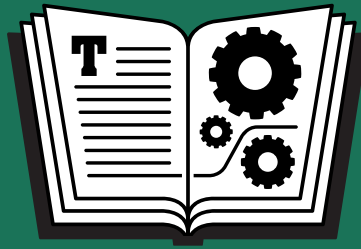


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TAKE CONTROL OF

HIGH SIERRA

by SCHOLLE McFARLAND

\$15

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Read Me First

Welcome to *Take Control of High Sierra*, version 1.1, published in September 2017 by alt concepts inc. This book was written by Scholle Sawyer McFarland and edited by Kelly Turner.

This book helps you with Apple’s macOS 10.13 High Sierra operating system. It focuses on the new things High Sierra makes possible, like taking Live Photos of a FaceTime conversation, typing instead of talking to Siri, and easily sharing a file through iCloud. It also covers the interesting changes in various Apple apps such as Safari and Mail while including a hand-picked selection of key tips for getting the most out of your Mac.

If you want to share this ebook with a friend, we ask that you do so as you would with a physical book: “lend” it for a quick look, but ask your friend to buy a copy for careful reading or reference.

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Finding System Preferences

As you settle into High Sierra, you'll likely be tweaking the settings in Apple's System Preferences app often. When I write about working in System Preferences, I don't always spell out how to efficiently open the app. Here are common methods of accessing it:


- Choose Apple  > System Preferences.
- Click the System Preferences icon on the Dock (**Figure 1**).



Figure 1: A quick way to access your Mac's settings is to click the System Preferences "gear" icon in the Dock (center).

- Have Siri open a particular System Preferences pane for you.

Force Click

Force-clicking isn't new, but it might be new to you since more Macs include it now. If you have a [Force Touch trackpad](#) (newer laptops and the [Magic Trackpad 2](#) qualify), many extra tricks are available when you *force-click*—or click with extra pressure.

Note: For help with menus, paths, and other basic topics, check out [Read Me First: A Take Control Crash Course](#), available for free on the web or as a standalone ebook in PDF, EPUB, and the Kindle's Mo-bipocket format.

What's New in Version 1.1

The first version of this book offered early access to tips and tricks available in High Sierra's public beta software. Version 1.1, based on the shipping version of High Sierra, adds chapters about several topics:

- **Storage Management:** High Sierra's new file system and space-saving improvements to apps like Mail help preserve precious storage space, but the macOS also includes built-in tools to wrangle your bytes. See [Manage Your Storage](#).
- **iCloud Family Sharing:** Learn how to [Use iCloud Family Sharing](#) to simplify sharing media and more with family members. High Sierra streamlines sharing with a revamped Manage Family pane and lets you share an iCloud storage plan with your group.
- **Troubleshooting:** [Troubleshoot Mac Problems](#) helps you prepare for everyday difficulties. This chapter includes High Sierra-specific issues that affect Boot Camp, external drives, and Microsoft Office.

You'll also find the following bits of new information:

- Mail includes a new Spotlight-powered feature that makes it easier to find relevant messages when you search, as explained in [Peruse Mail's Top Hits](#).
- Apple's digital assistant offers new and improved voices. Learn how to use them in [Change Siri's Voice or Language](#). See an updated technique for activating Siri with your voice in "[Hey, Start Siri!](#)"
- An iTunes update right before High Sierra shipped changed how we find and download previously purchased iOS apps. I explain in [Where'd My Old iOS Apps Go?](#)
- I've added more detail about which Macs upgrade automatically to use the new file system introduced in High Sierra. We also found out that the initial release of High Sierra does not support APFS on Fusion drives; if you converted any during the beta period, you'll need to revert them to the old file system. See [One Big Caveat](#).

- The feature that once let you follow an RSS feed in the Safari sidebar is gone as of Safari 11. Learn how to cope in [Bye-Bye, Safari Shared Links](#).
- How you go from your Mac to an iOS device using Handoff has changed slightly. See [Move Between Devices with Handoff](#).

Features that are MIA

Some of the features that Apple advertised as part of High Sierra (and that may have even appeared in earlier beta versions) haven't made it into the final version. We suspect we'll see these slipped into a High Sierra update sometime soon:

- ✦ **Messages History in iCloud:** We expected High Sierra to store Messages' history in iCloud to make it possible to see old messages on any device you signed in to with your iCloud account. This also would have saved local drive space.
- ✦ **Multiple Wikipedia Results in Spotlight:** Apple said High Sierra would make it possible to get multiple Wikipedia results when you used Spotlight to search for something that could mean more than one thing. (Think: [mercury](#).) Nope.
- ✦ **New Emoji:** High Sierra was expected to ship with 56 new emoji from Unicode 10.0, the newest standard for the tiny pictures that make our emails and messages so much more expressive (see [Emojipedia](#) for examples). When they do make it to the Mac, offerings will include exploding head, crazy face, sandwich, elf, zombie, and more (**Figure 2**).



Figure 2: These sample Unicode 10.0 emoji are from [Emojipedia](#); the final Mac versions' style may differ slightly.

- ✦ **Siri and Apple Music:** If you're an Apple Music subscriber, Siri is supposed to be able to read album notes and answer questions about songs, albums, and artists. That feature still wasn't available at publication time.

Introduction

“If it could save a person’s life, would you find a way to shave ten seconds off the boot time?” As the story goes, Steve Jobs laid out the importance of the Mac’s performance to one early engineer like this: Seconds of waiting here and there, multiplied across millions of people, could add up to a lifetime of wasted time.

It’s appropriate, then, that the biggest changes in macOS 10.13 High Sierra are about speed. From its modern file system (the first such update since 1998) to new video and graphics technologies to enhancements folded into apps like Safari and Mail, High Sierra delivers many improvements that you can’t see, but you’ll definitely feel.

As for the changes you *can* see, this book is here to help. I’ll make sure you don’t miss any of the new features—some little, some big—added to your Mac’s apps and system-wide tools.

You can read the book straight through to learn about all the new features, or browse the topics in [What’s New in High Sierra?](#) to find the chapters that interest you the most. I also cover some macOS fundamentals and the least you need to know to prepare for and handle trouble, like how to run Recovery mode when your Mac is on the fritz.

My assumption is that you’ve installed High Sierra on your system, and now you’re ready to go. For detailed help with upgrading, see [Take Control of Upgrading to High Sierra](#).

What's New in High Sierra?

High Sierra builds upon and adds to the changes that macOS 10.12 Sierra brought us. Many of its improvements affect the Mac's fundamental technologies, but you'll also find updates to key apps. Use the links in this chapter to jump straight to the new features you're most interested in.

Cross-device Features

Chances are you have more—maybe a lot more—than one Apple device. Apple continues to make it easier to move between them and sync your data using iCloud integration:

- **iCloud Drive Sharing:** Now you can share a file with other iCloud users without juggling different versions in email. Learn how in [Navigate iCloud Drive](#).
- **Universal Clipboard:** Sierra made it possible to copy and paste text and images between iOS and macOS devices, now High Sierra lets us do the same between two Macs. We walk through how this works in [Copy and Paste between Devices with Universal Clipboard](#).
- **Improved Family Sharing:** If you want all your loved ones to share digital media and more without having to share an Apple ID, you'll be happy to hear High Sierra streamlines Family Sharing by making its settings easily accessible in a revamped Manage Family pane. In addition, if you buy more storage for your iCloud account, now you can share it with your Family Sharing group. See [Use iCloud Family Sharing](#).

System-wide Tools

High Sierra puts even the deepest recesses of your Mac (and the internet) within easier reach:

- **Siri:** Apple's digital assistant trades in its old voices for smoother, less robotic ones. Siri also gains Apple Music DJ powers, learning your preferences and tailoring playlists to your mood (**Figure 3**). You can now type questions and commands to Siri if you want to keep your side of the conversation quiet or you have a disability that limits your speaking. Learn about this and more in [Say Hello to Siri](#).

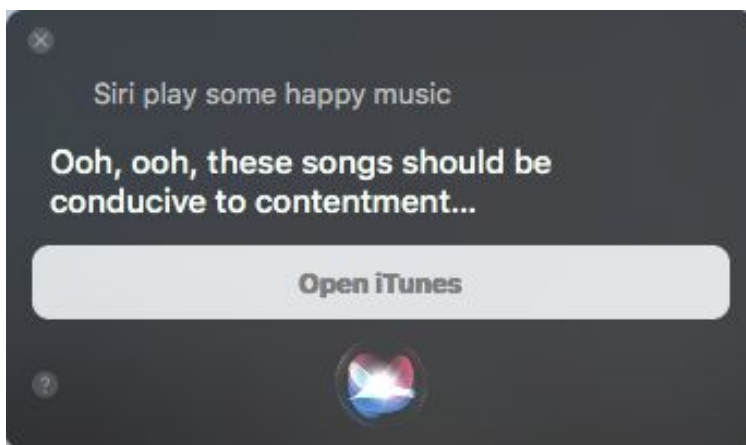


Figure 3: Siri is happy to tailor a playlist to your mood.

- **Spotlight:** Use Spotlight to look up flight info, from arrival and departure times to where to pick up your bags. See [Find Files and Facts with Spotlight](#).
- **Notification Center:** The new Now Playing widget beefs up your control over media, whether it's playing in iTunes, QuickTime, or Safari. Get up to speed in [Keep Current with Notification Center](#).

Touch Bar Tips

Apple's Touch Bar adds a new twist for [MacBook Pro](#) users who have this special touch- and context-sensitive strip along the top of their keyboards. Look for tips for using it throughout this book.

Apple Apps

Here's a look at what's new in your Apple apps:

- **Dictionary:** The Mac continues to established itself as an international polyglot, adding additional Russian and Portuguese dictionaries with this update. See [Add New References to Dictionary](#).
- **FaceTime:** Now you can capture special moments from FaceTime sessions as Live Photos—mini-movies that record a few seconds of life, complete with sound. I show you how in [Save FaceTime Moments as Live Photos](#).
- **Mail:** Home in on the right message using Mail's new Spotlight-powered Top Hits, as explained in [Peruse Mail's Top Hits](#). When you're in fullscreen mode in Mail, the app now uses Split Screen to write a new message. Get the details in [Compose New Mail Messages in Split Screen](#). Apple also says it has improved its compression of Mail messages so that they take up to 35 percent less space than before.
- **Notes:** Notes carves out more territory as a full-fledged note-taking tool, this time letting you organize your information in tables and allowing you to pin important notes to the top of a list so you can find them fast. Check out [Note Your Thoughts](#).
- **Photos:** Photos gets a big upgrade in High Sierra:
 - ▶ The Photos' sidebar—now displayed by default—has been reorganized into Library, Shared, Albums, and Projects sections. The Library section includes a new Imports header, which you can click to see what you added to your library on a certain date.
 - ▶ The editing pane adds a sidebar full of controls and tabs let you toggle between Adjust, Filters, and Crop views. You'll find seven new filters under the Filters tab (**Figure 4**).

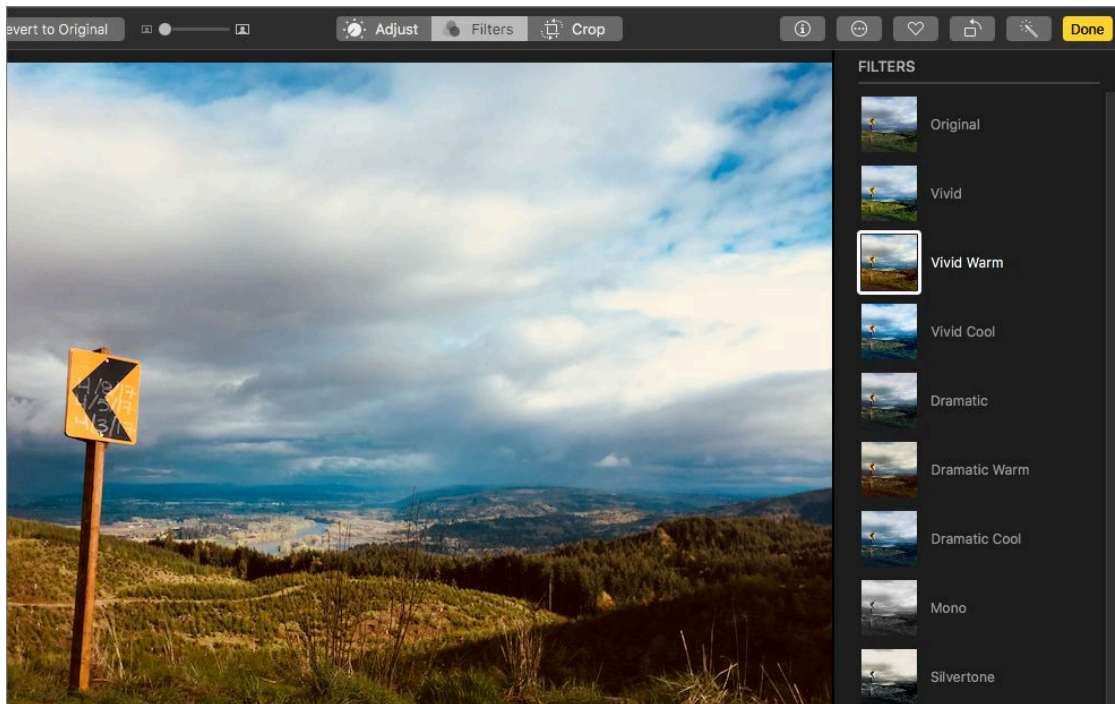


Figure 4: You'll find seven new filters under the Filters tab in the editing pane; only two from the previous version of Photos remain.

- ▶ Two new editing tools, Curves and Selective Color, give you more precise control.
- ▶ Edit Live Photos by choosing a keyframe photo and applying new effects that change the way these mini-videos play.
- ▶ Auto-generated Memories collections group images together in new ways, for example by pets, kids, hiking, diving, winter sports, nights out, and meals with friends.
- ▶ Open any photo in your library in an external image editor using the Image > Edit With command.
- ▶ Third-party companies, like Shutterfly, can now build Mac apps that link to Photos, making putting projects together easier.

Note: Wow, that's a lot of Photos features! Get the details about how to use them in Jason Snell's upcoming [Photos: A Take Control Crash Course](#).

- **Safari:** Safari significantly revs up its performance while adding tools that make surfing more pleasant. By default, Safari stops


videos from auto-playing and prevents advertisers from tracking your behavior across sites. You can also customize your browser experience like never before, defining page-zoom level, location services, notifications, Safari Reader, and content blocking settings on a site-by-site basis. Get the full scoop in [Update Your Safari Smarts](#).

Fundamentals

A lot of work happened behind the scenes in High Sierra to rewrite or replace underlying technologies in order to enhance performance and make way for future innovations:

- **New File System:** HFS+ has been the organizing system behind our files and folders since 1998, when Apple released Mac OS 8.1. As of High Sierra, Apple replaces it with the Apple File System (APFS). Optimized for solid-state drive storage, APFS promises to make common tasks, like duplicating files, much faster. Apple also touts the new file system as having stronger encryption and improved crash protection for your data. This is an upgrade you'll feel more than see.

One Big Caveat

Only Macs that use solid state drives (SSD) exclusively will be converted to the new file system. The initial release of High Sierra does not support APFS on a Fusion drive, which contains both a hard disk drive (HDD) and an SSD. (That means if you converted a Fusion drive to APFS while using the High Sierra beta, you must revert back to HFS+. Learn how in [this Apple Support page](#).) To find out what kind of storage your Mac uses, go to Apple  > About this Mac and click Storage. You'll see a description under the drive's icon.

- **Improved video support:** High Sierra now supports High-Efficiency Video Coding (HEVC or H.265), a new video codec that compresses video up to 40 percent more efficiently than H.264, the standard Apple employed previously and which is widely used across computers, mobile systems, and televisions. Basically, the

gist of this is that when you're watching video from a source that uses HEVC, video will take up less space and stream more quickly and smoothly. Netflix [currently streams some premium content](#) that might be able to take advantage of this. YouTube doesn't yet. Apple support could tip the scales for both online media giants.

- **Support for VR:** Although consumers likely won't have games in hand for a while, High Sierra folds in support for Valve's SteamVR, the software that powers virtual reality headsets such as the [HTC Vive](#). This, combined with Apple's [Metal 2 Developer Kit](#) support for external graphics, means developers now have what they need to start making a bunch of cool stuff. This applies to the [iMac with Retina 5K](#), the new [iMac Pro](#), and Macs with external GPUs, or graphics processing units. (So far, [external GPUs](#) are only available to developers.)

Where'd My Old iOS Apps Go?

Mac users have long restored old iOS apps by downloading and syncing them through iTunes, but a new version, released right before High Sierra, shifts the app's focus to media only (**Figure 5**).



Figure 5: iTunes no longer handles iOS apps.

Now you'll download and deal with iOS apps on your iOS device. Learn how in [this Apple support document](#).

Discover the Little Things in High Sierra

You're bound to find a new favorite amongst High Sierra's small changes, whether it's Live Photos in FaceTime or Mail's Top Hits. Here are some of the most interesting features that don't fit into one category or another.

Save FaceTime Moments as Live Photos

Many a special moment happens in FaceTime, from talks between long-distance sweethearts to the hotel-room hellos of parents calling from work trips. Now you can capture them all with Live Photos—Apple's innovative moving pictures that include the seconds just before and after the shot was taken to make a mini-movie, complete with sound (**Figure 6**). Think Harry Potter and moving wizard pictures.



Figure 6: Click the new button to the left of FaceTime's End button to take a Live Photo, in this case, capturing these chicks tweeting adorably.

To help avoid breaches of etiquette, FaceTime takes steps to make sure each person is in control of whether a photo is taken of them or not. The setting for your camera is on by default in High Sierra, but you can turn it off by choosing FaceTime > Preferences and deselecting Allow Live Photos to Be Captured During Video Calls. (Same goes for your iOS 11 device; you'll find a FaceTime Live Photos setting at Settings > FaceTime.) Both people in the conversation must have this setting turned on to take Live Photos of each other.

Tip: You can't circumnavigate these protections by taking a (stationary) screen shot during a FaceTime session using standard macOS shortcuts like Command-Shift-3, but screenshot apps like [Snapz Pro X](#) work.

To take a Live Photo during a FaceTime session, click the new button that appears to the left of the End button. When a picture is snapped, the target's screen flashes and a notice appears on their FaceTime screen that says "A FaceTime Live Photo of you was taken."

You'll also see a notice on your end (**Figure 7**). The shot is added to your Photos Library.



Figure 7: FaceTime flashes a notice to both parties when a Live Photo is taken. This is what the person who takes the photo sees (with the phone number redacted for privacy).

Tip: Photos now lets you choose a keyframe (the main image that displays) for your Live Photo and apply new effects—Loop, Bounce, and Long Exposure—that change the way your mini-movie plays. Look for Live Photo editing tools in Photos' Editing window under the Adjust tab. They're at the bottom of the window.

Live Photos take up more space than regular still photos. Get overly enthusiastic about this feature and you might find yourself running out of storage space, especially if you have a MacBook Air.

In Case You Missed It: Keep Folders on Top in the Finder

There's never been an easy way to prioritize folders in Mac Finder windows, and jumbled together with files, folders can be hard to spot. Sierra offered a fix for this dilemma: List folders first by going to Finder > Preferences > Advanced and selecting the Keep Folders on Top When Sorting by Name box (**Figure 8**).

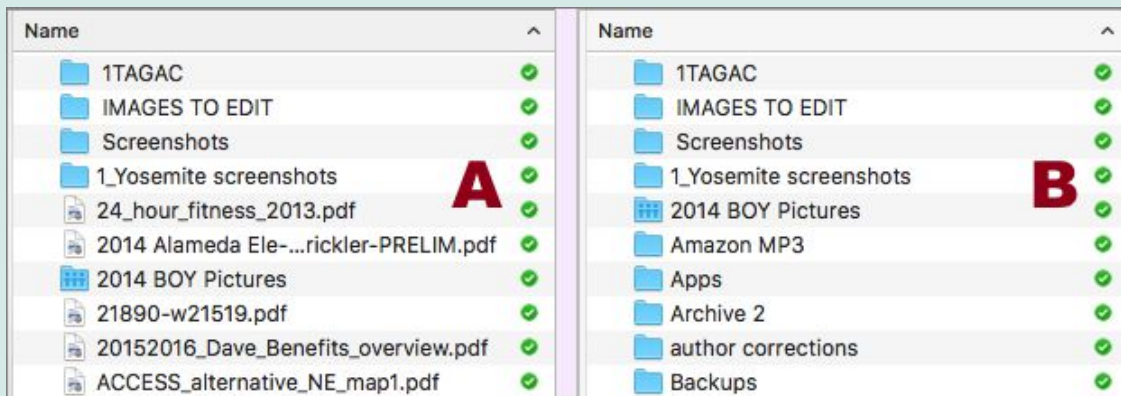


Figure 8: Here's what a Finder window sorted by name looks like before the Keep Folders on Top setting is activated (A) and after (B).

You have a better chance of finding what you're looking for if you arrange the contents of your Finder windows to fit the way you work.

Peruse Mail's Top Hits

You'll have more help next time you're looking for a particular email message, because High Sierra includes a new way to unearth the most relevant search results. Spotlight-powered Top Hits rise to the top of the message list as you type in Mail's search field (**Figure 9**).

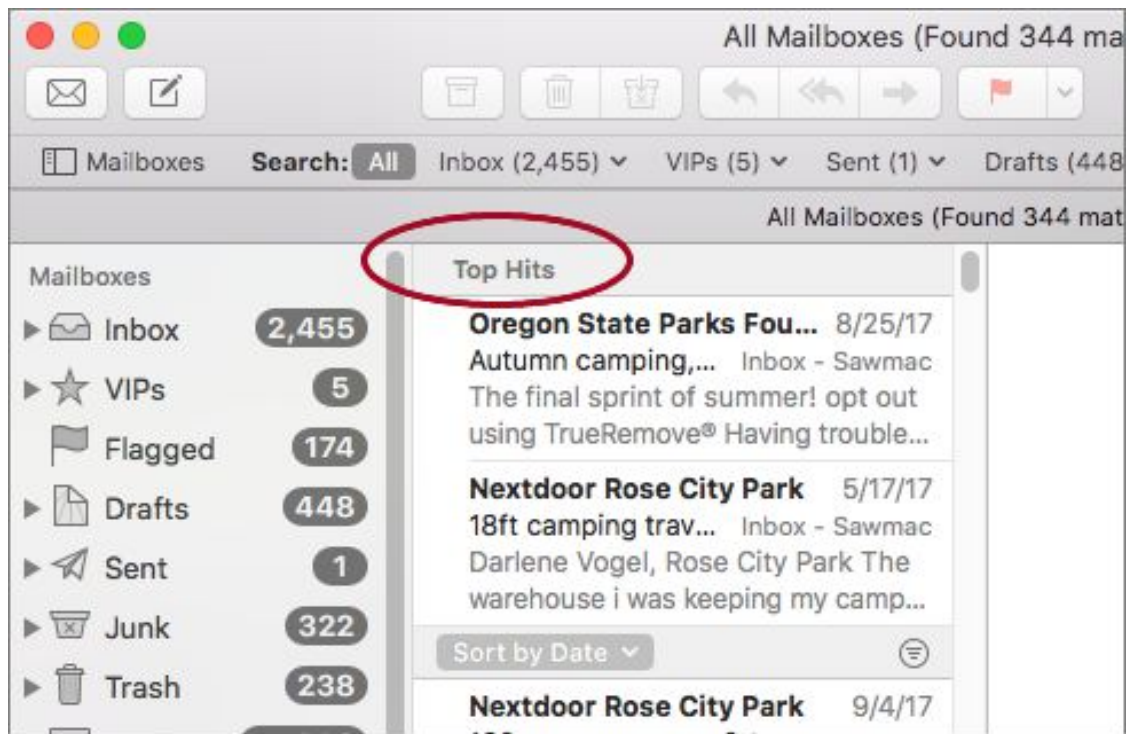


Figure 9: As you type in your search term, Mail’s best guesses appear under the Top Hits header (circled) in your message list.

Apple says these are based on factors including your VIP contacts, who you reply to frequently, which messages you actually read, and more. Top Hits results are supposed to improve the more you search. (See [Find Files and Facts with Spotlight](#) for more about Spotlight.)

Note that Top Hits are separate from the suggestions and potential filters shown in the drop-down menu that appears *underneath* the search field.

Tip: Wish you could point out a particular part of a picture you’re emailing? You can, easily. [Force Click](#) an image or PDF attachment to use Markup to annotate it. (See [this support document](#) for details.)

Compose New Mail Messages in Split Screen

In Sierra, when you created a new Mail message (File > New Message) while using fullscreen mode, the composing window rose up from the

bottom of the screen, covering most of the Mail Viewer. This was a pain if you were trying to reference something in another message. No more: Now, when you're in fullscreen mode, Mail automatically uses Split View to open a new message window (see **Figure 10**).

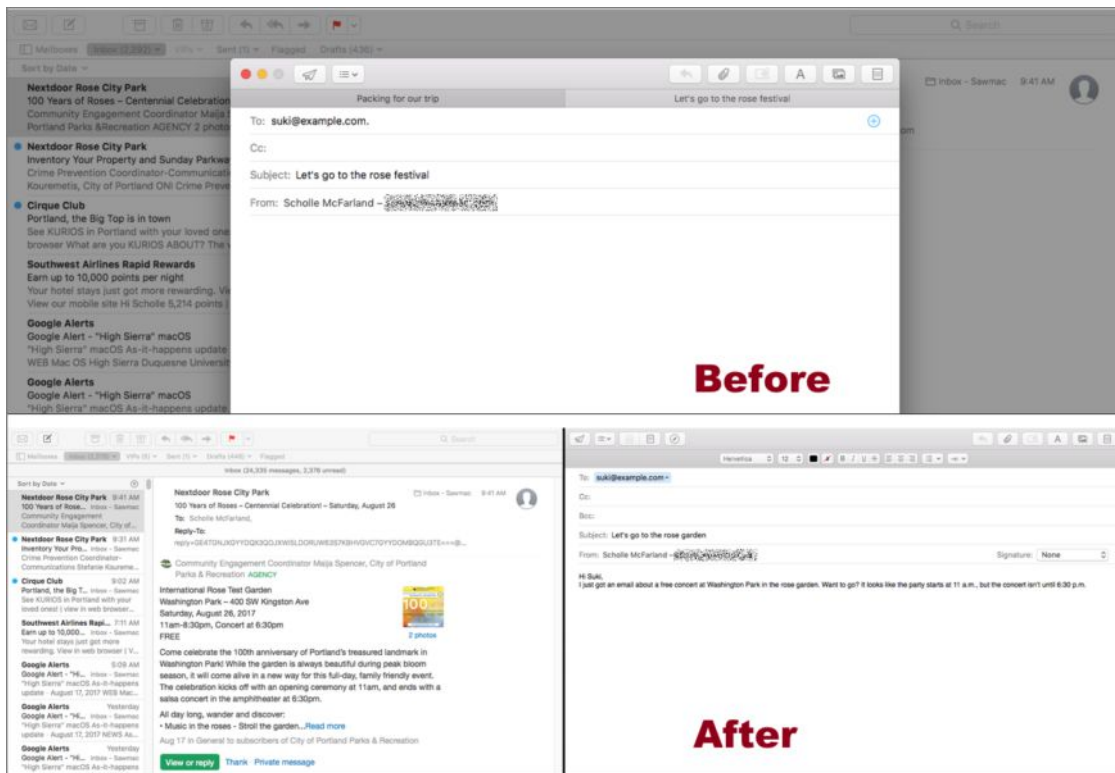



Figure 10: In Sierra, new message windows covered the Message Viewer when you were in fullscreen mode (top). High Sierra's Mail uses Split Screen to show the composing window and the Message Viewer side by side (bottom).

As before, when you have more than one new message window open at a time, they appear as a tabs in the new message window. For an explanation of Split Screen, see [Command the View](#).

Tip: If you have a [MacBook Pro with Touch Bar](#), use the Touch Bar when you're in Mail or Messages to access emoji more easily. Tap the emoji  button and the ones you use the most appear across the bar. Tap one to insert it in your message.

Add New References to Dictionary

Sierra added Italian, Danish, Dutch-English, and Traditional Chinese offerings to Dictionary. High Sierra continues to cultivate the macOS as a true polyglot by adding dictionaries for Russian and Portuguese.

Tip: When you're not sure what a word means, [Force Click](#) it to view its definition.

To add a new reference, open Dictionary (in the Applications folder) and choose Dictionary > Preferences. Select the boxes for any references you would like to include (**Figure 11**).

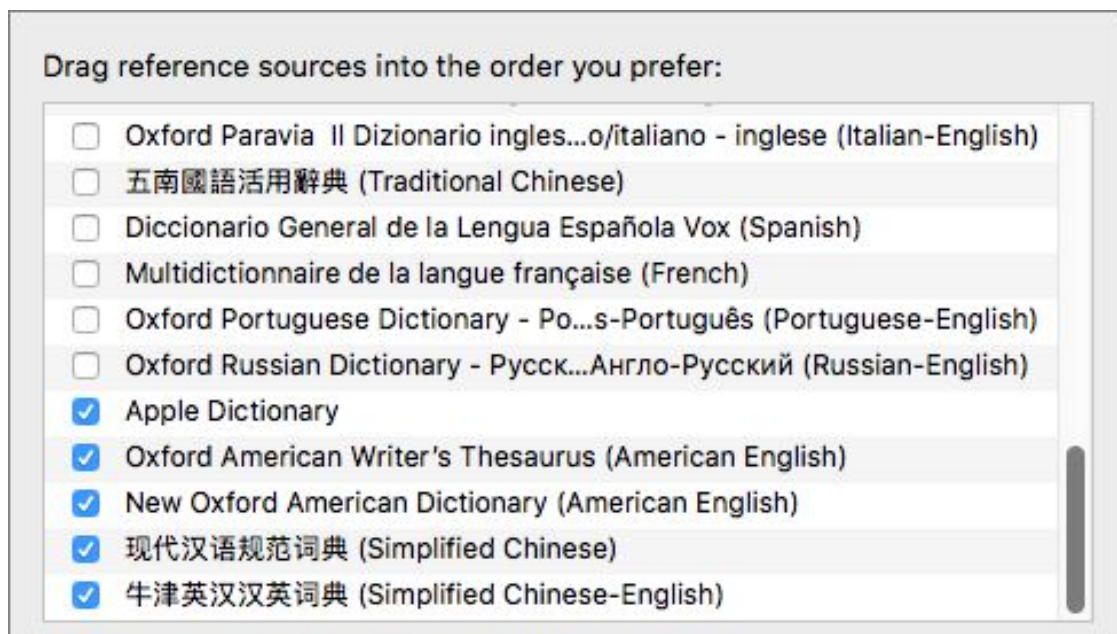


Figure 11: Scroll down to see a wide variety of references and then check the boxes next to the ones you want to appear in Dictionary.

In Case You Missed It: Picture in Picture



The Mac's Picture in Picture feature makes it easy to watch a video from iTunes or Safari while you work on something else. Click the Picture in Picture  icon on the video control bar and the video morphs into a little window that floats above your other apps at the corner of your screen—even if you switch to full-screen or Split View (**Figure 12**). To close the window, click the Exit button  in its upper-left corner.



Figure 12: The picture-in-picture window floats above whatever else you're working on.

One important trick: When you watch a video on YouTube, no Picture in Picture button appears in the video control bar. Instead, Control-click the video *twice* to reveal a contextual menu with an Enter Picture in Picture command. (Your guess is as good as mine as to why Apple hasn't fixed this one yet.)

Say Hello to Siri

Want to dictate a note, create a reminder for an important event, turn on Bluetooth, or make a call? Doing any of these things doesn't have to take more than a single click (and sometimes not even that) when you use Apple's digital assistant. And unlike with your iPhone or iPad, Siri on the Mac makes it easier for you to multi-task. You can keep doing what you're doing while Siri completes a job for you.

High Sierra updates Siri's voices, turns it into your personal Apple Music DJ, lets you type questions and commands to Siri when you want to keep quiet, and more.

Get Started

First things first: open System Preferences > Siri and make sure that the Enable Talk to Siri option is selected (**Figure 13**).

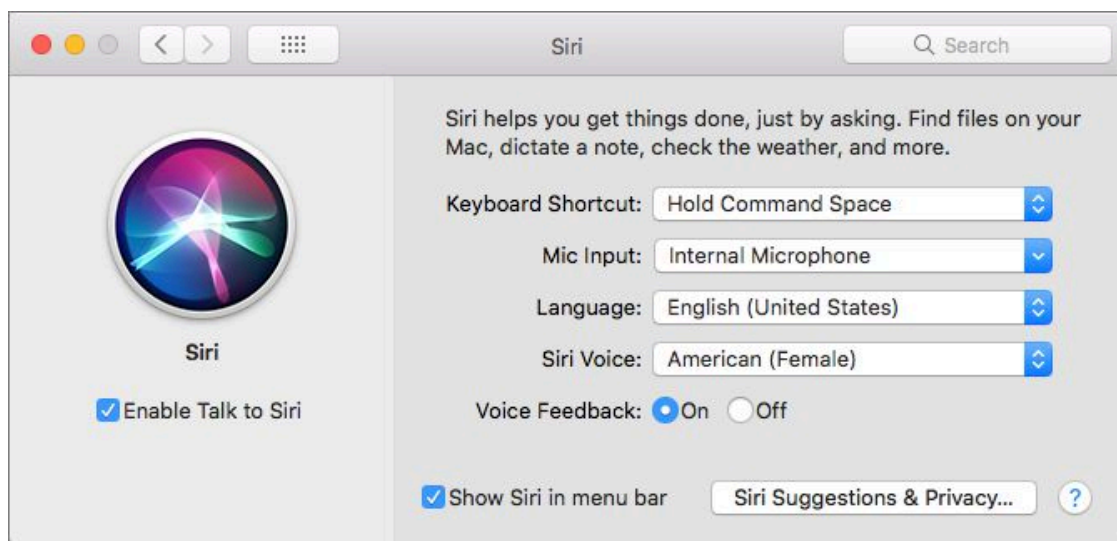


Figure 13: Go to Siri's System Preferences pane to enable Siri, change its voice, use a different mic, and more.

Warning: For Siri to answer questions that require a knowledge of where you are (think: "Show me good sushi restaurants"), Wi-Fi must be on. Siri doesn't work at all without an internet connection.


Activating Siri

Once Siri is enabled, your first step is to activate it, using any of these methods:

- Click the new-and-improved Siri icon in the Dock (**Figure 14**).



Figure 14: Activate Siri from the Dock (center icon).

- Click the Siri  icon in the menu bar at the top of your display.
- Press and hold Command-Space. Be careful: if you hold Command and then *tap* the Space bar, you’ll activate Spotlight instead.

If you prefer a less finicky shortcut, change it by going to System Preferences > Siri and choosing an option from the Keyboard Shortcut pop-up menu, such as Hold Option Space. Or, choose Customize to create a shortcut of your own devising—in the field that appears, press the keys you want to activate Siri.

- The sidebar “[Hey, Start Siri!](#)” explains how to set up a voice-activated cue.

Tip: If you have a [MacBook Pro with a Touch Bar](#), you can also tap the Siri icon to the right (by default) of the Touch Bar.

When you activate Siri, you hear a chime and the Siri window appears in the upper-right corner of your screen. When Siri is listening, a line pulses at the bottom of this window (**Figure 15**).

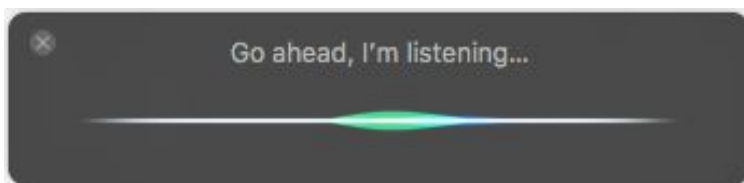


Figure 15: Siri is ready to listen when you see the pulsing line.

If you don't see a pulsing line, click the orb at the bottom of the window. (The orb matches the Siri icon and replaces the old microphone icon.) Then, ask your question or make your request.

To ask another question, click the orb in the Siri window or reactivate Siri using a method above.

“Hey, Start Siri!”

If you're accustomed to hailing Siri with your voice, you might be disappointed that Siri on the Mac still doesn't offer this feature. By using a dictation feature to open Siri on your command, though, you can make it happen:

1. Go to System Preferences > Keyboard > Dictation. Turn Dictation on and then select Use Enhanced Dictation. If you haven't already downloaded Enhanced Dictation, you'll see a warning that it's a 1.2 GB download; click Use Enhanced Dictation.
2. Go to System Preferences > Accessibility. Select Dictation in the left-hand column.
3. Select Enable the Dictation Keyword Phrase and then type **Hey** into the text field. (Feel free to substitute your own keyword, maybe **Yoo-hoo?**)
4. Click the Dictation Commands button, select the Enable Advanced Commands checkbox, and then make sure the Start Siri checkbox is selected in the list. Click Done.
5. If you'd like some feedback to let you know your command is working, select the Play Sound When Command is Recognized checkbox.

Try it out by saying “Hey, start Siri!” and your Mac should respond. (“Hey, open Siri,” “Hey, launch Siri,” and “Hey, switch to Siri” will work, too.)

New! Typing Questions to Siri

One of Siri's drawbacks has been that it can be embarrassing, disruptive, or difficult to talk to your computer when you're in a busy office or out at a noisy café. But now, if you need to talk to Siri in private, you

can. The Type to Siri feature lets you type in your question (**Figure 16**) and then hear Siri's reply (ideally through headphones).

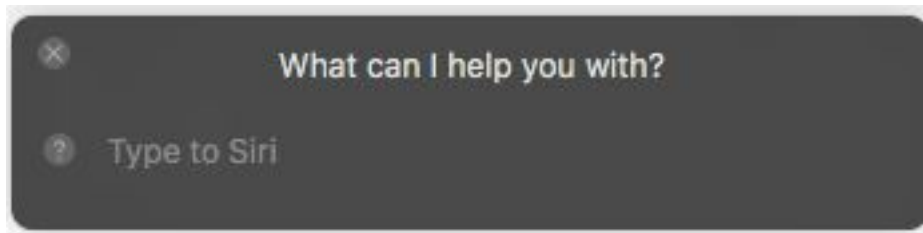


Figure 16: If you'd like some privacy, type your question to Siri instead of blabbing in front of the whole office.

The Type to Siri feature was designed to help people who can use a keyboard or other switch-based device to type, but have limited ability to speak. Perhaps for that reason, Apple doesn't make it easy to turn this feature off and on as needed.

Choose System Preferences > Accessibility > Siri and select the Type to Siri option to turn it on. When you want to talk with Siri again, go back into System Preferences and deselect the checkbox. With a little Automator magic whipped up by our own Joe Kissell, however, this process can be reduced to one easy click for those of us who would like to be able to switch back and forth.

Make a Workflow that Turns On Type to Siri

Open Automator (in Applications). In the dialog that appears, click Application and then click Choose. (This lets you to keep the workflow in the Dock or on your Desktop and activate it with a click.) Choose Utilities in the Library column and then drag the Run Shell Script action onto the blank workflow space to the right. Leave the action's popup menus set to the defaults and then type (or copy and paste) this into the script field:

```
defaults write com.apple.Siri TypeToSiriEnabled -bool true
```

Choose File > Save and give it a name like `TypeToSiri ON` (**Figure 17**).

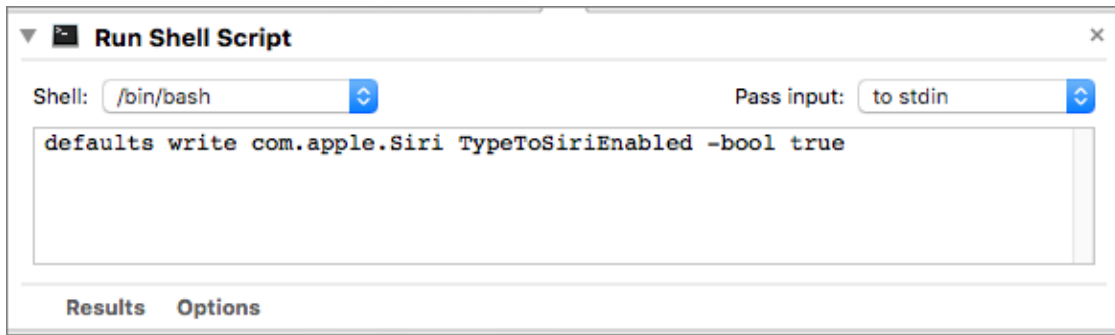


Figure 17: Here's the finished TypeToSiri ON workflow in Automator.

When you want to type a question instead of talking, run this app, and *then* activate Siri.

Make a Workflow that Turns Type to Siri Off

Repeat the process for creating a workflow to turn on Type to Siri, just above, but replace the text in the Run Shell Script action with:

```
defaults write com.apple.Siri TypeToSiriEnabled -bool false
```

Choose File > Save and give it a name like `TypeToSiri OFF`.

Drag this app into the Dock or Desktop next to your ON workflow and you'll be able to turn Type to Siri on and off with a double click (**Figure 18**).



Figure 18: Keep your TypeToSiri apps handy on your Desktop (shown here) or in the Dock and then double click the correct one to turn the Type to Siri feature on or off.

Apple, if you're listening, please consider adding a *built-in* method (say, a menu bar item) in the next macOS for turning this feature off and on.

Tip: To learn about the many ways you can save time automating common and complicated actions on your Mac, see Joe Kissell’s newly updated [Take Control of Automating Your Mac](#).

Change Siri’s Voice or Language

You can change Siri’s voice on your Mac, just as can on your iPhone or iPad. High Sierra (mostly) swaps out Siri’s old voices for new, more natural ones. At publication time, all English-speaking female voices sported improved tone and inflection, but the American male voice still sound...ed...ro...bo...tic.

Go to System Preferences > Siri and browse the choices in the Siri Voice pop-up menu. If you’ve chosen English (for any country), you can pick from a number of voices, including American, Australian, and British. Most (but not all) come with both male and female versions. For instance, if you choose English (Ireland) in the Language pop-up menu, the only Irish option in the Siri Voice pop-up menu is female.

Missing in Translation

Sadly, High Sierra’s Siri doesn’t include the translation powers built into iOS 11. As of that update, you’ll be able to ask Siri on your iPhone or iPad to translate any U.S. English phrase—in writing as well as out loud—into Mandarin, French, German, Italian, and Spanish. See [Take Control of iOS 11](#) by Josh Centers.

Find Files with Siri

Siri makes it possible to hunt down files, folders, and more without having to type a thing. Siri recognizes natural-language requests and is fast and fairly accurate.

Asking for What You Want

To find a file or folder, tell Siri to “Find file <name>” or “Find <name> folder.” Siri can find files stored in iCloud, as well as in the cloud-storage service Dropbox.

What’s more, you don’t have to be exact with the name. For instance, when asked to “Find watch pdf,” Siri found the ebook *Apple Watch: A Take Control Crash Course*. Likewise, when I made a vaguer request like “Find files named Graham,” Siri brought back 115 files with “Graham” in their name. The more specific you are, the better your results.

Here are some requests to try: “Open my Documents folder.” “Show my Movies folder.” “Show me spreadsheets from Friday,” “Find documents I opened two Mondays ago” (**Figure 19**).

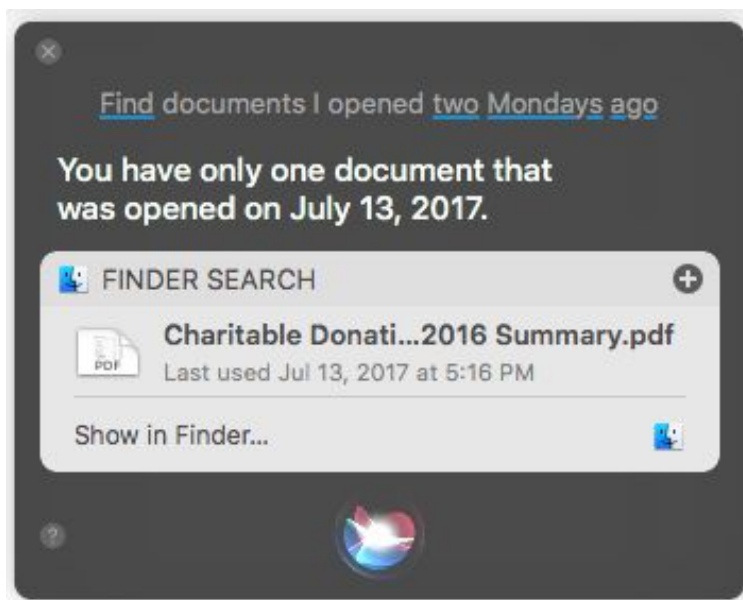


Figure 19: Siri makes it easy to search for files, even very specific ones.

Tip: If you see a note below your Siri result, such as Show in Finder or Open in System Preferences, click it to quickly perform that action.

Refining Your Search

You can narrow a large list of results by adding on to your query by voice. For example, if I ask Siri to “Find camp receipts folder,” I can then say “Just the one tagged urgent.”

Sierra’s Siri could only handle one request to refine a search, but High Sierra breaks past this limitation. I was able to ask Siri “Show me spreadsheets” and then follow up with “Just from May,” “Just from June,” and then “Just from October.” After each request, Siri displayed relevant results without giving up and triggering a web search.

Tip: If a file has an unusual name that Siri can’t recognize or you need to run a more complicated search, use Spotlight (Command-Space) instead (see [Find Files and Facts with Spotlight](#)).

Getting a Little More Information

When Siri gives you results, sometimes you need more information to know which file is the right one:

- **Peek at a file:** Click once on its entry in the Siri results list to select it, and press the Space bar (this feature is called Quick Look).
- **View a file or folder icon in the Finder:** Control- or right-click its entry in the Siri results list and choose Reveal in Folder. A Finder window opens, with that file selected.

Work with System Preferences and Information

Siri is lightning fast when it comes to tweaking System Preferences, saving you the trouble of digging through menus and dialogs.

Here are some of the things you can ask it: “Is Bluetooth on?” (**Figure 20**) “Turn Bluetooth off.” “Put my Mac to sleep.” (Note that Siri can’t restart your Mac; instead it will tell you how to do it.) “Show me my

Wi-Fi settings.” “Change my wallpaper.” “Turn up the volume.” “What time is it?” “What’s the date?”

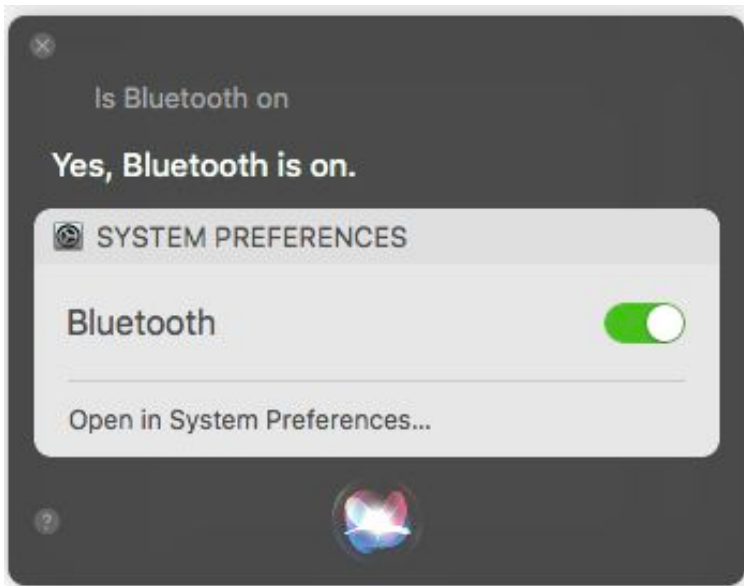



Figure 20: Siri can check—and change—system settings, for example, whether Bluetooth is off or on, shown here.

Likewise, Siri can answer basic questions about your Mac that otherwise would require a trip to Apple  > About This Mac and its many submenus. For example: “How fast is my Mac?” “How much storage do I have available?” “How much RAM do I have?” “What is my Mac’s serial number?”

Do Tasks with Apps

Just as it can find files and help you change basic settings without breaking a sweat, Siri on the Mac also offers access to your apps.

