



# MacBook Pro Essentials

with Thunderbolt 3

# Contents

## 4 Chapter 1: MacBook Pro at a glance

- 4 Say hello to MacBook Pro
- 5 Take a tour
- 6 What's included
- 6 Keyboard
- 7 Keyboard with the Touch Bar and Power button with Touch ID
- 9 Trackpad
- 10 Charge the battery
- 11 Accessories
- 12 Use an external display

## 13 Chapter 2: Get started

- 13 Set up
- 15 Find your way around
- 20 Unlock your MacBook Pro with Apple Watch
- 21 Quickly open apps
- 21 Multitask on your desktop
- 22 Access your content anywhere with iCloud
- 23 Use your MacBook Pro and iOS devices together
- 26 Apple Pay
- 27 AirDrop
- 28 AirPrint
- 29 AirPlay
- 29 Migrate your data
- 30 Save space on your MacBook Pro
- 31 Back up and restore

## 33 Chapter 3: Apps

- 33 Included apps

- 33  Safari

- 35  Mail

- 36  Notes

- 38  Messages

- 39  Calendar

- 41  Photos

- 42  iTunes

42  FaceTime

44  Maps

45  iBooks

46  Pages

47  Numbers

48  Keynote

49  iMovie

51  GarageBand

52  App Store

54 **Chapter 4: Find answers**

54 Mac Help

55 Common questions

55 Keyboard shortcuts

56 More resources, service, and support

58 **Chapter 5: Safety, handling, and support**

58 Important safety information

60 Important handling information

61 Understanding ergonomics

62 Regulatory information

62 FCC regulatory compliance

63 Canadian regulatory compliance

63 EU compliance statement

64 ENERGY STAR® compliance statement

64 Apple and the environment

64 Regional disposal and recycling information

65 Software License Agreement

# MacBook Pro at a glance

# 1

## Say hello to MacBook Pro



This guide provides the essential information you need in order to get the most from your MacBook Pro. The sections described below cover the hardware features, the software setup process and highlights, what you can do with apps on your Mac, and how to find more information about any topic.

**Take a look around.** Want a quick intro to the features of your MacBook Pro? Go to the next section, [Take a tour](#).

**Get started.** Start your MacBook Pro by lifting the lid or connecting it to power, or by pressing the power button. Follow the Setup Assistant prompts, and you're up and running. For details, see [Set up](#). To migrate your information from an older computer, see [Migrate your data](#).

**Make the most of shortcuts.** If your MacBook Pro has a Touch Bar, shortcuts for common tasks are right at your fingertips. Change settings, use predictive input for text and messages, add an emoji, edit photos, and much more, with just a touch. See [Meet the Touch Bar with Touch ID](#).

**Stay in sync.** Access your documents, photos, music, apps, contacts, and calendars across all your devices with iCloud. And use your MacBook Pro with your iOS devices to make and receive phone calls and texts, copy and paste across devices, or create an Instant Hotspot. Learn more in [Access your content anywhere with iCloud](#) and [Continuity](#).

**Unleash your creativity.** Plan events and share info and photos with Notes; organize and listen to music, books, movies, and more with iTunes; create presentations with Keynote; and check out all the apps available on the [App Store](#), to express yourself in as many ways as you have ideas.

**Dig deeper.** Explore your MacBook Pro and get your questions answered. Go to [Mac Help](#).

## Take a tour

This guide is for the 13- and 15-inch MacBook Pro models with Thunderbolt 3 (USB-C). Not all features are available on all models.



- *Thunderbolt 3 (USB-C) ports:* Charge your computer, transfer data at Thunderbolt speeds (up to 40 Gbps), connect to a display or projector, and more.



- *3.5 mm headphone jack:* Plug in stereo headphones or a digital 5.1 surround-sound speaker system and experience high-quality sound while watching movies or listening to your favorite music.
- *Microphones:* Talk with friends or record audio on two or three microphones (models with a Touch Bar have three microphones; other models have two microphones).



- *Touch Bar:* Some models include a Touch Bar at the top of the keyboard, which dynamically adapts to the app you're using. The Touch Bar is an extension of the keyboard that presents intuitive shortcuts and application controls exactly when and where you need them. You can use familiar gestures like slide and tap in the Touch Bar. For more information, see [Meet the Touch Bar with Touch ID](#).
- *FaceTime HD camera:* Make FaceTime video calls or take pictures and video. If the light is glowing, the camera is on. For more information, see [FaceTime](#).
- *Power button (model without a Touch Bar) or Power button with Touch ID (models with Touch Bar).* See [Keyboard](#) and [Meet the Touch Bar with Touch ID](#) for more information.
- *Force Touch trackpad:* Control your MacBook Pro with gestures. The entire trackpad surface acts as a button so you can easily click anywhere. For more about using gestures, see [Trackpad](#).

## What's included

To use your MacBook Pro, you need these two accessories, included in the box:



**USB-C Charge Cable:** To charge your MacBook Pro, connect one end of the USB-C Charge Cable to any Thunderbolt 3 port on your MacBook Pro, and the other end to the 61W Power Adapter (for 13-inch MacBook Pro models) or the 87W Power Adapter (for 15-inch MacBook Pro models).

**Note:** You can use any of the Thunderbolt 3 ports to charge your MacBook Pro.



**61W or 87W USB-C Power Adapter** After the power adapter is connected to MacBook Pro with the USB-C Charge Cable, fully extend the electrical prongs on the AC plug, and plug the adapter into an AC power outlet.

When the adapter is connected, you'll hear and may feel a vibration.

**Automatically start up your MacBook Pro.** Connect your 61W or 87W USB-C Power Adapter and USB-C Charge Cable and lift the lid to turn on and start up your MacBook Pro. Log in and get right to work.

## Keyboard

The system function keys on the keyboard provide shortcuts for common functions, such as increasing the volume or screen brightness. If your MacBook Pro has a keyboard with the Touch Bar, see [Meet the Touch Bar with Touch ID](#).



- **Power button:** Press and hold  for 3 seconds to turn your MacBook Pro on or off. Press  to put MacBook Pro to sleep.
- **Brightness keys (F1, F2):** Press  or  to increase or decrease the brightness of the screen.
- **Mission Control key (F3):** Press  to view what's running on your MacBook Pro, including all your spaces and open windows.
- **Launchpad key (F4):** Press  to instantly see all the apps on your MacBook Pro. Click an app to open it.
- **Keyboard illumination keys (F5, F6):** Press  or  to increase or decrease the brightness of the keyboard.
- **Media keys (F7, F8, F9):** Press  to rewind,  to play or pause, or  to fast-forward a song, movie, or slideshow.

- **Mute key (F10):** Press  $\mathcal{L}$  to mute the sound from the built-in speakers or 3.5 mm headphone jack.
- **Volume keys (F11, F12):** Press  $\mathcal{L}$ ) or  $\mathcal{L}$ ) to increase or decrease the volume of sound from the built-in speakers or 3.5 mm headphone jack.
- **Function (Fn) key:** Each function key (on the top row) can also perform other standard functions—for example, the F12 key can open Dashboard. Hold down the Fn key while you press a function key to trigger the action associated with the key.

