







®

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My OS X[®] El Capitan Edition

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Find the online Chapters 15 and 16 and other helpful information on this book's website at quepublishing.com/title/9780789756336.

About the Author

John Ray is a life-long fan of Apple products; he has been an avid Mac user since its inception in 1984. He relies on OS X both at work and at home because it is a robust, flexible platform for programming, networking, and design. Over the past 16 years, John has written books on OS X, iOS development, Linux, web development, networking, and computer security. He currently serves as the Director of the Office of Research Information Systems at The Ohio State University. When he isn't writing, he is either re-creating a marine disaster in his living room or planning a highly elaborate electronics project that will quadruple his carbon footprint.

Dedication

This book is dedicated to taking a long nap, without any potty breaks.

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Prologue: Getting Started with the Mac

This book explains how your Mac and the latest edition of the OS X operating system, El Capitan, are used to create your ideal working environment. If you've never worked with a Mac before, OS X is the name applied to Apple's desktop operating system like "Windows" on a PC. iPhones and iPads run iOS, and Macintosh computers run OS X.

Before you can begin climbing El Capitan, let's start by reviewing the hardware capabilities of your system and the prerequisites necessary to use this book.

Getting to Know the Mac Hardware

Each model of Mac includes a wide array of ports and plugs for connecting to other computers, handheld devices, and peripherals such as printers and external displays. For new systems, like the retina USB-C MacBook, you'll need to use an expansion adaptor (sold by Apple as well as third parties) to access additional ports.

I refer to your hardware options by name throughout the book, so it's a good idea to familiarize yourself with the possibilities now.

- **Ethernet**—Ethernet provides high-speed wired network connections with greater speeds and reliability than wireless service. Your Mac can support a very fast version of Ethernet, Gigabit Ethernet, that makes it a first-class citizen on any home or corporate network.
- **FireWire 800**—FireWire 800 is a fast peripheral connection standard available on some systems (or via adaptor) that is frequently used to connect external storage and video devices.
- Mini DisplayPort—The DisplayPort enables you to connect external monitors to your Mac. Although few monitors support the DisplayPort standard, you can get adapters from Apple for connecting to both VGA and DVI interface standards.
- **Thunderbolt**—The highest-speed interconnect available on a personal computer, Thunderbolt allows monitors, storage units, and other devices to be daisy-chained together. This means that each device connects to the next device, rather than all having to plug into a separate port on your Mac. Thunderbolt uses the same connector and is compatible with Mini DisplayPort.
- **USB 2.0/3.0**—Universal Serial Bus is a popular peripheral connection standard for everything from mice, to scanners, to hard drives. Mac models released after mid-2012 support USB 3.0, the next, much faster, evolution of USB.
- **SD Card Slot**—SD (Secure Digital) RAM cards are a popular Flash RAM format used in many digital cameras. Using the built-in SD RAM slot, you can create a bootable system "disk" that you can use to start your computer in an emergency.
- Audio In—A connection for an external microphone.

- Audio Out—An output for headphones, speakers, or a home theater/ amplifier system.
- 802.11ac—The fastest standard currently available for consumer wireless network connections. Your Mac's wireless hardware can connect to any standards-based wireless access point for fast, long-range Internet access.
- **Bluetooth**—Bluetooth connects peripheral devices wirelessly to your Mac. Unlike 802.11ac, Bluetooth has a more limited range (about 30 feet, in most cases) but it is easier to configure and doesn't require a specialized base station.
- **SuperDrive**—An optical drive that can be used to write CDs and DVDs. This is currently only sold as an external add-on item with new Macs.
- **Retina Displays**—The Retina display is an extremely high-resolution display on Apple's new (2014+) MacBook and iMac lines. The display offers near-laser printer quality resolution at the expense of larger application sizes.
- Force Touch—Found on all 2015+ MacBooks and MacBook Pros, the Force Touch-enabled trackpad gives uses the ability to trigger actions by applying different levels of pressure to their trackpad.

So what does your computer have? Apple's hardware lineup changes throughout the year, so your features depend on the model and the date it was made. Be sure to consult your owner's manual for a definitive description of what is included in your system.

Built-In Batteries

If you have a portable Mac, its usefulness depends on the built-in battery. Apple has eliminated user-serviceable batteries from all its portable devices. This means that you now get a higher-capacity battery with a longer runtime, but in the event of a failure, you can't repair it yourself.

To replace the battery, you need to visit your local Apple store or registered service center. The battery can be replaced in the store, while you wait, for approximately \$130.

Special Keyboard Keys

Take a look across the top of your keyboard. Notice that even though there are "F" (function) designations on the keys, there are also little icons. The keys marked with icons provide system-wide control over important El Capitan features.

