Learn more.
See iMovie User Guide and iMovie Support
.

Keynote

Create professional, cutting-edge presentations with Keynote. Start with one of the more than 30 predesigned themes and make it your own by adding text, new objects, and changing the color scheme. With Activity Stream, it's easier than ever to collaborate on a Keynote presentation and keep track of every change along the way.

Organize visually.
Use the slide navigator on the left to quickly add, rearrange, or delete slides. Click a slide to see it in the main window, drag a slide to change its order, or select a slide and press Delete to remove it.


Collaborate in Messages.
You can send an invitation to collaborate in Messages, and everyone on the thread is automatically added to the Keynote presentation. Click the Share button in the menu bar, make sure Collaborate is selected, then click Messages. Choose the name of the group you want to add as participants.

Work together in real time.
With Activity Stream, a detailed list in the sidebar allows you to see edits and comments made by collaborators on a Keynote presentation. It's easy to follow each change, as well as who has been added to the Keynote presentation or any other file management changes.

Practice makes perfect.
To rehearse your presentation, choose Play > Rehearse Slideshow. You see each slide along with your notes—and a clock to keep you on track.
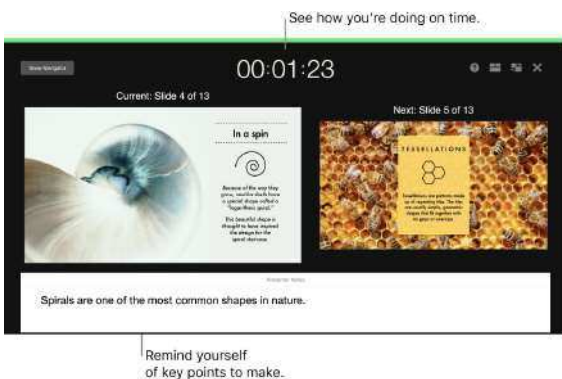
Present in any situation.
Present in person using an external display and use your Mac to view upcoming slides, presenter notes, a clock, and a timer. During a videoconference, host a slideshow with other presenters, and control it as you would when presenting alone. Create an interactive presentation that the viewer controls; control your presentation remotely using your iPhone, iPad, or even your Apple Watch; and more.

Share your presentation.
If your manager wants to review your presentation or you want to share it with others on a conference call, choose Share > Send a Copy to send a copy by Mail, Messages, AirDrop, or even social media.

Draw them in.
Get their attention by animating an object on a slide. Select the object, click Animate in the toolbar, click Action in the sidebar, then click Add an Effect.

💡 Tip:
You can include a video in your presentation. Click where you want it to be, then click the Media button 🖼
in the toolbar. Click Movies, then find the movie you want and drag it to your slide.

Use the Touch Bar on your 13-inch MacBook Pro.
Tap the arrow buttons to move up or down through your slides. Tap to zoom or skip a slide, or tap to group or ungroup slides. In presentation mode, you see thumbnails of your slides in the Touch Bar.

Learn more.
See the Keynote User Guide
.

✉ Mail

Mail lets you manage all your email accounts from a single app. It works with most popular email services, such as iCloud, Gmail, Yahoo Mail, and AOL Mail.

One-stop email.
Tired of signing in to multiple websites to check your email accounts? Set up Mail with all your accounts so you can see all your messages in one place. Choose Mail > Add Account.

🎙 Ask Siri.
Say something like: "Email Laura about the trip."

Find the right message.
Type in the search field to see suggestions for messages that best match your query. macOS Ventura includes a new smart search that provides more accurate results, is aware when you make typos, and searches for synonyms for your search terms. Smart search also allows you to see a richer view of shared content and more as you search for email messages.

Click to search for an item in Mail.

Click to Undo Send.
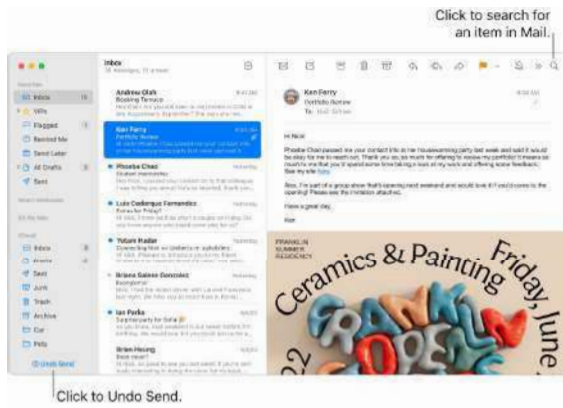
Manage your messages.

See only the messages you want to see in your inbox. You can block messages from specific senders by moving their messages directly to the Trash, mute overly active email threads, and unsubscribe from mailing lists directly in Mail.

Scheduled send.

With macOS Ventura, you can schedule an email to be sent at the perfect moment. When composing a message, click the drop down menu next to the Send button. Select one of the suggested times in the list or Send Later to customize a date and time.

Undo send.

Easily unsend an email message that you just sent before it reaches the recipient's inbox. Click Undo Send at the bottom of the sidebar in Mail within 10 seconds after sending. You can also customize how long you have to unsend an email. Go to Mail Settings > Composing, then choose an option in the pop-up menu next to Undo Send Delay.

Stay efficient and organized.

Mail notifies you if you forget to include an important part of your message, like a recipient. Mail can intelligently move sent email messages that did not receive a response to the top of your inbox. Then you can quickly send a follow-up.

Get reminded.

Select a date and time to be reminded about an email that you opened and didn't get back to. Control-click any email in your inbox, then click Remind Me. Choose when you would like to be reminded and the message will resurface at the top of your inbox.
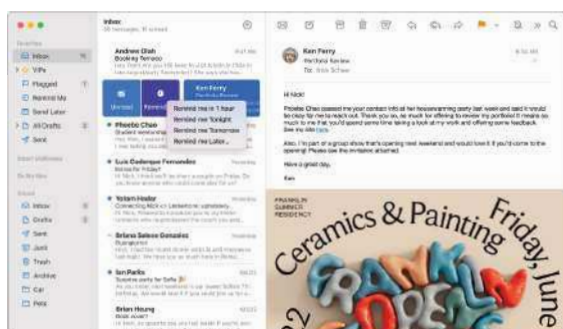
Add events and contacts right from Mail.

When you receive a message that includes a new email address or event, just click Add in the message to add it to Contacts or Calendar. Force click an address to see a preview of the location, which you can open in Maps.

Protect your privacy.

Privacy Protection prevents email senders from learning information about your Mail activity. If you turn it on, it hides your IP address so senders can't link

it to your other online activity or determine your location. It also prevents senders from seeing if you've opened their email. Turn it on in Mail Settings > Privacy, then check Protect Mail Activity.

Hide your email address.

With an iCloud+ subscription, you can create a unique, random email address any time you need one (for example, when completing a form on a website), with no limit to the number of addresses you can use. When you create a Hide My Email address for a site, you can send and receive messages without having to share your real email address and have that correspondence forwarded to the email address associated with your Apple ID
. You can create, manage, or disable a Hide My Email address at any time in iCloud settings on your Mac or in Account Settings on iCloud.com
. See Create unique, random email addresses with Hide My Email and iCloud+
in the iCloud User Guide.

Translate in a snap.

Select the text you want to translate, Control-click the selected text, choose Translate, then choose a language. To translate text you've typed, click "Replace with Translation."

You can also download languages so you can work offline—on your Mac, choose Apple Menu
> System Settings, then click General in the sidebar. Go to Language & Region on the right, click the Translation Languages button at the bottom. Not all languages are available. See Translate on Mac
in the macOS User Guide.

Personalize any message.

Add emoji or photos with just a click. Select photos from your photo library or take them on iPhone or iPad. You can also add a sketch you've drawn on your iPhone or iPad. To learn more about inserting photos and sketches from other devices, see Continuity Camera on your Mac
and Continuity Sketch and Continuity Markup on your Mac
.

Add emoji.   Add photos.
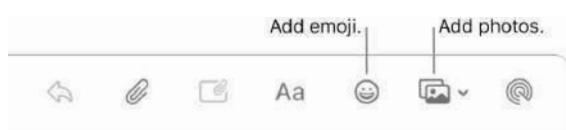
View in full screen.

When you're using Mail in full screen, windows for new messages automatically open in Split View on the right, so it's easy to reference another message in your inbox as you write. See the Apple Support article Use two Mac apps side by side in Split View
.

Filter your inbox with Focus.

Filter your inbox by accounts to get the messages that matter during a particular Focus. For example, silence work emails when you're offline. Choose Apple Menu > System Settings, then click Focus in the sidebar. Select a Focus on the right, click ⟩,
and choose Add Filter under Focus Filters. To learn more about adding or customizing a Focus, see Set up a Focus on Mac
.

Never miss an email.

Check the Mail icon in the Dock to see the number of unread messages. When you get a new email, a notification also appears at the top-right of the screen so you can quickly preview incoming messages. (Don't want notifications? To turn them off, open System Settings
, then click Notifications in the sidebar. Go to Application Notifications on the right, then click Mail to configure your notification settings.)

You have unread messages.

Use the Touch Bar on your 13-inch MacBook Pro.
Use the Touch Bar for many common tasks, like composing, replying, archiving, marking as junk, and flagging messages.

Customize the Touch Bar to add your favorite controls (choose View > Customize Touch Bar). See Customize the Touch Bar on the 13-inch MacBook Pro
.

Learn more.
See the Mail User Guide
.

Maps

Get directions and view locations using a map or a satellite image. Get recommendations for the best places to visit in a city, with guides curated by Apple. Force click a location to drop a pin there.

Explore in detail.
Maps shows more details to help you discover what's out there, including landmarks, elevation, natural features, and more. On your Mac with Apple silicon, new city experiences offer details like landmarks, buildings, and even trees.

Plan your route.
Use the new driving map to plan your route, check for traffic, and see road details, like turn and bus lanes. Plan routes with multiple stops and automatically view them on your iPhone or quickly share directions with a friend via Messages.

Find and save your favorites.
Find what you're looking for and filter the results. Click on a place to learn important information, like opening hours for a business or whether a restaurant offers takeout. You can save the places you go most often to your favorites.
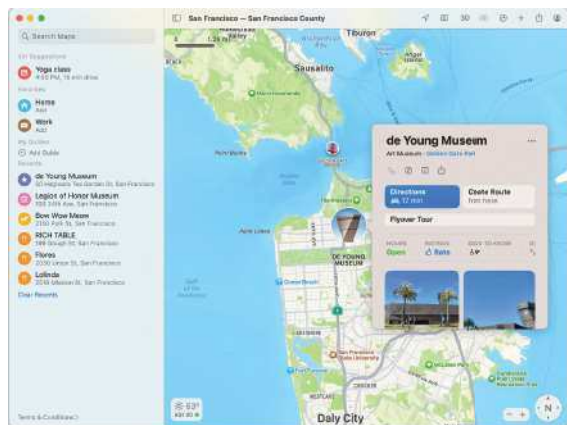
Ask Siri.
Say something like: "Find coffee near me."

Discover new places with guides.
To help you discover great places around the world to eat, shop, and explore, Maps offers curated guides from trusted brands and partners. You can save these guides and get updates whenever new places are added.

Create your own guides.
You can create your own guides for your favorite places and share them with friends and family. To create a guide, move the pointer over My Guides in the

sidebar, click ⊕
on the right, then Control-click the new guide to see a menu of options.

Explore in 3D.
Click Look Around 👓
to explore select cities in 3D as you move smoothly through the streets in an interactive experience. On your Mac with Apple silicon, you can use the interactive 3D Globe to experience the Earth's natural beauty.

See indoor maps for major destinations.
Find your way around select airports and shopping malls. Just zoom in to see what restaurants are near your gate, find a restroom, plan a spot to meet up with friends at the mall, and more.
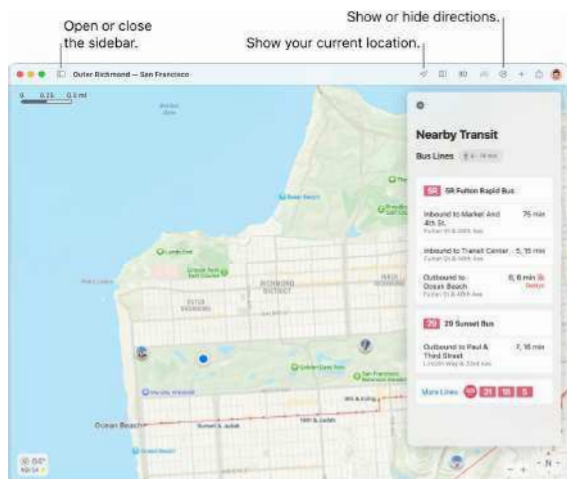
Get there on public transit.
Maps provides Nearby Transit information for select cities, including upcoming departures near you. Click a destination in the sidebar, then click 🚌 to get suggested travel routes, transit fares, and estimated travel time. Pin your favorite transit lines so they always show up at the top if they're nearby.

EV trip planning made easy.
Add your electric vehicle to your iPhone, and Maps shows you where the charging stations are along your route, and accounts for charging times when calculating your ETA.

Plan your cycling route.
Maps gives you the info you need to plan your cycling trip, such as elevation, traffic conditions, and whether there are steep inclines. After you plan your trip, you can send it to your iPhone.

Get live ETA updates.
When friends and family share their ETA with you, Maps can show you where they are along their route.

Note:
Some Maps features are not available in all countries or regions.

WARNING:
For important information about navigation and avoiding distractions that could lead to dangerous situations, see Important safety information for your Mac
.

💡 **Tip:**
To see what traffic is like, click the View menu in the menu bar, then choose Show Traffic.

Learn more.
See the Maps User Guide
.

