Apple at Work

Mac Employee Starter Guide

Using a Mac at Work

With reliable hardware and intuitive software, you can manage all of your business workflows more seamlessly on Mac. User-friendly macOS provides powerful ways to collaborate across apps fluidly, analyze data faster, stay connected with colleagues, and more. And every Mac comes with built-in accessibility features designed to empower everyone.

In this guide, you'll learn how to navigate and customize your Mac, how to use built-in macOS productivity features, and how to find additional support resources as well as tips if you're switching from Windows. If you already use an iPhone or iPad, you'll see many of the same applications and controls on your Mac, so you can use familiar tools and work seamlessly across all of your Apple devices.

Getting started with Mac basics

You can set up and start using your new Mac in no time. To get started on your corporate network, you or your IT team will need to enroll your Mac into corporate services to access your organization's Wi-Fi, mail, and calendar. Then adjust common settings, start using apps, organize your files, and more. If you have any questions, contact your IT administrator for more information.

Hardware overview

Your Mac is ready to help you do amazing things right out of the box. To quickly set up and start using your Mac, check out your device's Essentials guide to get familiar with the hardware, features, and more.

MacBook Air Essentials

MacBook Pro Essentials

iMac Essentials

Mac mini Essentials

Mac Studio Essentials

Mac Pro Essentials

FaceTime HD camera

Dictation/Siri

Spotlight Search

Mission Control

Brightness

MagSafe 3 port

Thunderbolt/
USB 4 ports

Magic
Keyboard

Do Not Disturb

Media (rewind, pause/
play, fast-forward)

Mute

Volume

Headphone jack

Touch ID
(power button)

Force Touch trackpad

Software overview

macOS is the operating system that powers every Mac. The first thing you see when you turn on your Mac is the desktop, where you'll do most of your work. The desktop is the space between the menu bar at the top and the Dock at the bottom of your screen.

Get to know the Mac desktop

Explore the menu bar

macOS User Guide

Find files and folders

Finder is home base for your Mac. Click Finder in the Dock to access all your files, folders, and apps. Choose your preferred view and organize your files. To create a new folder, click File in the menu bar and choose New Folder.
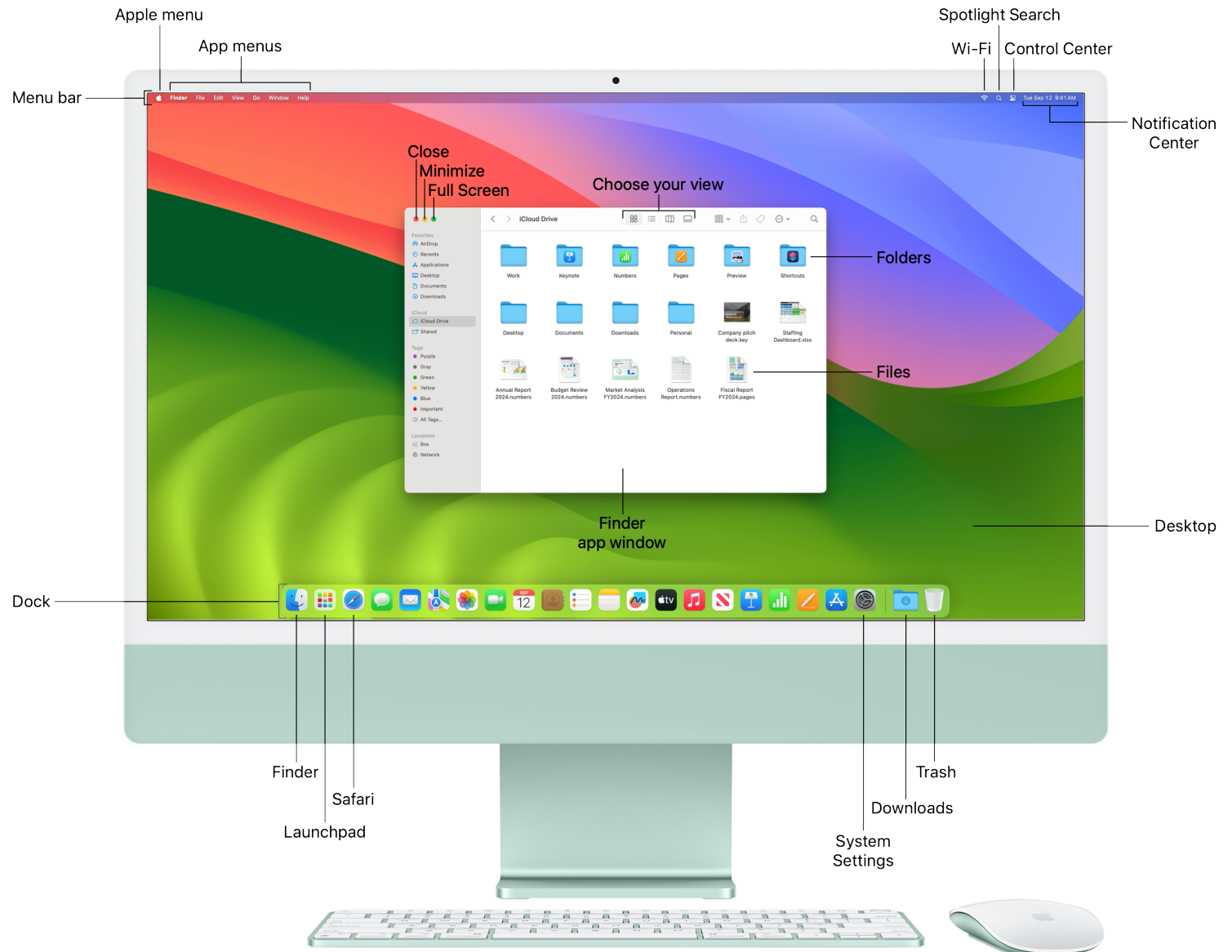
Organize files and folders

