

TAKE CONTROL OF

HIGH SIERRA

EARLY ACCESS

A free update to this book
will be available shortly after
High Sierra is released.

by **SCHOLLE McFARLAND**

\$15

Table of Contents

| | |
|---|-----|
| Read Me First..... | 3 |
| Introduction | 5 |
| What’s New in High Sierra? | 6 |
| Discover the Little Things in High Sierra | 12 |
| Say Hello to Siri | 19 |
| Find Files and Facts with Spotlight | 41 |
| Cut Clutter with App Tabs | 51 |
| Command the View | 55 |
| Keep Current with Notification Center | 64 |
| Update Your Safari Smarts | 73 |
| Note Your Thoughts | 83 |
| Move Easily between Devices | 104 |
| Move Big Files with AirDrop (and more) | 118 |
| Navigate iCloud Drive | 125 |
| Manage Your Storage | 135 |
| Use iCloud Family Sharing | 136 |
| Avoid Problems with User Accounts | 137 |
| Troubleshoot Mac Problems | 147 |
| About This Book | 148 |
| Copyright and Fine Print | 151 |

Read Me First

Welcome to *Take Control of High Sierra*, version 1.0, published in August 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.

Copyright © 2017, Sawyer McFarland Editing. All rights reserved.

Updates and More

You can access extras related to this ebook on the web (use the link in [Ebook Extras](#), near the end; it’s available only to purchasers). On the ebook’s Take Control Extras page, you can:

- Download any available new version of the ebook for free, or buy any subsequent edition at a discount.
- Download various formats, including PDF, EPUB, and Mobipocket. (Learn about reading on mobile devices on our [Device Advice](#) page.)
- Read the ebook’s blog. You may find new tips or information, as well as a link to an author interview.

If you bought this ebook from the Take Control website, it has been added to your account, where you can download it in other formats

and access any future updates. However, if you bought this ebook elsewhere, you can add it to your account manually; see [Ebook Extras](#).

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.

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 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](#).

One note: We’re putting this ebook out early because we know many people are using the High Sierra public beta and are eager to get started learning about what’s new. Beta software can be fickle, though, and not all features are in their final form. Never fear: when the finished software is available, you’ll get an updated 1.1 version of this book.

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—some substantial, some subtle—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](#).
- **Messages History in iCloud:** By default, High Sierra stores your Messages' history in iCloud. This means you can see old messages on any device you've signed in to with your iCloud account and you save space on your local drive. Get the details in [Access Old Messages via iCloud](#).
- **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 simplifies Family Sharing set up. 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, answering music trivia, learning your preferences, and tailoring playlists to your mood. You can now type questions and commands to Siri (**Figure 2**) if you want to keep your side of the conversation quiet or you have a disability that limits your speaking. Learn all about this and more in [Say Hello to Siri](#).

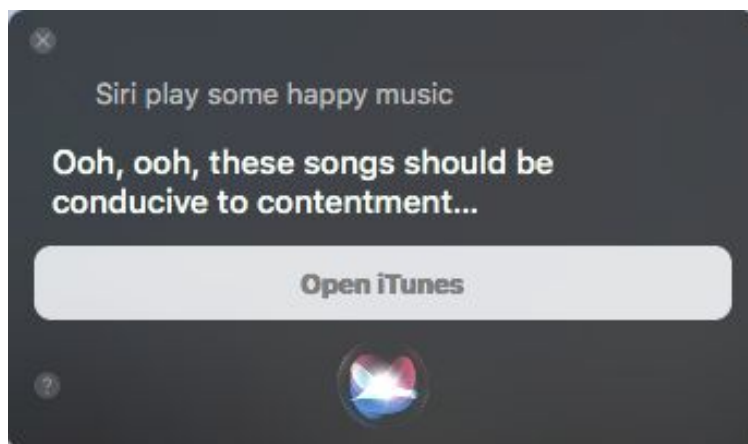


Figure 2: Siri is happy to tailor a playlist to your mood.

- **Spotlight:** If your query has more than one answer, Apple’s search technology can now show multiple Wikipedia results. You can also 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](#).

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 4**). Think Harry Potter and moving wizard pictures.



Figure 4: 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 5**). The shot is added to your Photos Library.



Figure 5: 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, understandably, take up more space than regular still photos. Get overly enthusiastic about this feature and you might find

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 10**).

