



# Apple Style Guide

July 2022



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# About this guide

## About the guide



The *Apple Style Guide* provides editorial guidelines for text in Apple instructional materials, technical documentation, reference information, training programs, and user interfaces. The intent of these guidelines is to help maintain a consistent voice in Apple materials.

Writers, editors, and developers can use this document as a guide to writing style, usage, and Apple product terminology. Writers and editors should thoroughly review the guide to become familiar with the range of issues involved in creating high-quality, readable, and consistent materials. Apple developers and third-party developers should follow these guidelines for user-facing text.

You can also [get this guide from Apple Books](#) or [view it on the web](#).

## Other editorial resources used at Apple

In general, follow the style and usage rules in:

- *The American Heritage Dictionary*
- *The Chicago Manual of Style*
- *Words into Type*

Exceptions to guidelines in these resources are noted in this guide. In cases where resources conflict with each other, follow *The Chicago Manual of Style* for style and usage questions, and *The American Heritage Dictionary* for spelling guidance.

Some departments at Apple (Marcom, for example) have supplemental style guides.

For information about the user interface, consult these Apple documents:

- [iOS Human Interface Guidelines](#)
- [iPadOS Human Interface Guidelines](#)
- [macOS Human Interface Guidelines](#)
- [tvOS Human Interface Guidelines](#)
- [watchOS Human Interface Guidelines](#)

## Conventions used in this guide

Modifiers consisting of two or more words are often hyphenated when they precede a noun, but not when they follow the verb as a compound predicate adjective. This guide distinguishes the differences as follows:

- An entry followed by **adj.** in parentheses gives the form to be used when the adjective immediately precedes the noun it modifies.
- An entry followed by **pred. adj.** in parentheses gives the form to be used when the adjective is a predicate adjective. For example:

**user-friendly (adj.), user friendly (pred. adj.)**

- If a hyphenated compound has no **pred. adj.** entry, hyphenate the compound wherever it appears in a sentence.

## How to request revisions

If you're an Apple employee or a registered Apple developer, you can request additions or revisions to the *Apple Style Guide* by filing a bug report using [bugreport.apple.com](https://bugreport.apple.com). Otherwise, you may email feedback to [ASGFeedback@group.apple.com](mailto:ASGFeedback@group.apple.com). (We regret that we can't respond to feedback.)

# Changes to the guide

This version of the *Apple Style Guide* includes changes to [Writing about disability](#), as well as the changes listed below.

## New entries

- [Apple Card](#)
- [Apple Card Family](#)
- [Apple Cash](#)
- [Apple Cash Family](#)
- [autism \(n.\), autistic \(adj.\)](#)
- [Daily Cash](#)
- [Focus](#)
- [LiDAR](#)
- [Live Text](#)
- [man](#)
- [More button](#)
- [neurodivergence \(n.\), neurodivergent \(adj.\)](#)
- [neurodiversity \(n.\), neurodiverse \(adj.\)](#)
- [notes, Notes](#)
- [SharePlay](#)
- [Visual Look Up](#)

## Changed entries

- [Apple M1 chip](#)
- [Apple silicon](#)
- [auto \(prefix\)](#)
- [Do Not Disturb](#)
- [iCloud](#)
- [podcast, podcasting \(n., v., adj.\)](#)
- [sync, synced, syncing](#)

## Changes to the June 2021 version

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### New entries

accessibility; AirPods; Apple Fitness+; Apple M1 chip; Apple News; Apple News+; Apple services; Apple silicon; Apple T2 Security Chip; App Library; AssistiveTouch; Back button; black box/white box (n., adj.); black hat/white hat; black/white; blind, low vision; closed captions (n.), closed captioning (n., adj.), closed-captioned (adj.); color blind, color blindness; colored; deafblind, Deafblind; deaf or hard of hearing, Deaf; disability; dummy; Forward button; grandfathered, grandfathered in; Guides; handicapped; hearing impaired; impairment; information card; kill; livestream (n., v.), livestreaming (n.); man-in-the-middle attack; master; master branch; master-detail (adj.); mate; rotor; rule of thumb; sanity check, sanity test; SDH; sighted; Smart Stack; spatial audio; stream (n., v.), streaming (n., adj.); surround sound (n., adj.); Today View; visually impaired; wheelchair user; Writing inclusively

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### Changed entries

Apple Books; Apple logo; Apple Music; Apple Pay; Apple TV+; Apple Watch; badge (n.); blacklist/whitelist (n., v.); button; disable (v.), disabled (adj.); disclosure arrow; disclosure button; Dolby formats; iPhone; left arrow; Mac; pronouns; right arrow; Spotlight; submenus; voiceover, VoiceOver; widget; window controls; zoom, Zoom

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### Deleted entries

banner (replaced by [information card](#)); Graphite appearance; submenu indicator; zoom button

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## Changes to the July 2020 version

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### New entries

action sheet; Apple Diagnostics; Apple Original; Apple TV+; Asia Pacific (n., adj.); Black (adj.); blacklist/whitelist (n., v.); CarPlay; device; HDR (n., adj.); high dynamic range (n.), high-dynamic-range (adj.); HomePod; LCI; liquid contact indicator; logic board; master/slave; Medical ID; onsite; product; recovery mode (n., adj.); safe mode; SDR (n., adj.); share sheet; slave; smart TV; standard dynamic range (n.), standard-dynamic-range (adj.); streaming device, streaming player; whitelist; wide color gamut (n.), wide-color-gamut (adj.)

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### Changed entries

computer; drag and drop (n., v.), drag-and-drop (adj.); iPod; italics (n.), italic (adj.); let; main logic board; mobile device; Picture in Picture (n., adj.), picture-in-picture (adj.); pointer; pop-up (n., adj.); quotation marks; screen; sheet; sync, synced, syncing; system; tooltip; type (v.); Wi-Fi

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### Deleted entries

dock adapter; Hold switch

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## Changes to the December 2019 version

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### New entries

Catalyst; clamshell; country; EU; Files app; gallery view; Gallery View button; hover (v.); Hover Text; inclusive language; iPadOS; iPadOS device; lid; long press (n.), long-press (adj.); Look Around; Macao; Mac Catalyst; Managed Apple ID; pronouns; Sidecar; Sign in with Apple; whether

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### Changed entries

Apple now lowercases *internet*, resulting in changes to [internet](#), [Internet](#) and throughout the guide; references to the iTunes app were deleted throughout the guide; [3D Touch](#); [abbreviations and acronyms](#) (added new bullet, "Articles"); [Apple Remote](#); [Apple Store](#); [Apple TV Remote](#); [calendar](#); [cross-references](#); [Dark Mode](#); [download](#) (n., v.), [downloadable](#) (adj.); [Downtime](#); [FileMaker](#) (was previously *FileMaker, Inc.*); [GIF](#) (deleted pronunciation advice); [help](#); [iCloud](#); [iCloud Drive](#); [iOS](#); [iOS device](#) (in addition, references to *iOS device* were edited throughout the guide); [Menu](#) button; [Personal Hotspot](#), [Instant Hotspot](#); [press](#); [push](#); [Raise to Speak](#); [Siri Remote](#); [they](#), [their](#), [them](#); [touch and hold](#); [U.S.](#)

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### Deleted entries

Cover Flow; Cover Flow button; fair language (replaced by [inclusive language](#)); Glances; help book; Mac Help; Peek and Pop; universal app

## Changes to the February 2019 version

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### New entries

[Activity rings](#); [Animoji](#); [APFS](#); [Apple Books](#); [Apple File System](#); [Apple Pencil](#); [Auto Exposure](#); [Auto Focus](#); [Books](#); [Book Store](#); [Countries](#) (addition to "International Style"); [Dark Mode](#); [Emergency SOS](#); [Face ID](#); [fall detection](#); [Haptic Touch](#); [iBooks](#); [iCloud Photos](#); kilogram-force centimeter (addition to [Names and unit symbols for units of measure](#)); [like](#), [love](#); [Memoji](#); [Raise to Speak](#); [Raise to Wake](#); [Shared Albums](#); [SIM](#); [Siri Shortcuts](#); [Siri Suggestions](#); [Tap to Wake](#); [TrueDepth](#); [True Tone](#); [Voice Memos](#); [Walkie-Talkie](#); [watchlist](#)

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### Changed entries

[Apple menu](#); [App Store](#); [dialog](#); [Do Not Disturb](#); [earlier](#), [later](#); [highlight](#) (v.); [iCloud](#); [iCloud Photo Library](#); [iCloud Photo Sharing](#); [iMovie](#); [iPhone](#); [latest](#); [most recent](#); [movie](#); [single sign-on](#) (n., adj.); [social media](#) (pl. n., adj.); [Stacks](#); [Touch ID](#); [update](#); [upgrade](#); [version number](#)



# Style and usage A–Z

## Numbers

**2-byte character** Don't use; use *double-byte character*.

**2D** Abbreviation for *two-dimensional*. No hyphen in the abbreviation. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**2K, 4K, 5K, 6K, 8K (adj.)** Horizontal screen resolution or image resolution measured in thousands of pixels. Don't use a space between the numeral and the *K*.

The 27-inch iMac has a Retina 5K display.

Apple ProRes codecs support all standard frame sizes (including SD, HD, 2K, and 4K).

**3D** Abbreviation for *three-dimensional*. No hyphen in the abbreviation. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**3D Touch** A technology used in some older iPhone models that lets users access additional features by pressing the display. Newer models use Haptic Touch. See also [Force Touch](#); [Haptic Touch](#); [press](#).

**10Base-T, 100Base-T, 1000Base-T** Note capitalization. See also [Ethernet](#); [Fast Ethernet \(100Base-T\)](#); [Gigabit Ethernet \(1000Base-T\)](#).

**24/7** Not 24x7. To spell out, use the form *24 hours a day, 7 days a week; a 24-hour-a-day, 7-day-a-week support program*.

## A

**AAC** Abbreviation for *Advanced Audio Coding*, an industry-standard audio compression format. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**abbreviations and acronyms** An acronym is a pronounceable word formed from the initial letter or letters of major parts of a compound term. An abbreviation is usually formed in the same way but isn't pronounced as a word. Abbreviations are often lowercase or a mix of lowercase and uppercase. Acronyms are almost always all caps, regardless of the capitalization style of the spelled-out form.

*Abbreviation:* mph—for *miles per hour*; MB/s—for *megabytes per second*

*Acronym:* ROM—for *read-only memory*

- *When to spell out:* If you think your audience might not be familiar with an abbreviation or acronym, spell out its first occurrence on a page or in a section. In user materials, spell out the term when you introduce it.
- *How to spell out:* When you spell out a term, generally put the spelled-out version first, with the abbreviation or acronym in parentheses.

internet service provider (ISP)

If the abbreviation or acronym is much more familiar than the spelled-out version, you can put the abbreviation or acronym first, followed by the spelled-out version in parentheses, or you can explain that the abbreviation is “short for” the spelled-out version and place the spelled-out version in italics.

You can share your personal URL (Uniform Resource Locator).

An internet address is sometimes called a *URL*, short for *Uniform Resource Locator*.

- *File types:* Use all caps for abbreviations of file types.

a JPEG file, an AIFF file, the MP3 file

Filename extensions, which indicate the file type, should be in lowercase.

.jpg, .aif, .mp3, .iba

See also [filename extensions](#); [file types](#).

- *Pronunciation:* If you think the reader might not know how to pronounce the acronym, provide a pronunciation key.

WYSIWYG (pronounced “WIZ-zee-wig”)

See also [pronunciation](#).

- *Articles:* Use the article *a* or *an* with an abbreviation or acronym, depending on its pronunciation.

a SAN, a USB port, an FAQ, an LCD screen

- *Punctuation:* Don’t use periods except in abbreviations for nonmetric units of measure and in the abbreviations *a.m.*, *p.m.*, and *U.S.* (see [U.S.](#) for exception).
- *Plural:* Don’t add an apostrophe before the *s* when you form the plural of an abbreviation.

CDs, ICs, ISPs

- *Latin:* Avoid using Latin abbreviations.

*Correct:* for example, and others, and so on, and that is, or equivalent phrases

*Incorrect:* e.g. (for example), et al. (and others), etc. (and so on), i.e. (that is)

- *Units of measure:* See [Units of measure](#) for detailed usage guidelines.
- *Product names:* Don’t abbreviate any Apple product or service names, whether or not the product or service is trademarked or has a service mark.

**abort** Avoid in user materials. See also [exit](#); [interrupt](#); [quit](#); [stop](#).

**above, below** You can use *above* or *below* to describe text or an object that closely precedes or follows the current paragraph.

In the example above, clip B is shortened and clip C is lengthened, but their combined duration stays the same. [earlier figure]

These sliders mirror the settings of the Levels sliders, described above. [earlier text]

The diagram below shows a typical network configuration. [later figure]

The process for creating a multicam project is outlined below. [later text]

Otherwise, use a cross-reference (consult your department’s guidelines about the style of cross-references).

See also [cross-references](#).

**AC** Abbreviation for *alternating current*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**AC adapter** Don’t use; use *power adapter*. See also [adapter](#); [power adapter](#).

**access (n., v.)** It’s OK to use *access* as a verb when you can’t be more specific. Even in developer materials, consider more precise terms, such as *log in to*.

*Avoid:* Access the server using an administrator account.

*Preferable:* Log in to the server using an administrator account.

*Avoid:* You can access the internet with your MacBook Air.

*Preferable:* You can connect to the internet with your MacBook Air.

**accessibility** Refers to features that enable people with disabilities to successfully use Apple products and services. Capitalize the names of accessibility features. For example:

Accessibility Keyboard; AssistiveTouch; Guided Access; Hover Text;  
Invert Colors; Larger Dynamic Type; Live Listen; Magnifier; Safari  
Reader; Speak Screen; Speak Selection; Switch Control; Text to Speech;  
Type to Siri; Typing Feedback; Voice Control; VoiceOver; Zoom

See also [Writing about disability](#).

**access point** Also called a *wireless access point*. A device, such as a base station, that transmits and receives data in a wireless network. See also [AirPort](#).

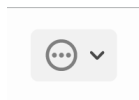
**Access Point Name** See [APN](#).

**acronyms** See [abbreviations and acronyms](#).

**action** A component of an Automator workflow. A workflow is an entire task. Each action is a specific part of the task (such as opening a new message in Mail).

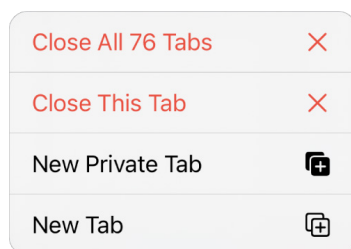
**action description** In Automator, the description of the selected workflow action.

**Action pop-up menu** A pop-up menu labeled with an ellipsis and a down arrow in the Finder and in some Mac apps.



See also [More button](#).

**action sheet** In iOS and iPadOS, refers to an alert that appears in response to a control or action and presents a set of two or more choices related to the current context.



In user materials, don't use the term *action sheet*, *sheet*, or *popover*; instead, describe what the user must select or do.

*Correct:* Tap New Tab.

*Incorrect:* Tap New Tab in the sheet that appears.

In developer materials, *action sheet* is OK.

See also [popover](#); [share sheet](#); [sheet](#).

**activate, deactivate** Avoid; instead, use *turn on*, *turn off*.

**active** Use to refer to the app or window currently being used. Preferred to *in front*. See also [front](#), [frontmost](#); [in front](#).

**Activity rings** Capitalize the names of the rings that track your daily activity in the Activity app (for example, *Stand ring*, *Exercise ring*).

**adapter** Not *adaptor*. Capitalize names of adapters that are sold separately.

**address** Can refer either to an internet address or to the location in the computer's memory where a piece of information is stored. OK to use just *address* for either, as long as the context is clear. See also [email addresses](#); [internet addresses](#); [memory address](#), [memory location](#).

**addresses (mailing)** Use the forms shown here for addresses. To include the country name in a U.S.-based Apple address, use *USA* (no periods).

- *Apple corporate address:* Use this form:

Apple [not *Apple Inc.*]  
One Apple Park Way  
Cupertino, CA 95014

- *Specific Apple mailing addresses:*

Department Name  
Apple  
One Apple Park Way, MS xx-xx  
Cupertino, CA 95014

- *Other addresses:* For other addresses, spell out elements such as *Avenue*, *Drive*, *Road*, *Street*, and *Suite*. It's OK to abbreviate *Blvd.* and *Bldg.* Use the format shown in the preceding examples for city and state. Use two-letter abbreviations for state names (see *The Chicago Manual of Style*).

**adjuster** Don't use to refer to a control that has up and down arrows, or left and right arrows, to increase or decrease a value. In user materials, use *up arrow*, *down arrow*, *right arrow*, *left arrow*, or *arrows*, as appropriate. For example, *Click one of the arrows to increase or decrease the volume*. If it's necessary to refer to the control itself, use *stepper*. See also [stepper](#).

**administrator (n.)** A person who has administrative authority for networks, servers, databases, or other information technology assets. Don't shorten to *admin*.

To maintain the distinction between professional administrators and macOS users with administrator accounts, avoid using the noun *administrator* by itself to describe a person who has an administrator account in macOS. Instead, you can say *a user with an administrator account*—typically, the owner (or owners) of a particular Mac computer.

*Correct:* To obtain a static IP address for your computer, contact your network administrator.

*Correct:* You must have an administrator account to modify other user accounts on a Mac.

*Incorrect:* You must be an administrator to install software.

See also [administrator \(adj.\)](#); [System Administrator](#).

**administrator (adj.)** Use in macOS to describe the primary account (or accounts) that can create other accounts, set access privileges, install software, and make systemwide settings. OK to shorten to *admin* in server and training materials. Don't use the possessive form: *administrator's account*, *administrator's password*, or *admin's permissions*.

*Correct:* Log in with an administrator account to install software.

*Correct:* To give a user broad privileges on a Mac, create an admin account for the user.

*Incorrect:* Log in with an administrator's account to install software.

An *administrator computer* is a computer with macOS or macOS Server that you use to manage remote servers.

See also [administrator \(n.\)](#); [standard user](#); [System Administrator](#).

**Advanced Video Coding High Definition** See [AVCHD](#).

**advisor, Advisor** Use *Advisor* to refer to a person in a customer-facing AppleCare Support position, including those at one of Apple's outsourced vendor sites. Don't use *agent* or *representative*. Use *advisor* if you're not referring specifically to an AppleCare Support person.

College students can apply to be Apple At-Home Advisors.

**AFP** Abbreviation for *Apple Filing Protocol*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**afterward** Not *afterwards*.

**agent** Don't use when referring to an AppleCare Support person. See also [advisor](#), [Advisor](#).

**AirDrop** Don't use as a verb.

*Correct:* You can use AirDrop to send photos, documents, and more to other Apple devices nearby.

*Incorrect:* You can AirDrop photos, documents, and more to other Apple devices nearby.

**AirMac** The name for AirPort in Japan: *AirMac wireless networking*, *AirMac Extreme Base Station*, *AirMac Express Base Station*, and so on.

**airplane mode** Note lowercase.

**AirPlay** Don't use as a verb.

*Correct:* You can use AirPlay to stream videos from iPhone to Apple TV.

*Incorrect:* You can AirPlay videos from iPhone to Apple TV.

**AirPods** In general references, don't use an article with *AirPods*; when referring to the user's particular AirPods, it's OK to use *your*. You can use just *AirPods* to refer to one or more models if the context makes clear which model (or models) you're referring to.

You can use AirPods to make and answer phone calls with your iPhone.

AirPods Pro connect to your Apple devices automatically.

Avoid using singular *AirPod*; instead, try to rewrite the sentence. If you do use singular *AirPod*, use the plural form of the name nearby, and don't use it in a prominent location, such as a heading.

*Avoid:* You can change how each AirPod responds when you press or tap it.

*Preferable:* You can change how each of your AirPods responds when you press or tap it.

**AirPort** Versions include *AirPort*, *AirPort Extreme*, and *AirPort Time Capsule*. You can use *AirPort* to refer generally to Apple's wireless networking products or technologies or to refer to the family of AirPort products: *your AirPort network*, *AirPort software*.

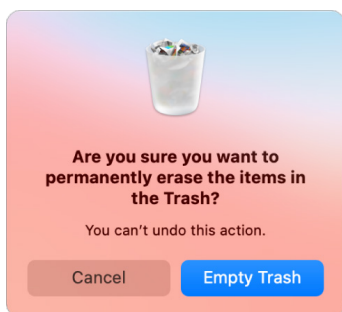
- **Software:** AirPort software includes AirPort Utility and AirPort Disk Utility. Don't precede these app names with *the*.
- **Hardware:** AirPort hardware includes the AirPort Express Base Station, the AirPort Extreme Base Station, and AirPort Time Capsule. You can shorten *AirPort Express Base Station* to *AirPort Express*, but don't use *AirPort Extreme* unless you're referring to the technology. Use an article or *your* with *AirPort Express*. Use lowercase for *base station* if you don't use the full product name.

*Correct:* The AirPort Extreme Base Station is an Apple product.

*Correct:* Avoid placing the base station near sources of interference.

*Incorrect:* Avoid placing the Base Station near sources of interference.

**alert (n., adj.)** Refers generically to a signal, either visual (a dialog) or auditory (a beep), that calls the user's attention to an unusual situation. Visual alerts, such as the one shown here, provide messages about error conditions or warn users about potentially hazardous situations or actions.



In user materials, you can use *alert sound* or *alert message* to describe generic alerts. Avoid *error message* except in developer materials.

The computer plays a sound (called the *alert sound*) when it needs your attention.

An alert message appears if a problem occurs during the installation.

In specific situations, however, avoid the word *alert* if you can simply describe what happens.

A message appears when the installation is finished.

**alias** Use *for* with *alias* (not *of* or *to*).

The alias for the selected file is on the desktop.

The object the alias represents is called the *original item*. Don't use *aliased*. See also [email alias](#).

**alignment** Use instead of *justification* to refer to the horizontal placement of lines of text with respect to the left and right edges of the margin. Alignment can be flush left, flush right, centered, or justified (that is, flush on both the left and right margins). See also [justification](#).

**all-in-one (adj.)** Refers to computers with built-in displays, such as iMac computers. Also refers to products that combine functions such as printing, faxing, scanning, and copying.

**allow** Avoid using *allow* when you can restructure a sentence to make the reader the subject.

*Avoid:* FileMaker Pro allows you to create a database.

*Preferable:* You can create a database with FileMaker Pro.

See also [enable \(v.\)](#), [enabled \(adj.\)](#); [let](#).

**alphabet column** Don't use to refer to the vertical column of letters at the right side of a list in some iOS apps; use *index*.

**alphabetization** Alphabetize letter by letter, not word by word.

file format  
filename  
file server  
widget  
Wi-Fi  
window

For detailed information about letter-by-letter alphabetizing, see *The Chicago Manual of Style*.

**alphanumeric** One word.

**alternate (adj.), alternative (adj.)** Use *alternate* to mean *every other* or *occurring or proceeding by turn*. Use *alternative* to mean *allowing two or more choices*.

You can shade alternate rows of a table.

When traffic is heavy, Apple Maps provides alternative routes.

**alternating current** See [AC](#).

**Alt key** Don't use, except when you give instructions for Windows users. For Mac users, use *Option key*.

**a.m.** Note periods: 8:30 a.m. Use a space before the abbreviation.

**ambient light sensor** Don't use *ALS*.

**America, American** Refers to both North and South America. Don't use when you mean *United States*. See also [U.S.](#)

**American National Standards Institute** See [ANSI](#).



**ampersand** Use the ampersand character (&) in text only when you refer to onscreen elements, document titles, or other items containing the character.

Choose Insert > Date & Time.

To change the system voice, use Dictation & Speech preferences.

**analog** Note spelling. Use hyphens in the adjectives *analog-to-digital* and *digital-to-analog*.

**and/or** Rewrite to avoid this construction.

*Correct:* document and app icons

*Avoid:* document and/or app icons

**angle brackets** Use *angle brackets*, not *brackets*, to describe the < and > symbols.

Use *left angle bracket* and *right angle bracket* when you need to distinguish between opening and closing angle brackets.

You can also use *less-than sign* and *greater-than sign* for these symbols if appropriate in the context. See also [braces](#); [brackets](#); [greater-than sign](#); [less-than sign](#); [menus](#).

**Animoji** Animated emoji that users can choose to represent themselves in some apps. Use *Animoji* for both singular and plural.

Choose an Animoji to use in a FaceTime call.

Express yourself with Animoji that mirror your facial expressions.

See also [emoji](#); [Memoji](#).

**ANSI** Acronym for *American National Standards Institute*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**antenna, antennas** Not *antennae* in relation to wireless products.

**anti (prefix)** Close up except before *i* or a capital letter.

antiphishing, antivirus

anti-intellectual, anti-Linux

**antialiasing (n., adj.), antialiased (adj.)** Don't use *antialias* as a verb.

**APFS** Abbreviation for *Apple File System*, the default file system used to format Apple devices and external storage devices.

**API** Abbreviation for *application programming interface* (not *application program interface*). To refer to more than one API, use *APIs*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**APN** Abbreviation for *Access Point Name*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**apostrophes** Use the curly apostrophe (Option-Shift-Right Bracket) except in code font and for units of measure. See also [plurals](#); [possessives](#); [quotation marks](#).

**app, application, program** An app (short for *application*) is a computer program that performs a specific task, such as a word processor, game, and so on.

Use *app* when referring to apps for iOS and iPadOS devices, Apple Watch, or Apple TV.

Tap a photo to open it in the Photos app.

In most cases, you can use *app* instead of *application* to refer to software for the Mac, but be consistent within a document.

Some apps have versions that work on multiple platforms. To distinguish between versions of an app, use *[app name] for [platform]*.

Learn about the new features of Pages for iOS and iPadOS.

You can add tracks to a song in GarageBand for Mac.

In general, use *program* only to refer to software that doesn't have a graphical user interface.

The launchd program consolidates all system startup activities into a single program.

See also [software development kit](#); [system software](#).

**appear** Use *appear*, not *display*, to refer to items becoming visible on the screen.

*Correct:* The setup assistant appears.

*Incorrect:* The setup assistant is displayed.

*Incorrect:* The setup assistant displays.

In a task, avoid stating that an item *appears*; if necessary for clarity, try to work it into the context of the task.

1. Click the close button.
2. In the message that appears, click Save.

However, it's OK to use *appear* in a task for information like the following:

The printer icon appears only when there are jobs in the printing queue.

Photos, videos, and any other files appear in a grid.

**appendix** Use an appendix for background information and other supplementary material that doesn't contribute directly to the main subject of the document. In user materials, technical information should go in an appendix.

Appendixes are lettered: *Appendix A*, *Appendix B*, and so on. When a document has only one appendix, it should be titled *Appendix*, not *Appendix A*.

**appendixes** Not *appendices*.

**Apple** The company's official name is *Apple Inc.* Use *Apple Inc.* in copyright notices and credit lines and in communications that require the legal name of the company, such as legal documents, contracts, and forms.

© 2021 Apple Inc. All rights reserved.

In the text of corporate and marketing communications and in the corporate address, refer to the company as *Apple*. You can also use *Apple* to refer to the company's products and services.

Today Apple announced a new MacBook computer.

Apple displays offer a brilliant view of your work.

Don't use *Apple* alone to refer to products or services; always include a noun: *an Apple computer*, not an *Apple*; *Apple computers*, not *Apples*; *your Apple computer's screen*, not *your Apple's screen*.

You can use the possessive form in references to the company.

AirPort Extreme is Apple's wireless networking technology.

You can also use the hyphenated form.

Apple-approved video card, Apple-certified parts, Apple-designed templates

See also [addresses \(mailing\)](#).

**Apple-authorized (adj.), Apple authorized (pred. adj.)** OK to use in general references to Apple authorization: *Apple-authorized procedure*. No hyphen in proper names: *Apple Authorized Reseller*.

**Apple Authorized Reseller** Use the full term unless many references are required; in that case you can shorten to *reseller*.

**Apple Authorized Service Provider** Use the full term unless many references are required; in that case you can shorten to *AASP*.

**Apple Books** You can use *Apple Books* to refer to the app and service that let users purchase, download, and read ebooks.

You can see your Apple Books purchases on all your devices.

To see what's trending, check the top charts in Apple Books.

When you refer to the app specifically, you can use *the Books app* or just *Books*.

To see all your books, click Library in the Books app.

To search for new books, open Books and tap Book Store.

In text, don't write the name *Apple Books* by combining the  symbol with *Books*.

*Correct:* Get started with Apple Books.

*Incorrect:* Get started with Books.

See also [Apple logo](#); [Book Store](#); [ebook \(n.\)](#); [iBooks](#).

**Apple Card** Don't precede with *the* or *an*. OK to use alone or in terms such as *Apple Card account*.

Find out about the great features of Apple Card.

Sign in to make payments on your Apple Card account.

See also [Apple Cash Family](#); [Daily Cash](#).

**Apple Card Family** Note capitalization.

Apple Card Family brings the great features of Apple Card to your entire family.

**Apple Cash** An account in Wallet for sending and receiving payments, making purchases, and receiving Daily Cash from Apple Card purchases. OK to use alone or in terms such as *Apple Cash account* and *Apple Cash card*.

Use Apple Cash to easily send and receive money.

With just a few taps, you can add money to your Apple Cash account.

See also [Apple Card](#); [Daily Cash](#).

**Apple Cash Family** Note capitalization.

Apple Cash Family lets you set up Apple Cash for the children in your family.

**Apple computer** Avoid where *Mac computer* would work. See also [Mac](#).


**Apple Diagnostics** A built-in utility that can be used to test Mac computers for hardware issues.

**Apple event** Capitalize the names of Apple events (but not the word *event*): *Open Application event*, *Quit Application event*, *Open Documents event*, *Print Documents event*, and so on. See also [events](#), [Events](#).

**Apple File System** See [APFS](#).

**Apple Filing Protocol** See [AFP](#).

**Apple Fitness+** A subscription service that provides a catalog of workouts led by expert trainers. Don't use *Apple Fitness Plus* or other variations.

In text, don't write the name *Apple Fitness+* by combining the  symbol with *Fitness+*. Use regular punctuation after the name.

*Correct:* Get started with Apple Fitness+.

*Incorrect:* Get started with Fitness+.

See also [Apple logo](#).

**Apple Gift Card** OK to use *card* or *gift card* after the first reference.

**Apple ID** An account that identifies a user of services such as iCloud, the iTunes Store, and iMessage. Because a user can have more than one Apple ID, you might need to specify a particular one—for example, *the Apple ID you used to purchase the songs*.



Sign in to the iTunes Store with your Apple ID.

To use Find My, you need an Apple ID.

Sign in with the Apple ID you used to join Apple Music.

**Apple Inc.** The company's legal name; formerly *Apple Computer, Inc.* See also [Apple](#).

**Apple logo** In the phrase *Apple logo*, use lowercase for the word *logo*.

In text, don't use the  symbol in place of the word *Apple*, and don't write product or service names (like *Apple News+*) by combining the  symbol with text.

*Correct:* Subscribe to Apple News+.

*Incorrect:* Subscribe to News+.

Combinations of a product name and logo—known as *product lockups*—are carefully designed graphics approved by Apple Marketing. For information about how to use product lockups and the Apple logo, see [Guidelines for using the Apple logo](#).

**Apple Loops** Always plural; not *an Apple Loop*. An open-standard file format for audio loops and sound effects; also refers to the audio and effects files.

**Apple Loops Utility** Note plural *Loops*.

**Apple Lossless** Note capitalization. The audio compression format.

**Apple M1 chip** After the first reference, it's OK to shorten to *M1 chip*.

*First reference:* You can now run your favorite iPad apps on MacBook Air with the Apple M1 chip.

*Subsequent references:* The M1 chip extends battery life while providing increased performance.

In text where you refer to the chip repeatedly, it's OK to shorten to just *M1*.


Systems with the M1 chip wake instantly, and the processing speed of M1 delivers a huge boost to even the most demanding apps.


To refer to devices with the M1 chip, you can use terms such as *Mac with the Apple M1 chip* and *iPad Pro with M1*; don't use *M1 Mac*, *M1 iPad*, or other variations. Don't refer to the M1 chip as a *processor*.

The M1 family includes M1, M1 Pro, M1 Max, and M1 Ultra.

Built from two M1 Max chips, M1 Ultra lets you power through complex workflows.


See also [Apple silicon](#).

**Apple menu** When you refer to the Apple menu in user materials, you can include the  symbol with the phrase *Apple menu* on first occurrence.

The Apple menu  is located in the top-left corner of your screen.

If your department uses parentheses around inline icons, treat the Apple logo the same way.

To restart your computer, choose Apple menu () > Restart.

After the first occurrence, use the phrase *Apple menu* without the symbol. Don't replace the word *Apple* with the  symbol.

*Correct:* You can open the App Store from the Apple menu.

*Incorrect:* To restart your computer, choose  menu > Restart.

**Apple Music** You can use *Apple Music* to refer to the app and service that let users discover, play, and download music.

With Apple Music, you can stream your favorite music ad-free.

Apple Music learns what you like and recommends music based on your tastes.

When you refer to the app specifically, you can use *the Music app* or just *Music*.

To listen to Apple Music radio, tap Radio in the Music app.

Open Music, and then tap Listen Now.

Users *subscribe* to Apple Music and become Apple Music *subscribers* (not members).

In text, don't write the name *Apple Music* by combining the  symbol with *Music*.

*Correct:* Get started with Apple Music.

*Incorrect:* Get started with Music.

See also [Apple logo](#).

**Apple News** You can use *Apple News* to refer to the app and service that let users read stories from a variety of news sources.

Experienced Apple News editors curate the day's top stories.

Apple News learns your interests as you read, and suggests relevant stories.

When you refer to the app specifically, you can use *the News app* or just *News*.

To see the top stories for today, tap Today in the News app.

Open News, and then tap the Following tab.


In text, don't write the name *Apple News* by combining the  symbol with *News*.

*Correct:* Get started with Apple News.

*Incorrect:* Get started with News.

See also [Apple logo](#).

**Apple News+** A subscription service that provides complete issues of magazines and newspapers, along with the features of Apple News. Don't use *Apple News Plus* or other variations.

In text, don't write the name *Apple News+* by combining the  symbol with *News+*. Use regular punctuation after the name.

*Correct:* Get started with Apple News+.

*Incorrect:* Get started with News+.

See also [Apple logo](#).


**Apple Online Store** Don't use. To refer to Apple's main website as a place to purchase products, say something like *Shop online at apple.com* or *Visit the Apple website*. See also [App Store](#).

**Apple Original** Use *Apple Originals* or *an Apple Original* to refer to content that's produced by Apple and available from Apple TV+.

With an Apple TV+ subscription, you can catch the latest Apple Originals.

Watch *For All Mankind*, an Apple Original, from Apple TV+.

See also [Apple TV+](#).

**Apple Pay** In text, don't write the name *Apple Pay* by combining the  symbol with the word *Pay*.

*Correct:* Find out where you can use Apple Pay.

*Incorrect:* Find out where you can use Pay.

See also [Apple logo](#).

**Apple Pencil** In general references, don't use an article with *Apple Pencil*; when referring to the user's particular Apple Pencil, it's OK to use *your*.

In most cases, refer to Apple Pencil by its full name. You can use just *pencil* when the context has made clear that the subject is Apple Pencil.

If you don't see the Pair button, wait for a minute while your Apple Pencil charges. Then unplug the pencil, plug it back in, and wait until you see the Pair button.

**Apple Remote** Use to refer to the remote control that's compatible with Mac, iOS and iPadOS devices, and Apple TV (2nd and 3rd generations).

To refer to the remote used with Apple TV HD and Apple TV 4K, use *Siri Remote*. (In countries or regions where Siri isn't available for use with Apple TV, use *Apple TV Remote* instead.)

See also [Apple TV Remote](#); [Siri Remote](#).

**Apple Retail Store** Don't use. See also [Apple Store](#).

**AppleScript** AppleScript is used to create a *script* or *scripts*, not an *AppleScript* or *AppleScripts*. Don't use terms such as *AppleScriptable* or *AppleScripting*.

**Apple services** Note lowercase *services*.

With a single subscription, customers can enjoy their favorite Apple services across all their devices.

A single Apple ID gives you access to all Apple services.

**Apple silicon** To refer to Mac models with Apple silicon, say *Mac with Apple silicon*; don't say *Apple silicon Mac*. To refer to other Mac models, use *Intel-based Mac* or *other Mac computers*.

If you have a Mac with Apple silicon...

If you have an Intel-based Mac...

For other Mac computers...

In content where you frequently compare the two types of computers, you can use *Apple silicon* as shorthand for *a Mac with Apple silicon*.

Create a version of your app that runs on both Apple silicon and Intel-based Mac computers.

Apple silicon runs all performance tools found on Intel-based Mac computers.

See also [Apple M1 chip](#).

**Apple Store** Use *Apple Store* to refer to Apple retail stores. After the first reference, you can use the full name or shorten to *store*. It's OK to use terms such as *retail store* and *retail location*; don't use *Apple Retail Store*.

Precede *Apple Store* with an article or pronoun in text: *the Apple Store*, *an Apple Store*, *your local Apple Store*.

Don't use *Apple Store* in the plural or possessive form. For the plural, use a term such as *Apple Store locations* or simply *stores*; for the possessive, use *store's*.

To refer to a specific Apple Store, use *Apple* followed by the store name.

Apple Union Square opened on May 21, 2016.

Products and services are available *at*, *from*, *in*, or *through* the Apple Store.

**Apple Store app** An app for iOS, iPadOS, and watchOS that offers users a more personal way to shop for Apple products and accessories.

**Apple Support** Capitalize in reference to Apple's service and support resources and staff; use lowercase in general references to support.

Contact Apple Support for assistance with your new Mac.

You can get hands-on technical support for your Apple products at the Genius Bar.

**applet** Can be any small application, but usually refers to a piece of code that's attached to an HTML document on the web.




**Apple T2 Security Chip** Note capitalization. After the first reference, it's OK to shorten to *T2 chip*.

*First reference:* The Apple T2 Security Chip brings a new level of integration and security to the Mac.

*Subsequent references:* The T2 chip includes a secure enclave coprocessor that provides new encrypted storage capabilities.

**Apple TV** In general references, don't use an article with *Apple TV*. When referring to the user's particular Apple TV, it's OK to use *your*. Don't abbreviate as *ATV*.

**Apple TV+** The streaming subscription service. Don't use *Apple tv+*, *Apple TV Plus*, or other variations. In text, don't write the name *Apple TV+* by combining the  symbol with *TV+*. Use regular punctuation after the name.

*Correct:* Get started with Apple TV+.

*Incorrect:* Get started with TV+.

Users subscribe to Apple TV+, and they can watch content *from* Apple TV+, *on* the Apple TV app.

*Correct:* Subscribe to Apple TV+ on the Apple TV app.

*Correct:* Catch up on *For All Mankind* from Apple TV+ on the Apple TV app.

*Incorrect:* Subscribe on Apple TV+.

*Incorrect:* You can watch *For All Mankind* in Apple TV+.

OK to use as an adjective: *Apple TV+ subscription*, *Apple TV+ content*.

See also [Apple logo](#); [Apple Original](#).

**Apple TV Remote** Use to refer to the Siri Remote in countries or regions where Apple TV HD and Apple TV 4K don't support Siri.

Use the Touch surface on the Apple TV Remote to set up your Apple TV.

See also [Apple Remote](#); [Siri Remote](#); [Touch surface](#).

**Apple Watch** In general references, don't use an article with *Apple Watch*; when referring to the user's particular Apple Watch, it's OK to use *your*.

In most cases, refer to Apple Watch by its full name. However, you can use just *watch* if it's clear in context that you mean Apple Watch.

You can pair more than one Apple Watch with your iPhone and then customize each watch with its own settings.

Always use the full name of Apple Watch models: *Apple Watch Edition*, not *Edition*.

In text, don't write the name *Apple Watch* by combining the  symbol with the word *Watch*.

*Correct:* Get started with your Apple Watch.

*Incorrect:* Get started with your Watch.

See also [Apple logo](#).

**Apple Watch app** The iPhone app that manages settings for Apple Watch. Although the app icon may be labeled *Watch*, don't refer to the app as *the Watch app*; instead, use the full name: *the Apple Watch app*.

**Apple website** To refer to the Apple website address, you can use *the Apple website*, *Apple's website*, or *apple.com*. Use lowercase *apple.com* in text and in sentence-style headings; capitalize at the beginning of a sentence or heading and in title-style headings.

Visit [apple.com](https://apple.com) for information about Apple products and services.

You can buy iPad on the Apple website at [apple.com](https://apple.com).

Apple.com is your source for great Apple products.

See also [internet addresses](#).

**App Library** Don't precede with *the*.

You can use App Library to organize your Home Screen.

**application** See [app](#), [application](#), [program](#).

**Application Chooser menu** In VoiceOver, a menu for navigating among open apps. The menu appears when the user presses Control-Option-F1 twice.

**application menu** The menu to the right of the Apple menu. The app menu shows the app name in boldface.

You don't need to include the word *application* or *app* when you refer to a specific app menu.

Commands for hiding Mail and for showing and hiding other apps are in the Mail menu.

**application programming interface** See [API](#).

**Applications folder** Use *the Applications folder* to refer to the Applications folder located at the top level of the file system and accessible to all users of a computer. Use *your Applications folder* or *a user's Applications folder* to refer to the Applications folder located in the user's home folder.

**application-specific integrated circuit** See [ASIC](#).

**app names** Follow the style of the software itself for capitalization and spaces—for example, *TextEdit*, *Image Capture*, *DigitalColor Meter*, *iMovie*. In general, don't use *the* with app names (*the Finder* is an exception).

*Correct:* Open QuickTime Player.

*Incorrect:* Open the QuickTime Player.

**App Store** Apps are available *in, on, or from* the App Store. Precede the name with an article in text.

Find the item you want on the App Store.

You can purchase apps from the App Store.

Use *App Store* whether the context is macOS, iOS, watchOS, or tvOS. If you need to make the context clear, you can use *the Mac App Store* or *the App Store for Apple TV*. However, avoid *Apple Watch App Store* and *Apple TV App Store*.

If you need to refer collectively to the App Store, the iTunes Store, and Apple Books, you can use *Apple online stores* (but it's preferable to list them).

See also [Mac App Store](#).

**arabic, Arabic (adj.)** Use lowercase when you refer to numerals. Capitalize when you refer to the script system. See also [roman](#), [Roman \(adj.\)](#).

**armband** One word.

**arrow** In user materials, use *pointer* in general references. Use *arrow* or *arrow pointer* when you're comparing different types of pointers and want to describe this type of pointer:



When you click the Text tool, the pointer becomes an I-beam.

Click the Selection tool to display the arrow pointer.

*Cursor* (as in *the VoiceOver cursor*) may be appropriate when you describe other interfaces and in developer materials.

See also [cursor](#); [insertion point](#); [pointer](#).

**arrowhead** Don't use to refer to the arrow pointer. See also [arrow](#).

**arrow keys** Use lowercase in general references. Don't use *direction keys*.

Capitalize and use the complete name of each arrow key when you refer to it by name.

*Correct:* Use the arrow keys to move the insertion point from cell to cell.

*Incorrect:* Use the Arrow keys to move the insertion point from cell to cell.

*Correct:* Use the Up Arrow and Down Arrow keys to scroll through the document.

*Incorrect:* Use the Up and Down Arrow keys to scroll through the document.

*Correct:* Press the Left Arrow key.

*Incorrect:* Press the Left arrow key.

**ASCII** Acronym for *American Standard Code for Information Interchange*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**Asia Pacific (n., adj.)** Don't list Japan separately; Asia Pacific includes Japan.

*Correct:* To see a list of banks in Asia Pacific that support Apple Pay...

*Incorrect:* To see a list of banks in Asia Pacific and Japan that support Apple Pay...

**ASIC** Acronym for *application-specific integrated circuit*. Note hyphen in the spelled-out version. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**Ask to Buy** A feature of Family Sharing that allows the family organizer to control family members' purchases. Don't enclose the name in quotation marks.

Ask to Buy is available for any family member under age 18.

See also [Family Sharing](#).

**aspect ratio** The ratio of an image's width to its height. Use a colon in aspect ratios.

4:3, 16:9

**Assistant** Capitalize, and don't use *the*, when the word is part of a full name.

Use AirPort Setup Assistant to...

Use lowercase when you use the term by itself or generically.

Use the assistant to...

You can use assistants to...

**AssistiveTouch** One word.

**assure** Don't use when you mean *ensure*. *Assure* means to state positively, so as to remove doubt.

Assure customers that you'll resolve the issue.

See also [ensure](#), [insure](#).

**asynchronous progress indicator** In developer materials, the progress indicator that looks like a spinning gear. In user materials, use *progress indicator* and describe what it looks like.

*Developer materials:* Don't use the asynchronous progress indicator for processes that start out indeterminate but could become determinate.

*User materials:* A progress indicator (looks like a spinning gear) appears.

See also [indeterminate progress bar](#).

**attach** Don't use to mean *connect* (as in *Connect the USB device to your computer*).

**audio** Close up the following words beginning with *audio*:

audiobook, audiocassette, audiotape, audiovisual

Don't use a hyphen in compound adjectives that include *audio*: *audio editing app*.

**audio CD** Not *CD audio disc*.

**audio chat, audio chatting (n., v., adj.)** OK to use *audio conference* or *audio chat*.

**audio conference, audio conferencing (n., v., adj.)** OK to use *audio conference* or *audio chat*.

**audio file** Use *audio file* or simply *audio* to refer to the source audio material imported into an app such as GarageBand or Final Cut Pro.

**audio input, audio input/output, audio output (n., adj.)** You can shorten to *audio in*, *audio in/out*, and *audio out*. Types of audio input/output include *audio line in*, *audio line out*, *analog audio*, and *optical digital audio* (or *optical audio*).

**Audio Units** Always plural; not *Audio Unit*. In user materials, use only as an adjective (*the Audio Units format*).

You can install third-party Audio Units filters.

GarageBand automates Audio Units instruments and effects.

**audio/video** Refers to equipment and apps that deal with sound and sight. The term can be abbreviated as AV or A/V: *A/V receiver*, *A/V equipment*, *Apple Composite AV Cable*.

**authenticate, authorize** Apple devices and services *authenticate* users to confirm their identity.

Signing in with AppleConnect authenticates your identity and gives you access to Apple's internal apps and services.

Users *authorize* payments using methods such as a passcode. Users also *authorize* or *deauthorize* computers and devices. Banks and merchants *authorize* transactions when they confirm that the customer has the funds to pay for a purchase.

To prevent unauthorized purchases, use Restrictions preferences.

To play some iTunes Store purchases, you must authorize your computer.

See also [code](#), [passcode](#).

**autism (n.), autistic (adj.)** Use *autism* when referring to the autism spectrum.

Find resources about autism.

Use *autistic* when referring to individuals who identify as being on the autism spectrum.

Every autistic person is unique.

It's OK to use *on the autism spectrum* or *on the spectrum*; avoid using *autism spectrum disorder* or *ASD* unless you're writing specifically about a medical diagnosis. Avoid saying that people have *symptoms* of autism; instead, use *traits*.

Don't use *high-functioning* or *low-functioning* or describe autism as *mild* or *severe*; instead, describe the level of support that enables an autistic person to be successful.

See also [neurodivergence \(n.\)](#), [neurodivergent \(adj.\)](#); [neurodiversity \(n.\)](#), [neurodiverse \(adj.\)](#); [Writing about disability](#).

**auto (prefix)** Close up except before o.

autoanswer, autoconfiguration, autosync

auto-oxidation

See also [prefixes](#).

**Auto Exposure** An iOS camera feature. Use *autoexposure* to refer to automatic exposure in general.

**AutoFill** The Safari feature. Use *autofill* for the verb.

If you don't want Safari to autofill your information, turn off AutoFill in Safari preferences.

**Auto Focus** An iOS camera feature. Use *autofocus* to refer to automatic focusing in general.

**autoplay, Autoplay** The feature is lowercase; the button name is capitalized.

**autosave** Use only as an adjective (*the autosave feature*). Don't use as a verb.

*Correct:* Pages saves your changes automatically.

*Incorrect:* Pages autosaves your changes.

**autosync (n., v., adj.)** Note spelling.

**Auto Unlock** Use only as the feature name; don't use as a verb.

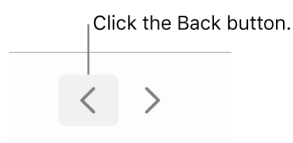
*Correct:* When Auto Unlock is on, you can unlock your Mac with your Apple Watch.

*Incorrect:* You can use your Apple Watch to Auto Unlock your Mac when you wake it.

**AVCHD** Abbreviation for *Advanced Video Coding High Definition*, a high-definition digital video format for recording and playback. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

## B

**Back button** Use to refer to a button—usually in a toolbar or navigation bar—that lets users return to the previous screen or webpage.



See also [left arrow](#).

**back end (n.), back-end (adj.)** Note hyphenation of adjective.

**backlight (n.), backlit (adj.)** One word.

**back panel** Two words.

**backslash** Use *backslash* to describe this character: \. See also [slash](#).

**backspace (n., v., adj.)** One word.

**Backspace key** A key on Windows keyboards that's equivalent to the Delete key on a Mac keyboard.

**backup (n., adj.), back up (v.)** One word except as a verb; no hyphen.

**backward (adv.)** Not *backwards* when you refer to direction. But in certain other contexts, such as putting a card in backwards, it's OK to use *backwards*.

**backward compatibility** Not *backwards compatibility*.

**backward-compatible (adj.)** Note hyphenation.

**badge (n.)** A small icon, or a small graphic with text, that appears as an overlay on an app or toolbar icon, a file thumbnail, or other UI element to provide information about the item at a glance.

You can use *badge* to describe any of the following:

- *A counter:* Usually a red oval with a numeral that indicates the number of active or available items in an app (for example, new email or text messages), available updates, and so on.

A badge indicates the number of unread messages:



- *An indicator of an item's type or state:* For example, in Photos, a photo can have a badge that indicates it's a Live Photo.

A Live Photo has this badge in the top-left corner:



- *A warning:* An exclamation point on an app icon that indicates an issue that requires attention.

If there's a problem, a badge with an exclamation point appears on the app icon:



Don't use *badge* as a verb or *badged* as an adjective. An item *has* a badge, or a badge *appears* on an item.

**bandwidth** One word.

**based** Use a hyphen in compound adjectives that include *based* when they precede a noun.

application-based services, Windows-based computer

Use an en dash (Option-Hyphen) if *based* follows a term with two or more words.

Windows XP-based computer

Don't use a hyphen or an en dash in predicate adjectives that include *based*.

Each track in a sequence is assigned an index value that is zero based.

**base station** A device that transmits and receives data in a wireless network; also called *access point*, *wireless access point*, or *wireless router*. Capitalize in product names: *AirPort Express Base Station*, *AirPort Extreme Base Station*. See also [AirPort](#).