Opening an App

Say “Open <app name>,” “Launch <app name>,” or “Play <app name>” to get things started. (Perhaps Apple thought it would improve our attitude towards work to say “Play Photoshop” just as easily as “Play Sims.”) Note that Siri can’t close apps.

Controlling iTunes

Siri lets you search for music, TV shows, or movies, as well as play a song, skip a track, or pause play. Say “Play Grateful Dead playlist,” or “Play the top song from 1975.”

You can play and search for podcasts, too. Say: “Search for Clockwise podcast.” “Play podcasts.” “Jump back 30 seconds.”

Tip: If you can’t quite place a song on the radio, ask Siri “What’s this song?” It will listen for a moment and then give you the answer.

New! Getting More from Apple Music

If you’re an [Apple Music](#) subscriber and are signed in with your Apple ID (iTunes > Accounts > Sign In), High Sierra’s Siri can serve as your personal DJ. Want to play dance music for a spontaneous party? Just ask. Time for some epic breakup music? Yep, it can handle that, too.

Whether you need music for a particular mood (happy, mellow, sad) or a specific activity (working out, focusing, sleeping), this is a handy way to get some tunes started with a minimum of fuss (**Figure 21**).

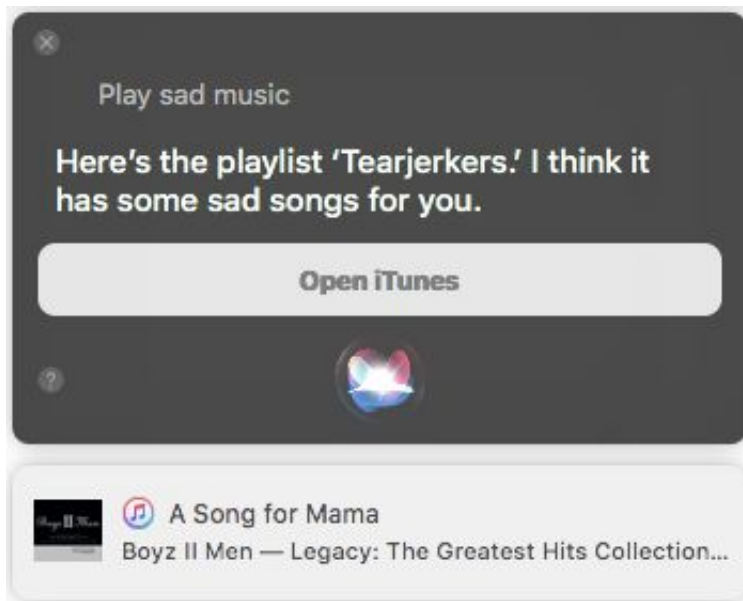


Figure 21: Apple Music subscribers can use Siri to tap into a playlist that fits an activity or mood.

Apple has said that Siri's results are based on what it's learned about your Apple Music preferences, but I sometimes saw peculiar results. For instance, when I asked it to "Play happy music," it began with a melancholy Decembrists song, "[Here I Dreamt I Was an Architect.](#)" (I'm not sure if that says something about Siri or about me.)

In addition, Apple has said that Siri will be able to answer music trivia questions and delve into album notes to tell you more about songs, albums, and artists. This feature was still missing at publication time, but hopefully will be a part of a future High Sierra update.

Battle of the Personal Assistants: Siri vs. Alexa vs. Google

Might there be a reason that Siri's Apple Music powers received such love with this macOS release? I'd place my bets on the soon-to-be-released [HomePod](#), Apple's response to the Amazon Echo and Google Home devices. (This [CNET article compares all three.](#)) The HomePod is being marketed first and foremost as a high-quality, voice-controlled center for your music.

Keeping an Eye on the Calendar

Siri can add, change, or tell you about events in your calendar.

Get the gist of the day by asking "What does the rest of my day look like?"

Say "Set up a meeting with Kelly for tomorrow at 3:00," and Siri creates the event and even warns you of conflicts. Say "Move my 5 PM meeting to tomorrow at 2 PM," and Siri shuffles things around.

Tip: To learn more about how Siri can help whip your schedule into shape and make leaving yourself reminders quick and easy, read my book [Take Control of Calendar and Reminders](#).

Adding a Reminder

A truly useful Siri feature is the capability to quickly set a reminder for yourself.

Say “Remind me to call my sister at 5 PM” and Siri makes a reminder for 5 PM and alerts you then. Or, say “Remind me to take out the trash in the morning,” and Siri creates a reminder for the next day at 7 AM.

If you want to come back to something later, say “Remind me of this.” Siri makes a reminder based on what you’re viewing, for example, a Mail message, Maps location, or webpage. (If you don’t specify a date, Siri doesn’t set an alarm; it notes the item in your Reminders list.)

Click the Remove button that appears below the item in the Siri window to delete it completely (**Figure 22**). Or, click the item to jump to the Reminders app and make adjustments there.

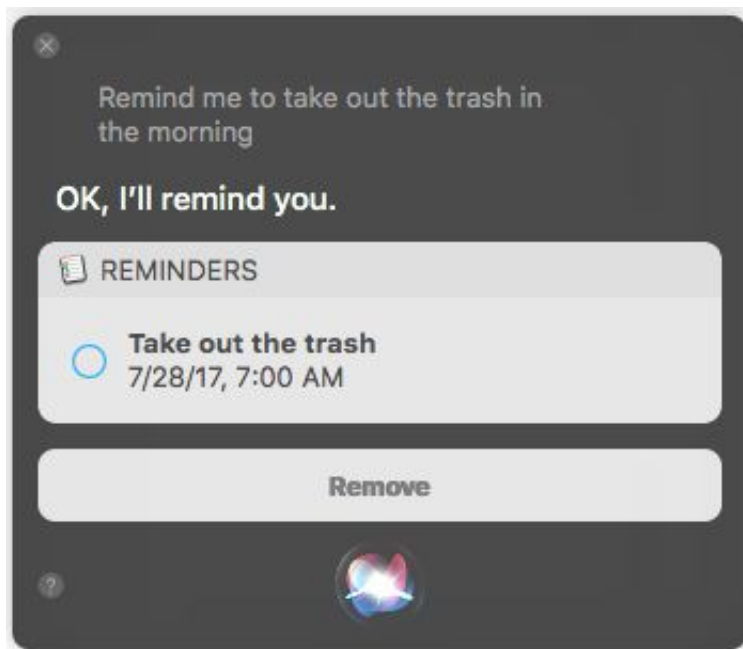


Figure 22: Use Siri to leave yourself a quick reminder.

It's All about Contacts

Want to talk to Siri like it's your pal? Tell Siri your important details, or make sure the information is in the Contacts app:

- ✦ **Your home:** If you want to be able to ask Siri to "Get directions home," it needs your address. Fill in the right one for home (and work) in your Contacts card.
- ✦ **Your relatives:** If you'd like to be able to ask Siri to call your sister, tell it who she is. For example, say: "Katy Sawyer is my sister." You can do this for all your relatives as well as your manager. Siri will ask you to confirm the change and then display your edited contact card.
- ✦ **Birthdays:** If you've entered a birthday in a contact's card, you'll be able to ask Siri questions like "When is Phillip's birthday?"
- ✦ **Phone numbers and more:** To make a call or send an email, make sure that information is filled in for friends and family in Contacts, too.

Looking Up a Word

Don't bother opening the Dictionary app or doing a Google search when you're at a loss for words. Ask Siri (**Figure 23**).



Figure 23: Use Siri to look up a word lightning fast.

Tracking Down Friends and Family

Whether you find it creepy or convenient, Siri can tap into [Find My Friends](#) to help you keep tabs on your loved ones. Ask it: “Where are my friends?” “Where is my son?” “Let me know when Dave gets to work.”

Managing Your Messages

Siri can send, read, respond, and search for messages in the Messages app. Say “Send Dad a message” or “Send a message to 555-1212.” Siri creates a new message and waits for your words.

To catch up on messages, say “Read my new messages.” Then use Siri to dash off a quick reply, for example “Tell him I’ll be there in 15 minutes.”

Making a Call or Using FaceTime

To start a video chat, say “FaceTime with Riku.” If you’ve set up your Mac to make audio calls through your iPhone (see [Turn Your Mac into a Speakerphone](#)), say “Call Bob at work.”

Teach Siri to Say Names

If you ask Siri to write an email to Jon and you have both Jons and Johns in your contacts, it asks you which one you want. The same thing goes with unusual names—Siri usually casts a wide net and lets you make the choice. But what if Siri just can’t pronounce a name?

If your own name is the problem, activate Siri and say “Learn to pronounce my name.” Siri will ask you to say your first and then last name, giving you playback options to choose from each time. If it’s someone else’s name that it’s been mangling, say “Learn to pronounce <name>” when you’re looking at a text or email from that person, or are viewing their card in Contacts. You’ll follow the same process to get it right.

Dealing with Mail


Siri offers a quick way to send, check, or search for email messages:

- Say “Show email from Jason from yesterday” or “Check email.” (Mail must be open for Siri to have access to the newest messages.)

Tip: Your favorite nickname may not have stuck with your friends, but Siri is happy to call you whatever you want. Just say “Siri, call me Slugger.”

- To find a particular message, try: “Find emails I received yesterday.” Or, “show me emails from <name>.”
- Siri will even start a new message and fill in the To and Subject fields. Say “Email Guadalupe about the party tomorrow.” Then, it waits for you to dictate the details.

Finding Your Photos

Siri can search your photos. Ask it to: “Show my photos from Monday,” “Look up my videos taken in Portland, Oregon,” or “Show me my favorite photos” (ones that you’ve marked in Photos by clicking the heart  icon).

Tip: If you ask Siri to “Take a picture” on your Mac, Photo Booth launches.

One of Sierra’s coolest features was the ability to ask Siri a question that tied into Photos’ [Advanced Computer Vision](#). For instance, ask Siri to “Show me pictures with water” and Photos opens to a collection of images it thinks include water.

Photos can pick out a strange and wonderful variety of objects, including tree types (“Show me pictures of oaks”), plants (“Show me pictures of roses”), dog breeds (“Show me pictures of collies”), and little ones (“Show me pictures of babies”)—[4432](#) objects, according to Apple (**Figure 24**).

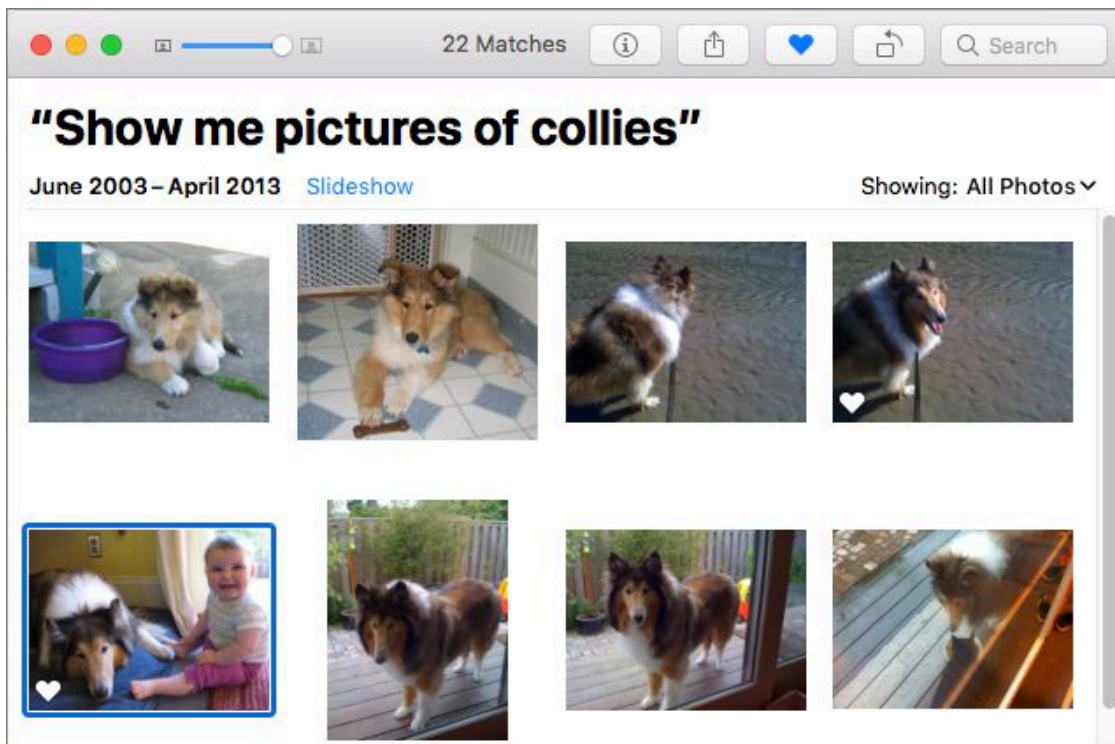


Figure 24: Siri ties into Photos' artificial intelligence features, letting you search your images in amazing ways. Here I've asked it to "Show me pictures of collies." Your Siri request appears in large type at the top of the Photos window.

As of High Sierra, some of these—facial expressions, for instance—still don't work in my testing. However, Photos is flexible enough to realize that "dog" can mean more than one thing (**Figure 25**).



Figure 25: Ask Siri to "Show me pictures of dogs" and your Mac knows that this image fits the description just as well as boxers and beagles.

Your Siri request appears at the top of the Photos window along with the number of matches.

Tip: To learn more about Photos' capabilities, read Jason Snell's [Photos: A Take Control Crash Course](#). (The current version covers Sierra; an update for High Sierra is planned.)

Get Answers to Questions

Just like the Siri you've come to know and love on your iPhone and iPad, Siri on the Mac is ready and willing to answer all sorts of questions. For example, ask it "Who won the game?" and Siri will ask you to choose which league: "Baseball, basketball, cricket, football, or soccer?" (If you ask "Who won the big game?" you'll see results from U.C. Berkeley and Stanford's most recent encounter on the football field.)

Siri and Your Privacy

How does Siri make the magic? Every word you say to it is sent to Apple where servers process your speech to return an answer. Your voice data is assigned a random user number—it isn't associated with your Apple ID or your email address. After 6 months, the data is disassociated from the user number and then stored for up to 18 months more for testing. Yes, that means somewhere out there right now someone might be listening to you saying: "Siri, why are fire engines red?" (If you haven't already, ask that question.)

Siri also sends information about you—associating it, again, only with your random user number—to Apple, including names and relationships from your Contacts app, the names of songs in your iTunes library, and more. When you search for documents with Siri, however, Apple says the names and content of your documents stay local.

To pick and choose which apps' info Siri will learn from, go to System Preferences > Siri, click the Siri Suggestions & Privacy button, and then select, or deselect, apps from the list.

A few handy topics to try:

- **Math and conversions:** Ask Siri a math or conversion question and, depending on its complexity, it pings either the Calculator app or [Wolfram Alpha](#) to find what you need. Ask it: “How many teaspoons are in a tablespoon?” “What’s 26.2 miles in meters?” “How much is a 15 percent tip for \$202?” “What is 35 percent of 80?” Or, for laughs, ask it “What’s 0 divided by 0?” (**Figure 26**).

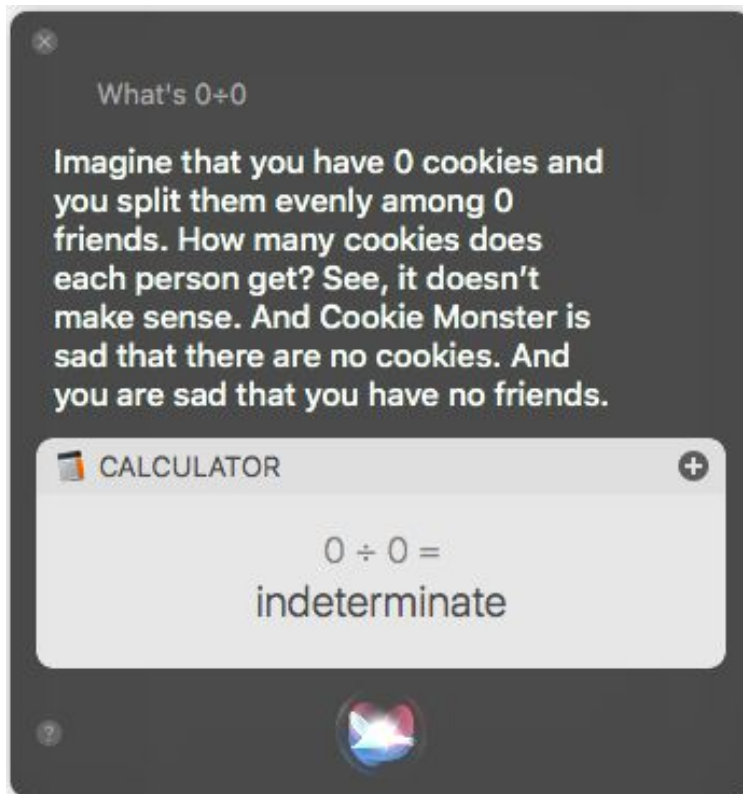


Figure 26: Siri can answer a variety of math problems. Occasionally, you’ll get a...creative answer.

- **Movies:** Search for movie information, find showtimes and theaters, read reviews, and look up award winners. Ask it: “What movies are playing?” “Where can I see The Dark Tower?” “Show me the reviews for Wonder Woman.” “Did the Sound of Music win an Oscar?”
- **Stock info:** Whether the market is a bull or a bear, Siri has its pulse. Ask it: “What’s Coca-Cola’s stock price?” “How are the markets doing?” “What did Twitter close at today?” “Compare AAPL and the NASDAQ.”

Tip: If Siri isn't sure of an answer, you might see the header "Other Sources" at the end of your results. Click one of the names (for instance, Twitter) listed to see that source's answer. New to High Sierra, you might also see the header "You Can Also Try," with suggestions for rewording your question. Click a suggestion (or speak it) to see Siri's answer to that instead.

- **The weather:** You can ask Siri weather questions (**Figure 27**). Try: "Should I wear a sweater today?" "Will it rain this weekend?" "What's the weather for tomorrow?" Or even "When is sunrise in Moscow?"

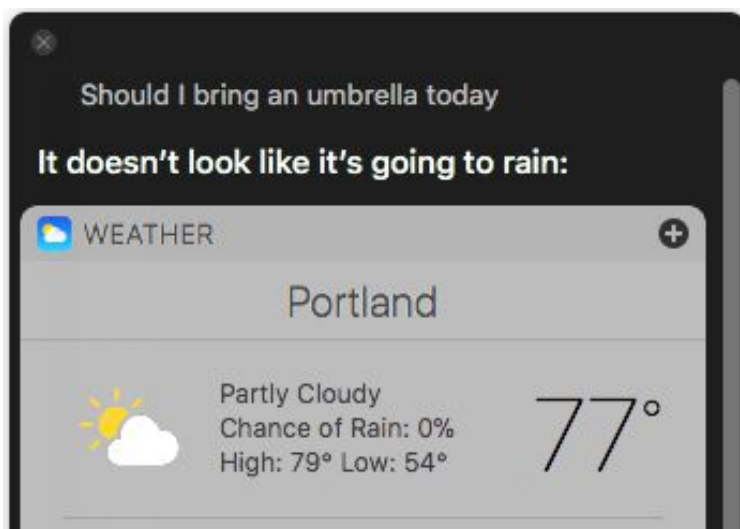


Figure 27: Siri can help you prepare for the weather.

- **The web:** If Siri doesn't know an answer, it typically searches the web, but you can direct web searches yourself, too: "Google images of owls." "Bing Ursula K. Le Guin."
- **Random facts:** Siri's bread and butter is the random fact. Ask it: "How big are great white sharks?" "How many calories are in a Big Mac?" "What's the chemical symbol for selenium?" "Why are leaves green?" "Who invented the cotton gin?"

Tip: Need truly random input? Ask Siri to "Flip a coin" or "Roll the dice."

- **Sports:** Siri has answers to most sports question you throw at it. Ask it about scores, schedules, and standings, as well as player and team information (**Figure 28**). Ask it : “When do the Timbers play next?” “Show me the soccer scores from last night.” “Who won the world series in 1959?” “What teams are in the WNBA?” “Show me the roster for the Golden State Warriors.” If you stump it—say, with a question about *<gasp>* tennis—Siri searches the web.

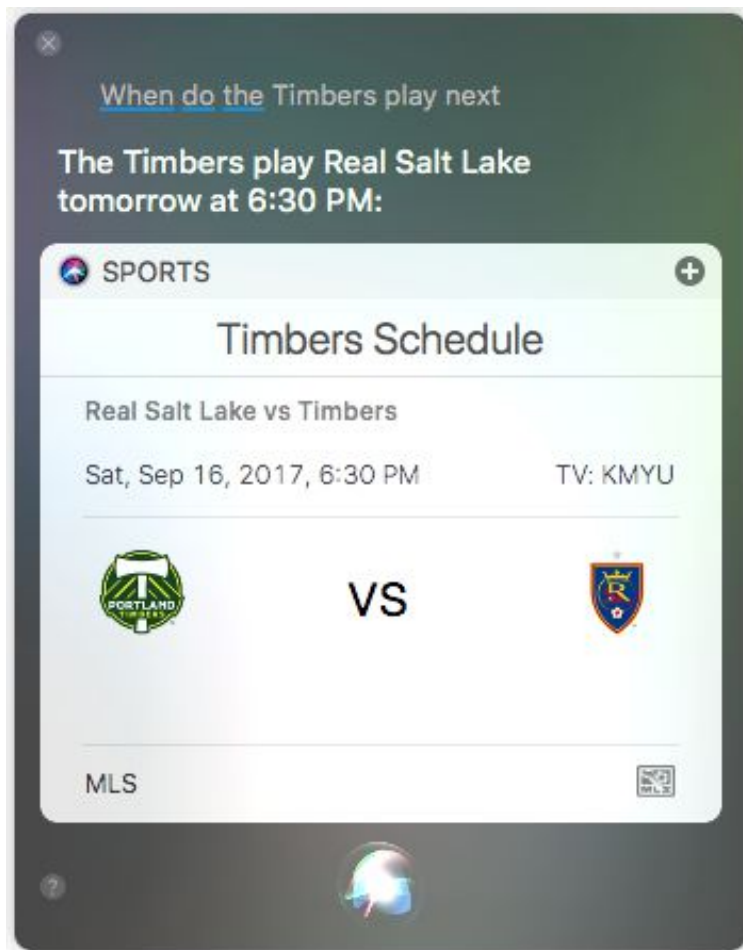



Figure 28: Siri can fill you in about sports schedules and more.

Pin Results for Later

Whether you’ve found a useful sports schedule, or just need easy access to a list of files, you can keep information up-to-date and at hand by *pinning* Siri search results to Notification Center. You can pin results whenever a plus  icon appears in the upper-right corner of the Siri results list. Click this to add the information to the Today view in Notification Center. (See [Keep Current with Notification Center.](#))

Funny Things to Ask Siri

Need a chuckle? Siri has a bountiful supply of jokes. For starters, say any of the following: "Siri, tell me a joke." "Do you like Pokémon Go?" "How do I look?" "What's your favorite animal?" "Which came first, the chicken or the egg?" "Do you follow the three laws of robotics?" "Do you have a boyfriend?" "Is Jon Snow dead?" "Supercalifragilisticexpialidocious." "I see a little silloetto of a man" (**Figure 29**).

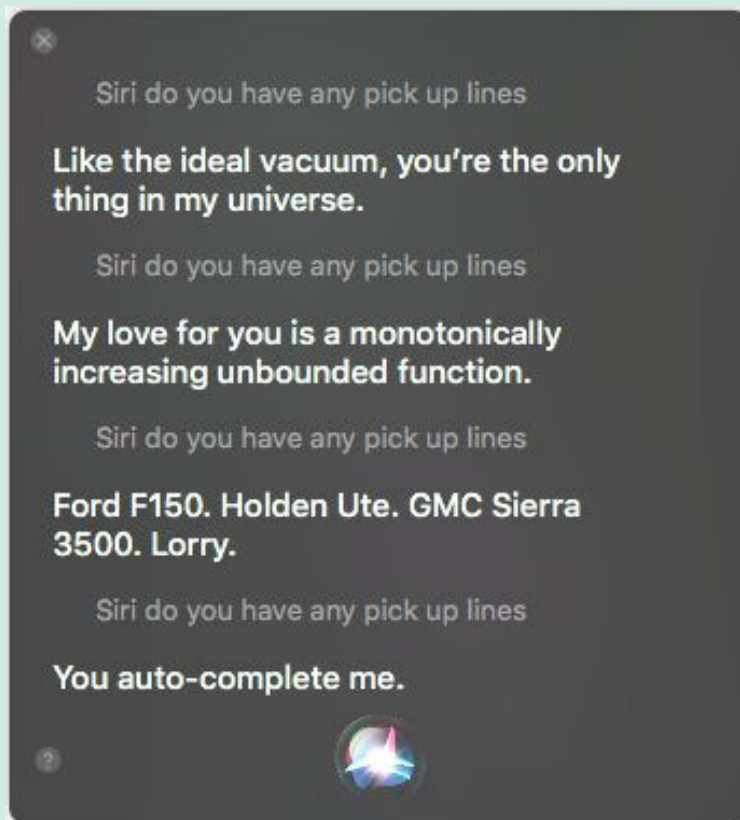


Figure 29: Siri has no end of jokes to entertain you.

Persistence is rewarded: Ask Siri the same question again and again for more witty replies.

Ask Siri What You Can Ask

To learn more about what Siri can do, say "What can I ask you?" or "What can I ask?" It replies with a list of categories including Finder,

System Preferences, About this Mac, Apps, FaceTime, Messages, and much more. Click a category to see sample commands (**Figure 30**).

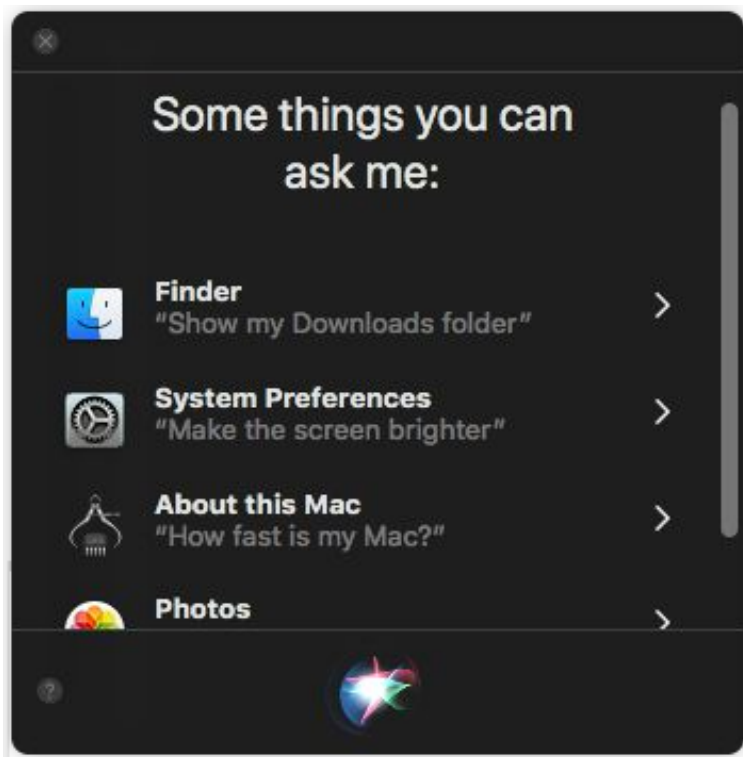


Figure 30: Whenever you need ideas for using Siri, ask it what you can ask. Then, scroll through categories and click one for examples.

When to Use Spotlight Instead

Use Apple's Spotlight search engine, described in the next chapter, when:


- ◆ You want to search for a file, but have no internet connection.
- ◆ You don't want to be overheard. (Although, Siri's Type to Siri feature can hush your end of the conversation, see [New! Typing Questions to Siri.](#))
- ◆ You're in a noisy location.
- ◆ Despite your best efforts, Siri can't understand a name or word.
- ◆ You want to launch an app quickly (and prefer using the keyboard).

For the flip side of this debate, see [When to Use Siri Instead.](#)

Find Files and Facts with Spotlight

More and more, you might find yourself wondering “Should I use Spotlight or Siri when I search?” When it comes to natural language searches and the acquisition of random facts, Siri rules. But if you prefer typing (and seeing a written response) or you want to launch an app or open a System Preferences pane with a few keystrokes, Spotlight packs power. Also, unlike Siri, Spotlight also doesn’t require an internet connection to work with local files and apps. Learn more about what you can do with Spotlight and you’ll have a better idea of which tool to use when.

Start a Search in Spotlight

To activate Spotlight, press and release Command-Space (quickly) or click the magnifying glass  icon in the menu bar. The Spotlight search field appears in the middle of your screen (reposition it if you choose). Then, type your search term to begin (**Figure 31**).

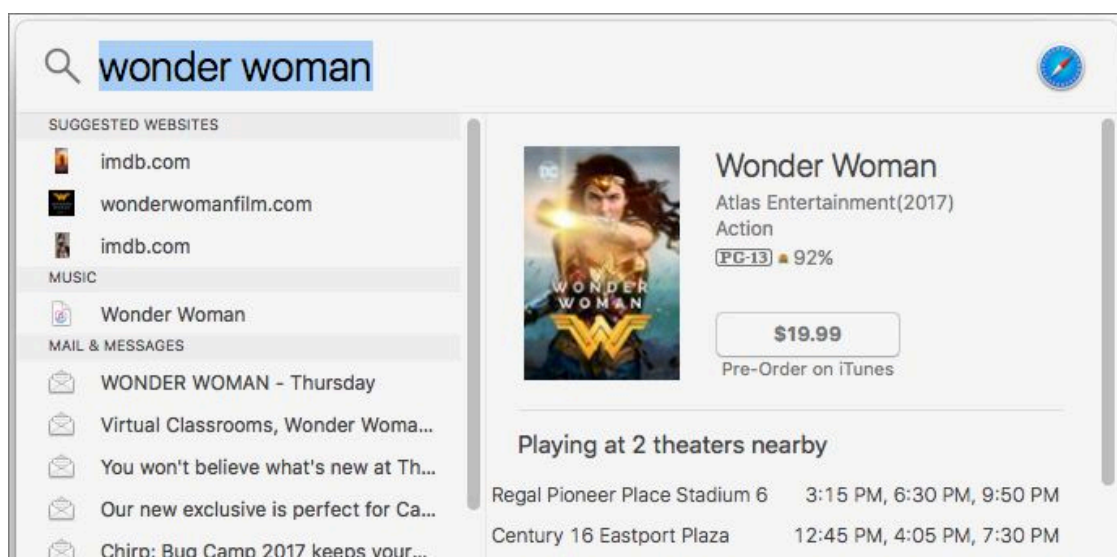



Figure 31: Click the magnifying glass icon in the menu bar (or press Command-Space) to activate Spotlight. Then, type in your term.

Change the Spotlight Shortcut

At some point, you'll undoubtedly trigger Siri when you meant to trigger Spotlight. The problem is their confusingly similar shortcuts. To activate Spotlight, quickly press and *release* Command-Space; or press Command and tap the Space bar. To activate Siri, press and *hold* Command-Space.

If the subtleties are a bit too much for you, change the Spotlight shortcut by going to System Preferences > Keyboard. Click Shortcuts and then pick Spotlight in the list on the left. The default settings are Command-Space for Show Spotlight Search and Command-Option-Space for Show Finder Search Window. (Click the Restore Defaults button here anytime to go back to these.)

To change the shortcut, double-click the current keyboard shortcut at the right of the pane and then press the key combination you want. If another command is already using this shortcut, you'll see a warning  icon.

Preview Your Results

As you type, Spotlight guesses what you seek. You might have to type only a few characters before hits appear in the left-hand list below the search field, divided by category. Select one with your arrow keys or pointer.

Tip: You can make the Spotlight panel taller to see more results at once, but you can't make it wider.

When you select a result, a preview appears in the pane to the right. How much Spotlight shows in this pane seems to change with every macOS version. This time around, you can preview videos right in the pane and scroll through multi-page PDFs, Pages documents, and Keynote presentations without launching the parent app. If you click a song, on the other hand, iTunes launches.

When you've found the result you want, press Return to open the file in its parent app.

Search Using Natural Language

When Spotlight first began supporting natural language searches, it was a huge time saver compared to the effort needed to plug criteria—pop-up menu by pop-up menu—into a Finder search (choose File > Find or press Command-F). For the first time, you could do complex searches on the Mac by typing a query that more closely resembled the way you speak. Looking for an email from your buddy, Suki, that includes an attachment? Type `email from Suki with attachment` (Figure 32).

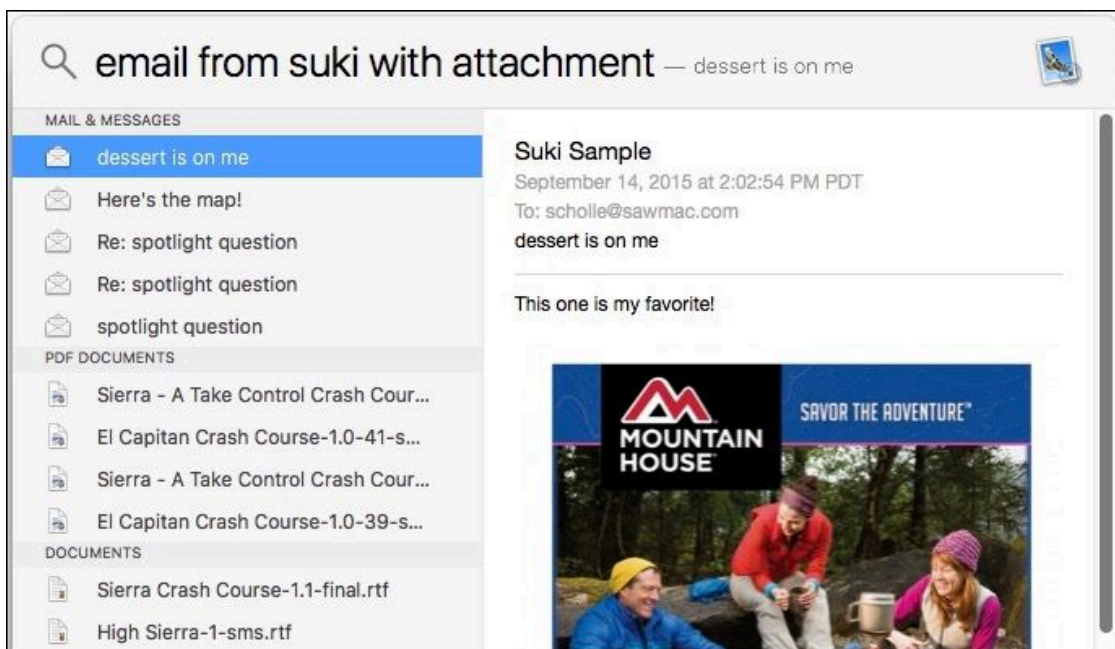


Figure 32: It’s easy to find files using Spotlight, even quite specific ones.

But now that Siri is well established on the Mac, the game has changed. Compared with the ease of using Siri, Spotlight searches can seem downright *unnatural*. Sometimes phrase-based searches work and sometimes they don’t.

Ask Siri “Show me the last presentation I worked on” and it immediately replies with the file. Try the same in Spotlight—`last presentation worked on` or `presentation last`, or even `most recent presentation`—and you get nothing.

Spotlight can be similarly finicky with web-based searches. Type [what's the weather?](#) and you're likely to see your city's 10-day forecast. But, type [What's Apple's stock price today?](#) (with or without the question mark) or even [Apple stock price](#) and you'll get the Spotlight equivalent of a blank stare. If this happens to you, trying rephrasing your request more simply—in this case, just type Apple's stock ticker symbol, [AAPL](#)—and you're more likely to get the information you need.

All that's to say: Keep it simple and be prepared to experiment with phrasing. If that doesn't work, try Siri.

When to Use Siri Instead

Here's when Siri is the right choice:

- ✦ You're having trouble phrasing your query correctly for Spotlight.
- ✦ You can't remember how to spell your search term. ([Suchi](#), [suschi](#), or [sushi](#)?)
- ✦ You have a general question, like "What planes are flying overhead?" or "How big are Ragdoll cats?" Unlike Spotlight, Siri taps into sources like Wolfram Alpha.
- ✦ You want to search your Photos library or initiate a search that uses Photos' image-recognition features (see [Finding Your Photos](#)).
- ✦ You are in the mood for sassy comebacks.

Also see [When to Use Spotlight Instead](#).

What Can You Find?

High Sierra's Spotlight lets you find many types of information on your Mac and on the web. Here are some of the highlights:

- **Applications:** Spotlight has always been able to act like a simple application launcher. For instance, start to type [keychain](#) and the app appears as the top hit after just a few letters. Press Return to launch it.

This saves you from digging around in the Applications folder—especially if the app is nested in a folder, as are Keychain Access,

Disk Utility, and many other tools. This is probably my number one use for Spotlight.

- **Bookmarks and history:** Bookmarked sites and webpages that you've looked at recently in Safari will also appear in Spotlight results.
- **Contacts:** Spotlight finds contact information quickly and easily. Click an icon under the contact's name to make a call or send an email message. Hover over the address and then click the pin 📍 icon that appears to look up an address in Maps.
- **Currency and unit conversions:** For those times when you need to substitute kilometers for miles or liters for quarts, there's no need to head to Google or your dog-eared copy of *Joy of Cooking*. Just type in the Spotlight search field (**Figure 33**)—say, *3 1/2 cups*, *55 euros*, or *3,000 miles*—and Spotlight shows common conversions.

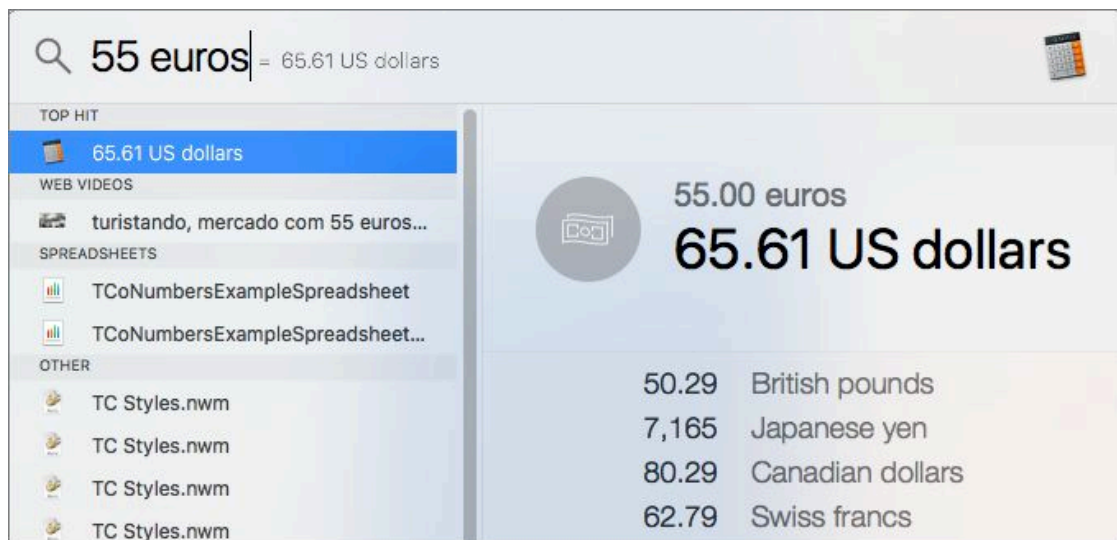


Figure 33: Use Spotlight to quickly make common conversions.

- **Definitions:** When you're not sure you have the right word, spare yourself the trouble of finding and opening the Dictionary app (or embarrassing yourself). Type a term—for example, *kerfuffle* or *schlep*—into Spotlight and select the Definition header. Dictionary results appear in the Preview pane (**Figure 34**).

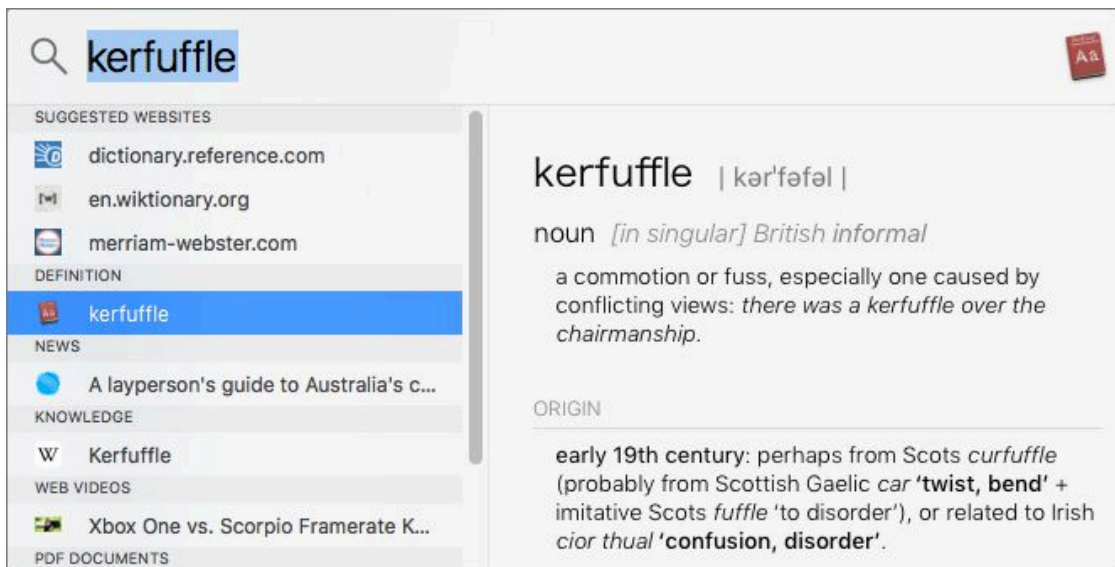


Figure 34: Use Spotlight to look up what a word means. You'll see links to other dictionaries under the Suggested Websites header; select one and press Return to see the word's definition there.

- **Files of many types:** Spotlight lets you search for files on your startup drive and any attached drives. The preview pane helps you make sure you have the right one.

Tip: Find yourself without an internet connection? You can still search for files with Spotlight, but Siri is a no-go.

Once you've found what you want, launch it in its parent app by pressing Return. You can tell what the parent app is by the icon that appears in the top-right corner of the Spotlight window.

Where in the World Is That File?

Need to know where a file is located? Select it in Spotlight's results and then press Command. The file's path—for example, [Macintosh HD/Users/username/Documents/camp chart](#) if "camp chart" is in your locally-stored Documents folder—appears at the bottom of Spotlight's preview pane.

- **Flight information (New!):** When you're wondering about a flight, type the airline name and flight number in the Spotlight field to see arrival and departure times, the flight's status, the terminal and gate numbers, the flight path, and more (**Figure 35**).

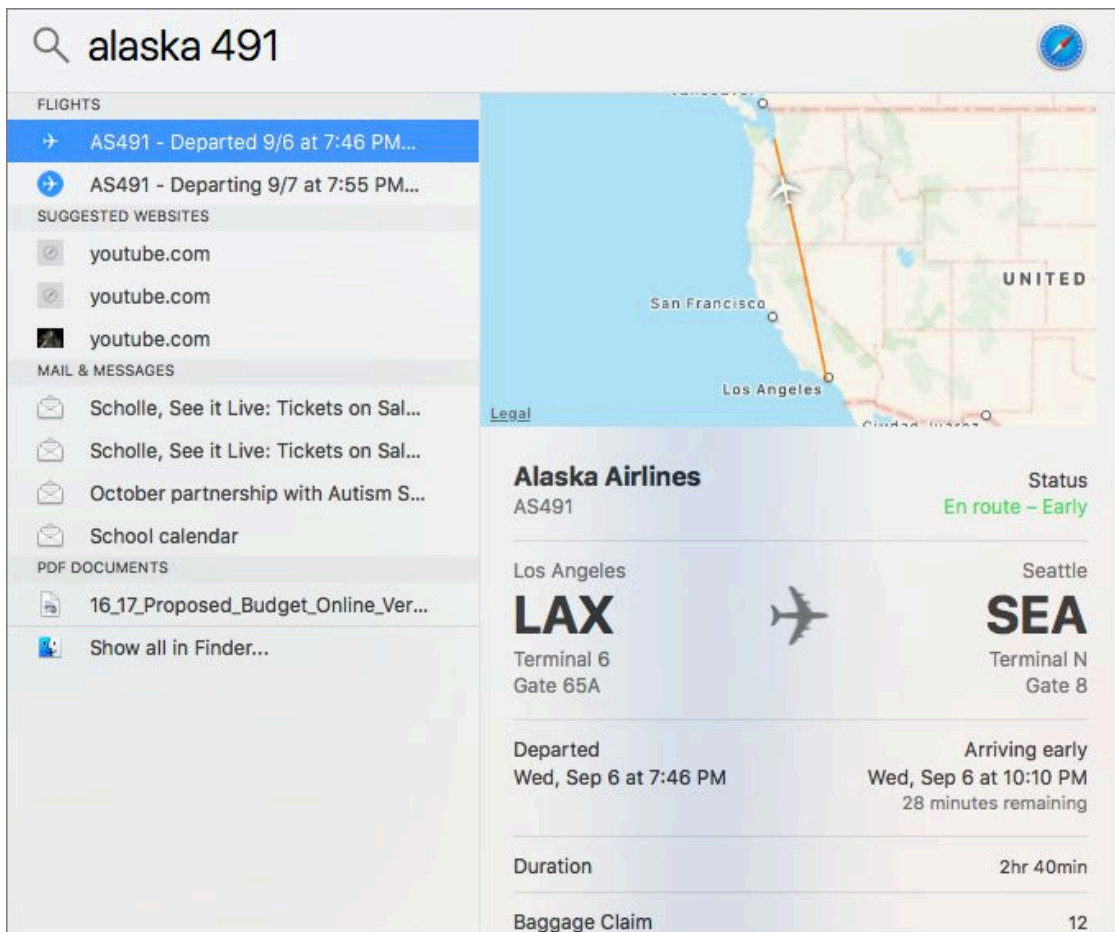


Figure 35: Now you can get easy access to flight information in Spotlight.

- **iTunes and iBooks Store results:** Results include music, movies, and TV shows matching your term in the iTunes Store as well as your iTunes library. You can also buy or rent movies from iTunes in the preview pane. (Matches in the iBooks store may appear, too, although this happens less frequently.) Press Return to open a store to that entry.
- **Movie showtimes:** Search for [Movie Showtimes](#) to see nearby flicks and times under the Now Playing in Theaters header. Type in a movie's name and look for hits under the Movies or Now Playing in Theaters header to see showtimes and its Rotten Tomatoes rating, as well as links to trailers.

Note: Initially, Apple said that High Sierra's Spotlight would be able to include multiple Wikipedia results when a search term meant more than one thing, but this is one of the [Features that are MIA](#).

- **Sports:** When you've got questions about sports stats, schedules, and more, Spotlight can help, especially if the topic is men's professional football, baseball, basketball, hockey, and soccer. For instance, type Manchester United for scores from the team's latest game or look for Stephen Curry and the Golden State Warrior's stats appear.

Men's football is the only college sport Spotlight Sports covers so far. You might need to experiment to get a team's name right. For instance, Crimson Tide doesn't work, but Alabama Crimson Tide does. As for women's sports, the WNBA is represented—search for Seattle Storm and you'll see scores. Spotlight doesn't include any player stats and leaves out women's pro soccer as well as all women's college sports.

Lovers of tennis, golf, and other noble sports will be vexed to find their favorites overlooked, too.

- **Stocks:** Type in the ticker symbol (for example, [AAPL](#) for Apple) to see the latest stock prices.
- **System Preferences:** A fast way to open a particular System Preferences pane is to start typing its name in Spotlight. For example, start typing [Privacy](#) and the Security & Privacy preference pane quickly appears as the top hit. Press Return and you're there.
- **Weather:** Type [my weather](#) to see forecasts based on your location. To see weather conditions elsewhere, type in a statement like [weather in Sonora](#).
- **Web video:** You can search for video on YouTube and Vimeo directly from Spotlight. Type a query like [iPhone 8](#) and look for the Web Videos header in results list.

Tip: Spotlight prioritizes local data, which means often you'll have to scroll down to find results from the web.

Find (Just) Files Faster

To find a file without being distracted by web results, press Command-Option-Space to open a regular Finder search window. If you're in the Finder, you can also press Command-F instead.

