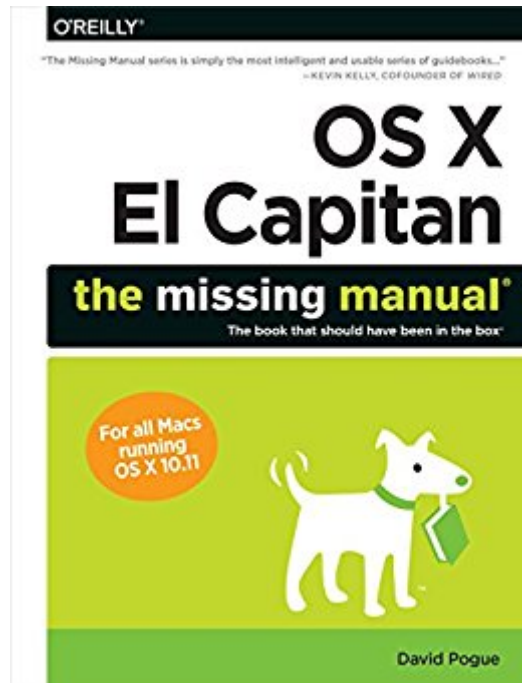


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OS X El Capitan: The Missing Manual



Synopsis

With El Capitan, Apple brings never-before-seen features to OS X like a split-screen desktop, improved window controls, and amazing graphics. The new edition of David Pogue's #1 bestselling Mac book shows you how to use key new features such as swiping gestures, Notes, a new Spotlight search system, the Safari pinning feature, and Split View. Missing Manuals creator David Pogue is one of the most widely recognized technology authors in the world. A former New York Times technology columnist, he founded and now produces videos for Yahoo Tech.

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can't mark your place, underline, or read them in the bathroom. The purpose of this book, then, is to serve as the manual that should have accompanied OS X version 10.11 in particular. OS X El Capitan: The Missing Manual is designed to accommodate readers at every technical level. The primary discussions are written for advanced-beginner or intermediate Mac fans. But if you're a Mac first-timer, miniature sidebar articles called Up to Speed provide the introductory information you need to understand the topic at hand. If you're a Mac veteran, on the other hand, keep your eye out for similar shaded boxes called Power Users' Clinic. They offer more technical tips, tricks, and shortcuts. When you write a book like this, you do a lot of soul-searching about how much stuff to cover. Of course, a thinner book, or at least a thinner-looking one, is always preferable; plenty of readers are intimidated by a book that dwarfs the Tokyo White Pages. On the other hand, Apple keeps adding features and rarely takes them away. So this book isn't getting any thinner. Even so, some chapters come with free downloadable appendixes—PDF documents, available on this book's Missing CD; page (instructions in the book) that goes into further detail on some of the tweakiest features. (You'll see references to them sprinkled throughout the book.) Maybe this idea will save a few trees—and a few back muscles when you try to pick this book up.

[View larger](#) Outline: OS X El Capitan: The Missing Manual is divided into six parts, each containing several chapters: Part One: The OS X Desktop covers everything you see on the screen when you turn on an OS X computer: folders, windows, icons, the Dock, the Sidebar, Spotlight, Dashboard, Spaces, Mission Control, Launchpad, Time Machine, menus, scroll bars, the Trash, aliases, the a menu, and so on. Part Two: Programs in OS X is dedicated to the proposition that an operating system is little more than a launchpad for programs—the actual applications you use: email programs, web browsers, word processors, graphics suites, and so on. These chapters describe how to work with applications in OS X—how to open them, switch among them, swap data between them, and use them to create and open files. Part Three: The Components of OS X is an item-by-item discussion of the software nuggets that make up this operating system—the 30-ish panels of System Preferences and the 50-some programs in your Applications and Utilities folders. Part Four: The Technologies of OS X treads in more advanced territory, like networking and file sharing. These chapters also cover the visual talents of OS X (fonts, printing, graphics) and its multimedia gifts (sound, speech, movies). Part Five: OS X Online covers all the Internet features of OS X, including the Mail email program and the Safari web browser; Messages for instant messaging and audio or video chats; Internet sharing;

Apple's free, online iCloud services; and connecting to and controlling your Mac from across the wires—FTP, SSH, VPN, and so on. Part Six: Appendixes. This book's appendixes include guidance on installing this operating system; a troubleshooting handbook; a Windows-to-Mac dictionary (to help Windows refugees find the new locations of familiar features in OS X); and a thorough master list of all the keyboard shortcuts and trackpad/mouse gestures in OS X.

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