💬 Messages

With Messages, it's easy to stay in touch, no matter what device you're using. Manage group texts, pin favorites to the top, easily view content shared with you by others, and much more. You can send text messages to anyone with a Mac, iPhone, iPad, iPod touch, or Apple Watch using iMessage, and send texts to others using SMS/MMS. See the Apple Support article What is the difference between iMessage and SMS/MMS?
.
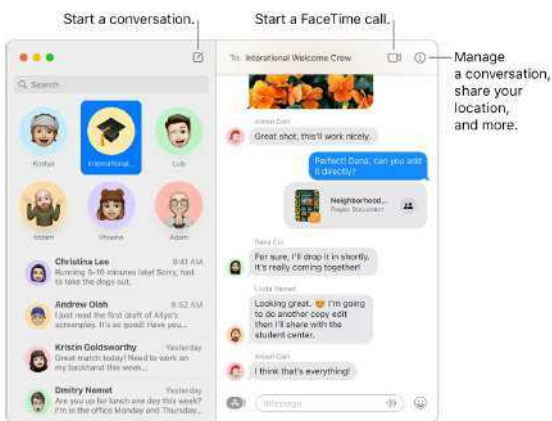
Unlimited messages with iMessage.
When you sign in with your Apple ID
you can exchange unlimited messages—including text, photos, Live Photos, video, and more—with anyone with a Mac, iPhone, iPad, iPod touch, or Apple Watch. The Messages app uses iMessage to send encrypted messages to these devices that appear in blue bubbles in your conversations. For setup information, see the Apple Support article Use Messages on your Mac
.

Send SMS/MMS.
If you're not using iMessage, you can send and receive SMS and MMS messages on your Mac if your iPhone (with iOS 8.1 or later) is signed in to Messages with the same Apple ID as your Mac. On your iPhone, go to Settings > Messages, tap Text Message Forwarding, then tap the name of your Mac to turn on Text Message Forwarding. On your Mac, you'll see an activation code if you're not using two-factor authentication for your Apple ID. Enter the code on your iPhone, then tap Allow. SMS and MMS messages aren't encrypted and appear in green bubbles in your conversations.

🎙️ **Ask Siri.**
Say something like: "Message Mom that I'll be late."

Unsend and edit messages.
When communicating in Messages, you can unsend a recently sent message for up to 2 minutes after sending it or edit a recently sent message up to five times within 15 minutes after sending it. Control-click any sent message and click either Undo Send or Edit.

Mark a conversation as unread.
You can mark a message as unread so you can return to it later when you have time to respond. Control-click the read message in the messages list, then click Mark as Unread.

Keep favorite conversations at the top.
Pin your favorite conversations to the top of the messages list by dragging them to the top. New messages, Tapbacks, and typing indicators appear above a pinned conversation. When there are unread messages in a group conversation, the most recent participants appear around the pinned conversation.

Manage group conversations.
Make it easier to identify a group by setting a photo, Memoji, or emoji as the group image. In a group conversation, you can direct a message to an individual by typing the person's name or using the @ sign, and you can respond to a question or statement earlier in the conversation by adding your comment as an inline reply. When a conversation becomes too active, you can hide alerts for the conversation. To set a group image and see options for managing a conversation, select the conversation in the list, then click the Details button ⓘ
in the top-right corner of the Messages window. To receive a notification when you're mentioned, open Settings, click General, then select the "Notify me when my name is mentioned" checkbox.

Make messages fun.
Liven up discussions by responding to messages with Memoji stickers, Tapbacks, trending GIFs, or special effects like fluttering confetti, balloons, and more. Messages automatically generates sticker packs based on your Memoji characters. To add a Memoji sticker to a conversation, click the Apps button
Ⓐ ,
click Memoji Stickers, then click the one that best expresses your mood. To add a Tapback, click and hold a message, then choose a Tapback. To add a GIF or special effect, click the Apps button Ⓐ ,
choose #images or Message Effects, then click the one you want to use. And look out for Digital Touch, invisible ink, and handwritten messages that your friends send you from their iPhone, iPad, or Apple Watch.

Create your own Memoji.
Design your own personalized Memoji—choose skin color and freckles, hairstyle and color, facial features, and more. To use a personalized Memoji as your Messages photo, go to Messages > Settings. Click "Set up Name and Photo Sharing," click Continue, then click Customize. Click the New Memoji button
⊕ ,
then click each feature to design your look. When you finish, click Done to add the Memoji to your sticker collection. To add more Memoji to your collection, open a conversation, click the Apps button Ⓐ ,
click Memoji Stickers, click the New Memoji button ⊕ ,
then have fun designing.

Send a file, photo, or video.
Easily share files by dragging them to Messages. Or quickly find and send photos and videos from your Photos library. In a conversation, click the Apps button Ⓐ ,
click Photos, then click a photo to add it. Type a keyword—for example, a person's name, date, or location—in the search field to help you find a specific photo.

Easy photo management.
When someone sends you multiple photos, two or three photos appear as a collage you can view at a glance, and four or more photos are gathered in a stack. If you have a trackpad or Magic Mouse, swipe left or right on the stack with two fingers to see each photo without opening it. Control-click a photo to open it, reply to it, or add a Tapback. To quickly save a photo to Photos, click the Save Photo button ☐ next to it. To open all the photos in the stack, double-click the stack.

Shared with You.
Content sent to you over Messages by people in your Contacts automatically appears in a new Shared with You section in the corresponding app, so you can enjoy it when it's convenient for you. Shared with You content appears in Photos, Safari, Apple News, Apple Podcasts, and the Apple TV app. Alongside shared content in the corresponding apps, you can see who sent it, and with a click, open the associated conversation in Messages so you can continue the conversation while you're enjoying what was shared with you.

💡 **Tip:**
To see all the photos in a conversation, click the Details button ⓘ .

Collaborate on projects.
You can send an invitation to collaborate on files, Keynote presentations, Numbers spreadsheets, Pages documents, Notes, and more. In the app you would like to use to collaborate, click the Share button, make sure that Collaborate is selected, then click Messages. Choose the name of the group you want to add as participants, and everyone on the thread is automatically added to the document, spreadsheet, or other shared file. When someone makes an edit, you see activity updates at the top of the Messages thread.

Share your screen.
You and a friend can share screens and even open folders, create documents, and copy files by dragging them to the desktop on the shared screen. Click the Details button ⓘ ,
then click the Screen Share button ☐ .

Watch and listen together.
Join a SharePlay session via Messages to watch and listen together on Mac. You can also share your screen during a FaceTime call. See Share experiences with SharePlay
.

Note:
Some apps that support SharePlay require a subscription to participate. Not all features and content are available in all countries or regions.

Filter your messages with Focus.
See only the messages you want to during a particular Focus. For example, for a Gaming Focus, just see conversations with friends you usually play with in multiplayer games. Choose Apple Menu > System Settings, then click Focus in the sidebar. Select a Focus on the right, click ❯ , and choose Add Filter under Focus Filters. To learn more about adding or customizing a Focus, see Set up a Focus on Mac
.

Use the Touch Bar on your 13-inch MacBook Pro.

Tap ✎

to create a new message. Tap the typing suggestions to add words, and tap 😊

to see emoji that you can add to your message. Click a message in the thread to see Tapbacks on the Touch Bar, and tap to add them.
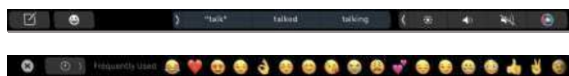
Learn more.

See the Messages User Guide

.

🎵 Music

The Apple Music app makes it easy to organize and enjoy your iTunes Store purchases, songs, and albums in your personal library, and in the Apple Music catalog (which lets you listen to millions of songs on demand). Click to view what's next, previously played tracks, and lyrics for what's playing. Shop for the music you want in the iTunes Store.

It's in your library.

You can easily view and play your iTunes Store purchases, items you added from the Apple Music catalog, and music in your personal library. Filter your content by Recently Added, Artists, Albums, or Songs.

Browse the best of Apple Music.

Click Browse in the sidebar to see new music and exclusive releases from Apple Music, a music streaming service available for a monthly fee. Stream and download more than 50 million songs ad-free, and choose from a large selection of playlists to find the perfect mix for any moment. You can now follow your favorite artists to receive new music notifications and recommendations of other artists you might enjoy.
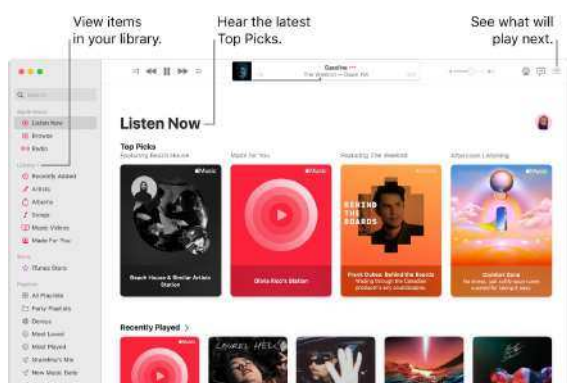
Sing along.

Click 💬

in the toolbar to display a panel with lyrics for the current song (if available).

Tune in.

Click Radio in the sidebar to tune in to Apple Music 1 live or listen to any episode from the Apple Music family of shows. Explore the variety of stations created for almost every genre of music.

🎙 Ask Siri.

Say something like: "Add this song to my library."

Sync with ease.
Sync your music content directly in the Apple Music app. When you connect a device, you see it in the sidebar of the Finder. Just drag the content you want onto your device. You can also back up and restore your device in the Finder.

Listen together.
Use SharePlay to listen to music in real time with up to 32 friends. Start by bringing the group together in a FaceTime call, then click 🔳.
To start listening, move the pointer over any song or album in the Music app, then click the Play button. Everyone hears the same music at the same time, has access to shared playback controls, and can add or rearrange songs in the shared music queue. And with smart volume, audio is adjusted automatically so you can hear each other even during a loud passage. See FaceTime and Share experiences with SharePlay
.

Note:
To use SharePlay, you must have macOS version 12.3 or later on your Mac, and iPadOS 15.4 or later on your iPad. Some apps that support SharePlay require a subscription to participate. Not all features and content are available in all countries or regions.

Buy it on the iTunes Store.
If you want to own your music, click iTunes Store in the sidebar. (If you don't see the store in the sidebar, choose Music > Settings, click General, then click Show iTunes Store.)

💡 **Tip:**
When screen real estate is at a premium, switch to MiniPlayer to open a small floating window that you can drag where you want, so you can listen and control your music while doing other things on your Mac. To open MiniPlayer, choose Window > MiniPlayer.

Use the Touch Bar on your 13-inch MacBook Pro.
When you're playing a song, you see the rewind, play/pause, and fast-forward buttons in the Touch Bar.

Learn more.
See the Apple Music User Guide
.

News
Apple News is your one-stop destination for trusted news and information, curated by editors and personalized for you. You can save articles for future reading—even offline or on other devices. Apple News+ lets you read hundreds of magazines, popular newspapers, and premium digital publishers for a single monthly price.

The news feed features prominent bylines and publication dates, making it easy to browse and verify stories. Save stories right from the news feed to read later or share. News+ subscribers get a more robust search feature and the News+ Library, which organizes your content by magazines, downloaded, newspapers, and catalog—so it's easier to get to your favorites.
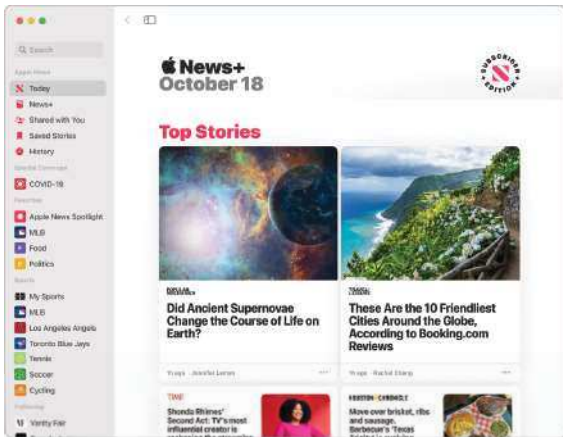
Note:
Apple News and Apple News+ are not available in all countries or regions.

Customize your feed.
Follow your favorite channels and topics to see them in the Today feed and sidebar. Enter a news outlet or topic in the search field, then click +
to follow it. To make it more prominent in the sidebar, Control-click the channel and click Add to Favorites.

Follow your favorite teams with My Sports.
My Sports lets you follow your favorite teams and leagues; receive stories from sports publications, local newspapers and more; access scores, schedules, and standings for the top professional and college leagues; and watch highlights. Open the Today feed, scroll down to My Sports, and click Get Started to start following your favorite sports.

💡 Tip:
If you're reading an article and want to save it for later, choose File > Save Story. To view the article later, click Saved Stories near the top of the sidebar. You can access articles from any of your devices when you sign in with the same Apple ID

Shared with You.
When friends in your contacts share stories with you in Messages, they automatically appear in the new Shared with You section in the Today feed and in the sidebar of Apple News. Stories found in News and Safari appear in Shared with You in both apps—so you can enjoy them in either place.

Use Quick Note to save and organize articles.
If you're doing research for a project or upcoming vacation, you can add a Quick Note to a news story and tag it to save it for later. In News, press Fn-Q or use a specified Hot Corner to open Quick Note and save the article link. You can find the Quick Note later in the sidebar of the Notes app.

Learn more.
See the Apple News User Guide
.

🗒️ Notes

Notes is the best place to capture quick thoughts or save longer notes with checklists, images, web links, and more. Collaboration features—like shared notes and folders, mentions, and activity view—make it easy to work with others and stay updated about what's happening in your note. You can also keep organized with Tags, or use Smart Folders to automatically arrange your notes based on criteria like whether your note has checklists or attachments, when the note was created or edited, and more. And with iCloud, it's easy to keep all your devices in sync, so you always have your notes with you on any device where you're signed in with your Apple ID
.

