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Welcome to *Take Control of Catalina*, version 1.1, published in October 2019 by alt concepts inc. This book was written by Scholle Sawyer McFarland and edited by Kelly Turner.

Learn the basics of working in macOS 10.15 Catalina. This book focuses on new Catalina features and the Apple apps that are most changed or new to the Mac. It also covers important tips for using your Mac effectively, how to use cross-device features, and troubleshooting tips.

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**Updates and More**

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

- Download any available new version of the ebook for free, or buy any subsequent edition at a discount.

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- Read the ebook’s blog. You may find new tips or information, as well as a link to an author interview.

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Basics

To review background information that might help you understand this book better, such as finding System Preferences and working with files in the Finder, I recommend reading Tonya Engst’s ebook *Take Control of Mac Basics*.

**Activate Siri**

In Catalina, as in the past few versions of macOS, Siri often offers the quickest way to get things done. To activate it:

✦ Click the Siri icon on the menu bar or Dock.

✦ Press and hold ⌘-Space. (Careful here: if you hold ⌘ and then tap the Space key, you’ll activate Spotlight instead.)

You hear a chime and the Siri window appears in the upper-right corner of your screen. When Siri is listening, a line pulses at the bottom of this window—if you don’t see this line, click the Siri icon at the bottom of the window. Speak your command.

If that doesn’t work, make sure Siri is enabled by going to Apple > System Preferences > Siri and selecting the Enable Ask Siri checkbox. Siri requires an internet connection.

To learn more about what you can do with Siri, check out my book *Take Control of Siri*.

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**What’s New in Version 1.1**

The first version of this book offered early access to tips and tricks available in Catalina’s public beta software. Version 1.1, based on the shipping version of Catalina, updates that information and adds chapters about several topics:

• **Music, TV, Podcasts, and Books:** Find out about the three new apps (and one old one with new powers) you’ll use to watch movies and listen to music, podcasts, and audiobooks in *Meet the iTunes Replacements*.
• **A hodgepodge of helpers:** From accessibility tools that help you zoom in on tiny text or compensate for colorblindness to new Mail features that nix emails you don’t want, you’ll find an assortment of goodies in Discover the Little Things in Catalina.

• **Voice Control:** Learn how to use Apple’s new tool for launching, managing, and navigating your Mac and its apps hands-free in Control Your Mac with Your Voice.

• **Screen Time comes to the Mac:** Once iOS-only, Screen Time on the Mac gives you the power to tally up data about your tech usage across all your Apple devices. It also lets you monitor and limit access for the kids in your Family Sharing group. See Control Screen Time.

You’ll also find the following bits of new information:

• Catalina adds a new dynamic desktop and still images. Get a look in New Desktop Images.

• If you want additional notification options and more detailed location information than Find My offers, check out Beyond Find My.

• Apple changed some aspects of the new Apple ID preference pane during the beta process. See Manage Your Apple ID and the new sidebar What To Do If You Have Two Apple IDs.

• Learn how to hide media purchases from the other members of your Family Sharing group in When You Don’t Want to Share Your Purchases.

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Introduction

Plop an iPad down next to your Mac and *boom*—you’ve got another display that extends or mirrors what’s on your Mac’s screen. Unlock passwords, approve app installations, and more just by double-clicking the side button on your Apple Watch. Sketch something on your iPhone with your finger and insert it right in a document on your Mac. Apple’s latest operating system, macOS 10.15 Catalina, adds significant new security and accessibility tools, but primarily it’s about bringing your Apple apps and devices closer together. After all, no Mac is an island...right?

Read this book straight through to learn about new features, or browse the topics in *What’s New in Catalina?* to find the chapters that interest you most. I also cover nearly all the Continuity features, to give you the full picture of how your devices work together, and run through the least you need to know to prepare for and handle trouble.

My assumption is that you’ve figured out whether your Mac can run Catalina, you’ve installed it on your system, and now you’re ready to go. For detailed help with upgrading, see Joe Kissell’s *Take Control of Upgrading to Catalina*.

Let’s get started!
What’s New in Catalina?

Many of Catalina’s improvements focus on more tightly connecting your Apple devices, either by bringing apps from the iPhone and the iPad to the Mac or by letting you use devices together more seamlessly. You’ll find significant privacy and accessibility updates, as well as redesigns of key apps. Use the links in this chapter to jump straight to the new features you’re most interested in.

