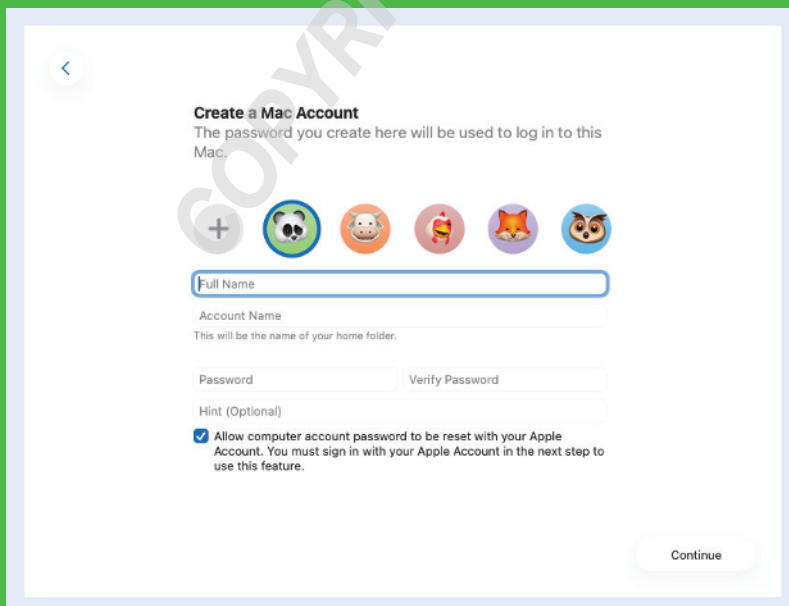


CHAPTER 1

Getting Started with Your MacBook Neo

Apple's MacBook laptops are among the best portable computers you can get. The MacBook Neo is a sleek, powerful, and surprisingly affordable laptop designed to make the Apple computing experience available to a wider audience. Each MacBook Neo comes with macOS, Apple's highly graphical and easy-to-use operating system. This chapter shows you how to set up your MacBook Neo, navigate the macOS interface, and perform essential actions.



The screenshot shows the 'Create a Mac Account' screen during the macOS setup process. At the top left is a back arrow. The title 'Create a Mac Account' is followed by the instruction: 'The password you create here will be used to log in to this Mac.' Below this is a row of six circular avatars: a plus sign, a panda, a cow, a bird, a fox, and an owl. The 'Full Name' field is the first input field. Below it is the 'Account Name' field with the note 'This will be the name of your home folder.' Next are 'Password' and 'Verify Password' fields, followed by a 'Hint (Optional)' field. A checkbox is checked, with the text: 'Allow computer account password to be reset with your Apple Account. You must sign in with your Apple Account in the next step to use this feature.' A 'Continue' button is at the bottom right.

<

Create a Mac Account
The password you create here will be used to log in to this Mac.

+ 🐼 🐮 🐦 🦊 🦉

Full Name

Account Name
This will be the name of your home folder.

Password Verify Password

Hint (Optional)

☒ Allow computer account password to be reset with your Apple Account. You must sign in with your Apple Account in the next step to use this feature.

Continue

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Understanding the MacBook Neo

MacBook is the family name for Apple's laptop computers. As of this writing, the MacBook family consists of the powerful MacBook Pro models; the slim and lightweight MacBook Air models; and the new, svelte, and budget-priced MacBook Neo.

Despite its low price, the MacBook Neo is a full-featured computer, offering a bright 13-inch display for viewing information, a full-size keyboard for typing, and a large trackpad for taking actions. The MacBook Neo comes with either 256 GB of storage and no Touch ID fingerprint recognition sensor or 512 GB of storage and a Touch ID fingerprint recognition sensor.

Identify Your MacBook Neo's Main Features

A Display

The MacBook Neo'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 Neo.

D Trackpad

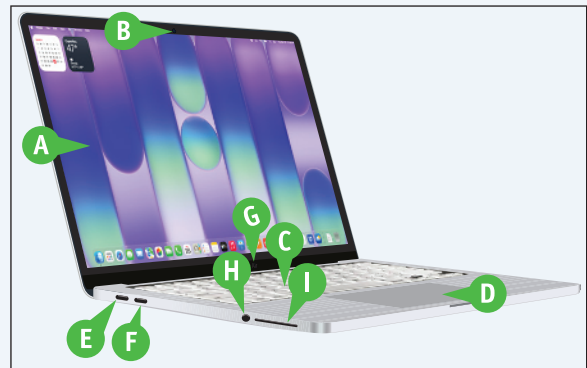
The trackpad enables you to manipulate objects on the screen using finger gestures. The entire trackpad is also the button that you click or double-click to give commands.

