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Mac OS X

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Welcome to

Mac OS X El Capitan

 Genius Guide

Getting used to a new operating system can be a challenge, especially when there are so many smaller features woven into the make-up of your computer that you might not know about. This guide is designed to help you exploit every little detail and feature that your Mac has to offer. OS X El Capitan is Apple's most recent update to its Mac operating system, and is designed to incorporate apps with iOS 9, making the running of all devices in conjunction with each other a more fluid experience. This book covers all of your favourite OS X apps, guiding you to ensure that your system is the best it can be. On top of all that, we explore the updated iLife and iWork apps, getting to grips with the latest developments that will augment your artistic and productivity needs. From Photos and Keynote to GarageBand and Pages, you'll learn of new features that will help shape the way you use your Mac every day. From there we move on to enhancing your Mac experience through programs such as Logic Pro X and Final Cut. Once you have had time to digest all of that, we'll take a look at 50 of the best offerings from the Mac App Store. And if that wasn't enough, check out the troubleshooting guide at the back of the book, which addresses some frequently asked questions. So without further ado, sit back and absorb all the information you'll ever need about OS X.

Mac OS X El Capitan

Genius Guide

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Website: www.imagine-publishing.co.uk
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Printed by
William Gibbons, 26 Planetary Road, Willenhall, West Midlands, WV13 3XT

Distributed in the UK, Eire & the Rest of the World by:
Marketforce, 5 Churchill Place, Canary Wharf, London, E14 5HU
Tel 0203 787 9060 www.marketforce.co.uk

Distributed in Australia by:
Network Services (a division of Bauer Media Group), Level 21 Civic Tower, 66-68 Goulburn Street,
Sydney, New South Wales 2000, Australia Tel +61 2 8667 5288

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Mac OS X El Capitan Genius Guide Volume 1 © 2015 Imagine Publishing Ltd

ISBN 978 1785 461804

Part of the
iCreate
bookazine series



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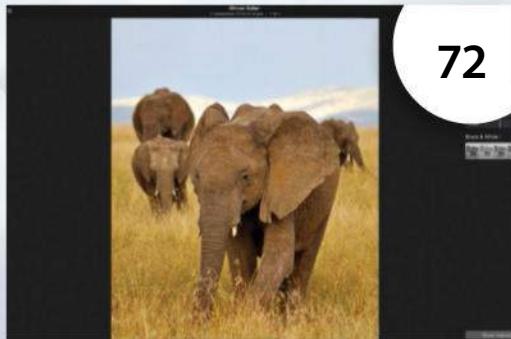


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EL CAPITAN POWER TIPS

Make the most of Apple's latest operating system and discover the secrets of El Capitan



El Capitan might not be new now, but there's still plenty left to explore. With Apple's Keynotes getting increasingly

busy, there is less and less time devoted to OS X, which means that there are still hidden features to find and tips and tricks to master, long after the dust has settled on the App Store.

With so many headline features like Split View and Metal dedicated to the power users, you'd be forgiven for thinking that this update is designed to make your Mac more powerful than ever. Unfortunately, there are plenty of cases where the opposite is true. System Integrity Protection, a new security feature, is putting a stop to a number of hacks and customisation apps and even simple things like securely emptying the Trash are now hidden away.

Luckily for you, we've had some time to explore Apple's latest OS X offering and compile a definitive list of El Capitan Power Tips. Read on and we'll show you how to disable System Integrity Protection if it's breaking any of your customisation apps. We'll also show you hidden settings, advanced voice control and a whole lot more.

As ever, some of these power tips come with a word of caution. Some of them deliberately undo Apple's efforts to keep you out of the more precarious parts of El Capitan's setup, so tread carefully. We'll flag them up along the way, though. Until then, grab your Mac and get ready to see a whole new side to El Capitan.



Tweak El Capitan's new features

Here's what's new and useful to know in System Preferences



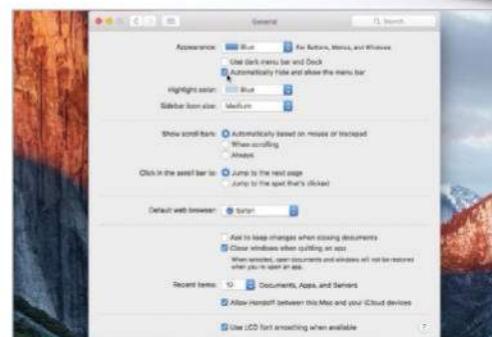
If you really want to know what's new (but not necessarily obvious) in El Capitan, the best place to start is System Preferences. It's every self-respecting power user's go-to for those times when a new feature gets in the way of a tried and tested workflow.

With every new OS X release, it's always worth having a look around System Preferences to see what's changed, especially if it means you can tweak, enable or disable new features. If you haven't done this already, don't worry. Follow our guided tour below and we'll show you exactly what's new in System Preferences. Whether it's restoring the old behaviour of Mission Control or killing that annoying enlarging mouse, we've got you covered. Best of all, there's not a Terminal command in sight!



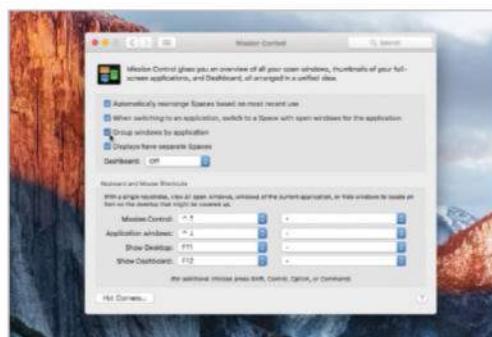
Mouse getting bigger?

If you're not a fan of Apple's attempt at making it easy to find your mouse, head to the Accessibility pane and, under the Display tab, deselect 'Shake mouse pointer to locate'.



Clean your screen

Like the Dock, your Mac's Menu Bar can now be automatically shown when you hover near the top of your screen. You'll find the option to enable this under the General pane.



Mission under Control

Mission Control now shows windows in their relative locations and doesn't group them, but if you miss the old Yosemite behaviour, you can bring it back here in System Preferences.



Dig up Dashboard

If you're wondering where the Dashboard has gone, you'll be pleased to know that it's not quite dead and buried yet. It's just turned off by default and easily turned back on.



Missing a pane or two?

If you can't find a pane in the main System Preferences window, click View>Customize to see what's missing. You can select any panes you'd like to restore to the main window.

Four quick tips

1: Natural language

Apple has made a big deal about searching in Spotlight with natural language, but you can also do it in Mail's search box. In fact, it's even more useful here.

2: Free apps password

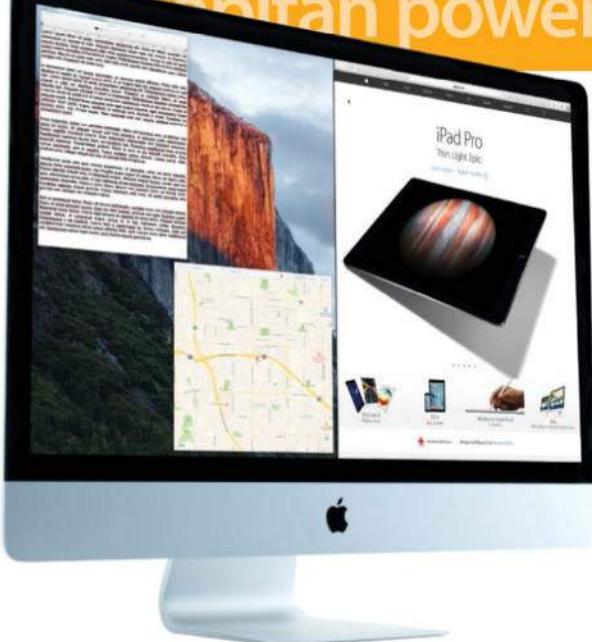
Under System Preferences> App Store, there's now an option to save your Apple ID password for free app purchases, meaning you won't have to enter it every time you download one.

3: Copy file pathnames

Right-clicking on any file on your desktop or Finder window and holding Alt will give you an option to copy the file's pathname – ideal for pasting into your next Terminal command.

4: Skip the trash

By including Alt when you hit Cmd+Backspace to delete a file, you can delete it immediately and skip the Trash can altogether. Use this carefully though; there's no going back!



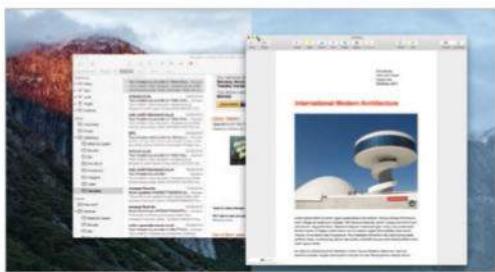
Customise your Split View setup

Tips, tricks and secrets to make Split View your own



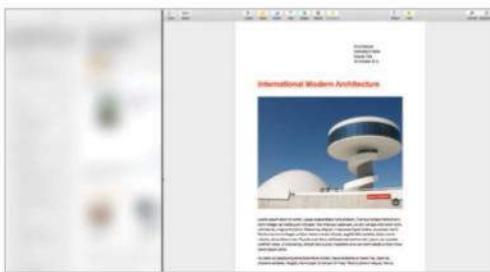
Apple has a long history of taking the best third-party apps and turning them into OS X features, often making the originals redundant. With Split View, that hasn't quite been the case. There are still plenty of App Store offerings giving Split View a run for its money, with far more advanced options for window management. Don't switch just yet, though – we've got a few power tips up our sleeve that can help.

For a start, not everything has to be an even split. You might be limited by vertical windows in Split View, but they can be any size you like. There's plenty more where that came from, too. Fire up some Split View-compatible apps and we'll reveal all.



1: Set your split

To get started, set up a Split View between two compatible apps, ideally two of Apple's own. Do this by clicking and dragging on the green button on the first.



2: Split the difference

By default, Split View gives equal screen space to each app, but you can easily change this by clicking and dragging on the divider in the middle of the screen.



3: Sidebar be gone!

As you give less space to certain apps, they'll hide parts of their UI to make more room for the most important bits. Mail's Mailboxes sidebar is one example.



4: See the sidebar

Seeing a hidden sidebar in Split View is as easy as holding your mouse over the side of the app that it's missing from and waiting for it to slide into view.



5: Swap an app

Rather than exiting Split View and starting again, swapping the sides that apps sit on is as easy as clicking and dragging their title bars left or right.

6: Shut it down

To quickly exit Split View, bring up Mission Control and hover over the top corner of your Split View space, then click on the icon that appears to split your apps up.

Supercharge Photos with extensions



To many users, losing Aperture in favour of the less-powerful Photos was a step too far.

But in the long-term, editing extensions for Apple's catch-all photo editor look to strengthen up that offering. From single-feature options to powerful Pixelmator, here's our pick of the best.

Pixelmator



Pixelmator is a favourite app of ours, and the Photos extension does nothing to change this. The offering, built entirely in Apple's Swift language, is a powerful way to distort images – for better or for worse!





Customise your Safari Reader experience

Struggling to see?

The option to change the size of fonts has always been a feature of Safari Reader, but now it's especially important as different fonts look better and different sizes.

Taking Split View further

If you want a more custom set of spaces than Split View offers, take a look at BetterSnapTool (£1.49/\$1.99) on the Mac App Store. It's highly customisable and cheap.

Find your font

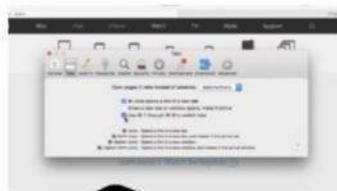
There is no dedicated area to access iCloud Drive on iOS devices; it only appears within apps that have been updated to support it. You can open files that are compatible with the app, and upload new files to it

Pick a theme

The new Sepia and Night themes make Safari reduce brightness, increase contrast and ensure things are a little easier on the eyes if you're reading late into the night.

Switch between tabs fast

 El Capitan has tweaked Safari's keyboard shortcuts, making navigating between tabs quicker than ever. Just hit Cmd+1 for the first tab, Cmd+2 for the second and so on. These shortcuts used to fire off bookmarks, so if you want that functionality back, there is an option under Tabs in Safari's preferences.



Hide frequently visited sites

If Safari's suggestions for frequently visited sites are a little off, El Capitan makes it easy to hide them. Right-click anywhere near them and click the selected 'Show frequently visited sites' option that appears. Now your new tab window will look cleaner than ever and Safari will keep its suggestions to itself.



Tonality

 MacPhun Tonality app was one of the first extensions out of the gate, and offers in-depth black-and-white photo editing and all-important RAW file type processing.

Noiseless

 Noiseless takes on Photos at its own game, providing a more powerful and customisable noise removal tool that ranges from being automated to completely customisable with plenty of presets in-between.

Snapheal

 Like Noiseless, Snapheal takes on Photos with its own version of Apple's retouch tool. Snapheal has been available as a standalone app for some time, but as an extension, it's far more convenient.

Intensify

 Intensify provides a lot of the fine-tuning that Photos is missing. Forgot to activate HDR on your last photoshoot? Intensify has a preset for that, and it does a surprisingly good job.



El Capitan power tips

Master all-new Spotlight features

Set up Spotlight so that it works perfectly for you



Sort your results

Heading to System Preferences> Spotlight will give you a checklist of all the search results you can currently draw from a Spotlight search and enable you to turn them off individually

Heading off-centre

Click and drag in Spotlight's search bar to move your results around so they don't obscure your work. It'll 'snap' back to the centre when you drag it towards the middle of your screen

Extending your options

Previously, third-party apps such as Flashlight did a great job at extending Spotlight's functionality, but they've now been disabled by El Capitan's System Integrity Protection (SIP) and don't look set to return any time soon

Search Spotlight naturally



It might seem simple, but natural language search in Spotlight is one of the most powerful new features in El Capitan. Using it regularly will save time searching through Finder for old files or digging through Mail for that all-important message.



1: Find emails fast

Searching for things like "Emails from Amazon last month" will bring up all your order confirmations for items that you bought recently.



2: Digging out documents

You can ask Spotlight to show you specific document types like "Presentations I worked on in December" to bring up any Keynote projects.



3: Search by content

Can't remember when you created a document? Search for something like "PDFs containing budget" to find docs with specific phrases.

Unlock advanced Mac voice controls

Make the most of El Capitan's new enhanced dictation commands

 Dictation isn't new, but in the past it's proved most useful for its intended use – helping those with accessibility issues. Now Apple has added a handful of new commands which make it convenient to look up films, music or load a website with little more than your voice in control. They're incredibly useful and there's no reason why you can't make the most of them with a little planning. If you're sitting particularly far away from your Mac, using a Mac mini or an external display, you may want to grab a pair of headphones with a built-in mic for best results. Otherwise, follow the instructions below, and we'll show you how to bring up a website by voice command.



Step-by-step | Explore enhanced dictation



1: Fire up dictation

If you haven't already, head to System Preferences>Dictation & Speech, ensure dictation is on and Use Enhanced Dictation is ticked. Check your mic levels on the right.



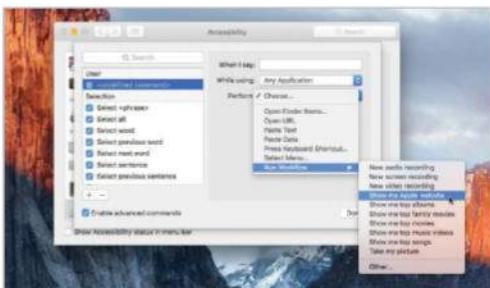
2: Find your commands

Now head over to the Accessibility pane and select the Dictation tab. From here, select Dictation Commands to view the commands that are already available to you.



3: Enable advanced commands

To access the latest dictation commands in El Capitan, be sure to check the option in the bottom-left corner of the window to Enable Advanced Commands before you continue.



4: Add your command

Click the plus icon at the bottom of the list of commands to create a new one. In your new command, select Run Workflow>Show me Apple Website from the Perform menu.



5: Check the text

In the When I Say text box, check you're happy with the command you'll need to dictate in order to get your Mac opening the Apple website on demand.



6: Speak it out

When you're ready, double-tap the Function key on your Mac's keyboard to fire up dictation and ask your Mac to show you the Apple website. It should appear instantly!

Disabling System Integrity Protection

System Integrity Protection (or SIP) is a new feature that forms a major part of El Capitan's attempt to beef up OS X security. On a technical level, it stops certain files or processes being modified at all, even at the root (or sudo) level. For security, it means it's much harder for malware or viruses to modify the basic

workings of your Mac, but it also means the end to some mods and third-party apps in their current form, particularly ones that have been purchased outside of the App Store.

SIP can be disabled, but it's worth noting that doing this doesn't mean your favourite apps will instantly work again. Still, if you don't want SIP running, here's how to stop it.

System Integrity FAQ

Will System Integrity Protection stop my third-party apps from running?

The easiest way to find out would be to see if they have ended up in the folders we've detailed below.

Is there any risk if I disable SIP?

If you avoid digging around the deeper folders of OS X then you may be fine disabling SIP, but there's always going to be the risk of malware.

Isn't Apple just trying to control every aspect to do with OS X?

SIP makes Apple's level of control similar to that it has over iOS, but this does make OS X more secure.

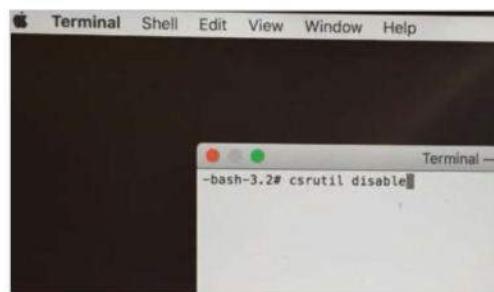
So does this fact rule out third-party customisation apps forever?

Some apps may be able to find their way around SIP and apply their changes in a way that isn't blocked, so it's definitely worth checking individual developer sites.



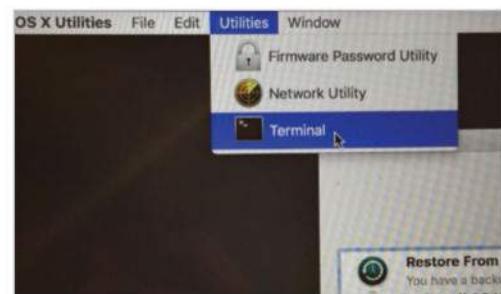
1: Restart your Mac

Click on the Apple icon in the menu bar and restart your Mac. Wait for the start-up chime, then hold down Cmd+R on your keyboard to boot into Recovery Mode.



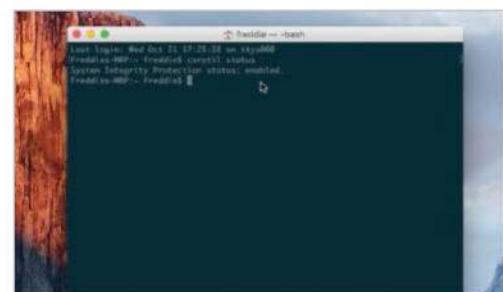
3: Enter the command

Enter `csrutil disable`; reboot into Terminal and hit enter then wait for your Mac to reboot. To re-enable SIP, follow the steps above but enter `csrutil enable`; reboot instead.



2: Open up Terminal

Once Recovery Mode has fully loaded and you see the OS X Utilities screen, click Utilities> Terminal in the menu bar to load up Terminal just as you would normally.



4: Check the status

To check whether SIP is enabled or disabled at any time, simply fire up Terminal and use the command `csrutil status` for an instant look at whether or not it's running.

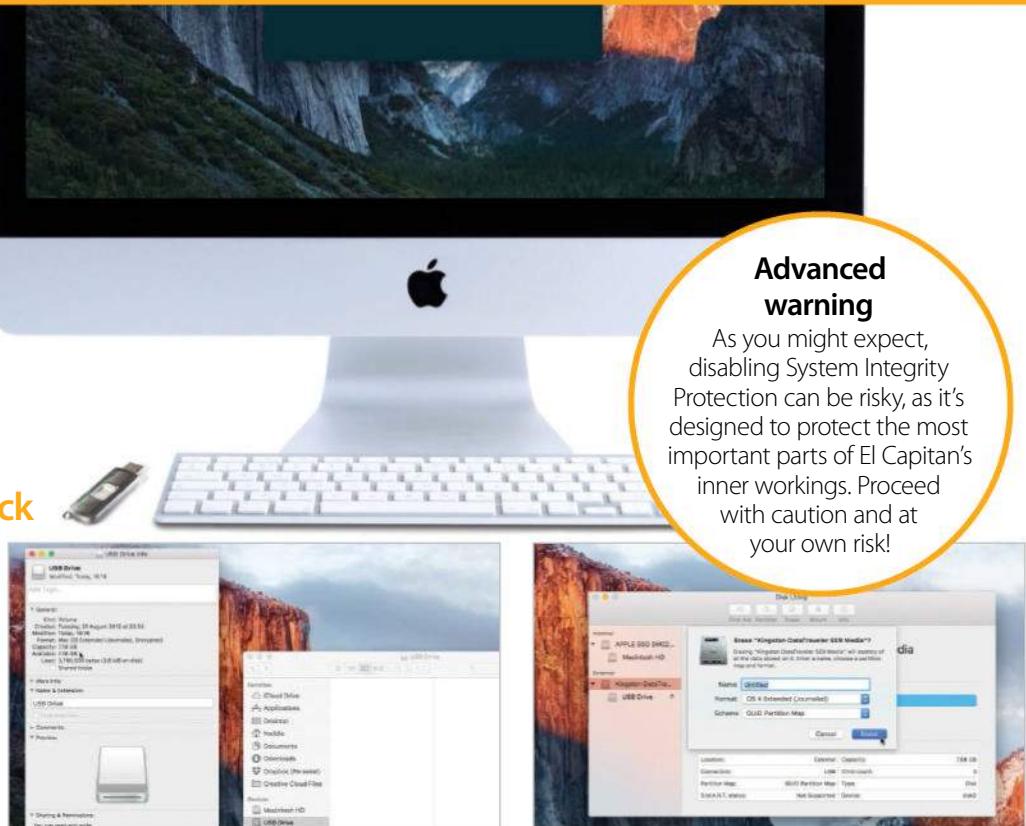
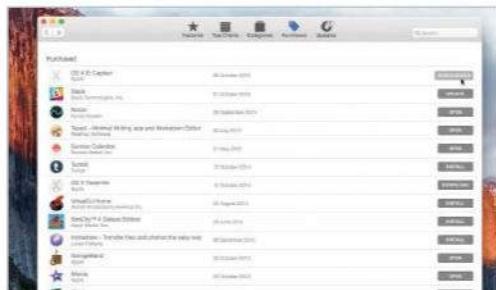


Finding disabled apps

Apps or components disabled by SIP will appear in one of three places; the Applications folder, in a folder at Macintosh HD>Disabled Software or in the SIP quarantine folder. You'll find this at Macintosh HD>Library>SystemMigration>History> Migration-UUID>QuarantineRoot.

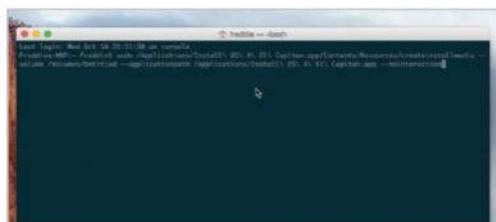
Create a USB installer

Set any computer up with El Capitan from a USB memory stick



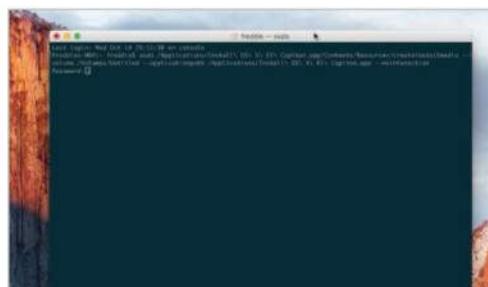
1: Download the installer

If you've already downloaded and installed El Capitan, you'll need to download the installer again. Head to the App Store's Purchase tab and click on El Capitan's Download button.



2: Grab a drive

Plug in a USB memory stick – it will need to have at least 8GB of space available. If it's been used it may show a little less than this. Don't worry if this is the case, it's okay.



3: Erase and reformat

To be sure your USB memory stick is in a format that will work as an El Capitan installer, fire up Disk Utility and perform a complete erase on it.



4: Type the command

Open up Terminal and type in sudo /Applications/Install\ OS\ X\ El\ Capitan.app/Contents/Resources/createinstallmedia --volume /Volumes/Untitled --applicationpath /Applications/Install\ OS\ X\ El\ Capitan.app --nointeraction

5: Enter your password

As with any sudo command, Terminal will need you to enter an admin password in order to continue. Do this, then wait until Terminal shows Done to indicate it's finished.

6: Check it out

When Terminal shows Done, open up your new drive (now titled 'Install OS X El Capitan') and confirm the installer has been copied over and is ready to use.

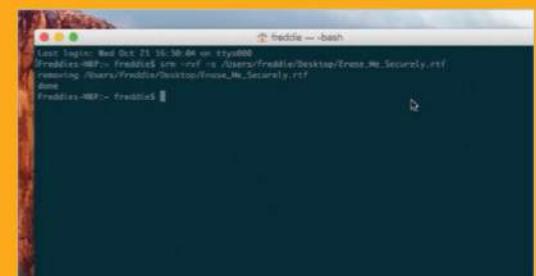
Securely erase with Terminal

El Capitan has made securely erasing files a little harder, in that the option to do it easily has been removed. But what if you want the ability to do this? Fortunately, it can still be done using a quick Terminal command. Here's how in two straightforward steps.



1: Grab your file

Find your file, right-click and hold Alt to bring up the option to copy the file as pathname. You'll need this shortly for your Terminal command.

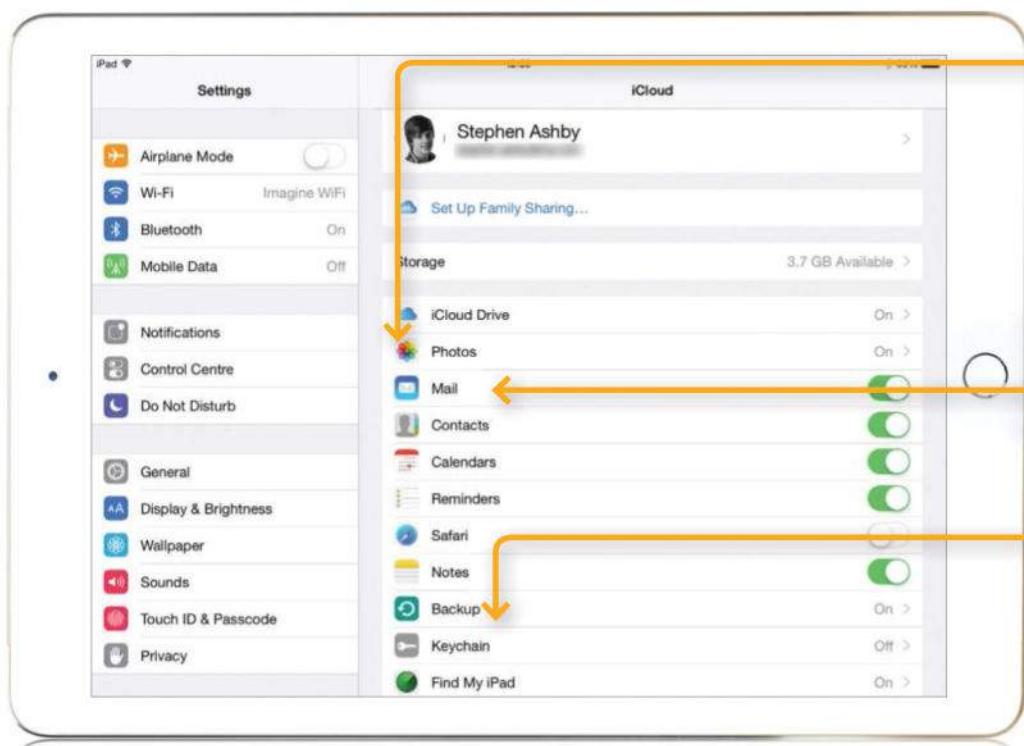


2: Use the command

In Terminal, type srm -rvs -s /path/to/file (pasting in the file path you copied earlier in place of /path/to/file) then hit Enter.

EVERYTHING YOU NEED TO KNOW ABOUT **iCLOUD DRIVE**

Get more from iCloud's brilliant features with our complete guide to Apple's cloud services



 With the release of OS X El Capitan and iOS 9, iCloud is finally coming into its own. Since its launch a few years ago, Apple's cloud-based system has always seemed to lack a few important features. Now, with tools like iCloud Drive and iCloud Photo Library – which we'll be talking about in plenty of detail later – it seems

that Apple's vision for cloud computing is coming to fruition. For those who haven't used iCloud before, it's a cloud service that keeps all kinds of data in sync between your Apple devices. This means that your data is all stored securely in an Apple data centre, where there are huge storage collections filled with various users' information. iCloud users get 5GB of

Photos in iCloud

You can now store every photo you've taken on your iOS device in iCloud, and access them from anywhere at full resolution. Turn to page 20 to find out more about how you can back up all your most precious shots

Syncing information

Choose the info to sync between your devices from this area. There are plenty of options, from Contacts to Safari bookmarks, tabs and Reading Lists

Backups

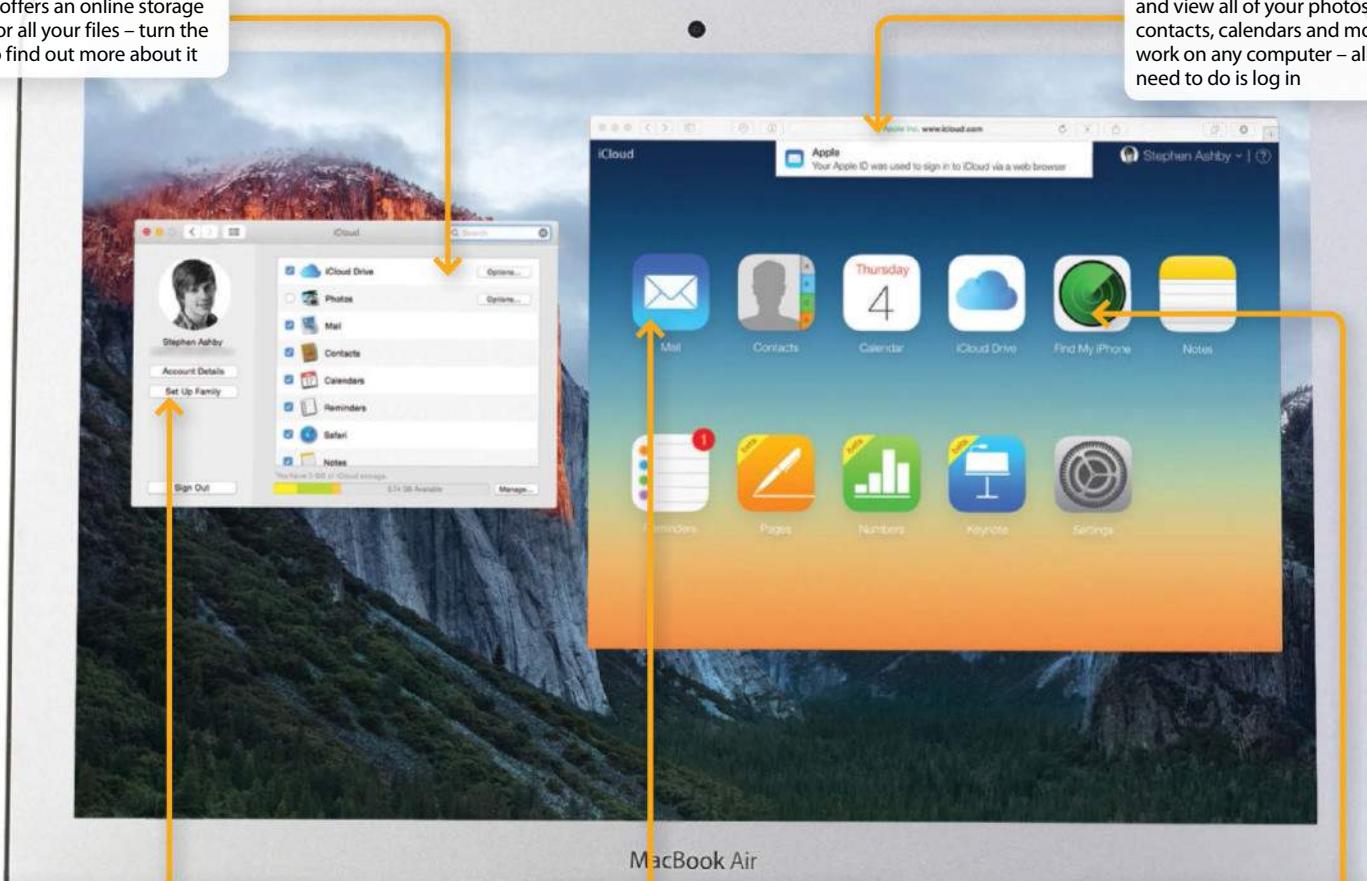
You can back up your iOS devices to your iCloud account too, to ensure all of your data is safely stored just in case the worst happens. This will eat up your iCloud storage, though, so you might need to upgrade to more space

storage for free; you can think of it as a small hard drive stored in a huge warehouse with thousands of other hard drives used by other iCloud members. All of the data on the hard drives is encrypted too, so it's completely safe, and because it's all connected to the internet, you can access your hard drive from anywhere in the world as long as you input your Apple ID



iCloud Drive

If you've ever used a service like Dropbox, you'll know what to expect from iCloud Drive. This service offers an online storage space for all your files – turn the page to find out more about it



Access anywhere

Even if you're not using your Mac or iOS device, you can log in to your account on www.icloud.com and view all of your photos, files, contacts, calendars and more. It'll work on any computer – all you need to do is log in

Family Sharing

With Family Sharing, you can set up all your family members to share purchases and card details with each other. This means everyone can download movies, music, apps and more, and you can manage purchases from your children's devices

Mail

You'll only be able to access Mail in iCloud settings if you're setting it up using an iCloud email address that ends in @me.com or @icloud.com. You can still set up email from other accounts in Mail's Settings section, however

Security

There are a few useful security options in iCloud, including Keychain – which will sync your passwords between devices and suggest incredibly hard-to-guess passwords for your accounts – and Find My iPhone, which can help you find lost devices fast

and password. Of course, it's much more advanced than this, and your data is much safer than a simple hard drive stored in a warehouse – you can find out more on page 22.

When it first launched, iCloud was really just a method for keeping specific information in sync between devices, so things like contacts, reminders and notes would appear across your Mac, iPhone and iPad. This works by copying the data onto your digital storage area in the data centre, which then automatically pushes the new information out to your other connected devices so that next time you open the app in question, your changes are already available.

While the service still does all of these things, these features have taken a back seat to the newer and more useful syncing options. Now,

"iCloud is simple, secure and incredibly convenient"

along with syncing, iCloud also offers features like Continuity, which let you use your iPhone, iPad and Mac together in a lot of cool ways, and iCloud Drive – which is explained on the next page. These features all make your experience across the Apple ecosystem more straightforward. And this is something that only Apple can do. Since the company designs all of the hardware itself and also creates all of iOS and OS X, everything runs perfectly across your devices, and both the operating systems link up

smoothly with iCloud at their core. So, iCloud is simple, secure and incredibly convenient – if you're not already using the system to stay in sync, you really should set it up now.

It's completely free to use and you can set up your account on any of your Apple devices. On iOS, you can open up the Settings app, and on Mac you can click on System Preferences. In both, you'll find an iCloud section that lets you input your Apple ID (the email address and password that you use for iTunes and App Store purchases) to add iCloud to your account. Alternatively, you can create a new iCloud email address if you don't already have an Apple ID. Once you've chosen the types of information you want to get synced between your devices, you're good to go.

What is iCloud Drive?

Use your free online storage space for files, folders and more

 Apple launched iCloud Drive alongside iOS 8 and OS X Yosemite late in 2014, and if you've got an iCloud account set up on your Mac or iOS device, it's likely that you've already got it set up without even realising. Don't worry though – it's a really handy tool that will make your Apple life easier than ever.

If you've used a service like Dropbox before, it's likely that you already understand what iCloud Drive is. When you sign up for a free

iCloud account, you automatically get 5GB of free storage, and with iCloud Drive you can use this to store absolutely any file online.

This 5GB acts like an external hard drive or USB memory stick, but rather than being connected to your Mac or iOS device with a wire, it is instead accessed wirelessly, through the internet. You can drag and drop any file or folder on your Mac into your iCloud Drive, and iCloud will automatically upload it to your online storage area. Once the files have been added,

Why isn't there an iCloud Drive app on iOS?

Apple claims that the reason for this is to keep things simple, but honestly we're not sure. It would be really handy for organising your files, just like Dropbox. Keep your fingers crossed for an iOS update to add it.

you'll see them appear on your other devices, and you can open them with a click.

On your Mac, iCloud Drive functions just like any other folder in Finder. You can add any files you like and open documents from it if

Using iCloud Drive on your Mac

How to access and organise your online storage space



On your Mac
Open Finder and you'll see an iCloud Drive option in the sidebar. Click this to view all your folders and files – you can simply drag and drop items into the folder to upload them to iCloud

Stay organised
Each compatible app has its own folder in iCloud Drive and if you save a file to your Drive from within those apps, it will be added into the relevant folder. You can organise these folders easily on your Mac

Access online
Log in to iCloud.com and you'll see an iCloud Drive option on the home screen. Click it and you can view all your folders, upload files to your Drive, create new folders and download the files you need

iOS apps
There is no dedicated area to access iCloud Drive on iOS devices; it only appears within apps that have been updated to support it. You can open files that are compatible with the app, and upload new files to it

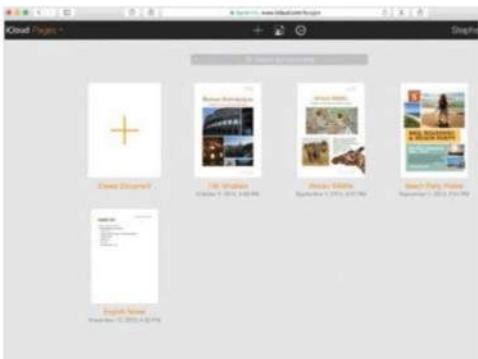


"On your Mac, iCloud Drive functions just like any other folder in Finder"

you wish. On iOS, there is no dedicated app for iCloud Drive – instead, apps that integrate with iCloud Drive enable you to open files from your Drive, or save files to it, within the apps themselves. You may find iCloud icons appearing within iPad and iPhone apps; tap them and you should be able to view and open compatible files within the app.

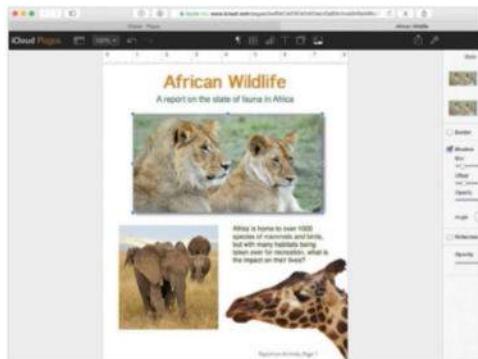
What's even better is that on icloud.com, Apple has added a version of its popular iWork suite – Pages, Numbers and Keynote – which you can use simply by logging in with your Apple ID and password. Add a compatible file, including Microsoft Office files, to your iCloud Drive and you can edit them from anywhere, for free, just by logging in.

iWork in iCloud Use Pages, Numbers and Keynote



1: Log in

Go to icloud.com and log in with your Apple ID. Click the Pages, Numbers or Keynote icon to see all your documents. You can drag and drop any file from your Mac, too.



2: Open and edit

Double-click on any file to open it in the online editor. It doesn't have every feature that the Mac version offers, but it's still powerful for an editor that's entirely online.

Access iCloud Drive anywhere

Get to your files no matter what device you're using

When you've saved files to iCloud Drive, you don't want to be limited to only accessing them on your own devices. Here's how to view them from anywhere.



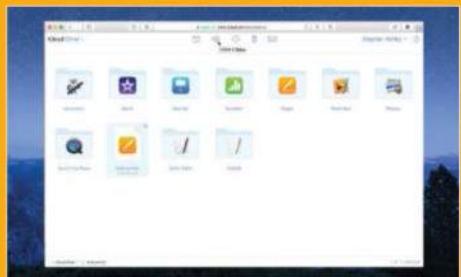
1: Log in

First, head over to icloud.com and log in with your account details. Click on the iCloud Drive button in the menu and you'll see folders and files appear.



2: File management

You can group loose files into a folder, or delete the files you don't need any more. You can also click the small 'i' icon to view information about files.



3: Upload or download

Highlight the file you want and click the download button at the top to save it, or click the upload button and choose a file to add to your iCloud Drive.

Photos in iCloud

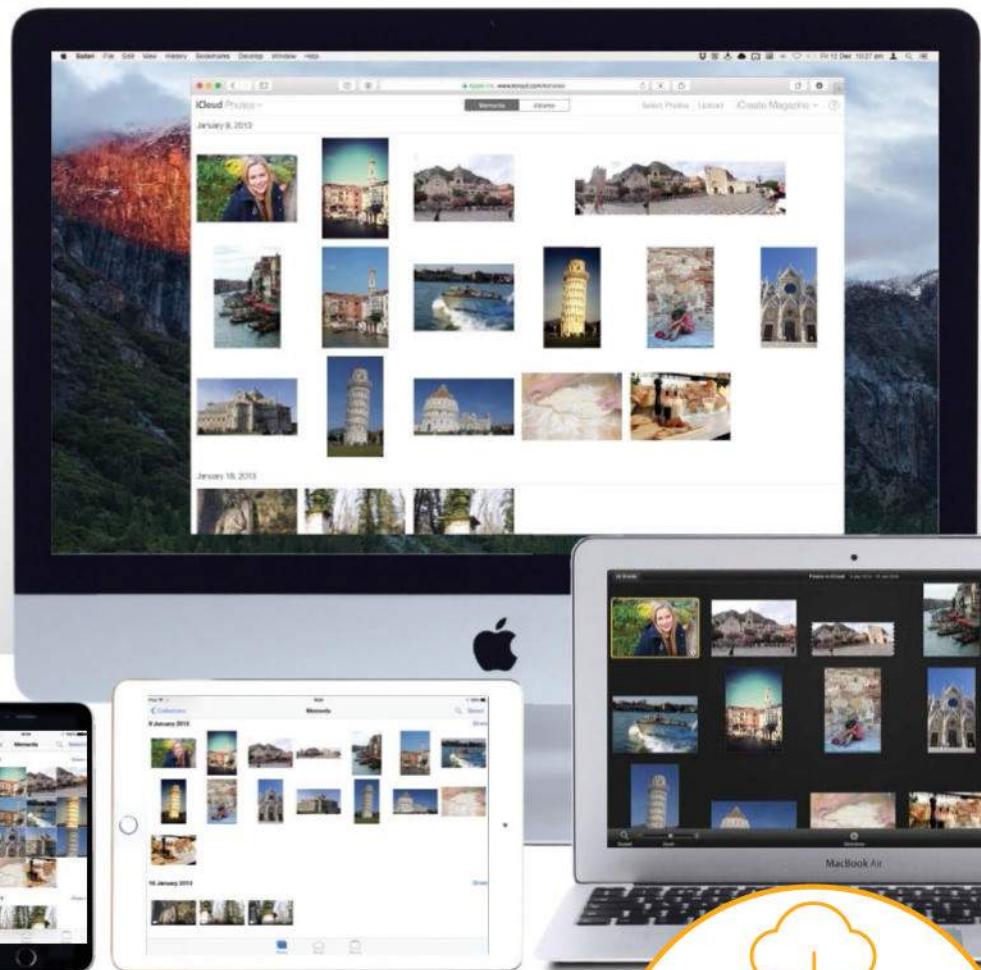
Access all your photos whenever you want



iOS 8.1 introduced a new photo storage system called iCloud Photo Library. Previously, once you'd set up iCloud, your photos were automatically uploaded to a personal Photo Stream to keep the last 30 days' worth of shots safe. Now, though, your entire photo history can be backed up to iCloud, so you can access your shots no matter what device you're using.

While the system is still in beta, you can set it up right now. Once it has been activated, your photos will start uploading to iCloud. Depending on the number of shots you have taken, you may need to purchase some extra storage space for this to work. Your images use your standard iCloud storage space, so if you have thousands of photos they may not fit in the 5GB of free space.

Get it set up, though, and photos taken on your iPhone will appear on your iPad and Mac instantly. Plus, when the new Photos app for Mac launches, it will be fully integrated with the new system, so everything will be completely seamless. The best part is, you can rest safe in the knowledge that all your brilliant photos are safe and sound if anything happens to your devices.



Get more storage

If you need extra storage for Photos, or for iCloud Drive, you can pay a small monthly fee for a big storage boost...

Storage	5GB	20GB	200GB	500GB	1TB
Price per month	Free	£0.79/ \$0.99	£2.99/ \$3.99	£6.99/ \$9.99	£14.99/ \$19.99

Why won't my iPhone let me upload my photos?

You may not have enough storage space in iCloud for your photos. If you've taken more than 5GB worth, for example, it won't fit into your free space and you'll need to purchase more iCloud storage.

Activate and use iCloud Photo Library Upload all your photos



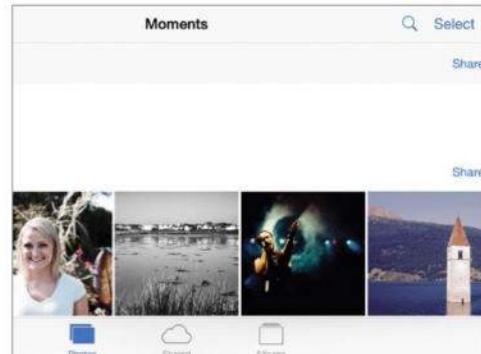
1: Switch it on

On your iOS device, open the iCloud area of the Settings app and tap on the Photos option. Switch on the new iCloud Photo Library (Beta) option at the top of the list.



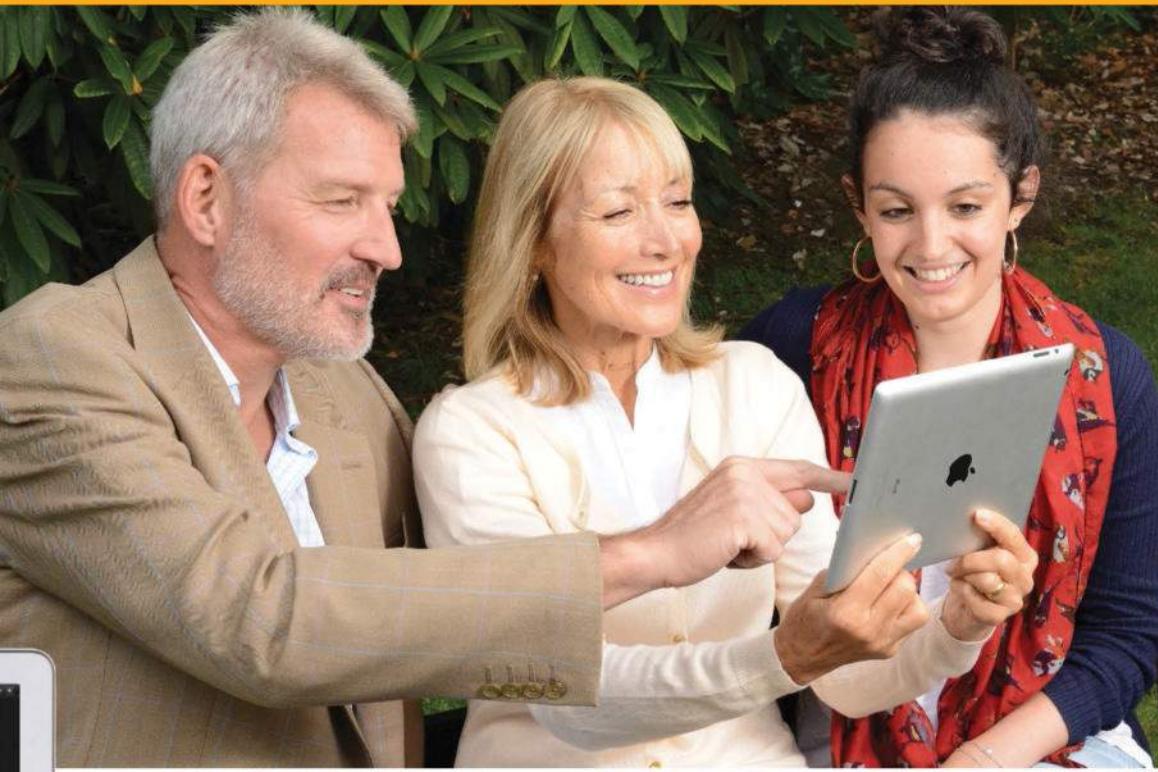
2: Upload and optimisation

Your iPhone will start uploading your shots instantly, which could take a while. In the meantime, switch on the iPhone optimisation option to save storage space.



3: Access from anywhere

Switch on the option on your other devices and when you take a photo on one device, it'll appear on all the others as well. Simply open Photos and view the Photos tab.



Family Sharing

Stay in sync with family members via iCloud



For a long time, family members either needed individual iTunes accounts, each with credit cards attached, to buy and download apps, or they would all have to share a single account and potentially rack up huge bills when the kids decided to buy hundreds of pounds worth of in-app purchases in their favourite games. Neither situation was ideal and so Apple has done something about it with Family Sharing.

This new option in iCloud enables you to link together up to six Apple IDs as part of a single 'family'. Once linked, all the connected users will be able to download purchases from the other accounts – including apps, music and movies – for free. You'll also have the option of sharing your location with your family members, so you can find each other fast when out and about, or locate lost devices with Find My iPhone.

But it's even more useful for parents: set up your kids' accounts with Family Sharing and you can be notified whenever they try to buy apps or in-app purchases. They'll need your authorisation before they can download paid content – it could save you a fair bit of cash.

Step-by-step | Set up Family Sharing

FAMILY MEMBERS

- Stephen Ashby (Me)**
Organiser
- Lyndsey Walker**
Parent/Guardian
- Add Family Member...**

Family members share music, movies, apps, photos, location, and more. [Learn more...](#)

1: Add people

Open the iCloud section of Settings and tap on Family Sharing. Tap on Add Family Member and type in the user's Apple ID email address to send them an invite to your group.

FAMILY PURCHASES

Philip shares iTunes, iBooks, and App Store purchases from this account with your family.

Parent/Guardian

When enabled, Philip can approve Ask to Buy requests from children in the family.

Remove...

2: Pick their powers

You can choose whether members are a Parent/Guardian, who can download anything, or a child. The latter will give you more control over what they are buying.

Add Family Member...

Family members share music, movies, apps, photos, location, and more. [Learn more...](#)

SHARED PAYMENT METHOD

VISA Visa (....) Expires

Purchases initiated by family members will be charged by this payment method. Change it in iTunes & App Store Settings.

3: Add a payment method

To use Family Sharing, all the accounts will pay from a single account. You can check your payment details here so your personal account or credit card doesn't get drained.

Download family purchases

Access and download content your family bought

My Purchases

FAMILY PURCHASES

- Lyndsey**
- Philip**

1: Purchases

In the iTunes or App Store, tap the Updates section (on iPhone) and select the Purchased option. You'll see a list of your family members.

All Purchases Lyndsey

All	Not on This iPhone
Dots: A Game About Connecting Betaworks One Version 2.0.1	OPEN
New Words With Friends Zynga Inc. Version 2.3	FREE

2: In the family

Choose the family member who bought the item, then browse their purchases, tapping the cloud download icon to get it for free when you find one you want.



iCloud security

Keep your files, photos and information safe online thanks to iCloud





iCloud security has been right at the forefront of the news in recent months, thanks to numerous celebrities having photographs stolen from their iCloud accounts. While users are right to be concerned, Apple itself came forward to reassure people that no accounts were actually

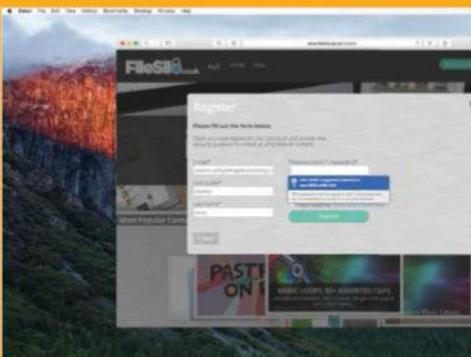
'hacked' – instead, the people involved had weak passwords that were too easy to work out or guess. Once the 'hackers' had worked out the passwords, it was just a matter of taking what they wanted.

Of course, this could happen to anyone, which is why it's important to stay as secure

as possible when using iCloud. Two-step verification can help with this – even if someone knows your password, you'll have to confirm a login on a trusted device, like your iPhone, before they can access your details. Check the bar on the page opposite to find out how to set up this useful security feature for your account.

Using iCloud Keychain

Get secure passwords anywhere with iCloud Keychain



1: Get secure suggestions

When you sign up for a new account on a website, this pop-up will appear when you are prompted to create a password, offering a complex and secure option.

2: Manage your passwords

In Safari on your Mac, open the Preferences menu and click Passwords. Here you can see all your saved passwords, delete those you don't need and search them all.



Will my iCloud account be hacked like those celebrities?

The accounts weren't actually hacked. Instead, the culprits managed to guess the celebrities' weak passwords to access their accounts. To avoid the same fate, create a secure password and use two-step verification!

"Your iCloud data is incredibly secure, both on Apple's servers and during transfer"



Stay secure with iCloud

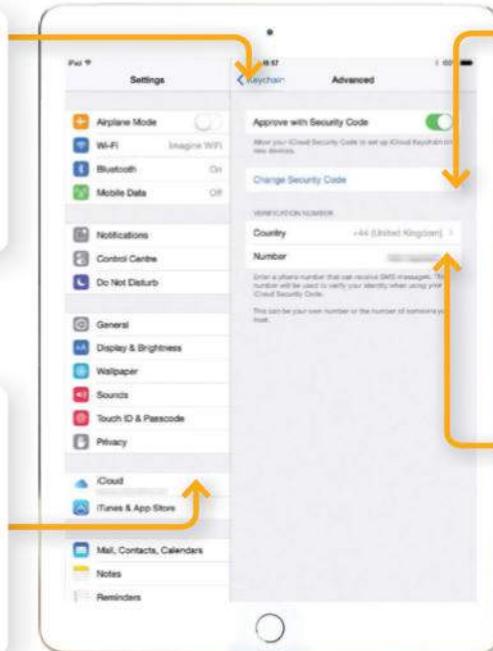
Ensure all your data and passwords are safe

Keychain options

Open the Settings app, then choose the iCloud section and open Keychain. Once this is switched on, you'll be able to tap the Advanced area to enter this screen for extra options

Password required

To make any changes to your iCloud Keychain options, you'll need to enter your iCloud password – even if you're using a trusted device, this is an extra layer of reassuring security



Security code

Rather than receiving a text message when setting up a new device, you can create a code that you can enter to verify a device – tap Change Security Code to update it

Verification number

Enter your mobile phone number here. When you want to activate iCloud Keychain on new devices, you'll be sent an SMS message with a one-time code to activate the feature

However, you can rest assured that your iCloud data is safe: everything that is sent through iCloud, from photos to documents to messages, is protected with a minimum of 128-bit AES encryption. Your data is incredibly secure, both on Apple's servers and during transfer, so you don't need to worry about anyone malicious hacking into your account and stealing files.

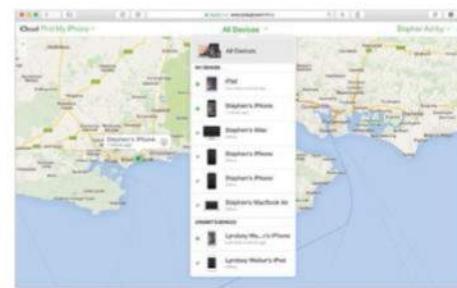
But keeping the files themselves safe isn't iCloud's only security trick – it also helps you to add another layer of security to your other online accounts. iCloud Keychain helps you save your passwords to your iCloud account, so you can log in quickly and painlessly on all your devices. But that's not all. The service can also

suggest complex, hard-to-guess passwords that you can add to an account with a single click. And once added, iCloud will store the password, making it easy for you to log in, but much more difficult for hackers to access your account. Best of all, these passwords are all protected using 256-bit AES encryption when saved in iCloud, so you can rest assured that nobody will be getting to them.

Then there are the simple security techniques that you can set up in just a couple of minutes – iOS device backups and Find My iPhone. Set your iPhone or iPad to back up to iCloud and you can rest easy knowing that your personal data is safe if your iPhone should get damaged, lost or even stolen.

Find My iPhone Never lose your Mac or iOS device

Find My iPhone is a feature baked into iCloud that you can set up on all your Apple devices, whether they're running OS X or iOS. Once activated in the iCloud section of your iPhone's Settings app, you will always be able to pinpoint your devices' locations through iCloud.com. So if you ever lose anything you can lock it, wipe it, or just track it down.



Set up two-step verification

Lock down your account

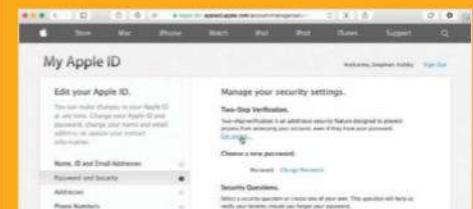
My Apple ID

What's an Apple ID?
An Apple ID is your login name for accessing your accounts with Apple. Shop in the iTunes Store, enable iCloud on all your devices, log in to the App Store, access the App Store Support website, and more. Learn more about Apple IDs.

Thank you! You are now logged out.
Manage your Apple ID
Change preferences, add products, services, and delete your devices, and more.
Forgot your password?

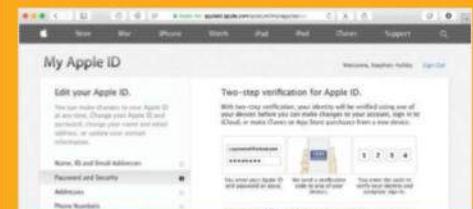
1: Log in online

Head to appleid.apple.com and click the Manage your Apple ID button on the right-hand side of the page. You'll need to log in with your email and password.



2: Get started

On the left of the interface, click the Password and Security section. At the top of the menu is the two-step verification section. Click it to get started.



3: Follow the steps

The website will now guide you through the steps you need to set up two-step verification. Remember that you'll need a trusted device like an iPhone or Mac.



4: See the benefits

Now, when you log in to a new device for the first time, a code will appear on your trusted device and you'll need to enter it to continue, for extra safety.

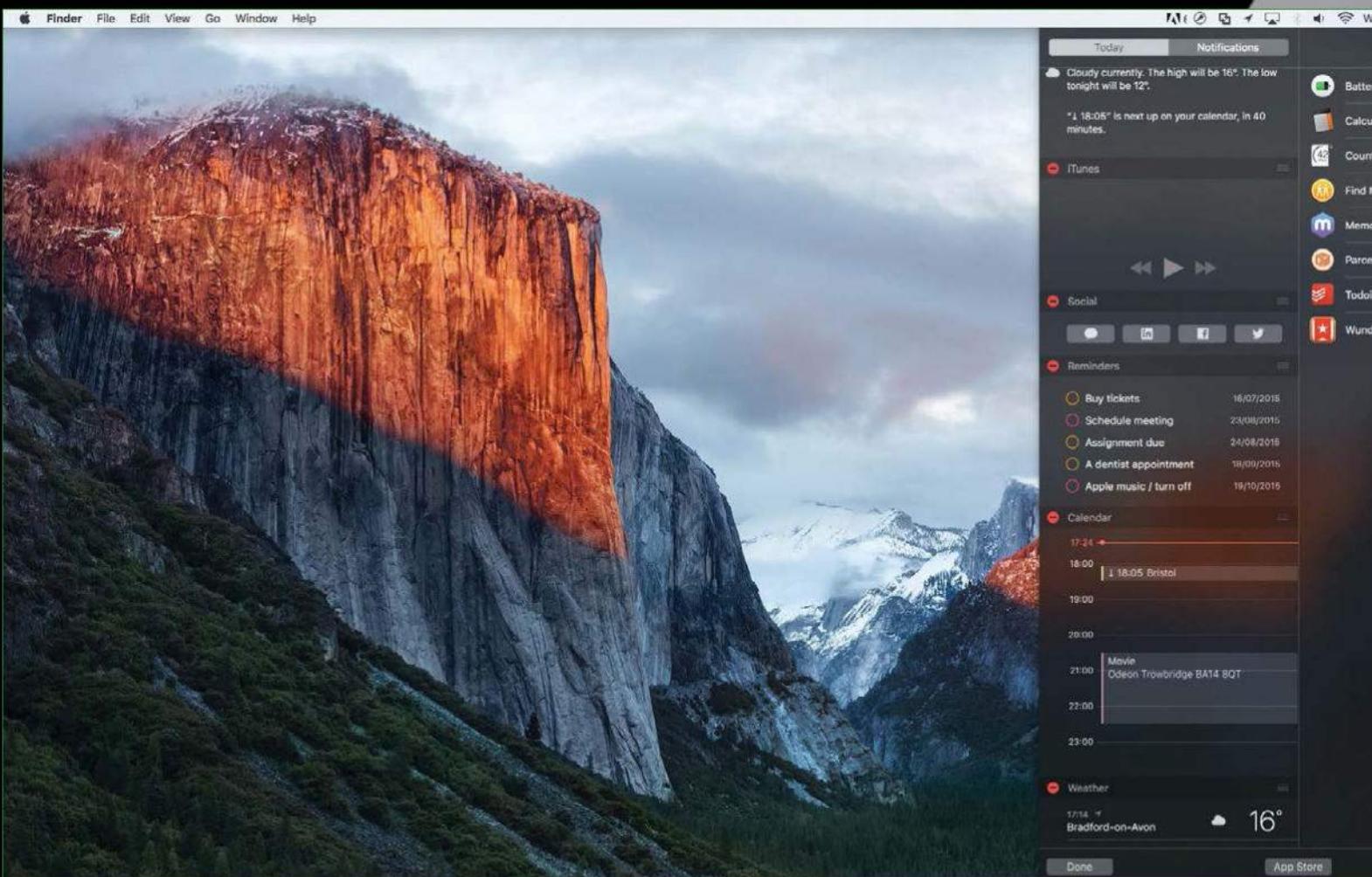
Apple essentials

Discover how to get more out of your favourite Mac apps and go that little bit further



- | | | | |
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| 42 | Share purchases with Family Sharing | 60 | Top ten Safari extensions |
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| 49 | Navigate Maps with the trackpad | | |
| 50 | Add a voice-over in iBooks Author | 63 | Sign documents in Mail |
| 52 | Master the new features in Notes | 64 | Discover Mail's new smart suggestions |
| 54 | Master your new Mission Control | 66 | View conversation details in Messages |
| 56 | Manage your Safari bookmarks | 68 | Set up SMS Relay in Messages |

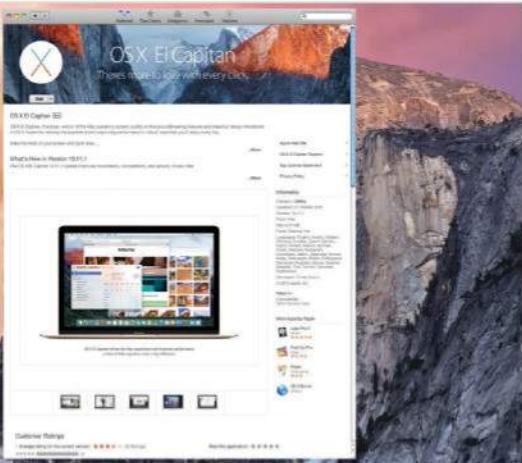




Prepare for El Capitan in ten steps

Make sure your machine is all set for a brand new operating system

It's an exciting time to be an Apple user. With OS X El Capitan and iOS 9 out now, we're being treated to dozens of new, exciting features that don't cost us a penny. Updating to a new operating system isn't without its perils, though, but there are a few tips that if you follow, will leave you in a perfect position to get started with Apple's new generation of software. Whether you've got an older Mac mini in need of some extra hard disk space and general TLC, or a 5K iMac with iCloud syncing problems, the following ten tips are essential reading. We'll also show you how to check upgrade compatibility, the best back-up solution and even how to repair any existing hard disk issues.



App Store

To download OS X El Capitan you need access to the Mac App Store, which arrived back in 10.6 Snow Leopard. If you're running an OS from before, then it's time to upgrade. Start by getting hold of Snow Leopard from here: <http://apple.co/1IYNVht>. It'll cost £14.99/\$19.99.



Back up

We can't stress how important a job this is. It's very unlikely you'll run into any problems when updating to El Capitan from Yosemite, but should the worst happen, you'll want a backup copy of your hard drive as a safety measure. All you need is the Time Machine app and an external drive.

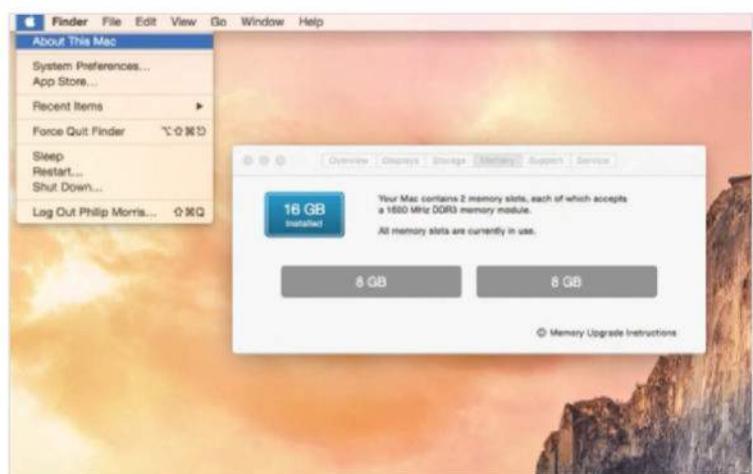
Check compatibility

The official rule is if your Mac runs OS X Yosemite, you can upgrade. That's any iMac from mid 2007 or newer, MacBook Air from late 2008, Mac mini from early 2009, MacBook Pro from mid 2007 and a Mac Pro from early 2008.



Tech specs

So your Mac is compatible – now is the time to see if it has enough memory. The minimum requirement for Yosemite was 2GB of RAM, while you also needed 8GB of free hard drive space to complete the installation. Go to your About This Mac tab in the Apple menu to check.



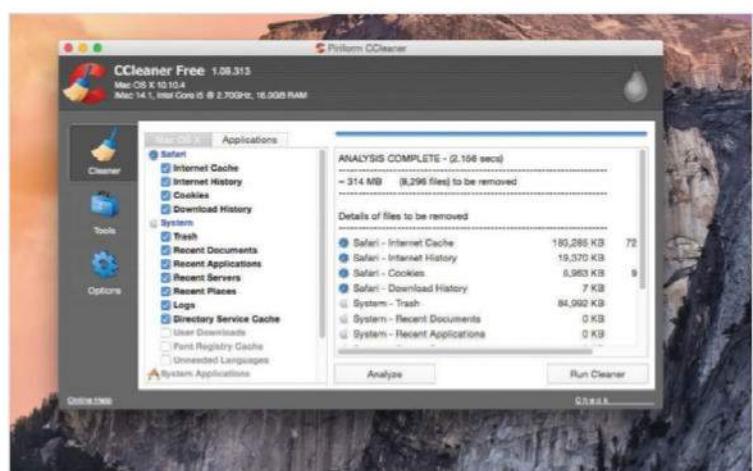
Give your Mac a spring clean

The week before you upgrade is the perfect time to give your Mac a spring clean. CleanMyMac 3 is a favourite, and you can take advantage of the app's free trial to get rid of the junk that's been clogging up your hard disk for years.



Clear temporary files

Your Mac stores a variety of temporary files, most of which serve no purpose other than to rob you of precious space. CCleaner for Mac is a great little app (with a lovely free version) that will leave your Mac in lean condition.





What can a utility app do for your Mac?

Learn how to keep on top of maintenance with CleanMyMac 3

iTunes junk

CleanMyMac will scan in places you never thought to look, like iTunes, which houses all of your iOS backups – potentially stretching back years

Uninstaller

When you delete an app you're invariably left with a mess of useless folders and binaries. With the Uninstaller you can dispose of the lot

Scanning

You can use CleanMyMac to perform a full system scan whenever you want. It's the best way to keep your Mac in pristine condition and free of unwanted files and junk



Dashboard

CleanMyMac's Dashboard feature gives you an overview of your Mac's vital statistics. Keep an eye on available disk space, memory performance and processor power

Should you pay for a Mac utility app?

Our advice would be: you get what you pay for. However, Apple vets apps on its App Store stringently, so even free software will do good things to your Mac. Weigh up how necessary it is – someone with an older, slower machine is likely to benefit much more.



Update third-party apps

All your third-party software needs updating, too. Developers may push out small updates that help with the transition from one OS to another. Without updating these apps you might find they don't work straight away with El Capitan.



Delete duplicates

For anyone with a large Photos or Aperture library, getting rid of duplicates is likely to save a lot of space. The Mac App Store is packed with third-party software to get the job done, like the Photos Duplicate Cleaner app we're using here.



Repair any problems

By using Disk Utility (an app built right into OS X) you can ensure that your hard drive is in good health. Open the app, select your startup drive from the left, click the First Aid tab and then Verify. Disk Utility then scans for any problems.