- F1, F2—Dim and brighten the display, respectively
- F3—Start Mission Control and display all application windows
- F4—Open the Launchpad
- F5, F6—Dim and brighten the backlit keyboard, if available
- **F7, F8, F9**—Act as Rewind, Play, and Fast Forward controls during media playback
- F10, F11, F12—Mute, decrease, and increase volume

The Eject key is located in the farthest-right corner of the keyboard and is used to eject any media in your Mac's SuperDrive—if it has one!

Accessing the Function Keys

If you are using an application that requires you to press a function key, hold down the Fn button in the lower-left corner of the keyboard and then push the required function key.

What You Need to Know

If you're holding this book in your hand, you can see that it contains a few hundred pages packed with information about using your Mac with El Capitan. You might also notice books dedicated to the same topic and sitting on the same shelf at the bookstore that include a thousand pages or more! So what's the difference?

My OS X doesn't cover the basics of using a computer; you already know how to drag windows around the screen and move files by dragging them from folder to folder. Instead, this book focuses on using and configuring the core features of OS X—file sharing, Internet access, social networking, calendaring, and entertainment.

If you're switching from Windows, you might encounter a few unique features of OS X. Review these features in the next few sections.

The Menu Bar

The menu bar is universally accessible across all running applications and contains a combination of the Apple menu, which is used to access common system functions; the active application's menus; and menu items, which are global utilities for controlling and monitoring system functions.



The Dock

The Dock is the starting point for many of your actions when using the Mac. Part application launcher, part file manager, and part window manager, the Dock gives you quick access to your most frequently used applications and documents without requiring that you navigate the Finder to find things on your hard drive.



The Dock

The Finder

In Windows, Explorer provides many of your file management needs. In OS X, you work with files within an ever-present application called Finder. The Finder starts as soon as you log into your computer and continues to run until you log out.

To switch to the Finder at any time, click the blue smiling icon at the left end of the Dock.



Tags

Don't like trying to fit all your files in a folder structure that doesn't make sense? In El Capitan, you don't have to. Create tags that represent different attributes of your files (Projects, Important, Personal, and so on) and then apply as many or as few as you'd like. Once applied, you can view your files by tags rather than having to dig through folders.



The Launchpad

Applications are installed in folders, nested in folders, or even just lumped together with no organization at all. For simple setups, this is fine; after you've accumulated a few years of downloads, however, finding what you're looking for becomes difficult. The Launchpad offers a consolidated view of all your applications and even lets you group them logically, without having to worry about what folders they're in.



Mission Control

Mission Control is a power-user feature that is easy for anyone to use. With Mission Control, you can manage all your running applications and their windows in a single consolidated display. You can even create new workspaces to hold single or split-screen apps, or navigate between existing workspaces.



Spotlight

Spotlight is a systemwide tool for locating and launching *anything* on your Mac. Use it to quickly locate, preview, and load documents; start applications; find movie showtimes and trailers; even look up information from Wikipedia. Although Spotlight has existed for quite some time on OS X, El Capitan brings new capabilities and a new look to this tool.



The App Store (and Security)

If you've used a modern smartphone or tablet, you've almost certainly used an "app store" of some sort. The Mac App Store is fully integrated with the operating system and provides fast access to screened and safe applications that are installed, updated, and even removed through a simple point-andclick process. El Capitan also implements security controls to prevent undesirable software installation.



The Notification Center and Today View

Does your Mac need to tell you something? If so, it lets you know in the Notification Center. The Notification Center/Today view, activated by clicking the far right side of the menu bar, shows alerts from your applications that help you stay on top of important events. New mail, software updates, meeting invitations, and more are consolidated in this area and presented in a unified fashion.

A special "Today" view contained within the Notification Center gives you instant access to upcoming events in your day and even lets you access widgets for simple tasks—like performing calculations.



System Preferences

Many configuration options for features in this book require you to access the El Capitan System Preferences. The System Preferences application (accessible from the Dock or the Apple menu) is the central hub for system configuration. You can do everything from setting your password to choosing a screen saver in the System Preferences application.



Window Controls

El Capitan provides three controls at the top of each window. At the top left are the Close, Minimize, and Fullscreen controls. The Close control shuts the window; Minimize slides the window off the screen and into the Dock; and the Fullscreen control switches many applications into a unique fullscreen or split-screen view (click and hold)—sometimes with a very different interface.

Traditionally, the "third" button on Mac windows has been "resize," which sizes windows to fit the content. You can still access this by holding Option when clicking the Fullscreen button.



Contextual Menus

If you're new to OS X, you might find it hard to believe that the Mac has a "right-click" (also known as the "secondary click") menu in its operating system—and it's been there for a long time! You can invoke contextual menus by right-clicking using a mouse, Ctrl-clicking with your trackpad, or clicking with two fingers simultaneously.

Contextual menus are rarely required in any application, but they can give you quick access to features that might otherwise take more clicks. On new Force Touch trackpads, you can use a hard press on your trackpad to access some features previously exposed via secondary clicks. Find out more about this feature in Chapter 11, "Making the Most of Your Mac Hardware," and by reading the manuals (or help files) that come with your applications.



