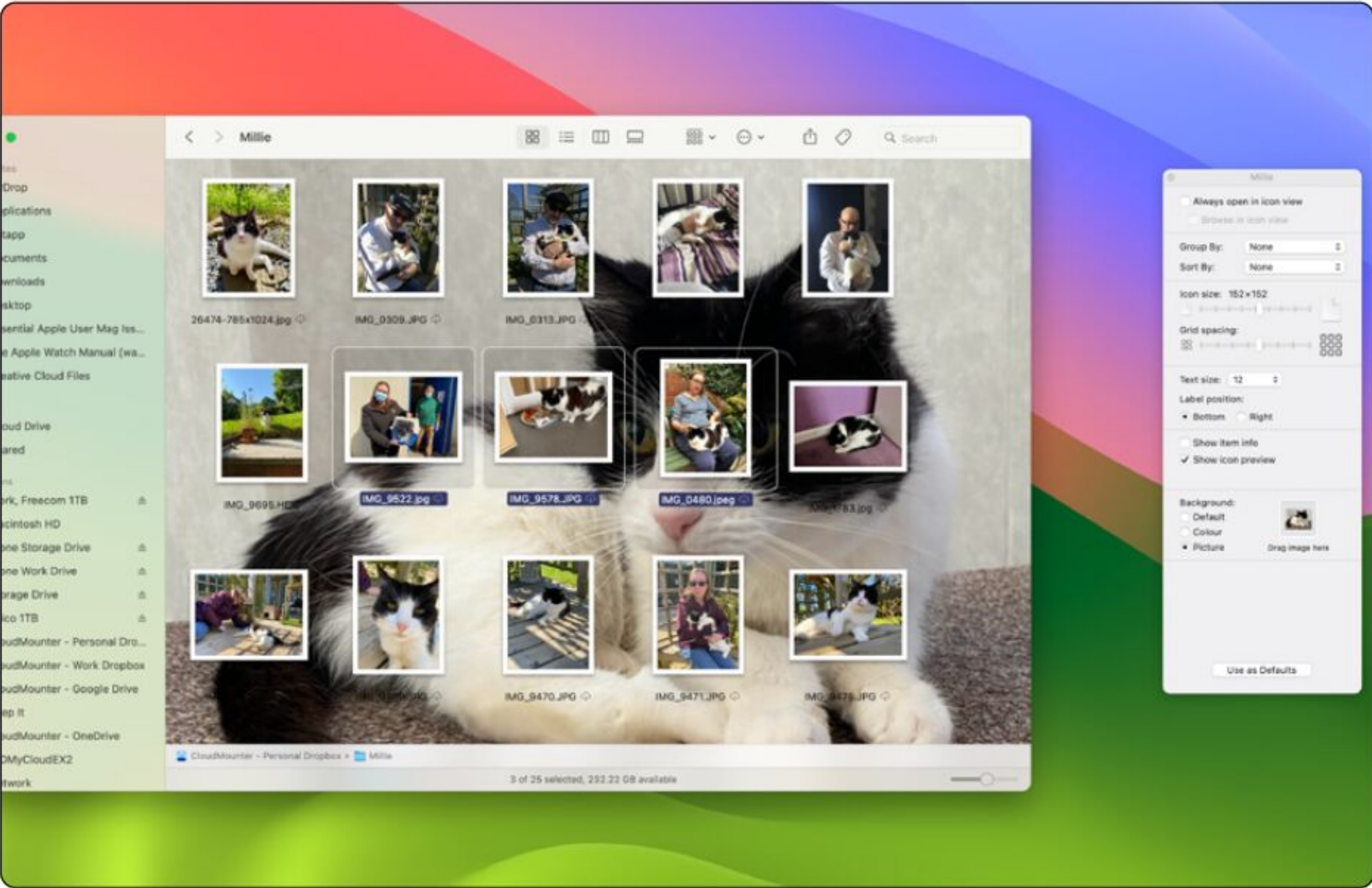
# Changing the Finder Window's Background Colour or Image



**1** When you're using the Finder's Icon View, you can replace the white background with a coloured one or even a picture. To begin, with the Finder window in question open, select Show View Options from the View menu or press cmd-J.



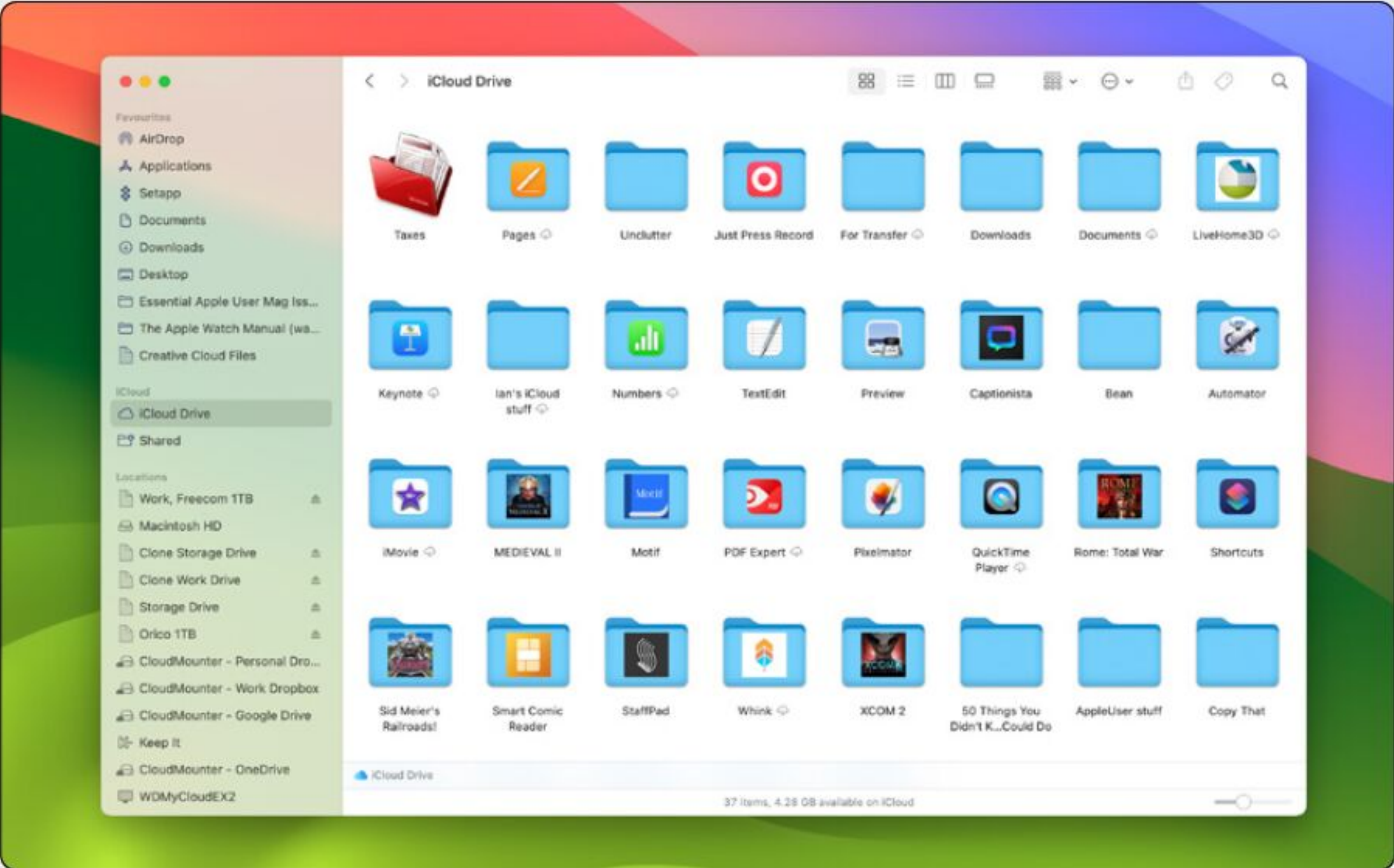
**2** The window's Info window opens. Towards the bottom, you can see options listed under the header 'Background'. Select 'Colour' and click on the white square. You can now use the various options to change the background colour.



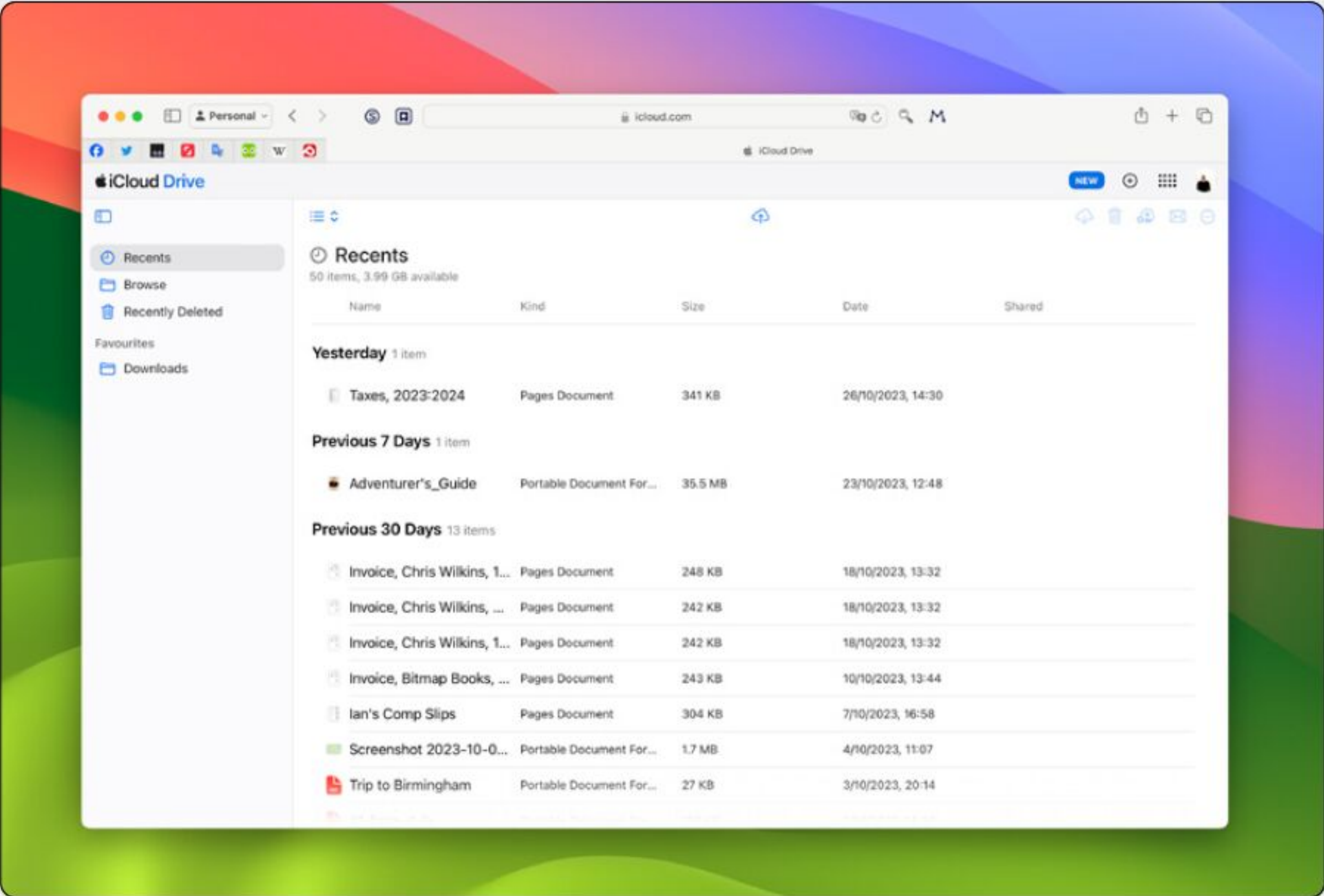
**3** Select 'Picture' and then drag an image into the box to the right of the background options to get a pictorial background. Alternatively, click on the box and then navigate to the picture you want to use through the Finder.

# Accessing iCloud Drive

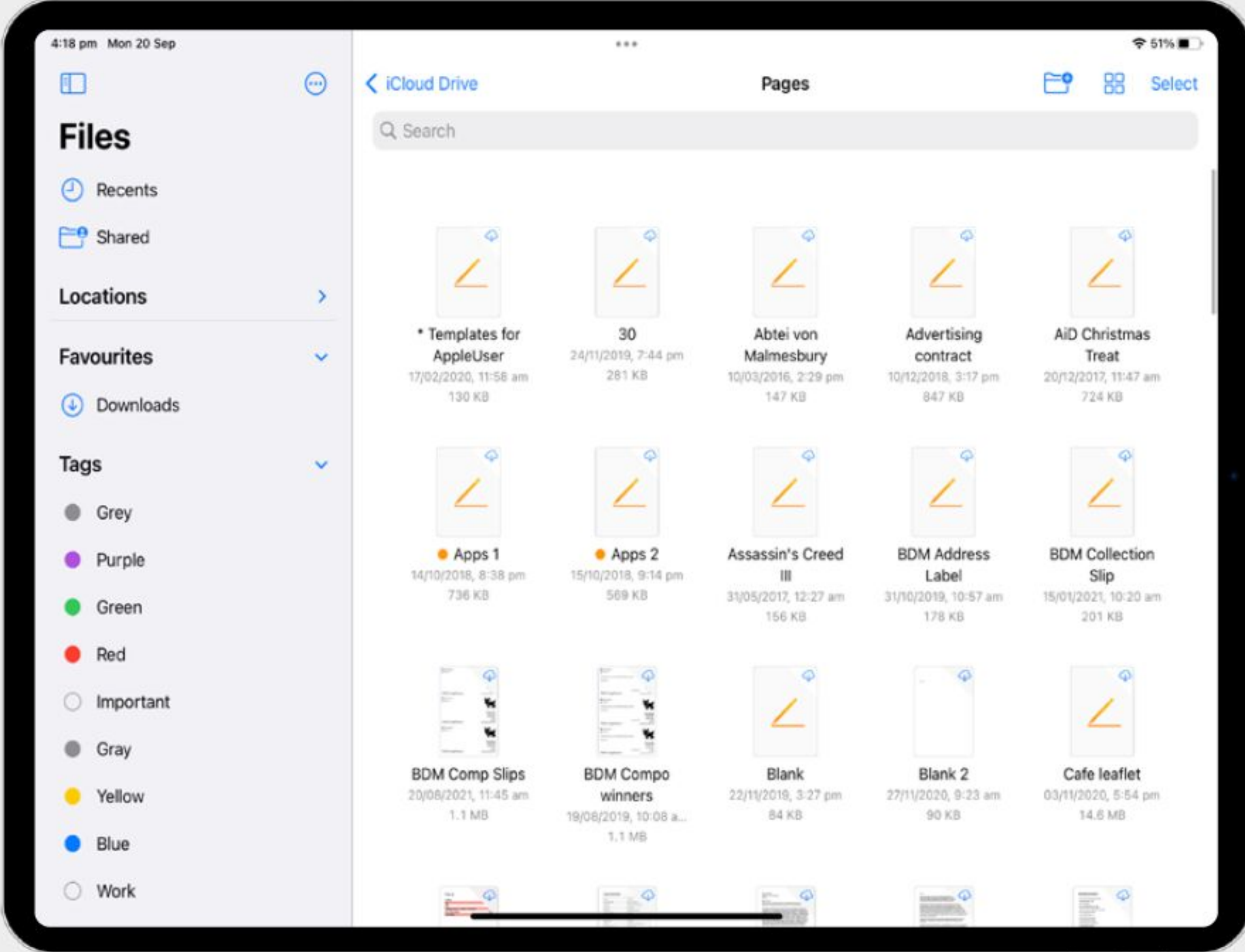
iCloud Drive can store and share files across Mac or iOS devices logged into the same iCloud account.



Click on iCloud Drive in the Finder window's sidebar. You see the iCloud Drive folder is organised according to apps. You can create your own folders here too.



Files and folders found here are synced using iCloud Drive, so they're available online at [www.icloud.com](https://www.icloud.com) and also on other devices linked to the same iCloud account.



Here we've opened the Pages iOS app on an iPad. As you can see, the documents in the Mac's Pages iCloud Drive folder are also available to open and edit here.

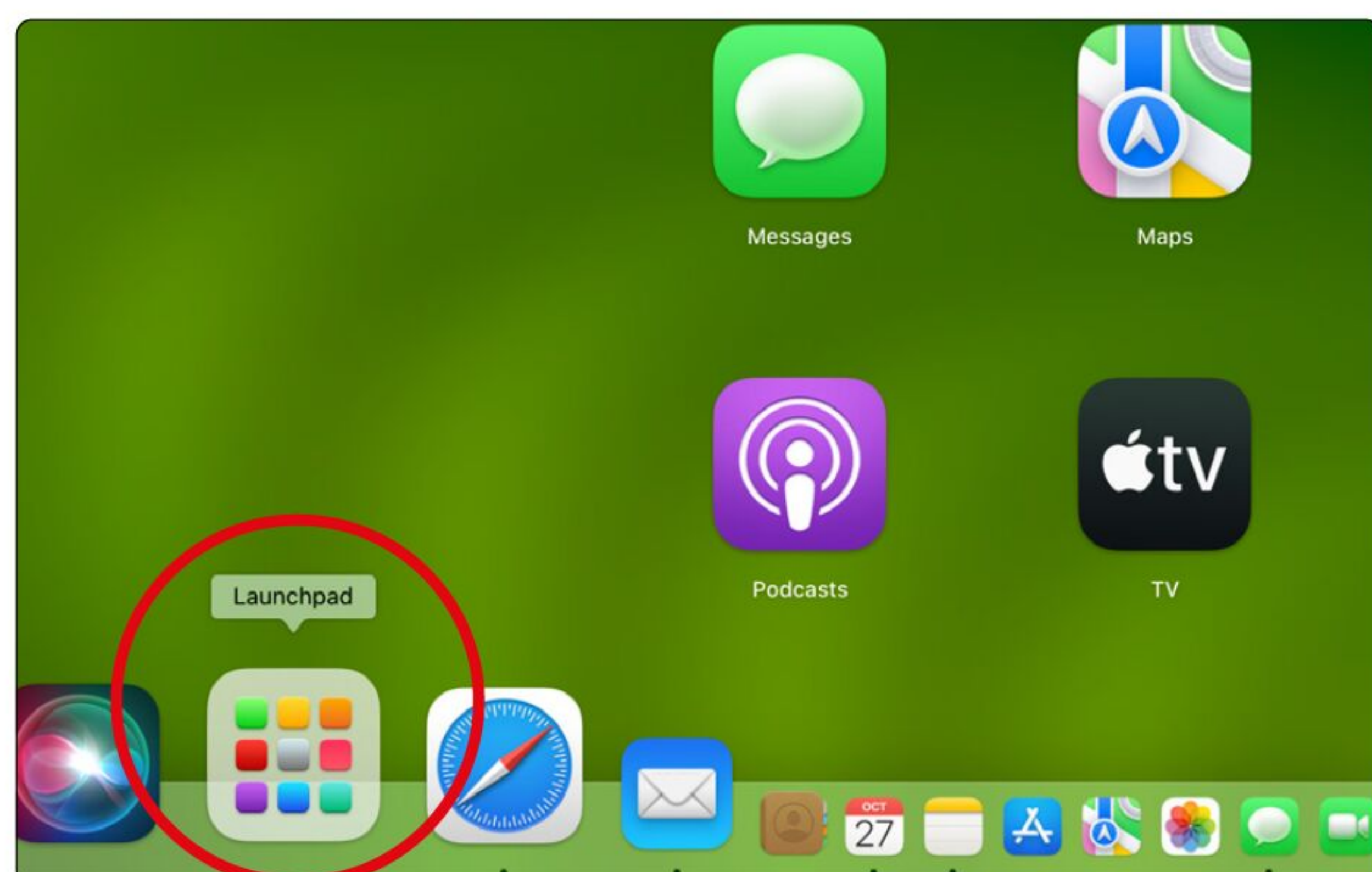




# Sonoma's Dock For Most-used Apps

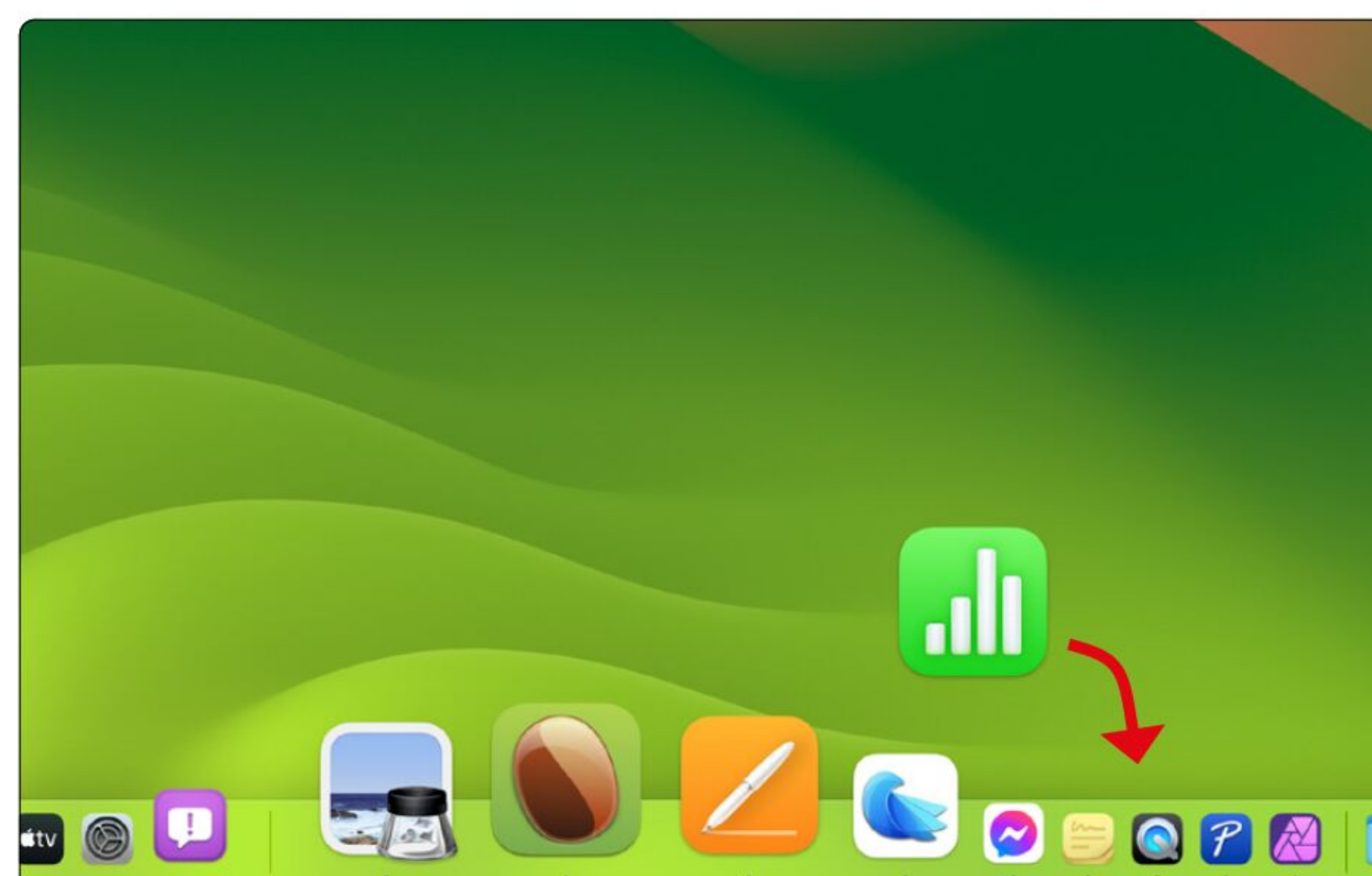
The macOS Dock is a feature that greatly speeds your workflow. It's perfect for gaining quick access to the most relevant and frequently used applications, documents and folders. It's customisable too, which means you'll come to personalise your Dock to best fit your own unique needs.

## Accessing Your Applications from the Dock



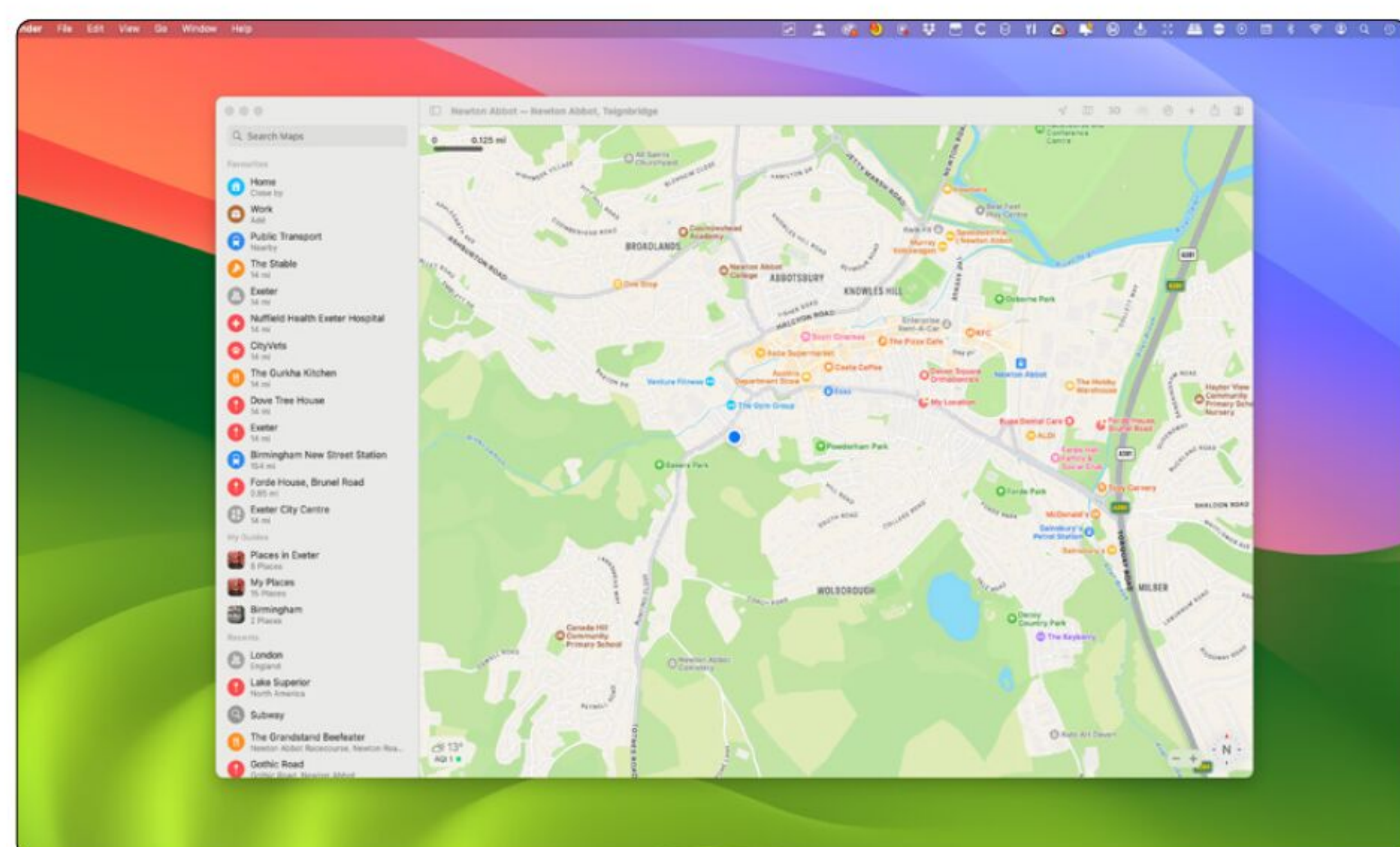
### Add or Remove an Application

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



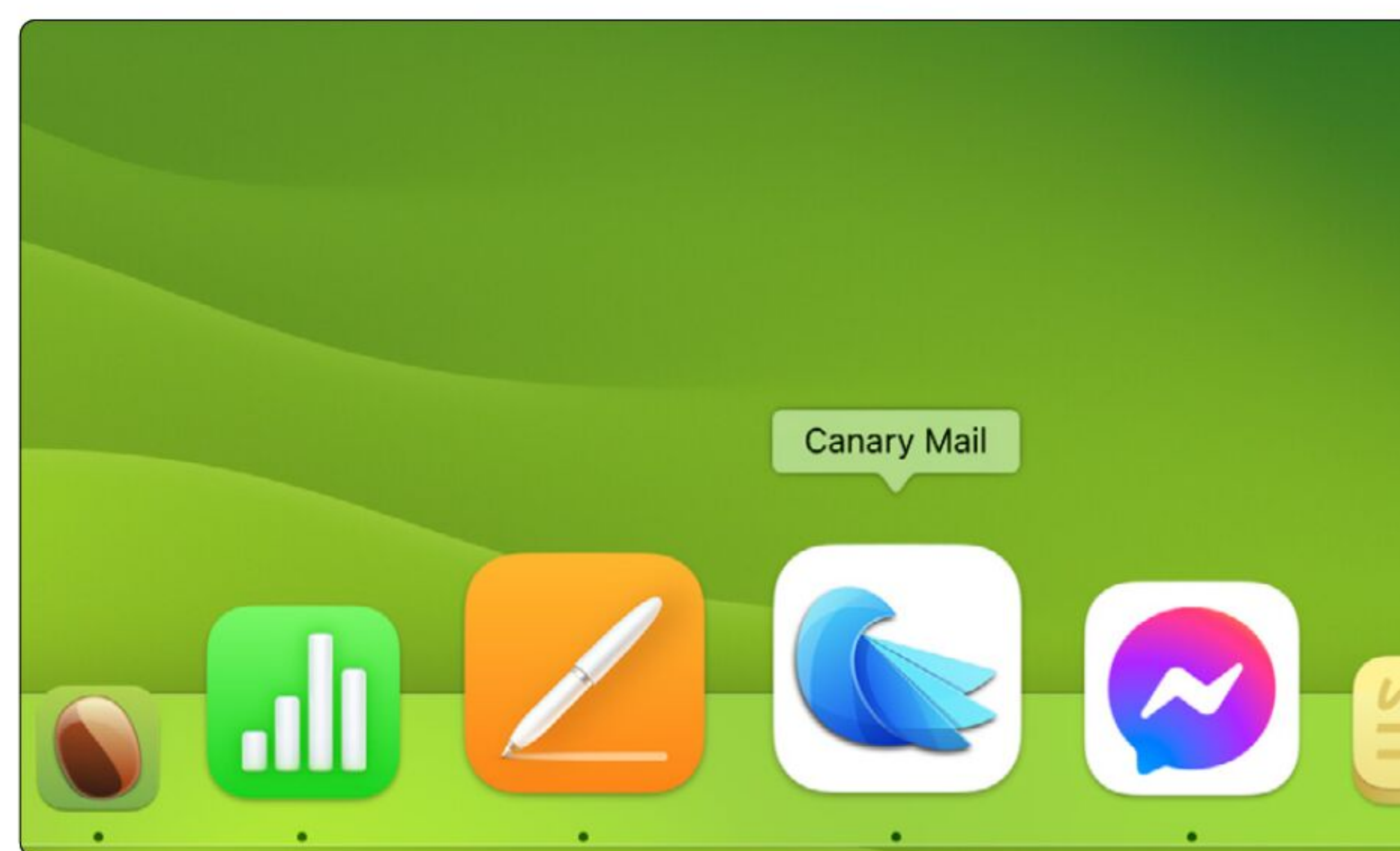
### Move an Application

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.





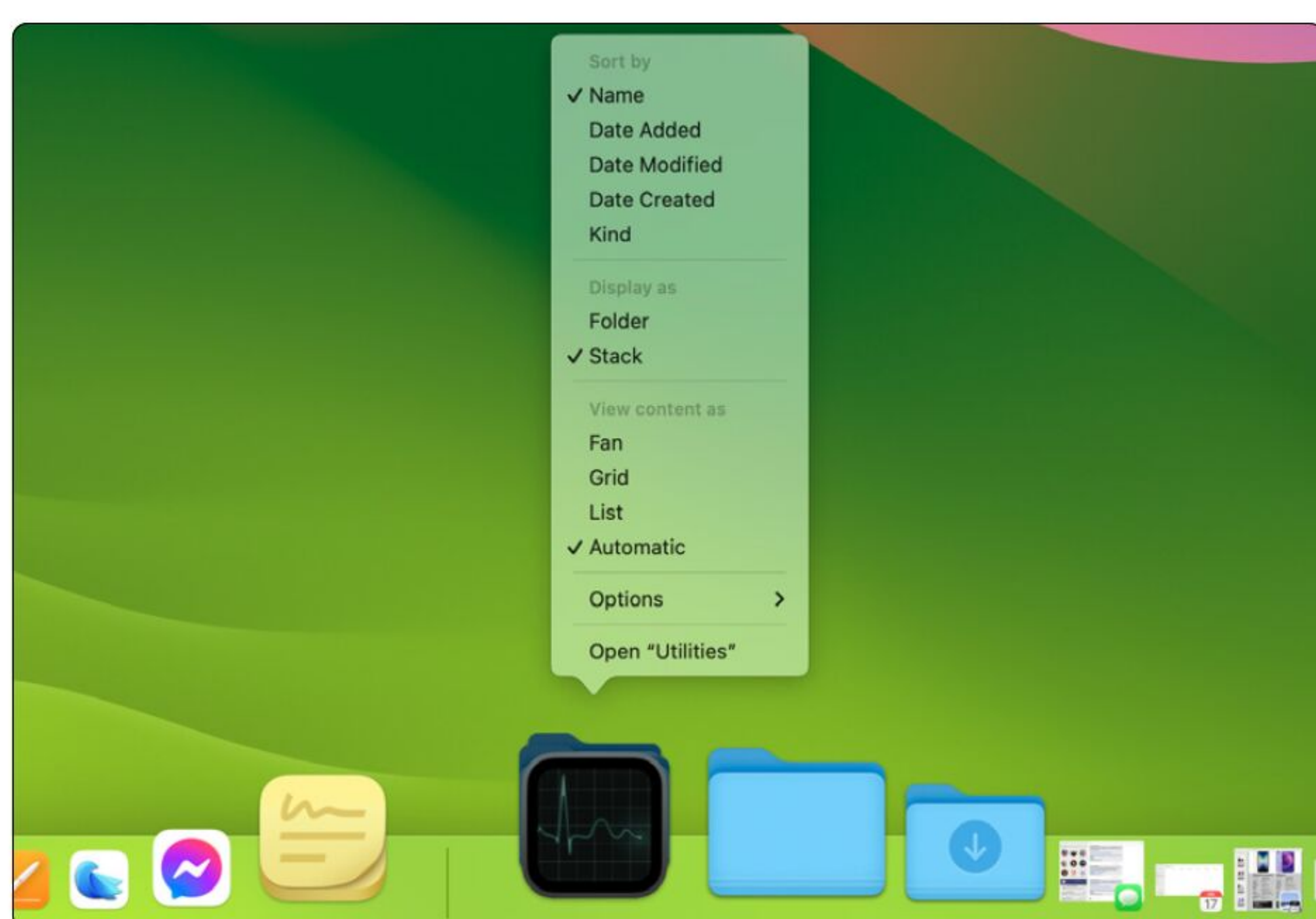
## Adding and Removing Stacks

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.

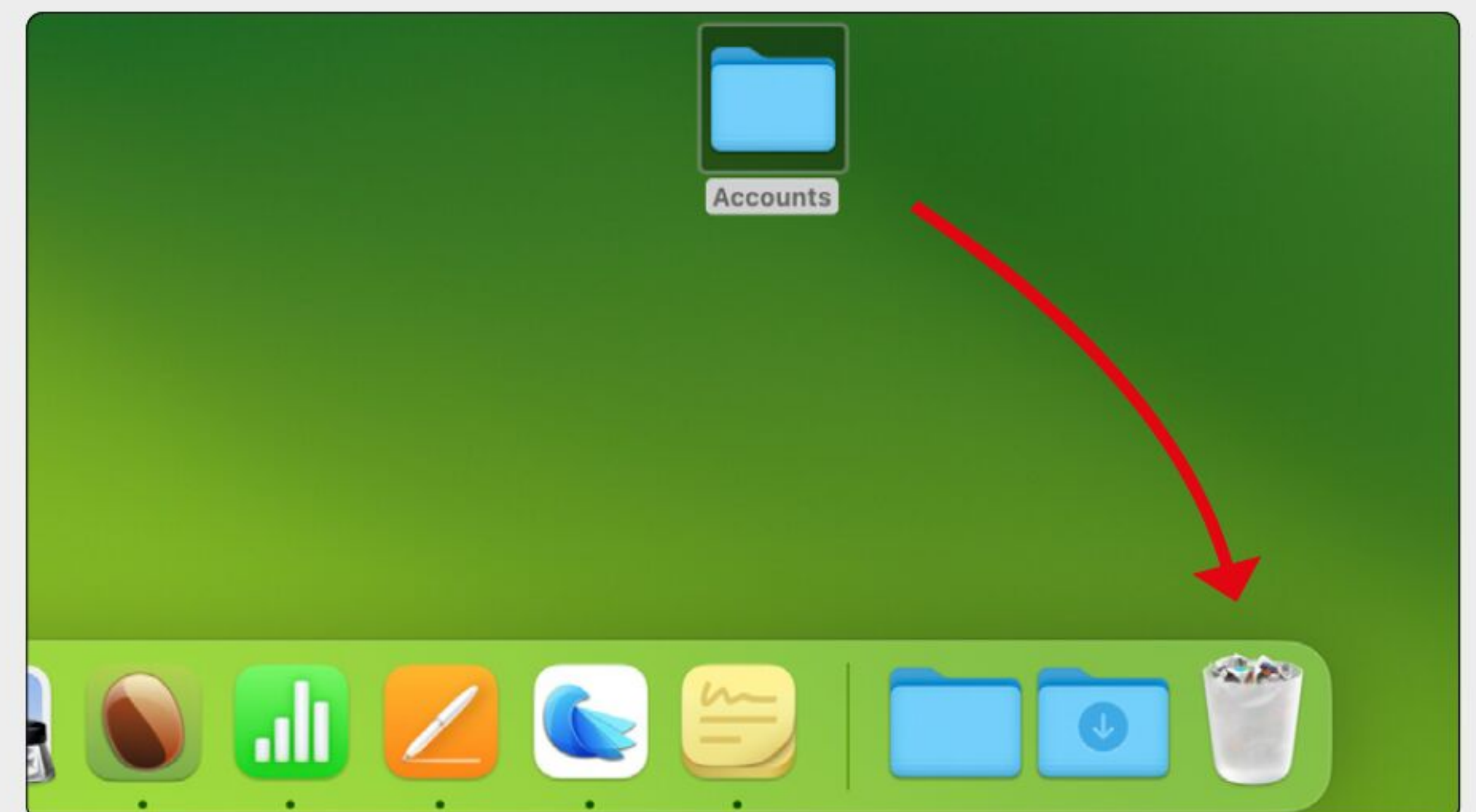


## Viewing Options

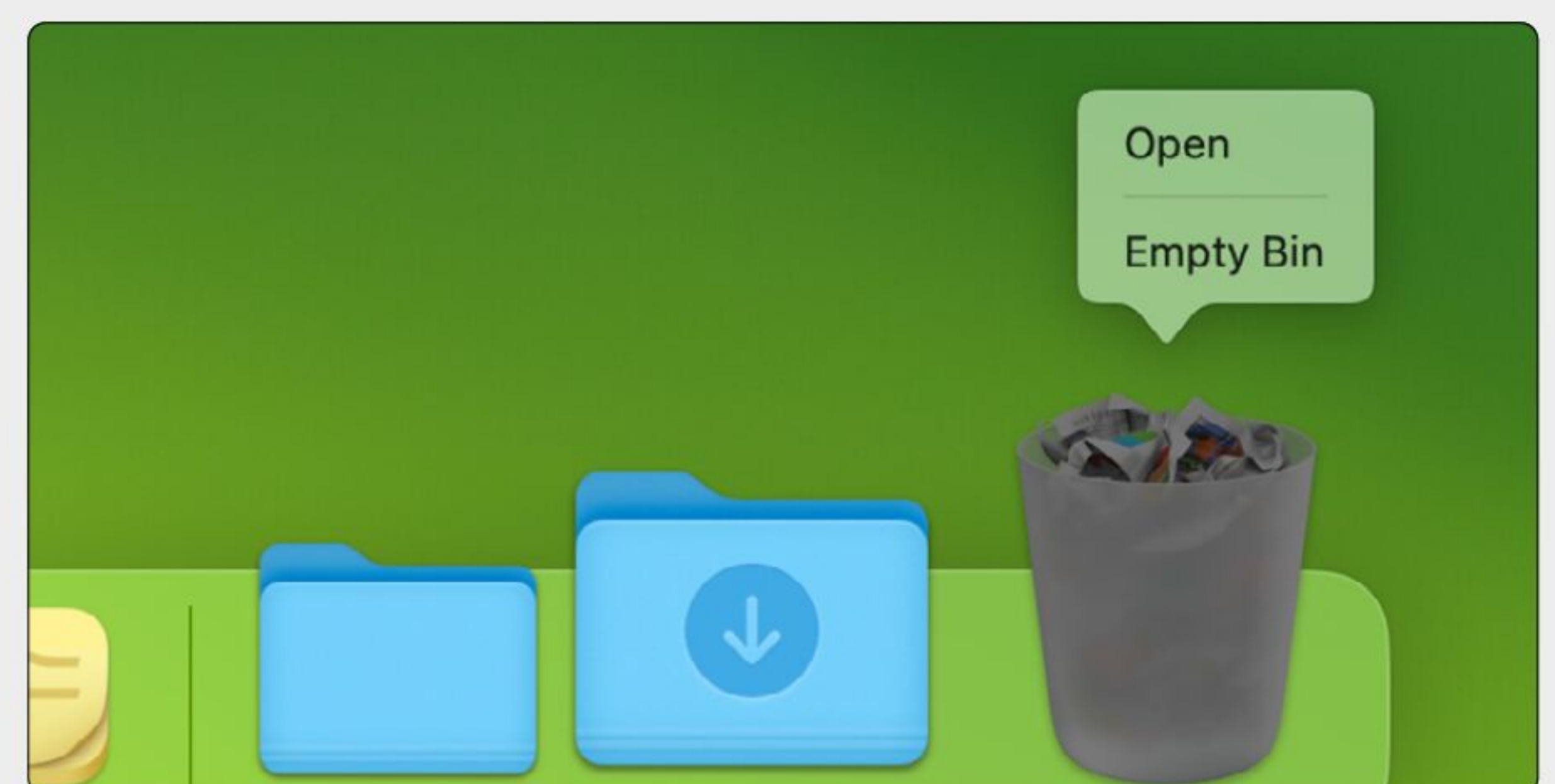
Right-click or ctrl-click on a Stack for a pop-up menu with a range of options. You can show your files as a Stack (a pile of files) or as a folder. You can also choose how they're displayed when you click the Stack.

## 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.



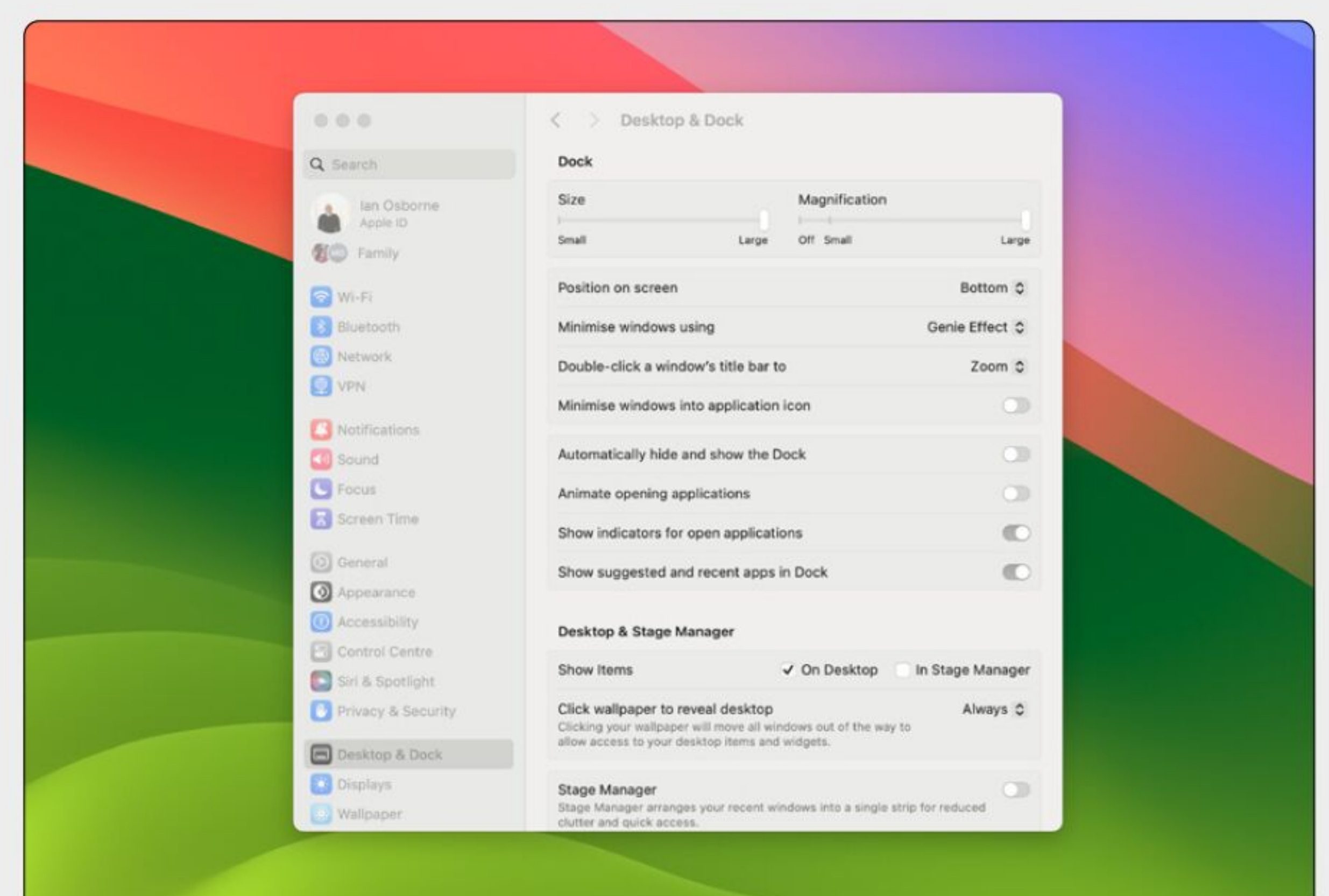
You can delete a file, folder or app by dragging it into the Bin on the right-hand side of the Dock. Alternatively, right-click or Ctrl-click on it and select Move to Bin from the contextual menu that appears.



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.

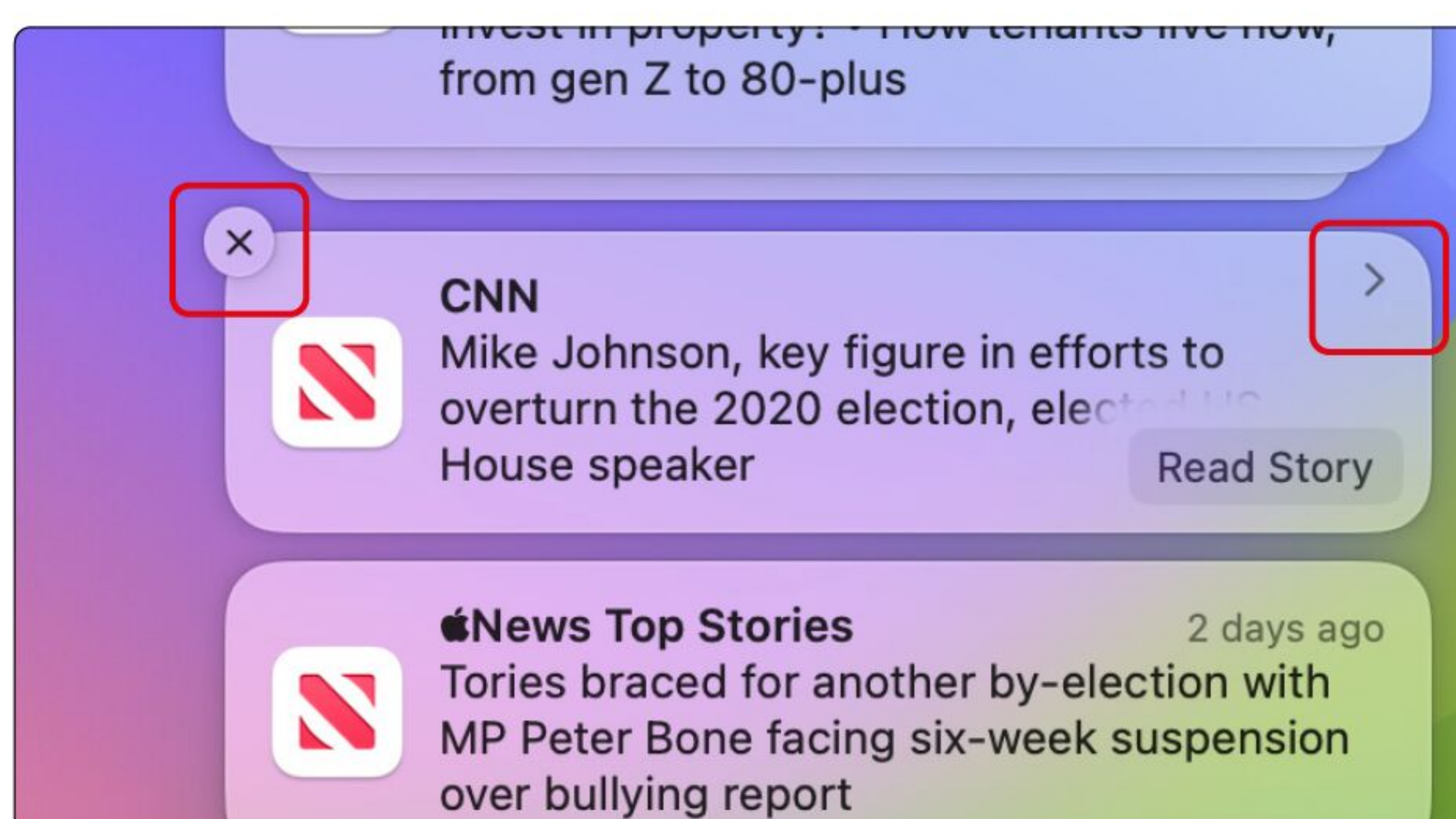
If you came to Sonoma from a pre-Big Sur version of macOS, you might look for the Notification Centre icon in the top-right corner of the screen. However, it's not there. Instead, Apple has integrated Notifications into the Date/Time and Widgets zone.



**M**oving 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.

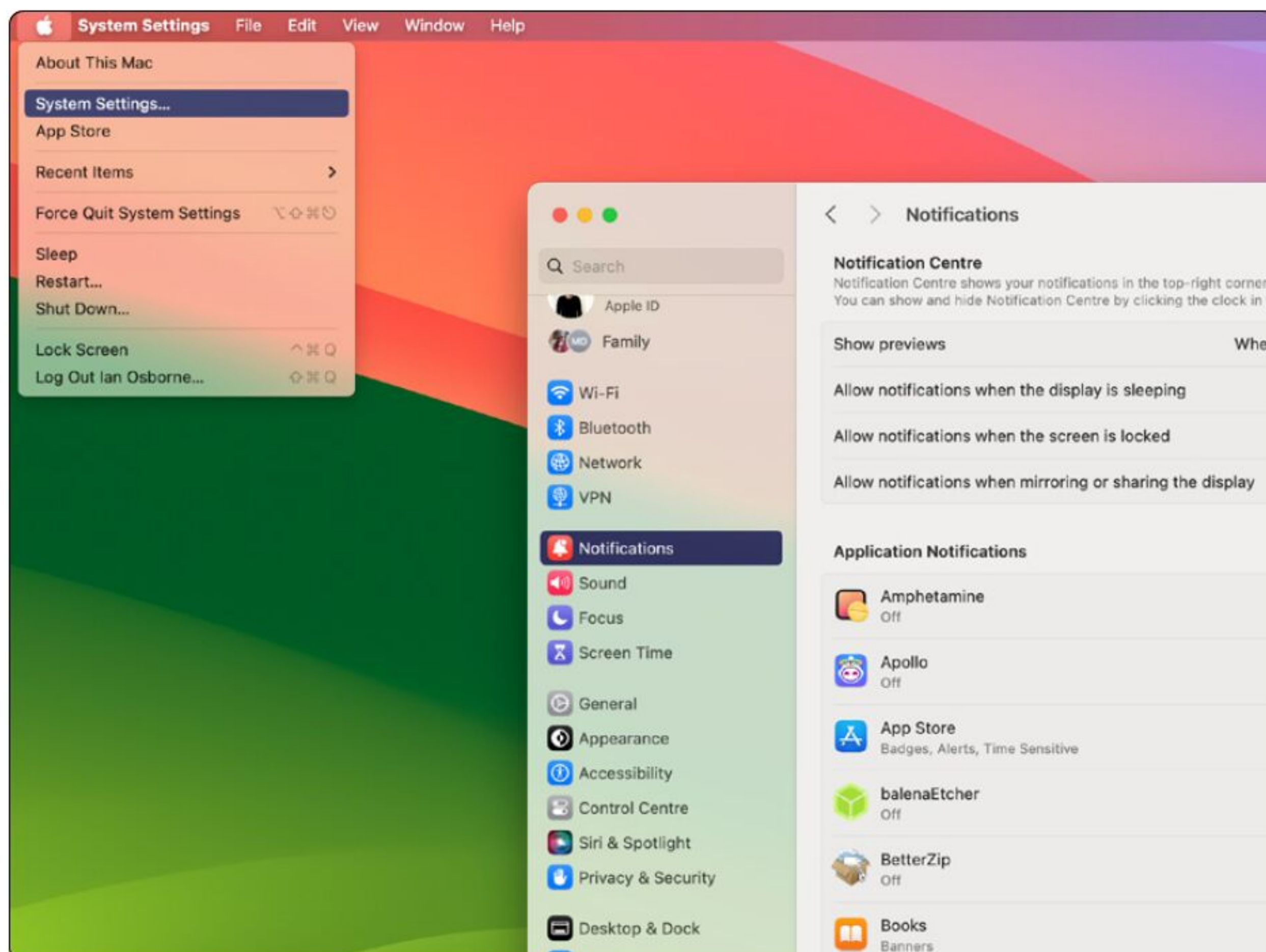


Hover over a notification for an expansion chevron in the upper-right corner. Click it and the notification expands to display more information. In addition, by moving the mouse pointer over the notification bubble you'll also see an 'X' in the opposite top corner, for dismissing the notification.



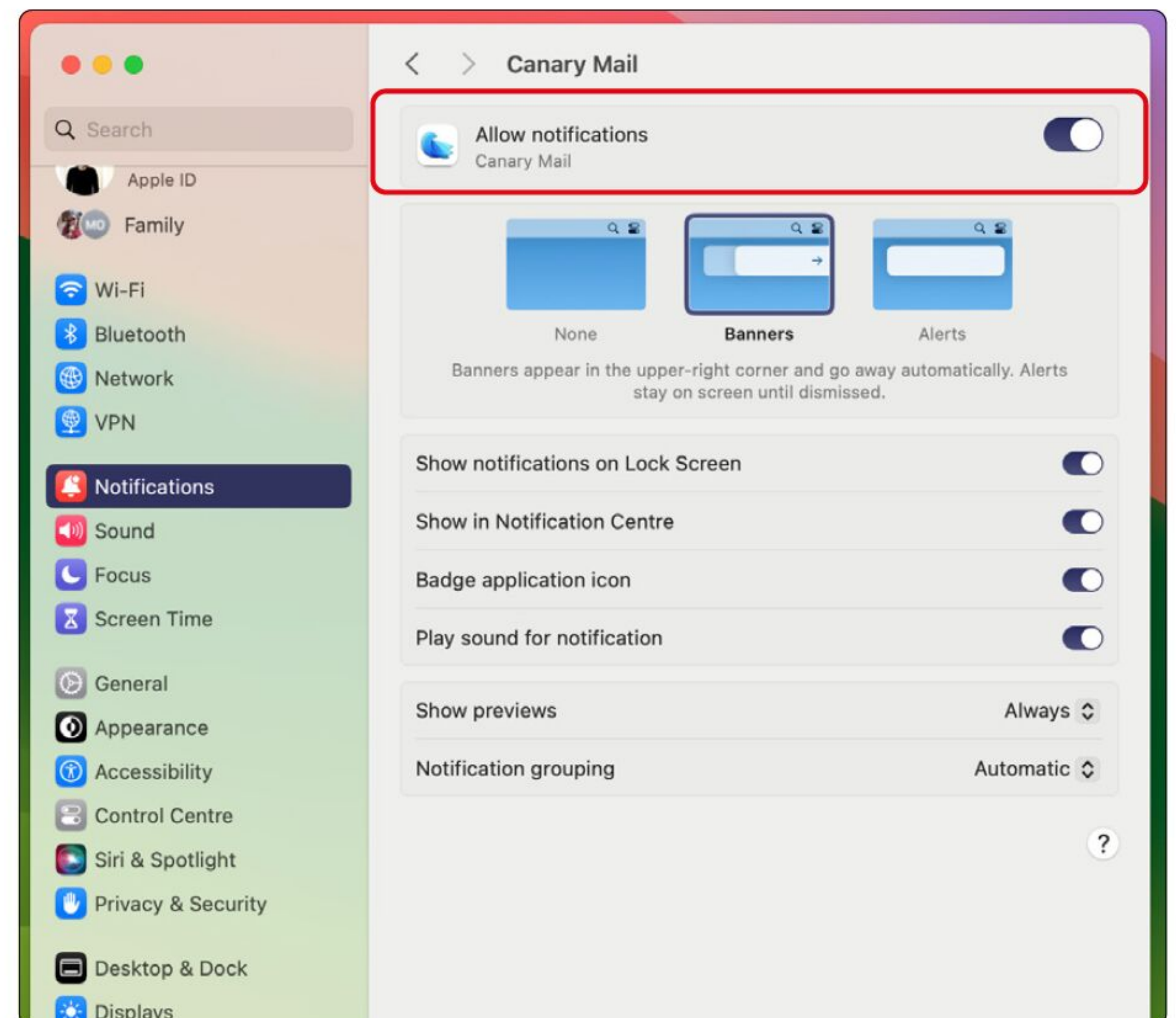


# Creating and Removing Notifications



**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.

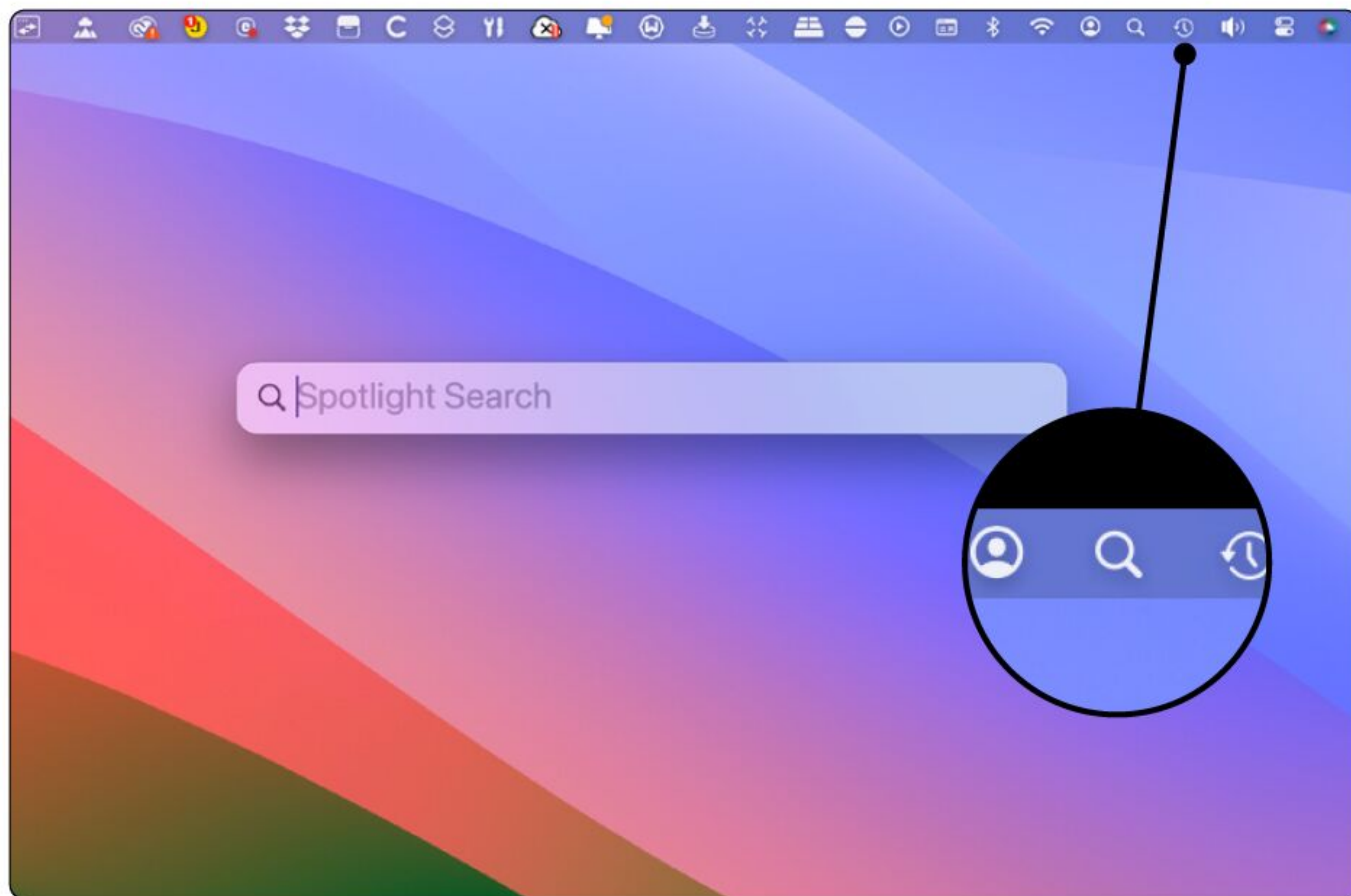




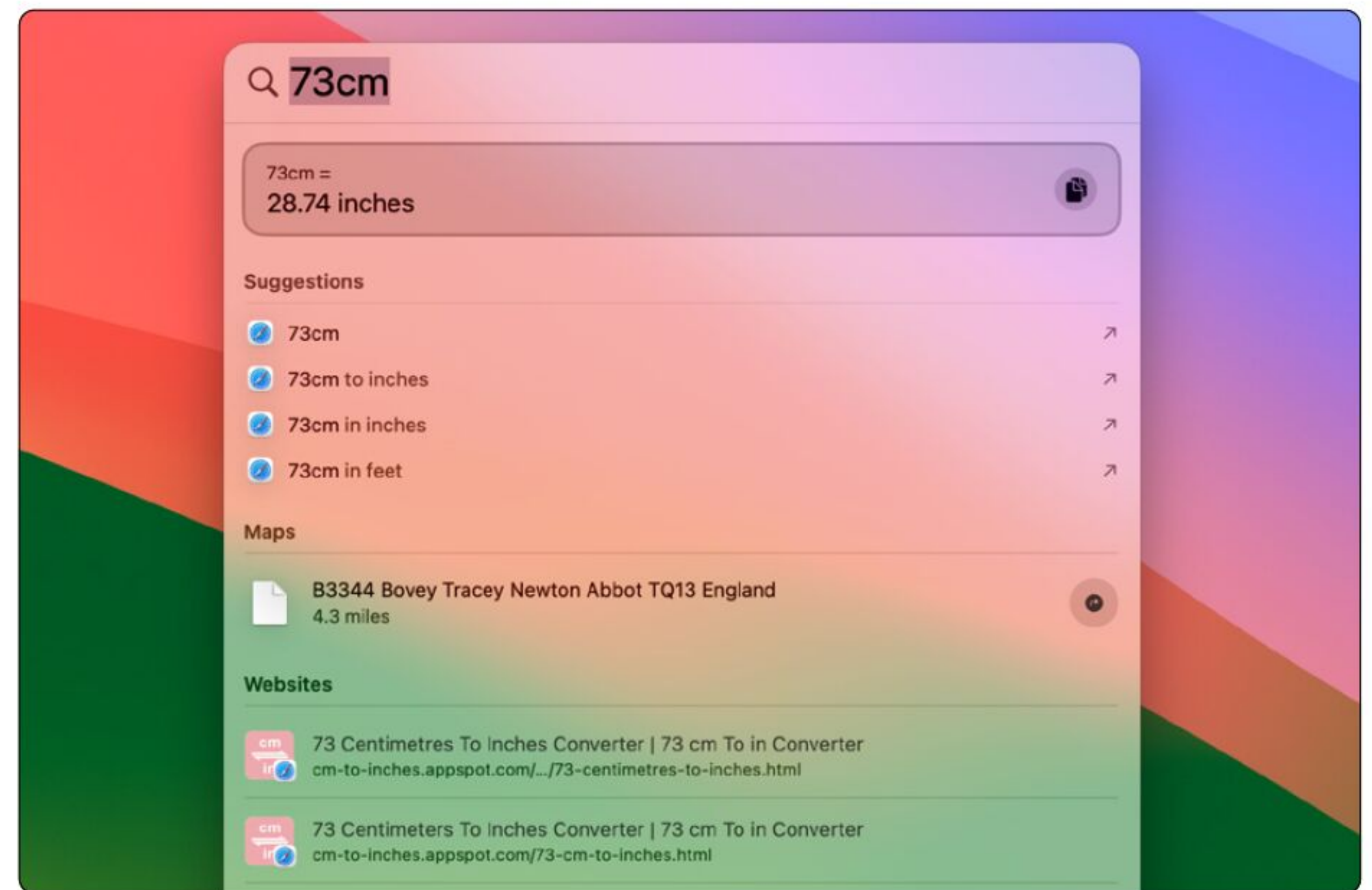
# The Spotlight Feature Search Your Mac

Spotlight Search is Apple's unique and ultra-powerful search system that can find almost anything on your Mac. There's a raft of great features, making it a really powerful and useful tool, and you can even use it to launch applications. Here's how to use the Mac's Spotlight feature.

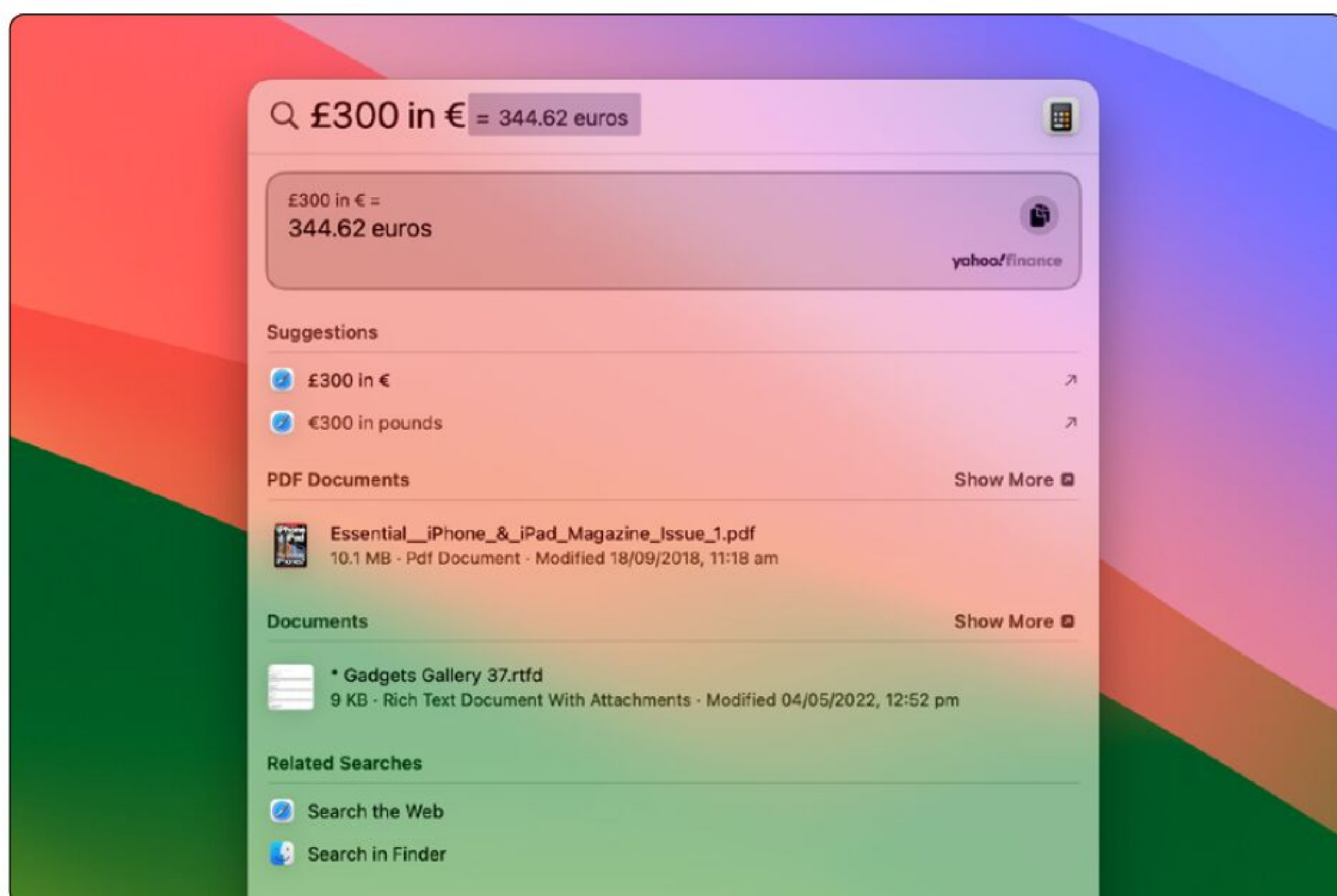
## Using Spotlight's Features



**1** Press cmd-space bar or click the magnifying glass in the top menu to open Spotlight. You can drag this window to wherever you want on the screen. Type your search query into Spotlight and answers appear, with suggestions based on the contents of your computer as well as other sources.



**2** Spotlight can do conversions. To convert from imperial to metric (or vice versa) type in the number and a type of unit, such as kilograms or pounds and then click the chevron next to the top result. Spotlight offers other commonly used units. It works in a similar way with distances and lengths.

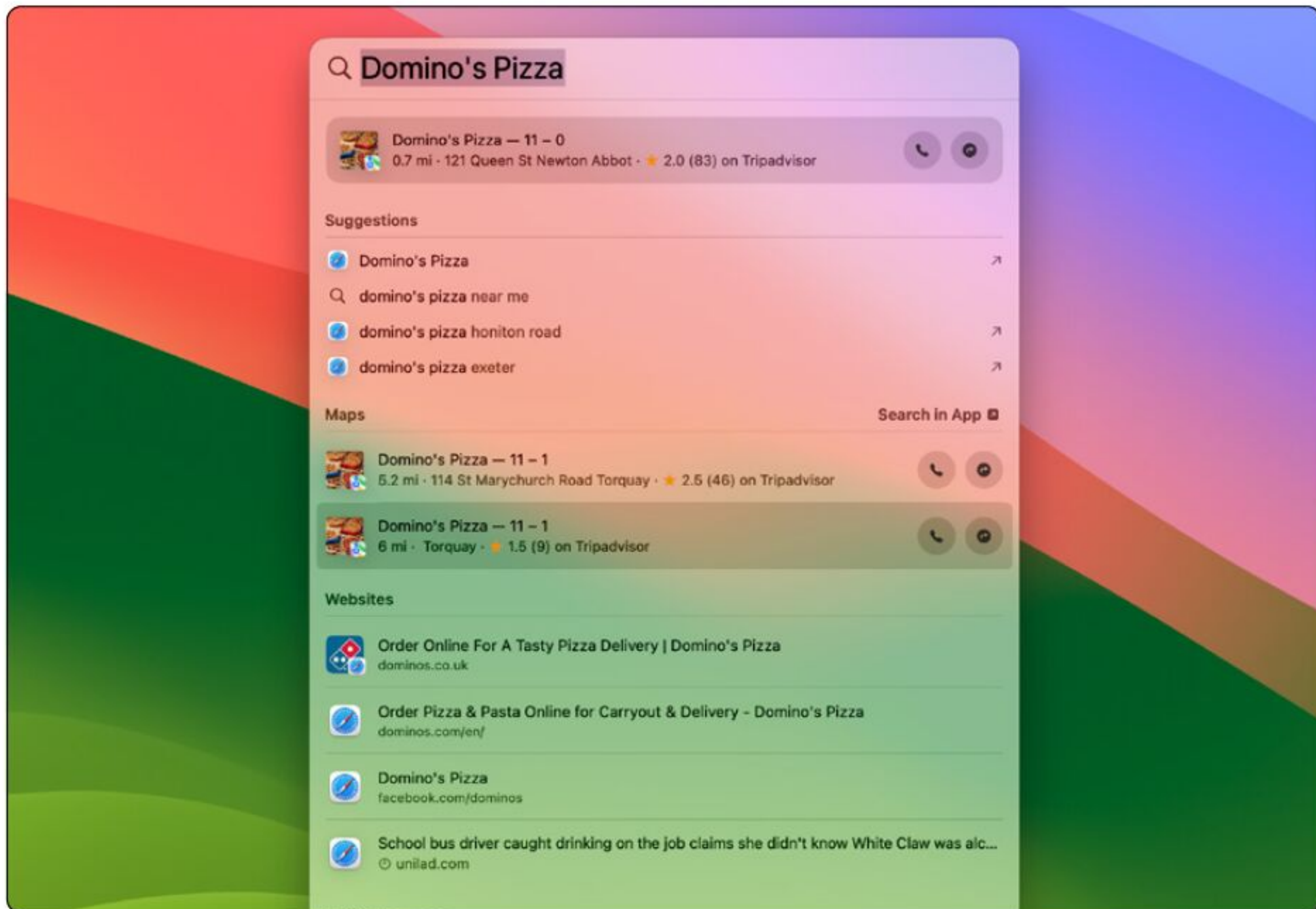


**3** To do currency conversions at current market value, just type in the amount you want to convert followed by 'in [new currency]'. Here, we typed '£300 in €', but '£300 in euros' or '300 pounds in euros' works just as well.



**4** For more conventional searches, Spotlight pulls its information from a wide range of sources, such as Wikipedia and documents it finds on your Mac. Double-click on a result to open a document or glean more information.

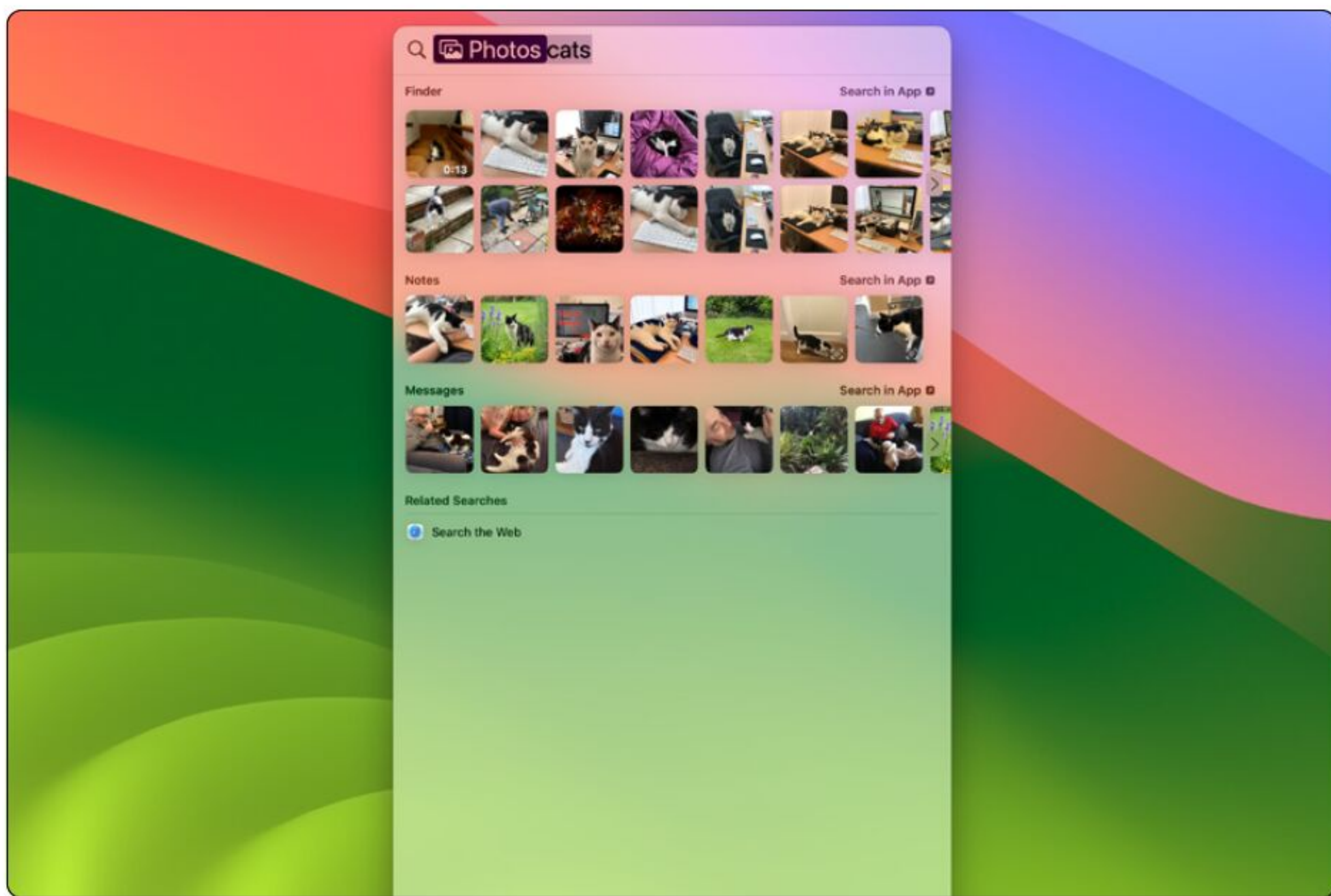




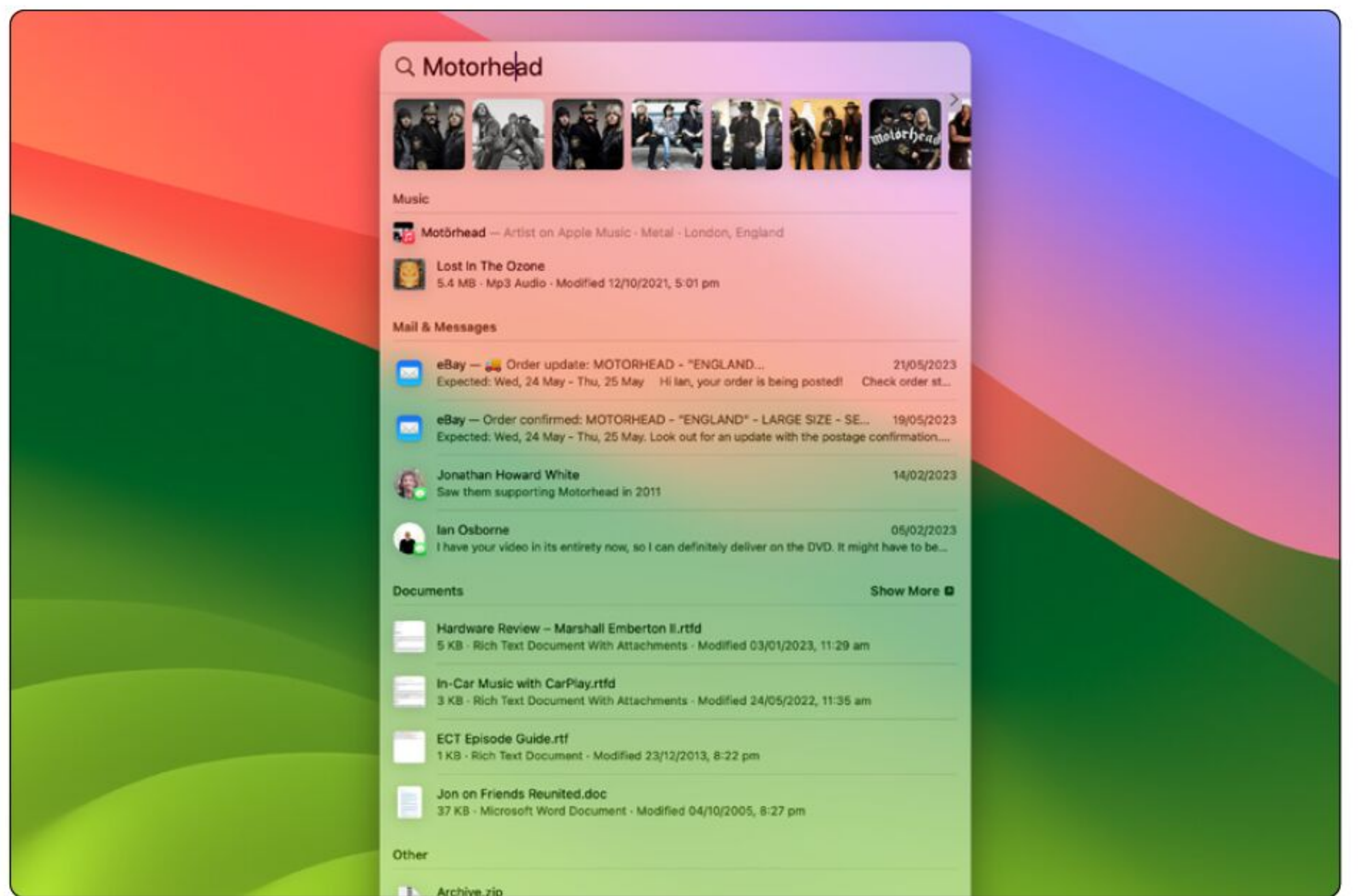
**5** If you're looking for local businesses or sites of interest, simply type its name into Spotlight and you'll quickly find what you're looking for, complete with a link to the Maps app and the option of travel directions from your current location. Again, click on the result to open.



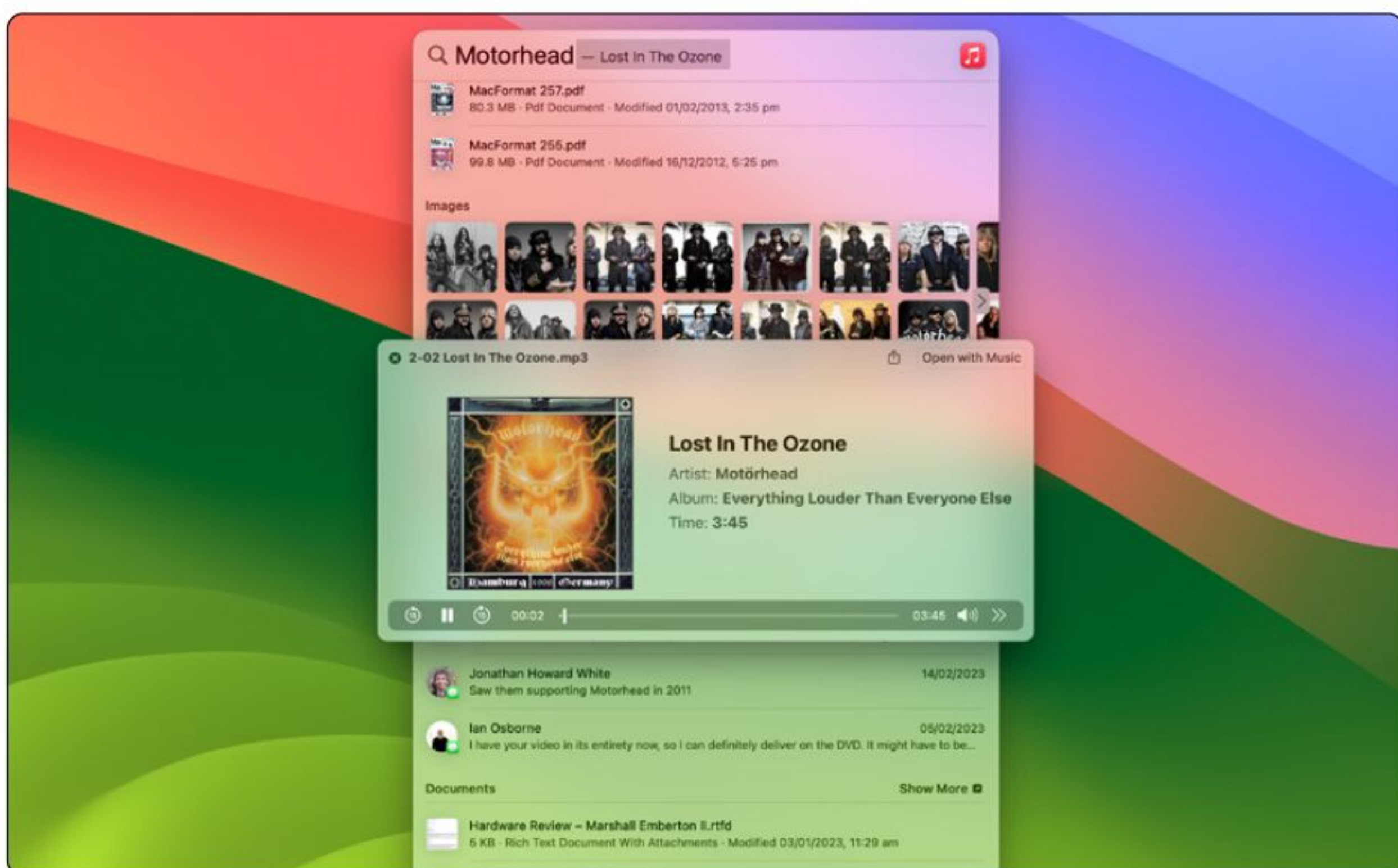
**6** You can find people with Spotlight too. Start typing the name of someone you know, and Spotlight quickly finds that person in your Contacts list and displays their contact details in the results window. Things like chat threads, Facebook comments and emails are also listed.



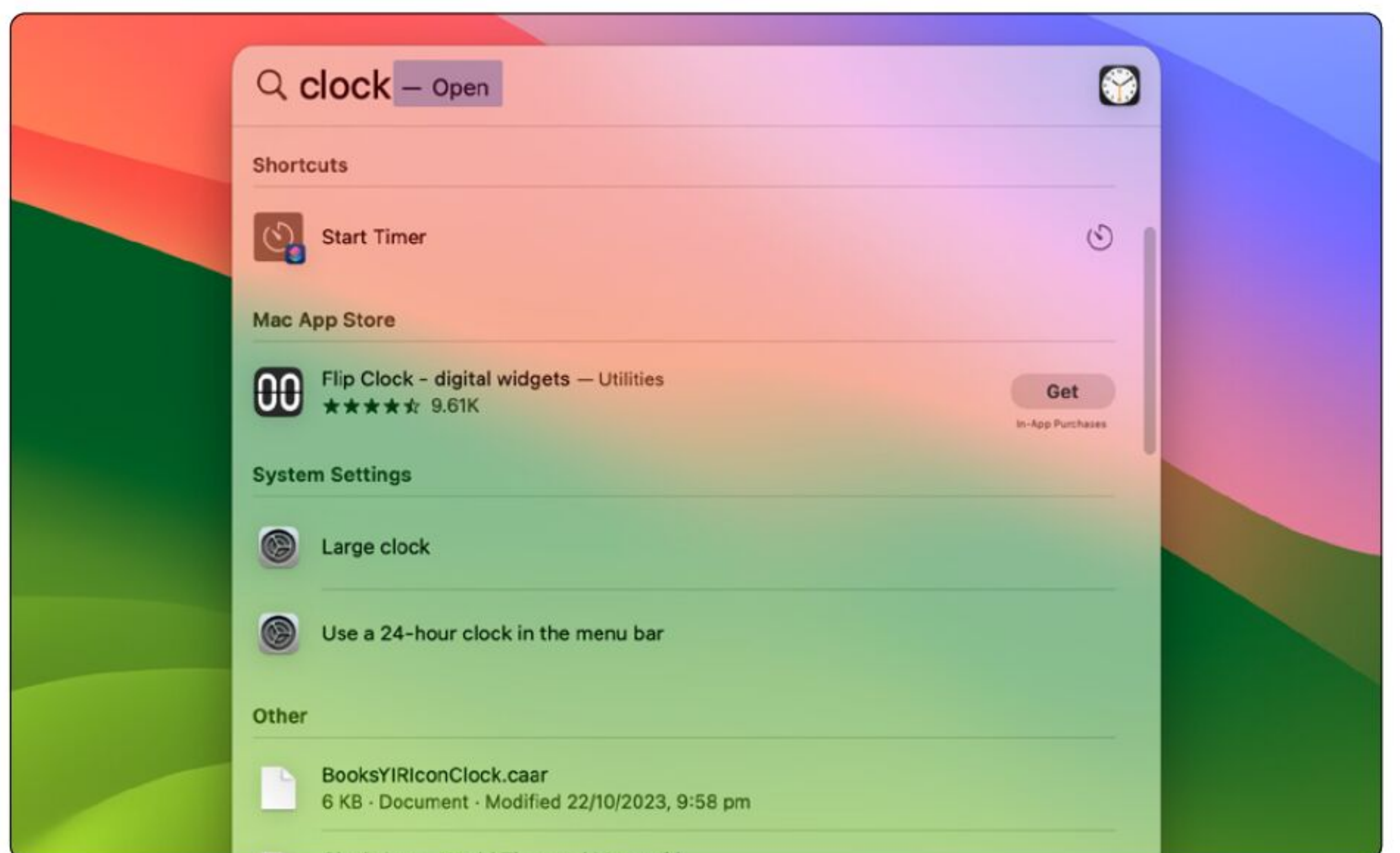
**7** Spotlight is also closely integrated into the core macOS apps, such as Photos. Start typing in your search term, like the title of a particular image or photo album in your Photos app, and Spotlight quickly locates it and takes you straight to it.



**8** Spotlight can find music by searching through your Music collection to find albums, tracks and artists. Type a band name, a track name or even the name of a band member. Recordings with that name or by that band or person are shown.



**9** A very useful feature in Spotlight is Quick Look integration. After doing a spotlight search, single-click on a search result to highlight it, then press the space bar to get a Quick Look preview. While previewing, move up and down the list with the arrow keys.



**10** Another useful feature feature is Quick Actions. These let you instantly begin a process, such as starting a timer, running a shortcut, turning on a Focus and more. To start a timer, for example, type 'Clock' find the Start Timer option and click it for an in-Spotlight timer.





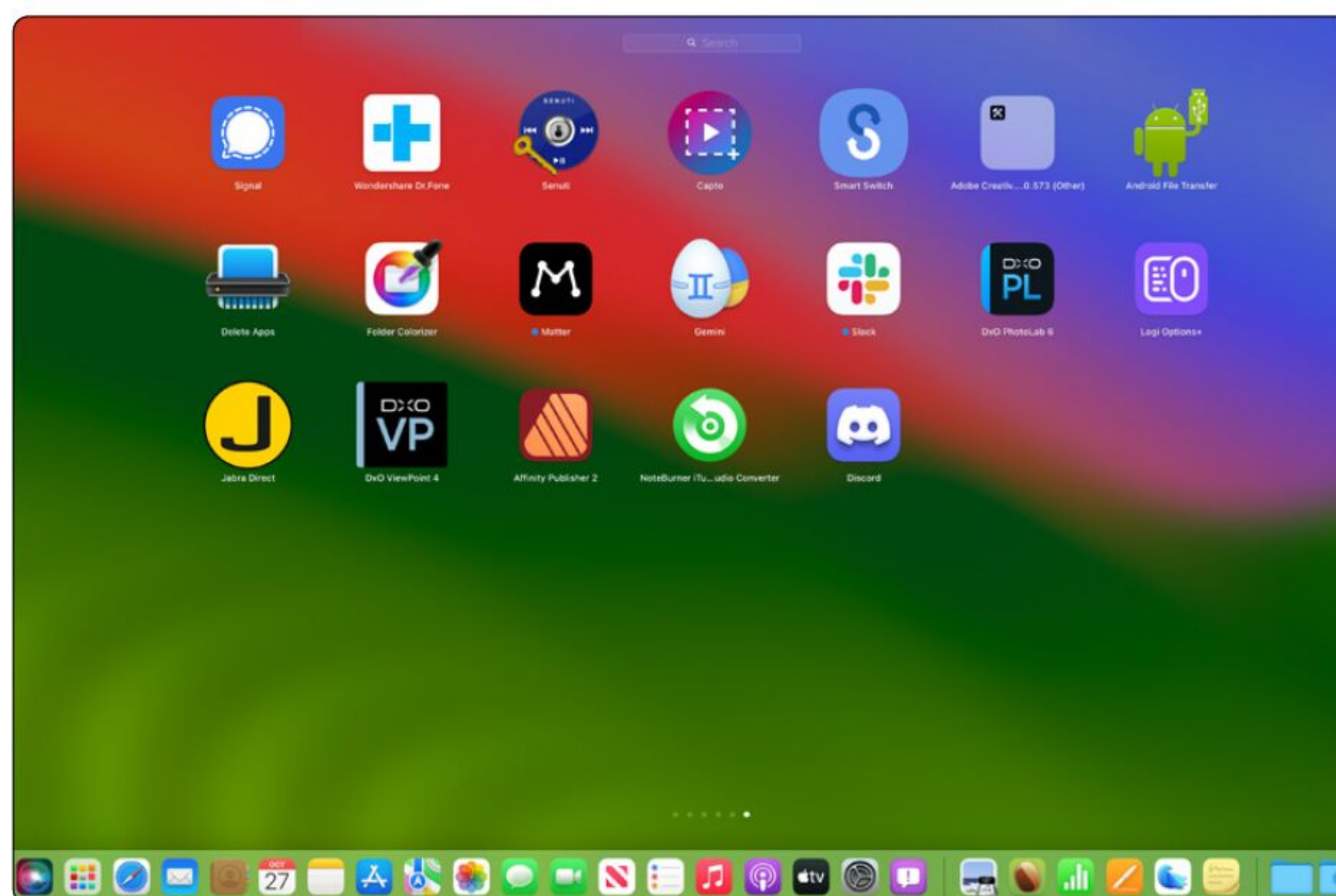
# Launching Apps And Quitting Them

There are several ways of launching an app on your Mac. You can: use the Launchpad, which is found in the Dock; you can open a Finder window and navigate your way to the application you wish to use; or you can click on the Spotlight feature and simply type its name. Here's how to do it.

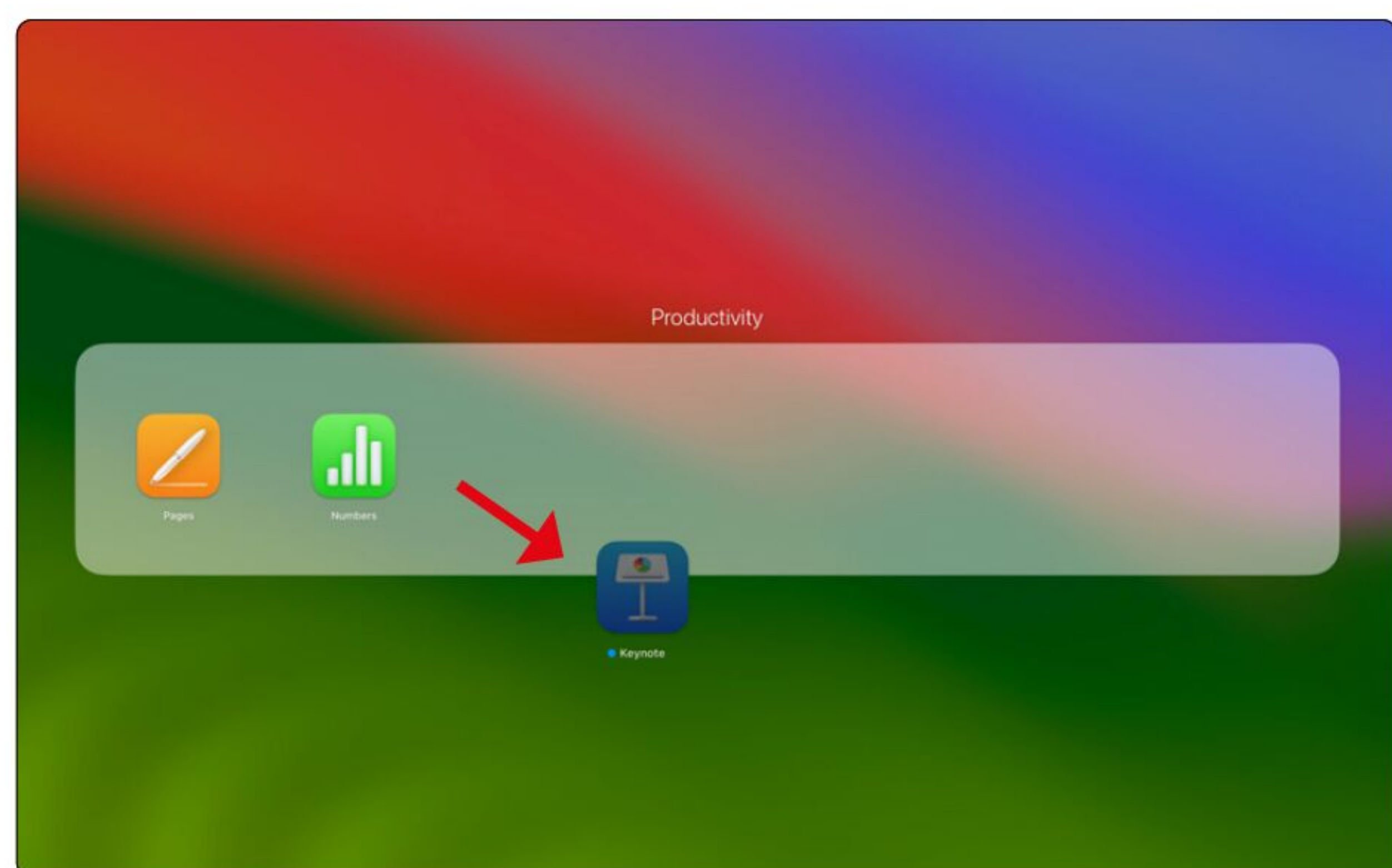
## Using Launchpad



**1** To open the Launchpad, go to the Dock and click on it, or place four fingers on your trackpad and bring them together. The screen darkens and your apps are shown as icons. To launch an app from this screen, click on it. To close Launchpad, press Esc or click on the desktop.



**2** If you have more than one page of apps, move between them by swiping left and right with two fingers or hold cmd and use the arrow keys. Click and hold on an app and an 'X' appears in the top left corner; click 'X' to delete. Not all apps can be deleted in this way.



**3** You can arrange your apps into folders on Launchpad too, just like on an iOS and iPadOS Home screen. Just drag one app onto another and a folder is created. You can click on the name if you wish to change it and to remove an app from that folder, drag it off the grey folder area.

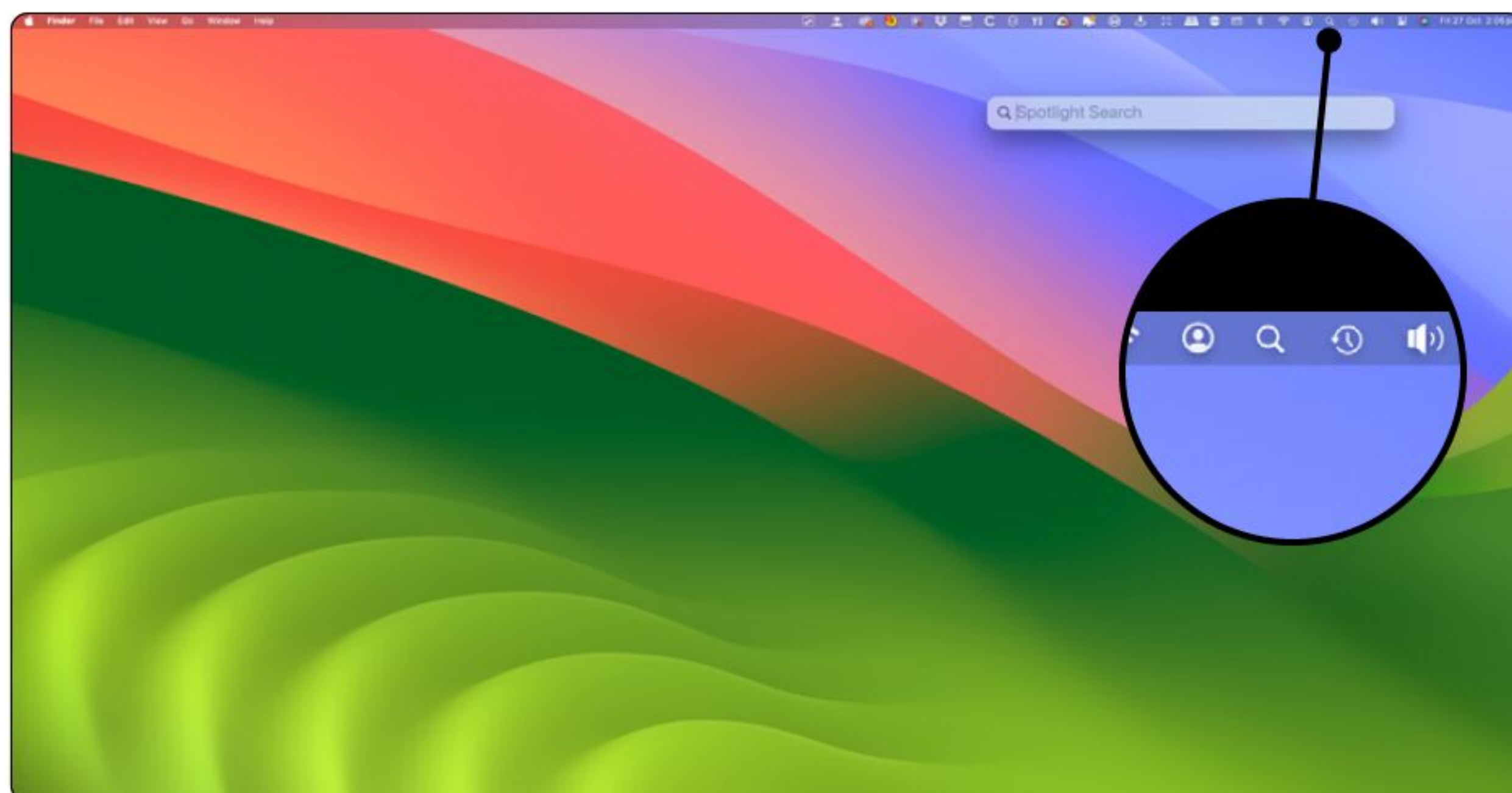


**4** Open and close folders by clicking on and off the folder icon on the Launchpad screen. You can add new apps into the folder by simply dragging them onto the folder. You can also drag apps around the Launchpad window to change the order in which they're arranged.