**Set keyboard preferences.** Use the Keyboard pane of System Preferences (choose Apple menu > System Preferences, click Keyboard, then click the buttons at the top to see the available options).

## Keyboard with the Touch Bar and Power button with Touch ID

### Meet the Touch Bar with Touch ID

**Note:** Read this section if you have a MacBook Pro with a Touch Bar.

The Touch Bar at the top of your keyboard displays dynamically changing tools, depending on your current activity. The Power button with Touch ID is located on the right side of the Touch Bar. After you set up Touch ID, you can use your fingerprint to unlock your MacBook Pro and make purchases from the App Store, iBooks Store, iTunes Store, and websites using Apple Pay.



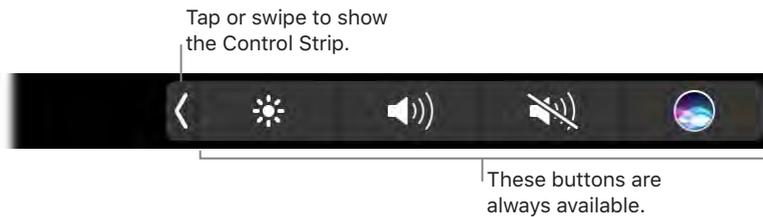
**Use the Power button with Touch ID.** Press to turn on your MacBook Pro (or just lift the lid). When you first start up or restart, you need to log in by typing your password. After you set up Touch ID in Touch ID preferences of System Preferences, whenever you're asked for your password after you first log in, you can touch the Power button with Touch ID to authenticate instead of typing your password.

You can also use Touch ID to make purchases online using Apple Pay. For more information about Touch ID, see [Set up](#). For more information about Apple Pay, see [Apple Pay](#).

**Note:** Press and hold the Power button with Touch ID for a few seconds to turn your MacBook Pro off. To put your MacBook Pro to sleep, choose Apple menu > Sleep.

**Use the Touch Bar.** The Touch Bar is integrated into all macOS apps to give you handy shortcuts for the tasks you do most, based on your current app and activity. Use familiar gestures—like tap and slide—in the Touch Bar while you work.

The buttons at the right end of the Touch Bar are always available—you use them to change the brightness and volume, use Siri, and open the Control Strip. The other buttons in the Touch Bar depend on the app you're using.



**Open or close the Control Strip.** Frequently used system controls, like volume and brightness, are located in the Control Strip on the right side of the Touch Bar. (These functions are described in [Keyboard](#).) Tap or swipe  to expand the strip, tap buttons or sliders for the settings you want to change, then tap Done when you finish. Or leave the Control Strip open to keep those buttons available.



**Display the function keys.** Press and hold the Function (Fn) key to display the function keys F1 through F12 on the Touch Bar, then tap a function button to use it.



**Tap instead of type.** In apps where you compose text, like Notes, Messages, Text Edit, and Mail, the Touch Bar can display predictive input to help you save time—words and emoji you can tap instead of type. Tap  in the Touch Bar to see predictive input options, if they're not already showing. Try to enter a whole message just by using predictive input.



**Express yourself with emoji.** In some apps, you can choose an emoji instead of words for a fun way to make your point. Tap  to display the emoji you use most. Tap to select one.



**Explore and experiment.** Tap around to see what you can accomplish quickly and efficiently. It's often easier to tap the Touch Bar than to click and select items onscreen to apply a setting or accomplish a task. For example, the Touch Bar for QuickTime has a scrubber you can scrub through to get to the exact spot you want in a video, as well as options for settings, and more. Or open Calculator and do quick calculations with the number keys and the functions on the Touch Bar—no more moving your cursor, clicking, and typing onscreen.



Keep using the Touch Bar to find the best ways to achieve the results you want. Move seamlessly between the Touch Bar, your keyboard, and trackpad to get the job done. See [Included apps](#) and the sections for each app for information about their Touch Bar features.

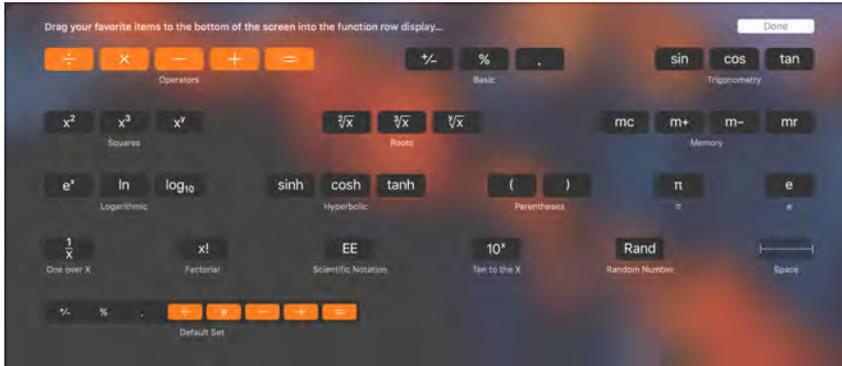
To learn more about the Touch Bar, see [{REVIEWERS: Will we have an Apple Support article to cross-reference to?}](#)

## Customize the Touch Bar

In Finder and in many apps, such as Mail and Safari, you can customize the buttons in the Touch Bar. Choose View > Customize Touch Bar, and add, delete, or rearrange items in the Touch Bar. The buttons in the Touch Bar jiggle when you edit them. For example, here's the Calculator Touch Bar, ready to be edited:



**Add buttons to the Touch Bar.** Drag controls to the bottom of your screen and into the Touch Bar to add them.



Click Done in the Touch Bar when you finish.



**Rearrange buttons in the Touch Bar.** Use your finger to drag buttons when they're jigging to a new location in the Touch Bar. Click Done when you finish.

**Delete buttons from the Touch Bar.** Use the trackpad to drag a button when it's jigging from the Touch Bar to the screen to remove it. Click Done when you finish.

## Trackpad

You can do a lot on your MacBook Pro using simple trackpad gestures—scroll through webpages, zoom in on documents, rotate photos, and more. With the Force Touch trackpad, pressure-sensing capabilities add another level of interactivity. The trackpad provides feedback—when you drag or rotate objects, you feel a subtle vibration when they're aligned, allowing you to work with greater precision.

Here are some common gestures:

	<b>Click:</b> Press anywhere on the trackpad. Or enable “Tap to click” in Trackpad preferences, and simply tap.
	<b>Force click:</b> Click and then press deeper. You can use force click to look up more information—click a word to see its definition, or an address to see a preview that you can open in Maps.
	<b>Secondary click (right click):</b> Click with two fingers to open shortcut menus. If “Tap to click” is enabled, tap with two fingers.
	<b>Two-finger scroll:</b> Slide two fingers up or down to scroll.

	<b>Pinch to zoom:</b> Pinch your thumb and finger open or closed to zoom in or out of photos and webpages.
	<b>Swipe to navigate:</b> Swipe left or right with two fingers to flip through webpages, documents, and more—like turning a page in a book.
	<b>Open Launchpad:</b> Quickly open apps in Launchpad. Pinch closed with four or five fingers, then click an app to open it.
	<b>Swipe between apps:</b> To switch from one full-screen app to another, swipe left or right with three or four fingers.

