

# Teach Yourself **VISUALLY**

## MacBook Pro and MacBook Air

8th Edition

Covers  
**macOS  
Tahoe**  
(macOS 2026)



Guy Hart-Davis

**Visual**  
A Wiley Brand



*Teach Yourself*  
**VISUALLY™**

# MacBook Pro and MacBook Air

8th Edition

by Guy Hart-Davis

**Visual**  
A Wiley Brand

## Teach Yourself VISUALLY™ MacBook Pro and MacBook Air

### 8th Edition

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## About the Author

**Guy Hart-Davis** is the author of various computer books, including *Teach Yourself VISUALLY iPhone 17 and iPhone Air*, *macOS Tahoe For Dummies*, and *iPhone For Dummies*, 2026 Edition.

## Author's Acknowledgments

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# How to Use This Book

## Who This Book Is For

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

## The Conventions in This Book

### 1 Steps

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

### 2 Notes

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

### 3 Icons and Buttons

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

### 4 Tips

Tips offer additional information, including warnings and shortcuts.

### 5 Bold

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

### 6 Italics

*Italic* type introduces and defines a new term.

**CHAPTER 10**  
Enjoying Music, Video, and Books

## Read Books

macOS includes the Books app, which enables you to enjoy electronic books, or *e-books*, on your MacBook. Using Books, you can read e-books that you already have on your MacBook, download free or paid-for e-books from online stores, or read PDF files stored on your MacBook.

Before you can read e-books that you have on your MacBook, you must add them to Books. You can then open a book and start reading it.

### Read Books

#### Add Your E-Books to Books

**Note:** This method shows you how to add e-books not purchased from Apple. Any books you have bought via Books appear automatically in the Books app when you sign in using your Apple Account.

- 1 Click **Books** (📖) on the Dock.
- Note:** If Books (📖) does not appear on the Dock, click **Apps** (📂) on the Dock to display the Apps screen in Spotlight, type **Books**, and then double-click **Books** (📖).
- The Books window opens.
- Click **File**.
- The File menu opens.
- Click **Import**.
- The Import dialog opens.
- Navigate to the folder that contains the books.
- Select the books you want to add to Books.
- Click **Import**.
- The Import dialog closes.
- The books appear in Books.

#### Read E-Books

- 1 In the Books sidebar, click the button for the view by which you want to browse. For example, click **Books** in the Library section to view the books in your library.
- 2 You can search for a book by clicking **Search** (🔍) at the top of the sidebar and then typing keywords in the Search box, which appears at the top of the screen.
- 2 Double-click the book you want to open.

The book opens in a new window.

- 3 Press **⬆** to display the next page or **⬅** to display the previous page (not shown).
- Note:** You can also swipe left or right on the trackpad to change pages.
- 4 You can click **Appearance** (Ⓐ) to adjust the appearance of the page and the text.
- 4 When you finish reading, click **Close** (⌵).

The book closes, and your library appears.

**TIP**

How can I add my Kindle e-books to Books?  
As of this writing, Books cannot display books in Amazon's proprietary Kindle format. To read Kindle books on your MacBook, download the free Kindle app from the App Store and log in to the Kindle service using the e-mail address and password you have registered with Amazon.

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### Make This Your New Mac

Here's everything set up as you had it on your iPhone.

[Learn More...](#)

**1 Location Services** On  
Allow Maps and other apps and services like Find My to gather and use data indicating your approximate location.

**Device Analytics** Off  
Help Apple improve its products and services by allowing analytics of usage and data from this Mac.

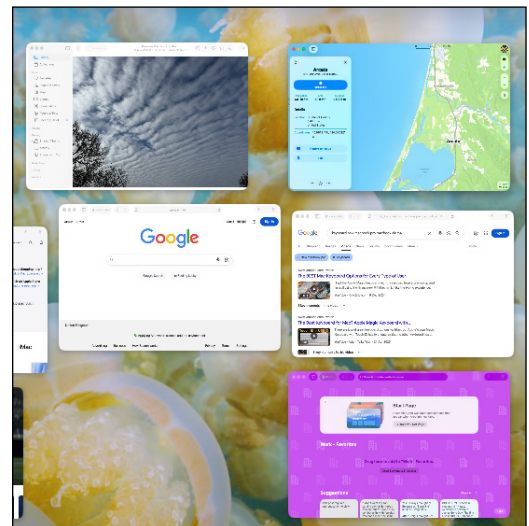
**App Analytics** Off  
Help developers improve their apps by choosing to share app activity and crash data with them through Apple.