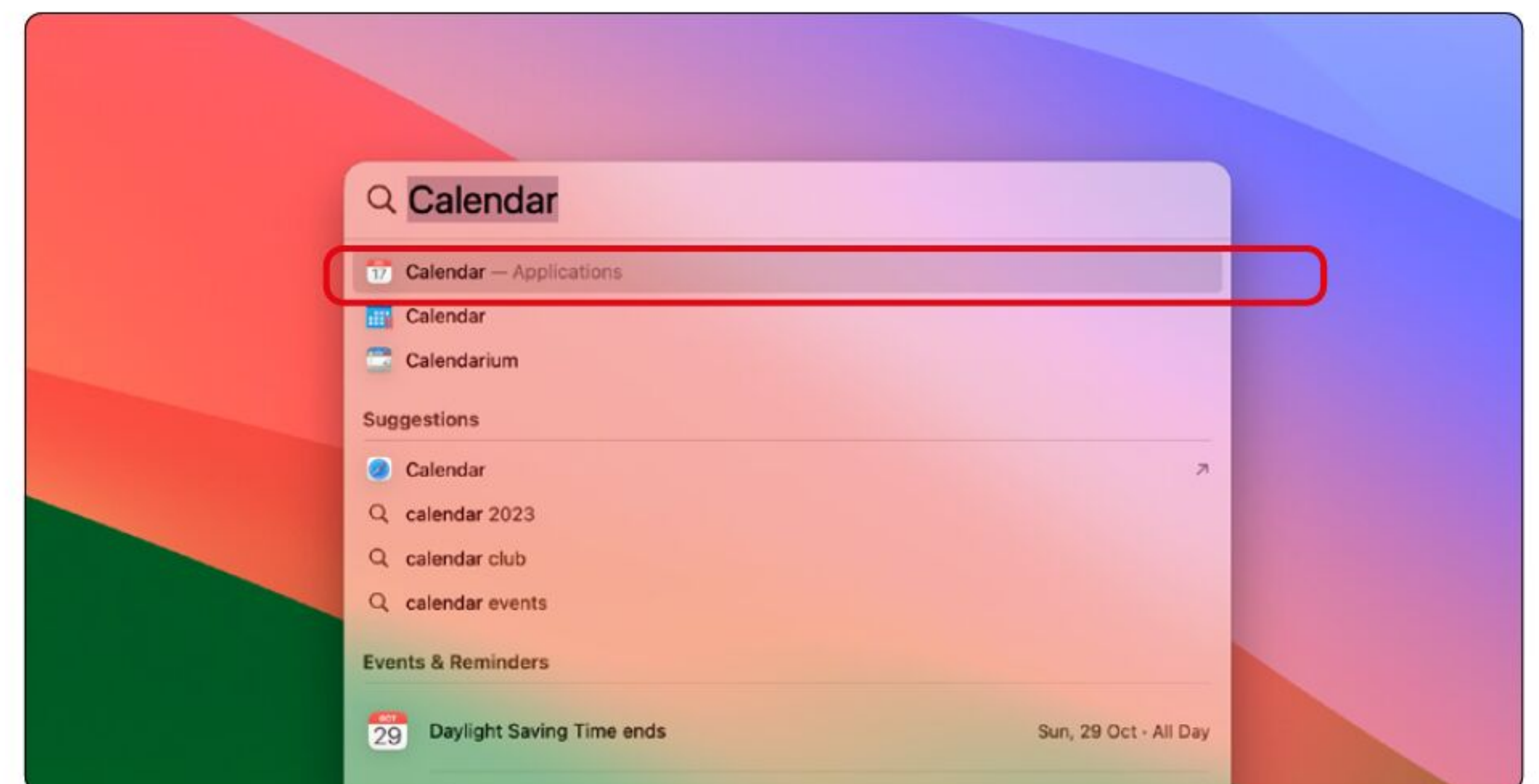




## Using Spotlight

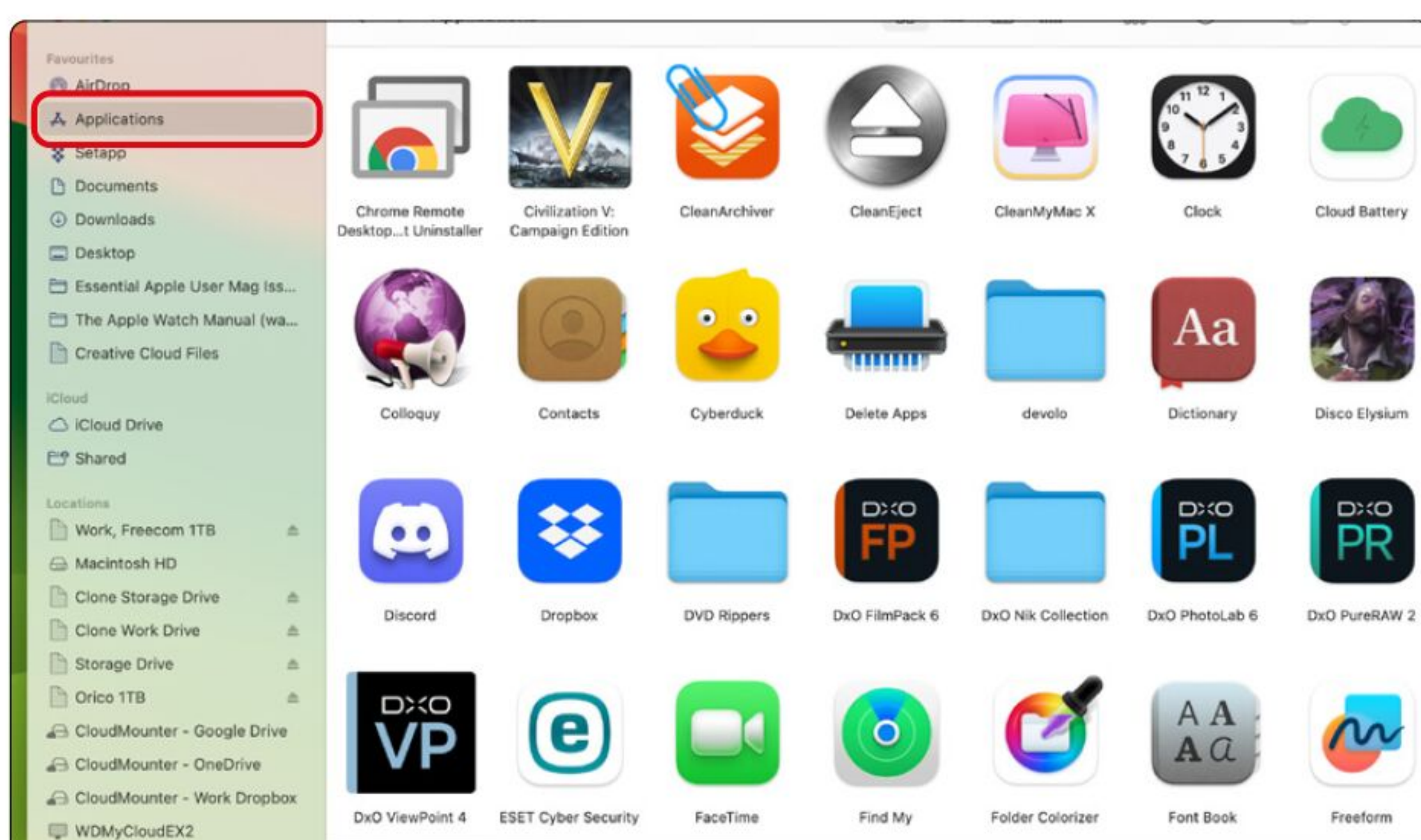


**1** To launch an app using the Spotlight feature, first click on the magnifying glass found in the top right corner of the screen. A window saying 'Spotlight Search' pops up. If it's inconveniently located, you can drag it around the desktop and move it to wherever you like.



**2** Begin to type the name of the app you want to launch and Spotlight tries to complete it for you. When you see the name of the app you want, scroll down to it and press Enter and it launches. To close the Spotlight search window without launching anything, just click anywhere on the screen.

## Using the Finder



You can also launch an app using the Finder. Open a new Finder window (or use one that's already open) and 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

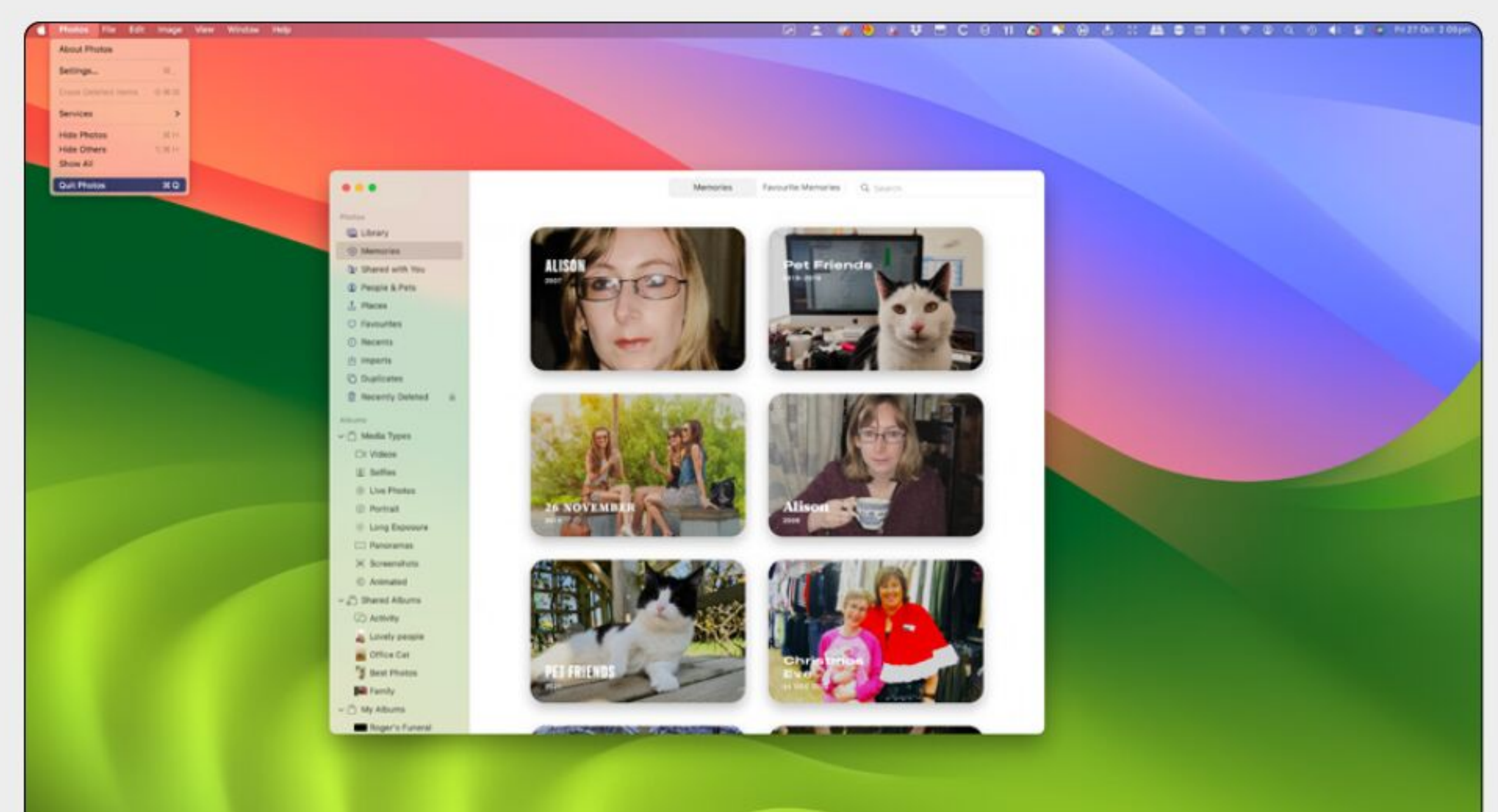


You can launch an app from the Dock. If your Dock is hidden, move your pointer to the foot of the screen to reveal it and click on the app you wish to use. To find out more about the Dock and how to customise it with your favourite apps, see our tutorial later in the book.

## Quitting Apps



Open apps are shown in the Dock. On the app's Dock icon, you can click using the right-hand side of a Magic Mouse or trackpad (right-click), hold the Control key and click anywhere (ctrl-click) or click and hold, then click on Quit in the pop-up window.



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'. Just make sure the app is open on your desktop or you might quit the wrong application.

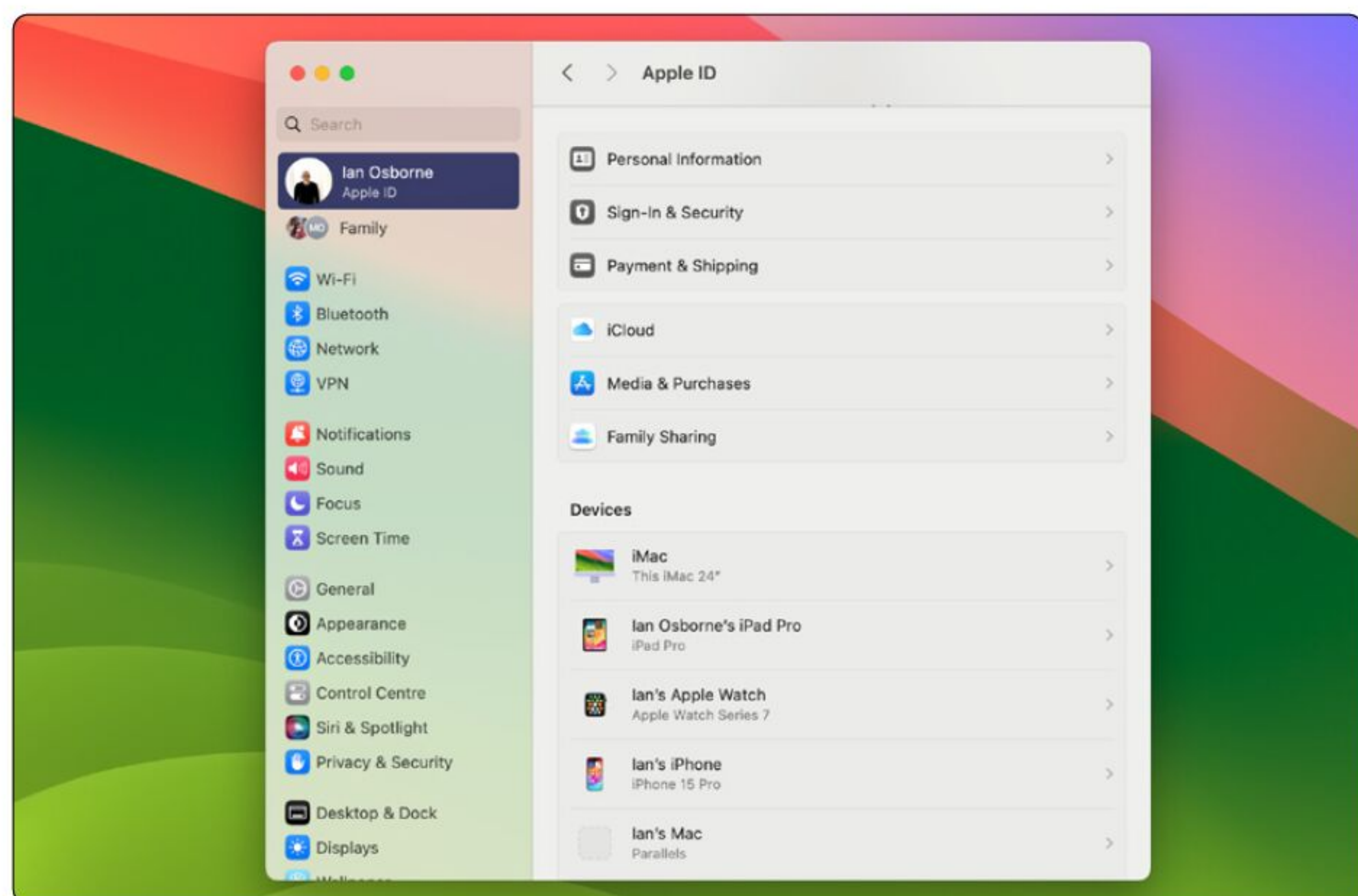




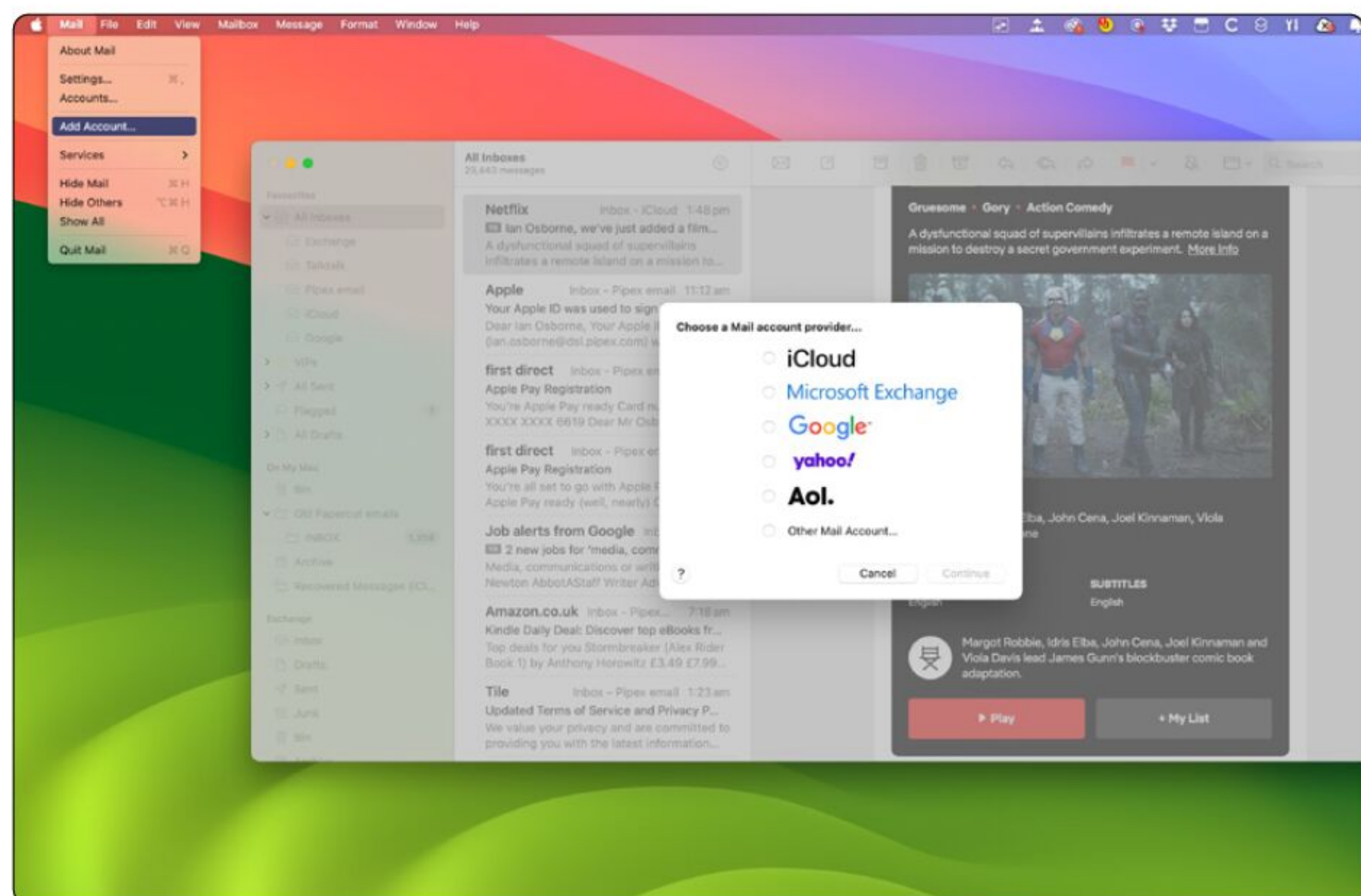
# Setting Up Email For the Mail App

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 Mac, with Apple's bundled email client, the Mail app.

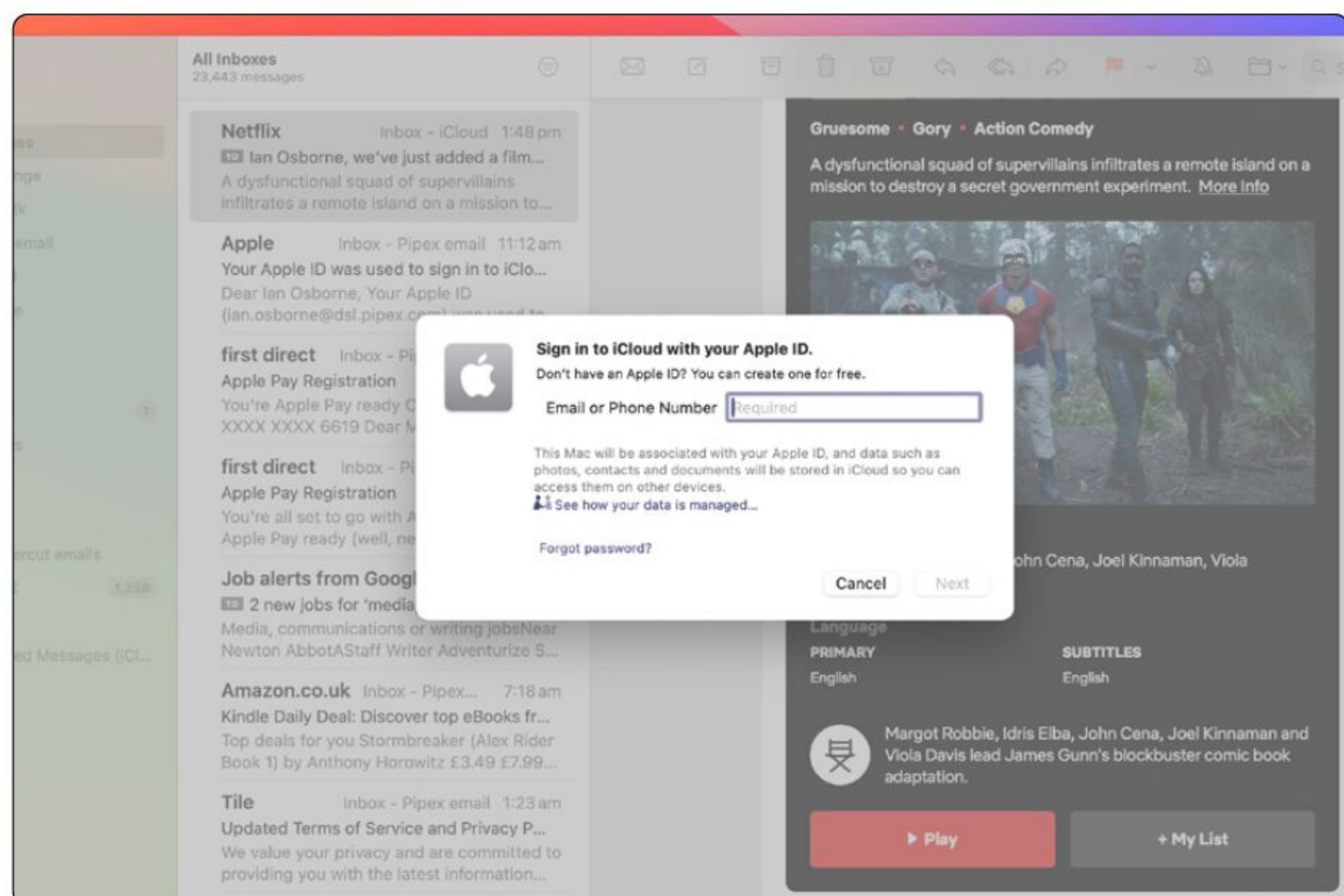
## Setting Up Your iCloud Email



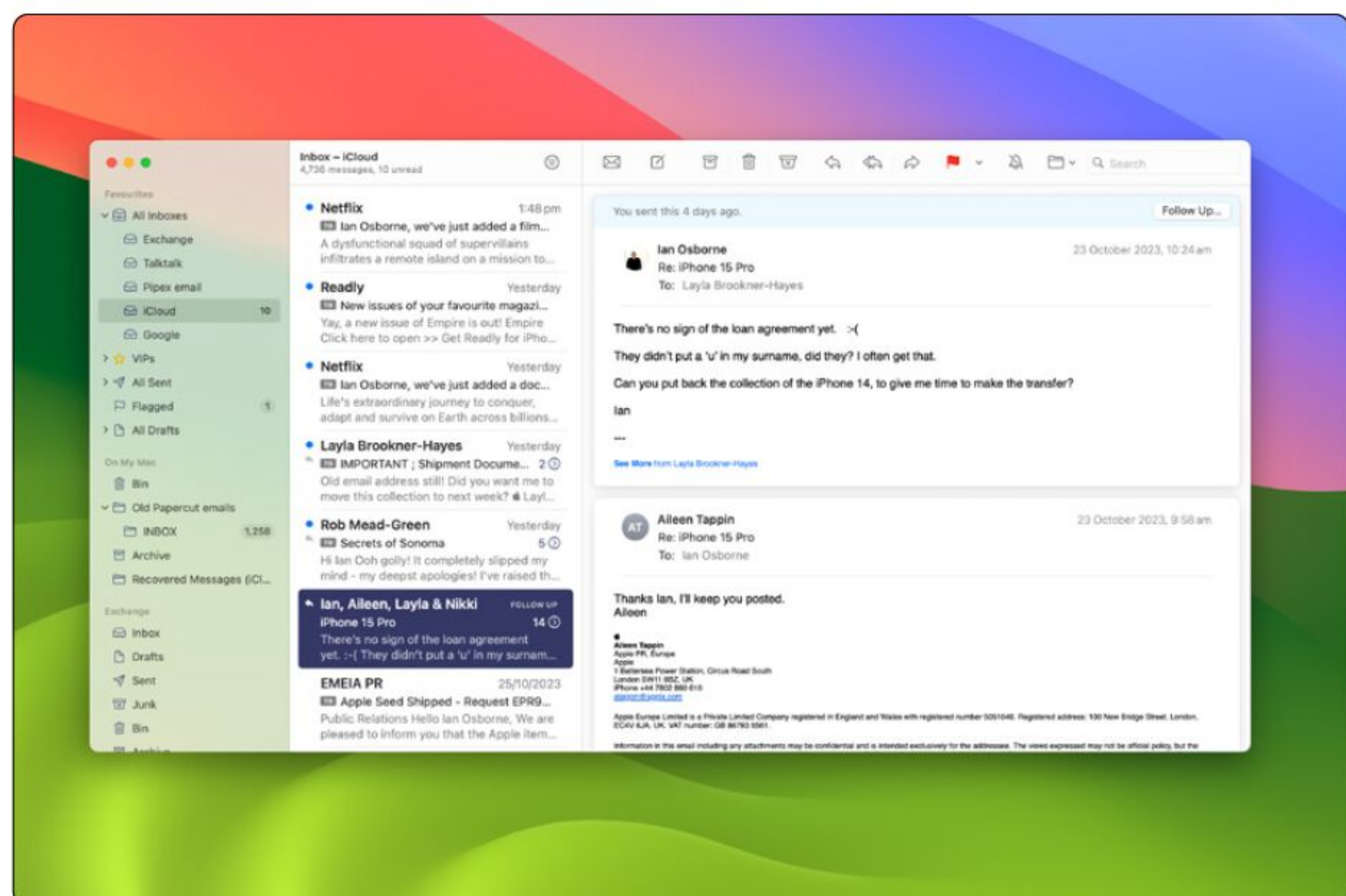
**1** If you set up your Apple ID during your Mac's initial setup, or if you signed in with an existing Apple ID, your iCloud email account is already in place. But if not, or if you want to add another iCloud email account to your Mail client, follow these instructions.



**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.



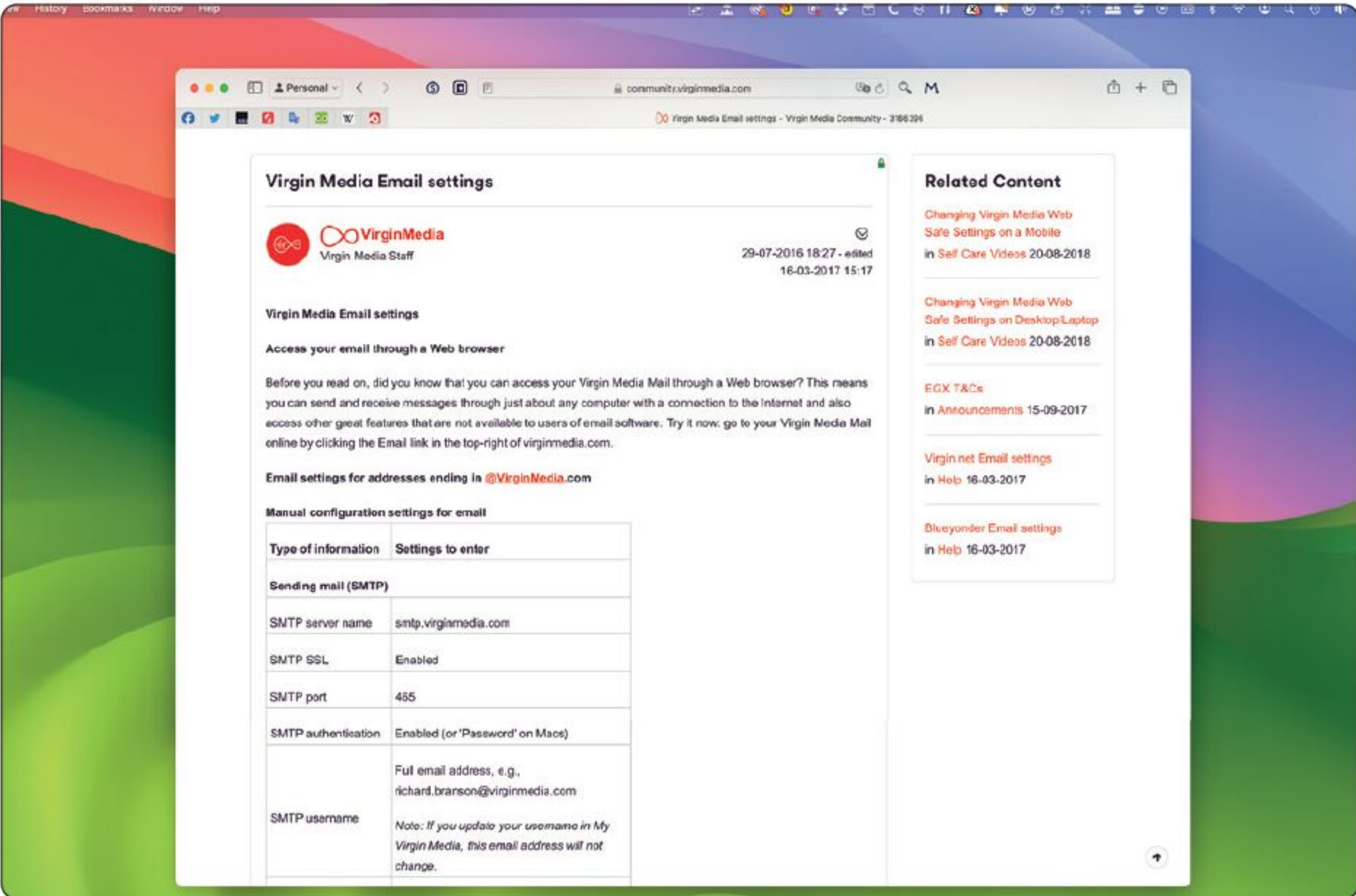
**3** Now enter the Apple ID for the iCloud email account you want to add to your Mail app, and then the password. When you have confirmed your details you can then click on the Sign In button to take you to the next step.



**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.



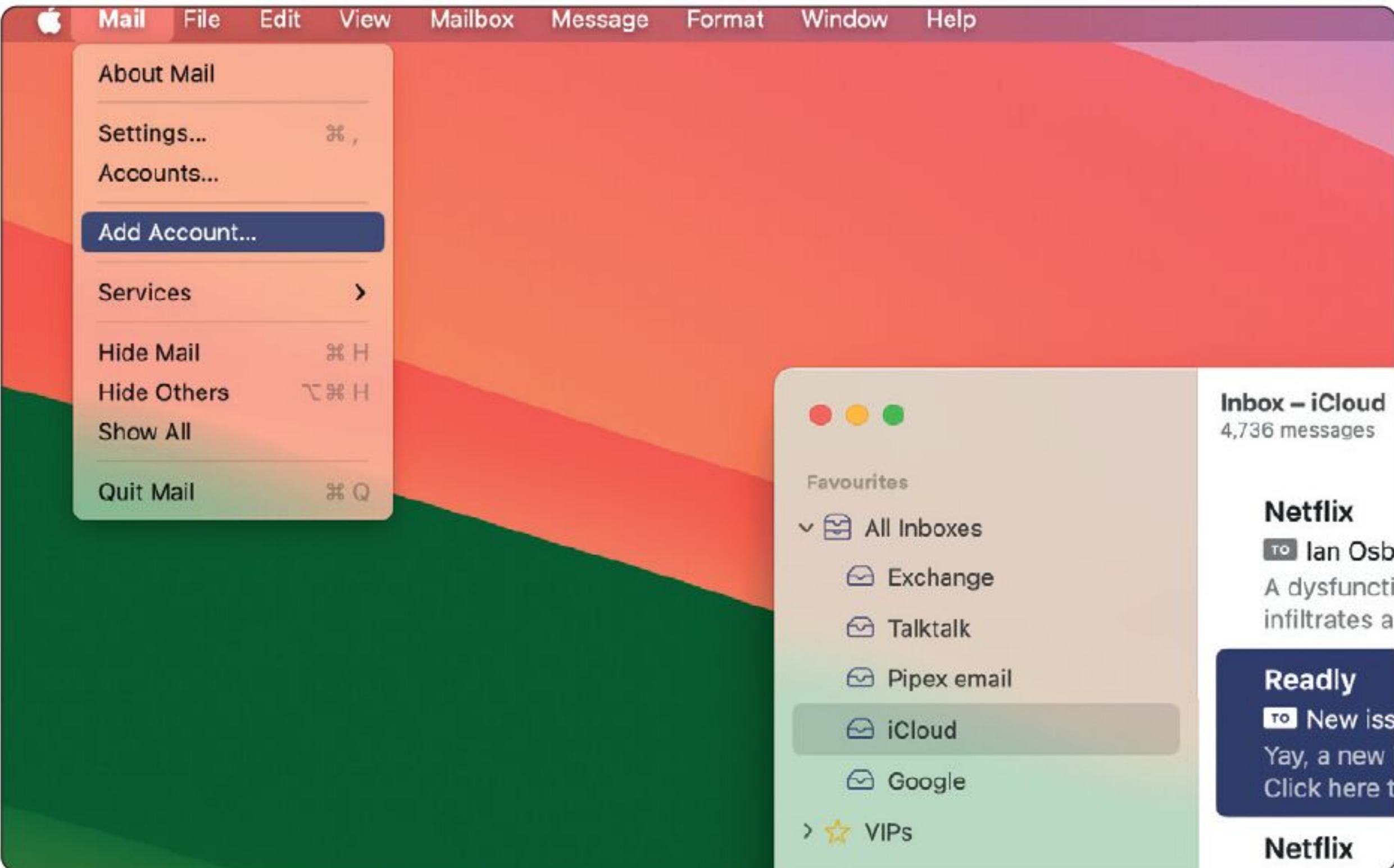
# Setting Up Other Emails



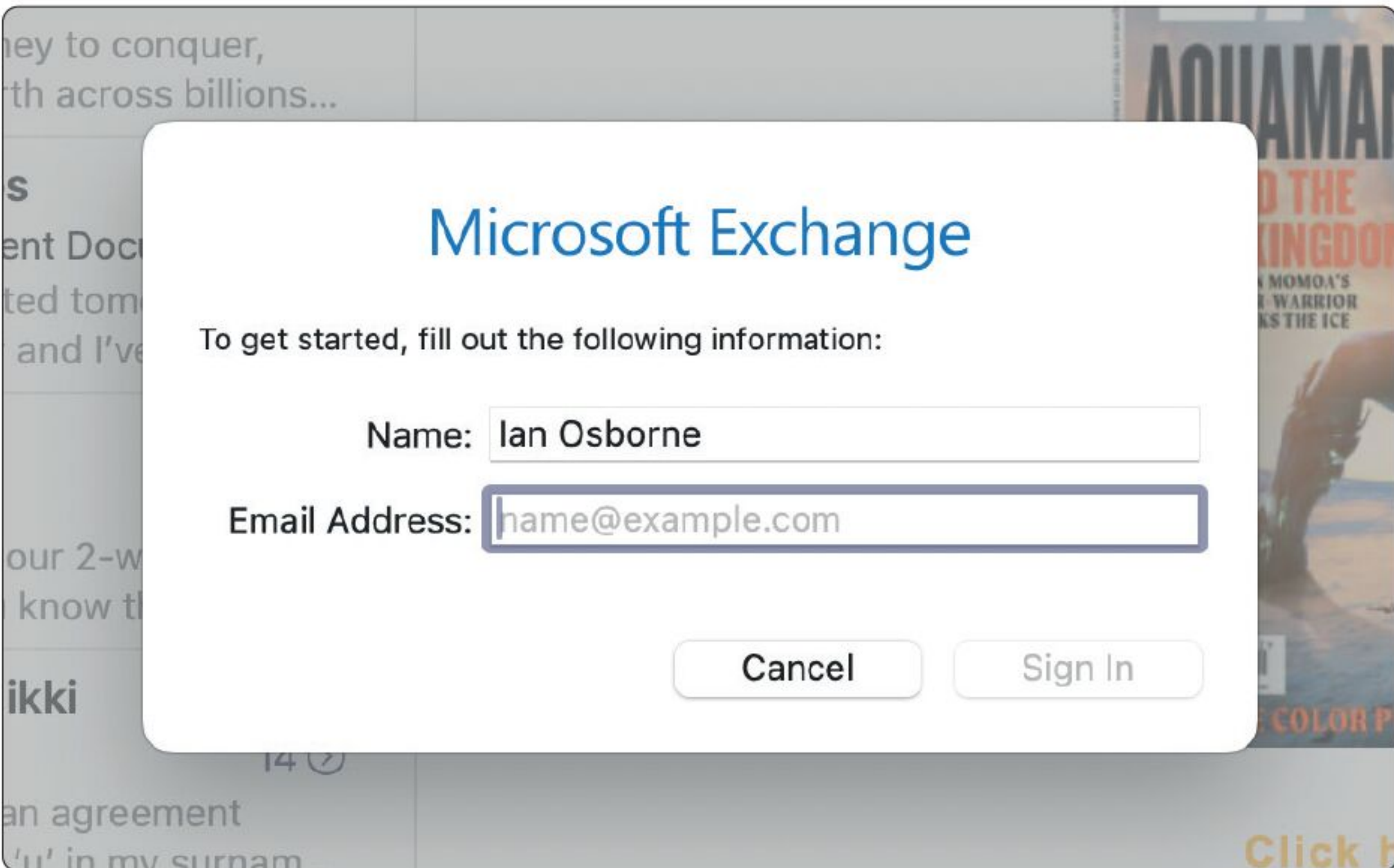
**1** To configure your Mac to access your email account from your Internet service provider, you need your email address, your password to access your email account, and POP or IMAP (incoming) and SMTP (outgoing) server addresses.



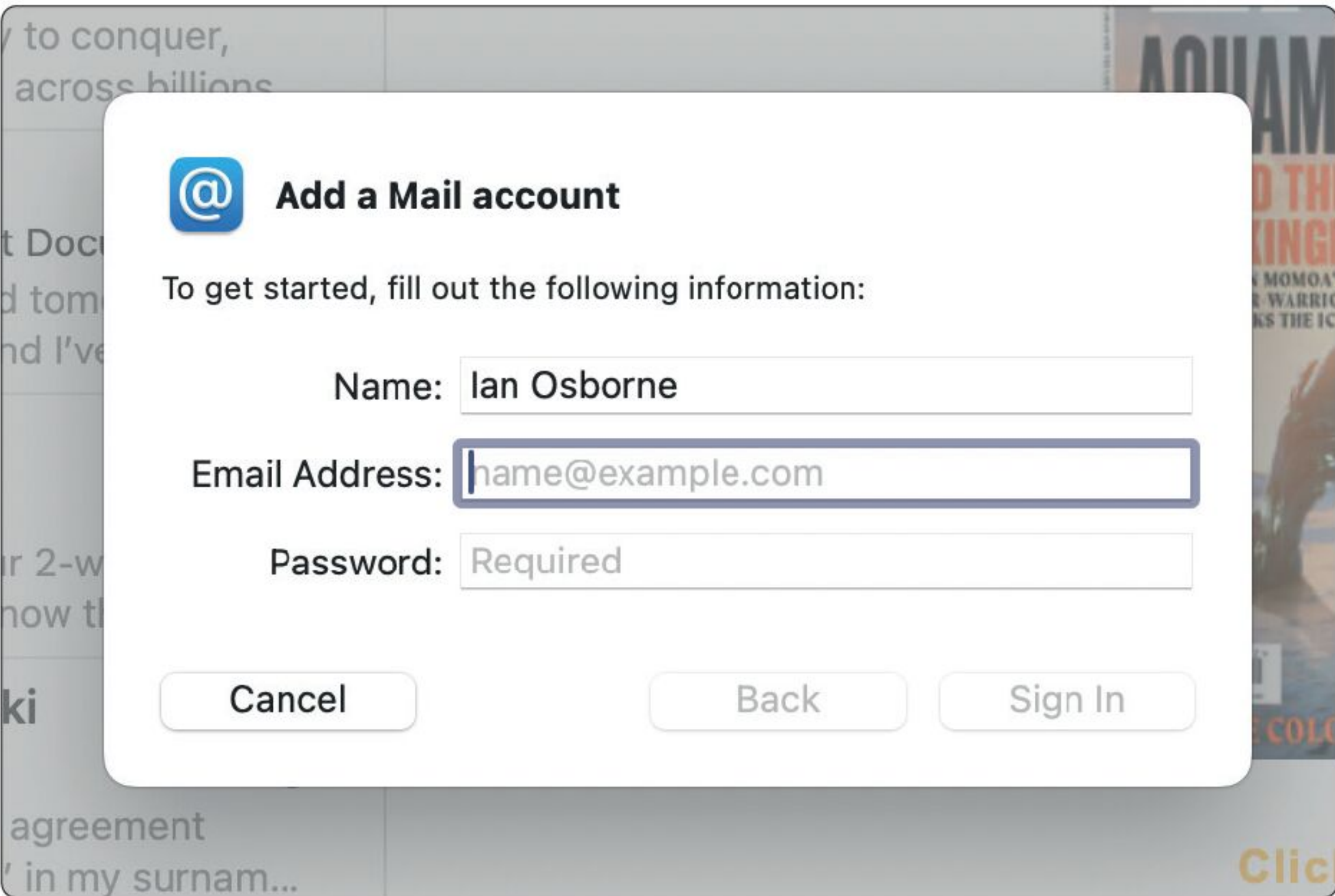
**2** macOS Sonoma includes a sophisticated email program, simply called Mail. You can find it on the Dock, as it's there by default. The Mail App's icon shows the back of an envelope on a blue background. Click on this icon to open the Mail app.



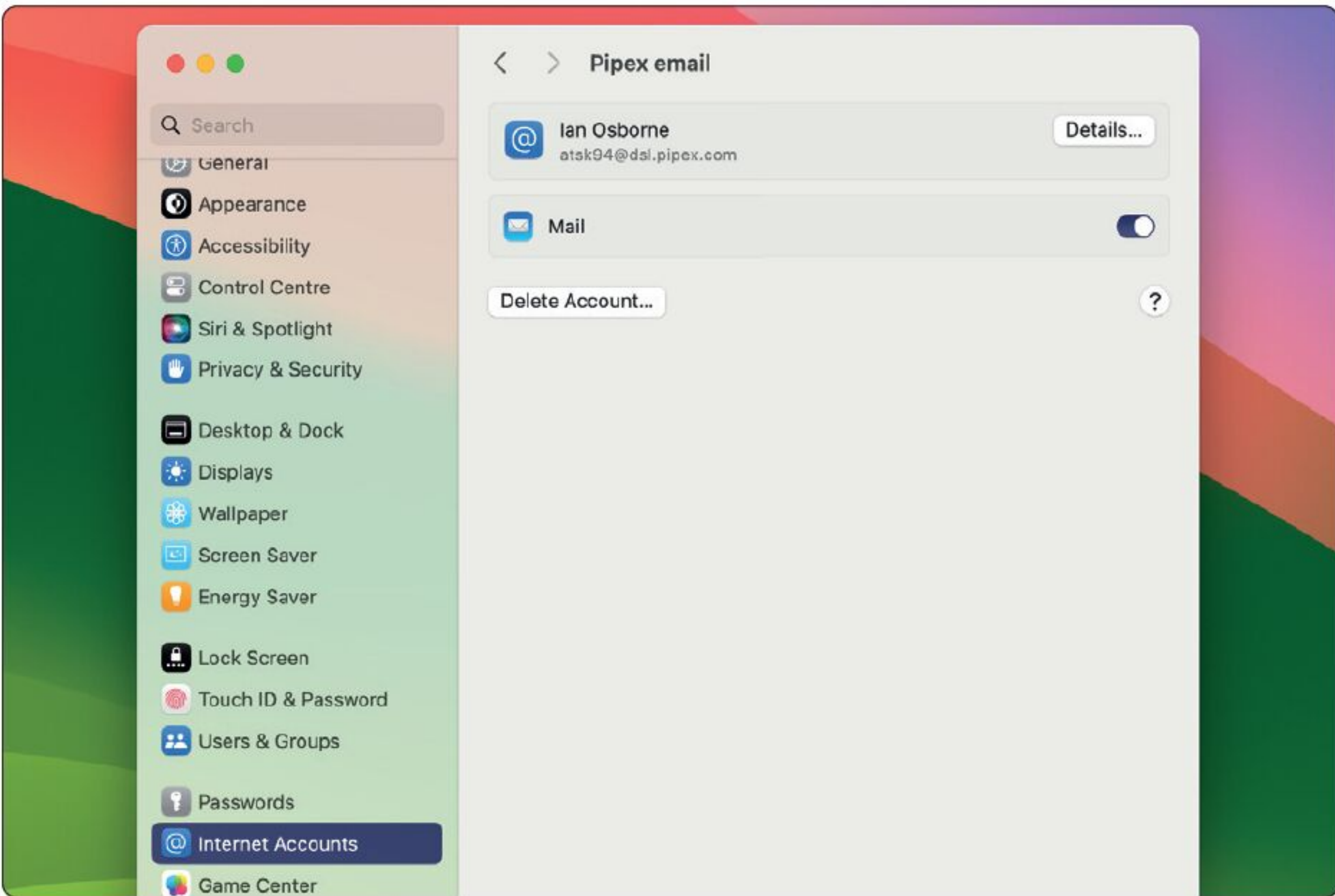
**3** When you first open Mail you're prompted to set up your first email account. If you've previously used Mail or set up another account, you can add further new accounts by going to the Mail menu and selecting Add Account.



**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.

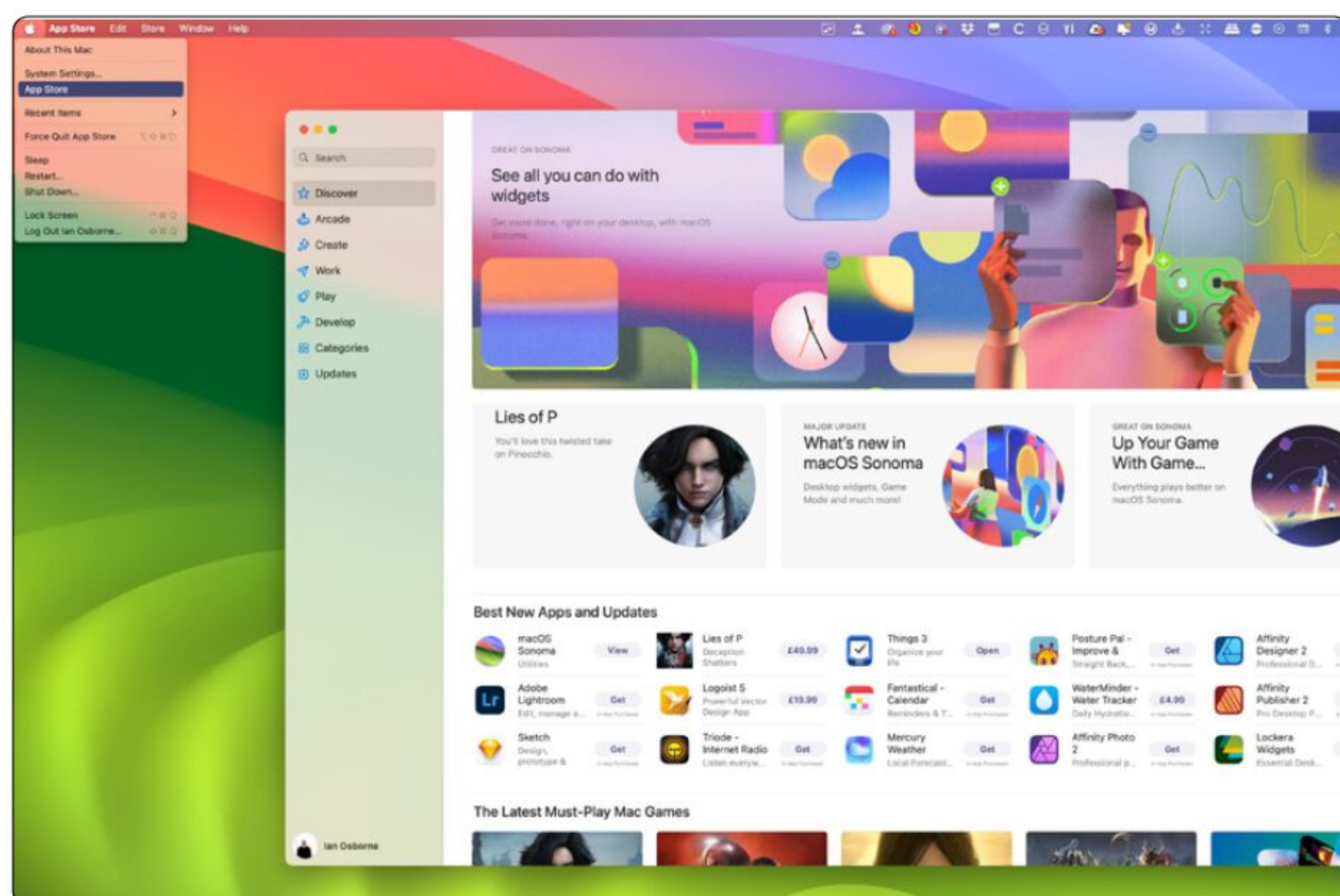




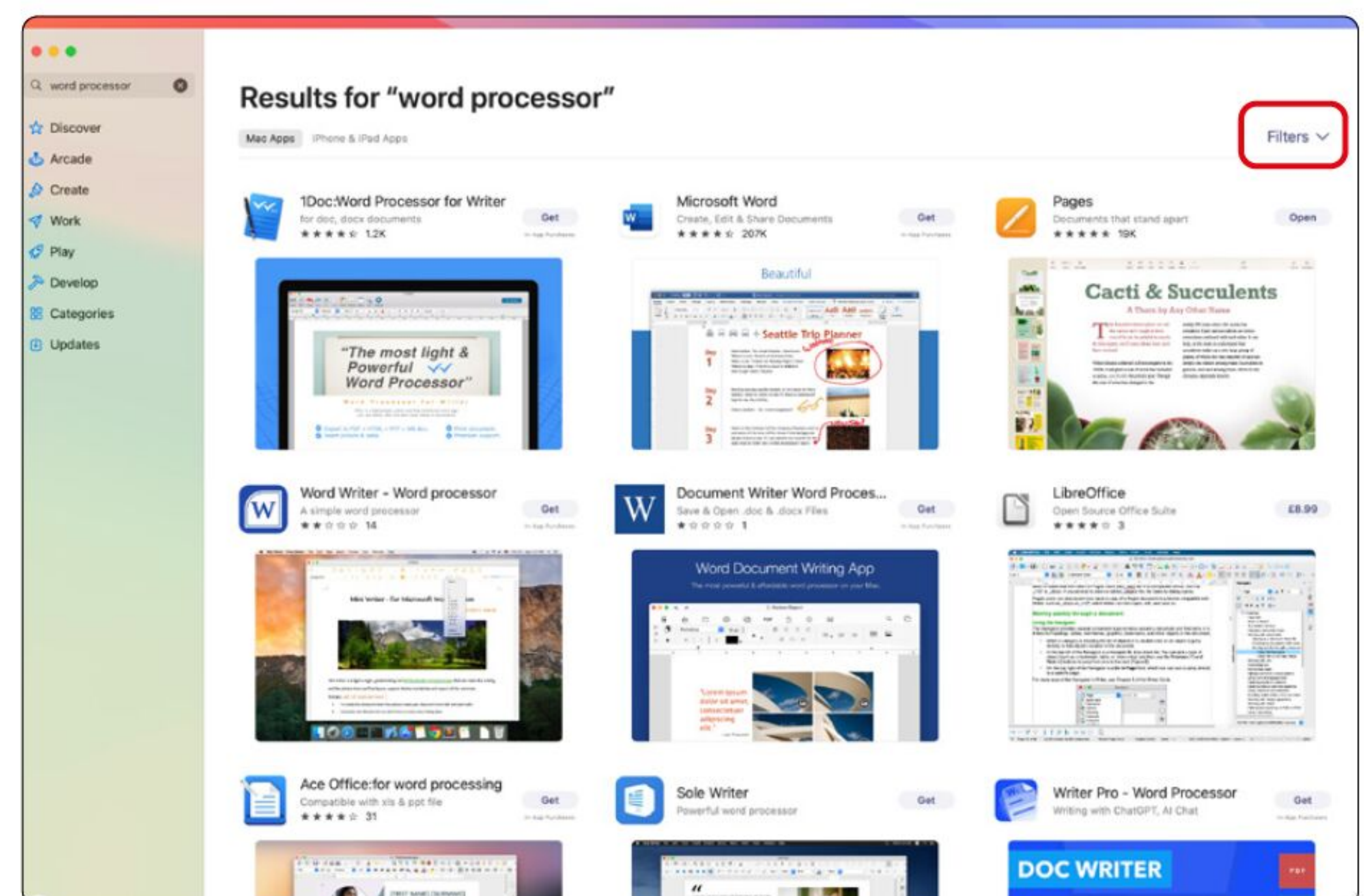
# Installing New Apps Including Third Party

As you get to grips with your Mac, 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.

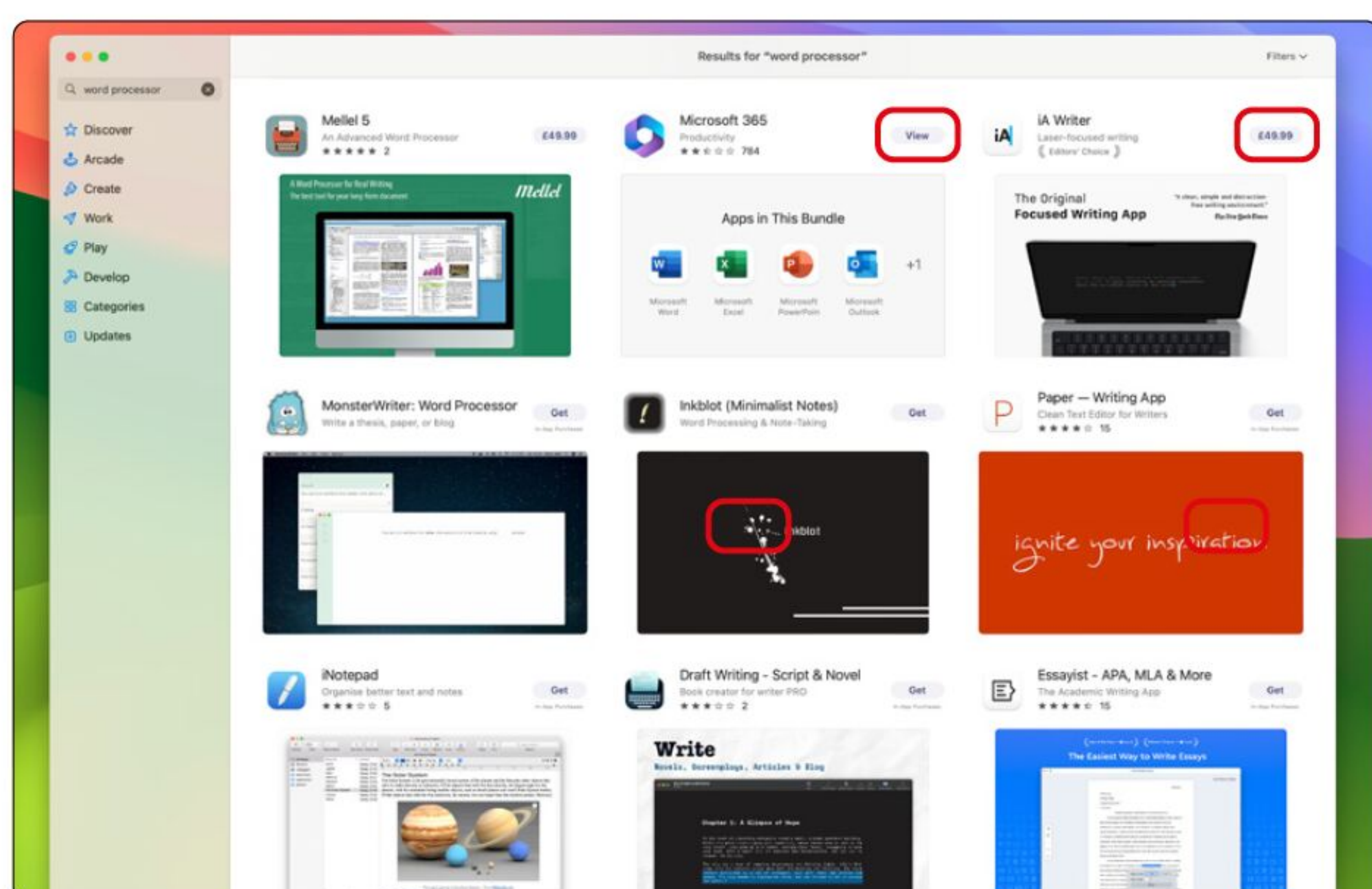
## From The App Store



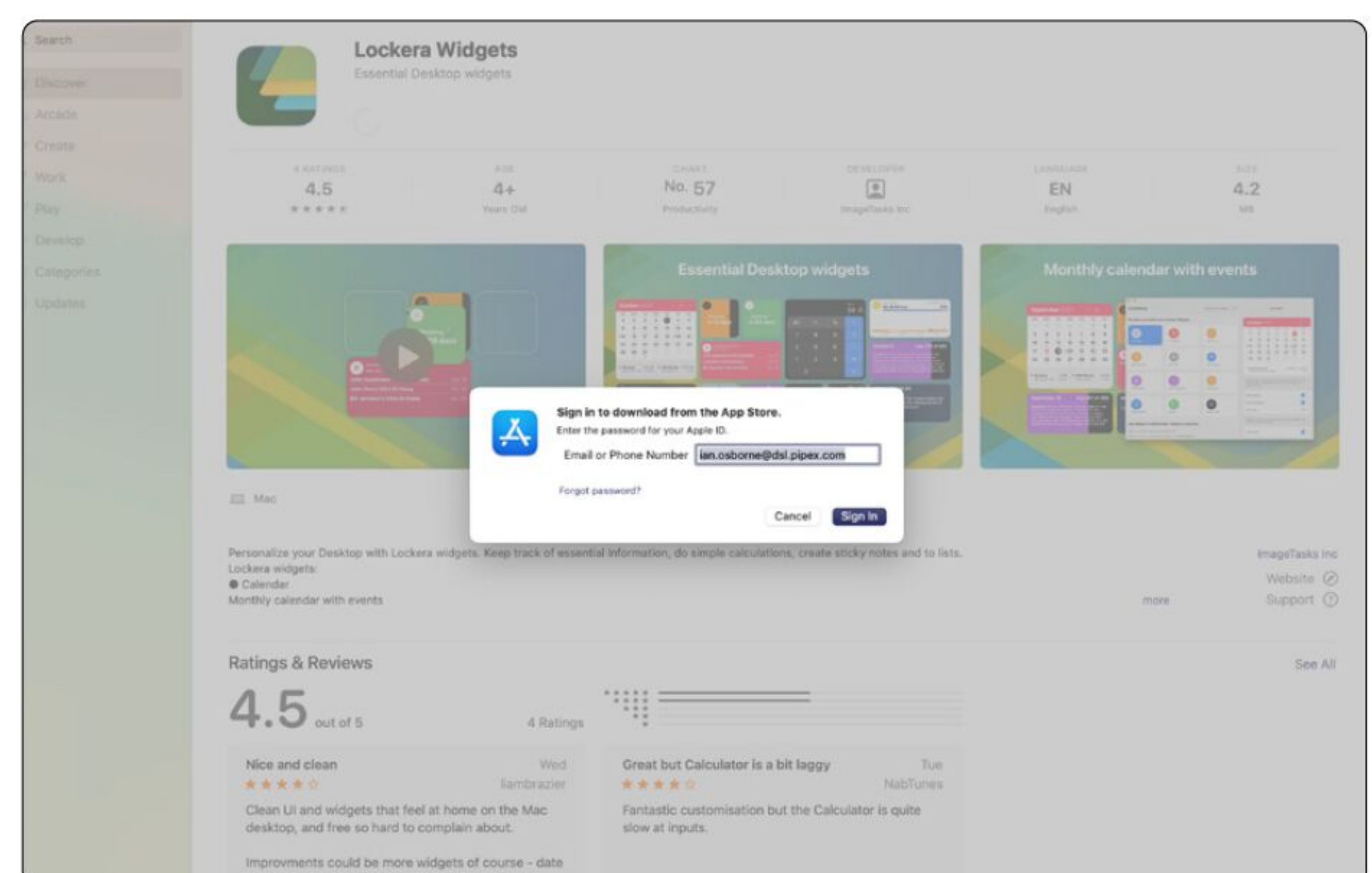
**1** Downloading new apps from the Mac App Store is the easiest way to get new software for your Mac. First open the App Store app; you can use the Apple menu to open this particular app, or the Dock, Launchpad or Apps folder.



**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.

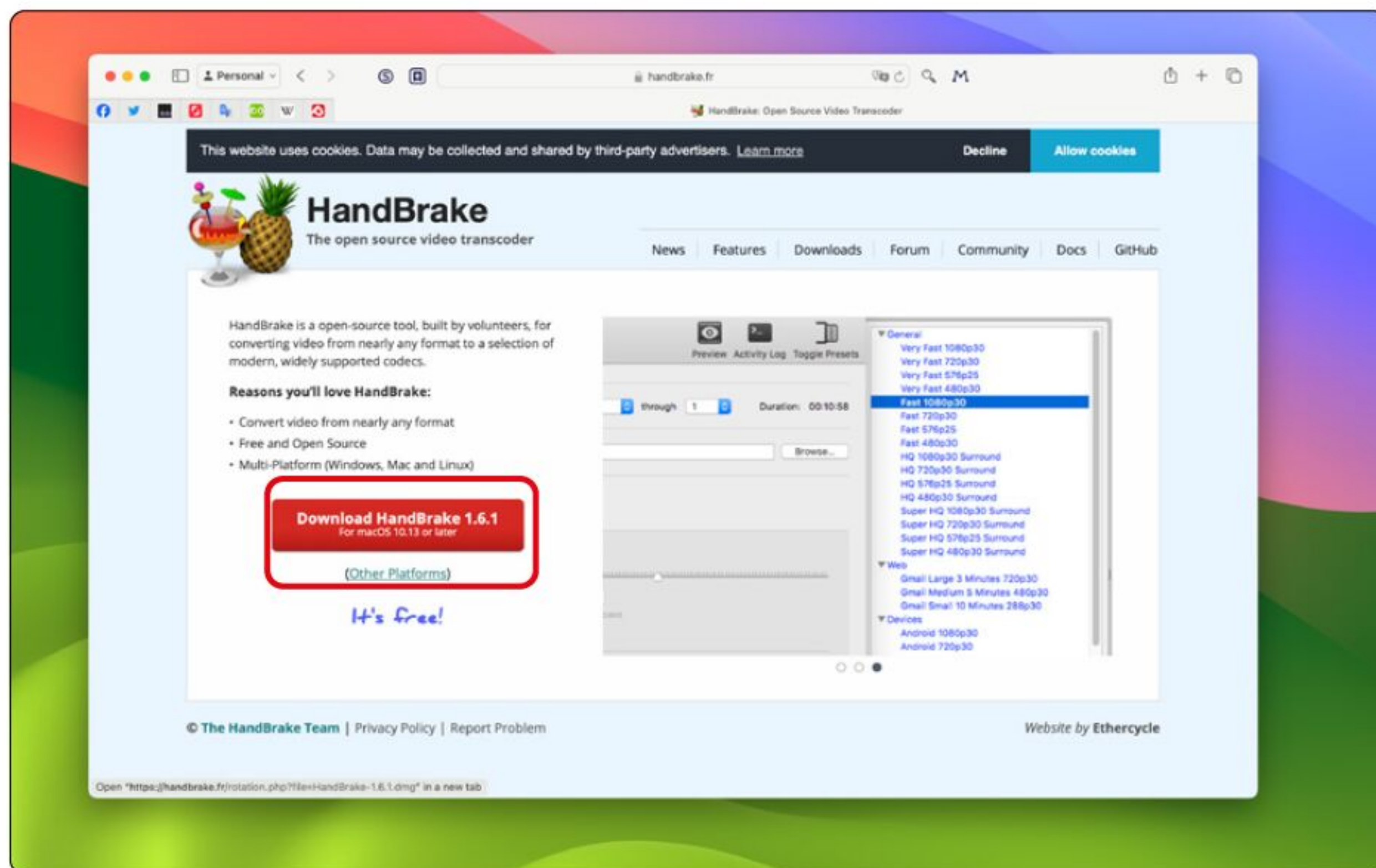


**4** Click on an app title for more information on that app. Click its button to download it. If it's a paid-for app, follow the on-screen instructions to make a purchase. If it's free, just click 'Install'. You might have to sign in with your Apple ID. When it's downloaded, you can open it just like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

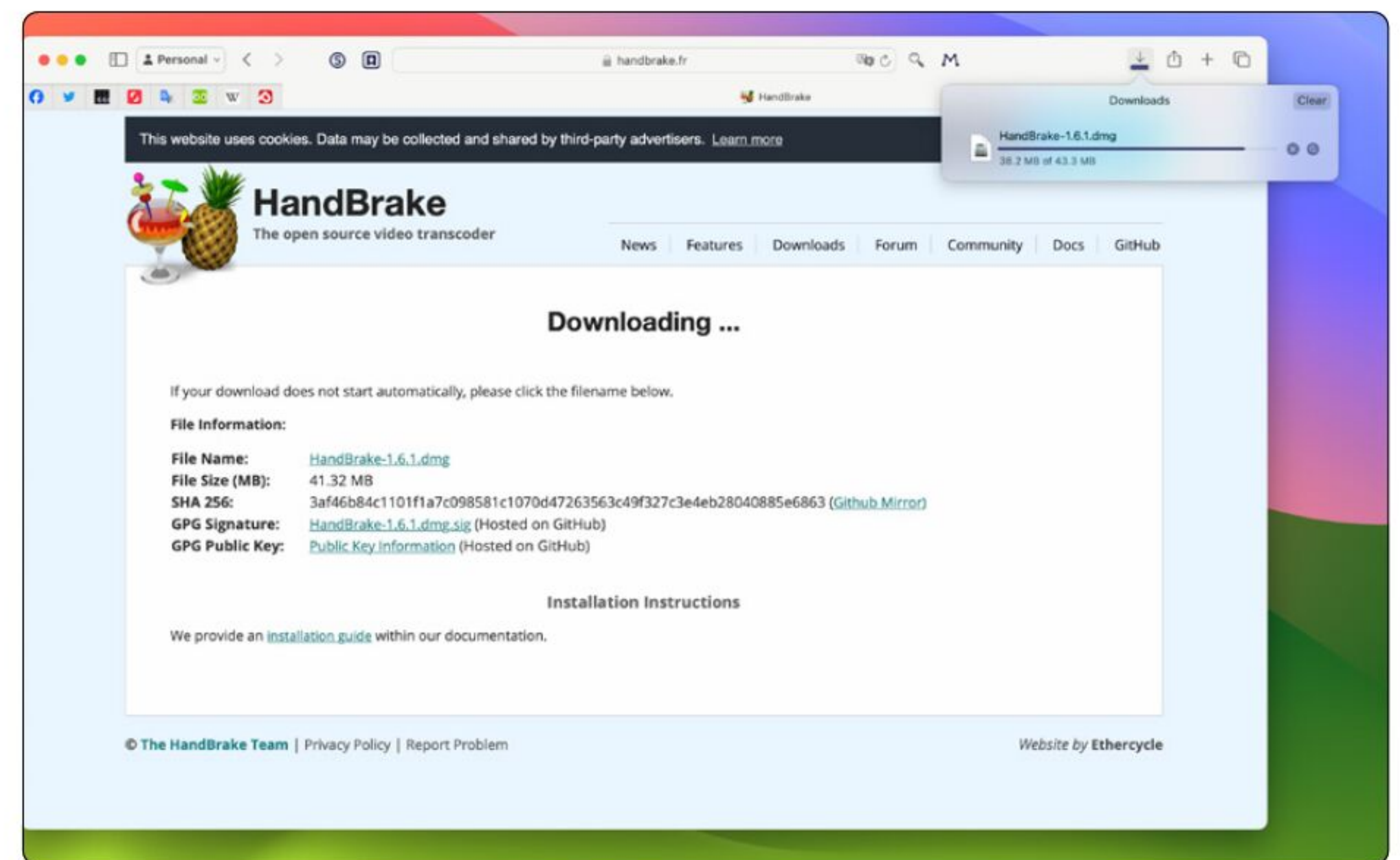




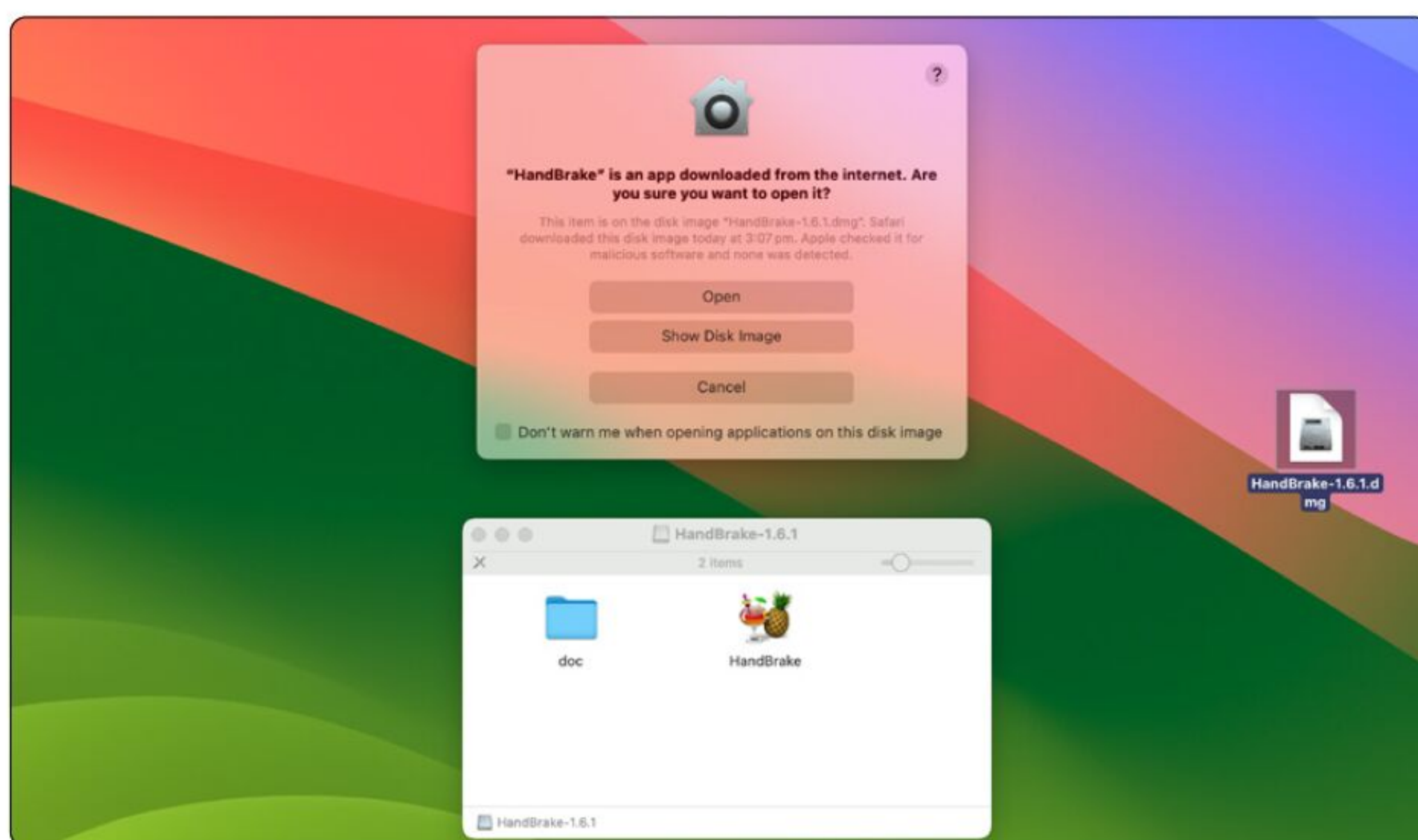
## From Other Sources



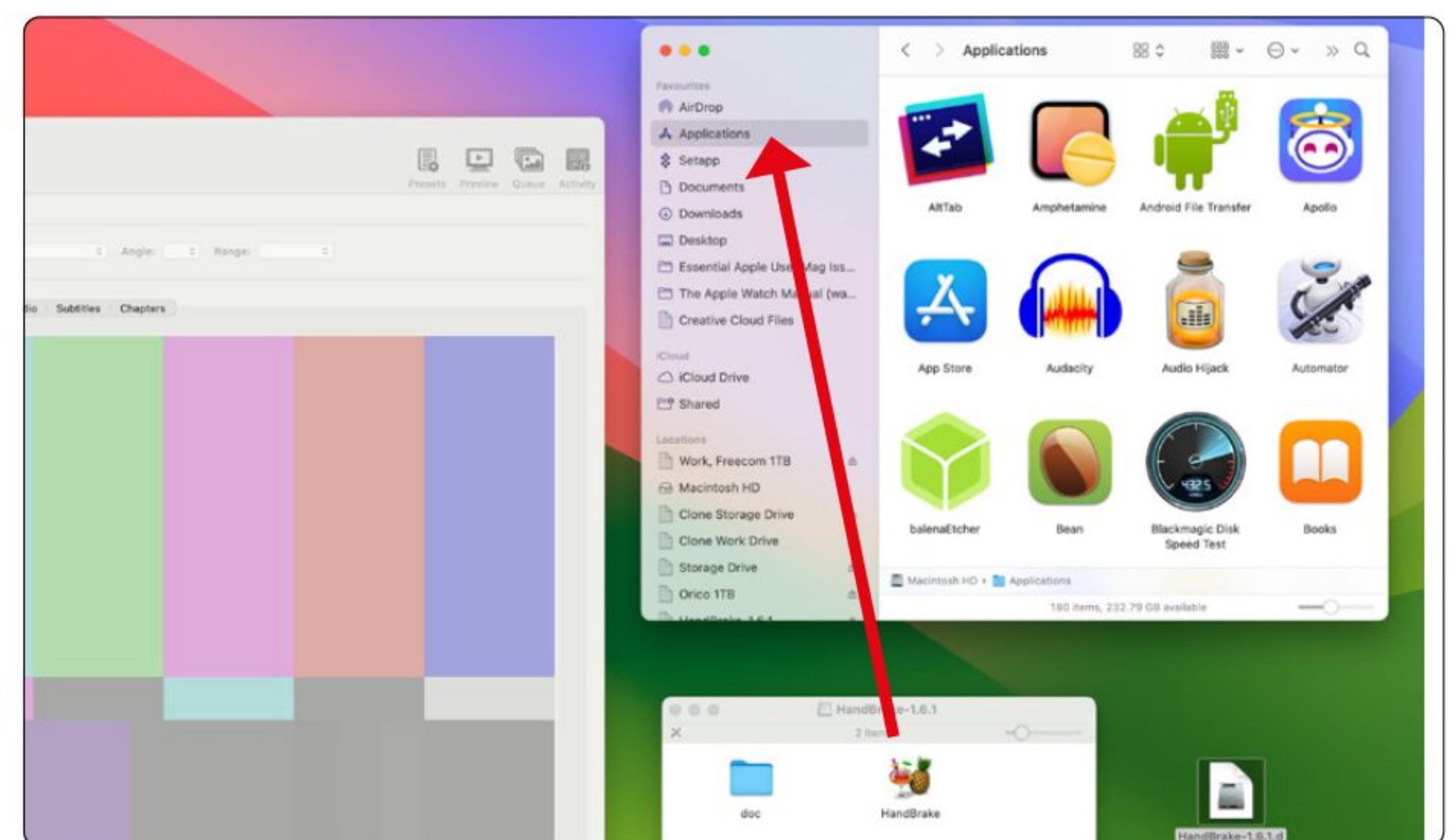
**1** Not every app is found in the App Store. If there's one you want to install that isn't, first find its home page on the web, and go to the Downloads section. Make sure you're downloading the correct version for your Mac. Here we're downloading Handbrake, the popular open source video transcoder.



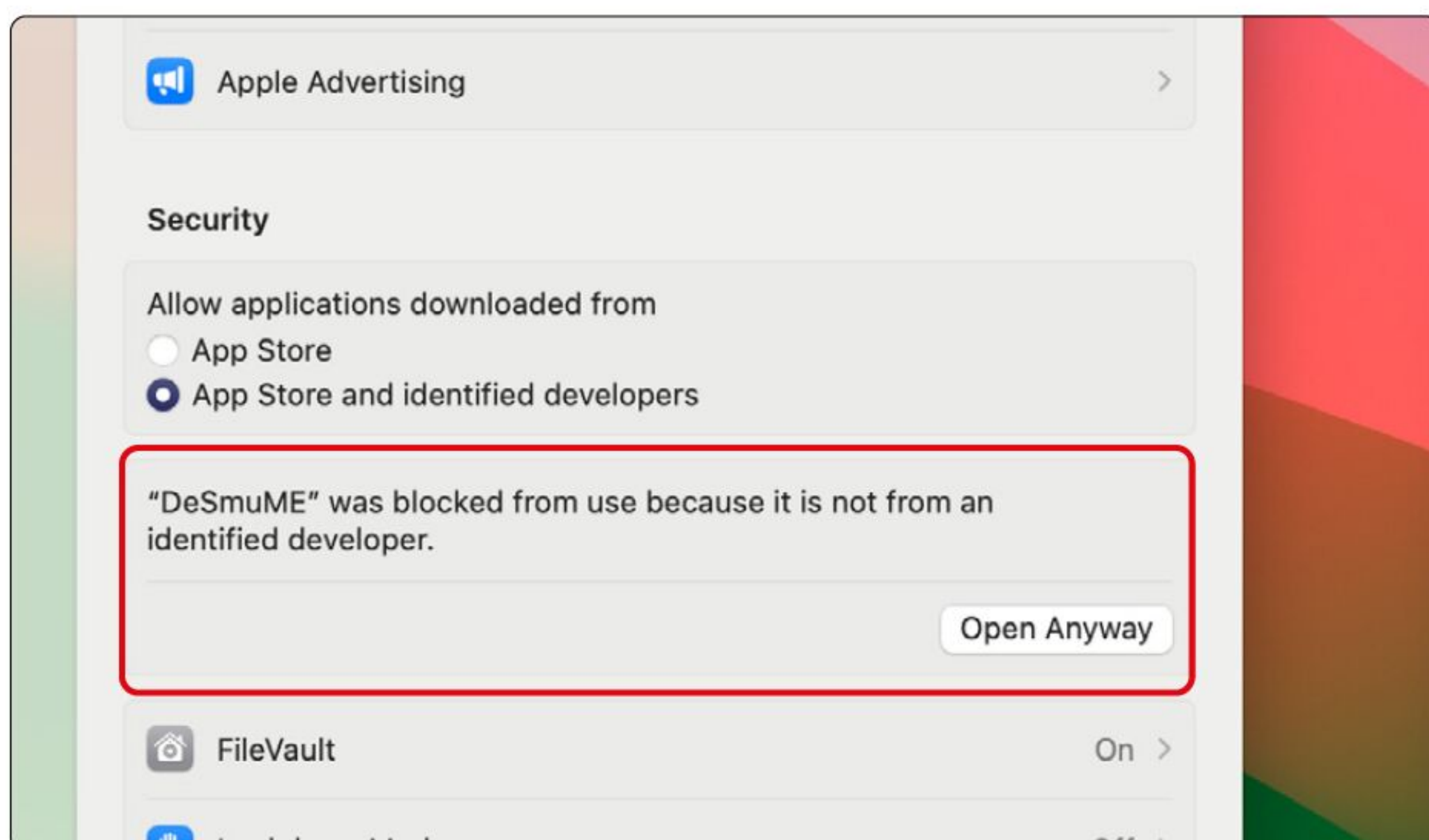
**2** Click the download link, and the app downloads. If you're using the Safari web browser, click the down-pointing arrow icon to open a pop-up window showing how much has downloaded so far. It may take a long time if it's a big app. When it's done, the app is found in your Downloads folder in the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











# macOS Sonoma's Key Apps

One of the best things about the Mac is the great apps that come bundled with macOS. For web browsing, there's Safari. For emails, check out Mail. Keep your scribbles in the Notes app, plan your events in Calendar and store your addresses in Contacts. We cover all these and more, including new Sonoma features such as Dock Applications, Safari Profiles, the new Screen Sharing app and more.

[Learn more >](#)





# Safari

## Your Web Browser

Safari is your Mac's web browser. You can explore the worldwide web, enjoy your social media accounts, do shopping and more.

With macOS Sonoma, Safari gets new features like web apps and browsing profiles.

**1** 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.

**2** 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.

**3** 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.

**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** Click the Page icon to show and hide the site's Reader view.

**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.

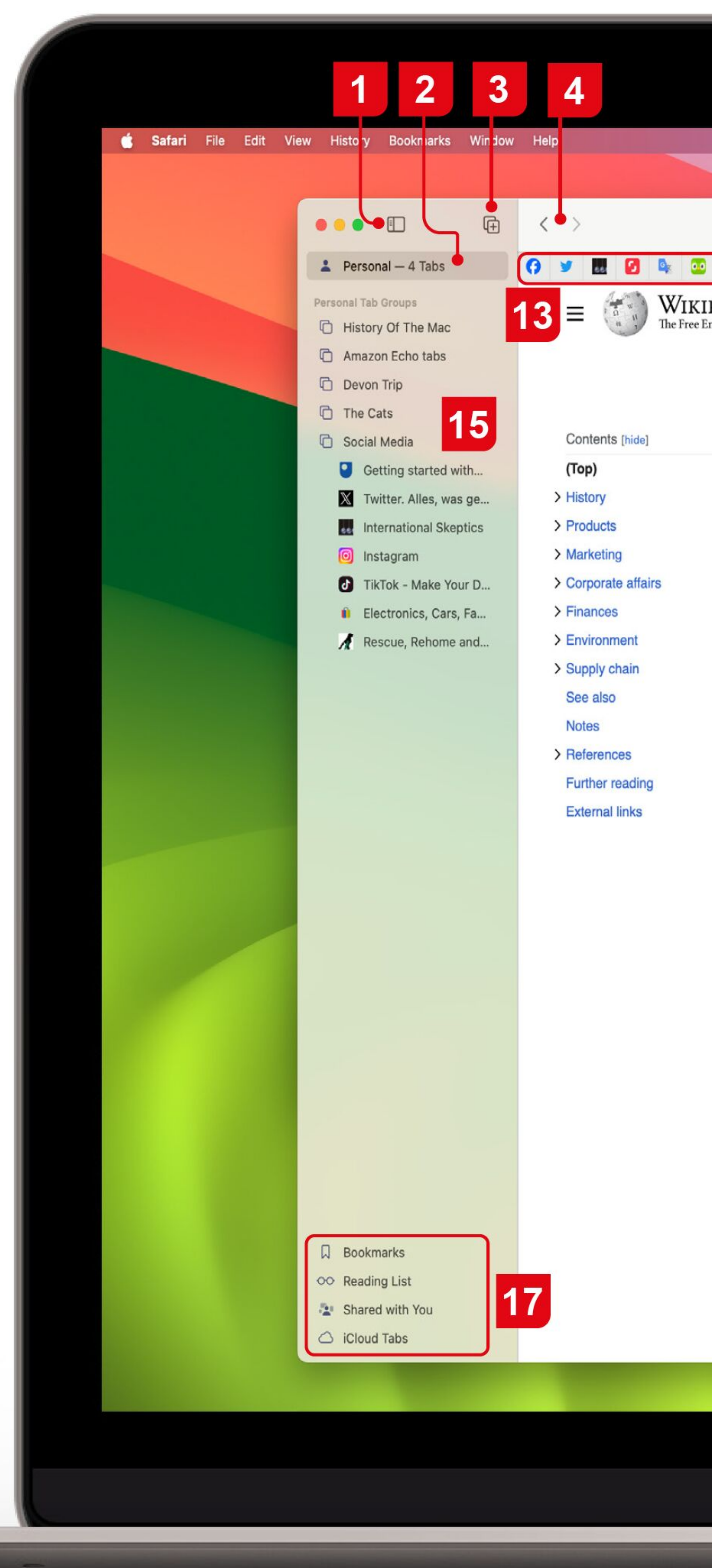
**11** Click the + icon to open a new, blank tab. You can then go to a new website without closing the one you're currently viewing.

**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).



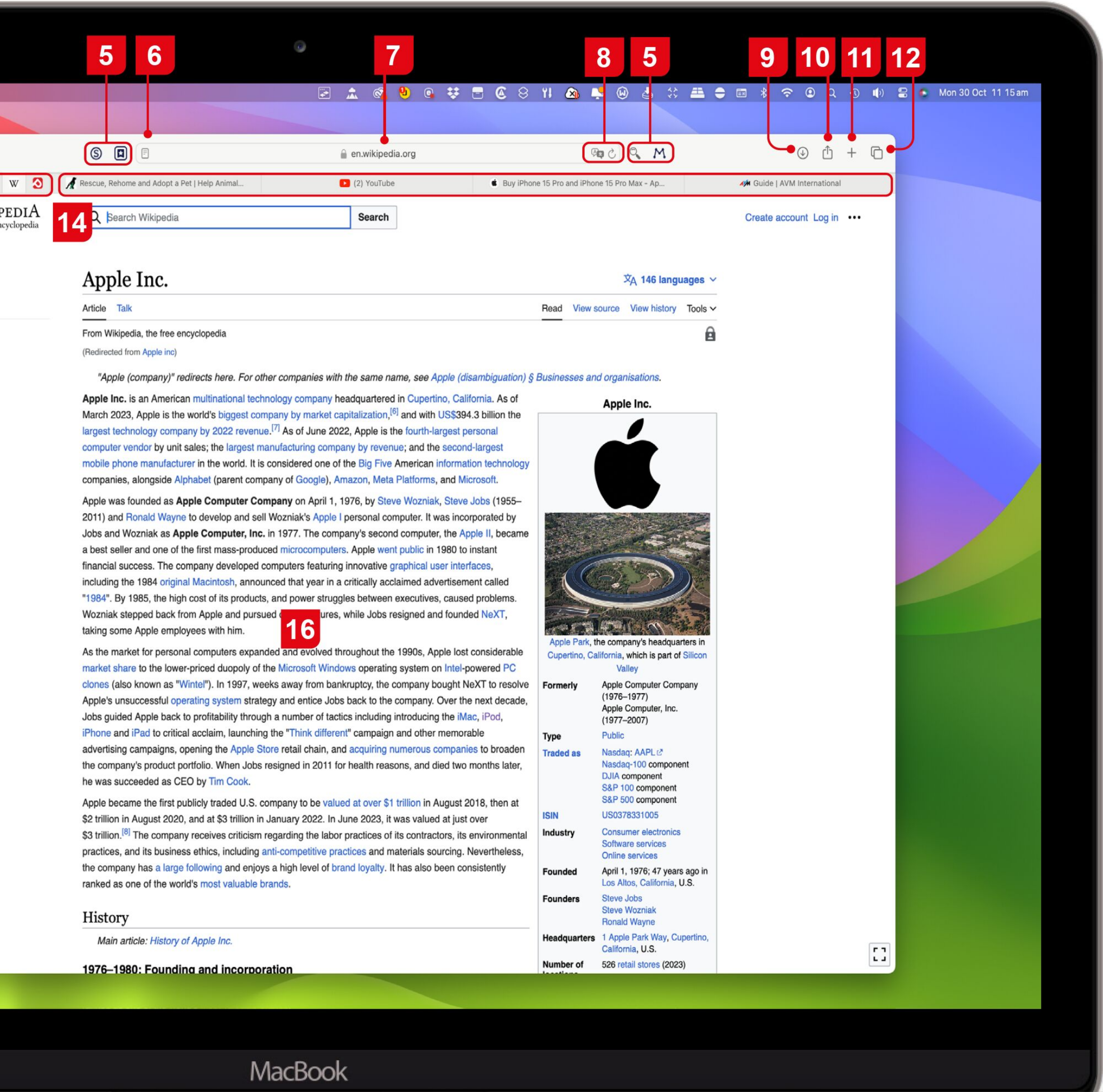
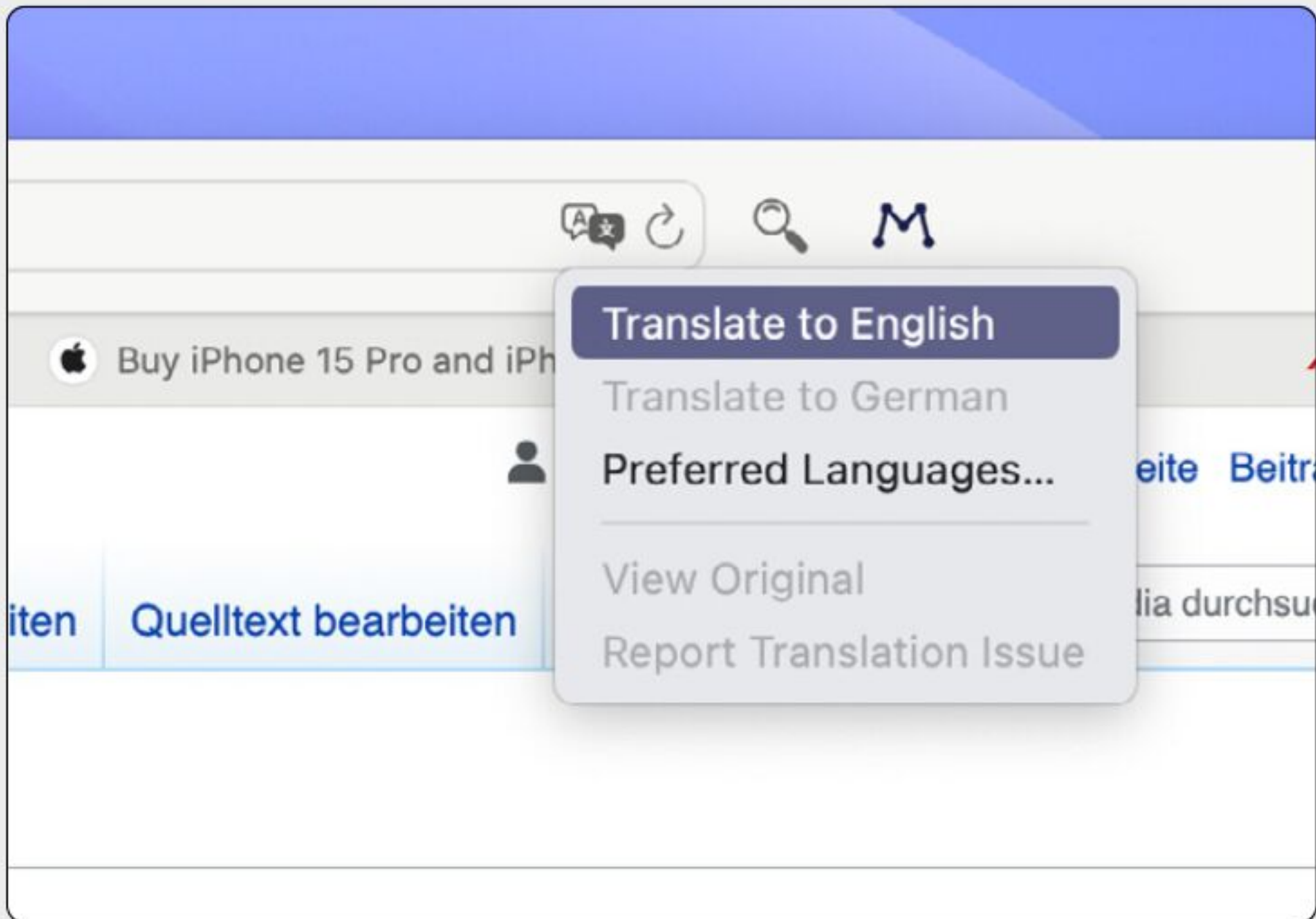


**16** This is where the web page you're viewing is displayed. You can then scroll up and down by using the scroll function on your mouse or trackpad, and navigate to new pages by clicking on links, which can be menus, buttons, text or images.

**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.

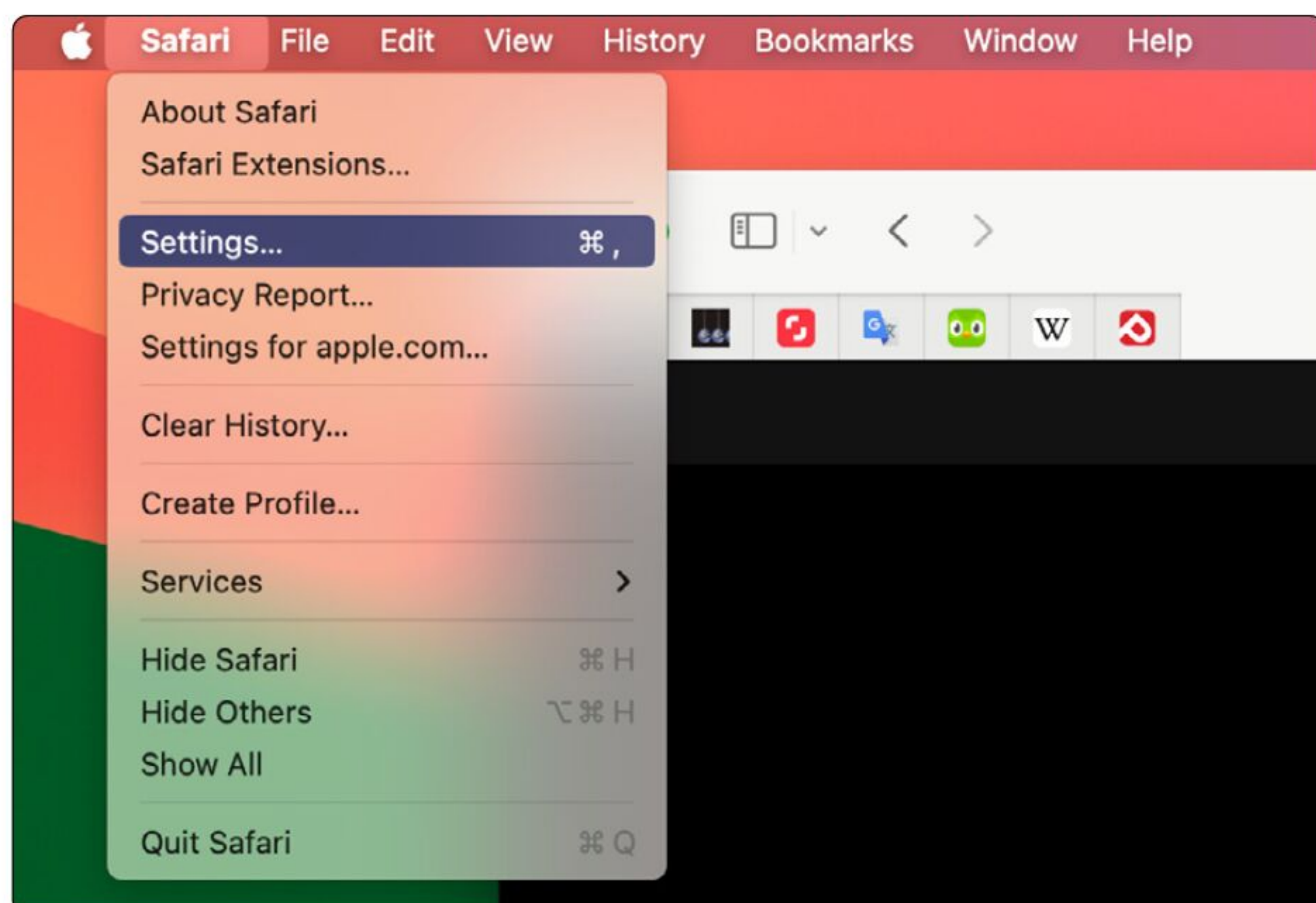
# Browser Translations

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.

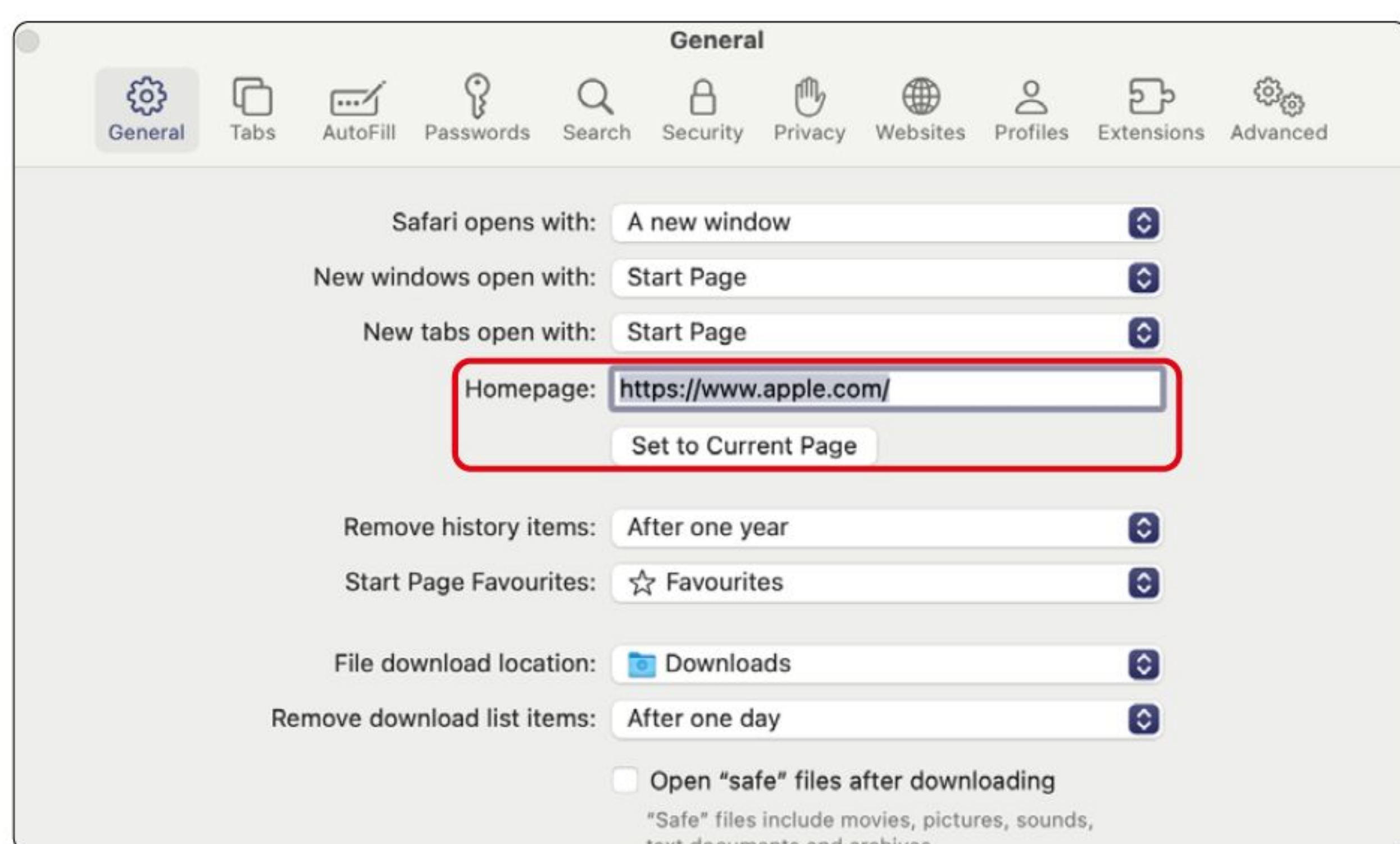




## Set New Home Page

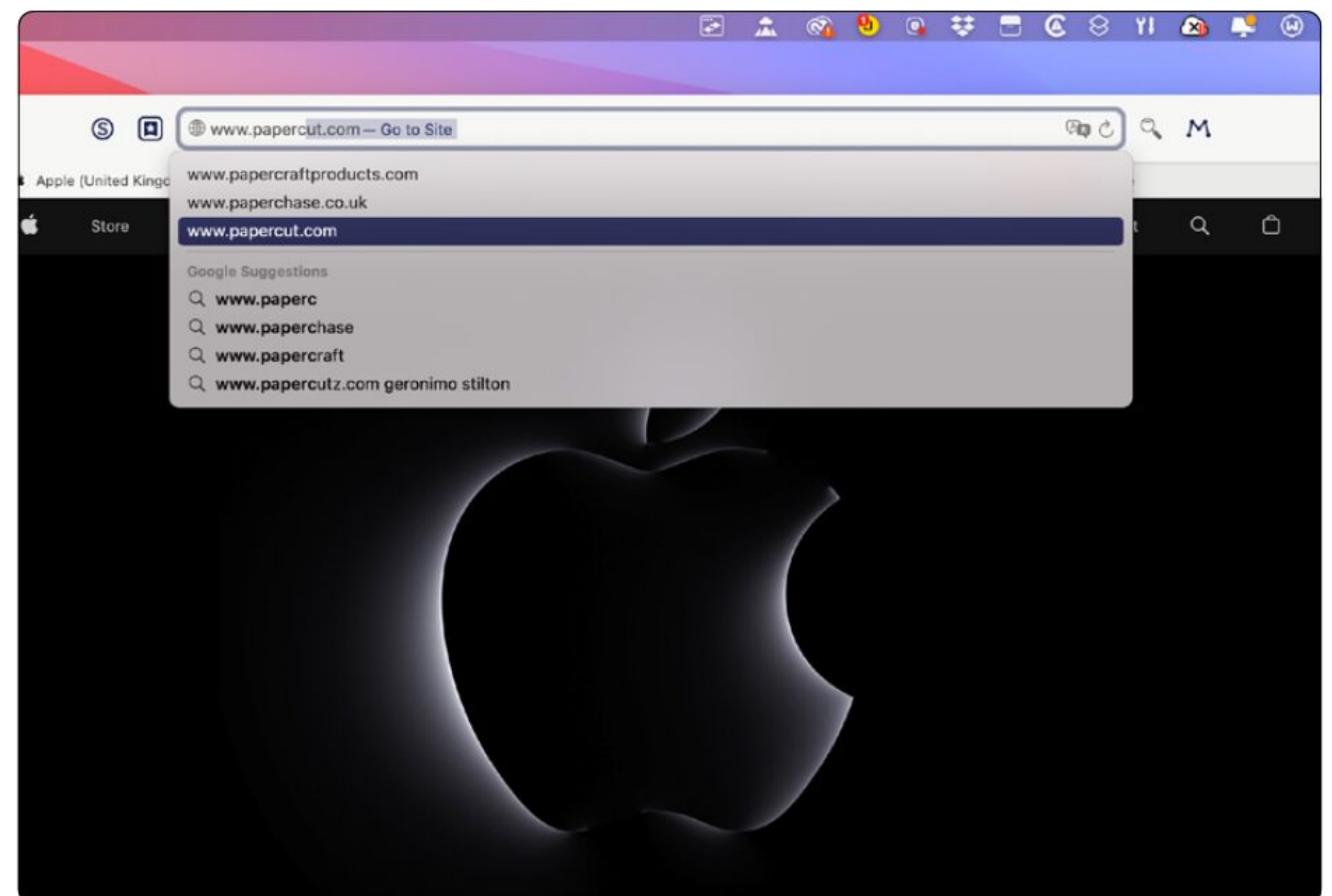


**1** Open a new Safari window and navigate to the web page that you want Safari to load each time you launch the app. Click the Safari menu (top left corner), then select Settings to display Safari's preferences dialog box.