**Customize your gestures.** Choose Apple menu > System Preferences or click the System Preferences icon  in the Dock, then click Trackpad. In Trackpad preferences you can:

- Learn more about each gesture.
- Set the pressure you prefer to use.
- Decide whether to use pressure-sensing features.
- Customize other trackpad features.

 **Tip:** If you find you're force clicking when you don't intend to, try adjusting the click pressure to a firmer setting in Trackpad preferences. Or change the "Look up and data detectors" option from the "Force Click with one finger" default setting to "Tap with three fingers."

For more information and examples of force click options, see the Apple Support article [support.apple.com/HT204352](https://support.apple.com/HT204352).

## Charge the battery

The battery in your MacBook Pro recharges whenever the MacBook Pro is connected to power.



**Charge the battery.** Connect your MacBook Pro to a power outlet using the included USB-C Charge Cable and 61W or 87W USB-C Power Adapter. You hear and may feel a vibration when you connect. The battery recharges more quickly when the computer is off or in sleep.

You can charge your MacBook Pro using any of the Thunderbolt 3 ports on your computer.

**Check the battery's charge.** Look at the battery status icon at the right of the menu bar to see the battery level or charging status. Click the icon to show how much power you have left if you keep using your MacBook Pro as you're currently using it.



Charging



Charged

**Conserve battery power.** To extend battery life on a given charge, you can reduce the display brightness, close apps, and disconnect peripheral devices you're not using. You can change your power settings in Energy Saver preferences (click the System Preferences icon  in the Dock, then click Energy Saver). If your MacBook Pro is in sleep when a device is connected to it, the device's battery may drain.

For more information about the internal, rechargeable battery in your MacBook Pro, and for conservation and performance tips, go to [www.apple.com/batteries](http://www.apple.com/batteries).

## Accessories

The following Apple accessories are available to connect your MacBook Pro to power devices, displays, and more.

	<b>Thunderbolt 3 (USB-C) to Thunderbolt 2 Adapter:</b> Connect your MacBook Pro to Thunderbolt 2 devices or a Thunderbolt display.
	<b>USB-C to USB Adapter:</b> Connect your MacBook Pro to standard USB accessories or connect a USB cable to sync and charge your iPhone, iPad, or iPod touch.
	<b>USB-C Digital AV Multiport Adapter:</b> Connect your MacBook Pro to an HDMI display, while also connecting a standard USB device and connecting a USB-C charge cable to charge your MacBook Pro.
	<b>USB-C VGA Multiport Adapter:</b> Connect your MacBook Pro to a VGA projector or display, while also connecting a standard USB device and connecting a USB-C charge cable to charge your MacBook Pro.

Adapters and other accessories are sold separately at [apple.com](http://apple.com) or your local Apple Store. Review the documentation or check with the manufacturer to make sure you're choosing the right adapter for your MacBook Pro.

**Note:** Some USB accessories are not supported.

## Use an external display

The Thunderbolt 3 port on your MacBook Pro supports video output. You can use an external display, a projector, or an HDTV with your MacBook Pro.



- *Connect a VGA display or projector:* Use a USB-C to VGA adapter, sold separately, to connect the display to a Thunderbolt 3 port on your MacBook Pro.
- *Connect an HDMI display or HDTV:* Use a USB-C to HDMI or a USB-C to Digital AV adapter, sold separately, to connect an HDMI display or HDTV to a Thunderbolt 3 port on your MacBook Pro.
- *Connect a USB-C display:* Connect the display to a Thunderbolt 3 port on your MacBook Pro.
- *Connect a Thunderbolt display:* Use a Thunderbolt 3 (USB-C) to Thunderbolt 2 Adapter to connect the Thunderbolt display to a Thunderbolt 3 port on your MacBook Pro.

Adapters and other accessories are sold separately at [apple.com](https://apple.com) or your local Apple Store.

If you have an HDTV connected to an Apple TV, you can also use AirPlay to mirror your MacBook Pro screen on your TV screen in up to 1080p HD. See [AirPlay](#) for details.

# Get started

# 2

## Set up

The first time your MacBook Pro starts up, Setup Assistant walks you through the simple steps needed to begin using your new Mac. If you want to transfer your data from another computer, see [Migrate your data](#) for details.



Be sure to connect to Wi-Fi, turn on Bluetooth® wireless technology, get an Apple ID, then sign in to iCloud. You can activate Siri and Apple Pay if you want. If your MacBook Pro has the Power button with Touch ID, you can also set up Touch ID.

You can do these steps quickly and easily with Setup Assistant—but if you want to do them later, here's how:

**Connect to Wi-Fi.** Click the Wi-Fi status icon  in the menu bar, then choose a Wi-Fi network and enter the password, if necessary.

**Turn Wi-Fi on or off.** Click the Wi-Fi status icon  in the menu bar, then choose Turn Wi-Fi On or Turn Wi-Fi Off.

**Turn Bluetooth on or off.** Click the Bluetooth icon  in the menu bar, then choose Turn Bluetooth On or Turn Bluetooth Off.

 **Tip:** If you don't see the Wi-Fi status icon  or Bluetooth icon  in the menu bar, you can add them. For Wi-Fi, choose Apple menu > System Preferences, then click Network. Click Wi-Fi in the list on the left, then select "Show Wi-Fi status in menu bar." For Bluetooth, choose Apple menu > System Preferences, click Bluetooth, then select "Show Bluetooth in menu bar."

**Get an Apple ID.** Your Apple ID is the account you use for everything you do with Apple—including using the App Store, the iTunes Store, iCloud, iMessage, and more. Your Apple ID consists of an email address and a password. You need only one Apple ID to use any Apple service, on any device—whether it’s your computer, iOS device, or Apple Watch. It’s best to have your own Apple ID and not share it—create separate Apple IDs for each family member.

If you don’t already have an Apple ID, you can create one (it’s free). Go to [appleid.apple.com](https://appleid.apple.com)

**Important:** If you forget your Apple ID password, you don’t need to create a new Apple ID. Just click the Forgot link in the login window to retrieve your password.

**Set up iCloud on your MacBook Pro.** With iCloud, you can store all of your content—documents, movies, music, photos, and more—in the cloud, and access it anywhere you go.

To set up iCloud, choose Apple menu > System Preferences, then click iCloud. In the window that appears, enter your Apple ID and password. Then select the features you want to use. For more, see [Access your content anywhere with iCloud](#).

**Important:** Be sure to use the same Apple ID for iCloud on all your devices.

For information about setting up and using Siri on your MacBook Pro, see [Siri](#).

**Set up Touch ID.** If you have a MacBook Pro with Touch ID, during setup, you can add a finger to Touch ID. To set up Touch ID later or to add additional fingers (up to five total), click the System Preferences icon  in the Dock, or choose Apple menu > System Preferences. Then click Touch ID. Click the plus sign to add a fingerprint, and follow the onscreen instructions.



You can also set options for how you want to use Touch ID on your MacBook Pro: to unlock your Mac instead of entering your password, with Apple Pay (see [Apple Pay](#)), or for purchases in the iTunes Store, App Store, and iBooks Store.