The Finder

Catalina makes changes to how the Finder looks and acts:

- **Automatic mode:** Now you can *Automatically Switch Between Light and Dark Mode* depending on the time of day (**Figure 1**).

![Figure 1: Catalina can switch automatically between Dark and Light mode depending on the time of day.](image)

- **Finder sidebar sync:** iTunes is no more. Now you *Sync and Back Up Devices from the Finder Sidebar.*
• **Green button options:** A new popover simplifies working in Split Screen and Full Screen modes by letting you Access View Options More Easily.

## System-Wide Tools

Catalina’s system-wide tools gather together previously scattered options, add capabilities for monitoring how you use your devices, and offer new features for people with disabilities:

- **Accessibility features:** Now you can Zoom In on Tiny Text, Zoom Your Display, Compensate for Color Blindness, Sync Voice-Over Settings with iCloud, and more.

- **Apple ID preference pane:** Your Apple ID is the key to everything from your App Store purchases to iCloud. Catalina adds a new Apple ID preference pane that lets you see all your info in one place. Read about it in Manage Your Apple ID.

- **Family Sharing preference pane:** Your loved ones can share digital media and more without having to share an Apple ID. The new Family Sharing preference pane brings together all the options. See Use iCloud Family Sharing.

- **Screen Time:** Whether you’re trying to get your kids’ screen time under control or your own, Screen Time can monitor and limit access to categories of apps across all devices that use the same Apple ID. See Control Screen Time.

- **Voice Control:** Catalina’s blockbuster accessibility feature packs enhanced dictation powers and adds spoken controls for launching, managing, and navigating your Mac and its apps (Figure 2). Learn to Control Your Mac with Your Voice.
Get Up to Speed with Finder Updates

The Finder is your window into macOS. You interact with it throughout the day, every day—moving between folders, finding and opening files. Catalina adds new options both for how the Finder looks and how it acts.

Automatically Switch Between Light and Dark Mode

Dark mode fades your Mac’s menu bar, menus, Dock, and more to black, increasing contrast for reading, making image viewing easier, and (in some folk’s opinion) looking awfully cool. All Apple apps support Dark mode, as do many third-party apps. Catalina adds a new option for those of us who like Dark mode, just not all the time. Go to Apple  > System Preferences > General and select Auto next to Appearance to make your Mac automatically switch to Dark mode at sunset and then back to Light mode when the sun rises (Figure 5).

![Figure 5](image-url)  
**Figure 5**: A new Auto option lets you switch automatically between Light and Dark mode based on the time of day.

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New Desktop Images

Catalina adds a new “dynamic” desktop image of Catalina Island that changes gradually as the day progresses to match local sunrise and sunset times (Figure 6). You’ll also find Light (daytime) and Dark (night-time) desktop images that are used automatically with Light and Dark mode, as well as nine still desktop images of the island, from Catalina Shoreline to Catalina Silhouette.

Figure 6: Catalina’s dynamic desktop image shifts from morning sunlight to starry night as the day goes by. Watch yours for 24 hours, and you’ll see 16 different images of the island in all.

To make changes to your desktop, go to Apple > System Preferences > Desktop & Screen Saver > Desktop, select the Desktop Pictures folder, and select an image. The new Catalina image appears under the Dynamic Desktop header along with the older Mojave and Solar Gradients dynamic desktops.
Protect Your Privacy

Mojave brought a slew of privacy features to address Mac users’ rising concerns about the security of their personal data. Catalina keeps up the good fight, adding features for controlling which apps can access your files and folders, record your screen, and log your keystrokes. Depending on what model Mac you have, you may also be able to lock down your computer if it’s lost.

Control Apps’ Access to Files

Malware generally works in secret, oftentimes accessing your files and sending them to others. In order to make sure everything on your Mac is on the up-and-up, Catalina asks permission before it lets apps access your data in any of these places:

- The Documents, Desktop, or Downloads folders
- iCloud Drive
- Third-party cloud storage folders—for example, your Dropbox or Google Drive folder
- Removable media like USB drives or CDs
- External volumes, which you might use for backups or your Photos library

When you receive a notification asking for permission for an app to access data in one of these locations, you must click Don’t Allow or OK to proceed. To see which apps you’ve granted access, go to Apple 🍎 > System Preferences > Security & Privacy > Privacy (Figure 11).