Gestures

Gestures are motions that you can make on your trackpad to control your computer. In El Capitan, gestures are used heavily to navigate between applications and access special features. Gestures can help you navigate web pages, resize images, and do much more with just your fingertips. In fact, without gestures, you'll likely miss out on all OS X has to offer.

Dictation

Don't like typing? With El Capitan, you don't have to. OS X supports dictation into any application where you would normally type—performed either "in the cloud" or locally on your Mac (with an optional install). You learn more about activating dictation in Chapter 11.

>>Go Further DON'T LIKE A GESTURE? CHANGE IT!

If you don't like a touch, a click, a force click, or a swipe that you find in El Capitan (including how contextual menus are activated), it's likely that there is an alternative. The Trackpad System Preferences panel provides complete control over your "touching" OS X experience—something you can read about in Chapter 11's "Changing Trackpad and Mouse Options" section.

Understanding iCloud and Apple ID

Apple's iCloud and its corresponding Apple ID deserve special attention during your foray into El Capitan. iCloud provides services such as calendars, notes, and reminders that you can use to synchronize information across multiple Macs and multiple iOS devices. It also offers free email, a means of locating your Mac (if you lose it), a tool for controlling your system from remote locations, and even an online office application suite! You don't need to use iCloud, but you'll see references to it, like the one shown here, as you navigate the operating system.



To use iCloud, you must establish an Apple ID to authenticate with the service. If you've installed El Capitan, chances are you've created an Apple ID in the process and already have everything you need to start using iCloud. If you aren't sure whether you have an Apple ID or you want to generate a new one, I recommend visiting https://appleid.apple.com/ and using the web tools to verify, or start, your setup.

You learn more about configuring iCloud in Chapter 4, "Setting Up iCloud and Internet Accounts."

iCloud Everywhere

Because iCloud makes many of your El Capitan features more useful, it is referenced throughout this book. The information doesn't fit into a single category, so I discuss it in the places where I hope you'll find it most useful.

Windows Compatibility

If you have a Mac, you have a powerful Intel-based computer in your hands—a computer that is capable of natively running the Windows operating system. The goal of this book is to make you comfortable using your Mac with El Capitan, but I'd be remiss in my authoring duties if I didn't mention the options available for running Windows on your hardware.

Boot Camp

Boot Camp is included with El Capitan and gives you the capability to install and boot Windows directly on your Mac. Put simply, when you do this, your Mac becomes a Windows computer. Switching between El Capitan and Windows requires a reboot, so this option is best if you need to work in Windows for extended periods of time.

Apple's Boot Camp Assistant (found in the Utilities folder within the Applications folder) guides you through the process of partitioning your Mac for Windows, creating a disk of drivers for Windows, and configuring your system to boot into Windows or OS X.

You can install Boot Camp at any time, as long as you have enough room (about 28GB) for a Windows installation.



Virtualization

Another solution to the Windows compatibility conundrum is the use of virtualization software. Through virtualization, you can run Windows at nearnative speeds at the same time you run El Capitan. Some virtualization solutions even go so far as to mix Mac and Windows applications on the same screen, blurring the lines between the operating systems.



Unlike Boot Camp, virtualization runs operating systems simultaneously. Virtualization requires more resources and has lower performance than a Boot Camp solution, but it is more convenient for running an occasional application or game.

Consider three options for virtualizing Windows on your Mac:

- VMWare Fusion (www.vmware.com)—A stable solution from a leader in virtualization software. VMWare Fusion is rock solid and fully compatible with a wide range of virtual "appliances" available for VMWare on Windows.
- **Parallels Desktop (www.parallels.com)**—The widest range of features available of any virtualization solution for OS X, including near-seamless integration with Mac applications.
- VirtualBox (www.virtualbox.org)—Free virtualization software that
 offers many of the same features of VMWare and Parallels. VirtualBox is
 not as polished as the commercial solutions, but it's well supported and
 has excellent performance.

Other Operating Systems

Virtualization isn't limited to running Windows. You can also run other operating systems, such as Linux, Chrome, and Solaris, using any of these solutions. In fact, if you have enough memory, you can run two, three, or more operating systems simultaneously. Configure file, printer, screen, and Internet sharing in the Sharing System Preferences panel.

Point and click to browse available servers on your network.



Connect directly to a wide range of servers using their Internet addresses. In this chapter, you learn how to use your Mac to share and access resources over a network, including:

- → Sharing files and folders using AirDrop and File Sharing
- → File sharing with Windows computers
- → Setting Share Permissions
- → Using the Share menu to quickly share files online
- → Sharing and accessing network printers
- → Sharing your screen and viewing remote systems
- → Turning your Mac into an Internet Access Point

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Sharing Files, Devices, and Services

Your Mac is a self-contained workstation that packs all the power you need into a highly integrated package—and one that is fully capable of integrating with new or existing networks. El Capitan can share and access a variety of resources with other computers on your network. Files and folders can be shared with other Macs and Windows PCs; printers can be shared with other Macs; even your screen can be made available to other computers on your network.