E High-Speed USB-C Port

The high-speed USB-C port enables you to connect your MacBook Neo to its power adapter and to other devices, such as external drives, external displays, and iPads.

F Slower USB-C Port

The second USB-C port runs at the much slower USB 2.0 standard. This is suitable for low-bandwidth devices such as external keyboards, mice, game controllers, or webcams.



G Microphones

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

H Speakers

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

I Analog/Digital Audio In/Out

The analog/digital audio in/out port enables you to connect an external microphone, headphones, or speakers. This port 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.

Meet Your MacBook Neo's Keyboard

The MacBook Neo includes 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.

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 Neo.

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 Neo; press and hold the Power button to force your MacBook Neo to turn off. If your MacBook Neo has 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 **Globe/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 **Command** to give keyboard shortcuts.

S Arrow Keys

Press **Up**, **Down**, **Left**, and **Right** to move the pointer around the screen.

Set Up Your MacBook Neo

If you have just bought your MacBook Neo, 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 Neo.

This section explains the key decisions you make when setting up your MacBook Neo. 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 Neo on a desk or table, connect a power supply, and then press the Power button at the upper-right corner of the keyboard. On some MacBook Neo models, the Power button doubles as the fingerprint reader for the Touch ID feature.

On the Language screen, click your language, and then click **Continue**.

Choose Whether to Transfer Information to Your MacBook Neo

On the Transfer Your Data to This Mac screen, select **From a Mac, Time Machine backup or startup disk** (🔄) if you have information stored on another Mac, a Time Machine backup, or a Mac's startup disk. If you have information on a Windows PC, select **From a Windows PC** (🔄). If you want the MacBook Neo to pick up settings from your iPhone or iPad, select **Set up with iPhone or iPad** (🔄). If you have no information to transfer, select **Set up as new** (🔄). After making your choice, click **Continue**.

Apply Any Accessibility Settings You Need

On the Accessibility screen, you can enable accessibility features for use during setup and thereafter. Click **Vision** (👁️) to enable features such as VoiceOver, Zoom, and Pointer Size. Click **Motor** (👉) to enable Accessibility Keyboard, an on-screen keyboard. Click **Hearing** (👂) to enable the Closed Captions feature and the Flash for Alerts feature. Click **Cognitive** (🧠) to enable features including Appearance, Speak Selection, and Typing Feedback. Click **Not Now** if you do not want to set up any Accessibility features at this time.

Connect to a Wi-Fi Network

On the Select Your Wi-Fi Network screen, click the appropriate Wi-Fi network, and then click **Continue**. In the dialog that opens, type the Wi-Fi password — select the Show Password check box if necessary — and then click **Join**.

Set Up Your Mac Account

On the Create a Mac Account screen, click the icon you want to use as your avatar and then type your name the way you want it to appear in the Full Name box. In the Account Name box, macOS automatically enters a default account name consisting of your Full Name entry changed to lowercase and stripped of spaces and punctuation. You can edit the account name as needed.

Type a new password in the Password box and the Verify Password box. Optionally, click **Hint** 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** (✓) 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 Neo. Click **Continue**.

Sign In to Apple's Services with Your Apple Account

On the Sign In with Your Apple Account screen, type the e-mail address for your existing Apple Account in the Apple Account box, click **Continue**, and then type your password in the Password box that then appears. Click **Continue**.

If you do not have an Apple Account, you can click **Create new Apple Account** 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**.

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**; otherwise, click **Customize Settings** and then choose custom settings as needed.

Enable Screen Time If You Need It

On the Screen Time screen, decide whether to activate the Screen Time feature, which tracks your or other users' computer usage so that you can analyze it. Click **Continue** to enable Screen Time; you can configure it later. If you do not need Screen Time, click **Set Up Later**.

Get Started

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

Start Your MacBook Neo and Log In

When you are ready to start a computing session, start your MacBook Neo 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 Neo, 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 Neo and Log In

