

Mac Essentials à la Steve Leary

I've attended quite a few Apple Academy meetings and I've always thought the Academy presentations were lacking in one area; i.e., understanding the Mac Operating system and how it enables you to effectively use a real, live Apple Computer.

To rectify this deficiency, I will, starting with the Apple Academy May 8, 2025 give a series of presentations on MacOS and the apps I have found to be most useful to me. My presentations will follow a short break after our normal iPhone/iOS subject giving those who swim in the Microsoft PC pond a chance to leave the meeting, and last until the end of our allotted room time.

I will be using a MacBook Air, August 2022 vintage, running mac OS Sequoia Version 15.4.1 (or a later version if one is available prior to any class). If you are running this version your System Preference screens should look the same as mine. If you're using an earlier operating system there is a good chance your screens will be different. I recommend you update to the latest operating system if you can.

Presentation notes for the first 3 sessions are in this file. I will create separate presentation notes for future sessions. They will be available in .pdf format on the C&T Club or Apple Academy webpage in Library Folder Mac Essentials Training, in the hope you will bring a printed copy with you to follow along with what I will be talking about.

(If you printed Rev3 previously: reprint page 1, and note that Page numbers changed after Rev3 because page 1 was shortened.)

The Syllabus

I'm planning on presenting the following topics, generally in the order shown. If, however, you have other suggestions for topics you would like me to cover, please speak to me and I'll see if we can rearrange the schedule.

I. Preliminary settings that will make using your MacBook Air/Pro more enjoyable that you might want to perform prior to starting this journey. Page 2

II. The Desktop Page 3

III. The Finder Page 7

IV. Safari Page 17

V. The Preview App Page 25

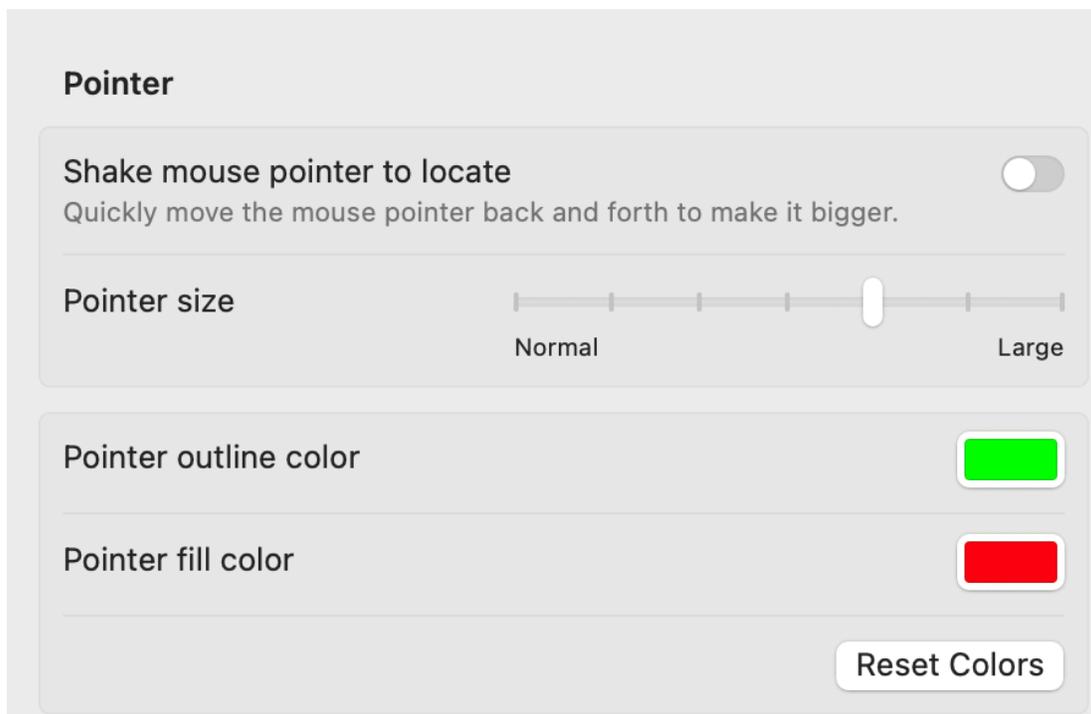
Future topics:

Pages	Apple Mail	Backup Options
Photos	Notes	Numbers
Keynote	iMovie	

So...Let's get started!

I. Preliminary Settings: Changing the Pointer Size and Increasing the Size of the Screen Fonts

- A. Increase the size of your pointer by going to **Apple Menu > System Settings > Accessibility > Display > Pointer**
1. Use the slider to increase/decrease the Pointer size to something you are more comfortable with.
 2. If you wish, change the Pointer outline color and the Pointer fill color.
 3. Screen Resolutions



4. Ref: <https://ihax.io/display-resolution-explained/>

II. The Desktop

A. The Dock.

Screen Resolutions

Resolution	Pixels
HD (720p)	1280 x 720
Full HD/FHD (1080p)	1920 x 1080
2K	2048 x 1080
4K	4096 x 2160
5K	5120 x 2880
8K / 8K UHD	7680 x 4320

Type to enter text

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1. Properties
 - a) Set properties in **Apple Menu > System Settings > Desktop & Dock > Dock.**
 - b) The dock can be located at the bottom or sides of the desktop.
 - c) The dock can also be hidden from view until you drag the pointer to edge where the dock is located. The dock will slide into view from the edge. (I personally find this very distracting.)
2. The Dock contains app icons which when clicked on launch the app.
 - a) To add app icons to the dock, open the Applications Folder and drag the app to the dock.
 - b) Icons can be arranged by dragging to a new position (with the exception of the Finder and Wastebasket. The Finder is always on the left and the Wastebasket on the right.
 - c) The application file remains in the Applications Folder. Only an “alias” is placed in the dock.
 - d) Icons can be deleted by dragging them a sufficient distance away from the dock.
3. The Dock can also contain web pages which have been shared from Safari.
 - a) With the webpage displayed in Safari, choose share on the tool bar, then select “Add to Dock.”

B. The Desktop Menu Bar

1. Located along the top edge of the Desktop window.
2. The Apple icon at the left edge of the menu bar is commonly referred to as the “Apple Menu.” Click here to find:
 - a) About this Mac (Information about your mac)
 - b) System Settings...
 - c) App Store*
 - d) Recent Items
 - e) Force Quit*...(Press “escape” key while holding down both the “option” and “command” keys)
 - f) Sleep
 - g) Restart...
 - h) Shut Down...
 - i) Lock Screen*

j) Log Out Steve Leary...*

* I have never initiated these items from the Apple Menu

3. The Application name displayed to the right of the Apple icon is the current active application.
4. The items to the right are drop down menus specific to the active application. (I'll discuss these items when I talk about the apps I use.)
5. The icons on the right side of the menu bar were added by applications I have on my computer. They either give me information or allow me to quickly access features of the app.

C. Drives, Folders and Files

1. Folders and files shown on the desktop are the same folders and files in the Desktop folder listed in the left sidebar of the Finder Window.

D. Widgets

1. How to add and remove widgets from the desktop: <https://youtu.be/yPUMtfJVyqo>

E. Working with multiply windows on the desktop

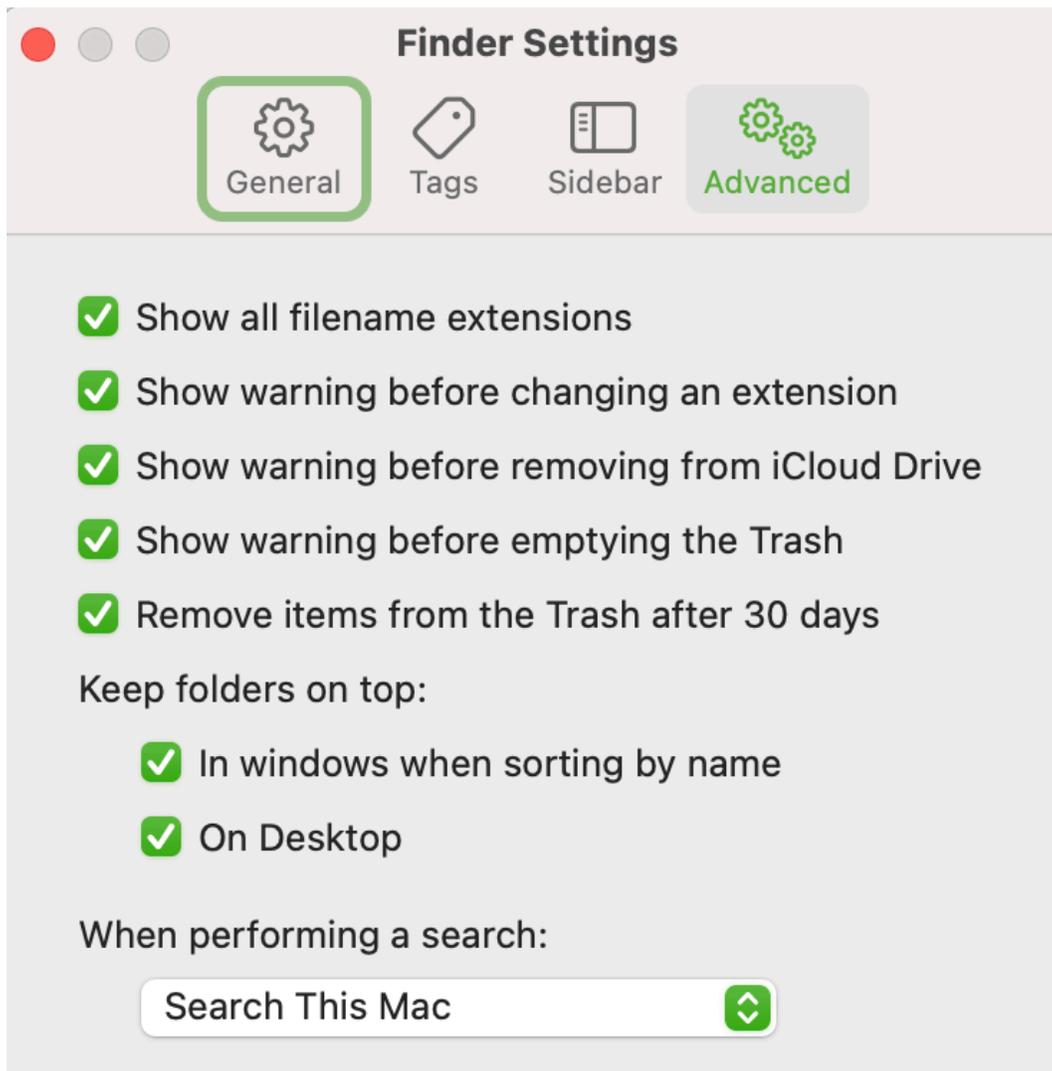
1. You can have multiple apps open at the same time, each within its own window.
2. You can have the same app running in either multiple windows or multiple tabs in one window at the same time on the desktop.
3. Multiple windows open at one time with Stage Manager off, the window you want to work on may be hidden behind other windows making it difficult to find.
 - a) Can click on the app's icon in the desktop to bring the app's window to the top of the pile.
 - b) Click  tab to open an horizontal icon listing of all open apps. Continue to hold  and tap the tab key to scroll through the icon list. Stop at the app whose window you wish to pop to the top and release the  key.
4. To move windows around on the desktop
 - a) Click and hold in a blank area at the top of the window on either side of window title.

