

CHAPTER 1

Getting Started with Your MacBook

Apple's MacBook laptops are among the best portable computers you can get. The powerful MacBook Pro and the lightweight MacBook Air enable you to work — or play — anywhere that suits you. Each MacBook comes with macOS, Apple's easy-to-use operating system. This chapter shows you how to set up your MacBook, navigate the macOS interface, and perform essential actions.



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Understanding the MacBook Pro and MacBook Air

MacBook is the family name for Apple's laptop computers. As of this writing, the MacBook family consists of the powerful MacBook Pro models and the slim and lightweight MacBook Air models.

Each MacBook has similar core features, such as the display for viewing information and the keyboard and trackpad for entering data and controlling the computer. Beyond that, the MacBook models differ in various ways — from design, size, and weight to screen size, memory and storage capacity, and processor type and speed.

Identify Your MacBook's Main Features

A Display

The MacBook's display provides a sharp, bright, and colorful view into all that you do.

B Camera

The built-in camera enables you to videoconference, take photos, and more.

C Keyboard

Along with the standard letter and number keys, the keyboard provides modifier keys — such as , **Option**, and **Control** — to control your

MacBook. The keyboard has a backlight that illuminates automatically when you are using the MacBook in dim light, enabling you to see what you are doing.

D Trackpad

The trackpad enables you to manipulate objects on the screen using finger gestures. The entire trackpad is also the button that you click or double-click to give commands. On most MacBook models, you can also use a pressing movement called Force Touch to access commands quickly.

E USB-C Ports

The USB-C ports enable you to connect your MacBook to its power adapter and to other devices, such as external drives, external displays, iPhones, and iPads.

F Microphones

The microphones enable you to use your MacBook for audio and video calls without needing to connect a headset.

G Speakers

The speakers enable you to listen to music or other audio.



Identify the Ports on the MacBook Pro Models

A Analog/Digital Audio In/Out

All the MacBook models include an analog/digital audio in/out port that enables you to connect an external

microphone, headphones, or speakers. Beyond that, some MacBook Pro models feature MagSafe charging ports, an HDMI graphics port, and an SDXC card slot.

This port looks like a standard analog headphone port, but it works for both analog and digital audio and combines audio output and audio input. For analog audio output, simply connect headphones or analog speakers. For digital audio output, use a TOSLINK cable to connect digital audio equipment, such as surround-sound speakers. For audio input, connect a microphone or other sound input device.

B MagSafe 3 Port

Connect the MacBook's power adapter to this port. The MagSafe 3 connector attaches magnetically, providing a secure connection but detaching easily if force is applied — for example, if someone's foot snags the power cord.

C SDXC Card Slot

You can insert SDHC, SDXC, and other types of SD cards here so you can store files or transfer files to or from your MacBook.

The SDXC card slot accepts regular-size SD cards, which are 32mm × 24mm × 2.1mm. To use a miniSD card or a microSD card, get an adapter.

Standard-size SDXC cards protrude from the SDXC slot. This makes them easy to remove but even easier to damage if you leave them in the slot while transporting your MacBook. If you need to leave an SD card in the slot, get a microSD card and a low-profile adapter such as those made by BaseQi (www.baseqi.com).

D USB-C Ports

The MacBook Pro models include two or three USB-C ports for connecting your USB devices. To connect a device that uses a cable with the flat, rectangular USB-A connector, you will need a USB-C-to-USB-A converter or a device that includes such a converter. If you need to connect multiple USB-A devices, consider getting a docking station that includes multiple USB-A ports.

E HDMI Port

The 16-inch MacBook Pro includes one HDMI port for connecting an external display of up to 4K resolution or 8K resolution, depending on the model.



Understanding the MacBook Pro and MacBook Air (continued)

The current MacBook Air and MacBook Pro models include a row of hardware function keys above the keyboard. These keys are marked F1 through F12; each has a dedicated function, such as changing screen brightness or controlling media playback.

Some MacBook Pro models have the Touch Bar instead of the hardware function keys. The Touch Bar is a multitouch control strip whose contents change to suit the current app or selection. Some users find the Touch Bar convenient, but others prefer to have the physical function keys.

Meet Your MacBook's Keyboard



A Decrease Brightness

Press **F1** to decrease the screen's brightness.

B Increase Brightness

Press **F2** to increase the screen's brightness.

C Mission Control

Press **F3** to open Mission Control so you can quickly move between working spaces.

D Search

Press **F4** to open or close the Spotlight Search pane.

E Dictation

Press **F5** to start Dictation.

F Keyboard Backlight

Press **F6** to adjust the keyboard backlight.

G Previous/Rewind

Press **F7** to move to the previous item or rewind in Music and other applications.

H Play/Pause

Press **F8** to play or pause Music and other applications.

I Next/Fast-Forward

Press **F9** to move to the next item or fast-forward in Music and other applications.

J Mute

Press **F10** to mute your MacBook.

K Volume Down

Press **F11** to turn the volume down.

L Volume Up

Press **F12** to turn the volume up.

M Power/Touch ID Button

Press the Power button to turn on your MacBook; press and hold the Power button to force your MacBook to turn off. For Touch ID, place your registered finger on the button without pressing.

N Shift

Press **Shift** to type capital letters or the symbols that appear on the upper part of the keys.

O Globe/Alternate Function

Hold down **⌘/Fn** while pressing a function key to perform the alternate task.

P Control

Press **Control** to give keyboard shortcuts.

Q Option

Press **Option** to give keyboard shortcuts.

R Command

Press **⌘** to give keyboard shortcuts.

S Arrow Keys

Press **↑**, **↓**, **←**, and **→** to move the pointer around the screen.

Understanding and Using the Touch Bar

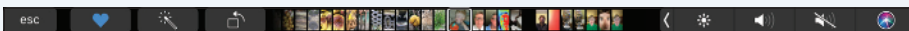
The Touch Bar is a flat sensor strip that replaces the row of physical function keys with virtual keys and controls that change depending on the app and the actions available to you. If your MacBook Pro has the Touch Bar, you may be able to take a wide variety of actions from the Touch Bar by using the buttons and other controls that appear on it.

Unfortunately, as of this writing, macOS Tahoe appears not to support the Touch Bar fully. Many users of Touch Bar–equipped MacBook Pro models report partial or complete loss of Touch Bar functionality after upgrading to macOS Tahoe. However, Apple has not officially announced that it is deprecating the Touch Bar, so support may improve.

This section shows you four examples of how the Touch Bar changes. First, the Touch Bar can display keys for the dedicated functions of the hardware function keys:



When the Photos app is active, the Touch Bar can display controls for navigating among photos and performing common operations, such as marking a photo as a favorite, enhancing a photo, and rotating a photo:



Apps that enable you to manipulate color can display slider controls on the Touch Bar:



When you need to perform calculations, the Touch Bar can display buttons for common operations:



Set Up Your MacBook

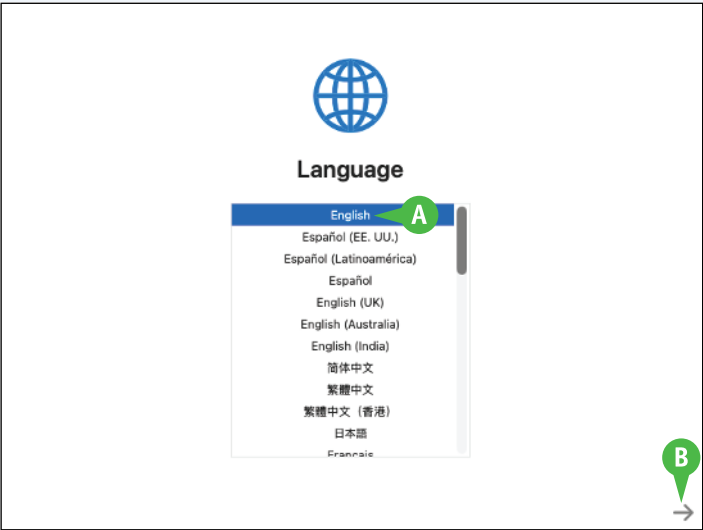
If you have just bought your MacBook, you need to set up macOS and create your user account before you can use it. Your user account is where you store your files and settings on the MacBook.

This section shows you the key decisions you make when setting up your MacBook. The first user account you create is an administrator account, which can create other accounts later for other users. You may also choose to create a personal account for yourself, leaving the administrator account strictly for administration.

Begin Setup and Choose Your Country

To begin setup, position your MacBook on a desk or table, connect its power supply, and then press the Power button. On most MacBook models, the Power button is at the upper-right corner of the keyboard and doubles as the fingerprint reader.

When the Language screen appears, click your language (A), and then click **Continue** (→, B). Then, on the Select Your Country or Region screen, select your country or region, and click **Continue**.

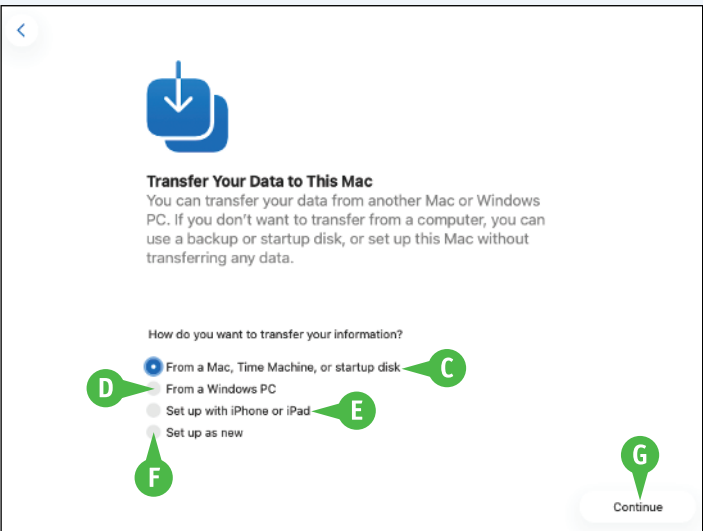


Choose Whether to Transfer Information to Your MacBook

On the Transfer Your Data to This Mac screen, choose whether to transfer information to your MacBook.