To make the most use of the information in this chapter, the assumption is that you've already established a network connection and have connected any printers or scanners to either your Mac or another El Capitan-based Macintosh on your network. You might want to refer to Chapter 3, "Connecting Your Mac to a Network," and Chapter 12, "Using El Capitan with Your iDevices," for more details on networking and peripherals, respectively.

File Sharing on Your Mac

The most common network activity (beyond email and web surfing) is file sharing. Your Mac comes ready to share files using several popular protocols—AFP (Apple Filing Protocol) and SMB (Simple Message Block) are the most popular. AFP, as the name suggests, is a Mac-to-Mac file sharing protocol, but recently Apple has switched to SMB as the preferred protocol. SMB is traditionally used in Windows environments and offers significant performance improvements over AFP.

In addition to the *protocols* for sharing files, you also have different *methods* for *how* you share them. Traditional file sharing requires that you turn on file sharing, choose what you want to share, tell another person how to connect, and so on. With El Capitan, your Mac includes a zero-configuration version of file sharing called AirDrop. AirDrop enables you to wirelessly share files with other users who are in your vicinity—with no setup required!

Authenticate to Make Changes!

Many of the settings in this chapter require you to authenticate with El Capitan before the settings can be made. If you find yourself in a situation where a setting is grayed out, click the padlock icon in the lower-left corner of the window to authenticate and make the necessary change.

AirDrop is a fast and easy file-sharing system that enables you to send files to another Macintosh without any setup—no usernames, no passwords, nothing except a Wi-Fi adapter that is turned on! Unlike traditional file sharing, AirDrop's simplicity does present a few challenges that might make it less than ideal for your particular file-sharing situation. Specifically, AirDrop requires the following:

- All computers sharing files must be using the Lion (or later) operating system.
- All systems must have recent wireless-AC or N Wi-Fi hardware—2011 or later Macs will work fine.
- Your computer will not be able to browse the contents of other systems, only send files.

AirDrop Everywhere

AirDrop works with iOS clients! To learn more about this feature, be sure to check out Chapter 12.

Chapter 6

Configuring AirDrop

Before you get started using Air-Drop, you might want to make a few changes to help restrict or open access to the service. To modify who can see you (and whom you can see!), complete the following:

- Open a new Finder window and make sure the Favorites sidebar section is expanded.
- 2. Click the AirDrop icon.
- Click the Allow Me to Be Discovered By option to choose whether you are visible to everyone, just people in your contacts, or no one.
- **4.** Click the Don't See Who You're Looking For? link to enable support for some older Macs.
- After making your changes, you should see other AirDrop clients begin to appear in the AirDrop window.



It's Not All Good

Set Your Options. Then Set Them Again!

The settings you make in AirDrop windows do not currently persist. You'll need to make these settings repeatedly each time you use AirDrop.
Sending Files with AirDrop

Chapter 6

To use AirDrop, be sure that your Wi-Fi adapter is turned on (see Chapter 3 for details), identify the files that you want to share with another person, and then follow these steps:

- 1. Open a new Finder window and make sure the Favorites sidebar section is expanded.
- **2.** Click the AirDrop icon to browse for other OS X computers.
- **3.** Other devices are shown using the owner's avatar picture (set in Address Book) as their icon.
- **4.** Drag the files you want to transfer to the icon of another computer or device.
- 5. You will see "Waiting" shown below the remote computer's icon while the receiving user confirms the transfer.
- 6. The files are copied to the remote system. A blue circle around the receiving computer indicates progress.
- Close the AirDrop window to stop being visible on the network. After you've closed the AirDrop window, you can go your merry way. You don't need to disconnect or change your network settings. You're done!









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Receiving Files with AirDrop

Receiving files with AirDrop is even easier than sending them. When a nearby El Capitan user wants to send files to your Mac, follow these steps:

- Open a new Finder window and make sure the Favorites sidebar section is expanded.
- **2.** Click the AirDrop icon to become visible to other AirDrop users.
- 3. When prompted to receive files, click Accept or Accept and Open to accept the transfer, or Decline to cancel.
- **4.** The files are transferred to your Downloads folder.
- Click the X on the downloading file or folder to cancel the download, or click Cancel in the notification that appears.





 Close the AirDrop window to stop being visible on the network. That's it! Your AirDrop session is automatically ended when the window closes.

Chapter 6

No AirDrop? Your Mac Might Be Too Old.

AirDrop uses peer-to-peer ad hoc wireless networking, which is only supported in recent Macs (2011 and later). Although this may seem limiting, this hardware is what makes it possible to communicate with zero configuration and without using a common Wi-Fi access point.

Using the Share Menu to Send via AirDrop

The Share menu is a relatively new user interface (UI) element and feature in OS X. It enables applications to share files and folders from almost anywhere—even file open and save dialog boxes, as you'll see here.

