

Name

Size

Kind

✓ Date Modified

Date Created

Date Last Opened

Date Added

✓ Size

✓ Kind

Last Modified By

Shared By

Version

Comments

Tags



Back/Forward

Path

New Folder

Search

Drag your favorite items into the toolbar...



Back/Forward



Path



Group



View



Action



Eject



Burn



Space



Flexible Space



New Folder



Delete



Connect



Get Info



Search



Quick Look



Share



Edit Tags



Preview



AirDrop



iCloud

... or drag the default set into the toolbar.



Back/Forward



View



Space



Group



Share



Edit Tags



Action



Space



Search

Search

Show

Icon and Text



Done

☒ Always open in list view

☒ Browse in list view

Group By: None

Sort By: Date Modified

Icon size:



Text size: 13

Show Columns:

☒ iCloud Status

☐ Last Modified By

☐ Shared By

☒ Date Modified

☐ Date Created

☐ Date Last Opened

☐ Date Added

☒ Size

☒ Kind

☐ Version

☐ Comments

☐ Tags

☒ Use relative dates

☒ Calculate all sizes

☒ Show icon preview

Use as Defaults

Finder Settings



General



Tags



Sidebar



Advanced

- ☒ Show all filename extensions
- ☒ Show warning before changing an extension
- ☐ Show warning before removing from iCloud Drive
- ☐ Show warning before emptying the Trash
- ☒ Remove items from the Trash after 30 days

Keep folders on top:

- ☐ In windows when sorting by name
- ☐ On Desktop

When performing a search:

Search This Mac



Finder Settings



General



Tags












Sidebar







Advanced

Show these items in the sidebar:

Favorites

- ☒  Recents
- ☒  AirDrop
- ☒  Applications
- ☒  Downloads
- ☐  On My Mac
- ☐  Movies
- ☐  Music
- ☐  Pictures
- ☒  w

iCloud

- ☒  iCloud Drive
- ☒  Shared
- ☒  Desktop
- ☒  Documents

Locations

- ☒  w's MacBook Pro
- ☐  Hard disks
- ☒  External disks
- ☒  CDs, DVDs, and iOS Devices
- ☒  Cloud Storage
- ☒  Bonjour computers
- ☒  Connected servers

Tags

Finder Settings



General



Tags



Sidebar



Advanced

Show these items on the desktop:

- ☒ Hard disks
- ☒ External disks
- ☒ CDs, DVDs, and iPods
- ☒ Connected servers

New Finder windows show:



Downloads



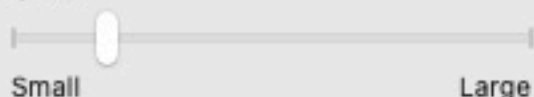
☒ Sync Desktop & Documents folders

Your Desktop & Documents folders are being synced with iCloud Drive. You can also access them from your other devices.

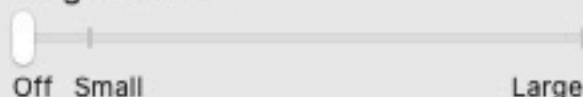
☒ Open folders in tabs instead of new windows

Dock

Size



Magnification



Position on screen

Left ⇅

Minimize windows using

Genie Effect ⇅

Double-click a window's title bar to

Minimize ⇅

Minimize windows into application icon



Automatically hide and show the Dock



Animate opening applications



Show indicators for open applications



Show suggested and recent apps in Dock



Desktop & Stage Manager

Show Items

☒ On Desktop ☐ In Stage Manager

Click wallpaper to reveal desktop

Only in Stage Manager ⇅

Clicking your wallpaper will move all windows out of the way to allow access to your desktop items and widgets.

Stage Manager

Stage Manager arranges your recent windows into a single strip for reduced clutter and quick access.