**batteries** Describe batteries in terms of the number required, size, and type.

lithium-ion battery, lithium polymer battery

eight AAA alkaline batteries

one AA rechargeable nickel-cadmium battery

two nickel-metal-hydride batteries

Abbreviate the battery type only if space is limited. Abbreviations include the following:

NiCd (nickel-cadmium)

Li (lithium), Li-ion (lithium-ion)

NiMH (nickel-metal-hydride)

**because** See [since](#), [because](#).

**below** See [above](#), [below](#).

**beta (n., adj.)** A prerelease version of software or hardware. Capitalize when part of a proper name.

Apple will give users a peek at the new app by releasing a public beta.

Apple has released a beta version of the next iOS.

Developers can now join the Apple Beta Software Program.

**bidirectional (adj.)** Use to refer to a script system in which text is generally flush right and most characters are written from right to left, but some text is written from left to right as well. Arabic and Hebrew are the only bidirectional script systems in widespread use. See also [mixed-directional \(adj.\)](#).

**bit (n., adj.)** Short for *binary digit*, the smallest unit of computer data. A bit has a single binary value, either 0 or 1. Don't use when you mean *pixel* or *dot*. Hyphenate when used as an adjective or a predicate adjective.

The exported file uses 32 bits per pixel.

The AirPort Extreme Base Station provides 40-bit and 128-bit encryption.

Broadcast video is generally 24-bit, with 8 bits of color information per channel.

See also [dot \(n.\)](#); [pixel](#).

**bit depth** The number of bits used by a digital device. Use instead of *bit resolution*.

**bitmap, bitmapping (n.), bitmap, bitmapped (adj.)** You can use either *bitmap font* or *bitmapped font*, but be consistent.

**bit rate** Two words.

**bit resolution** Don't use; use *bit depth*. See also [bit depth](#).



**bit/s** Abbreviation for *bits per second*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**bits per second** See [bit/s](#).

**Black (adj.)** Capitalize when referring to ethnicity or cultural identity.

Learn about Black leaders who have shaped the world.

**black-and-white (adj.), black and white (pred. adj.)** Note hyphenation of adjective.

You can change a color picture to a black-and-white picture.

With Photos, you can change a picture to black and white.

For displays, *monochrome* is usually more appropriate because it encompasses amber and black, green and black, and so on.

**black box/white box (n., adj.)** Avoid using to refer to a type of device or system, or a method of testing. For *black box*, use *closed*, *closed box*, *opaque*, or other alternatives; for *white box*, use *open*, *open box*, *clear*, *transparent*, or other alternatives.

*Correct:* Use a mix of closed and open testing.

*Incorrect:* Use a mix of black box and white box testing.

*Correct:* Treat the container as opaque.

*Incorrect:* Treat the container as a black box.

**black hat/white hat** Don't use to describe a type of hacker. Instead of *black hat hacker*, use *malicious hacker* or *unethical hacker*; for *white hat hacker*, use *approved hacker* or *ethical hacker*.

**blacklist/whitelist (n., v.)** Don't use. For the noun, use an alternative that's appropriate to the context, such as *deny list/allow list*, *deny list/permit list*, *unapproved list/approved list*, or *reject list/accept list*.

*Correct:* To allow incoming email from an address, add the address to your server's allow list.

*Incorrect:* To allow incoming email from an address, add the address to your server's whitelist.

Avoid using terms such as *deny list* and *allow list* as verbs; instead, use *deny*, *allow*, and so on (or rewrite the sentence to refer to adding items to a list).

*Avoid:* You can deny list specific IP addresses to prevent them from accessing the server.

*Preferable:* You can deny specific IP addresses to prevent them from accessing the server.

*Preferable:* You can add specific IP addresses to a deny list to prevent them from accessing the server.

It's OK to use terms such as *deny list* and *allow list* as adjectives (*deny list data is stored at the partition level; export the allow list file*).

Avoid using terms such as *deny listed* and *allow listed*; instead, use *denied*, *allowed*, and so on.

*Avoid:* Search for your server's allow listed IP addresses.

*Preferable:* Search for your server's list of allowed IP addresses.

If the terms *blacklist* and *whitelist* are used in code you're documenting and the code can't be changed, show a code sample to make it clear what users need to enter, but use alternative terms in the documentation.

To add an address to the allow list, enter the following command:  
`whitelist add.`

**black/white** Don't use *black* or *white* in a way that has a positive or negative connotation. Use only to describe the color of items (*black text on a white background, change a color photo to black and white, the white point of your display*).

See also [black box/white box \(n., adj.\)](#); [black hat/white hat](#); [blacklist/whitelist \(n., v.\)](#).

**blank character** Don't use; use *space character*. See also [space character](#).

**blind, low vision** To refer to people with vision loss, you can say *a person who is blind, a person who has low vision, a person who is blind or has low vision, people who are blind or have low vision*.

People who are blind or have low vision can use VoiceOver to navigate their devices.

If you have low vision, you can use Larger Dynamic Type to make text on your iPhone larger and easier to read.

Avoid *visually impaired*.

See also [deafblind, Deafblind](#); [impairment](#); [Writing about disability](#).

**blinking** Use to describe the insertion point. Don't use *flashing* for this purpose.

**Blue appearance** An appearance available in macOS.

**Bluetooth** Don't use *Bluetooth* as a noun.

*Correct:* If your computer didn't come with an internal Bluetooth module, you can have one installed by an Apple Authorized Service Provider.

*Correct:* Your computer can connect to and transfer information to devices that use Bluetooth wireless technology.

*Incorrect:* Your computer can connect to devices that use Bluetooth.

Don't use a hyphen with *Bluetooth*.

*Correct:* Bluetooth enabled device

*Incorrect:* Bluetooth-enabled device

**Blu-ray** A high-capacity optical disc format, also referred to as *Blu-ray Disc (BD)*. Capitalize *Disc* only when referring to the format. Use lowercase when referring to individual discs.

You can create Blu-ray video and audio files and burn them to a Blu-ray disc.

**board** Don't use when you mean *card*. A *board* is built in; a *card* can be removed by the user. See also [card](#).

**bookmark (n., v., adj.)** One word.

**Books** See [Apple Books](#).

**Book Store** In most cases, simply use *Apple Books* to refer to the service that lets users purchase, download, and read ebooks.

You can find the user guide on Apple Books.

Family members can share items they purchased from the App Store, the iTunes Store, and Apple Books.

If you need to differentiate the store from the app, you can use *the Book Store*, *the store in Apple Books*, or *the Book Store in Apple Books*.

You can search for new books in the Book Store.

Your library contains all the books you've purchased from the store in Apple Books.

Check out the Book Store in Apple Books to find recommendations for you.

Don't use *Apple Books store*, *Apple Books Store*, *Apple Book Store*, or *Apple Bookstore*. Items are available *in*, *on*, or *from* the Book Store.

See also [Apple Books](#).

**Boolean (adj.)** Note capitalization.

**boot** Don't use for *start up* or *switch on* except in server materials. In materials written for new users, however, you may want to mention the term *boot* or include it in the glossary because users may see the term elsewhere.

**boot chime** Don't use for the chord heard during a successful startup sequence. Use *startup sound*.

**boot disk** Don't use except in server materials. Instead, use *startup disk*.

**bot** Short for *robot*. An app that performs automated tasks, especially tasks that are repetitive.

You can set up a bot to perform integrations of your app each time a change is committed to your source repository.

See also [chatbot](#).

**bottommost** One word.

**box** Don't use *dialog box*; use *dialog*. See also [dialog](#).

**bps** Don't use as the abbreviation for *bits per second*. Use *bit/s*.

**braces** Use *braces*, not *curly brackets*, to describe these symbols: { }.

When you need to distinguish between the opening and closing braces, use *left brace* and *right brace*.

**brackets** Use *brackets*, not *square brackets*, to describe these symbols: [ ]. Don't use *brackets* when you mean *angle brackets* (< >).

When you need to distinguish between the opening and closing brackets, use *left bracket* and *right bracket*.

**braille** Note lowercase.

**bridge** Don't use interchangeably with *router*. See also [router](#).

**broadband (n., adj.)** One word.

**browsable** Not *browseable*.

**browse (v.)** It's OK to use *browse* as either a transitive verb (*browse the web*) or an intransitive verb (*browse through a website*).

**buddy list** Two words.

**bug** Avoid; use *problem*, *condition*, *issue*, or *situation* instead.

**build-to-order** Not *built-to-order*. Always use as an adjective (*your build-to-order computer*). Don't abbreviate as *BTO*.

**built-in (adj.), built in (pred. adj.), built into (pred. adj.)** In headings that use title-style capitalization, don't capitalize *in* (exception to the rule of capitalizing the second word of a hyphenated compound).

Built-in Apps on Your MacBook [heading]

You can use the built-in microphone or an external microphone.

Mac Pro has 512 GB of flash storage built in.

Two-factor authentication is built into iOS 9 and later.

**built-in disk drive** You can use *built-in disk drive*, *built-in drive*, or *internal disk drive*.

**built-in graphics card** Use to describe graphics cards that are installed at the factory. Don't use *onboard graphics card*.

**bullet** Use *bullet*, not *dot*, for the character that precedes an item in a list. See also [dot \(n.\)](#).

**bundle, bundled** Refers to a collection of products or to products included with a computer. It's preferable to use a term such as *included* or *comes with*. Don't use *prebundled*.

In developer materials, a *bundle* is also a special type of directory that stores the code of applications and plug-ins in a file package that appears as a single file in the Finder.

**burn** You burn files *on* a disc or *to* a disc, but not *onto* a disc. You can also *burn a disc*.

You can burn your photos on a CD.

Select the playlists you want to burn to a CD.

If you have a SuperDrive, you can burn DVDs.

See also [write](#).

**bus, buses** Note spelling of plural. In materials for audio technology, you can use *busses* for the plural, but be consistent in all materials for a particular product.

**bus-powered, self-powered** In user materials, try to avoid when indicating whether devices draw power from a power cord or from another USB device. When possible, describe the device; don't give it a label.

*Correct:* a device that plugs into an electrical outlet

*Incorrect:* a self-powered device


*Correct:* a device that gets its power from another USB device

*Incorrect:* a bus-powered device

**button** Buttons initiate an action when clicked, tapped, or pressed. You *click* or *tap* an onscreen button.



You *press* a mechanical button.

Press and hold the TV button .

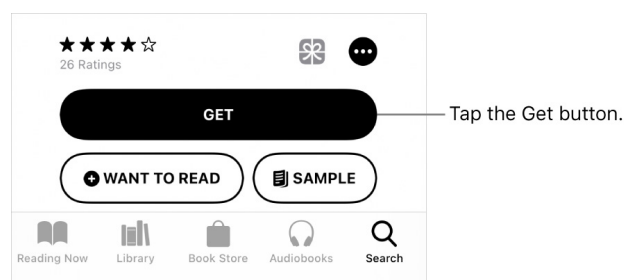
- **Buttons with text labels:** In general, write the names of buttons exactly as they appear onscreen. If the button's name uses sentence-style capitalization, enclose the name in quotation marks.

Click the "Position on screen" button.

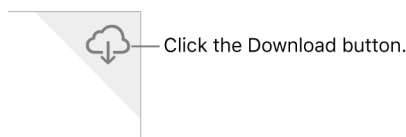
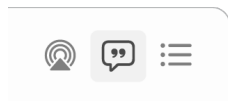
If the button's name uses title-style capitalization, don't enclose the name in quotation marks, even if one of the words is lowercase.

Tap Add to Favorites.

If a button name uses all capital letters or all lowercase letters, use title-style capitalization when writing the button name.



- *Buttons that display icons or images:* If an element in the user interface acts like a button (initiates an action when clicked or tapped), call it a *button*, even if it displays an icon or an image. For example, the following interface elements are buttons:



For some buttons with icons, you can simply refer to the button by what it looks like (use lowercase):



*Exception:* Sometimes app icons act like buttons—for example, icons in the macOS Dock or on the iOS Home Screen—but they’re still referred to as *icons* (*Click the Safari icon in the Dock, tap the Mail icon on the Home Screen*).

See also [checkbox](#); [click](#); [icon](#); [More button](#); [radio button](#); [tab](#); [tap \(n., v.\)](#).

## C

**cable** Use *cable* to describe what physically connects two pieces of hardware. Don’t use *cabling* even when you mean *cable* collectively; use *cables*. See also [cord](#).

**cache (n., v.), cached (v., adj.), caching (n., v.)** Note spelling. See also [level 2 cache](#), [level 3 cache](#).

**calendar** When you need to refer to a specific type of calendar, use *Gregorian calendar* to refer to the calendar used in Europe and the Western Hemisphere. Use *Islamic calendar* to refer to the lunar calendar used in predominantly Muslim countries or regions. Other calendar names are *Buddhist*, *Hebrew*, and *Japanese*.

**Calendar** Capitalize when referring to the app name: *You can import your data into Calendar*. Use lowercase to refer to a user’s calendar: *add events to your calendar; create calendars for work and home*. See also [iCloud](#).

**callouts** Use a callout (a short text label with a line that points to part of a figure) when you need to identify something within a figure. A thin line without an arrowhead, known as a *leader line*, connects the text label to what it identifies within the figure.

- *Simplicity:* Use callouts freely when they’re really necessary, but keep in mind that too many callouts can be distracting to the reader. Keep callouts brief, both for clarity and for an uncluttered look.
- *Capitalization and punctuation:* Use sentence-style capitalization. Use a period for a complete sentence and no ending punctuation for a sentence fragment. It’s OK to have a mixture of complete sentences and fragments in one illustration.

**camcorder** Use to refer to a video camera and recording device combined in one unit. Don't use *video camera* when you mean *camcorder*.

*Correct:* You can connect a camcorder to your computer to import your video footage.

*Incorrect:* You can connect a video camera to your computer to import your video footage.

Because most camcorders are now digital, it usually isn't necessary to include the word *digital*, but you can use *digital camcorder* if the context requires it.

Today's digital camcorders provide many advantages over their older analog counterparts.

In general references, it's OK to use *camera*.

You can use the stabilization feature in Final Cut Pro to correct shaky camera movement.

See also [video camera](#).

**Camera Roll** You can use *your Camera Roll* or *the Camera Roll* to refer to the collection of photos on iPhone, iPad, or iPod touch. Use *Camera Roll album* when referring to the Camera Roll as an album.

You can save photos you receive in email to your Camera Roll.

With iCloud, photos you save to the Camera Roll are updated automatically in the Photos library on your Mac.

You can't change the key photo for the Camera Roll album.

**canceled (v.), canceling (v.), cancellation (n.)** Use one *l* for the verb *cancel*—for example *canceled*, *canceling*. Use two *l*'s for the noun *cancellation*.

**can, might, may** Use *can* to express the capacity to do something; use *might* or *may* to suggest the possibility of doing something; use *may* to express permission.

You can log in to your account from another computer.

You might be able to connect to the internet at a nearby hotspot.

You may borrow my iPad if you return it tomorrow.

When used to express possibility, *might* typically suggests lower probability than *may*.

If the issue persists, you may need to restart your computer or you might need to restore software.

**capability** If possible, avoid *capability* when you discuss features of software or hardware. Reword in terms of what the user can do with the feature.

*Correct:* With Photos, you can create slideshows.

*Incorrect:* Photos has the capability to create slideshows.

**capitalization** Two styles of capitalization are commonly used at Apple:

- *Sentence-style capitalization*: This line provides an example of sentence-style capitalization.
- *Title-style capitalization*: This Line Provides an Example of Title-Style Capitalization.

Except for user interface text, guidelines for when to use sentence-style capitalization and when to use title-style capitalization are a matter of department style.

In general, capitalize the names of onscreen elements exactly as they appear onscreen. If an onscreen element uses all capital letters or all lowercase letters, use title-style capitalization when writing the element name in documentation.

Don't capitalize the word *chapter* or *appendix*, except in cross-references to actual titles.

See Chapter 2, "Units of Measure."

See the appendix for specifications.

See Appendix B for a list of specifications.

When using title-style capitalization, don't capitalize:

- Articles (*a*, *an*, *the*), unless an article is the first word or follows a colon
- Coordinating conjunctions (*and*, *but*, *or*, *nor*, *for*, *yet*, and *so*)
- The word *to* in infinitives (*How to Start Your Computer*)
- The word *as*, regardless of the part of speech
- Words that always begin with a lowercase letter, such as *iPad* and *macOS*
- Prepositions of four letters or fewer (*at*, *by*, *for*, *from*, *in*, *into*, *of*, *off*, *on*, *onto*, *out*, *over*, *to*, *up*, and *with*), except when the word is part of a verb phrase or is used as another part of speech (such as an adverb, adjective, noun, or verb)

Starting Up the Computer

Logging In to the Server

Getting Started with Your MacBook Pro



When using title-style capitalization, capitalize:

- The first and last word, regardless of the part of speech
- The second word in a hyphenated compound (except for *Built-in* and *Plug-in*)

High-Level Events

32-Bit Addressing

See also [abbreviations and acronyms](#).

**Caps Lock key** Not *Shift Lock*.

**captions** See [figure captions](#); [table captions](#).

**card** Refers to a removable circuit board that's installed in a slot. See also [board](#); [peripheral card](#).

**card names** Capitalize the word *card* in a card name only if it's part of the name (for example, *AirPort Extreme Card*). For generic names, don't capitalize any part of the card name (for example, *an internal modem card*).

**caret** In developer materials, use *caret* for the blinking bar that marks the insertion point. In user materials, the blinking bar is the *insertion point*.

Don't use *caret* when you mean *circumflex*. A *circumflex* (^) is an accent used in French words, such as *être*.

**CarPlay** Don't use as a verb.

*Correct:* You can use CarPlay to play audiobooks from your iPhone.

*Incorrect:* You can CarPlay audiobooks from your iPhone.

Users can connect devices *to* CarPlay and do tasks *with* CarPlay.

Connect your iPhone to CarPlay.

You can play music and make phone calls with CarPlay.

Users can open apps and change settings *in* CarPlay.

Open Maps in CarPlay and select a route.

You can change the map view in CarPlay.

**carriage return** See [CR](#).

**carrier** Use this, or *wireless carrier*, to refer to a mobile network operator that provides wireless communication services (including network, voice, and data).

**catalog** Refers to a list of all files and folders stored on a volume. Don't use this term in user materials.

**Catalyst** Don't use; use *Mac Catalyst*. See also [Mac Catalyst](#).

**CD** Abbreviation for *compact disc*. Use *disc*, not *disk*, to refer to CD media.

**cell phone, cellular phone** Don't use; use *mobile phone*.

**cell signal indicator** No hyphen.

**central memory** Don't use; use *main memory*.

**central processing unit** See [CPU](#).

**chain (n., v.)** OK to use when you mean a series of devices connected together.

**chapter** Don't capitalize the word *chapter*, except in cross-references to actual titles (exception to *The Chicago Manual of Style*).

in Chapter 5, "Expanding Your Computer"

in Chapters 4 and 5

in the next chapter

See also [capitalization](#).

**character** Use in reference to what a key on a keyboard stands for.

The Character Viewer provides access to nontypical characters like bullets, arrows, and currency symbols.

See also [symbol](#).

**Character Viewer** The systemwide window in macOS for selecting and inserting emoji, symbols, and other special characters in text. To open the window, choose Edit > Emoji & Symbols in most macOS apps.

**chat (n., v., adj.)** Use as a noun only after identifying the context (typically *audio chat* or *video chat*).

When you finish chatting with your group, you can leave the group chat.

Customers can chat with AppleCare for technical support.

Messages is the built-in chat client for Mac computers.

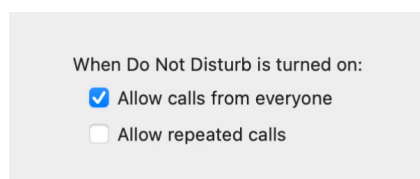
**chatbot** Short for *chatterbot*. An app that uses artificial intelligence to simulate conversation, through voice or text, with human users.

Many businesses offer chatbots as automated support.

See also [bot](#).

**check** Don't use when you mean the action of selecting a checkbox. See also [checkbox](#).

**checkbox** A labeled square control users *select* or *deselect*. Don't instruct users to *click* a checkbox, because it's ambiguous (you don't know the checkbox's initial state).



Using the word *checkbox* can be helpful, especially for people with visual disabilities.

Select "Allow repeated calls."

Select the "Allow repeated calls" checkbox.

Select the checkbox labeled "Allow repeated calls."

A checkbox can be *selected* or *unselected*. Avoid saying *checked* and *unchecked*.

If "Allow repeated calls" is unselected, multiple calls from the same person do not go through.

If "Allow repeated calls" isn't selected, ...

See also [radio button](#); [select \(v.\)](#).

**checkmark** One word. See also [menus](#).

**checkout (n., adj.), check out (v.)** One word except as a verb.

**checksum** One word.

**chip** Use *integrated circuit* or *silicon chip* (with an explanation of the term) on first occurrence. Don't use *chip* when you mean *microprocessor* (*Intel microprocessor*, not *Intel chip*).

**choose** Use *choose*, not *select*, for menu items. In general, the user *selects* something (such as a file or disk icon, an email message, or a section of text) and then *chooses* a command to act on the selection.

Choose View > Sort By > Date.

Select the text to copy, and then choose Edit > Copy.

Click the pop-up menu, and then choose High Priority.

Control-click the TextEdit icon, and then choose Make Alias.

See also [menus](#); [select \(v.\)](#).

**clamshell** Don't use to refer to the lid of a notebook computer or device case (such as an AirPods case); use *lid*.

**clean installation** Not *clean install*. Users *perform a clean installation*; they don't *do a clean install*. See also [install](#); [installation](#).

**click** Use to describe the act of selecting something or initiating an action by positioning the pointer over an onscreen element and briefly pressing and releasing the mouse or trackpad.

To open Mail, click the Mail icon in the Dock.

Click a disk icon to select it, and then choose File > Make Alias.

Don't use *click on*. Don't say *click the mouse* or *click the trackpad*; instead, use *press and release*.

Press the mouse, drag to enclose the area you want to select, and then release.

See also [click and hold](#); [click in](#); [double click \(n.\)](#), [double-click \(v.\)](#), [double-clicking \(n., v.\)](#); [press](#); [select \(v.\)](#); [tap \(n., v.\)](#).

**click and drag** Don't use. You either *click* or *drag*.

*Correct:* Drag the icon to the Trash.

*Incorrect:* Click and drag the icon to the Trash.

**click and hold** Refers to the act of positioning the pointer on an item on the screen and pressing the mouse or trackpad until something happens.

Click the Previous or Next button to go to the previous or next clip, or click and hold the Previous or Next button to rewind or fast-forward.

Don't use *click and hold* to refer to the act of pressing deeper on a Force Touch trackpad; use *force click*.

See also [click](#); [force click \(v.\)](#); [hold down](#); [press](#); [touch and hold](#).

**click in** You *click in* a window or other area of the screen, such as an image; you *click* other onscreen elements, such as icons and buttons. See also [click](#).

**click on** Don't use; use *click*. See also [click](#).

**client** Software that uses the services of another program; also the computer using the client software. The computer can be called the *client computer*, *client system*, or *client*.

**client/server** Note slash.

**clip art** Two words.

**Clipboard** In user materials, use *Clipboard*, not *pasteboard*. In developer materials, it's OK to use *pasteboard* when you discuss the NSPasteboard class, but point out that users view the contents of the pasteboard in the Clipboard.

**close** In macOS, users *close* windows or documents and *quit* apps.

In iOS, users can *close* an app (stop using it temporarily) by pressing the Home button; doing so may not *quit* the app (stop the app from running altogether). You can also use *leave* to refer to closing an app.

To leave an app and return to the Home Screen, press the Home button.

See also [open](#); [quit](#).

**close button** In macOS, refers to the leftmost button of the three window controls in the upper-left corner of the title bar.

**closed captions (n.), closed captioning (n., adj.), closed-captioned (adj.)** Note hyphenation.

You can turn closed captions on or off.

Change closed captioning preferences.

Closed-captioned programming is increasingly available to viewers.

See also [SDH](#).

**cloud** Avoid using *the cloud* to refer to iCloud. However, you can say content is *in the cloud* if the context makes clear you're referring to iCloud.

With iCloud, you can store all of your content in the cloud so it's available anytime, anywhere.

See also [iCloud](#).

**CLUT** Acronym for *color lookup table*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**co (prefix)** Close up except before a few words beginning with o.

coexist, cooperate, coprocessor, coworker

co-op, co-owner

**coax** Don't use when you mean *coaxial*.

**code, passcode** Use *code* to refer to the sequence of numbers sent to a device to verify a user's identity.

Enter the six-digit code sent to your iPhone.

Use *passcode* to refer to the unique combination of numbers (and sometimes letters) that a user sets to lock or unlock a device, set restrictions on a device, or provide authentication for Apple Pay purchases.

To unlock Apple Watch, enter your passcode.

See also [authenticate](#), [authorize](#).

**codec** Not *CODEC*. In the context of media apps, *codec* is short for *compressor/decompressor*, a method for compressing and decompressing data. For example, MP3 and H.264 are codecs that reduce the amount of information used to represent audio and video content, respectively. In telecommunications, the term is short for *coder/decoder*, a device for encoding and decoding signals.

**code file** Two words.

**code font** A fixed-width font (such as Courier) used to represent code.

Use code font for the following:

- Text the user is to type (In some groups, double quotation marks or italics may be used for short words or phrases the user is to type. Consult your department's style guidelines.)
- Code listings
- Small pieces of sample code
- Computer-language elements such as reserved words, literals, variables, and routines
- Commands that appear in running text

Use regular body font for any punctuation following a word or phrase in code font, unless the punctuation mark is part of the computer-language element represented or part of something the user is to type. Use regular body font for the spaces that immediately precede or follow text in code font.

If the language you're working with has a standard style of indentation, use it. If it doesn't have such a style, develop a logical style of your own and use it consistently.

Develop a method of spacing around punctuation and use it consistently. It's often best to use standard spacing (one space between a punctuation mark and the next character).

In user materials, don't use code font in any of the following:

- Part or chapter titles
- Text headings
- Cross-references to parts, chapters, or sections
- Entries in the table of contents
- Internet or web addresses
- Figure captions or callouts
- Names of files, folders, or directories
- System or alert messages. If you quote a system message or alert message exactly as it appears on the screen, use body font in quotation marks. If you paraphrase a message, use body font without quotation marks.

If your source clip isn't as long as the duration between the sequence start and end points, an "Insufficient content for edit" message appears.

When a message appears asking if you want to clear the keyboard layout, click Yes.

See also [Intro](#).

**code names** Use exactly the same form for a product's code name throughout a document. (If the name is sometimes misspelled or otherwise treated inconsistently, a global search-and-replace operation isn't possible.)

In final documentation, don't refer to a product by its code name unless marketing specifically decides to associate the code name with the product.

**cold start (n., v.), cold-start (adj.)** Not *coldstart*.

**colons** Follow these guidelines for using colons:

- *In running text:* Capitalize the first word after the colon if the word begins a complete sentence (exception to *The Chicago Manual of Style*).

There are two ways to raise or lower text in relation to adjacent text:  
You can make characters superscript or subscript, or you can adjust the baseline shift.

Ordinary video clips and image files have three channels of color information: red, green, and blue.

- *In headings:* If you use a colon in a heading, capitalize the first word after the colon, regardless of its part of speech.

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- *With lists:* Precede every list with a colon, whether the sentence before the colon is a complete thought or a partial thought (exception to *The Chicago Manual of Style*). See also [lists \(bulleted\)](#).

**color blind, color blindness** To refer to people who have problems seeing different colors, you can say *a person who is color blind*, *a person who has color blindness*, *people with color blindness*.

If you are color blind, you can use Color Filters to help you differentiate between colors.

See also [Writing about disability](#).

**colored** Don't use to describe items on the screen. Instead, use *color* (*a sepia-color photo*, *a color pattern*), or describe the specific color (*a green arrow*, *the multicolor pinwheel*).

**color lookup table** See [CLUT](#).

**color picker** Don't use. See also [picker](#).

**color pixels** Not *colored pixels*.

**colors** Colors include shades of gray, so you can use *colors* to refer to settings for both grayscale and color displays. On first mention of setting colors, say, for example:

You can set the number of colors (or shades of gray) displayed on the screen.

Thereafter, use *colors*.

**Colors window** The systemwide window for selecting colors.

**color well** Refers to the small rectangular or square control used to select a color.

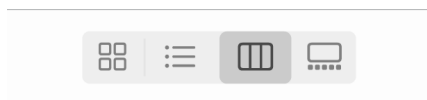


When you choose Gradient Fill, two color wells appear below the pop-up menu; select a color from each color well.

Select the Alternating Row Color checkbox, and then click the color well to select a color.

**column view** A way to display and select items in a hierarchy of data—for example, the column view in Finder windows.

**Column View button** The button second from the right in the View control in Finder windows.



**combined action** In developer materials, use to refer to a combination of mouse (or trackpad) actions with keyboard presses—for example, *Option-Shift-click*. In user materials, use *keyboard shortcuts* to refer to actions that include keyboard presses.

**command** Use *command* or *menu command* in user materials.

Use the Print command to create a PDF of your document.

To change the way windows look, use the commands in the View menu.

Use *item* or *option* to refer to menu items that aren't commands, such as names of fonts in a pop-up menu.

A command is *in* a menu, not *on* a menu; a menu *contains* commands. Users *choose* commands; they don't *select* commands.

See also [choose](#); [command names](#); [menus](#).

**Command-click (v.)** Equivalent to *press the Command key while you click*.

Command-click to select multiple files.

See also [key](#), [keys](#).

**Command-drag (v.)** Equivalent to *press and hold the Command key while you drag*.

To rotate the masked image, Command-drag its selection handles.

See also [key](#), [keys](#).

**Command key** On first use in printed user materials, it's OK to identify the Command key with its symbol: *Command (⌘) key*. Thereafter, just use *Command key*.

It's OK to use the Command key symbol in a list of shortcuts.

Option-⌘-Escape

Option-Shift-⌘-Delete

**Command-key equivalent** Don't use; use *keyboard shortcut* even when all the combinations use the Command key.

**command line (n.), command-line (adj.)** Note hyphenation of adjective.



**command names** Use title-style capitalization for command names; don't capitalize *command*.

the Find command

the Make Alias command

- *Commands used as ordinary verbs:* Don't capitalize a command name when you use the name as a normal English verb.

*Correct:* Cut and paste the selected text.

*Incorrect:* Cut and Paste the selected text.

- *Ellipsis:* Some menu commands use an ellipsis to indicate that further action will be required. Don't include the ellipsis when you refer to the command name in text or text headings.

*Correct:* Choose File > Print, and then enter the number of copies.

*Incorrect:* Choose File > Print..., and then enter the number of copies.

See also [choose](#); [command](#); [menus](#).

**commas** Use a serial comma before *and* or *or* in a list of three or more items.

*Correct:* You can ask Siri to place phone calls, send text messages, send reminders, and more.

*Incorrect:* You can ask Siri to place phone calls, send text messages, send reminders and more.

**communication, communications** Use the singular to describe the act of communicating; use the plural to describe the technology.

**compact disc** See [CD](#).

**companion iPhone** Don't use. See also [pair](#), [paired](#).

**Company, Co.** Spell out or abbreviate according to the particular company's preference.

**compile time (n.), compile-time (adj.)** Note hyphenation of adjective.

**complications** It's OK to use *complication* to refer to a feature you can add to the watch face on Apple Watch, as long as you define *complication* on first use. However, in most cases, avoid using any specific term to refer to these features; simply discuss them generically—for example, *you can add an alarm to the watch face*, not *you can add an alarm complication to the watch face*.

**component video** Note lowercase.

**composite video** Note lowercase.

**comprise** The whole *comprises* its parts. This word is misused so often that correct usage might confuse the reader; avoid it altogether. Use *is composed of*, *includes*, *consists of*, *contains*, or another word, as appropriate. Never use *is comprised of*, which in strict usage is equivalent to *is included of*.

**computer** Use when you describe a computer without any peripherals. Don't use *machine* or *unit*. See also [system](#).

**computer voice** See [code font](#).

**connect** Use to refer to the act of joining devices together; don't use *attach*, *hook up*, or *mate*. You *connect* USB devices to a computer, and you can *connect* computers to a network. Don't use *connect* when you mean *plug in*. See also [plug in \(v.\)](#), [plug into \(v.\)](#).

**connector** Use to refer only to an item that can be plugged into a receptacle (such as a slot, port, or socket). Use the following terminology:

*edge connector*: the connector on the edge of a peripheral card; fits into a slot

*minicircular connector*: an 8-pin connector [Don't use *mini-DIN*.]

*plug*: a connector with prongs or pins

In user materials, describe connectors by their shape and size, by the icon that appears on the connector, or in another way appropriate to the context. Users should be able to identify the connector easily, even if they don't know the terminology.

Avoid obscure names such as *power input unit* in favor of more direct terms, such as *plug*. Don't use *male* or *female* to describe types of connectors.

See also [jack](#); [port](#); [slot](#); [socket](#); [USB connector types](#).

**constitute** Parts *constitute* a whole. A whole *comprises* parts. See also [comprise](#).

**contacts, Contacts** Use lowercase to refer to a user's collection of contacts: *Add a contact*; *update your contacts*. Capitalize when referring to the app name: *Use Contacts to call someone*; *get help using Contacts*. See also [iCloud](#).

**contextual menu** The menu that appears when a user presses the Control key and clicks an item on the screen. In user materials, use *shortcut menu*, not *contextual menu*. However, you can refer to the menu parenthetically as a contextual menu on first reference for users who may be more familiar with that term.

A shortcut menu (also called a *contextual menu*) appears.

See also [menus](#).

**contractions** As part of Apple's informal voice, contractions are used and recommended throughout most documentation, interface text, and marketing copy. Keep localization in mind when deciding how or whether to use contractions.

- Use common contractions of be-verbs and auxiliary verbs with *not* (*aren't*, *isn't*, *can't*, *couldn't*, *didn't*, *doesn't*, *hadn't*, *haven't*, *weren't*, *won't*).

You don't have access to the information.

The error shouldn't occur again.

- Use common contractions of be-verbs and auxiliary verbs with personal pronouns (*he's*, *I'm*, *I've*, *it's*, *she'll*, *they're*, *we've*, *you're*). It's also OK to use *here's*, *let's*, *that's*, *there's*, and *what's*.

Here's a quick look at what's new in this release.

We're building a solar farm in China.

- Don't form contractions from nouns or proper nouns.

*Avoid:* The computer's not working.

*Preferable:* The computer isn't working.

*Avoid:* Apple's going to introduce a new computer today.

*Preferable:* Apple is going to introduce a new computer today.

- Avoid contractions of multipart verbs (*could've*), colloquialisms (*workin'*), and other contractions that are uncommon or awkward-sounding in written materials, or that may confuse nonnative English speakers (*everybody'd*, *how're*, *it'll*, *many's*, *when's*, *where'll*, *who've*, *why's*). Possible exceptions include text that's meant to be spoken (such as a script) and direct quotes in running text.
- Don't confuse *it's* (the contraction for *it is*) with *its* (a possessive pronoun).

It's important for the department to keep track of its computers.

See also [possessives](#).

**Control Center** Don't precede with *the*.

Click an item in Control Center to see additional options.

**control character (n.), control-character (adj.)** Note hyphenation of adjective.

**Control-click (v.)** Equivalent to *press the Control key while you click*.

To open a document, Control-click the document icon and choose Open.

See also [key](#), [keys](#).

**control key** Don't use in a general sense; use *modifier key*. The name of the specific key is capitalized: *Control key*. See also [modifier key](#).

**Control key** It's OK to abbreviate as *Ctrl* when space constraints don't allow the use of the full term (as in column headings in tables). Don't use *CTRL*.

**Control Strip** A set of system controls in the Touch Bar. Items are *in* (not *on*) the Control Strip. You *expand* or *collapse* the Control Strip (not *show* or *hide* it).

To change the volume, tap  in the Control Strip.

See also [Touch Bar](#).

**convert to** Not *convert into*.

**cookies** Not *cookie files*. Use to refer to small text files a website may copy to a user's computer to record information about the user or the computer.

To use some websites, you must set your web browser to accept cookies.

**coprocessor** No hyphen.

**copy** You copy a file *to* a disk, not *on* a disk or *onto* a disk.

**copy-protect (v.), copy-protected (adj., pred. adj.), copy-protection (n.)** Hyphenate in all forms.

A copy-protected disk or file can't be copied legally.

The disc is copy-protected.

**copyright page** All documentation must have a copyright page or copyright notice. A copyright page includes a copyright notice and an Apple trademark list. A copyright notice includes the © symbol, the year the work was first published, the copyright owner (Apple Inc.), and the statement *All rights reserved*. Onscreen documents also require a copyright notice.

- *Finding the correct copyright notice:* The copyright page is a boilerplate element. Consult with your department editor to be sure you have the appropriate boilerplate.
- *Apple trademarks:* All Apple trademarks mentioned in the document must receive a credit line on the copyright page. See the [Apple trademark list](#).
- *Third-party trademarks:* Certain third-party trademarks also must receive a credit line on the copyright page. See the "Special and Licensed Trademarks and/or Copyrights" section of the [Apple trademark list](#).

See also [trademarks \(credit lines and symbols\)](#); [trademarks \(usage\)](#).

**cord** Use only to describe a power cord or a phone cord. See also [cable](#).

**core** Short for *execution core* or *processor core*. See also [dual-core \(adj.\)](#).

**Corporation, Corp.** Spell out or abbreviate according to the particular corporation's preference.

**corrupted** Avoid if possible. Use *damaged* instead.

**country** Avoid using the term *country* when referring to a geographical area. Instead, use *country or region* or just *region*.

Features may vary based on country or region.

Some features are not available in all countries or regions.

**CPU** Abbreviation for *central processing unit*. Avoid in user materials; use *processor* to refer to the chip and use *computer* or *system* to refer to the computer itself. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#). See also [computer](#); [processor](#); [system](#).

**CR** Abbreviation for *carriage return*. Use only when you refer specifically to ASCII character \$0D or its equivalent. Explain the term *carriage return* if your audience includes first-time computer users. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

Use *return character* when you write about, for example, searches for return characters. Use *Return key* for the key users press.

**crash** Don't use; use *quits unexpectedly*, *doesn't respond*, or *stops responding*. If you must use this word, put it in quotation marks and reassure the reader that the term *crash* doesn't imply damage to hardware or software.

**creator types** Use code font for creator type names, which must consist of exactly four characters (one of which may be a space) inside straight, single, code-font quotation marks.

'txt', 'MPS '

**crosshair** Use to refer to this pointer:



**cross-references** Guidelines for cross-references vary by department, document type, and delivery method. This section provides general guidelines, but always consult your department's style guidelines if in doubt about which style to use, and be consistent within a document.

- *Titles of books and other documents:* In general, use title-style capitalization and italics; don't use quotation marks unless italics aren't available. Don't capitalize or italicize phrases such as *user guide* unless they're part of the title as it appears on the cover page of the document. Don't include trademark symbols.

See the *iPhone User Guide*.

For detailed information about using Apple Watch, download the user guide.

*Exception:* In onscreen text, it's acceptable to write the titles of user guides (and other books) in roman, with no quotation marks. Titles are often links—which are typically not italicized—so even if a title is not a link, you may want to make it match the style of other linked titles (roman, with no quotation marks).

For more information about adding contacts, see the Contacts User Guide.

iMac Essentials provides all the information you need to set up and start using your new iMac.

- *Titles of chapters or sections of a document:* Authoring and output tools typically determine the format of links to chapters or sections within a document. For cross-references that aren't links, match the capitalization style of the chapter or section title, and enclose the title in quotation marks. If you refer to a chapter by number, don't enclose the word *Chapter* or the chapter number in quotation marks.

For more information, see the "Edit with multicam clips" section of the Final Cut Pro User Guide.

See Chapter 1, "Ready, Set Up, Go," on page 7.

See also [capitalization](#).

**crown** See [Digital Crown](#).

**Ctrl** Abbreviation for *Control*. Use the abbreviation only when space constraints don't allow use of the full term (as in column headings in tables); otherwise, use *Control*, as in *Control key* or *Control-S*. Don't use *CTRL*.

**curly brackets** Don't use *curly brackets* to describe these symbols: { }; use *braces*.

**cursor** Don't use in describing the macOS or iOS interface; use *insertion point* or *pointer*, depending on the context. The term *cursor* is appropriate when you describe the VoiceOver interface and may be appropriate when you describe other interfaces and in developer materials. See also [insertion point](#); [pointer](#).

**custom installation** Not *custom install*. Users *perform a custom installation*; they don't *do a custom install*. See also [install](#); [installation](#); [normal installation](#).

## D

**DAC** Acronym for *digital-to-analog converter*. Note hyphenation in the spelled-out version. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**Daily Cash** An Apple Card feature that adds a percentage of every purchase amount to the user's Apple Cash account. You can use *Daily Cash* to refer to the feature or to the cash received. See also [Apple Card](#); [Apple Cash Family](#).

**Dark Mode** Note capitalization.

You can use Dark Mode to darken the color scheme so the content you're working on stands out.

Users can *turn on* or *turn off* Dark Mode and *use* Dark Mode. Don't describe a computer or device as *using Dark Mode* or being *in Dark Mode*.

*Correct:* When Dark Mode is turned on, you can still use a light background in your emails.

*Correct:* If you're using Dark Mode...

*Incorrect:* If your iPhone is using Dark Mode...

You can also refer to Dark Mode as *the dark appearance*. The alternative is *the light appearance* (not *Light Mode*).

Open System Preferences, click General, and then select the light or dark appearance.

**Dashboard** Don't precede *Dashboard* with *the* or *your*. See also [widget](#).

**dash (em)** Use the em dash (—) to set off a word or phrase that interrupts or changes the direction of a sentence or to set off a lengthy list that would otherwise make the syntax of a sentence confusing. Don't overuse em dashes. If the text being set off doesn't come at the end of the sentence, use an em dash both before it and after it.

See all your schedules—work, school, and social life—in one app.

To generate an em dash, press Option-Shift-Hyphen. Close up the em dash with the word before it and the word after it.

**dash (en)** The en dash (–) is shorter than an em dash and longer than a hyphen. Use the en dash as follows:

- *Numbers in a range:* Use an en dash between numbers that represent the endpoints of a continuous range.

bits 3–17, 2003–2005

- *Compound adjectives:* Use an en dash between the elements of a compound adjective when one of those elements is itself two words.

desktop interface–specific instructions

Grammy Award–winning producer

ex–Sun Studio tour guide

- *Minus sign:* Use an en dash as a minus sign (except in code font, where you use a hyphen).

–1, –65,535

To generate an en dash, press Option-Hyphen. Close up the en dash with the word (or number) before it and the word (or number) after it.

See also [hyphenation](#).

**data** Singular or plural, depending on the context. When used as a collective noun, *data* takes a singular verb. When the meaning isn't collective, use a plural verb. In user materials, avoid in favor of *information* if *information* makes sense in the context.

*Collective and thus singular:* Data is stored in a FileMaker Pro database.

*Not collective and thus plural:* Selected data are transferred immediately.

**database (n., adj.)** Refers to the body of data manipulated by a database app.

**data file** Two words.

**date picker** Don't use. See also [picker](#).

**dates** Follow these guidelines for dates, unless your department uses international style (see [Dates and times](#)).

- *Commas:* Use a comma between the day of the month and the year.

January 16, 2022

When you use the full date, follow the year with a comma.

on January 16, 2022, at 10:00 a.m.

If you give only the month and year, don't use commas.

in June 2022 at WWDC

- *Cardinal and ordinal numbers:* Use cardinal numbers (1, 2, 3) in dates that include the month. Use ordinal numbers (1st, 2nd, 3rd) in dates without the month. For ordinal numbers, use full-size letters, not superscript.

*Correct:* The conference was held on August 12.

*Correct:* The conference was held on the 12th.

*Incorrect:* The conference was held on the 12<sup>th</sup>.

- *When to spell out:* Spell out the names of days and months in text. Use numerals for the year except when it appears at the beginning of a sentence; spell out the year there or rewrite to avoid.
- *Slashes in dates:* Don't use the form 3/5/22, because American usage is different from European usage.

**daughter board** Don't use; use *expansion board*.

**daylight saving time** Not *daylight savings time*.

**deactivate** See [activate](#), [deactivate](#).

**deafblind, Deafblind** Use *deafblind* to refer generally to people who have a combination of vision and hearing loss, or to refer to a medical condition or diagnosis.

If you are deafblind, you can turn on Taptic Time in VoiceOver on Apple Watch to be notified of the time with a series of taps.

Capitalize *Deafblind* when referring to people who identify culturally as Deafblind (sometimes spelled *DeafBlind*).

Some people in the Deafblind community use a braille display connected to their Mac to read, write, and watch videos.

If you're unsure of the correct way to refer to a specific person, you can ask them.

Don't use *deaf and dumb*, *mute*, or *deaf-mute*.

See also [blind](#), [low vision](#); [deaf or hard of hearing](#), [Deaf](#); [Writing about disability](#).

**deaf or hard of hearing, Deaf** Use *deaf*, *hard of hearing*, or *deaf or hard of hearing* to refer generally to people with hearing loss, or to refer to a medical condition or diagnosis.

Closed captioning is especially useful if you are deaf or hard of hearing.

Capitalize *Deaf* when referring to people who identify culturally as Deaf.

Many people in the Deaf community prefer to communicate using sign language.

If you're unsure of the correct way to refer to a specific person, you can ask them.

Don't use *hearing impaired*.

See also [deafblind](#), [Deafblind](#); [Writing about disability](#).

**dealer, dealership** Don't use; use *Apple Authorized Reseller*. See also [Apple Authorized Reseller](#).

**deejay** Don't use; use *DJ*. See also [DJ](#).



**default (n., adj.)** OK to use to describe the state of settings before the user changes them.

By default, iMovie inserts transitions between clips.

You can display the scopes below the video image rather than on the left side (the default).

See also [preset \(n., adj.\)](#).

**degrees** OK to either spell out *degrees* or use the degree symbol (°), but be consistent. Hyphenate when the term precedes a noun: *160-degree viewing angle*. The symbol is closed up with the number: *160° viewing angle*, *32° F*. To generate the degree symbol, press Option-K.

**dehighlight, dehighlighted** Don't use. Use *deselect* as a verb when appropriate; otherwise, reword. Use *not highlighted* as the adjective.

**DEL character** Not *DELETE character* or *rubout character*. Refers specifically to ASCII character \$7F.

**Delete key** Not *DEL key*.

**deploy** OK to use in server and developer materials to refer to placing configured computer systems, services, or software in a specific environment or making these items available for use in that environment.

In large organizations, collaboration services are usually deployed at both corporate and workgroup levels.

**depress** Don't use; use *press*.

**deselect** OK to use when you mean *cancel a selection*. Not *uncheck*, *unselect*, *unhighlight*, or *dehighlight*. See also [checkbox](#); [radio button](#); [unselected \(adj.\)](#).

**desire** Don't use. See also [want](#).

**desired** Try to avoid.

*Correct:* make your changes, select the folder

*Incorrect:* make the desired changes, select the desired folder

**desktop (n., adj.)** Use to refer to the background area of the screen on a Mac.

**desktop computer** Don't use *desktop* as a noun to refer to the computer; use *desktop computer*, *desktop system*, or just *computer* or *system*. See also [computer](#); [system](#).

**determinate progress bar** In developer materials, the progress bar that fills from left to right. In user materials, use *progress indicator* and describe what it looks like.

*Developer materials:* Use a determinate progress bar when you can tell the user how much of a process has been completed.

*User materials:* A progress indicator (a moving bar) shows the status of the download.

**device** Use to refer generically to hardware that connects to a computer (*communications device, input device, mobile device, peripheral device*).

You can also use *device*:

- To refer to a category of hardware products: *iOS device, iPadOS device, iOS and iPadOS devices, Android device*
- To refer to more than one of a specific device (to avoid making a trademarked name plural)

*Correct:* If you have multiple iPad devices, you can...

*Incorrect:* If you have multiple iPads, you can...

- To refer to Mac computers in conjunction with iPhone, iPad, iPod touch, and other devices when no distinction is needed

iCloud keeps your documents updated across all your devices.

When you add a photo on your Mac, it appears on your other devices.

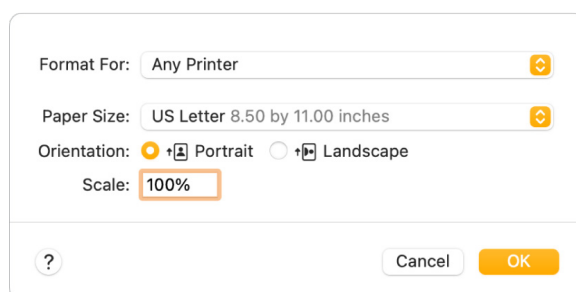
In user materials, when you write about a specific device, use that device's name (such as *Mac* or *Apple Watch*) in most cases. In service documentation, if a device name is repeated frequently and it's clear from the context what the device is, it's OK to shorten to *device*, or to another acceptable short form—for example, *computer* instead of *Mac*, or *watch* instead of *Apple Watch*.

See also [mobile device](#); [product](#); [unit](#).

**diacritical mark** Not *diacritic*.

**dial in, dial in to (v.), dial-in (adj.)** Note hyphenation of the adjective form.

**dialog** In user materials, use *dialog* for windows, like the one below, that request additional information from the user and are explicitly dismissed by clicking a button within the dialog—for example, OK, Cancel, or Print. Don't use *dialog box*.



Dialogs include alerts, which contain error messages or warnings about potentially hazardous situations or actions. Although a dialog can be implemented as a sheet attached to a window, don't use *sheet* in user materials. Examples: Open dialog, Print dialog, Save As dialog, Save Changes alert.

In developer materials, use *panel* rather than *dialog* in most contexts because dialogs are created with programming symbols such as `NSOpenPanel`. When, however, the dialog is seen by the developer as a user sees it, such as when giving instructions for using developer apps, use *dialog*. Note that entities that are panels programmatically can be windows rather than dialogs in user terminology—for example, the `NSFontPanel` class implements the Fonts window.

See also [alert \(n., adj.\)](#); [pane](#); [sheet](#); [window](#).

**dialog box** Don't use; use *dialog*.

**dialog message** Don't use; use *message*.

**dialogue** Use *dialogue*, not *dialog*, to refer to spoken words.

**dial-up (adj.)** Don't use *dial up* as a verb.

**different from** Not *different than*. Make sure that the elements being compared are parallel nouns.

*Correct:* The Mac user interface is different from that of a Windows PC.

*Incorrect:* The Mac user interface is different than that of a Windows PC.

*Incorrect:* The Mac user interface is different from a Windows PC.

**differently than** Use when comparing two parallel clauses. Don't use *different than*, *different from*, or *differently from* for this purpose. But rewrite whenever possible to set up a construction in which *different from* is used to compare two parallel nouns.

*Correct:* She uses the computer differently than he does.

*Preferable:* Her use of the computer is different from his.

*Incorrect:* She uses the computer differently than him.

**digital** Don't use a hyphen in compound adjectives beginning with *digital*: *digital video editing*, *digital media apps*. Don't use *digital apps* or *digital applications*.