**Siri** On  
Allow Siri to use your voice input, contacts, and location to process your requests.

**Screen Time** On  
Get a weekly report with insights about your screen time

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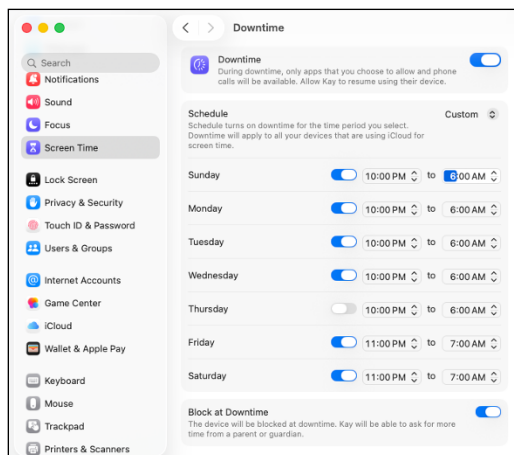
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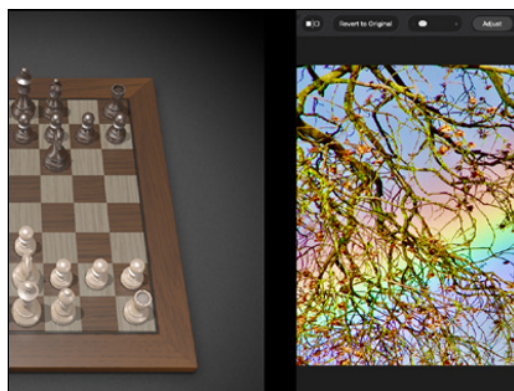
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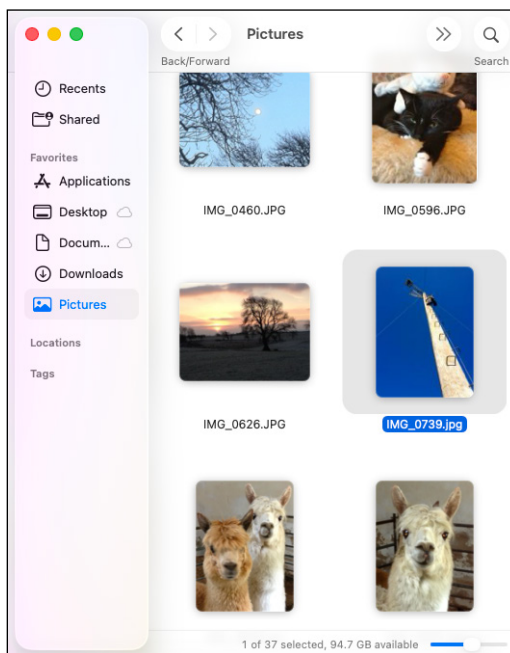
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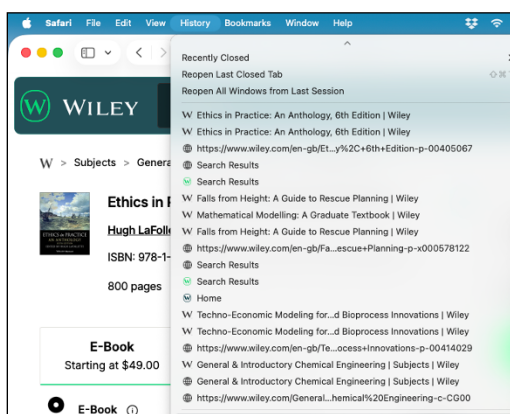
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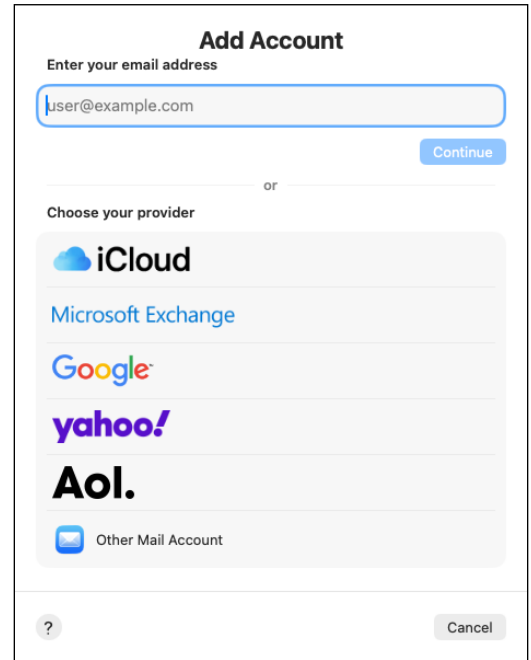