Choose your view

Access apps in the Dock

Keep your favorite apps in the Dock at the bottom of your screen. To open an app, click on its icon. To see all your apps, click Launchpad.

To close apps, click the close button in the top-left corner of an app's window. To quit, choose *App Name* > Quit *App Name* in the menu bar.

Apple menu

App menus

Menu bar

Spotlight Search

Wi-Fi   Control Center

Notification Center

Close
Minimize
Full Screen

Choose your view

Folders

Files

Finder app window

Desktop

Dock

Finder

Safari

Launchpad

Trash

Downloads

System Settings

Configure your settings

Manage your accounts, set up Wi-Fi, update your password, and more in System Settings. Some settings may already be configured by your company. Be sure to check with your IT administrator to learn more.

Customize the settings on your Mac

Connect to a Wi-Fi network

Change your password or user picture

Use a screen saver for extra privacy

Set a password to wake your Mac

Navigate app windows

There are several ways to manage open app windows. You can manually move, align, maximize, or minimize windows. When you have multiple app windows open, only one window is active at a time. To make a different app or Finder window active, simply click on it. Use Mission Control to see all windows open on your desktop, arranged in a single layer.

Work with an app in Full Screen or use Split View to view two apps open side by side. Or you can organize your apps and windows into a single view with Stage Manager, so you can stay focused on your work at hand and easily move between tasks.

Use Touch ID

With Touch ID, you can unlock your Mac, open password-protected items, or sign into some third-party apps. Set up Touch ID in System Settings.

Right click

To right click, press with two fingers on your trackpad or click the right corner of your mouse. You can also customize your Mouse settings and Trackpad settings, as well as scroll direction, swipe gestures, and button assignments in System Settings.

See your notifications

Notifications lets you know when you have new messages, upcoming calendar events, and more. To open the Notifications Center, click the date and time in the menu bar. You can also adjust your Notifications settings based on your preferences. If you need to stay on task and minimize distractions, use Focus to pause or silence certain notifications.

Trackpad and Mouse gestures

With your Multi-Touch trackpad or Magic Mouse, you can use Multi-Touch gestures to do things like zoom in on documents, swipe between pages, rotate photos, and more.

> 💡 **Tip: If you are new to Mac, check out the following resources.**
>
> Learn how to perform some common tasks with Mac tips for Windows switchers.
>
> And if you're not sure what something is called on a Mac, here's a list of Windows and Mac terms to help you find what you're looking for: What's it called on my Mac?

Keyboard shortcuts

Mac keyboard shortcuts can help you save time and quickly accomplish tasks that normally need a mouse, trackpad, or other input device. Many of the keyboard combinations you may already be familiar with use the Command (⌘) key on the Mac.

Use macOS keyboard shortcuts

Explore symbols used for shortcuts

Common keyboard shortcuts

Create your own keyboard shortcuts

Windows keys on a Mac keyboard

Capture screenshots

Take a screenshot or make a screen recording of what is happening on your screen. Screenshots and screen recordings are automatically saved to the desktop, and can also be saved in folders, attached to emails, and shared with coworkers. Press Shift + Command (⌘) + 5 on your keyboard, then choose to capture the entire screen, app window, or specific area.

Browse the internet

Safari is the built-in web browser on Mac where you can research topics, read news articles, and access web applications. Bookmark your favorite websites, pin frequently visited sites for quick access, and save web pages to read later—even when you're not connected to the internet.

And with Safari, you can also create a separate work profile, turn a website into an app, and group sites (tabs) into a single window.

Quickly adjust settings

Control Center gives you access to volume, brightness, Wi-Fi, Bluetooth, and more. To open Control Center, click on the 🎛 icon in the menu bar.

🧑‍🦽 Work the way you do

Accessibility features are included on every Mac and are designed to work the way you do. You can make content larger on your screen, use the built-in screen reader called VoiceOver, speak commands with Voice Control, transcribe dialogue with Live Captions, and more.

Get started with accessibility features

macOS general accessibility features

Vision | Hearing | Mobility | Speech

Dictate messages and documents

Accessibility Support

⚙️ Customize your Mac

You can change System Settings to customize your Mac to best fit your preferences and needs, such as customizing the appearance of your Desktop & Dock, adjusting your Highlight color, changing the language, creating Focus statuses, and setting up Night Shift.

Customize with System Settings

Choose your desktop wallpaper

Use a screen saver on your Mac

Change your login picture on Mac

Change the language your Mac uses

💡 **Tip: Instead of using voice, you can type requests to Siri.**

On your Mac, use Siri settings for accessibility to type your requests to Siri instead of speaking them. This feature can be useful if speech is difficult or you don't want others to hear your Siri requests.