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Figure 11: See the apps you have given permission to access files and folders on your Mac. You can revoke access here, too.

To revoke an app’s access, click the lock icon and enter your administrator password. Then, deselect an item in the list.

Prevent Keylogging and Screen Recording

Software keylogging programs let hackers secretly record each keystroke a computer user makes in order to steal passwords, bank and credit card numbers, corporate data, and other private information. Victims are typically tricked into downloading keyloggers through fake email attachments or links. (For one example, see PC World’s Attack campaign uses keylogger to hijack key business email accounts.)

Companies also market keyloggers commercially to worried parents who want to monitor their kids online.

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Discover the Little Things in Catalina

While Catalina packs some substantial new powers, there are also many smaller ones that will save you time. Here are some of the most interesting features that don’t fit into one category or another.

Mute Over-Active Mail Message Threads

Whether it’s fantasy football season or new cat videos are going around, sometimes group email threads can overload you with notifications. To silence a thread in Mail, select it and click the Mute button on the toolbar, or Control-click the thread in the message list and choose Mute from the contextual menu (Figure 15).

![Figure 15](image.png)

**Figure 15:** Has an email thread gotten a little out of hand? Control-click a message in your Inbox and choose Mute from the contextual menu to stop notifications.

When a thread is muted, a crossed-out bell icon appears to the left of the message subject (Figure 16).
**Figure 16:** The crossed-out bell icon (boxed) next to the message subject means notifications for this thread have been turned off.

**Tip:** When you mute a thread, it turns off notifications on all your Apple devices. You’ll see the same 📣 icon next to the message subject on your iPhone or iPad.

To unmute the thread later, select it and click the Unmute 🗓️ button on the toolbar, or Control-click the thread in the message list and choose Unmute from the contextual menu. The icon disappears.

**Keep an Eye Out for More Emoji**

Unicode 12.0, the newest standard for the tiny pictures that make our emails and messages so much more expressive, won’t make it into the first version of Catalina. But keep an eye out for an update that includes 59 new symbols. These will pump up the variety and diversity of the emoji lineup, for instance with seeing eye dog, person in wheelchair, and a holding hands emoji that lets you mix combinations of gender and skin tone (**Figure 17**). Others focus on fun, like yawning face, banjo, sloth, and...butter?

**Figure 17:** These are some of Apple’s new Unicode 12 emoji.

To take a peek at some of what’s coming your way, check out this [story from the Apple](https://www.apple.com/newsroom/2020/06/emoji-update/).
Update Your Safari Smarts

Few apps get as much use as your web browser, so any time saved there really adds up. Catalina adds an assortment of new Safari features that make surfing more efficient.

Get Your Surfing Off to a Better Start

Want some browsing inspiration? The default page you see when you open a new window in Safari features some new options in Catalina, including suggestions based on your browsing habits (Figure 30).

Figure 30: The updated Favorites page includes favorites, sites you visit frequently, and ever-changing suggestions from Siri.

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The Favorites page includes sites you’ve designated as favorites by pressing ⌘-D, sites you visit frequently, and suggestions from Siri. The latter might include pages you visited recently, links based on a recent search, items in your browsing history, your bookmarks, and articles you’ve saved to your Reading List. You also might see iCloud Tabs—tabs open on other devices signed in with your Apple ID—or links you received through Messages.

**Tip:** To save something to your Safari Reading List to come back to later, press ⌘-Shift-D. To review what you’ve stowed away there, choose View > Show Reading List Sidebar.

I found some of Siri’s suggestions helpful—in particular, links from my Reading List that I’d forgotten about. The suggestions were also occasionally surprising (especially for my teen who didn’t know I could see what tabs were open on the family iPad). If you don’t want to start your surfing this way, however, it’s easy to use something else. Go to Safari > Preferences > General and pick an option other than Favorites from the “New tabs open with” pop-up menu. For instance, choose Homepage and then type the address of a site you like to start with, like your corporate starting page, in the Homepage field.

**Tip:** Find Siri’s suggestions invasive? You can turn them off. Go to Apple  > System Preferences > Siri. Click the Siri Suggestions & Privacy button, select Safari in the list, and then deselect “Show Siri Suggestion in App” and “Learn from this App.”