🎙️ Ask Siri.
Say something like: "Create a new note."
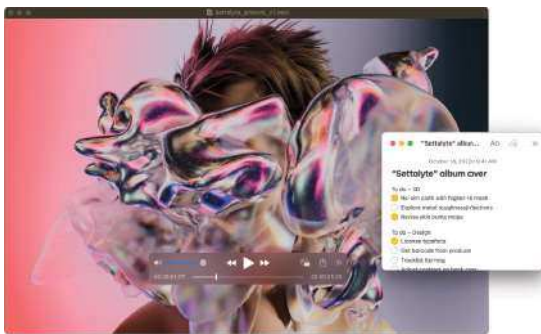
Add content, lock notes, and share them.
Use the Notes toolbar to quickly add checklists, photos, videos, sketches, tables, links, and more to your note. Click 🔒
to lock your note with your MacBook Pro login password or create a separate password. Share a note with Mail, Messages, Reminders, or AirDrop by clicking 📤 ,
choose Send Copy, then choose how you want to share.
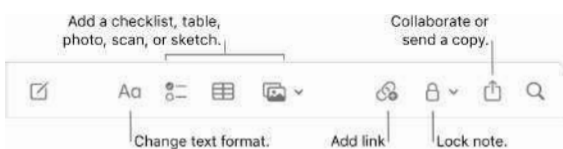
Collaborate on a note.
You can send an invitation to collaborate on a note in Messages or Mail, or copy and share the link. Click 📤
in the toolbar, choose Collaborate in the menu, then select Messages, Mail, or Copy Link. If you share the link in Messages, everyone on the thread is automatically added to the list. Once you've invited others to join, you can track activity and manage collaboration by clicking 👥 .

Add tags.
Use tags anywhere in the body of your note to categorize and organize them. Type the # symbol followed by your tag text. You can view your tags in the sidebar to quickly jump to notes with a specific tag or tags (for example, #vacation or #cooking). Custom Smart Folders automatically collect notes in one place based on the same tags.

Use mentions.
Add mentions (type @ followed by a name, for example, @Leslie) to connect directly with your collaborators on a project or in a social setting. They'll get an alert that they've been mentioned in a note, and they can jump right in and participate.

Add tags and mentions.

View the summary of your collaborators' updates.

Browse your tags.
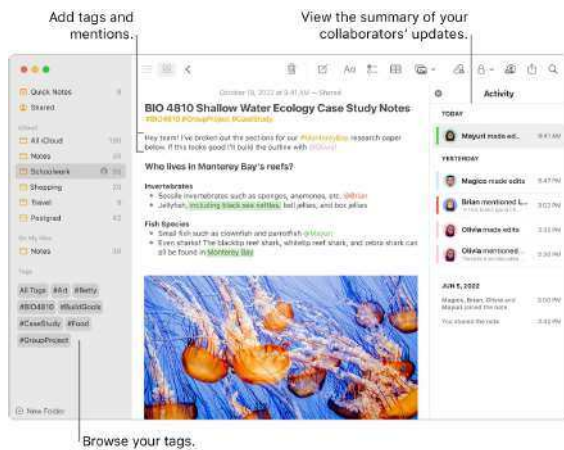
View a note's activity summary.

See the latest updates about who's been working on a shared note in the Activity view on the right side of the Notes window. Swipe right on note text to view editor callouts showing highlighted changes and the date and time the note was edited.

Organize with Smart Folders.

Smart Folders make it easy to quickly arrange your notes by the filters that you set up. You can filter by tags, mentions, the date a note was created or edited, if the note was locked or pinned, Quick Notes, and more. You can add multiple filters to a Smart Folder and choose whether all or any are applicable. To get started, click New Folder in the lower-left corner, name your folder, then select "Make into Smart Folder," then add the criteria you want.

Add a Quick Note from anywhere.

With Quick Note, you can create a note from any app or website on your Mac and view it in the Quick Notes category in the Notes sidebar.

To create a Quick Note, use the keyboard shortcut 🌐

-Q or move your pointer to the lower-right corner of the screen, where Quick Note is accessible by default as a Hot Corner. In Safari, you can create a Quick Note by highlighting text on a webpage, then click Share 🔼

> Add Quick Note to add the highlighted text to your note.

Note:
To create Quick Notes using a different Hot Corner, go to System Settings ⚙️

> Desktop & Dock, then click Hot Corners and choose a corner to assign to Quick Note.

Adjust the size or position of your Quick Note (drag a corner to resize the Quick Note or drag the title bar to reposition it), so it doesn't block what you're viewing.

Customize your toolbar.

Control-click anywhere in the toolbar to open the Customize Toolbar window. Drag your favorite items into the toolbar to make it work for you.

Use the Touch Bar on your 13-inch MacBook Pro.

Tap 📝
to create a new note. Tap ✓
to add a checklist item to your note.

Tap typing suggestions to add text.

Tap ⟩
to display text formatting buttons to align text left or right and apply bold, italic, or underscore styles.

Tap Aa
to use note paragraph styles, like numbered lists, bulleted lists, or headings.

Learn more.
See the Notes User Guide
.

📊 Numbers

Use Numbers to create attractive and powerful spreadsheets on your Mac. More than 30 Apple-designed templates give you a head start when you create budgets, invoices, team rosters, and more. Numbers can also open and export Microsoft Excel spreadsheets. With Activity Stream, it's easier than ever to collaborate on a Numbers spreadsheet and keep track of every change along the way.

Start with a template—then add what you want.
Select the sample text in the template, then type new text. To add images, drag a graphic file from your Mac to the placeholder image.
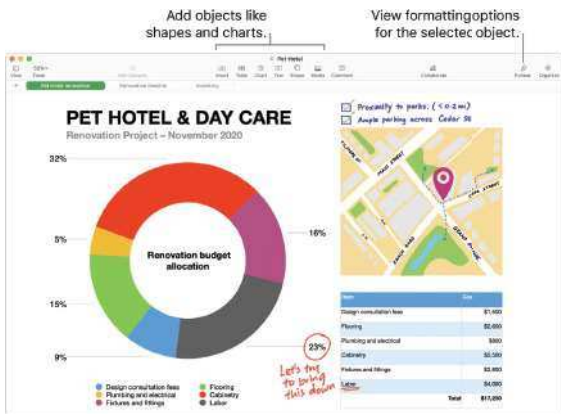
Collaborate with Messages.
You can send an invitation to collaborate in Messages, and everyone on the thread is automatically added to the Numbers spreadsheet. Click the Share button in the menu bar, make sure Collaborate is selected, and then click Messages. Choose the name of the group you want to add as participants.

Work together in real time.
With Activity Stream, a detailed list in the sidebar allows you to see edits and comments made by collaborators on a Numbers spreadsheet. It's easy to follow each change, as well as who has been added to the spreadsheet or what file management updates have occurred.

Get organized with sheets.
Use multiple sheets or tabs to show different views of your information. For example, use one sheet for your budget, another for a table, and a third for notes. Click +
to add a new sheet. Drag a tab left or right to reorder sheets.

Click + to add a new sheet.

Drag a tab left or right to reorder sheets.

Formulas are a snap.

Get built-in help for more than 250 powerful functions—just type the equal sign (=) in a cell, and you see a list of all the functions and their descriptions in the sidebar. Start typing a formula to get instant suggestions.

Tip:
To get instant calculations for a series of values, select the range of cells containing the values. At the bottom of the window you'll see the sum, average, minimum, maximum, and count of the selected values. Click the Menu button ⊘⌄
at the bottom right to see even more options.

Create pivot tables.

Create a pivot table using a table or range of cells in a spreadsheet as your source data, then use it to analyze any set of data, quickly group and summarize values, and identify interesting patterns and trends. You can edit the cell range of your source data, add and arrange pivot table data, create a snapshot of a pivot table that you can copy to other apps, and more.

Use the Touch Bar with your 13-inch MacBook Pro.

Tap Format, Autofill, or Formula to display the options shown below. Tap text style and format buttons to display more options for choosing color, justification, wrapping, and top/bottom alignment for text.

Tap Format to display these text formatting buttons.

Tap Autofill to display these autofill options.

Tap Formula to display the quick formula buttons.

Learn more.
See the Numbers User Guide
.

Pages

Use the Pages app to create stunning, media-rich documents and books on your Mac. Open and edit Microsoft Word files, and track changes made by yourself and others. With Activity Stream, it's easier than ever to collaborate on a Pages document and keep track of every change along the way.

Look good!
Pages includes professional, ready-to-use templates for books, newsletters, reports, résumés, and more, making it easy to start your project.

Add charts, movies, and more.

Open or close the Format sidebar.

Collaborate with Messages.

You can send an invitation to collaborate in Messages, and everyone on the thread is automatically added to the Pages document. Click the Share button in the menu bar, make sure Collaborate is selected, and then click Messages. Choose the name of the group you want to add as participants.

Work together in real time.

With Activity Stream, a detailed list in the sidebar allows you to see edits and comments made by collaborators on a Pages document. It's easy to follow each change, as well as who has been added to the Pages document or what file management updates have occurred.

All your formatting tools, in one place.

Click the Format button ✦

in the toolbar to open the Format inspector. Select something in your document, and the formatting options for it appear.

Flow text around graphics.

When you add an image to a text document, the text flows automatically around the image. You can fine-tune how the text wraps in the Format sidebar.

Move a graphic into a text block...

...and the text wraps around the graphic automatically.

Become a publisher.

Pages comes with book templates that let you create interactive books in EPUB format. Add text and images—and even a table of contents. When you're ready, you can make your book available for purchase or download in Apple Books.

Start on your Mac, finish on iPad.

You can keep documents up to date across all your devices when you sign in with the same Apple ID
. So you can start composing on one device, and pick up where you left off on another.

Translate in a snap.

Select the text you want to translate, Control-click the selected text, choose Translate, then choose a language. To translate text you've typed, click "Replace with Translation." You can also download languages so you can work offline—go to the Language & Region settings in System Settings, then click the Translation Languages button at the bottom. Not all languages are available. See Translate on Mac

in the macOS User Guide.

💡 **Tip:**
Turn on change tracking to see the changes you and others make to a document. Each person's edits and comments are color-coded, so you can see who made each change. Choose Edit > Track Changes to show the change tracking toolbar.

Use the Touch Bar with your 13-inch MacBook Pro.
Tap to change the paragraph style, and to add typing suggestions.

Tap ⟩
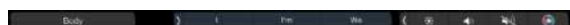
to see more formatting options, then tap to choose text color, style options (bold, italic, and so on), line spacing, and bullet and list formats. Tap ⟨⌨
to return to typing suggestions.

Tap the style (for example, Body) to see other paragraph formatting options, like Title, Subtitle, and Heading. Tap ⊗
when you finish.

Learn more.
See the Pages User Guide
.

🌸 Photos

Use Photos and iCloud Photos to organize, edit, and share your photos and videos, and keep your photo library up to date on all your devices. Photos showcases your best shots, and with more powerful search options, it's easy to find and enjoy your favorites. Easy-to-use editing tools let you transform your photos and videos like a pro. And now with iCloud Shared Photo Library, you can share an album with up to five other people, and everyone can add photos and videos, organize and comment, and enjoy each other's changes.
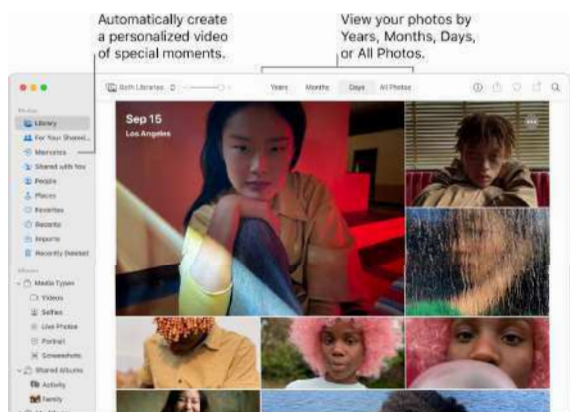
All your photos on all your devices.
With iCloud Photos, you can browse, search, and share all the photos and videos from all your devices that are signed in with the same Apple ID
. When you use your iPhone to take a photo, it automatically appears on all of your devices. And if you edit photos, those edits appear on all of your devices. To get started, open System Settings
, click your Apple ID in the sidebar, click iCloud, then turn on Photos. To learn more, see the Apple Support article Set up and use iCloud Photos
.

Set up iCloud Shared Photo Library.
Share photos and videos in a separate library so that everyone in the family can enjoy more complete memories. Content in the Shared Library appears

seamlessly alongside your personal content in the Photos app. When someone adds a photo or video to the Shared Library, or makes an edit, these changes appear for everyone who is part of the library. You can participate in one shared library that is shared with up to five other people.

To set up iCloud Shared Photo Library, you must be signed in with your Apple ID and have iCloud Photos turned on. Go to Photos > Settings, click the Shared Library tab, then choose Get Started. You can add participants right away, or choose to add them later. Select which of your past photos and videos you want to add to the Shared Library: all your photos and videos, photos and videos with certain people or taken after a certain date, or select photos and videos manually. After the Shared Library is set up, you can toggle between viewing your Personal Library, the Shared Library, or both libraries at once in Photos.

Add photos and videos to your Shared Library.
To move individual photos or videos to your Shared Library, Control-click the photo or video in your Personal Library and choose "Move to Shared Library." To use suggestions for photos or videos you may want to add, go to Photos > Settings, click the Shared Library tab, then check Shared Library Suggestions and choose "Add People" to receive suggestions of photos or videos with selected people.

See suggestions for your Shared Library.

Choose to view Personal Library, Shared Library, or Both Libraries.
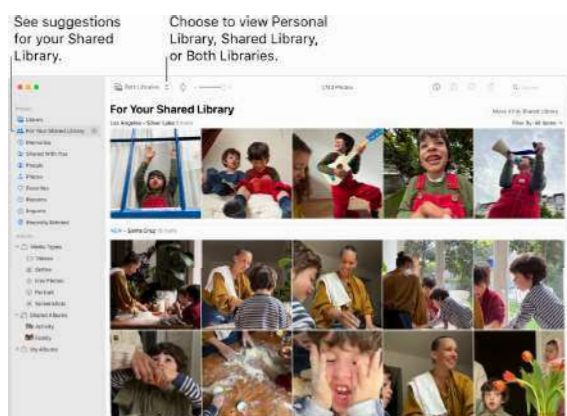
Shared with You.
When friends in your Contacts send you photos in Messages, they automatically appear in your Photos app, in the Shared with You section. Photos that you're most likely to care about, such as events you attended, appear in your library. When you're viewing the photos in the Photos app, you can click the message bubble on a photo to open Messages and continue the conversation.