Tidy up iCloud

It's wise to check you're happy with the state of your iCloud account before you hit the Update button. Head to the iCloud menu in System Preferences and tick and untick the relevant boxes to manage your storage. You want to make sure that everything you want synced across does so without any problems.

Finder's top ten tricks and tips

Discover how to get even more out of Finder by mastering its hidden features and functions

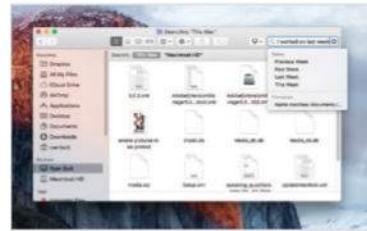
Finder is the most-used app on the Mac and the desktop is, in fact, just a glorified custom Finder view. Finder windows can be opened with a key press and there are many hidden features that you may not have discovered, even if you have been using a Mac for some time. There are lots of great tips here for working faster and smarter with Finder and all work with OS X El Capitan. Some of the tips work with older versions of OS X and have been around for years, so give them a try and see what works best for you.

Whether you prefer tabs or separate windows, List or Cover Flow view, a mouse or keyboard, you will find ways of working with Finder that you didn't know existed. Learn the basics, master them and use your Mac more efficiently. Sound good? Read on and all will be revealed...



Split View

One of the new features of El Capitan combines the option to keep multiple apps open and use full screen mode by allowing you to click on the green full-screen button in the top-left corner of an app window and drag it to the top corner of the screen. Repeat with another app window to screen a split view of both apps.



Smarter searches

Handy for those times when you worked on a document but forgot what you called it, you can now enter more natural phrases such as 'documents I worked on last week' into the search field to help you to find what you want.

Hide the menu bar

If you want a super-tidy desktop workspace then you can hide the menu bar in El Capitan. Open System Preferences and click on the General pane, then tick the 'Automatically hide and show the menu bar' option to hide the bar when it's not in use.



Quick Look tricks

Select a file, then press the spacebar and Quick Look displays it. Pressing the up/down arrows moves to the previous/next file. In List view, click the first file, Shift+click the last and press Command+Option+Y to see a great slideshow.



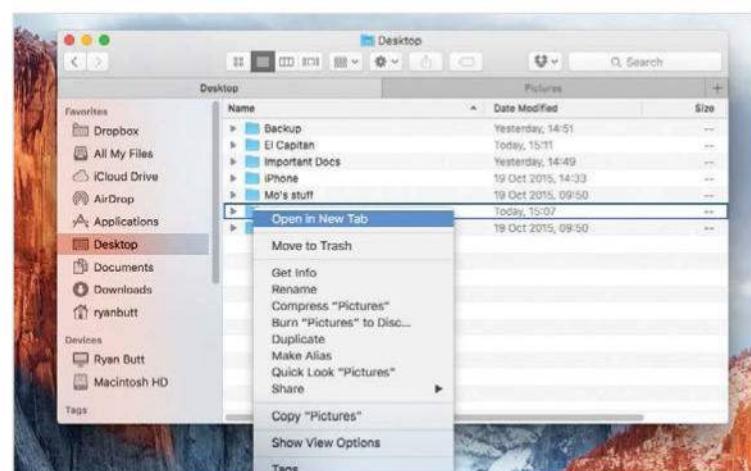
Customise the toolbar

Open a Finder window, go to the View menu and select Customize Toolbar from the options. A panel opens below the toolbar and you can drag icons to it to add them, drag them left or right to rearrange them and drag them off to remove them.



Open a tab

Finder supports tabs and you can right-click a folder and select Open in New Tab. You can also hold down the Command key next to your Spacebar and double-click a folder to open it in a tab instead of the current window. It stops the desktop filling with windows.





Customise the toolbar

Don't put up with the default toolbar; right-click it and select Customise. Place your most-used icons first, remove ones, and add extra icons

The sidebar

Drag your favourite folders to the sidebar for easy access. Your own sidebar items and OS X system ones can be dragged to rearrange the order. iCloud storage can be accessed, too

Preview everything

Go to the View menu, select Show Preview to open this pane on the right. Media files, such as video clips and audio files, have a play button. Use it to preview the file

Search for it

If you cannot find a file or you want to filter a lot of files to focus on a particular type, enter a search term here. The Save button below will add the search to the sidebar

Network drives

NAS (Network Attached Storage) drives should automatically appear in the Finder's sidebar. Restart the Mac if you cannot see one. You can browse network drives just like the Mac's internal disk drive, copy files to and from them, and so on. The only difference is that they operate slower.

Create Smart Folders

A Smart Folder is basically a saved search. Use the search box to find files, click the Save button and tick Add to Sidebar to save it. You can also select New Smart Folder on the File menu to perform the same search and save.

	Date Modified	Size	Kind
52.JPG	19 Nov 2014, 07:13	1.7 MB	JPEG Image
53.JPG	19 Nov 2014, 07:13	1.8 MB	JPEG Image
55.JPG	19 Nov 2014, 07:49	799 KB	JPEG Image
56.JPG	21 Nov 2014, 18:43	882 KB	JPEG Image
57.JPG	21 Nov 2014, 18:43	875 KB	JPEG Image
58.JPG	21 Nov 2014, 18:43	1 MB	JPEG Image
59.JPG	21 Nov 2014, 18:46	1.2 MB	JPEG Image
60.JPG	21 Nov 2014, 18:47	1.3 MB	JPEG Image
61.JPG	24 Nov 2014, 07:20	841 KB	JPEG Image
62.JPG	24 Nov 2014, 07:20	876 KB	JPEG Image
26.JPG	28 Nov 2014, 14:01	907 KB	JPEG Image
27.JPG	28 Nov 2014, 14:01	896 KB	JPEG Image
78.JPG	9 Dec 2014, 07:30	1.3 MB	JPEG Image
79.JPG	9 Dec 2014, 07:30	1.7 MB	JPEG Image
80.MOV	11 Dec 2014, 20:22	245 MB	QT movie
81.JPG	12 Dec 2014, 13:49	4.5 MB	JPEG Image
82.JPG	12 Dec 2014, 13:49	4 MB	JPEG Image
83.JPG	12 Dec 2014, 13:49	4.8 MB	JPEG Image
64.JPG	12 Dec 2014, 13:49	4.9 MB	JPEG Image
85.JPG	12 Dec 2014, 13:51	4.6 MB	JPEG Image
86.JPG	12 Dec 2014, 13:51	4.2 MB	JPEG Image
87.PNG	14 Dec 2014, 12:44	363 KB	PNG Image
88.JPG	22 Dec 2014, 12:30	1.3 MB	JPEG Image
89.JPG	22 Dec 2014, 12:30	1.3 MB	JPEG Image

Add columns

Select List view in a Finder window and it lists the file names, sizes, dates and the kind. But did you know that you can hide columns or even add some more? Just right-click a column heading and then select or deselect the attributes on the list, such as Comments and Tags.

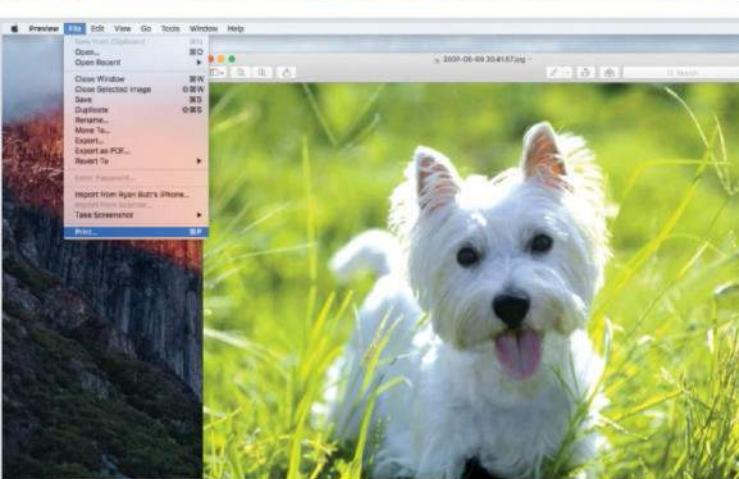
Use keyboard shortcuts

Learn these shortcuts and you can work faster with Finder. Copy with Cmd+C, paste with Cmd+V, go to your Home folder with Cmd+Shift+H, open a new Finder window with Cmd+N, delete files with Cmd+Delete and open a tab with Cmd+T.



Rename multiple files

Do you remember when we had to use a special utility to rename multiple files? It was a while ago, but now Finder can do it. Command+click several files to select them, Ctrl+click them and select Rename. Type the name into the Custom Format box and then click Rename.



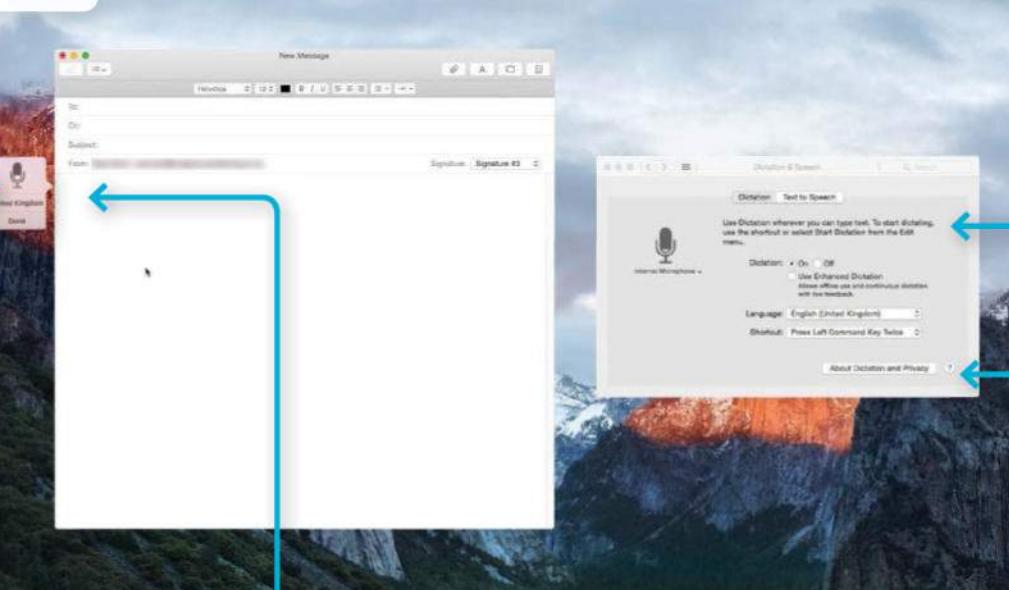
Apple essentials

I'm listening

When you activate Dictation, this small window will appear where you are typing to show you that your Mac can hear what you are saying. Three dots will shake if your Mac didn't hear anything when you click Done

Sending data

When you switch on Dictation in System Preferences you'll see this pop-up box to explain that your speech is sent to Apple for analysis so the written text can come back, so click Enable Dictation to confirm



Siri features

Unfortunately, we still don't have full access to Siri's features, such as sending emails and messages quickly with a voice command, on Mac. We'll keep our fingers crossed that these and other features will be enabled in future updates to El Capitan.

Waiting time

The dictation sends all your audio to Apple for analysis, so you won't see your words appearing onscreen as you say them. After you click done, three dots will appear to show that your words are being worked out, so be patient

More information

If you're concerned about how your speech data is being used, you can click the About Dictation and Privacy section in System Preferences to see more information on how your information is used



Use Siri-style Dictation in any app

Use your voice to write in any app using El Capitan's brilliant built-in dictation tools



Time needed: 10 minutes



When Apple introduced Siri on iPhone and iPad back in iOS 5, it was expected that the system would soon be making its way over to the Mac. While we're still yet to see the full version of Siri make its way to OS X, you do have the ability to speak to your Mac and have it understand exactly what you mean.

Dictation enables you to tap a key on the keyboard and then speak to your Mac. The Mac will listen to what you say until you click Done, and then transcribe your words onto a page or into another app on your Mac. The system needs an internet connection to work normally, just like Siri, but you can change this with a download. For now, read on to find out how to speak to your Mac and, more importantly, help it understand.



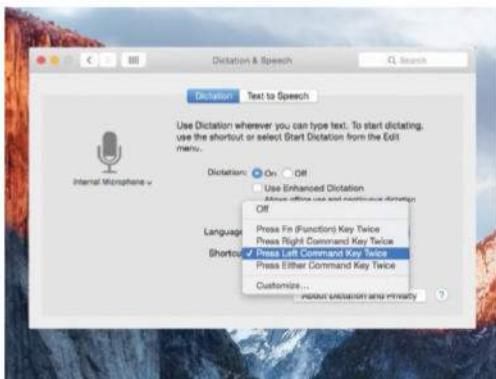


OS X | Use Dictation anywhere in El Capitan



1: Activate Dictation

First, you'll need to activate dictation on your Mac. Open System Preferences and click Dictation & Speech in the menu. In the Dictation tab, click On beside Dictation.



2: Choose your language

Next, use the drop-down menu below this section to choose your language. It will use your system language by default, but you can add more languages here if necessary.

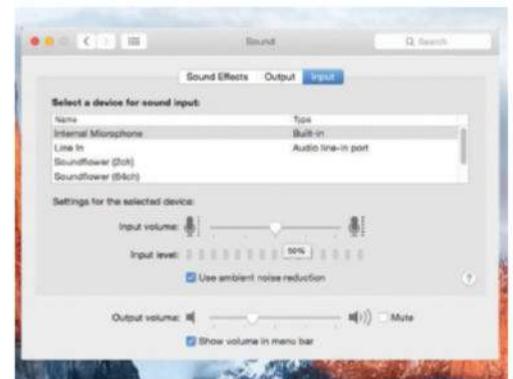


4: Choose the shortcut

You can also choose a shortcut to activate Dictation quickly. Choose the keyboard combination you want with this drop-down, or choose Customize and enter your own.

5: Enhanced Dictation

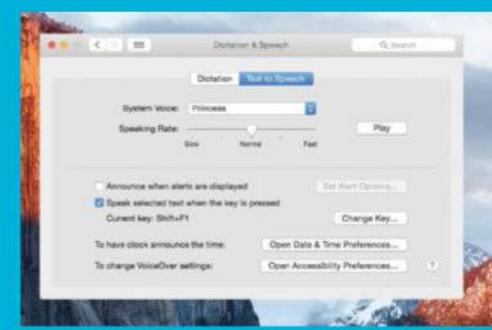
If you are using a MacBook, you may want the option to use Dictation when you're not connected to the internet. You can download a file to allow this option by checking this box.



Use Text to Speech

Along with the Dictation options, which enable you to transfer your voice to text, you can also use the Mac's built-in Text to Speech options. With these options, you can select an area of text and have your Mac read it out to you in a voice you choose. This function is available from any app, so no matter what you're doing, you can have your Mac read out what you're working on.

"Select an area of text and have your Mac read it out to you"



1 Choose your settings

In the Text to Speech tab of the Dictation & Speech preferences you'll see a number of options. You can choose a different voice and adjust speech speed, or create a keyboard shortcut for activation.

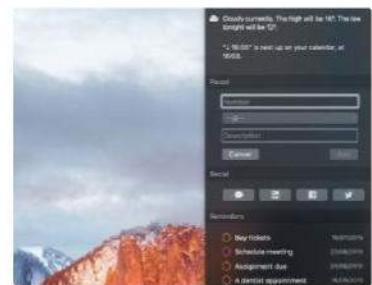
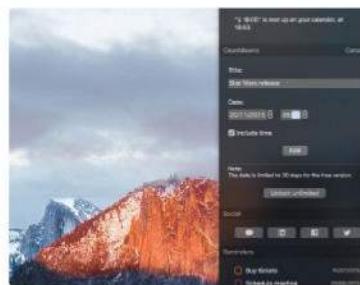
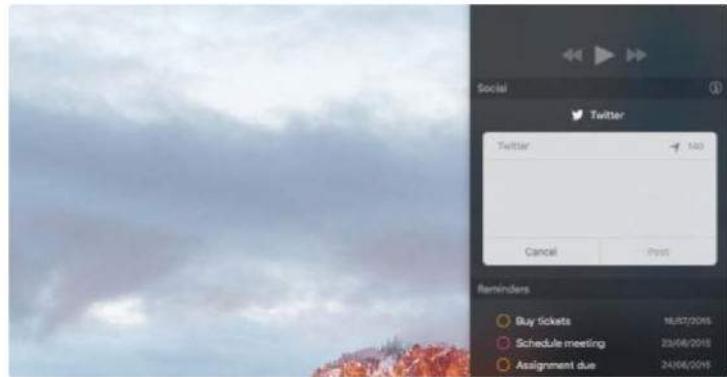
2 Speak to me

In any application, select an area of text, right-click the text and choose Speech>Start Speaking. Your Mac will start reading the text; to stop it, right-click again and choose Speech>Stop Speaking.

Top 10 Notification Centre widgets

The very best widgets currently available in OS X El Capitan

 Apple has previously been a bit of a closed book when it comes to giving third-party access to its default OS X operating system. The inception of the Mac App Store, though, has most definitely given third-party developers a pedestal to be recognised and admired. In short, third-party apps help users to maximise the potential of their Macs. Apple is now begrudgingly acknowledging that, and so with the arrival of OS X Yosemite came support for third parties to develop widgets for Notification Centre. They've been an overwhelming success already, from providing you with essential system information all the way to showing you a more extensive to-do list. It won't be long before there's hundreds of alternatives, but in the meantime, here's our rundown of 10 of the best currently available on the Mac App Store.



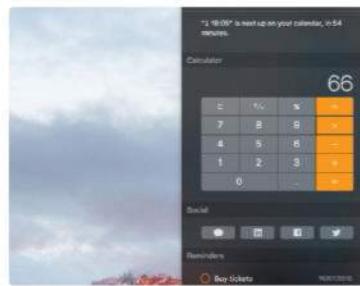
1: Monity

When you rely on your Mac, it's essential to ensure everything runs in the optimum way. Monity can help with this; it is an advanced system monitoring widget, giving detailed information on processes, CPU and all your connected networks. An essential download.



2: Countdowns

This is a fun widget, and one that will provide a glimpse of joy every day. If you've got a big event coming up, set a countdown and have it show in your Today view as a reminder. Now there is really no excuse for not being prepared for that big occasion!



3: Wunderlist

Wunderlust is already an iOS favourite, and we're happy to see that the Mac app is just as brilliant. This app makes it an absolute breeze to create a multimedia to-do list and then share it with friends and family straight from your Mac.



5: Find My Friends

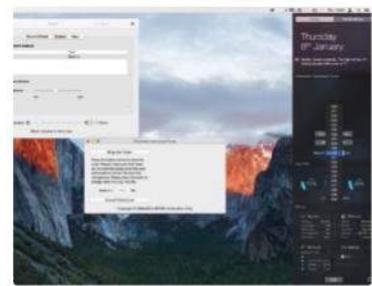
This widget will already be installed on your Mac after the El Capitan update. When added to your Notification Center it will provide an at-a-glance map pinpointing the locations of your friends and family. Handy for hooking up with people in the area.

6: Calculator

Another El Capitan freebie, this app provides quick and easy access to your Calculator app so that instead of having to launch it via your Applications folder, you can quickly carry out your sums in the Notification Centre column at the side of the screen.

4: Parcel – Delivery Tracking

This app is absolutely essential for small businesses who often post out items, because Parcel enables you to add and track any parcels you send. It works with some of the biggest couriers around, like Royal Mail and FedEx.



7: iTunes

This simple widget will be available as part of the El Capitan update and it simply places a set of playback controls into the Notification Centre so you can control your music easily without having to use the actual iTunes app. A great time-saver.

8: Chromatic Instrument Tuner

A very different widget to the ones examined so far; Chromatic helps you tune any instrument that you have plugged into your Mac, using advanced algorithms to get the perfect frequency. Might be niche, but is certainly very helpful.

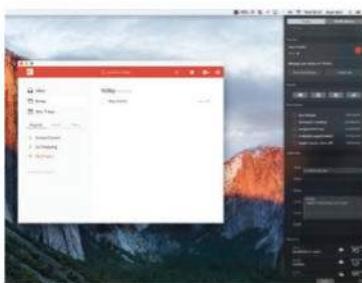


Do Not Disturb
Don't forget you can turn off all notifications by simply flicking the Do Not Disturb sign to On

In action
You'll see the widget hard at work in the Today view, providing at-a-glance information

Add
Hit the green plus sign next to the app's name to add the widget to the Today view in Notification Centre

App Store
The App Store link takes you to a page dedicated to the best available Notification Centre widgets – essential reading



9: Todoist

If you can't get enough of organising your various tasks into lists, sign up for a Todoist account and you'll have all your to-do projects waiting for you in Notification Centre for sharing and collaborating. This app is a real productivity booster.



10: Memoir

The Memoir app syncs all of the photos on your Mac, allowing you to relive those precious memories on your mobile devices without the need to eat up the storage space on the respective device. This widget shows off images in your Notification Centre.

Find widgets on App Store



1 At the bottom

With Notification Centre open, head down to the Edit button at the bottom. A new sidebar will promptly appear and, at the bottom, an App Store link. Click on it.



2 Mac App Store

You'll automatically be whisked off to the Mac App Store in a separate window. Here you'll find all those apps that have compatible Notification Centre widgets.



3 Buy app

From here, it's simply a case of hunting down an app that you might find useful. To access one, you buy and download the app as you would with any other app.

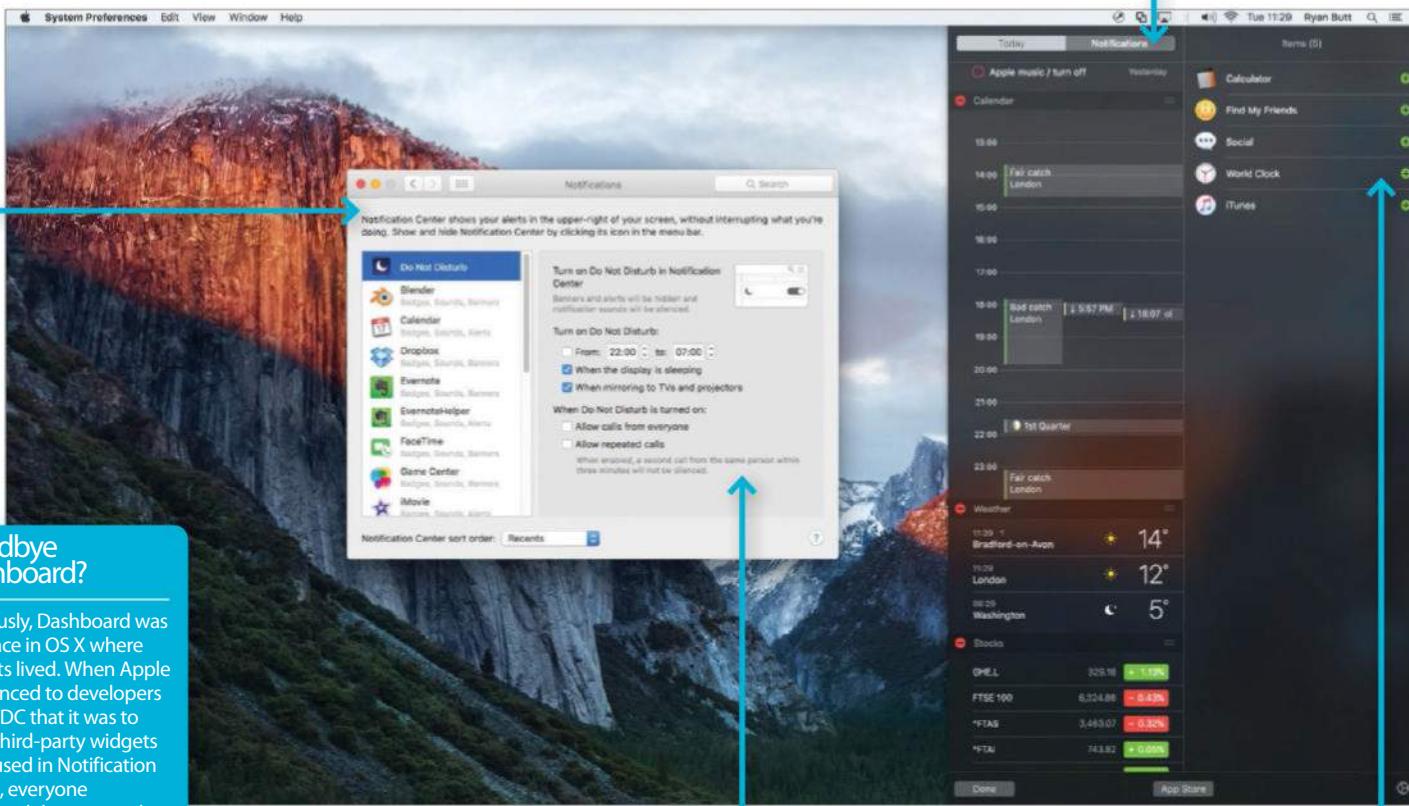
Apple essentials

System Preferences

There's a direct link to System Preferences in Notification Centre, and from there you can tweak individual apps

Notifications

The Notifications panel is still the bread and butter of Notification Centre for any OS X user



Goodbye Dashboard?

Previously, Dashboard was the place in OS X where widgets lived. When Apple announced to developers at WWDC that it was to allow third-party widgets to be used in Notification Centre, everyone presumed that meant the end of the road for good old Dashboard. Well, it still exists, but surely its days are numbered when you consider the thriving widget community that exists already?

Do Not Disturb

You can always get some peace and quiet by turning off all notifications by simply activating Do Not Disturb mode

New widgets

When you download an app that has a widget, it will end up in the Item sidebar over on the right when you hit Edit

Customise Notification Centre

Edit Notification Centre's Today view for a more personal experience



Time needed: 30 minutes



Notification Centre has been around since its introduction in OS X Mountain Lion and serves as a one-stop, at-a-glance way of viewing everything that's going on in your world. Accessible by hitting the three-line icon in the very top-right corner of your Mac's menu bar, Notification Centre provided a useful place to view new iMessages or emails. In truth it was fairly limited, but that all changed in OS X Yosemite and El Capitan with the introduction of the Today view. Now you can see exactly what your day entails, from Calendar entries to your Reminders to a weather forecast. And best of all, it's fully customisable with a host of third-party widgets ready to give your Mac a truly personalised Notification Centre, packed with vital information. Let's take a closer look.





Notification Centre | Customise the Today view



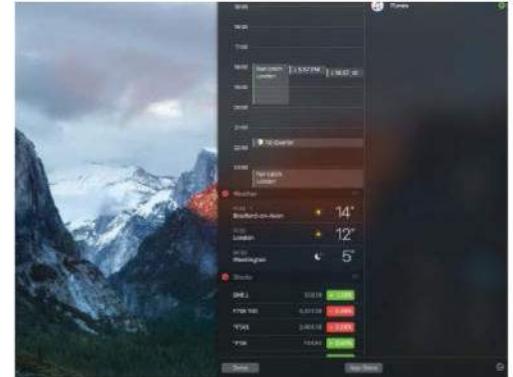
1: Standard view

Here's the standard Notification Centre view, giving you some basic information. Thankfully you can tweak it by adding third-party widgets from the Mac App Store.



2: Mac App Store

Hit the Mac App Store shortcut in Notification Centre and you'll be transported to a page full of apps that have compatible widgets, ready for you to download.



3: Edit tab

The key to customising Notification Centre is the Edit tab at the bottom-left of the Today View. A new sidebar opens, where your third-party widgets live.



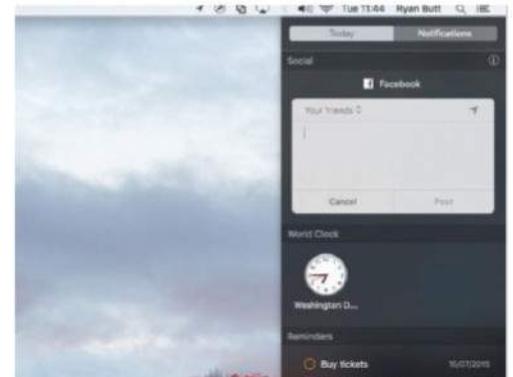
4: Add widget

All you need to do to add a widget is to hit the green plus icon next to its title. Then, click Done in the bottom-left to see the widgets added to the Today view.



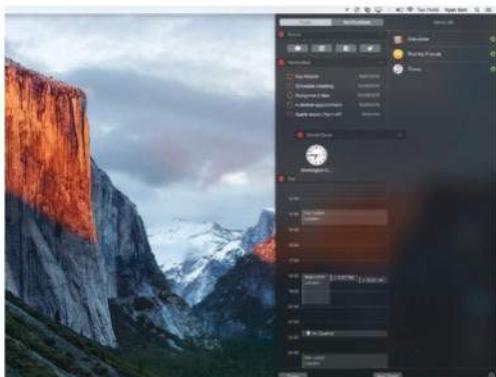
5: Tweak widget

Most widgets will need a bit of tweaking to get them up and running as you wish. The World Clock widget, for example, needs you to add places to it. Do so by clicking on the 'i' icon.



6: Using a widget

Once you've got it set up, though, you'll find it can save you a lot of time. Here we're posting to our Facebook wall without having to leave Notification Centre.



7: Reorder

Notification Centre will automatically add a newly added widget to the top of the Today view, but you can change that by dragging and dropping it around.



8: System Preferences

You can tweak Notification Centre even further by heading to System Preferences. Here we're setting a time when we don't want to be disturbed by a notification.

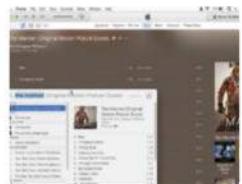


9: Individual apps

It is also possible to tweak individual apps, choosing how notifications are displayed, the sounds they make and whereabouts they are shown on screen.

What's new in Spotlight in El Capitan?

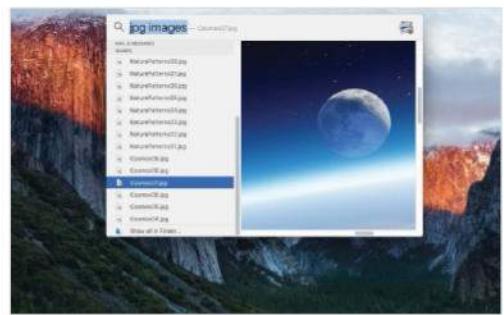
Take advantage of Spotlight's new features and advanced search capabilities



Time needed: 10 minutes



When you need to find an app, document or other file, Spotlight has always been the go-to tool for Mac users. An updated version can be found in OS X El Capitan, boasting some great new features. For example, Spotlight can be resized and moved around the screen almost like a regular window, which prevents it from getting in the way of other apps, and it now shows more search results than ever. The range of Spotlight's searches is also wider than ever and it can find even more web content, too. There is no need to fire up Safari when performing a web search when you can hit Cmd+Space and enter a Spotlight search. It even has a better understanding of search queries.



Configure Spotlight

The results that Spotlight shows can be configured by going to System Preferences and clicking Spotlight. Tick the items that you want to see results for and clear the ticks against anything that you don't want to see. Ticking everything might show too much, so use the list to filter the search results to show important ones.

Jump to here

Search results are organised into sections to make them easier to navigate. Jump from one section to another section by holding down Command and pressing the up and down arrow keys

Top hits

The Top Hit is Spotlight's best guess and it is indeed the Harry Potter book in this case. The result is an email and the icons next to each result indicate the type of item

Related information

This really highlights Spotlight's ability to find not only direct results like the top hit, but related information. It obviously looked up the author and displayed another book from her, which is clever

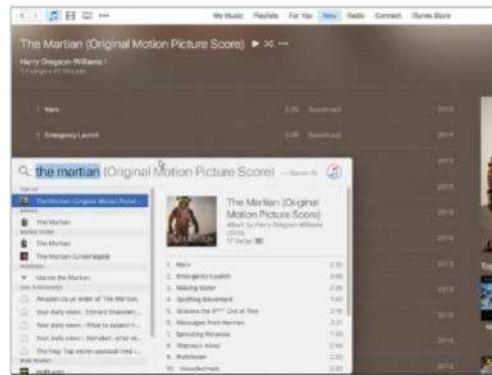
Resize and move

The window can be moved by dragging the top bar and the top and bottom can be clicked and dragged up or down to make the window bigger or smaller. The width is fixed, though



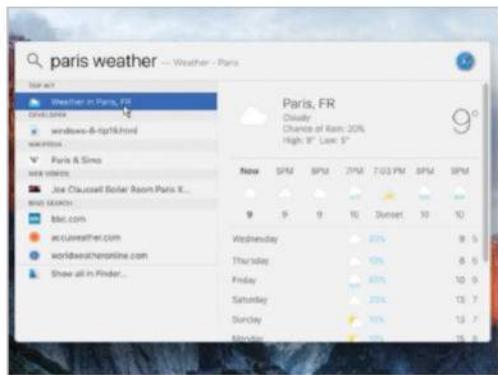
Spotlight

Get to know Spotlight



1: Search with Spotlight

Click the Spotlight icon at the right side of the menu bar and enter anything you want to find on the Mac or the web, such as The Martian. There are books, movies and more.



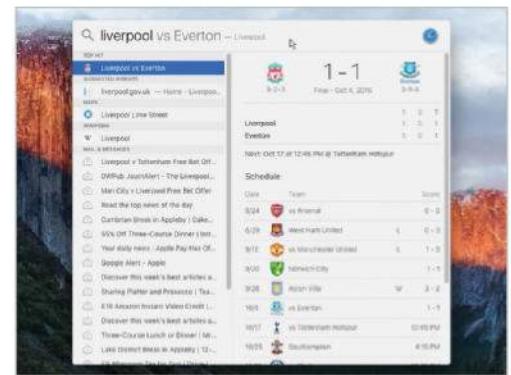
2: Move Spotlight

Clicking the music link opens the iTunes Store with the film score. Open Spotlight and click and drag the window to any place on the screen just like a regular app window.



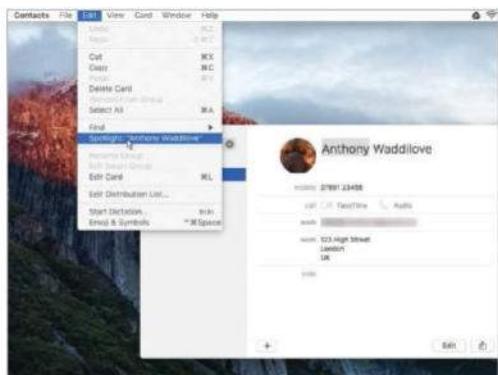
3: Search for videos

Add 'video' onto the end of the search term and it completely changes everything. Now the results include links to movies on the web. In this case, the YouTube trailer.



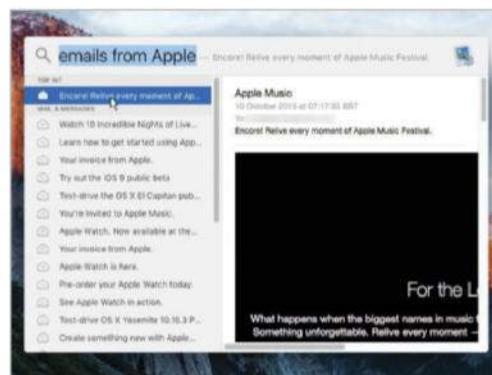
4: Get the weather

Search for 'weather' and the forecast for your local area is displayed, but you can just as easily see weather forecasts for any place in the world. Just add the location.



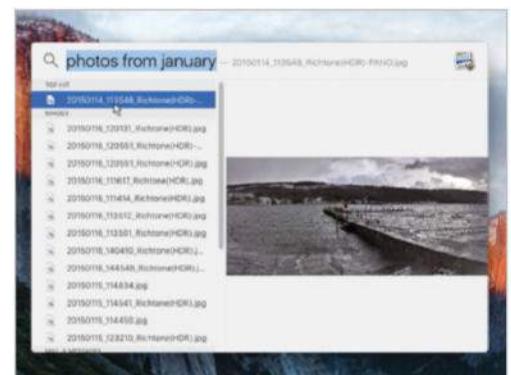
5: Expand the window

Sometimes there is too much information to fit in the Spotlight search results window. You can easily resize it to make it larger. Click and drag the top and bottom edges.



6: Get sports info

Spotlight can now show sports information such as upcoming fixtures and match results. Just type in the name of a football team or match and the results are displayed.



7: Spotlight contacts

Spotlight can be accessed from within the Contacts app. Open Contacts and select a person in the list on the left. Go to the Edit menu and then select Spotlight: 'name'.

8: Intelligent searches

A certain degree of artificial intelligence has been built into Spotlight and it can understand more than you might expect. For example, search for 'emails from name'.

9: Use dates

Months, days and other dates can be used in searches. For example, suppose you want to see the photos you took in January. Just type 'photos from january' in Spotlight.

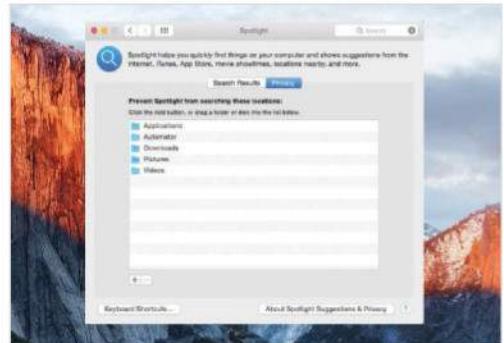
Add privacy settings to Spotlight

Keep important files and folders away from prying eyes by editing privacy settings



Time needed: 30 minutes

Spotlight is undoubtedly one of the leading features available in OS X, especially when it comes to keeping tabs on the various files and folders stored on your Mac. However, due to the intrusive nature of Spotlight, it can lead to problems if your Mac falls into the wrong hands. One quick search can lead to all your secure files being easily found, so it's important to implement certain privacy settings to help minimise this access. While you'll want to look to third-party apps from the Mac App Store to encrypt files, Spotlight does include some basic privacy settings that can make it a little harder to find them. Use the following steps to add some much-needed privacy settings to Spotlight on OS X.



Change order of results

To alter the order in which Spotlight displays your results of the categories you have left enabled, simply drag up and down on the category. To keep things organised, it's best to drag the disabled categories to the bottom of the menu. When you then back out of the menu, the changes will automatically save.

Remove keyboard shortcuts

Open the Keyboard Shortcuts menu to remove shortcuts related to Spotlight. Similarly, you can use this menu to disable shortcuts for other OS X tasks

Block specific files

Press on the Privacy tab to set up the individual files and folders that you want to prevent Spotlight from searching. Use the + and - icons to add and remove new files

Select apps and features

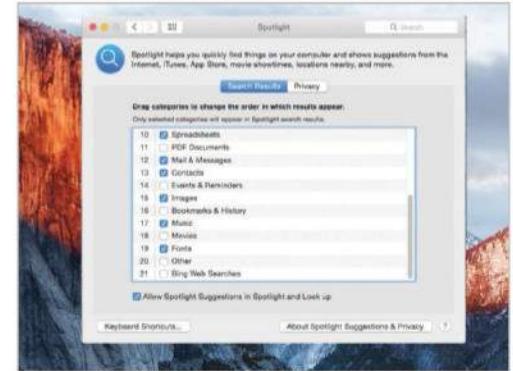
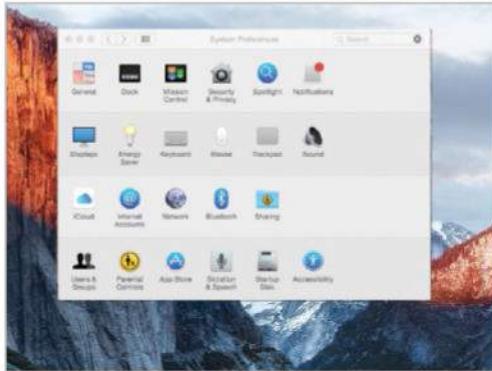
Use the checkboxes down the left side of the app to limit the searches that Spotlight can make. Some options relate to apps, while some represent other OS X features

Disable suggestions

When you perform a search in Spotlight, you may find it offers its own suggestions occasionally. You can eradicate these suggestions by disabling the option that is found at the bottom of the window



Spotlight | Add privacy to Spotlight searches



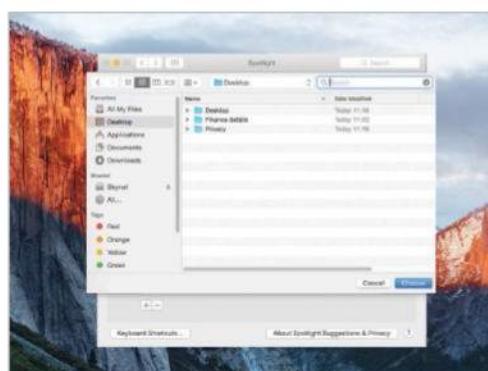
1: Open System Preferences

Use Finder to open the System Preferences menu on your Mac, before looking for the Spotlight option that you'll find on the top bar of icons. Open this menu to continue.



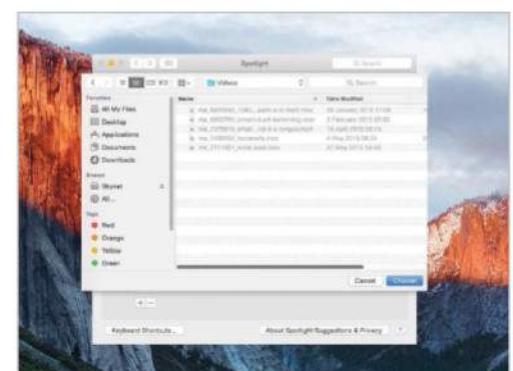
2: Explore Search Results

The Search Results tab will now open. Here you'll find all the files and folders that Spotlight currently can search within, indicated by the blue tick to the left.



3: Remove Spotlight access

To remove Spotlight access to any directories that are listed, click on the checkbox to disable it. Feel free to perform a quick Spotlight search to make sure it worked.



4: Select Privacy tab

Now open the Privacy tab located next to Search Results. With the blank page in front of you, start adding specific files and folders to your Spotlight block list.

5: Add a new file

Press on the + icon to the bottom left of the menu and use the Finder menu to locate a file you want to add, before pressing the Choose option to confirm your choice.

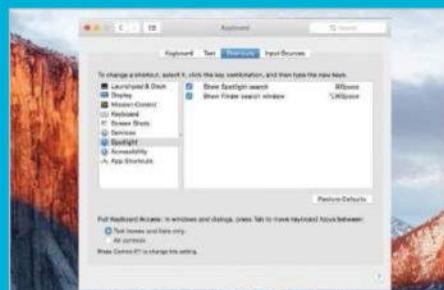
6: Perform a search

To be even more specific with the files you want to prevent Spotlight accessing, use the search function to the right of the window to find the exact file you're after.

Remove Spotlight keyboard searches

Another simple way of adding extra security to Spotlight is by managing, editing and removing the keyboard shortcuts associated with it. By tweaking the keyboard shortcuts used, you can prevent your Mac from displaying certain windows and files. Follow the next couple of steps to get your Spotlight keyboard shortcuts removed and check out the keyboard shortcuts available for other OS X features.

"By tweaking your Mac's keyboard shortcuts, you can hide certain files"



1 Open Keyboard Shortcuts

With the Spotlight menu open within System Preferences, click on the Keyboard Shortcuts option found on the bottom left of the menu. A list of available keyboard shortcuts for all OS X features will now appear.

2 Disable Spotlight shortcuts

Select Spotlight from the myriad of OS X features. You'll find that only two keyboard shortcuts work within Spotlight, so de-tick the box to the left of each of them to disable them from now working on your Mac.

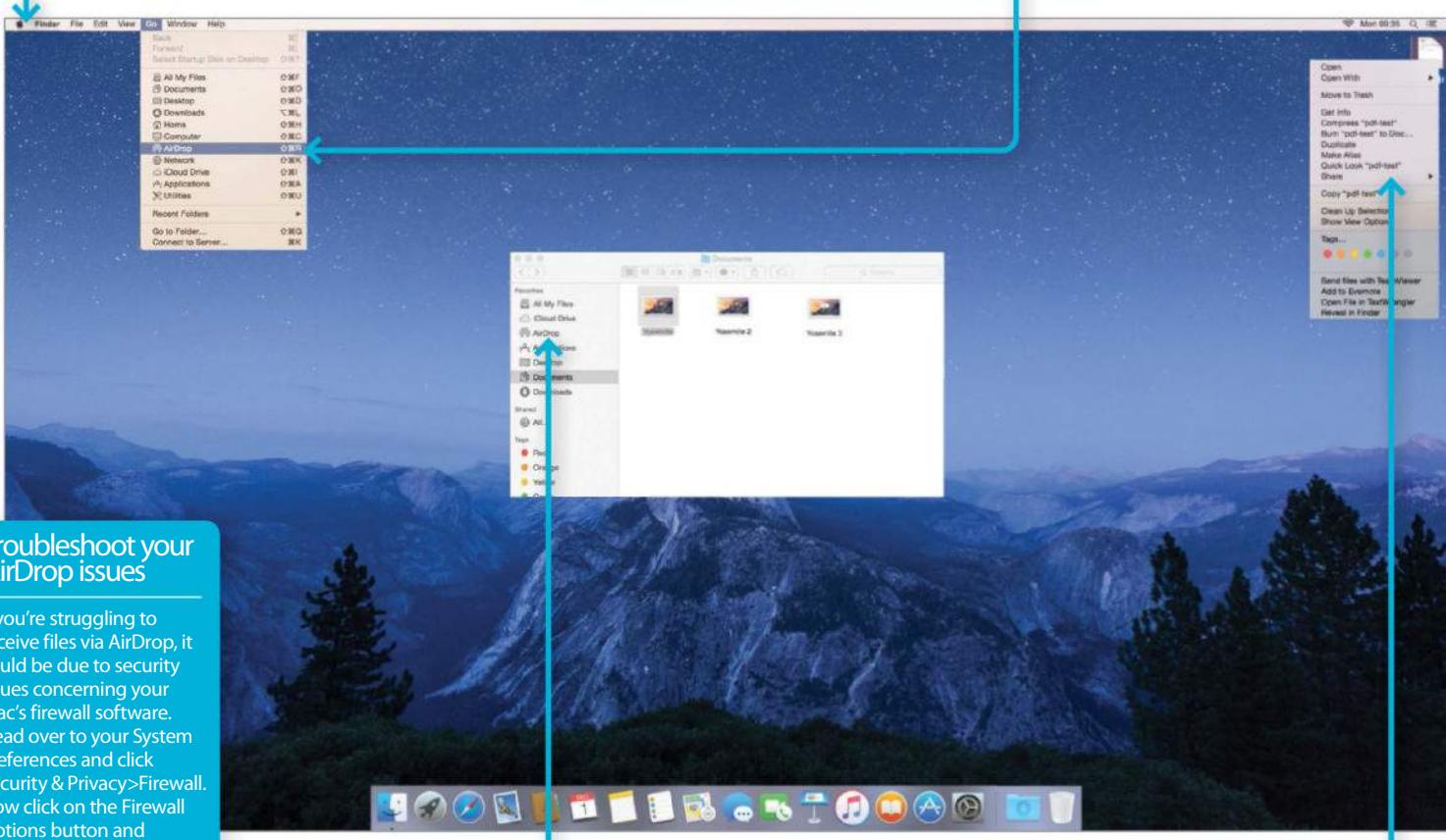
Apple essentials

Finder

Launch Finder and select AirDrop from the left-hand column to view available devices to share with

Shortcut

If you can't find AirDrop in Finder, click the Go menu in your menu bar and choose AirDrop



Troubleshoot your AirDrop issues

If you're struggling to receive files via AirDrop, it could be due to security issues concerning your Mac's firewall software. Head over to your System Preferences and click Security & Privacy>Firewall. Now click on the Firewall Options button and disable the 'Block all incoming connections' option. You can always activate this security measure again once you're done with AirDrop.

AirDrop or iCloud?

AirDrop works best between devices that are less than 30 metres apart – use iCloud for anything greater

Share menu

Right-click on any file on your desktop and choose Share from the pop-out menu to access your AirDrop options

AirDrop files between devices

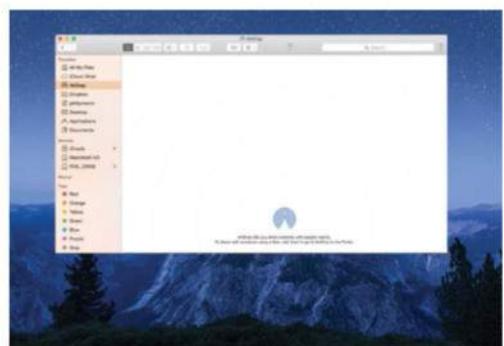
Learn how to seamlessly share files between Mac and iOS



Time needed: 10 minutes



You'll have seen AirDrop menus on your Apple devices in previous operating systems. You may even have used it to transfer files between Mac and Mac or iPhone and iPhone. Until now, though, it was impossible to transfer between different devices. We're going to walk you through the process of AirDropping between Mac and iPhone and vice versa. To complete the tutorial you'll need a Mac manufactured in 2012 or later and an iOS device running iOS 7 or newer. AirDrop is handy because it creates a connection between your phone and Mac to wirelessly send files such as photos almost instantly. Long gone are the days of unintuitive USB transfers or, even worse, emailing files when the recipient is sat across the room! Let's get sharing.





AirDrop | Set up and use AirDrop



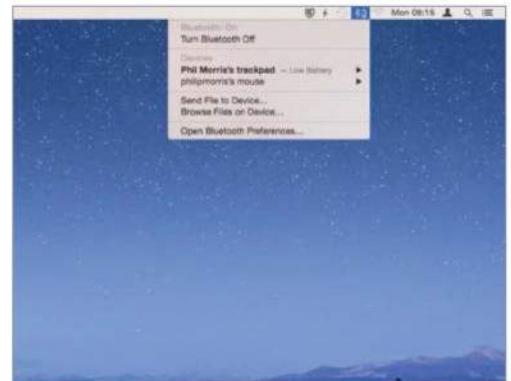
1: Compatibility

This might sound obvious, but you'll need to check your Mac and iOS device is compatible with AirDrop. You'll need a 2012 Mac at the very least and iOS 7 or above.



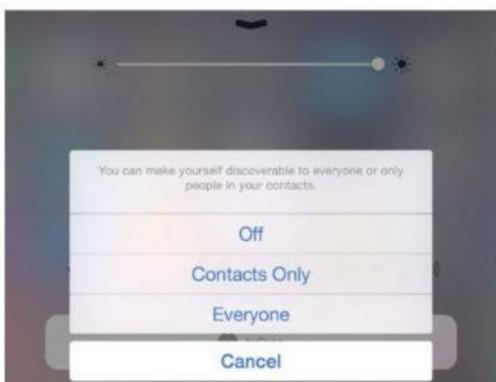
2: Wi-Fi on

For AirDrop to work you'll need to make sure a couple of your devices' key settings are activated. The first is to ensure Wi-Fi is turned on and both devices are on the same network.



3: And Bluetooth

Bluetooth will also need to be activated on both devices. On your Mac you can check by heading to the menu bar and hunting down the Bluetooth icon. Use Control Centre in iOS.



4: Turn on AirDrop

On your iOS device you'll need to activate AirDrop. The easiest way to do this is from the AirDrop menu in your Control Centre. Select who you want to AirDrop with.



5: Finder window

To get AirDrop working on your Mac, simply open a new Finder window and click on the AirDrop menu. Adjust your visibility and you'll see other devices ready to connect with.



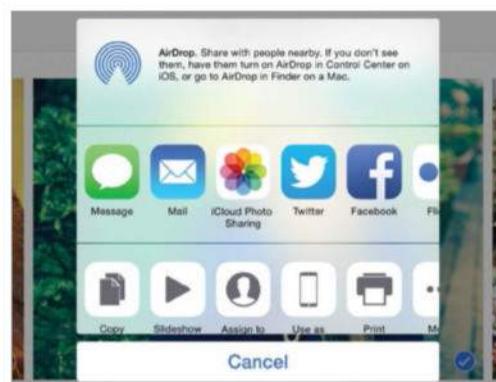
6: Get sharing

Now it's time to share a file with one of those devices in the AirDrop window. As you'd expect, Apple makes it brilliantly simple to share files – just drag and drop onto the device.



7: Accept

Your file is instantly sent over AirDrop to the recipient. All the recipient needs to do is press Accept when the notification appears on the screen. It'll save straight to their device.



8: And in reverse

Of course you can also send a file from your iOS device to your Mac. Select the file and hit the usual Share menu. At the top you'll see an AirDrop menu. Tap that to send the file.

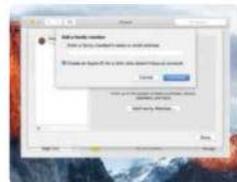


9: Save

That file will be sent to your Mac. In the AirDrop Finder window you'll find a pop-up action menu where you can Save and Open the file or decline it if you don't trust the source.

Share purchases with Family Sharing

Get started with one of OS X El Capitan's best new features



Time needed: 15 minutes

 Previously, family members either needed individual iTunes accounts, each with credit cards attached, to buy and download apps, or they would all have to share a single account and potentially rack up huge bills when the kids decided to plump for in-app purchases. Thankfully, with OS X El Capitan, Apple has done something about it in the shape of Family Sharing. In this tutorial we're going to show you how to set up the feature, and get you up and running by adding family members. It won't be long before you've got yourself a 'family' of Apple IDs, where you can download apps, music and movies from any one of the linked accounts. It serves a gatekeeper for parents too, notifying you when they try to buy apps or select in-app purchases.



Family security

For those worried by the security implications of setting your children up with iCloud accounts, you'll be pleased to know that you can switch on the Ask To Buy option and be prompted to confirm every purchase your children make and limit the content they can access – ensuring they never break the bank with your payment details.

Hierarchy

As the organizer, you can choose to set up members as a Parent/Guardian, who can approve Ask To Buy requests

Multiple IDs

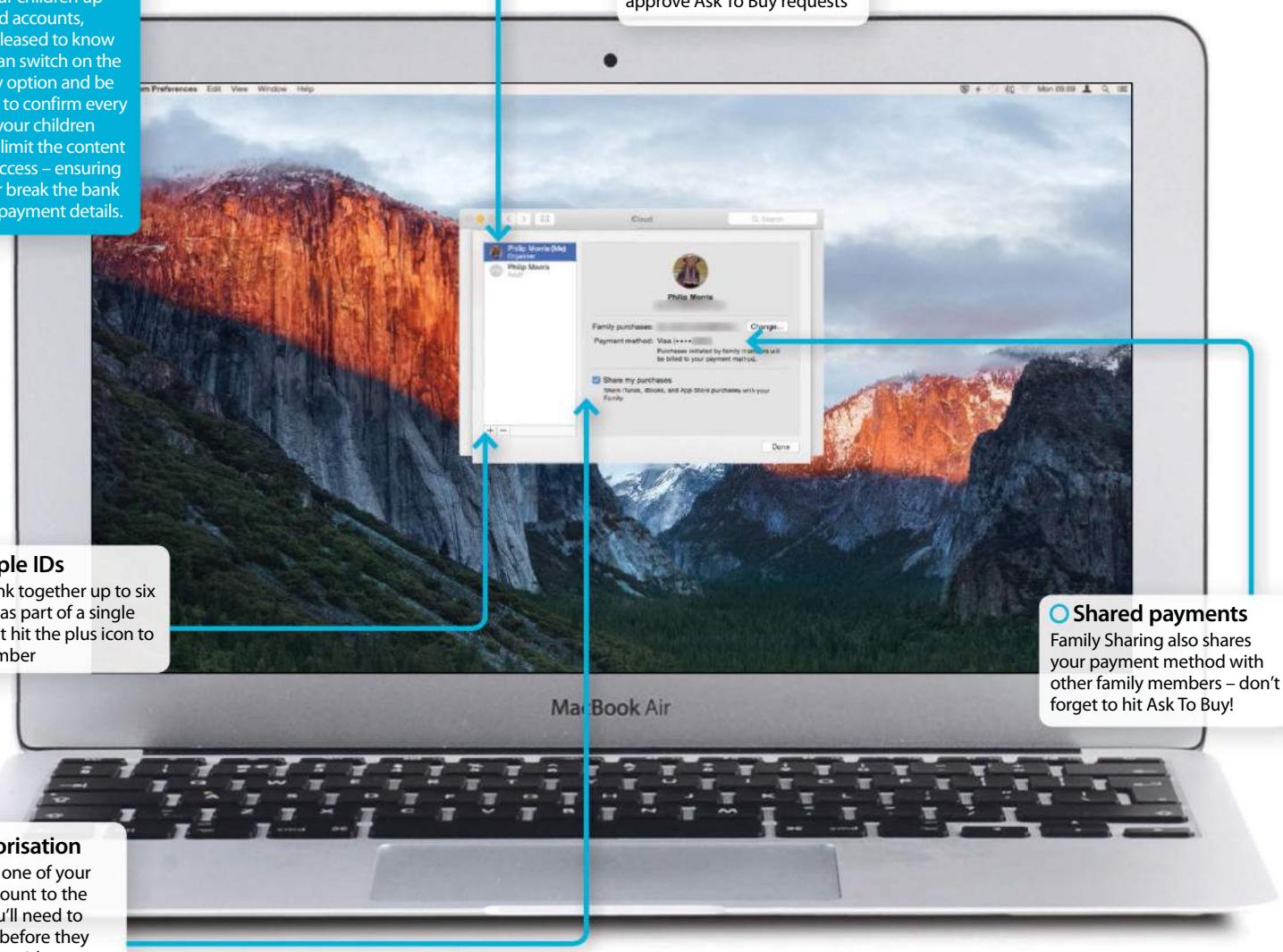
You can link together up to six Apple IDs as part of a single family. Just hit the plus icon to add a member

Shared payments

Family Sharing also shares your payment method with other family members – don't forget to hit Ask To Buy!

Authorisation

If you link one of your child's account to the family, you'll need to authorise before they download paid content





Family Sharing | Set up and use Family Sharing



1: iCloud preferences

In order to get started with Family Sharing, you'll need to head to your System Preferences. Head down to iCloud and click on it. Now click on Set Up Family on the left.



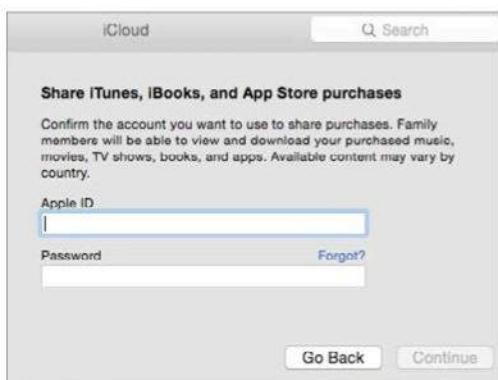
2: In detail

This is the screen that appears, describing in detail exactly what Family Sharing entails. Have a read and if you like the sound of it, hit Continue to move on to the next step.



3: Organizer

Now you have to decide whether you want to be the organizer for the family you're setting up. If you accept you'll be the one sending out invites to other family members.



4: Apple ID

Now it's time to enter your Apple ID credentials (ID and password). This is the Apple ID that you want to use to share purchases from, so choose the right one!



5: Billing details

Because you entered your Apple ID and password in the previous step, you'll see the billing details attached to that account now. Check it's all correct and hit Continue.



6: Share location

One of Family Sharing's better features is being able to search the location of members. It works with the Find My Mac service and Find My iPhone for iOS devices.



7: Add members

Now it's time to start adding members. Hit the plus sign in the bottom-left corner and enter the family member's name or email address. You can even create an ID for a child here, too.



8: Confirm details

Check the details are correct and decide which account will be used to share purchases with. You can also decide if you want to share their location, too.



9: Up and running

Press Continue and your invitations will be sent out automatically. Recipients will get an email that explains everything. Simply click on that plus icon to add more members.

Set up and use Split View

Learn how to place two full-screen apps side-by-side with OS X's new multitasking feature



Time needed: 5 minutes

One of the many new features in OS X El Capitan is Split View, a subtle tweak useful for streamlining your app workflow. Until now, any apps maximised to full screen dominated the desktop space, making it impossible to work across two side-by-side. Split View rectifies this, enabling you to choose a pair of supporting apps to share the current desktop space. Working hand-in-hand with a revamped Mission Control, Split View can be easily initiated using each app's green maximise button in the top-left corner. Hold this down and a blue overlay toggles the left and right sides of the screen, snapping current and neighbouring apps to the desired areas. It's a neat trick and one that you'll soon take for granted once mastered.



Split spluttering?

If Split View doesn't seem to be working as expected, some users have found a fix worth trying. Open up System Preferences, via the Dock or from the Apple icon, picking the fourth icon from the top row to view Mission Control preferences. From here ensure that the 'Displays have separate Spaces' option is ticked before rebooting and trying to use Split View again.

The image shows a MacBook Pro with its screen divided into two sections. On the left, there's a map application showing a city area with streets and landmarks. On the right, there's a news article from 'Calm' magazine featuring an illustration of a person meditating. A blue arrow points from the text 'Unsupported apps' to the bottom-left corner of the screen, where a thumbnail of a different app is visible. Another blue arrow points from the text 'Available apps' to the top-right corner of the screen, where a thumbnail of another app is visible. A third blue arrow points from the text 'Things by half' to the top-left corner of the screen, where a thumbnail of a different app is visible. A fourth blue arrow points from the text 'Split View dividing line' to the horizontal line separating the two main app windows.

- Unsupported apps**
Any open and active apps that do not support Split View are shown as thumbnails in the lower corner. Hover over these and Split View will indicate 'Not Available in Full Screen' instead.
- Available apps**
While initiating Split View and with a first app fixed, available apps are shown within the opposite vacant portion. Mouse over and click any of these to maximise alongside the first app, or use the desktop instead to exit.
- Things by half**
In Split View, apps are maximised within just one side of the current desktop. With only one app selected on either side, clicking again sends it fully full screen instead.
- Split View dividing line**
When two apps are chosen and both screen halves occupied, you can shift the halfway point. Simply click and drag the thick black line down the middle of the screen left or right to adjust.



SPLIT VIEW | See in double vision



1: Green for full screen

The first place to start is with the little round green maximise button on your chosen app. All Mac apps have these, the third of three, found within the top-left corner.



2: Click and hold it

This time, click and keep holding the green maximise button. If the app supports Split View, the desktop will now show a blue overlay below a draggable preview of the app.



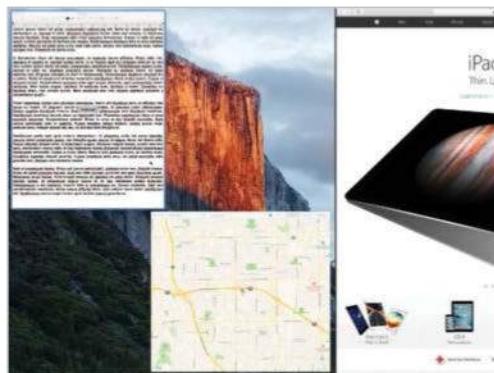
3: Game of two halves

If you release the green button immediately without moving the app, it will maximise to fill the current half of the screen, waiting for you to choose a neighbouring app.



4: Switching sides

If you dragged the app across to the opposite side of the screen, the blue overlay follows and releasing the app maximises it to fill that half of the desktop instead.



5: Split or run

After one half screen is filled, you can now click on another app to occupy the other half. Click the first app again to go full screen or the desktop instead to exit.



6: Split View

With both halves filled, you are now in Split View. Hover to the top of either app and click the green button to exit, leaving the other app within another desktop.

Manipulate Split View

Split View is all about improving workflow and improving that sense of focus between two apps among a busy desktop. It works in conjunction with Mission Control too, of course, to more conveniently negotiate windows within multiple workspaces. As we've seen it's easy to access, but also manipulate slightly once initiated. Chiefly you can then adjust the split point from halfway to give one app more screen estate over the other, while very easily dragging each app to swap positions.

"Split View is about improving a sense of focus between two apps"



1 Adjust the divider

Rather nicely within Split View you aren't forced to use an exact 50-50 split. With two apps side-by-side, hover the mouse over the black divider line. Click this line, hold and drag the divider either left or right to adjust.



2 Swapping sides

In addition, you can very quickly switch the positions of the two apps within Split View. Simply click one app, hold and drag the app across to the other side and watch the two obediently swap places as desired.

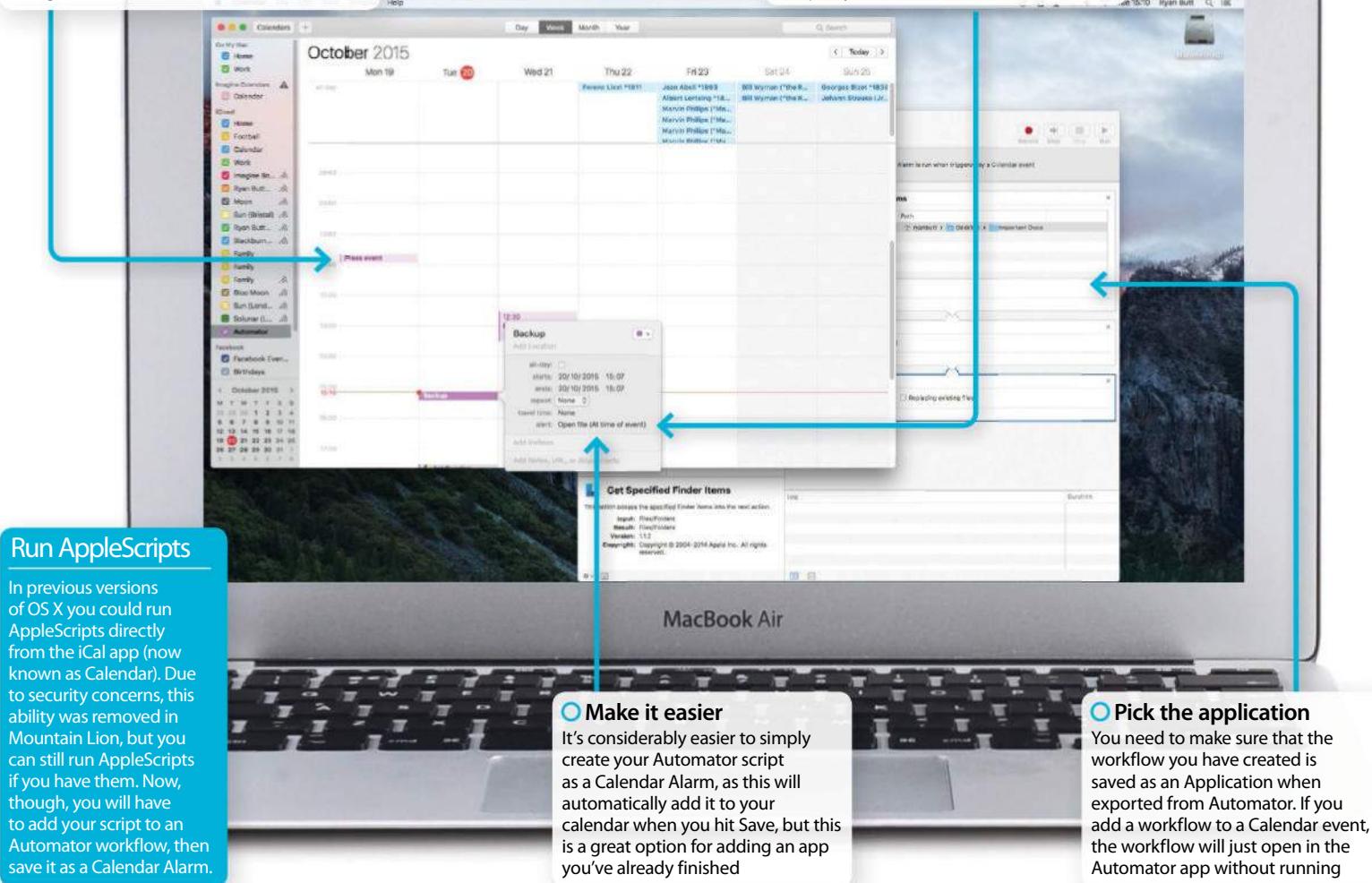
Apple essentials

Any Event

You can add an Automator workflow to any Event you want. So, if you don't want to clutter up your calendars, you can add it to an existing event so that it will just activate in the background when the time rolls around

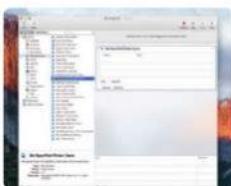
Alert, not attachment

It might seem natural to add the Automator application to your event as an attachment, but this won't actually open and run the application. Instead, select Alert>Custom and pick your file from Finder



Schedule Automator tasks with Calendar

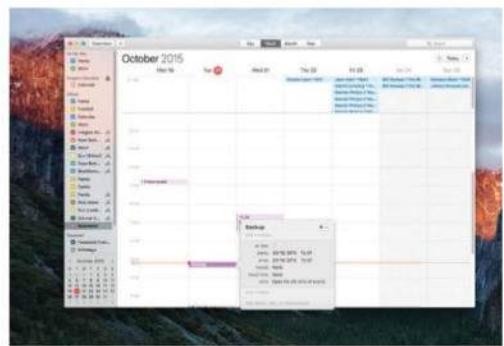
Set up tasks that will run automatically by combining Automator and Calendar



Automator might seem like a complex and inaccessible app for most people, but spend a little time with it and you'll see that it can actually make your Mac life easier, faster and more straightforward than ever before. It doesn't take long to create workflows that can carry out tasks you are used to completing manually on a daily basis.