If you have information on another Mac, a Time Machine backup, or a Mac's startup disk, select **From a Mac, Time Machine backup or startup disk** (●, C). If you have information on a Windows PC, select **From a Windows PC** (●, D). If you want the MacBook to pick up settings from your iPhone or iPad, select **Set up with iPhone or iPad** (●, E). If you have no information to transfer, select **Set up as new** (●, F).

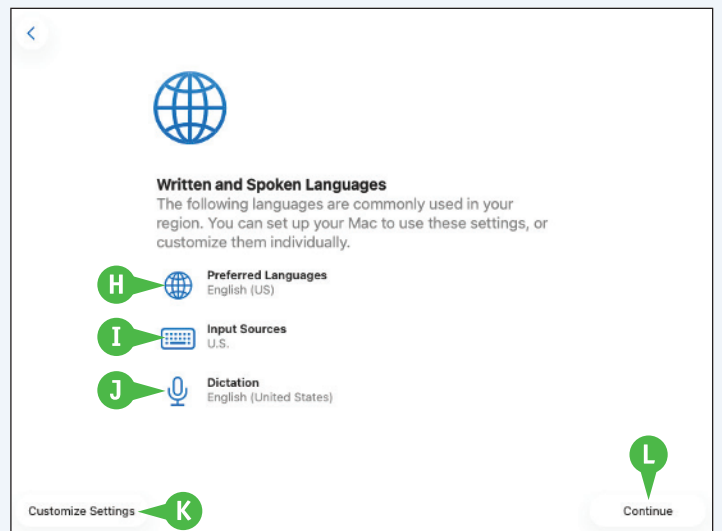
After making your choice, click **Continue** (G).



Choose Written and Spoken Languages Settings

On the Written and Spoken Languages screen, verify that Preferred Languages (🌐, H) shows the language you want the macOS user interface to use, that Input Sources (📄, I) shows the keyboard layout you want to use, and that Dictation (🗣️, J) shows the language you will use for dictating text to your MacBook. If you want to change any of these settings, click **Customize Settings** (K) and then choose your preferred language, keyboard layout, or dictation language.

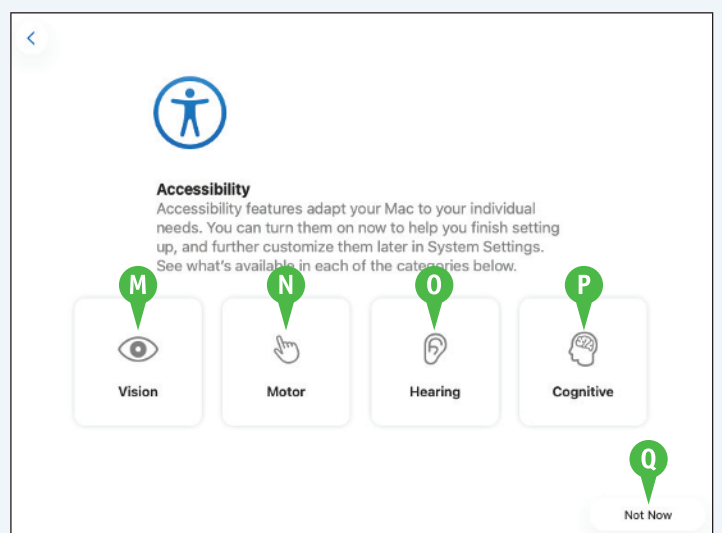
When the Written and Spoken Languages screen shows the settings you want, click **Continue** (L) to proceed.



Apply Any Accessibility Settings You Need

On the Accessibility screen, you can choose whether to enable any of macOS's accessibility features now so that you can use them during setup and thereafter. Click **Vision** (👁️, M) to enable features such as VoiceOver, Zoom, and Pointer Size. Click **Motor** (👉, N) to enable Accessibility Keyboard, an on-screen keyboard. Click **Hearing** (👂, O) to enable the Closed Captions feature and the Flash for Alerts feature. Click **Cognitive** (🧠, P) to enable features including Appearance, Speak Selection, and Typing Feedback.

You can enable and disable these accessibility features — and others — at any point after finishing setup. Click **Not Now** (Q) if you do not want to set up any Accessibility features.



Set Up Your MacBook (continued)

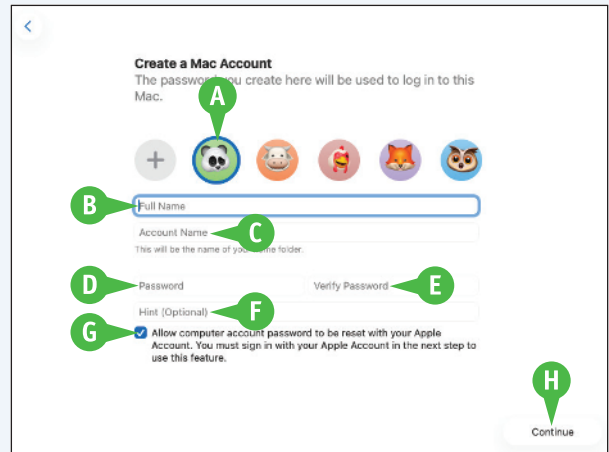
When creating an account, you can use either your full name or a shortened version. You can edit the username that macOS suggests based on that name. You can choose whether to set a password hint to help yourself remember your password. You can also choose whether to let your Apple Account reset the password, enabling you to recover from a lost password by logging in using your Apple Account.

Set Up Your Mac Account

On the Create a Mac Account screen, click the icon (A) you want to use as your avatar and then type your name the way you want it to appear in the Full Name box (B). In the Account Name box (C), macOS automatically enters a default account name consisting of your Full Name entry changed to lowercase and stripped of spaces and punctuation — for example, if you type *Maria Jones* as the full name, macOS suggests *mariajones* as the account name. You can edit the account name as needed.

Type a new password in the Password box (D) and the Verify Password box (E). Optionally, click **Hint** (F) and type a password hint that will help you to recall your password.

Select **Allow computer account password to be reset with your Apple Account** (✓, G) if you want to be able to reset this password by using your Apple Account. This feature helps you avoid getting locked out of your MacBook. Click **Continue** (H).



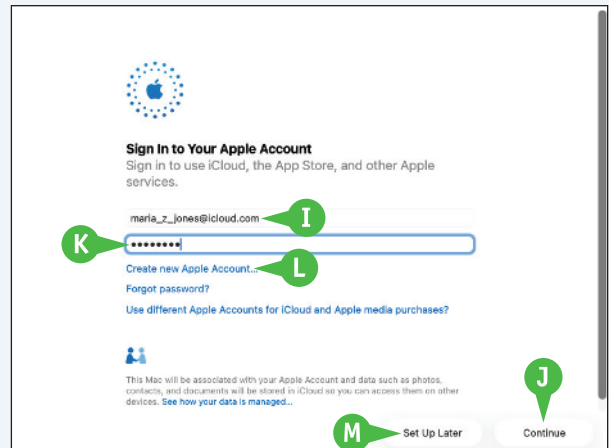
Sign In to Apple's Services with Your Apple Account

The Sign In with Your Apple Account screen enables you to sign in to Apple's services using your Apple Account, a credential consisting of an e-mail address and a password.

If you already have an Apple Account, type the e-mail address in the Apple Account box (I) and then click **Continue** (J). The Sign In with Your Apple Account screen then displays the Password box. Type your password in the Password box (K) and then click **Continue** (still J).

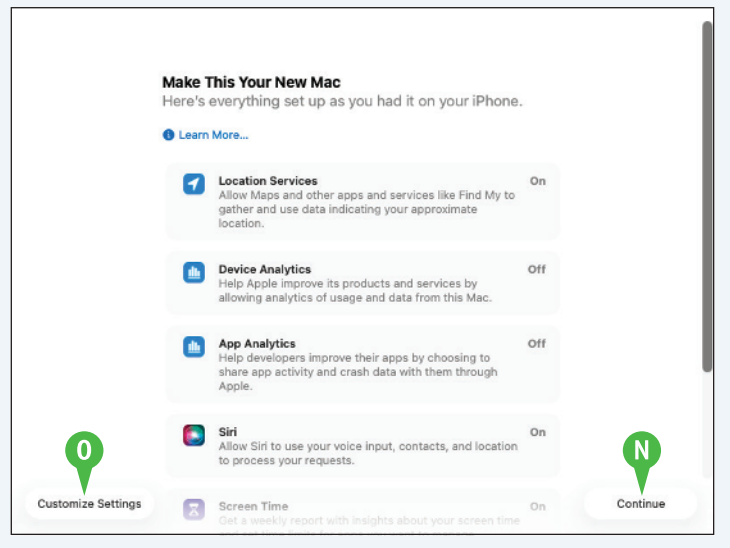
If you do not have an Apple Account, you can click **Create new Apple Account** (L) and follow the prompts to create one.

If you prefer not to sign in with an Apple Account at this point, click **Set Up Later** (M).



Choose Settings on the Make This Your New Mac Screen

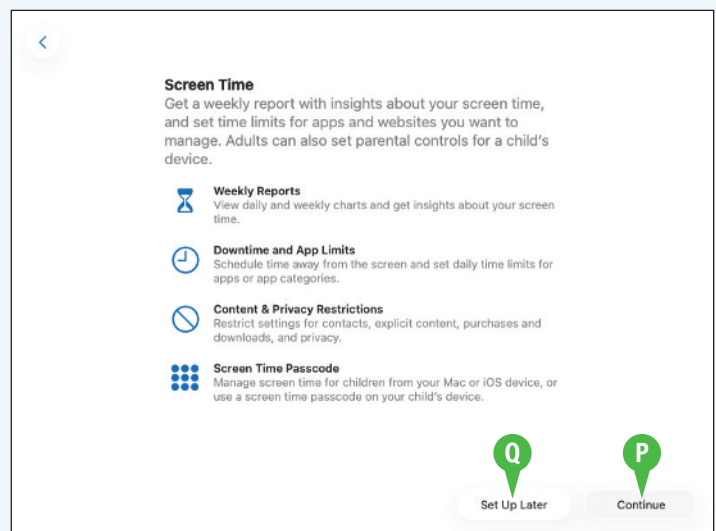
The Make This Your New Mac screen summarizes the settings that the macOS installer will apply to your user account. Review the list of settings, which may include items such as Location Services, Device Analytics, App Analytics, Siri, Screen Time, and Appearance. If you are content to keep your existing settings, click **Continue** (N); otherwise, click **Customize Settings** (O) and then choose custom settings as needed.