Edit like a pro.
Create standout photos and videos with powerful but easy-to-use editing tools. Use the editing buttons above your photo or video to improve it with just a click. For more powerful editing tools, click Edit, then use Smart Sliders to get professional results. You can add filters, rotate, increase exposure, and crop both photos and videos.

Interact with text.
Live Text recognizes text in images on your computer and on the web. You can copy text from a photo to paste into any file on Mac, or click a phone number or website in the image to call the number or open the website. To translate text, select the text, Control-click it, then click Translate. Not all languages are available. See Translate on Mac in the macOS User Guide.

Relive meaningful moments.
Photos highlights important moments like birthdays, anniversaries, and trips. Your photo library comes to life with Live Photos and videos that begin playing as you scroll. Click Memories in the sidebar to have Photos create a memorable movie—complete with music, titles, moods, and transitions—that you can personalize and share. Your Memories are available on all your other devices that use iCloud Photos.

Find what you're looking for.
Photos showcases the best shots in your library and hides duplicates, receipts, and screenshots. Click the buttons at the top of the Photos window to view

photos by year, month, or day—or click All Photos to quickly view your entire collection. Photos identifies objects, scenes, and people in your photos and videos so you can search your photos based on what's in them, the date they were taken, people you've named in them, captions you added, and their location—if provided. You can also use Spotlight and Siri to search for photos.

🎤 **Ask Siri.**
Say something like: "Show me photos of Ursula."
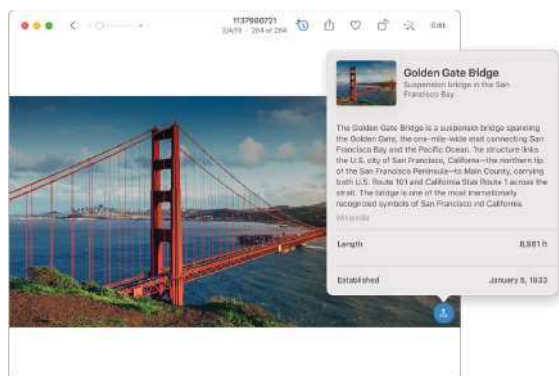
People, places, and things.
Visual Lookup recognizes many objects in your photos. Swipe up on a photo or click the information button on a photo to highlight recognized objects and scenes. Learn more about popular art and landmarks around the world, plants and flowers, books, and breeds of pets. To have photos of people important to you always appear at the top of the People album, click the Favorites button ♡
that appears on their photo. Use the Places album to view all your photos with location data on an interactive map. Zoom in on the map to reveal more photos from a specific location.

💡 **Tip:**
You can add location info to any photo. While viewing the photo, click the Information button ⓘ,
click Assign a Location, and start typing. Choose a location from the list, or type the location and press Return.

Get creative with Live Photos.
With Live Photos, use the Loop effect to continuously loop the action, or use Bounce to play the animation forward and backward. For a professional DSLR look, use Long Exposure to blur motion in your Live Photos and turn an ordinary waterfall or flowing stream into a work of art.

Use the Touch Bar with your 13-inch MacBook Pro.
The Touch Bar displays a scrubber with all the photos and videos in your library, which you can use to speed your search for just the right photo. You can tap to mark a selected photo as a favorite ♡,
rotate it ⟳,
or add it to a new or existing album.

When you edit a photo, tap buttons to crop, apply filters, adjust light, color, and other settings, or retouch your selection. Use additional options, such as enhance ※,
compare ▪|▫,
and more, depending on your selection in the previous Touch Bar.

Learn more.
See the Photos User Guide
.

🎙 Podcasts

Use Apple Podcasts to browse, subscribe, and listen to favorite podcasts on your Mac. Personal recommendations help you discover new podcasts grouped by topics you care about.

Get started with Listen Now.
See new episodes for the podcasts you're subscribed to, as well as personalized recommendations for podcasts you might be interested in, all in one place. When you're signed in with your Apple ID
, any podcasts you're still listening to are saved in Listen Now, even if you started listening on another device.

🎙 Ask Siri.
Say something like: "Continue playing the last podcast"
or "Follow this podcast."
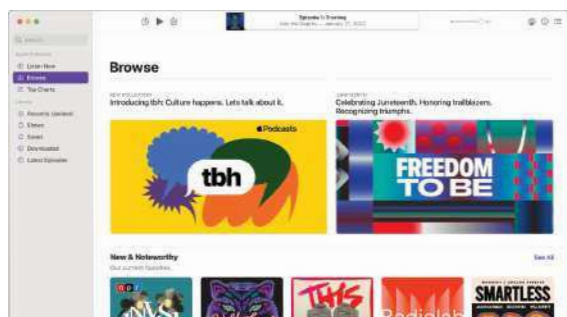
Discover new podcasts.
Find topic- and show-based suggestions for new podcasts in Listen Now, or see which shows are trending in Top Charts. If you see a show you like, subscribe to the podcast or add an episode to your library for later. You'll get suggestions for similar topics and shows based on what you enjoy and see the recommendations your friends make in Shared with You.

Shared with You.
When friends in your Contacts share podcasts with you in Messages, the episodes automatically appear in the new Shared with You section of Listen Now in Apple Podcasts.

Save episodes to your library.
To save a single episode to your library, click ＋.
To keep up with new episodes for an entire podcast, click Subscribe. To download a podcast for offline listening, click ☁.

Search by host or guest.
When you search for a specific topic or person, you can see results for shows they host, shows that they're a guest on, and even shows where they're mentioned or discussed.

Follow your favorites.
Click Follow to add a show to your favorites so that you never miss a new episode. See what's new in the Recently Updated section of your library.

Save ideas with Quick Note.
Want to remember a podcast for your next road trip or to listen to while working out? Just create a Quick Note to save the information so you can easily find it later. In Podcasts, press Fn-Q or use a specified Hot Corner to open Quick Note and save the podcast link. You can find the Quick Note later in the sidebar of the Notes
app.

💡 Tip:
You can use AirPlay to play a podcast, music, or radio through an external speaker. Click the Control Center icon 🎛

in the menu bar, click Screen Mirroring, then select an available speaker.

Use the Touch Bar with your 13-inch MacBook Pro.
When you listen to a podcast, use the Touch Bar to pause or resume playing, or move forward or back by sliding the marker on the scrubber bar.

Learn more.
See the Apple Podcasts User Guide
.

Preview

Use the Preview app to view and make changes to PDFs and images, fill out and sign forms online, annotate PDFs, convert graphic file types, batch edit files, password protect a PDF, highlight and translate text, and much more.

Fill in a PDF form.
In Preview, click a field in the form, then type your text. You can choose File > Export to save the form, open it later, and continue to fill it in.

Save a PDF with a password.
To secure a PDF, give it a password that users must enter before they can see the contents. In Preview, open the PDF you want to save with a password, choose File > Export, then click Permissions. Select Permissions options, and type a password for Owner Password. Retype it to verify, click Apply, then click Save.

Tip:
You can also enter a new name for the PDF before saving to create a copy of the password-secured PDF while keeping the original PDF unencrypted.

Add and remove PDF pages.
Open a PDF in Preview and add, delete, or rearrange pages in the PDF.

- *Add a page:*
  Select the page you want to appear before the new page, choose Edit > Insert, then choose "Page from File" or "Blank Page." The new page is inserted after the current page.

- *Delete a page:*
  Choose View > Thumbnails or View > Contact Sheet, select the page or pages to delete, then press the Delete key on your keyboard (or choose Edit > Delete).

- *Move pages:*
  Choose View > Thumbnails or View > Contact Sheet, then drag the pages to their new location.

- *Copy a page from one PDF to another:*
  In each PDF, choose View > Thumbnails or View > Contact Sheet, then drag thumbnail images from one PDF to the other.

Translate in a snap.
Select the text you want to translate, Control-click the selected text, choose Translate, then choose a language. You can also download languages so you can work offline—go to the Language & Region settings in System Settings, then click the Translation Languages button at the bottom. Not all languages are available. See Translate on Mac in the macOS User Guide.

View and convert image files.
Preview can convert images to many file types including JPEG, JPEG 2000, PDF, PNG, PSD, TIFF, and others. With the image open in Preview, choose File > Export, click the Format menu, choose a file type, type a new name and choose a location for the file, then click Save. If you don't see the option you want in the Format menu, hold the Option key while you click the menu to view specialized or older formats.

💡 Tip:
To convert more than one image file at a time, open the files in one window, select them in that window's sidebar (press Command-A to select all), then follow the steps above. You can also batch resize image files by selecting them all and choosing Tools > Adjust Size.

Learn more.
See the Preview User Guide
.

Reminders

Reminders makes it easier than ever to keep track of all of your to-dos. Create reminders for grocery lists, projects at work, or anything else you want to track. Use flexible tools like Tags and Custom Smart Lists to organize your reminders to match your workflow, and save Reminders lists as templates to reuse them again in the future. You can also share a list with others to collaborate and work together.

Add tags.
Add tags to organize your reminders. Click one or more tags in the sidebar to quickly filter reminders.

Create Custom Smart Lists.
Smart Lists automatically sort your upcoming reminders based on dates, times, tags, locations, flags, or priority. Create Custom Smart Lists by clicking Add List, select "Make into Smart List," then add filters.

Save a list as a template.
When you create a list that you want to reuse, you can save it as a template. Select the list in the sidebar, then choose File > Save as Template.

See what's coming up.
The Today and Scheduled lists in the sidebar group items based on time and date. Keep on top of upcoming reminders and make sure you never miss a beat.

Use smart suggestions.
Reminders automatically suggests dates, times, and locations for a reminder based on similar reminders you've created in the past.

Smart Lists keep reminders organized.

Add a reminder.
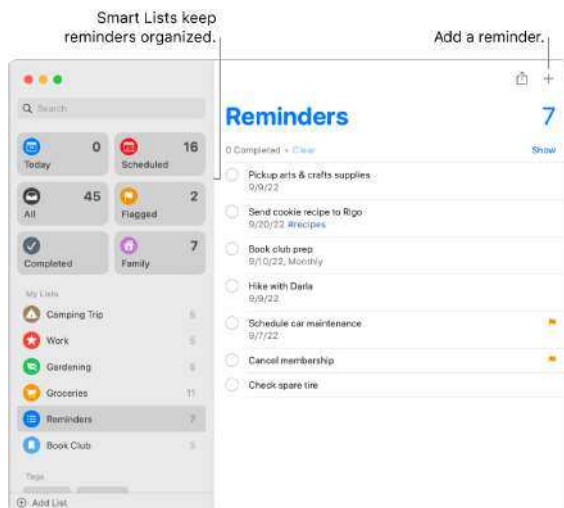
Collaborate on a list.
You can send an invitation to collaborate on a list in Messages or Mail, or share the link. Click ⬆,
then choose Messages, Mail, or Invite with Link. If you share in Messages, everyone on the thread is automatically added to the list. Once you've invited others to join, you can track activity and manage collaboration by clicking 👤.

Assign responsibility.
Assign reminders to people you share lists with, so that they receive a notification. Split up tasks and make sure everyone knows what they're responsible for. To share a list, click ⬆
in the menu bar and choose how to share.

Organize with subtasks and groups.
To turn a reminder into a subtask, press Command-]
, or drag it on top of another reminder. The parent reminder becomes bold, and the subtask is indented underneath it. You can collapse or expand your subtasks to keep your view uncluttered.

To group reminders together, choose File > New Group. Name the group whatever you'd like. Add more lists by dragging them into the group, or remove them by dragging them out.

See what you've completed.
The Completed Smart List in your sidebar lets you see all of your finished reminders, including when you checked them off.

Get reminder suggestions in Mail.
When you're corresponding with someone in Mail, you can use Siri to recognize possible reminders and make suggestions for you to create them.

Add a reminder quickly.
Use natural language to quickly add a reminder. For example, write "Take Amy to soccer every Wednesday at 5PM" to create a repeating reminder for that day and time.

🎙 **Ask Siri.**
Say something like: "Remind me to stop at the grocery store when I leave here."

Use the Touch Bar with your 13-inch MacBook Pro.
Use the Touch Bar in Reminders to add new items, check off completed items, flag an item, or add info, time, or location to a reminder.

Learn more.
See the Reminders User Guide.

Safari

Safari is the browser users love for its performance, power efficiency, and innovative privacy protections, like passkeys. The tab bar, extensions, and start page are available across Mac, iPhone, and iPad, so you get the same Safari everywhere you browse, as long as you sign in to iCloud with the same Apple ID.

Start searching.
Start typing a word or website address—Safari shows you matching websites, as well as suggested websites. Or select a favorite or frequently visited item from your Safari start page. When you already have a site open, you can type your search criteria in the active tab to launch a new search.

Customize your Safari start page.
Your start page can show Favorites, Reading List items, a privacy report, and more. You can import a photo of your own to use as a background image, or choose one of the provided backgrounds. You can also share your start page across devices. To set options for the start page, click ⚙ in the bottom right of the start page.
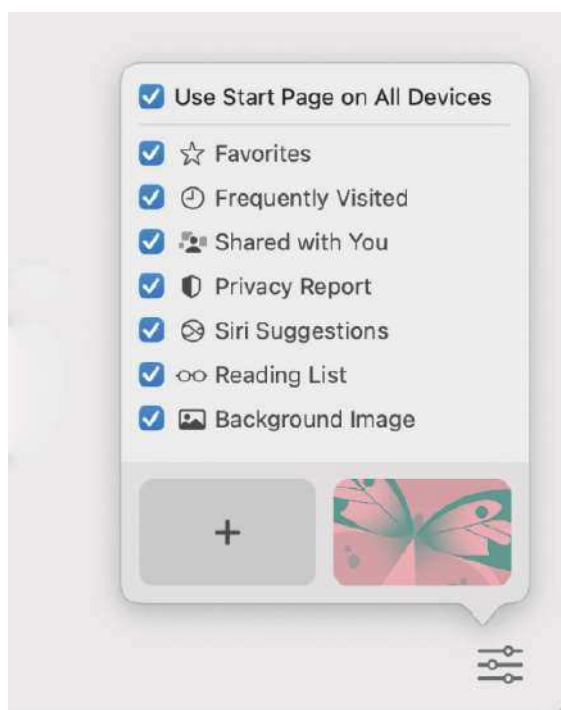
View multiple webpages in one window.
Click +
at the far right of the tab bar or press Command-T to open a new tab, then enter an address. Tabs resize dynamically as you change the window size.