Show recent apps in Stage Manager



Show windows from an application

All at Once ⇅

Widgets

Show Widgets

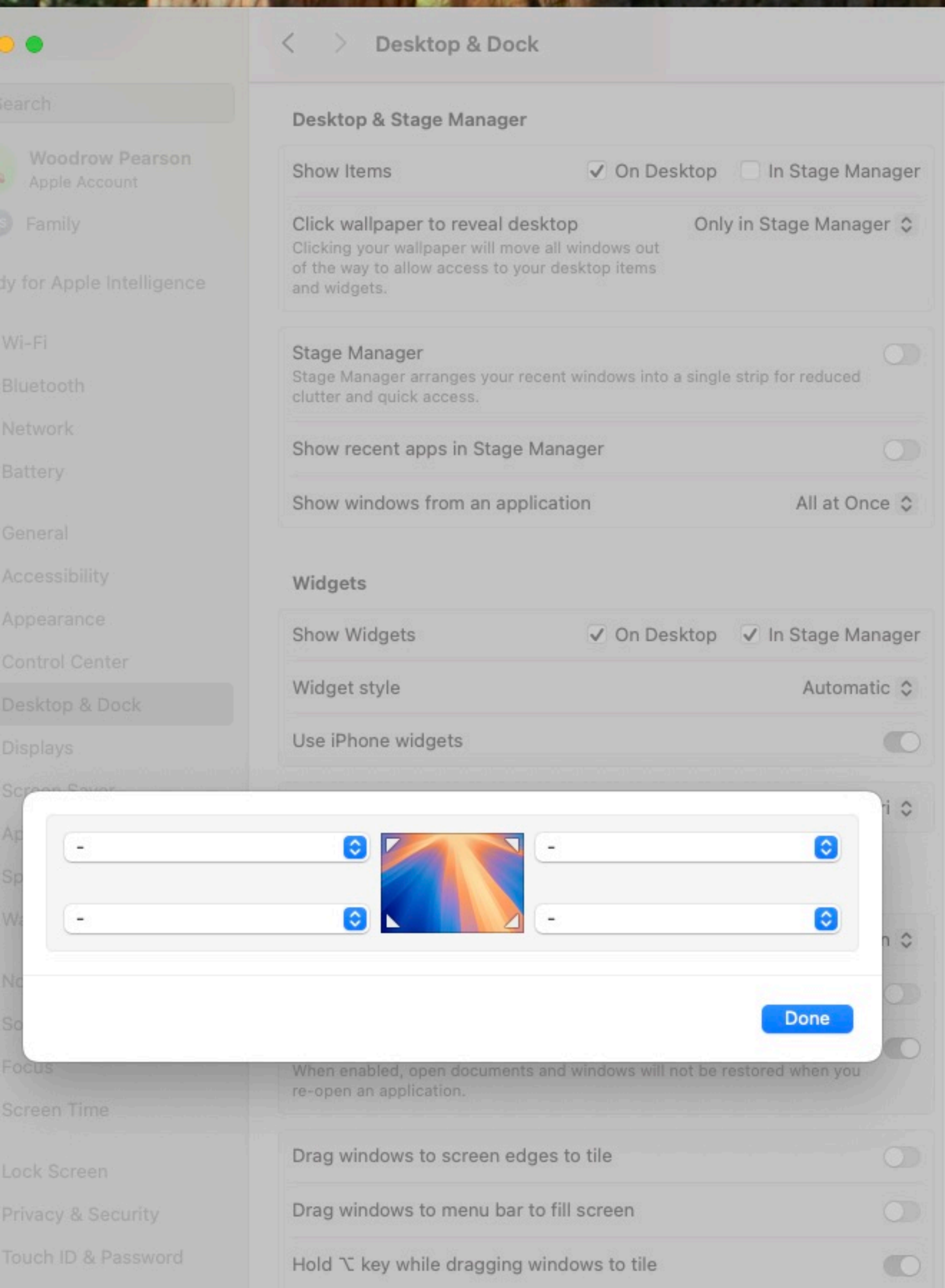
☒ On Desktop ☒ In Stage Manager

Widget style

Automatic ⇅

Use iPhone widgets





Desktop & Dock


Desktop & Stage Manager

Show Items

☒ On Desktop

☐ In Stage Manager

Click wallpaper to reveal desktop

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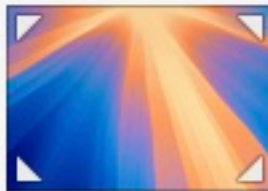
☒ On Desktop

☒ In Stage Manager

Widget style

Automatic 

Use iPhone widgets



Done

Password

A login password has been set for this user.