- b) Drag the window where you want it and release the hold.
5. Positioning two windows side by side
- a) While moving on window, hold down the \mathcal{L} key. Move the window to the left side of the screen if this is where you want the window to end up. Otherwise, move the window to the right side of the screen.
 - b) Repeat with the second window.
6. To fill the screen with one window
- a) Drag the window up to the top of the screen and continue to drag the Pointer to the very top of the screen. Release the Pointer when a white box completely fills the screen.
 - b) If you don't want to fill the screen but would rather just position the window at the top of the screen, slowly bring the Pointer down from the top until the white box disappears.
- F. Referendes
- 1. [Mac User Guide](#)

III. The Finder

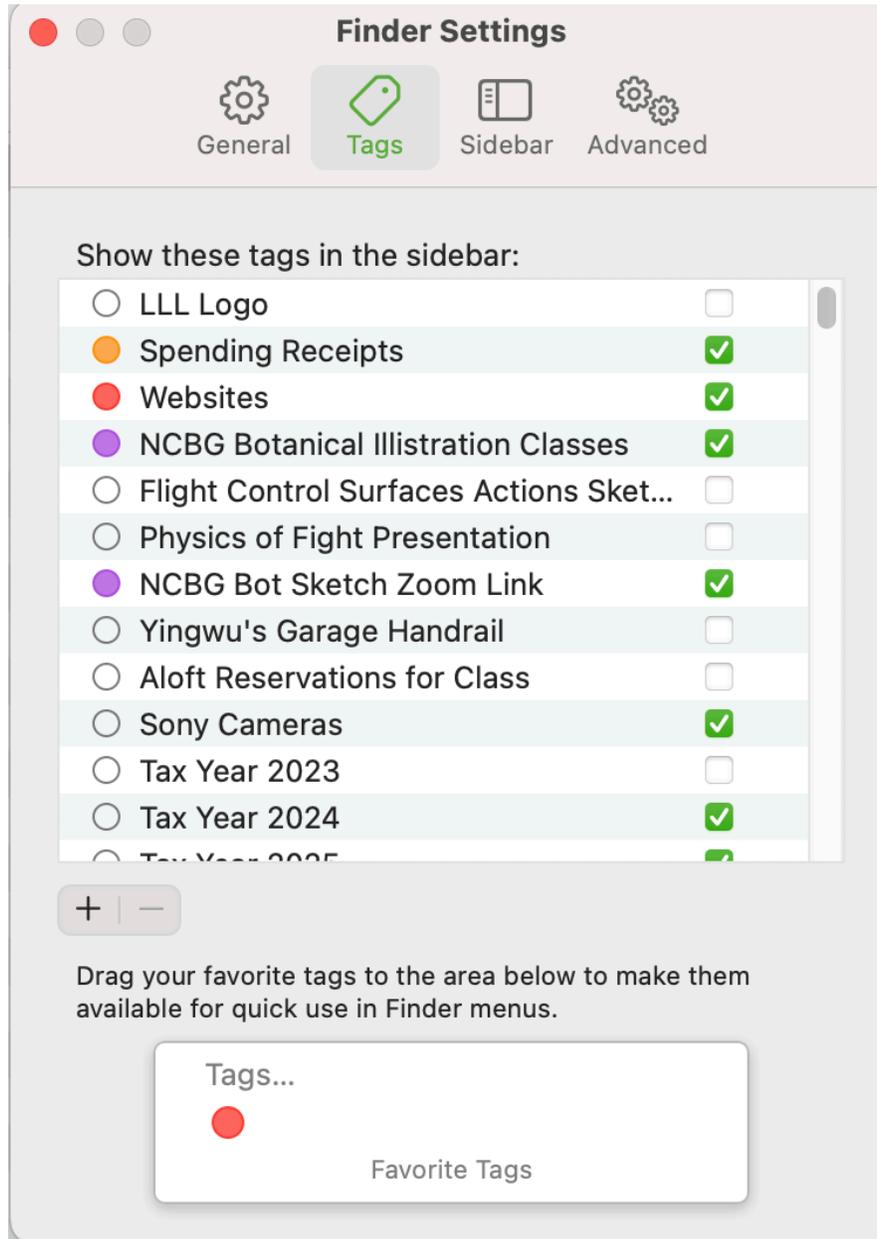
A. Finder Settings (**Finder > Settings**) My Suggestions:

1. General
 - a) Check all boxes
 - b) New Finder windows show Documents Folder



2. Tags

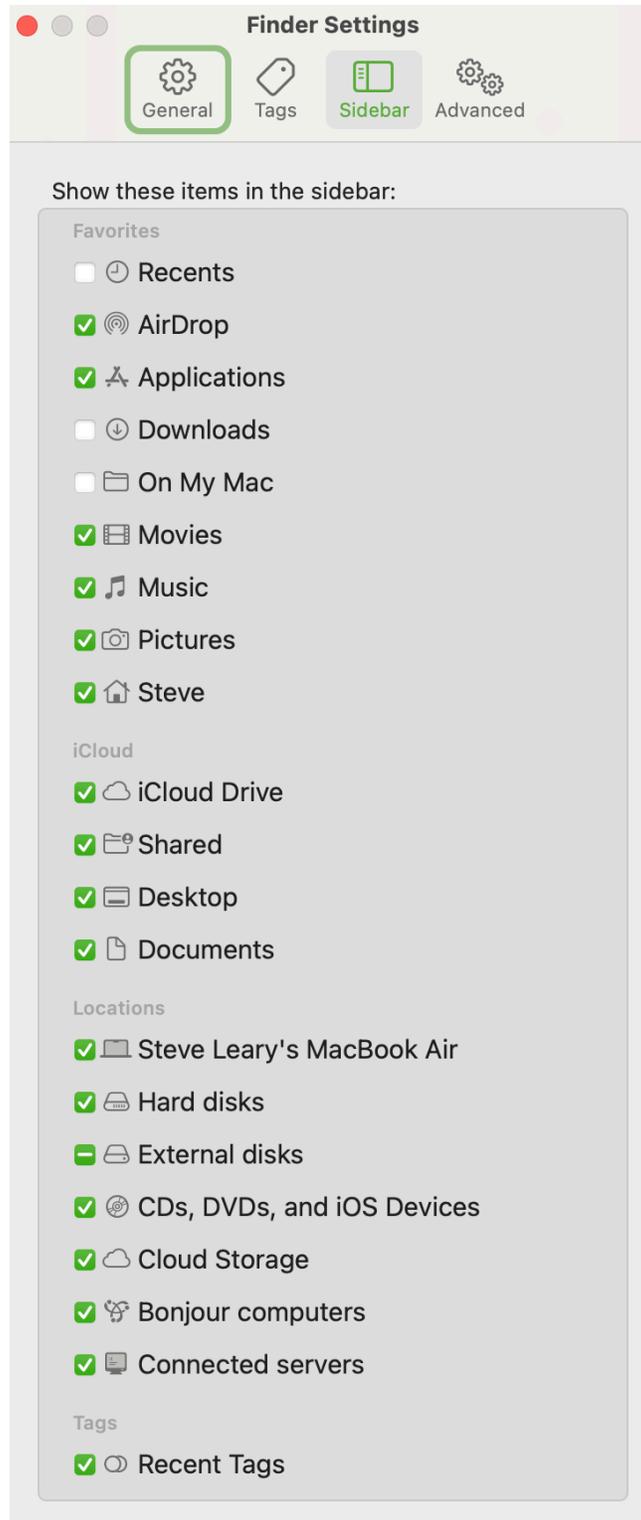
- a) Check boxes for tags you wish to show in the sidebar (More to come later about Tags)



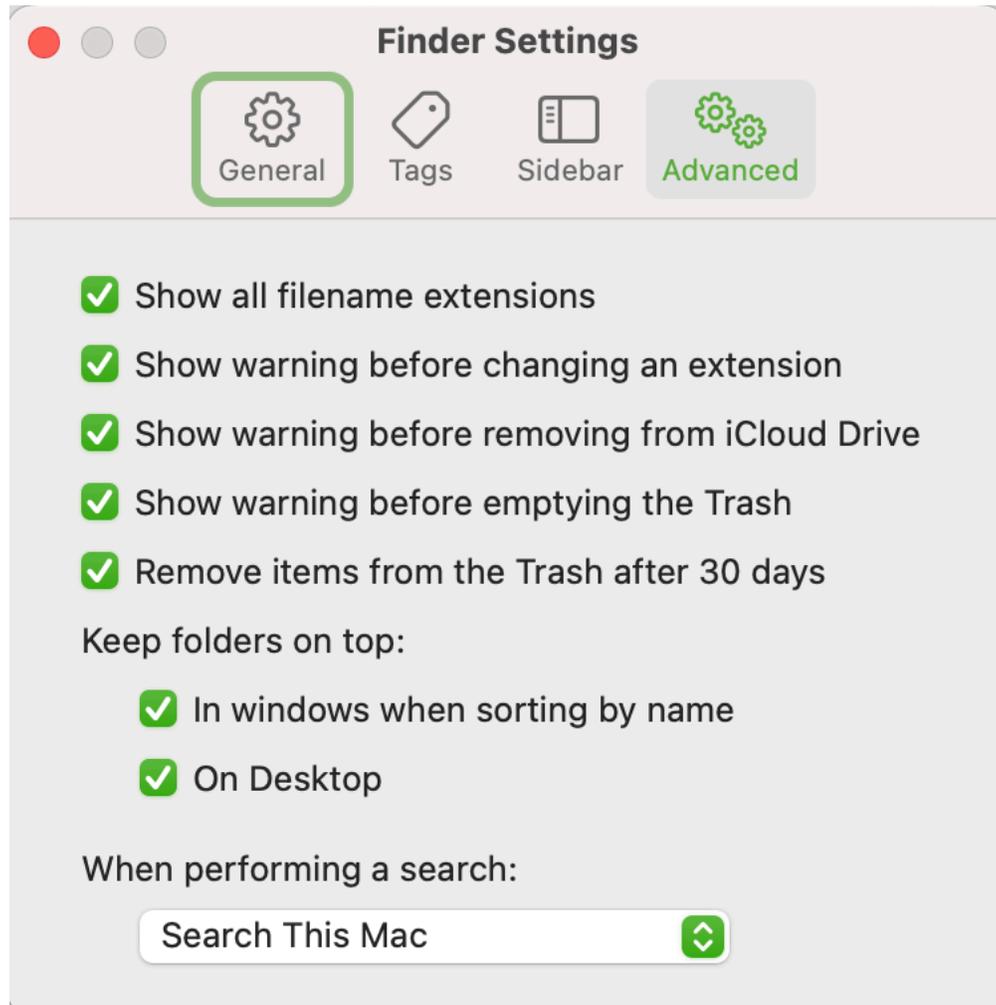
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3. Sidebar

- a) Check all except Recents, Downloads, and On My Mac



4. Advanced
 - a) Check first four items
 - b) Set “When performing a search” to “Search This Mac”



- B. It is through the Finder you work with your folders and files
1. Your computer only operates on files on your hard drive. All files are cached to Apple Servers as they are created or modified. If there is sufficient room on your hard drive, the files will also be cached on your drive.
 - a) This happens automatically and is transparent to you.
 - b) If there isn't sufficient room on your hard drive, older larger files on the hard drive that have not been accessed in some time will be removed from the drive to make room for the file you are working with. The names of the removed files will still be in the directory as they were before. (Only empty file names will remain on your computer. The only indication the files have been removed will be a cloud icon after their names.)
 - c) As your hard drive begins to fill up, more files will only reside in iCloud. Eventually your allotted iCloud storage space will begin to fill up. Apple will alert you and give you options for purchasing more storage.
 - d) MacMost References:
 - (1) [Understanding iCloud Drive & Optimizing Mac Storage](#)
 - (2) [How to Use iCloud Without Worrying About Losing Access to Your Files](#)
- C. File Organization
1. With few exceptions all files and folders should be stored in your Documents folder which is found on the iCloud drive shown in the left sidebar of the Finder window.
 2. Apps are stored in your Applications folder which is on your hard drive.
- D. Finder Window
1. Parts
 - a) Side Bar
 - b) Tool Bar
 - (1) Right click to edit
 - (2)  Click and drag icons from dock to tool bar
 - (3)  Click and drag files to the tool bar