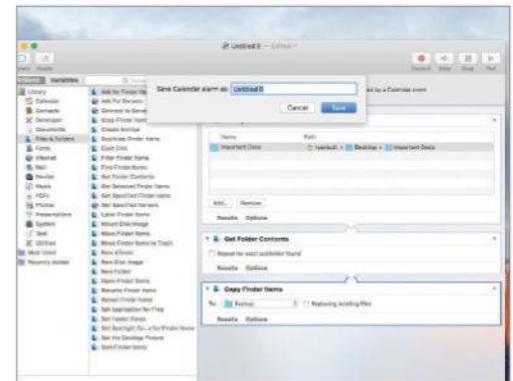
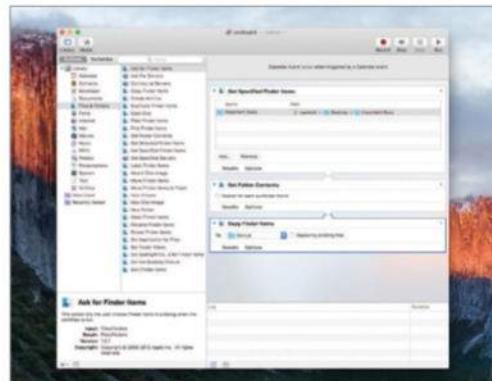
Time needed: 15 minutes

This becomes even more useful if you set the tasks to run automatically, without any input from you. In Automator, you can create workflows that will run when triggered by a Calendar event, so you can schedule tasks to run at specific times, and make them repeat as regularly as you like. This has hundreds of potential uses, so let's see some of the best we've found.



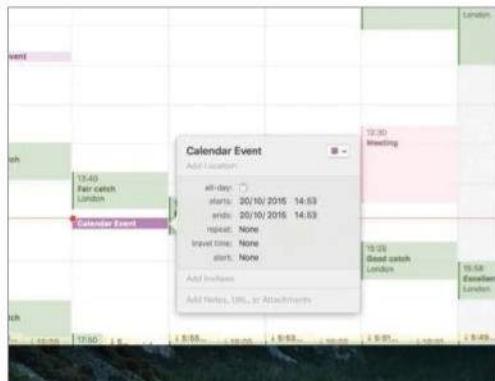


Automator | Schedule tasks with Automator and Calendar



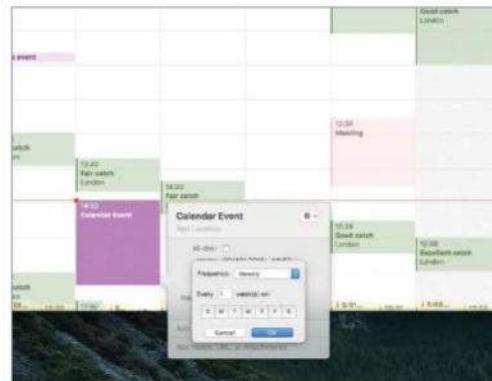
1: Calendar Alarm

First, open up Automator and choose Calendar Alarm from the options. You could choose Application, but Calendar Alarm will automatically add your workflow as an Event.



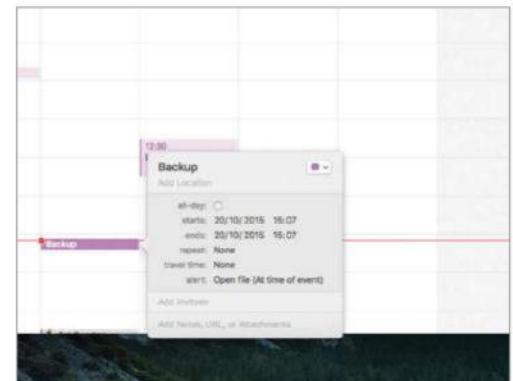
2: Create your workflow

Drag and drop the steps you need from the bar on the left into your workflow. There are a couple of examples on the opposite page, and you can find other workflows online.



3: Save it

You need to hit Cmd+S to save your workflow once you're finished with it. Give it a relevant name – this will be the name of the Calendar event that is automatically created.



4: Set your time

The Calendar app should open up as soon as you click Save, with a new Automator option in the sidebar. Double-click the event to open it up so you can set a preferred time.

5: Repeat

Click further down and you can choose when to repeat the workflow. Select Custom and you'll get options for the days of the week or month, depending on the drop-down you select.

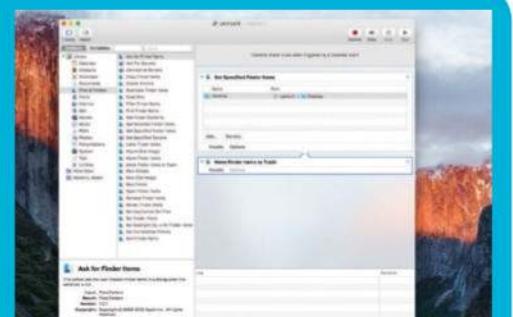
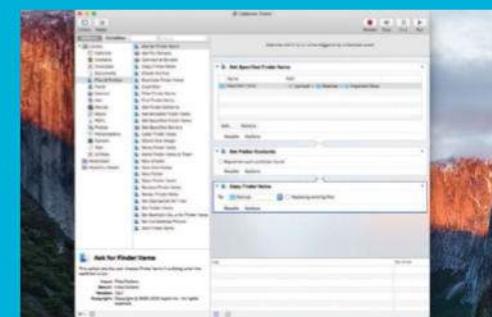
6: Test it out

To test out your workflow, set the event to trigger in one or two minutes' time, then check after a few minutes to see if it's completed. Calendar doesn't have to be open, remember.

Start scheduling

Not every task is worth scheduling for regular repetition. For instance, you might want to back up certain files weekly, resize photos every day or empty your trash at least once every month. There are hundreds of options when it comes to setting up Automator scripts on your Mac. Here we demonstrate two tasks that we think you'll find very useful in your daily life: backing up files and clearing your desktop.

"There are hundreds of options for setting up Automator scripts"



1 File backups

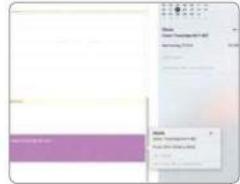
Add these actions: Get Specified Finder Items, Get Folder Contents and Copy Finder Items. Then select the files you want to back up and where you want to back them up to and your files will be safe.

2 Clear your desktop

Combine Get Specified Finder Items and Move Finder Items to Trash to clear your desktop at the end of every day. Alternatively, run a script to save files to a 'to sort' folder for a few days first.

Use Calendar's smart suggestions

Add events to your calendar easily with smart suggestions

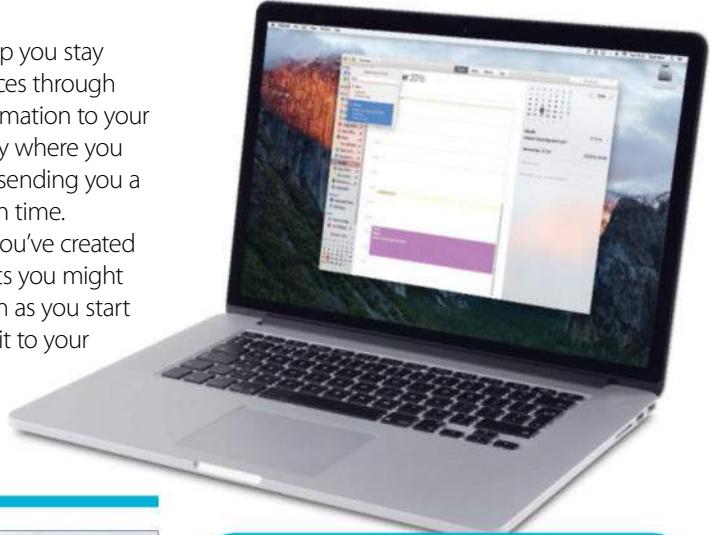


Time needed: 5 minutes

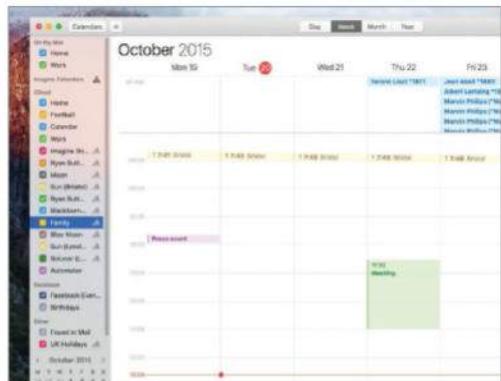


Calendar is really smart. Obviously, the app can help you stay organised with events that sync across all your devices through iCloud. In El Capitan, you can also add location information to your events, so each one will contain a map showing you exactly where you need to go, and even offer an estimate of your travel time, sending you a notification when you need to leave if you want to arrive on time.

But that's not all – Calendar also remembers the events you've created in the past and uses that information to suggest new events you might want to create. These smart suggestions will appear as soon as you start typing out a new event name, so you can click one to add it to your calendar again, then edit it. Let's find out how.

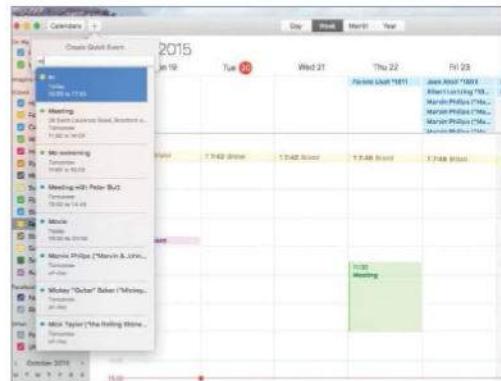


Calendar | Use smart suggestions for events



1: Quick event

To create a quick event, you don't have to double-click on any day in the calendar – instead, simply click on the + button in the top-left of Calendar's toolbar.



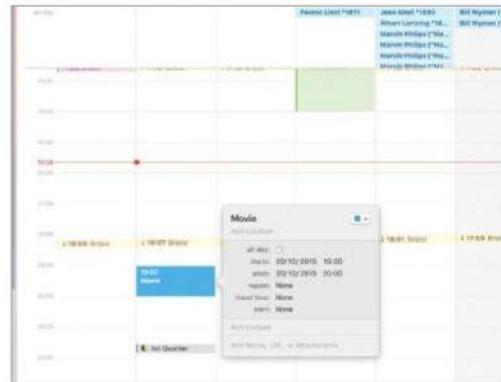
2: Start typing

Start typing the name of the event that you want to add. As soon as you type the first letter, Calendar will start suggesting options based on previous calendar events.



3: Pick a suggestion

Either use the up and down arrows on the keyboard or your mouse to hover over the event that you want to add, then hit Enter, or click, to add it to your calendar on the stated day.

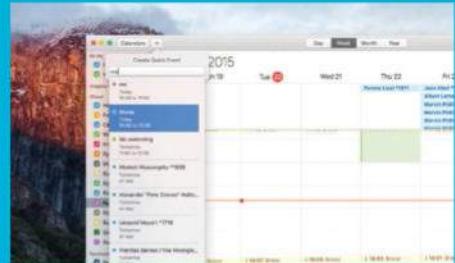


4: Edit the options

The event will be added for the next available opportunity – double-click it to edit the time, location and any other details that are different compared to the previous event.

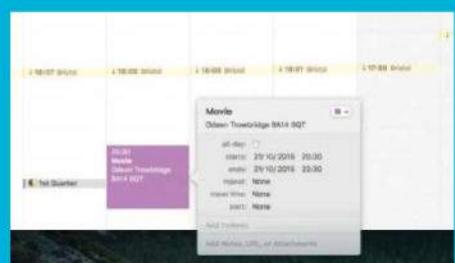
Creating quick events

Type a short phrase in normal English and Calendar will work out what you mean and create an event accordingly.



1 Type it out

Click the + button in Calendar's toolbar and start typing out a phrase like 'Meeting with Mike at 4pm on Thursday'. The app will start analysing what you type for context.



2 Mission accomplished

You can see suggestions for your event listed below. Just click the option that is correct and the event will be added to your calendar instantly – it's as simple as that!



Navigate Maps with the trackpad

Use touch controls to navigate the Maps app on your Mac



Time needed: 15 minutes



When it comes to getting directions and looking up locations on your Mac, the Maps app has everything you need. Along with the simple interface and beautiful vector maps, you also have the option to sync directions between devices, so you can look up a location on your map, then send directions straight to your iPad or iPhone, so they're ready when you walk out the door.

What makes the Maps app really great is how adaptable it is. You can, of course, use the mouse to click and drag the map around, and use the onscreen buttons to control how it behaves. But to get more from the app, leave your hand on the trackpad and use these multi-touch gestures to take control of Maps.



Maps | Control Maps with gestures



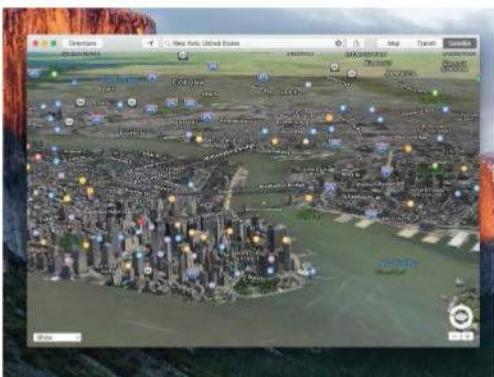
1: Zoom and pan

Much like with other apps in OS X, you can zoom in on any area of the map by simply pinching apart with two fingers. Drag two fingers across the trackpad together to pan.



2: Go 3D

When you're close to a city or other landmark, hold the Alt key on your keyboard and swipe up with two fingers to lower the camera angle and view the landscape in 3D.



3: Spinning around

At any time, you can rotate the map by simply twisting clockwise or anti-clockwise with two fingers on the trackpad – it works really well when viewing cities in the 3D Flyover mode.

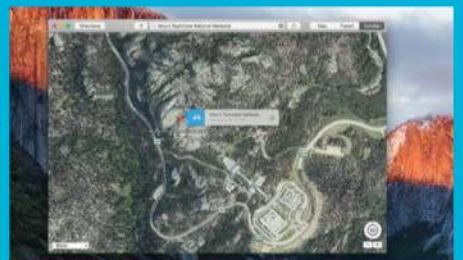


4: Cursor control

When you rotate the camera, it will rotate around the point where your cursor is on the map. If you're viewing a city in 3D, the building on which you place your cursor is important.

Magic Mouse

If you're not using a MacBook with a built-in trackpad, and you haven't opted for a Magic Trackpad, you can still use gesture controls, as we show you below...



1 Effortless exploring

The Multi-Touch interface of the Magic Mouse means you can scroll around the map using one finger. You can then drop a pin into key locations that you come across.



2 Zoom and pan

If you are using a traditional mouse then you can scroll using the trackball and then hold down the Alt key while scrolling to rotate the scenery and adjust the angle.

Add a voice-over in iBooks Author

Enhance your iBook with an audio commentary



Time needed: 30 minutes

💡 The best thing about an iBook compared to more generic ebook formats is the level of interaction it can support. You can insert images, videos and even quizzes. You can also insert audio, so why not give your iBook a voice-over? It'll be like a director's commentary on a movie.

The following steps will show you how simple it is to insert a voice-over into your iBook, but it requires you to have already recorded an audio file. iBooks Author itself doesn't have any audio recording or editing tools.

Also be aware, iBooks already have built-in audio descriptions of all body text for partially sighted readers, so your voice-over shouldn't just be a simple rehash of your iBook. It should add something more, such as commentary on the subject or perhaps a related interview.



Widget

Though we are only using the Media Widget to import audio, there are a range of widgets to add interactivity to your iBook. For instance, rather than just featuring still images, the Gallery widget features multiple images that the reader can swipe through. Other widgets include video, built-in Keynote presentations and multiple-choice quizzes.

○ Publish to iBooks
Once you're happy with your iBook and want to publish it, iBooks Author will guide you step by step to selling your work on iBooks and even iTunes U. You can also use this tool to update already-published iBooks

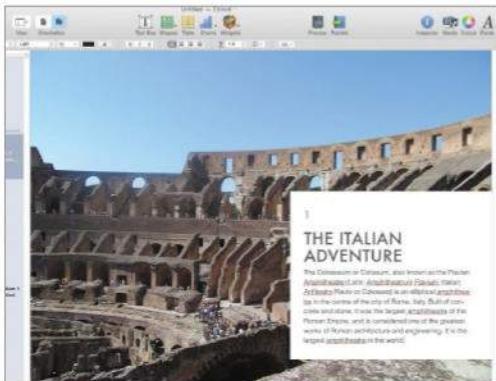
○ Listen to the voice-over
While you can't edit your voice-over from within iBooks Author, you can listen back to it after it's been optimised for iPad on your Mac without going to Preview. Just tap the Play button from within the Widget Inspector's Interaction panel

○ Add audio to Keynote
Instead of providing a voice-over for the entire book or even a chapter, you can also add one to an iBook keynote widget. iBooks Author treats the files in the Keynote presentation as if you were dragging the audio files directly to your book

○ Preview your iBook
Using the Preview tool, you can view your iBook on your iPad while it is still a work in progress. This enables you to assess whether you're happy with the structure of the iBook and your voice-over in context



iBooks Author | Add an audio file to an iBook



1: Open your iBook

Go the page you want your voice-over to be accessible from; for instance, we choose the opening page of a chapter that was most relevant to the audio's subject matter.



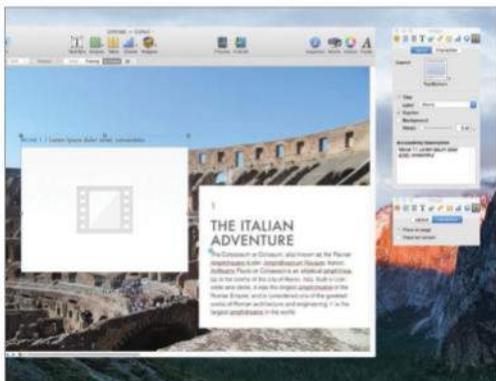
2: Select Media widget

Tap on the button that looks like a cardboard box full of toys marked Widgets. From the menu of options, select Media, which is a multipurpose widget for audio and video.



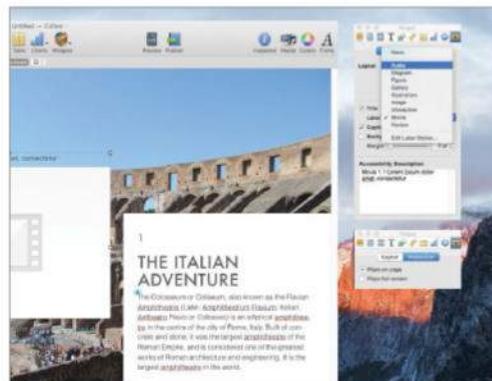
3: Place your widget

Don't worry if your Media widget says Movie on it. It does this as default and you can fix it later. Place your widget so that it fits in with the body text and other furniture.



4: Inspector widget

Tap on the lowercase 'i' symbol to open the Inspector dialogue box. From here, select the Widget Inspector, which is on the far right and has a cog-shaped logo.



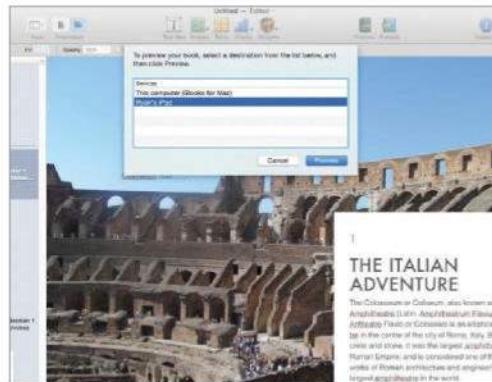
5: Adjust layout

Select the Layout pane in the Widget Inspector and select the Audio label. You can also further customise your widget, such as remove the title and caption or adjust the margins.



6: Insert voice-over

Having already recorded your voice-over, drag the audio file from Finder to the widget. iBooks Author will automatically optimise your voice-over to meet the iPad's audio requirements.

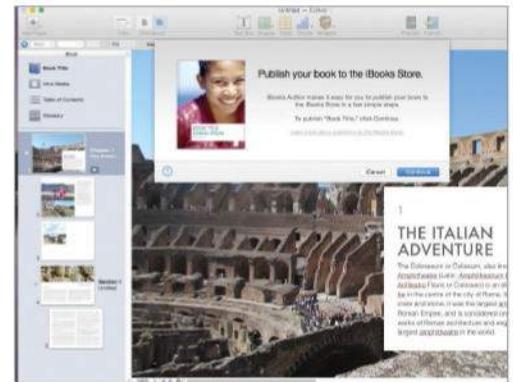


7: Adjust audio settings

Choose an option from the Repeat pop-up menu to select whether or not your voice-over should repeat. You can also choose whether your widget should appear as a button, image or scrubber bar.

8: Preview voice-over

Test how the voice-over will sound to your readers by previewing your iBook on your iPad. Connect your iPad to your Mac, then select Preview from the toolbar or go to File>Preview.



9: Edit and publish

If you're not happy with the preview, review the widget placement. Alternatively, delete the widget and repeat the steps. When you're happy, click Publish to upload your iBook to the iBook Store.

Master the new features in Notes

Improve your note-taking options with El Capitan



Time needed: 20 minutes

 Apple has spent a fair bit of time building a new Notes app that has a slightly different and lots of new features. Notes in El Capitan is better than ever and certainly much more useful than in previous iterations of OS X. Among the new features added is support for almost every type of file and content that you might want to store in a note. For example, you can add photos, videos, audio, maps, web links, sketches, PDFs and so on, to help make your notes more informative.

When you click the Share button in an app you now have the option to store the content in a note. Many apps have sharing facilities and we look at a couple in the step-by-step guide. There are others and it makes it easy to build notes and store items you need for a work or personal project.



Attachment browser

Files attached to notes can be seen within the notes, but if you want to browse all the attachments of all notes, click this toolbar button. It gives an overview of attachments



Checklists

It might look a bit like a clock, but this is the checklist button – a circle with a tick. Click it to add checklists to notes, such as shopping lists, to-do items or tasks to complete

Photos and videos

Click the last button in the first set of toolbar buttons to open this panel. It enables you to browse your photos and videos and drag and drop them into new or existing notes

View attachments

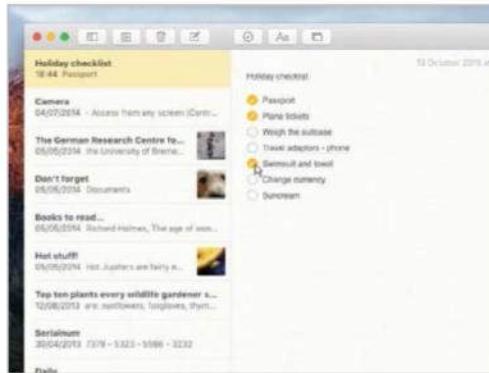
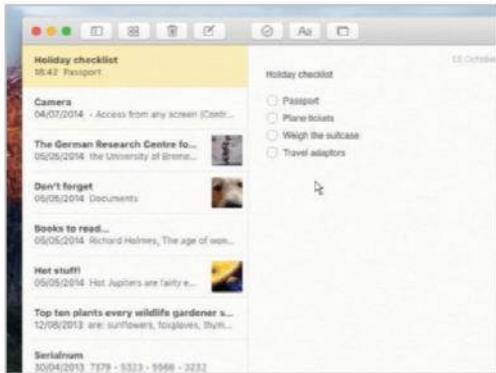
Attachments can be clicked. This one is a video clip and clicking it plays the video in a window. Clicking a document would open it in its associated app, such as Pages or Numbers

Syncing notes

Notes works with iCloud and this means that it is available on other Macs and iOS devices that connect to iCloud. Notes created on one device or computer can be viewed and edited on another. This feature must be turned on in iCloud in System Preferences. Go there and check that it is being used.

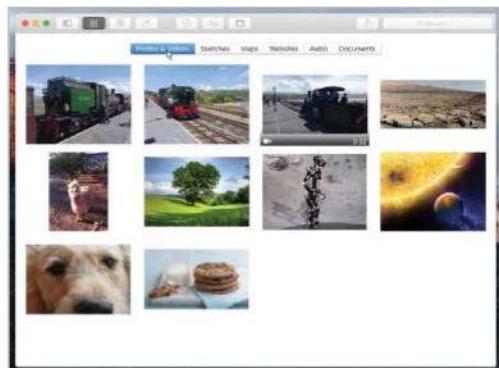


Notes | Test out the new options



1: Add a checklist

When creating a note, click the checklist button (circle and tick) in the toolbar to start a checklist. Press Enter for a new item or press it twice to end the checklist.



2: Use the checklist

A checklist is very easy to use – you just click in the circle next to each item. It is coloured in and a tick is drawn. You can then clear an item by clicking the yellow tick icon.



3: Add files

Drag files from the desktop or a Finder window to add to a note. Photos are displayed in full, but some items display as a filename, such as the Word file shown above.



4: View attachments

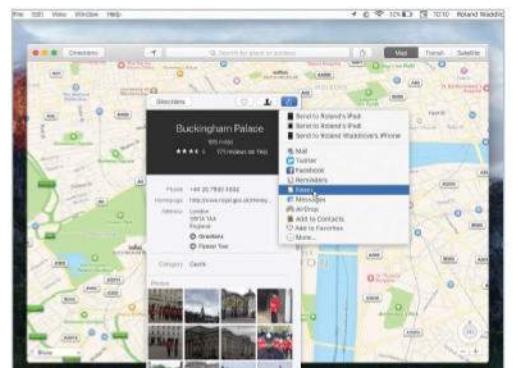
Click the second button in the toolbar to view the attachments that have been added to notes. They are conveniently organised into categories, so click the tabs at the top.

5: Use Quick Look

Quick Look can be used to view the attachments. Right-click one and select Quick Look or just click one to select it and then press the spacebar. Press Esc to close it.

6: Share attachments

Do you want to share an attachment, such as a photo in a note? This is easy. Just right-click an item and use the Share menu. You could share a photo on Facebook, for example.



7: Notes from Safari

Notes is featured among the sharing facilities in many apps, such as Safari. Click the Share button in the toolbar or right-click an item on the web page, such as an image.

8: Create web notes

The selected item or the page can be stored in a new note or it can be added to an existing one in the Choose Note menu. Click the Save button when you are done.

9: Save maps

There are many ways to create notes using the Share facility in apps and here is just one. Using the Maps app, click the Share button and select Notes to save this.

Master your new Mission Control

Delve into the revamped desktop management feature within OS X



Time needed: 15 minutes



With the release of OS X El Capitan, Apple has consciously placed more emphasis on performance over obvious updates.

So while revamps to certain features are not wholesale, this general streamlining does apply to aspects like app workflow. Mission Control remains central here, by providing rapid access to organising apps across multiple 'spaces' or desktops. The latest iteration makes fairly subtle but useful tweaks, such as placing app windows more relatively and arranging them within a single layer. Integration with new features such as Split View, plus the ability to spawn new spaces by dragging apps upwards all help to maximise the usability experience.



Mission Control

Improve your app workflow



1: Ready for launch

Enter Mission Control in a number of ways. Use the third from left Dock icon, the Mission Control key (F3), the Ctrl+up shortcut, or swipe up with three or four fingers.

2: Mission Control

All open apps are then arranged out, with a minimised bar shown across the top indicating available 'spaces', which includes OS X's Dashboard if chosen in Preferences.

3: Give apps spaces

You can now drag an open app up onto the Spaces bar. This creates a dedicated, full-screen app space for the first app that you can then drag a subsequent app window into.



4: Split View spaces

Drag a second app into a full-screen space to make it Split View. You can't add any more but may exit Split View by hovering over and clicking the minimise icon.

5: New desktop spaces

A desktop space can accept multiple apps and you can create these via the Add (+) button at the right of the Spaces bar or by dragging apps onto the desktop thumbnail.

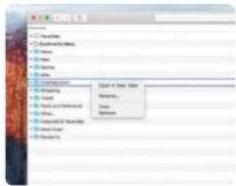
6: Navigating spaces

You can then move between spaces by clicking between the thumbnails. The Spaces bar places a blue highlight around your current space for keeping track of screen flow.



Manage your Safari Bookmarks

Are your bookmarks a long, sprawling mess? You need to get organised...



Time needed: 20 minutes



Bookmarks are essential tools for any browser and Safari is no different. By going to Bookmarks in the menubar and clicking Add Bookmark or by using Command+D, you can quickly save any URL for later reference. When you add a bookmark, you are given the chance to say where you want it to appear, but so many people ignore this and just click Add Bookmarks then clutter the Bookmarks menu, making it more difficult to find what you want. The best thing to do is place them within carefully managed and identifiable folders. You can view the folders you already have (some are there by default) by clicking the Bookmarks Editor icon to the far-left of the Bookmarks bar. With a small amount of effort, you'll soon be mega-organised.



Sub-folders

Now that you've organised your bookmarks into neat little folders, have you noticed any that could be grouped together? Maybe you have a folder for all things iPhone, another for iPad and another for Mac. Why not create an overarching folder called Apple and then place those other three folders into it as sub-folders. Before long, your bookmarks will consist of a small number of easily-spotted main folders.



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Command-click

Do you need to move a lot of bookmarks around at once into a related folder? Then don't forget you can hold down Command as you click in order to select more than one at a time

The + icon

With the Bookmarks bar open by clicking on the book icon in the top-left of the screen, you can click the + icon down here to create a new folder

Favourites

Bookmarks placed in Favourites will be accessible as soon as you click on the combined URL/Search field. Simply click on your bookmark, represented by a tile, to load the bookmarked site

Folders

You can also add folders to your Favourites by going to the Bookmarks Sidebar and dragging them up to Favourites. This will allow you to access sites in the folder more quickly



Safari | Organise your bookmarks efficiently



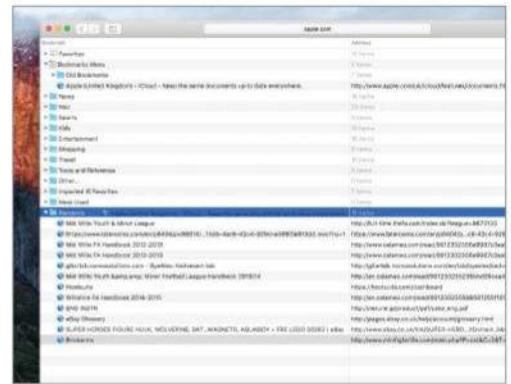
1: Add folders

The easiest way to manage and organise your bookmarks in Safari is to place them into folders. Click Bookmarks in the Safari toolbar and then select Add Bookmark Folder.



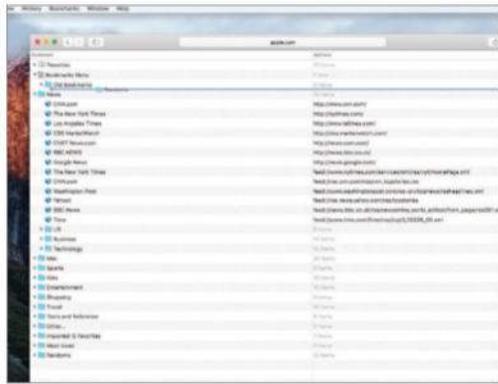
2: Create a name

At the bottom of the sidebar that appears to the left will be a new Untitled Folder. Click on the 'Edit' option in the lower corner and then give your new folder a name.



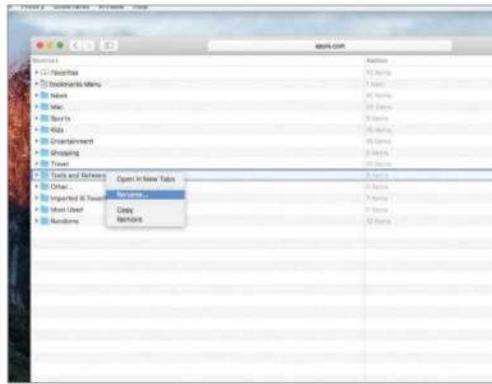
3: Drag and drop

Click on a bookmark that you would like to place into the folder you have just created and drag it down the screen until it appears over the top of it. Then simply let go.



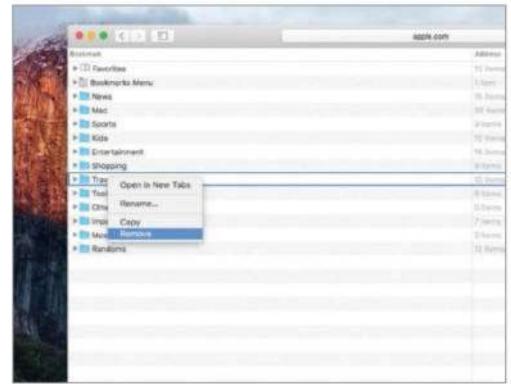
4: Keep filling

Here our brand new folder is starting to fill up nicely. You can move the folder you have created towards the top of the Bookmarks list by dragging and dropping.



5: Edit bookmarks

One of the issues when creating bookmarks is that the titles can be poorly descriptive. Go to Bookmarks>Edit Bookmarks, right-click and select Rename. Give it a better, shorter title.



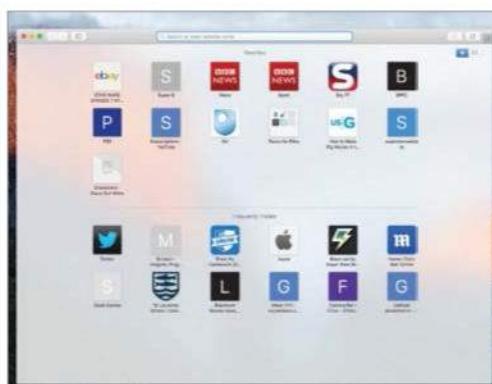
6: Deleting bookmarks

You can also rename bookmarks, create new folders, edit addresses, copy or delete by right-clicking in the left-hand side menu and using the options in the menu that appears.



7: Better navigation

Continue placing bookmarks into folders so that when you click on Bookmarks in the Safari toolbar, you can simply hover over a folder and see the carefully organised bookmarks within.



8: Favourites

Adding bookmarks to your Favourites will mean that they pop-up for instant selection whenever you click on the combined URL/Search field at the top of the interface.



9: Rename bookmarks

When you place bookmarks in Favourites, you can rename them. The shorter you name them, the more you can fit. You can also add folders of bookmarks to your favourites.

Apple essentials

View your cards

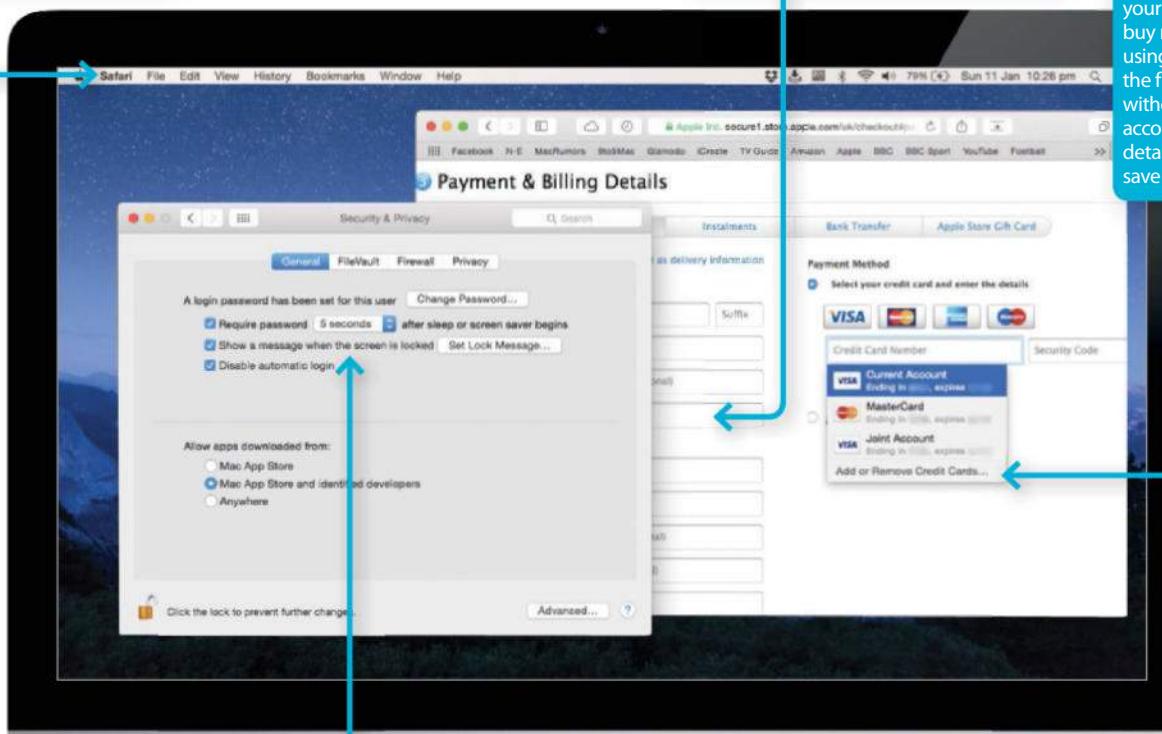
If you want to keep track of which cards you have registered, take a look in Safari's Preferences

Not every website

Not all online stores will allow you to use saved cards, but if they're set up in the right way Safari should work it all out

No automatic sales

This system is different to those on websites like Amazon. Those sites will save credit card info to your account, so you can buy more quickly. If you're using an online shop for the first time, or are buying without signing into an account, this will fill in your details quickly and easily to save you time and effort.



Add a password

To make sure nobody will be able to spend thousands of pounds if they steal your laptop, add a user password here

Click and go

When you click in the text box to enter your card details, a pop-up should appear listing all saved cards

Save credit cards with Safari

Make shopping easier with Safari's tools for saving and managing credit cards

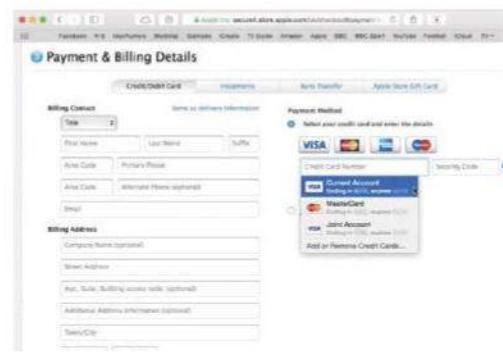


Time needed: 15 minutes



One of Safari's more handy new features is its ability to save credit card information within the app itself, so that whenever you need to buy something online, you don't have to spend a lifetime typing in the same old information.

Of course, this feature doesn't save every piece of info that you need to buy something – you'll still need to enter at least the security code on the back of the card before you can make a purchase. However, there are obviously some safety concerns associate with this, so remember that if you plan on saving credit cards, you should definitely add a password to your user space on your Mac. Here's how to get set up and manage your credit cards through Safari.





Safari | Add and manage credit cards



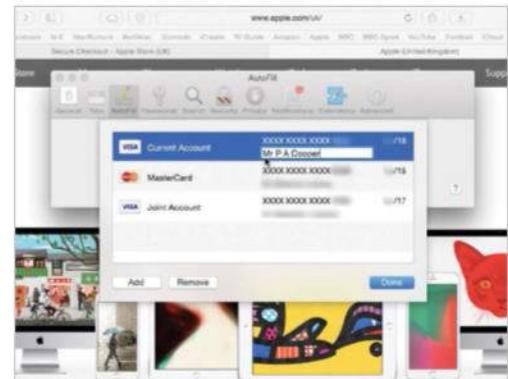
1: View the option

First, you need to add some card details to Safari. Click Safari in the menu bar and choose Preferences, then open the AutoFill tab and click Edit next to Credit Cards.



2: See the cards

You will see a list of all the cards that you've saved already, with details of each one crossed out for extra security. Click on the crosses and enter your password to view them.



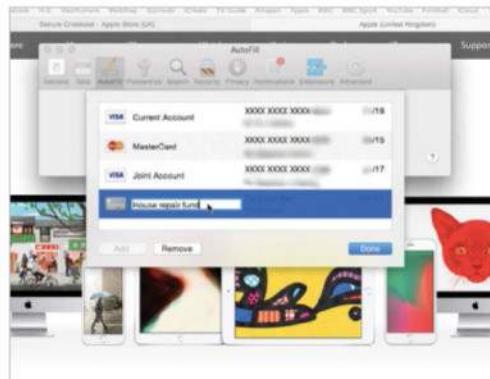
3: Edit information

You can double-click on any of the text boxes to edit the card information. As in step 2, if you want to edit secure information you'll need to enter your admin password.



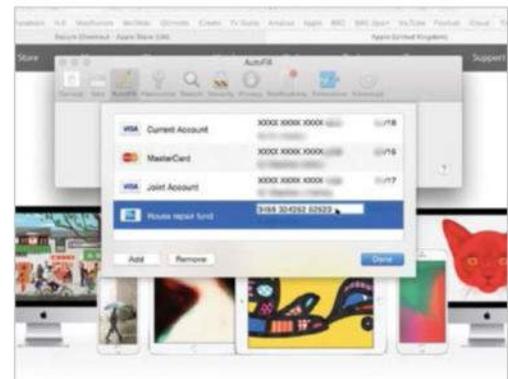
4: Add a new card

If you want to add a new card to your collection, click the Add button in the bottom-left of the menu and a new blank card will appear in the list for you to add details to.



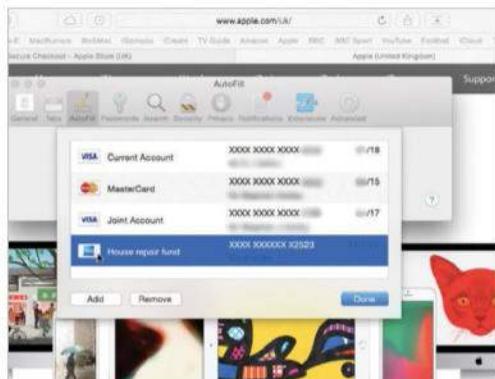
5: Choose a description

First, you'll need to choose a card description. This can be a type of card, like MasterCard, or something more personal, like 'House savings account', for example.



6: Add your details

You'll then need to input the credit card number printed across the card, the expiry date, and the name that is listed on the card, or on your bank account, in the right boxes.



Payment & Billing Details

Credit/Debit Card	Installments	Bank Transfer	Apple Store Gift Card
Billing Contact	Same as delivery information		
Name	Last Name	Suffix	
Area Code	Primary Phone		
Area Code	Alternate Phone (optional)		
Email			
Billing Address			
Company Name (optional)			
Street Address			
Apartment, building access code (optional)			
Additional Address Information (optional)			
Town/City	Postal Code		
Credit Card			
Payment Method			
Select your credit card and enter the details			
<input checked="" type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS <input type="radio"/> DISCOVER			
Card Number			
Security Code			

Details

Credit Card	Installments	Bank Transfer	Apple Store Gift Card
Same as delivery information			
Payment Method			
Select your credit card and enter the details			
<input checked="" type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS <input type="radio"/> DISCOVER			
Name			
Sufix			
ID			
34553242525232			
Expires 12 2017			
One (optional)			
PayPal			
R (optional)			

7: Icon specific

The icon on the left of the window will quickly show you what kind of cards you currently have saved on your Mac – this will be updated automatically for new cards, too.

8: Pick a card

When you want to pay for something online, enter the Checkout area of the website and click on the Card Number box. This popup will appear – simply pick your desired card.

9: Security code

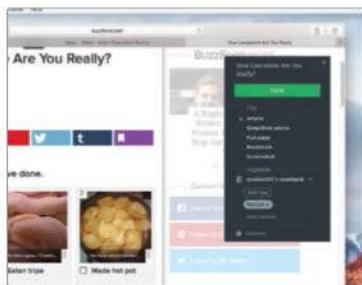
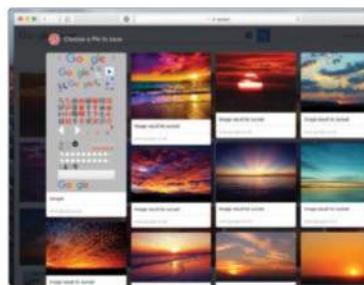
To add an extra layer of security, you'll still need to enter the three-digit security code on the back of your card before you can buy anything, and probably confirm through your bank.

Top 10 extensions for Safari

Enhance the way you use Safari by installing these essential extensions

 Safari extensions are not often talked about, but a quick look through the official extensions directory over at extensions.apple.com will highlight just how diverse and useful they can be. From search tools to extensions that will help you be more productive every day, you will likely be able to find a variety of solutions that will offer the benefits you need.

Installing extensions is as easy as locating one and then clicking the obvious instruction next to it, at which point it will be installed in the background ready to use. The extensions will be displayed via icons at the top of Safari next to the search bar and clicking one will launch it for you to immediately utilise the function it performs. If you suffer stability problems after installing one, go to Preferences to delete it.



1: Pin It Button

The Pinterest app has steadily grown in popularity as it lets you discover and share creative ideas by 'pinning' things that you find online. This extension places a simple button on your Safari toolbar that lets you instantly 'pin' things of interest that you find.

2: Evernote Web Clipper

Evernote is a hugely popular app for Mac and iOS that lets you store your thoughts easily through quick and easy notes that you can create. This extension allows you to store things you come across online, such as articles of interest, and sync them to your account for later.

3: Adblock

It can be annoying visiting websites, only to be bombarded with ads that you're simply not interested in. With the Adblock extension installed all of those ads can be eradicated, leaving nice clean web pages for you to enjoy completely uninterrupted.

4: Reload Button

Yes, we know there's a reload button built into your Safari search/URL bar, but it's small and not easy to hit without precision – something you rarely have when fuming at a webpage freezing. This extension lets you place a reload button anywhere in the toolbar.



5: Cleaner – for YouTube

This extension is something of a god-send for regular YouTube users as it skips those annoying ads that play at the start of the videos you want to watch and hides all of the other ads. Seeing as you can waste hours being subjected to ads, this extension is surely a must-have!

6: QClean

Similar to the YouTube extension to the left, this one removes all of the ad-related guff from your Facebook news feed, including those hugely annoying suggested pages and posts that, when clicked on, are a depressing swamp of ads that you're forced to wade through.

7: Resize Window

This extension allows you to adjust the window size of your Safari web browser with a single click or choose from a selection of predefined sizes. You can set the size by going to the Safari Preferences page and clicking on the Extensions tab.

8: Recent Tab List

This extension keeps track of recently closed tabs and allows you to reopen them quickly and easily. It will also display a list of currently open tabs and provide a search engine for you to type in keywords to filter the content. Very useful for the busy Safari user.



So many options

Whether on the official Safari extensions site or elsewhere, there are hundreds available to try

Don't overdo it

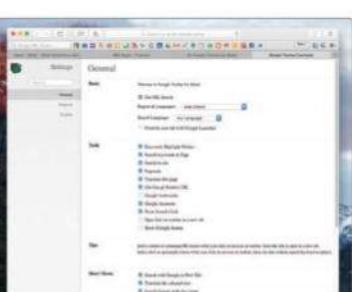
As with all solutions, try not to install too many extensions to avoid performance problems

Set your preferences

The majority of extensions allow you to make changes so that they work to your preferences

Downloading extensions

You can download extensions from almost anywhere, but you should always check the source first



9: BB Toolbar for Google and Safari

This extension is incredibly useful to fans of the Google service and it will give you access to all of the main Google features in a thin toolbar at the top of Safari. Use this once and you will find yourself using it forever.



Install an extension



1 Find extensions

Head over to bit.ly/1d6hvI8 and search through the list of extensions. Find one that you like and then click 'Install Now' to complete the automatic installation.



2 Manual installs

Some extensions need to be manually downloaded. Once done, double-click the file in Safari to complete the installation. Always check the validity of files first.



3 Manage extensions

Open the Safari preferences and then click the 'Extensions' tab at the top. You can now uninstall, disable and set up various options for each of your installed extensions.

10: HoverSee

While browsing pages in Safari, this extension will allow you to zoom in on thumbnail images simply by hovering your cursor over them. You can go to Safari>Preferences and then click on the Extensions tab to set up the scale of the zoom and many more options.

Mute tabs in Safari

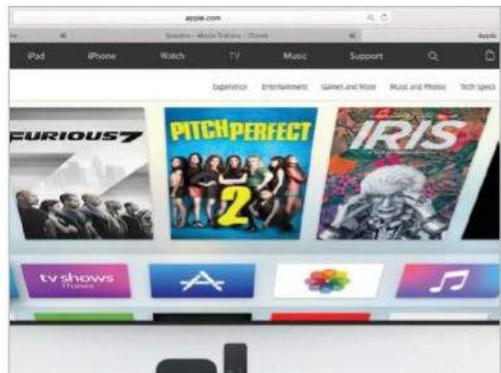
Get to know one of El Captain's new web browsing features

 Muting tabs isn't exactly a new idea – it's been a part of other web browsers such as Chrome for years now. But that's not to say that it isn't a welcome addition to El Capitan's lineup of new features, especially if you have invested time in using Safari and taking advantage of its seamless ability to sync between all your devices.

The new Mute Tabs feature in Safari puts more control in your hands, and that's great for those distracting, auto-play adverts that are the scourge of the web. The implementation of it is extremely simple (there's no menu to activate, for example) but the feature runs a bit deeper than you might expect. In this tutorial we'll show you all the different ways you can mute your tabs, individually and in groups, to give you some peace and quiet.



Safari | Silence Safari tabs



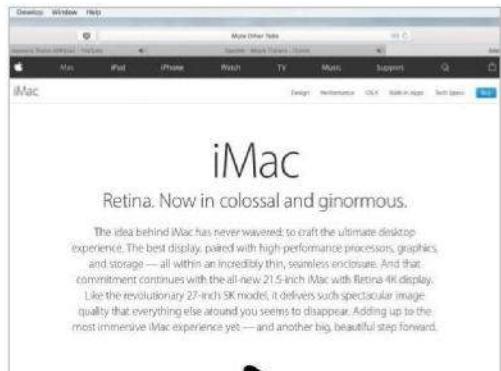
1: Mute all

To mute all the tabs at once you need to be in a tab that isn't playing video. If that's the case, head up to your address bar and click on the speaker icon. Silence will ensue.



2: Mute individual tabs

Of course muting individual tabs is easy. As long as video is playing in the tab, when you move to the speaker icon in the address bar, a Mute This Tab option appears. Click to mute.



3: Mute Other Tabs

You can mute all the other tabs emitting sound and leave just your current tab playing. Hover over the speaker icon in the address bar to see the Mute Other Tabs option and click.

Pin websites

In a feature new to El Capitan, you can pin your favourite sites to the tab bar for quick and easy access. These pins constantly update in the background.



1 Pin it

Pinning your favourite sites in Safari is very simple. All you need to do is click and drag your tab bar over to the far left. The website's icon will be added to your pin area.



2 Keep updated

You can add as many pins as you like. Social networks, email services, live news text etc, all work well, uploading in the background, ensuring you don't have to manually refresh.



Sign documents in Mail

Create custom handwritten signatures and use them in Mail



Time needed: 15 minutes

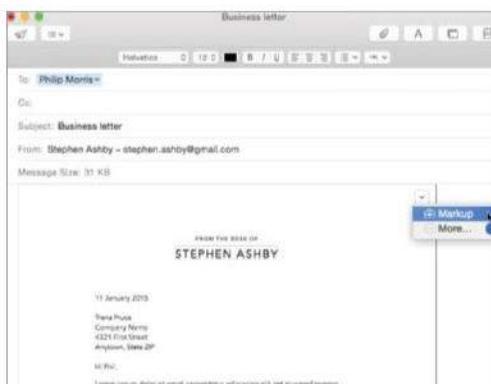


When you get documents that need to be signed sent to you via email, it can be a real challenge to get them filled out and sent back quickly. You have to print the form out, fill it in and sign it, then scan it back in to return to the sender. It's a real hassle – but it's a hassle that Apple has removed.

In El Capitan, you can use a feature called Markup to add text and signatures within Mail, so you can fill in documents and even sign them by hand without ever switching on your printer. You can create signatures with the trackpad if your Mac has one, or even just use your Mac's iSight camera. It's quick, easy and you only have to do it once to then enjoy hassle-free digital signatures. Here's how it works.

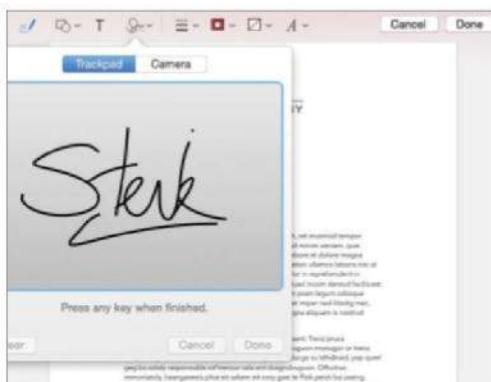


Mail | Sign documents with Mail



1: Choose Markup

When you've added a PDF or an image to your new message, hover your cursor over the document and click the arrow in the top-right. Choose the Markup option from the list.



3: Sign it off

Click to start your signature, then sign your name using your finger. Once you're happy with the result, tap any key on the keyboard to stop writing, then accept or clear the signature.

2: Add a signature

Click the Signature button in the top tool bar. If you've added a signature previously it will appear here and you can click to select it, or you can click Create Signature.

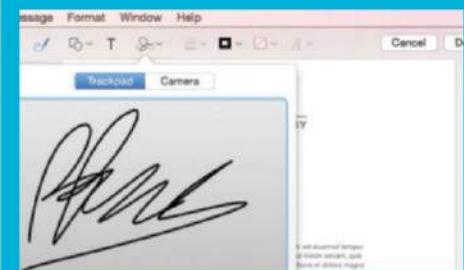


4: Put it in place

When you've got a signature you're happy with, select it, then drag it into the location required, and use the handles to resize it. You can use text boxes to fill in other details.

Signing options

You have a couple of options for getting your signature into Markup. The most straightforward should be using a trackpad, but if that goes wibbly, you can always call upon your Mac's camera to do the deed.



1 Sign on the trackpad

Click the 'Click here to begin' button, then sign your name on your trackpad using your finger. You can clear the whole thing if you want to start again – keep going until you're happy.



2 Use the camera

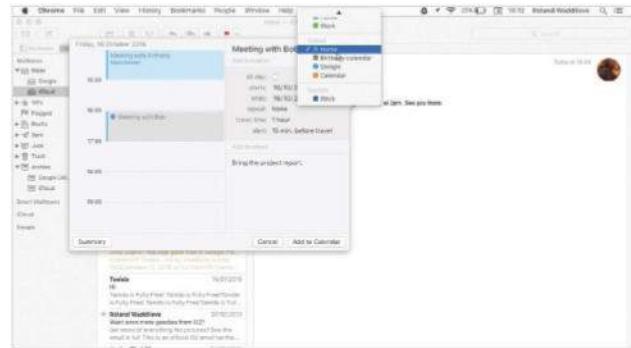
Alternatively, click the Camera tab to activate your Mac's camera. Sign your name on a piece of paper, then hold it up to the camera to add it to your library of signatures.

Discover Mail's new smart suggestions

Use the new features in Mail to add new contacts and make appointments in seconds

 Mail just got an intelligence boost in El Capitan – it now spots certain items from messages in your inbox and makes clever suggestions. It scans the text of messages for mentions of meetings and appointments. It looks for days of the week, dates and times and when these are found, it enables you to add them as Calendar events.

The trick is that you don't need to leave Mail. Brilliant! It is common for people to include contact details at the end of an email and Mail recognises this and lets you add the sender to your contacts with the minimal amount of effort. The contact information is highlighted and a click of the mouse displays a card that enables you to quickly add the person to your database in the Contacts app. It really does take the hassle out of the whole process.



Pick a calendar

The Calendar app supports multiple calendars and you could, for example, have both work and personal calendars. If you use this facility in Calendar, the calendars appear in Mail when creating a new event. In the suggestions pop-up panel is a list of calendars in the top-right corner. Select the appropriate one if you need to.

A photograph of a silver MacBook Pro laptop displaying the Mail application. The screen shows an inbox with several messages, one of which contains a meeting invitation. A large blue callout box covers the central part of the screen, pointing to the 'Add to Calendar' button and the 'Travel Time' dropdown menu. Inside this callout, three smaller boxes provide detailed explanations: 'Get suggestions' (about smart suggestions), 'Add extra information' (about travel time options), and 'Finish it' (about completing the appointment setup). Another blue callout box in the bottom-left corner provides instructions for removing keyboard shortcuts. The laptop is shown from a slightly elevated angle, focusing on the screen area.

Remove keyboard shortcuts

Open the Keyboard Shortcuts menu to remove shortcuts related to Spotlight. Similarly, you can use this menu to disable shortcuts for other OS X tasks

Add extra information

This panel appears when the Add Alert, Repeat, or Travel Time text is clicked. You can add the travel time taken to get to the meeting, set a reminder before you set off and so on

Get suggestions

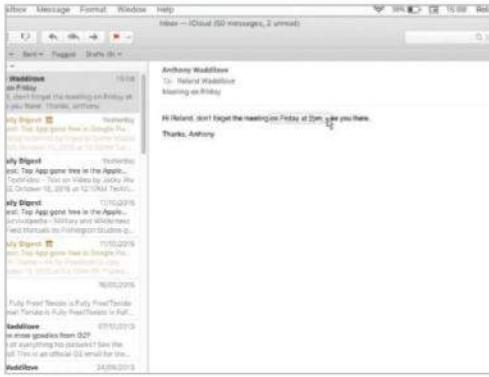
You will not see anything until you mouse over the text in an email. Then when Mail spots certain items, it highlights it and offers suggestions. Try it with dates, times, contact details and more

Finish it

Switch between Details and Summary views, fill in all the details for the appointment, add notes and so on. Then when you have finished adding all the required information, click Add to Calendar to finish

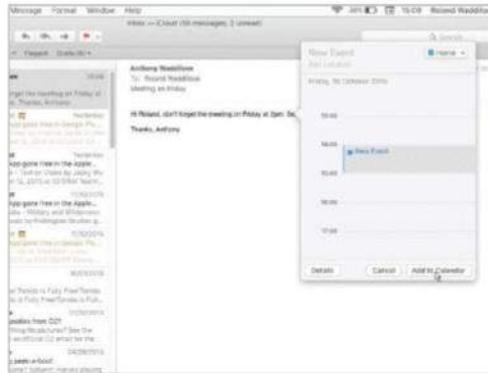


Mail | Add new appointments and contacts



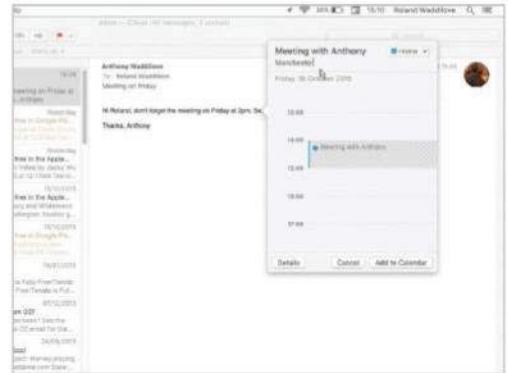
1: Click a suggestion

Mail has detected that this short email message contains meeting information. A box is drawn around the text and there is a tiny button on the right. Click it to continue.



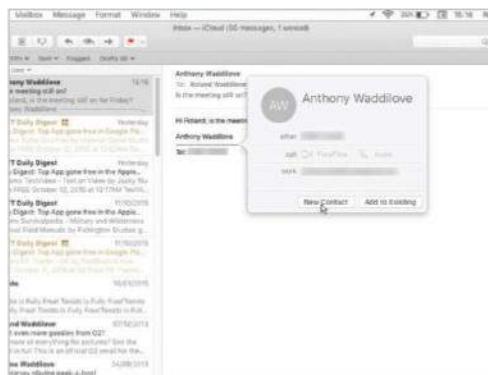
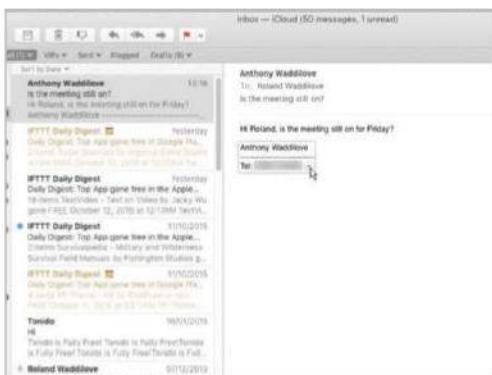
2: Add an event

Clicking the meeting suggestion opens this panel to enable you to create a new event in Calendar. You could click Add to Calendar, but it is best if you fill in the details.



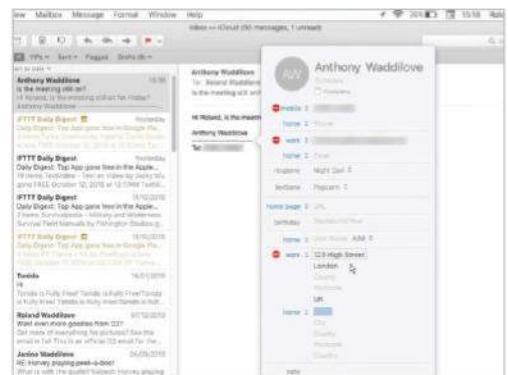
3: Add the details

Click the heading and enter the name for this event as it should appear in the calendar. Click below where it says Add Location and enter where it will take place.



4: Contact suggestions

This email message ends with brief contact details. This person is not in Contacts and Mail has recognised the text and offers a suggestion. Click the button next to it.



5: Create a contact

The contact information is read from the email and this panel is displayed. There is an option to create a new contact or add to an existing one. Click New Contact.

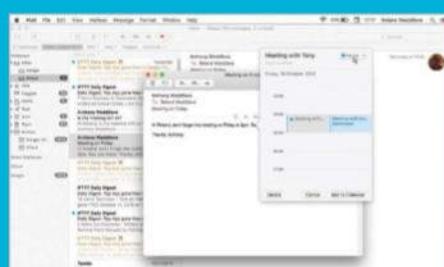
6: Add contact details

The new contact form is displayed and the information from the email is already filled in. Click in the contact fields to add more information, such as the address and so on.

Assign an event

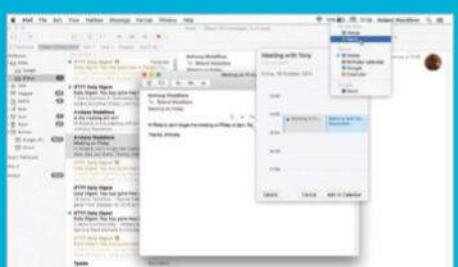
Keeping personal information separate to work details is important, and Calendar enables you to create extra calendars for all of your different purposes. Open Calendar, go to the File menu and select New Calendar and choose iCloud or On My Mac. You can then enter the name and details. Now that you have more than one calendar, you can use them in Mail suggestions. We show you how to assign an event mentioned in an email to a calendar.

"Calendar enables you to create calendars for all of your different purposes"



1 Add the appointment

Mouse over the appointment in the email and click the button to open the Calendar suggestion. Fill in the basic appointment information like the title and location at the top. Look for the calendar in the top-right corner.



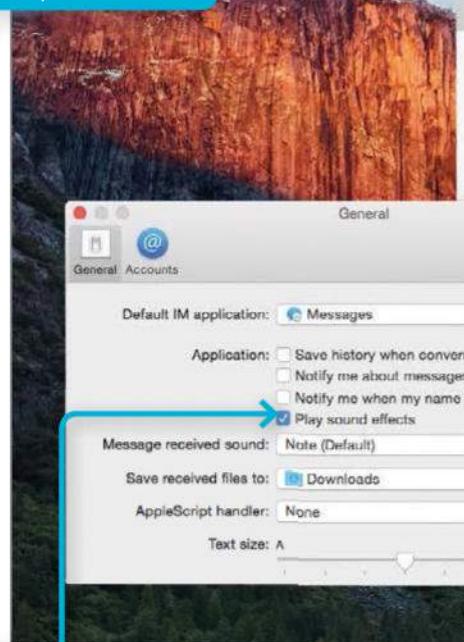
2 Change calendars

If the calendar selected by default is not the one you want to use, click the calendar and a pop-up menu showing all the calendars is displayed. Now simply click the one you want to assign the event to.

Apple essentials

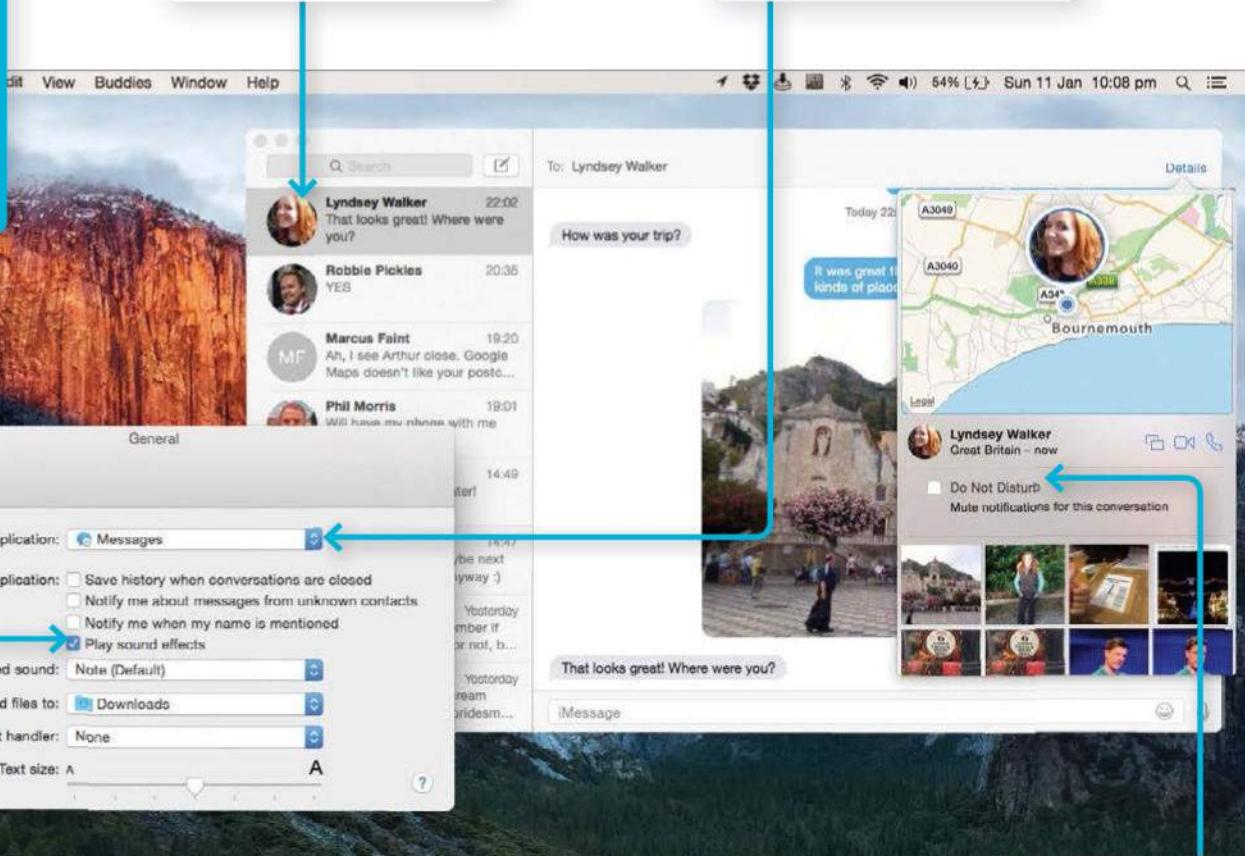
Contact specific sounds

If you prefer to know who is messaging you before you even look at your screen, you can set specific sounds for individual contacts. This is done through the Contacts app – you can open the contact you want to add it to and use the Text tone section to select a different sound for the specific contact.



It's a picture

If you've assigned profile pictures to your contacts, you can see them all listed in the Details tab, as well as in the Messages sidebar on the left



Change the sound

You can alter the alert sound for when you receive a message so that it is recognisably different from new emails

Application options

In the menu bar, click Messages>Preferences and you can change settings like notifications about messages from unknown contacts

Do Not Disturb

You can activate a Do Not Disturb for a specific Messages conversation by checking the box in the Details tab

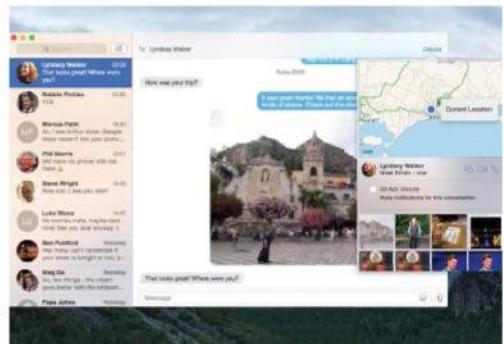
View conversation details in Messages

Find out more about your Messages conversations



Time needed: 20 minutes

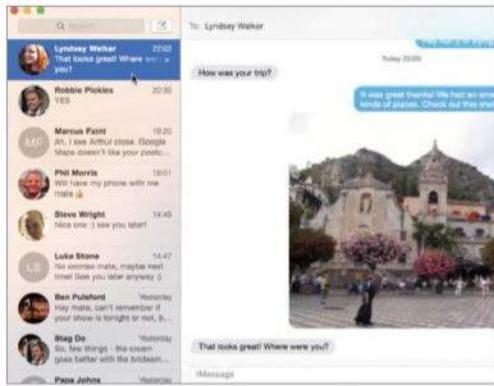
The Messages app in OS X El Capitan gives you a lot of extra abilities that you simply didn't have before. You can, of course, now send voice messages simply by clicking the microphone icon next to the message entry field. However, clicking the Details button in the top-right of the window will open up a pop-up menu that can show you all kinds of other useful information about the conversation you're having. Whether you're chatting to more than one person in a single thread, or have just been sending text messages to a friend, there are plenty of handy things you can do from this menu, from adding numbers to your Contacts app, to viewing a friend's location on a map. Let's take a look at its most useful abilities.