Change...

Touch ID

Touch ID lets you use your fingerprint to unlock your Mac and make purchases with Apple Pay, iTunes Store, App Store, and Apple Books. [About Touch ID & Privacy...](#)



Finger 1



Add Fingerprint

Use Touch ID to unlock your Mac



Use Touch ID for Apple Pay



Use Touch ID for purchases in iTunes Store, App Store,
and Apple Books



Use Touch ID for autofilling passwords



Use Touch ID for fast user switching



Apple Watch

Use Apple Watch to unlock your applications and your Mac.



Woodrow's Apple Watch



To allow your Apple Watch to unlock this Mac, you must have a passcode set on your Apple Watch. You can create a passcode in the Apple Watch app on your iPhone.



< > Lock Screen

Start Screen Saver when inactive For 10 minutes ▾

Turn display off on battery when inactive For 2 minutes ▾

Turn display off on power adapter when inactive For 3 hours ▾

⚠ Energy usage may be higher when this Mac is inactive for longer periods of time before the display turns off.

Require password after screen saver begins or display is turned off After 5 minutes ▾

Show large clock On Screen Saver and Lock Screen ▾

Show 24-hour time ☐

Show user name and photo ☒

Show password hints ☐

Show message when locked ☐ [Set...](#)

When Switching User

Login window shows ☒ List of users ☐ Name and password

Show the Sleep, Restart, and Shut Down buttons ☒

[Accessibility Options...](#)





Notifications

Customize when and how notifications appear, if they play a sound, and which apps can send them. [Learn more...](#)

Notification Center

Notification Center shows your notifications in the top-right corner of your screen. You can show and hide Notification Center by clicking the clock in the menu bar.

Show previews

Always

Allow notifications when the display is sleeping



Allow notifications when the screen is locked



Allow notifications when mirroring or sharing the display



Summarize notifications

On >

Application Notifications



FaceTime

Badges, Sounds, Banners



Find My

Badges, Sounds, Alerts



Game Center

Off



Home

Off



Messages

Badges, Sounds, Banners, Time Sensitive, Critical



Notes

Off



Tips

Off



Wallet

Off



< > Messages

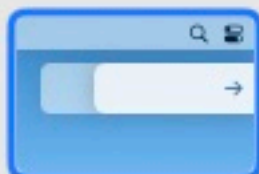


Allow notifications

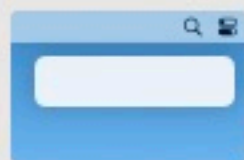
Messages



None



Banners



Alerts

Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

Allow critical alerts



Allow time sensitive alerts



Show notifications on lock screen



Show in Notification Center



Badge application icon



Play sound for notification



Show previews

Default

Notification grouping

Automatic

Summarize notifications



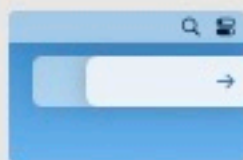


Allow notifications

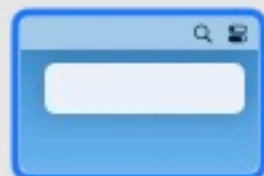
Find My



None



Banners



Alerts

Banners appear in the upper-right corner and go away automatically. Alerts stay on screen until dismissed.

Show notifications on lock screen



Show in Notification Center



Badge application icon



Play sound for notification



Show previews

Default



Notification grouping

Automatic



Summarize notifications





Built-in Display



3456 × 2234

3456 × 2160

2992 × 1934

2992 × 1870

2624 × 1696

2624 × 1640

2560 × 1600

2336 × 1510

2336 × 1460

2056 × 1329

2056 × 1285

1920 × 1200

1728 × 1117 (Default)

1728 × 1080

1496 × 967

1496 × 935

1312 × 848

1312 × 820

1280 × 800

1168 × 755

1168 × 730

960 × 600

Show all resolutions



Using a scaled resolution may affect performance.