**Set up Apple Pay.** If you have a MacBook Pro with Touch ID, during setup, you can set up Apple Pay for one user account on your MacBook Pro. Other users can still pay with Apple Pay, but they must complete the purchase using their iPhone, iPad, or Apple Watch (see [Apple Pay](#) for more details). Follow the onscreen prompts to add and verify your card. If you already use a card for iTunes purchases, you might be prompted to verify this card first.

To set up Apple pay or add additional cards later, click the System Preferences icon  in the Dock, or choose Apple menu > System Preferences. Then click Wallet and follow the onscreen prompts to set up Apple Pay.

**Note:** The card issuer determines if your card is eligible to use with Apple Pay, and may ask you to provide additional information to complete the verification process. Many credit and debit cards can be used with Apple Pay. For information about Apple Pay availability and current credit card issuers, see the Apple Support article [support.apple.com/HT204916](https://support.apple.com/HT204916).

## Find your way around

### The desktop

The first thing you see on your MacBook Pro is the desktop, where you can quickly open apps, search for anything on your MacBook Pro and the web, organize your files, and more.



**Tip:** Can't find the pointer? To magnify it temporarily, move your finger rapidly back and forth on the trackpad. Or if you're using a mouse, slide it back and forth quickly.

### Finder

The Finder  is an app that's always open. Use the Finder to organize and locate your files. Force click a file icon to get a quick look at its contents, or force click a filename to edit it.

**Open a Finder window.** Click the Finder icon  in the Dock at the bottom of the screen.

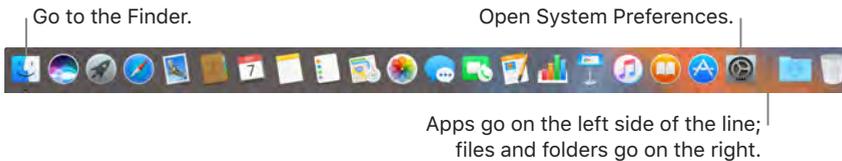


**Use the Touch Bar.** Tap the buttons in the Touch Bar to make a new folder, add tags to a file, or move a file or folder to a new location.



## The Dock

The Dock, at the bottom of the screen, is a convenient place to keep the apps and documents you use frequently.



**Open an app or file.** Click its icon in the Dock.

**Add an item to the Dock.** Drag the item and drop it where you want it. Place apps to the left of the line in the Dock, and files or folders to the right.

**Remove an item from the Dock.** Drag it out of the Dock. The item isn't removed from your MacBook Pro—just from the Dock.

**See all open windows in an app.** Force click an app in the Dock to access Exposé and view all the app's open windows.

**Tip:** You can make the Dock larger or smaller, add or remove items, move it to the left or right side of the screen, or even set it to hide when you're not using it. To change how the Dock looks, click the System Preferences icon  in the Dock, or choose Apple menu > System Preferences. Then click Dock.

## System Preferences

System Preferences is where you personalize your MacBook Pro settings. For example, use Energy Saver preferences to change sleep settings. Or use Desktop & Screen Saver preferences to add a desktop picture or choose a screen saver.

**Customize your MacBook Pro.** Click the System Preferences icon  in the Dock, or choose Apple menu > System Preferences. Then click the type of preference you want to set.



## Menu bar

Use the menus and icons along the top of the screen to open new windows, connect to a Wi-Fi network, check your Wi-Fi status , change the volume , check your battery charge , query Siri, and more. The menu items change, depending on which app you're using.

For more information about using Siri, see [Siri](#).



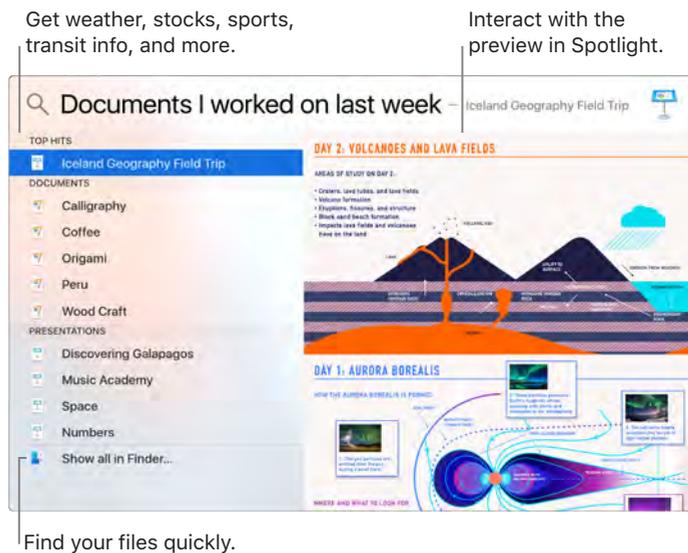
## Spotlight

Spotlight  is an easy way to find anything on your MacBook Pro, such as documents, contacts, calendar events, and email messages. Spotlight Suggestions offer info from Wikipedia articles, Bing search results, news, sports, weather, stocks, movies, and other sources.

When you search with Spotlight, the preview area on the right provides search results you can interact with—make a call, send an email message, play a song, get directions, even convert currencies. Spotlight can provide answers to math questions or define words, all on your desktop.

**Search for anything.** Click  at the top right of the screen, then start typing.

 **Tip:** Type Command–Space bar to show or hide the Spotlight search field.



**Preview your results.** Click a search result and view it in the preview on the right. Sometimes that's all you need to do—click items or links directly in the preview. You can also double-click a result to open it.

**Open an app.** Type the app name in Spotlight, then press Return.

**Turn off Spotlight Suggestions.** If you want Spotlight to search only for items on your MacBook Pro, you can turn off Spotlight Suggestions in Spotlight preferences. Click the System Preferences icon  in the Dock, click Spotlight, then click to deselect Spotlight Suggestions. Make any other changes you want to the list of categories Spotlight searches.

**Note:** Not all features of Spotlight Suggestions are available in all languages or regions, and some features may vary by region.

## Siri

Now you can talk to Siri on your MacBook Pro, just as you do on your iOS devices and Apple Watch, and use your voice for many tasks. For example, you can find files, schedule meetings, change preferences, get answers, send messages, place calls, and add items to your calendar. Siri can give you directions (“How do I get home from here?”), information (“How high is Mount Whitney?”), perform basic tasks (“Create a new list called Groceries”), and much more.

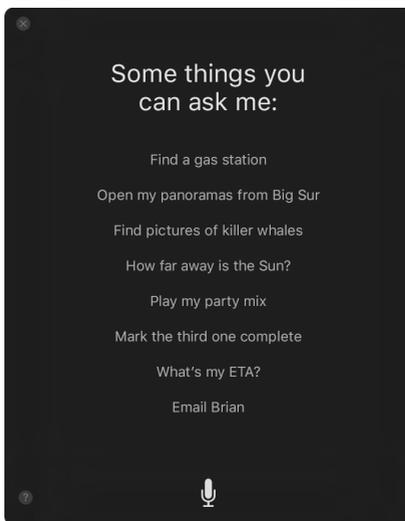
**Note:** Siri may not be available in all languages or in all areas, and features may vary by area.

**Enable Siri.** Click the Siri icon  in the menu bar or in the Dock (or in the Touch Bar, if you have a MacBook Pro with Touch ID), then click Enable when prompted. Or click the System Preferences icon  in the Dock, click Siri, then select Enable Siri. You can set other preferences in the pane, such as Language.