**digital camcorder** See [camcorder](#).

**digital camera** Use to refer to a digital still camera. After the first mention, *camera* is fine.

You can connect a digital camera if both your computer and camera have built-in USB ports.

**Digital Crown** Use the full term, not *crown*, to refer to the feature on Apple Watch. You *turn* the Digital Crown; you don't *rotate* it.

*Correct:* Turn the Digital Crown to see all your messages.

*Incorrect:* Rotate the crown to see all your messages.

**digital rights management** See [DRM](#).

**digital-to-analog converter** See [DAC](#).

**Digital Touch** A feature for adding effects (such as a kiss or a heartbeat) to messages in the Messages app for watchOS and iOS.

You can use Digital Touch to send your heartbeat to a friend.

To send a kiss, tap with two fingers.

You can refer to items users send as *Digital Touch effects*, or simply use the name of the effect—for example, *heartbeat*, *kiss*, or *sketch* (not *doodle*). See also [tap \(n., v.\)](#).

**digital video (n., adj.)** No hyphen. See also [DV](#).

**digital video camera** See [video camera](#).

**digital video recorder** See [DVR](#).

**Digital Visual Interface** See [DVI](#).

**dimensions** In general, use *by*, not *x*, to show dimensions.

3.2 by 6.0 by 11.4 in. (8.1 by 15.2 by 28.9 cm)

8.5 by 11 inches, 8.5-by-11-inch paper

4 by 6 inches, 4-by-6-inch photo [*acceptable*: 4-by-6 photo, 4 x 6 photo]

If you use *x* instead of *by*, use the *x* consistently throughout a document.

See also [resolution](#); [x](#).

**DIMM** Acronym for *dual inline memory module*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**dimmed** Use *dimmed*, not *hollow* or *grayed*, to describe a shaded icon, menu item, button, or option in a dialog. Dimmed options can't be selected. Dimmed menu items can't be chosen.

Dimmed icons can represent disks whose contents are displayed in a window, disks that have been ejected, or files or folders in the window of a disk that has been ejected.

You don't need to say *dimmed (unavailable)* because a dimmed object is understood to be unavailable.

**direction keys** Don't use; use *arrow keys*. See also [arrow keys](#).

**directory** The standard UNIX term for an organizational unit, or container, used to organize files and other directories into a hierarchical structure known as a *file system*. In developer materials, use *directory*; in other Apple materials, use *folder*. See also [folder](#).

**directory pathnames** See [pathnames](#).

**disability** OK to use to refer to a person with a disability.

Make sure your website or app is accessible to people with disabilities.

Avoid terms like *differently abled*, *people with special needs*, *people with special abilities*, and *people of all abilities*.

See also [Writing about disability](#).

**disable (v.), disabled (adj.)** Follow the guidelines below.

- **Software:** In user materials, don't use *disable* to refer to turning off a feature or deselecting an option; use *turn off* or *deselect*.

You can turn off airplane mode using Control Center.

To hide an object's caption, deselect the Caption checkbox.

Don't use *disabled* to describe features that are turned off or unavailable; use *turned off*, *unavailable*, or *inactive*.

Make sure virus-protection software is turned off.

The Copy command is unavailable if there's no text selected.

Active roles appear in color in the timeline; inactive roles appear in gray.

In developer materials, it's OK to use *disable* to mean making something inactive, and *disabled* to describe items that have been made inactive.

You can disable and enable breakpoints in your code.

The app was disabled during testing.

- *People:* A *disabled person* (or *disabled people*) may be acceptable to people who consider their disability part of their identity. If you're unsure how to refer to someone, you can ask them. See also [disability](#); [Writing about disability](#).

See also [enable \(v.\)](#), [enabled \(adj.\)](#); [turn on](#), [turn off](#).

**disc** Use *disc* (or *optical disc*) when you refer to optical storage media (such as CDs and DVDs).

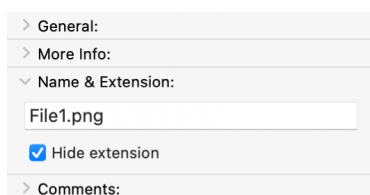
For magnetic storage media such as hard disks, use *disk*. See also [disk](#).

**disclosure arrow** A button that reveals or hides options when clicked (not the *disclosure button*). It's usually not necessary to mention that it's closed (pointing to the right) or open (pointing down).

*Correct:* You can click the disclosure arrow to reveal more information.

*Avoid:* You can click the closed disclosure arrow (pointing to the right) to reveal more information.

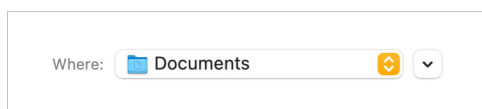
The Info window contains disclosure arrows:



In developer materials, this control is referred to as a *disclosure triangle*.

See also [disclosure button](#).

**disclosure button** A button containing an arrow that expands a dialog or utility window to provide additional choices that are associated with a specific list-based selection control.



The arrow on the disclosure button points down in the closed position. When the user clicks a disclosure button, the window expands and the arrow points up. See also [disclosure arrow](#).

**disc titles** Use italics for the full title of a disc and capitalize it the way it appears on the label. The word *CD* or *DVD* isn't typically part of the title.

**disk** Use to refer to magnetic storage media such as hard disks. You can also use *disk* more broadly to include other types of computer storage media, such as solid-state drives and flash storage. For example, legacy terms such as *startup disk*, *disk partition*, *disk image*, and *target disk mode* are commonly used regardless of the type of storage.

You can often use a more general term, such as *computer* or *storage space*.

You can import media files stored on your computer.

You can delete files to free up storage space.

In user materials, don't omit the article in phrases such as *to a disk* or *on a disk*.

*Correct:* You can copy the files to a disk.

*Incorrect:* You can copy the files to disk.

For optical storage media (such as CDs and DVDs), use *disc*.

See also [volume \(disk\)](#).

**disk drive** See [drive](#).

**disk image** Note the *k* in *disk*.

**disk name** Use when you refer to the name that appears below a disk's icon on the desktop; don't use *disk title* for this purpose.

**display (n.)** In most cases, use *display*, not *monitor*, to refer to the primary display connected to a desktop computer. Also use *display* to refer to the built-in display in a portable or all-in-one computer. Don't use when you mean *desktop* or *screen*.

*Correct:* A window appears on the screen.

*Incorrect:* A window appears on the display.

*Correct:* Arrange your display so that the top of the screen is slightly below eye level.

On Apple Watch, use *display* to refer to the part of the watch that shows the screen, and that users press to interact with.

With the watch face showing, press the display.

Press the display while viewing a daily calendar.

See also [monitor](#); [screen](#).

**display (v.)** Don't use *display* when you mean *appear*.

*Correct:* The Print dialog appears.

*Incorrect:* The Print dialog displays.

See also [appear](#).

**display cable** Use instead of *monitor cable* or *monitor power cord* for Apple displays.

**display device** Refers to a device connected to the computer that displays text or graphics. If possible, be more specific: *LCD projector* or *TV*.

**display port** The port on a computer or graphics card used to plug in an Apple display. Don't use *monitor port*.

**display sleep** Don't use. Pressing the Sleep/Wake button *locks* or *unlocks* iPhone, iPad, or iPod touch; it doesn't put the device *in display sleep*. See also [sleep](#).

**division sign** Not *division symbol*.

**DJ** Use instead of *deejay*. The plural is *DJs*.

**do** Don't use in phrases such as *do a clean installation*. Use *perform* instead.

**dock** A base in which to place a device. Use lowercase in general references: *place iPad in the dock*. Capitalize in product names: *iPhone Lightning Dock*, *Apple Watch Magnetic Charging Dock*. In user materials, don't use *dock* as a verb; devices are *in the dock*, not *docked*. Don't use *dockable*.

**Dock** The bar of icons located by default at the bottom of the screen (on a Mac) or at the bottom of the Home Screen (on iPhone, iPad, or iPod touch). On Apple Watch, users view the Dock by pressing the side button.

Don't use as a verb. Items are *in* the Dock, not *on* the Dock. Don't say an item is *docked*.

*Correct:* To put a window in the Dock, click the minimize button.

*Incorrect:* To dock a window, click the minimize button.

*Correct:* Click the Mail icon in the Dock.

*Incorrect:* Click the Mail icon on the Dock.

In macOS, don't assume that an item is in a user's Dock; everything except the Finder and the Trash can be removed.

**dock connector** The port on older iOS devices for connecting to a dock, a cable, or an adapter. Use lowercase in general references: *an iPhone dock connector*.

**document** In user materials, refers to a file the user creates and can open, edit, and print. A document is a particular type of file; don't use *document* when the file could be of another type.

*Correct:* Time Machine backs up all your files to an external disk.

*Incorrect:* Time Machine backs up all your documents to an external disk.

See also [file](#).

**document titles** When you cite the full title of a document, follow the capitalization style used in the title. The article *the* isn't usually part of the title, but for user materials a phrase such as *User Guide* often is. Consult your editor for titling guidelines specific to your department.

- *Specific references to document titles:* Always give the title exactly as it appears on the document's cover page (but eliminate any trademark symbols). Don't change an old title to comply with the current guidelines for naming documents.

For more information, see the *iPad User Guide*.

- *Generic references to document titles:* Don't capitalize or use italics for generic references to documents.

See the user guide that came with your computer.

To connect your display, follow the instructions in the setup guide.

See also [cross-references](#).

**document window** Don't use; use *document* or *window*, not both. In developer materials, *document window* is OK in reference to the predefined window type.

**Dolby formats** Note capitalization of the following audio and video formats:

Dolby Atmos surround sound  
Dolby Digital 7.1 surround sound  
Dolby Digital 5.1 surround sound  
Dolby Vision

When referring to an audio format, include the descriptive term *surround sound* on first reference.

*Correct:* HomePod supports Dolby Atmos surround sound.

*Incorrect:* HomePod supports Dolby Atmos.

In subsequent references, it's OK to omit the term *surround sound* in the format names if the context is clear.

When you set up a home theater on HomePod, you can enjoy surround sound in the following formats: Dolby Atmos, Dolby Digital 7.1, or Dolby Digital 5.1.

**Do Not Disturb** Note capitalization.

To stop notifications, turn on Do Not Disturb.

**dos and don'ts** Note apostrophe.

**dot (n.)** Use to describe any of the following:

- The characters that appear when a user types a password



- The color components of a pixel (also called *subpixels*)

There are usually three dots per pixel: red, green, and blue.

Don't use *bit* when referring to the components of a pixel.

See also [bit \(n., adj.\)](#); [bullet](#); [pixel](#).

**dots per inch** See [dpi](#).

**double** Hyphenate compound adjectives beginning with *double*.

double-precision, double-sided, double-wide

**double-byte characters** Not *2-byte characters*.



**double click (n.), double-click (v.), double-clicking (n., v.)** Note hyphenation.

Small children may have trouble with a double click.

Adults can double-click without difficulty.

You do this by double-clicking the icon.

On devices with a Home button, users *double-click* (not *double-tap* or *double-press*) the Home button.

To view your most recently used apps, double-click the Home button.

On Apple Watch, users *double-click* (not *double-press*) the Digital Crown and side button.

See also [click](#).

**double layer (n.), double-layer (adj.)** Hyphenate as an adjective, but not as a noun: *double-layer disc*; *DVD + R DL (Double Layer)*. Use lowercase for general references.

You can burn up to 4 hours of video on a double-layer DVD.

See also [DVD](#).

**double tap (n.), double-tap (v.), double-tapping (n., v.)** Note hyphenation.

A simple double tap lets you zoom in.

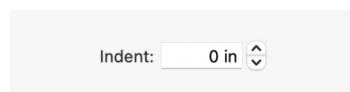
Double-tap the photo to zoom in or out.

You can zoom in by double-tapping.

See also [tap \(n., v.\)](#).

**down arrow** Use to refer to the small arrow that users click to decrease a value in a stepper.

Click the down arrow to decrease the text indent.



See also [Down Arrow key](#); [stepper](#).

**Down Arrow key** When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also [arrow keys](#).

**download (n., v.), downloadable (adj.)** Use only to refer to user-initiated downloads of content.

You can download music you've already purchased to all your devices.

Avoid using *download* to refer to what iCloud does; instead, use an alternative such as *keep up to date*, or say that content *appears automatically*.

*Avoid:* iCloud downloads your new photos to all your devices.

*Preferable:* iCloud keeps your photos up to date on all your devices.

See also [iCloud](#).

**Downtime** Capitalize when referring to the feature or to the names of interface elements. Use lowercase in generic references.

You can use the Downtime feature to schedule time away from the screen for young family members.

During downtime, app icons are dimmed and an hourglass icon is shown.

**dpi** Abbreviation for *dots per inch* (n.) and *dot-per-inch* (adj.). For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

The printer provides a resolution of 600 dots per inch (dpi); it can be upgraded to 1200 dpi.

The printer provides a 600-dot-per-inch (dpi) resolution; some printers offer 1200 dpi resolution.

**drag** Refers to an action that can be performed on a desktop or notebook computer, or on a device with a touchscreen. Usage is slightly different in each case; follow the guidelines below.

- *On desktop computers and notebook computers:* *Drag* refers to the act of positioning the pointer, pressing and holding the mouse or trackpad, moving the mouse (or, on a trackpad, the user's finger), and then releasing. If you're writing for novice users, you might need to define *drag* on first mention.

Use *drag* to refer to actions users perform with objects onscreen. For example, a user can drag an onscreen item (such as a folder or file), drag a control (such as a slider), or drag across part of the screen—for example, to create a shape or select an area of a document to work with. Don't use *drag the mouse* or *drag the pointer*.

*Correct:* Drag the Volume slider to change the volume.

*Correct:* Choose Tools > Annotate > Rectangle, and then drag to create a rectangle.

*Incorrect:* Drag the mouse to draw a rectangle.

Don't use *click and drag*. Don't use *place*, *put*, or *move* when you mean *drag*.

*Correct:* Drag your songs into the order you want.

*Correct:* Drag the icon to the Trash.

*Incorrect:* Click and drag the icon to the Trash.

*Incorrect:* Put the icon in the Trash.

- *On devices with touchscreens:* *Drag* refers to the act of moving one finger across the screen.

Users can drag to scroll through items, drag controls, or drag to pan around items such as photos and webpages.

Drag up or down to scroll through your contacts.

Drag the slider to unlock iPhone.

To move around in a webpage, drag up, down, left, or right.

Don't use *tap and drag*.

*Correct:* Drag to see a different part of the map.

*Incorrect:* Tap and drag to see a different part of the map.

Don't say *drag your finger*.

*Correct:* Drag across the text.

*Incorrect:* Drag your finger across the text.

See also [gestures](#); [swipe \(n., v.\)](#).

**drag and drop (n., v.), drag-and-drop (adj.)** Note hyphens in the adjective.

With drag and drop, you can use a finger to move text and other items between apps.

Just drag and drop to add photos to your documents.

Using Photos, you can create digital photo albums with drag-and-drop simplicity.

Avoid using *drag and drop* as a compound verb followed by an object; dragging includes dropping the item into place.

*Correct:* Drag the file to the printer icon.

*Incorrect:* Drag and drop the file onto the printer icon.

**drag handle** Don't use; use *handle*. See also [handle](#).

**DRAM** Acronym for *dynamic random-access memory*. Pronounced "DEE-ram." For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**drawer** A window that slides out from a parent window when the user clicks a button or chooses a command.

**drive** Use to refer to a data storage device such as a hard drive (which holds magnetic disks), an optical drive (which holds optical discs), or a solid-state drive (which stores data using flash memory and has no moving parts). Don't capitalize *drive* except in a product name such as *SuperDrive* or *Fusion Drive*.

It's OK to use *drive* on its own after you first specify the type of drive.

If your Mac doesn't have a built-in optical drive, you can use another computer's drive.

Don't use *drive* when you mean *disk* or *disc*.

*Correct:* You can partition the disk in Disk Utility.

*Incorrect:* You can partition the drive in Disk Utility.

See also [disk](#); [hard drive](#).

**driver** Capitalize the word *driver* in a driver name only if it's part of the name (for example, *Sound Driver* or *Disk Driver*). When you use the term *driver* generically, as in *print driver*, don't capitalize. In user materials, avoid using *driver*; use *software* instead (*printer software*).

**DRM** Abbreviation for *digital rights management*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**DRM-free (adj.)** Note hyphenation.

**drop box** Two words.

**drop-down menu** Don't use; use *menu*.

**drop zone** Two words.

**dual** Hyphenate compound adjectives beginning with *dual*.

dual-band, dual-channel, dual-link

**dual-core (adj.)** Refers to a processor with two execution cores or to a computer with a dual-core processor. Processors have *dual cores*, not *a dual core*. Related terms include *dual-core processing*, *dual-core performance*, and so on. See also [dual-processor \(adj.\)](#); [Intel Core](#); [Intel Xeon](#).

**dual-display (adj.)** Refers to the connection of two displays to a computer, or to an external display connected to a notebook computer or an all-in-one computer. Computers can have *two displays* or *dual displays*, not *a dual display*. See also [extended desktop \(n., adj.\)](#); [video mirroring \(n., adj.\)](#).

**dual inline memory module** See [DIMM](#).

**dual-layer (adj.)** Don't use. Use *double-layer* in reference to the SuperDrive and the DVDs it uses. See also [double layer \(n.\)](#), [double-layer \(adj.\)](#).

**dual-processor (adj.)** Computers with two processors are *dual-processor computers*. They have *dual processors*, *dual Intel Xeon processors*, and so on. Don't use *a dual processor* or *DP*. See also [dual-core \(adj.\)](#).

**duckhead** Don't use. When describing the wall-plug module that attaches to an Apple power adapter, use *AC wall adapter*.

**due to** Avoid; instead, use alternatives such as *caused by* or *because of*.

*Avoid:* The interference was due to a faulty cable.

*Preferable:* Your apps will open more quickly because of the additional memory.

**dummy** Don't use to refer to placeholder content. Use an alternative that conveys the correct meaning in context, such as *placeholder*, *sample*, *test*, *stub*, or *boilerplate*.

*Correct:* Use layout guides to replace the placeholder views you created.

*Incorrect:* Use layout guides to replace the dummy views you created.

**DV** An industry-standard video format. Generally, use *DV* to refer to the format or to products that use the format. Don't use *DV* to refer to the medium *digital video*. Related terms include *DV format*, *DV standard*, *DV camera*, *DV camcorder*.

**DVD** An optical disc designed for high-capacity storage. Use *disc*, not *disk*, to refer to DVD media.

**DVD drive** Avoid; use *optical drive*. See also [SuperDrive](#).

**DVI** Abbreviation for *Digital Visual Interface*, not *Digital Video Interface*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**DVR** Abbreviation for *digital video recorder*. Use to refer to a device, such as a portable media player or set-top box, that records digital video to file-based media such as a hard disk or an optical disc. Don't use *DVR* when you mean *camcorder*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#). See also [camcorder](#).

**dynamic random-access memory** See [DRAM](#).

## E

**e** Short for *electronic*. Hyphenate terms using the short form: *e-commerce*, *e-learning*. Exceptions include *email* and *ebook*. In titles that use title-style capitalization, capitalize as follows: *The Growth of E-Commerce*.

**earbuds** One word.

**earlier, later** Use to refer to versions of software; don't use *lower* and *higher* or *newer* and *older*.

You can make and receive phone calls on your iPad or iPod touch (iOS 12 or later), Apple Watch (watchOS 4 or later), or Mac (OS X 10.11 or later).

To use Group FaceTime, you must have macOS 10.14.1 or later installed.

To take an ECG, you must have Apple Watch Series 4 with watchOS 5.1.2 or later.

See also [latest](#); [version number](#).

**earphones** One word.

**ebook (n.)** An electronic book. See also [EPUB \(adj.\)](#).

**editing** Don't use a hyphen when you use *editing* in a compound adjective.

video editing app, audio editing system

**edit menu** A type of menu in iOS that lets users perform actions (such as copy, paste, and select) on objects or text.



Drag the grab points to select more or less text.

Don't use *edit menu* in iOS materials; simply describe what users should tap in the menu.

*Correct:* Tap Select.

*Incorrect:* Tap Select in the edit menu.

See also [menus](#).

**education** Use lowercase in reference to education customers and products.

K–12 education, higher education, Apple education pricing, Apple education representative

Don't use abbreviations such as *ed*, *edu*, or *HED*.

**e.g.** Don't use; use *for example* or *such as*. See also [abbreviations and acronyms](#).

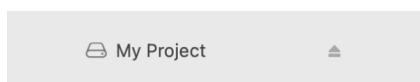
**eject (trans. v.)** Don't use as an intransitive verb.

*Correct:* The disk drive ejects the disk.

*Correct:* To eject the disk, drag its icon to the Trash.

*Incorrect:* The disk ejects.

**Eject button** The button next to the name of a disk, a device, or another item listed in the sidebar of Finder windows or in other app windows. See also [Media Eject key](#).



**electromagnetic interference** See [EMI](#).

**ellipsis** A set of three dots indicating a continuation or, in a quotation, the omission of one or more words. Use the ellipsis character (Option-Semicolon) to prevent line breaks from occurring between the dots. For more information about using ellipses, refer to *The Chicago Manual of Style*.

If the name of a menu item or button ends with an ellipsis, don't include the ellipsis in running text.

*Correct:* Choose File > New and click a template.

*Incorrect:* Choose File > New... and click a template.

**email (n., v., adj.)** One word.

Send an email to your manager.

Your manager wants you to email her.

You can set up email filters.

When referring to more than one email, use *email* if you're using the word in a collective sense; use *emails* to refer to a specific group or type of emails.

You can filter incoming email.

Here are tips for how to avoid phishing emails.

Flag important emails to make them easier to find later.

You can use *messages* to refer to email if the context makes it clear you're talking about email, not text messages.

**email addresses** Email addresses use this format:

*username@domain*

For example, the address *steve@icloud.com* specifies a user named “steve” at the icloud.com domain.

- *In text:* Use plain text for email addresses in text.
- *Line breaks:* Avoid line breaks in an email address. If necessary, set the address on a separate line.
- *Punctuation:* If an email address ends a sentence, it’s OK to use a period.

See also [internet addresses](#).

**email alias** Use to refer to an alternate email address created by a user to mask the user’s main email address.

You can have up to three active email aliases.

You can also send email from an alias.

**embed** Not *imbed*.

**em dash** See [dash \(em\)](#).

**Emergency SOS** The feature that makes an emergency call. Note capitalization. Use *emergency call*, not *emergency SOS call*, to refer to the type of call placed by this feature.

With Emergency SOS, you can quickly and easily call for help.

To make an emergency call, press and hold the side button, and then drag the Emergency SOS slider.

**EMI** Abbreviation for *electromagnetic interference*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**emoji** Lowercase; same form for singular and plural. Use to refer to small symbols (such as 😊) that represent emotions, concepts, or common objects in email and other electronic communications.

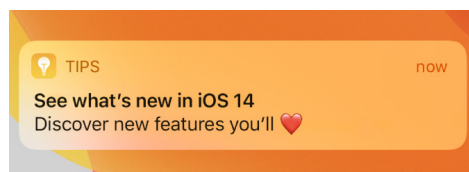
For some emoji, such as those for people, you can click and hold the emoji to see variations.

If you don’t see the emoji keyboard, you can turn it on in Settings.

Use regular punctuation with emoji that appear in running text.

Use Clips to personalize your video with filters, animated graphics, and even emoji 😎.

It’s OK to omit punctuation in special cases, such as the Tips notification below.



See also [emoticon](#).

**emoticon** A representation of an emotion or a facial expression created with typographic characters or small symbols.

The emoticon :-) represents a smiley face.

In general, use *emoji* to refer to characters created using an emoji input method (such as the Touch Bar), even though some emoji are also emoticons.

To add an emoji, such as a smiley face, in your message, tap 😊 and tap the emoji you want to use.

Use regular punctuation with emoticons that appear in running text.

With Enhanced Dictation, you can use voice commands for emoticons.  
To produce :-), say “smiley face.”

It’s OK to omit punctuation in special cases, such as when showing an example of a text message.

See also [emoji](#).

**enable (v.), enabled (adj.)** Avoid in user materials when you mean *turn on*. *Turn on* implies initiating an action or starting a process immediately; *enable* implies doing a task that makes subsequent actions possible.

*Correct:* Turn on Windows file sharing.

*Incorrect:* Enable Windows file sharing.

Don’t use *enabled* when you mean *selected* (for example, when you refer to radio buttons or checkboxes) or *available* (when you refer to commands or buttons that are sometimes dimmed, but not in this case).

*Correct:* Make sure the Magnification checkbox is selected in Dock preferences.

*Incorrect:* Make sure the Magnification option is enabled in Dock preferences.

*Correct:* The Copy command isn’t available because no text is selected.

*Incorrect:* The Copy command isn’t enabled because no text is selected.

Don’t use *enable* when you mean *give the ability to*. You can usually rewrite a sentence to avoid it.

*Correct:* With iMovie, you can view, edit, and share movie projects.

*Incorrect:* iMovie enables you to view, edit, and share movie projects.

It’s OK to use *enable* to describe a task that makes other actions possible.

To use this website, you must enable cookies.

In developer materials, it’s OK to use *enabled* and *disabled* when you describe buttons, menu items, and the like.

See also [allow](#); [disable \(v.\)](#), [disabled \(adj.\)](#); [let](#).

**en dash** See [dash \(en\)](#).

**end user (n.), end-user (adj.)** Avoid in favor of *user*. See also [user](#).



**energy management software** No hyphen.

**energy-saving (adj.)** Note hyphenation.

**ENERGY STAR** Note capitalization.

**enhanced definition (n.), enhanced-definition (adj.)** Note hyphenation of adjective: *in enhanced definition, enhanced-definition TV*.

**ensure, insure** Use *ensure* to mean *make sure* or *guarantee*. Use *insure* to describe what an insurance company does.

Insure your car to ensure that it's covered in an accident.

See also [assure](#).

**enter** Use *enter*, not *type*, to describe inputting text-based information by typing, copying and pasting, dragging, or some other method. Use *type* to describe pressing or tapping keys to produce characters on the screen. Use *press*, not *type*, to refer to pressing keys on the keyboard.

Enter your account information and tap Save.

The intelligent keyboard may suggest corrections as you type.

Press the Return key.

See also [press](#); [type \(v.\)](#).

**Enter key** Note capitalization.

**entitled** Don't use; use *titled, named, or called*.

**EPUB (adj.)** A file format for electronic books and other documents. Don't use as a noun; to refer generically to an electronic book, use *ebook*.

*Correct:* You can import an EPUB file into a template.

*Incorrect:* You can import an EPUB into a template.

See also [file types](#).

**equal sign** Not *equal's sign, equals sign, or equal symbol*.

**error message** Don't use except in developer materials. Instead, use *message, alert, alert message, or alert sound*. See also [alert \(n., adj.\)](#).

**Escape key** See [Esc key](#).

**Esc key** Include the word *Escape* in parentheses on first occurrence.

*First occurrence:* Press the Esc (Escape) key.

*Thereafter:* Press Esc.

When you describe escape sequences, don't use a hyphen between names of keys (because the user presses and releases the keys separately).

Esc 4, Esc F

**et al.** Abbreviation for *and others*. Use only to list people (not things) too numerous to mention—for example, when referring to scholarly books or articles having four or more authors.

See M. B. Cooper et al., “Reader Preferences for Report Typefaces,...”

Avoid in user materials. See also [abbreviations and acronyms](#).

**etc.** Don’t use; use *and so forth* or *and so on*. See also [abbreviations and acronyms](#).

**Ethernet** A cable-based system for connecting computers and peripheral devices. OK to use *Ethernet network* or simply *Ethernet*, depending on the context. See also [Fast Ethernet \(100Base-T\)](#); [Gigabit Ethernet \(1000Base-T\)](#).

**EU** No periods. OK to abbreviate or to spell out *European Union* as a noun. Use the abbreviation for the adjective form.

**events, Events** Use lowercase in generic references to events. Capitalize when referring to the feature in an app such as iMovie, and to capitalized interface elements.

You can use events to group clips any way you like.

To sort events chronologically, choose View > Sort Events By > Oldest to Newest.

**exclamation points** OK to use exclamation points occasionally in promotional text and dialogue. Avoid in documentation.

**exit** In user materials, don’t use to refer to quitting an open app; use *quit*. See also [interrupt](#); [quit](#); [stop](#).

**expansion board** Not *daughter board* or *piggyback board*.

**ExpressCard** An industry-standard expansion card technology.

**extended desktop (n., adj.)** A dual-display mode in which different elements are placed on each display, such as images on one screen and tools on the other.

**external display** Use only to refer to displays connected to notebook computers or to computers with a built-in display. For modular computers or unknown configurations, use *additional display*. You can also use *external monitor*. See also [display \(n.\)](#); [monitor](#).

## F

**F1, F2, F3...** Function keys on a keyboard. Capitalize the *F* and use plain (not italic) style and arabic numerals. No space between letter and numeral.

**Face ID** A face recognition technology used for authentication in some iOS and iPadOS devices.

**FaceTime** Don’t use as a verb.

**failover** One word.

**fall detection** An Apple Watch feature. Use lowercase unless referring to an element in the interface.

**family controls** Don’t use; use *parental controls*.

**family pack** Use lowercase in general references: *a family pack*. Capitalize in product names.

**Family Sharing** The iCloud feature. Don't use *iCloud Family Sharing*.

The person who sets up the family group is the *family organizer*; users added to the family group are *family members*.

On first occurrence, refer to the family that's set up in Family Sharing preferences as *the family group*. Thereafter you can use simply *the family*, as long as the context makes it clear you're referring to Family Sharing (not to an actual family).

The family organizer sets up Family Sharing and invites people to join the family group.

Family members' purchases are available to the rest of the family.

See also [Ask to Buy](#).

**FAQ** Abbreviation for *frequently asked questions*. FAQ is singular; use the article *an*. Use FAQs to refer to more than one set of frequently asked questions. Use title-style capitalization if the full term precedes a noun: *the Frequently Asked Questions document*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**Fast Ethernet (100Base-T)** A standard that allows data transmission rates of up to 100 megabits per second. See also [Ethernet](#); [Gigabit Ethernet \(1000Base-T\)](#).

**fast-forward (n., v., adj.)** Note hyphen.

**Favorites** Capitalize only when referring to the Favorites feature or to an onscreen element.

With Favorites, you can make a call with a single tap.

To make a contact a favorite...

To add someone to your Favorites list...

**fax (n., v., adj.)** Short for *facsimile*. Use lowercase; *fax* isn't an acronym or an abbreviation.

**FB-DIMM** Short for *fully buffered DIMM*. Precede *FB-DIMM* with *an*, not *a*. See also [DIMM](#); [memory](#).

**female** Don't use to describe a type of connector. Use *socket*, *port*, or another term appropriate to the context.

*Correct:* Insert the plug into the socket to ensure a reliable connection.

*Incorrect:* Insert the male endpoint into the female endpoint to ensure a reliable connection.

See also [connector](#); [male](#); [mate](#).

**fewer, less** Use *fewer* for countable items; use *less* for quantity or bulk.

The fewer devices in your network system, the less cable you need.

**Fiber Gigabit Ethernet** Gigabit Ethernet using fiber optic cable. See also [Gigabit Ethernet \(1000Base-T\)](#).

**fiber optics (n.), fiber optic (adj.)** The adjective isn't hyphenated (*fiber optic cable*).

**Fibre Channel** A high-speed serial data transmission technology.

**field** Use to refer to the boxes (in windows and dialogs, for example) in which users enter information. It's not necessary to specify *text field* or *number field*, but if a field has a name, try to use it. For example:

Enter the video timecode in the Current Timecode field.

Fill in the required fields, and then click Checkout.

For novice users, *text box* or *number box* may be more appropriate. These are OK too, but try to be consistent within a document.

**figure captions** Use of figure captions varies by department. Consult your department guidelines to determine whether to use them.

- *Number and title:* Most figure captions include both a figure number and a figure title. Unnumbered figures aren't included in a list of figures and tables. A figure with a number must also have a title; a figure with a title generally has a number.
- *Title length:* Figure titles should be short and to the point; a line and a half should be considered the absolute maximum.
- *Capitalization:* Use sentence-style capitalization for figure titles. Don't end a title with punctuation, even if the figure title is a complete sentence. Use articles in captions whenever appropriate.

*Correct:* The Apple menu

*Correct:* AirPort Express connected to a printer

*Incorrect:* AirPort Express Connected to a Printer

- *In-text references:* Each numbered figure should have an in-text reference to point the reader to the figure. You can use various styles for in-text references, depending on the needs of the sentence:

(See Figure 6-2.)

Choose Mail > Mail Preferences (see Figure 6-2).

the Page Setup dialog (Figure 3-13) appears...

the Page Setup dialog, shown in Figure 3-13, appears...

Figure 3-1 shows...

You can use more than one style in a project, but don't use different styles for what's essentially the same purpose. For example, don't use both the first and second styles or both the third and fourth styles within a project.

**figure label** Use to refer to text that accompanies a figure but isn't connected to the figure with a leader line. (Text with a leader line is a *callout*.) See also [callouts](#).

**figures** Line art, photographs, and screenshots are all considered figures. You should use figures when their presence will enhance the reader's understanding or illustrate a procedure or point that isn't evident from the text alone.

**file** Refers to any entity stored on a disk, regardless of whether the user can open, edit, or print it. See also [document](#).

**file format** Refers to a standard that defines a file's structure and its method of storing data. It's OK to shorten to *format* if the meaning is clear. In user documentation, don't use to refer to a specific kind of file, such as a JPEG file; use *file type*.

Images stored using the raw file type have a variety of formats, defined by different camera manufacturers.

In documentation for video apps, it's customary to use *format* to refer to the type of media.

You can create multicam clips using media with different formats and frame rates.

You can set the output format of the shared movie (video and audio, or just audio).

It's also customary to use *format* when referring to encoding methods.

The MPEG-2 format encodes MPEG-2 stream files for SD DVD and Blu-ray authoring.

See also [file types](#).

**file locations** See [pathnames](#).

**FileMaker** Note capitalization.

**filename** One word.

You can find a document by typing its filename in the search field.

When referring to specific filenames, match the capitalization shown in the interface. In user materials, filenames should appear in regular text font; in developer materials, it's OK to use code font.

*User materials:* Name the file Paperdoc.

*Developer materials:* The folder contains the CurrencyConverter.nib file.

**filename extensions** When referring to filename extensions, use lowercase and include the "dot."

A filename extension, such as .txt, appears at the end of some filenames.

You can use files with the .ics or .jpg extension.

You can shorten *filename extension* to *extension* if the meaning is clear, but don't use *file extension*.

If an article is needed before a filename extension, use *the*. If *the* doesn't work in a particular case, assume that *dot* is pronounced and use *a*, not *an*: *a .aif extension*.

Don't use filename extensions to refer to file types.

*Correct:* The image is saved as a JPEG file.

*Incorrect:* The image is saved as a .jpeg file.

See also [file format](#); [file types](#).

**Files app** An app on iPhone, iPad, and iPod touch used to access files stored in iCloud Drive or on external devices or servers. In iOS 10 or earlier, the app was called the *iCloud Drive app*.

**file server** In user materials, use only when you explain what a file server is (a computer that's dedicated to holding files shared by users on a network). Use *shared disk* to refer to a file server icon on the desktop. See also [shared disk](#).

**file sharing (n.), file-sharing (adj.)** Note hyphenation of adjective. Use lowercase unless you're referring to a specific onscreen element that's capitalized.

Turn on file sharing.

Click the File Sharing icon.

**file system (n.), file-system (adj.)** Note hyphenation of adjective.

**File Transfer Protocol** See [FTP](#).

**file types** Abbreviations should be in all caps; filename extensions should be in lowercase. In most cases, you don't need to spell out on first occurrence. Use to refer to a specific kind of file, such as a JPEG file or a PDF file. Don't use *file format* (a file's structure and method of storing data) when you mean *file type*.

*Correct:* PNG is a file type popular for web images.

*Incorrect:* PNG is a file format popular for web images.

When possible, use just *file*.

The photo is exported as a JPEG file.

For better playback performance, Final Cut Pro transcodes all MP3 audio files to MOV audio files.

The following table shows the abbreviations and extensions for some common file types.

Abbreviation	Extension
AIFF	.aif
CAF	.caf
DMG	.dmg
GIF	.gif
JPEG	.jpg
MP3	.mp3
PDF	.pdf
RTF	.rtf
TIFF	.tif
WAV, WAVE	.wav

See also [file format](#); [filename extensions](#).

**Finder** Use *the* with *Finder* (exception to the rule to not use *the* with app names).

**firewall** One word.

**FireWire** A high-speed industry-standard technology (IEEE 1394) developed by Apple for connecting peripheral devices to personal computers.

Products are *FireWire equipped*, not *FireWire enabled*. A FireWire cable is described according to its connector type, such as a *4-pin-to-6-pin FireWire cable*.

**firmware** One word.

**first person** Don't use the first-person pronouns *we*, *us*, or *I*; rewrite in terms of the reader or the product.

**fixed-point (adj.)** Note hyphenation.

**fixed-width (adj.)** Preferred term to describe fonts, such as Courier, in which each character takes up the same amount of space on the line. Synonymous with *monospaced*.

**flash** A type of memory or storage with no moving parts. Related terms include *flash drive*, *flash memory*, and *flash storage*.

**flashing** Don't use to describe the insertion point; use *blinking* for this purpose.

**flat-blade screwdriver** Note hyphenation.

**flat-panel (adj.)** Note hyphenation.

**flick (n., v.)** Use only in developer documentation. In user materials, use *swipe*. See also [drag](#); [gestures](#); [swipe \(n., v.\)](#).

**floating-point (adj.)** Note hyphenation.

**flowchart** One word.

**Fn key** Capitalize when you refer to the Fn key on many keyboards. On first occurrence, you can say *the Fn (Function) key*; thereafter, use *the Fn key*.

**Focus** Capitalize *Focus* when referring to the overall feature or to an individual Focus. Don't use an article when referring to the feature, but use an article when referring to an individual Focus.

Focus lets you tune out distractions.

Click Add, then choose a Focus.

Capitalize the names of provided Focus options (*the Sleep Focus*, *the Driving Focus*). Don't use the plural (*Focuses*); use *Focus options*.

Users can *choose*, *turn on*, or *use* a Focus (don't use *activate*). To stop using a Focus, users *turn it off*.

*Correct:* Turn a Focus on or off in Control Center.

*Correct:* Use the Work Focus to work without distractions.

*Incorrect:* Activate a Focus in Control Center.

When a Focus is on, use *on* or *active* to describe it (don't use *turned on*).

*Correct:* When a Focus is active...

*Incorrect:* When a Focus is turned on...

**folder** An organizational unit, or container, used to organize files and other folders into a hierarchical structure known as a *file system*. In developer materials, folders are usually referred to as *directories*.

Capitalize folder names according to how they're named and how they appear on the screen. Capitalize the word *Folder* only if it appears in the folder name.

Burn Folder [The word *Folder* appears in the folder name on the screen.]

Applications folder [The word *folder* doesn't appear on the screen.]

Use a user's *[folder name] folder* or your *[folder name] folder* to refer to folders in an individual user's home folder (for example, a user's *Library folder* or your *Library folder*). Use the *[folder name] folder* to refer to folders shared by all users of a computer (for example, the *Library folder*). If there's risk of confusion about whether the folder you're referring to belongs to a specific user or is shared by all users, you can describe its location: *the Library folder in your home folder*, *the Library folder at the top level of the disk*.

See also [directory](#); [pathnames](#).

**font** In digital typography, a design for a set of characters (for example, Helvetica). Don't use *font family*, *typeface*, or *face*.

You can change the title's font using the Text inspector.

See also [font size](#); [font style](#).

**font size** Not *type size*. When the meaning is clear, it's OK to use just *size*.

**font style** Not *typestyle* or *typeface attribute*. Refers to one or more attributes such as boldface, underline, italic, shadow, and so on. When the meaning is clear, it's OK to use just *style*.

**Fonts window** The systemwide window in macOS for selecting fonts, styles, sizes, and other text features.

**foot** Note hyphenation when used as an adjective: *3-foot height*, *3-foot-high table*, but *is 3 feet high*. The abbreviation is the same in the singular and the plural. Don't abbreviate in text. Don't use the symbol ' unless space limitations prevent the use of *foot* or *ft*.

**footnotes** See [tables](#).

**force click (v.)** Use to describe the act of pressing a Force Touch trackpad until you feel a deeper click.

Force click a file's icon to see a quick preview of the file.

See also [click and hold](#); [Force Touch](#).

**force quit** In user materials, it's preferable to say *force an app to quit*.

*Acceptable:* If an app doesn't respond, you can force quit it.

*Preferable:* If an app doesn't respond, you can force it to quit.



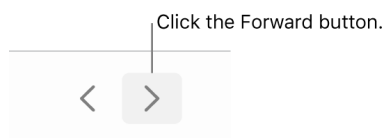
**Force Touch** A technology used in trackpads and Apple Watch that senses how hard the user presses the trackpad or display. A trackpad that uses Force Touch technology is called a *Force Touch trackpad*. Don't use *Force Touch* as a verb; use *force click* or *press harder* (on a trackpad), or *press* or *firmly press* (on Apple Watch). See also [force click \(v.\)](#); [press](#).

**format (n.)** Refers to the arrangement and appearance of text, graphics, and other elements (such as footers) on a page. See also [file format](#).

**format (v.)** When you refer to disks, *format* and *initialize* mean the same thing.

**form factor** Avoid; use *design*, *enclosure*, or another term.

**Forward button** Use to refer to a button—usually in a toolbar or navigation bar—that lets users move forward to the next screen or webpage.



See also [right arrow](#).

**forward compatibility** Not *future compatibility* or *upward compatibility*.

**forward-compatible (adj.)** Note hyphenation.

**Forward Delete key** A key that deletes the character to the right of the insertion point.

- *Apple keyboards:* On the Apple Keyboard with Numeric Keypad, this key is labeled *delete*, and it also has a right-pointing arrow with an x in it. OK to abbreviate as *Fwd Del* if space is tight. Apple keyboards without a numeric keypad don't have this key.
- *Windows keyboards:* On Windows keyboards, the equivalent to the Forward Delete key is the Delete key; the key that's equivalent to the Apple Delete key is the Backspace key.

**fps** Abbreviation for *frames per second*. Include a space between the number and *fps*: 24 *fps*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**fractions** In user materials, spell out fractions whose denominator is 10 or lower except in specification lists, technical appendixes, or tables. For the spelled-out forms, hyphenate the fractions: *one-tenth*, *one-fifth*, *three-fourths*.

This app uses one-fifth of available memory.

The other app uses only 1/20 of available memory.

When you express a noninteger greater than 1 in fractional form, use a mixed numeral rather than an improper fraction.

*Correct:* 1 1/6

*Incorrect:* 7/6

**frame buffer** Two words.

**frame rate** Two words.

**frames per second** See [fps](#).

**free** Don't use to refer to available memory or storage space; use *available*.

**FreeBSD** Note spelling.

**freeze** Use to refer to the behavior of a pointer on the screen. Avoid using *freeze* as a noun or to refer to something the computer does. Instead, use a phrase such as *not responding*.

*Correct:* If the pointer freezes, or if the computer stops responding to the mouse, trackpad, or keyboard, follow these instructions.

*Incorrect:* If the computer freezes, follow these instructions.

*Incorrect:* If you experience a freeze, follow these instructions.

**freeze frame (n.), freeze-frame (adj.)** Note hyphenation of adjective.

You can add a freeze-frame clip to your movie to temporarily stop the action onscreen.

**frequently asked questions** See [FAQ](#).

**front end (n.), front-end (adj.)** Note hyphenation of adjective.

**front, frontmost** The active window is the *front* or *frontmost* window. See also [active](#); [in front](#).

**front panel (n.), front-panel (adj.)** Note hyphenation of adjective.

**FTP** Abbreviation for *File Transfer Protocol*. Avoid as a verb; use *transfer files* instead. The UNIX command *ftp* is all lowercase. In the term *anonymous FTP*, the *a* is lowercase. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

*Correct:* You can use FTP software to transfer files from a remote computer to your computer.

*Correct:* You use the *ftp* command to transfer files from a remote computer to your computer.

*Incorrect:* You can FTP files from a remote computer to your computer.

**full** Use a hyphen in compound adjectives beginning with *full*.

full-duplex, full-featured, full-height, full-page, full-screen, full-size

Don't use a hyphen with *fully*.

fully buffered, fully charged, fully loaded

**full-screen (adj.), full screen (pred. adj.)** Note hyphenation of adjective: *full-screen controls*, *view full screen*. OK to use *full-screen window* to refer to a window that's in full-screen view: *This action has no effect on a full-screen window*.

**functionality** In user materials, avoid if you can use a word such as *features* instead.

*Avoid:* Some functionality is not available in certain regions.

*Preferable:* Some features are not available in certain regions.

**Function key** See [Fn key](#).

**function keys** The keys on a keyboard labeled *F1*, *F2*, *F3*, and so on. Note that *function* is lowercase.

**Fusion Drive** A storage technology consisting of flash storage combined with a high-capacity hard drive. See also [drive](#).

**future tense** Whenever possible, use present, not future, tense. Don't switch unnecessarily from present to future tense when present tense is sufficient to express a sequence of steps or events.

- *Conditional constructions:* Use present tense for conditional constructions such as the following:

*Correct:* If the `noWait` parameter is `true`, play from the disk stops immediately, and program control returns to the caller.

*Incorrect:* If the `noWait` parameter is `true`, play from the disk will stop immediately, and program control will return to the caller.

- *Future events:* Future tense is sometimes appropriate—for example, when a product described isn't yet available.

Apple will give users a peek at the new app by releasing a public beta.

Next year students at Clareton High School will use EPUB textbooks in their math classes.

**Fwd Del key** See [Forward Delete key](#).

## G

**gallery view** In Finder windows, a way to display and select items as horizontally scrolling thumbnails. In the Notes app, a way to display notes in a grid of thumbnails.

**Gallery View button** In Finder windows, the rightmost button in the View control.



Also a button in the Notes app for displaying notes as thumbnails.

**GB (n., adj.)** Abbreviation for *gigabyte*. GB equals 1000<sup>3</sup> bytes in the context of file size or storage capacity, and 1024<sup>3</sup> bytes in the context of computer memory. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. Use the preposition *of* before the unit that the value quantifies.

20 GB of memory

320 GB of storage capacity

- *Adjective:* Don't hyphenate the adjective form.

a 1 GB SO-DIMM

a 320 GB hard drive

**Gbit (n., adj.)** Abbreviation for *gigabit*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- **Noun:** In the noun form, use a space between the numeral and the abbreviation. Use the preposition *of* before the unit that the value quantifies.

10 Gbit of memory

- **Adjective:** Don't hyphenate the adjective form.

10 Gbit memory

**Gbit/s** Standard international abbreviation for *gigabits per second*. See also [Names and unit symbols for units of measure](#) and [abbreviations and acronyms](#).

**GB/s** Abbreviation for *gigabytes per second*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**gender** See [Gender identity](#); [pronouns](#).

**generation** Refers to products that were released at a particular time or that share a common design or features. Hyphenate compound adjectives that include the word *generation*: *fourth-generation iPad*, *second-generation processor*, *previous-generation Mac mini*. When the generation follows the name, use the numeral: *iPad (4th generation)*. Avoid variations that shorten *generation*, such as *seventh-gen* and *7G*. See also [iPad](#); [iPod](#).

**Genius** An Apple Music feature that plays songs that go well together. *Genius* can be used alone (don't precede with *the*) or in terms such as the following:

Genius feature, Genius Mix, Genius Playlist, Genius recommendations

**gestures** Don't refer to touchscreen and trackpad gestures as *finger gestures*; use simply *gestures*.

When you write instructions that include gestures, in general, don't include the word *finger*.

*Correct:* Swipe left or right.

*Incorrect:* Swipe your finger left or right.

However, you can refer to fingers if the gesture involves multiple fingers or is complex.

Triple-tap with two fingers.

Touch and hold the object with one finger, and use another finger to swipe in the direction you want the object to move.

You can also refer to fingers to provide greater detail when you first define or describe a gesture; subsequent occurrences can omit *finger*.

*Defining reference:* Pinch two fingers together or apart to zoom out or in.

*Other occurrences:* Pinch to zoom in on the page.

When describing the act of scrolling through documents and other items, it's often preferable to simply use *scroll* instead of specific gestures such as *drag* or *swipe*. See also [scroll](#).

Here's a list of gestures and their definitions:

- *Tap*: Quickly touch and release to select a control or item; equivalent to clicking on a Mac.  
Tap the song you want to play.
- *Drag*: Move one finger across the screen or trackpad to scroll through items, drag items or controls, or pan around items.  
Drag to scroll through your list of songs.  
Drag the slider to adjust the brightness.  
Drag to see other parts of the map.
- *Swipe*: Quickly slide one or more fingers across the screen or trackpad to reveal controls or to scroll through documents, lists, or groups of items. Implies a less controlled motion than dragging.  
Swipe over the note and tap Delete.  
Swipe left or right to move between dates.
- *Pinch*: Move two fingers together or apart to zoom out or in.  
Pinch to zoom in on the page.
- *Rotate*: Use two fingers to rotate images and other items.  
Rotate to change the photo's orientation.
- *Touch and hold*: Touch the screen or trackpad and hold until something happens (for example, the view is magnified, an item becomes editable, or a control appears).  
Touch and hold a book, and then drag it to a new position on the bookshelf.  
Touch and hold a location on the map.

See also [drag](#); [pinch \(v.\)](#); [rotate](#); [swipe \(n., v.\)](#); [tap \(n., v.\)](#); [touch and hold](#).

**GHz (n., adj.)** Abbreviation for *gigahertz*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun*: Use a space between the numeral and the abbreviation.  
at a rate of 3.0 GHz
- *Adjective*: Don't hyphenate.  
a 3.0 GHz processor

**GIF** Acronym for *Graphics Interchange Format*, a bitmapped graphics file format that includes data compression. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#). See also [file format](#).

**gigabit** See [Gbit \(n., adj.\)](#).

**Gigabit Ethernet (1000Base-T)** A standard that allows data transmission rates of up to 1 gigabit per second (1000 megabits per second). See also [Ethernet](#); [Fast Ethernet \(100Base-T\)](#); [Fiber Gigabit Ethernet](#).

**gigabits per second** See [Gbit/s](#).

**gigabyte** See [GB \(n., adj.\)](#).

**gigabytes per second** See [GB/s](#).

**gigahertz** See [GHz \(n., adj.\)](#).

**glyph** In typography, a distinct visual representation of a character. OK to use when referring to the appearance of characters (such as for a particular font) or to explain the term in an app's UI. Otherwise, use *character*.

In Font Book, you can print a grid with all the *glyphs* (characters and symbols) in a font. To set the glyph size for printing, drag the Glyph Size slider.

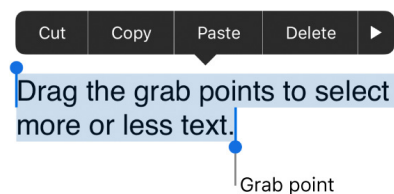
Use the Keyboard Viewer to see where characters for other languages are located on your keyboard.