To change these settings, go to System Settings, click Accessibility in the sidebar, and then click on Siri.

Getting down to business with apps and features

Mac is loaded with powerful apps and tools for the work you do every day, like sending emails, creating documents, accessing web apps, managing projects, and collaborating with colleagues. The productivity features built into macOS can help take your workflows to the next level, so you can continue to meet your daily objectives and exceed your professional goals.

Work with apps

Apps can be accessed and arranged in a variety of ways to help you do your best work. Customize your Dock to show the apps you use frequently. If the app you need isn't in the Dock, find the app with Spotlight search or open Launchpad to view and open any app on your Mac.

Discover more apps

The App Store helps you discover thousands of apps that can help you increase productivity, visualize data, collaborate with colleagues, and support your workflow needs. Ask your IT team about your organization's software distribution settings.

Create and manage documents

You can use built-in macOS apps or third party apps from the App Store or web to create reports, spreadsheets, charts, presentations, and more.

Open documents on your Mac

Create and edit documents

Print your files

iWork is a suite of built-in Apple apps. Use Pages for documents, Numbers for spreadsheets, and Keynote for presentations.

Create and design documents

Visualize your data with spreadsheets

Build compelling presentations

Convert your iWork files to Microsoft Office documents

Invite coworkers to collaborate on documents in real time

And the same Microsoft apps you've been using at work are available on your Mac — view, create, and edit documents, spreadsheets, and presentations with Word, Excel, and PowerPoint. Ask your IT administrator if your organization has a subscription for Microsoft 365.

Microsoft Word for Mac

Microsoft Excel for Mac

Microsoft PowerPoint for Mac

Create and annotate PDF files

Preview is a built-in app that lets you view and annotate PDFs, fill out and sign forms, and mark up images. When you're done, share your file, export a password-protected PDF, or save images in a variety of file types.

Annotate a PDF

Combine files into a PDF

Combine PDFs

Use Markup tools to annotate files

Add, delete, or move PDF pages

Password-protect a PDF

Fill out and sign PDF forms

Export PDFs and images

🧭 Customize Safari

With Safari, you can personalize your web browsing experience by creating a separate work profile, customizing your start page, sharing tabs with coworkers, translating a webpage, and adding Safari extensions. You can also import bookmarks and passwords.

✉️ Send emails

Mail is the built-in app to send emails. Add your Exchange or Outlook account and sync your Mail, Contacts, Calendar, Reminders, and Notes.

Add email accounts

Write, send, and schedule emails

Create and use email signatures

Undo sent emails

Follow up on emails at a later date

Search for emails

📅 Schedule events

Keep track of your schedule, project timelines, meetings, conferences, and more using Calendar.

Create or modify events

Invite people to events

Add location and travel time to events

Set event alerts

Add a FaceTime video call to events

👤 Manage contacts

Contacts gives you quick access to contact information from the people you interact with most. You can manage relevant contact details and set up a contact card with your own information for easy sharing.

Add contacts from an internet account

Group your contacts

Text, call, or email a contact

Link duplicate contacts

Share a contact

📹💬 Keep in touch with colleagues

FaceTime lets you make video or audio-only calls. It's a great way to have meetings when you are not able to be there in person.

Set up FaceTime

Make and receive video calls

Create a link to start a FaceTime call

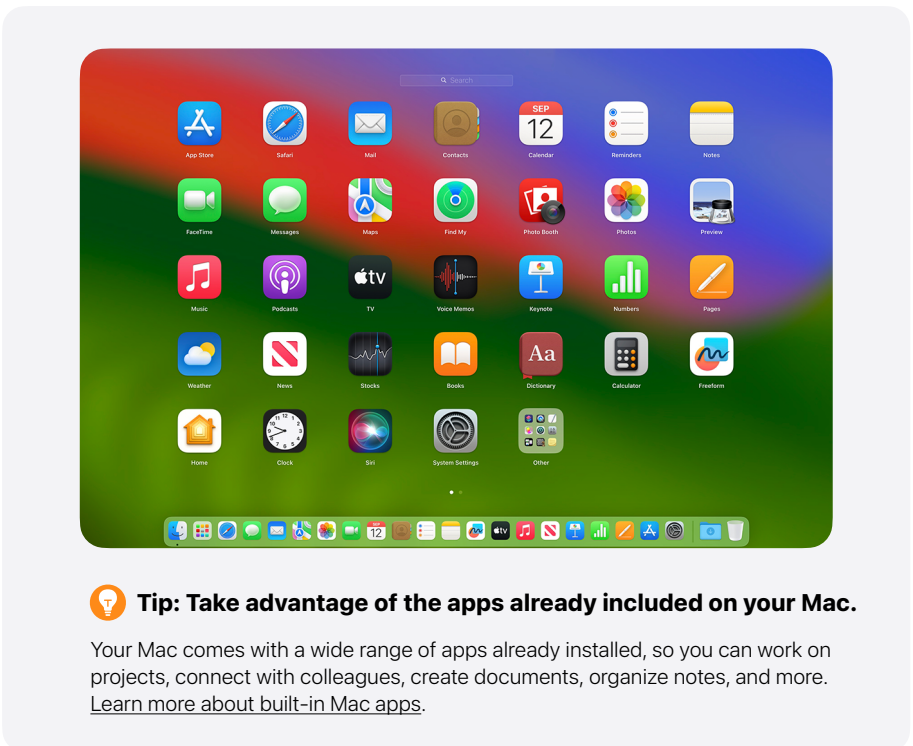Messages lets you send text, images, audio, and video messages, or nearly any other file type to your coworkers.

