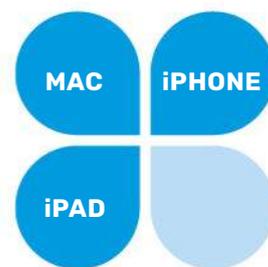




# Mac | Life



SEPTEMBER 2023 NO.210

**28**  
**iPHONE**  
**SECRETS**  
 FREE UPGRADES TO  
 UNLOCK TODAY!



Master  
**Calendar**  
on a Mac



Automate daily  
tasks using  
**Apple Watch**



Triple your  
**MacBook**  
**Pro display**



## START

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- 04 Start**  
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- 06 MacLife Investigates**  
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# UPGRADE YOUR DOCUMENTS



**AFTER THE VISION** Pro bonanza over the last two issues, the latest issue of *MacLife* is looking decidedly more conventional. That's not to say Vision Pro has quietly gone away until its penned release next year — just recently Unity stated that it's inviting visionOS developers to sign up for beta access to its games development platform, PolySpatial, which is promising news. Sure, many of you might not be gaming fanatics, or believe that access to an extensive games catalog will make Vision Pro worth investing in, but it's nice to know that things are definitely moving along in

the wake of the launch. I, for one, am watching this space.

In the near future, though, we're still patiently waiting for the public release of Sonoma, iOS 17/iPadOS 17, and watchOS10 before we get stuck into the new updates and bring them to *MacLife*. Until then, it's business as usual, so what's in store?

First up, we've got a complete guide to creating all kinds of amazing documents in iWork, whether that's using Pages — Apple's word processor — to help you commit words to “paper”; making your data work better in spreadsheets with Numbers; and creating brilliant presentations with Keynote. Check in here (p12) if you want to know how to use any of those apps, and from there how to do even more to make the most out of your documents.

If you have an iPhone and you count on it every day for a variety of tasks, you could do a lot worse than read our cover feature this issue (p52), which shows you all the features that your device is capable of. Some of them you might not know about, some of them you might — whichever way there are plenty in there to keep you occupied for some time.

We've also got an in-depth guide to the Calendar app (p61) and while admittedly keeping tabs on your events schedule isn't exactly the most exciting thing to do in macOS, it's arguably one of the most crucial, so you'd be wise to follow this guide to ensure you're making the most of it. If you have any suggestions about future content in *MacLife*, do get in touch with me. ■

*Nick*

**NICK ODANTZIS**, Editor  
Twitter: @maclife

## THE TEAM



**Andrew Cottle**  
Art Editor

With his new iPhone 14, Andy has been checking out the hidden features on p52 — and is looking forward to casting *Harry Potter* spells with Siri...



**Rachel Terzian**  
Production Editor

With all the great new original content being produced by Apple TV+ (p6), Rachel is getting ever closer to renewing her subscription...



**Alex Blake**  
Contributor

One of our favorite things this month is Alex's tutorial (p34), which shows you how to find your online search terms on web pages you visit.

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# START

THE LATEST NEWS FROM THE WORLD OF APPLE

## Threads launches

Meta's Twitter-rival starts strong but has challenges

BY ALEX SUMMERSBY

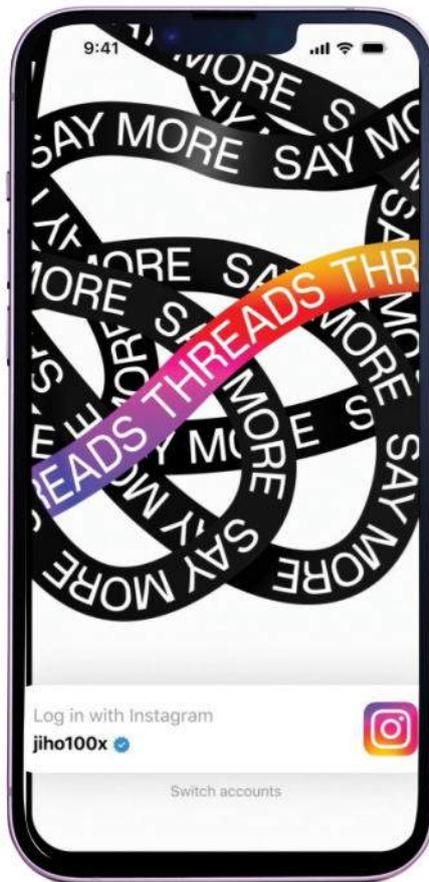
**THREADS, THE NEW** social platform from Meta, has become the fastest growing app of all time — but faces some issues. Threads became available to the public on July 5, 2023, and after just five days had 100 million sign-ups. This eclipses ChatGPT, the previous record holder, which took two months to reach that mark. Even so, Threads is still some way short of Twitter's estimated 237 million users active daily.

The Threads app is available on iOS and Android in more than 30 languages and 100 countries. Because of privacy concerns, however, this does not include any EU member countries at present.

Meta, which also owns Instagram, Facebook, and WhatsApp, astutely launched Threads just as Twitter users were disgruntled by the imposition of limits on the number of views allowed per day and the new requirement to be logged in to view tweets or profiles. There are also wider concerns about staff cuts at Twitter and what these mean for its future, with recent service reliability problems attributed to this cause.

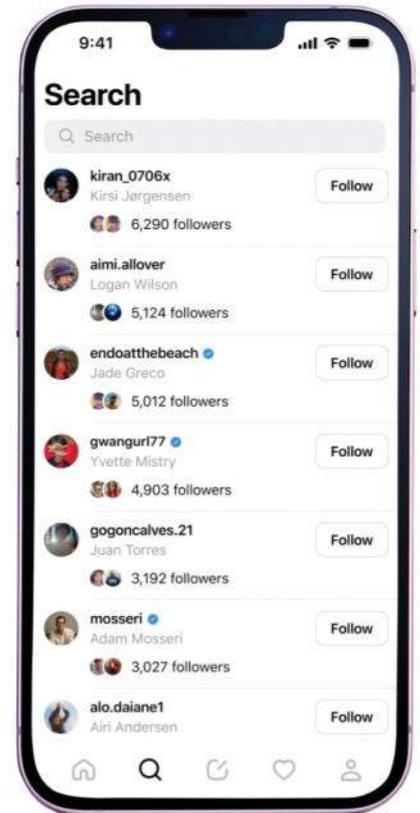
Another likely factor in the explosive growth of Threads is its close integration with Instagram, which has an estimated 2.35bn monthly active users. You can use the same account name and password, and users with a verified Instagram account are automatically verified on Threads. You can even import your entire list of followed accounts from Instagram into Threads with one click.

Like Twitter, Threads delivers a mainly text stream, with options



to upload photos and videos. You can respond, repost, and quote posts, just as on Twitter. It is even possible to share posts from Threads directly to Instagram Stories.

However, there is no option to filter your Threads feed to view only posts from accounts you follow — you get whatever the algorithm chooses to give you. There are no hashtags. And Threads founder Adam Mosseri openly says the platform's algorithms will not promote hard news or political content: "We are definitely focusing on kindness and making this a friendly place," he posted. Threads



is ad-free for now, although a number of big brands have accounts and are active. All this, some say, makes Threads dull and unengaging.

### INTERACTION WITH CAVEATS

Of course, some of this might change in time. Other possible future features include support for editing posts, translation of different languages, and compatibility with ActivityPub, which would make Threads interoperable with other compatible apps and potentially mean that interactions could hop between different apps.

One thing unlikely to change is the huge amount of personal data Threads collects — everything from your precise location and browsing history to ethnicity, health and biometric data, contacts info, and more. To be fair, this is not a whole lot less than Twitter and Instagram also collect, but privacy advocates point out that

# News in brief

A bite of the Apple

## > APPLE WATCH ULTRA 2023 PARTS TO BE 3D-PRINTED

A second-gen Apple Watch Ultra will arrive later this year, with some mechanical parts 3D-printed, claims respected analyst Ming-Chi Kuo. The model's mechanical parts — the digital crown, side button, and action button — are currently machined in titanium, and the change could save both production time and cost. If all goes well, the analyst says, more Apple products could adopt 3D printing technology in the future.

## > APPLE ROLLABLE SCREEN?

Foldable screens? So 2021. Apple's latest patent application is for a display that can be rolled up. It's an idea Apple has been exploring since 2014 and the filing is long on concepts but short on details, so don't hold your breath.

## > APPLE LANDS RECORD 54 EMMY NOMINATIONS

Apple has scored a record number of Emmy Award nominations — 54 by Apple's count, including four ads made for it. Apple TV+ global hit *Ted Lasso*, with 21 nominations, is the most-nominated comedy for the third year running, and *STILL: A Michael J. Fox Movie* is this year's most nominated documentary film or docuseries, with seven. The winners will be announced on September 18, 2023.



“a good amount of it is not necessary for the app to function.”

For this reason, Threads is not available in the EU, which has tight controls on data privacy. The EU's Digital Markets Act, which comes into force this year, entirely prohibits the use of “sensitive data” for targeting ads.

Even in the US, the linking of Threads with your Instagram account may be viewed by the FTC as “unfair or deceptive” practice, obscuring your control of your data — particularly because, as the Threads Supplemental Privacy Policy reveals, although you can

pause your Threads profile at any time, you can delete it only by deleting your Instagram account.

After the initial spike, it looks like Threads usage has dropped back — users reportedly by 20% or more, and time spent by as much as 50%. One factor might be that, to stay on the right side of EU law, Meta blocked VPN access for users in Europe, but it's unclear how many European users were taking this route anyway. It may be simply that after the intense initial interest, users aren't thrilled with Threads and are using it less than they might use other social apps.

## > Mac soars while PC market slumps

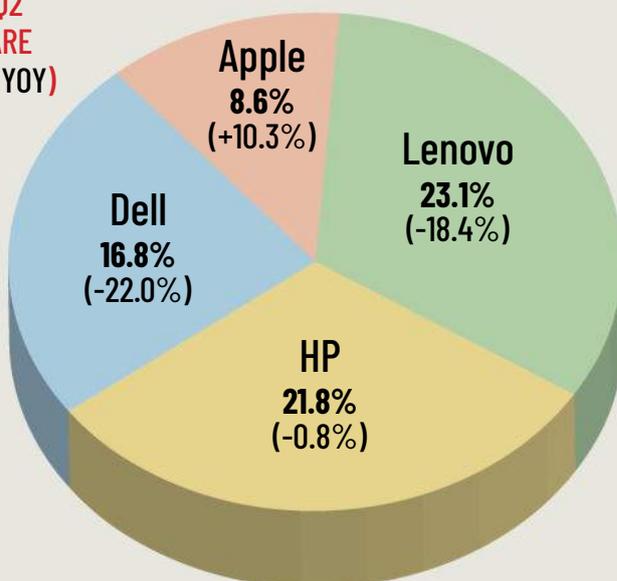
**MORE THAN ONE** in every five computers in active use today is a Mac, giving macOS the second largest share of the global personal computer market, according to StatCounter. Analyzing the global web usage share of PC operating systems between June 2022 and June 2023, StatCounter says macOS has an adoption rate of 21.4%, second only to Windows, still dominant with 68.2%.

Chrome OS trailed with 4.2% and Linux with 3.1%. As for mobile operating systems in the same period, StatCounter says iOS has an adoption rate of 39% and Android 22.7%.

Usage share is a more revealing indicator than sales, but macOS sales too have risen, against the industry trend. According to IDC, global PC shipments declined 13.4% year over year in the second quarter of 2023 — the sixth consecutive quarter of decline — but Mac shipments rose 10.3%. Canalys puts the PC market decline at 11.5% but the Mac growth at an astonishing 50.9% thanks to strong demand for the new 15-inch MacBook Air.

Both analytics firms rank Apple as the fourth biggest vendor by shipments:

**VENDOR Q2 2023 SHARE (CHANGE YOY)**



Source: IDC

Image rights: Apple Inc.

# Mac|Life

INVESTIGATES

# Apple TV+

## and the battle of the streamers

Streaming is an exceptionally competitive area. We take a look at how Apple TV+ is holding its own in a tough market **WRITTEN BY CHARLOTTE HENRY**

In March 2019, Apple CEO Tim Cook took to the stage to announce that Apple was entering into a whole new business — video streaming. Not only that, but its service would also house only original content. With Apple TV+ launching in November that same year, Apple entered into the business of making and buying TV shows and movies. It is unlikely to catch up to industry leaders like Netflix in the foreseeable future, but nearly four years on the company is holding its own with that approach, which is in contrast to that of its rivals who have tended to build a catalog of existing content before moving into creating their own originals.

With many free limited-time deals on offer, it's difficult to get an accurate figure on how many people have access to Apple TV+, and



Apple TV+ became the first streaming service to win an Oscar for Best Picture, for *CODA*.

numbers for how many people are actually paying is even more vague. However, we can see how the service is working in terms of professional criticism and popular acclaim. Comedy series *Ted Lasso* was a major success, picking up awards and a devoted audience during its three-season run. Apple TV+ was also the first streamer to pick up a Best Picture Oscar for drama film *CODA*, a significant moment that Netflix had been desperate to secure.

In many ways, the best competitor to judge Apple TV+ against is Amazon Prime Video. Like Apple's offering, Amazon's service is from a tech company whose key focus is not acquiring streaming customers. For many, the key is getting next-day, free delivery, and the films and TV shows included with a Prime membership are simply an added bonus. In the case of Apple, customers buy a new device that comes with a free TV+ trial and they are introduced to the service that way. What Apple really cares about is you buying a new Mac or iPhone. Digital consultant and media commentator Nic Newman gives us his opinion: "Apple (like Amazon) has been able to leverage its wider product portfolio to build an audience for Apple TV+. A

large number of people who buy iPhones and Macs get free Apple TV+ and they have also worked with mobile companies like EE to offer longish trials or add-ons to phone bundles. They also have their own bundle (Apple One) and this approach helps to reduce churn."

It is worth remembering that Apple TV+ was completely free for basically everyone in the first year — a new Mac or iPhone got you a year-long trial — so we are still relatively early on in the process of anyone being asked to pay for it.

François Godard of media analysis firm Enders Analysis believes that: "Apple TV+ has proved to be a creative hothouse, generating more Emmy nominations than Amazon Prime Video's bigger operation. *Silo* is as good as anything released recently sci-fi wise." But goes on to say: "The problem is that Apple TV+ is the last big [player] in a saturated market. They have a subscription pivot strategy where video would play the engine, with a view of creating a marketplace along the line of the iPhone App Store. But others like Amazon are way ahead doing exactly this. To break through Apple would need to double down, and do they have the guts?"

The latest news from the world of Apple

With a killer series like *Hijack* in its portfolio, Apple has more chance of retaining paying subscribers and, as importantly, attracting new customers.

LET THEM THINK  
THEY'RE IN CONTROL



IDRIS ELBA

---

# H/JACK



## APPLE WANTS TV+ TO BE A DESIRABLE SERVICE IN AND OF ITSELF, AND DRIVE SALES OF OTHER SERVICES

area, perhaps more so than many would have expected. In March 2022, it announced that it would show two Major League Baseball (MLB) games every week in several countries, alongside other baseball-related content in the US.

In June last year, Apple and Major League Soccer (MLS) announced a staggering decade-long deal for Apple TV+ to be the broadcaster for all games. This was not included as part of a standard Apple TV+ subscription but as a bolt-on costing an extra \$12.99 per month or \$79 for the season. By contrast, at the time of writing MLB Friday Night Baseball does not cost anything extra.

Apple also got a huge win when it was revealed that World Cup winner Lionel Messi was heading to the MLS to play for Inter Miami. The presence of the Argentinian superstar makes a Season Pass much more enticing for many viewers. Indeed, there were even reports that Messi was getting a cut of the subscription revenue as part of his deal.

Amazon Prime Video already shows Premier League football in the UK at

Essentially, while iPhone and Mac sales will always be fundamental, Apple wants TV+ to be a desirable service in and of itself and wants it to help drive sales of other services too. This is part of a wider emphasis from the company on services revenue in recent years. Having high-profile content serves as another way of drawing people into the Apple ecosystem.

Apple has used its vast resources to break in to a highly competitive market and is undoubtedly beating out smaller and later arrivals like Paramount+. It has made a creative impact and is undercutting some of the already well-established streaming services on price. If paid for individually, Apple TV+ still only



costs \$6.99, compared to \$19.99 for an equivalent service on Netflix or \$8.99 for Amazon Prime Video as a standalone service.

Apple TV+'s most difficult battle is really against Disney+, which launched at more or less the same time and offers vastly more content. It offers all the classic Disney films and their modern reworkings, Pixar movies, *Star Wars*, the Marvel franchise, and National Geographic. Ad-free streaming on Disney+ costs \$10.99, or \$109.99 for the year.

### THE NEXT GAME

Acquiring sports rights has become the next game for streaming services. Apple has been fairly proactive in this

## What to watch



### Shrinking

From the team behind *Ted Lasso*, an uplifting, moving comedy about a therapist recovering from his own personal tragedy.



### Silo

Based on the *Wool* series of novels, *Silo* is a powerful sci-fi dystopian thriller in which people search for the truth about their strict underground life.



### Super League: The War for Football

A documentary covering the chaotic four days in which the European Super League was launched... and shut down.

various points in the season and a Thursday night NFL match in the US. Elsewhere in the US, Peacock shows almost every Premier League football match every weekend. Apple is not quite competing at that level yet, but it has certainly shown intent. Its approach to sports rights, unlike the other services mentioned, seems to focus on making sure the matches can be shown in as many territories around the world as possible. This is thought to be one of the reasons it pulled out of negotiations to get the rights to NFL Sunday Ticket, with those going to YouTube TV. (This is a general theme of Apple TV+, because it is all originals, the content on offer is consistent globally.)

As Godard of Enders Analysis concludes: “Last year, Apple showed that they were pretty picky in their negotiations with the NFL. I don’t think they could get a rights package in Europe that would fill their expectations of global coverage.”

Netflix has been the most reticent of all the mainstream streamers about getting into the live sports game. It simply has not done it. Its non-sporting forays into live broadcasting have had mixed results. A live Chris Rock comedy special was considered successful. However, a reunion for the reality show *Love is Blind* was a disaster, with the live broadcast not working at all and the show

having to be made available to stream shortly after. Many fans were left disappointed.

The direction of travel seems pretty clear though. As sport is one of the only things that keeps a significant chunk of people paying for their TV bundles, it is likely to be a key driver of streaming service revenue in the future. We probably won’t see the Game 7s of the World Series, the Super Bowl, or the Champions League Final on Apple TV+ any time soon, but the service has made sure that it is in the game from fairly early on.

Away from sport there is plenty more to come from Apple TV+. The arrival of the film *Killers of the Flower Moon* from Martin Scorsese and starring Leonardo DiCaprio and Robert De Niro is hotly anticipated. The movie, which depicts the horrors inflicted on the Osage Nation in the US, is being released in cinemas before it lands on Apple TV+. This shows that Apple is increasingly confident about people being able to see its content away from its service. It also means that the film can compete for an Oscar, after the Academy updated the rules and expanded the theatrical release demands placed on contenders.

Apple TV+ has always emphasized quality over quantity. It still seems to be holding strong with that approach,



Major League Soccer games are now available on Apple TV+ for an additional \$12.99/month.

even at a time of squeezed incomes when people are more cautious about spending money on extra entertainment services. Given its smaller catalog it is unlikely Apple TV+ will ever be the “main” streaming service people sign up to. However, four years in, the presence of live sport, popular shows, and big-name movies is proving to be a strong offering in a tough market. ■

## Coming soon



### The Morning Show

The newsroom-based drama returns, with Jon Hamm (*Mad Men*) joining the star-studded cast. The popular show’s third season starts September 13.



### Killers of the Flower Moon

The much-anticipated Martin Scorsese movie covering the Osage murders finally arrives this year. It releases in cinemas on October 6; and on TV+ from October 20.



### Lessons in Chemistry

Elizabeth Zott (Brie Larson) aspires to be a scientist, but in a male-dominated society she ends up presenting a cooking TV show. Due October 13.

## > THE SHIFT

**MATT BOLTON** wonders whether the collapse of the social web means it's iMessage's time to truly shine



**A**T THE MOMENT I write this, the social era of the internet is in chaos. Twitter has locked tweets behind a login, Instagram is known as a sales front rather than social hub, Reddit has infuriated and driven away the moderators who keep it from descending into *Lord of the Flies*, TikTok might get literally banned, and Facebook's reputation is that it's where people

or interest needed to be a replacement for a truly social site. Maybe Meta's new Threads service will, but given how negatively people think of Instagram and Facebook, Threads' potential success certainly hangs by a... well, you get it. I mean, people still use Facebook and Instagram in their droves today, but that's because they have momentum — how many of us would sign up today, with full knowledge of what those platforms are like now?



iMessage is all geared up for groups already, but what if one person doesn't have an iPhone?

## THE SEMI-PRIVATE SOCIAL WEB IS HERE, WITH THE CHANCE TO EXPAND THEM

use their real names and photos to say the cruelest things. Upstarts that aim to replace these sites have been springing up all over, but that's exactly their problem — no individual has the mass of people

So what is next for online social connections for adults? The kids are ensconced in *Fortnite*, *Roblox* and *Discord* as places to hang out, but these are never going to appeal to Uncle Geoffrey. Where will the rest of us go for a place to connect with friends? A lot of this has already moved to texting groups for people — especially in *WhatsApp*, though *Signal* and *Telegram* have been making moves too — and it seems like that's only going to become more the case. The semi-private social web is here, with closer-knit groups than traditional social media, but the chance to expand them with new invitees flexibly and easily.

until now, this has been massively in Apple's favor — among the youth in the US in particular, you can't be seen to have green bubbles instead of iMessage's blue ones. So iMessage directly pushes people to buy iPhones. And it works; iPhones dominate the US teen phone use figures.



As the CEOs of Twitter, Reddit and Instagram continue their push to alienate droves of people, where is left online?

This now leaves an opportunity and/or conundrum for Apple. iMessage is one of these services, with lots of the same smart features you get in *WhatsApp* and so on. But whereas all these other platforms are open to everyone, iMessage is Apple only — the potential to be a social platform will always be limited by being actively exclusionary. Up

But now we're entering a new phase, where competing chat apps might become a primary way of being social in groups if they can pull people in cross-platform. This means that people will be more inclined to use them for other communication than now. So Apple's dilemma is: open iMessage to Android at last and have the chance to finally launch an actual successful social venture, but lose the exclusivity that's been powerful; or risk losing mind-share to *WhatsApp*.

The answer is simple: a new bubble color for everyone who uses iMessage on Android. It's really that simple. Let others join the chat. Problem solved!

>>> Matt is Managing Editor at Future's flagship technology website TechRadar and has been charting changes at Apple since his student days. He's skeptical of tech industry hyperbole, but still gets warm and fuzzy on hearing "one more thing."

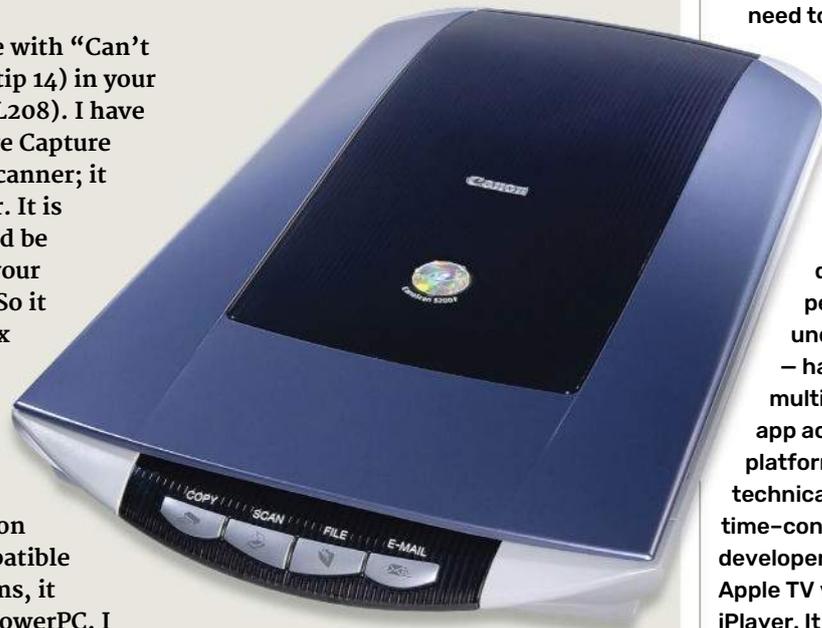
# LETTER OF THE MONTH

I would like to take issue with “Can’t operate your scanner” (tip 14) in your “Fast Fixes” feature (ML208). I have a CanoScan 3200F. Image Capture doesn’t recognize this scanner; it doesn’t find the scanner. It is USB-based and so should be identified according to your article, but it doesn’t... So it would appear that the fix is obviously dependent on more than just Image Capture!

One of the reasons I need to access this machine is down to Canon refusing to release compatible drivers for 64-bit systems, it worked fine on my old PowerPC. I have asked Canon to provide the source code so I could recompile for 64-bit, but unfortunately this was refused point blank.

**DAVID RAMSAY**

While Image Capture should work with the overwhelming majority of scanners released in the last few years, support for older models will be limited. That appears to be the case with your CanoScan 3200F, which was originally



It’s frustrating when we can’t connect to older gear, but there are usually plenty of apps that’ll try to help.

launched some 20 years ago. To get around the lack of support in current versions of macOS, we suggest you try VueScan (from \$39.95, hamrick.com). The app supports over 7,100 scanners old and new, including the CanoScan 3200F, and works brilliantly — we’ve owned a copy for decades and it’s never failed us.

TV”. In other words, you’ll need to stream Vimeo videos from your iPhone, iPad or Mac to your TV via AirPlay in future.

While that seems like an odd decision, it is perhaps an understandable one — having to support multiple versions of an app across different platforms can be costly, technically challenging and time-consuming for developers, just look at the Apple TV version of BBC iPlayer. It still doesn’t support subtitles, even though the iPhone, iPad and Mac versions do. The reason? “There are technical challenges associated with delivering subtitles to Apple TV, which will require a significantly different solution to that which we use on all other platforms”. Streaming via AirPlay using an existing app, then, seems like a good strategy to adopt.

## Oh no, Vimeo!

The TV market is booming, with ever bigger, brighter screens and sharper pictures, so why is Vimeo now ending its range of TV apps?

I complained last year when Vimeo withdrew its Samsung TV app. Vimeo said I could continue to watch my videos by getting an Apple TV, which they were still supporting. So I bought one. Now, however, I have suddenly found I can no longer access all my videos on

Apple TV. A message appeared that Vimeo is pulling all support for Apple TV.

What a disgusting way to treat subscribers who have been paying for their service! With such contempt for its loyal customers, will Vimeo soon be out of business? There must be better video-hosting services out there.

**NIGEL WATSON**

**Vimeo has sadly removed support for its app on Apple**

**TV, but is doing the same on Android TV, Amazon Fire TV and Roku too. In a statement on its website, Vimeo says: “Occasionally, we retire legacy products and features that are no longer consistent with our standards. We believe that our users looking to view Vimeo videos will receive a better ongoing experience by casting via our mobile app, enabling customers to enjoy Vimeo content on their**

## Big Mac needed

When, oh when, will there be a new 27-inch iMac, for goodness sake?! How frustrating that Apple releases a 24-inch, but no murmur on a higher spec’d 27-inch version? Is it because they want to try to get people into buying the more expensive Mac Studio?

**NICK HUGGINS**

**An iMac with a display “over 30 inches” in size may be on the cards, according to insider Mark Gurman.**

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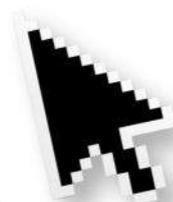
**MacLife**





MASTERCLASS

# MAKE AMAZING DOCUMENTS



Create top-quality documents  
with Apple's brilliant iWork apps:  
Pages, Numbers, and Keynote

WRITTEN BY IAN OSBORNE

**A**pple's **productivity suite** has come a long way.

Originally sold as a collection called iWork, the three apps — a word processor called Pages, the Numbers spreadsheet application, and Keynote for presentations — are now available separately, and they're all free.

The iWork apps are built with user-friendliness in mind, but not at the cost of

features. Pages, Numbers and Keynote are likely to offer everything you need, and right at your fingertips. You can learn the basics of each app

in about half an hour, and expert features are within easy reach too. As well as using the iWork apps on your Mac, iPad and iPhone, you can also log on to the iCloud website ([iCloud.com](https://www.icloud.com)) with your Apple account and access web-based versions of the apps, even picking up where you left off with a document you saved earlier.

In this guide, we show you how to get to grips with Pages, Numbers and Keynote. Assuming no prior knowledge, we teach you how to create your first document. Taking things further, we also bring you a selection of pro tips to help you get even more from your Apple productivity apps. So what are you waiting for? Let's see what the suite can do.



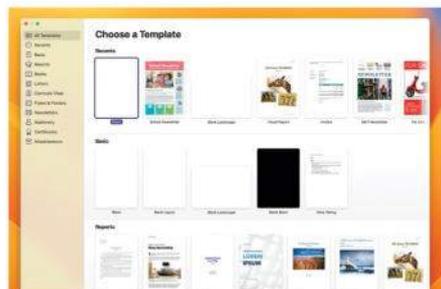
# Pages: Apple's word processor

Make awesome documents, flyers and more

**P**ages offers a comprehensive set of features. You can use it to create stunning documents containing charts, pictures, shapes, tables, and even videos as well as text. You can flow text around objects for that professional look, and there's a huge range of templates to choose from.

## 1 Use templates

When you open a new document from the File menu or by pressing Cmd+N, you're offered a choice of templates. If you want to



Pages has a wide range of templates, for a variety of different types of document.

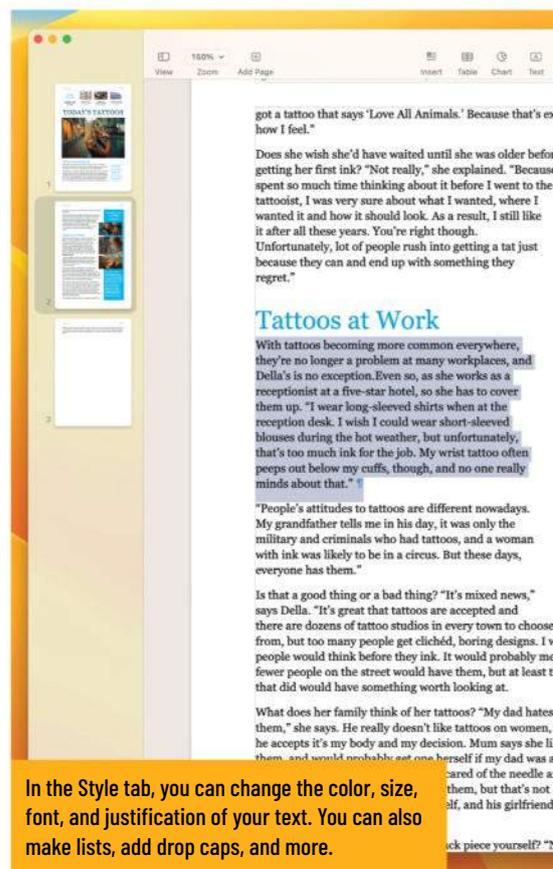
proceed without using a template, choose one of the "blank" options. It's a good idea to familiarize yourself with the templates. Starting with one and changing its text and graphics is much easier than starting from scratch, and playing around with the templates helps introduce you to what the app can do.