Hold the pointer over a tab to see a preview of the webpage.
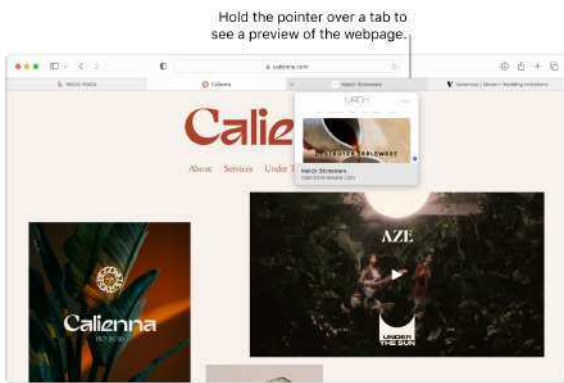
See tab contents quickly.
Favicons—icons or logos associated with a website—on tabs let you identify a webpage at a glance. Hold the pointer over a tab to see a preview of the webpage contents.

View the sidebar.
Click the Sidebar icon ⊡
to view the sidebar, where you can manage your Tab Groups, bookmarks, Reading List, and Shared with You links. You can also expand your Tab Groups to see all your tabs within a group by clicking ⌄
next to Tab Groups in the sidebar.

Organize with Tab Groups.
When you're doing research for a project or vacation, you can open several tabs, then save and organize them in groups. When the sidebar ⊡
is open, click the Add Tab Group icon ⊕
and choose New Tab Group to create a group from the tabs already open. Or choose New Empty Tab Group and search for tabs to add to a Tab Group. The Tab Groups are saved and visible in the sidebar. Switch between Tab Groups using the sidebar or the pop-up menu ⌄
if the sidebar is hidden.

Collaborate on Tab Groups.
You can send an invitation to collaborate on a Tab Group in Messages, and everyone on the thread is automatically added to the Tab Group. In the sidebar, click ⋯
next to the Tab Group that you want to share, choose Share Tab Group, then click Messages. Once you've shared a Tab Group, collaborators can add their own tabs, and you can see what page others are currently viewing when in the Tab Group.

Note:
Tab Groups are available across devices that are logged into iCloud with the same Apple ID, so you have access to your tabs from anywhere.
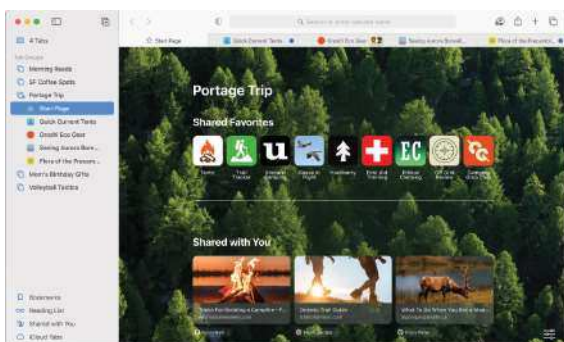
Filter your browsing with Focus.
Set Tab Groups to a particular Focus to organize your browsing. For example, separate tabs you use for work from others you use on a regular basis.

Choose Apple Menu > System Settings, then click Focus in the sidebar. Select a Focus, like Work, on the right, click 〉, and choose Add Filter under Focus Filters. To learn more about adding or customizing a Focus, see Set up a Focus on Mac.

Protect your data with passkeys.

Passkeys allow you to sign in to websites while keeping you safe, and use Touch ID or Face ID, instead of a password. Passkeys work across non-Apple devices as well. When you use passkeys, they are saved in your iCloud keychain, and because they keep you safe from phishing and data leaks, they're even safer than two-factor authentication.

To use passkeys, you must have Password & Keychain turned on in iCloud Settings. When you sign into a website, choose to save a passkey for that site. To sign in, you can use Touch ID or your iPhone or iPad. To learn more about setting up and using passkeys, see Sign in to an account on your Mac with a passkey.
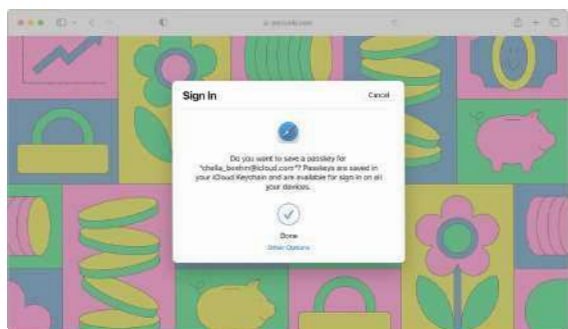
Shared with You.

When friends in your Contacts share interesting articles, recipes, and other links with you in Messages, they automatically appear in the Shared with You section on the Safari start page and in the sidebar. Stories found in both Safari and News appear in the sidebars of both apps, so you can read them where it's most convenient.

Discover extensions.

Extensions add functionality to Safari to personalize your browsing experience. You can find extensions that block ads, find coupons, fix your grammar, and quickly save content from your favorite websites. Choose Safari > Safari Extensions to view the extensions category in the App Store, which features spotlighted Safari extensions and categories (Browse Better, Read with Ease, Top Free Apps, and so on). After you get extensions, turn them on in Safari settings. Select the Extensions tab, then click checkboxes to turn on extensions.

Make notes on a webpage.

Highlight and make notes directly on a webpage with Quick Note, so your notes will be saved for the next time you visit. Click the Share button 🔲 for the webpage and choose Add Quick Note. Open and view saved quick notes from the Notes sidebar or return to the webpage and tap the thumbnail of the saved note to open it.

Browse the web safely and privately.

Safari automatically upgrades the sites you visit to HTTPS, and warns you when you visit a website that's not secure, or that may be trying to trick you into sharing your personal data. It also protects you from cross-site tracking, by identifying and removing the data that trackers leave behind. Safari asks your permission before letting a social network see what you're doing on third-party sites. And Safari defends you against web tracking by making your Mac harder to identify. Intelligent Tracking Prevention prevents trackers from profiling you using your IP address.

Hide your email address.

With an iCloud+ subscription, you can create a unique, random email address any time you need one (for example, when completing a form on a website), with no limit to the number of addresses you can use. When you create a Hide My Email address for a site, any email sent to that address gets forwarded to your personal email account. You can receive email without having to share your actual email address, and you can disable a Hide My Email address at any time. See Create unique, random email addresses with Hide My Email in iCloud+.

View a privacy report.
To better understand how a site treats your privacy, click the Privacy Report button 🛡
to the left of the active tab to view the cross-site trackers that Safari is blocking on each website. Click ⓘ
to see a privacy report with more details about the website's active trackers.

Translate webpages.
You can instantly translate entire webpages in Safari. When you encounter a page that Safari can translate, you see a translate button 🗛
in the website address field. Click to translate between languages. The button changes color 🗛
to show when a webpage has been translated.

Note:
Translation features are not available in all regions or languages. You can find a list of available languages at Safari: Web Page Translation
.

💡 **Tip:**
In a webpage, force click a word to see its definition, or a Wikipedia article if one is available. Try force clicking text in other apps, like Messages or Mail, to get more info.

Use the Touch Bar with your 13-inch MacBook Pro.
Tap the left or right arrow button in the Touch Bar to go backward or forward. Tap ⊞
to open a new tab.

Tap the tab scrubber in the Touch Bar to move between open tabs.

Tab scrubber

Tap the Search field 🔍
in the Touch Bar, then tap a favorite to open it. When you finish, tap ⊗
to return to the Touch Bar you started with.

Customize the Touch Bar to add your favorite controls (choose View > Customize Touch Bar).

See Customize the Touch Bar on the 13-inch MacBook Pro
.

Learn more.
See the Safari User Guide
.

🔵 **Shortcuts**
The Shortcuts app lets you quickly perform multi-step tasks with just a click or by activating Siri. Create shortcuts to get directions to the next event in your Calendar, move text from one app to another, and more. Choose ready-made shortcuts from the Shortcuts Gallery or build your own using different apps to run multiple steps in a task.

View and organize your shortcuts in the sidebar.

Click to show or hide the sidebar.

View collections of ready-made shortcuts.
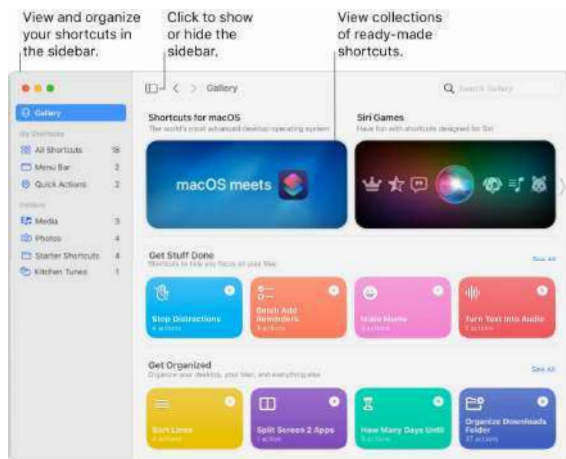
A gallery of possibilities.

Browse or search for shortcuts in the Gallery. Starter shortcuts are available for a range of common tasks grouped in collections. The shortcuts you create, and any ready-made shortcuts you choose or edit, are shown in My Shortcuts in the Gallery sidebar. To show or hide the Gallery sidebar, click the Sidebar button ⊡ .

Build custom shortcuts.

Create a new shortcut, then drag actions from the list on the right to the shortcut editor on the left to produce the result you want. Actions are the building blocks of a shortcut, like steps in a task. Choose from a wide range of actions, such as getting the latest Photo from the Photos app, creating a folder, or copying the current URL from Safari. You can also use actions that run a script, such as rounding a number, setting airplane mode, and doing calculations. Shortcuts also provides "next action" suggestions to help you complete your shortcut.

Shortcuts are built with a series of actions.

Click to run the shortcut.

Choose actions in the Action Library.
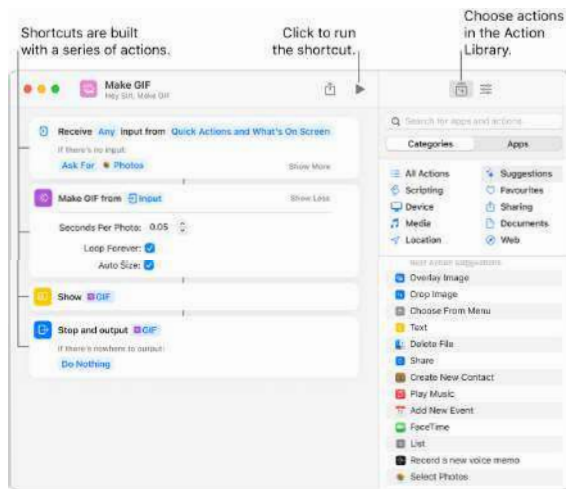
Shortcuts to your shortcuts.

Using Siri to run a shortcut is the quickest way to get something done. You can also add shortcuts to the Dock, the menu bar, and the Services menu of apps. Double-click a shortcut, click Shortcut Details ☰ , then choose options under Use as Quick Action.

🎙 Ask Siri.

Say something like: "Text last image."

Sync and share shortcuts.

Sign in to all your devices with the same Apple ID and your shortcuts appear on all of them. Edits you make on one device are automatically reflected on your other devices. You can also share your

shortcuts with others and receive shared shortcuts from someone else. To share, double-click the shortcut, click ⬆,
then choose how you want to share it. You can also add shortcuts to run common actions to the Share Sheet in the sidebar.

Learn more.
See the
.

Stocks

The Stocks app is the best way to track the market on your Mac. View prices in the custom watchlist, click a stock to see more details and an interactive chart, and read about what's driving the market, with stories from Apple News.
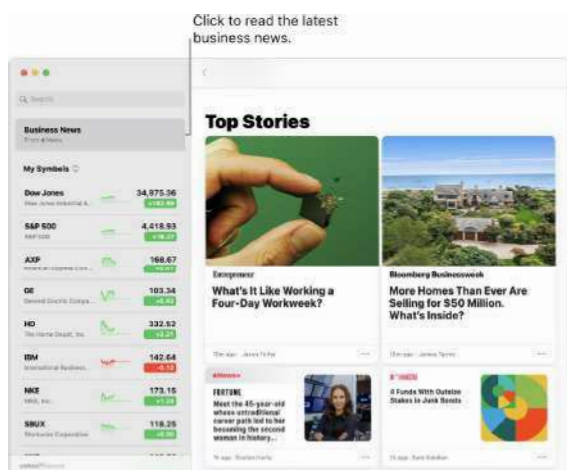
Note:
Apple News stories and Top Stories are available in the U.S., Canada, the UK, and Australia. News stories in other countries and regions are provided by Yahoo.

Create and customize your watchlists.
To add a watchlist, click My Symbols, then New Watchlist. To add a stock to a watchlist, enter a company name or stock symbol in the Search field. In the search results, double-click the stock symbol to view stock information. To add the stock to a watchlist, click the +
in the top-right corner, then choose the watchlist that you would like the stock to appear in. To remove a stock, Control-click the stock symbol and choose "Manage Symbol", then deselect the checkbox from the watchlist you would like to remove it from. You can also Control-click a stock in your watchlist to open it in a new tab or window.

Check market changes.
While viewing your watchlist, click the green or red button below each price to cycle among price change, percentage change, and market capitalization. The watchlist also includes color-coded sparklines that track performance throughout the day.