Set up Messages

Send messages to one or more people

Edit or undo sent messages

Pin important conversations to the top

Get SMS messages on Mac

💡 Tip: Take advantage of the apps already included on your Mac.

Your Mac comes with a wide range of apps already installed, so you can work on projects, connect with colleagues, create documents, organize notes, and more. Learn more about built-in Mac apps.

🗺️ Find your way around

Maps makes planning your business travel a breeze. Find your way around town, view current traffic conditions, plan your routes with multiple stops, and even share your location or destination with others.

Customize your map view

Plan a route with multiple stops

Find your way through airports or malls

🕐 Manage your time

Use the Clock app to see the local time in times zones across the world. Set timers and alarms with different alert sounds to work more efficiently.

📶 Share your work

Send files using email, or send them directly to a coworker's device with AirDrop. And you can wirelessly share what's on your Mac screen to an HDTV screen with AirPlay.

📋 Set reminders

Reminders is the built-in app that helps you keep track of all the things you need to do throughout your workday—such as schedule meetings, send an email, follow up on projects, and so much more. Organize your reminders in sections, view in columns, or plan with simple kanban boards.

Create and organize reminder lists

Add reminders from other apps

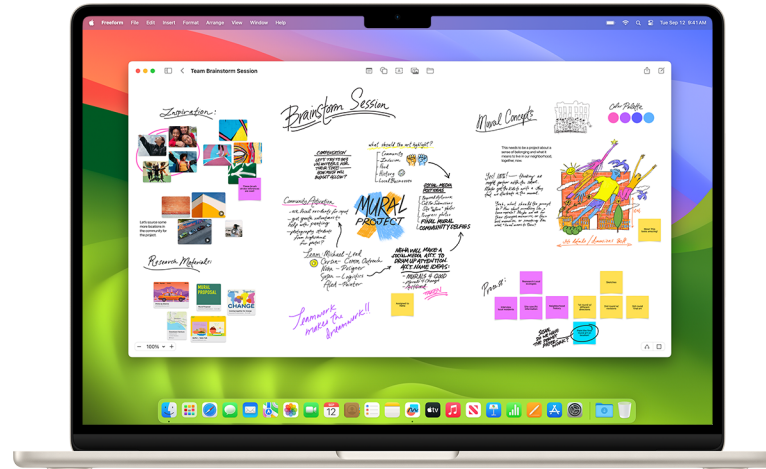Add dates or locations

Add subtasks to reminders

View reminders from multiple internet accounts

Use reminder list templates

Assign shared reminders

📝 Take notes

Use the built-in Notes app for jotting down quick thoughts in meetings, creating checklists, sketching ideas, documenting initiatives, and more.

Write and format notes

Start a Quick Note

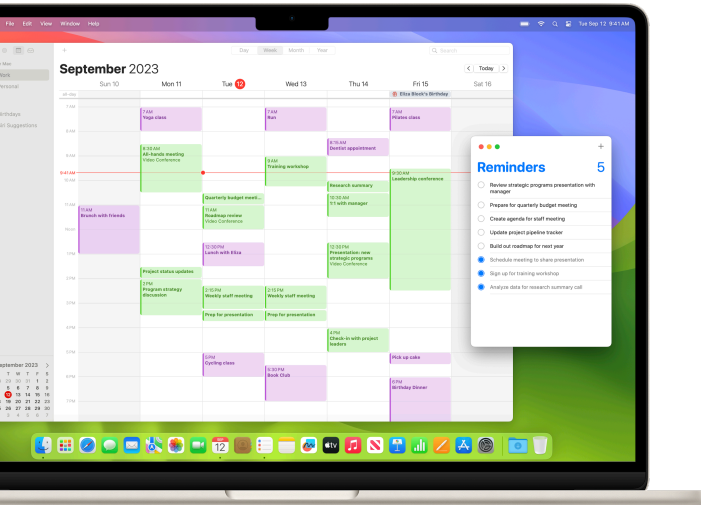Attach images and files

Add a table

Organize your notes with tags

Sort and pin important notes

Search notes

〰️ Whiteboard your ideas

Freeform provides a flexible canvas perfect for diagramming new projects, aggregating important assets, or just brainstorming ideas on a board.

Quickly build diagrams and flowcharts by dragging connector handles to connect objects. With Follow Along, you can guide collaborators around your board so that they can see what you see as you move around the canvas.

Create a board

Access boards from all your devices

Search all your boards

Collaborate on a shared board

Delete a board

⊞ Work with apps simultaneously

Split View lets you fill your Mac screen with two apps, for things like writing emails and annotating documents at the same time. You can use both apps side by side, without the distraction of other apps.

⬚ Create multiple work spaces

When you've got multiple app windows scattered across your desktop, Mission Control helps you navigate through them quickly and efficiently. Create additional desktops to support your business workflows, like sharing a presentation with coworkers in one desktop space while keeping confidential projects private in another.