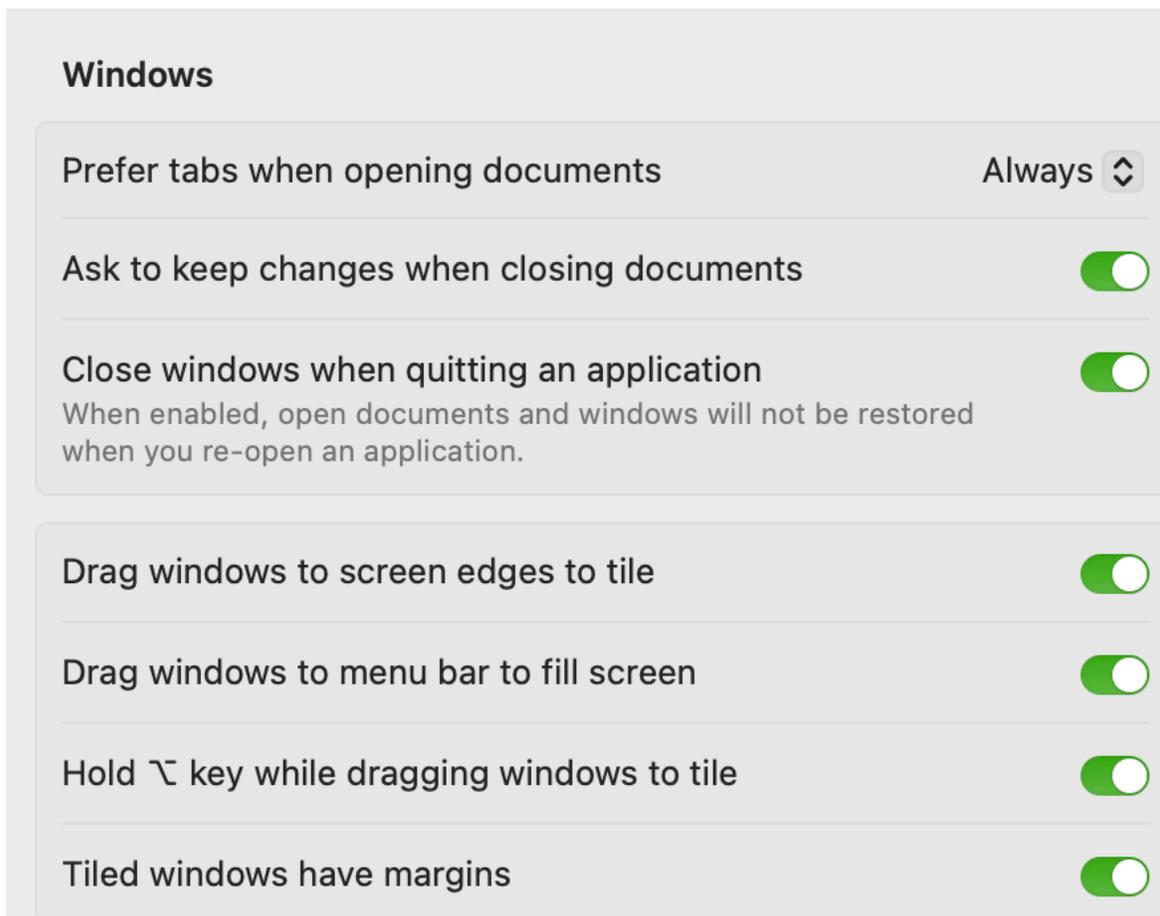
c) Tabs

(1) Can have multiple windows/tabs with different documents **created with the same app.**

(2) My recommendation is to have one window for each app with multiple tabs.

(a) To setup tabs:

i) Open Apple Menu (🍏) > **Desktop & Dock > Windows > Prefer tabs when opening documents > set to “Always”**



(3) Reference: <https://youtu.be/jCGfbjzDooY>

d) Path Bar

(1) Turn on from View Menu

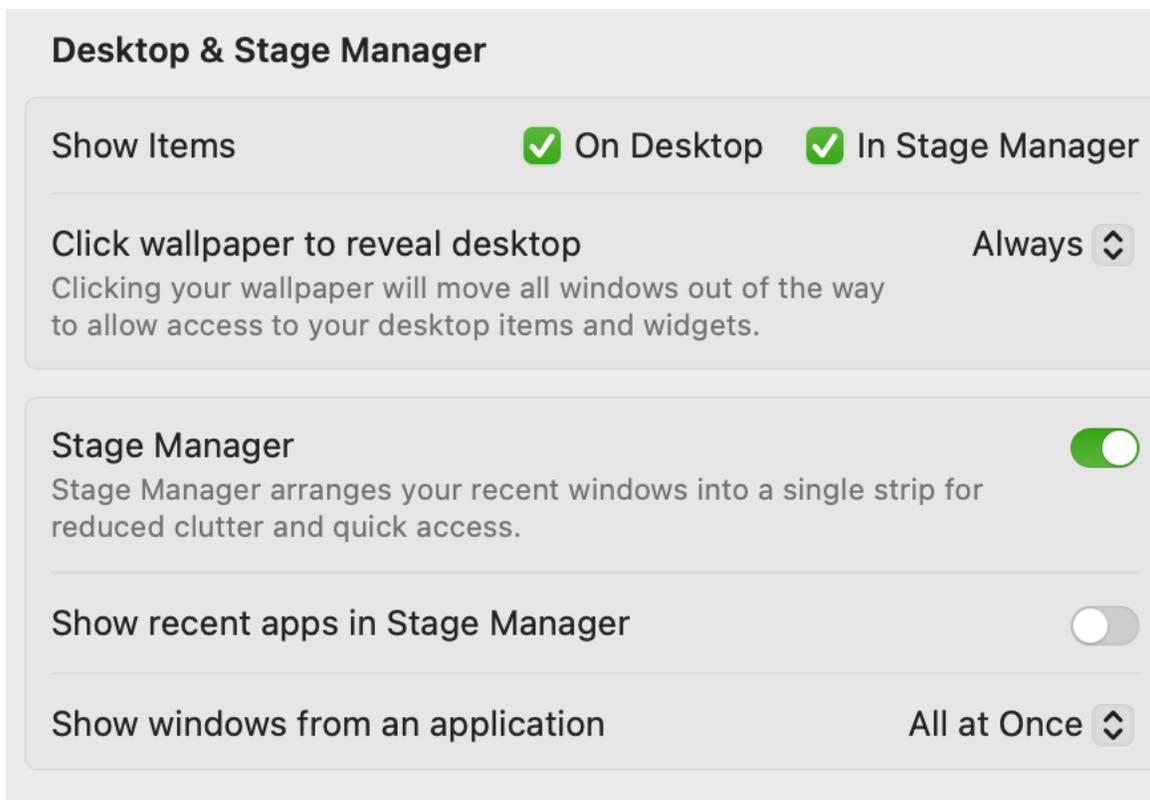
(2) Click on a folder/file to view path

e) Status Bar

(1) Turn on from View Menu

E. Stage Manager

a) Open Apple Menu () > **Desktop & Dock** > **Desktop & Stage Manager**



F. Working with Files and Folders

1. Names

- a) All alphanumeric characters **except the colon (:)**
(If transferring files to Windows PCs, the forward slash (/) may cause problems?)
- b) Case sensitive
- c) 255 character limit

2. Changing File/Folder names

- a) “Slow” double click on the name
 - (1) Entire name becomes blue.
 - (2) Click within the name where you wish to make the change.
 - (3) Use left and right curser keys to move curser within the name.
 - (4) Make change and click outside the name box to accept the change.
- b) Right click on the File/Folder name and choose “Rename” from the pop-up window.”
 - (1) Make changes as shown in a) above
- c) Single click on the File/Folder name to highlight it.
 - (1) Press the return key ... file name turns blue
 - (2) Use the up and down arrow keys to move the cursor to the front or back of the filename, left and right arrow keys to move horizontally, or click on the name where you wish to make the edits.

G. Displaying Files and Folders

1. Four options to display Folders, their subFolders and files.

- a) Icons, List, Columns & Gallery options.
- b) Can choose from the “View” menu or with a keyboard shortcut

2. Icons (⌘ 1, Keyboard shortcut ... Command +1)

- a) Displays thumbnails of first page of files or folder covers in a grid pattern

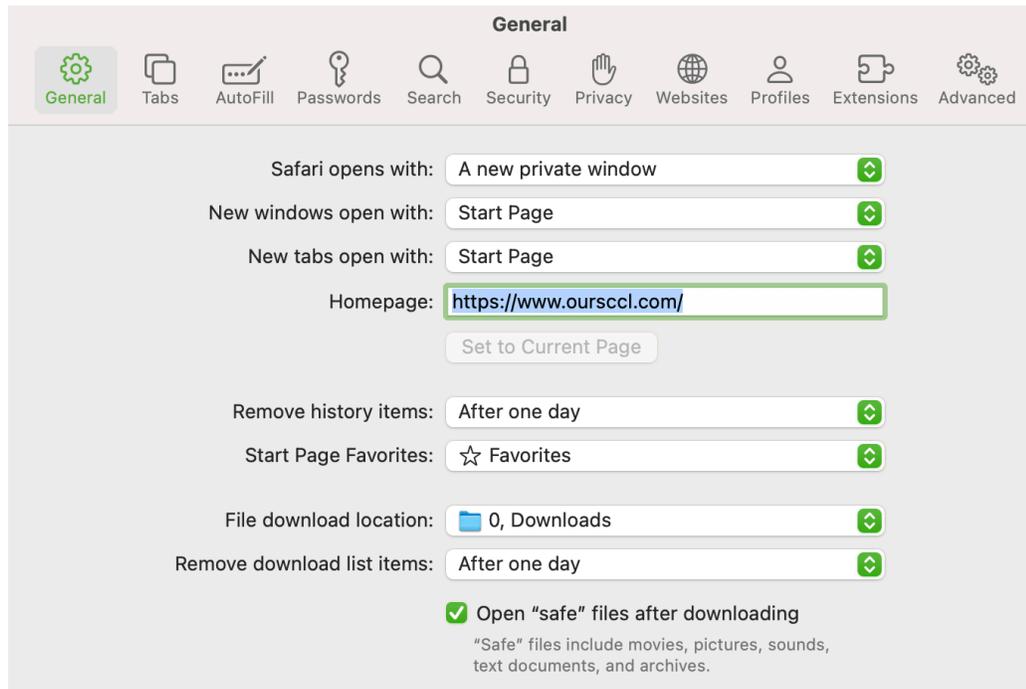
- b) Use arrow keys to move up/down or left/right to highlight files
 - c) Press return key to rename file/folder
 - d) Press space bar to open thumbnail in full in window. Press space bar again to return to thumbnail.
 - e) A great option when working with a list of photo files.
3. List (⌘ 2)
- a) Very similar to Microsoft's Explorer view except full path name is not displayed.
 - b) Upper level shown in tool bar
 - c) New subfolders appear at the bottom of the displayed listing and must be moved (click, hold and drag) to the desired folder location.
 - d) Tap space bar for full window preview of file/photo ... use up and down arrows to move between files in a listing. Full window preview of files continues until space bar is tapped again.
 - e) Adding subFolders is sometimes problematic.
4. Columns (⌘ 3)
- a) Good view for general work; although, resizing columns can get to be tedious.
 - b) Adjust column widths by click and hold on bottom of column separator and then drag to new width
 - or
 - double click at bottom of column separator to right size the column
 - or
 - right click at bottom of column and choose from one of three options.
 - c) Two methods for adding subfolders:
 - (1) Highlight the folder name which you wish to insert the subfolder. Click on the add folder icon in the tool bar and enter subfolder name.
 - (2) Right click in the column where you wish to add the subfolder and then click on "Add Folder" in the pop up window.
 - d) A preview of the file contents is shown in the far right column.