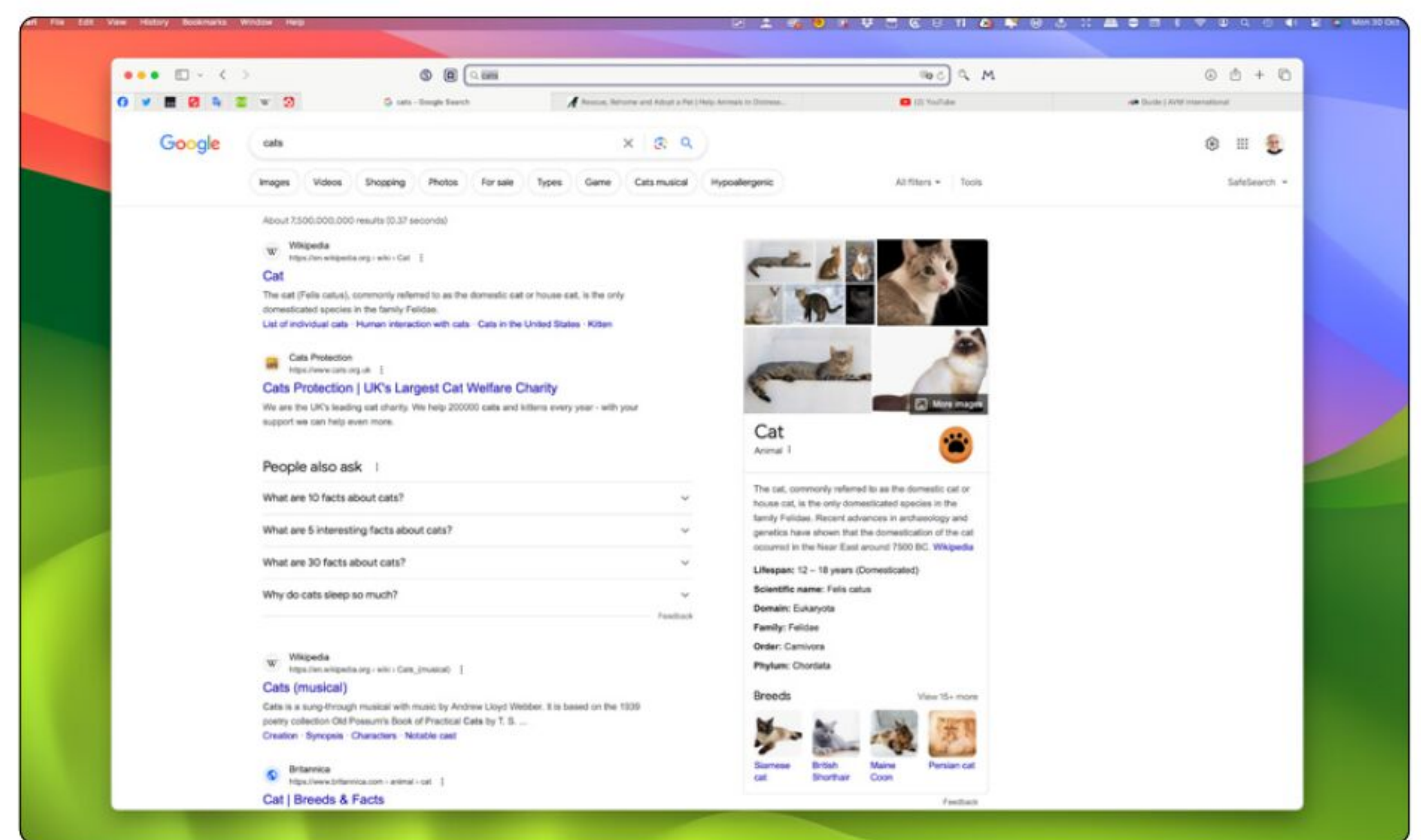


**2** Ensure the General tab is selected and press the Set to Current Page button. The required page address now appears in the text box above. It's now your default home page. The Home menu in the toolbar will take you there.

## Accessing Websites

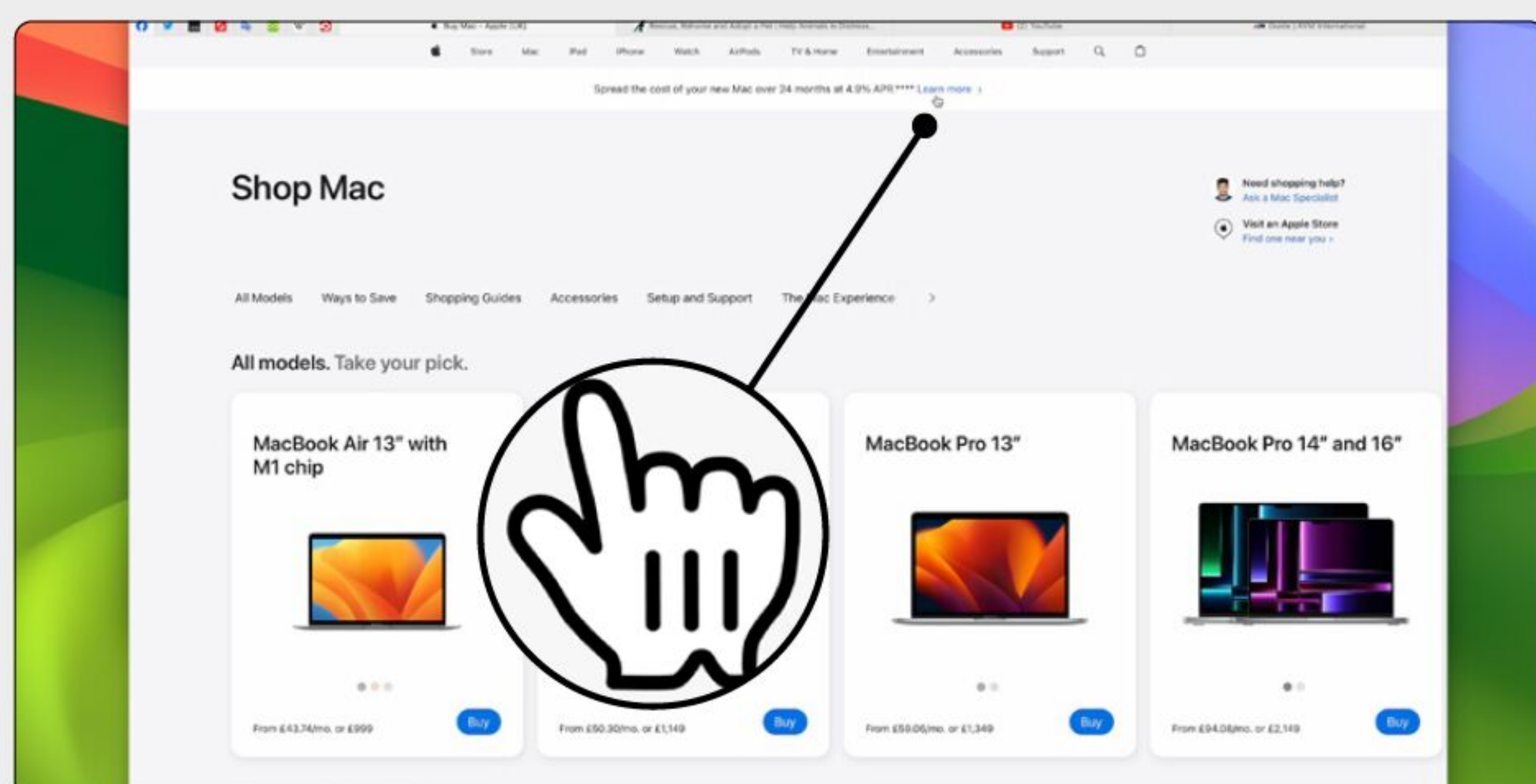


**1** To access a new website in the Safari browser, first double-click in the URL bar, highlighting the text within it, then type a new URL in this bar. A URL is the website's address, which starts 'www'. Press return at the end to go there.

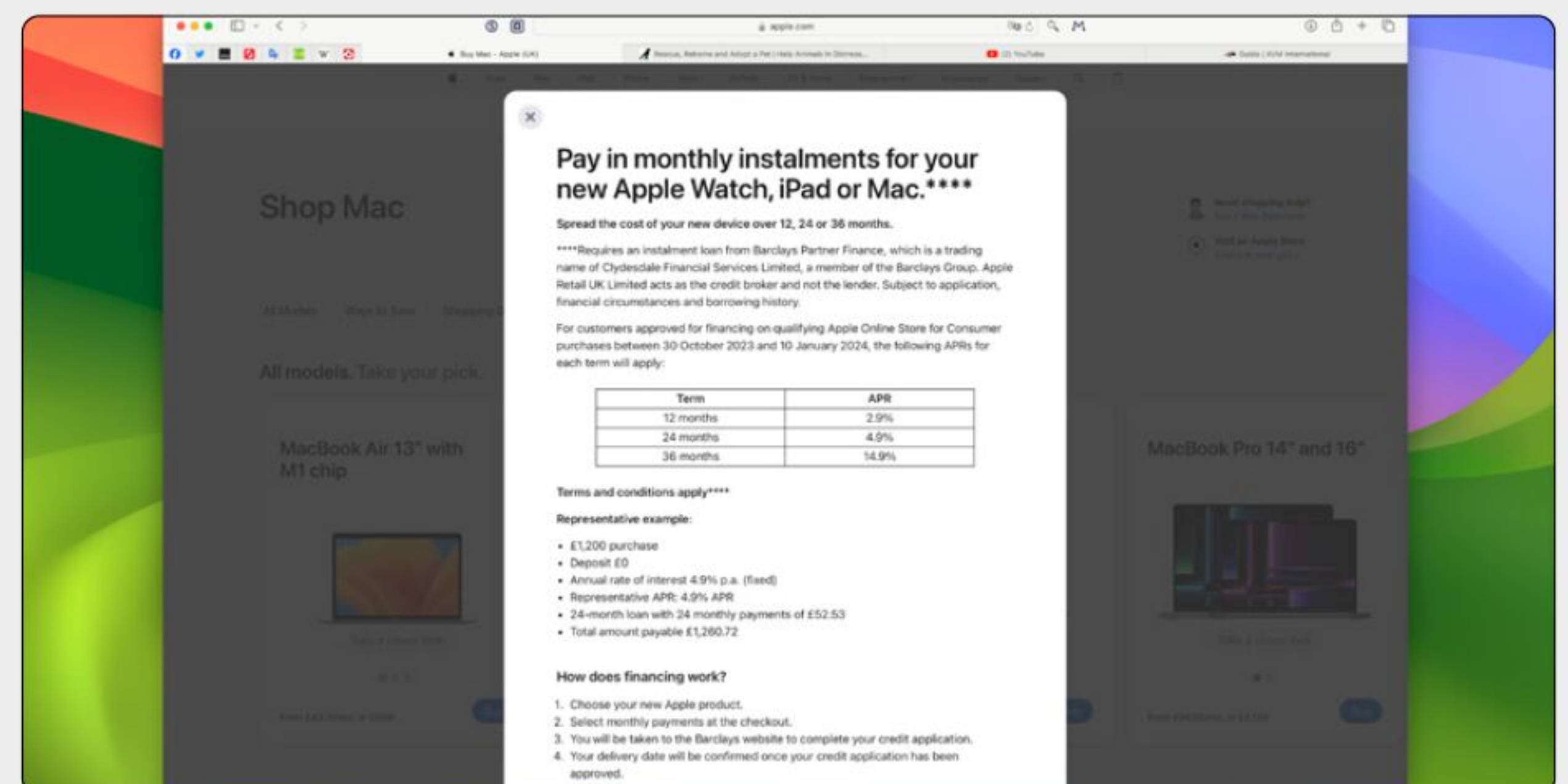


**2** If you want to search for something on the web, instead of typing a URL in the URL bar, type what it is you're searching for, then hit Return. Your search results show relevant sites. Scroll up and down the list and click one to go to it.

## Using Links



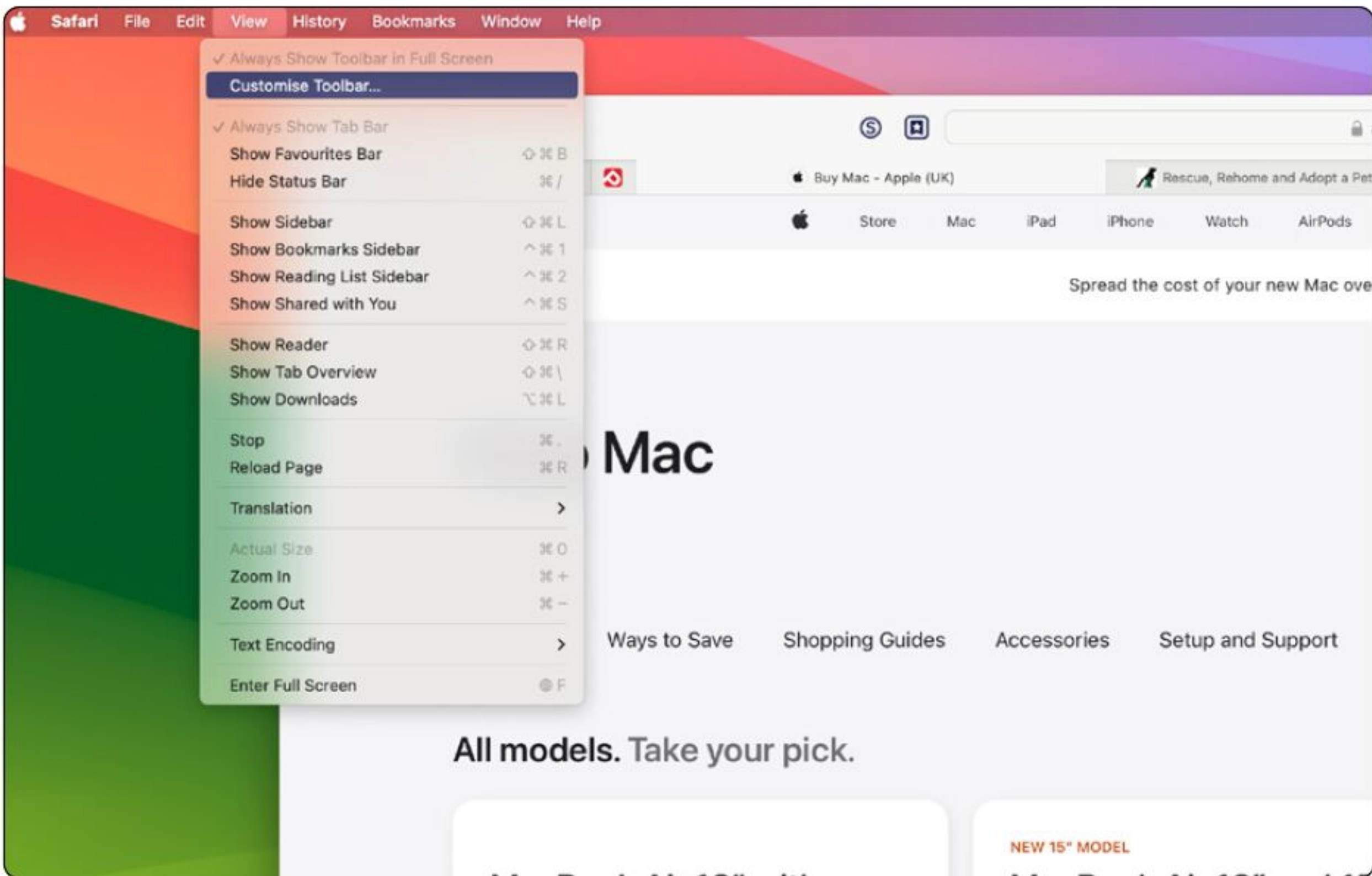
You navigate the Internet in Safari using hyperlinks, or simply 'links'. A link can be a piece of underlined text, a picture, a button or simply an area of the screen. To open a link you'll need to move the mouse pointer over it and click. When the pointer is over a link, it's replaced by a hand.



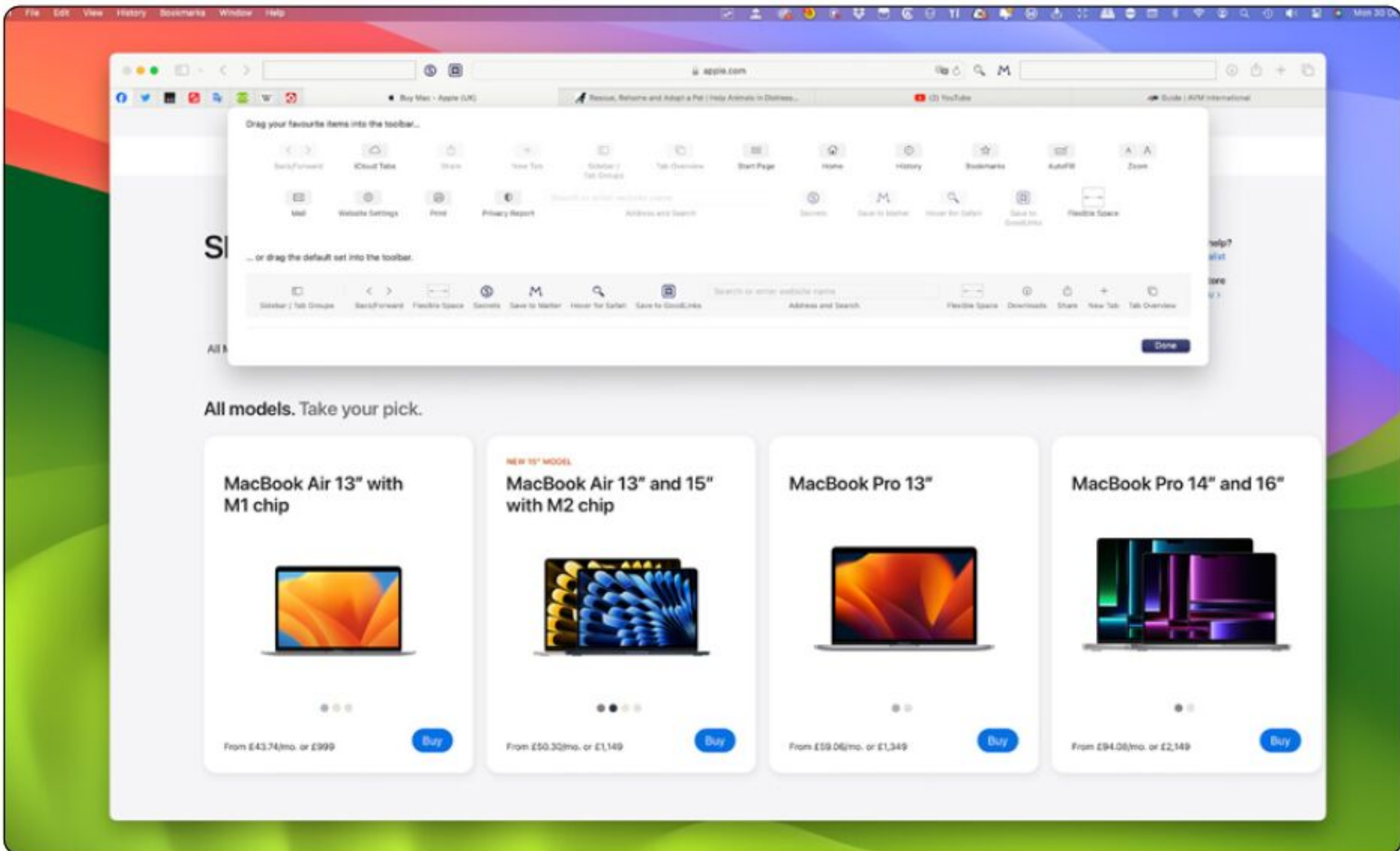
Clicking a link takes you to a new page or opens a new window based on what you've just clicked. If you don't want to navigate away from the page that you're currently on, right-click or Ctrl-click on the link and from the pop-up menu, choose Open in New Tab or Open in New Window.



# Add Tools to the Toolbar

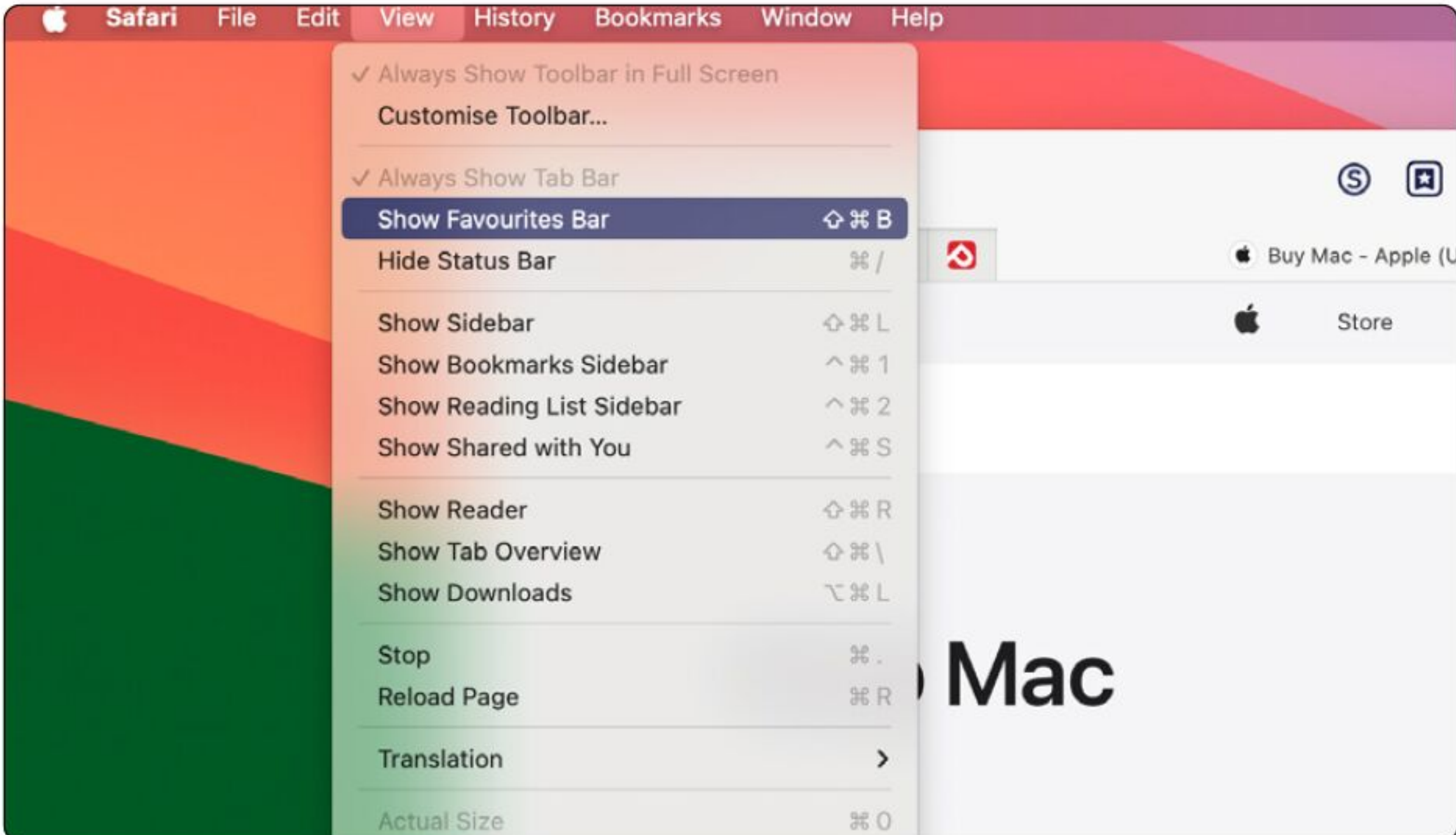


**1** Right-click or Ctrl-click on the toolbar and select Customise Toolbar; or click the View menu and select the option from there. A window slides down. To add a button to the toolbar, simply drag it from the selection in the window onto the Toolbar within the Flexible Space sections.



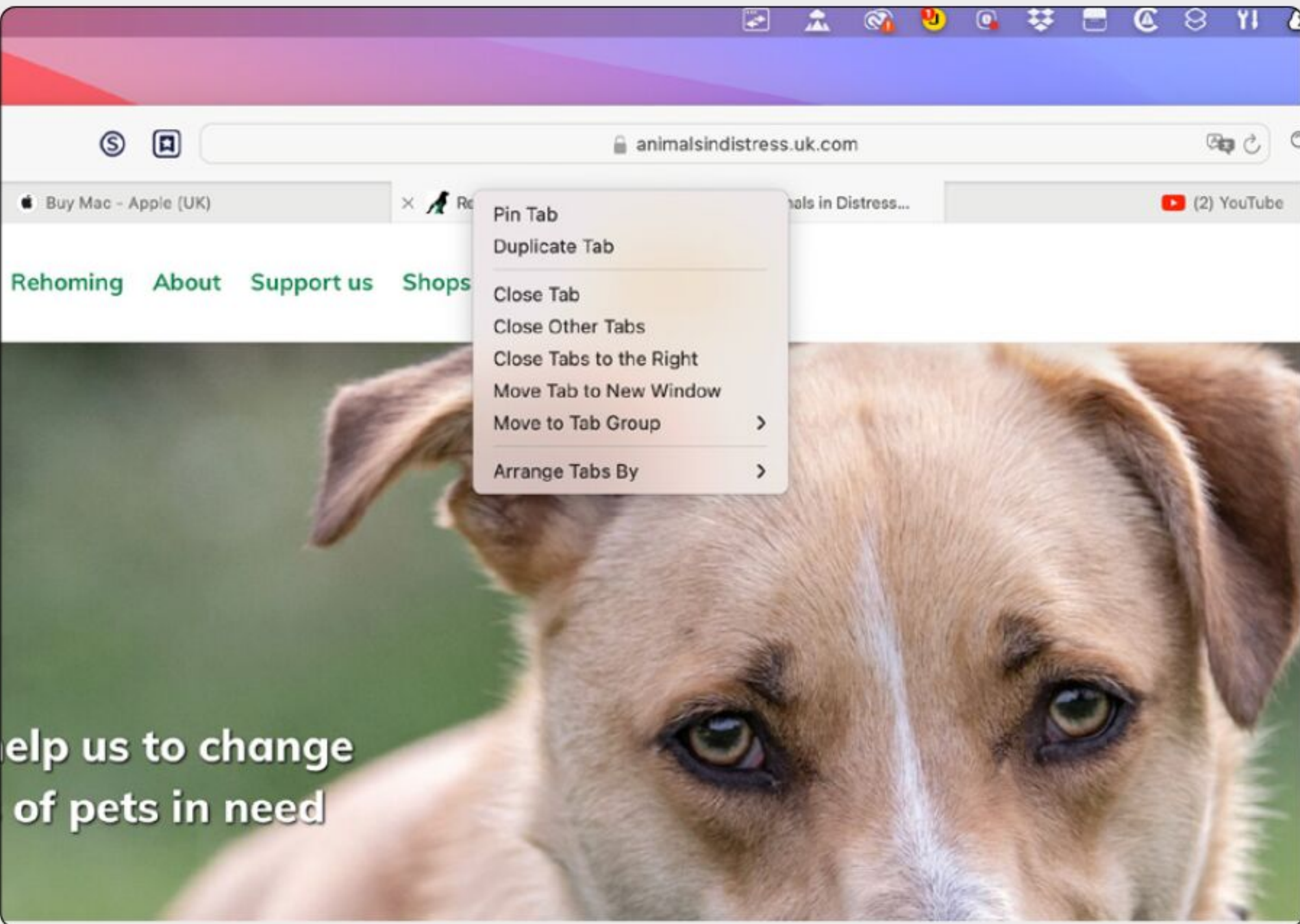
**2** Repeat this with as many tools as you need. When you're finished, click Done. To remove a tool from the toolbar, simply drag it out of the toolbar, release and it vanishes. To reset the tools to how they were originally displayed, drag the default set of tools onto the Toolbar.

# Status, Favourite & Tab Bars

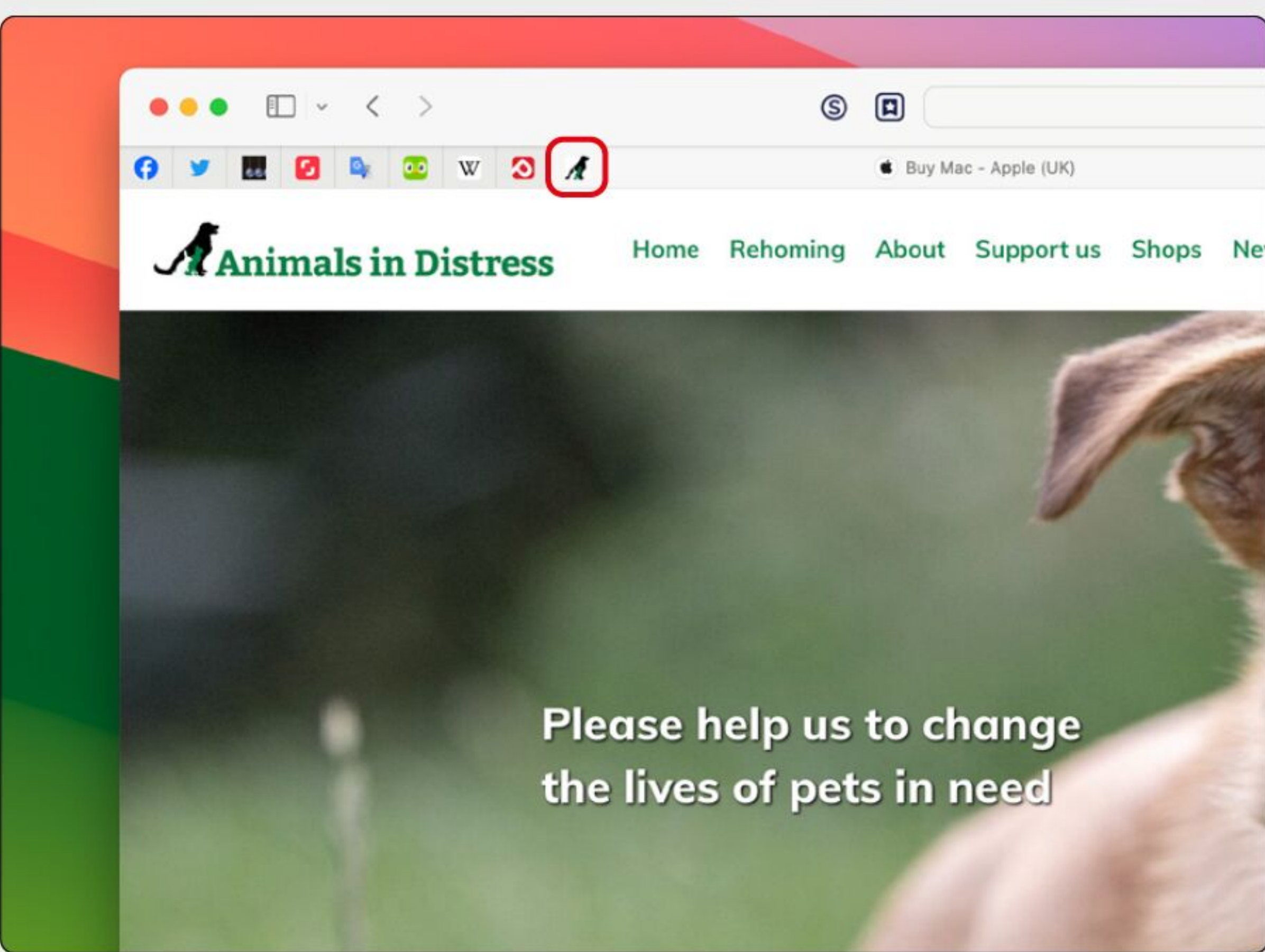


You can show or hide the Tab, Favourite and/or Status Bar (a strip along the bottom of the window showing the full URL) by clicking the View option in the menu bar atop the screen, and selecting the option in question.

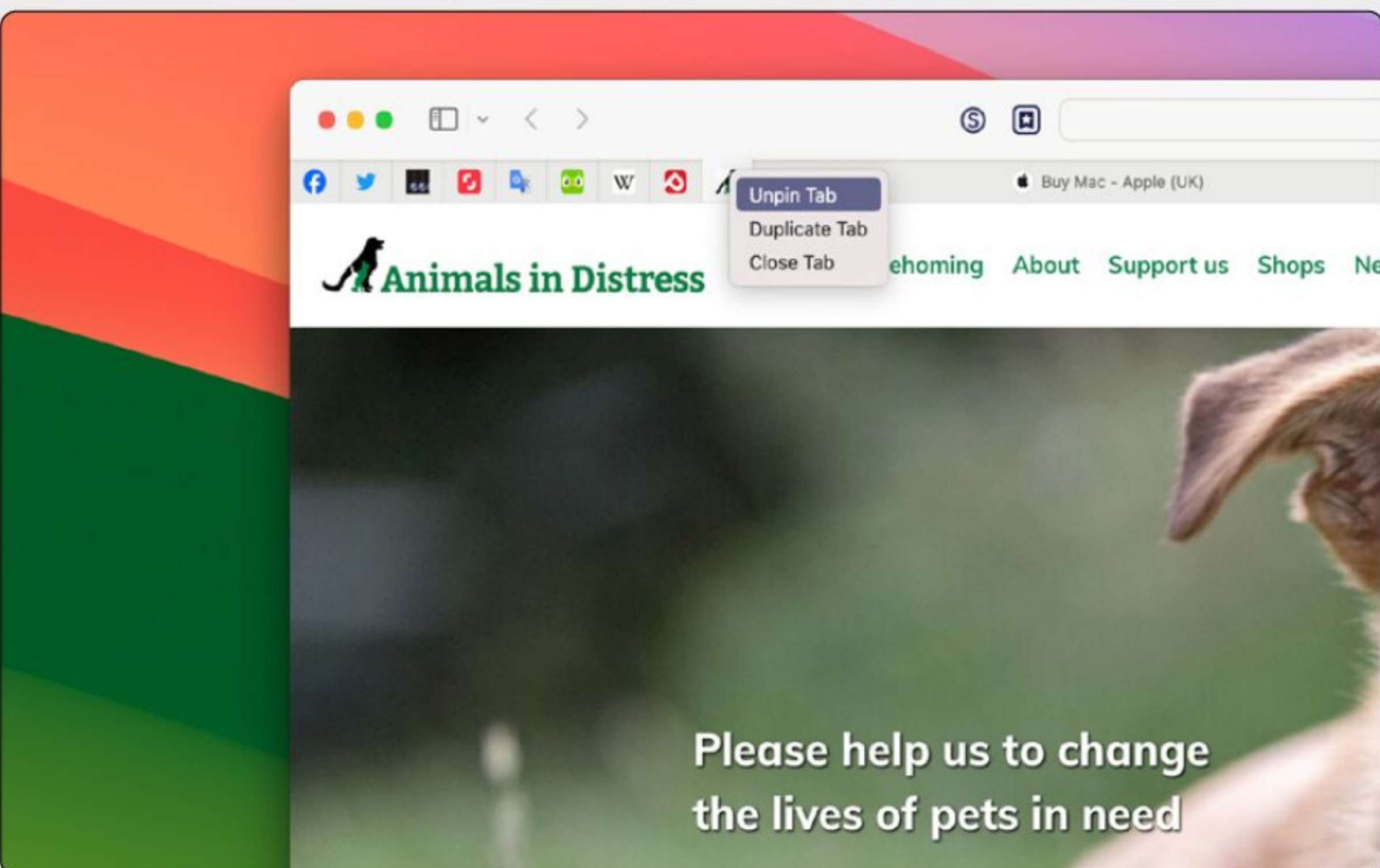
# Pinned Sites



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.



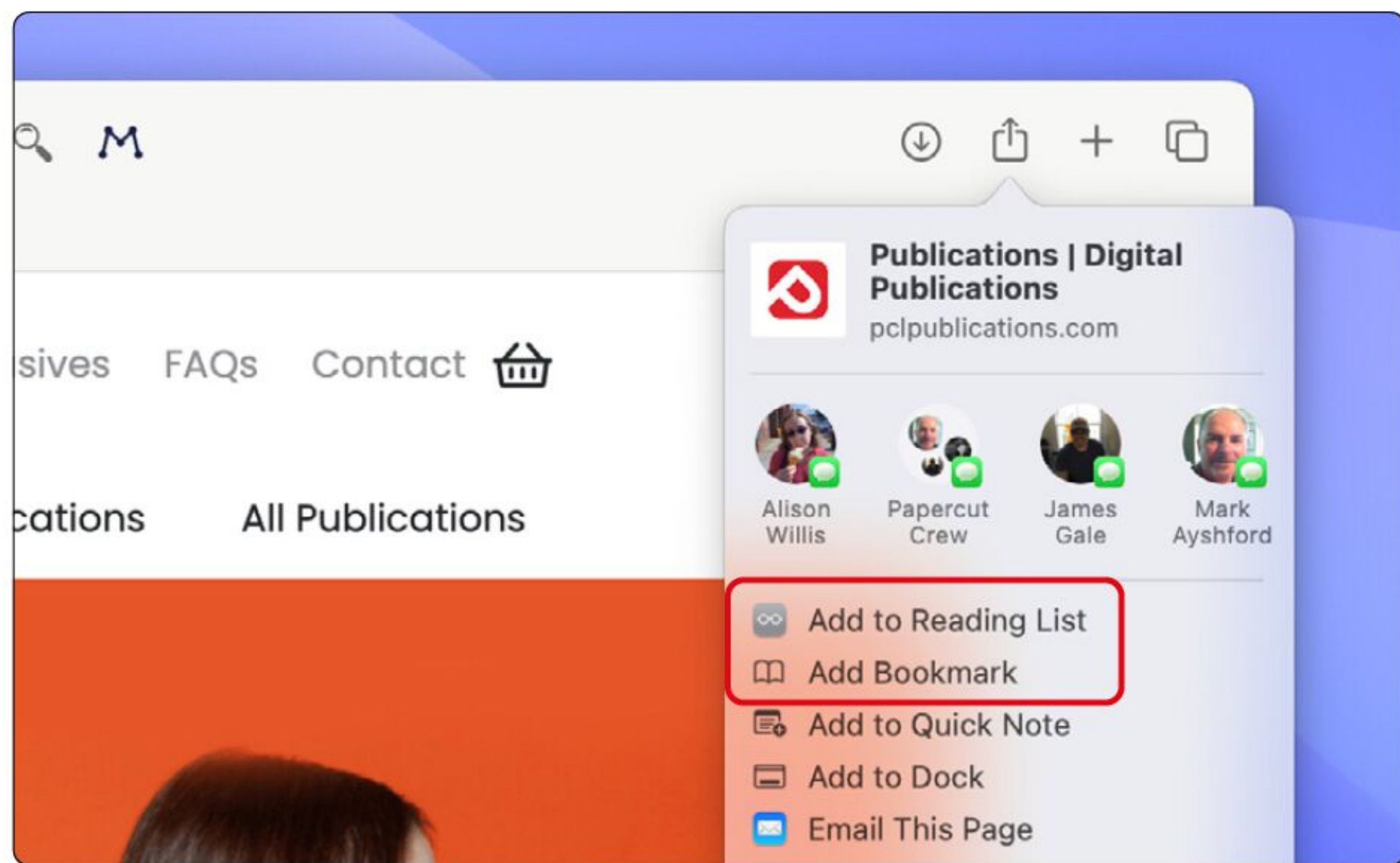
The site gets a small tab in the left-hand side of the tabs bar. This is always in place, ready for you to click on it and open the site. You can pin multiple sites in this way. They all appear as small tabs, showing a symbol or letter.



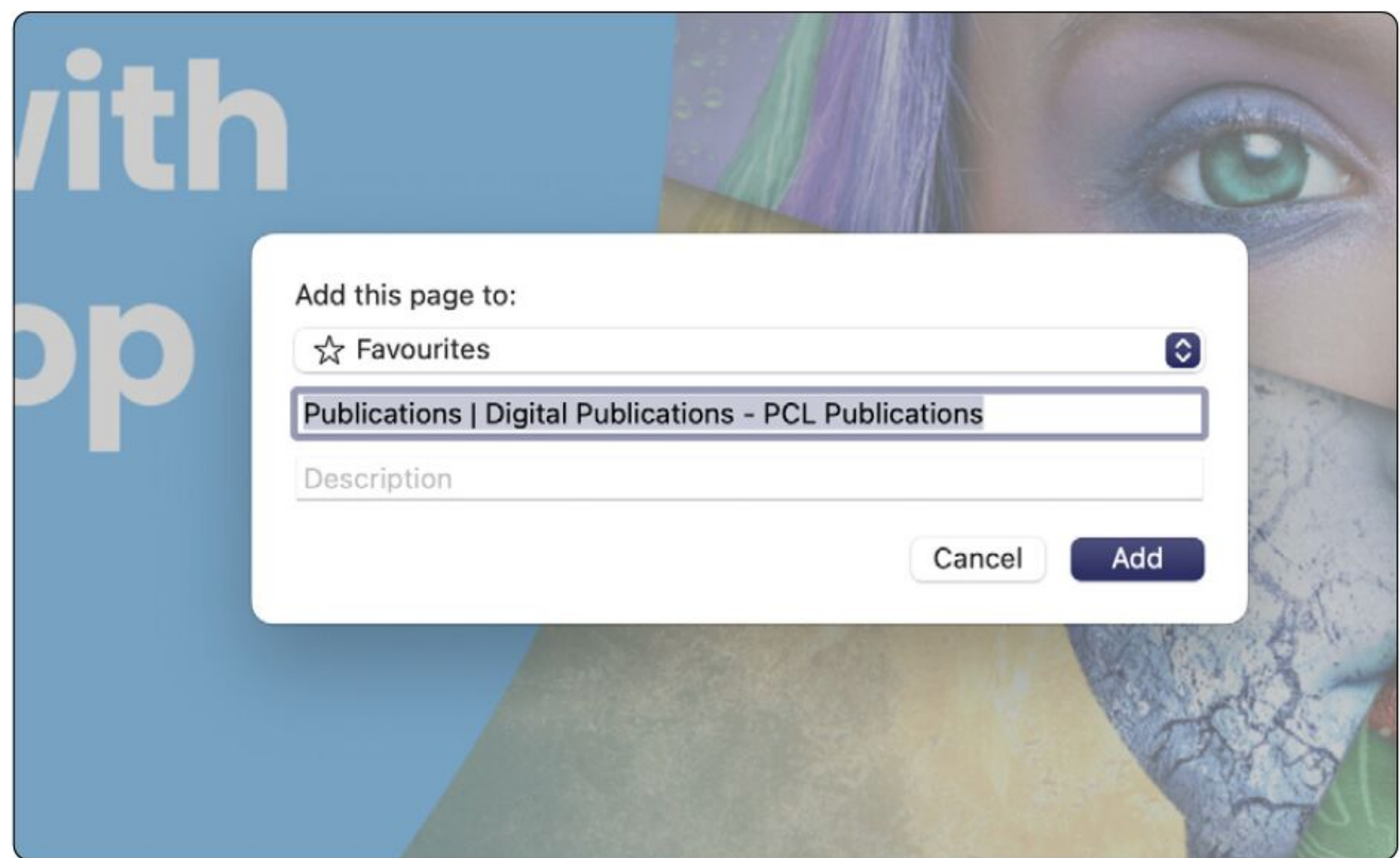
To remove a site's pinned tab, right-click or Ctrl-click on it and from the pop-up menu, select Unpin Tab. The previously pinned tab then becomes a regular tab. You can reorder your pinned tabs by dragging them within the tabs bar.



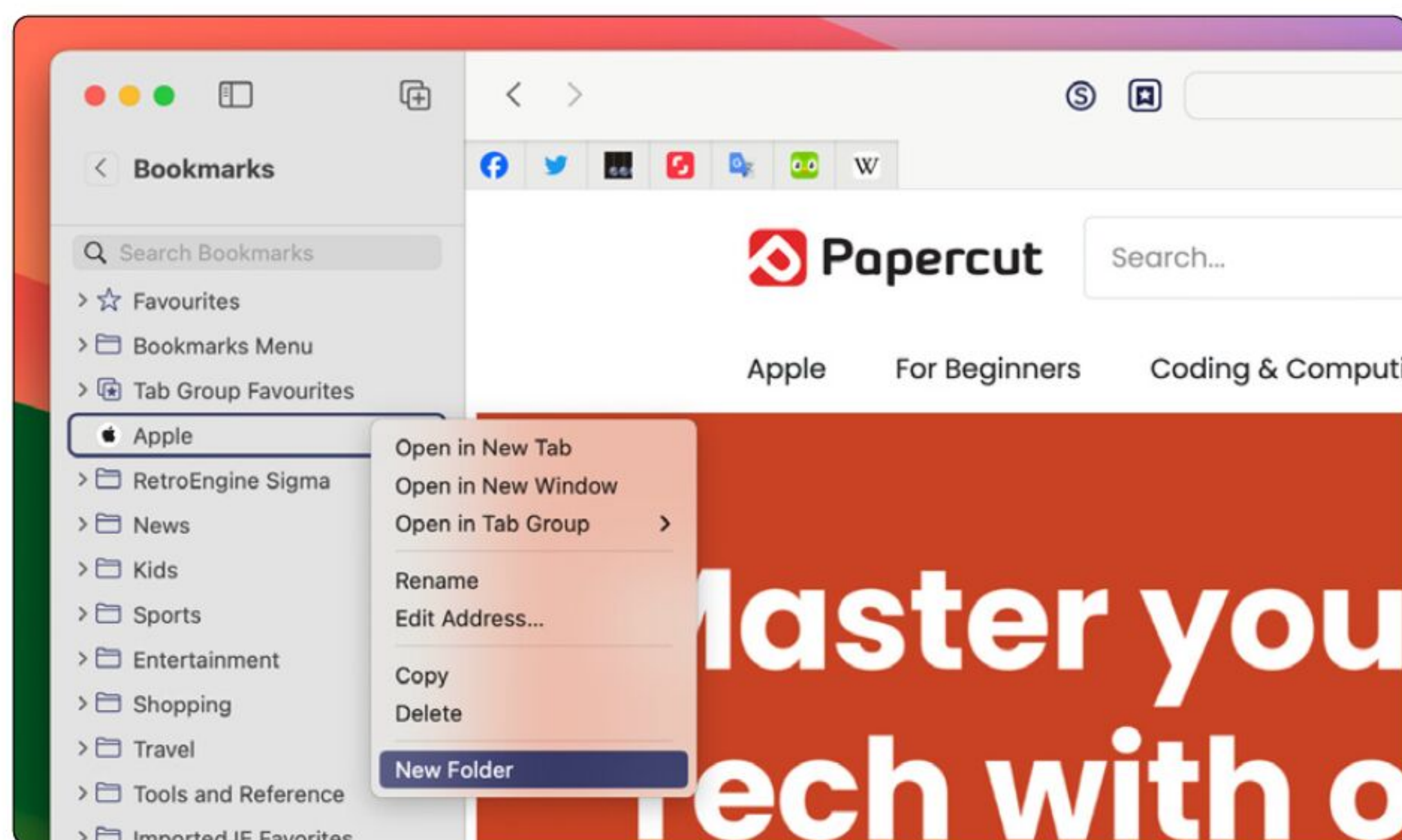
## Bookmarks and Reading List



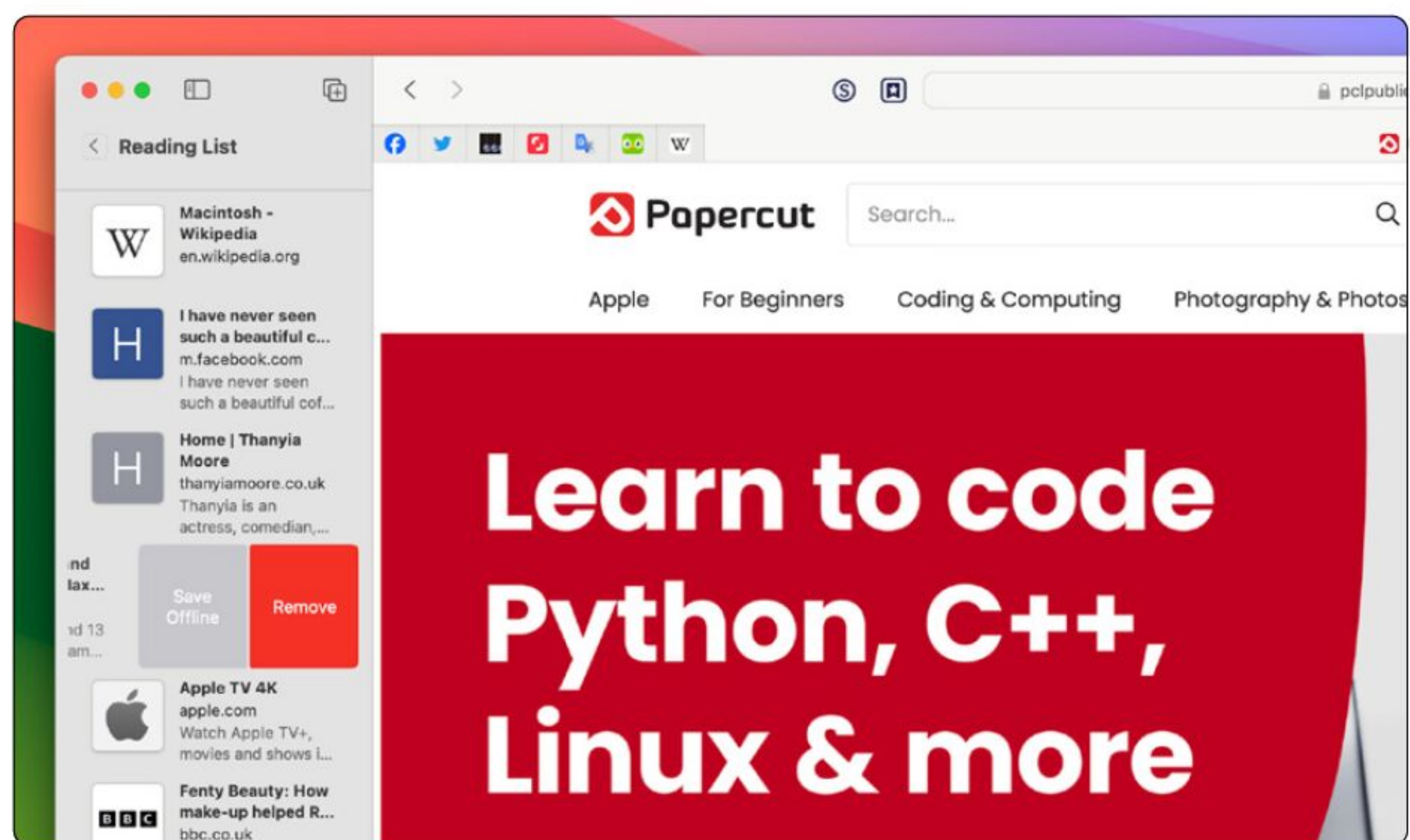
**1** You can save a website you're likely to return to often as a Bookmark. A site you're interested in but don't have time to read can be put on your Reading List. Both options are available from the Share icon in the toolbar.



**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 one of your bookmark folders.

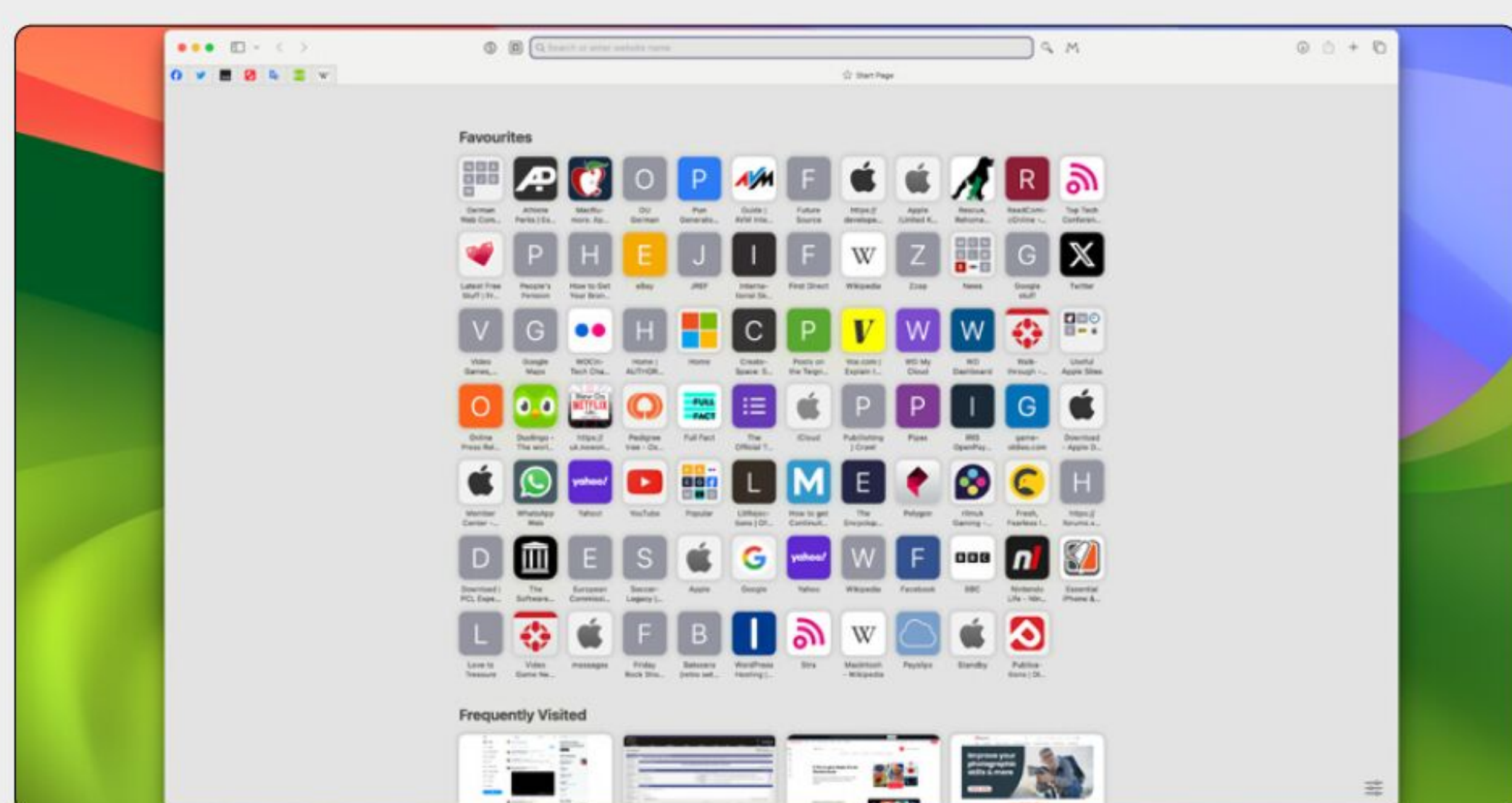


**3** To access your Bookmarks and Reading List, open the sidebar and click on the option, found at the foot of the bar. Click a site to open it. In the Bookmarks sidebar, as shown, you can right/Ctrl click and add a new folder if you wish.

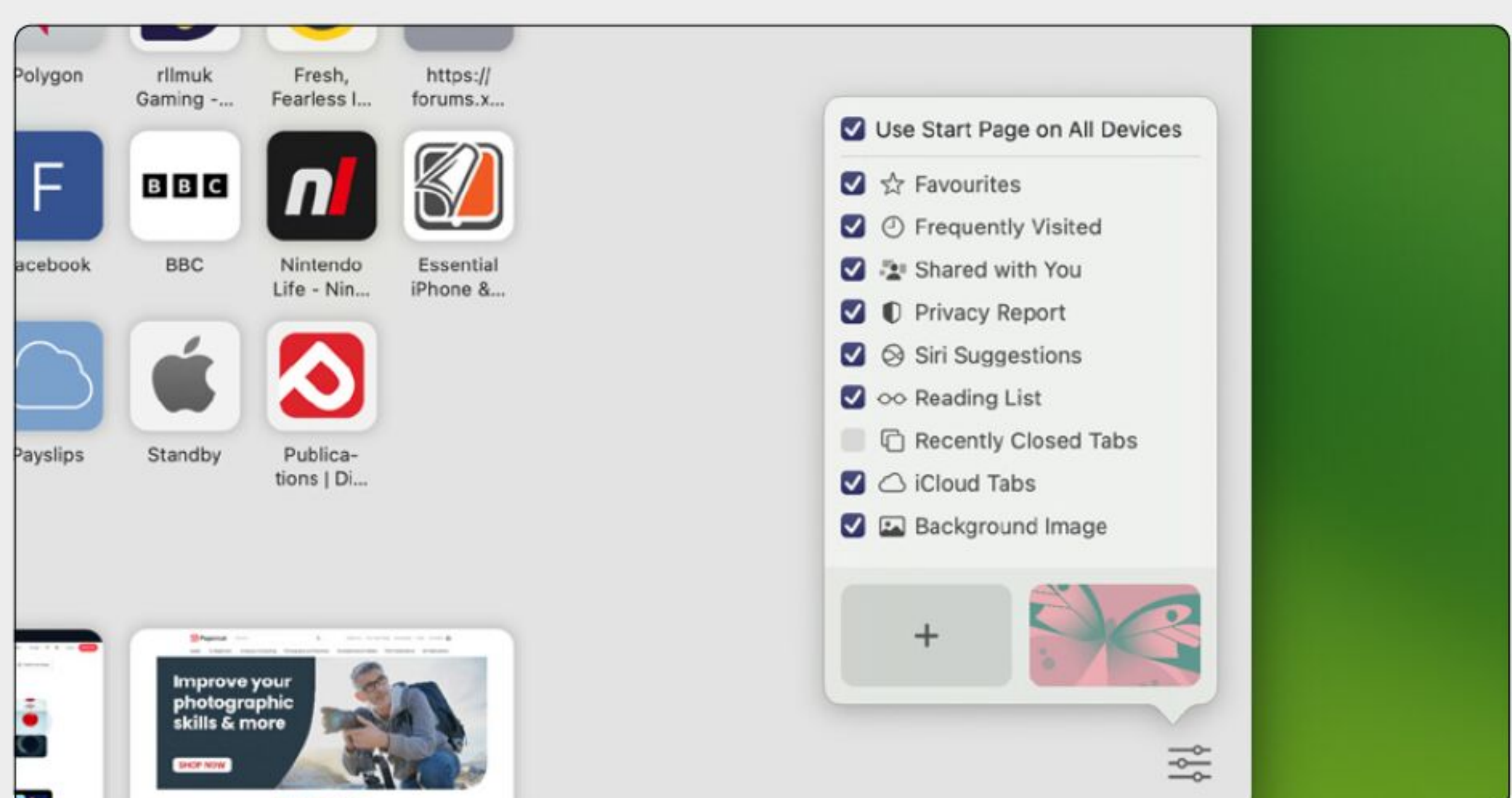


**4** In the Reading List, drag a site left to save it for offline reading or to delete it. The right/Ctrl click menu has an option to remove/delete a site from either list. Click the small chevron, top left, to return to the regular sidebar.

## The Start Page



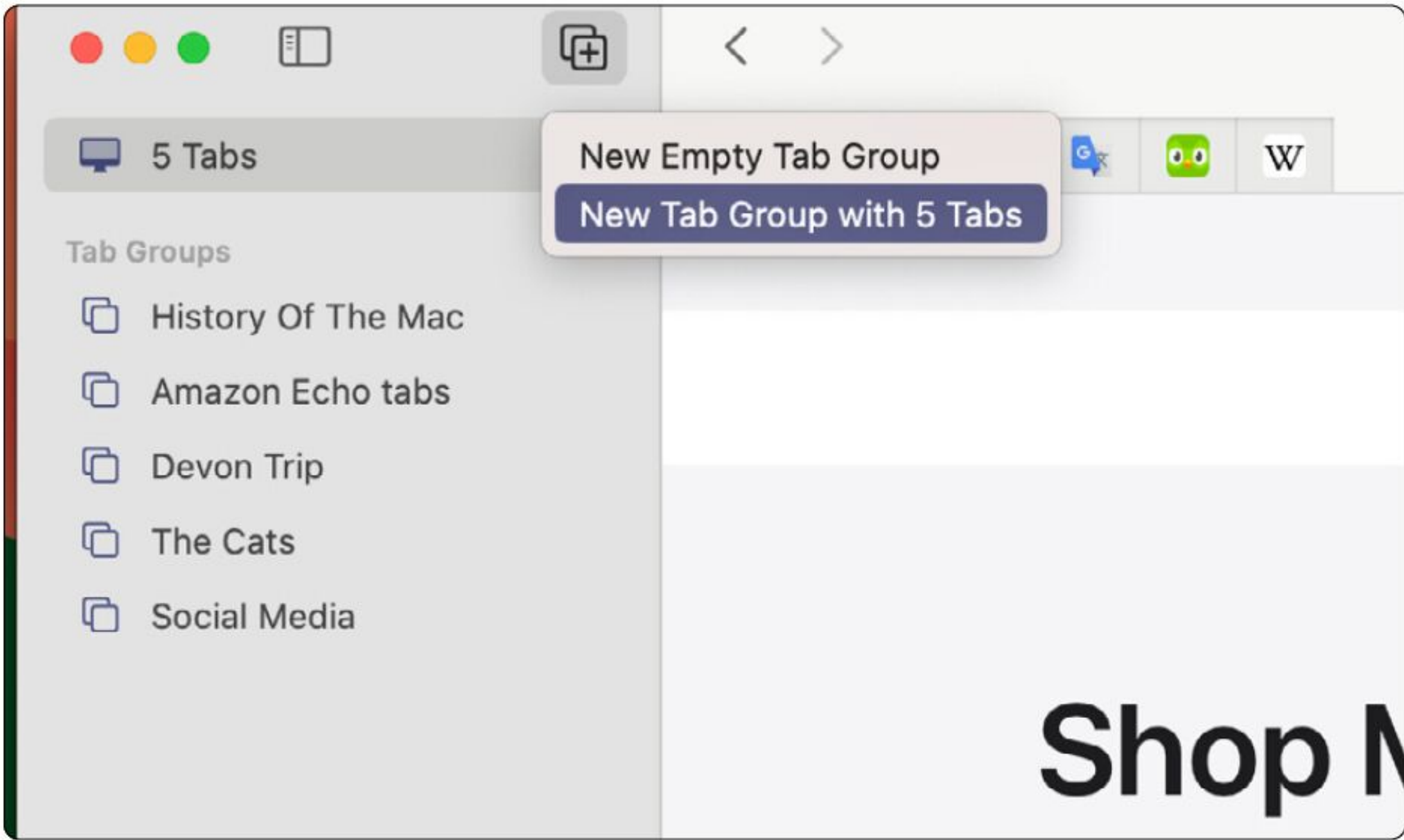
Start Page gives you a window full of useful shortcuts to your most frequently visited sites alongside its default choices. Click on the URL field at the top of the browser or in the Bookmarks menu. Select, Show Start Page to access a window showing a grid view of website icons, along with those you've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



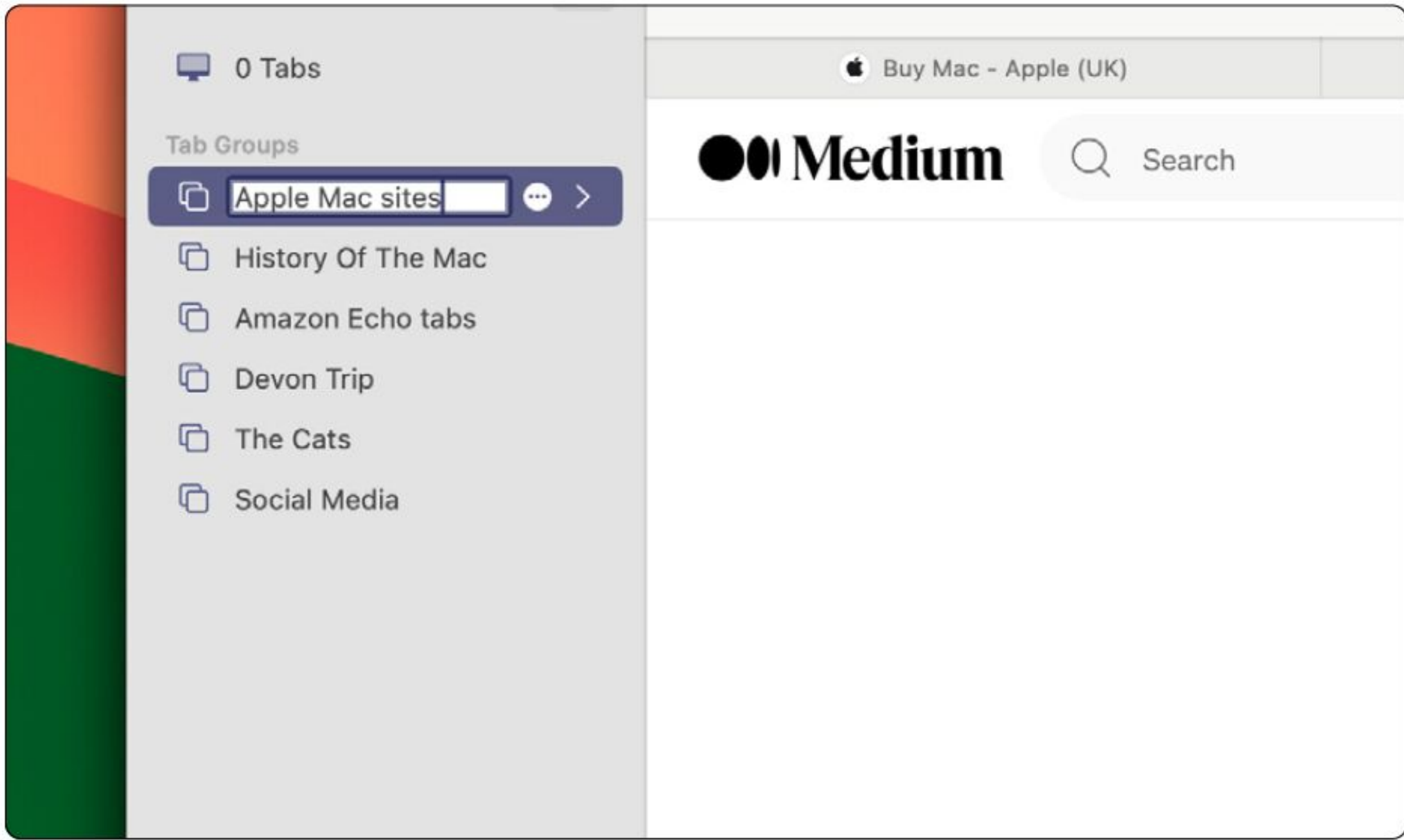
To add a site, click the URL field to open the Start Page and drag the URL into it. You can drag sites and folders into this window from your Bookmarks too. Drag icons around the Start Page to reorder them, or drag out of it to remove them. Click a Show More/Less link to expand/contract lists. Use the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



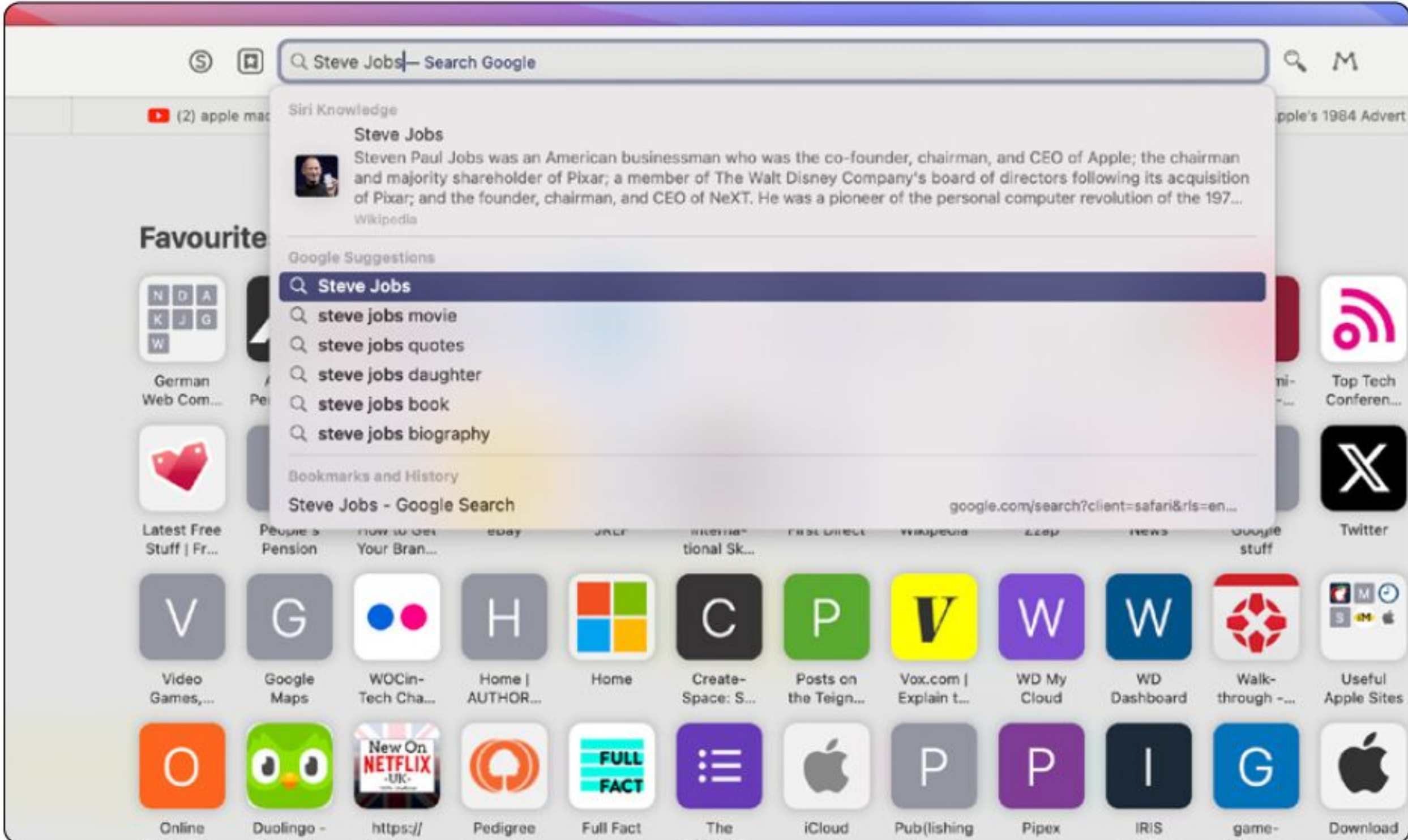
# Tab Groups



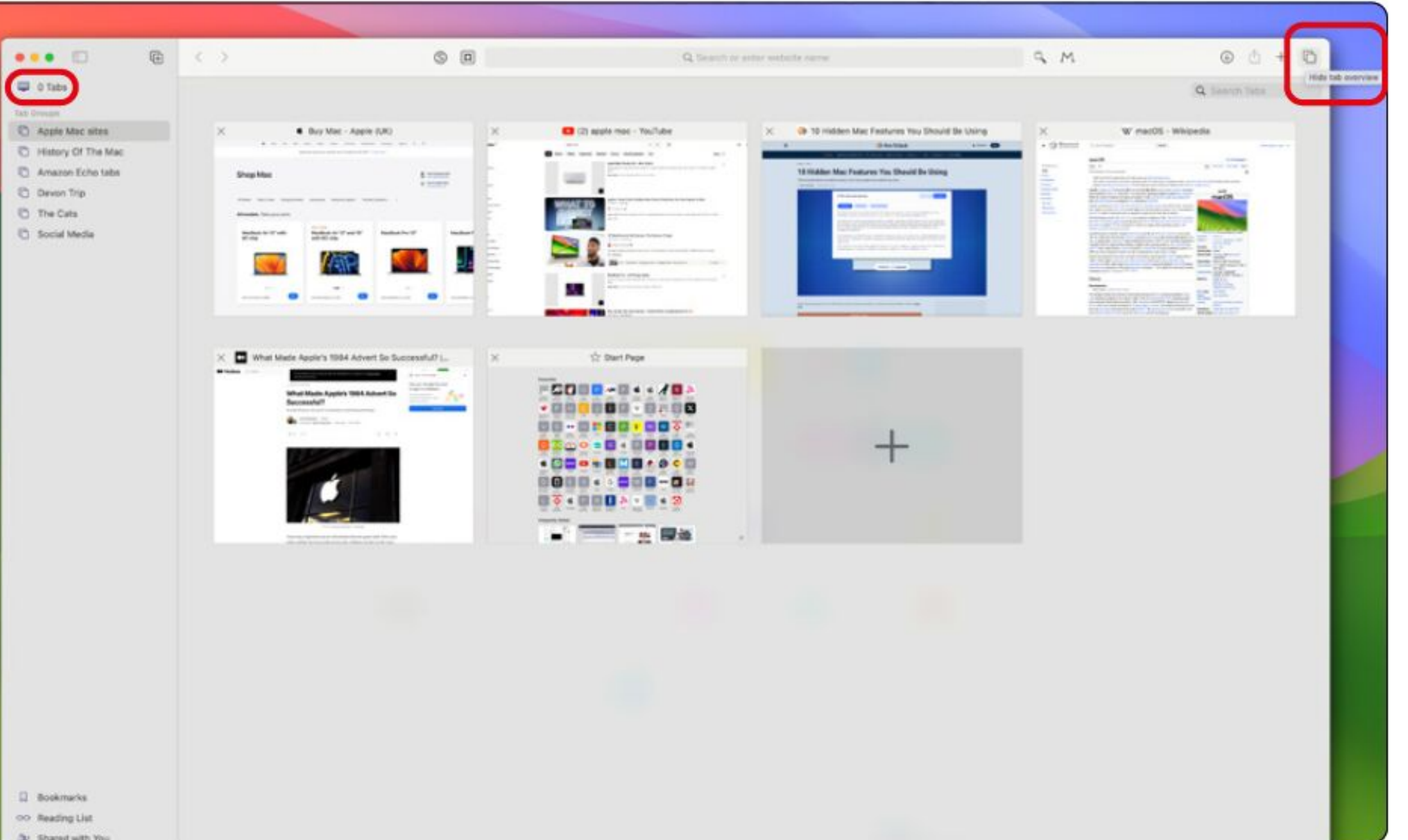
**1** Safari lets you save groups of tabs. You can then open a group of tabs, temporarily closing what’s open at the moment. Open the sidebar, then tap the New Tab Group icon in the top-right of the sidebar for a menu.



**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.

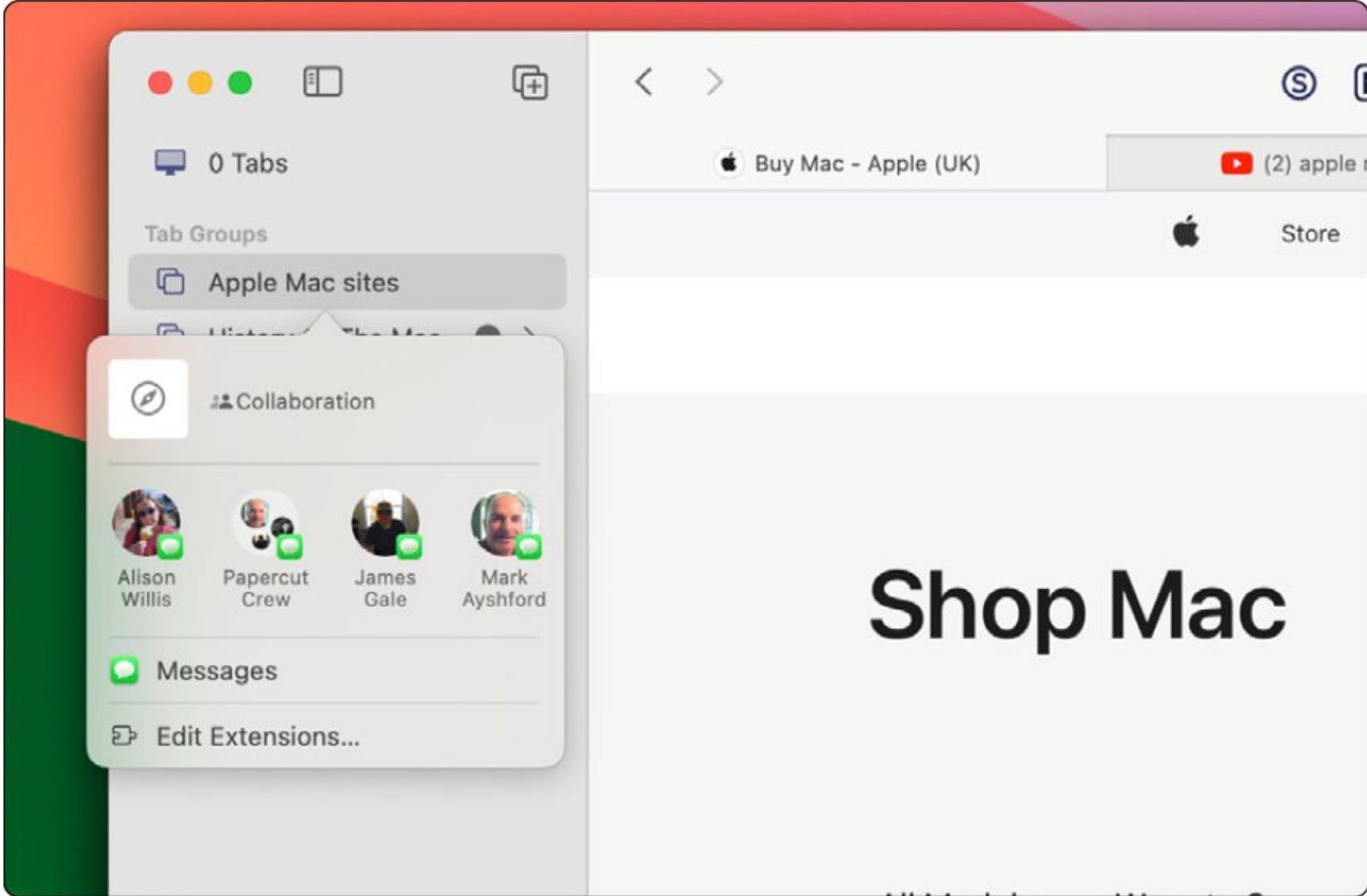


**3** With your new tab group open (see the highlight in the sidebar), tap the + icon (top right) to open a new tab, then navigate to the site you wish to save in the tab group. Do this as many times as you like to fill your tab group.



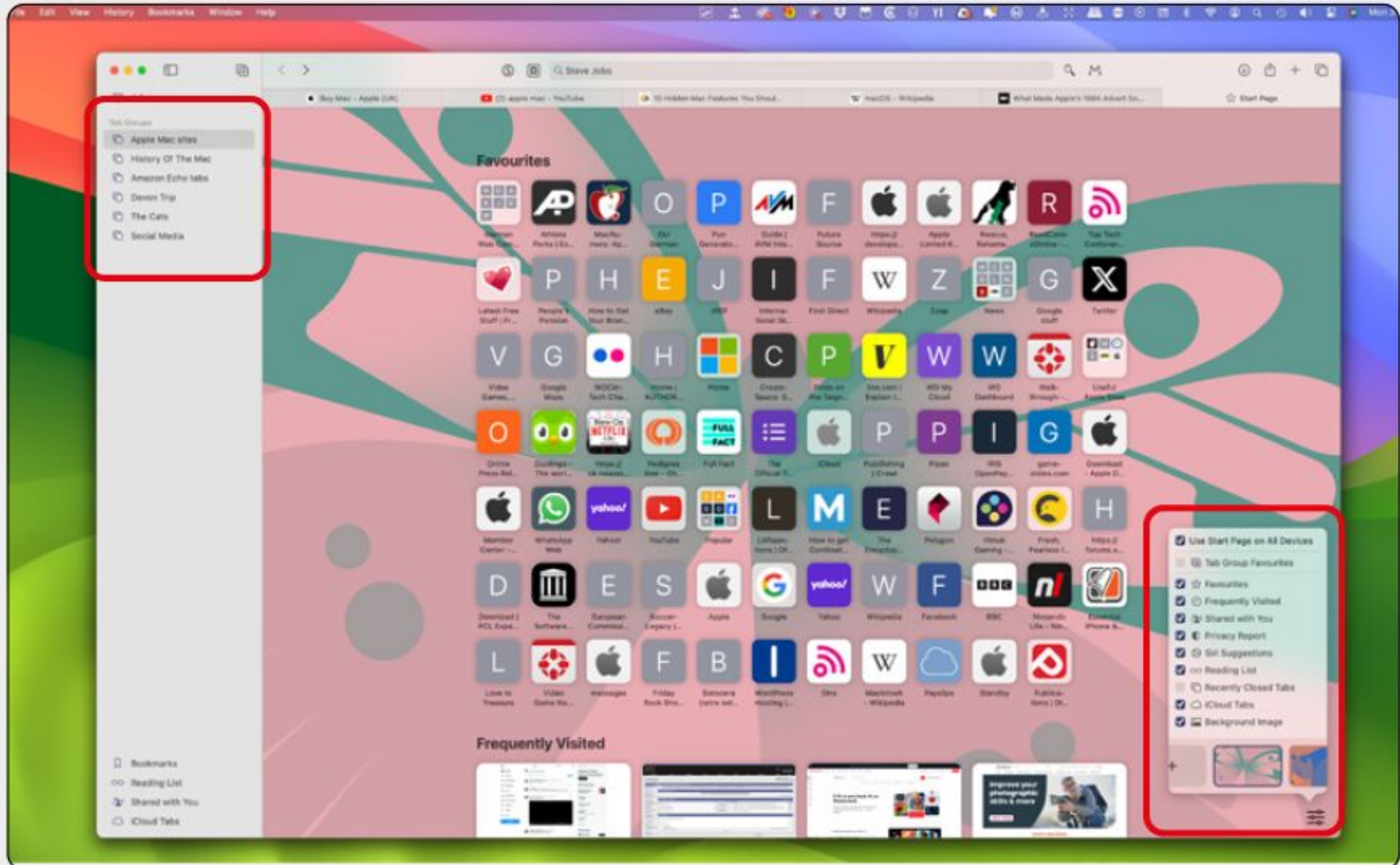
**4** Use the sidebar to switch between tab groups and the tabs you have open on your Mac. Tap a tab group and then tap the chevron to its right for a list of tabs. Tap the icon in the top-right corner to see tabs as thumbnails.

# Shared Tab Groups



In macOS Sonoma, 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.

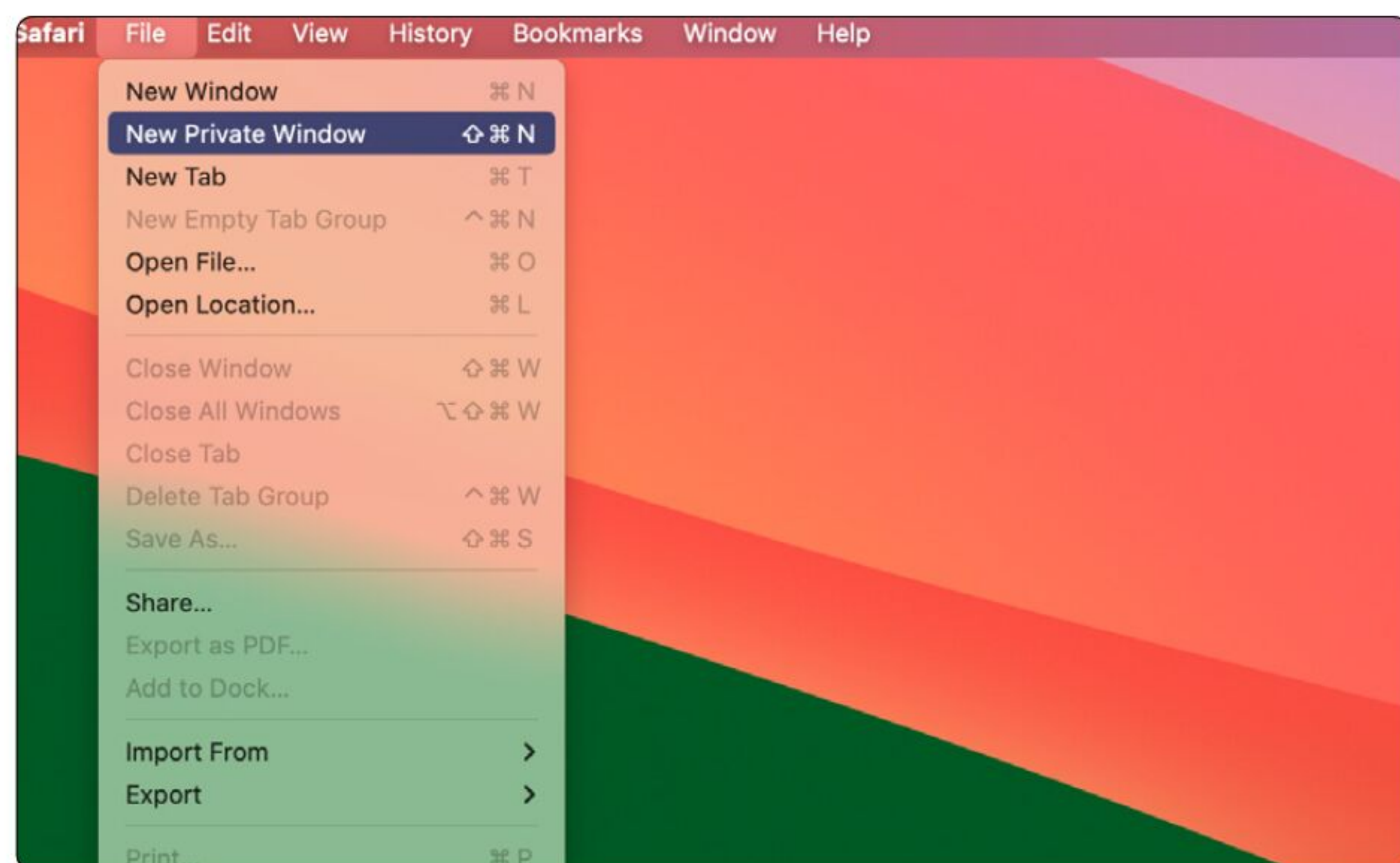
## Tab Groups Start Pages



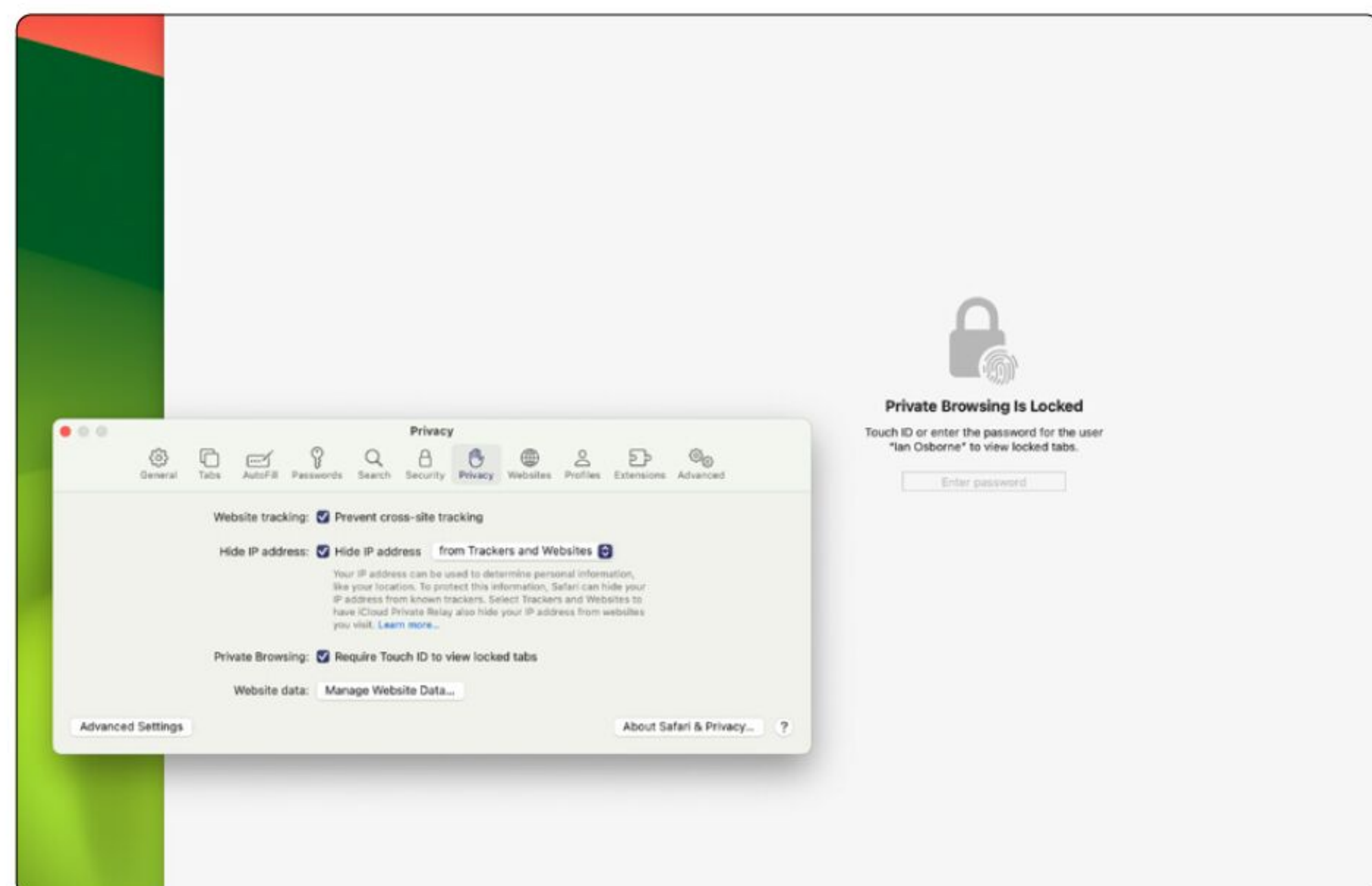
Each tab group can now have its own Start page, which you can customise. Click on a tab group and click the + icon to give it a Start page. Click the bottom-right icon and you can customise this Start page.



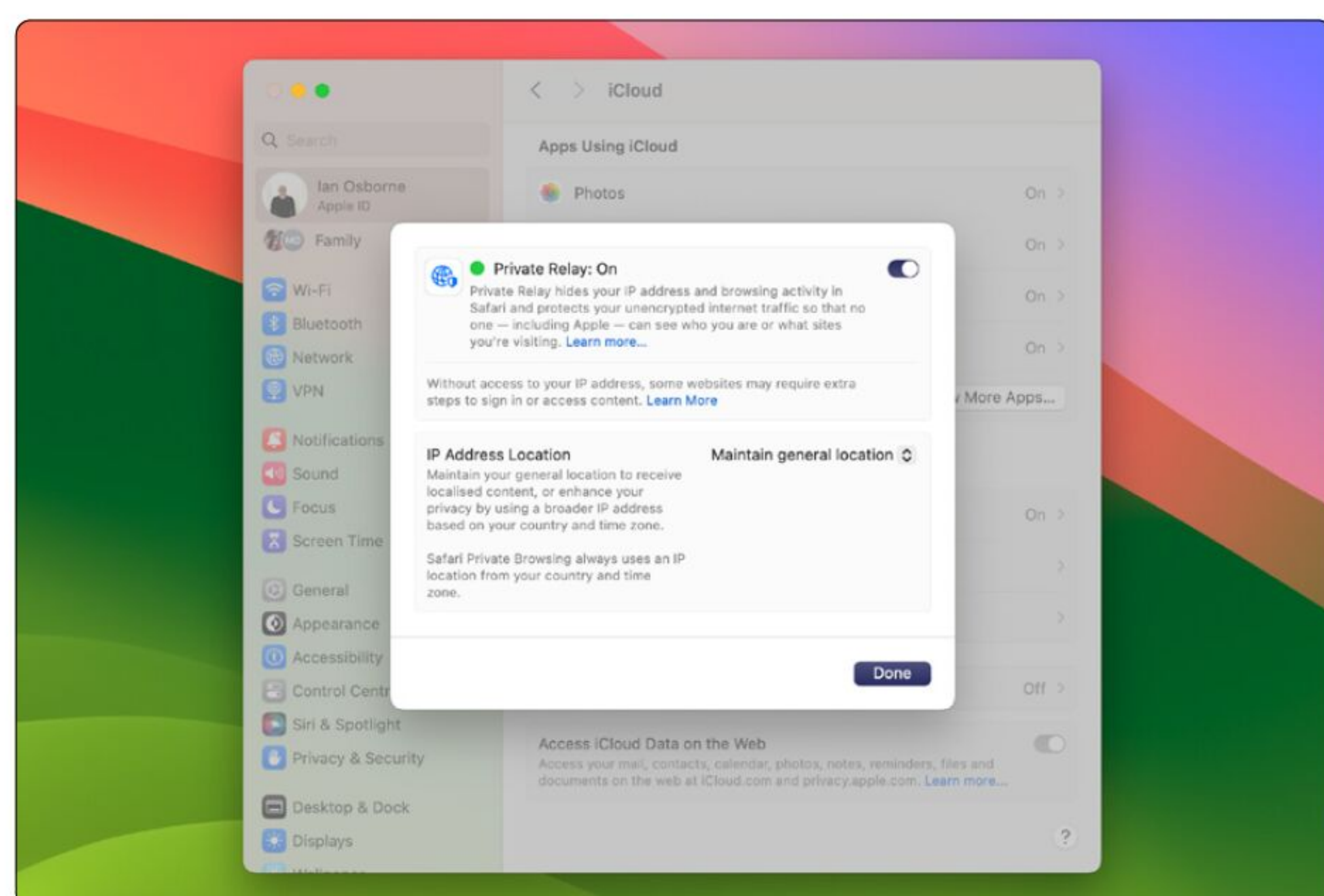
## Private Browsing



**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.

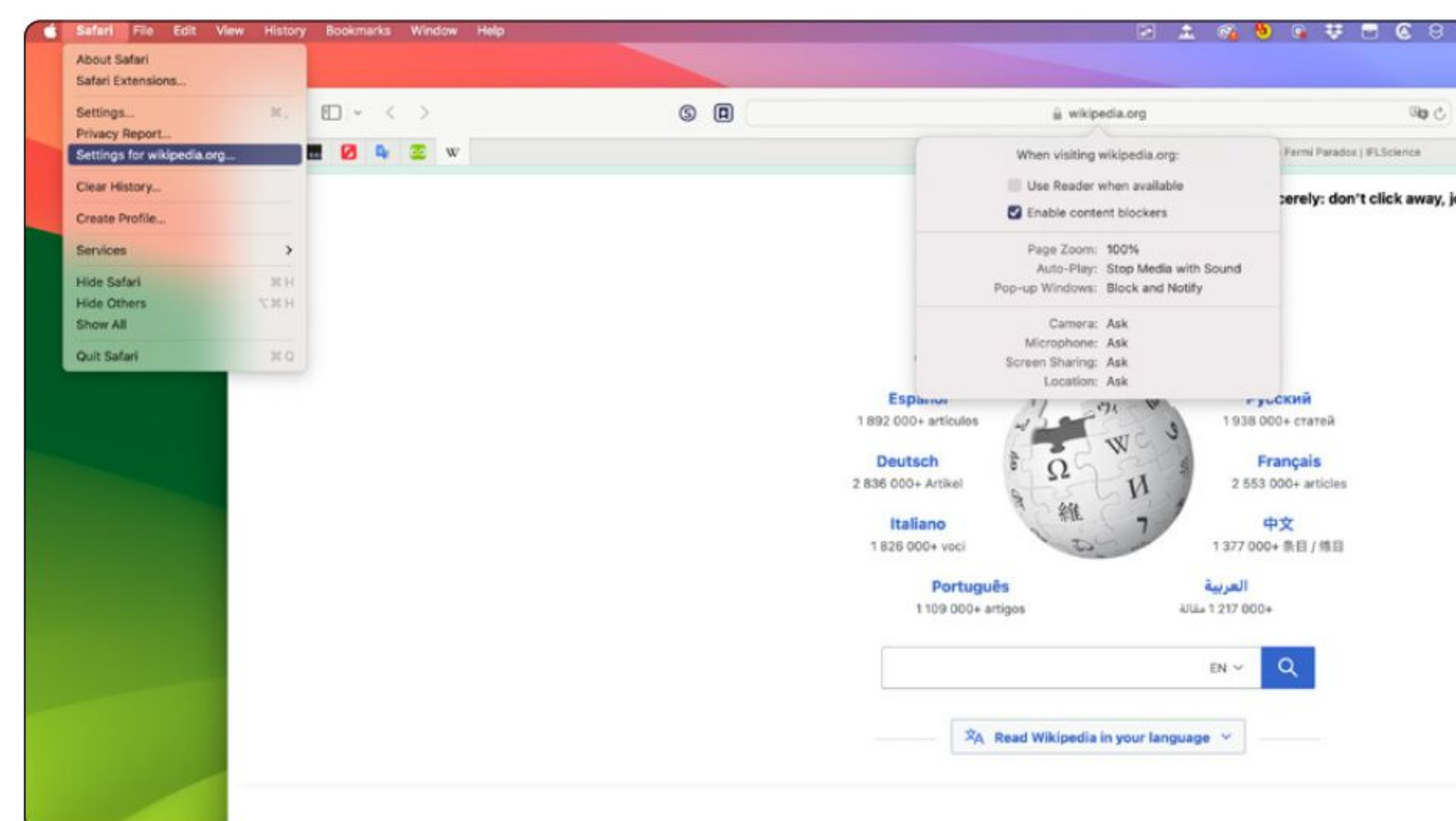


**2** Private Browsing windows are locked when your Mac goes to sleep, and have to be unlocked on an individual basis with your password or Touch ID. To change this, go to Safari > Settings > Privacy and uncheck 'Require Touch ID to view locked tabs'.

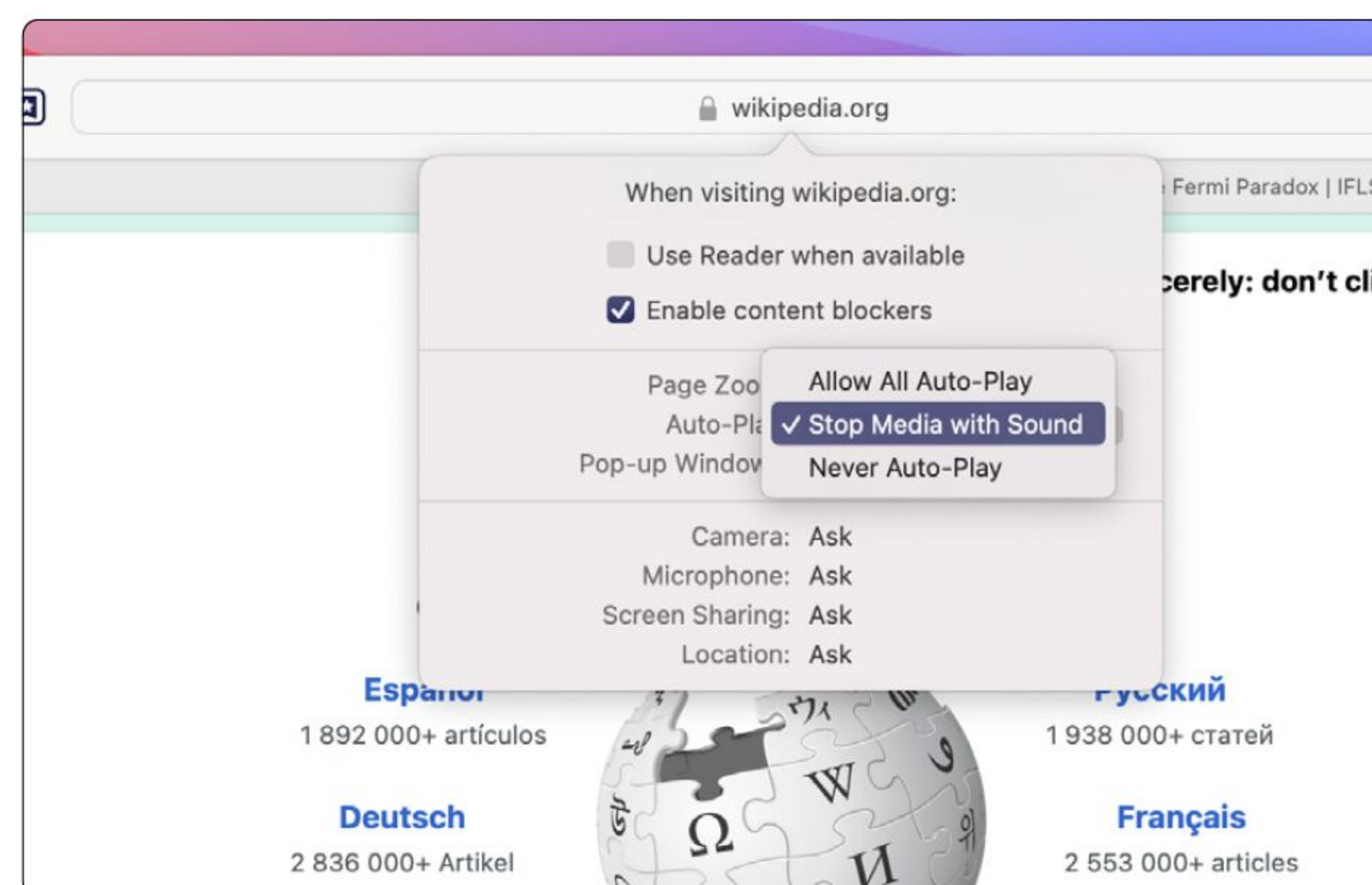


**3** If you have a paid-for Cloud subscription you can turn on Private Relay, which prevents websites from viewing your IP address. To turn it on and off, go to System Settings > Apple ID > iCloud and under Private Relay, click the Options button.

## Tailor Site Settings

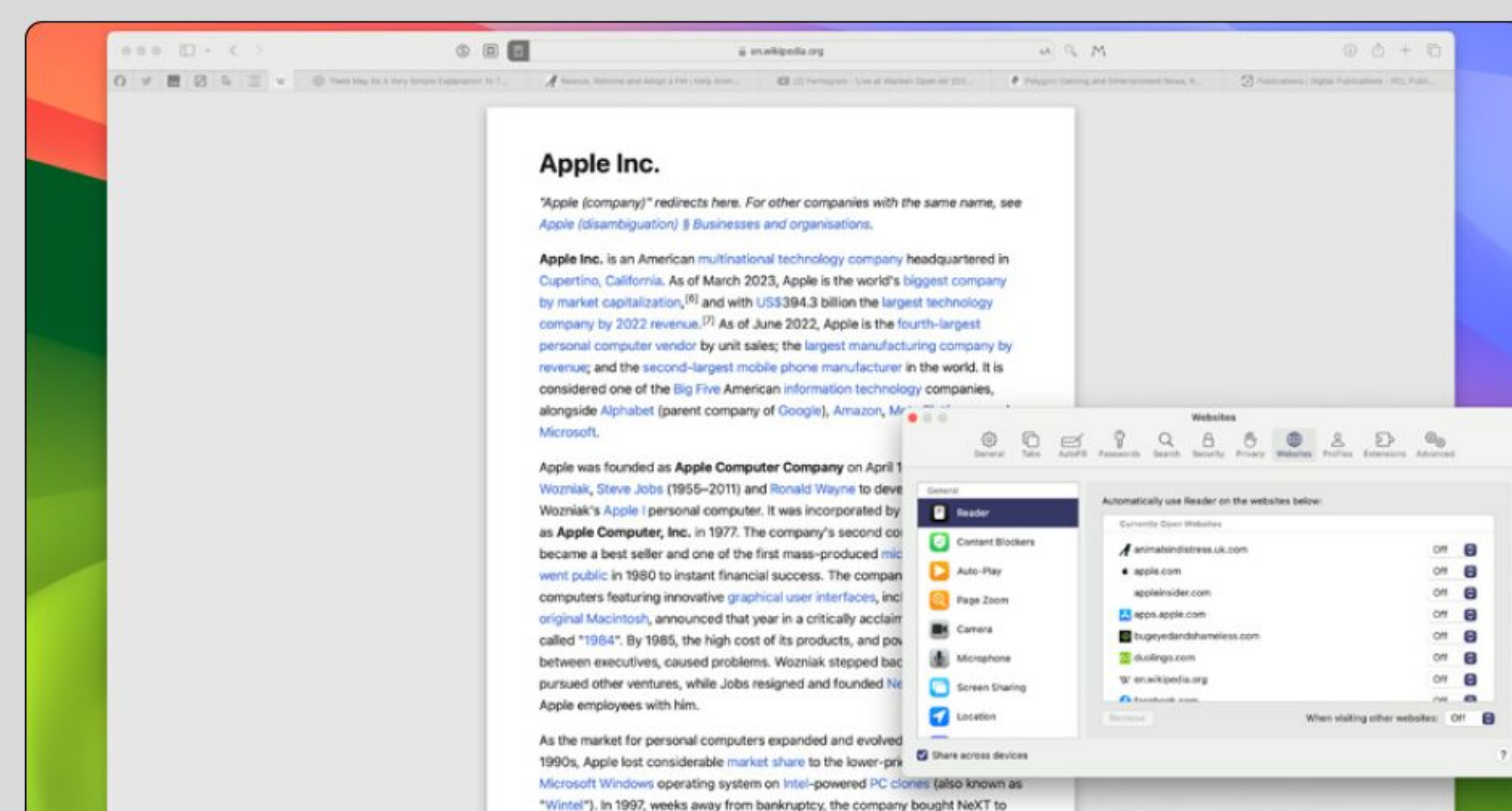


**1** There's a number of useful tools for tailoring your experience on a per-site basis. Open the website and in the Safari menu, select Settings for [the website]. You can enable or disable content blockers, go straight to Reader View, change the page zoom, stop auto-playing videos and more.