---

### Get Easy Access to Picture in Picture

Whether it’s presidential primary debates, a much-anticipated soccer game, or the cat videos that help preserve your sanity, sometimes you want to watch while you work. Safari’s Picture in Picture feature makes it easy by showing a small video window in a corner of your screen. Send an email message or get deep into a Web search and your video window floats above it all, holding steady even if you switch to full-screen or Split View.
Stay on Task with Reminders

To-do list apps typically appeal to people who love the satisfaction of checking items off their lists and those who need a backup brain to remind them of all the tasks coming their way. There’s something for everyone in the completely overhauled Reminders app (Figure 37). Not only are its coolest features easier to find, but the reminders themselves are now easier to create and support new features like smart lists, attachments, nested reminders, and more. The result is an app that’s still simple, but also a lot more useful.

Figure 37: The revamped Reminders app includes a host of new features, from smart lists to nested reminders.

Tip: Once you upgrade your Reminders lists, you won’t be able to access them using the app on a device that’s not using iOS 13, iPadOS 13, or macOS Catalina. However, you can see your reminders from any device through the iCloud.com website.
See the Big Picture with Smart Lists

The Reminders app organizes your reminders into lists, which appear in the sidebar under the My Lists header. Create a new list by clicking the Add List icon and typing in a name. At any given time I might have lists named Groceries and Chores as well as project- or event-specific lists that come and go.

But what if you just need to know which tasks have a deadline today, regardless of list? Catalina’s dynamic smart lists round up all reminders that fit certain categories (Figure 38).

![Figure 38](image)

**Figure 38:** New smart lists give you a fast way to sort reminders into categories like *due today*, shown here.

Four smart lists appear in the sidebar:

- **Today:** Click Today to see all reminders with a deadline today.
- **Scheduled:** This gives you an overview of all reminders that have due dates. (Previous versions of Reminders also included this category in the sidebar.)
- **Flagged:** Click Flagged to see every reminder you’ve marked as important. (To flag a reminder as you make it, click the flag icon that appears next to the edit buttons. To flag a reminder later, click

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Note Your Thoughts in Catalina

A photo of a lost pet flyer. The receipt from last night’s dinner. Ideas for inventions. Books and TV shows your friends recommend. Plenty of apps can gather all these bits of information together, and plenty do a great job. But most likely only one is already on your iPhone, iPad, and Mac and syncs across them all using iCloud: Apple’s Notes. In Catalina, Apple makes it easier to search and share your notes; it also adds enhancements to the app’s checklist features.


Find More with Enhanced Search Tools

Over the past few years, Apple has made it possible to store more and more types of information in the Notes app—images, videos, voice memos, PDFs, maps, and even photos, scans of documents, and sketches imported directly from your iPhone or iPad using Continuity Camera (see [Insert iPhone Shots into Docs](https://support.apple.com/en-us/HT204458)) or Continuity Sketch (see [New! Insert Sketches into Docs](https://support.apple.com/en-us/HT205185)). The more scraps of information you store in Notes, though, the more important searching becomes. Catalina’s Notes adds a few improvements to the app’s search tools.

Use a Quick Suggested Search

To make it faster and easier to do common types of searches—like looking for shared notes or notes with drawings—Notes now offers Suggested Searches. Click in the Search field and a list appears before you type a single word (Figure 49). Choose a suggestion to see results.
Figure 49: Notes makes common searches quick and easy. Choose a Suggested Search from the list to see results.

Search for Scanned Text

Perhaps the most amazing of the new search enhancements is the capability to find text in items you’ve scanned using Continuity Camera. For example, if I type LinkedIn in the Notes Search field, it handily finds a receipt for my LinkedIn subscription by recognizing text in the image itself (Figure 50). This is extremely useful if you use notes to store scans of receipts, flyers, handwritten notes, and more.

Figure 50: Now you can search for text within a scanned image.

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Meet the iTunes Replacements

It’s been more than 18 years since Steve Jobs introduced iTunes (“the world’s best and easiest to use ‘jukebox’ software”) and changed the way we listen to music forever. Over the years, iTunes gathered new powers: adding a store; expanding to include podcasts, audiobooks, videos, and apps; and serving as the place where you organized and managed files and backups for the iPod and, later, the iPhone and iPad.

As of Catalina, those days are over. Apple now offers separate apps on the Mac for different types of media. What’s surprising isn’t that Apple finally broke iTunes into its components, it’s that one app did so much for so long! Now you’ll find familiar functions spread across one old app—Books—and three new ones—Music, Podcasts, and TV. This more closely matches how things have worked for a while on your iPhone and iPad. Note that items already in your library should move automatically to the correct app.