Read articles related to the companies you follow.
Click a stock in your watchlist to see an interactive chart and additional details, and read the latest news about that company. Click Business News at the top of the watchlist to see a collection of timely business articles, curated by Apple News.

Click to cycle between price change, percentage change, and market capitalization.

Get a deeper view.

Want to see what the market was doing last week, last month, or last year? Click the buttons above the chart to switch timeframes and see prices in the view you like best.

Your watchlist on all your devices.

Keep your watchlist consistent across all your devices when you sign in with the same Apple ID
.

💡 Tip:

For a quick look at the stock market, check the Stocks widget in Notification Center
on your Mac.

Learn more.

See the Stocks User Guide
.

📺 TV

Watch all your movies and TV shows in the Apple TV app. Buy or rent movies and TV shows, subscribe to channels, and pick up where you left off watching from any of your devices.

Get started with Watch Now.

In Watch Now, browse a curated feed of recommendations, based on channels you're subscribed to and movies or TV shows you've watched.

Stream Luck on the Apple TV app ↗

Keep watching in Up Next.

In Up Next, you'll find movies or TV shows you're watching, as well as movies and TV shows you've added to your queue. To add a new movie or TV show

to Up Next, click the Add to Up Next button.

Discover more in Movies, TV Shows, and Kids.
If you're looking for something specific, click the Movies, TV Shows, or Kids tab in the menu bar, then browse by genre.

Buy, rent, or subscribe.
When you find a movie or TV show you want to watch, you can choose to buy or rent it. Channels you've subscribed to are available on all devices, and can be used by up to six family members through Family Sharing.

See what your friends are sharing.
When your friends and family use the Messages app to share shows and movies with you, you can watch them when it's convenient for you. Just look for them in the Apple TV app—in a new section in Watch Now, called Shared With You. Content only appears in Shared with You if the person who sent it is in your Contacts. See New features on your MacBook Pro
.

Watch together.
Connect with your friends using FaceTime, then use SharePlay to watch a TV show or film with friends and family—and even share comments in Messages while you're watching. To start watching, move the pointer over any item in the TV app, then click the Play button. You can watch content on your Mac while chatting with friends on your iPhone. And with smart volume, audio is adjusted automatically so you can hear each other even during loud scenes. See FaceTime
and Share experiences with SharePlay
.

Note:
To use SharePlay, you must have macOS version 12.3 or later on your Mac, and iPadOS 15.4 or later on your iPad. Some apps that support SharePlay require a subscription to participate. Not all features and content are available in all countries or regions.

Choose something from your own library.
Click Library to see all the movies and TV shows you've purchased or downloaded, organized by genre. To start watching, just click the movie or TV show.

Use the Touch Bar with your 13-inch MacBook Pro.
Use the Touch Bar to rewind, pause, or fast-forward what's playing. There's also a scrubber bar for navigating within a TV show or movie and a subtitles button.

Learn more.
See the Apple TV App User Guide
.

Subscription required for Apple TV.
![] Voice Memos
Voice Memos makes it easier than ever to capture personal reminders, class lectures, and even interviews or song ideas. With iCloud, you can access the voice memos you record with your iPhone, right on your MacBook Pro.

Record from your MacBook Pro.

Click the Record button 🔴

to start recording, then click Done to stop. You can rename a recording to make it easier to identify. Click the default name, then enter a new name. To play back your recording, click the Play button ▶.

Your voice memos across all your devices.

Your voice memos are available on all your devices when you sign in with the same Apple ID
. You can access recordings you made with your iPhone or iPad right from your Mac.

Organize with folders.

Create folders to help you keep your Voice Memos organized. To add a folder, click the Sidebar button ▢ ,
then click the New Folder button at the bottom of the sidebar. Enter a name for the folder, then click Save. To add a recording to the folder, press and hold the Option key while you drag the recording to the folder.

Mark recordings as Favorites.

Create new folders to organize your recordings.
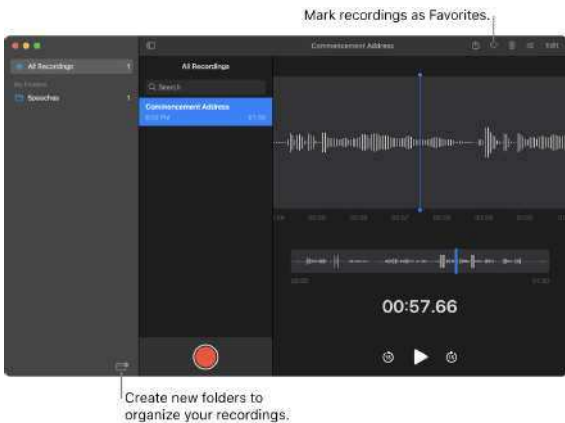
Mark a recording as a favorite.

Select a recording, then click the Favorite button ♡
in the toolbar so you can quickly find the recording later. Click the Sidebar button ▢
to see all your favorites.

Skip silence.

Skip over gaps in your audio. Click the Playback Settings button at the top of the Voice Memos window and turn on Skip Silence.

Change the playback speed.

Speed up or slow down your audio. Click the Playback Settings button at the top of the Voice Memos window, then drag the slider left or right.

Enhance a recording.

Improve the sound quality of your Voice Memos by reducing background noise and room reverberation. Click the Playback Settings button at the top of the Voice Memos window and turn on Enhance Recording.

Use the Touch Bar with your 13-inch MacBook Pro.

Use the Touch Bar to record, pause, or play your voice memo.

Learn more.

See the Voice Memos User Guide
.

Find answers

Use the macOS User Guide

The macOS User Guide has a lot more information about how to use your MacBook Pro.

Get help.

Click the Finder icon

in the Dock, then click the Help menu in the menu bar and choose macOS Help to open the macOS User Guide. Or type a question or term in the search field, then choose a topic from the results list.
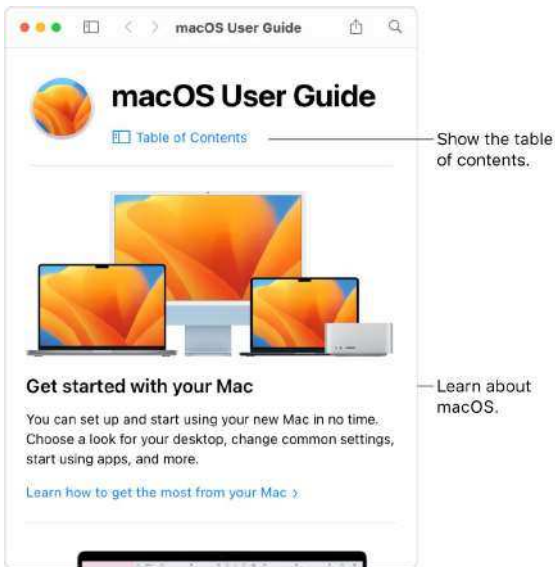
Explore topics.

To find a topic in the macOS User Guide, you can browse or search. To browse, click "Table of Contents" to see the list of topics, then click a topic to read it. Or type what you want to find in the search field to go right to your answer.

Click > to view more topics.

Click a topic to read it.

Find out what's new.
Click the Help menu, then choose "See What's New in macOS" to find out more about the latest features of macOS.

💡 **Tip:**
If you can't remember the location of a menu item in an app, search for it in Help. Place the pointer over the result, and an arrow shows you the command.
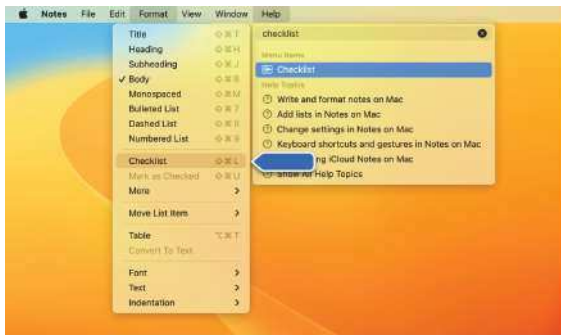
Learn more.
See the macOS User Guide
.

Are you new to Mac?

If this is your first Mac computer, here is some helpful information to get you up to speed—especially if you came from a Windows environment.

Familiarize yourself with the desktop.
The desktop is where you do your work, and where you can quickly open apps, search, and organize files.

On the desktop you'll find:

- **The menu bar:**

  The menu bar for the desktop or the active open app is always at the top of the screen. Use menus to find options and perform tasks in apps. For information about items in the menu bar, such as the Apple menu and the Help menu, see Desktop, menu bar, and Help on your Mac

  ▪

- **The Dock:**

  The Dock is similar to the taskbar and Start menu in Windows and appears at the bottom of the desktop (but you can change its location in System Settings

). The Dock makes it easy to see all the apps you have open and quickly launch your favorite apps. To open an app, click its icon in the Dock. You can also open apps using Launchpad

  . See The Dock on your Mac

  ▪

- **The Finder:**

  Click 🙂

  in the Dock to open the Finder, where you organize and locate your files (similar to File Explorer in Windows). Use the buttons at the top of the Finder window to change how you view your files—as icons ⊞ ,

  in a list ☰ ,

  in columns ⬚ ,

  or in a gallery ⬚ .

  In any view, you can select a file and press the Space bar to see a Quick Look preview without opening the file. See Finder on your Mac

  ▪

- **The Spotlight menu:**

  Spotlight lets you search for anything on your Mac, including documents, contacts, email messages, and more. You can also launch apps and search on the web. To open Spotlight, click the Spotlight icon ⚲

  at the top right of the screen or press Command-Space bar. See Spotlight on your Mac

  ▪

- **System Settings:**

  System Settings ⚙

  is similar to the Control Panel in Windows. Customize your Mac with settings for the desktop, Dock, display, Bluetooth, network, and much more. See System Settings on your Mac

  ▪

Get to know the keyboard and trackpad.

The Command key ⌘

on Mac is generally the same as the Control key on Windows. For example, use Command-C and Command-V to copy and paste content. The Return key on Mac is the same as the Enter key on Windows, while the Delete key is the same as Backspace. If you want to forward delete, Press Fn-Delete.

Use the trackpad to click, right-click, force click, scroll, swipe, and resize documents quickly. See MacBook Pro trackpad for details on trackpad gestures.

For a list of Mac keyboard shortcuts and differences between Mac and Windows keyboards, see the Apple Support article Mac tips for Windows switchers. Also see Windows keys on a Mac keyboard in the macOS User Guide. For more shortcuts in this guide, see Keyboard shortcuts on your Mac .

Install apps.

You can download apps from the App Store or the internet. When you download an app from the internet, you get a disk image file (ending in .dmg) or package file (.pkg). To install the app, locate the .dmg or .pkg file in your Downloads folder, double-click it, then follow the onscreen instructions. You're prompted to delete the disk image or package file after you install the app.

To uninstall an app, find the app in the Applications folder in Finder, then drag the app to the Trash. Some apps have an Uninstaller, which you can use to delete the app and other files associated with it. See Install and uninstall apps in the macOS User Guide.

Maximize, minimize, and close windows.

You can have multiple windows for an app open at a time. Use the buttons in the top-left corner of a window to resize and close windows.

- Click the Close Window button ⊗
  or press Command-W to close the window, but not the app. Press Option-Command-W to close all open windows for the app. Press Command-Q to quit the app.

- Click the Minimize Window button ⊖
  to minimize a window (or press Command-M). Minimizing a window leaves the app open but reduces the window to an icon on the right side of the Dock. Click the icon to restore the window to its previous size.

- Click the Full-Screen Window button ⊙
  to open your app full-screen. To maximize the window, hold the Option key and click the button. Or hover on the button to see more options, such as tiling the window. Press Esc to return the window to its previous size.

Move windows.

Drag the window by its title bar to put it where you want it. Some windows can't be moved. See Manage windows on Mac in the macOS User Guide.

Switch between app windows.

Press Command-Tab to quickly switch to the previous app. When you have several app windows open, press and hold Command, then press Tab to see icons for all the open apps. While holding Command, press Tab (or the arrow keys) to move between the apps and select the one you want to be active. Release the Command key to work in the active app.

Take a screenshot.

Press Command-Shift-5 to access the Screenshot Utility. See Take a screenshot on your Mac .

Let Siri do tasks for you.

To activate Siri on your 14-inch or 16-inch MacBook Pro, click the Siri icon at the top right of the screen or press the Dictation/Siri key (F5). On your 13-inch

MacBook Pro, you can tap the Siri button in the Control Strip on the Touch Bar or press and hold Command-Space bar. If the option is turned on, you can say "Hey Siri" and continue with your request. Ask Siri to open a folder, launch an app, make the screen brighter, and other tasks. See Siri on your Mac .

Use your Mac with iPhone, iPad, and Apple Watch.
If you sign in to your Apple devices with the same Apple ID
, you can easily share files and photos, edit documents, answer email and calls, and send text among devices. See Use your MacBook Pro with iCloud and Continuity .

Learn more.
See the Apple Support articles What's it called on my Mac?
and Mac keyboard shortcuts .

Common questions about your Mac

How do I get support for my MacBook Pro?
Go to MacBook Pro Support .

I'm new to Mac. Are there tips for PC users?
Yes! See Are you new to Mac?
and the Apple Support article Mac tips for Windows switchers
. You might also be interested in Keyboard shortcuts on your Mac .

How do I take a screenshot on my Mac?
Press Command-Shift-3 to take a screenshot of the entire screen. Press Command-Shift-4 to take a screenshot of a selected area of the screen. To learn more, see Take a screenshot on your Mac .

Where is my serial number?
Choose Apple menu
> About This Mac. The serial number is listed. You can also find the serial number on the bottom of your MacBook Pro.

How do I know which model of MacBook Pro I have?
See the Apple Support article Identify your MacBook Pro model
. You can also choose Apple menu
> About This Mac to view the model information.

How can I find the documentation for my MacBook Pro?
To find the *MacBook Pro Essentials*
guide, open System Settings, click the Help menu, then click User Manual. From the Help menu, you can also click "macOS Help" to open the user guide for the operating system. For older Mac models, see Browse manuals by product .