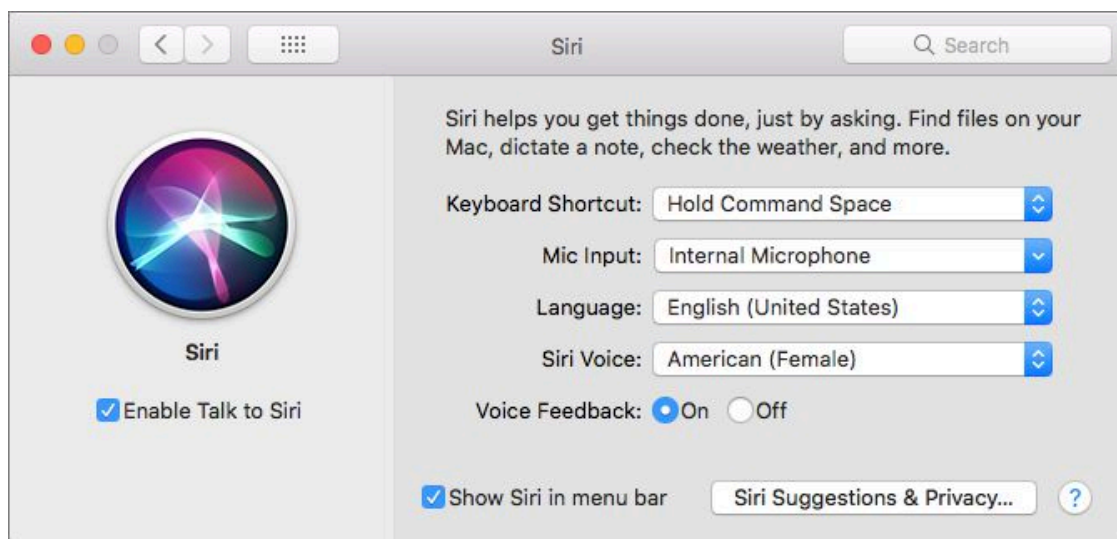


Figure 10: Go to Siri's System Preferences pane to enable Siri, change its voice, use a different mic, and more.

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 11**).



Figure 11: 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, 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 12**).

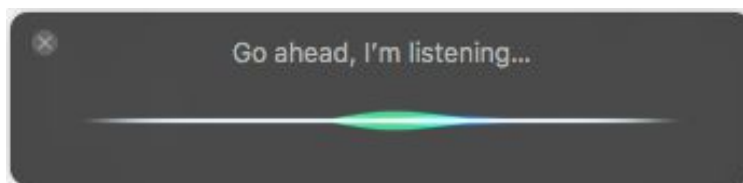



Figure 12: Siri is ready to listen when you see the pulsing line.

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 just 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, (quickly) press and release Command-Space or click the magnifying glass  icon in the menu bar. The Spotlight search field appears in the middle of your screen. If it’s in the way of something you’re looking at, drag it to a new location. Then, type your search term to begin (**Figure 25**).

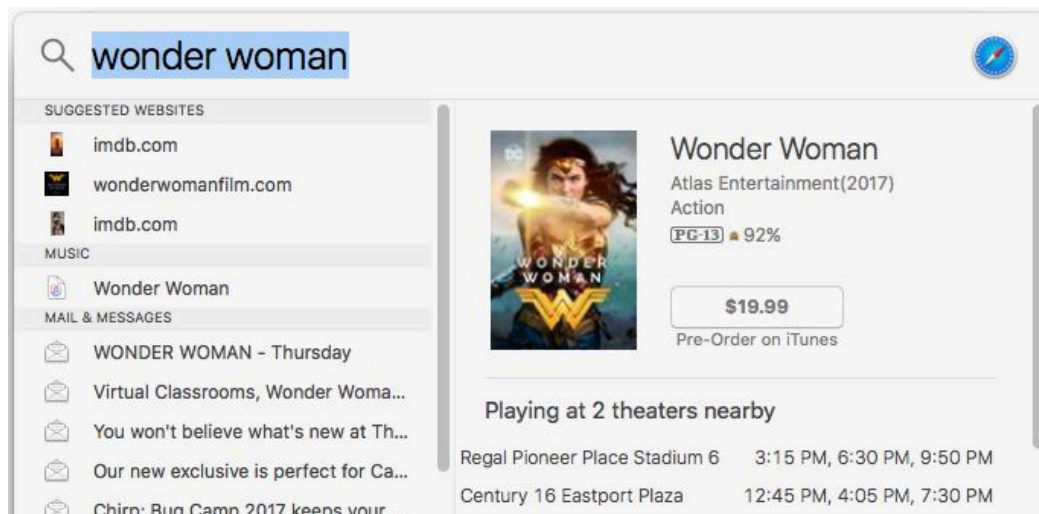



Figure 25: Click the magnifying glass icon in the menu bar (or press Command-Space) to activate Spotlight. Then, type in your term.

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.

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 29**).