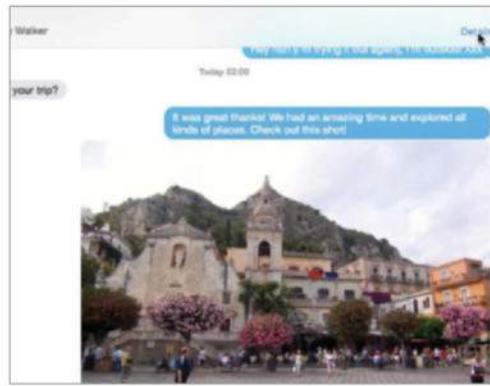
Messages

View information with the Details tab



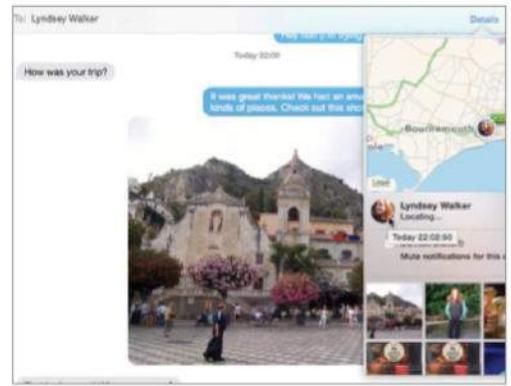
1: Choose a conversation

First, open up Messages and choose one of the conversations from the left-hand sidebar. iMessage conversations will probably include more information than SMS chats.



2: Open the menu

To see more information about the contact or the conversation, click the Details button in the top-right of the window. A new menu will open showing all kinds of facts.



3: See the contact

You will see either a contact image, or just two letters in a grey circle – you can double-click here to open up the person's contact card within the Contacts app to see more.



4: Make a call

If you have a mobile number or a FaceTime email address associated with the contact, you should be able to make a call from your Mac and speak to the person via audio.



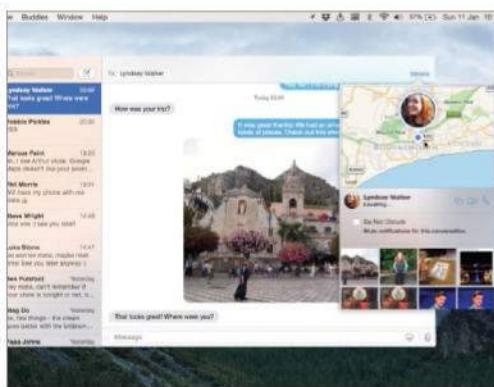
5: Share your screen

If your friend is using Messages on a Mac as well, you will see an option to share their screen. Click it and, once they have accepted, you will see a live view of their display.



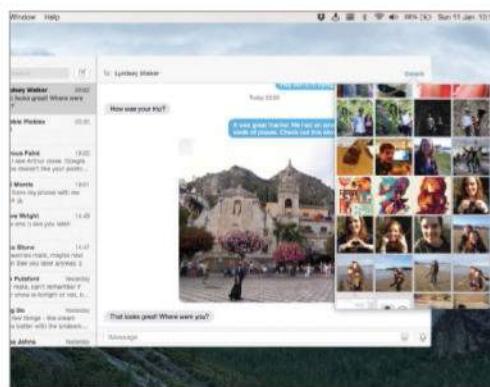
6: Screen Sharing

In Screen Sharing mode, you can click to highlight a specific part of the other person's screen, and share copied items using the controls in the menu bar for Screen Sharing.



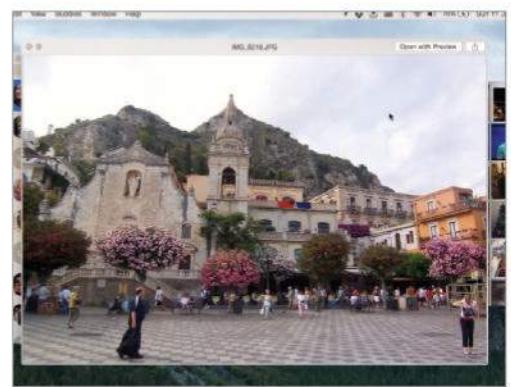
7: Location, location, location

You can also choose to share locations within iMessages – if your friend chooses to share theirs, you will be able to see them on a map, and even zoom in for more accuracy.



8: Shared photos

At the bottom of the menu you'll see all the photos that have been sent back and forth between you and the contact, in reverse order, so you can quickly find a shot you want.

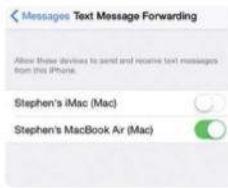


9: View it big

Click on one of the image thumbnails in the menu and hit the Spacebar on your keyboard to preview it at full size, or just drag it to your Desktop to save the shot.

Set up SMS Relay in Messages

Get your text messages delivered to your Mac with iOS 9 and OS X El Capitan



Time needed: 20 minutes

If you've upgraded to OS X El Capitan and own an iOS device, you may already be taking advantage of some of the great features on offer for those that use several Apple devices. One of these fantastic features in OS X El Capitan, called Continuity, allows you to keep more things than ever in sync over iCloud, so you can make and receive phone calls on your Mac, AirDrop files from Mac to iOS and back again, and now even get your texts delivered to more devices than just your iPhone. Everything syncs wirelessly, and when you get a text it will appear as a notification on all your devices, allowing you to reply from anywhere. All you need to take advantage of this is an iCloud account and you're ready to get started.



Bluetooth and Wi-Fi

You need to ensure that Bluetooth and Wi-Fi are enabled on both your devices to ensure best operation of the SMS Relay system. Your Mac will connect to your iPhone over both networks, so even if you leave your iPhone in a different room, you'll still get messages appearing on your Mac, and you can still make phone calls.

Get specific
If you want to know exactly when a message was received or sent, simply hover your cursor over the message

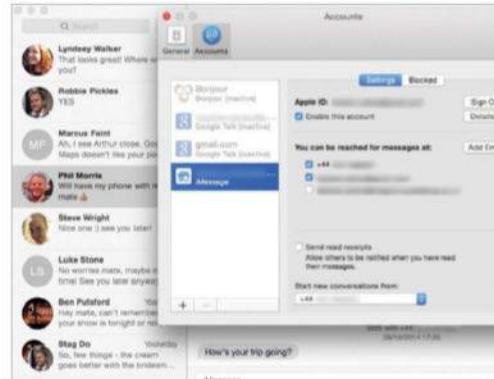
Details
Click the Details tab and you can get information about the contact, and see the attachments

SMS or iMessage
You'll see when Messages switches between texts and iMessages thanks to this small note that appears

Smiley!
To send an emoji, click the smiley face on the right of the message bar, then pick the icon you want



Messages | Set up SMS Relay



1: Sign into iCloud

You need to make sure that both your Mac and iPhone are signed into iCloud. Open System Preferences, click iCloud and input your Apple ID and password if you haven't already.



2: Check message settings

On your Mac, open Messages, click Messages in the menu bar and click the Accounts button. Ensure that you're signed in with the same Apple ID and password as your iCloud account.



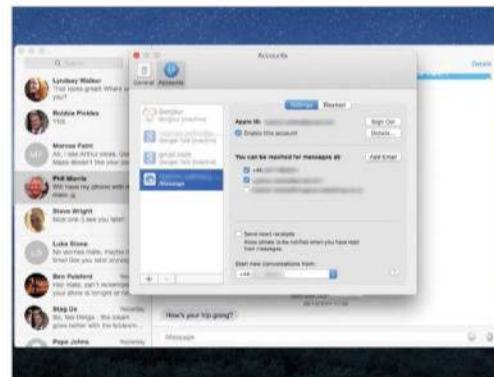
4: Text Message Forwarding

Go back so that you're viewing the general Message settings, then tap the Text Message Forwarding option. Here, you'll see a list of the devices you can use to send text messages.



5: Choose your devices

Each device that is compatible with SMS Relay will have a switch next to it. To activate the feature on each one, simply switch it on. You should see results within seconds.

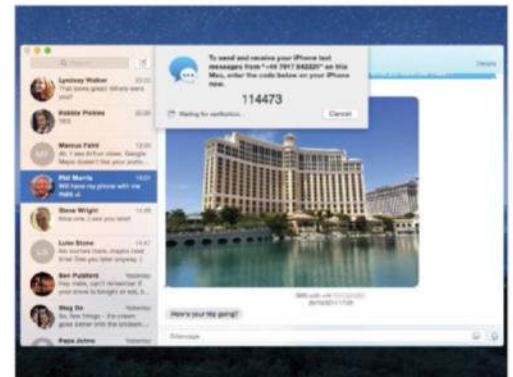


7: Type it in

On your iOS device, a keypad will appear asking you to input the code you see on your Mac. Once you've put it in, you will see the pop-ups on both devices will disappear.

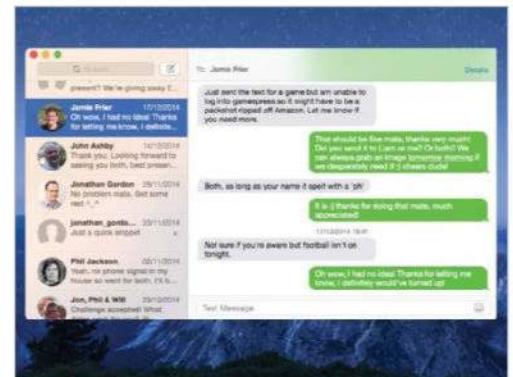
3: On your iOS device

On your iOS device, open the Settings app and tap Messages. Ensure iMessage is switched on, then tap Send & Receive and check the email and phone number are checked.



6: Check the code

On your Mac, you will see a pop-up box appear within messages showing a code. You'll need to enter this code on your iOS device to start sharing text messages between the two.



8: Check your settings

On your Mac, open up the Messages Preferences and check that all of the settings are correct. You can choose which number new messages are sent from here, too.

9: Send and receive

You will now be able to send and receive SMS messages from your Mac. When your Mac uses an SMS, the bubbles will show up green in the thread and the message will appear.

iLife & iWork

Get more from the brilliant apps that are: Photos, iMovie, GarageBand, Pages, Numbers and Keynote



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- 76 Add a vintage effect to your photos
- 78 Adjust colour in movie clips
- 80 Add blockbuster FX to your movies
- 82 Master green screen techniques
- 84 Enhance voice-overs with preset FX
- 85 Back up your iMovie library
- 86 Discover GarageBand's hidden sampler
- 88 Fade your tracks in and out



- 84
- 90 Expand your library with Audio Units
- 92 Create a bass rig with Bass Amp Designer
- 94 Export in high quality
- 95 Use GarageBand's Smart Library
- 96 Use Drummer to add natural beats

- 98 Master vocal FX in Garageband
- 100 Get pitch-perfect live performances
- 102 Use advanced image fills in Pages
- 104 Cut out images with Instant Alpha
- 106 Use date, time and duration formatting
- 108 Customise text and text boxes
- 109 Collaborate on documents in iCloud
- 110 Punch up data with charts
- 112 Discover Keynote's pro features
- 113 Set up Multipeer Connectivity
- 114 Create amazing charts in Numbers
- 116 Explore the Numbers toolbar

"Edit your photos, direct movies and create music, all thanks to these stellar apps"





Adjust light & colour for perfect pics

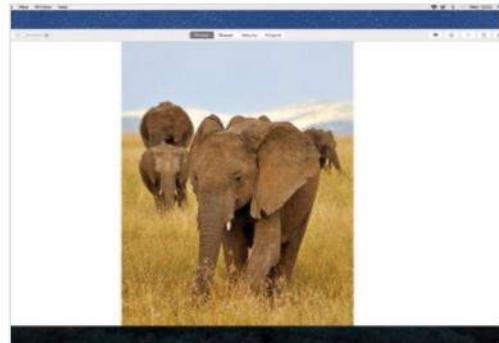
Take your images to the next level with Photos' detailed post-production suite



Time needed: 10 minutes



Try as we might, taking the perfect picture on the first try isn't always possible. Whether it's an outdoors shoot plagued by a powerful sun, or a picture taken inside in low light, some photos need a light and colour boost. Thankfully, Mac users can rely on Photos, Apple's image-editing app that came with OS X 10.10.3. Editing has been completely revamped in Photos, taking strong cues from its iOS counterpart and its timeline-style sliders that make precise editing more intuitive than ever. Editing is non-destructive in Photos too, meaning you can experiment as much as you want, without fear of ruining the original file. In this tutorial, we're going to walk you through getting the perfect light and colour composition.



Can I just use Auto Enhance?

There's a time and a place for using Auto Enhance, the magic wand that instantly boosts colour. The problem is, there's no middle ground. So when you want to make fine adjustments, you need to load up the Adjust menu. This way you'll get much better results – perfect if you're going to select a picture for a card, photo book or calendar project.

Live preview

As you experiment with the different adjustment options, keep your eye on the main preview part of the screen, which updates itself live. You can even zoom in to get a better idea

Revert to Original

Editing is non-destructive in Photos, which means you can reset any changes you've made by clicking the Revert to Original option. The Command+Z undo shortcut works too

Use sliders

Editing in Photos is intuitive. Slide an adjustment left to weaken an effect or right to strengthen it. Or hit Auto to have Photos do all the hard work for you

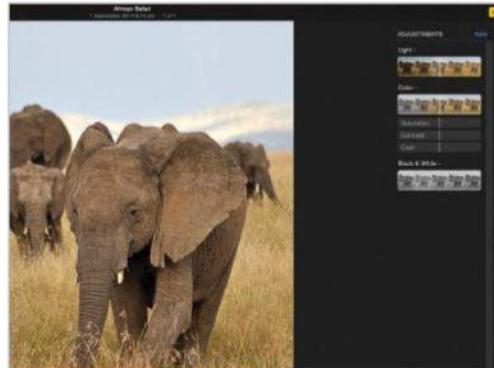
iPhoto edits

This image is one that transferred over from our iPhoto library. All the edits that were previously made are copied across, including tweaks we'd already made to the white balance



Photos

Edit light and colour



1: Pick a photo

Hunt down a picture in your library that needs a bit of TLC. Double-click on it to select and then click on the Edit button that appears in the top-right corner.



2: Adjust menu

All your editing options live down the right-hand side. Head the Adjust menu (it's the fifth icon down). You'll find three default editing tools in place: Light, Color and Black & White.



3: Auto correct

Hover over any one of them and an Auto option appears. If you're after a quick fix, Photos offers you a guiding hand and sets the level it believes is best for your photo.



4: Finer details

To make precise adjustments click the triangle next to Auto. Key elements, such as Exposure and Contrast, appear. Drag left and right to tweak, keeping an eye on the live preview.

5: Boost colour

Experiment with the tools at your disposal. We think this picture could do with a slight colour boost to help it stand out more, so we're boosting saturation levels with the slider.

6: Black & White

You could go in completely the opposite direction and activate the Black & White option. It gives an image a moody, but striking, outlook. Hit Done whenever you're happy.

Customise your Adjust panel

You'd be forgiven for thinking the only adjustment options available to you are Light, Color and Black & White. Well Photos is much more powerful. There is a treasure chest of editing goodies, featuring an array of tools under Basic, Details and Advanced sub-menus. Adding tools like Histogram, Sharpen or White Balance is as simple as selecting. Here's how to customise your Adjust menu.

"There is a treasure chest of editing goodies, featuring an array of tools"



1 List of options

When you open your Adjust menu, only the three default tools are visible. To change this, head to the blue Add option in the top-right corner to see all your options. Browse the list for suitability; there are ten in total.



2 Add to Adjust menu

When you've found a tool you want access to, simply click on its name. A tick will appear next to the option and it will then be added to the Adjust panel. It has its own Auto and slider options just like the default tools.

Create stunning black and white photos

Use the power of Photos' editing tools to create amazing monotone images



Time needed: 20 minutes



When you've taken a great photo, that isn't the end of the story. While the shot might look great just the way you took it, you can give an image a completely different feel by editing it with the new tools in Photos. And photos can have huge impact if you make them black and white. We're not suggesting that every image should be instantly switched to monochrome – half the skill is in choosing the right shot to use the effect on, and then choosing the best intensity for the effect. Choosing a shot is a big part of the editing process, but don't be afraid to try it on all kinds of different shots, from portraits to landscapes. Here, we'll tell you the best way to get great results with your editing.

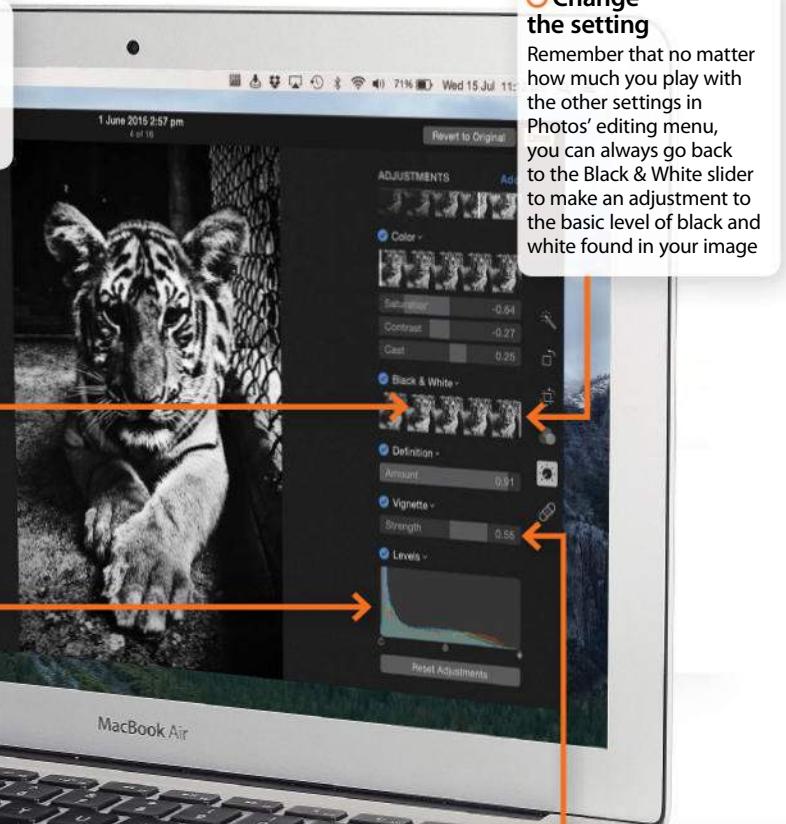


Extra power

If you want to take even more control over your black-and-white photo, and get results that will really dazzle, you can still use apps like Aperture to edit your shots. One really neat trick is to use more powerful apps to drain all the colour out of a shot except in one specific area – for example, you could have a black-and-white image, but just see the colour of the subject's eyes, for massive impact.

Definition

Push up the definition to get strong, dark blacks, and a major contrast between dark and light areas. This can be incredibly effective in cityscapes, or with areas of intense dark and light right next to each other



Change the setting

Remember that no matter how much you play with the other settings in Photos' editing menu, you can always go back to the Black & White slider to make an adjustment to the basic level of black and white found in your image

Levels

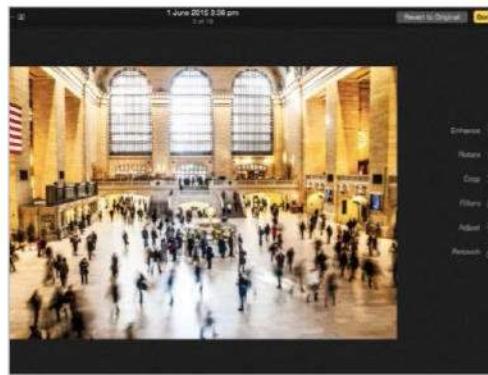
Fine-tune the tones in your image with the Levels setting. Use the five sliders to adjust each option – this will bring out more details in the midtones, or lighten or darken the entire image, depending on what you choose

Vignette

A vignette can be extremely effective on a black-and-white shot – but you don't have to go overboard. Remember that if you're losing details in your shot just to include a vignette, you should probably drop it

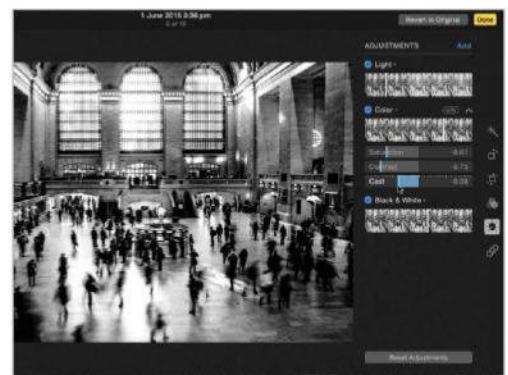


Photos | Make amazing monochrome shots



1: Choose your image

A vital part of the editing process is in picking the right photo to transform to black and white. Consider whether the colour is really important to the impact of the image.



4: Make adjustments

Alternatively, click the Adjust button to bring up the editing sliders you've probably used before. If you applied a filter, the changes will be represented here.

5: Customise black and white

Use the Black & White slider to change the look and feel of the black-and-white effect, deepening the blacks or bringing out the detail with more grey tones.



7: Add options

You can add extra editing options to your image by clicking the Add button at the top of the menu. Check out the annotation above to see the best extras to use for black and white.

8: Auto-tune

If you want a quick, good result, click the Auto button above each of the sliders. Photos will automatically set what it thinks is the best setting for each one.

9: Check the original

If you want to go back and see what the original photo looked like, as well as check whether you've lost any important details, simply hold the M key to quickly compare.

Add a vintage effect to your photos

Adjust colours and tones to mimic an old analog print



Time needed: 10 minutes

💡 Our iPhone or compact digital cameras are quite capable of capturing a scene's true colours. However, this can make our well-exposed shots look like everyone else's. By adjusting colours and tones in the Photos app we can mimic analog artefacts that are associated with classic 60s and 70s prints. Photos makes it easy to add classic vintage looks in a click courtesy of filters such as Process, which mimics an old dark room cross-processing technique. Although one-click filters work well, they produce the same look that everyone else is sharing. To create more unique effects we'll show you how to manually adjust the hue of colours and tones and add artefacts such as vignetted edges.



○ Vignette

Some older, less sophisticated camera lenses were unable to equally expose the edge of the negative compared to the centre. This uneven exposure caused the edge of the photo to be under-exposed, creating the darker vignette

RGB

A digital photo's colours are created by mixing Red, Green and Blue colour channels together. The combination of RGB creates millions of colours. If you adjust the levels of individual colour channels, you can create surreal shifts in colour that mimic cross processing. The technique involves developing negatives in chemicals designed for slides (or vice versa).

Control points

The Levels command has three points that adjust the brightness of shadows, midtones and highlights. Here we're lightening the highlights of the Reds to increase red in the lighter tones

Saturation

By dragging this control slider to the left we can desaturate a vibrantly coloured digital shot and make the colours look like they belong to a print that's faded over decades

Add more adjustments

By default Photos enables you to adjust colours and tones, but you need to dig deeper to access more sophisticated tools such as Levels. Click the Add button and choose Vignette and Levels. You'll then be able to follow the steps in our tutorial

Filters

This icon gives you access to one-click filters, several of which are designed to mimic the looks produced by vintage analog photography techniques



Photos

Create vintage looks using filters and manual adjustments



1: Import start file

After downloading our start image, choose File>Import. Browse to the image and click Review for Import. Click Edit. Click the Filters icon to access Photo's vintage effects.



2: Experiment with filters

If you're in a rush, Filters let you mimic a range of analog print looks. Instant creates the washed-out colours of an old Polaroid camera. Transfer creates more vibrant colours.



3: Add cross-process effect

Click Process. This mimics the cross-processing technique, but the results are a little over the top. Click Revert to Original. We can manually tweak the colours and tones.



4: Choose Levels

Click the Adjustments icon. Click Add>Levels. By default we adjust the Reds, Greens and Blue levels equally. However, if we click the settings icon we can adjust these individually.



5: Adjust Red channel

Click to select Red. Drag the Shadow point left to reduce reds in darker areas. Drag the Highlight control handle right to add more red to lighter areas. This adds a warmer hue.



6: Adjust Green channel

Click to access the Green channel. Drag the highlight point to the left to remove green from the lighter areas. This helps to create an attractive sunset effect.



7: Adjust Blue channel

Click the Blue channel. Drag the midtone point right to increase the presence of blue in the midtones. This adds a cooler hue, which contrasts with the warmer highlights.

8: Adjust colour and tone

We now have cross-processed colours, but they look garish. Go to Color and drag the bar left for a less saturated look. Go to Light and drag right to create a more washed-out look.

9: Add a vignette

Click Add>Vignette. Toggle open the extra sliders. Set Strength to 80, Radius to 0.56 and Softness to 0.06. This mimics the edge exposure produced by vintage camera lenses.

Adjust colour in movie clips

Correct colour problems for more attractive clips, courtesy of iMovie's colour controls



Time needed: 15 minutes



There are many reasons why you might want to adjust a clip's colours. For starters your camera/camcorder can find it a challenge to capture a scene's true colours. Different light sources (such as natural artificial light) produce different colour temperatures. This can cause outdoor footage to look too cold (blue) or indoor clips to look too warm (orange). You can set your camera to use a suitable white balance preset setting (such as a Daylight, Cloudy etc), which will cause the camera to create white-looking whites and counteract any warm or cool colour casts. However, due to other camera presets you may find that your footage's colours look drab and desaturated. Thankfully iMovie can make these colours appear more vibrant as you'll discover in our walkthrough.

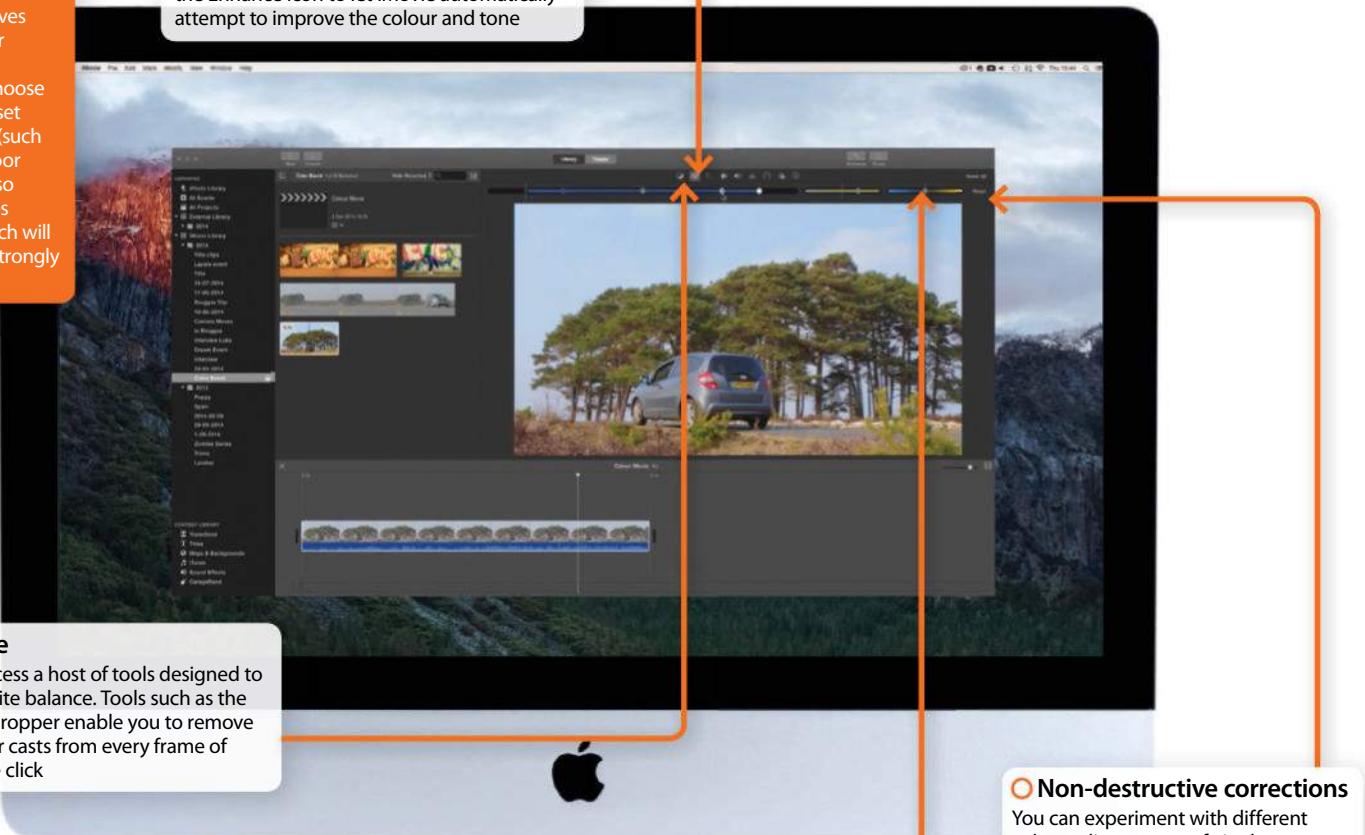


Picture styles

By taking control over your camera or camcorder, you can modify colour in-camera, which saves you adjusting colour using iMovie's post-production tools. Choose a white balance preset that suits the scene (such as Tungsten for indoor lighting). You can also choose picture styles such as Vibrant, which will produce clips with strongly saturated colours.

Color correction

This icon gives you access to more colour adjusting tools. You can manually boost a clip's saturation strength using a slider or click the Enhance icon to let iMovie automatically attempt to improve the colour and tone



Color Balance

Click this icon to access a host of tools designed to create a healthy white balance. Tools such as the White Balance eyedropper enable you to remove warm or cool colour casts from every frame of your footage in one click

Temperature

If a shot is too cold and suffers from a blue colour cast, drag this slider to the right to create tint-free colours. If it looks too warm (orange) then drag the slider to the left to cool things down

Non-destructive corrections

You can experiment with different colour adjustments safe in the knowledge that you can always click the Reset button and restore the clip to its original state

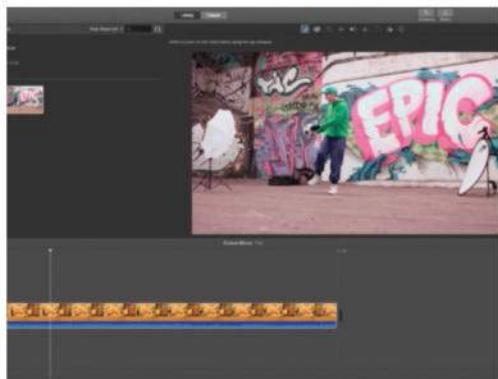


iMovie | Correct and improve colours



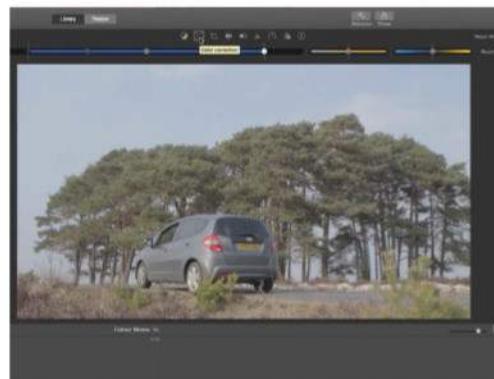
1: Create an event

Go to File>New Event. Label the event 'Colour Event'. Go to File>New Movie. In the Create window choose No Theme. Click Create. Name the movie 'Colour Movie'. Click OK.



2: Import a warm clip

A new Project icon will appear, as well as an empty Timeline. Click the Import Media button and browse to a source clip. In our example we have a clip that looks too warm.



3: Get the balance right

Click the Color Balance icon above the viewer. You have the option to click on either the Skin Tone Balance or the White Balance buttons. The latter is more precise, so click that.



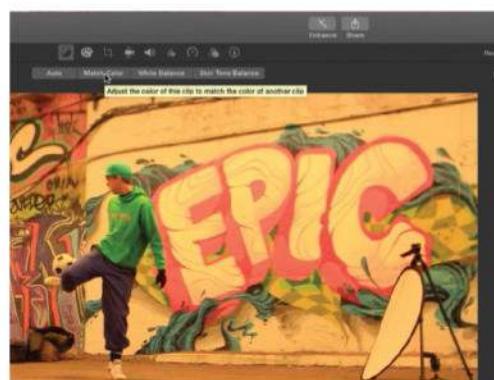
4: Cool it down

Click the eyedropper on an object that should be a neutral white. If the sampled pixels are too warm, the tool will cool them down, creating more natural colours everywhere.



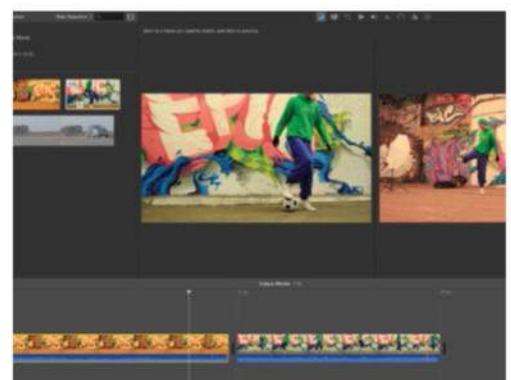
5: Weak colours

You can set some cameras to use a neutral picture style that produces drab colours (such as those in our example clip). This allows you to decide how vibrant the colours will look.



6: Boost saturation

To manually boost the strength of a clip's colours, click on the Color Correction icon above the viewer. Drag the Saturation slider to the right to boost the vibrancy of the clip's colours.



7: Tweak tones

Brightening up underexposed areas can reveal drab colours, so a boost in saturation is a good plan in this instance. A contrast boost can create more vibrant colours, too.

8: Match Color

If you have a series of clips that suffer from an inconsistent colour balance, then they won't cut together in the Timeline. Click the Color Balance icon and then click Match Color.

9: Consistent white balance

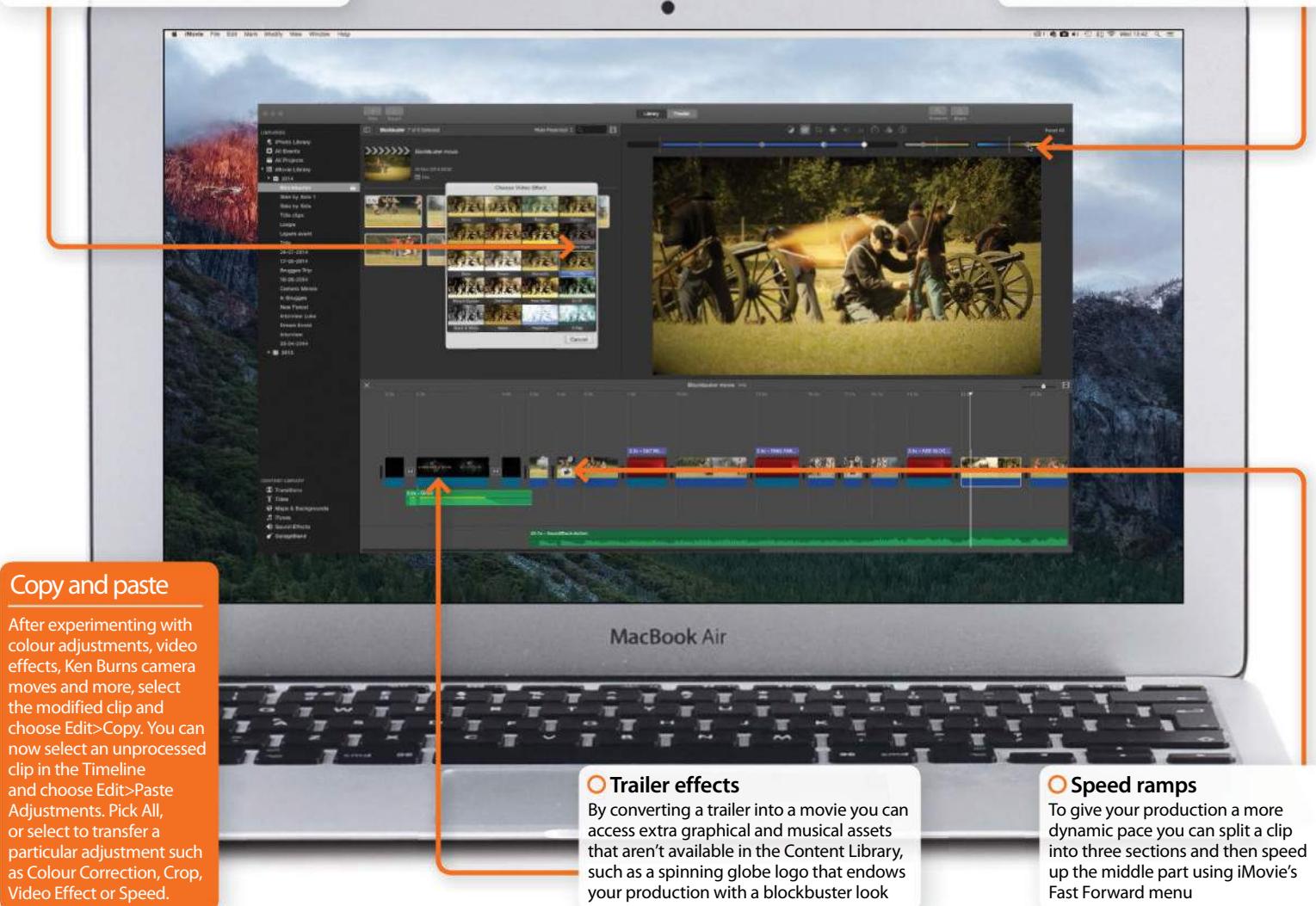
Use the Eyedropper tool to click on the corrected clip in the Timeline. Click to make the problem clip match the selected frame's healthier colours and tones. Click the tick.

Video effects

After manually tweaking a clip's colours and tones you can add further enhancements by clicking on one of these preset video effect thumbnails. Here we've added a vignetted edge to give our retro subject a vintage look

Colour correction

Click here to adjust a selected shot's colour saturation, tone and temperature by dragging sliders. This enables you to give each clip a distinctive look (such as the warm vintage tint in this example)



Copy and paste

After experimenting with colour adjustments, video effects, Ken Burns camera moves and more, select the modified clip and choose Edit>Copy. You can now select an unprocessed clip in the Timeline and choose Edit>Paste Adjustments. Pick All, or select to transfer a particular adjustment such as Colour Correction, Crop, Video Effect or Speed.

Trailer effects

By converting a trailer into a movie you can access extra graphical and musical assets that aren't available in the Content Library, such as a spinning globe logo that endows your production with a blockbuster look

Speed ramps

To give your production a more dynamic pace you can split a clip into three sections and then speed up the middle part using iMovie's Fast Forward menu

Add blockbuster FX to your movies

Use post-production techniques to give your clips a slick Hollywood-style finish



Time needed: 20 minutes



When you watch the 'making of' footage of a Hollywood blockbuster, the quality of the clip looks different from the same scene in the finished movie. This is because Hollywood spends much time and effort digitally altering the colours and tones of footage to give it a specific look. They may also add digital camera moves such as a zoom to make a statically framed shot look more dynamic, or re-time the footage to speed through the action and then suddenly slow things down to focus on an event. We'll show you how to indulge in a little Hollywood style grading, add a vignette effect and create some speed ramps to give your footage a more dynamic look. You'll also discover how to plunder music and graphical assets from iMovie's Trailers.





iMovie | Apply blockbuster post-production effects



1: Create a trailer

Create a new Event, import our seven clips and choose File>New Trailer. Click to select the Action trailer. Click the Create button, label the trailer Blockbuster movie and click OK.



2: Convert to movie

Choose Convert Trailer to Movie. This gives you access to assets such as a studio logo, graphics and music that you can't find elsewhere. Delete the grey placeholders in the Timeline.



3: Add the clips

Shift-click to select the seven clips and drag them to just after the studio globe has finished playing in the Timeline. The up tempo music enhances the battlefield action.



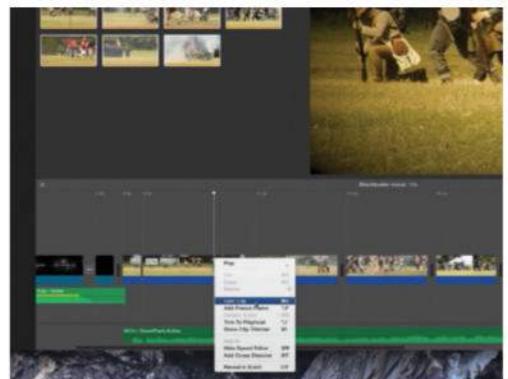
4: Grade the clip

With the clips still selected, click the Colour correction icon. Increase the contrast, drop the strength of the saturation and warm up the temperature for a retro sepia tint.



5: Add a vignette

Click the Video and Audio effects icon. Set the Video Effect to Vignette to darken the edges of the frame. The grading and vignette will be applied to all the selected clips.



6: Split the first clip

On clip 01, scrub the playhead to just after the first shot is fired. Choose Modify>Split Clip. Scrub forward to and split the clip again after the soldier kneels to take aim.



7: Add a speed ramp

Shot01 is now in three sections. Click the middle section to select it. Go to Modify>Fast Forward>8x. This adds a dynamic burst of action to the middle of the clip.



8: Create a digital zoom

Click on Shot04 and click the Cropping icon. Click Ken Burns and click the End window. Resize and reposition it to create a close-up on the canon. Click the tick to apply the zoom.



9: Add titles

Drag and drop the animated titles between the clips. Click on the text in the main window and edit it to accompany the action. Feel free to add speed ramps to other sections.

Master green screen techniques

Superimpose backgrounds underneath footage with the Green/Blue screen tool



Time needed: 40 minutes



Due to the high quality of video that can now be recorded on iPads, iPhones as well as digital cameras, it's now possible to work with green/blue-screen effects in iMovie. A green/blue screen can be used to superimpose a subject or object onto a new background. This is done by shooting a subject with a green or blue backdrop behind them – often something as simple as a green sheet – and throwing light on it. iMovie can then remove all the green from the shot leaving just the subject. You can then add whatever background you want, whether it is moving footage or still. In this tutorial you'll learn how to use iMovie's intuitive green/blue screen effect on your shots.



iMovie | Using green/blue screen in iMovie



1: Shoot your footage

Shoot a subject or object against a green or blue screen. Try to expose and light the backdrop as evenly as possible to make removing it in iMovie easier.



2: Add your clip

With a new blank project in iMovie created, drag your backdrop image into the timeline. Now drag your green-screen footage into the timeline so it rests above the backdrop image.



3: Overlay options

Double-click on the green-screen footage to display your video options. Click on Cutaway to display the drop-down menu. Here you'll find your overlay options.



4: Green/Blue screen

Select Green/Blue screen. iMovie will identify and remove any bold green or blue colours, thus removing the background and revealing the backdrop image behind it.



5: Adjust the effect

Tap Cmd+Shift+F to view your clip in full screen. Notice how the subject is slightly transparent? Close full screen and in the monitor window adjust the Softness bar to fix.

6: Erase tool

With the Erase tool selected you can select colours other than green or blue to remove. Make sure your subject is not wearing the same colours as the one you want removed.



Overlay options

When working with multiple clips in iMovie you can use a series of overlay tools on your footage. The Side by Side option lets you place two clips next to each other, whereas Picture in Picture will insert one clip into a smaller box within another clip. The Cutaway tool simply lets you place a clip over another for you to cut away to.

Lighting

Notice how even the green is across the whole shot. The more continuity there is in the lighting of the green, the easier iMovie will find it to remove the green background

7: Cropping

If there are elements of the shot you want to remove, select the Crop tool. Drag the corner pins to crop down the green screen shot, removing unwanted elements from the shot.

8: Check your clip

Play through your clip to check the consistency. Make sure there is no point where part of the subject is cut off due to the crop. Increase the cropping as necessary.

Softness

Although too much softness can lead to transparency in your subject, sometimes it can be used to remove unwanted leftover pockets of green that the green/blue-screen effect wasn't able to remove

Full screen mode

Use full screen mode to scrutinise your shot and make sure that there are no imperfections left. You can always use the Erase or Crop tool to tidy the shot up

Cropping

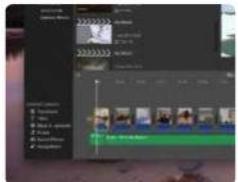
The closer you can crop into your subject the better. This reduces the amount of space that iMovie needs to remove from the shot and gives you more control over the green/blue-screen shot

9: Test the effect

You can test out the quality of the removal of the green by checking your footage against a black or white background to see if any green screen appears.

Enhance voice-overs with preset FX

Take advantage of iMovie's effects palette to add spice to your voice-overs



Time needed: 30 minutes



While it is simple enough to record a voice-over to accompany your iMovie tutorials, the chances are it'll come out a little dry.

Fortunately, iMovie has a vast selection of preset audio effects that you can use to enhance vocal clips. Although there are several fun effects like Robot and Cosmic, which will transform your voice into something completely different, the more practical reverb effects like Small Room and Echo Delay are more likely to be used in serious projects.

These effects can also be used in harmony with iMovie's various speed settings for more flexibility. So even if you weren't able to record all you wanted to say during your video, you can speed up your voice-over without having to compromise the video by slowing it down.



iMovie | Use effects in iMovie



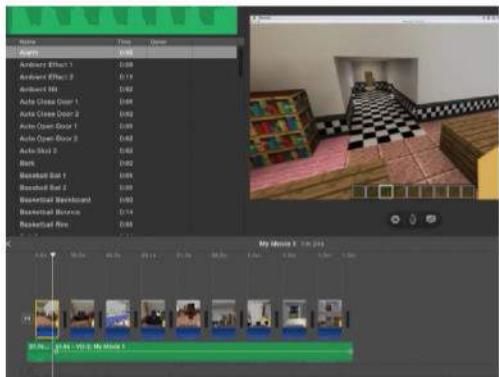
1: Import and record

Import your video and create a project. Choose the point you wish to record from. Press V and click on the Microphone icon underneath the preview window to record your voice-over.



2: Add effects

Once your audio clip is recorded, select it and press the 3 key to open the Adjustments bar. From there, select the second icon in from the right to access the Audio Effect menu.



3: Adjust volume

Your effect adjustment may have changed the volume of your track. To adjust this, drag the middle black line up or down, checking the track's waveform until you're satisfied.



4: Change the speed

Click the tortoise icon in the adjustments bar and select Custom from the Speed drop-down. Drag the grey bar on the top of your audio track to fit your video. Ensure 'Preserve pitch' is ticked.

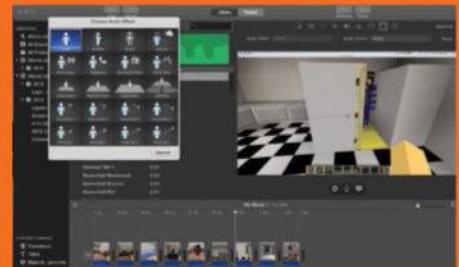
Edit more sounds in your project

You don't have to record a separate audio track to make use of audio effects – use the video's sound itself or iMovie's library of sound effects.



1 Detach audio

You can edit a video's sound by tapping on the video track and following the tutorial. If you feel comfortable just editing the audio, detach it from the video by pressing Alt+Cmd+B.



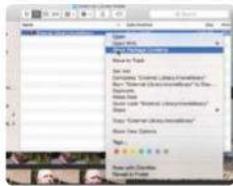
2 Sound effects

You can also use Apple's vast library of sound effects. Select them from the Content Library, then drag the one you want into your timeline. Now add the effect in the usual way.



Back up your iMovie library

Move old iMovie events to an external drive for safe keeping



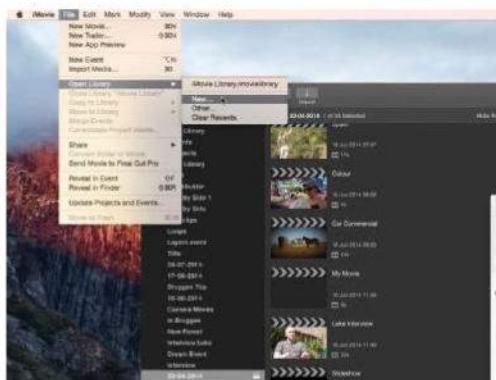
Time needed: 10 minutes



iMovie imports footage into events. You then cut an event's clips together in a project. Details of these events, projects and their clips are stored in the iMovie library file. By default this .imovielibrary file lives in your Mac's Movies folder. If you use Time Machine to back up, it will also back up your iMovie library file to a separate hard drive, so you can use Time Machine to restore your iMovie library. However, as HD video takes up a lot of space, your Mac-based iMovie library file can be many gigabytes in size. We'll show you how to create a new iMovie library on a separate drive. As well as storing new events in this new library, you can also move existing events to it. This gives you another way to back up events or free up space on your Mac's hard drive.

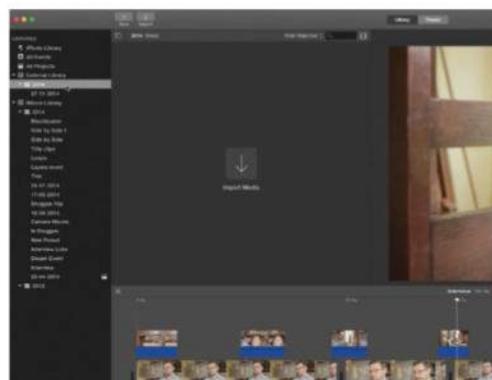


iMovie | Create and use a new iMovie library



1: Create a new library

Go to File>Open Library>New. In the Save window, browse to your external hard drive. Create a new folder. Label the new library 'External Library.imovielibrary'. Click Save.



2: View the new library

Your new external library will appear in iMovie's Libraries panel. At this stage it will contain no events, projects or video clips. It'll just feature an empty event with the current date.



3: Import new clips

If you import clips from a camcorder or folder, they will be stored in the currently selected external library on your external hard drive. This stops them clogging up your Mac.

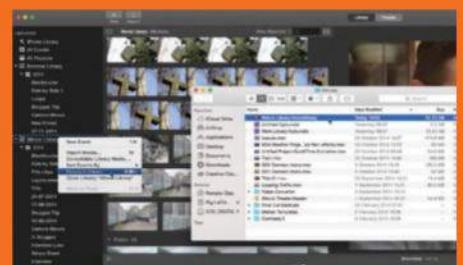


4: Copy or move events

To copy an old event from the original library to the new one, drag it to External Library. To move an old event so that it only exists in the new library, hold the Command key as you drag.

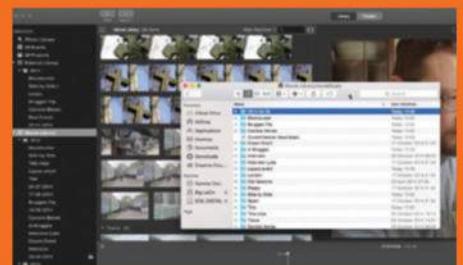
Library files

Discover how to locate your iMovie library files (whether they are on the Mac or stored on an external drive) and also how to view their hidden contents.



1 Where's my library?

To see where a particular iMovie library file is stored, right-click the iMovie Library label in the Libraries panel and choose Reveal in Finder from the pop-up menu. This will reveal the file.



2 View the content

The events stored in the iMovie Library. imovielibrary file are hidden. Right-click the file and choose Show Package Contents. Only move or trash iMovie clips from within iMovie.

Discover GarageBand's hidden Sampler

Uncover the powerful AUSampler plug-in to map samples to keyboard



Time needed: 25 minutes



Quite possibly one of the immediately fun aspects of GarageBand on iOS is the Sampler. Whether musician or not, people's faces cannot help but light up at the ability to take external voices before playing them back all 'squeaky' as it were. In truth a Sampler is a much more powerful instrument than it is novelty act, mapping sounds to keyboard and triggering useful synthetic textures. Some of pop, electronic and dance music's biggest tracks have used this tuneful playback of all kinds of samples to stunning effect. The great news then is that GarageBand on OS X retains a 'hidden' sampler in the shape of the AUSampler plug-in. Blink and you might not know it's there, so in this advanced guide we'll first locate it and then examine the essential features.

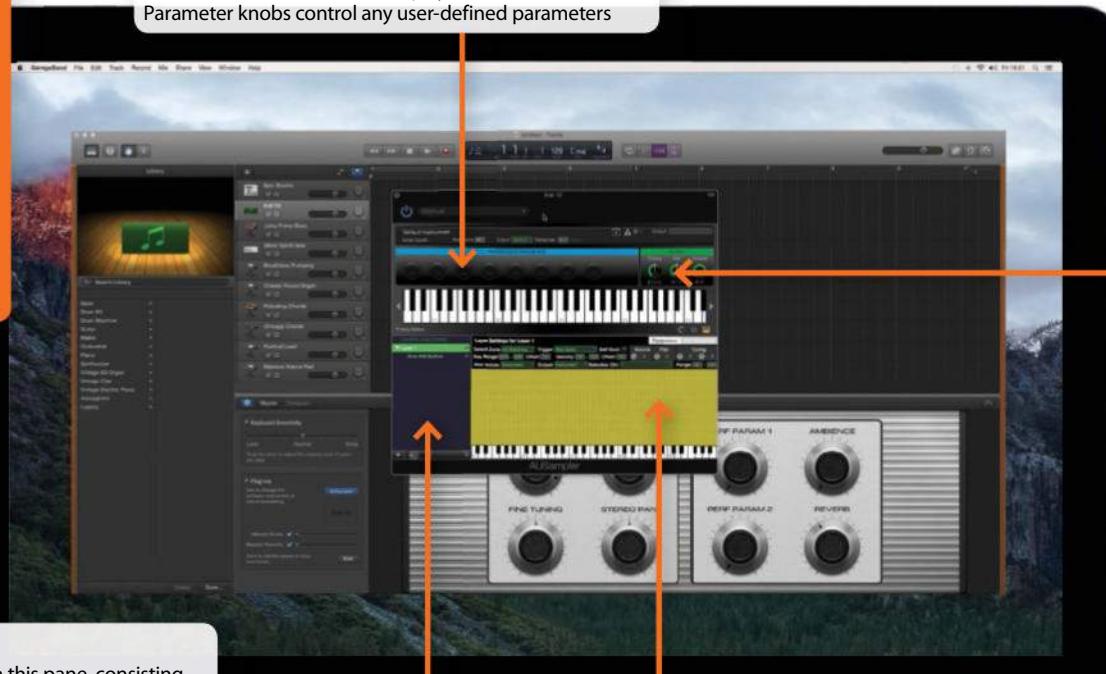


Recording the Sampler

Once you have activated the AUSampler in your track, added samples and tweaked Parameters, you can use it! The track will now sound based on those settings so all you need to do is hit Record and the sample notes will be captured as MIDI. However, if you do then change the track patch, those notes will subsequently adopt the new instrumentation.

Keyboard & Parameter buttons

The keyboard lights up as you play your MIDI controller, click the keys or use Musical Typing. The voice count shows amount of notes/voices played, while Performance Parameter knobs control any user-defined parameters



Layers and zones

The Editor panel starts with this pane, consisting basically of a list where loaded sounds are stacked. Layers and samples (zones) can be added via the plus and gear buttons, clicking the tick to bypass

Layer settings

This section toggles between Parameters and Key Mappings tabs. The latter provides options for how sounds are performed via keyboard. Here you can set Ranges, Root notes and Velocity, along with Volume, Pan and Tuning options

Global controls

The Global knobs control signal output, indicated in the green Output meter above. Tuning allows finer tuning of the current sample, Pan moves stereo audio left or right while Volume determines the overall volume



GarageBand Discover the hidden AUSampler plug-in



1: Plug-ins menu

On a software track and within the Smart Controls Inspector, you'll find the AUSampler. Within the Plug-ins section, click the Instrument box to navigate the pop-out menu.



2: Pick the Sampler

Within the pop-out Plug-ins menu, navigate AU Instruments>Apple to find the AUSampler option. Here you can choose either Mono or Stereo, for our example we'll pick Stereo.



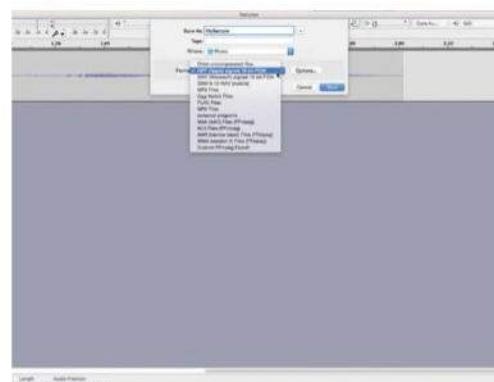
3: Sampler keyboard

The AUSampler window appears top-left. By default it shows a visual keyboard that can be clicked to sound notes or light up according to controller or musical typing.



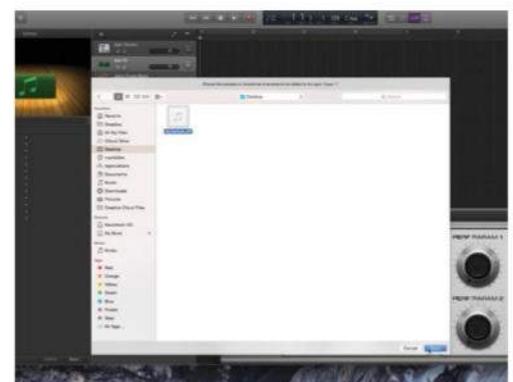
4: Adding samples

Click the Show Editor arrow below to show the Grid Editor. In the Layers and Zones list we'll add an audio sample by clicking the gear icon and choosing Add Samples.



5: Sourcing samples

In this example we're adding a short vocal sample recorded and trimmed within Audacity. You can import any such audio as you wish, with concise clips working best.



6: Select the sample

Our sample is saved as an .AIFF file although you can equally add .WAV audio. Use the Finder window to navigate to your sample, select and click the Open button.



7: Sound the sample

The sample is added to the current Layer, so you can bypass/delete any extra zones. Press a key to hear the sample, checking the Looping box to loop while holding a key.



8: Layer and edit

You can add more samples or zones to layers and add multiple layers. With two layers, for example, you can edit settings independently such as Trigger for key up/down.



9: Shaping the sound

The Parameters tab in the right corner lets you toggle additional knobs for tailoring how the sample sounds, adding Delay, Attack, Hold, Decay, Sustain and Release times.

Fade in and fade out your tracks

Learn how to apply smooth fading effects to your project's audio regions



Time needed: 20 minutes

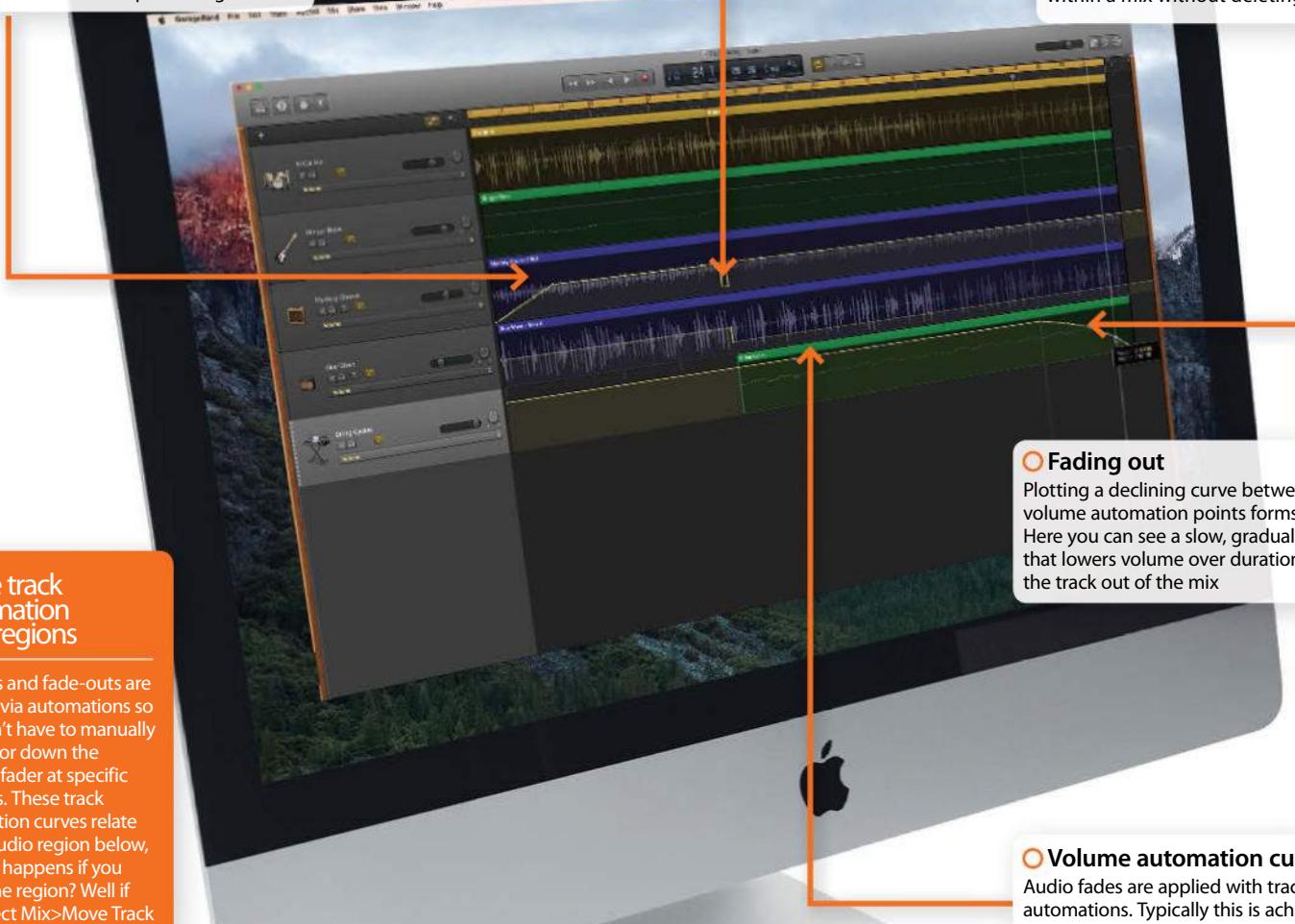


In the grand scheme of music production, there are a few staple techniques worth mastering. GarageBand, thankfully, makes many incredibly simple for newbies, but something like fading tracks can still be tricky for the uninitiated. What we're really referring to here is raising and lowering volume levels to fade in or fade out individual tracks, or indeed the whole project. This is useful for 'ducking' passages to perhaps emphasise lead instruments, or more commonly, creating professional-sounding beginning and end points. Typically sections or songs introduce and exit using slow gradual fades to avoid being jarring to the ear, something we often take for granted as listeners. Here's how to achieve that effect.



Fading in

Plotting volume automation curve points creates pivots, a start and end. Dragging these up/down and apart forms a gradual incline or decline over a set duration. Here you can see an incline representing a fade-in



Move track automation with regions

Fade-ins and fade-outs are applied via automations so you don't have to manually turn up or down the volume fader at specific intervals. These track automation curves relate to the audio region below, so what happens if you move the region? Well if you select **Mix>Move Track Automation with Regions**, your automation points and curves will now move with the track!

Ducking volume

Making very close, steep fade-outs and fade-ins is known as 'ducking' the volume. On the automation curve here, you can see this silencing a track region within a mix without deleting the audio

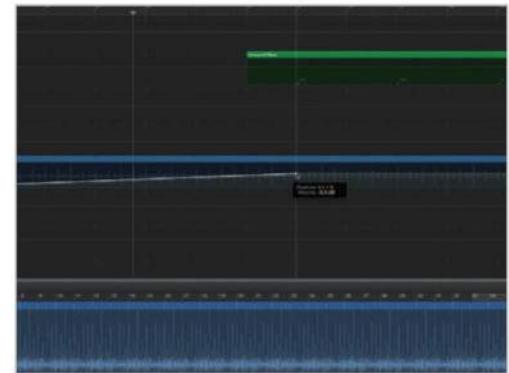
Fading out

Plotting a declining curve between two volume automation points forms a fade-out. Here you can see a slow, gradual fade-out that lowers volume over duration to lower the track out of the mix

Volume automation curves

Audio fades are applied with track automations. Typically this is achieved via the volume automation curve, where points are plotted along the line and manipulated into position (+/- dB) each side of the baseline volume level

GarageBand | Fade in and fade out GarageBand tracks



1: Show track automation

To manually create volume fade-ins or outs, we use track automations. With your chosen project open, begin by choosing Mix>Show Automation or via the 'A' key shortcut.



2: Select volume automation

Select the track you wish to fade and ensure Volume is selected from the Automation Parameter menu. The line above the track is where we'll draw points to form a curve.



3: Drawing a linear fade-in

A linear fade-in between two points can now be formed. Click the line to draw at least two points where you want the fade, dragging the first down and the second higher.



4: A more gradual fade-in

This incline raises the volume from a lower level to an eventual peak. The closer the points are, the steeper the change – although more points can be drawn to stagger.

5: Drawing fade-outs

By drawing a downward curve instead, the volume will fade out a set region from a higher volume point to a lower point or series of points to stagger over a set duration.

6: Master track fading

Choose Track>Show Master Track and plot automation points here to add your fades where desired. Using the same principle, drawn fades apply to the whole project.

Add an automatic project fade-out

The latest GarageBand makes it even easier to apply fades to a project. By selecting a single option, GarageBand instantly adds a fade-out to the volume automation curve of the master track. Plotting four points staggering a gradual decline in volume, this is placed at the ending region of your longest live track. This is an ideal method for beginning to work with automated volume fades.

"By selecting an option, GarageBand adds a fade-out to the master track"



1 Rapid song fade-out

With your project open, applying a fade out to the whole song becomes as easy as choosing Mix>Fade Out from the GarageBand menu. This command instantly adds a volume reduction to the master track automation curve.

2 Editing the outro

The project master track is now shown along with the volume automation curve. You can freely adjust those four fade-out points by dragging them down or spreading them out to elongate the duration or begin the fade earlier.

Expand your library with Audio Units

Bolster your options by downloading and customising extra sample libraries from the internet



Time needed: 20 minutes



GarageBand comes pre-installed with some great sounds that can be used across a range of genres and styles, but there comes a point when you need more. Upgrading to Logic Pro is certainly an option, but there are ways in which you can grow your sample library without having to shell out £139.99/\$199.99.

GarageBand is compatible with Audio Units – plug-ins that enable you to use sounds other than Apple's in your projects. While there are lots of premium options that can be downloaded and installed, you may be surprised at how many free ones you can get. While finding Audio Units on the internet is relatively easy, getting them to play nice with GarageBand can be a bit trickier. Read on to find out how to do it.



Compatibility

If you record using Audio Unit (AU) instruments and effects, they'll export to AAC/MP3/AIFF just fine, enabling you to play your AU-laden project to anyone. However, if opening up a GarageBand project (.band) file on a device that doesn't have those AUs installed, they won't load. A solution is to download the same AUs onto the new device, then reopen your project.

AU option

Make sure this box is ticked before you install an AU. You won't be able to use them in GarageBand unless this option is enabled

Instruments and effects

Use these to select your AU instruments and effects from those you've installed. To change one, just click the drop-down box and choose a new instrument/effect. You don't need to remove the old one first

AU interface

Most Audio Units (certainly premium options, at least) will have their own interface that you can use to tweak the sounds they produce. These act independently of the GarageBand framework

MIDI & live

You can use Audio Units on both software and live channels. You'll only be able to use effects on live audio, though. The AU menu in Smart Controls will change based on the type of channel selected

GarageBand | Activate and install Audio Units



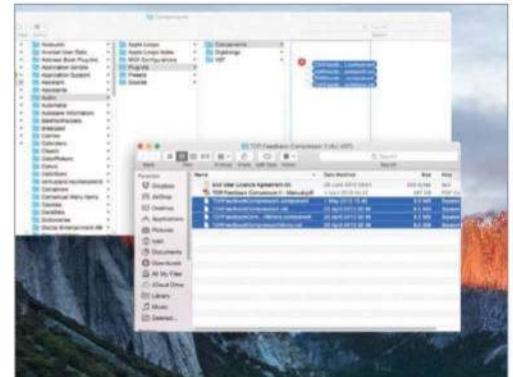
1: Enable AUs

Before hunting for AUs to use, you need to make sure they're enabled in GarageBand. Open the app, then go to Preferences>Audio/MIDI. Tick the Effects: Audio Units checkbox.



2: Download units

Search for AUs on the web, then download one you want to use in your projects. Depending on the plug-in you're using, the installation process will differ, so follow the instructions.



3: Copy .component

Occasionally you may have to manually place a .component file. Put it in your ~/Library/Audio/Plug-Ins/Components folder and GarageBand should recognise it.



4: Software Instruments

Open your GB project, create a new Software Instrument and click the Smart Controls button at the top-left. Click the 'i' in the Smart Controls window to open the Audio Units menu.

5: Instruments

There are two types of AUs: instruments and effects. To use an AU instrument, click the Instrument button in the AU menu and go to the one you wish to use. You can edit its sound.