**2** 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.

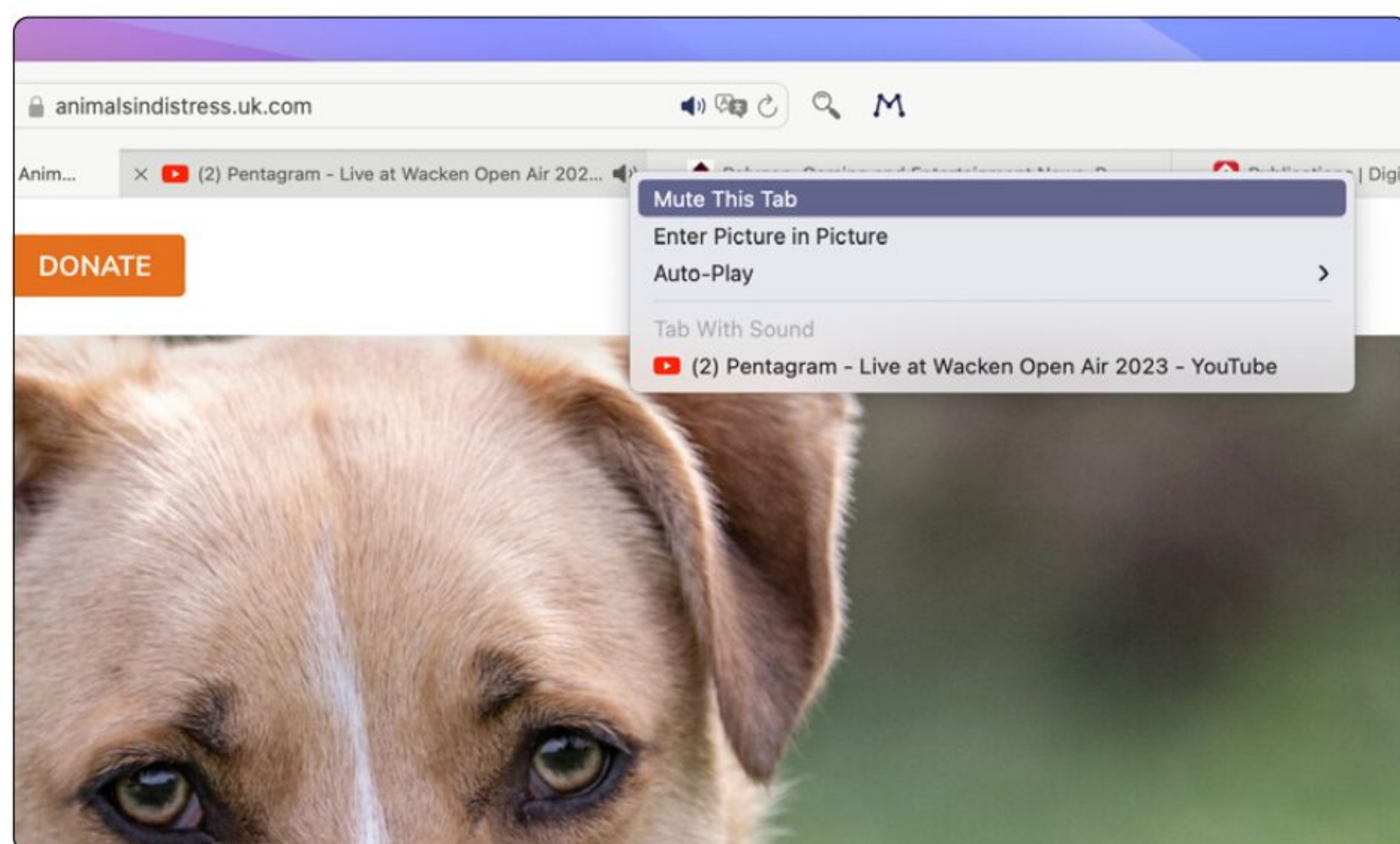
## The Reader View



If a Page icon appears in the left of the URL bar, that site can be viewed in Reader View. Click it to toggle Reader View on and off. Right-click on this icon for a settings window, that allows you to set some sites to automatically open in the Reader View.

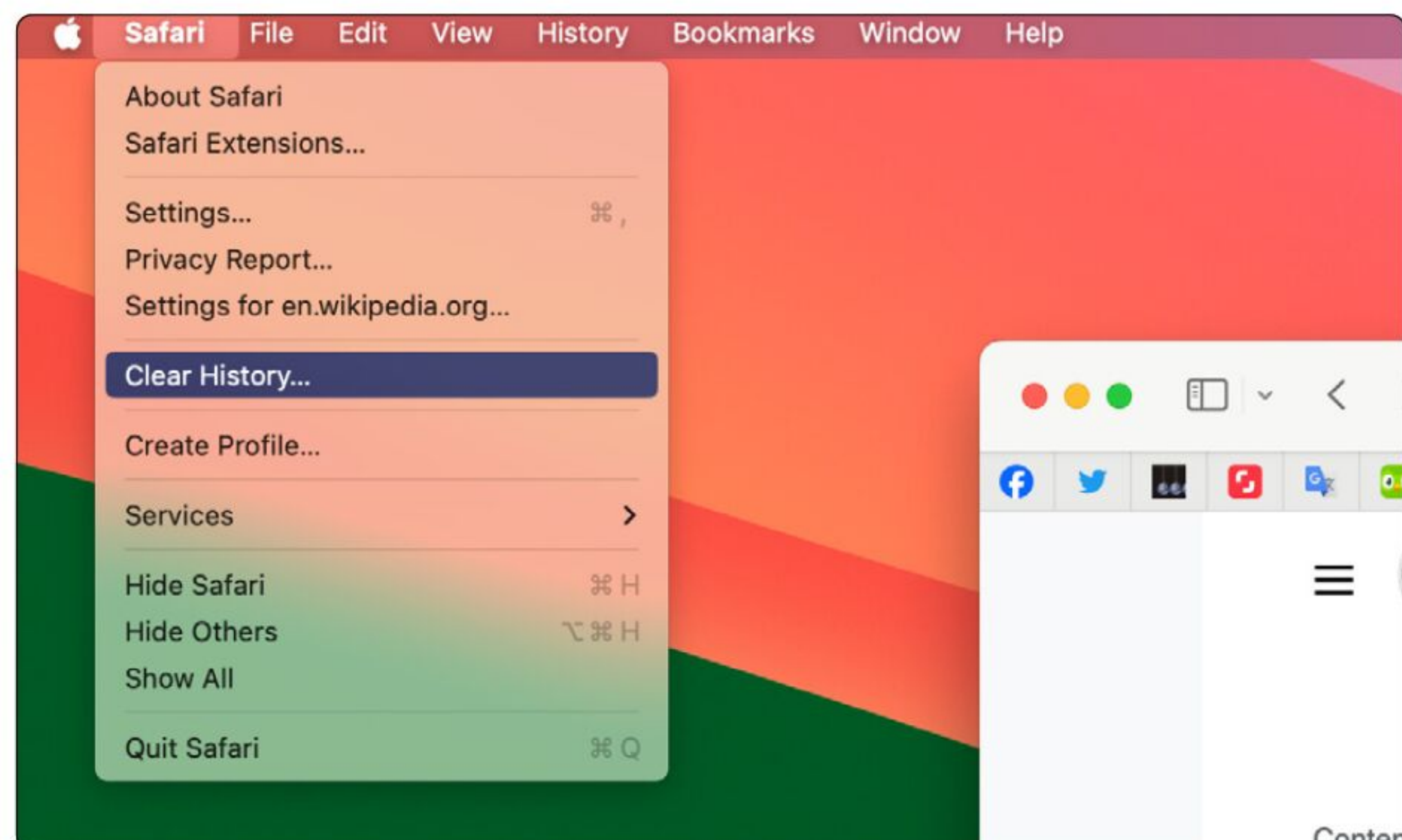


# Getting More from Safari



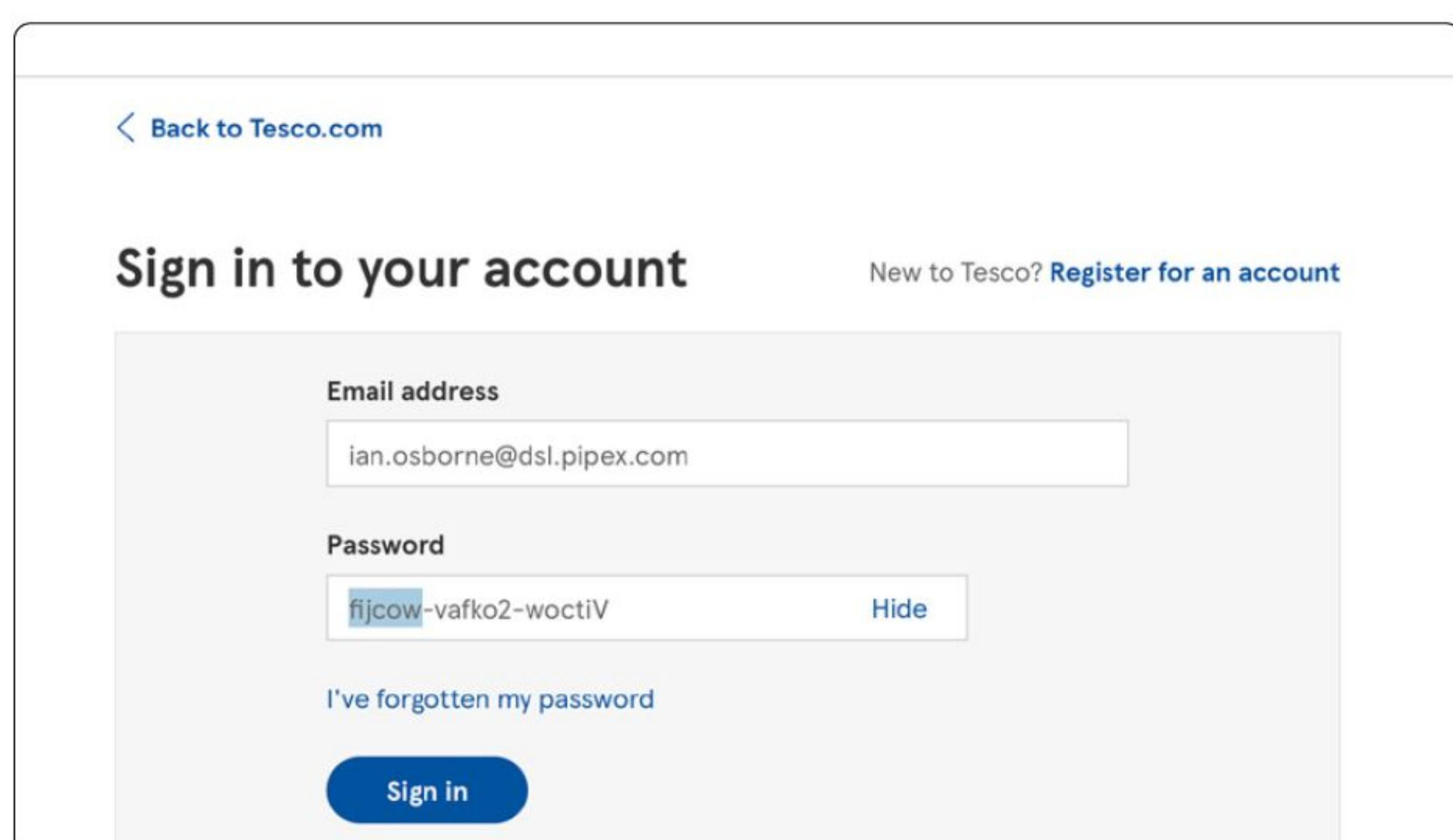
## Tabs Audio Indicator

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.



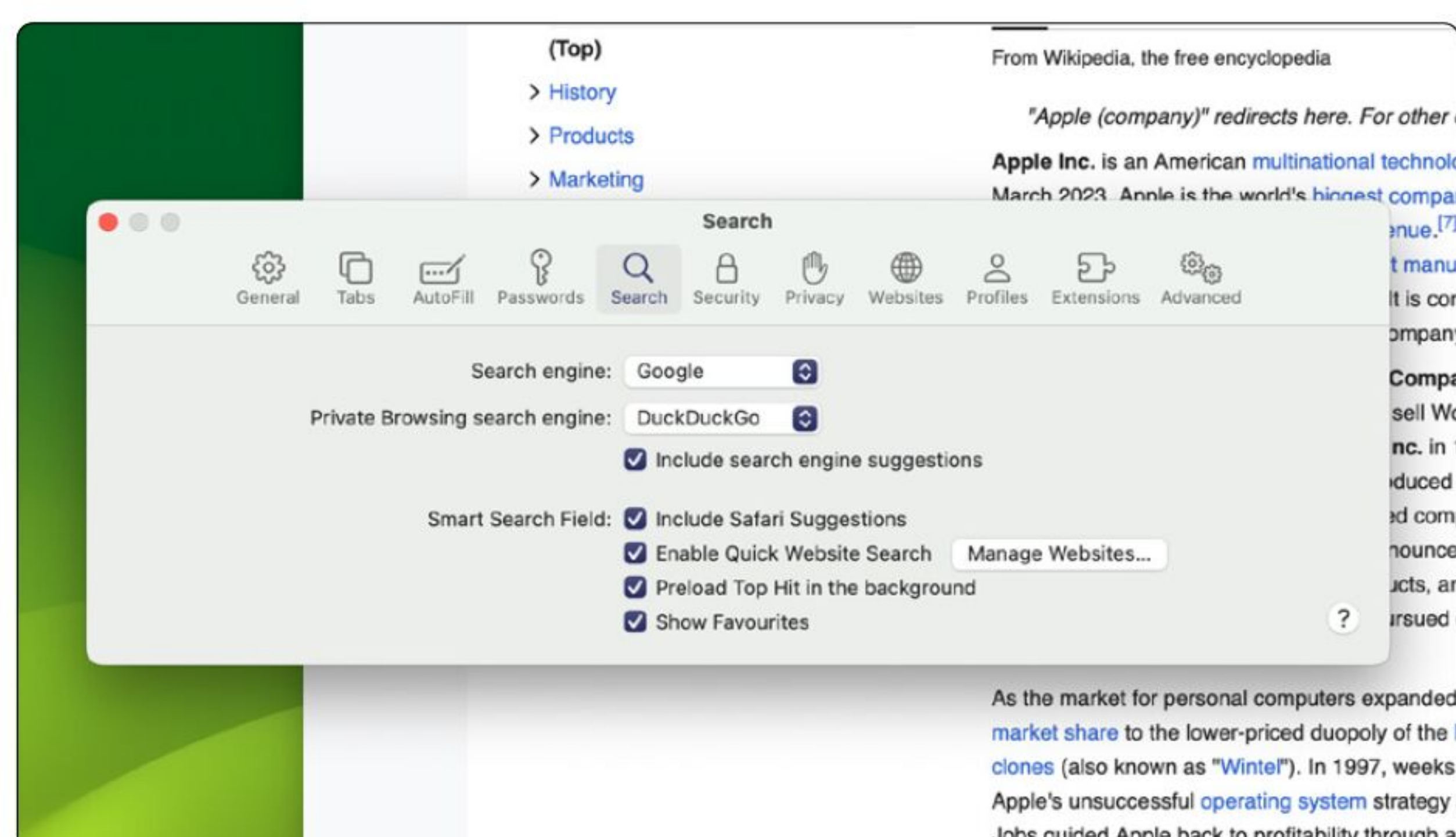
## Clear Browsing History

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.



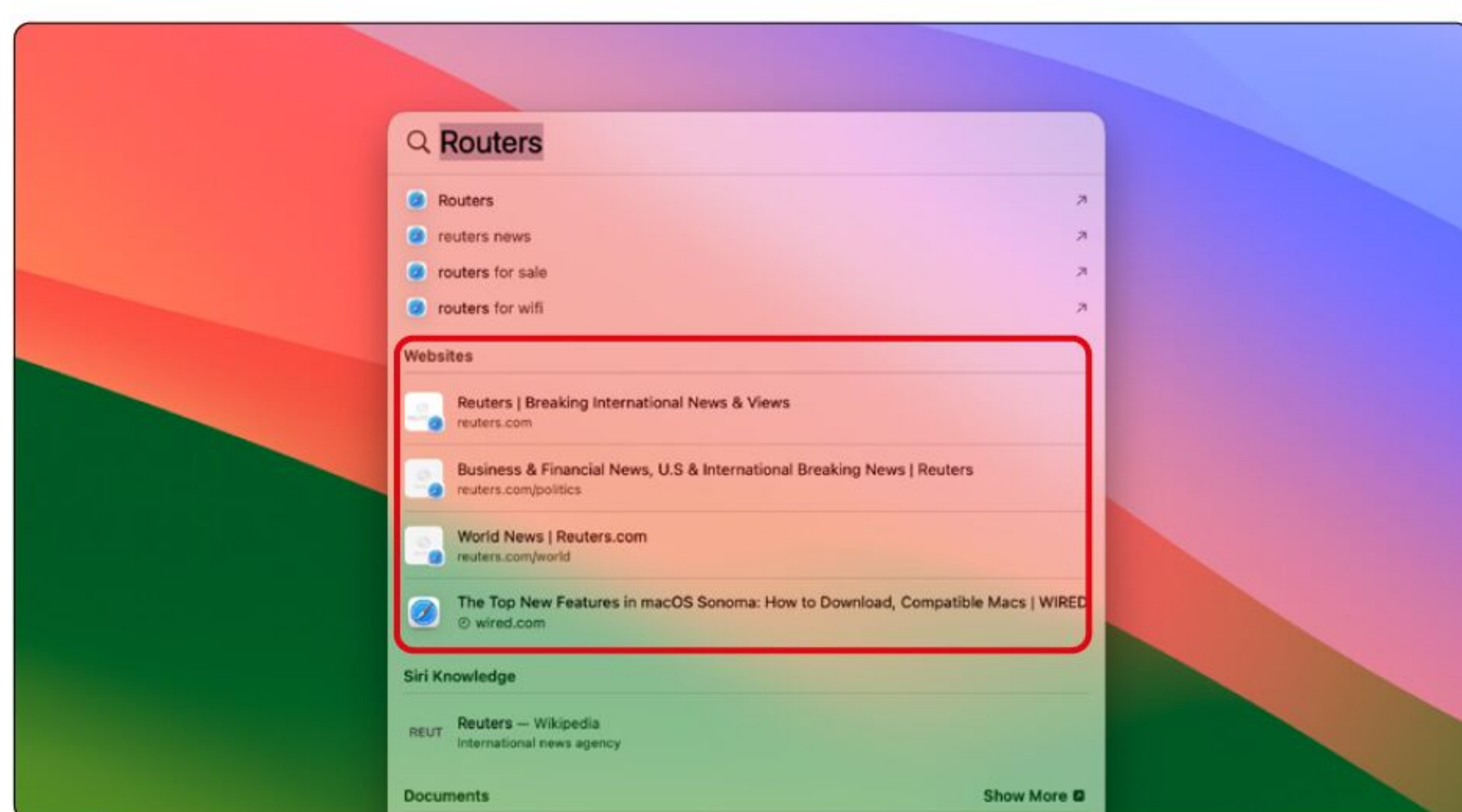
## Suggested Passwords

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.



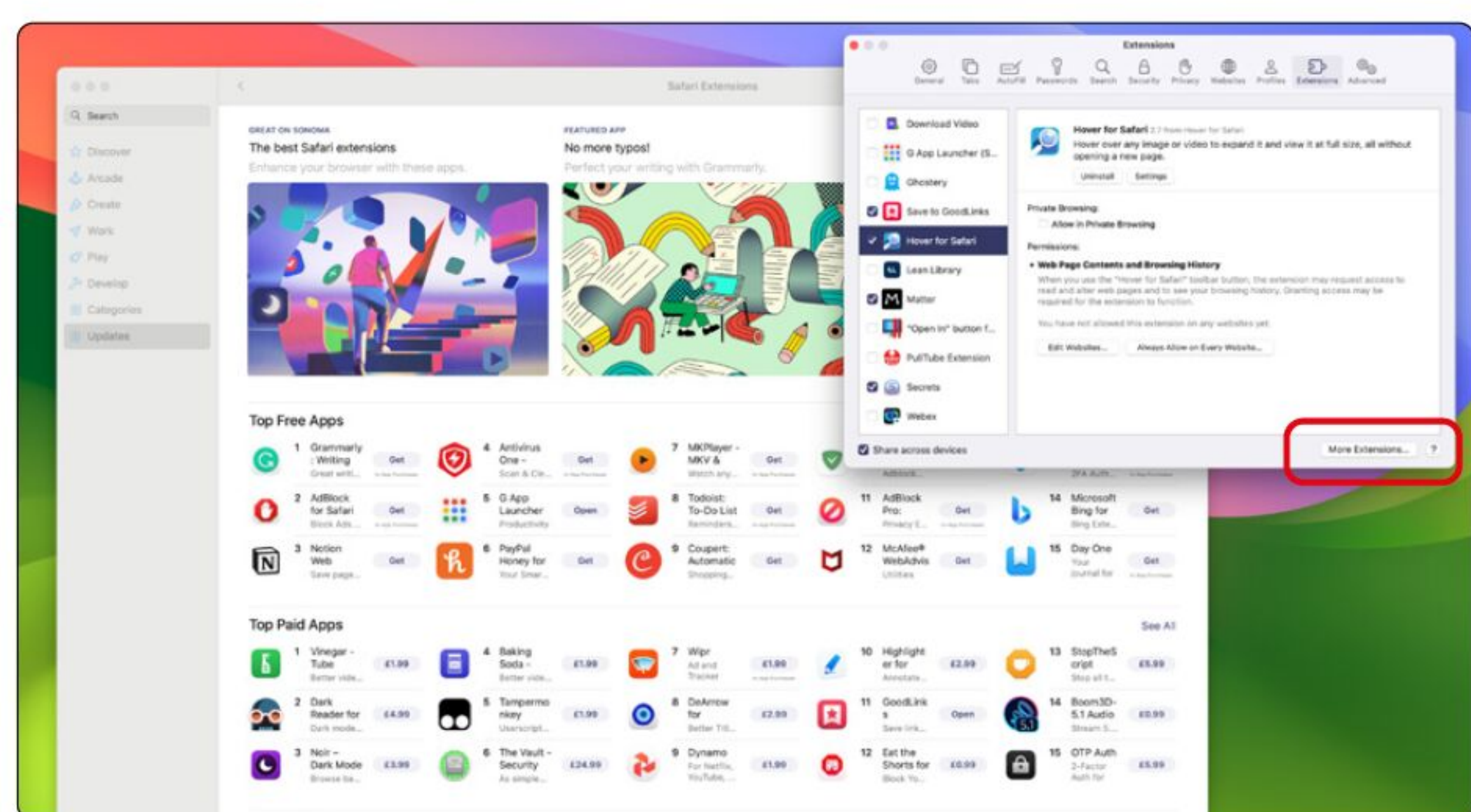
## Change Your Search Engine

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

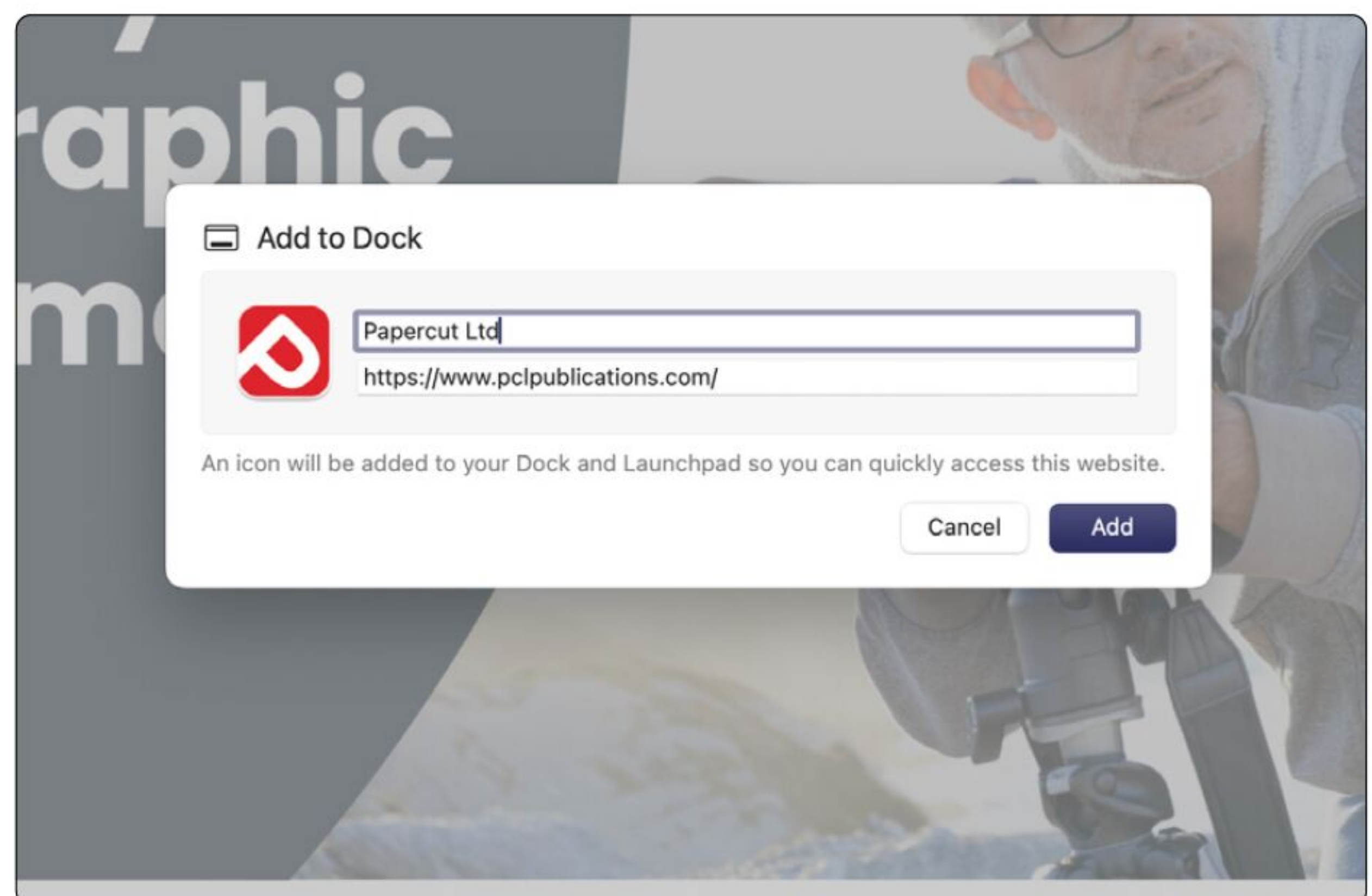
To extensions to Safari to expand its functionality, open Safari's Settings window (Safari > Settings) and select Extensions. Click More Extensions to access the App Store's extensions page, from where they can be installed. Your extensions are synced across your Apple devices through iCloud.



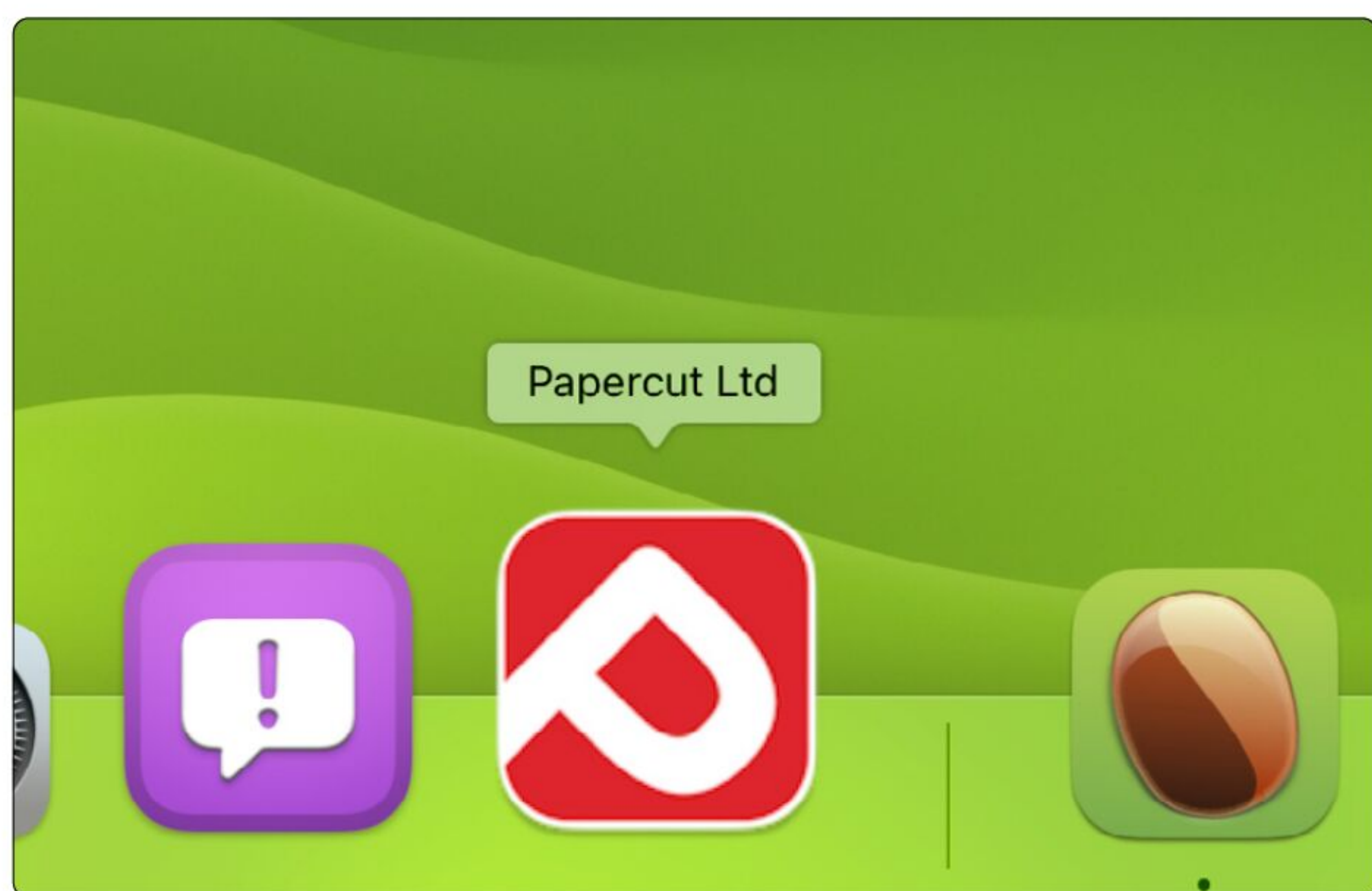
## Add a Website to the Dock



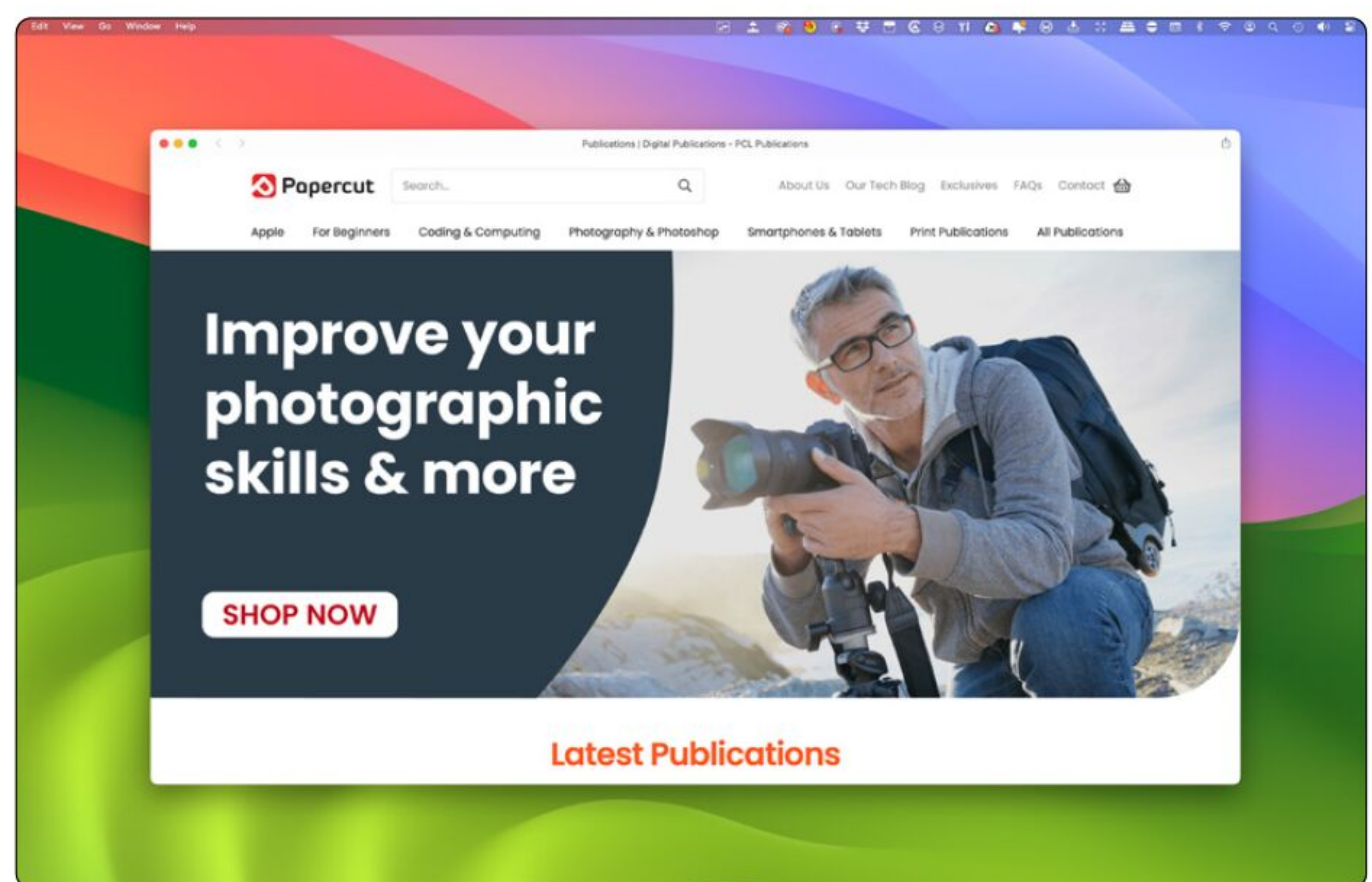
**1** You can add a website to the Mac's Dock, and use it as if it was a stand-alone application. In Safari, open the page you want to add to the Dock as a Web App. In the top bar's File menu, select the Add to Dock option found towards the foot of the menu.



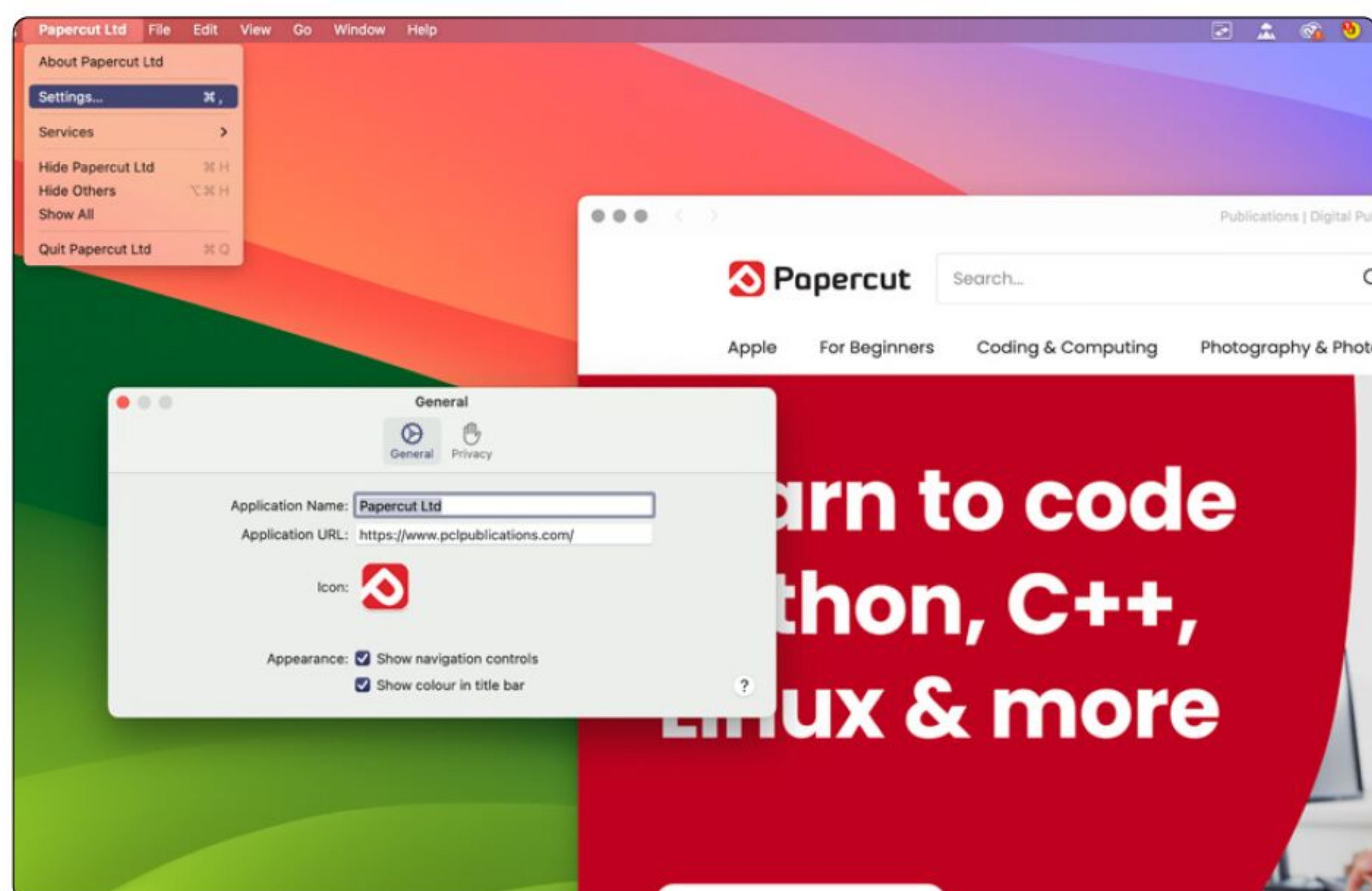
**2** In the window that pops up, you can edit the name of the site, which is to be the Web App's name, and also its URL if necessary. Short app names work best. When you're ready, click the Add button in the bottom-right of the window.



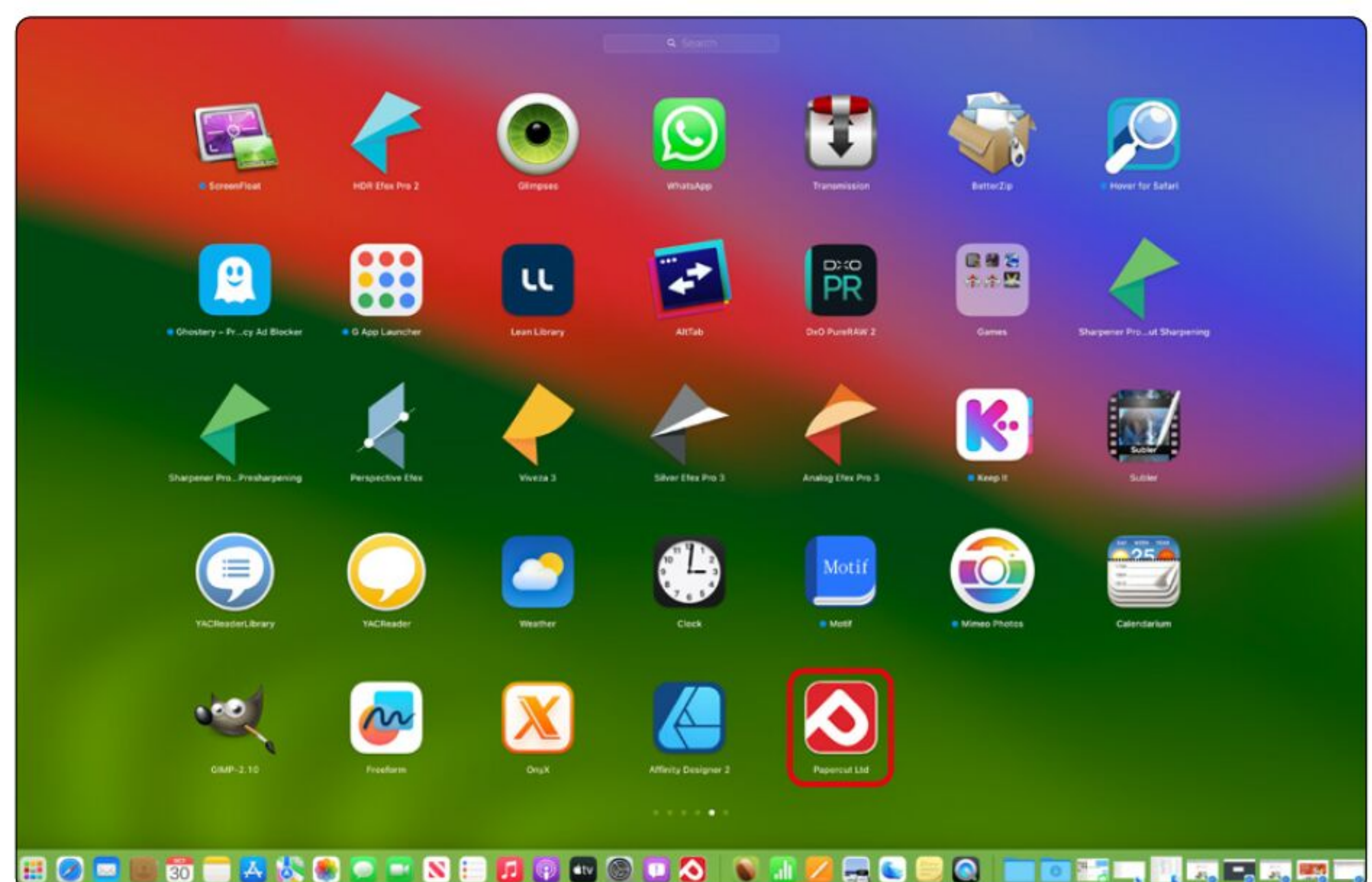
**3** Take a look in your Mac's Dock. The new Web App is there, and has the name you entered in the previous step as its app name. It also has the website's icon for an app icon. You can launch this app from the Dock, just like any other Dock application.



**4** The app, when it is opened, functions just like the website. You can navigate from page to page using links, enter text in text fields and move forwards and backwards through your browsing history with the chevrons in the (much-simplified) toolbar.



**5** Click on the app's name on the left-hand side of the top menu and select Settings. A window appears. In this window, you can edit the name of the app and/or its URL, change its icon and more. The Privacy tab gives access to still more settings.



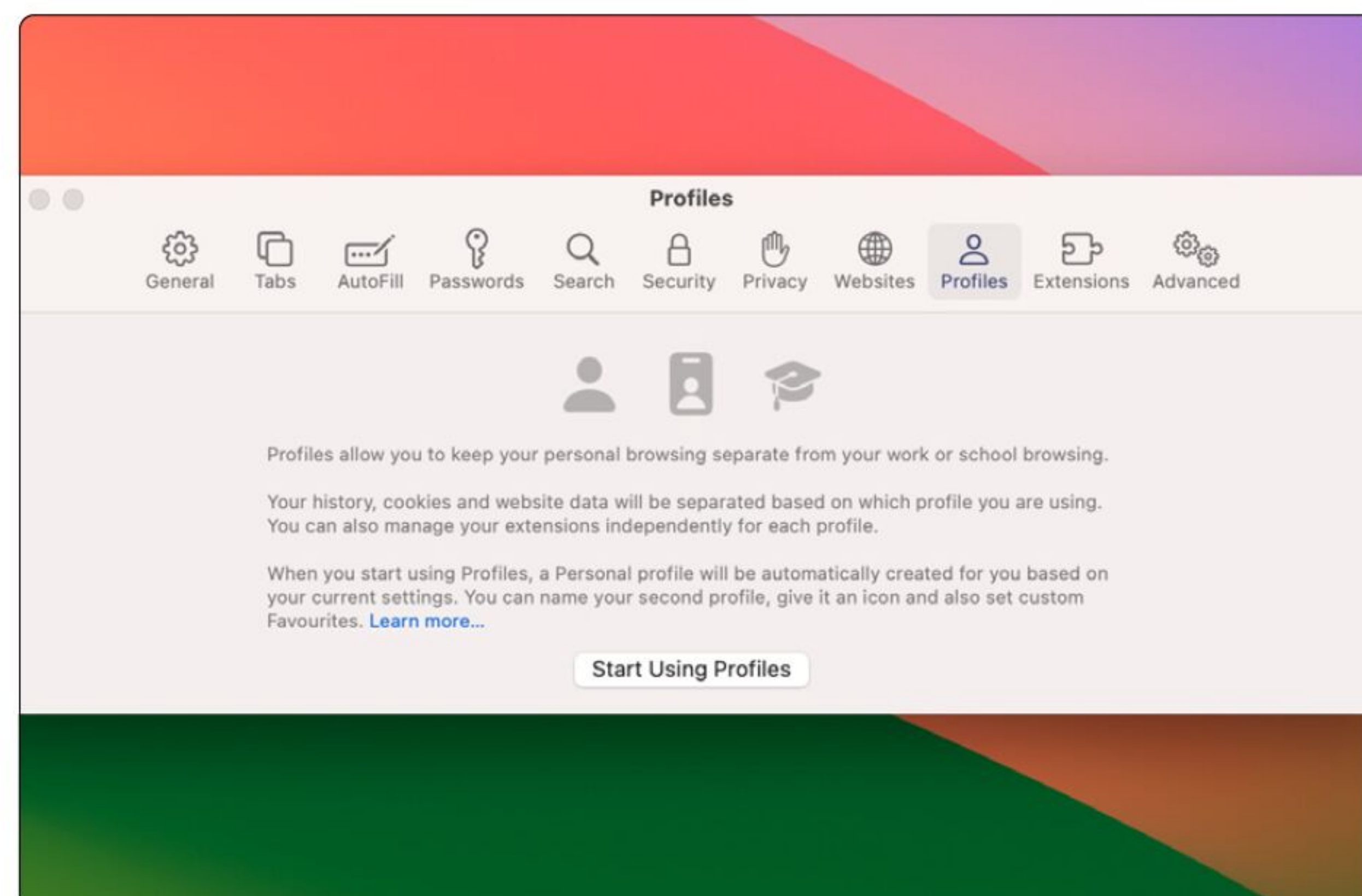
**6** You don't have to keep a web app in the Dock to use it as an app. You can also find it in the Applications folder, or launch it from Launchpad or Spotlight. If you want to delete it, you can drag it into the bin from the Applications folder, like any other app.



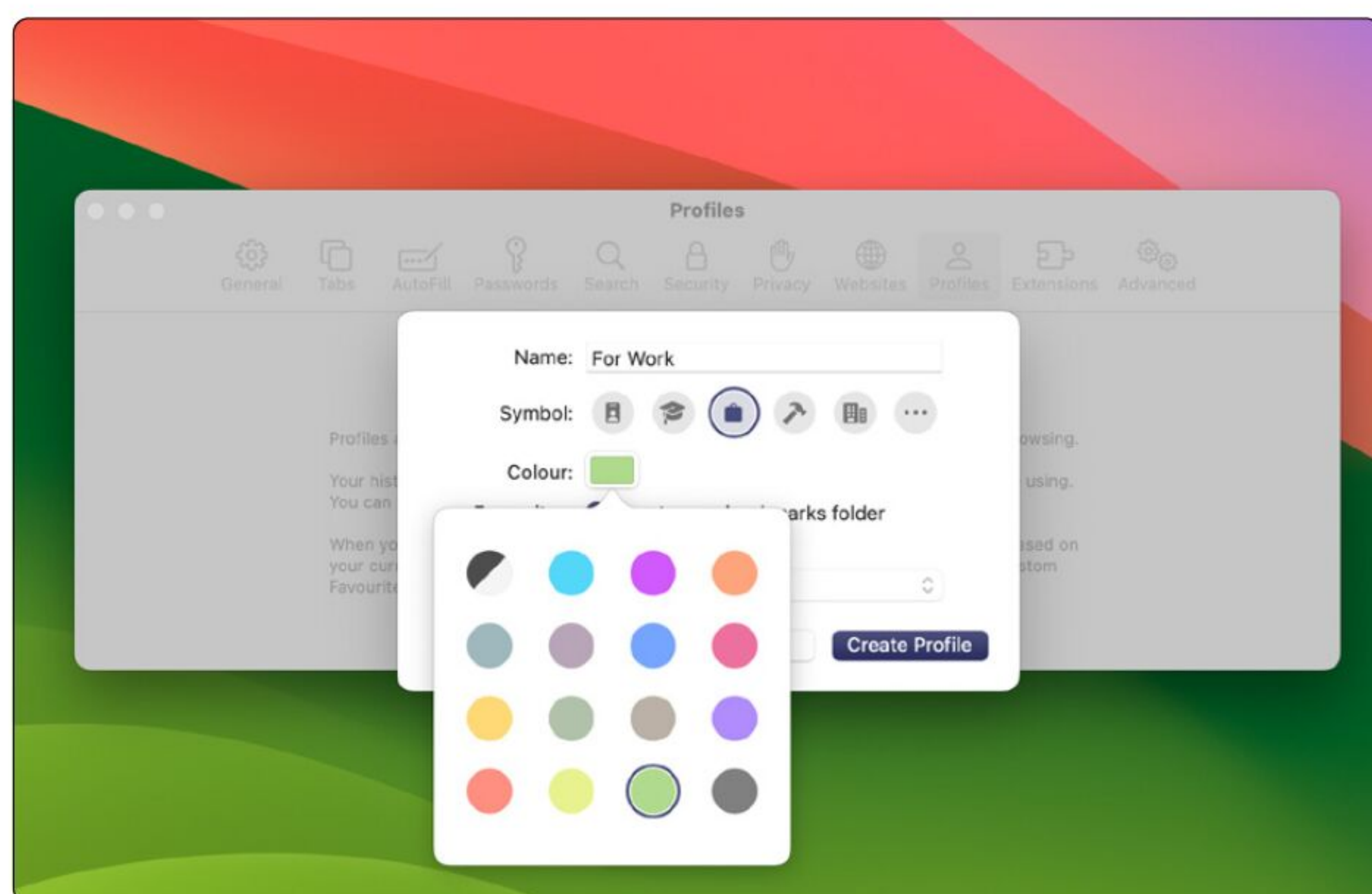
# Safari Profiles



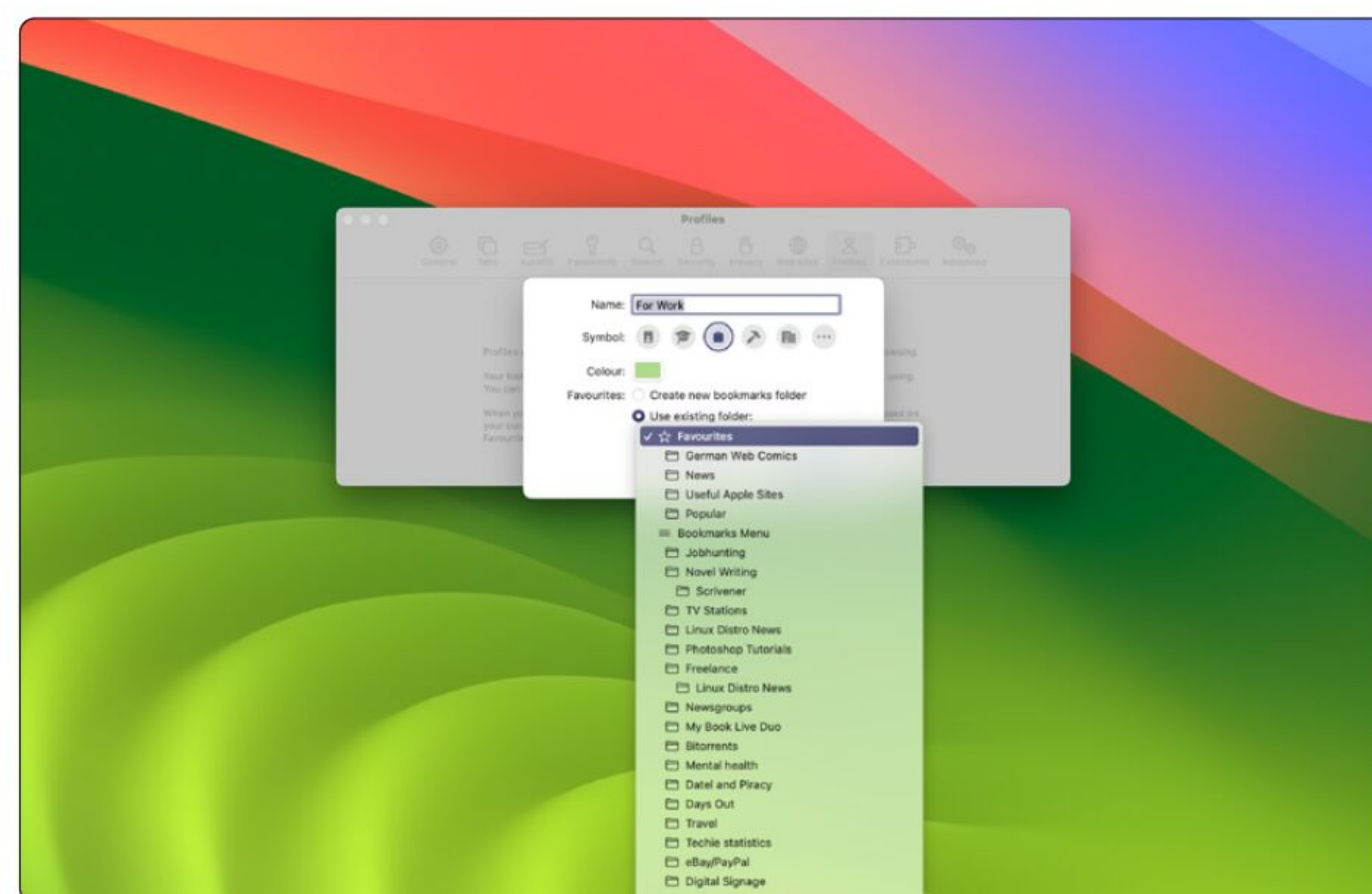
**1** You can divide your browsing into profiles, allowing you to divide your saved websites into groups such as 'Personal', 'Work' or 'School'. Each Profile has its own favourites, cookies, browsing history, Tab Groups, Safari extensions and website data.



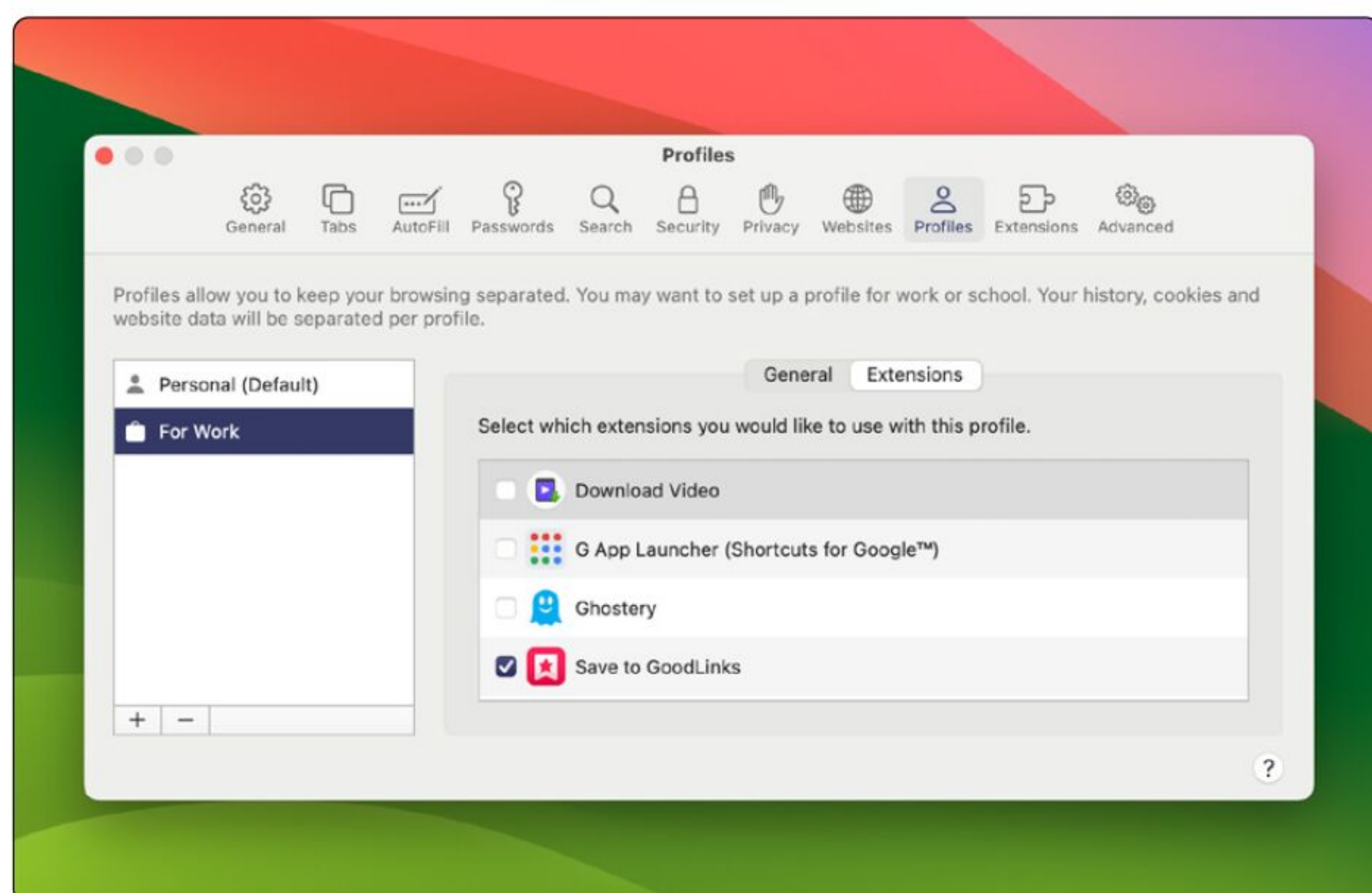
**2** In the Safari app, click on the word 'Safari' on the left-hand side of the top bar. From the menu, select Settings. In the Settings window, click the Profiles icon in the toolbar. As this is your first profile, click the Start Using Profiles button.



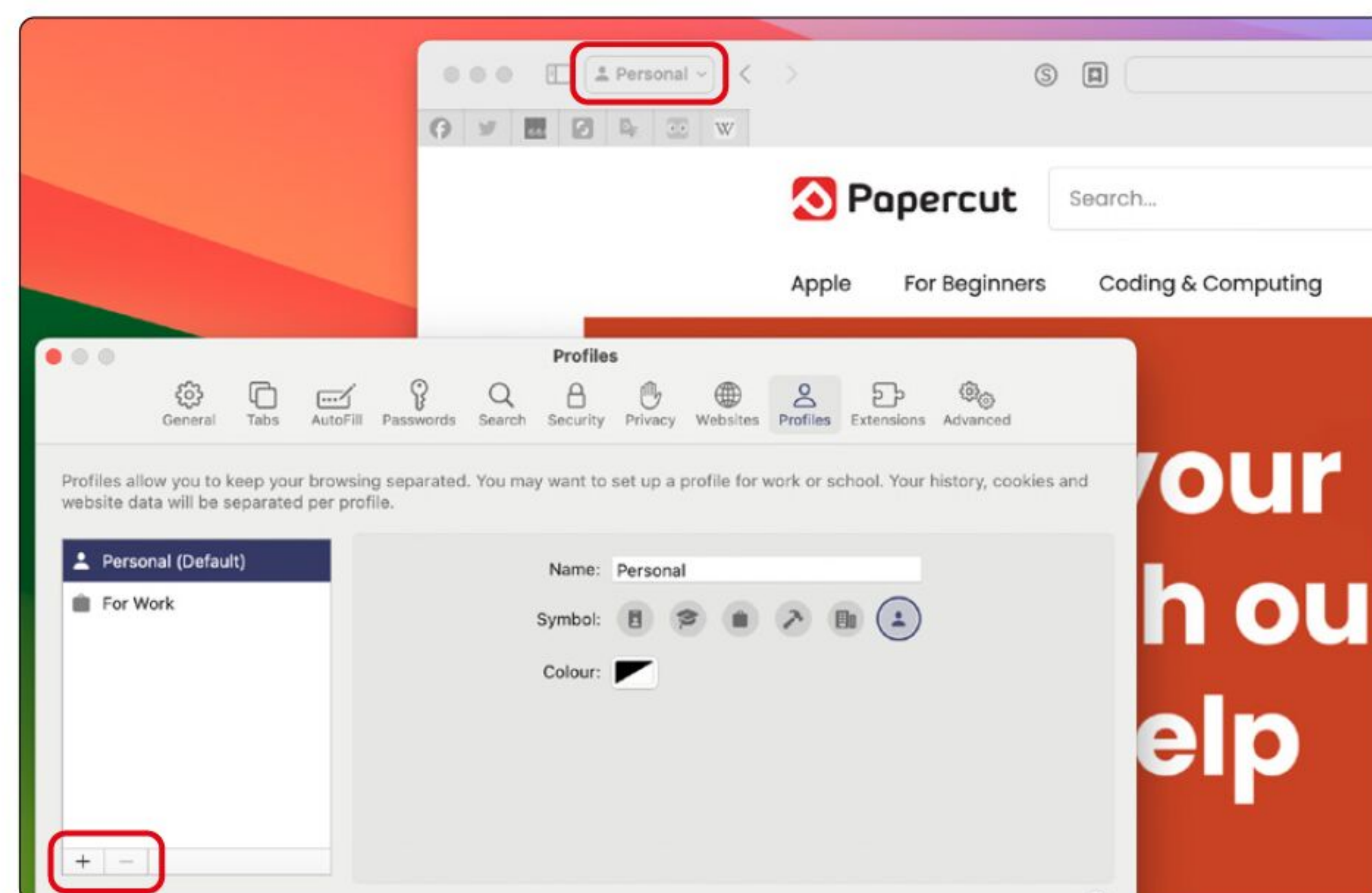
**3** Choose a name for your profile. You also get to choose an icon representing what the profile is for – click the three-dots icon for more choices. You can also give the icon a new background colour; click the rectangle next to Colour and choose one from those on offer.



**4** 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.



**5** You can make a few customisations on the next window (which you can open at any time using Safari > Settings > Profiles). Click Extensions, and you can choose which extensions are active with the profile selected on the left.



**6** Customise the default 'Personal' profile by clicking it in profiles settings. Click the Plus to add a new profile, or click a profile and click minus to delete one. The pull-down menu in the browser toolbar lets you open a new profile.



# WHAT IS AVAXHOME?



# AVAXHOME-

the biggest Internet portal,  
providing you various content:  
brand new books, trending movies,  
fresh magazines, hot games,  
recent software, latest music releases.

Unlimited satisfaction one low price

Cheap constant access to piping hot media

Protect your downloadings from Big brother

Safer, than torrent-trackers

18 years of seamless operation and our users' satisfaction

All languages

Brand new content

One site



# AVX LIVE . ICU

AvaxHome - Your End Place

We have everything for all of your needs. Just open <https://avxlive.icu>





# Mail

## Send & Receive Email

Sonoma 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 circular icon to toggle between showing all emails and only unread emails.

**4** This button downloads new emails. You can set your Mail app to check automatically but this button does so manually.

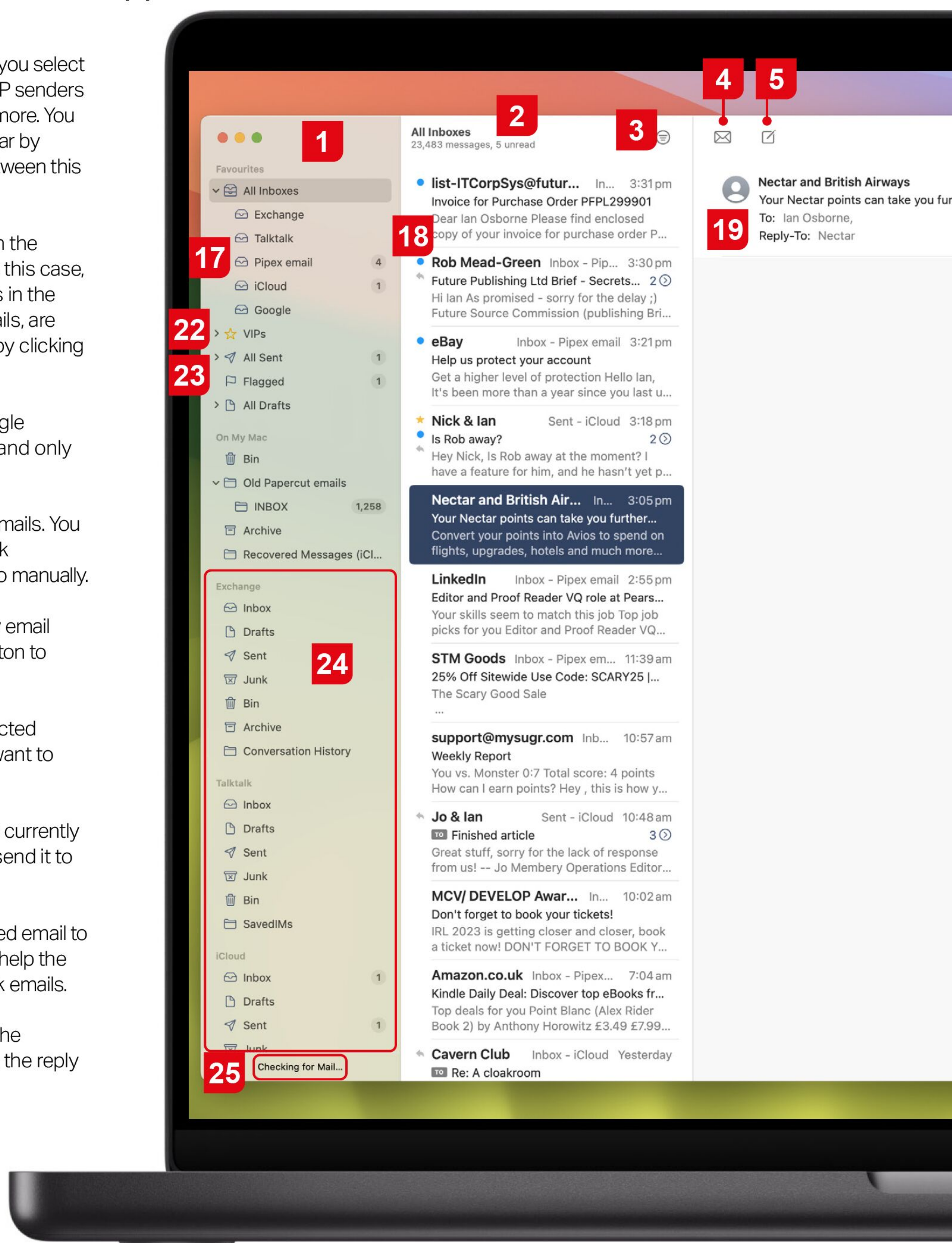
**5** When you want to write a new email from scratch, click on this button to open a blank one.

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

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

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

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



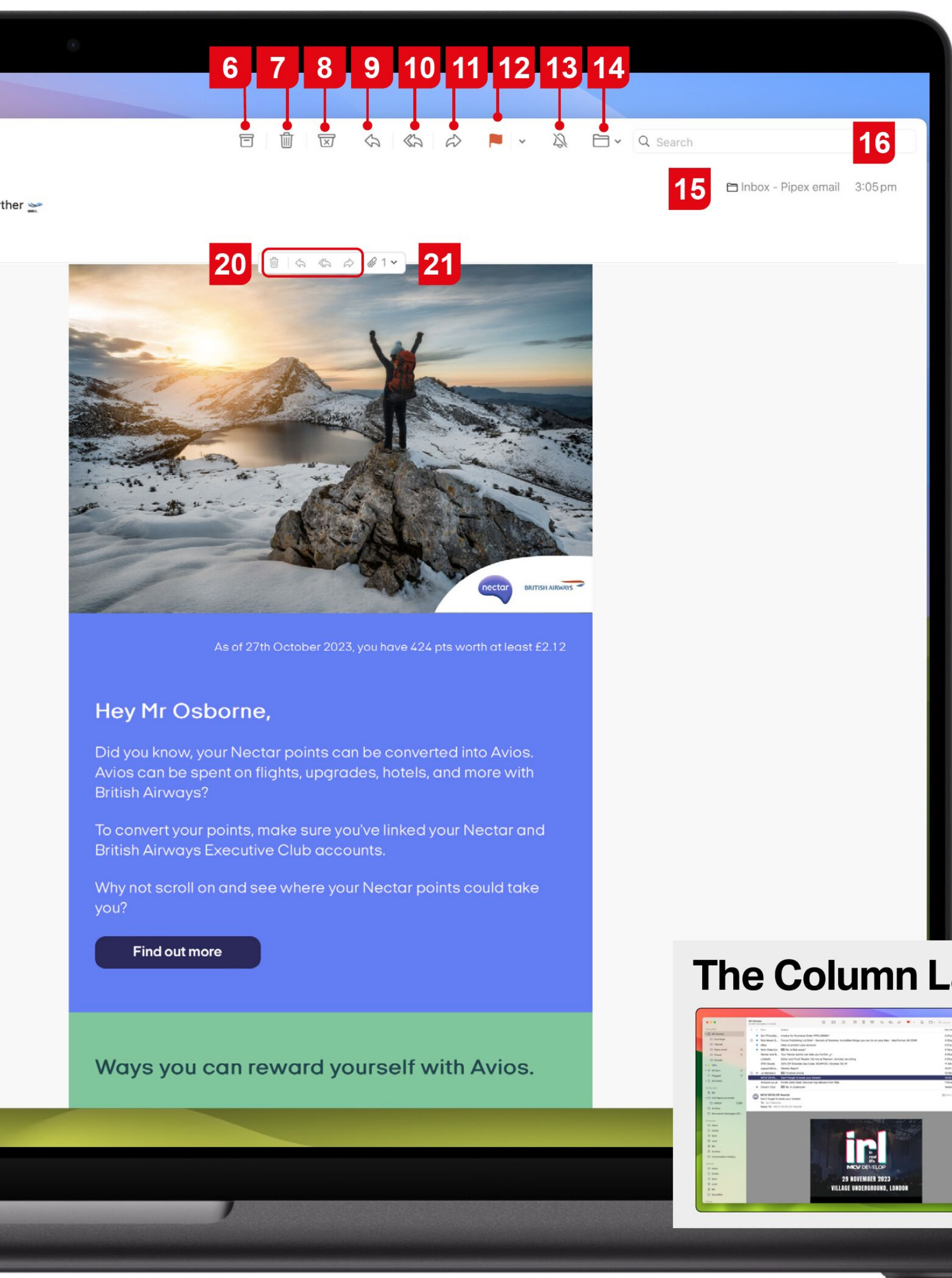


- 10** The two left-pointing arrows here is the Reply All icon. Use this button to reply to the sender of the currently selected email, but also to everyone else that received it.
- 11** The single arrow curling to the right is the Forward button. If you want to forward an email to a third party, that is, not the person who sent it to you, use this.

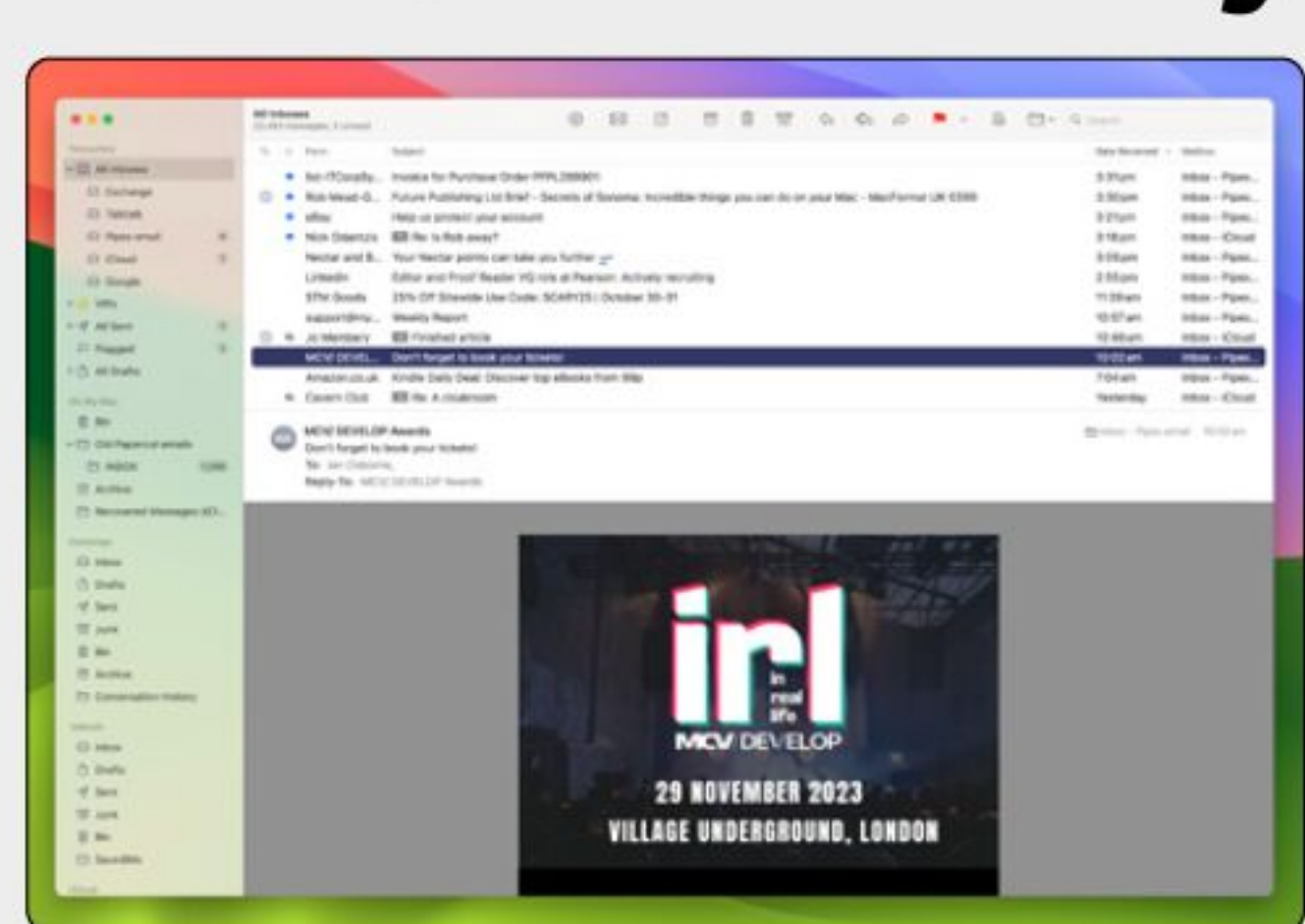
- 12** Click the flag to mark the currently open email with a flag of this colour. Click the chevron next to the flag for a pull-down menu that lets you select a different flag.
- 13** Use this button to silence notifications on threads that are sending you too many alerts. The emails still arrive, but they don't send notifications.

- 14** This pull-down menu is another way of moving an email into another mailbox or folder.
- 15** Information about what mailbox the open email is in, what time it was received and the paper clip shows it has attachment.
- 16** To search for a specific subject, person or word/phrase use the field here.

- 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. They function is the same.
- 21** If the open email has attachments, click here for a pull-down listing them all. You can select and open them.
- 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.



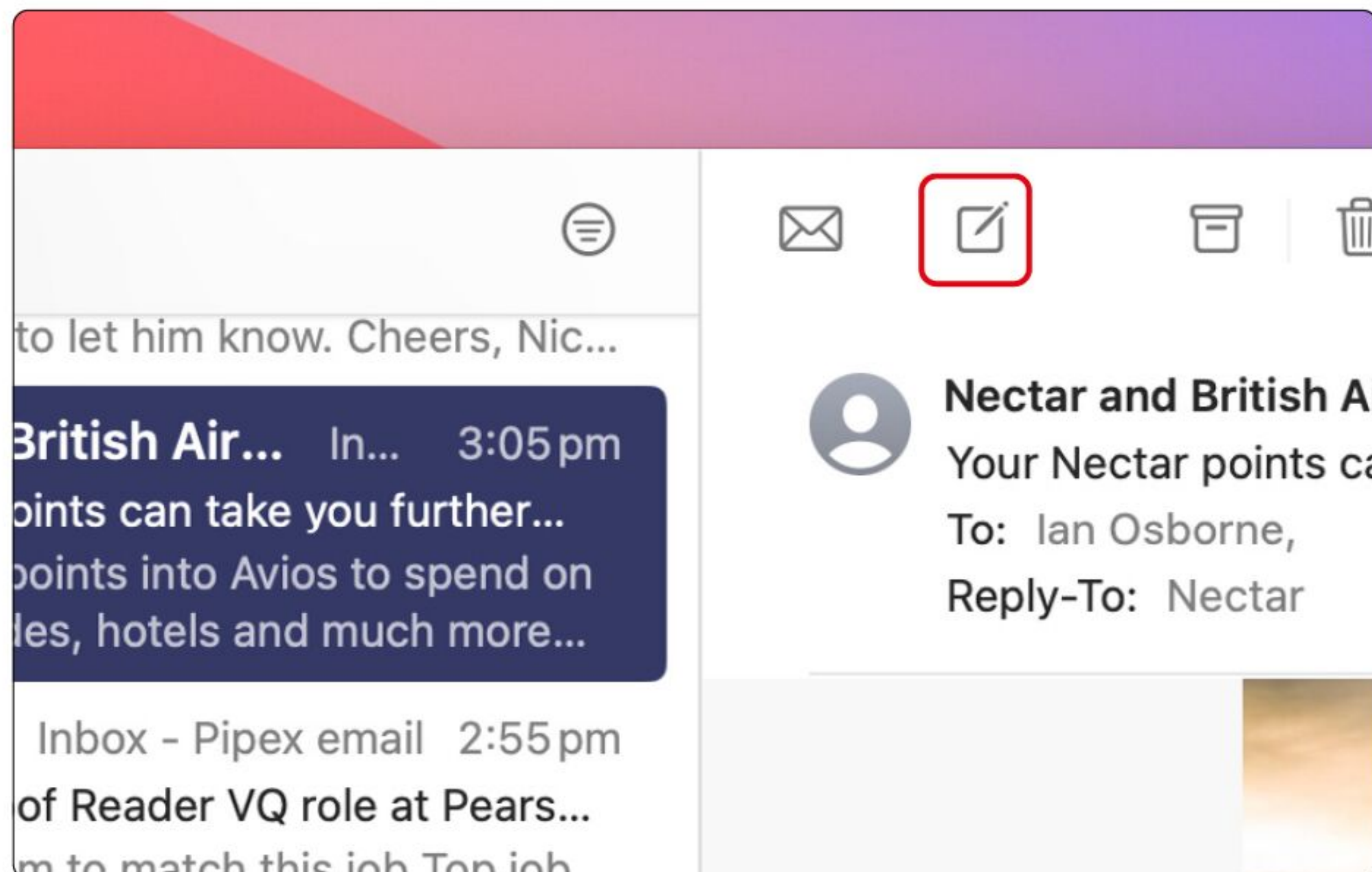
## The Column Layout



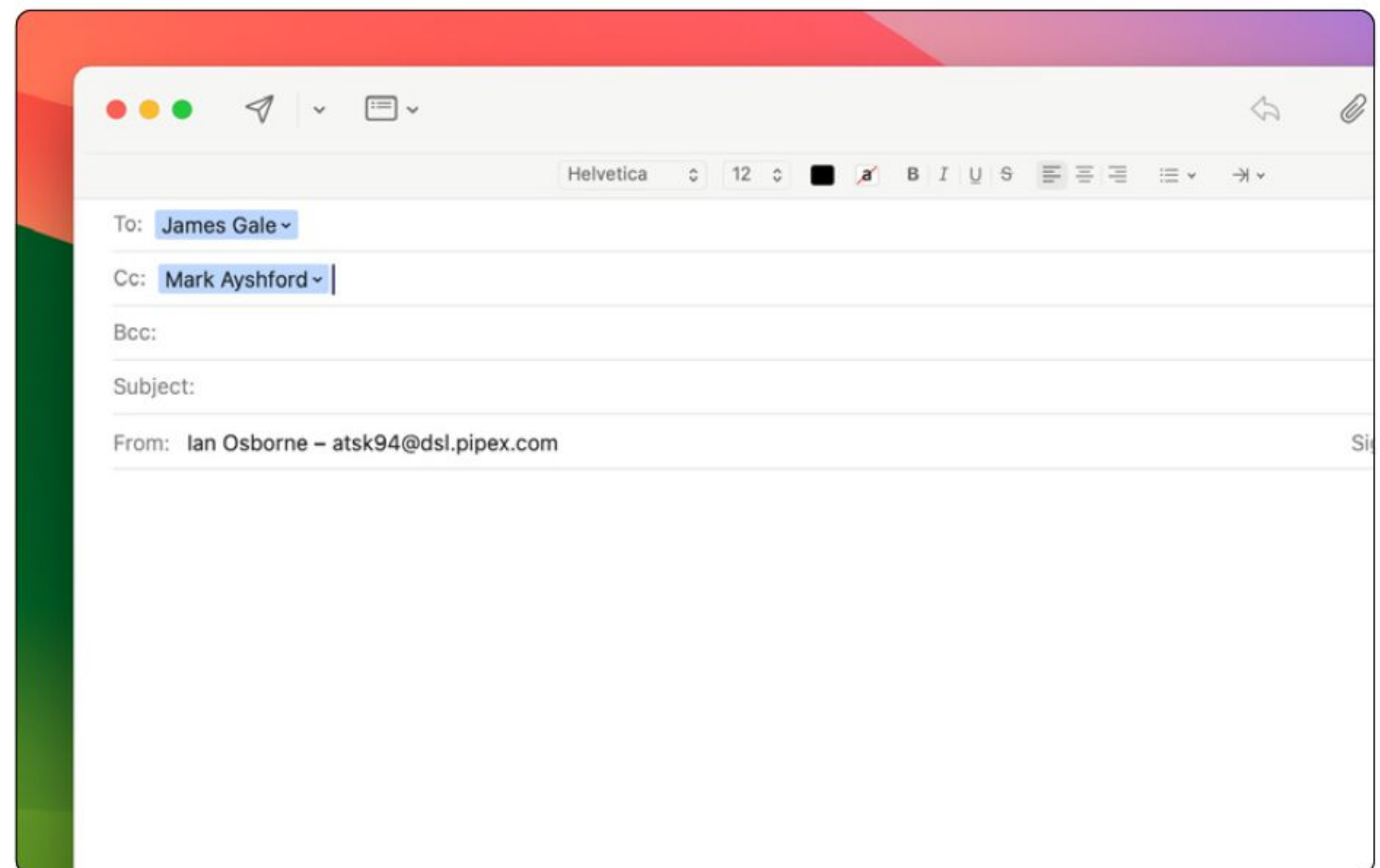
To use the old-school, column-based layout, in the View menu, select Use Column Layout. Repeat this step to revert to the modern layout.



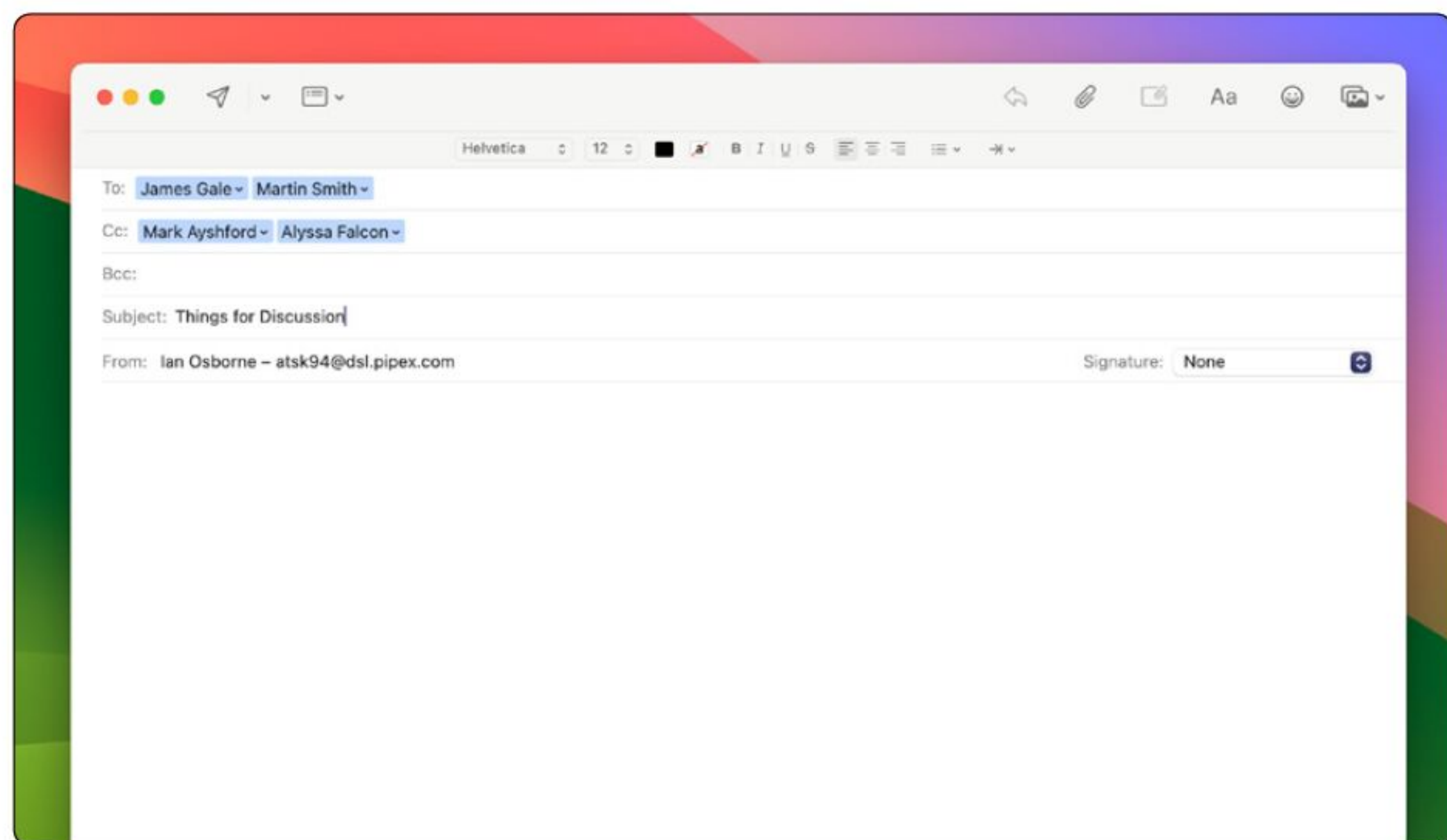
## Sending a New Email



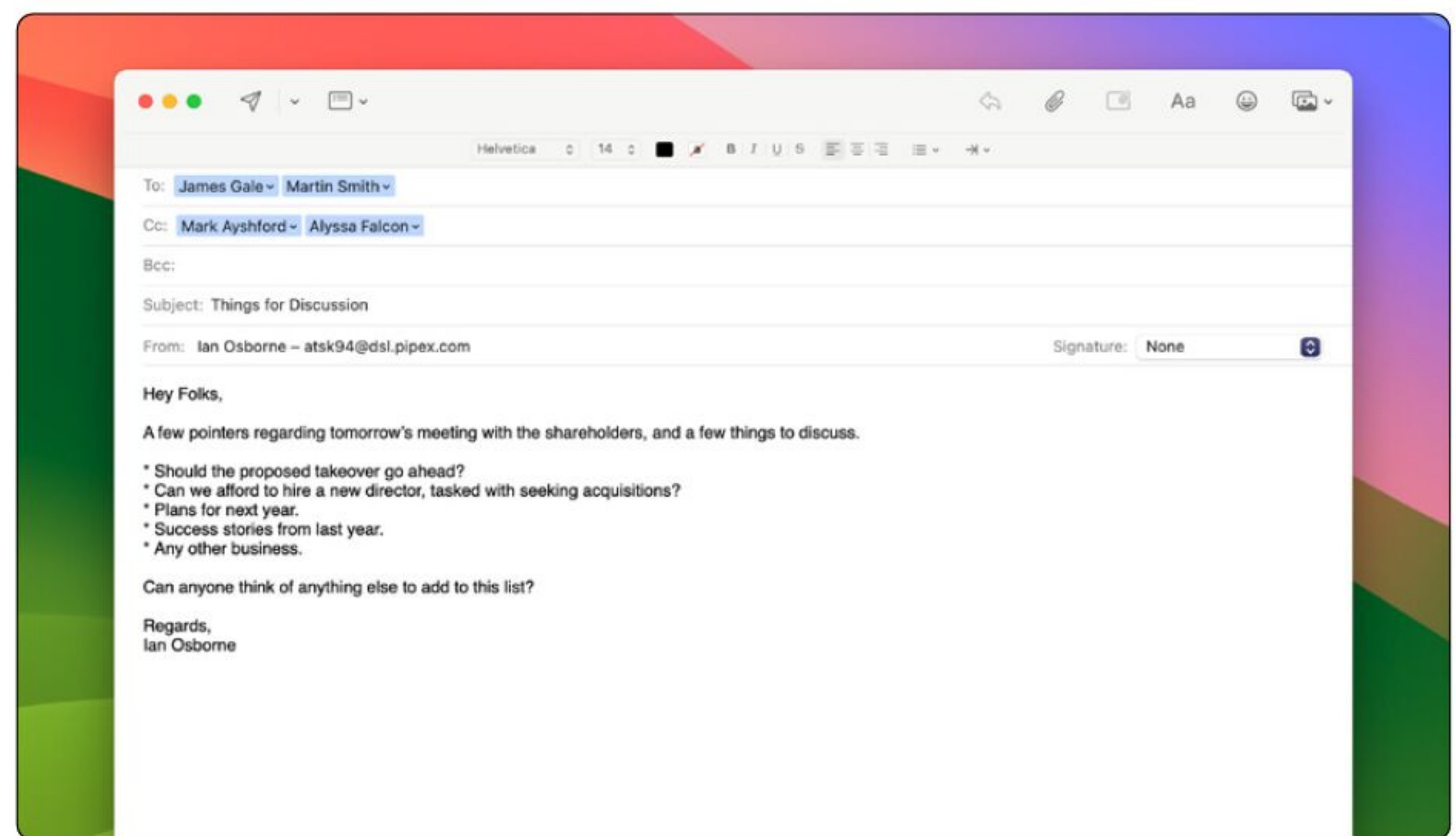
**1** Here we show you how to open a new, blank email, write a message and send it to a given email address using the Mac's Mail app. To open a new email, first click on the Compose New Message icon in the toolbar on top of the window; the one that looks like a pen writing on paper.



**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.

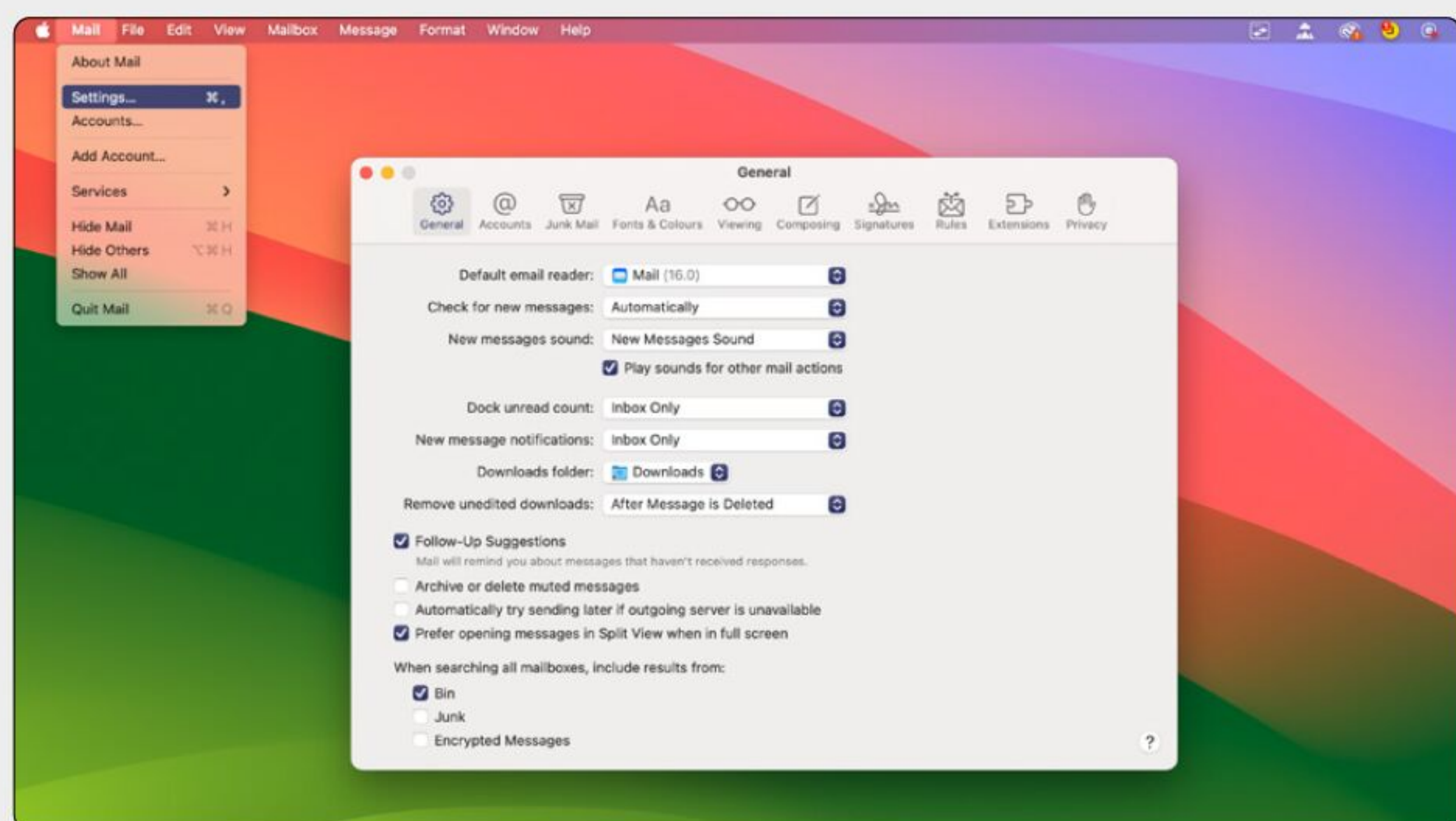


**3** It's always a good idea to put something in the subject line, even if it's just 'Hello!'. Type the body of your message in the large space below. An email can be as long as you like and you can use different fonts, colours and sizes if you really feel the need.

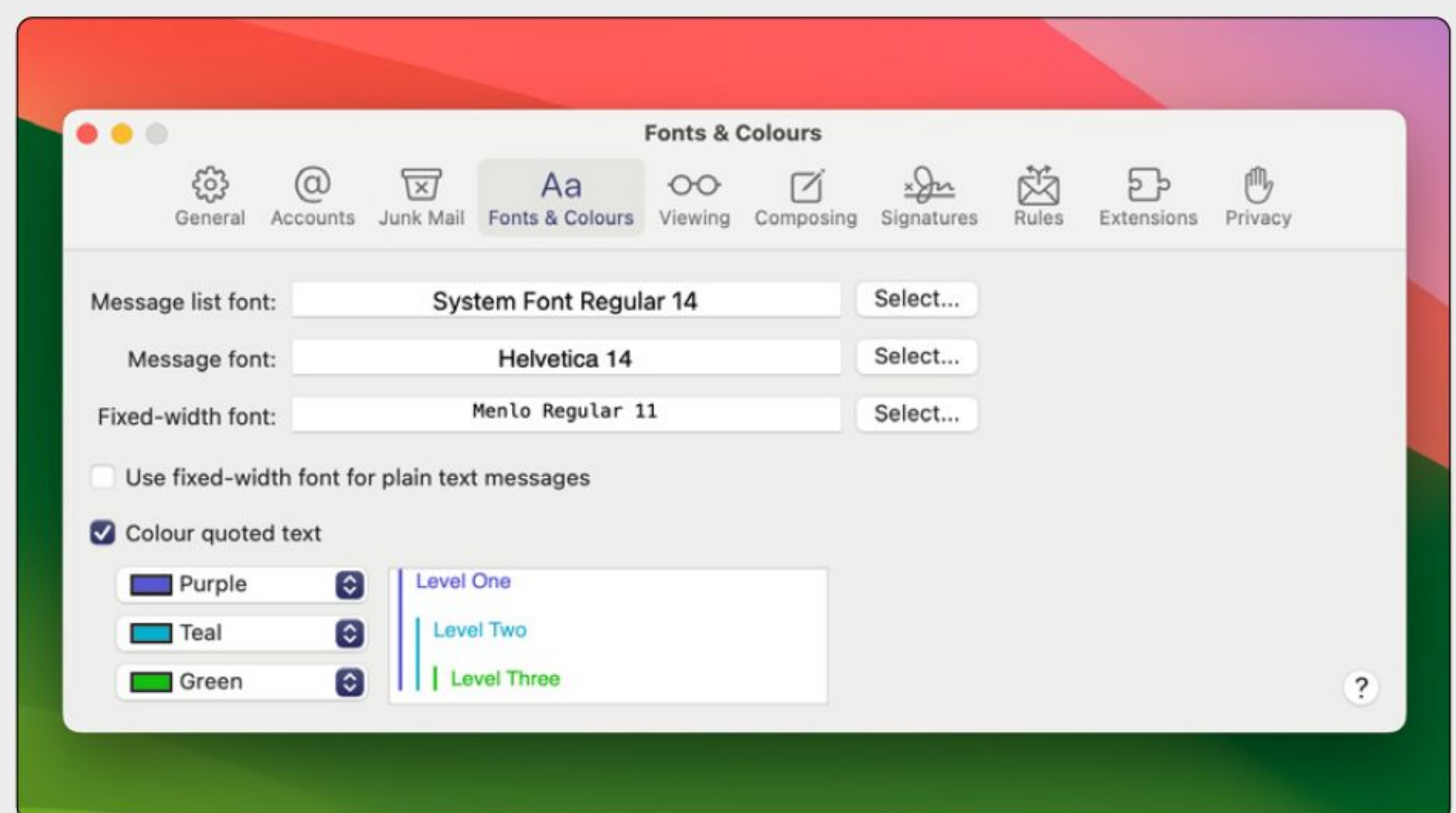


**4** Once you've finished typing your letter, click the Send button in the top left corner of the email panel to send it on its way. Email is usually sent very quickly, and your addressee should receive it within a couple of minutes, as long as there are no issues with their connection or provider.

## 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.

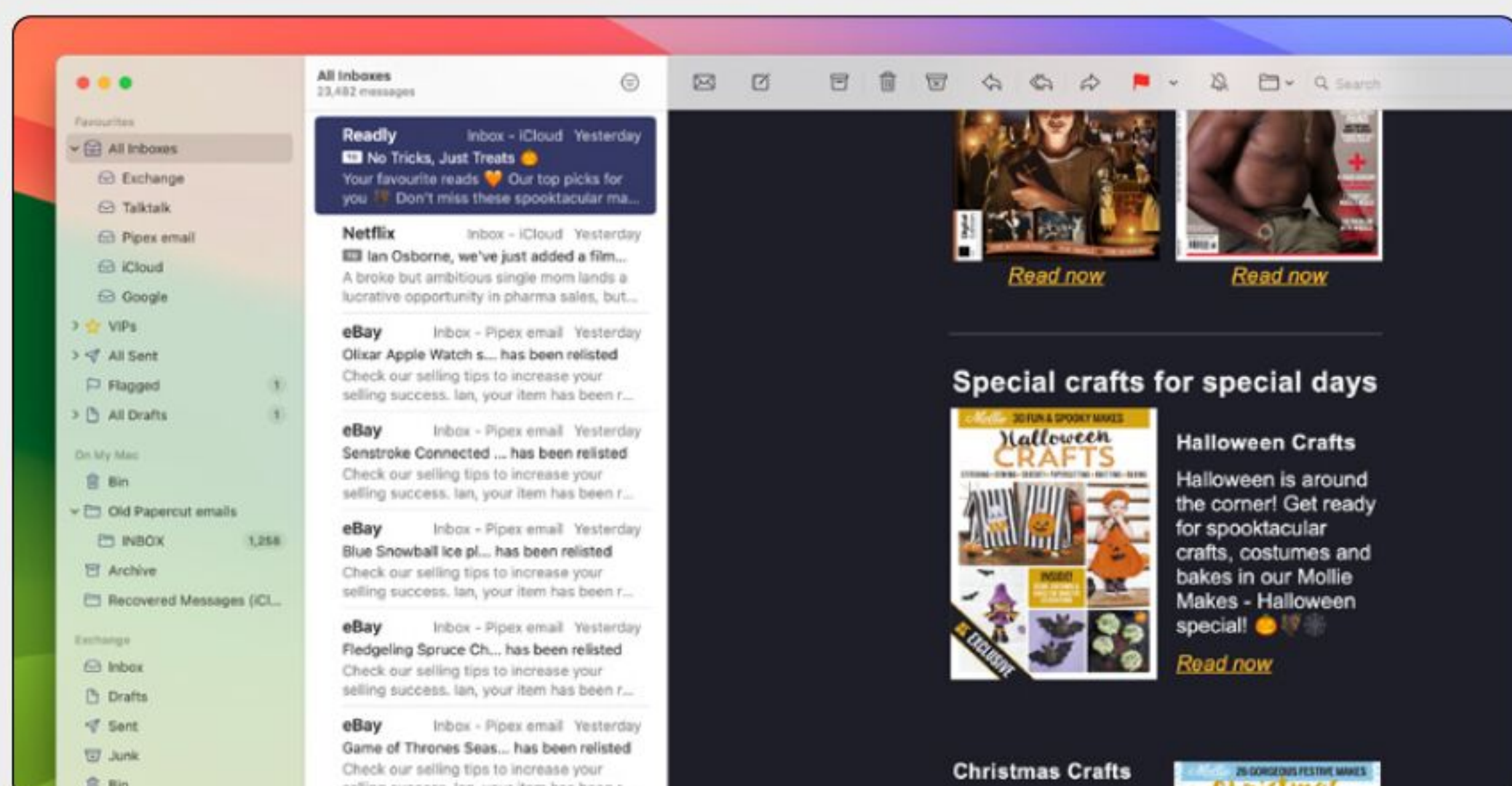


The Fonts & Colours tab lets you change the fonts and text size used with incoming emails and change the colours of quoted text. Explore the Mail settings and set up how you choose, but be careful with the server settings.