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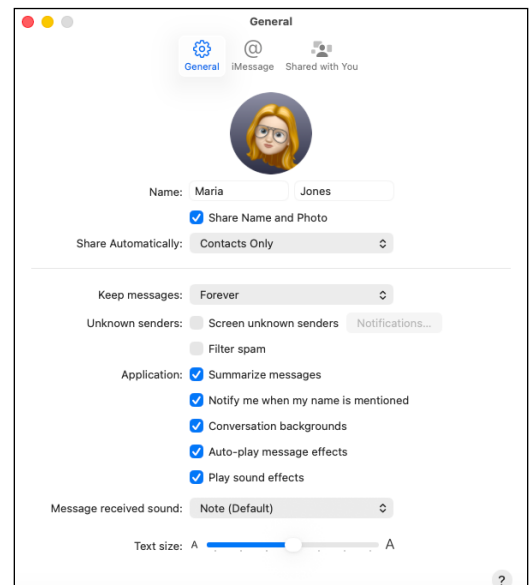
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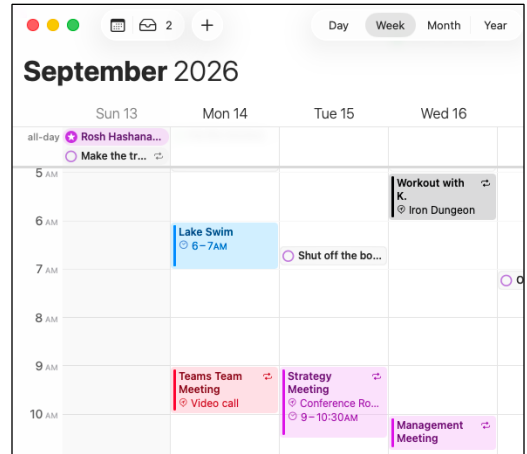
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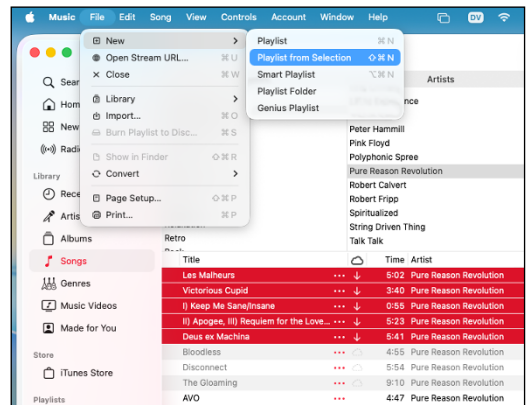
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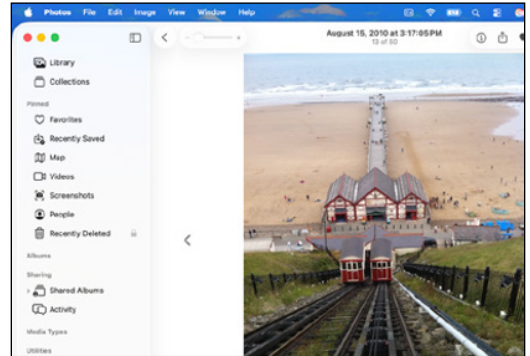
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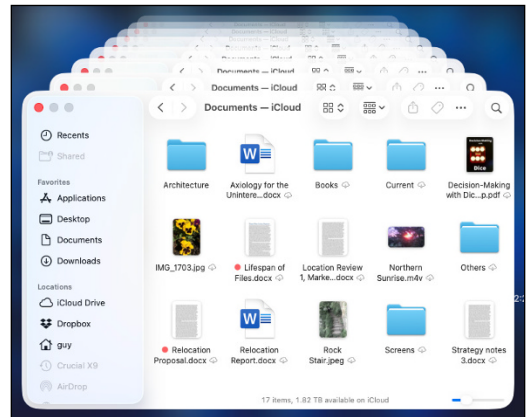
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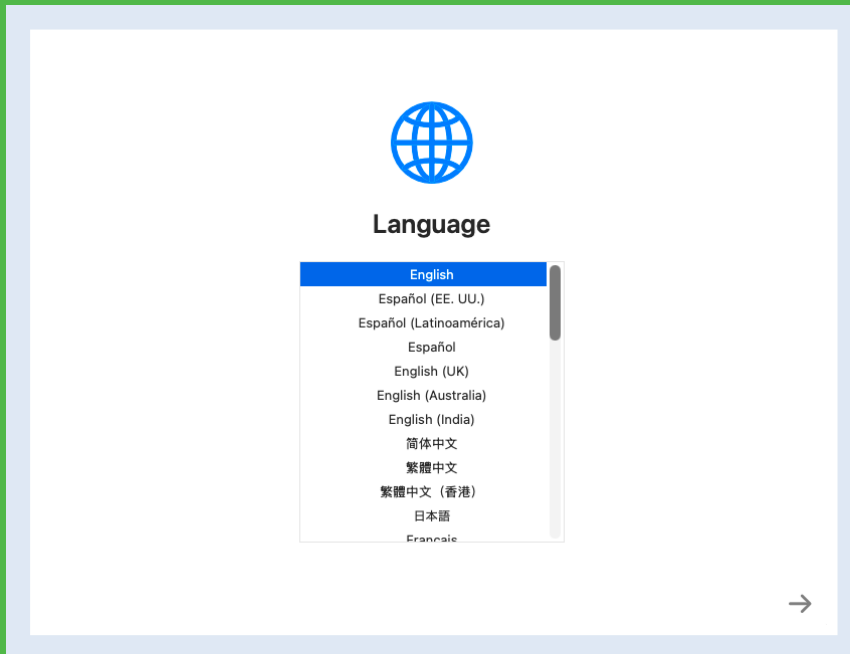