Omit Types of Results

It's great that Spotlight can return so many different results, but what if it's all too much?

Go to System Preferences > Spotlight > Search Results and take a look at the categories. If you know you'll never want to see a certain type of result—for instance, it's likely you don't often need to search for fonts—uncheck the checkbox next to that category.

Exclude Files from Spotlight

You might not have a problem with Spotlight finding documents in general, but have a very big problem with it finding *particular* documents on your drive. Whether it's super-secret files, naughty love letters, or the redundant contents of a backup drive, you can exclude these files from Spotlight altogether.

Go to System Preferences > Spotlight > Privacy. Drag a folder or disk onto the window, or click the plus + button and navigate to the item. These files will now be left out of Spotlight searches.

Protect Your Privacy

Speaking of privacy, have you wondered how Spotlight gets you all that nifty information about local weather, movie showtimes, and nearby restaurants anyway? When you send a query, the query—as well as the location of your Mac at that time—is sent back to Apple. Apple then

uses that information to help generate results to match. Your Mac also lets Apple know what search result you pick.

Note: Spotlight does not send information about local searches (like, for a file) back to Apple.

If that doesn't bother you, carry on. If you need a little more information to decide whether it bothers you, go to System Preferences > Spotlight > Search Results and click the About Spotlight Suggestions & Privacy button.

If you've got the heebie-jeebies just thinking about this, deselect the Allow Spotlight Suggestions in Look Up checkbox.

Take It to the Next Level

If Spotlight's search and launching powers aren't quite enough for your needs, check out powerful utilities like [LaunchBar](#) or [Alfred](#).

Cut Clutter with App Tabs

You probably know how to cut down clutter when you search the web: instead of opening every new webpage in a separate window, you keep them organized in tabs. With tabs, multiple windows are gathered into one, with only the top page revealed. The titles of the rest stick up at the top; click one to switch to that page.

But you may not realize that the same strategy works in most apps—both Apple’s and third-party ones. If you haven’t explored app tabs yet, they are a great way to keep everything within reach. And if you’ve been using tabs in Safari for years, you’re ahead of the game: most of the basics remain the same (**Figure 36**).

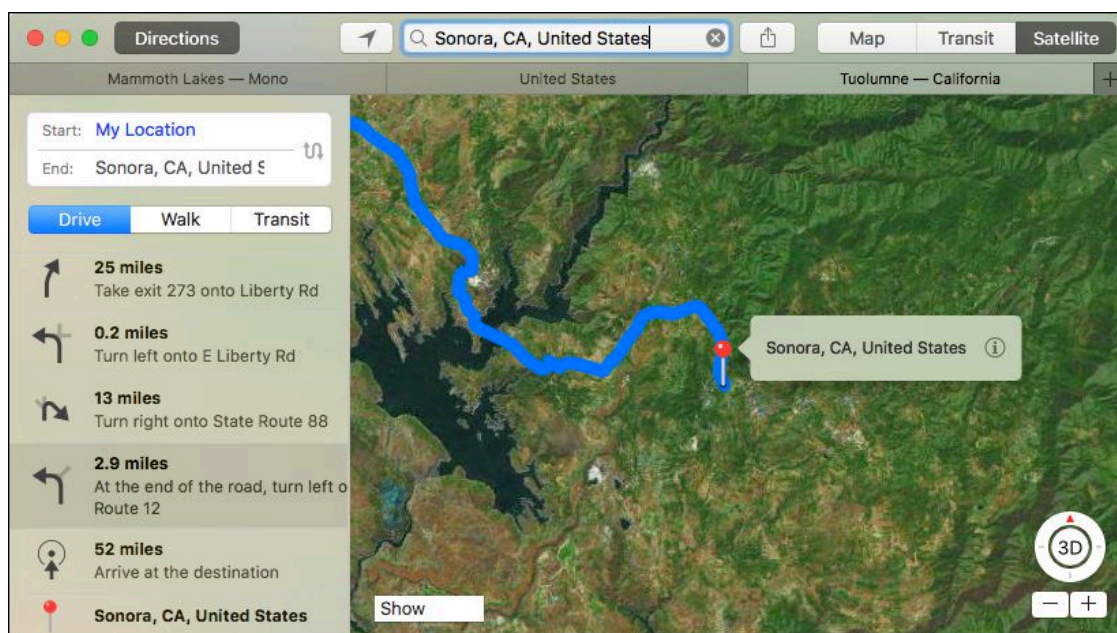


Figure 36: Save space and cut clutter by keeping your app windows—in this case, for Maps—organized in tabs.

Tabs are particularly useful when you’re in Full Screen or Split View. Instead of being forced to leave the view to check another document, you can just switch to its tab.

Create a New Tab

If you find yourself overwhelmed by a bunch of Finder windows or a pile of windows within an app, you can convert them into one tidy window with tabs. Just choose **Window > Merge All Windows**.

To create a new tab in an open window, use one of these techniques:

- To open a tab in the Finder and some apps, press **Command-T**. The Tab Bar—where the different tabs' names are listed—appears across the top of window.

Tip: You can toggle the Tab Bar on by choosing **View > Show Tab Bar**.

- If the Tab Bar is already visible, you can click the plus **+** button at its right (**Figure 37**) to create a new tab.

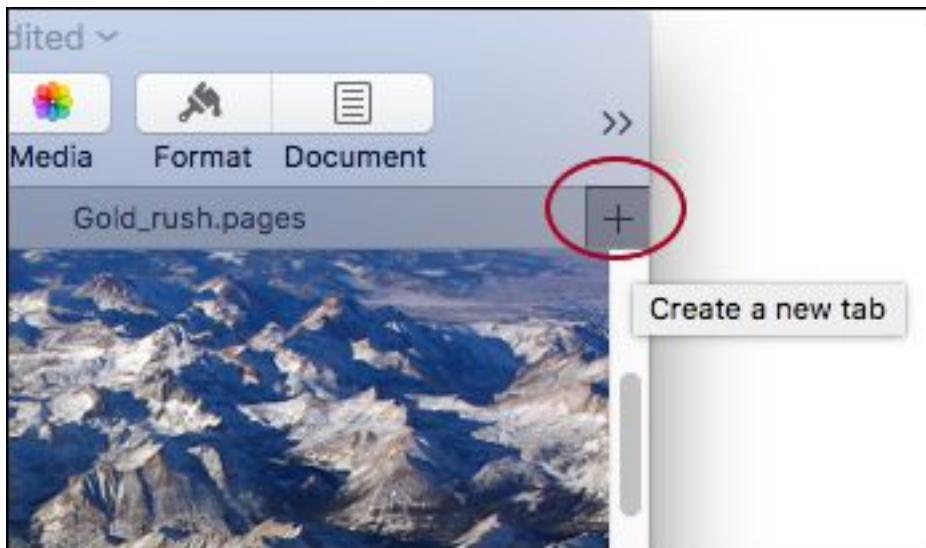


Figure 37: Click the plus button (circled) on the Tab Bar to create a tab.

Why Won't Command-T Work?

In quite a few apps, the **Command-T** shortcut brings up the Fonts window instead of making a new tab. Use the plus **+** button on the Tab Bar (discussed just previously) to create a tab or [Customize the Way Tabs Work](#) to open new documents in tabs by default.

If you are in the Finder, you have a few more options for opening tabs:

- Command-double-click any folder inside a Finder window to open it in a tab. Or, Control-click (right-click) a folder in the Finder and choose Open in New Tab from the contextual menu.
- Shift-click or Command-click to select a bunch of folders and then Command-double-click the selection. The folders all open in the same window as multiple tabs.

Move between Tabs

You can switch tabs by clicking or using the keyboard, depending where your hands are at the time:

- Click the tab you want in the Tab Bar.
- Press Control-Tab to move to the right through tabs on the Tab Bar; press Control-Shift-Tab to move to the left.

Tip: To rearrange your tabs on the Tab Bar, drag them into the order you prefer.

Move Files between Finder Tabs

Just as you can move a file to a different folder by dragging and dropping it between Finder windows, you can drag and drop a file between Finder tabs.

When you drag an item, hover over the target tab until the tab flashes. Either drop the item on the tab to put it into that folder or wait a moment until the tab's content appear in the Finder window so you can drop the file into a nested folder.



Turn Tabs into Windows

It's easy to make a tab become its own window again, a handy feature if you need to compare two windows side by side:

- Drag a tab away from the Tab Bar. It becomes its own window.
- Control-click the tab and choose Move Tab to New Window from the contextual menu.
- Select a tab and choose Window > Move Tab to New Window.

Close Your Tabs

When you're done with a tab, try one of these techniques for closing them out quickly:

- Press Command-W to close the tab you're currently viewing.
- Hover your pointer over a tab you no longer need, and click the close  icon that appears at the left of the tab.
- To close all tabs except for one, Option-click the close  icon for the tab you *want* and all the other tabs in that window will close.

Customize the Way Tabs Work

Love tabs? Not thrilled with them? You can choose how easily and how often they appear. Go to System Preferences > Dock to see a pop-up menu called "Prefer tabs when opening documents." Pick from three options:

- ✦ **In Full Screen Only:** With this setting chosen, documents open in new windows except when you're working in full screen mode (View > Enter Full Screen).
- ✦ **Always:** When Always is selected, most apps will open documents in a tab.
- ✦ **Manually:** If you choose manually, most apps will not use tabs automatically in any view. (Mail is a notable exception.) However, you can open tabs using shortcuts and commands.

Command the View

Most of us use a lot of apps at the same time. Mail, Messages, Safari, Calendar, iTunes—the windows can stack up so high that it takes a bit to figure out where the one you need has gone. With Mission Control, High Sierra provides several ways to bring order to the chaos.

Mission Control makes it easier to find the window you want by letting you see them all at the touch of a button. It also makes it easier to set up tidy, predictable Spaces where certain apps live—like separating your clothes into different drawers instead of dumping them all into one. Its Split View fills your display with the two things you’re working on right now, making it easy to compare two documents or keep your research to one side while you write notes on the other. We’ll look at all the Mission Control features, so you can figure out which ones will work best for you.

Open Mission Control

Mission Control makes it easier to track down the window you need by moving everything else out of the way (**Figure 38**).

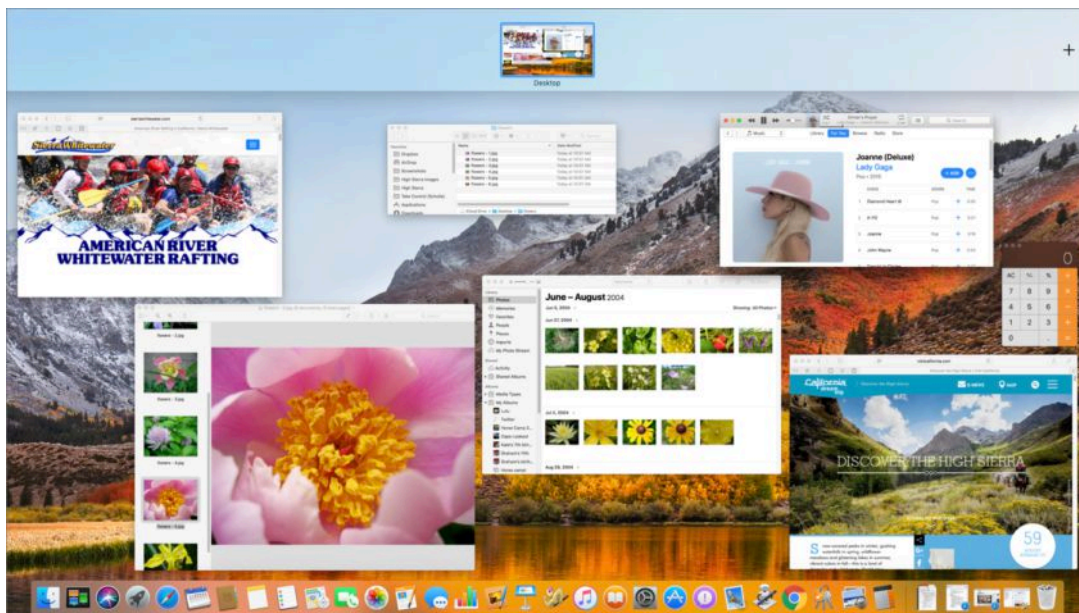


Figure 38: Invoke Mission Control to get a bird’s-eye view of all open windows.

There are several ways to activate Mission Control:

- **From the keyboard:** On an Apple keyboard, press the Mission Control button (F3), or on any keyboard, press Control-Up arrow.
- **With a multi-touch trackpad:** Perform a three-finger upward swipe.
- **From the Dock:** Open the Applications folder and drag the Mission Control icon to the Dock for one-click access (**Figure 39**).



Figure 39: For easy access, you can drag the Mission Control icon from your Applications folder onto the Dock.

- **Hover in a hot corner:** Revealing Mission Control can be as easy as sliding your pointer to the corner of your screen, if you've set up a hot corner: Go to System Preferences > Mission Control and click Hot Corners. You see four pop-up menus that correspond to the four corners of your Mac's display. Pick the one you want and then choose Mission Control in the menu (**Figure 40**). Now, just move your pointer to that corner and Mission Control appears.

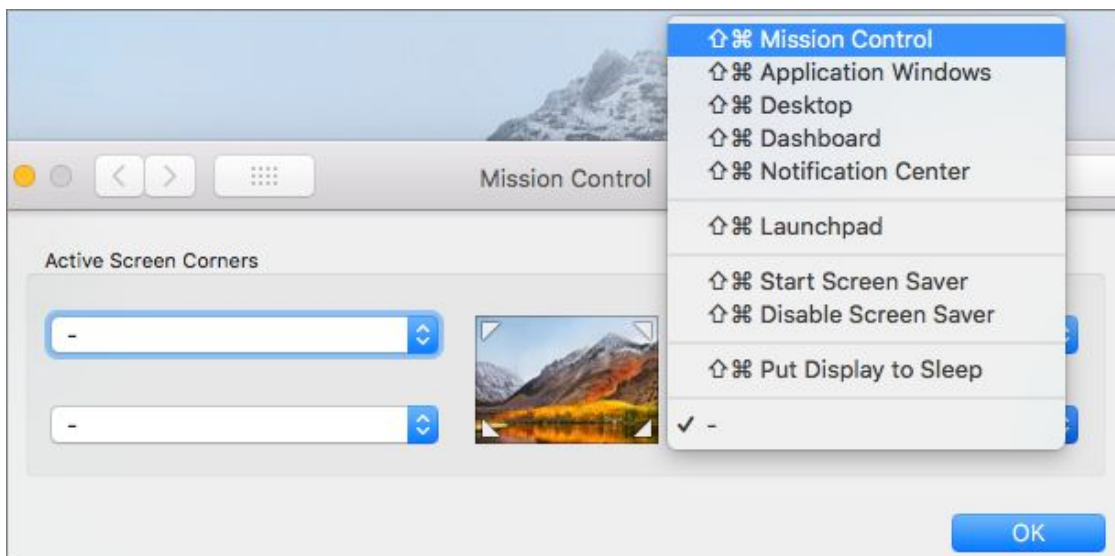


Figure 40: Set a hot corner for Mission Control.

Once Mission Control is activated, all open windows on your Mac shrink so you can see them side by side. Click the one you want to jump to it.

To close Mission Control without making a selection (and return to the window you were using), do one of the following:

- **From the keyboard:** On an Apple keyboard, press the Mission Control button (F3), or on any keyboard, press Control-Down arrow. You can also press Esc.
- **On a multi-touch trackpad:** Swipe downward with three fingers.

Group Windows by App

Mission Control once grouped windows by app. You can bring back the old days: go to System Preferences > Mission Control and select the Group Windows by Applications checkbox.

Open Single-app Mission Control

To see only the windows from the app you're currently using (a view also known as App Exposé), press Control-Down arrow (**Figure 41**).

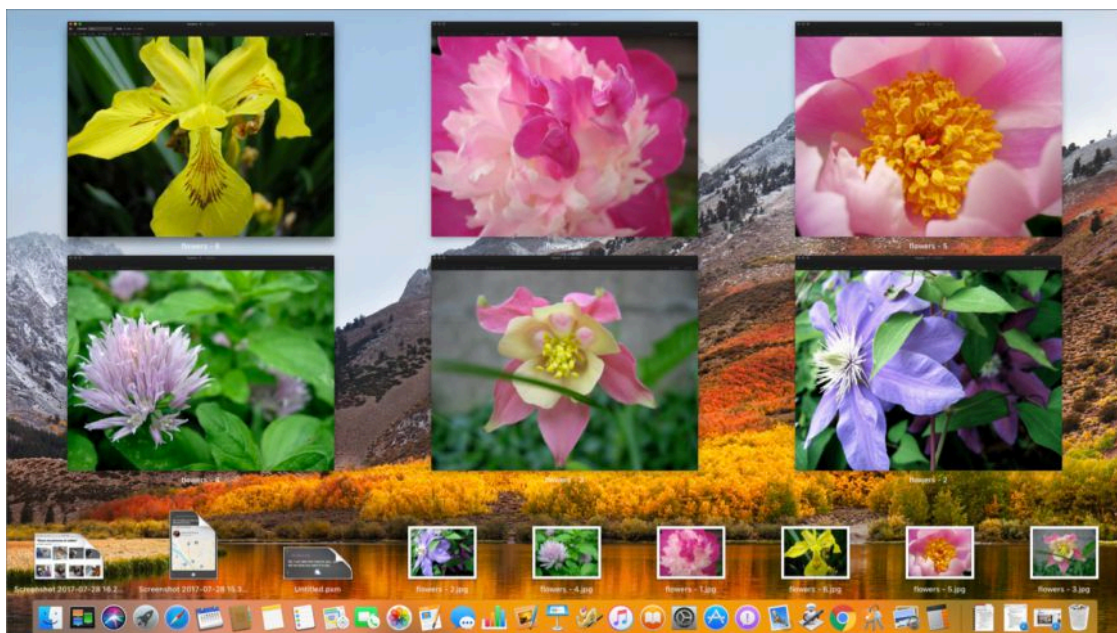


Figure 41: To see only windows from the app you're in, press Control-Down arrow.

If you're *already* in Mission Control, you'll need to press Control-Down arrow twice: once to reveal your regular Desktop; twice to see App Exposé.

Tip: A quick way to see any app and its open windows in App Exposé view is to [Force Click](#) the app's Dock icon.

Revealing the Desktop

When you need to find a file on the Desktop—and you're *not* in Full Screen or Split View—press Command-F3 (or F11 on a non-Apple keyboard) to sweep away all open windows. Press Command-F3 (or F11) again and the windows go back where they were. On a trackpad, you can also spread out with your thumb and three fingers to reveal the Desktop.

Put Everything in Its Space

Mission Control does more than let you pick a window. Using a subset of features called Spaces, it also lets you group windows or apps that you commonly use at the same time. You can think of spaces as additional desktops.

Let's take, for example, email. You check it all day. Messages is the same—colleagues regularly send you notes and ask questions that way. So let's make a space for these two apps and bring communications (some might say *distractions*) together in one place.

Making a Space

Open Mission Control, and then find your main Mail window. Drag it *quickly* up to the top of your screen. The slim bar there expands to become the Spaces Bar. When a plus + sign appears, drop the Mail window on the Spaces Bar (**Figure 42**).

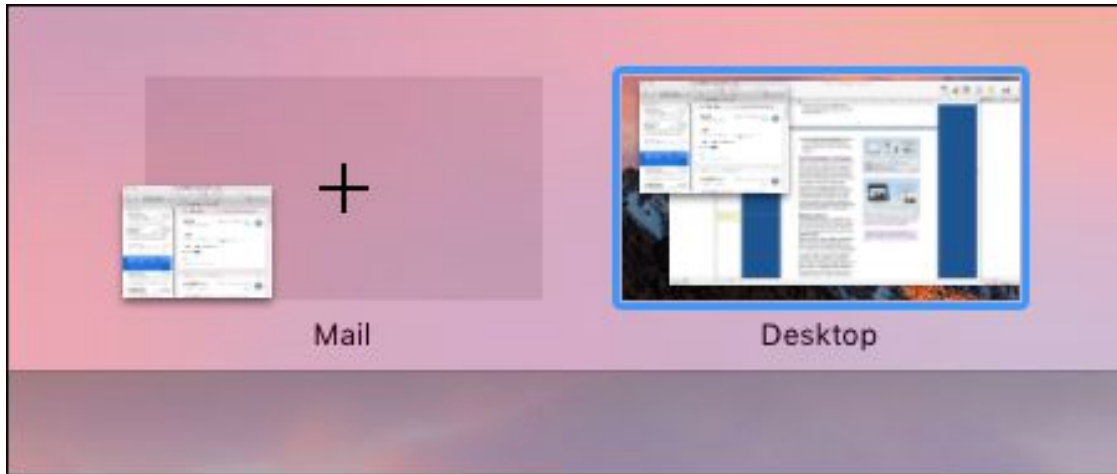


Figure 42: Create a space by dragging a window to the top of your screen and then dropping it on the Spaces Bar when a plus sign appears.

Mail automatically appears full screen in a new space, next to your desktop (**Figure 43**).

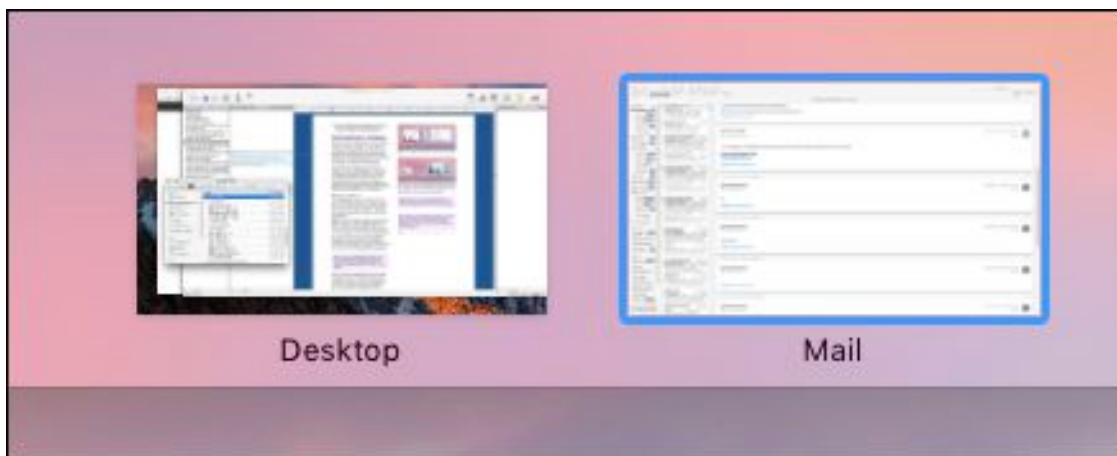



Figure 43: High Sierra's Spaces Bar shows all current spaces.

You don't even have to be in Mission Control for this to work. Just grab a window and drag it quickly to the top of your screen. The Spaces Bar appears.

Tip: If you are in Mission Control, you can also click the plus  sign to the right of the Spaces Bar to create a new space.

Now, drag the Messages window onto the Mail space at the top of your screen. The space's name changes to Message & Mail. (These apps will appear in [Use Split View](#).)

If you see a circle with a line through it when you try to drag a window into a space, you can't group those two things together.

Tip: You can put an app window in a different space from the rest of the app.

Note: High Sierra automatically creates a space for any app you've made full screen. (See [Full-screen Fundamentals](#), ahead.)

Getting to a Space Quickly

To switch to a space you've set up:

- Press Control-Left or -Right arrow
- Swipe left or right on your trackpad using three or four fingers.

High Sierra lets you skip through spaces only in the order they appear on the Spaces Bar. You can change the order of your spaces by opening Mission Control and dragging them into place on the Spaces Bar. To make them stay that way, in System Preferences > Mission Control, deselect Automatically Rearrange Spaces Based on Most Recent Use.

Note: Another way to quickly jump between open apps is to use the Application Switcher (press and hold the Command key while tapping Tab to move through open apps). You can also click an app's icon in the Dock to bring it to the front.

Great Ways to Use Spaces

- ✦ Use Split View to group your word-processing app for writing and a Google window for research.
- ✦ Keep your calendar full-screen in one space so when you check your schedule you can see everything at a glance (no event titles cut off because you've squished the window).
- ✦ Put Mail and Messages together in a space so you can easily switch over to check your messages (and keep both apps out of sight to ward off procrastination).

Changing a Space's Desktop

To make spaces easier to identify, you can give each one that is not a full screen a distinct Desktop pattern (**Figure 44**). Switch to the space, Control-click the Desktop and choose Change Desktop Background. The Desktop & Screen Saver preference pane opens.

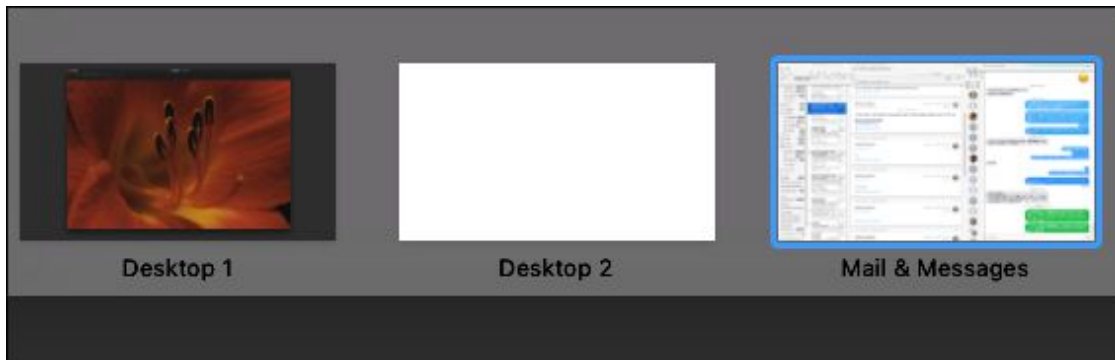


Figure 44: Give spaces different Desktop backgrounds so that they're easier to distinguish and can fulfill different purposes.

Choose a category at the left and then pick an image at the right. You might like the stock High Sierra background when working in the Finder, but find it distracting when working with images. Give your image-processing app's space a black or gray background instead.

Removing a Space

To nix a space you no longer need, open Mission Control, grab the space in question on the Spaces Bar, and drag it off. Or, click the close **×** icon that appears at its corner.

Full-screen Fundamentals

To make a window fill the screen and enter its own space, click the green **●** button in its top-left corner or choose View > Enter Full Screen. With Apple's apps, you can also press Command-Control-F.

Exit Full Screen (and remove the space) by clicking the green button again, choosing View > Exit Full Screen, or pressing Command-Control-F again.

If, instead of clicking the green button, you click and hold the green button, the Mac switches to Split View, which I explain ahead.

Use Split View

Split View lets you focus on two things at once—say, the document you’re writing in Pages and the Google Docs page that contains your research. Or, the book you’re reading in iBooks and the Notes app where you’re writing notes about the text. By filling the screen with only the things you need to see, you can minimize distractions.

Note: A few apps, including Bare Bones Software’s BBEdit and Apple’s System Preferences, do not support Split View.

Activating Split View

Click and hold the green ● button at the upper-left corner of a window. The window shrinks and the left side of your screen fades to blue (Figure 45).



Figure 45: Invoke Split View by clicking and holding a window’s green button. Half of the screen fades to blue.

Move the window to the left or right (the blue background follows) and then drop it. It fills that side of your screen; the other side goes into Mission Control mode, so you can easily see other open windows (Figure 46). Select one of these and it fills the second half of your screen.

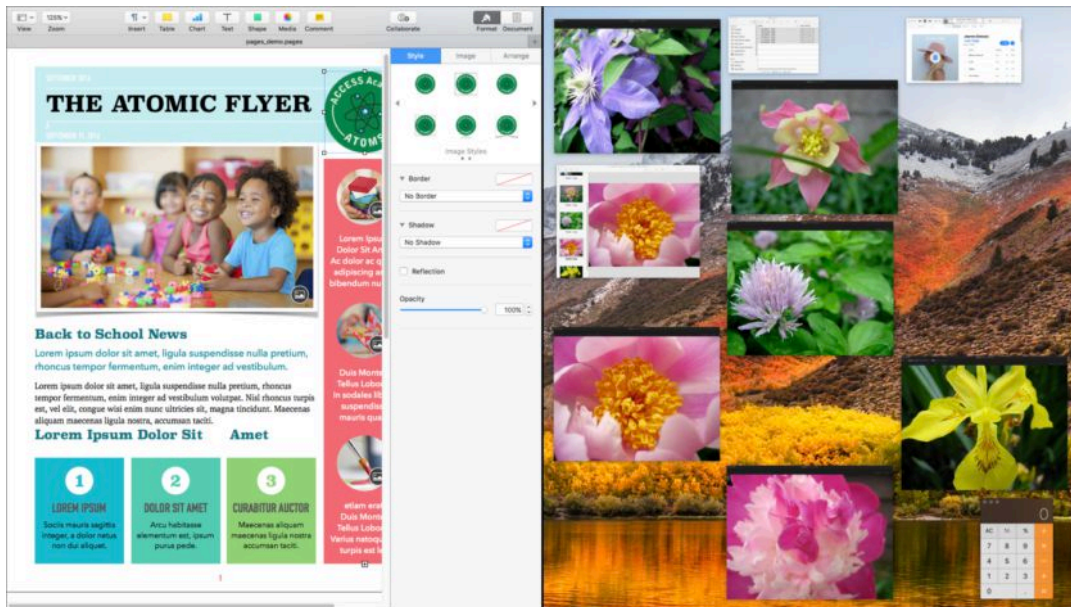


Figure 46: The window or app fills one side of the screen; the other shows a Mission Control view of the remaining windows.


If you're already working in an app full screen, there's another easy way to enter Split View. Open Mission Control and then drag the second app you want onto the first in the Spaces Bar at the top of your screen. The two now appear together in Split View.

Tip: You don't have to devote the same amount of space to both apps. Drag the black divider between the views to make one side smaller or larger (within limits).

Once you're in Split View, you can do more than just look at one document while you're working in another. Copy and paste information back and forth. Drag and drop from one side to the other—for instance, you can drag an image from a Finder window to a document, or text from Safari to Notes.

Tip: Mail now uses Split View by default when you compose a new message in fullscreen mode.

Leaving Split View

To exit Split View, move your pointer to the top of the screen to reveal the menu bar. Click the green  button in the upper-left corner of either window. Your Mac exits Split View.

Keep Current with Notification Center

Alerts, alarms, reminders, email—chances are you see a steady stream every day. Notification Center is High Sierra’s Grand Central Station for the information competing for your attention. Its settings control which apps can post messages to the upper-right corner of your display, as well as how those messages look. The Notification Center sidebar, which slides in from the right of your screen, gives you an overview of it all.

Sierra updated Notification Center’s look and integrated it with Siri, letting you *pin* (attach) your most-checked Twitter feeds, sports schedules, and more to it. High Sierra adds a new widget, Now Playing (**Figure 47**), which includes playback controls for your media, whether it’s playing through iTunes, QuickTime, or Safari.

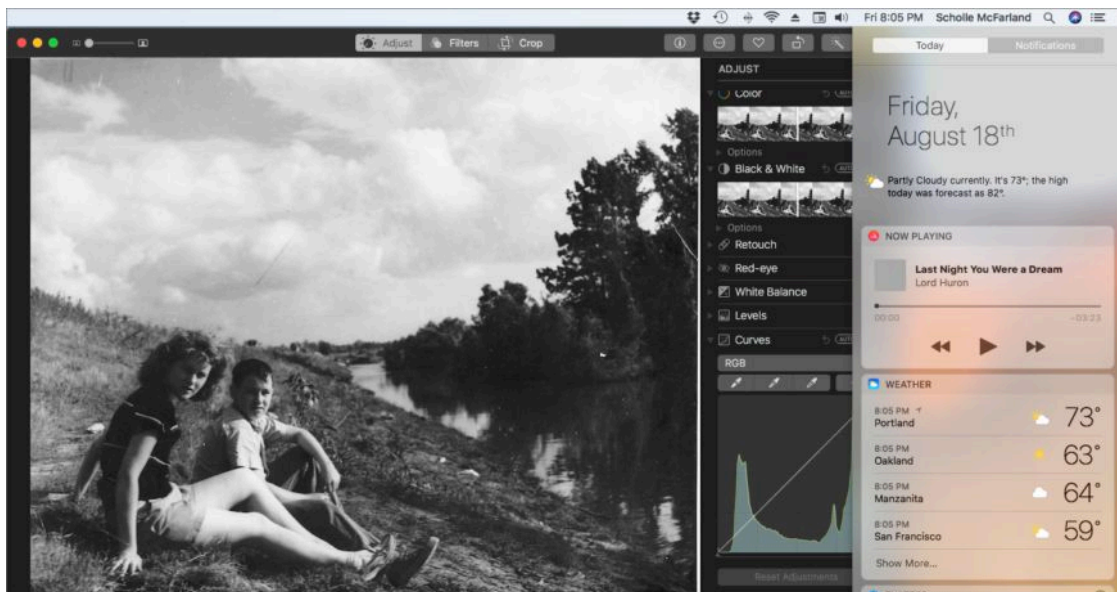


Figure 47: Notification Center slides in from the right of your screen. In High Sierra it adds a new widget, Now Playing, which can control media from more than just iTunes.

Control Notifications' Look

Individual notifications appear in the top-right corner of your screen. You can tweak how they appear, or whether they appear at all, on an app-by-app basis.

Go to System Preferences > Notifications and select an app from the list at the left. Now set up the way that app will notify you at the right (**Figure 48**).

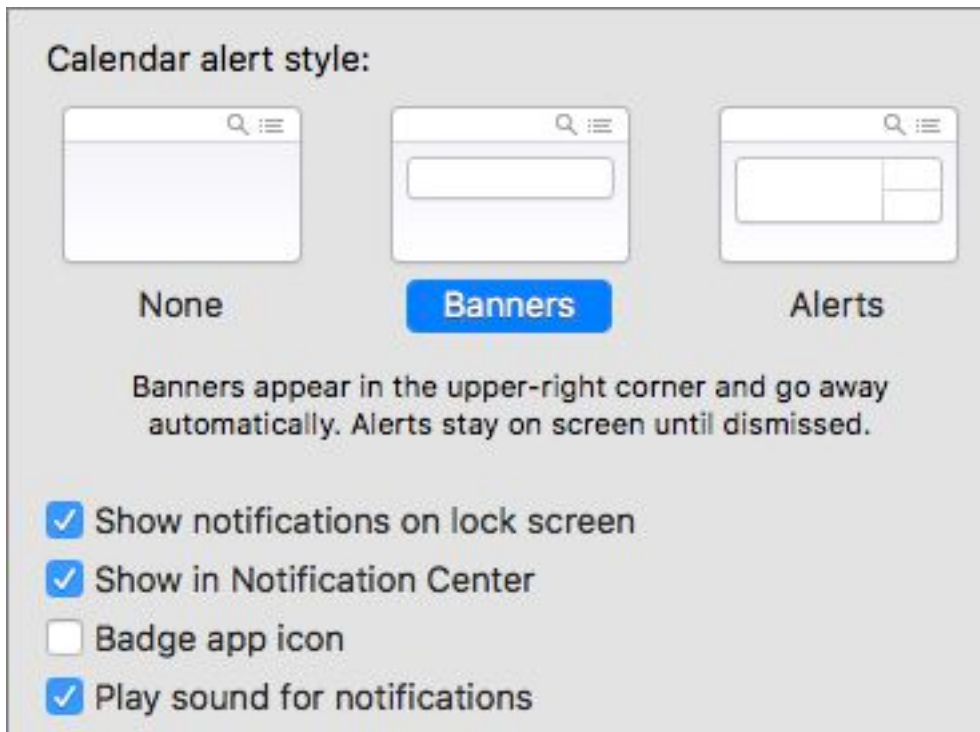


Figure 48: For each app (Calendar is selected here) you can choose from three notification styles—None, Banners, or Alerts.

You can pick from three notification styles:

- **None:** Pick None and you won't see any notifications from that app. For instance, if you're tired of Dropbox telling you every time a shared file has been changed, this might be the setting for you.
- **Banners:** Banners display on your screen for a few seconds and then disappear. Select this type of alert when you don't mind missing an app's notifications. For example, you might like to know

when Mail messages arrive, but not mind if you miss a notification when you walk away from your desk.

- **Alerts:** Use this style for notifications you can't miss. Alerts don't go away until you do something. For instance, click Close to dismiss a Calendar alert or Snooze to dismiss the alert for 15 minutes (**Figure 49**).

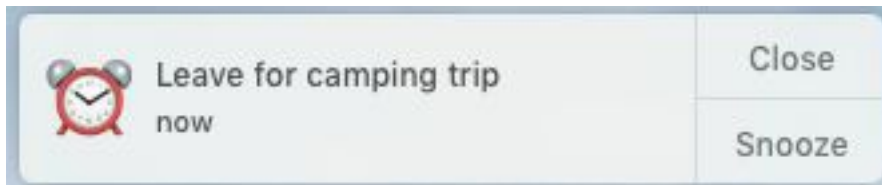



Figure 49: An alert-style notification won't disappear until you take action.

Reminders' notifications are even more persistent. You either must click Complete or click Later and choose when to be reminded again.

Tip: To change a Calendar alert's snooze time, click and hold the Snooze button to see a menu with choices

Turn Off Notifications Temporarily

If you need to concentrate—for instance, when you're taking notes in class—it can be annoying to see notifications. Option-click the Notification Center  icon at the far right of the menu bar to mute notifications until tomorrow. The menu bar icon goes gray. All notifications, including calls via your iPhone, are held.

Option-click again to reactivate Notifications right away.

Banish the Beep

Tired of hearing a sound with each notification? In the Notifications preference pane, select an app in the list. Deselect the Play Sound for Notifications checkbox to get some peace and quiet.

You can set certain hours as regular notifications-free time, too. Go to System Preferences > Notifications and select Do Not Disturb at the top of the left-hand list. At the right, check the box next to the first item (From) and specify when you want quiet—say, from 10:00 PM to 7:00 AM (**Figure 50**).

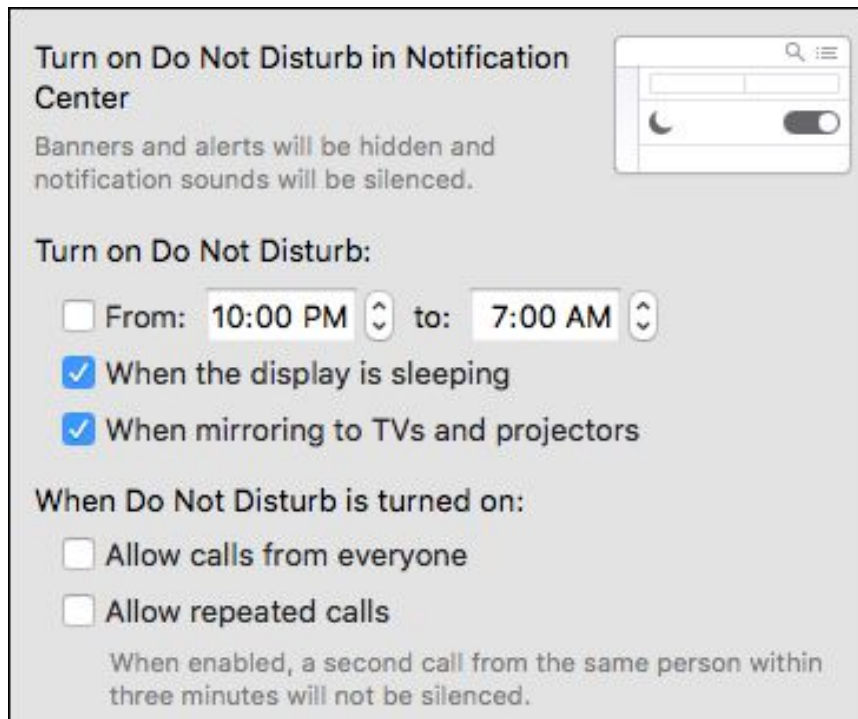



Figure 50: Tweak Notification Center’s Do Not Disturb settings to ensure you don’t get bugged during certain times.

This can be useful if you like to watch movies (distraction-free) on your laptop before bed. By default, Notification Center already turns off notifications when your display is asleep or when you’re mirroring to TVs and projectors. You can adjust these settings, too.

When Do Not Disturb is activated, High Sierra forbids incoming phone calls via your iPhone (see [Turn Your Mac into a Speakerphone](#)). However, you can turn that feature off, or select Allow Repeated Calls to let a caller reach you if they call twice within 3 minutes.

Explore the Sidebar

To reveal the Notification Center sidebar, click its icon  in the menu bar. Notification Center slides in from the edge of your screen, cover-

ing part of the Desktop. If you use a trackpad, you can use two fingers to swipe from the right side to the left to reveal the sidebar or swipe back toward the right to hide it.

Setting up a Keyboard Shortcut

To activate Notification Center from the keyboard, go to System Preferences > Keyboard > Shortcuts and pick Mission Control in the left-hand list. Select the Show Notification Center box and type in a keyboard shortcut, such as Command-Option-N.

The sidebar has two views: Notifications view (next) and Today view (flip ahead to [Today View](#)).

Notifications View

Click the Notifications button to see all notifications that you haven't taken action on (**Figure 51**). Clicking one will open its app; for example, click a notification from Messages and you'll jump straight to the message in the app.

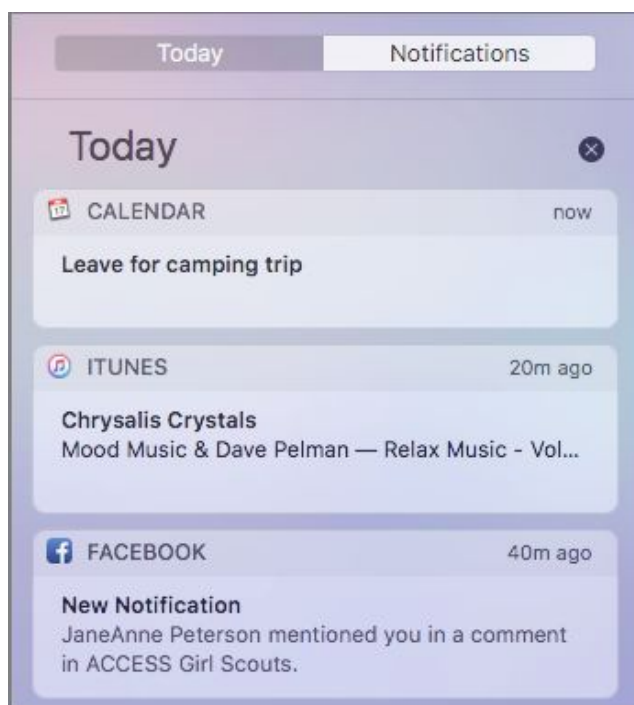



Figure 51: The Notifications view keeps track of all notifications you haven't taken action on yet.

To control what appears where in Notification Center, open System Preferences > Notifications. Or, if you're already in the Notification Center sidebar, click the gear  icon at the bottom of either view.

In the Notifications preference pane, you'll see a list of app names to the left. A few settings you may want to investigate:

Sorting Notifications

Choose an option in the Notification Center Sort Order pop-up menu at the bottom of the Notifications pane (**Figure 52**).

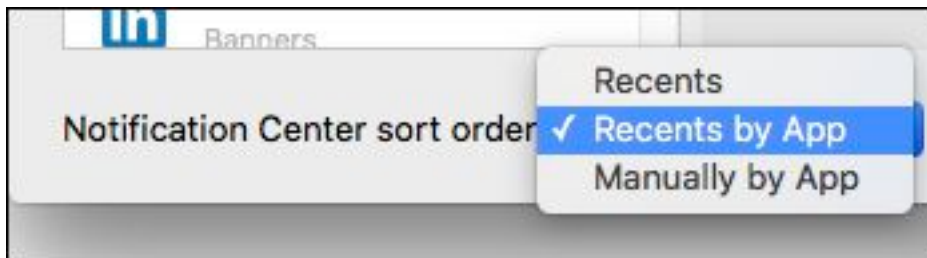


Figure 52: It's up to you how Notification Center sorts your notifications.

Your choices are:

- **Recents:** Only the most recent notifications will appear, sorted by the time they arrived.
- **Recents by app:** Notifications appear in order of most to least recent, grouped by app.
- **Manually by app:** Choose this option to determine the order apps will appear in the Notifications sidebar. On the left side of the Notifications pane, drag the listed apps into the right order.

Seeing a Preview

If you receive a Mail or Messages notification, it's possible to also see a preview (**Figure 53**).

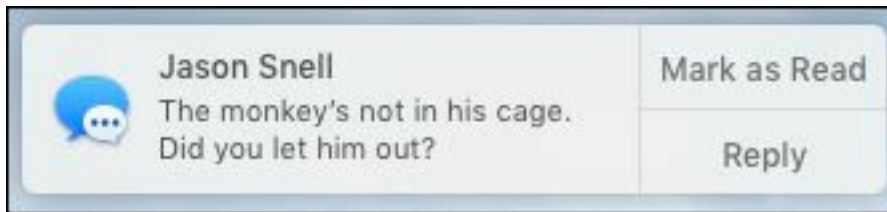


Figure 53: You can choose whether message previews like this one appear in your notifications.

Click the app in the list at the left and then choose one of two options in the Show Message Preview pop-up menu:

- **When Unlocked:** To add a smidge of privacy, previews show only when you're logged in to your user account.
- **Always:** Privacy, schmivacy. Previews always appear, even if you're logged out of your Mac. (In that case, they appear on the login screen.)

Uncheck the option if you'd rather previews not appear at all.

Note: To learn how to pin Siri results so they appear in Notifications Center, see [Pin Results for Later](#).

Hide Certain Apps

Select an app in the list at the left. If you don't want to see it in the Notification Center, deselect the Show in Notification Center checkbox.

Today View

Click the Today button at the top of the Notification Center sidebar to see an at-a-glance overview of what's coming up, such as when your next meeting is and how many events you've scheduled. By default, it starts with the date and the Today widget, which includes the current weather (**Figure 54**).



Figure 54: Look in Today view for a summary of what’s happening. (Here you see only the top portion of the view.)

Items in this view, called *widgets*, provide access to information or tools. For instance, the Calculator widget lets you perform simple calculations.

Most widgets are self-explanatory, except perhaps Social. It gives you a quick way to send status updates to social networking accounts, including Facebook, Twitter, and LinkedIn—you can set these accounts up in System Preferences > Internet Accounts. It also lets you send chat messages via the Messages app.

The new Now Playing widget offers an alternative to the iTunes widget. It provides quick access to playback controls (and sometimes a volume slider) for media in iTunes as well as QuickTime and Safari. That means you can control your Youtube.com or Netflix.com media from Notification Center, too.

The fun part is that you can customize Today view. Drag and drop widgets (click and hold the widget’s header) into the order you prefer when you’re looking at Notification Center.

Or, for more options, click the Edit button at the bottom of Today view to switch to Edit mode.

Adding a Widget

In Edit mode, a new column appears at the right with a list of available widgets, such as Calculator, Find My Friends, Social, and Stocks. Click the plus  button next to a widget’s name to add it (**Figure 55**), or just drag it into the left-hand column. Click Done to exit Edit mode.

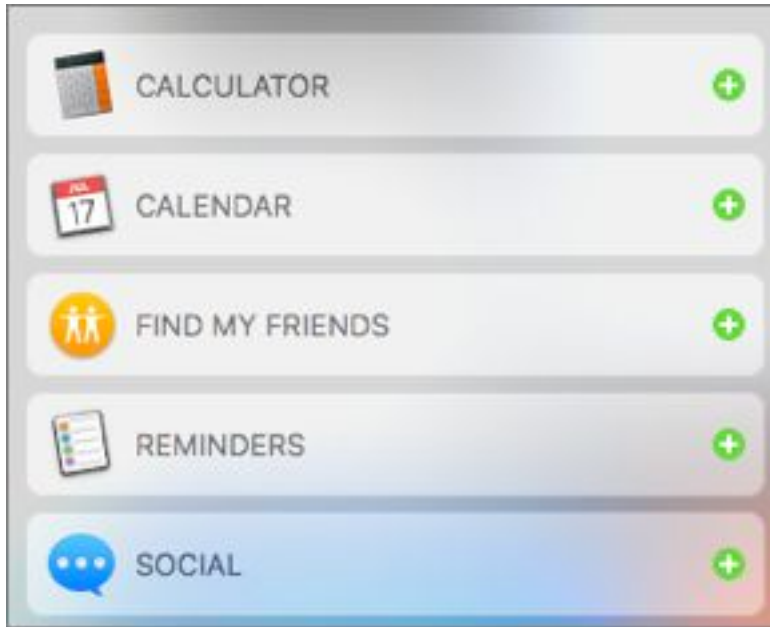


Figure 55: Click Today view's Edit button to reveal an additional column with more widgets. Click a plus button to add that widget to your view.