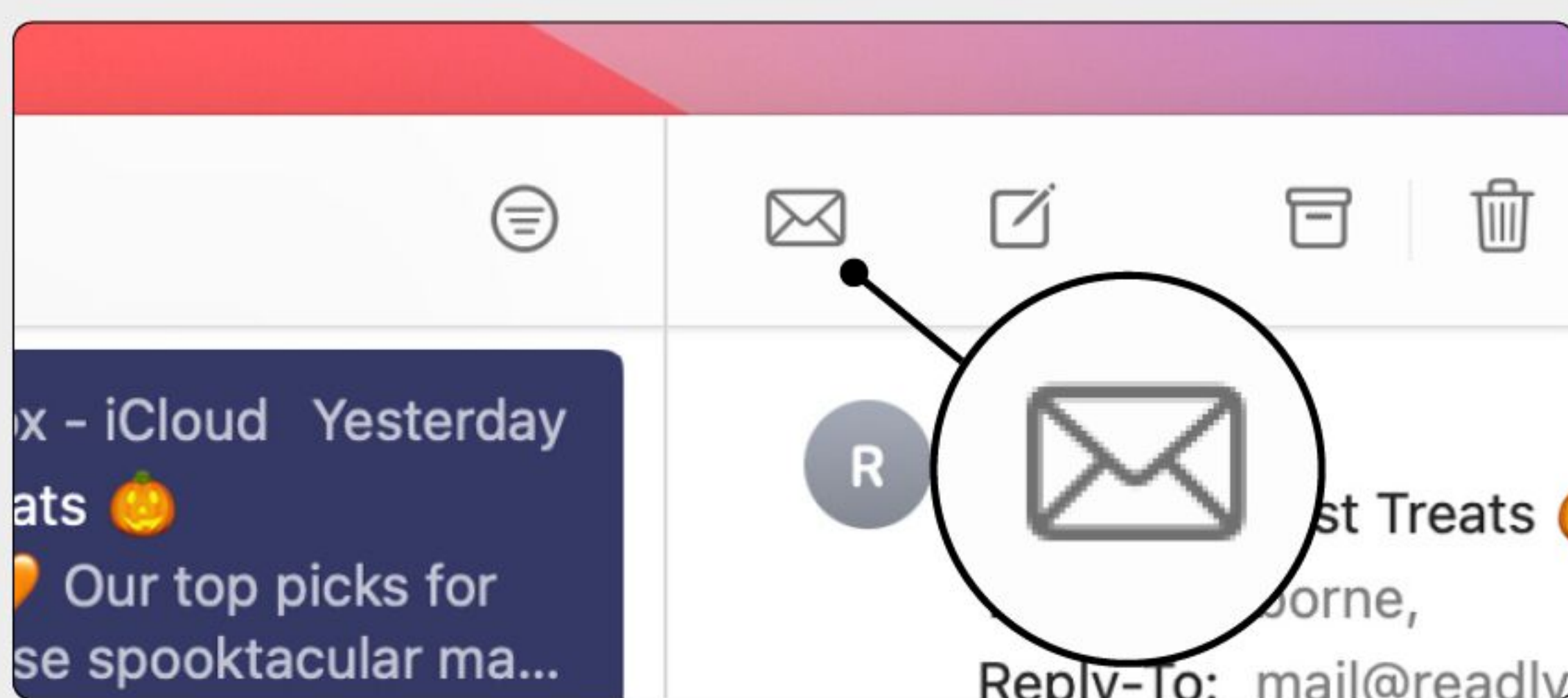


## Receiving Email

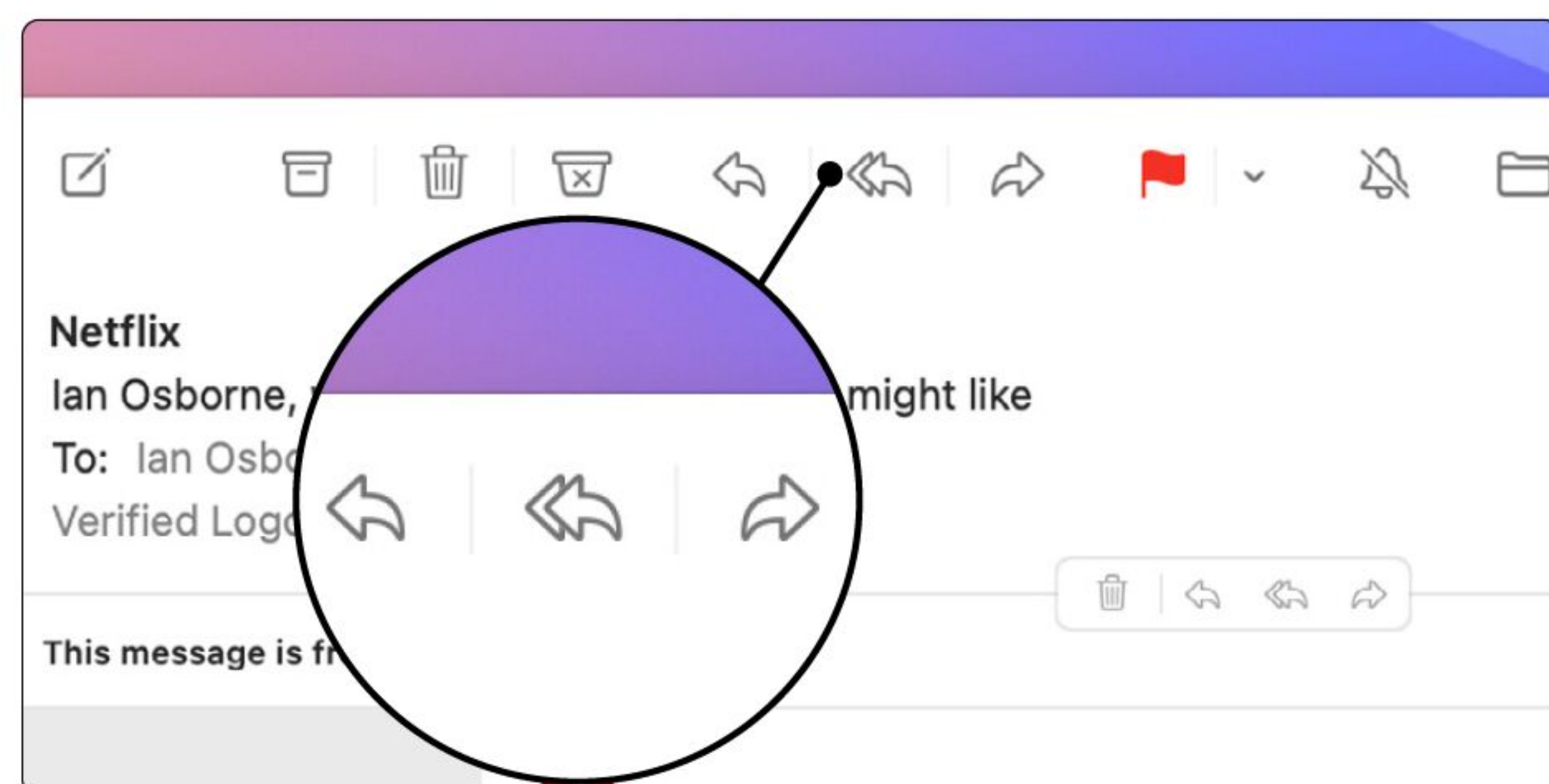
When you receive an email in your inbox, this is how you open and read it using the macOS Mail app.



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 collect 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.





While Mail is running, it periodically checks the server for new messages. You can also prompt Mail to look at the server immediately by clicking the button in the top left of the screen that looks like an envelope.




## 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.

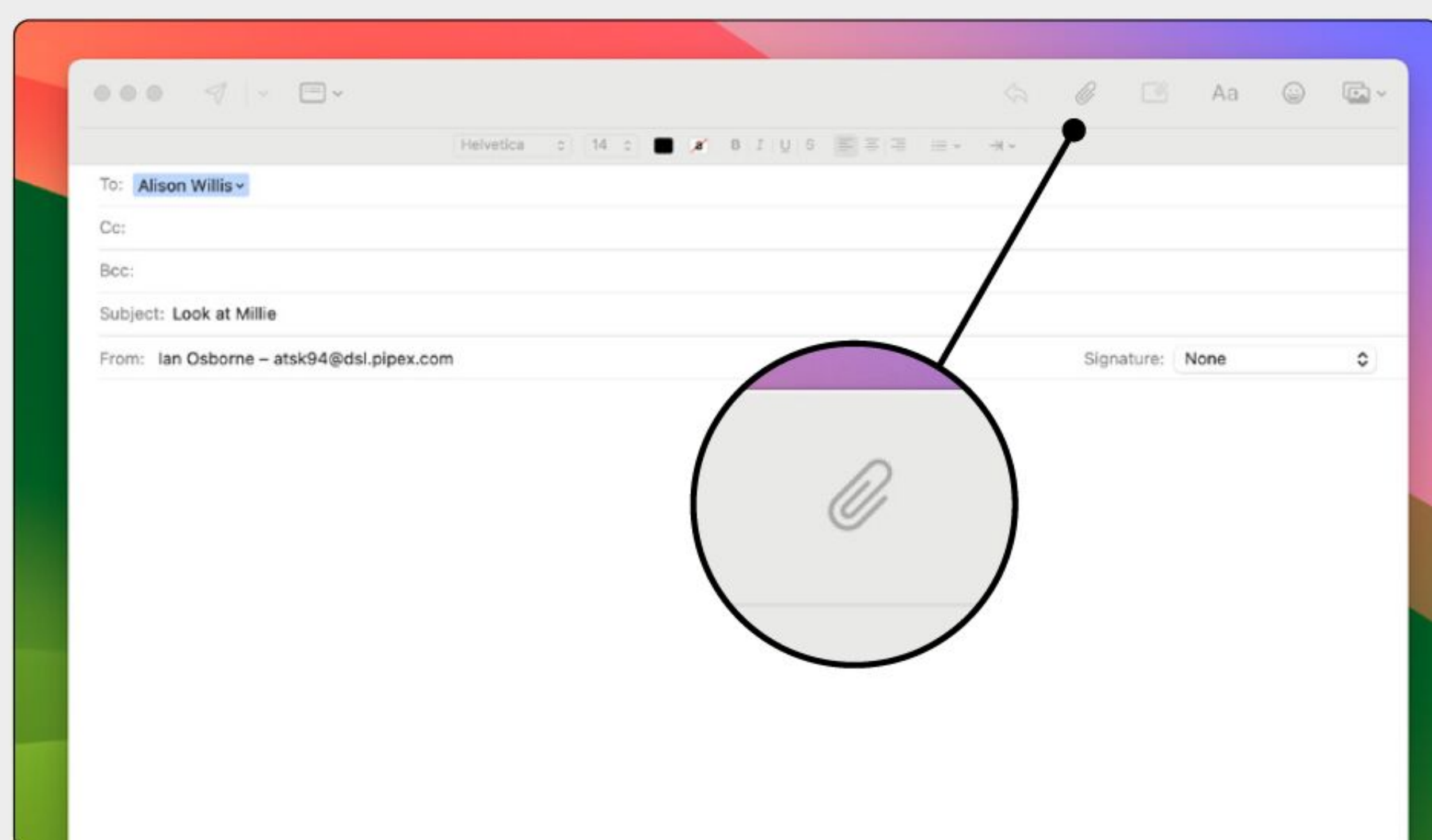
 The leftmost one has a single left-pointing arrow on it. This is the Reply button. If you click on this you'll see a window pop up that looks a lot like the window for a new email, but it will have the responder's email address already in the To: box.

 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.

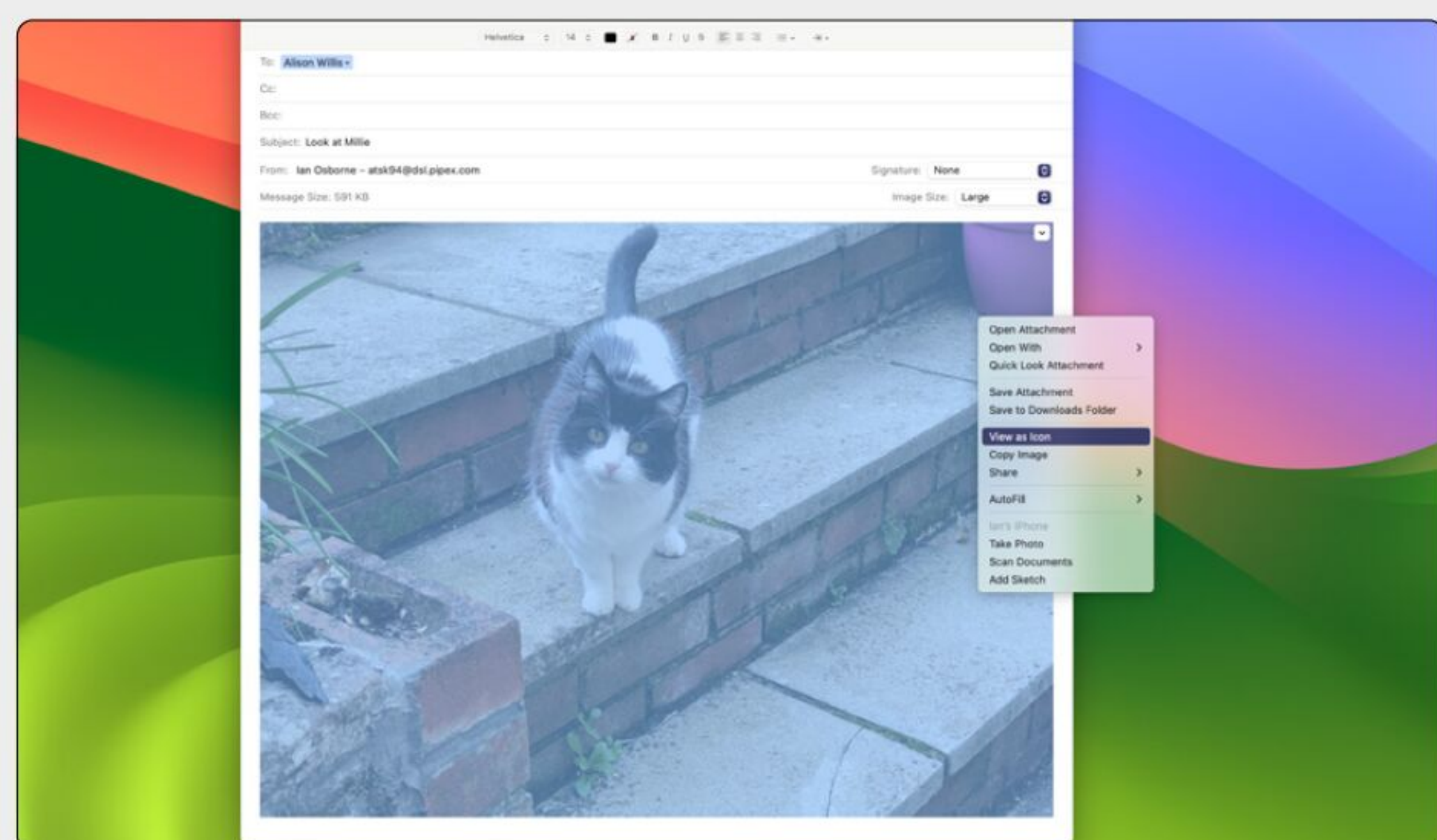
 The rightmost button of these three is the Forward button, which is used to send an email you've received to another recipient. Forwarding emails is another thing that requires care; make sure that you don't accidentally send private information to someone who was not meant to receive it.

## Adding Attachments

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



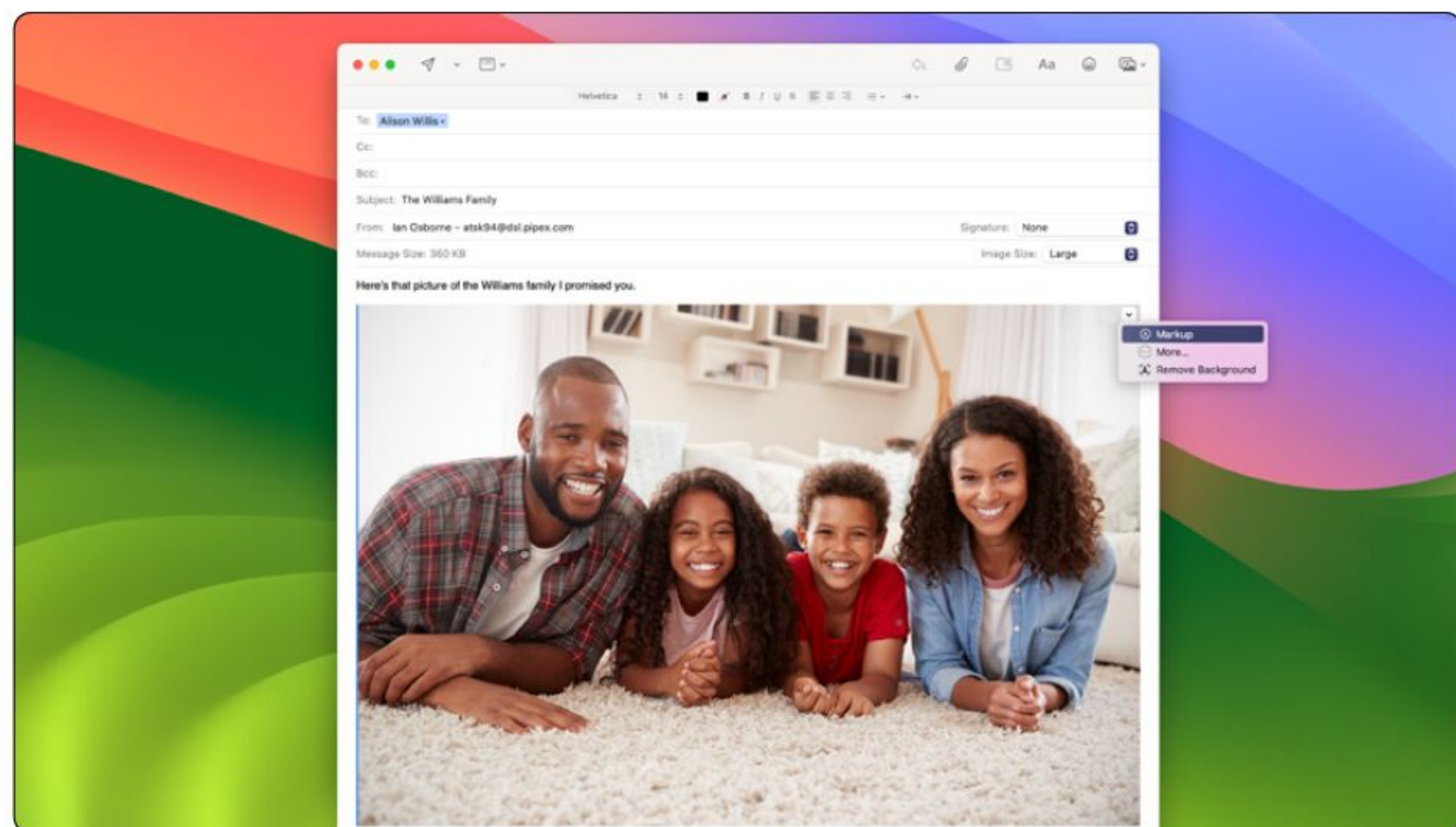
To add an attachment, first start an email (or reply to one you received), and then click on the button bearing the picture of a paperclip, at the top right of the email panel. This will open a Finder window, allowing you to navigate to the file or files that you want to send. Select the ones you want,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



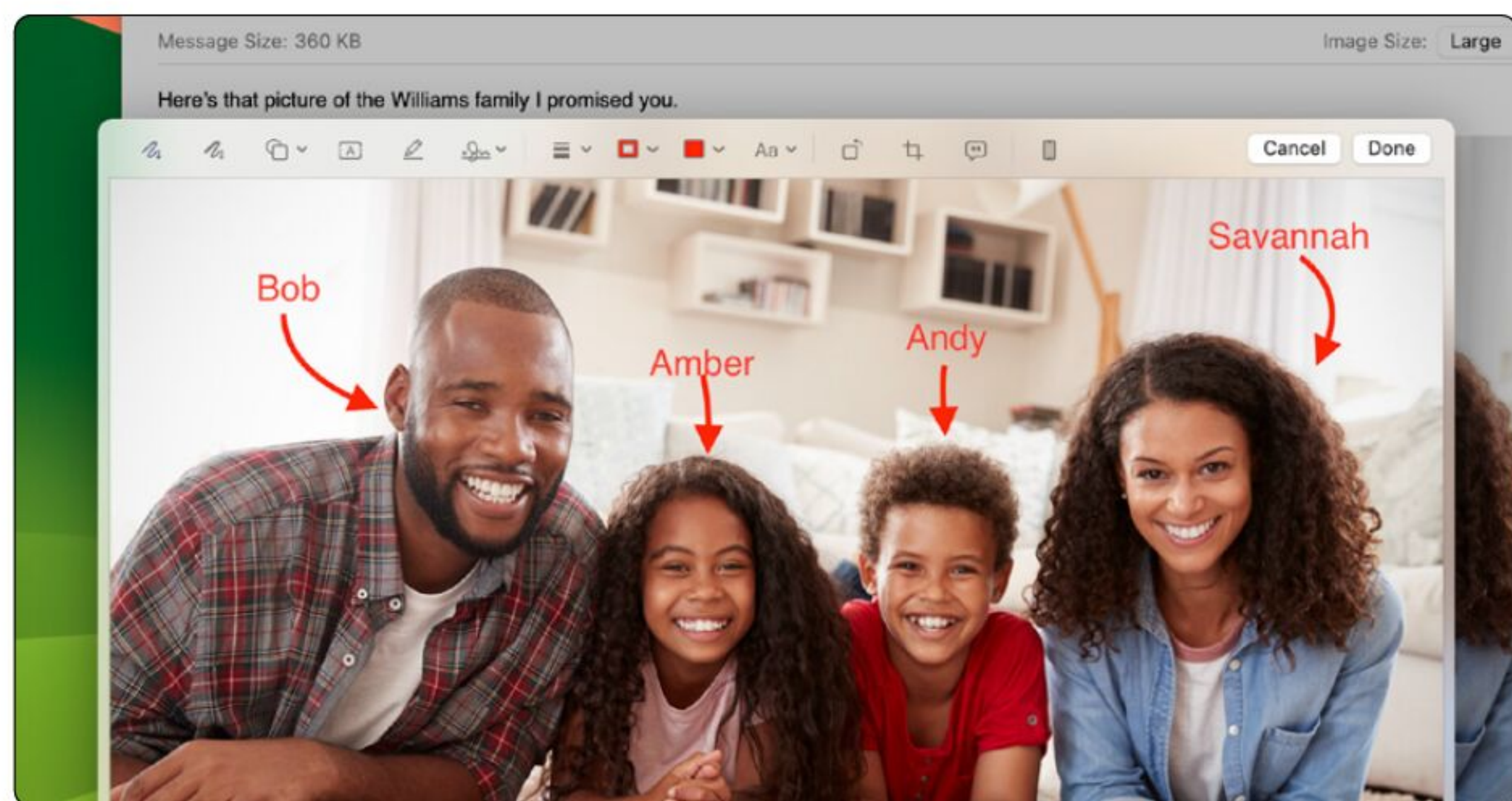
Pictures you've added as attachments are shown in the body of the email. If you don't want to display it as an attachment, right-click on it and from the contextual menu, choose View as Icon. It can still be opened by the recipient. If your email suggests you're sending an attachment but you forget to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



## The Mail Markup Feature

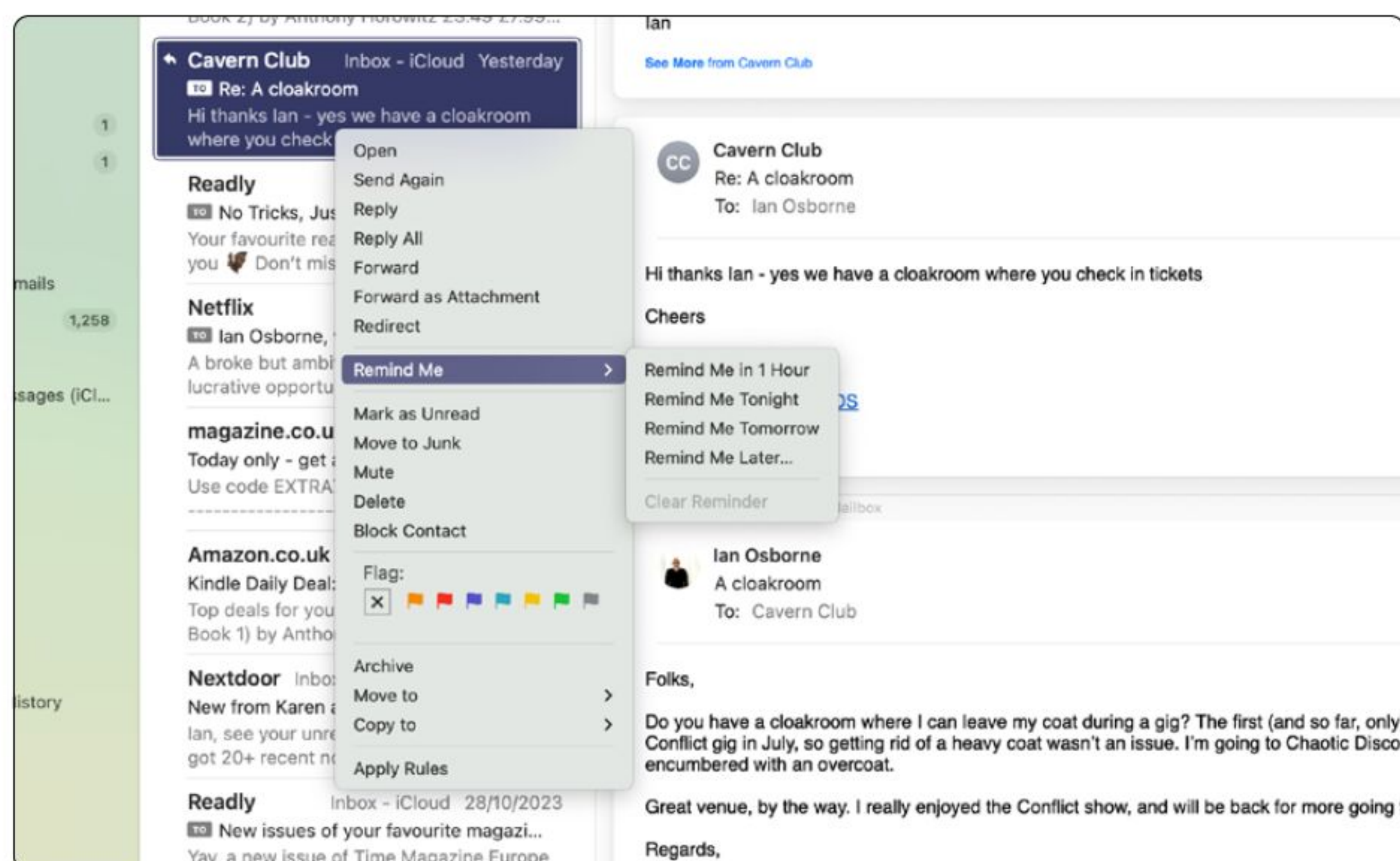


**1** The Markup feature lets you add notes and scribbles to pictures that are attached to an email before you send it. Write an email and attach it to the email. Click on the image, then click the chevron in the upper right corner of the photo. Select the Markup option to open the Mail app's Markup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

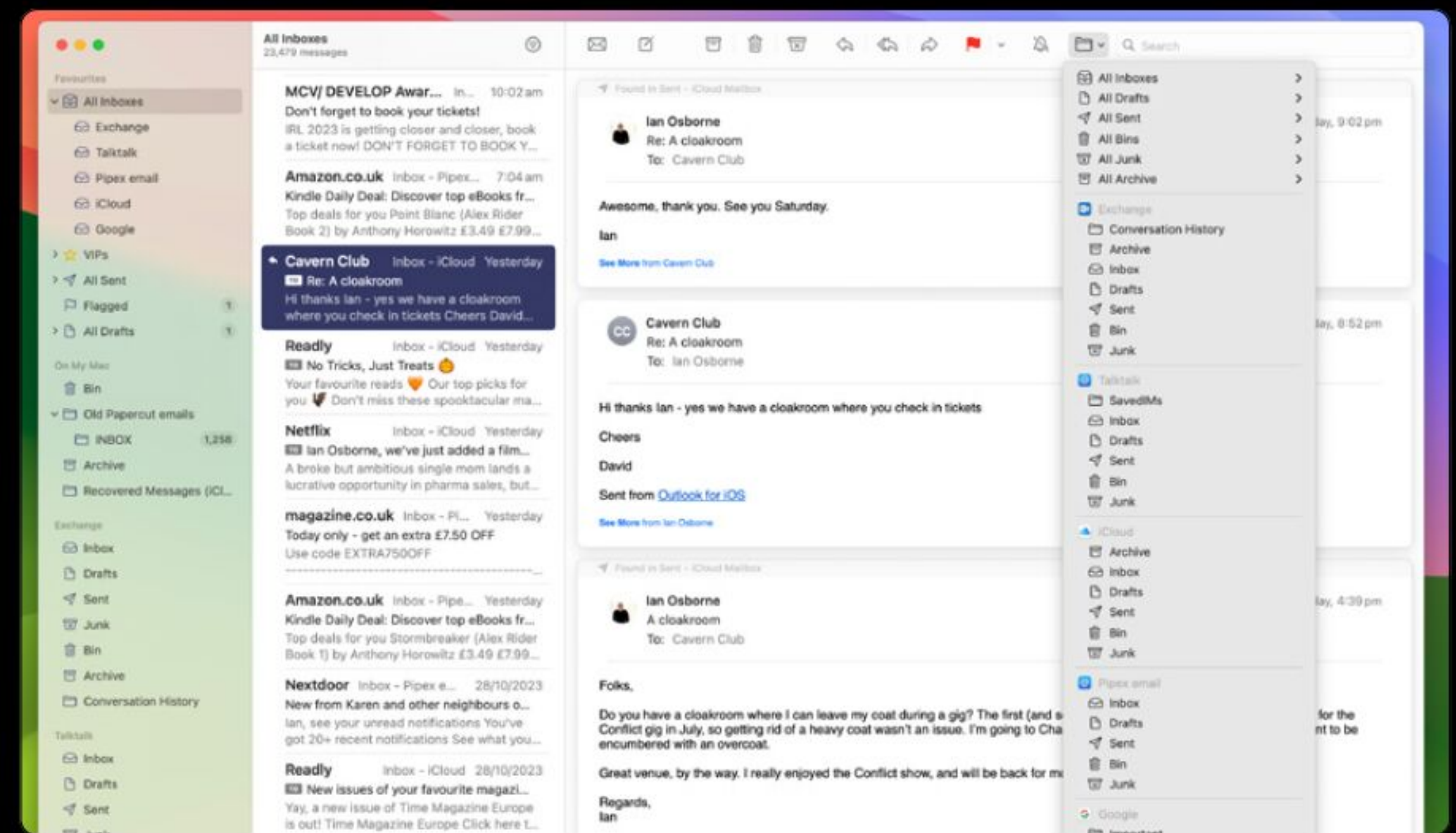
## Remind Me



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.

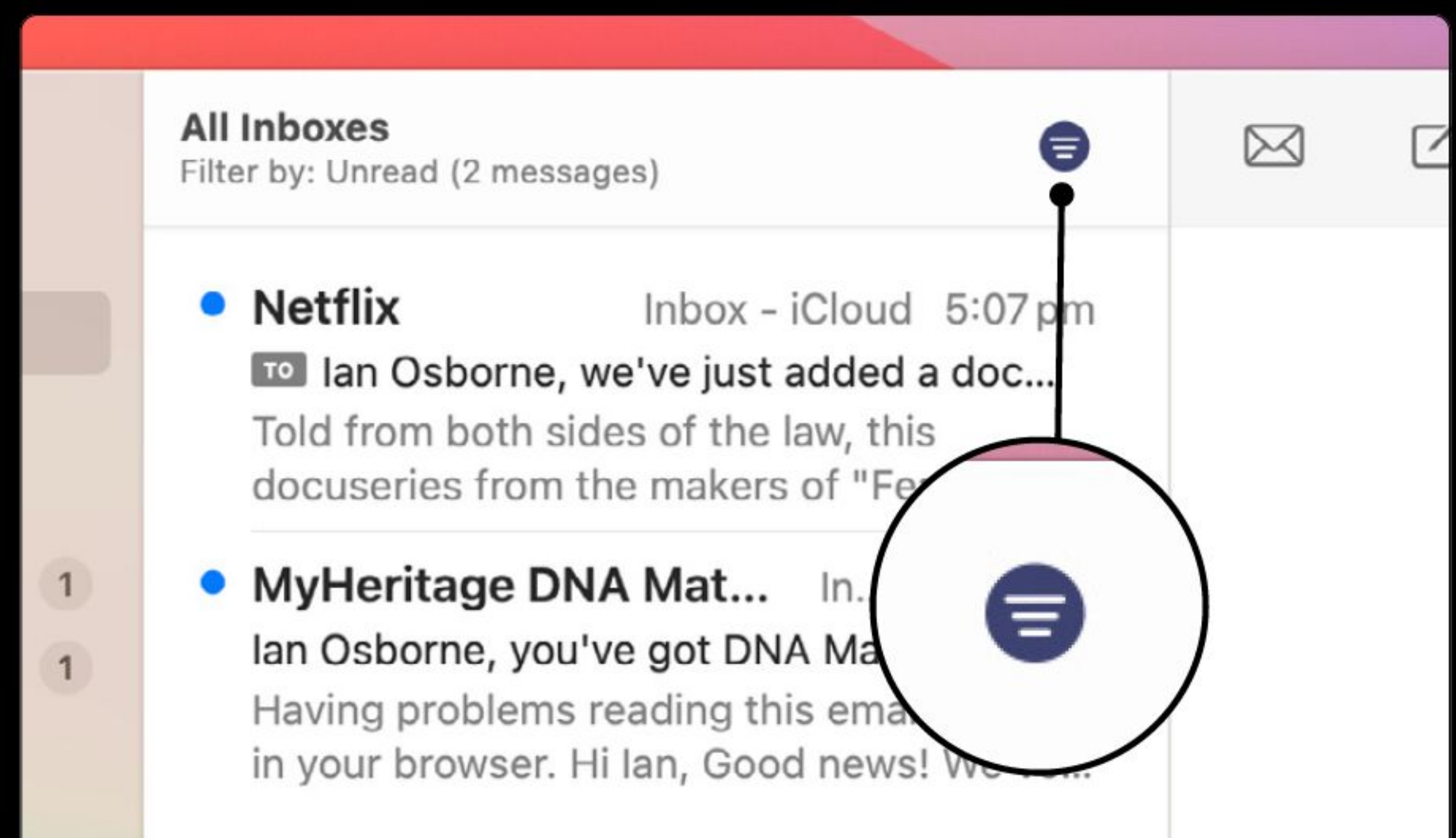
## Move to...

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.



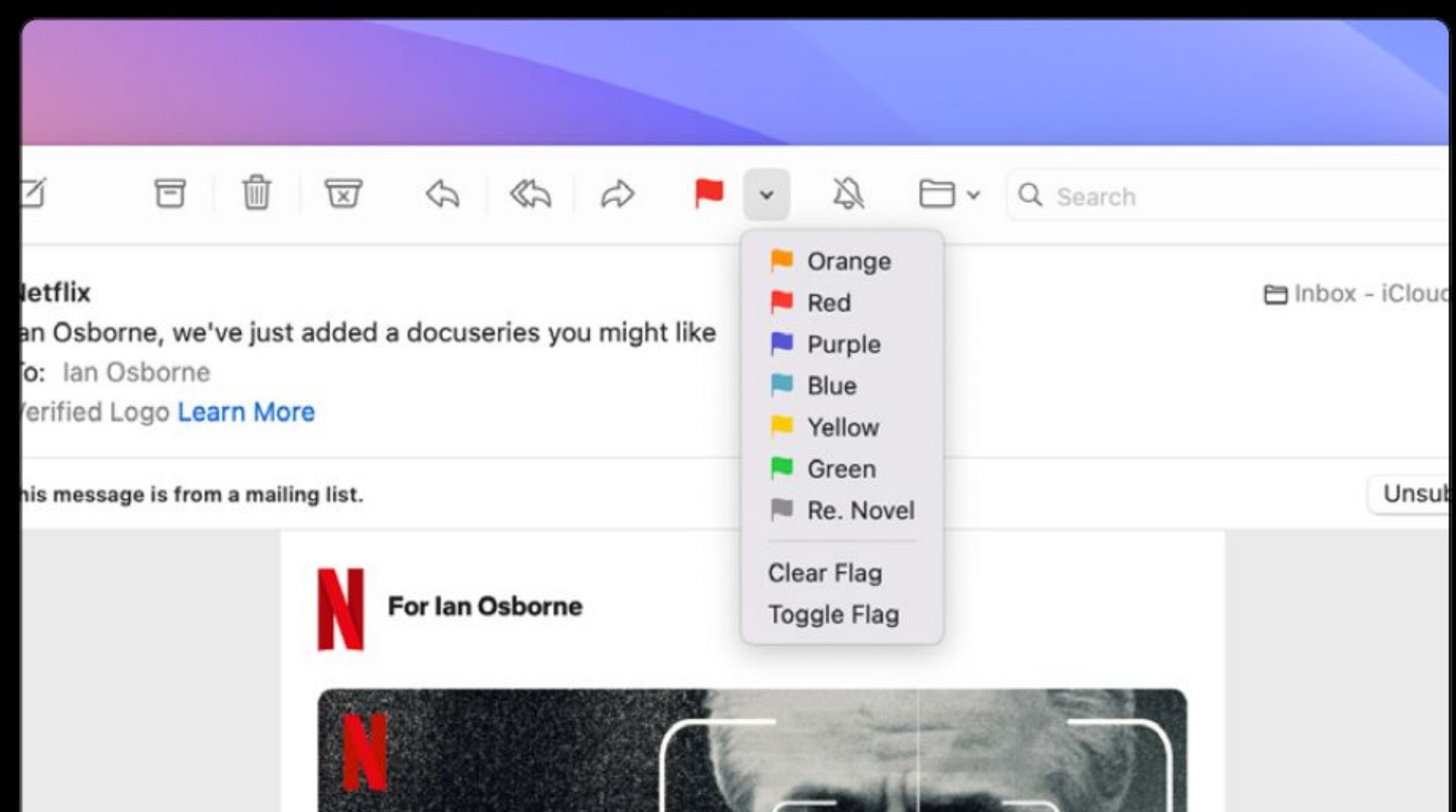
## Show Only Unread Messages

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

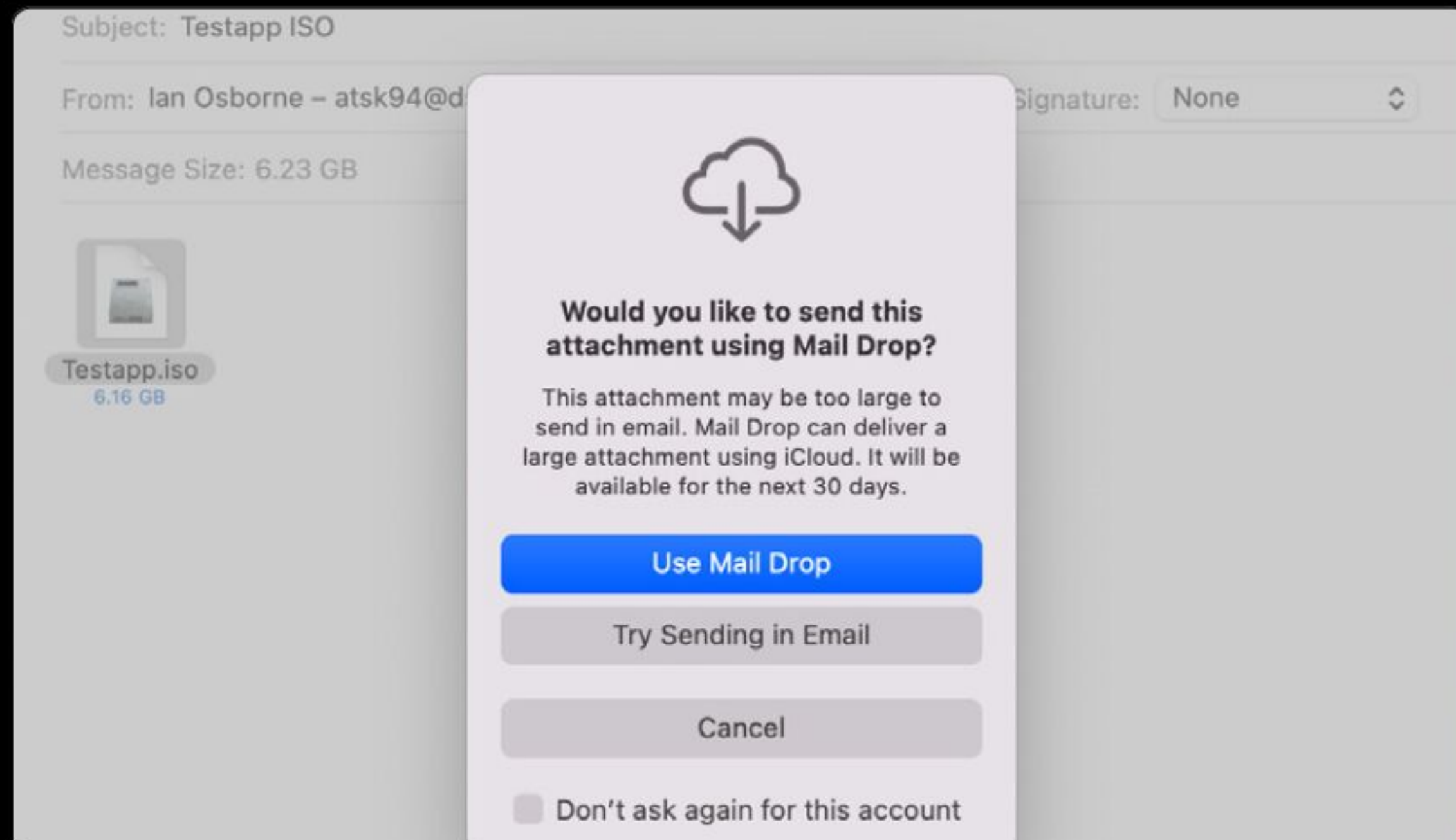
To mark an email with a flag, highlighting it for later reference, click on the Flag pull-down and choose a colour. You can add more than one flag to a single email. To remove them again, choose Clear Flag. The 'Flagged' option in the side bar shows emails you've marked.



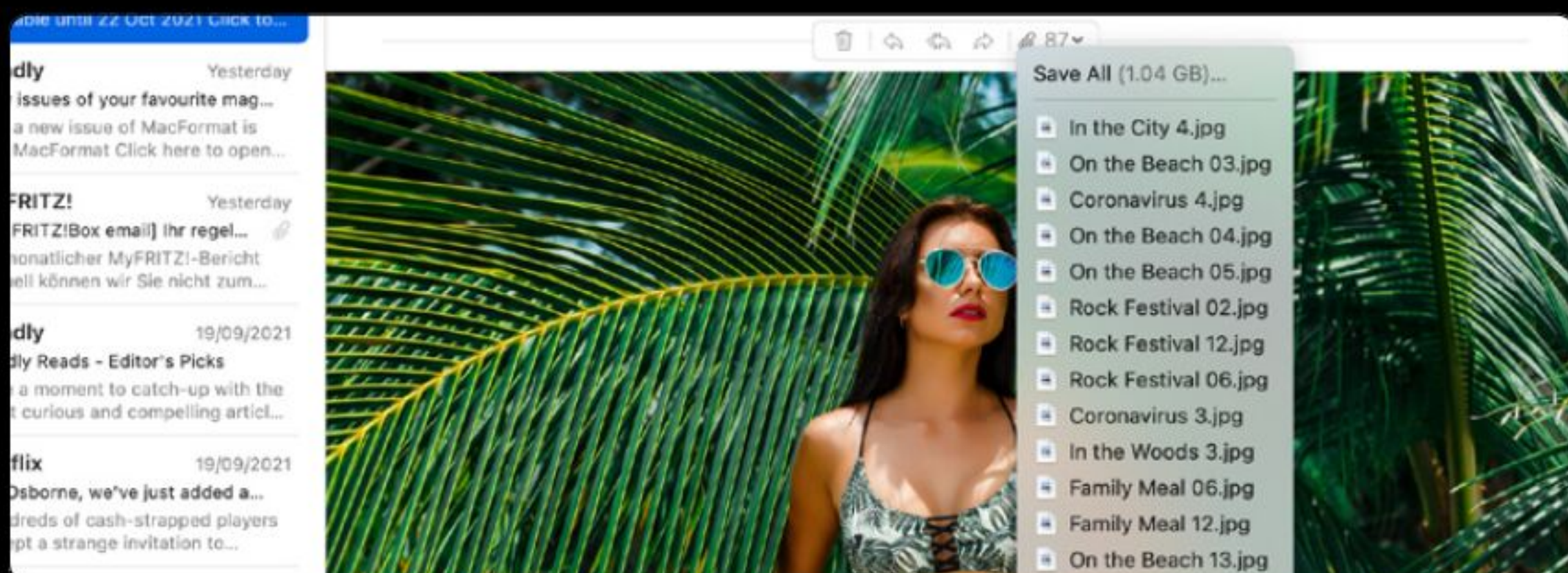


## Mail Drop

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

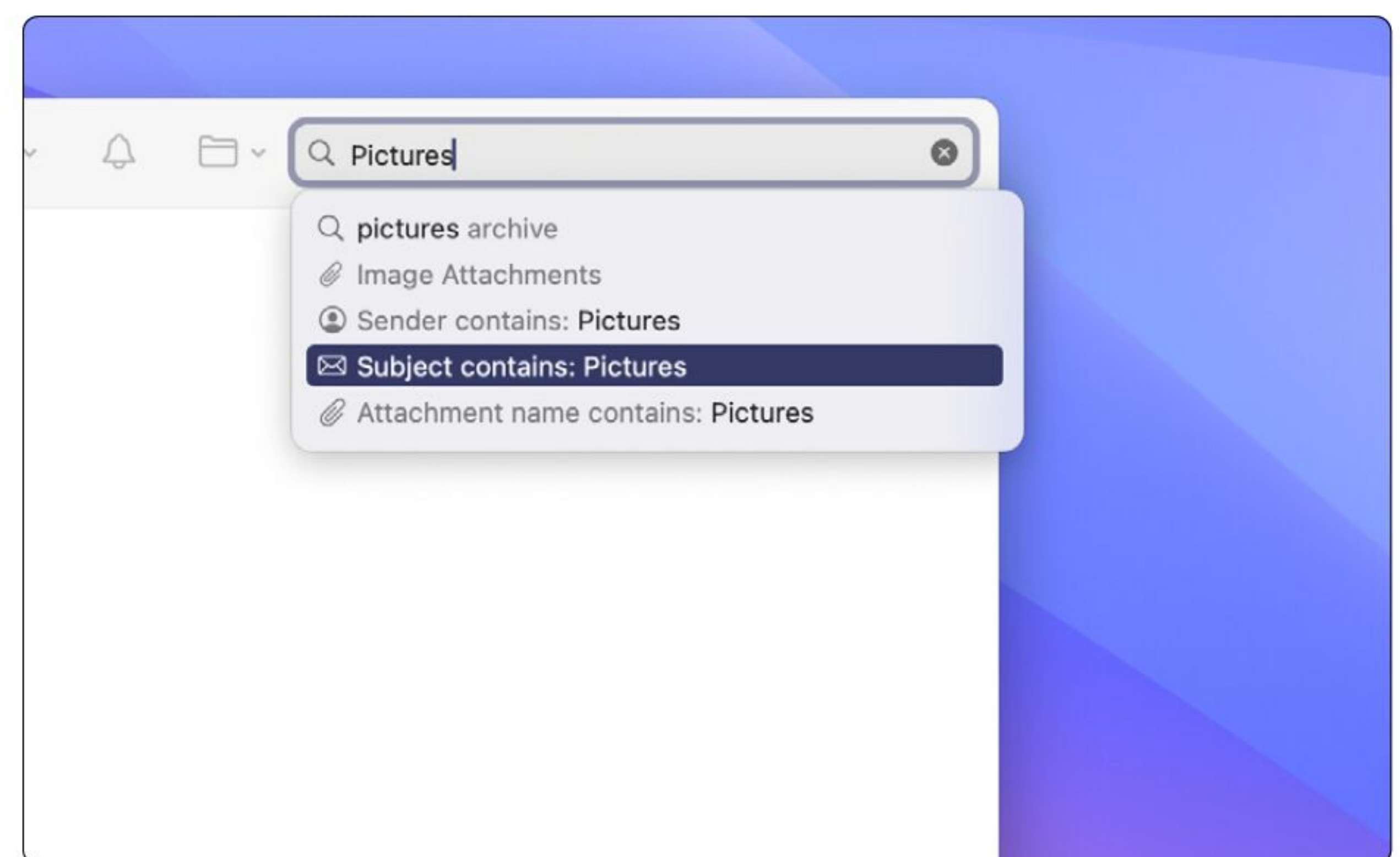


If an attachment you wish to email is too large for a regular email, it's stored on Apple's server and offered as a download instead. Depending on whether the recipient is using Mail, the attachment could appear as a download link or as thumbnails.

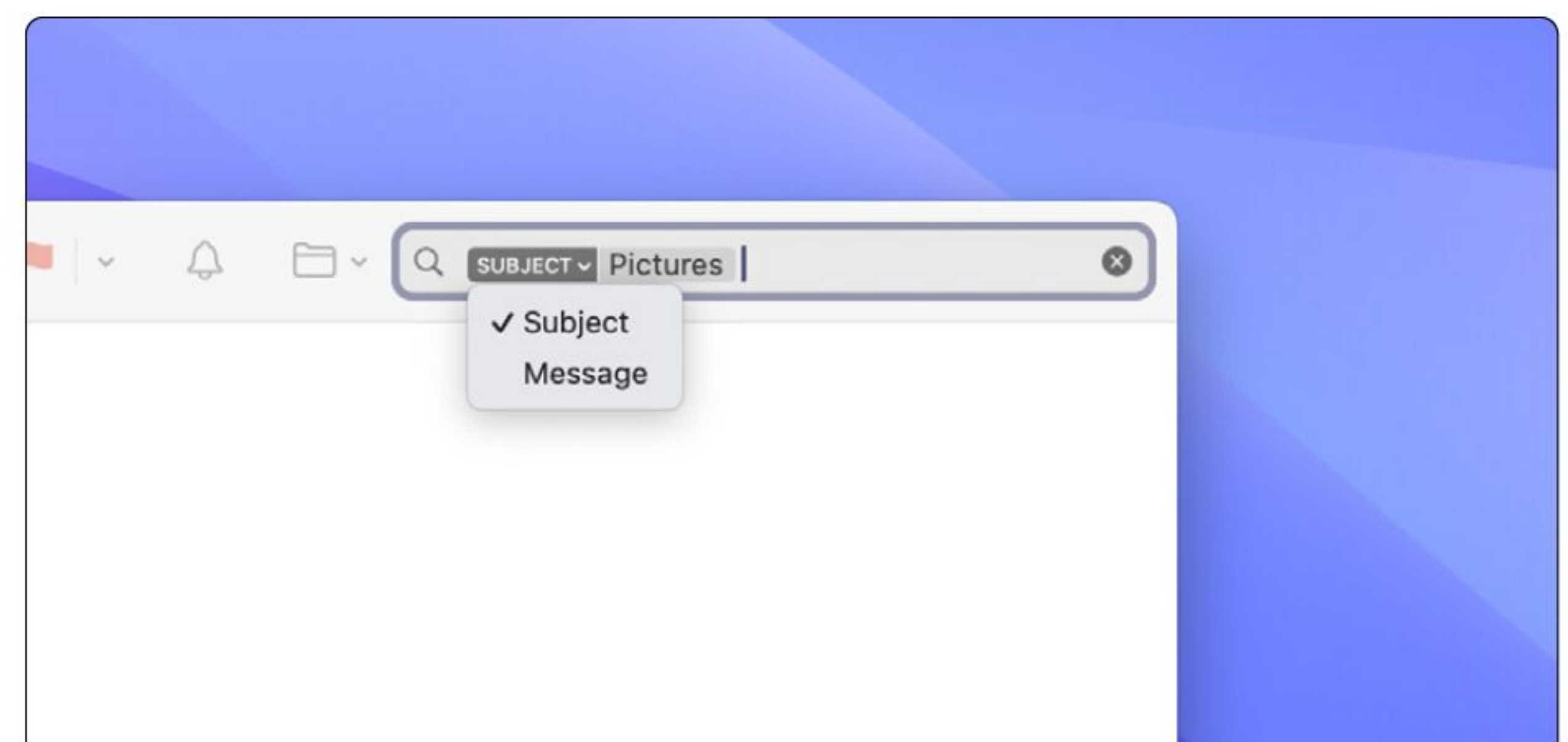


Here, we received huge photos, which are displayed as thumbnails. You can download them all by hovering over the email and clicking on the paperclip as shown. They're kept on Apple's server for a month from the date they were sent.

## Searching Your Emails



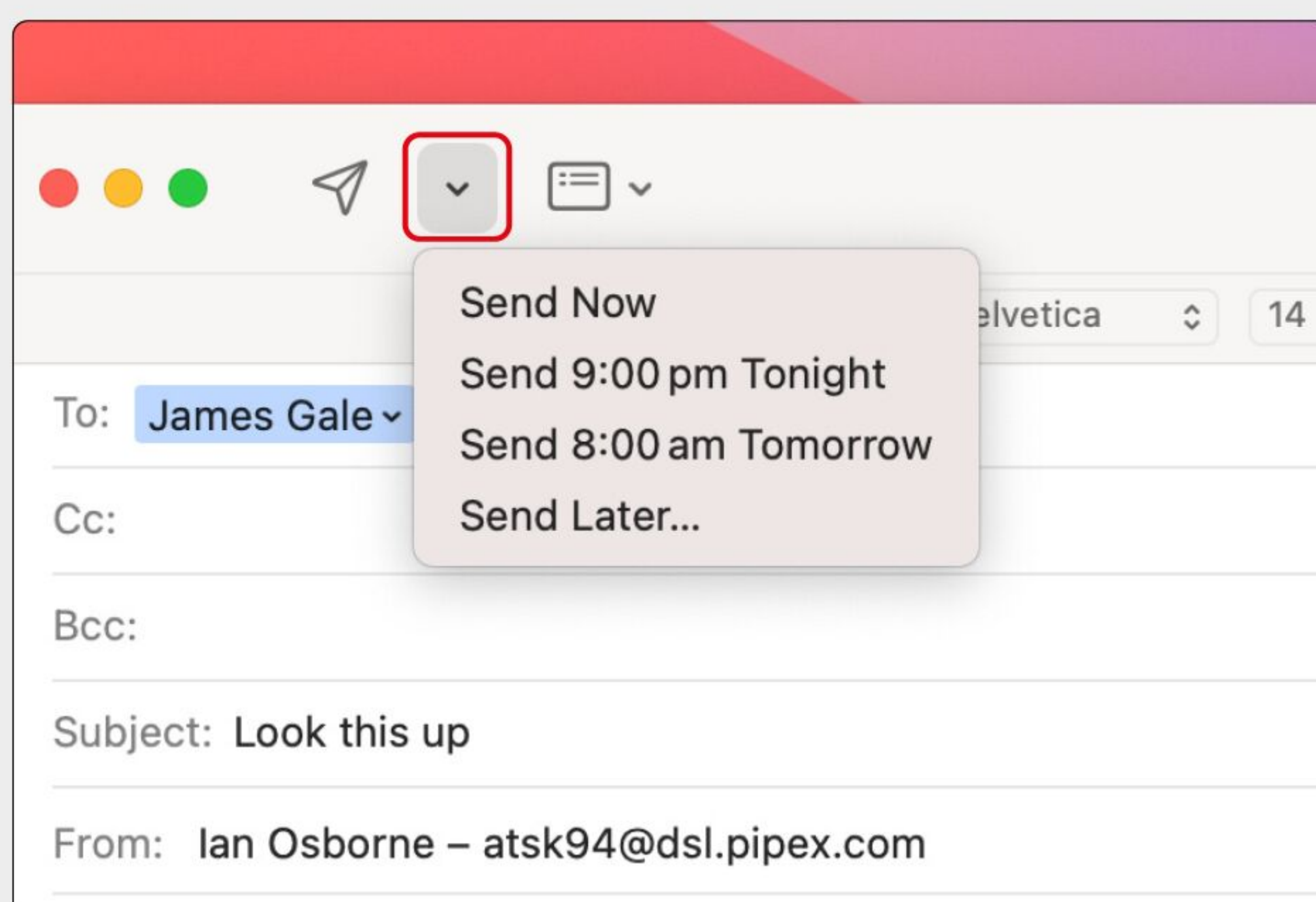
**1** Click the magnifying glass icon and type your search term into the search field. Suggestions are offered for items such as people, subjects and attachments; emails that meet your search requirements are shown in the email list.



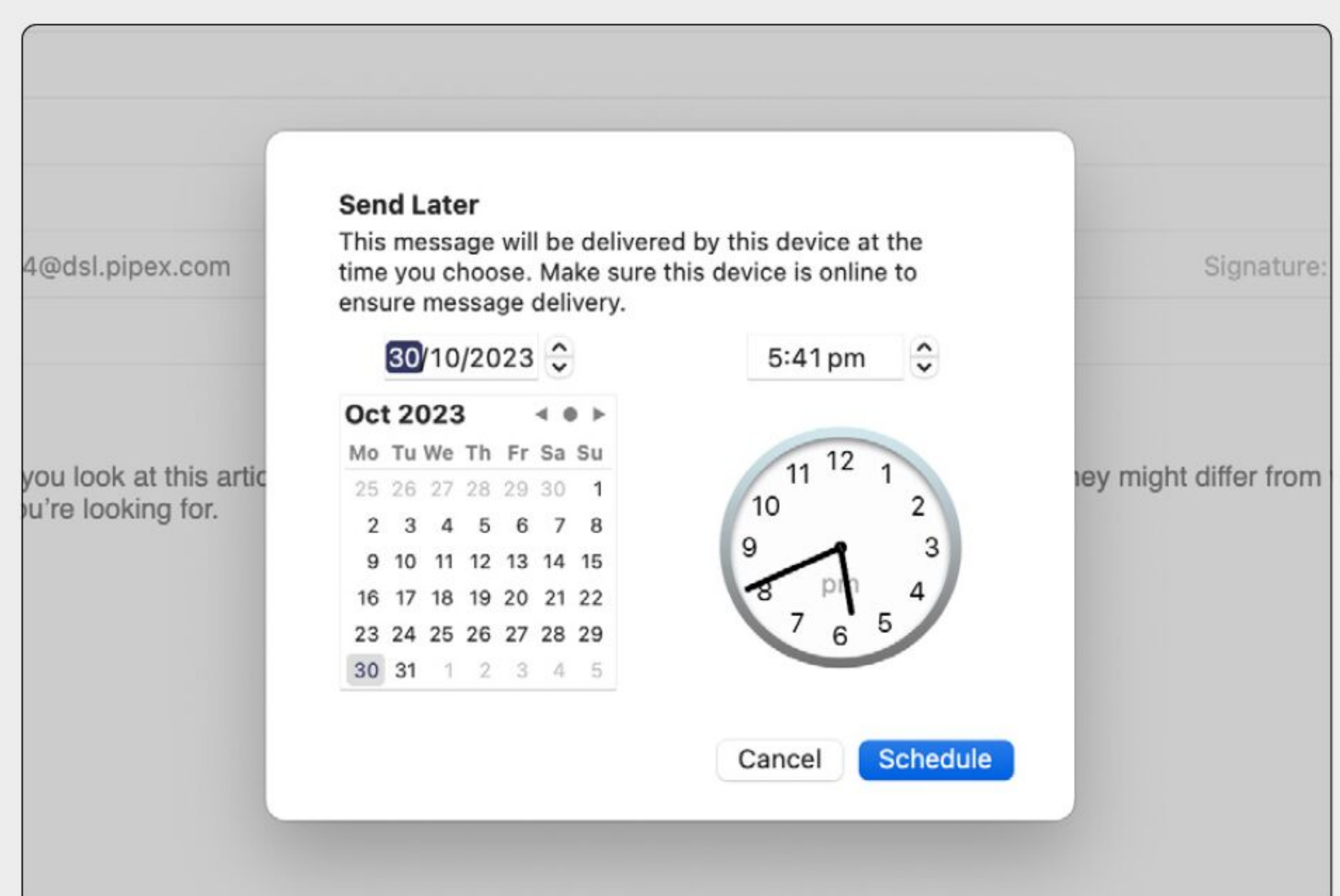
**2** After clicking on one of the suggested items, you can adjust your search by clicking the first word in the field and choosing a new option, as shown here, or even adding a second search term for more advanced searches.

## Scheduling Emails

In Sonoma, 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 small, down-pointing chevron between the Send and To Fields buttons as shown.

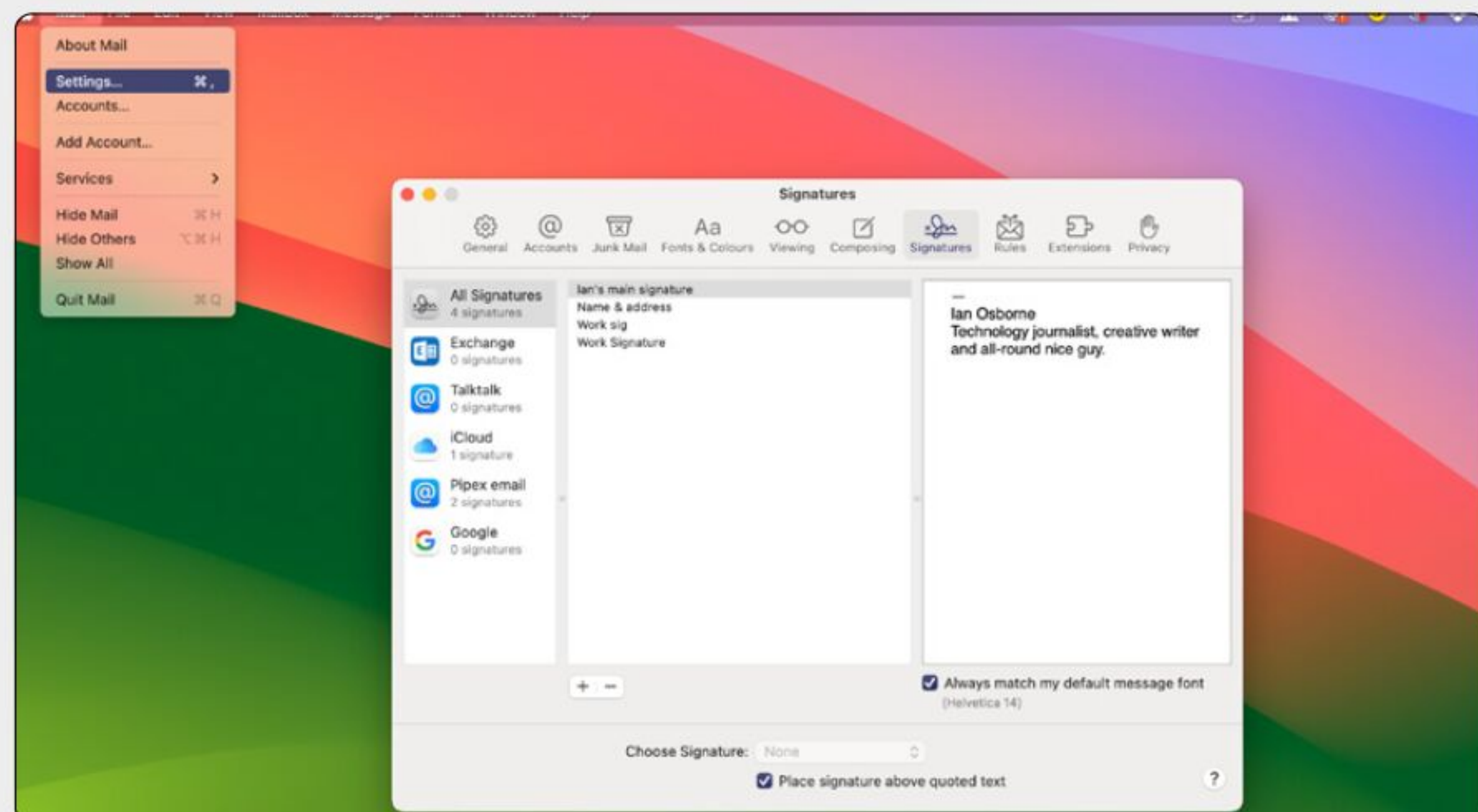


Choose to send the email in an hour, tonight, tomorrow or 'later'. Choose this last option and you get a window in which you can set a custom date and time. Use the buttons, or click on a number and type over it. When finished, click Schedule.

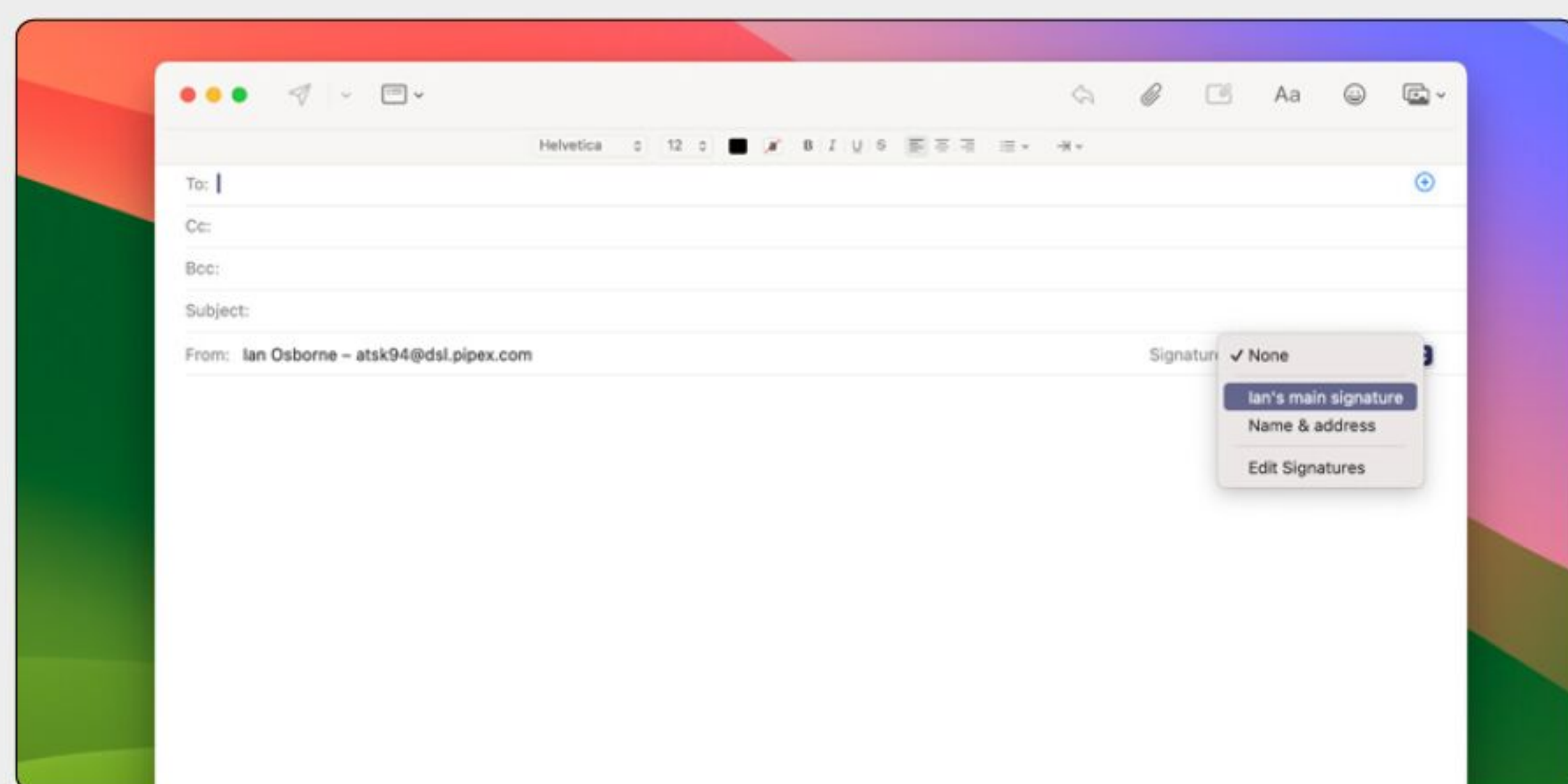


## Using Mail Signatures

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.

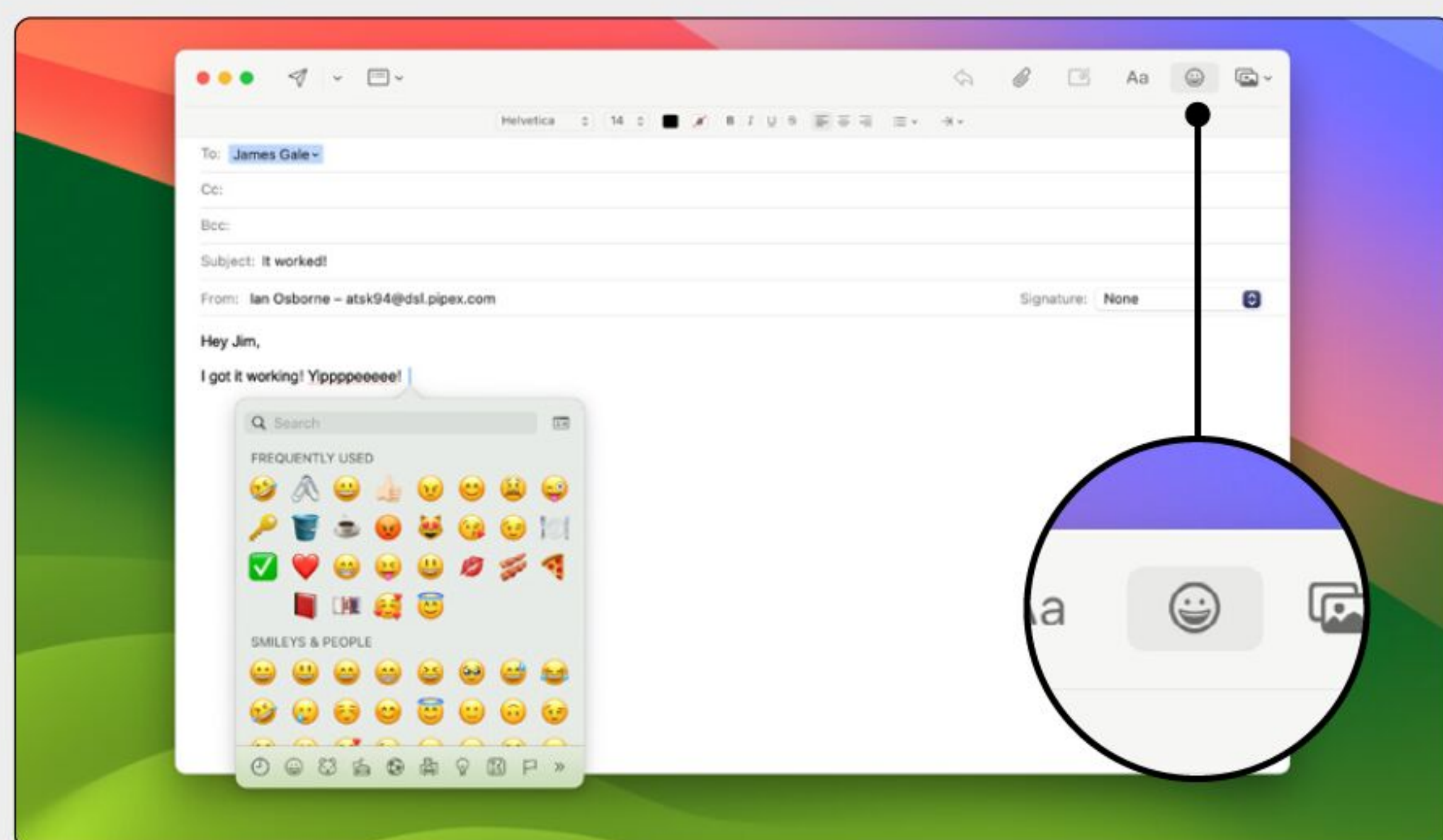


A signature is a piece of text that you can add to the foot of your email automatically. To set one or more up, open Mail Preferences (from the Mail menu), click on Signatures in the top bar and then on the account to which you wish to add a signature in the accounts on the left. Click on the '+' button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

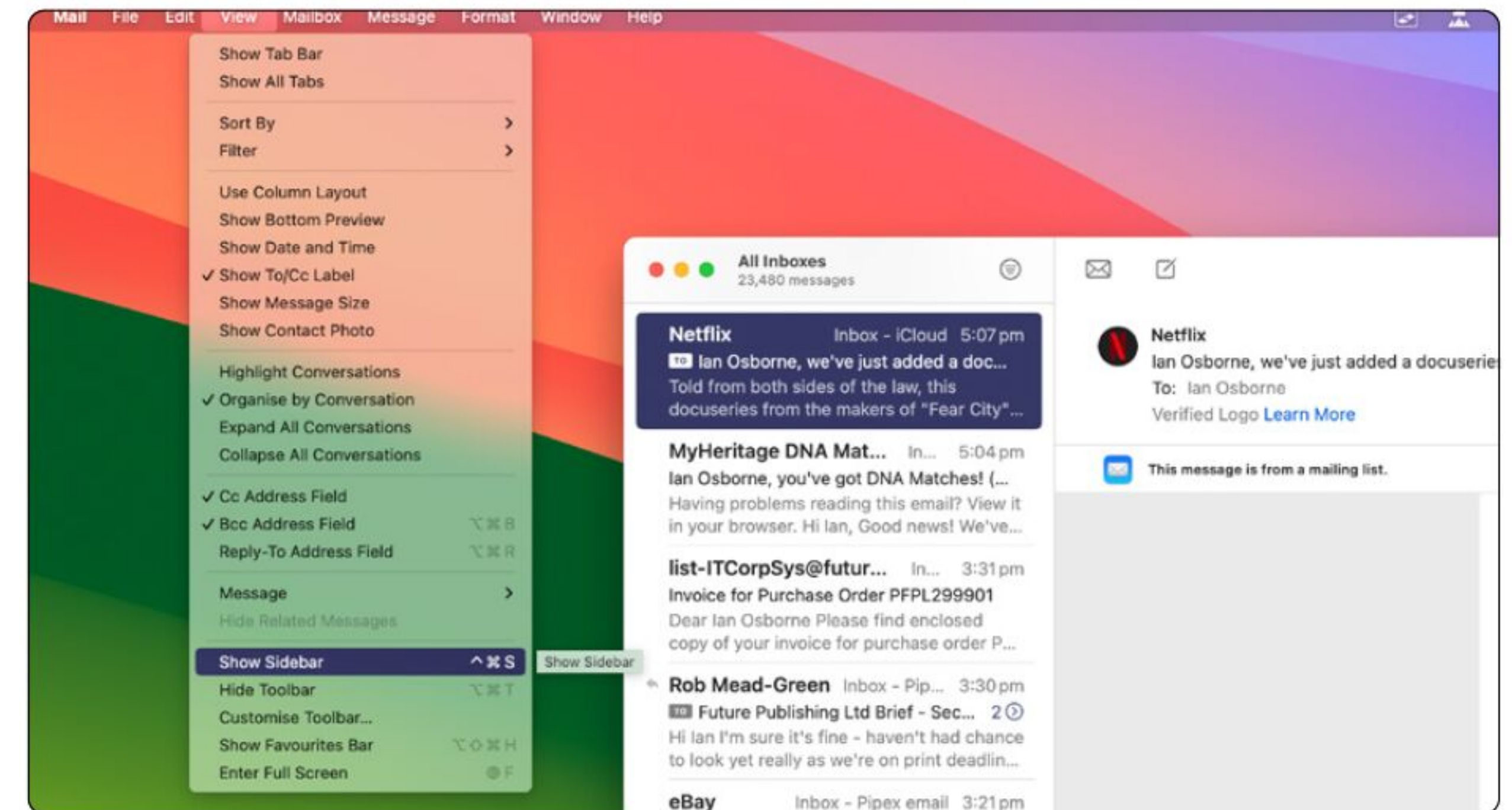
## Accessing Emojis



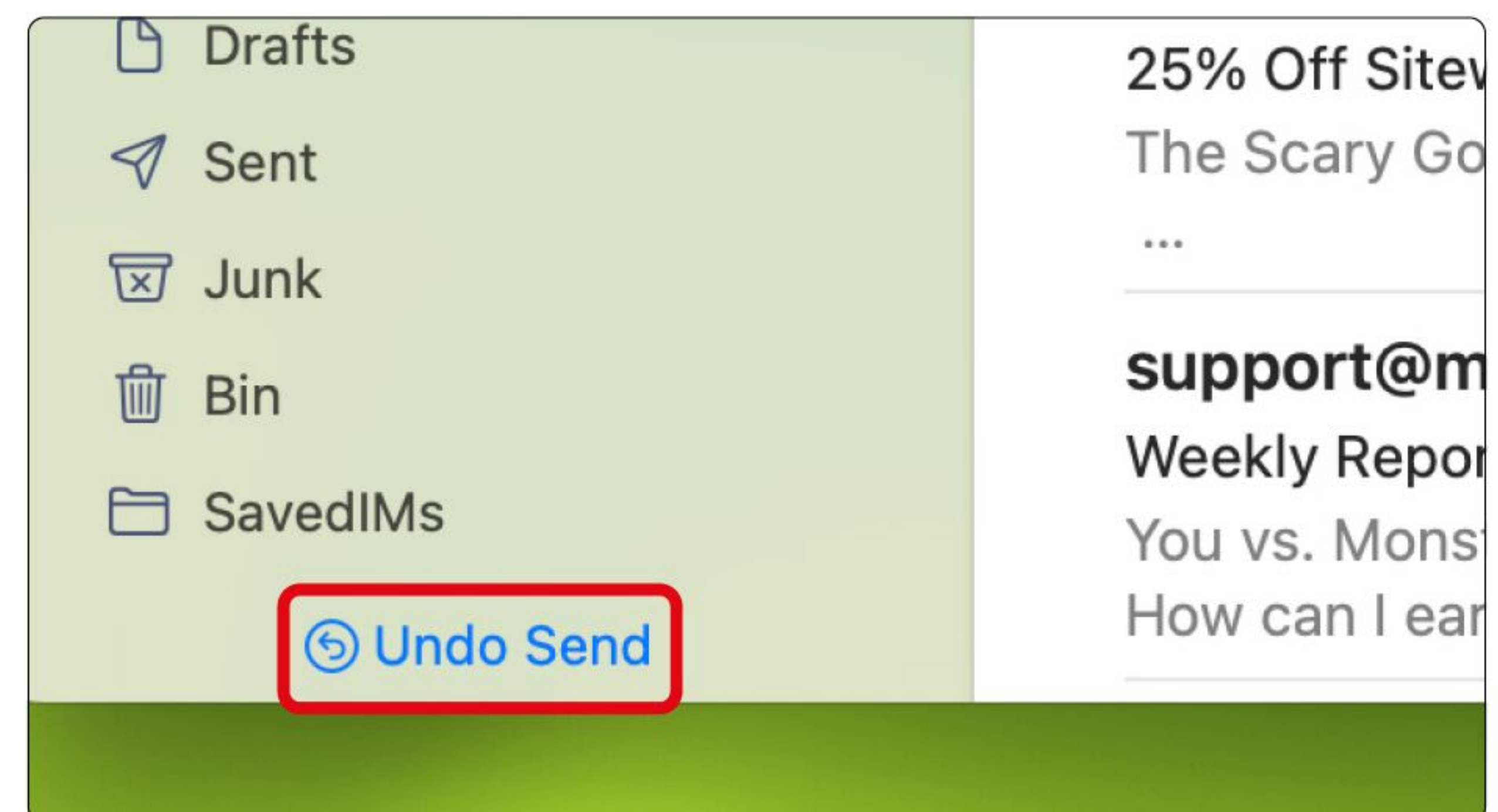
The Mail app has an emoji picker to use when writing an email. Click on the smiley face in the toolbar and you get a choice of emoji to add to your email. To add it, just click on the one you want. Scroll up and down, or click the icons at the bottom for more choices.

## 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.

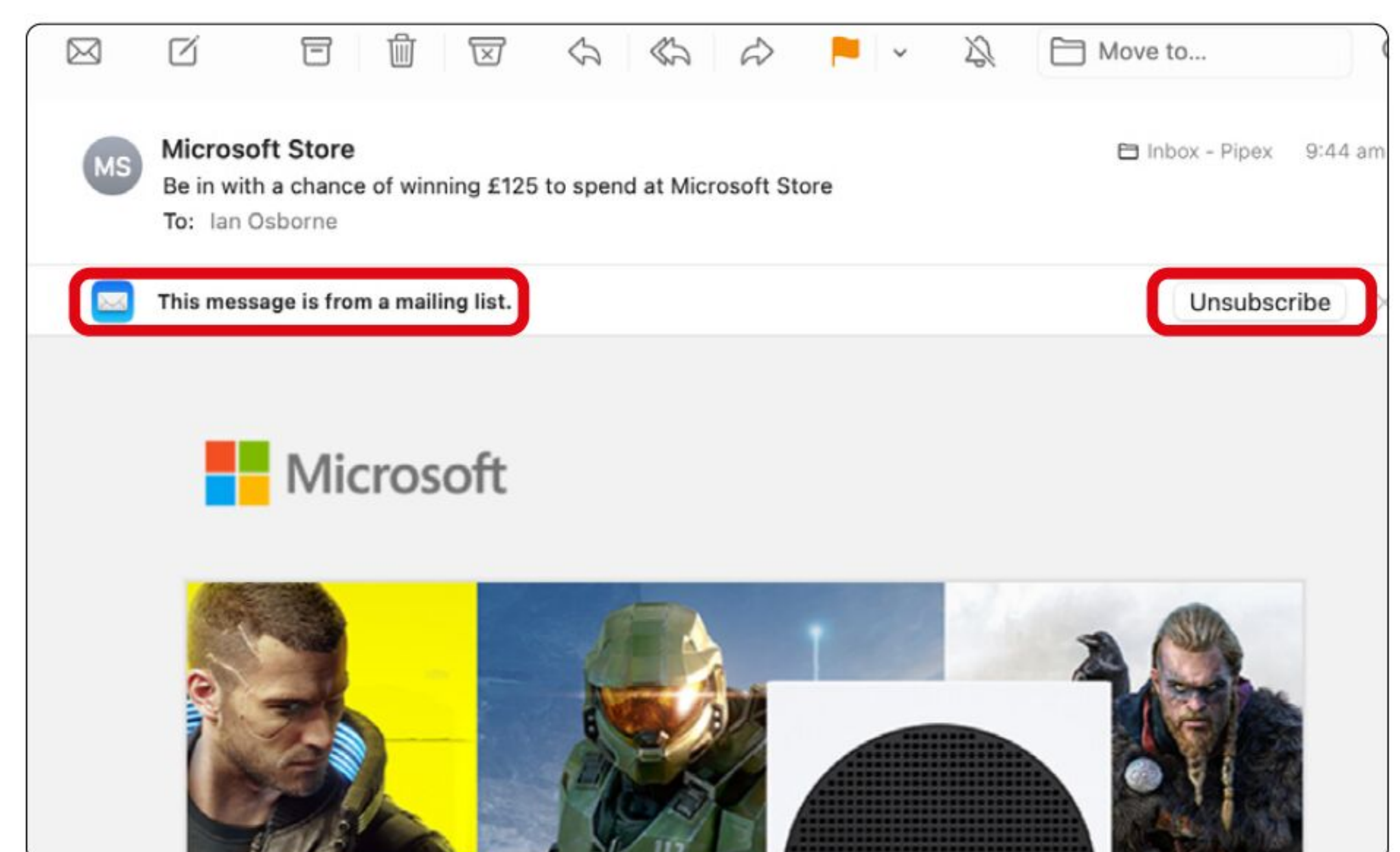


**1** First of all, make sure you have the sidebar open. The sidebar is the one on the left, next to the incoming emails list. If it's not there, select Show Sidebar in the View menu, or press ctrl-cmd-S. The sidebar will then appear.



**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.

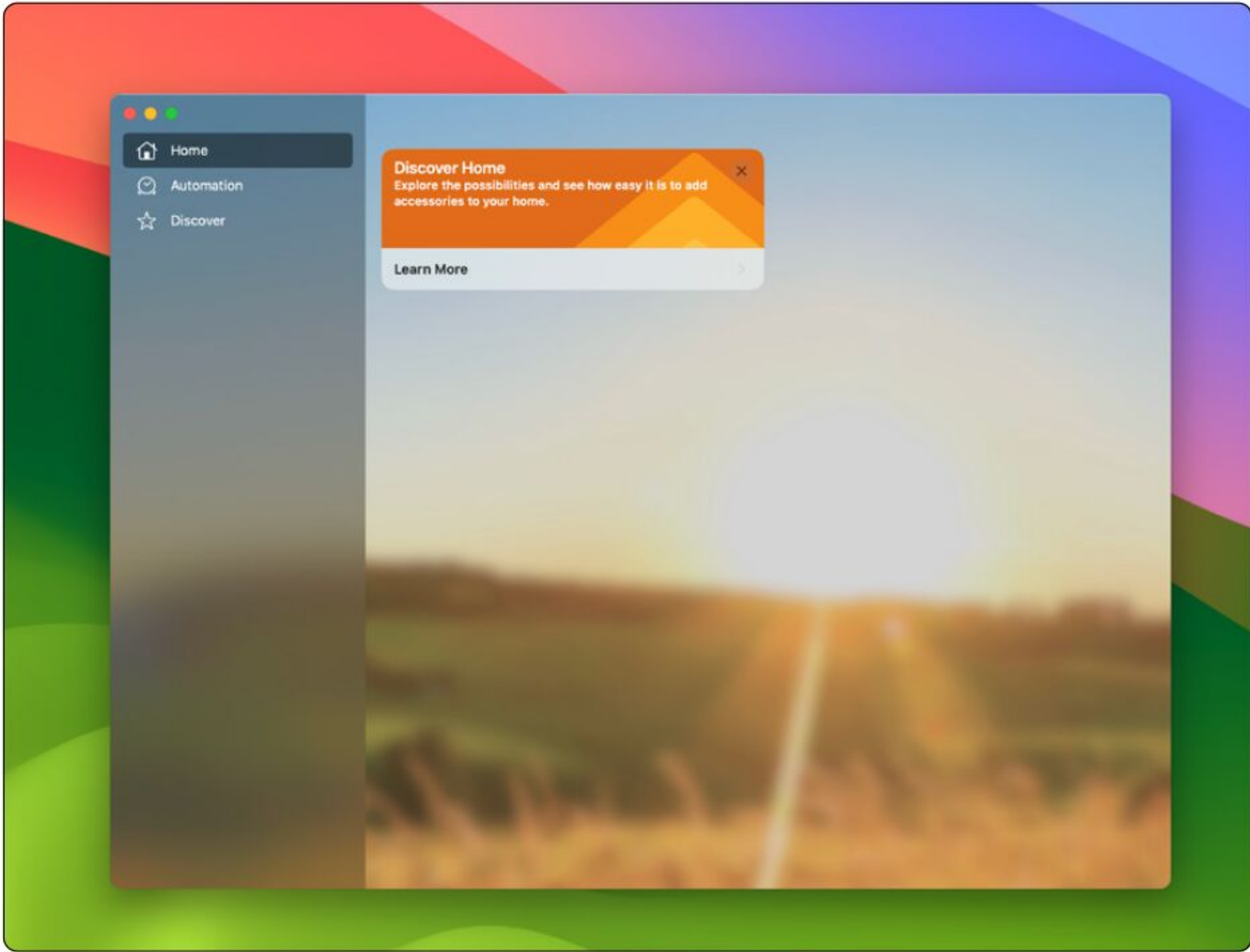




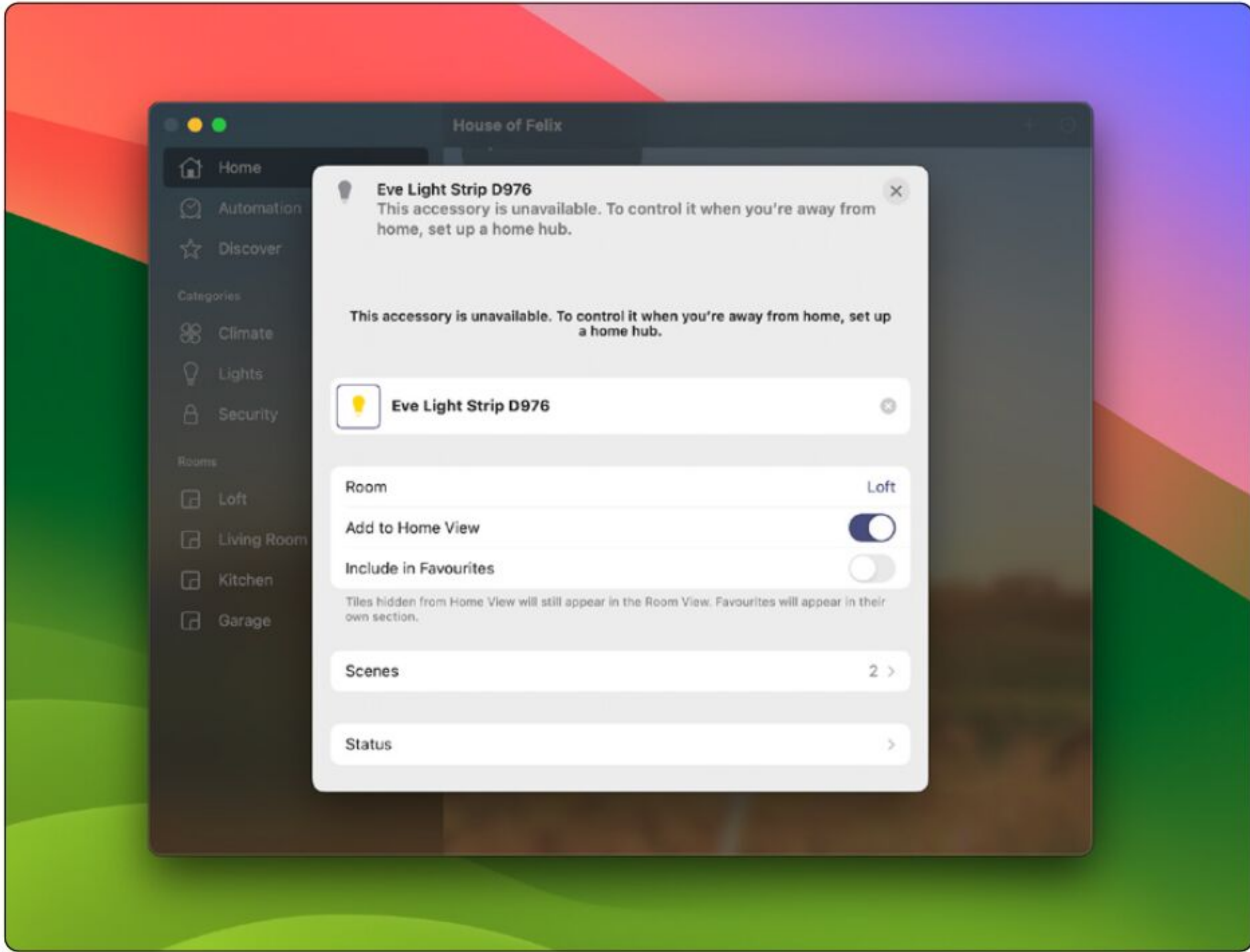
# Home

## For the Smart Home

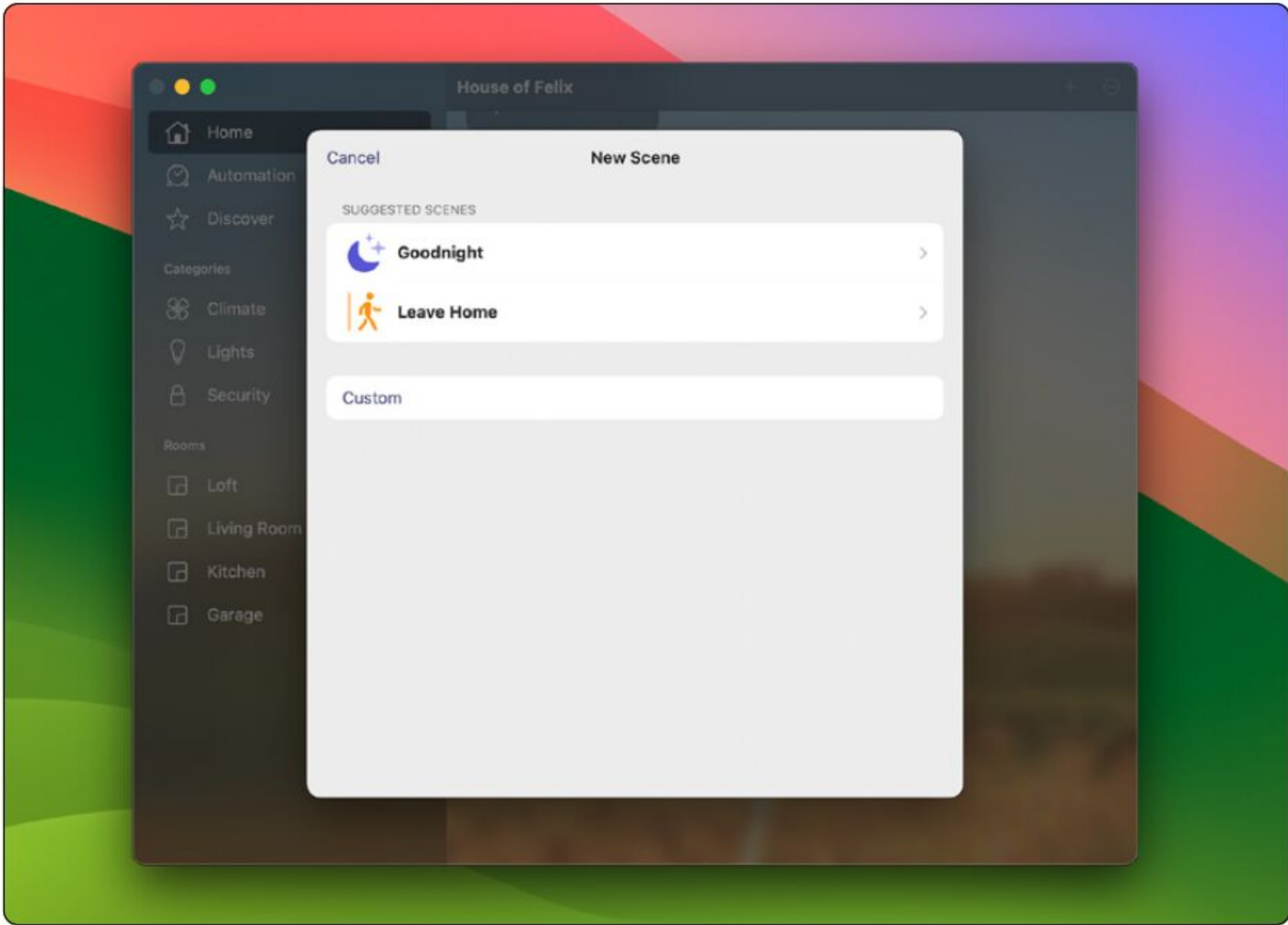
Apple’s HomeKit gave developers the means to control compatible household gadgets from devices such as the Mac, iPhone, iPad and iPod touch. Your connected home gear can be controlled under one application. You can set up automations too, so multiple devices can be activated with a single instruction.



**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](http://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 Mac. If you subscribe to the Apple Music service, you can stream from over 90 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.

Little has changed in the macOS Sonoma Music app, but collaborative playlists have been introduced – invite each other to select and edit tracks, and add emoji reactions to specific songs.

**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.

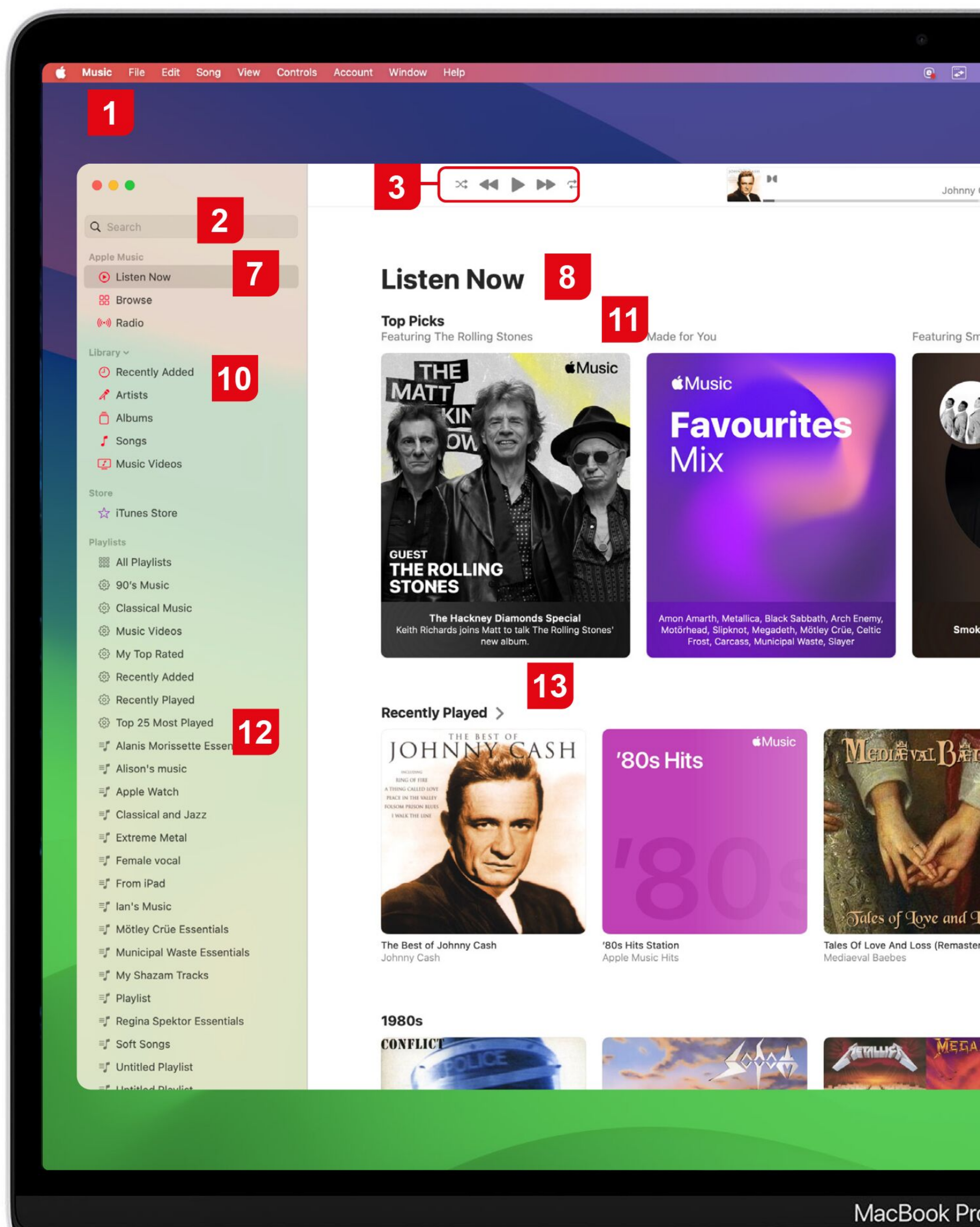
**2** Completion suggestions are offered as you type, and results can be limited to Apple Music, or your on-Mac library, as you wish. Results include artists, songs, albums and more.

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

**4** When you're playing music, the album art, artist and title are shown here. Click on the album art to switch to the mini player, which shows the album art and controls only and takes up much less space on the screen. The line under the track name lets you scrub through the song.

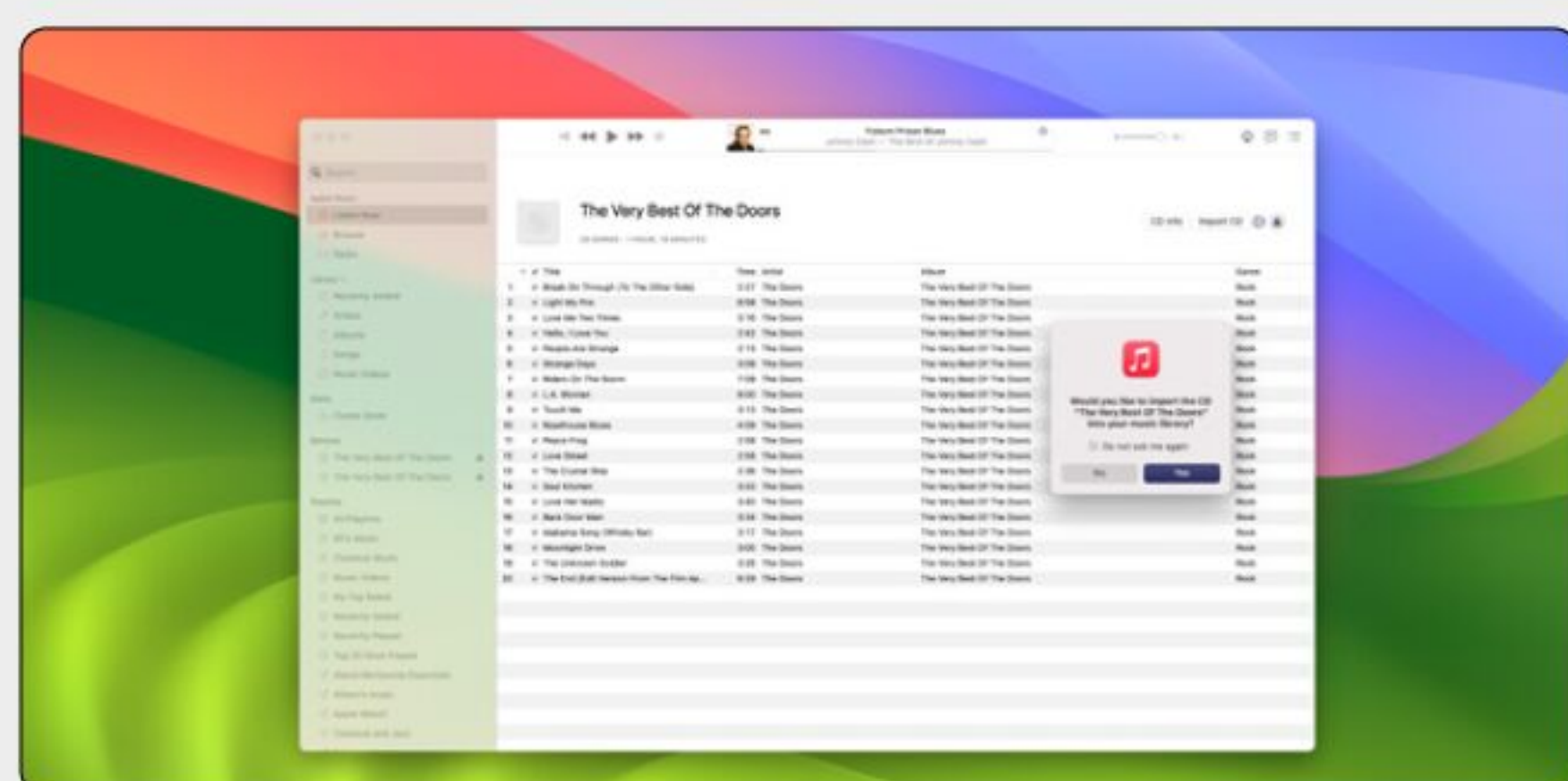
**5** Click and drag the dot, and move it left and right to change the volume.

