

Teach Yourself
VISUALLY[™]

OS X El Capitan[™]

The Fast and Easy Way to Learn



Paul McFedries

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Teach Yourself
VISUALLY™

OS X El Capitan™

Paul McFedries

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Paul McFedries is a full-time technical writer. Paul has been authoring computer books since 1991 and he has more than 85 books to his credit. Paul's books have sold more than four million copies worldwide. These books include the Wiley titles *Teach Yourself VISUALLY OS X Yosemite*, *The Facebook Guide for People Over 50*, *iPhone Portable Genius*, 3rd Edition, and *iPad Portable Genius*, 3rd Edition. Paul is also the proprietor of Word Spy (www.wordspy.com), a website that tracks new words and phrases as they enter the language. Paul invites you to drop by his personal website at www.mcfedries.com or follow him on Twitter @wordspy.

Author's Acknowledgments

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

How to Use This Book

Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

The Conventions in This Book

1 Steps

This book uses a step-by-step format to guide you easily through each task. Numbered steps are actions you must do; bulleted steps clarify a point, step, or optional feature; and indented steps give you the result.

2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross reference to a related area of the book.

3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

Bold type shows command names, options, and text or numbers you must type.

6 Italics

Italic type introduces and defines a new term.

CHAPTER 4
Enhancing Online Privacy

Delete a Site from Your Browsing History

You can enhance your privacy as well as the safety of other people who use your Mac by removing a private or dangerous site from your browsing history. Safari maintains your *browsing history*, which is a list of the sites you have visited. If you share your Mac with others, you might not want them to access certain private sites in your history. Similarly, if you accidentally stumble upon a dangerous or inappropriate site, you likely do not want others to see it. To help prevent both scenarios, you can delete the site from your browsing history.

Delete a Site from Your Browsing History

1 Click **History**.

2 Click **Show History**.

You can also run the Show History command by pressing **⌘+Y**.

The History list appears.

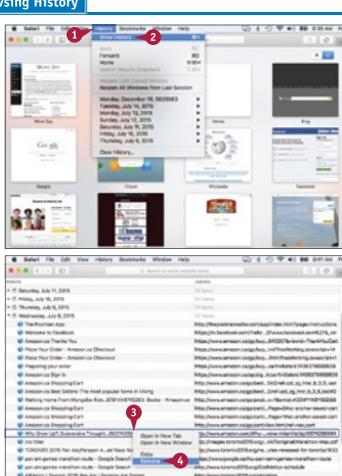
3 Right-click the site you want to remove.

4 Click **Remove**.

5 Note: You can also click the site and then press **⌘+Y**.

Safari deletes the site from your browsing history.

6 Note: To return to Safari, either click **History** and then **Hide History**, or press **⌘+Y**.



1 Click **History**.

2 Click **Show History**.

3 Right-click the site you want to remove.

4 Click **Remove**.

5 Note: You can also click the site and then press **⌘+Y**.

6 Note: To return to Safari, either click **History** and then **Hide History**, or press **⌘+Y**.

Delete an Entire Day

1 Click **History**.

2 Click **Show History**.

You can also run the Show History command by pressing **⌘+Y**.

The History list appears.

3 Right-click the date you want to remove.

4 Click **Remove**.

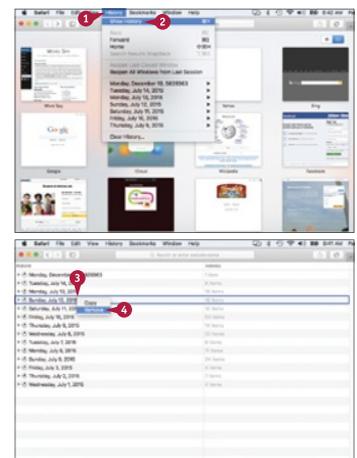
Safari deletes the date from your browsing history.

5 Note: To return to Safari, either click **History** and then **Hide History**, or press **⌘+Y**.

6 Note: To learn about the Clear History command, see section "Remove Saved Website Data," later in this chapter.

TIP

Is there a way to clear my browsing history automatically?
Yes. If you regularly delete all your browsing history, constantly running the Clear History command can become tiresome. Fortunately, you can configure Safari to make this chore automatic. Click **Safari** and then click **Preferences** to display the Safari preferences. Click the **General** tab. Click the **Remove history items** and then click the length of time after which you want Safari to automatically remove an item from your browsing history. For example, if you click **After one day**, Safari clears out your browsing history daily.