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## CHAPTER 1

# Getting Started with Your MacBook

Apple's MacBook laptops are among the best portable computers you can get. The powerful MacBook Pro and the lightweight MacBook Air enable you to work — or play — anywhere that suits you. Each MacBook comes with macOS, Apple's easy-to-use operating system. This chapter shows you how to set up your MacBook, navigate the macOS interface, and perform essential actions.



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# Understanding the MacBook Pro and MacBook Air

**M**acBook is the family name for Apple's laptop computers. As of this writing, the MacBook family consists of the powerful MacBook Pro models and the slim and lightweight MacBook Air models.

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

## Identify Your MacBook's Main Features

### A Display

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

### B Camera

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

### C Keyboard

Along with the standard letter and number keys, the keyboard provides modifier keys — such as **⌘**, **Option**, and **Control** — to control your

MacBook. The keyboard has a backlight that illuminates automatically when you are using the MacBook in dim light, enabling you to see what you are doing.

### D Trackpad

The trackpad enables you to manipulate objects on the screen using finger gestures. The entire trackpad is also the button that you click or double-click to give commands. On most MacBook models, you can also use a pressing movement called Force Touch to access commands quickly.

### E USB-C Ports

The USB-C ports enable you to connect your MacBook to its power adapter and to other devices, such as external drives, external displays, iPhones, and iPads.

### F Microphones

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

### G Speakers

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



## Identify the Ports on the MacBook Pro Models

### A Analog/Digital Audio In/Out

All the MacBook models include an analog/digital audio in/out port that enables you to connect an external

microphone, headphones, or speakers. Beyond that, some MacBook Pro models feature MagSafe charging ports, an HDMI graphics port, and an SDXC card slot.

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

### B MagSafe 3 Port

Connect the MacBook's power adapter to this port. The MagSafe 3 connector attaches magnetically, providing a secure connection but detaching easily if force is applied — for example, if someone's foot snags the power cord.

### C SDXC Card Slot

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

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

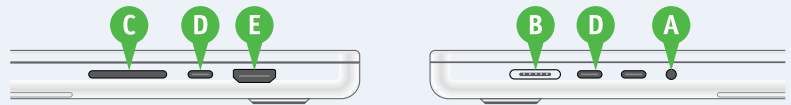
Standard-size SDXC cards protrude from the SDXC slot. This makes them easy to remove but even easier to damage if you leave them in the slot while transporting your MacBook. If you need to leave an SD card in the slot, get a microSD card and a low-profile adapter such as those made by BaseQi ([www.baseqi.com](http://www.baseqi.com)).

### D USB-C Ports

The MacBook Pro models include two or three USB-C ports for connecting your USB devices. To connect a device that uses a cable with the flat, rectangular USB-A connector, you will need a USB-C-to-USB-A converter or a device that includes such a converter. If you need to connect multiple USB-A devices, consider getting a docking station that includes multiple USB-A ports.

### E HDMI Port

The 16-inch MacBook Pro includes one HDMI port for connecting an external display of up to 4K resolution or 8K resolution, depending on the model.



# Understanding the MacBook Pro and MacBook Air (continued)

The current MacBook Air and MacBook Pro models include a row of hardware function keys above the keyboard. These keys are marked F1 through F12; each has a dedicated function, such as changing screen brightness or controlling media playback.

Some MacBook Pro models have the Touch Bar instead of the hardware function keys. The Touch Bar is a multitouch control strip whose contents change to suit the current app or selection. Some users find the Touch Bar convenient, but others prefer to have the physical function keys.

## Meet Your MacBook's Keyboard



### A Decrease Brightness

Press **F1** to decrease the screen's brightness.

### B Increase Brightness

Press **F2** to increase the screen's brightness.

### C Mission Control

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

### D Search

Press **F4** to open or close the Spotlight Search pane.

### E Dictation

Press **F5** to start Dictation.

### F Keyboard Backlight

Press **F6** to adjust the keyboard backlight.

### G Previous/Rewind

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

### H Play/Pause

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

### I Next/Fast-Forward

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

### J Mute

Press **F10** to mute your MacBook.

### K Volume Down

Press **F11** to turn the volume down.

### L Volume Up

Press **F12** to turn the volume up.

**M Power/Touch ID Button**

Press the Power button to turn on your MacBook; press and hold the Power button to force your MacBook to turn off. For Touch ID, place your registered finger on the button without pressing.

**N Shift**

Press **Shift** to type capital letters or the symbols that appear on the upper part of the keys.

**O Globe/Alternate Function**

Hold down **⌘/Fn** while pressing a function key to perform the alternate task.

**P Control**

Press **Control** to give keyboard shortcuts.

**Q Option**

Press **Option** to give keyboard shortcuts.

**R Command**

Press **⌘** to give keyboard shortcuts.

**S Arrow Keys**

Press **↑**, **↓**, **←**, and **→** to move the pointer around the screen.

## Understanding and Using the Touch Bar

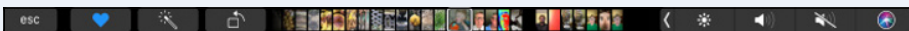
The Touch Bar is a flat sensor strip that replaces the row of physical function keys with virtual keys and controls that change depending on the app and the actions available to you. If your MacBook Pro has the Touch Bar, you may be able to take a wide variety of actions from the Touch Bar by using the buttons and other controls that appear on it.

Unfortunately, as of this writing, macOS Tahoe appears not to support the Touch Bar fully. Many users of Touch Bar–equipped MacBook Pro models report partial or complete loss of Touch Bar functionality after upgrading to macOS Tahoe. However, Apple has not officially announced that it is deprecating the Touch Bar, so support may improve.

This section shows you four examples of how the Touch Bar changes. First, the Touch Bar can display keys for the dedicated functions of the hardware function keys:



When the Photos app is active, the Touch Bar can display controls for navigating among photos and performing common operations, such as marking a photo as a favorite, enhancing a photo, and rotating a photo:



Apps that enable you to manipulate color can display slider controls on the Touch Bar:



When you need to perform calculations, the Touch Bar can display buttons for common operations:



# Set Up Your MacBook

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

This section shows you the key decisions you make when setting up your MacBook. The first user account you create is an administrator account, which can create other accounts later for other users. You may also choose to create a personal account for yourself, leaving the administrator account strictly for administration.

