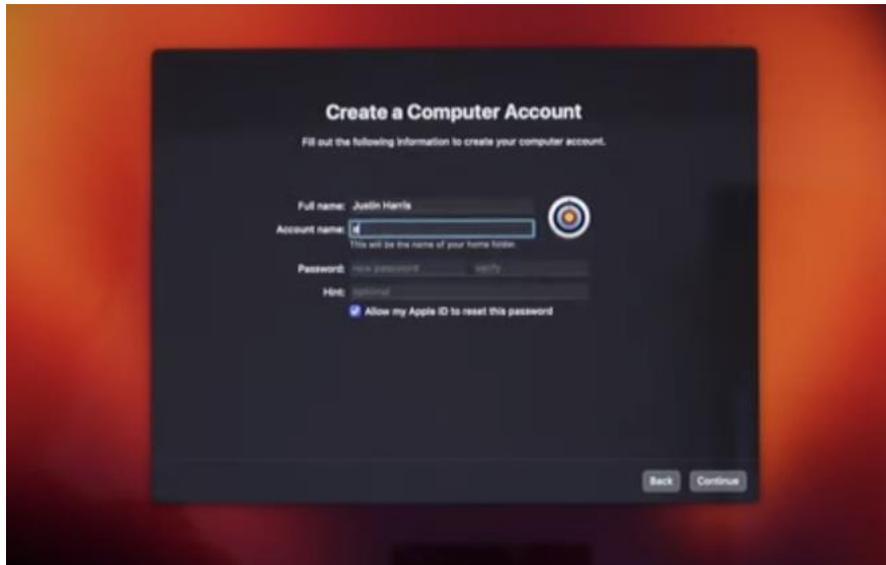


## Basic instructions for using a Mac laptop:

### Create New Account

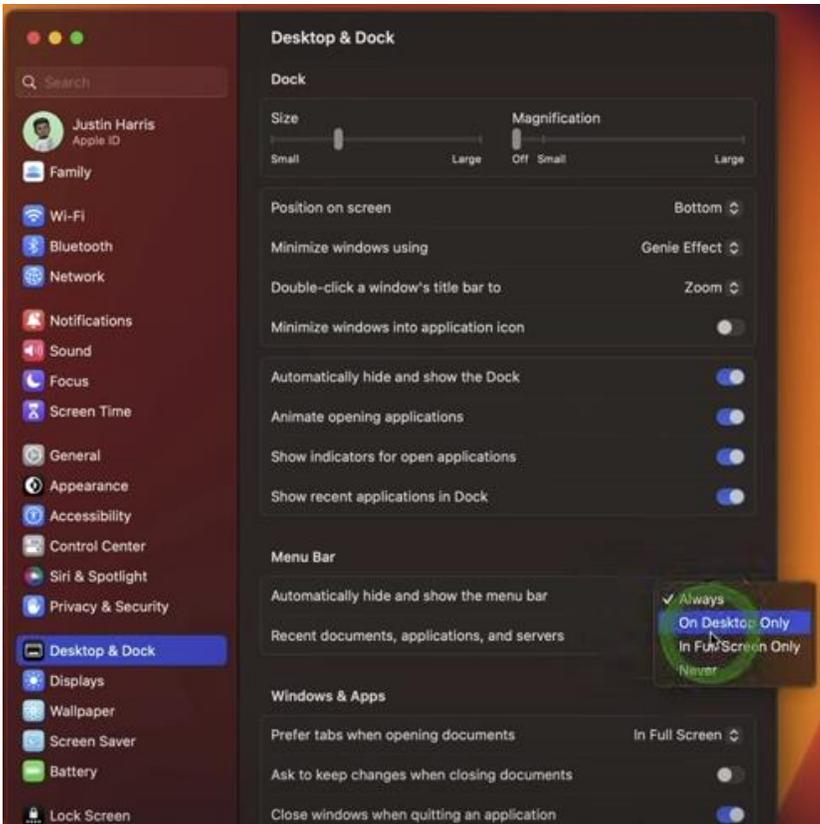


Turn on Encryptions & Touch ID for more security



## 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.

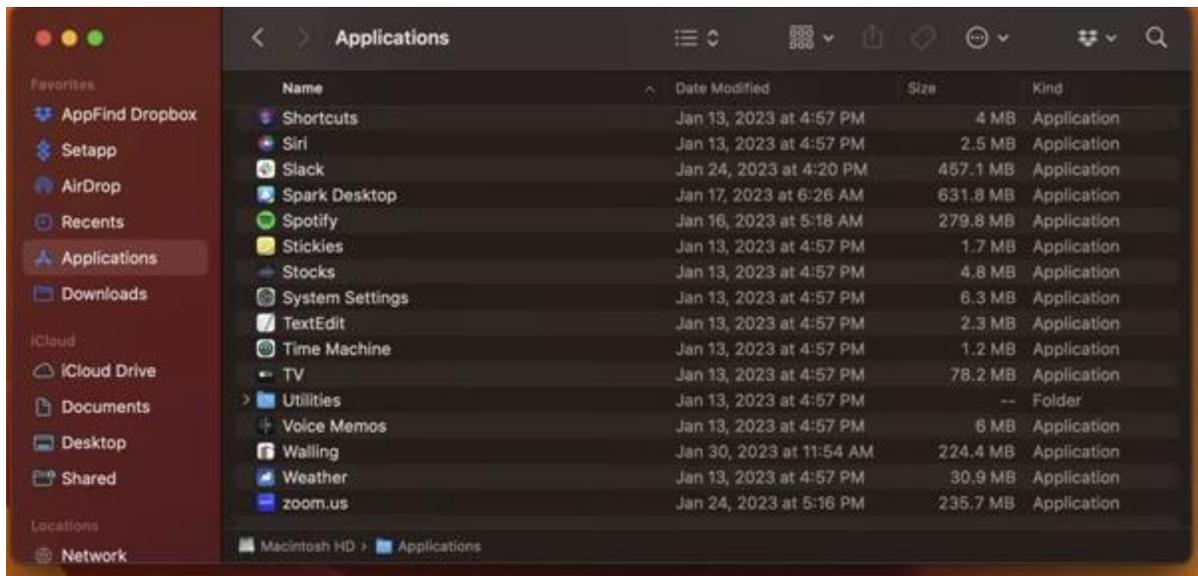


## 2. **Finder:**



- 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:**



- 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.
- 

#### 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:**

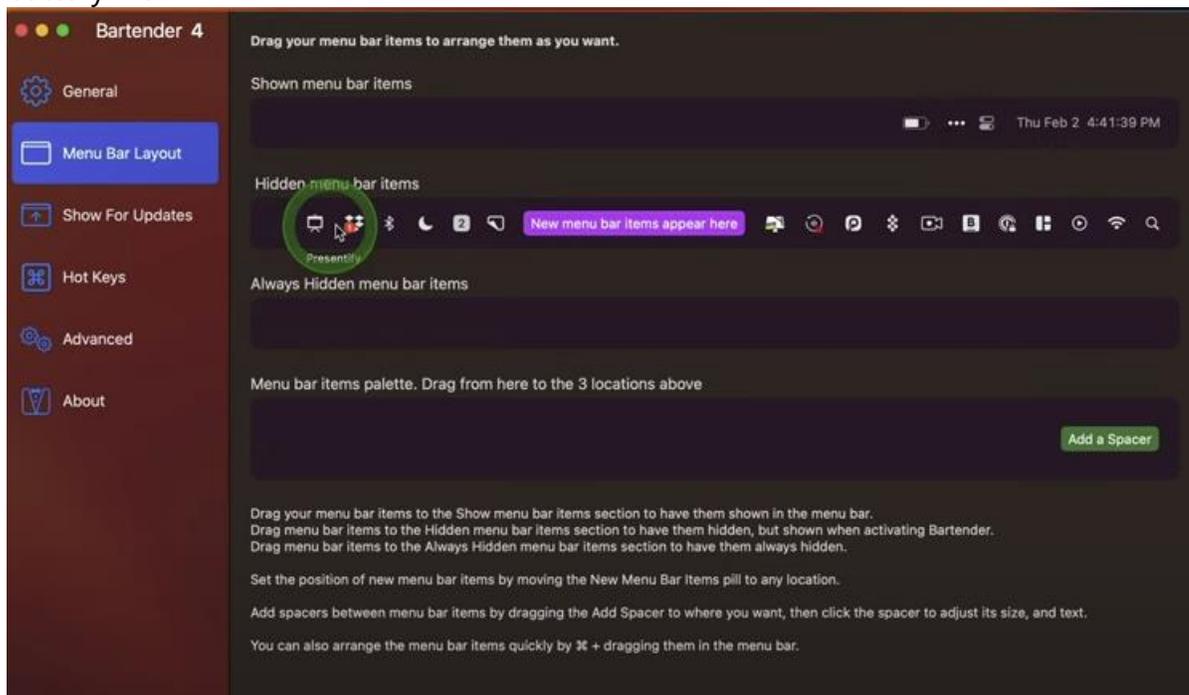
- Learn and use keyboard shortcuts to perform tasks faster. For example, Command + C to copy, Command + V to paste, Command + S to save, etc.

#### 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.



## 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 command-line 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.

Search



Magnet



Final Cut Pro



Slack



1Password



Opera GX



Bumpr



Descript



ScreenFlow



Spark Desktop



Spotify



zoom.us



Walling



Dropbox



Setapp



Paste



Chronicle



Bartender



Backtrack



Presentify



CleanShot X



Hustl



Notion



Cron



Reflector 4



HEY



CleanMyMac X



Daylite