Enable Screen Time If You Need It

When the Screen Time screen appears, decide whether to activate the Screen Time feature, which tracks your or other users' computer usage so that you can analyze it. If you want to use Screen Time for either yourself or another user of your MacBook, click **Continue** (P); macOS enables the Screen Time feature as a whole, and you can configure the settings later. If you do not need Screen Time, click **Set Up Later** (Q); should you want to use Screen Time later, you can enable it and configure it at that point.

After you finish configuring macOS, the Welcome screen appears. Click **Get Started** to display the macOS desktop. You can start using your MacBook as explained in the rest of this book.



Start Your MacBook and Log In

When you are ready to start a computing session, start your MacBook and log in to macOS with the credentials for the user account you have set up or an administrator has created for you. After you start your MacBook, macOS loads and automatically displays the login screen by default or logs you in automatically. From the login screen, you can select your username and type your password.

When you log in, macOS displays the desktop with your apps and settings.

Start Your MacBook and Log In

- 1 Press the Power button on your MacBook (not shown).

Note: This book uses “(not shown)” to indicate that a numbered step in text does not appear on the corresponding screen.

A screen showing the list of users appears.

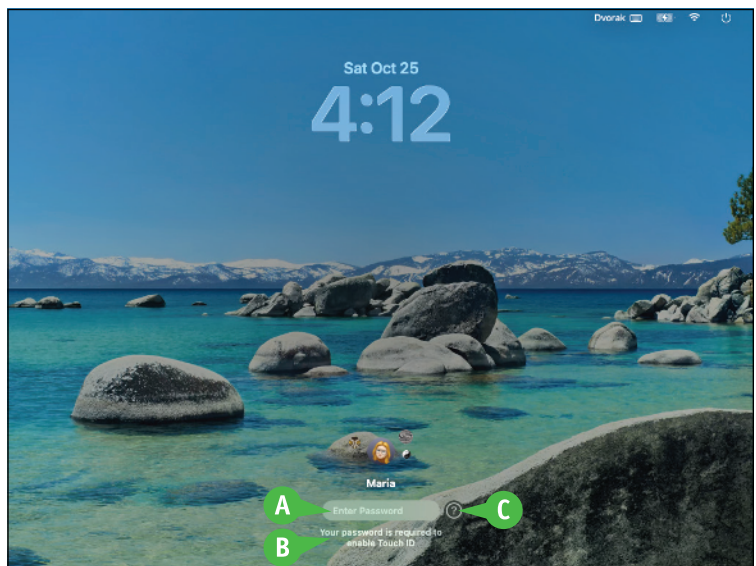
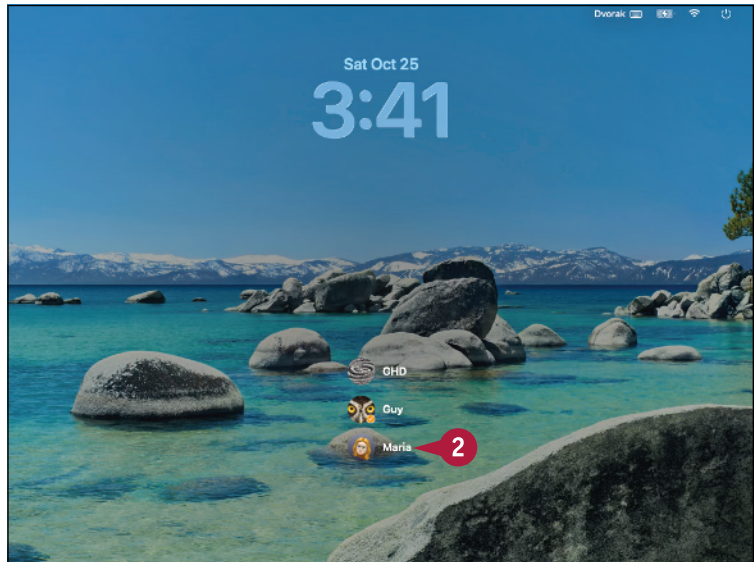
Note: Your MacBook may not display the list of users on the login screen. Instead, it may simply log you in automatically or show a different login screen. Chapter 12 shows you how to tighten your MacBook’s security by turning off automatic login.

Note: If the login screen shows another user’s name and icon, move the pointer over the name or icon to display the list of users.

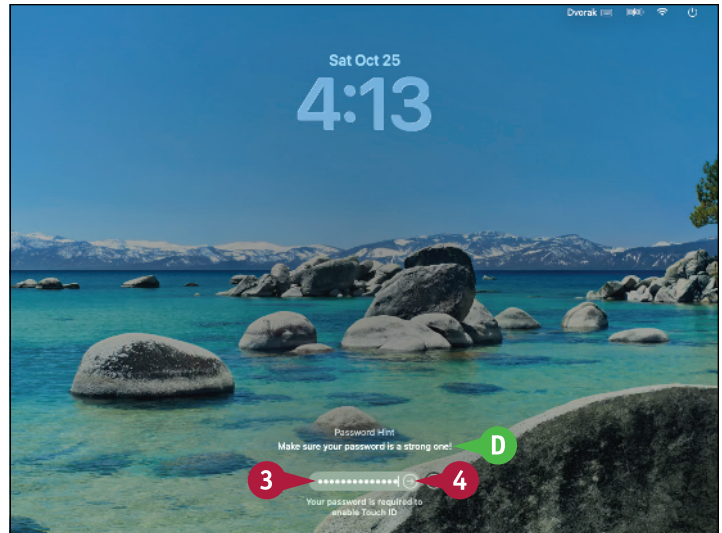
- 2 Click your username.

Note: On a Touch ID–equipped MacBook, Touch ID is not always available for login. For example, you may need to type your password after restarting the MacBook, after not having used it for an extended time, or following multiple failed attempts to use Touch ID. This is a security measure.

- A The Enter Password box appears.
- B The prompt *Your password is required to enable Touch ID* may appear.
- C If password hints are enabled, you can click **Hint** (?) to display your password hint.



- D** Your password hint appears.
 - 3** Type your password in the Enter Password box.
 - 4** Click **Log In** (→).
- Note:** Instead of clicking Log In (→), you can press **Return**.



The MacBook displays your desktop, the menu bar, and the Dock. You can now start using the MacBook.



TIPS

Why does my MacBook go straight to the desktop instead of displaying the list of usernames?

Your MacBook is set to log in automatically. Logging in automatically is convenient when you are the only one who uses your MacBook, but it means that anyone who can start your MacBook can use it without providing credentials. Chapter 12 shows you how to tighten your MacBook's security by turning off automatic login.

Why does my MacBook not show the list of usernames?

Hiding the list of usernames provides extra security and is widely used in companies, but it is usually not necessary for a MacBook used at home. Type your username in the Name field and your password in the Password field and then click **Log In** (→).

Explore the macOS Desktop

Your MacBook runs the macOS operating system, which is currently in version 26, a version called Tahoe. The Macintosh operating system has long been known for being intuitive and is also pleasing to look at. It was the first major system interface to focus on graphical elements, such as icons. The macOS desktop is the overall window through which you view all that happens on your MacBook, such as looking at the contents of folders, working on documents, and surfing the Web.

Explore the macOS Desktop

A Menu Bar

The menu bar usually appears at the top of the screen, showing the menus for the active application or app. macOS hides the menu bar in certain situations, such as when you display an app full screen.

B Drives

The MacBook stores its data, including the software it needs to work, on an internal drive. This drive is a solid-state device, or SSD, rather than a traditional hard drive containing spinning platters, but it is often referred to as a “hard disk.”

You can also connect external drives for extra storage. You can choose whether to display an icon for each hard disk on the desktop.

C iPod, iPhone, or iPad

You can connect one or more iPods, iPhones, or iPads to your MacBook to transfer files.

D Folders

Folders are containers that you use to organize files and other folders stored on your MacBook.

E Files

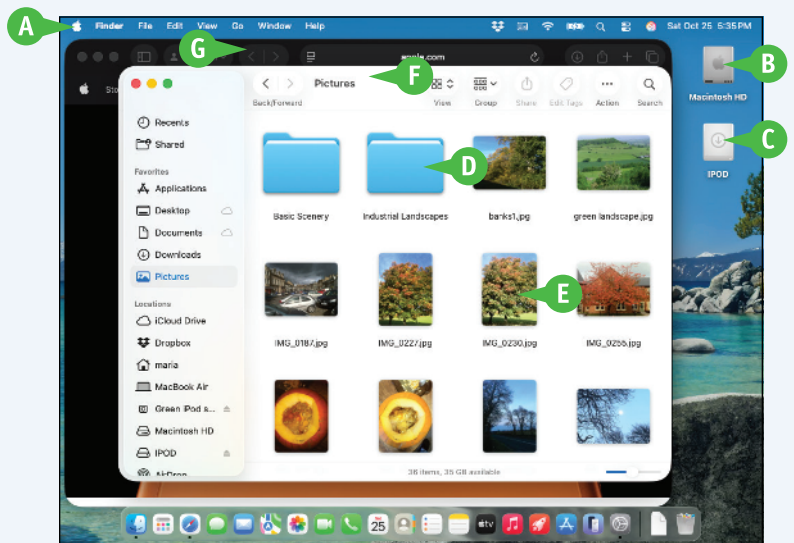
Files include documents, applications, or other sources of data. There are various kinds of documents, such as text, photos, graphics, songs, or movies.

F Finder Windows

You view the contents of drives, folders, and other objects in Finder windows.

G App and Document Windows

When you use apps, you use the windows that those apps display, for documents, web pages, games, and so on.



Work with the Finder Menu Bar and Menus

A Apple Menu

This menu is always visible so that you can access special commands, such as Shut Down and Log Out.

