

Teach Yourself
VISUALLY™

MacBook®

The Fast and Easy Way to Learn

3rd Edition



Guy Hart-Davis

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MacBook® 3rd Edition



MacBook® 3rd Edition

by Guy Hart-Davis

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About the Author

Guy Hart-Davis is the author of *Teach Yourself VISUALLY iPad, 4th Edition*; *Teach Yourself VISUALLY iPhone 6s*; *Teach Yourself VISUALLY Android Phones and Tablets, 2nd Edition*; *Teach Yourself VISUALLY Apple Watch*; *Teach Yourself VISUALLY Samsung Galaxy S6*; *Teach Yourself VISUALLY iMac, 3rd Edition*; *Teach Yourself VISUALLY MacBook Pro, 2nd Edition*; *Teach Yourself VISUALLY MacBook Air*; *iMac Portable Genius, 4th Edition*; and *iWork Portable Genius, 2nd Edition*.

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How to Use This Book

Who This Book Is For

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

The Conventions in This Book

1 Steps

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

2 Notes

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

3 Icons and Buttons

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

4 Tips

Tips offer additional information, including warnings and shortcuts.

5 Bold

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

6 Italics

Italic type introduces and defines a new term.

Create Smart Playlists

CHAPTER 10
Enjoying Music, Video, and Books

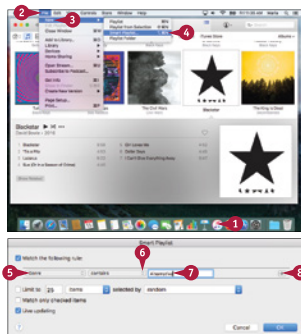
Instead of creating playlists manually by adding songs to them, you can have iTunes' Smart Playlists feature create playlists automatically for you. A *Smart Playlist* is a playlist iTunes builds based on criteria you specify. You can set iTunes to update a Smart Playlist automatically as well. To create a Smart Playlist, you set up the criteria, also called *rules*, to name the playlist. iTunes then adds content to the playlist for you.

Create Smart Playlists

- 1 Click iTunes (iTunes icon) on the Dock. iTunes opens.
- 2 Click **File**. The File menu opens.
- 3 Highlight **New**. The New submenu opens.
- 4 Click **Smart Playlist**.
Note: You can also start a Smart Playlist by pressing **⌘ + Option + N**.

The Smart Playlist dialog opens.

- 5 Click the first \wedge and select the item for the first condition — for example, **Genre**.
- 6 Click the second \wedge and select the comparison for the first condition — for example, **contains**.
- 7 Click the text field and type the text for the comparison — for example, **Alternative** — making the condition "Genre contains Alternative."
- 8 To add another condition, click **Add** (+).



- 9 Click **Match** (all) and select **any** to match any of the rules or **all** to match all the rules.
- 10 Set up the second condition by repeating steps 4 to 6.

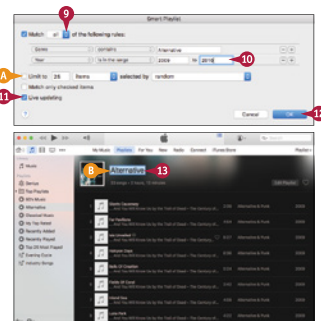
Note: You can add as many conditions as you need to define the playlist.

- 11 Click **Live updating** (checkbox) changes to \checkmark .
- 12 Click **OK**.

iTunes creates the Smart Playlist and adds it to the Playlists section of the Source list.

- 13 Type the name for the Smart Playlist and press **Return**.

iTunes applies the name to the playlist.



TIPS

How do I produce a Smart Playlist the right length for a CD?

In the Smart Playlist dialog, first click **Limit to** (checkbox) changes to \checkmark . Click the left pop-up menu (minutes) and select **minutes**, and then set the number before it to **74** or **80**, depending on the capacity of the CD.

What does Match Only Checked Items do?

Click **Match only checked items** (checkbox) changes to \checkmark to restrict your Smart Playlist to songs whose check boxes are selected. This means you can uncheck the check box for a song to prevent it from appearing in your Smart Playlists.

4

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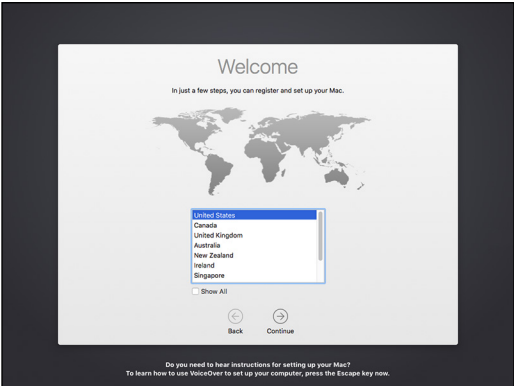
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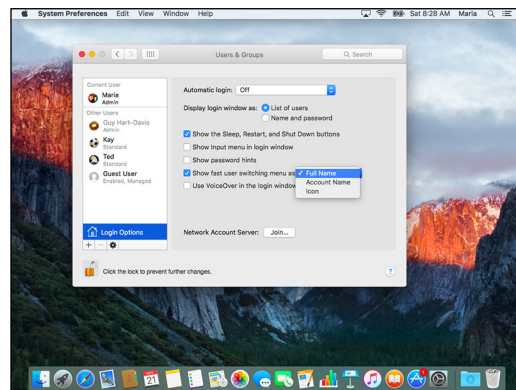
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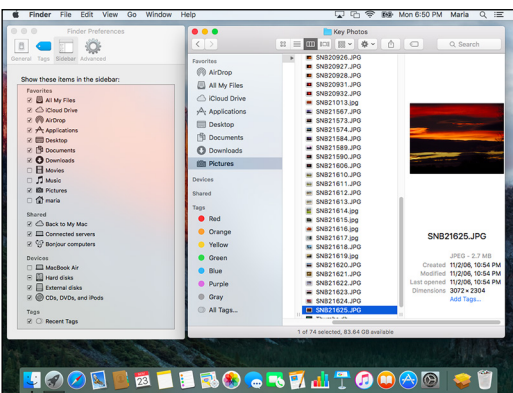
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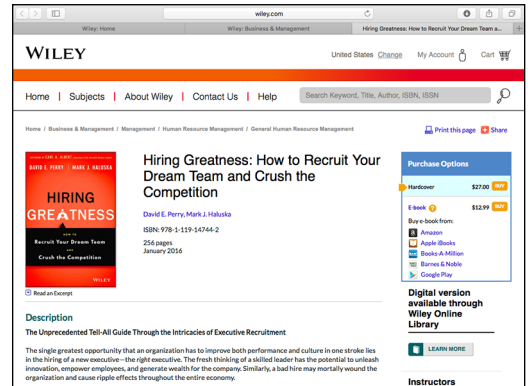
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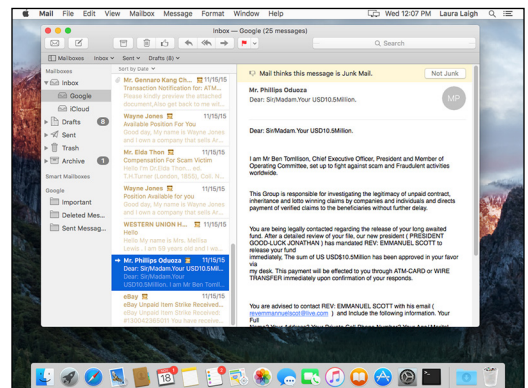
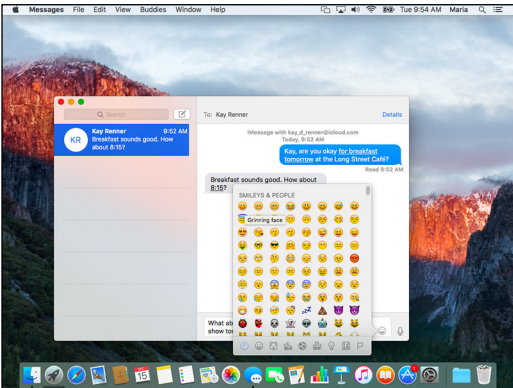