See also [character](#); [font](#).

**GPU** Abbreviation for *graphics processing unit*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#). See also [graphics card](#).

**Grab** Capitalize when referring to the Grab app. Don't use as a verb.

**grab point** In iOS, one of a set of movable points around a text selection.



**grandfathered, grandfathered in** Don't use; use an alternative that's appropriate to the context, such as *legacy*, *exempt*, or *preexisting*. Or reword the sentence using *you can keep*, *allowed to remain*, or similar wording.

*Correct:* You can keep your plan if you purchased it before January 1, 2021.

*Incorrect:* Your plan is grandfathered in if you purchased it before January 1, 2021.

**graphical (adj.)** Use to refer to visual art or information.

You can provide a graphical representation, such as a chart or diagram.

See also [graphic](#), [graphics \(adj.\)](#).

**graphical user interface** See [interface](#).

**graphic, graphics (n.)** Use to refer to one or more computer-generated images used for illustration.

Click the graphic you want to add.

Graphics help break up dense text.

Use Motion to build fluid 3D motion graphics for show intros, commercials, or title sequences.

See also [graphic](#), [graphics \(adj.\)](#).

**graphic, graphics (adj.)** Use *graphic* to refer to the field of visual communication.

Apple is known for its innovative graphic design.

Use *graphics* to refer to software or hardware used to process graphics.

You can use advanced graphics software on the Mac.

Several models include integrated graphics processing units.

See also [graphic, graphics \(n.\)](#).

**graphics card** Use for the card that controls display of the computer interface on the primary display. Not *video card*. See also [GPU](#).

**Graphics Interchange Format** See [GIF](#).

**graphics processing unit** See [GPU](#).

**gray** Not *grey*.

**grayed** Don't use; use *dimmed*.

**grayscale (n., adj.)** One word.

**greater-than sign** Use *greater-than sign*, not *greater-than symbol*, to describe the > symbol. You can also use *right angle bracket* if appropriate in the context. See also [angle brackets](#).

**grey** Don't use; use *gray*.

**grille** Note spelling: *grille pitch*, *speaker grille*.

**grounded outlet** Not *three-prong outlet*.

**grow box** Don't use; use *resize control*.

**GUI** Acronym for *graphical user interface*. Don't use. Instead, use *interface* (in user materials) or *UI* (in developer materials).

**Guides** Capitalize when referring to Guides offered in the Maps app by Apple and its partners.

You can save Guides, and they're updated automatically when new locations are added.

Use lowercase when referring to guides users create in the Maps app.

You can organize places into your own guides and share them with friends.

## H

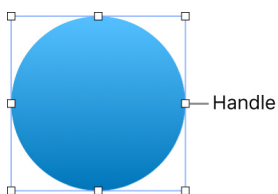
**H.264** A video compression standard (or video codec). Also known as *MPEG-4 Part 10* and *AVC* (or *Advanced Video Coding*).

**half** Use a hyphen in compound adjectives beginning with *half*.

half-duplex, half-height, half-hour, half-length

**handheld (adj.)** One word.

**handle** Use to refer to a small control on the edge of an object that can be dragged to move or change the object.



Don't use *drag handle*. In apps that have more than one type of handle, you may need to describe or name handles (for example, *white handle*, *outer handle*, *corner handle*, *selection handle*, *fade handle*, *trim handle*).

*Correct:* Drag the outer handle away from the center circle.

*Correct:* To set the direction of the effect, drag the rotation handle.

*Incorrect:* A drag handle appears on the motion path.

See also [grab point](#).

**hands-free (adj.)** Note hyphenation.

**hands-on (adj.)** Note hyphenation.

**handicapped** Don't use to refer to people with disabilities. See also [Writing about disability](#).

**hang** Don't use as a description of the computer's behavior in response to a system error; use a phrase such as *not responding*.

*Correct:* If the computer doesn't respond to input from the mouse, trackpad, or keyboard, a system error may have occurred.

*Incorrect:* If the computer hangs, a system error may have occurred.

See also [freeze](#).

**haptic (adj.), haptics (n.)** Refers to technology that uses touch (for example, a tap) to give users feedback. In user materials, define *haptics* on first use.

You can adjust the strength of the wrist taps—or *haptics*—Apple Watch uses for notifications.

Avoid using *haptic* or *haptics* when you can reword to describe what the user feels.

*Preferable:* You feel a tap when your message is sent.

*Avoid:* You receive a haptic alert when your message is sent.

See also [tap \(n., v.\)](#); [Taptic Engine](#).

**Haptic Touch** A technology used in some devices that provides additional features when the user touches and holds an item on the screen. See also [3D Touch](#); [Force Touch](#).

**hard copy** Avoid; use a term such as *printout*, *print version*, or *printed document*.

**hardcover** One word.



**hard disk (n., adj.)** Use to refer to a magnetic disk.

The files are stored on the server’s hard disk.

When referring broadly to computer storage media, which can include solid-state drives and flash storage, use just *disk* or a more general term such as *storage device*.

You can use Disk Utility to manage internal disks and external storage devices.

See also [hard drive](#); [storage device](#).

**hard drive** Use to refer to the mechanism that holds a magnetic disk and accesses its contents.

You can back up your Mac using an external hard drive.

It’s also OK to use the more formal term *hard disk drive*, especially in contexts where it’s important to be precise.

When referring broadly to computer storage media, which can include other types of storage such as solid-state drives and flash storage, use *storage device*.

You can connect an external storage device to your computer.

See also [drive](#); [hard disk \(n., adj.\)](#).

**hard of hearing** See [deaf or hard of hearing](#), [Deaf](#).

**HD (n., adj.)** Abbreviation for *high definition* (n.) and *high-definition* (adj.). For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**HDMI** Abbreviation for *High-Definition Multimedia Interface*. Related terms include *HDMI port*, *HDMI input*, *HDMI output*, *HDMI cable*, *HDMI to HDMI cable*, and *HDMI to DVI cable*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#). See also [video input](#), [video input/output](#), [video output \(n., adj.\)](#).

**HDR (n., adj.)** Abbreviation for *high dynamic range* (n.) and *high-dynamic-range* (adj.). A video or still-image format that allows additional levels of brightness per color component.

See also [SDR \(n., adj.\)](#).

**HDV** A format for recording and playback of high-definition video on standard DV cassette tapes using a form of MPEG-2 compression. Don’t use *HDV* to refer in general to high-definition video. Related terms include the following:

HDV format, HDV standard, HDV video, HDV camera, HDV camcorder

**headphone (adj.)** Related terms include *headphone jack* and *headphone port*.

**heads-up display** See [HUD](#).

**hearing impaired** Don’t use. See also [deaf or hard of hearing](#), [Deaf](#); [impairment](#); [Writing about disability](#).

**heat sink** Two words.

**help** Don't use when referring to documentation that has *user guide* in its title—even if the user guide can be opened from the Help menu.

To view the Safari User Guide, choose Help > Safari Help.

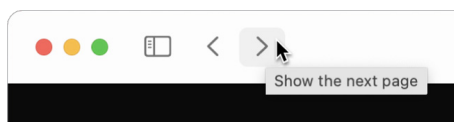
In developer materials, it's OK to use *help* and *help book* when referring to documentation delivered in Help Viewer on Mac.

To display help in Help Viewer, you must create and register a help book.

**Help button** A button that opens Help Viewer. The standard Help button has a question mark graphic.



**help tag** Use to refer to the instructional text that appears when the user holds the pointer over an interface element. *Exception:* In content for developers, use *tooltip* instead.



**hexadecimal** In user materials, don't use *hex* as a short form. In developer materials, *hex* is OK, but spell out *hexadecimal* on first occurrence. Use a preceding *0x* to designate a hexadecimal number.

**hexagonal-head screw** Not *hex-head screw*.

**HFS Plus** Not *HFS+*. The technical name for a file system used to format a disk for use with macOS. (*HFS* stands for *hierarchical file system*.) Avoid in user materials; use *Mac OS Extended format* instead. See also [Mac OS Extended format](#).

**HFS Plus (Journaled)** Not *HFS+ (Journaled)*. Avoid in user materials; use *Mac OS Extended (Journaled) format* instead. See also [Mac OS Extended \(Journaled\) format](#).

**high** Use a hyphen in compound adjectives beginning with *high*.

high-bandwidth, high-definition, high-level, high-quality,  
high-resolution

**high bit (n.), high-bit (adj.)** Not *hi bit* or *hi-bit*. *High bit* is an acceptable short form for the noun *high-order bit*.

**high definition (n.), high-definition (adj.)** See [HD \(n., adj.\)](#).

**high dynamic range (n.), high-dynamic-range (adj.)** See [HDR \(n., adj.\)](#).

**highlight (v.)** Don't use when you mean *select*.

*Correct:* Select the text you want to change.

*Incorrect:* Highlight the text you want to change.

Don't use as an intransitive verb.

*Correct:* As you type in the search field, matching icons are highlighted in the window below.

*Incorrect:* As you type in the search field, matching icons highlight in the window below.

See also [highlighted \(adj.\)](#); [highlighting \(n.\)](#); [select \(v.\)](#).

**highlighted (adj.)** Not *hilighted*. Don't use *inverted* except in developer materials. When explaining highlighting, use *a highlighted icon changes color* or *a highlighted icon is filled in*.

*Correct:* When you click the icon, it becomes highlighted.

*Incorrect:* When you click the icon, it highlights.

Don't use *unhighlighted* or *dehighlighted* for an item that isn't highlighted; use *not highlighted*.

**highlighting (n.)** Don't use in user materials. OK to use in developer materials.

When an app displays a selection range, it marks the range with highlighting.

**high-order bit (n.)** Not *hi bit* or *hi-bit*. *High bit* is an acceptable short form.

**high resolution (n.), high-resolution (adj.)** Not *hi-res*. The short form *high-res* (n., adj.) is OK in developer materials or when space constraints don't allow use of the full phrase (as in column headings in tables).

**Hindi** Don't use when you refer to the writing system used to represent Hindi and several other Asian languages; use *Devanagari*.

**hi-res** Don't use; use *high resolution* (n.) or *high-resolution* (adj.). See also [high resolution \(n.\)](#), [high-resolution \(adj.\)](#).

**hit (n.)** Don't use when talking about search results. OK to use to refer to webpage visits.

*Correct:* Search results appear below.

*Incorrect:* Search hits appear below.

*Acceptable:* This website gets many hits per day.

*Preferable:* This website gets many visits per day.

**hit (v.)** Don't use to instruct users to press a key or touch a screen; use *press* or *tap* instead. See also [press](#); [tap \(n., v.\)](#).

**hold down** Don't use to describe the act of pressing the mouse or trackpad, a key on the keyboard, or a mechanical button until an action or result occurs. Use *press and hold*. See also [press and hold](#).

**Home button** The physical button on some iOS and iPadOS devices that returns the user to the Home Screen. For devices with a Home button, use *press* to mean pressing the Home button once; use *double-click* or *triple-click* to mean pressing it more than once.

**home folder, home directory** In macOS, a *home folder* is a folder for a user's personal use.

Your home folder provides a secure place to keep your documents.

In developer materials, use *home directory*.

See also [directory](#); [folder](#); [pathnames](#).

**homepage** Use to refer to a webpage that serves as the directory or entry point to a website. Don't use *landing page* or *portal*. Don't use *homepage* to refer to an entire website.

*Correct:* The Apple homepage has links to product information, including purchasing options.

*Correct:* Visit the Apple website for more information about Apple products.

*Incorrect:* You can purchase products on the Apple homepage.

**HomePod** In general references, don't use an article with *HomePod*. When referring to the user's particular HomePod, it's OK to use *your*.

If you need to refer to more than one HomePod, you can use *HomePod speakers*.

If you have two HomePod speakers in the same room, you can set them up as a stereo pair.

**Home Screen** The main screen on iPhone, iPad, iPod touch, or Apple TV, and one of the two main screens on Apple Watch (the other is the watch face).

The Home Screen contains icons representing the apps on the device. On some devices, users can organize apps on multiple Home Screens.

The Home Screen on Apple TV provides easy access to apps and settings.

The dots above the Dock show how many Home Screens you have and which one you're viewing.

**home theater (n., adj.)** Note spelling: *your home theater*, *a home theater system*.

**hostname** One word.

**hotspot, hot spot** Use *hotspot* to refer to a place where users can connect to a public wireless network. Use *hot spot* to refer to the VoiceOver feature or to refer to an area of a graphics object, or a section of text, that users can click to activate a function.

You can connect to the internet from public hotspots.

You can use VoiceOver hot spots to mark up to ten items that you want to return to later.

A hot spot in a virtual museum scene could link to another room in the museum, or the hot spot could allow you to manipulate one of the objects in the museum.

**hover (v.)** Avoid using *hover over* to describe the act of holding the pointer over an onscreen element until something occurs. Use *hold the pointer over* or *move the pointer to* instead.

*Correct:* Hold the pointer over an address, and then click the arrow that appears.

*Correct:* Move the pointer to the right of Auto-Play, click the pop-up menu, and then choose an option.

*Avoid:* Hover over a participant's name, and then click the More button.

Don't use *hover the pointer over*.

See also [Hover Text](#).

**Hover Text** Note capitalization. It's OK to use *Hover Text* to refer to the accessibility feature, but when writing instructions or describing how to use the feature, use alternatives like *hold the pointer over*.

Hover Text makes it easier to view text on the screen.

To use Hover Text, press the Control key and hold the pointer over any text.

See also [hover \(v.\)](#).

**HTML** Abbreviation for *Hypertext Markup Language*. Use lowercase when the abbreviation is part of a URL. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

A file can be *in HTML* or *an HTML file*, but it isn't *in HTML format* (because HTML isn't a format).

If you know HTML, you can create webpages.

You can find the file at this address: <http://www.books.com/classics.html>.

See also [internet addresses](#); [URL](#).

**HTTP** Abbreviation for *Hypertext Transfer Protocol*. Use lowercase when the abbreviation is part of a URL. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#). See also [HTML](#); [internet addresses](#); [URL](#).

**HUD** Acronym for *heads-up display*, a window for making adjustments and selecting options in some apps. Precede *HUD* with *a*, not *an*. Avoid unless the term appears in the user interface. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**humor** Humor can enhance documentation by adding to a reader's enjoyment and by helping to lighten the tone. Humor usually works best in examples, where it's less likely to distract the reader.

Be careful that your humor is in good taste—one reader's joke can be another reader's insult—and keep in mind that humor may not translate well in localized text.

See also [Writing inclusively](#).

**hypertext link** Don't use; use *link*. See also [link \(n.\)](#).

**Hypertext Markup Language** See [HTML](#).

**Hypertext Transfer Protocol** See [HTTP](#).

**hyphenation** In general, hyphenate two words that precede and modify a noun as a unit. Follow this rule especially when:

- Confusion might result if the hyphen were omitted, as in *parameter-list pointer* or *read-only memory*.
- The second word is a past or present participle, as in *binary-coded decimal* or *color-matching algorithm*.
- The two modifiers are a number or a single letter and a noun or a participle, as in *32-bit color* or *D-shaped connector*.

Follow these guidelines for specific cases:

- *Units of measure*: When you use a spelled-out unit of measure in a compound adjective, hyphenate the compound (*27-inch screen*). When you use an abbreviation or a metric unit of measure, including *KB*, *MB*, *mm*, and so on, don't hyphenate (*500 GB hard disk*).
- *Location compounds*: Hyphenate compounds such as *lower-left corner*, *top-right portion*.
- *Adverbs*: Don't hyphenate compounds with *very* or with adverbs that end in *-ly*.  
very high speed  
recently completed project
- *Keyboard shortcuts using combination keystrokes*: Use hyphens to signify that the first key or keys should be held down while the last key is pressed. (Don't use hyphens if each key should be pressed and released separately.) Make sure you explain this convention on first use.

Control-Shift-N

Esc N

See also [dash \(en\)](#).

## I

**I-beam** Refers to this pointer:



**iBooks** Use *iBooks* to refer to versions of the Apple ebook app released before iOS 12 and macOS Mojave. Use *Apple Books* for versions of the app released with iOS 12 or later and macOS Mojave or later. See also [Apple Books](#).

**iCloud** Capitalize the C in *iCloud* in all references to iCloud or the iCloud website (*iCloud.com*). Don't capitalize the C in email addresses or when giving the URL for a particular domain of the iCloud website (*icloud.com/calendar*).

To sign up for iCloud, go to iCloud.com.

Enter the recipient's email address (for example, j.appleseed@icloud.com).

In user materials, avoid referring to iCloud as a *service*; simply call it *iCloud*. In addition, avoid referring to iCloud features (such as iCloud Mail, iCloud Calendar, or Find My) as *services* or *web apps*; refer to them as *features*, or simply discuss each feature by its name.

- *In or on*: Use *in* to refer to where content is stored (*in* iCloud, *in* iCloud Drive); use *on* to refer to where users can access content (*on* iCloud.com).

You can store files in iCloud Drive and access them from any device or on iCloud.com.

You can say content is *in the cloud* if the context makes it clear you're referring to iCloud.

With iCloud, you can store all of your content in the cloud and access it wherever you go.

- *Signing in*: To access iCloud features, users *sign in with* their Apple ID. Don't use *sign in to iCloud*.

*Correct*: Your music library is available on all your devices where you're signed in with the same Apple ID.

*Incorrect*: Your music library is available on all your devices where you're signed in to iCloud.

*Exception*: Users *sign in to* or *sign out of* the iCloud.com website.

Avoid using the term *iCloud account*.

*Correct*: If you use iCloud, you can share a reminder list with other iCloud users.

*Incorrect*: If you have an iCloud account, you can share a reminder list with other iCloud users.

See also [Apple ID](#).

- *What iCloud does*: iCloud *syncs* content between the user's device and the cloud. Use *sync with* to refer generally to syncing devices with iCloud.

Sync the photos and videos on your iPhone with iCloud.

In most cases, use *sync to*—not *upload* and *download*—to refer to the transfer of content to iCloud from a device, or vice versa.

While photos are being synced to iCloud...

However, you can use *upload* or *download* to refer to one-time transfers of content.

To upload files to iCloud Drive, drag them to the iCloud Drive window.

You can download the original photos from iCloud whenever you need them.

Don't say that iCloud syncs devices *with each other*; instead, describe content as being *available from every device, updated automatically across all your devices*, and similar alternatives.

iCloud keeps your contacts up to date across all your devices.

Any photos you take appear automatically on every device.

It's OK to occasionally use phrases like *iCloud keeps your data in sync*.

- *iCloud storage*: Users *upgrade* their iCloud storage; they don't *purchase storage* or *increase their storage quota*. Don't use *iCloud storage* to refer to iCloud (*you can store your documents in iCloud, not you can store your documents in iCloud storage*).

See also [iCloud Drive](#); [iCloud Photos](#); [Shared Albums](#).

**iCloud Drive** An iCloud feature that allows users to store documents in iCloud and access them from multiple computers and devices. Documents are stored *in* iCloud Drive, or saved or moved *to* iCloud Drive.

When you turn on iCloud Drive, documents you've already stored in iCloud are moved to iCloud Drive.

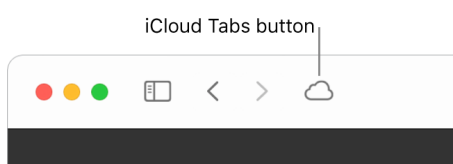
iPhone, iPad, and iPod touch users access files in iCloud Drive using the Files app. (In iOS 10 or earlier, the app was called the *iCloud Drive app*.)

**iCloud Photo Library** Don't use; use *iCloud Photos*. See also [iCloud Photos](#).

**iCloud Photos** An iCloud feature that stores users' photos in iCloud and keeps them up to date on every device with iCloud Photos turned on. Don't use *iCloud Photo Library*, *iCloud photo library*, or *your iCloud Photos*. You *turn on* or *turn off* iCloud Photos. Photos are stored *in* iCloud, not *backed up to* iCloud Photos. See also [iCloud](#).

**iCloud Photo Sharing** Don't use; use *Shared Albums*. See also [Shared Albums](#).

**iCloud Tabs button** Use to refer to the button users can add to the Safari toolbar.



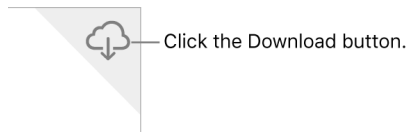
**icon** An onscreen graphic that represents another item, such as a file in a Finder window or an album in Photos.

- *Icons that don't act like buttons*: If an element in the user interface looks like an icon (is a graphic but isn't enclosed in a rectangular border) and doesn't act like a button (doesn't initiate an action when clicked or tapped), always call it an *icon*.





- *Icons that act like buttons:* If an element in the user interface looks like an icon (is a graphic but isn't enclosed in a rectangular border) but acts like a button (causes something to happen when clicked or tapped), call it a *button*.



You can also simply refer to it by what it looks like (use lowercase):



*Exception:* Sometimes app icons act like buttons—for example, icons in the macOS Dock or on the iOS Home Screen—but they're still referred to as *icons* (*Click the System Preferences icon in the Dock*).

- *Unnamed icons:* If an icon doesn't have a label or an established name, describe its appearance or function. Use lowercase. If you include an inline graphic of the icon, don't enclose it in parentheses.

The speaker icon  appears next to the song that's playing.

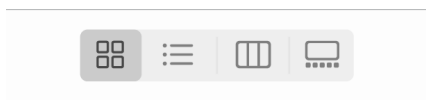
If an item has a display icon  next to it, it's a video.

See also [button](#).

**icon view** A way to display and select items by viewing them as icons—for example, the icon view in Finder windows.

You can view items in Finder windows as icons, in a list, in columns, or in gallery view.

**Icon View button** The leftmost button in the View control in Finder windows.



i.e. Don't use; use *that is*. See also [abbreviations and acronyms](#).

**IEEE** Abbreviation for *Institute of Electrical and Electronics Engineers*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**if necessary** Avoid in user materials. Instead, describe the circumstance in which the action would be necessary.

*Correct:* If file sharing isn't on, turn it on.

*Incorrect:* If necessary, turn on file sharing.

*Correct:* If the file size is larger than the maximum your mail app allows, compress the file.

*Incorrect:* If necessary, compress the file.

**if, whether** Use *if* to indicate a condition. Use *whether* when two outcomes are possible.

If you can mentally introduce the words *or not* in a clause, use *whether* rather than *if*.

*Correct:* When you start editing a locked file, the app asks whether you want to unlock it.

*Incorrect:* When you start editing a locked file, the app asks if you want to unlock it.

Although using *if* specifies a condition, it can also introduce ambiguity. For instance, *Let her know if he sets up the user account* may mean either *Let her know whether he sets up the user account* or *If he sets up the user account, let her know*. Ensure that the condition's meaning is clear.

**IM** Abbreviation for *instant message*. Don't use; use *message*. See also [message](#).

**iMac** The names of iMac models can be used with or without an article.

The iMac makes it easy to set up wireless networking.

iMac is powerful enough for a design studio, production house, or science lab.

**image** See [photo](#); [still image \(n.\)](#), [still-image \(adj.\)](#).

**IMAP** Acronym for *Internet Message Access Protocol*. Pronounced "eye-map." For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**imbed** Don't use; use *embed*.

**iMessage** Apple's secure messaging service for sending and receiving messages in the Messages app. Use only to refer to the service. Users send *a message* or *messages*, not *an iMessage* or *iMessages*.

*Correct:* You can send messages using iMessage.

*Correct:* You can turn on iMessage in Messages settings.

*Incorrect:* If you get an iMessage that looks like spam, you can report it to Apple.

See also [message](#).

**iMovie** Don't use *iMovie* when you mean *movie* or *project*.

*Correct:* You can share your movie on YouTube.

*Incorrect:* You can share your iMovie on YouTube.

See also [movie](#).

**impairment** In general, use *disability* instead of *impairment*, or refer to the specific disability (*blind or low vision*, *deaf or hard of hearing*).

iPhone has many built-in features for people with disabilities.

Switch Control allows users with motor challenges to control devices with head or body movements.

See also [blind, low vision](#); [deaf or hard of hearing](#), [Deaf](#); [hearing impaired](#); [visually impaired](#); [Writing about disability](#).

**Important** Use an Important notice to alert the reader to significant potential trouble spots that don't cause bodily injury, damage, or loss of data. (Those situations require a Warning notice.)

Use Important notices and other notices sparingly; they lose effectiveness if they appear too often. Avoid using an Important notice immediately before or after a note, Warning notice, or another Important notice, or immediately after a text heading.

See also [Note](#); [Warning](#).

**in-app purchase** Note lowercase and hyphenation.

**inbox** Capitalize only when referring to an onscreen label; otherwise, use lowercase.

To see the items in your inbox, click Inbox.

**inch (in.)** Note hyphenation when used as an adjective: *2-inch height*, *1-inch-thin design*, but *is 1 inch thin*. Use *inch*, not *inches*, for measurements of 1 inch or less: *0.76 inch thin*. The abbreviation is the same in the singular and the plural. Don't abbreviate *inch* in text. Don't use the symbol "unless space limitations prevent the use of *inch* or *in*.

**inclusive language** See [Writing inclusively](#).

**Incorporated, Inc.** Spell out or abbreviate according to the particular corporation's preference.

**incrementer** Don't use to refer to a control that has up and down arrows, or left and right arrows, to increase or decrease a value. In user materials, use *up arrow*, *down arrow*, *right arrow*, *left arrow*, or *arrows*, as appropriate. For example, *Click one of the arrows to increase or decrease the volume*. If it's necessary to refer to the control itself, use *stepper*. See also [stepper](#).

**indeterminate progress bar** In developer materials, the progress bar that has a spinning striped cylinder. In user materials, use *progress indicator* and describe what it looks like.

*Developer materials:* Use an indeterminate progress bar when the duration of a process can't be determined.

*User materials:* A progress indicator (a spinning striped cylinder) lets you know that a process is taking place.

See also [asynchronous progress indicator](#).

**index** Use to refer to the vertical column of letters at the right side of a list in iOS apps.

**indexes** Not *indices*, unless you mean mathematical indices.

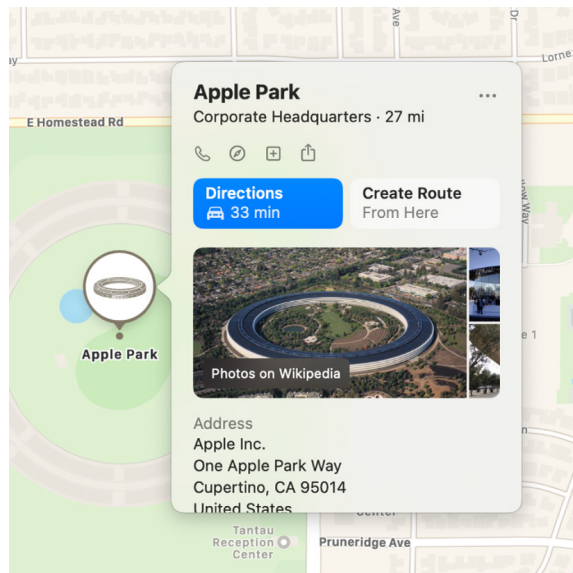
**indicator** See [progress indicator](#).

**indicator light** Not *LED*.

**industry standard (n.), industry-standard (adj.)** Note hyphenation of adjective: *the industry standard*, *an industry-standard video format*.

**information** Use instead of *data* in user materials if it makes sense in the context. See also [data](#).

**information card** In the Maps app, use to refer to an overlay that provides information about a location.



**Info window** Not *Get Info window* or *Info box*.

**infrared** No hyphen.

**in front** Use to explain the term *active* (*the active window is in front of other windows*); subsequently, use *active*. You can also use to describe windows that “float” on top of active windows. See also [active](#); [front](#), [frontmost](#).

**initialize** When you refer to disks, *initialize* and *format* mean the same thing.

**inkjet** One word.

**inline** One word.

**in order to** Don’t use unless absolutely necessary; use just *to*.

**input (n., adj.)** Avoid using as a verb; instead, use *enter* or *type*, depending on the context.

**Input menu** A menu on the right side of the macOS menu bar that displays information about the input language selected in Keyboard preferences and opens keyboard, emoji, and symbols viewers. Depending on the settings in Keyboard preferences, the menu icon is a flag (🇺🇸, for example) or a window with a Command key symbol (⌘).

**input/output** See [I/O](#).

**insertion point** Use to describe the point at which the user types or inserts data.

The vertical blinking bar marks the insertion point.

See also [cursor](#); [pointer](#).

**inside** Not *inside of*.

**inspector** A window that enables users to view the attributes of a document or a selected item, and often to modify those attributes. You can refer to the *inspector* or the *inspector window*.

You can format most elements of your document using the inspector.

You can open multiple inspector windows to work with different aspects of your document.

- **Capitalization:** Capitalize *Inspector* when it's a button name or in a menu command.

Click the Inspector button in the toolbar.

Choose Tools > Inspector.

Otherwise, spell with a lowercase *i*.

*Correct:* You can add a hyperlink using the inspector.

*Incorrect:* You can add a hyperlink using the Inspector.

- **Panes:** When referring to a pane of an inspector, use *the [pane name] inspector*.

Use the Table inspector to change the row height.

To change the appearance of links, use the Link inspector.

You can also use *the [pane name] pane of the inspector* (for example, *the Table pane of the inspector*) to introduce the concept of multiple panes in an inspector.

- **Inspector buttons:** Inspectors with multiple panes typically have buttons that enable users to switch between panes. The name of the button should match the name of the pane it opens.

Click the Text button to open the Text inspector.

**install** You install items *on* a disk, not *onto* a disk. Don't use *install* as a noun.

**installation** Don't use *install* when you mean *installation*.

*Correct:* Click Download to start the installation process.

*Incorrect:* Click Download to start the install process.

**installer, Installer** Capitalize when you refer to a specific installer app, but not when you refer to installers in general.

The iWork Installer app asks you to specify where to install the software.

You can install some apps by dragging them to the Applications folder; other apps require an installer.

**Instant Hotspot** See [Personal Hotspot](#), [Instant Hotspot](#).

**instant message** Don't use; use *message*. See also [message](#).

**Institute of Electrical and Electronics Engineers** See [IEEE](#).

**insure** See [ensure](#), [insure](#).

**Integrated Services Digital Network** See [ISDN](#).

**Intel** Use *Intel* to refer to Intel Corporation or to its processors and other technologies. Always use as an adjective except as the company name. Related terms include *Intel processors*, *Intel-based Mac computers*, *Intel-based iMac*, *Mac with Intel processor*, and so on. Don't use terms such as *Intel Mac*. See also [Intel Core](#); [Intel Xeon](#).

**Intel Core** *Intel Core* refers both to Intel's Core microarchitecture and to a family of Intel processors. Intel Core processors used in Mac computers include the Intel Core m3, Intel Core m5, Intel Core i5, and Intel Core i7. You can also use *Intel processors*, *Intel Core processors*, *quad-core Intel Core i5*, and so on.

Generally, precede the names with an article. Note the en dash in phrases such as *Intel Core i5-based Mac*. Don't use terms such as *Intel Core Mac*. See also [dual-core \(adj.\)](#); [Intel Xeon](#).

**Intel Xeon** Processors used in Mac computers include the Quad-Core Intel Xeon and 6-Core Intel Xeon. You can shorten the name to *Intel Xeon* or *Xeon*. Use an en dash in phrases such as *Intel Xeon-based Mac*. Don't use terms such as *Intel Xeon Mac*. See also [dual-core \(adj.\)](#); [Intel Core](#).

**interface** OK to use in user materials. Don't use *user interface* in user materials.

**interface card** Refers to a type of peripheral card that implements an interface to other devices.

**internal disk drive** Use either *internal disk drive* or *built-in disk drive*.

**internet, Internet** Use lowercase whether you're referring to *the internet* (used by the World Wide Web) or *an internet* (a generic network, or *internetwork*). Capitalize only in proper names, such as *Internet Protocol*.

Connect your iPhone to the internet by using an available Wi-Fi or cellular network.

On Mac, a DNS server converts internet names to IP addresses.

An internet is two or more computer networks that are connected using network routers.

See also [intranet](#); [web](#).

**internet addresses** An internet address (also called a *URL*, or *Uniform Resource Locator*) specifies an address on the web or other internet sites, such as FTP sites.

- Use plain text for an internet address. (Developer materials use code font.)
- If the address ends a sentence, use a period.

If you need to break an internet address (for example, in print publications), it's preferable to:

- Break *after* a colon (:), a double slash (//), or a slash (/)

www.apple.com/legal/  
rfexposure

- Break *before* any other punctuation mark or symbol

www.energystar  
.gov  
www.apple.com/batteries/service  
-and-recycling

See also [URL](#).

**Internet Message Access Protocol** See [IMAP](#).

**Internet Protocol** See [IP](#).

**internet service provider** See [ISP](#).

**interrupt** OK to use as a noun in developer materials. See also [exit](#); [force quit](#); [quit](#); [stop](#).

**into, in to** Use *in to* when *in* is part of the verb. Use *into* to imply motion to the inside of something.

*Correct:* Log in to the computer.

*Incorrect:* Log into the computer.

*Correct:* Insert the CD into the optical drive.

See also [onto, on to](#); [plug in \(v.\)](#), [plug into \(v.\)](#).

**intranet** A private network, usually owned by a corporation or an institution (*your company's intranet*). See also [internet](#), [Internet](#).

**inverted** Don't use when you mean *highlighted*.

**invite (v.), invitation (n.)** Don't use *invite* as a noun in place of *invitation*.

**invoice** A document issued by a seller to a buyer listing the goods or services supplied and stating the sum of money due. If payment hasn't been made, use *invoice* and not *receipt*. See also [receipt](#).

**I/O** Abbreviation for *input/output*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**iOS** The operating system for iPhone, iPod touch, and older iPad models. Use without an article.

iOS is the world's most advanced mobile operating system.

More than a million apps are available for iOS.

iOS 13 introduces new ways to help you protect your privacy.

Some apps have versions that work on multiple platforms. To distinguish between versions of an app, use *[app name] for [platform]*.

Learn about the new features of Pages for iOS and iPadOS.

You can add tracks to a song in GarageBand for Mac.

If the context makes it clear which version of an app you're referring to, you can simply use its name.

See also [iOS device](#); [iPadOS](#).

**iOS device** Use to refer generically to mobile devices that use iOS. Avoid using *mobile device* when referring to iOS devices (*mobile device* could refer to devices made by other companies).

You can set up a new iOS device using information from your previous device.

In some cases, it's better to use device names instead of *iOS device*:

- When it's important to be specific (for example, to clarify which devices a particular app or accessory is compatible with)

You can install iOS 13 on iPhone 6s and later and iPod touch (7th generation).

- In any context where it's friendlier—or clearer—to use the device names

*Acceptable:* Learn how to back up your iOS or iPadOS device.

*Preferable:* Learn how to back up your iPhone, iPad, and iPod touch.

If you list devices by name, list them in the same order throughout a document—for example, always *iPhone, iPad, and iPod touch*. (The order you use might vary depending on the product.)

Don't use *iOS device* to refer to devices that use iPadOS.

See also [iOS](#); [iPadOS](#); [iPadOS device](#).

**IP** Abbreviation for *Internet Protocol*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**iPad** In general references, don't use an article with *iPad*. When referring to the user's particular iPad, it's OK to use *your*. The capacity (and generation, if necessary) can be listed before or after the name. Use the numeral when the generation comes after the model name. Don't shorten *generation* to *gen* or *G*; for example, *fourth-gen iPad* or *iPad 3G*.

If you have iPad mini 3 or later...

The 2 TB iPad Pro offers the most storage capacity.

iPad mini 5 (64 GB and 256 GB) is available for purchase.

The seventh-generation iPad was announced in September 2019.

iPad (7th generation) features a Retina display and the fast A10 Fusion chip.



**iPadOS** The operating system for newer iPad models. Use without an article.

iPadOS includes features that make your iPad more secure than ever.

Learn about developing apps for iPadOS.

iPadOS 13 provides powerful new multitasking features.

Some apps have versions that work on multiple platforms. To distinguish between versions of an app, use *[app name] for [platform]*.

Learn about the new features of Pages for iOS and iPadOS.

You can add tracks to a song in GarageBand for Mac.

If the context makes it clear which version of an app you're referring to, you can simply use its name.

See also [iOS](#); [iOS device](#).

**iPadOS device** Use to refer generically to mobile devices that use iPadOS. Avoid using *mobile device* when referring to iPadOS devices (*mobile device* could refer to devices made by other companies).

Use the Finder to share files between your computer and iPadOS device.

You can stream movies from iPadOS devices to Apple TV.

You can simply use *iPad* instead of *iPadOS device* if you know that all the devices you're discussing use iPadOS, or if it's friendlier—or clearer—to use device names.

*Acceptable:* Learn how to back up your iOS or iPadOS device.

*Preferable:* Learn how to back up your iPad, iPhone, or iPod touch.

If you list devices by name, list them in the same order throughout a document—for example, always *iPad*, *iPhone*, and *iPod touch*. (The order you use might vary depending on the product.)

See also [iOS](#); [iOS device](#); [iPadOS](#).

**iPhone** In general references, don't use an article with *iPhone*. When referring to the user's particular iPhone, it's OK to use *your*. The capacity can be listed before or after the name.

iPhone supports the most popular email standards.

If you experience problems with your iPhone...

iPhone 12 (64 GB, 128 GB, and 256 GB) includes...

The 64 GB iPhone 12 mini features the A14 processor.

Don't refer to iPhone as *phone* for short; always use *iPhone* or the specific model name (*iPhone 11*, *iPhone 12 Pro Max*, and so on).

*Correct:* Tap Level, and then hold iPhone against an object, such as a picture frame.

*Incorrect:* Tap Level, and then hold the phone against an object, such as a picture frame.

When writing the names of iPhone XR, iPhone Xs, and iPhone Xs Max, use small caps for the R and S if your tools let you. If your tools don't offer small caps, use uppercase R and S. Don't use lowercase.

*Preferable:* iPhone XR, iPhone Xs, iPhone Xs Max

*Acceptable (in case of tools limitations):* iPhone XR, iPhone XS, iPhone XS Max

*Incorrect:* iPhone Xr, iPhone Xs, iPhone Xs Max

The letter X in the model name is pronounced "ten" (for example, "iPhone ten-ess").

**iPod** The last iPod model is iPod touch. (Previous models include iPod classic, iPod nano, and iPod shuffle.) Always include *iPod* in the name; don't shorten to *touch* alone.

In general references, don't use an article with *iPod touch*. When referring to the user's particular iPod touch, it's OK to use *your*. The capacity and generation can be listed before or after the name: *128 GB iPod touch*, *iPod touch (128 GB)*, *sixth-generation iPod touch*, *iPod touch (6th generation)*. Use the numeral when the generation comes after the model name. Don't shorten *generation* to *gen* or *G*; for example, *seventh-gen iPod touch* or *iPod touch 7G*.

The sixth-generation iPod touch features the Apple A8 chip.

If you experience problems with your iPod touch (7th generation)...

Don't capitalize *touch* even in title-style headings: *iPod touch*, not *iPod Touch*.

**IPsec** Abbreviation for *Internet Protocol Security*.

**IrDA** Abbreviation for *Infrared Data Association*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**ISDN** Abbreviation for *Integrated Services Digital Network*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**ISP** Abbreviation for *internet service provider*; not *ISP provider*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**italics (n.), italic (adj.)** The noun form is plural.

Use italics to emphasize a word or phrase.

Use italic text to emphasize a word or phrase.

Follow these guidelines for using italics:

- *References to document titles:* Italicize the entire title.  
See the *iPhone User Guide*.
- *Letters as letters, words as words, and phrases as phrases:* Italicize.  
the *i*, the *o*'s  
the word *restart*  
the phrase *Welcome to iOS 10*  
*But:* type Q, press Command-S

- **Emphasis:** Use italics to emphasize a word or phrase, but don't overdo this use of italics.

Make sure that the power cable is plugged in and that *power is available* at the outlet.

- **Placeholder names:** Italicize.

Choose File > Add Files to [app name].

- **Terms that stand for or define other terms:** Use italics, not quotation marks, for terms after *stands for*, *labeled*, *named*, *termed*, *the term*, and so on. If the term is an onscreen element, however, use plain text for elements whose names are capitalized title style; use plain text in quotation marks for elements whose names are capitalized sentence style.

INIT stands for *initialize*.

A folder named New Folder appears.

Select the checkbox labeled "Keep lines together."

- **Text the user types:** Don't use italics to represent what the user actually types; use quotation marks or code font, depending on your department's style guidelines.

For example, type "dog" in the search field to find photos of dogs.

In the Title field, type Exchange Rate per \$1.

- **Variables:** In code and other technical notation, italicize artificial terms that are to be replaced by a value or symbol.

Replace *volumeName* with a name of up to 12 characters.

See also [placeholder names](#); [titles of works](#); [variables](#).

**it's, its** Don't confuse *it's* (the contraction for *it is*) with *its* (a possessive pronoun): *It's important for the department to keep track of its computers.* See also [contractions](#); [possessives](#).

**iTunes Gift Card** OK to shorten to *card* or *gift card* after the first reference.

**iTunes Store** Not *iTunes Music Store* or *iTunes App Store*. Music, movies, and other features are available *in*, *on*, or *from* the iTunes Store.

Find your favorites in the iTunes Store.

Buy your favorites from the iTunes Store.

After the first reference to the iTunes Store, you can use the full name or simply *the store*.

**iTunes U** An Apple service that schools and other institutions can use to provide free educational content on Apple devices.

## J

**jack** A small, round, 1-pin socket used in audio and video connections. Don't use *connector* to refer to a jack. See also [connector](#); [port](#); [slot](#); [socket](#).

**jargon** Avoid jargon whenever possible. Define technical terminology on first occurrence.

**JavaScript** A scripting language commonly used to add interactive features to webpages.

**jiggle** Use *jiggle*, not *wiggle*, to describe the movement of app icons on a screen (such as the Home Screen of an iPhone) when they're being rearranged or deleted.

**Joint Photographic Experts Group** See [JPEG](#).

**JPEG** Acronym for *Joint Photographic Experts Group* (pronounced "JAY-peg"). *JPEG* usually refers to the image compression standard that this group developed for color and grayscale images. It's not necessary to spell out *JPEG* on first occurrence.

**junk mail (n., adj.)** Use to refer to unwanted mail that users have somehow opted to receive (for example, ads from websites where they've shopped). In the Mail app and iCloud Mail, *junk mail* refers to *all* unwanted mail, including unsolicited mail from unknown senders (also known as *spam*).

It's OK to shorten *junk mail* to *junk* when describing how to filter unwanted mail.

To filter junk mail, choose Mail > Preferences, click Junk Mail, and then select "Enable junk mail filtering."

You can mark unwanted mail as junk.

See also [spam](#).

**justification** Don't use to refer to the alignment of text to the right or left margin; use *alignment*. Text that's aligned on both the right and the left margins is *justified*. See also [alignment](#).

## K

**K** Don't use; use *KB*.

**K–12** Note en dash (Option-Hyphen): *K–12 education*.

**KB (n., adj.)** Abbreviation for *kilobyte*. *KB* equals 1000 bytes in the context of file size or storage capacity, and 1024 bytes in the context of computer memory. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun*: In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

800 KB of memory

- *Adjective*: Don't hyphenate the adjective form.

a 687 KB file

**kbit (n., adj.)** Abbreviation for *kilobit*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun*: In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

256 kbit of memory

- *Adjective*: Don't hyphenate the adjective form.

256 kbit device

**kbit/s** Standard international abbreviation for *kilobits per second*. See also [Names and unit symbols for units of measure](#) and [abbreviations and acronyms](#).

**KB/s** Abbreviation for *kilobytes per second*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**Kbyte** Don't use; use *KB*. See also [KB \(n., adj.\)](#).

**Kerberos** A network authentication protocol.

**keyboard equivalent** Don't use; use *keyboard shortcut*.

**keyboard focus** The location where your actions take effect when you use the keyboard. When you use VoiceOver, the keyboard focus can be different from where the VoiceOver cursor is focused.

**keyboard icon** Not *script symbol* or *script icon*. Refers to the small icon associated with each keyboard layout. These icons are used in the Input menu and the Input Sources pane of Keyboard preferences.

**keyboard shortcut** Use instead of *keyboard equivalent*. See also [key](#), [keys](#).

**keychain, Keychain Access** A keychain stores certificates and passwords for servers, internet resources, and apps. Users create keychains by using the Keychain Access app.

**key-down (adj.)** Note hyphenation.

**key, keys** You *press* a key on a keyboard or *tap* a key on a touchscreen; you *type* a character, word, or phrase.

In general, don't use articles and the word *key* in references to keys. Ease the user into this construction by using *the* and *key* the first time you mention a keystroke.

*First occurrence:* Press the Control key.

*Thereafter:* Press Control.

- *Modifier keys:* Capitalize the names of modifier keys.

Control key, Option key, Shift key, Command key, Esc key

- *Punctuation keys and nonalphanumeric keys:* When a punctuation key or nonalphanumeric key is used in a combination keystroke, or as a modifier for the word *key*, capitalize the key name. (However, use lowercase for punctuation marks and nonalphanumeric symbols in other contexts.)

Option-Shift-Hyphen

Press the Hyphen key.

Type a hyphen.

Placing the punctuation mark or symbol in parentheses after the spelled-out key name is optional, but be consistent within a document.

Shift-Command-Tilde (~)

- *Keyboard shortcuts using combination keystrokes:* In combination keystrokes, use hyphens to signify that the user should hold down the first key or keys while pressing the last key. Don't use a hyphen if each key should be pressed and released separately. Be sure to explain this convention on first use.

Control-Shift-N

Esc N

Capitalize but don't italicize or use code font for letters used as key names.

Command-C

Command-X

If there's more than one modifier key, use this order: Fn (function), Control, Option, Shift, Command. When a keyboard shortcut includes a mouse or trackpad action, use lowercase for the mouse or trackpad action.

Option-click

Option-swipe with three fingers

- *Two-word key names:* When referring to more than one key, use the full name of each key.

*Correct:* the Right Arrow or Left Arrow key

*Incorrect:* the Right or Left Arrow key

- *Keys labeled with two characters:* When a key with two characters is used in a keyboard shortcut, identify the key by the lower of the two characters, unless the Shift key is part of the shortcut. If the Shift key is part of the keyboard shortcut, identify the key by the upper of the two characters.

*Correct:* For more information, press Shift-Command-Question Mark.

*Incorrect:* For more information, press Shift-Command-Slash.

When the Shift key and a key with two characters are in a combination keystroke, always show the Shift key as part of the keyboard shortcut (don't show only the upper of the two characters and assume that the user will know to press the Shift key).

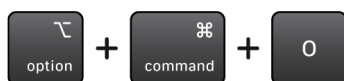
*Correct:* To increase the Loupe diameter, press Option-Shift-Plus Sign.

*Incorrect:* To increase the Loupe diameter, press Option-Plus Sign.

If one of the characters on the key provides a mnemonic for the action of the command, you can identify the key by that character.

To remove keyword presets 1 through 8, press Option-Shift-1, Option-Shift-2, and so on.

- *Key graphics:* With graphic representations of combination keystrokes (in tables, for example), use the plus sign (+) instead of a hyphen between keys.



- *Escape and Function:* Spell out the key names *Escape* and *Function* (the Fn key on portable computers and wireless keyboards) when you introduce them. In subsequent references, it's OK to abbreviate them as *Esc* and *Fn*.

*First occurrence:* Press the Esc (Escape) key.

*Thereafter:* Press Esc.

Don't abbreviate any other key names, except when space is very tight (in table headings, for example).

See also specific key names.

**keypad** Use *keypad* or *numeric keypad*, not *numeric keyboard*.

**keypress** One word.

**keystroke** One word.

**key-up (adj.)** Note hyphenation.

**keyword** Refers to a special word that identifies a particular type of statement or command, such as *int* or *while*. Follow the capitalization style of the programming language involved.

The term *keyword* also refers to assigned identifiers in apps such as Photos.

Use keywords to make your photo albums easy to search.

**kHz (n., adj.)** Abbreviation for *kilohertz*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun:* In the noun form, use a space between the numeral and the abbreviation.

at a rate of 44.1 kHz

- *Adjective:* Don't hyphenate the adjective form.

a 44.1 kHz rate

**kill** Don't use to refer to stopping an app or process. Use an alternative that conveys the correct meaning in context, such as *force quit*, *force exit*, *terminate*, *end*, *stop*, *halt*, or *cancel*.

*Correct:* Cancel all background tasks.

*Incorrect:* Kill all background tasks.

If the term *kill* is used in code you're documenting and the code can't be changed, show a code sample to make it clear what users need to enter, but use alternative terms in the documentation.

The `kSecCodeStatusKill` flag indicates that the code should be terminated if it is ever invalidated.

**kilobit** See [kbit \(n., adj.\)](#).

**kilobits per second** See [kbit/s](#).

**kilobyte** See [KB](#) (n., adj.).

**kilobytes per second** See [KB/s](#).

**kilohertz** See [kHz](#) (n., adj.).

**Korea** Don't use. Specify *South Korea* or *North Korea*.

## L

**L2 cache, L3 cache** See [level 2 cache](#), [level 3 cache](#).

**label** See [figure label](#). See also [button](#); [capitalization](#).

**labeled, labeling** Not *labelled*, *labelling*.

**LAN** Acronym for *local area network*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**laptop computer** Avoid in favor of *notebook computer*, which is preferred, or *portable computer*. See also [notebook computer](#); [portable computer](#).

**later** See [earlier](#), [later](#).

**latest** Don't use to refer to a specific software update. Instead, use only the version number (or a date, in technical support documents), or use *or later* to indicate a range of updates. It's OK to use *latest* if you're generally instructing users to keep their software up to date.

*Correct:* To use this feature, you must have iPadOS 13.2 or later installed.

*Correct:* For the best results, make sure you're using the latest version of iPadOS.

See also [earlier](#), [later](#); [version number](#).

**launch** Avoid in user materials when you mean to *open* an app. OK to use in developer materials.

**Launchpad** Don't precede *Launchpad* with *the* or *your*.

**LCD** Abbreviation for *liquid crystal display*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**LCI** Abbreviation for *liquid contact indicator*. Spell out on first occurrence. In subsequent references, it's OK to say *LCI* or *the indicator*.

**LED** Don't use in user materials unless you have a specific reason (to distinguish from *LCD*, for example). Use *light* or *indicator light*.



**left arrow** Use to refer to a button that looks like a left arrow and lets users navigate horizontally through content, such as a category of TV shows in the Apple TV app.



Don't call it the *left arrow button* or the *left-pointing arrow*.

Click the left arrow to view more episodes.

Don't use when you mean *Back button*.

See also [Back button](#); [Left Arrow key](#).

**Left Arrow key** When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also [arrow keys](#).

**left-hand** Avoid except in reference to left-hand (verso) pages; use just *left* whenever possible.

**leftmost** No hyphen.

**left side** Not *left-hand side*.

**less, fewer** Use *less* for quantity or bulk; use *fewer* for countable items.

The fewer devices in your network system, the less cable you need.