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

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

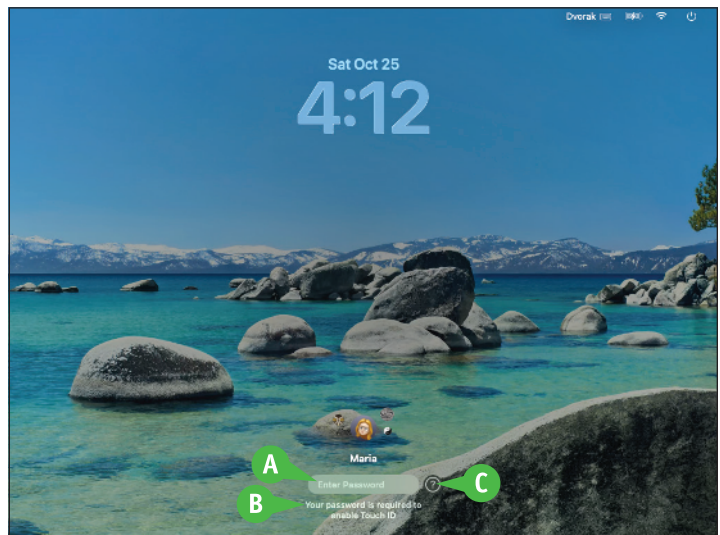
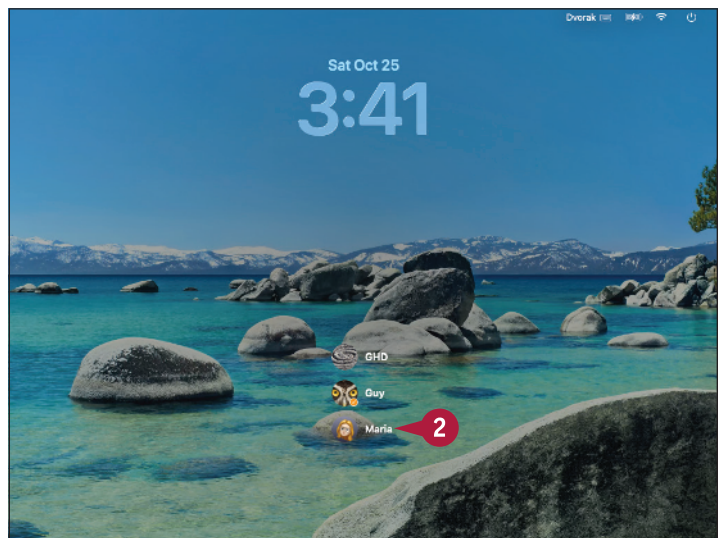
A screen showing the list of users appears.

Note: Your MacBook Neo 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.

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

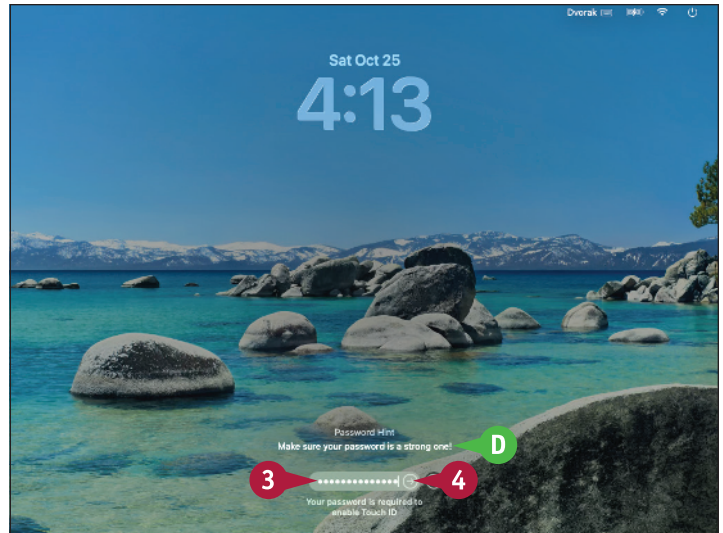


- A The Enter Password box appears.
- B The prompt *Your password is required to enable Touch ID* may appear.
- C If password hints are enabled, you can click **Hint** (?) to display your password hint.

Getting Started with Your MacBook Neo

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



TIPS

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

Your MacBook Neo is set to log in automatically. Logging in automatically is convenient when you are the only one who uses your MacBook Neo, but it means that anyone who can start your MacBook Neo can use it without providing credentials.

Why does my MacBook Neo 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 Neo 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 Neo 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. The macOS desktop is the overall window through which you view all that happens on your MacBook Neo, such as looking at the contents of folders, working on documents, and surfing the Web.