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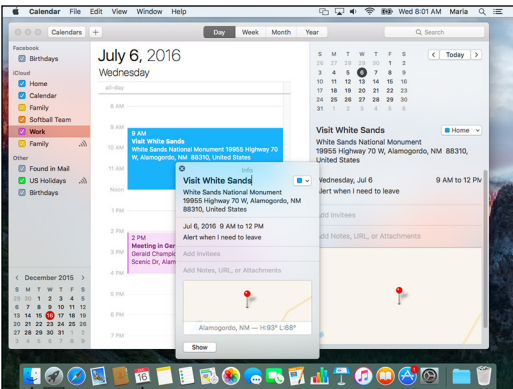
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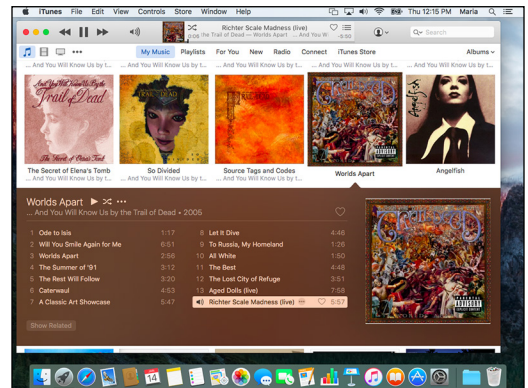
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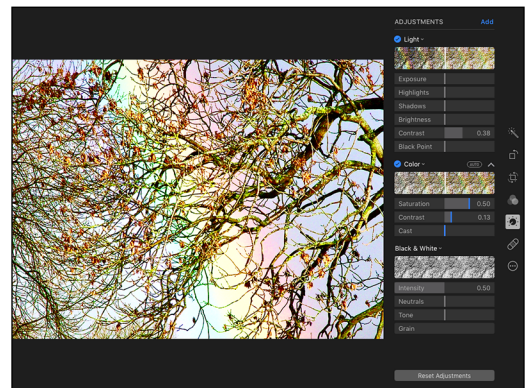
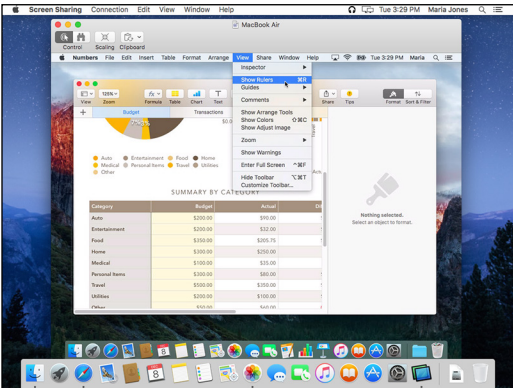


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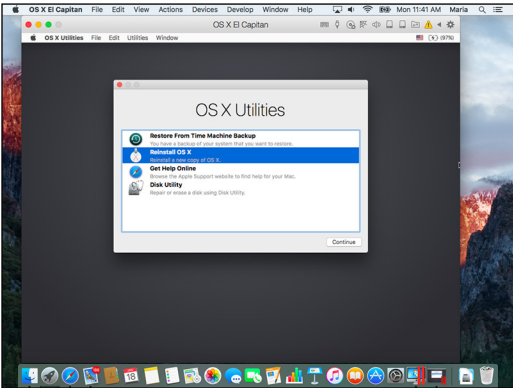
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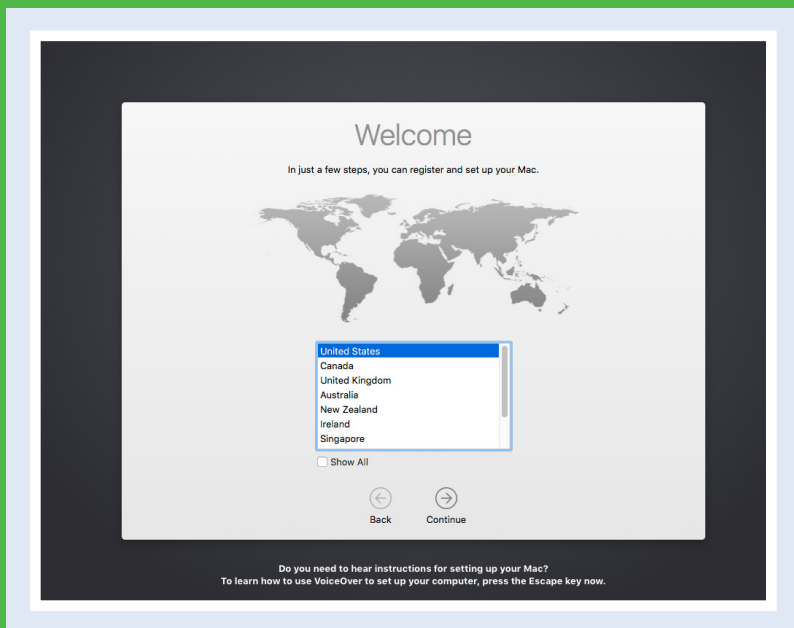
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CHAPTER 1

Getting Started with Your MacBook

Apple’s MacBook laptops are among the best portable computers you can get. The MacBook models — the powerful MacBook Pro, the lightweight MacBook Air, and the ultraportable 12-inch MacBook — enable you to work or play anywhere that suits you.

Each MacBook comes with OS X, Apple’s easy-to-use operating system. This chapter shows you how to set up your MacBook, navigate the OS X interface, and perform essential actions.



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Understanding the MacBook Models

MacBook is the family name for Apple's laptop computers. As of this writing, the MacBook family includes the MacBook Pro, the MacBook Air, and the MacBook usually called simply "MacBook" but also known as "12-inch MacBook" to distinguish it from the MacBook Air and MacBook Pro.

Each MacBook has similar core features, such as the display for viewing information and the keyboard and trackpad for entering data and controlling the computer. Beyond that, the MacBook models differ in various ways, from design, size, and weight to screen size, memory and storage capacity, and processor type and speed.

Identify Your MacBook's Main Features

A Display

The MacBook's display provides a sharp, bright, and colorful view into all that you do.

B Camera

The built-in camera enables you to videoconference, take photos, and more.

C Keyboard

Along with the standard letter and number keys, the keyboard provides function keys to control your MacBook. The keyboard has a backlight that illuminates automatically when you are using the MacBook in dim light, enabling you to see what you are doing.

D Trackpad

The trackpad enables you to manipulate objects on the screen using finger gestures. The entire trackpad is also the button that



you click or double-click to give commands. On some MacBook models, you can also use a pressing movement called *force-touch* or *3D touch* to access commands quickly.

E Ports

The ports connect your MacBook to other devices, such as external drives, external displays, iPods,

and so on. Different MacBook models have different ports.

F Microphones

The microphones enable you to use your MacBook for audio and video calls without needing to connect a headset.

G Speakers

The speakers enable you to listen to music or other audio.

Meet Your MacBook's Keyboard

A Brightness

Press **F1** to decrease your screen's brightness or **F2** to increase it.

B Mission Control

Press **F3** to open Mission Control so you can quickly move between working spaces.

C Launchpad

Press **F4** to open or close the Launchpad.

D Keyboard Backlight Brightness

Press **F5** to decrease the brightness of the keyboard backlighting, or press **F6** to increase it.

E Previous/Rewind

Press **F7** to move to the previous item or rewind in iTunes and other applications.

F Play/Pause

Press **F8** to play or pause iTunes and other applications.

G Next/Fast Forward

Press **F9** to move to the next item or fast-forward in iTunes and other applications.



H Volume

Press **F10** to mute your MacBook, **F11** to turn the volume down, and **F12** to turn it up.

I Power Button

Press the Power button to turn on your MacBook; press and hold the Power button to force your MacBook to turn off.

J Alternate Function Key

Hold down the Alternate Function key while pressing a function key to perform the alternate task.

K Modifier Keys

Macs and OS X use four modifier keys that you press to enter capital letters or symbols or to

invoke keyboard shortcuts. As usual, you press Shift (**Shift**) to type capital letters or the symbols that appear on the upper part of the keys. You press Command (**Command**), Option (**Option**), and Control (**Control**) to give keyboard shortcuts.

L Arrow Keys

Press the arrow keys to move around the screen.

continued ►

Understanding the MacBook Models (continued)

Each MacBook model includes two or more ports that enable you to connect other devices to it. For example, a Thunderbolt port enable you to connect external displays or drives to your MacBook, whereas a standard USB port enables you to connect any of a wide range of USB devices.

The selection of ports varies by MacBook family and by MacBook model: the 15-inch MacBook Pro has more ports than the 13-inch MacBook Pro, and the 13-inch MacBook Air has more ports than the 11-inch MacBook Air. The ultra-slim 12-inch MacBook has only two ports: a headphone port for connecting audio output devices and a USB-C port, which combines connectivity with the capability to charge the battery.

Identifying the Ports on Your MacBook

A MagSafe 2 Port

Connect the MacBook's power adapter to this port. The MagSafe 2 connector attaches magnetically, providing a secure connection but detaching easily if force is applied — for example, if someone's foot snags the power cord.

B Thunderbolt 2 Port

Use this high-speed port to connect external displays and Thunderbolt external drives to your MacBook. The port conforms to the Thunderbolt 2 connectivity standard developed by Apple but is backward compatible with the Thunderbolt 1 standard, so you can connect any Thunderbolt 1 or Thunderbolt 2 device to this port.

Thunderbolt uses the same connector size as Mini DisplayPort, a standard for connecting displays to computers.

The Thunderbolt port includes the Mini DisplayPort connections, so you can connect an external display via Thunderbolt.

You can link one Thunderbolt device to another, so you can run multiple devices off a single Thunderbolt port.