B Finder Menu

This menu enables you to control the Finder app itself. For example, you can display information about Finder or set preferences to control how it behaves.

C File Menu

This menu contains commands you can use to work with files and Finder windows.

D Edit Menu

This menu is not as useful in Finder as it is in other applications, but here you can undo what you have done or copy and paste information.

E View Menu

This menu enables you to determine how you view the desktop; it is especially useful for choosing Finder window views.

F Go Menu

This menu enables you to navigate to various places, such as specific folders.

G Window Menu

This menu enables you to navigate and arrange your open Finder windows.

H Help Menu

This menu provides help with macOS or the other applications.



I Configurable Menus

You can configure the menu bar to include specific menus, such as Screen Mirroring, Volume, Wi-Fi, Battery, and many more.

J Fast User Switching

This feature enables you to switch user accounts and open the Login window.

K Spotlight Icon

This icon enables you to search for information on your MacBook.

L Control Center

This pop-up panel gives you quick access to frequently used controls.

M Clock

Here you see the current day and time.

continued ►

Explore the macOS Desktop (continued)

The Finder app controls the macOS desktop, so you see the Finder menu bar whenever you work with the desktop. When you view the contents of a folder, you do so through a Finder window. Finder gives you various ways to view the contents of a window, such as Icon view and List view. The sidebar enables you to quickly navigate the file system and to open files and folders with a single click. The Dock on the desktop and the sidebar in Finder windows enable you to access items quickly and easily.

Work with Finder Windows

A Close Button

Click to close a window.

B Minimize Button

Click to shrink a window and move it onto the Dock.

C Zoom Button

Click to expand a Finder window to the maximum size needed or possible; click it again to return to the previous size.

D Window Title

The name of the location whose contents you see in the window.

E Toolbar

Contains tools you use to work with files and folders.

F Search Icon

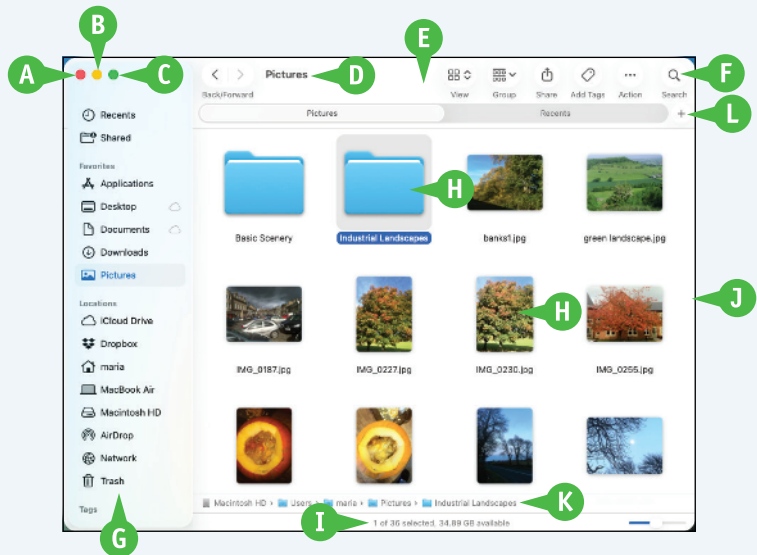
Enables you display the Search box for finding files, folders, and other information.

G Sidebar

Enables you to quickly access devices, folders, files, and tags, as well as searches you have saved.

H Files and Folders

Shows the contents of a location within a window; this example shows the Icon view.



I Status Bar

Shows information about the current location, such as the amount of free space when you are viewing the MacBook's drive.

J Window Border

Drag a border or a corner to change the size of a window.

K Path Bar

Shows the path to the location of the folder displayed in the window.

L Tab Bar

Enables you to open multiple tabs containing different Finder locations within the same Finder window and quickly switch among them.

Work with the Dock and Sidebar

A Favorites

Contains files, folders, searches, and other items that you can open by clicking them.

B Locations

Includes iCloud Drive, your MacBook, your MacBook's internal drive or drives, any DVD or CD in an external optical drive, external drives, network drives, and other devices that your MacBook can access.

C iCloud Drive

Gives you access to the folders you have stored on iCloud Drive, Apple's online storage.

D Tags

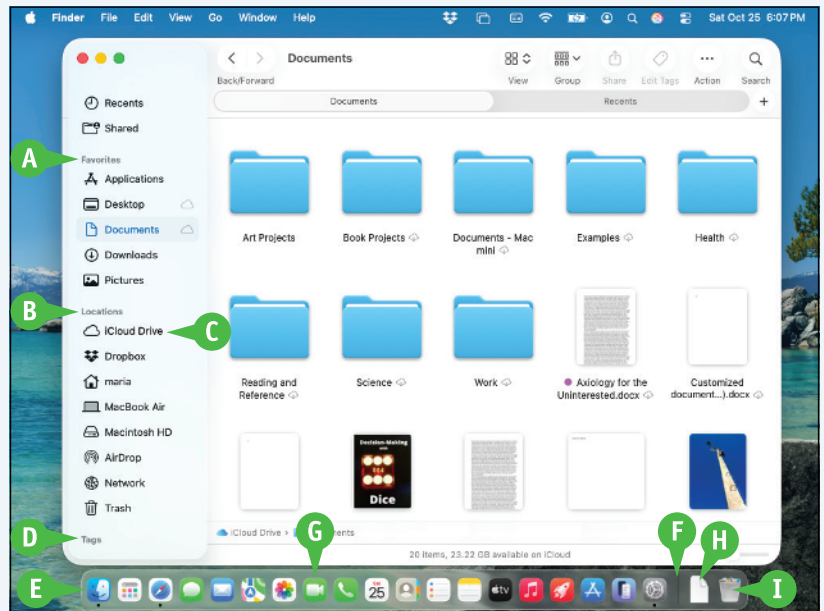
Shows the list of tags you can apply to files and folders to help you identify and sort them easily.

E Dock

Shows apps, files, and folders you can access with a single click, along with apps currently running.

F Dock Divider Line

Divides the left side of the Dock from the right side. You can **Control**+click the line — in other words, press **Control** while you click the line — to display the contextual menu for configuring the Dock.



G Apps

Icons on the left side of the Dock are for apps; each open app has a dark dot under its icon unless you turn off this preference.

H Files, Folders, and Minimized Windows

Icons on the right side of the Dock are for files, folders, and minimized windows. The default Dock includes the Downloads folder for files you download from the Internet.

I Trash/Eject

macOS puts items you delete in the Trash; to get rid of them, you empty the Trash. When you select an ejectable device, such as a DVD, the Trash icon changes to the Eject icon.

Point and Click with the Trackpad

To tell the MacBook what you want to do, slide your finger across the trackpad to move the on-screen pointer over the object you want to work with. After you point to an object, you press the trackpad down to click, telling macOS what you want to do with the object. The number of times you click and the manner in which you click determine what happens to the object you point at.

Point and Click with the Trackpad

Point and Click

- 1 Slide your finger across the trackpad until the pointer points at the appropriate icon.
 - 2 Press the trackpad once to click the trackpad (not shown). This is a single click.
- A The object becomes highlighted, indicating that it is now selected.
- B The object's name becomes highlighted too.

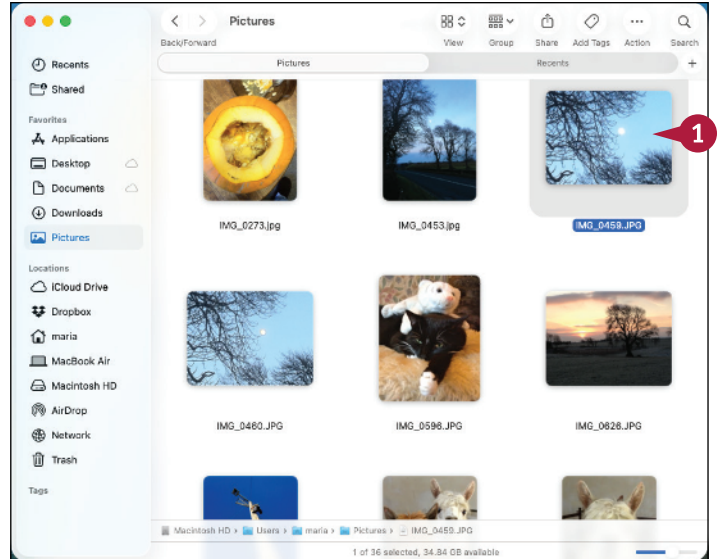
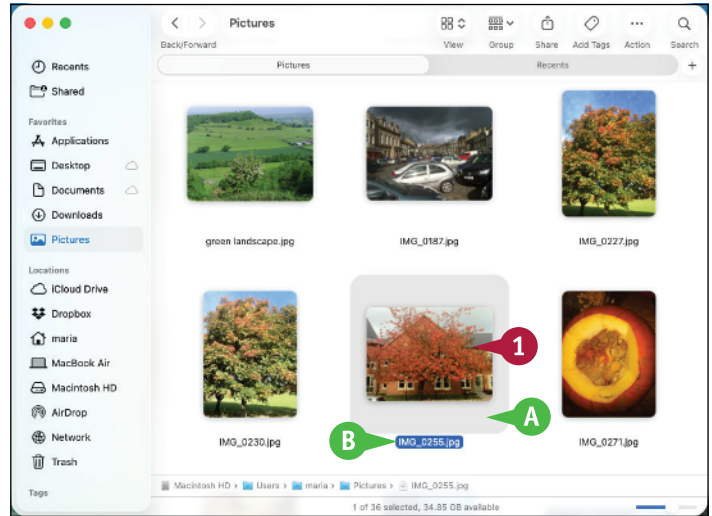
Double-Click

- 1 Slide your finger across the trackpad until the pointer points at the appropriate icon (not shown).
- 2 Click the trackpad twice (not shown).
Your selection opens.

Point, Click, and Drag

- 1 Slide your finger across the trackpad until the pointer points at the appropriate icon.
- 2 Press down the trackpad and hold it (not shown).