7: Recording

With your AU set up, you can start recording. The MIDI data is captured as normal, so you can change an AU instrument while listening to a project and it'll keep the same notes you played.

8: Editing and bypassing

To edit an AU's settings, hover over its button and click the slider icon. To remove it, click the arrows and select No Plug-in. To bypass the effect, click the power button.

9: Live audio & loops

You can also add AU effects to live audio tracks as well as Apple Loops. Try importing a pop song and see how you can change the way it sounds using Audio Units.

EQ section

A click of this button brings up a further EQ section that can be switched between a 7-band graphic-style EQ with sliders or a 2-band parametric, rotary-knob version

Mic position

To further shape your sound, hover your cursor over the virtual mic and a graphic will appear, allowing you to alter its position relative to the speaker cone



Which switch?

The Bright switch emphasises high frequencies while Channel I/II switches between the louder Channel I and the quieter Channel II. There's a switch to turn the EQ on and off, plus Low, 1-2-3 and High switches that affect the tone and behaviour of the Bass, Mids and Treble EQ knobs respectively. The Soft/Hard switch affects the compressor.

Direct box

Each amp model includes an amp and a direct (or DI) box, which emulates plugging directly into a mixing desk. You can use the amp or direct box independently, or blend the two using this slider

Mic selection

The type of mic used on your virtual cabinet can make a big difference to the sound. GarageBand offers three classic types to choose from, selected from this menu

Create a bass rig with Bass Amp Designer

A new GarageBand update brings joy to bass players across the world



Time needed: 15 minutes



The launch of OS X Yosemite brought a pleasant surprise for Mac-based musicians in the shape of a GarageBand update, and most notable of the new tweaks and additions was Bass Amp Designer.

Similar to the existing Amp Designer for guitarists, the new feature offers a selection of virtual vintage and modern bass amps, cabinets and microphones. Each amp model emulates the sound of a famous existing bass amp and speaker cabinet combo, and you can mix and match amps, cabinets and even mic positions to create your own custom setups. You can work with Bass Amp Designer in three ways: with a live bass instrument, a MIDI track or with pre-recorded audio. So if you're all about bass, here's our treble-free guide to building your own rig.



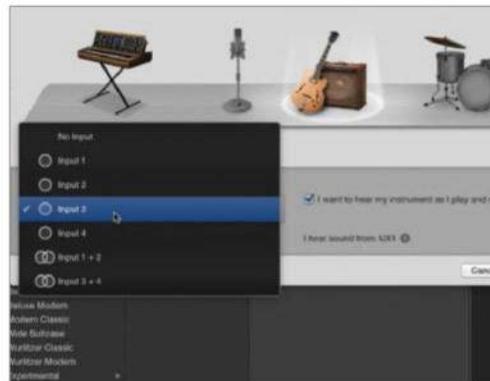


GarageBand Get started with Bass Amp Designer



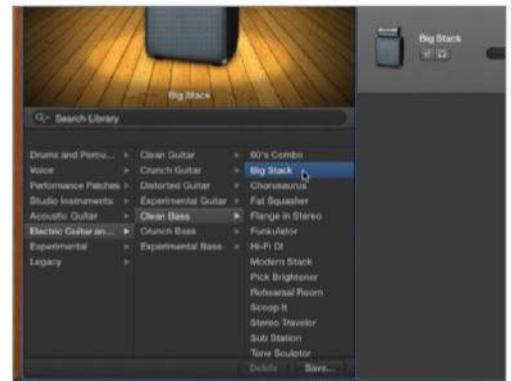
1: Create bass track

Open up GarageBand and head to a project. First, create a new guitar or bass audio track by clicking the + button at the top of GarageBand's track list.



2: Choose input

Select the Record guitar or bass option, then click the Details down-arrow and select the interface that your instrument is connected to from the list of available input sources.



3: Select preset

Click the Create button and the preset library pane will open in front of you. Choose a preset from one of the three Bass categories to use as a starting point.



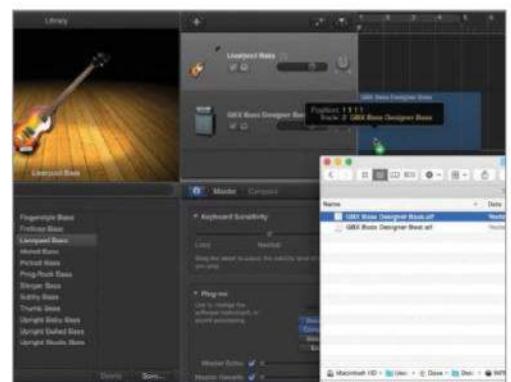
4: Access plug-in

Click the Smart Controls button in the toolbar, then click the 'i' button, followed by the Plug-ins down-arrow. To access the Bass Amp Designer plug-in, click its name.



5: Keyboard bass

To use Bass Amp Designer on a software instrument track, open the Library pane and choose any bass preset, then click the Bass Amp plug-in slot to access the controls.



6: Import audio

To work with a pre-recorded audio file, simply drag and drop the audio file onto an existing bass audio track. We've imported the file 'GBX Bass Designer Bass' here.



7: Audition sounds

You can audition presets from the control panel if required, by selecting from the preset menu in the top-left. These are combo presets: combinations of different amps and cabs.



8: Customise

When you hit a preset that's close to your desired sound, you can start to swap and change amps and cabs by picking from the drop-down lists.



9: Save preset

After you create your own custom bass amp model, you can then save it as a custom preset in the Library by selecting Save As from the Preset menu.

Export in high quality

Master your music projects at maximum quality with advanced export options



Time needed: 5-10 minutes



Okay, so you've finally finished slaving over your latest track. Each take of every performance is perfect, effects have been added and track levels are mixed flawlessly. So what now? Well, you'll probably want to share this new tune. GarageBand has always made this final step easy – a matter of a few clicks for less discerning composers.

However, there are a number of more advanced options for squeezing out maximum quality during export. Starting with a trio of popular file types, choices now extend across AAC, AIFF and MP3. Within each you'll find useful preset bitrates for finding the ideal compromise between higher fidelity and compression. Here we'll explain the differences so your latest GarageBand exports sound as good as they should!



GarageBand | Export in high quality



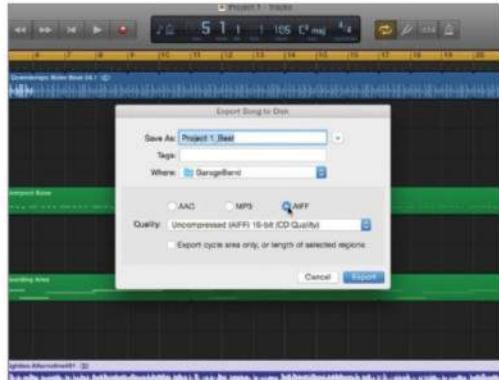
1: Share options

To start, we access the export options via Share>Export Song to Disk on GarageBand's main taskbar. This offers more control over quality and destination for the export.



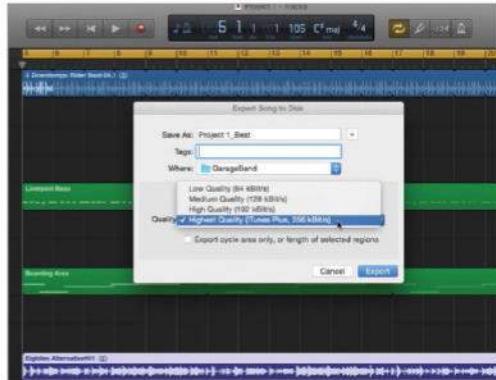
2: Export Song to Disk

The Export Song to Disk dialog prompts for a name, any tags and where you want the file saved. Below this are toggles for AAC, MP3 and AIFF and associated quality settings.



3: Choosing file format

MP3 provides lower quality but better compression and compatibility. AAC is slightly better but AIFF is uncompressed so offers highest quality but larger file sizes.



4: Setting quality

The Quality drop-down menu sets the kbit/s rate for AAC and MP3; the higher the better. AIFF options offer 16-bit (CD quality) or 24-bit, being ideal for post-production usage.

Additional settings

Don't take chances with quality. Familiarise yourself with these two extra export options.



1 Advanced Preferences

In GarageBand's Preferences, under the Advanced tab, you should have Audio Recording Resolution set to 24-bit to capture audio at the highest quality before exporting.



2 Export Cycle Area Only

This checkbox on the Export Song to Disk dialog is used to only export a looped area or preselected regions of your project. It has no impact on the Quality settings.



Use GarageBand's Smart Library

Discover built-in sounds and apply realistic instrument patches to your tracks



Time needed: 10 minutes



Most of us know that GarageBand is all about loops, right? That's partly true, but new users are often stunned to find it offers much more, including its ability to recreate real instruments or classic amplified effects. These are traditionally applied to live or software (MIDI) tracks and even loops, to yield realistic results. What's more, every one is itemised within the Smart Library found on the left of GarageBand's main workspace. These hierarchical categories offer access to an impressive array of presets that can then be fully customised using Smart Controls. In this tour of the Smart Library we'll look at how items are arranged, basic navigation, along with searching for specific entries. With additional tips thrown in, GarageBand newbies should feel inspired to explore and create.



GarageBand | Use the Smart Library



1: Open the Smart Library

If not currently open, the Smart Library is accessible via the Library button found in GarageBand's top-left corner. The panel may also be toggled via View>Show Library.



2: Switching the selection

The Smart Library shows the instrument applied to the selected track, defaulting to Classic Electric Piano. This is switched by choosing an alternative in the second panel.



3: Navigating categories

The top level lists instrument categories, with the second showing specific types or further categories. Click Drum Machine and you'll find ten varieties to choose from.



4: Search Library

If you have a favourite instrument or want to see if a certain patch is within the Smart Library, use the Search Library Spotlight query situated above the list menu.

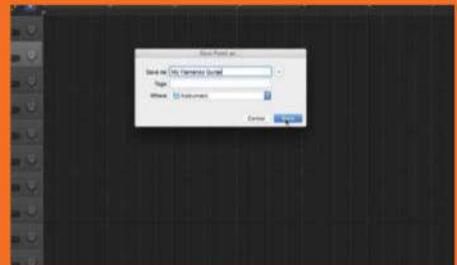
Old and new

You can still use old sounds from previous GB versions. We reveal how the Smart Library Legacy category and the Save button work to access or store your favourite instruments.



1 The Legacy category

This category opens older installed libraries such as Jam Packs or sounds shared with sister apps such as Logic. Revert by clicking the Legacy link appearing above.



2 Saving your sounds

With an instrument selected and customised via Smart Controls, you can commit your changes to the Library. Click the Save button below, enter a name and press Save.

○ Library instruments

Drums and the 'SoCal' variety are applied to a new Drummer track, although you can switch this within the Library panel to the left. What's more you can even switch to other instruments like Piano!

○ Drummer track

The Drummer track is a special track type. Generated based on your Drummer preferences, it can't be edited in the same way as audio (blue) or MIDI (green) tracks but you can tweak Smart Controls

More bang for your bucks

Drummer starts out pretty limited with only one 'character' available, called Kyle. More influenced by modern rock, he's versatile enough for most initial applications and does provide a good sense of what Drummer is about. Previously the Additional Content in-app purchase of £2.99/\$4.99, now free, was required to unlock the full 18 spanning styles including Rock, Alternative, Songwriter and R&B.

MacBook Air

○ Genre and Drummer

The genre pop-up menu provides access to the four general styles, so if you only see one you will need to download the rest. Below this is the Drummer overview showing the selected character

○ Drummer Editor

The Drummer Editor is active when the Drummer track is selected, allowing you to switch presets, tailor patterns with the X/Y pad and vary the instrumentation along with how fills/timings are used

Use Drummer to add natural beats

Produce more organic percussion via the roster of virtual stick twirlers in GarageBand



Time needed: 30 minutes



As you progress with GarageBand and your compositions become more ambitious, you'll hit a wall. This tends to happen most around drums because this is the hardest real instrumentation to capture. You need a big expensive kit and a seriously good microphone setup to get natural beats, when loops won't cut it anymore. Luckily, Apple has introduced a dedicated feature to assist here, known simply as Drummer. Taken from sister music-maker Logic, composers will find a collection of 18 session player 'characters' across four popular genres. Each is fully customisable and accepts direction to fit your style, resulting in a much more dynamic and 'human' feel. Follow the steps and view the sample project to get a perfect 'kick' start with Drummer!





GarageBand | Add more human beats with Drummer



1: Add Drummer track

To start you must add a yellow Drummer track. This is the fourth option from the New Tracks menu and you may only have one per project, otherwise the option is ghosted out.



2: Download Drummers

With a Drummer track selected, click on the portrait of 'Kyle' the default player. Roll over another Drummer and if it says Download you must install this 5.0GB add-on.



3: Pattern presets

With them all installed, you can switch Drummers within four genres. Each has a number of preset patterns you can flick through and press Space to preview the track.



4: Accompanying tracks

Drummer works off other track recordings to be most effective. In our sample Drummer project, we have bass, guitar and synth tracks and the basic default Kyle track.



5: Presets and Follow

Choose a preset pattern that fits your style, so here we'll pick Mixtape. In the Drummer Editor, check Follow and pick Stinger Bass to lock the beat to the bassline.



6: Using the kit

Switching the Follow track to say, guitar, changes the timing. Use the kit diagram to isolate drum or percussion types and use the sliders to dictate the amount used.



7: The X/Y pad

This bi-directional pad lets you tweak the presets basically to control how soft/loud or simple/complex the pattern plays, changing the Drummer track in real time.



8: Fills and timing

At the far-end of the Drummer Editor you can use the Fills dial to increase the amount of intricate parts. The Swing control and the 8th/16th toggles affect timing and groove.



9: Divide and rule

By editing Drummer regions in your track individually you can create more human drum sequences that adhere to different rules – patterns, drum use, fills and timings.

Library Panel

As with other instrument types, GarageBand's Library panel has vocal 'patches' for quickly applying styles to tracks. By default the Voice category has 12 options including an Experimental section with an additional six variations

Library & Smart Controls buttons

As always, showing these panels is central to working with vocal effects. The Library lets you pick pre-configured vocal patches, while the Smart Controls permit the basic tweaking of those currently selected

Master Track effects

As mentioned in the final step, GarageBand projects have a Master Track you can show via Track>Show Master Track or using Shift+Cmd+M. By selecting it you can access plug-ins in Smart Controls for the whole project, allowing you to perhaps turn anything off that is applying an unwanted effect to a 'dry' vocal performance. Now you can work from absolutely nothing!

Track headers

Vocal tracks are typically symbolised by a head and microphone, or simply a microphone icon. As you apply patches from the Library the name will change accordingly to label with the new effect selection

Smart Controls

The standard 'blue panel' Smart Controls are used to perform fundamental edits to vocal tracks. Settings for Dynamics (Compression), EQ and Sends (Ambience/Reverb) associated with the current Library patch may be adjusted here

Master vocal FX in GarageBand

Add the final touches to singing or spoken word performances with effects and mixing tricks



Time needed: 20 minutes



The scene is set – you've recorded a blistering backing track and it's just missing that last vital ingredient. Drums are done, bass, guitars and a sprinkling of piano all sorted, so it's time to lay down some singing. With GarageBand offering so much on the instrumentation side of things, even the best of us tend to overlook the vocals. Ironically this is probably the hardest part to, first, record satisfactorily, but secondly produce results that are pitch perfect. Thankfully GarageBand acknowledges this by providing a wealth of effects for not merely shaping singing, but finessing spoken word tracks for podcasting. Over the next steps we'll look specifically at what GarageBand has to offer here, where to find the best effects and how to apply them for maximum impact.





GarageBand | Master vocal effects



1: New Voice project

GarageBand can create a new Voice project. Here you can work from tracks pre-loaded with popular vocal effects – ideal if only recording vocals for any application.



2: Using vocal tracks

Within a Voice project you can then record a vocal and either move the audio down the pre-effect array of tracks, or duplicate by holding the Alt key and dragging.



3: Open the Voice library

Regardless, with any track selected you can use the Library panel on the left to access the full range of preset Voice patches. Simply click one from the menu to apply.



4: Musical vocals

Bright and Classic vocals can lift or sharpen a good singing take, while selecting Dance, Edge or Fuzz can make the vocal bigger and better suited to grungier results.



5: Spoken vocals

Effect patches such as Narration Vocal, Natural Vocal and perhaps even Telephone Vocal could be best suited to spoken word work, dialog or stylised a capella phrases.



6: Experimental vocals

Six Experimental patches can be used to quickly add more outlandish effects such as pitch shifts (Deeper, Helium), thick delays and megaphone, monster or robot styles.



7: Customise Smart Controls

With Smart Controls open, you can tweak levels like Compression, Frequency (EQ), Ambience or Reverb. Certain patches provide a custom control to vary the overall effect.

8: Effects plug-ins

The more processed, special effect vocals utilise the plug-ins menu with the Smart Controls Inspector. You can edit these individually to produce more specific results.

9: The Master Track

A good tip when editing track effects is to check the project's Master Track and remove any unwanted extras. This allows effects to be added to a 'dry' vocal signal.

Get pitch-perfect live performances

Make sure your tuning is spot on with the Tuner tool in GarageBand



Time needed: 30 minutes



Having a tuner built into GarageBand is great for when you're just about to record yourself playing your instrument or use it for a live performance. The Tuner window has a simple enough interface and also gives you the option of adjusting the standard pitch that you are going to be tuning your instrument to. It can be quickly and easily opened and closed as needed. The simple dial interface of GarageBand's tuning window will waver as you tune to show you once you've found the perfect pitch for your instrument. It'll also provide you with as many tuner windows as you have inputs being fed into GarageBand, saving you from having to swap around the inputs for multiple instruments. Here's how it works.



Advanced tuning

The GarageBand Tuner tool is a great but simple tool. For more advanced options, check out PitchPerfect Musical Instrument Tuner for Mac. This software offers tuning options catered to specific instruments along with other useful tuning tools. It's especially useful for up or down tuning instruments to your liking and setting up alternative tuning for your instruments.

Beats and Project
With the Beats and Project window displayed you can adjust the tempo of your project, thus adjusting the metronome, as well as the key signature and key for auto-tuning your vocals once recorded

Note pad
Don't underestimate how useful it can be to put down notes while recording a song. Once selected you can fill in the note pad window and hide it when you aren't using it

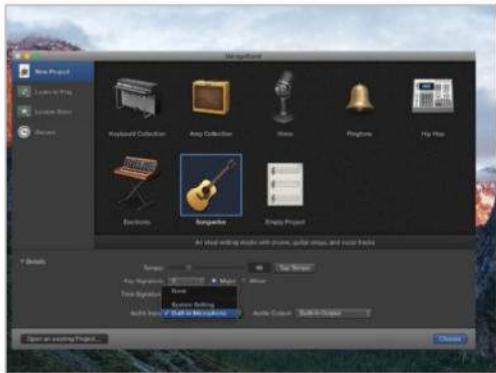
Count yourself in
The Count In tool works alongside the metronome to give you a count in to a recording. Once selected, click Record and after four beats to the tempo you've set, the recording will begin

Metronome
The metronome is the best way to keep time when recording a track, especially if you are recording a lot of layers to a piece. The metronome is set to the tempo of the project



GarageBand

Tune instruments in GarageBand



1: Set up your instrument

Plug your instrument into your Mac or turn your recording microphone on so GarageBand can pick up the sound. Try and make your surroundings as quiet as possible.



2: Tuning tool

In the top toolbar next to the Loop icon, click on the tuning fork. The GarageBand Tuning tool will open and will automatically pick the sound of your instrument.



4: Cents

Minus and plus cents will help you gauge how in tune your instrument is. If you're getting a minus reading tune up, if you're getting a plus reading tune down until your tuning hits zero.



5: Accurate tuning

In minuscule increments, tune your instrument until the letter that you are tuning turns green in the tuner window. Then move onto the next note until you're done tuning.



7: Alternative tuning

Double-click on 440.0Hz to select it. You can then change the frequency of the tuning and tune your instrument to that pitch. A popular alternative to the 440.0Hz pitch is 432Hz.

8: Check your tuning

You can play back recordings to check the tuning of different tracks that you are working with by isolating and playing the track in GarageBand with the tuner window open.

9: Input source

Click M to select your Mac's mic as your input. This will only be set while tuning your instrument and only if your instrument is feeding into GarageBand from another input.

○ Opacity

When working with gradients the Opacity control is the key tool you'll need. Lower the Opacity (drag left) to see more of the image, raise the Opacity (drag right) to see more of the gradient

○ Style

To complete this tutorial you'll need to ensure that you have the Format palette of options open and the Style tab selected. Here you'll be able to find the colour gradients and opacity controls in all their glory

Placement

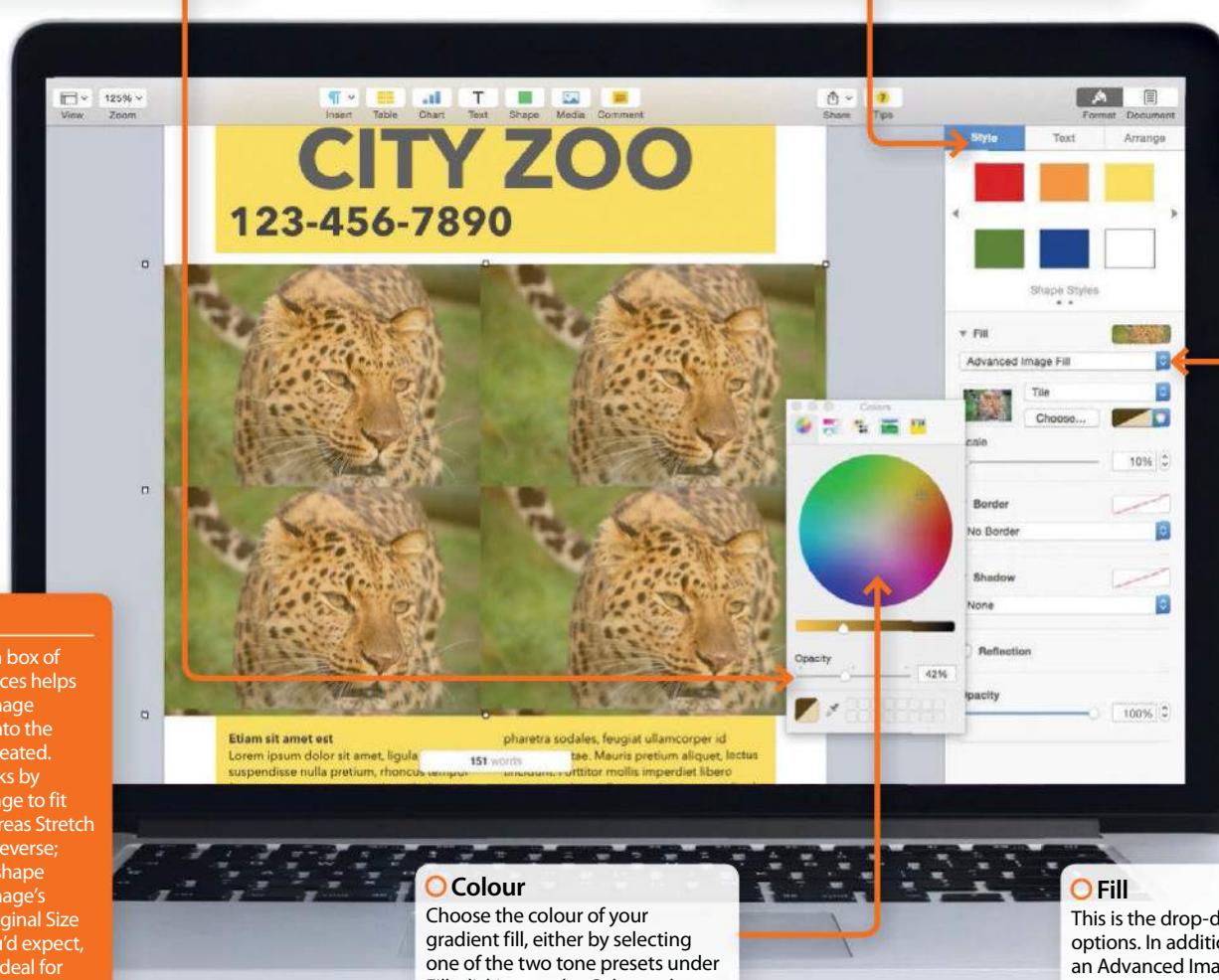
The drop-down box of placement choices helps you to fit the image appropriately into the shape you've created. Scale to Fit works by resizing the image to fit the shape, whereas Stretch to Fill works in reverse; redefining the shape to match the image's dimensions. Original Size is exactly as you'd expect, whereas Tile is ideal for quickly creating an eye-catching mosaic.

○ Colour

Choose the colour of your gradient fill, either by selecting one of the two tone presets under Fill, clicking on the Colors palette or by using the Color Picker tool

○ Fill

This is the drop-down list of Fill options. In addition to using an Advanced Image Fill on a shape, you can also use a normal gradient or an advanced gradient



Use Advanced Image Fills in Pages

Pages offers a colour gradients feature to transform your projects



Time needed: 30 minutes



Anyone can open an image into a Pages document to make it appear more visually inviting, but not everyone knows how to add coloured gradients to those pictures, for added pizzazz.

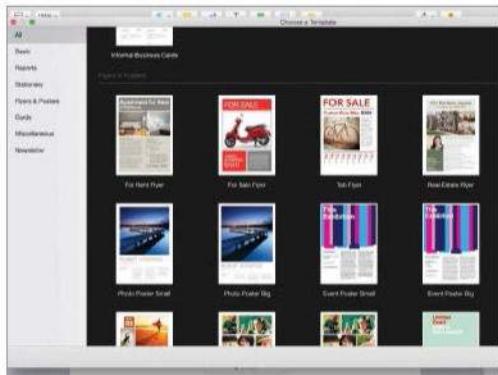
There are dozens of reasons for spicing up your shots in this way: maybe you want your image to be colour coordinated with your text or page's theme, perhaps you want the image to stand out against the page itself or quite possibly you'd just like to show off your creative flair by displaying the same image several times, each with its own unique colour gradient.

Whatever the reason, and whatever you want to do with Image Fills, we can show you how it's done, here in nine simple steps. Let's get Pages loaded up and get started.



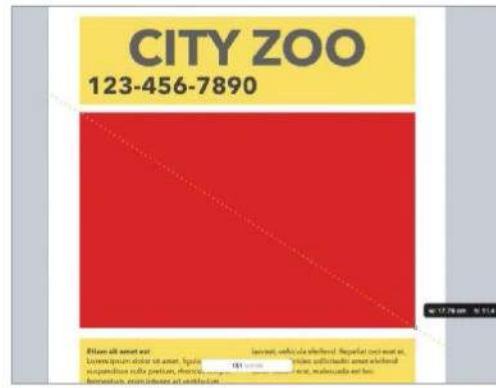


Pages | Using Advanced Image Fills and gradients



1: Create a canvas

To get started we need to open a document. Hit Command and N or travel to the menu bar to create a new project. Either select a blank canvas or one of the preset templates.



2: Add a shape

Find space on the project for your image then select Shape. Plump for the shape you want and drop it on the chosen area. Click and drag to enlarge and move the shape as needed.



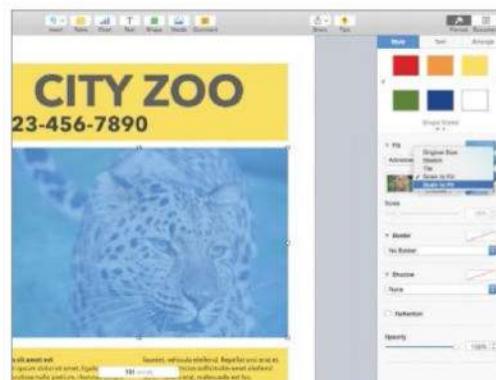
3: Advanced Image Fill

With your shape box in place, select it and open up the Format tab. Under the section marked Style, flow down to the option marked Fill. From the list of choices select Advanced Image Fill.



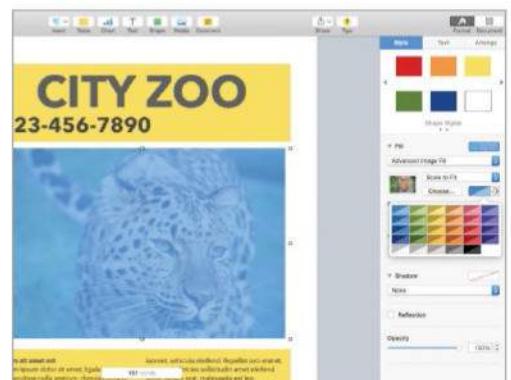
4: Pick a picture

Now you'll need to find an appropriate image to use. It can be helpful to select Pictures or Photos from the Source panel. With your chosen image highlighted, hit Open.



5: Scale

The default appearance is usually Original Size, but if your image is larger than the shape you've created, use Scale to Fit from the drop-down options, to make it fit the shape.



6: Colour gradients

Isolate the colour gradient box and select an option that you believe would best suit your page. Note that there is a variance in hue and tone, as well as colour between the options.



7: Opacity control

You can also use a colour palette like the colour wheel to more accurately select a shade to cover or tint. The Opacity control lets you strengthen or weaken the effect of the gradient.



8: Colour match

A third way to select a gradient for your image fill is to use the Color Picker tool and select a particular pixel on the image itself. Pages will then create a colour gradient fill with this match.



9: Repeat for more

Repeat the process to add new images, or even the same picture again, to the document. Remember to play around with composition, using options like Tile, for added creative effect.

Cut out images with Instant Alpha

Use Pages' Instant Alpha tool to erase backgrounds



Time needed: 20 minutes



Pages has a bit of reputation for being a dull, word-processing app. We think that's a bit harsh, however. While image editing might not be the first technique you think of, Pages has proven itself to be an all-action, multi-media piece of creative software.

Take its Instant Alpha tool, for example. This feature is great if you like to use imagery in your Pages projects. It lets you cut out entire background of an image, seamlessly turning the rest transparent. It might not be as accurate as an app like Photoshop, but the final results are impressive and highly convenient, not to mention adding a touch of professionalism to your projects. When you're done, you can even tweak your image using an easy-to-use histogram and other intuitive adjustment sliders.

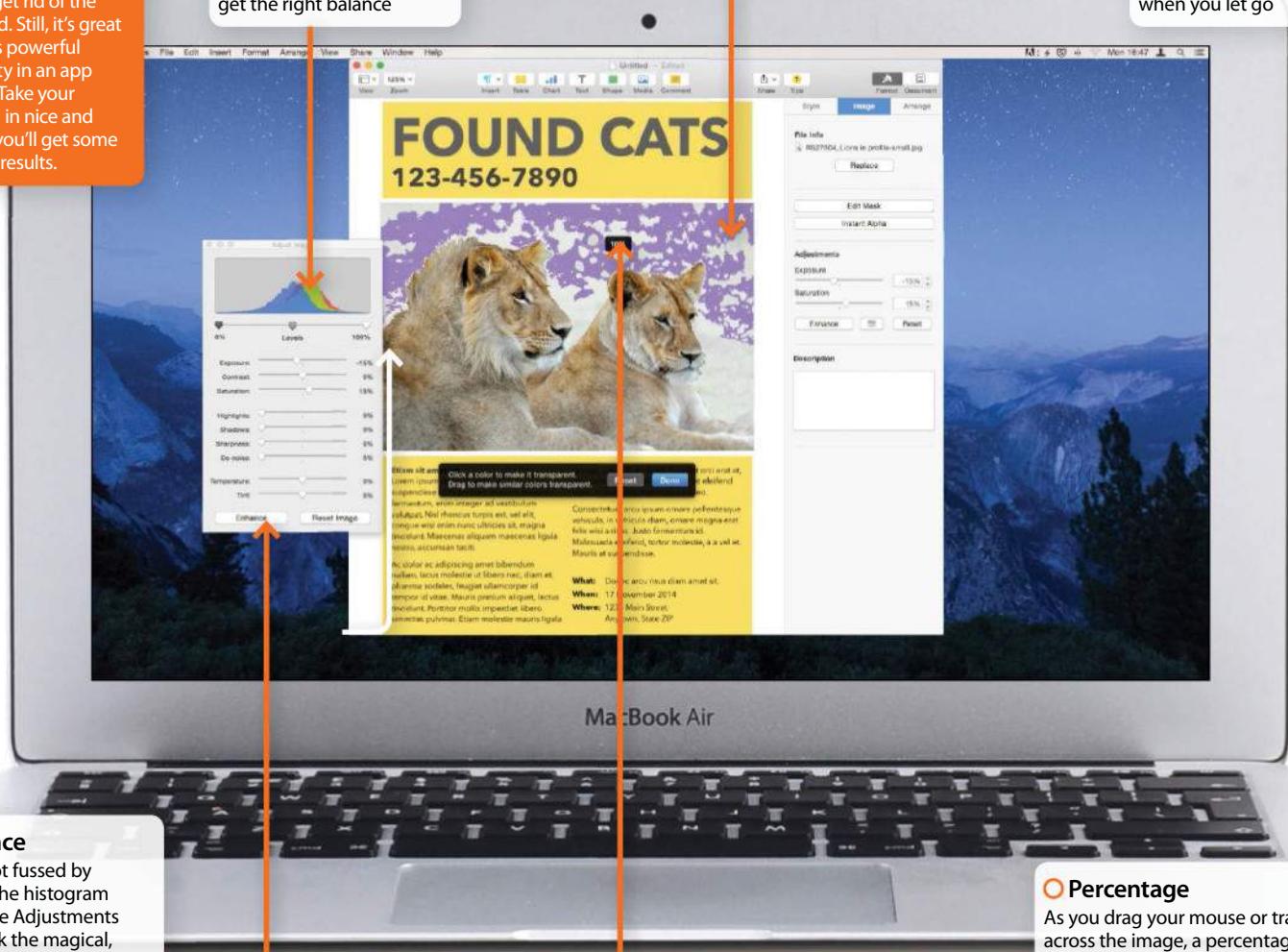


Patience is key

We love the Instant Alpha tool, but depending on the composition of your image, it can take a bit of time to get rid of the background. Still, it's great to have this powerful functionality in an app like Pages. Take your time, zoom in nice and close, and you'll get some impressive results.

Histogram

When you've finished cutting out your image, why not tweak a few colours to make it pop even more? Experiment to get the right balance



Enhance

If you're not fussed by tweaking the histogram or using the Adjustments sliders, click the magical, one-stop Enhance button to instantly brighten things up

Purple selection

While you select similar colours to turn transparent, areas will turn purple to show you the parts are permanently being erased when you let go

Percentage

As you drag your mouse or trackpad across the image, a percentage is visible. This tells you how much of the image you currently have selected



Pages | Cut out images with Instant Alpha



1: Add image

Open up Pages and either select one of the app's brilliant templates or choose a blank copy. With that open, hit the media icon in the bottom-right and search and add an image.



2: Format>Image

With the image in place and selected, head over to the Format menu in the top-right and select the middle Image tab that appears underneath. Image editing options appear.



3: Instant Alpha

The option we're after is Instant Alpha, under Edit Mask. Click the option, making sure the image is selected. You'll be asked to click a colour to make it transparent.



4: Drag across

Now drag across similar colours on your image. Pages picks up which colours are similar and makes them transparent too. Transparent parts turn purple as you go along.



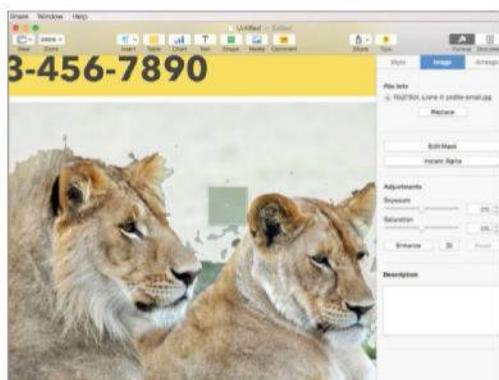
5: Background removal

When you lift your fingers off your mouse or trackpad, those purple parts turn transparent to signal that they have been completely removed from the image.



6: Undo

Pages (or dare we say it, you) will make mistakes with Instant Alpha, but the trusty Cmd+Z keyboard shortcut works perfectly, undoing an unlimited number of changes.



7: Zoom in

You'll want to zoom in on certain fiddly parts, like the ears and mane here. Go to the View menu and select the relevant Zoom option to make those precise adjustments.



8: Review progress

It won't be long before you're left with an image perfectly disposed of its background. Zoom back out and when you're happy with your edits, hit the Done button to confirm.



9: Background gone

And voilà, your image is now completely cut out, appearing in your template without a background. You can save it as normal or share it to all the usual suspects.

○ Date, Time or None

You don't have to include a time with a date, and vice versa. With a cell selected, pick Date & Time under Data Format then choose a styling from the Date options and select None under Time, or vice versa

○ Data Format

Use this tab to select how you want your data to be styled, as well as picking values such as date, time and durations. You'll also find other options such as Percentage etc

Duration options

When you select a styling for your duration information you can opt between Automatic Units and Custom Units. Automatic Units is a restricted, typical list of options, whereas Custom Units enables you to choose between the values you want, thus a personalised combination of weeks, days, hours, minutes, seconds and milliseconds. You can then pick from a list of styles in order to determine exactly how these units should appear (hours versus h, as an example).

○ Automatic Units versus Custom Units

If you want to create a specific combination of units (week, day, hour, minute, second or millisecond) use the Custom Units option and highlight the units you want. Once selected, these units will change to blue

○ Style

Under the Style Duration tab, you will discover options that let you decide how these chosen values appear. Users have the options of either numerically, with abbreviations (h, m, s etc) or as fully written words

Use date, time & duration formatting

One of Pages' new features lets you format table data into date, time and duration



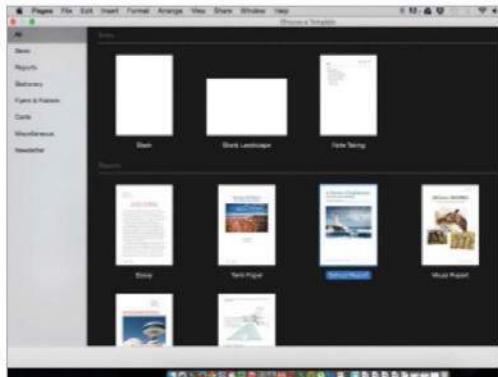
Time needed: 30 minutes



Pages isn't only a platform for showcasing pretty images and compelling text, it's also the perfect place to present tables and charts; transforming a presentation into something alive with creativity and charm. One of the software's latest innovations is the ability to add Time, Date and Duration information into its range of colour-clad tables. Okay, so on the surface this might not sound like the most exciting development, but for those who are constantly creating tables, this update means less time spent on laborious data entry and more time spent on, well, anything else! So make sure your version of Pages is completely up to date, and instead of wasting hours of your life typing out dates in full, or adding numerical units after durations, Pages can do it for you.

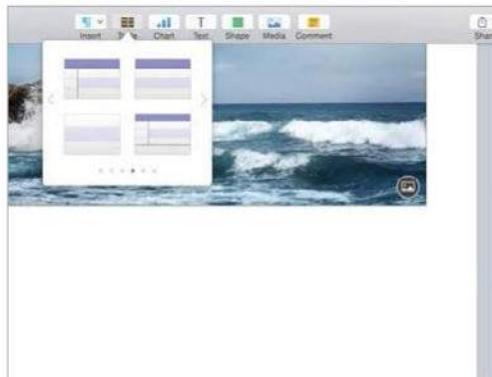


Pages | Using date, time and duration formatting



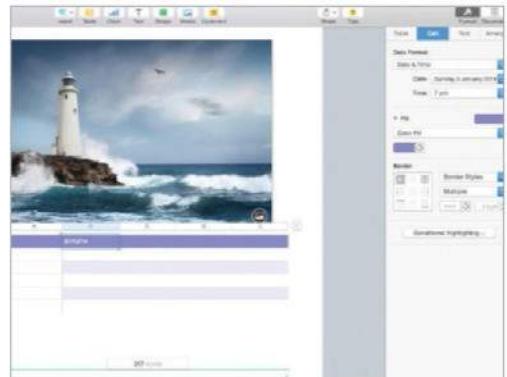
1: Getting started

As with any project in Pages you'll need to choose a template or blank page to get started. Travel up to File on the menu bar and discover New or key Command and N.



2: Choose your table

Position the cursor on the part of the document where you want the table to go. Head up to Table and select a suitable style and colour. Click on the top-left circle to reposition the table.



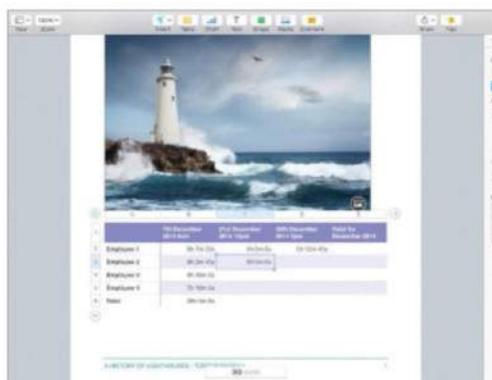
3: Dates and times

Add a numerical date into a cell, select it and travel over to the Format panel. Choose the Cell tab. From the list of Data Format options, pick Date & Time followed by your preferred styling.



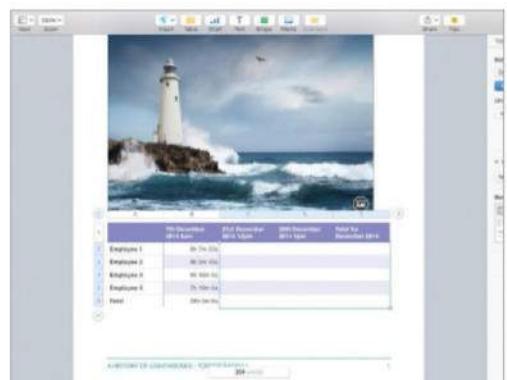
4: Durations

To create duration information, add an initial number, then with the cell selected, choose Duration and add in all the other numerical data that applies.



5: Copy and paste

One quick way of filling in the rest of the chart is to copy an existing duration, move on to the next cell and paste it in. You can then change the numerical date as needed.



6: In one go

You can select a number of cells and adjust the Data Format to suit. When you enter a number into the cell it will automatically adopt the styling with the added number as the initial unit.

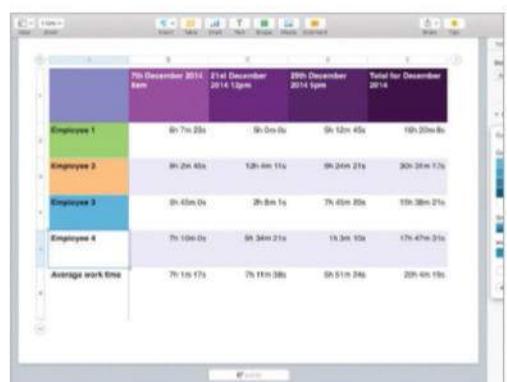


7: Formulas

You can use formulas here just as you can with any other table, and Pages calculates the value as a duration. Simply highlight the appropriate cells and head to Insert on the File menu.

8: Formula options

From the Insert drop-down, click on Formula and then choose an option to suit. For example, Sum will add all the selected durations together, whereas Average calculates the Mean duration.



9: Finishing touches

When your table of times, dates and durations is complete you may like to spruce it up with colours to highlight cells. Select a cell and under Fill, choose an appropriate tone.

Customise text and text boxes

Create custom text boxes in Pages with these useful options



Time needed: 10 minutes



One of the biggest advantages of using Pages over other word-processing apps is that it can not only be used for standard text documents, but also for creating beautifully designed posters, flyers and more. This is partly thanks to how Pages deals with shapes, images and text boxes on each page – they can all be neatly moved and each has settings that can help you perfect any document.

In this tutorial, we'll take a closer look at how Pages can help you manage your text and text boxes so that every word is placed exactly where you want it to be. Whether you just want to change fonts and colours, or go all out with amazing effects, we'll show you how to get more from your text.



Pages | Manage text and text boxes



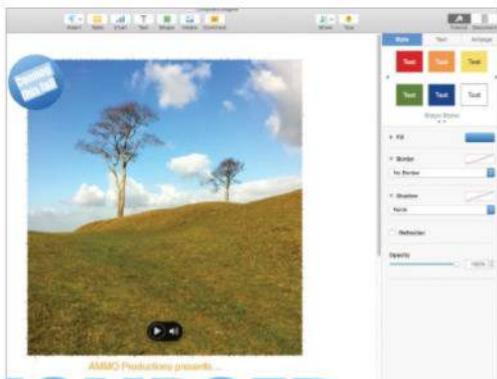
1: Font and alignment

Select your text and you can adjust the font and colour, then align it however you like on the page. These controls are also in the Text tab with a text box selected.



2: The Layout tab

Use the Layout tab to manage options like columns, indents, tabs and borders. These are great if you're writing longer documents and need to use specific formatting options.



3: Text box customisation

If you select a text box, the Style tab gives you full control over how the box itself looks. You can select from a built-in design, or create your own with these settings.

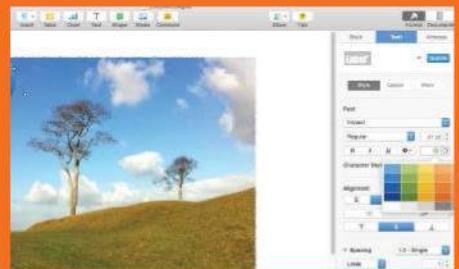


4: Arrange your boxes

Click on the Arrange tab and you can customise how the text box behaves, including wrapping options for other text, and its order on the page compared to other objects.

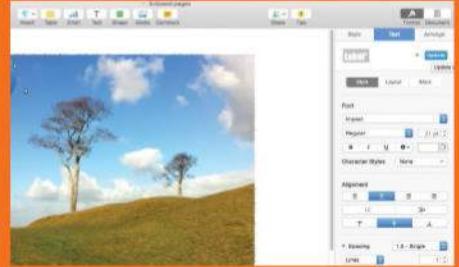
Editing a style

You can easily create your own custom paragraph style that can be quickly applied elsewhere in your document, with just a couple of clicks.



1 Edit the text

First, select an area of text, choose the paragraph style you want to edit and change the font, colour, size and character styles until you are happy with how everything looks.



2 Click to update

Click the Update button that has appeared next to the Paragraph Style section and your new style will be added, and applied to every other instance of the style in your document.



Collaborate on documents in iCloud

Take advantage of Apple's Pages beta in iCloud to collaborate on important files



Time needed: 10 minutes



With Pages for iCloud beta, there's an even faster, more efficient way to share and collaborate on your documents. Once a document has been created or uploaded to the site, the creator can manipulate and share the document with as many recipients as needed, all of whom can access and edit the file independently. There's no excuse for leaving anybody out either as the system works on both Macs and Windows computers, and the recipient doesn't even need an iCloud account to be involved.

What's more, thanks to the brilliance of iCloud, the app keeps your document up to date on icloud.com and all of your synchronised devices, so that you always have the latest version of the project. Interested? Well head to icloud.com and let's get started.

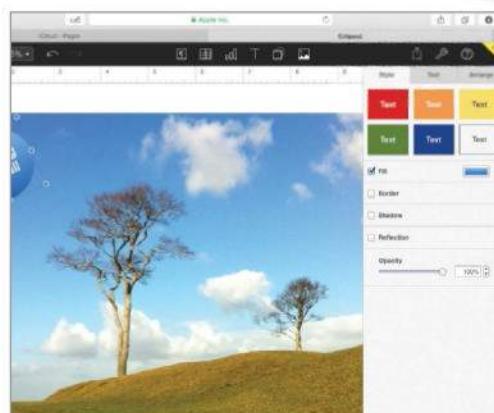


Pages | Collaborating on Pages documents in iCloud



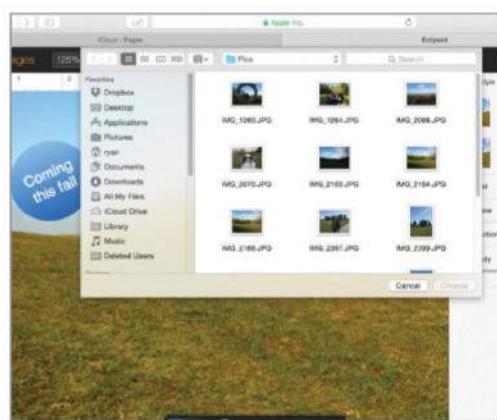
1: Getting started

If you don't have an iCloud account, start off at icloud.com. Create an account with your Apple ID and password, sign in and select Pages.



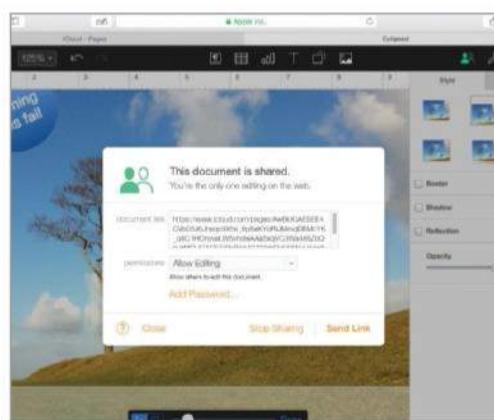
2: Get to work

Create your Pages document as usual; either using a blank canvas or working off a template in the Template Chooser.



3: Import pictures

There's no direct link to your iPhoto library here but if you hit the image icon you can upload images straight from your computer.

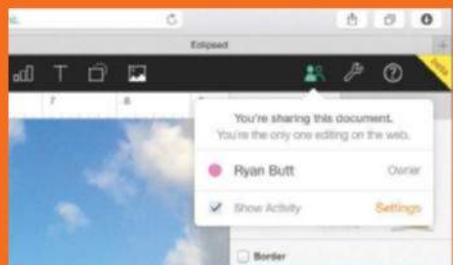


4: Ready to share

When you're finished hit the Share icon and follow the prompts. You have the option to set a password and a password hint here.

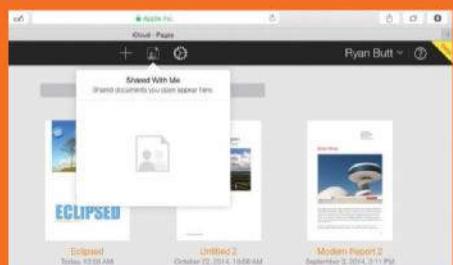
Share and share alike

Now you know how to create and share, find out how you can edit a document that has been shared with you...



1 Document received

Begin by signing into your iCloud account and open the Pages beta. In the Document Manager click on the sharing icon (showing two people) that is nestled in the toolbar.

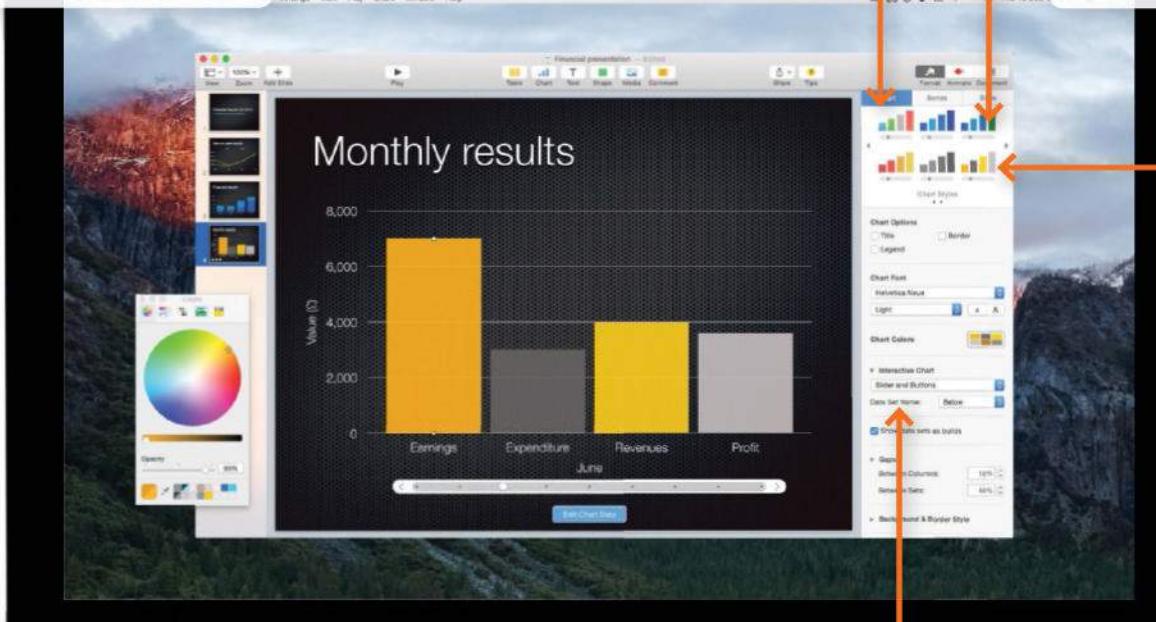


2 Edit or delete

Click on the relevant document to open it, edit it and share as explained above. To remove it from your list simply click on the X that appears to the right of the name.

Chart options

Click on the Chart tab and you can adjust the look of the overall chart. Alter the font used in the labels, change all of the chart colours quickly, or change the whole chart to a different design if you wish



Bar styles

Click the graph, then click on a specific bar and you can change the colour of just that bar. Click the Style tab on the right and you can use the controls to adjust the look of that specific part of the graph

More options

If you want more options for your chart, such as the ability to use formulas, try creating the chart in Numbers originally. This, of course, includes a selection of extra options for you to use in your tables and charts, so you can create a table with complex formulas, use the data in a graph or chart, then copy and paste it into your Keynote slide and customise its look.

Interaction control

If you want to change the interactive nature of the chart, click the arrow next to the Interactive Chart option and you can change it from a slider and buttons to just buttons

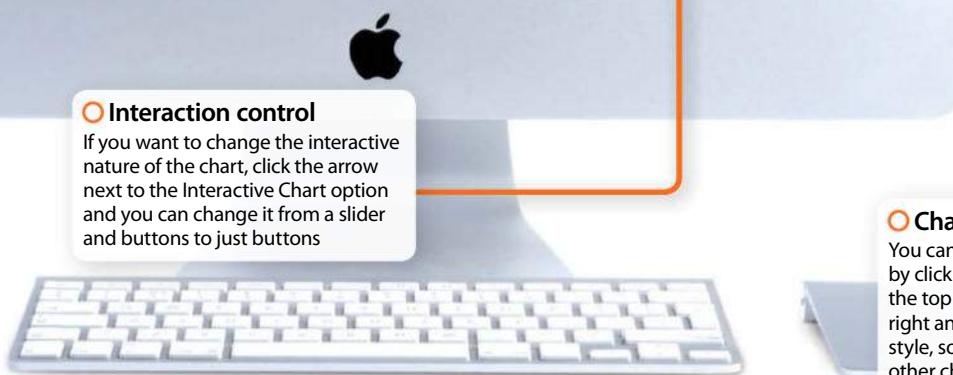


Chart style

You can adjust the style of the chart by clicking one of the options at the top of the Format sidebar. Scroll right and you can add your own style, so you can quickly apply it to other charts later

Punch up data with charts

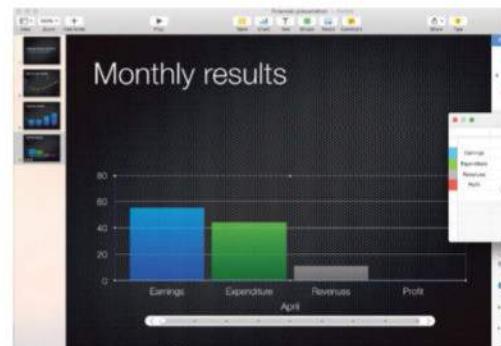
Add interest to a dull spreadsheet with interactive charts in Keynote



Time needed: 10 minutes

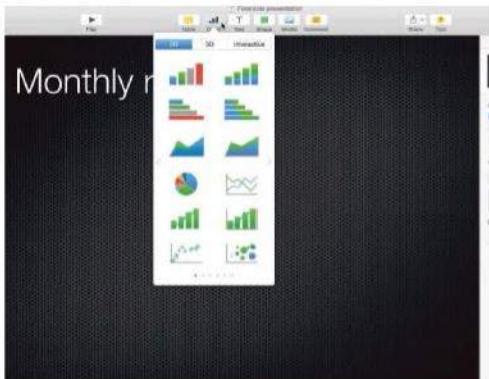


Just because Microsoft Excel is used by thousands of workers across the world to create boring spreadsheets every day, doesn't mean every spreadsheet has to be boring. With the latest iWork apps, Apple is doing its best to make the information you present more interesting, and more eye-catching. For those times where you have to add a graph or chart into a Keynote document, you can now add an interactive chart to your slides. These charts include a bar that can be dragged along to change the data displayed. This not only helps to keep your slides uncluttered, but also offers a moving, engaging way to present the information. Even better, these charts are surprisingly easy to add to your presentations – here's a look at how it's done.



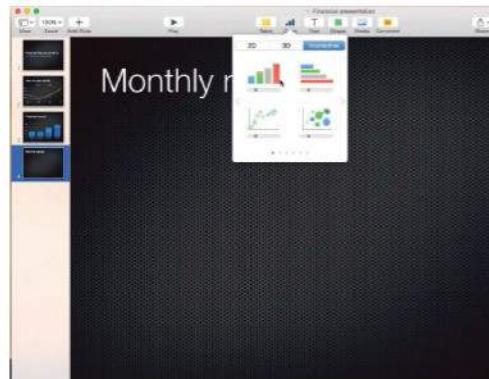


Keynote | Master interactive charts in Keynote



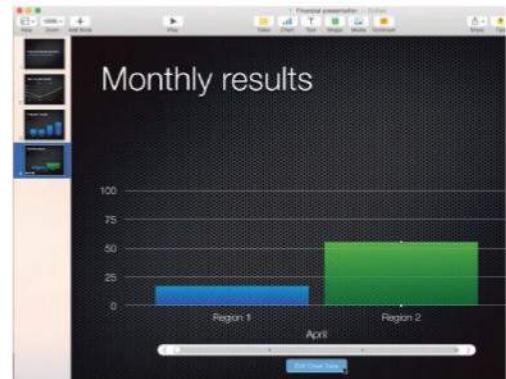
1: Add a chart

First of all, open up your Keynote presentation and, to add a graph to a slide, click the Chart button in the top toolbar to see all the chart options available to you.



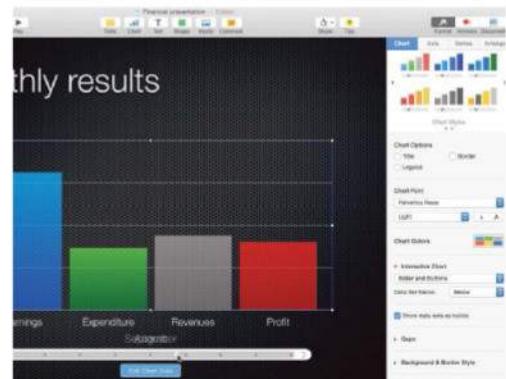
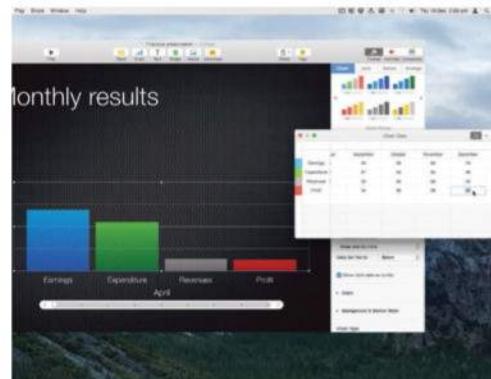
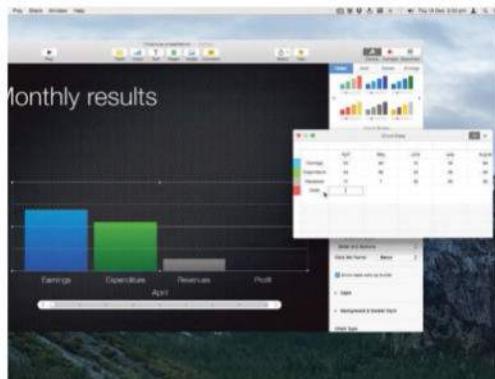
2: Go interactive

You'll see that there are three options available: 2D, 3D and Interactive. Choose the Interactive tab on the right and click on whichever of the four designs fits for your data.



3: Edit the data

A graph will be added instantly, but the data will just be randomly generated. To add your own, click the graph then click on the Edit Chart Data button that appears below.

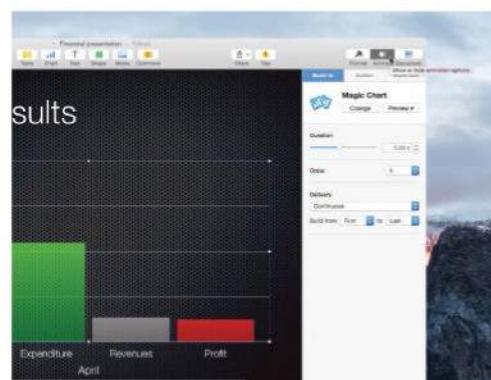
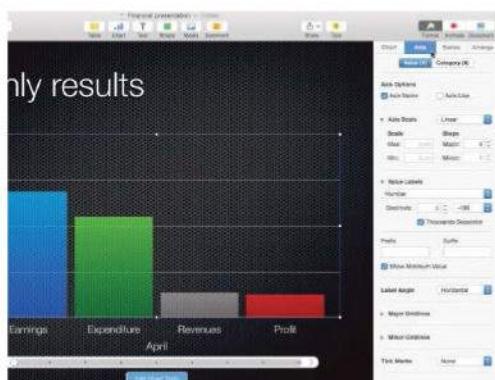


4: Add sets of data

By default, there are only two bars on the graph. To add more, simply add more rows to the Chart Data panel. Hit Enter and a new bar will appear on the chart itself.

5: Expand the graph

Scroll to the right in the Chart Data window and add more titles in the top bar, then fill out the data. This will add more pages in the interactive bar below the graph.



7: Axis options

Click on the Axis tab in the Formatting panel on the right and you have plenty of other options, including the option to add a name to each axis, and show how the values are shown.

8: Animation options

With Interactive Charts, an animation is added that plays through the progression automatically. To edit the animation, click the button in the top-right.

9: Slow it down

Depending on how many entries you have, five seconds may not be long enough – drag this slider to the right so that each data entry is shown for longer on-screen.

Discover Keynote's pro features

Keynote gets iCloud Drive support, multipeer connectivity and more

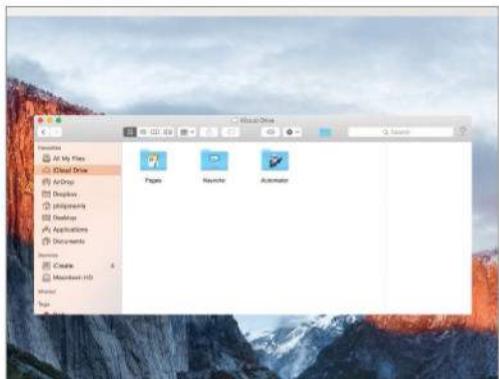


Time needed: 20 minutes

Luckily for all you iWork fans, Apple didn't forget the productivity suite when it announced the upgrade to OS X El Capitan. Adding even more functionality across the board, iWork has never been in better health. Take Keynote. As well as a fresh new design to bring it in line with El Capitan's iOS makeover, Keynote now supports iCloud Drive in full and is compatible with Handoff as long as your devices are compatible. There's also new multipeer connectivity that enables you to use a nearby iOS device as a remote during a presentation, plus a handful of fresh design builds such as the Trace animation. Sharing options have also been boosted by an updated file format that makes it easier to send presentations via Dropbox and Gmail. Let's take a look.

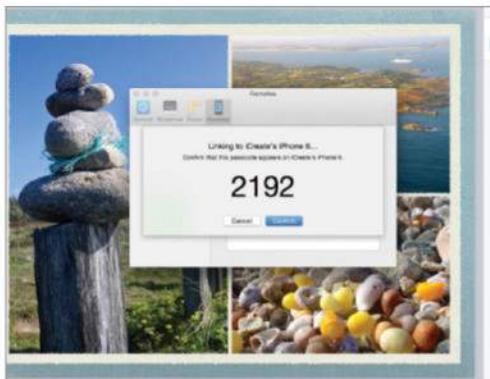


Keynote | What's new in Keynote?



1: iCloud Drive

iCloud Drive is Apple's answer to services like Dropbox, and stores all your iWork projects as standard. You can access everything from any Finder window.



2: Multipeer connectivity

Keynote now lets you pair a nearby iOS device with your Mac and use it as a remote control for your presentation. Enable the setting on both devices and confirm the PIN code.



3: Trace animation

A favourite of ours, the Trace animation writes text as if you're presenting on tracing paper. It's a great way to introduce a bubble hit – just drag the duration out to about three seconds.



4: Customise Presenter Display

This was a much requested addition to Keynote: the ability to move and resize items to customise your Presenter Display. Now you can deliver your keynote with all the cues you need.

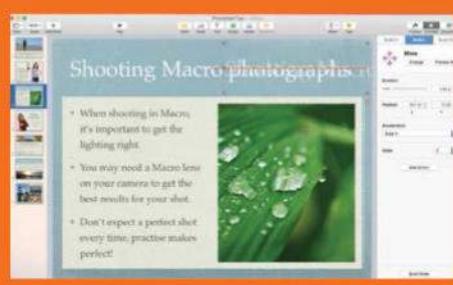
Apply motion blur to animation

Motion blur is the streaking of rapidly moving objects in a still image and is another way of adding a touch of professionalism.



1 Slideshow preferences

To enable motion blur, head to Keynote's Preferences and click on the Slideshow tab. Tick the 'Apply motion blur to animations' box, as long as your Mac is compatible.



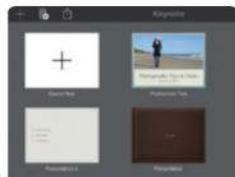
2 Add animation

Head to the Animate header in the top-right of the menu bar and choose an action to add to your slide. Now when you hit the action's Preview button you'll see the blur in action.



Set up Multipeer Connectivity

Use an iOS device to remotely control your keynote



Time needed: 15 minutes



As far as presentation software goes, Keynote is pretty much **unbeatable**. Apple uses the app to present its own keynotes to millions of people around the world, offering a good gauge at just how powerful and professional Keynote is. Previously you could use the Keynote Remote on an iOS device to control your presentation, even if you created it on your Mac. Apple no longer supports Keynote Remote after the OS X Yosemite and iOS 8 updates, but thankfully, Multipeer Connectivity support has been added, which mimics the functionality. It's a simple procedure that requires you to pair your iOS device and your Mac over Wi-Fi by entering a four-digit link code. You'll soon be controlling your work presentations from the portability of your iOS device.

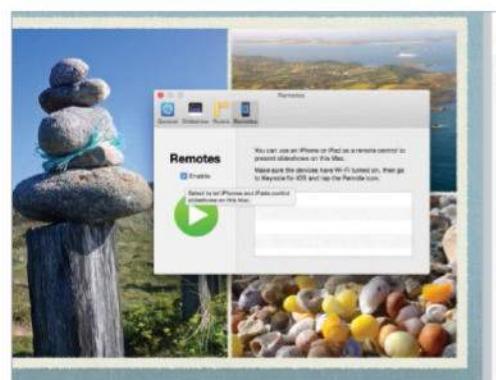


Keynote | Pair an iOS device to Keynote



1: Set Up Remote

Head over to your iOS device and from the main Presentation display menu, tap the Remote icon at the top. Your devices are now searching for each other, ready to be linked together.



2: Enable Remote

You need to make sure Keynote is open on both devices, connected to the same Wi-Fi network and that the Enable box is ticked under the Remotes tab in Keynote's Preferences.



3: Link devices

It should take seconds for your devices to find each other. Back on your Mac, you should see your iOS device appear. Click the Link button to the right of your device's name.

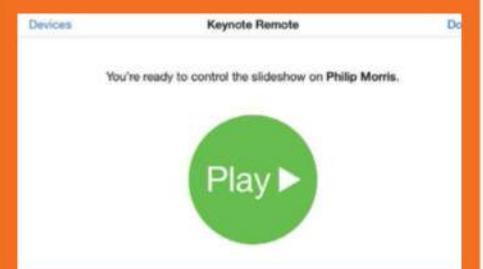


4: Verify code

Keynote will link the devices together and present you with a four-digit code. Check that the passcode is the same on both devices. Hit Confirm and back out of Preferences.

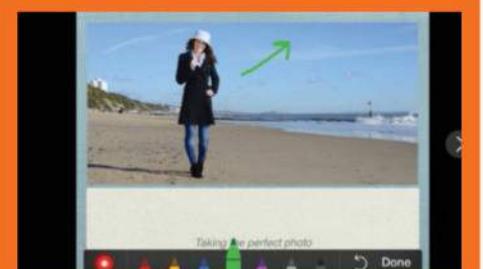
iOS remote interface

You now have the opportunity to control your presentation from an iOS device. Here's what the interface looks like...



1 Hit Play

Once you've completed the pairing process, your iOS device will display a massive green Play icon in the middle of the screen. Hit that to gain control of your presentation.