See all open windows and spaces in Mission Control

Create additional desktop spaces

Assign apps to different spaces

⇆ Switch between app windows

You can see all your open windows in Mission Control. Swipe up on the trackpad with three fingers, then click a window to bring it to the front.

⊙ Search for anything on your Mac

With Spotlight, you can quickly find apps, documents, photos, and other files on your Mac. Find information about specific topics, perform quick calculations, view scrollable previews of your files in Quick Look, and more.

Click on the Spotlight icon in the menu bar or press Command (⌘) + Space bar to open Spotlight search.

Search for anything on your Mac

Narrow your search results

Change your Spotlight settings

Use Spotlight keyboard shortcuts

> 💡 **Tip: Access cloud storage solutions on your Mac.**
>
> You can get easy access to iCloud Drive or third-party cloud solutions like Dropbox, Box, OneDrive, and Google Drive in a Finder window by customizing the sidebar.

▦ Add widgets to your desktop

See reminders, upcoming events, and more, at a glance. Press and hold the Control key and click the desktop, then choose Edit Widgets. Drag a widget anywhere on the desktop.
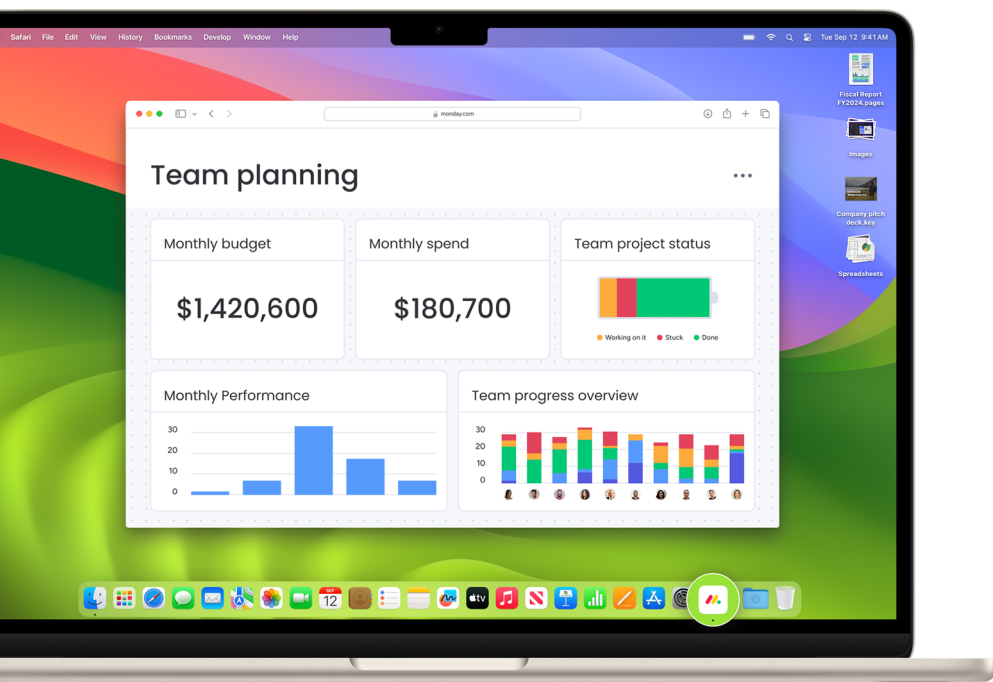
Add and customize widgets on Mac

▦ Stay front and center while presenting

Place yourself in front of the content you're sharing on a video call. Click the video icon in the menu bar, click Screen Share, and then choose one of the Presenter Overlay options.

Use video conferencing features

> 💡 **Tip: Preview a file without even opening it using Quick Look.**
>
> Quick Look offers a fast, full-size preview of nearly any kind of file without opening the file. To see a preview of a file without opening it, select the file, then press the Space bar.

Automate your tasks

Shortcuts provide a quick way to get everyday tasks done with just a click or by asking Siri. Automate things like moving text from one app to another, generating reports, Split Screen specific apps, and more. Use the Shortcuts app to add ready-made or custom shortcuts to your Mac, iPhone, or iPad.

Learn about shortcuts

Discover new shortcuts

Run a shortcut from the app

Create a custom shortcut

Get help with everyday tasks

Siri is like your own personal assistant and can help make everyday tasks easier. You can ask Siri almost anything, and Siri can help do it for you. For example, find and open files, send a message, and create a calendar event.

Explore other ways to use Siri

Change Siri preferences

Use Siri on all your Apple devices

Use Siri to run a shortcut

Use any website like an app

Add a website to the Dock, then open and use it like you would any app. In Safari, click File in the menu bar, then choose Add to Dock.