## 2 Change the fonts

In the Pages right-hand sidebar, click the Format button in the top-right section of the toolbar for the text tools, then click the Style tab. Use this to style your text. The Font section uses pull-down menus to change the font, choose from variations on the font (usually Regular by default), and the arrows let you change the point size. Or double-click on the window showing the point size and type it in.

## 3 Text color

In the Style tab, to change the text color, highlight the text you want to change, click the box marked Text Color and choose a



In the Style tab, you can change the color, font, and justification of your text. You can also make lists, add drop caps, and more.

new one. Alternatively, you can pick a new color first, without highlighting text, and type in that color. Click the color wheel for more options. Select Text Color and you can choose colors for gradient and image fills too.

## HOW TO Use the Document sidebar



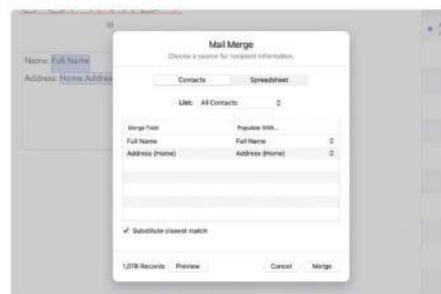
## 1 Set size and print

First of all, click the Document icon on the right-hand side of the toolbar. This opens the Document sidebar. If you want to print the document, use the Printer & Paper Size pull-down menus to set the page size and choose your printer.



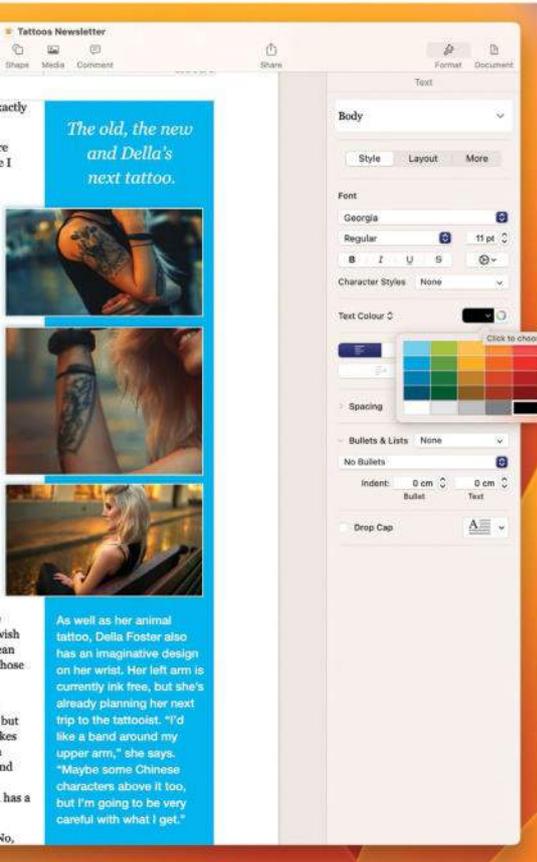
## 2 Sidebar options

You can change between portrait and landscape page orientation, and set header and footer margins. You can also select Facing Pages to set up two-page spreads with the option of using different margins, headers and footers per page.



## 3 Mail Merge

Use Add Merge Field to add details such as a name, address and more, which is drawn from a database (your Contacts app by default). Click the Merge button (top of the sidebar) to choose a database, then print the merged document.



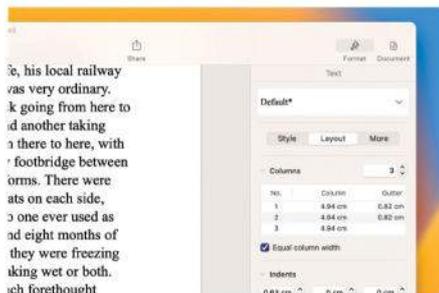
As well as her animal tattoo, Della Foster also has an imaginative design on her wrist. Her left arm is currently ink free, but she's already planning her next trip to the tattooist. "I'd like a band around my upper arm," she says. "Maybe some Chinese characters above it too, but I'm going to be very careful with what I get."

## 4 Justification

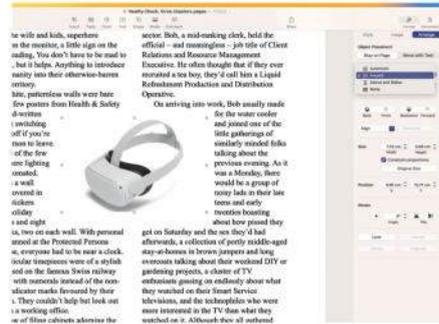
Justification refers to whether the text is aligned left, right, centrally, or both left and right. The four buttons below the Text Color section illustrate this – click one to set the text that way. Also in this section, you can increase or decrease the indent to make the margins larger or smaller.

## 5 More tweaks

Spacing sets the space between lines. Click the chevron in front of the Spacing listing for more options. Turn highlighted text into a list with Bullets & Lists. Again, click the chevron for more options. Click the Drop Cap



Under the Layout tab's Columns option, you can set a number of columns, decide how wide they are, and set a gutter width.



Text can be wrapped around an object by using the Format sidebar, and the Text Wrap pull-down menu.

checkbox to add a dropped capital, which you can then modify to suit your needs.

## 6 The Layout tab

Also in the sidebar, there's the Layout tab, which is also for free-flowing text. Your layout options include setting columns. You can choose how many columns of text there are, and customize their settings. You can also set paragraph indents, set up tab options, use borders on selected text, set which edges of the selected text they're applied to, and more.

## 7 Further formatting

Under the More tab, you can find other options for formatting and stylizing your text. Under Pagination & Breaks, you set whether you want the app to automatically prevent widow and orphan lines, start paragraphs on a new page, and more. Just tick the checkboxes of the options you wish to activate.

Under Hyphenation & Ligatures, you can set whether words can be hyphenated and split across two lines, and whether to use Ligatures, which lets certain characters run together where appropriate for easier reading.

## 8 The Document sidebar

In the top-right corner of a Pages window, next to Format, you'll find a Document option. Click this, then choose the Document tab at the top of that sidebar. You can now choose a local or networked printer to print your document from, set the size of headers, footers and margins, and more. In the Section tab you can set background colors, page numbers and more. The Bookmarks tab lets you set and review bookmarks – very useful for organization in large documents.

# Pro tips

## 1 Save to other formats

To save your document in other formats, including Microsoft Word, in the File menu go to Export To and choose a format from the list on offer. You can then choose a few options, depending on which format you're exporting it as. This works for other iWork apps too; you can save Numbers documents in Excel format, and Keynote presentations as PowerPoint files.

## 2 Translate text

If you want to translate your document's text in the app, first highlight the text you wish to translate, and double-click on it. Choose the "Translate [selected text...]" option, and in the pop-up window, select a language to translate it into. From here, you can also copy the translation to the clipboard or replace the text with the translation.



You can translate text from within the Pages app.

## 3 Password protection

To password-protect your document, in the File menu, choose Set Password. You can then choose a password and a hint in case you forget it. You can also choose whether to accept biometrics to open it. On mobile devices, click the document's name and choose Document Options to find the Set Password option.



## 9 Text boxes

Text and picture boxes are an important part of Pages documents. To open a text box, click the button marked Text in the toolbar. Click and hold the box to drag it around on the page, and resize it by clicking and dragging one of the squares on the box's border. Click on the text that's already in the box and type to add your own text.

## 10 Make shapes

Working with shapes boxes are similar. Click on Shapes in the toolbar, and choose the one you want. As well as regular shapes, they include arrows and small drawings too, in a variety of categories. Dragging a shape around the document and resizing it with the "handles" on its borders is done in the same way as with a text box.



From the Shapes menu in the toolbar, you can choose a shape to add to your document.

## 11 Add color, borders, and more

After adding a shape and positioning it as you wish, click on it and change its style using the options in the sidebar. Or you can set it up to your preferences using the options further down in this sidebar. When you have it how you like it, if you want to save this style for later use, click the right-hand chevron in the Shape Styles section and click the "blank" style option showing a "+" sign.

## 12 Design with shapes

Click on a shape and you can add text, which you can format by clicking the Text tab atop the sidebar. Alternatively, place a text box on top of the shape if this works better. If you have overlapping items such as shapes, picture boxes, and text boxes on your document, click the Arrange tab and you can reorder them by bringing them forwards or backwards in the stack, and customize them with the options in the sidebar. Make sure you click the object you want to adjust first.

## 13 Use media

Click the Media option in the toolbar and you can add a photo, video or music to your document. From the menu, select one of the top three options for a media picker. Alternatively, select

Image Gallery and drag a picture onto the box that appears, or select Choose to navigate to the file you want to use in the Finder.

## 14 Tables and charts

You can add tables and charts to your Pages document too, and populate them as needed. Try clicking on Table in the toolbar for a mini spreadsheet. Click the table then click one of the circular icons in the top right or bottom left to add or remove rows and columns. Click Chart to add a chart, and choose the color scheme and chart type from the menu. When it's in place, click on it, then select the Edit Chart Data button to add data. Both tables and charts can be dragged and resized like pictures and boxes.

## 15 Text wrap

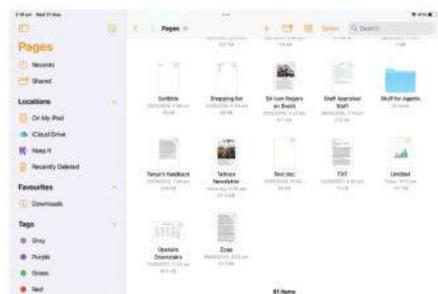
To place a picture of some sort inside a piece of flowing text, drag it into position, and while it's selected, in the Format > Arrange sidebar, use the Text Wrap pull-down to decide how the text reacts to the item. Text can wrap around the image, or run above or below it. Alternatively, it can ignore it completely and flow over it. If you go for this latter option, remember how to move overlapping objects forward and backward in the stack.

## HOW TO Sync with iCloud



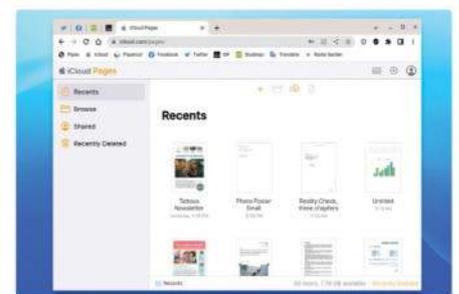
### 1 Save to iCloud Drive

These tips work for all the iWork apps. If you've already saved your document to somewhere other than iCloud Drive, in the File menu, choose Move To. From the window that appears, choose Pages – iCloud; it should be offered by default.



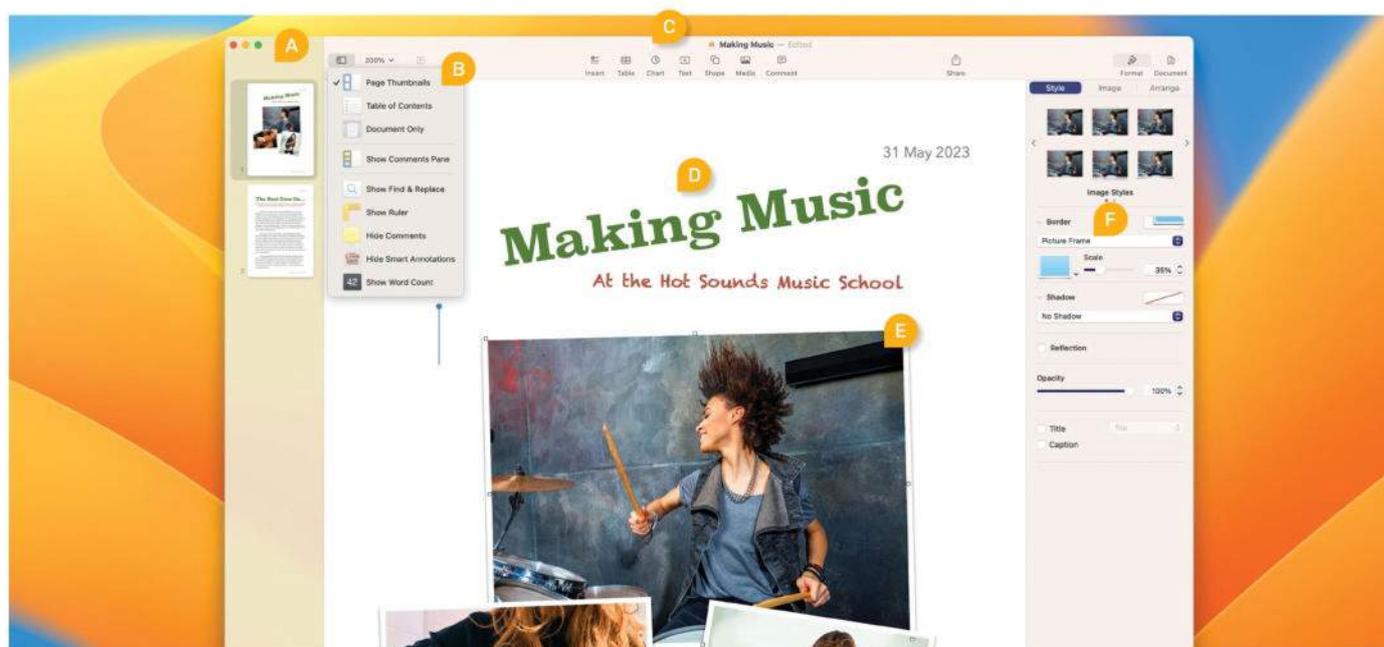
### 2 On other devices

Your document is now on iCloud Drive. Open it on any Apple device signed in using your Apple account; open Pages, navigate to the "Pages – iCloud" folder in your iCloud Drive and open the document to carry on where you left off.



### 3 Using iCloud.com

You can also use Pages in a web browser on any device. Go to [iCloud.com](https://www.icloud.com) and sign in with your Apple ID. Open the Pages app and navigate to the doc you want in iCloud Drive. You can edit it in the browser, saving your progress.



## QUICK LOOK Pages at a glance

**A**  
**Left-hand sidebar**  
 The left-hand sidebar can show thumbnails of your document's pages. You can drag page thumbnails into a new order.

**D**  
**Formatting**  
 After adding text boxes to your document, you can change their font, color, point size, angle and more.

**B**  
**View options**  
 Click the View icon for a window showing these options, including showing/hiding the word count.

**E**  
**Sidebar options**  
 The object you have selected in the document sets what options are available in the sidebar.

**C**  
**The toolbar**  
 From here, opt to add photos, shapes and more, and switch between the Format/Document right-hand sidebar.

**F**  
**Picture edits**  
 Here we've clicked on a picture, and have the Style tab selected. The other tabs offer more options.

## More Pro tips

**4 Paragraph Styles**  
 In the Format sidebar under the Text tab, you can set up and use Paragraph Styles. Format a piece of text however you like, highlight it and click the style offered at the top of the sidebar. Click the "+" sign in the top-right corner of the window that opens and you can save the formatting as a Paragraph Style. Then, when you want to give another piece of text the same formatting, just highlight it and select the Paragraph Style from the menu used earlier.

**5 Masks**  
 If you don't want to show the whole of a picture on your document, you don't

have to take it into a photo editor and crop it. Instead, in the Format sidebar, click the Image tab. Now click the Edit Mask button. A slider appears under the picture. Slide it back and forward to zoom in and out. You can use the Crop button to set how much of the picture is shown, and the Photo button to enable you to drag the picture behind its frame.

**6 Word counts**  
 To open the Word Count floating window, click the View icon, and choose Show/Hide Word Count. A small window appears, showing how many words are in your document. You can highlight a section of text on your document, and

show how many words are highlighted too. Click the chevrons on this window to change to showing characters, paragraphs or pages. You can drag the Word Count window to anywhere you wish on the document.



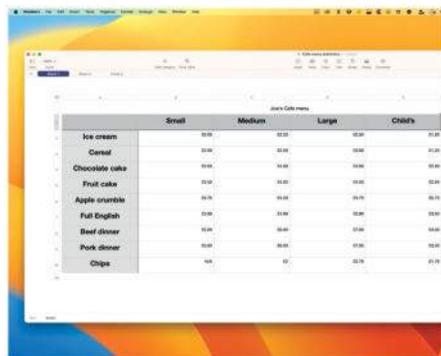
Reuse text formatting with Paragraph Styles.



# Numbers: For awesome spreadsheets

Get your numbers looking good – and making sense

**W**ith Numbers, you can create attractive spreadsheets quickly and easily. Starting with a blank page or one of the app's excellent templates, you can display your data in charts, tables, images, Smart Categories and pivot tables, making it easily accessible.



The table is the most basic Numbers document, but it's still surprisingly powerful.

## 1 Templates in Numbers

There's an excellent range of templates available for use in the Numbers app. As well as blank documents in both light and dark backgrounds, you can open customizable ready-made spreadsheets for budgets, savings, schedules, records, and more. You're offered a choice of templates whenever you launch a new document. If you don't want to start with a template, you can simply choose the Blank or Black Blank option.

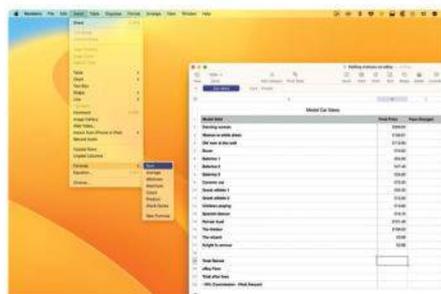
## 2 Using tables

The most basic Numbers document is a table. This consists of a grid of cells, into which you can type information. Click on a cell to select it, and then enter the data you wish to add. You can format information added to a cell in the same way you do



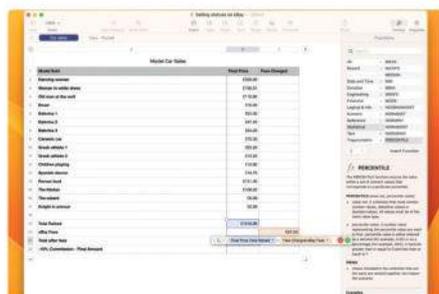
A Numbers document can include text and media as well as charts and tables.

## HOW TO Use Formulas



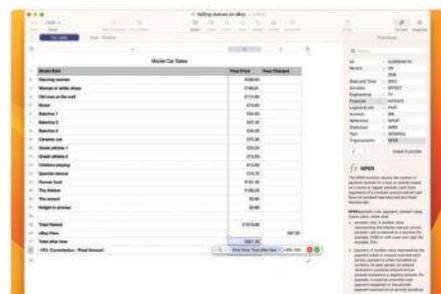
### 1 Insert a formula

We want to add a column of figures here, so click on the cell where you want the total to be, and in the Insert menu, choose Formula > Sum. The total of all the quantities in the column are added, and the total appears automatically.



### 2 Make a subtraction

To subtract fees incurred from this total, click on the cell where you want the total after fees to be, then in Insert > Formula, choose New Formula. Click the "Total Raised" cell, type the "-" sign and click the "Fees" cell, then the check mark.



### 3 Get a final figure

We now want to subtract a 10% commission from this figure. Click the "Final Amount" cell, then go to Insert > Formula > New Formula. Click the cell showing "Total After Fees" and to subtract 10%, type \*90/100. Click the check mark.

**RELEASES**  
by them here

| Album                     | Price  |
|---------------------------|--------|
| On the Street             | £10.99 |
| Live in London            | £10.99 |
| The Split Eardrum         | £12.99 |
| Plastik People            | £9.99  |
| Out of the Cave           | £10.99 |
| The Graveyard Shift       | £12.99 |
| Here Today, Gone Tomorrow | £10.99 |
| Action Stance             | £9.99  |
| Bitter Hymns              | £12.99 |

## Pro tips

### 1 Pivot tables

A pivot table takes its data from an existing table, but displays it differently. To create a pivot table, click on the original table (highlighting certain cells if you don't want the entire table included), and in the Organize menu, choose one of the options from Create Pivot Table. You then customize the pivot table using the options in the sidebar.

### 2 Merge cells

If you want to merge cells, so multiple cells are turned into one, first highlight the cells you want to merge. Hold the Cmd key and click on them in turn, or just click and drag across the table. Then Ctrl-click the selected cells, and choose Merge Cells from the contextual menu. If you change your mind, click on the now-merged cell, bring up the menu and select Unmerge Cells.

### 3 Sheets, tabs & controls

If you want to add another sheet to your document, click the "+" sign in the top-left corner. This lets you add another page to your spreadsheet. Click the chevron on a tab for controls such as Rename, Duplicate and more.

### 4 Moving rows and columns

You can move and reorder columns and rows by double-clicking and holding on the number or letter representing that row or column, and then dragging it into a new position on your table.



You can create a pivot table using an entire table of data, or specific parts of that table.

with Pages text. Tap one of the letters across the top of the table or numbers down the side to select an entire row or column, and you can then format all the selected cells together.



Numbers charts can display data gleaned from a table in a very visual way.

### 3 Corner icons

Click on a table, and you see an icon in each corner. In the top left is a circle containing another circle. Use this to drag the table around on the document. In the bottom-left and top-right corners are circles showing parallel lines. Click on one of these to add a row or column to the table. The bottom-right icon shows a corner. Click and drag this to add or remove columns and rows.

### 4 Create more rows/columns

If you need to add a row or column inside the table, hover over the number to the left of a row or the letter above a column. Click the chevron that appears next to it for a menu. There are options for adding a row/column



above or below a row and before or after a column. You can also open the Format sidebar, click the Table tab and then enter how many rows or columns you need in those fields.

## 5 Headers and footers

Headers and footers are a line of cells on the left, top and/or bottom of the table. When you scroll a table, a Header or Footer line does not scroll off the screen. This is very useful when you're dealing with a large table and need to be able to see a row/column's title at all times.

To set up headers and footers, in the Format sidebar and Table tab, use the menus in the Headers & Footer section.

## 6 Checklists

You can use a Numbers table to make a checklist. To turn a cell or cells into a checkbox, in the Format sidebar, click the Cell tab and in the Data Format pull-down menu, select Checkbox. The cells display a small gray box. Click on it to check and uncheck that box.

## 7 Table styles

Table Styles work a little like Pages' Paragraph Styles (see p17). Click on a table and at the top of the Format sidebar's Table tab, choose from one of the pre-prepared styles. You can also set up a table yourself using the app's formatting tools, and save that style for future use by clicking the "+" sign on the second page of styles.

## 8 Charts

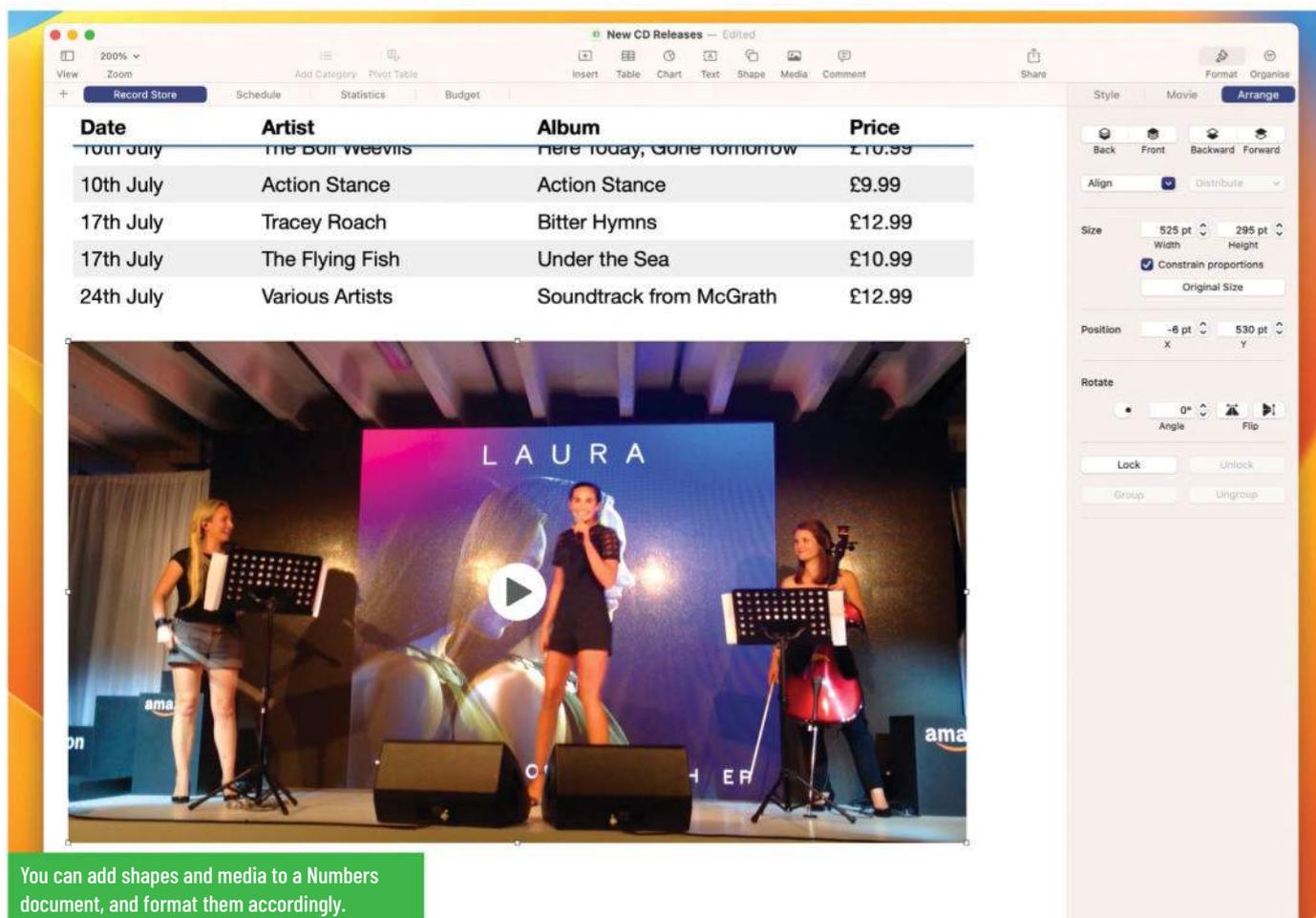
For a helpful visual representation of your data, you can add different types of chart to your spreadsheet by clicking on the Chart icon in the toolbar, and selecting a chart type from the range on offer. You can then click on the Add Chart Data button and select what data from the table you want to import into the chart.

To change this, click the chart and use the Edit Data References button. It's a good idea to open one of the Numbers templates containing a chart and experiment with it to familiarize yourself with how charts work.

## 9 Adding media and shapes

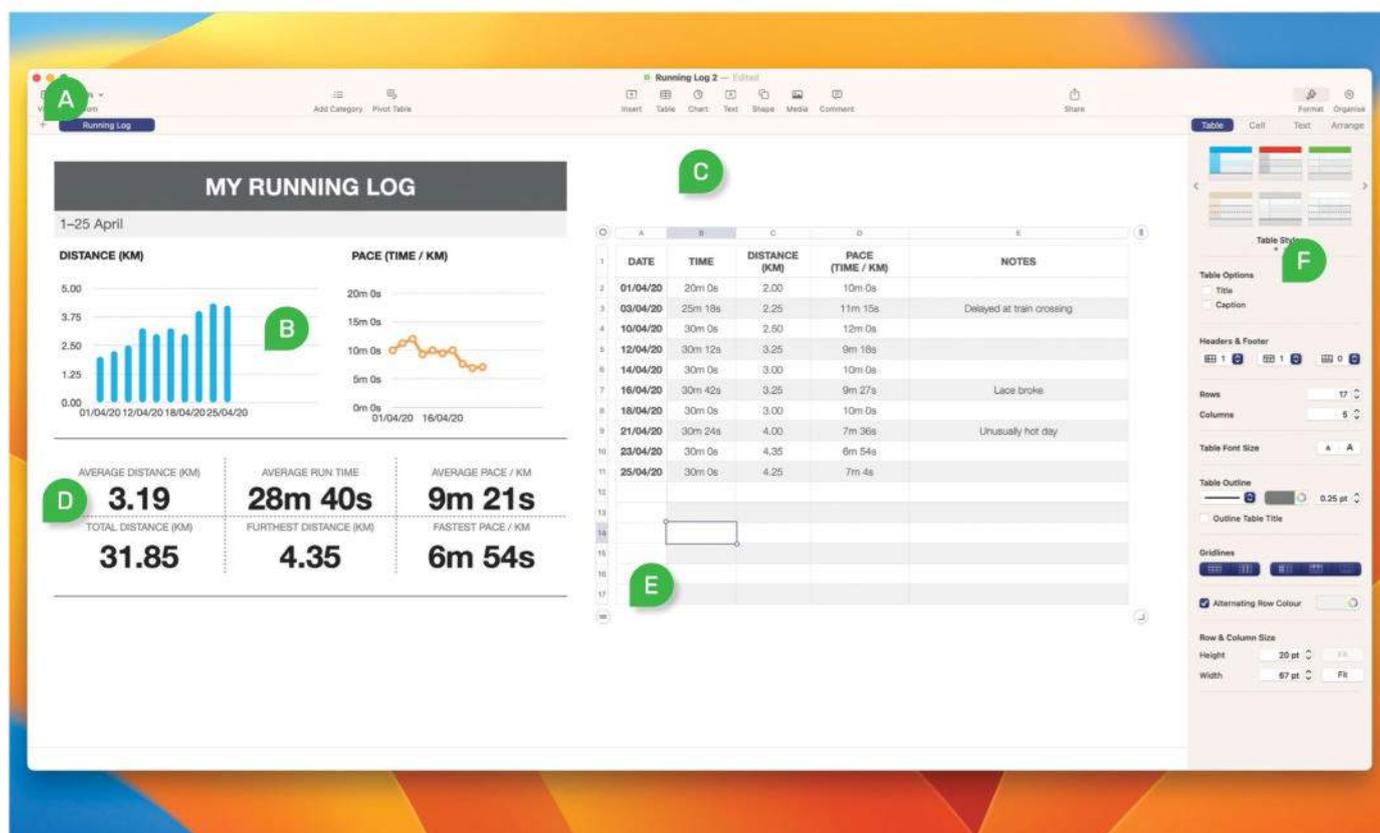
You can add media and shapes to Numbers documents, just like you can in Pages. Just click the relevant icon in the toolbar, and choose a picture, video, music or shape. These objects can be dragged around the document, resized, rotated, masked, and moved forwards or backwards in a

# FOR A VISUAL REPRESENTATION OF YOUR DATA, YOU CAN ADD DIFFERENT TYPES OF CHART TO YOUR SPREADSHEET



You can add shapes and media to a Numbers document, and format them accordingly.

## QUICK LOOK Numbers at a glance



**A SHEETS**  
Click the "+" sign here to add another sheet to your document. Click on its tab to access it.

**B CHARTS**  
You can add multiple charts to your document, showing data gleaned from a table.

**C A TABLE**  
The table is the backbone of the Numbers app. You can have them display any data you wish.

**D SECONDARY**  
This section here is also a table, which collates information from the main table on the right.

**E CORNER ICONS**  
The corner icons circled here are used to move or modify their table, as discussed elsewhere.

**F SIDEBAR**  
You can select the Format or Organize sidebar; click a tab at the top for controls and options.

stack, in the same way as you do with objects in Pages.