5. Gallery (⌘ 4)
 - a) Similar to Option 1 except the thumbnails are shown across the bottom of the screen and the content (photo) is shown full size above the icons.
 - b) Same options with the Return Key/Space Bar/Cursor keys
 6. Each display option can be customized by going to **View > Show View Options**
- H. A strategy for naming files and folders
1. Names are sorted alphabetically (usually) with numerical numbers sorted before alphas.
 2. Dates should be entered as yyyy-mm-dd.
 - a) Two digits may be used for the year
 - b) Dots or slashes (/) may be used as separators.
 3. Numbers can be added before file names to force ordering file names in a configuration other than alphabetic.
 - a) Files can be moved between other file names by adding decimals to the file number.
- I. MacMost tutorials
1. [Basics of sorting in Numbers](#)
 2. [How to Sort Files in the Finder on a Mac](#)
 3. <https://youtu.be/SAmbUwrRedY>

IV. Safari - Apple's Web Browser

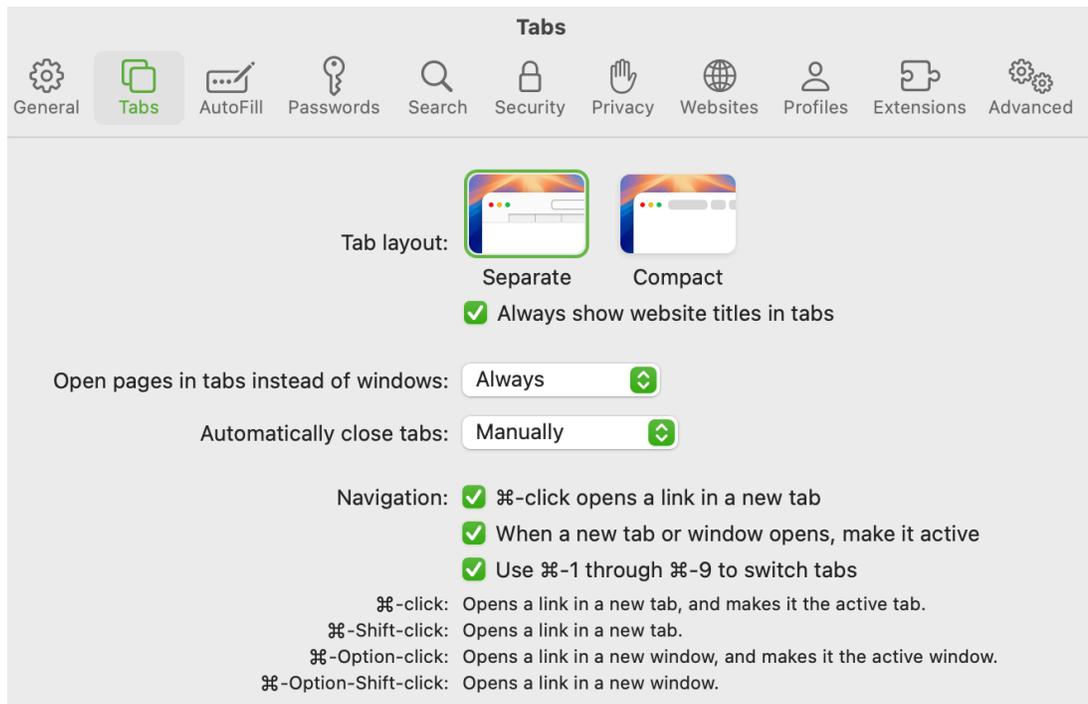
A. Safari Settings

1. General

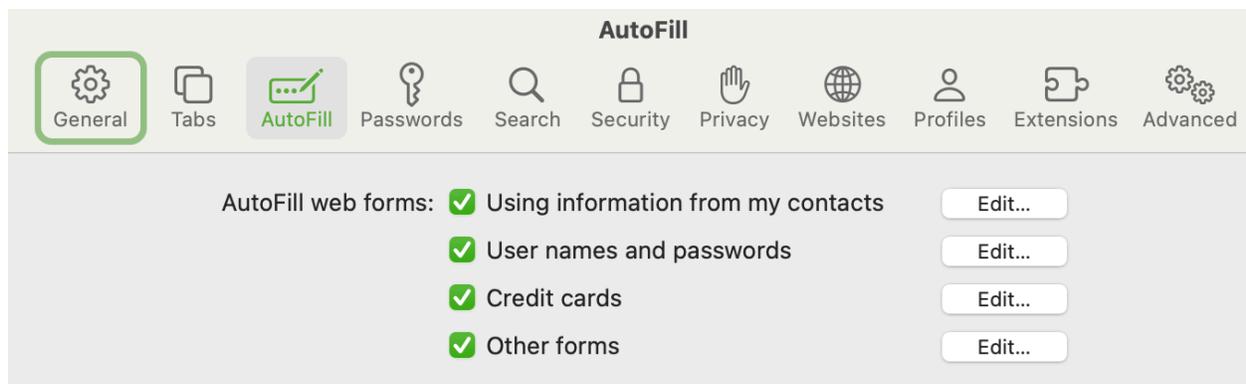


- a) Ref: How to use Private Browsing in Safari, and how private is it?
<https://moonlock.com/private-browsing-safari> Tabs

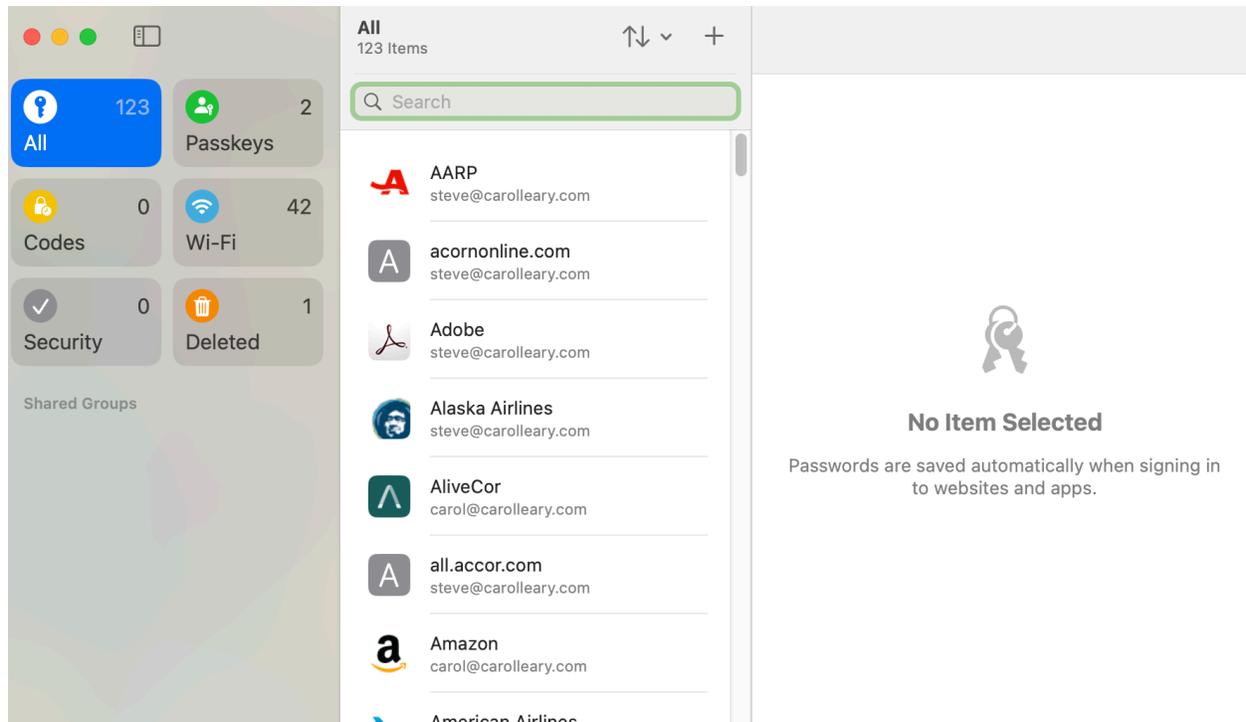
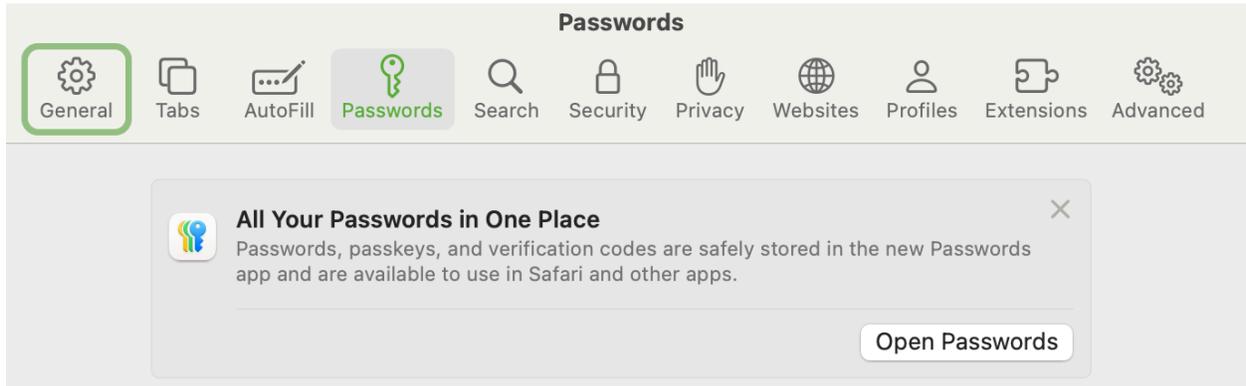
2. Tabs



3. AutoFill

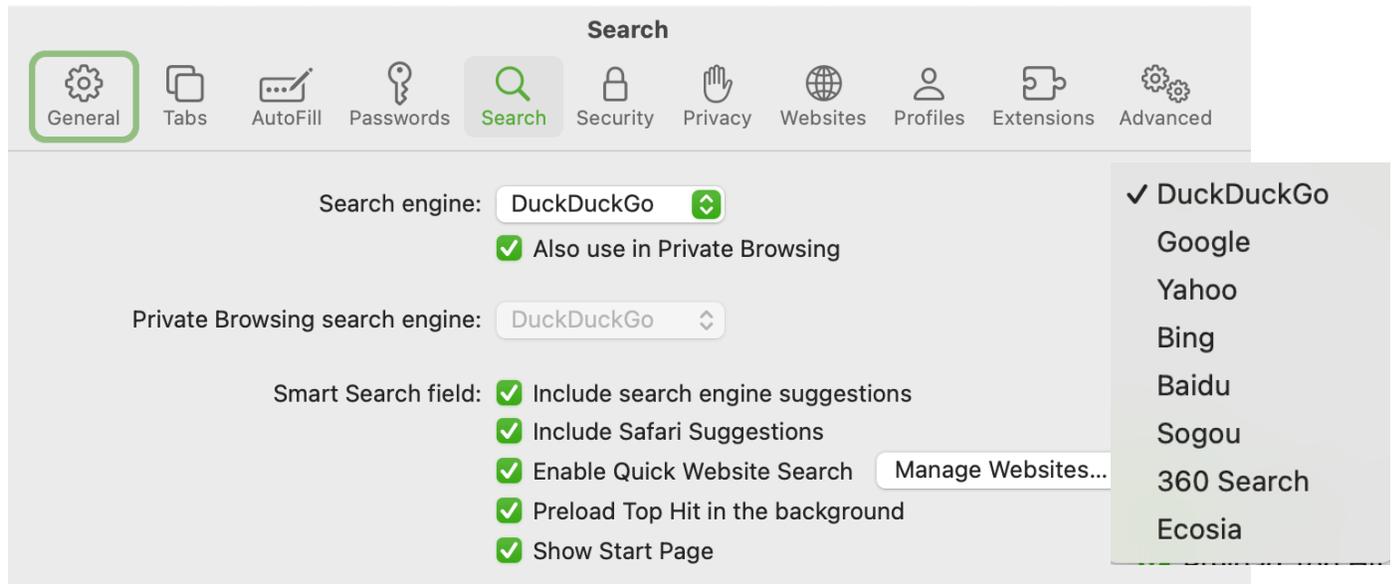


4. Passwords



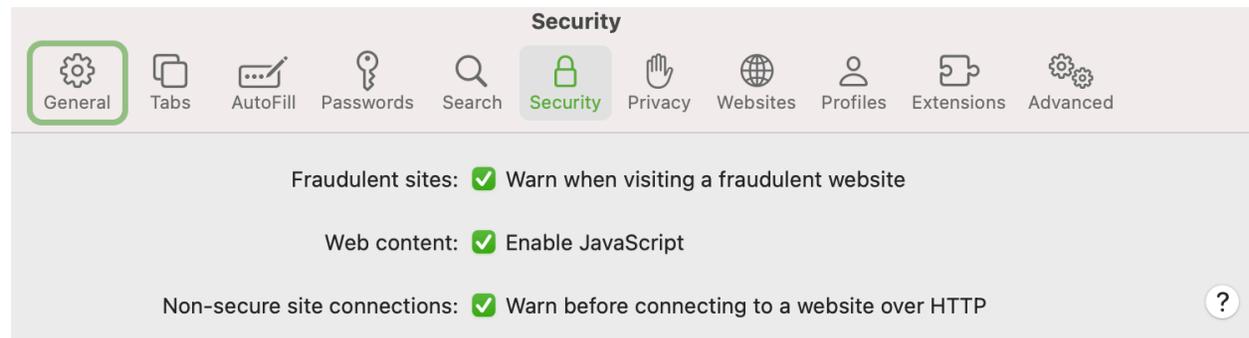
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5. Search