**6** 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.

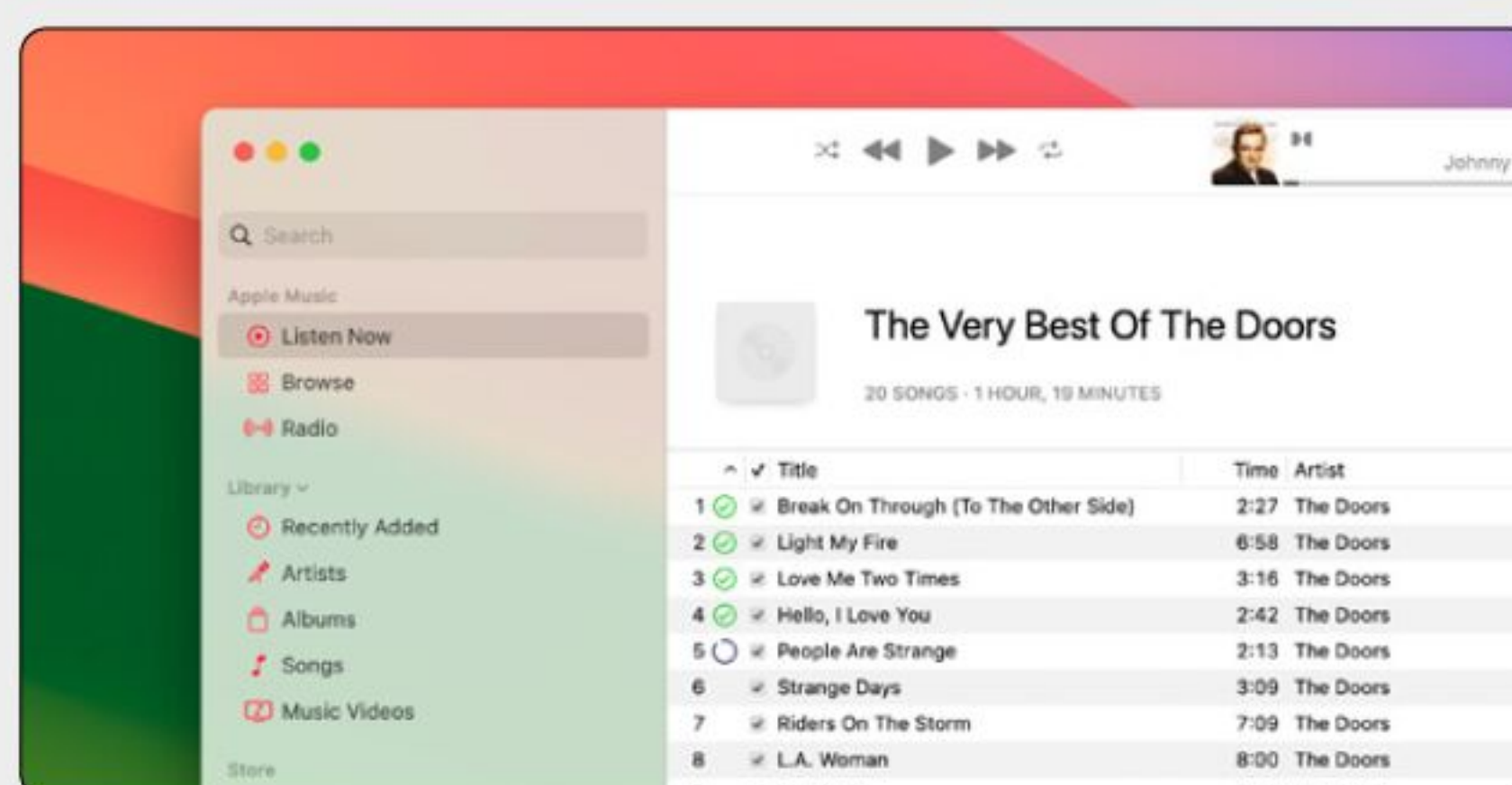




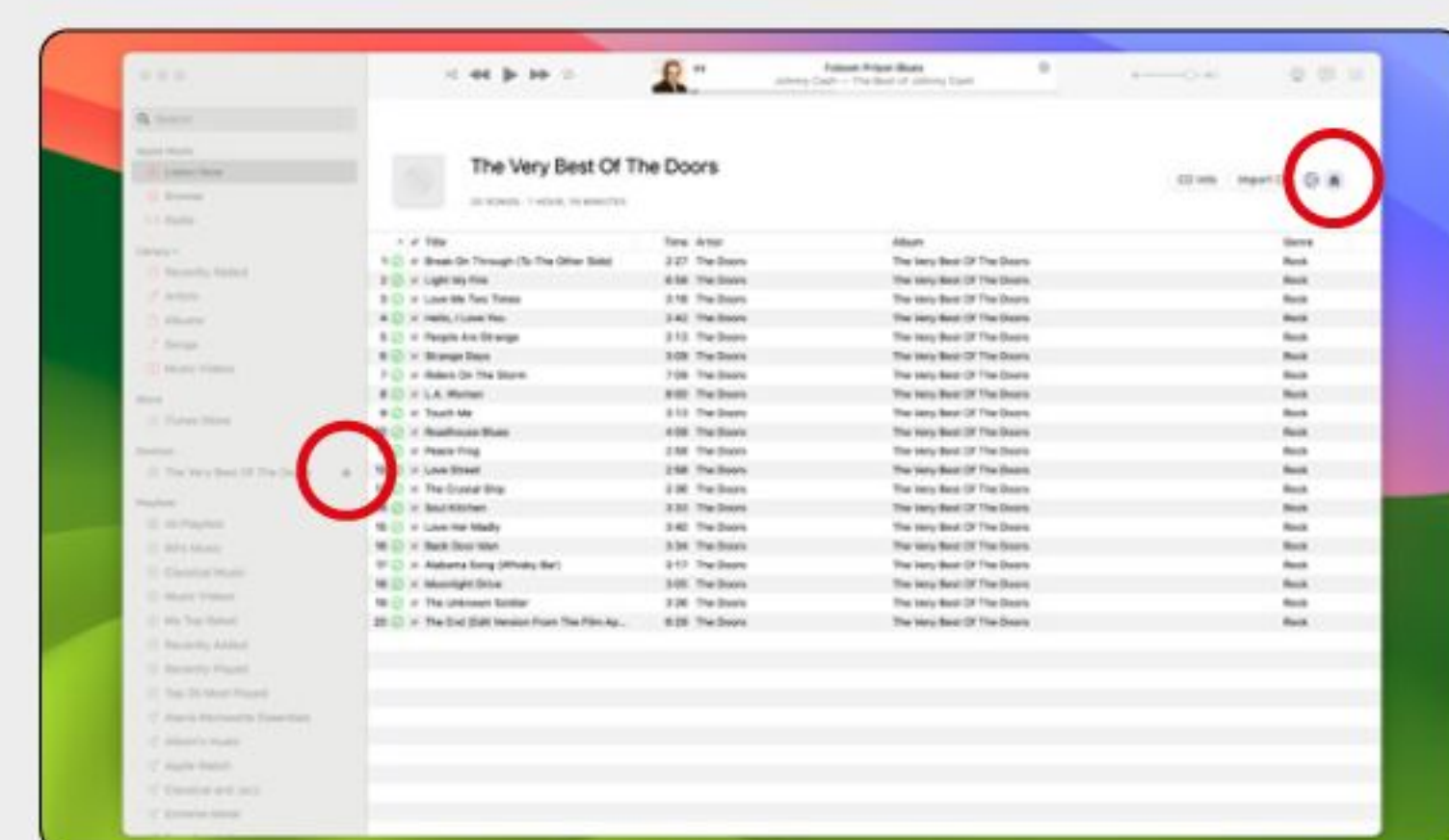
# Importing Your CDs into Music



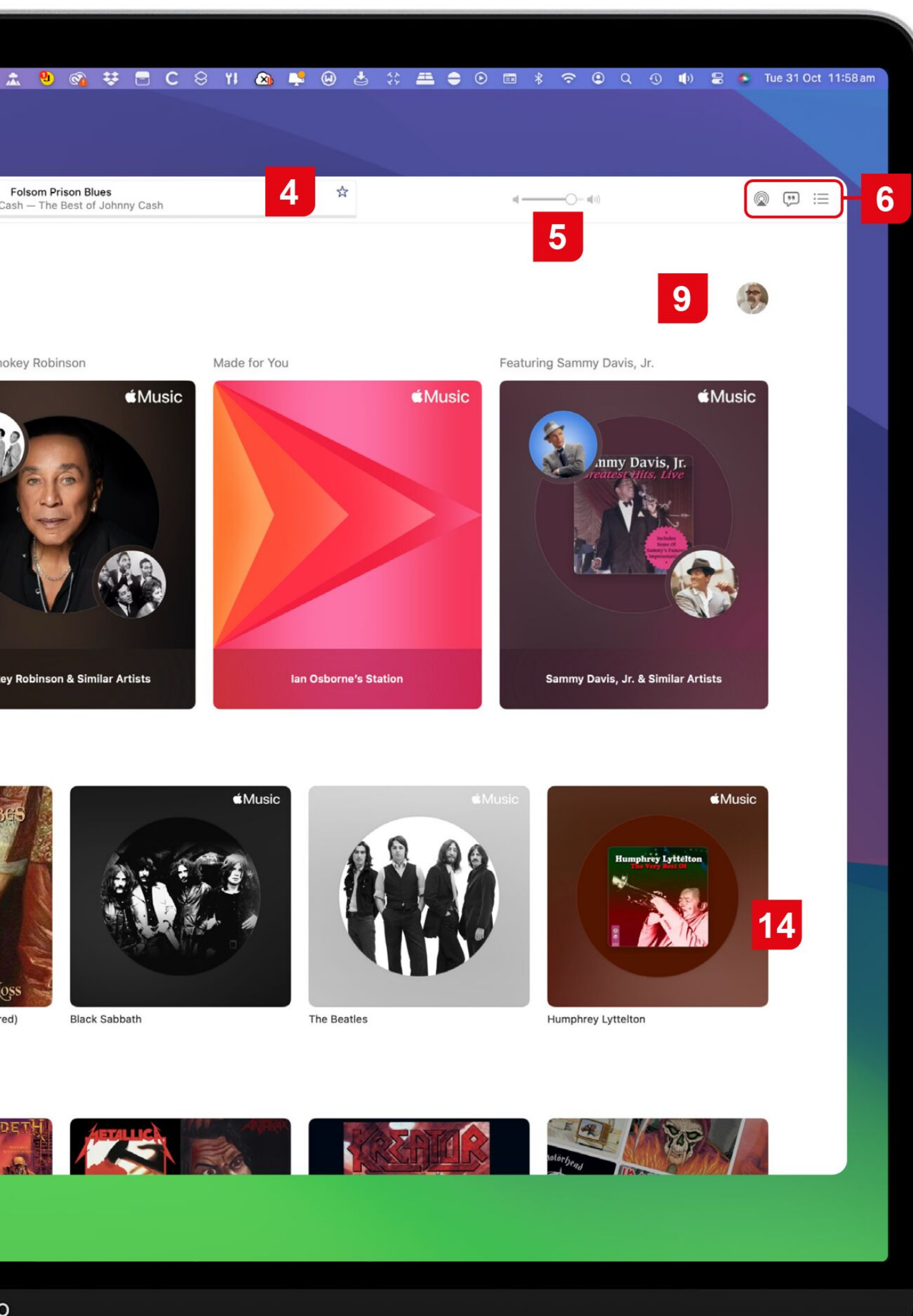
**1** Insert the CD into your Mac's CD drive if it has one. If not, use an external optical drive like Apple's USB SuperDrive. A message pops up asking you if you want to import the album into your iTunes library; click Yes.



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

**8** This is the Listen Now page, your gateway to the Apple Music streaming service.

**9** 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.

**10** 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.

**11** At the top of the Listen Now page is Top Picks, a series of playlists made up of tracks chosen for you based on previous plays, tunes you play a lot, themed playlists, etc. Scroll left and right for more.

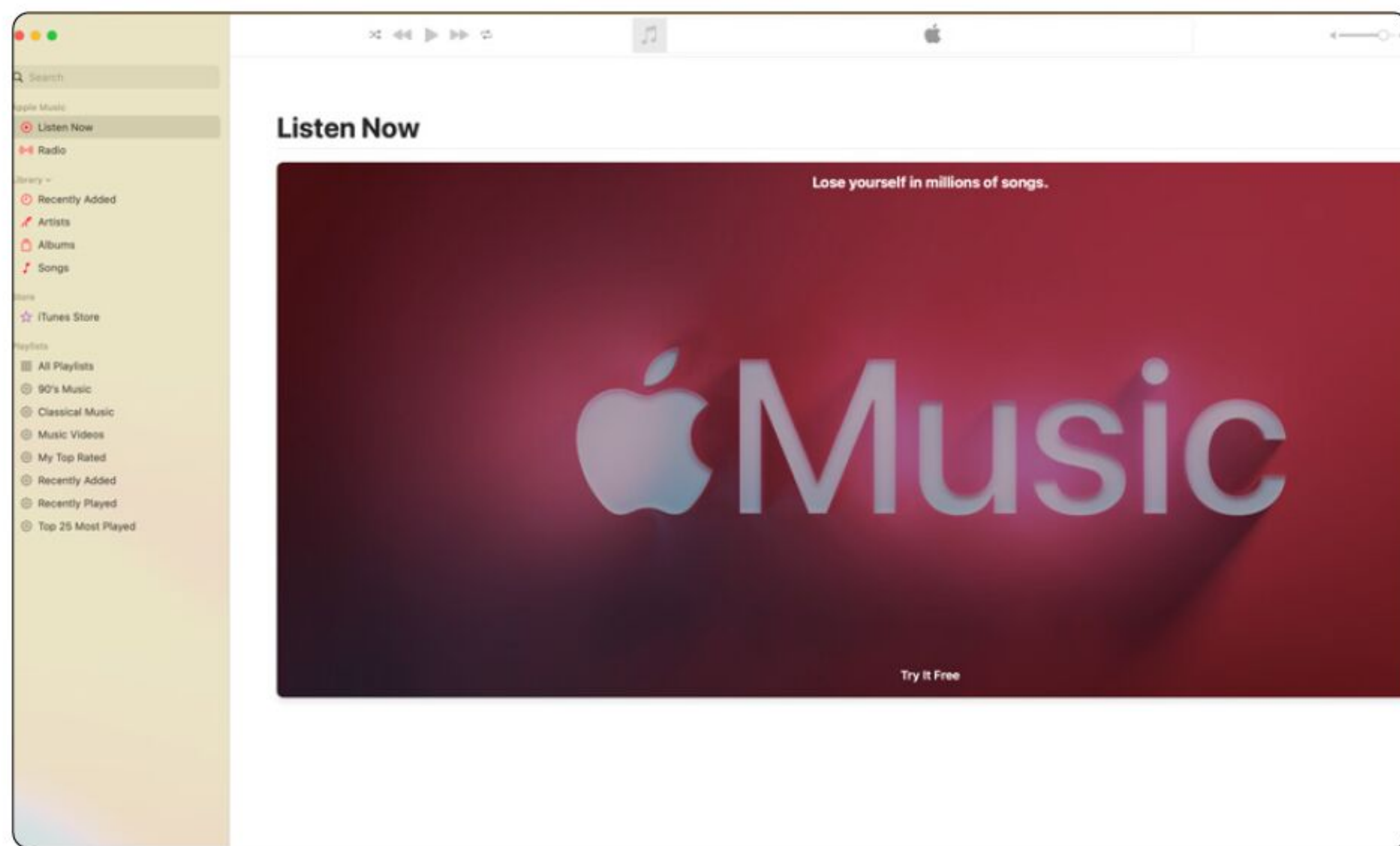
**12** These are your playlists. The top ones are Smart Playlists, which add songs automatically according to rules, and the lower ones are playlists you build yourself.

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

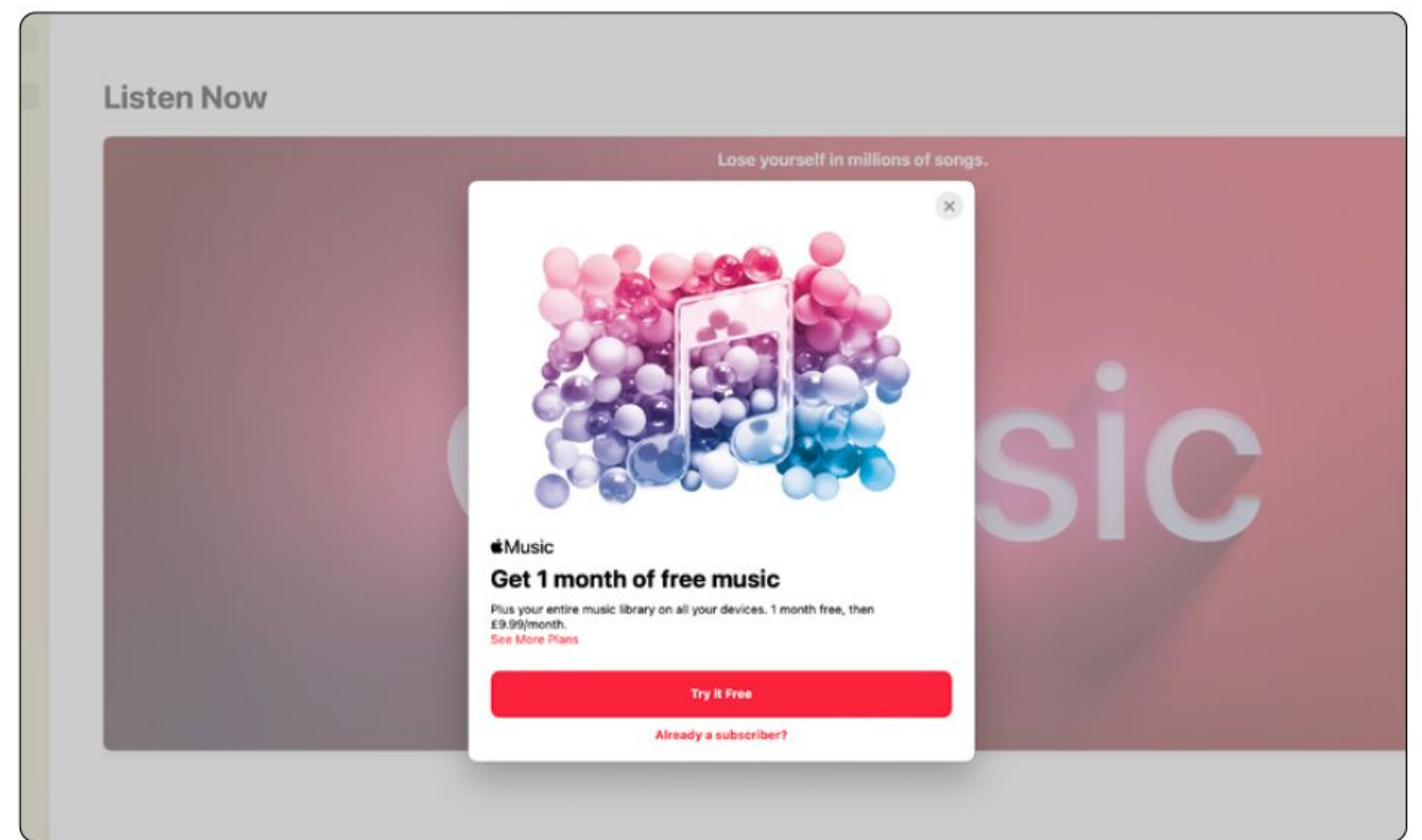
**14** Hover over the row and click the chevron for more music options.



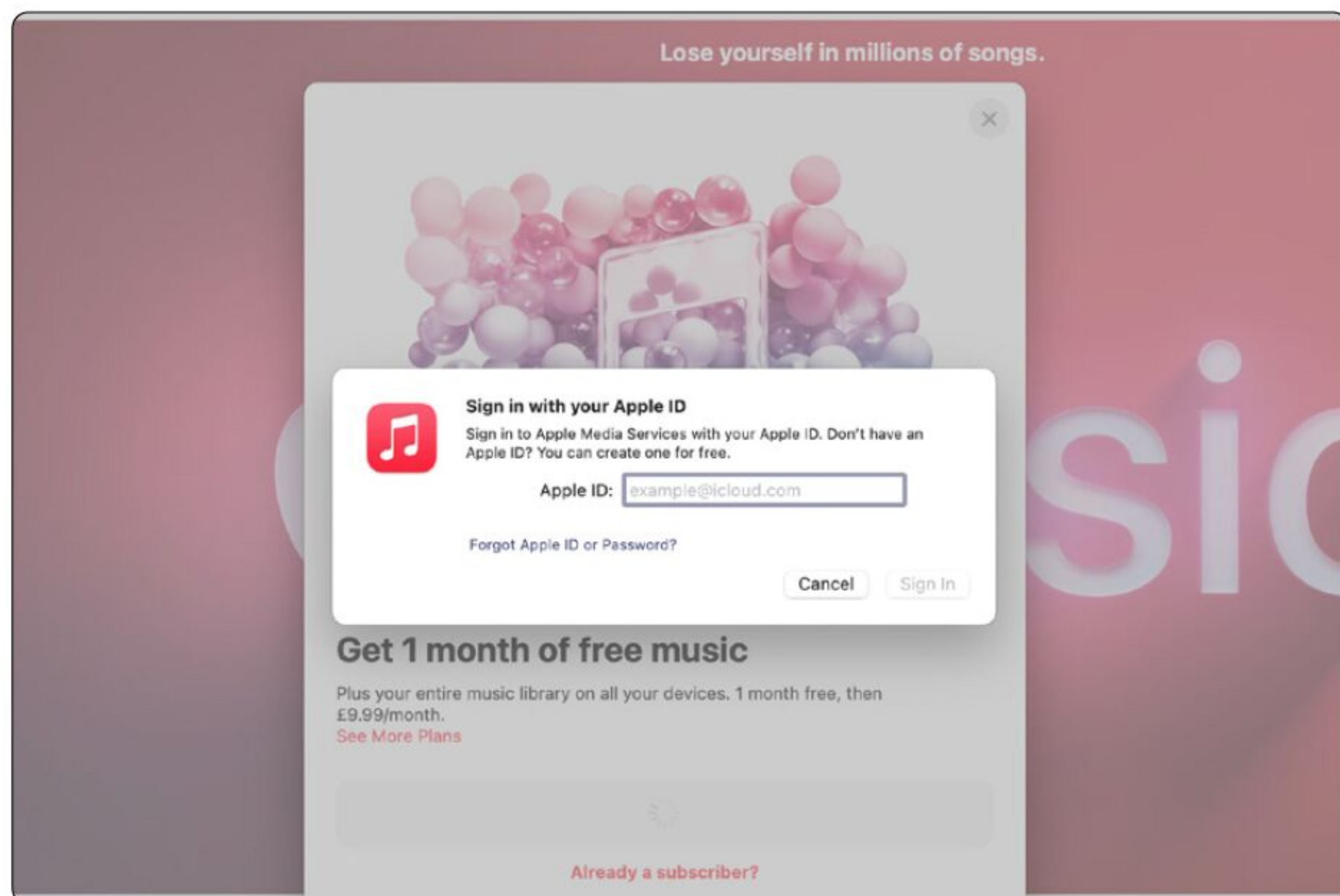
## Signing Up for Apple Music



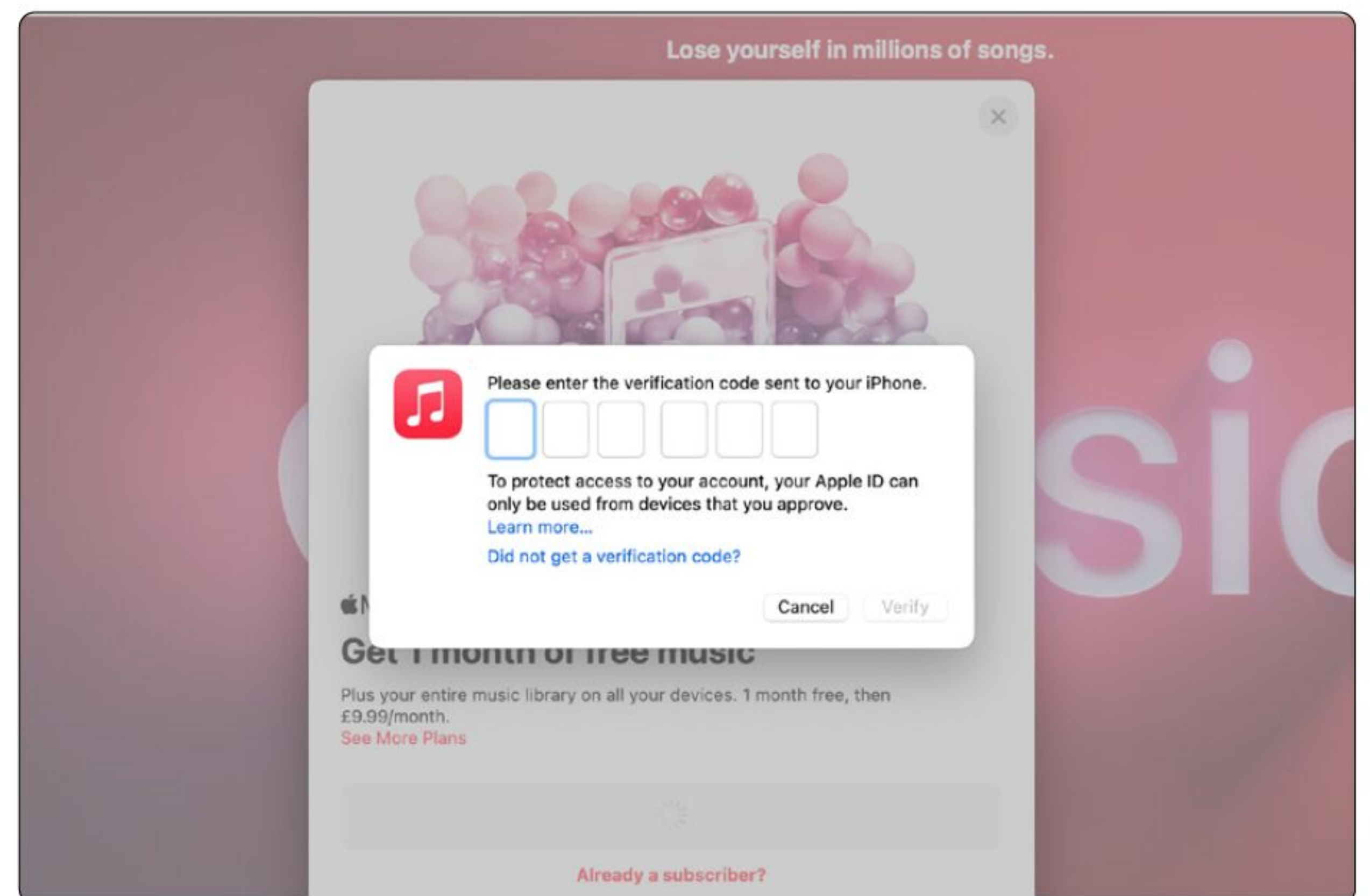
**1** With an Apple Music account, you can stream from 90 million songs for a set monthly fee. To sign up for an account, click on Listen Now in the left-hand sidebar. You can then click Try it For Free to learn about and sign up to the service.



**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

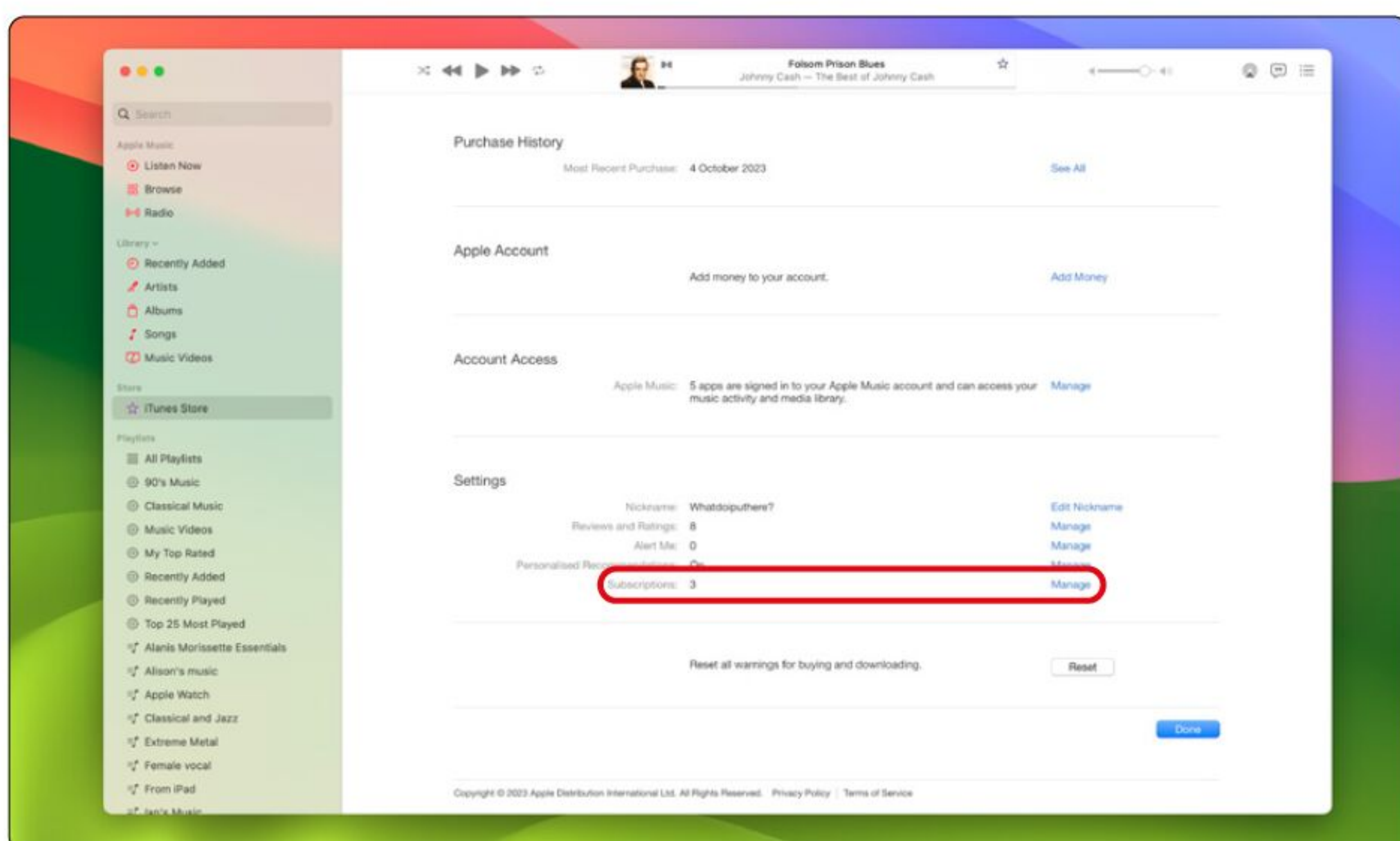


**3** You must then sign using to your Apple ID. Enter your Apple ID's email address, then your password, and then click Sign In to proceed to the next step. If you've forgotten your details, click the Forgot Apple ID or Password? link.

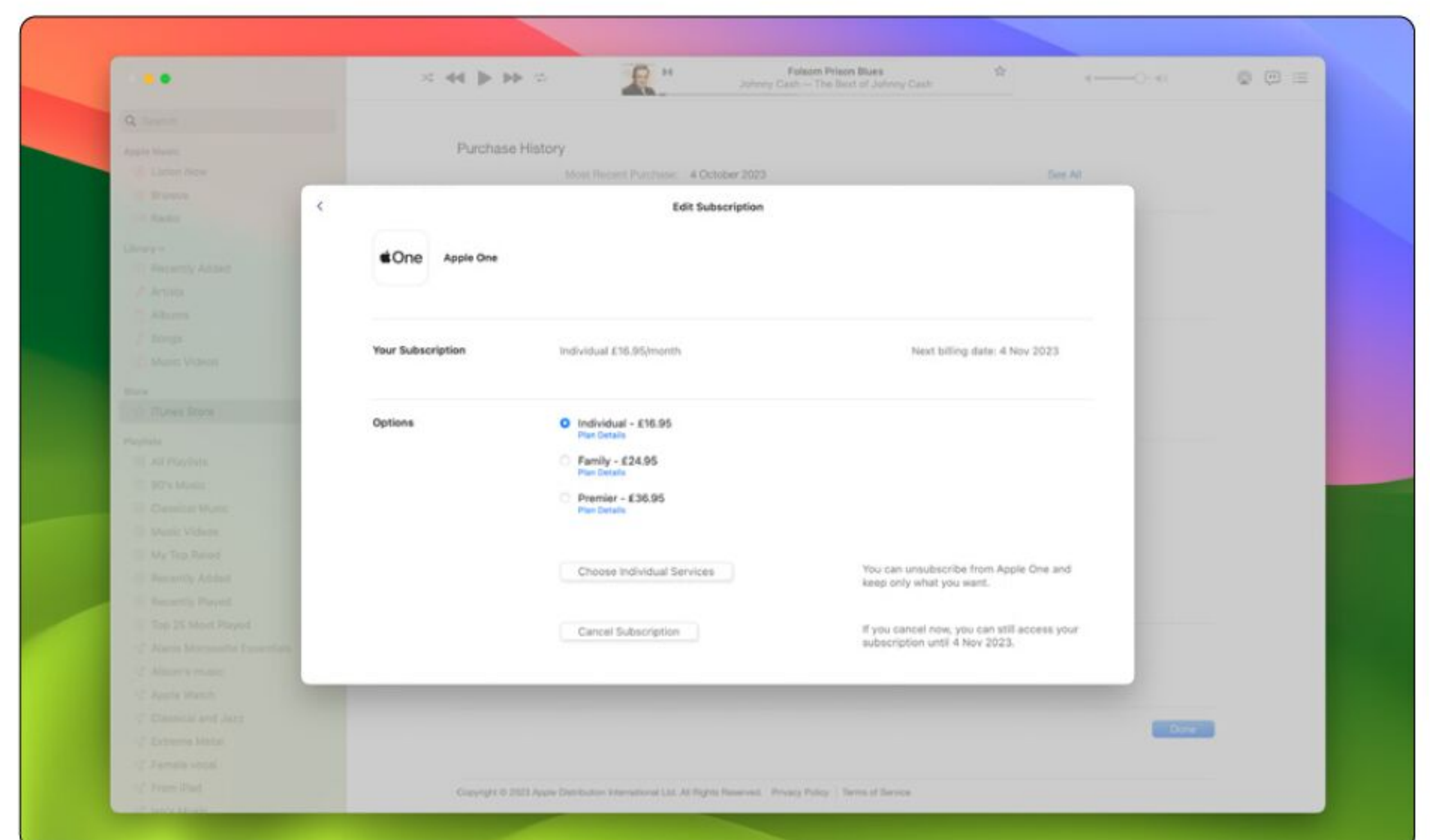


**4** If you have other Apple devices logged into the same Apple ID, you're sent a verification code. Enter it, then follow the on-screen instructions regarding what kind of music you like. When done, you're ready to start.

## Changing or Cancelling Your Subscription



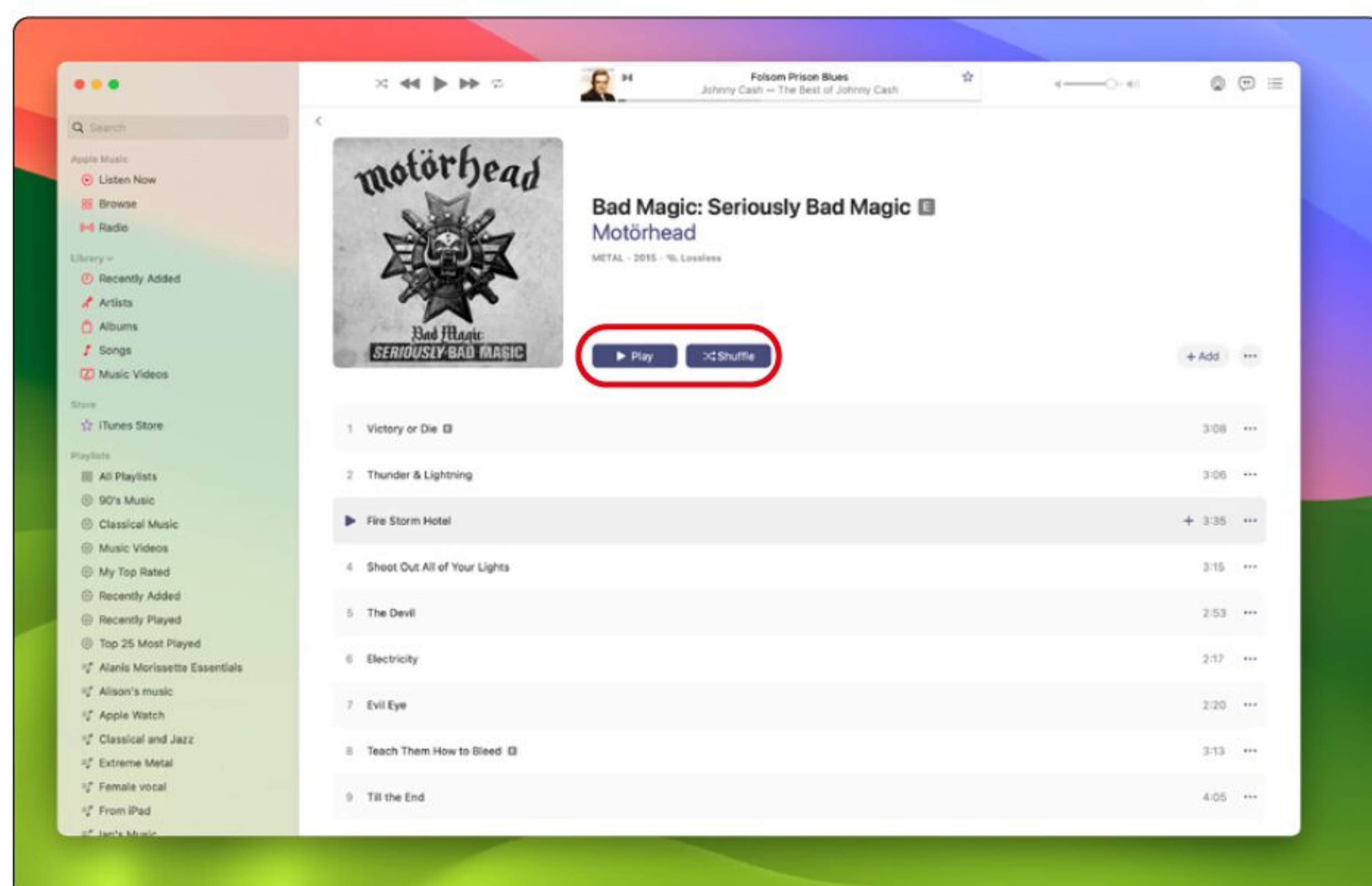
**1** If you want to cancel your Apple Music subscription, first of all, click Account in the top bar and select Account Settings. You're taken to your account page. Scroll down to Subscriptions (under Settings) and click the Manage link.



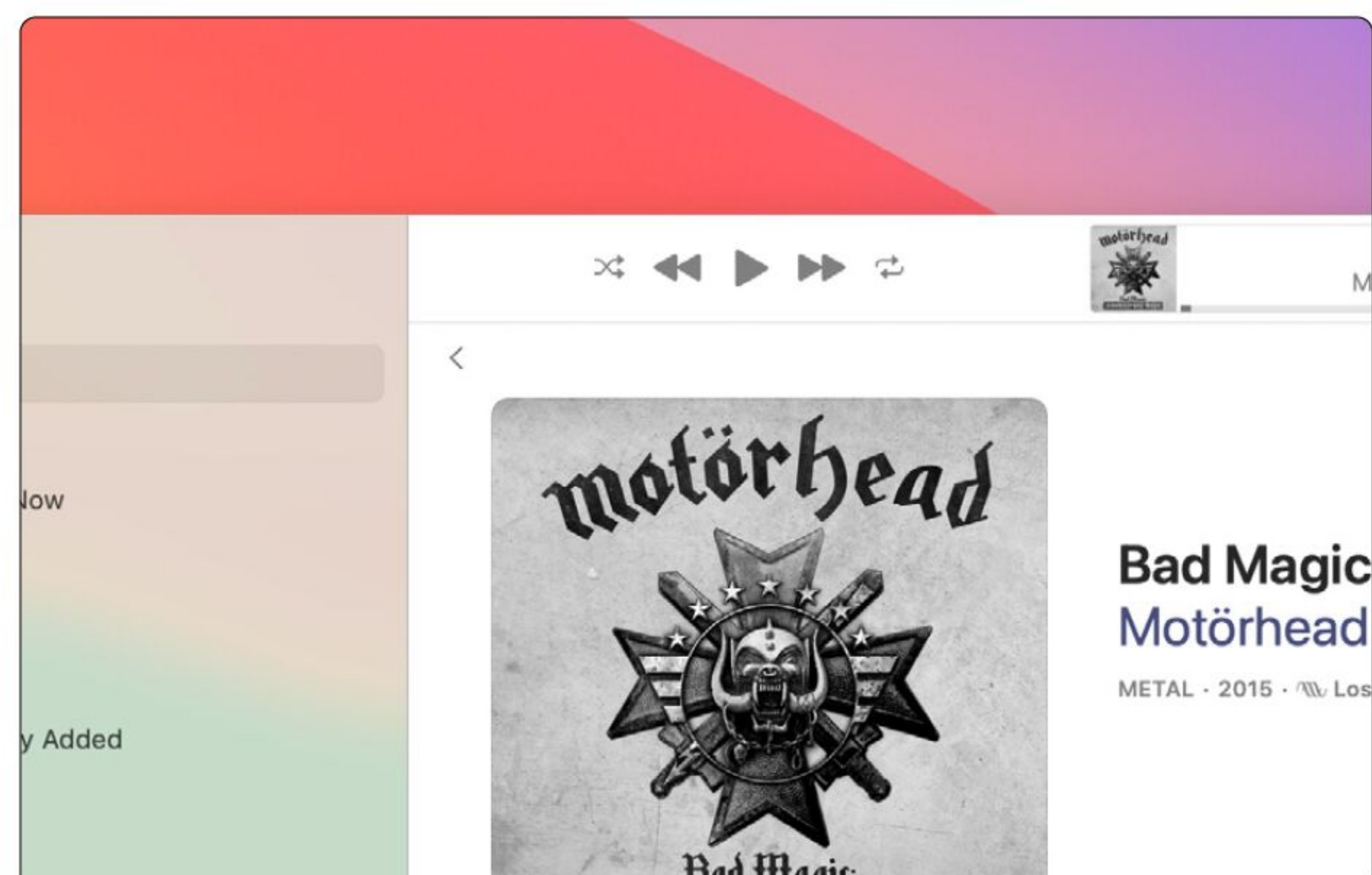
**2** You're shown your active subscriptions. Click on Apple Music's or Apple One's Edit link. On the next page, you can change your subscription to a different one (individual, family or yearly, Apple One or just Music) or cancel it altogether.



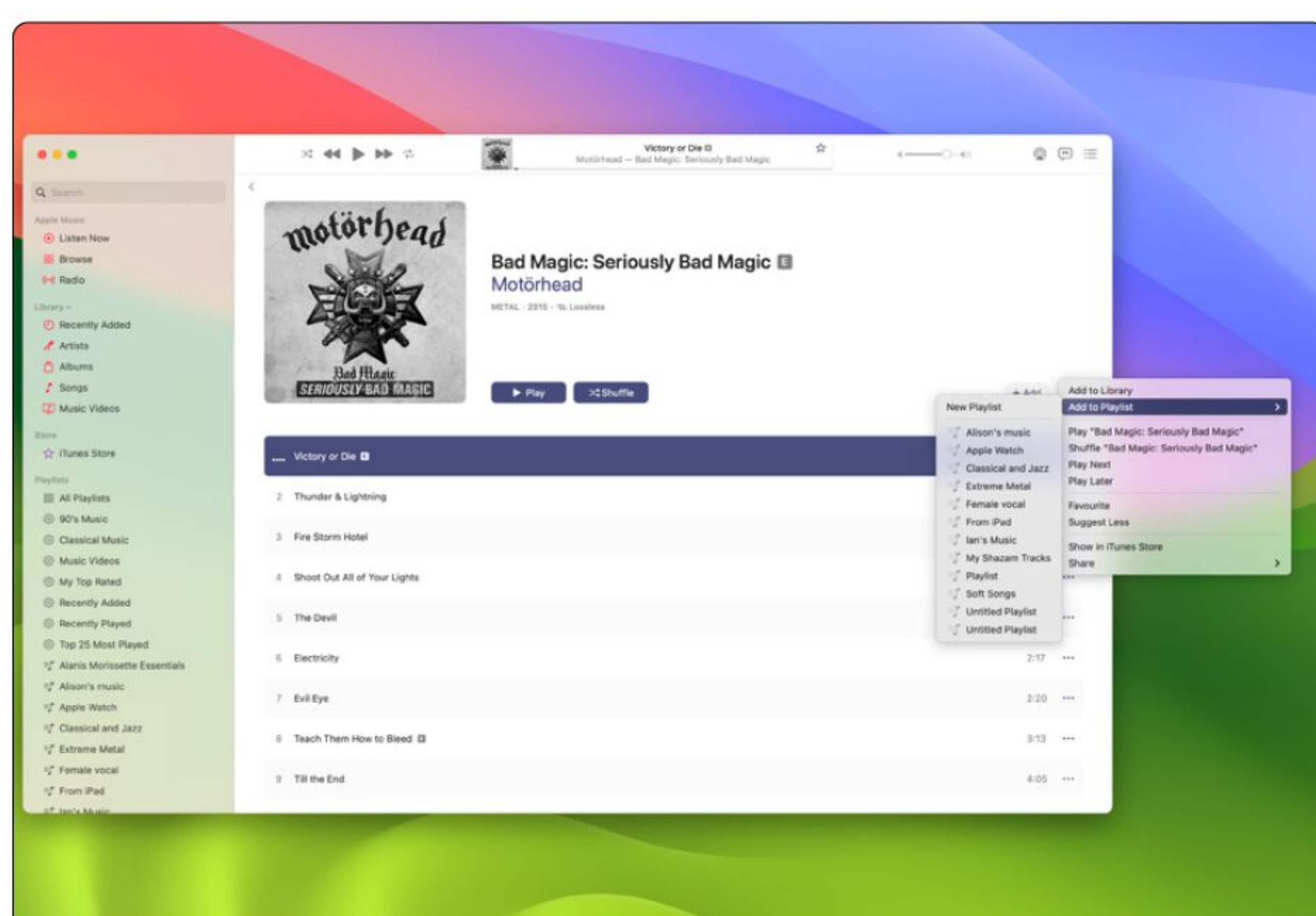
# Using Apple Music



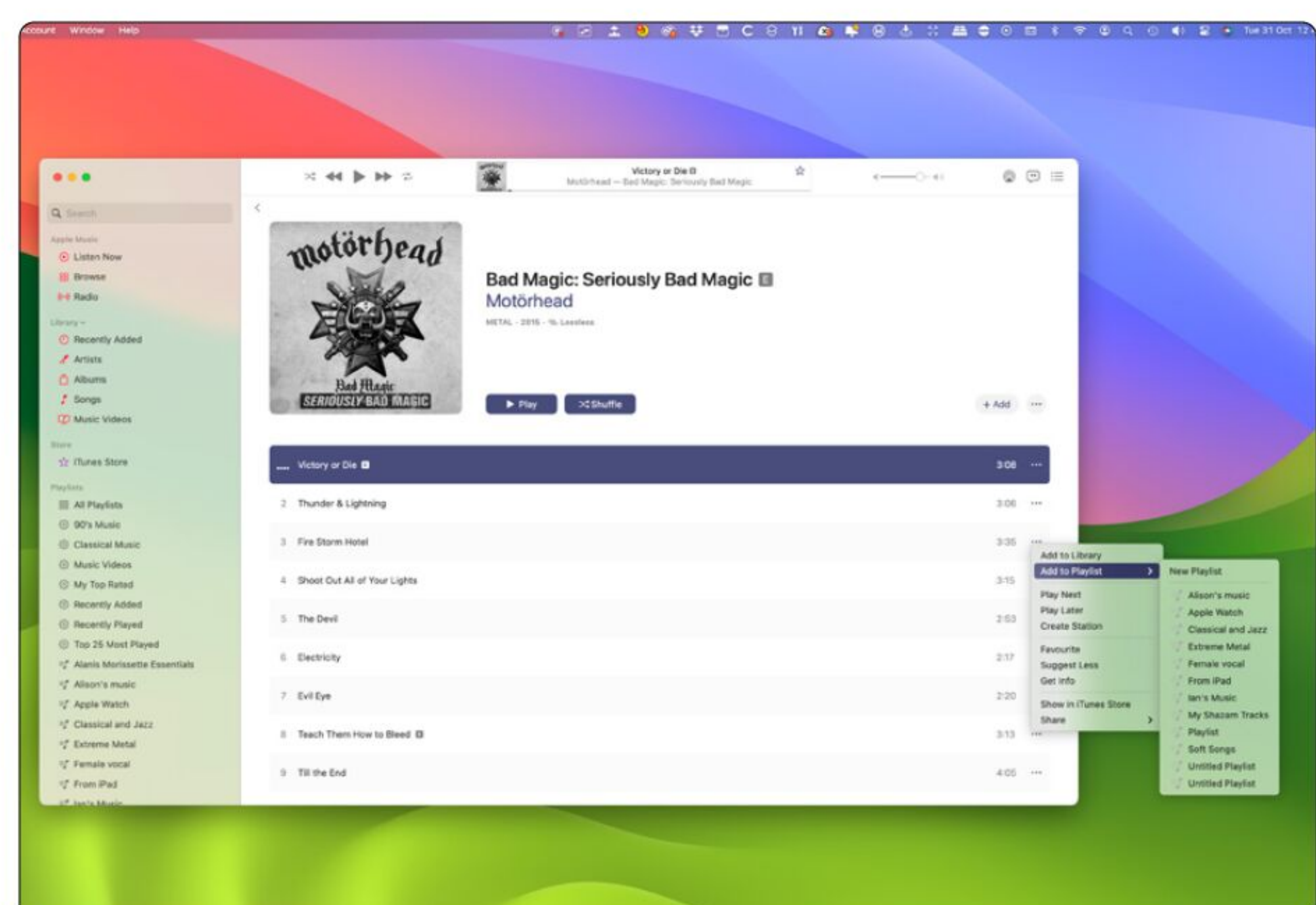
**1** Browse or search for the artist, album, or track to which you want to listen. Here we're looking at an album. Click Play to play it in its entirety, or Shuffle to play the tracks in a random order. Tracks marked with an 'E' in a box have explicit lyrics.



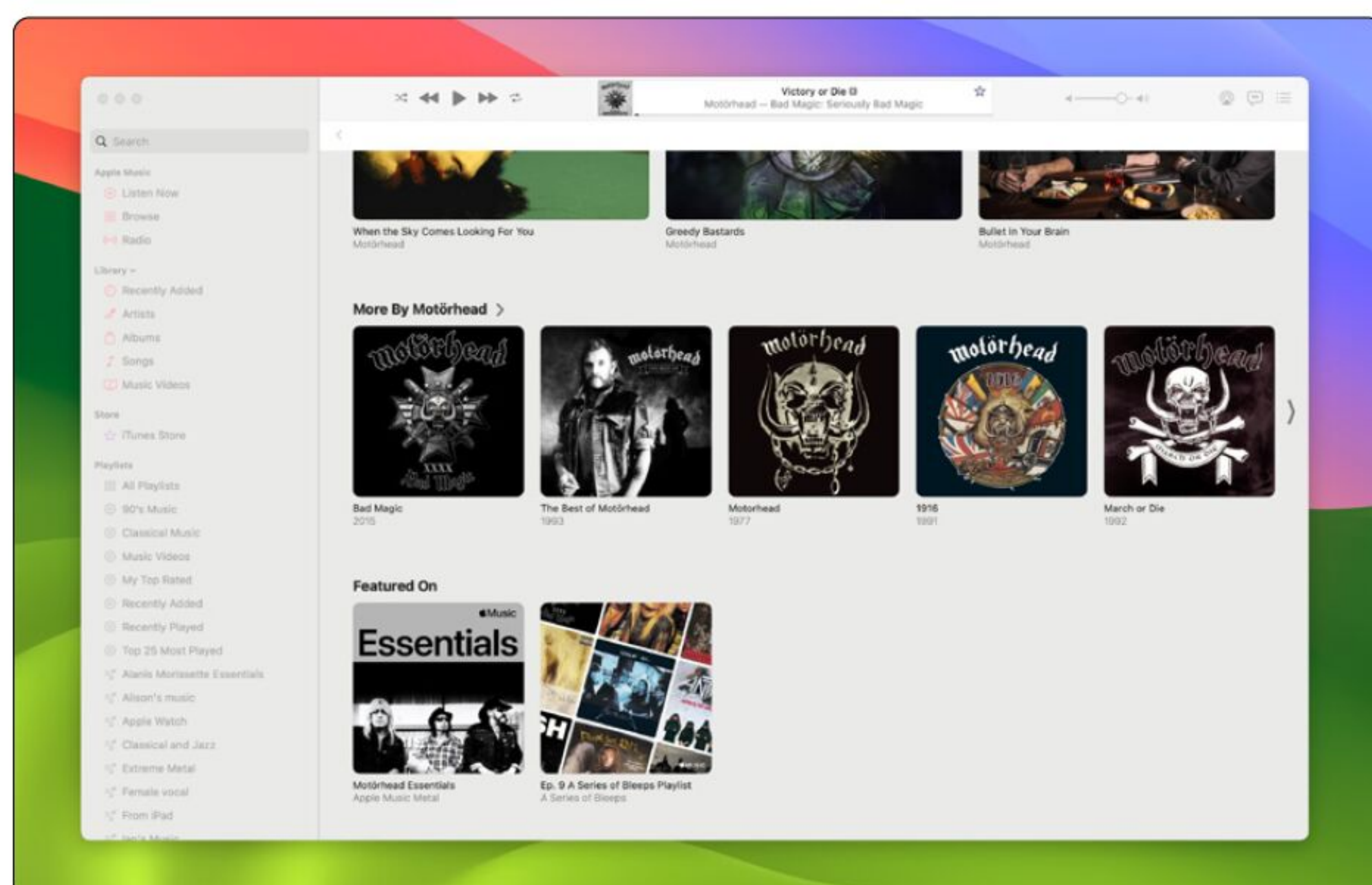
**2** Music controls such as Play and Pause are found at the top of the window. To identify tracks on an album you especially like, hover the pointer to the left of a track, and click the heart that appears. To cancel this, click on the heart a second time.



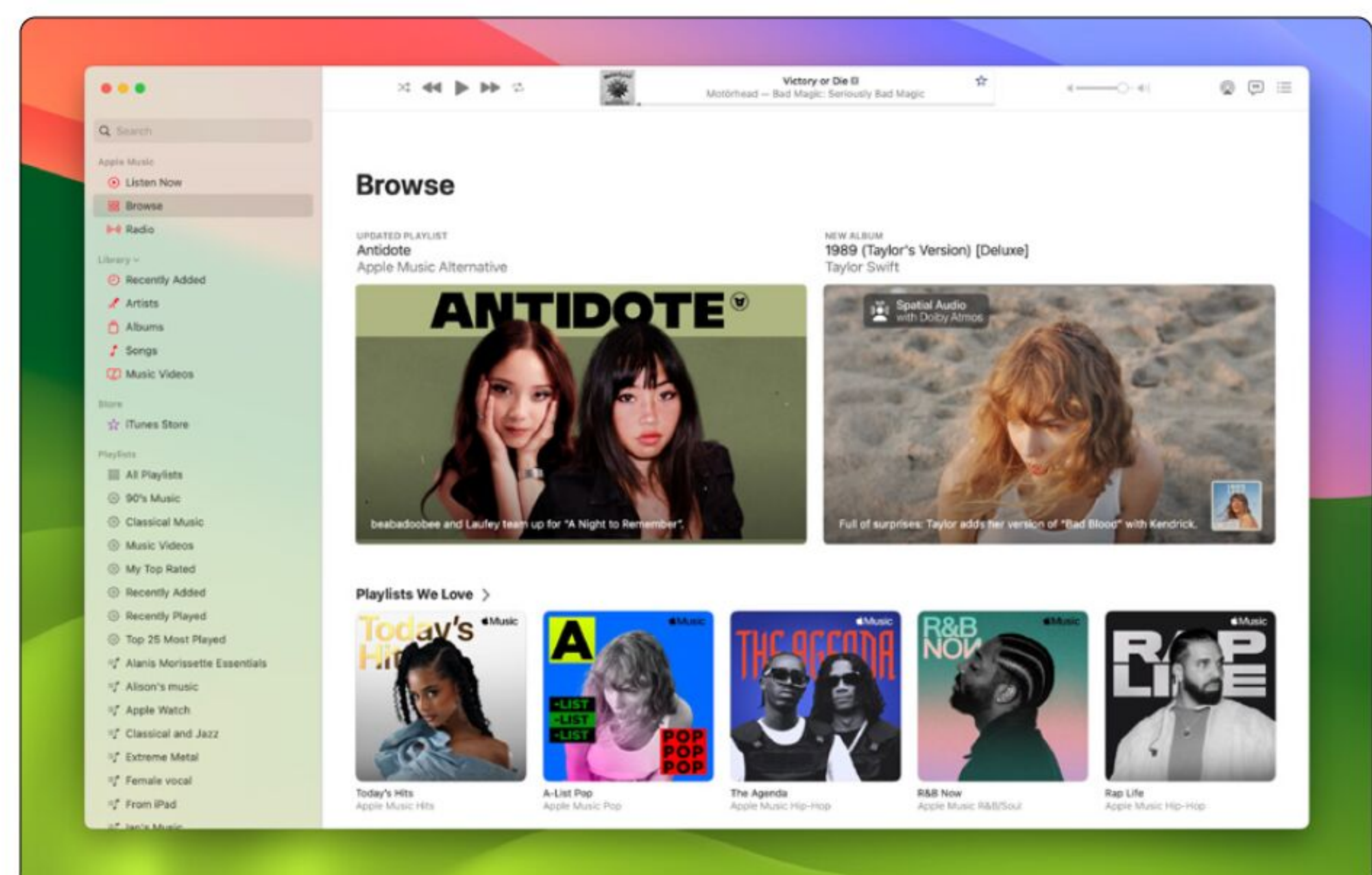
**3** Click the three-dots icon on the right above the tracks for a menu. Here you can add the album to a playlist or create a new one, share it with your friends, like or dislike the album as a whole, or create a station based on its artist.



**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.



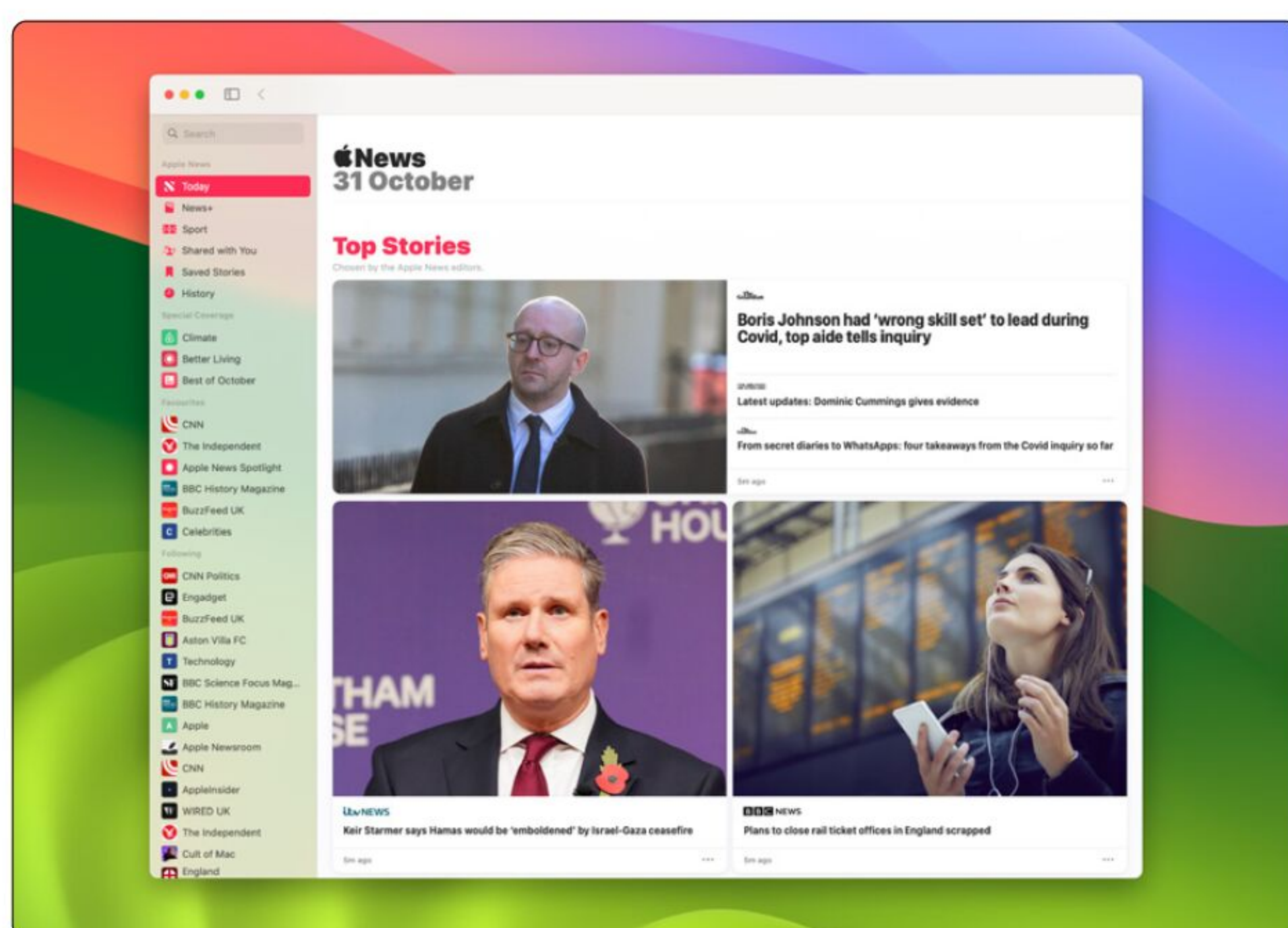
**6** The Browse section offers tracks, artists, albums, and playlists based on Apple Music editors' choices and new releases. It also offers current charts for various countries. The Radio section lets you listen by station or genre, and more.



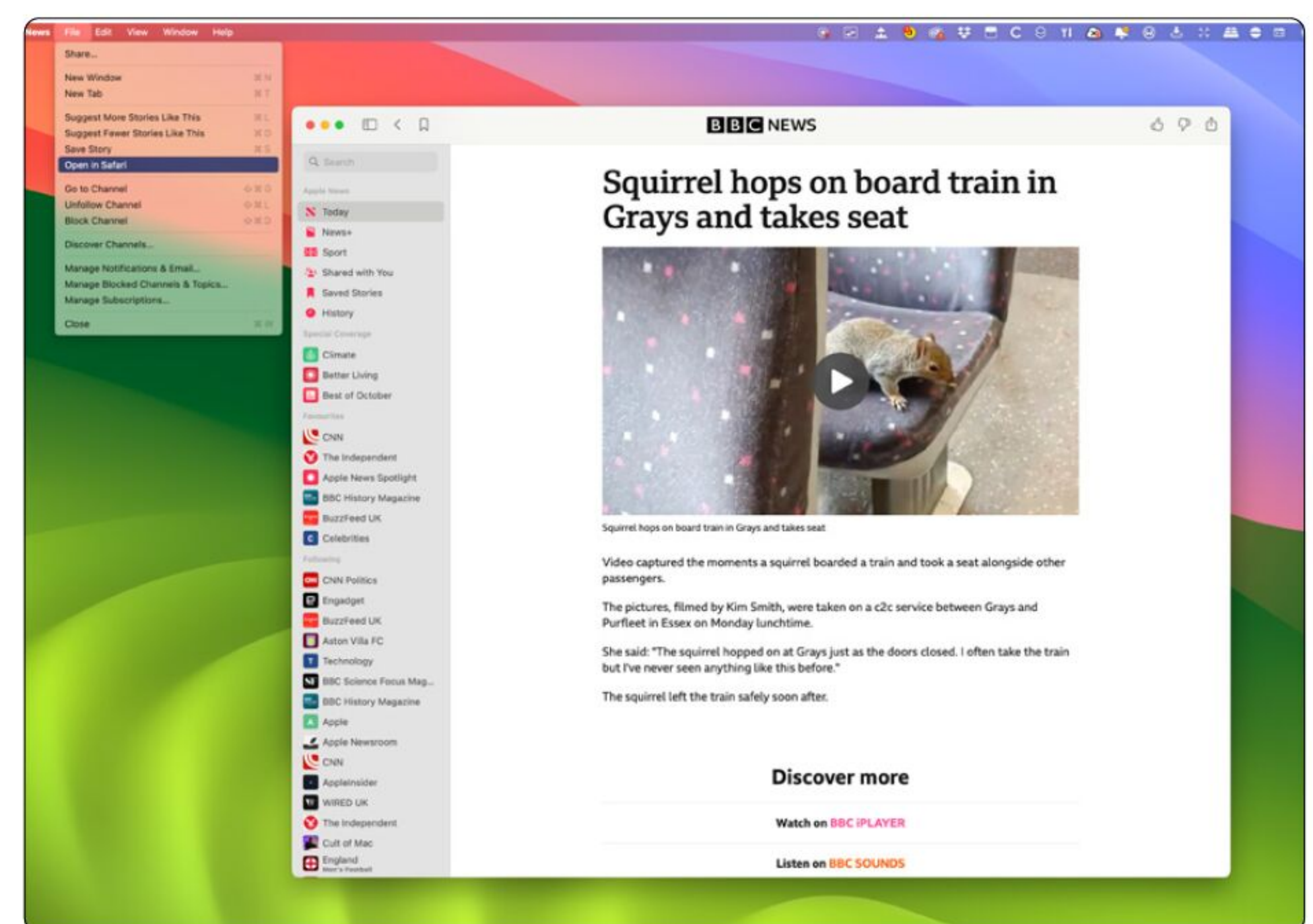


# News Stories and Features

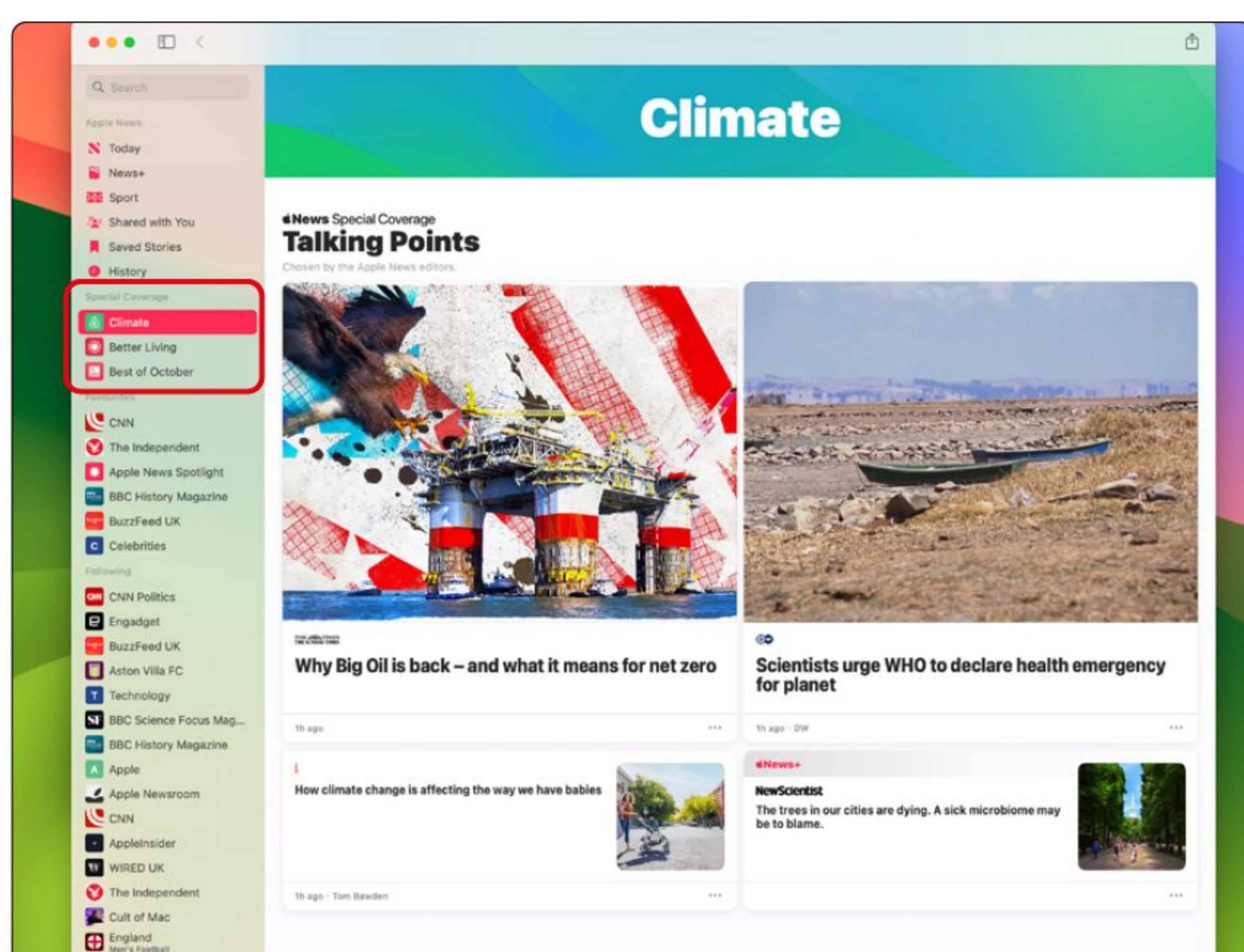
The News app is great for getting the important headlines as they break, from news sources around the world. If you subscribe to Apple News+ you can read a huge range of magazines and news publications on your Mac, and you can even fill in crosswords on your screen. Here's how it works.



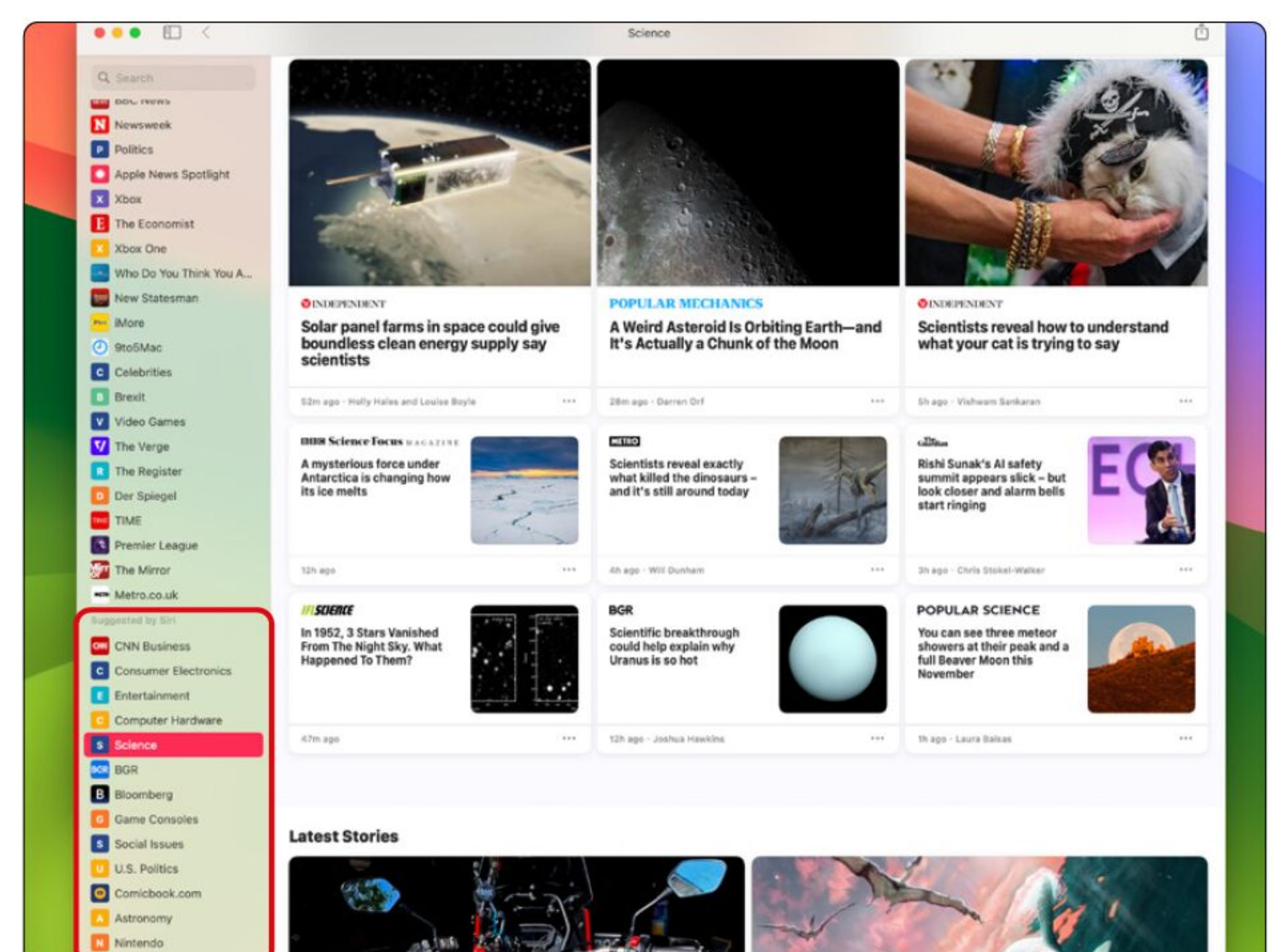
**1** When you first open the News app, you see a sidebar and a main window. The sidebar's Today option is selected, giving you a range of the day's top stories. Click on a story to open it and read it in full.



**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.

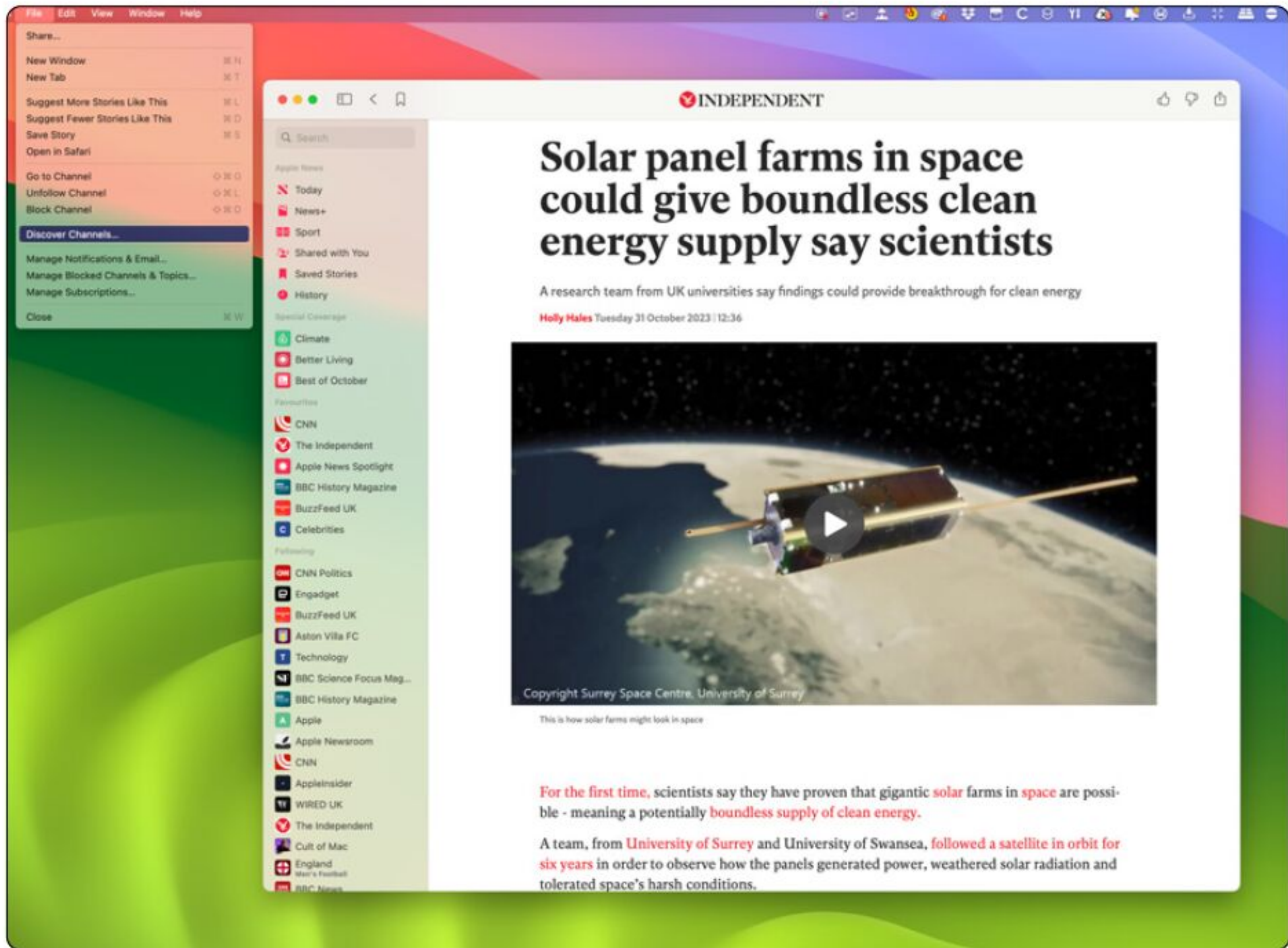


**3** The Special Coverage section gives you a selection of features chosen by Apple's editors. If you find a story you particularly like or dislike, use the thumbs up/down icons in the top-right corner to improve future suggestions.

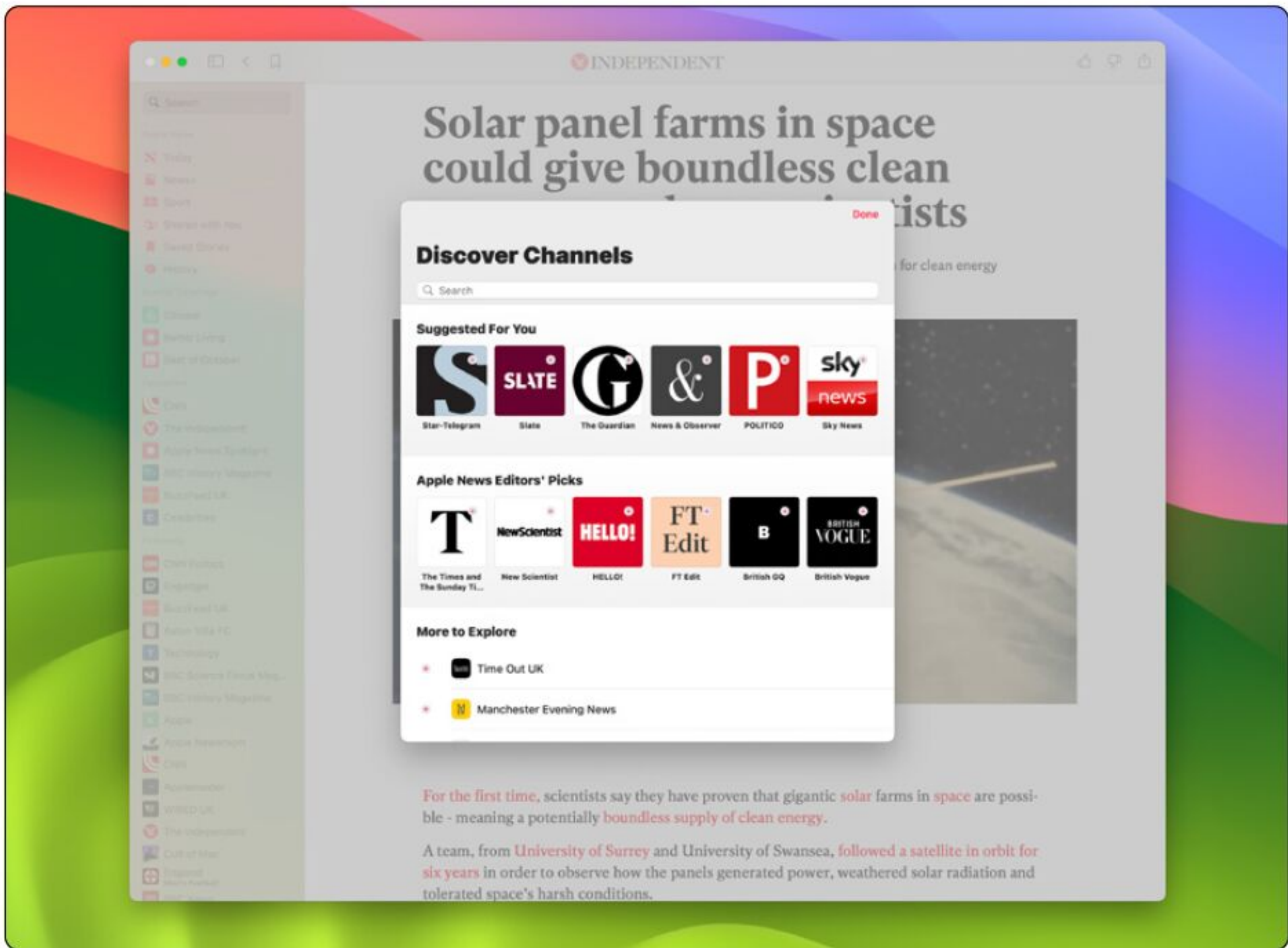


**4** In the sidebar section titled 'Suggested by Siri', you see various subjects the News app thinks might interest you. The stories work just like in the other sections; click one to open it, click the chevron in the top-left to go back a page.

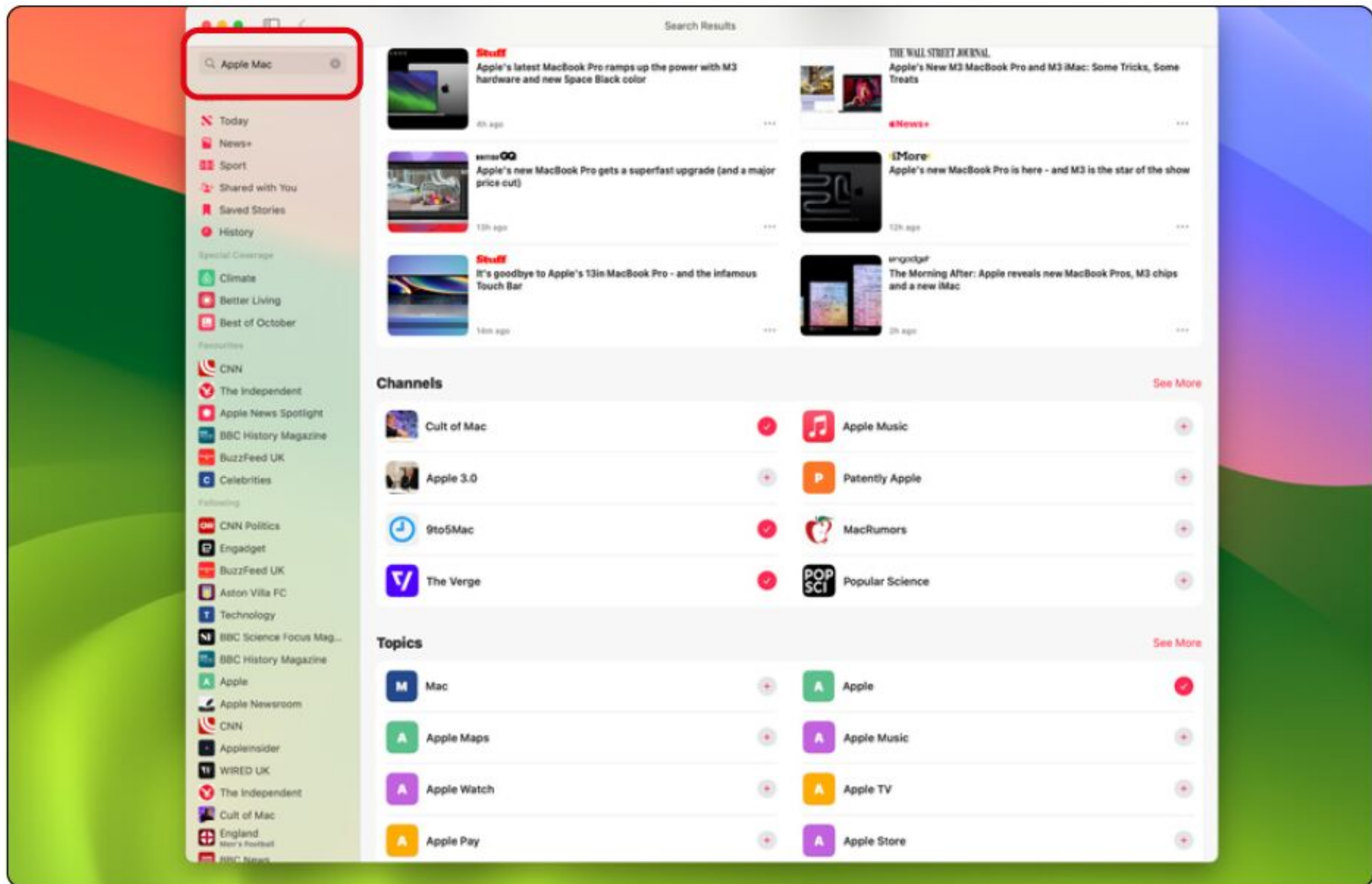




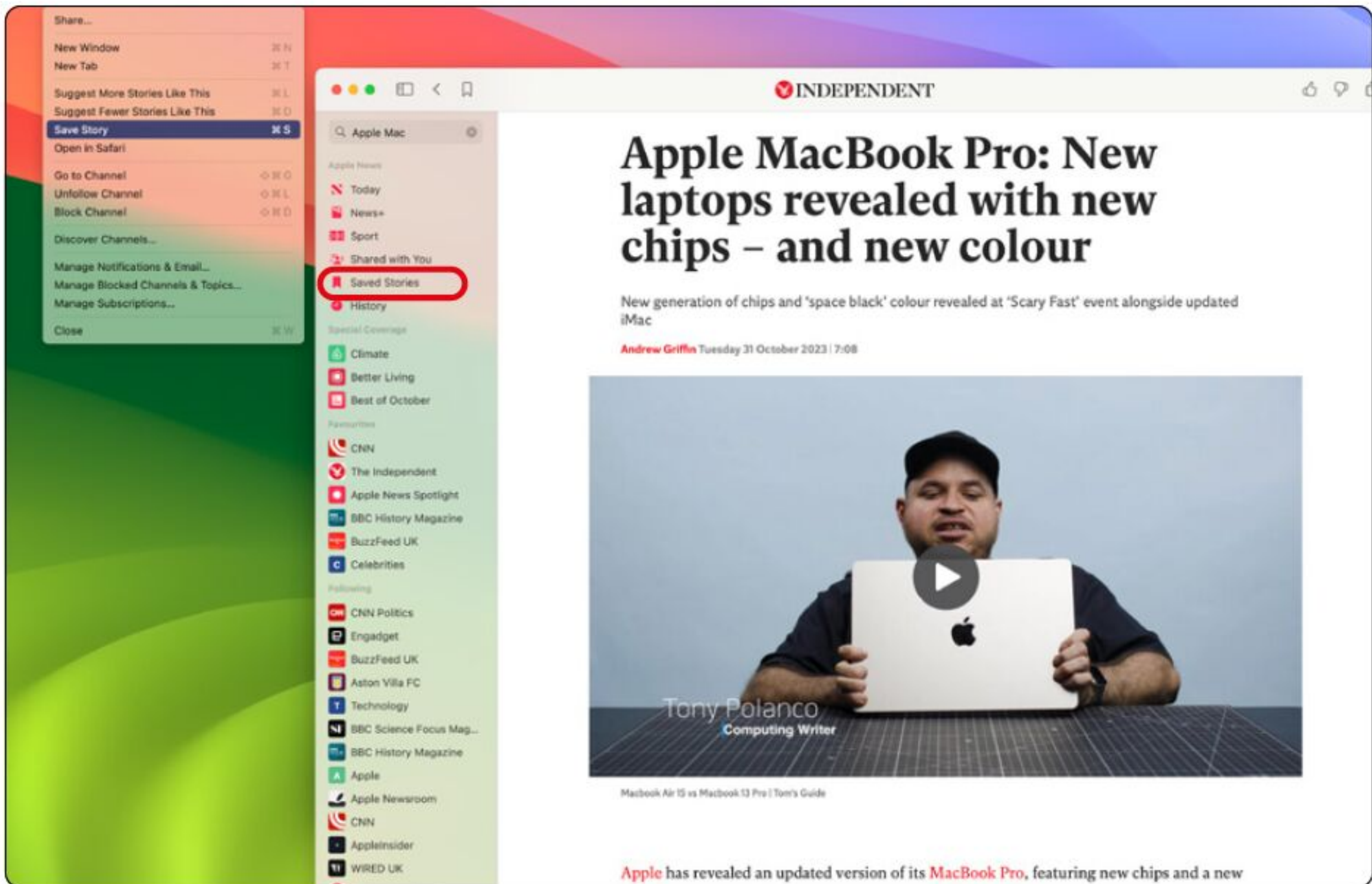
**5** In the File menu is an option called Discover Channels. Click it for a range of news sources and subjects for you to choose from. Select this option for a window showing news sources you might like to follow.



**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.



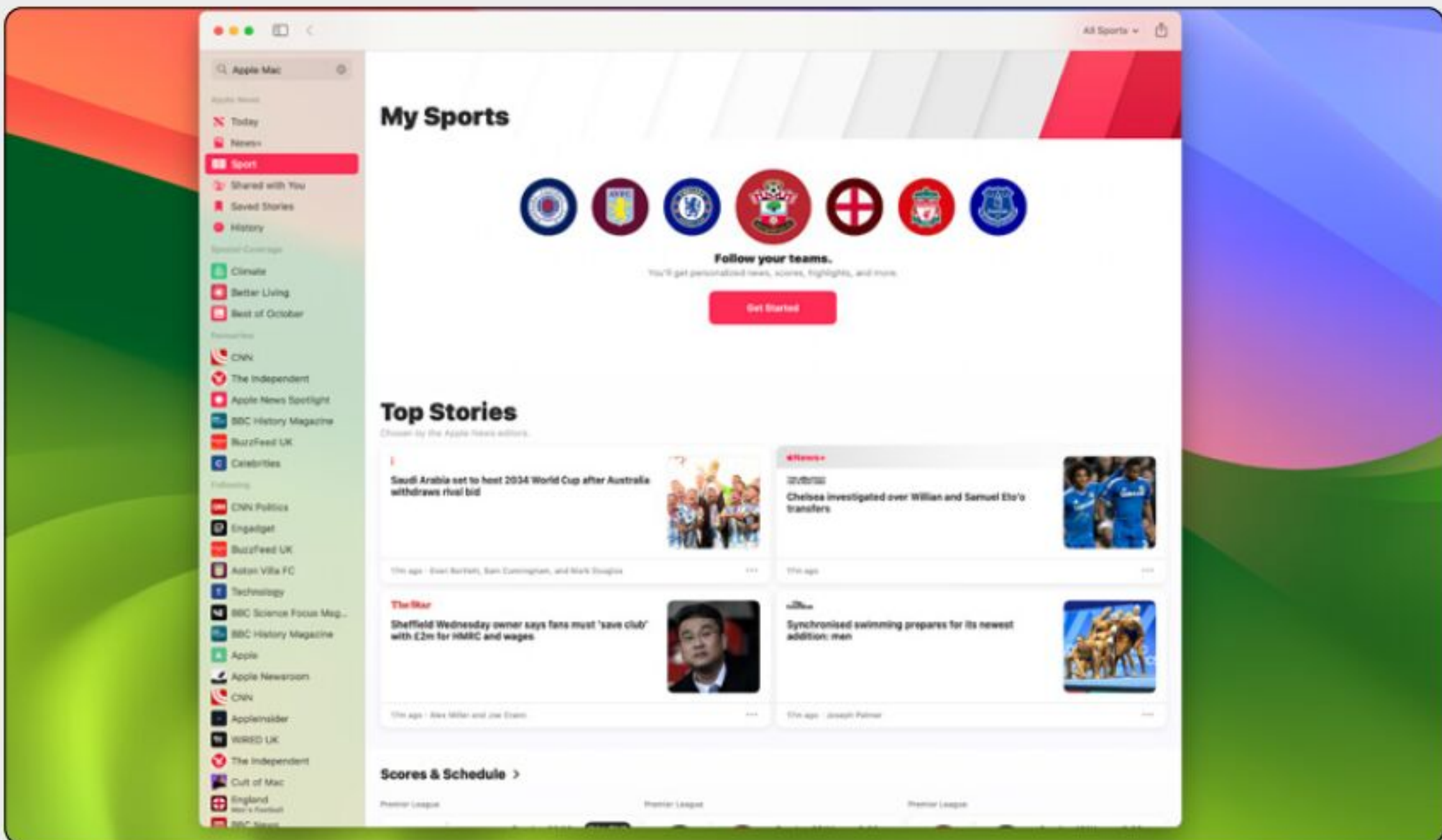
**7** Enter a search term for a subject or source you're interested in for a list of relevant stories and channels. Click the plus sign to add that channel or topic to your sidebar. To remove a channel or topic, right-click on it and then select Unfollow.



**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.

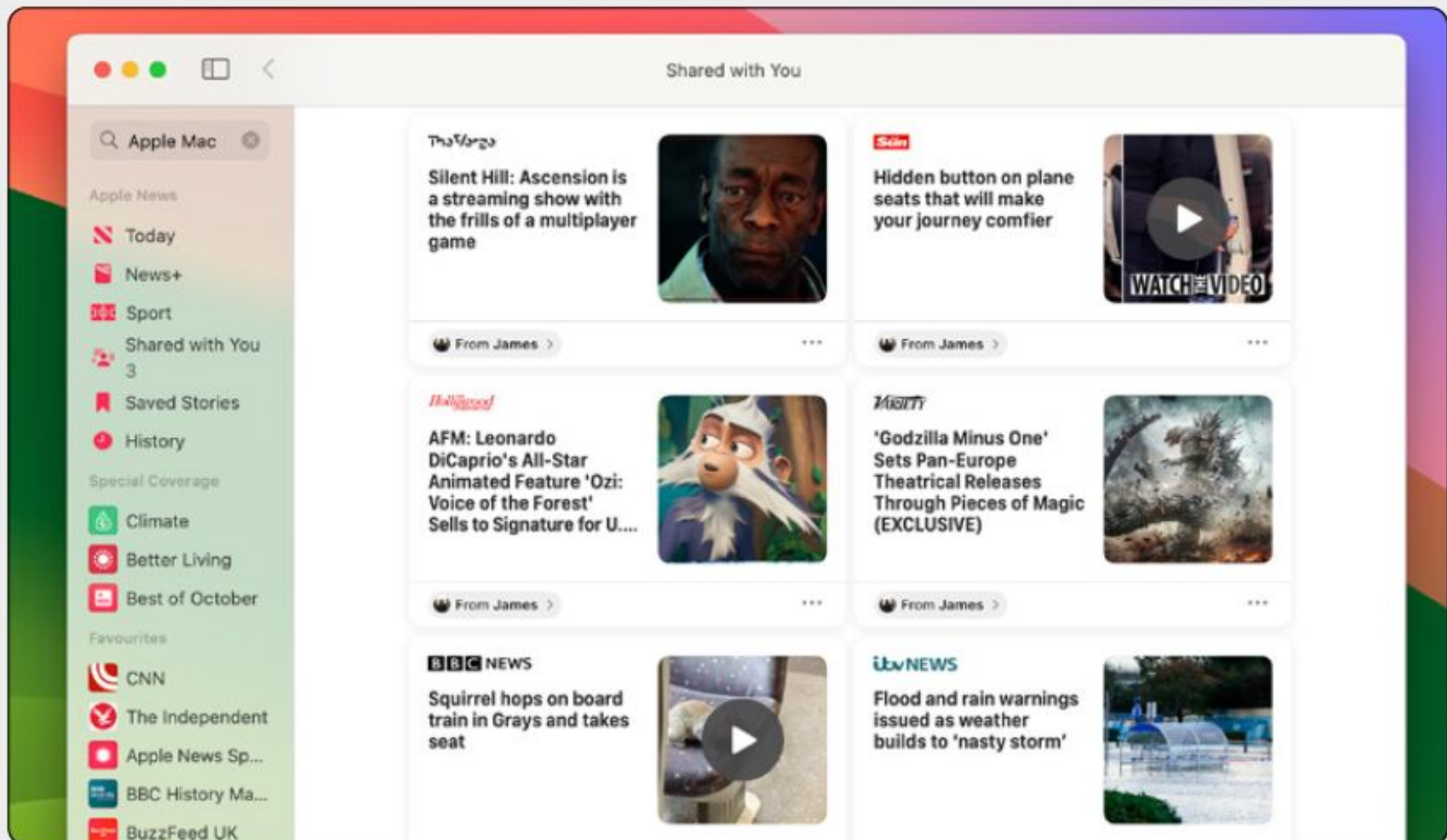
## My Sports

Click on the Sport option found near the top of the sidebar for a section dedicated to (you guessed it) sports. Click Get Started and you can choose teams and categories you wish to to follow in the News app.



## 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 Photos app gains a couple of new features in macOS Sonoma. The People album can now recognise your pets as well as fellow humans, and Visual Lookup recognises food and gives you recipes, and can work on video stills as well as photos.

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

**2** This slider increases and decreases the size of your preview images.

**3** Use these buttons to view your photos arranged according to the year, month, or day 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** Select or open a photo and then click the 'i' for the information window. Here you can review and edit where and when it was taken, add captions and more.

**6** 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.

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

**8** Rotate the image 90% anti-clockwise. Hold Alt to turn it clockwise instead. Useful if a picture that's been imported is not the right way up.

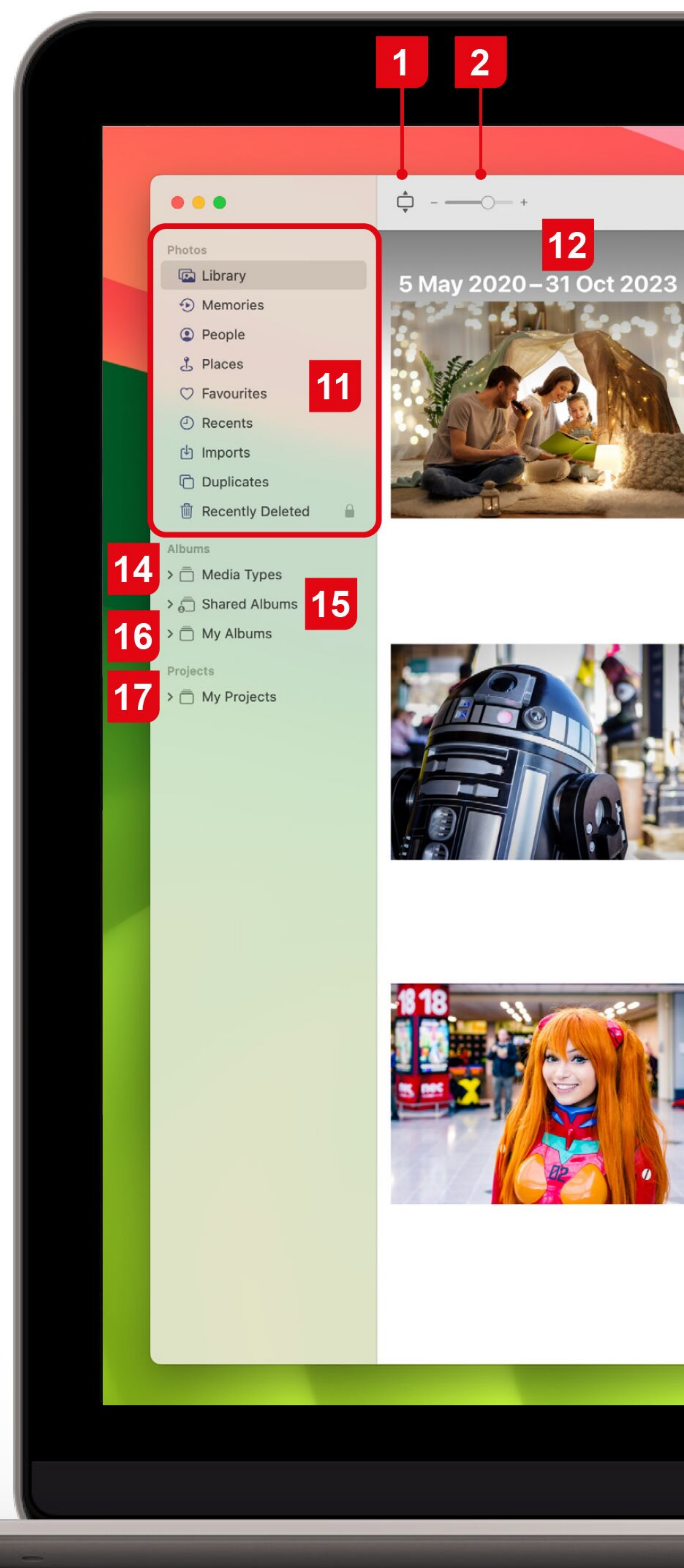
**9** The search field. Thanks to the Photo app's machine learning, you can search for terms like 'birthday', 'holiday', 'Christmas' and more, to find photos taken on these occasions.

**10** Filter to display all pictures, favourites, those you've edited, only photos, only videos and according to keywords.

**11** These sidebar options represent different ways of viewing photos found in your library. Photos shows all your photos, Memories arranges them into groups, Favourites shows your best pics, and Places groups them according to where they were taken. Recents, Imports and Recently Deleted are self-explanatory.