Brightness



Automatically adjust brightness



True Tone

Automatically adapt display to make colors appear consistent in different ambient lighting conditions.



Preset

Apple XDR Display (P3-1600 nits) ▾

Refresh rate

ProMotion ▾

When connected to TV

Choose what to show or use the TV as a secondary display.

Ask What to Show ▾

Advanced...

Night Shift...



< > AirDrop & Handoff

Allow Handoff between this Mac and your iCloud devices



AirDrop

Everyone

AirDrop lets you share instantly with people nearby. You can be discoverable in AirDrop to receive from everyone or only people in your contacts.

About AirDrop & Privacy...

AirPlay Receiver



AirPlay Receiver allows nearby Apple devices to send video and audio content to your Mac with AirPlay.

Allow AirPlay for

Anyone on the Same Network

Anyone on the same network can see and AirPlay to this computer.

Require password



Set...

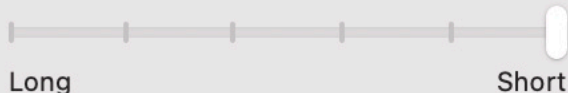


< > Keyboard

Key repeat rate



Delay until repeat



Adjust keyboard brightness in low light ☒

Keyboard brightness



Turn keyboard backlight off after inactivity

After 5 Minutes

Press key to

Show Emoji & Symbols

Keyboard navigation ☐

Use keyboard navigation to move focus between controls. Press the Tab key to move focus forward and Shift Tab to move focus backward.

Keyboard Shortcuts...

Text Input

Input Sources

U.S.

Text Replacements...

Dictation



Use Dictation wherever you can type text. To start dictating, use the shortcut or select Start Dictation from the Edit menu. ☐

Languages

English (United States)

Microphone source

Automatic (MacBook Pro Microphone)

Shortcut

Press

About Ask Siri, Dictation & Privacy...

Set Up Keyboard...





Shortcut

Accessibility features can be toggled on and off by quickly pressing Touch ID three times, or pressing $\text{⌘}F5$. Select which features to toggle on and off:

- ☐ VoiceOver
- ☐ Zoom
- ☐ Hover Text
- ☐ Hover Typing
- ☐ Invert Display Color
- ☐ Color Filters
- ☐ Sticky Keys
- ☐ Slow Keys
- ☐ Mouse Keys
- ☐ Full Keyboard Access
- ☐ Accessibility Keyboard
- ☐ Increase Contrast
- ☐ Reduce Transparency
- ☐ Head Pointer
- ☐ Voice Control
- ☐ Live Captions
- ☐ Live Speech

Appearance



Light



Dark



Auto

Accent color



Multicolor

Highlight color



Accent Color ▾

Sidebar icon size

Medium ▾

Allow wallpaper tinting in windows



Show scroll bars

- ☒ Automatically based on mouse or trackpad
- ☐ When scrolling
- ☐ Always

Click in the scroll bar to

- ☐ Jump to the next page
- ☒ Jump to the spot that's clicked



Hearing

Show in Menu Bar



Show in Control Center



Fast User Switching

Show in Menu Bar

Don't Show

Show in Control Center



Keyboard Brightness

Show in Menu Bar



Show in Control Center



Menu Bar Only



Clock

Clock Options...



Spotlight

Don't Show in Menu Bar



Siri

Don't Show in Menu Bar



Time Machine

Show in Menu Bar



Weather

Don't Show in Menu Bar

Automatically hide and show the menu bar

Never


Recent documents, applications, and servers

10





Control Center Modules



These modules are always visible in Control Center. You can choose when they should also show in the Menu Bar.

- 



Wi-Fi

Show in Menu Bar 
- 



Bluetooth

Show in Menu Bar 
- 



AirDrop

Show in Menu Bar 
- 



Focus

Show When Active 
- 



Stage Manager

Don't Show in Menu Bar 
- 



Screen Mirroring

Show When Active 
- 


Display

Always Show in Menu Bar 
- 

Sound


Always Show in Menu Bar 
- 

Now Playing


Show When Active 



Other Modules

These modules can be added to Control Center and the Menu Bar.


