Basic instructions for using a Mac laptop:

Create New Account

	Create a Computer Account Fill aut the following information to create your computer account.
	Full name Andle Marris
	Allowing Apple ID to inset this passworth
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	Make This Your New Mac
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Turn on Encryptions & Touch ID for more security

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FileVault Disk Encryption
FileVault secures your data by encrypting the contents of your disk and locking your screen with a password.
Would you like to use FileVault to encrypt the disk on your Mac?
Turn on FileVault disk encryption
Allow my iCloud account to unlock my disk
Your iCloud account "visionary@hay.com" can be used to unlock your disk and reset your password if you forget it. If you do not want to allow your iCloud account to reset your password, you can create a recovery key and store it in a safe place to unlock your disk.
Back Corginue

1. Desktop and Dock:

- The desktop is where you can store files and folders. You can customize it by right-clicking (or two-finger click) on an empty space and choosing "Show View Options" for options like icon size and grid spacing.
- The Dock at the bottom of the screen contains app icons. Click an icon to open the corresponding app. To add or remove apps from the Dock, drag them in or out respectively.

	Desktop & Dock				
Q Search	Dock				
Justin Harris	Size Magnific	cation			
E Family	Small Large Off Small	Large			
🛜 WI-FI	Position on screen	Bottom 🗘			
🛐 Bluetooth	Minimize windows using	Genie Effect 🗘			
🐨 Network	Double-click a window's title bar to	Zoom ©			
Notifications	Minimize windows into application icon	•			
👊 Sound					
C Focus	Automatically hide and show the Dock				
Screen Time	Animate opening applications				
💽 General	Show indicators for open applications				
Appearance	Show recent applications in Dock				
🔞 Accessibility					
Control Center	Menu Bar				
Siri & Spotlight Drivery & Security	Automatically hide and show the menu bar	✓ Always			
Decision & Decision	Recent documents, applications, and servers				
Displays		Never			
Wallpaper	Windows & Apps				
Screen Saver	Prefer tabs when opening documents	In Full Screen 🗘			
Battery	Ask to keep changes when closing document	s 💿			
Lock Screen	Close windows when quitting an application				

2. Finder:

Settings				
Empty Trash				
Services	>			
Hide Finder	жн			
Hide Others	-753k H			

- Finder is the file management tool on macOS. It's represented by a blue smiling face icon in the Dock.
- Use Finder to navigate your files, create folders, copy/move files, and more.

3. Using Applications:

•••	Applications	≔≎ ≌∽ ⊡	⊘ ⊝•	∵ Q
	Name	 Date Modified 	Size	Kind
😻 AppFind Dropbox	Shortcuts	Jan 13, 2023 at 4:57 PM	4 MB	Application
Setapp	 Siri 	Jan 13, 2023 at 4:57 PM	2.5 MB	Application
	Slack	Jan 24, 2023 at 4:20 PM	457.1 MB	Application
AirUrop	Spark Desktop	Jan 17, 2023 at 6:26 AM	631.8 MB	Application
Recents	Spotify	Jan 16, 2023 at 5:18 AM	279.8 MB	Application
Applications	Stickies	Jan 13, 2023 at 4:57 PM	1.7 MB	Application
	Stocks	Jan 13, 2023 at 4:57 PM	4.8 MB	Application
Downloads	System Settings	Jan 13, 2023 at 4:57 PM	6.3 MB	Application
	📝 TextEdit	Jan 13, 2023 at 4:57 PM	2.3 MB	Application
	Time Machine	Jan 13, 2023 at 4:57 PM	1.2 MB	Application
Cloud Drive	e TV	Jan 13, 2023 at 4:57 PM	78.2 MB	Application
Documents	🔿 🛄 Utilities	Jan 13, 2023 at 4:57 PM		Folder
Dealstern	Voice Memos	Jan 13, 2023 at 4:57 PM	6 MB	Application
Desktop	🕼 Walling	Jan 30, 2023 at 11:54 AM	224.4 MB	Application
E Shared	Weather	Jan 13, 2023 at 4:57 PM	30.9 MB	Application
	zoom.us	Jan 24, 2023 at 5:16 PM	235.7 MB	Application
Network	Macintosh HD > Macintosh HD >			

- Launch applications from the Dock, Launchpad (rocket icon in the Dock), or Finder.
- Switch between open applications using Command + Tab or by clicking on the application's icon in the Dock.