- 1. Select a file (or open a file) within an application.
- **2.** Look for the Share icon. Click it to show the Share menu.
- **3.** Select AirDrop from the list of sharing options.





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- **4.** A new window appears listing all nearby users with AirDrop open in the Finder.
- Enable support for older Macs, if necessary, by clicking the Don't See Who You're Looking For? link.
- **6.** Click the person or machine you want to send the file to.
- The copy begins as soon as the recipient accepts the transfer. Click Done to exit and the copy will continue in the background.

Beyond the 'Drop

The Share menu is much more powerful than just sharing via AirDrop. We look at a few other sharing scenarios that use this feature later in this chapter.



Configuring Traditional File and Folder Sharing

When AirDrop won't do (you need to browse another computer's files or share with Windows/older Macs), you need to turn to the traditional file sharing features built into OS X. El Capitan provides consolidated controls for sharing files, regardless of what type of computer you want to share them with. You set up file sharing by first enabling sharing for your Mac and then choosing the protocols available for accessing the files. Finally, you decide which folders should be shared and who should see them.

Enabling File Sharing

Chapter 6

Before your Mac can make any files or folders available over a network, you must enable File Sharing.

- 1. In the System Preferences, click the Sharing icon.
- **2.** Click the checkbox in front of the service labeled File Sharing.
- **3.** The details about your sharing configuration are displayed on the right side of the sharing window.
- **4.** Close the Sharing Preferences panel, or continue configuring other sharing options.



Choosing File Sharing Protocols

Files can be shared over AFP (Legacy OS X) or SMB (current OS X and Windows). If possible, stick to SMB for the best speeds.

To choose which protocols can be used to access the files on your Mac, follow these steps:

- 1. In System Preferences, click the Sharing icon.
- 2. Click the File Sharing service label.
- **3.** Click the Options button to display the available sharing protocols.
- Check or uncheck the protocols that you want to use. If you are only sharing between El Capitan machines, all you need is SMB.
- 5. If you want to use SMB to share specifically with Windows systems, you must enable each account for access. Within the Windows File Sharing section, check the box in front of each user that should be *allowed* to connect.





6. Enter the password for each account and click OK.

Chapter 6

- 7. Click Done.
- 8. Close the Sharing Preferences, or continue configuring sharing options.



>>>Go Further

WHAT IS WITH THE ACCOUNT CHECKBOXES AND PASSWORDS FOR WINDOWS FILE SHARING?

To share with Windows clients, the El Capitan SMB implementation requires that user accounts and passwords be stored in a different format than how they are used natively by OS X. By enabling or disabling accounts for Windows File, you are creating the user authentication information that Windows users will need to connect.

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Selecting Folders and Permissions

After enabling file sharing and choosing the protocols that are used, your next step is to pick the folders that can be shared. By default, each user's Public folder is shared and accessible by anyone with an account on your computer. (See Chapter 14, "Securing and Protecting Your Mac," for configuring user accounts.)

- 1. In the System Preferences, click the Sharing icon.
- 2. Click the File Sharing service label.
- **3.** Click the + button under Shared Folders to share a new folder.
- **4.** Find the folder you want to make available and then click the Add button.
- **5.** Close the System Preferences, or continue configuring sharing options.



+

Click the lock to p

Cancel

Setting Folder Access Permissions

By default, your user account has full access to anything that you share. The default user group named Staff, and everyone with an account on the computer, has read-only access.

To change who can access a file share, complete the following steps:

- 1. In the System Preferences window, click the Sharing icon.
- 2. Click the File Sharing service label.
- **3.** Click the Shared Folder name that you want to modify.
- Click the + button under the Users list to add a new user (or – to remove access for a selected user).



- 5. A window for selecting a user displays. Within the Users & Groups category, pick the user or group and click Select.
- 6. Use the pop-up menu to the right of each user in the Users list to choose what the user can do within the shared folder.
- 7. Close the System Preferences.



>>>Go Further

WHAT PERMISSIONS CAN BE APPLIED TO A SHARED FOLDER?

Shared folders can have the following permissions set on a per-user or per-group basis:

- **Read & Write**—Grants full access to the folder and files within it. Users can add, edit, and delete items within the folder.
- **Read Only**—Provides access to the files in the folder, but users cannot modify or delete them, nor can they create new files or folders.
- Write Only (Drop Box)—Allows users to write to the folder, but not see its contents.
- No Access—Available only for the Everyone group; disables access for all user accounts except those explicitly granted access in the permissions.

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Browsing and Connecting to Network Shares

Browsing and connecting to a local network share to find shared files you want to access is similar to browsing through the folders located on your Mac. To browse for available network shares, do the following:

- Open a new Finder window and make sure the Shared sidebar section is expanded.
- 2. Click the computer that is sharing the folders and files that you want to access.
- 3. If you have not logged into the computer before and saved your password, a list of the publicly accessible file shares is displayed in the Finder window.
- **4.** Click the Connect As button on the upper right of the Finder window.
- 5. Enter the username and password that you have established for accessing files on the server.
- 6. Click Remember This Password in My Keychain to enable browsing directly to the file shares in the future.
- 7. Click Connect.