C USB Ports

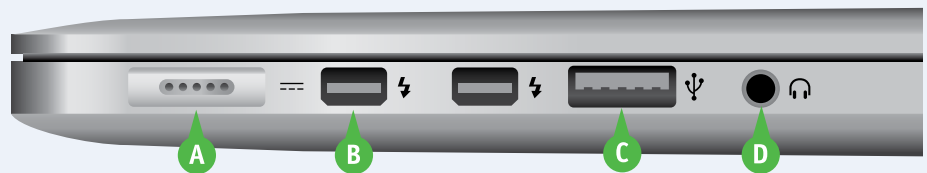
Use these ports to connect USB devices — such as an iPhone, an external drive, or a printer — to your MacBook. The ports support USB 1.1, 2, and 3 versions, enabling you to connect a wide range of devices.

You can connect USB devices directly to the USB ports. If you need to connect multiple devices,

connect a USB hub to a USB port on the MacBook, and then connect the devices to the ports on the hub.

D Analog/Digital Audio In/Out

This port looks like a standard analog headphone port, but it works for both analog and digital audio and combines audio output and audio input. For analog audio output, simply connect headphones or analog speakers. For digital audio output, use a TOSLINK cable to connect digital audio equipment, such as surround-sound speakers. For audio input, connect a microphone or other sound input device.



Identifying the Ports on Your MacBook (continued)**E SDXC Card Slot**

You can insert SDHC, SDXC, and other types of SD cards here so you can store files or transfer files to or from your MacBook.

SDHC is the abbreviation for Secure Digital High Capacity. The SDHC standard uses the FAT32 file system and supports memory cards up to 32 gigabytes, 32GB.

SDXC is the abbreviation for Secure Digital eXtended Capacity. This is a newer standard that uses a different file system, Extended File Allocation Table or exFAT file, and supports memory cards of up to 2 terabytes, 2TB, which is equivalent to 2048GB. As of this

writing, 512GB is the highest-capacity SDXC card available.

The SDXC card slot accepts regular-size SD cards, which are 32mm × 24mm × 2.1mm. To use a miniSD card or a microSD card, get an adapter.

Standard-size SDXC cards protrude from the SDXC slot. This makes them easy to remove but even easier to damage if you leave them in the slot while transporting your MacBook. If you need to leave an SD card in the

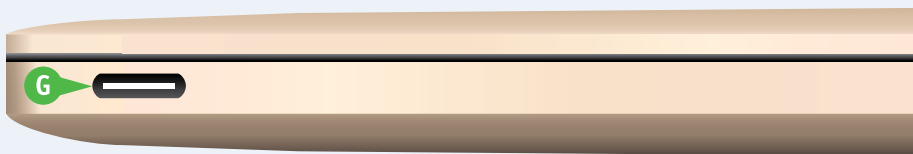
slot, get a microSD card and a low-profile adapter such as those made by Baseqi.

F HDMI

You can connect an HDMI screen or TV to this port to display your MacBook's output on another screen. You can set the external screen or TV either to mirror what is shown on your MacBook's screen or to act as an extension of your MacBook's screen. See the section "Add a Second Display" in Chapter 2 for details.

**G USB-C**

You connect the MacBook's charger or a standard USB-C cable to this port. The port combines quick charging, data transfer at USB 3's high speeds, and video output.



For video output, you need to use an adapter such as Apple's USB-C Digital Apple TV Multiport

Adapter, which provides an HDMI port, a regular USB port, and a USB-C charging port.

Set Up Your MacBook

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

The first user account you create is an administrator account, which can create other accounts later for other users. You may also choose to create a personal account for yourself, leaving the administrator account strictly for administration.

Set Up Your MacBook

- 1 Position the MacBook on a desk or table and connect it its power supply.
- 2 Press the power button on your MacBook.

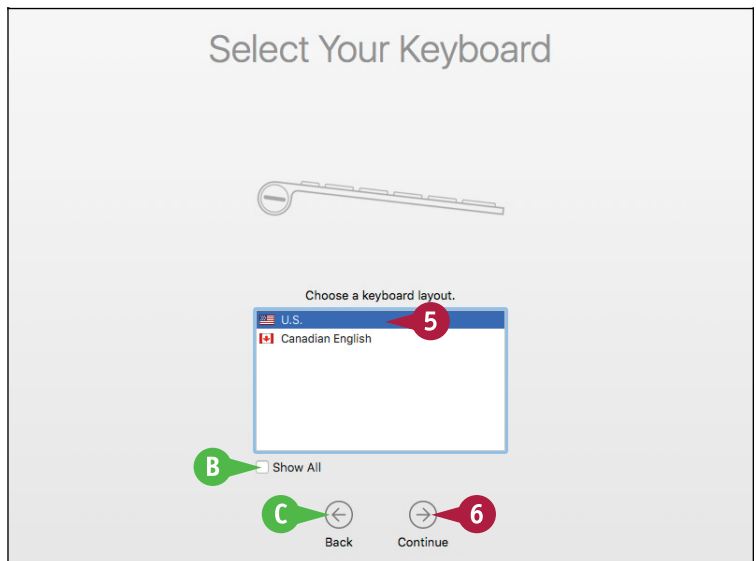
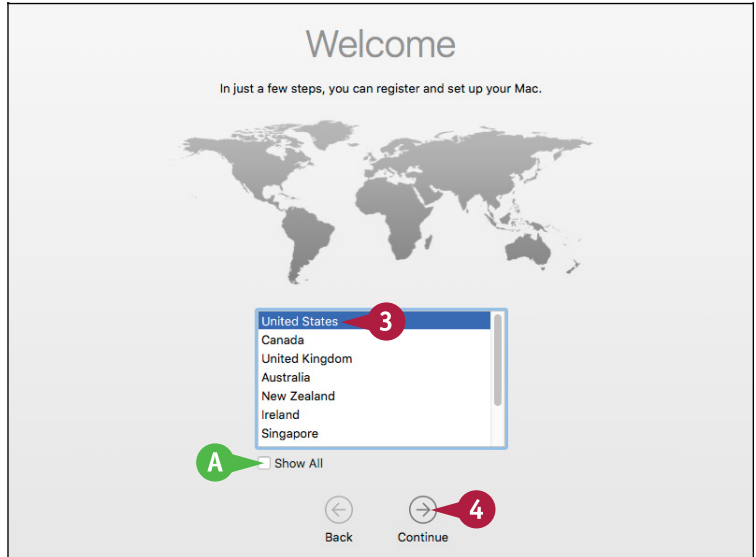
Note: On most MacBook models, the power button is at the upper-right corner of the keyboard.

The Welcome screen appears.

- 3 Click your country.
 - A Click **Show All** (☐ changes to ☒) if your country does not appear at first.
- 4 Click **Continue** (→).

The Select Your Keyboard screen appears.

- 5 Click your keyboard layout; for example, **U.S.**
 - B Click **Show All** (☐ changes to ☒) if your keyboard layout does not appear at first.
- 6 Click **Continue** (→).
 - C You can click **Back** (←) at any stage in the setup process if you need to go back and change a choice you made.



The Transfer Information to This Mac screen appears.

- 7** Click **Don't transfer any information now** (☐ changes to ☒.

Note: If you need to transfer data from another Mac or a backup, click **From a Mac, Time Machine backup, or startup disk** (☐ changes to ☒) and then click **Continue** (→). If you need to transfer data from Windows, click **From a Windows PC** (☐ changes to ☒) and click **Continue** (→).

- 8** Click **Continue** (→).

The Enable Location Services screen appears.

- 9** Click **Enable Location Services on this Mac** (☐ changes to ☒) if you want to use Location Services.

- 10** Click **Continue** (→).

The Sign In with Your Apple ID screen appears.

- 11** Click **Sign in with your Apple ID** (☐ changes to ☒.