Tip: To sync, back up, and restore iPhones, iPads, and iPods, you now use the Finder sidebar. See Sync and Back Up Devices from the Finder Sidebar.

Listen to Music in the Music App

To play or purchase music, the Music app is where you go. All songs and music videos from your previous iTunes library—yes, even if you ripped them all yourself—move here, as do your playlists.
Tip: If your library and playlists don’t appear in the Music app, even though you typically sync them across your devices, go to Music > Preferences > General and make sure the Sync Library setting is on. If they still don’t appear, choose Account > Sign Out to sign out. Then, choose Account > Sign In and enter your Apple ID at the prompts to sign back in.

Since it only focuses on music, the Music app’s interface is simpler and more streamlined compared to iTunes (Figure 58).

![Figure 58: The Music app’s interface is simpler than the old iTunes. Match the letters with the tools described next.](image)

Here’s a tour of the updated player:

- **Search (A):** Music makes it easy to find the right song. Type a song title, album or artist name, or a bit of remembered lyrics in the Search field that appears at the top of the sidebar. Then, select the Apple Music, Your Library, or iTunes Store item to see results from that source (Figure 59). Note that the iTunes Store only appears if you don’t have an Apple Music subscription or aren’t logged in with your Apple ID.
For a year in my mid-twenties, a repetitive strain injury forced me to give up my keyboard and mouse, which was quite the conundrum for a journalist, especially one focused on tech. At that point, voice control and dictation options for the Mac were so limited that Macworld bought me a PC so I could use a Windows app, Dragon Naturally Speaking, to edit and write.

It's been a long time coming, but as of Catalina, the tools you need to navigate and interact with your Mac and its apps by voice have finally been built into macOS. Voice Control is a game changer for people with disabilities and injuries that affect their upper bodies. What’s more, the improved dictation features that accompany Voice Control may also prove helpful for anyone who prefers to speak rather than type.

**Tip:** You can check out accessibility advocate Ian MacKay demonstrating Voice Control on the Mac and iPhone in the Apple video *Introducing Voice Control on Mac and iOS*.

**Note:** Voice Control is only available in the United States.

---

**Set Up Voice Control**

To get started with Voice Control, you first need to turn it on and choose your settings:

1. Go to Apple  > System Preferences > Accessibility > Voice Control.

2. Check the Enable Voice Control box. The first time you do this, it may download components for several minutes.
3. By default, Voice Control uses the same language your Mac does, but you can change this by choosing a different one from the Language pop-up menu.

4. If you don’t want to use your Mac’s internal microphone, choose another from the Microphone pop-up menu. For instance, a headset microphone might pick up less extraneous noise if you’re working in an office.

5. If you want audio feedback to indicate when Voice Control has heard your command, check the “Play sound when command is recognized” box.

When you turn on Voice Control, a floating palette with a microphone appears (Figure 92). Click this to toggle Voice Control on or off or say “Go to sleep” or “Wake up” to do so by voice.

![Figure 92: Turn on Voice Control by selecting the Enable Voice Control checkbox and a floating palette with a microphone appears.](image)

If you ever want to turn Voice Control off—really turn it off, not just put it to sleep—go to Apple  > System Preferences > Accessibility > Voice Control and uncheck the Enable Voice Control box.
Keep Track of It All with Find My

If you’re accustomed to using the Find My Friends and Find My iPhone apps on your iPhone, trying to locate a loved one or misplaced device with your Mac has been a frustrating experience. Not only did you not have access to all the features available on the iPhone, but using what features you did have was awkward: you had to log into iCloud.com and verify your identity; add the Find My Friends widget to Notification Center; or ask Siri. Catalina at last brings all the capabilities of Find My Friends and Find My iPhone to the Mac in the easy-to-access Find My app, which includes new tools for customizing notifications and finding offline devices.

The app is organized into two tabs. Click Devices to see Apple hardware associated with your Apple ID on a map. If you Use iCloud Family Sharing, family members’ devices also appear. Click People to track anyone who’s shared their location with you (Figure 100).