Removing a Widget

In Edit mode, a minus  button appears next to the name of each widget already in your view. To remove a widget, click its minus  button. Click Done to exit Edit mode.

Configuring Widgets

Many widgets can be configured (and aren't worth much until you do).

Hover over a widget's name in Today view and click the info  button if it appears.

For example, you might want to see the weather not only in your town, but also in your favorite vacation spot. (We can all dream.) Or, you might want to track the time in your biggest client's city in addition to your own.

Update Your Safari Smarts

Few apps get as much use as your web browser, so any time saved there really adds up. Apple boasts that High Sierra’s Safari is “the world’s fastest desktop browser” and benchmarks back up that claim (see [this Macworld article for details](#)). In addition, Safari adds features intended to make surfing more pleasant, from preventing advertisers from tracking you across sites to stopping auto-play videos. Safari also lets you customize your surfing experience like never before, setting preferences in eight categories on a site-by-site basis. We’ll look at the coolest new features.

Customize Safari Settings Site by Site

One site uses tiny text you can’t read. Another greets you with a cacophony of sound from its auto-playing videos. Another has pages so crowded with ads that you can barely find the Next Page link. Sure, you can zoom text, mute videos, and select Safari Reader view, but wouldn’t it be nice if you didn’t have to do so *every time* you visited the same sites?

You can adjust settings for a single site or every site you have open:

- **Adjust the topmost site:** To quickly set preferences for the site you’re viewing, choose Safari > Settings For This Website or Control-click the Smart Search bar and choose Settings For This Website (**Figure 56**).

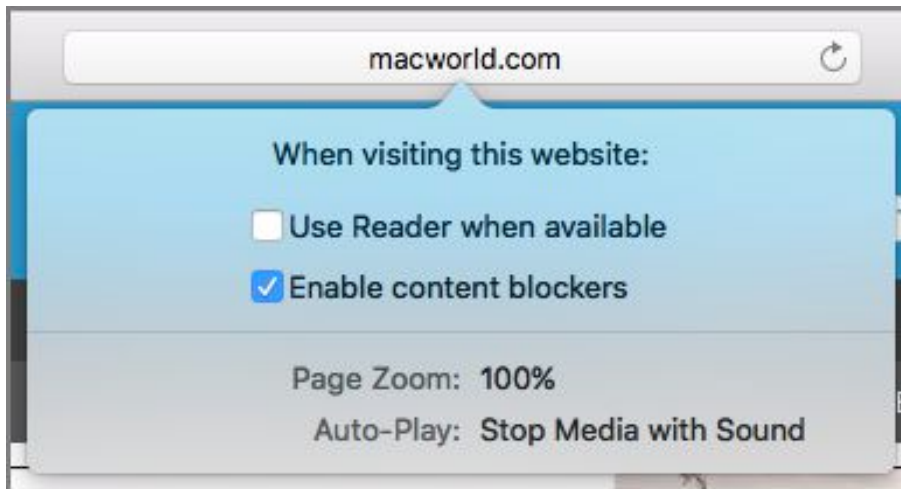


Figure 56: It's easy to set preferences for the site you're viewing.

- **Adjust every open site:** To customize settings for more than one open site, as well as adjust default settings, choose Safari > Preferences > Websites. Safari's new Websites pane is command central for site-by-site preferences in eight categories (**Figure 57**).

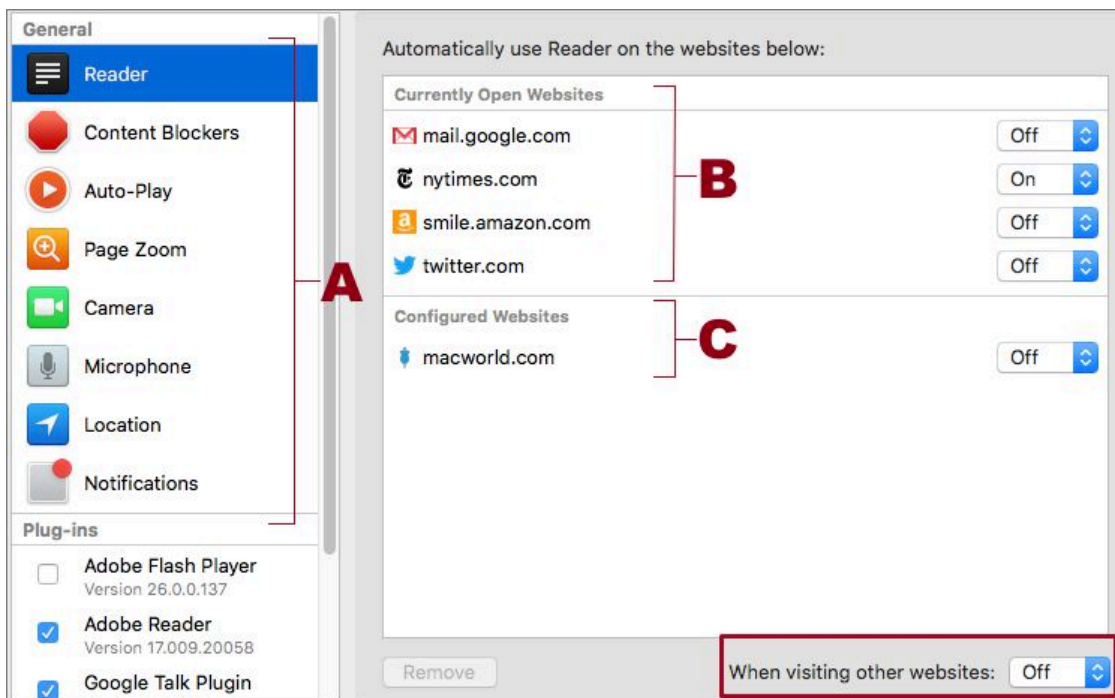


Figure 57: In Safari's new Websites pane, choose from categories (A) to set site-by-site settings for open sites (B) or ones you've already configured (C). Use the When Visiting Other Websites pop-up menu (boxed) to set default preference in the chosen category.

Let's take a look at what you can tweak.

Reader

Safari Reader lets you read and print online articles using a simplified page view that strips out anything—sidebars, jiggling ads, links, polls—that isn't text, images, or videos (**Figure 58**).

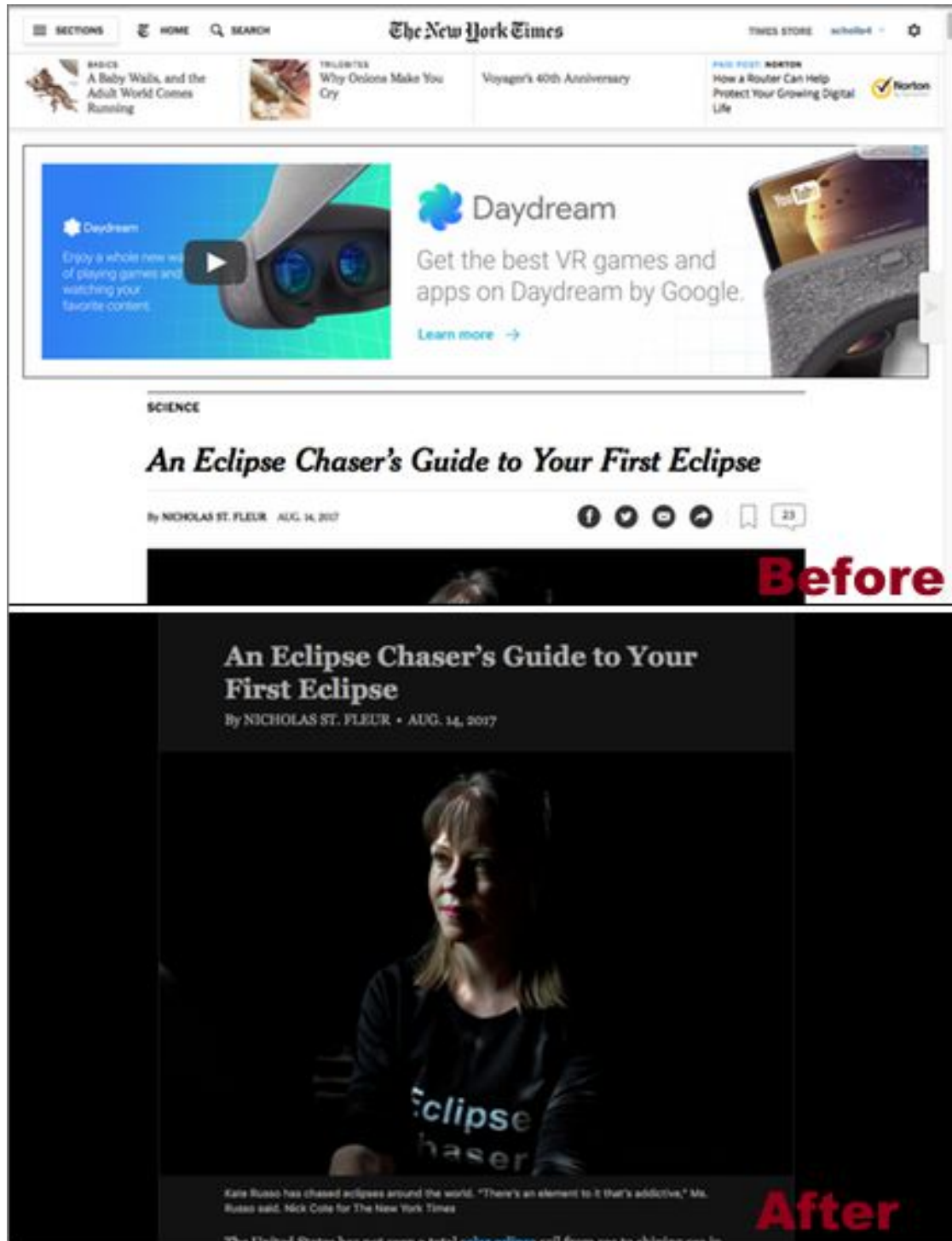




Figure 58: An article in its regular layout (top) and in Safari Reader (bottom).

Another bonus: Even if an article has more than one page, you see the entire thing in Reader without having to click multiple links

Usually, you click the Reader  icon to the left of the Smart Search bar to invoke Reader, and then click the icon again to leave the view. Click Reader in the list to the left of Safari's Websites preferences window. Then, set the On/Off pop-up menu next to each site's name.

If you always want to use Reader (when it's available) with new sites, set the When Visiting Other Websites pop-up menu to On. Note that Reader view is only available for online articles. To get rid of advertisements all the time, you need a Content Blocker, discussed next.

Changing Reader's Look

What you see isn't what you get with Reader. To customize your view, click the Reader Appearance Options  button to the right of the Smart Search bar. Here, for example, you can size text up by clicking the big A or click a dot to select from four color schemes. A black background with white text, for instance, may be better for reading in dark rooms.

Content Blockers




If pop-up, video, and banner advertisements make Safari slow to a crawl or just generally annoy you, you can download an extension to block them. A quick trip to the [Mac App Store](#) shows some of the options, such as [Adblock Plus](#) and [1Blocker](#).

The new Safari Websites preference pane lets you manage content blockers in one place. Click Content Blockers in the list to the left of the Websites preferences window. Then, turn content blocking on and off for individual sites using the On/Off pop-up menus.

Note that many sites depend on advertising revenue to keep the lights on and might not take kindly to this surfing strategy. If you get a warning from a site, saying that you will not be allowed to read its articles without disabling content blockers, turn yours off for that site in the Websites preference pane (or, just use Reader).

In Case You Missed It: Control the Noise

Here's how to start and stop audio in your tabs:

- ✦ A Sound  icon appears next to the name of any tab with audio. Click this to mute the tab.
- ✦ Option-click a tab's Sound icon to quickly mute all tabs except it. Click the Sound  icon in the Smart Search bar to turn off sound from the foremost tab.
- ✦ Click and hold the Sound  icon in the Smart Search bar to see a contextual menu with the options Mute This Tab and Mute Other Tabs, as well as a list of all tabs with sound. You can also select Auto-Play from this menu to quickly set Auto-Play preferences for the site.

Auto-play

Way back in the day, when I worked for *Macworld*, there were few topics quite as controversial as auto-playing videos. Readers and editors hated them; advertisers and sales people loved them. In OS X El Capitan, Apple stepped into the fray by making it easy to mute rogue videos (see [In Case You Missed It: Control the Noise](#)). Now the company has gone one step further, globally *preventing* videos from starting up on their own at all. (Oh, sweet sweet silence.)

You can adjust auto-play settings on a site-by-site basis. Choose Auto-Play in the list to the left of Safari's Websites preferences window and then use the pop-up menus to choose one of these settings for each listed site:

- **Allow All Auto-Play:** If you don't mind videos starting on their own on a particular site, change its setting to this.
- **Stop Media with Sound:** This default setting prevents only videos with sound from playing automatically.
- **Never Auto-Play:** This setting prevents all videos (with or without sound on) from starting up until you click Play.

Bye-Bye, Safari Shared Links

If you've used Safari's Shared Links feature to keep track of social network or [RSS feeds](#), you'll receive a rude awakening when you click Safari's sidebar to see what's going on. As of Safari 11, Shared Links are gone (**Figure 59**).

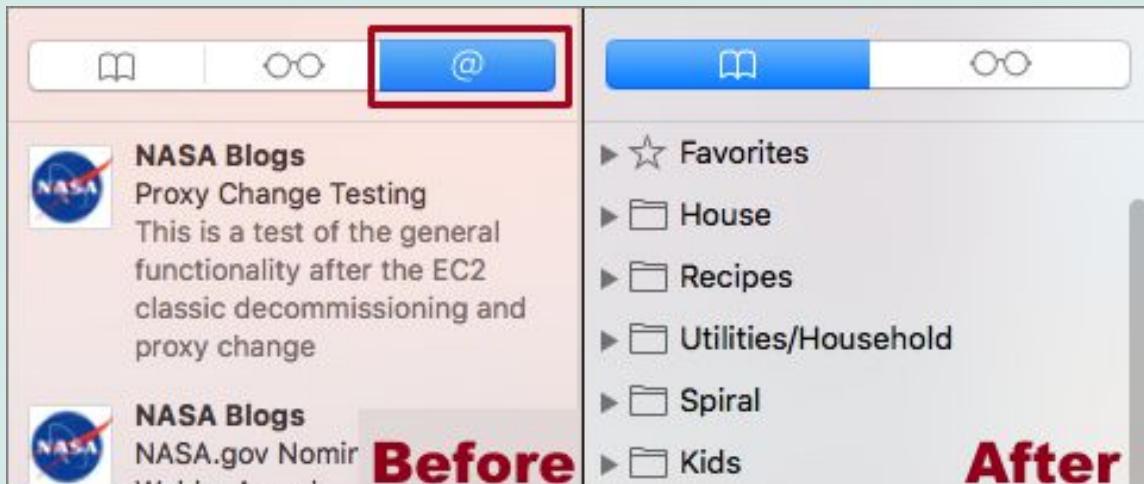


Figure 59: Now you see it, now you don't. As of Safari 11, the Shared Links button (outlined in red) is gone.

Although you will need to switch over to a dedicated RSS reader, you won't have to reconstruct your feeds from scratch. Their URLs are safely tucked away in a Safari preference file, `WebFeedSources.plist`. Sorting through the code in this file, however, is a pain. Thank goodness the ever helpful Dr. Drang wrote us a script and Jason Snell wrapped it up in an Automator app to make the extraction process quick and easy. Read about the app [on this page](#) and [download it directly here](#). When you double-click it, a dialog appears telling you what the app is about to do. Click OK. A file named `converted-subscriptions.opml` appears on your Desktop. Import this into an RSS reader like [Reeder](#) or [Feedly](#) and you're good to go.

Page Zoom

In a friendly gesture to those of us with limited vision or aging eyes, Safari's Websites preference pane also includes Page Zoom. Select this category in the list to the left to see Currently Open Websites as well as Configured Sites.

If you've zoomed in or out of a site at any time (press Command-Equal to zoom in and Command-Minus to zoom out), Safari remembers the

setting and shows it here. To tweak a setting manually, choose another zoom level in the pop-up menu (**Figure 60**).

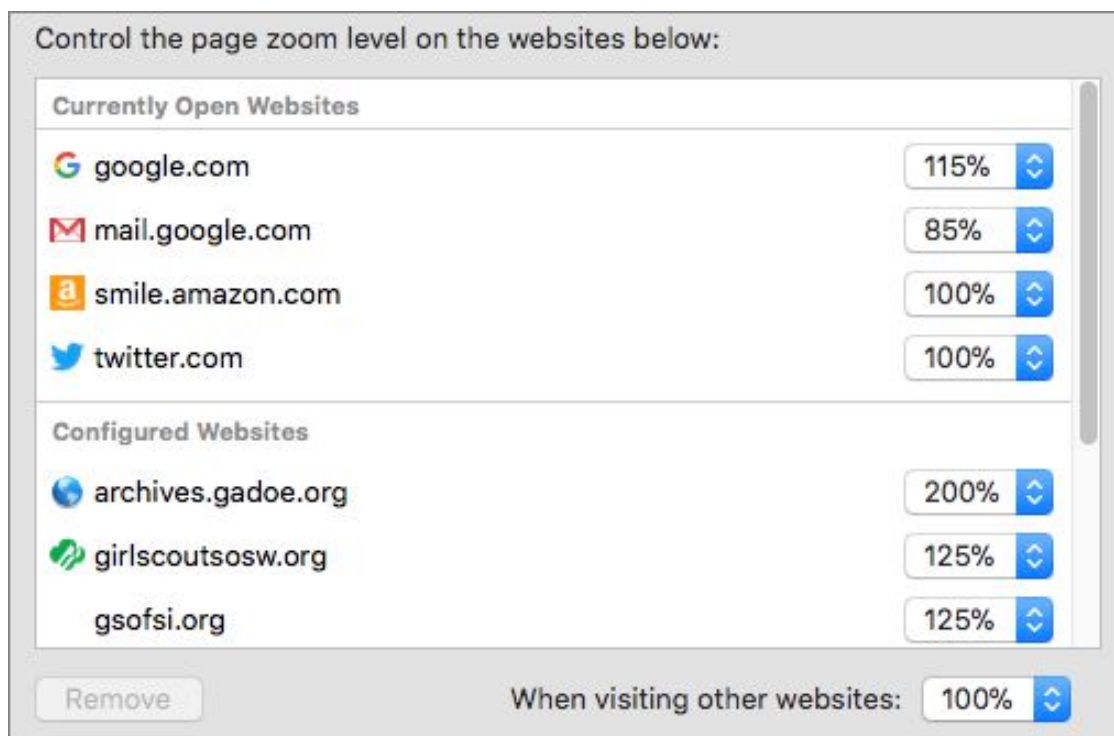


Figure 60: Any time you zoom in or out of a page, Safari records the setting. Take a look at, and adjust, any site's setting here.

Camera and Microphone

Want to control which sites can access your Mac's camera or microphone? Select either the Camera or Microphone category in the list to the left of Safari's Websites preference pane. As with the other categories, each shows a list of Currently Open Websites and Configured Websites (if you've configured any websites in the past). Set the pop-up menus to Ask, Deny, or Allow. (The default setting for both is Ask.)

Location

Many people are creeped out by the idea that their apps know where they are, but of course we also benefit from this whenever we use GPS to find our way or automatically see a list of movies in our area without having to plug in our area code. High Sierra's Safari makes it easy for you to set your own boundaries. Choose Location in the list to the left

of Safari's Websites preference pane and then choose Ask, Deny, or Allow in the pop-up menu next to each site's name.

Note that you must enable Location Services for Safari in order to choose anything but the default, Deny. If that's the case, you'll see a warning (**Figure 61**). Click the Open Security & Privacy Preferences button to go to the right place.

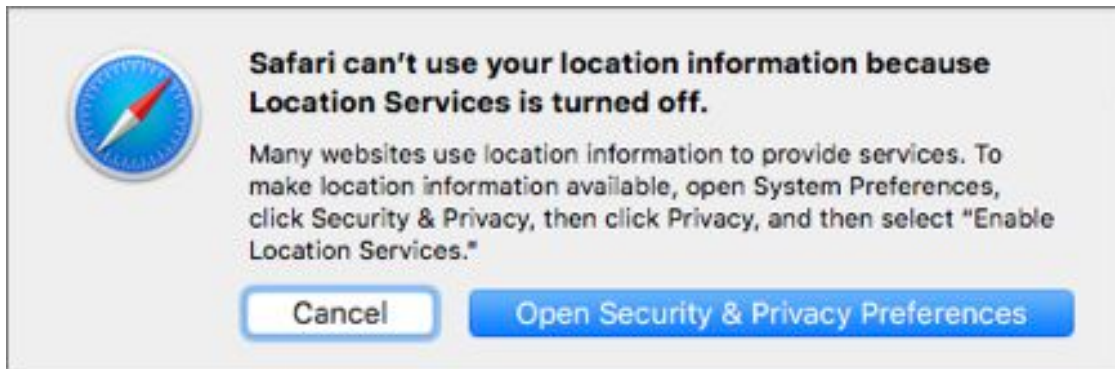


Figure 61: If you haven't enabled Location Services for Safari, this warning lets you hop to the right System Preferences pane.

Once System Preferences opens, select the Enable Location Services option and then check the box next to Safari.app in the list.

Notifications

To turn off annoying notifications from websites, choose Notifications to the left of Safari's Websites preference pane. You see a list of sites that have asked for permission to send notifications.

Pick Allow or Deny for each one; or select one (or more) and click Remove. If you don't want to receive this type of notification again, deselect Allow Websites to Ask for Permission to Send Push Notifications.

Note that this is the one category you must set in the Websites preference pane. It's not available when you choose Safari > Settings For This Website.

In Case You Missed It: Better Plug-in Control

Safari disables proprietary plug-ins like Flash, Java, Silverlight, and QuickTime by default, but as of Sierra it also made it easier to use the technologies when you want. Now, you'll find the controls in the Safari > Preferences > Websites pane under the Plug-ins header (visible only if you've downloaded and installed a Safari plug-in).

If a site offers both a Flash and an HTML5 version of a video, for instance, the HTML5 version will play. Otherwise, you'll be asked whether you want to use Flash for this site every time or just this once (**Figure 62**).



Figure 62: By default, Safari asks if you want to use a plug-in every time you visit this site or just once.

To adjust Safari's plug-in settings by hand in the Websites preference pane, select the plug-in's name in the list on the left and then click the pop-up menu next to a site's name and choose Off, On, or Ask. You can also change Safari's overall behavior toward a plug-in by clicking the When Visiting Other Websites pop-up menu and choosing Off, On, or Ask.

Stop Advertisers from Tracking You

If you're like me, you've been mildly surprised, at least once, to see the exact pair of Merrell's Jungle Mocs you were just looking at on Zappos appear in a Facebook ad the next day. This is the result of cross-site tracking, which is typically done with third-party cookies that let advertisers learn about the products you're shopping around for as you move from site to site. (For more info, see [this Gizmodo article](#)).

You can use Safari's Private Browsing feature (File > New Private Window), to avoid being tracked, but when you do, Safari also doesn't

add pages to your history, save information (like your user names and passwords) for autofill, or add searches to the pop-up menu of recent searches. All that can be overkill if all you really want is to avoid sharing your information with advertisers, rather than cover your tracks.

As of High Sierra, though, Apple's got your back: Safari now limits cross-site tracking by default using a new feature called [Intelligent Tracking Prevention](#). Companies can still store these cookies in your browser, but these are only active for one day.

Go to Safari > Preferences > Privacy to see the Prevent Cross-site Tracking setting, which is selected by default (**Figure 63**).

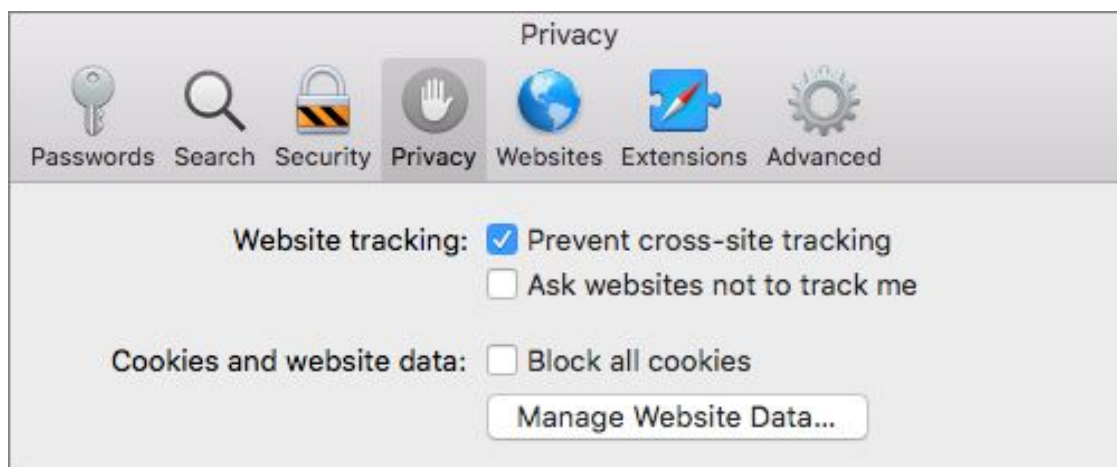




Figure 63: By default, Safari limits advertisers' ability to track your surfing habits across sites. This doesn't stop ads (like a content blocker does); it stops companies from personalizing ads for you.

Individual sites often track your browsing, but not necessarily for nefarious purposes. Doing so can also let them customize what you see in a good way. As it did in Sierra, Safari gives you the option to Ask Websites Not to Track Me. Be aware, though, that this works on an honor system, basically just sending out a request for the site not to track you each time your browser loads content from it.


In Case You Missed It: Open Recently Closed Tabs

It's happened to us all: your attention strays and before you know it you've pressed Command-W or clicked the close  icon at a tab's corner. You've closed a tab (or two, or three) by accident and now you want it back! Here's what you can do:

- ♦ Click and hold the plus  button on the Tab Bar to see, and choose from, a list of Recently Closed Tabs.
- ♦ Choose History > Recently Closed and choose from the list there.
- ♦ Reopen the last closed tab by choosing History > Reopen Last Closed Tab or pressing Command-Shift-T.
- ♦ Use the Undo command (Command-Z) multiple times to reopen recently closed tabs. Before macOS Sierra, you could do this only once.

Safari Touch Bar Tricks

If you own the [MacBook Pro with Touch Bar](#), don't overlook a few handy shortcuts the Touch Bar adds for Safari:

- ♦ Favorites (Bookmarks > Show Favorites) appear in the Touch Bar for one-touch access.
- ♦ Tap the New Tab  icon to open a new tab.
- ♦ Scrub backwards or forwards in videos or music you encounter online using the Touch Bar's media controls.

Note Your Thoughts

A photo of a band flyer. The packing list. Books friends recommend. A solution that came to you in a dream. Plenty of apps can gather all these bits of information together, and plenty do a great job. But, most likely, only one is already on your iPhone, iPad, and Mac: Apple's Notes. In High Sierra, Apple continues to beef up this app, this time adding tables as well as *pinned* notes that stay within easy reach.

iOS 11's Noteworthy Upgrades

Don't use Notes? If you own an iPhone or iPad, the iOS 11 update may finally tempt you. Now you can tap an Apple Pencil to your iPad's Lock screen to start taking notes immediately; search handwritten notes in iOS; use your iOS device's camera as a document scanner; and more. See [Take Control of iOS 11](#) by Josh Centers.

Sync Notes with All Your Devices

Since Notes syncs through iCloud and is a default app on all iOS 11 and High Sierra devices, it can be a great way to move information around. Work on your meeting agenda on the bus and then, when you get to work, proof it on a bigger screen and print it or paste it into an email message. Or, take notes on your MacBook during a meeting and check them on your iPhone at the hotel.

Setting up a Notes Account

To make sure you can see Notes on all your iOS devices and Macs, go to System Preferences > Internet Accounts. Select your iCloud account in the list to the left and then make sure that the Notes checkbox is selected.

In Notes, an iCloud header appears in the Folders sidebar—everything under the iCloud header syncs through iCloud.

As long as your Mac is signed in to iCloud with Notes enabled for iCloud, by default, Siri creates your new notes within your iCloud account.

Tip: If you prefer for your notes to live only on your Mac, choose Notes > Preferences, select the Enable the On My Mac Account checkbox, and then choose On My Mac from the Default Account pop-up menu.

Removing a Notes Account


You may see other types of accounts in the Folders sidebar under their own headers—such as Gmail. If you don't want these on your Mac, Go to System Preferences > Internet Accounts. Select the account at the left and then make sure the Notes checkbox is not selected.

Some Features Are iCloud Only

In our testing, whether we had an On My Mac account or an iCloud account, Notes worked pretty much the same way, though obviously an On My Mac account doesn't sync through iCloud.

However, if you use a non-Apple service, such as Gmail, to store notes, those notes will be more limited—you won't be able to add checklists or display an embedded video, and the Attachment Browser won't show these notes' attachments, such as photos.

Stay Organized with Folders

Within each account, Notes organizes your notes in folders. For instance, you can create a folder for a trip you're planning or a project you're working on. (Can't see any folders? Click the Folders  button or choose View > Show Folders.)


To create a new folder in the currently selected account:

1. Click the New Folder button at the bottom of the Folders sidebar, choose File > New Folder, or press Command-Shift-N.
2. The new folder appears in the sidebar with its name selected.

3. Type a name for the new folder.

Tip: To move an existing note into a new folder, drag it from the Notes list onto the folder's name in the Folders sidebar.

Create a Note

To start a new note in the currently selected folder, click the New Note  button, choose File > New Note, or press Command-N. You can also start a new note using Siri (**Figure 64**). (See [Say Hello to Siri](#) to learn how to activate Apple's digital assistant on your Mac.)

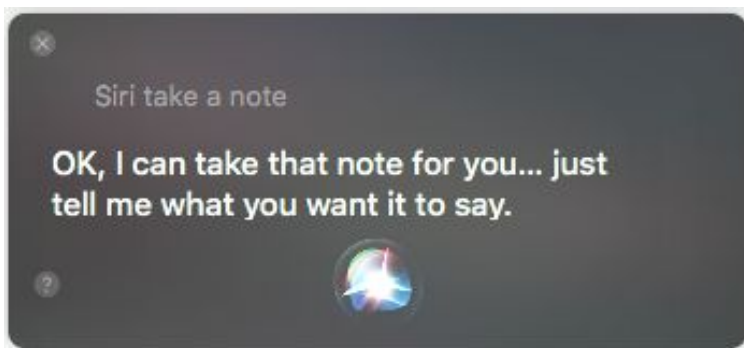


Figure 64: Perhaps the easiest way to start a new note is to say “Siri, take a note” and begin dictating. To add to a note later, say “Siri, add to my note” and Siri will ask you to choose which one.

A New Note entry appears in the Notes list, and a blank note appears at the right.

Start typing in the blank note. The first paragraph you type appears both in the note and in the note's entry in the Notes list.

Tip: When you use Siri to create a note, it does so using your default Note account (for example, iCloud). If you prefer something else, choose Notes > Preferences and choose from the Default Account pop-up menu.

New! Pin a Note

Notes stack up by default in chronological order, with the notes you most recently edited rising to the top. If you're a prolific notetaker, that may mean you have to scan or search for that important note you regularly need to reference.

High Sierra lets you pin a note to ensure it stays at the top of the list, both in the folder where it lives, and in the All iCloud (or All On My Mac) folder. Just select a note in a list and choose File > Pin Note (**Figure 65**).

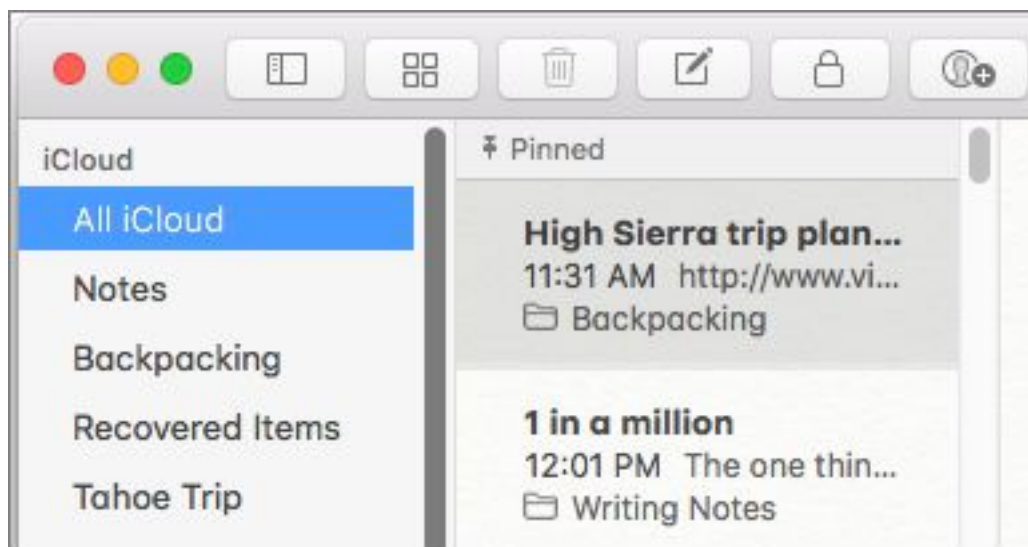


Figure 65: Select a note and choose File > Pin Note to make it stay at the top of the list for easy reference.

If you pin multiple notes, they stack up in reverse date order with the note you pinned first at the top. Unfortunately, you can't drag and drop them into a different order that makes sense to you.

To un-pin a note, select it and choose File > Unpin Note.

Format Text


How your thoughts appear is up to you as Notes supports a number of formatting options.

Choosing a Font

Choose from any of your Mac's fonts in the Font palette. To reveal it, choose Format > Font > Show Fonts or press Command-T. You can specify a font size here, too.

Making Text Colorful

Select text, and then choose Format > Font > Show Colors (or press Command-Shift-C) to reveal the macOS Color Picker. Click a color in the palette to apply it to your text.

Tip: Here's an : when words aren't enough, add an emoji to your notes. Choose Edit > Emoji & Symbols (or press Command-Control-Space) and choose your favorite from the palette that appears. You can use this tip in other Apple apps too, including your favorite text editor or whenever you encounter a text field.

Set Up Notes Your Way (Sort of)

Odds are, you have a particular way you want your notes to look. For instance, maybe you prefer a large font that's easy to see, or a small one that packs in a lot of information. Or, perhaps you prefer white text on a black background. Notes gives you very limited control over your Notes' default appearance. Your main option is to set the default Notes font size, and even that is done somewhat inexactly. Choose Notes > Preferences and then adjust the Default Text Size slider towards bigger or smaller. (No exact point sizes here.)

Indenting Text

Scoot text in from the left margin with an indent:

- **Indent:** Choose Format > Indentation > Increase (or press Command-]).
- **Un-indent:** Choose Format > Indentation > Decrease (or press Command-[)

Applying a Style

Notes comes stocked with predefined paragraph styles, character formatting tools, and alignment controls:

- **Paragraph style:** Click in a paragraph (or select text in it), click the Style **Aa** button, and choose from Title, Heading, Body, Bulleted List, Dashed List, Numbered List, or the new Monospaced option (**Figure 66**).

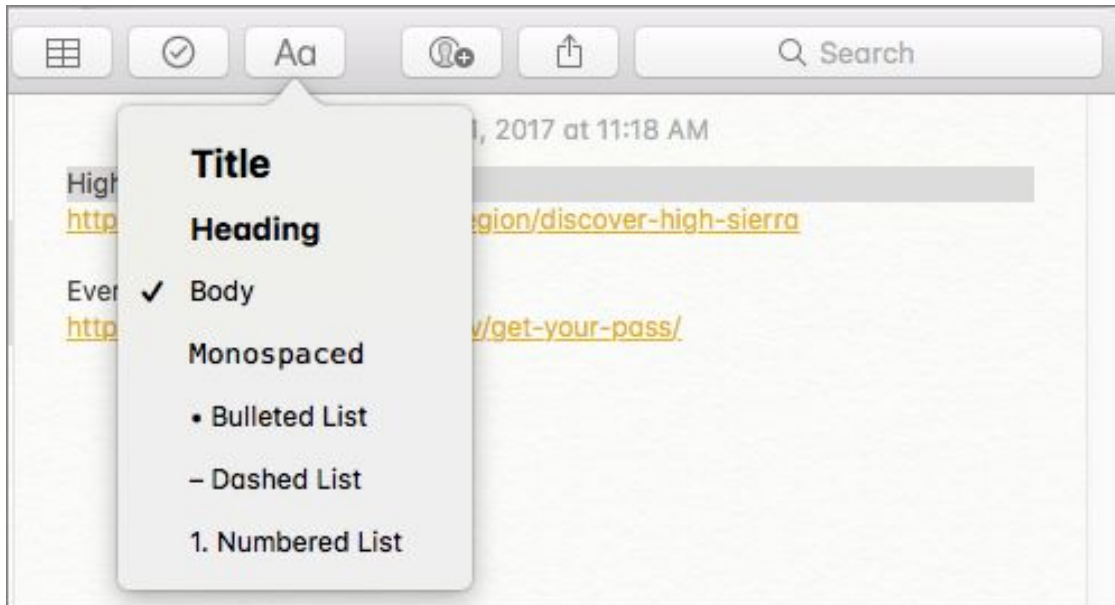


Figure 66: Apply styles using Notes' Style button.

Tip: To change the text style your notes start with, choose Notes > Preferences and set the New Notes Start With pop-up menu to Title, Heading, or Body.

- **Character format:** Select the text and choose an option in the Format > Font submenu. Common keyboard shortcuts apply: Command-B for bold, Command-I for italic, Command-U for underline, and so on.
- **Alignment:** Go to Format > Text and choose from Align Left, Center, Justify, or Align Right.

Copy and Paste Styles

If you want just the formatting and not the text, you can copy and paste *styles* from one section of text to another.

Select some text with the formatting you want to copy and choose Format > Font > Copy Style (or press Command-Option-C) to copy the styles applied to it, but not the text itself.

Then, select another section of text and choose Format > Font > Paste Style (or press Command-Option-V) and that text will adopt the styles.

Easy-access Formatting Controls

Wouldn't it be nice if Notes had a formatting toolbar so you could stop wasting time digging through the Format menu? Yep. Most of us will continue to wait for this feature with the exception of the lucky folks who own the [MacBook Pro with Touch Bar](#) (**Figure 67**).

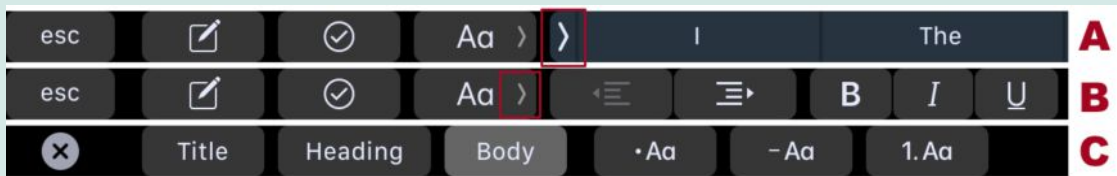


Figure 67: By default, the MacBook Pro's Touch Bar shows context-sensitive controls in Notes (A); tap the arrow icon to the left of the QuickType suggestions to reveal formatting options (B). Or, tap the lighter arrow next to the styles **Aa** button to reveal style controls (C). I'm only showing the left side of the Touch Bar here.

Use these controls to quickly access formatting and style options.

New! Add a Table

Whether you're keeping track of charitable donations for tax time or you want to know who's bringing what to an event, it's handy to be able to organize everything in a nice, neat table. High Sierra adds this feature to Notes. Just choose Format > Table, or press Command-Option-T, and a four-cell table appears.

Tip: You can add a Table button to the Notes toolbar by choosing View > Customize Toolbar and dragging the Table button into place.

To add or delete a column or row, click inside any cell and then click the ellipse at the top of the table for column options or to the side of the table for row options. Click the arrow ▼ and choose an option, for example Add Row Below (**Figure 68**).

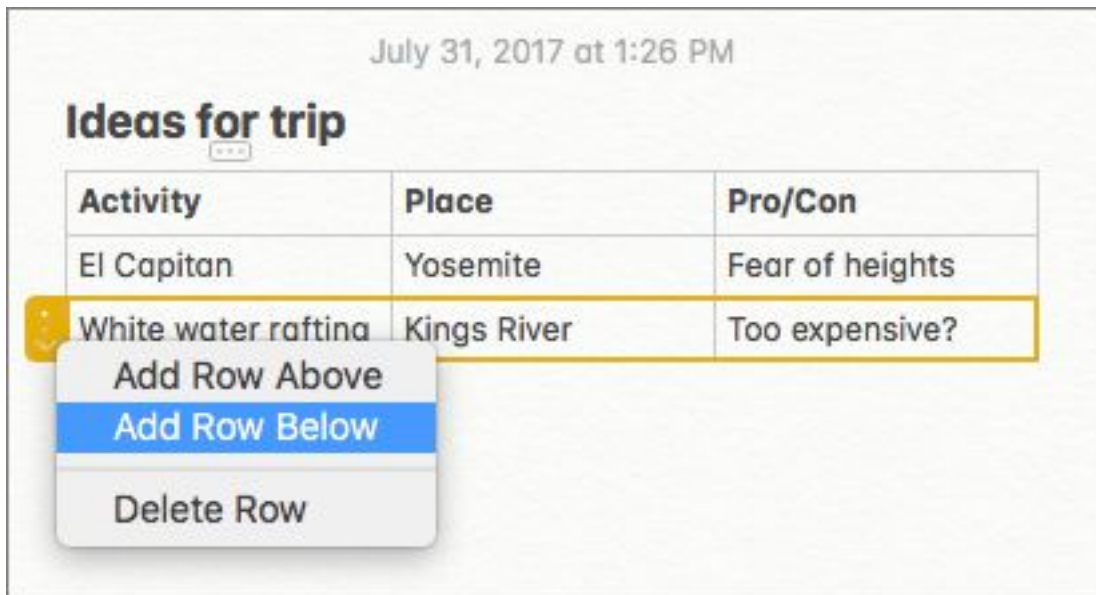



Figure 68: Now you can create tables in your notes to organize your information.

Capture Your Screen

Want to capture a particular element you see on-screen? Notes makes this a snap: Control-click in a note and choose Capture Selection from Screen. Click and drag over a portion of your screen. A red selection box appears; release the button to take a screenshot of that area. It's automatically appended to your note.

You'll find this feature throughout High Sierra, for instance in TextEdit, Pages, Stickies, and perhaps most helpfully, Mail. That makes it easy to send a quick picture of an error you're experiencing or a layout you need feedback on.

Make a Checklist

It's easy to make a quick checklist in Notes. Select a list in a note and then click the Checklist  button, choose Format > Checklist, or press Command-Shift-L.

Round circles appear next to each item. Click one to check it off (**Figure 69**). These checklists just tell you what you need to know: did you do this task, or did you not?

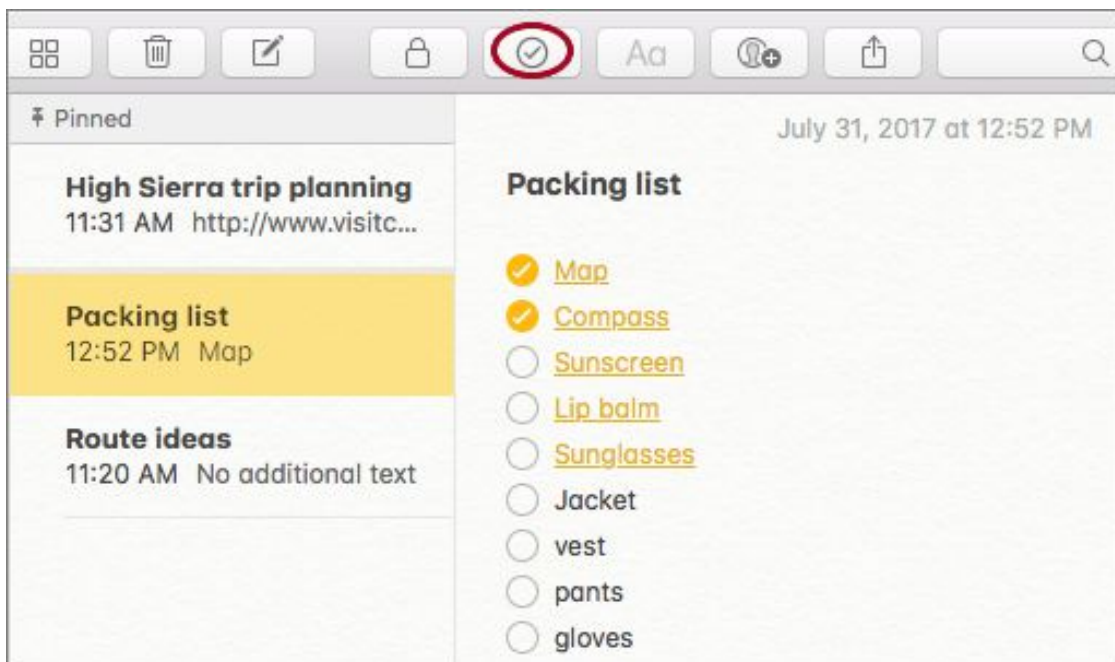


Figure 69: Once you've formatted selected items as a list using the Checklist button (circled), you can check off completed items.

Tip: Have you been super productive? Select part or all of your checklist and then choose Format > Mark as Checked (or press Command-Shift-U) to check off a bunch of items at once.

Attach Photos and More

Notes isn't limited to plain text and simple attachments. Collect all sorts of items that catch your attention. Add sketches, voice memos, webpages, photos, videos, documents, and map locations.

Adding a Photo or Video

Perhaps you like to take a picture of the sunset every night, or you frequently snap shots of flyers and other things you want to remember later. It's easy to add images and videos to notes and the app can display many different image file formats, including GIF, JPEG, PNG, TIFF, MOV, and Photoshop (PSD).

Here are a few methods for adding a photo or video to a note:

- **From your library:** Choose Window > Photo Browser to look through your Photos and Photo Booth images and videos (**Figure 70**). Drag and drop one from the palette to insert it in a note. If the image is a video, you can click the palette's Play button to preview it.

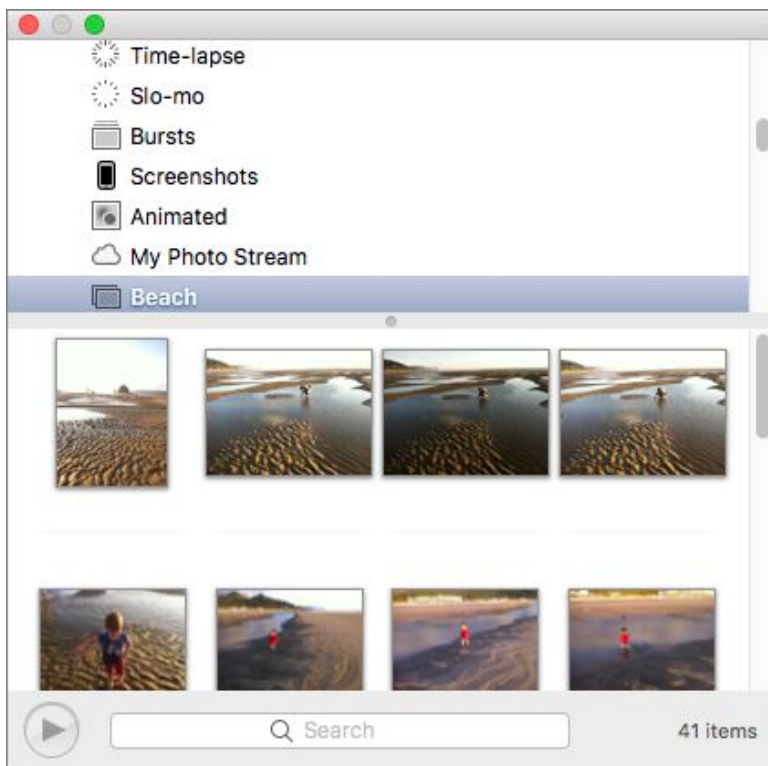



Figure 70: Use the Photo Browser to look through images and videos in your Photos library. Drag and drop images from the palette to a note.