## Begin Setup and Choose Your Country

To begin setup, position your MacBook on a desk or table, connect its power supply, and then press the Power button. On most MacBook models, the Power button is at the upper-right corner of the keyboard and doubles as the fingerprint reader.

When the Language screen appears, click your language (A), and then click **Continue** (→, B). Then, on the Select Your Country or Region screen, select your country or region, and click **Continue**.

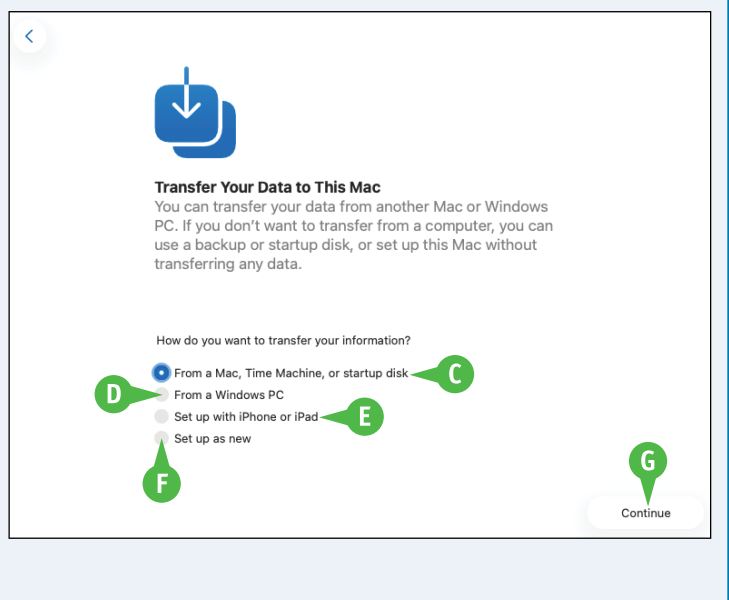


## Choose Whether to Transfer Information to Your MacBook

On the Transfer Your Data to This Mac screen, choose whether to transfer information to your MacBook.

If you have information on another Mac, a Time Machine backup, or a Mac's startup disk, select **From a Mac, Time Machine backup or startup disk** (●, C). If you have information on a Windows PC, select **From a Windows PC** (●, D). If you want the MacBook to pick up settings from your iPhone or iPad, select **Set up with iPhone or iPad** (●, E). If you have no information to transfer, select **Set up as new** (●, F).

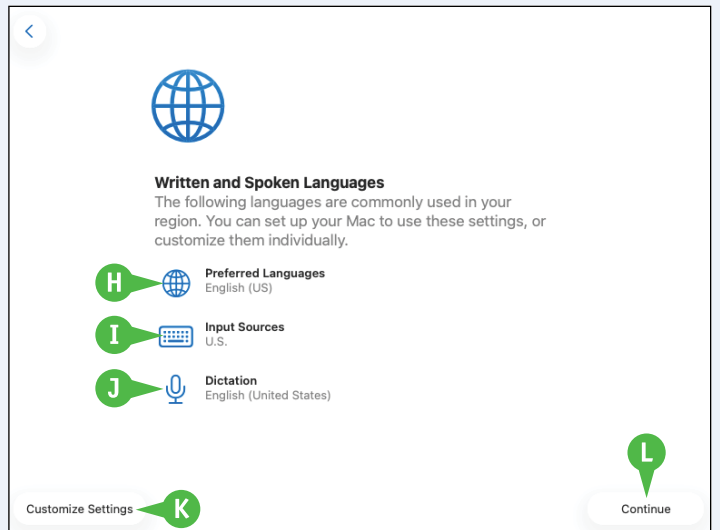
After making your choice, click **Continue** (G).



## Choose Written and Spoken Languages Settings

On the Written and Spoken Languages screen, verify that Preferred Languages (🌐, H) shows the language you want the macOS user interface to use, that Input Sources (🗂️, I) shows the keyboard layout you want to use, and that Dictation (🗣️, J) shows the language you will use for dictating text to your MacBook. If you want to change any of these settings, click **Customize Settings** (K) and then choose your preferred language, keyboard layout, or dictation language.

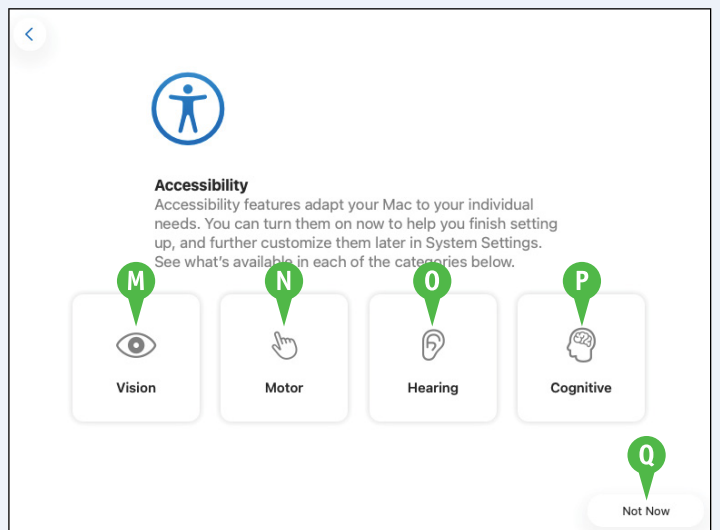
When the Written and Spoken Languages screen shows the settings you want, click **Continue** (L) to proceed.