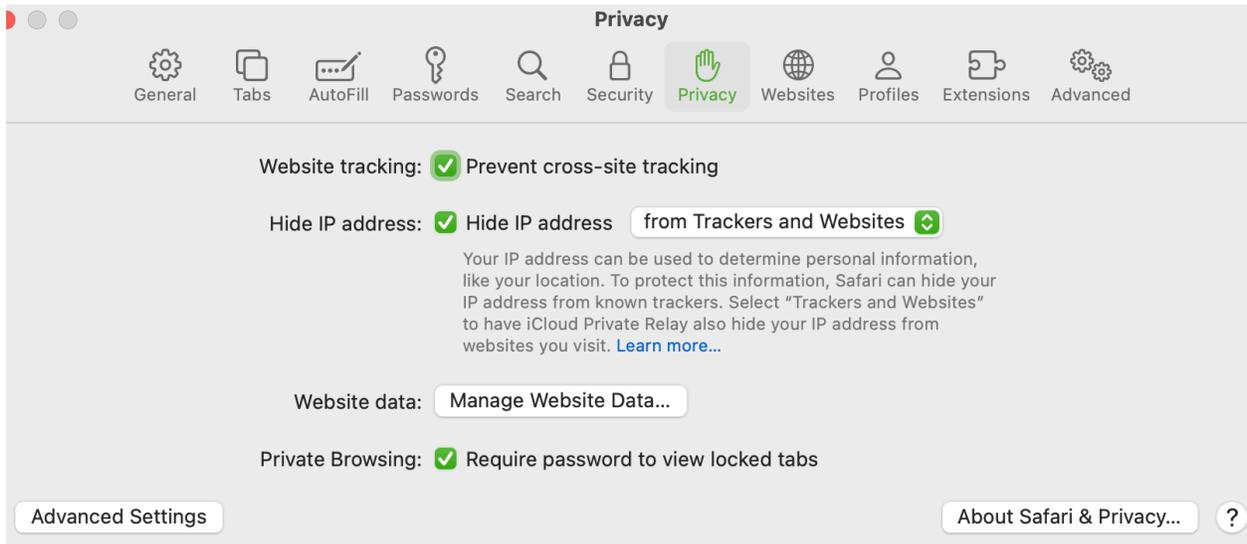
The screenshot shows the Safari Search settings panel. The 'Search' tab is selected in the top navigation bar. The 'Search engine' is set to 'DuckDuckGo' with a dropdown arrow. Below it, the checkbox 'Also use in Private Browsing' is checked. The 'Private Browsing search engine' is also set to 'DuckDuckGo'. Under 'Smart Search field', four checkboxes are checked: 'Include search engine suggestions', 'Include Safari Suggestions', 'Enable Quick Website Search', and 'Preload Top Hit in the background'. A 'Manage Websites...' button is visible next to the 'Enable Quick Website Search' checkbox. The 'Show Start Page' checkbox is also checked. A dropdown menu is open on the right, listing search engines: DuckDuckGo (checked), Google, Yahoo, Bing, Baidu, Sogou, 360 Search, and Ecosia.

6. Security

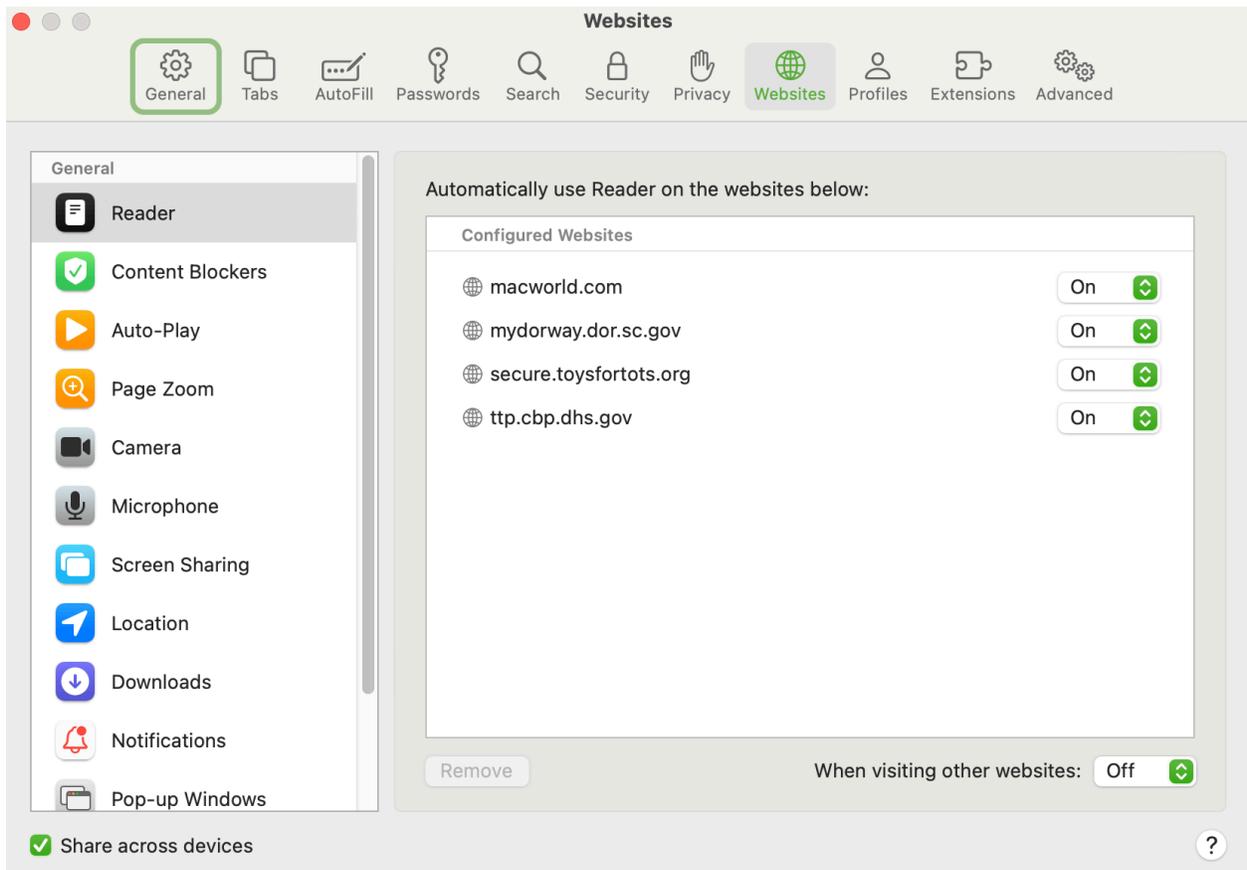


The screenshot shows the Safari Security settings panel. The 'Security' tab is selected in the top navigation bar. The settings are as follows: 'Fraudulent sites' has the checkbox 'Warn when visiting a fraudulent website' checked; 'Web content' has the checkbox 'Enable JavaScript' checked; and 'Non-secure site connections' has the checkbox 'Warn before connecting to a website over HTTP' checked. A help icon (?) is located at the bottom right of the settings area.