- 8. The file share list updates to display all the shares that your user account can access. Double-click the share you want to use.
- **9.** The share is mounted as a disk and can be used as if it were local to your Mac.

Browsing Large Networks

If there are many different computers sharing files on your network, you can browse them in a Finder window rather than the Finder sidebar. To open a Finder window that browses your network, choose Go, Network from the menu bar or click the All... icon within the Shared section of the Finder sidebar.





>>>Go Further ONE PASSWORD TO RULE THEM ALL

You might notice when connecting to other El Capitan, Yosemite, or Mountain Lion servers that you are given the option of connecting with your Apple ID and iCloud Password. This works if your account has had an Apple ID associated with it on the remote server. This association is made when first creating a user account on an OS X system. Existing users can opt-in to using their Apple ID and iCloud password by opening the Users & Groups System Preferences panel and then clicking the Change Password button and selecting the Use iCloud Password button.

Connecting to Remote Shares

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Sometimes file shares aren't directly browseable because they're hiding their available shares, or they are located on a different network from your Mac. To access remote shares by URL, follow these steps:

- When you create a new file share on your Mac, El Capitan provides you with a list of URLs that can be used to access that file share (see step 3 of "Enabling File Sharing"). You can use these URLs to directly access a file share rather than browsing.
- **2.** Choose Go, Connect to Server from the Finder menu.
- **3.** Enter the URL for the file share in the Server Address field.
- Click + if you want to add the server to the list of favorite servers.
- 5. Click Connect to connect to the server and view the available shares.

Talking the (Windows) Talk

Your Windows friends might give you network shares to connect to in the format \servername\sharename. You can translate this into a "Mac-friendly" URL by adding the prefix smb: and reversing the direction of the slashes—that is, smb://servername/sharename.



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Sharing Files via the Share Menu

El Capitan includes a way of sharing files from almost anywhere via Share menu. You can use a Share menu (indicated by an icon of an arrow pointing out of a rectangle) to quickly send a file through a variety of different means, including AirDrop (discussed earlier in this chapter), Messages, and other online services.

Sharing Files via Messages

A simple example of the Share menu is using it to share a file via Messages. To do this, either open the file or select it in the Finder, and then follow these instructions:

- 1. Click the Share icon.
- 2. Choose Messages from the drop-down menu.
- **3.** A panel appears with the file added as an attachment.
- **4.** Add the user that you want to send the file to.
- 5. Click Send to send the file and get back to work!





Uploading Files to an **Online Service**

Using El Capitan, you can now share vour files with the world via a number of online services—such as Facebook. Vimeo, and Flickr-without even needing to touch a web browser. Vimeo is a great popular destination for videos on the Internet, so we'll use that as our example.

1. Locate the movie file you want to upload, and click the Share icon.

Before You Upload

To upload a video to the online service of your choice, first make sure you've added an account for the service as described in Chapter 4, "Setting Up iCloud and Internet Accounts."

- 2. Choose the online destination (in this case, Vimeo) from the pop-up menu.
- 3. Enter a title, description, and a set of keywords (called Tags) to describe the video.
- 4. Set the video as Personal, if desired. This limits viewing of the video to individuals who vou share it with via the Vimeo website. Please note that these settings may vary between the various online services supported in El Capitan.
- 5. Click Publish.
- 6. The Movie Export window appears and displays the status of the encoding process.
- 7. When finished, a link to the video is displayed. Your movie is available online.



Cutting It Down to Size

To trim a video before sharing it, click the Share icon and choose Edit, Trim from the menu bar. You can move the start and end points of your video clip to wherever you'd like and then trim off the extra.

Sharing Printers

Sharing a printer is a convenient way to provide printing services to your Mac without having to connect any physical wires. With El Capitan, printer sharing just takes a few clicks and then your system acts as if it has a physical printer attached.

Enabling Network Printer Sharing

To share a printer, you must first have the printer connected and configured on another Macintosh (see Chapter 12 for details). After the printer is set up and working, follow these steps to make it available over a local network:

- 1. In the System Preferences window, click the Sharing icon.
- **2.** Click the checkbox in front of the Printer Sharing service.
- 3. Within the Printers list, click the checkboxes in front of each printer you want to share. The printers are immediately made available to everyone on your network.
- Close the System Preferences, or continue setting sharing preferences.



Setting Printer Sharing Permissions

Any shared printer is initially available to anyone with a computer connected to your network. To restrict access to specific user accounts on your computer, do the following:

- 1. In the System Preferences window, click the Sharing icon.
- **2.** Click the label for the Printer Sharing service.
- **3.** Highlight the name of the shared printer that you want to configure.
- 4. Click the + button to select a user that can print to your printer. (Use - to remove access for a user you added previously.)
- **5.** A window is displayed to select a user. Choose the user or group and click Select.