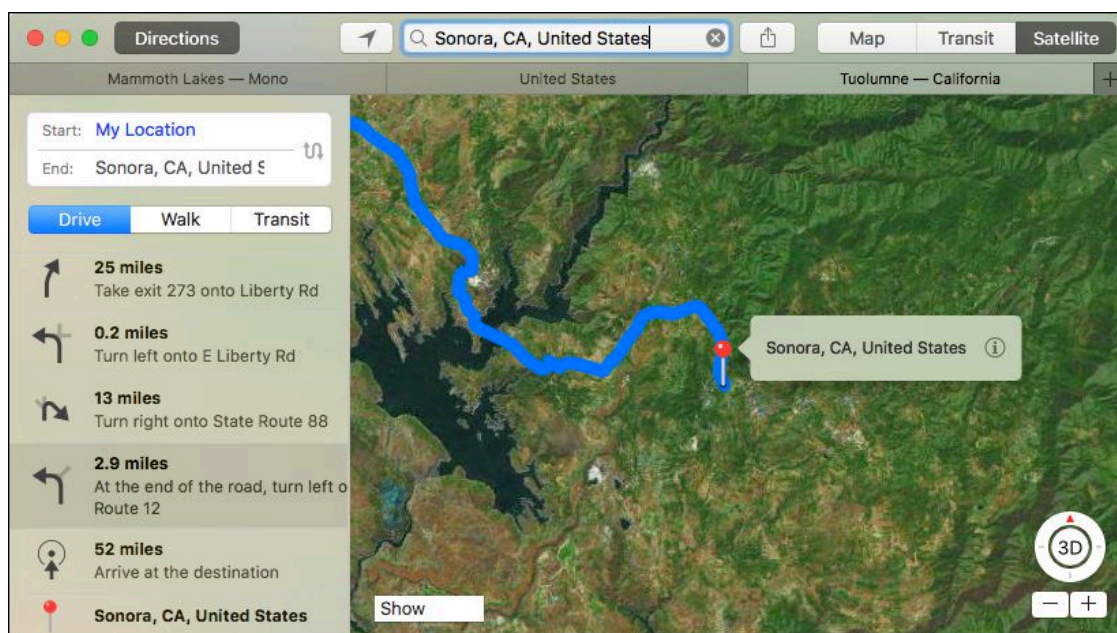


Figure 29: Save space and cut clutter by keeping your app windows—in this case, for Maps—organized in tabs.

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 30**) to create a new tab.

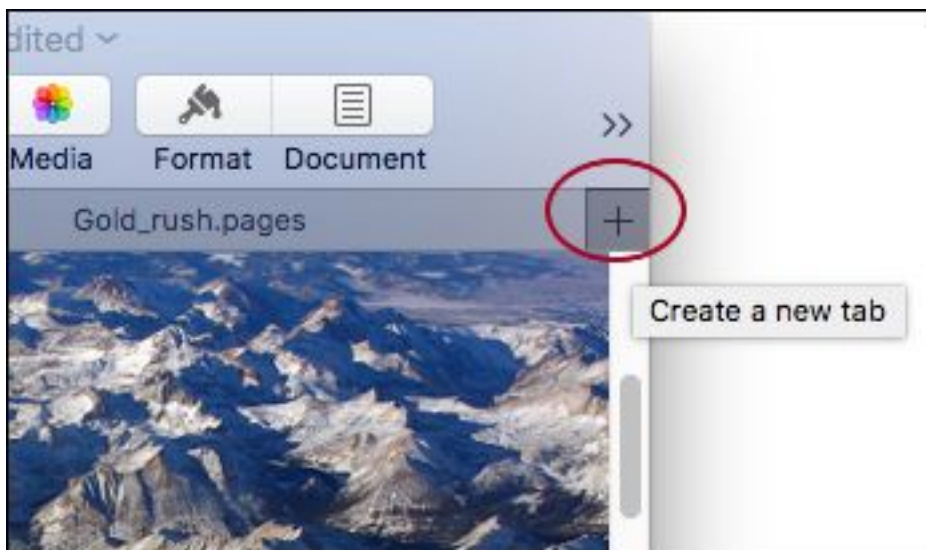


Figure 30: Click the plus button (circled) on the Tab Bar to create a tab.

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.

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 31**).