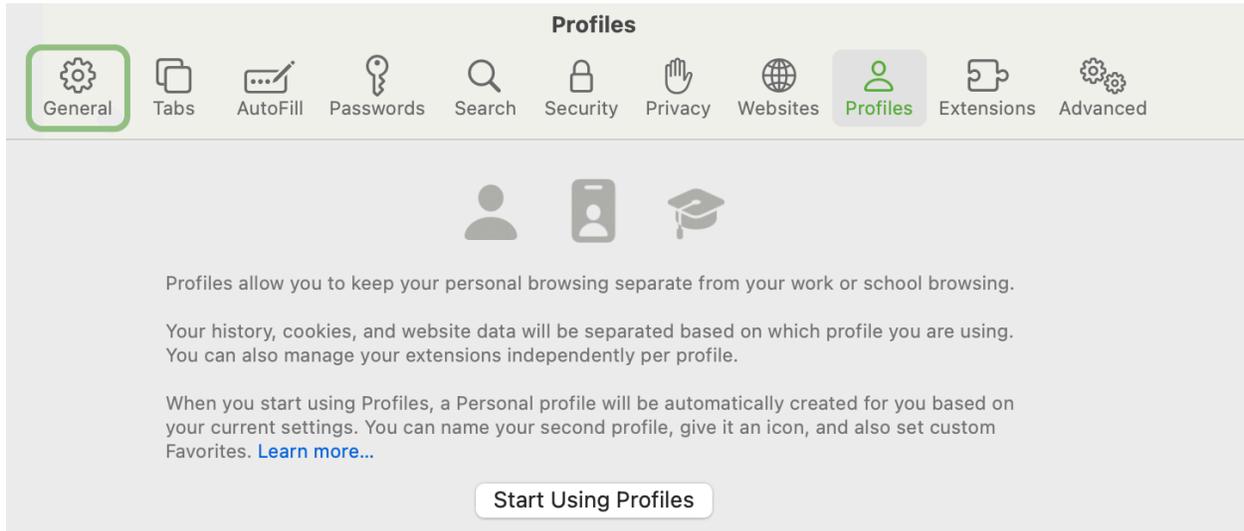
7. Privacy



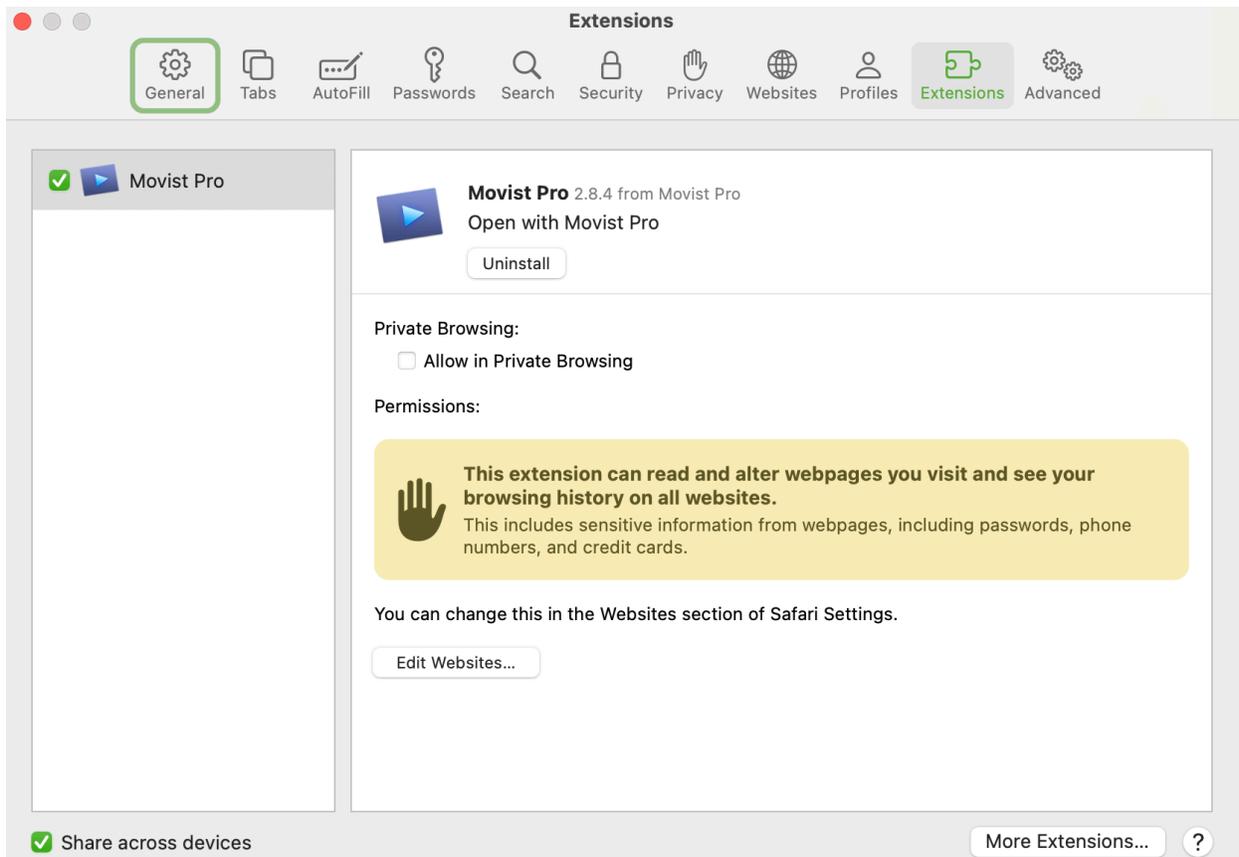
8. Websites



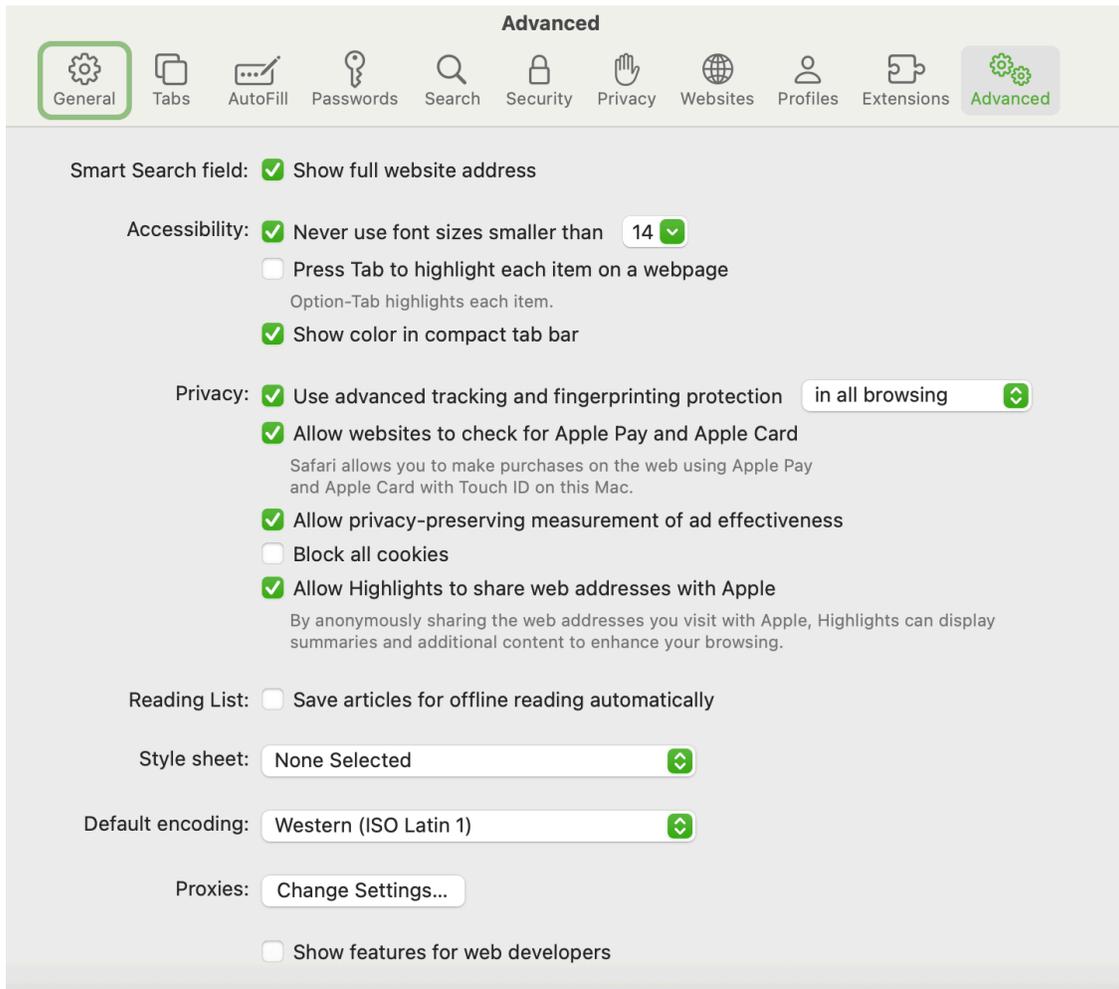
9. Profiles



10. Extensions



11. Advanced



B. Start Page

1. Click on the Matrix Icon in the Tool Bar to close all tabs and open a Start Window.
2. Right click on Tool Bar to make additions/subtractions/positional changes.
3. Sidebar IconToggles the Sidebar ON/OFF.
4. Ref: <https://www.youtube.com/watch?v=SAmbUwrRedY>

C. How to add websites (pages, actually, to Safari

1. Open the website you wish to add to Safari.
(e.g. How to Set Custom White Balance ...”
<https://youtu.be/pfkBN2SujVU>)
2. Click on Share.
3. Choose “Add Bookmark”
4. Specify where to put the Bookmark in the popup window.

Add this page to:

☆ Favorites

How to Set Custom White Balance on the Sony A7IV for Photo or Video

Description

Cancel Add



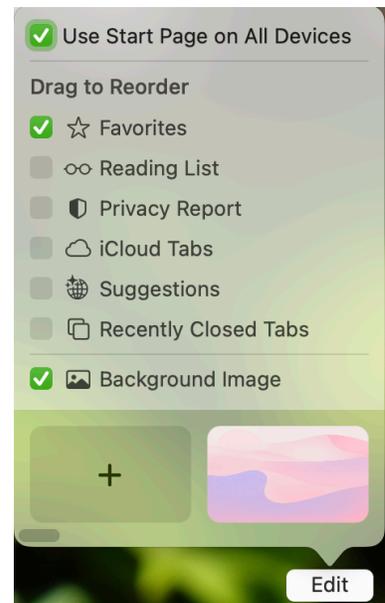
5. Edit the Start Page

- a) Click on “Edit” at the lower right corner of the Start Page.
- b) Choose which sections you wish to display.

D. Miscellaneous

1. Reader View

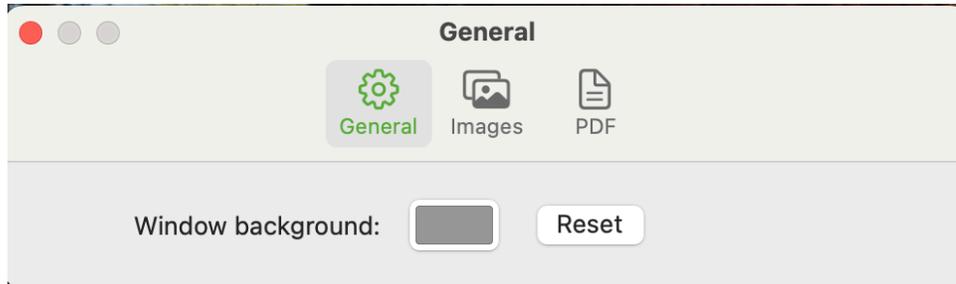
- a) Removes all the advertisements and other distractions for the page's content