Navigate 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

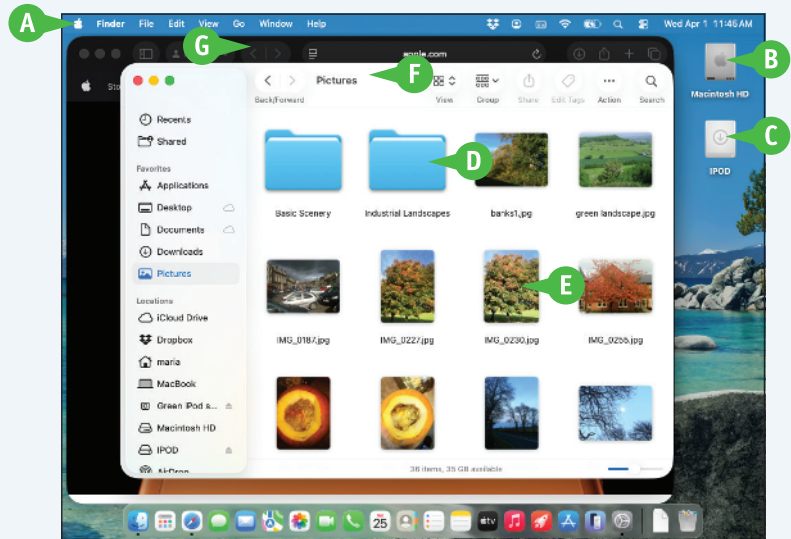
The MacBook Neo stores its data, including the software it needs to work, on an internal drive. This drive is a solid-state device, or SSD, rather than a traditional hard drive containing spinning platters, but it is often referred to as a “hard disk.” You can also connect external drives for extra storage. 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 Neo to transfer files.

D Folders

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



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 Neo.

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

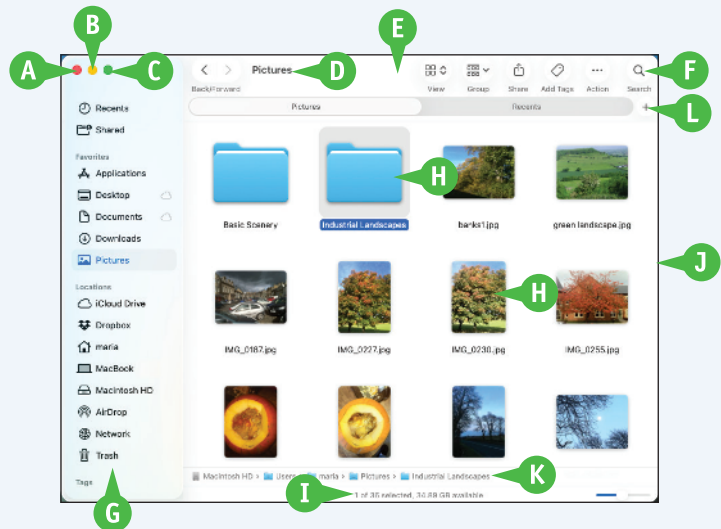
Enables you display the Search box for finding files, folders, and other information.

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 Neo'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

Your MacBook Neo's trackpad makes pointing and clicking easy. To point, slide your finger across the trackpad until the pointer is over the appropriate item. Then press the trackpad once to click it. This is a "single click." To double-click, simply click the trackpad twice. To drag, point at an icon, press down the trackpad and hold it, slide your finger across the trackpad to the destination, and then release the trackpad. To give a secondary click, press **Control** while you click.

A Favorites

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

B Locations

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

C iCloud Drive

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

D Tags

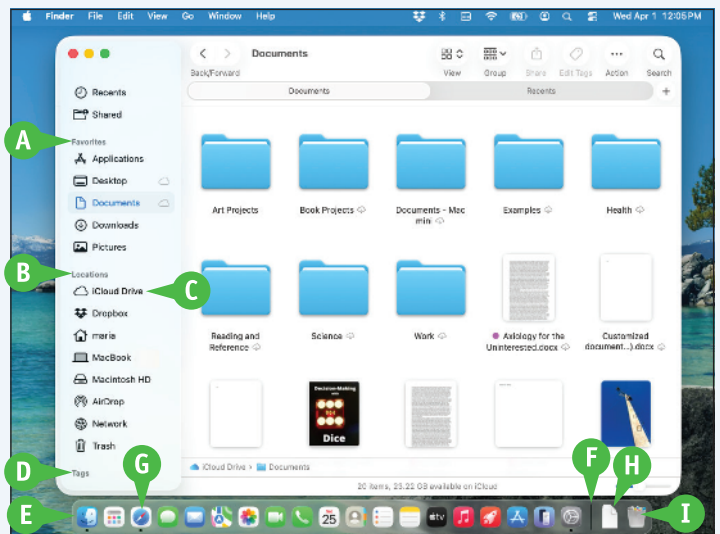
Shows the list of tags you can apply to files and folders to help you identify and sort them easily.