Figure 100: Find My sports two tabs, People and Devices (boxed).
Get Set Up

For Find My to do its work, it needs to know where you are. Here’s how to get set up:

1. First, turn on Location Services. Go to Apple > System Preferences > Privacy > Location Services. Click the Lock icon, enter your administrator password, and then select Enable Location Services.

2. Connect to Wi-Fi by going to Apple > System Preferences > Network and, if needed, clicking the Turn Wi-Fi On button. Make sure you’re connected to the network.

3. Turn on Find My Mac by going to Apple > System Preferences > Apple ID > iCloud and selecting Find My Mac in the list.

Label Popular Places

If your loved ones regularly hang out in certain locations, name those places so you can see at a glance where everyone is. It’s been possible to give places custom names on the iPhone for a while, but now you can do it on your Mac, too.

To name a location, do the following when a contact is there:

1. Click People and then click the contact’s name in the Find My sidebar.

2. Click the Info icon next to their name on the map.

3. Scroll down and click Edit Location Name.

4. Select one of the provided names—Home, Work, School, Gym—or click Add Custom Label and type in a name (Figure 101).

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Move Easily Between Your Devices

Many of the improvements Apple has made to macOS in recent years have aimed to make it easier to move between (they hope) your many beloved Apple devices. From Handoff to Universal Clipboard, each version of the macOS since Yosemite has added new Continuity features designed to let you seamlessly pick up on one device right where you left off on another.

Catalina is no exception. A new Sidecar feature lets you use your iPad as additional screen space, mirroring or extending your Mac desktop. You can even use your Apple Pencil to write or draw on documents on your iPad and see them update automatically on your Mac. (See New! Use an iPad as a Second Display.) Use your Apple Watch to view Safari passwords, unlock secure Notes, unlock settings in System Preferences, and more. (See New! Approve on Apple Watch.) You can also import quick sketches directly from your iPhone or iPad into documents on your Mac. (See New! Insert Sketches into Docs.)

New! Use an iPad as a Second Display

Ever wish you had a little more screen space? One of Catalina’s coolest new features, Sidecar, lets you extend your Mac’s display using something many of us already have on hand—an iPad. This can be especially helpful if you like to keep your calendar open when you’re busy in other apps, you want to free up space for an image you’re working on by moving palettes to one side, or you want to keep a reference document at hand when you’re working full screen. You can also use Sidecar to mirror content on your Mac, for instance if you want to make it easy for someone else to see what you’re doing on screen.

Since your iPad is compact and portable, it offers some real advantages to using a full second display. However, at least some iPad models use
pixel-doubling to upscale what is effectively a smaller screen area to fit their displays. This could result in fuzzier text and graphics on the iPad than you’d expect with a Retina display. At publication time, it was unclear whether this occurs with all iPad models.

**What You Need to Use Sidecar**

To use Sidecar, you must have an iPad made in 2015 or later (with the exception of the iPad Air 2). Apple hasn’t provided specific details on which Macs are compatible with Sidecar. (I tested it with a 2017 iMac.) Your Mac must be running macOS 10.15 Catalina or newer and the iPad must be running iPadOS 13 or newer.

**Tip:** If your Mac or iPad can’t support Sidecar, a third-party app might be able to give you similar features. Check out [Luna Display](https://www.lunadisplay.com/) and [Duet](https://duetsoftware.com).

**Connect with Sidecar**

To set up Sidecar on your Mac:

1. Make sure your Mac and the iPad are running the newest versions of macOS Catalina and iPadOS 13.

2. Check to see both your Mac and iPad are using the same Apple ID:
   - On your Mac: Go to Apple 🍇 > System Preferences > Apple ID.
   - On your iPad: Go to Settings > Your Name.

3. Sidecar can communicate using either a wired or wireless connection. I had fewer connection issues using a direct connection.
   - To use a wired connection, plug your iPad into your Mac using a USB-C to USB-C cable for the newest iPad Pros or a USB-C to Lightning cable for Lightning-equipped iPad models.
   - To use a wireless connection: On your Mac(s), go to Apple 🍇 > System Preferences > Bluetooth and click the Turn Bluetooth On button. On your iPad, tap Settings > Bluetooth, and toggle on the Bluetooth switch. **Bring your iPad within about 30 feet (10 me-**
Manage Your Apple ID

I’d wager that many Mac users can’t explain what their Apple ID is. Is it the same thing as iCloud or different? Is it the sign in you use for iTunes or is that another account? The topic is confusing enough that we offer an entire book dedicated it—Glenn Fleishman’s *Take Control of Your Apple ID*. Catalina works to clarify the situation with the new Apple ID preference pane, which gathers up settings previously scattered across multiple preference panes and apps (Figure 133).