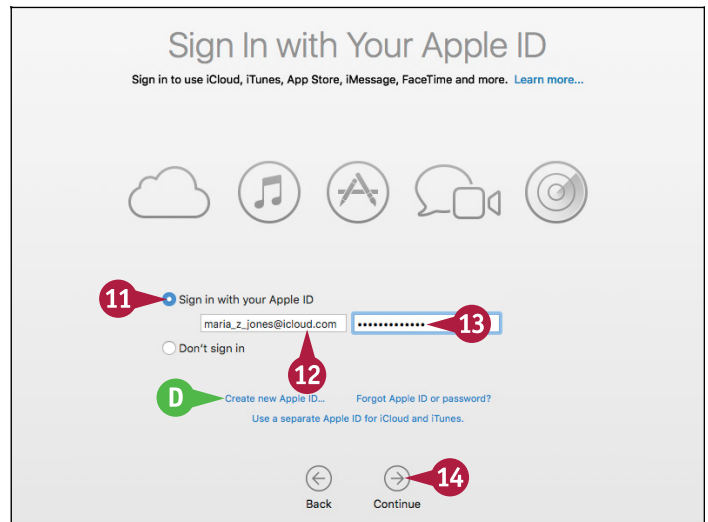
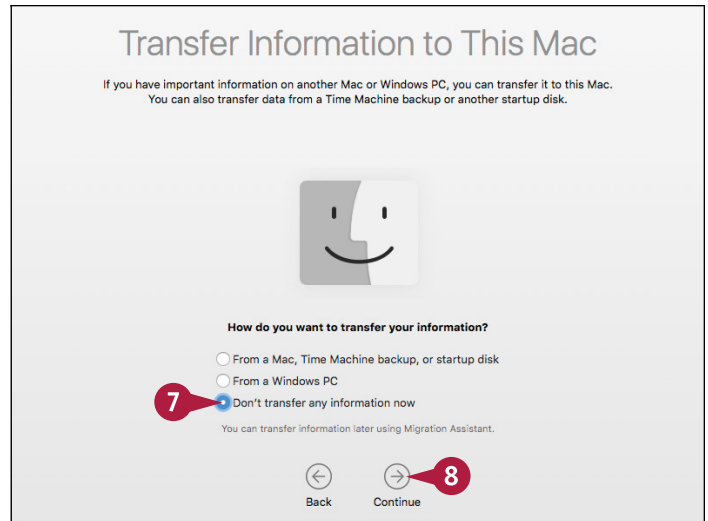
- 12** Type your Apple ID.

- 13** Type your password.

- D** You can click **Create new Apple ID** to create a new Apple ID.

Note: If you neither have nor want an Apple ID, click **Don't sign in** (☐ changes to ☒.

- 14** Click **Continue** (→).



TIPS

Can I use a USB mouse with my MacBook?

Yes. You can use any USB mouse for which OS X has a software driver. To use a USB mouse, connect it to a USB port on your MacBook. If the pointer on the screen moves when you move the mouse, the mouse is working.

What is an Apple ID?

An Apple ID is a free online identity that you use for Apple services such as iCloud, the Mac App Store, and the iTunes Store. To get the most out of your MacBook, you should get an Apple ID.

continued ►

Set Up Your MacBook (continued)

When creating an account, you can use either your full name or a shortened version. You can edit the username that OS X suggests based on that name. You can choose whether to set a password hint to help yourself remember your password. You can also choose whether to use the iCloud Keychain feature, which enables you to store your passwords and credit-card details securely online. You can then use this information from any Mac, Windows PC, or iOS device with which you use the same Apple ID.

Set Up Your MacBook (continued)

The Terms and Conditions screen appears.

- 15 Click **Agree** (→).

A confirmation dialog opens.

- 16 Click **Agree** in the dialog.

The dialog closes.

The Create a Computer Account screen appears.

- E Click **Use my iCloud account to log in** (☑ changes to ☐) if you do not want to log in via iCloud.

- 17 Change the account name that OS X suggests as needed.

- 18 Click the default picture and choose the picture you want. You can also use your MacBook's camera to take a photo of yourself.

- 19 Click **Set time zone based on current location** (☐ changes to ☑) to enable OS X to set the time and date automatically.

- 20 Click **Continue** (→).

The Allow iCloud to Use the Location of This Mac for Find My Mac? dialog opens.

- 21 Click **Allow** or **Not Now**, as needed.

The first iCloud Keychain screen appears.

- 22 Click **Set up iCloud Keychain** (☐ changes to ☑) if you want to use iCloud Keychain.

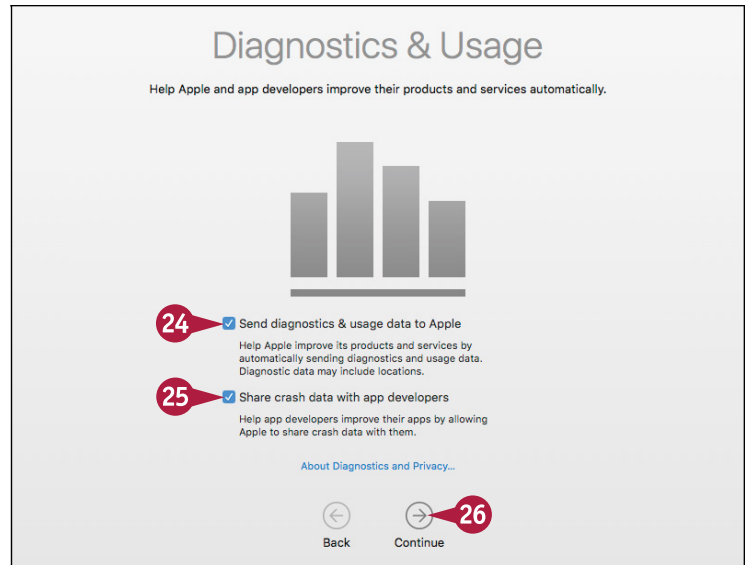
- 23 Click **Continue** (→).

Note: If you clicked **Set Up iCloud Keychain**, type your iCloud security code and click **Continue** (→) on the second iCloud Keychain screen.

The Diagnostics & Usage screen appears.

- 24 Click **Send diagnostics & usage data to Apple** (☒ changes to ☐) if you do not want to send this data.
- 25 Click **Share crash data with app developers** (☒ changes to ☐) if you do not want to share data generated about apps that crash.
- 26 Click **Continue** (→).

The Setting Up Your Mac screen appears while OS X sets up your MacBook.



The OS X desktop appears, and you can start using your MacBook as explained in the rest of this book.



TIP

What is iCloud Keychain?

iCloud Keychain is a feature for storing sensitive data securely online so that you can use it on your Mac and your iOS devices. iCloud Keychain can store passwords for Wi-Fi networks, numbers and expiry dates for credit and debit cards, and passwords for websites. With your permission, Macs and iOS devices can access data in iCloud Keychain and use that data automatically for you. For example, the Safari browser can automatically enter your payment details in an online shopping form.

Start Your MacBook and Log In

When you are ready to start a computing session, start your MacBook and log in to OS X with the credentials for the user account you have set up or an administrator has created for you. After you start your MacBook, OS X loads and automatically displays the login screen by default or logs you in automatically. You can then select your username and type your password.

When you log in, OS X displays the desktop with your apps and settings.

Start Your MacBook and Log In

- 1 Press the power button on your MacBook.

A screen showing the list of users appears.

Note: Your MacBook may not display the list of users and login window. Instead, it may simply log you in automatically or show a different login screen. Chapter 12 shows you how to change this behavior.

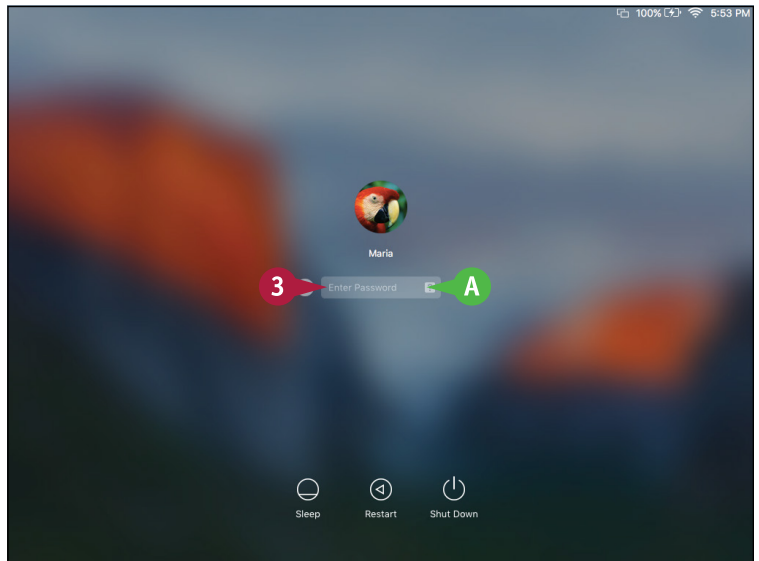
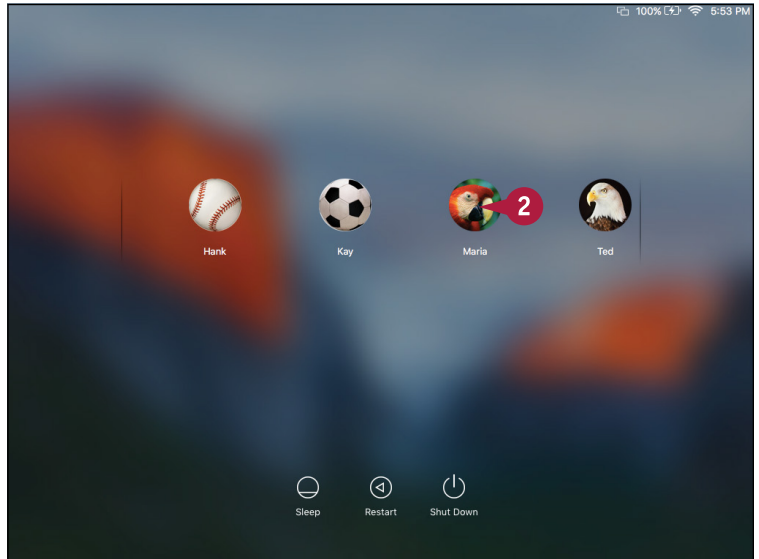
Note: You may need to swipe right with two fingers on the trackpad to display your username. Alternatively, start typing the username to display it.