- **From another window:** Drag and drop an image onto a note, say from the Finder, an email message, or a document.

- **From the Finder:** Choose Edit > Attach File (or press Command-Shift-A), navigate to one in the Finder, and click Attach.
- **From a device:** Control-click a note and choose Import Image to capture an image from an attached camera or scanner. (Note that an iPhone connected to the Mac shows up as a camera, but the Mac's built-in camera does not.)
- **From your current app:** When you're in an app—for example, Preview or Photos—click the Share  button and choose Notes to send an image or video to Notes. If you'd rather append it to a note you've already made, click the Choose Note pop-up menu and select the note you want from the list (**Figure 71**).

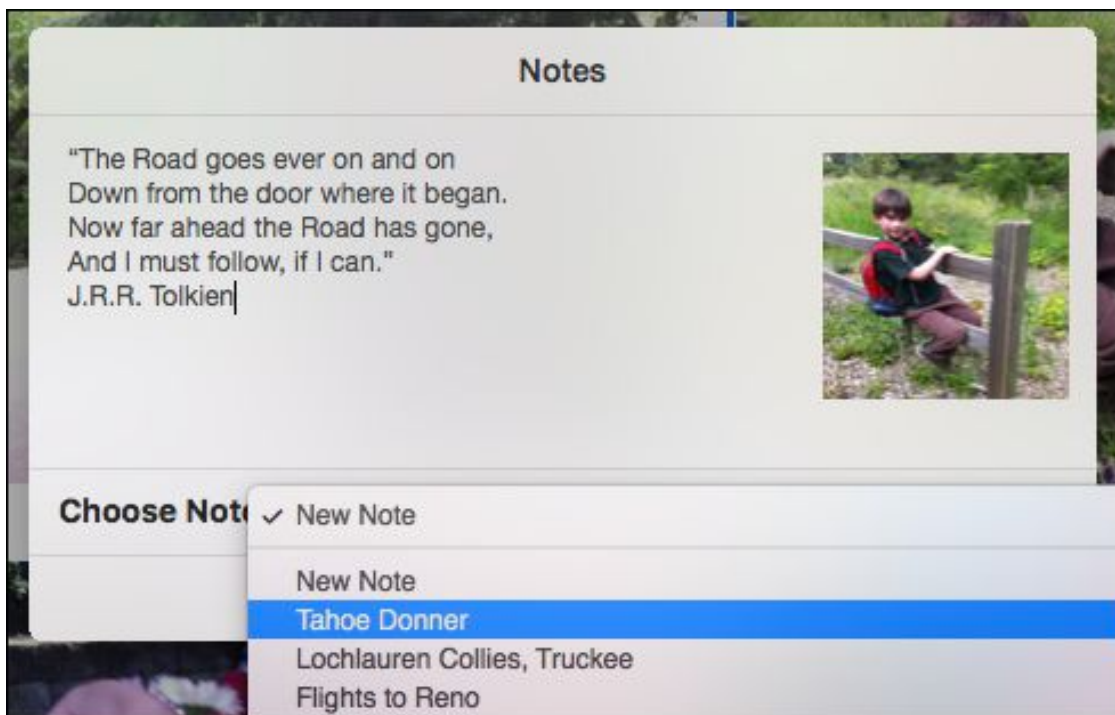


Figure 71: Use the Share button to send an image or video to Notes. To add the image to the end of a preexisting note, click the Choose Note pop-up menu and select the note from the list.

Adding a File

Sometimes it helps to gather the files for a project—PDFs, documents, spreadsheets, you name it. Notes can display PDFs and include links to most other file types. To add a file:

- **From another window:** Drag and drop a file on your note.

- **From the Finder:** Choose Edit > Attach File (or press Command-Shift-A), navigate to one in the Finder, and click Attach.

If the file is a PDF, its first page will preview in your note (**Figure 72**). Otherwise, its name will appear along with its file size and icon.

Double-click the preview or link to open the file in its parent app.

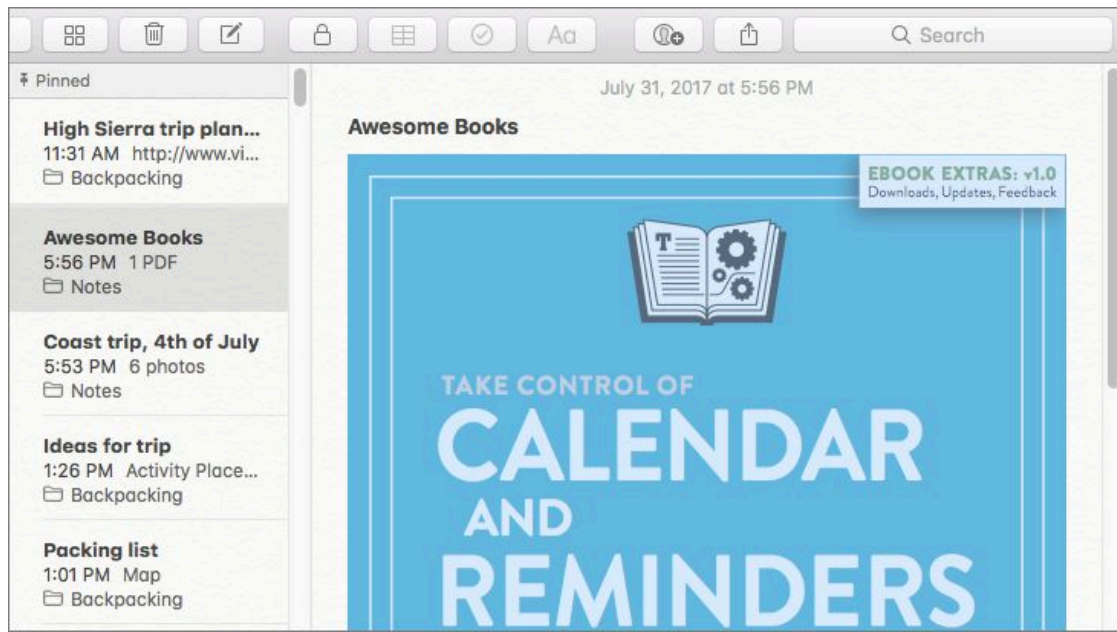



Figure 72: When you add a PDF to a note, by default its first page previews.

Tip: After you add a PDF, image, or sketch to a note, Control-click it and then choose View as Large Images or View as Small Images to get the size right. (This setting applies to all the attachments in that note.)

Tip: Have a bunch of files that are relevant to a note? Add a link to a folder. Just drag and drop the folder's icon from the Finder to your note. Double-click the icon in the note to open the folder in a Finder window


Adding a Web Link

You can use Notes to keep track of online research, too. Here's how:

- Type the URL (web address) and press Return. It automatically becomes a clickable link.
- To add a link to a page you see in Safari, click the Share  button, choose Notes, and click Save. A note appears with a short description, the link, and, in most cases, a thumbnail representing the story or website.


Bringing in Cool Stuff from iOS

Note-worthy thoughts don't always come to you while you're sitting politely at your desk. Instead, they often arrive when you're walking the dog, out for morning coffee, or exercising at the gym. Luckily, using an iOS device, you can capture your thoughts in different ways:

- ✦ **Add a Voice Memo:** If you like to talk through your ideas while you walk around the study or while out and about, the iPhone's Voice Memos app makes it easy. Just tap the Voice Memos icon, and tap Record. When you're done recording, tap the Share  button and choose Notes. The audio clip appears in the iCloud Notes list on all your devices, including your Mac. In Notes, click the blue Play button to listen to your voice memo.
- ✦ **Add a Sketch:** On your iOS 9 or later device, sketch an idea in Notes using your finger, a stylus, or the Apple Pencil. These drawings appear automatically in your iCloud Notes list. High Sierra's Notes app doesn't have drawing capabilities yet.

Adding a Map

Keeping track of dream destinations? Or all of the coffee shops you've tried in the neighborhood? Include links to their locations:

1. In Maps, pull up the map that location you want to add to a note, click the Share  button, and choose Notes.
2. In the Save dialog, leave the Choose Note menu set to New Note or choose a note to append the map to.

3. Optionally, enter text. For a new note, the first paragraph of text that you enter appears as a title in the Notes list.
4. Click Save.

In Notes, the map appears as a thumbnail. Double-click this to jump back to the directions or location in the Maps app (**Figure 73**).

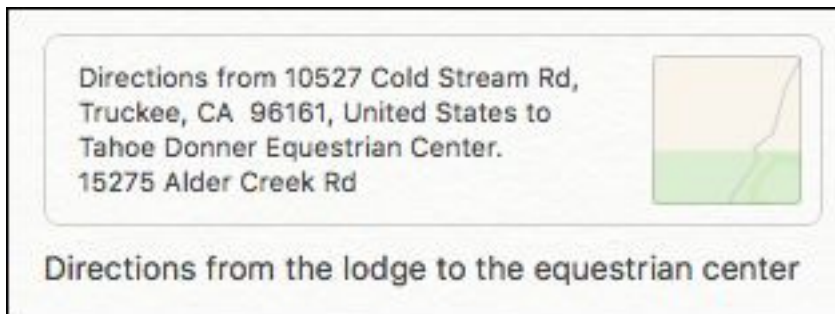


Figure 73: Share a map to Notes and it appears as a thumbnail with a brief summary. Double-click this to jump to the location or directions in the Maps app.

Lock a Note

Whether you use Notes as a diary or simply store tidbits there you'd rather keep to yourself, you'll be happy to hear that Notes lets you lock notes for privacy. Use a single password for private notes on all of your devices. (Or, if your iOS device has Touch ID, unlock your notes there with your fingerprint.)

Password-protecting a Note

To lock down a sensitive note:



1. Select a note. As of High Sierra, a password-protected note can't contain video, audio, PDF, or file attachments.
2. Choose File > Lock Note or click the Lock  button on the Notes toolbar and choose Lock Note (**Figure 74**).



Figure 74: To protect a note against prying eyes, click the Lock  button on the toolbar and choose Lock This Note.

If you've already set up a Notes password, enter it at the prompt. If not, go on to step 3.

3. In the dialog that appears, type a password in the Password field and then type it again in the Verify field. (This will be the password for *all* your locked notes on all your iCloud-enabled devices.)
4. Leave yourself a helpful clue in the Password Hint field. It will appear if you mess up your password three times in a row.
5. Click Set Password.

Tip: To change your private notes' password, choose Notes > Preferences, click the Change Password button, enter your old password, repeat Steps 3 and 4, and then click Change Password.

Locking Your Notes


To lock all password-protected notes, click the Lock button and choose Close All Locked Notes.

Unlocking Your Notes

Select any locked note and enter your password. Once you've entered the password, all notes stay unlocked until:

- You've been idle in Notes for a period of time. (Apple says 3 minutes, but in my testing, notes stayed open as long as 13 minutes.)
- You close the Notes app.

- You lock your notes by clicking the Lock  button and choosing Close All Locked Notes.

If you decide you don't want to lock a particular note any longer, select it, click the Lock  button, enter your password, and choose Remove Lock.

If You Forget Your Password

Forget the password for your private notes and you are out of luck! Apple can't help you regain access to your locked notes.

Until something jogs your memory, your old private notes will remain inaccessible, but in the meantime you can create a new password so you can create *new* private notes. To reset your password, choose Notes > Preferences, click the Reset Password button, and click through the warnings (**Figure 75**).



Figure 75: You can't retrieve a lost password, but you can make a new one for all the private notes you create from now on.

Finally, enter a password for all the new private notes that you'll store in your iCloud account.


Share Notes with Others

Whether you need to coordinate a shopping list or brainstorm a project, you can do it in Notes.

Note: To view notes and collaborate together, all participants must use an iCloud account.


Sharing a Note

To give someone else access to a note:

1. Start a note—or view an existing note.
2. Click the Add People  button on the Notes toolbar.

In the dialog that appears, choose how to invite people—via Mail, Messages, Twitter, Facebook, AirDrop, LinkedIn, or by copying a link and pasting it into something else.

3. Make your choice and click Share.

You can tell which notes are shared by looking for the Sharing  symbol next to their names in the Notes list (**Figure 76**).

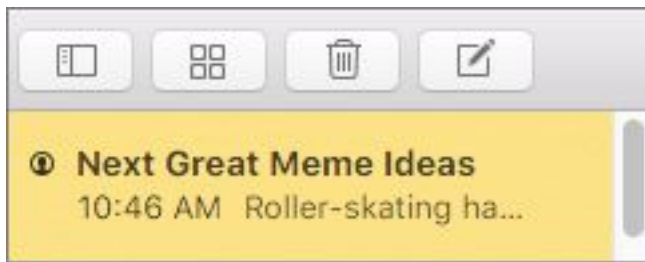


Figure 76: You can tell if a note is shared by looking for a sharing symbol next to its name.

Collaborating in Real-time

Once the person accepts your invitation, they can open the note on their iOS 10, Sierra, or later device and get cracking. You'll see edits highlight briefly as contributors work in the note (**Figure 77**).

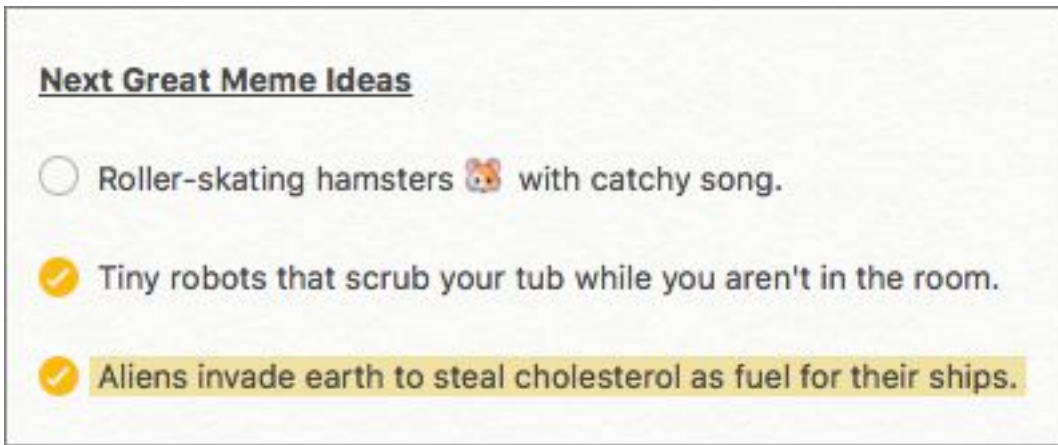


Figure 77: As contributors work in the note, edits highlight briefly.

Stopping Sharing

Select the note, click the People 👤 button, click the More ⋮ button that appears to the right of a contributor's name when you hover over it, and choose Remove Access **Figure 78**.

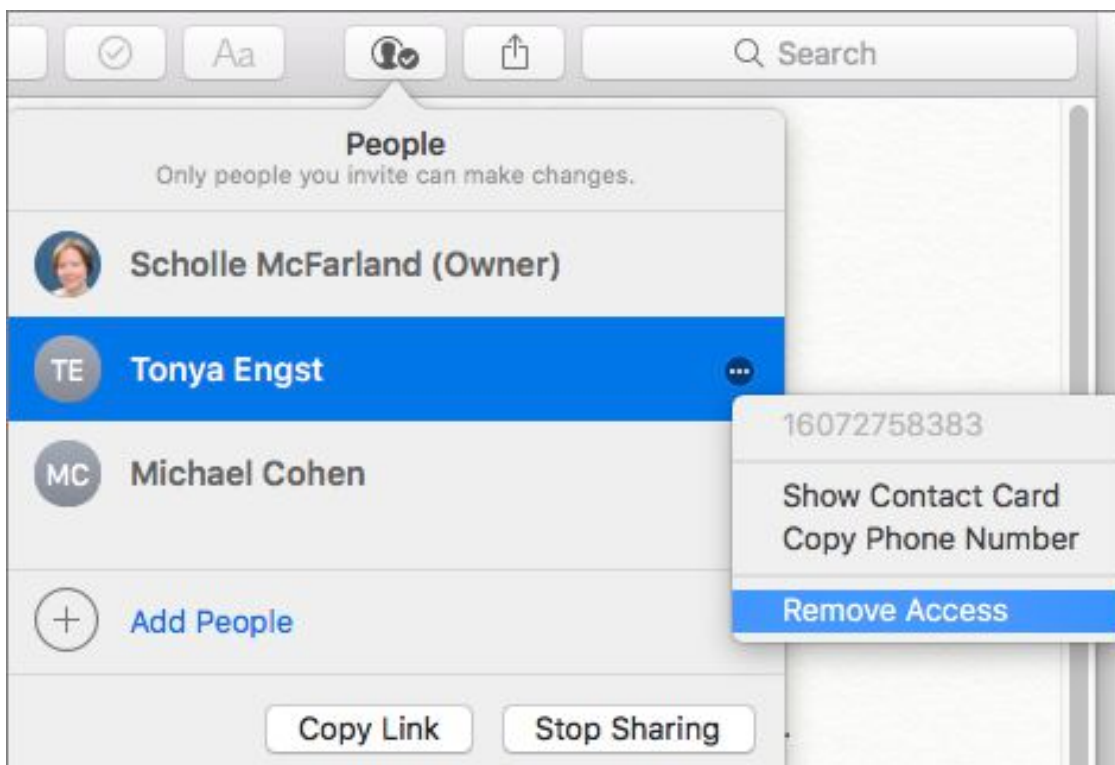


Figure 78: To stop sharing a note with someone, click the View Participants button, click the More button (marked with an ellipsis) to the right of the person's name, and then choose Remove Access.

To stop sharing the note altogether, click the People 👤 button and then click Stop Sharing.

Search for Notes


To find a particular note, type a descriptive term in the search field in the upper-right corner. (There's no natural-language search capability in Notes.)

To limit your search to the account that's selected in the sidebar, click the downward arrow that appears next to the magnifying glass when the search field is active and choose Current Account. Choose All Accounts (the default) to search all your notes.

Tip: When you need to see all incidents of a word *inside* a particular note, use a different search technique. Press Command-F when you're looking at the note and a second search field appears below the toolbar. Type the term in here and all instances of it will appear highlighted in the note.

Browse Your Attachments

The Attachment Browser gives you a visual way to rummage through the files you've attached to notes, organized by category: Photos & Videos, Sketches (from Notes in iOS 9 or later), Maps, Websites, Audio, and Documents.

To open the browser, choose View > Show Attachments Browser, click the Attachments Browser  button, or press Command-1.

Click a category name to see the attachments shown there (**Figure 79**).

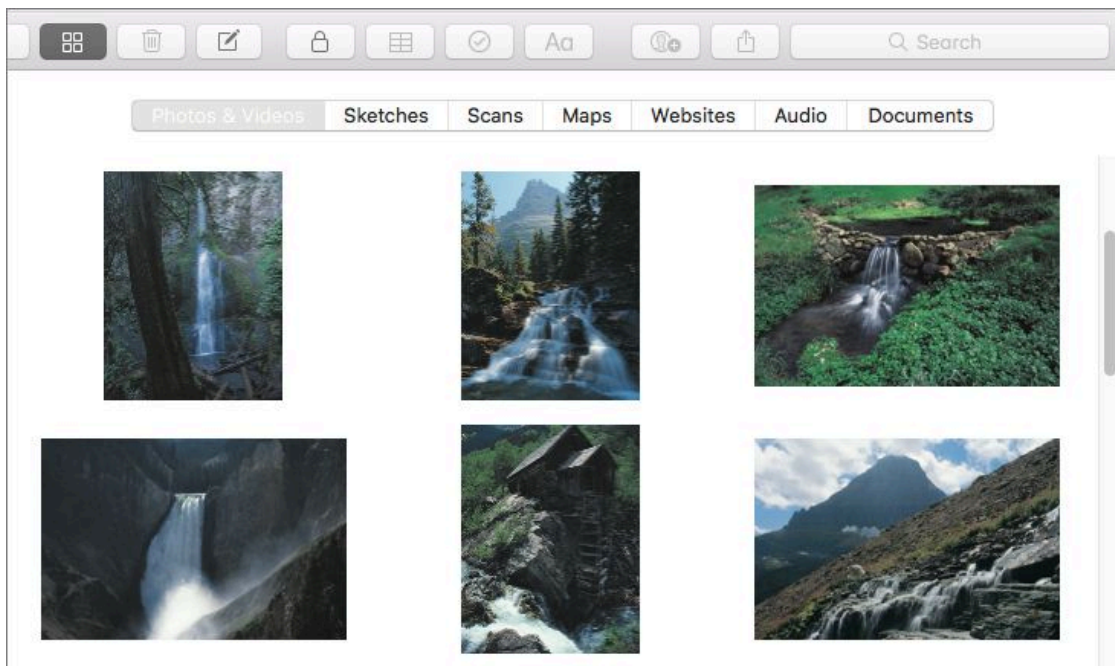



Figure 79: Click the Photos & Videos category in the Attachment Browser to see all the images in your notes.

You can't change or delete an item in the Attachment Browser. But, you can double-click a thumbnail to open it in its default application. For example, images and sketches will open in Preview, map information in Maps, and so on. You can also play a voice memo or video.



To jump to the note that contains a selected attachment, control-click an attachment in the Attachment Browser and choose Show in Note from the contextual menu.

The Quick Look command, also on the contextual menu, can be a handy way to see more of an attachment, but you can also trigger Quick Look by selecting an attachment and pressing the Space bar.



To exit the browser, choose View > Hide Attachments Browser, click the Attachments Browser  button again, or press Command-1 again.

Export and Share Notes

It's possible to export a note as a PDF. To do so, choose File > Export as PDF.

Share a note with another app by clicking the Share  button and choosing the app's name. For instance, click the Share  button and then choose Mail to create a new email message that includes the contents of your note.

Delete a Note

To remove a note, select it and then press Delete or click the Delete  button. Notes has got your back: if you delete a note and change your mind, chances are that you'll find it in the Recently Deleted folder (in the left-hand Folders sidebar ). Drag it into another folder to restore it.

Notes are permanently deleted after 30 days unless you delete them from the Recently Deleted folder first—then, they're gone.

Move Easily between Devices

Many of the improvements Apple has made to macOS in recent years have aimed to make it easier to move between (they hope) your many, many beloved Apple devices. Yosemite introduced Handoff, which lets you start a task on one device and then pick up where you left off on another. It also made it possible to answer and place iPhone calls on your Mac. Sierra made it possible for Apple Watch users to skip typing in their passwords and instead unlock their Macs with an Apple Watch. It also added Universal Clipboard, which lets you copy something on your iOS device and then paste it to your Mac (or vice versa).

As of High Sierra, Universal Clipboard now works Mac-to-Mac as well as iOS-to-Mac. We'll take a look at how to use all these features to seamlessly stitch together your Apple universe.

Check the Requirements


Now that some incompatible hardware has aged out of the market, more people can take advantage of *Continuity* features like Handoff, Universal Clipboard, and iPhone cellular calls on the Mac.

What You Need to Use Handoff

According to Apple, you need one of these devices to use Handoff:

- **Apple Watch:** All models
- **iOS:** iPhone 5 or newer; iPad Pro; iPad (4th generation); iPad Air or newer; iPad mini 2 or newer; iPod touch (6th generation) or newer
- **MacBook Air:** 2012 or newer
- **MacBook:** 2015 or newer

- **MacBook Pro:** 2012 or newer
- **Mac mini:** Late 2012 or newer
- **iMac:** Late 2012 or newer
- **Mac Pro:** Late 2013 or newer

To confirm whether your Mac can use Handoff, choose Apple  > System Preferences > General and look for the Allow Handoff between This Mac and Your iCloud Devices checkbox (**Figure 80**). If you don't see this box, you're out of luck.

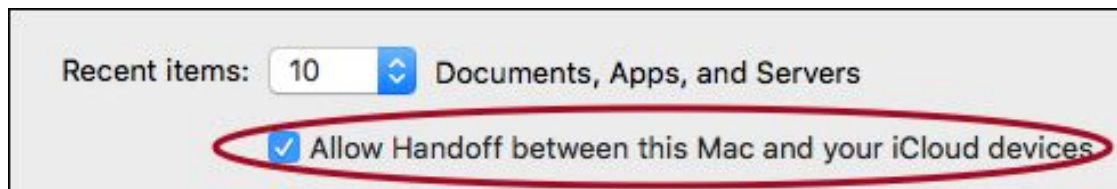


Figure 80: Does your Mac support Handoff? Go to System Preferences > General. You want to see this setting (circled).

Macs must be running OS X 10.10 Yosemite or later and iOS devices must be running iOS 8 or later.

What You Need to Use Universal Clipboard

Universal Clipboard has the same hardware requirements as Handoff, but doesn't include the Apple Watch. To access iOS-to-Mac Universal Clipboard features, Macs must be running Sierra or newer and iOS devices must be running iOS 10 or newer. To use Mac-to-Mac Universal Clipboard features, both Macs must be running High Sierra.

What You Need to Make iPhone Cellular Calls

If you want to make and take phone calls on your Mac via your iPhone, you must have a Mac (with a microphone) using OS X Yosemite or newer and an iPhone running iOS 8.1 or newer.

What You Need to Unlock a Mac with a Watch

According to Apple, you must meet these requirements to unlock your Mac with your Apple Watch:

- **Apple Watch:** All models
- **MacBook Air:** Mid-2013 or newer
- **MacBook:** 2015 or newer
- **MacBook Pro:** Late 2013 or newer
- **Mac mini:** Late 2014 or newer
- **iMac:** Late 2013 or newer
- **Mac Pro:** Late 2013 or newer

The Watch must be running watchOS 3 or newer; the Mac must be using macOS Sierra or newer.

Switch between Devices with Handoff

When does Handoff come in handy? Say you start to write an email message on your Mac and then have to rush out the door for work. With Handoff's help, you can finish composing the message on your iPhone while you wait at the train station. Handoff lets you pick up where you left off when using Calendar, Contacts, Keynote, Mail, Maps, Messages, Notes, Numbers, Pages, Reminders, Safari, and some third-party apps.

Set Up Handoff

Before your devices can finish each other's thoughts, you may need to adjust a few settings:

1. On your Mac(s), go to System Preferences > Bluetooth and click the Turn Bluetooth On button. (Or, invoke Siri and say "Turn on Bluetooth.")

2. On your iOS device(s), open the Settings app, tap Bluetooth, and turn on the Bluetooth switch.
3. Make sure that your Macs and iOS devices are all signed in to iCloud with the same [Apple ID](#). On the Mac, you can check this in System Preferences > iCloud. On an iOS device, tap Settings and then your name at the top of the screen.
4. Activate Handoff on the Mac by going to System Preferences > General and selecting the Allow Handoff between This Mac and Your iCloud Devices box.
5. Activate Handoff on an iOS device by tapping Settings > General > Handoff and turning on the Handoff switch (**Figure 81**). If you don't see this switch, the device isn't compatible with Handoff.

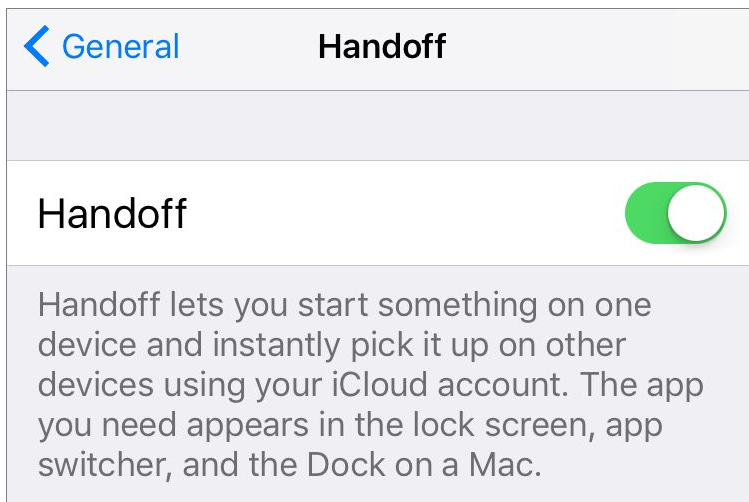


Figure 81: Turn on the Handoff switch on your iOS device.

6. Make sure both devices are on the same Wi-Fi network:
 - ▶ On the Mac, go to System Preferences > Network and, if needed, click the Turn Wi-Fi On button. Then check the network name.
 - ▶ In iOS, tap Settings > Wi-Fi and, if needed, turn on Wi-Fi. Make sure the device is connected to the same network as your Mac.

Move Between Devices with Handoff

When you're ready to move from one device to another, leave the app you're using in the foreground. Then:

- Check that your Mac and iOS device (or two Macs) are within [Bluetooth range](#) of each other—no more than 33 feet (roughly 10 meters) apart. It shouldn't matter if your iPhone or iPad is inside a pocket, purse, or backpack.
- If you're moving to an iPad, iPhone, or iPod touch, you won't see an activity icon for the app you were working at the bottom-left edge of the Lock screen as in the past. Instead, unlock your iOS device and double-press the Home button to bring up the App Switcher. You'll see a Handoff icon at the bottom of the screen there. Tap this icon to pick up where you left off (**Figure 82**).



Figure 82: You won't find a Handoff icon at the bottom of your device's Lock Screen anymore. Instead, look for one in the iOS App Switcher.

- If you're moving to a Mac, an activity icon for the app (with a tiny device icon on it) appears in the Dock. Click this to jump to your spot.

Or, if you like to keep your hands on the keyboard, when the activity icon appears in the Dock, press Command-Tab to reveal the Application Switcher (**Figure 83**). Hold the Command key and press Tab until the activity icon highlights. Release the keys to jump to your spot.

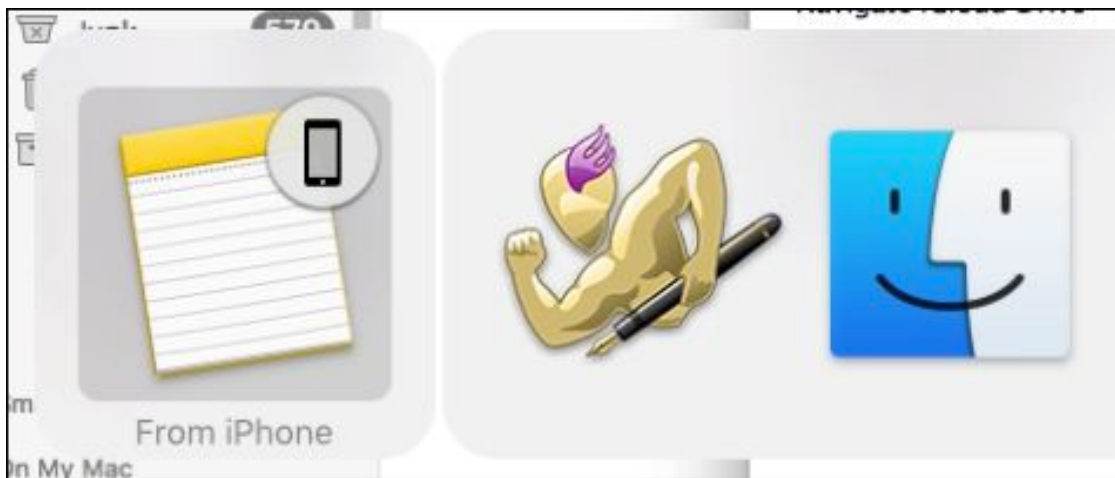


Figure 83: Press Command-Tab to access the Application Switcher. Hold the Command key and press Tab to move through the icons. Once you reach the Handoff icon, release the keys.

Results Will Vary

If you're composing an email message in Mail and switch to another device using Handoff, you'll find your insertion point, and text, exactly where you left it. Likewise, Maps jumps to the most recent directions. Safari reloads the page you were reading, but data typed into forms, as well as your place on the page, is lost. Apple's iWork suite—Pages, Keynote, and Numbers—works with Handoff only if you've saved the files to iCloud Drive.

Troubleshoot Handoff

Handoff works like magic, unless it doesn't. If nothing happens, here's what to do next:

- **Double-check settings:** Go back to [Set Up Handoff](#) and make sure you didn't miss something.
- **Check the app:** The app you're using may not be compatible with Handoff. Apple apps that work on both the Mac and iOS include Calendar, Contacts, Mail, Maps, Messages, Notes, and Safari. On the Mac, you can also use Keynote 6.5 and newer, Numbers 3.5 and newer, and Pages 5.5 and newer. In iOS, you can also use Phone, as well as Keynote, Numbers, and Pages (versions 2.5 and newer).

- **Sign out and back in to iCloud:** On the Mac, go to System Preferences > iCloud, and click Sign Out. Once you've signed out, go back to System Preferences and sign back in. In iOS, go to Settings > iCloud, scroll down and then tap Sign Out. Follow the instructions, and then enter your password and tap Turn Off. Once the process is done, go back to iCloud settings and sign back in.

Copy and Paste between Devices with Universal Clipboard

For those times when even Handoff seems like a hassle, you can use Universal Clipboard to copy and paste between a Handoff-capable Mac and iOS device or, as of High Sierra, between two Macs.

Set Up Universal Clipboard

Universal Clipboard has the same set up as Handoff. You must have Wi-Fi, Bluetooth, and Handoff turned on in System Preferences on Macs and in Settings on iOS devices. All devices must be signed into the same iCloud account (see [Set Up Handoff](#)).

What Works

Use Universal Clipboard to copy and paste text; images, including JPEG, PNG, TIFF, GIF, and BMP file formats; the contents of a PDF, including images and text; and video files in common file formats like M4V (**Figure 84**).

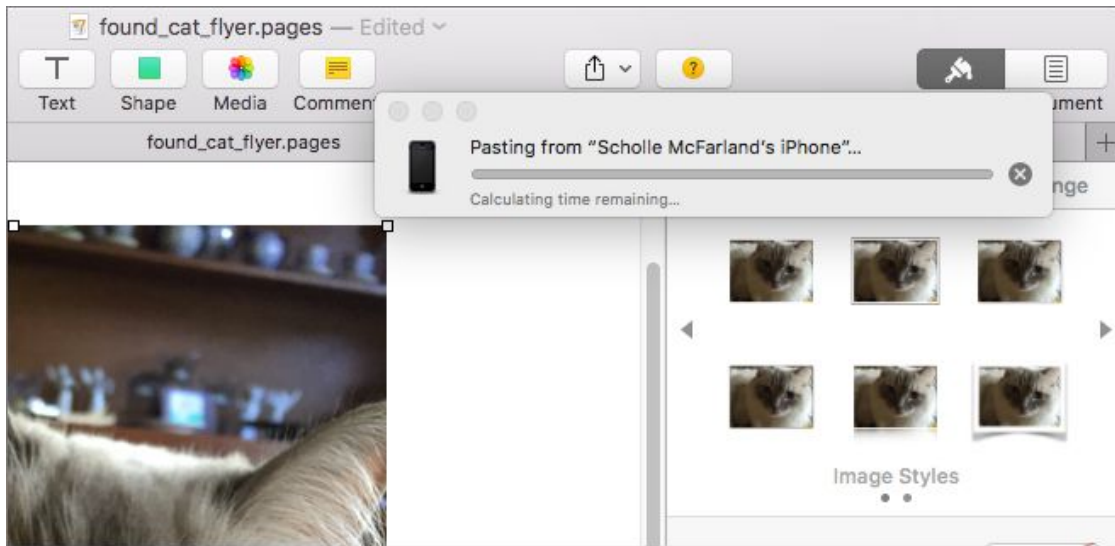


Figure 84: You're likely to see a notification when you paste an image (or anything particularly complicated) from one device to another.

Note: In my testing, using Universal Clipboard did not work reliably with video. When you need to transfer video from one device to another, try another technique instead. See [Move Big Files with AirDrop \(and more\)](#).

You must copy from a file that is open in an app. You can't select a file in the Finder and copy it. (At best, you'll copy its name instead.)


What Happens

The contents of the clipboard transfers when you paste. If you wait longer than 2 minutes between copying and pasting, sharing expires and, instead of getting the information from the other device, you'll paste in whatever was previously on the target device's clipboard.

Tips for Copying and Pasting Images

Copying text with Universal Clipboard is simple, but copying images sometimes requires an extra bit of know-how:

- **Avoid copying URLs instead of images (on your Mac):**
When you want to copy an image from a webpage, Control-click the image and then choose Copy Image from the contextual menu.

- **Copy an image from a webpage (on your iOS device):** Touch and hold the image to see options. If you see Copy, tap that. If not, tap Share, and then tap Copy.
- **Copy an image from Photos (on your iOS device):** Select the photo you want, tap the Share  button, and then tap Copy.

If you've stored your photos in iCloud (see [Manage Your Storage](#)), your image may already be available on the target device in the Photos app. Copying and pasting it from the device you're on, however, may require fewer steps than opening Photos on the target device and copying it from there. Use your judgment.

- **Paste into Preview (on your Mac):** If you're just trying to get an image you've copied from here to there, open Preview and choose File > New from Clipboard. The image you've copied is pasted into a new Preview document, which you can now save on the target Mac.

Turn Your Mac into a Speakerphone

It's probably happened to you before: You hear your iPhone's muffled ringing, but whether it's buried deep in a coat pocket or purse, you won't find it in time to answer the call. Your Mac offers a simple fix for this daily aggravation: answer the call on your Mac. Need to make a call? You can do that from your Mac, too.

Set Up Calling

To use High Sierra's iPhone cellular call features, you must also have an iPhone running iOS 8.1 or newer.

Take these steps:

1. Make sure the Mac and iPhone are on the same Wi-Fi network.

On your Mac, go to System Preferences > Network, click Wi-Fi, and check the network name. On your phone, tap Settings > Wi-Fi to see the name of the network.

2. Double-check that your Mac and iPhone are signed in to FaceTime with the same [Apple ID](#).

On your Mac, go to FaceTime > Preferences to check the ID. On your iPhone, tap Settings > FaceTime, make sure that the FaceTime switch is on, and then check the ID.

3. If you see a Use Apple ID for FaceTime link on your phone, tap that. On your Mac, you will see a dialog asking if you want to add your phone number to iMessage and FaceTime. Click Yes. This lets you make and receive calls on devices (your Mac or iPad) that are signed in to the same iCloud account and on the same Wi-Fi network.
4. In the FaceTime preference pane on your Mac, select Calls from iPhone (If this checkbox doesn't appear initially, try restarting your Mac).

Receive a Call on Your Mac

When a call comes in for your iPhone, your Mac will chime. A notification shows the caller's name (if they are listed in Contacts) or number.

You can:

- **Take the call:** Click Accept. When you're connected, the notification becomes a small window with phone controls (**Figure 85**). Click Video to start a FaceTime session. (This only works if the other person is calling from a Mac or iOS device and signed in to FaceTime.) Click Mute to mute audio during the call—for instance, to discreetly ask someone else in the room a question. Click End to hang up.

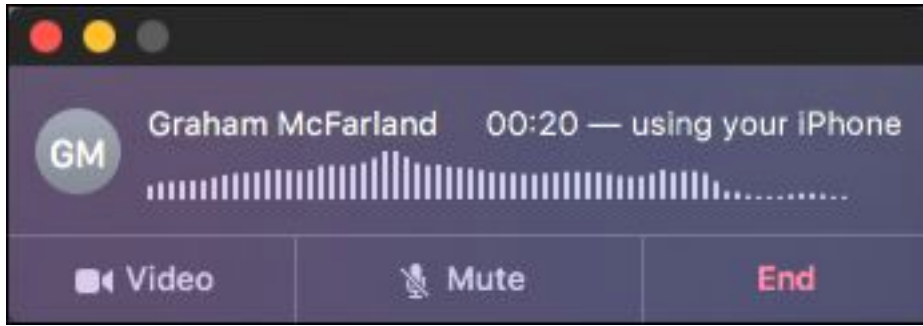



Figure 85: When you answer a call, the notification becomes a small window with phone controls.

- **Decline the call:** Either click Decline or click the arrow next to Decline to choose an option, including Remind Me in 5 Minutes.
- **Ignore the call:** If you miss a call, a notification lingers on your screen to let you know when you return.

Tip: If you get a new call on your Mac when you're talking to someone, an alert appears that gives you the option to put the conversation on hold to answer the incoming call, just as you can on your iPhone.

Make a Call from Your Mac

To “dial” a number:


- **In an app:** Click a phone number in an app like Contacts, Maps, Spotlight, or FaceTime. You can also select a number on a webpage or in an email message, click the triangle that appears to its right, and then choose “Call *phone number* Using iPhone.”
- **From a recent call:** Open FaceTime, click the Audio button, and then click the phone  button in the call's listing. Or, click and hold FaceTime's Dock icon to see a list of recent calls. Choose one to call back.
- **Enter a number:** Open FaceTime and type the number directly into the field under the Video and Audio buttons.

FaceTime places your call. There's no video involved.

Navigate Automated Phone Systems

If you hear the fateful words “Press 2 for...” during a call, you don’t need to scramble madly for your iPhone. Click the phone call notification to make sure the focus is on it. Then, use your Mac’s keyboard to navigate automated phone systems by pressing the numbers required.

Hold All Your Calls

Big meeting, tight deadline—sometimes you don’t want to be disturbed: Option-click the Notification Center  icon in the menu bar to turn off all notifications, including incoming calls. (Your iPhone will still ring, just not your Mac.) When you finish, Option-click the icon again. Or, click it to reveal Notification Center and turn off the Do Not Disturb switch.

Tip: If you start a call on your Mac and then realize you need to get going, pick up your iPhone and look for a green bar across the top of your iPhone’s lock screen. Tap this and enter your passcode. The call switches over to your phone so you can keep talking.

Adjust Where Calls Go

When you turn on iPhone cellular calls, all devices that share your Apple ID will ring when calls come in, as long as they’re on the same network. This might not be ideal if your iPad, for instance, is shared by all the family and usually in the hands of the kids.

In that case, on the iOS device where you *don’t* want to receive calls, tap Settings > FaceTime and then turn off the Calls from iPhone switch.

Turn Phone Features Off

Whether you’ve decided that you don’t like your Mac ringing at all or you just want to take a short break from the phone features, but not other notifications, you can turn off phone calls on your Mac.

Open FaceTime and go to FaceTime > Preferences. Click Settings and deselect the Calls from iPhone checkbox.

Unlock Your Mac with Your Apple Watch

It's wise to password-protect your Mac whenever you step away from it, especially if you lug your laptop around with you everywhere, but entering your password repeatedly is a pain. If you have an Apple Watch and a Mac (running watchOS 3 and Sierra or newer) you can use an extremely cool shortcut: Raise your watch and voilà! Your Mac unlocks automatically (**Figure 86**).

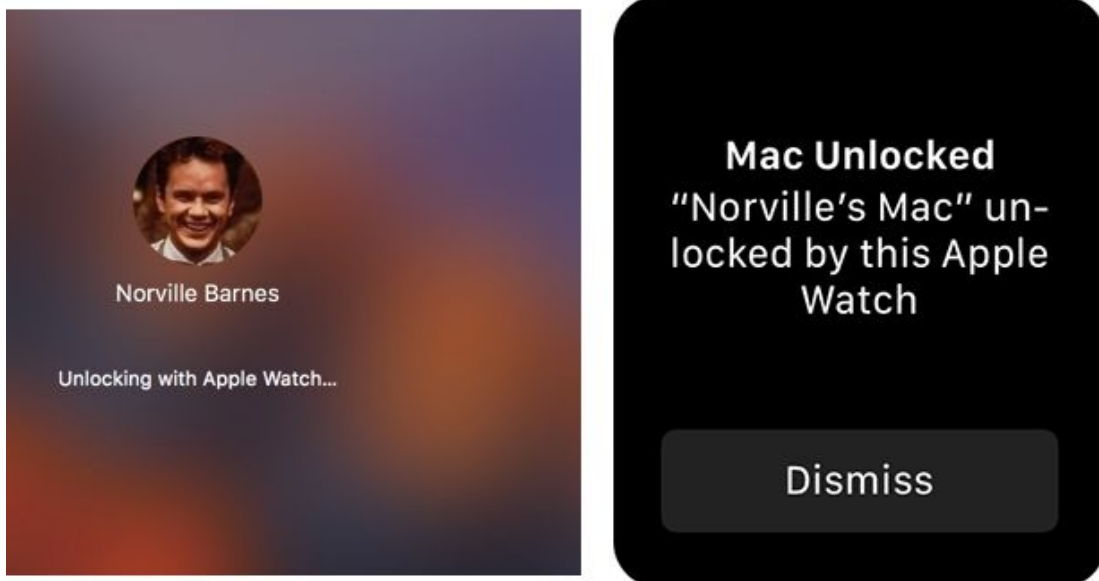



Figure 86: Your Mac (left) and Watch (right) will show a notification as your Mac unlocks.

Here's how to set up Auto Unlock on your Mac:

1. Go to System Preferences > Security & Privacy > General and select the Allow Your Apple Watch to Unlock Your Mac box. This box is visible only if you have a watch. If you see a Disable Automatic Login box here, uncheck it.
2. If you aren't using [two-factor authentication \(2FA\)](#) for your Apple ID, you'll see an error. Turn this security feature on by going to the

Apple ID account page, logging in, clicking Edit next to the Security header, and then clicking Turn On Two-Factor Authentication.

3. When prompted, enter the password for your user account on the Mac.
4. Close your laptop or put your desktop Mac to sleep. (If you don't want to wait, choose Apple  > Sleep.)
5. Wake your Mac by pressing a key or by opening it if it's a laptop.

If your watch is on your wrist and you're within a foot or so of the Mac, you'll see an unlock notification on the Mac. You'll also see a notification on your Apple Watch.

Note that your watch can unlock only a sleeping Mac; it can't automatically unlock a Mac that's been rebooted. Your watch must have a passcode, but you don't need to enter the passcode every time you use Auto Unlock. (That wouldn't save any time!) Also, your watch locks automatically whenever you take it off, so it wouldn't be possible for someone to pick your watch up off your desk and use it to access your Mac

Tip: To learn more, see Jeff Carlson's [Apple Watch: A Take Control Crash Course](#).

Move Big Files with AirDrop (and more)

Once upon a time, moving electronic files from one computer to another required cables, know-how, and a fair dose of determination. Nowadays we have options like Dropbox, Messages, Mail, and the Universal Clipboard, as well as Apple's AirDrop.

Prior to Yosemite, AirDrop simplified transferring files between Macs on the same network, and later between iOS devices in close range of each other. These days, AirDrop takes on the whole kit-n-caboodle, promising instant sharing between Macs, iPhones, and iPads with just a few taps or clicks, if you have the right hardware.

AirDrop Requirements

To use AirDrop between a Mac and an iPad, iPhone, or iPod touch, your Mac and iOS device must meet Handoff requirements (see [What You Need to Use Handoff](#)). If you just want to use AirDrop Mac to Mac, you can get away with older hardware; see [this Apple article](#) for details. However, some features covered in this chapter, like limiting discoverability to contacts only, won't work.

Note: When AirDrop works, it's great; but for those times when you need more ideas for moving files between computers, see [When in Doubt: Try Other Methods](#), later in this chapter.

Turn On Wi-Fi and Bluetooth

AirDrop uses Bluetooth to create a peer-to-peer Wi-Fi network between devices.

With that in mind:

- Ensure that all devices have Wi-Fi turned on. (They don't have to be on the same network.)

To find the settings, on your Mac, go to System Preferences > Network, and click Wi-Fi. On an iOS device, tap Settings > Wi-Fi.

Tip: In the Network preference pane on the Mac, select the Show Wi-Fi Status in Menu Bar checkbox, near the bottom of the pane, to make it possible to turn Wi-Fi off and on from the menu bar.

- Check that Bluetooth is turned on.

On your Mac, go to System Preferences > Bluetooth. On an iOS device, tap Settings > Bluetooth.

- Bring both devices into Bluetooth range—no more than 30 feet (roughly 9 meters) away—the closer the better.