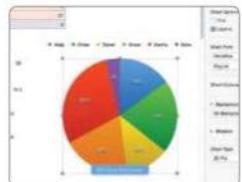


2 Options

Your iOS screen is now littered with features. Of course, touch gestures are enabled and you can even make notes on your remote and see them appear on the big screen in real time.

Create amazing charts in Numbers

Customise and control your charts and graphs with Numbers' advanced controls



Time needed: 15 minutes



Spreadsheets are boring. They're used the world over by business people who need to show information in a professional way, which usually results in dull tables, drab charts and numbers that all blend into one.

But it doesn't have to be like that, and with Numbers it's incredibly easy to make your work bright, interesting and eye-catching. In particular, you can add a huge dollop of creativity to your charts, ensuring that all of your data will jump right off the page. With customisations like colours, textures and 3D effects, Numbers offers the most powerful tools possible to make your spreadsheets more than just boring business work. Here, we'll show you how to customise your charts and take them beyond basic numbers.



Beautiful tables

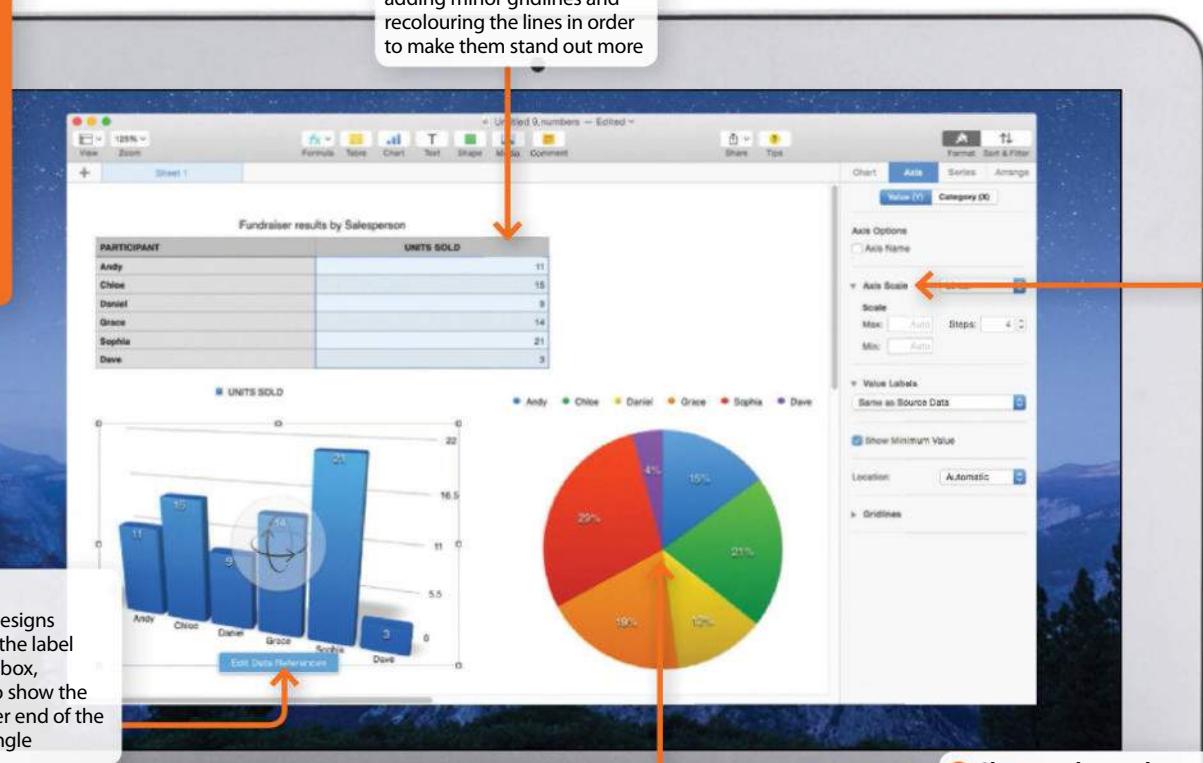
You don't have to limit yourself to designing your graphs in beautiful ways – your tables can also look magnificent. Select the table you want to edit and you can change the font and colour of the text, as well as recolouring all your cells and gridlines using the style controls. Pick colours that complement your graphs to create a stunning and captivating spreadsheet.



On the line

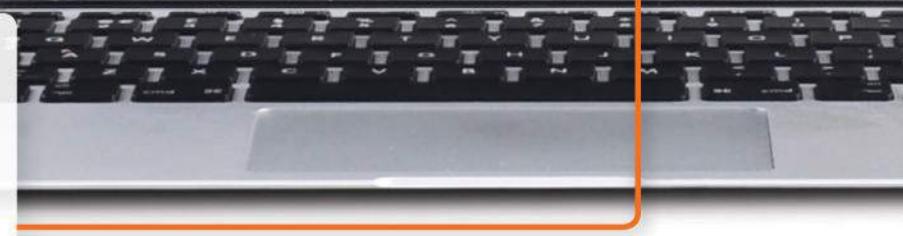
On the line

You can add and adjust the gridlines on your graph manually using this section, adding minor gridlines and recolouring the lines in order to make them stand out more



Pie design

You will see different controls in the sidebar if you choose a pie chart – here you can adjust the labels' distance from the centre of the pie, pull out individual wedges and choose how the data is displayed on the graph

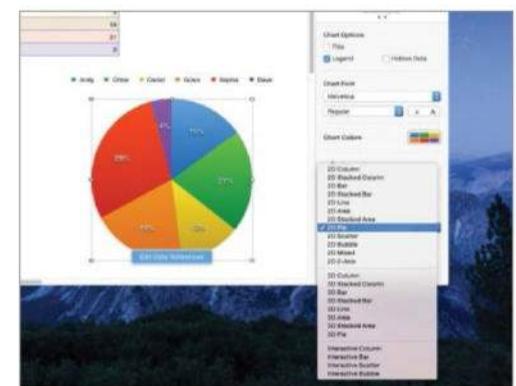
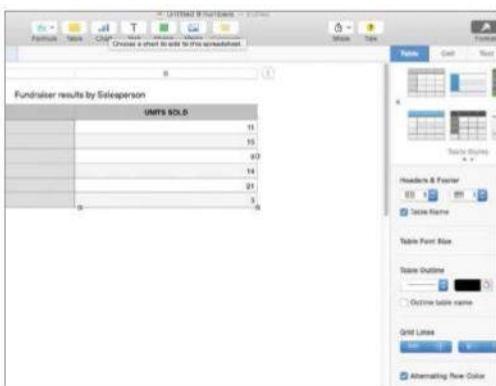


Change the scale

The axes will set their scales automatically based on the data you're choosing to display, but you can control the scales manually in this area by simply inputting the maximum and minimum values for the selected axis



Numbers | Make amazing charts in Numbers



1: Create your chart

First off, create a table in your document containing the information you want to show, then select your desired data and click the Chart button in the top toolbar.



2: Pick a chart

You'll see that there are three options – 2D, 3D and Interactive. Each one has a series of style options to choose from, so for now pick a standard 2D chart design.



3: Choose wisely

Consider the type of chart you need for the data you want to display. If you need to change the type of chart you're using, open the Chart sidebar and use the Chart Type menu.



4: Change your style

Each chart has its own selection of styles at the top of the Chart sidebar. You can pick one of the alternative styles from here, or edit things manually and save it as a new style.



5: Font and colour

You can change the colours of your chart quickly using the preset combinations in Chart Colours section, and alter the font used in your chart to make it even more eye-catching.



6: Change chart options

Depending on the kind of chart you're working on, and the document it's in, you may want to show or hide different information – use the checkboxes in Chart Options to do this.



7: Mind the gap

For bar graphs, you'll also have the option to customise the gaps – it might seem picky, but these small changes can make your finished spreadsheets look really professional.

8: Going 3D

At the bottom of the Charts sidebar you can adjust the type of chart you're using. You can change the whole chart type, or just make a change like moving to a 3D design.

9: Backgrounds and borders

Edit the border design and add a background to your chart if you want it to jump right off the page. You can add all kinds of backgrounds, so experiment with the options.

Explore the Numbers toolbar

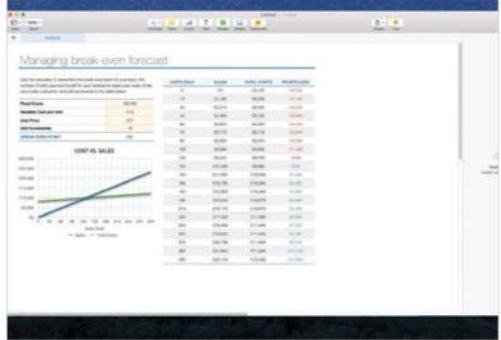
There's an incredible suite of features just waiting to be used in Apple's spreadsheet app



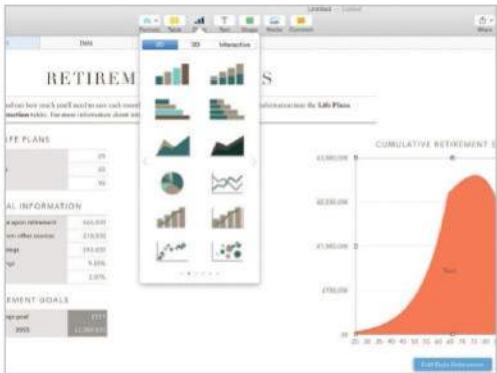
Time needed: 15 minutes



Numbers is without doubt an overlooked app. What looks like a mundane data entry and chart creation app is actually packed with features that really make it a valuable addition to your workflow. To really uncover what Numbers can do, you'll want to head to the toolbar that sits near the top of the app. Here you'll find a plethora of options at your disposal, which can be used for things like managing text, formatting charts, or even working out complex formulas. When used in conjunction with some of Number's other features, it's soon apparent just how important the toolbar really is. Use our steps below to master everything that the toolbar offers you within the Numbers app.



Numbers | Get creative with the toolbar in Numbers



	Annual Savings	Product	Monthly Savings Goal
\$1,400	\$4,140	\$117	\$14,390
\$1,491	4,623.05	\$128	
\$1,536	4,993.61	\$139	
\$1,582	5,364.17	\$152	
\$1,629	5,734.73	\$165	
\$1,676	6,105.29	\$178	
\$1,723	6,475.85	\$191	
\$1,769	6,846.41	\$204	
\$1,816	7,216.97	\$217	
\$1,863	7,587.53	\$230	
\$1,910	7,958.09	\$242	
\$1,957	8,328.65	\$255	
\$2,004	8,699.21	\$268	
\$2,051	9,069.77	\$281	
\$2,098	9,440.33	\$294	
\$2,145	9,810.89	\$307	
\$2,192	10,181.45	\$320	
\$2,239	10,551.01	\$333	
\$2,286	10,921.57	\$346	
\$2,333	11,292.13	\$359	

1: Add and edit charts

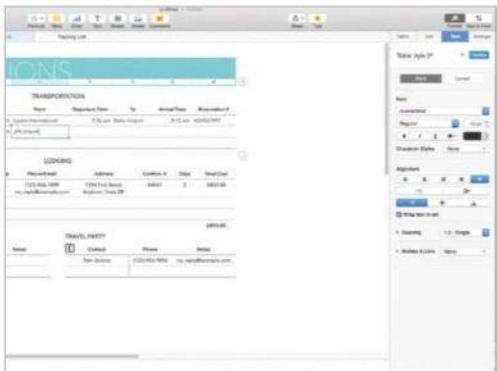
Select the Chart tab from the toolbar to begin the process of adding a chart to your page in Numbers. Press on any of the chart designs shown to add it to the page.

2: Leave a comment

If you're working on a project with several friends, the Comment feature can be helpful. Select the option from the toolbar and type out the necessary message in the box.

3: Work out formulas

Select the Formula option to work out complex sums. Highlight the tabs you want to use before pressing on the tick icon to confirm the sum and add it to the Numbers page.



4: Format text

As you'd expect, the Text option enables you to add and edit text on the page. The side menu on the app will display an array of different fonts and styles to choose from.

5: Add your own media

To incorporate images into your page, select the Media option that's provided. When the image has then been imported, you'll be able to format it to your desired size.

6: Create your own shapes

Select Shape from the toolbar and select any of them to add it to your page. At the top is a freehand tool that will help you design your own shape from scratch.



Format charts and images

Whenever you import a chart or image into Numbers, the Format sidebar will appear. Here you'll be able to add borders, alter shadow and opacity levels, as well as stylise the look of anything that's imported. For a deeper editing experience, you can format and edit an image in the Photos app, before adding it to your Numbers project.



Control zoom levels

To the top-left of the toolbar sits the Zoom option. As you'd expect, you can toggle the number shown to help zoom in or out of the page for a better viewing experience

Import images from Photos

As well as being able to add music tracks and video clips into any of your Numbers pages, it's also possible to import images directly from Photos. It gives you full access to your entire Photos library, as well as the various albums and Smart Albums that you've created. Use the following steps to get your favourite snaps into your Numbers project.

"You can easily add in images from Photos"



1 Select Photos

Select the Media option from the toolbar before opening the Photos tab that will appear in front of you. By default, you'll be taken to the Photos overview screen where you can see all your images.



2 Search albums

Down the left side of the Photos menu will be the various album categories; select the Albums option to filter the images ready for importing. By then pressing on an image, you'll import it directly into Numbers.

Going further

Enhance your overall Mac experience by taking advantage of more apps and software

154



- 120 Build a website with apps
- 128 Find photos with Aperture's Filter HUD
- 130 Edit image metadata in Aperture
- 132 Add copyright to images
- 134 Work with Track Stacks
- 136 Create and save custom patches in Logic

160



- 148 Apply eye-catching vintage effects in Final Cut
- 150 Create a time-lapse sequence in Final Cut
- 152 Use the right format in Final Cut Pro
- 154 Create a digital double in Final Cut
- 156 Program drums with Ultrabeat
- 158 Make sense of Activity Monitor
- 160 Record an iPhone screen with QuickTime
- 162 Perform a deep clean of your Mac
- 164 Create an encrypted file vault
- 166 Install Windows on your Mac

"One of the best reasons for buying, using and ultimately loving Apple products is the instant creativity they offer"



“With so much creativity at our fingertips, every Mac user should have a home online”



Going further

These freelancers use our online project management software to give them an edge.

DESIGNER David Ryjol (RYÉ-JÖL)

ANIMATOR Bernard Magri

DESIGNER Brandon Mosley

PHOTOGRAPHER Gerald Foster

"My work's never been stronger thanks to Solo streamlining my workflow."

"A vibrant freelance community has sprung up with Solo at its centre."

"Solo's features mean I feel less about bookkeeping and focus more on creativity."

"Solo's UI is both beautiful and inspiring to use. I never feel stuck or lost."

TAKE A FREE TRIAL

DESIGNER

ANIMATOR

DESIGNER

PHOTOGRAPHER

SOLO

Twitter Facebook

Build a website with apps

With so much creativity and connectivity at our fingertips, every Mac user should have a home online. Here we identify the essential apps and tips for serving up sites from scratch



One of the best reasons for buying, using and ultimately loving Apple products is instant creativity. As soon as you lovingly open the box and switch on an iMac, a MacBook, iPad or indeed iPhone – it's all there in front of you. The close coupling of OS X and iOS 8 and beyond with powerful iWork and iLife suites is unparalleled for making music, movies, photo albums, books and presentations. Curiously, however, there is one glaring omission to this modern day canon of creativity. Since Apple's own editor iWeb was discontinued in 2011 and its MobileMe hosting service closed, web design has officially ducked off the radar. Things have moved on of course and internet

publishing has become far more democratised, with social media profiles often fulfilling many people's need for a 'home' page. New standards like HTML5, CSS3 and jQuery have also changed the rules dramatically to bring more native power to desktop and mobile browsers alike. Ironically, having championed this shift to edge out Adobe's Flash, Apple has almost succeeded

"Since iWeb was discontinued... web design has ducked off the radar"

in replacing our more popular URLs with apps. However, this proliferation of apps has invariably filled the void for design and development tools for crafting web graphics, documents and entire domains. The whole process of conception, wire-framing, coding the HTML, testing and FTP/hosting is achievable with a bevy of third-party solutions. This feature rounds up the top web design apps, providing a practical angle on where they fit into the process. The likes of Sketch 3, Diet Coda and RapidWeaver are all covered, before casting an eye over popular CMS-based platforms like WordPress. Throw in some inspiring site examples and we've all you need for going live online in no time!



Top five tips for website planning

Follow these five golden rules for a successful website concept

Keeping it real

1 Be original and consider ideas that provide an angle for delivering experiences unique to your vision.

Research web trends

2 Seek out design ideas from existing inspirational sites and don't be afraid to adopt popular web styles.

Stick to the standards

3 Be aware of the current web technologies best suited to your project and their possibilities.

Accessible and responsive

4 Think about how your site targets audiences while being adaptive to the devices they may access it on.

Consider site maintenance

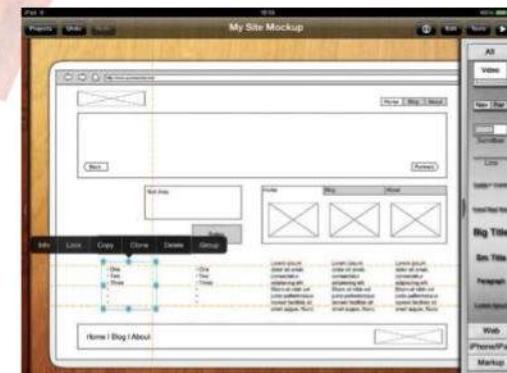
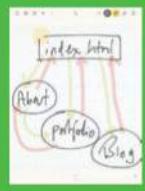
5 How will your site idea evolve and how much ability does it require for adding or managing new content?

Recommended app Bamboo Paper

Free



This Wacom app lets designers use familiar stylus pens to jot down hand-written notes, diagrams or sketches. Start a new virtual notebook with lined or graph paper, add your scribbles and share or print.



Pre-drawn objects can be added, resized or repositioned based on intelligent pop-up grid guides

iMockups

for iPad £4.99/\$6.99



When it comes to quickly planning layouts for webpages, sketching only goes so far. As we're primarily concerned with lines, boxes, grids and text it can be tricky to jot anything meaningful. Many designers still start with pen and paper to doodle wireframes before scanning to illustrate digitally. However, various iOS apps are available to make 'sketching' UI concepts more effective, including iMockups by Endloop Systems Inc. Here you add blank pages and simply arrange pre-drawn objects representing common containers, controls and elements. Each object is fully editable and can be positioned precisely to fit your ideas. You can even create working links between pages. Finished projects can be exported and shared via email as JPG, PDF, BMML or iMockups files.

"Each object is fully editable and can be positioned precisely"



Tap an object to edit the text label, change styling, nudge into finer position and even link to other pages

OmniGraffle 6

£69.99/\$99.99



This suite, available via Mac App Store, allows users to create diagram, chart or wireframe designs for web and mobile.

Adding third-party stencils offers common page elements to drag to the canvas and customise. Includes multi-layer export to Photoshop.



POP – Prototyping

on Paper Free



Designed first for prototyping paper-based app sketches, POP snaps your iPhone and iPad-shaped UI doodles.

You then draw hotspots on the hand-drawn screens to create working links and slick transitions. It's great for mocking 'mobile' sites.



Wireframes

Produce and export sketch-like wireframe designs on Mac

Balsamiq Mockups

£46.36/\$79

 Moving to Mac, you can still draft wireframe pages in a more sketchy, playful style. Balsamiq Mockups, available at balsamiq.com in trial or full versions, follows a familiar principle for dropping pre-drawn objects onto a customisable canvas. Each has a distinctive hand-drawn look but can be quickly edited via the intuitive inspector panel. Good export options and a refined approach makes this a worthy tool.

Export options

Projects are saved as the popular BMML format, the Balsamiq Mockups Markup Language, recognised by many apps. You may also export to PNG, PDF or even raw XML for greater flexibility

Wireframe canvas

Objects have handles to drag them into position and resize. By combining box, text, image and button elements you can quickly create fairly detailed page designs for every part of your site

Object components

Available wireframe elements are arranged across various UI categories within a ribbon panel situated above. Simply drag each down to add an instance to the canvas and position as desired

Markup annotations

Extra objects such as these post-it sticky notes, enable attachment of extra instructions or details. This is useful when wishing to highlight certain features for fellow designers

Object inspector

With an object selected, the inspector panel switches between specific options for editing, sizing, positioning and detail. Double-click or press Enter on an object to change label text

Inspiration

The best web designs present creative content creatively

It's no coincidence the leading web trends are initiated by those who understand good design. Those with an eye for effective visual marketing, composition and graphical impact tend to apply great rules for online style. Digital agency, freelance web designer or photography portfolio sites tend to be the most inspirational when it comes to showcasing creative work.



Jason Bell | Photographer
www.jasonbellphoto.com

This site strips everything back. Full-screen keeps the work in focus and navigation simple.



Solo | Project Management
www.thivesolo.com

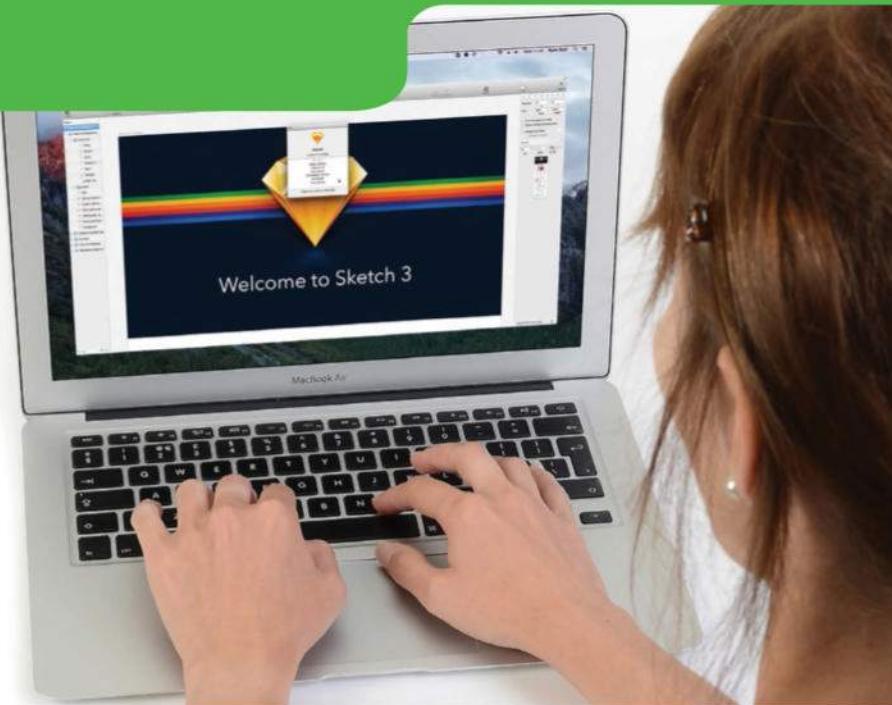
Solo makes a dry subject eye-catching with a two-tone palette, sharp typography and vector-based illustration.

Design your assets

It's time to get creative on your Mac

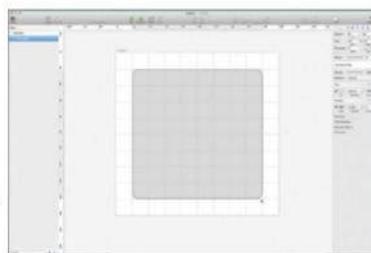
Sketch 3 £79.99/\$99.99

 When designing page assets such as headers, icons and buttons, you'll need a suitable graphics editor. Sketch 3 for Mac is particularly ideal as it provides vector-based drawing tools for web, app and general UI design. The intuitive approach to assembling objects from Photoshop-like layers keeps Sketch familiar, along with panels for applying colour and effects. Equally superb for working with text, web designers can work with header hierarchies relevant to composing HTML documents. Aside from great web image export options, attributes for rendering designs with CSS3 can be copied and pasted.



Drawing an icon

Using Sketch's Artboard canvas and combining simple shapes with typography you can quickly export web graphics. Here we show the three key steps needed from start to finish.



1: Start a new Artboard

Add a new Artboard, zoom in and turn on the guides. Draw a rounded rectangle at 200 x 200 and begin.



2: Style your shapes

Shapes can be overlaid on several layers, using the editing panel on the right to add colours and more.



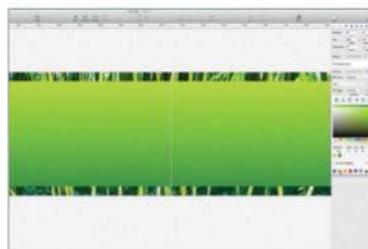
3: Export the graphic

Click Make Exportable on your graphic and hit the Export button, setting size and file format.



1: Image background

Start a new Artboard sized 960 x 300 and add your desired photo background from the Insert menu.



2: Rectangular overlay

Insert a rounded rectangle and size over your photo, leaving a border. Apply a gradient fill of colour.



3: Punch out text

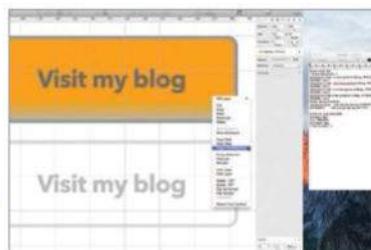
Insert text above your rectangle layer. Convert to shape then Combine and Subtract to cut out.

Typographic headers

Header graphics that combine photography and text cut-outs (typographic headers) are trendy these days. Here's how to achieve the effect in three steps by combining Sketch layers.

Copy CSS attributes

The Sketch software enables users to copy to the clipboard the CSS3 attributes for an object. You can then paste these into your page to render buttons etc with code instead of with images.



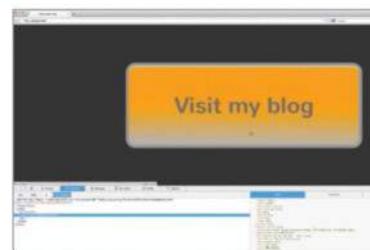
1: Grab the CSS

Right-click your desired object and pick Copy CSS Attributes. Paste into a text editor to inspect CSS code.



2: Insert into your page

If you paste the attributes into the <head> of a page you can enclose within CSS classes to style elements.



3: Edit and preview

After tweaking attributes and attaching them to a page element you can preview in your browser!



Build your site

Access WordPress then add templates, plug-ins and widgets from the Dashboard

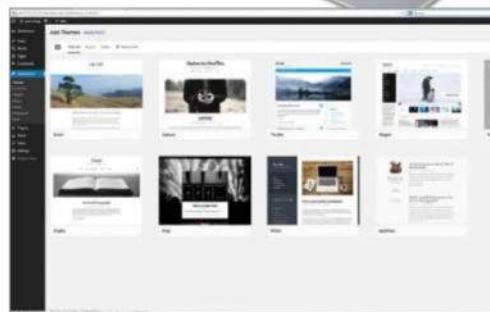
WordPress Free

 WordPress is a Content Management System (CMS) and is the most popular blog publishing platform. The software is free but must be installed on a web server running PHP and MySQL, which is a standard on hosting packages. It then unpacks and creates a Dashboard area you log into. Here you can install free or premium site templates, reconfigure them, add pages and publish posts.

"The software is free but must be installed on a web server running PHP and MySQL"



Step-by-step | Use Dashboard with BitNami Stack for WordPress



1: Virtual WordPress installation

BitNami Stack for WordPress gives test access to a virtual WordPress installation. Install the free app, run it and click Go To Application to log in.



2: Adding themes

From WordPress's Dashboard click Appearance to view themes. Here you set what is active while clicking Add New installs new designs.



3: Customise without code

Active themes such as 'Singl' shown here are packaged with full options for restyling. Click the Customize button to access the live editor.

4: Populating rich themes

Themes like Revera (fabthemes.com/revera) quickly achieve a designer look once posts, images and widgets are all added via Dashboard.

Learn to code

Brush up on the code theory and get practical

Building modern websites starts with certain coding skills. HTML5 and CSS3 are vital for structure and styling, while JavaScript adds interactivity. Here are three iPad apps to aid learning.



Learn HTML Basics Pro £0.79/\$0.99

 Focused on HTML, JavaScript and CSS, this guide provides tag and coding examples with explanations on how to use them plus a simple code editor for previewing.



CSS3 Table of Selectors £0.79/\$0.99

 Arranged in a colour-coded periodic table, this reference app identifies the major CSS3 Selectors for applying next-gen rendering effects in modern browsers.



Textastic £6.99/\$8.99

 This iPad editor offers code hinting and completion for HTML, CSS and popular languages. Also includes connectivity via FTP, SFTP and WebDAV servers.

Create your custom website

What it takes to compose basic HTML documents and add more advanced features

Stack elements
Using an add-on like Stacks 2 you can drag and drop columns of configurations onto the page. Common elements for images, text, grids, quotes and buttons can then be inserted

RapidWeaver 5
£59.99/\$79.99 (Stacks 2, £17.50/\$29.95)

RapidWeaver is an ideal IDE for turning your designs into HTML documents. It simplifies things for those intimidated by code via a visual editor, allowing you to drag content blocks into place to form standard column-based layouts. Beyond the main suite you can purchase new template themes and add-ons such as the intuitive Stacks 2 plug-in by YourHead.com. Here we overview the key features and tools.

Building a layout
By stacking columns, grids and elements you'll gradually produce desired page layouts. You can then use the inspector panels to fine tune object styles or delve into the HTML directly

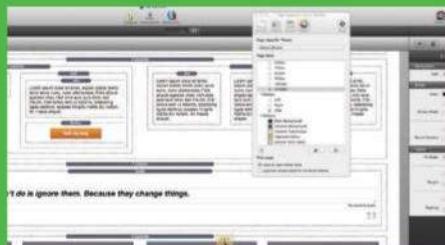
Page inspector
This panel sets the basic characteristics of your page, and the selected template. Aside from setting name, colour schemes and sizing you can also configure headers and sidebars

Template themes
RapidWeaver ships with a raft of themes out of the box, adding basic styling to your new pages. This menu switches themes while the button below toggles editor and preview modes

Pro RapidWeaver tips

Go beyond the basics

RapidWeaver still provides access and options for administering code-level edits. If you're comfortable typing in raw HTML tags and CSS classes or simply pasting in snippets, your development is supported. In fact switching views from a page composed visually to the nuts and bolts behind is a superb way of referencing code for learning purposes. Front-end web development is so much about previewing changes so try and experiment!



1: Mix HTML with rich text
Coders can still manually go 'under the hood' and edit the HTML markup. What's more you may also paste in <html> listings just as you might with rich text.



2: Leveraging reusable snippets
For those happy to compose small sections of HTML/CSS, RapidWeaver lets you add frequently used lines to a reusable snippets window.



Publishing your site

Serve up your finished site to the wider world

The final act is to publish your site to the internet and make it publicly accessible online. If you have used a cloud-based or hosted service to create a blog, such as WordPress or Squarespace, this process is actually done for you. However, other web spaces must be uploaded via FTP or installed within a CMS on hosted web space and linked to a domain. Once your site has been published online, you can then monitor site traffic and update with an array of apps, widgets and services.

Hosting packages provide a familiar control panel for configuring your account and web space

Buy hosting Your website needs to be hosted online

To get your finished website live and accessible online you will require web hosting of some form. Various vendors offer affordable starter packages here, selling adequate web space on their servers. Here we pick two hosting companies and example packages ideal for beginners.

Create your new website for free

WordPress.com offers a free 3GB hosted blog or brilliant premium and business packages for £70/£210 (\$99/\$299) a year.

1&1
Hosting giant 1&1 (1and1.co.uk) offers packages optimised for popular platforms and CMS, with deals as low as £0.99/\$1.69 a month for the first year.

Wordpress

WordPress.com offers a free 3GB hosted blog or brilliant premium and business packages for £70/£210 (\$99/\$299) a year.

Domain names The final but crucial part

The domain name or URL, typically in '.com' or '.co.uk' types, is the address that signposts your website. If you want a custom one it must be available to buy and then point to your web host's server. Here we identify a pair of popular domain registrars.

123-reg
www.123-reg.co.uk is among the biggest, offering domains for just £3.49/\$5.95 as well as site creation and hosting services.

GoDaddy
This global brand leader (uk.godaddy.com) is now offering new dotUK domains from £4.99/\$8.51 and even has an iOS app.

SEO and analytics



Search Engine Optimisation (SEO) and analytics go together to first ensure people find your site, then monitor the traffic activity. The Google Analytics app for iOS lets you log into your account and view periodic reports on visits, page views, conversions, active visitors and audience location.

Updating your site

Upload, manage and maintain your site remotely

Coda 2
(Mac)
£49.99/\$74.99

Diet Coda
(iPad)
£14.99/\$19.99

1: FTP access via Mac

Coda 2 enables FTP connectivity to log in securely to your site, browse the file structure and make live changes or edits.

2: FTP access via iPad

Diet Coda for iOS syncs with Coda 2, offering streamlined remote site access and a customisable editor for instigating HTML or coding changes on the fly.

Find photos with Aperture's Filter HUD

Make light work of organising your Aperture library



Time needed: 15 minutes



Heads-up displays (HUDs) are incredibly useful floating windows that contain a whole host of vital, task-specific information.

Aperture, Apple's professional-grade image editor, is no different. The Inspector HUD is undoubtedly the most popular in Aperture, giving you direct access to your library, metadata and adjustments menus, while there's also a Brushes HUD for identifying, erasing and setting attributes.

In this tutorial, we're going to be focusing on the Filter HUD as a way of searching for and organising your images. It's a HUD for searching complex media, enabling you to select checkboxes for search categories and specify exactly what you want to search for with ratings, keywords and customised rules.



Aperture | Use the Filter HUD to find photos



1: Show Filter HUD

Use the Cmd+F (Edit>Find) shortcut to load up the Filter HUD. Alternatively, hit the magnifying glass in a box next to the Showing All box. It'll appear as a floating table.



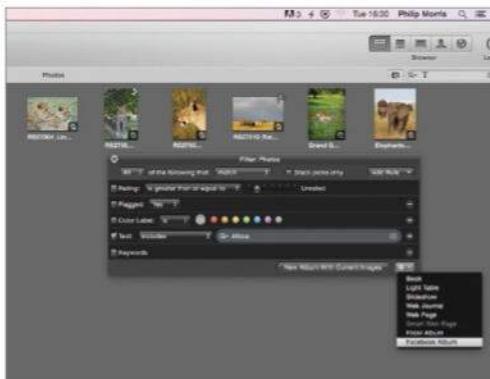
2: How specific?

The Filter HUD gives you numerous search options. Here we're searching by rating. Select how you want to search your library from the drop-down and choose how many stars.



3: Add rule

Explore the other options, but you can also customise your Filter HUD by adding a rule to search by. Head to the Add Rule drop-down in the top-right and select a new rule.



4: Action menu

So you've found all the images you want, but there's still more to be done in the Filter HUD. The Action menu lets you get creative, group in albums, upload to social media and more.

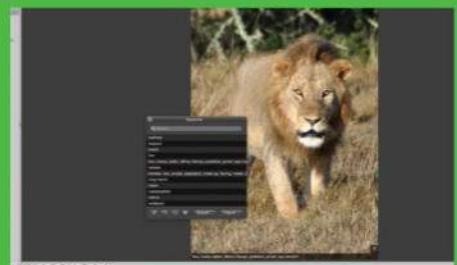
Keywords HUD

Staying organised in Aperture is of paramount importance, especially if you're a professional using it as a database of thousands of images. Here's how to use the Keywords HUD to stay on top of your workflow...



1 Search keyword

Head up to Window>Show Keywords HUD or hit Shift+H to view the Keywords HUD. Type away in the search bar at the top to search for a keyword. You'll get a live preview.



2 Add keywords

Keywords are essential to any efficient Aperture library. Adding one to your library is as simple as hitting the Add Keyword button and entering your keyword.



Edit image metadata in Aperture

Change your image information using Aperture's data editing tool



Time needed: 15 minutes



Every time you take a photo, your camera or phone automatically includes a whole selection of data in the file. This metadata is perfect for when you come to sort your photos later, as information like the date, ISO and focal length can all help you organise your photos in different ways.

There is a huge amount of data hidden in every photo, and in Aperture it's possible not only to sort your shots using this information, but also to view it all individually, and edit it to detail anything you like.

If, for example, the time and date on your camera was wrong, or you used a lens adapter that meant the lens type wasn't properly recorded, you can use these options to alter your data so everything is up to date.

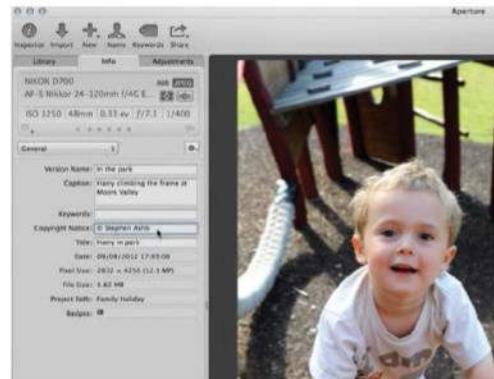


Aperture | Change your photo metadata



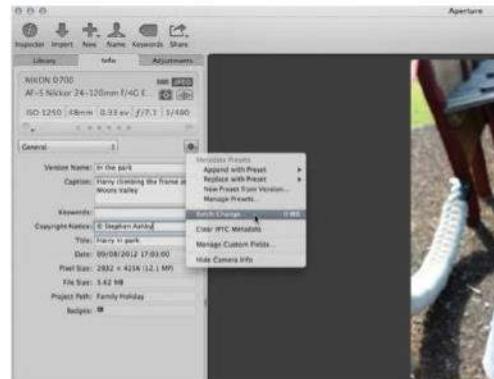
1: View the data

Choose the photo you want to view information for in the browser and then click the Info tab in the left-hand bar. Here, you'll see the basic information about the shot.



2: Add missing information

If data like keywords and captions are missing for your shot, you can add them here. Use the drop-down menu to view different metadata views, including the packed EXIF Info view.



3: GPS locations

If your camera includes GPS tracking capabilities, or you took shots on your iPhone, you will see that there is data here already. You can add it by clicking View Map and typing a location.

4: Making changes

You can also change information in a number of photos at once; click the cog at the top of the Info tab and choose Batch Change, then use the window to adjust several shots at once.

Sort using metadata

You can use Aperture's powerful tools to organise photos using a range of settings. Use the Filter control to manage your images...



1 Select Filters

In the main library view, click the Filters button next to the Search field in the top bar. You will see a menu appear that shows how the photos you currently see are being sorted.



2 Choose your rules

Tick the rules that you want to apply, and choose the criteria for each one to narrow your photos down. You can add new rules using the button in the top-right based on metadata.

Add copyright to images in Aperture

Copyright your pictures in Aperture by using watermarks



Time needed: 20 minutes



In the age of images going viral online and getting tens of thousands of views in just a few hours, it's easy for the work of artists and photographers to quickly spread without the name of the creator anywhere to be seen. If you want to make sure your photos aren't shared around without getting any credit for your impressive work, or if you just want to mark up your images with your name, a copyright watermark is the best choice.

It's not entirely straightforward to add a watermark to your images with Aperture, but we've found a solution that works well without too much hassle, and doesn't require any extra software like Photoshop or Pixelmator. All you'll need is Preview and Aperture, so let's get started.



The next level

If you already have an app like Photoshop or Pixelmator on your Mac, you can create a more nuanced copyright image to add. For example, adding a dark shadow to white text will ensure your watermark is visible in every situation as it can surround letters entirely. The apps offer a little extra control that sadly Preview just doesn't give you.

Size matters

The size of your copyright image is important. If it's 1000 pixels wide and you export a massive photo at full size, it will be quite small on your shot, so you may want to export smaller shots for better results

Opacity

You can adjust the opacity setting in the Presets menu, but if you're not sure what to go for, 50-60% is usually a pretty good option – the photo will still be visible beneath, but the watermark is unmissable

Two-tone

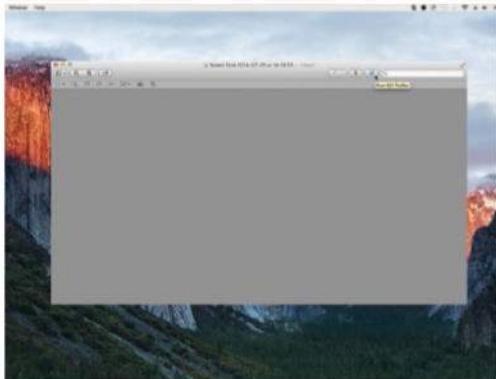
Create a two-tone watermark to ensure that it will be visible no matter what image it is applied to. You should want to make sure it can be seen in darker shots as well as lighter shots, remember

Positioning

You only get five options for positioning your copyright image – the four corners and the centre – but these should be enough to place your watermark where you want it to go



Aperture | Add copyright to images



1: Create your image

First, you need a blank canvas. Grab a screenshot of your Mac with Cmd+Shift+3, then open it in Preview, click Edit>Select All, then hit Delete. Next, open the Edit toolbar.



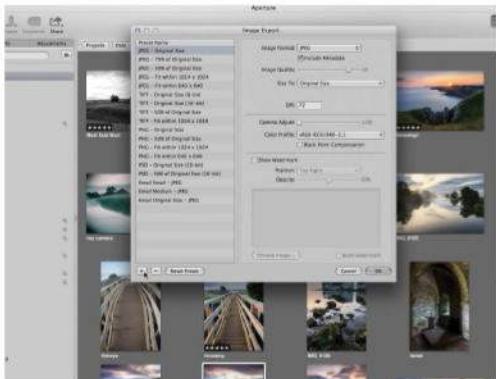
2: Customise

Add text, increase the font size and colour it black, then duplicate it by copying and pasting it. Colour the duplicate white and place it like this on top of the black layer.



3: Crop and save

You'll now need to crop down your image. Hit Cmd+A to select the whole thing, then drag the grid down until you're happy with the size and hit Cmd+K to crop it.



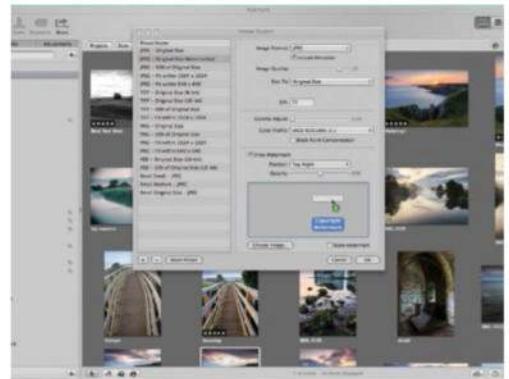
4: Create a preset

Next, open up Aperture and in the menubar choose Aperture>Presets>Image Export to open up the menu you need. Click the + in the bottom-left and name your new preset.



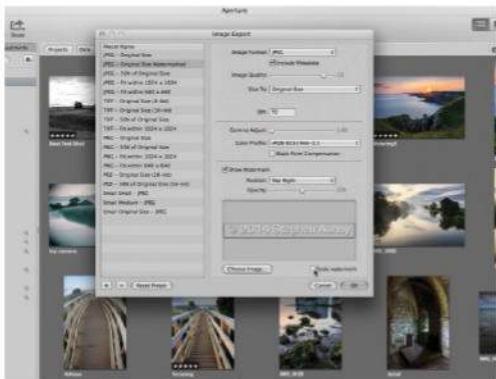
5: Choose your options

Each preset has its own individual options, so spend some time checking through the available choices. At the bottom, make sure the Show Watermark box is checked.



6: Add your watermark

Drag and drop your saved watermark image into the box in the menu. You can alter the opacity (we set it to 60%) and choose the placement using the controls above.



7: Do not scale

Make sure that the box marked Scale watermark is left unchecked. The feature doesn't work too well, and will usually result in a tiny watermark that is much too small.



8: Test it out

Test out your new watermark by exporting an image. It's unlikely to be perfect first time, and you can keep tweaking settings in the Presets menu to get better results.



9: Tweak and perfect

If your watermark is the wrong size, open your original copyright image in Preview once again and resize it, then save. Drag the new version back into Aperture to try again.

Discover the hidden Apple Loops Utility

Familiarise yourself with OS X's handy helper for creating and cataloguing Apple Loops



Time needed: 30 minutes

Download available



Apple Loops Utility is a legacy app for OS X that exports audio snippets in Apple Loop (.AIFF) format. Some users may know it as a 'hidden' app, so-called because previously it resided within the Applications>Utilities folder as a companion to music apps such as GarageBand. El Capitan users can still download the app via apple.co/1K8zWup and a free Apple Developer account (requires Apple ID). Once saved in .AIFF format, loops can be added to libraries used by GarageBand and also Logic. What's more, Apple Loops Utility lets you add tagging and metadata to these loops for effective searching. We will not only reveal the 'hidden' Apple Loops Utility here, but identify key features to saving a new loop.



Why an Apple Loop?

The Apple Loops Utility is essentially a conversion and cataloguing companion app for making music on OS X. Exported loops, once saved in Apple Loop (.AIFF) format, can be added to libraries searchable by GarageBand and also Logic. The benefit of this is that genuine Apple Loops can then be time-stretched and manipulated more effectively by both apps, offering far more flexibility than a typical audio file.

Property Tags
These first few fields in the main window are important for defining if the audio is non-looping or looping. You can then edit number of beats, key, scale, time and authoring information

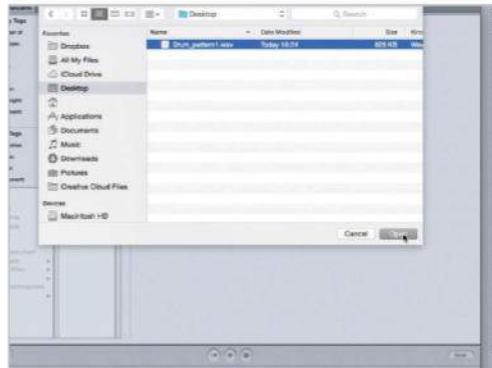
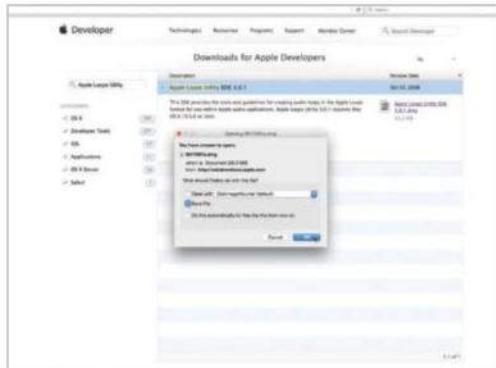
Assets Drawer
This section is known as the Assets Drawer and is shown by default. It lists each file currently open within the app, complete with Add File (+) and Remove File (-) buttons and column for indicating changes

Transients tab
Click here to view the waveform itself and make edits to the defined transients. These are the audio peaks that define beat detection based on the Transient Division selected above. Apple Loops Utility detects these automatically

Search Tags and Descriptors
The most relevant Search Tags are Genre and Instrument, which are useful for Loop library searches in GarageBand or Logic. Equally important are the Descriptors buttons, which define keywords for additional Loop Library filtering within those apps

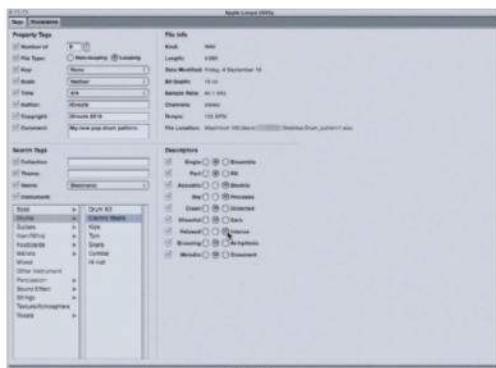


OS X | Make the most of Apple Loops Utility



1: Open the app

Apple Loops Utility resides within Applications>Utilities. If you don't have it, the app .dmg (SDK 3.0.1) must be downloaded from <http://apple.co/1K8zWup>.



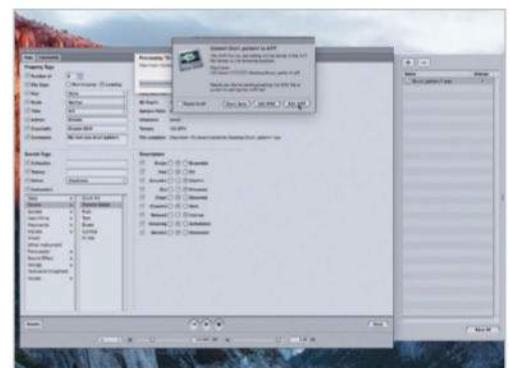
2: Adding files

An Open panel shows on start, so navigate to the file or files you wish to open and click the Open button or simply drag the files into the Assets Drawer to the right.



3: Define as looping

Each opened file, in this instance a drum .WAV loop, can now have information tagged within the Tag panel. Crucially we'll first set the File Type Property Tag to Looping.



4: Properties and Descriptors

Set properties for key, scale and time depending on the instrumentation. Use the various tagging controls to also set Search Tags and then Library Descriptors as desired.

5: Tempo and volume

Controls below let you set the key and original tempo of the loop. Use the slider to adjust or type the BPM manually, while the volume slider boosts decibel output.

6: Save the loop

When happy with all the parameters, you can save the loop. Apple Loops Utility saves in .AIFF format and will prompt you whether you wish to edit the new or source file.

Inside the Transients tab

Aside for the Tags tab within the main window, the Transients tab displays the open waveform below a beats ruler. With the audio region defined as 'Looping' on the Tags tab, the waveform will have a series of markers overlaid for indicating the transients, or highest amplitude points. These are detected and used within the Apple Loop for Flex Time or Groove Matching etc.

"The waveform will have a series of markers overlaid indicating the transients"



1 Transient markers

Transients are automatically detected and indicated on the waveform with interval markers. These can be manually clicked and dragged to preferred positions. When previewing the audio you will notice a playhead along the timeline.



2 Division and Sensitivity

The Transient Division pop-up ranges from Whole Notes to 1/64 Notes and sets the beat value at which transients are detected. The Sensitivity slider is used to adjust the level of sensitivity for that detection from minimum up to maximum.

Work with Track Stacks in Logic

Meet Apple's new take on folder tracks – Logic Pro X's Track Stacks



Time needed: 15 minutes



The main purpose of Track Stacks is to group together individual tracks so they can be controlled using a single fader. They represent a neat way to layer sounds from multiple software instruments and organise projects with large track counts.

Track Stacks can be one of two types – folder stacks or summing stacks. A folder stack lets you combine tracks in the Arrange window and then control them as a single unit, without altering the audio routing of the included tracks. A summing stack is used when you want to combine multiple tracks together and route their combined audio output to a single audio subgroup. Want to know more? You'll find a stack of information on these pages!



MOSI on down

MOSI stands for Multiple Output Software Instrument, and managing the outputs of one of these (such as Drum Kit Designer) is a good use for a summing stack. In contrast to instruments with a single stereo output, multiple MOSI outputs can quickly consume arrange page space. Combining them into a summing stack is a convenient way to handle them as a single unit.

Save yourself
Summing stacks can be saved as patches for use in other projects. They appear in the patch library along with all the factory sounds – many of which are also Track Stacks

Main track
The main track simply displays an overview of its contents when closed. To rearrange the contents of a stack, just click the disclosure triangle to open it out

Flatten Stack
To undo the creation of a stack, use the Flatten Stack command to unpack the stack and restore it to its constituent elements

Quick access
You can also quickly create a stack by Ctrl-clicking on any one of the selected track headers and choosing Create Track Stack from the pop-up menu



Logic Pro X | Work with Track Stacks



1: Open project

Open the Track Stacks project to find a drum track and some small keyboard parts, each on its own track. We're going to combine these parts into a folder stack.



2: Create folder stack

Hold down Shift and click to select all the keyboard tracks. Choose the Create Track Stack option from the Track menu. In the selector, choose the Folder Stack option.



3: Rename

Click on Create. The stack will give itself a name like 'Sub 2', so double-click to rename it. You can now control the overall volume of all subtracks from a single fader.



4: Open up

Click the disclosure triangle to reveal the subtracks. You can still control the individual volume, mute and solo status of each subtrack as normal from this view.



5: Synths you ask

On three new software instrument tracks, load these sounds – Retro Synth Growl Baby, ES2 Speranto and ESM Subsonic Bass. Turn Speranto's volume down to -9dB.



7: Auxward moment

Check the inspector to find that all three subtracks have been routed through Bus 1 to a new Aux channel named Sum 1. Rename this to Lead Synth.

8: Import duty

Import the Track Stacks MIDI.mid file provided onto the Lead Synth track. It plays all three subtrack synths simultaneously, but turn down the volume, as it's pretty loud!

9: Delay of the land

The Lead Synth channel now behaves like any other, with a pan control, sends and insert slots. Add a delay effect for example, and it affects all three subtracks simultaneously.

Going further

Categorise to the occasion

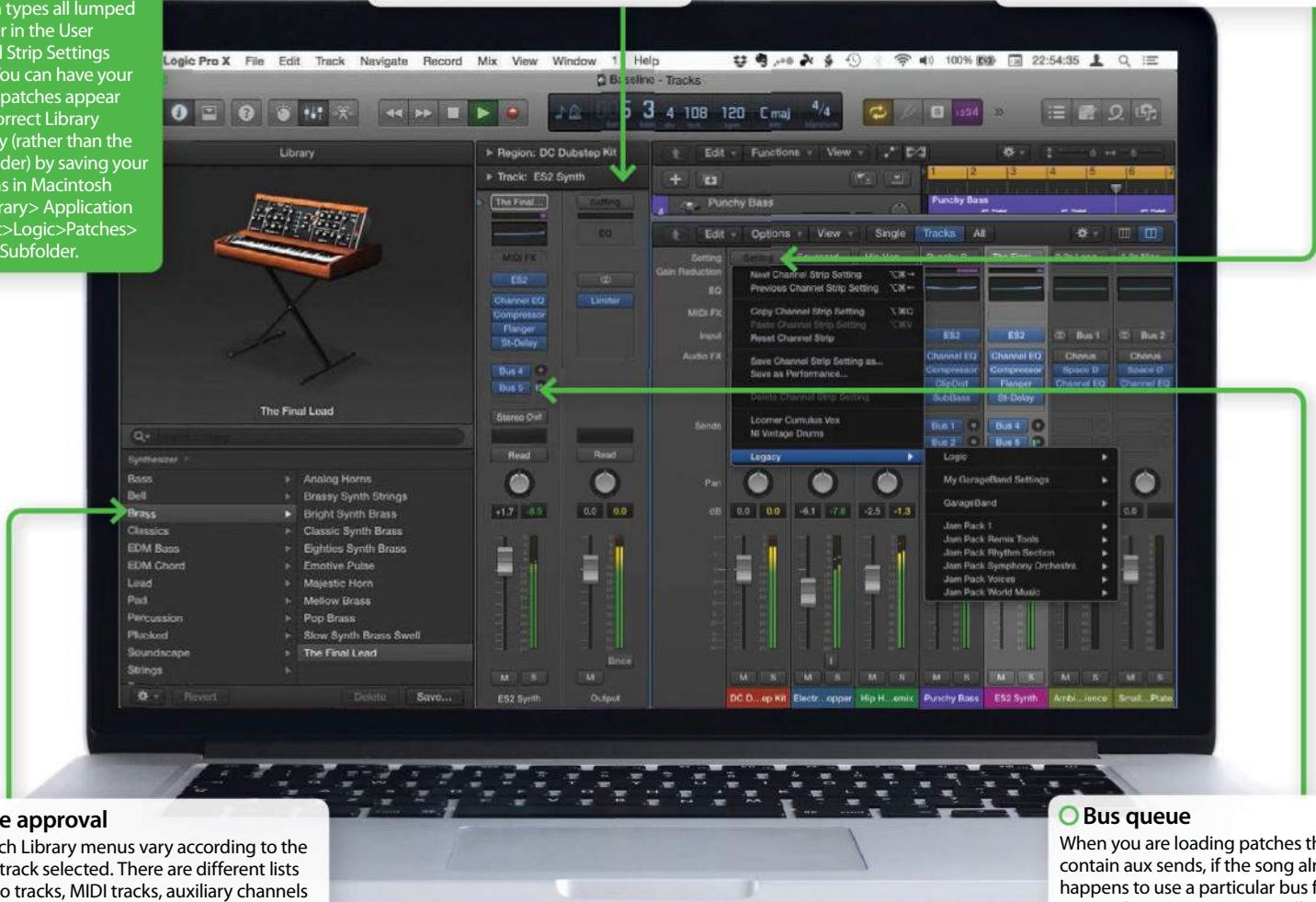
If you save your edited patches in the default location, you'll eventually end up with a mixed bag of patch types all lumped together in the User Channel Strip Settings folder. You can have your custom patches appear in the correct Library category (rather than the User Folder) by saving your creations in Macintosh HD>Library>Application Support>Logic>Patches>Correct Subfolder.

Strip reveal

If you're on a Mac with a smaller screen, you may have to close the Track and Region parameter boxes in order to see the channel strip in full. Do this by clicking the triangles to the left of their names

Legacy presets

To preserve compatibility with songs created in earlier versions of Logic, you can still access the channel presets available in previous versions by selecting the Legacy menu option from each channel's Settings slot



Type approval

The Patch Library menus vary according to the type of track selected. There are different lists for audio tracks, MIDI tracks, auxiliary channels and even specific mastering preset strips for the stereo output channel

Bus queue

When you are loading patches that contain aux sends, if the song already happens to use a particular bus for some other purpose, Logic will use the next available bus as a send

Create and save custom patches in Logic

Store and recall your favourite instrument and effect combinations with the new patch format



Time needed: 15 minutes



One powerful feature of Logic Pro 9 was its ability to store custom combinations of software instrument and effects into recallable presets known as **channel strips**. Logic Pro X has gone one better by adopting the more versatile patch as the basic library preset file format. Patches include not only instruments and effect settings, but also auxiliary sends and Smart Control layouts. Thus, if there's a combination of elements that you call upon regularly when working on different projects, you can simply call it up whenever you need it rather than having to construct it manually each time. In this guide, we'll demonstrate how to radically speed up your production workflow by creating and saving your own custom patch presets.





Logic | Create and save custom patches



1: New Logic project

In Logic, select File>New, make sure the Software Instrument track button is highlighted and click Create to create an empty project containing a new track.



4: Nice setting

Here we've loaded The Final Lead, which includes an ES2 synth preset, several audio effect plug-ins and two sends to two different Space Designer reverb effects.



7: Swap out

With this out the way, you can now choose a different setting for this instrument or effect, without affecting the other elements in the channel strip.

2: Open library

Click the button in the upper-left section of the toolbar to open up the Library pane. This is where you can access all the patches that are shipped with Logic.



5: Reveal triangle

If you have a desire to change individual elements within a patch, hover the cursor just to the left of the element you want to change. A grey triangle will appear.



8: Save changes

To save your changes, click to the left of the Setting slot to refocus the Library on the patch and click the Save button in the lower-right corner of the pane.

3: Patch it up

Click to drill down through the categories until you arrive at a list of patch names. Simply click once on a name to load that patch onto the current track.



6: Shift focus

Click the grey triangle to turn it blue – this indicates that this slot now has 'library focus'. In other words, the list of settings in the library now applies to this plug-in slot.



9: Name and refresh

Type a new name for your edited patch and click Save. You can update the Library menu to include your new patch by Control-clicking the menu and selecting Refresh Library.

Use Logic's Speed Up, Slow Down FX

Logic Pro X has a few surprises up its sleeve, and this useful effect is one of them



Time needed: 20 minutes

Download available



The cool-sounding slurring slowdown noise produced when you hit the stop button on a direct drive turntable or tape machine is an effect that's very popular with current mainstream music producers. This is largely because, thanks to the production powerhouses now used on our computers, it's an easy effect to achieve in software – no tape machines or record decks required!

Although often used on vocals, you can apply this effect to any audio you like – even the whole backing track. Fortunately, Logic has a built-in feature that makes it a doddle to recreate the effect on any audio track with just a couple of clicks. And even though it's easy to set up, it's just as easy to configure how you want it – as we're about to demonstrate.

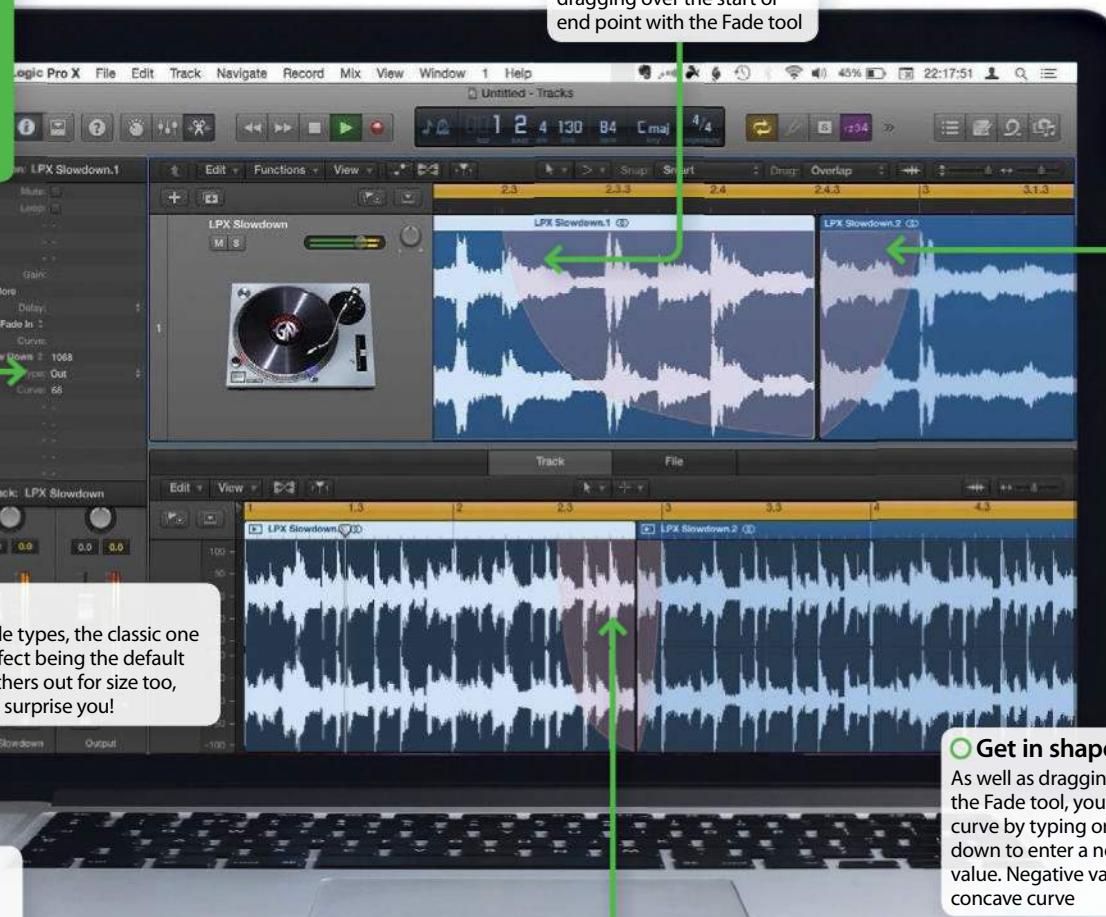


Curve behaviour

The number after the Speed Up or Slow Down menu refers to the length of the slowdown relative to the end point of the region. Lower values make the effect shorter, effectively moving the start of the Slow Down or Speed Up curve nearer to the end of the region.

Change length

As well as adjusting values in the Region Parameter box, the length of an existing fade can be reshaped by dragging over the start or end point with the Fade tool



Fade types

There are four different fade types, the classic one that really works for this effect being the default In or Out setting. Try the others out for size too, though – the results might surprise you!

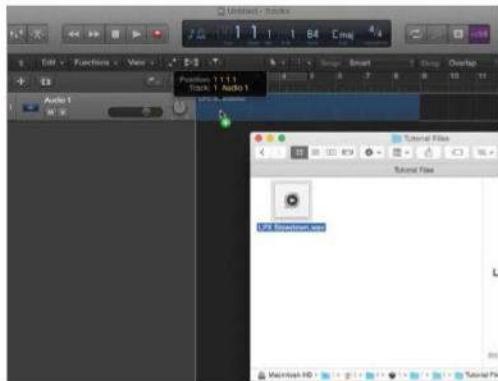
Fade away

If you need to start again, you can delete a dodgy fade by Alt-clicking it with the Crossfade tool, or setting the value of its length parameter to zero in the region parameter box

Get in shape

As well as dragging left and right with the Fade tool, you can also reshape the curve by typing or dragging up and down to enter a new curve parameter value. Negative values produce a concave curve

Logic Pro X | Using Slow Down & Speed Up FX



1: Target region

Import the file 'LPX Slowdown.wav' from the tutorial files over at FileSilo.co.uk into an empty Logic Project at 84bpm. Place the file at 1 1 1 1 in the timeline.



2: Split decision

To make our Slow Down effect, we need to make a gap to crossfade in to. So, using the scissors tool, split the region at 3 1 1 1 – the downbeat of bar 3.



3: Mind the gap

To make the gap, zoom in close and grab the lower right-hand corner of the first audio region with the pointer tool. Drag it back to 2.4.3, as shown above.



4: Fade away

Select the crossfade tool and draw a fade-out across the end of the region by dragging left to right from 2.3 and releasing the button with the cursor in the gap you just created.



5: More more more

In the upper portion of the track inspector, click the More down-arrow in the Region Parameter box. This reveals the parameters relating to the fade you just created.



6: Slow it down

Click the small arrows after the words Fade Out to reveal a pop-up menu. Select the Slow Down option. The crossfaded portion of the region should now be shaded orange.



7: Reshape

Hit the play button to hear the effect. If necessary, use the Fade tool to reshape the curve by hovering it over the centre of the curve and dragging left and right.



8: Drawback

To make the Speed Up, drag the start of the second region back to almost join up again with the first region, leaving a slight gap. Draw a crossfade back from 3 1 1 into the gap.



9: Speed it up

In the Region Parameter box in the main left-hand panel, change Fade In to the Speed Up option and adjust the shape of the curve as before, if required.

Going further

Feel for a pulse

You can also alter the feel of the pulsing rhythm by using the kick-drum channel's Bus 1 Send control to adjust the amount of kick-drum signal sent to the compressor

In-channel metering

These tiny purple meters are facsimiles of the gain-reduction meter on the compressor that's inserted on that channel. This allows you to see how well it's working without opening the plug-in window

Routing tooting

As well as using a Bus, you can route the output of any audio track in your project direct to the compressor's sidechain input via the Side Chain pop-up menu. However, Logic does not allow the output of software instruments to be used this way, so with software instrument tracks, setting up a Bus as a sidechain input is the only option available to you.



Output setting

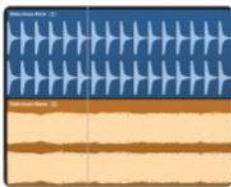
If you don't want to hear the kick drum that's triggering the compressor, set its channel's output to No Output – the bass will still pulse, but you can now use alternative drum sounds in your project

Gain reduction meter

This shows how many decibels the volume of the signal passing through the compressor is being reduced by at any one time. If all is well, it should move in time with the pulsing

Master Sidechained Bass in Logic Pro X

Want those pumping basslines? You need Logic, a compressor and some routing knowhow...-



Time needed: 20 minutes

Download available



If dance music is your thing, you'll recognise a sustained bass note that pumps up and down in volume in the gaps between the kick drum beats as a well-known staple of the genre. The effect is achieved by placing a compressor across the bass part, but triggering it from the kick-drum part by way of the compressor's sidechain input. This reduces the bass's volume level every time a kick drum occurs, causing it to pump up and down in time with the track. By following the steps below, you too can unlock the mysteries of this dancefloor-filling trick that can be conjured up not only by Logic's own built-in compressor, but also any decent third-party compressor that boasts a sidechain input. Don't forget to download our tutorial files over at FileSilo.





Logic Pro X | Create a sidechained bassline



1: Drag and drop

In an empty Logic project, set a tempo of 128bpm and drag in the file Sidechain Kick.wav from the Tutorial Files folder on FileSilo.co.uk. Drop it on bar 1 as shown.



2: Import bass

Next, import the file Sidechain Bass.wav to a separate audio track. Set the cycle region to loop around bars 1 to 5. Press play and listen to the two files together.



3: A certain ratio

Insert a compressor plug-in across the bass track and select the FET Live Drums preset. We need quite an extreme amount of volume reduction, so set a ratio of 30:1.



4: Catch a bus

On the kick-drum channel, click the Send slot and select Bus 1. This will send a copy of the kick-drum signal out of Bus 1, but leave the level control turned down for now.



5: No output

We don't want to hear the copy of the kick alongside the original, so set the output of Bus 1's return channel (Aux 1) to No Output to remove it from the mix.



6: Set sidechain input

Up in the top-right corner of the compressor's plug-in window, set the Side Chain input to Bus 1. The copied kick-drum signal will now trigger the compressor's gain-reduction circuit.



7: On the threshold

Set the compressor's Threshold control to around -30dB to make it really sensitive to the incoming kick-drum signal. Press play to start the track looping.



8: Turn it up

On the kick-drum channel, gradually turn up Bus 1's Send knob to around -2.0dB. You should be able to hear the bass dropping in volume whenever the kick drum hits.



9: Timing is everything

Adjust the compressor's Attack and Release controls until the timing feels right. Shorter release times will make the bass rise up more quickly into the gaps.