4. Menu Bar:

• The Menu Bar at the top of the screen contains menus like Apple Menu (•), File, Edit, View, Window, and Help. Each menu offers various options and settings related to the active application.

5. System Preferences:

- To customize your Mac settings, open System Preferences from the Apple Menu or by clicking the gear icon in the Dock.
- Here, you can adjust settings for display, sound, keyboard, trackpad, network, and more.

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6. Spotlight Search:

• Access Spotlight Search by pressing Command + Spacebar. Use it to quickly find files, apps, emails, and perform calculations or look up information.

7. Keyboard Shortcuts:

Learn and use keyboard shortcuts to perform tasks faster. For example,
 Command + C to copy, Command + V to paste, Command + S to save, etc.

8. Managing Files:

- To create a new file or folder, right-click in Finder or on the desktop, then select "New Folder" or "New File."
- To delete a file or folder, drag it to the Trash icon in the Dock or right-click and choose "Move to Trash."
- 9. Battery Management:

- Monitor your battery level by clicking on the battery icon in the Menu Bar.
- Adjust energy-saving settings in System Preferences > Energy Saver to optimize battery life.

Bartender 4	Drag your menu bar items to arrange them as you want.
General	Shown menu bar items
Menu Bar Layout	🗩) 🚥 🗟 Thu Feb 2 4:41:39 PM
Show For Updates	Hidden menu bar items
Hot Keys	Always Hidden menu bar items
0 Advanced	
About	Menu bar items palette. Drag from here to the 3 locations above Add a Spacer
	Drag your menu bar items to the Show menu bar items section to have them shown in the menu bar. Drag menu bar items to the Hidden menu bar items section to have them hidden, but shown when activating Bartender. Drag menu bar items to the Always Hidden menu bar items section to have them always hidden. Set the position of new menu bar items by moving the New Menu Bar items pill to any location. Add spacers between menu bar items by dragging the Add Spacer to where you want, then click the spacer to adjust its size, and text. You can also arrange the menu bar items quickly by 3¢ + dragging them in the menu bar.

10. Software Updates:

• Keep your Mac up to date by installing software updates. Go to System Preferences > Software Update to check for and install updates.

1. Mission Control for Multi-Tasking:

• Use Mission Control by swiping up with three or four fingers (depending on your trackpad settings) to see all open windows, spaces, and full-screen apps. It helps you manage multiple tasks efficiently.

2. Hot Corners:

 In System Preferences > Mission Control, you can set up Hot Corners. Assign specific actions like Mission Control, Application Windows, Launchpad, or Desktop to each corner of your screen for quick access.

3. Customize Trackpad Gestures:

- Explore System Preferences > Trackpad to customize gestures. For example, swipe between pages, pinch to zoom, three-finger swipe to switch apps, etc. Customizing gestures can significantly improve your productivity.
- 4. Use Split View for Multitasking:

• Hold down the green full-screen button in a compatible app's window to enter Split View. You can then select another app to fill the other half of the screen, enabling easy multitasking.

5. Time Machine for Backup:

• Set up Time Machine in System Preferences > Time Machine to automatically back up your Mac. This ensures you can restore files or the entire system if needed.

6. Spotlight Search Tricks:

• Use Spotlight Search (Command + Space) to do more than just search for files. For example, perform calculations, check the weather, look up word definitions, and even launch apps by typing their name.

7. Automator for Automating Tasks:

• Automator (found in Applications) allows you to create workflows to automate repetitive tasks. Explore pre-built actions or create your own custom workflows to save time.

8. Custom Keyboard Shortcuts:

• In System Preferences > Keyboard > Shortcuts, you can create custom keyboard shortcuts for menu items in various apps. This can speed up your workflow by avoiding mouse clicks.

9. Use Terminal for Advanced Commands:

• Terminal (found in Applications > Utilities) lets you access powerful commandline tools. Be cautious and research commands before using them to avoid unintended consequences.

10. Secure Your Mac:

- Enable FileVault in System Preferences > Security & Privacy > FileVault to encrypt your disk and protect your data.
- Set up a firmware password in Recovery Mode (hold Command + R during startup) to add an extra layer of security.