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 setting.

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 permanently, you empty the Trash. When you select an ejectable device, such as a DVD, the Trash icon changes to the Eject icon.

Connect to a Wireless Network

If a wireless network is available, you can connect your MacBook Neo 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 Neo 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 Neo 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 Personal Hotspots section of the Wi-Fi menu displays any available personal hotspots.
 - B The Known Network or Known Networks section of the Wi-Fi menu displays wireless networks for which your MacBook Neo knows the passwords.
 - C 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.
- D 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 Neo.



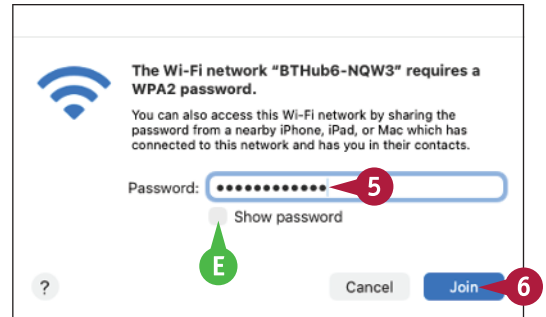
Getting Started with Your MacBook Neo

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

- 5 Type the password in the Password box.
- E 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 Neo connects to the wireless network, and you can start using network resources.

- F 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.
- G 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 Neo?

Wi-Fi networks use several different standards. As of this writing, the latest standard that MacBook Neo models support is Wi-Fi 6E, part of the IEEE standard 802.11ax, which provides very fast data rates. Your MacBook Neo 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.

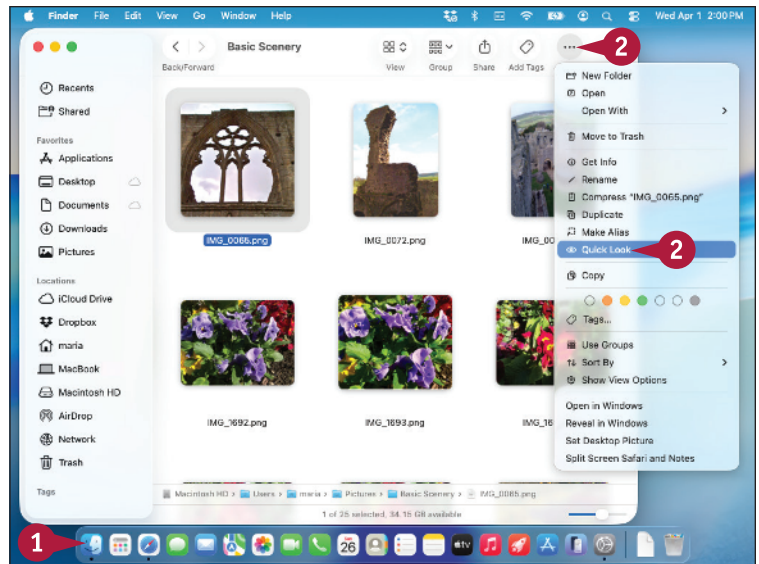


Getting Started with Your MacBook Neo

Give a Command from a Toolbar

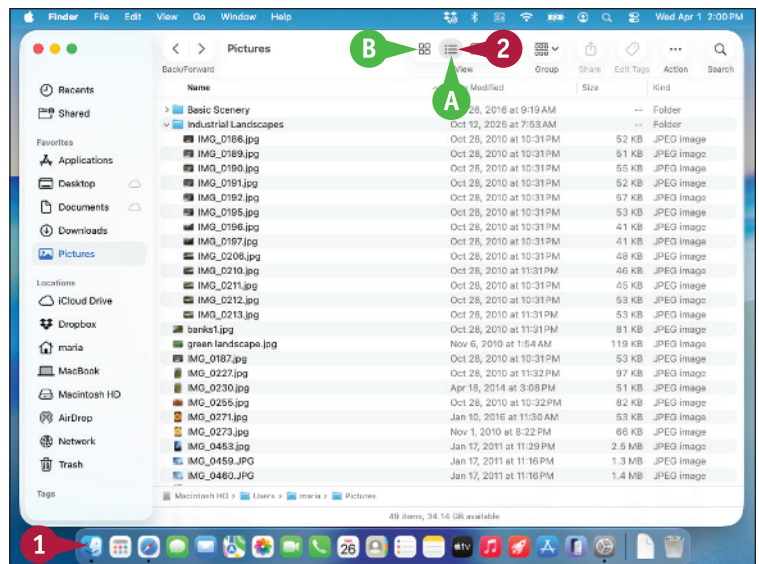
- 1 On the Dock, click the app you want to activate — **Finder** (🔍) in this example.
- 2 Click the button for the command on the toolbar, or click a pop-up menu and then click the menu item for the command.