Use Quick Swipe Comping in Logic

Get the best performance possible by merging parts from multiple recordings



Time needed: 30 minutes



When it comes to getting perfect performances into our Logic tracks, our actual musical abilities can often fall short of our aspirations. There's no reason why this should be an insurmountable obstacle to a musical masterpiece though. Quick Swipe Comping enables you to record multiple passes in cycle recording mode, view them as a stack and assemble a master comp by simply drawing your mouse pointer across the bits you want to include from each take.

As long as good versions of all the sections of a part are in there somewhere among the takes, Quick Swipe Comping makes it simple to sort the wheat from the chaff and turn even the most ham-fisted of us into accomplished musicians. Here's how it's done.



Alternative comps

When you arrive at a comp you like the sound of but think you could improve, use the Duplicate Comp command in the dropdown menu. This saves the current comp and enables you to continue to make changes to a copy. Recall stored comps by selecting them from the menu. You can then use the Rename Comp command to give them a relevant name.

Auto crossfade

The setting for the crossfade time between sections of your comp is found under the General tab of Logic's Audio preferences pane. The default is set to 20ms

Icon do it

The left icon in the top-left corner of the Take Folder opens and closes the folder. The middle icon opens the Comp menu and the right icon disables Quick Swipe mode



Export Active Comp to New Track

This option creates a flattened version of your current master comp on an adjacent new track. Don't forget to mute the original so the two don't play at once

Dare to compare

To quickly compare similar regions from each take, simply click the relevant area of an unselected take to temporarily place it in the comp



Logic Pro X | Working with Quick Swipe Comping



1: Capture takes

Set Logic's cycle region to encompass the correct number of bars. Click the Record button and record over the same section multiple times to create a Take Folder.



2: Hit stop

The Take Folder resembles an ordinary audio region, except for the icons you can see in the top-left corner. The takes form a stack with the newest at the top.



3: Audition takes

Initially, the comp layer plays back the last recorded take. To audition earlier takes, single-click on each take to successively swap it into the comp layer for playback.



4: Select the best

To begin creating your comp, leave the best whole take selected in the comp layer. Set the track looping and swipe the pointer across a portion of another take.



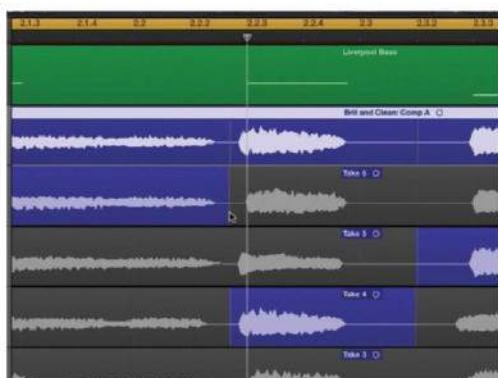
5: Regular updates

The comp layer automatically displays the updated waveform for each newly inserted section. The region boundaries are shown as thin vertical lines within the comp layer.



6: Build it up

Continue to audition and add new sections to build up your master comp. The comped sections are crossfaded automatically for a smooth, click-free result.



7: Drag edit points

Fine-tune the edit points between each comped section by dragging the vertical borders left or right. Neighbouring regions will resize automatically.

8: Flatten

Once you're happy with your comp, you can make the edits permanent by flattening it. This renders the edits as a series of regions with predefined crossfades between them.

9: Fine adjustments

Once flattened, you can now use Logic's standard Fade tool to adjust the length of any wayward crossfades for which the default setting hasn't worked.

Going further

Fade away

Use the Fade tool to smooth the start and end points of any edits you make. Use the Pointer to drag regions into place to close up gaps where you've removed the outtakes and loud problem noises

Movie track

You can add a video file to Logic's movie track to act as a visual guide for your voice-over. Select View>Show Movie Window in order to view it in a floating window



Gate expectations

For this task, put noise gates before compressors in the effects chain. This is because the gate will shut off background noises more effectively if the difference in loudness between the unwanted noises and the audio to preserve is as large as possible. Placing the gate after the compressor makes it harder to differentiate between wanted and unwanted audio.

Mic Model

This setting allows you to compensate for quirks in the frequency response of specific Apple built-in microphones. If using an external, non-Apple mic, leave this set to Generic

Compressor

Set the threshold so that the gain reduction meter only lights up when the loudest audio plays. That way, quiet parts remain unaffected, while louder parts are reduced in volume. The Auto Gain then makes the whole thing louder

Create a perfect voice-over in Logic

We show you how to use Logic's plug-ins to get the perfect spoken-word commentary



Time needed: 30 minutes

Download available



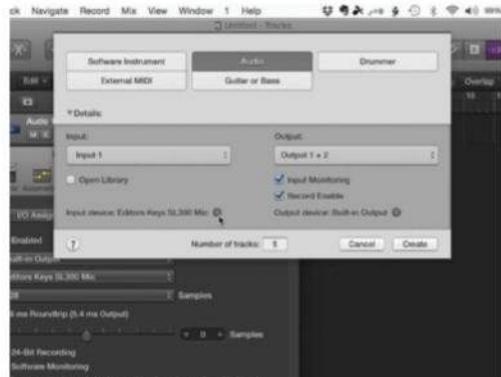
Recording a great voice-over is a task that can be undertaken for many reasons. You might want to add a commentary to an iMovie video, podcast or Photos slideshow, or perhaps tidy the audio track to a screencast you've produced. Whatever the end result is destined for, what's important is the need for crisp, clear, intelligible speech, free of distracting pops, keyboard clicks, computer fan noise and other unwanted sounds. With its built-in stash of professional audio editing plug-ins, Logic thus represents the perfect solution.

To follow this tutorial, first copy the file 'LPX Voice-over.cst' from FileSilo to Macintosh HD>Users>Username>Library>Application Support>Logic>Channel Strip Settings>Track.



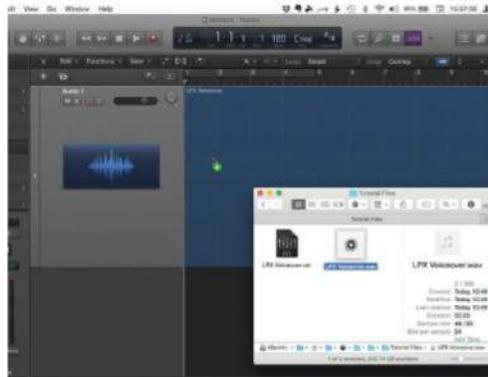


Logic Pro X | Spruce up your spoken soundtracks



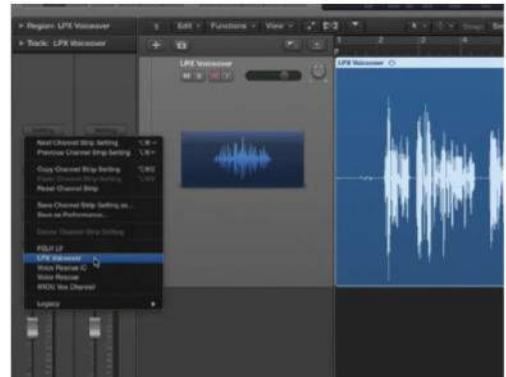
1: Record a voice-over

Select either your Mac's built-in microphone, or a microphone connected to a suitable interface, as the input for a new audio track. Then just hit the Record button.



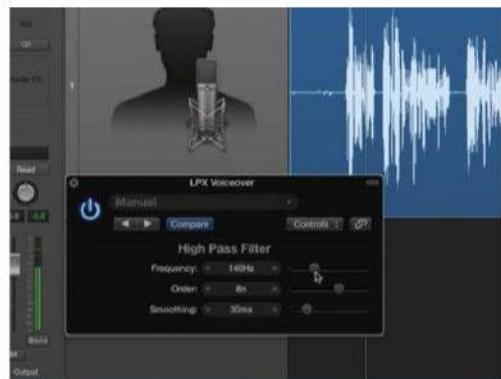
2: Zoom in

Alternatively, drag and drop our demo audio 'LPX Voice-over.wav' file from the supplied files into your Timeline. Zoom in vertically to reveal plenty of low-level waveform detail.



3: Load channel strip

If it's not already on show, open the Inspector pane by clicking its button in the control bar. Click on the Setting slot and load the LPX Voice-over channel strip preset.



4: Enable High Pass filter

You'll notice that our recording contains quite a lot of excess low frequency, so use the filter to roll off the low end from around 140Hz downwards, as shown.



5: Enable Noise Gate

Enable the Noise Gate by clicking the power button on its slot. Set as shown; this should remove most of the pops, clicks and other unwanted sounds between words.



6: Enable Speech Enhancer

Set the Speech Enhancer's Denoise threshold at -41dB to mask the background noise during the speech. Uncheck the Voice Enhance box to preserve the start of words.



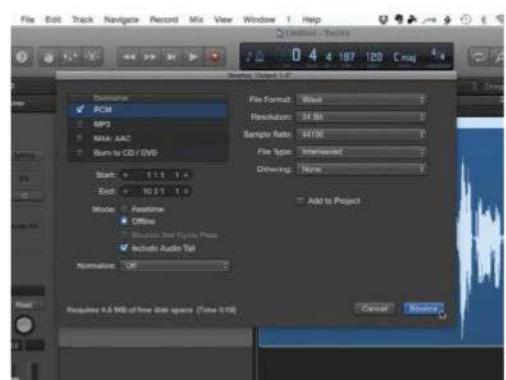
7: Compress

Finally, enable the Compressor. With its fairly high ratio and makeup gain, this setting will reveal all the voice's lower volume detail and even out the higher volume peaks.



8: Check it

Play through the track. If any loud problem noises are slipping through the gate, use the Scissors tool to snip them out, then delete them using the Backspace key.



9: Export duty

When you're happy with how it all sounds, export an audio file using the File > Bounce command. This can then be imported into wherever it's required.

Produce wild weather FX in Final Cut

Enhance your footage by using grading tools to turn day to night and add flashes of lightning



Time needed: 20 minutes

Download available



Sometimes we'll need to use Final Cut Pro X's grading tools to alter a clip's colours and tones so that they look true to life. This helps us overcome colour and exposure problems produced by incorrect camera settings. At other times we might desire to make more creative changes to colour and tone. In this walkthrough we'll show how to add atmosphere to a scene by changing day to night with a little post-production grading. We'll also add weather elements that would be challenging to shoot for real, such as sheets of rain. We'd be reluctant to shoot during a thunderstorm despite the dramatic results we may capture. Fortunately, Final Cut Pro can unleash a digital deluge on our location courtesy of its Effects browser. Find our files on FileSilo.



Enhance the rain

To give the streaks of computer-generated rain more impact, click a clip to select it and then go to the Rain section of the Video Inspector. Turn on the taps by increasing the Amount slider's value. Tick the High Quality button. Push Brightness up to 2.0. Don't forget to apply these Rain changes to all of the split clips in the timeline.

Split clip

We added a Rain effect to the entire clip. We then used the Blade tool to create a shorter section of footage to feature extra effects, such as flashes of lightning and camera shake

The screenshot shows the Final Cut Pro interface on a MacBook Air. The timeline at the bottom features several video and audio tracks. A green callout box labeled "Sound effects" points to the audio track "Rain and lightning 1". Another green callout box labeled "Colour correction" points to the "Show Correction" icon in the Video Inspector. A third green callout box labeled "Effects browser" points to the "Effects" section of the sidebar. A large green callout box labeled "Split clip" points to the timeline, specifically to a clip that has been split into two segments. The first segment contains a rain effect, while the second segment, which is longer, contains effects like "Flashing" and "Ground Shaking".

Sound effects

We enhanced our creative project's visual effects by adding a layer of audio effects (such as rain and thunder) from the Final Cut Pro Ambience folder

Effects browser

Here we can find a range of drag and drop footage-enhancing preset effects, such as flashes of lightning and the ground-shaking Earthquake effect

Colour correction

Click on the Show Correction icon to access colour- and tone-tweaking tools that can give your daytime-captured footage a colder nocturnal look



Final Cut Pro X | Add weather effects and creative grading



1: Import clips

Import our Wild Weather clip into Final Cut Pro and add it to a new project. Go to Window>Show Inspector. In the Color section of the Inspector, click the Show Correction icon.



2: Adjust colour

In the Color panel, drag the Shadows control point up to 32%. Drag Midtones up to 38%. Drag Highlights up to 32%. This adds a bluer nocturnal hue to the clip's colours.



3: Tweak the tone

Go to the Exposure panel and drag the Shadows control point down to -13%, leave Midtones at 0% and drop Highlights to -10%. This creates gloomier lighting.



4: Add rain

Click the Show Effects browser icon. Go to Stylize. Drag Rain onto the clip. Drag the arrow to change the direction of the rain. A larger circle creates longer streaks.



5: Split the clip

Place the cursor at 5:00 sec. Press B to activate the Blade and click to split the clip. Scrub forward to 6 sec and split the clip again to create a 1 sec section.



6: Add lightning effects

Press A to go back to the Select tool. Go to the Light section of the Effects browser. Drag Flashing onto the split 1 second section to add flashes of lightning.



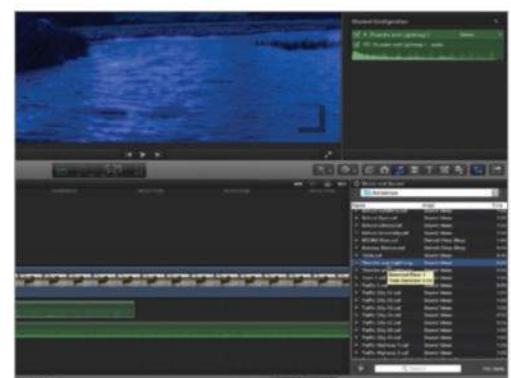
7: Shake things up

Go to the Distortion section of the Effects browser and drag the Earthquake effect onto the split 1 second section. This makes the camera shake as the lightning strikes.



8: Fine tune properties

Go to the Video Inspector panel. Reduce the Earthquake Amount slider to 5 to create a more subtle camera shake. Drop the Flashing Intensity slider to 85.



9: Add sound effects

Go to the Sound browser and open the Final Cut Pro Sound Effects Ambience folder. Drag Thunder and Lightning 1 below the lightning clip. Add some Rain too.

Apply eye-catching vintage effects

Split-tone your digital footage to give it a retro filmic look



Time needed: 10 minutes

Download available

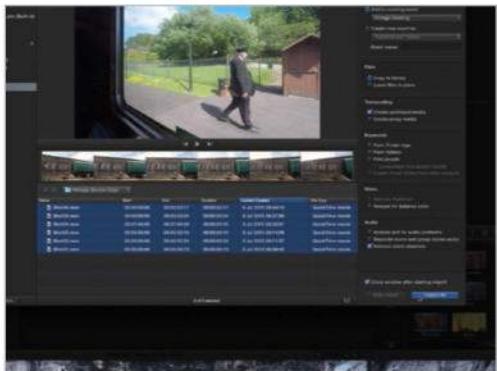


Gadgets such as iPhones or GoPros are designed to accurately capture a scene's colours and tones. However, by manually changing the colours in Final Cut Pro you can give your clips a more vintage filmic look. As with iMovie, Final Cut Pro has preset effects that will add a wash of vintage sepia to your footage. However, these drag-and-drop effects can make your retro style clips look like everyone else's footage.

We'll show you how to manually tint your clips' shadows and highlights to create the type of colour hues produced by old film stock. By using this custom split-toning technique you can produce more unique and distinctive-looking filmic effects.



Final Cut Pro X | Add split-tone tints to footage



1: Create a new event

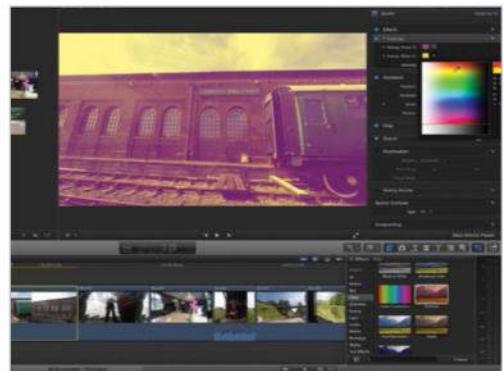
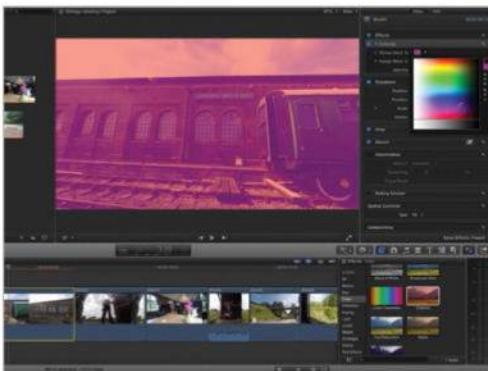
Go to File>New>Event. Label the event Vintage Grading. Choose File>Import Media. Browse to our six clips and choose Import All. Drag the clips into the project's Timeline.

2: Create continuity

In Shot 03 the train is moving left to right, but in shot 04 it's moving right to left. Go to the Distortion section of the Effects browser. Drag Flipped onto Shot 04 to change direction.

3: Crop Shot 04

Shot 04 has a different aspect ratio. Click the Crop icon and click the Crop button. Drag the crop handles to create a widescreen version that hides the flipped writing. Click Done.



4: Colourise the shot

Go to the Color section of the Effect browser. Drag the Colorize preset onto Shot 01. Choose Window>Show Inspector. Here you can see (and customise) the Colorize preset.

5: Remap the shadows

Colorize enables you to add separate colours to the shot's shadows and highlights. Click the triangular fly-out icon next to Remap Black. Sample a pink colour.

6: Remap the highlights

Click on the fly-out icon next to Remap White. Sample a contrasting yellow for the highlights. This applies a photographic split-tone effect onto your footage.



Aspect ratio

Our GoPro sourced project clips have different shapes. Shot 04 measures 1920 x 1440, giving it a more square shape (or aspect ratio). The other shots have a standard HD 1920 x 1080 resolution, which makes them wider. By cropping Shot 04 we can make it fit the wider HD frame and lose the black pillar box bars at its left and right sides. As it is a larger file there's no loss in quality when you crop to zoom.

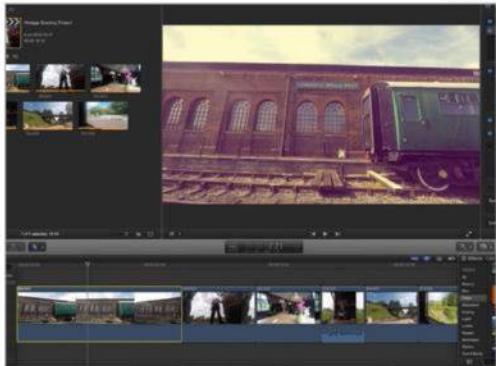
Inspector
The Video Inspector enables you to customise a host of clip properties, including the default colours used by the Colorize effect in order to tint the shadows and highlights

Vignette effect
The Vignette effect lives in the Stylize section of the Effects browser. It darkens the edges of the frame in a similar way to an old film camera lens

Colorize
This drag-and-drop effect automatically adds separate washes of colour to a clip's brightest and darkest tones, mimicking a split-tone effect that analogue photographers could produce in their darkroom

Flip and crop

This shot had a different shape to the others, so we cropped it to fit the HD frame. We also used the Flipped effect to make the train travel in the same direction as in the adjacent clips



7: Reduce intensity

For a more subtle look, drop Intensity to 25. The shadows now have a wash of magenta while the highlights are tinted yellow, creating a rose-tinted retro look.



8: Split-tone every clip

Choose Edit>Copy. Shift-click to select the remaining shots. Choose Edit>Paste Attributes. Tick the Effects' Colorize box. Click Paste to add the retro look to the other clips.



9: Add a vignette

Drag the Vignette effect onto the clips. As Shot 04 has been cropped, you'll need to manually re-position the Vignette's Size and Center properties to darken its corners.

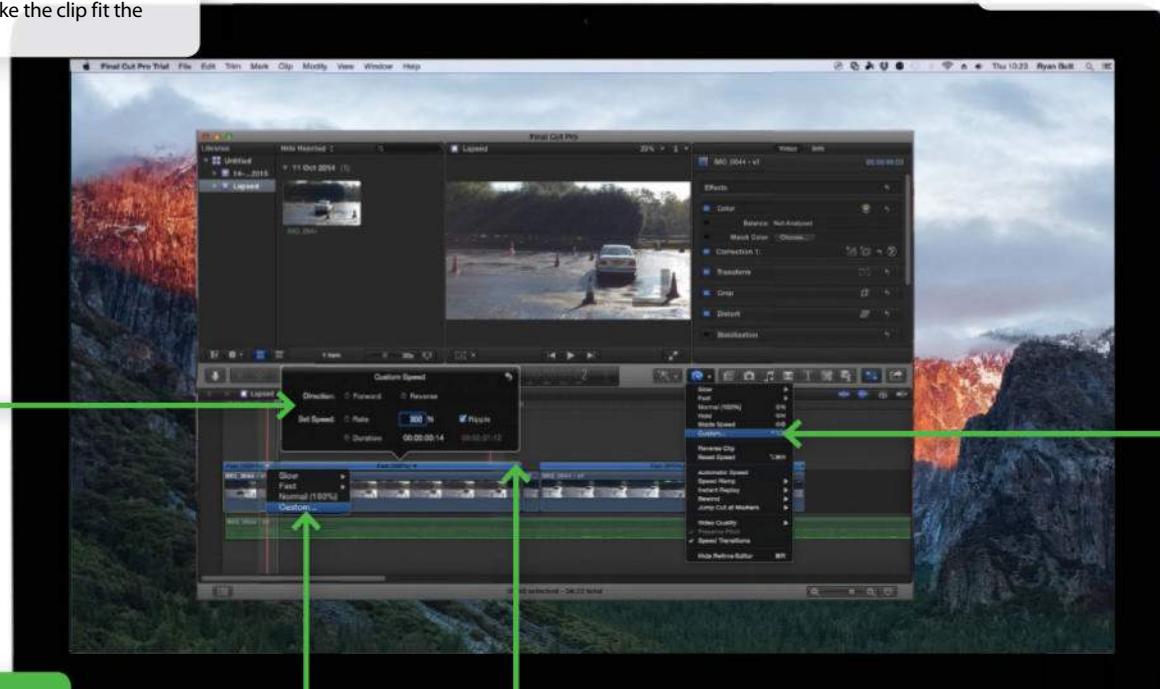
Going further

Custom speed

Here you can change the speed of a clip by typing in a specific percentage rate. Alternatively you can tick the Duration button and type in a clip length using timecode. The percentage will change automatically to make the clip fit the desired duration

Retime menu

Click this icon to access Final Cut Pro X's retiming tools (or click to select a clip in the Timeline and press Cmd+R). You can also access the retiming commands from the Modify menu



Add a zoom

Once you've edited your sequence and retimed the footage to speed it up, click on the Timeline and press Cmd+A to select everything. Press Cmd+G to create a new compound clip. Use Final Cut's Transform tools to add a slight digital zoom to the time-lapse footage, so the camera zooms in slowly as the action speeds along.

Pop-up menu

Once a clip has been retimed a blue bar will appear above it. Click this little arrow icon to access ways to slow down, speed up or reset the clip's speed. You can also double-click the blue bar to access the Custom Speed window



Drag it

A quick and intuitive way to change a clip's speed is to drag the start or end point of its retiming bar. This will create a shorter and faster (or longer and slower) clip without the need to type numerical values into boxes

Create a time-lapse sequence in Final Cut

Use Final Cut Pro X's brilliant Retime menu to create memorable digital footage



Time needed: 10 minutes

Download available



Some events (such as a slow-moving boat) can take a while to unfold, which is why it's useful to digitally retime your footage to speed up the action and make it easier to consume. This retimed footage can give your programme's audience a new perspective on the action. By speeding up video you can see the ebb and flow of a city's traffic as it flows through streets and rivers, for example.

Final Cut Pro X enables you to speed up your footage using preset increments from 2x up to 20x. You can also manually choose a custom speed that suits your subject matter, courtesy of the more intuitive Retime feature, as you'll see in our walkthrough. This enables you to fine-tune the speed of different sections of your time-lapse sequence.





Final Cut Pro X | Speed up footage using the Retime menu



1: Import clip

Choose File>New>Event. Name it. Click OK. Label the project Timelapse. Go to File>Import Media. Browse your Source clips folder. Click Import Selected. Drop the clip onto the timeline.



2: Split the clip

Press B to activate the Blade. Scrub to a point and click to split the clip. Split it again at other intervals. Press A to activate the Arrow key. Remove the wobbly re-framing sections.



3: Speed it up

Play the edited sequence and you should see the edits that you have just made in effect. Go to Modify>Retime>Fast and choose 20x. This increases speed by 2000%.



4: Play the clip

A blue bar appears at the top of the retimed clip showing the percentage of the speed change. Adjust the Timeline zoom level to see the blue bar clearly.



5: Custom speed

The clip runs for two seconds instead of 40. If we apply the same speed change to the second clip it will be over too quickly. Select it and Choose Modify>Retime>Custom Speed.



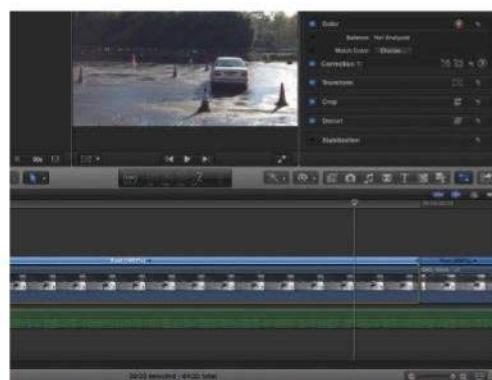
6: Give it 300%

A Custom Speed window will appear over a green bar. Green indicates that the clip has a normal speed. You can type in a custom speed such as 300% and hit Return to retime the clip.



7: Play it back

The sequence starts out at 2000% for the first section and then drops to 300% during the second section. See how this affects the flow of the movie and make adjustments if necessary.



8: Fine-tune the speed

You can manually tweak speeds. Drag the first clip's blue bar to change the percentage to 1000%. Drag the end of the second clip's blue bar to set the retimed speed to 500%.



9: Finishing touches

Clips one and two now run for about the same duration, though they feature different speeds. Increase clip 3 to about 370% for a tighter, faster sequence. Add music to link them together.

Use the right format in Final Cut Pro

Understand the best use of codecs and formats in Apple's premier video-editing suite

 Final Cut Pro X provides you with a collection of preset export options to best suit your exporting needs. If you simply need to upload your finished video to YouTube, then select the YouTube preset, or use the Master File preset to create a master of your finished edit. If, however, you need to create a specific file format for your video it's worth looking into the available settings when it comes to exporting your edit.

In this top ten list of video formats for Final Cut you will find out what the best possible codecs, formats and presets are for your video outputting needs. A video format represents the file type of an export, and determines a file's compatibility with different devices, software and websites. A preset is a pre-designed combination of both a video format and codec to suit a specific type of export.



1: Working with Destinations

To build custom export settings in Final Cut, click on File>Share>Add Destination. Click a destination type to its view settings. Most destinations are built up of a Video Format, Codec and Resolution, all of which determine size, quality etc.

2: Codec: 422 (HQ)

Pro Res 422 is one of the most universally used video formats for shooting, editing and exporting footage. Exporting in 422 (HQ) provides a lossless export and is the perfect file type for creating a master copy of your edit. Pro Res exports have a very large file size.

3: Codec: 422 (LT)

The LT Version of Pro Res 422 is a more compressed codec. This file format allows for quicker playback and is rendered when editing. Footage can be converted then edited in 422 (LT) to then be replaced by a higher quality codec for a final export.

4: Codec: H.264

If you need to compress your video to a suitable size with minimal loss of quality and maximum compatibility, then the H.264 is the codec for you. H.264 is perfect for creating a smaller file size to be uploaded to sites like YouTube or Vimeo.



5: Codec: Same as Source

Exporting your edit as Same as Source provides a lossless export of your edit in the same video format as your original clips, most likely H.264 or Pro Res. Exporting Same as Source is a simple way of making a master export of your final edit.

6: Preset: YouTube

The YouTube preset provides you with the lowest file size at the highest quality. If you are not pressed for time select Better Quality as the compression setting, letting Final Cut give a second pass on the export, helping to increase the overall compression quality.

7: Preset: Apple Devices

When exporting for Apple devices, take into account screen resolution before exporting. It's important that you export files intended for Apple devices correctly, as file size is a factor when storing video on a device that may not have much storage space to spare.

8: Add Destinations

Click Add Destination in the Destinations window to view more options. Double-click a destination to add it to your Destinations list. It will then appear as an option when you click File>Share. Click on the newly added destination to change its export settings.



Format

Use the Format drop-down menu to select an output mode such as Computer, Apple Device or Same as Source. This will determine what type of Codec is available for your export

Resolution

The resolution of a video will depend on the screen type that it will be viewed on. If you have a device that is only 720 x 1080 resolution you won't need to worry about a 1920 x 1080 export

Video Codec

The Codec used will depend on what your video is being viewed on. If you intend to upload to YouTube you won't need anything higher quality than H.264, since it is being uploaded to web



9: Compressor

Advanced export settings can be created using Compressor Settings. This option will only be available if you have Compressor installed on your Mac. Compressor allows for variable bitrate exports, helping to further reduce a video's file size without compromising the quality.



Create a Bundle in FCP



1 Create a Bundle folder

Go to File>Share>Add Destination. In the Add Destination window simply double-click on the Bundle option to add a Bundle folder to your Final Cut export destinations.



2 Add destinations

Click on a destination format then change its settings as necessary. Drag and drop the destination type into the Bundle folder. You can do this with multiple destination types.



3 Export as a Bundle

Close the Destinations window. Go to File>Share>Bundle. Review the settings and click Next. You will be prompted to log in to sites included in your Bundle before exporting.

10: Image Sequence

Using the Image Sequence file format, you can export every single frame of your video as individual images (normally in a .tiff format). This is a considerable option if you need to use your edit for multimedia purposes, such as for use in a Photoshop animation.

Going further

Reposition the split

The vertical graduated mask blends the left twin from the top layer with the right twin from the lower layer. This Center control handle enables you to reposition the split in the screen to the left or right

Split screen

This grey Target control handle enables you to change the Graduated Mask from its default horizontal position to a vertical one. This lets you create a split down the middle of the frame



Shooting your assets

To get the split screen technique to work you need to lock the camera in position on a tripod. The only thing that should move is your subject when they play the role of the twins. Objects that cross the split in the screen (such as a table) must not move or they will become misaligned when you combine the two clips.

Cutaways

After filming your 'twins' in a locked off wide shot, film the actors in close-up from different angles. These cutaway shots help you disguise any timing problems with the composite split screen wide-shot



Keyframes

By adding keyframes to the graduated mask's Center control handle, you can animate the position of the split screen along the X-axis (from left to right). This enables the right twin to place the glass on the table so the left twin can then pick it up in an unbroken shot

Create a digital double in Final Cut

Combine an animated mask with the classic split screen effect to turn one person into two



Time needed: 35 minutes

Download available



Since the middle of the 20th Century, movie makers have enjoyed using the split screen technique to make a person look like they're on screen with their identical twin. Variations of this classic technique are employed today in dramas such as *Orphan Black*, where the protagonist encounters multiple copies of herself.

The split screen technique is simple but effective. You film an actor in the right half of the screen pretending to talk to their twin in the left half. The actor then moves to the left of the frame and pretends to chat with the twin on the right. You run the two clips together and use a graduated mask to mix the left half of the one shot with the right half. This lets the 'twins' interact simultaneously.





Final Cut Pro X | Create clones and make them interact



1: Create a new event

Choose File>New>Event. Name it 'Twin Event'. Tick Create New Project. Click OK. Choose File>Import>Media. Select our five clips and click Import Selected. Add them to the Twin Event.



2: Add right twin

Drag the Right Twin clip to the Timeline. The man gives the right twin someone to interact with. Go to the Inspector's Audio panel and drop the clip's volume to 0 to hide his voice.



3: Add left twin

Drag the Left Twin clip to the Timeline so that it runs parallel with the Right Twin clip. Both clips run simultaneously, but we can only see the top Left Twin layer at this stage.



4: Add graduated mask

Click Show Effects Browser>Keying. Drag the Graduated Mask onto the Left Twin clip. This makes the bottom of that clip transparent, revealing part of the clip on the layer below.



5: Create a vertical split

Go to the Graduated Mask section of the Inspector. Toggle open the Target attribute. Set the X slider to 0.6 px. Set Y to 0.5 px. This creates a vertical split revealing both twins.



6: Slide the mask left

Toggle open the Graduated Mask's Center attribute. Drag the X slider to 0.37 px. This pushes the mask to the left, hiding the left twin's duplicated wine glass for the moment.



7: Add the first keyframe

Scrub the Playhead to 17.03, just before the left twin reaches to take the glass. In the Inspector, click the Target's Add a Keyframe icon. Click the Add a Keyframe icon for Center, too.



8: Animate the mask

Scrub the Playhead forward to 17.11, as the left twin takes the glass. In the Inspector, set the Center attribute's X value to 0.5 px. A new keyframe will be added to the Center attribute.



9: Test the animated wipe

When you play the sequence the mask's keyframes cause the split in the screen to slide so both twins can handle the wine glass in a single shot. Add the cutaways clips for variety.

Going further

○ Voice auto select

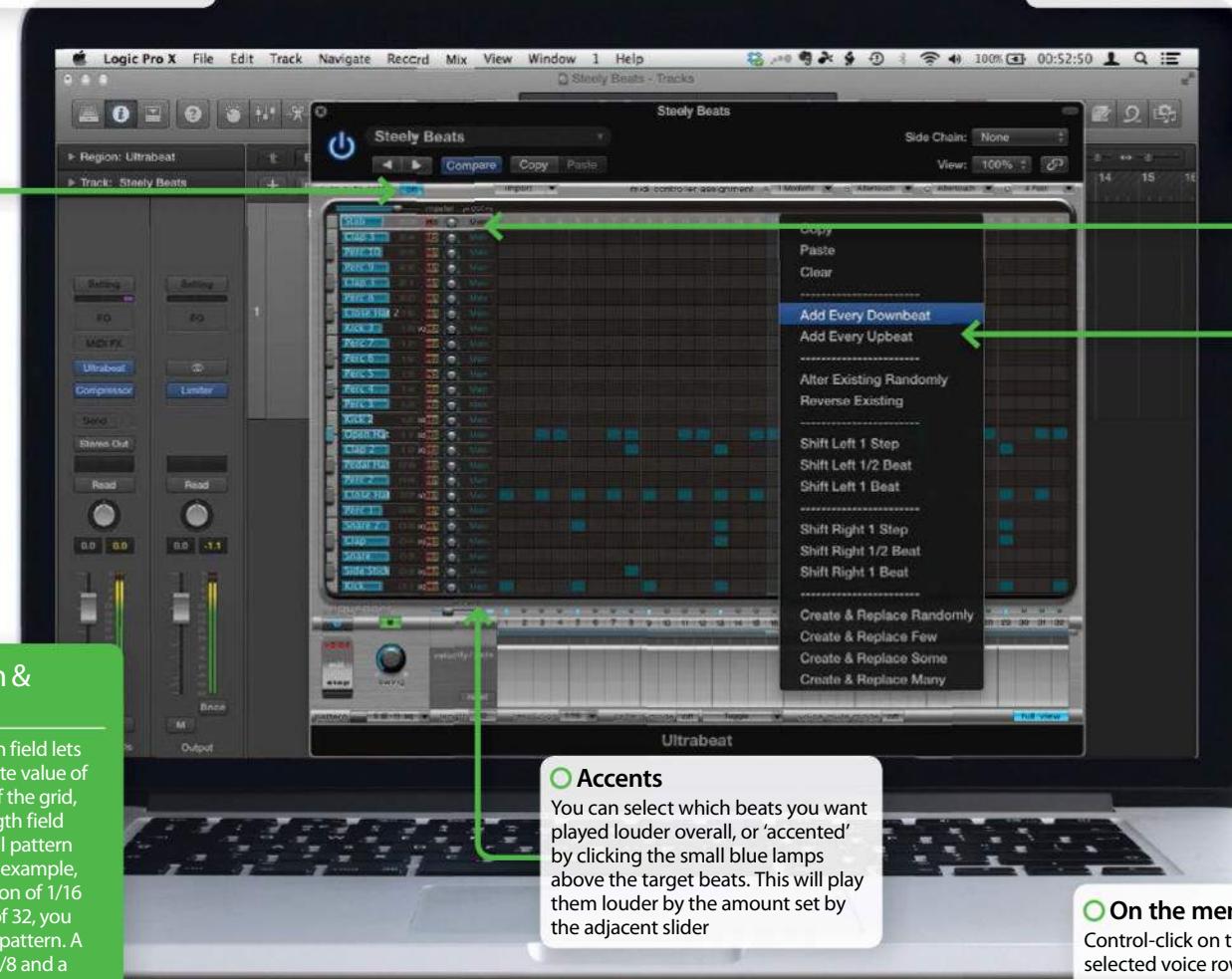
With this button lit, whatever note you play on your controller will be automatically selected as the current voice in Ultrabeat, highlighting the row for that sound

○ Multiple outs

As an alternative to stereo mode, when you select Ultrabeat you can also select a multiple output version. This enables you to process each drum sound separately on its own channel

Resolution & Length

The Resolution field lets you set the note value of each square of the grid, while the Length field sets the overall pattern length. So, for example, with a resolution of 1/16 and a length of 32, you get a two-bar pattern. A resolution of 1/8 and a length of 32, on the other hand, would give you a four-bar pattern.



○ Accents

You can select which beats you want played louder overall, or 'accented' by clicking the small blue lamps above the target beats. This will play them louder by the amount set by the adjacent slider

○ On the menu

Control-click on the currently selected voice row to get a menu of shortcut options. For instance, Add Every Downbeat automatically creates a 4/4 kick drum pattern

Program drums with Ultrabeat

Logic's Ultrabeat drum synth lets you create quick and easy drum machine parts



Time needed: 20 minutes



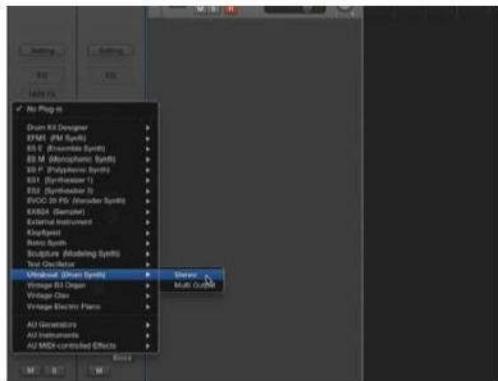
Much has been made of Logic Pro X's Drummer feature that lets you craft incredible-sounding acoustic drum tracks, but what if you want a more electronic-sounding rhythmic backdrop? This is where the formidable Ultrabeat drum synth and sequencer comes in.

Ultrabeat has been around since Logic Pro 7, but machine-based drum tracks have probably never been more in vogue than they are now. With a combination of a stonking factory drum sample library, synth-like control over every sound and a powerful internal step sequencer that uses the same pattern-based workflow found on classic analogue drum machines, Ultrabeat deserves not to be overlooked. Read on for our guide to putting together a basic drum track using it.





Ultrabeat | Program an Ultrabeat drum pattern



1: Load Ultrabeat

Create a new Logic project and set a tempo. Make a new software instrument track and insert a stereo instance of Ultrabeat on it by selecting from the list.



2: Choose a kit

Open the control panel and choose a kit from the preset menu. Click the vertical keys to the left or play via a MIDI controller to audition the sounds.



3: Clean slate

Click the Full View button to view the sequencing grid. Clear the default sequence by clicking on a blob and dragging diagonally across to the opposite corner.



4: Kick it

Now we can place blobs where we want to trigger the sounds. Here we've created a standard 4/4 kick drum pattern on steps 1, 5, 9, 13, 17, 21, 25 and 29.



5: Pattern pending

Click the Play button to enable Ultrabeat's internal sequencer and set it playing. As it loops around, add more blobs to craft your pattern, as shown above.



6: Velocity/gate bars

Drag the vertical beams up or down to alter the individual velocity, or loudness, of each note. Dragging left or right changes the length of the trigger note.



7: Mixer volume bars

To change the volume level of a drum sound in the stereo mix, click on the blue area containing its name and drag left to turn it down, or right to turn it up.



8: Swing

Clicking the Swing button shifts the position of certain notes to the right, to a degree dictated by the position of the Swing knob, resulting in a swing feel to the rhythm.



9: Drag to arrange

Drag this button to drop a MIDI region of the pattern into the timeline. Disable Ultrabeat's sequencer before playback to avoid double-triggering the sequence.

Make sense of Activity Monitor

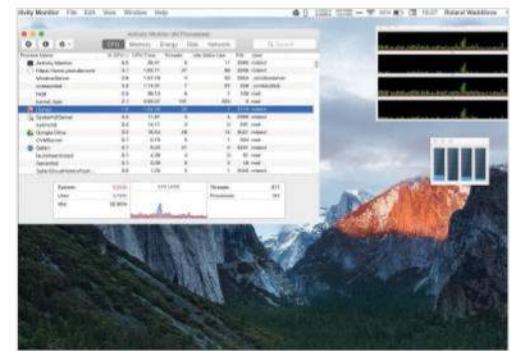
See what is happening behind the scenes in OS X and troubleshoot problems



Time needed: 20 minutes



Activity Monitor looks complicated, but it is a utility you should get to know because it can be very useful. Apps like Mail, Calendar, Safari and others open windows on the desktop and you can see what is running, but behind the scenes OS X runs much more. Some things never display windows and we are unaware they are running. Activity Monitor can show just the apps with windows (select View>Windowed Processes), or it can show everything (View>All Processes). It enables you to see apps that use the most CPU, memory or battery, apps that prevent the Mac from entering sleep mode, and ones that have a problem. When your Mac is behaving oddly you should run Activity Monitor.



Processes

The first column in the Activity Monitor window lists processes. OS X runs apps, which have obvious windows, but also a lot of code behind the scenes, like printer and video drivers, Spotlight indexing the disk contents, audio drivers, Keychain for storing usernames and passwords and so on. All the things OS X runs are called processes.

More information

Select a process and click the i button in the toolbar to view more information. There is a Quit button, but do not use it unless quitting an app the usual way fails

Floating panels

These floating panels enable you to keep an eye on the CPU and how hard apps are working it. When there is a problem with an app, the CPU levels sometimes rise to the top

Windowed apps

Apps with windows on the screen have icons, but those that run in the background without showing anything do not. You can quickly scan the list to see apps you are running by the icon

Live charts

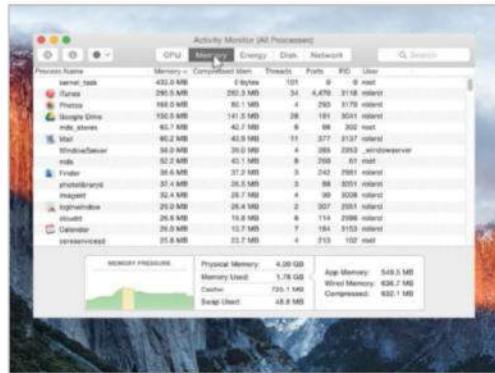
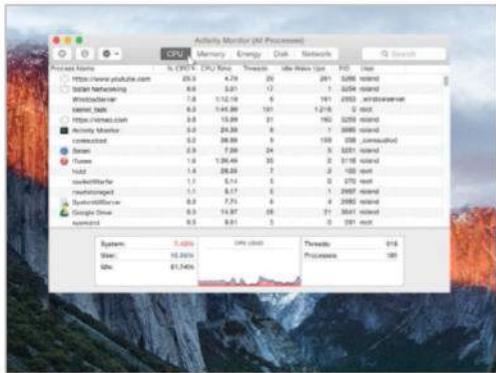
At the bottom of each tab is a live chart showing the most recent history. This is the CPU tab, so the chart shows the work that the CPU has been doing over the last few minutes

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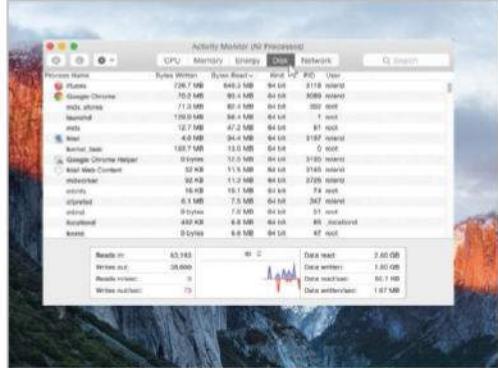
Activity Monitor

Get to know Activity Monitor



1: View CPU usage

Click the CPU tab and click % CPU to sort processes with the highest usage at the top. If the Mac is very slow, look for processes with high CPU usage. It could indicate a fault.



Record an iPhone screen with QuickTime

Combine OS X El Capitan and iOS 9 to record an iPhone screen on your Mac



Time needed: 10 minutes



The ability to take screenshots on your iPhone has long been a useful feature that has been enjoyed by millions of people every day. But until recently, there has been no easy way to record your iPhone's screen and save the video to play elsewhere. Thanks to iOS 9 and OS X El Capitan, that's possible – all you need is a Lightning cable.

Apple has added the function to enable developers to record preview videos for the iOS App Store, but thankfully it's not exclusive to those with a developer account. Simply plug in your iPhone or iPad and you can shoot a video directly from your device's screen. It's surprisingly easy to do, so begin by double-checking that all of your software is up to date and let's get started.



Clock reset

You may have noticed that in all our screenshots, the iPhone's time is set as 9:41am. This is the time that Apple uses on almost all of its press shots for new products on its website, too. It's the approximate time that Steve Jobs introduced the first iPhone in 2007, so to make the App Store demo videos look more uniform, your iPhone will automatically reset to this time regardless of when it is that you start recording.

Video information

Click on Window in the menu bar and choose Show Movie Inspector to get information about the video you're recording, the device you're using to record it and the format of the video

Live sizing

As your video records, QuickTime will automatically show you how big the video is that you're creating. The counter will update in real time, so if your clip is getting too big you can always cut it off early

Full screen

If you want to ensure there are no distractions, you can enter full screen mode while recording. The video will still only be of the screen itself, but it's perfect if you want to just mirror your screen for a live demo

Portrait or Landscape

You can rotate your device at any time during the recording and QuickTime will recognise the change and alter the layout accordingly – just be prepared for a moment of screen-warping as the video adjusts



QuickTime | Record your iOS device's screen



1: Plug it in

First, you'll need to ensure that your device is running iOS 9, before connecting it to your Mac using the Lightning connector – unfortunately older devices aren't supported.



2: Open QuickTime

Next, open QuickTime Player on your Mac – you'll find it in the Applications folder. This is the app that allows you to use your iPhone as an input screen and microphone for recordings.



3: Start a new recording

You might think that you want to take a new Screen Recording, but that's not that case. Instead, click File>New Movie Recording from the menu bar.



4: Select your device

Roll your mouse over the window and a menu bar will appear. Click the small downward arrow next to the Record button and choose your iOS device from the list of inputs.



5: Mic up

By default, QuickTime should choose your system setting for the input, but if you want to change it so you record through your iPhone, you can do that from this menu.



6: Quality control

You have two quality options when recording through an iOS device – High and Maximum. We always choose Maximum, but it depends on what you're using the footage for.



7: Record it

When you're happy with the settings that you've chosen, hit the Record button in the middle of the menu bar to start the recording, then start performing actions on your iPhone.



8: Cut!

When you're finished with your video, click the Stop button. You can watch your video back almost instantly, to check you caught everything you needed on your device.



9: Save your video

If you're happy with the video, choose File>Save from the menu, or for more video options, click File>Export and choose the option that you want from the list.

Perform a deep clean of your Mac

Use CleanMyMac 2 to give your Mac a spring clean to speed it up and save storage space



Time needed: 30 minutes



As we move more and more information onto our computers, the need to account for every spare megabyte on our Macs has become more important. CleanMyMac 2 is a useful tool to ensure that your hard drive has all the space you need for your files.

CleanMyMac 2 does exactly as its name suggests: it cleans your Mac, removing unneeded system files, duplicated files and unused applications so you can maximise the amount of free space. With CleanMyMac 2, you can save space quickly by performing an Automatic Cleanup. But our focus in this tutorial takes a little more time and attention. We're going to show you the different tools you can use in order to perform a really good spring clean of your Mac's hard drive.



Ignore List
If there are files, applications or folders that you don't wish to scan or remove information from, add them to the Ignore List. This isolates them from any scans that the CleanMyMac 2 app performs

iPhoto cleanup
Whenever you edit a photo in iPhoto, the app makes a copy of it. CleanMyMac 2 offers a tool which searches your iPhoto Library and displays edited photos and groups them according to the edits made. The app will display the original and the modified photo so you can choose which one from each pair it is that you want to remove.

Preferences
Get down to the nitty gritty of CleanMyMac 2 and customise the app's advanced settings such as managing files to include in a scan, the ability to regularly monitor the Trash size and schedule scan reminders

View
Customise the look of the CleanMyMac 2 interface using the View menu option from the top of your screen. Add and remove tools from the interface according to how much you use them

Scheduler
In the Preferences pane, click on the Scheduler tab. Here you can schedule regular reminders to scan your hard drive and keep it spick and span – choose from periods between one week and one year



CleanMyMac 2 | Give your Mac a good clean



1: Automatic Cleanup

The quickest option is to perform an Automatic scan. Select Automatic Cleanup and press the Scan button. When the Scan has completed, click the Clean button to remove the files.



2: Start the detailed cleanup

To take more control of the files to remove, select System Cleanup and click Detailed Results. The files you can remove are grouped into general categories in the middle column.



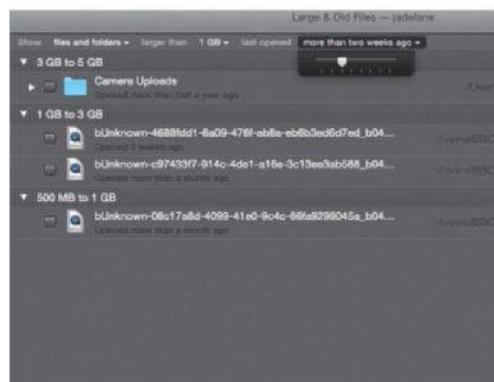
3: Remove large files

The categories are arranged by size, largest first. Click on a category to view a list of applications and folders that the files will be removed from. To stop a file from being removed, deselect it.



4: Large & Old Files

View a list of large files and folders which haven't been accessed for a while by selecting Large & Old Files. There are a selection of drop-down menus displayed at the top of the interface.



5: Remove old files

Using the menus, display and remove files that haven't been opened after a certain time, eg three months; files over a specified size, eg 1GB; or choose just to view files or folders.



6: Empty the trash

If you use any apps that contain in-app Trash cans, select Trash Cleanup. CleanMyMac 2 displays all of these Trash cans and enables you to empty them in one place.



7: Deal with leftovers

Uninstaller helps you completely uninstall apps from your Mac, however click the Leftovers tab, and you can also remove the leftover files from apps you've previously removed from your Mac.



8: Speed up your Mac

Click on Extensions Manager to manage and remove files that are taking up space or slowing down your Mac, eg files that open when you log into your Mac.



9: Securely remove files

The Eraser tool securely deletes files. When you normally trash a file, it usually leaves a trace deep in your hard drive. Eraser securely removes files, leaving no trace of them behind.

Create an encrypted file vault

Add a layer of password protection to your files with the Encrypto app

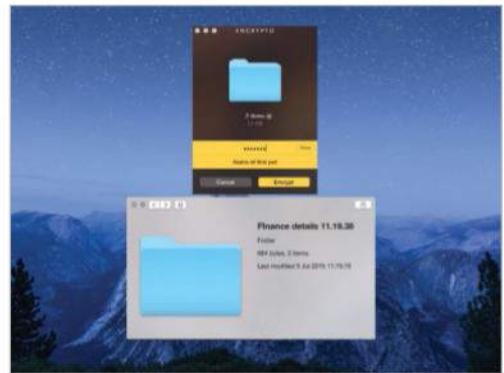
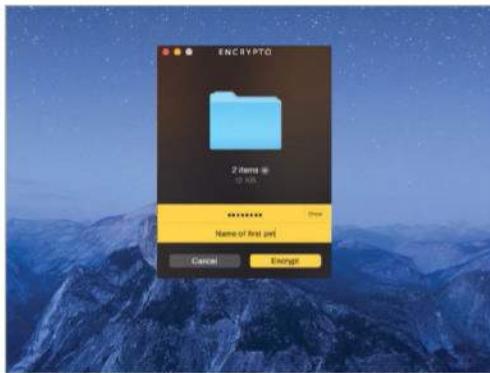


Time needed: 30 minutes

If you've ever dealt with sensitive files on your Mac, chances are you've looked into different ways of keeping them securely stored. One of the best ways to keep files safe from prying eyes is through an encryption system. By adding a layer of encryption, you're essentially password protecting them, which stops anyone from having automatic access. While many Mac apps offer this sort of encryption, one that we're particularly impressed with is Encrypto. It's remarkably simple to use and can aid you in creating an encrypted file vault in just a few minutes. Use the following steps to understand the basics of encrypting files and folders stored on your Mac with the fantastic Encrypto app.



Encrypto | Protect your files and folders



1: Select files and folders

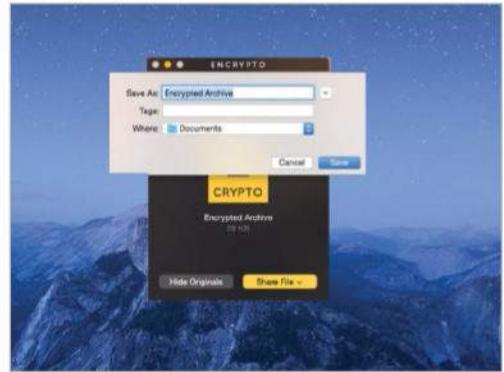
When you first open up the Encrypto app you'll be prompted to select the files and folders you want to initially encrypt. Drag all these files into the Encrypto app.

2: Add a password

Use the fields provided to enter both a secure password and a memorable hint. You'll need this password to gain access to the files once the encryption has been added.

3: Get an overview

Press on the eye icon to the right of the menu to get an overview of the various files, before pressing the Encrypt button at the bottom to start the encryption process.



4: Watch and wait

Depending on the size of the files you encrypt, this process can take a while to complete. You'll receive a notification once the encryption process has finished.

5: Choose to share

With your encrypted files now in front of you, there are new options at your disposal. The Share option is ideal if you want to securely send the files to select contacts.

6: Save files

To confirm the added encryption, you'll want to save the files. Use the option provided to choose a secure location to store your files for later use.



Encrypt with Windows

One of the better features of Encrypto enables users to share all their encrypted files between Windows and Mac. It's a great way of moving batches of files between different desktops in a matter of minutes, without needing to download extra compatible apps to aid the transfer process – something that tends to be a common problem with most file-sharing apps.



Hide the originals

By selecting the Hide Originals option, the Hider 2 app will automatically open up. From here you can transfer the original files into a secure vault to access at a later date

Hide original files

Once you've encrypted your files, you may want to completely remove the original files from your desktop. If this is the case, download the Hider 2 app, which works side by side with Encrypto. This app enables you to safely store your original files away, so that nobody but you is able to access them. Best of all, your files can all be sorted into different categories, and then spread between different vaults of your choosing.

"Once you've encrypted your files, you can remove the originals"



1 Make your files invisible
With the Hider 2 app purchased and open, drag the files that you want to hide to the app. Now use the toggles on the right to make all the files invisible. Each file will be saved to the default Hider 2 vault.



2 Batch hide and unhide
Whenever you are dealing with large amounts of files, select the arrow in the bottom-right corner. Here you'll find some helpful instructions that are best used to manage batches of files all at the same time.

Going further

Existing virtual machines

Click here to import an existing machine from another program (such as VMware) to convert it into a Parallels-compatible virtual machine. Use this option if you already have a virtual machine installed on your Mac.

Import data

If you've been using Windows on a PC, data from it can be exported and then imported into Parallels to be accessed in your new virtual machine, without you having to reinstall your entire Windows setup.

Virtual machines

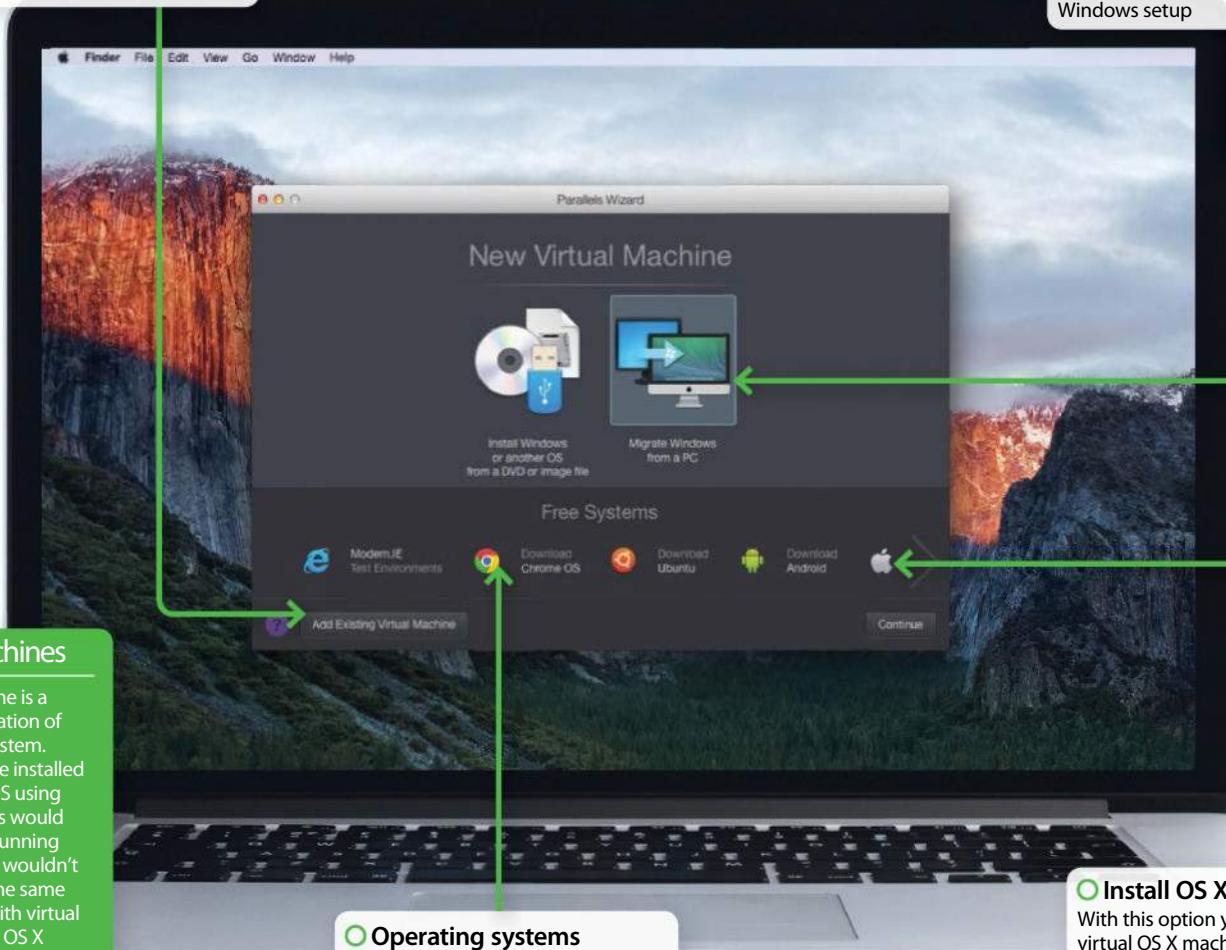
A virtual machine is a software installation of an operating system. Windows can be installed as a bootable OS using Boot Camp. This would create a faster-running OS as Windows wouldn't be running at the same time as OS X. With virtual machines, both OS X and the virtual Windows machine must share the RAM and processor of the Mac.

Operating systems

Parallels provides links to download sites of various operating systems that can be installed, including Chrome OS, Ubuntu and Android.

Install OS X

With this option you can install a virtual OS X machine on Parallels by letting the software access your Mac's recovery partition. This enables you to run two Mac OSs at the same time.



Install Windows on your Mac

Use Parallels Desktop 10 to create a virtual machine so you can run Windows on your Mac



Time needed: 40 minutes

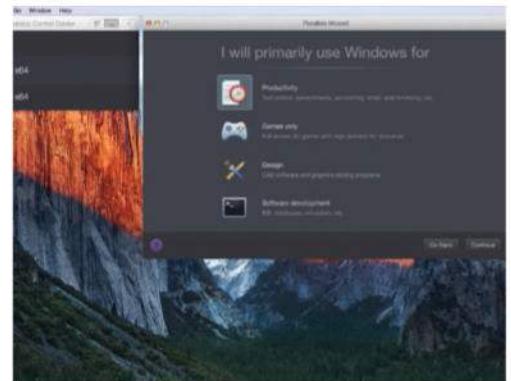
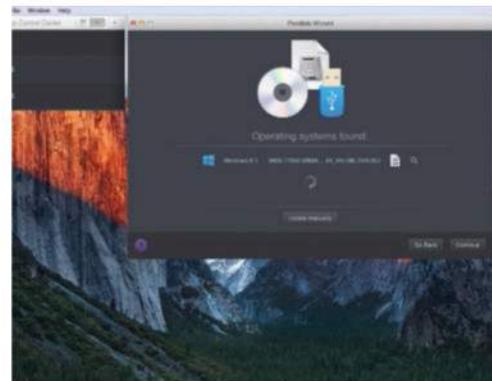
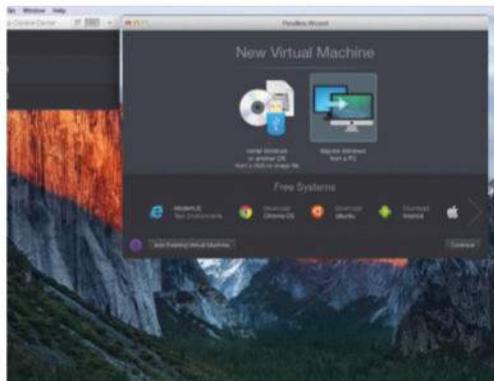


The ability to install dual operating systems on your Mac has been possible ever since the introduction of Boot Camp. The downside of having dual systems installed is that you can only run one at a time. More recent Macs have become powerful enough to be able to boot a virtual Windows machine that will run on your Mac's desktop. The benefits of running Windows on a virtual machine are numerous. You'll be able to open files stored on your Mac using Windows software and connect all of the tools that are usable on your Mac with the Windows OS, including Bluetooth and webcams. In order to run Windows 10, you'll need to install Windows 8 as per this tutorial, and then upgrade from within the virtual machine.



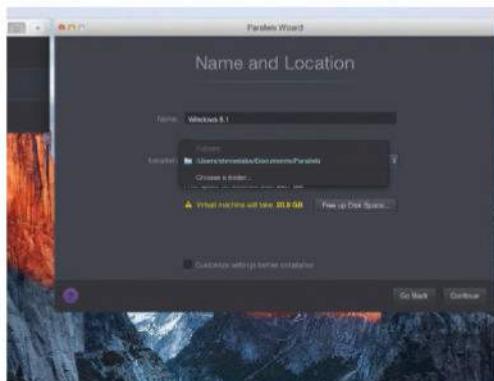


Parallels Desktop 10 | Installing Windows with Parallels Desktop 10



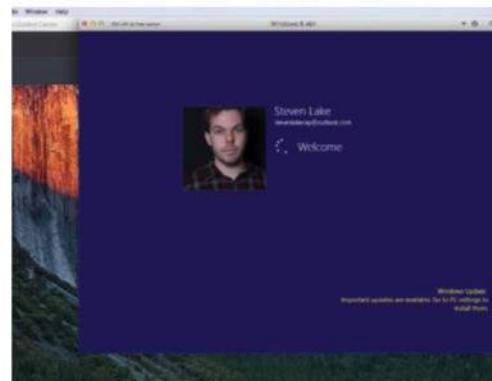
1: Create a new machine

In the Desktop Control Center window, click the + icon. Parallels Wizard will open. If you have a Windows installation backed up somewhere, you can install it using the Migration tool.



2: DVD or ISO

Click 'Install Windows or another OS from a DVD or image file'. Parallels will locate any compatible ISO or DVD that can install Windows, or you can locate the install file manually.



3: Installation setup

Next select a booting style, choosing between the Windows interfaces. Select a location for your virtual machine. You'll need a minimum of 20GB to install Windows.

4: More settings

Click Continue to begin installation. Windows will boot in the Parallels window. You will then need to run through the Windows installation process. When done, log in to Windows.



5: Install Windows

Click Continue to begin installation. Windows will boot in the Parallels window. You will then need to run through the Windows installation process. When done, log in to Windows.



6: File integration

In the Configuration window under Hardware, click Optimization. The Performance option lets you allocate more RAM and processor power to either your Mac or the virtual machine.

7: Easy optimisation

Click CPU & Memory. From here you can manage how much RAM and processor speed your virtual machine uses. You will need to shut down Windows to make these changes.

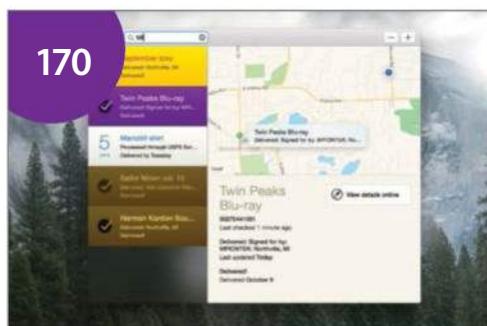


8: Hardware settings

Go to Actions>Re-install Parallels tools. This lets you share files between operating systems. Once installed, you'll see that items on your Mac desktop will appear on your Windows desktop.

Mac App Store

Find your way around the Mac App Store and discover the best apps for you



170 50 best El Capitan apps

“Kit your Mac out with our pick of the Mac App Store”





"There's a huge ecosystem for apps"





50 best El Capitan apps

Kit your Mac out with our pick of the Mac App Store

 When it comes to the Mac, apps are everything. Apple has built a huge ecosystem for apps on iOS and when the Mac App Store launched at the start of 2011, it did the same for the Mac. Now, with around 20,000 apps available, there is a massive selection for you to choose from. And that's not even counting the thousands of other apps that are only available online. But how do you decide which ones are the best choices for you? How can you know which are built to work perfectly with El Capitan, and which creative apps are worth your time and money? That's where we come in. Over the next few pages, we've listed our favourite 50 apps for your Mac, picking from the Mac App Store,

as well as elsewhere on the internet. We'll be covering everything from creative apps for editing your photos to tools for monitoring your Mac's usage through Notification Centre. Some include built-in support for the new features of OS X El Capitan, like Share extensions and Handoff, while others are just great examples of how third-party apps can improve your Mac and make it easier for you to use.

Whether you're looking to bulk up your Mac's app selection, or just want to see what's on offer, we've got all the suggestions you need to get the most from your machine. So prepare your internet connection for a lot of downloading, and let's get started.



Get creative on your Mac

Take your creativity to new levels with these must-have apps

Pixelmator £22.99/\$29.99

El Capitan functionality Extension

We've said it before and we'll say it again – we love Pixelmator. The app offers a huge amount of power, with vector drawing tools complementing the filters, brushes and image manipulation tools. Plus, with the new OS X El Capitan extension, you can use the repair tool elsewhere on your Mac. Pixelmator also brings new continuity features, like iCloud Drive and Handoff.



Step-by-step | Customise your brushes



1: Open Brushes panel

Select the Brush tool from the Tools menu and click the brush button in the toolbar to open up the Brushes menu. Here you'll see your brush options.



2: Different brushes

Click the cog and use the drop-down menu to select a different brush collection, then drag the sliders below to customise the selected brush to your needs.



Flare 2 £10.99/\$14.99

El Capitan functionality iCloud

Flare is brilliant for adding filters and textures to your photos, allowing you to create your own custom combinations. The new interface complements OS X El Capitan perfectly and if you grab the free iOS Flare app, your combinations will sync through iCloud, so you can edit from anywhere.

PhotoDesk for Instagram £3.99/\$5.99

El Capitan functionality Notification Centre Widget

If you're one of the 300 million people who use Instagram each month, you'll love PhotoDesk for Mac. With a great UI it shows the photos of the people you follow in a beautiful grid, enables you to comment and Like your favourites and even find users, places or tags. It even offers a Notification Centre widget to see the latest snaps.

"PhotoDesk for Instagram shows the photos of the people you follow in a beautiful grid"

Autodesk Sketchbook Free

El Capitan functionality iCloud

This painting app now supports iCloud Drive, so all your creations will sync between your Mac and iOS devices for editing everywhere. And, with new options to upgrade tools within the app, creative users will have everything they could need.

FX Photo Studio £10.99/\$14.99

With a huge collection of 173 filters and effects, as well as 40 frames, FX Photo Studio gives you all the tools you need to edit and share your shots. Plus, with powerful editing tools like clone and stamp and colour correction, you can use it to fix messy shots as well.

Autodesk Pixlr Free

For a free piece of software, Pixlr offers plenty of options – there are over 600 effects included, with more available if you want to open your wallet.

Grids £3.99/\$5.99

This is another excellent Instagram viewer and, while it has fewer features than PhotoDesk, we love how it looks. Instagram doesn't allow third-party apps to post photos, but you can view images in full-screen view or a single shot in the 'widget' view.