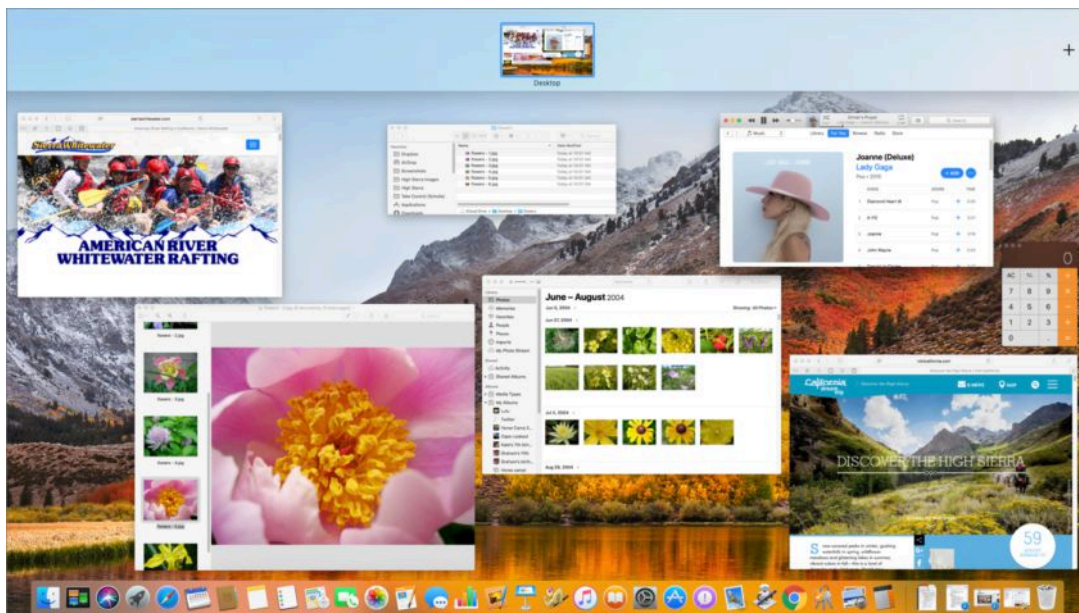


Figure 31: Invoke Mission Control to get a bird’s-eye view of all open windows.

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 32**).



Figure 32: 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 33**). Now, just move your pointer to that corner and Mission Control appears.

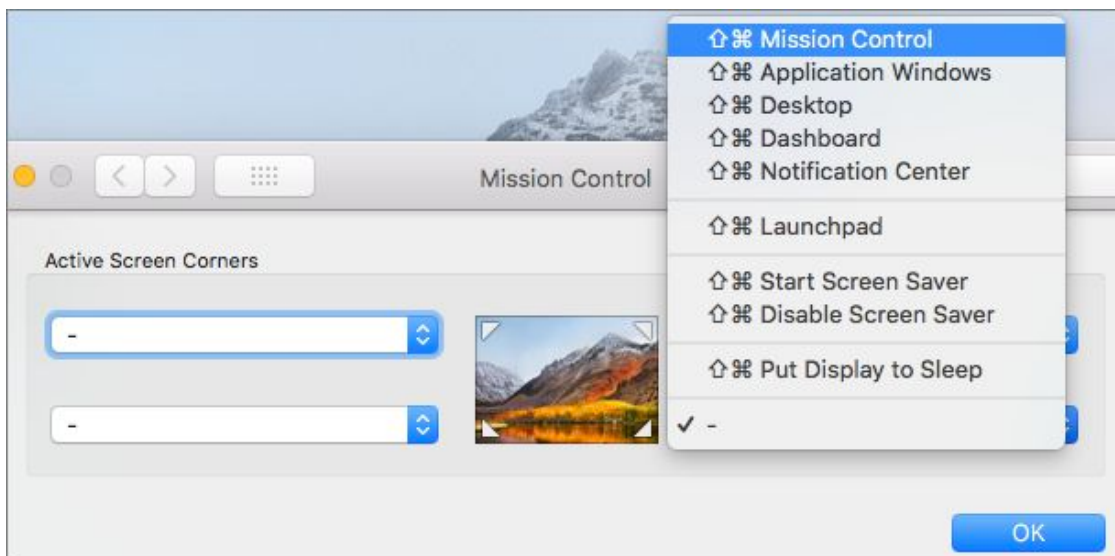


Figure 33: Set a hot corner for Mission Control.

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 40**), which includes playback controls for your media, whether it’s playing through iTunes, QuickTime, or Safari.