Use Safari web apps on Mac

Turn a website into an app in Safari
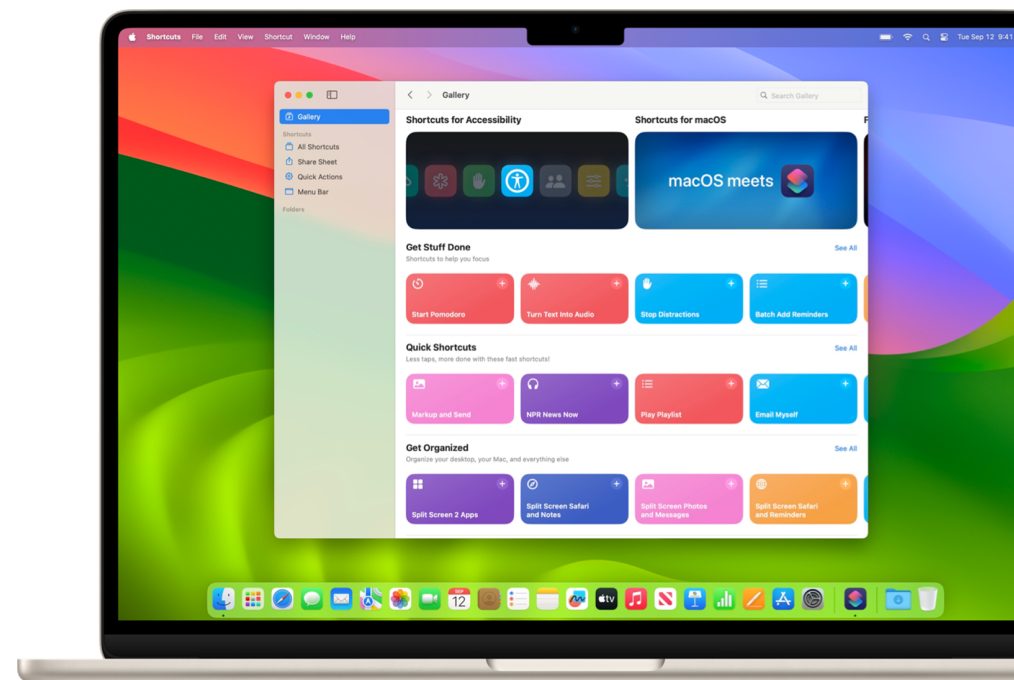
Organize your desktop

Keep the files on your desktop neatly grouped by file type, date, or tags. Press the Control key and click the desktop, then choose Use Stacks. To change how files are grouped, choose Group Stacks By.

Ways to organize files on your desktop

Use desktop stacks

💡 **Tip: Quickly switch between app windows.**

Press Command (⌘)-Tab (or use Command (⌘)-Tab with the arrow keys) to scroll through all the open apps on your Mac.

Working better together with Continuity

When you use Mac with iPad, iPhone, or Apple Watch, you can do incredible things. With iCloud enabled, you can access your documents, apps, photos, videos, and more across all your devices. Use your iPad to extend the workspace of your Mac. Move your cursor seamlessly from your Mac to your iPad or from one Mac to another when the devices are next to each other. Make and receive phone calls without picking up your iPhone. Copy and paste images and text from your iPhone or iPad to your nearby Mac, or vice versa. To learn more, talk to your IT administrator and check out these resources: What is Continuity, Review Continuity system requirements, Set up iCloud features, and Sign in with Apple ID.

Continue work on a nearby device

With Handoff, you can start work on your Mac, then pick up where you left off on your nearby iPhone or iPad when your devices are all signed in with the same Apple ID. Use Handoff with many Apple apps like Mail, Safari, Notes, and iWork—and even some third-party apps.

Connect to a Personal Hotspot

With Instant Hotspot, the Personal Hotspot on your iPhone or iPad (Wi-Fi + Cellular) can provide internet access to a nearby Mac that is signed in with the same Apple ID.

Copy and paste between devices

Universal Clipboard lets you copy content from an app on one Apple device and then paste it into an app on another Apple device when both devices are signed in with the same Apple ID. Now you can copy an image in Safari from your iPhone and then paste it into an email on your Mac.

Use iPhone as a webcam

Continuity Camera also lets you use your iPhone camera as your Mac webcam. It works wired or wirelessly, and your Mac can automatically switch to using your iPhone camera. You can also choose video effects and mic modes.

Use iPad as a second display

With Sidecar, you can use your iPad as a second display for your Mac. Work in one app while you reference another, or view your work on your Mac while you use markup tools on your iPad. You can also mirror the screens so they both display the same content—perfect for sharing with others.

Review Sidecar system requirements

Learn more about external displays

Unlock Mac with Apple Watch

Auto Unlock gives you instant access to your Mac when wearing your Apple Watch if you're signed in with the same Apple ID on both devices. Wake up your Mac and you're ready to go—without typing a password.

> **Tip: Find an app quickly.**
>
> You can use Siri to open an app for you. Say something like "Open Calculator" or click Spotlight in the menu bar and enter an app's name in the search field.

Control Mac and iPad with a single mouse & keyboard

When your Mac is near another Mac or iPad, you can use a single keyboard and trackpad, or a connected mouse, to work across your devices and even drag content between them. With Universal Control, you can do things like sketch a drawing with Apple Pencil on iPad, then drag it to your Mac to drop into a Keynote presentation.

> **Tip**: With the **iCloud Passwords extension**, you can autofill passwords and verification codes from iCloud Keychain into websites in Chrome and Edge.

Scan documents with iPhone or iPad

With Continuity Camera, you can scan business documents or take a picture with your iPhone or iPad and it appears instantly in documents on your Mac. Sign in to iCloud using the same Apple ID on all your devices and you can try it with apps like Mail, Notes, Keynote, and more.