**12** These are the dates between which the currently visible pictures were taken and the locations.

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





- 14

Click here to arrange and view your media according to type, such as Videos, Selfies, Live Photos, Screenshots and more, depending on what media you have in your Photos app. This doesn't remove them from the main Library; it's simply a way of arranging its contents so you can better find your media.
- 15

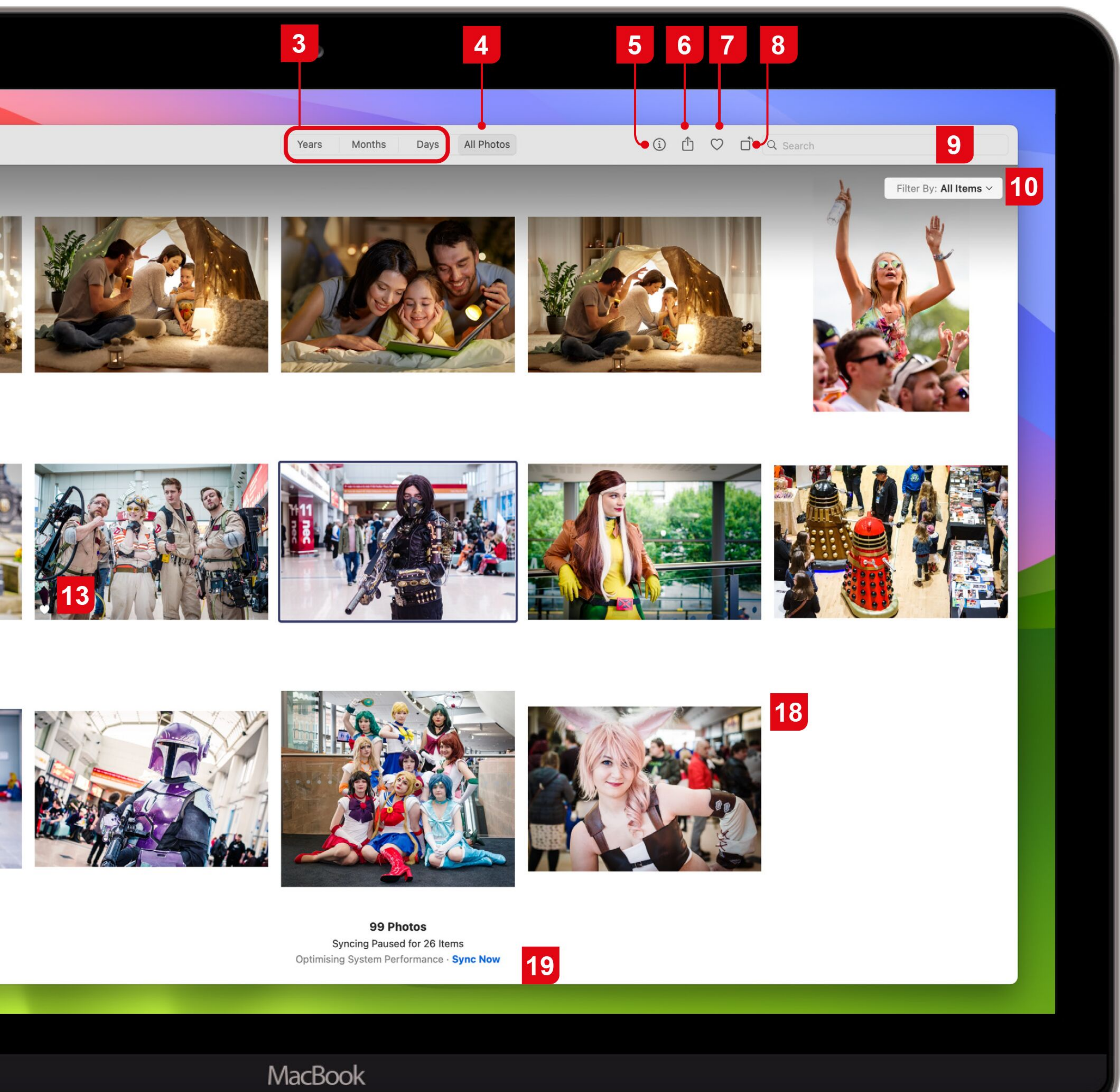
Click the chevron to expand the Shared Albums category. Photos you've shared on iCloud are listed in Activity, and Shared Albums shows the albums in which they were shared. Hover over Shared Albums and click the plus sign that appears to the right to start a new, shared album.
- 16

These are your albums, whether created by yourself or put together automatically by the app. Click 'Shared Albums' then the plus sign to open a new one, which you can then share with others.
- 17

Projects is for creating photo books and more using third-party apps.
- 18

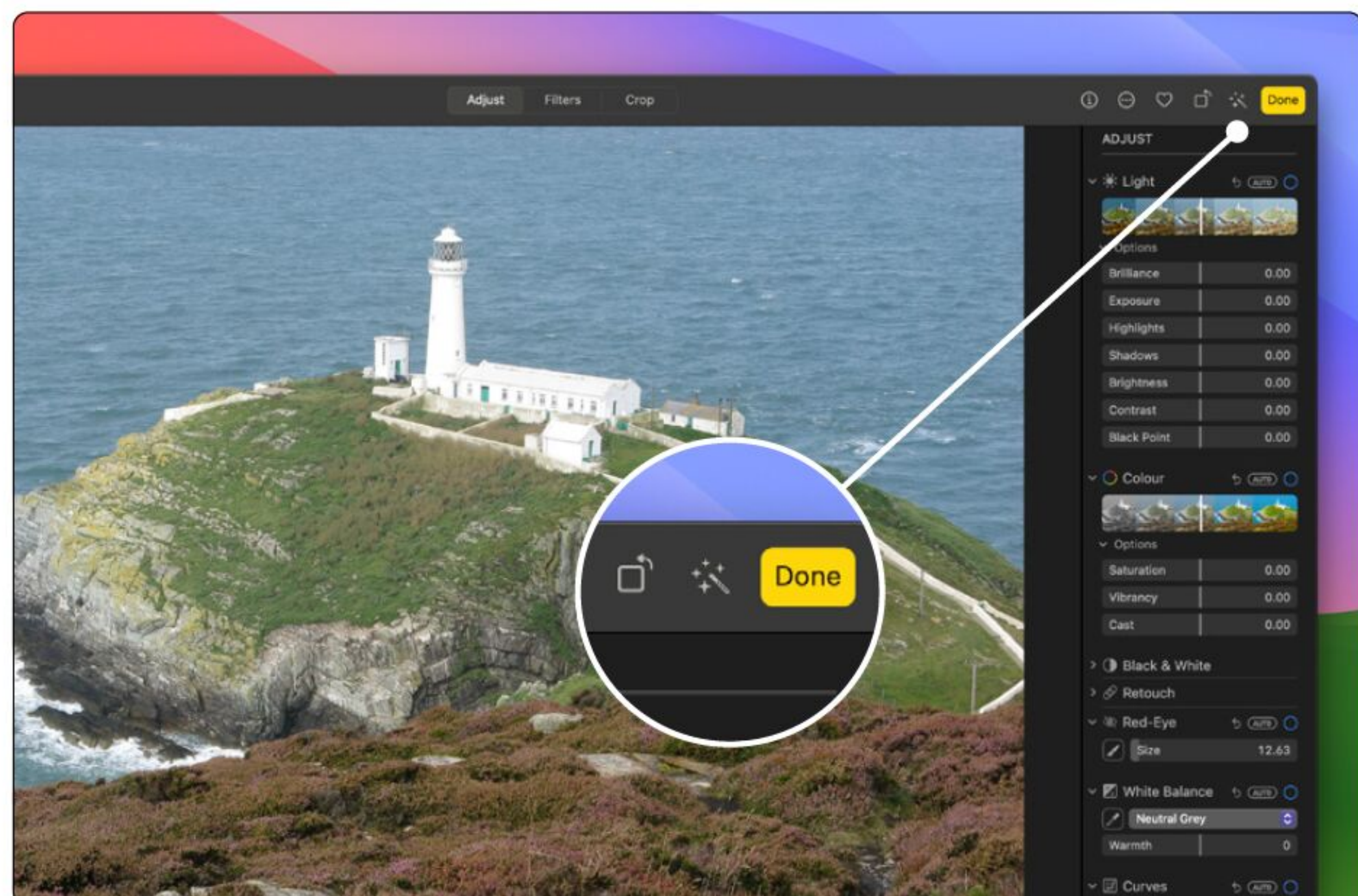
Your pictures, arranged as thumbnails. Click on one to open it, after which you can swipe through them or choose one from the preview bar under an open photo.
- 19

At the foot of the screen you're shown how many photos and videos you have in the currently selected album.

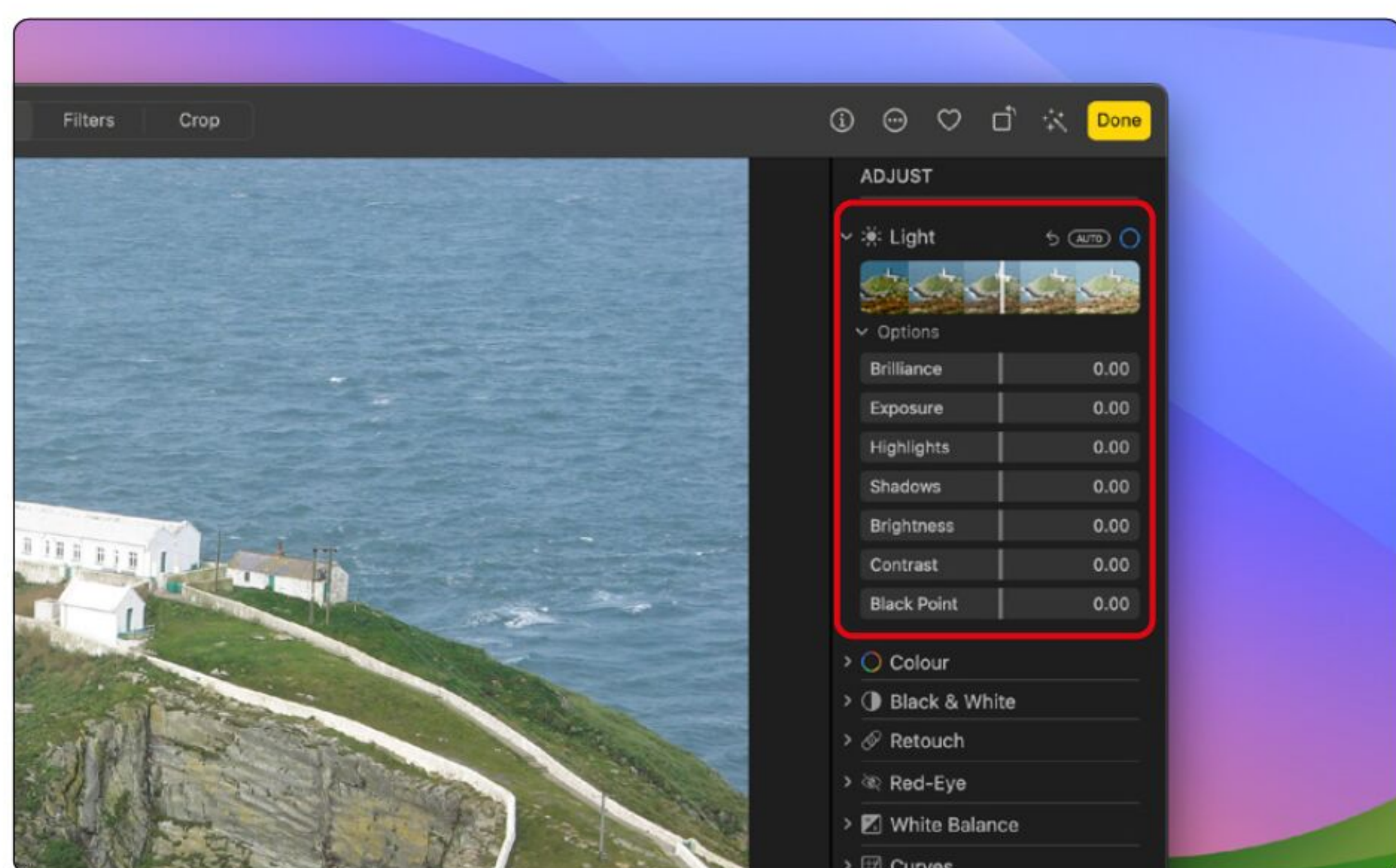




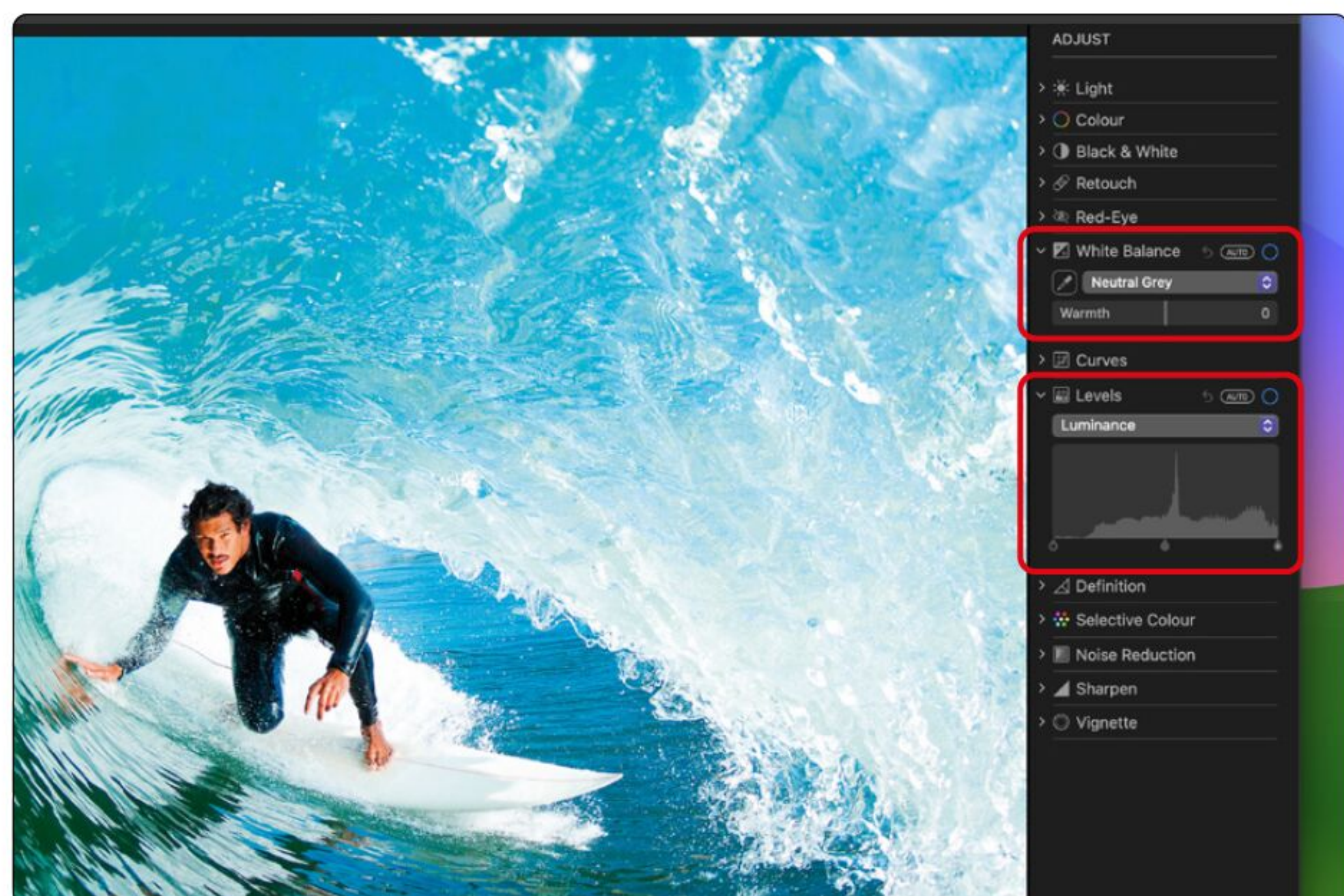
## The Editing Tools



**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.



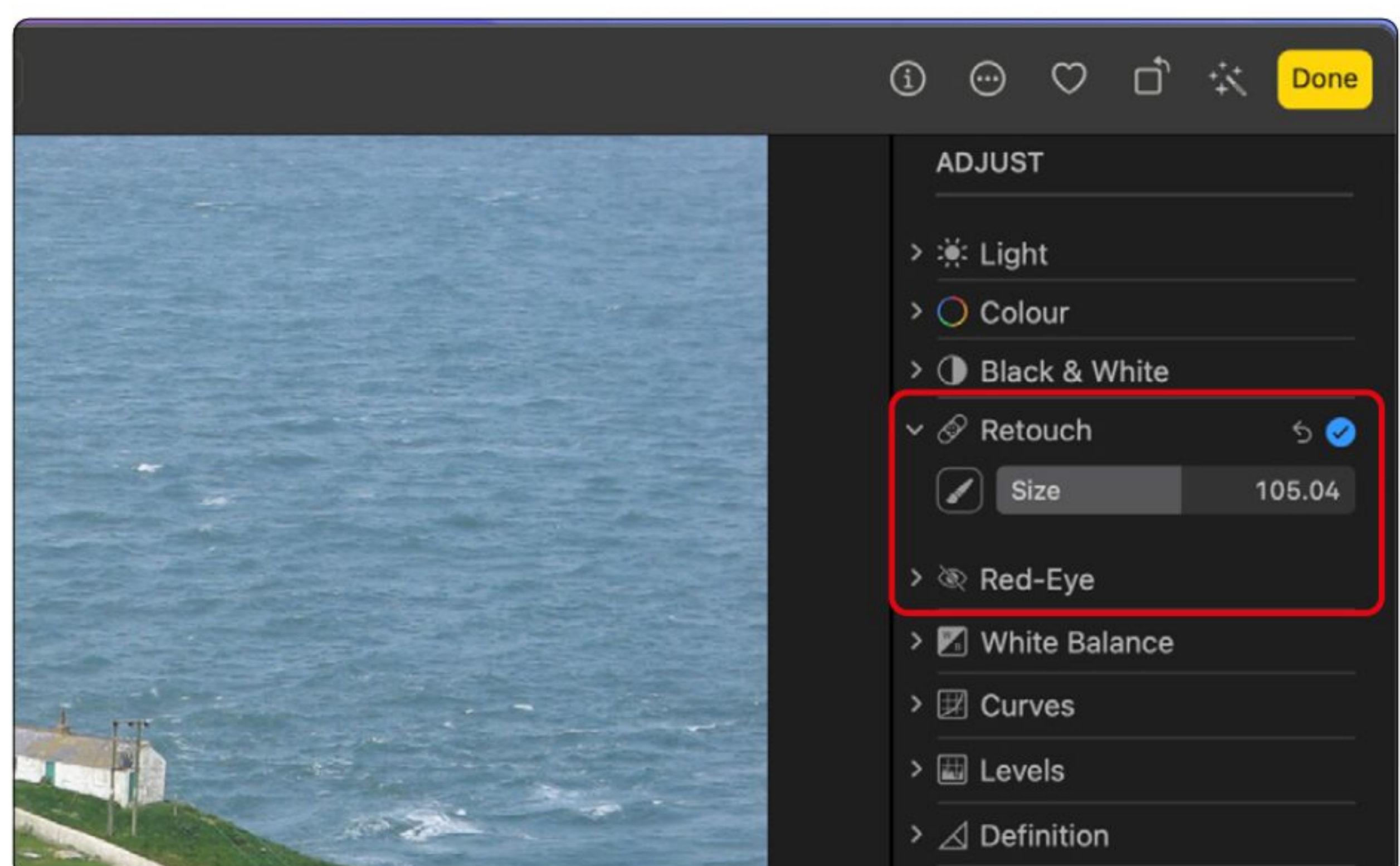
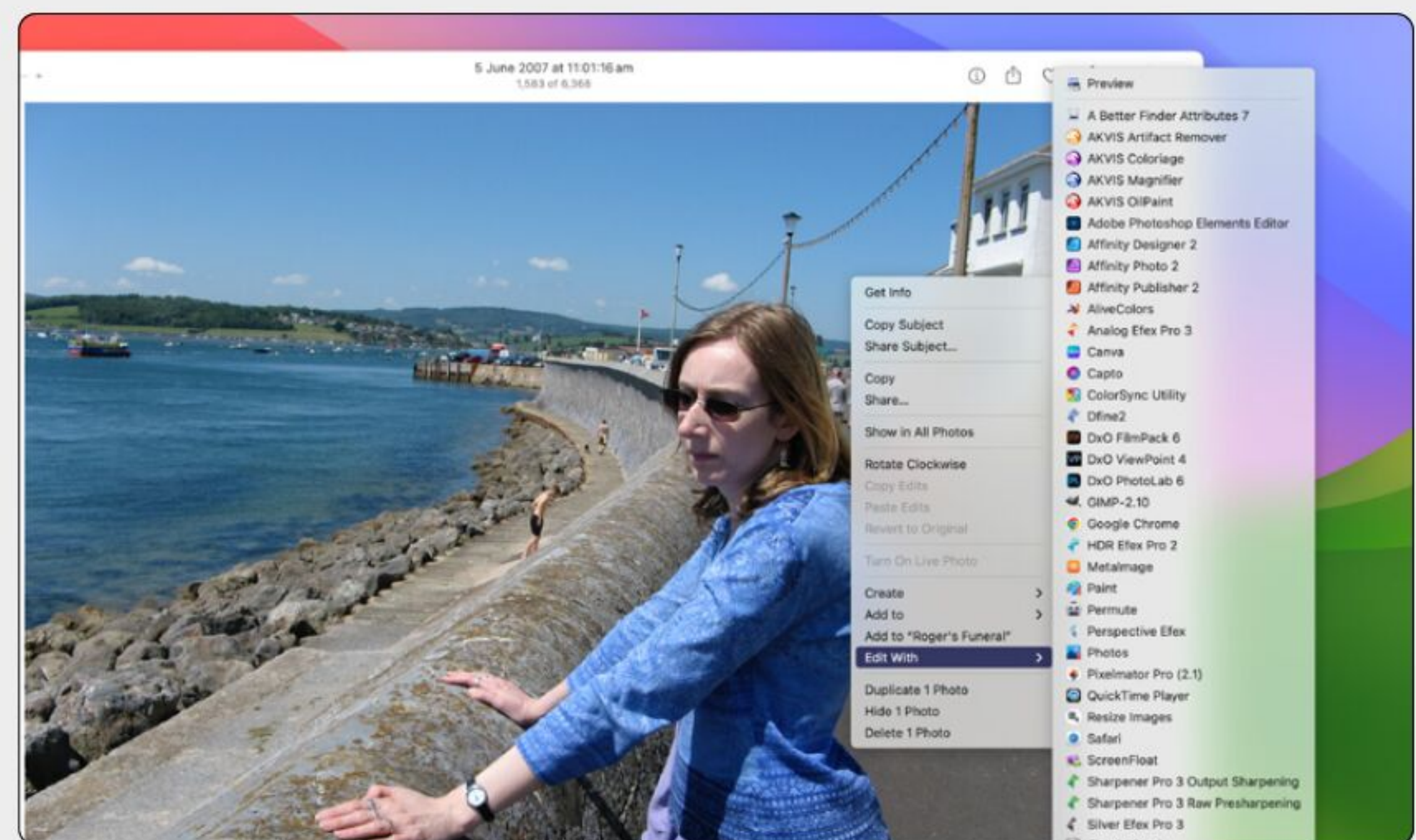
**2** Click a triangle in the sidebar to open a tool. The Light, Colour and Black & White tools give you sliders to increase or reduce the brightness and saturation or switch to a monochrome image. Click the Options triangles for more advanced editing tools.



**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.

## 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.



**3** Retouch removes unwanted objects from a picture. Click the brush, then click and drag to paint over the object. Let go and it's removed. Red Eye lets you paint out red pupils caused by camera flash. You can adjust the brush size with both tools.

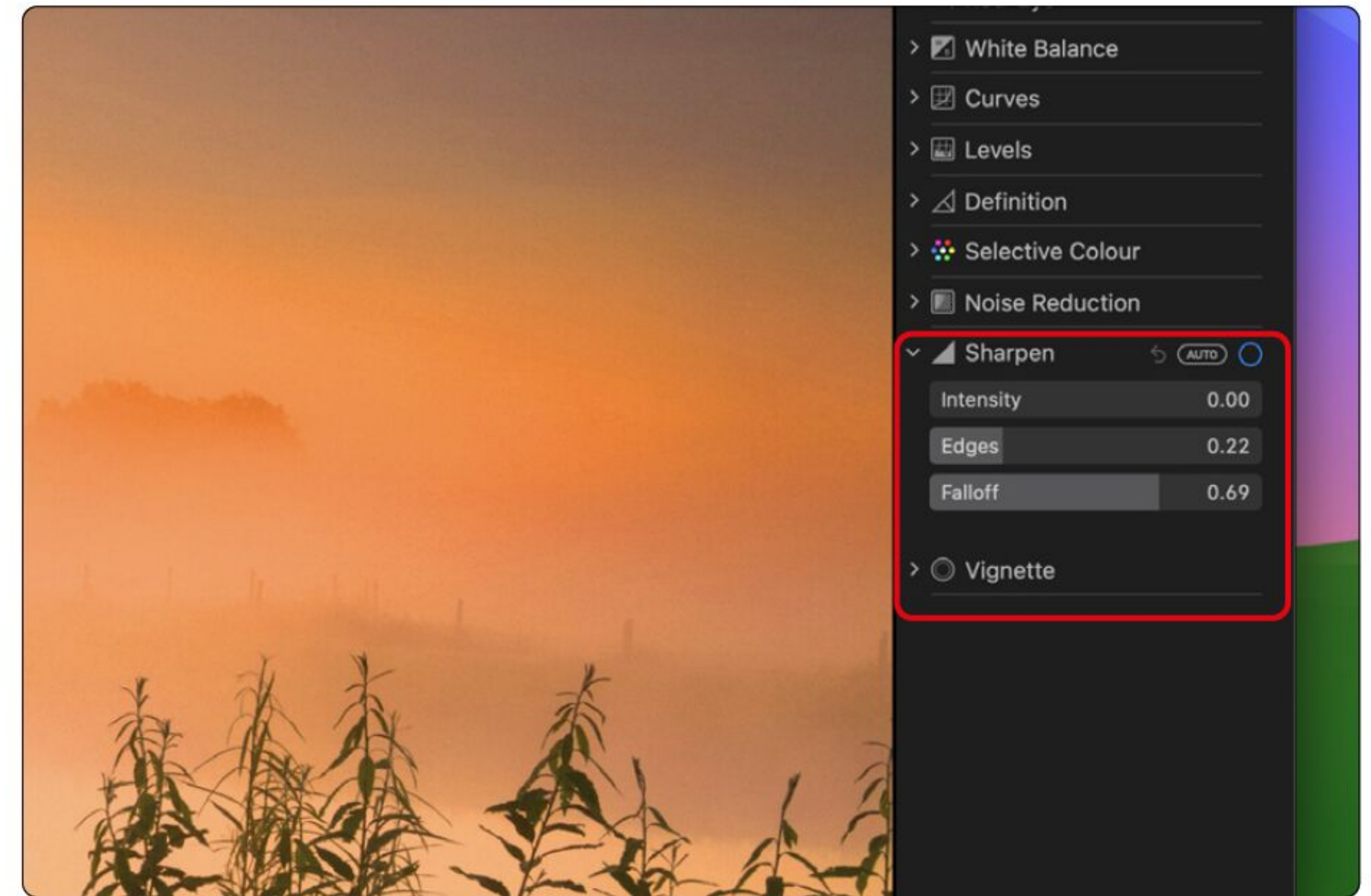


**5** In Curves, drag the diagonal line or the dots under the right and left ends. A useful trick is to click on the left dropper and click something black, then the right dropper and click on something white. The Definition tool is another slider.

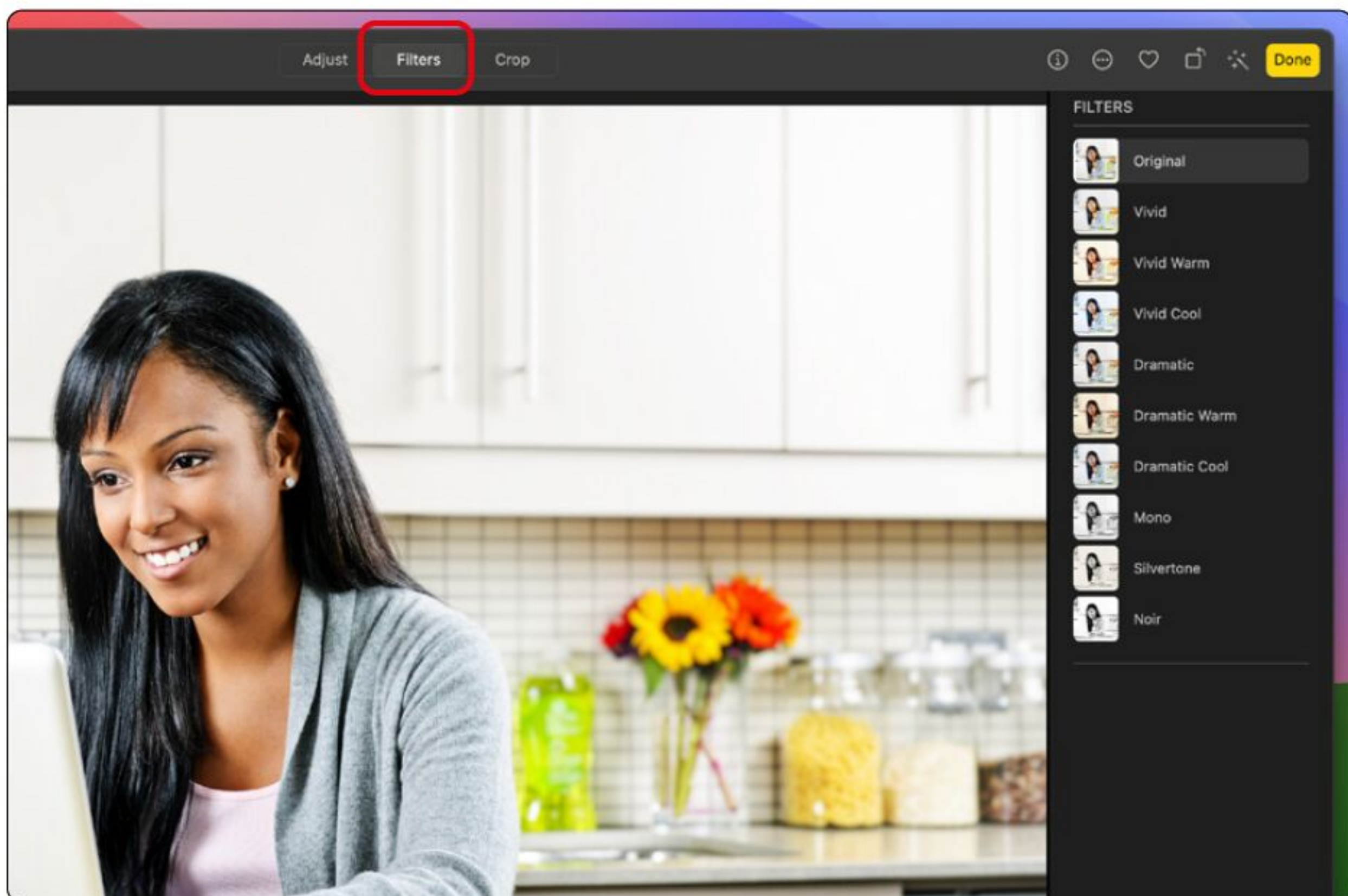




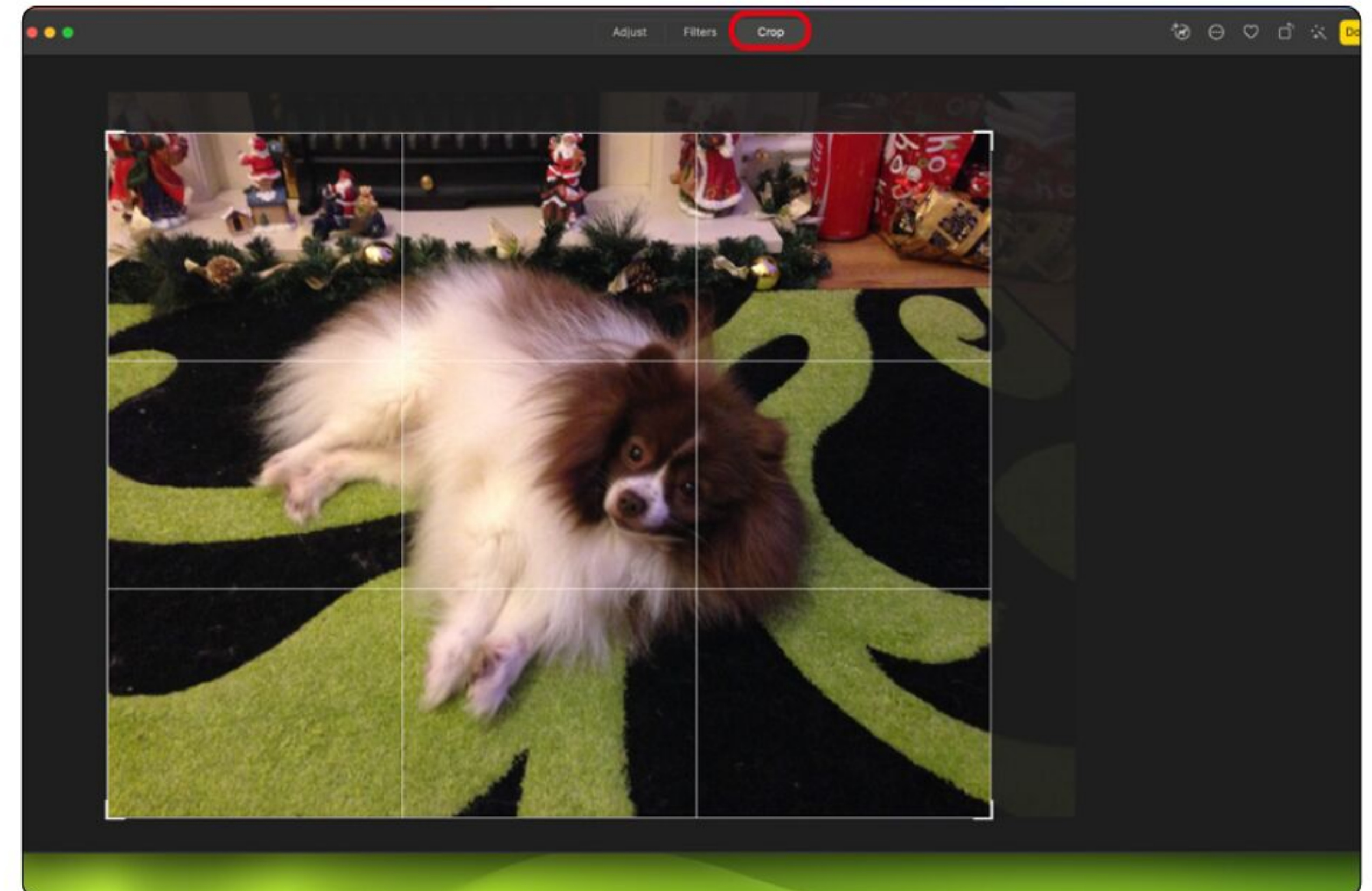
**6** Selective Colour and Noise Reduction are sliders. The former lets you make adjustments to one colour at a time, using the pickers and sliders and Noise Reduction is for smoothing out speckles and other such imperfections in the photo.



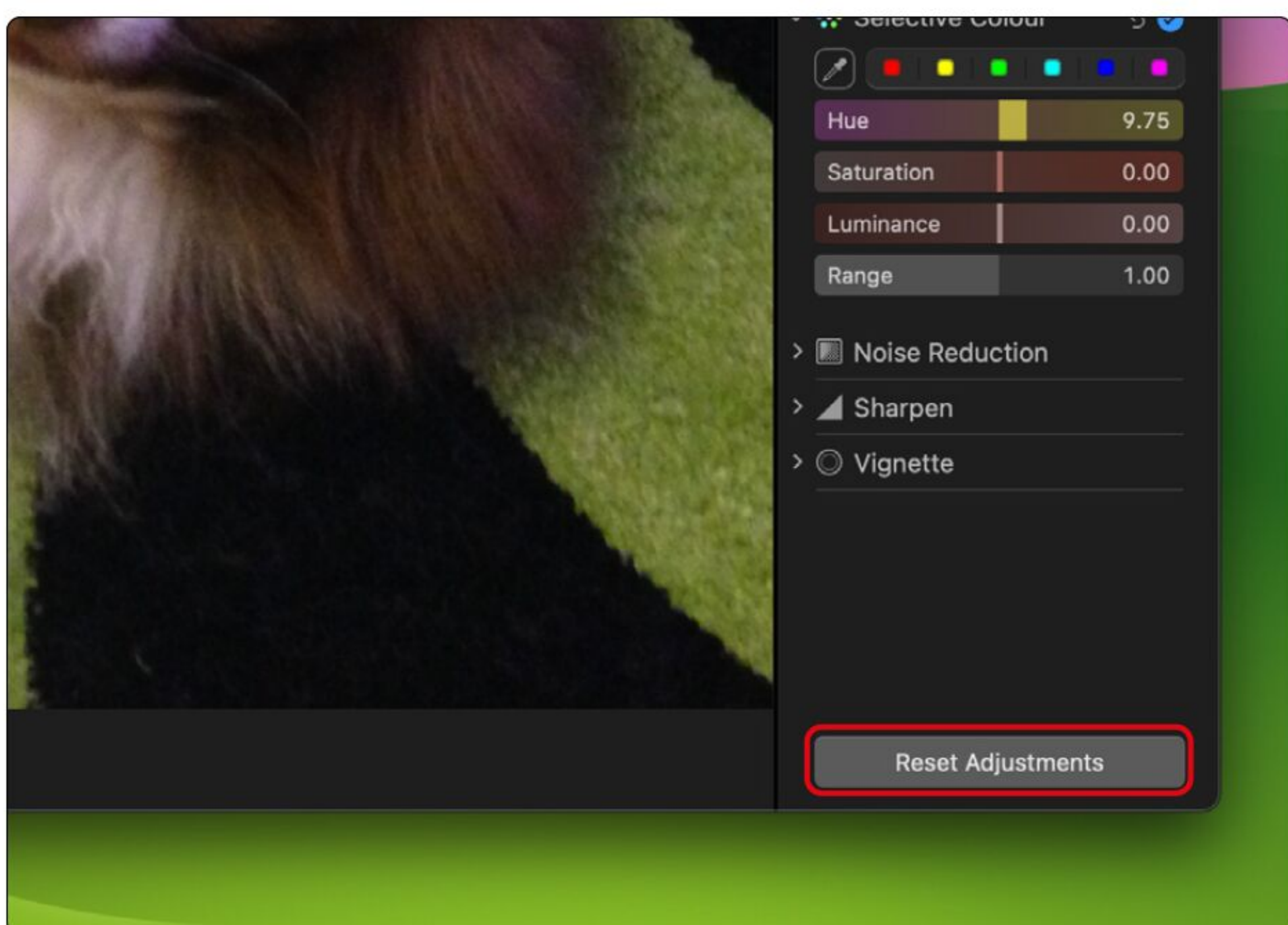
**7** The Sharpen tool lets you sharpen pictures that are out of focus. You can sharpen the edges, adjust the intensity and more. The Vignette option lets you add an adjustable shadow to the edges of the photograph, as you can see we've done here.



**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.



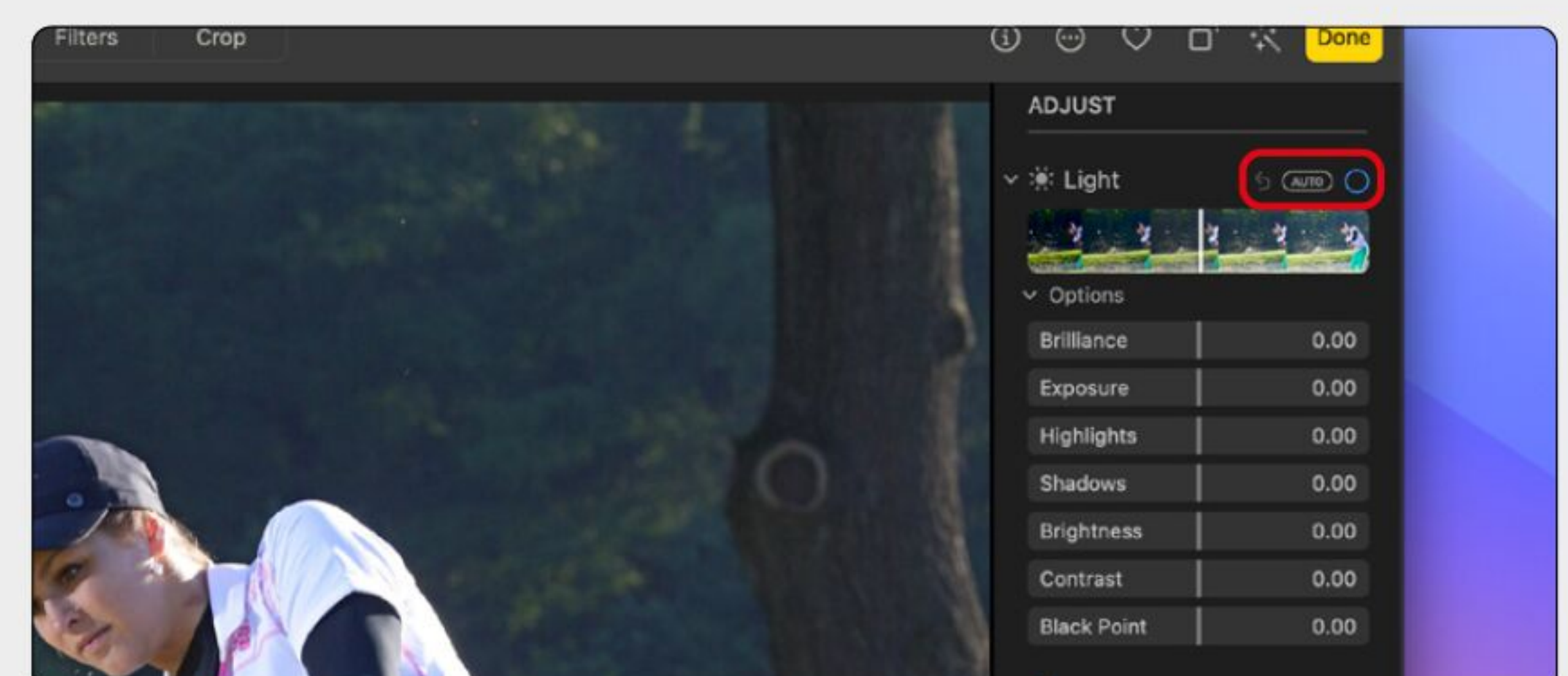
**9** You can the Crop tab to rotate your photo if it isn't looking straight and also to crop it by dragging the corners into the photo. The Flip option in the sidebar mirrors the pic and Aspect lets you resize the photo according to an aspect ratio of your choice.



**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.

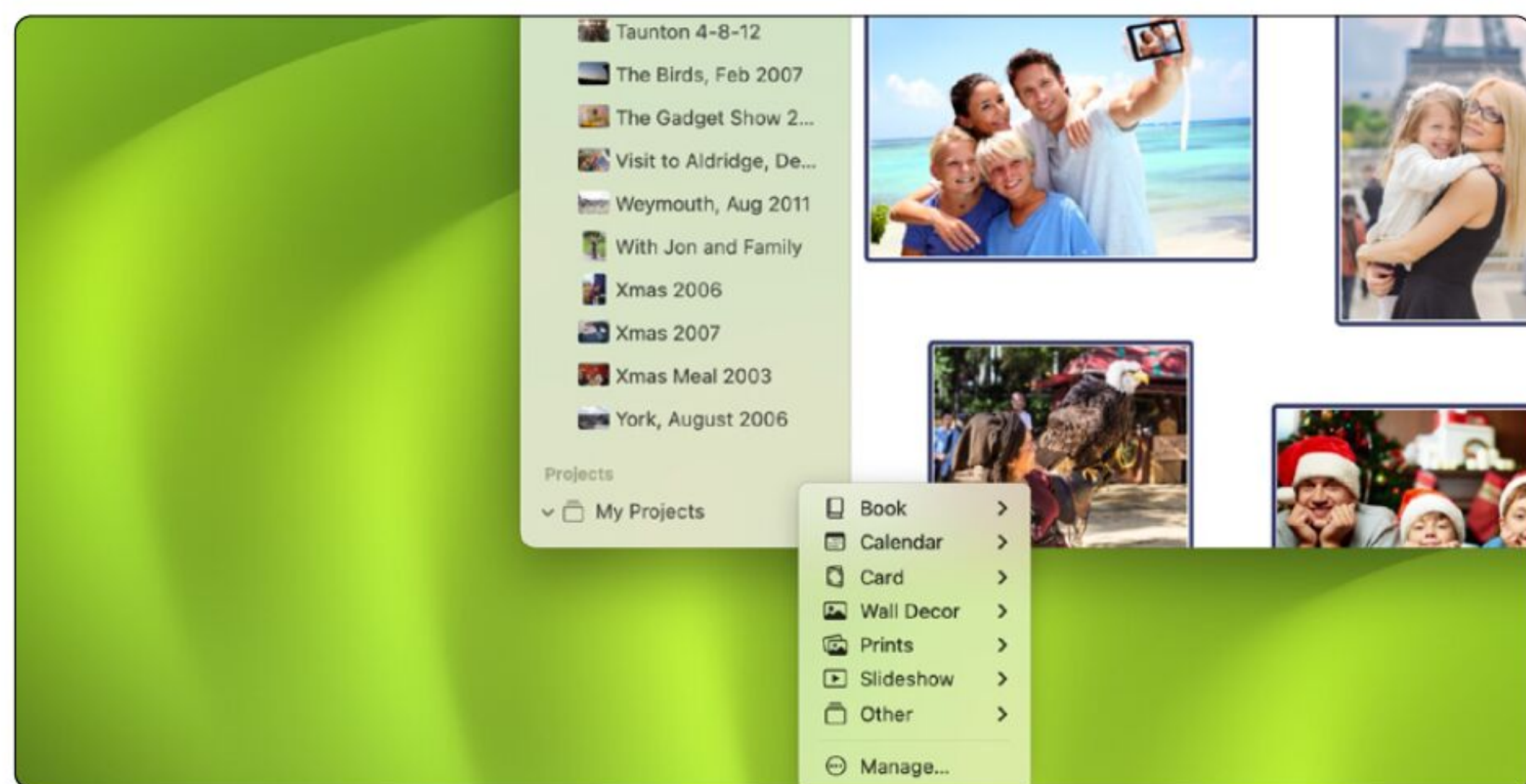
## Universal Tools

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.



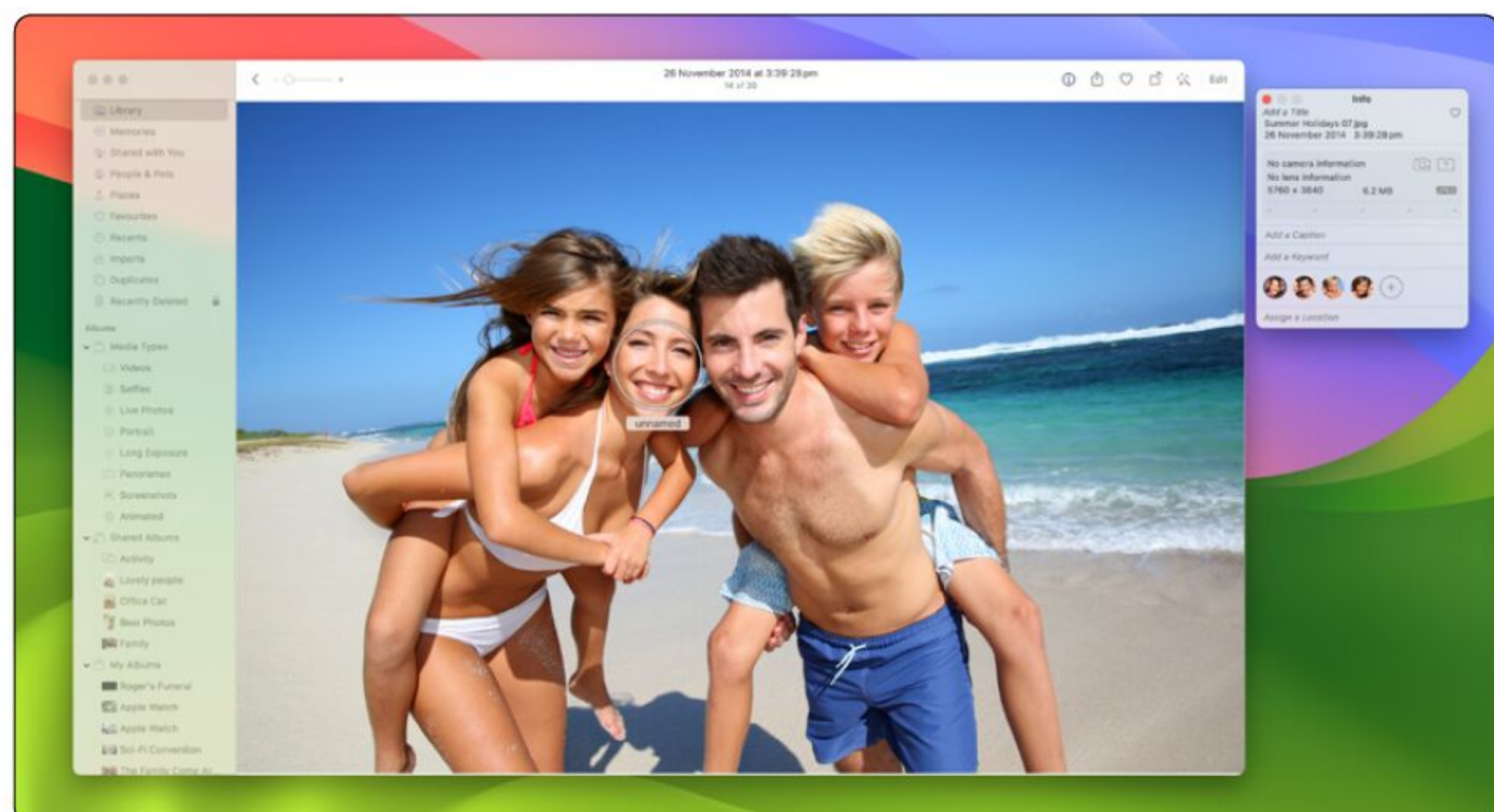


## Projects



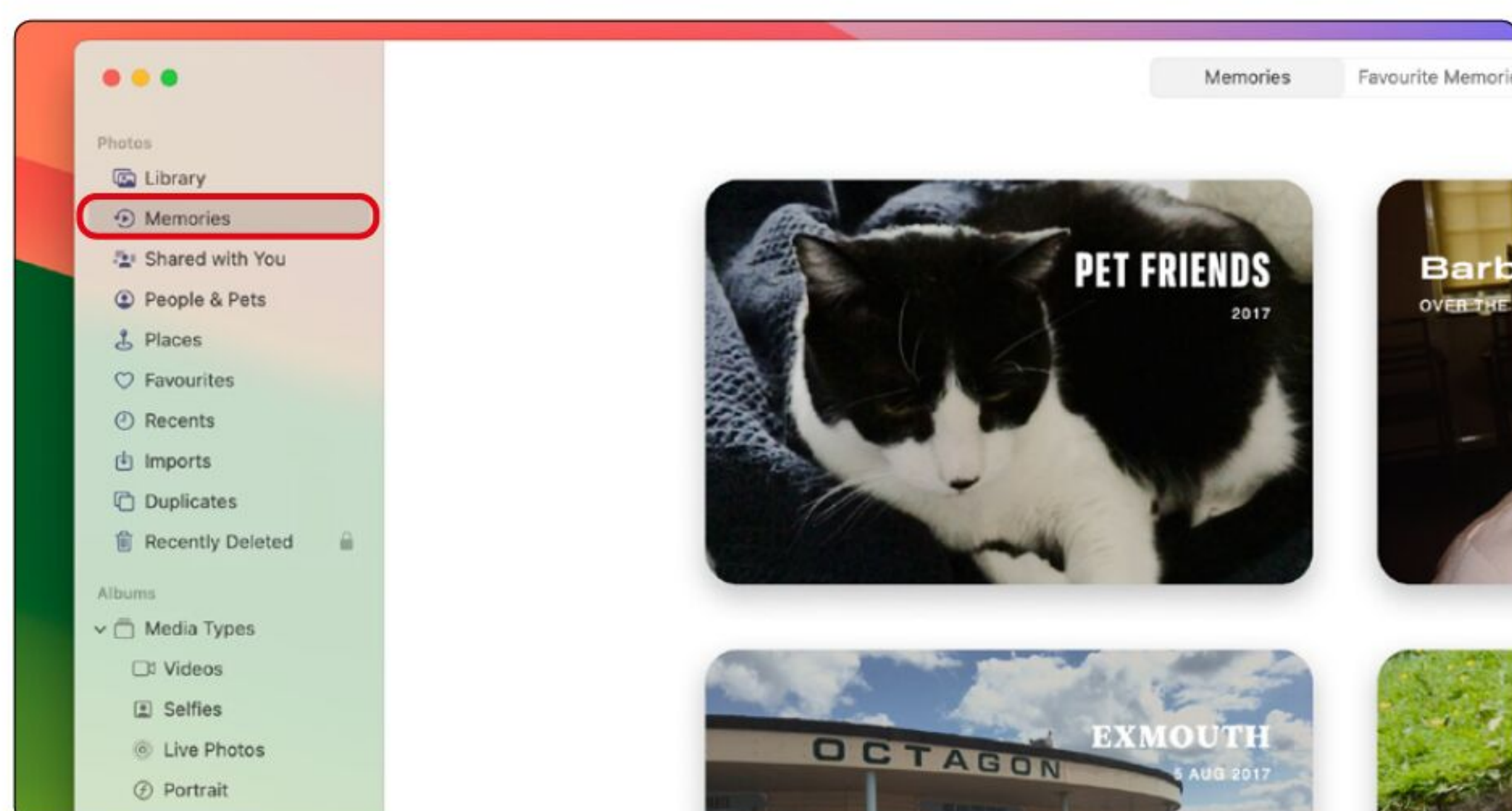
Choose the pictures you want to use (hold cmd and click on them one by one), then click '+' next to Projects and select one. If no apps are listed here, choose App Store and download one. Using your chosen app, follow the on-screen instructions to create a project like prints, cards, books and calendars.

## 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.

## Memories

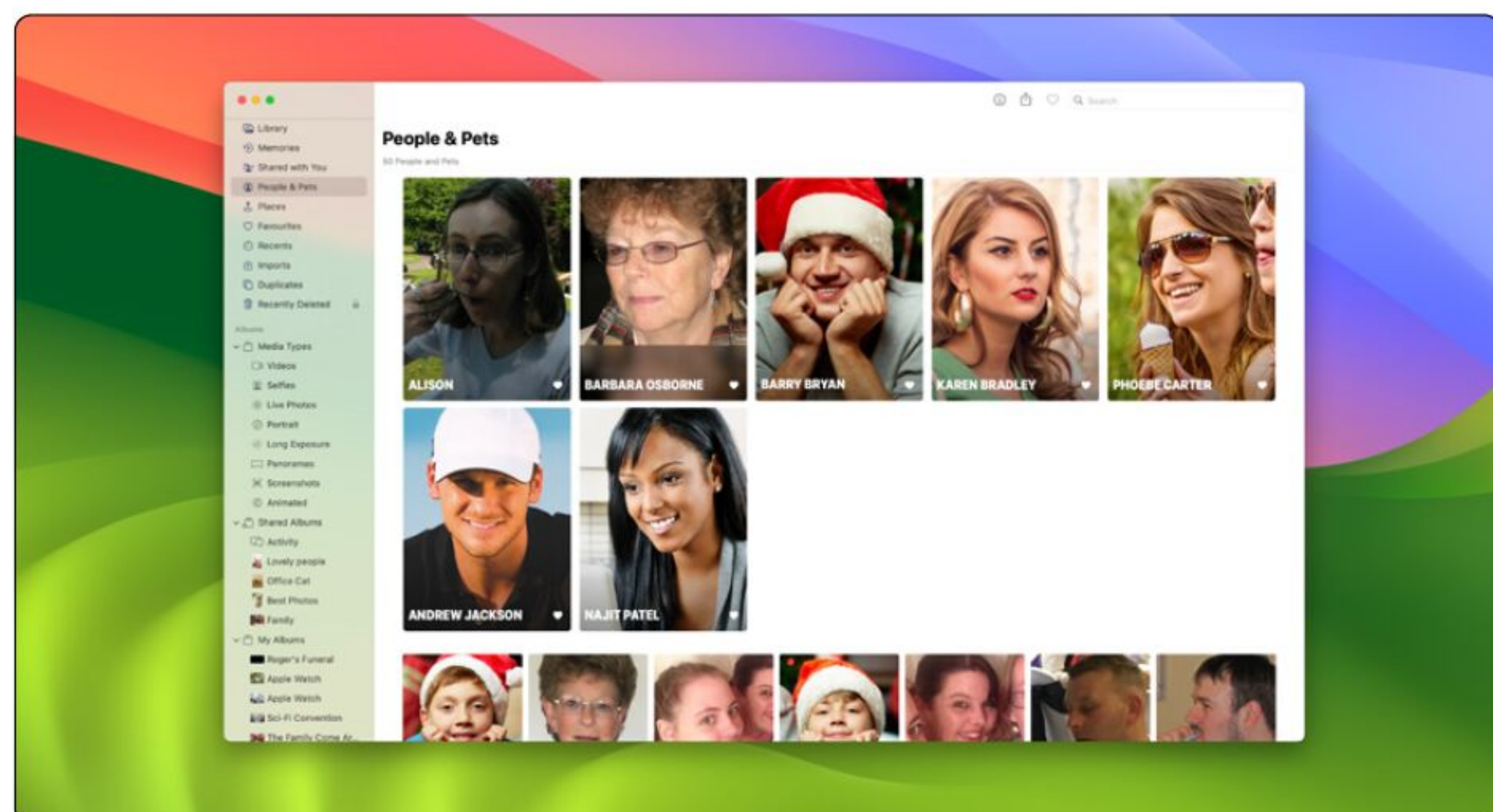


**1** Click on Memories in the sidebar to show photos grouped according to various factors, including time and content. For example, a series of pictures taken over a week in a certain location might be identified as a holiday. Photos also picks your best shots too.

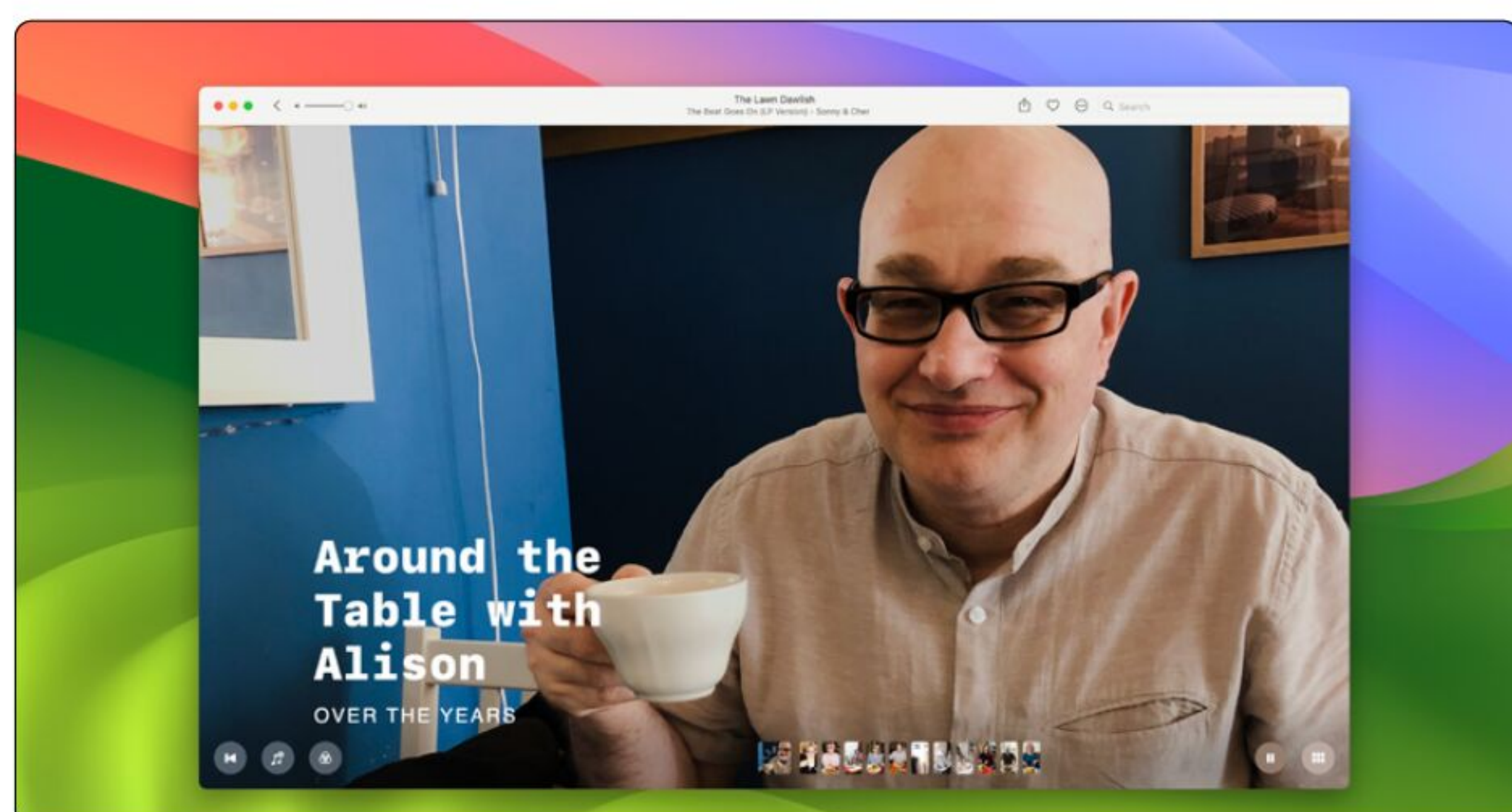
## Copy & Paste Edits



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.



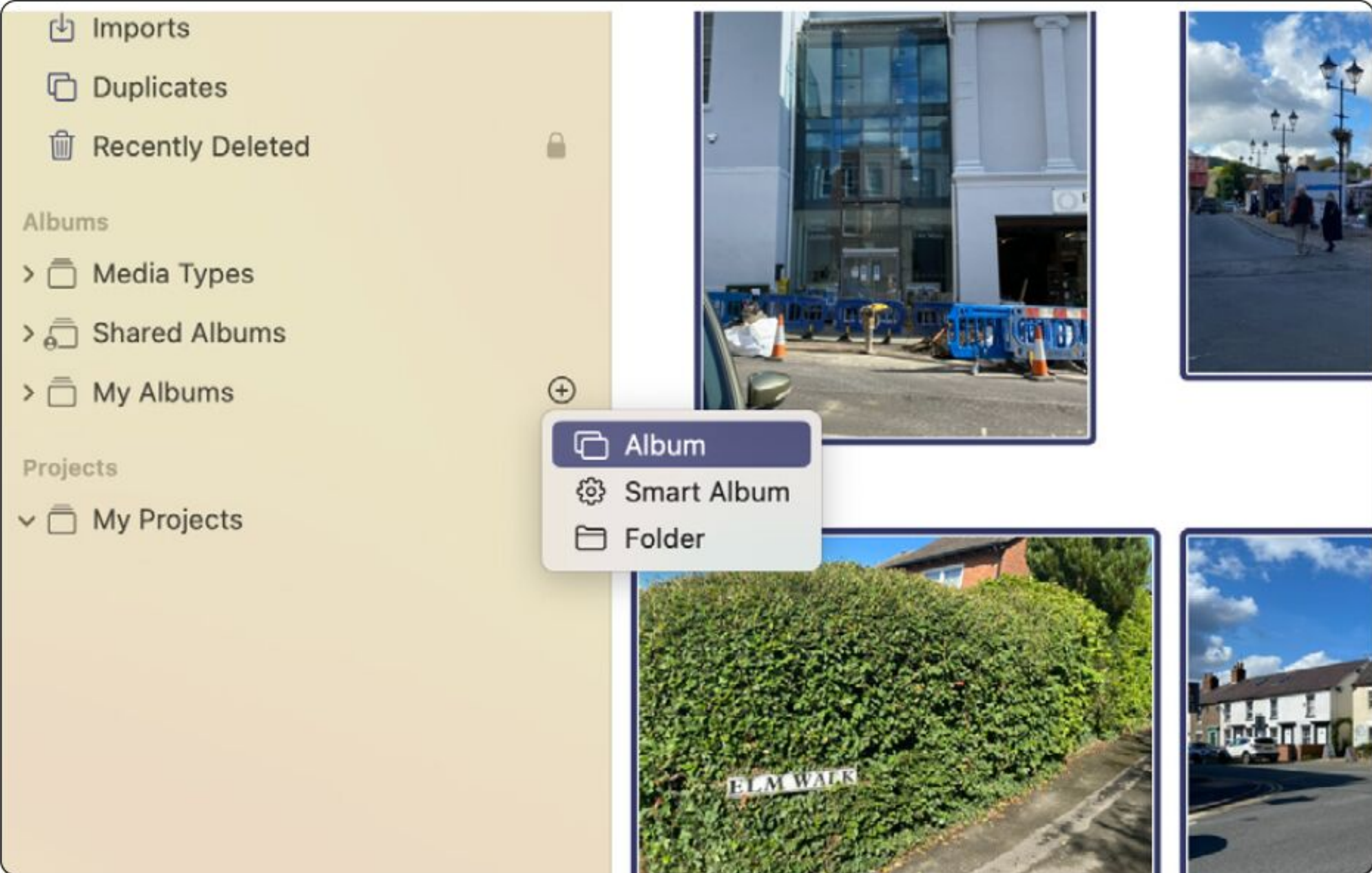
**2** Click 'People & Pets' in the sidebar to see photos you've identified by name. Click on a person to see all the photos you have of them. If a photo doesn't contain that person, right-click on it and select the option 'X is not in this photo' to remove it. Scroll down and click Confirm Additional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



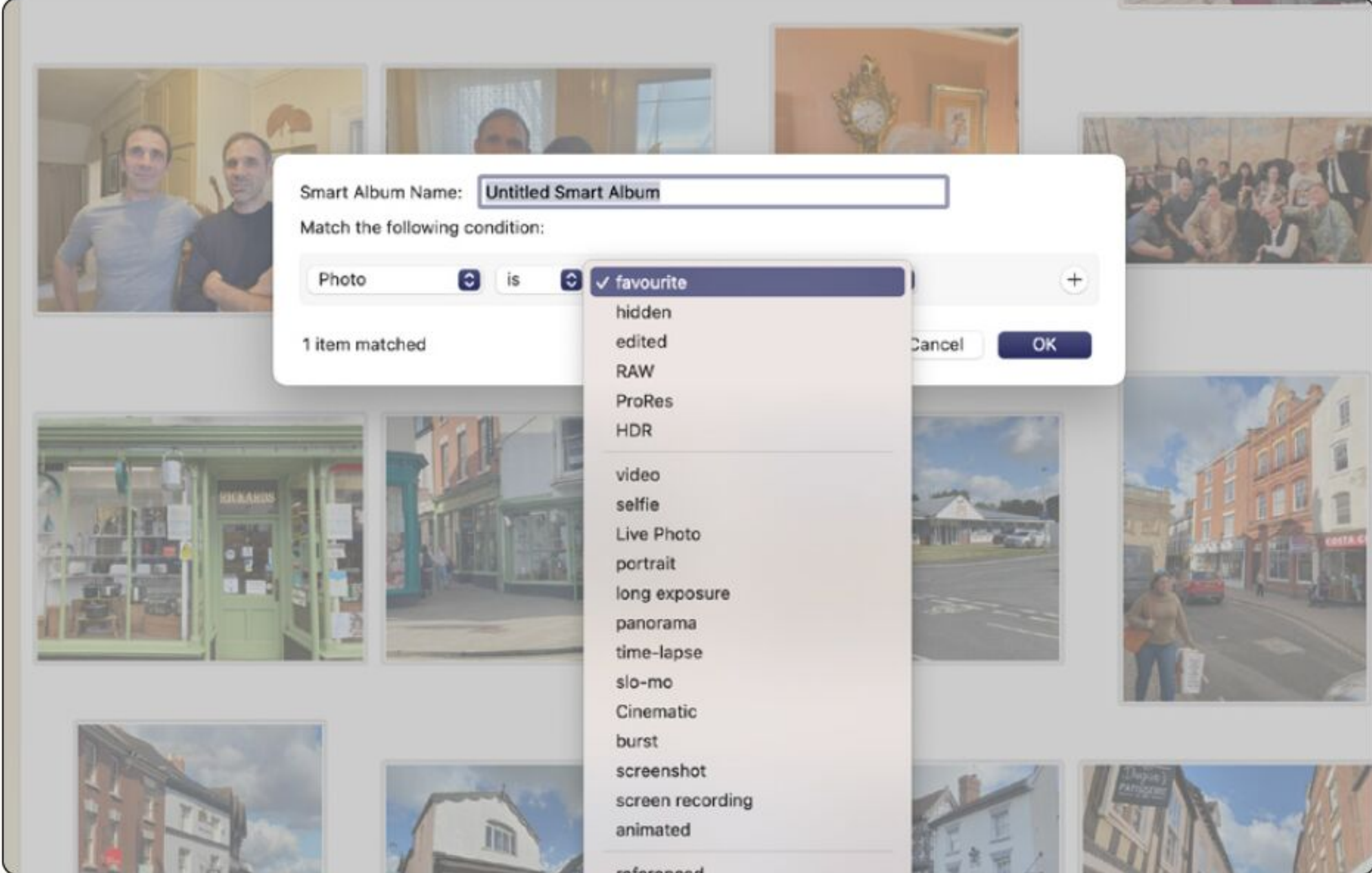
**2** Right-click on a memory and you can delete it or add it to your favourites. Open a memory and hover over the picture at the top to see a Play/Pause button. Hover over the slideshow for more controls. Click the Music icon to change the background music.



# Making New Albums

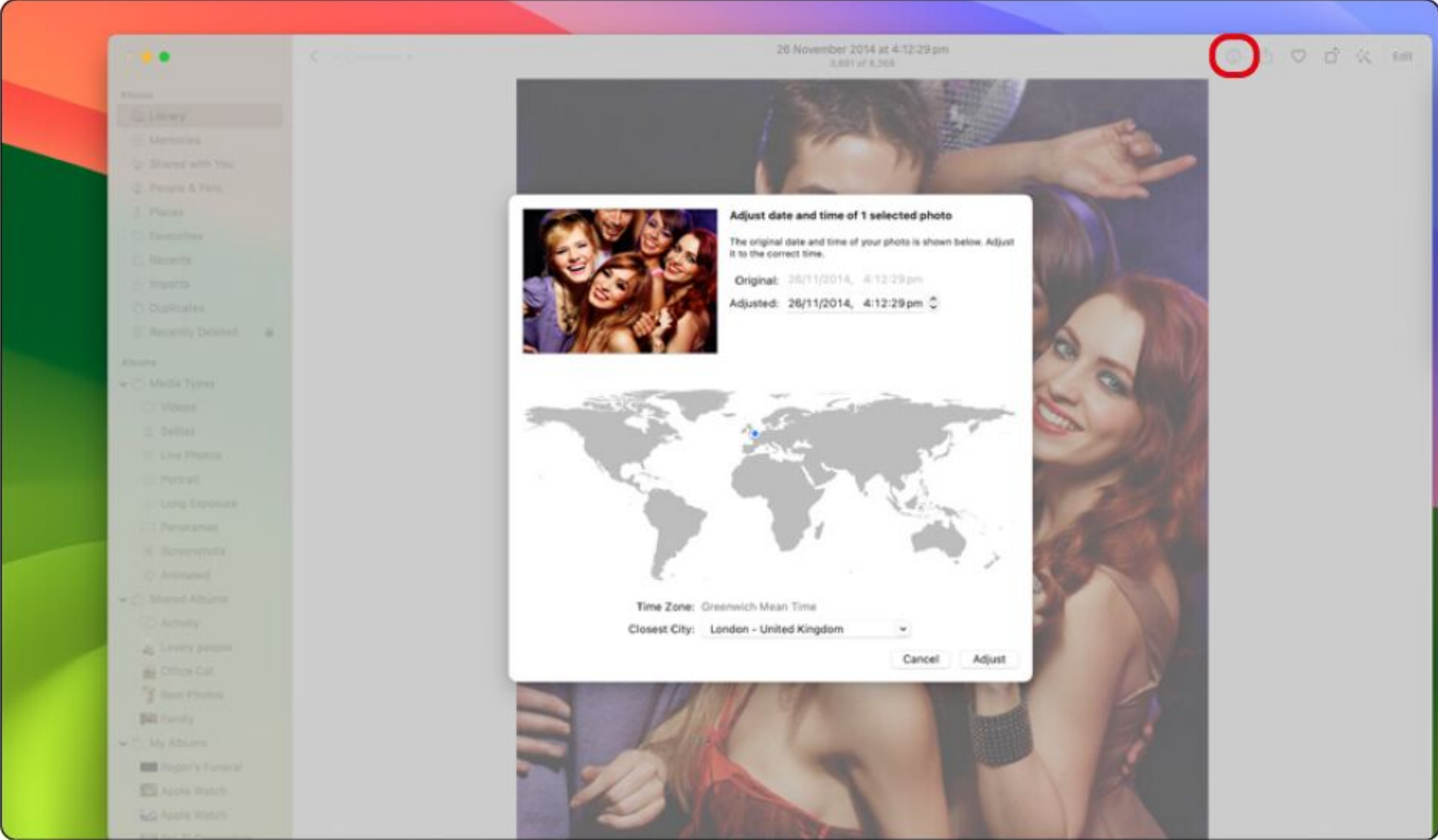


**1** Cmd-click the pictures you want to make into an album, then hover over My Albums in the sidebar. Click the plus sign and choose whether to make a regular album, a smart album or a folder. If you choose a smart album, you can set the album’s rules to anything you like.



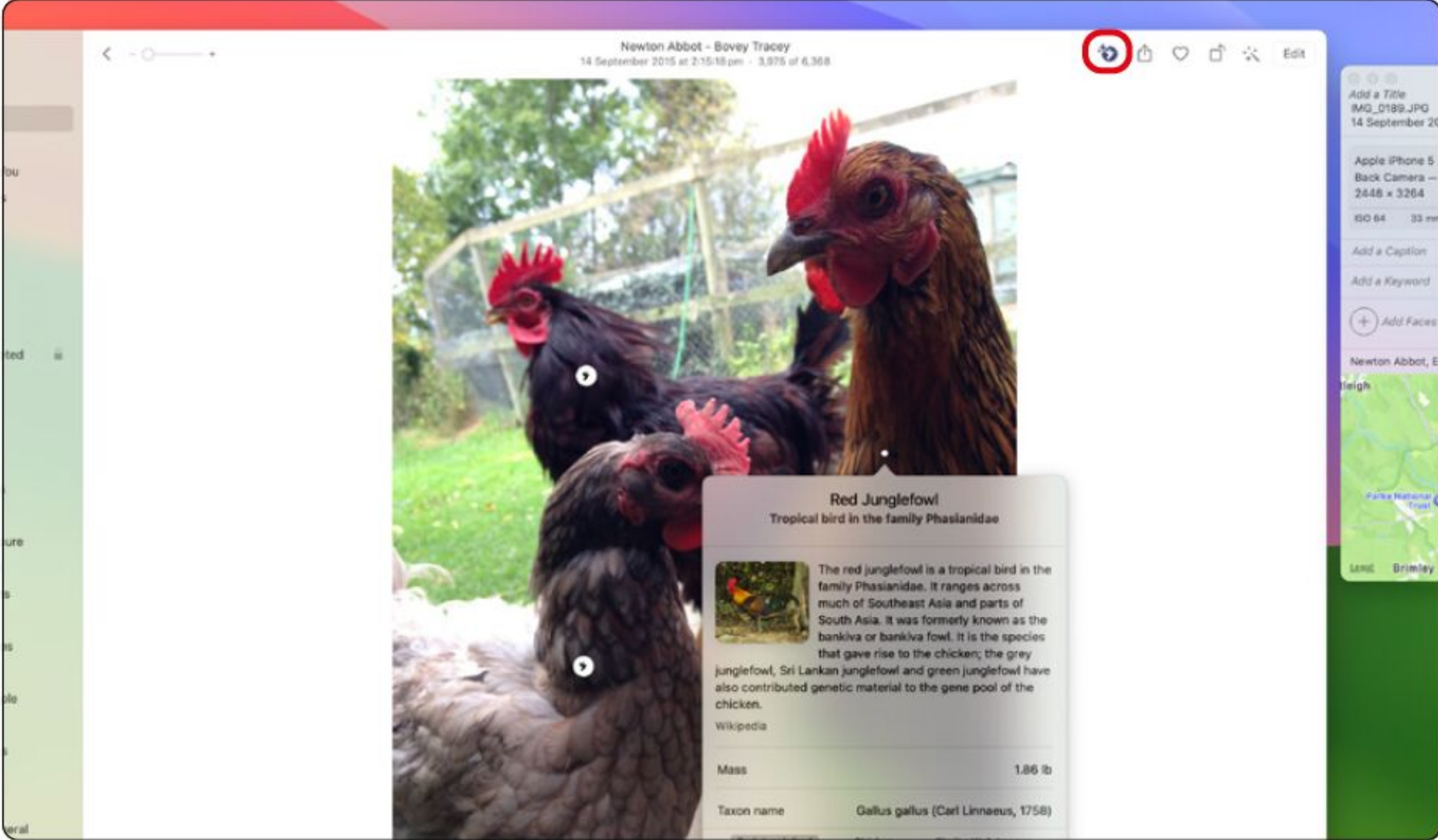
**2** Set its title in this window too. In the future, all photos that meet the rules will automatically be added. The new album appears in your sidebar; click the triangle next to My Albums to see them all. You can drag photos onto a new album to add them to that album.

# 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.

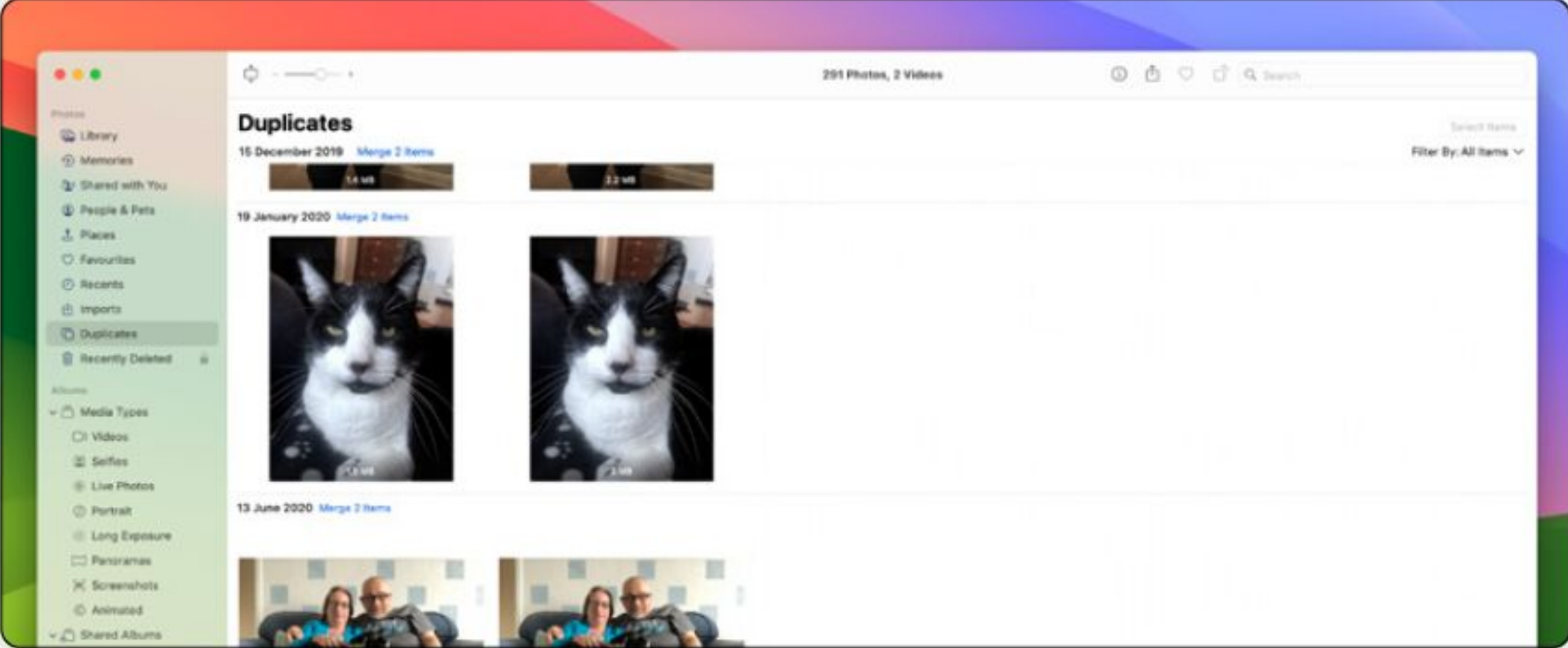
# Visual Lookup



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.

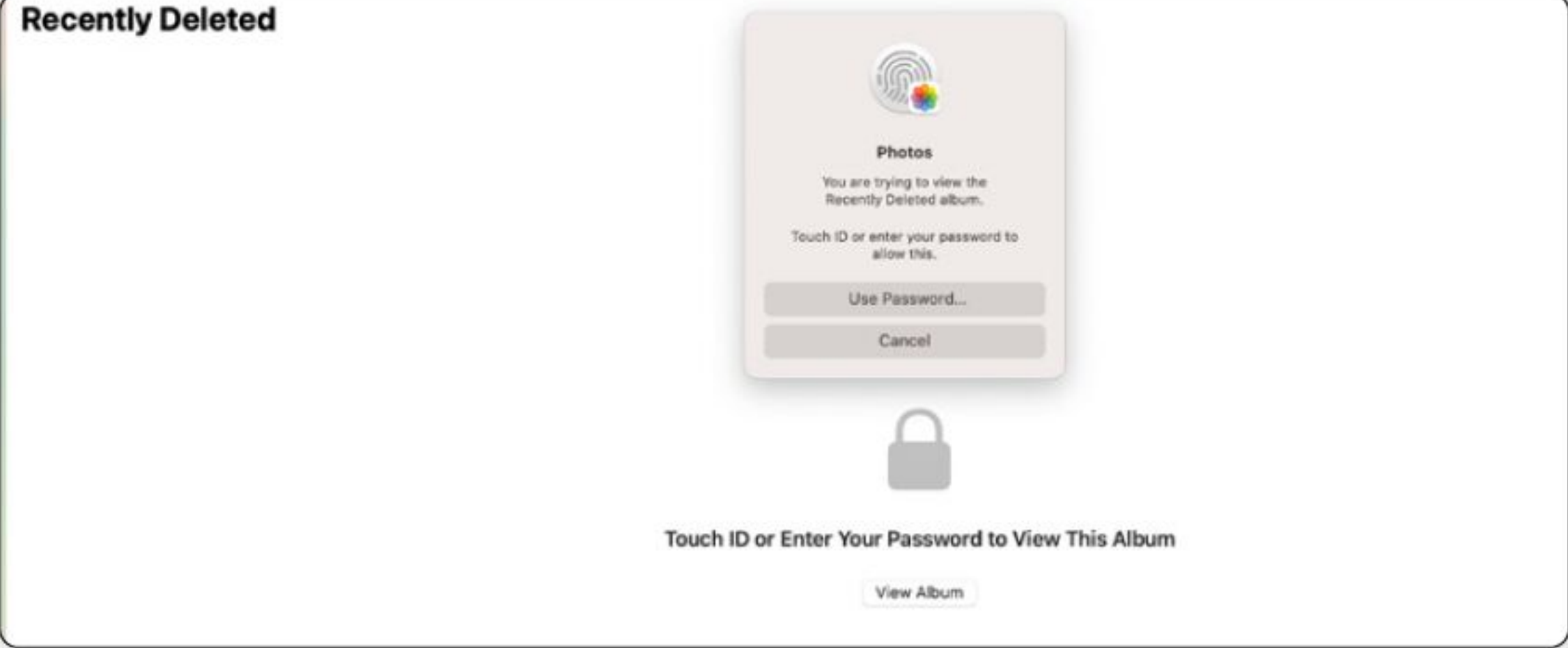
# Merge Duplicates

If you have a lot of duplicate photographs in your Photos app, there’s an easy way to merge them. In the sidebar, select Duplicates. 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 you want. The Recently Deleted album is in the sidebar. In the View menu, choose Show Hidden Photos Album to add this one. Click on one of them, and you can open it with your password or biometrics. Right-click one for options to unhide or recover it.





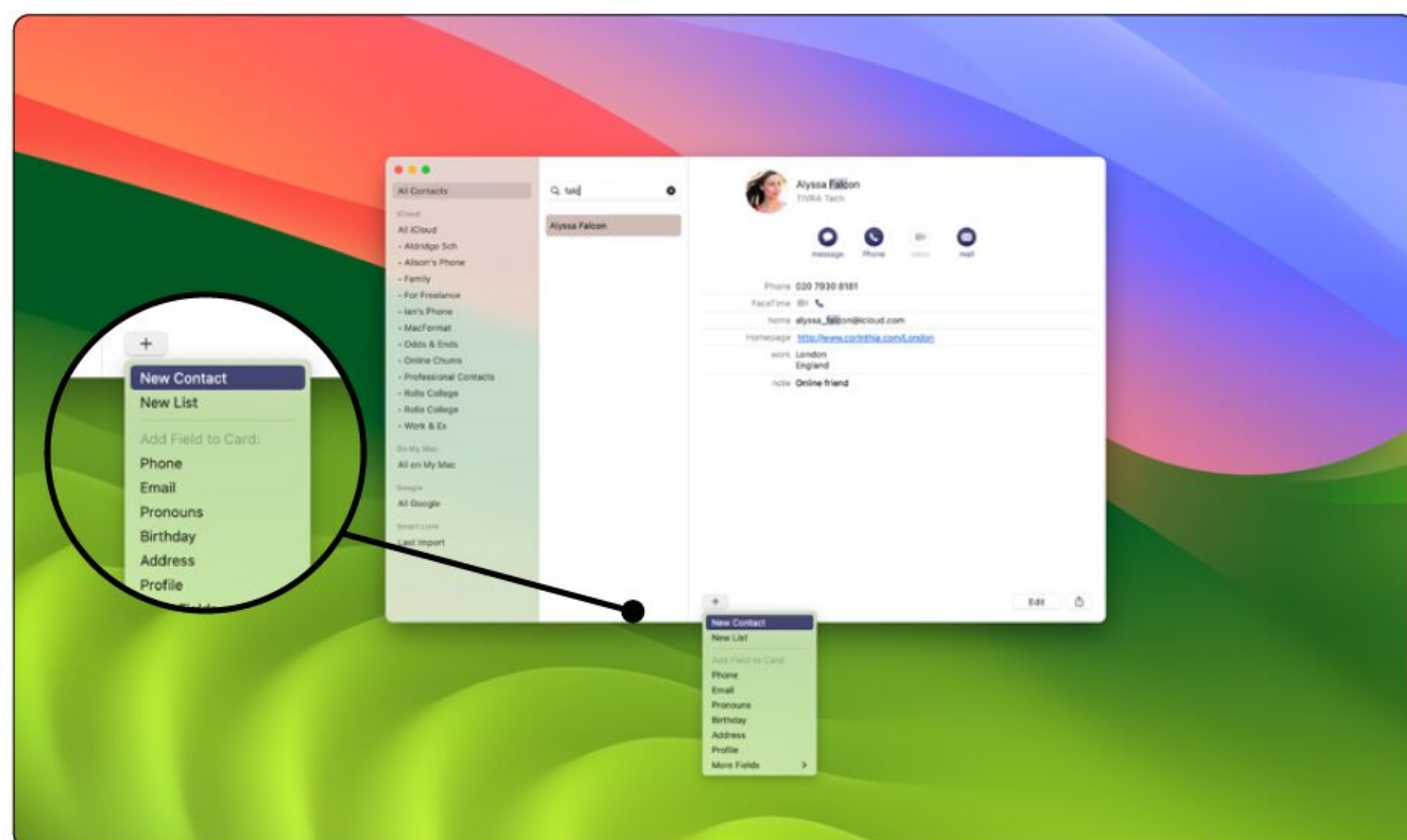


# Contacts

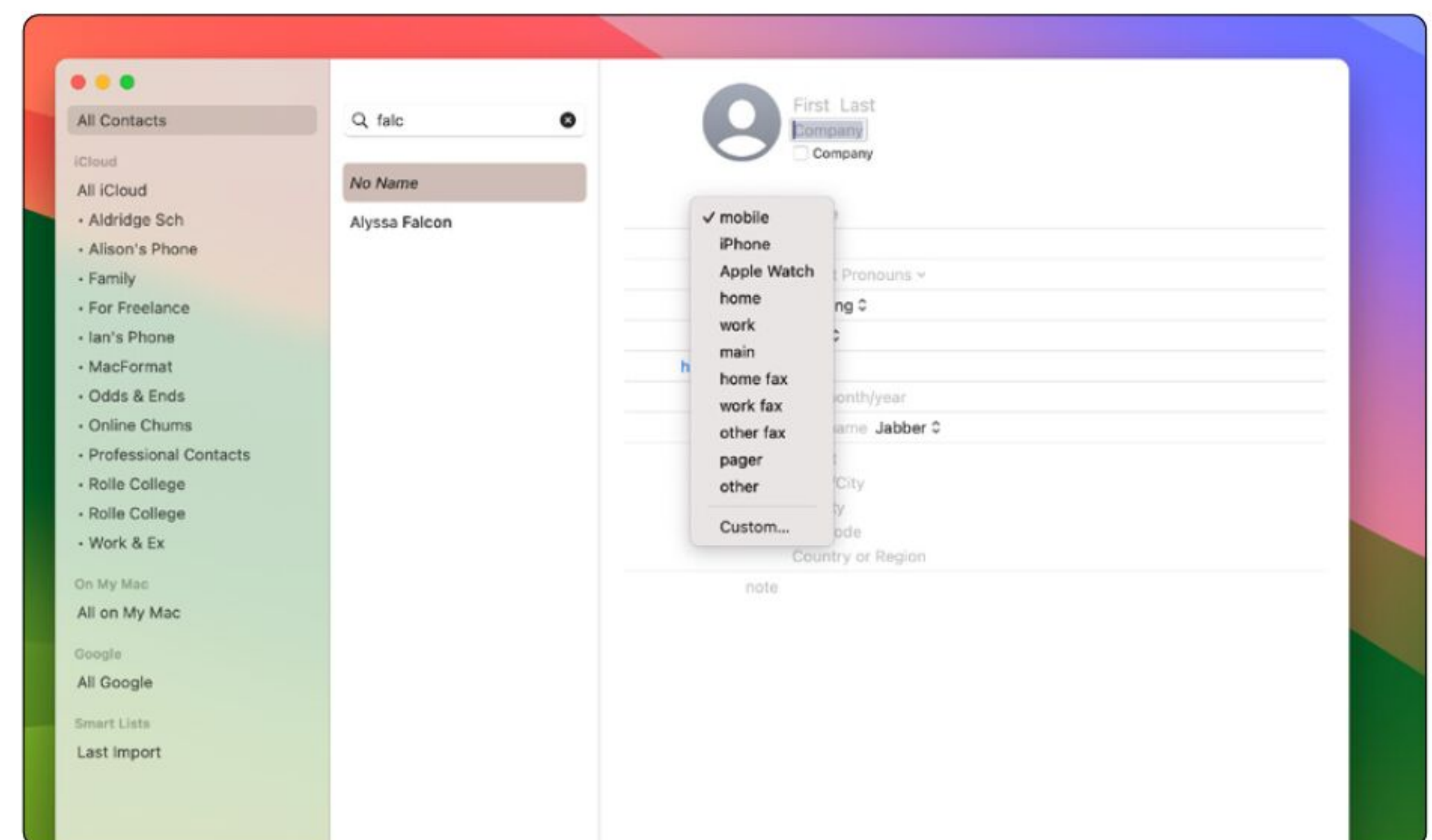
## Your Address Book

Contacts is your digital address book, in which you can store details for friends, family, workmates, professional associates and more. You can add addresses, telephone numbers, social media accounts and other such information, and store your contacts in user-defined categories.

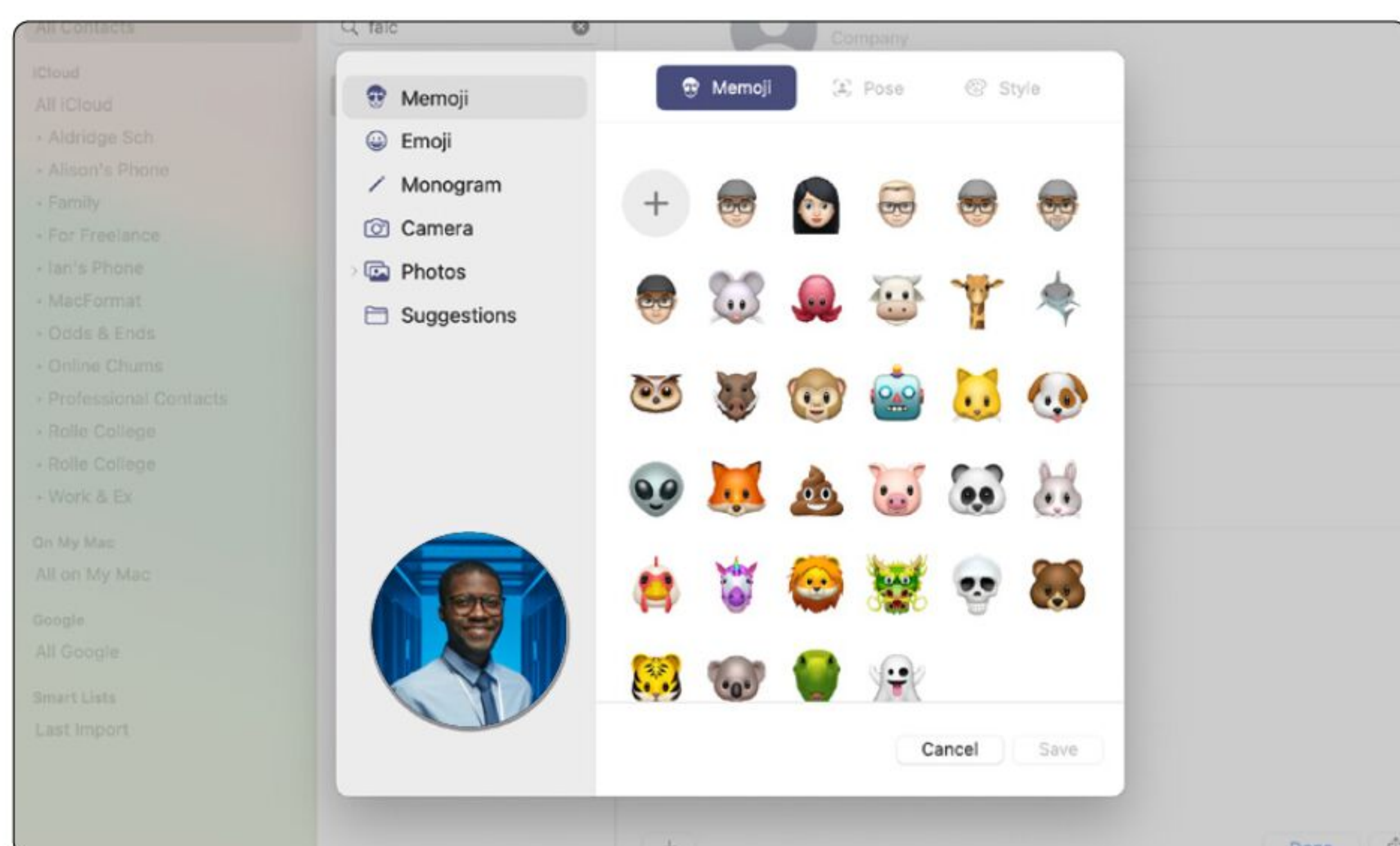
### Managing and Maintaining Contacts



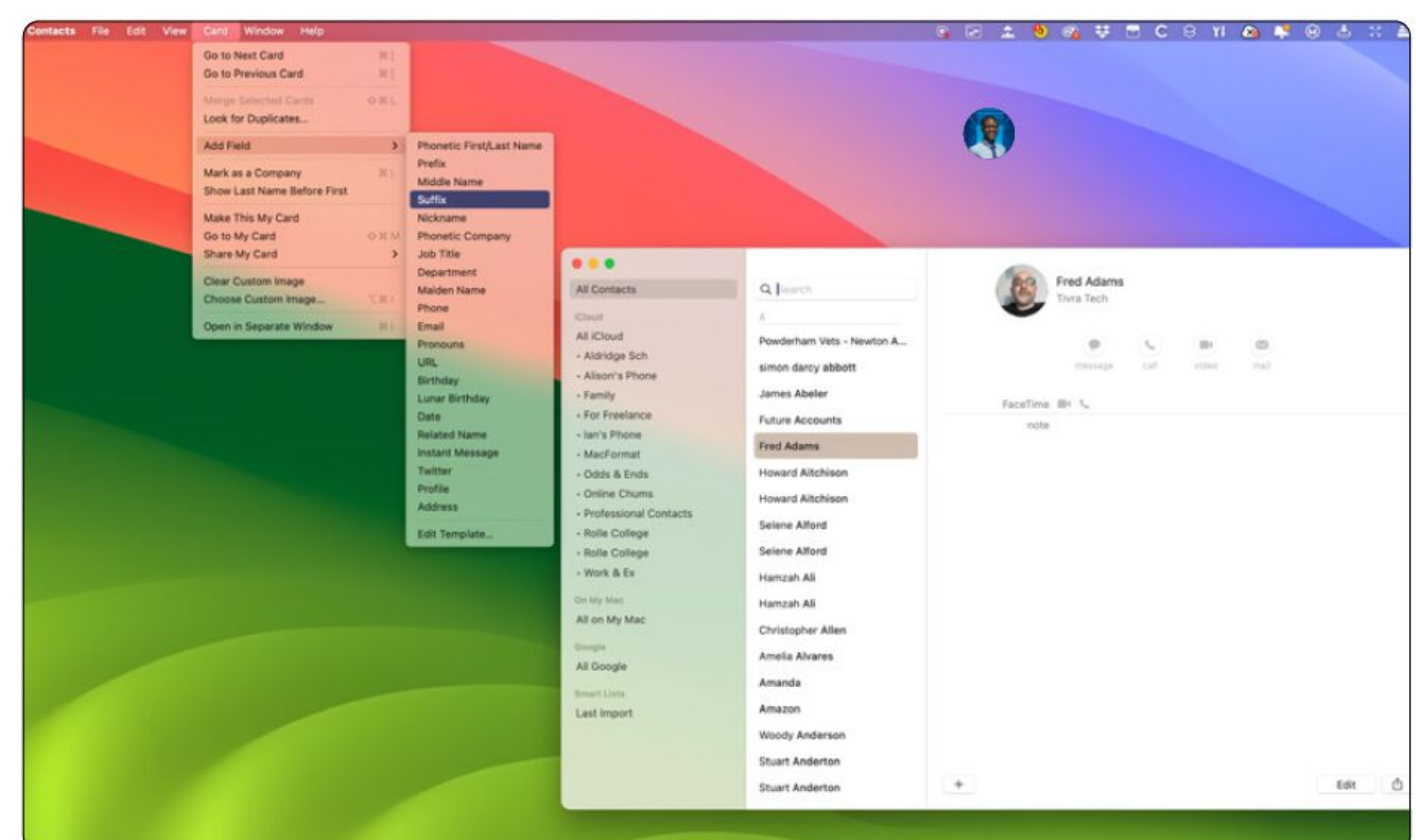
**1** This guide shows you to how to add new contacts to your Contacts address book, edit existing ones and share a completed contact card with other people. To create a new contact card, click on the plus button in the bottom left of the current card. Select New Contact from the window that pops up and you're given a blank card to fill in.



**2** To add details, click on the field and then type in the information. After entering a phone number or address, another blank is offered, in case you want to add a second one. Click on the name of the detail (in blue) for a pop-up window that lets you change it. When you're finished, click Done. To change or add information to a card you've completed, click Edit.

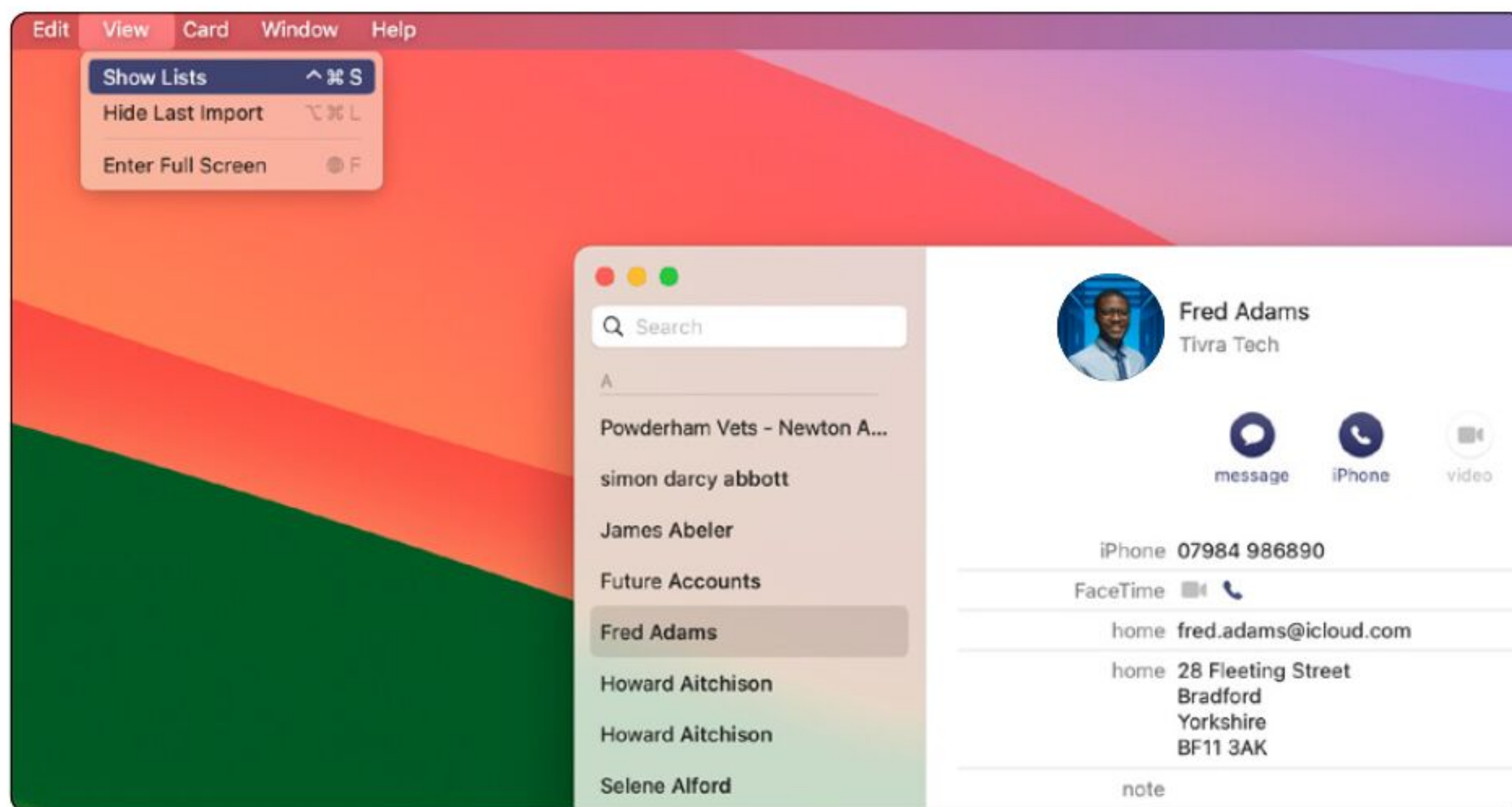


**3** To add a photo to a contact card, which is then displayed against messages, incoming calls and emails from that contact, drag a picture onto the grey circle then crop and resize it to your requirements. You can also click on this circle or the Picture tab and navigate to a photo or default image or even take a new one using the Camera option.

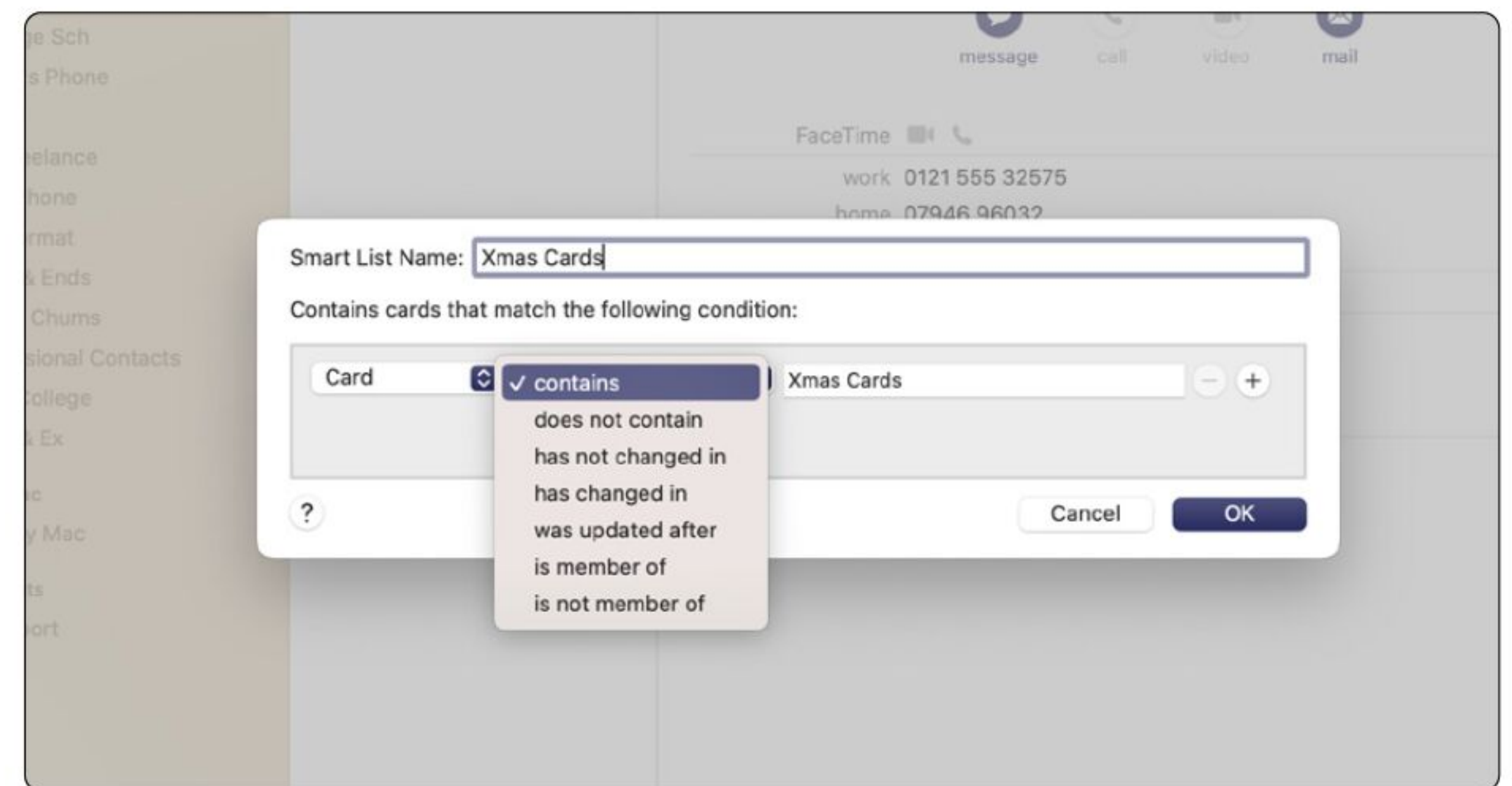


**4** If you need a piece of information in a contact card that doesn't currently have a blank field, open the Card menu from the top bar and go to Add Field. You can then choose one of the options on offer, such as: Maiden Name, Nickname or Twitter name. This new field is then added to the card, for you to fill in.