**Note:** To use Siri, your MacBook Pro must be connected to the Internet.

When you first open Siri on your Mac, you'll see a list of suggestions about how to use Siri to save time and typing.



**Speak to Siri.** Click Siri  in the menu bar or the Dock and start speaking. Or press and hold the Command key and the Space bar, and speak to Siri.

**Find and open files.** Ask Siri to find files and open them right from the Siri window. You can ask by file name, by tags, or by description. For example, “Search for files Ursula sent last week,” or “Open the spreadsheet I created last night.”

**Drag and drop.** Drag and drop images and locations from the Siri window into an email, message, or document. You can also copy and paste text.

**Save Siri results.** Save results from sporting events, Reminders, Clock, Stocks, Notes, Finder, and general knowledge (Wikipedia, for example) to the Today view in Notifications. Click the plus sign  in the top right of a Siri result to pin it to the Today View. To see it later, click the Notification Center icon , then click Today. If you’re checking a sports score, for example, results stay up to date.

**Adjust the volume.** Use the volume buttons on your MacBook Pro to increase or decrease the volume while you’re interacting with Siri.

**Change the voice.** Click the System Preferences icon  in the Dock, click Siri, then choose an option from the Siri Voice menu.

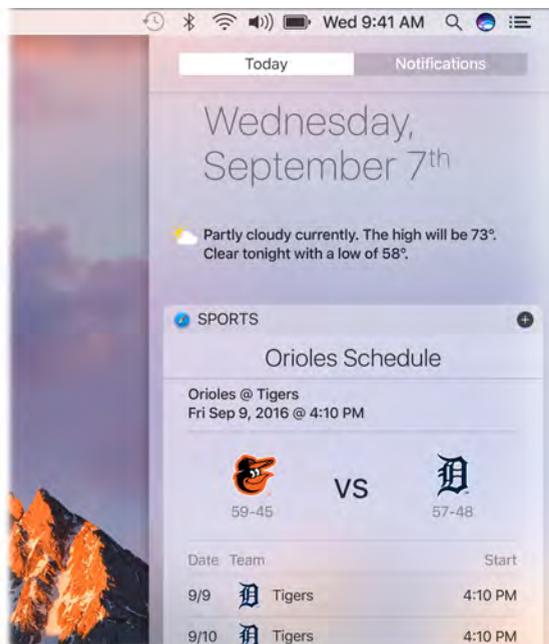
You’ll find suggestions for things you can ask Siri throughout this guide—they look like this:

 **Ask Siri.** Say something like:

- “Open the Keynote presentation I was working on last night.”
- “What time is it in Paris?”
- “What kinds of things can I ask you?”

## Notification Center

Use Notification Center to view details about your day (calendar, stocks, weather, and more) and catch up on notifications you might have missed (email, reminders, app notifications, and more).

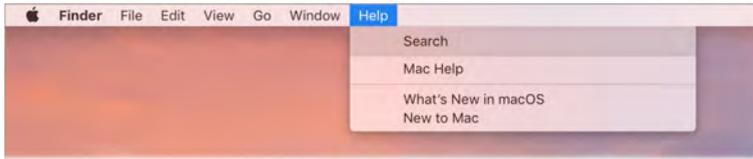


**Open Notification Center.** Click the Notification Center icon  at the top right of the screen. Tap Today to see what’s coming up, or Notifications to review what’s come in.

## Help

Help for your MacBook Pro and macOS apps is always available.

**Get help.** Click the Finder icon , then click the Help menu and choose Mac Help. Or type in the search field and choose a suggestion.



To learn more, see [Mac Help](#).

## Unlock your MacBook Pro with Apple Watch

Use your authenticated Apple Watch to automatically unlock your sleeping MacBook Pro when you're within about three meters of your computer. Just wake your Mac and start using it—no need to enter a password. Auto Unlock uses strong encryption to provide secure communication between your Apple Watch and MacBook Pro.

**Note:** Auto Unlock is a feature for Macs (mid-2013 and later) running macOS Sierra, and Apple Watch running watchOS 3.



**Set up two-factor authentication for your Apple ID.** Auto Unlock works when your Apple ID has two-factor authentication turned on. Go to Apple menu > System Preferences > iCloud > Account Details, click Security, then select Set Up Two-Factor Authentication. For more information, see the Apple Support article [support.apple.com/HT204915](https://support.apple.com/HT204915).

Make sure “Disable automatic login” is also selected. (You won't see this option if you're using FileVault, but you can still use the Auto Unlock feature.)

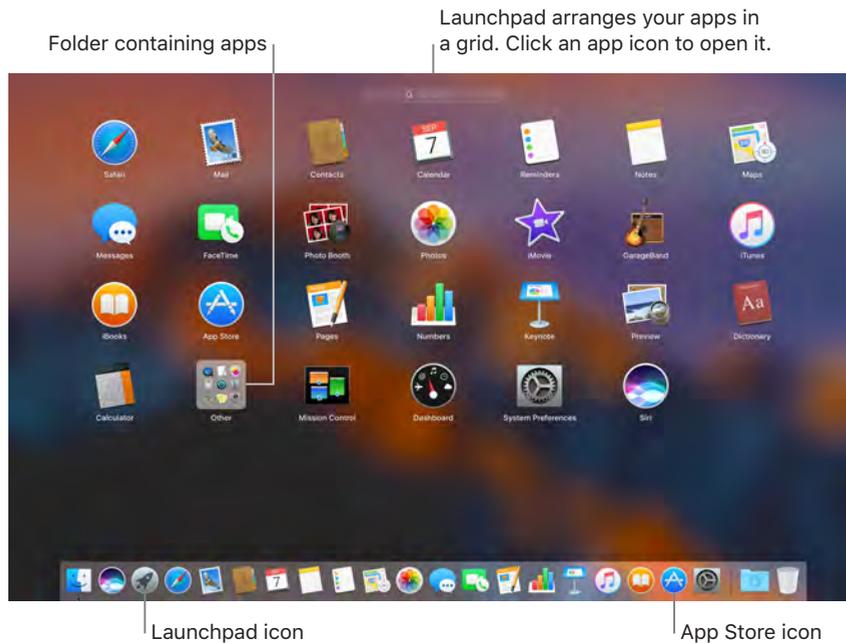
**Set up Auto Unlock.** Sign in to iCloud with the same Apple ID on all your devices, then click the System Preferences icon  in the Dock, or choose Apple menu > System Preferences. Click Security & Privacy, then select “Allow your Apple Watch to unlock your Mac.”

**Note:** Auto Unlock works only when your Apple Watch is authenticated with a passcode. You authenticate your Apple Watch each time you put it on, so no extra steps are required after you enter your passcode.

**Skip the sign-in.** Walk up to your sleeping MacBook Pro wearing your authenticated Apple Watch on your wrist, and lift the cover or press a key to wake your Mac. Apple Watch unlocks your Mac so you can get right to work.

## Quickly open apps

Your MacBook Pro comes with apps for all the things you love to do—browse the web, check email, share photos, enjoy movies, and more.