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.

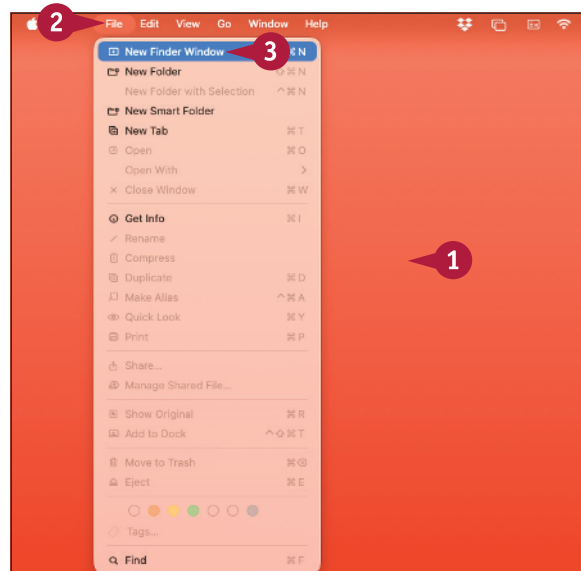
Note: Clicking anywhere on the desktop activates Finder because the desktop is a special Finder window. You can also click **Finder** (🔍) on the Dock.

- 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** (⏏).

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** (⏏); 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 (○) changes to 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

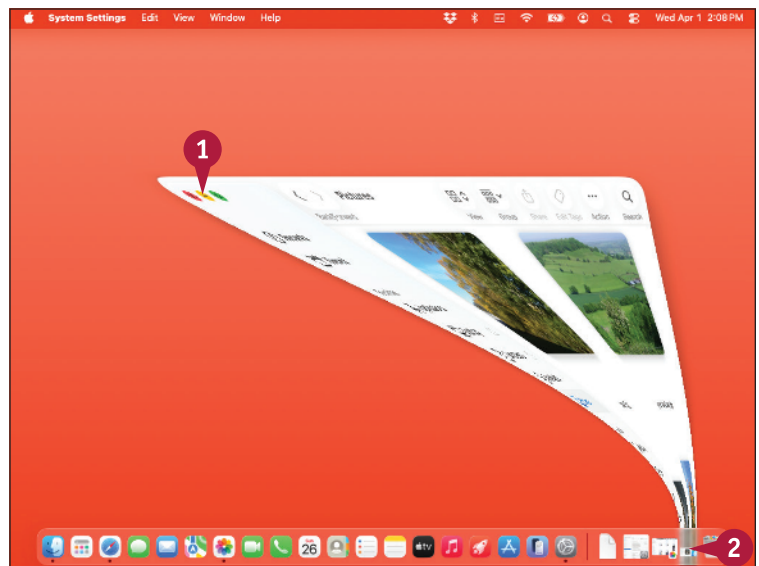
- 1 Click **Minimize** (○).

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 Display panel.



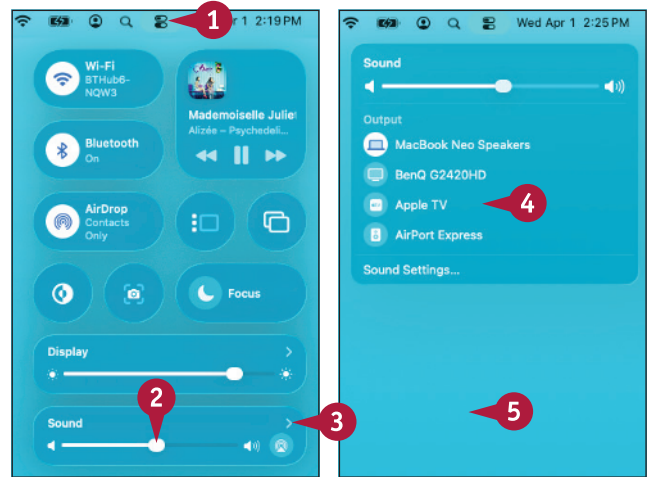
Change the Sound Volume and Select an Output Device

- 1 Click **Control Center** (🔧) to open Control Center.
- 2 Drag the **Sound** slider to set the sound volume.
- 3 Click the **Sound** heading or arrow to open the Sound panel.

- 4 In the Output list, click the output device you want to use.

Your MacBook Neo 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.