**less-than sign** Use *less-than sign*, not *less-than symbol*, to describe the < symbol. You can also use *left angle bracket* if appropriate in the context. See also [angle brackets](#).

**let** Don't overuse the phrase *lets you* in instructions; try to restructure the sentence to focus on what the user does.

*Avoid:* The Up Next button lets you see which songs will play next.

*Preferable:* Click the Up Next button to see which songs will play next.

It's OK to use *lets you* in content that focuses on describing features and their capabilities.

Family Sharing lets you share Apple purchases and subscriptions with family.

See also [allow](#); [disable \(v.\)](#), [disabled \(adj.\)](#); [enable \(v.\)](#), [enabled \(adj.\)](#).

**letterboxing (n.), letterbox (v., adj.), letterboxed (adj.)** Refers to the black bars placed above and below widescreen video to preserve the wide aspect ratio when the video is presented in a format with a narrower aspect ratio.

Letterboxing allows the full 16:9 video image to be displayed on a standard 4:3 display.

You can letterbox widescreen footage to display it on a standard 4:3 display.

You can crop the video image to remove the letterbox area (the black bars above and below the widescreen image).

See also [aspect ratio](#); [pillarboxing \(n.\)](#), [pillarbox \(v., adj.\)](#), [pillarboxed \(adj.\)](#).

**letters as letters** Italicize a letter when it's used as a letter.

- *Plural:* Avoid using the plural; if you must, use an apostrophe and an s to form the plural, but don't italicize the apostrophe or the s.

*o's, p's, s's*

- *Fonts:* When you discuss fonts and character formation, using italics for letters as letters may be misleading—for example, when you discuss a particular character in plain style. In such cases, use quotation marks.

The letter "å" can be converted to "a."

- *Key names:* Don't italicize a letter when you use it as the name of a key.

Press Command-Q.

See also [italics \(n.\)](#), [italic \(adj.\)](#); [words as words](#).

**level 2 cache, level 3 cache** Can be abbreviated as *L2 cache* or *L3 cache*. Don't use *secondary cache* or *second-level cache* when you mean *L2 cache*.

**library** Use lowercase in general references: *your music library*, *the photo library*. Capitalize the names of interface elements: *click Library*.

**lid** Use this, not *clamshell*, to refer to the lid of a notebook computer or device case (such as an AirPods case).

**LiDAR** Note capitalization.

**like (suffix)** Close up words ending with *like* unless the word is a proper name or a compound term, or the resulting word is difficult to read.

businesslike, Ethernet-like, typewriter-like

**like, love** Users can *like* or *love* an item. Items can have *likes*, but not *loves*; instead, refer to loved items as *items you've loved* or *loved items*. Users can *dislike* a liked or loved item. Don't capitalize *like* or *love* unless you're referring to a button in the user interface (for example, *the Loved button*).

Telling Apple Music what you love and dislike improves future recommendations.

In News, when you like a topic or channel, related stories appear more often in For You.

You can create a Smart Playlist of your loved songs and albums.

To avoid ambiguity, you can also say *mark an item as liked*, an item *is marked as loved*, or similar.

The album subscriber marked the photo of the Grand Canyon as liked.

**limited warranty** Note lowercase.

**line breaks** Don't break a line between *Chapter* or *Appendix* and its number or letter; between *Figure* or *Table* and its number; between *slot* or *port* and its number; or between a product name and its number. Don't break a line within an email address or a URL.

**line feed (n.), line-feed (adj.)** Note hyphenation of adjective.

**link (n.)** A user clicks a link to go to another page or to perform an action. Avoid using *follow a link*; use *click a link* instead.

*Correct:* Click a link on the homepage to go to another page.

*Incorrect:* Follow the link to the page of your choice.

**link (v.)** OK to use when you describe the act of creating a link on a webpage, but don't use *link* to describe connecting to a webpage.

*Correct:* When creating a webpage, be sure to link to other interesting webpages.

*Incorrect:* Click the map to link to other pages on the site.

**liquid contact indicator** See [LCI](#).

**lists (bulleted)** Use a bulleted list when you want to stress the parallelism of a number of options, elements, rules, or instructions that need not be presented or performed in a particular order.

- *Introductory punctuation:* Precede all lists with colons, whether the sentence before the colon is a complete thought or a partial thought (exception to *The Chicago Manual of Style*). See also [colons](#).
- *Capitalization:* All list items should start with a capital letter unless the word is a product name that begins with a lowercase letter or, in developer materials, is a computer literal that begins with a lowercase letter.
- *Punctuation within a list:* List items that are fragments or that complete the thought started by the main clause should not end with a period; list items that are complete sentences should end with a period.
- *Parallelism:* Within a single list, all bulleted items should be parallel.
- *A regular sentence broken into a list:* This type of list emphasizes the parts of a series. The syntax of the sentence is unbroken.

Using the Clock app, you can:

- Check on the time anywhere in the world
  - Set an alarm
  - Time an event
  - Set a timer
- *A simple list:* The main clause is an independent clause and each bulleted item is a sentence fragment.

The kernel environment has five major components:

- Mach
- BSD
- Device drivers and I/OKit
- Networking
- File systems

- *A complex list:* The main clause is an independent clause and each bulleted item is a complete sentence.

Follow these guidelines for password systems:

- Allow passwords to contain both alphabetic and numeric characters.
- Allow passwords to be as long as is practical.
- Provide a way for the user to verify the password when it's entered or changed.

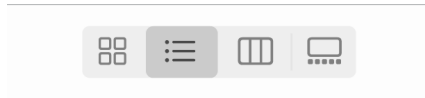
**lists (numbered)** Use a numbered list when you want to stress the sequential nature of steps, rules, or instructions. In numbered task lists (steps), each item should be a complete sentence. Use sentence-style capitalization for each item and end each item with closing punctuation.

Reduce an image's file size:

1. Choose Tools > Adjust Size.
2. Select "Resample image."
3. Enter a smaller value in the Resolution field.

**list view** A way to display items in a list, with one or more columns of data—for example, the list view in Finder windows.

**List View button** The button second from the left in the View control in Finder windows.



**lithium-ion (adj.)** It's OK to abbreviate as *Li-ion* if space is limited. See also [batteries](#).

**live link** Don't use to refer to hypertext links on webpages; use *hypertext link* or just *link*.

**Live Photos** The feature name. You can also use *Live Photos* or *Live Photo* to refer to the photos themselves.

Live Photos is turned on by default.

With some models of iPhone, you can take Live Photos.

You can use a Live Photo as the wallpaper for your Lock Screen.

You *play* or *view* a Live Photo. Avoid referring to any part of a Live Photo as *video*. Instead, you can use wording such as *the moments before and after the photo*.

*Avoid:* If you set a Live Photo as your watch face, the video plays when you raise your wrist.

*Preferable:* If you set a Live Photo as your watch face, it plays when you raise your wrist.

*Avoid:* A Live Photo captures a still image, along with a few moments of video before and after it was taken.

*Preferable:* A Live Photo captures a still image, along with the moments just before and after it was taken.

In instances where a Live Photo might not play, avoid describing the Live Photo as *playable* or *not playable*; instead, use alternatives such as *you see only the still image*.

If you drag a Live Photo to a conversation in Messages, only the still photo appears.

**livestream (n., v.), livestreaming (n.)** Use to refer to media content that’s streamed in real time.

Watch the livestream of this year’s Worldwide Developers Conference, or stream it on demand on Apple Podcasts.

Apple livestreams the Worldwide Developers Conference each year.

Livestreaming will begin at 10:00 a.m. Pacific daylight time.

If the context makes it clear you’re discussing content that’s streamed in real time, you can just use *stream*.

You can stream lectures to your students and answer their questions in real time.

When discussing HTTP Live Streaming, the Apple technology for streaming live content, always capitalize *Live Streaming* and don’t hyphenate (even if a noun immediately follows).

Get HTTP Live Streaming tools from Apple.

Discuss HTTP Live Streaming with Apple engineers and other developers.

See also [stream \(n., v.\), streaming \(n., adj.\)](#).

**Live Text** Use only as a feature name. Don’t use to refer to the text users interact with.

*Correct:* You can use Live Text to copy and share text in a photo.

*Incorrect:* You can copy and share Live Text in a photo.

**lo-bit** Don’t use; use *low bit* (n.), *low-order bit* (n.), or *low-bit* (adj.).

**local area network** See [LAN](#).

**localizable** Don’t use.

*Correct:* An app that follows the human interface guidelines should be easy to localize.

*Incorrect:* An app that follows the human interface guidelines should be easily localizable.

**localization (n., adj.)** Many Apple publications and user materials written in English go through the localization process, which involves revision and translation for non-English-speaking users.

- *Idiomatic language:* To make the localization process easier, avoid idiomatic phrases such as these:

nitty-gritty details

start from scratch

piggy-backing

- *Examples and graphics:* Avoid examples and graphics that show events or activities specific to a particular nation or culture.
- *Conciseness:* Remember that text length may expand after translation, so keep paragraphs short and tight.

See also [Intro](#); [Writing inclusively](#).

**localize (v.)** Takes the preposition *for*, not *to*.

*Correct:* Whether you localize your app for the French language or for French Canada, make sure you test its interface.

*Incorrect:* Whether you localize your app to the French language or to French Canada, make sure you test its interface.

**Location Services** The feature name. Singular.

*Correct:* Make sure Location Services is turned on.

*Incorrect:* Make sure Location Services are turned on.

**lock** Users *lock* files, apps, or devices; they *write-protect* their disks. Disks are *copy-protected* by the manufacturer.

**Lock Screen** Note capitalization.

**logical operators** Don't use as verbs.

*Correct:* Using OR to combine *x* and *y* produces the result TRUE if either one is true or if both are true.

*Incorrect:* ORing *x* and *y* produces the result TRUE if either one is true or if both are true.

*Correct:* The directive uses the logical operator AND to compare the accumulator contents with the contents of memory specified by the operand.

*Incorrect:* The directive logically ANDs the accumulator contents with the contents of memory specified by the operand.

**logic board** Not *motherboard*, *mother board*, *main board*, or *main circuit board*. You can refer to a board as the *main logic board* if there's a secondary logic board on the device; otherwise, use just *logic board*.

**login items** Apps or files that open automatically when the user logs in. In user materials, it's preferable to use descriptive language (for example, *items that open automatically*). The pane in the Users & Groups pane of System Preferences is named *Login Items*.

**login (n., adj.), log in (v.)** Use to refer to the procedure for starting use of a Mac system account. Use *log in to*, not *log into*.

*Correct:* You must log in as an administrator.

*Correct:* If you turn on automatic login for yourself, your account opens when the computer starts up.

*Incorrect:* You must log into the computer.

Users *log in to* a file server (not *log on to*); users *log out of* a file server (not *log off*, *log off of*, or *log out from*).

*Correct:* You must log out of the server.

*Incorrect:* You must log out from the server.

*Incorrect:* You must log off the server.

Use *login window* to refer to the window that appears when a new user logs in to macOS.

See also [sign-in \(n., adj.\)](#), [sign in \(v.\)](#).

**log on, log off** Don't use; use *log in* and *log out*. See also [login \(n., adj.\)](#), [log in \(v.\)](#).

**long press (n.), long-press (adj.)** In developer materials, you can use *long press* when discussing the gesture recognizer that detects when a user touches and holds an onscreen item.

To detect a long press, use a long-press gesture recognizer  
(`UILongPressGestureRecognizer`).

Don't use *long press* in user materials. Instead, use *press and hold* to refer to the act of pressing a mechanical button until an action or result occurs; use *touch and hold* to refer to the act of touching a touchscreen and leaving the finger motionless until an action or result occurs.

See also [press and hold](#); [touch and hold](#).

**look and feel (n.)** No hyphens.

**Look Around** The Maps feature that lets users get a street-level view of a location.

**lookup (n., adj.), look up (v.)** One word except as a verb.

**lo-res** Don't use; use *low resolution* (n.) or *low-resolution* (adj.). See also [low resolution \(n.\)](#), [low-resolution \(adj.\)](#).

**love** See [like](#), [love](#).

**low bit (n.), low-bit (adj.)** Note hyphenation of adjective. Not *lo bit* or *lo-bit*. *Low bit* is an acceptable short form of the noun *low-order bit*.

**lowercase (n., adj.)** When you use *lowercase* in conjunction with *uppercase* as a noun (or to modify a noun), use *uppercase and lowercase* (both words spelled out, in that order).

**low-order bit (n.)** Not *lo bit* or *lo-bit*. *Low bit* is an acceptable short form.

**Low Power Mode** A mode on some iOS and iPadOS devices. See also [Power Reserve mode](#).

**low resolution (n.), low-resolution (adj.)** Not *lo-res*. The short form *low-res* (adj.) is OK when space constraints don't allow use of the full phrase (such as in column headings in tables).

**low vision** See [blind](#), [low vision](#).

# M

**M1 chip** See [Apple M1 chip](#).

**Mac** Use *Mac* to refer to Mac computers and related products (*Mac software*, *Mac apps*).

- *Articles:* *Mac* is usually preceded by an article or possessive adjective (*a Mac*, *your Mac*). It's OK to omit the article in phrases such as *for Mac and PC* or *for Mac, iOS, and iPadOS*.
- *Plurals and possessives:* Because *Mac* is a trademark, don't use it in the plural or possessive form.

*Correct:* Mac computers; Mac models; your Mac computer's screen

*Incorrect:* Macs; your Mac's screen

- *Generic references:* Don't refer to a Mac computer as a *machine*, *CPU*, or *PC*; acceptable alternatives are *computer* or *personal computer*.

The following examples show ways to list Mac computers together with other types of products:

your Mac, iPad, iPhone, or iPod touch; a macOS, iOS, or iPadOS device;  
your Mac or mobile device; your Mac or PC; Mac computers and PCs

See also [device](#); [trademarks \(usage\)](#).

**Macao** Use this spelling, not *Macau*.

**Mac App Store** Apps for the Mac are available *in*, *on*, or *from* the Mac App Store. Precede the name with an article in text. Don't abbreviate as *MAS*.

Find the item you want on the Mac App Store.

To download macOS Sierra from the Mac App Store, open the App Store app on your computer.

After the first reference to the Mac App Store, you can use the full name or simply *the store*. To prevent confusion, avoid using *the store* if you're referring to both the Mac App Store and the App Store for iOS devices.

See also [App Store](#).

**MacBook** The names of MacBook models can be used with or without an article.

You can install additional memory in the MacBook Pro.

MacBook Air is designed for quick and easy setup.

**Mac Catalyst** A feature of Xcode that developers can use to bring iPad apps to Mac as native Mac apps. Don't use *Catalyst* alone. Developers bring apps *to Mac*, not *to macOS*.

Bring your iPad app to Mac with Mac Catalyst.



Don't use *Mac Catalyst* as an adjective. For example, don't describe an app as *a Mac Catalyst app*; say *a Mac app created using Mac Catalyst*, or similar. Apps don't *run in* Mac Catalyst; apps are *built with* Mac Catalyst.

*Correct:* Mac apps built with Mac Catalyst can use AppKit APIs marked as available.

*Incorrect:* Mac apps running in Mac Catalyst can use AppKit APIs marked as available.

**machine** Don't use when you mean *computer*.

**machine language (n.), machine-language (adj.)** Note hyphenation of adjective.

**Macintosh** See [Mac](#).

**Mac mini** The name can be used with or without an article.

You can connect digital devices to the Mac mini.

Mac mini delivers unprecedented power in a small package.

Don't use *Mac Mini*, even in title-style headings.

*Correct:* Setting Up Your Mac mini

*Incorrect:* Setting Up Your Mac Mini

**Mac operating systems** In general, use *macOS* to refer to the Mac operating system.

To reinstall macOS, you must be connected to the internet.

macOS includes apps you'll use every day.

Don't use *Mac OS* to refer generically to the operating system.

*Correct:* To determine which version of the Mac operating system you have...

*Incorrect:* To determine which version of the Mac OS you have...

Features are *in* macOS, not *on* macOS.

*Correct:* In macOS, you can...

*Incorrect:* On macOS, you can...

Mac operating systems have a version name and a version number. If you include both the name and the number, place the name first. Don't place the name in quotation marks, and don't include the word *version* or the letter *v*.

To refer to specific versions of the Mac operating system, follow these guidelines, depending on the version number:

- *10.12 or later:* Use *macOS*. To refer to a specific version of macOS, you can use its name, its version number, or both. Always include *macOS*.

macOS Sierra

macOS 10.12

macOS Sierra 10.12

- *10.8 through 10.11:* Use *OS X*. To refer to a specific version of *OS X*, you can use its name, its version number, or both. Always include *OS X*.

OS X El Capitan

OS X 10.11

OS X El Capitan 10.11

- *10.0 through 10.7:* Use *Mac OS X*. Include the version number only.

*Correct:* Mac OS X 10.7

*Incorrect:* Mac OS X Lion 10.7

When referring to a range of OS versions that includes both macOS and earlier versions, use the name (or version number) of the earliest version followed by *or later*.

*Correct:* To use Handoff, you must have OS X Yosemite 10.10 or later installed.

*Incorrect:* To use Handoff, you must have macOS Yosemite 10.10 or later installed. [Version 10.10 was called *OS X*, not *macOS*.]

*Exception:* If a range of versions includes both macOS and earlier versions, developer publications refer to all included versions as *macOS*.

**macOS** See [Mac operating systems](#).

**Mac OS** See [Mac operating systems](#).

**Mac OS Extended format** A file system used to format a disk for use with macOS. It's OK to define the format parenthetically as *HFS Plus* on first occurrence, but don't use *HFS+*. See also [HFS Plus](#).

**Mac OS Extended (Journaled) format** A file system used to format a disk for use with macOS. It's OK to define the format parenthetically as *Journaled HFS Plus* on first occurrence, but don't use *HFS+ (Journaled)*. See also [HFS Plus \(Journaled\)](#).

**macOS Server** Use to describe Apple's server software beginning with macOS 10.12. Use only to refer to the software; don't use to refer to a computer with macOS Server installed. Call the computer *the server* or *the server with macOS Server installed*.

*Correct:* You can give users access to the server.

*Incorrect:* Create a password to make your macOS Server more secure.

When discussing administrative tasks users can do in the Server app, use *the Server app*. When discussing the features or behavior of the server software as a whole, refer to it as *macOS Server*.

macOS Server sends alerts about important server events.

Use the Server app to change which alerts you receive.

When referring to software versions, don't include the word *version* or the letter *v*. In developer materials, don't use version names such as *Snow Leopard*; use version numbers only. To refer to specific versions of the software, follow these guidelines:

- *macOS Server (for macOS 10.12 or later)*: Each version is a separate add-on that may work with multiple versions of macOS, so don't include an operating system name (for example, *Sierra*) when referring to macOS Server; include only a version number.

macOS Server 5.2

- *OS X Server (for OS X 10.8 through 10.11)*: Each version is a separate add-on that may work with multiple versions of OS X, so don't include an operating system name (for example, *Mavericks*) when referring to OS X Server; include only a version number.

OS X Server 5.1

- *Mac OS X Server (Mac OS X 10.7 or earlier)*: You can use the operating system name and the version number on first occurrence. Thereafter, it's OK to use *[version name] Server*. Don't place the name in quotation marks.

Mac OS X Lion Server 10.7

Lion Server

**Mac OS X** See [Mac operating systems](#).

**Mac OS X Server** See [macOS Server](#).

**Mac Pro** Use an article before the name.

*Correct*: The Mac Pro features four full-length expansion slots.

*Incorrect*: Mac Pro features four full-length expansion slots.

**Mail** Capitalize when referring to the app name: *You can use Mail to send and receive email*. See also [iCloud](#).

**mailbox** One word.

**mailbox list** The list of mailboxes in the Mail app.

**main logic board** See [logic board](#).

**main memory** Not *central memory*.

**male** Don't use to describe a type of connector. Use *plug* or *connector*; if you use *connector*, describe the connector by its shape, icon, or other identifying feature.

*Correct*: Insert the plug into the socket to ensure a reliable connection.

*Incorrect*: Insert the male endpoint into the female endpoint to ensure a reliable connection.

See also [connector](#); [female](#); [mate](#).

**man** Don't use *man* (or compound words that include *man*) to refer to people in general.

staff, workforce (*not* manpower)

work hours, people hours (*not* man hours)

artistry, craft (*not* craftsmanship)

unstaffed (*not* unmanned)

**Managed Apple ID** Note capitalization. Use to refer to an account created by a business or educational institution to allow users to sign in to their devices and access Apple services.

**man-in-the-middle attack** Don't use. Depending on the context, use *intermediary attack* or *machine-in-the-middle attack*.

**manual** Use *manual* to refer generically to print or PDF documentation that comes with a computer or another product. You can also use *user manual*, *user's manual*, or *user guide*, depending on the manual title.

See the manual that came with your camcorder.

See your user guide for instructions.

- *Electronic delivery*: If a manual is delivered electronically (for example, as a PDF file available from [www.apple.com/support](http://www.apple.com/support)), don't call the manual an *electronic manual*; simply describe it for the user.

The manual is available as a PDF file at [www.apple.com/support](http://www.apple.com/support).

- *Cross-references*: To refer to documentation that may be either printed or electronic, use *documentation*.

See the documentation that came with your computer.

See also [document titles](#); [user guide](#), [user manual](#).

**master** The term *master* can have oppressive associations, even when used in a technological context. For this reason, avoid using *master* when referring to the following:

- The default branch of a source repository. Instead, use *main branch*.
- A system, device, or setting that controls another or that others are subordinate to. Instead, use alternatives such as *primary*, *main*, *global*, *manager*, or *host*.
- An object or file that serves as a source or basis for others. Instead, use alternatives such as *source*, *original*, *reference*, or *main*.

If none of these alternatives work, you might be able to replace *master* with another term that makes sense in a particular context. For example, you could call objects in the background of a document *background objects* instead of *master objects*.

See also [master branch](#); [master-detail \(adj.\)](#); [master/slave](#).

**master branch** Don't use to refer to the default branch of a source repository; use *main branch*.

**master-detail (adj.)** Don't use; use *list-detail* or *navigation-detail*.

In a navigation-detail interface, the navigation interface displays a collection of objects, and the detail interface shows an editor for the selected object.

**master/slave** Don't use to describe the relationship between two devices or processes. Instead, use an alternative that's appropriate to the context, such as *primary/secondary*, *primary/replica*, *main/secondary*, *host/client*, or *active/standby*.

*Correct:* Anything written on the primary device is given to the secondary device as input.

*Incorrect:* Anything written on the master device is given to the slave device as input.

*Correct:* In a multipeer session, there is no explicit separation of devices into host and client roles.

*Incorrect:* In a multipeer session, there is no explicit separation of devices into master and slave roles.

Don't use alternatives that retain the term *master* (such as *master/helper*) or use the term *worker* (such as *master/worker*).

If the terms *master* and *slave* are used in code you're documenting and the code can't be changed, show a code sample to make it clear what users need to enter, but use alternative terms in the documentation.

The primary view controller (`MasterViewController`) shows the available views and controls.

**mate** Don't use to refer to connecting hardware. Use *connect*.

*Correct:* Securely connect the cable connectors.

*Incorrect:* Securely mate the cable connectors.

See also [connect](#).

**maximize** Use to refer to making a window as big as possible without going full screen. Don't use to refer to clicking a window that's been *minimized* into the Dock; use *make active*.

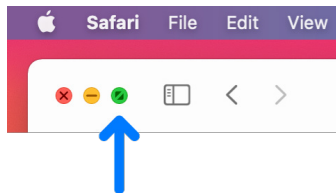
*Correct:* To maximize a window, Option-click the green button.

*Incorrect:* To maximize a window, click its icon in the Dock.

*Correct:* To make a minimized window active, click its icon in the Dock.

See also [minimize \(v.\)](#), [minimized \(adj.\)](#).

**maximize button** The rightmost (green) button of the three window controls at the left of the title bar. Users click this button to go full screen, or Option-click it to *maximize* the window.



See also [maximize](#).

**may, can** See [can](#), [might](#), [may](#).

**MB (n., adj.)** Abbreviation for *megabyte*. *MB* equals 1000<sup>2</sup> bytes in the context of file size or storage capacity, and 1024<sup>2</sup> bytes in the context of computer memory. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

20 MB of memory

500 MB of storage capacity

- *Adjective:* Don't hyphenate the adjective form.

a 3 MB L2 cache

a 4 MB file

**Mbit (n., adj.)** Abbreviation for *megabit*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

10 Mbit of memory

- *Adjective:* Don't hyphenate the adjective form.

10 Mbit memory

**Mbit/s** Standard international abbreviation for *megabits per second*. See also [Names and unit symbols for units of measure](#) and [abbreviations and acronyms](#).

**MB/s** Abbreviation for *megabytes per second*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**measurement** See [Intro](#).

**media, medium** When you describe a method of storing or delivering information, use the singular *medium* or the plural *media*.

The characteristics of the video storage medium determine playback and recording capabilities. [singular]

The guide is presented in both print and electronic media. [plural]

When you discuss video, audio, and still-image content, however, you can use *media* as a singular term to describe a collection of content (for example, a set of video clips).

Your imported media appears as clips in one or more events.

**Media Eject key** Note capitalization.

**Medical ID** Use with *a* or *your*.

In an emergency, you can check someone's iPhone for a Medical ID.

You can quickly set up your Medical ID in the Health app.

**mega (prefix)** Close up words beginning with *mega*.

megabit, megabyte, megahertz, megapixel, megawatt, megawide

**megabit** See [Mbit \(n., adj.\)](#).

**megabits per second** See [Mbit/s](#).

**megabyte** See [MB \(n., adj.\)](#).

**megabytes per second** See [MB/s](#).

**megahertz** See [MHz \(n., adj.\)](#).

**Memoji** Personalized Animoji that users can create to represent themselves in some apps. Use *Memoji* for both singular and plural.

Add features to a Memoji to bring your character to life.

Create more Memoji to match different moods.

See also [Animoji](#); [emoji](#).

**Memories** Capitalize when referring to the feature in Photos. Use lowercase when referring to memories that Photos creates.

Use Memories to rediscover favorite photos in your library.

Photos scans your library to create a collection of memories.

**memory** A general term for the part of a computer that holds data and instructions for use by processors. *Memory* can refer to random-access memory (RAM), read-only memory (ROM), virtual memory, swap files, and portable storage devices (such as flash drives and memory sticks), among others.

Use Activity Monitor to see the amount of system memory being used on your Mac.

macOS automatically allocates memory and adjusts its contents as needed.

Don't use *memory* to refer to storage capacity; use a term such as *storage space* instead. See also [storage](#).

**memory address, memory location** OK to use just *address* or *location* for brevity. Don't use commas in addresses, even in numbers of five digits or more.

**menu bar** The bar at the top of the Mac screen. The menu bar contains menus for the active app (*File menu*, *Edit menu*, and so on) and menus for system status icons (icons on the right, also called *menu bar icons*, *menu bar status icons*, or *menu bar items*). If you need to refer to the menu type, use *pull-down menu*, not *pop-up menu*.

**Menu button** A physical button on the Siri Remote (called the *Apple TV Remote* in countries or regions where Siri isn't available for use with Apple TV) and the Apple Remote. See also [Apple Remote](#); [Apple TV Remote](#); [Siri Remote](#).

**menu names** Note capitalization: *Edit menu*, *File menu*, and so on.

**menus** Anything that can be chosen in a menu is a *menu item*; some menu items are also *menu commands* (or simply *commands*). A menu item is *in* a menu, not *on* or *under* a menu; a menu *contains* items.

In user materials, you can use *item* or *option* to refer to menu items that aren't commands, such as names of fonts in a pop-up menu. However, when possible, use a more specific term (for example, if a menu contains a choice of colors, say *choose a color*).

To specify how numbers in a spreadsheet are rounded, click the Accuracy pop-up menu, and then choose an option.

To change the size of icon text, click the "Text size" pop-up menu, and then choose a size.

- *Pull-down menus*: A pull-down menu is a menu in the menu bar. When you give instructions for choosing an item from a pull-down menu, use the style shown here.

Choose [menu] > [item] > [submenu item].

Choose Edit > Find > Find Next.

Choose File > Save As.

Don't use an angle bracket when you're simply identifying which menu contains the item.

*Correct*: the Page Setup command in the File menu

*Incorrect*: the File > Page Setup command

Don't refer to pull-down menus as *pop-up menus* or *drop-down menus*. In general, refer to them as *menus*; however, if you need to distinguish them from other types of menus, it's OK to call them *pull-down menus*.

- *Pop-up menus*: A pop-up menu is a menu in a dialog or window, labeled with up and down arrows (or just a down arrow). For pop-up menus, use the style *Click the X pop-up menu, and then choose Y*.

Click the Connection Speed pop-up menu, and then choose Intranet LAN.

Click the Format pop-up menu, and then choose a format.

If the pop-up menu doesn't have a name, simply call it *the pop-up menu*.

Click the pop-up menu, and then choose Numeric.

- *Shortcut menus*: A shortcut menu is a menu that appears when a user presses the Control key and clicks an item on the screen. For shortcut menus, use the style shown here.

Control-click the image, and then choose Copy Image from the shortcut menu.

If the shortcut menu has submenus, you can use the style shown above, or you can use the angle bracket style.

Control-click the images, choose Align Objects from the shortcut menu, and then choose Left from the submenu.

Control-click the images, and then choose Align Objects > Left from the shortcut menu.



In user materials, don't refer to a shortcut menu as a *contextual menu*. However, you can refer to the menu parenthetically as a contextual menu on first reference for users who may be more familiar with that term.

A shortcut menu (also called a *contextual menu*) appears.

- **Checkmarks in menus:** For menu items that are turned on or off by showing or hiding a checkmark, use the following language:

To show the library, choose Window > Library so that a checkmark appears next to Library.

To hide the library, choose Window > Library so that the checkmark disappears.

See also [choose](#); [command names](#); [submenus](#).

**message** An electronic communication containing information sent by a computer or mobile device. If the context isn't clear, you can add an adjective to indicate the type of message (*audio message*, *email message*, *MMS message*, *SMS message*, *text message*, *video message*).

Send a message to your friend.

The Messages app automatically chooses the type of group message to send.

Avoid using *message* as a verb. Instead, use *send a message to*.

*Correct:* Send a message to your family.

*Incorrect:* Message your family.

See also [chat \(n., v., adj.\)](#); [text message](#).

**message list** The list of messages in the viewer window in Mail.

**metadata** One word.

**MHz (n., adj.)** Abbreviation for *megahertz*. In both the noun and adjective form, use a space between the numeral and the abbreviation (don't hyphenate the adjective form).

at a rate of 800 MHz

an 800 MHz processor

See also [abbreviations and acronyms](#).

**mic (n.)** OK to use as the short form of *microphone*. Don't use as a verb; use *mike*.

After you connect the microphone to the speaker, you might have to adjust the mic.

See also [mike](#), [miked](#), [miking \(v., adj.\)](#).

**mice** Try to avoid, but if you must use the plural of *mouse*, it's OK to use *mice* or *mouse devices*. See also [mouse](#).

**microarchitecture** One word.

**micro-DVI** A video output port for connecting external displays and TVs.

**microphone** OK to use *mic* for short. See also [mike](#), [miked](#), [miking \(v., adj.\)](#).

**Microsoft Windows** OK to use *Windows*. Computers that use Microsoft Windows can be called *Windows-based computers*, *Windows computers*, *Windows-based PCs*, or *Windows PCs*. See also [PC](#).

**MIDI** Acronym for *Musical Instrument Digital Interface*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**mike, miked, miking (v., adj.)** Don't use *mike* as a noun; use *microphone* or *mic*.

You can change the volume of each miked instrument.

There are three commonly used stereo miking variants used in recording.

See also [mic \(n.\)](#).

**millimeter (mm)** OK to abbreviate. Note hyphenation when the spelled-out version is used as an adjective: *2.4 millimeters*, *2.4 mm*, *2.4-millimeter slot*, *2.4 mm slot*.

For film sizes, close up the numeral and the abbreviation: *16mm film*.

**million instructions per second** See [MIPS](#).

**MIME** Acronym for *Multipurpose Internet Mail Extension*, commonly used to distinguish an email format from plain text format. It's not necessary to spell out on first occurrence. Use as an adjective (*a MIME file*, *MIME format*).

**mini (prefix)** Close up except before a vowel, a proper noun, or an abbreviation.

minicircular connector, minitower

mini-application, mini-DVI, mini-VGA

**MiniDV** A digital video format.

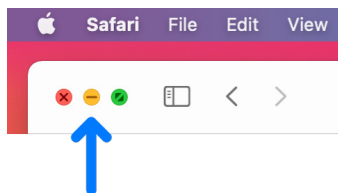
**mini-DVI** A video output port for connecting external displays and TVs.

**minimize (v.), minimized (adj.)** OK to use to describe windows in the Dock.

To put a document in the Dock, click the minimize button.

Document windows in the Dock are minimized.

**minimize button** The middle (yellow) button of the three window controls at the left of the title bar. Users click this button to put a window in the Dock (*minimize* the window).



See also [minimize \(v.\)](#), [minimized \(adj.\)](#).

**minus sign** Use *minus sign*, not *minus symbol*, to describe this symbol: `-`. Use an en dash (generated by pressing Option-Hyphen) for a minus sign (except in code font, where a hyphen is used).

**MIPS** Acronym for *million instructions per second*. Don't drop the *s* when you refer to a single unit: *1 MIPS*, not *1 MIP*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**mixed-directional (adj.)** Use to refer to a combination of left-to-right and right-to-left text within a single line (French and Arabic on one line, for example). See also [bidirectional \(adj.\)](#).

**M-JPEG** Pronounced "em-jay-peg." The *M* stands for *motion*, and the form *Motion-JPEG* is sometimes used. M-JPEG extends the JPEG standard to video. Not the same as MPEG.

**mobile device** OK to use to refer to handheld computing devices such as iPhone, iPad, and iPod touch, or to phones and tablets in general.

Numbers is the most innovative spreadsheet app available for a mobile device.

When possible, however, use the name of a specific device, or describe the category of device: *iOS device*, *iPadOS device*.

See also [device](#).

**mobile phone** Use instead of *cell phone* or *cellular phone*. Don't use simply as a synonym for *iPhone*.

**mode** In user materials, avoid *mode* when you refer to software features.

*Correct:* When you're using the paintbrush...

*Incorrect:* When you're in paintbrush mode...

*Correct:* Use full-screen view to play your presentation.

*Incorrect:* Use full-screen mode to play your presentation.

It's OK to use *mode* in user materials when you're discussing hardware—for example, to refer to a state that a computer or device is in (such as *camera mode*, *sleep mode*, *safe mode*, or *target disk mode*). However, don't overuse *mode*; it can often be omitted with no change in meaning.

In developer materials, in references to software, you *enter* or *leave* a mode; you don't *turn on* or *turn off* a mode.

**model** Don't use when you can use *computer*.

*Correct:* How you use this feature depends on which model of Mac computer you have.

*Correct:* The setup guide that came with your computer provides instructions.

*Incorrect:* The setup guide that came with your model provides instructions.

**modifier key** Use instead of *control key* in the generic sense for a key that affects the action of other keys, such as the Control, Option, Shift, Command, and Esc keys.

**monitor** In general, don't use to refer to the primary display connected to the user's computer; use *display*. You can use *monitor* to refer generically to different kinds of display devices that may be connected to a user's computer (such as a CRT monitor or an NTSC monitor).

Connect the display to your Mac Pro.



If you want to show your movie on an external monitor, first connect the monitor to your computer.


**monitor cable** Not *video cable* or *monitor cord*. Use when you refer to cables for displays other than Apple displays; otherwise, use *display cable*. (Use *display power cord* or *monitor power cord* for the cord that goes from the display or monitor to the power source.) See also [display cable](#).

**monitor depth** Avoid; use *color depth*.


**monitor port** Not *video port*. Use to refer to the port to which a monitor is connected. Don't use *monitor port* to refer to the port to which an Apple display is connected. See also [display port](#).

**monospaced (adj.)** Not *monospace*. *Fixed-width* is the preferred term to describe fonts (such as Courier) in which each character takes up the same amount of space.

**More button** Use to refer to a button with an ellipsis (either with a circle  or without a circle ) that opens a menu with additional options.

To show completed reminders, tap the More button , and then tap Show Completed.

If you can't use an inline graphic for the More button, you can use the `ellipsis.circle` SF Symbols glyph, or look for the midline horizontal ellipsis character in Character Viewer.

To show completed reminders, tap the More button , and then tap Show Completed.

See also [Action pop-up menu](#); [Character Viewer](#).

**most recent** See [earlier](#), [later](#); [latest](#); [version number](#).

**motherboard** Don't use; use *main logic board* or *main board*.

**mount (v.)** In user materials, avoid when referring to making a disk or disk image available; use alternatives such as *open*, *make available*, or *connect to*, or describe what the user must do to make the disk available.

*Avoid:* To see the contents of a disk image, you must mount the disk image.

*Preferable:* To see the contents of a disk image, you must open the disk image by double-clicking it.

*Avoid:* Use the Recent Items command to mount servers you've recently used.

*Preferable:* Use the Recent Items command to connect to servers you've recently used.

In server materials or materials for more technical users, it's OK to use *mount*.

To mount the disk again, select it in Disk Utility and click Mount.

Use this function to mount one or more server volumes.

Don't use *mount* as an intransitive verb.

*Correct:* Mount the volume.

*Incorrect:* The volume mounts.

See also [unmount \(v.\)](#); [unmounted \(adj.\)](#).

**mounted (adj.)** In user materials, avoid when referring to a disk or disk image that's available; use alternatives such as *available*, *on your desktop*, or *in a Finder window*. (Note that users can choose whether to display disk icons on their desktops, so be careful when using *on your desktop* as an alternative for *mounted*.)

*Avoid:* All mounted disks are listed in the sidebar of the Finder window.

*Preferable:* All available disks are listed in the sidebar of the Finder window.

In server materials or materials written for more technical users, it's OK to use *mounted*.

You can't rename a mounted Xsan volume using the Finder.

See also [unmount \(v.\)](#); [unmounted \(adj.\)](#).

**mouse** Avoid referring to the mouse when possible. Switch emphasis to the actions on the screen, such as *clicking*, *dragging*, *selecting*, or *choosing*. See also [choose](#); [click](#); [drag](#); [press](#); [select \(v.\)](#).

Avoid using the plural form of *mouse*. If you must use the plural, use either *mouse devices* or *mice*.

Apple offers several types of mouse devices.

**mouse-down event** Note hyphenation.

**Mouse Keys** Capitalize when you refer to the feature that can be set in the Accessibility pane of System Preferences.

**mousepad** One word.

**mouse scaling (n.), mouse-scaling (adj.)** Note hyphenation of adjective.

**mouse-up event** Note hyphenation.

**movie** In general, use to describe commercially produced films or the end product a user creates in a video editing app such as iMovie or Final Cut Pro.

You can buy or rent movies in the Apple TV app.

You can publish your completed movie to a website such as YouTube.

See also [iMovie](#); [video](#).

**MP3** Short for *MPEG Audio Layer 3*, an audio compression technology. The plural is *MP3s*. Don't use *MP3* to refer to audio files in general; some files use AAC or other formats.

**MPEG** Acronym for *Moving Picture Experts Group*, a working group of the International Standards Organization (ISO). The acronym is pronounced “em-peg.” It’s not necessary to spell out on first occurrence.

*MPEG* usually refers to the family of digital video compression standards that the group developed. There are three major versions: MPEG-1, MPEG-2, and MPEG-4. MPEG-4 is based on the QuickTime file format and defines standards for video and audio streaming.

There’s no MPEG-3. Note that *MP3* is short for *MPEG Audio Layer 3*, not *MPEG-3*.

**MPEG Audio Layer 3** See [MP3](#).

**multi (prefix)** Close up except before *i*.

multiplayer, multiprocessor, multitasking, multithreading, multiuser

multi-item

**multicore** Use to refer to processors that have more than one core.

**multiple scan (adj.)** No hyphen.

**multiplication sign** Not *multiplication symbol*.

**multiprocessing, multiprocessor** A multiprocessor computer has *multiple processors*, not *multiprocessors*.

**Multipurpose Internet Mail Extension** See [MIME](#).

**Multi-Touch** Refers to the Apple touchscreen interface. Related terms include *Multi-Touch display*, *Multi-Touch interface*, *Multi-Touch technology*, *Multi-Touch trackpad*, and *Multi-Touch gestures*.

**Music** See [Apple Music](#).

**Musical Instrument Digital Interface** See [MIDI](#).

**Mute key** Note capitalization.

**My Photo Stream** The iCloud feature. You *turn on* or *turn off* My Photo Stream.

Don’t use the term *photo stream* generically to refer to the photos in My Photo Stream; always use the full feature name.

*Correct:* You can see the photos in My Photo Stream on all your devices.

*Incorrect:* You can see the photos in your photo stream on all your devices.

Use *My Photo Stream album* to refer to the album where photos are stored on a device or in an app.

When My Photo Stream is turned on, you can see your most recent photos in the My Photo Stream album.

See also [iCloud Photos](#).

# N

**name server** Two words.

**narrowband** One word.

**native** In user materials, avoid using *native* to describe apps; instead, describe the apps as being designed to work with specific hardware or software.

For best performance, use an app designed for use on Intel-based Mac computers.

**network** Computers are *on*, not *in*, a network.

**network time server** Note lowercase.

**neurodivergence (n.), neurodivergent (adj.)** Use *neurodivergence* to refer to a neurological difference (such as dyslexia). Use *neurodivergent* to refer to an individual who identifies as having a neurodivergence.

A few examples of neurodivergence include ADHD, dyslexia, and autism.

Some people are born with a neurodivergence.

A neurodivergent person brings unique strengths to the workplace.

Use *neurotypical* to refer to a person who isn't neurodivergent.

See also [autism \(n.\)](#), [autistic \(adj.\)](#); [neurodiversity \(n.\)](#), [neurodiverse \(adj.\)](#); [Writing about disability](#).

**neurodiversity (n.), neurodiverse (adj.)** Use *neurodiversity* to refer to the range of natural variation in neurocognitive function (the way people think and process information). Use *neurodiverse* to refer to a group of people who have a variety of neurocognitive styles.

Researchers have learned more about neurodiversity.

The school has a neurodiverse student body.

Don't refer to a single individual as *neurodiverse*; use *neurodivergent*.

See also [autism \(n.\)](#), [autistic \(adj.\)](#); [neurodivergence \(n.\)](#), [neurodivergent \(adj.\)](#); [Writing about disability](#).

**new** In most documents, avoid describing a product or feature as new because the text will quickly become out of date. When appropriate, state the version of software in which a feature was introduced.

*Correct:* Auto Unlock, introduced with macOS Sierra 10.12...

*Incorrect:* The new Auto Unlock feature...

**News** See [Apple News](#).

**newsgroup** One word.

**nickel-metal-hydride** Abbreviated *NiMH*. See also [batteries](#).

**non (prefix)** Close up except before a proper noun, a proper adjective, an abbreviation, or an acronym, or when the resulting word would be difficult to read.

noncompliant, nondestructive, nonstandard

non-Apple, non-Mac, non-USB

See also [prefixes](#).

**nonsexist language** See [Writing inclusively](#).

**nonstartup disk** Avoid when possible. Instead, use *a disk that doesn't contain system software* or another appropriate phrase.

**normal installation** Not *normal install*. Users *perform a normal installation*; they don't *do a normal install*. See also [custom installation](#).

**normal user** See [standard user](#).

**Note** Use the Note tag for information that's relevant to a topic but that may not apply to all readers. You can also use a note for a bit of information that's tangential to a topic.

Use notes and other notices sparingly. They lose their effectiveness if they appear too often. Don't use a Note tag immediately before or after a Warning notice, an Important notice, or another note, or immediately after a text heading.

See also [Important](#); [Warning](#).

**notebook computer** The preferred generic term for Apple portable computers. It's OK to use *notebook* alone occasionally if the meaning is clear. You can also use *portable computer*, but when you refer to a specific model (such as MacBook Air or MacBook Pro), it's best to use the model name.

See also [laptop computer](#); [portable computer](#).

**notes, Notes** Use lowercase to refer to notes the user creates. Capitalize when referring to the app name.

You can use the Notes app to share notes with friends and family.

**Notification Center** Don't precede with *the*.

To open Notification Center, click the date and time in the menu bar.

**number** If space is limited, abbreviate as *no*. See also [number sign](#).

**numbers** Spell out the following numbers:

- Cardinal numbers from one through nine. (However, use a numeral, no matter how small, to express numbers as numbers and as units of measure.)

You can use your purchases on up to five computers.

For example, if you have four new messages, the number 4 appears on the app icon.

- Ordinal numbers from zero through nine.

You can install drives in the second, third, and fourth drive bays.



- Numbers that appear at the beginning of a sentence. (Try to rephrase to avoid starting a sentence with a number.)

*Correct:* Two hundred fifty functions are available in the Function Browser.

*Preferable:* The Function Browser gives you access to 250 functions.

- A number that appears next to another number, if it helps readability.

There are sixteen 32-bit registers.

Use numerals:

- To refer to numbers as numbers.

The numeral 8 occurs eight times.

- To refer to a specific address, bit, byte, chapter, field, key, pin, sector, slot, or track, or when expressing amounts of memory.

Open the ejectors on slots 1, 2, and 3.

8-pin minicircular connector

Your Mac Pro comes with a minimum of 16 GB of memory.

- To form ordinal numbers larger than nine (add *st*, *nd*, *rd*, or *th* to the numeral as appropriate).
- For numbers of the same category within a paragraph, if any number is larger than nine.

We have 25 computers and 4 printers on the network. [*Computers* and *printers* are the same category.]

There are two kinds of 32-bit registers. [*Kinds of registers* and *bits* are different categories.]

- For units of measure, including units of time, no matter how small the number is. For a list of units of measure, see [Names and unit symbols for units of measure](#).

Set the timer for 3 minutes.

Apple Music 1 is a worldwide radio station that's available 24 hours a day, 7 days a week.

You can't set paragraph margins of less than 1 inch.

If you increase the clip's speed to 200 percent, Final Cut Pro removes frames and the clip plays back in only 2.5 seconds.

- To express an approximation.

Cocoa includes definitions for more than 250 additional classes.

Follow these additional guidelines for numbers:

- *Ranges of numbers:* Use an en dash between numbers that represent the endpoints of a continuous range: *bits 3–17*. Use the full concluding number in a range of numbers.

*Correct:* 2013–2019

*Incorrect:* 2013–19

- *Commas:* Use a comma to set off numbers of five digits or more. (If your editor has asked you to follow international style, see [Decimals](#).)

1024

65,536

Don't use a comma in memory addresses or in numbers representing microprocessors.

\$FFFF FFFF

68020 microprocessor

- *Plural:* Form the plural of a number by adding an s.

1s and 5s

the '90s

- *Software version numbers:* When you refer to software version numbers, use *later* and *earlier*. For example, *macOS 10.13 or later*. See also [version number](#).
- *Code values in text:* Use numerals for numeric values in text except for zero in the same sentence as *nonzero*.

`ord(blue)` returns 0.

The function `fseek` returns nonzero for improper seeks; otherwise, it returns zero.

- *Large numbers:* For very large numbers that are a power of 2, you can use the exponential form to avoid a long string of digits—for example,  $2^{32}$ . Numbers larger than 65,536 ( $2^{16}$ ) are good candidates for showing in exponential form. If there are numbers larger and smaller than 65,536 in the same discussion, show the smaller numbers both ways.

x must be between 1024 ( $2^{10}$ ) and  $2^{32}$ .

See also [fractions](#).

**number sign** Use to describe this character: #. Don't use *pound sign* or *number symbol*. Avoid using the number sign to specify an item in a numbered series.

You can frequently omit *number* or the number sign from a sentence and still make the meaning clear.

See document 58677 for more information.

Use part 661-2262 to repair the computer.

**numeric (adj.)** Not *numerical*, except when you refer specifically to numerical order. (Exception to *American Heritage*.) See also [numerics \(n., adj.\)](#).

**numeric keypad** Can be shortened to *keypad*. Don't use *numerical keypad* or *numeric keyboard*.

**numerics (n., adj.)** As a noun, *numerics* takes a singular verb. Use *numerics* (not *numeric*) as an adjective in relation to the science of numerics: *numerics capabilities*, *numerics environment*.

**NVIDIA** Note spelling.

## O

**offline** Use to describe a device or account that's not connected to the internet or a network. Be sure the context makes it clear what *offline* means.

If your email account is offline (not connected to the internet), you can't send or receive mail.

In informal contexts, it's OK to describe people as being *offline*, but use a more specific term if necessary for clarity.

*Acceptable:* If you want to go offline for a while, turn on Do Not Disturb.

*Acceptable:* You can read your saved articles at any time—even when you're offline.

*Preferable:* You can read your saved articles at any time—even when you're not connected to the internet.

See also [online](#).

**offscreen (adj., adv.)** One word.

**offsite** One word.

**OK** Not *okay*.

**onboard (adj., v.), on board (pred. adj.)** In computing, *onboard* (short for *on the board*) refers to components attached to a circuit board or logic board. Use *built in* (as in *built-in graphics card*) or *internal* unless you need to make clear that a component is attached to a board.

In internal communications, it's OK to use *onboard* as a verb: *Onboard your new employee*. Use two words when *on board* is an adjective following a verb: *Make sure your employee is on board*. Don't use *onboard* as a verb in user materials.

**once** Don't use when you mean *after*.

*Correct:* After you turn on the computer...

*Incorrect:* Once you turn on the computer...

**one-click (adj.)** OK to use to refer to actions or functions that are very simple.

From one-click fixes to detailed editing, there are a number of tools available in Photos.

Don't use *1-Click*.

**online** One word. Use to describe content or services that are available on the internet or a network.

Some books contain online content, which is stored on the web, not in the book file.

Safari keeps your information secure when you shop online.

In informal contexts, it's OK to describe people as being *online*, but in most cases use a more specific term (for example, *signed in* or *connected to the internet*).

*Acceptable:* Follow these tips to keep your kids safe when they're online.

*Correct:* To use Siri, you must have an internet connection.

*Incorrect:* To use Siri, you must be online.

You can refer to devices as *online* if the context makes it clear what that means.

*Correct:* You can locate your Mac if it's online—awake and connected to a Wi-Fi network.

*Incorrect:* You can locate your Mac if it's online.

See also [offline](#).

**on/off switch** Not *on/off button*.

**onscreen** (adj., adv.) One word.

**onsite** One word.

**on-the-go playlist** Note hyphens.

**onto, on to** Use *on to* when *on* is part of the verb.

*Correct:* Hang on to the handles.

*Correct:* Lift the printer onto the table.

*Incorrect:* Lift the printer on to the table.

See also [into](#), [in to](#).

**open** Users *open* icons, folders, documents, and apps. See also [close](#).

**opening display** Not *splash screen*. *Opening display*, *startup display*, and *startup screen* are all OK.

**open source** (n., adj.) No hyphen.

**operating system** (n.), **operating-system** (adj.) Note hyphenation of adjective. See also [iOS](#); [Mac operating systems](#); [tvOS](#); [watchOS](#).