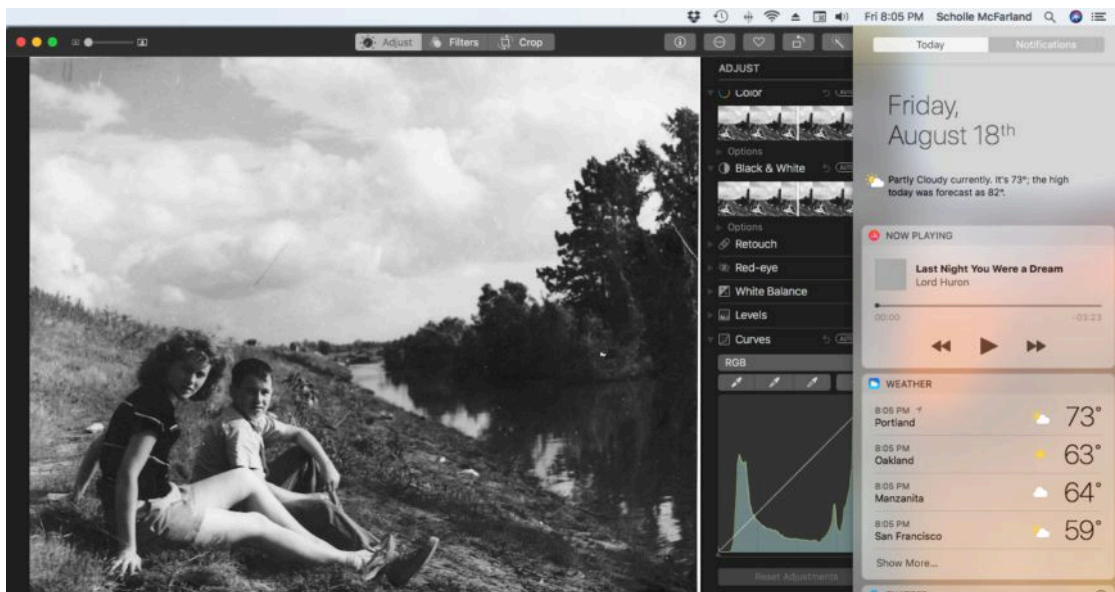


Figure 40: Notification Center slides in from the right of your screen. In High Sierra it adds a new widget, Now Playing, which can control media from more than just iTunes.

Control Notifications' Look

Individual notifications appear at the top right 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 41**).

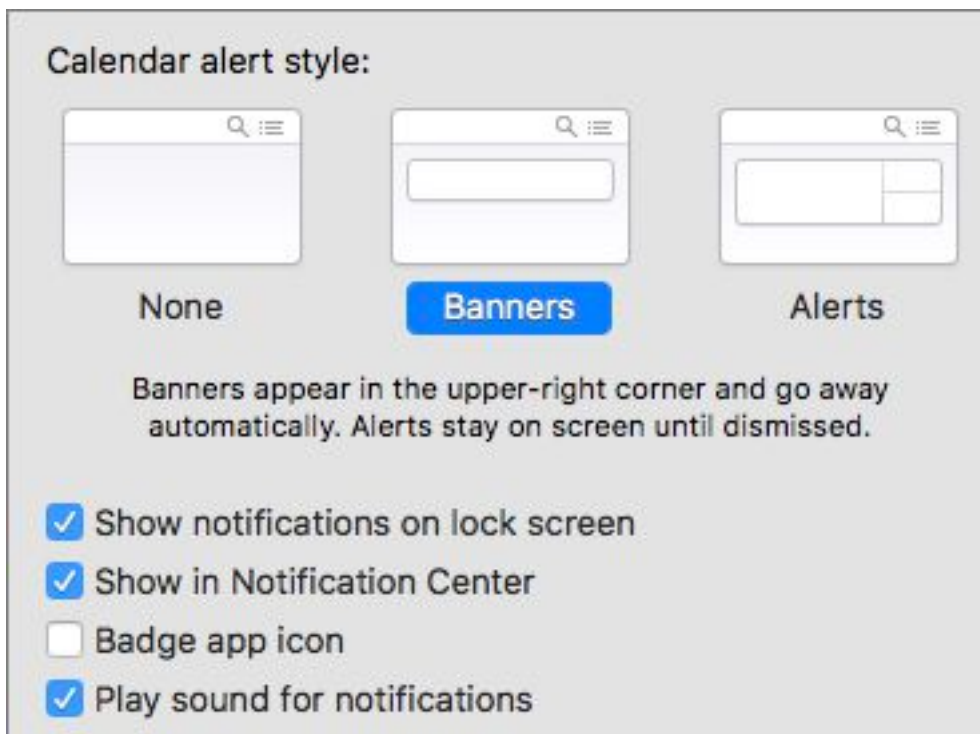


Figure 41: For each app (Calendar is selected here) you can choose from three notification styles—None, Banners, or Alerts.

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

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 49**).



Figure 49: 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 50**).

