MacBook Pro Tips

Dock

The Dock, located across the bottom (or along one side) of the screen, is a convenient place to keep apps, documents, or folders you want to access frequently. To change how the Dock appears, choose Apple menu > System Preferences, then click Dock & Menu Bar .

Spotlight

Spotlight helps you find apps, documents, and other files on your Mac. With Siri Suggestions, Spotlight can get the latest news, sports scores, weather conditions, and more. There are several ways to open Spotlight:
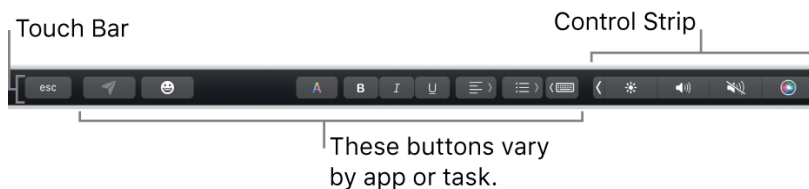
- In the menu bar, click . (If Spotlight isn't in the menu bar, you can add it using Dock & Menu Bar preferences.)

- On the keyboard, press Command-Space bar or press (if available in the row of function keys).

Recents

To quickly access files that you've viewed or worked with recently, click Recents in the Finder sidebar. The Recents folder shows a list of files that you opened or changed, displaying them chronologically by the date they were last opened.

Touch Bar

A feature at the top of the keyboard on some Mac computers. You can use familiar gestures—like tap, swipe, or slide—directly on the Touch Bar to adjust settings and perform tasks.

Touch Bar   Control Strip

These buttons vary
by app or task.

By default, the Touch Bar shows the Control Strip, which you can use to adjust settings like brightness and volume , and ask Siri . You can expand the Control Strip to access additional settings. Other buttons in the Touch Bar vary by app or task. For example, when you write an email in the Mail app, the Touch Bar shows buttons for formatting text.

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Control Center

Control Center provides quick access to useful controls—including Wi-Fi, AirDrop, Do Not Disturb, and more—from one location in the menu bar, so it's easy to adjust settings as needed. Many controls offer additional options; for example, you can set when to turn off Do Not Disturb.

- To open Control Center on your Mac, click Control Center [icon] in the menu bar. To customize Control Center by adding more controls, choose Apple menu [icon] > System Preferences, then click Dock & Menu Bar [icon].
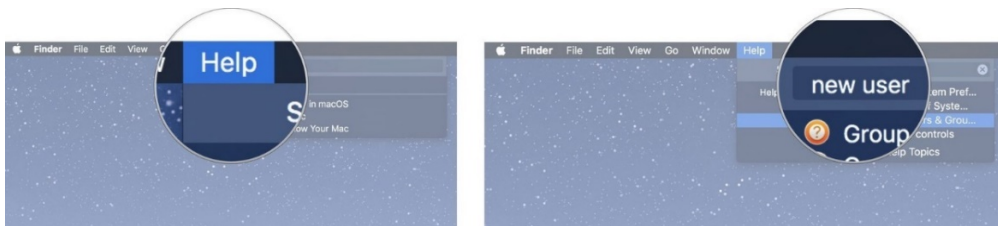
Menu Bar

The menu bar runs along the top of the screen on your Mac. The menu bar contains the Apple menu [icon], app menus, and various status menus, such as Wi-Fi [icon], Spotlight [icon], and Siri [icon]. You can customize which status items are shown using Dock & Menu Bar preferences in System Preferences. Control Center [icon] and Notification Center (click the date and time) are always available in the menu bar.

Mac Help

Mac Help is an internal application on your computer designed to provide assistance. It is important to note, that the Help application is contextual. The contents change depending on which application you have open.

1. Click **Help** in the menu bar at the top of the screen.
2. Type the subject or issue you'd like help with in the Search field.

3. Click a search result from the list.
4. Click on a related link to open a specific app or program relating to your issue.

Apple Support

Apple has a robust resource library, containing specific help articles for users.

1. To access Apple Support, open a browser and enter the following website: https://support.apple.com/mac/macbook
2. Scroll to the bottom of the page and utilize the "Search for More Topics" query.