How do I get help for an app?
When you're using the app, click the Help menu in the menu bar at the top of the screen.

Where is the safety information for my MacBook Pro?
See Important safety information for your Mac
.

How do I find the technical specifications?
Go to 13-inch MacBook Pro Tech Specs
, or 14-inch and 16-inch MacBook Pro Tech Specs
, or open System Settings, click Help, then click MacBook Pro Specifications.

How do I check my disk for problems?
Use Disk Utility. See Repair a storage device in Disk Utility on Mac
in the Disk Utility User Guide.

How do I reinstall macOS?
Use macOS Recovery. (The macOS Recovery process for MacBook Pro with Apple silicon is different than the process for other MacBook Pro models.)
See How to reinstall macOS
.

Note:
Beginning with macOS Big Sur, Time Machine backups don't include system files. See Back up and restore your Mac
.

What should I do before selling or trading in my Mac?
Back up your data, then restore your Mac to factory settings. See What to do before you sell, give away, or trade in your Mac
.

Keyboard shortcuts on your Mac

You can press key combinations to do things on your MacBook Pro that you'd normally do with a trackpad, mouse, or other device. Here's a list of commonly used keyboard shortcuts.

Note:
Keyboard shortcuts in apps may vary depending on the language and keyboard layout you're using on your Mac. If the shortcuts below don't work as you expect, look in the app menus in the menu bar to see the correct shortcuts. You can also use the keyboard viewer to see your current keyboard layout, known as an input source. See Use the keyboard viewer on Mac
in the macOS User Guide.

Shortcut	Description
Command-X	Cut the selected item and copy it to the Clipboard.
Command-C	Copy the selected item to the Clipboard.
Command-V	Paste the contents of the Clipboard into the current document or app.
Command-Z	Undo the previous command. Press Command-Shift-Z to redo.
Command-A	Select all items.
Command-F	Open a Find window, or find items in a document.
Command-G	Find the next occurrence of the item you're searching for. Press Command-Shift-G to find the previous occurrence.
Command-H	Hide the windows of the front app. Press Command-Option-H to view the front app but hide all other apps.
Command-M	Minimize the front window to the Dock. Press Command-Option-M to minimize all windows of the front app.
Command-N	Open a new document or window.
Command-O	Open the selected item, or open a dialog to select a file to open.
Command-P	Print the current document.
Command-S	Save the current document.
Command-W	Close the front window. Press Command-Option-W to close all windows of the app.
Command-Q	Quit the current app.
Command-Option-Esc	Choose an app to Force Quit.
Command-Tab	Switch to the next most recently used app among your open apps.
Command-Shift-5	Open the Screenshot utility. You can also take screenshots using the following shortcuts: • Press Command-Shift-3 to take a screenshot of the entire screen. • Press Command-Shift-4 to take a screenshot of a selected area of the screen. • Press Command-Shift-6 to capture the Touch Bar on the 13-inch MacBook Pro.

For more keyboard shortcuts, see the Apple Support article Mac keyboard shortcuts.

Security features for MacBook Pro

Your MacBook Pro with Apple silicon provides security features to protect what's on your computer and prevent unauthorized software apps from loading during startup:

- *Secure startup:*
  Support for secure startup is turned on automatically. It's designed to verify that the operating system software loaded on your computer at startup is authorized by Apple.

  If your MacBook Pro doesn't start because it detects an untrusted component, it starts up from a secure recovery partition and automatically corrects issues if possible. To learn how to set security options, see Change security settings on the startup disk of a Mac with Apple silicon in the macOS User Guide.

- *Secure storage:*
  Your MacBook Pro storage drive is encrypted with hardware keys to provide advanced levels of security. In the event of a catastrophic failure, data recovery may not be possible, so you need to back up your files to an external source. See Use macOS Recovery on a Mac with Apple silicon in the macOS User Guide.

You can set up Time Machine or another backup plan to regularly back up your files. See Back up your files with Time Machine in the macOS User Guide, and the Apple Support article Back up your Mac with Time Machine

-

- *System integrity:*
The Apple silicon in your MacBook Pro is designed to verify that the version of macOS software loaded during startup is authorized by Apple, and continues behind the scenes to protect the authorizations established for macOS. This makes it harder for malware or malicious websites to exploit your Mac.

- *Data Protection:*
In addition to the default storage drive encryption in MacBook Pro, third-party app developers can use file-level encryption to better protect sensitive data, without impacting system performance.

- *Connect accessories securely:*
With a MacBook Pro with Apple silicon, you can approve new USB and Thunderbolt accessories when you connect them to your MacBook Pro. See Allow accessories to connect to your Mac

-

Note:
In rare circumstances, such as a power failure during a macOS upgrade, your MacBook Pro may become unresponsive and the firmware on the chip may need to be revived. See Revive or restore a Mac with Apple silicon with Apple Configurator in the Apple Configurator User Guide.

Learn more.
See the Apple Platform Security User Guide

-

Save space on your MacBook Pro

With Optimize Storage, you can automatically free up space on your MacBook Pro by making files available on demand. Your oldest files will be stored in iCloud and on your email IMAP or Exchange server, so you can download them at any time. There are also tools to identify and delete big files.

Optimize storage.
To see storage recommendations, go to Apple menu
> System Settings, then click General on the side bar. Click Storage on the right to see different recommendations based on how you configured your Mac.
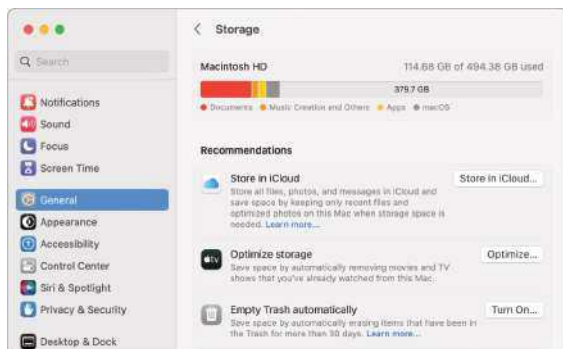
Set options to:

- *Store in iCloud:*
Store all files, photos, and messages in iCloud and save space on your Mac.

- *Desktop and Documents:*
  Store all the files from your Desktop and Documents folders in iCloud Drive. When storage space is needed, iCloud Drive keeps recently opened files on your Mac and makes your oldest files available on demand.

- *Messages:*
  Store all messages and attachments in iCloud. When storage space is needed, iCloud keeps recent attachments on your Mac and makes your oldest files available on demand.

  Even though your files are stored in the cloud, you can access them right where you left them on your MacBook Pro. See Access your iCloud content on your Mac

  .

- *Optimize storage:*
  Save space on your Mac by optimizing the storage of movies and TV shows in the Apple TV app. You can choose to automatically remove movies or TV shows from your MacBook Pro after you watch them. You can download them again at any time.

- *Empty Trash automatically:*
  Automatically erase items that have been in the Trash for more than 30 days.

To help you save space as you work, macOS also:

- Prevents you from downloading the same file twice from Safari

- Alerts you to remove installer software when you finish installing a new app

- Clears logs and caches that are safe to remove when you're low on storage

Learn more.
See Optimize storage space on your Mac
in the macOS User Guide.

Take a screenshot on your Mac

Explore the Screenshot menu to find all the controls you need to take screenshots and screen recordings. You can also capture your voice during a screen recording. The optimized workflow lets you take photos and videos of your screen, and then easily share, edit, or save them.

Access the screenshot controls.
Press Command-Shift-5. You can capture the entire screen, a selected window, or a portion of a window. You can also record the entire screen or a selected portion of the screen.

Use the icons at the bottom of the screen to capture a selection ⬚ ,
record your screen ▭ ,
and more. Click Options to modify your save location, set a timer before capturing, set microphone and audio options, or show the pointer. Click Capture or Record to take the screenshot or video.

After you take a screenshot or video, a thumbnail appears in the corner of the screen. Drag the thumbnail into a document or folder, swipe to the right to quickly save it, or click to edit or share it.

Note:
You can also open the Screenshot utility from the Other folder in Launchpad
, or go to the Apps > Utilities folder in the Finder.

Mark up your screenshot.
Click the thumbnail of your screenshot to use Markup tools and make annotations. You can also click Share ⬆
to send your marked-up screen to colleagues or friends—right from the screenshot itself. See Mark up files on Mac

in the macOS User Guide.

Learn more.
See Take screenshots or screen recordings on Mac
in the macOS User Guide.

Mac resources, service, and support

You can find more information about your MacBook Pro in System Report, in Apple Diagnostics, and through online resources.

System Report.

To get information about your MacBook Pro, use System Report. It shows you what hardware and software is installed, the serial number and operating system version, how much memory is installed, and more. To open System Report, choose Apple menu
> About This Mac, then click More Info. Then, click System Report.

Apple Diagnostics.

You can use Apple Diagnostics to help determine if there's a problem with one of the computer's components, such as the memory or processor. Apple Diagnostics helps to identify the potential source of a hardware issue and provides first steps to try and resolve it. Apple Diagnostics will also help you get in touch with AppleCare Support if you need more help.

Before using Apple Diagnostics, disconnect any external devices, such as a hard disk or external display. Be sure the MacBook Pro is connected to the internet.

To start Apple Diagnostics on MacBook Pro with Apple silicon, restart the computer, press and hold the power button for 10 seconds to open Startup Options, then hold Command-D to enter Diagnostics mode. To start Apple Diagnostics on other MacBook Pro models, restart the computer and hold down the D key as it starts up.

If prompted, select the language for your location. Press the Return key or click the right arrow button. The basic Apple Diagnostics test takes a few minutes to complete. If an issue is found, a description of the issue appears with additional instructions. Make a note of any reference codes before you exit Apple Diagnostics, in case you need to contact AppleCare support.

Online resources.

For online service and support information, go to Welcome to Apple Support
. You can learn about Apple products, view online manuals, check for software updates, connect with other Apple users, and get service, support, and professional advice from Apple. For more information about your MacBook Pro, go to MacBook Pro Support
.

AppleCare support.

If you need assistance, AppleCare representatives can help you with installing and opening apps, and with troubleshooting. Call the support center number nearest you (the first 90 days are complimentary). Have the purchase date and your MacBook Pro serial number ready when you call.

A complete list of support telephone numbers is available on the web at Contact Apple for support and service
. Telephone numbers are subject to change, and local and national telephone rates may apply.

Your 90 days of complimentary telephone support begins on the date of purchase.

Safety, handling, and regulatory information

Important safety information for your Mac

⚠ **WARNING:**
Failure to follow these safety instructions could result in fire, electric shock, or other injuries, or damage to your MacBook Pro, cables, or other property. Read all safety information below before using your MacBook Pro.

Built-in battery.
Don't attempt to replace or remove the battery yourself—you may damage the battery, which could cause overheating and injury. The built-in battery should only be replaced or repaired by a trained technician to avoid battery damage, which could cause overheating, fire, or injury. Repairs performed by untrained individuals or using non-genuine Apple parts may affect the safety and functionality of the device. The built-in battery must be recycled or disposed of separately from household waste. Dispose of batteries according to your local environmental laws and guidelines. Don't expose your MacBook Pro to extreme heat sources, such as radiators or fireplaces, where temperatures might exceed 212°F (100°C).

For information about battery service and recycling, go to Battery Service and Recycling

.

Handling.
Handle your MacBook Pro with care. It is made of metal, glass, and plastic and has sensitive electronic components inside. Place your MacBook Pro on a stable work surface that allows for adequate air circulation under and around the computer. Your MacBook Pro can be damaged if dropped, burned, punctured, or crushed, or if it comes in contact with liquids, oils, and lotions. Don't use a damaged MacBook Pro, such as one with a cracked screen, as it may cause injury.

Handle your USB-C to MagSafe 3 Cable with care. It contains sensitive electronic components inside. Charge your device on a stable work surface that allows for adequate air circulation under and around the computer. Your USB-C to MagSafe 3 Cable can be damaged if dropped, burned, punctured, or crushed, or if it comes in contact with liquids, oils, and lotions. Don't use a damaged or frayed USB-C to MagSafe 3 Cable.

Liquid exposure.
Keep your MacBook Pro and its charge cable away from sources of liquid, such as drinks, oils, lotions, sinks, bathtubs, shower stalls, and so on. Protect your MacBook Pro and the charge cable from dampness, humidity, or wet weather, such as rain, snow, and fog.

Charging your MacBook Pro.
Charge your 14-inch or 16-inch MacBook Pro only with the included 67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter and USB-C to MagSafe 3 Cable, or with a third-party power adapter and cable that are compatible with USB-C PD and compliant with applicable international and regional regulations and safety standards. Charge your 13-inch MacBook Pro only with the included 67W USB-C Power Adapter and USB-C Charge Cable, or with a third-party power adapter and cable that are compatible with USB-C PD, and compliant with applicable international and regional regulations and safety standards.

Other power adapters might not meet applicable safety standards, and charging with such power adapters could pose a risk of death or injury. Using damaged power adapters or cables, or charging when moisture is present, can cause fire, electric shock, injury, or damage to your MacBook Pro or other property. When you use the included power adapter to charge your MacBook Pro, make sure the charge cable is fully inserted into the power adapter before you plug the power adapter into a power outlet.

Prolonged heat exposure.
Your MacBook Pro and its power adapter may become very warm during normal use. The MacBook Pro and its 67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter comply with required surface temperature limits defined by applicable country regulations and international and regional safety standards. However, even within these limits, sustained contact with warm surfaces for long periods of time may cause discomfort or injury.

To reduce the possibility of overheating or heat-related injuries, always allow adequate ventilation around the MacBook Pro and its power adapter and use care when handling them. Use common sense to avoid situations where your skin is in prolonged contact with a device or its power adapter when it's operating or plugged into a power source. For example, don't sleep with a device or power adapter when it's plugged into a power source. Do not place

the device or power adapter under a blanket, pillow, or your body when the device or adapter is connected to a power source. Never push anything into the ventilation openings, as doing so may be dangerous and cause your computer to overheat. Never place anything over the keyboard when operating your MacBook Pro. If your MacBook Pro is on your lap and gets uncomfortably warm, remove it from your lap and place it on a stable, well-ventilated work surface. Take special care if you have a physical condition that affects your ability to detect heat against the body.