## Apply Any Accessibility Settings You Need

On the Accessibility screen, you can choose whether to enable any of macOS's accessibility features now so that you can use them during setup and thereafter. Click **Vision** (👁️, M) to enable features such as VoiceOver, Zoom, and Pointer Size. Click **Motor** (👉, N) to enable Accessibility Keyboard, an on-screen keyboard. Click **Hearing** (👂, O) to enable the Closed Captions feature and the Flash for Alerts feature. Click **Cognitive** (🧠, P) to enable features including Appearance, Speak Selection, and Typing Feedback.

You can enable and disable these accessibility features — and others — at any point after finishing setup. Click **Not Now** (Q) if you do not want to set up any Accessibility features.



# Set Up Your MacBook (continued)

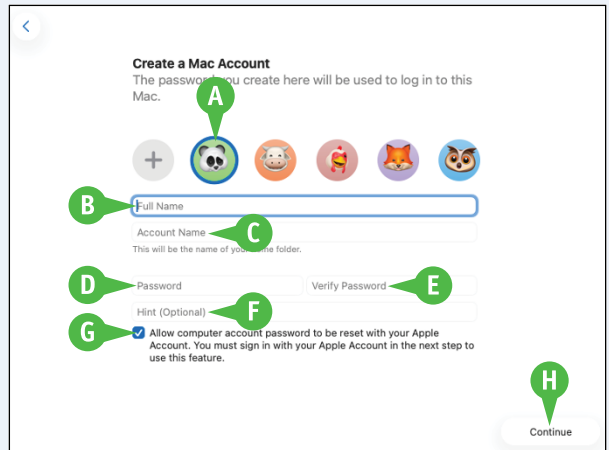
When creating an account, you can use either your full name or a shortened version. You can edit the username that macOS suggests based on that name. You can choose whether to set a password hint to help yourself remember your password. You can also choose whether to let your Apple Account reset the password, enabling you to recover from a lost password by logging in using your Apple Account.

## Set Up Your Mac Account

On the Create a Mac Account screen, click the icon (A) you want to use as your avatar and then type your name the way you want it to appear in the Full Name box (B). In the Account Name box (C), macOS automatically enters a default account name consisting of your Full Name entry changed to lowercase and stripped of spaces and punctuation — for example, if you type *Maria Jones* as the full name, macOS suggests *mariajones* as the account name. You can edit the account name as needed.

Type a new password in the Password box (D) and the Verify Password box (E). Optionally, click **Hint** (F) and type a password hint that will help you to recall your password.

Select **Allow computer account password to be reset with your Apple Account** (☑, G) if you want to be able to reset this password by using your Apple Account. This feature helps you avoid getting locked out of your MacBook. Click **Continue** (H).



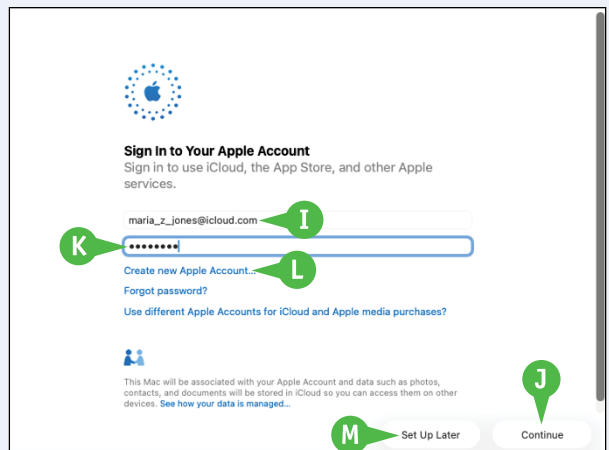
## Sign In to Apple's Services with Your Apple Account

The Sign In with Your Apple Account screen enables you to sign in to Apple's services using your Apple Account, a credential consisting of an e-mail address and a password.

If you already have an Apple Account, type the e-mail address in the Apple Account box (I) and then click **Continue** (J). The Sign In with Your Apple Account screen then displays the Password box. Type your password in the Password box (K) and then click **Continue** (still J).

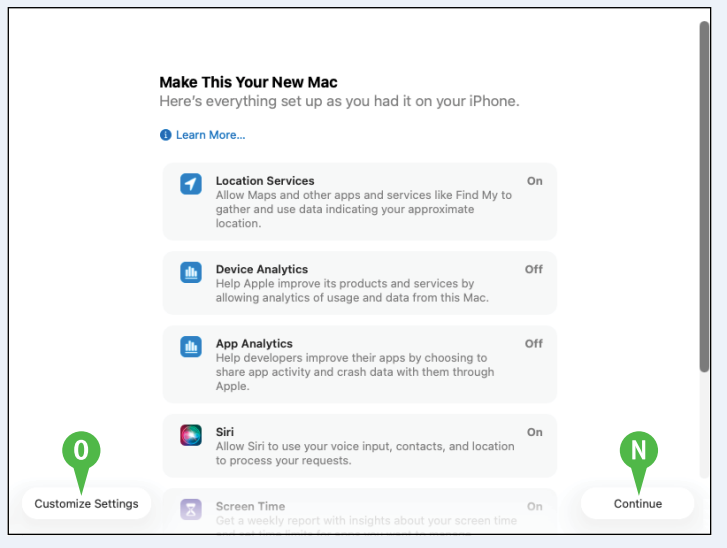
If you do not have an Apple Account, you can click **Create new Apple Account** (L) and follow the prompts to create one.