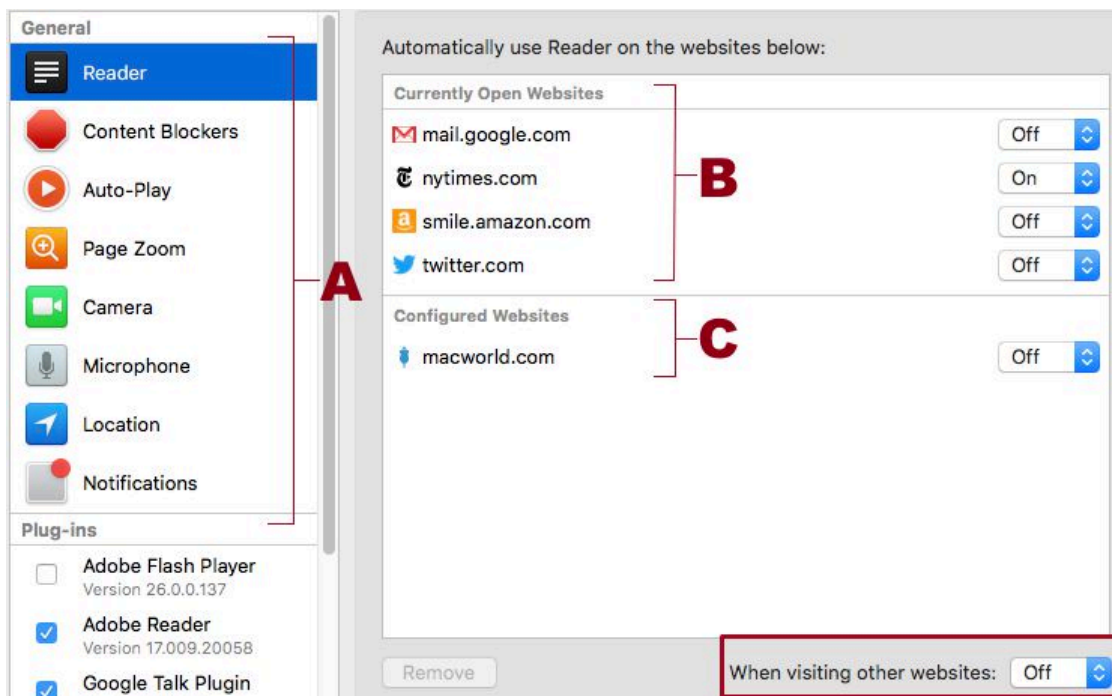


Figure 50: In Safari's new Websites pane, choose from eight categories (A) to set site-by-site settings for open sites (B) or ones you've already configured (C). Use the When Visiting Other Websites pop-up menu (boxed) to set default preference in the chosen category.

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

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 change your mind. 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 Josh Centers's [Take Control of iOS 11](#).

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.

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 73**). If you don't see this box, you're out of luck.

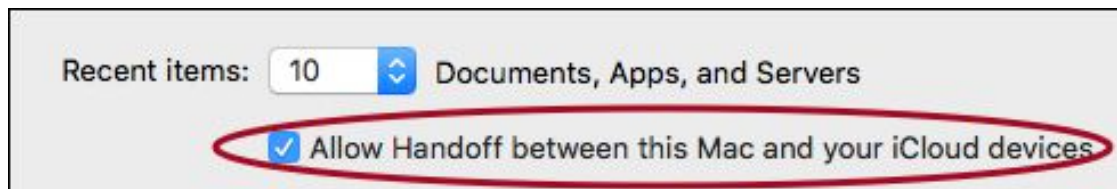


Figure 73: Does your Mac support Handoff? Go to System Preferences > General. You want to see this setting (circled).

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.

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

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.

Working 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 85**).




Figure 85: 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 86**). Click Done.

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 haven't found 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 other space-saving improvements to apps like Mail will help with this problem. But you can also use a range of built-in tools to help you wrangle your bytes. To find them, choose Apple  > About this Mac > Storage and click the Manage button (**Figure 91**).