**Open an app.** Click an app icon in the Dock, or click the Launchpad icon  in the Dock and click the app you want. You can also search for an app using Spotlight, then open the app directly from your Spotlight search results.

 **Ask Siri.** “Open Calculator.”

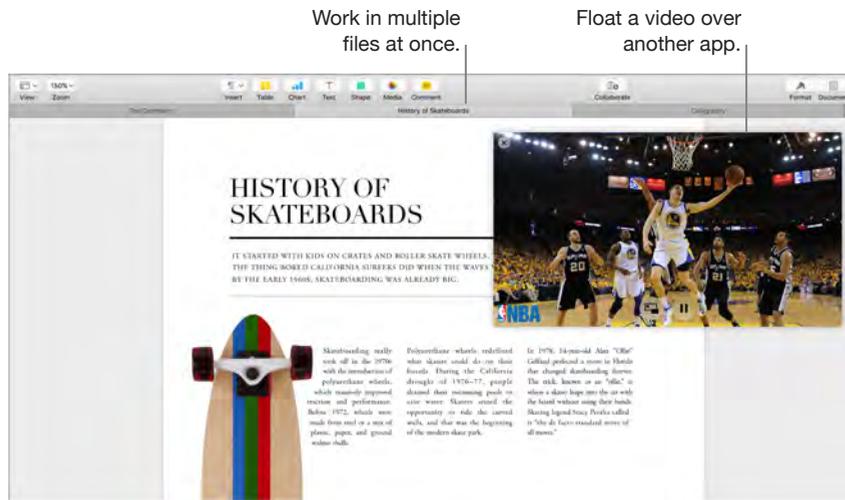
**Organize apps in Launchpad.** Launchpad organizes your apps in a grid. Drag an app to a new location to rearrange apps. Drag an app onto another app to create a folder. Drag more apps to the new folder to add them. To remove an app from a folder, drag it out.

**Get more apps.** Click the App Store icon  in the Dock and search for apps you want. Apps you download from the App Store appear automatically in Launchpad. To quickly get updates for apps and macOS, click Updates in the App Store.

## Multitask on your desktop

The Tabs feature is available in most apps that support multiple windows, such as Pages, Numbers, Maps, and more. And while you’re browsing multiple tabs, you can watch a video using Picture in Picture.

**Note:** Picture in Picture is not available in all regions.



**Browse content with tabs.** Open multiple tabs in an app to compare content—for example, Numbers spreadsheets or Pages documents. Or copy and paste content from one tab to another. Tabs also work with third-party apps.

To set tab preferences, choose Apple menu > System Preferences, then click Dock. Choose an option for "Prefer tabs when opening documents."

**Watch while you work.** Click the Picture in Picture button  in a Safari or iTunes video. You can drag it to any corner of your desktop. Your video stays put while you switch between apps and spaces.

## Access your content anywhere with iCloud

iCloud is the easiest way to make sure all your important content is everywhere you are. iCloud stores your documents, photos, music, apps, contacts, and calendars, so you can access them any time you're connected to Wi-Fi.

An iCloud account is free, and it comes with 5 GB of free storage space. Purchases you make from the iTunes Store, App Store, or iBooks Store don't count toward your available space.

iCloud also keeps everything up to date on your devices. So if you have an iPhone, iPad, or iPod touch, just sign in to iCloud using the same account and you'll have everything you need.



Here are some of the things you can do with iCloud.

**Automatically store your desktop and Documents folder in iCloud Drive.** Save files in your Documents folder or on your desktop, and they're automatically available on iCloud Drive and accessible wherever you are. Working with iCloud Drive, you have access to files on your iPhone or iPad in the iCloud Drive app, on the web at [iCloud.com](https://www.icloud.com), or on a Windows PC in the iCloud app. When you change your file in iCloud Drive, you'll see your edits wherever you view the file.

To get started, click the System Preferences icon  in the Dock, click iCloud, select iCloud Drive, click Options, then select "Desktop & Documents Folders."

**Share purchases with Family Sharing.** Up to six members of your family can share their purchases from the iTunes Store, App Store, and iBooks Store—even if they use different iCloud accounts. Pay for family purchases with one credit card, and approve kids' spending right from your MacBook Pro or iOS device. Plus, share photos, a family calendar, reminders, and locations. To set up Family Sharing if you didn't when you set up your Mac, click the System Preferences icon  in the Dock, click iCloud, then click Set Up Family.

**Share photos using iCloud Photo Library and iCloud Photo Sharing.** Store your photo library in iCloud and see your photos and videos on all your devices. Share photos and videos with only the people you choose, and let them add their own photos, videos, and comments. To get started, click the System Preferences icon  in the Dock, click iCloud, select Photos, then click Options.

**Enjoy your purchases anywhere.** When you're signed in to iCloud, purchases you've made from the iTunes Store, App Store, and iBooks Store are available at any time, no matter which computer or device you used to purchase them. So all your music, movies, books, and games are available wherever you go.

**Locate your MacBook Pro with Find My Mac.** If your MacBook Pro is stolen, you can easily locate it on a map, lock its screen, or erase its data remotely if you have Find My Mac turned on. To turn on Find My Mac, click the System Preferences icon  in the Dock, click iCloud, then select Find My Mac.

For more information about what you can do with iCloud, go to Mac Help (see [Mac Help](#)) and search for "iCloud," or go to [www.apple.com/icloud](https://www.apple.com/icloud).

## Use your MacBook Pro and iOS devices together

### Continuity

With Continuity, you can seamlessly move among your iOS devices and your MacBook Pro. Just sign in to your iCloud account on your MacBook Pro and your iOS devices, and whenever they're near each other, they work together in great ways. Continuity features described in this section include Handoff, Universal Clipboard, iPhone cellular calls, SMS messaging, and Instant Hotspot.

Other Continuity features include Auto Unlock (see [Unlock your MacBook Pro with Apple Watch](#)), Apple Pay (see [Apple Pay](#)), and AirDrop (see [AirDrop](#)). For a list of system requirements for devices that support Continuity, see the Apple Support article [support.apple.com/HT204689](https://support.apple.com/HT204689).



## Handoff

With Handoff, you can pick up on one device where you left off on another. Work on a presentation on your MacBook Pro, then continue on your iPad. Or start an email message on your iPhone, then finish it on your MacBook Pro. View a message on your Apple Watch, and respond to it on your MacBook Pro. You don't have to worry about transferring files. When your MacBook Pro and devices are near each other, an icon appears in the Dock whenever an activity is being handed off; to continue, just click the icon.

Click to continue what you were doing on your iPhone.



**Turn on Handoff on your MacBook Pro.** Click the System Preferences icon  in the Dock, click General, then select “Allow Handoff between this Mac and your iCloud devices.”

**Turn on Handoff on your iOS device.** Go to Settings > General > Handoff & Suggested Apps, then tap to turn on Handoff. If you don't see the option, your iOS device doesn't support Handoff.

**Turn on Handoff on your Apple Watch.** In the Apple Watch app on iPhone, go to Settings > General, then tap to turn on Enable Handoff.

**Note:** To use Handoff, you need an iPhone, iPad, or iPod touch with the Lightning connector and iOS 8 (or later) installed. Make sure your MacBook Pro and iOS device have Wi-Fi and Bluetooth turned on and are signed in to the same iCloud account.