If you prefer not to sign in with an Apple Account at this point, click **Set Up Later** (M).



## Choose Settings on the Make This Your New Mac Screen

The Make This Your New Mac screen summarizes the settings that the macOS installer will apply to your user account. Review the list of settings, which may include items such as Location Services, Device Analytics, App Analytics, Siri, Screen Time, and Appearance. If you are content to keep your existing settings, click **Continue** (N); otherwise, click **Customize Settings** (O) and then choose custom settings as needed.

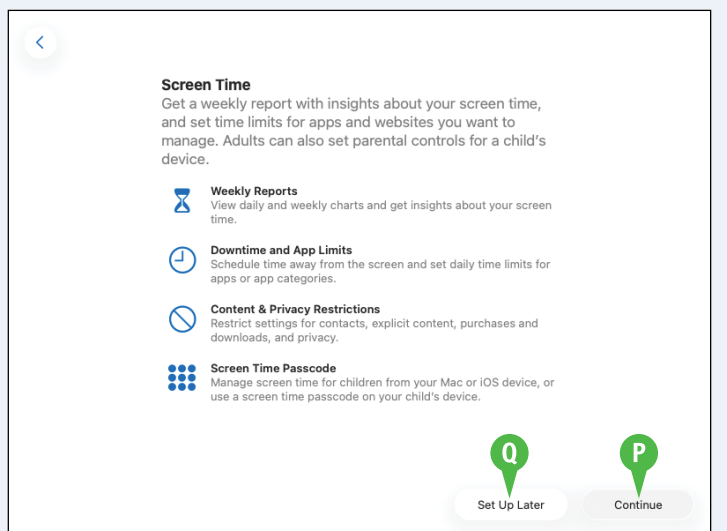


## Enable Screen Time If You Need It

When the Screen Time screen appears, decide whether to activate the Screen Time feature, which tracks your or other users' computer usage so that you can analyze it. If you want to use Screen Time for either yourself or another user of your MacBook, click **Continue** (P); macOS enables the Screen Time feature as a whole, and you can configure the settings later. If you do not need Screen Time, click **Set Up Later** (Q); should you want to use Screen Time later, you can enable it and configure it at that point.

After you finish configuring macOS, the Welcome screen appears. Click **Get Started**

to display the macOS desktop. You can start using your MacBook as explained in the rest of this book.



# Start Your MacBook and Log In

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

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

## Start Your MacBook and Log In

- 1 Press the Power button on your MacBook (not shown).

**Note:** This book uses “(not shown)” to indicate that a numbered step in text does not appear on the corresponding screen.

A screen showing the list of users appears.

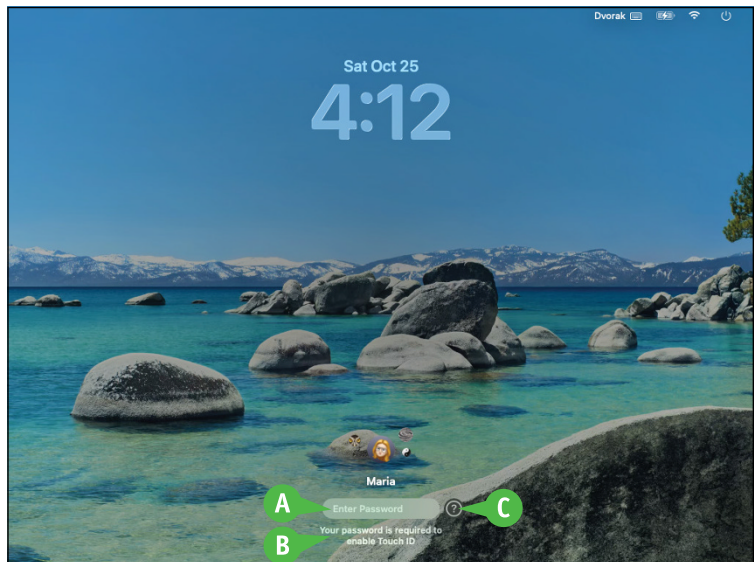
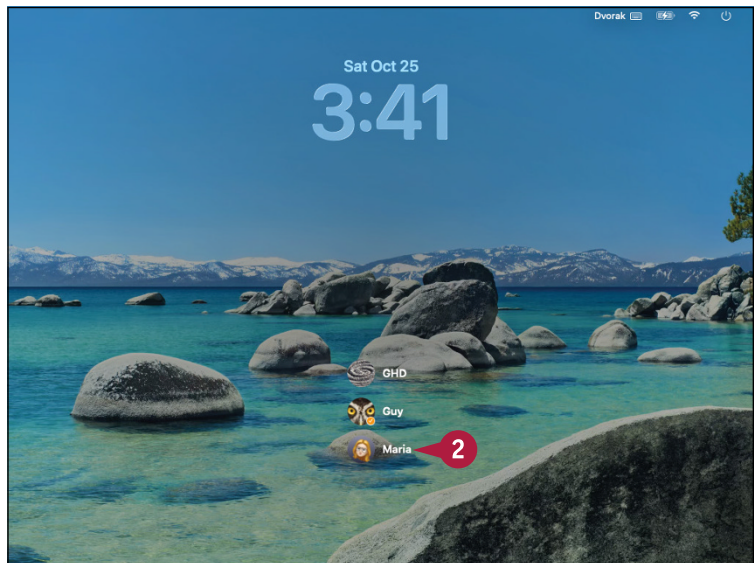
**Note:** Your MacBook may not display the list of users on the login screen. Instead, it may simply log you in automatically or show a different login screen. Chapter 12 shows you how to tighten your MacBook’s security by turning off automatic login.