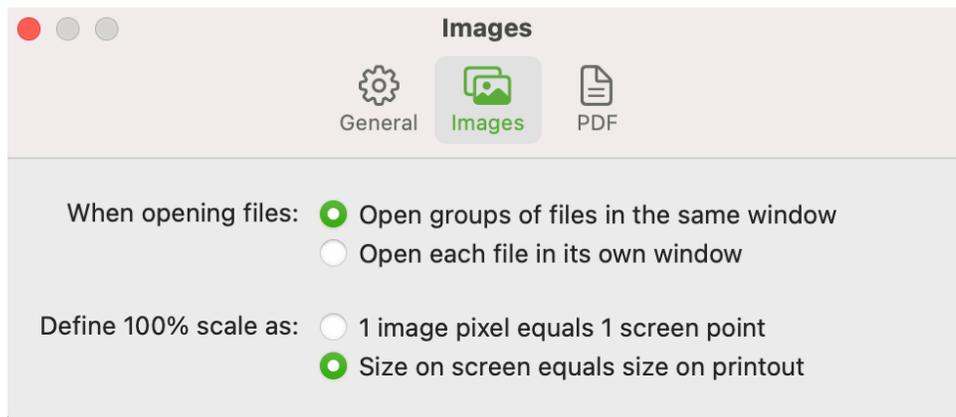
V. The Preview App

A. Settings: **Preview** > **Settings** ...

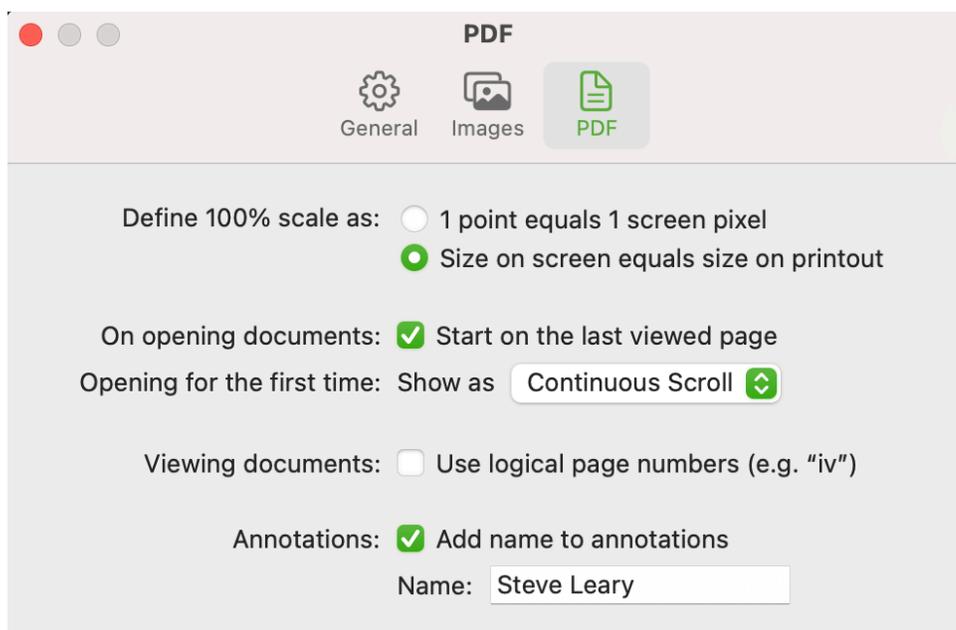
1. General

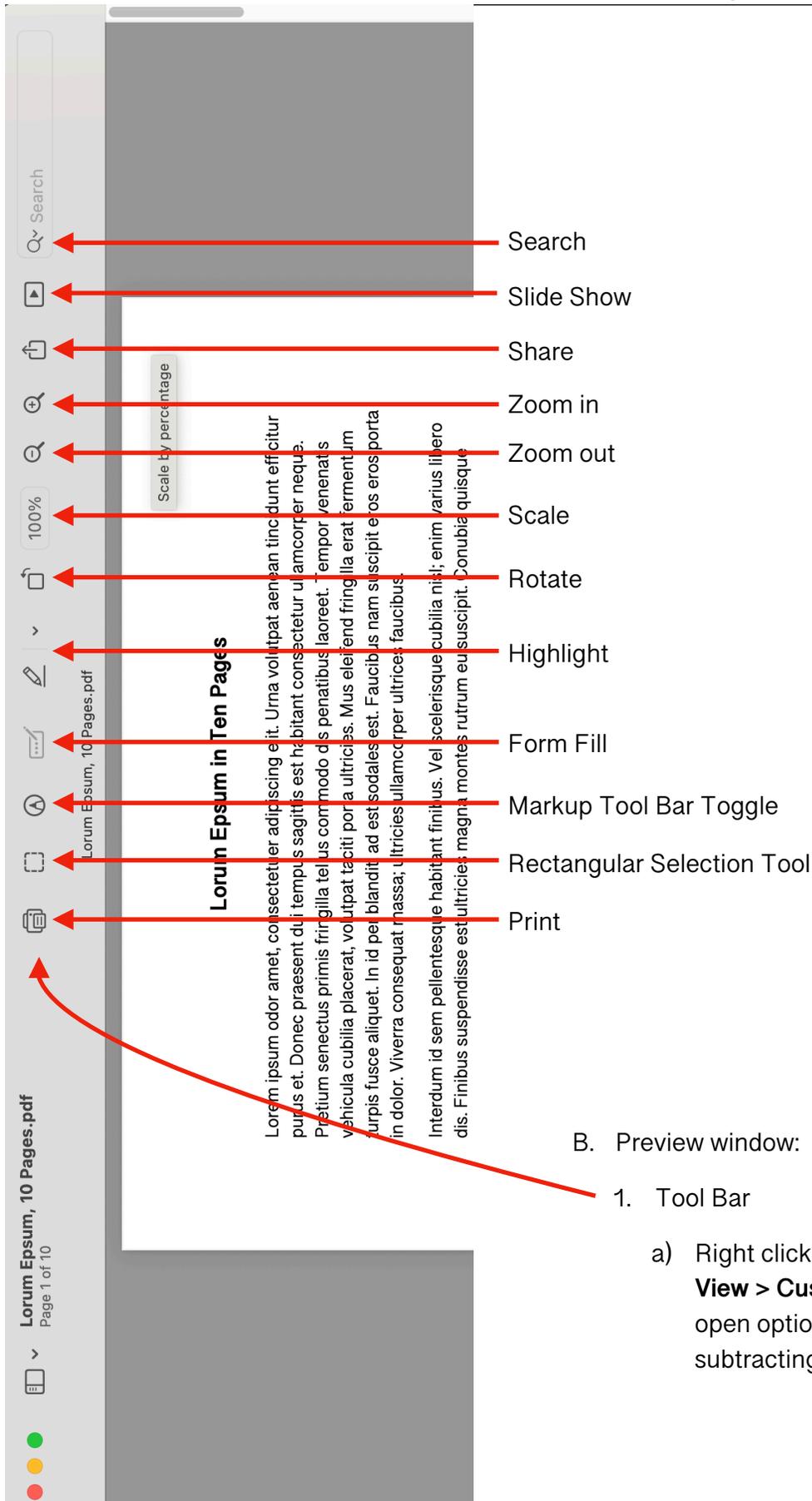


2. Images



3.





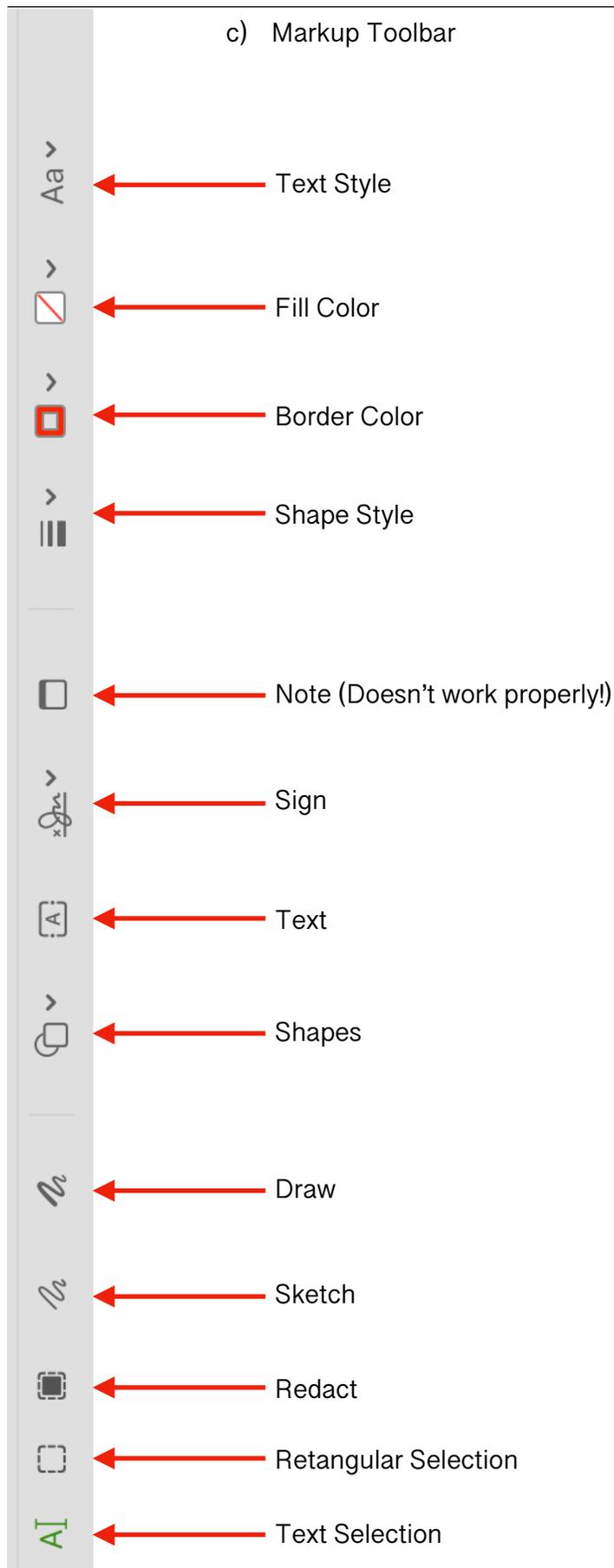
B. Preview window:

1. Tool Bar

- Right click on Tool Bar (or **View > Customize Toolbar**) to open options for adding/ subtracting/moving tools.

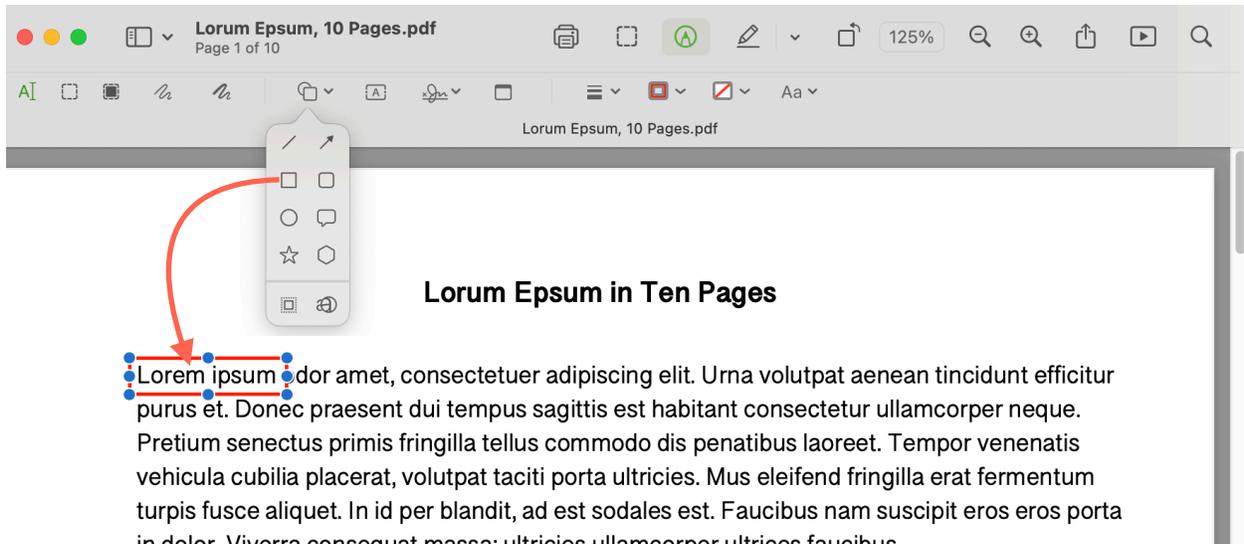
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c) Markup Toolbar



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d) Using the “Shapes” option



e) Using the “Redact” option:

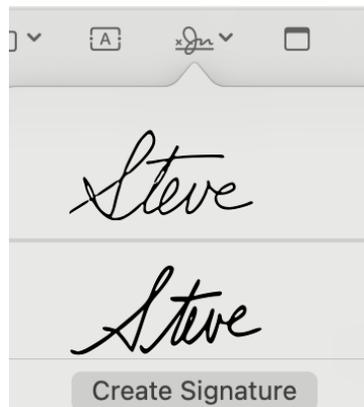
- (1) When the file is saved, the redacted text is deleted from the file so there is no way to recover it.

Lorum Ipsum in Ten Pages

Lorem ipsum odor amet, consectetur adipiscing elit. Urna volutpat aenean tincidunt efficitur purus et. [REDACTED]

Pretium senectus primis fringilla tellus commodo dis penatibus laoreet. Tempor venenatis vehicula cubilia placerat, volutpat taciti porta ultricies. Mus eleifend fringilla erat fermentum turpis fusce aliquet. In id per blandit, ad est sodales est. Faucibus nam suscipit eros eros porta in dolor. Viverra consequat massa; ultricies ullamcorper ultrices faucibus.

f) Creating a signature for signing documents.