![Figure 133: The new Apple ID preference pane is your one-stop shop for dealing with services like iCloud and Find My.](image)

**Tip:** I made the picture of me you see in the screenshot above using iOS 13’s new Memoji customization features. To learn more, see *Take Control of iOS 13 and iPadOS 13* by Josh Centers.

Your Apple ID is the central account you use with Apple to manage all your devices as well as services like iCloud, the Mac App Store, the iTunes Store, FaceTime, and the new Find My (previously Find My iPhone and Find My Friends). It includes private information like all the devices you have associated with the account and their serial numbers, credit card payment details, and recovery phone numbers.

Here’s a rundown of what you can do with the options tucked into the new preference pane at Apple 🍏 > System Preferences > Apple ID.
Get an Overview

Your avatar, name, and the email associated with your Apple ID appear in the upper-left corner of the preference pane above a sidebar filled with categories. The first, Overview, offers a general explanation of Apple ID. This is also where notifications and alerts appear when there are issues with, or updates to, your account (Figure 134).

![Overview of Apple ID preferences](image)

**Figure 134:** Select Overview to check notifications and sign in or out of your Apple ID account.

Signed into the wrong account? Click the Sign Out button at the bottom of the Overview window and then sign in with the correct one. Click the About Apple ID & Privacy button to read Apple’s statement about how it handles privacy and security.
Use iCloud Family Sharing

*Family Sharing*, an iCloud feature, makes it easy for up to six family members to share App Store, Books, and iTunes Store purchases, as well as an Apple Music subscription, without having to share an Apple ID. Family purchases route through the family organizer, which means you can require kids to get permission before spending money (if you choose). As a bonus, when you use Family Sharing, a shared calendar and reminders list are generated automatically, which makes coordinating the family schedule and to-do list extra convenient. You can also share an iCloud Storage plan and find each others’ locations easily with Find My.

Catalina brings all these tools together in an easy-to-access format in the new Family Sharing preference pane.

**Tip:** Catalina adds another tool that can make a big difference for families with kids under 18—Screen Time. To learn how to set up its parental controls, see Control Screen Time.

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## Set Up Family Sharing

You can set up Family Sharing on either a Mac or iOS device. After you do, it’s enabled on all devices that share the same iCloud account. Here are the steps to follow on your Mac:

1. Go to Apple 🍎 > System Preferences > Family Sharing and click the Next button.

2. Make sure that your Apple ID is listed if you want to be the family organizer (*Figure 141*). That job’s responsibilities include providing a credit card for purchases, managing kid accounts, and approving requests from kids—though, you can designate another adult to help with that. If you’re up for it, click Next.
3. Family members will be able to view and download your music, movie, book, and app purchases. If that’s OK, select “Share your purchases” and click Next. (If you want to use a different Apple ID account as the family organizer, click Use a Different Account” instead.)

4. By default, purchases will be charged to the credit card you’ve associated with your Apple ID. If your Apple ID isn’t already associated with a credit card, click Add to set up a family payment method.

**Tip:** I found it necessary to switch over to Music and sign into my account there to get past this step.

5. On the next screen, confirm your payment method. Click Next.

6. If you want to share your location with family members, select “Share your location.” This is handy if you’re wondering if a spouse has left work yet or you’re trying to pick up a teen at the mall. As of Catalina, family members can also help find your devices using Siri or Find My. If you don’t want to share your location, select “Not now.” Click Done.
Control Screen Time

Whether you’re trying to get your kids’ screen time under control or your own, the new Screen Time preference pane can monitor—and limit—access to categories of apps and specific apps, not only on your Mac, but across all devices using the same Apple ID (Figure 154). Catalina’s Screen Time brings new tools to the Mac and replaces Managed Accounts and Parental Controls.

Figure 154: Wondering where you spend your time? Screen Time has the answers.

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Turn On Screen Time

It’s easy to lose track of the hours when you’re wrapped up in a game or scrolling through Facebook. Screen Time can help you get an accurate picture of where the time goes and help you be proactive about deciding where you actually want it to go.