**10 Input text**  
You can also add text boxes to your Numbers documents. Click the Text icon in the toolbar, drag the box to wherever you want it and add your text. Your words can be formatted in the Format > Text sidebar, using the same tools as are offered by the Pages app.

**11 Using colors**  
Highlight a row, column or cell/group of cells, and in the Format > Text sidebar, you can change the color of the contents by clicking on the colored box and choosing a

new color. You can use the pull-down menu to choose to add a gradient rather than a solid color too. In the Format > Cell sidebar, you can change the cells' background color in the Fill section.

**12 Rename a document**  
Click a document's name, and type a new title into the Name field in the pop-up menu that appears. You can also add colored tags using this menu, and choose a place where it is stored when you save it. Like Pages, if you save it in iCloud Drive it's accessible from any of your Apple devices, and at [iCloud.com](https://www.icloud.com). Click the Locked checkbox to prevent these entries being changed accidentally.

**13 Preferences**  
Open the Settings pane through the Numbers menu, or by pressing Cmd-comma. The General tab sets defaults for future new documents. When you next start a new document, they conform to the parameters you set here (though you can then edit them if you choose). You can also set the author's name here, and the default text size.

**14 Sort options**  
In the Organize sidebar, click the Sort tab. You then have the option to "sort" your data such as, for example, reordering a table's entries alphabetically according to a set column.



# Keynote: Professional presentations

Create engaging slideshows and animations

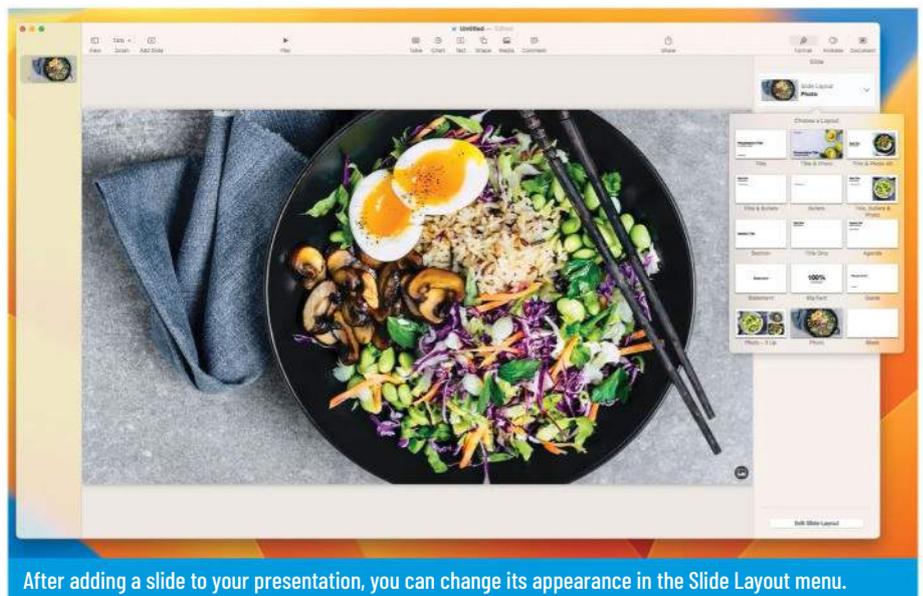
**K**eynote was originally developed for Apple founder Steve Jobs to use when giving presentations at keynote events. It quickly became clear that Apple had a great product that Mac users would like too. In 2003 it was released to the public, and it came to iOS and iPadOS in 2010. Today it's free for anyone who buys a new Mac or Apple mobile device.

## 1 Text formatting

Keynote shares its text formatting features with Pages, so familiarize yourself with the Pages tutorial earlier in this feature. When working with text, click on the Format icon to access the Format sidebar, and you can click the Style tab and add borders, fills, reflections and more. Using the Text tab, you can change the font, point size, justification, and so on.

## 2 A new document

When you open a new document, you're offered a range of different templates to choose from. As with Pages and Numbers, these are a great way to familiarize yourself



After adding a slide to your presentation, you can change its appearance in the Slide Layout menu.

with the app. If you want to start fresh, pick one of the basic templates, which simply give you a presentation with one slide, showing a little intro text that can be modified, reformatted, or deleted entirely.

## 3 Slide Layout

To change the layout of an individual slide, click the slide (not an object or text on the slide) and at the top of the Format sidebar, there's a Slide Layout option. Click it for a window showing a range of slides.

## Pro tips

### 1 Keynote preferences

Open the Settings panel from the Keynote menu in the menu bar. Take a look through them — there's some great customization options in there. The Slideshow pane, for example, lets you decide whether to scale a presentation to fit the screen, change the way others can interact with your presentations, and require a password to exit a presentation.

### 2 Aspect Ratio

The default aspect ratio for a Keynote presentation is a convenient 16:9,

the standard widescreen dimensions. If you wish to change this to an old-school 4:3 ratio, as used by old-fashioned televisions, or to a custom ratio chosen by yourself, click the Document icon in the toolbar to open the Document sidebar, and use the pull-down menu found in the Slide Size section.

### 3 Apple Pencil

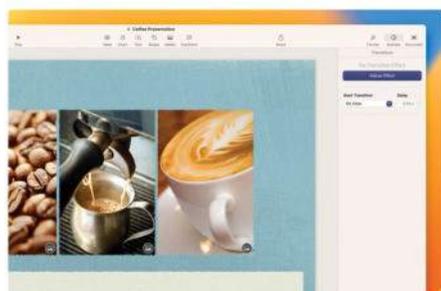
When using Keynote on your iPad, you can use your Apple Pencil to write text and create drawings. Alternatively, you can use it instead of your finger for scrolling and selecting objects. To switch these behaviors on and off, open a Keynote presentation on your iPad in Edit



You can set your slideshow's aspect ratio to 16:9, 4:3, or a size of your choice.

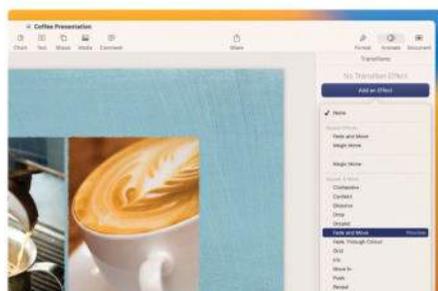
mode (tap Edit if this button is displayed). Tap the "..." icon and select Settings. Scroll down to the switches in the Apple Pencil section, and turn them on and off according to your wishes. These changes

## How to Work with transitions



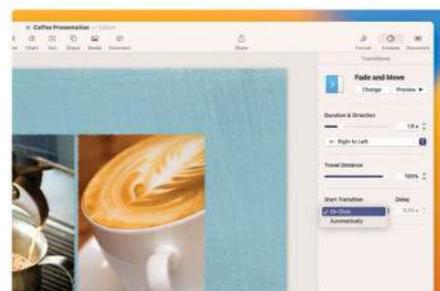
### 1 Using transitions

You can animate slides in the same way you animate objects. Click on a slide, and in the Animate sidebar, click on "Add an Effect"; by default, there's no animation. Choose an animation from the menu that appears.



### 2 Preview animations

Hover over one of the effects and the word Preview appears to its right. Click it to see what this transition does as it gives way to the next slide. After choosing, click the Change button to swap it or Preview to see it in action.



### 3 Customize effects

Many transition effects can be customized with options in the sidebar. Options might include changing the duration of the effect, how long it takes to activate, the direction from which it comes, and more.

Choose one to change the slide in question to that layout.

### 4 New slide

Ctrl-click on the left-hand sidebar (use the View icon if it isn't there) and choose New Slide from the menu. Alternatively, click the Add Slide icon in the toolbar to choose a new slide from the Slide Layout menu mentioned earlier.

### 5 Change picture

In the bottom-right corner of the placeholder pictures (on the slide when you

open it) is a circular icon showing the photo symbol. Click on it to open a window from where you can navigate to the picture you want to use and choose it. Alternatively, simply drag the pic you want on to the template picture.

### 6 Add new media or shape

You can add new pictures, videos, music clips and shapes to a Keynote document, then resize and restyle them to suit your needs, in exactly the same way as you do with Pages and Numbers. Click on the Shape or Media icon, then choose the preferred option from the menu.

### 7 Edit Mask

Click on a picture and then in the Format sidebar, click Edit Mask. A small window showing a slider appears under the picture. Slide it back and forth to zoom in and out of the picture, which expands and contracts behind the picture window. Doing this lets you display only part of an image instead of



The Edit Mask feature, found in all the iWork apps, lets you change how a picture is shown.



The iWork apps can intelligently remove a picture or photograph's background.

all of it. To the left of the slider are Photo and Crop icons. Click the Photo icon and you can resize the picture itself using the squares on its borders. Select the Crop icon and you can do the same for the window in which the picture sits.

### 8 Remove background

This is a new feature found in the latest versions of all three of the iWork apps. To remove the background from a picture, click on the picture in question, and then in the Format sidebar/Image tab, click Remove Background. If part of the background is missed, you can fine-tune things by clicking and dragging with the picker. Click the Done button when you're finished.

### 9 Rearrange slides

To change the order in which slides appear, open the left-hand sidebar by clicking View. The sidebar shows the slides as thumbnails, in order. To reorder them,

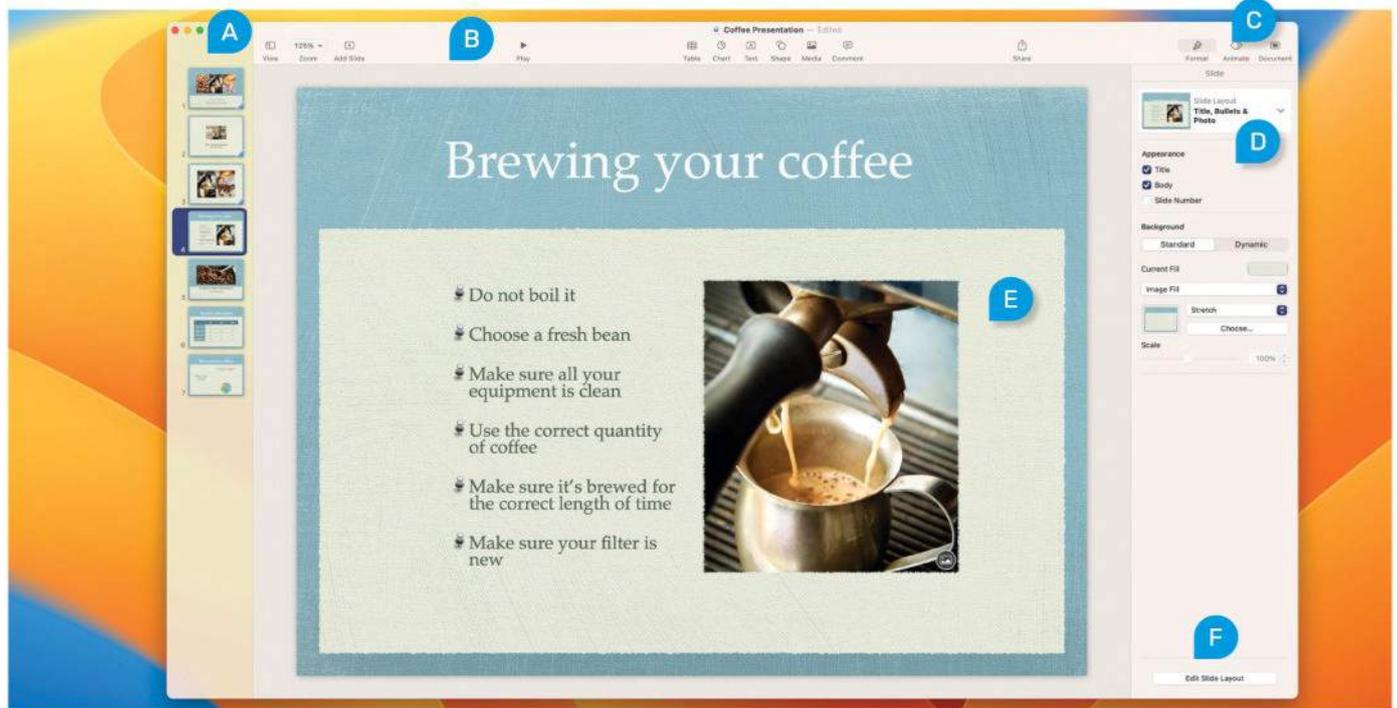


Use the Settings option to decide how your Apple Pencil behaves while using Keynote.

hold for all your Keynote presentations, but they don't affect the way the Apple Pencil operates in other apps.



## QUICK LOOK Keynote at a glance



### A The View sidebar

Click the View icon for this sidebar, showing your slides in the order in which they appear in the presentation.

### D Slide Layout

Click here for a menu showing the range of slide templates available. Click on one to choose it.

### B The Play icon

If you want to see how your presentation looks so far, click this icon for a preview of the show.

### E A slide

Slides can show headlines, text, pictures, backgrounds, charts, shapes, tables, and much more.

### C The sidebars

Keynote has three sidebars; Format, Animate, and Document. Click these icons to switch between them.

### F Edit Slide Layout

Click here to edit the "blank" slides shown in the Slide Layout menu. Click Done when you're finished.

simply click and drag the slide you wish to move into a new place.

## 10 Play your slideshow

While you're building your presentation, you can review what you have so far by pressing the Play icon in the toolbar.



Add an animation, set it up with the animation options, and test it using the Preview button.

The slideshow plays out, showing the slides in order, using the animations and transitions you've chosen. Click the "X" icon to stop the preview of your presentation.

## 11 Animating text and media

Instead of having the complete slide appear with everything already in place, you can have text and/or media arrive and leave with an animation. Click on the object (media, shape or text box) you wish to animate and select the Animate icon in the toolbar to open the Animate sidebar. You see three tabs: Build In, Action, and Build Out. Build In animates the object as it arrives on the

screen, Action offers an animation while it's there, and Build Out takes it away with an animation. Click one of these tabs and choose Add An Effect to select one from a menu.

## 12 Animation options

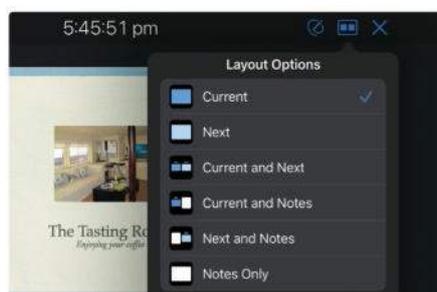
Each animation offers a range of options. For example, if an object is to Spin into place, you can choose which direction it arrives from, how long the animation lasts, and whether it bounces into place. When you've set the animation, click on the Preview button at the top of the sidebar to show how it will look in your presentation. Click the Change button to change your animation.

## How to Use Keynote on mobile devices



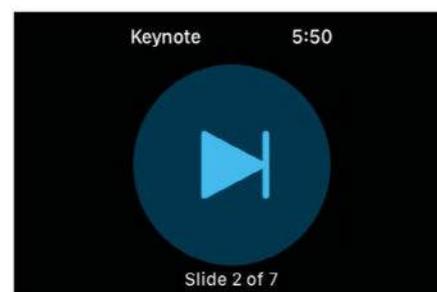
### 1 On the iPad

You can use your iPad to create and edit Keynote presentations. You can also use your iPad as a Keynote remote when delivering your presentation. Tap the iPhone icon in the top bar and follow the on-screen instructions.



### 2 On an iPhone

You can create and edit presentations on an iPhone too, if you don't mind the small screen. It makes a great remote, though. Pair it with your iPad or Mac, and you can use it to show your presentation.



### 3 On Apple Watch

There's also a Keynote app for Apple Watch. Set up your iPhone as a remote and open the Keynote app on your Apple Watch. You can then use your watch as a wrist-mounted slide clicker for your presentation.

## 13 Build order

In the Animate sidebar, there's a button found at the bottom called Build Order. Click it and a small window appears. Here you can reorder your animations by dragging and dropping, changing the order in which they appear, animate while in place and/or disappear.

With the pull-down menu, you can choose whether an animation starts when the previous one ends (with a delay you can

set too), or when you make a click with your chosen device during the presentation.

## 14 Presentation devices

You can use your Mac's spacebar or mouse button as a clicker in a Keynote presentation. You can also use other Apple devices, or a dedicated Keynote Remote. These are handheld devices with controls for clicking forwards and backwards through a presentation, and some offer a laser

pointer so you can point to key features in your slides.

## 15 Charts and tables

You can add charts and tables to your Keynote slides, and animate them just like you do with media and text. They can be very effective when used sparingly, but too many facts and figures aren't particularly exciting when it comes to creating an engaging presentation.

## Tips common to all iWork apps

Here are a few more handy hints that are applicable for Pages, Numbers and Keynote.

### 1 Apple Pencil

If you're using iWork apps on your iPad, you can use your Apple Pencil with Pages, Numbers and Keynote.

### 2 Sharing

Click the Share icon to send a copy to another person, or invite them to collaborate on your document. You can use this menu to set who can access the document, whether they can make alterations, and whether people you send it to can also invite others to collaborate.

### 3 Continuity Camera

You can import a photo or video directly into Pages, Numbers and Keynote from your iPhone or iPad, using the

Continuity Camera feature. Click the Media icon in a document's toolbar, and at the foot of the menu are options for taking photos, scanning documents, or adding a sketch from mobile devices.

### 4 Set password

To set a password for an iWork document, in its application's File menu, choose the Set Password option. You can then choose a password and set a hint in case you forget it. That document can then only be opened with that password.

### 5 Export to other formats

With an iWork document open, click on the File menu in the top bar, scroll down to Export To and in a sub-menu, you can choose to save it out as a PDF, an MS Office format, for older versions of iWork, and more.

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# CREATE

HOW TO DO ANYTHING ON YOUR MAC, IPHONE & IPAD

## Master Quick Actions

Make your Mac life even easier with the power of Actions

### REQUIRES

macOS 12 or later

### YOU WILL LEARN

How to add useful Actions to Finder

### IT WILL TAKE

15 minutes



macOS IS FULL of useful things, but it's not always obvious where they are.

For example, one of the really cool features in Finder is tucked away in the Ctrl-click menu under Quick Actions. Here you'll find automations to turn photos into PDFs, to open PDFs in Markup mode and to change photos from one format to another, and you can also add your own.

Creating automations used to be the job of Automator, which was brilliant but pretty intimidating to newcomers. The Shortcuts app, introduced in macOS Monterey, is much friendlier – but, as we'll discover, it's still more than capable of doing some clever and useful things.

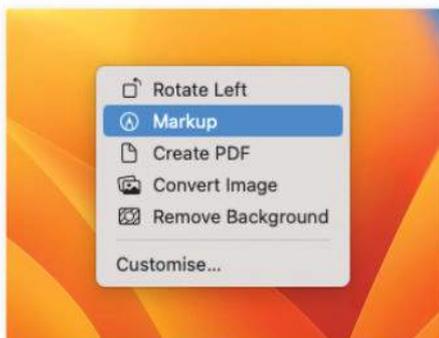
Quick Actions are a great way to automate everyday things. You can use one to automatically crop and resize your

photos, for example. In this tutorial, we'll create one that automatically joins multiple images together. We're sure you'll have your own ideas, so get experimenting and let us know what you come up with. **CARRIE MARSHALL**



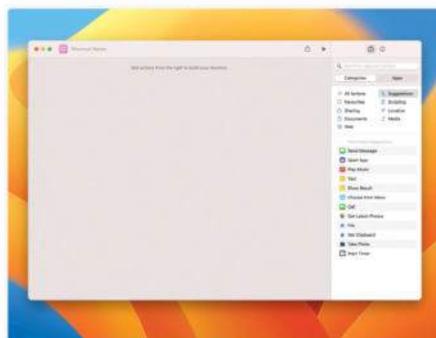
In here you'll find any Shortcuts you've created, otherwise click on Gallery to find pre-made Shortcuts you can use.

## HOW TO Create a Quick Action



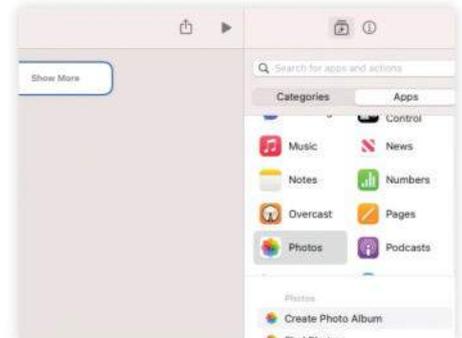
### 1 Find in Finder

In Finder, Ctrl-click on any file and look for the Quick Actions option. Click on it to see a list of available Actions for that file (or none, depending on the file type). Here we've Ctrl-clicked on a photo; the actions do exactly what you'd expect.



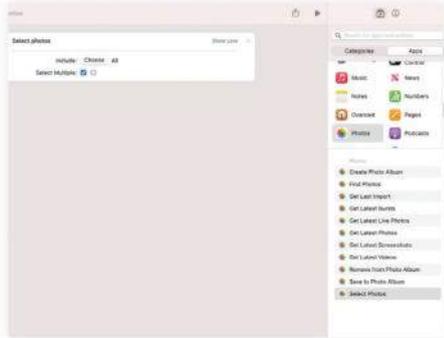
### 2 Start a Shortcut

You can create very complex Actions in the Automator app, but Shortcuts is much friendlier. Open Shortcuts and create a new shortcut. You should see this window, with a sidebar of suggestions on the right.

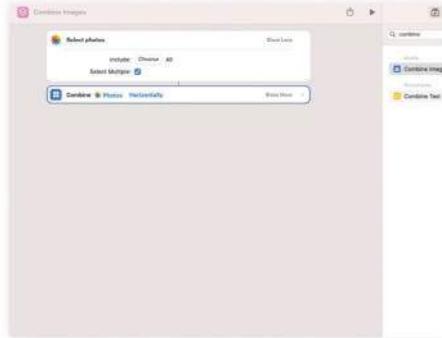


### 3 Add your app

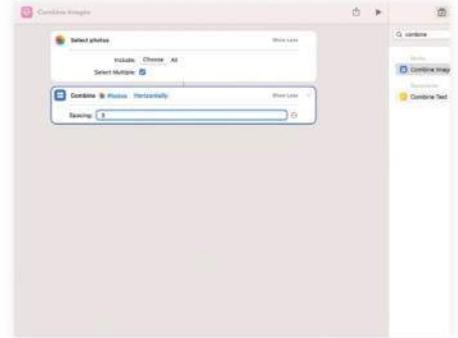
Click on Apps in the sidebar and choose the app you want to use in your Action. Let's use Photos to combine some images together. Click on Photos and then look for the Select Photos option. Double-click to add it.



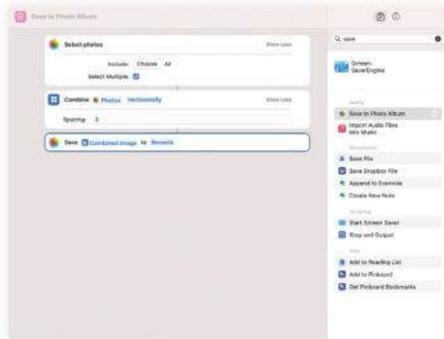
**4 Add more images**  
This is your Action's input, where it's getting its data or files from. In this case we're processing photos and, in order to have multiple photos selected, we need to enable that by clicking on Show More and ticking Select Multiple.



**5 Add an instruction**  
Now we want to combine our selected images together. The fastest way to find that command is to type "combine" in the search box; the one we want is Combine Images, so double-click on that one in the sidebar to add it.



**6 Add some space**  
By default, your photos will be stitched together seamlessly. If you want to combine your photos while leaving a bit of space between them you can specify that by clicking Show More and entering a number in the Spacing field.



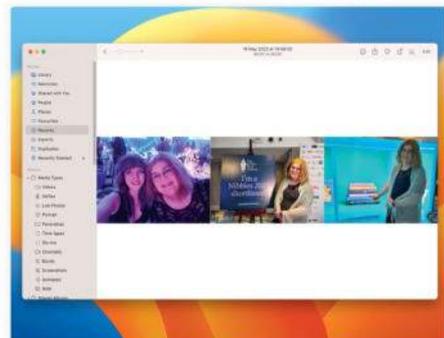
**7 Save your results**  
We've set the input and specified the activity; we need to tell Shortcuts what to do with the result - ie, to "Save to Photo Album". Use the search box to find that and double-click; you can change the destination from Recents if you wish.



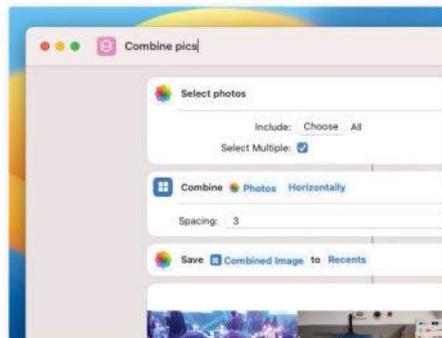
**8 Test your action**  
Press the Play icon at the top of the screen to test-run your Action. If it's working you should now see the Photos library window, and you should be able to select multiple images. Do that and then click on Add.



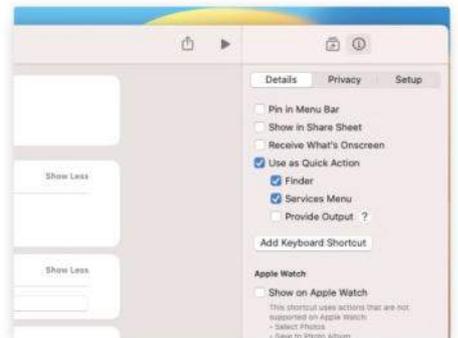
**9 See the results**  
After a moment, you should see the result of your Action - three separate images stitched together - in the main editing window. We need to check whether the shortcut added the combined image to the Recents album in Photos.



**10 Open the app**  
Open Photos and navigate to your Recents folder. It may take a few seconds for your library to update, but if your shortcut has worked you should now have your newly combined image as the most recent addition in Recents.



**11 Name your shortcut**  
If the shortcut works, it's time to give it a name. This should be descriptive, as it's the name that'll appear in Quick Actions when you've finished. Simply double-click the name at the top of the window and type the new one.



**12 Add it to Actions**  
Click on the Info icon (top right of the window) to see options including "Pin in Menu Bar", "Show in Share Sheet" and so on. We want "Use as Quick Action" so we can bring it up quickly in Finder, so tick that before closing Shortcuts.

# Manage your email like a pro with Outlook

Outlook is now free for all Mac users. Here's how to get the most from it



## REQUIRES

Outlook for Mac, macOS 11 or later

## YOU WILL LEARN

How to use Outlook for Mac to manage your email

## IT WILL TAKE

20 minutes



## MICROSOFT'S OUTLOOK HAS

had something of a checkered history on the Mac. At various times it's been a useful option for business users who rely on Microsoft's Office suite, a reasonable alternative to Apple's Mail, and an application that felt like the very poor relation of its Windows version and was best avoided. Since its overhaul a few years ago, however, it's been a serious contender for the best email application for both business and personal use. And that position was bolstered earlier this year when Microsoft announced Outlook for Mac

could be downloaded and used completely free of charge and would no longer need an Office 365 subscription.

There's a great deal to like about Outlook, not least that it looks and feels like a Mac app and adopts many macOS features like Handoff, Widgets, and integration with Notification Center. Then there's the option to create profiles for, say, business and personal email accounts, the automatic filtering of incoming messages into Focused and Other inboxes, and the ability to save searches as smart folders. Let's get started.

**KENNY HEMPHILL**

## QUICK LOOK Outlook's interface

A

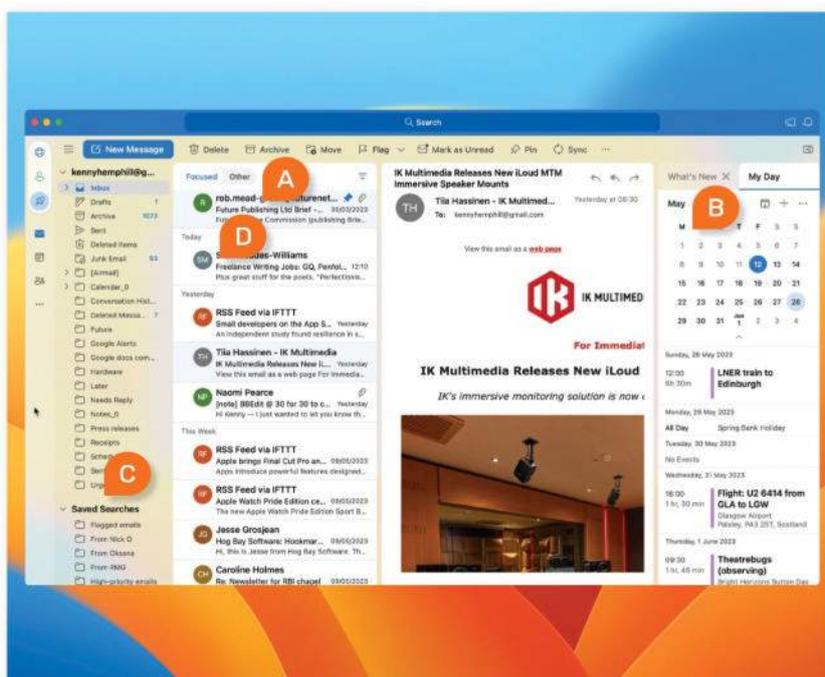
### FILTERS

Incoming mail is filtered into Focused and Other inboxes, allowing you to quickly see the most important new messages.

B

### MY DAY

The sidebar can display upcoming appointments, an agenda for the day, or Outlook's newest features.



C

### SAVED SEARCHES

You can save searches you make often as a smart folder, allowing you to easily find up-to-date results.

D

### PIN TO TOP

Incoming messages you don't want to forget about can be pinned to the top of the inbox.

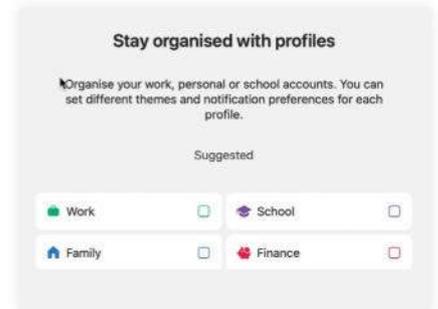
## HOW TO Set up and use Outlook for Mac



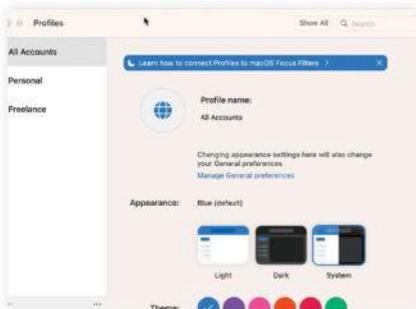
**1 Add an account**  
Once you've downloaded and installed Outlook, click on the Outlook menu; choose Settings, then Accounts. Click the "+" (at the bottom) and choose New Account. Type the email address and click Continue.