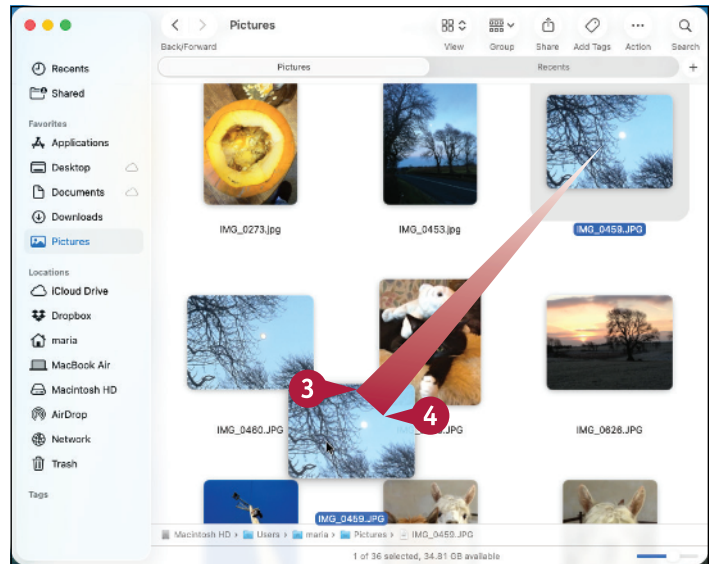
The object that you were pointing at becomes attached to the arrow and remains so until you release the trackpad.



Getting Started with Your MacBook

- 3 Drag your finger on the trackpad to move the object.
- 4 When you get to the object's new position, release the trackpad.

Note: Dragging an item to a different drive, flash drive, or disk volume copies it there. Changing an item's location on the same drive moves the item instead.



Secondary Click (Control+Click)

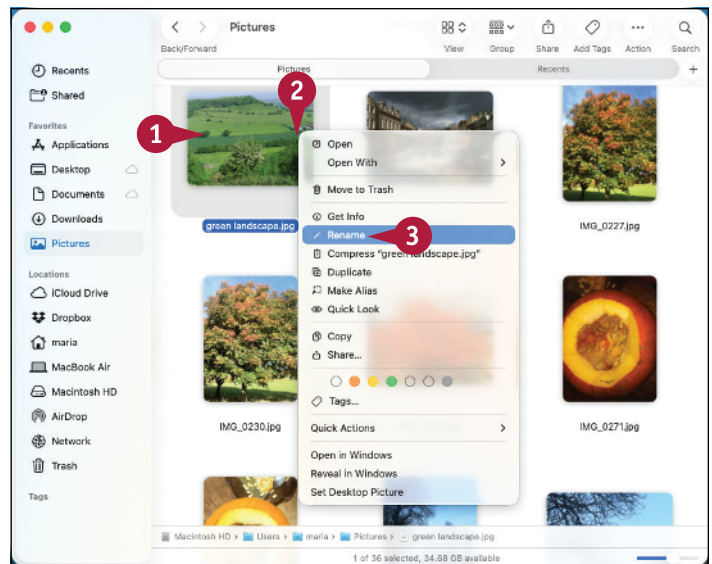
- 1 Point to an object in a Finder window or on the desktop or to the desktop itself.

Note: To select more than one item at the same time, click the first item and then press and hold **⌘** while you click each other item.

- 2 **Control**+click the trackpad.

A contextual menu appears.

- 3 Point to the appropriate command on the menu and click the trackpad once to give the command.



TIP

Why do things I click stick to the arrow?

You can configure the trackpad so you can drag items without having to hold down the trackpad. When this setting is on and you click an item, it gets attached to the pointer. When you move the pointer, the item moves, too. To configure this setting, see Chapter 2 for information about configuring the trackpad or other pointing device.

Connect to a Wireless Network

If a wireless network is available, you can connect your MacBook to it. Wireless networks are convenient for both homes and businesses because they require no cables and are fast and easy to set up.

Your MacBook includes a wireless network feature that uses some of the wireless network standards called Wi-Fi. You can control wireless networks directly from the Wi-Fi menu at the right end of the menu bar. To connect to a Wi-Fi network, you need to know its name and password.

Connect to a Wireless Network

Note: If you connected your MacBook to a wireless network during setup, you do not need to set up the connection to the same network again.

- 1 Click **Wi-Fi status** (📶) on the menu bar.

The menu opens.

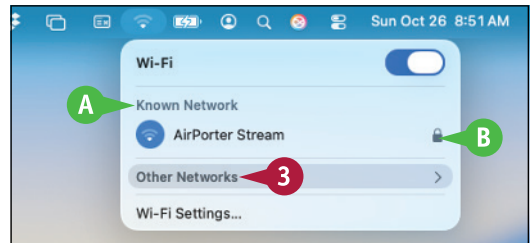
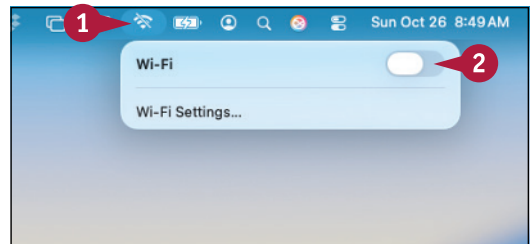
Note: If the list of wireless networks appears on the menu, go to step 4.

- 2 Set the **Wi-Fi** switch to On (🔵).

macOS turns Wi-Fi on.

Note: If the Wi-Fi menu closes, click **Wi-Fi status** (📶) on the menu bar to reopen it.

- A The Known Network section of the Wi-Fi menu displays wireless networks for which your MacBook knows the passwords.
- B A lock icon (🔒) indicates that the network is secured with a password or other security mechanism.
- 3 Click **Other Networks**.
- The Other Networks section of the Wi-Fi menu expands.
- C The signal strength icon (📶) indicates the relative strength of the network's signal.
- 4 Click the network to which you want to connect your MacBook.



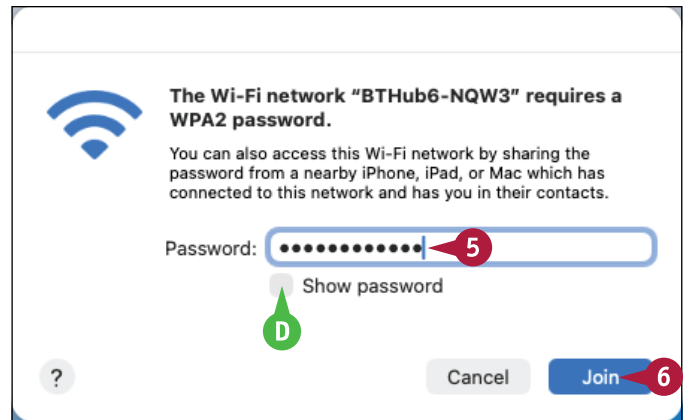
Getting Started with Your MacBook

If the wireless network uses a password, your MacBook prompts you to enter it.

- 5 Type the password in the Password box.
- D If you want to see the characters of the password to help you type it, you can select **Show password** (✓).
- 6 Click **Join**.

Your MacBook connects to the wireless network, and you can start using network resources.

- E The number of arcs on the Wi-Fi status icon (📶) indicates the strength of the connection and ranges from one arc to four arcs.
- 7 To see more details about the wireless network, **Option** + click **Wi-Fi status** (📶) on the menu bar.
- F The network's details appear, including the physical mode, the wireless channel, and the security type.



TIPS

How do I disconnect from a wireless network?

When you have finished using a wireless network, you can disconnect from it by turning Wi-Fi off. Click **Wi-Fi status** (📶) on the menu bar and then set the **Wi-Fi** switch to Off (🔌).

What kind of Wi-Fi network do I need for my MacBook?

Wi-Fi networks use several different standards. As of this writing, the latest standard that MacBook models support is Wi-Fi 6E, part of the IEEE standard 802.11ax, which provides very fast data rates. Your MacBook can also use older Wi-Fi standards, such as 802.11a, 802.11ac, 802.11b, 802.11g, and 802.11n, so you can use most Wi-Fi networks. If your wireless router is several years old, look into upgrading to a newer model, as it may provide a substantial increase in speed.

Give Commands

The easiest ways to give commands in macOS are by using the menus and the toolbar. You can also give commands by pressing keyboard shortcuts.

The menu bar at the top of the window shows the Apple menu (🍏) on the left followed by the menus for the active app. Any open window can have a toolbar, usually across its top but sometimes elsewhere in the window.

Give Commands

Give a Command from a Menu

- 1 On the Dock, click the app you want to activate — **Finder** (🔍) in this example.

Note: You can also click the app's window if you can see it.

- 2 On the menu bar, click the menu you want to open.

The menu opens.

- 3 Click the command you want to give.

The app performs the action associated with the command.



Choose Among Groups of Features on a Menu

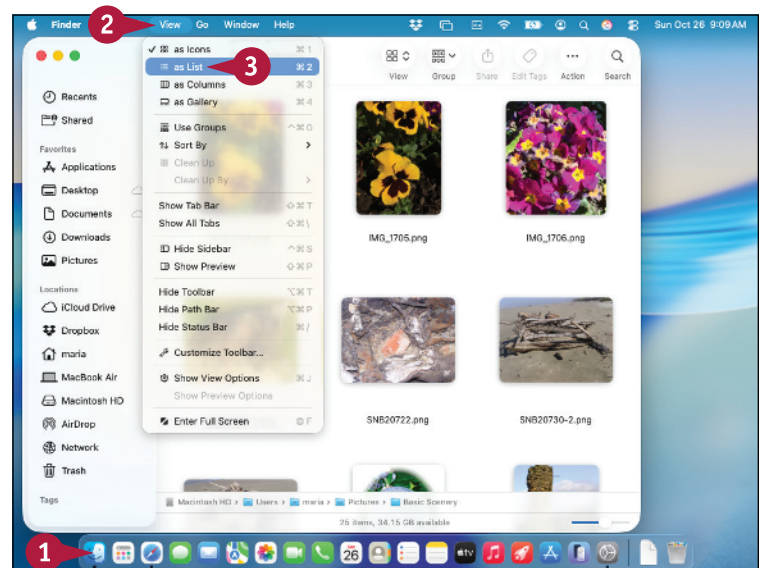
- 1 On the Dock, click the app you want to activate — **Finder** (🔍) in this example.