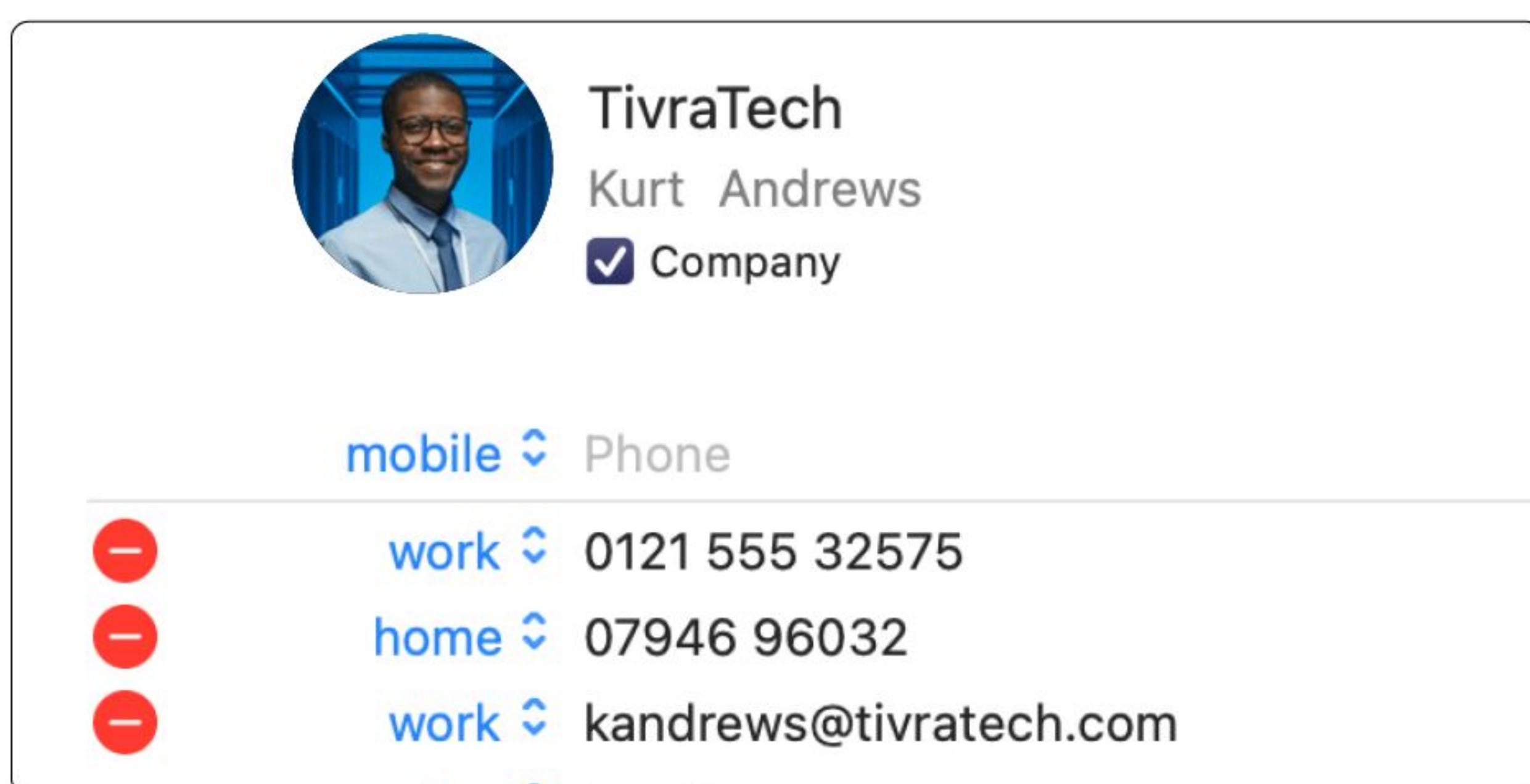




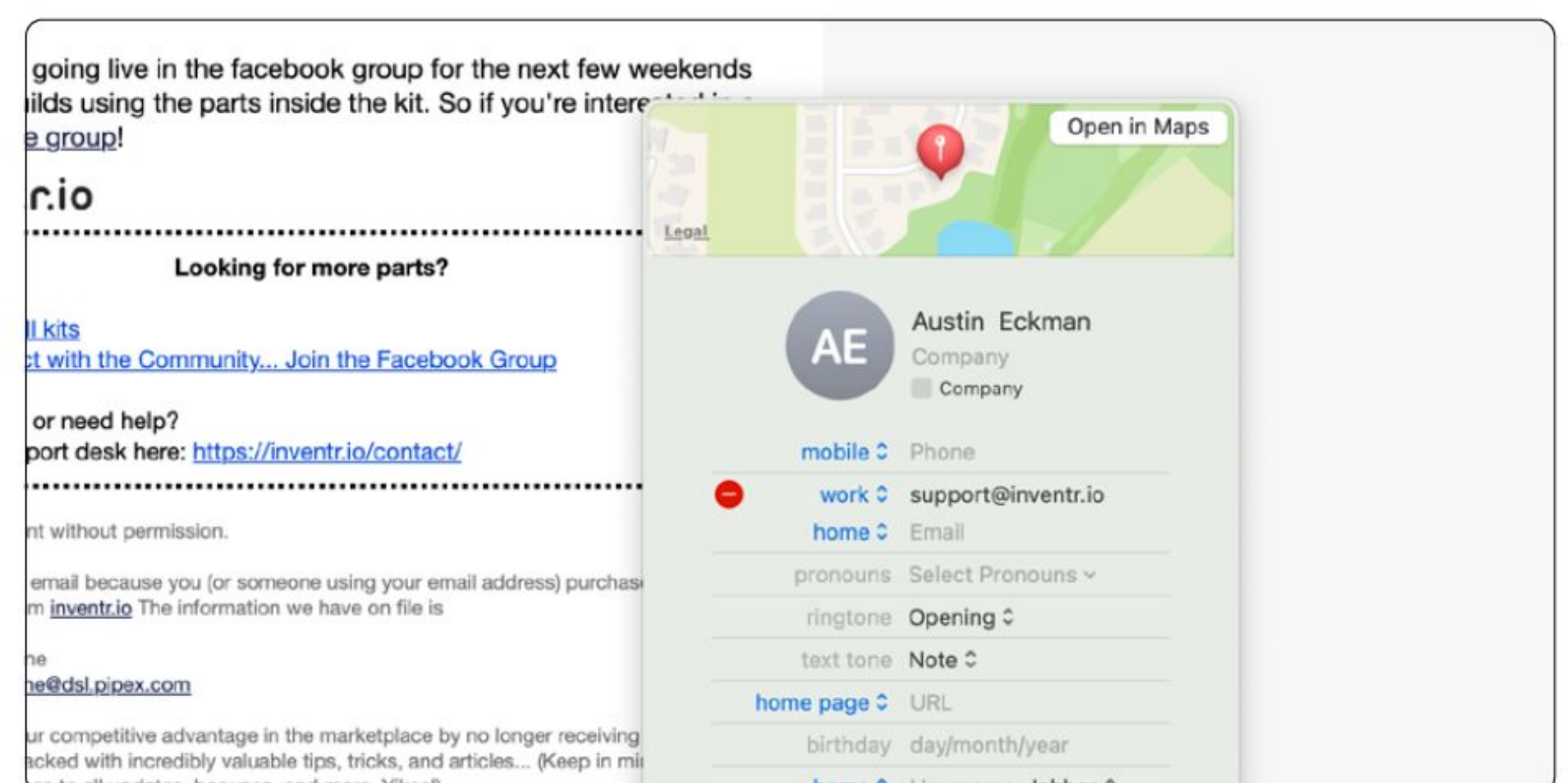
**5** You can organise your contact cards into groups. To show and hide the Lists panel, click on the View menu and select Show/Hide Lists. To add a contact to a group, simply drag it from the middle panel onto the group in question. A card can be in more than one group at a time, without being duplicated.



**6** Smart Lists are groups with a set of rules. They automatically include every card that satisfies the parameters of chosen rules. Go to File > New Smart List to open one. Here we're making a Smart List for every contact that says 'Xmas card' in the notes. Great for sending out greetings cards at Christmas!



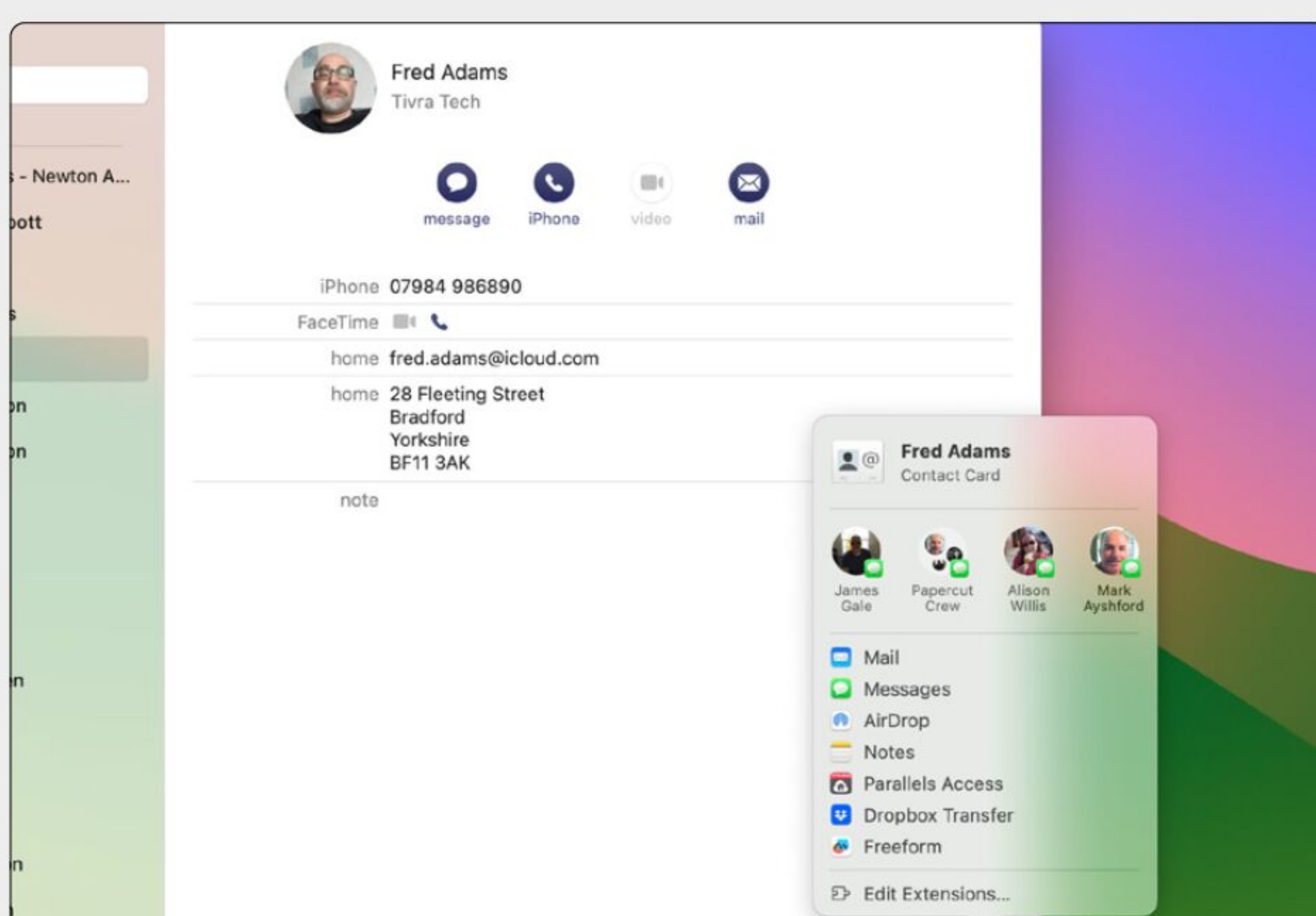
**7** To set up a card from a company rather than an individual or display a contact according to the person's employer instead of his or her name, check the box marked Company at the top of the card. This reverses the name and company details of the contact and indexes them according to the company name.



**8** If you get an email, a message or other communication with contact details in them, you can add them directly to Contacts. Click on the details in question, and a pop-up window lets you start a new Contacts card with those details already in place. If you want to add the details to an existing card, click Contacts and click on it in the new sidebar.

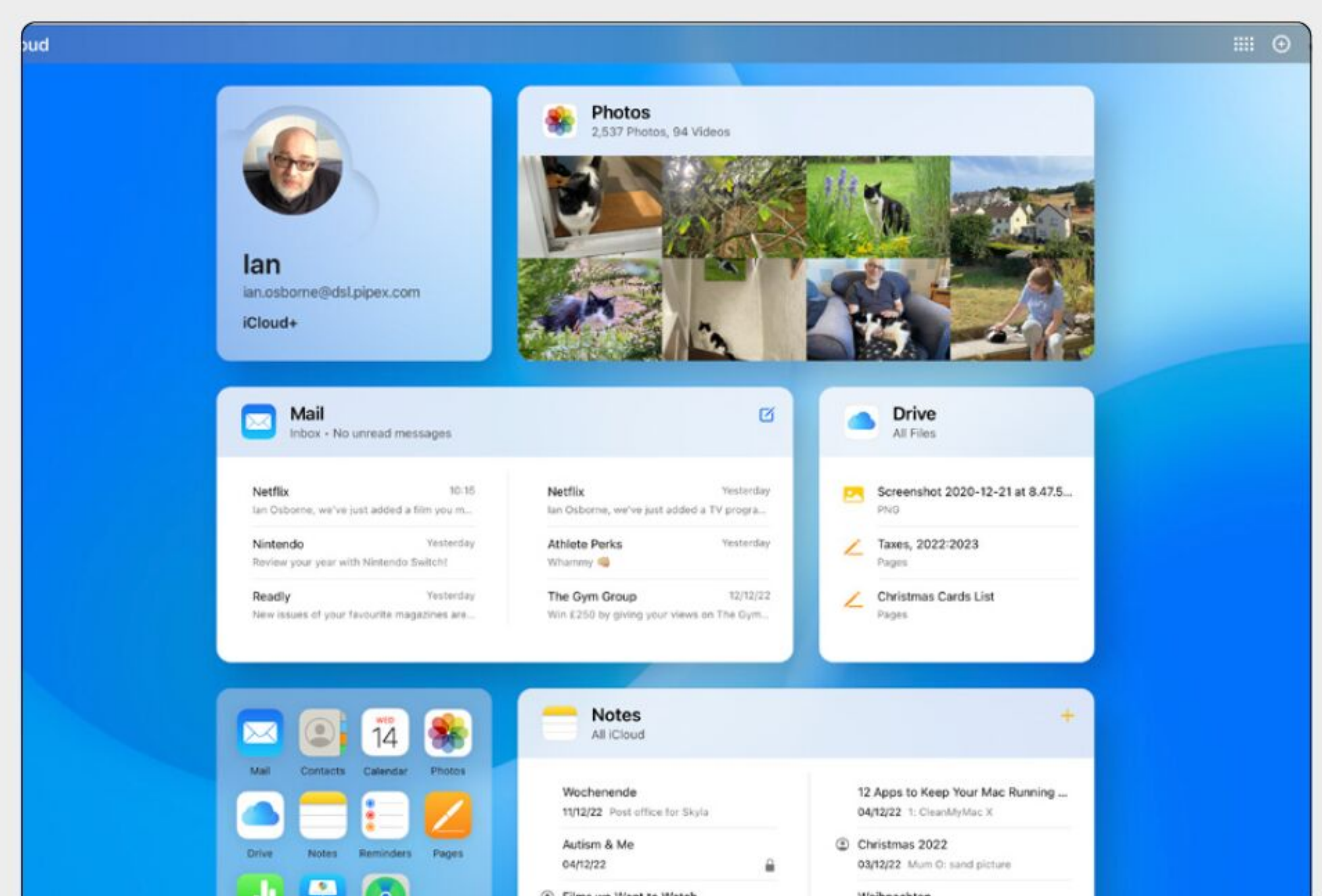
## Sharing Contacts

If you want to share a contact card with someone else, click the icon showing a box with an up-pointing arrow and choose a sharing option. You can send the contact as a v-card by AirDrop, Mail, Messages and more. The person receiving it then double-clicks the v-card to add it to their own address book.



## Using Contacts on iCloud

You can also access your contacts using a web browser on any computer, tablet or smartphone that's connected to the Internet. Just go to [www.icloud.com](http://www.icloud.com), enter your details and then click on Contacts. Only cards stored under iCloud in your Contacts app appear here, so bear this in mind when adding cards.





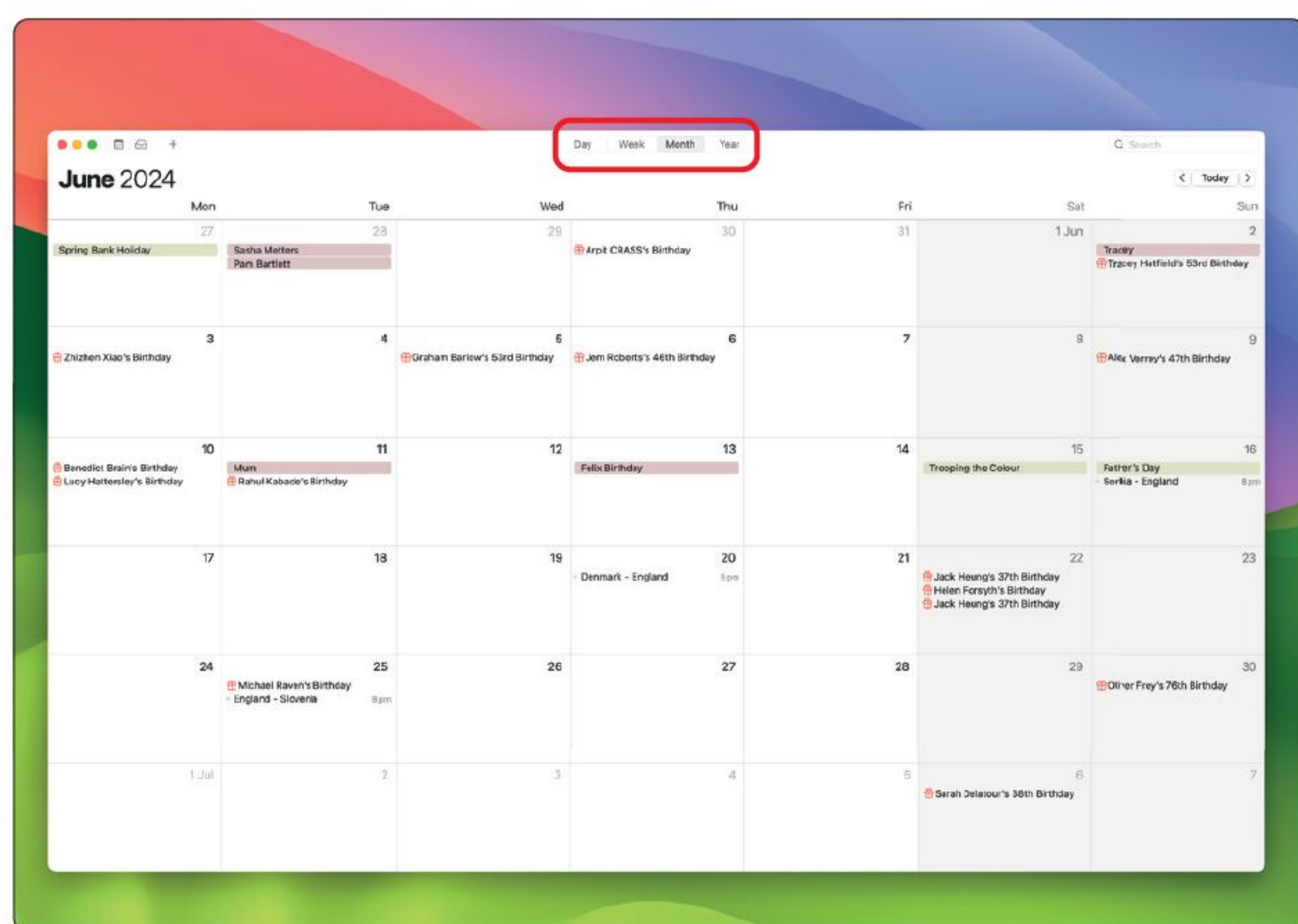


# Calendar

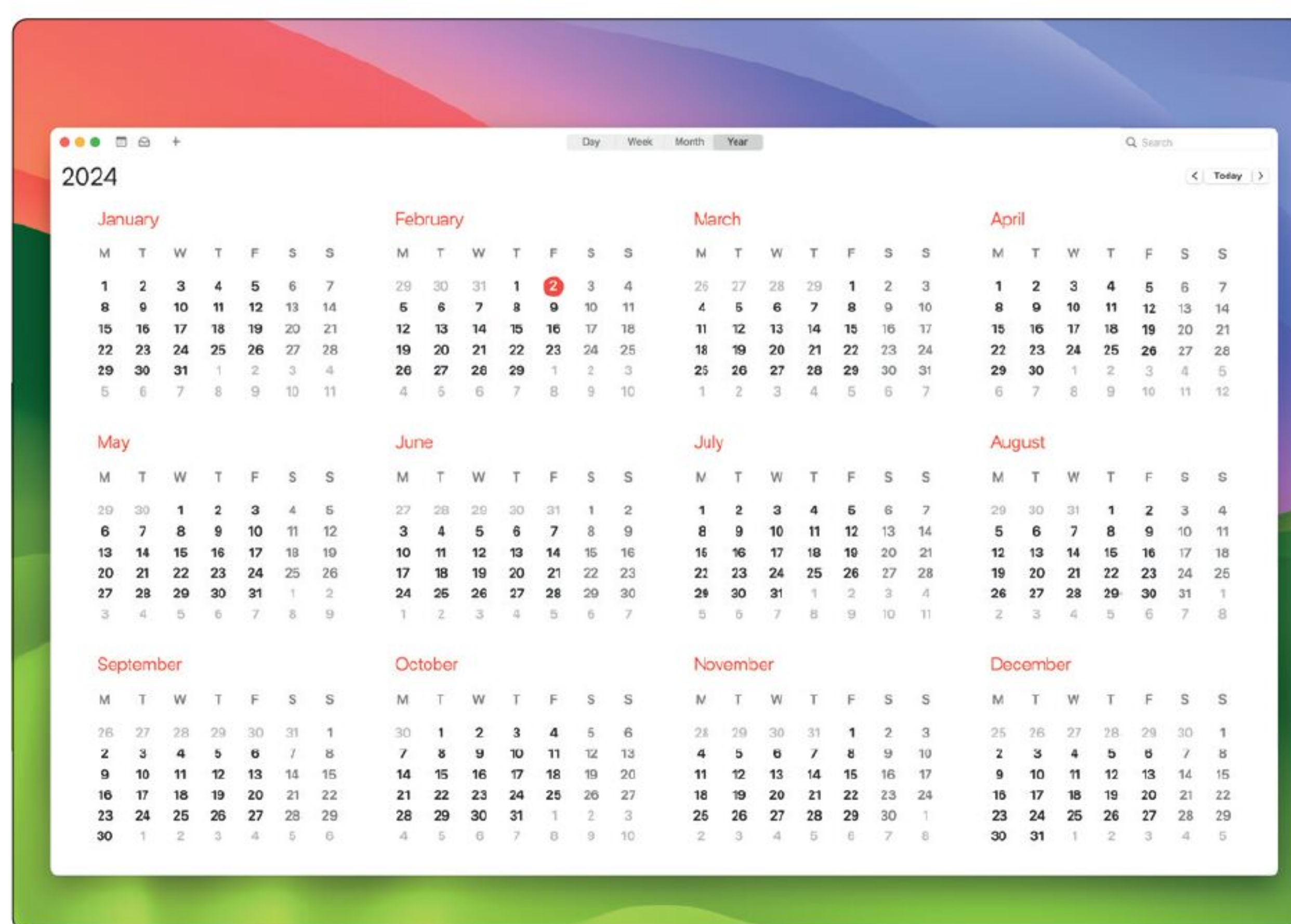
## Plan Your Events

The Calendar app, as you'd expect, is there to help you organise your life. With it you can add events, set reminders and synchronise your calendars with your iPad or iPhone. Birthdays and anniversaries can be stored and you're able to set annually reoccurring events, as well as scheduled alerts.

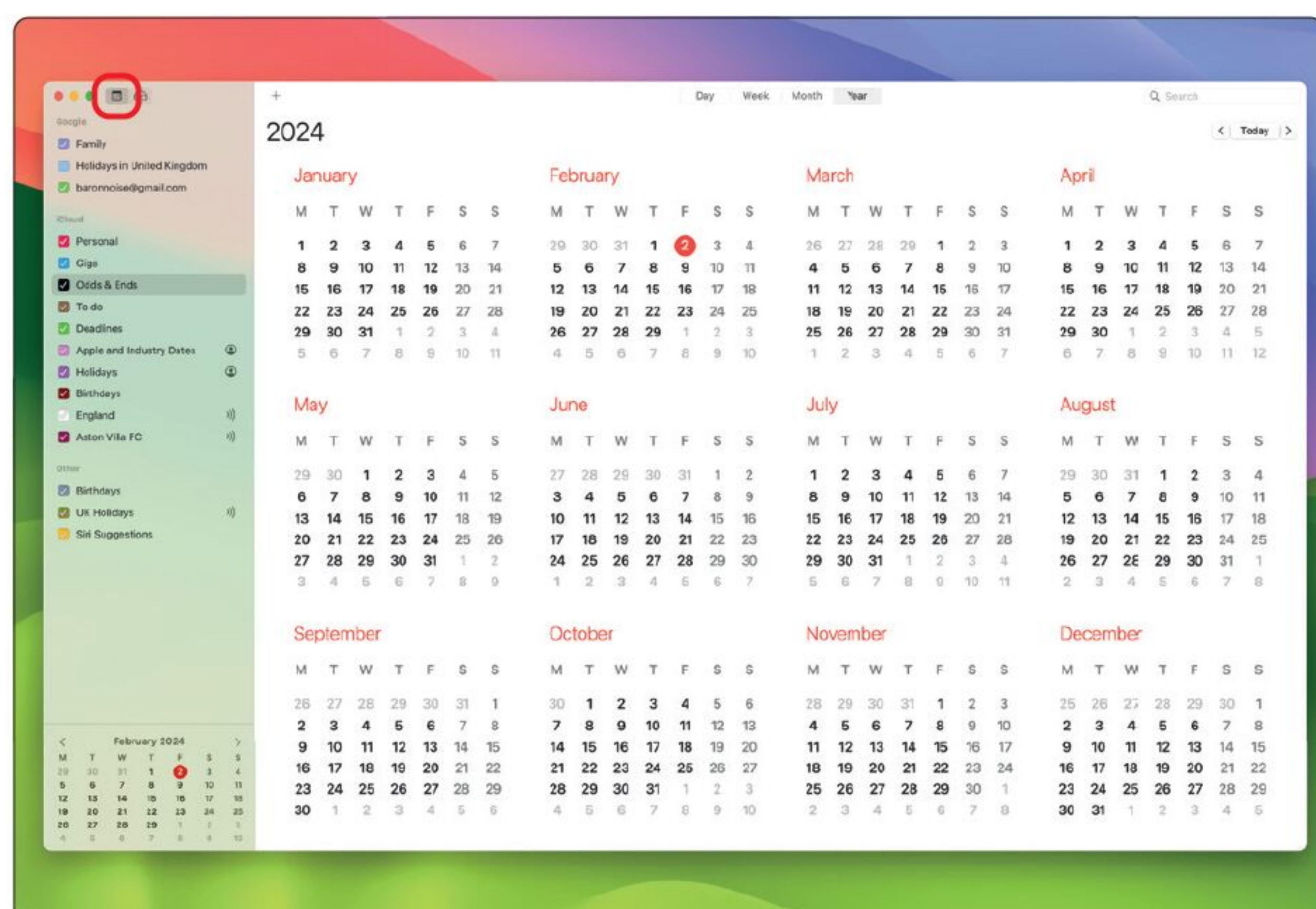
## Changing the View



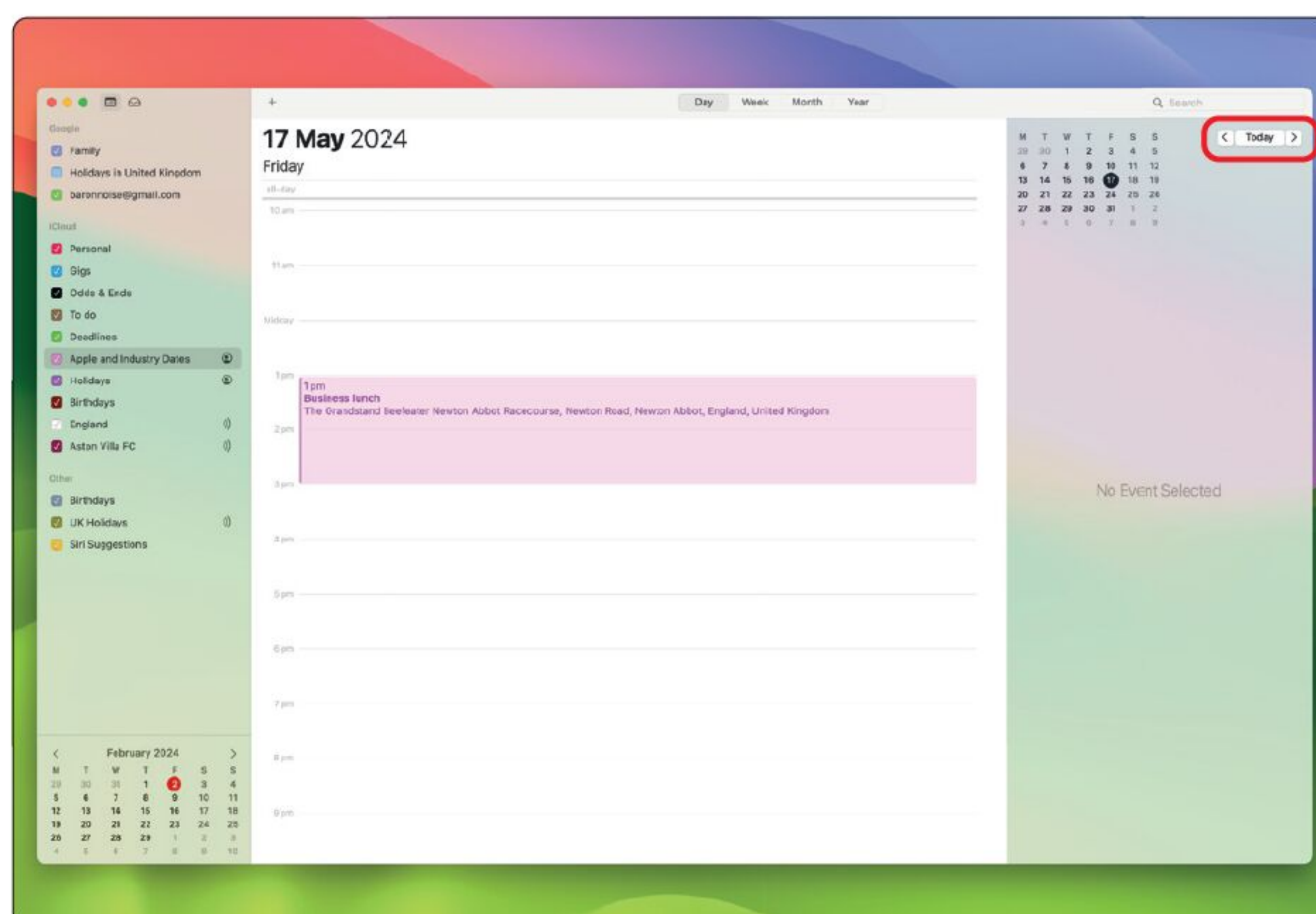
**1** There are several different ways to view your calendars. To move between Day, Week, Month and Year views, you can use the corresponding buttons that appear in the top bar of the Calendar application.



**2** The Year view shows you a complete year in a single window. Clicking on the title bar for any month takes you to its Month view. Double-click a specific day in either Year, Week or Month view to open its page in the Day view.



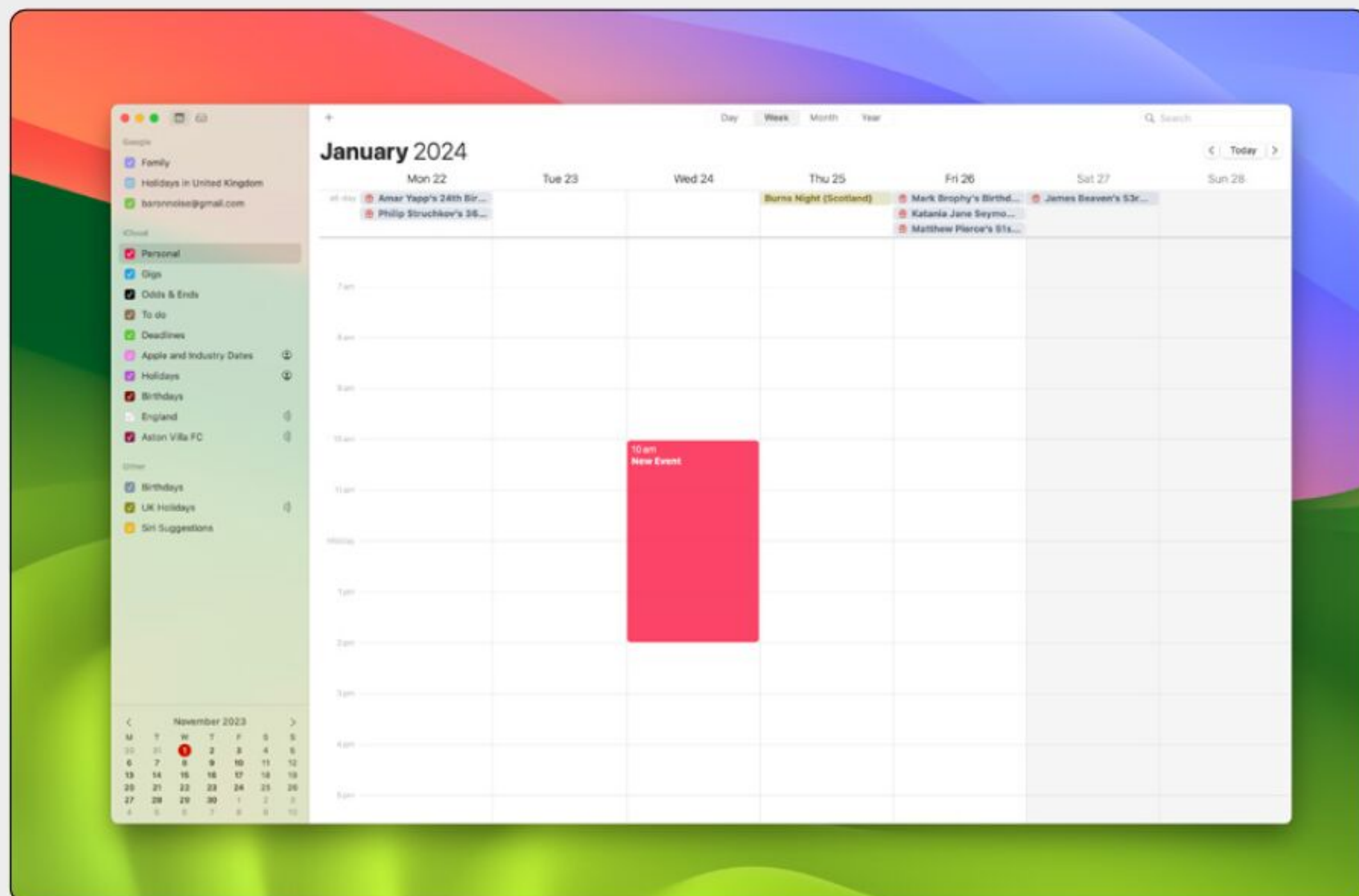
**3** Click the Calendars button (top left) to open and close the sidebar, as shown here. This sidebar is visible regardless of whether you're in Day, Week, Month or Year view and lets you mute or reveal individual calendars and more.



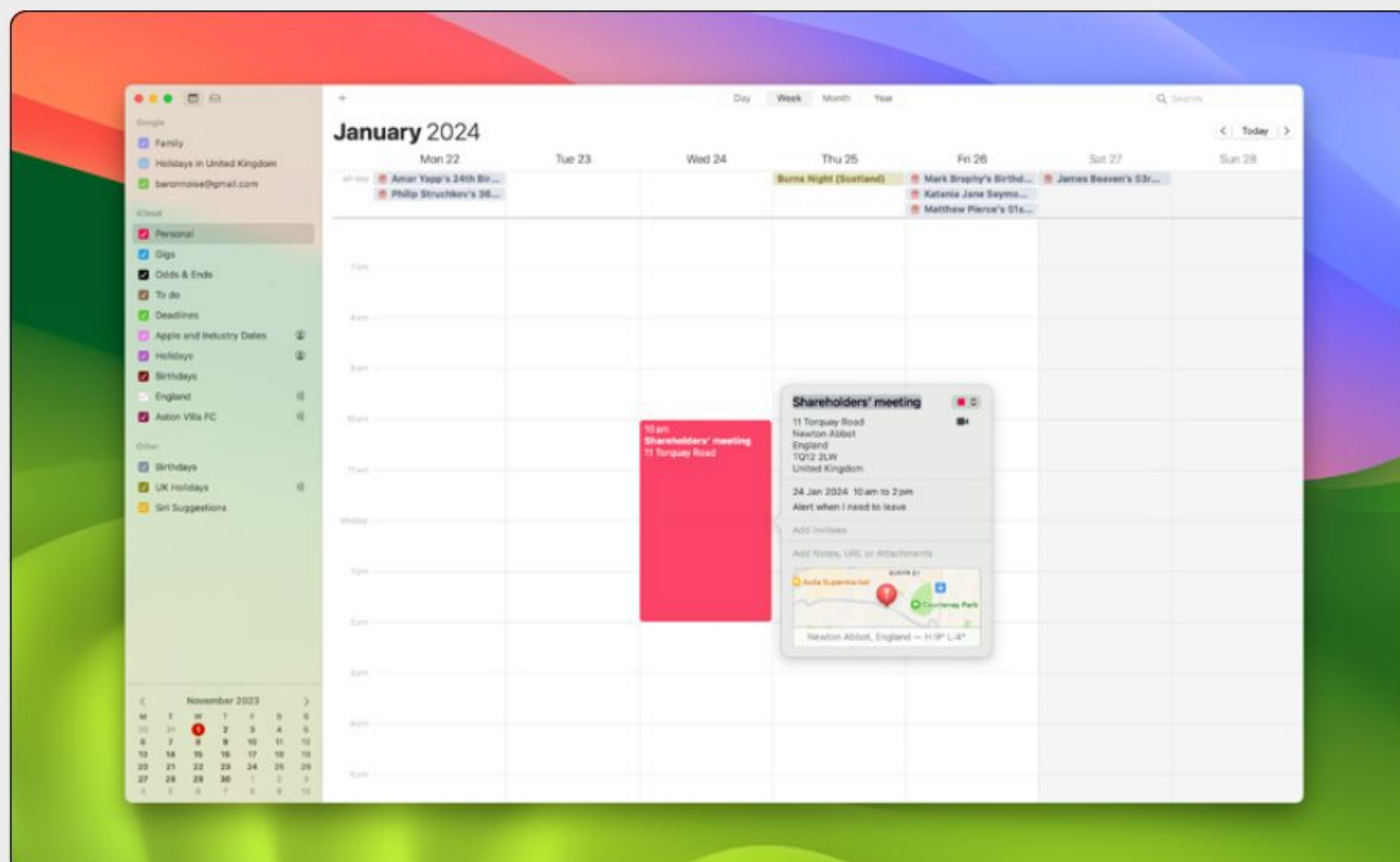
**4** Click the Today button in the top right corner to get to the Day, Week, Month or Year (depending on view) with the current day in it. The arrows either side take you forward or back one year, month, week or day at a time; depending on the display.



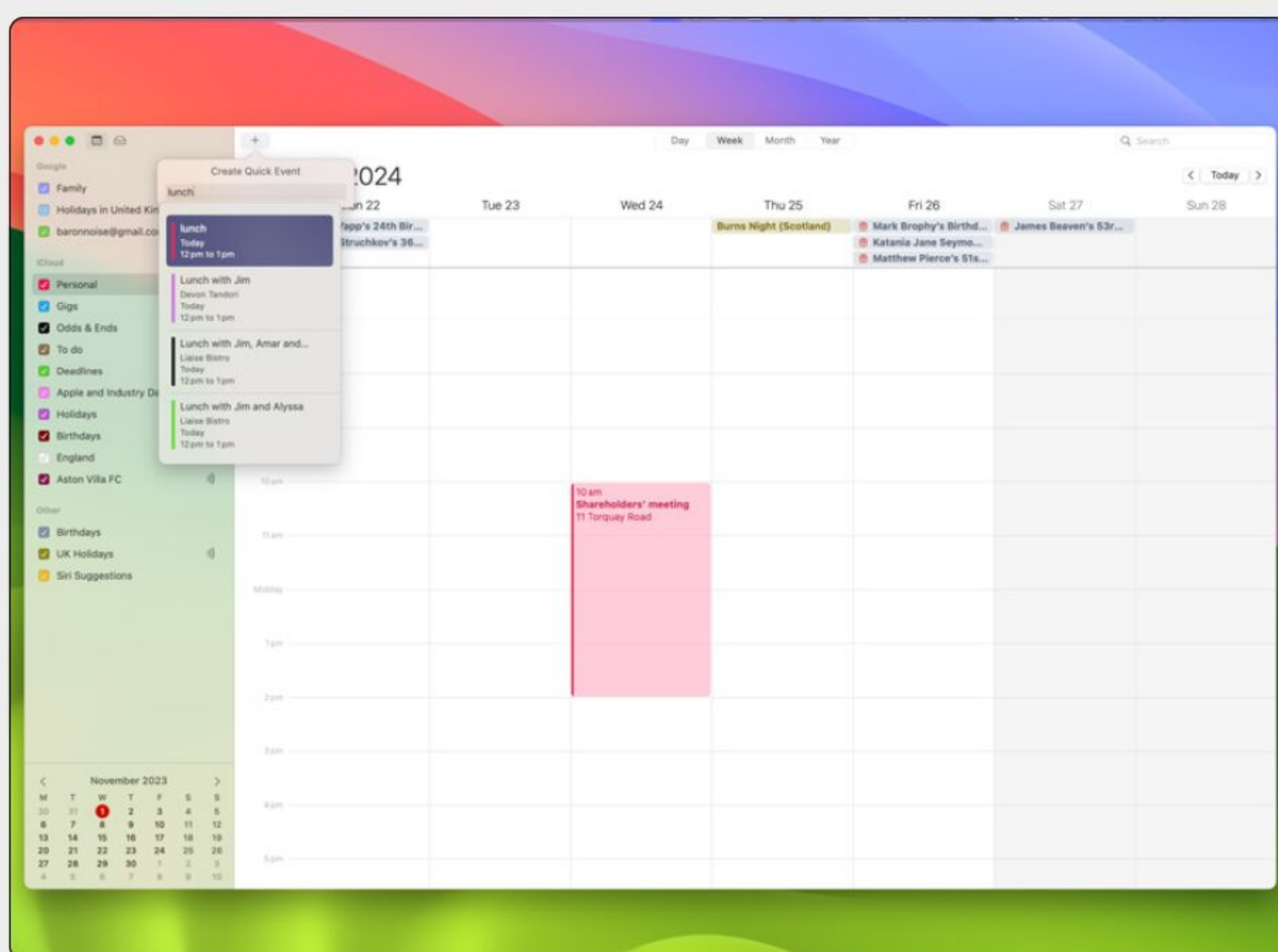
## Creating an Event



**1** In Day and Week views, to add an event double-click the time slot, then drag and/or expand/contract it into place. The hours are divided into quarter-hour sections for adding events. For all-day events, click the top bar.

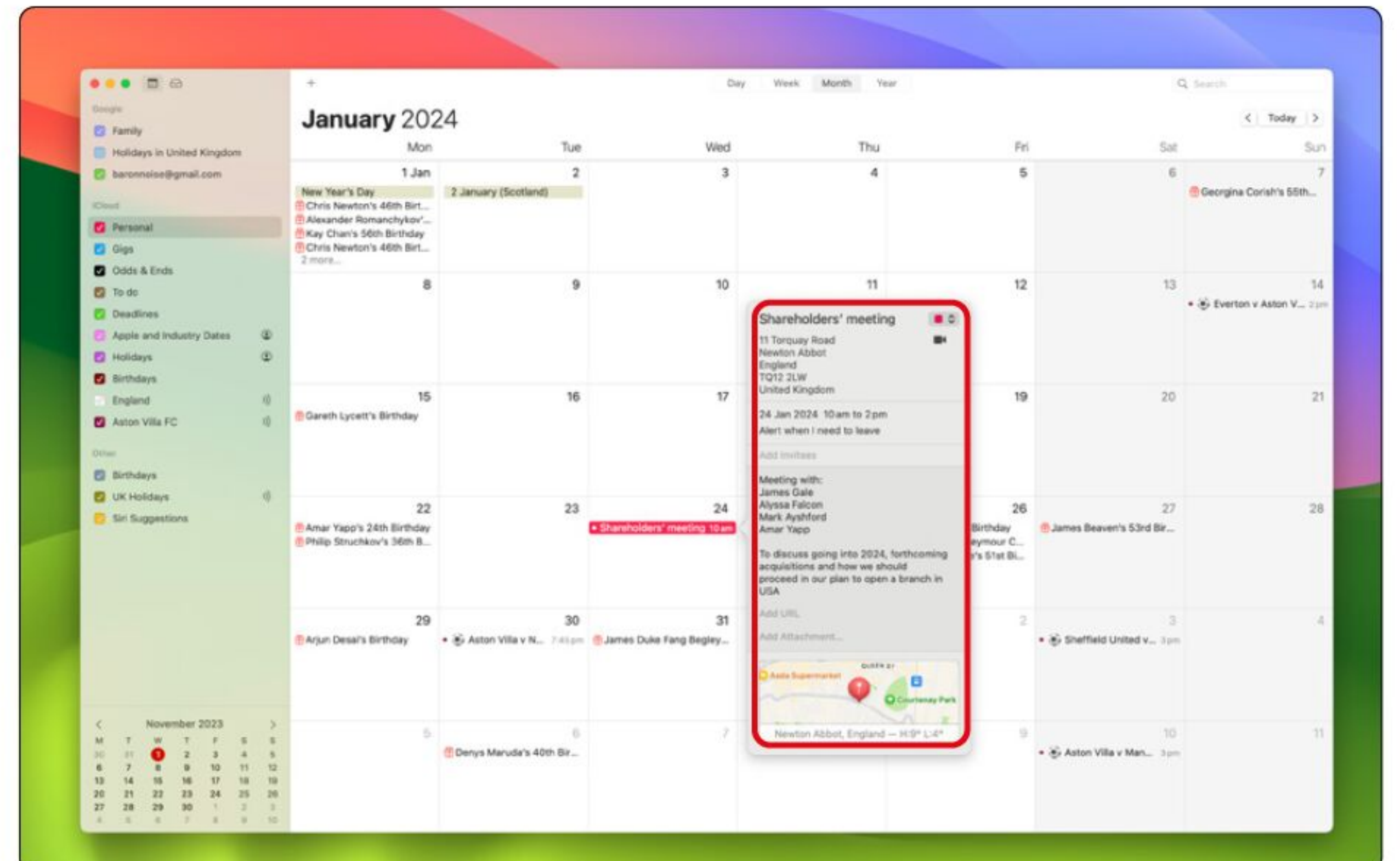


**2** Double-click on an event to add and edit all sorts of details in a pop-up window; including the title, location, alerts, notes, URLs and more. The pull-down menu in the top right of this window lets you change which calendar it's stored in.

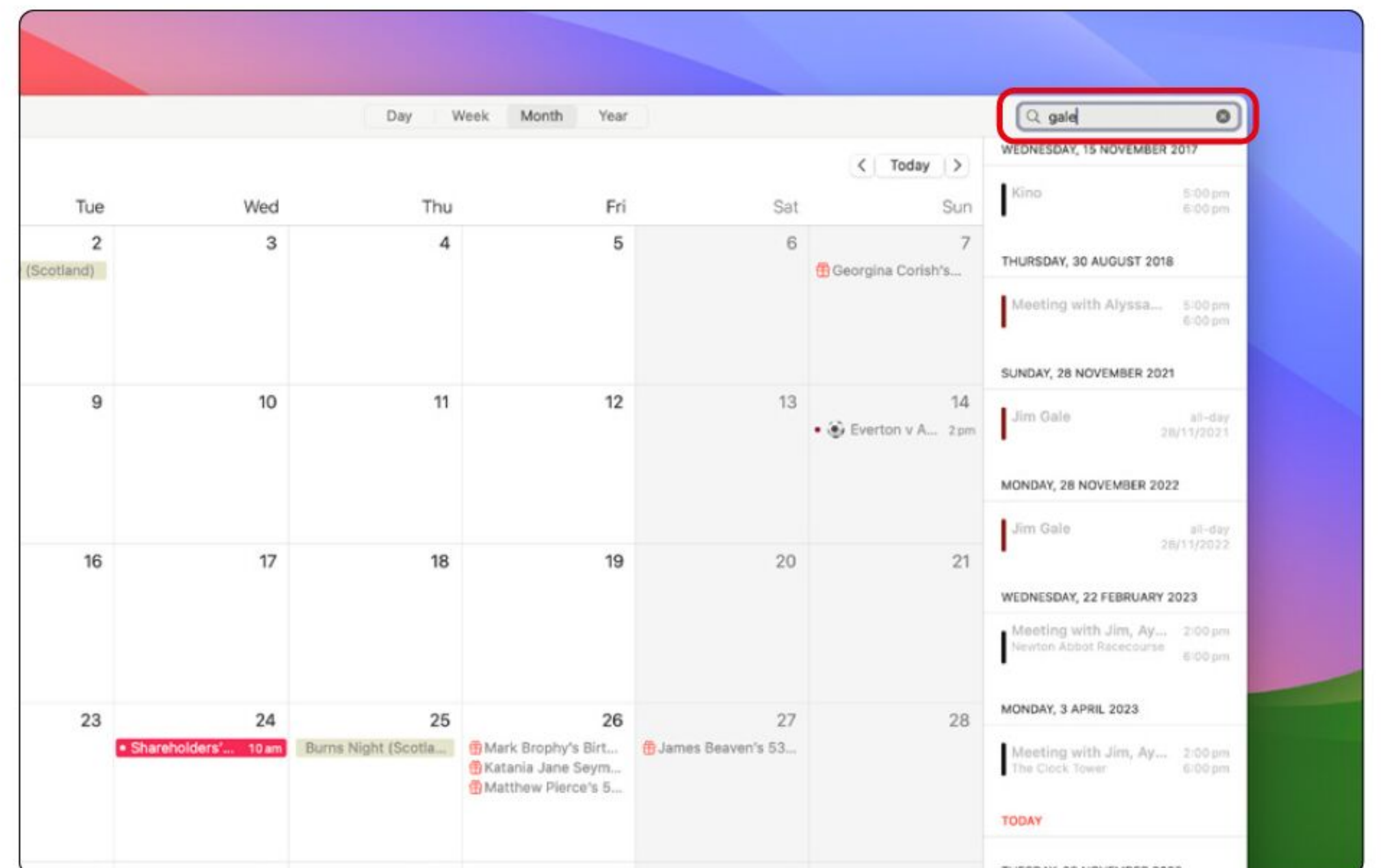


**3** Clicking the '+' button in the toolbar lets you create a quick event. Type in a title or brief description, day and or time and Calendar intelligently enters it at the appropriate place. For example, type 'Dentist, 10th May, 11am' and it's added.

## Searching Calendar



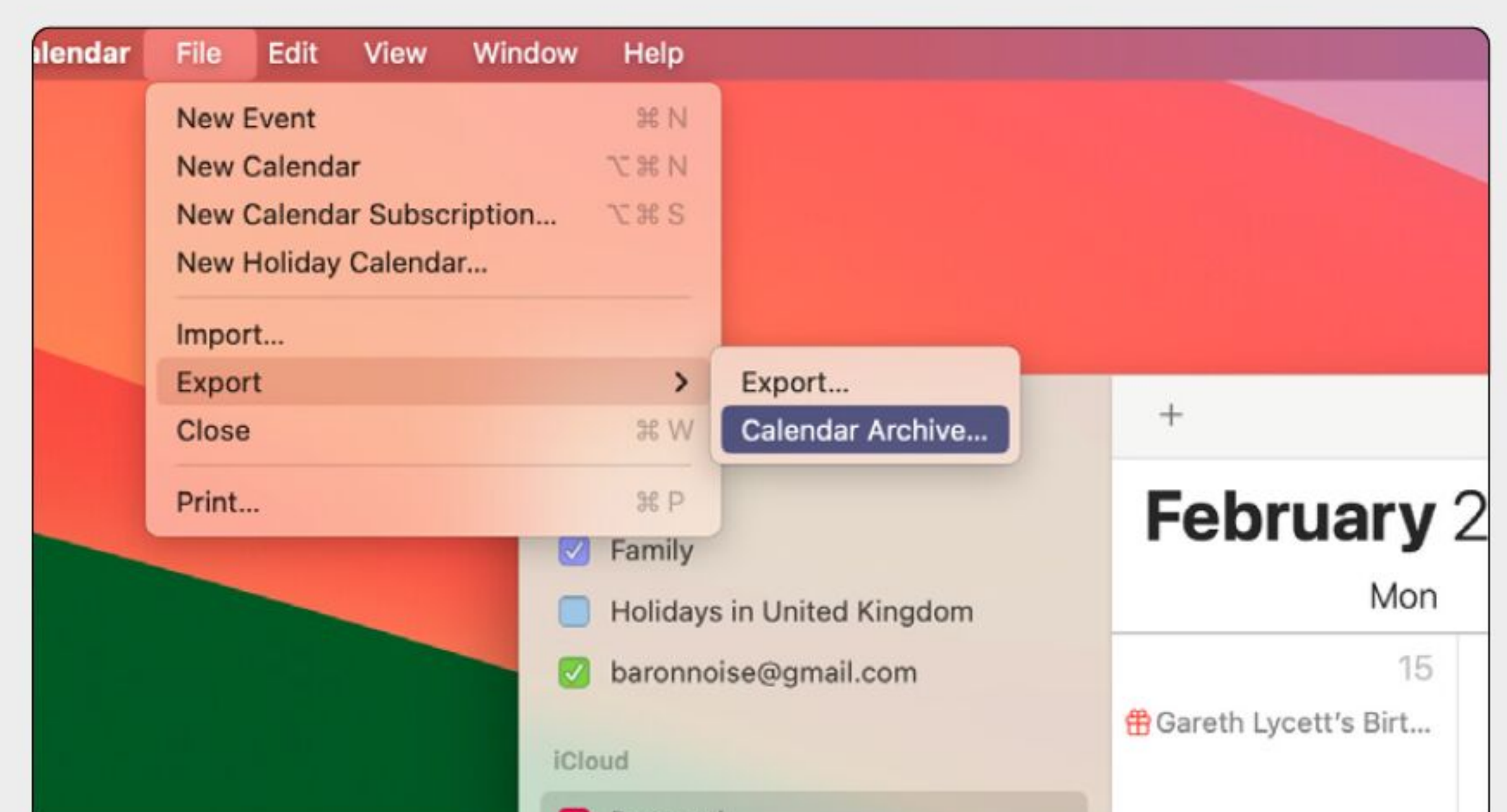
**1** Make your events more easily searchable by labelling them clearly and adding details in the notes section. The search function scans both event names and notes for keywords, so the more details you put in, the easier they are to find.



**2** Type any keywords into the search field to the right of the top bar of the Calendar window. All results appear instantly in a pane at the bottom of the main window. The more keywords you type in, the more unwanted results are filtered out.

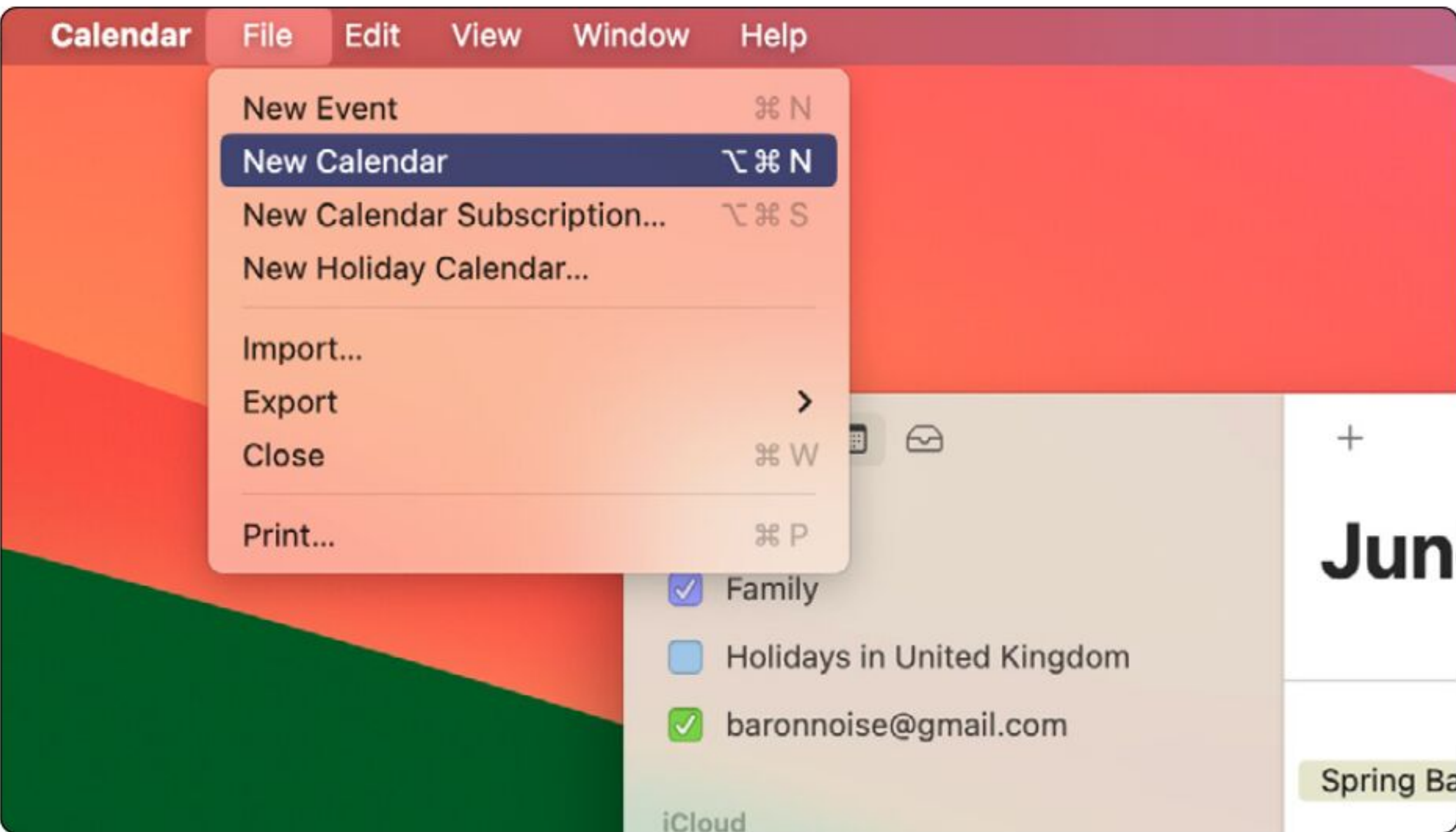
## Creating a Backup

You can manually create a complete backup of all the calendars in your Calendars app. Open the File menu, choose Export and select Calendar Archive. You can rename the file and select a location to save it to. To load it again, use the Import option.

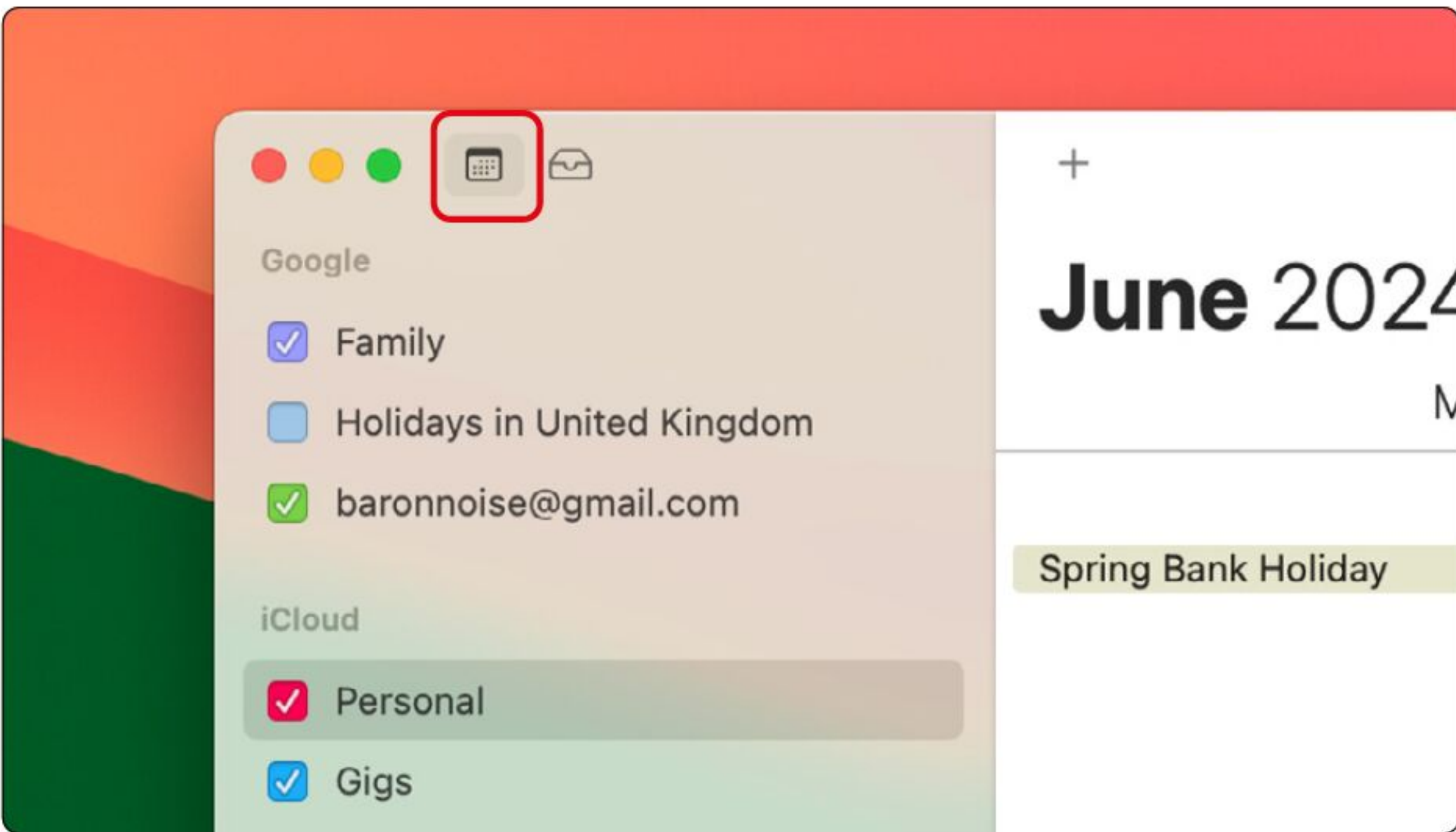




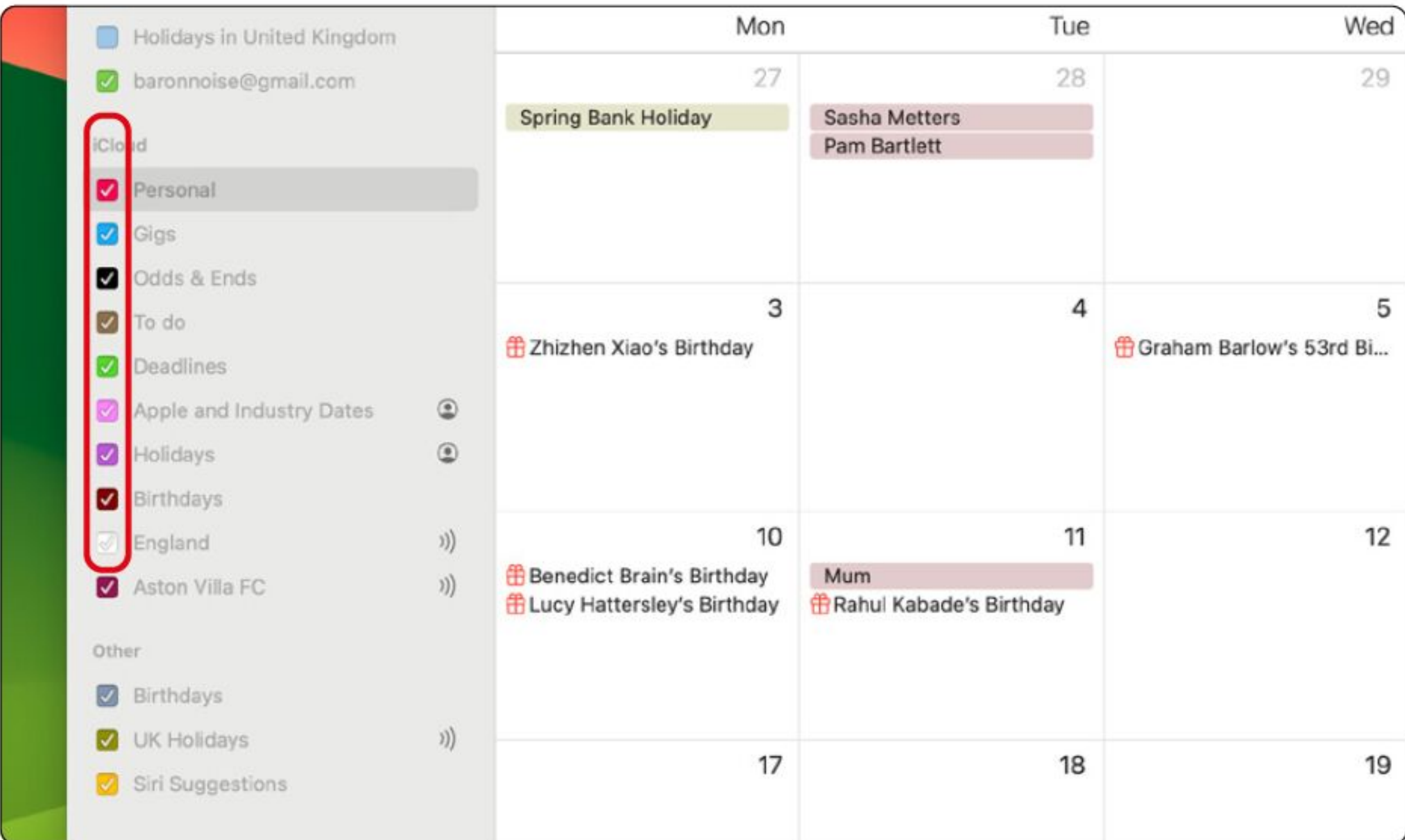
# Adding and Viewing Additional Calendars



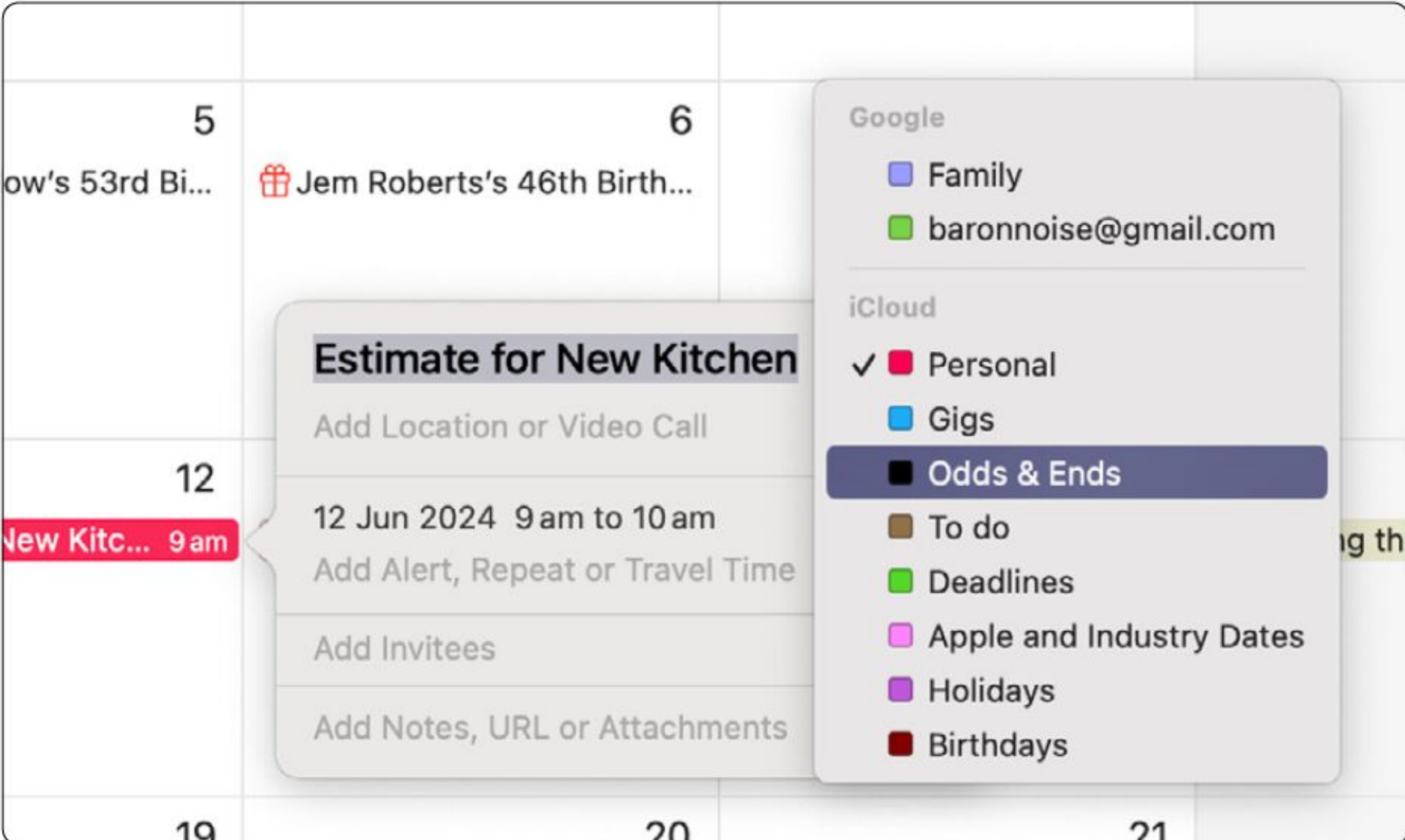
**1** The flexible, versatile Calendar app lets you add as many different calendars as you want and use them for different things. To add a new calendar, open the File menu and select New Calendar. A box appears, prompting you to enter a name for your new calendar.



**2** To see a complete list of all the calendars you've created in the Calendars app, click the calendars button on the left side of the top bar of the Calendar window, shown as a calendar icon. A sidebar on the left of the window is revealed, showing all the calendars you currently have set up.

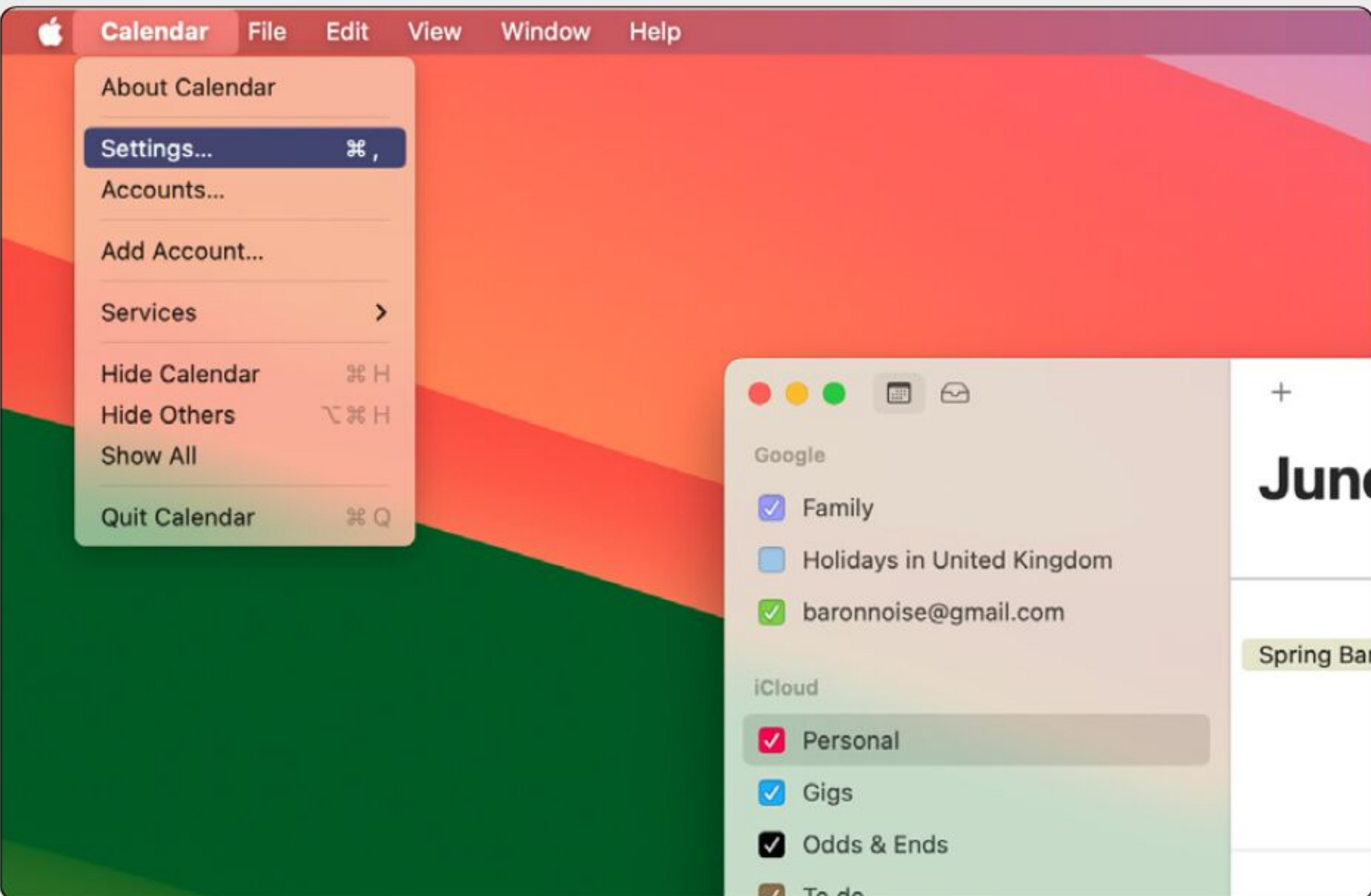


**3** To select which calendars you want to appear active in the main view, check or uncheck the boxes as appropriate. Each calendar is colour-coded, as are their events. Unchecked calendars aren't erased; you can check them again later if you wish.

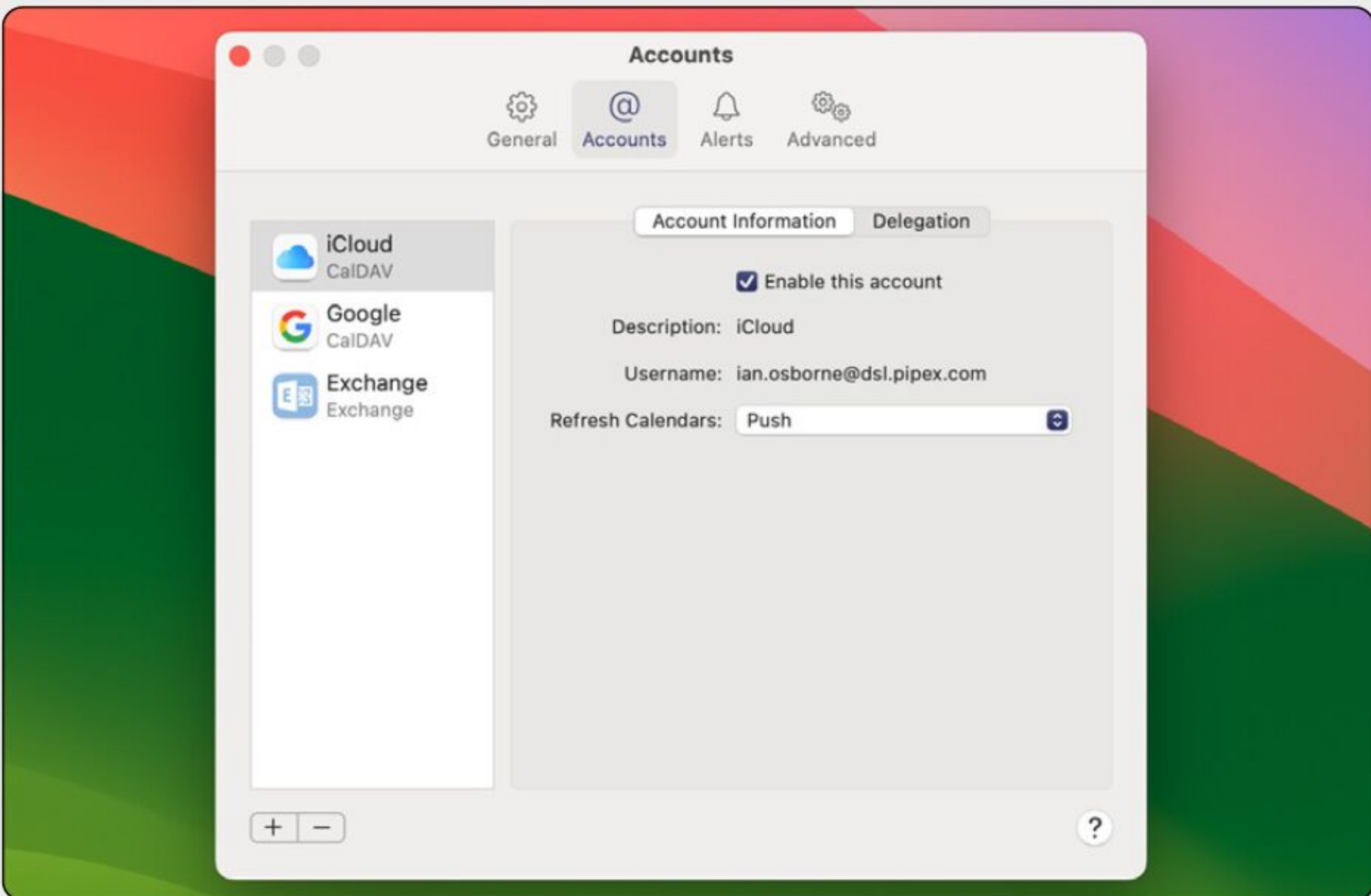


**4** To change the calendar under which an event is listed, double-click the event to edit it then select a different calendar from the drop-down menu. Alternatively, right or ctrl-click the event, go to Calendar on the pop-up menu and select a new one.

## Calendar Settings



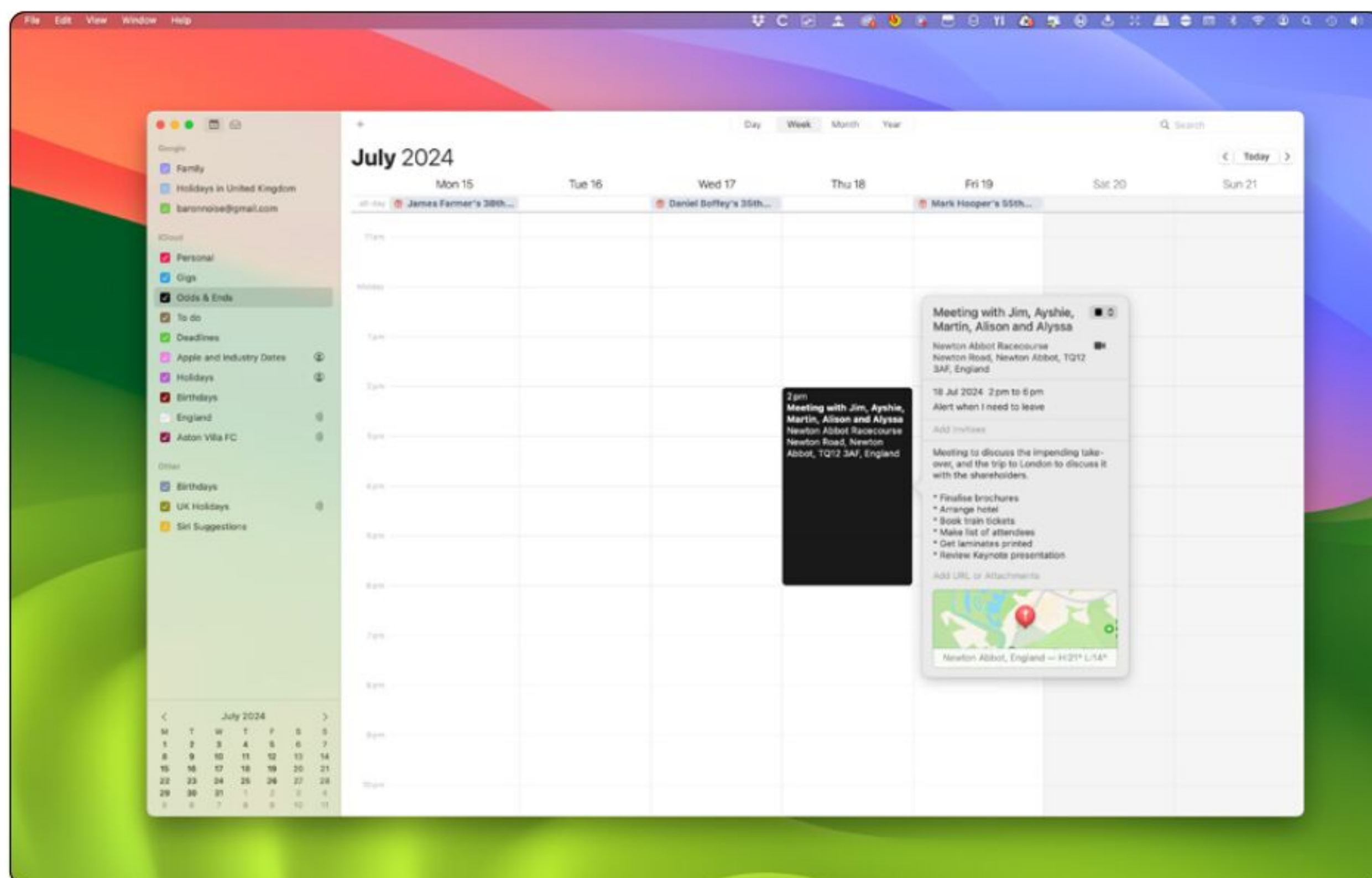
To open the Calendar Settings, use the Calendar menu as shown. Under the General tab, you can change the way the app presents itself, set when a day starts and ends, change the default calendar and even switch to a Chinese, Hebrew or Islamic calendar.



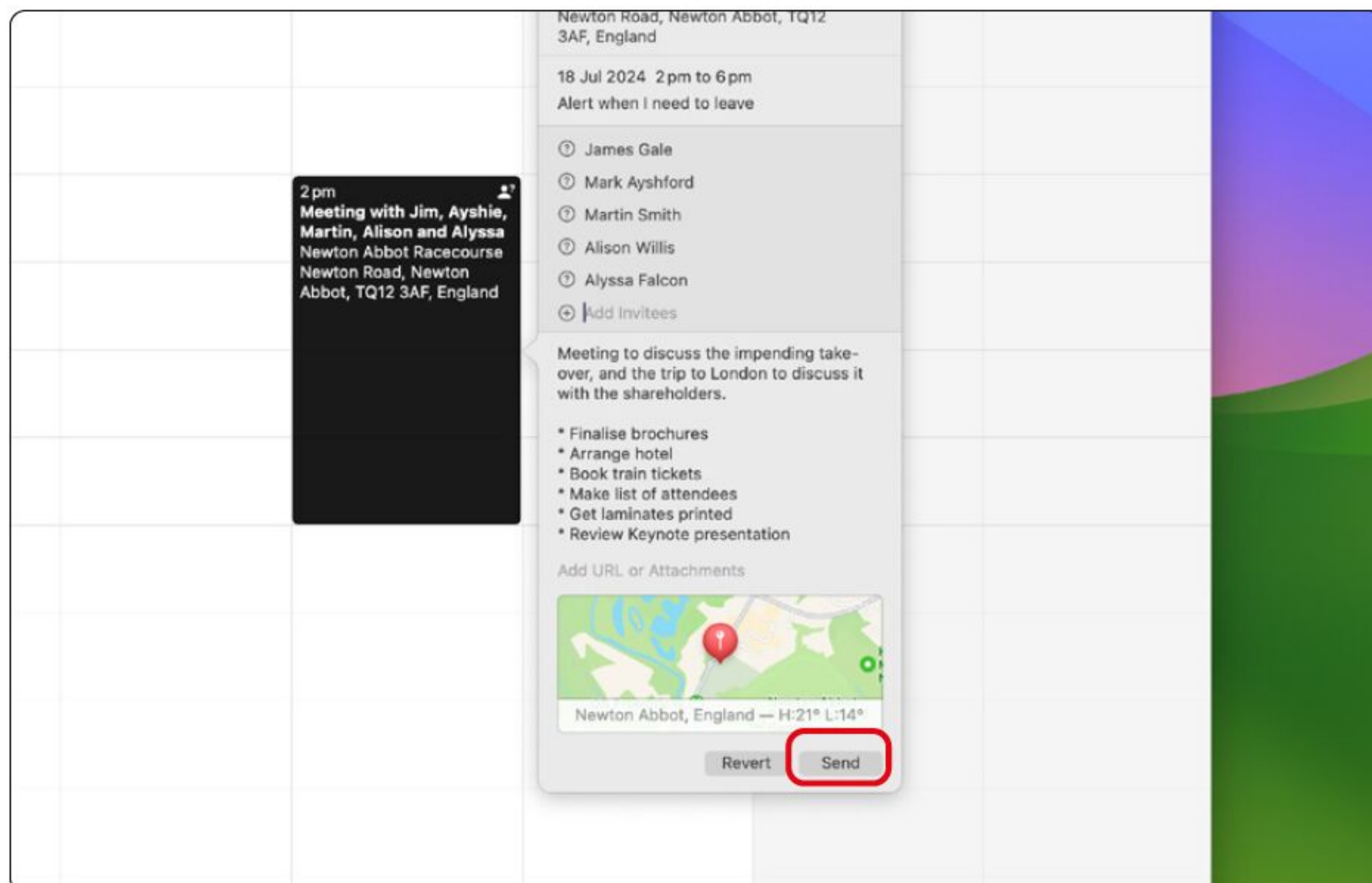
Under the Accounts tab, you can disable calendars you don't wish to be active on the Mac in question, and also choose how each calendar account refreshes. The Alerts tab lets you set default alert settings, and under 'Advanced' you can make more customisations.



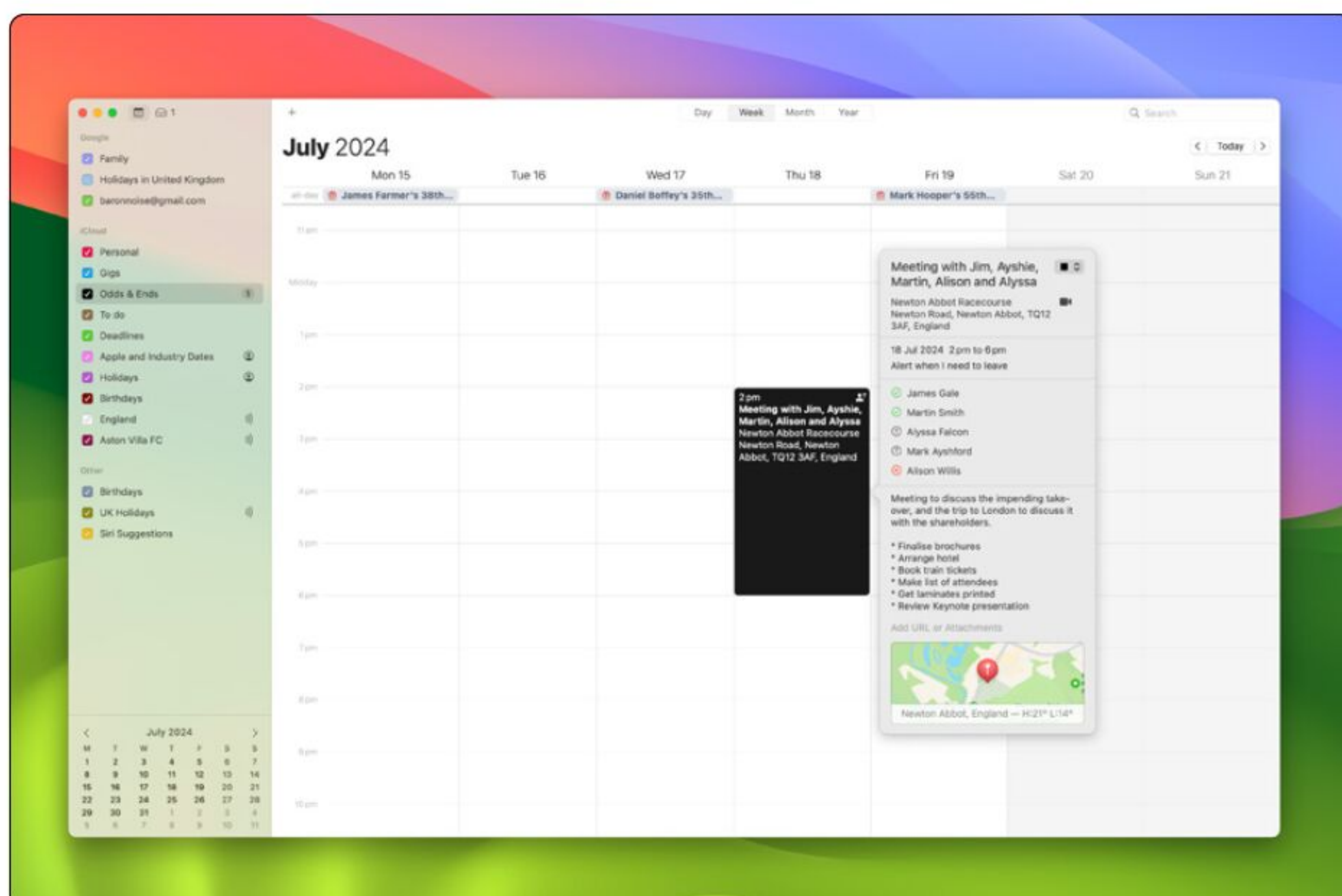
# Sending Invitations



- 1 Double-click an event you created. In the pop-up window that appears, click Add Invitees and begin typing the name of a person in your Contacts whom you'd like to invite; or if the person isn't in your contacts, enter their email address instead.

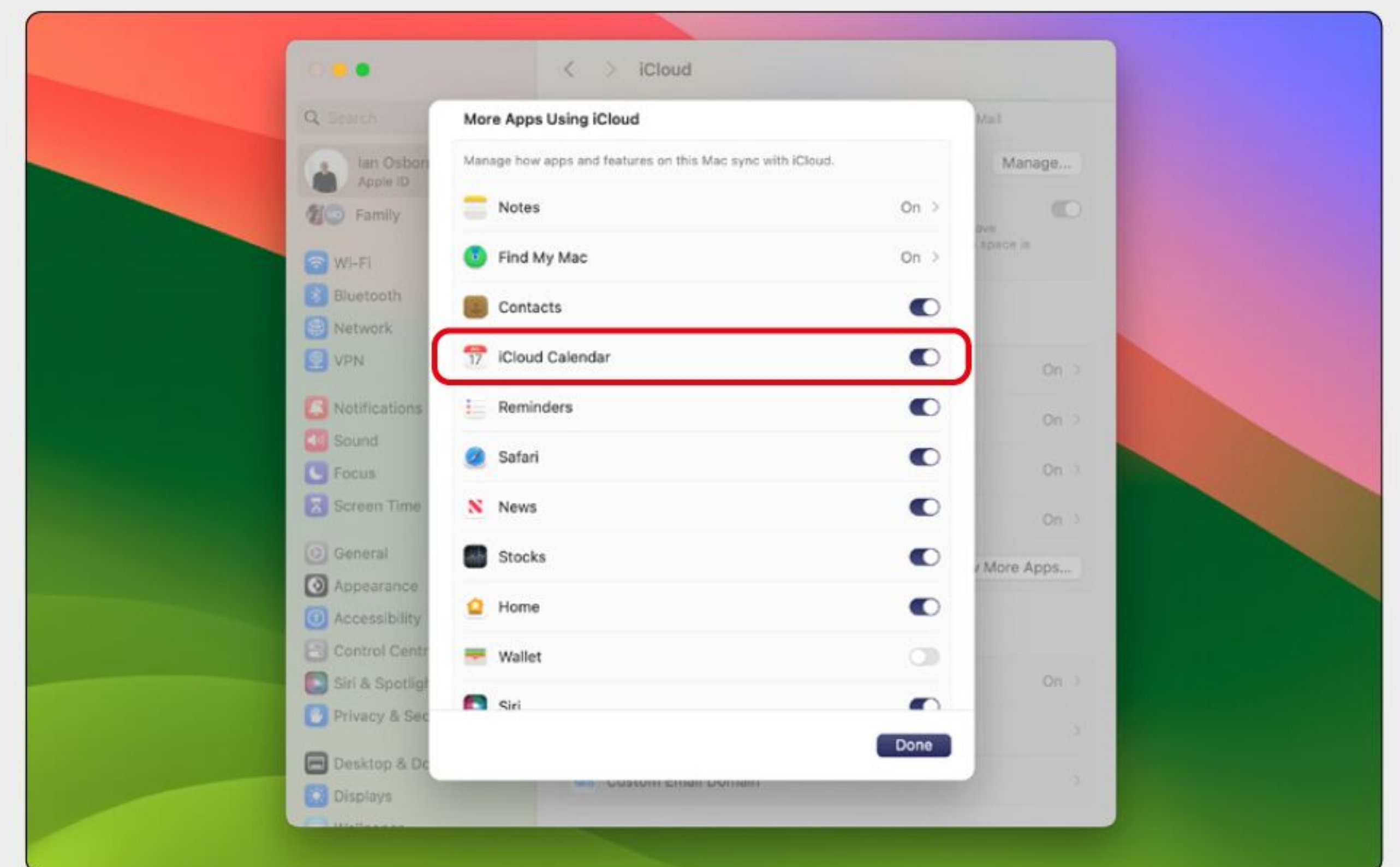


- 2 When you've finished adding all the people you intend to invite to your Calendar event, click on the Send button and an invitation is sent to everyone on the list. You'll get notifications of responses. You can cancel invitations or send them to more of your contacts later if you wish.



- 3 Your calendar entry shows who you've invited, and whether they've replied. If your invitee has an iCloud email, the event is automatically added to their Calendar app and updated whenever you make edits.

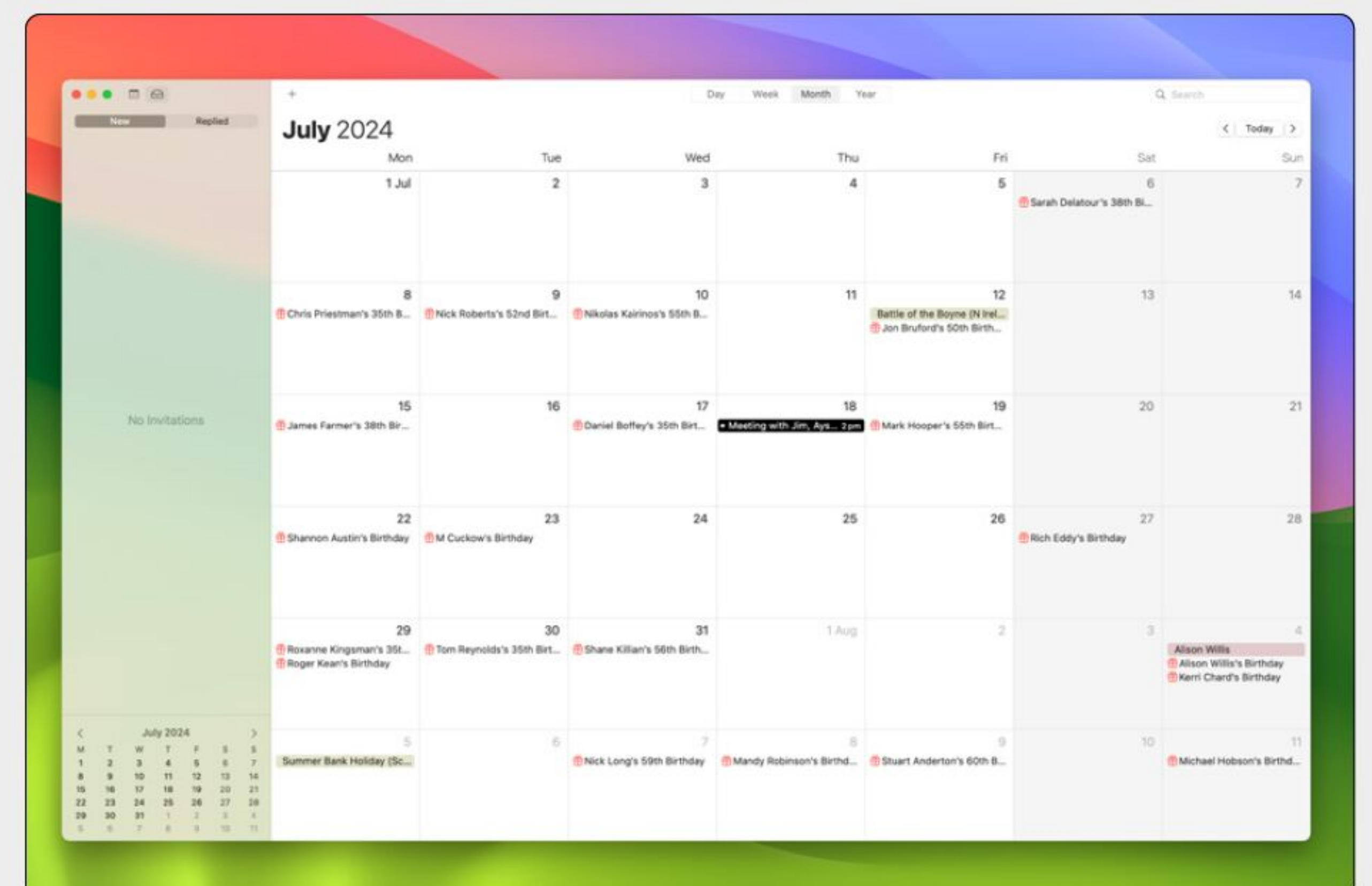
# iCloud Calendar



- 1 Open System Settings from the Apple menu in the top-left corner of the screen. Click on Apple ID (top of the sidebar), and under Apps Using iCloud, click the Show More Apps button. Scroll to iCloud Calendar and make sure it's switched on.



- 2 To activate iCloud syncing on an iPadOS or iOS device, open Settings, tap your name at the top and then tap iCloud. Make sure the Calendars switch is on. If it isn't, switch it on to sync your calendars between the device in question and all other Macs and iOS devices with syncing on.

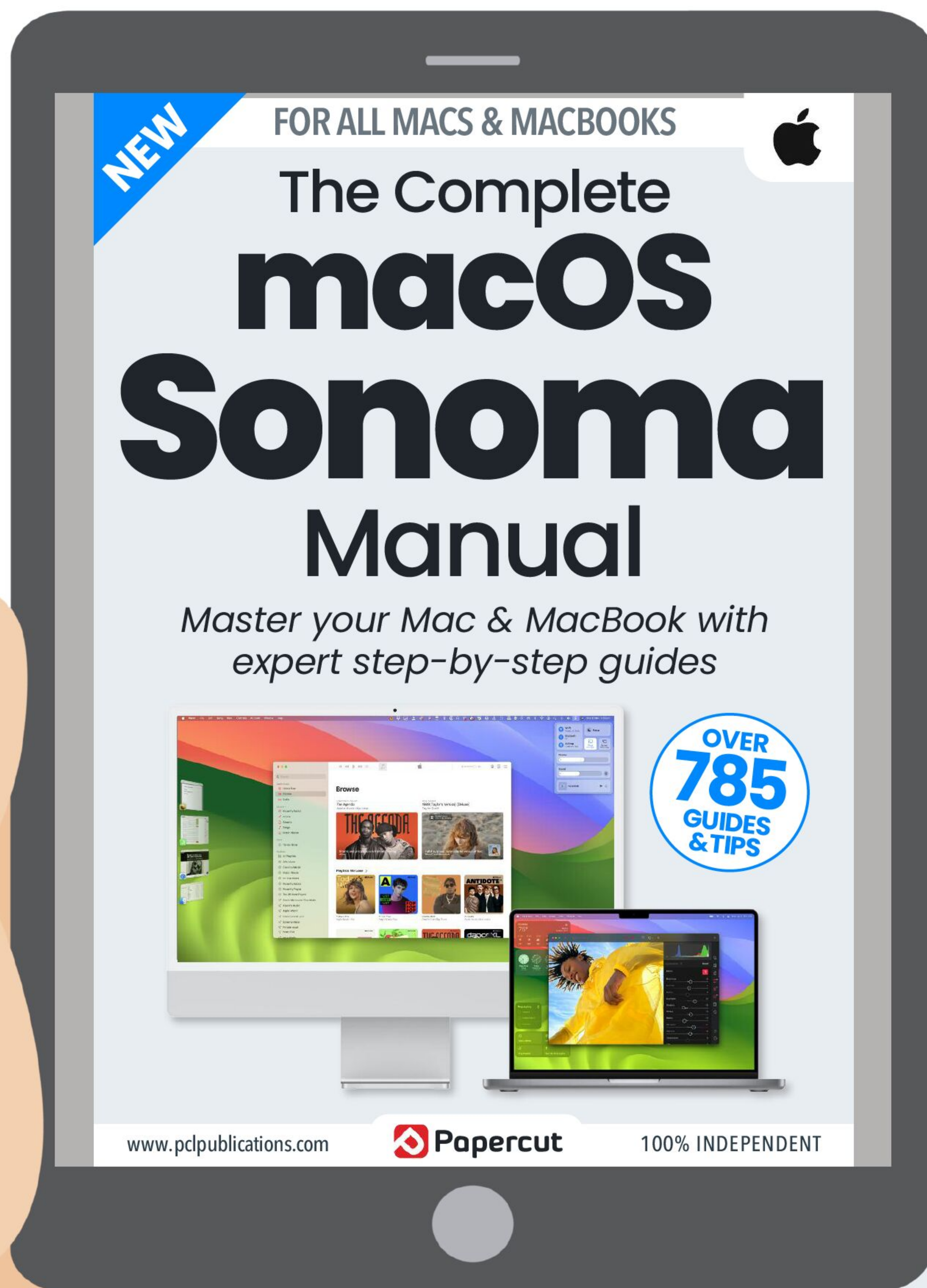


- 3 Now, when you return to your Calendar app, all the entries you made on your iOS devices are also shown on your Mac and vice versa. It's a great way of keeping your computer and your tablet or smartphone calendars in sync.



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