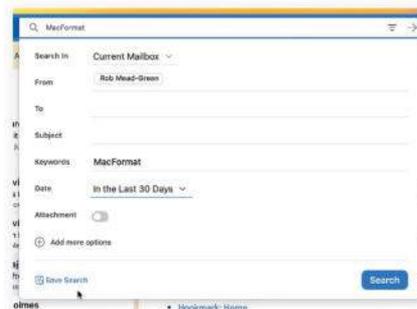
**2 Finish account**  
Once you've typed in the email address, Outlook will determine the type of account and ask for details it needs. You'll need to generate an app-specific password on <https://appleid.apple.com> for iCloud email accounts.



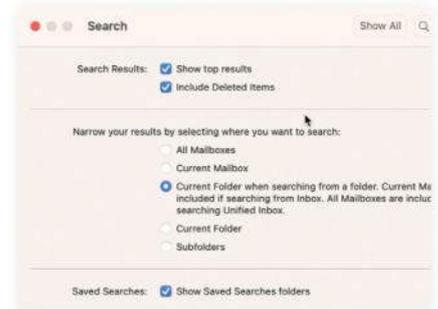
**3 Create a profile**  
If you use Outlook with multiple email addresses, create a profile for each by clicking the globe icon at the top right, then choosing the type of profiles you want to add. Click Next and follow the on-screen instructions.



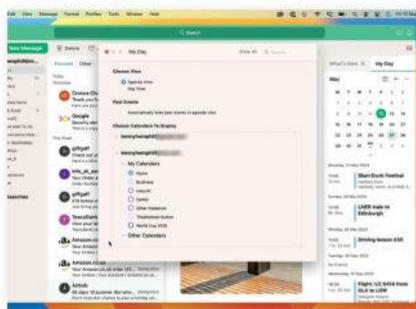
**4 Manage profiles**  
Go to Outlook > Settings > Profiles. Click on the profile you want to alter, and choose from the Theme, Icon, Appearance and Notifications options. You can also change the name and the email addresses that apply to the profile.



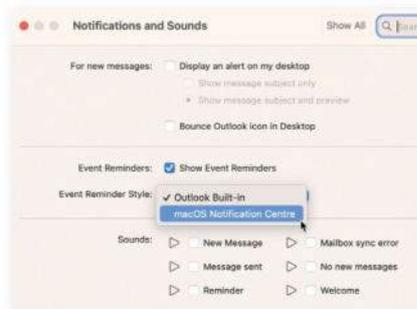
**5 Save a search**  
Type some criteria in one or more of the search options, and click the filter button at the right to refine the search. Once happy with the terms, click Save Search. Type a name for the search in the folder when it appears.



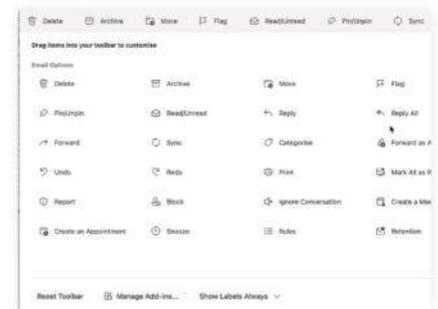
**6 Customize search**  
You can choose whether the search tool looks through everywhere, the current mailbox, or the current folder. Click the Outlook menu, then Settings and Search. Choose from the options for narrowing the search.



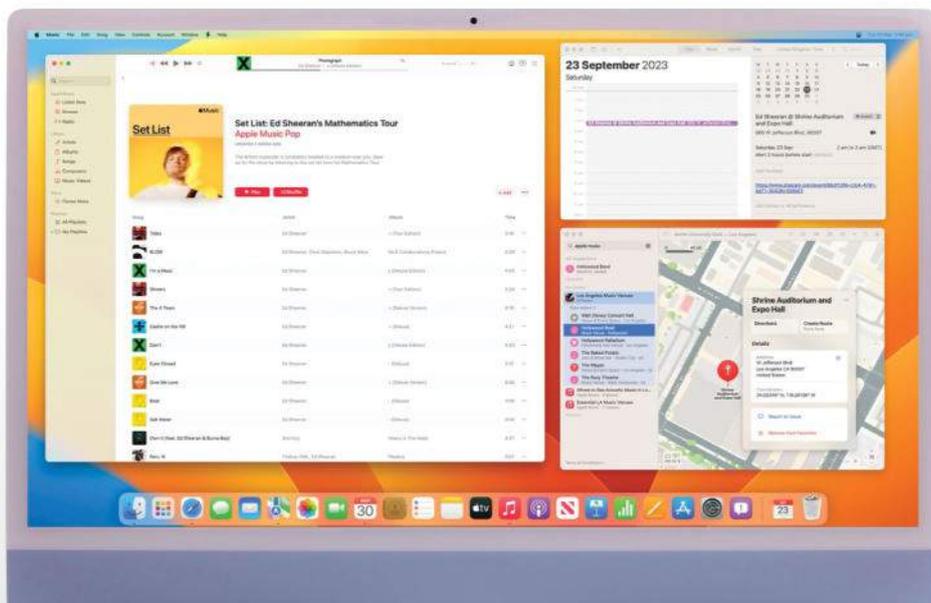
**7 Manage calendars**  
Click on the sidebar button at the top right of the window to view your various calendars. Click the "..." to choose between Calendar view and Agenda. To choose which calendars are displayed, click the Settings icon.



**8 Use notifications**  
Go to System Settings > Notifications > Microsoft Outlook and enable notifications. In Outlook, go to Outlook > Settings > Notifications and Sounds, and choose macOS Notification Center from Event Reminder Style.



**9 Customize toolbar**  
Click on the "..." in the toolbar and choose Customize Toolbar. Drag elements you want to add to the toolbar into the row at the very top of the window. To remove items, drag them off the top row and drop them.



# Discover live music near you

Find out who's playing and where with help from Apple Music and Maps

## REQUIRES

Apple Music and Apple Maps

## YOU WILL LEARN

How to find music guides and set lists for your favorite artists and venues

## IT WILL TAKE

10 minutes



**WHETHER YOU FANCY** finding out who's playing at your local music hotspot, or seeing when one of your favorite artists is on tour, Apple Music and Apple Maps can help — thanks to some new features in macOS Ventura 13.4, iOS 16.5 and iPadOS 16.5.

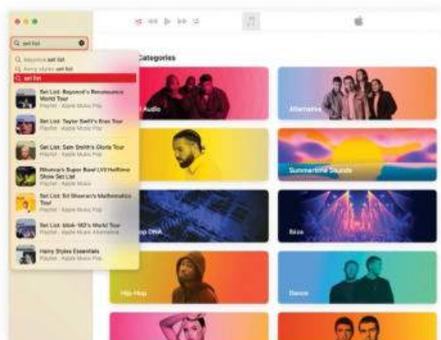
Apple Music now comes with Set Lists, which are curated playlists of songs of currently touring artists, with links to venues and dates on their current tour. And Apple Maps contains Apple Music Guides (currently 44 in total), showcasing

music genres and venues in major cities around the world, with links to relevant playlists, venue information and links to upcoming concerts. Both are a great way to find out what's happening near you.

At the moment, these new features are somewhat hidden in both apps, suggesting that Apple is trialing them ahead of the next major OS updates for Mac, iPhone and iPad, when they'll hopefully become more prominent. But let's see what these additions offer for music fans now.

**ROB MEAD-GREEN**

## HOW TO Find set lists, music guides and more



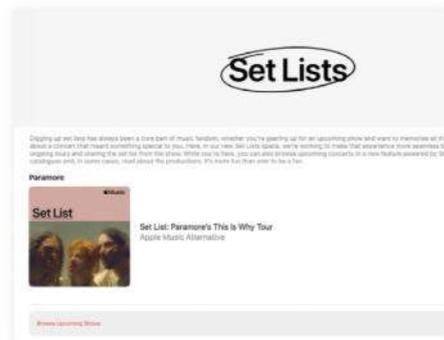
### 1 Find artists

Open the Music app on your Mac and type "set list" into the Search field at the top of the left-hand sidebar. You should see some results straight away. Or, click Browse in the sidebar, press Return, then select the Apple Music tab top right.



### 2 See all the set lists

You'll see some of the available set lists under Top Results at the top of the main window, but to see more scroll down to Playlists for more. To see them all, scroll down to Categories, then click the Set Lists entry that is shown there.

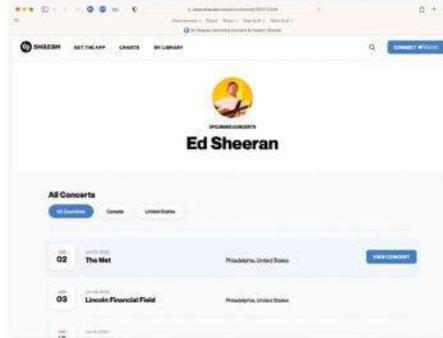


### 3 Have a browse

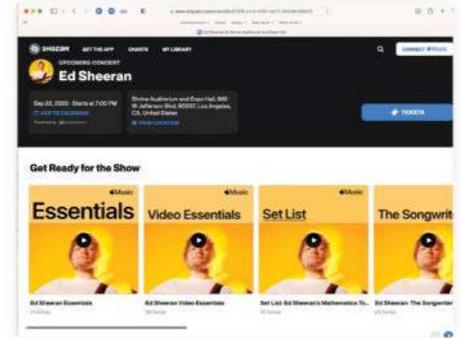
In the Set Lists category, you will see a list of some of the artists who are currently touring. Scroll down to see them all. Click a set list under an artist's name to see a playlist of tracks or click Browse Upcoming Shows below that.



**4 Add set list**  
A set list on Apple Music is simply a playlist of songs by a particular artist, rather than being a collection of live performances from their current tour. Still, click “+Add” at the top of a selected playlist to add it to your Music library.



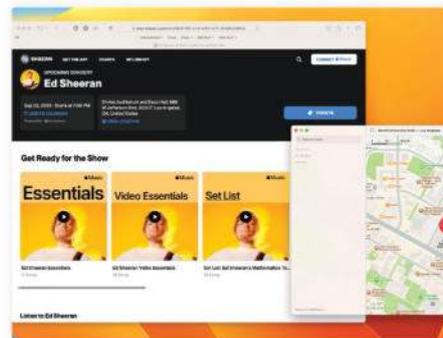
**5 See tour dates**  
Go back to step 3, but this time click Browse Upcoming Shows to see a list of concerts that artist is due to play. Safari will open to a web page showing the relevant info from Shazam. Hover the pointer over a tour date for more info.



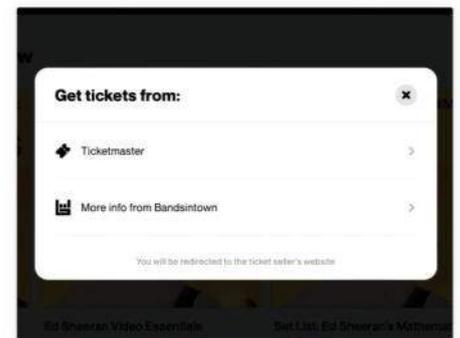
**6 View concert details**  
A View Concert button should now appear. Click it to be taken to the relevant concert web page. Here you'll find more info about the show, relevant playlists and more. To add the tour date to your calendar, click “Add to Calendar”.



**7 Add date to Calendar**  
Safari will download an .ics file containing info about the gig to Finder > Downloads. Double-clicking the file will add that info to the relevant date in your Mac's Calendar app. Add the date to an existing calendar or create a new one.



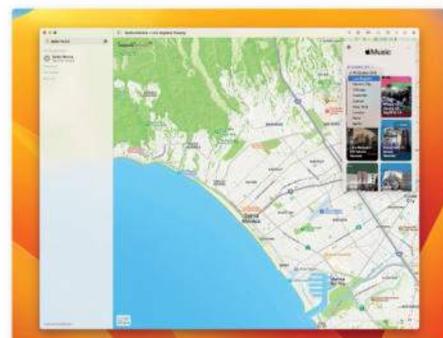
**8 See venue details**  
Go back to the View Concert web page in Safari, but this time click View Location. Doing so takes you to the venue's entry in the Maps app, enabling you to find out more about it. You can use this to get driving directions too.



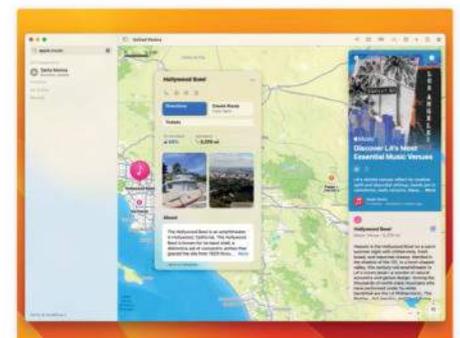
**9 Buy gig tickets**  
To purchase tickets for a concert, go back to the View Concert web page in Safari, but this time click the Tickets button. Next, choose an option from the “Get tickets from:” option that's displayed – either Ticketmaster or Bandsintown.



**10 Find music guides**  
Now let's try Maps. Open the Maps app and type “Apple Music” into the Search field at the top of the left-hand sidebar. Next, click the Guides button that appears below the “Apple Music – Discover live music” entry.



**11 Choose music guide**  
An Apple Music pane will appear, containing over 40 music guides. Click the All Guides drop-down menu to narrow your search to a specific city – only nine are currently listed, but that's sure to change as the number of entries grows.



**12 Explore a guide**  
Select a guide to find out more. In it, you'll be able to see all of the relevant venues in a given location, detailed info about each venue, links to relevant Apple Music playlists, and to upcoming concert dates for the weeks and months ahead.



# Find anything on a web page

Use The Magic Highlighter to find online search terms fast

## REQUIRES

The Magic Highlighter (\$1.99), macOS 10.14 or later

## YOU WILL LEARN

How to use The Magic Highlighter to emphasize words on a web page

## IT WILL TAKE

5 minutes



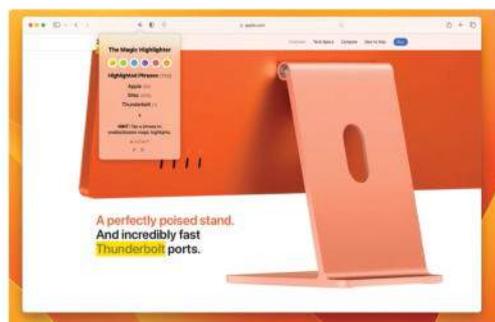
## GENIUS TIP

It's so good that you could end up ditching the familiar Cmd+F shortcut.



## WHEN YOU USE A SEARCH ENGINE,

it's easy enough to find web pages that purport to contain your search terms. But actually locating those terms within the page you've opened? That can be trickier, and often has you desperately reaching for the Cmd+F keyboard shortcut after a bunch of fruitless scrolling. It's extra hassle when things really should be easier.



The Magic Highlighter makes it easy to find your search terms on a web page, and it can be tweaked and customized as you need.

Cue The Magic Highlighter. This Safari extension automatically highlights your search terms on any page found through search engines like Google, Bing and DuckDuckGo, making it incredibly easy to discover the content you're after. It's so good that you could end up ditching the familiar Cmd+F shortcut before too long.

## CUSTOMIZATION AND EXTRAS

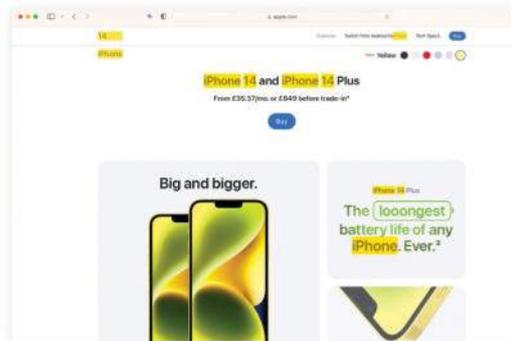
As well as being quick and easy to use, The Magic Highlighter is also very customizable. You can add and remove highlighted words on the fly, change the color of the on-page emphasis, and toggle highlighted words on and off individually. The extension works across macOS, iOS and iPadOS, making its \$1.99 price tag excellent value.

A recent update brought a string of significant new features and improvements to the extension. Among the changes were extra keyboard shortcuts, filtering of noise words like "what" and "is" so they don't clog your page, and much more. **ALEX BLAKE**

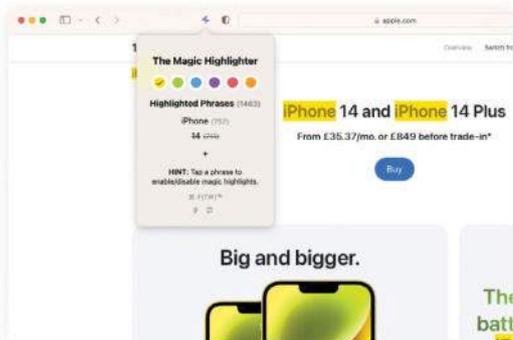
## HOW TO Use The Magic Highlighter



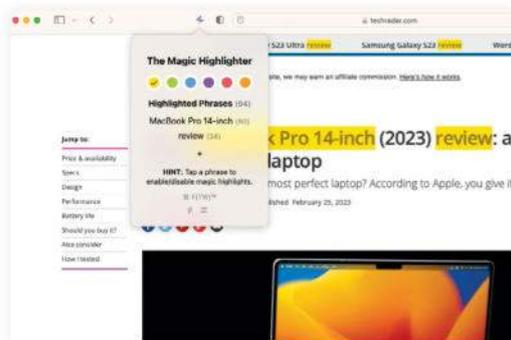
**1 Enable the app**  
Open Safari then, in its menu bar, click Safari > Settings > Extensions and click The Magic Highlighter in the sidebar. Tick the checkbox on the left of the extension's name, then click "Always Allow on Every Website".



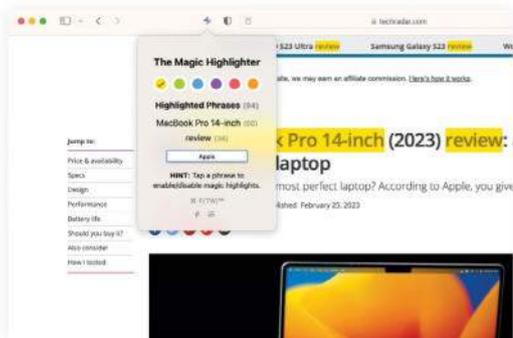
**2 See the results**  
Now go to a search engine and enter a query. When you click a result, you'll see your search terms automatically highlighted in yellow on the page. Right now, the app doesn't highlight words on the search page itself.



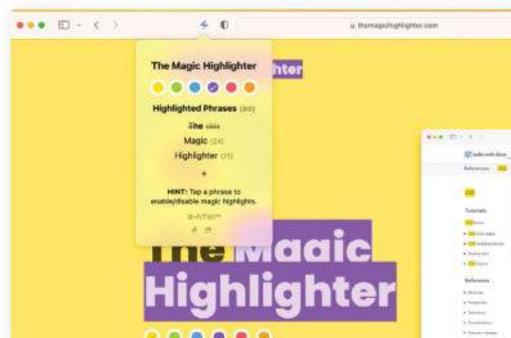
**3 Show or hide**  
Press Cmd+Shift+F or click The Magic Highlighter's icon at the top of the Safari window to see its settings. You will see all the words from your search phrase – click each one to show or hide it on the web page.



**4 Search in quotes**  
If you search for a phrase in quote marks, The Magic Highlighter will let you show or hide this entire phrase on web pages. This can be a handy way to save on clicks when enabling or disabling highlighted results.



**5 Add or remove**  
Underneath the highlighted phrases in the pop-up window, press "+" to add another word or phrase (or press F while the menu is open). You can also click an existing word and press D to remove it from the highlight list.



**6 Change the color**  
In the same menu at the top of the Safari window, you can change the default color used to highlight words. This is yellow by default, but you can change it to green, blue, purple, red or orange, if you prefer.



### GENIUS TIP

While The Magic Highlighter's settings menu is open in Safari, you can press "A" to quickly toggle all highlighted phrases on or off.



### GENIUS TIP

The app ignores filler words like "and" automatically. Open the app's menu and click the toggle at the bottom to tweak the ignored words list.



# Get fit with SmartGym

Work out better with AI-made routines

## REQUIRES

SmartGym (Free, offers IAPs), iOS 12 or later

## YOU WILL LEARN

How to log your workouts and try new exercises with SmartGym

## IT WILL TAKE

10 minutes set-up, plus workout time

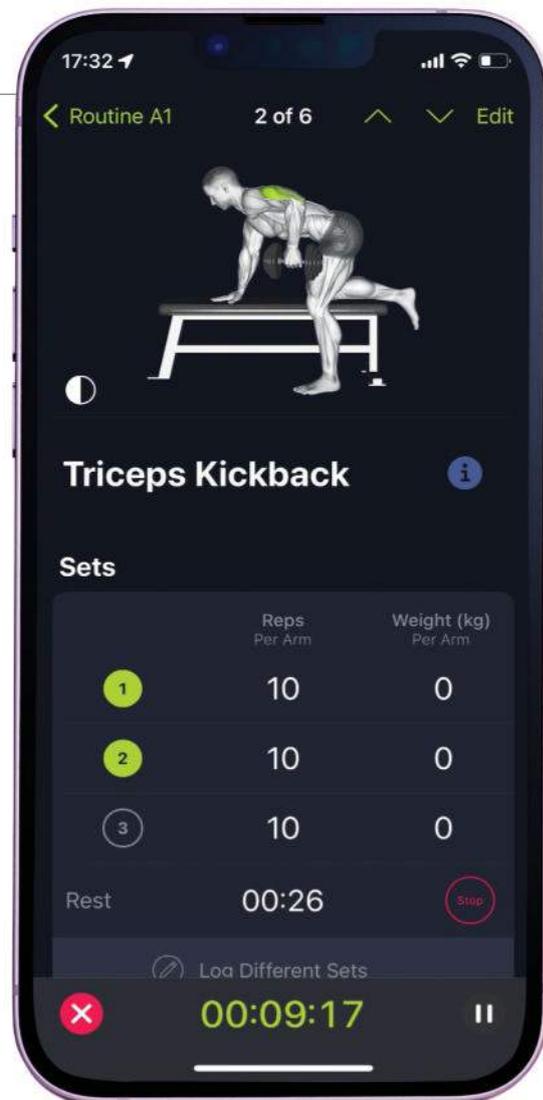


**TRACKING YOUR WORKOUTS** isn't always easy. Apple's Workout app doesn't show exercises with sets and reps, while logging your gym work in an app like Notes is hardly optimal. Fortunately, there's a better way in the form of SmartGym.

With this app, you can set your own routines or use AI-designed workouts made by SmartGym. Over time, it learns and adjusts based on your sessions. Each exercise features an animation and a detailed explanation to help you do it correctly, and you'll see the number of reps, sets and rest duration as you go along.

Everything can be linked to Apple Health and you never miss out on closing your rings. There's also a great companion Apple Watch app, so you don't even need your iPhone when you're pumping iron.

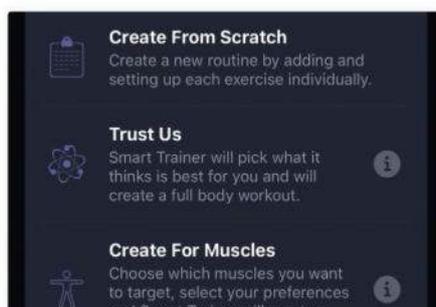
SmartGym's free version grants access to two routines, 10 histories and two measures. Subscriptions start at \$6.99 a month, and we'll cover some of the premium features in this tutorial. **ALEX BLAKE**



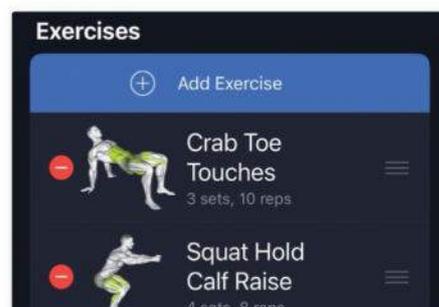
## HOW TO Get fit with SmartGym



**1 Log your gear**  
When you first load SmartGym, it will ask you what equipment you will use, either at home or in the gym. To update your selection, tap the More tab, then tap Available Equipment under the Smart Trainer heading.



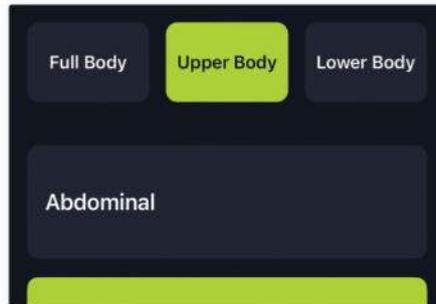
**2 Create a workout**  
To start, tap the "+" in the top-right corner. You'll have three choices: create a workout from scratch; let the app's Smart Trainer make one for you; or specify the muscles you want to target and let the Smart Trainer do the rest.



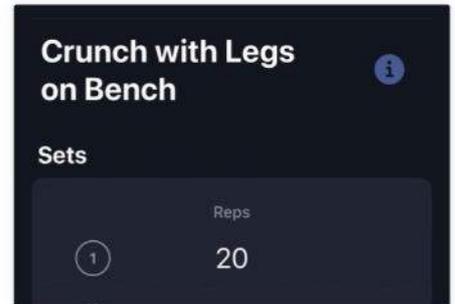
**3 Start from scratch**  
Tap Create From Scratch. Enter your workout name and goal, then tap Add Exercise. Choose from the app's extensive workout library, enter details like reps and rest time, then tap Save. Add as many exercises as you like.



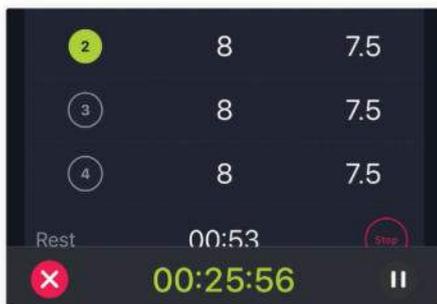
**4 Robo workout**  
 Now try tapping “+” then Trust Us. Choose how many days a week you want to do the workout. You can change your experience level and exercise goal under Options. When you’re ready, tap Add Workout for an AI-crafted plan.



**5 Tailor-made**  
 Finally, tap “+” then Create For Muscles. You can pick full, upper or lower body to choose different muscle groups (tap a muscle region to add or remove it). Specify workout goals and duration, then tap Add Workout.



**6 Pump some iron**  
 Now it’s time to start working out. Under All Routines, pick one of your created routines and tap Start. You’ll now see the first exercise with the number of reps required. Animations at the top guide your form.



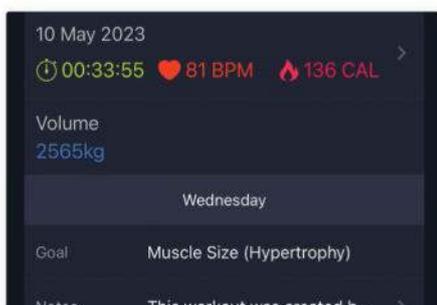
**7 Log your reps**  
 Tap the reps or weight to edit the exercise’s details. Once a set is done, tap the number on the left to log it; the rest timer will now begin. Once you’ve finished the full set of reps, you can start the next exercise.



**8 Clone a routine**  
 Back on the Routines tab, you’ll see a list of all your active routines. Swipe right to left on one to archive or remove it. Tap More to duplicate the routine – this lets you create a similar plan without having to start over.



**9 Workout history**  
 Tap the History tab to view your progress over time. You can swipe through the graphs to see when you worked out, your average heart rate, active calories, and workout duration. Tap Monthly Summary for stats.



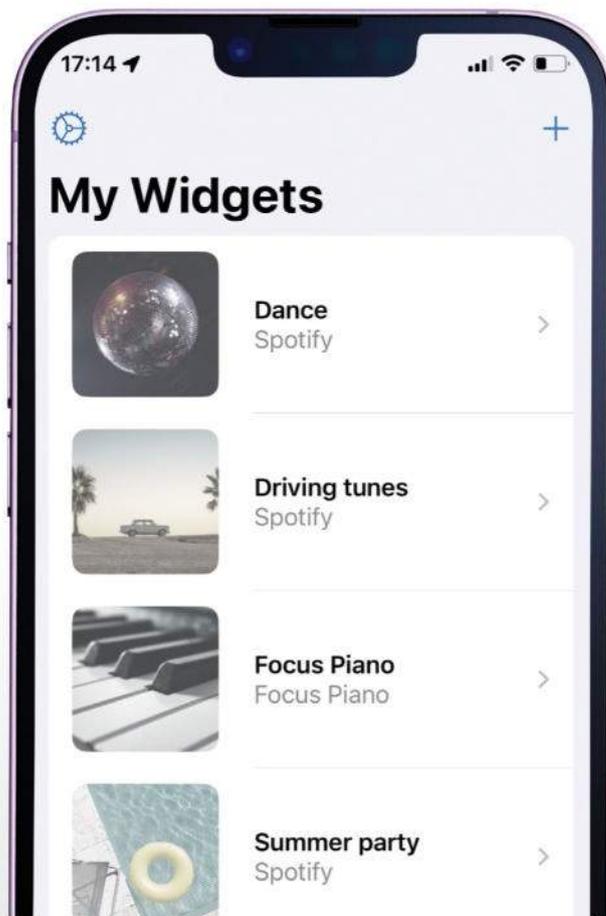
**10 More detail**  
 Summaries of your past workouts are at the bottom of the History tab. Tap one to see workout duration, your heart rate, the exercises you did, and more. Tap the key stats at the top for more detailed charts and info.



**11 Explore more**  
 Tap the Explore tab. This contains a huge number of exercises covering different abilities and goals, as well as workouts made for specific sports and activities. You’ll need a subscription to access everything.



**12 Measure up**  
 The Measures tab lets you enter various stats and measurements about yourself that can be tracked over time in SmartGym. You can import some data from Apple Health, while other figures will need to be entered manually.



# Play music using LockPod

Use a widget to control musical playback even when your iPhone is locked

## REQUIRES

LockPod (Free, offers IAPs),  
iOS 16 or later

## YOU WILL LEARN

How to add musical Lock  
Screen widgets to iOS

## IT WILL TAKE

5 minutes

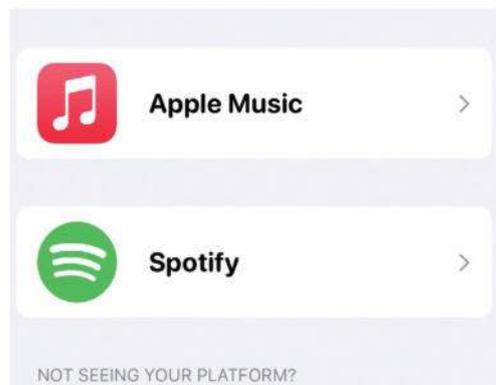
## GENIUS TIP

It just takes a few quick  
taps to create your first  
widget and load it on to  
your Lock Screen.



**WHEN iOS 16 DEBUTED**, it introduced a feature that let you add widgets to your device's Lock Screen. But if you want to add anything more than a Now Playing widget for your music, you're pretty stumped. Stumped, that is, unless you use LockPod.

This handy little app lets you add your favorite tracks to your Lock Screen, whether



LockPod lets you pick tracks from Apple Music and Spotify at the moment, but could add more services in due course.

that's in the form of playlists, albums, radio stations or local content stored on your device. Getting started is extremely easy, and it just takes a few quick taps to create your first widget and load it on to your Lock Screen. Right now, LockPod works with Apple Music and Spotify, although the developer says more services could be on the way. Apple Music has a few more options inside the app, but we will cover both options here. Whichever service you use, you'll end up with a much more musically functional Lock Screen as a result.