Click the lock to p

No Access for Everyone

The Everyone group can't be removed from the Users list. To remove access for Everyone, the group must be toggled to No Access.

- 6. Toggle the pop-up menu beside the Everyone group to No Access to keep everyone except the listed individuals from being able to access the printer.
- 7. Close the System Preferences.



Accessing a Network Printer

To access a printer that is being shared by another Mac, first make sure that both computers are on and connected to the same network and then follow these steps:

1. Choose File, Print from the menu bar within an application of your choice.

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2. The Printer dialog box appears. Click the Printer drop-down menu to see the options.

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- **3.** If you haven't used the shared printer before, select the printer from the Nearby Printers section of the drop-down menu.
- 4. El Capitan automatically connects your Mac to the printer and configures it. This might require El Capitan to connect to the Internet to download drivers.
- 5. Choose the options for the document you are printing and then click Print. The printer behaves exactly as if it is connected directly to your computer. The next time you print, the printer will be available directly in your main printer list.

Printing to Protected Printers

If you set up specific user accounts that can access the printer, you are prompted for a username and password the first time you print. You can, at that time, choose to save the printer connection information to your keychain, which eliminates the need to authenticate for subsequent use.





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Sharing an Optical Drive

If you're using a DVD-less Mac (which is most of them!) you can use another Macintosh on your network to share a CD or DVD inserted into its drive. This gives you the ability to install software and access files even if you don't have a physical drive connected.

Enabling DVD Sharing

From a Macintosh with a DVD drive available, follow these steps to turn on optical drive sharing:

- 1. In the System Preferences window, click the Sharing icon.
- **2.** Click the checkbox in front of the DVD or CD Sharing service.
- 3. Click the Ask Me Before Allowing Others to Use My DVD Drive checkbox to prompt you when other people attempt to access your optical drive.
- 4. Close the System Preferences.



Tags

Accessing a Shared Optical Drive

To access a shared optical drive from your DVD-free Mac, do the following:

- Open a new Finder window and make sure the Devices section in the Finder sidebar is expanded.
- **2.** Click the Remote Disc item in the Devices sidebar area.
- **3.** Double-click the computer that is sharing the DVD you want to use.
- If the DVD is not immediately visible, click Ask to Use to prompt the host computer that you'd like to use its drive.
- After access has been granted, the available DVD or CD is listed. Double-click the DVD or CD to begin using it.



Mac OS X Install DVD

>>>Go Further CAN I ACCESS A SHARED OPTICAL DRIVE EVEN IF MY MAC HAS A DVD DRIVE?

Yes, but not without a few changes. You need to open the Terminal application (found in the Utilities folder in the Applications folder) and then type in the following two lines to enable optical drive sharing:

defaults write com.apple.NetworkBrowser EnableODiskBrowsing -bool true defaults write com.apple.NetworkBrowser ODSSupported -bool true Reboot your computer after entering these commands.

Sharing Your Mac Screen (New!)

Chapter 8, "Managing Who, Where, When, and What," includes instructions on how to share your Macintosh's screen using Messages, but there are many instances where you might want to access another Mac's display without having to start a chat.

Built into El Capitan is a standards-based screen-sharing system. Using screen sharing, you can access your Mac's display from anywhere on your local network or, in some cases, from anywhere in the world. El Capitan even has the ability to share a computer's "screen" even if someone else is using the computer. The screen sharing software can now automatically create a virtual screen that you can see and use while the person sitting in front of the computer continues to see their own desktop!

Enabling Screen Sharing

To configure another Mac so that you can access its screen from your Mac, you initially need direct access to the computer:

 In the System Preferences window, click the Sharing icon.



2. Click the checkbox in front of the Screen Sharing service.

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- **3.** A URL that you can use to connect to your computer is displayed on the right side of the sharing pane.
- Close the System Preferences, or continue setting sharing preferences.



Setting Screen Sharing Permissions

After screen sharing is enabled, choose who can access the display. Initially, only administrative users can view your screen.

1. In the System Preferences window, click the Sharing icon.



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- 2. Click the Screen Sharing service label.
- Choose whether All Users on the computer can access its screen, or click Only These Users to restrict access to specific individuals or groups.
- Use the + button to choose a user or group that should be granted access, or use - to remove a user or group that you had previously added.
- 5. A window for selecting a user displays. Choose the user or group and click Select.
- **6.** For additional control, click the Computer Settings button.
- In the dialog box that appears, click Anyone May Request Permission to Control Screen to allow anyone to access the display if the person sitting in front of the computer grants them access.
- 8. To provide access to your Mac's screen using a standard VNC (Virtual Network Computing) client, click the VNC Viewers May Control Screen with Password checkbox and provide a password that grants access to those users.
- 9. Click OK.
- 10. Close the System Preferences.