**optical disc** CDs and DVDs are optical discs. OK to use *optical disc*, *optical media*, or the type of CD or DVD. See also [CD](#); [DVD](#).

**optical drive** Use instead of *CD drive* or *DVD drive* to refer generally to drives that read from and write to (burn) optical discs (CDs and DVDs). *Exception:* Refer specifically to *SuperDrive* when appropriate. See also [SuperDrive](#).

**optionally** Avoid in user materials. Instead, describe the reason the user would perform the action. If it's important to emphasize that the action is optional, you can say *If you want to...*

*Correct:* If you want to set a disk quota, enter the number and specify megabytes (MB) or gigabytes (GB).

*Incorrect:* Optionally, enter a disk quota and specify megabytes (MB) or gigabytes (GB).

*Correct:* To set a trust level, enter the command in Terminal.

*Incorrect:* Optionally, set the trust level by entering the command in Terminal.

**Option-click (v.)** Equivalent to *press the Option key while you click*.

To add a Bezier point, Option-click the path.

See also [key](#), [keys](#).

**Option-drag (v.)** Equivalent to *press and hold the Option key while you drag*.

To copy a bookmark, Option-drag it.

See also [key](#), [keys](#).

**Option key** To refer to the action of pressing the Option key while performing a mouse or trackpad action, use *Option-click* or *Option-drag*. See also [Alt key](#).

**option names** For options and other onscreen elements of two or more words whose names are capitalized using sentence style, use quotation marks in text to avoid misreading.

Select the checkbox labeled "Keep lines together."

**OS X** See [Mac operating systems](#).

**OS X Server** See [macOS Server](#).

**outbox** One word.

**outline font** Not *outlined font*.

**output (n., adj.)** Avoid as a verb; use *write to*, *display on*, *print on*, or *print to*.

**outside** Not *outside of*.

**over** Don't use when you mean *more than*.

*Correct:* You can add more than 1000 songs.

*Incorrect:* You can add over 1000 songs.

## P

**page** See [homepage](#); [webpage](#).

**pair, paired** You pair a device *with* another device, not *to*.

To use Apple Watch, pair it with iPhone.

Use *paired iPhone*, not *companion iPhone*, to refer to the iPhone that an Apple Watch is paired with. Use *paired Apple Watch* to refer to an Apple Watch that has been paired with an iPhone.

**PAL** Acronym for *Phase Alternating Line*, a European color video standard. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**pane** In user materials, use *pane* (not *panel*) to refer to an area within a window or dialog that can be changed by clicking a button: *the Input pane of Sound preferences*.

In many cases, you can avoid using *pane* by describing how to get to a particular onscreen item: *Open System Preferences, click Sound, and then click Input*. It's OK to refer to a pane within a pane.

See also [tab](#).

**panel** Don't use in user materials; use *dialog*, *window*, or *pane*.

In developer materials, use *panel* in most contexts because *Panel* appears in the names of programming symbols—for example, `SFChooseIdentityPanel` and `SFCertificatePanel`. When, however, the panel is seen by the developer as a user sees it—such as when giving instructions for using developer apps—use the appropriate user term.

See also [dialog](#); [pane](#); [window](#).

**parental controls** Don't use *family controls*.

**parenthesis (sing.), parentheses (pl.)** Note different spelling of singular and plural. See also [punctuation](#).

**parts** Most documents don't need to be divided into parts; division into chapters is usually sufficient. A good candidate for division into parts is a document that describes two or more separate products or a document that's so long that division into parts is necessary to make the organization clearer to the reader.

- *Part titles*: Documents are divided into parts when each part deals with a distinct topic. Part titles indicate that difference in subject matter.
- *Part numbers*: Roman numerals are usually used for part numbers, but your department's design style may specify arabic numerals.
- *Chapter numbering*: In a document with parts, chapter numbering continues uninterrupted from part to part.
- *Cross-references*: In references to specific parts of a document, italicize the document title but not the word *Part*, the part number, or the part title. Enclose the part title in quotation marks.

**passcode** See [code](#), [passcode](#).

**passive voice** Avoid when possible and use active voice. Passive voice is sometimes appropriate and necessary—for example, when using the active voice would require either a highly convoluted sentence structure or excessive anthropomorphism—but rewrite to avoid passive voice if you can.

In tutorials, a passive construction might be appropriate to avoid misguiding the reader—that is, when you describe an action that the user isn't supposed to try yet.

*Explanation screen:* An icon is selected by clicking it.

*User-try screen:* You try it. Click the icon.

**passkey** Avoid in user materials. Use *code*, *passcode*, or *password*, depending on the context. See also [code](#), [passcode](#); [password](#).

**passphrase** Avoid in user materials. Use *passcode* or *password*, depending on the context. See also [code](#), [passcode](#); [password](#).

**password** Use to refer to a sequence of characters a user enters to gain access to a protected resource. Don't use when you mean *code* or *passcode*. See also [code](#), [passcode](#).

**pasteboard** Don't use in user materials when you mean *Clipboard*. OK to use in developer materials that discuss the `NSPasteboard` class, but point out that users view the contents of the pasteboard in the Clipboard.

**pathnames** Follow these guidelines to specify the path to a location in the file system:

- *Absolute path:* An absolute path describes the location of an item starting at the top level, or *root*, of the user's file system. In user materials, describe such paths in plain English.

Open TextEdit, located in the Applications folder at the top level of the computer.

Fonts for all users are stored in the Fonts folder in the Library folder at the top level of the internal disk.

For more technical audiences (for example, users who are accustomed to the pathname conventions used in operating systems such as macOS and UNIX), you can use slashes (including a leading slash) to indicate an absolute path. (In developer materials, pathnames are in code font.)

Fonts for all users are stored in `/Library/Fonts/`.

You can also use slashes in user materials if the path goes more than two folders deep from the top level of the file system.

Place the file in the `/System/Library/Keychains/` folder.

- *Relative path:* If there's no leading slash, the path is a relative path—that is, relative to some location other than the root folder.

Make sure the file is in `Library/Application Support`.

- *Home folder:* In user materials, use *your* to indicate that the item being described is in the user's home folder. Use plain English (no slashes) to describe folders that are just one or two levels deep.

Your files are saved in your Documents folder.

Your fonts are located in the Fonts folder in your Library folder.

If the folders go more than two levels deep, you can use slashes to avoid awkward construction and wordiness. (Don't use a leading slash, because that would indicate that the starting point is at the top level of the startup disk, not the user's home folder.)

Copy the file to Library/Application Support/Address Book/ in your home folder.

For more technical audiences, you can use a tilde (~) to specify a path within the user's home folder.

The files are saved in ~/Documents.

Copy the file to ~/Library/Application Support/Address Book.

You can also use an absolute path with the word *username* in italics.

Each user's files are saved in /Users/*username*/Documents.

- *Terminating slash:* A terminating slash indicates that the final element of the path is a folder rather than a file. You can choose whether or not to use a terminating slash, but be consistent within a document.

You can find the files you've downloaded in ~/Library/Mail Downloads/.

See also [code font](#); [home folder](#), [home directory](#).

**PB (n., adj.)** Abbreviation for *petabyte*. *PB* equals 1000<sup>5</sup> bytes in the context of file size or storage capacity, and 1024<sup>5</sup> bytes in the context of computer memory. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

1.6 PB of memory

1 PB of data

- *Adjective:* Don't hyphenate the adjective form.

1.6 PB RAM module

4 PB multiserver system

**PC** Avoid *PC* when you refer to Apple personal computers. Use *personal computer* or *computer*. It's OK to use *PC*, *Windows-based PC*, or *Windows PC* to refer to non-Apple personal computers.

QuickTime is available for both Mac computers and Windows-based PCs.

You can share Mac files with a PC on a wireless network.

See also [Microsoft Windows](#).

**P-code** Stands for *pseudocode*.



**PDF** Abbreviation for *Portable Document Format*. Not necessary to spell out on first occurrence. Use to refer to a PDF file.

You can add effects to PDFs in Preview.

Open the PDF files that you want to combine.

See also [file types](#).

**pencil** See [Apple Pencil](#).

**percent** Always preceded by a numeral, no matter how small the value.

1 percent

- *Percent symbol:* It's OK to use the percent symbol (%) instead of the word *percent* in technical appendixes, specification lists, and tables, or when the word must appear so many times in a text passage that its use becomes cumbersome.
- *Nonspecific quantities:* When you describe a nonspecific quantity, use *percentage*, as in *a small percentage of the population*.

**periods** See [ellipsis](#).

**peripheral** A device that can be connected to a computer. Peripheral devices include printers, scanners, disk drives, modems, displays, and keyboards. OK to use *peripheral device*, *peripheral*, or *device*. The adjective is singular: *peripheral manufacturer*, *peripheral connections*.

**peripheral card** Not *accessory card*. When appropriate, use the more specific term *interface card*.

**Personal Hotspot, Instant Hotspot** *Personal Hotspot* refers to sharing the internet connection of an iOS or iPadOS device with other devices or computers. Capitalize when referring to either the feature or a hotspot created by a user.

When Personal Hotspot is on, other devices can connect to your  
Personal Hotspot using Wi-Fi.

*Instant Hotspot* refers to sharing a device's Personal Hotspot with other devices where the user is signed in with the same Apple ID. In general, use *Instant Hotspot* only as a feature name—don't use to refer to an individual hotspot.

*Correct:* With Instant Hotspot, you can quickly connect to your Personal Hotspot without entering a password.

*Incorrect:* You can quickly connect to your Instant Hotspot without entering a password.

**petabyte** See [PB \(n., adj.\)](#).

**Phillips screw, Phillips screwdriver** Note spelling. Not *Phillips-head screw* or *Phillips-head screwdriver*.

**phone numbers** See [telephone numbers](#).

**photo** The primary term for photographic images. Don't use *photograph*.

You can use Photos to view, edit, and share your photos.

You can also refer to photos as *images* (especially when discussing a photo's appearance or content), *pictures*, or *shots*.

You can crop a photo to remove parts of the image.

The image appears darker where the adjustment is applied.

Taking a picture using a flash can result in red pupils in people's eyes.

Create a slideshow to showcase your best shots.

See also [snapshot](#).

**Photo Stream** Don't use. See also [My Photo Stream](#).

**picker** Don't use the term *picker* in user materials to describe how to select a color or a date. Instead, describe what users must do, describing the part of the interface where a task is done, if it's helpful.

*Correct:* Select a color in the Colors window.

*Correct:* The left side of the color well shows colors that match the theme; the color wheel opens the Colors window, where you can choose any color.


*Correct:* To set a date, tap + or – for the unit (month, day, hour, and so on) you want to change.

*Incorrect:* Select a color in the color picker.

See also [Colors window](#); [color well](#).

**picture** OK to use as a synonym for *photo* and in standard phrases such as *desktop picture* and *profile picture*. See also [photo](#).

**Picture in Picture (n., adj.), picture-in-picture (adj.)** Use *Picture in Picture* to refer to the feature that lets users view a movie in one portion of the screen while doing other tasks.

To stop playing a movie using Picture in Picture, click .

You can drag the Picture in Picture window to any corner of the screen.

In general references to the capability of playing a smaller video within a larger area, you can use *picture-in-picture*.

Select the clip you want to use as a picture-in-picture clip.

In documents where you use *Picture in Picture* or *picture-in-picture* frequently, you can use the abbreviation *PiP* after the first occurrence.

**pillarboxing (n.), pillarbox (v., adj.), pillarboxed (adj.)** Refers to the black bars placed at the sides of video to preserve the original aspect ratio when the video is presented in a format with a wider aspect ratio.

Pillarboxing allows 4:3 video to be displayed in a widescreen format.

You can pillarbox video with a 4:3 aspect ratio to display it in a widescreen format.

You can crop the video image to remove the pillarbox area (the black bars at the sides of the image).

See also [aspect ratio](#); [letterboxing \(n.\)](#), [letterbox \(v., adj.\)](#), [letterboxed \(adj.\)](#).

**pin (n., v.)** Use the noun *pin* to refer to an item that marks a location on a map.

Use the verb *pin* to refer to saving an item for later use—such as pinning a website to the tab bar in Safari, pinning a location in Maps, or pinning a Siri search result to Notification Center.

**PIN** Acronym for *personal identification number*. When discussing iOS or iPadOS devices, use only to refer to the PIN used to unlock a SIM card. See also [code](#), [passcode](#).

**pinch (v.)** Refers to the act of placing two fingers on a touchscreen or trackpad and then moving them closer together or farther apart.

Pinch the photo to zoom in or out.

In most cases you can use just *pinch*, but if you need to describe the motion in more detail, you can use *pinch open* to describe moving the fingers apart and *pinch closed* for moving the fingers together. (Note that developer materials use *pinch close*.)

See also [gestures](#).

**Pinned Sites** Capitalize when referring to the feature in Safari; use lowercase when referring generically to sites the user pinned.

With Pinned Sites, you can keep your favorite websites handy.

Your pinned sites appear at the left end of the tab bar.

Avoid referring to pinned sites as *pinned tabs* unless you need to refer to the tab itself.

To unpin a site, drag the pinned tab to the right side of the tab bar.

**pixel** Short for *picture element*, the basic element of a digital image or display. A pixel is made of dots (also called *subpixels*). There are usually three dots per pixel: a red, a green, and a blue.

Width is measured in square pixels.

Express pixels using numerals.

640 x 360 pixels

See also [bit \(n., adj.\)](#); [dot \(n.\)](#).

**placeholder names** When referring to interface text that varies depending on the context, use italic, lowercase text enclosed in brackets (don't italicize the brackets).

Choose File > [filename].

Choose File > Export To > [submenu item].

Select the "Show last [numeral] photos" checkbox.

Don't use brackets with placeholders in pathnames and filenames.

Users/username/Library/

The file is saved as *filename.apmetadata*.

See also [pathnames](#); [variables](#).

**playback (n., adj.), play back (v.)** One word except as a verb.

**player** Don't use *the* with the full name of a product whose name includes *Player*, unless the product name is used as an adjective modifying a noun.

*Correct:* Use QuickTime Player to view the movie.

*Correct:* Open the QuickTime Player app.

*Incorrect:* Open the QuickTime Player.

**playhead** One word.

**playlist** Use lowercase in general references: *Create a playlist*. Capitalize in feature names: *Genius Playlist*, *Smart Playlist*.

**please** Avoid using *please* in instructional text and cross-references.

*Correct:* Follow the steps below.

*Incorrect:* Please follow the steps below.

*Correct:* For more information, see "Store Settings" on page 96.

*Incorrect:* For more information, please see "Store Settings" on page 96.

**plug** Not *male connector*. See also [connector](#).

**plug and play (v., pred. adj.), plug-and-play (adj.)** Note hyphenation of adjective.

**plug-in (n.)** Always hyphenate, unless you're quoting text (such as a product name or interface text) that doesn't contain a hyphen.

Use plug-ins to extend the capabilities of Safari.

In text that uses title-style capitalization, use lowercase for the *i* in *Plug-in* (exception to the rule that you capitalize the second word in a hyphenated compound).

Installing and Removing Plug-ins

**plug in (v.), plug into (v.)** Use when you refer to the specific act of plugging a connector into a port or an outlet. For example, a power cord plugs into an electrical outlet; you can plug a USB connector into a USB port. See also [connect](#); [connector](#); [into](#), [in to](#).

**plurals** Follow these guidelines for plurals:

- *Acronyms and abbreviations:* To form the plural of an acronym or an abbreviation, add an s but no apostrophe.

CDs, DVDs

- *Adjectives:* Don't add an s to an adjective unless necessary. For example, it's *electronic circuit* but *electronics engineer*. Other words that fall into this class of adjectives are *graphic* and *graphics*, *communication* and *communications*, *numeric* and *numerics*.
- *Letters and symbols:* To form the plural of a letter or symbol, add an apostrophe and an s.

p's, +'s

- *Numbers:* Form the plural of numbers by adding an s.

1s, 1930s

- *Nouns:* Don't use (s) to indicate that a noun can be either singular or plural. To refer to both the singular and plural forms, spell them out; if possible, rewrite to avoid either construction.

*Acceptable:* initializing your disk or disks

*Preferable:* initializing disks

*Incorrect:* initializing your disk(s)

- *Trademarked product names:* Form the plural of trademarked product names by adding the plural generic noun to the singular product name.

*Correct:* Mac computers, MacBook Pro computers, iMac computers

*Incorrect:* Macs, MacBook Pros, iMacs

If a product name includes a generic noun as well as a trademarked adjective, form the plural as you would with any noun.

AirPort Cards, AppleCare Service Parts Kits

- *Words as words:* Form the plural of a word italicized to show that it's used as a word by adding an apostrophe and an s. Don't italicize the apostrophe or the s.

He had too many *and's* in the sentence.

**plus sign** Not *plus symbol*.

**p.m.** Note periods: 6:30 p.m. Use a space before the abbreviation.

**podcast, podcasting (n., v., adj.)** You can refer to podcasts using either *podcast* or *show*. Don't use *pod*. A podcast consists of one or more *episodes*; a podcast with multiple episodes is called a *series*.

Search for any podcast by name.

Discover the most popular shows using Top Charts.

When you subscribe to a podcast, you get new episodes as they're released.

Use italics to refer to the title of a podcast; use quotation marks for the titles of episodes.

**point (n., adj.)** Use only when writing about font sizes. Don't use as a synonym for *dot* or to describe a place or spot on the screen. Express points using numerals.

Body text should be at least 12 points.

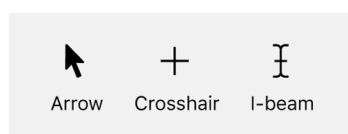
**point (v.)** When you describe the desktop interface, avoid using *point* as a verb. Instead, use *move the pointer to* or similar wording.

*Avoid:* Point to an item to see a description of what you can do with it.

*Preferable:* Hold the pointer over an item to see a description of what you can do with it.

**pointer** In most cases, you can refer to the arrow pointer as simply *the pointer*. Don't use *cursor*.

The Finder and some apps have different kinds of pointers depending on what the user is doing (for example, the *crosshair pointer* or the *I-beam pointer*).



Use a specific name for a pointer only if you need to distinguish between different types of pointers—for example, in tasks where the pointer changes to a different shape.

Drag the crosshair pointer over the area you want to capture.

See also [cursor](#); [insertion point](#).

**point of presence** See [POP](#).

**POP** Acronym for *point of presence* (access point to the internet) and *Post Office Protocol*. When used as an acronym for *Post Office Protocol*, *POP* must modify a noun (as in *POP server* or *POP ID*). For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**popover** Don't use in user materials; instead, simply describe what the user must select or do. If necessary, you can use *in the list that appears* or similar wording. Don't call it a *dialog* or *window*.

*Correct:* Tap Print.

*Incorrect:* Tap Print in the popover.

*Correct:* Scroll to the bottom of the list of messages and tap Load More Messages.

*Incorrect:* Scroll to the bottom of the popover and tap Load More Messages.

**pop-up (n., adj.)** When referring to ads or unsolicited notices that open from a browser window, it's preferred to use *pop-up* as an adjective (*pop-up ads*, *pop-up window*). However, in headings and other places where space is a consideration, or in content where you have to use the term repeatedly, it's OK to use *pop-up* as a short form of the noun.

You can prevent websites from displaying pop-ups.

Don't use *pop-up* to refer to a pop-up menu; always use *pop-up menu*.

**pop-up menu** See [menus](#).

**port** Use to refer to a location for passing data in and out of a computer or device. Don't use *connector* to refer to a port. See also [connector](#); [jack](#); [slot](#); [socket](#).

**portable computer** An alternative to *notebook computer*. Avoid using *portable* as a noun, except in informal contexts. The terms *notebook computer* and *notebook* are generally preferred for Apple portable computers. See also [laptop computer](#); [notebook computer](#).

**Portable Document Format** See [PDF](#).

**possessives** Follow these guidelines for possessives:

- *Singular nouns*: Form the possessive of a singular noun, including one that ends in *s*, by adding an apostrophe and an *s*.

the device's dock connector

the boss's husband

- *Plural nouns*: Form the possessive of a plural noun that ends in *s* by adding an apostrophe. Form the possessive of a plural noun that doesn't end in *s* by adding an apostrophe and an *s*.

the students' curriculum

children's requirements

- *Proper nouns or names*: Form the possessive of a singular proper noun or proper name, including one that ends in *s*, by adding an apostrophe and an *s*. Form the possessive of a plural proper noun or proper name by adding an apostrophe.

Susan Torres's biography [singular]

the Joneses' computer [plural]

- *Product names*: Rewrite to avoid forming a possessive of any product name, trademarked or not (for example, don't use *Keynote's slides*). See also [trademarks \(usage\)](#).

**post (prefix)** Close up except before a proper noun or a date.

postgraduate, postmortem, posttest

post-WWDC event, post-2017

*Exception*: post-production

**post (v.)** OK to use *post to* or *post on* when referring to publishing something on the internet or another network.

**Post Office Protocol** See [POP](#).

**pound sign** Don't use; use *number sign* for this character: *#*. See also [number sign](#).

**power adapter** Lowercase except in product names: *60W MagSafe Power Adapter*. Avoid *AC adapter*.

**power button** The button on a computer or display used to turn the computer or display on or off. See also [power switch](#).

**power cord** Not *power cable*.

**power-down (n., adj.), power down (v.)** Don't use in user materials; use *turn off* or *shut down*. See also [shutdown \(n., adj.\)](#), [shut down \(v.\)](#); [turn on](#), [turn off](#).

**Power Nap** Not *PowerNap*.

**power off (v.)** Don't use in user materials; use *shut down* or *turn off*. See also [shutdown \(n., adj.\)](#), [shut down \(v.\)](#); [turn on](#), [turn off](#).

**power on (v.)** Don't use in user materials; use *turn on*. See also [turn on](#), [turn off](#).

**power-on light** Note hyphenation.

**power port** Note lowercase.

**Power Reserve mode** A mode on Apple Watch. See also [Low Power Mode](#).

**power switch** OK to use when you're not sure what kind of power control a device has. See also [power button](#).

**power-up (n., adj.), power up (v.)** Don't use in user materials; use *turn on* or *start up*.

**PRAM** Acronym for *parameter random-access memory*. Pronounced "PEA-ram." For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**pre (prefix)** Close up except before a proper noun or a date.

preinstalled, preexisting, preproduction

pre-WWDC event, pre-2019

*Exception:* pre-order

**predictive text** Use to refer to the iOS and macOS feature that predicts the next word users will type and offers suggested words or emoji. Use *typing suggestions* or *suggestions* to refer to what users see and select on the screen (in iOS) or in the Touch Bar (in macOS).

**preface** Depending on your department's guidelines, you may use a preface to tell the reader about the document, to describe conventions such as special notation (for example, code font), and to outline what the reader will find where. Discussion of the product itself usually belongs in the document text, not in the preface, although it's sometimes appropriate to include introductory information about the product in the preface.

A preface should have a title, such as "About This Guide" or "Introduction." When you refer to a document's preface, use the full preface title.

See the preface, "About This Guide."

If your department template includes the word *Preface*, you may instead refer to it as *the preface*.

**preferences** When discussing System Preferences (in macOS), you can shorten the name of each set of system preferences to *[preference name] preferences*, as in *Accessibility preferences* (note lowercase *preferences*). When discussing preferences for any app, use lowercase for *preferences* (but always capitalize the name *System Preferences*).

Use the Trackpad pane of System Preferences to set the tracking speed.

Use Sound preferences to change volume settings.

Use the Privacy pane of Safari preferences to block website cookies.



**prefixes** In most cases, close up prefixes (such as *multi*, *non*, *post*, and *pre*) with the following word. Exceptions:

- Compounds that contain proper nouns (*non-Apple*)
- Compounds with double *i*'s or double *a*'s (*anti-inflammatory*, *meta-analysis*)
- Compounds that are homographs or could be misread (*re-cover*)
- Compounds with double prefixes (*sub-subentry*)
- Compounds that contain a compound term (*non-self-sustaining*)

See *The Chicago Manual of Style* for more examples.

**preinstalled, preloaded** Avoid. Say *installed*, *loaded*, *included*, or other wording when possible.

**prepositions** It's OK to end a sentence with a preposition, especially when rewriting would produce a stiff-sounding phrase.

Play a trailer you're working on.

Select the playlist you want to add songs to.

**preset (n., adj.)** Use to refer to a group of customized settings an app provides or the user saves for reuse.

In most cases you can use the default settings, but you can also choose a preset you saved from a previous print job.

To share a preset, copy the preset file to another computer.

See also [default \(n., adj.\)](#).

**press** Use to describe the act of pressing and quickly releasing keys on the keyboard and mechanical buttons and switches. Don't use *click*, *hit*, *push*, *tap*, or *type*.

*Correct:* Press the Return key.

*Correct:* Press the power button.

*Incorrect:* Type your password and hit the Return key.

- *On a Mac:* Don't use *press* to refer to onscreen items; use *click*, *force click*, or *click and hold*.

*Correct:* Click and hold an icon in the Dock until a menu appears.

*Correct:* Force click an address to see it on a map.

*Incorrect:* Press an icon in the Dock until a menu appears.

However, you can use *press* when giving instructions for using the accelerator feature of a Force Touch trackpad. (In such cases, users aren't pressing an onscreen item; it's implied that they're pressing the trackpad.)

Click and hold the Next button; press harder to increase the speed.

Start drawing a line, and then press harder to make the line thicker.

See also [click and hold](#); [force click \(v.\)](#).

- *On Apple Watch:* Use *firmly press* to describe pressing the display. Don't use *hard press*.

While viewing the watch face, firmly press the display.

Note that with Apple Watch, users press the *display* while viewing items on the screen; with iOS and iPadOS devices, users press items *on the screen*.

- Press *versus* press and hold: Don't use *press* when you mean *press and hold*, unless the sentence makes it clear that the user needs to press continuously.

*Correct:* Press and hold the C key while you restart the computer.

*Correct:* Press the side button until the Power Reserve slider appears.

*Incorrect:* Press the C key and restart the computer. [It's not clear that the user needs to keep pressing.]

See also [press and hold](#).

- Don't say *press and drag*; simply say *drag*.

See also [click](#); [enter](#); [tap \(n., v.\)](#); [type \(v.\)](#).

**press and hold** Use *press and hold* (not *hold down*) to describe the act of pressing the mouse or trackpad, a key on the keyboard, or a mechanical button until a specified action or result occurs.

Don't use *press and hold* when you mean *press*, which means to press and quickly release a key or mechanical button.

*Correct:* To restart your Mac, press and hold the power button.

*Incorrect:* To restart your Mac, press the power button.

Don't use *press and hold* when you mean *click and hold*. *Click and hold* refers to using the mouse or trackpad to interact with onscreen items; *press and hold* refers to interacting with the physical mouse or trackpad itself.

Click the Next button to go to the next clip, or click and hold the Next button to fast-forward.

*Drag* refers to the act of positioning the pointer, pressing and holding the mouse, moving the mouse, and then releasing.

See also [click and hold](#); [press](#); [touch and hold](#).

**print (v.)** Not *print out*.

**printed circuit board (n., adj.)** No hyphen.

**printout (n.)** One word.

**print out (v.)** Don't use; use *print*.

**print server** Two words.

**problem** Don't use in phrases such as *this is a known problem* or *this version fixes that problem*. Use *condition*, *issue*, or *situation*. It's OK to use *problem* in a general way, such as the following:

If you have a problem registering, try again in a few moments.

**processor** Synonymous with *microprocessor* for Apple products. In user materials, the simpler *processor* is preferred. See also [CPU](#).

**product** Use to refer generically to items customers can get from Apple, including hardware, software, and services.

To get support for your Apple product, go to [support.apple.com](https://support.apple.com).

Apple products are intuitive and easy to use.

Don't use *product* in materials that discuss using and working with a specific device, such as a Mac or Apple Watch. Instead, use the name of the device or an acceptable short form—for example, *computer* instead of *Mac*, or *watch* instead of *Apple Watch*.

*Acceptable:* Slide the computer out of the rack.

*Preferable:* Slide the Mac Pro out of the rack.

*Incorrect:* Slide the product out of the rack.

See also [device](#).

**product names** Follow the capitalization style of the official product name. Don't capitalize words like *card* and *driver* unless they're part of the product name. Don't use quotation marks around product names.

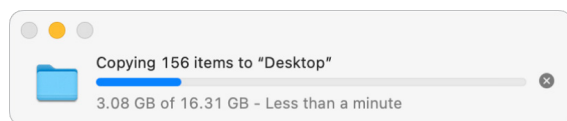
- *The company name:* Use the company name (Apple) with the product at its first use in both the preface and main text to establish ownership of the product. Thereafter, it's OK to drop the name of the company.
- *Possessives:* In general, avoid forming possessives of product names, whether or not the names are trademarked. For example, avoid *AirPort Card's features* (*AirPort Card* isn't trademarked).

See also [plurals](#); [trademarks \(usage\)](#).

**professional** Don't shorten to *pro*.

**program** See [app](#), [application](#), [program](#).

**progress indicator** The generic term for an onscreen element that lets users know a process is taking place.



In developer materials, use *asynchronous progress indicator* for the spinning gear, *determinate progress bar* for the bar that has a fill that moves left to right, and *indeterminate progress bar* for the spinning striped cylinder.

If you have to mention a progress indicator in user materials, use the generic term and describe it.

A progress indicator (looks like a spinning gear) appears.

A progress indicator (a moving bar) shows the status of the download.

A progress indicator (a spinning striped cylinder) lets you know that a process is taking place.

See also [asynchronous progress indicator](#); [determinate progress bar](#); [indeterminate progress bar](#); [spinning wait cursor](#).

**prompt (n., v., adj.)** Avoid using *prompt* as a verb if you can simply tell users to do something, or if you can use friendlier wording such as *when asked* or *you may be asked*.

*Avoid:* Double-click the side button, and then enter your passcode when prompted.

*Preferable:* Double-click the side button, and then enter your passcode.

If you do use *prompt*, don't make hardware or software the actor; instead, use passive voice.

*Correct:* If you select Image, you're prompted to select an image file.

*Incorrect:* If you select Image, the app prompts you to select an image file.

It's OK to use *prompt* as a noun or an adjective when referring to the prompt character in a command-line interface.

At the prompt, enter `resetpassword` and press Return.

You can change the prompt character from a bracket to a flashing gray bar.

**pronouns** When referring to individuals of unspecified gender, don't use gender-specific pronouns (*he, his, him, she, her, hers*) or combinations of gender-specific pronouns (*he or she, he/she, s/he*). Instead, it's OK to use *they, their*, or *them* as a singular, gender-neutral pronoun.

*Correct:* A subscriber can post their recipes to your shared folder.

*Incorrect:* A subscriber can post his or her recipes to your shared folder.

*They* always takes a plural verb, even when used as a singular pronoun.

Each person keeps the items they purchase using the family organizer's account, even if the organizer stops Family Sharing.

You can also rewrite a sentence to avoid gender-specific pronouns. For example, you could use the plural form of the noun (*Subscribers can post their recipes to your shared folder*), or omit the pronoun altogether (*A subscriber can post recipes to your shared folder*).

See also [Writing inclusively](#).

**pronunciation** If the pronunciation of an acronym isn't self-evident, provide a pronunciation key.

Use all caps for the stressed syllable; use a hyphen between syllables. Enclose the phonetic spelling in quotation marks.

WYSIWYG (pronounced "WIZ-zee-wig")

This style guide provides pronunciation keys for many acronyms. Don't invent your own pronunciation key unless this guide doesn't show the pronunciation. Consult your editor.

**propeller** Use *Command key*, not *propeller key*, to refer to the key with the ⌘ symbol. See also [Command key](#).

**protocol** When the word is part of the name of a protocol, capitalize *Protocol*.

Name Binding Protocol (NBP)

File Transfer Protocol (FTP)

When you use *protocol* as a generic term, use lowercase.

standard internet protocols

- *Third-party products*: When you refer to protocol names in third-party products, capitalize according to the third-party company's style.
- *Articles*: Use an article before the spelled-out name of the protocol. Don't use an article before the abbreviation when it stands alone.

The Name Binding Protocol resides at the transport layer of the reference model.

A protocol like NBP resides at the transport layer of the reference model.

**pull-down (adj.)** To refer to methods of converting film or video frame rates, use *pulldown*. See also [menus](#).

**punctuation** Punctuation marks should be in the same type style and font as the main body text, except for punctuation that belongs to a title in a different font.

This address, called a *vector*, directs program control to a specified destination. [The second comma isn't italicized.]

See *What is Motion?* for more information. [The question mark is italicized.]

Note the following:

- *Punctuation in code font*: Punctuation following code font in running text should be in the font of the overall sentence, not in code font, unless the punctuation mark is part of what actually appears on the screen or in the code listing. Avoid punctuation after something the user should type. (The user may type the punctuation.)
- *Parentheses, brackets, and quotation marks*: Parentheses, brackets, and quotation marks ("paired punctuation") should be in the same style as the body text. For example, the parentheses around an italicized word should be in plain style, not italics.

Read the manual (*iPhone User Guide*). [The parentheses aren't italicized.]

- *Plurals*: When you form the plural of an italicized letter used as a letter, a number used as a number, or a word used as a word, don't use italics for the apostrophe or the s.

Enter a series of *D*'s. [The apostrophe and s aren't italicized.]

See also [apostrophes](#); [commas](#); [dash \(em\)](#); [dash \(en\)](#); [ellipses](#); [hyphenation](#); [quotation marks](#).

**push** Don't use to refer to the act of pressing a button or a key on a keyboard; use *press*. See also [press](#).

Don't use *push* when discussing services (such as iCloud) that send content to devices automatically; instead, say content *appears automatically* or *is updated*.

iCloud updates your photos on all your devices.

**pushpin** One word.

**put** Don't use when you mean *drag*.

*Correct*: Drag the file to the Trash.

*Incorrect*: Put the file in the Trash.

## Q

**quad** Hyphenate compound adjectives beginning with *quad*.

quad-band, quad-channel, quad-core, quad-port

**quality** Don't use *quality* alone as an adjective; include a modifier. The compound adjective is hyphenated.

broadcast-quality, high-quality, professional-quality

**question-mark button** Don't use; use *Help button*.

**Quick Look** Capitalize when you refer to the feature in macOS. Don't use *quick look* as a verb.

**quick reference card** No hyphen.

**QuickTime Player** Don't precede with *the*.

Open QuickTime Player.

**quit** Use *quit* to refer to stopping an app from running completely. Don't use *exit*, *exit from*, or *leave* when you mean *quit*. See also [close](#); [force quit](#); [interrupt](#); [stop](#).

**quotation marks** Use curly opening and closing quotation marks except in code font. Don't use single or double quotation marks for units of measure; use the prime symbol for feet (Option-Shift-E) and the double prime symbol for inches (Option-Shift-G).

- *With periods and commas*: Put periods and commas within quotation marks. If necessary for clarity, periods and commas can go outside, as in AN\$ = "1".
- *With other punctuation*: Semicolons, colons, question marks, and exclamation points go outside quotation marks unless they're part of an actual quotation.
- *Four-character identifiers*: When you give the name of four-character identifiers such as file types, use straight, single quotation marks in code font and place any punctuation outside the quotation marks.

Examples of file types are 'TEXT', 'PICT', and 'APPL'.

- *Terminology*: Use *quotation marks*, not *quote marks* or *quotes*. (*Quote* is a verb; *quotation* is a noun or an adjective.)
- *Cross-references and quotations*: Cross-references to sections and chapter titles are traditionally set off in quotation marks (unless they are hyperlinks); follow your department's style. Use quotation marks for direct quotations.
- *Onscreen messages*: Enclose quotations from the screen, such as alert messages, in quotation marks.
- *Terms that stand for or define other terms*: Use italics, not quotation marks, for terms after *called*, *known as*, *labeled*, *stands for*, *termed*, and so on. Use plain style for onscreen elements whose names are in title-style capitalization.

A folder called My Files appears.

- *Text the user types*: Use quotation marks or code font to represent what the user actually types, depending on your department's style guidelines.

For example, type "dog" in the search field to find photos of dogs.

In the Title field, type Exchange Rate per \$1.

- *Sentence-style onscreen elements*: Use quotation marks for elements whose names use sentence-style capitalization.

Select the checkbox labeled "Keep lines together."

Search for "Apps for college."

- *Title-style onscreen elements*: For title-style elements, use quotation marks only if there's a significant chance the name could be misread in context.

Tap Use as Wallpaper.

To store media outside the library, click the Media pop-up menu, choose "Choose," and then select a storage location.

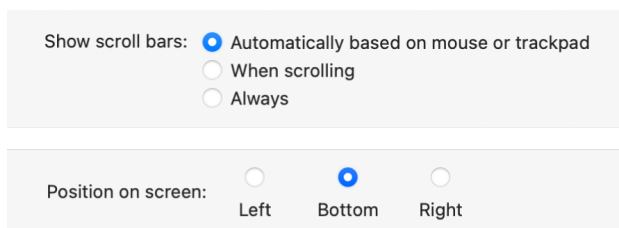
- *Smart quotation marks*: Most apps have an option called "smart" quotation marks, which automatically generates curly quotation marks (and apostrophes) as you type.

See also [italics \(n.\)](#), [italic \(adj.\)](#); [titles of works](#).

## R

**racism, racist language** See [Writing inclusively](#).

**radio button** A labeled circular button used to present a set of mutually exclusive options.



Users *select an option*. Avoid the term *radio button*, except in developer materials. You can refer to the option's label, or to the label used to introduce a group of radio buttons.

Select "Automatically based on mouse or trackpad."

In the "Show scroll bars" area, select "When scrolling."

To change the location of the Dock, select an option next to "Position on screen."

See also [checkbox](#).

**radio-frequency interference** See [RFI](#).

**RAID** Acronym for *Redundant Array of Independent Disks*, a storage method in which data is distributed among two or more hard disk drives to improve performance and reliability. Storage methods are called *levels*: *RAID level 0*, *RAID level 1*, *RAID level 0+1*, and so on. OK to shorten to *RAID 0*, *RAID 1*, *RAID 0+1*, and so on. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**Raise to Speak** Note capitalization. An Apple Watch feature.

When Raise to Speak is on, you can raise your wrist and speak your request.

**Raise to Wake** Note capitalization. An iPhone feature.

When Raise to Wake is on, you can wake your iPhone by raising it.

**RAM** Acronym for *random-access memory*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**random-access memory** See [RAM](#).

**raw** A format for image files. Use lowercase; *raw* is a generic term used to describe many different file types. Don't use *raw* alone; use *raw file*, *raw image*, *raw setting*, and so on.

When you take photos using your camera's raw setting, the camera creates a raw file that retains all the image data captured by the camera.

**re (prefix)** Close up unless the resulting word creates another word.

reenter, reinstall, reevaluate

re-create (*recreate*), re-sort (*resort*)



**Reader** Always capitalize when referring to the Safari feature. Don't precede with *the*.

You can use Reader to view articles without distracting ads.

**Reading List** Always capitalize when referring to the Safari feature. Refer to the user's Reading List as *your Reading List*.

You can add webpages to your Reading List.

**Read Me** A document that accompanies a product and contains information the user needs to read before installing or using the product.

In user materials, don't call such documents *the Read Me* or *Read Me file*. Instead, use the document's name enclosed in quotation marks. Call a file "Read Me" only if that's the actual filename.

**read-only memory** See [ROM](#).

**read/write (adj.)** Note slash, as in *read/write memory*.

**real time (n.), real-time (adj.)** Note hyphenation of adjective. Don't use *realtime*.

*Correct:* You can edit multicamera footage in real time.

*Correct:* You can group unrelated clips together for real-time montage editing.

*Incorrect:* Many transitions can play back in real-time.

**receipt** A written acknowledgment by a receiver of money that payment or delivery has been made. If payment has already been made, use *receipt* and not *invoice*. See also [invoice](#).

**recommend** When describing something users are encouraged to do, don't use *we recommend* or *Apple recommends*; use *recommended*.

*Correct:* It's recommended that you import video using the same camera you used to record it.

*Incorrect:* We recommend that you import video using the same camera you used to record it.

You can also use less formal phrases like *it's a good idea to*.

It's a good idea to create a password hint.

**recovery mode (n., adj.)** Don't hyphenate the adjective form.

To put your device in recovery mode...

Wait until you see the recovery mode screen, then...

**redownload** Don't use; use *download again*. See also [download \(n., v.\)](#), [downloadable \(adj.\)](#).

**Redundant Array of Independent Disks** See [RAID](#).

**reference** Don't use as a verb; use *refer to*.

**register** Capitalize names of specific registers, but don't capitalize the word *register*. Don't capitalize generic register names such as *floating-point registers* and *vector registers*.

**regular** Don't use when you mean *standard*, as in *Use standard settings*.

**release** Refers to the issuing of software, as in *a major release of iOS*. Don't use when referring to a macOS version number.

*Correct:* The next major release of macOS will be available this fall.

*Incorrect:* The 10.12 release of macOS will be available this fall.

See also [version number](#).

**reminder, Reminders** Use lowercase to refer to a reminder the user creates. Use uppercase to refer to the app.

Type a name for the reminder.

Use the Reminders app to stay organized.

Refer to a list of reminders as a *reminder list*.

You can share a reminder list with other iCloud users.

**representative** Don't use to refer to an AppleCare Support person. See also [advisor](#), [Advisor](#).

**reset (v., adj.)** Don't use *reset* as a noun. See also [Reset](#).

**Reset** The button or switch, which may be labeled with the word *Reset* or with a triangle symbol.

**resizable** Not *resizeable*.

**resize** Not *size* or *grow*. OK to use *change the size of*.

**resize control** The area in the lower-right corner of a window that users drag to resize the window.

**resolution** Use a lowercase letter *x* (not the word *by*) to express screen or other resolution (640 x 480). See also [dimensions](#); [x](#).

**restart (v.)** Don't use as a noun.

**restore (v., adj.)** Don't use as a noun.

*Correct:* Avoid stopping the restore process.

*Incorrect:* Avoid stopping a restore in progress.

*Correct:* Restoring stopped because the disk is full.

*Incorrect:* The restore stopped because the disk is full.

**return character** Not *carriage return character*, except in developer materials when you're referring to ASCII character \$0D.

**Return key** Capitalize when you refer to the key on the keyboard. Use lowercase when you refer to the character.

When you press Return, you generate a return character.

**RFI** Abbreviation for *radio-frequency interference*. Note hyphenation of the spelled-out version. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**Rich Text Format** See [RTF](#).

**right arrow** Use to refer to a button that looks like a right arrow and lets users navigate horizontally through content, such as a category of TV shows in the Apple TV app.



Don't call it the *right arrow button* or the *right-pointing arrow*.

Click the right arrow to view more episodes.

Don't use when you mean *Forward button*.

See also [disclosure arrow](#); [Forward button](#); [Right Arrow key](#).

**Right Arrow key** When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also [arrow keys](#).

**right-click (v.)** For Windows only, use to refer to clicking the secondary (usually the right) mouse button. For Mac, use *Control-click* instead.

*Windows:* Right-click the app icon to open a shortcut menu.

*Mac:* Control-click the app icon to open a shortcut menu.

See also [Control-click \(v.\)](#).

**right-hand** Avoid except in reference to right-hand (recto) pages; use just *right* whenever possible.

**rightmost** No hyphen.

**right side** Not *right-hand side*.

**ringtone** One word.

**road map** Two words.

**ROM** Acronym for *read-only memory*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**roman, Roman (adj.)** Use lowercase when you refer to numerals and to font style. Capitalize when you refer to the term *Standard Roman character set*. See also [arabic](#), [Arabic \(adj.\)](#).

**root** The top-level folder in a file system. In pathnames, the root of the file system is designated by a leading slash (/). Avoid using *root* as a synonym for *System Administrator*. See also [pathnames](#); [System Administrator](#).

**root user** See [System Administrator](#).

**rotate** Refers to the act of placing two fingers slightly apart on a touchscreen or trackpad and twisting them clockwise or counterclockwise.

Rotate to change the photo's orientation.

See also [gestures](#).

**rotor** A navigation tool in VoiceOver. In materials that refer to more than one rotor, use a rotor's full name on first mention: *VoiceOver rotor*, *gestures rotor*, *Quick Nav rotor*, *Verboosity rotor*. On subsequent mentions, it's OK to shorten to *the rotor* if it's clear which rotor you're referring to.

**router** Don't use interchangeably with *bridge*. A bridge joins two networks to form an expanded network, not an internet. A router maintains a logical map of the networks and other routers in an internet, allowing the networks to retain separate identities.

**RSS** Abbreviation for *Really Simple Syndication*. A format for displaying the latest changes to websites and blogs. Users access these RSS feeds with an RSS reader. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**RTF** Abbreviation for *Rich Text Format*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**rule** An editable action in Mail.

**rule of thumb** Avoid; use *general rule*, *general recommendation*, *guideline*, or *as a rule*.

**run (v.), running (adj.)** Use *running* for programs or processes that operate in the background and have no graphical interface.

Open Activity Monitor to see what processes are running.

- *Apps*: Don't use *run* to describe what a user does with an app (a program that has a graphical interface); say *use* instead.

*Correct*: Before installing the software, use Disk Utility to verify your disk.

*Incorrect*: Before installing the software, run Disk Utility.

Don't use *running* to refer to an open app; use *open*.

*Correct*: Check to see whether any apps are open.

*Incorrect*: Check to see whether any apps are running.

- *Software versions*: In user materials, avoid using *running* to refer to versions of the operating system or apps. Instead, use alternatives such as *use*, *using*, or *installed*. In server materials or materials for more technical users, it's OK to use *running* to refer to versions of the operating system or apps.

*Correct*: If you're using iOS 12 or earlier, follow these instructions.

*Incorrect*: If you're running iOS 12 or earlier, follow these instructions.

*Correct*: To use Siri on your Mac, you must have macOS 10.12 or later installed.

*Incorrect*: To use Siri on your Mac, you must be running macOS 10.12 or later.

**runtime (n., adj.)** One word.

## S

**safe mode** Note lowercase.

**sample rate** The number of times per second an audio file is sampled. Don't use *sampling rate*.

**SAN** Acronym for *storage area network*. Precede with *a*, not *an*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**sanity check, sanity test** Don't use; use an alternative such as *consistency check*, *logic check*, *final check*, or *final pass*.

*Correct:* A consistency check can help confirm that software is behaving as expected.

*Incorrect:* A sanity check can help confirm that software is behaving as expected.

**sans serif (adj.)** Two words.

**SATA** See [Serial ATA](#).

**save** You save a file *on* a disk or *to* a disk, not *onto* a disk.

**scalable, scalability** Not *scaleable*, *scaleability*.

**screen** Use to refer to what the user looks at while working on a computer or device. Don't use when you mean *display*. The *display* is the hardware component that contains the screen; the *screen* is the surface the user views.

*Correct:* Use screen sharing to show others what's on your screen.

*Incorrect:* Use screen sharing to show others what's on your display.

*Correct:* Position the display to minimize reflections and glare on your screen.

See also [display \(n.\)](#).

**screen saver (n., adj.)** Two words.

**screen sharing (n.), screen-sharing (adj.)** Note hyphenation of adjective.

**screenshot (n., adj.)** One word.

**script system** When appropriate, refer to a script system by its product name, which may or may not include the words *script system*. Don't capitalize generic references to types of script systems.

KanjiTalk is Apple's version of the Japanese script system.

The Roman Script System is available on all Mac computers.

**scroll** Avoid using as a transitive verb.

*Correct:* Scroll through a document.

*Correct:* Scroll to view more of the document.

*Incorrect:* Scroll a document.

In user materials, when describing the act of moving through documents, webpages, groups of options, and other items, it's often preferable to use *scroll* instead of specific actions and gestures such as *drag* or *swipe*.

*Acceptable:* Drag up or down to scroll through the songs in the list until you find the one you want.

*Preferable:* Scroll through the songs in the list until you find the one you want.

See also [gestures](#).

**scroll bar** The whole control is the *scroll bar*. In macOS, the control that users drag is the *scroller*.

**scroller** The control users drag in the scroll bar. See also [scroll bar](#).

**SD** Abbreviation for *standard definition* (n.) and *standard-definition* (adj.). For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**SDH** Short for *subtitles for the deaf and hard of hearing*. Define on first mention.

Subtitles for the deaf and hard of hearing (SDH) differ from closed captions in several ways.

Use *SDH* when referring to the technology.

You'll find SDH on more media types than closed captioning.

Use *SDH subtitles* when you're referring to the titles themselves.

SDH subtitles and closed captions are encoded differently.

See also [closed captions \(n.\)](#), [closed captioning \(n., adj.\)](#), [closed-captioned \(adj.\)](#).

**SDK** Abbreviation for *software development kit*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**SDR (n., adj.)** Abbreviation for *standard dynamic range* (n.) and *standard-dynamic-range* (adj.). A legacy video or still-image format with limited levels of brightness per color component.

See also [HDR \(n., adj.\)](#).

**SDRAM** Abbreviation for *synchronous dynamic random-access memory*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**search field** Note lowercase.

**secondary cache, second-level cache** Don't use; use *level 2 cache* or *L2 cache*.

**Secure Element, Secure Enclave** The *Secure Element* is a chip in an Apple device that securely stores confidential data such as payment information. The *Secure Enclave* is a system on chip (SoC) that stores private keys and is isolated from the main processor to provide an extra layer of security. It processes fingerprint and face data from Touch ID and Face ID sensors, and then allows access or purchases on behalf of the user.

The Secure Element hosts an applet to manage Apple Pay and also includes payment applets certified by the payment networks.

On iPhone, iPad, and Apple Watch, the Secure Enclave manages the authentication process and allows a payment transaction to proceed.

See also [system on chip \(n.\)](#), [system-on-chip \(adj.\)](#).

**select (adj.)** OK to use *select* to mean *special* or *exclusive*.

Select Apple Store locations offer coding sessions for coders of all ages.

**select (v.)** Use *select*, not *choose*, to refer to the action users perform when they select among multiple objects—such as icons, graphic images, radio buttons, or checkboxes—or when they highlight text for editing.

Select a name in the list.

To select several files at once, Command-click them.

Select the text you want to make bold.

Select the Shadow checkbox.

- *Selecting objects:* Although users generally click to select objects (they can also use the keyboard), you need to use the complete phrase *click to select* only if you think there's potential for confusion. Both of the following examples are acceptable.

Click (or tap) to select a name in the list.

Select a name in the list.

- *Interface items:* Although it's usually clearest to include an item's name (if it has one) and type of item (such as a checkbox), you can also refer to an item as an *option* or use only the item's name.

Select the option "Object causes wrap."

To position the Dock on your screen, select Left, Bottom, or Right.

Use *choose* for menu items, including those in pop-up and shortcut menus.

See also [checkbox](#); [choose](#); [click](#); [deselect](#); [highlight \(v.\)](#); [menus](#); [unselected \(adj.\)](#).

**selection rectangle** The rectangular outline that appears when users drag across items on the screen to select them. Often, you can simply say *drag to select*.

