**About Mac OS**

Force click with Force Touch track pad

The Force Touch track pad lets you Force click. You Force click by pressing on the trackpad and then applying more pressure. This allows you to take advantage of added functionality in many apps and system features on your Mac.

To see a video of a Force click, select the Apple menu and choose System Preferences. Then choose Trackpad, click the Point & Click tab, and hover the pointer over the Look up & data detectors checkbox.

What you can do with a Force click

Here are some examples what you can do with a Force click:

* **Look up**: Force click text in a webpage or Mail message to see more information about the text from sources like Dictionary, Wikipedia, and more.
* **Addresses**: Force click an address to see a Maps preview of that location.
* **Spotlight**: You'll feel a notch when moving the Spotlight search bar back to its standard horizontal or vertical position.
* **Preview**: You'll feel a notch when you align shapes, text, and other markup elements with each other.
* **Photo arrowing**: When you arrow through Photos in an Album or a Moment, you can apply additional pressure to go faster.
* **Rotate photos**: In Photos, when you choose Crop and then rotate a photo, and you’ll feel a notch when the rotation of the photo is at zero degrees.
* **File icons**: Force click a file icon to see a Quick Look preview of the file's content.
* **File names**: Force click a file name in the Finder or on your desktop to edit the file name.
* **Dock**: Force click an app in the Dock to access App Exposé. This shows you all open windows for that app.

# Turn on "three finger drag" for your Force Touch trackpad

"Three finger drag" is a [Multi-Touch gesture](https://support.apple.com/en-us/HT4721) in OS X. It lets you use three fingers to move the active window on your screen.

Here's how to turn on three finger drag if your Mac has a [Force Touch trackpad](https://support.apple.com/en-us/HT204352).

1. From the Apple menu, choose System Preferences.
2. Click the Accessibility icon.
3. Choose Mouse & Trackpad from the options on the left.
4. Click Trackpad Options.
5. Place a checkmark next to "Enable dragging."
6. From the related pop-up menu, choose “three finger drag” so there's a checkmark next to it.
7. Click OK.

## What is the Finder?

The Finder is the app that helps you navigate all of the files and folders on your Mac. The Finder lets you browse your apps, disks, files, and folders in a variety of ways. You can use the Finder to organize these items the way you want. You can also use the Finder to search for items, delete files you no longer want, and more. To open a new Finder window, click the Finder icon in the Dock, then select File > New Window. The first window you may see in the Finder is All My Files. This is a special window that shows you all of the documents that you have access to on your Mac.

## Window views

You can change how items are displayed in Finder windows by dragging them, arranging them, or changing their view. To change the view of the current Finder window, use the View menu in the menu bar or the View buttons in the window's [toolbar](https://support.apple.com/en-us/HT201732#toolbar). You can view as [icons](https://support.apple.com/en-us/HT201732#icons), as [list](https://support.apple.com/en-us/HT201732#list), as [colums](https://support.apple.com/en-us/HT201732" \l "columns), or as [Cover Flow](https://support.apple.com/en-us/HT201732#coverflow).

You can also arrange items within the each view. For example, to sort the items in a window alphabetically, choose View > Arrange By > Name. The Finder keeps the window organized this way until you choose another option from the View menu.

### View as icons

Choose View > as Icons to see a small image that represents each file. You can move each item by dragging the icon that represents the file.

### View as list

Choose View > as List to see the items in a consecutive order. You can change the sort order of the list by clicking the headers (Name, Date Modified, Size, Kind) at the top of the list. Click the same header a second time to switch between ascending and descending order.

If an item is within a folder, you can click the triangle next to the folder name to see any items stored within that folder.

## Use the search field

## Use the search field to find files and folders on your Mac and any drives that are available. You can narrow your search further by selecting a search token for your search. Search tokens such as "Name matches" appear as you enter a term.

## Search with Spotlight

Use Spotlight to search for things like apps, documents, images and other files. In OS X Yosemite, Spotlight suggestions offer additional results like Wikipedia, news sites, Maps, iTunes, movie listings, and more.

To open Spotlight, click the magnifying glass icon in the upper-right corner of the menu bar, or press Command-Space from any app.

### Search System Preferences

To open System Preferences, choose Apple menu > System Preferences.

1. In the search box, type a word or phrase that describes what you want to do. For example, if you want to share a printer with other computers, type “share printer.”

As you type, possible matches for what you’re looking for appear below the search box, and one or more preference icons are spotlighted in the System Preferences window.

1. Click the item in the list that matches what you want to do. The appropriate preference pane opens.

### Customize your view of System Preferences

Do any of the following:

Choose how to group the icons: Choose View > Organize by Categories, or View > Organize Alphabetically.