Turn On Screen Time for Yourself

To begin, turn on Screen Time on your Mac:

1. Go to Apple > System Preferences > Screen Time.
2. Click the Turn On button. (If you don’t see it, select Options at the bottom of the list on the left.)
3. Select the “Share across devices” checkbox if you want Screen Time to tally up usage on any iPhone, iPad, or Mac that uses your Apple ID. They must be running iOS 13, PadOS 13, or macOS Catalina.
4. Select the “Use Screen Time Passcode” checkbox if you want to lock down these settings with a passcode to prevent others from circumnavigating them. That’s probably not necessary with your own account.

Warning: Don’t forget your Screen Time passcode. If you do, Apple says your options are to restore the device using a backup taken when Screen Time wasn’t on it, or reset an iPad or iPhone back to factory defaults.

Turn On Screen Time for Children

You can also use Screen Time to monitor and limit the accounts of children who are 17 and younger. They must have their own Apple ID and be part of your Family Sharing group. (See Use iCloud Family Sharing to get that set up.)
Troublehshot Mac Problems

Maybe the heartache begins with errors when you try to save or open a file. Or, you find yourself staring at an unchanging gray screen. Catalina comes equipped with the tools you need to face everyday troubleshooting problems. Here’s the least you need to know about how to Zap a Frozen App, Solve Slowdowns, and Tame Troubled Startups.

Where’d My App Go?
Mojave was the last version of macOS to support 32-bit apps and warned you if you tried to launch one. Now the time of warnings has passed. According to this crowd-sourced, searchable list of incompatible apps, upwards of 235 Mac apps won’t work with Catalina. These are often versions of apps that have since updated, but if you depend on an older app, be it YNAB 4 or Apple’s Aperture 3, without a new version, you need to get a strategy in place first.

To see a list of all your outdated apps, choose Apple  > About This Mac, click the System Report button, and scroll down to the Legacy Software category. To consider your options for dealing with them, see Glenn Fleishman’s Moving to Catalina: Keep Your 32-Bit Mac Apps Running with Parallels and Joe Kissell’s book Take Control of Upgrading to Catalina.

Zap a Frozen App
Is your problem an endlessly spinning beach ball? Try these tricks:

• **Force Quit:** First see if the problem is limited to one app. Try to switch to another by clicking its Dock icon or pressing ⌥-Tab to use the Application Switcher.

If other apps respond, you’ll want to force the offending one to quit. Choose Apple  > Force Quit (or press ⌥-Option-Esc). Choose the

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bad app from the list and then click Force Quit (Figure 167). Often, an app behaves once relaunched.

![Force Quit Applications](image)

**Figure 167:** Stalled app? Press ⌘-Option-Esc, select the offender, and click Force Quit.

Another way to quit the currently active app is to press ⌘-Shift-Option-Esc to skip the dialog and Force Quit it immediately.

- **Restart your Mac:** If you can’t force-quit the app, or if the problem seems to be affecting more than one app, choose Apple 🍎 > Restart. If the Restart command fails, hold down the ⌘ and Control keys while pressing the Power button to force a restart. If that doesn’t work, press and hold your Mac’s Power button until the Mac shuts down (potentially losing any unsaved work), and then press it again to start it up again.

- **Log in with another account:** Still having trouble? Log out of your current account and then log in with a generic user account that uses default settings. If you don’t encounter the problem, something in your user folder (/Users/you) is likely the culprit, so you can start narrowing it down from there.
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About the Author

Scholle Sawyer McFarland has covered the Mac since 1996 as an editor at MacUser and Macworld. She lives in beautiful Portland, Oregon. Check out her other books: *Take Control of Siri* and *Take Control of Calendar and Reminders*.

Thanks to my family for their patience during the end-of-summer macOS rush and thanks to the always awesome Kelly and Joe for their hard work getting this book out the door.

About the Publisher

alt concepts inc., publisher of Take Control Books, is operated by Joe Kissell and Morgen Jahnke, who acquired the ebook series from TidBITS Publishing Inc.’s owners, Adam and Tonya Engst, in May 2017. Joe brings his decades of experience as author of more than 60 books on tech topics (including many popular Take Control titles) to his role as Publisher. Morgen’s professional background is in development work for nonprofit organizations, and she employs those skills as Director of Marketing and Publicity. Joe and Morgen live in San Diego with their two children and their cat.

Credits

- Publisher: Joe Kissell
- Editor: Kelly Turner
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