Handoff works with Safari, Mail, Calendar, Contacts, Maps, Messages, Notes, Reminders, Keynote, Numbers, and Pages.

## Universal Clipboard

Copy content from one device, and paste it into another nearby device within a short period of time. The contents of your clipboard are sent over Wi-Fi and made available to all Mac and iOS devices logged in with the same Apple ID that have Handoff, Wi-Fi, and Bluetooth turned on. See [Handoff](#) for more information.

**Note:** To use Universal Clipboard, you need an iPhone, iPad, or iPod touch with the Lightning connector and iOS 10 (or later) installed.



**Use across apps.** You can copy and paste images, text, photos, and video between any apps that support copy and paste on your Mac, iPhone, iPad, and iPod touch.

## Phone calls

You can take calls—and make them—right from your MacBook Pro.

**Note:** A Wi-Fi connection is required in order to make or receive phone calls on your MacBook Pro.



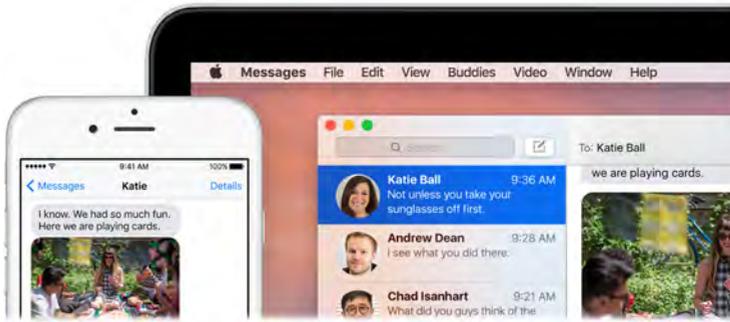
**Take a call.** When someone calls your iPhone, click the notification that appears on your MacBook Pro screen. Your MacBook Pro becomes a speakerphone.

**Make a call.** Click a phone number in a Spotlight search, or in an app such as FaceTime, Contacts, Safari, or Calendar. A nearby device (iPhone, iPad) with a cellular connection is required in order to make phone calls.

## Text messages

Send and receive SMS and MMS text messages right from your MacBook Pro. When friends and family text you, you can respond with whichever device is closest. All messages appear on your MacBook Pro, iPhone, iPad, iPod touch, and Apple Watch.

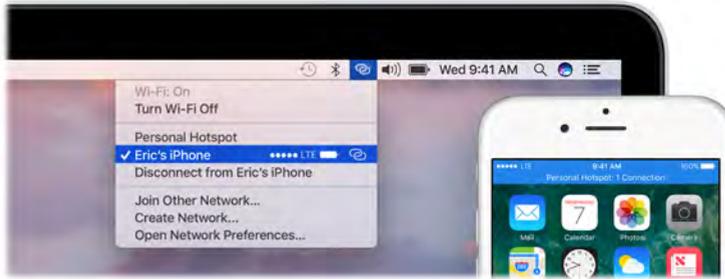
**Note:** To set up this feature, go to Messages > Preferences and click Accounts.



## Instant Hotspot

Lost your Wi-Fi connection? Use the Personal Hotspot on your iPhone or iPad to connect your MacBook Pro to the Internet.

**Note:** Personal Hotspot requires an iPhone or a cellular model iPad, with iOS 8 or later.



**Connect to your device's Personal Hotspot.** Click the Wi-Fi status icon  in the menu bar, then choose your iPhone or iPad in the list of devices that appears. (You don't need to do anything on your device—MacBook Pro connects automatically.)

**Check the status of your connection.** Look in the Wi-Fi status menu to see the strength of the cellular signal.

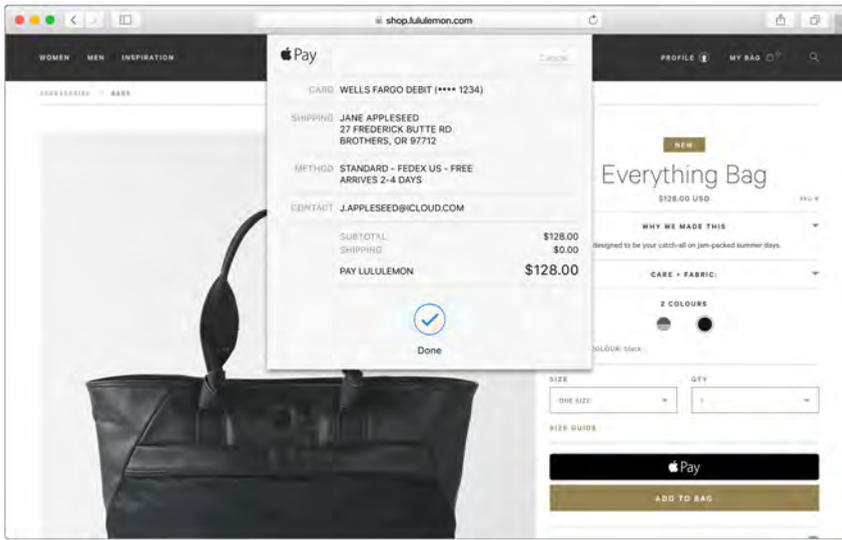
When you're not using the hotspot, your MacBook Pro disconnects to save battery life.

To learn more about using Instant Hotspot, messages, phone calls, Universal Clipboard, and Handoff with your MacBook Pro, open Mac Help (see [Mac Help](#)). See the Apple Support article [support.apple.com/HT204681](https://support.apple.com/HT204681) or go to [www.apple.com/osx/continuity](http://www.apple.com/osx/continuity).

## Apple Pay

The convenience and security of Apple Pay is now available on your Mac. With Apple Pay, your credit or debit card information is never stored or shared by Apple with the merchant. When you shop online using Safari, look for a "Buy with Apple Pay" button. Confirm payment using your iPhone or Apple Watch. If your MacBook Pro has the Power button with Touch ID, just touch the button to make the payment.

**Note:** For information about Apple Pay availability and current card issuers, see the Apple Support articles [support.apple.com/HT204916](https://support.apple.com/HT204916) and [www.apple.com/apple-pay/where-to-use-apple-pay](https://www.apple.com/apple-pay/where-to-use-apple-pay).



**Set up Apple Pay.** Apple Pay uses the credit or debit cards you've already set up on your iPhone or Apple Watch, so no extra setup is required. You must be signed in to an iPhone or Apple Watch that has Apple Pay set up with the same Apple ID you're using on your MacBook Pro. The default payment card, shipping, and contact information that is set on your iPhone or Apple Watch is used for purchases on your Mac.

If your MacBook Pro has the Power button with Touch ID, you are prompted to configure Apple Pay during setup. If you don't choose to set up Apple Pay when you first start up, you can set it up later in the Wallet pane of System Preferences. Manage your payment cards there—add and delete cards and make updates to contact information.