Show or hide an icon: Choose View > Customize, then select or deselect an icon. When you’re finished, click Done.

**Set up Time Machine**

Time Machine is the built-in backup feature of OS X. To use it, you need one of these external storage solutions, sold separately:

* External hard drive connected to a USB, FireWire, or Thunderbolt port on your Mac
* Time Capsule or OS X Server on your network
* External hard drive connected to the USB port of an AirPort Extreme (802.11ac) base station on your network

When you connect an external hard drive directly to your Mac, you might be asked if you want to use the drive to back up with Time Machine. Click “Use as Backup Disk.” If you select the option to encrypt, your backups will be accessible only to users with the password.

**Parental Control**

As a parent, you want your kids to have a safe and happy experience on the Mac. Using Parental Controls preferences, you can manage, monitor, and control the time your kids spend on the Mac, the websites they visit, and the people they chat with.

### Turn on parental controls

### Set restrictions

1. Choose Apple menu Choose Apple menu > System Preferences, then click Parental Controls.

Note:   When you open Parental Controls preferences, if you see the message “There are no user accounts to manage,” see [Add a managed user](https://support.apple.com/kb/index?page=link&apdid=mh35530&viewlocale=en_US&bookId=Mac%20Help135122).

1. Click the lock icon  to unlock it, then enter an [administrator](https://support.apple.com/kb/index?page=link&apdid=mchl17f139fc&viewlocale=en_US&bookId=Mac%20Help135122) name and password.
2. Select a user, then click Enable Parental Controls.

If the user isn’t in the list, click Add , then fill in the name, account, and password information to create a new user.

1. > System Preferences, then click Parental Controls.

Note:   When you open Parental Controls preferences, if you see the message “There are no user accounts to manage,” see [Add a managed user](https://support.apple.com/kb/index?page=link&apdid=mh35530&viewlocale=en_US&bookId=Mac%20Help135122).

1. Click the lock icon  to unlock it, then enter an administrator name and password.
2. Select a user, then click one of the tabs along the top.
   * Apps: Specify which apps the child can access. If you allow the child to access the App Store, you can specify a permitted app rating so the child only sees age-appropriate apps. You can also set up a simplified Finder for an inexperienced user.
   * Web: Limit access to websites, or allow unrestricted access.
   * People: Restrict a child’s contact with other people through Game Center, Mail, and Messages.
   * Time Limits: Set time limits for weekdays, weekends, and bedtime.
   * Other: Hide profanity in the dictionary and other sources, and block using the built-in camera, Dictation, burning CDs and DVDs, or changing the password or printer settings.

### Manage parental controls from another Mac

After you set restrictions for a child using a Mac, you can manage parental controls from a different Mac. Both computers must be on the same network.

1. On the Mac the child uses, choose Apple menu > System Preferences, then click Parental Controls.

Note:   When you open Parental Controls preferences, if you see the message “There are no user accounts to manage,” see [Add a managed user](https://support.apple.com/kb/index?page=link&apdid=mh35530&viewlocale=en_US&bookId=Mac%20Help135122).

1. Click the lock icon  to unlock it, then enter an administrator name and password.

Don’t select the child’s account at this time.

1. Select “Manage parental controls from another computer.”
2. On the Mac that will manage the child’s computer, choose Apple menu > System Preferences, then click Parental Controls.
3. Click the lock icon  to unlock it, then enter an administrator name and password.
4. Select the user to be managed.
5. You can now change the child’s parental controls settings and monitor the activity logs.

### Reuse parental controls settings

You can copy a user’s parental controls settings and apply them to another user.

1. Choose Apple menu > System Preferences, then click Parental Controls.

Note:   When you open Parental Controls preferences, if you see the message “There are no user accounts to manage,” see [Add a managed user](https://support.apple.com/kb/index?page=link&apdid=mh35530&viewlocale=en_US&bookId=Mac%20Help135122).

1. Click the lock icon  to unlock it, then enter an administrator name and password.
2. Select the user whose settings you want to copy.
3. Click the Action pop-up menu , then choose Copy Settings.
4. Select the user to whom you want to apply the copied settings.
5. Click the Action pop-up menu , then choose Paste Settings.

### Turn off parental controls

1. Choose Apple menu > System Preferences, then click Parental Controls.

Note:   When you open Parental Controls preferences, if you see the message “There are no user accounts to manage,” see [Add a managed user](https://support.apple.com/kb/index?page=link&apdid=mh35530&viewlocale=en_US&bookId=Mac%20Help135122).

1. Click the lock icon  to unlock it, then enter an administrator name and password.
2. Select the user, click the Action pop-up menu , then choose Turn off Parental Controls.