Insert photos or scan documents

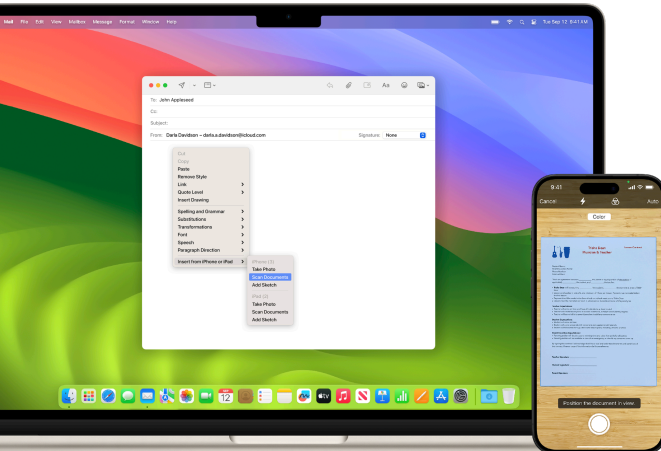Review system requirements

Insert sketches from your iPad into documents on your Mac

Use Continuity Sketch to draw a sketch on your nearby iPhone or iPad and have the sketch appear instantly on your Mac when all your devices are signed in with the same Apple ID. For example, you can draw a sketch from your iPad that is directly inserted in an email, message, document, note, or folder on your Mac.

Use Continuity Sketch

Review system requirements

Annotate files instantly across devices

Continuity Markup lets you edit a PDF document or image on your Mac and reflects those updates on your nearby iPhone or iPad. Sign in with the same Apple ID on all your devices to mark, write, or sketch using Markup tools—and Apple Pencil on iPad—and instantly see the changes on your other devices.

Use Continuity Markup

Review system requirements

Finding support when you need it

It's important to know where to go if you need help. Your IT department is a great resource to answer questions about device setup, software installs, technical support, and more. For additional support, Apple offers tutorials, in-person assistance, and online training programs.

Apple resources

macOS User Guide
macOS Support
Mac Tips for Windows switchers
Are you new to Mac?
What's it called on my Mac?
Apple Support videos on YouTube
Apple Support on X (formerly Twitter)

Apple Support websites:
Mac | iPhone | iPad | Apple Watch

Connect with an Apple Support expert
Attend an Apple Store event
Ask Apple Support Communities

Glossary

AirDrop: Wirelessly send documents, photos, videos, websites, map locations, and more, to a nearby Mac, iPhone, iPad, or iPod touch.

AirPlay Mirroring: Wirelessly mirror exactly what's on your screen to an HDTV with Apple TV.

Apple menu: The menu appearing in the upper-left corner of the screen lets you quickly access frequently used items.

Application menu: Click any of the menu options on the upper left side of your screen to perform tasks for the application you're currently using.

Continuity: Use your Mac together with your other Apple devices to work smarter and move seamlessly between your devices.

Continuity Camera: Use your iPhone as a webcam, or take pictures or scan documents with your nearby iPhone or iPad and have them appear instantly on your Mac.

Continuity Markup: Edit a PDF document or image on your Mac and see the changes instantly on your nearby iPhone or iPad, or vice versa.

Continuity Sketch: Draw a sketch using your nearby iPhone or iPad and have the sketch appear instantly on your Mac.

Control Center: Access features you use often, such as volume control, Display brightness, Bluetooth, Do Not Disturb, AirPlay, and more.

Desktop: The space between the menu bar and the Dock, where you do your work, open apps, or save files and folders.

> 💡 **Tip: Use the built-in help feature to get onscreen help within apps.**
>
> The Finder and most apps on your Mac have a Help menu in the menu bar so you can easily get information about macOS, your Mac, and the apps you use.
>
> Every app that comes with your Mac includes built-in help. To learn how to use an app, open the app, then choose Help in the menu bar. Or click a link below in the Description column to open the user guide for an app.

Dock: The bar at the bottom of your screen that gives you quick access to your favorite applications, folders, and files.

Do Not Disturb: A type of focus to silence notifications. You won't see or hear them as they arrive, but they'll be collected in Notification Center to view later.

Downloads folder: A folder shortcut in the Dock, so you can easily access items you download from the internet, receive as attachments, or accept via wireless transfer through AirDrop.

FaceTime: Make and receive video and audio calls, whether you're having a conversation with one coworker or a group of up to 32 participants.

Finder: The home base for your Mac, similar to Windows File Explorer. It's where you'll go to organize and access work apps, files, project folders, and more.

Focus: Pause and silence all notifications or allow only certain notification to minimize distractions and help you stay on task.

Freeform: A flexible space to pull all the pieces together—photos, shapes, sticky notes, and more—to quickly visualize concepts and build diagrams. Invite people to your Freeform boards and work together in real time.

Handoff: Start a document, an email, or a message on one device and pick up where you left off on another device.

Interactive widgets: Take action right on a widget on your desktop. Complete to-dos, play or pause your media, access your home controls, and much more.

Keynote: Create compelling presentations using transitions, images, slide animations, and over 30 eye-catching Apple-designed templates.