C. How to create jpg files

1. From the Screenshot app

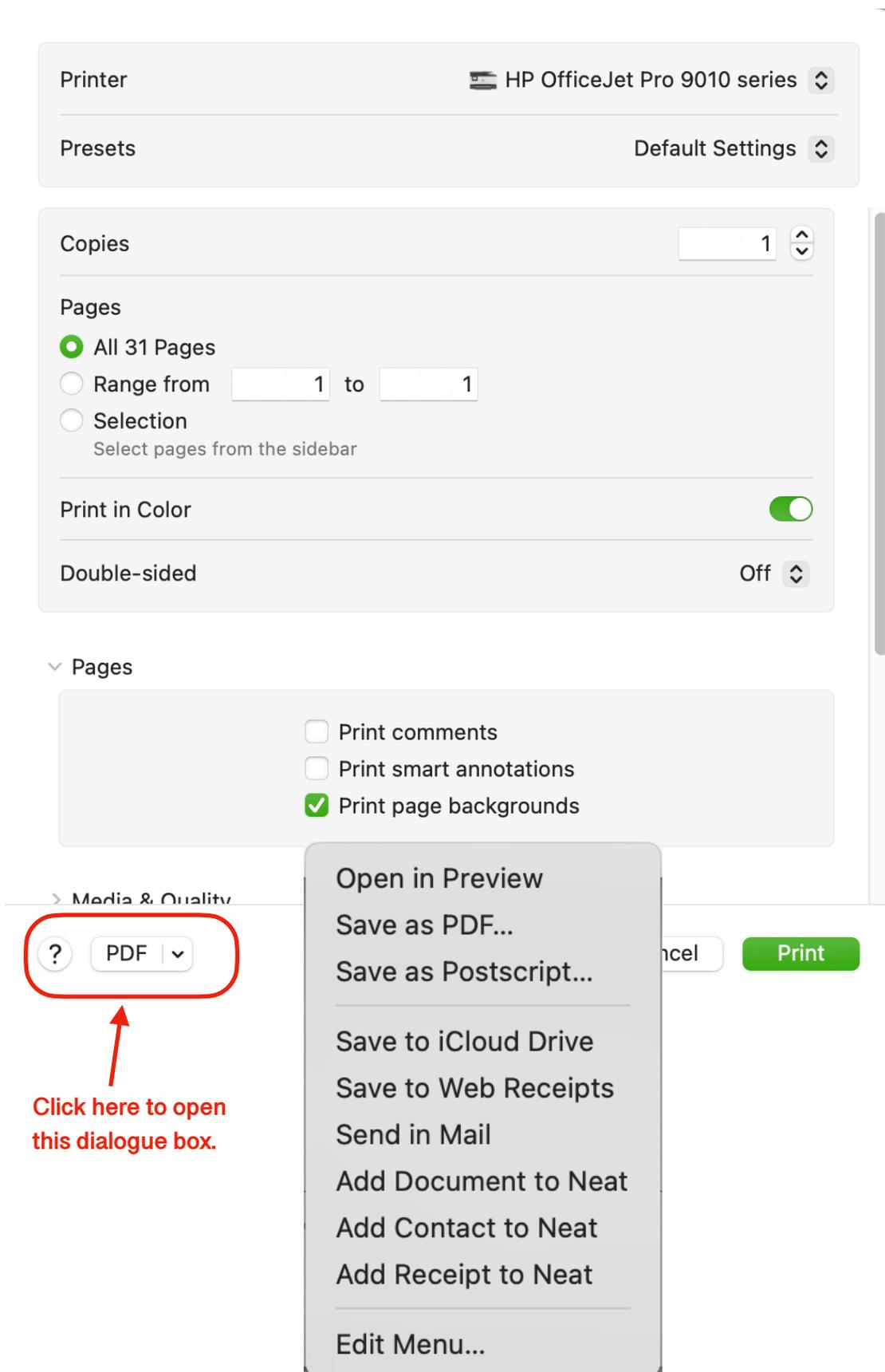
- a) Open the **Screenshot app** from launch pad
or
Press **shift, command, and 5** simultaneously.
- b) Set parameters from popup window at bottom of screen.
- c) After parameters are set, use keyboard shortcuts

2. Keyboard Shortcuts

- a) Capture the entire screen.
 - (1) Press **shift, command, and 3** at the same time.
- b) Capture a portion of the screen.
 - (1) Press **shift, command and 4** at the same time
 - (a) The cursor turns into cross-hairs which you click and drag to highlight the section of the screen to capture.
- c) To capture a specific window:
 - (1) Press **shift, command, 4 and the space bar** at the same time.
 - (a) Cursor turns into a camera icon. Move icon over the window you want to capture and left click.
- d) To capture a portion of the screen and save it directly to the clipboard.
 - (1) Press **shift, control, command and 5** at the same time.
 - (2) Move to the app where you want to insert the screenshot and press **command V**
- e) Reference:
 - (1) <https://youtu.be/v1yJGjVDoJA>

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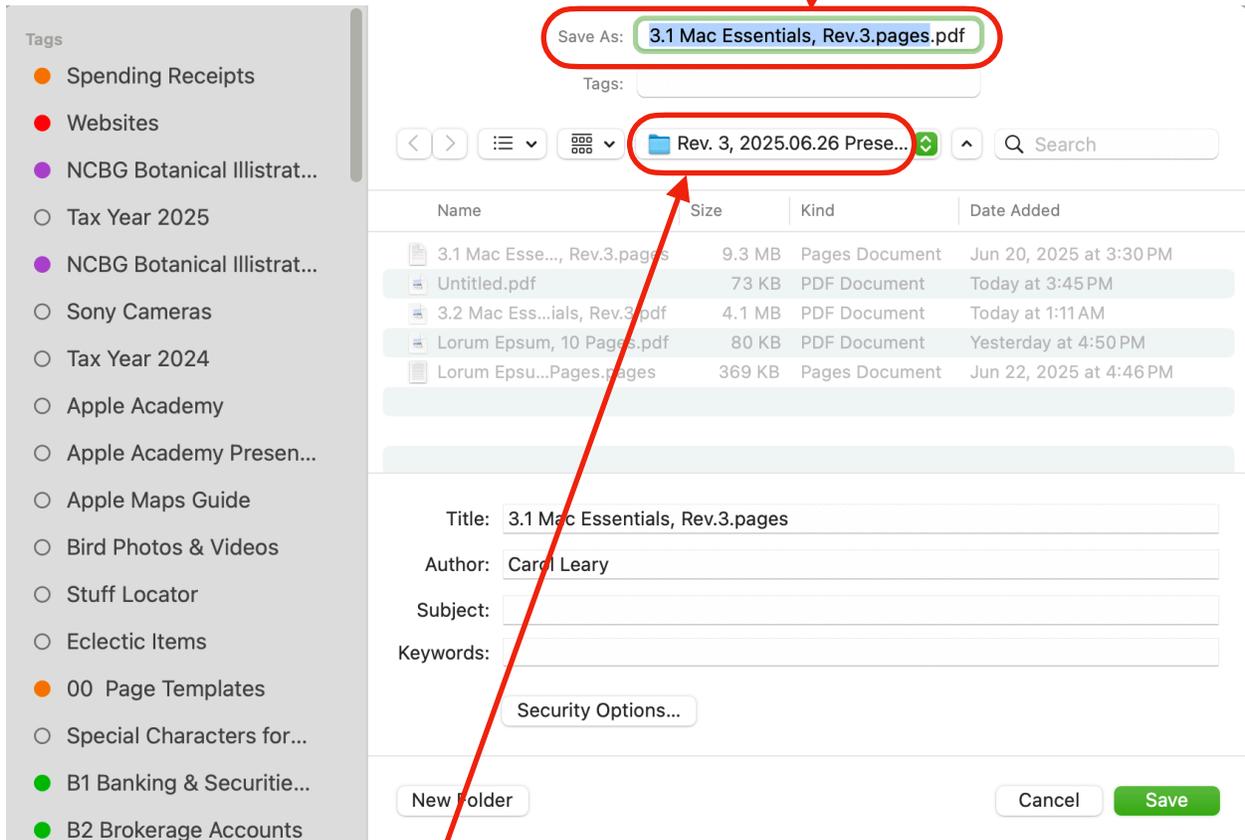
3. From the Print dialog box.



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a) If you choose “Save as PDF...” the following dialog box appears:

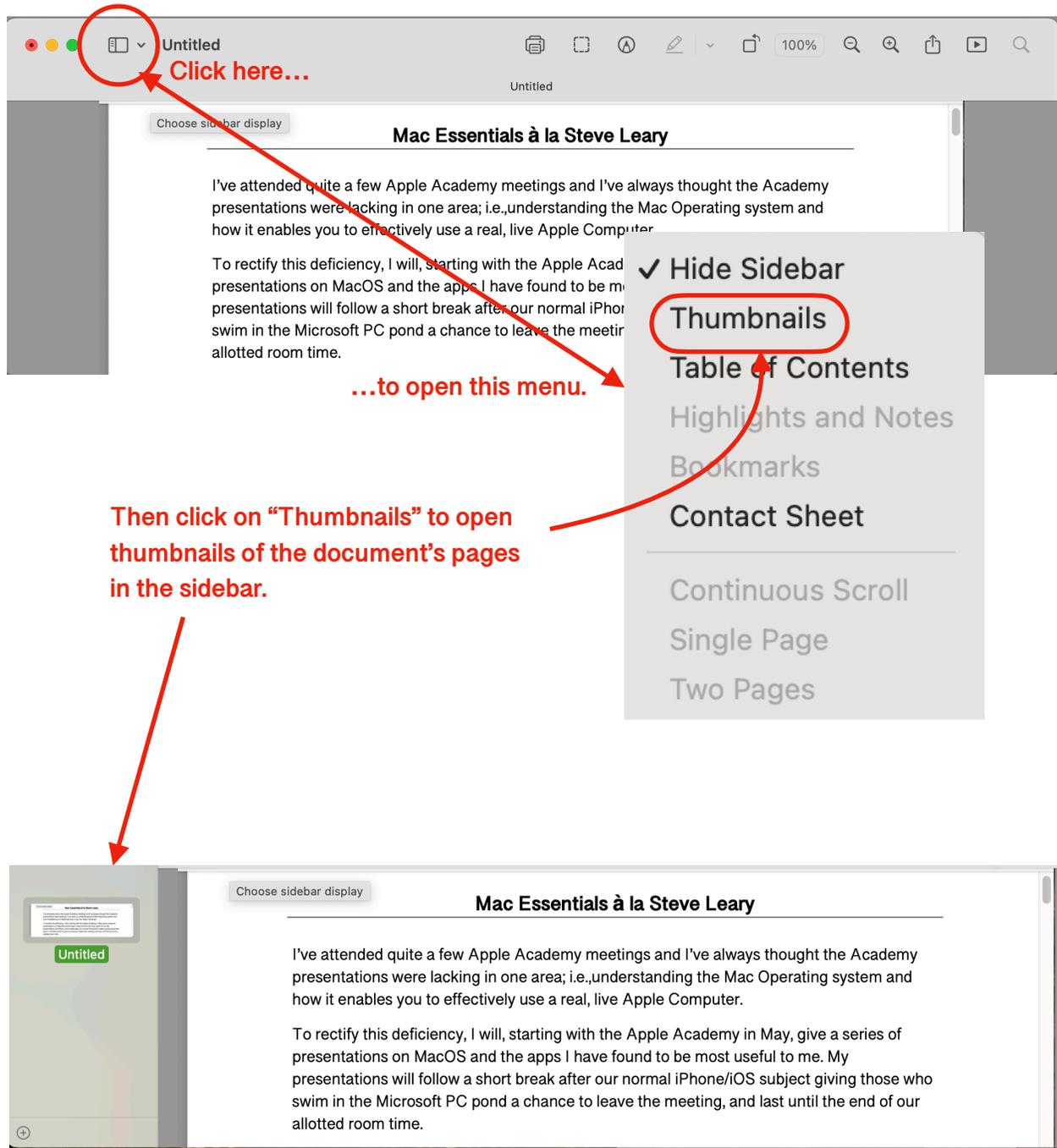
This is the name assigned to the file



This is the folder where the file will be placed

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b) If you choose “Open in Preview” a Preview window containing the file opens.



NOTE: Links in the original document are preserved when the jpg file is created. The links are also preserved in the thumbnails.

D. Working with Thumbnails

1. Only thumbnails can be dragged to other folders.
 - a) Highlight one thumbnail, hold the **command key** down while tapping "**A**" to select all the thumbnails.
 - b) Click on one selected thumbnail to drag the entire document to the folder where you wish the file to reside.
2. Individual thumbnails can be selected and then removed from the document by tapping the **delete** key.
3. Pages in the document can be rearranged by dragging the individual thumbnails to new locations.
4. Thumbnails from other documents can be added to this document by dragging their thumbnails into the sidebar.