LockPod is free to download and use, but it also has an optional premium version. This lets you add custom text and images to each of your widgets and removes the cap on the number of widgets you can create (the free version is limited to one widget). It's not a subscription, though, and you can pay what you want from a choice of different price options.

Now that you're ready, let's dive in and liven up your Lock Screen. **ALEX BLAKE**

## HOW TO Put music on your Lock Screen



**1 Get started**  
When you first open LockPod, you'll be able to choose between Apple Music and Spotify. Once the app is connected to your chosen service, tap the large blank box on the My Widgets page to create your first widget.



**2 Apple Music**  
If you're using Apple Music, tap Widget Content to tell LockPod whether you'll be picking a playlist, radio station, album or local library item. Below that, you can choose the specific content for the widget.



**3 Spotify**  
Spotify asks you to get the link for your chosen album or playlist. In Spotify, find the item to import and tap the "..." button, then Share > Copy Link. Back in LockPod, paste this link into the Spotify URL box.



**4 Start customizing**  
If you've paid for LockPod, you can give your widget a custom name, icon and image. Below this, you can choose to use a circular or rectangular widget and see a preview (for free). When you're done, tap Add Widget.



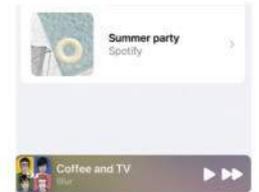
**5 Lock Screen editing**  
Lock your iPhone, then tap and hold on its Lock Screen. Swipe to the screen you want to edit and tap Customize, then tap the Lock Screen on the left. Tap the widget box under the time to add some LockPod widgets.



**6 Place the widget**  
Select LockPod from the list, then pick either the rectangular or circular shape. Now tap the widget you just placed and tap the name of the widget you want to load onto your Lock Screen. Tap Done when you're finished.

### JARGON BUSTER

You can add widgets to your Lock Screen from iOS 16 onwards. These show info and let you interact with apps even when your device is locked.



### GENIUS TIP

If you use Apple Music, LockPod can show your currently playing track inside the app. Just tap the banner at the bottom to control playback.



# Remove objects from photos

This app's content-aware Erase tool quickly cleans up your snaps

## REQUIRES

Imgmi (Free, offers IAPs), iPadOS 15 or later

## YOU WILL LEARN

How to use Imgmi's content-aware Erase tool to remove content from photos

## IT WILL TAKE

10 minutes



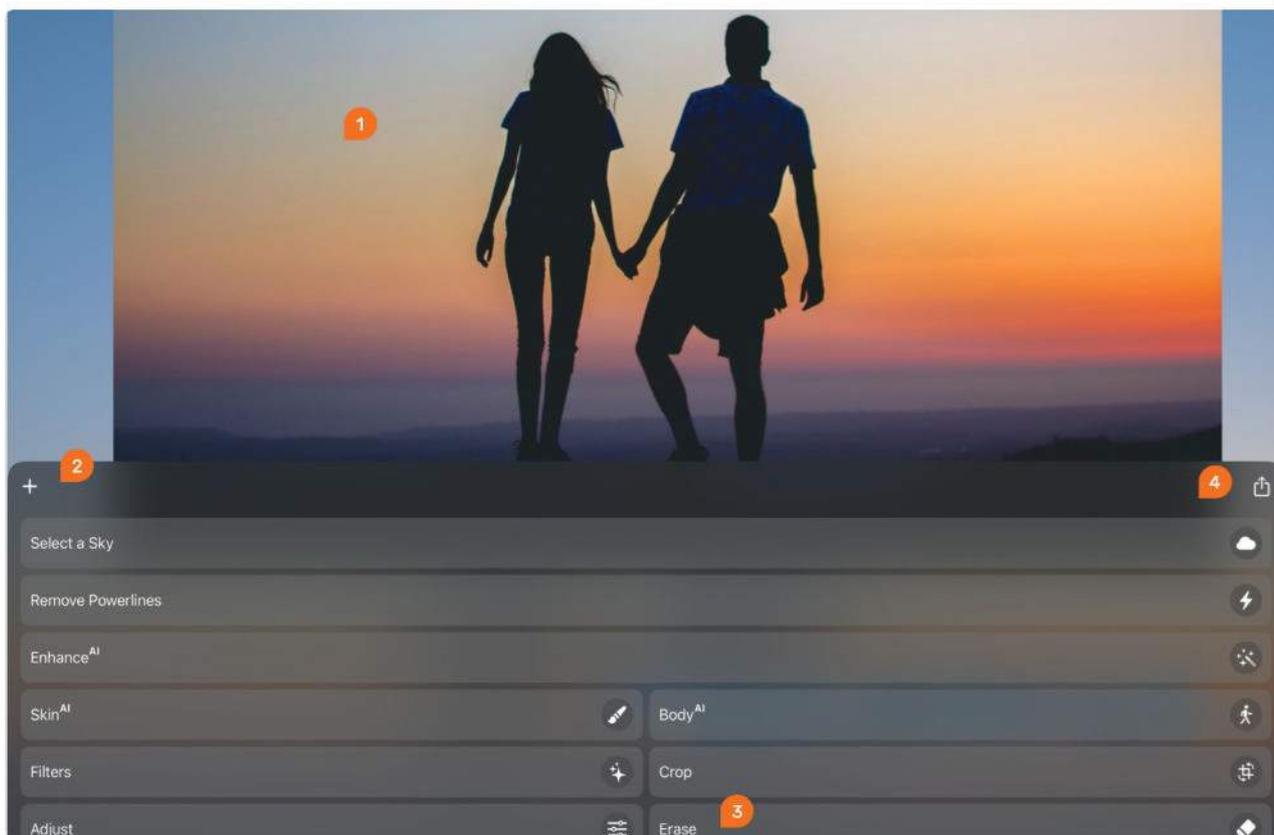
**THERE ARE A PLETHORA** of image-editing apps on the App Store that claim to use some form of AI to enhance your images, but the tricky-to-pronounce Imgmi has a bit of a pedigree, as it comes from Skylum, maker of the Luminar suite for the Mac that has used neural network smarts for a while now.

Imgmi has a few neat tricks for improving images you've taken on your iPhone or otherwise added to your camera roll. It can replace the sky in a photo in a way that's almost seamless, turning a rainy day to

a sunny one, or noon into sunset. There's the ability to remove powerlines from an image, if parallel lines over the sky are ruining your landscape photography, and it has some tools to improve (or at least change) the faces and bodies of your portrait subjects. The app is free, but you can subscribe for more features.

It's the Erase tool that we're going to concentrate on here, however. This acts very much like the Magic Eraser you might have seen in the Google Photos app, allowing you to draw over objects to make them vanish. Here's how it works. **IAN EVENDEN**

## QUICK LOOK The Imgmi interface



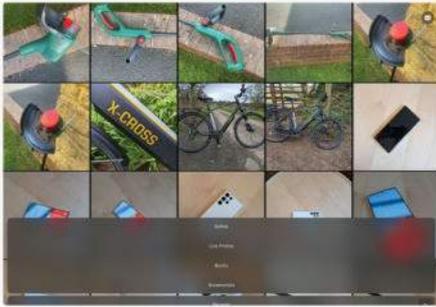
**1 YOUR IMAGE**  
The image you're working on is always at the top, and you can pinch to zoom and two-finger drag to move it.

**2 NEW PHOTO**  
Click the "+" button to open the file browser and select a new image to work on from your Photos library.

**3 ERASE TOOL**  
Tap here to open Imgmi's Erase tool, and start brushing away any unwanted objects in your chosen photo.

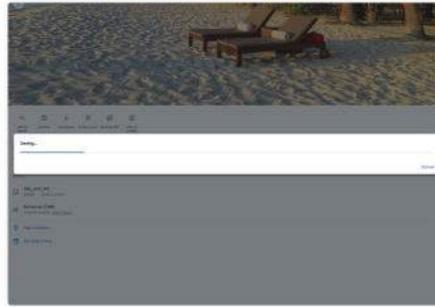
**4 SHARE**  
You can save your edited image back to the Photos app from here, or share it straight to social media.

## HOW TO Remove objects in Imgmi



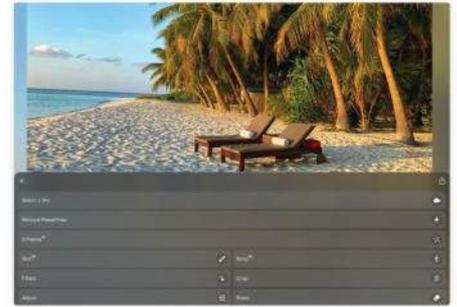
### 1 Import an image

Getting your image into Imgmi can be tricky if you've not taken the photo with your iPhone or iPad camera. On opening the app, it offers the Recents album from the Photos app, with the option to switch to others such as Selfies.



### 2 Google workaround

One way we found to get non-Photos images into the Recents album was to add them to the Google Photos app first, then download them to the device. You can't open images directly in Imgmi from the Files app, unfortunately.



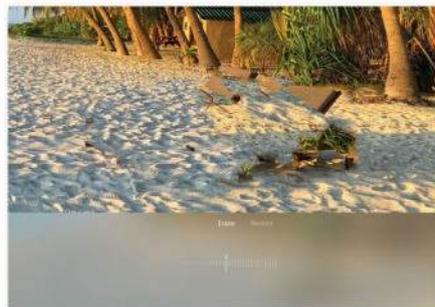
### 3 Find the tool

Imgmi opens an image in the Sky Replacement tool. To change this, pop up the Tools menu that's almost hidden at the bottom of the interface. A tap on this slides up some options, with Erase at the bottom right.



### 4 Start erasing

The tool is a simple one, requiring you only to drag your finger over the object you want to remove, then let go. Note though, that unlike Google's Magic Eraser, you need to completely cover the interloper rather than circle it.



### 5 Keep going

It can be tricky to completely remove an object in one go, so you may need to go back over it. This is also true if the result looks unnatural – another fill with the finger can smooth out any patches that have a strange look to them.



### 6 Touch up with Pencil

The Apple Pencil, if your device supports it, can be a good way to touch up small areas. The app has a tendency to produce repeating patterns that need to be individually smoothed away, and the Pencil is perfect for this.



### 7 Adjust the brush size

Additional precision can be achieved using the slider at the bottom of the interface to change the brush size. You can slide it all the way right for filling in large areas, and pull it to the left for detailed masking.



### 8 Restore if necessary

The opposite of Erase is Restore, which puts back any areas of the image you choose. Using it is as simple as the Erase tool – you select it, and brush over the area you want to restore using your finger or Pencil.

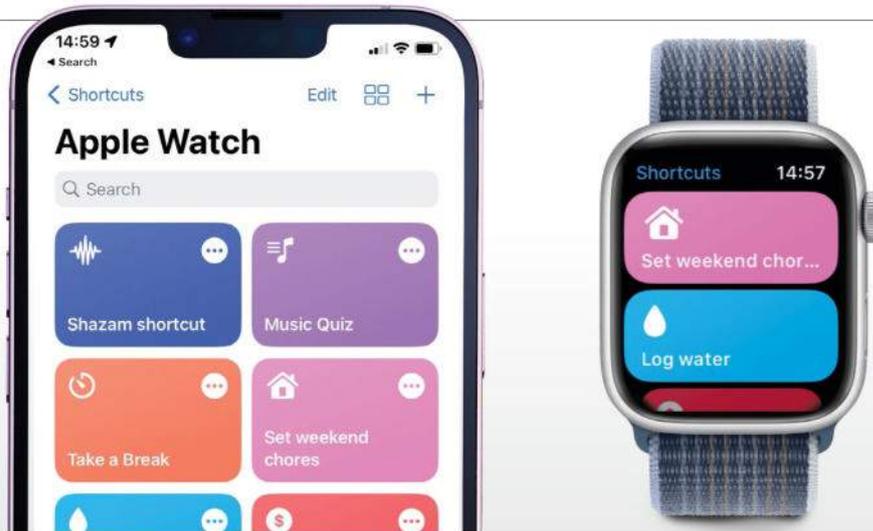


### 9 Keep it small

Stick to smaller areas if you can. Trying to erase a large area at once leads to more errors, such as the app repeating an object from elsewhere in the image. One way around this is to erase an object in stages.

# Master Shortcuts on Apple Watch

Unlock the power of task automation by accessing shortcuts from your wrist



## REQUIRES

watchOS 7 or later,  
iOS 12 or later

## YOU WILL LEARN

How to find, create, add, run and organize task-speeding shortcuts for your Apple Watch

## IT WILL TAKE

15 minutes



## YOU'VE LIKELY COME ACROSS

Shortcuts on the Mac, iPhone and iPad but the ability to trigger specific tasks with ease is also available on the Apple Watch. By adding shortcuts to your wearable, you can trigger a host of actions in an instant without needing to pick up your iPhone.

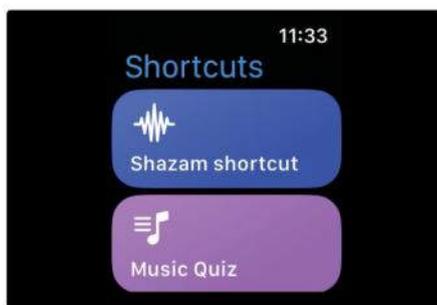
You could quickly calculate a tip, use Shazam to figure out a song's name or even add some "missing" functions – there's no Notes app on the Watch but that doesn't mean you can't create and save notes.

In that sense, Shortcuts can unleash the potential of your Apple Watch by allowing most (although not all) iPhone-created shortcuts to work on your wrist.

As you will see, you can make use of them via the Shortcuts app, a complication or an Apple Watch Ultra's Action button. But you can also ask Siri or set up automated shortcuts via the Automation tab in the iOS Shortcuts app, making for a truly hands-free experience. Don't be afraid to play around with these time-saving hacks.

**DAVID CROOKES**

## HOW TO Set up shortcuts on Apple Watch



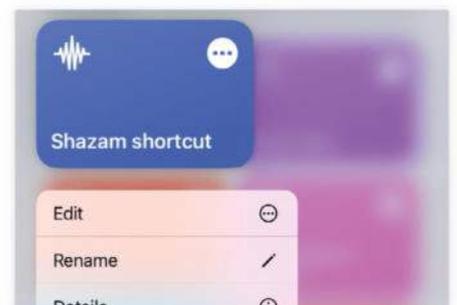
### 1 Launch Shortcuts

Let's start by opening the Shortcuts app on your Apple Watch where you will find a list of available shortcuts created by Apple. To run one, simply tap it. Some will just run a process while others will ask for input.



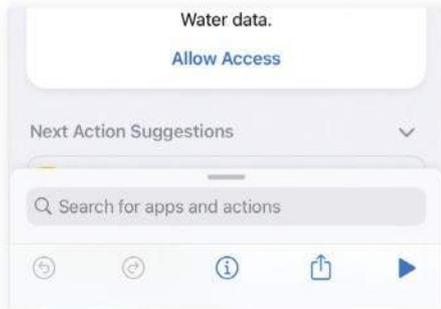
### 2 Organize shortcuts

You can reorder and remove your shortcuts. Open the Shortcuts app on your iPhone, tap the Shortcuts tab twice and select Apple Watch. You will again see a list of shortcuts that are available on your Apple Watch.



### 3 Make your changes

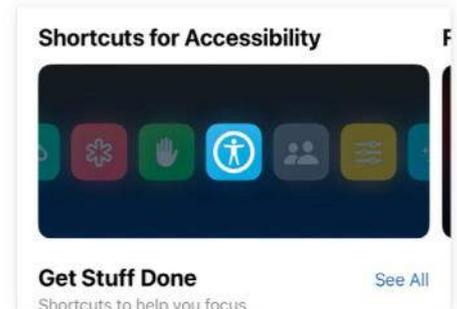
Tap and hold a shortcut. You can now either drag and reposition it or make alterations. Use the menu to rename or edit a shortcut, share or duplicate it, remove it from your Apple Watch or even delete it entirely.



**4 Add some more**  
 You're not limited to these particular shortcuts. For more, tap the Shortcuts tab in the iPhone Shortcuts app – to view All Shortcuts. If you see one you like, tap its "..." menu for the details screen then tap the "i" icon.



**5 Toggle the button**  
 Activate "Show on Apple Watch" and select Done in the top-right corner twice (a note beneath the button will tell you if some processes won't run). The shortcut will transfer and appear in the Watch's Shortcuts app.



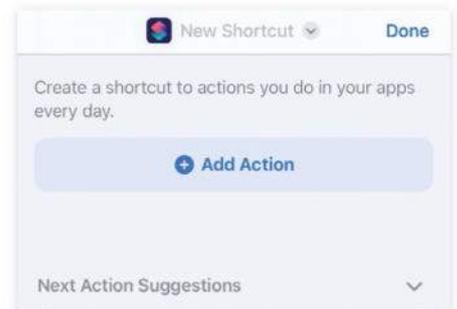
**6 Find shortcuts**  
 If you want to discover and potentially even use more shortcuts, select the Gallery tab in the iPhone Shortcuts app. Tap "+" on a shortcut you want, then head for the Shortcuts app and follow steps 4 and 5 again.



**7 Other shortcuts**  
 There's a flourishing community of third-party shortcuts (look at [www.reddit.com/r/shortcuts](http://www.reddit.com/r/shortcuts) or <https://shortcutsgallery.com>). Contacts can share shortcuts too. For safety, open the Settings app on iPhone and tap Shortcuts.



**8 Engage security**  
 As well as toggling on Private Sharing, tap Advanced. Determine the level of access shortcuts can have, preventing them from running scripts, sharing large amounts of data and deleting stuff without your permission.



**9 Create your own**  
 Want to produce your own shortcut? You'll need to do that in the iPhone Shortcuts app. It warrants an entire tutorial of its own but tap the Shortcuts tab, select "+", tap Add Action and start to build your shortcut.



**10 Play around**  
 This shortcut lets you create Notes. It uses the "Ask for" Input action to get you to write a note, then calls on the Notes app and the Create Note action to save the note. Tap Done, and add like in the steps above.



**11 Use complications**  
 Want a Shortcut to be available as an Apple Watch face complication? Touch and hold the face, press Edit, and swipe left to find the Complications screen. Then, tap a complication, and scroll to find the Shortcut you want to use.



**12 Use Watch Ultra**  
 Shortcuts can be assigned to the Action button on an Apple Watch Ultra. Open Settings on the watch; tap the Action button, select Action, then tap Shortcut. Tap "<" then Shortcut and the shortcut you'd like to assign.

# Solid-state drives for Mac

They are faster and more reliable, but think carefully before spending



## YOU WILL LEARN

How solid-state drives store data, and the things to look out for when buying and using one

## SSDS OFFER A QUIETER, MORE RELIABLE AND FASTER WAY TO READ AND WRITE YOUR DATA



## KEY FACT

Unlike with a hard drive where defragmenting brings scattered blocks of data together to increase the speed at which they are read, defragging makes absolutely no difference to the performance of an SSD. In fact, defragging an SSD will only increase the number of writes on the drive and this will cause unnecessary wear and tear, reducing its lifespan.

**WHEN YOU BUY A NEW MAC**, you can choose how much storage you want. Our advice? Don't rush your decision. While opting for a higher capacity drive is going to cost you hundreds or, in some cases, thousands, making the correct, upfront choice will determine how useful your Mac will be in the future. One thing's for sure, don't bank on going larger later down the line!

Not too long ago, the situation weighed less heavily on your wallet. The choice of high-capacity internal computer storage was generally limited to hard drives (highly mechanized devices which use a head to read and write data on rapidly spinning discs, aka magnetic coated platters) and they were easier to access and relatively inexpensive compared to the solid-state drives (SSDs) that Apple now places in its modern machines.

Yet there are myriad reasons for why you shouldn't grumble too much about the move towards SSDs. Ever since Apple made them a factory option for internal storage for the MacBook Air in January 2008 – and ditched hard drives for good three years ago – they've offered a

quieter, more reliable and faster way to read and write your data. They also generate less heat, draw less juice and offer shorter startup times. But how do they work?

## LIFE AHEAD

Rather than containing moving parts, SSDs store persistent data in blocks on flash memory chips. This data is saved to individual memory cells, with the number of bits stored on each cell dependent on the type of NAND flash memory being used. A NAND made up of Single Level Cells (SLC) will save one bit of data per cell, for instance, while Multi Level Cells (MLC) save two bits and Triple Level Cells (TLC) save three. All of this is important to some degree because the type can affect how long an SSD lasts. What's more, the larger the capacity, the more time you're going to get out of it.

To explain, SSDs support a limited number of writes – a figure expressed as total bytes written (TBW), at which point degradation kicks in. The more bits that can be written to a cell, the quicker it will wear out (although firmware ensures wear is evenly distributed).



The Mac Studio's SSD delivers up to 7.4GB/sec of performance and offers up to 8TB of storage space.

## > HOW REPLACEABLE ARE THE MAC'S INTERNAL SSDS?

If you have a Mac with a hard drive then it's likely you'll be able to replace it with an internal 2.5-inch SATA SSD. The process is more straightforward with a MacBook and Mac mini than with an iMac (the latter requires cutting the adhesive binding the display from the casing) but, having formatted the SSD using Disk Utility, you can then benefit from faster access speeds.

Sadly, replacing internal SSDs with new ones isn't as straightforward. Macs with the Apple T2 Security Chip and those with M1 and M2 silicon won't let you simply swap out an existing SSD

with another. These chips contain the vital storage controllers that indicate where data should be read from and written to and they can't be bypassed.

Frustratingly, you're also limited when it comes to the Mac Studio despite the fact that this actually has a removable SSD. Again, the controller is built into the silicon chip, so you have to change the existing SSD with one that has the same configuration. That's great for replacing a worn SSD but not good if you were hoping to use a larger-capacity drive than you originally paid for.



If you're looking for an external SSD, the Crucial X8 is inexpensive and highly recommended.

Likewise, the more capacity you have, the more cells you have to play with, so, in general, opting for a high-capacity drive with SLCs is going to prove more durable than a low-capacity drive with TLCs.

Now, Apple hasn't publicly revealed the type of NAND it uses and we don't know the TBW of its SSDs. Even so, if you opt for a larger internal solid-state drive when buying your Mac, then it should last longer but bear in mind that things are not always quite so straightforward – a couple of years ago, a small number of users of M1 Macs were reporting excessive data writing potentially affecting the SSD's lifespan, although a macOS update appeared to resolve this.

It has also emerged that the number of NANDs being used in the SSDs of more recent Macs has been having an adverse effect on performance. The 256GB SSD in an M1 Mac has two NAND chips while the 256GB SSD in the M2 model uses one. As a consequence, the former model is up to 50% faster than the latter but the issue seems more prevalent with base-level storage – higher capacity upgrades appear just as fast as before!

### A LONG ROAD

But that's now. What about the future? Well, there have been some eye-catching advances. Samsung has invested in V-NAND SSDs that stack cells in multiple layers on a single chip so higher capacity SSDs should

become commonplace. PCIe 5.0 M.2 SSDs, meanwhile, have proven to be at least two-thirds faster than previous models, plugging into PCIe 5.0 slots currently supported by a handful of PC motherboards. The M1 Ultra-powered 2023 Mac Pro comes with six PCIe 4.0 slots (as well as one PCIe 3.0), so should offer twice the drive speed of the Mac Pro that preceded it.

There are options for anyone who has nailed down the SSD capacity in their Mac – notably external SSDs. These drives will not only expand storage capacity but also allow you to back up your Mac or quickly transfer data from one computer to another. Just identify how much capacity you'd need (such as twice the storage space of your Mac for backups) and look for sturdy drives with a high TBW that adhere to the IP67 standard, thereby protecting against water and dust.

One thing's for sure, external SSDs are a simple option, connecting via USB-C or Thunderbolt and drawing their power from either port. Thunderbolt support will be available on SSDs for Macs, with the Thunderbolt data transfer protocol speeding up access, while USB-C will be an option on less expensive SSDs. You won't really notice the difference in speed between the two unless working with lots of large media files. What you will notice, however, is the cost. External drives are cheaper than the internal upgrades offered by Apple. They can be used as startup disks too. **DAVID CROOKES**



### KEY FACT

You can use DriveDx (<https://binaryfruit.com/drivedx>) to check how much data has been written to a Mac's internal SSD; it will also let you know if the drive is failing. SMARTReporter (<https://corecode.io/smartreporter>) does a similar job. If the drive is failing (and your Mac is still under warranty), you should back up the data and pop to an Apple Genius Bar for assistance.

# ASK

TECH SUPPORT & TECHSPLANATIONS



## Learning in the right place

**FOR THOSE WHO** are disappointed that, in macOS 14 Sonoma, Apple hasn't joined Microsoft or Google in the rush to include AI like ChatGPT, there are two good reasons: knowledge and privacy.

Those wildly popular large language models don't deal in

knowledge, but persuasive language. Try pinning down ChatGPT on a topic in which you're an expert, and you'll quickly find its overconfident answers are devoid of insight, and Wikipedia is generally more trustworthy.

But most of all, this type of artificial intelligence depends on

off-device processing, so interactions are sent to be stored and processed on someone else's servers. Sonoma and Apple's sibling operating systems instead prefer to learn from you in the privacy of on-device processing, and no one else will ever know the words it's autocompleting for you.

## > Rescue tracks from an old iPod

Can I still rescue the music tracks from my working iPod (5th generation) and transfer them to my MacBook Pro 2020?

You may well still be able to do this by connecting your iPod with a USB cable and adaptor to a Thunderbolt port on your MacBook Pro. When you connect them and the iPod appears in the Finder, select it and uncheck any option to "Automatically sync when this device is connected" if it appears, to stop your Mac from trying to sync with the iPod.

If the iPod mounts in the Finder, navigate to its iPod Control > Music folder, for which you may need to show hidden files by pressing `Cmd+Shift+.`. The

folders inside that contain music tracks stored on the iPod, and need to be copied to a convenient folder on your Mac, so you can organize them there. Within them you should find .mp3 and other music files with seemingly random names, and you will need to add those to your Mac's Music library.

Before importing your files, open the Music app and its Settings. Decide whether you want Music to copy the music files into its library, which you set in the Files pane there. Import the tracks you want using the Import command in Music's File menu.

If that doesn't work, you could still have success using a third-party product such as AnyTrans on your Mac, as explained at <https://bit.ly/3X0Vc36>.



Old iPods may still be able to connect via USB, allowing you to rescue your favorite tracks from them.

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## > Bring order to Home Screen chaos

What's the best way to bring order to the apps on my iPhone? Is there an app to organize them into Home Screen pages?

In the past, you could organize an iPhone's Home Screen layout in iTunes, and the AnyTrans tool from <https://anytrans.imobie.com> supports that and more at a price for continued use. Other apps claiming to help provide themes, but little more. The best way to tackle this is in iOS. If your apps are all over the place, then you can reset them to show bundled then other apps in alphabetical order: in Settings, head to General > Transfer or Reset iPhone > Reset > Reset Home Screen Layout.

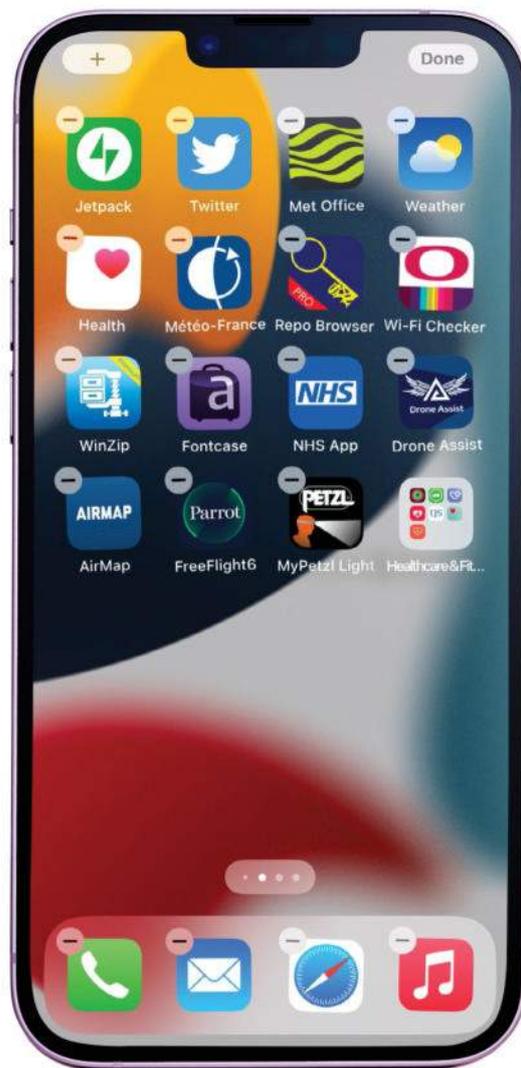
Put the four apps you want instant access to in the Dock. To edit that, touch and hold the Home Screen until the icons jiggle. You can also add folders to the Dock if you want; make them by dragging one icon on to another when in edit mode.

Your iPhone's Home Screen is best kept for your most-used apps, arranged in pages according to their theme or purpose. Those apps you use rarely are better removed from the Home Screen and left to the App Library, where you can search for them by name, or view them by category. If you need to add an app back to the Home Screen from the App

Library, you can touch and hold the icon and select "Add to Home Screen".

You can also choose to put apps that you want infrequent but ready access

to on a separate Home Screen page. You can then hide that page when in edit mode by tapping the Home Screen navigation tool and unchecking it there.



Touch and hold on a Home Screen page until the icons jiggle to make changes to its apps and the Dock below.

## Quick-fire questions & answers

### HOW TO TRACK ACTIVITY WHEN I'M IN A WHEELCHAIR?

In the Health app, tap your profile at the top right, then Health Details > Edit > Wheelchair. Set that to Yes to switch from tracking walking steps to wheel pushes, and back to No when you want to count your steps again.

### WHY ARE MANY WIDGETS MISSING FROM THE TODAY VIEW?

After tapping Edit in the Today View, instead of adding widgets from the short list offered by the Customize button, tap "+" at the top left and you'll see a fuller list of all those available on your device, just as when adding a widget to the Home Screen. Customize them by touching and holding the icon and choosing the Edit Widget.





# Mac Software

Resolving riddles and restrictions with what you want to run on your Mac

## Quick-fire questions & answers

### HOW TO SHARE MULTIPLE PHOTO LIBRARIES IN ICLOUD?

When you share your Photos library in iCloud, only the System Photo library is used. Check that in Photos' settings, in the General tab (shown at top). When you select a different Photo library by holding the Opt key when opening Photos, that doesn't alter unless you change it in Settings.

### HOW TO EXCLUDE .DS\_STORE FILES FROM ZIP ARCHIVES?

Some compression apps offer this; if yours doesn't, and keeps enclosing these hidden and invisible files, consider removing them using BlueHarvest from the App Store. That can also exclude files with names starting with `._` that contain extended attributes, which can also trouble Windows and other users.



## > Where have all my Adobe fonts gone?

Where on my machine will I find the Adobe Fonts installed for my Creative Cloud subscription?