- 2 On the menu bar, click the menu you want to open.

The app opens the menu.

- 3 Click the option you want to use.

The app activates the feature you selected.

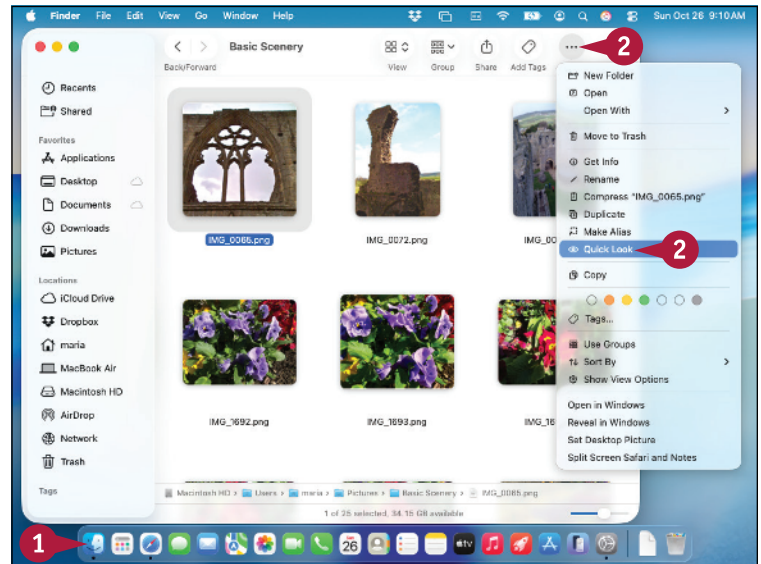


Getting Started with Your MacBook

Give a Command from a Toolbar

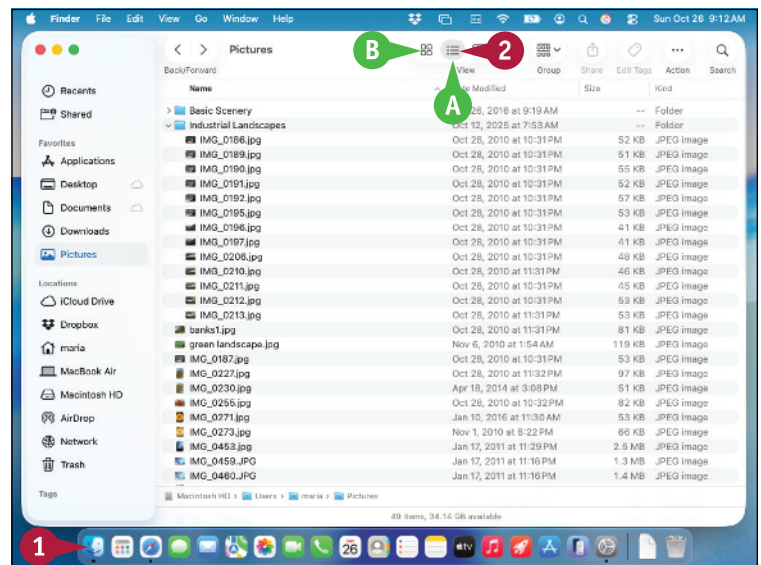
- 1 On the Dock, click the app you want to activate — **Finder** (🔍) in this example.
- 2 Click the button for the command on the toolbar, or click a pop-up menu and then click the menu item for the command.

The app performs the action associated with the toolbar button or menu item.



Choose Among Groups of Features on a Toolbar

- 1 On the Dock, click the app you want to activate — **Finder** (🔍) in this example.
- 2 In the group of buttons, click the button you want to choose.
 - A The app highlights the button you clicked to indicate that the feature is turned on.
 - B The app removes highlighting from the button that was previously selected.



TIP

Is it better to use the menus or the toolbar?

If the toolbar contains the command you need, using the toolbar is usually faster and easier than using the menus. You can customize the toolbar in many apps by opening the **View** menu, choosing **Customize Toolbar**, working in the dialog that opens, and then clicking **Done**. Use this command, or other similar commands, to place the buttons for your most-used commands just a click away.

Open, Close, and Manage Windows

Most macOS apps use windows to display information so that you can see it and work with it. You can resize most windows to the size you need or expand a window so that it fills the screen. You can move windows and position them so that you can see those windows you require, minimize other windows to icons on the Dock, or hide an app's windows from view.

Open, Close, and Manage Windows

Open a Window

- 1 Click anywhere on the desktop.

macOS activates Finder and displays the menu bar for it.

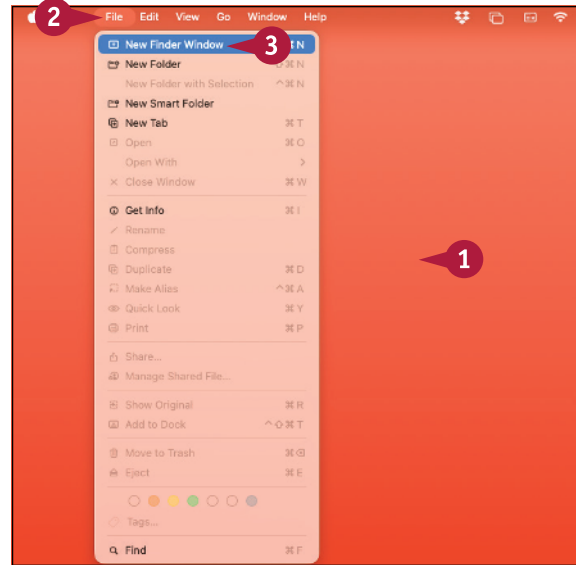
Note: Clicking anywhere on the desktop activates Finder because the desktop is a special Finder window. You can also click **Finder** (🔍) on the Dock.

- 2 Click **File**.

The File menu opens.

- 3 Click **New Finder Window**.

A Finder window opens, showing your files in your default view.



Move, Resize, and Zoom a Window

- 1 Click the window's title bar and drag the window to where you want it.

- 2 Click a border or corner of the window and drag until the window is the size and shape you want.

- 3 Click **Zoom** (⌘Z).

The window zooms to full screen.

- 4 Move the pointer to the upper-left corner of the screen.

The macOS menu bar and the app's title bar appear.

- 5 Click **Zoom Back** (⌘⇧Z; not shown).

The window zooms back to its previous size.



Close a Window

- 1 Click **Close** (●).

Note: When you move the pointer over the upper-left corner of a window, Close (●) changes to Close (✕), Minimize (○), and Zoom (◻) changes to Zoom (◻).

The window closes.

Note: You can also close a window by pressing **⌘ + W**. To close all the windows of the app, **Option** + click **Close** (●) or press **⌘ + Option + W**.



Minimize or Hide a Window

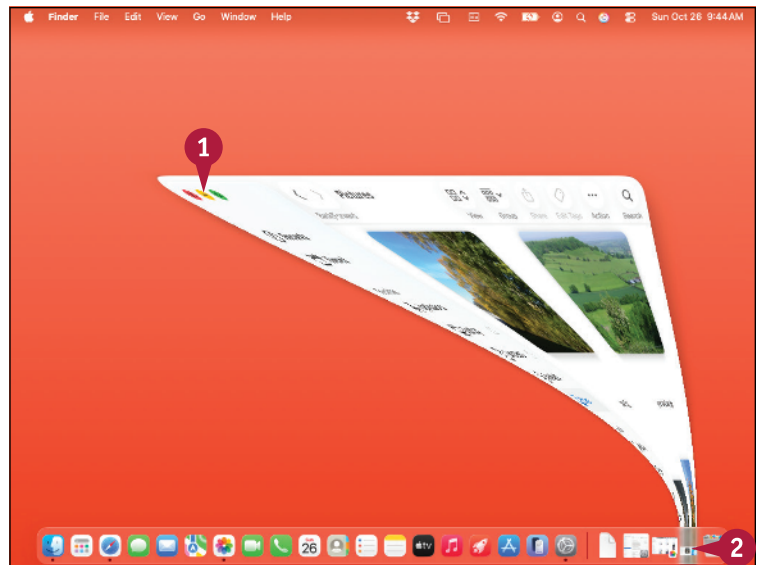
- 1 Click **Minimize** (○).

macOS minimizes the window to an icon on the right side of the Dock.

Note: You can also minimize a window by pressing **⌘ + M**.

- 2 Click the icon for the minimized window.

macOS restores the window to its original size and position.



TIP

How can I find out where a document in a window is located?

To quickly see what folder contains a file or folder, **⌘** + click the window's name in the title bar. The window displays a pop-up menu showing the path of folders to this folder. Click a folder in the path to display that folder in Finder, or click the title bar to hide the pop-up menu again.

Using Control Center

macOS's Control Center feature gives you quick access to a range of frequently needed controls. These controls include Wi-Fi, Bluetooth, and AirDrop; Focus, Stage Manager, and Screen Mirroring; Display brightness, Sound volume and AirPlay; and the Now Playing item in the Music app.

You open Control Center by clicking its icon toward the right end of the menu bar. Control Center opens as a pane on the right side of the screen, showing the top layer of controls. You can display further layers to reach other controls.

Using Control Center

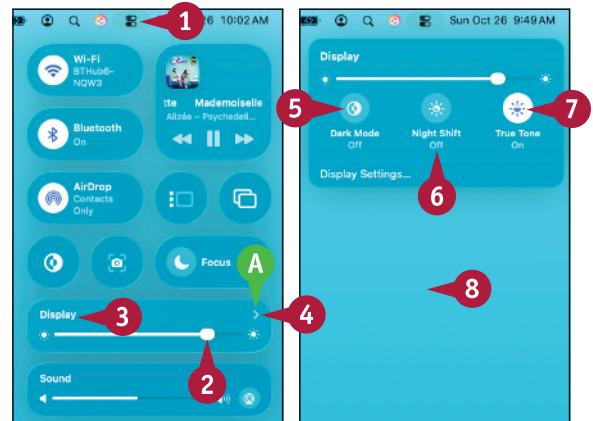
Open Control Center and Toggle Settings On and Off

- 1 Click **Control Center** (🔧).
- 2 Click **Wi-Fi** (📶 changes to 📶) to turn Wi-Fi off.
- 3 Click **Bluetooth** (📶 changes to 📶) to turn Bluetooth off.
- 4 Click **AirDrop** (📶 changes to 📶) to turn AirDrop off.
- 5 Click **Focus** (🌙 changes to 🌙) to turn on the current Focus, such as Do Not Disturb.
- 6 Click outside Control Center to close Control Center.