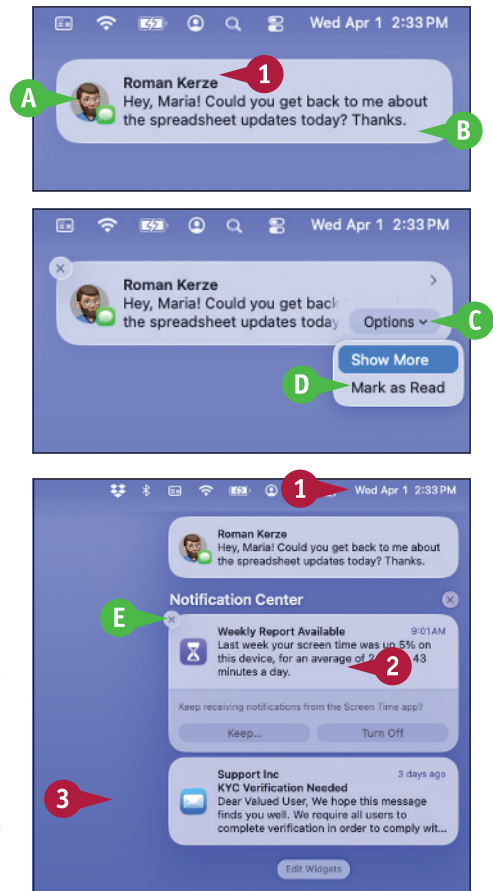
Note: Notification Center can display either temporary alerts or persistent alerts. A temporary alert appears for a few seconds and then disappears. A persistent alert remains on-screen until you dismiss it.

- 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 3 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.

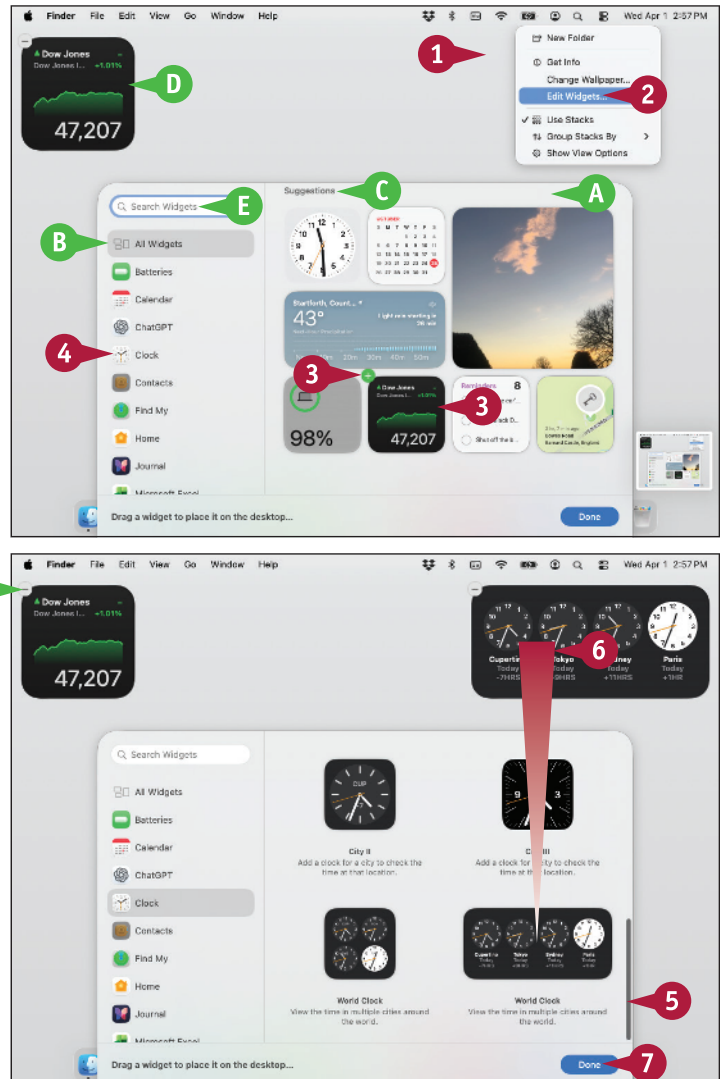
- 5 Scroll down if necessary to view other widgets.