- 


Accessibility Shortcuts


Show in Menu Bar 

Show in Control Center 
- 



Battery

Show in Menu Bar 


Show in Control Center 


Show Percentage 

Show Energy Mode

When Active 
- 

Music Recognition

Show in Menu Bar 

Show in Control Center 

Show resolutions as list



Link to Mac or iPad

Allow your pointer and keyboard to move between any nearby Mac or iPad



Your pointer and keyboard can be used on any nearby Mac or iPad signed in to your iCloud account.

Push through the edge of a display to connect a nearby Mac or iPad



Allow the pointer to connect to a nearby Mac or iPad by pushing against the edge of a display.

Automatically reconnect to any nearby Mac or iPad



Allow this Mac to automatically reconnect to any nearby Mac or iPad you've previously connected to.

Done

Night Shift automatically shifts the colors of your display to the warmer end of the color spectrum after dark. This may help you get a better night's sleep.

Schedule

Sunset to Sunrise ⇅

Turn on until sunrise



Color temperature

Warmer settings may affect the appearance of some onscreen motion.



Done

When connected to TV

Choose what to show or use the TV as a secondary display.

Ask What to Show ⇅

Advanced...

Night Shift...





Spotlight

Spotlight helps you quickly find things on your computer and shows suggestions from the Internet, Music, App Store, movie showtimes, locations nearby, and more.

Search results

Only selected categories will appear in Spotlight search results.

- ☒ Applications
- ☒ Calculator
- ☐ Contacts
- ☒ Conversion
- ☒ Definition
- ☒ Documents
- ☒ Events & Reminders
- ☒ Folders
- ☒ Fonts
- ☒ Images
- ☐ Mail & Messages
- ☒ Movies
- ☐ Music
- ☒ Other
- ☒ PDF Documents
- ☐ Presentations
- ☐ Siri Suggestions
- ☒ Spreadsheets
- ☒ System Settings
- ☐ Tips
- ☐ Websites

Help Apple Improve Search



Settings

New Document

Open and Save

Format

Use the Format menu to choose settings for an open document.

☐ Rich text☐ Wrap to page☒ Plain text**Window Size**Width: charactersHeight: lines**Font**Plain text font: Menlo Regular 11Rich text font: Helvetica 12**Properties**

Document properties are saved only with rich text files. Choose File > Show Properties to change the properties for an open document.

Author: Organization: Copyright: **Options**☐ Check spelling as you type☐ Smart copy/paste☐ Check grammar with spelling☐ Smart quotes☐ Correct spelling automatically☐ Smart dashes☒ Show ruler☐ Smart links☐ Data detectors☐ Text replacement☒ Smart quotes and dashes in rich text documents only☒ Check and correct spelling in rich text documents only



Search

Spotlight

Wallpaper

Notifications

Sound

Focus

Screen Time

Lock Screen

Privacy & Security

Touch ID & Password

Users & Groups

Internet Accounts

Game Center

iCloud

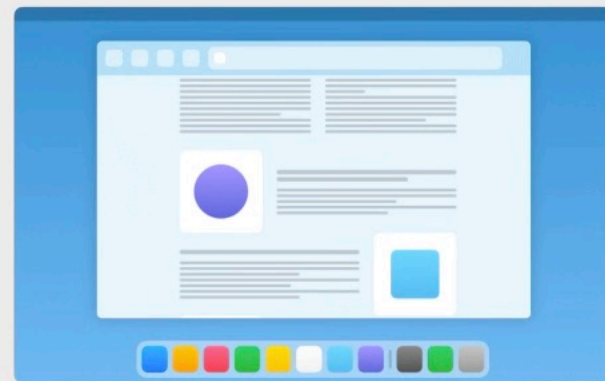
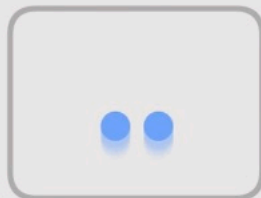
Wallet & Apple Pay

Keyboard

Trackpad

Printers & Scanners

Trackpad



Point & Click

Scroll & Zoom

More Gestures

Natural scrolling

Content tracks finger movement



Zoom in or out

Pinch with two fingers



Smart zoom

Double-tap with two fingers



Rotate

Rotate with two fingers



Set Up Bluetooth Trackpad...