- 2 Click your username.

The login window appears.

- 3 Type your password in the Enter Password box.

A If you cannot remember your password, click **Hint** (?).

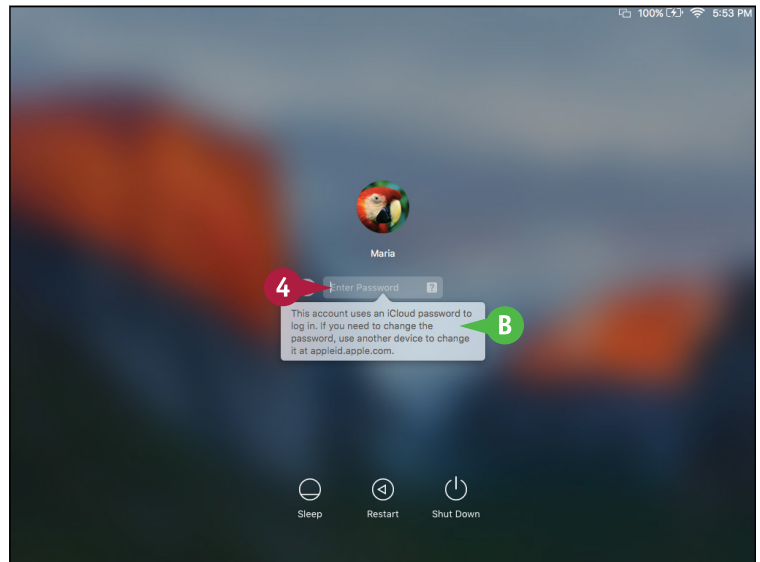


B If your account is set to use your iCloud password, OS X displays a message telling you so. If the account has a local password with a password hint, OS X displays the password hint below the Enter Password box.

4 Type your password.

5 Click **Log In** (→).

Note: Instead of clicking **Log In** (→), you can press **Return**.



The MacBook displays your desktop, the menu bar, and the Dock. You can now start using the MacBook.



TIPS

Why does my MacBook go straight to the desktop instead of displaying the list of usernames?

Your MacBook is set to log in automatically. Logging in automatically is convenient when you are the only one who uses your MacBook, but it means that anyone who can start your MacBook can use it without providing credentials. Chapter 12 shows you how to turn off automatic login.

Why does my MacBook not show the list of usernames?

Hiding the list of usernames provides extra security and is widely used in companies, but it is usually not necessary for a MacBook used at home. Type your username in the Name field and your password in the Password field, and then click **Log In** (→).

Explore the OS X Desktop

Your MacBook runs the OS X operating system, which is currently in version 10.11, a version called El Capitan. The Macintosh operating system has long been known for being very intuitive and is also pleasing to look at. It was the first major system interface to focus on graphical elements, such as icons. The OS X desktop is the overall window through which you view all that happens on your MacBook, such as looking at the contents of folders, working on documents, and surfing the Web.

OS X Desktop

A Menu Bar

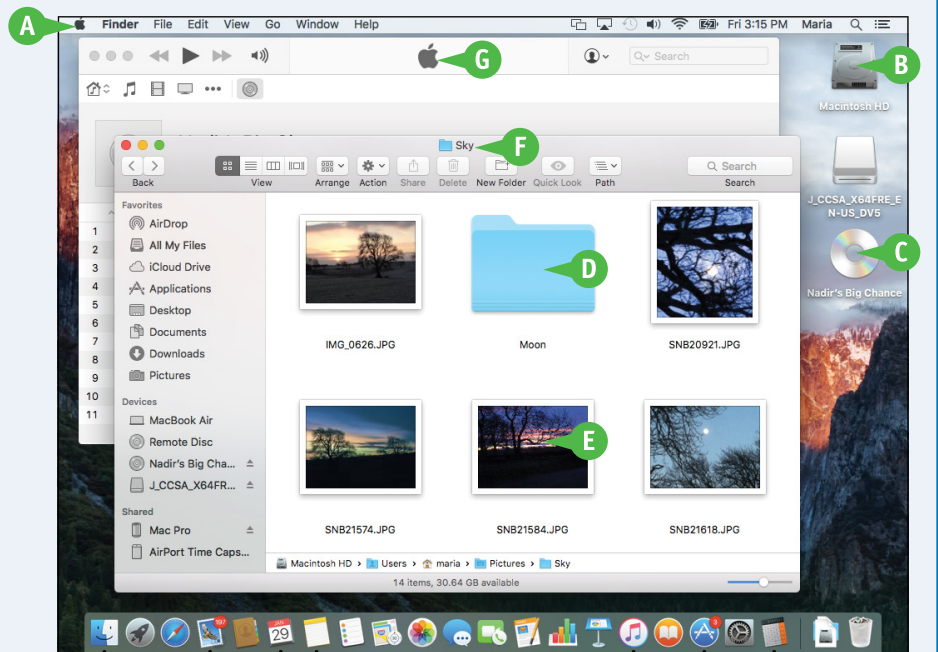
A menu bar usually appears at the top of the screen so that you can access the commands it contains. OS X hides the menu bar in certain situations. The menu bar shows the menus for the active application.

B Drives

The MacBook stores its data, including the software it needs to work, on an internal drive. This drive is a solid-state device, or SSD, rather than an external drive with moving platters, but it is often referred to as an external drive. You can also connect external drives for extra storage.

C SuperDrive

You can connect an external SuperDrive or other compatible optical drive to read from and write to CDs and DVDs.



D Folders

Folders are containers that you use to organize files and other folders stored on your MacBook.

E Files

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

F Finder Windows

You view the contents of drives, folders, and other objects in Finder windows.

G App and Document Windows

When you use apps, you use the windows that those apps display, for documents, web pages, games, and so on.

Finder Menu Bar and Menus

A Apple Menu

This menu is always visible so that you can access special commands, such as Shut Down and Log Out.

B Finder Menu

This menu enables you to control the Finder app itself. For example, you can display information about Finder or set preferences to control how it behaves.

C File Menu

This menu contains commands you can use to work with files and Finder windows.

D Edit Menu

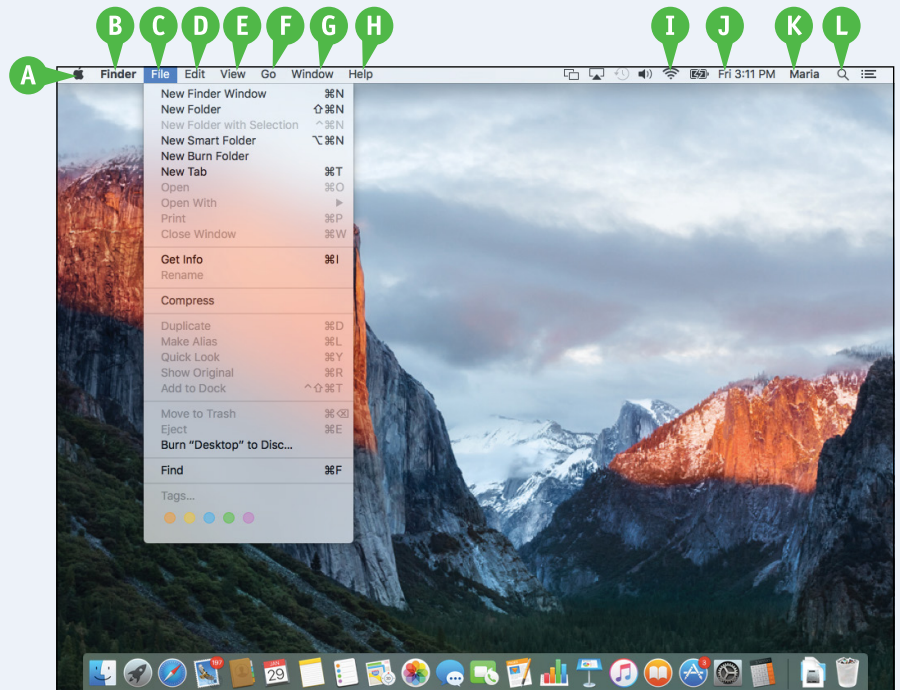
This menu is not as useful in Finder as it is in other applications, but here you can undo what you have done or copy and paste information.

E View Menu

This menu enables you to determine how you view the desktop; it is especially useful for choosing Finder window views.

F Go Menu

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



G Window Menu

This menu enables you to work with open Finder windows.

H Help Menu

This menu provides help with OS X or the other applications.