Make Devices Discoverable

Are you the type to roll out the welcome mat or would you rather connect with just the people you know? You can control who is allowed to send files to your device with AirDrop.

Set Up a Mac

To set up AirDrop on a Mac:

1. Click AirDrop in a Finder window's sidebar, or choose Go > AirDrop (Command-Shift-R).
2. Click Allow Me to be Discovered By at the bottom of the window and choose from three options:
 - ▶ *No One*: Don't pick this if you want to share via AirDrop.
 - ▶ *Contacts Only*: This limits sharing to people listed in your contacts. You must be signed in to iCloud to use this option

(**Figure 87**). Go to System Preferences > iCloud and sign in with your [Apple ID](#).



Figure 87: If you want to limit AirDrop to contacts only, you must sign in to iCloud with your Apple ID.

- ▶ *Everyone:* This broadcasts your location to everyone in range. It's the simplest one to use, if you're willing to get AirDrop requests from the occasional stranger.

When You Can't See Older Macs

Want to share with an older Mac, but not seeing it in your Mac's AirDrop window? Click the text "Don't see who you're looking for?" at the window's bottom, and then click the Search for An Older Mac button (**Figure 88**).

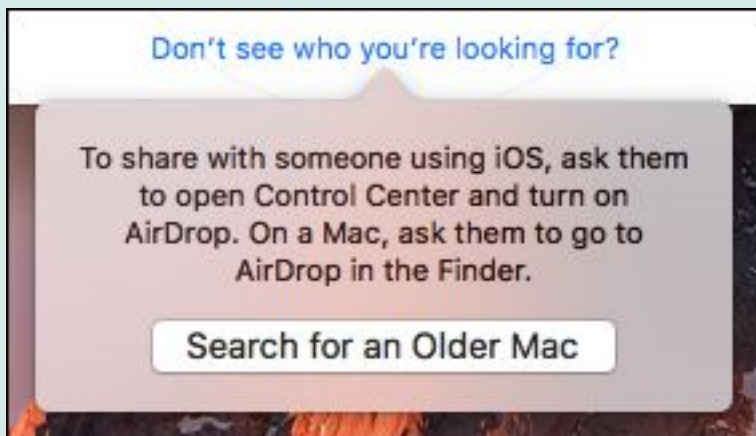



Figure 88: Click this button to find older Macs.

Older Macs must have Wi-Fi hardware that supports AirDrop, too. See the Apple article [Use AirDrop to send content from your Mac](#).

Set up an iOS Device

To make an iPhone, iPad, or iPod touch discoverable:

- **On an iOS 8 or 9 device:** Swipe up from the bottom of the screen to reveal Control Center and then tap AirDrop to adjust the settings for your iOS device; they work basically the same as on your Mac, described just previously.
- **On an iOS 11 device:** Swipe up from the bottom of the screen to reveal the Control Center and then touch and hold the Networking platter (the area with WiFi  button) to reveal the AirDrop button. Tap it.

An icon for the iPhone or iPad should appear now in your Mac's open AirDrop window.

Empty AirDrop Window?

If you've carefully followed the steps in this chapter, but still don't see another device in your Mac's AirDrop window:

- ✦ Make sure an iOS device isn't asleep. If it is, tap the Home button.
- ✦ Bring iOS devices or laptop Macs closer to your Mac.
- ✦ Turn Bluetooth and Wi-Fi off and then on again on the devices.
- ✦ If you know a receiving Mac is using a firewall, go to System Preferences > Security & Privacy and check to see if the Block All Incoming Connections option is enabled. When this setting is on, the Mac won't be able to receive AirDrop files.
- ✦ Double-check that all devices meet AirDrop requirements. (See [AirDrop Requirements](#), earlier in this chapter.)

Send a File

To begin an AirDrop transfer:

- **From the Finder:** In the Finder, drag the file to your Mac's AirDrop window and drop it on the iOS device or another Mac's icon (**Figure 89**).

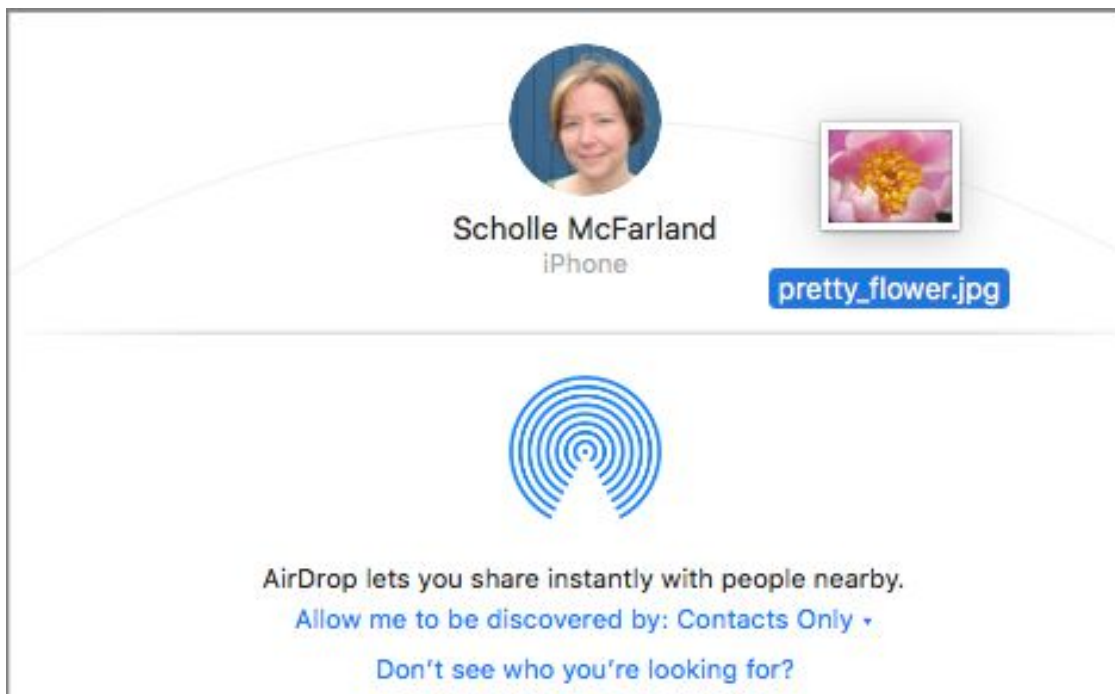




Figure 89: To share a file, drop its icon on the receiving device's icon in your Mac's AirDrop window.

- **From a Mac app:** AirDrop is also available in your Mac's Share menus. So, for example, if you want to share a Safari link, click the Share  button on Safari's toolbar and choose AirDrop. An AirDrop dialog opens. Click the receiving device's icon to send, and then click Done. Send Contacts cards to iOS or another Mac in the same way.
- **From iOS to a Mac:** If you're sending an image from your iPhone to your Mom's Mac, for example, open the Photos app, choose a photo, and then tap the Share  button. Under the Tap to Share with AirDrop header, tap the icon for the Mac. (If you don't see the Mac's icon, make sure its AirDrop window is open.)

If you're signed in to iCloud on the receiving device with the same Apple ID—say, the transfer is between your iPhone and Mac—the file downloads automatically.

If the Mac or device belongs to someone else, the recipient will receive a notification saying the sender wants to share a file, complete with the filename or a preview. Recipients can decline the transfer if they choose (**Figure 90**).

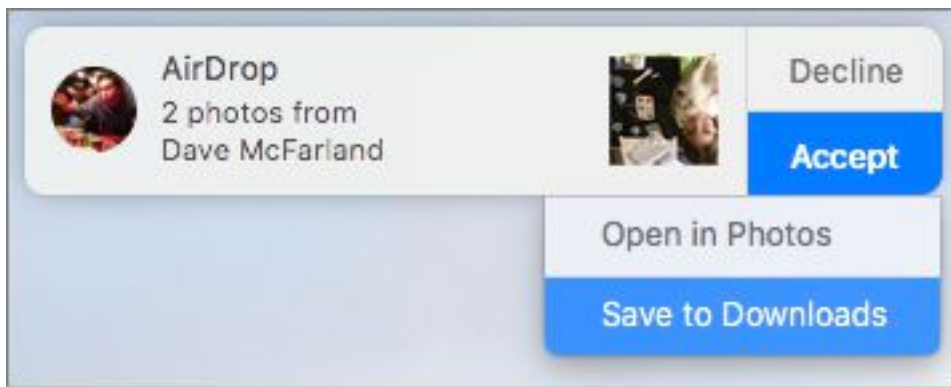


Figure 90: On the receiving device (a Mac is shown here), a notification appears asking if the recipient wants to accept the file transfer.

The file typically transfers to the Downloads folder on a Mac, unless the recipient selects a different destination by clicking and holding the Accept button. In iOS 11, once the file has transferred, the recipient sees a menu of options for where the file can go. For example, for a PDF, choices may include iBooks, iTunes U, Scrivener, DEVONthink, Dropbox, and Slack.

When in Doubt: Try Other Methods


AirDrop is amazing, but it has its limitations: not everyone's hardware meets the requirements and sometimes the technology can be cranky. In those cases, consider these easy ways to move files and information:

- **Universal Clipboard:** Sometimes the fastest way to get text or an image from one place to another is to just copy and paste. To share among your Macs and iOS devices, see [Copy and Paste between Devices with Universal Clipboard](#).
- **Email:** A tried-and-true method for getting files from one place to another is email. Note that as of Yosemite, as long as you're using Mail, you can send files up to 5 GB without worrying about bumping into attachment size limits (see this Apple page about [Mail Drop Limits](#)). The monthly Mail Drop storage limit is 1 TB; each attachment expires after 30 days.

Tip: Use Family Sharing to share iTunes purchases, apps, reminders, and more with all members of the household. (Family Sharing is required for Apple Music family plans.) See [Use iCloud Family Sharing](#)

- **iCloud Drive:** To share files with one of your own devices, use iCloud Drive. Note that files can be no larger than 50 GB and you can't exceed your iCloud storage limits. (See [Navigate iCloud Drive](#).)

Now you can also share and collaborate with someone on the same file. See [New! Share Files Using iCloud Drive](#).

- **Messages:** If Messages is set up on your Mac with an iMessage account, as well as on the target Mac or iOS device, it's a cinch to send an attachment (in my testing, files up to 550 MB worked):
 - ▶ When you're in an app (such as Photos), click the Share  button and choose Messages to send the attachment.
 - ▶ Start a conversation with someone (or yourself) and then drop the attachment onto the message field (**Figure 91**). Press Return to send.

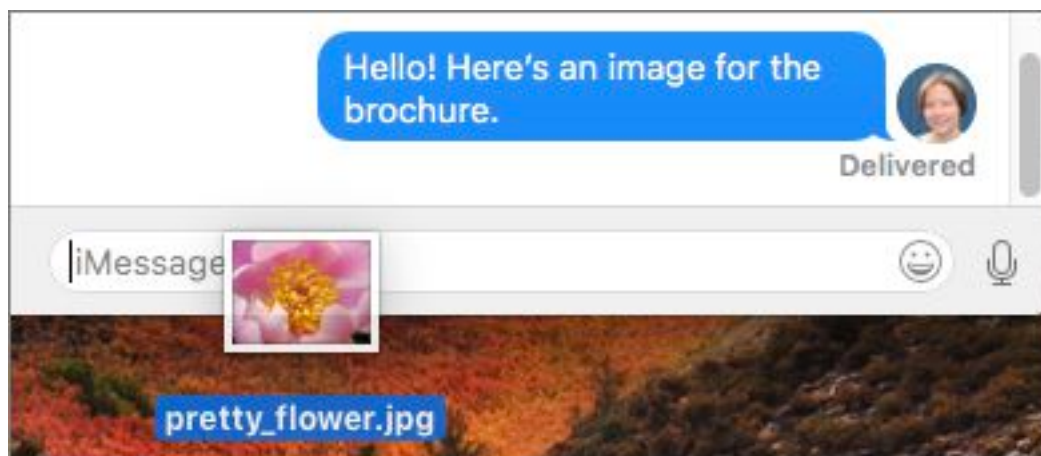


Figure 91: Drag and drop an attachment into Messages' message field to send it to another person (or yourself on a different device).

- **Dropbox:** If you're a [Dropbox](#) user, it's easy to share files with others (see [this Dropbox page](#) for details on file size limits). Control-click any file or folder in your Dropbox folder in the Finder and choose Copy Dropbox Link. A link copies to your Clipboard. Paste it into an email or text message and send.

Navigate iCloud Drive

When you're on the move—from home to office, classroom to dorm room—it's not always possible to work on the same device. So how do you make sure you always have access to the files you need? Much like [Dropbox](#) and [Google Drive](#), Apple's iCloud Drive stores your files in the Cloud, making it easy to access them on any of your Apple devices (or a Windows PC)—so long as the device has a fast enough internet connection. Drag files to and from the iCloud Drive folder in your Mac's Finder, and iCloud Drive syncs them across your devices so they're always up to date.

High Sierra adds a new twist: now you can use iCloud Drive to work on a file with others, making collaboration much easier.

Work with iCloud

Use iCloud Drive to store documents, presentations, spreadsheets, PDFs, images, you name it, on Apple's servers. Everything you save here is immediately synced and available on other compatible Apple devices you've set up (as long as you have an internet connection). That means you can work on a document on your iPad and then open it later on your Mac. In many cases, you can also work with it on the [iCloud.com](#) website.

Get Started

If you bought a Mac that came with Sierra or High Sierra, iCloud Drive is turned on automatically.

Check the Requirements

To use iCloud Drive, a device must have an active internet connection and you must have an [Apple ID](#). Apple also recommends these minimum requirements:

- ◆ iPhone, iPad, or iPod touch with Apple's iOS 8 or newer.
- ◆ Mac with OS X 10.10 Yosemite or newer.
- ◆ PC with Windows 7 or later and [iCloud for Windows](#).

A device that doesn't meet any of the above requirements could still access iCloud Drive through the [iCloud](#) website if it is running at least Internet Explorer 11, Firefox 45, or Google Chrome 50.

If you use iWork apps (Pages, Numbers, and Keynote), upgrade them to the latest versions. Alternatively, use the web-based [iWork for iCloud](#).

If iCloud Drive isn't activated on your Mac yet, follow these steps:

1. Go to System Preferences > iCloud and, if you aren't already signed in to iCloud, sign in with your [Apple ID](#).
2. Select the iCloud Drive box (**Figure 92**).



Figure 92: To activate iCloud Drive on your Mac, go to System Preferences > iCloud and check the iCloud Drive box.

3. Click the Options button to the right to see which apps store files and data in iCloud. Uncheck the box next to one to prevent it from doing so (**Figure 93**). Click Done.

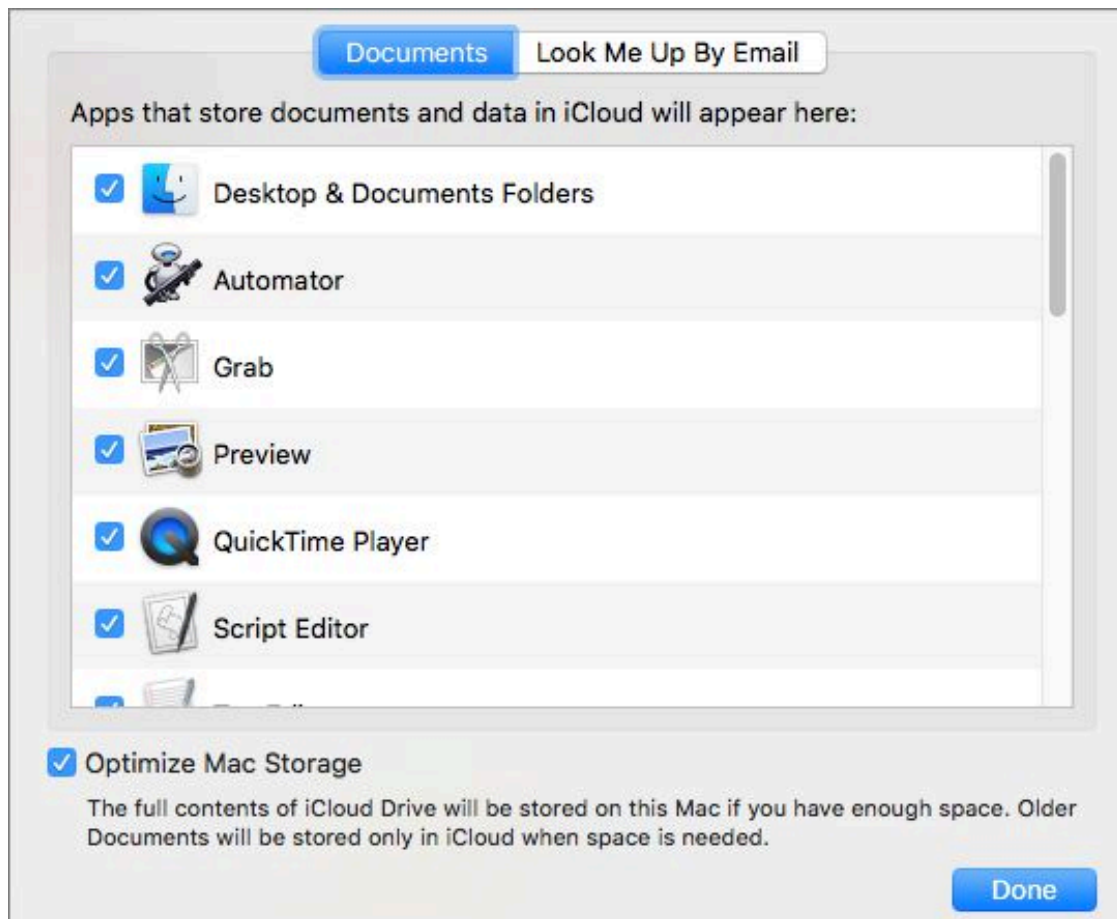


Figure 93: Uncheck an app here to stop it from storing documents and data in iCloud.

Size Up Your Storage

The more you store in iCloud—especially if you keep your Desktop and Documents folders in the Cloud and use iCloud Photo Library (see [Manage Your Storage](#))—the more storage you’ll need. Currently, in the United States, you get 5 GB of storage free per Apple ID, and you can purchase 50 GB for \$0.99/month, 200 GB for \$2.99/month, and 2 TB for \$9.99/month. (See [this Apple page](#) for pricing by country.)

If you need more storage:

1. Go to > System Preferences > iCloud.
2. Click Manage and then click Change Storage Plan.
3. The Upgrade iCloud Storage window appears with your current plan highlighted. Click a plan that offers more storage to upgrade and then click Next.

New! Now you can share an upgraded iCloud storage plan with your family, see [Use iCloud Family Sharing](#).

4. Enter your Apple ID password at the prompt and then click Buy.

If you decide later that you need less storage, go to the Upgrade iCloud Storage window and click the Downgrade Options button. iCloud tells you how to delete files, if you choose.

Save a File to iCloud Drive

For a new, unsaved document, choose File > Save (Command-S) or click the down arrow ▼ next to the file's name in the title bar. Choose *AppName* — iCloud from the Where pop-up menu to save the file in the app's iCloud Drive folder (Keynote, for example).

Saving into the app's folder will simplify opening the file from within that app. Or, choose iCloud Drive to save it at the root level of iCloud Drive.

Note: iCloud Drive's app folders (for Pages, iMovie, and so on) are limited to files that the app can open.

File Size in iCloud Drive

You can store any type of file in iCloud Drive, as long as its file size is less than 50 GB and you have enough storage. (For perspective, this time last year, the file size limit was 15 GB.)

To check a file's size, select it in the Finder and choose File > Get Info (Command-I). The file size appears in the Get Info window. If you need more room for files, upgrade your iCloud storage plan.

Access iCloud Drive Files

Here are a few techniques.

Mac

To access your cloud-based files:

- Go to [iCloud.com](https://www.icloud.com) in a web browser and click iCloud Drive. A list of files and folders appears; upload and download from here.
- Open a new Finder window by choosing File > New Finder Window (Command-N). Click iCloud Drive in the Finder window's sidebar (**Figure 94**). Drag and drop a file to move it to or from here. You'll see a warning if you try to move a file off of iCloud Drive. To copy it instead, Option-drag the file.

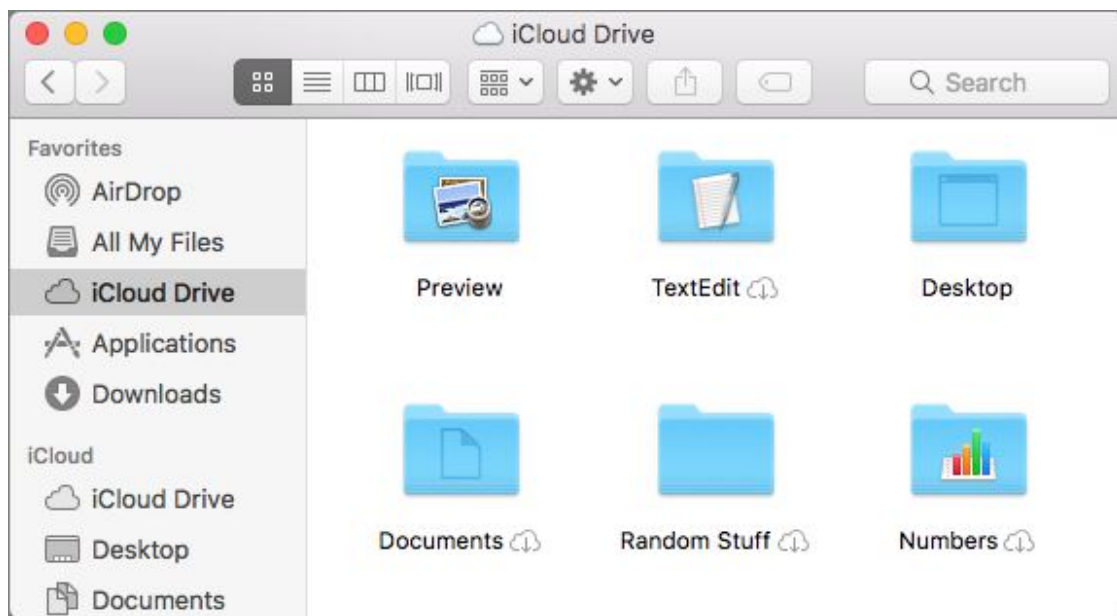


Figure 94: Click iCloud Drive in the sidebar to browse files and folders stored there.

- In the Finder, choose Go > iCloud Drive (Command-Shift-I).

Windows

Use the latest [iCloud for Windows](#) app to see your iCloud Drive folder in the Windows File Explorer.

iOS

Depending on your set up, do one of the following:

- If you're using iOS 8 through 10, use the iCloud Drive app to browse and download files in your iCloud Drive folder.

- If you're using iOS 11, launch the new Files app and tap the iCloud folder to access your files.
- Open a file from within an iCloud Drive-compatible app—for example, Apple's Keynote, if the file is in the Keynote folder on iCloud Drive.

Turn Off iCloud Drive

Decide you'd rather not use iCloud Drive? To make sure you can work with your documents offline, you will need to save copies of the ones you need to your Mac:

- On your Mac, navigate to iCloud Drive in the Finder, select a file, and press Command-C to copy. Navigate to the location in the Finder where you want to save the copy, and press Command-V to paste.
- Alternatively, select multiple files in the Finder by Shift-clicking them (for contiguous files) or Command-clicking them (for non-contiguous files). Then, press Option while dragging and dropping them to another location.

Once that's done, on your Mac, go to System Preferences > iCloud and uncheck the iCloud Drive box. When you do, your Mac apps will no longer be able to access documents stored in iCloud.

Accessing Files in a Pinch

If you find yourself on a computer that hasn't been upgraded since Mavericks—or that is running Windows—all is not lost. Go to [iCloud.com](https://www.icloud.com), sign in, click iCloud Drive, and then use the web interface to upload or download files. (iCloud might ask you to rename or compress the file.)

New! Share Files Using iCloud Drive

As of High Sierra, iCloud Drive lets you share files with other iCloud users, making it easier to collaborate without having to email different versions of a file back and forth.

Start Sharing

Share a file either of these ways:

- **From the Finder:** If you're in the Finder, Control-click a file in iCloud Drive and choose Share > Add People in the contextual menu.
- **From inside an app:** If you have a document stored in iCloud Drive open, share by choosing File > Share > Add People. You'll find the Share menu in most Apple apps, such as Text Edit and Preview.

Then, follow these steps:

1. In the dialog that appears, choose whether you'd like to send an invitation via Mail or Messages to collaborate. Although other share options, like AirDrop and Facebook, appear here, the Share button becomes inactive if you choose one of them.
2. Click Share Options to fine-tune permissions. Your options include:
 - ▶ **Who Can Access:** In this popup menu, choose either Only People You Invite or Anyone With the Link.
 - ▶ **Permission:** In this popup menu, choose either Can Make Changes or View Only.

Say, if you have a document you want a team to work on, you might choose Only People You Invite and Can Make Changes (**Figure 95**).

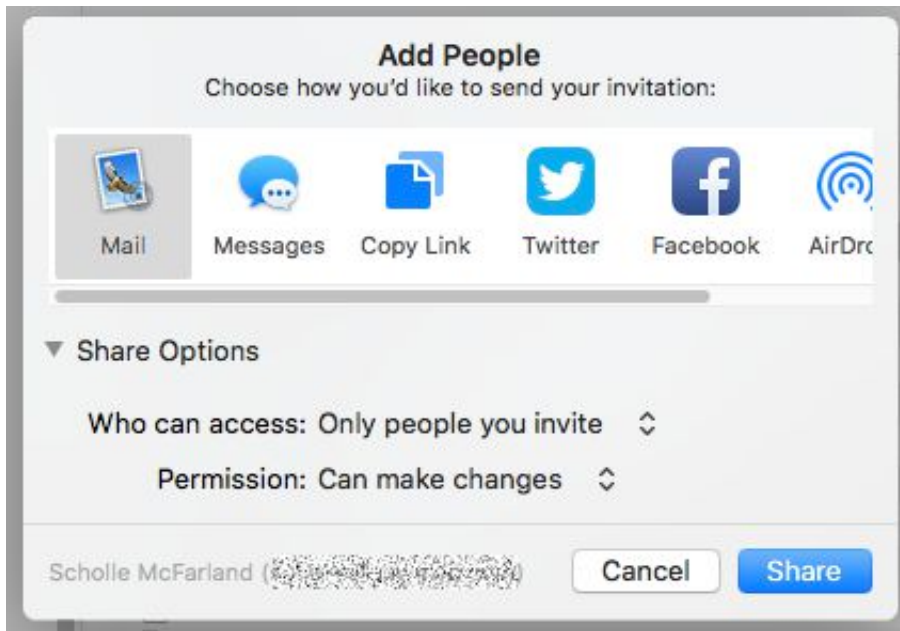


Figure 95: Fine-tune permissions for a shared file by adjusting the Share Options popup menus.

Tip: Permissions are on a per person basis, so you can let some people edit and not others. You'll just need to invite people with different settings separately.

3. Click the Share button. In the window that appears—a Mail message window or a Messages new message window, for instance—enter contact information and a note for the recipient(s). Click Send.

The recipient receives your note with a link to the file. If they're using High Sierra, when they click the link the file is added to their iCloud Drive and opens in its parent app.

Tip: In our testing, sharing did not work if the intended recipient didn't have an iCloud account. They sometimes got a message saying a file had been shared with them, but they encountered errors as they try to download it.

It's easy to tell which files you've shared. You'll see them marked in the Finder (**Figure 96**).



Figure 96: Wondering which files you shared? Look for the words “Shared by Me” next to a file’s name in List view (View > As List).

Make Changes (But Not at the Same Time)

iCloud file sharing works best when you and another person need to work on the same file, but not at exactly the same time.

If you and another person edit simultaneously, you won’t see changes happening in real-time like you would in Google Docs or Notes. Instead, the file will update every few moments as the document auto-saves. You’ll get into trouble if two or more people make lots of changes at the same time. Eventually, you’ll see a warning telling you that modifications aren’t in sync and asking you to choose a version (**Figure 97**).

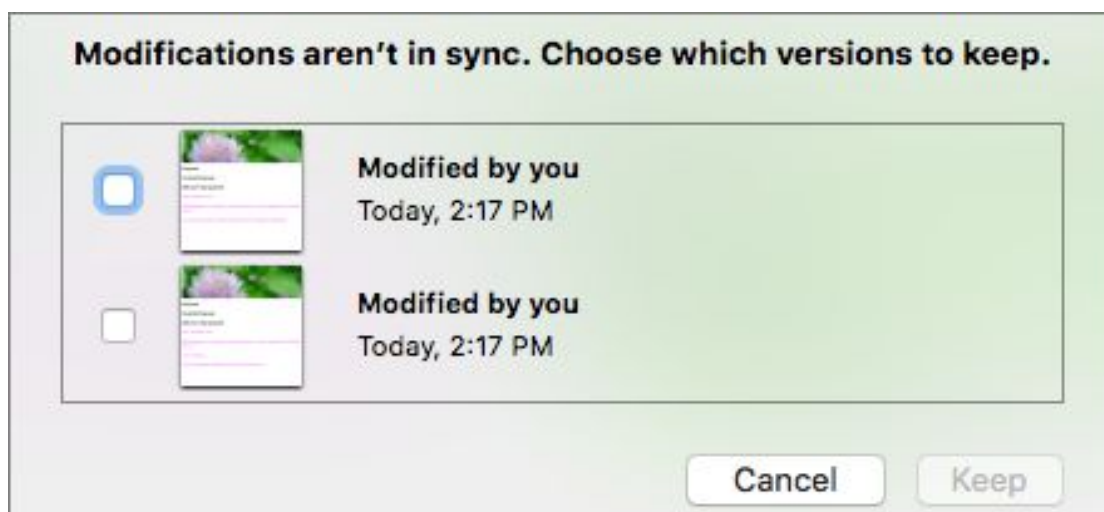


Figure 97: If you try to work on a file simultaneously in an app that doesn’t support real-time editing, you will eventually get a warning like this and lose work.

At this point you’re going to lose someone’s work; one choice will keep your last changes and the other will keep your partner’s...or other changes made by you. Often you won’t be able to tell at a glance from the thumbnail which version is which. The options are likely to have the same date stamp, too.

The moral of this story is: Don't do that. Think of this feature as a way to share files easily, like you can with [Dropbox](#), rather than a way to collaborate in real-time, like you can with [Google's Gsuite](#) or Apple's [iWork apps](#).


Change Sharing Options

It's easy to change sharing options after the fact, say when you think editing is done and want to change the group's editing privileges to viewing only:

1. Control-click the file in the Finder and choose Share > Show People in the contextual menu. Or, from within an app, choose Share > Show People.
2. In the dialog that appears, click Share Options and then adjust the Who Can Access and Permission pop-up menus as you like.

Stop Sharing


To stop sharing a file, follow these steps:

1. Control-click the file in the Finder and choose Share > Show People in the contextual menu. Or, from within an app, choose File > Share > Show People.
2. Select the person's name and then click the More  icon that appears to the right. Choose Remove Access in the contextual menu.
3. Click Done.

People you're sharing with do not receive a notification when you stop sharing, but the file vanishes from their iCloud Drive.

Manage Your Storage

The multiple-terabyte hard drives of today may seem to have solved all our storage problems, but that doesn't mean we can't find ways to fill up every bit of the storage we have. And while desktop Macs have bulked up their storage space over the years, laptop Macs actually have *less* storage than models from six or seven years ago, as Apple has transitioned from mechanical hard drives to solid-state storage (the MacBook Air has *at most* 512 GB of flash storage).

High Sierra's new file system and space-saving improvements to apps like Mail will help with this problem. But you can also use built-in tools to help you wrangle your bytes. To find them, choose Apple  > About this Mac > Storage and click the Manage button (**Figure 98**). (Make sure Recommendations is selected in the list to the left.)

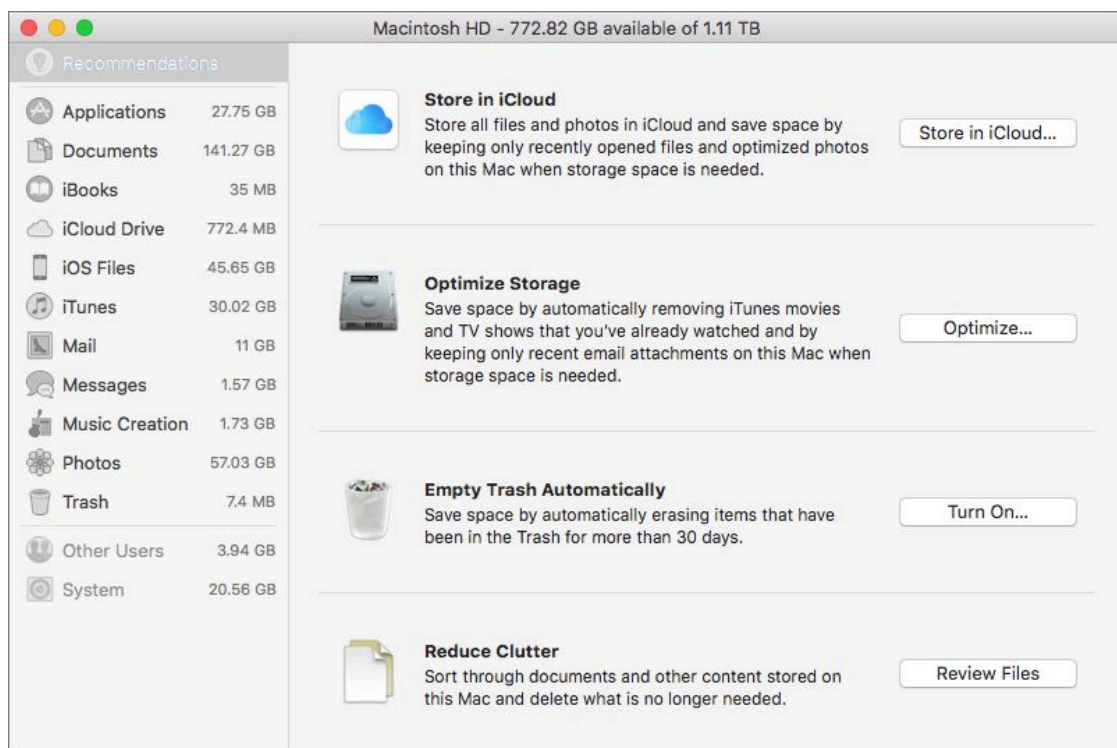


Figure 98: Short on space? High Sierra comes with built-in tools to help you use your storage wisely.

In this chapter, we'll look at each of these options, starting with Store in iCloud and continuing with [Optimize Storage](#), [Empty Trash Automatically](#), and [Reduce Clutter](#).

Store in iCloud

Instead of keeping all your files on your drive, this option stores the contents of your Desktop, Documents, and Photos library in iCloud Drive. If storage is scarce, only recently opened files and low-resolution photos will stay on your Mac. The result is not only storage savings, but also the ability to access these items from any of your Macs or iOS devices that have iCloud Drive turned on and are signed in with the same Apple ID.

Tip: You will probably need to upgrade your iCloud storage plan if you decide to store your Desktop and Documents folders or your photos in the Cloud.

Click the Store in iCloud button to see two checkboxes (**Figure 99**). I recommend that you read about what they do, below, before selecting either of them. With that done, you can select one or both and then click Store in iCloud.



Figure 99: High Sierra gives you two options for storing more on iCloud and less on your drive.

Understanding the Desktop

Before you turn on the Desktop and Documents option for iCloud storage, files stored on your Desktop appear both on the Finder's backdrop and in your Desktop folder, nestled in your user's Home folder.

Desktop and Documents

Warning! If you use Dropbox to sync items *in* your Desktop or Documents folders, do not add iCloud file syncing to the mix. See [this Dropbox support article](#) for details.

Once you've turned on this feature, here's where you can find your folders:

- **From a Finder window:** In the Finder window sidebar, the Desktop and Documents folders appear under a new iCloud header (Figure 100).

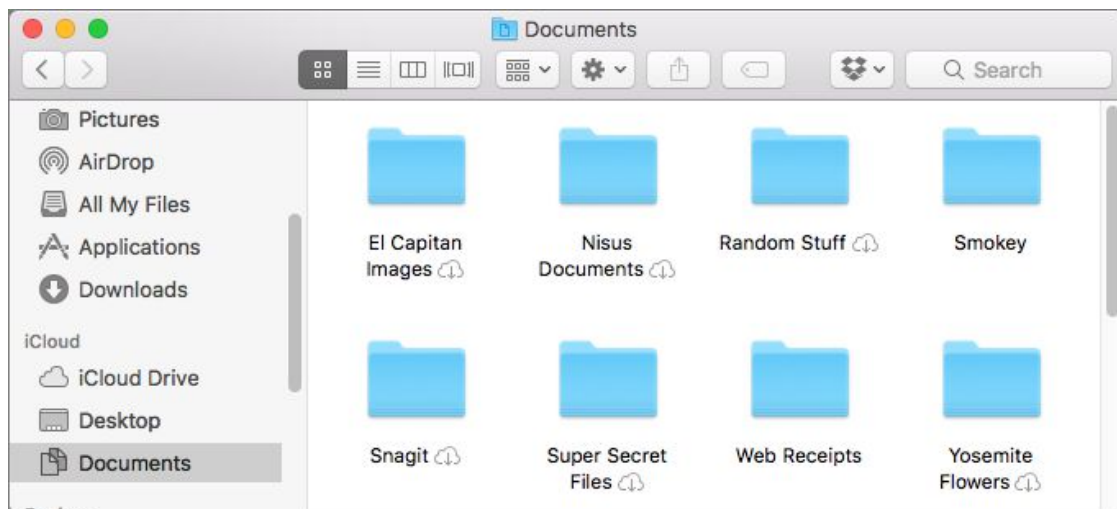


Figure 100: The Documents and Desktop folders appear under the iCloud header in the Finder window sidebar.

- **From the Finder:** Choose Go > Desktop (Command-Shift-D) or Go > Documents (Command-Shift-O)
- **From the web:** Go to [iCloud.com](https://www.icloud.com), and sign in with your Apple ID and password. Click iCloud Drive. You see the Desktop and

Documents folders alongside app folders and any files you've stored directly in iCloud (**Figure 101**).

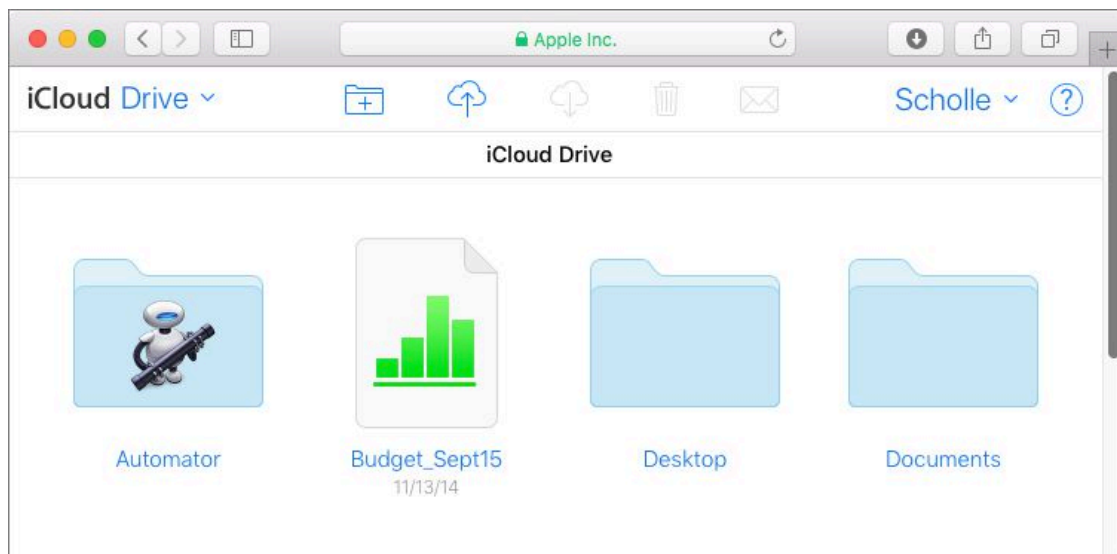


Figure 101: Access your Desktop and Documents folder on the web through iCloud.com.

- **From your iOS device:** If you're running iOS 9 or 10, you can access your Mac's Desktop and Documents folders by opening the iCloud Drive app on your device and tapping the folder you want. On an iOS 11 device, you'll find the Desktop and Documents folders inside the new Files app.
- **From another Sierra or High Sierra Mac:** According to Apple, when you add another Mac's Desktop and Documents folders to the same iCloud account, they will appear as subfolders labeled with the Mac's name. For instance, the second Mac's Desktop folder will appear inside the primary Mac's Desktop folder in iCloud Drive with the name Desktop - *Mac Name*. Likewise, the second Mac's Documents folder will appear inside the primary Mac's Documents folder in iCloud Drive with the name Documents - *Mac Name*.

With that in mind, make sure to turn on this feature for your primary Mac *first* to avoid having to root through subfolders more than necessary.

Various Take Control authors and editors saw inconsistent behavior from this feature. Sometimes the two Macs' folders merge—we saw

the contents of both Documents folders, for instance, when we clicked Documents in the Finder window sidebar. The effect is as if you have One Mac that you can reach from multiple devices.

If you like that approach, you can set it up manually if you've ended up with subfolders for the second Mac. Move the contents of a subfolder into its parent Desktop or Documents folder and then delete the subfolder. (You can do this for either or both of the Desktop and Documents folders.)

Tip: To learn the basics of using iCloud Drive, see [Navigate iCloud Drive](#).

Use with Caution

If you've turned on Desktop and Documents folder syncing, open System Preferences > iCloud and click Options next to iCloud Drive. At the bottom of the dialog is the Optimize Mac Storage checkbox, which Apple explains by saying:

The full contents of iCloud Drive will be stored on this Mac if you have enough space. Older Documents will be stored only in iCloud when space is needed.

We haven't heard about any problems with this since Sierra shipped. Still, Take Control cautions against selecting the Optimize Mac Storage checkbox as it's difficult to know how this setting will interact with your backup strategy. We can imagine a situation where you would end up with the only copy of an old but important document stored in iCloud, but not backed up locally.

- **From an older Mac:** From a Mac that's running 10.10 Yosemite or 10.11 El Capitan, you can access your High Sierra Mac's Desktop and Documents folders through iCloud Drive (in the Finder window sidebar).



Working with iCloud Files

With iCloud storage enabled, if you add a file to your Documents folder—whether you do so in the Finder on your Mac, from the iCloud

website, or on an iOS device—it will appear everywhere in the Documents folder.

Likewise, if you delete a file from the Documents folder, it disappears from the Documents folder in all views and on all devices—the same is true for the Desktop folder.

If you're worried about deleting a file from iCloud Drive (and, by association, all your devices) by accident, choose Finder > Preferences > Advanced and make sure that Show Warning before Removing from iCloud Drive is selected.

If you plan to work on something away from an internet connection—say, on an airplane—you'll want a local copy of the file. To see what's stored where, click the Documents folder in the Finder window sidebar and look for a Download  icon next to an item's name. That indicates that the file is located online only. Click the Download  icon and you'll see a progress bar as the file copies to your Mac's drive.

Turning off Desktop & Documents

Go to System Preferences > iCloud, click the Options button next to iCloud Drive, and deselect the Desktop & Documents Folders checkbox. Click the Turn Off button to proceed.

The contents of your Desktop and Documents folders *remain in iCloud*, so you'll have to copy them back to your Mac's normal (local) Desktop and Documents folders manually if you want them there.

Note that if you turn the feature back on later, new folders will be created, leaving the old ones in place. For example, “Desktop - High Sierra iMac” and “Desktop - High Sierra iMac - 1” both will be in iCloud Drive inside the “Desktop” folder. This can get confusing.

Where's That File?

Unsure about where a file lives? In the Finder, choose View > Show Path Bar (or press Command-Option-P). Now, at the bottom of your Finder windows you see a visual representation of nested folders where the selected file is stored, known as its *path* (**Figure 102**).

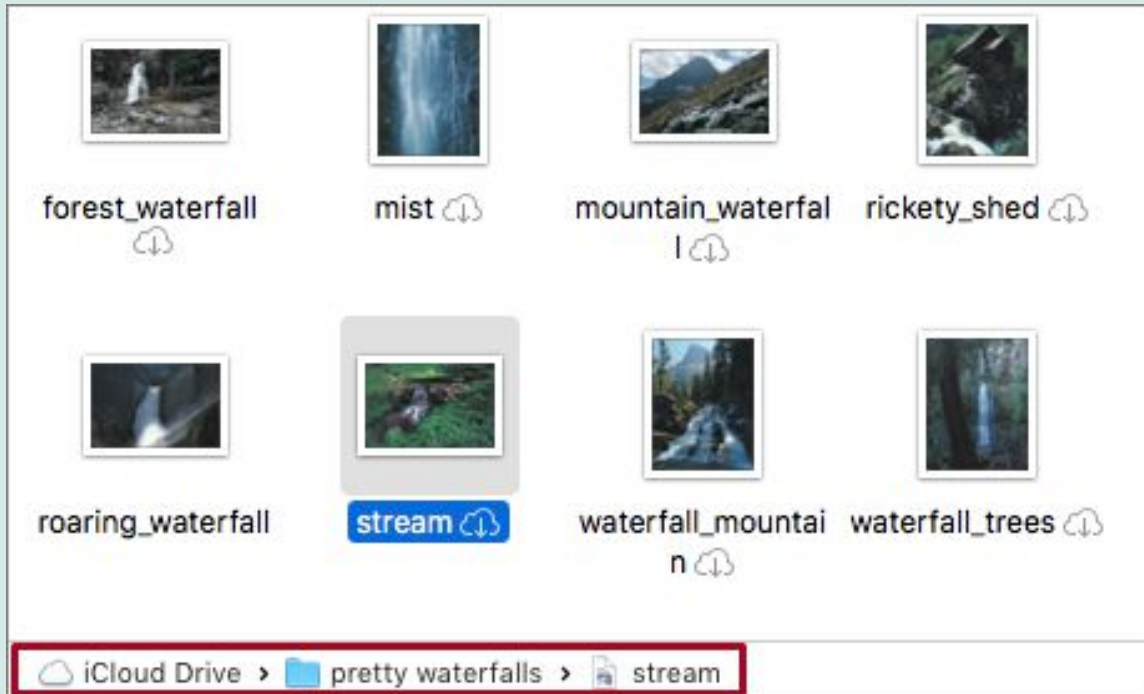


Figure 102: The Path Bar (outlined in red) shows you exactly where a file is.

Double-click any part of the path bar—for instance the Pictures folder or Users folder—to jump to that location in the Finder.

Photos

The other option you see when you click the Store in iCloud button is Photos. This box gives you another way to turn on iCloud Photo Library, a feature that has been available since 2014. When you select it, Sierra uploads to iCloud full-resolution versions of all the photos and videos in your main (“System”) Photos library, defaulting to the Optimize Mac Storage setting that generally keeps “optimized” (a.k.a. lower-resolution) versions on your drive.

The benefits of this are two-fold: you not only save space on your Mac, but also can access your photos from all your Apple devices and from

the web. Changes made to a photo on one device reflect across all your devices.

Here's where to find your photos:

- **From the Photos app on the Mac:** When you open this app on the Mac, photos should appear as usual.
- **From the web:** Go to [iCloud.com](https://www.icloud.com), and sign in with your Apple ID and password. Click the Photos icon. You see photos organized by Moments and Albums.
- **From the Photos app in iOS:** On a device running iOS 11, tap Settings > Photos, and then turn on the iCloud Photo Library switch. Now you should be able to see photos from your High Sierra Mac by opening the Photos app on your iOS device.
- **From the Apple TV:** Sign in to a fourth-generation or newer Apple TV with the same iCloud Apple ID and look in the Photos app.

This feature is ideal on a laptop or a secondary Mac where space is at a premium. If you have sufficient space, however, consider leaving the Optimize Mac Storage setting turned off for better performance. You will be able to see images on all your devices, but you will not have to wait for originals to download when you need them.

To disable Optimize Mac Storage so that full-resolution photos appear on your Mac, open the Photos app and choose Photos > Preferences > iCloud. Select the iCloud Photo Library checkbox and then select the Download Originals to This Mac radio button. The Optimize Mac Storage button toggles off.