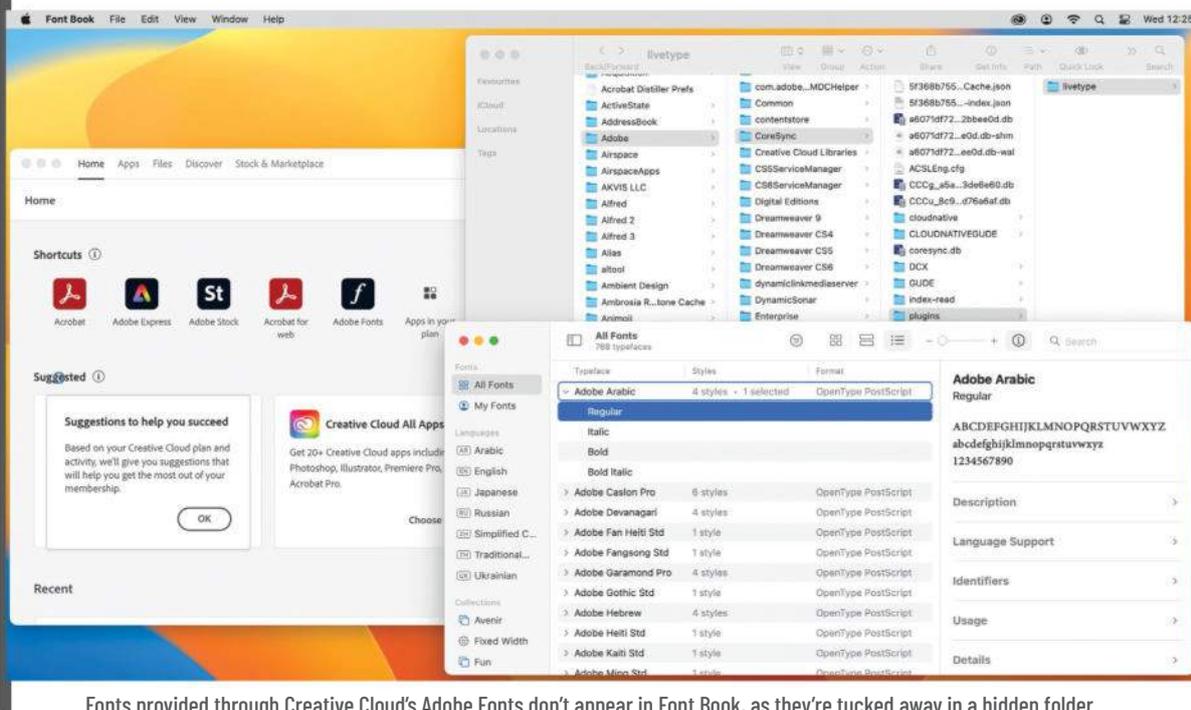
Fonts that are installed and activated using Adobe Fonts, through an Adobe Creative Cloud subscription, aren't installed in any of the standard Fonts folders found in macOS Library folders, such as those in your Home or main Library folder. Instead, Adobe intends that you manage them through its website and the Creative Cloud app. Therefore, you won't see those fonts displayed with regular fonts in the Font Book app or in other macOS font managers.

If you need to locate them, they should appear in hidden folders in your Home folder Library, in Application Support/Adobe/CoreSync/plugins/livetype/.r. You'll need to show hidden files using `Cmd+Shift+.` to see that folder in the Finder, where they're not given names but numbers instead. The key to

those numbers is in `livetype/.c/entitlements.xml` and could be used to rename copies of the master files, but don't try tampering with those saved by Adobe.

There is an open source tool, Adobe Fonts Revealer, available from <https://bit.ly/43G2Qyd>, that can copy and decode the font names, although it requires that you install `lcdf-typetools` using the Brew system. Its use is explained in the readme file there, although we're aware that it might not yet work fully in Ventura.

Before trying to do anything with the fonts, you should check that it's permitted under Adobe's license agreement. It's likely that embedding them could be a breach of Adobe's intellectual property rights, unless explicitly allowed under the terms of its license.



Fonts provided through Creative Cloud's Adobe Fonts don't appear in Font Book, as they're tucked away in a hidden folder.

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## > Empty Mail messages

When I open messages in Mail, many of them look empty, but their contents usually appear correctly if I quit Mail and open it again. How can I get to read them first time round?

This error is occurring because Mail isn't rendering the content of those messages. One control that could change that is in Settings > Privacy, where you should uncheck the box to Protect Mail Activity, although you're likely to want to keep the option to protect your IP address enabled. This is also a good opportunity to ensure that your copy of macOS is fully up to date, and to upgrade to Ventura if possible, as it fixes many problems like this.

Otherwise, potential solutions are generic. Have a good housekeeping session to reduce the size of your

mailboxes. If you have thousands of old messages, try moving many of them off into archives. Once you have tried those, select your Inbox, then use the Rebuild command at the bottom of the Mailbox menu to put it back into order.



## > Plagued by an old email address

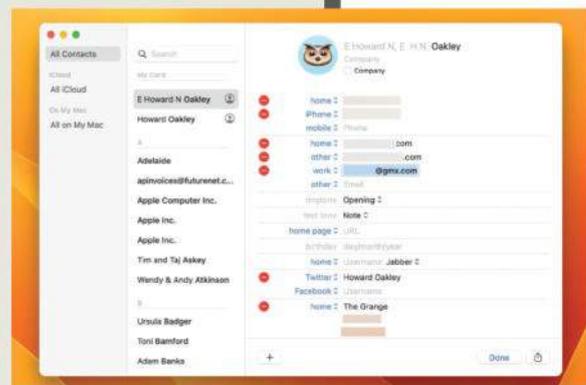
Whenever I open a new email or go to enter my email address in a form, an old email address appears first in line. How can I rid my Mac of that old and now unused address?

This normally occurs when that obsolete email address is still stored in your card in Contacts. Open Contacts and scroll to the very top of the list of names, where you'll see My Card, which macOS uses as the source for autofill and related features. You can also use the Go To My Card command in the Card menu to take you straight there.

Click on the Edit button and check through that entry carefully, removing any old email addresses still there, and ensuring the address given for Home is the one you want to have entered automatically into forms. Also in the Card menu is a command to check for duplicates, which is worth using too.

When you do this in iOS on a device, there's another useful feature to check Linked

Contacts, which is listed at the foot of My Card. The final check needed is to ensure that your address book isn't connected to multiple accounts, as shown in the Accounts tab of Contacts' Settings. Now you just need to give your Mac and devices a few minutes to sync over iCloud, and your phantom email address should be gone.



Email addresses and other information used for autofill is taken from entries in your My Card in Contacts.

## Quick-fire questions & answers

### HOW TO JOIN TEXT TOGETHER IN A NUMBERS FORMULA?

With text to be joined in cells B2, C2 and D2, for example, just enter the formula `CONCAT(B2,C2,D2)` where you want them joined. When necessary, you may need to give text in those cells trailing spaces to lay the result out properly.

### HOW CAN I REMOVE THE BACKGROUND FROM IMAGES IN PAGES?

In Ventura and later, select the image, and the Image tab in the Format sidebar, click Remove Background. Removal may not be possible in all images – you may need to remove specific colors by pressing the Opt key while dragging over the colors with the pointer.



# macOS

Shine a spotlight on the solutions to your most irritating Mac problems

## Quick-fire questions & answers

### CAN A MAC MOUNT TWO VOLUMES WITH THE SAME NAME?

Yes, although they'll confuse you. macOS identifies APFS volumes not by name, but by the volume's UUID in alphanumeric characters. Volume UUIDs must be unique, or chaos results. macOS then gives each volume a distinctive name when it's mounted, so apps are able to tell them apart.

### HOW TO REPLACE TEXTEDIT AS DEFAULT TEXT EDITOR?

In the Finder, select a plain text file with extension .txt or .text. Display the Get Info dialog using the command in the File menu. Open the "Open with:" section in the dialog, and set your replacement text editor in the pop-up menu. Then click Change All below to apply that change to all text files.



## > False error in Disk Utility

When I run Disk Utility's First Aid on an APFS volume in Ventura 13.3.1, it returns an error and warns me to back up that volume. How can I repair that volume, or is it really broken beyond repair?

This is a long-standing bug in Disk Utility's First Aid feature that goes right back to the introduction of APFS with High Sierra. Select a volume or APFS container (like a partition), run First Aid, and Disk Utility calls a command tool named fsck\_apfs to do all the hard work. That requires the volume or container it's going to check and repair as necessary is first unmounted, but in macOS prior to Ventura

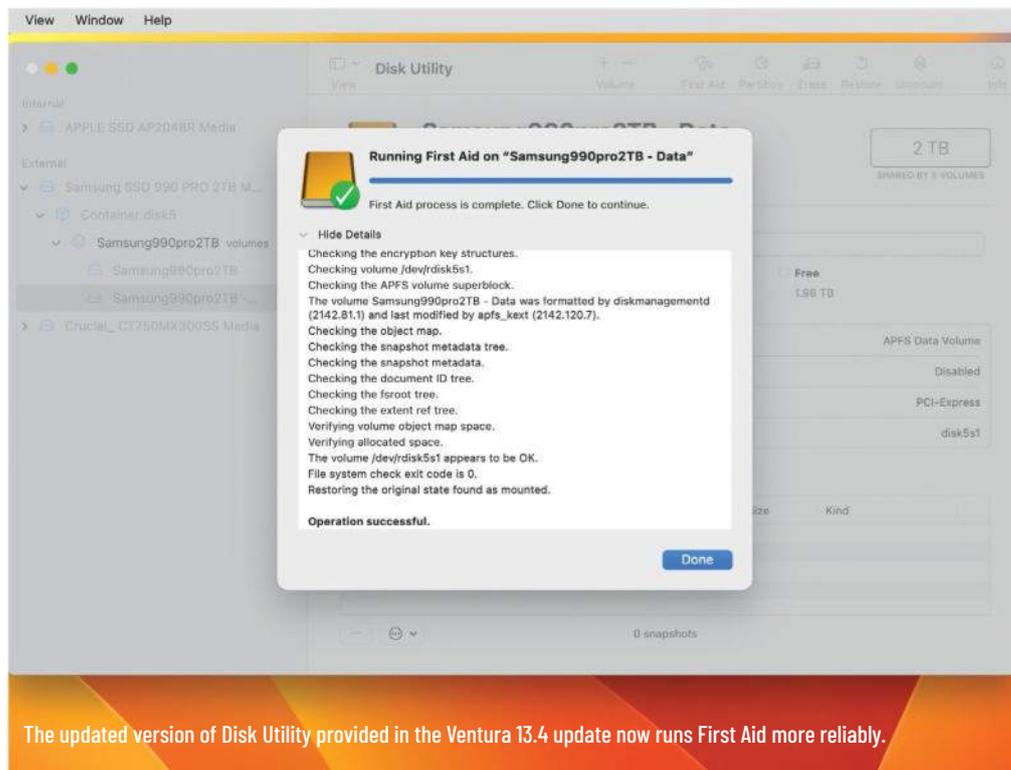
version 13.4 it often fails because Disk Utility is unable to unmount the disk. That returns an error that looks serious, when it's actually just an error in the app.

This has been fixed in Disk Utility version 22.6, bundled in Ventura 13.4, in most circumstances, although it still can occur occasionally. Update macOS so that it uses this new version, and try that.

If First Aid still returns this error, as it can when checking

a Data volume that's not part of the current startup system, select the volume or container and manually unmount it using the tool at the top of the window. Then try First Aid again. When that has completed, select the volume or container again and use the tool at the top to mount it back.

And if that still won't work properly, start up in Recovery mode and use Disk Utility there instead.



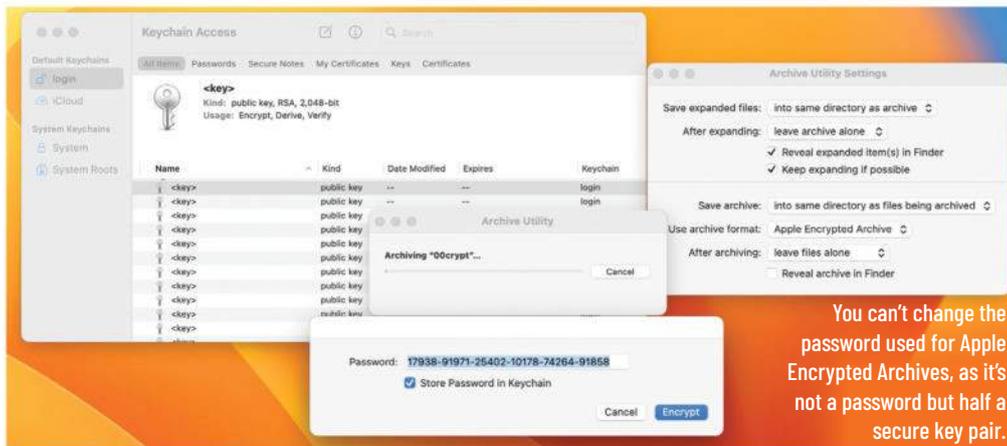
The updated version of Disk Utility provided in the Ventura 13.4 update now runs First Aid more reliably.

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You can't change the password used for Apple Encrypted Archives, as it's not a password but half a secure key pair.

## > Find an encryption password

When I create an encrypted Apple Archive using Archive Utility, it generates the password automatically. Where's that stored, as I can't find it in Passwords in System Settings?

Apple Encrypted Archive is one of the options available in the bundled app Archive Utility, best found using Spotlight search. Although it refers to setting a password for its compressed and encrypted files, in fact you can't change the 30-digit number that it offers to use, and unless you're exceptional at remembering long numbers, you'll have to store it in your keychain. This isn't a password at all, so you won't find it saved alongside passwords for websites. It's actually one of a

key pair stored as a public key in your keychain, normally the default one named login. As these aren't named in any recognizable form when they're stored there, the only way to find it would be to inspect every key in your login keychain, looking for that key chosen for you by the app.

So the only practical way to use this encryption key is by saving it to your keychain, and leaving it to macOS to remember it when required.

## Quick-fire questions & answers

### WHY CAN'T I SEE .DS\_STORE FILES IN THE FINDER?

To view hidden files you'd normally press `Cmd+Shift+.`, but that won't reveal `.DS_Store` files. The only way to see them is in Terminal, using a command like `ls -a`, or `ls -la` for more info.

### HOW TO EXTRACT THE IMAGES FROM AN RTFD DOCUMENT?

Duplicate the document using `Cmd+D`. Remove the extension `.rtfd` from the duplicate and it changes into a folder. Inside that are all its graphics files, and its text contents are in a Rich Text file named `TXT.rtf`.

## > Comment and Comments aren't the same

Although Comments for my files appear correctly when shown in the Finder's Get Info dialog, they're not shown as Comments in the Finder's Quick Look preview. Is this a bug?

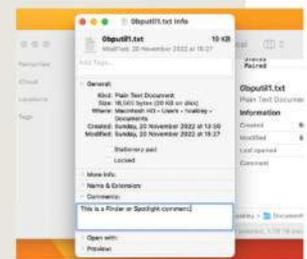
No, although it might as well be. It's the result of macOS files having two different types of comment available in their metadata.

The comments you see and edit in the Finder's Get Info dialog are more fully known in macOS as Finder or Spotlight Comments. Although macOS stores a copy of those attached to the file as an extended attribute, the primary source of those comments is the hidden file in many folders named `.DS_Store`.

If that file were to be deleted, all those comments would be lost. There are also problems in syncing the version stored in extended attributes with that in the `.DS_Store` file. When using Spotlight's Find feature in the Finder, those comments are referred to as Spotlight Comments, but they can't be shown in Quick Look preview info.

Instead, Quick Look can show regular Comments, which aren't saved in hidden `.DS_Store` files, but only in a different type of extended attribute

attached to files. As the Finder doesn't provide any way to edit those, they're seldom used except through third-party apps, such as Metamer (Free, <https://bit.ly/3DcoL4X>), that give more extensive access to metadata in extended attributes. They can be found using Spotlight, where they're referred to as a plain Comment.



# 28

## HIDDEN iPhone FEATURES YOU NEED TO KNOW ABOUT

Your iPhone is packed with tools to help you get the most out of it. Here we celebrate the best of the lesser-known iOS tips and tricks

WRITTEN BY PETER WOLINSKI

**Y**OUR iPhone COMES loaded with handy hidden features and hacks that can make it much easier and more fun to use. In our opinion, it's this plethora of little-known features that help make iPhones some of the best phones out there.

But do you know all of them? Well, there are so many that we'd be willing to bet you probably don't. To help with that, we've rounded up 28 of our favorite iPhone hidden features that everyone should know, and how to use them, with step-by-step walkthroughs where a little

more explanation is needed — hopefully at least one or two are new to you.

Just a quick note before we begin: most of these hidden features have been embedded within iOS for a while, so even people using older devices should be able to utilize at least some.

To ensure we're all on the same page, though, make sure your device is up to date by going to Settings > General and tap Software Update. If an update is available, tap Download and Install. Once downloaded, tap Install Now. With that done, you're good to discover more.

## Access the iPhone's hidden trackpad

**4** Even people with the smallest hands can find the compact keyboards of phone screens a little hassle-prone, and scanning through large chunks of text to find the exact spot you want to change used to be a tricky task. To help with this, your iPhone features a hidden trackpad, which can be used to scan easily and precisely across your screen. Just press and hold the spacebar on your iPhone's space key to turn the keyboard into a trackpad.

## Customize the iOS Control Center

**1** One iPhone hack that makes life easier is being able to customize Control Center. By adding your favorite and most-used widgets to Control Center, you can access them with a simple swipe down, even when your iPhone is locked. This is super handy when you need a feature immediately. We find Music

Recognition the most useful – no more fumbling around Home Screen folders, desperately trying to find the Shazam app before the song ends. To customize your Control Center, go to Settings, then tap Control Center. Scroll down to More Controls and add any controls that'll be handy at a moment's notice.

## Use Back Tap for extra iPhone controls

**2** With Back Tap enabled, you can assign a range of different functions to both a double and a triple finger tap on the back of your phone, kind of like gestures on a trackpad. You could, for example, use Double Tap for your Flashlight and Triple Tap for your Camera – these are both incredibly useful when you're using your phone at odd angles and can't reach the Lock Screen icons or the Control Center pull down.

There's a range of different time-saving and accessibility functions you can assign, and you can even combine the feature with Shortcuts for even more customization. To enable Back Tap, open the Settings app and tap Accessibility. Next, tap Touch, then tap Back Tap. Tap either Double Tap or Triple Tap to assign functions to each.

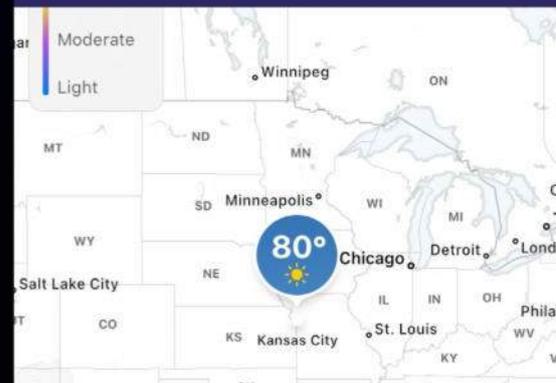
## Share whatever is on your screen using Siri

**3** iOS comes with advanced sharing abilities using Siri. Instead of sharing the old-fashioned way by pressing the share button, you can use Siri to share whatever is on your screen with a contact. It's not a life-changing feature, but comes in handy when you need to share something quickly or don't

have your hands free to do so. An image or photo can be shared, as can a song you're listening to on Spotify. If Siri can't share your screen, for example with the Weather app, it'll take a screenshot and send that instead. To share your screen with a contact, simply say "Hey Siri, share this with..." whomever you'd like to see it.

## Unlock the interactive iOS weather map

**5** While many modern iPhone models like the iPhone 14 Pro are waterproofed to the IP68 standard, it's still no fun to get stuck out in the rain. Handily, the iOS Weather app has you covered with an easy-to-read interactive weather map so you can easily see the day ahead's weather and never get caught short again. With a scrolling 12-hour forecast for anywhere on the planet, featuring temperature, precipitation and air quality overlays, and all of your locations pinned, the app's weather map virtually turns you into a weather reporter, and is difficult to stop using once you've started. To enable the interactive forecast, open the Weather app and tap the map icon in the bottom-left corner of the screen.



## Drag and drop files and photos between apps

**6** A little-known feature that can save you a ton of time is the ability to drag and drop between iPhone apps. With the drag and drop feature, you can quickly and easily import an image or video from your photos or a web page, or even a PDF from your files, and drop it into an app like Notes or Messages. This hidden feature can be a little tricky the first time around. Here's the gist: tap and hold on the file you want to move, then move it toward the top or bottom of the display. Then, while continuing to hold that file with one finger, you swipe up from the bottom of the screen with another finger and open the app you want to drag your file into.

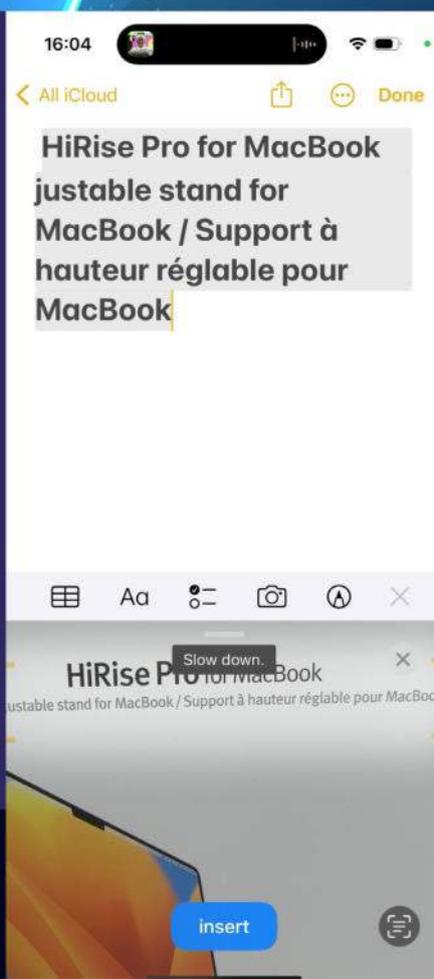


## Unleash the power of your iPhone's calculator app

**7** Like us, you might've thought the native Calculator app was a little basic at first, especially when compared to those giant calculators you used in math class at school. Well, maybe you should give it another chance: the humble Calculator app actually has a few tricks up its sleeve. Turn the iPhone landscape to unveil a scientific calculator, and swipe left or right at the top of the display to delete digits.

## Turn your iPhone's camera into a document scanner

**8** It used to be that scanning a document to turn physical pages into a digital file required a dedicated scanner or all-in-one printer. And indeed, for perfect carbon copies, this is still the case. But what if you just need to quickly turn that line from your textbook into a quote in your notes app? Unsurprisingly, iOS has a neat solution, and your iPhone's camera is also a handy tool to convert physical text into digital. To get started, open an app you want to scan text into — this could be Notes, Messages, or any other app that lets you enter text. In the text-entry area, tap and hold for a couple of seconds then release your finger. You should now see a scanner icon and "Scan Text" appear.



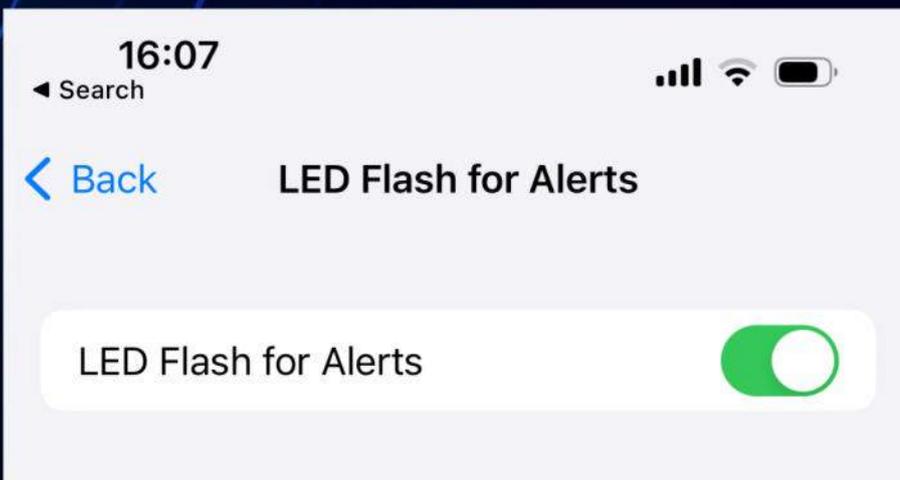
## Enter hidden codes to unlock features

**9** If you've ever typed in a code to find your IMEI or phone number (\*#06#) when selling your phone, you may have an inkling of what this one's about. What you might not know, though, is that as well as codes to find those numbers, there are also codes to tell your iPhone to do a whole range of things, from hiding your number (\*67 followed by the person's number and area code), to diverting calls (\*61\* when you don't answer, \*62\* when your iPhone is unreachable, or \*67\* when your iPhone is busy) and even launching a field test mode (turn off Wi-Fi, then enter 3001#12345#) to see data about your cellular connection. Simply open your Phone app, then head to the keypad and dial in one of the codes.



## Search anytime, anywhere using Spotlight

**10** Spotlight search saves a lot of time when you need to get to something fast. To take that one step further, with iOS 15 you can now access Spotlight directly from your Lock Screen, meaning you can search immediately without needing to wait for Face ID to do its thing. To access Spotlight while locked, simply swipe down from anywhere but the top right of your screen (as this will open Control Center).



## Use your flash for notifications

**11** Ever get jealous of Android users with their neat LED notification lights? What you may not know is that the iPhone has a little-known accessibility feature which gives users a notification light, too. The iPhone's LED flash can be set to flash for alerts, such as messages and other notifications. This is more of a visual accessibility tool than a customization feature, as you'll only really notice it in the dark or if your phone is on a surface facing screen-down. But it's still pretty handy, especially if you miss notifications a lot when on silent. Open the Settings app, scroll down and tap Accessibility. Tap Audio/Visual, then scroll to the bottom and toggle on LED Flash for Alerts.

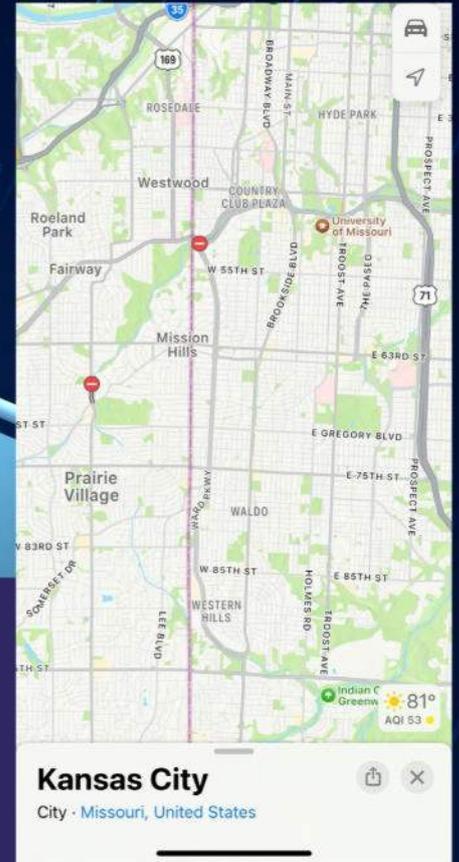


## Enable Face ID when you're wearing a mask

**12** You can still use Face ID when you're wearing a mask or other facial obstruction like a scarf. Once you turn on the switch to use Face ID with a mask on for the first time, you'll have to rescan your face. The good news is that you can turn the feature on and off without having to rescan your face each time. The bad news is that this makes your iPhone inherently a little less secure, as it is using less biometric data to unlock your phone. To enable Face ID with a mask, open the Settings app and tap Face ID & Passcode. Enter your passcode and toggle on Face ID with a Mask.

## Cast *Harry Potter* spells using Siri

**13** On top of being a powerful pocket-sized computer and camera, your iPhone also doubles up as a magic wand. That's right. You can now use Siri to cast spells from *Harry Potter* and enable functions without having to lay a finger on your screen. To cast a spell, say "Hey Siri," followed by one of three spells. Say "Hey Siri, Lumos" to turn on your iPhone's Flashlight. Say "Hey Siri, Nox" to turn the Flashlight off again. Say "Hey Siri, Accio [app]" to open that app. More spells can be custom-made using Shortcuts.



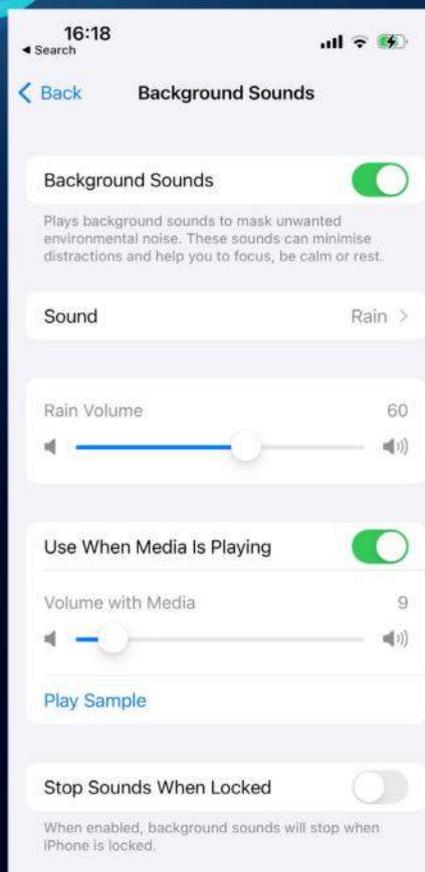
## Hide sensitive or unwanted apps using the App Library

**14** Instead of trying to find a place or folder for any apps you don't use — or you don't want people to see — it's easier to just move them out of sight completely with this little-known trick. You can now remove an app from your Home Screen without deleting it completely, using the App Library. To get started press and hold the app you want to hide. After a couple of seconds, a menu should appear with multiple options. From this options menu, select "Remove App". Doing this will bring up a second menu, press "Remove from Home Screen".



## How to use the zooming Maps slider

**15** While we're all familiar with the ubiquitous two-finger pinch zooming function across touchscreen devices, a simple yet relatively obscure feature of iOS is one-finger zooming on Apple Maps and Google Maps. This useful trick enables the use of both Apple Maps and Google Maps one-handed and one-fingered, which comes into its own when navigating a new place with full hands. In map view, simply double-tap on the screen and the map will zoom in slightly. To control the zoom level, double-tap the screen but keep your digit held down on the second tap. You can now zoom in and out.



## Turn on background sounds to ease stress

**16** If you're in need of a bit of relaxation, you can use the Background Noise feature to pump soothing ambient noise through your AirPods, including rainfall, streams, oceans, and white noise. We can vouch for how useful this feature is when working, helping to cut out distractions and focus on work. What's more, unlike putting on an ASMR or ambient noise track on Spotify or Apple Music, this feature isn't streaming anything, so it works even without an internet connection. Just open Settings and then tap Accessibility. Next select Audio/Visual, then tap Backgrounds Sounds and toggle on Background Sounds at the top.