1 Click **History**.

2 Click **Show History**.

3 Right-click the date you want to remove.

4 Click **Remove**.

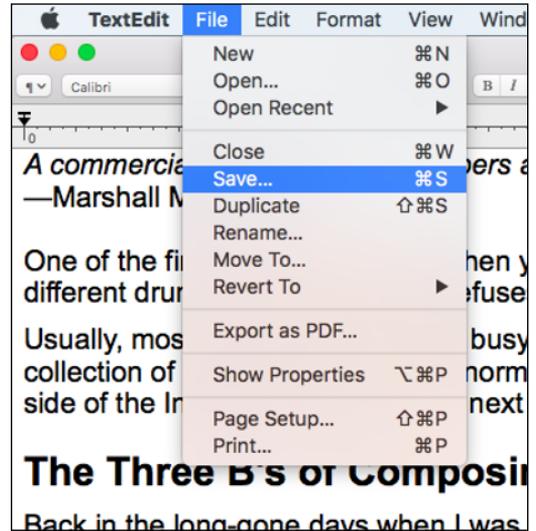
5 Note: To return to Safari, either click **History** and then **Hide History**, or press **⌘+Y**.

6 Note: To learn about the Clear History command, see section "Remove Saved Website Data," later in this chapter.

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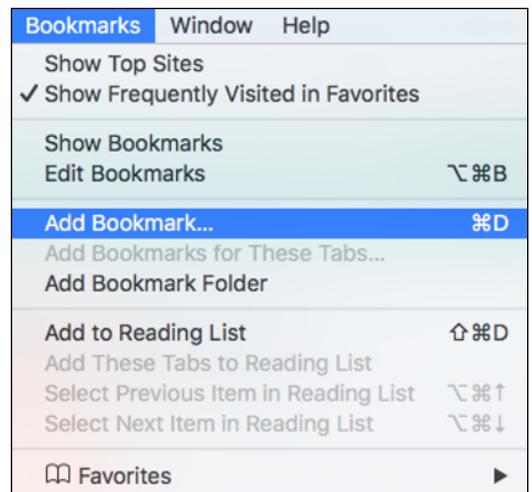
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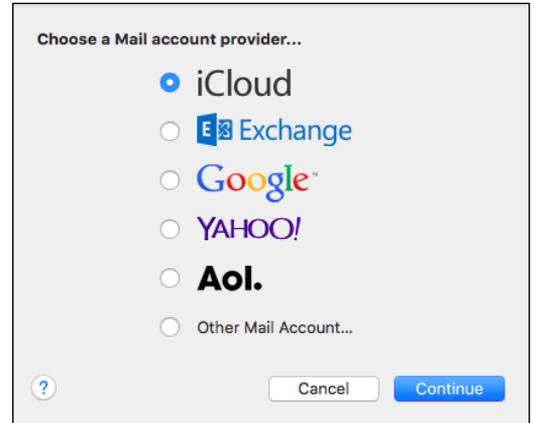
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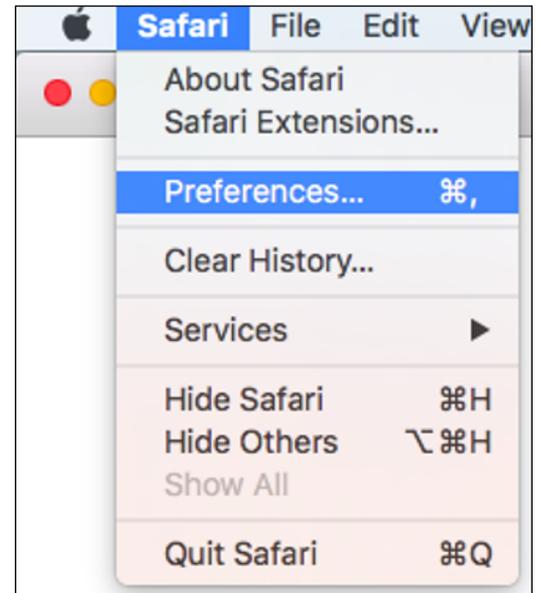
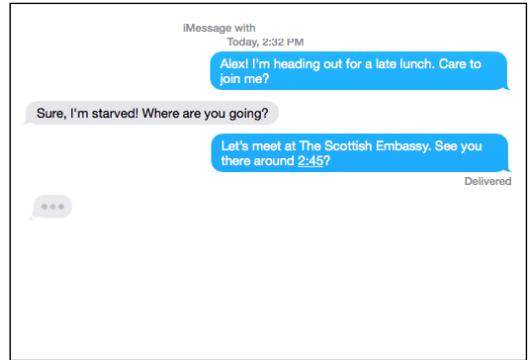