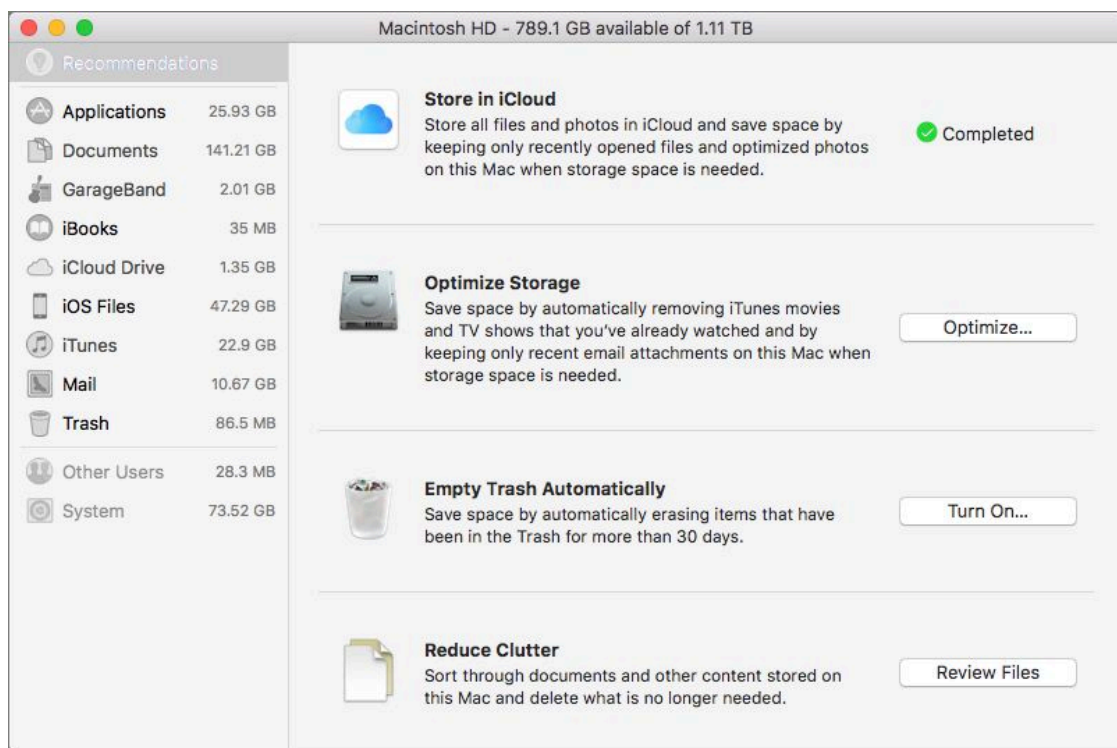


Figure 91: Short on space? High Sierra comes with built-in tools to help you use your storage wisely.

Check back for version 1.1 of this ebook when we'll look at each of these options in depth.

Use iCloud Family Sharing

[Family Sharing](#), an iCloud feature, makes it easy for up to six family members to share digital media without having to share an Apple ID. Family purchases may also route through the family organizer, which means kids can spend money only when sanctioned. 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.

High Sierra simplifies the process of getting Family Sharing set up. Check back for version 1.1 of this ebook when we'll walk through what's changed.

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 92**).

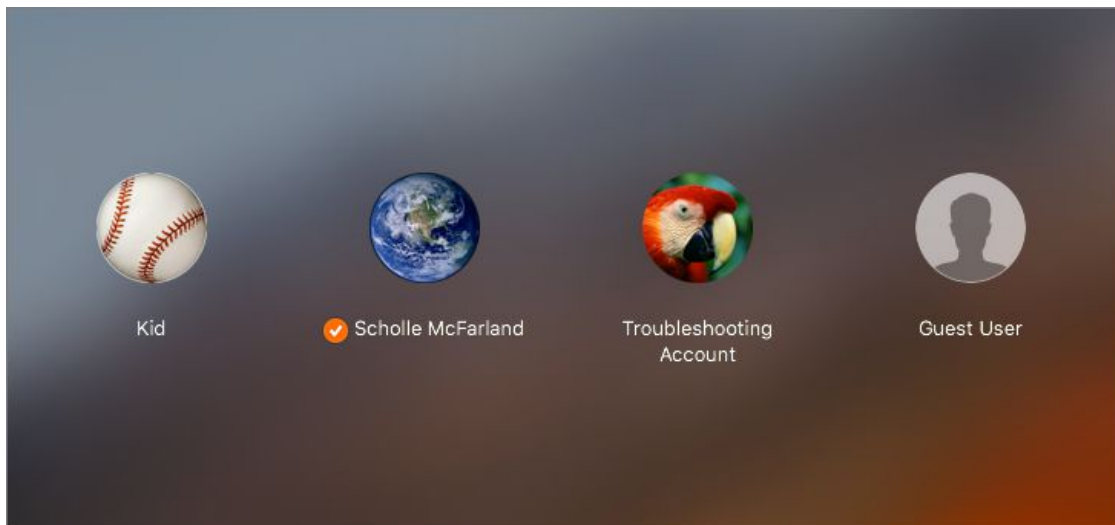


Figure 92: Use different types of user accounts to solve problems.

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.

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. And now that the macOS uses a new file system, you may find some new challenges in your path. Check back for basic troubleshooting advice in version 1.1 of this book.

About This Book

Thank you for purchasing this Take Control book. We hope you find it both useful and enjoyable to read. We welcome your [comments](#).