- 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

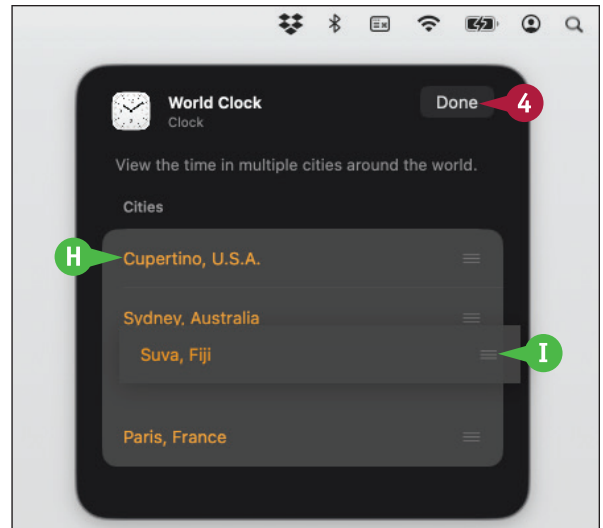
Note: To move a widget to a different location, drag it to where you want it.

- 1 **Control** + click the widget.
The contextual menu opens.
- G 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 Neo to Sleep and Wake It Up

macOS enables you to put your MacBook Neo 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 Neo 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 Neo up, your apps and windows are where you left them, so you can swiftly resume what you were doing.

Put Your MacBook Neo to Sleep and Wake It Up

Put Your MacBook Neo to Sleep

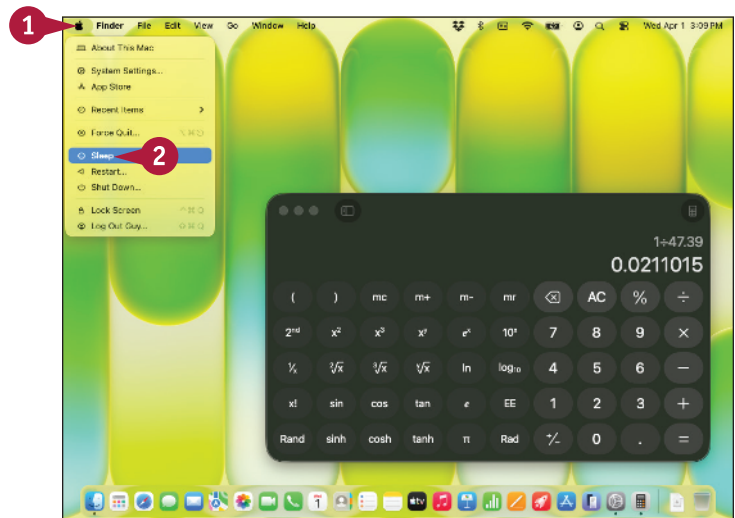
- 1 Click **Apple** (🍏).

The Apple menu opens.

- 2 Click **Sleep**.

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

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



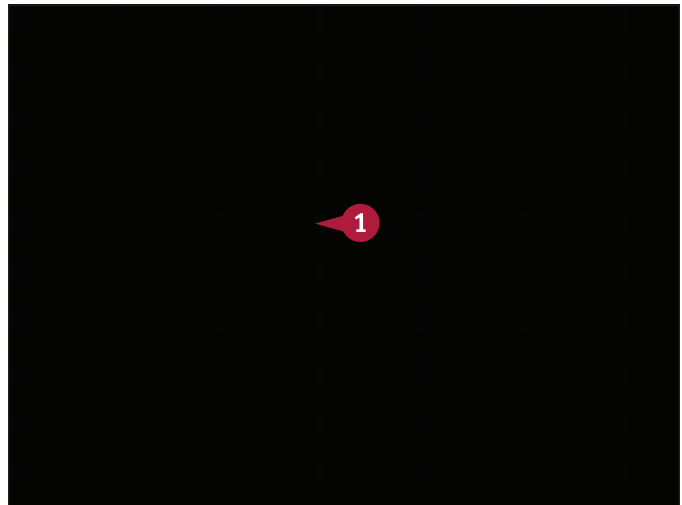
Wake Your MacBook Neo

- 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 Neo to sleep by closing its lid, lift the lid instead.

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

Your MacBook Neo 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 Neo 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 Neo again. When you have finished using your MacBook Neo and plan to leave it several days, shut it down.

Whether you log out or shut down your MacBook Neo, 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 Neo

- 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 in** (☑) if you want to resume your apps and documents.
- 4 Click **Log Out**.
Your MacBook Neo displays the window showing the list of users. You or another user can click your name to start logging in.



Shut Down Your MacBook Neo

- 1 Click **Apple** (🍏).
The Apple menu opens.
- A You can click **Restart** to restart your MacBook Neo 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 in** (☑) if you want to resume your apps and documents.
- 4 Click **Shut Down**.
The screen goes blank, and your MacBook Neo switches itself off.