**Note:** If the login screen shows another user’s name and icon, move the pointer over the name or icon to display the list of users.

- 2 Click your username.

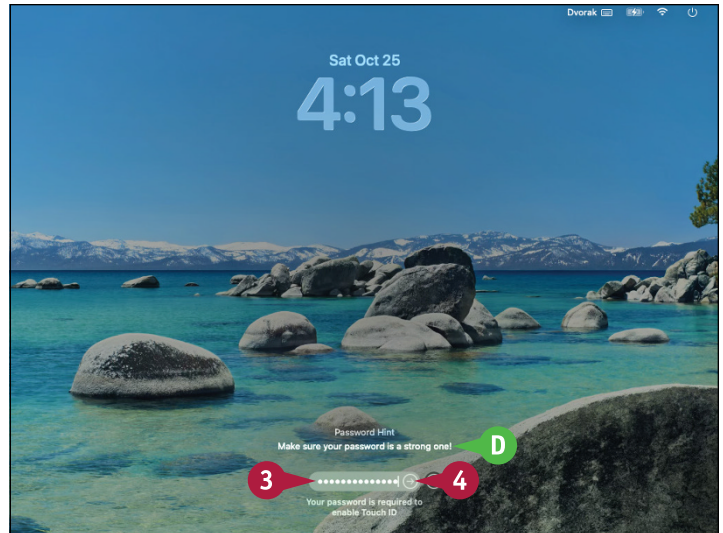
**Note:** On a Touch ID–equipped MacBook, Touch ID is not always available for login. For example, you may need to type your password after restarting the MacBook, after not having used it for an extended time, or following multiple failed attempts to use Touch ID. This is a security measure.

- A The Enter Password box appears.
- B The prompt *Your password is required to enable Touch ID* may appear.
- C If password hints are enabled, you can click **Hint** (?) to display your password hint.



- D Your password hint appears.
- 3 Type your password in the Enter Password box.
- 4 Click **Log In** (→).

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



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



## TIPS

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

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

### Why does my MacBook not show the list of usernames?

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

# Explore the macOS Desktop

Your MacBook runs the macOS operating system, which is currently in version 26, a version called Tahoe. The Macintosh operating system has long been known for being intuitive and is also pleasing to look at. It was the first major system interface to focus on graphical elements, such as icons. The macOS desktop is the overall window through which you view all that happens on your MacBook, such as looking at the contents of folders, working on documents, and surfing the Web.

## Explore the macOS Desktop

### A Menu Bar

The menu bar usually appears at the top of the screen, showing the menus for the active application or app. macOS hides the menu bar in certain situations, such as when you display an app full screen.

### B Drives

The MacBook stores its data, including the software it needs to work, on an internal drive. This drive is a solid-state device, or SSD, rather than a traditional hard drive containing spinning platters, but it is often referred to as a “hard disk.”

You can also connect external drives for extra storage. You can choose whether to display an icon for each hard disk on the desktop.

### C iPod, iPhone, or iPad

You can connect one or more iPods, iPhones, or iPads to your MacBook to transfer files.

### D Folders

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

### E Files

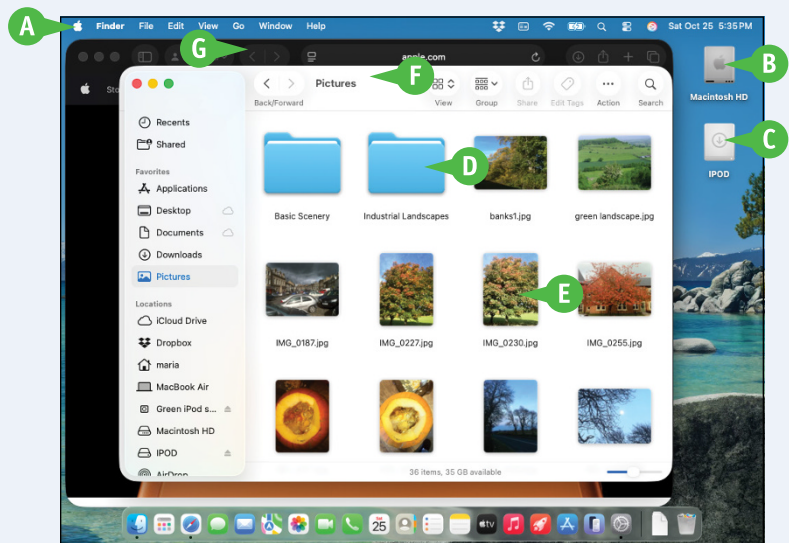
Files include documents, applications, or other sources of data. There are various kinds of documents, such as text, photos, graphics, songs, or movies.

### F Finder Windows

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

### G App and Document Windows

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



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