Change Display Brightness and Configure Display Settings

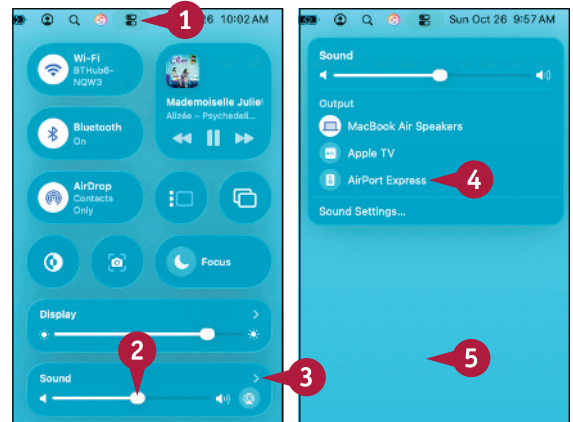
- 1 Click **Control Center** (🔧).
- 2 Drag the **Brightness** slider to set the screen brightness.
- 3 Move the pointer over the Display area.
A An Expand button (⌵) appears.
- 4 Click either **Expand** (⌵) or anywhere on the Display heading to open the Display panel.
- 5 Click **Dark Mode** (🌙 changes to 🌙) to turn Dark Mode on.
- 6 Click **Night Shift** (🌙 changes to 🌙) to turn Night Shift on.
- 7 Click **True Tone** (🌙 changes to 🌙) to turn True Tone on.
- 8 Click outside the Display panel to close the panel.



Change the Sound Volume and Select an Output Device

- 1 Click **Control Center** (🔧) to open Control Center.
- 2 Drag the **Sound** slider to set the sound volume.
- 3 Click the **Sound** heading to open the Sound panel.
- 4 In the Output list, click the output device you want to use.

Your MacBook directs the sound output to the device you selected.
- 5 Click outside the Sound panel to close the Sound panel.



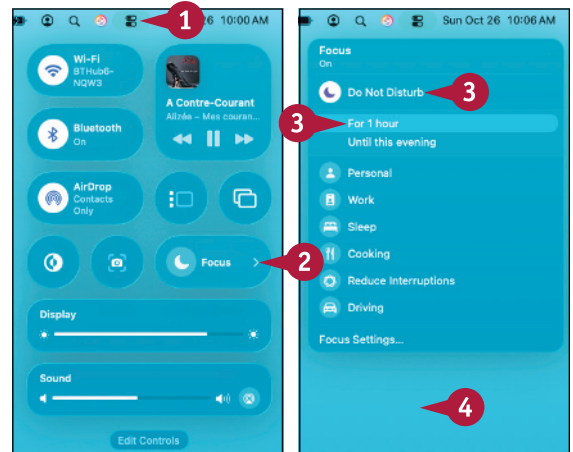
Apply a Focus

- 1 Click **Control Center** (🔧) to open Control Center.
- 2 Click the **Focus** heading or arrow to open the Focus panel.

Note: Click any part of the Focus button except for the icon (🌙).

- 3 Click the focus you want to apply.

The focus becomes active.
- 4 Click outside the Focus panel to close the Focus panel.



TIP

Can I change the controls displayed in Control Center?

Yes, macOS enables you to customize Control Center extensively so that it contains the controls you want. See Chapter 2 for details on customizing Control Center.

You can also customize the menu bar by adding, removing, and reordering the controls it contains. See Chapter 2 for specifics on customizing the menu bar.

Using Notifications

macOS's Notification Center feature keeps you up to date with what is happening in your apps. Notification Center puts all your alerts, from incoming e-mail messages and instant messages to calendar requests and software updates, in a single place where you can easily access and manage them.

You open Notification Center by clicking the clock readout at the right end of the menu bar. Notification Center opens as a pane on the right side of the screen, and it contains sections you can expand or collapse as needed.

Using Notifications

View a Notification

- A** When you receive a notification, a notification alert appears in the upper-right corner of the screen for a few seconds.

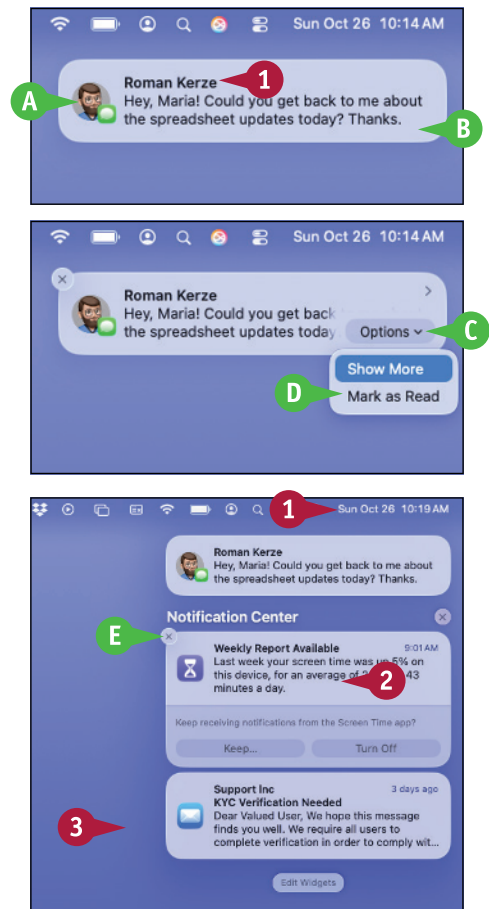
Note: Notification Center can display either temporary alerts or persistent alerts. A temporary alert appears for a few seconds and then disappears. A persistent alert remains on-screen until you dismiss it.

- 1** If you want to see the item that produced the notification, click the banner.
- B** To see if there are other actions you can take with the notification, move the pointer over it.
- C** If the Options button appears, you can click **Options**.
The Options menu opens.
- D** You can then click an action, such as **Show More** or **Mark as Read**.

Display Notification Center When Your Desktop Is Visible

- 1** Click the clock readout.
Notification Center opens.
- E** You can dismiss a notification by moving the pointer over it and then clicking **Close** (✕).
- 2** Click a notification to display the related item in its app.
- 3** When you are ready to close Notification Center, click outside it.

Note: You can also click the clock readout to close Notification Center.



Choose What Notifications to Display and Configure Focus Settings

- 1 Click **System Settings** (⚙️) on the Dock.
- 2 Click **Notifications** (🔔) in the sidebar.
- 3 Click **Show Previews** (🔔) and click **Always, When Unlocked**, or **Never**.
- 4 Set the **when display is sleeping** switch to On (🔵) or Off (⚪).
- 5 Set the **when screen is locked** switch to On (🔵) or Off (⚪).
- 6 Click **when mirroring or sharing the display** (🔔) and click **Notifications Off** or **Allow Notifications**.
- 7 In the Application Notifications area, click each app in turn and set notification options.
- 8 Click **Focus** (🌙) in the sidebar.
- 9 Click each focus you want to configure and then choose settings.
- 10 Set the **Share across devices** switch to On (🔵) if you want all your iCloud devices to use these Focus settings.
- 11 Click **Focus status** and choose settings. See the tip for advice.
- 12 Click **Close** (🔴) to close System Settings.



TIP

What is Focus status?

The Focus status settings enable you to specify whether apps can tell other people that you are using a particular focus and have notifications silenced. Click **Focus status** at the bottom of the Focus pane in System Settings to display the Focus Status pane and then set the **Share Focus status** switch to On (🔵) or Off (⚪), as needed. If you set the switch to On (🔵), go to the Share From list and set the switch for each focus to On (🔵) or Off (⚪), as appropriate. For example, you might let apps tell people when your Work Focus is enabled but not when your Gaming Focus is enabled.

Add Widgets to Your Desktop

A *widget* is a miniature app that displays a particular kind of information. For example, the Weather widget tells you about the current weather, the Reminders widget displays upcoming and overdue tasks, and the Stocks widget shows you how your stocks are soaring or sinking.

You can set macOS to display the widgets all the time, when you are using the Stage Manager app-management feature, or both. See Chapter 4 for information on Stage Manager.

Add Widgets to Your Desktop

Add and Remove Widgets

- 1 **Control** + click open space on the desktop.

The contextual menu opens.

- 2 Click **Edit Widgets**.

A The Widgets dialog opens.

B The All Widgets category in the sidebar is selected at first.

C Suggested widgets appear.

- 3 To add a widget, move the pointer over it and then click **Add (+)**.

D macOS adds the widget in the first available position.

E You can click **Search Widgets** (🔍) and search by keyword.

- 4 Click a category. This example uses **Clock** (🕒).

The widgets in that category appear.