Ebook Extras

You can [access extras related to this ebook](#) on the web. Once you're on the ebook's Take Control Extras page, you can:

- Download any available new version of the ebook for free, or buy any subsequent edition at a discount.
- Download various formats, including PDF, EPUB, and Mobipocket. (Learn about reading on mobile devices on our [Device Advice](#) page.)
- Read the ebook's blog. You may find new tips or information, as well as a link to an author interview.
- Find out if we have any update plans for the ebook.

If you bought this ebook from the Take Control website, it has been automatically added to your account, where you can download it in other formats and access any future updates. However, if you bought this ebook elsewhere, you can add it to your account manually:

- If you already have a Take Control account, log in to your account, and then click the “access extras...” link above.
- If you don't have a Take Control account, first make one by following the directions that appear when you click the “access extras...” link above. Then, once you are logged in to your new account, add your ebook by clicking the “access extras...” link a second time.

Note: If you try these directions and find that your device is incompatible with the Take Control website, [contact us](#).

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.

Acknowledgments

Special thanks to:

- Joe for bravely picking up the Take Control torch.
- Tonya and Adam for giving me the opportunity to write the original version of this book and to work with the wonderful Take Control crew.
- Dave, Graham, and Kate for encouragement and homemade bagels.
- My cats, Luna and Olaf, arm-warmers extraordinaire.

About the Publisher

alt concepts inc., publisher of Take Control Books, is operated by [Joe Kissell](#) and [Morgen Jahnke](#), who acquired the ebook series from TidBITS Publishing Inc.'s owners, Adam and Tonya Engst, in May 2017. Joe brings his decades of tech writing experience to his role as Publisher. Morgen's professional background is in development work

for nonprofit organizations, and she employs those skills as Director of Marketing and Publicity.

Credits

- Publisher: Joe Kissell
- Editor: Kelly Turner
- Cover design: Sam Schick of [Neversink](#)
- Logo design: Geoff Allen of [FUN is OK](#)

More Take Control Books

This is but one of many Take Control titles! Most of our books focus on the Mac and macOS, but we also publish titles that cover iOS and other Apple products, along with numerous general technology topics.

You can buy Take Control books from the [Take Control online catalog](#) as well as from venues such as Amazon and the iBooks Store. But it's a better user experience and our authors earn more when you buy directly from us. Just saying...

Our ebooks are available in three popular formats: PDF, EPUB, and the Kindle's Mobipocket. All are DRM-free.

Copyright and Fine Print

Take Control of High Sierra

ISBN: 978-1-947282-06-3

Copyright © 2017, Sawyer McFarland Editing. All rights reserved.

[alt concepts inc.](#) 4142 Adams Ave. #103-619, San Diego CA 92116, USA

Why Take Control? We designed Take Control electronic books to help readers regain a measure of control in an oftentimes out-of-control universe. With Take Control, we also work to streamline the publication process so that information about quickly changing technical topics can be published while it's still relevant and accurate.

Our books are DRM-free: This ebook doesn't use digital rights management in any way because DRM makes life harder for everyone. So we ask a favor of our readers. If you want to share your copy of this ebook with a friend, please do so as you would a physical book, meaning that if your friend uses it regularly, they should buy a copy. Your support makes it possible for future Take Control ebooks to hit the Internet long before you'd find the same information in a printed book. Plus, if you buy the ebook, you're entitled to any free updates that become available.

Remember the trees! You have our permission to make a single print copy of this ebook for personal use, if you must. Please reference this page if a print service refuses to print the ebook for copyright reasons.

Caveat lector: Although the author and alt concepts inc. have made a reasonable effort to ensure the accuracy of the information herein, they assume no responsibility for errors or omissions. The information in this book is distributed "As Is," without warranty of any kind. Neither alt concepts inc. nor the author shall be liable to any person or entity for any special, indirect, incidental, or consequential damages, including without limitation lost revenues or lost profits, that may result (or that are alleged to result) from the use of these materials. In other words, use this information at your own risk.

It's just a name: Many of the designations in this ebook used to distinguish products and services are claimed as trademarks or service marks. Any trademarks, service marks, product names, or named features that appear in this title are assumed to be the property of their respective owners. All product names and services are used in an editorial fashion only, with no intention of infringement. No such use, or the use of any trade name, is meant to convey endorsement or other affiliation with this title.

We aren't Apple: This title is an independent publication and has not been authorized, sponsored, or otherwise approved by Apple Inc. Because of the nature of this title, it uses terms that are registered trademarks or service marks of Apple Inc. If you're into that sort of thing, you can view a [complete list](#) of Apple Inc.'s registered trademarks and service marks.