If you ever decide you don't want to store your photos in the Cloud at all, open the Photos app and choose Photos > Preferences > iCloud and deselect iCloud Photo Library (**Figure 103**).

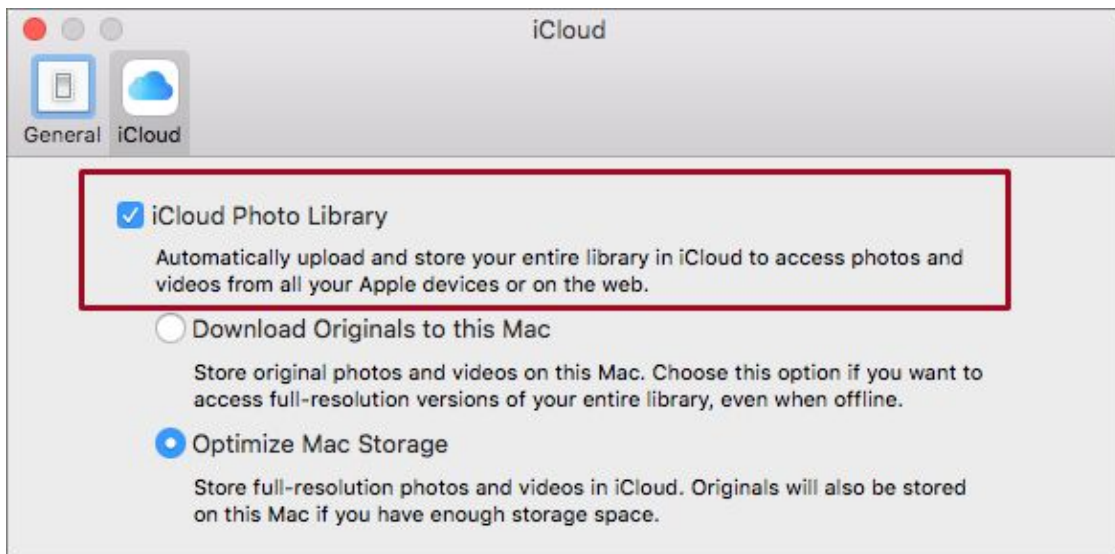


Figure 103: Uncheck the iCloud Photo Library checkbox (outlined in red) to stop storing photos and videos in the cloud.

Be aware that if you decide to turn this setting back on later, uploading your photos may take days.

Ack—I Deleted the Wrong Photo!

If you delete a photo on one of your devices in iCloud Photo Library, the photo is deleted everywhere. But Apple gives you another chance: you can recover it for 30 days. Look in the Recently Deleted album in Photos' Albums list (**Figure 104**).

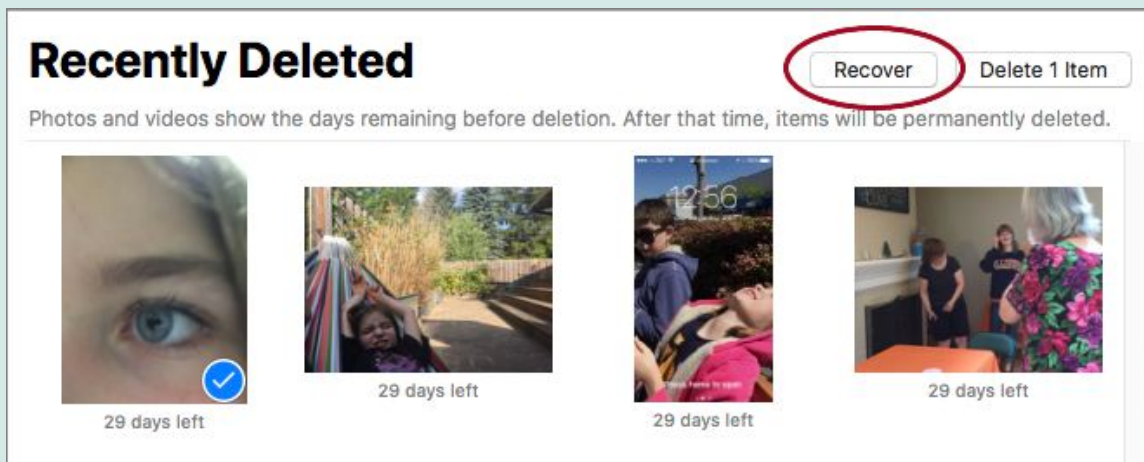



Figure 104: Select an image in the Recently Deleted album and click the Recover button (circled).

Every image in the album has an expiration date underneath it. Click the photo you want back, and then click the Recover button.

Optimize Storage

When you choose Apple  > About This Mac > Storage and click the Manage button, the second category is Optimize Storage. By default, this category has an Optimize button that you can click to see as many as two choices (**Figure 105**). Select one or both and then click Optimize to start. (This category looks somewhat different if you've already turned on either of these optimization possibilities.)

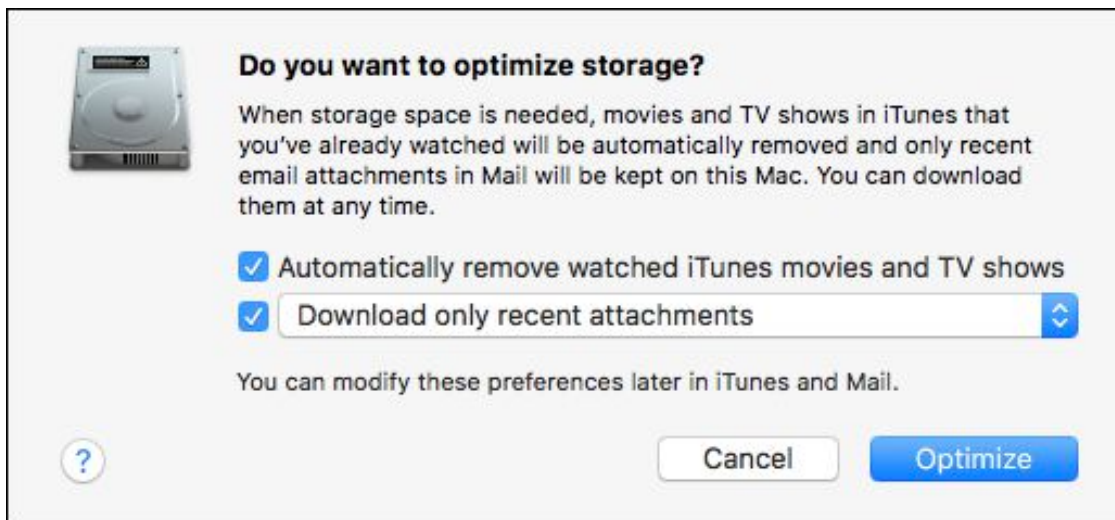


Figure 105: The Optimize Storage option gives you up to two choices for saving space on your Mac.

Automatically Remove Watched iTunes Movies and TV shows

The first checkbox under Optimize Storage is an easy win—few of us need those video files after the fact, and boy, do they take up loads of space! Leave this checkbox selected and choose Optimize and High Sierra updates your iTunes settings for you.

To revert your iTunes settings later, open iTunes, choose iTunes > Preferences > Advanced, and deselect Automatically Delete Watched Movies and TV Shows.

To download a video you've already watched (and that has therefore been deleted), go to iTunes and choose Movies or TV Shows from the Media Picker pop-up menu near the left of the navigation bar. Click the

Library button in the navigation bar and then click the Download  icon above the show's name (**Figure 106**).

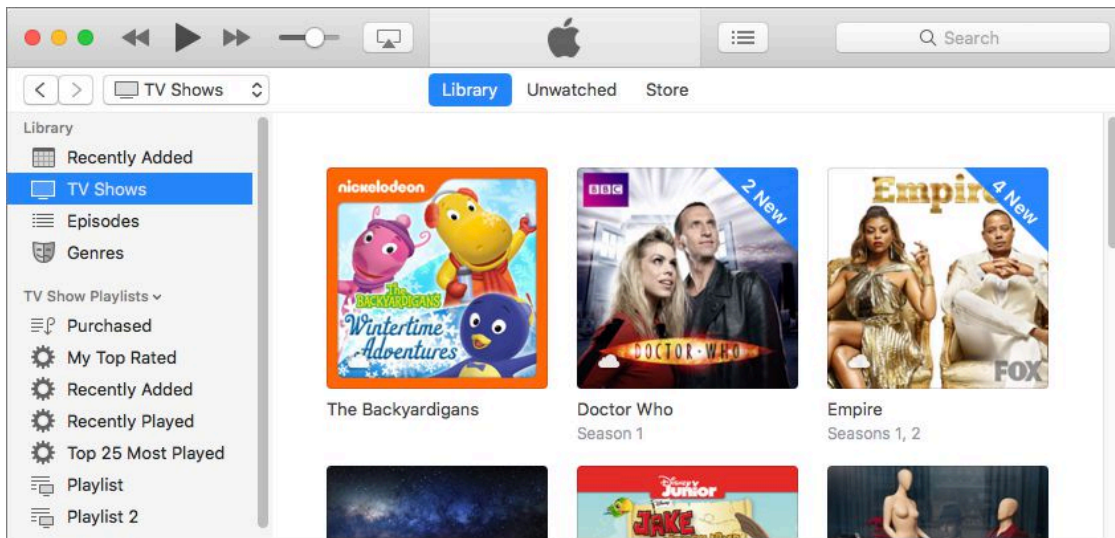



Figure 106: To watch a deleted TV show again, open iTunes, choose TV Shows from the Media Picker, click the Library button, and then click the Download icon above a show's title.

It can be difficult to see the Download  icon on top of the video's thumbnail image. To avoid that problem, choose View > View As > List.

Download Only Recent Attachments

The second choice under Optimize Storage affects your email attachments in the Mail app. Click the pop-up menu and choose either Download Only Recent Attachments or Don't Automatically Download Attachments.

You've long been able to choose to not download attachments automatically in Mail; the ability to limit downloads to "recent" attachments was new in Sierra. The significance of this Optimize Storage option, however, is that it saves you the trouble of choosing this download setting manually for each of your email accounts in the Mail app.

It's a cinch to access an email attachment later, no matter what you choose (as long as you're online). Just go to Mail and find the message in question. Hover your pointer over the line right below the message header to reveal a line of buttons (**Figure 107**), and then click the


arrow next to the Attachments  icon. Choose the attachment you want and then choose where to save it in the dialog that appears.



Figure 107: Use the Attachment icon here to download email attachments anytime.


If You Don't See an Email Option

If you don't see the option to optimize your email attachments, it's probably because your email is already set up that way. To find out, open the Mail app and choose Mail > Preferences > Accounts > *account-name* > Account Information.

There's a pop-up menu for Download Attachments that can be set to All, Recent, or None. If that menu doesn't have All chosen in it for any account, then you won't see mention of Mail attachments in Optimize Storage.

Empty Trash Automatically

It's easy to dump files in the Trash and forgot all about them, but they add up, one by one, sometimes taking up loads of drive space. One small, but helpful, option for managing your Mac's storage is the ability to automatically empty your Trash after 30 days.

Choose Apple  > About This Mac > Storage and click the Manage button. Next to Empty Trash Automatically, click the Turn On button. Read the warning and then click Turn On.

If you want to turn this setting off later, in the Finder, choose Finder > Preferences > Advanced and deselect the "Remove items from the Trash after 30 days" checkbox (**Figure 108**).

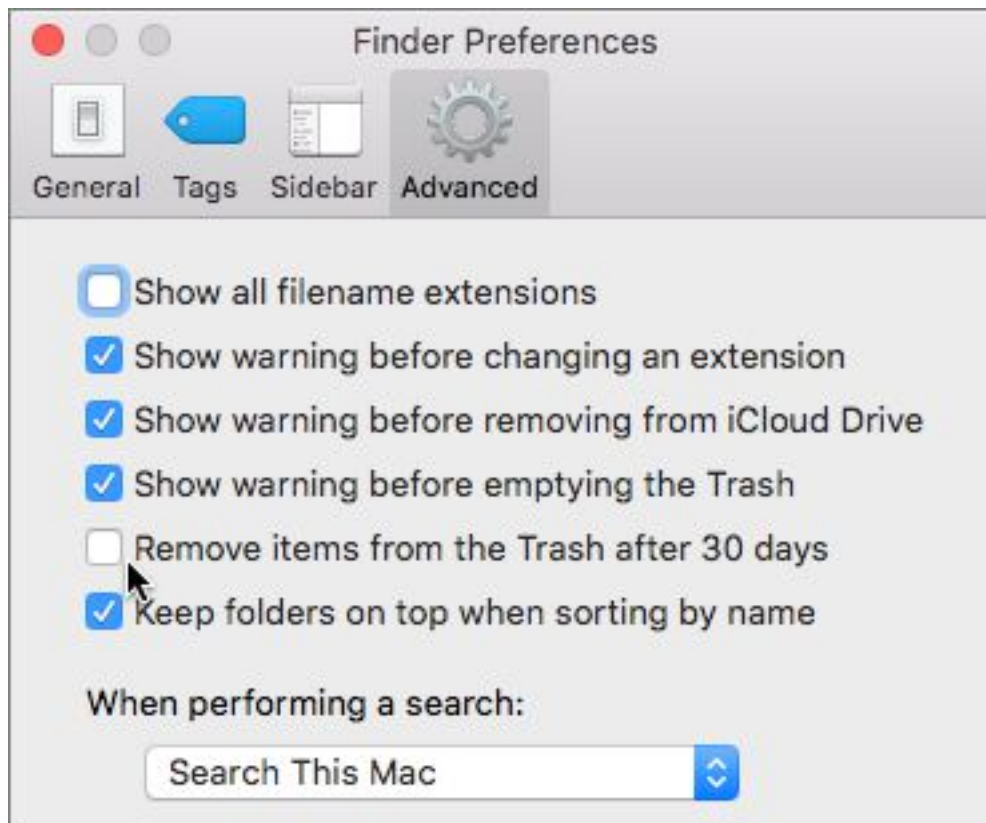






Figure 108: You can turn automatic Trash emptying off or on by choosing Finder > Preferences > Advanced.


Reduce Clutter

When running out of drive space, most people’s first impulse is to start deleting files. But which files? You can use a built-in feature to take a closer look at what’s hogging your disk.

In the Finder, choose Apple  > About This Mac > Storage and click the Manage button. Then next to Reduce Clutter, click the Review Files button.

You can filter the list that appears by clicking Large Files, Downloads, or File Browser. By default, each view is displayed with the biggest files on top.

If you see a file you want to delete, in Large Files or Downloads view hover your pointer over it to show a Remove  icon and a Reveal  icon. Click the Reveal  icon to see the file’s location in the Finder—always a good idea if you’re unsure whether this is a duplicate file or an

important file. Click the Remove  icon and you'll see a warning. Click the Remove button to proceed. In the File Browser view, Control-click or right click and choose Show In Finder to double-check a location.

To delete multiple files at once, Shift-click to select consecutive files, Command-click to select non-contiguous files, or just press Command-A to select them all. When you've got what you want, Control-click (or right-click) and choose Delete.

A warning will ask "Remove X items from disk?" (It will also let you know how much storage you'll be freeing, which can be quite cheering.) Click Remove to delete them all. They do not appear in the Trash—they're gone. I've found this technique to be especially helpful in the Downloads view (**Figure 109**).

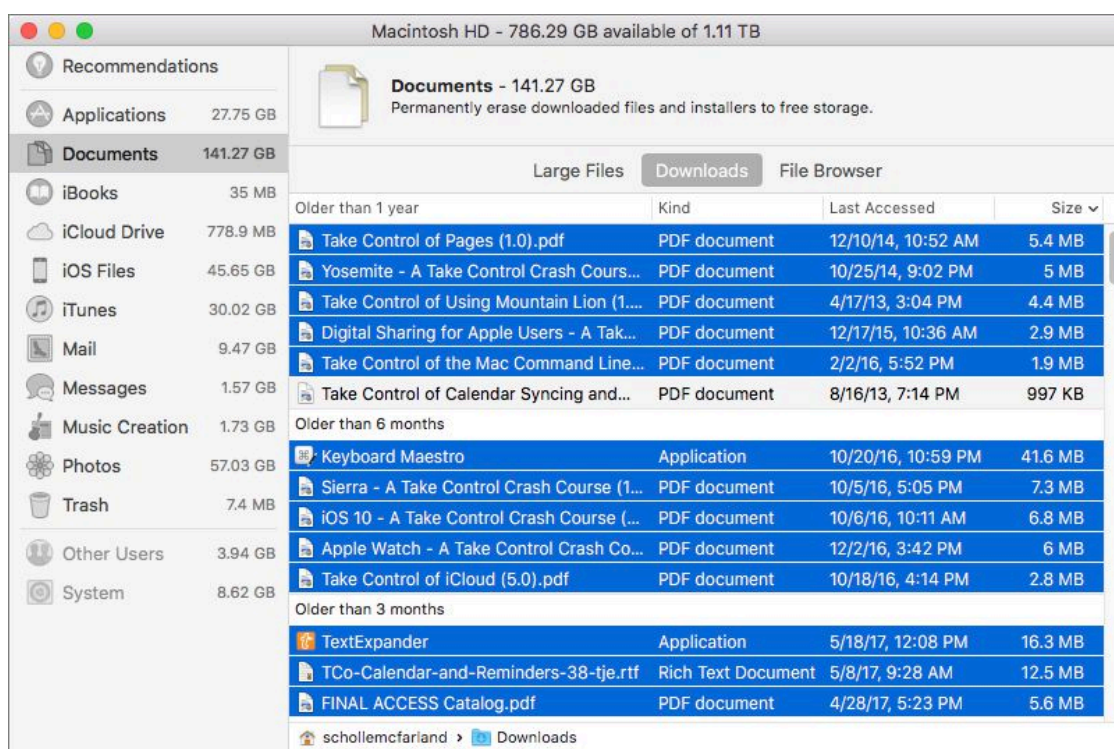


Figure 109: The Reduce Clutter tool makes it easy to browse for superfluous big files. Here, I've selected most of my downloads. Next step, delete!

Use iCloud Family Sharing

[Family Sharing](#), an iCloud feature, makes it easy for up to six family members to share App store, iBooks, and iTunes purchases, as well as an Apple Music subscription, without having to share an Apple ID. Family purchases route through the family organizer, which means kids can spend money only when sanctioned (if you choose). As a bonus, when you use Family Sharing, a shared family calendar and family reminders list are generated automatically, which makes coordinating the family schedule and to-do list extra convenient. You can also share a family photo album.

High Sierra simplifies Family Sharing by organizing its options into a revamped Manage Family pane. It also lets family members share one upgraded iCloud storage account.

Note: To use Family Sharing you must be running 10.10 Yosemite or later and iOS 8 or newer. You can be part of only one family at a time. To see new Family Sharing features, you must be running High Sierra.

Set Up Family Sharing

You can set up Family Sharing on either a Mac or iOS device. After you do, it's enabled on all devices that share the same iCloud account. Here are the steps to follow on your Mac:

1. Go to System Preferences > iCloud and click Set Up Family.
2. Read the details listed and then click Continue.
3. Make sure that your Apple ID is listed if you want to be the family organizer. The organizer is the person in charge of inviting group members and paying for purchases. If so, click Continue.

4. Here's one more chance to change your mind. If you want to make a different account the organizer, click Use a Different Account and enter the information. Click Continue. (The Use a Different Account button wasn't working at publication time, but we hope it will be by the time you read this.)
5. Choose whether to Share Your Purchases or Not Now and then click Continue (**Figure 110**).

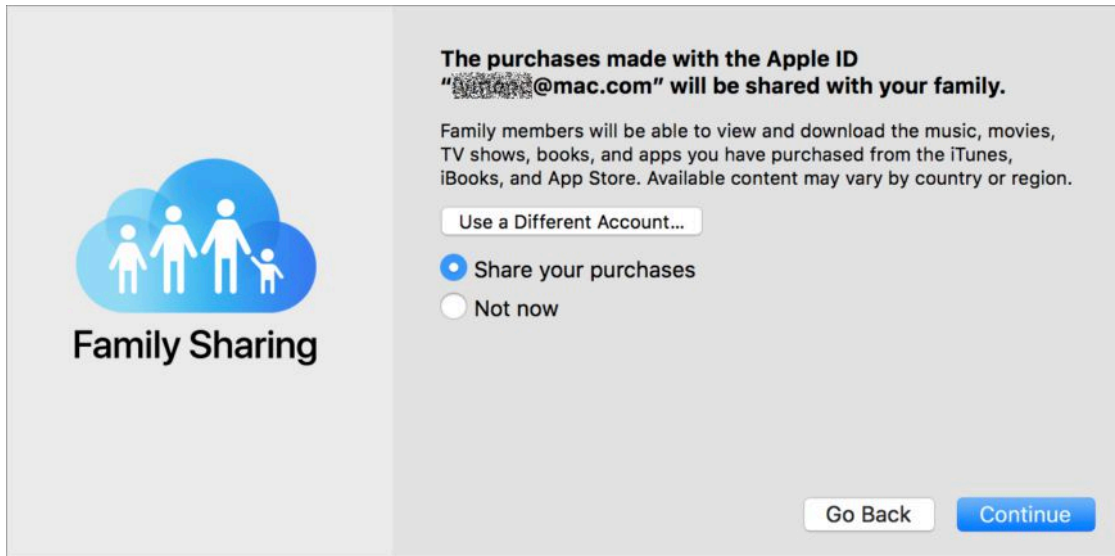


Figure 110: If you share your purchases, family members will be able to download them, too.

If you do, family members will be able to download everything you buy from iTunes, iBooks, and the App Store.

6. On the next screen, confirm your payment method. By default, purchases will be charged to the credit card you've associated with your Apple ID. Click Continue.
7. If you want to share your location with family members, choose Share Your Location. This is handy if you're wondering if a spouse has left work yet or you're trying to pick up a teen at the mall. If you don't want to share your location, choose Not Now. Click Continue.

Tip: It's possible to stop sharing your location temporarily—say, when you're picking up the surprise family pony. See [New! Access Options in the Manage Family Pane](#) next.

8. The Manage Family dialog appears with the Family Members tab selected. You can now close the preference pane or add family members.

The first time you add a family member, you'll see an Add Family Member button. Click it to begin. To add more family members at any time, click the Add + button at the bottom of the list. (To remove a family member, select their name in the list and click the Remove — button.)

How you proceed after that depends on the person's age.

Add an Adult Family Member

To add an adult family member or a teen who already has an Apple ID, follow these steps:

1. Select “Enter a family member’s name, email address, or Game Center nickname” and type their name or email address in the field.
2. Follow the prompts as you enter your Apple ID password, and verify that you are the family organizer by typing in the security code for the credit card associated with your Apple account.
3. Once you finish following the prompts, your Mac sends the person an invitation (typically in a notification and by email). If they accept, they're added to the group.

Unaccompanied Minors Not Allowed

The Children’s Online Privacy Protection Act (COPPA), restricts companies from collecting personal info from children under the age of 13. (For details, see this [COPPA FAQ](#).) The upshot is that younger kids can only get an Apple ID—and use various Apple services—if they’re under parent supervision. In this case, that means they must be part of a family group. Unfortunately, this makes it difficult to remove a child under 13 from a group. See [Transfer a Child to Another Family](#).

Add a Child Family Member

The process is slightly different for kids who don't have an Apple ID (and all children under the age of 13).

Follow these steps:

1. Fill in a bunch of information, including the child's birthday, the iCloud email address you'd like them to have, whether to share the child's location with family members, and a password you both can remember (**Figure 111**).

Enter the child's information Step 1 of 5

Birthday:

Your child's birthday will be used to determine appropriate services and retrieve a forgotten password.

Apple ID: @icloud.com

Name:

Password:

Password must be at least 8 characters and include a number, an uppercase letter, and a lowercase letter.

Share your child's location with your family.

Your child's location can be shared if Find My Mac is turned on. On an iOS device location can be shared using Messages and Find My Friends. This setting can be changed at any time.

Figure 111: Provide information to create an Apple ID for a child.


Note: It may take quite a few tries before you find an iCloud user-name that's not already in use. When you finally do, you'll see a warning that basically says "No take backs." Click OK.

2. Click Continue and follow the prompts as you read the Parent Privacy Disclosure, enter your credit card security code, and set up

security questions—make the answers relevant to you, not to your child—so you can retrieve a lost password later.


3. Agree to two more sets of terms and conditions before you finally see a summary of the child's account.
4. If you want your child to ask your approval for iTunes, App Store, and iBooks purchases, choose Ask to Buy.
5. Click Done. Other members receive a notification when a new family member is added.

Share the Responsibility

If you want someone else to share the responsibility of approving purchases, you can set that up. Choose Apple  > System Preferences > iCloud and click the Manage Family button. Select another adult in the list and then select the Parent/Guardian checkbox.

New! Access Options in the Manage Family Pane

High Sierra makes it easier to adjust your Family Sharing settings by gathering and organizing them all in the revamped Manage Family pane.

Choose Apple  > System Preferences > iCloud and click the Manage Family button. The resulting pane is organized into two views, Family Members and Apps & Services (buttons are at the top).

Family Members

The Family Members view is selected by default; here you'll see a list of all people who belong to the group. Each family member's status is summarized under their name, for instance, they might be labeled Adult or Organizer. If any are children, their age appears under their name.

Click a name to see details. These vary according to what role the person has in the family group, for instance, organizer (**Figure 112**).

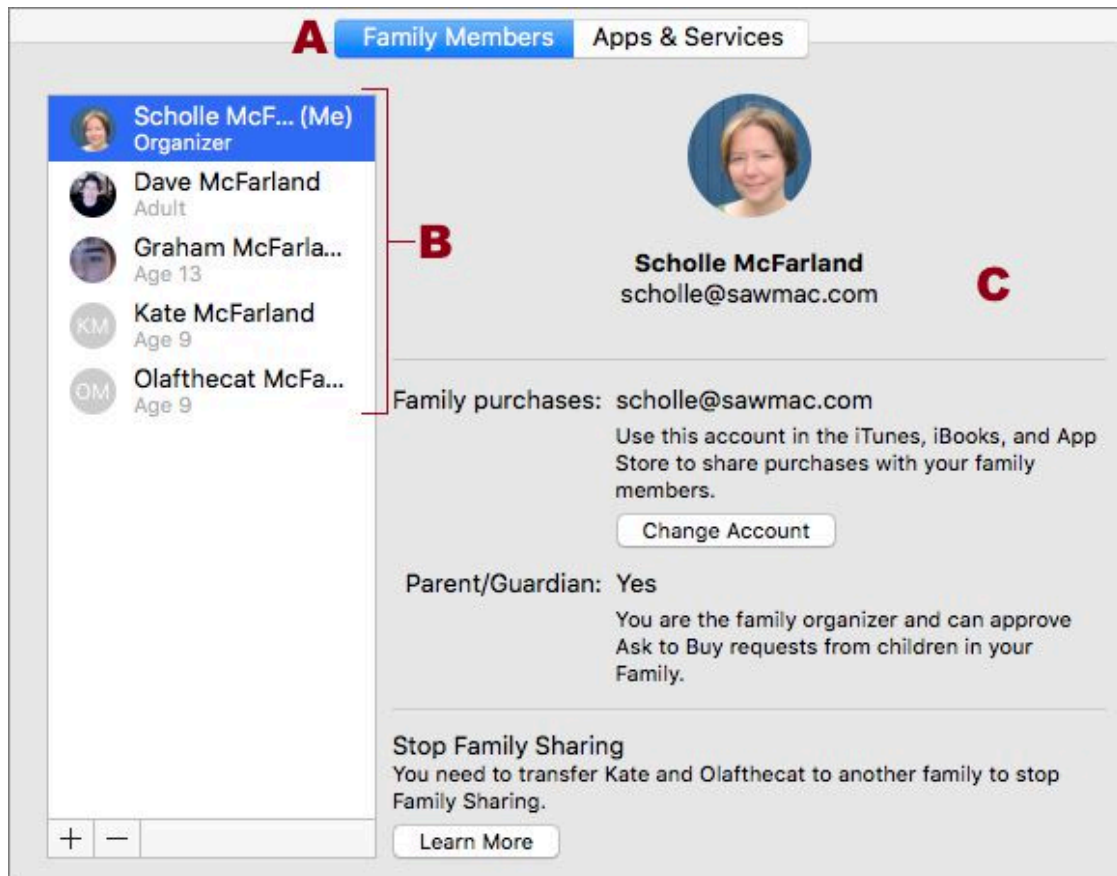


Figure 112: Click the Family Members button (A) to view a list of people in your family group (B). Select a name to see details and options for that person (C). A family organizer is shown here.

Much of what you see here was available in Sierra's Manage Family pane with the exception of the ability to change your family purchases account directly from the organizer's listing.

If the family member is child, you'll see basics like their account name and what iCloud address they use to make purchases. Select the Ask to Buy checkbox if you want to approve of all purchases before they're made (**Figure 113**).

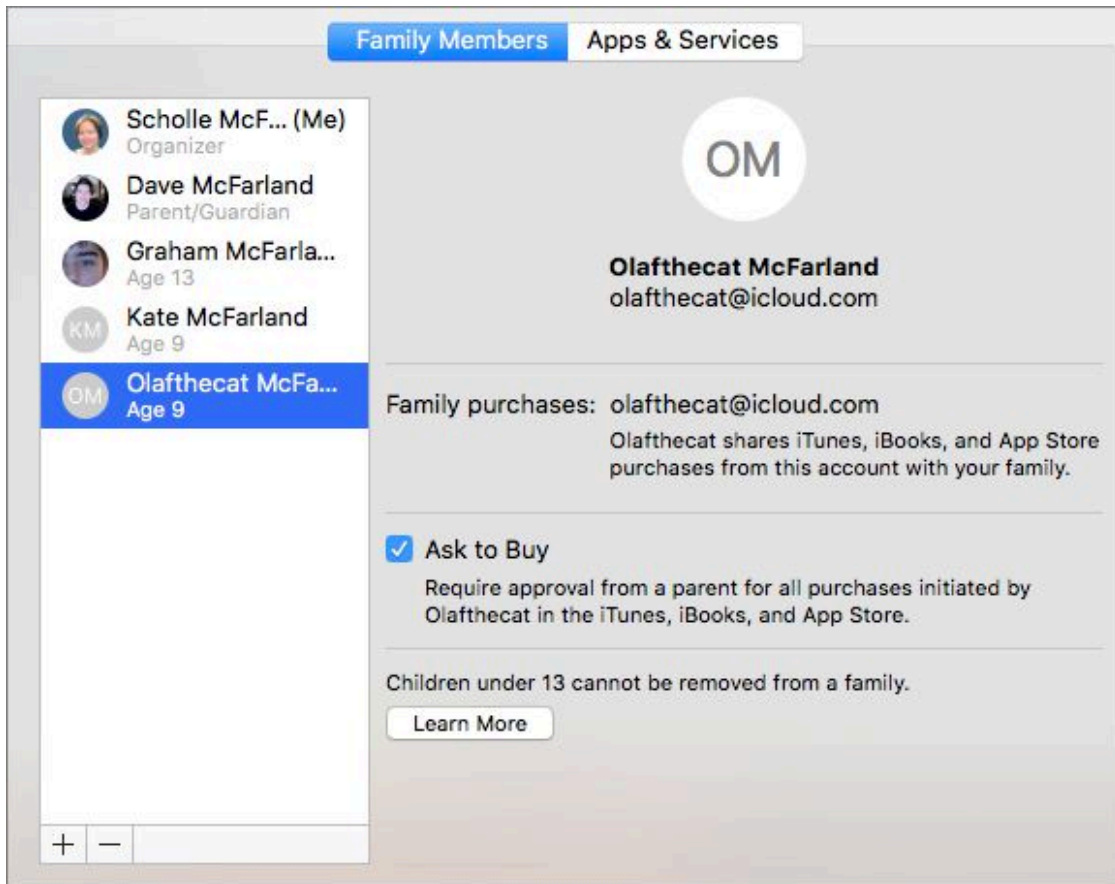


Figure 113: Select a child’s name in the Family Members list and you’ll see their details, including the Ask To Buy option.

Apps & Services

Bigger changes live in the Apps & Services view. Click this to gain easy access to options previously buried elsewhere in the iCloud System Preference pane (or not available at all). Here are your choices:

Purchase Sharing

From here you can control aspects of the group’s purchases, if you’re the organizer (**Figure 114**).



Figure 114: Click the Apps & Services button and then select Purchase Sharing to see a range of options all conveniently gathered in one place.

Click Change Account to use a different Apple ID. (You'll need the password to confirm.) Check or uncheck the Share My Purchases with Family checkbox, depending on how altruistic you feel. Update your Shared Payment Method by clicking Edit.

If you want to cut off your family members' ability to make purchase and share past purchases, click the Stop Family Purchase Sharing button. You'll see a warning (**Figure 115**).



Figure 115: High Sierra warns you before you cut off family members' access to shared media and apps.

Browse Family Purchases

Family sharing gives you access to purchases other family members have made. Here's how to find and download them to your Mac:

- ✦ **App purchases:** In the App Store, choose Store > Purchased. Click the Purchased pop-up menu and select a family member's name. Select an app in the list and click the Download button.
- ✦ **iBooks purchases:** In iBooks, choose Store > Store Home and then click Purchased in the righthand list. In the pane that appears, you'll see your name next to the word Purchased. Click the arrow ▼ next to it and then choose a family member's name. Click the Download 📶 icon next to one of their purchases to download it to your computer.
- ✦ **iTunes purchases:** To browse family iTunes purchases, choose Account > Family Purchases. You'll see your name next to the word Purchased, click the arrow ▼ next to your name and choose a family member's name to see their purchases. Click on any of these items to download.

Apple Music

Apple's streaming service for music and video lets subscribers tap into a huge catalog of tunes, as well as videos like the [Carpool Karaoke](#) series. That means you can listen to almost any song you might think of on a whim, from Taylor Swift's "Look What You Made Me Do" to "Summertime" by DJ Jazzy Jeff and The Fresh Prince to Dolly Parton's "Jolene."

Tip: At first glance, Apple Music appears to have a limited classical music selection, but that’s not the case. See [this Macworld article](#) by Kirk McElhearn for tips.

Set Up an Apple Music Family Membership

When you sign up for a Family Membership, all members of your group get unlimited access to the service. To get started:

- ✦ **Join for the first time:** To join, open iTunes, select Music in the pop-up menu at the top-left corner, and then click For You at the top of the window. Click Get Started, and then click the Family Membership option. Enter your Apple ID password, if necessary, and agree to terms and conditions. Finally you’ll get the opportunity to choose the types of music you like, from Classical to R&B.
- ✦ **Change to Family Membership:** If you chose an individual or student membership when you joined, you can change it to a family membership. In iTunes, select Account > View My Account and enter your password. Click Manage next to the word Subscriptions and then click Apple Music Membership. Select Family and then click Done.

If you’ve already set up Family Sharing and have an Apple Music family membership, add new people simply by inviting them to join your family group.

High Sierra makes it easy to check on the status of your family’s Apple Music subscription. Click the Apps & Services button and then select Apple Music (**Figure 116**). If you don’t have a family membership, click “Start a Free Trial” to get one. Note that you don’t have to be the family organizer to share an Apple Music subscription with your group.

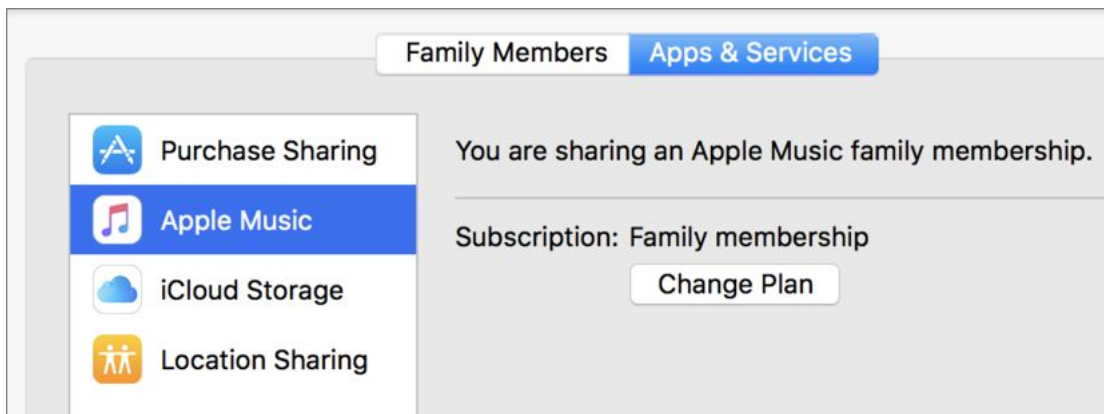


Figure 116: Click the Apps & Services button and then select Apple Music to see the status of an Apple Music account. If you have a Family Membership, all members can access the service.

Tip: If you don't want explicit music to turn up in your playlist, choose iTunes > Preferences > Restrictions. Next to Restrict, select the Music With Explicit Content checkbox. If the issue is a child's Mac, you can restrict explicit music there using parental controls. See [Create Managed Accounts for Kids and Novices](#).

iCloud Storage

All iCloud users get 5 GB of storage for free, but if family members start using iCloud in earnest to store files and digital media, they might find themselves running out of space. Luckily, members can now share an upgraded storage plan.

To upgrade your storage plan, click iCloud Storage in the Apps & Services pane and then click the Change Storage Plan button. You'll see your current plan as well as any available plans that offer more storage, along with their price. Only the 200 GB and 2 TB plans can be shared. Click the one you want and then click Next. Enter your Apple ID password and click Buy to finalize the purchase.

To share a plan, click Start Sharing. You'll see a list of family members next to how much storage they're using (**Figure 117**).

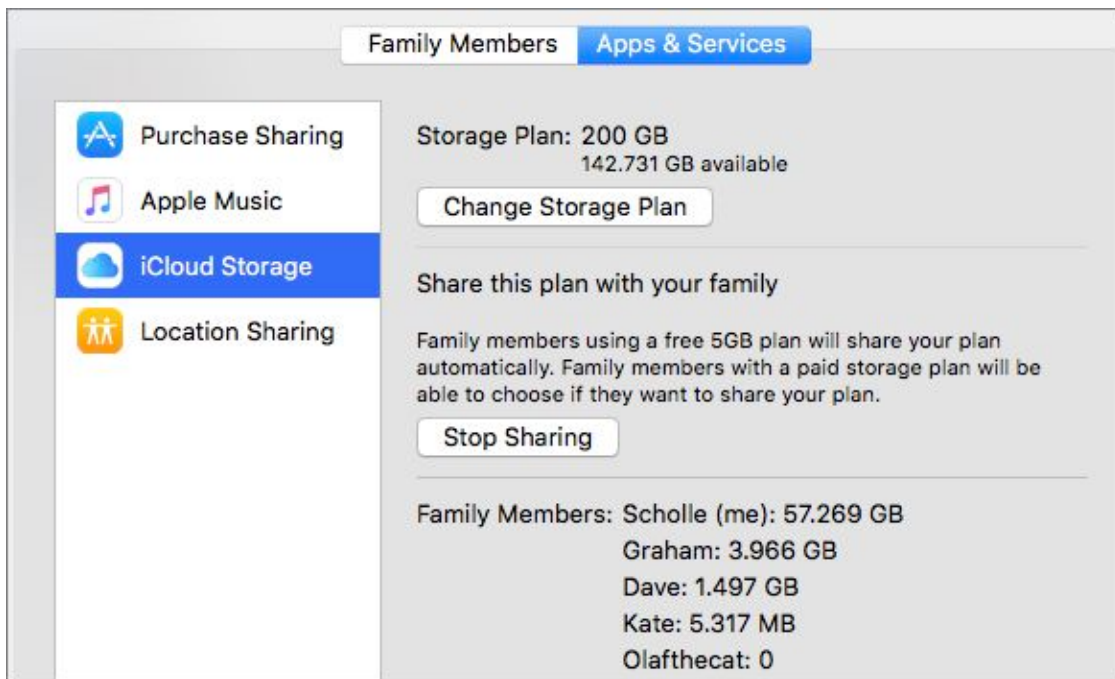


Figure 117: Click the Apps & Services button and then select iCloud Storage to change storage plans or share with family members.

Location Sharing

Location sharing makes it easy to see where family members are, for example, by asking Siri (see [Say Hello to Siri](#)) or using the Find Friends widget in Notification Center (see [Keep Current with Notification Center](#)). It also makes it possible for family members to help find each other's lost devices using Find My iPhone.

When you create a Family Sharing group, members are asked if they'd like to share their location with each other. But what if you don't want the twins to know where you are, say, when you're out shopping for their birthday presents? Previously, if you wanted to adjust this setting, you had to go to members' entries, one by one, in the Manage Family pane. Now, High Sierra gathers everyone's names under Location Sharing. Check or uncheck the box by one or more members' names to change settings (**Figure 118**).

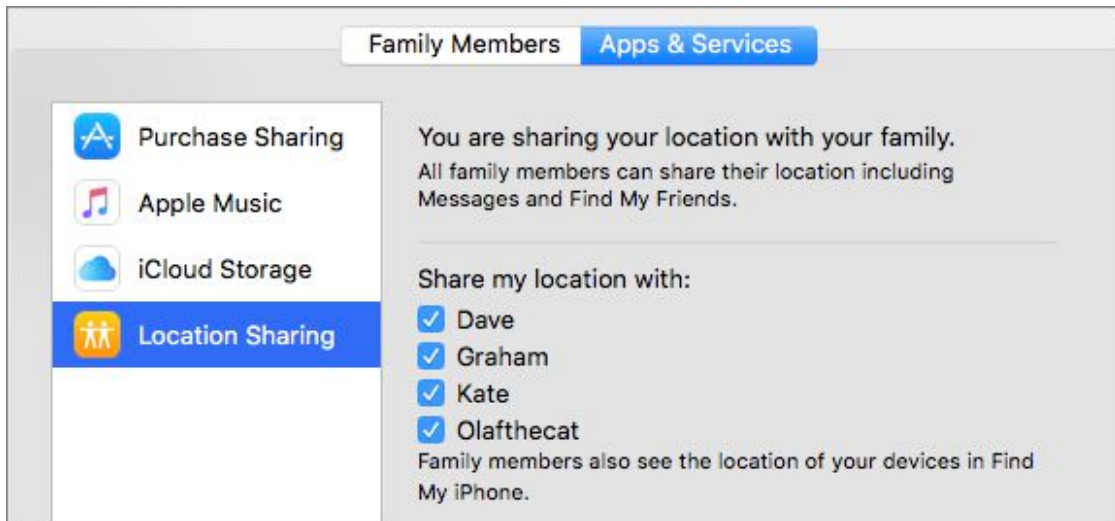


Figure 118: Select Location Sharing to view a list of all family members and adjust who can see your location.

Share Family Reminders

Family Sharing offers a simple solution to the dilemma of how best to share a to-do list with everyone in your household. When you create a Family Sharing group, a shared Family reminders list is added automatically to the Reminders app (**Figure 119**).

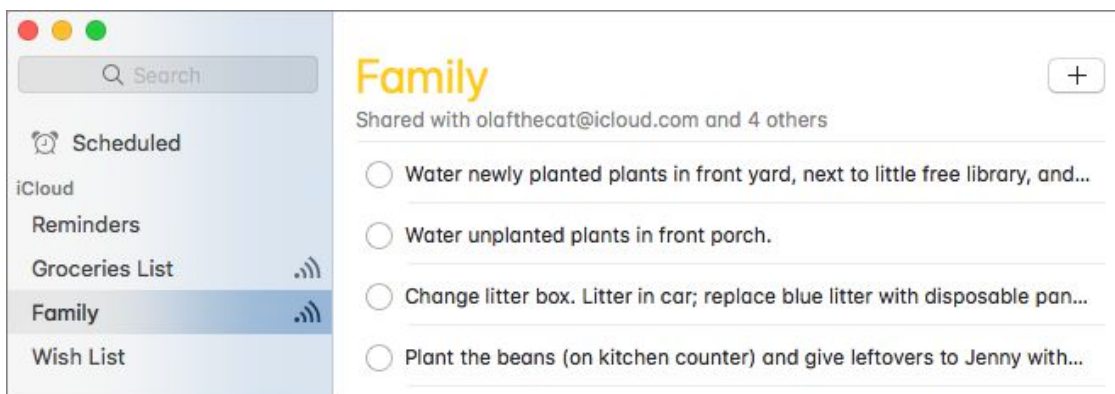


Figure 119: When you create a Family Sharing group, High Sierra automatically creates a Family reminders list for the group in the Reminders app.

Everyone in your family can view and update the Family reminder list. Click on the list's name in the Reminders sidebar to select it. (If you don't see the sidebar, choose View > Show Sidebar.)

Family members can't be removed unless they leave (or are kicked out of) the family group itself. You can't delete the Family reminders list, but you can rename it.


Tip: To learn more about using Apple's Reminders and Calendar apps, read my book [Take Control of Calendar and Reminders](#).

Share a Family Calendar

It used to be a complicated affair to set up a shared family calendar, but Family Sharing makes it easy. When you sign in to Family Sharing, a shared Family calendar is added automatically to the Calendar app.

All family members can add or delete events to this calendar. When they do, the family organizer gets a notification on their Mac and iOS devices.

All family members are added to the Family calendar and can't be removed from it while they belong to the family group. You can't delete the Family calendar, but you can rename it.

Tip: If you see more than one copy of the Family calendar and one doesn't have the Share Calendar  button next to its name, hide that one by unchecking the box next to it in the Calendars list.

Share a Family Photo Album

If your family members all love to take pictures, you might find yourself emailing and messaging photos back and forth whenever you want to make a family photo book.

Yes, there is an easier way. You can't share Photos libraries across a network, but Family Sharing automatically creates a shared photo album in iCloud. Everyone in the group can view and edit the photos here, or include them in a project.

To see this album, click on Shared Albums in the Photos sidebar and then select the Family album.

Tip: Show your appreciation by “Liking” a shared photo or adding a comment. To do this, double-click the image to see it full size in Edit mode and then click the speech bubble icon in the bottom-left corner. Choose Like or click Add a Comment.

You can add images to the album in a number of ways. Here are two of them:

- **When you’re in the shared album:** You’ll see the word Family in big letters and underneath the words “Add photos and videos” (**Figure 120**).

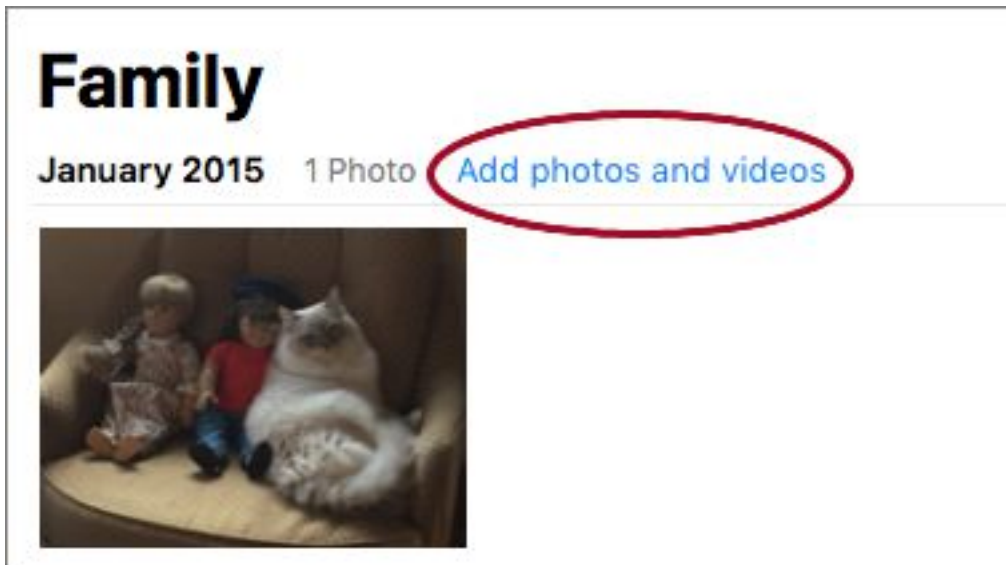



Figure 120: To add an additional image to the shared family photo album, click “Add photos and videos” (circled).

Click this, select an image, and click the Add button. Members receive a notification on their device(s) that new photos have been posted. Photos appear in family members’ Family photo album.