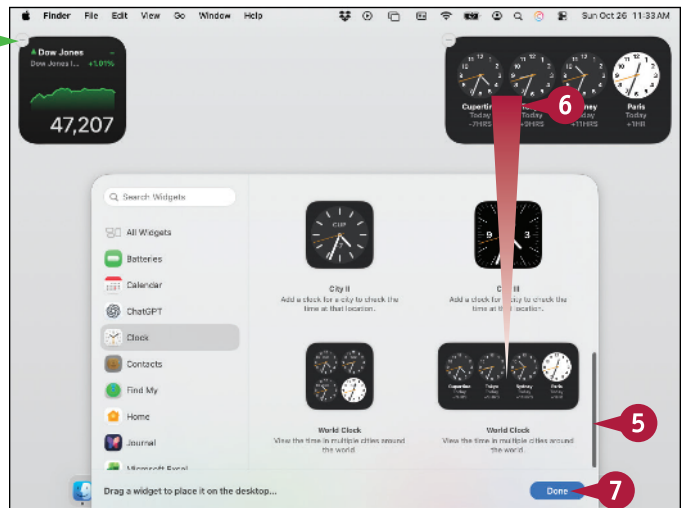
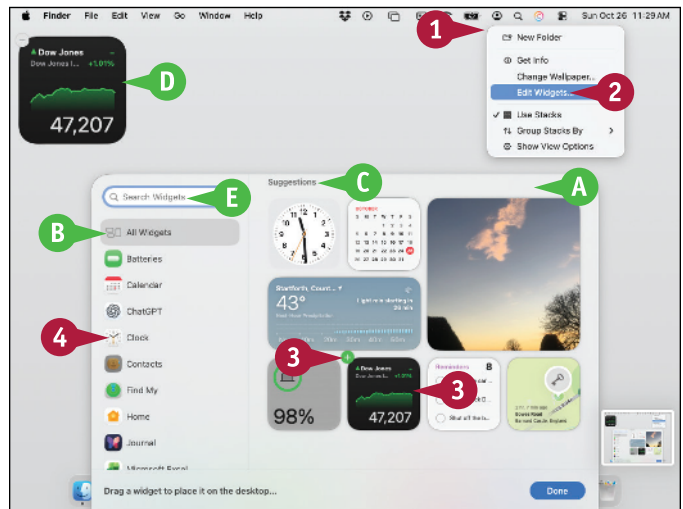
- 5 Scroll down if necessary to view other widgets.

- 6 Drag a widget you want to where you want it on the desktop.

F You can click **Remove** (⊖) to remove a widget.

- 7 When you finish adding widgets, click **Done**.

The Widgets dialog closes.



Edit a Widget

Note: To move a widget to a different location, drag it to where you want it.

- 1 **Control** + click the widget.

The contextual menu opens.

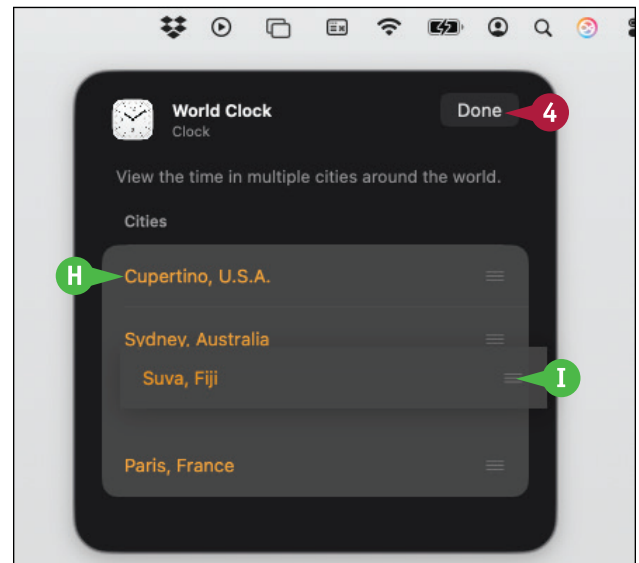
- 6 If the Size section appears on the contextual menu, you can click a different size to switch the widget to that size.
- 2 Click the Edit item, such as **Edit “World Clock”** in this example.



The widget opens for editing.

- 3 Use the controls displayed to edit the widget. For example, for the World Clock widget, you can change the cities displayed and the order in which they appear:
- H You can click a city to display the Cities panel, search or browse for the city you want, and then click it.
- I You can drag a city up or down by its handle (≡).
- 4 Click **Done**.

The widget reappears with its new settings.



TIP

How do I control when macOS displays my desktop widgets?

Click **System Settings** (⚙️) on the Dock to open the System Settings window and then click **Desktop & Dock** (🖥️). In the Desktop & Dock pane, scroll down to the Widgets section. Select (☑️) or clear (☐) the **On Desktop** check box to control whether the widgets appear on the desktop. Select (☑️) or clear (☐) the **In Stage Manager** check box to control whether the widgets appear when Stage Manager is active. Click **Close** (🔴) to close the System Settings window.

Put Your MacBook to Sleep and Wake It Up

macOS enables you to put your MacBook to sleep easily and wake it up quickly. So when you are ready for a break but you do not want to end your computing session, put the MacBook to sleep instead of shutting it down.

Sleep uses only a minimal amount of power but keeps all your apps open and lets you start computing again quickly. When you wake your MacBook up, your apps and windows are where you left them, so you can swiftly resume what you were doing.

Put Your MacBook to Sleep and Wake It Up

Put Your MacBook to Sleep

- 1 Click **Apple** ().

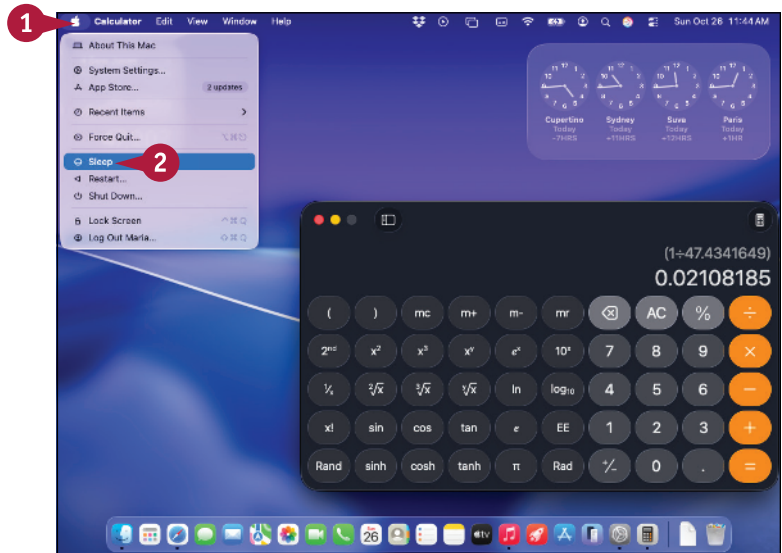
The Apple menu opens.

Note: You can also put your MacBook to sleep by closing its lid.

- 2 Click **Sleep**.

The MacBook turns its screen off and puts itself to sleep.

Note: You can also put your MacBook to sleep by pressing its Power button for a moment.



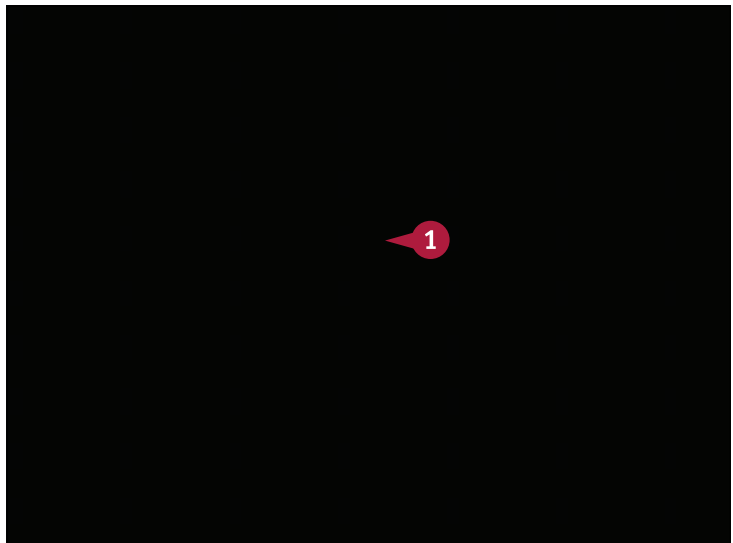
Wake Your MacBook

- 1 Click the trackpad or press any key on the keyboard, or rest your finger on the Touch ID sensor.

Note: If you put your MacBook to sleep by closing its lid, lift the lid instead.

Your MacBook wakes up and turns on the screen. All the apps and windows that you were using are open where you left them.

Your MacBook reestablishes any network connections that it normally uses and performs regular tasks, such as checking for new e-mail.



Log Out, Shut Down, and Resume

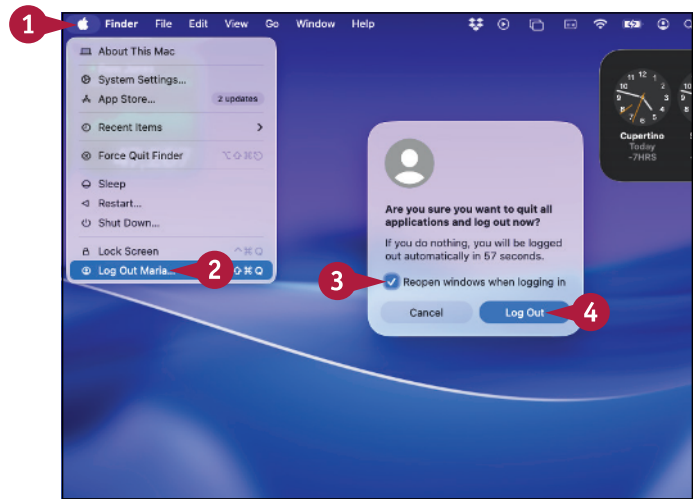
When you have finished using your MacBook for now, end your computing session by logging out. From the login screen, you can log back in when you are ready to use your MacBook again. When you have finished using your MacBook and plan to leave it several days, shut it down.

Whether you log out or shut down your MacBook, you can choose whether to have macOS reopen your apps and documents when you log back on. This helpful feature can help you get back to work — or play — quickly and easily.

Log Out, Shut Down, and Resume

Log Out from Your MacBook

- 1 Click **Apple** (🍏).
The Apple menu opens.
- 2 Click **Log Out**.
A dialog opens asking if you are sure you want to log out.
- 3 Select **Reopen windows when logging back in** (☑) if you want to resume your apps and documents.
- 4 Click **Log Out**.
Your MacBook displays the window showing the list of users. You or another user can click your name to start logging in.



Shut Down Your MacBook

- 1 Click **Apple** (🍏).
The Apple menu opens.
- A You can click **Restart** to restart your MacBook instead of shutting it down.
- 2 Click **Shut Down**.
A dialog opens asking if you are sure you want to shut down.
- 3 Select **Reopen windows when logging back in** (☑) if you want to resume your apps and documents.
- 4 Click **Shut Down**.
The screen goes blank, and your MacBook switches itself off.