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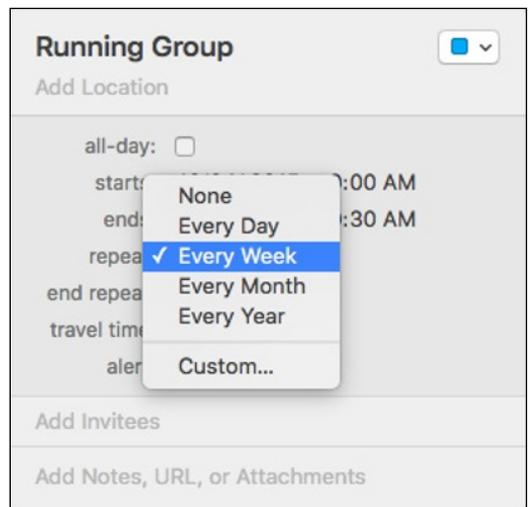
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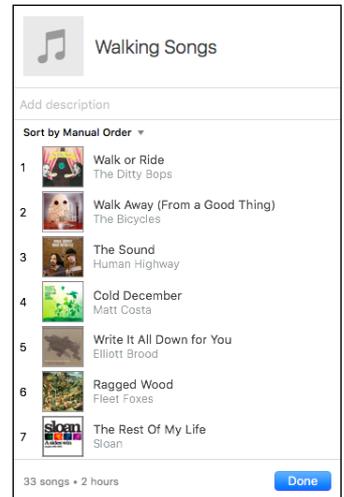
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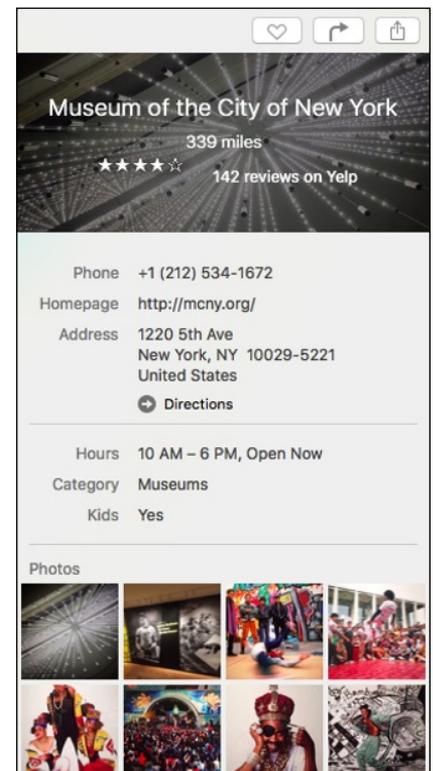
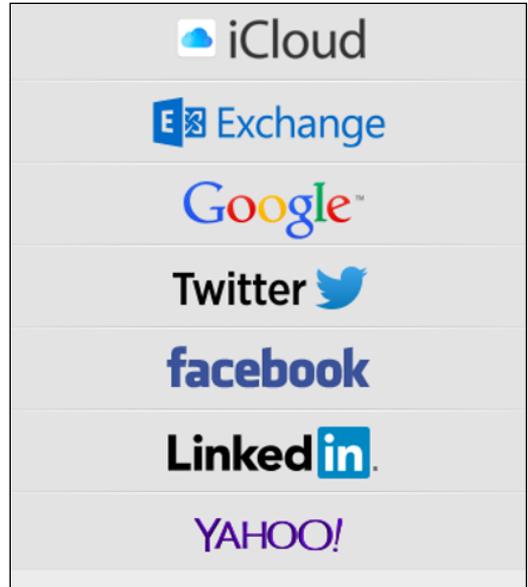


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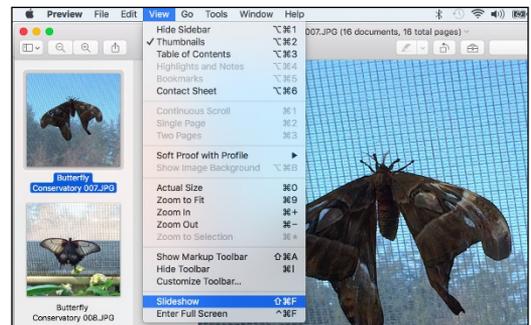
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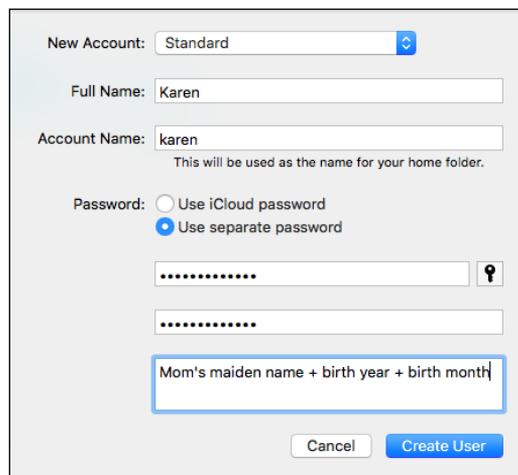
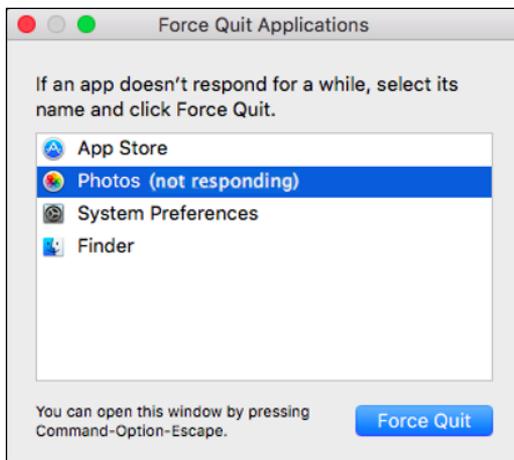


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