- **When you’re browsing photos:** If you see an image you want to share, select it and click the Share  button. Choose iCloud Photo Sharing, add a short note if you’d like, and then select your Family album (**Figure 121**).

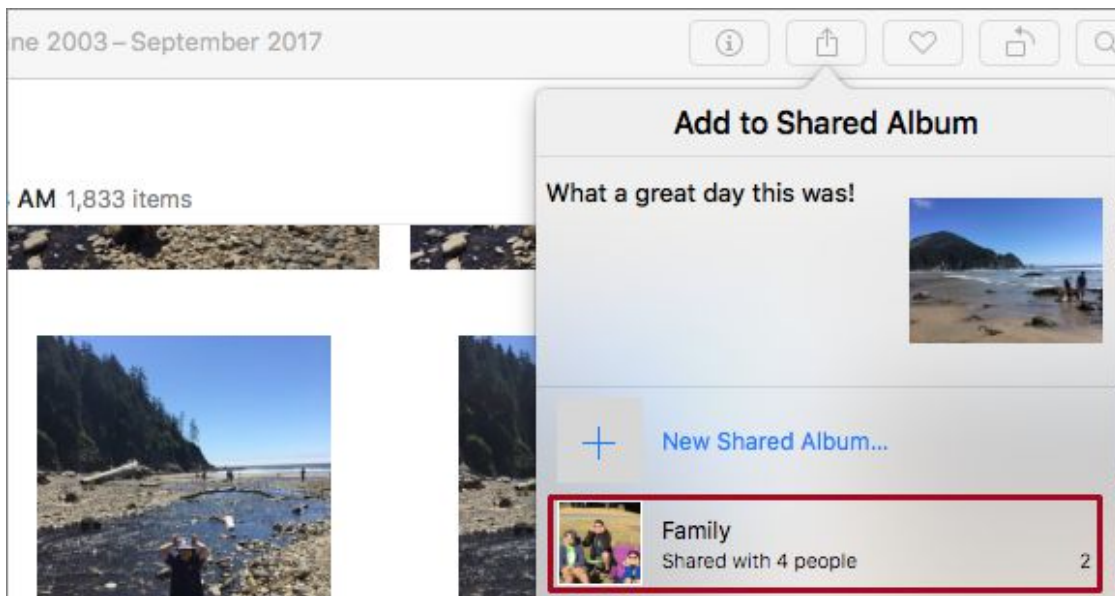



Figure 121: To share an image with the group, select it, click the Share button, and then click iCloud Photo Sharing. Make sure to select the Family album (outlined in red).

You can view, edit, and use these images in projects as if they were your own.

Stop Family Sharing

The family organizer can stop Family Sharing by removing themselves from the group. (Things gets more complicated if there's a family member under the age of 13. See [Transfer a Child to Another Family.](#)) Choose Apple  > System Preferences > iCloud. Click the Manage Family button, select your name in the list, and click the Remove — button.

When you stop Family Sharing, members keep anything paid for using the shared credit card, but lose access to other items:

- Other family members' purchases no longer appear in the Purchased section of the iTunes Store, App Store, or iBooks Store.
- Copy-protected music, movies, TV shows, books, and apps purchased by one family member and downloaded by others become unavailable to anyone but the original purchaser.

- If an app was originally purchased by another user, all in-app purchases become unavailable. Former family members must purchase the app themselves.
- You can no longer use Find My iPhone to find (former) family members' devices.

Warning! After a group disbands, each member can join a new family. However, Apple limits you to joining *only two families per year* (presumably so you don't hop from group to group just to share music).

Transfer a Child to Another Family

If one of your family members is younger than 13, you'll need to transfer them to another family group before you can stop Family Sharing (**Figure 122**). To learn why, see [Unaccompanied Minors Not Allowed](#).

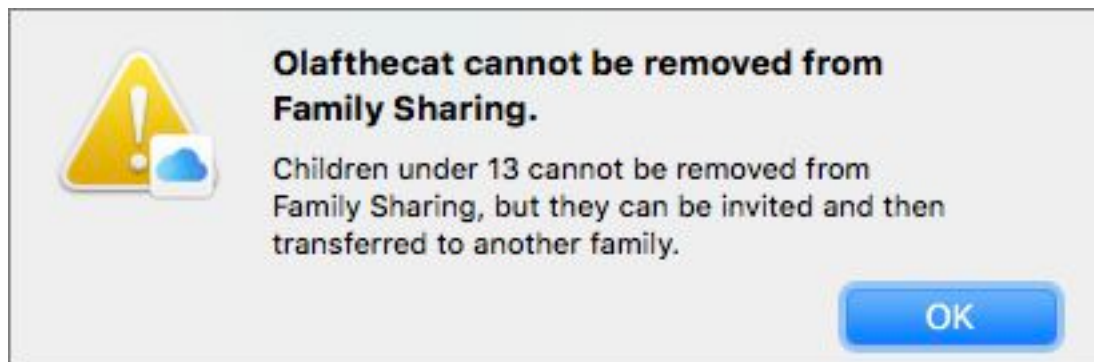


Figure 122: Apple does not condone electronic orphaning.

To do so, you need to ask another family organizer to invite them to their group. When they do, you'll get a notification. Approve the move, and the child switches to the other group.

Avoid Problems with User Accounts

One of my siblings (who will remain unnamed) used to come home every Christmas and “borrow” my mom’s computer. Without fail, he left behind a jumble of changed preferences, randomly installed apps, and disconnected cords that took hours to fix before my mom could use her computer again. Today, this source of family strife could have been easily avoided. The answer? User accounts (**Figure 123**).

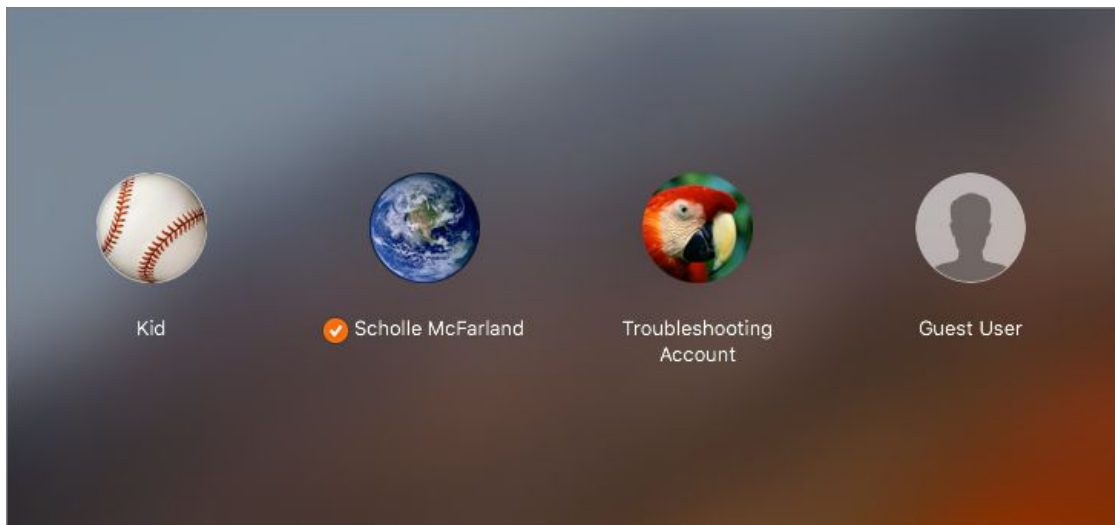


Figure 123: Use different types of user accounts to solve problems.

Know Your Accounts

User accounts allow multiple people to have a custom experience on the same Mac—without altering each other’s settings or mixing up files. High Sierra lets you choose from several user account types.

Separate accounts can keep people out of your stuff, make troubleshooting easier, and (through the use of Parental Controls) help kids and novices navigate the computer.

Basic Types of User Accounts

macOS offers the following main types of user accounts:

- ✦ **Administrator:** An administrator can add and manage users, change any of a Mac's settings, install software for all users, and perform system-level tasks.
- ✦ **Standard:** A standard user can make changes—adding apps, adjusting settings—only to their own account.
- ✦ **Managed with Parental Controls:** A managed account is set up by an administrator, who determines what apps and content this user can access.
- ✦ **Guest:** A guest does not need a login password and gains temporary access to limited items on the Mac.

Welcome Visitors to the Guest Account


When you first install and boot your Mac into High Sierra, the operating system automatically configures a guest account. Guests don't need a password to log in, but the account has strict limits on what it allows.

For example, guests cannot change user settings or computer settings. They also can't log in remotely, even when remote login is turned on in the Sharing pane of System Preferences. High Sierra stores guest files in a temporary folder and then deletes those files when the person logs out.

Because of this, the guest account is the place to steer visiting friends and relatives. It makes it easy for them to check their webmail or finish a quick paper in Google Docs—and leave no trace behind.

iCloud Connections

iCloud's [Find My Mac](#) feature lets you track and lock down your Mac, and even wipe its data, if it's lost or stolen. For example, if someone finds your Mac, logs in as a guest, and then uses Safari, iCloud uses Location Services to find the Mac.

If you don't see a guest account on your login screen, open System Preferences > Users & Groups. Click the lock  icon and enter your administrator's name and password.

Click Guest User in the accounts list, and then select the Allow Guests to Log In to This Computer box and, if you choose, the Enable Parental Controls box (**Figure 124**). (We'll talk about that next.)

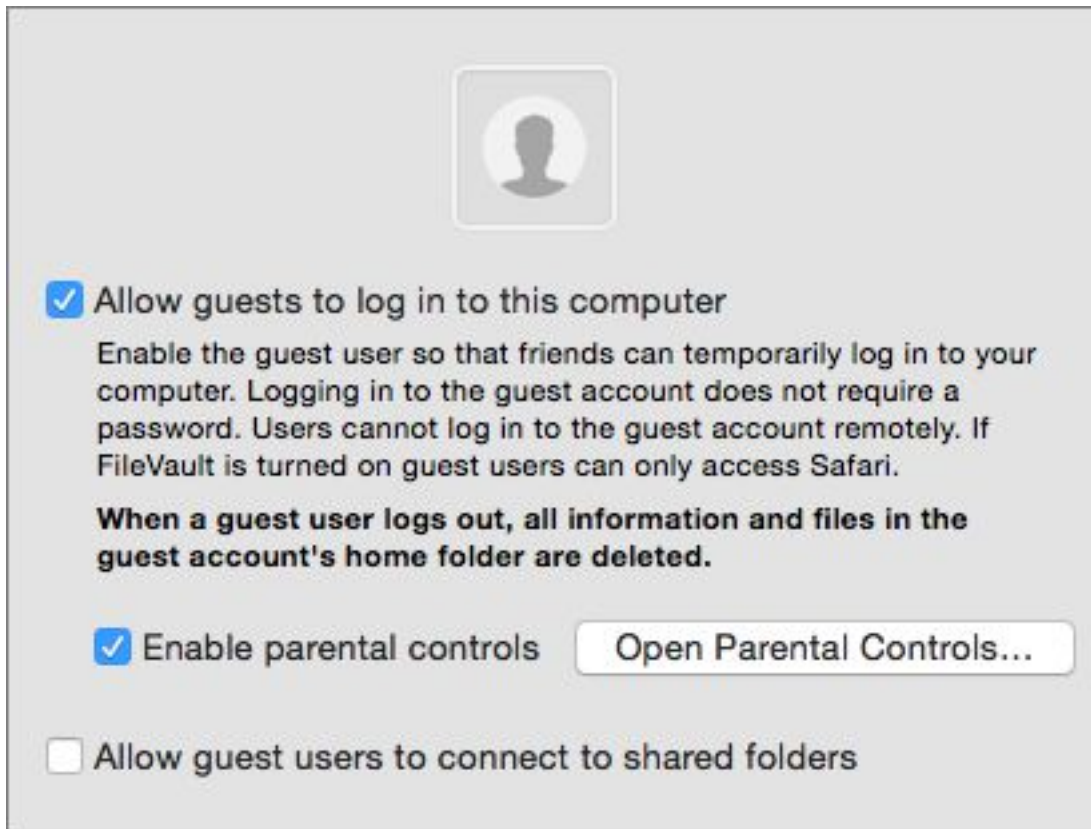


Figure 124: The Guest User account lets visitors use your computer and leave no trace behind.

Create Managed Accounts for Kids and Novices

A managed account can make using the computer easier. It can also keep users out of trouble by limiting what changes they can make to the system or which parts of the web they visit. To set it up:

1. Open System Preferences > Parental Controls. If you've logged in with an administrator account and don't yet have any managed

accounts, you'll see a window that asks if you'd like to create one (**Figure 125**).

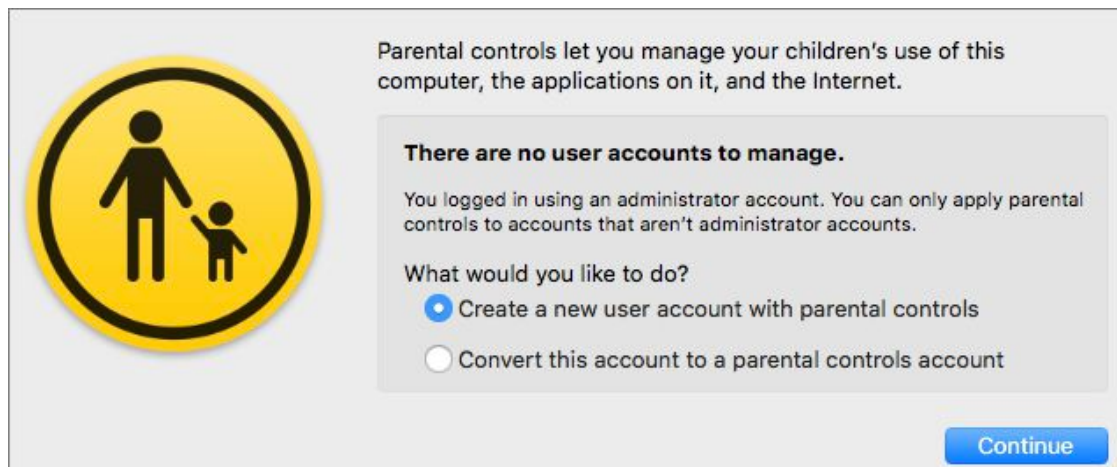




Figure 125: Click Continue to start making your first account with parental controls.

Note: If you already have one or more managed accounts, you'll follow a slightly different process to create another account with parental controls. Click the lock  icon in the lower-left corner of the pane, enter your administrator's name and password, and click Unlock. Then, click the plus  button to open. After that, the rest of your steps are similar to what we describe here.

2. Type in the user's name as well as a name for the account. (The latter becomes the name of the person's user folder.)
3. Choose the user's age in the Age pop-up menu. This sets age restrictions, including those for the iTunes, iBooks, and App Stores (**Figure 126**). (You can tailor these later.)

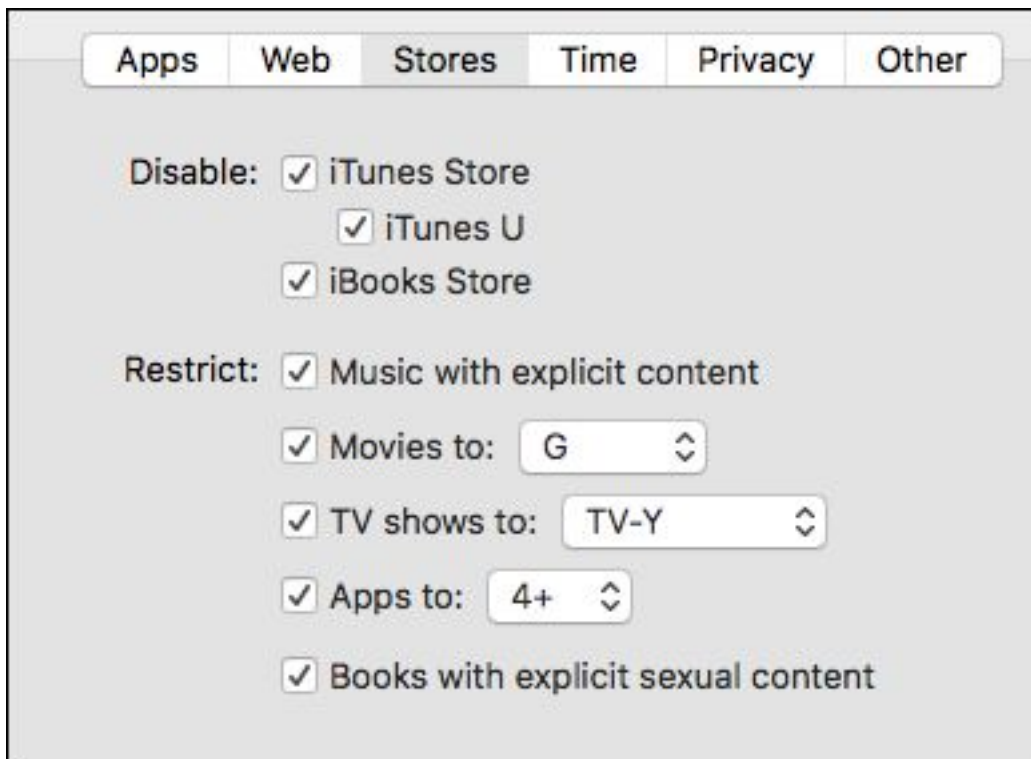


Figure 126: When you choose the user’s age, High Sierra automatically sets up age restrictions, seen here for a user who is 4-years or older.

What’s limited is determined by age—your choices are 4+, 9+, 12+, and 17+. For example, if you pick the 12+ setting, High Sierra allows music with explicit content, but sets the maximum movie rating to PG-13, TV shows to TV-PG, apps to 12+, and restricts books with explicit sexual content. It also allows access for this age group to the iTunes Store and iBooks Store, and to iTunes U.

4. Enter a password in the Password field. (Click the key icon next to the field for suggestions.) Retype the password in the Verify field, and type a clue in the Password Hint field for the inevitable moment when the user forgets the password.
5. Click Create User.
6. If prompted, enter your administrator password and click Modify Configuration.

The new account appears in the accounts list.

Administer from Afar

Don't want to leave the cozy spot on the couch you and your MacBook share to change parental controls on the kids' iMac across the room? You can administer managed accounts from another Mac on the local network. To set this up:

1. On the kids' Mac, go to System Preferences > Parental Controls. Click the lock icon in the lower-left corner. Enter your administrator's name and password, and click Unlock.
2. Click the gear icon and choose Allow Remote Setup.

Now, on your MacBook:

1. Go to System Preferences > Parental Controls. Click the lock, enter your administrator's name and password, and click Unlock.
2. Under Other Computers, select the name of the managed account. (Your computer and the one you want to manage must be on the same network for this feature to work.)
3. Enter an administrator's name and password for the kids' iMac that hosts the managed account.

Now, you can change any of the account's Parental Controls settings.

You are now ready to customize the new managed account. In the Parental Controls pane, select the account to customize at the left. As of High Sierra, options include: Apps, Web, Stores, Time, Privacy, and Other.

Most tools in the Parental Controls pane are self-explanatory. But here are a few you don't want to overlook:

- **The Finder, simplified:** Click the Other button to see the Use Simple Finder checkbox. This mode substantially reduces what the user can do in the Finder. Access to Spotlight disappears, and basic Finder actions are disabled. The Dock also changes. It contains only Finder, the Trash, and three folders—My Applications, Documents, and Shared (**Figure 127**). Simple Finder is so limited that it's probably only a good choice for young children.



Figure 127: The Simple Finder winnows down the Dock to only a handful of items.

Tip: If you need to change something when you're in the Simple Finder, choose Finder > Run Full Finder, and then enter your administrator name and password. When you're done, choose Finder > Return to Simple Finder.

A Little Less Simple Finder

When the Simple Finder seems to be *too* simple, take a less restrictive approach. Create a managed account and use parental controls to set limits. Then, log in to the account and organize the Dock so that only the apps and folders the user will use the most appear.

Log out, log back in to your administrator account, go to System Preferences > Parental Control and select the managed account. In the Other pane, select Prevent the Dock from Being Modified.

- **Application limits:** To winnow down the apps that a user can explore, click the Apps button and then select Limit Applications on this Mac. Specify the apps you want available in the Allowed Apps list.

For instance, you might limit your 4th grader to Safari, Minecraft (have a heart), TextEdit, Calendar, Chess, Dictionary, iBooks, Preview, Reminders, and FaceTime (to talk with Grandma). To use something that's not on the list, your child will need to ask for an administrator's help.

- **Screen-time tools:** The Time section is a gem if you want a no-hassle way to limit screen time (**Figure 128**). Here you can set total time limits for the weekdays and weekends. You can also enforce bedtime by preventing access to the Mac between certain hours.

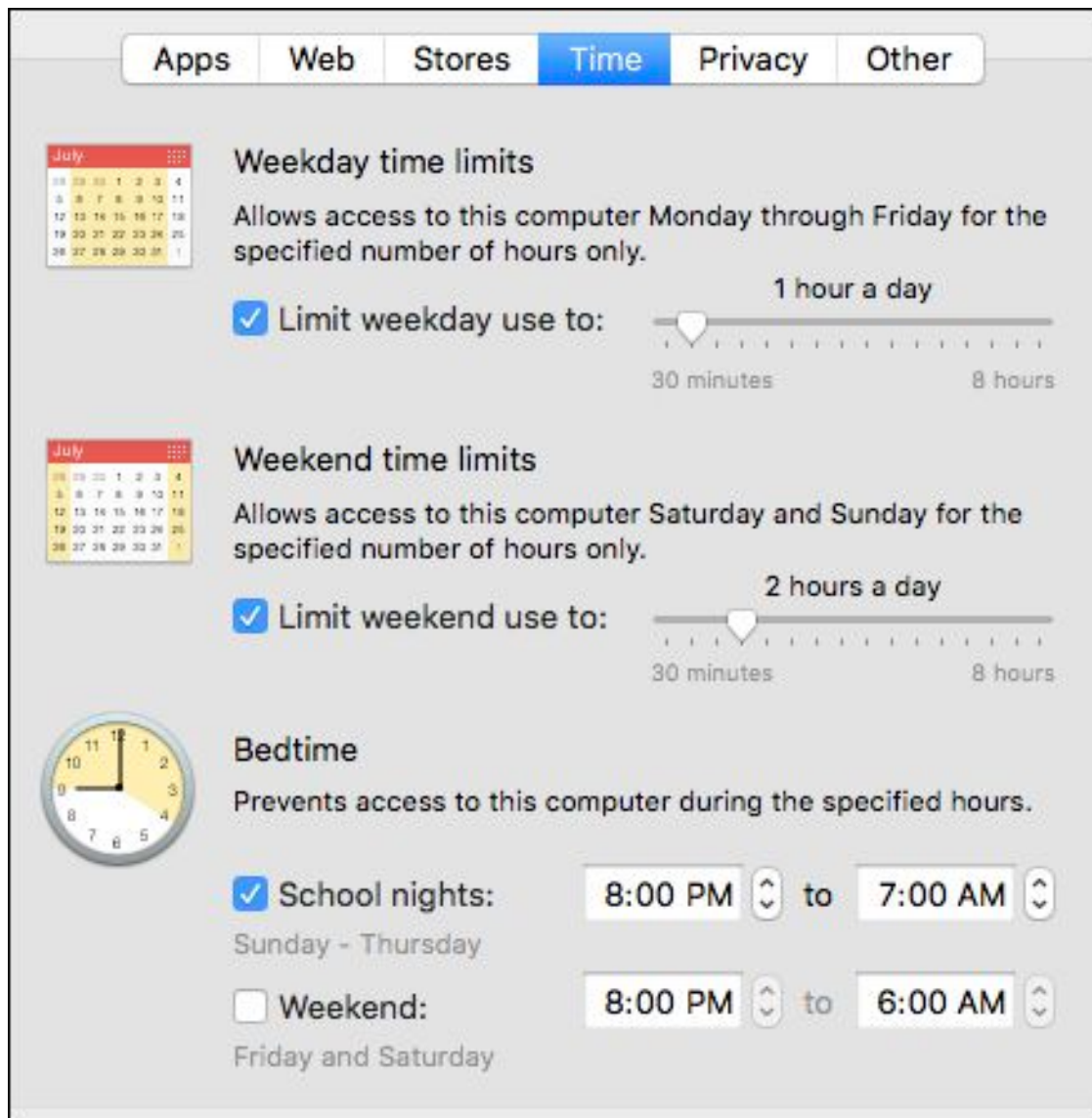



Figure 128: You don't have to be the bad guy. Make the Mac enforce your child's screen-time limits.

Tip: The occasional wily teenager may realize they can get around time limits by logging in using a Mac's Guest account. In that case, one option is to go to System Preferences > Users & Groups, click the Lock  icon and log in with your Administrator password. Then, uncheck the Allow Guests to Log In To This Computer box. (Can you tell I've learned from experience?)


Create a Troubleshooting Account

When your Mac misbehaves, it can be hard to tell whether the problem is specific to your user account or it affects the computer as a whole. Having a clean extra account that you use *only* when troubleshooting is a great way to isolate problems. You should create this account now, so that it's ready and waiting if you ever need it.

Leave this account set to High Sierra's defaults. The goal here is to see whether a problem is related to a specific user's settings or files (learn more at [this Apple page](#)).

Adding the Account

To create a fresh account:

1. Go to System Preferences > Users & Groups. Click the lock  icon and enter your administrator's password.
2. Click the plus **+** button. In the dialog that opens, choose Administrator in the New Account pop-up menu. Type in a full name for the account, as well as an account name—say, **Troubleshooting Account** and **trouble**, respectively.
3. Type a password in the Password field and then repeat it in the Verify field. In the Password Hint field, type in something that will help you remember the password that day you actually need to use this account.
4. Finally, click Create User.

The new account appears in the accounts list at the left. When you're done, quit System Preferences.

Putting Your Troubleshooting Account to Use

Log in with this account if:

- You keep encountering a problem after you log in to your user account.
- You aren't sure whether a problem is limited to your user account or if it affects your whole Mac.

Once you've logged in to the troubleshooting account, see whether you can reproduce the problem or not:

- If the problem disappears in your troubleshooting account, then the issue is likely a bad preference file or login item in your main user account, so you can focus your troubleshooting there.
- If the problem appears even in the troubleshooting account, move on with your troubleshooting, since you now know for sure that the problem is not limited to just your account—it's a system-wide software or hardware problem.

Find Your Preferences

Want to trash a bad preferences file? User-specific preferences are kept in the `~/Library` folder (at the root level of your user folder).

In the Finder, hold down the Option key and choose Go > Library. (Library appears in the Go menu *only* when you hold down the Option Key.)

Tip: No matter what happens when you try to reproduce the problem in your test account, [Troubleshooting Your Mac: A Joe On Tech Guide](#) has advice about how to further narrow the cause of your problem and find a solution. (A High Sierra version of Joe's book is due out this fall.)

Troubleshoot Mac Problems

Maybe the heartache begins with errors when you try to save or open a file. Or, you find yourself staring at an unchanging gray screen. High Sierra comes equipped with the tools you need to face everyday troubleshooting problems. Better yet, the new macOS file system (if you have a Mac that's converted to it) has been designed to make your Mac less likely to lose data in the event of a crash. Here's the least you need to know.

High Sierra Specific Issues


Forewarned is forearmed: Look out for these issues with High Sierra.

- ✦ **Boot Camp:** Apple's [Boot Camp](#)—which makes it easy for Mac users to install Windows on a separate partition on their hard drive—can't read or write to Mac volumes that use High Sierra's new file system. See this [Apple support document](#).
- ✦ **External drives:** High Sierra Macs can read and write to USB devices formatted with the new file system, but Macs using OS X 10.11 El Capitan or earlier can't. High Sierra Macs will be able to read and write to external drives formatted with HFS+, the older file system.
- ✦ **Microsoft Office:** Microsoft will provide no support for Office for Mac 2011 in High Sierra as the program is being phased out. But even users of the more recent Office 2016 for Mac 15.35 are warned that Word, Excel, PowerPoint, Outlook, and OneNote may quit unexpectedly or lose functionality. Make sure to update to the newest version of Office 2016, which should be available soon after the final version of High Sierra is released.

Zap a Frozen App

Is your problem an endlessly spinning beach ball? Try these tricks first:

- **Force Quit:** First see if the problem is limited to one app. Try to switch to another by clicking its Dock icon or pressing Command-Tab to use the Application Switcher.

If other apps respond, you'll want to force the offending one to quit. Choose Apple  > Force Quit (or press Command-Option-Esc). Select the bad app in the list (**Figure 129**), and then click Force Quit. Often, an app behaves once relaunched.

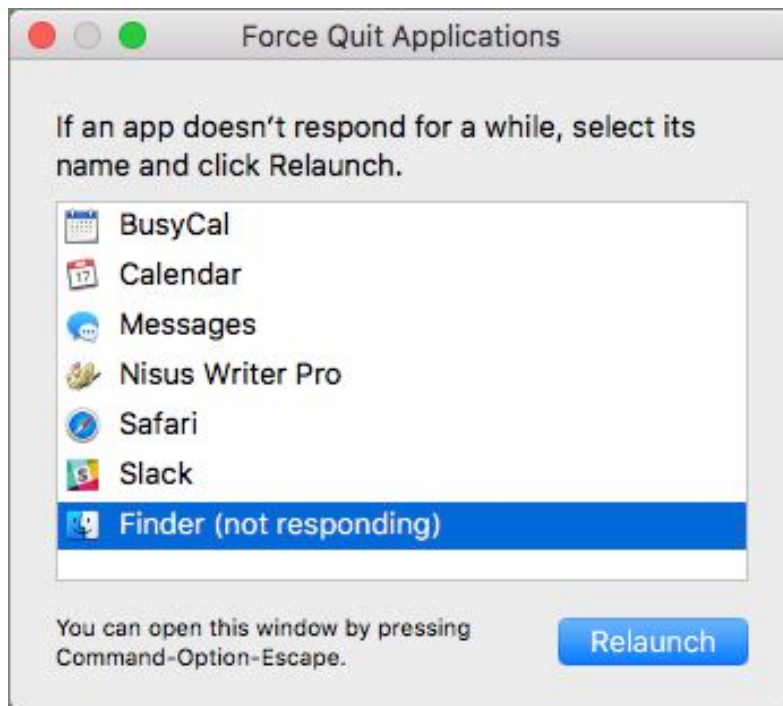



Figure 129: Stalled app? Press Command-Option-Esc, select the offender, and then click Force Quit (or in the case of the Finder, Relaunch).

Another way to quit the currently active app is to press Command-Shift-Option-Esc to skip the dialog and Force Quit it immediately.

- **Restart your Mac:** If you can't force-quit the app, or if the problem seems to be affecting more than one app, choose Apple  > Restart. If the Restart command fails, hold down the Command and

Control keys while pressing the Power button to force a restart (with a chance that the Mac will let you save unsaved work first). If that doesn't work, press and hold your Mac's Power button until the Mac shuts down (unfortunately, losing any unsaved work), and then press it again to start it up again.

- **Log in with your troubleshooting account:** Still having trouble? Log out of your current account, if you are logged in, and then log in to your troubleshooting account to find out whether the problem is limited to your normal user account. (See [Create a Troubleshooting Account](#), in the previous chapter, for details.) If it is, something in your user's folder is likely the culprit, so you can start narrowing it down from there.

When Your Mac Won't Turn On


Are you staring blankly at this chapter because you can't even get your Mac to turn on? Try this:

- ✦ Is your Mac plugged in? No, seriously.
- ✦ Does the electrical outlet work? Plug in a lamp to test it.
- ✦ Is your power cord damaged? Check for chew marks if you have a kitten, puppy, or other teething beastie. (If you have another power cable—or, for laptops, power adapter—try that.)
- ✦ Did you recently install new RAM? Take it out and see if the Mac turns on without it.

If your Mac still won't start, take it to the [Genius Bar](#).

Solve Slowdowns

If force-quitting apps and restarting your Mac doesn't fix a slowdown problem, you might need to do more:

- **Update your software:** If the problem is a software bug, a software update may help. Choose Apple  > App Store and click Updates to check for, and then install, new versions of software from the App Store—this includes any updates to macOS. (If you

don't see an update you expect, select Store > Reload Page (or press Command-R) to refresh the view. Check vendor websites for apps you got elsewhere.

- **Free up disk space:** If your disk is nearly full, your Mac may run slowly—and apps may even crash. High Sierra's [Reduce Clutter](#) tool lets you drill down to find files that are hogging your megabytes (**Figure 130**).

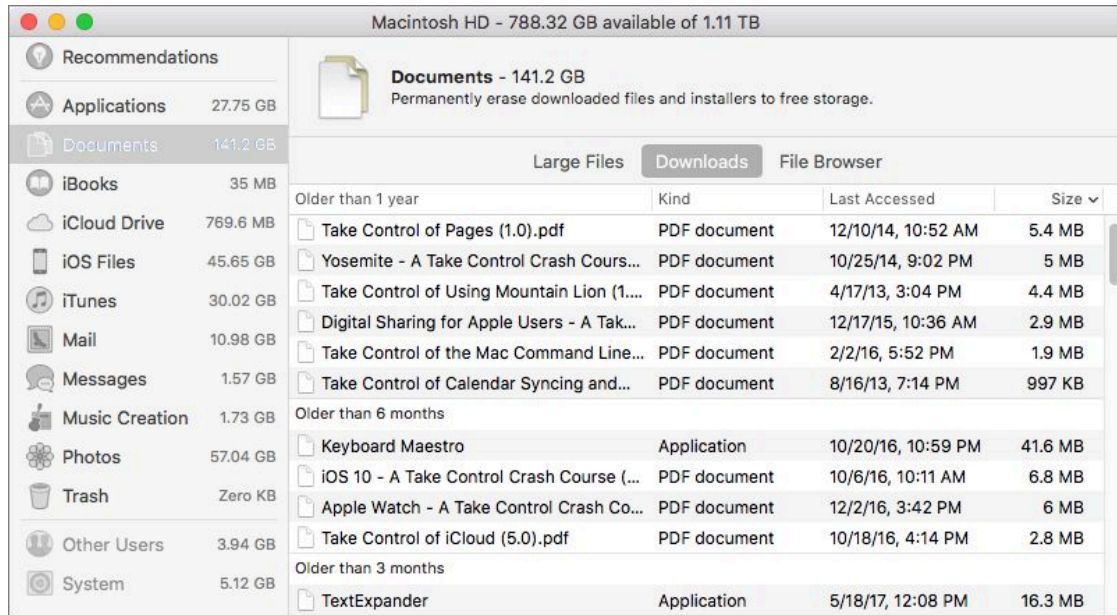




Figure 130: Short on disk space? Use High Sierra's storage management tool to home in on large files you don't need anymore.

Warning: Before you use this tool to delete files that aren't in an obvious place like your Downloads folder, check where they are using by clicking the Reveal  icon. It's also a good idea to have great backups before deleting any files willy-nilly.

- **Add RAM:** High Sierra and your apps can use a lot of RAM; if everything is running slowly, and it's not due to a full drive, you might need more.

To see how much you have, choose Apple  > About This Mac and click Memory (**Figure 131**). (You won't see a Memory button if it's impossible to upgrade the Mac's RAM, which is the case with Apple's recent laptops and the 2014 iMac.) If it's possible to add

more RAM, click [Memory Upgrade Instructions](#). Or, see [Crucial's step-by-step guides](#).

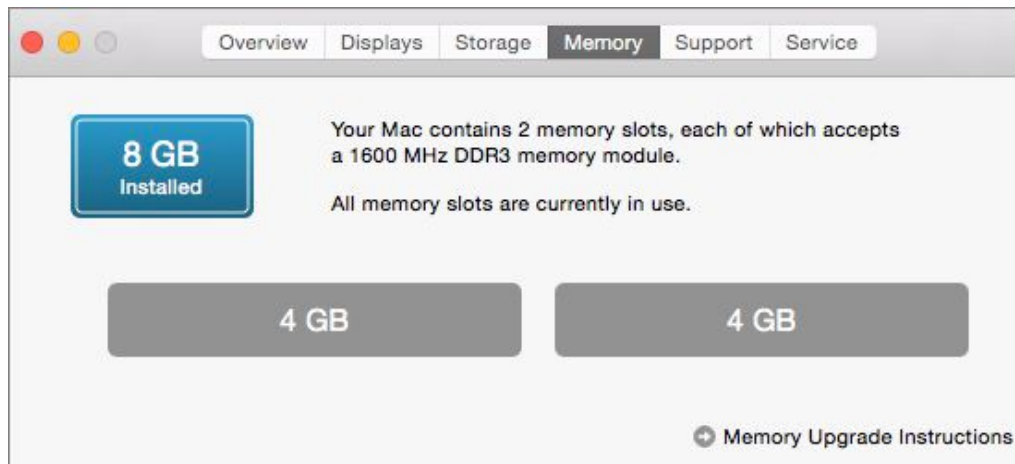



Figure 131: Choose Apple  > About This Mac and click Memory to see how much RAM you have and whether you can add more.

Tame Troubled Startups

For problems at startup—say, your Mac gets stuck on the gray startup screen or you hear the boot up chime again and again, but your Mac doesn't boot up—try these tricks first:

- **Unplug peripherals:** Sometimes peripherals like keyboards, trackpads, webcams, or microphones (particularly those with wires) are to blame. Unplug everything and restart.

If your Mac starts up without a problem, test peripherals one by one. If the evidence points to a device, check its cables, update its software, or contact the manufacturer for help.


- **Try Safe Mode:** Some problems can be solved with [Safe Mode](#). Restart your Mac and immediately press and hold the Shift key until you see the grey Apple logo. The startup process may take a while; once it's done, the words "Safe Boot" should appear in red at the upper-right corner of the screen.

High Sierra runs diagnostics and clean-up processes. (It also disables software that loads at startup and login.) If the problem goes

away, restart again normally. The problem is most likely due to third-party software (especially things bought outside the App Store) that was disabled in Safe Mode. Look for updates on the App Store or the company's website.

Do You Still Have AppleCare?

Every Mac comes with a 1-year hardware warranty and 90 days of phone support. But you can buy more coverage with an [AppleCare Protection Plan](#), which extends both your warranty coverage and phone-support eligibility to 3 years from your Mac's original purchase date.

See whether you still have coverage by choosing Apple  > About This Mac, and clicking Service. Click "Check my service and support coverage status." An alert appears, telling you your serial number will be sent to Apple. Click Allow.

Safari opens to a webpage where you must verify your serial number and enter a code, do so and you'll jump to a page with your coverage details.

Coverage or not, you can still take your Mac to [your local Genius Bar](#). Just be prepared to pay for repairs if your Mac is out of warranty.

Try Disk Utility's First Aid

If none of the tricks so far work, turn to Disk Utility's First Aid. Launch Disk Utility (in [/Applications/Utilities](#)), select your startup drive in the list on the left, click First Aid, and click Run. A dialog appears, warning that you will not be able to use your Mac while First Aid is running. Click Continue and First Aid gets to work.

When Disk Utility finishes, select Show Details to see a report of what it did and then click Done (**Figure 132**).

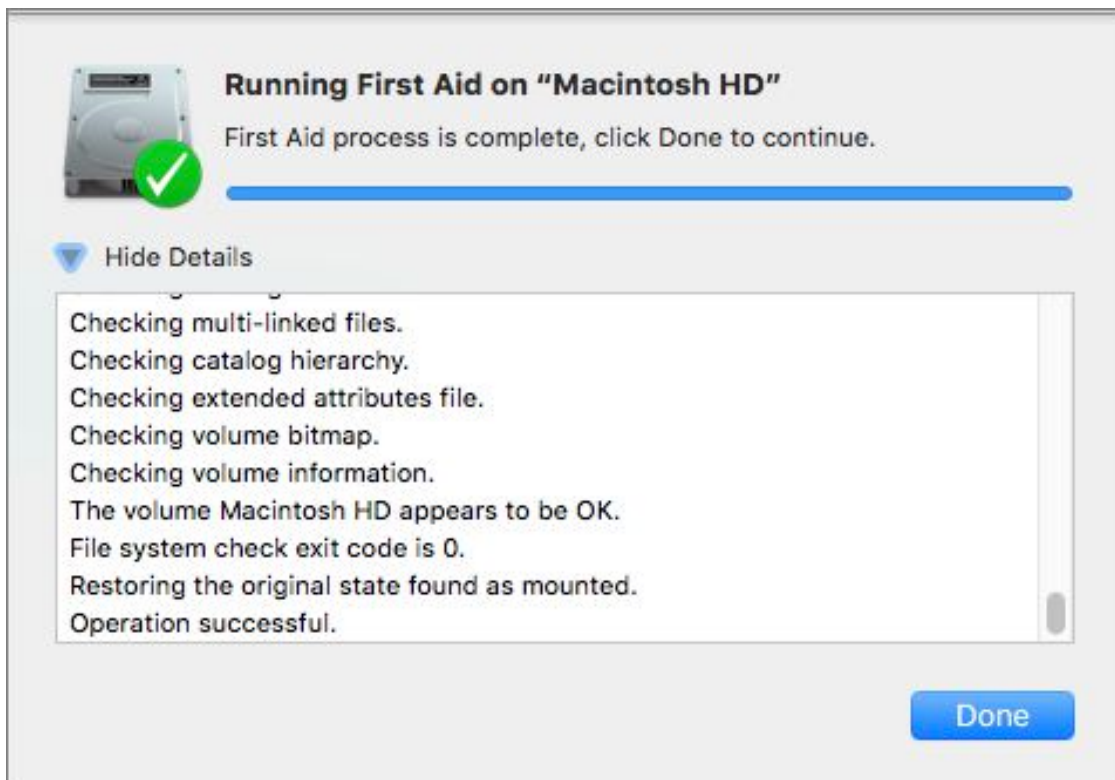


Figure 132: Use High Sierra’s Disk Utility to repair your disk even if it’s the active startup volume.

If Disk Utility repairs your drive—or can’t find problems to repair—but the problem *still* occurs, try reinstalling High Sierra using macOS Recovery (discussed next) or using a bootable installer disk.

If Disk Utility can’t repair the drive:

- You might need a better repair utility (see Joe Kissell’s Macworld article [Do you need a third-party disk utility?](#)).
- You might need to reformat the drive and reinstall High Sierra using a bootable installer disk or macOS Recovery. (Make sure you’ve backed up your data first, and have a plan for restoring it!).
- You might need to replace the drive and then restore your data from a Time Machine backup using macOS Recovery (or from another type of backup, during the first startup after reinstalling High Sierra).
- It may be time to visit the [Genius Bar](#).

Turn to macOS Recovery

When you install High Sierra, it creates a hidden partition (or updates the existing hidden partition) to help you in times of woe. Hold down Command-R at startup until the Apple logo appears to see this emergency mode.

macOS Recovery gives you four choices; here's where to start and how to proceed.

Get Help Online

If you're not sure what to do after reading the rest of this chapter, start here.

First, make sure you're connected to the internet. If you're using Ethernet, you're likely good to go. If you're using Wi-Fi, make sure you're connected by clicking the Wi-Fi icon in the top-right corner of the screen and choosing a network. Enter the network's password, if necessary.

Next, from the macOS Utilities window, choose Get Help Online and click Continue. Safari opens to a description of how to use macOS Recovery. For additional help, you can click the link to the [Apple Support](#) site, click the Mac category, and then browse help topics. Or, click the search icon and type a description of your problem to see if fixes turn up. You may also want to do a more general Google search.

Repair with Disk Utility

If you're in Recovery mode because of disk problems, Disk Utility is the option you'll choose first. Select it in the macOS Utilities window and click Continue. For more on using Disk Utility, flip back a page or so in this chapter to [Try Disk Utility's First Aid](#).

Reinstall macOS

If High Sierra itself is the problem, you'll need to install it anew. You can do this without affecting your files and settings.

For this to work in macOS Recovery, you must be connected to the internet. Click the Wi-Fi icon in the top-right corner of the screen and choose a network. Enter the network's password, if necessary.

Select Reinstall macOS, and then click the Continue button. The High Sierra installer data—roughly 5 GB worth—downloads over the internet from Apple's servers; once the download is finished, installation proceeds. Be prepared for the download to take anywhere from 20 minutes to several hours, depending on your connection; installation will then take another 15 to 30 minutes.

In Case of Emergency: A Bootable Drive

The High Sierra installer is nearly 5 GB in size, so it makes sense to keep a local copy on an external drive. That way, if you need to reinstall it, you don't have to download it again. Having a bootable copy can also be helpful in the event that your Mac doesn't have the invisible Recovery partition. See Roman Loyola's Macworld article [How to make a bootable macOS High Sierra installer drive](#).

Restore from a Time Machine Backup

Say the worst has happened and you must wipe your drive and start fresh (or install a new drive). If you've backed up your data using High Sierra's Time Machine feature, you can restore your system—files, settings, and all—using the Restore from Time Machine option.

If you have a complete Time Machine backup (see warning), and you want to wipe your drive clean and restore your backup to that drive, select Restore from Time Machine Backup and then click Continue. On the next screen, select your Time Machine drive, the particular backup you want to restore from, and the destination drive.

Tip: If you have a bootable backup, it might be easier to boot from that and then restore your disk.

Warning! If you've used Time Machine's exclusion list to leave out system files, you can't restore your system from within macOS Recovery. Instead, reinstall macOS and use the Setup Assistant (during installation—preferred approach) or Migration Assistant (while logged in to an account; it's in [/Applications/Utilities](#)) to transfer data from a partial Time Machine backup.

Backup, Backup, Backup

What does a good backup entail? Some basic elements include:

- ✦ **Any backup at all:** Just connect an external drive or [AirPort Time Capsule](#) and turn on Apple's [Time Machine](#) and you're already ahead of most folks. This built-in backup tool makes it easy to regularly store multiple versions of your files in case of emergency.
- ✦ **Redundant backups:** The next step is to make backup backups, so to speak. That way, if one fails or is corrupted, you're not up a creek.
- ✦ **Offsite backups:** One of the best redundant backups is an offsite backup, for instance through an online service like [Backblaze](#). That way, if your house or office falls prey to natural disaster, you're still covered.
- ✦ **A bootable backup:** If you can't afford a day of downtime after a disk crash, a bootable backup is a good idea, too. This is a complete copy of your Mac's startup volume, usually kept on an external drive. Plug it in, reboot, and get back to work.

See [Backing Up Your Mac: A Joe On Tech Guide](#) to get started making your own strategy. Already in a fix? See [When You Don't Have a Backup](#).

Erase and Reinstall High Sierra

If you're sure that you don't need a new drive, but you want to start from scratch, you can erase the disk and reinstall a fresh copy of High Sierra. (Make sure you've backed up your data and you know how to restore it!)

Boot into macOS Recovery, select Disk Utility, and click Continue.

After the utility launches, select your startup drive's name in the list on the left. Click the Erase button. In the Format pop-up menu, choose your file system—for instance, APFS if you have a solid state drive—rename your disk if you like, and click...(you're sure, right?)... Erase.

Once this process is done, go back to [Reinstall macOS](#), earlier in this chapter, and follow the directions there—or, if you have a bootable installer disk available, now is the time to use it.

Note: For more about macOS Recovery, see [this support Apple article](#).

When You Don't Have a Backup

Speaking hypothetically—because I know this will never, ever happen to you—what do you do if your drive is toast and you don't have a backup? Time for damage control:

- ✦ If you can, go to System Preferences > Network and write down your network settings.
- ✦ Try to back up any of your important, irretrievable files—photos, documents, financial or work files—that aren't already stored on iCloud Drive or a cloud-based file-sharing service like [Dropbox](#). (You could, in fact, make copies to the Cloud, if you don't have a flash drive or external drive.)
- ✦ If you use iCloud to share passwords, calendars, contacts, and the like among various Apple devices, you can now say a prayer of thanks to Steve Jobs. You don't need to worry about this data.
- ✦ If you use Gmail, iCloud, or any other web-based email service, you don't need to worry about your email messages and settings, either—unless you've chosen to save messages locally and delete them from the cloud.

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About the Author



Scholle Sawyer McFarland has been covering the Mac since 1996 as an editor at *MacUser* magazine and then *Macworld*. When she's not working as a freelance writer and editor, Scholle (“*Sholly*”) likes to hang out with her family, friends, and animals in beautiful Portland, Oregon.

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