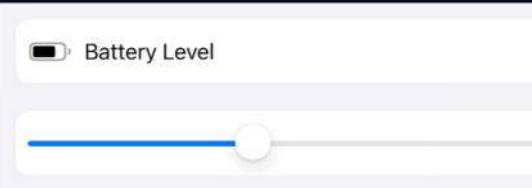
## Rearrange multiple apps at once

**17** If you've ever done a full-scale rearrange of your iPhone's Home Screen, you'll know how tedious it can be to move each and every app one by one — so don't. One of the handiest little-known features of the iPhone is that you can drag and move multiple apps all at once. This enables you to clean up your Home Screen in a fraction of the time. To get started, tap and hold an app on your Home Screen and move your digit slightly until all your app icons start wiggling. Keep your digit held down and use another digit to tap and select other apps that you want to move — you'll notice they'll all be grouped together as you tap each one. Keep your original digit still held down and use another digit to navigate to a place or folder on the Home Screen. Then, release your digit and they'll all be moved.



## Get custom battery alerts with a shortcut

**18** Ever miss those 15, 10 and 5% battery alerts your iPhone gives you because your phone's on silent? Thankfully, you can avoid this using a simple shortcut to set alerts at 30 or 40%, giving you more of a heads up that you're starting to get low. Better still, you can have Siri announce your warning, so even if you keep your iPhone on silent, you'll never miss the battery warnings again. To get custom battery alerts, create a new automation in the Shortcuts app, tap battery level and specify a percentage. Then tap Add Action to customize what your iPhone does once you hit that level.



## Enable dark mode

**20** Dark mode will turn your phone's theme to primarily dark, which reduces the effects of bright, white and blue light, in turn making your phone more pleasant and comfortable to use at night. iPhones can even automatically switch between dark mode and light mode based on the time of day. To turn it on, open the settings app and then tap Display and Brightness. Now tap the Dark check box underneath the Appearance section. To go back at a later point, you can simply tap the Light check box.

To set dark mode automatically on, on the Display and Brightness menu, toggle the automatic slider to on (green) and then tap options. The default automatic setting is for Sunset to Sunrise which will see your phone switch to dark mode as the day closes, and then to light mode as the day opens. To change this, tap Custom Schedule. Tap the time boxes to select when you would like to have light and dark modes enabled.



## Track flights using Messages

**19** One of our favorite Messages features is the ability to track flights within a chat — that's right, you can actually track live flights using Messages! If you've got a friend or family member flying in to see you, or you're flying out to them, you can use Messages to track the flight and see important information such as the flight's departure time, whether the flight is running late, the expected arrival time and even the arriving baggage carousel number. You'll also see a map showing where the flight is! Super cool. To track a flight in Messages, one party must send the flight number as a message. Then, long press the flight number and tap Preview Flight.

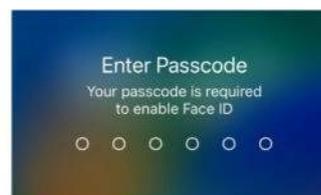
## Clear RAM

**21** It's common for the iPhone to periodically slow down and stutter, and you may have noticed your device occasionally behaving sluggishly, particularly when trying to flick between or open apps, or when performing tasks using intensive apps. Sometimes, your iPhone may freeze altogether. Obviously, on older phones this is more common, as their hardware is less well placed to handle more modern software and applications. Very often, what can be causing the freezing or slow down is that

your phone's Random Access Memory (RAM) has become full. So what do you do if your iPhone is operating slowly and you think memory is the issue?

### HOW TO CLEAR RAM ON IPHONE

Firstly, if you're using an iPhone without a physical Home button, you'll need to enable Assistive Touch (you'll see why later). If your phone does have a physical button, don't worry about this step.



**A** Go to Settings, then tap Accessibility. Select Touch and then tap AssistiveTouch. Toggle AssistiveTouch on. You'll now see a circular button on screen. Tap this button to see a menu of touch options. The one we'll need later is the Home button. Next, enter the shutdown menu, but not the normal one.

**B** Unlock your phone. Next, in quick succession, press the volume up button, then press the volume down button, then hold the lock button until a shutdown menu appears. You'll now be on the troubleshooting shutdown menu which is used for force restarting, recovery and DFU modes and RAM clearance.

**C** While you're in the shutdown menu, tap the AssistiveTouch button on screen to bring up the menu. Next, press and hold the Home option. If you're on an iPhone with a physical button, simply hold down on that.

**D** You'll now be presented with a lock screen, signalling you've done it right and to test it's worked, swipe up and hold in the center of the screen to open your app tray. Each app you've had open will restart when tapped, which is how you know your system memory has been cleared.

## Sign documents

**22** You need to know how to sign documents on your iPhone. After all, when was the last time you signed for something with a pen? Many contracts like lease agreements and bank information are handled almost solely online now, and with the rise of remote working, no one has time to send a signed letter in the mail. Whether you need to sign a scan of some paperwork or just add a signature to an email, it's easy. Open the document in Photos, tap Edit, and tap the pen symbol. Then tap the + and tap Signature, sign it and tap done.

## Remove a photo's background

**23** Knowing how to remove the background of a photo on iPhone is really useful, allowing you to instantly isolate your subject from a distracting background. It also allows you to set the subject of your image against a new background. You may think you'd need to pay for photo editing software to do this, but you don't. This all takes place in the Files app – open this and locate the image to edit. Tap and hold the image then select Quick Actions when the menu appears. Now tap Remove Background. You'll see a new file appear next to the original image. This file will be the image without a background.

## Delete multiple contacts

**24** If you don't know how to delete multiple contacts on an iPhone, you're not alone. Many people resort to doing it over iCloud. You might think that you'd be able to perform a function like this by selecting multiple contacts using an Edit button, tapping a bullet point next to individual contacts and trashing them. That's how it's done on Messages and Mail, after all. But, for some reason, Apple hasn't followed suit on Contacts.

Thankfully, there is now an easy way to delete multiple contacts on iPhone. It combines the drag-select feature of iOS 16 with the press and hold function that allows you to delete contacts. This feature is only suitable for deleting groups of contacts next to each other. You can't select multiple contacts individually like you'd select multiple individual messages in Messages. If you've got a lot of spring cleaning to do, you're still best off deleting multiple contacts on iCloud. You can use this feature to select more than one group of contacts, though.

To delete multiple contacts on iPhone, open the Contacts app or the Phone app and tap Contacts. Find a group to delete. Using two fingers, tap a contact and drag up or down to select the adjacent contacts. The contacts will then be highlighted gray. Release your fingers. If you'd like to add on another group for deletion, repeat step 2. If not, continue pressing with a single finger and tap Delete [X] Contacts. Finally, tap Delete Contacts.

## iOS Safari Reader Mode

**25** The iPhone has a built-in way to clear online clutter and let you see web pages more clearly. It's called Reader, and it's built into iOS Safari. It's worth noting that not every website or web page out there supports Reader, but many do.

To enable it, open a web page in Safari and at the bottom of your device screen, tap the AA icon next to the URL bar. Tap Show Reader from the menu that appears. You can also adjust text size from this menu using the small or large A buttons. You'll now have a page in Reader format, with no distractions and just text and images displayed. To exit the Reader, and return to the full page, tap the AA icon again and select Hide Reader.

Alternatively, if you'd like to set the Reader to come on whenever it can, go to Settings > Safari. Tap Reader. Toggle on All Websites and Safari will now display any applicable pages in Reader mode where possible. This is basically like an automatic ad blocker.

## Create zip files

**26** Knowing how to create zip files on iPhone is a useful skill. It allows you to compress files so they take up less space – potentially saving you the cost of upgrading to a larger capacity iPhone or having to buy more room on iCloud. Zip files are also easier to email since you may be able to get below the typical 25MB attachment limit. What's more, the files you compress can be anything from docs and audio to images and videos and, since they're placed inside a single file, they start to become more manageable. For this tutorial, we're concentrating on using the Files app.

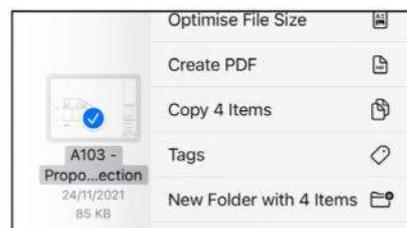
**A** **Launch the Files app**  
Open the Files app either by looking for the Files icon on your Home Screen or by using Spotlight (swipe down on the iPhone screen, type Files and tap the icon when it appears).

**B** **Choose a location**  
Look for the files you want to compress. You can tap Browse and choose a location such as iCloud Drive or On My Phone. You will then be able to tap a folder to view the files within it.

**C** **View and select your files**  
Once a folder is open, tap the More button in the top-right corner and tap Select. Now tap on files that you would like to include in your compressed zip file.

**D** **Compress the files**  
When you have selected all of the files you need, tap the More button in the bottom-right corner and select Compress.

**E** **Rename the archive**  
A zip file will be created and this will appear in the same folder as the files you selected. If you press and hold on the zip file you can tap Rename and enter a new filename if you wish.

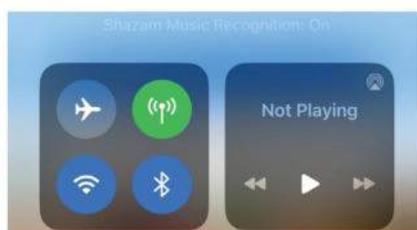


## Identify any song

**27** Knowing how to identify any song on iPhone is something that'll come in incredibly handy all the time. Perhaps you're out shopping and hear a song over the radio; whatever the reason, using the iPhone's built-in Shazam app, you can usually find out exactly what song it is you're hearing.

What's even better is that you don't actually need to open Shazam to launch music recognition (although you can). By far the quickest and easiest method to find out a song is to add music recognition to your Control Center, meaning it's always just a swipe and tap away when you're in a rush because the song is nearly over.

To identify any song on iPhone, add Music Recognition to your iPhone's Control Center in the Settings app – tap Control Center. Check whether Music Recognition exists in your Included



Controls. If not, scroll down and tap the green plus symbol next to Music Recognition. When you hear a song you like, swipe down from the top of your screen to open Control Center and then tap Music Recognition.

Wait a little for the feature to analyze the sound it is hearing. If the sound is quiet, it may not work and you may have to move closer. Once Shazam has picked up the song, a banner will appear at the top of the screen. You can either quit now you know the song, or tap the song banner to open Shazam, find out more and see your saved songs. You can now add that song to your favorite playlist.

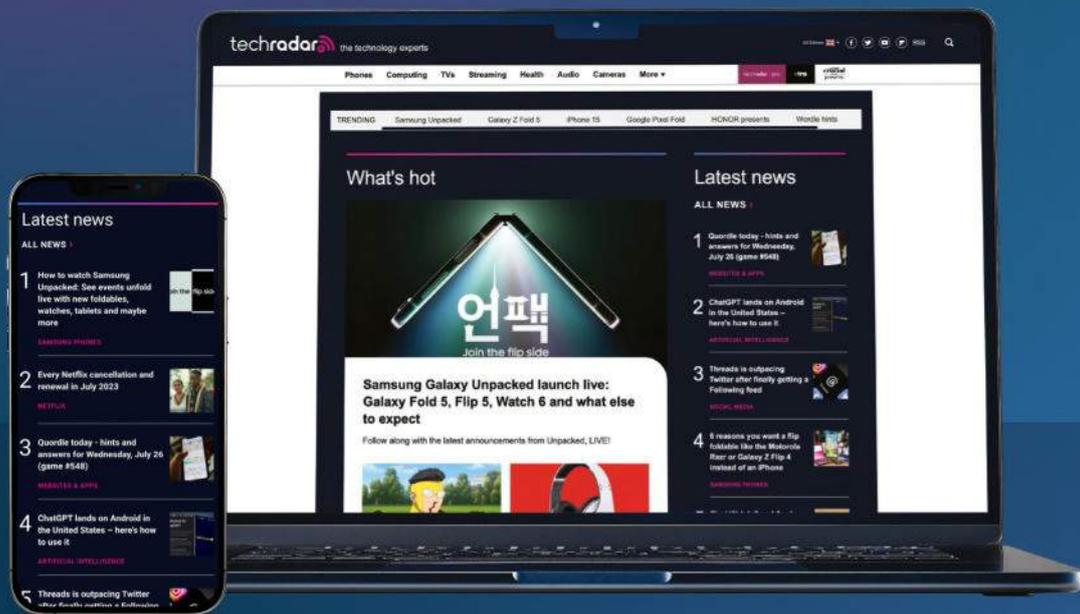
## Turn off autocorrect

**28** You'll definitely want to turn off autocorrect on iPhone if you're tired of iOS getting it wrong. Autocorrect can be notoriously intrusive and annoying. So much so that Apple recently promised iOS 17 will make autocorrect better. At the moment, it's mostly a pain when you're typing fast – fixing things preemptively that we don't want to fix. To put a leash on autocorrect, open the Settings app and tap General.

Scroll down and tap Keyboard. Toggle off Auto-Correction. You'll notice that other useful automated settings like Auto-Capitalization and Predictive remain on, so you still have a range of handy tools to help keep your text in good order.

Auto-Correction

# Meet the technology experts



- The world's **most** comprehensive technology website
- An **unrivalled** mix of news, opinions, reviews and features
- **All-new design**, new homepage, new features and special reports
- Backed by **over 300 years** of editorial experience

**techradar**  
the technology experts

[www.techradar.com](http://www.techradar.com)



GET STARTED WITH

# Calendar

Take the stress out of having to remember appointments by using Calendar

WRITTEN BY **KENNY HEMPHILL**

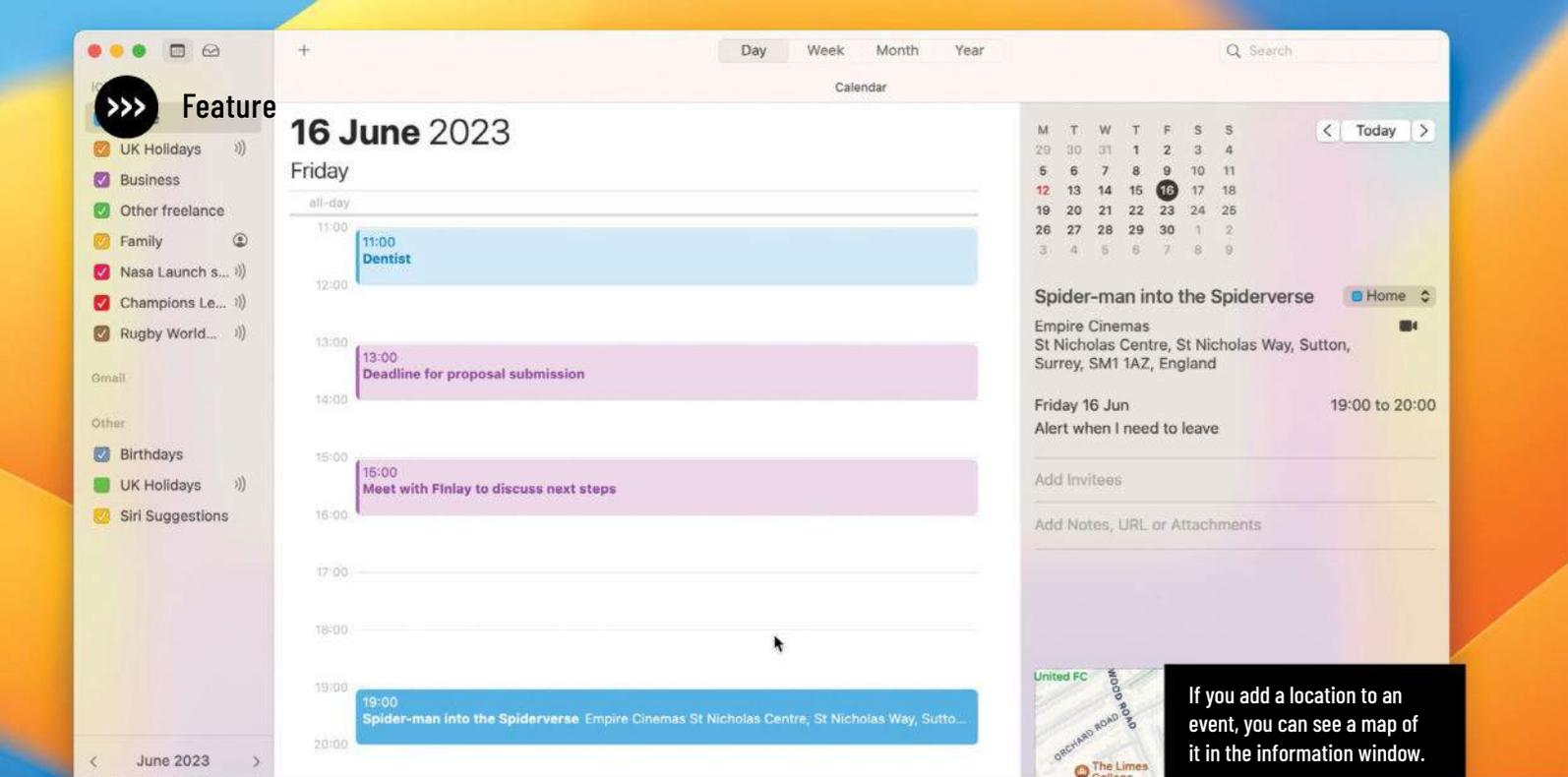


**THE CALENDAR APP** has been around on the Mac in one form or another for decades. And it's been part of iOS and iPadOS for as long as they've existed. It gets more powerful and useful every year, yet it remains underused and underappreciated. Using it habitually and sharing calendars with friends and family members really will help you be better organized and less stressed as a result.

At the heart of Calendar is iCal. Once the name for the app itself, iCal is the format and behind-the-scenes service that enables you to sync, share and subscribe to calendars. You can download any file with an .ics extension and add it to Calendar just by double-clicking it.

Perhaps the real power of Calendar lies in its integration with other Apple services such as Maps, Contacts, and even Siri. For example, if you book

tickets for an event and receive a confirmation email, Siri can create a calendar event from the details in the email and suggest it to you. With one click, you can add that event to your Calendar. When you open a Calendar event with address details in it, you will see a map of the location and, if it's available, a Look Around preview. Tapping on that takes you to the Maps app. There's so much you can do with Calendar, so let's get started. ■



# How to use Calendar

If you've never created a calendar, you'll love how easy it is



**THE CALENDAR APP** can host multiple calendars. These include calendars you create from scratch and calendars you import from other accounts such as Google and Microsoft. If you have, for example, a Gmail address set up in Mail, you can add the calendar for that Google account to the Calendar app. Friends and family members can also share calendars with you.

And if you subscribe to public calendars, like the one that NASA offers for launches, for example, these will appear as well. You can decide in the Calendar app which calendars of all those available you want to appear in Calendar. This is very useful when, for example, you have duplicate public holiday calendars because you have both Google and iCloud accounts.

It's worth paying attention to color coding when you create new calendars. Color coding is a great way to make it easy to tell at a quick glance which calendar an event belongs to. However, if you subscribe to lots of calendars, or have lots of shared calendars, you can end up with several of the same color. The solution is to choose a less-used color for your own calendars. ■

## QUICK LOOK The Calendar interface on Mac

**A**

**CHOOSE THE VIEW**  
Choose the view you want from the four options at the top of the window.

**B**

**INVITATIONS**  
Click the inbox icon to see and respond to event invitations.

**C**

**DISPLAYED CALENDARS**  
The calendars you enable in Settings are displayed here.

**D**

**SIRI SUGGESTIONS**  
Events suggested by Siri have their own calendar that you can choose to display.

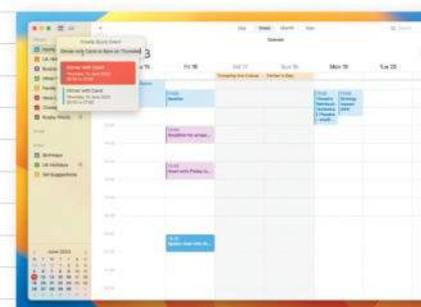
## HOW TO Create your first calendar



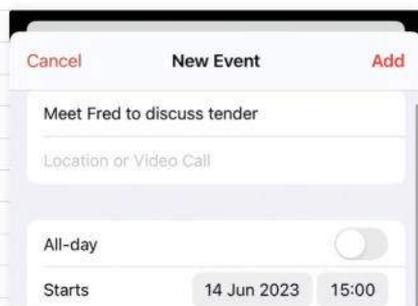
**1 iCloud calendar**  
Click on the Apple menu and choose System Settings > Internet Accounts. Click iCloud, then click Show All. Toggle Calendar to on. The process is the same for adding other calendars for Internet Accounts you've already set up.



**2 New account, iOS**  
Tap the Settings app and then Calendar. Choose Accounts. Tap Add Account. If the account type you want to add is listed, tap it. If not, tap Other. Sign in to your account, or tap Add CalDAV Account and add your details.



**3 Add a new event**  
Click on the File menu and click New Event, or click the "+" at the top of the Calendar window. Start typing the name of the event and the date and time in plain English. Press Return when you're done. The event will be added.



**4 New event, iOS**  
From any calendar view, tap the "+" at the top of the screen. Type the title of the event and add details of location, time, invitees, and how you want to be alerted. Add notes and tap Attachment to add one from Files.



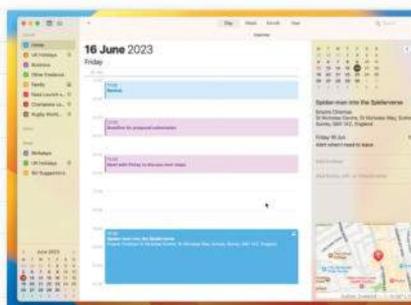
**5 Fill in details**  
When the event is added, a window opens. Click on it and start typing a location, then choose from the options. Below the location, add the end time, travel time, and how you want to be alerted when it's time to leave.



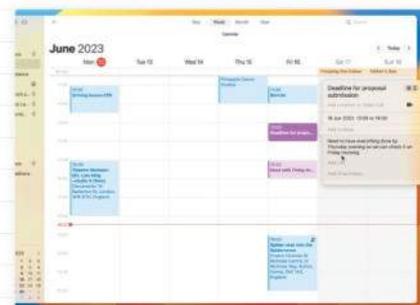
**6 Invite people**  
Double-click on any event to open the Details window. Click Add Invitees. Start typing the name of the person you want to invite. When their name appears, click on a contact method. Add more invitees, then Send.



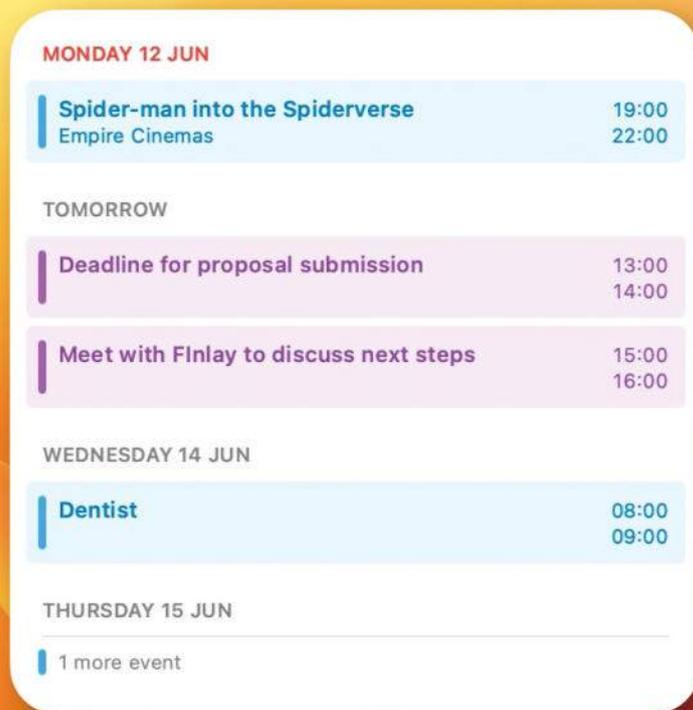
**7 Click to subscribe**  
On a website hosting the calendar, click the link to download the Apple or .ics version. Click Allow in the dialog box that opens. Click Subscribe in the next box, choose the options you want and then click OK to add it.



**8 View your schedule**  
To see a detailed day view, click Day at the top of the Calendar window. You'll see a full breakdown of the current day. Click an event to see details in the sidebar on the right. Use the month calendar to select a different day.



**9 Add notes**  
Double-click an event to open its Info window. Click in the notes field (bottom of the window) and start typing. To add an attachment, drag it from the Finder onto Add Attachment. You can paste a URL in the URL field, too.



Calendar has multiple widget options for macOS and iOS.

# Do more with Calendar

Calendar integrates brilliantly with other features of macOS and iOS



**THERE'S A LOT MORE** you can do with Calendar than just the basics of creating and sharing calendars and entries for your scheduling.

You can choose the kind of access those you share with have, from read-only to full editing rights. You can also create custom alerts as part of an event so you could, for example, automatically send yourself an email

or open a document a few minutes before a meeting begins. You can incorporate Calendar into Shortcuts workflows, using actions to create, edit or get details of events.

Of course, you can use Siri to create events, but you can also use Siri to edit events, too. And, if you're not near your Mac or iPhone, you can log in to [www.icloud.com](http://www.icloud.com) in a web browser and see your calendar there.

Widgets on macOS and iOS are a great way to put upcoming appointments on your Desktop or Home screen, so you never miss them. And integration with Maps and Weather means that if you add a location to an event, not only will it add a map and weather information, it will take current travel conditions into account when notifying you that it's time to leave. ■

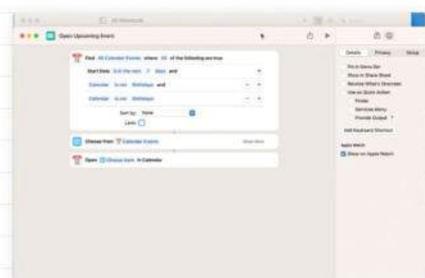
## HOW TO Automate Calendar entries



**1 Make custom alerts**  
Double-click any calendar entry and click on the alert menu. Choose Custom then Open File. Click the menu below and choose Other. Navigate to the file and click Select. Choose a time to send the alert and click OK.

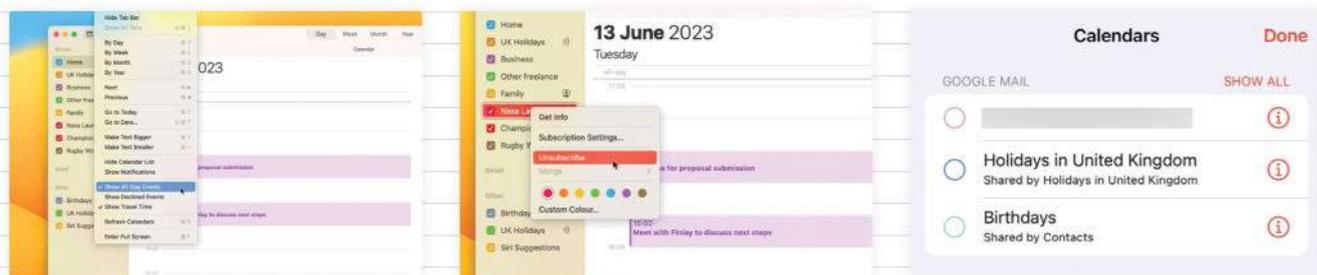


**2 Add a shortcut**  
Launch the Shortcuts app and choose Gallery. In the "Put it on the Calendar" section, click Open Upcoming Event. Click Add Shortcut to add it to your shortcuts. Go to All Shortcuts and double-click it to see and edit it.



**3 Choose a trigger**  
Click the "i" in the sidebar and choose Details. Choose whether you want to trigger the shortcut from the menu bar, Share menu or a Quick Action. Or click Add Keyboard Shortcut to create a keyboard shortcut to show events.

## HOW TO Streamline your calendar

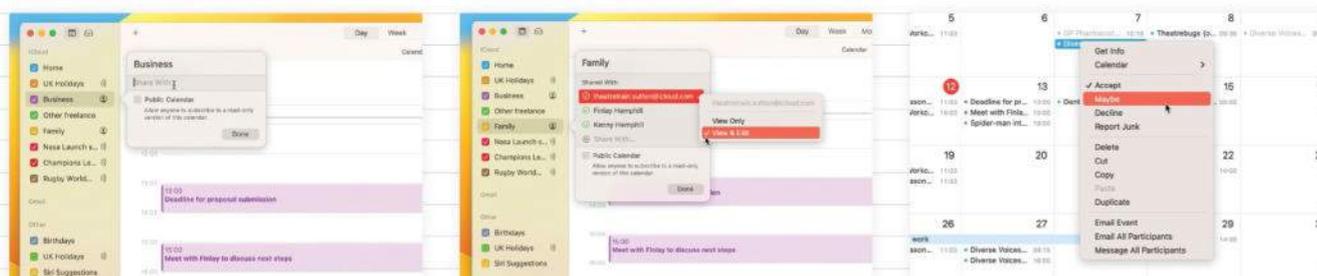


**1 Hide all-day events**  
 Decluttering your calendar is key to seeing the important events. To hide all-day events, including public holidays, click on the View menu. If Show All-Day Events is checked, select it to uncheck it and hide all-day events.

**2 Hide calendars**  
 To hide calendars, uncheck them in the sidebar. If you can't see the sidebar, click the Calendar icon in the tool bar. To unsubscribe completely from public calendars, Ctrl-click on them and choose Unsubscribe.

**3 Hide calendars, iOS**  
 In any view, tap Calendars at the bottom of the screen. Uncheck the calendars you don't want to appear. To unsubscribe from a public calendar, tap Calendars then tap the "i" next to a calendar and choose Unsubscribe.

## HOW TO Manage sharing



**1 Share a calendar**  
 Choose the calendar you want to share and Ctrl-click on it. Choose Share Calendar. Start typing the name of the person you want to share the calendar with and select them from the list. Add more names and click Done.

**2 Tweak settings**  
 Ctrl-click on a shared calendar and choose Sharing Settings. Click on the Shared With section to add more sharees or delete one. To manage settings for a sharee, click on their name and choose View Only or View & Edit.

**3 Shared events**  
 Ctrl-click on any event that's been shared with you. Choose Accept, Maybe, or Decline from the menu. To contact everyone who has been invited, choose Email All Participants or Message All Participants.

## > ALTERNATIVES TO CALENDAR

### Finding the perfect date

There are several different options for a calendar app in both macOS and iOS, if you decide you don't want to use Calendar. While key features are common to all, others appear in some apps but not others. So, for example, if you need an Apple Watch app, or Shortcuts support, make your choice based on those. Aesthetics are also important in a calendar app because a well-designed, attractive interface is easier to read at a glance than one that is cluttered. We've found Fantastical (<https://flexibits.com>) and Moleskine Timepage ([www.moleskine.com](http://www.moleskine.com)) to be excellent options.



A total of six USB-A ports are provided as well as four display outputs.

# Satechi Thunderbolt 4 Multimedia Pro Dock

A powerful dock for legacy devices

**\$349.99** From <https://satechi.net>

**Features** Six USB-A ports, 135W total power, four display outputs, SD and MicroSD card readers **Needs** Thunderbolt 4 for full speed

**SATECHI'S LATEST MULTIMEDIA** dock offers 16 ports of expansion for your Thunderbolt 4-equipped Mac with an emphasis on returning a range of legacy ports to laptops that may natively feature mostly USB-C. It will work with Thunderbolt 3 Macs though its overall throughput will be limited by the speed of that connection. Shipping with a 135W power supply, it is able to provide 96W of power through its main Thunderbolt port which is enough to charge all but the latest 16-inch MacBook Pros at full speed.