Search

Spotlight

Wallpaper

Notifications

Sound

Focus

Screen Time

Lock Screen

Privacy & Security

Touch ID & Password

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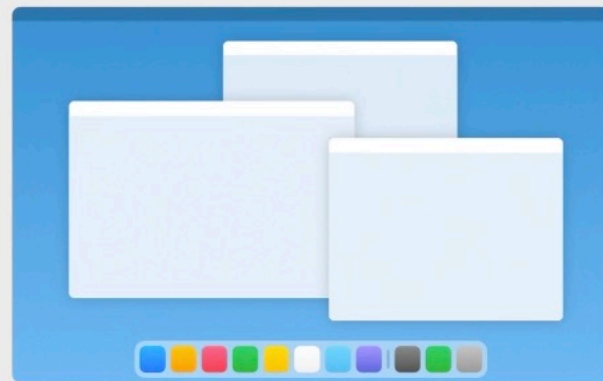
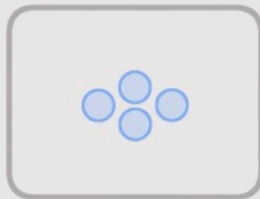
Wallet & Apple Pay

Keyboard

Trackpad

Printers & Scanners

Trackpad



Point & Click

Scroll & Zoom

More Gestures

Swipe between pages

Scroll Left or Right with Two Fingers ⇅

Swipe between full-screen applications

Off ⇅

Notification Center

Swipe left from the right edge with two fingers



Mission Control

Off ⇅

App Exposé

Off ⇅

Launchpad

Pinch with thumb and three fingers



Show Desktop

Spread with thumb and three fingers



Set Up Bluetooth Trackpad...





Search

Spotlight

Wallpaper

Notifications

Sound

Focus

Screen Time

Lock Screen

Privacy & Security

Touch ID & Password

Users & Groups

Internet Accounts

Game Center

iCloud

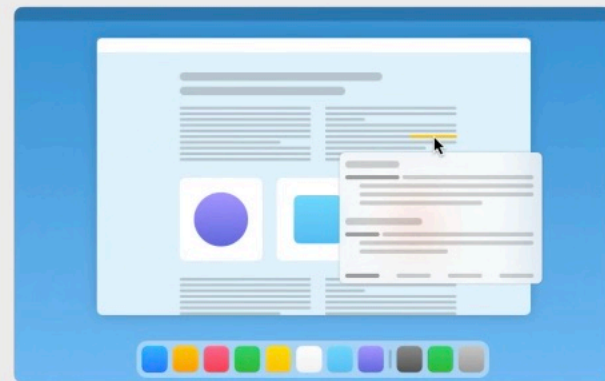
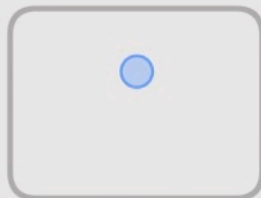
Wallet & Apple Pay

Keyboard

Trackpad

Printers & Scanners

Trackpad

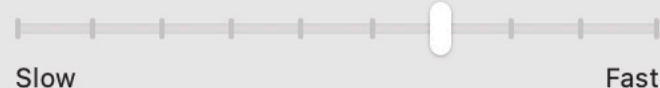


Point & Click

Scroll & Zoom

More Gestures

Tracking speed



Click



Force Click and haptic feedback

Click then press firmly for Quick Look, Look up, and variable speed media controls.



Look up & data detectors

Force Click with One Finger

Secondary click

Click with Two Fingers

Tap to click

Tap with one finger



Set Up Bluetooth Trackpad...