Drag a selection rectangle around the clips you want to add to your project.

Drag to select the clips you want to add to your project.

**self** Use a hyphen in terms beginning with *self*.

self-paced, self-playing, self-running, self-service

**self-powered** See [bus-powered](#), [self-powered](#).

**self-test (n., adj.)** Don't use as a verb.

**sentence-style capitalization** Capitalize only the first letter of the first word, proper nouns, and proper adjectives. See also [capitalization](#).

**Serial ATA** A hardware interface that connects a computer to network or storage devices. Short for *Serial Advanced Technology Attachment*. OK to use the acronym SATA (precede with *a*, not *an*) if space is limited, but spell out as *Serial ATA* whenever possible. See also [hard disk \(n., adj.\)](#).

**server** A computer or device (or the software on it) that's on a network and manages the network's resources. Types of servers include the following:

application server, database server, file server, HTTP server, mail server,  
network server, print server, streaming server, web server

**service manual** Note lowercase.

**Setup Assistant** Capitalize when you refer to an app that helps users configure the system or software; use lowercase for generic references. Don't use *the* before *Setup Assistant*.

You must have an AirPort Extreme Card installed in your computer to  
use AirPort Setup Assistant.

Apple Remote Desktop provides an easy-to-use setup assistant to  
guide you through the process.

See also [Assistant](#).

**setup (n., adj.), set up (v.)** One word except as a verb.

**sexism, sexist language** See [Writing inclusively](#).

**Shared Albums** An iCloud feature that allows users to share photo albums with other iCloud users. Note capitalization; don't use *iCloud Photo Sharing*, *Shared iCloud Albums*, or similar. You *turn on* or *turn off* Shared Albums. Use *shared album* to refer generically to an album that's shared using Shared Albums. See also [iCloud](#).

**shared disk** In user materials, use *shared disk* when you discuss connecting to another computer over the network. When you discuss setting up a folder to share on your own computer, use *shared folder*. Use *file server* only when explaining the concept of file servers.

**shared folder** In user materials, use *shared folder* when you discuss setting up a folder to share on the user's computer. Use *shared disk* when you discuss connecting to another computer over the network. See also [shared disk](#).



**SharePlay** Don't use as a verb.

*Correct:* Watch together using SharePlay on Apple TV.

*Incorrect:* SharePlay a movie on Apple TV.

Use *join* instead of *access*.

*Correct:* To join SharePlay on Apple TV, tap the Play button.

*Incorrect:* To access SharePlay on Apple TV, tap the Play button.

In user materials, avoid using *session*. (It's OK to use *session* in developer materials.)

*Avoid:* Tap the Play button to start the SharePlay session.

*Preferable:* Tap the Play button to start the video.

You can use *sync* or *synced* to describe the experience of watching videos or listening to music together.

Everyone's playback is synced—so you and your friends...

**share sheet** Note capitalization. In most user materials, avoid using *share sheet*; instead, describe what the user must select or do.

*Correct:* Tap , and then tap Messages.

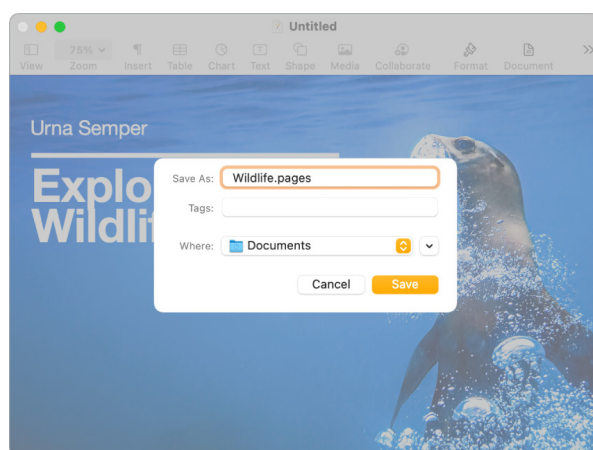
*Incorrect:* Tap , and then tap Messages in the share sheet.

It's OK to use *share sheet* in developer materials and user materials that describe making changes to the options in the share sheet.

To allow a shortcut to run from within other apps, you must enable it to appear in the share sheet.

See also [action sheet](#); [sheet](#).

**sheet** In macOS, refers to a dialog that's attached to a specific window—usually a document—and prevents further interaction with the window until the sheet is dismissed.



In user materials, call a sheet a *dialog* (*sheet* is used mainly in developer materials).

*User materials:* Use the Print dialog to choose a printer and select print options.

*Developer materials:* When the user responds to a sheet and another sheet for that document opens, the first sheet must close before the second one opens.

See also [action sheet](#); [share sheet](#).

**Shift-click (v.)** Equivalent to *press the Shift key while you click*.

To include another item in the selection, Shift-click the item.

See also [key](#), [keys](#).

**Shift-drag (v.)** Equivalent to *press and hold the Shift key while you drag*.

Shift-drag a selection rectangle over selected points.

See also [key](#), [keys](#).

**Shift key** Note capitalization.

**Shift lock** Don't use; use *Caps Lock*.

**shortcut** One word. See also [keyboard shortcut](#); [Siri Shortcuts](#).

**shortcut menu** See [menus](#).

**shows up** Don't use; use *appears*. OK to use *show* when referring to showing and hiding onscreen elements.

The Portrait Lighting slider appears below the frame.

To show a hidden photo, choose View > Hidden Photos.

**shuffle** Lowercase except in the names of interface elements: *shuffle your songs*; *click Shuffle to mix up your music*.

**shutdown (n., adj.), shut down (v.)** One word except as a verb.

**sidebar** Use to refer to a column in a Finder window or an app window that shows items such as available disks and other devices, mailboxes, playlists, or favorite items.

**side button** Use to refer to the button next to the Digital Crown on Apple Watch. Don't shorten to *the button*.

**Sidecar** The feature for using iPad as a second display with a Mac. Don't precede with *the*.

Sidecar lets you extend your workspace by using your iPad as a second display.

**sighted** To refer to a person with sight, you can say *a person who is sighted*, *a sighted person*, *a person with sight*. See also [blind](#), [low vision](#); [Writing about disability](#).

**sign** Use *sign*, not *symbol*, in the following terms: *division sign*, *equal sign*, *greater-than sign*, *less-than sign*, *minus sign*, *multiplication sign*, *number sign*, and *plus sign*.

**signaled, signaling** Not *signalled*, *signalling*.

**sign-in (n., adj.), sign in (v.)** Use to refer to creating a session for an internet account. Users *sign in* to Apple services; computers, devices, and apps do not. Use *sign in to*, not *sign into*.

*Correct:* Sign in to the App Store using the Apple ID that you used to purchase the app.

*Incorrect:* The computer must be signed in to the App Store using the Apple ID that you used to purchase the app.

Users *sign out of* services (not *sign off*, *sign off of*, or *sign off from*).

See also [login \(n., adj.\), log in \(v.\)](#).

**Sign in with Apple** Note capitalization. The feature that lets users sign in to apps and websites securely using their Apple ID. The word *in* is lowercase in both the name of the service and the label on the Sign in with Apple button.

Sign in with Apple is the fast, easy way to sign in to apps and websites.

When you visit a participating website, tap Sign in with Apple.

**sign-on (n., adj.), sign on (v.)** No hyphen in verb. Note hyphenation in phrases such as *single sign-on authentication*.

**SIM** Acronym for *Subscriber Identity Module*, a smart card that holds subscriber information and settings. Precede with *a*, not *an*. OK to use *SIM* or *SIM card*. SIM formats include *micro-SIM* and *nano-SIM*. Related terms include *Apple SIM*, *embedded Apple SIM*, *Dual SIM*, and *eSIM*.

iPhone models with Dual SIM have an eSIM and a nano-SIM card.

Your iPad might use an embedded Apple SIM, an Apple SIM card in the SIM-card tray, or a SIM card from a wireless carrier.

**SIMM** Acronym for *single inline memory module*. No hyphen in the spelled-out version. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**Simple Mail Transfer Protocol** See [SMTP](#).

**since, because** Use *since* to mean *during the period subsequent to the time when*. Use *because* to mean *for the reason that*.

*Correct:* It's been five hours since you checked your email.

*Correct:* Because you made a backup copy, you didn't lose your work.

*Incorrect:* Since you made a backup copy, you didn't lose your work.

**single** Hyphenate compound adjectives beginning with *single*.

single-button, single-core, single-layer, single-precision, single-processor

**single inline memory module** See [SIMM](#).

**single sign-on (n., adj.)** A service that permits a user to access multiple apps using a single ID and password.

For a list of TV providers that support single sign-on, see...

Apple TV offers single sign-on authentication for users of some apps.

See also [sign-in \(n., adj.\)](#), [sign in \(v.\)](#).

**Siri** The voice-activated assistant.

Don't refer to Siri as *she* or *her*; always say *Siri*. If that means repeating *Siri* too often, you can occasionally refer to Siri as *it*. Users can *summon Siri*, *ask Siri*, or *make requests*; users don't *open Siri*.

Avoid using *Hey Siri* as a feature name; in most cases just tell users how to use it.

*Avoid:* You can use Hey Siri to schedule a meeting.

*Preferable:* To use Siri without pressing the Home button, say "Hey Siri," and then make your request.

**Siri Remote** Use to refer to the remote control that's compatible with Apple TV HD and Apple TV 4K. In countries or regions where Siri isn't available for use with Apple TV, use *Apple TV Remote* instead.

Use the Touch surface on the Siri Remote to set up your Apple TV.

To activate Siri, press and hold the Siri button on the Siri Remote.

See also [Apple TV Remote](#); [Touch surface](#).

**Siri Shortcuts** When you refer to the feature, capitalize *Shortcuts* and use an s at the end. *Siri Shortcuts* takes a plural verb.

*Correct:* Siri Shortcuts provide a quick way to get things done.

*Incorrect:* You can use Siri shortcuts to do everyday tasks.

When referring generally to individual shortcuts, use lowercase *shortcut* and omit *Siri*.

*Correct:* Create a shortcut that plays your favorite podcast on the drive home.

*Incorrect:* Create a Siri Shortcut that plays your favorite podcast on the drive home.

**Siri Suggestions** When you refer to the feature, capitalize *Suggestions* and use an s at the end. *Siri Suggestions* takes a plural verb.

*Correct:* Siri Suggestions give you help right when you need it.

*Incorrect:* You can view Siri suggestions on your watch face.

When referring generally to individual suggestions, use lowercase *suggestion* and omit *Siri*.

*Correct:* To use a suggestion, tap it on the Lock Screen.

*Incorrect:* To use a Siri Suggestion, tap it on the Lock Screen.

**site license, site licensing (n., adj.)** No hyphen.

**size (adj.)** Hyphenate compound words ending with *size*. Not *sized*.

letter-size, medium-size, pocket-size

**size (v.)** Don't use; use *resize* or *change the size of* (in reference to a window or an object).

**slash** Use *slash* to describe this character: /. See also [backslash](#).

**slave** Don't use to refer to a device or process. See also [master/slave](#).

**sleep** An energy-saving feature of some computers. The computer *goes to sleep* (or the user can *put it to sleep*); the computer is then *in sleep* or *in sleep mode*. Don't use *the computer is sleeping* or *the computer is asleep*.

**slide (v.)** Avoid when describing how users operate a slider or switch. Use *tap*, *click*, or *drag* instead.

*Correct:* To increase or decrease the effect, drag the slider.

*Incorrect:* To increase or decrease the effect, slide the slider.

*Correct:* Tap the switch to turn airplane mode on or off.

*Incorrect:* Slide the switch to turn airplane mode on or off.

It's OK to use other meanings of *slide*, in other contexts.

To slide smoothly between notes (called *portamento*), tap Pitch.

The second app slides in from the right edge of the iPad screen.

See also [slider](#); [switch \(n.\)](#).

**slider** The object users drag to set a value on a continuum (a range of values). The whole control is called the *slider control*.

Depending on the context, users may *click*, *tap*, or *drag* a slider. Avoid using the verb *slide* with *slider*.

*Correct:* Tap the slider, and then swipe up or down with one finger.

*Correct:* To adjust the magnification, drag the Zoom Level slider.

*Incorrect:* Slide the slider, and then swipe up or down with one finger.

See also [slide \(v.\)](#).

**slideshow** One word.

**slot** A long, thin socket on the main logic board where peripheral cards are inserted. Don't use *connector* to refer to a slot. Use lowercase for *slot* when it's followed by a number (*slot 1*, *slot 2*). See also [connector](#); [jack](#); [port](#); [socket](#).

**slot-loading (adj.)** Not *slot-load*. See also [tray-loading \(adj.\)](#).

**small outline dual inline memory module** See [SO-DIMM](#).

**Smart** When you refer to items that are updated automatically based on search criteria the user selects, capitalize both the word *Smart* and the noun it modifies: *Smart Album*, *Smart Collection*, *Smart Folder*, *Smart Group*, *Smart Mailbox*, *Smart Playlist*.

**smart card** Note lowercase.

**smartphone** One word.

**Smart Stack** Precede the singular form with *a*.

You can swipe through a Smart Stack to see the widgets in it.

To use Smart Stacks, you need to be using iPadOS 14 or later.

**smart TV** Note capitalization. Use to refer generically to TVs with integrated network connectivity and streaming capabilities.

See a list of smart TVs that support the Apple TV app.

See also [streaming device](#), [streaming player](#).

**smiley** Don't use on its own in place of *emoji* or *emoticon*. It's OK to use *smiley* or *smiley face* to describe a particular emoji or emoticon.

You can type a text message to include with your photos—and even include an emoji, such as a smiley face.

See also [emoji](#); [emoticon](#).

**SMTP** Abbreviation for *Simple Mail Transfer Protocol*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**snapshot** OK to use as a synonym for *photo*, but avoid using *snapshot* to refer generally to a user's photos. *Snapshot* connotes a photo taken quickly and informally, without attention to lighting or composition. See also [photo](#).

**so-called (adj.)** Don't italicize or use quotation marks around terms following *so-called*.

**social media (pl. n., adj.)** Websites and apps through which people share links and content, such as messages, photos, videos, blog postings, and more. When possible, name specific apps instead of using the general term *social media*. Users *post to*, *share on*, or *publish to* most social media networks.

You can publish videos to Facebook.

Post photos from your library to sites such as Instagram.

Set up email and social media accounts.

**socket** Use to refer to a receptacle with holes that receives a plug or another connector. Don't use *female connector*. See also [connector](#); [jack](#); [port](#); [slot](#).

**SO-DIMM** Acronym for *small outline dual inline memory module*. Note hyphenation of the acronym. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**soft copy** Avoid; use a term such as *file* or *electronic document*.

**softcover** One word.

**software** Programs that perform operations on a computer. Types of software include *application* (or *app*) *software* and *system software*. Use *software* alone if you don't need to refer to a specific type of software. Don't use *software program*.

Apple periodically releases updates to your computer's software.

See also [app](#), [application](#), [program](#); [system software](#).

**software development kit** See [SDK](#).

**software license agreement** Not *software licensing agreement*.

**software version numbers** See [version number](#).

**solid-state drive** Use to refer to a device that stores data using flash memory and has no moving parts. OK to use just *drive* after you first specify the type of drive. It's also OK to use *disk* to refer generically to solid-state drives. Avoid abbreviating as SSD. See also [disk](#); [drive](#).

**sound input, sound input/output, sound output (n., adj.)** Avoid unless it appears in the user interface. Use *audio input*, and so on, instead. See also [audio input](#), [audio input/output](#), [audio output \(n., adj.\)](#).

**soundtrack** One word.

**source code** Two words.

**source file** Two words.

**Space bar** Two words.

**space character** Not *blank* or *blank character*. OK to use just *space*, but in many cases it's necessary to remind the user that a space is actually a character and that margins, indentation, word wrap, and page breaks can sometimes be affected by extra space characters (or a lack of them).

**Spaces** Capitalize only when explicitly referring to the feature.

You can use Spaces to organize your windows into groups and reduce clutter.

Use Mission Control to add and delete desktop spaces.

**spam** Refers to unwanted electronic messages, often sent in bulk, by a bot or another unknown sender. Spam—which can contain hostile elements such as malware—appears not only in email but also in instant messaging, social media, newsgroups, and other systems.

The Mail app and iCloud Mail use *junk mail*, not *spam*, to refer to all unwanted mail. It's OK to use *spam* to help define junk mail.

When you receive unwanted mail (known as *junk mail* or *spam*), select it and choose Message > Mark > As Junk Mail.

Don't use *spam* as a verb. See also [junk mail \(n., adj.\)](#).

**spatial audio** Note lowercase.

You can turn spatial audio on or off for all shows and movies.

**S/PDIF** Acronym for *Sony/Philips Digital Interface Format*. Don't use *S/P-DIF*. The acronym is pronounced "spid-iff," so it's preceded by *a*, not *an*. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**speakerphone** One word.

**special effects (n., adj.)** No hyphen.

**speed** For the speed of optical drives, use a lowercase *x*—for example, *24x speed*. Note that there's no space between the numeral and the *x*.

**spell-check (v.)** Also OK to use *check the spelling of a document*.

**spell checker, spelling checker** Either term is OK.

**spin down (v.)** Avoid using. Use *stop spinning* instead. OK for use in service-related publications.

**spinning gear** See [progress indicator](#).

**spinning wait cursor** In developer materials, the colored pinwheel cursor. In user materials, use *wait cursor*.

*Developer materials:* Try to avoid situations in your app that cause the window server to display the spinning wait cursor.

*User materials:* You might see a wait cursor (looks like a colored pinwheel) while the app is opening.

**splash screen** Don't use; use *opening display*, *startup display*, or *startup screen*.

**Split View** Note capitalization. The feature for viewing two apps or windows side by side on a Mac or iPad. In most cases, say that users do things *in* Split View; they don't *use* Split View.

*Avoid:* You can use Split View to view two apps side by side.

*Preferable:* You can view two apps side by side in Split View.

**Spotlight** The search feature in macOS. Related terms include the following:

- *Spotlight icon:* In the menu bar
- *search field:* The area where users enter search terms
- *Spotlight window:* Shows the *results list* (on the left) and a *preview* (on the right)

**SSD** See [solid-state drive](#).

**Stacks** The macOS feature that automatically groups files on the desktop and gives you quick access to folders in the Dock. Capitalize only when referring to the feature.

With the Stacks feature, you can easily organize the files on your desktop.

You can change how stacks are grouped.

Files you download appear in the Downloads stack.

**standalone (adj.)** Don't use as a noun.

**standard definition (n.), standard-definition (adj.)** See [SD](#).

**standard dynamic range (n.), standard-dynamic-range (adj.)** See [SDR \(n., adj.\)](#).

**Standard Roman character set** Note capitalization.

**standard user** Use in macOS to describe a user whose account is more restrictive than that of an administrator user. Don't use *normal user*. See also [administrator \(adj.\)](#).

**standby (n., adj.), stand by (v.)** One word except as a verb.

**start** Don't use when you mean *open* (as in *open an app*).



**startup disk** The preferred term in user materials.

**Startup Disk** A pane in System Preferences.

**startup display, startup screen** Not *splash screen*. *Startup display*, *startup screen*, and *opening display* are all OK.

**startup sound** Use to refer to the chord heard during a successful startup sequence. Don't use *boot chime*.

**startup (n., adj.), start up (v.)** In user materials, try to avoid using *startup* as a noun, except when repeated occurrences of *when you start up* become unwieldy. Rewrite when possible to use a more specific term or description.

For AppleCare and developer materials, *startup* is an acceptable generic term for the period of time it takes the computer to start up.

Start up the computer.

After a few seconds, the startup display appears.

While the computer is starting up, you can check your voicemail.

*AppleCare*: During startup, you can scan the manual that came with your computer.

See also [boot](#).

**statement** Not necessarily the same as *line*. One line may contain several statements, and one statement may extend over several lines.

**stationery** A feature of the Mail app in macOS.

**step** Don't capitalize, even in specific references.

step 1, steps 1 and 2, several steps

**stepper** In developer materials, use to refer to a control that has up and down arrows, or left and right arrows, to increase or decrease a value. Don't use in user materials unless it's necessary to refer to the control itself; use *up arrow*, *down arrow*, *right arrow*, *left arrow*, or *arrows*, as appropriate. For example, *Click one of the arrows to increase or decrease the volume*.

**stereotypes** See [Writing inclusively](#).

**Stickies** Don't use to refer to the things you create using Stickies; use *notes*.

**Sticky Keys** Capitalize when you refer to the feature that can be set in the Accessibility pane of System Preferences.

**still image (n.), still-image (adj.)** Note hyphenation of adjective. Use in video editing or multimedia contexts to refer to a single static image, such as a photo, a title, or an illustration.

You can import video, audio, and still-image files.

**stop** A general term meaning to cause a process, command, or program to cease. Don't use when you mean *quit an app*. See also [exit](#); [interrupt](#); [quit](#).

**storage** Use *storage space* (or just *space*) to refer to the space used to store data and information on a computer or device.

You can make more storage space available by deleting files you no longer use.

If you're running out of space, you can store files in iCloud Drive.

You can also use *storage* by itself, especially when discussing storage management, as in the phrases *Optimized Storage*, *buy more storage*, and so on.

Optimized Storage suggests ways you can automatically free up space on your Mac.

To upgrade your iCloud storage, click Buy More Storage.

See also [memory](#).

**storage device** Use instead of *disk* to refer generally to computer storage devices that might include hard disks, solid-state drives, and flash storage.

*Correct:* You can import photos from an external storage device.

*Incorrect:* You can import photos from an external disk.

When possible, use a more specific term.

**stream (n., v.), streaming (n., adj.)** Use to refer to watching or listening to media content as it's delivered to a device (instead of downloading it completely first).

This stream is best experienced on an iPhone, iPad, or iPod touch with iOS 10 or later.

Use AirPlay to stream content from iPhone to Apple TV.

Activities like streaming and downloading large files can slow down a network.

Apple TV+ is a streaming service featuring award-winning series, documentaries, kids' entertainment, and more.

Content can be streamed on demand (at any time) or in real time. You can use *livestream* to refer to content that's streamed in real time.

Watch the livestream of this year's Worldwide Developers Conference, or stream it on demand on Apple Podcasts.

See also [livestream \(n., v.\)](#), [livestreaming \(n.\)](#).

**streaming device, streaming player** Use either term to refer generically to digital media players (such as Roku) that stream content over a network to a TV.

Open the Apple TV app on your smart TV or streaming device.

See also [smart TV](#).

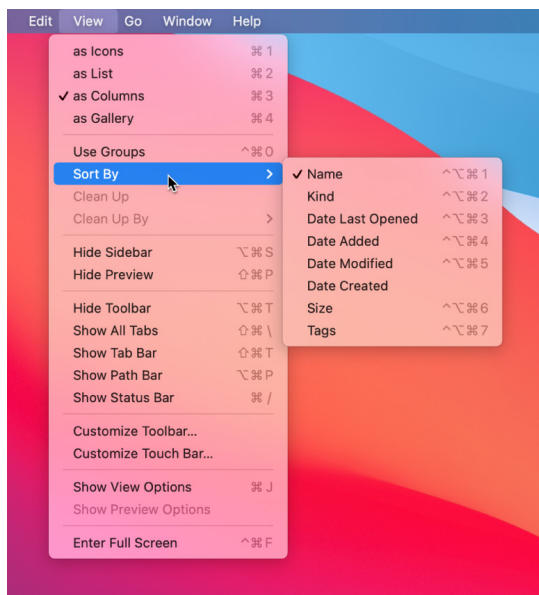
**style (of type)** Not *typestyle* or *type style*.

**sub (prefix)** Close up words beginning with *sub*.

subaccount, subdirectory, submenu, subnetwork

**subdirectory** In developer materials, can be used to refer to a directory within another directory. In user materials, use *folder*. See also [folder](#).

**submenus** Use when you describe hierarchical menus. When the user highlights a menu item with a submenu indicator (which looks like a right arrow), a submenu appears.



To describe choosing an item from a submenu, use one of these styles:

Choose View > Sort By > Name.

Choose View > Sort By, and then choose an item from the submenu.

See also [choose](#); [menus](#).

**super (prefix)** Close up words beginning with *super*.

supercomputer, superfine, supermodern

**SuperDrive** Apple's optical drive that reads and writes (burns) CDs and DVDs. *SuperDrive* is typically preceded by an article (*a* or *the*) or a possessive adjective (such as *your*).

**support** Avoid in user materials when you can use *compatible*, *works with*, or another appropriate word or phrase.

*Avoid:* The first-generation iPad didn't support AirPlay Mirroring.

*Preferable:* AirPlay Mirroring works with iPad 2 or later.

*Avoid:* iMovie supports most QuickTime formats.

*Preferable:* You can use files in most QuickTime formats with iMovie.

It's OK to use *support* to refer to a product or feature that Apple doesn't provide but that the user can obtain (for example, using software from other manufacturers). Avoid saying *Apple doesn't support* something.

Check the iMovie website for a list of supported camcorders.

See also [Apple Support](#).

**surround sound (n., adj.)** Note lowercase; no hyphen.

Apple TV 4K lets you enjoy Dolby Digital 5.1 surround sound.

Spatial audio brings a theater-like surround sound experience to the movies you watch.

It's OK to use *surround* alone (*deliver in both stereo and surround*).

See also [Dolby formats](#).

**S-video** Note hyphenation.

**swipe (n., v.)** Refers to the act of quickly sliding one or more fingers across a touchscreen or trackpad.

Users swipe to navigate documents, webpages, and areas of the interface, and to browse lists and groups of items. Include the direction of the swipe—up, down, left, or right—if it's needed to describe the action.

Tap the movie, and then swipe to choose a duration.

Swipe left to read the next story.

Swipe up from the bottom edge of the screen to open Control Center.

You can use prepositions such as *over* and *on* to make it clear where to swipe.

Swipe over the selected text to highlight it.

Swipe down on the title bar of a message you're writing.

*Swipe* can take a direct object in cases where users must precisely move an item (such as when closing an iOS app) instead of simply swiping anywhere in a general area (such as when paging through a book).

In the app switcher, swipe an app up to close it.

To describe swiping with more than one finger, say, for example, *swipe with two fingers* (for the verb form) or *two-finger swipe* (for the noun form).

Swipe up with four fingers to open Mission Control.

Use a three-finger swipe to rapidly page through documents.

See also [drag](#); [gestures](#).

**switch (n.)** An interface element that offers two mutually exclusive choices—usually on and off (use lowercase for *on* and *off*, even if the control options are uppercase). It's often unnecessary to refer to the switch itself; instead, describe the action the user takes to operate it.

Tap to turn on Location Services.

Tap to turn airplane mode on or off.

If you do need to refer to the switch (in order to specify its location, for example), avoid using the verbs *switch* or *slide* with it; use *tap* or *click* instead.

*Correct:* To turn airplane mode on or off, tap the switch in the upper-right corner.

*Incorrect:* To turn airplane mode on or off, slide the switch in the upper-right corner.

See also [switch \(v.\)](#).

**switch (v.)** OK to use to mean *change* or *substitute*.

You can have more than one music library and switch between them.

The table includes key commands for switching modes and showing inspectors.

Don't use *switch on or off* or *toggle* to mean *turn on or off*.

*Correct:* You can turn the Accent setting on or off for each drum sound.

*Incorrect:* You can switch the Accent setting on or off for each drum sound.

*Incorrect:* You can toggle the Accent setting for each drum sound.

See also [slide \(v.\)](#); [switch \(n.\)](#); [toggle \(v.\)](#).

**switch on, switch off** Don't use *switch on*, *switch off*, *power down*, *power off*, *power on*, or *power up* in user materials; use *turn on* and *turn off*. See also [turn on](#), [turn off](#).

**symbol** When referring to onscreen items, don't use *symbol* when you mean *button* or *icon*. A symbol signifies an idea or concept, but it doesn't do anything when clicked or tapped, and it doesn't represent a single item (such as a file icon or a battery icon).



Contactless payment symbol



Battery disposal symbol



Charging symbol

When referring to text characters, it's OK to use *symbol* in a generic sense, as in the *percent symbol (%)*. Don't use *symbol* when you mean *character*, *letter*, or *digit*.

Use *sign*, not *symbol*, in the following terms: *division sign*, *equal sign*, *greater-than sign*, *less-than sign*, *minus sign*, *multiplication sign*, *number sign*, and *plus sign*.

See also [button](#); [icon](#).

**synchronous dynamic random-access memory** See [SDRAM](#).

**sync, synced, syncing** Not *synch*, *synched*, or *synching*.

In general, *syncing* refers to copying content directly between two devices. You can use *sync* to refer to syncing devices or the content that's on them.

- *Syncing devices*: Use *with* (not *from* or *to*).

*Correct*: Sync iPhone with your Mac.

*Incorrect*: Sync iPhone to your Mac.

- *Syncing content*: Use *to* to specify the target, *from* to specify the source, or *between* if information is synced both to and from each source.

You can sync contacts and calendars to iPad from your Mac.

Sync contacts between iPhone and your Mac.

You can also use *sync* to refer to transferring content between a device and iCloud.

Sync the photos and videos on your iPhone with iCloud.

When you get a new device, iCloud Photos quickly syncs your photo library to it.

See also [iCloud](#).

Don't use *synchronize* or *synchronization* as alternative terms for *sync* or as an explanation of the term *sync*.

*Correct*: Make sure syncing is turned on for the device.

*Incorrect*: Make sure synchronization is turned on for the device.

Although *sync* is most often used as a verb, it can also be used as a noun or an adjective.

You can also start a sync manually.

Avoid changing sync settings while iPhone is syncing.

**system** Don't use *system* to refer to a computer by itself.

*Correct*: You must restart your computer for the changes to take effect.

*Incorrect*: You must restart your system for the changes to take effect.

If you're referring to a computer and its peripheral devices, accessories, and software, it's OK to use *system*.

For best results color correcting HDR video in Final Cut Pro, use a system with a Pro Display XDR.

**System Administrator** Avoid, except when you're referring to the macOS user account identified as *System Administrator* (long name) and *root* (short name).

Anyone with access to the System Administrator account can obtain read-and-write access to all settings and files on the system, including hidden system files that a regular administrator user can't modify. Each computer can have multiple administrator accounts but only one System Administrator account.

Lowercase *system administrator* is an acceptable and frequently used variant of the noun *administrator*.

To obtain a static IP address for your computer, contact your system administrator or network administrator.

See also [administrator \(n.\)](#); [administrator \(adj.\)](#).

**system files** Refers to any files used by the computer to start up or to provide systemwide information.

**System folder** Note lowercase *f*.

**system on chip (n.), system-on-chip (adj.)** Note hyphenation of adjective. The plural form is *systems on chip*. It's OK to abbreviate as SoC; precede with *an*, not *a*. See also [Secure Element](#), [Secure Enclave](#).

**System Preferences** Note capitalization for the name of the app. See also [preferences](#).

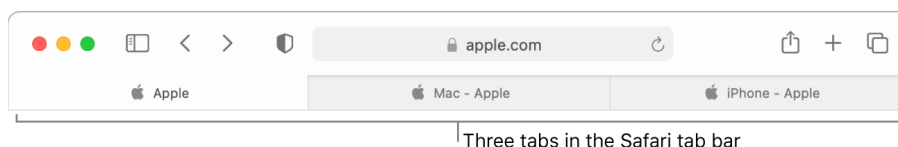
**system software** Not *systems software*. See also [app](#), [application](#), [program](#); [version number](#).

**systemwide (adj.)** One word.

## T

**tab** You can use *tab* to refer to two different elements in the UI:

- A separate view of content a user can open in an app (such as Safari).

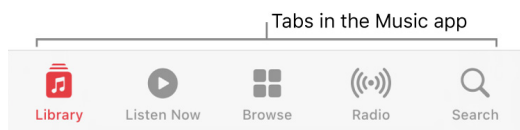


Use *tab* for the entire view—both the part that's visible in the tab bar, and what users see when they click or tap it.

You can open a webpage in a new tab.

Drag a tab out of the window to make it a separate window.

- A control at the bottom of the screen that lets users quickly switch between different sections of an iOS app.

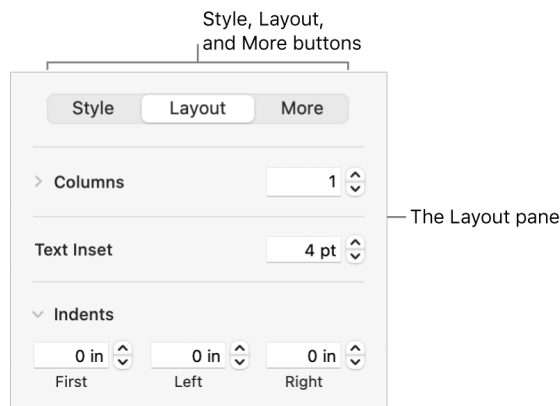


Use *tab* for the entire view—both the control at the bottom of the screen, and what users see when they tap it.

The screenshot is added to the Photos tab in Photos.

In developer materials, use *tab bar* to refer to the entire group of tabs.

In user materials, don't use *tab* to refer to a changeable area of content built into a window in macOS (such as a preferences window); use *pane*. Use *button* for the control users click to see the pane (or simply refer to the control by its label).



You can set the color of text in the Style pane.

To change the number of columns, click Layout.

In developer materials, use *tab* to refer to the control users click; use *pane* or *view* to refer to the view users see when they click.

See also [button](#); [pane](#).

**Tab key, tab character** Capitalize when you refer to the key on the keyboard. Use lowercase when you refer to the character.

When you press Tab, you generate a tab character.

The tab character (HT, for *horizontal tab*) has the ASCII value \$09.

**table captions** Table captions include a table number and a table title. In developer materials, most tables are numbered. In user materials, tables typically don't have numbers or titles.

When you use table titles, keep them short; don't exceed a line and a half of text. Avoid using complete sentences for table titles.

**tables** Use tables for information that would be easier to scan in columnar form than in running text. Also use tables for "information matrixes," which provide an effective way to present quick-reference instructions or descriptions.

- *Capitalization*: Use sentence-style capitalization for all parts of a table, including the column headings.
- *Headings*: Make column headings short and descriptive.



- *In-text references:* Provide in-text references to all tables. In general, place the reference in the paragraph immediately preceding the table. In user materials, you can use *below* to refer to a table that immediately follows the paragraph.

In-text references can stand alone as a complete sentence (with or without parentheses) or can occur within a sentence (with or without parentheses). Use a consistent style throughout a document.

The following table shows how the tools work and what they do.

The app provides several tools (see the following table).

See the table below for details.

If the table has a number, use it in the in-text reference.

Table 3-2 lists the signal and pin assignments for the DVI connector.

See Table 3-10 for additional result codes.

- *Table notes and footnotes:* Information that pertains to an entire table is generally set as a table note, before any table footnotes.

The table note begins with the word *Note* (not all caps) followed by a colon. To make the information in a table note more prominent than a note allows, you can add it instead after the table title, in parentheses, with no capitalization or ending punctuation (even if it's a complete sentence).

When specific items in a table require footnotes, either number the items consecutively starting with 1 or use the following symbols, in the order shown. Consult your department's guidelines for which style to use. (If you need more symbols, double them, in the same order.)

asterisk (\*)

dagger (†, Option-T)

double dagger (‡, Option-Shift-7)

section (§, Option-6)

paragraph (§¶, Option-7)

number (#)

**tap (n., v.)** Use to refer to the act of quickly touching and releasing a touchscreen or trackpad. Users can tap with one or more fingers (depending on the device and the action the user is performing). Don't use *tap on*.

*Correct:* Tap Return to move from one field to another.

*Correct:* To zoom in or out, double-tap with two fingers.

*Incorrect:* Tap on the video you want to play.

When discussing the Digital Touch feature in watchOS and iOS, don't say that users *tap* another device or person; they *send a tap*.

When discussing haptic feedback, don't say that a device or trackpad *taps you*; say *you feel a tap*.

See also [click](#); [Digital Touch](#); [double tap \(n.\)](#), [double-tap \(v.\)](#), [double-tapping \(n., v.\)](#); [gestures](#); [haptic \(adj.\)](#), [haptics \(n.\)](#); [press](#); [touch and hold](#).

**tap and hold** Don't use. *Tap* means to touch and release quickly, so use *touch and hold* instead. See also [tap \(n., v.\)](#); [touch and hold](#).

**Tapback** A feature in the Messages app. Don't use as a verb.

**taptic** Don't use. See also [haptic \(adj.\)](#), [haptics \(n.\)](#); [tap \(n., v.\)](#); [Taptic Engine](#).

**Taptic Engine** Technology that provides haptic feedback in iOS devices and Apple Watch. Precede with *the*. Don't use the word *taptic* by itself; use only in the term *Taptic Engine*. See also [haptic \(adj.\)](#), [haptics \(n.\)](#).

**Tap to Wake** Note capitalization. An iPhone feature.

To wake your iPhone by tapping the screen, turn on Tap to Wake.

**target disk mode** Note lowercase.

**TB (n., adj.)** Abbreviation for *terabyte*. *TB* equals 1000<sup>4</sup> bytes in the context of file size or storage capacity, and 1024<sup>4</sup> bytes in the context of computer memory. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun*: In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

1 TB of memory

2 TB of storage capacity

- *Adjective*: Don't hyphenate the adjective form.

a 1 TB memory card

a 2 TB Serial ATA hard drive

**Tbit (n., adj.)** Abbreviation for *terabit*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

- *Noun*: In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

1 Tbit of line capacity

- *Adjective*: Don't hyphenate the adjective form.

10 Tbit router

**Tbit/s** Standard international abbreviation for *terabits per second*. See also [Names and unit symbols for units of measure](#) and [abbreviations and acronyms](#).

**TB/s** Abbreviation for *terabytes per second*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**TCP/IP** Abbreviation for *Transmission Control Protocol/Internet Protocol*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**telecommunication** *Telecommunication* refers to the act; *telecommunications* refers to the field. When used as an adjective, the correct term is *telecommunications*.

Telecommunication gets simpler by the day, though you can't prove it by most manuals on this subject.

The telecommunications industry is expanding rapidly.

**telephone numbers** Use hyphens in U.S. phone and fax numbers; don't use parentheses or a leading 1. Use *toll-free number*, not *800 number*. For numbers with extensions, use *extension* or *ext.*, not *x*. For phone numbers that use letters for easier recall, include the numeric form in parentheses when possible.

800-282-2732

800-MY-APPLE (800-692-7753)

800-800-APPL (800-800-2775)

408-996-1010

See also [addresses \(mailing\)](#). For information about international telephone numbers, see [Telephone numbers](#).

**television** *TV* is preferred. Don't use *television set* or *TV set*. See also [Apple TV](#).

**television monitor** Don't use. Use *video monitor* or *monitor*.

**temperatures** To list temperatures, repeat the degree symbol but not the abbreviation. Use a space between the symbol and the abbreviation: *50° to 104° F (0° to 40° C)*.

**terabit** See [Tbit \(n., adj.\)](#).

**terabits per second** See [Tbit/s](#).

**terabyte** See [TB \(n., adj.\)](#).

**terabytes per second** See [TB/s](#).

**terminal** A device or software for sending commands to a computer. Capitalize when referring to the Terminal app.

**terminal emulation (n., adj.)** No hyphen.

**text field** See [field](#).

**text file** Two words.

**text message** OK to shorten to *message* if the context is clear. Avoid using *text* and *texts* as nouns.

*Correct:* Click Reply in a notification to reply to an email or text message.

*Correct:* To delete all messages in the thread, tap Delete All.

*Incorrect:* To delete all texts in the thread, tap Delete All.

Use *text* as a verb only in informal contexts; otherwise, use *send a text message*.

See also [message](#).

**that** Use to introduce a restrictive clause; clauses beginning with *that* are generally not set off with commas.

This is the computer that has network access. [There are many computers; the phrase *that has network access* restricts—narrows the meaning of—the subject of the sentence to one computer.]

The newest computer in the lab, which is a Mac Pro, is also the students' favorite. [There's only one newest computer; the phrase *which is a Mac Pro*, although it provides more information, doesn't restrict the subject of the sentence.]

See also [which](#).

**theater** Not *theatre*.

**they, their, them** See [pronouns](#).

**third party (n.), third-party (adj.)** The adjective is hyphenated. Avoid in user materials. If possible, replace with another descriptive term, such as *not made by Apple* or *from other manufacturers*.

*Avoid:* If you've installed third-party plug-ins, one of the plug-ins could be causing the problem.

*Preferable:* If you've installed plug-ins from manufacturers other than Apple, one of those plug-ins could be causing the problem.

**thread** In the context of a series of related files, such as email messages, items are *in* a thread.

You can reply to an earlier message in the thread.

**three-dimensional** See [3D](#).

**three-prong outlet** Don't use. Use *grounded outlet*.

**throw away** Don't use when you mean *drag an item to the Trash*.

*Correct:* After you've expanded the compressed file, drag it to the Trash.

*Incorrect:* Throw away the compressed file after you expand it.

**thumb** Don't use when you mean *scroller* or *slider*.

**tilde (~)** See [pathnames](#).

**timecode** One word.

**timeline** One word.

**time of day** Follow these guidelines for times, unless your department uses international style (see [Dates and times](#)):

- *Numerals*: Use numerals for times of day.

2:00, 4:15, 7:30

- *a.m. and p.m.*: Include *a.m.* and *p.m.* (lowercase, with periods, preceded by a space) as needed.

10:45 a.m., 6:30 p.m.

- *Noon and midnight*: Use *12:00 noon* and *12:00 midnight* or just *noon* and *midnight*.
- *Range of times*: In text, it's preferable to use *to* with a range of times.

10:00 a.m. to 2:00 p.m., 1:30 to 3:00 p.m.

Otherwise—for example, in an event agenda or a course listing—use an en dash (Option-Hyphen).

10:00 a.m.–2:00 p.m.

If times in a range are both a.m. or both p.m., the first abbreviation can be omitted or included, depending on the design.

1:30–3:00 p.m. or 1:30 p.m.–3:00 p.m.

Don't use *from* with the en dash.

*Correct*: from 1:30 to 3:00

*Incorrect*: from 1:30–3:00

**timeout (n., adj.)** One word.

**timestamp (n., v.)** One word.

**time zone** Use lowercase for the names of time zones except for proper nouns.

Pacific standard time (PST), Pacific daylight time (PDT), mountain standard time (MST), mountain daylight time (MDT), central standard time (CST), central daylight time (CDT), eastern standard time (EST), eastern daylight time (EDT)

**title bar** Two words.

**titled** Not *entitled*.

**titles, disc** See [disc titles](#).

**titles, document** See [document titles](#).

**titles of works** Use italics for the titles of books, magazines, newspapers, manuals, movies, videos, plays, television shows, radio shows, podcast series, blogs, music albums, and works of art.

Use plain text and quotation marks for the titles of works that are more limited in scope, such as articles, stories, reports, TV episodes, podcast episodes, sections of blogs, songs, chapters and sections of works, and photographs.

See also [disc titles](#); [document titles](#).

**title-style capitalization** Capitalize each word—except for articles, prepositions of four or fewer letters, and so on. See also [capitalization](#).

**titles, window** See [window titles](#).

**to-do (adj.)** Note hyphen: *to-do list*. Don't use as a noun.

**Today View** Don't precede with *the*.

Drag the widget to a new location in Today View.

**toggle (v.)** OK to use in developer materials. Don't use in user materials; instead, say *turn on or off*, *switch between*, or whatever wording is appropriate in the context.

See also [switch \(v.\)](#).

**toolbar** One word.

**toolkit** One word.

**tooltip** Don't use, except in developer materials; use *help tag* instead. See also [help tag](#).

**Torx screwdriver** Not *Torex* or *Torque*.

**TOSLINK** Note spelling. A connector used in optical digital audio cables.

**touch and hold** Refers to the act of touching a touchscreen and leaving the finger motionless until an action or result occurs.

Touch and hold the Mute button to hold a call.

Don't use *tap and hold*. Don't use *long press* in user materials (it's OK in developer materials).

See also [click and hold](#); [gestures](#); [long press \(n.\)](#), [long-press \(adj.\)](#); [tap \(n., v.\)](#).

**Touch Bar** A narrow Multi-Touch surface above the keyboard on some portable Mac computers. Don't shorten to *the Bar*. Refer generically to items in the Touch Bar as *controls*, *items*, or *tools*. Items are *in* (not *on*) the Touch Bar. Use standard Multi-Touch gestures (including *tap*, *swipe*, *drag*, and *touch and hold*) to describe how users interact with the Touch Bar. Users don't *press* the Touch Bar.

You can use the controls in the Touch Bar to play and pause a movie.

Tap Edit in the Touch Bar.

Drag the scrubber in the Touch Bar.

You can also simply say *use the Touch Bar* to point users to a Touch Bar method of doing a task.

To change the color of the selected object, click a color in the color well, or use the Touch Bar.

See also [Control Strip](#); [gestures](#); [Touch ID](#).

**Touch ID** A fingerprint identity sensor built into some iOS and iPadOS devices and portable Mac computers. The Touch ID sensor is integrated into the Home button on iOS and iPadOS devices or the power button on a Mac. In most cases, use *Touch ID sensor* to refer to where users place their finger when they use Touch ID; use *Home button* or *power button* to refer to the button when you're not discussing its Touch ID function.

To add your fingerprint, place your finger on the Touch ID sensor.

Click the Apple Pay button, and then use Touch ID to complete the payment.

To put your computer to sleep, press the power button. [Not *press the Touch ID sensor*]

**touchscreen** One word.

**Touch surface** The touch-sensitive upper half of the Siri Remote. You *press* the Touch surface, rather than *tap* or *click*.

Press left or right on the Touch surface to skip backward or forward.

Swipe up on the Touch surface to reveal more information.

To access contextual (shortcut) menus, press and hold the Touch surface.

See also [Apple TV Remote](#); [Siri Remote](#).

**touch-tone (adj.)** Note hyphenation.

**toward** Not *towards*.

**trackball** One word.

**track list** Two words.

**trackpad** One word.

**trademarks (credit lines and symbols)** The name of any trademarked Apple product or service mentioned in a document must appear in the appropriate credit line on the copyright page. Categories include registered trademarks (®), trademarks (™), registered service marks (®), and service marks (SM).

Final Cut Pro is a trademark of Apple Inc., registered in the U.S. and other countries. [Registered trademark]

Multi-Touch is a trademark of Apple Inc. [Unregistered trademark]

AppleCare is a service mark of Apple Inc., registered in the U.S. and other countries. [Registered service mark]

Apple Consultants Network is a service mark of Apple Inc. [Unregistered service mark]

- *Third-party trademarks:* Some companies have special requirements for the use of their trademarks in Apple documents and for the wording in a trademark notice. For a list of those trademarks and their notices, see the "Special and Licensed Trademarks and/or Copyrights" section of the [Apple trademark list](#).

- **Trademark symbols:** In user and developer materials (print and electronic), don't use trademark symbols for Apple trademarks in headings or text. Note that other types of documents, such as press releases, do use trademark symbols in text. Follow the guidelines for your type of documentation.

Trademark status may change with time. For the most current Apple trademarks, consult the [Apple trademark list](#).

**trademarks (usage)** Follow these guidelines for using trademarks in text:

- **Plural form:** Don't use a trademarked name in the plural form.  
*Correct:* If you have more than one Mac computer...  
*Incorrect:* If you have several Macs...
- **Possessive form:** Don't use a trademarked name in the possessive form.  
*Correct:* Learn more about MacBook features.  
*Incorrect:* Learn more about your MacBook's features.
- **Multiple-word trademarks:** If a trademark is more than one word (for example, *Apple TV*, *iPod touch*), don't break it across multiple lines of text. In many cases, you can use a nonbreaking space (Option-Space bar) to keep the name on one line.
- **Third-party trademarks:** For third-party trademarks, follow the usage guidelines posted on the [Apple trademark list](#).

**Transmission Control Protocol/Internet Protocol** See [TCP/IP](#).

**Trash** Use an article (*drag the file to the Trash*).

**tray-loading (adj.)** Not *tray-load*. See also [slot-loading \(adj.\)](#).

**troubleshoot (v.), troubleshooting (n., adj.)** One word.

**TrueDepth** One word. The Apple camera system that enables Face ID.

**True Tone** Two words. Can refer to Apple display or LED flash technology.

The True Tone display automatically adjusts to the surrounding light.

iPhone Xs features a True Tone LED flash.

**tune in to** Three words. See also [into](#), [in to](#).

**turn on, turn off** OK to use when you describe power to a computer or peripheral device. You can also use *turn on* to describe enabling features such as file sharing, as in *turn on file sharing*. See also [startup \(n., adj.\)](#), [start up \(v.\)](#).

**TV** Not *TV set* or *television set*. See also [Apple TV](#).

**TV monitor** Don't use. Use *video monitor* or *monitor*. See also [display \(n.\)](#); [monitor](#).

**tvOS** Apple's operating system for Apple TV. Use without an article.

Thousands of apps are available for tvOS.

See also [iOS](#); [Mac operating systems](#); [watchOS](#).

**tweet (n., v.)** Note lowercase.

**twisted-pair cable** Note hyphenation.



**two-dimensional** See [2D](#).

**two-factor authentication** A security feature that requires users to enter a code from a trusted device when signing in to their Apple ID account on a new device.

**two-step verification** A security feature that requires users to enter a code from a trusted device when signing in to an app or a service.

**type (n.)** Use in general references to the text that appears on a page. Don't use *type* when you mean *font*. See also [font](#).

**type (v.)** Use to describe the act of pressing keys to produce characters on the screen. Use code font or quotation marks to represent what the user actually types, depending on your department's style guidelines.

In the Title field, type Exchange Rate per \$1.

For example, type "dog" in the search field to find photos of dogs.

Use regular text font to describe generically what the user types.

Type a new timecode value and press Return.

Don't use *type in* when you mean *type*. See also [enter](#); [press](#).

**Type 1 font** A font that conforms to the ISO 9541 standard.

**type-ahead (n., adj.)** Refers to the queuing of a user's keystrokes until an app is ready to process them.

**typeface** Don't use; use *font*. See also [font](#).

**type size** Don't use; use *size* or *font size*. See also [font size](#).

**type style** Don't use; use *style* or *font style*. See also [font style](#).

## U

**UDF** Abbreviation for *Universal Disk Format*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**UFS** Abbreviation for *UNIX File System*, a file format available in Disk Utility that's used primarily by UNIX and UNIX-based operating systems. Not necessary to spell out on first occurrence.

**UI** Abbreviation for *user interface*. OK to use in developer materials. In user materials, use *interface*.

**UK** No periods. OK to abbreviate or to spell out *United Kingdom* as a noun. Use the abbreviation for the adjective form.

**ultra (prefix)** Close up except before a vowel.

ultrafast, ultralight, ultrasharp, ultrathin, ultrawide

ultra-efficient

**unavailable** Use to describe an item—such as a menu command or an option in a dialog—that the user can’t select or choose because certain conditions aren’t met.

The Copy command is unavailable if there’s no text selected.

See also [dimmed](#).