Launchpad: A central location where you can see and open apps that are on your Mac.

Live Speech: Type what you want to say and have it spoken out loud in phone calls, FaceTime calls, or in-person conversations.

Live Text: Copy and use the text that appears in a photo from the Photos app to look up the meaning of words, do a web search, and even translate text into another language. You can

also use it to make a call, open a website, or address an email.

Menu bar: A bar at the top of your screen. Menus on the left side help you perform tasks in apps, and the icons on the right let you check the status of your Mac.

Messages: Send text, images, audio, and video messages, or nearly any other file type when communicating with your coworkers.

Microsoft 365 for Mac: The same Microsoft apps you've been using at work—Word, Excel, and PowerPoint— are available for your Mac.

Mission Control: View all the open windows, desktop spaces, and apps in full screen or Split View on your Mac—making it easy to switch between them.

Notification Center: View appointments, notes, weather, top headlines, and more. To open, click the date and time at the right end of the menu bar.

> 💡 **Tip: Work in Split View on other external displays.**
>
> Make sure the "Displays have separate Spaces" option is turned on in Desktop & Dock settings.

Numbers: Build spreadsheets to organize and present data adding images, graphs, and tables. Animate information with interactive charts to visualize your data.

PDF intelligent form detection: Fillable documents and forms can now be automatically identified across the system, like in Files, Mail, or scanned documents. And with Enhanced AutoFill, populate information such as names and addresses on forms even faster, as powerful on-device language models identify fillable fields and enable AutoFill.

Pages: Create word-processing and page layout documents from scratch or choose from over 70 beautiful Apple-designed templates and styles.

Passkey: A way to sign in to an app or website account, without needing to create and remember a password. Instead of a password, a passkey uses Touch ID or Face ID to identify you.

Personal Voice: A speech accessibility tool for people who are at risk of

losing their voice to create a voice that sounds like them privately and securely on Mac, and use it with Live Speech in phone and FaceTime calls.

Presenter Overlay: Remain a part of the conversation when you're sharing your screen on a video call by placing yourself on top of your presentation. Use a small overlay to place yourself in a movable bubble, or use a large overlay to keep yourself prominent while your shared screen is framed beautifully next to you.

Preview: View and annotate PDFs, fill out and sign forms, and edit images.

Quick Look: Get full-size previews of nearly any kind of file without opening them. You can even edit files using the Markup tools—directly in the Quick Look window.

Quick Note: Jot down ideas and add links no matter where you are or what you're doing on your Mac. Find all your Quick Notes in the Quick Notes folder in the Notes app.

> 💡 **Tip: Dictate and type.**
>
> Fluidly move between dictating, typing with the keyboard, and more, without needing to stop Dictation. Dictation intelligently pauses the microphone while you type with the keyboard and resumes when you stop typing.

Safari: The built-in web browser that lets you read news articles, research topics, and discover new resources on the web.

Safari Profiles: Keep your browsing separate for topics like work and personal. Each profile has separate histories, cookies, extensions, Tab Groups, and favorites.

Screenshot: Capture pictures or recordings of the screen on your Mac.

Shortcuts: A built-in app to help you automate your everyday tasks.

Shortcuts widget: Run shortcuts from Mac with the new Shortcuts widget.

Sidecar: Extend your desktop using your iPad in landscape orientation as a second display for your Mac.

Siri: A built-in intelligent assistant you can ask to get things done on your Mac, like open files or apps, send messages or emails, make calls, and more.

Split View: Work on two Mac apps side by side. Split View fills your Mac screen with two apps, without having to manually move and resize windows.

Spotlight Search: Find files and search for apps, documents or anything else on your Mac by clicking the Spotlight icon.

Stacks: Keep files neatly organized in groups on your desktop. Whenever you save a file to the desktop, it's automatically added to the appropriate stack.

> **Tip: Automatically organize email messages.**
>
> Create Smart Mailboxes that automatically organize email messages into a single mailbox, based on criteria you specify.

Stage Manager: Keep the app you're working with front and center, and your desktop clutter-free. Your recently used apps are neatly arranged along the left side of the screen for quick access, while the window you're working with is positioned in the center of the screen.

System Settings: Change system settings and customize your Mac, similar to Control Panel on Windows.

Trash: Store deleted files until permanently removed by emptying Trash. This is similar to the Recycle Bin on a Windows computer.

Universal Clipboard: Copy text, images, photos, and videos on one Apple device and then paste the content on another Apple device.

Universal Control: Use a single keyboard and mouse or trackpad to

move between your Mac and iPad with no setup required. Just put your devices next to each other and move your cursor seamlessly between them.

Voice Memos: Use your Mac as a recording device. Create a recording using the built-in microphone, supported headset, or external mic.

Web apps on Mac: Save your favorite websites to the Dock for easy access. Access them in a streamlined format for simplified browsing.

Widgets on the Mac desktop: Personalize your desktop and get information at a glance while you work. Widgets will automatically move to an open spot near your cursor, grouping with other widgets to create a layout that looks great on your desktop.

> **Tip: Read web articles without distractions.**
>
> View webpage articles without ads, navigation, or other distracting items. To enable Safari Reader, go to View > Show Reader from the menu bar or use the keyboard shortcut, Shift-Command (⌘)-R in Safari.