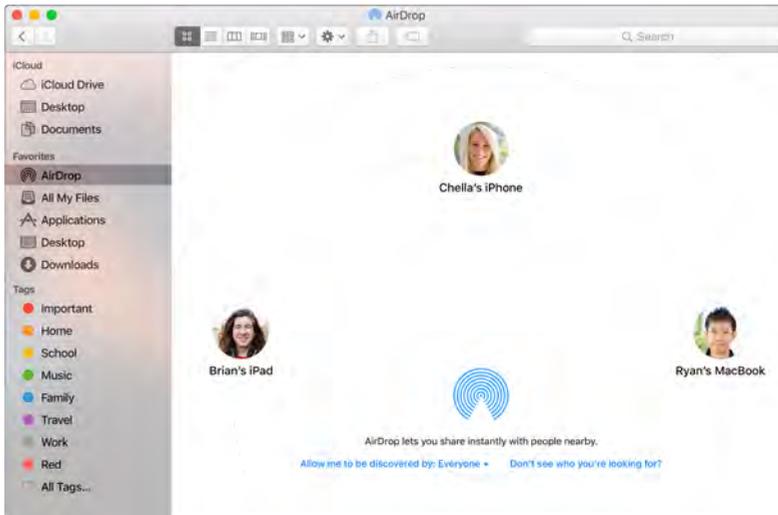
**Make a purchase.** Click the Apple Pay button on the website, then to confirm the payment, use Touch ID or the passcode on your iPhone, or double-click the side button on your unlocked Apple Watch. If you're using a MacBook Pro that has the Power button with Touch ID, you can confirm the merchant name and purchase amount on the Touch Bar. Then place your finger on the Touch ID button to authenticate and complete your purchase.

For more information about using Apple Pay, see the Apple Support article [support.apple.com/HT201239](https://support.apple.com/HT201239).

## AirDrop

AirDrop makes it easy to share files with nearby Mac computers and iOS devices. The devices don't need to share the same Apple ID.

**Note:** AirDrop for iOS requires devices that have the Lightning connector and iOS 7 or later. Not all older Macs support AirDrop (for a list of supported Macs, see the Apple Support article [support.apple.com/HT203106](https://support.apple.com/HT203106)).



**Send a file from the Finder.** Click the Finder icon  in the Dock, then click AirDrop in the sidebar on the left. When the person you want to send a file to appears in the window, drag the file to him or her.

**Send a file from an app.** While using an app like Pages or Preview, click the Share button  and choose AirDrop.

**Control who can send items to you using AirDrop.** Click the Finder icon  in the Dock, click AirDrop in the sidebar, then click “Allow me to be discovered by” and choose an option.

When you send a file to someone, the recipient can choose whether or not to accept the file. When someone sends you a file, you can find it in the Downloads folder on your MacBook Pro.

 **Tip:** If you don't see the recipient in the AirDrop window, make sure both devices have AirDrop and Bluetooth turned on and are within 30 feet (9 meters) of each other.

To learn more about AirDrop, go to Mac Help (see [Mac Help](#)).

## AirPrint

You can use AirPrint to print wirelessly to:

- An AirPrint-enabled printer on your Wi-Fi network
- A network printer or printer shared by another Mac on your Wi-Fi network
- A printer connected to the USB port of an AirPort base station

**Print to an AirPrint printer.** When you print from an app, click the Printer pop-up menu in the Print dialog, then choose a printer in the Nearby Printers list.

**Can't find the printer you're looking for?** Make sure it's connected to the same Wi-Fi network as your MacBook Pro. If it's connected and you still don't see it, try adding it: Click the System Preferences icon  in the Dock, click Printers & Scanners, then click Add +. (You may have to temporarily connect the printer to your MacBook Pro using a USB cable.)

For a list of AirPrint-enabled printers and other supported printers, see the Apple Support articles [support.apple.com/HT201311](https://support.apple.com/HT201311) and [support.apple.com/HT201465](https://support.apple.com/HT201465).

To learn more about AirPrint, go to Mac Help (see [Mac Help](#)).

## AirPlay

Show whatever's on your MacBook Pro on the big screen using AirPlay Mirroring. Connect your HDTV to Apple TV, and make sure the Apple TV is on the same Wi-Fi network as your MacBook Pro to mirror the MacBook Pro screen on your TV screen or use the HDTV as a second display. You can also play web videos directly on your HDTV without showing what's on your desktop—handy when you want to play a movie but keep your work private.



**Mirror your desktop using AirPlay Mirroring.** Click the AirPlay icon  in the menu bar, then choose your Apple TV. When an AirPlay display is active, the icon turns blue.

In some cases, you can use an AirPlay display even if your MacBook Pro isn't on the same Wi-Fi network as Apple TV (called *peer-to-peer AirPlay*). To use peer-to-peer AirPlay, you need an Apple TV (3rd generation rev A, model A1469 or later) with Apple TV software 7.0 or later.

**Play web videos without showing your desktop.** When you find a web video with an AirPlay icon , click the icon, then select your Apple TV.

 **Tip:** If the image doesn't fit your HDTV screen when you mirror the screen, adjust the desktop size for the best picture. Click the AirPlay icon , then choose an option under "Match Desktop Size To."

Apple TV is sold separately at [apple.com](https://apple.com) or your local Apple Store.

To learn more about AirPlay, go to Mac Help (see [Mac Help](#)). To learn more about using a second display with your MacBook Pro, see [Use an external display](#).

## Migrate your data

It's easy to move your files and settings from another Mac or PC to your MacBook Pro. You can transfer information from an old computer to your MacBook Pro wirelessly, from a Time Machine or other USB storage device, or with an Ethernet cable and adapters.

 **Tip:** For best results, make sure your MacBook Pro is running the latest version of macOS. To check for software updates, click the App Store icon  in the Dock, then click Updates in the App Store toolbar.

**Transfer wirelessly.** To transfer the data when you first set up your MacBook Pro, use Setup Assistant. To transfer data later, you can use Migration Assistant. Open a Finder window, go to Applications > Utilities, then double-click Migration Assistant to do a wireless migration. Follow the onscreen instructions.



**Tip:** You'll get best results if you transfer the information wirelessly from your old computer to your MacBook Pro. Make sure both computers are connected to the same network. Keep both computers near each other throughout the migration process.

If you used Time Machine to back up your files from another Mac to a storage device (such as an AirPort Time Capsule or an external disk), you can copy the files from the device to your MacBook Pro. For more information about Time Machine backups, see [Back up and restore](#).

**Copy files from a USB storage device.** Connect the AirPort Time Capsule or other storage device to your MacBook Pro using an adapter, such as the USB-C to USB Adapter (see [Accessories](#)). Then manually drag files to your MacBook Pro.

**Transfer using Ethernet.** To migrate over Ethernet, use a USB-C to Ethernet adapter (available separately) to connect the Ethernet cable to your MacBook Pro. Connect the other end of the Ethernet cable to your other computer (you might need another adapter, if your computer doesn't have an Ethernet port). Before migrating your data using Ethernet, make sure your MacBook battery is fully charged.

For complete details about all the migration methods, see the Apple Support article [support.apple.com/HT204754](https://support.apple.com/HT204754). {REVIEWERS: Will the title of this article be updated to include MacBook Pro?}

## Save space on your MacBook Pro

macOS Sierra frees up space on your MacBook Pro and helps you save space as you work. You can set options to free up even more space on your MacBook Pro.