**uncheck** Don’t use; use *deselect*. See also [checkbox](#).

**unclick** Don’t use; use *deselect*. See also [checkbox](#).

**under** Don’t use to describe an operating system environment. Use *in* or *with* (*in macOS*, not *under macOS*).

Don’t use to refer to items in menus.

*Correct:* Use the commands in the Arrange menu.

*Incorrect:* Use the commands under the Arrange menu.

Don’t use to describe where things are in the interface; use *below* instead.

*Correct:* The mailboxes below On My Mac are stored on your computer.

*Incorrect:* The mailboxes under On My Mac are stored on your computer.

**unhighlight (v.)** Don’t use. Use *deselect* for the action of clicking to remove highlighting.

**unhighlighted (adj.)** Don’t use; use *not highlighted*. See also [unselected \(adj.\)](#).

**Unicode** A 16-bit character encoding standard developed by the Unicode Consortium; used for representing characters as integers.

**Uniform Resource Locator** See [URL](#).

**uninstall** OK to use *uninstall* and *uninstaller*. See also [install](#).

**unit** Don’t use to refer to a hardware product. Use a different noun as appropriate.

*Correct:* Take apart the computer.

*Incorrect:* Take apart the unit.

**Universal Disk Format** See [UDF](#).

**Universal Serial Bus** See [USB](#).

**UNIX** All caps; there’s no spelled-out version.

**UNIX File System** See [UFS](#).

**unmount (v.)** In user materials, avoid when referring to making a disk or disk image unavailable; use alternatives such as *eject* or *make unavailable*, or describe what the user must do to make the disk unavailable.

*Avoid:* Unmount the disc when you finish using it.

*Preferable:* Eject the disc when you finish using it.

In server materials or materials for more technical users, it's OK to use *unmount*.

In Disk Utility, select the disk you want to unmount and click Unmount in the toolbar.

Use this function to unmount one or more server volumes.

Don't use *unmount* as an intransitive verb.

*Correct:* Unmount the volume.

*Incorrect:* The volume unmounts.

See also [mount \(v.\)](#); [mounted \(adj.\)](#).

**unmounted (adj.)** In user materials, avoid when referring to a disk or disk image that isn't available; use alternatives such as *not available* or *not visible in a Finder window*.

*Avoid:* If a disk is unmounted, you can't access files on it until you mount it again.

*Preferable:* If a disk is unavailable, you can't access files on it until you make it available again.

In server materials or materials for more technical users, it's OK to use *unmounted*.

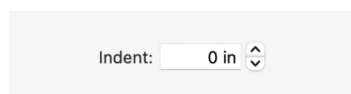
Disk Utility lists both mounted and unmounted volumes.

See also [mount \(v.\)](#); [mounted \(adj.\)](#).

**unselected (adj.)** Use to describe something that's not selected. Not *deselected*, *unchecked*, or *dehighlighted*. See also [checkbox](#); [deselect](#); [unhighlighted \(adj.\)](#).

**up arrow** Use to refer to the small arrow that users click to increase a value in a stepper.

Click the up arrow to increase the text indent.



See also [stepper](#); [Up Arrow key](#).

**Up Arrow key** When you refer to arrow keys generically, use lowercase. When you refer to one or more arrow keys by name, capitalize and use the complete name. See also [arrow keys](#).

**update** Use to refer to a minor software release that updates a version of software, but doesn't upgrade it to the next *major* version.

macOS Mojave 10.14.1 is an update to macOS Mojave 10.14.

Don't use *maintenance release* or *dot release*. See also [upgrade](#); [version number](#).

**upgradable** Not *upgradeable*.

**upgrade** Use to refer to a *major* version of a software product. For example, *macOS Mojave is an upgrade to macOS High Sierra*. See also [update](#); [version number](#).

**upload** Reword if possible, but OK to use when you refer to copying files to a server.

Avoid using *upload* to refer to what iCloud does; instead, content *is stored*, *is kept up to date*, *appears automatically*, and so on.

*Avoid:* Every new photo you take is uploaded to My Photo Stream.

*Preferable:* Every new photo you take appears in My Photo Stream.

See also [iCloud](#).

**uppercase (n., adj.)** When used in conjunction with *lowercase* as a noun (or to modify a noun), use *uppercase and lowercase* (both words spelled out, in that order).

**upside-down (adj.)** Note hyphenation.

**uptime** One word.

**upward** Not *upwards*.

**URL** Abbreviation for *Uniform Resource Locator*, which is another term for an internet address. *URL* is pronounced “you-are-ell” and should be preceded by *a*, not *an*. In most user materials, use *internet address* or *web address*, not *URL*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#). See also [internet addresses](#).

**U.S.** Use periods except when the abbreviation appears close to other country or region name abbreviations that don’t use periods. Use the abbreviation as an adjective only; as a noun, spell out *United States* (except in trademark notices). To include the country name in a U.S.-based Apple address, use *USA* (no periods). See also [America](#), [American](#).

**USB** Abbreviation for *Universal Serial Bus*. Avoid as a noun. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**USB connector types** There are several types of USB connectors (and corresponding ports):

- *USB Type-A*: On first mention, describe what the connector looks like (*rectangular*). OK to shorten to *USB-A connector* (or *USB-A port*).
- *USB Type-B*: On first mention describe what the connector looks like (*square*). OK to shorten to *USB-B connector* (or *USB-B port*).
- *USB Type-C*: A tiny USB connector that supports USB 3.1 and USB power delivery. OK to shorten to *USB-C connector* (or *USB-C port*).

**user** If the audience of your document consists of users, avoid this term. Instead, address the reader as *you*.

*Correct:* You can make movies with effects and a soundtrack.

*Incorrect:* Users can make movies with effects and a soundtrack.

When the audience consists of developers or administrators, use *user* to refer to end users and *you* to address the developer or administrator.

You may need to prevent users from accidentally making changes.

You can give users access to the server.

*User* is also appropriate in the context of macOS users—for example, when you discuss the Users & Groups pane in System Preferences.

See also [end user \(n.\)](#), [end-user \(adj.\)](#).

**user-friendly (adj.), user friendly (pred. adj.)** Note hyphenation of adjective.

**user group** Not *users group* or *user's group*.

**user guide, user manual** The terms *user's guide*, *instructor guide*, and *student guide* are alternative forms used by some Apple groups; consult your department's style guidelines. See also [manual](#).

**user interface** Don't use in user materials; use *interface*. See also [UI](#).

**user name** Two words.

**utility** Use lowercase when *utility* isn't part of a proper name or when you use it generically. Capitalize, and don't use *the*, when the word is part of a proper name.

Use Apple Loops Utility to...

Use the Audio MIDI Setup utility to...

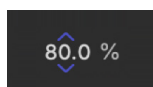
You can use the utility to...

**utility application** OK to use when you compare utility applications to other apps; otherwise, use *utility*. See also [utility](#).

**utility program** Don't use; use *utility*. See also [utility](#).

## V

**value slider** A type of slider that includes the numeric value of the parameter in the control. Users can drag up or to the right to increase the value, and drag down or to the left to decrease the value.



**variables** In code and other technical notation, refers to artificial terms that are to be replaced by a value or symbol. In running text, use italics when you refer to a variable, and spell the variable just as it would appear in a syntax description.

Replace *volumeName* with a name of up to 12 characters.

When the words are being used as a regular English phrase, put spaces between words and don't use italics.

*Correct:* The volume name may have up to 12 characters.

*Incorrect:* The volumeName may have up to 12 characters.

*Incorrect:* The *volumeName* may have up to 12 characters.

See also [placeholder names](#); [Intro](#).

**version number** Include a version number with software names as needed—for example, when describing a new version of a product or comparing two versions of a product. Otherwise the version number can usually be omitted.

Don't include the word *version* or the letter *v* when you refer to versions of software—for example, *Keynote 8.3*, not *Keynote version 8.3*.

Compressor 4 includes support for 360° video.

Final Cut Pro is the software of choice for professional video editors.

When referring to a major release number (such as macOS 10.14 or iOS 12), omit any trailing .0 unless it's needed for clarity.

Pages 6.0 must be installed before you update to Pages 6.1.

- *Earlier or later:* Use *earlier* or *later*, rather than *lower* or *higher* or *newer* or *older*.

To use Handoff, you need iOS 8 or later.

- *The letter x:* Except in developer materials, don't use *x* to mean "any number," as in *10.x*; use a specific number or range of numbers.

See also [latest](#); [Mac operating systems](#).

**versus** Not vs. Rewrite to avoid using *versus* when possible.

**via** Don't use unless space is tight. Instead, use *by*, *by way of*, *from*, *through*, *using*, or *with*.

**video** Note the treatment of these terms beginning with *video*:

video camera, video capture card, video conference, video editing,  
video game, video podcast, video tutorial

*But:* videotape

Don't use a hyphen in compound adjectives that include *video*: *video editing app*.

In help for video editing apps, it's generally preferable to use *video* to refer to the user's source footage and *movie* to refer to the edited program.

Final Cut Pro can automatically sync video and audio clips in your project.

You can share your finished movie on the web.

Use *media* rather than *video* when referring to more than one type of media.

The first step is to import your media—your photos, video files, and audio files—into Final Cut Pro.

See also [media](#), [medium](#); [movie](#).

**video cable** Don't use to describe a cable connecting a display or monitor to a computer; use *display cable* (for Apple displays) or *monitor cable* (for non-Apple displays). OK to use for a cable that connects audio/video equipment, such as a television or VCR. See also [display cable](#); [monitor cable](#).

**video camera** Use to refer to a camera that captures motion picture images as an electronic video signal and doesn't have a built-in recording device. Don't use when you mean *camcorder*.

If you forget to focus your video camera during shooting, you may not be able to fix the problem in post-production.

Because most video cameras are now digital, it usually isn't necessary to include the word *digital*, but you can use *digital video camera* if the context requires it.

Digital video cameras use a digital video signal rather than an analog video signal.

In general references, it's OK to use just *camera*.

A multicamera shoot uses multiple cameras to record an event from different angles.

See also [camcorder](#).

**video card** Don't use; use *graphics card*. See also [graphics card](#).

**video chat, video chatting (n., v., adj.)** OK to use *video chat* or *video conference*.

**video conference, video conferencing (n., v., adj.)** OK to use *video conference* or *video chat*.

**video input, video input/output, video output (n., adj.)** You can shorten to *video in*, *video in/out*, and *video out*. Types of video input/output include *component video*, *composite video*, *DVI*, *HDMI*, *S-video*, and *VGA video*.

**video jack** Not *video connector*.

**video mirroring (n., adj.)** A dual-display mode in which the same image appears on two displays.

**video port** Don't use when you mean the port to which the display is connected; use *display port* (for Apple displays) or *monitor port* (for non-Apple displays). See also [display port](#); [monitor port](#).

**video random-access memory** See [VRAM](#).

**View control** The four-button unit for changing views of Finder windows. The View control contains the Icon View button, the List View button, the Column View button, and the Gallery View button. See also [Column View button](#); [Gallery View button](#); [Icon View button](#); [List View button](#).

**viewer window** In the Mail app in macOS, the main window where mailboxes and messages appear. On first occurrence, call it *the Mail viewer window*; for later references, use *the viewer window*.

**virtual machine** Note lowercase.

**virtual memory** Not *Virtual Memory* or *VM*.

**Visual Look Up** Note spelling and capitalization.

**visually impaired** Avoid. See also [blind](#), [low vision](#); [impairment](#); [Writing about disability](#).

**voicemail** Don't use as a verb.

**Voice Memos** Capitalize when referring to the app name. Use lowercase when referring to the recordings you make with the app. You can also use *recordings*.

To record a voice memo, open the Voice Memos app and tap Record.

**voiceover, VoiceOver** Use lowercase when you refer to recorded narration; capitalize when you refer to the Apple screen reader.

You can record your own voiceover to add to your movie.

VoiceOver lets you navigate your device just by listening.

**voice-quality microphone** Note hyphenation.

**volume (disk)** A single storage area with a single file system. It typically resides on a single partition of a single disk, but it may span multiple disks.

In user materials, use *volume* only if you need to match the user interface.

- To refer generically to storage that may include different kinds of disks, just use *disk*.

*Avoid:* You can use the Find command to search for items on all volumes connected to your computer.

*Preferable:* You can use the Find command to search for items on all disks connected to your computer.

- To refer to a specific kind of disk, use *hard disk*, *solid-state drive*, or *flash storage*.
- For special audiences, such as administrators, use *volume* if a precise distinction between the logical (volume) and physical (partition) aspects of the disk is relevant and helpful to the reader.

Don't rename a NetBoot share point or the volume it resides on.

Xsan SAN storage appears to clients as one or more volumes that behave like local disks.

See also [disk](#).

**Volume Down key, Volume Up key** Note capitalization.

**volume license, volume licensing** No hyphen.

**VPN** Abbreviation for *virtual private network* or *virtual private networking*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**VRAM** Acronym for *video random-access memory*. Pronounced "VEE-ram." For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**vs.** Don't use; use *versus* when absolutely necessary, but rewrite to avoid the term when possible.



# W

**wait cursor** See [spinning wait cursor](#).

**Walkie-Talkie** A watchOS app. Don't use as a verb; say *use Walkie-Talkie*, *have a Walkie-Talkie conversation*, or similar.

**WAN** Acronym for *wide area network*. Note no hyphen in the spelled-out version. For guidelines about spelling out acronyms, see [abbreviations and acronyms](#).

**want** Make sure that an object follows the verb *want*.

*Correct:* Make a copy if you want a duplicate. [The word *duplicate* is the object.]

*Correct:* Sign up if you want to attend. [The infinitive, *to attend*, is the object.]

You can often avoid the issue entirely. For example, *If you want to introduce alternative methods* can be changed to *To introduce alternative methods*.

**warm start (n.), warm-start (adj.)** Note hyphenation of adjective.

**Warning** Use a Warning notice when the reader needs to know that an action may cause bodily injury, damage to hardware or software, or loss of data.

Use warnings and other notices sparingly. They lose their effectiveness if they appear too often. Don't use a Warning notice immediately before or after a note, an Important notice, or another Warning notice, or immediately after a text heading.

See also [Important](#); [Note](#).

**watch face** Use to refer to what you see when Apple Watch is displaying a watch. Don't shorten to *face*.

*Correct:* With the watch face showing, press the display.

*Incorrect:* You can add stock info to the face.

In most cases, don't say *press the watch face*; users *press the display* while viewing the watch face. See also [display \(n.\)](#).

**watchlist** One word when referring to the list of stocks in the Stocks app.

**watchOS** The operating system for Apple Watch.

**waveform (n., adj.)** One word.

**wavelength (n.)** One word.

**we** Don't use first person; rewrite in terms of the reader or the product.

*Correct:* For best results, the image should be at least 600 x 600 pixels.

*Incorrect:* We recommend that the image be at least 600 x 600 pixels.

See also [recommend](#).

**web** Short for *World Wide Web*. You *go to*, *visit*, or *view pages on the web*. Note the treatment of terms beginning with *web*:

webcam, webcast, webcasting, weblog, webmail, webmaster, webpage, website

web authoring, web browser, web camera, web clip, web publishing, web server

Don't use *web* and *internet* interchangeably; the web is just one part of the global internet.

See also [internet addresses](#); [World Wide Web](#).

**web addresses** See [internet addresses](#); [URL](#); [webpage](#).

**web clip** Capitalize when referring to the Dashboard widget; otherwise, use lowercase.

**webpage** One word. A self-contained document that can be viewed on a website. A single website can contain many webpages. You *connect to* (or *go to*) a page; you're then *at* that page. Text, graphics, and links, however, are *on* the page.

Don't use *website* and *webpage* interchangeably.

See also [homepage](#); [internet addresses](#); [website](#).

**website** Refers to a collection of webpages stored in a particular location.

A website may be organized into several parts, sections, or areas, each of which may contain more than one page. Use *part*, *section*, or *area* to refer to such an entity. Use *page* to refer to a single webpage. Use *website* to refer to the entire collection.

You can *browse*, *visit*, or *go to* a website, but don't use such phrases as *point your browser at the website* and *surf the website*.

See also [homepage](#); [webpage](#).

**well-behaved** Don't use to describe software; use *compatible*, *well-constructed*, and the like.

**wheelchair user** OK to use to describe a person in a wheelchair; also OK to say *a person in a wheelchair* or *a person who uses a wheelchair*. Don't use *wheelchair-bound*, *confined to a wheelchair*, or *handicapped*. See also [Writing about disability](#).

**whether** See [if](#), [whether](#).

**which** Use only to introduce a nonrestrictive clause; clauses beginning with *which* are always set off with commas.

The newest computer in the lab, which is a Mac Pro, is also the students' favorite. [There's only one newest computer; the phrase *which is a Mac Pro*, although it provides more information, doesn't restrict the subject of the sentence.]

This is the computer that has network access. [There are many computers; the phrase *that has network access* restricts—narrows the meaning of—the subject of the sentence to one computer.]

See also [that](#).

**while, although, whereas** *While* means *during the time that* and implies concurrent activities. Use *although* to mean *in spite of the fact that*. Use *whereas* to mean *it being the fact that* or *while on the contrary*.

*Correct:* Although the clip won't play back at 1x (normal) speed, every frame plays back, with no frames dropped.

*Incorrect:* While the clip won't play back at 1x (normal) speed, every frame plays back, with no frames dropped.

*Correct:* SD video uses interlaced scanning, whereas HD formats may use either interlaced or progressive scanning.

*Incorrect:* SD video uses interlaced scanning, while HD formats may use either interlaced or progressive scanning.

**whir** Not *whirr*. But *whirring*.

The disk drive whirs, and in a moment the startup screen appears.

**whitelist** Don't use. See also [blacklist/whitelist \(n., v.\)](#).

**who, whom** *Who* should always be used as the subject of a verb or as a subject complement. *Whom* should always be used as the object of a verb or preposition.

Who is the new system administrator?

This manual is intended for the person who manages the network.

Be selective about the people to whom you give network access.

**wide** Use a hyphen in compound adjectives beginning with *wide*.

wide-angle viewing, wide-format screen

*Exception:* widescreen

Close up words that end with *wide*.

companywide, enterprisewide, industrywide, systemwide, worldwide

If part of the compound is a proper noun, use a hyphen: *Apple-wide*.

**wide area network** See [WAN](#).

**wide color gamut (n.), wide-color-gamut (adj.)** A video color space capable of reproducing a broader palette of colors than legacy (*standard color gamut*) color spaces. OK to shorten to *wide gamut* (n.) and *wide-gamut* (adj.) if the context is clear.

**widescreen (adj.)** One word.

**widget** Capitalize the names of widgets.

To customize the Weather widget...

To add a Stocks widget to Notification Center...

**Wi-Fi** Not *wifi*, *wi-fi*, or *WiFi*.

**wiggle** Don't use to describe the movement of icons on a screen; use *jiggle*. See also [jiggle](#).

**wiki** A collaborative website that can be modified by members of a group.

**window** In user materials, use *window* for these interface elements:

- Document windows
- Main app windows, such as Finder windows and the viewer window in Mail
- Windows with controls or options that affect the active document or selection, such as the Equalizer window in the Music app and the Fonts window (common to many apps)

All windows have a functional close button in the title bar.

Don't use *window* to refer to interface elements in iOS. Instead, simply describe what the user must select or do. If necessary, you can use alternative words such as *list*. See also [popover](#).

*Correct:* To see more table styles, scroll left or right.

*Incorrect:* To see more table styles, scroll left or right in the Tables window.

*Correct:* Tap an item in the search results list.

*Incorrect:* Tap an item in the search results window.

See also [dialog](#); [pane](#).

**window controls** Standard controls for windows include the close button, the minimize button, and the maximize button.

**Windows** See [Microsoft Windows](#).

**Windows-based (adj.), Windows based (pred. adj.)** Refers to computers that use Microsoft Windows. See also [Microsoft Windows](#); [PC](#).

**window titles** When you refer to a window by name, use the exact words in the title bar of the window (*the Mail window, the About This Mac window*). Use lowercase for *window* (unless it's included in the window title and capitalized).

**wired** Equipped with or connected by wires or cables. Related terms include *wired connections, wired keyboard, wired mouse, wired networking, wired remote*, and so on.

**wireless-enabled** Not *wirelessly-enabled*.

**wish** Don't use; use *want*. See also [want](#).

**word processing (n.), word-processing (adj.)** Note hyphenation of adjective.

**words as words** Italicize a word when it's used as a word. Use an apostrophe and an s to form the plural, but don't italicize the apostrophe or the s.

He had too many *and's* in the sentence.

See also [letters as letters](#).

**word wrap** Not *wraparound* or *word wraparound*. In documentation written for new users, however, you may want to mention the term *wraparound* or include it in a glossary because users may see it elsewhere.

**work** Close up the following words beginning with *work*:

workflow, workforce, workgroup, workplace, workshop, workspace, workstation

**workflow** One word.

**workspace** Don't use as a synonym for *desktop* or *Finder*.

**workstation (n., adj.)** Don't use when you mean *desktop computer*. OK to use when you discuss network administration.

**Worldwide Developers Conference** See [WWDC](#).

**World Wide Web** In most cases, just use *the web*. When you do use *World Wide Web*, don't abbreviate as *WWW*. See also [internet](#), [Internet](#); [web](#).

**wraparound (n.)** Don't use; use *word wrap*. See also [word wrap](#).

**write** Avoid using as a verb in user materials; use *copy* or *burn*. In developer or server materials, the following are acceptable: *write to a disk*, *write to disk*, *write on a disk*. Don't use *write a disk*.

*User materials:* Copy the files to your computer.

*Developer materials:* The app needs to write to the disk.

*Server materials:* Give the user permission to write to the disk.

See also [burn](#).

**WWDC** Abbreviation for *Worldwide Developers Conference*. For guidelines about spelling out abbreviations, see [abbreviations and acronyms](#).

**WWW** Don't use as an abbreviation for *World Wide Web*. Use *web* instead.

## X

**x** Follow these guidelines when you use the letter *x* to stand for something else:

- **Screen resolutions:** Use a lowercase *x* in screen resolutions.  
1024 x 768 [Note the space before and after the *x*.]
- **As a placeholder (variable):** When you use *x* as a placeholder for replaceable numbers, the *x* is lowercase and in regular text.  
\$02xx [The *x*'s represent a range of memory addresses.]
- **For a range of version numbers:** Except in developer materials, don't use *x* to express a range of software version numbers, as in *10.x*; use a specific number or range of numbers.
- **To designate speed:** For the speed of optical drives, use a lowercase *x*—for example, *24x speed*. There's no space between the numeral and the *x*.

See also [dimensions](#); [version number](#).

**x and y axes** See also [x-axis](#); [y-axis](#).

**x and y coordinates** No hyphen. See also [x-coordinate](#); [y-coordinate](#).

**x-axis** Note hyphenation. See also [x and y axes](#).

**x-coordinate** Note hyphenation. See also [x and y coordinates](#).

## Y

**Y-adapter** Note hyphenation.

**y-axis** Note hyphenation. See also [x and y axes](#).

**y-coordinate** Note hyphenation. See also [x and y coordinates](#).

## Z

**zero character** OK to use for the ASCII character \$30. Don't confuse with *null character* (\$00).

**zeros** Not zeroes.

**zip code** Note lowercase.

**zoom, Zoom** Use lowercase when referring to the action of zooming. It's OK to use *zoom*, *zoom in*, *zoom in on*, *zoom in to*, *zoom out*, and *zoom out of*.

You can pinch to zoom in on apps, photos, and other items on iPad.

Capitalize when referring to the feature.

Use Zoom to magnify what's on the Apple Watch display.

# Writing inclusively

## Intro to inclusive writing

The people who use Apple products reflect the diversity of the world at large. This chapter provides guidelines and tips for how you can write consciously to include everyone.

*Note:* Guidance about inclusive writing may change over time, so check back for updates. Also keep in mind that inclusive language may vary slightly in different locales, so you may need to adapt the principles here to the unique needs of your language or region.

## General guidelines

### Think inclusively.

As you write, think about your potential audience, and try to imagine your content from their perspective. Will the words and phrases you use be understood by everyone? Do these words and phrases have any harmful or negative associations?

Keep in mind that words can sometimes carry meanings you don't intend. Be open to learning about the impact of language, and be respectful of those who may receive words differently from how you intended them.

### Research words.

Investigating the history and usage of a word can help you decide whether to use it. For example, some common expressions (like *grandfathered in*) arose from oppressive or exclusionary contexts. If you're unsure about a word or expression, be sure to research both how it originated and how it's understood by people now.

## Consider the context.

Even if a common word has one negative use that you should avoid, it may still be acceptable in other contexts. For example, although it's inappropriate to use *mute* to refer to a person who is nonspeaking, it's OK to use it to refer to silencing a device. Take context into account when making wording decisions.

## Avoid terms that are violent, oppressive, or ableist.

Don't describe technology using terms that are inherently violent—like *kill* or *hang*. Don't use the terms *master* and *slave*, which describe an oppressive human relationship. Finally, don't use terms like *sanity check*, which associates mental health with being functional.

In general, it's a good idea to avoid describing software or hardware using human or biological attributes; doing so can lead to unintended hurtful implications.

## Avoid idioms and colloquial expressions.

Common sayings—like *fall through the cracks*, *on the same page*, or *backseat driver*—can add flavor to writing, but they can also be difficult to understand for people who are learning the language. If your content is localized, using phrases like these can also make it more difficult to translate.

## Don't use color to convey positive or negative qualities.

Avoid assigning good and bad values to colors (for example, *blacklist*, *white hat hacker*, or *red team hacker*) or using colors as metaphors to convey larger concepts. Use colors only to describe actual colors (for example, *black text on a white background*, *the white point of a display*).

## Err on the side of caution.

If you're not sure about a term, but you believe it might be questionable based on your research or feedback from others, then choose a different term. The beauty of language is that there's usually a term that expresses the meaning you want to convey just as well—or even more clearly.



# Inclusive representation

Remember that the people who use Apple products have a broad variety of life experiences, cultures, and backgrounds. When your content depicts people—real or fictional—make sure to represent the diversity of the world.

## Use diverse names as examples.

Sometimes you may use names as examples. Include names that reflect a variety of ethnicities and genders.

*Given name examples:* Blair, Étienne, Guillermo, Lee, Mayuri, Priyanka, Shannon, Yen

*Family name examples:* Kawashima, Lai, McNeil, Melnykova, Salinas, Sears, Zhao

Also keep in mind that some cultures don't use a Western-style name structure (given name followed by a family name). In addition, some cultures may use multiple family names. Try to reflect this diversity in your examples.

## Avoid biases and stereotypes.

*Bias* is a tendency to think and behave in ways that are favorable (or unfavorable) to certain people or communities. Be aware of ways your content may unintentionally reinforce biases, and consciously work to avoid doing so. For example:

- If your content uses text or imagery to depict people in certain occupations or settings, include a variety of ethnicities, genders, ages, body types, and abilities.
- If your content mentions examples of holidays, foods, or sports, don't just give examples from Western culture.
- Avoid using examples that reflect primarily an affluent lifestyle.

A *stereotype* is a fixed belief about people or groups based on identifying characteristics, like gender, race, physical capability, or age. Avoid stereotypes in how people are presented in your content. For example, don't only represent a *family* as a woman, a man, and their biological children; remember to include a variety of family types.

## Gender identity

Because not everyone identifies as male or female, avoid binary representations of gender when you can reword using gender-neutral language.

*Avoid:* Hiring men and women of diverse backgrounds fosters a culture of innovation.

*Preferable:* Hiring people of diverse backgrounds fosters a culture of innovation.

It's fine to refer to specific genders if the context requires it.

The percentage of female employees has increased.

Women should earn the same as men for comparable work.

## Use gender-neutral pronouns.

Don't use gender-specific pronouns (such as *he*, *she*, *he or she*, and so on) to refer to people of unspecified gender. Instead, it's OK to use *they*, *their*, or *them* as a singular, gender-neutral pronoun.

*Correct:* A subscriber can post their recipes to your shared folder.

*Incorrect:* A subscriber can post his or her recipes to your shared folder.

You can also avoid gender-specific pronouns by rewriting a sentence—for example, using the plural form of the noun (*subscribers can post their recipes*), or simply omitting the pronoun (*a subscriber can post recipes*).

If you refer to a specific person, don't make assumptions about which pronouns to use based on the person's name or appearance. If you're unsure how to refer to someone, you can ask them. Individuals may go by *he/him*, *she/her*, *they/them*, other pronouns, or no pronouns.

## Use gender-neutral titles and honorifics when appropriate.

Some people may choose to use a gender-neutral title (such as *Mx.*). If you're writing content about (or addressed to) a real person, and your style requires you to include a title, ask the person what title they use. If you can't ask them, consider adopting a style that refers to people using only their name.

## Writing about disability

When you write about people with disabilities, keep the focus on talents, skills, and accomplishments—just as you would for anyone you write about. You may not even need to mention someone’s disability unless it’s essential to the content; if you do refer to someone’s disability, follow the guidelines below.

### Understand when to use identity-first or person-first language.

People who consider their disability to be part of their identity may prefer *identity-first language*, which places an emphasis on culture.

- A deaf person
- A blind person
- An autistic person

Others may prefer *person-first language*, which emphasizes people as individuals, before any disability they may have.

- A person who is deaf
- A person who is blind or has low vision
- A person on the autism spectrum

When writing about specific individuals, always ask them how they prefer to be identified.

If you’re writing generally about people with disabilities, or you don’t know what someone prefers and it’s not possible to ask, it’s acceptable to use person-first language. For guidance about specific terms, see [A guide to terms about disability](#), below.

### Acknowledge a wide range of disability.

It’s helpful to think about disability on a spectrum. For example, with blindness, there’s a wide range of vision differences—from people who are born blind, to those with low vision, to others with loss of vision in certain areas, such as peripheral vision. In addition, some people may have multiple disabilities.

### Write about people with disabilities as you would about anyone.

When you write about a person with a disability, focus on their life, their personality and interests, or what they’ve created or accomplished—aside from their disability. Don’t treat disability as something to *overcome*, and don’t describe people with disabilities as *brave*, *courageous*, or *inspiring*. In general, people with disabilities want to be treated like everyone else.

### Avoid ableist language.

Don’t use language that presents people who don’t have disabilities as the norm. For example, don’t describe nondisabled people as *normal*, *healthy*, *regular*, or *able-bodied*. Instead, you can use *a person without a disability*, *a nondisabled person*, *a neurotypical person*, *a hearing person*, and similar terms.

## Avoid language that refers to using specific senses.

When writing instructions (such as in training manuals or user guides), avoid using phrases that refer to the use of specific senses, like *you see a message*, *you see a flashing light*, or *you hear an alert sound*. Instead, simply describe what happens: *A message appears*, *a light flashes*, *an alert sound plays*.

Also avoid using idioms that send negative messages about disability—for example, *that's crazy*, *fell on deaf ears*, or *turned a blind eye to*.

## Some phrases and idioms are OK.

It's OK to use commonly understood phrases such as the ones below:

I see your point.

You can watch your favorite movies on the Apple TV app.

Hear about the latest news right when it happens.

Don't hesitate to speak your mind.

Even if people in your audience can't see, hear, or speak, they'll typically understand the intent of the words.

It's also OK to use the common cross-reference *See* when linking to other material (for example, *See the Apple Support article "Set up Family Sharing"*).

## A guide to terms about disability

Use the table below as a general guide when writing about disability.

In most cases, use identity-first language for people who consider a disability to be part of their identity; otherwise, you can use person-first language. When you're writing about specific people with disabilities, be sure to find out how they prefer to be identified.

Identity first	Person first	Avoid
A disabled person Disabled people	A person with a disability People with disabilities	Differently abled Special needs Special abilities Handicapped Handicapable
A blind person	A person who is blind A person who has low vision	<i>Note:</i> Some people may use the term <i>visually impaired</i> . If you're writing about someone specific, ask them what they prefer.
A deaf person <i>Note:</i> Use <i>Deaf</i> (with a capital D) to refer to those who identify culturally as Deaf—for example, <i>a member of the Deaf community</i> .	A person who is deaf A person who is hard of hearing People who are deaf or hard of hearing	Hearing impaired Deaf and dumb Deaf-mute

Identity first	Person first	Avoid
<p>A deafblind person</p> <p><i>Note:</i> Some communities capitalize the <i>D</i>, or both the <i>D</i> and <i>B</i>—for example, a <i>DeafBlind</i> person, the <i>DeafBlind</i> community. If you're writing about someone specific, ask them what they prefer.</p>	<p>A person who is deaf and blind</p>	
<p>A limb-different person</p> <p>An amputee</p>	<p>A person with limb differences</p> <p>A person who had an amputation</p>	
<p>A wheelchair user</p>	<p>A person who uses a wheelchair</p> <p>A person in a wheelchair</p>	<p>Wheelchair-bound</p> <p>Confined to a wheelchair</p>
<p>A neurodivergent person</p> <p>An autistic person</p> <p>Autistic people</p> <p><i>Note:</i> Some communities capitalize the <i>A</i>—for example, an <i>Autistic</i> person. If you're writing about someone specific, ask them what they prefer.</p>	<p>A person with a neurodivergence</p> <p>A person on the autism spectrum</p> <p>People on the spectrum</p> <p>People with autism</p>	<p>A neurodiverse person (one person is <i>neurodivergent</i>; a group is <i>neurodiverse</i>)</p> <p>Autism spectrum disorder (use only to refer to a medical diagnosis; otherwise, use <i>on the spectrum</i>)</p> <p>High-functioning</p> <p>Low-functioning</p> <p>Asperger's</p> <p><i>Note:</i> Some people may identify with the term <i>Asperger's</i> (or <i>Aspie</i>). If you're writing about someone specific, ask them what they prefer—but in general, simply use <i>on the spectrum</i>.</p>
<p>A nonspeaking person</p> <p>A nonverbal person</p> <p><i>Note:</i> The terms above have distinct meanings; if you're writing about someone specific, ask them how they prefer to be identified.</p>	<p>A person who is nonspeaking</p> <p>A person who is nonverbal</p>	<p>Mute</p>

# Units of measure

## Intro to units of measure

This chapter provides usage guidelines for units of measure and lists abbreviations and symbols for frequently used units.

Follow these guidelines when you use units of measure in documentation:

- *When to spell out:* In user documentation, spell out units of measure and give the abbreviation in parentheses on first occurrence. Repeat the spelled-out version in new sections and chapters if the unit symbol or abbreviation is obscure and if the audience requires it.

20 gigabytes (GB) of memory

*Subsequent occurrences:* 20 GB of memory

Always spell out nonmetric units of measure in text (for example, *17-inch display*). It's OK to abbreviate such units in tables and technical specifications (*Display size: 17 in.*).

- *Noun:* When you use a unit symbol or abbreviation as a noun, insert a space between the number and the abbreviation, and use the preposition *of* before the unit the value quantifies.

20 GB of memory

Note that Apple Marketing Communications style for many abbreviations is to close up the number and the abbreviation (*20GB of memory*).

- *Adjective:* When you use a spelled-out unit of measure in a compound adjective, hyphenate the compound.

17-inch display

3-meter cable

When you use a unit symbol or abbreviation in a compound adjective, don't hyphenate; add a space between the number and the abbreviation.

20 nA battery

30 GB capacity

- *Capitalization:* With the exception of degrees Celsius, Fahrenheit, and Rankine, units of measure derived from a proper name aren't capitalized when spelled out, but their unit symbols are capitalized. (For example, the unit symbol for *joule* is *J*.)

- *Plurals:* Unit symbols and abbreviations are unaltered in the plural forms (for example, *lb.*, not *lbs.*).
- *International System of Units:* Use the unit symbol for units of the International System of Units (SI) after first occurrence. If the unit symbol for *meter* could be confused with another term in your document, spell out *meter*.

The maximum size for a memory card is 35 mm.

The Ethernet cable is 40 meters long.

Don't use a period after an SI unit (unless the unit appears at the end of a sentence).

- *Mixing symbols and names:* Don't mix unit symbols and names (*m/second*) or unit symbols and abbreviations (*J/sec.*). Don't mix a prefix name with a unit symbol (*kiloHz*), or a prefix symbol with a unit name (*khertz*).

## Prefixes for units of measure

Factor	Prefix	Symbol or abbreviation
$10^{24}$	yotta	Y
$10^{21}$	zetta	Z
$10^{18}$	exa	E
$10^{15}$	peta	P
$10^{12}$	tera	T
$10^9$	giga	G
$10^6$	mega	M
$10^3$	kilo	k
$10^2$	hecto	h
$10^1$	deka	da
$10^{-1}$	deci	d
$10^{-2}$	centi	c
$10^{-3}$	milli	m
$10^{-6}$	micro	μ
$10^{-9}$	nano	n
$10^{-12}$	pico	p
$10^{-15}$	femto	f
$10^{-18}$	atto	a
$10^{-21}$	zepto	z
$10^{-24}$	yocto	y

# Names and unit symbols for units of measure

In the following table, when a unit symbol includes a nonalphanumeric character, the keystrokes that generate the character are included in brackets after the unit symbol or abbreviation.

Unit	Unit symbol or abbreviation	Quantity
ampere	A	electric current
ampere-hour	Ah	electric charge
ampere-second. See coulomb.		
amperes per meter	A/m	magnetic field strength
amperes per square meter	A/m <sup>2</sup>	current density
amperes per volt. See siemens.		
angstrom (10 <sup>-10</sup> meters)	Å [Option-Shift-A]	optical wavelength
attoampere (10 <sup>-18</sup> amperes)	aA	electric current
baud (signal events per second)	Bd	speed of data transmission
bel (10 decibels)	B	sound intensity
bit	bit	size of data
bits per second	bit/s	speed of data transmission
byte	B	size of data
candela	cd	luminous intensity
candela per square inch	cd/sq. in.	luminance
candela per square meter	cd/m <sup>2</sup>	luminance
centimeter	cm	length
characters per inch	cpi	letter spacing (in type)
coulomb (ampere-second)	C	electric charge
coulombs per volt. See farad.		
cubic centimeter	cm <sup>3</sup>	volume
cubic foot	cu. ft.	volume
cubic inch	cu. in.	volume
cubic meter	m <sup>3</sup>	volume
cubic yard	cu. yd.	volume
cycle	c	complete execution of a periodically repeated phenomenon
cycles per second. See hertz.		
day	d	time



Unit	Unit symbol or abbreviation	Quantity
decibel (0.10 bels)	dB	sound intensity
degree	° [Option-Shift-8]	angular measure
degree Celsius	° C [Option-Shift-8]	temperature
degree Fahrenheit	° F [Option-Shift-8]	temperature
degree K=kelvin. See kelvin.		
degree Rankine	° R [Option-Shift-8]	temperature
dots per inch	dpi	resolution
electromotive force	emf	energy derived from electrical source per unit quantity of electricity
electron volt	eV	energy
farad (coulombs per volt)	F	capacitance
foot	ft.	length
gallon	gal.	volume
gigabit	Gbit	computer memory
gigabits per second	Gbit/s (standard) Gbps (some Apple groups)	speed of data transmission
gigabyte	GB	computer memory
gigabytes per second	GB/s	speed of data transmission
gigahertz	GHz	frequency
gilbert	Gb	magnetomotive force
gram	g	mass, weight
grams per cubic centimeter	g/cm <sup>3</sup>	density
henry	H	inductance
hertz (cycles per second)	Hz	frequency
horsepower	HP	power
hour	h	time
inch	in.	length
joule (kilogram-meter)	J	energy
joules per second. See watt.		
kelvin	K	thermodynamic temperature
kilobit (1000 bits)	kbit	computer memory
kilobits per second	kbit/s (standard) kbps (some Apple groups)	speed of data transmission

Unit	Unit symbol or abbreviation	Quantity
kilobyte (1024 bytes)	KB	computer memory
kilobytes per second	KB/s	speed of data transmission
kilogram	kg	mass, weight
kilogram-force centimeter	kgf cm	torque
kilogram-meter. See joule.		
kilogram-meters per second squared. See newton.		
kilograms per cubic meter	kg/m <sup>3</sup>	density
kilohertz	kHz	frequency
kilohm	kΩ [Option-Z]	electric resistance
kilometer	km	length, distance
kilometers per hour	km/h	velocity
kilowatt (kilovolt-ampere)	kW	power
kilowatt-hour	kWh	energy (usually electric power consumption)
lines per inch	lpi	resolution
liter	l	volume
liters per second	l/s	change in volume over time
lumen	lm	flux of light
lux	lx	illumination
megabit	Mbit	computer memory
megabits per second	Mbit/s (standard) Mbps (some Apple groups)	speed of data transmission
megabyte	MB	computer memory
megabytes per second	MB/s	speed of data transmission
megahertz	MHz	frequency
megapixel	MP	resolution
meter	m	length, distance
meters per second	m/s	velocity
micrometer (10 <sup>-6</sup> meters)	μm [Option-M]	length
micron. See micrometer.		
mil (10 <sup>-3</sup> inches)	mil	length
mile	mi. [except in mph]	length, distance
miles per hour	mph	velocity

Unit	Unit symbol or abbreviation	Quantity
millimeter (10 <sup>-3</sup> meters)	mm	length
million instructions per second	MIPS	microprocessor speed
millisecond (10 <sup>-3</sup> seconds)	ms	time
millivolt (10 <sup>-3</sup> volts)	mV	electric potential
milliwatt (10 <sup>-3</sup> watts)	mW	power
minute	min.	time
month	mo.	time
newton (kilogram-meters per second squared)	N	force
newtons per square meter. See pascal.		
ohm	Ω [Option-Z]	electric resistance
ounce	oz.	volume, weight
pascal (newtons per square meter)	Pa	pressure, stress
petabyte	PB	computer memory
point	pt	font size
pound	lb.	weight
poundal	pdl.	force
radian	rad	plane angle
radians per second	rad/s	angular velocity
radians per second squared	rad/s <sup>2</sup>	angular acceleration
revolutions per minute	rpm	angular velocity
second	s (unit symbol) or sec. (abbreviation)	time
siemens (amperes per volt)	S	conductance
square foot	sq. ft.	area
square inch	sq. in.	area
square meter	m <sup>2</sup>	area
square mile	sq. mi.	area
square yard	sq. yd.	area
steradian	sr	solid angle
terabit	Tbit	computer memory
terabits per second	Tbit/s (standard) Tbps (some Apple groups)	speed of data transmission

Unit	Unit symbol or abbreviation	Quantity
terabyte	TB	computer memory
terabytes per second	TB/s	speed of data transmission
tesla (webers per square meter)	T	magnetic flux density
ton	tn. or ton	mass, weight
volt	V	electric potential difference, electromotive force
volt-ampere. See watt.		
volts (point-to-point)	$V_{pp}$	electric potential
volts (root mean square)	$V_{rms}$	electric potential
watt (joules per second)	W	power
watt-hour	Wh	energy
weber	Wb	magnetic flux
webers per square meter. See tesla.		
yard	yd.	length, distance
year	yr.	time

# Technical notation

## Intro to technical notation

This chapter gives special style and usage rules that apply largely or exclusively to developer documentation.

When writing about a particular programming language, be careful to follow the capitalization style of that language.

## Code

Use code font for code.

Develop a method of spacing around punctuation and use the method consistently. It's often best to use "English-style" spacing (one space character between words) because it's easy to remember and to stick with.

```
(height, width: extended; quo: integer); PageSize = 1024
```

## Syntax descriptions

Use code font for literals (parts of the language, values, and so on), italics for placeholder names, and regular text for the brackets that enclose something that's optional. Pay close attention to punctuation.

```
Read ([file, ] var)
```

Use embedded caps to connect words that act as a single placeholder name (*sourceFile*).

Be consistent when naming placeholders; for example, don't alternate between *commands* and *commandList*.

## Code font in text

Most developer documentation uses code font for computer-language elements in text. Whether to use code font in text for other documents is a matter of judgment.

- Use code font for all text fragments that represent expressions in a programming language.

- Use code font for names of files, volumes, directories, and libraries.

`StandardCRuntime.o` library

`MainProg.c` file

- Don't use a function or method name as a verb.

*Correct:* Run `ls` on both directories.

*Incorrect:* `ls` both directories.

*Correct:* Use `cd` to change to the root directory.

*Incorrect:* `cd` to the root directory.

- Don't mix fonts within a single word. Rewrite to avoid forming the plural of a word in code font.

*Correct:* values of type `integer`

*Incorrect:* `integers`

- Use regular text font, not code font, for punctuation following a word or phrase in code font, unless the punctuation mark is part of the computer-language element represented.

`NAN(004)`, `nan(4)`, and `NaN` are examples of acceptable input.

## Placeholder names in text

In running text, use italics when referring to a placeholder name (that is, an artificial term that has meaning only in your documentation and is to be replaced by a value or symbol). Spell the name just as it would appear in a syntax description. Don't use a placeholder as you would use a regular English term.

*Correct:* Replace *volumeName* with a name of up to 12 characters.

*Correct:* The volume name can be up to 12 characters long.

*Incorrect:* The `volumeName` can be up to 12 characters long.

Avoid *foo*, *bar*, and *baz* to represent hierarchical or ordered placeholder names in code examples. Instead, use names that suggest the kind of item.

`TObject`.*FirstMethod*

`TObject`.*SecondMethod*

# International style

## Intro to international style

Following international style helps readers with limited English proficiency read what you write. By following international style, you also help translators—human or machine—localize your writing by minimizing the burdens of cultural and customary language usage.

Writing in the international style means that you write simply and that you express yourself using standard international conventions. These are the basic rules:

- Write in simple structures.
- Don't use idiomatic or colloquial expressions.
- Avoid shortcuts, symbols, and abbreviations that could easily be spelled out.
- Express data using the standard international conventions outlined in this chapter. You should vary from these standards only when there's a truly compelling advantage in using a proprietary or customary style.

For more information about standard international conventions, visit the websites listed in this chapter.

## Countries

Country names are represented by a two-character code.

- *International authority:* International Organization for Standardization (ISO), <https://www.iso.org>
- *Standard:* ISO 3166
- *Usage:* Countries are represented by a two-character code in a table, column, or row that clearly indicates that the code represents a country.

The following table shows examples of country codes.

Code	Country
DE	Germany
ES	Spain
FR	France
IT	Italy
JP	Japan
MX	Mexico
US	United States

## Currency

Currency amounts are expressed with a three-letter currency code.

- *International authority:* International Organization for Standardization (ISO), <https://www.iso.org>
- *Standard:* ISO 4217
- *Rationale:* Currency codes are specific to a currency and can't be confused or misinterpreted by the reader. Currency symbols such as the dollar sign (\$) aren't unique and are easily misread.
- *Usage:* Write the amount followed by a space and the currency code in capitals.

The computer is priced at 1199 USD.

The computer costs 1980 EUR.

The following table shows examples of currency codes.

Code	Currency
CAD	Canadian dollar
EUR	euro
GBP	pound sterling
JPY	yen
USD	U.S. dollar



## Dates and times

Dates are expressed as year, month, day and are separated by a hyphen. Times are expressed on a 24-hour clock.

- *International authority:* International Organization for Standardization (ISO), <https://www.iso.org>
- *Standard:* ISO 8601
- *Rationale:* Date and time formats are represented with the largest units given first. From left to right the ranking is year, month, week, day, hour, minute, second. This standard, in addition to being used in many Asian languages, solves ambiguities in the date notations used in Canada, the United States, and the United Kingdom.
- *Usage:* Dates are expressed numerically as year, month, day and are separated by a hyphen. Times are expressed on a 24-hour clock. A colon separates hours, minutes, and seconds. Coordinated Universal Time (UTC) times are expressed as “Z.” Local time zones are expressed as the number of hours from UTC.

The Apple Watch Series 6 was introduced on 2020-09-15.

The file will be posted at 18:00Z.

The file will be posted at 18:00 PST (UTC–8).

## Decimals

Decimals are expressed by a period or comma. For numbers larger than 999, don’t use a period or comma as a separator. A nonbreaking space (Option–Space bar) may be used instead.

- *International authority:* Bureau International des Poids et Mesures (BIPM), <https://www.bipm.org>
- *Standard:* BIPM SI Brochure
- *Rationale:* Breaking up large numbers makes them easier to read, especially in tables. A nonbreaking space can’t be misinterpreted as a decimal marker.
- *Usage:* Use a period to produce a decimal in English. Numbers may be divided in groups of three on either side of the decimal to make them easy to read. Use a nonbreaking space instead of a period or comma to divide numbers. Express large numbers in their smallest form to make them easier to read.

A kilobyte is 1024 bytes.

Apple sold 300 000 iMac computers in the first quarter.

Apple sold 3.7 million iMac computers in 2 years.

# Languages

Language names are represented by a two-character code.

- *International authority:* International Organization for Standardization (ISO), <https://www.iso.org>
- *Standard:* ISO 639
- *Usage:* Languages are represented by a two-character code in a table, column, or row that clearly indicates that the code represents a language.

The following table shows examples of language codes.

Code	Language
de	German
en	English
es	Spanish
fr	French
it	Italian
jp	Japanese
nl	Dutch
mul	Multiple languages

In some cases, you may need to append an extension to the code to represent a particular Apple localization.

Code	Language
en-GB	British English
zh-CN	Simplified Chinese
zh-TW	Traditional Chinese

# Telephone numbers

Telephone numbers begin with the plus sign and are followed by the country code, the city code, and the number. Freephone (toll-free) numbers are expressed in the local style. Always give a toll number if one is available.

- *International authority:* International Telecommunication Union (ITU), <http://www.itu.int>
- *Standard:* ITU-T E.123
- *Rationale:* The plus sign (+) represents any number a caller must dial to get an outside line, like 9. The caller then dials the remaining digits. Freephone numbers are usually impossible to dial globally, even between Canada and the United States. Providing a freephone number with a toll number allows customers to call no matter where they're from.
- *Usage:* Telephone number notations begin with the plus sign and are followed by the country code, the city code, and the number. Breaks in national numbering plans may be represented by a space. Toll-free numbers are expressed in the local style.

You can reach Apple by calling +1 408 996 1010 or 800-692-7753 (in North America).

You can reach Apple France by calling +33 1 69 86 34 00 or 0800 046 046.

# Units of measure

Use only units of the International System of Units (SI) to express the values of quantities. Equivalent values in nonmetric units may be given in parentheses following SI values in cases where safety may be an issue, or when they're used in a product's name.

- *International authority:* Bureau International des Poids et Mesures (BIPM), <http://www.bipm.org>
- *Standard:* BIPM SI Brochure. United States interpretation is available from the Department of Commerce at <http://www.nist.gov/pml/pubs>.
- *Usage:* Quantities are always expressed with a unit symbol. Use a nonbreaking space (Option-Space bar) between the quantity and its symbol. Unit symbols are unaltered in the plural, and are never hyphenated, even when they're used as an adjective. Unit symbols aren't followed by a period unless they appear at the end of a sentence. Don't imply more precision than is reasonable in choosing a unit symbol.

The Apple HDMI to HDMI Cable is 1.8 m long.

The 13-inch MacBook Air computer weighs 1.35 kg.

The iPad mini 4 Wi-Fi models weigh 298.8 g (0.65 lb.).

The iMac computer has a 1.6 GHz, 2.8 GHz, or 3.1 GHz processor.

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