67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter.
To operate the 67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter safely and reduce the possibility of heat-related injury or damage, do one of the following:

- Plug the 67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter directly into a power outlet.

- If you're using the Power Adapter Extension Cable, place the power adapter on a desk, table, or on the floor in a well-ventilated location.

Don't use your MacBook Pro or its power adapter in wet locations, such as near a sink, bathtub, or shower stall, and don't connect or disconnect the power adapter with wet hands. Unplug the power adapter and disconnect any cables if any of the following conditions exists:

- The USB-C cable or power cord has become frayed or damaged.

- The plug part of the 67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter, the prongs, or the adapter case have become damaged.

- Your MacBook Pro or 67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter has been dropped.

- Your MacBook Pro or 67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter is exposed to rain, liquid, or excessive moisture.

- You suspect the MacBook Pro or 67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter needs service or repair.

- You want to clean the MacBook Pro or 67W USB-C Power Adapter, 96W USB-C Power Adapter, or 140W USB-C Power Adapter (use only the recommended procedure, described in Important handling information for your Mac).

The MagSafe 3 power port contains a magnet that can erase data on a credit card, iPod, or other device. To preserve your data, do not place these or other magnetically sensitive material or devices within 1 inch (25 mm) of this port.

If debris gets onto the power port, remove it gently with a dry cotton swab.

67W USB-C Power Adapter specifications:

-
  Frequency:
  50 to 60 Hz, single phase

-
  Line Voltage:
  100 to 240 V

-
  (USB-PD) Output Voltage:
  20.3VDC/3.3A or 15VDC/3A or 9VDC/3A or 5.2VDC/3A

96W USB-C Power Adapter specifications:

-
  Frequency:
  50 to 60 Hz, single phase

-
  Line Voltage:
  100 to 240 V

- *(USB-PD) Output Voltage:*
  20.5VDC/4.7A or 15VDC/3A or 9VDC/3A or 5.2VDC/3A

140W USB-C Power Adapter specifications:

- *Frequency:*
  50 to 60 Hz, single phase

- *Line Voltage:*
  100 to 240 V

- *(USB-PD) Output Voltage:*
  28VDC/5A or 20.5VDC/5A or 15VDC/5A or 9VDC/3A or 5.2VDC/3A

Hearing loss.

Listening to sound at high volumes may damage your hearing. Background noise, as well as continued exposure to high volume levels, can make sounds seem quieter than they actually are. Use only compatible earbuds, headphones, or earpieces with your MacBook Pro. Turn on the audio and check the volume before inserting anything into your ear. See Sound and Hearing
.

⚠ **WARNING:**

To prevent possible hearing damage, do not listen at high volume levels for long periods.

Repairing.

Your MacBook Pro doesn't have any user-serviceable parts. Do not open or disassemble MacBook Pro or attempt to repair it or replace any components. Disassembling your MacBook Pro may damage it or may cause injury to you. If you attempt to open your MacBook Pro, you risk damaging your computer, and such damage isn't covered by the limited warranty on your MacBook Pro.

If your MacBook Pro needs service, is damaged, malfunctions, or comes in contact with liquid, contact Apple or an Apple Authorized Service Provider for service. Repairs performed by untrained individuals or using non-genuine Apple parts may affect the safety and functionality of the device. You can find information about getting service at Mac Repair and Service
.

Navigation.

Maps, directions, and location-based apps depend on data services. These data services are subject to change and may not be available in all areas, resulting in maps, directions, or location-based information that may be unavailable, inaccurate, or incomplete. Compare the provided location-based information to your surroundings and defer to posted signs to resolve any discrepancies. Do not use these services while performing activities that require your full attention. Always comply with posted signs and the applicable laws and regulations in the areas where you are using navigation, and always use common sense.

Radio frequency exposure.

MacBook Pro uses radio signals to connect to wireless networks. For information about radio frequency (RF) energy resulting from radio signals and steps you can take to minimize exposure, go to RF Exposure
.

Medical device interference.

MacBook Pro contains magnets, as well as components and radios that emit electromagnetic fields. These magnets and electromagnetic fields might interfere with medical devices. Consult your physician and medical device manufacturer for information specific to your medical device, and whether you need to maintain a safe distance of separation between your medical device and MacBook Pro. Manufacturers often provide recommendations on the safe use of their devices around wireless or magnetic products to prevent possible interference. If you suspect MacBook Pro is interfering with your medical

device, stop using your MacBook Pro. Medical devices such as implanted pacemakers and defibrillators may contain sensors that respond to magnets and radios when in close contact. To avoid any potential interactions with these devices, keep your MacBook Pro a safe distance away from your device (more than 6 inches / 15 cm), but consult with your physician and your device manufacturer for specific guidelines.

Medical conditions.
If you have a medical condition that you believe could be affected by using MacBook Pro (for example, seizures, blackouts, eyestrain, or headaches), consult with your physician prior to using MacBook Pro.

Repetitive motion.
When you perform repetitive activities such as typing or playing games on MacBook Pro, you may experience discomfort in your hands, arms, wrists, shoulders, neck, or other parts of your body. If you experience discomfort, stop using MacBook Pro and consult a physician.

Choking hazard.
Some MacBook Pro accessories may present a choking hazard to small children. Keep these accessories away from small children.

High-consequence activities.
Your MacBook Pro is not intended for use where the failure of the computer could lead to death, personal injury, or severe environmental damage.

Explosive and other atmospheric conditions.
Using MacBook Pro in any area with a potentially explosive atmosphere may be hazardous—particularly in areas where the air contains high levels of flammable chemicals, vapors, or particles such as grain, dust, or metal powders. Exposing MacBook Pro to environments having high concentrations of industrial chemicals, including evaporating liquified gases such as helium, may damage or impair MacBook Pro functionality. Obey all signs and instructions.

Important handling information for your Mac

Operating environment
Operating your MacBook Pro outside these ranges may affect performance:

- *Operating temperature:*
  50° to 95° F (10° to 35° C)

- *Storage temperature:*
  -13° to 113° F (-25° to 45° C)

- *Relative humidity:*
  0% to 90% (noncondensing)

- *Operating altitude:*
  Tested up to 10,000 feet (0 to 3048 meters)

Carrying your MacBook Pro.
If you carry your MacBook Pro in a bag or briefcase, make sure there are no loose items (such as paper clips or coins) that could accidentally get inside the computer through vent openings or get stuck inside a port.

CAUTION:
Keep hands and fingers away from the moving parts to avoid pinching.

Using connectors and ports.

Never force a connector into the ports. When connecting a device, make sure the port is free of debris, that the connector matches the port, and that you have positioned the connector correctly in relation to the port.

Using the USB-C to MagSafe 3 Cable (2 m).

Certain usage patterns can contribute to the fraying or breaking of cables. The USB-C to MagSafe 3 Cable, pictured in What's included with your MacBook Pro , like any other metal wire or cable, is subject to becoming weak or brittle if repeatedly bent in the same spot. Aim for gentle curves instead of angles in the cable. Regularly inspect the cable and connectors for any kinks, breaks, bends, or other damage. Should you find any such damage, discontinue use of the USB-C to MagSafe 3 Cable.

Using the USB-C Charge Cable (2 m).

Certain usage patterns can contribute to the fraying or breaking of cables. The USB-C Charge Cable, pictured in What's included with your MacBook Pro , like any other metal wire or cable, is subject to becoming weak or brittle if repeatedly bent in the same spot. Aim for gentle curves instead of angles in the cable. Regularly inspect the cable and connectors for any kinks, breaks, bends, or other damage. Should you find any such damage, discontinue use of the USB-C Charge Cable.

Storing your MacBook Pro.

If you're going to store your MacBook Pro for an extended period of time, keep it in a cool location (ideally, 71° F or 22° C) and discharge the battery to 50 percent. When storing your computer for longer than five months, maintain the capacity of the battery by charging the battery to 50 percent every six months or so.

Cleaning your MacBook Pro.

When cleaning the outside of your MacBook Pro and its components, first shut down your MacBook Pro and unplug the charge cable and the power adapter. Then dampen a clean, soft, lint-free cloth to wipe the MacBook Pro exterior. Avoid getting moisture in any openings. Don't spray liquid directly on the computer. Don't use aerosol sprays, solvents, abrasives, or cleaners containing hydrogen peroxide, which might damage the finish.

Cleaning the MacBook Pro screen.

To clean the MacBook Pro screen, first shut down your MacBook Pro and unplug the charge cable and the power adapter. Then dampen a clean, soft, lint-free cloth with just water and wipe the screen. Don't spray liquid directly on the screen.

Mac ergonomics

When you use the keyboard and mouse, your shoulders should be relaxed. Your upper arm and forearm should form an angle that is slightly greater than a right angle, with your wrist and hand in roughly a straight line.
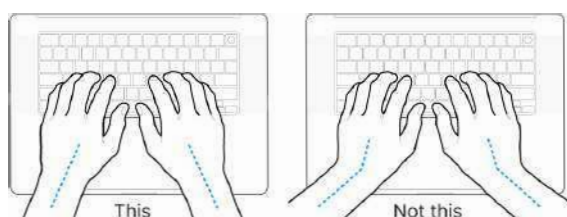
Use a light touch when typing or using the trackpad and keep your hands and fingers relaxed. Avoid rolling your thumbs under your palms.

Change hand positions often to avoid fatigue. Some computer users might develop discomfort in their hands, wrists, or arms after intensive work without breaks. If you begin to develop chronic pain or discomfort in your hands, wrists, or arms, consult a qualified health specialist.

External mouse.
If you use an external mouse, position the mouse at the same height as the keyboard and within a comfortable reach.

Chair.
An adjustable chair that provides firm, comfortable support is best. Adjust the height of the chair so your thighs are horizontal and your feet are flat on the floor. The back of the chair should support your lower back (lumbar region). Follow the manufacturer's instructions for adjusting the backrest to fit your body properly.

Built-in display.
Adjust the angle of the display to minimize glare and reflections from overhead lights and windows. Do not force the display if you meet resistance. The display is not designed to open past 135 degrees.

You can adjust the brightness of the screen when you take the computer from one work location to another, or if the lighting in your work area changes.

For more information about ergonomics, see the Apple Support article Ergonomics
.

Regulatory information

Regulatory information, certification, and compliance marks specific to MacBook Pro are available on-device. Choose Apple menu > About This Mac, then click Regulatory Certification.

FCC compliance statement

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Note:
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Changes or modifications to this product not authorized by Apple could void the electromagnetic compatibility (EMC) and wireless compliance and negate your authority to operate the product.

This product has demonstrated EMC compliance under conditions that included the use of compliant peripheral devices and shielded cables between system components. It is important that you use compliant peripheral devices and shielded cables between system components to reduce the possibility of causing interference to radios, television sets, and other electronic devices.

Responsible party (contact for FCC matters only):

Apple Inc.

One Apple Park Way, MS 911-AHW

Cupertino, CA 95014

USA

apple.com/contact

ISED Canada compliance statement

This device complies with ISED Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Operation in the band 5150–5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems.

Le présent appareil est conforme aux CNR d'ISDE Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

La bande 5150–5250 MHz est réservée uniquement pour une utilisation à l'intérieur afin de réduire les risques de brouillage préjudiciable aux systèmes de satellites mobiles utilisant les mêmes canaux.

ENERGY STAR® compliance statement

As an ENERGY STAR partner, Apple has determined that standard configurations of this product meet the ENERGY STAR guidelines for energy efficiency. The ENERGY STAR program is a partnership with electronic equipment manufacturers to promote energy-efficient products. Reducing energy consumption of products saves money and helps conserve valuable resources.

MacBook Pro is shipped with power management enabled, with the computer set to sleep after 10 minutes of user inactivity. To wake your computer, click the trackpad or press any key on the keyboard. To change this setting, open System Settings
, then click Lock Screen.

For more information about ENERGY STAR, go to Energy Star
.

Apple and the environment

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products.

For information, go to Apple's Environment website.

Disposal and recycling information

The symbol above means that according to local laws and regulations your product and/or its battery shall be disposed of separately from household waste. When this product reaches its end of life, take it to a collection point designated by local authorities. The separate collection and recycling of your product and/or its battery at the time of disposal will help conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment.

For information about Apple's recycling program, recycling collection points, restricted substances, and other environmental initiatives, visit apple.com/environment
.

Información sobre eliminación de residuos y reciclaje

El símbolo de arriba indica que este producto y/o su batería no deben desecharse con los residuos domésticos. Cuando quieras desechar este producto y/o su batería, hazlo de conformidad con las leyes y directrices medioambientales locales. Para obtener más información sobre el programa de reciclaje de Apple, los puntos de recolección para reciclaje, las sustancias restringidas y otras iniciativas medioambientales, visita apple.com/mx/environment o apple.com/la/environment
.

Brasil – Informações sobre descarte e reciclagem

O símbolo acima indica que este produto e/ou sua bateria não devem ser descartados no lixo doméstico. Quando decidir descartar este produto e/ou sua bateria, faça-o de acordo com as leis e diretrizes ambientais locais. Para informações sobre substâncias de uso restrito, o programa de reciclagem da Apple, pontos de coleta e telefone de informações, visite apple.com/br/environment
.

Apple Recycling Program

For free recycling of your old device, a prepaid shipping label, and instructions, see Apple Trade In website
.

Turkey environmental information

Türkiye Cumhuriyeti: AEEE Yönetmeliğine Uygundur.

Battery disposal information

The battery in your MacBook Pro should be serviced, replaced, or recycled by Apple or an authorized service provider, and must be recycled or disposed of separately from household waste according to your local environmental laws and guidelines. For information about battery service and recycling, go to Battery Service and Recycling

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Software License Agreement

Use of MacBook Pro constitutes acceptance of the Apple and third-party software license terms found at Software License Agreements

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