Mac App Store

Chromatic Instrument Tuner £4.49/\$7.99

El Capitan functionality
Notification Centre Widget

There are other instrument-tuning apps available for OS X, but this is the only one with a Today widget. Open Notification Centre and you can access your tuner at any time without even opening the app – and much quicker than opening up a new GarageBand project and tuning from there.



Lyrical £0.79/\$0.99

El Capitan functionality Notification Centre Widget

This little app adds a feature that we wish Apple had created itself. Add the app's widget to Notification Centre and you'll get a live view of whatever is playing through iTunes, along with controls to play, pause and skip, as well as rate the track and adjust the volume.

HandBrake Free

This is an essential app for those who work with a lot of video and need to convert it to other formats. Throw any video file at the app and you can use HandBrake to export it as an MP4 or MKV file. There are dozens of settings and options so no matter what you need, HandBrake will handle it.

Byword £8.99/\$12.99

El Capitan functionality Handoff/iCloud Drive

Markdown is a text-to-HTML conversion tool for web writers and coders, and Byword is a brilliant app for writing and editing it. And now that it comes with iCloud Drive and Handoff support in El Capitan, it's better than ever.



Sketch 3 £79.99/\$99.99

El Capitan functionality iCloud Drive

Symbolic

In Sketch 3 you can now group multiple objects together into a symbol, then reuse your symbols elsewhere in your documents. When you change a feature of one symbol, Sketch will update all the others automatically

Layers

Sketch offers all the layer controls you would expect from such an app, and plenty more – it makes it easy to combine simple shapes into one large, complex shape, while Slices help you to export specific areas of your creation

iA Writer £14.99/\$16.99

El Capitan functionality Extension

Step-by-step | Export your text files



1: Write it up

Use iA Writer's Focus Mode and the rest of your content will fade out slightly, allowing you filter out all the noise and concentrate on your current sentence.

Powerful vector drawing

Sketch is an incredibly powerful vector drawing tool, with a range of options that are easy to pick up for newcomers, but also plenty of extra options for more advanced users



2: Share it out

When you're finished with your project, choose File>Export and you will be able to choose from a range of file types, including .doc and Web Page format.



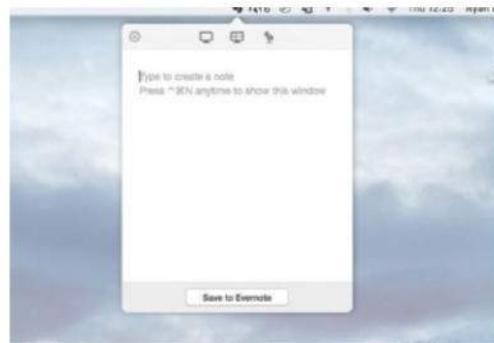
Evernote Free

El Capitan functionality iCloud

 Evernote is a great way to record all of your thoughts and ideas, as well as essential tasks and to-dos. This app provides a handy menu bar item that you can use to make quick notes and the app interface makes it easy to manage and view your stored content as well as add to it (you can also get a Safari widget for this purpose). All of your content is synced and made accessible through the free Evernote app on all of your Mac OS X and iOS devices, so staying organised has never been easier.



The Evernote app makes it easy to manage your stored content and you can effortlessly add to it via notes, photo notes or just content pull from the internet



The app also includes a handy Finder menu bar item that you can click on to add a new note whenever inspiration strikes. These will then be synced to your account



MiniPlay Free

 Compatible with iTunes, Spotify and Rdio, this app provides a non-intrusive desktop mini player that you can use to control your music while working on other things. The mini player includes forward/back, play/pause controls as well as a high speed scrubber and track information. The app also includes a Notification Centre widget so that you can control everything from the sidebar instead of the desktop.

“VLC, the free video player, will handle practically any video file you throw at it”

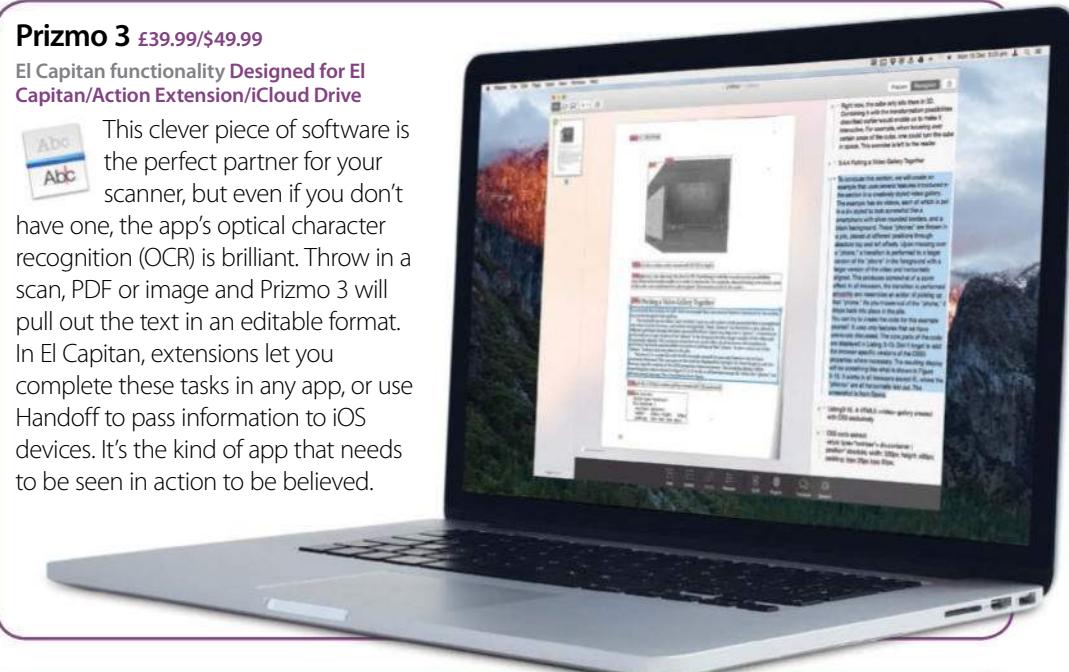
VLC Free

 QuickTime is a great video player, but unfortunately it's only compatible with a small number of video file types. That's where VLC comes in – the free, open-source multimedia player will handle practically any file you throw at it, and even offers some tools for encoding your videos in different formats. It's an essential download for Mac users who want to watch any video without the hassle of converting it to MP4 format first. As a bonus it's totally advert-free.

Prizmo 3 £39.99/\$49.99

El Capitan functionality Designed for El Capitan/Action Extension/iCloud Drive

This clever piece of software is the perfect partner for your scanner, but even if you don't have one, the app's optical character recognition (OCR) is brilliant. Throw in a scan, PDF or image and Prizmo 3 will pull out the text in an editable format. In El Capitan, extensions let you complete these tasks in any app, or use Handoff to pass information to iOS devices. It's the kind of app that needs to be seen in action to be believed.



The iLife suite Still some of the best creative apps for Mac

Photos



This app has replaced iPhoto in your Mac's operating system and it now comes as standard with El Capitan. It works akin to the iOS photos app for complete synchronicity and you can manage and edit your photos, create albums and share images.

iMovie



The Mac's best video editor got even better in El Capitan, with full compatibility between iOS and OS X versions enabling you to edit on either device thanks to iCloud Drive. When it comes to making movies on your Mac, there is no better choice than Apple's own iMovie.

GarageBand



The latest GarageBand update adds new loops and effects for your tracks, making an already brilliant app even better. There's also a new Bass Amp Designer tool and Drummer (a virtual session player). GarageBand is by far the most powerful of the three iLife apps.

CloudApp Free

El Capitan functionality **Share Extension**



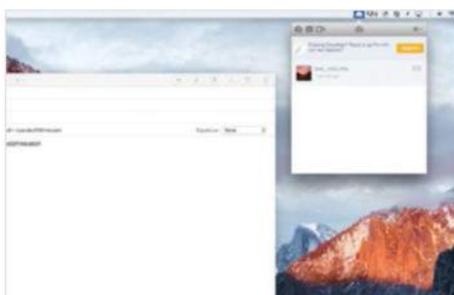
Sharing with CloudApp is easier than any other system you've used. Choose CloudApp from the Share menu and the app will automatically create a link to your selected file and copy it to the clipboard for you to share via email, iMessage or any other medium. It really is that simple!

Share any file instantly



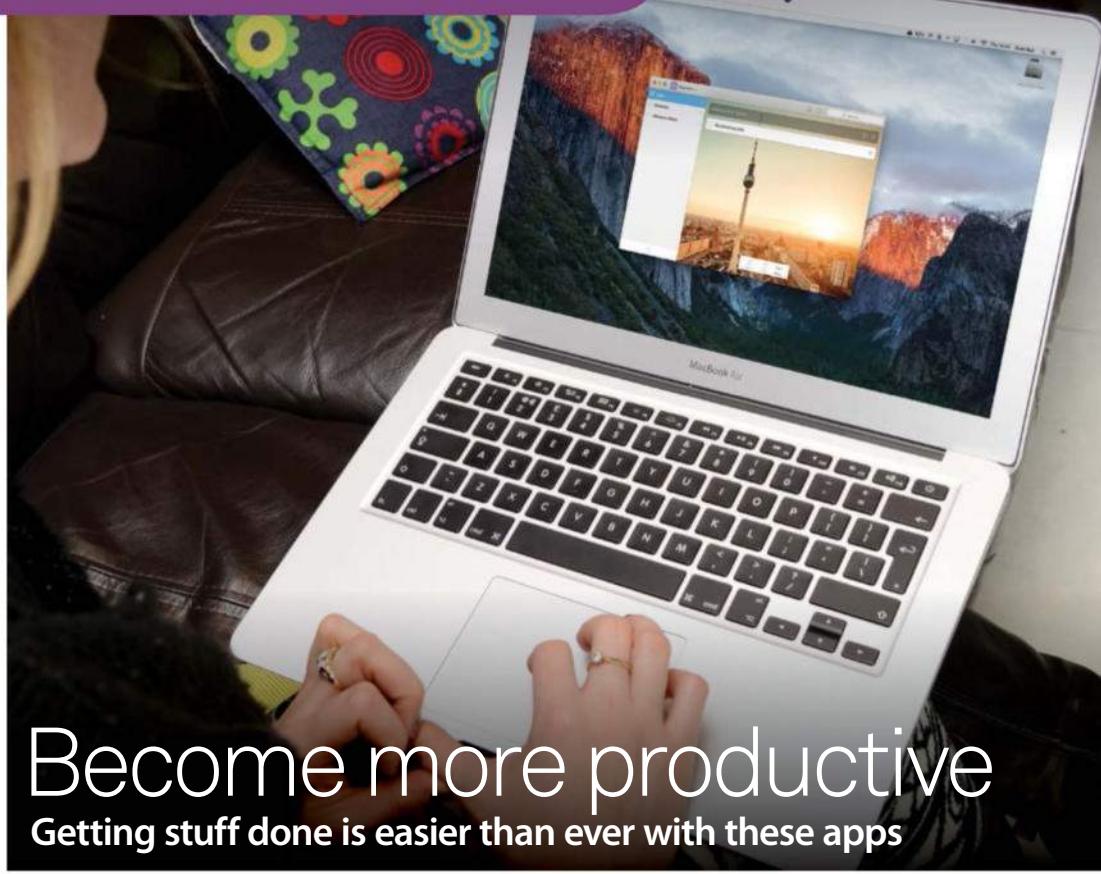
1: Create your link

Select the file you want to share and choose CloudApp from the Share menu, or drag and drop it onto the icon in the menu bar to create your link.



2: Paste and send

The link will be copied to your clipboard automatically, so all you need to do is open a new message, press Cmd+V to paste, and hit Send.



Become more productive Getting stuff done is easier than ever with these apps

Wunderlist Free

El Capitan functionality **Notification Centre Widget/Share Extension/Handoff**



This fantastic app has recently been given a complete makeover. An all-new design makes the most of the transparency effects of the new operating system, so it will look brilliant alongside the built-in apps. But that's not all – you'll also find a Notification Centre widget that lets you view your upcoming tasks, and a new Share extension that lets you add all kinds of items to your lists. Your notes will sync with iOS through your Wunderlist account, of course, but you can also use Handoff to pick up on your iOS device where you left off on your Mac. This goes well beyond what Reminders can do.

Alfred Free

If you love the new Spotlight in El Capitan but wish it had a few more capabilities, Alfred is the app you need. It can search for files and open apps, just like Spotlight, but it can do a lot more, such as controlling apps like iTunes and attaching files to new emails. Some features are only unlocked by buying the Powerpack (£17/\$27), however.

Things £39.99/\$49.99

El Capitan functionality **Notification Centre/Share Extension/Handoff**



If you need to be better organised, Things is here to help. This task manager has just been updated to take advantage of El Capitan's widgets, Share extensions and Handoff feature, making it even more useful than before.

The iWork apps Working has never been this simple – or better looking

Pages

In our opinion the most fully featured and best designed word-processing app for Mac, Pages offers many powerful features and OS X integration that other apps simply can't manage. If you're not using it yet, it's time to bin that copy of Microsoft Office!



Numbers

Spreadsheets are boring... except when you're using Numbers. It makes creating tables, functions and graphs an absolute breeze thanks to the intuitive user interface, allowing you to focus on presenting your data in the most interesting and engaging way.



Keynote

Whether you're putting together a business presentation or a photo slideshow, Keynote is the tool to do it. A selection of excellent templates are complemented by the iOS app, which can act as a presentation remote to flick through your slides using an iPhone or iPad.



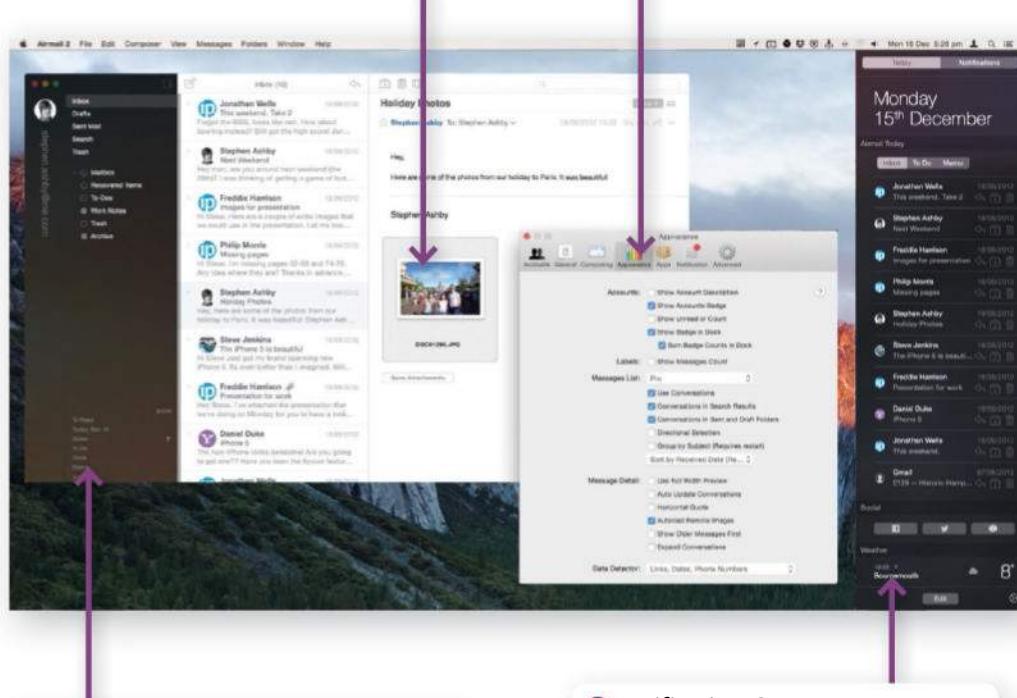


AirMail 2.5 £7.99/\$9.99

El Capitan functionality Action Extension/Notification Centre

Share extensions

AirMail offers two extensions for the Share menu – one that enables you to create and send messages from within other apps, and another that lets you quickly send a message with an attachment



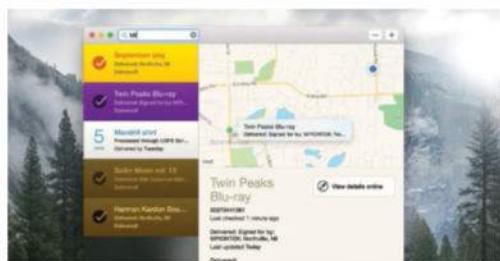
Fresh design

The whole app has been redesigned recently to take advantage of OS X's new design language, including transparency effects that help to make your email look better than ever

Deliveries £3.99/\$5.99

El Capitan functionality
Notification Centre

This handy app helps you keep track of all your package deliveries. It supports plenty of delivery services, from big firms like Amazon and Royal Mail to smaller couriers, and offers a useful Notification Centre widget so you know what's arriving soon.



Theme it

The app runs in several different view modes, including minimal and extended options. Plus, with a Dark Mode, you can customise the app much more than Apple's bundled Mail app

Notification Centre

While you can, of course, receive notifications when you get new emails in AirMail, the app also offers a Today view widget that will show your inbox, including action buttons for handling your messages

Together 3 £44.99/\$99.99

El Capitan functionality Handoff

 Together is a storage space for absolutely all of your digital content. You can add text, documents, images, videos, webpages and more into the app, then tag it, preview it and keep it organised. Then use Handoff to pick it up on your iOS devices.

Parallels Transporter £7.99/\$9.99

El Capitan functionality Handoff

 Not every app works with the Mac, so for the times when you just want to use one of your old Windows favourites, Parallels is here. It enables you to run Windows applications alongside your OS X apps and windows for complete convenience.

Chronicle Bill Manager

£10.99/\$14.99

El Capitan functionality
Notification Centre/iCloud Drive

 With iCloud support and a Notification Centre widget, Chronicle's bill- and money-tracking features just got even better. You can get reminders to pay bills, keep track of payments and ensure all the information is kept in sync with your iOS device via iCloud.

Yoink £3.99/\$5.99

 If you use full-screen apps, Yoink is a godsend. The app adds a drawer on the left of your screen that pops into view when you start to drag an item in any app. You can drop it to the drawer, switch screens and drag it out – perfect for adding attachments to Mail.

Dropbox Free

 Perhaps it's a little odd to include this with iCloud Drive now included in El Capitan, but it's still very useful so we have to recommend it.

Todoist Free

El Capitan functionality
Notification Centre/Share Extension

 A simple app that will help you track your tasks with filters, tags, colours, sub-tasks and much more. You can access tasks from the menu bar or Notification Centre, and add new tasks with the Share extension.



PCalc £7.99/\$9.99

El Capitan functionality **Notification Centre/Handoff**

Apple's built-in Calculator app might do for most folks, but if you want more power from your calculator, PCalc is the way to go. The app offers multiple undos and redos, customisable button layouts, Handoff functionality and a Notification Centre widget that offers much more than OS X's built-in calculator widget.

Pocket Yoga £3.99/\$5.99

El Capitan functionality **Notification Centre**

The Pocket Yoga app is a flexible yoga app designed to help yoga beginners get to grips with new poses and uses the Notification Centre to show you a new pose each day. Perfect for getting you into a sound state and mind.

Yahoo! Sports Free

El Capitan functionality **Notification Centre**

You can only get it in the US Mac App Store right now, but it's a great way to keep track of your favourite teams through the Notification Centre. The widget lists previous results and upcoming games for teams you specify, as well as for 'trending' teams, so you're always up to date on the latest scores.

Pocket Free

El Capitan functionality **Share Extension/Handoff**

For the moments when you don't have time to read an article online, Pocket is there. Use the new Share extension to save the site and you can come back to it later on any device.

Battery Health Monitor Free

If you own a MacBook then this app can prove useful in providing detailed information on the state of the battery – such as capacity, power usage and the total number of charges.

Take care of your Mac

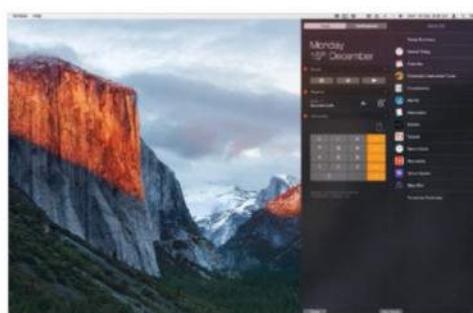
Monitor and boost your system with these essential apps

Monity £3.99/\$5.99

El Capitan functionality **Notification Centre**

For detailed information about your Mac and how it's running, nothing comes close to the Monity app. The app nestles in the Notification Centre and enables you to monitor everything from CPU usage to battery levels and networks, all in a neat interface that's completely customisable.

Step-by-step | Customise Monity in Notification Centre



1: Add the widget

Open Notification Centre and click the Edit button at the bottom of the panel. Now click the + symbol next to the Monity name to add the widget.

2: Choose your sections

Use the widget's interface to choose the areas that you want to monitor – you can fill the whole of Notification Centre with information if you wish.

"Monity nestles in Notification Centre and enables you to monitor everything from CPU usage to battery and networks"



iPassword £10.99/\$14.99

El Capitan functionality **Encryption**

Keeping our online security tight is something that most of us sometimes overlook in favour of using rehashed passwords. This app remembers all of your passwords and stores them all safely behind one master password. With 256-bit AES encryption, you can rest assured that your info is kept safe.

Countdowns Free

El Capitan functionality **Notification Centre Widget**

If you've got a big event that you're counting down to, like a birthday, wedding or even your Christmas holiday, this is the perfect app for you. Set up your countdowns and they'll all appear in Notification Centre, courtesy of a handy widget, so you can see how long you have left until each special event. An in-app purchase adds even more functionality, too.





Screens £22.99/\$29.99

 Screens lets you access your Mac, or Macs, from anywhere using a simple interface to interact with multiple machines. Set up the VNC client and you can connect to all your Macs and control them remotely, so you can grab files, carry out commands and manage your workspaces without ever having to switch between machines. Whether you just want to access data from other machines while sitting in your home or office, or you're travelling away and forgot that one vital file from your Mac at home, Screens for Mac is the all-in-one solution, and it works brilliantly.

iStat Mini £2.29/\$2.99

El Capitan functionality **Notification Centre**

 Another mini monitoring app that utilises Notification Centre, iStat Mini mixes lovely design with useful information. It takes the most useful parts of iStat Menus and puts them within easy reach in a simple-to-read format.

World Clock £3.99/\$5.99

El Capitan functionality **Notification Centre**

 For frequent travellers or anyone who works on a global scale, this app is indispensable. Quickly view the time in different countries around the world within the app itself, or add the Notification Centre widget to always stay up to date.

BetterSnapTool £1.49/\$1.99

 This app allows you to easily manage your open windows by letting you snap them to various non-intrusive positions around the screen whereby they will be downsized until a time of need. It's useful for helping you maintain a clutter-free desktop to aid productivity.

Icon Set Creator Free

 This excellent app lets you effortlessly create icons for your iOS and OS X apps simply by dragging high resolution artwork into a window. You then select the intended platform, choose a directory for exporting the finished file to and it's a done deal!

DaisyDisk £7.99/\$9.99

 If your Mac's hard drive is almost full, you need to download the DaisyDisk app. It scans your machine's hard drive and shows you what is taking up space in a beautiful graph, enabling you to find the largest files and quickly delete them within the app. We've saved gigabytes of space with this app over the years.

Save space on your Mac



1: Scan and monitor

Open DaisyDisk and select the drive that you want to scan. Once the scan is complete, you'll see your disk's contents in a beautiful chart.



2: Delete unwanted files

Hover over areas to see what they contain, and click to open them. If you find a folder you no longer need, drag it to the bottom of the window.

Lightning Web Browser £1.49/\$1.99

 As Safari can sometimes be a little sluggish to load at times on some Macs, this app offers a speedy alternative. This app is all about getting you up and running on the internet in as swift a time as possible and the minimalist interface is free of distractions.

Troubleshooting



©Thinkstock

iPhoto edits

I've been editing photos in iPhoto but people are starting to turn really funny colours! Why is this happening?

Luckily, iPhoto is a non-destructive editor, so everything you do can be reversed with the original image intact. Better still, the option titled 'Avoid saturating skin tones' under the Edit menu will ensure that you're not giving your family sunburn as you ramp up the saturation in lacklustre images, or turning them into aliens when you correct white balance. Just ensure it's checked before you go about your work and you'll save a few familiar faces from looking odd.



Presenting with Keynote

I've been preparing a work presentation in Keynote. How can I ensure it fits the TV in our boardroom properly?

If your company is using a widescreen television, you'll want to select Wide from the top two options

when you start creating your presentation and choose a template to work from. It's easily missed, but it ensures that you get no black 'letterbox' bars down either side of your slides (or worse still, a stretched set of slides) when you show your work off on the big screen in the boardroom at work. It can be a pain to redesign, but it's worth it in the long run.



Exporting Numbers documents

How do I export my Numbers documents as .xls files when I export to Excel? My colleagues can't open .xlsx files

A summary worksheet?
If required, you can include an additional worksheet in your document with links to every other worksheet. In this case, we are only using one worksheet so it's not worth selecting this

Advanced options
It's always worth exploring the Advanced Options section in each of the export tabs, whenever they happen to appear. To do so, click on the arrow next to the title so the options cascade down

Select your setup
As with every export, start by selecting the type of file you'd like to export to. In this case, your file type will be opened by Excel, but there are a number of other options available

A type choice
Under the Format drop-down menu, you'll find the options for file types you can export to. Here you should be able to select .xls as an option, bearing in mind that .xlsx is default

Music for your movies

I've been told GarageBand can be used to score films? I've made a short film I want to score, how can I do this?

1 White blank page

Start a new GarageBand project and select Empty Project to give you flexibility with your score. Don't worry about other settings for now.

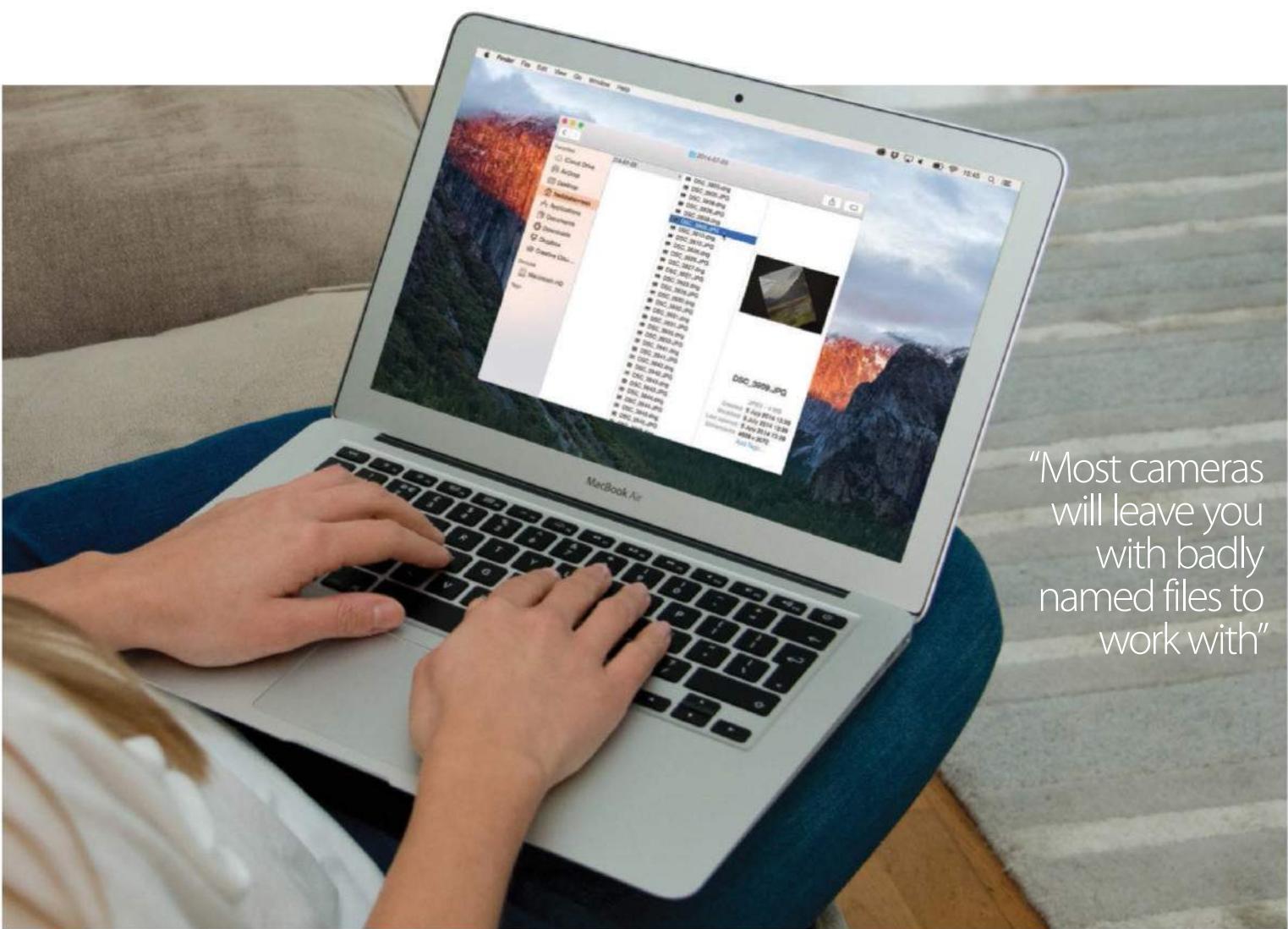
2 Add your movie

Find your movie file in Finder and drag it into the new GarageBand project. It'll open up in a large, adjustable preview window.

3 Start your score

Select an instrument to record with (software-based or live) and hit the red record button in the transport controls to get going.

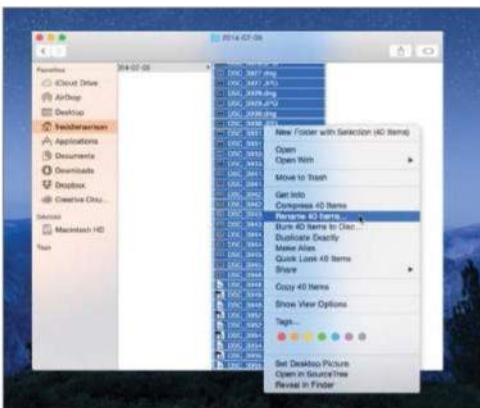
Troubleshooting



"Most cameras will leave you with badly named files to work with"

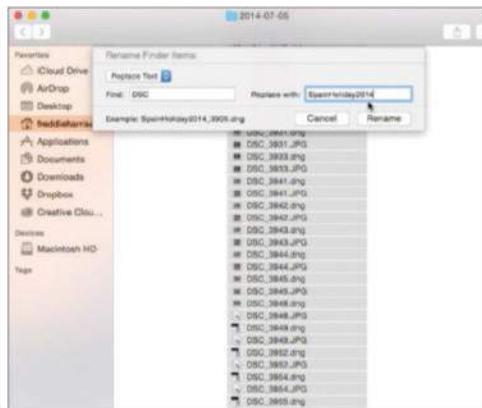
Manage your holiday snaps

I've got lots of photos from my holidays but they're really hard to distinguish between in Finder. What can I do?



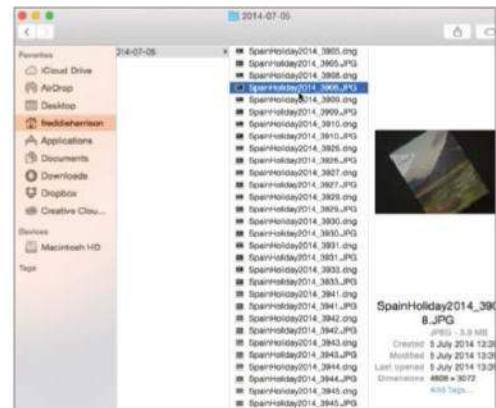
1 Select and rename

Find a group of image files from the same trip in Finder, select them all, right-click and select Rename from the menu that appears.



2 Get renaming

Enter the first part of the filename (which is the same for all) in the first box and your holiday name in the second, then hit Rename.



3 View the results

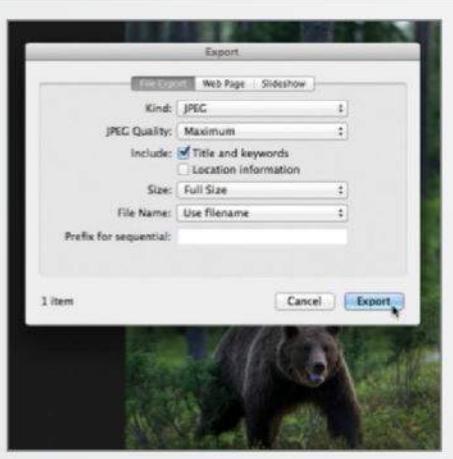
Now, your files have a logical name that makes them easy to identify. We've left the original file number in here to help avoid duplicates.



Photo privacy

How do I export photos from iPhoto without information about where the image was taken embedded, for privacy?

There's a few workarounds to strip location metadata out from images, but by far the easiest is to select your images to be exported and hit Cmd+Shift+E to bring up the Export dialog. From here you have a few options, including the choice of whether to include some or all of an image's metadata in the exported files. To lose location information, simply ensure the 'Location information' option is unchecked under the Include options, before hitting Export.



How to auto-load documents in Pages

Can I have my business estimates automatically appear upon loading Pages?

○ Preferential treatment

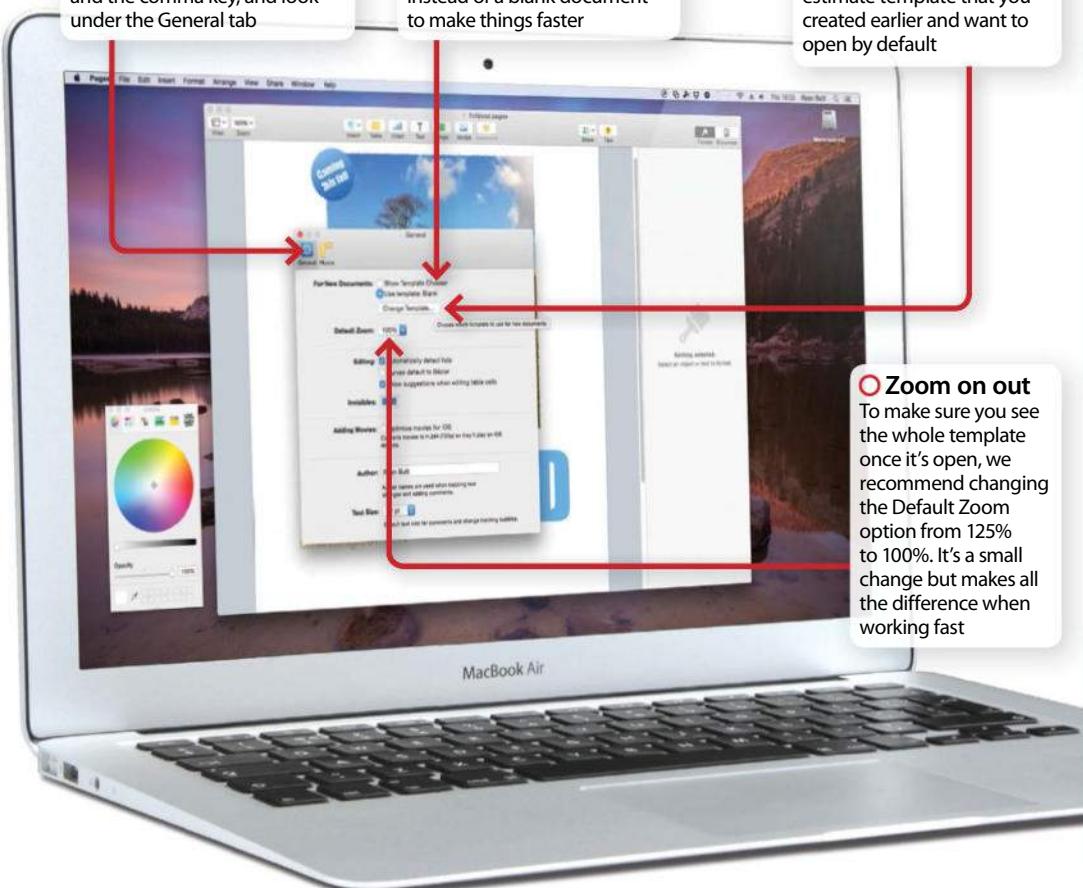
To automate which of your templates opens with a new document, head into Pages' Preferences by opening Pages>Preferences or by hitting Cmd and the comma key, and look under the General tab

○ Use a template

Under the For New Documents heading, select the option titled Use Template: Blank. You'll then need to change the template you open instead of a blank document to make things faster

○ From the chooser...

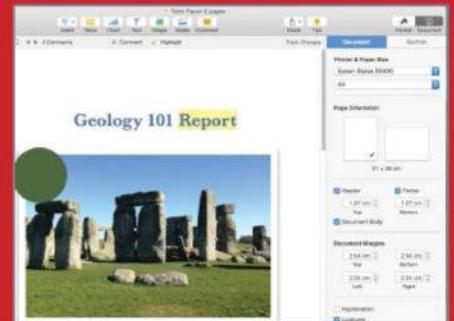
Hit the Change Template button to bring up the Template Chooser. From here, select the My Templates tab and then the estimate template that you created earlier and want to open by default



○ Zoom on out
To make sure you see the whole template once it's open, we recommend changing the Default Zoom option from 125% to 100%. It's a small change but makes all the difference when working fast

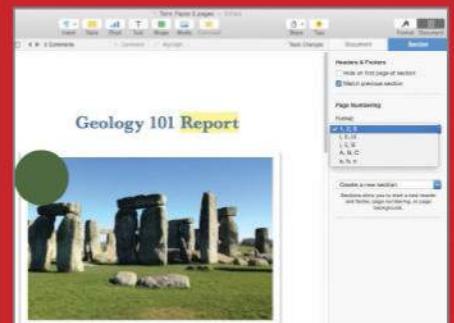
Page numbering

I'm trying to add page numbers but it takes quite a lot of time. What's the quickest way to do it?



1 Document and section

With Pages open, click on the Document button in the top-right and then on Section in the headings underneath.



2 Select a format

Under Page Numbering, select a format from the drop-down menu. It will automatically insert onto each page.



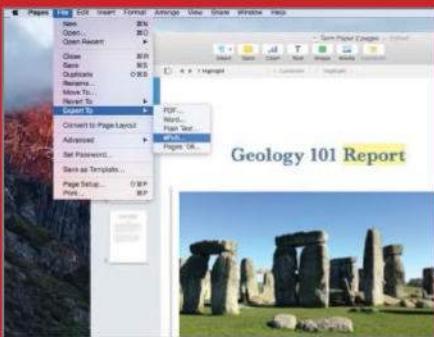
3 Tweak some more

Once your page numbers are inserted, you'll be able to fine-tune their format under the Page Numbering section.

Troubleshooting

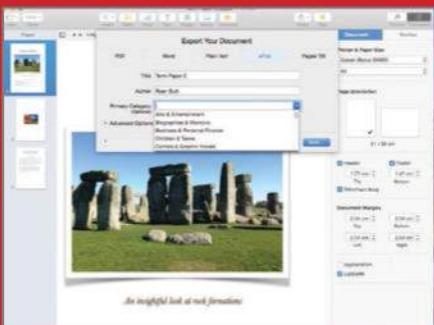
Creating eBooks

Are there any Mac apps I can use to create an ebook to sell online? Are any free?



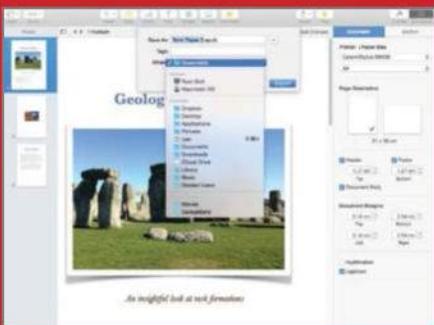
1 Do it in-house

If you've used Pages, there's no need to buy other apps. Simply head to File>Export To>ePub to get your ebook started.



2 Check your settings

In the Export Your Document dialog, check your ebook's settings, assign a front cover and primary category, then click Next.



3 A place to save

Finally, find a place where you'd like to save your ePub file and click Export. This may take a while for larger books.

Change the tempo

I've recently upgraded my version of GarageBand and now can't find where to set a new project tempo. Where is it?

You'll now find the track tempo, key and other global settings under the Details view. This isn't normally visible by default, so you'll need to click the Details label itself when you bring up the New Project dialog box. Once this is open, you can tweak away. Remember, everything here is editable once you've created your track in the area next to the transport controls, so you'll never be stuck with a trance-paced tempo for your next big power ballad or vice versa!



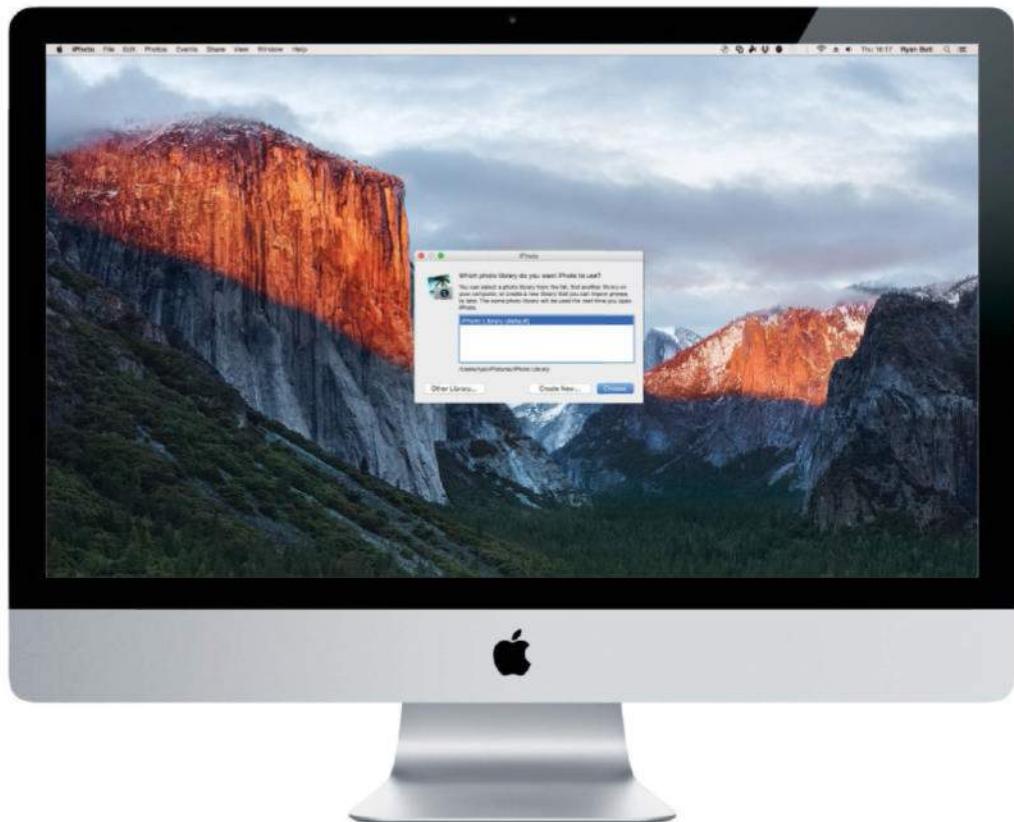
Managing photos

My son uploads lots of photos to my iPhoto library. How can I sort them better without creating a new user?

Short of setting up a new user, you can always create and switch to a new iPhoto library. Doing this is easy; simply hold down the Alt key and double-click on iPhoto's icon to switch between a library or create a new one. To create a new library,

hit the Create New button and give it a name. Now, when your son needs to add photos to iPhoto, he can select his own library and keep them separate from yours. Remember to hit Alt and switch back when you use iPhoto, though.

"Creating and switching between iPhoto libraries is quick and easy"





Uploading iMovie projects to YouTube

How do I optimally upload an iMovie creation to YouTube? YouTube keeps telling me that I'm doing it wrong!

So meta
Take a look at your video's title, description and tags. These can all be changed later on, but the old adage of measuring twice and cutting once comes into play with this process

Skim and check
Drag your mouse slowly over the video preview to skim through your project and check it's all looking how you'd like it before you continue with your upload and share with the world

Set it high
For best results, we'd recommend going as high as possible when selecting a size for your project (often HD 1080p). YouTube will downgrade this for anyone watching with a slow connection

Sign in first
Choose the option to share your movie direct to YouTube and hit the Sign In button in the bottom-left to enter your credentials and get started. Direct uploads are just a few clicks away!

Locking down your GarageBand projects

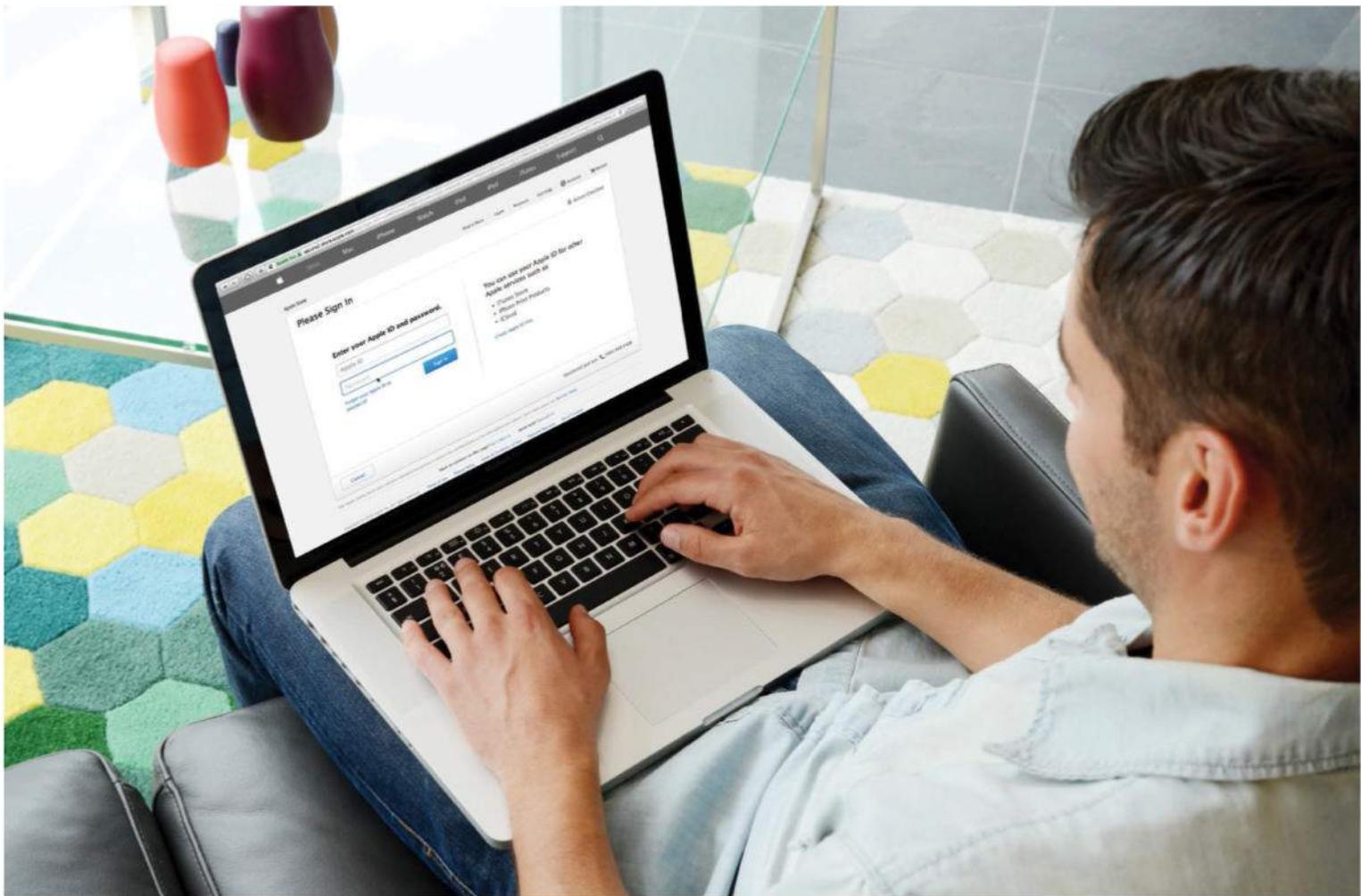
How do I stop myself from accidentally editing a 'finished' GarageBand track in a project while I continue working?

Show your options
Right-click on a track and head to Track Header Components>Show Track Lock to bring up a padlock icon next to each track.

Lock it down
To put a halt to any accidental edits, hit the padlock icon next to any track you'd like to save so that the button itself turns green.

Heed the warning
Any editing you try and perform on that track will now be ignored and a warning message will appear to let you know how to unlock it.

Troubleshooting



Revealing your Keychain passwords

I've created an iCloud Keychain password for a website, but how do I easily get that into an app on my iPhone?



1 Going on Safari

The key to using automatically generated passwords elsewhere is to reveal them in Safari – so head to the app's Preferences>Passwords.

2 Click and confirm

Double click on the obscured password you need to view (use the URLs as a guide) and enter your OS X password to confirm.

3 Copy it over

With your password now revealed (we've hidden a few characters on this one) you can now copy it over to your app to log in with ease.



Restoring thumbnails

Recently a lot of my photos in iPhoto appear to be blank until I double-click on them. What's going on here?

It sounds like iPhoto's thumbnail database is causing you a few issues here and might need to be rebuilt. Don't worry, it's a simple process, but you'll want to perform a full Time Machine backup first, just to be on the safe side. To rebuild your thumbnail database, find iPhoto in your Applications folder and double-click on it while holding down Command and Option. Select Rebuild Thumbnails and click Rebuild. iPhoto should then open and all should be fixed again.



Fixing shadows in iPhoto

I took some photos that are really shadowy in places. Can I fix this in iPhoto?

Work your levels

Levels are key here – tweak these carefully, paying particular attention to the mid-tone slider in the middle – this one will give you the best improvement without overexposing the image

No exposure

Try to avoid simply dragging the Exposure slider up. This will ruin some of the lighter areas of the image and remove a lot of detail in your photo. This one is best left alone right now

Keep it saturated

As you slowly remove the shadow areas of your image, you may want to give the overall saturation a little bump, just to keep everything looking bright and colourful. Just don't go overboard!

The Shadows slider
Finally, working with the Shadows slider, you can help recover some of the seriously dark areas of your image. Again, go steady, especially if you've already tweaked your image's levels

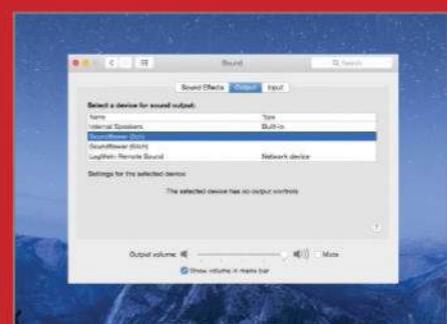
Recording audio

How do I record audio that's playing from a website in Safari into GarageBand for editing?



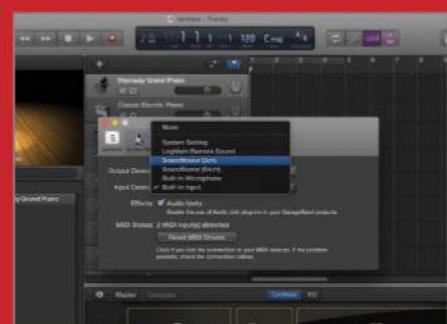
1 Soundflower Power

Head to bit.ly/1xtMDua and download Soundflower for Mac, then install it using the instructions on the website.



2 Source and select

In Safari, load your source audio. Now, in System Preferences, select Soundflower (2ch) under the Output tab in the Sound pane.



3 In GarageBand

Create a blank GarageBand project. Set input as Soundflower (2ch) in Preferences and hit Record to grab Safari's sounds.

Troubleshooting

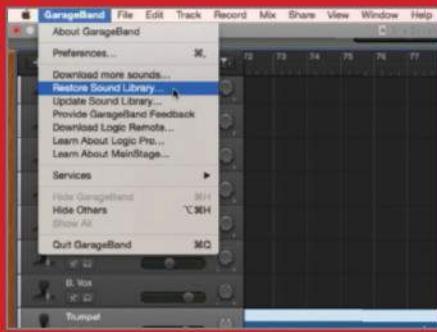
Expand your sounds

What do the options to Restore/Update Sound Library do in GarageBand's main menu?



1 Download more sounds

This option is an in-app purchase, giving you access to plenty more presets, loops and virtual drummers. It's a big download.



2 Restore Sound Library

If you've already bought GarageBand's additional sounds but have a new Mac, for example, this option gets them all back.



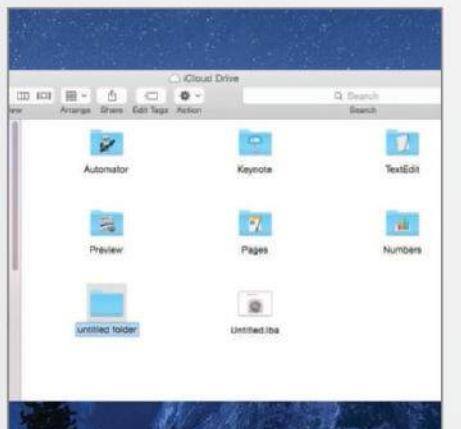
3 Update Sound Library

This option relates to free updates to sounds and loops that may become available with new versions of GarageBand.

Managing iCloud Drive

I try to save all of my documents in iCloud, but it's hard to organise without folders. Is there a solution for this problem?

The advent of iCloud Drive, which was introduced with Mac OS X Yosemite, makes it much easier to store and manage documents on iCloud and open them in other apps beyond the one that was used to create them. Open a Finder window and click on the iCloud Drive sidebar option and here you will see various folders representing the various apps that have been used to create docs. Here you can easily create and name new folders in which to store your new documents.



No auto-correct

Despite turning off the annoying autocorrect in System Preferences, it still happens in Pages – what's wrong?

It's a pain, we know, but two apps seem to evade this setting – Pages and TextEdit. Both apps have their own autocorrect settings hidden under Edit>Spelling and Grammar. Head there and ensure that Correct Spelling Automatically is unchecked

and you'll never be annoyed by autocorrect again. If you do decide to go down this route, we'd recommend a quick spelling test each week, to stay up to scratch... only kidding. Don't forget to do the same if you use TextEdit.

"Pages for Mac has its own autocorrect setting to contend with"





Printing out your Numbers spreadsheets

I can never get my spreadsheets from Numbers to print out right. Have you any tips to help me get it right?

Repeat Table Headers

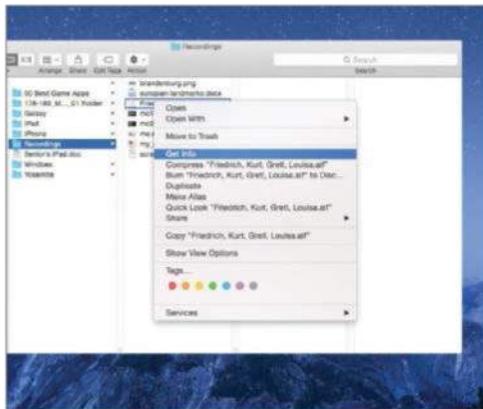
When your document prints across multiple pages, clicking Repeat Table Headers ensures that you're always clear about what data is in which column by repeating the headers for each new page

Watch your margins

If you're really struggling to fit your document on the page, try making minor adjustments to the Page Margins. Just remember that most domestic printers won't print right to the edge

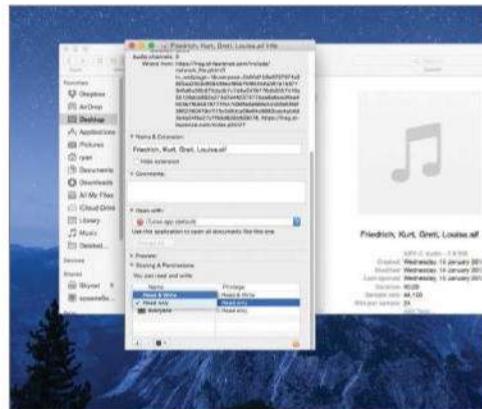
Disabling your admin password

How do I stop OS X requiring an admin password when other users of this Mac move files on a shared hard drive?



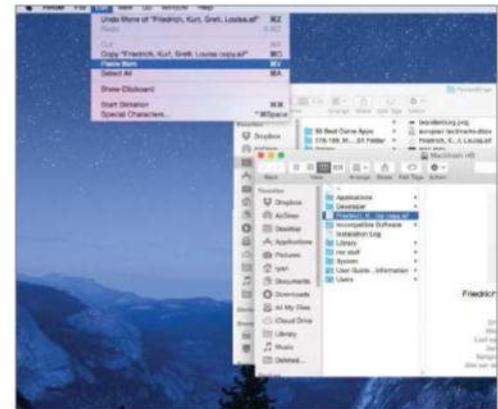
1 Check the permissions

First off, find the offending file, click once on it to select and hit Cmd+I to view its info and permissions at the bottom of the Info pane.



2 Read & Write

To allow others to make changes to your files, ensure Read & Write is selected for both the group (eg staff) and everyone else.

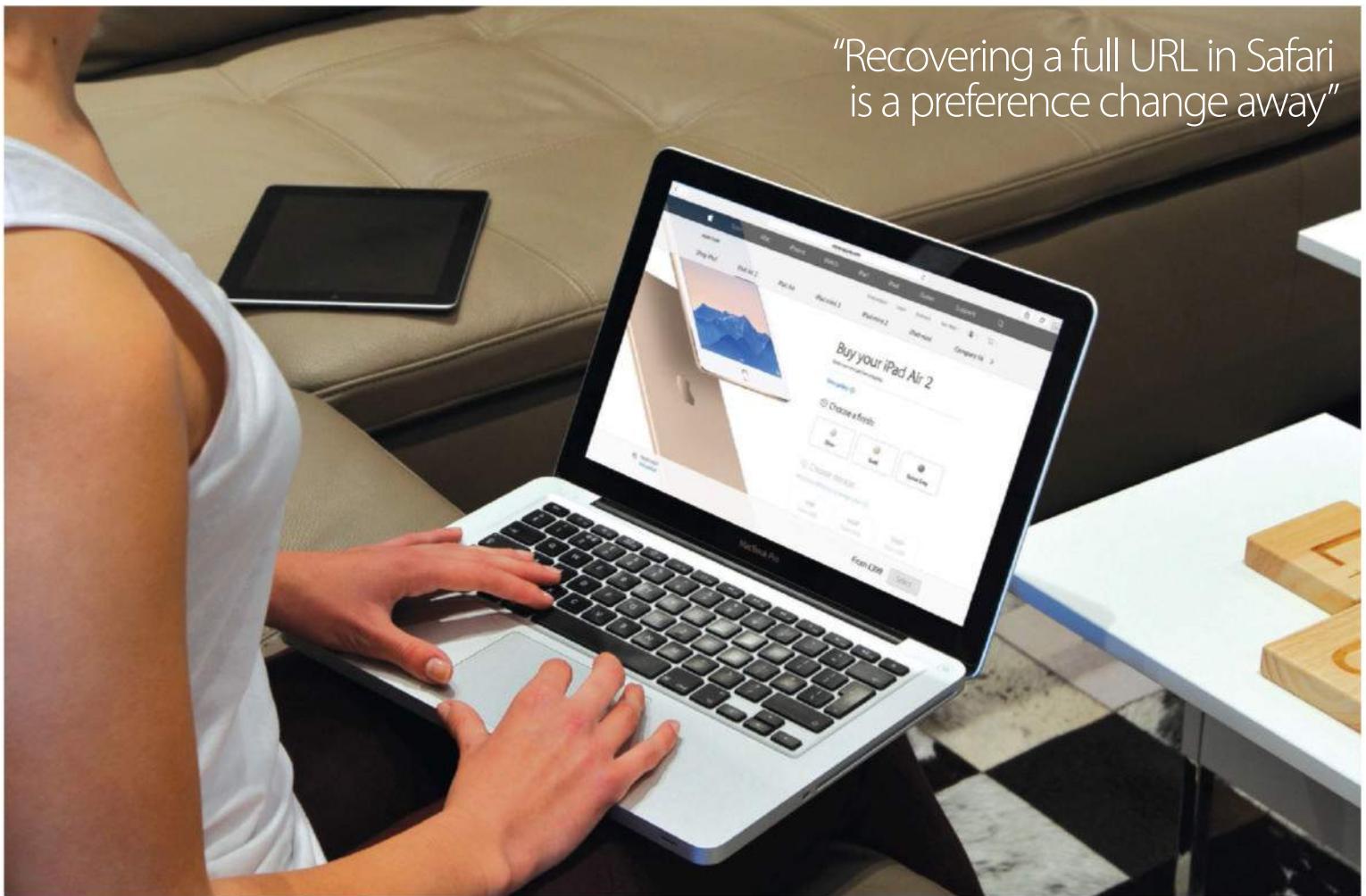


3 Stay the same

If copying/moving a file created by another user, use Cmd+Alt+Shift+V (instead of Cmd+V) to paste to keep any permissions the same.

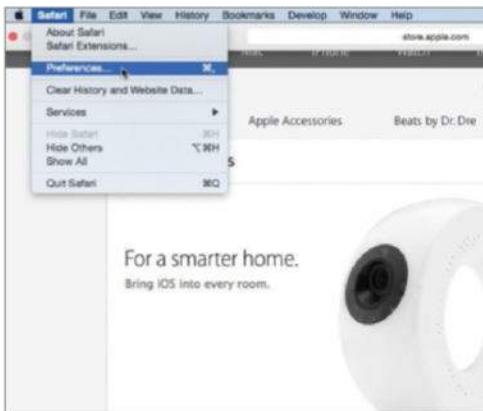
Troubleshooting

"Recovering a full URL in Safari is a preference change away"



Show hidden URLs in Safari

Since upgrading to El Capitan, web browsing in Safari is terrible now I can't see full URLs in the address bar!



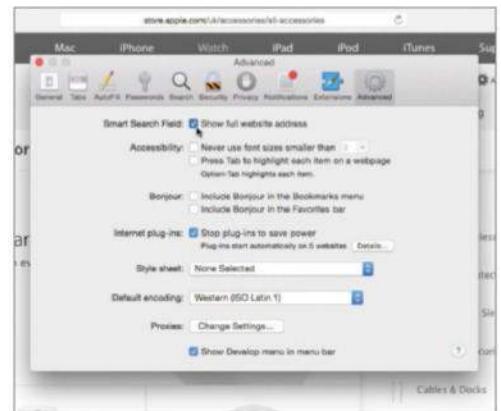
1 Something different?

Bring up Safari's Preferences, either by heading to Safari>Preferences in the menu bar or by hitting Cmd+, (comma) on your Mac's keyboard.



2 Go Advanced

There's a lot on offer inside Safari's Preferences, but you'll want to skip most of it and head to the Advanced tab at the far end.



3 Show it all

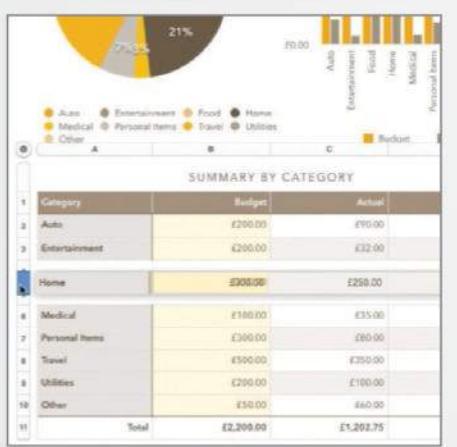
To complete the process, click the checkbox next to 'Show full website address'. You should see your change take place.



Reordering cells

I've created a table in Numbers, but put a few rows in the wrong order. Is Cut/Paste the quickest way to fix?

Unlike Excel, for example, cut and paste isn't the only way to re-order jumbled rows or columns. You can grab the row or column number on any table in Numbers and drag it up or down to re-order it. It's much faster and really helps to reduce errors that come with accidentally copying over rows you might have cut into your virtual clipboard. What's more, any calculations will be rebuilt for you so they still work perfectly. It's one of Numbers' many small but useful features.



Creating piano music on your Mac

I'd love to create piano-based music, but my budget is small. Any suggestions?

Keyboard Collection

In GarageBand, start a new project using the Keyboard Collection template. This sets you up with all of GarageBand's keyboards to try out – it's a great way to get your project going

Push the button

If the Musical Typing window is showing a graphic of a piano rather than what's shown here, click on the A key icon in the top-left corner to switch over – this view is far more useful

Musical Typing

Head to Window>Show Musical Typing or hit Cmd+K on your keyboard to bring up the Musical Typing window if it isn't already present. Voilà! A free controller for playing and recording with!

Keys to keys

Now, each key on your keyboard becomes a note on your piano. They also control some other functions, too, such as pitch bend and octave selection – you'll soon get used to how it all works

Going slow-mo

How can I create a slow-mo scene from footage filmed on my iPhone? I don't have a 5s!



1 Show Speed Editor

Import your footage into iMovie, right-click the clip you want to work with and select Show Speed Editor or hit Cmd+R.



2 Drag it out

Drag the handle that appears to the right. The rest of your timeline will move, too. The further you drag, the slower the clip!



3 Play it back

To see how things look, play back your clip and adjust as necessary. Depending on your Mac, it may take some time to process.

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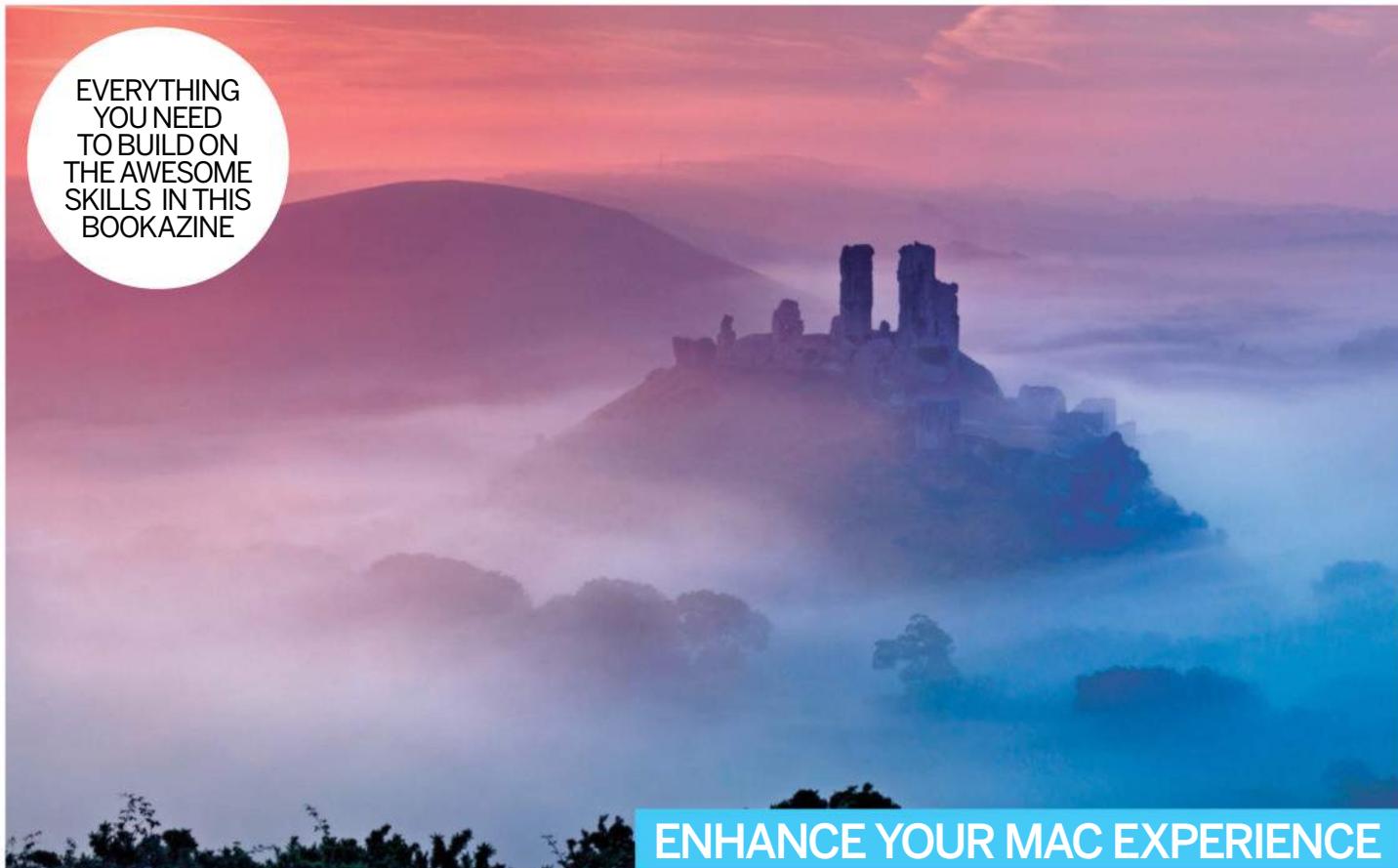
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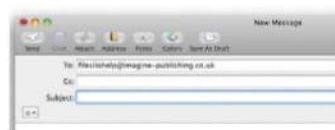
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