I Configurable Menus

You can configure the menu bar to include specific menus, such as Screen Mirroring, Volume, Wi-Fi, Battery, and many more.

J Clock

Here you see the current day and time.

K Fast User Switching

This feature enables you to switch user accounts and open the Login window.

L Spotlight Menu

This menu enables you to search for information on your MacBook.

continued ►

Explore the OS X Desktop (continued)

The Finder app controls the OS X desktop, and so you see its menu bar whenever you work with this application. When you view the contents of a folder, you do so through a Finder window. There are many ways to view the contents of a Finder window, such as Icon view and List view. The sidebar enables you to quickly navigate the file system and to open files and folders with a single click. The Dock on the desktop and the sidebar in Finder windows enable you to access items quickly and easily.

Finder Windows

A Close Button

Click to close a window.

B Minimize Button

Click to shrink a window and move it onto the Dock.

C Zoom Button

Click to expand a Finder window to the maximum size needed or possible; click it again to return to the previous size.

D Window Title

The name of the location whose contents you see in the window.

E Toolbar

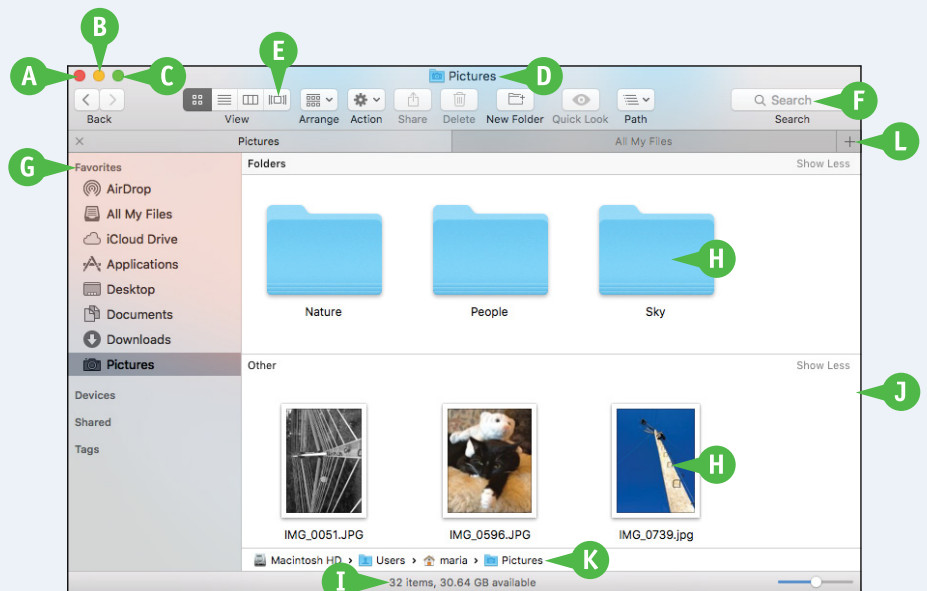
Contains tools you use to work with files and folders.

F Search Box

Enables you to find files, folders, and other information.

G Sidebar

Enables you to quickly access devices, folders, files, and tags, as well as searches you have saved.



H Files and Folders

Shows the contents of a location within a window; this example shows the Icon view.

I Status Bar

Shows information about the current location, such as the amount of free space when you are viewing the MacBook's drive.

J Window Border

Drag a border or a corner to change the size of a window.

K Path Bar

Shows the path to the location of the folder displayed in the window.

L Tab Bar

Enables you to open multiple tabs containing different Finder locations within the same Finder window and quickly switch among them.

Dock and Sidebar

A Favorites

Contains files, folders, searches, and other items that you can open by clicking them.

B Devices

Contains your internal drive, any DVD or CD in an external optical drive, external drives, and other devices that your MacBook Pro can access.

C Shared

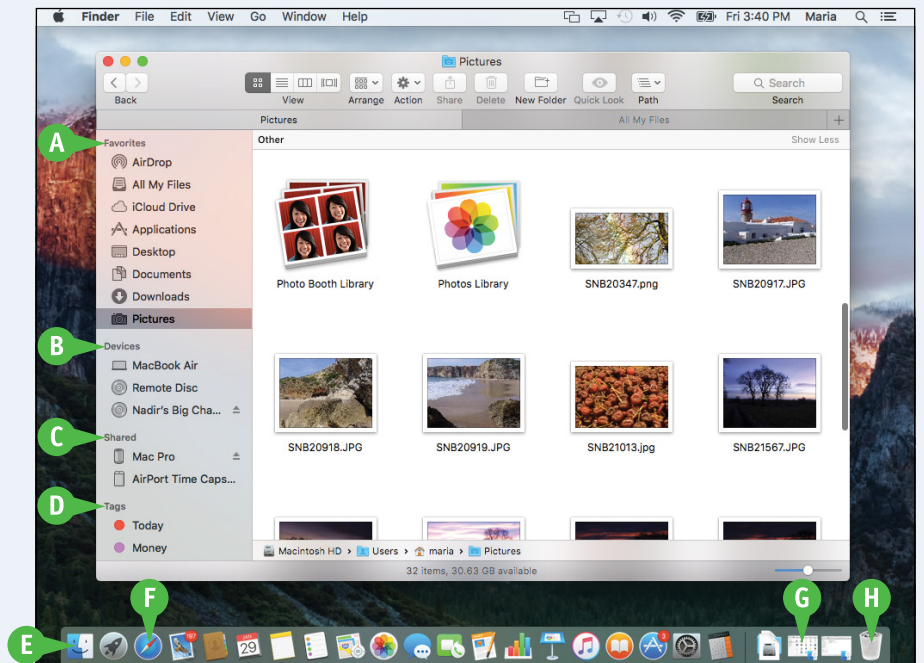
Displays computers and other resources being shared on a network.

D Tags

Shows the list of tags you can apply to files and folders to help you identify and sort them easily.

E Dock

Shows apps, files, and folders you can access with a single click, along with apps currently running.



F Apps

Icons on the left side of the Dock are for apps; each open app has a dark dot under its icon unless you turn off this preference.

G Files, Folders, and Minimized Windows

Icons on the right side of the Dock are for files, folders, and minimized windows. The default

Dock includes the Downloads folder for files you download from the Internet along with your Documents folder.

H Trash/Eject

OS X puts items you delete in the Trash; to get rid of them, you empty the Trash. When you select an ejectable device, such as a DVD, the Trash icon changes to the Eject icon.

Point and Click with the Trackpad

To tell the MacBook what you want to do, slide your finger across the trackpad to move the on-screen pointer over the object with which you want to work. After you point to an object, you press the trackpad down to click, telling the computer what you want to do with the object. The number of times you click, and the manner in which you click, determine what happens to the object you point at.

Point and Click, Double-Click, or Secondary Click

Point and Click

- 1 Slide your finger across the trackpad until the pointer points at the appropriate icon.
- 2 Press the trackpad once to click the trackpad. This is a single click.

The object becomes highlighted, indicating that it is now selected.

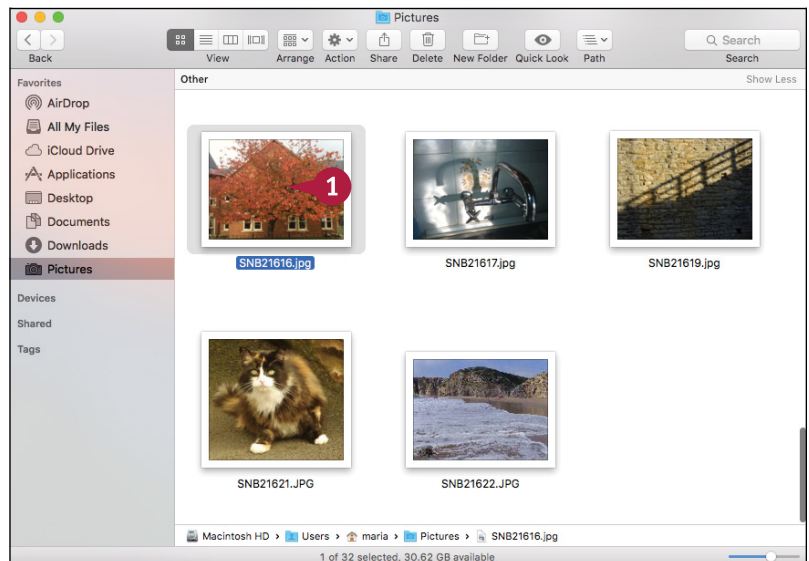
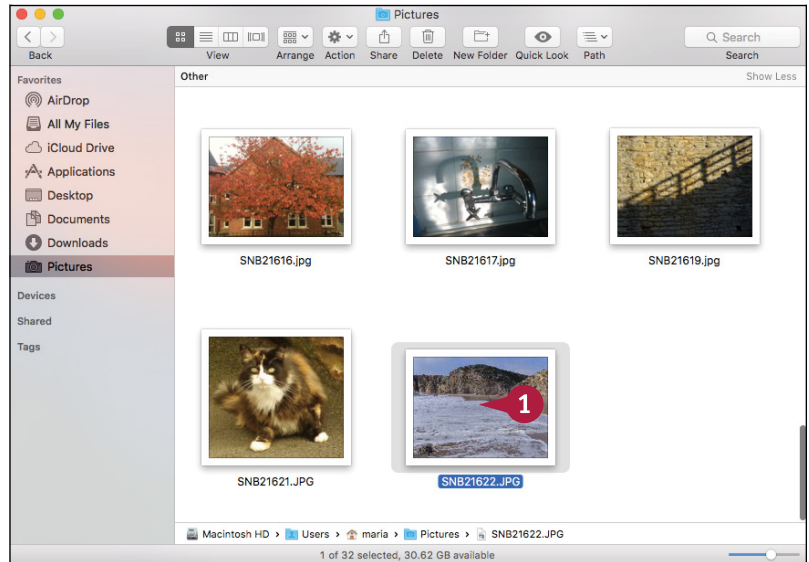
Double-Click

- 1 Slide your finger across the trackpad until the pointer points at the appropriate icon.
 - 2 Click the trackpad twice.
- Your selection opens.