VNC Is Everywhere

There are VNC clients available for Windows, Linux, and even platformindependent Java. If you want to access your Mac's screen from another operating system, check out TightVNC (www.tightvnc.com).







Accessing the Screen of a Local Mac

To access the shared screen of a Mac on your local network, make sure that your Mac is connected to the network and then follow these steps:

- Open a new Finder window and make sure the Shared sidebar section heading is expanded.
- 2. Click the computer whose screen you want to access.
- **3.** Click Share Screen in the upperright corner of the Finder window.
- Enter your username and password on the remote system, if prompted.
- 5. Click Remember This Password in My Keychain to store the password and enable password-less connections in the future.
- **6.** Click Connect to begin using the remote display.
- If another person is using the computer, you can ask to share the display with them, or connect to a new virtual display. Click whichever approach you prefer and click Connect.







- **8.** The remote display is shown in a window on your Mac.
- **9.** Choose View, Show Toolbar to access a few customization options.
- **10.** Toggle between controlling and observing with the Control Mode icons in the toolbar.
- **11.** Use the Scaling Mode icon to view the screen fullsize or shrink it to fit your window.
- **12.** Use the Clipboard icon to choose how to transfer your clipboard to and from the remote system, or simply share the clipboard.
- **13.** Drag files to and from the remote system to transfer them to (and from!) your computer.
- **14.** Close the window when you're finished using the remote system.

Capture the Moment

If you'd like to take screenshots of the remote system, you can add a screenshot button to the toolbar by choosing View, Customize Toolbar from the menu bar. You can also take a screenshot directly by choosing Connection, Save Screen Capture As.







Accessing Remote Computers and Non-Macs

Chapter 6

If you can't browse to a computer to access its screen, or you need to connect to a non-Macintosh computer, you can do so using almost the same process as you used to connect to a remote file share:

- When you're sharing a screen on your Mac, El Capitan provides you with a URL that can be used to access your screen, even if you can't browse to it on the network.
- **2.** Choose Go, Connect to Server from the Finder menu bar.
- 3. Enter the screen-sharing URL in the Server Address field. Alternatively, if you only have an IP address (such as 192.168.1.100), prefix the IP address with vnc:// to create a properly formed URL (for example, vnc://192.168.1.100).
- Click + if you want to add the server to the list of favorite servers.
- **5.** Click Connect to connect to the remote server's screen.





- Enter a username (and/or password), if prompted, and click Connect.
- **7.** The remote display is shown in a window on your Mac.

VNC for Windows/Linux

To connect to a Windows or Linux computer, you need to first install a VNC server (Virtual Network Computing) on the computer whose display you want to share. TightVNC (www.tightvnc.com) is an entirely free Open Source option that works on both Windows and Linux platforms.

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>>>Go Further THERE ARE A LOT OF PLACES LIKE HOME

The Shared portion of the sidebar shows you the computers on your local network. This is great for accessing things around you, but what about accessing your computer at home or from work?

You could use the address of your home computer to access it remotely, but you'd need to remember the address and have your home network configured correctly.

Instead, you can simply enable the iCloud service "Back to My Mac" (see Chapter 4 for details). Once enabled, this free service makes all your computers visible to one another wherever you have an Internet connection. You won't be able to tell the difference (network-wise) from being at home or being on a remote (well-connected) island.

Sharing Your Internet Connection

Your Mac is a perfect Internet-sharing platform because it includes both Ethernet and wireless network connections. You can, in a matter of minutes, create a wireless network using just your computer and a cable or DSL modem.

Sharing Your Connection

To share your connection with other Macs, PCs, or devices, you'll need a minimum of two network interfaces on your system—such as Ethernet and WiFi. Assuming you meet that qualification, you can share one network interface to the other by following these steps:

- 1. In the System Preferences window, click the Sharing icon.
- Click the Internet Sharing service label. (Note: The checkbox is initially disabled!)
- 3. Use the Share Your Connection From drop-down menu to choose how you are connected to the Internet (Ethernet, Airport, iPhone, and so on).
- Within the To Computers Using list, click the checkboxes in front of each of the interfaces where the connection should be shared.
- If you're sharing a connection over your Wi-Fi card, a Wi-Fi Options button appears. Click this button to configure how your computer presents itself wirelessly.



- **6.** Set the name of the wireless network you are creating.
- 7. Leave the channel set to the default.
- If you want to enable password protection for the network, choose WPA2 Personal from the Security drop-down, and then provide a password.
- 9. Click OK to save your settings.
- **10.** Click the checkbox in front of the Internet Sharing service.
- 11. Close the System Preferences.
- 12. Connect to the new wireless network from other computers as described in Chapter 3. You should set the other computers to configure themselves automatically rather than manually configuring the network (not shown).

Keep a Switch Handy

If you're sharing your connection over Ethernet, you need to connect a switch to your Mac's Ethernet port and then connect the other computer systems/devices to the switch.



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