

# **Macintosh And You The Basicsbook And Disk**

**Richard Norling** 

#### **Macintosh And You The Basicsbook And Disk:**

Mac Basics Joe Kissell, 2025-05-15 Master the fundamentals of using a Mac Version 1 0 1 updated May 15 2025 This book is a thorough friendly guide to using a Mac starting from scratch It covers both the Mac hardware and macOS as well as Apple s built in apps Whether you re a new to Macs or someone who has been struggling because no one ever taught you the ins and outs you ll learn how to become a confident Mac user n Macs don t come with instruction manuals and most Mac users have never taken a class on all the major concepts terms and skills needed to feel comfortable and productive As a result it s all too easy to end up cobbling together a sketchy understanding based on trial and error web searches and tips from friends and family This book changes all that Written by bestselling author Joe Kissell Mac Basics starts from square one so even an absolute beginner can follow along Joe offers a systematic introduction to your Mac s hardware and software helping you to get oriented learn your way around and get answers to the questions that have always puzzled you But it s not just for newbies Even people who have been using Macs for years are sure to learn interesting things The book covers topics such as Your Mac s hardware Learn about all the components of your Mac that you ll interact with as well as how to use external devices What s on the screen Discover what all the elements on screen are called what they do and how to use them You ll meet the menu bar Dock Control Center and even the Trash The Finder What is the Finder and what can it do Explore windows your desktop Quick Look the Go menu and other elements of your Mac s file management app What s on disk Find out where files and folders are located and how to navigate your Mac without getting lost Your Apple Account and iCloud Your Mac becomes vastly more powerful when you connect it to Apple s online services Apps The book describes every single app included with your Mac and explains the basics of working with apps including where and how to obtain new ones Systemwide features Get to know features that work everywhere on your Mac such as Siri Spotlight your clipboard notifications and screenshots Customization Find your way around System Settings and set up your Mac to work just the way you like it Safety and privacy Make sure your Mac s data is safely backed up and keep your private information away from people who shouldn t see it Switching from Windows If you re switching from Windows to Mac you ll learn about the important similarities and differences and how to accomplish common tasks the Mac way Note This book is for Macs running macOS 13 Ventura or later including macOS 14 Sonoma and macOS 15 Sequoia Most Macs released since 2017 support one or more of these versions and upgrade instructions are included in the book for those still running macOS 12 Monterey or earlier Understanding Hard Disk Management on the Macintosh J. Russell Roberts, 1989 The most valuable work of its kind to date this is an insightful and accessible guide to hard disk usage for all Macintosh computers Will have special appeal to business users with its examples and language that reflect a business point of view Switching to the Mac: The Missing Manual, Leopard Edition David Poque, 2008-02-26 Is Windows giving you pause Ready to make the leap to the Mac instead There has never been a better time to switch from Windows to Mac and this incomparable guide will help you make a

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