Point, Click, and Drag

- 1 Slide your finger across the trackpad until the pointer points at the appropriate icon.
- 2 Press down the trackpad and hold it.

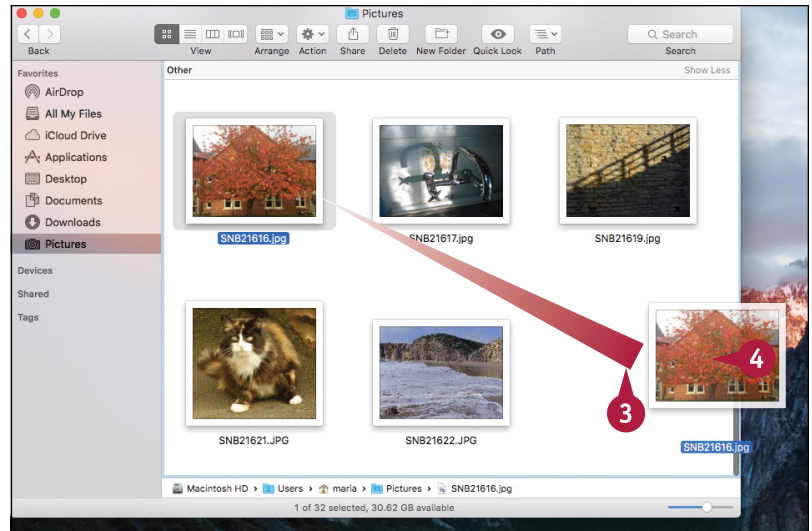
The object at which you were pointing becomes attached to the arrow and remains so until you release the trackpad.



Getting Started with Your MacBook


- 3 Drag your finger on the trackpad to move the object.
- 4 When you get to the object's new position, release the trackpad.

Note: Dragging an item to a different external drive, flash drive, or disk volume copies it there. Changing its location on the same drive moves it instead.

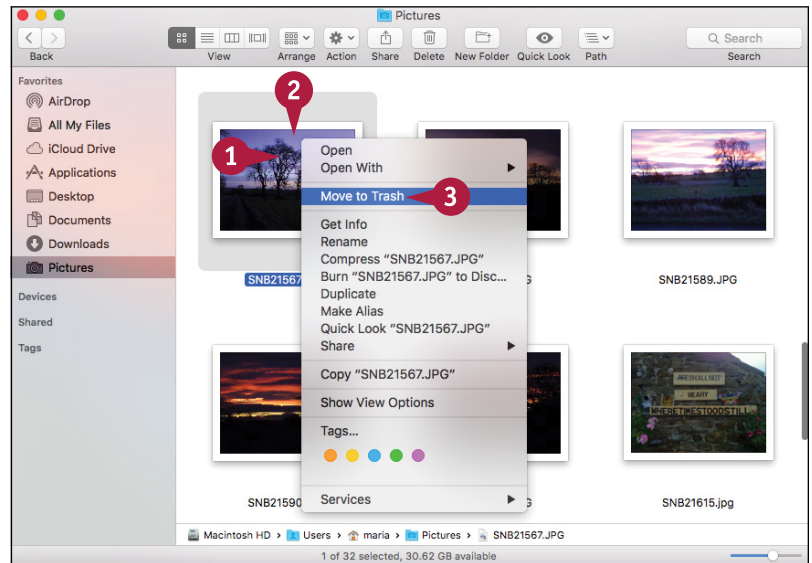


Secondary Click (Control+Click)

- 1 Point to an object on the desktop or even the desktop itself.

Note: To select more than one item at the same time, press and hold  while you click each item you want to select.

- 2 Press **Control** + click the trackpad.
A contextual menu appears.
- 3 Point to the appropriate command on the menu and click the trackpad once to give the command.



TIP

Why do things I click stick to the arrow?

You can configure the trackpad so you can drag things without having to hold down the trackpad. When this setting is on and you click something, it gets attached to the pointer. When you move the pointer, the object moves too. To configure this setting, see the section “Configure the Trackpad or Other Pointing Device” in Chapter 2.

Connect to a Wireless Network

If you have set up a wireless network, you can connect your MacBook to it. Wireless networks are convenient for both homes and businesses because they require no cables and are fast and easy to set up.

Your MacBook includes a wireless network feature that uses some of the wireless network standards called Wi-Fi. You can control wireless networks directly from the Wi-Fi menu at the right end of the menu bar. To connect to a Wi-Fi network, you need to know its name and password.

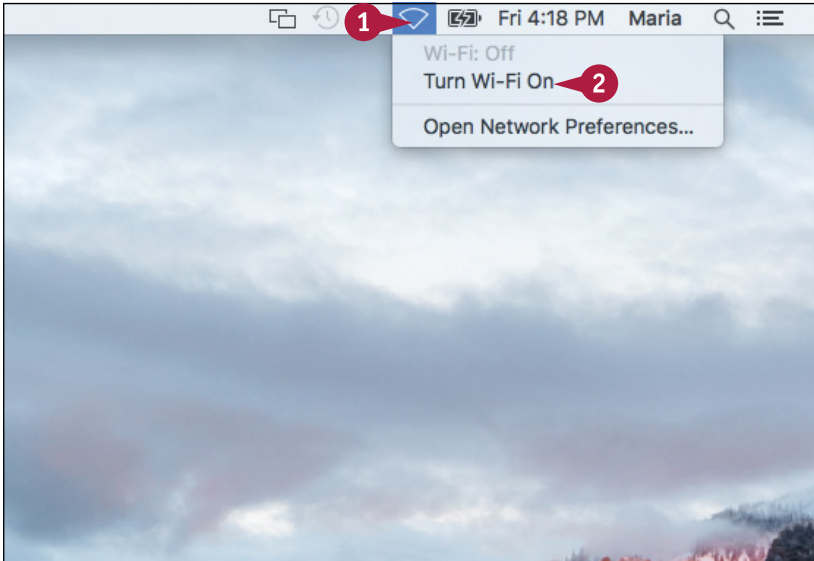
Connect to a Wireless Network

Note: If you connected your MacBook to a wireless network during setup, you do not need to set up the connection again.

- 1 Click **Wi-Fi status** (📶) on the menu bar.
- 2 Click **Turn Wi-Fi On**.

Note: If the list of wireless networks appears, go to step 4.

OS X turns Wi-Fi on.



- 3 Click **Wi-Fi status** (📶) on the menu bar.

The menu opens and displays a list of the wireless networks your MacBook can detect.

- A A lock icon (🔒) indicates that the network is secured with a password or other security mechanism.
- B The signal strength icon (📶) indicates the relative strength of the network's signal.
- 4 Click the network to which you want to connect your MacBook.





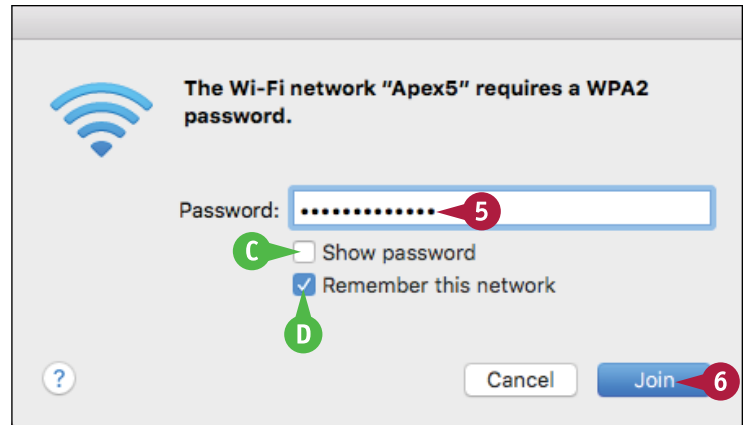
If the wireless network uses a password, your MacBook prompts you to enter it.