## THE PORT REPORT

The design is a little boxy but it certainly feels solid and well built, with a detachable foot included in the box that lets you stand it on its end for more flexible placement options. The front panel contains a power button, 3.5mm combined headphone output and mic input, as well as two USB-A ports, one at 10Gbps and the other USB2 which can supply up to 7.5W of power for charging smaller devices. SD and MicroSD card slots running at up to 312MBps are also found here which are handy for photographers.

On the rear is a selection of ports that you'd typically need to be swapping less frequently, starting with two more USB-A 3.2 ports at 5Gbps and two at 10Gbps. A single USB-C port at 10Gbps is also provided so that total of six USB-A and just one USB-C would suggest that the dock is probably going to be more useful for those needing to incorporate more USB-A devices into their workflow. There's also a 2.5Gbps Ethernet port which can be handy since Apple's laptops haven't had these for many years.



## DISPLAY EXPLANATION

Then we come to the display expansion, which requires a little explanation. There are two DisplayPort outputs and two HDMI 2.1 outputs and these are separated into two groups. While Windows machines can output four separate desktops via these ports, Macs are by design a little different. Put simply, there's a limit to how many unique displays certain models can drive through a single Thunderbolt port.

M1- or M2-powered Macs can drive a single extended screen while Pro models can drive two and Max models can drive four. However, none can drive more than two unique desktops

## THE BOTTOM LINE

Plenty of ports and power to expand your Mac, with an emphasis on USB-A peripherals.

➤ 16 ports of expansion

➤ 135W total power

➤ Sensibly priced

➤ Only one USB-C

**GREAT** ■■■■

**IT FEELS SOLID AND WELL BUILT, WITH A DETACHABLE FOOT THAT LETS YOU STAND IT ON ITS END FOR MORE FLEXIBLE PLACEMENT OPTIONS**



via a single port so if you connected all four display ports to the dock, two of the screens would simply mirror your Mac's desktop. But with a compatible Mac (Pro or Ultra), you could drive more extended desktops by using the other Thunderbolt or HDMI ports on your Mac – it just won't work via the dock. This is also the case with Intel models and is a feature of Apple's hardware rather than of the dock itself.

#### **SOLID WORKHORSE**

So your experience here will vary based on your Mac model. With anything other than an M1 or M2 Mac you will be able to output two extra

desktops via the dock, which is decent and probably adequate for many people. You'll always be able to mirror your desktop too, though this is probably mostly useful for presenting rather than creating. The displays run at up to 4K/60Hz via the dock, which is enough for many users.

This is a solid and sensibly priced way to expand your Mac's port selection, especially if you own a laptop with fewer ports, or all USB-C format ports. It provides many more USB-A than C ports which will suit some people more than others, and there are caveats with the display expansion but overall it's a great workhorse dock for your set-up.

**HOLLIN JONES**



The speakers use a Continuous Curved Cone design.

## Q Acoustics 5010

Serious hi-fi speakers that look and sound amazing

**\$749** From [www.qacoustics.com](http://www.qacoustics.com)

**Features** 4.5-inch woofer, 1-inch tweeter, wired-only operation, rear bass port, multiple finishes, Continuous Curved Cone design, 56Hz–30kHz frequency response

### THE BOTTOM LINE

Stylish and sonically excellent, the 5010s are a great solution for high-end playback.

- Rich and detailed
- Gorgeous design
- Excellent separation
- Needs separate power

**EXCELLENT** ■■■■■

**Q ACOUSTICS' 5010** bookshelf speakers represent the entry-level model in the 5000 series. Beautifully built and coming in a range of colored finishes, they are straight-up hi-fi speakers with no computer connectivity, a pair of binding posts on the rear their only means of input. They weigh 12.3 lbs and with dimensions of 10.4 x 6.3 x 10.4 inches are quite deep, their design allowing for strong bass.

You will want to pair them with a decent amplifier and also some better-than-average speaker wire. Proper stands will tighten up the bass end and increase focus, though these performed well when desk or shelf mounted, producing an excellent stereo image even when not precisely placed.

Internally, the 5010s use a Continuous Curved Cone design developed to combine the bass performance of a traditional straight conic cone with the high-/mid-range frequency control of a flared cone. It has a 4.5 inch bass unit and a 1-inch tweeter with a 2.5kHz crossover and an overall frequency

response of 56Hz–30kHz. There's also internal bracing inside the box that minimizes low frequency vibrations while focusing stereo imaging and improving the soundstage.

The bass is solid and refined and doesn't become boomy even at higher volume levels. If you prefer a more neutral sound, a pair of foam bungs can be used to plug the rear-firing bass ports though it was pleasing to let the low end sing, especially with electronic music.

The cleverly designed woofers do a great job of reproducing both low and mid frequencies without getting muddy, and the tweeters with their expansive upper range of 30kHz are crisp. Rock music was punchy and well-separated, while classical and jazz revealed every nuance. Cranking up the volume didn't cause a noticeable drop-off in clarity either.

The 5010s are excellent speakers with a rich and accurate sound. Paired with a good amplifier and placed with a modicum of care, they offer an affordable way to get into the world of high-fidelity audio. **HOLLIN JONES**





This must be the smallest and quietest network storage with a capacity of 24TB.

# Asustor Flashstor 6 FS6706T NAS

## SSD network storage and more

**\$449** From [www.asustor.com](http://www.asustor.com)

**Features** Time Machine support, with both SMB and AFP available, compact and almost silent, up to six M.2 NVMe drives, Dual Superfast 2.5-Gigabit Ethernet ports, speeds of up to 2.9 GHz

**ASUSTOR HAS ADDED** a pair of SSD-based systems to its justly popular range of Drivestor and Lockerstor models. We put a handful of Samsung's finest into the smaller of these two Flashstor NAS and checked how it fared with Time Machine and sharing for a Mac Studio.

Much of the case encloses six drive slots for M.2 2280 NVMe SSDs. Simply remove four small bolts on the underside and you can slip in up to 24TB (its sibling the Flashstor 12 Pro doubles the number of slots). Those can be configured in RAID 0, 1, 5, 6 or 10, or accessed individually. We challenged the Flashstor 6 with a couple of 2TB drives and one 1TB in its default RAID 5, to give a total capacity of nearly 2TB and the ability to withstand failure of any one of the SSDs.

Those drives are cooled by a near-silent fan, and reached max temperatures of 107.6°F during testing, but more typically kept below 98.6°F. It uses less than 20W in operation, about half that of a regular four-bay NAS, and that falls to under 1W when sleeping. It comes with 4GB memory as standard, expandable to 16GB. Its two 2.5Gbps Ethernet ports can be aggregated through a suitable switch to deliver 5Gbps. You can expand its storage through two

USB 3.2 Gen 2x1 ports, and it offers HDMI 2.0b and S/PDIF audio out for media.

Software setup is easy using Asustor's free app to find the NAS and hand over to its pleasant web interface. One-click setup soon sets the SSDs to work preparing its storage, which has the option of using Btrfs if you want local snapshot backup. Configuring the SMB service is simple with Samba VFS modules for better compatibility with macOS, and AFP support if you need it. Asustor Data Master software gives access to a seemingly limitless range of apps for web and media servers, security camera surveillance, and more.

The Flashstor's performance is limited by network bandwidth and the Mac's SMB. Time Machine backups ran smoothly, with a peak write speed of just over 300 MB/s. A first backup of nearly 200GB in 1.8 million files took just over an hour, at an average transfer rate of 47 MB/s, making it comfortably faster than an equivalent hard disk NAS such as Asustor's Lockerstor.

If you can afford the investment in SSD storage media and run a faster network, Asustor's Flashstor 6 rewards you with silent speed in a slimline package. **HOWARD OAKLEY**

### THE BOTTOM LINE

Fast on the right network, compact and capable.

- Compact and silent
- High performance
- Time Machine support
- Full SMB and AFP

**AWESOME** ■■■■■



# Quad Lock Motorcycle Kit

Sophisticated solution for mounting your iPhone

From \$79.99 (with original case and Handlebar Mount) From [www.quadlockcase.com](http://www.quadlockcase.com)

**Features** Original twist-lock case or Mag case, Handlebar Mount (PRO option), Mirror Mount, Fork Stem Mount (PRO option) **Needs** iPhone 5 or later

**NEED A WAY** to mount your iPhone to a motorcycle? Then Quad Lock's Motorcycle Kit is one of the best. The kit comes with a Quad Lock case (available for the iPhone 5 and up) featuring the trademark twist-lock design. If you have a newer iPhone with MagSafe, the Mag case option (an extra \$10) works with the original Lock Mount as well as the later Mag Mount, offering a slightly more secure magnetic attachment, as well as being MagSafe charging compatible. A weather resistant poncho is also available to protect from the elements (an extra \$20).

Once you've chosen a case, select whether to mount it to the handlebar, mirror, or fork stem. We went for the handlebar mount, which attaches to a variety of bar diameters (7/8", 1", 1-1/8", 1-1/4") via two hex screws, and includes an adjustable extension arm to position your iPhone.

By default the mount is made of glass-filled nylon (\$49.99), or for a little extra there's a slightly more appealing PRO version made

of CNC-cut, black anodized aluminum (\$69.99). The Fork Stem Mount is also available in the PRO version, but not the Mirror Mount. Whichever you choose, there are several optional extras available at the point of purchase, including a neat Vibration Dampener (\$19.99), and a Weatherproof Wireless Charging Head (\$74.99).

The Vibration Dampener is designed to protect your camera from excessive vibrations, thanks to its dual chassis suspension system, so it's a bit of an essential extra, in our mind. The wireless charger means you don't have to plug in the Lightning cable whenever you attach your iPhone, but it's pricey.

Installing and adjusting the Handlebar Mount is very simple, and attaching your iPhone takes just seconds. It's incredibly secure and makes for a great way to mount your iPhone to a motorcycle. **NICK ODANTZIS**

Adjust the arm and get your iPhone in exactly the position you like.

## THE BOTTOM LINE

Easy to use, very secure and loads of options to get the mount right, but it all adds up.

- Very secure – Vibration Dampener is essential
- Simple set-up
- Easy to fit anywhere
- The options can make it very expensive overall

**EXCELLENT** ■■■■■

# Sid Meier's Railroads

You won't need a ticket for this ride

**\$12.99** From [www.feralinteractive.com](http://www.feralinteractive.com)

**Needs** iPhone 6S (2015, A9 chip) or later, iPad 5th generation (2017) or later, iPad Air 3rd generation or later, iPad mini 5th generation or later, any iPad Pro; iOS 15.5 or later



**FROM 2006 COMES** an iOS port of yet another classic PC game, this time a railroad tycoon sim in which you plot steam-based financial dominance with not a care for the huge amounts of industrial pollution you're inflicting on the world.

And while it's possible to play your way through various careers and scenarios, a better fit for mobile is the Train Table mode, in which you're set loose on the landscape with no goals, infinite cash, and may find yourself reaching for an engine driver's cap.

The actual game, in which you play against up to 20 would-be railroad barons, isn't exactly stressful. The process of linking resources such as farms with cities and trying to do so as efficiently as possible is an optimization problem which, mixed with lovely countryside and the gentle chuff of the locomotive, can actually be relaxing. You'll still swear — often at yourself for failing to foresee the precise situation you find yourself in, trying to splice new tracks on to an existing

As your cities expand, you'll see new industries added to them.

network that doesn't go in quite the right direction — but the constant increases in your wealth thanks to trains shuttling back and forth between locations makes up for it.

Once you've got your rail backbone laid out — less like a spine and more like the webs produced by spiders who've been given LSD — the map comes to life, and you're able to put down branch lines to connect nodes you'd overlooked in the first pass, as well as improving cities by building new industries in them. There's the ability to buy and sell stocks too, hoping to keep your opponents down by denying them the ability to make a quick buck, or giving your own finances a sudden boost if things are looking tight.

Maps include parts of Europe and the US, and there are 16 scenarios to pit your planning abilities against. None of them are especially challenging, though it's possible to up the difficulty by introducing rules, like only one train being allowed in any given spot, that increases the realism too. Working through them becomes a matter of time, rather than attempting to work out a crossword clue with your mind. The interface has been greatly changed in the port, the new touch-friendly way of doing things streamlining the process



Placing track means a simple tap and drag with the finger.

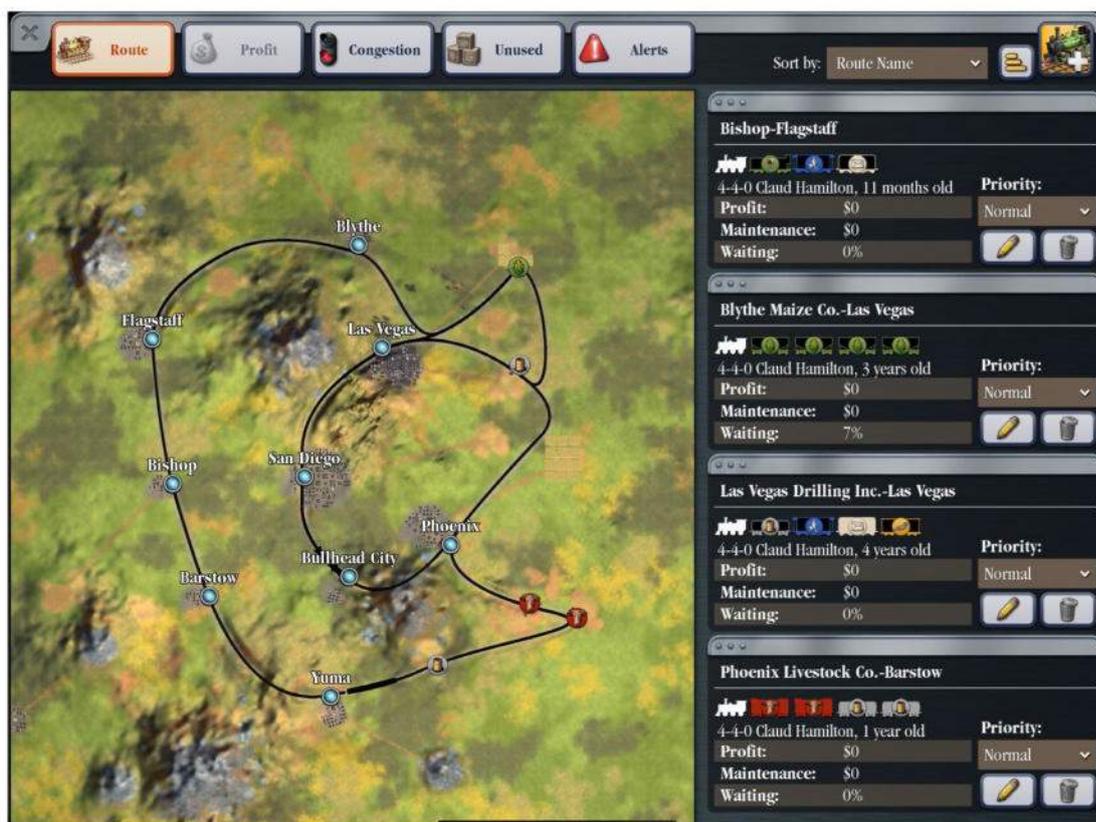
of laying track and finding out the info you need that was so easy with a mouse.

Time moves on and so does the Industrial Revolution, opening up new engines to use on your tracks, new methods of powering them, and patents you can take out to give your trains a bit more of an edge against the competition.

### THE ROMANCE AND RATIO FACTOR

In fact, it's all enough to make you wonder why playing with trains gets such a bad rep in our always-online, instant gratification world. Would seeing a network you've meticulously planned out working at peak efficiency feel the same if you were working with space freighters or data packets instead of something as romantic as a steam engine? It might, as the popularity of games such as *Opus Magnum* and *Satisfactory* show, but there is something undeniable about steam trains that means a shack at the bottom of the yard and a thorough understanding of the 1:43.5 ratio beckons.

Until then, being able to develop a world-beating rail system on iPad (or iPhone) is the next best thing, and *Railroads* is capable of



eating away at many an afternoon when you're supposed to be working, even if the actual challenge is outweighed by the simple satisfaction of watching the engines steaming around. **IAN EVENDEN**

Display all your routes to easily see the extent of your network.



Charming little animations bring the world to life.

### THE BOTTOM LINE

Clear your timetable: catching this classic railway sim is a day trip to some relaxing gaming.

- A classic renewed
- Good touchscreen conversion
- Relaxing to play
- Not especially deep

**GREAT** ■■■■

### APPTIPS

## Keep your trains chuffing along nicely

### Tap with precision

You'll find yourself unable to tap the end of existing track if there's something else in the way. An Apple Pencil can help.

### Keep an eye on congestion

A "parallel track" button helps you to plan ahead and make sure your most important trains can pass through a busy area unimpeded.

### Pick a character

There are many characters to play as, all of whom have contributed to the history of the railways, but they have no impact on the gameplay.



The two additional screens can match your MacBook Pro's display settings.

# Monduo 16 Pro Duo Display

## Super size your MacBook Pro monitor

**\$799** From [www.monduo.co](http://www.monduo.co)

**Features** Two 16-inch IPS displays at up to 2,560 x 1,600 pixels, 144Hz refresh rate, 500 nits of brightness, 100% DCI-P3 wide color gamut, USB-C power and HDMI

**ADDING SERIOUS SCREEN** real estate to a laptop generally requires conventional desk monitors, but the 16 Pro Duo is a different proposition. In its folded form it is roughly the same size and weight as a 16-inch MacBook Pro — being made of plastic keeps it light. Open it out and it sits over the back of your laptop screen, with one side sprung to allow a snug fit. At the base of the central panel is an extendible foot which makes the whole thing steady when placed on a flat surface. The two screens can be positioned flat or in more of a curved arrangement.

Each screen has two USB-C ports and an HDMI port which can carry video and power from your laptop. For those with fewer ports, you can run HDMI from one screen to the other, though you'll need to power the second screen separately. The screens can also accommodate 100W passthrough power, and a range of cables are included for these setups.

macOS recognizes the new display automatically and you can use the display's settings to arrange them. There are touch controls on the bezels for brightness, contrast and other tweaks, though the control panel app provides easier menu bar control and also

unlocks a higher max resolution than that stated in the specs.

The Pro Duo display performs very well and is highly responsive. We found it necessary to set it to the maximum brightness of 500 nits and slightly cool the color temperature in order to match our MacBook Pro. The P3 wide color gamut looked rich and accurate and there's up to 144Hz refresh rate for gamers. These higher settings did cause our Intel machine to fire up its fans sometimes, but that's not uncommon.

While you'll want to be powering your laptop to avoid battery drain, the fact the display works entirely over two short USB-C cables is a neat solution.

Adding two 2K screens with minimal cabling or bulk is a game changer not just for creatives but anyone juggling multiple apps, and going back to a single screen feels quite limiting. A slightly more solid build would be ideal but would also add to the weight, so it's understandable. There's also the price which is not inconsiderable, however it's a unique product that performs admirably and could well transform the way you work on your laptop. **HOLLIN JONES**

### THE BOTTOM LINE

An excellent, if pricey, way to triple your screen space with the minimum of fuss.

- Triple your screen space
- Powers from laptop
- Excellent image quality
- Relatively expensive

**EXCELLENT** ■■■■■

# Typinator 9.0

Powerful text-expander app that speeds up repetitive docs

**\$29.99** From <https://ergonis.com>

**Needs** macOS 10.15 or later

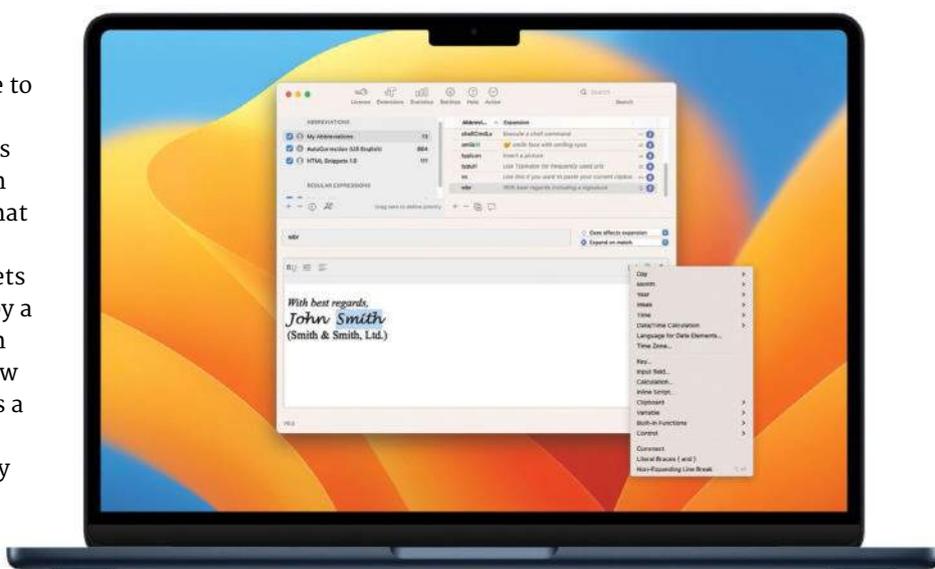


**WE ALL KNOW** how tedious and time-consuming it can be when you repeatedly have to type certain pieces of text

several times a day, such as your address or key information. macOS does have an option in the Keyboard settings panel that can help, by allowing you to create text “replacements”. These are short snippets of text that are automatically replaced by a longer piece of text when typing — such as “myweb” instantly expanding to show your company’s full web address. That’s a handy time-saver, but this option in macOS is quite limited, and is really only suitable for simple, short pieces of text.

However, there are a category of apps — often called “text-expanders” — that can take this process even further. Typinator has long been one of the most popular text-expanders, and has recently been updated to version 9.0. Version 8 of Typinator was already able to run natively on Macs with Apple silicon, but version 9 deals with some additional compatibility issues to ensure that it is now fully compatible with Ventura. The program’s interface has also been updated, opting for the rounded corners, pastel colors and cute icons used in Ventura.

On its simplest level, Typinator works in a similar fashion to text replacements in macOS. You start by typing a short piece of text — which Typinator calls an “abbreviation” — into a small text box. Beneath this there’s a larger window where you type the full-length, expanded version of that text — so, again, the abbreviation “myweb” could be expanded into your full web address. Typinator goes even further, though, as its abbreviations can also be used to insert graphics files, such as a company logo, or a picture of a



product. You can also insert HTML code or dynamic data, such as the current time or date, which can change all the time.

However, Typinator’s greatest strength is its ability to use predefined “sets” of abbreviations. Some sets simply focus on convenient time-saving abbreviations, such as expanding “dt” to give the date and time, while others can automatically switch between US/UK spellings. There are specialized sets for working with HTML, and you can also create your own custom sets of abbreviations and share them with colleagues at work.

It can take some time to master all these features — especially as Ergonis’ 40-page manual isn’t as clear or concise as it could be — and rival text-expander apps are more affordable and easier to use. However, there’s a trial version available, so you can experiment with Typinator first and see if it can speed up the creation of your business documents before you go ahead and buy the full version.

**CLIFF JOSEPH**

Typinator makes light work of any repetitive text you need to include in your document.

## THE BOTTOM LINE

There are simpler text-expander apps, but Typinator’s time-saving features will appeal to business and pro users.

- Powerful yet simple text-expander app
- Works with graphics and dynamic data
- Useful pre-defined sets of abbreviations
- Complex feature set

**GREAT** ■ ■ ■ ■ ■

# Best of the best

Can't find the hardware or app you're looking for in our reviews section? Then check in here – we've highlighted the best in every major category, as voted for by us

| > HARDWARE             |                                    |                     |          |       |
|------------------------|------------------------------------|---------------------|----------|-------|
| CATEGORY               | PRODUCT                            | WEB                 | PRICE    | ISSUE |
| MESH ROUTER            | ASUS ZenWiFi XT9                   | asus.com            | \$449.99 | #201  |
| 4K USB-C MONITOR       | BenQ EW3280U                       | benq.com            | \$799.99 | #169  |
| THUNDERBOLT DOCK       | CalDigit Thunderbolt Station 4     | caldigit.com        | \$379.99 | #199  |
| KEYBOARD               | Cherry KW 9100 Slim for Mac        | cherry-world.com    | \$59.99  | #208  |
| PORTABLE PRINTER       | Epson WorkForce WF-110W            | epson.com           | \$299.99 | #185  |
| PORTABLE HDD           | Toshiba Canvio Flex 2TB            | storage.toshiba.com | \$79.99  | #197  |
| <b>NEW!</b> NAS DEVICE | Asustor Flashstor 6 FS6706T NAS    | asustor.com         | \$449    | #210  |
| WIRELESS CHARGER       | Belkin BoostCharge Pro Portable    | belkin.com          | \$59.99  | #197  |
| DESKTOP SPEAKERS       | Creative Pebble Pro                | us.creative.com     | \$59.99  | #204  |
| IN-EAR HEADPHONES      | Nothing Ear 2                      | us.nothing.tech     | \$149    | #209  |
| SECURITY CAMERA        | EufyCam 2C (two-pack kit)          | eufylife.com        | \$239.99 | #171  |
| SMART SPEAKER          | HomePod mini                       | apple.com           | \$99     | #176  |
| OVER-EAR HEADPHONES    | Sony WH-1000XM5                    | sony.com            | \$399.99 | #197  |
| AIRPLAY SOUNDBAR       | Sonos Beam                         | sonos.com           | \$449    | #187  |
| WEBCAM                 | AnkerWork B600 Video Bar           | ankerwork.com       | \$219.99 | #191  |
| PHOTO PRINTER          | Liene 4x6 photo printer            | amazon.com          | \$136.99 | #190  |
| PORTABLE BATTERY PACK  | Anker 533                          | us.anker.com        | \$49.99  | #198  |
| MOBILE DOCK            | Kensington 8-in-1 USB-C Mobile Hub | kensington.com      | \$77.55  | #190  |
| OFFICE CHAIR           | Branch Verve                       | branchfurniture.com | \$549    | #201  |
| MOUSE                  | Logitech MX Master 3S              | logitech.com        | \$99.99  | #198  |
| ACTION CAMERA          | GoPro Hero 11 Black                | gopro.com           | \$500    | #202  |
| DESKTOP MICROPHONE     | Cherry UM 9.0 Pro RGB              | cherry-world.com    | \$139.99 | #209  |
| PORTABLE DAC           | iFi Go Blu                         | ifi-audio.com       | \$199    | #189  |
| PORTABLE SSD           | Crucial X8                         | crucial.com         | \$219.99 | #203  |
| THUNDERBOLT 4 HUB      | Satechi Thunderbolt 4 Slim Hub     | satechi.net         | \$199.99 | #205  |
| CD/DVD DRIVE           | NOLYTH External DVD Drive          | amazon.com          | \$39.99  | #204  |
| TRAVEL CHARGER         | Mophie 3-in-1 travel charger       | zagg.com            | \$149.95 | #202  |
| IPHONE GAME CONTROLLER | Razer Kishi v2                     | razer.com           | \$99.99  | #203  |

**> iOS/iPadOS APPS**

| CATEGORY             | PRODUCT  | WEB                    | PRICE          | ISSUE |
|----------------------|--|------------------------|----------------|-------|
| TO DO (PRODUCTIVITY) |  Things 3             | culturedcode.com       | \$9.99         | #194  |
| WRITING              |  Scrivener            | literatureandlatte.com | \$19.99        | #138  |
| EMAIL                |  Spark                | sparkmailapp.com       | Free           | #190  |
| PHOTO EDITOR         |  Pixelmator Photo 2   | pixelmator.com         | \$4.99         | #193  |
| VIDEO EDITOR         |  LumaFusion 3.0       | luma-touch.com         | \$29.99 (IAPs) | #186  |
| CAMERA               |  Obscura 3            | obscura.camera         | \$9.99         | #196  |
| RSS READER           |  Reeder 5             | reeder.app             | \$4.99         | #176  |
| DESKTOP PUBLISHING   |  Affinity Publisher 2 | affinity.serif.com     | \$19.99        | #206  |
| NOTE-TAKING          |  Notability 10        | gingerlabs.com         | \$8.99         | #174  |
| MIND-MAPPING         |  MindNode 7           | mindnode.com           | \$14.99        | #184  |
| DOCUMENT SCANNER     |  Genius Scan 6.0      | thegrizzlylabs.com     | Free (IAPs)    | #182  |
| CALENDAR             |  Fantastical 3        | flexibits.com          | \$4.99/month   | #198  |
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**> macOS APPS**

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| MUSIC CREATION            |  Logic Pro                | apple.com              | \$199.99      | #141  |
| PASSWORD MANAGER          |  Secrets                  | outercorner.com        | \$19.99       | #188  |
| DESKTOP PUBLISHING        |  Adobe InDesign           | adobe.com              | \$20.99/month | #162  |
| BACKUP                    |  Carbon Copy Cloner       | bombich.com            | \$39.99       | #136  |
| VIRTUALIZATION            |  Parallels Desktop 18     | parallels.com          | From \$99.99  | #201  |
| TIME-TRACKING             |  Tyme 3                   | tyme-app.com           | \$3.99/month  | #169  |
| NOTE-TAKING               |  Agenda                   | agenda.com             | Free          | #204  |
| AUDIO AND VIDEO CONVERTER |  Wondershare UniConverter | wondershare.com        | \$49.99/year  | #203  |
| VIRTUAL PRIVATE NETWORK   |  NordVPN                  | nordvpn.com            | \$11.95/month | #186  |

# next month



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Looking for Apple love? We show you how to swipe right on your perfect Mac partner – whatever your needs and budget



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#### Volume 17, Issue 9

**MACLIFE** (ISSN 1835-4010) is published 13 times a year, monthly plus a Spring issue following the April issue, by Future US, LLC, 130 West 42nd Street, 7th Floor, New York, NY 10036, USA  
Website: [www.futureus.com](http://www.futureus.com)

Subscriptions do not include newsstand specials.  
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Mac|Life

Tuesday 28 February 2023  
10:06 AM GMT+00:00

### Welcome back...

Welcome back Mac|Life readers! I'm delighted to announce that our newsletter is returning for 2023, alongside a new set up for the brand – more on that shortly. We'll be delivering the latest news, reviews and advice for owners and enthusiasts of all Apple devices, from Mac to iPhone, iPad and Apple Watch.

We look forward to providing you with the best Mac content each month, but if you'd prefer not to receive newsletters moving forwards, please click here to [unsubscribe](#).

Thanks for being a valued Mac|Life newsletter subscriber.



In other news — something big has happened at Mac|Life recently, and I'd like to tell you all about it. We've ceased publication of the print edition of the magazine, and from the next issue (#205), Mac|Life will only be published in a digital format, which you can read on your iPhone or iPad (and Mac, more on that in a bit).

What does this mean? If you've subscribed to the print version, you'll be transferred over to the new digital format. Our subs team will contact you separately, to explain exactly what you need to do, so look out for an email from us in the coming days. For those who are already subscribed to the digital version, it's business as usual, and nothing will change.

By the way — in exciting news we have a new version of the magazine coming out in the next few weeks. You can expect to see some of our new team members in the lab soon. There's a lot of exciting things in store for us in 2023.

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