- 5 Type the password in the Password box.
- C If you want to see the characters of the password to help you type it, click **Show password** (☐ changes to ☒.
- D If you do not want your MacBook to remember this wireless network for future use, click **Remember this network** (☒ changes to ☐.

- 6 Click **Join**.


Your MacBook connects to the wireless network, and you can start using network resources.

- E The number of arcs on the Wi-Fi status icon () indicates the strength of the connection, and ranges from one arc to four arcs.
- 7 To see more details about the wireless network, press **Option** and click the **Wi-Fi status** icon () on the menu bar.
- F The network's details appear, including the physical mode, the wireless channel, and the security type.



TIPS

How do I disconnect from a wireless network?

When you have finished using a wireless network, you can disconnect from it by turning Wi-Fi off. Click **Wi-Fi status** () on the menu bar and then click **Turn Wi-Fi Off**.

What kind of wireless network do I need for my MacBook?

Wireless networks use several different standards. The latest standard is 802.11ac, which provides the fastest data rates. The best choice for a Mac wireless network is one of Apple's wireless access points, such as an AirPort Extreme or an AirPort Time Capsule; the latter includes backup capabilities.

Give Commands

The easiest ways to give commands in OS X are by using the menus and the toolbar. You can also give commands by pressing keyboard shortcuts.

The menu bar at the top of the window shows the Apple menu (🍏) on the left followed by the menus for the active app. Any open window can have a toolbar, usually across its top but sometimes elsewhere in the window.

Give Commands

Give a Command from a Menu

- 1 On the Dock, click the app you want to activate — Finder (🔍) in this example.

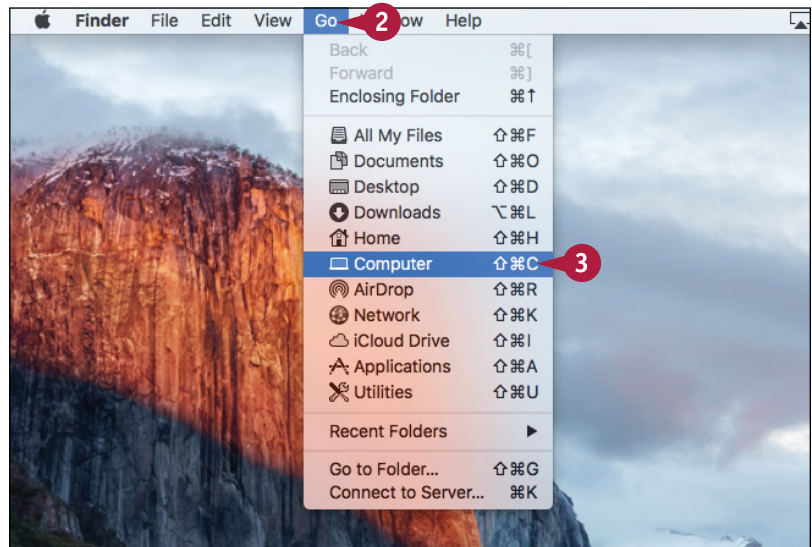
Note: You can also click the app's window if you can see it.

- 2 On the menu bar, click the menu you want to open.

The menu opens.

- 3 Click the command you want to give.

The app performs the action associated with the command.



Choose Among Groups of Features on a Menu

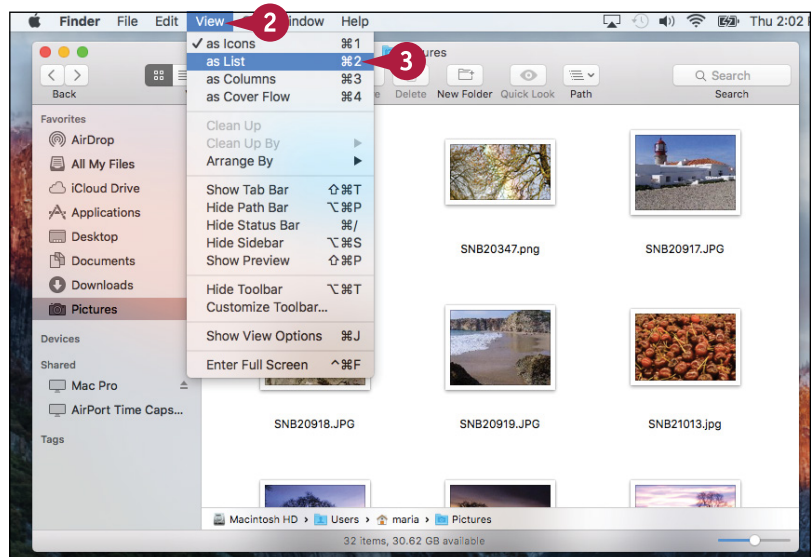
- 1 On the Dock, click the app you want to activate — Finder (🔍) in this example.

- 2 On the menu bar, click the menu you want to open.

The app opens the menu.

- 3 Click the option you want to use.

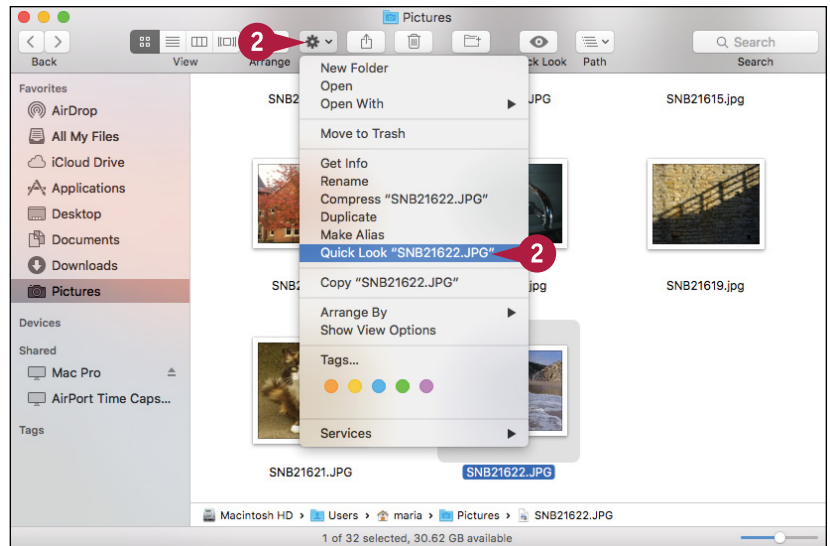
The app activates the feature you selected.



Give a Command from a Toolbar

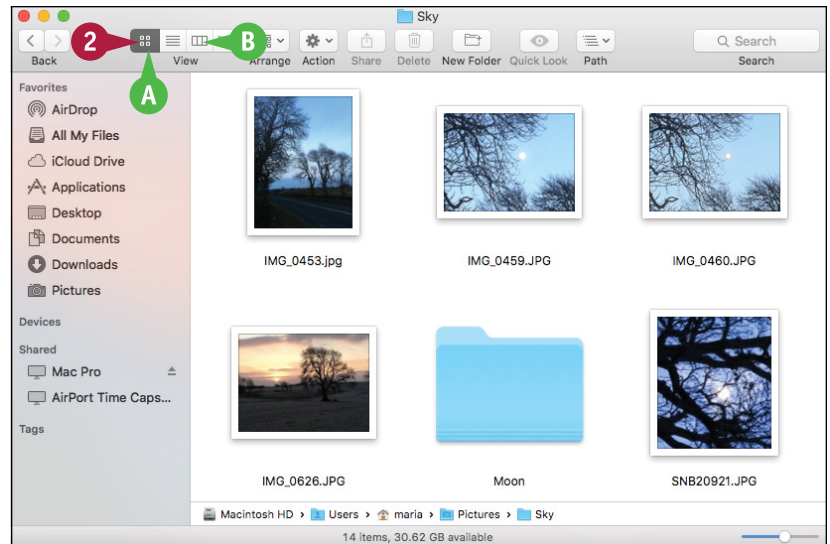
- 1 On the Dock, click the app you want to activate — Finder (🔍) in this example.
- 2 Click the button on the toolbar, or click a pop-up menu and then click the menu item for the command.

The app performs the action associated with the toolbar button or menu item.



Choose Among Groups of Features on a Toolbar

- 1 On the Dock, click the app you want to activate — Finder (🔍) in this example.
- 2 In the group of buttons, click the button you want to choose.
 - A The app highlights the button you clicked to indicate that the feature is turned on.
 - B The app removes highlighting from the button that was previously selected.



TIP

Is it better to use the menus or the toolbar?

If the toolbar contains the command you need, using the toolbar is usually faster and easier than using the menus. You can customize the toolbar in many apps by opening the **View** menu, choosing **Customize Toolbar**, and then working in the dialog that opens. Use this command, or other similar commands, to place the buttons for your most-used commands just a click away.