



Employee Starter Guide

Mac Productivity

macOS Ventura



Introduction

Mac is loaded with great apps and features for the work you do every day, like sending email, creating documents, accessing the web, and connecting with coworkers. Many of the same apps you use on your iPhone or iPad are also on your Mac.

Apple devices are designed to work together seamlessly and to help you plan your day, manage projects, create content, and collaborate with colleagues. The productivity skills in this guide can be applied and adapted to your existing workflows, so you can continue to meet your daily objectives and exceed your professional goals.

This is part of the Employee Starter Guide series. Please refer to the Employee Starter Guide: macOS Basics guide for an overview of macOS and Mac hardware.

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Getting Started

To get started on your enterprise network, you or your IT team will need to enroll your Mac into corporate services to access your corporate Wi-Fi, mail, and calendar.

[Learn more about configuration profiles ↗](#)

If you have any questions, contact your IT administrator for more information.



Create and Work with Files

You can use built-in apps on your Mac, like Pages or Notes, or third party apps from the App Store to create reports, spreadsheets, financial charts, presentations, slideshows, and more. You can also use Markup tools to add signatures to PDF documents, fill out forms, edit images, and more.

[Open documents on your Mac](#) ↗

[Create and edit documents](#) ↗

[Use Markup tools to annotate files](#) ↗

[Combine files into a PDF](#) ↗

[Print your files](#) ↗



QUICK TIP

Interact with text in a photo

Use Live Text in the Photos app to copy text from an image and paste it in an email, document, or messages. [Learn more](#) ↗



Access and Organize Your Files

With Mac, you can simplify everyday tasks such as organizing project folders, moving work files, grouping items into stacks, and accessing files from cloud solutions all in one place.

[Organize files on your Mac ↗](#)

[Organize files in stacks ↗](#)

[Use tags to find files and folders ↗](#)

[Perform quick actions in the Finder ↗](#)



QUICK TIP

Access Cloud Storage

You can get easy access to iCloud Drive or third-party cloud solutions like Dropbox, Box, OneDrive, and Google Drive in a Finder window by customizing the sidebar.

[Learn more ↗](#)



Work with iWork

iWork is a suite of built-in Apple apps — compatible with Microsoft Office files — made to meet all your business needs. Use Pages for documents, Keynote for presentations, and Numbers for spreadsheets.

[Create and design documents ↗](#)

[Build compelling presentations ↗](#)

[Visualize your data with spreadsheets ↗](#)

[Convert your iWork files to Microsoft Office documents ↗](#)

[Invite coworkers to collaborate on documents in real time ↗](#)



QUICK TIP

Speak it instead of typing it

Dictate text anywhere you can type it. Choose Apple menu > System Settings, click Keyboard, then click Dictation. [Learn more ↗](#)



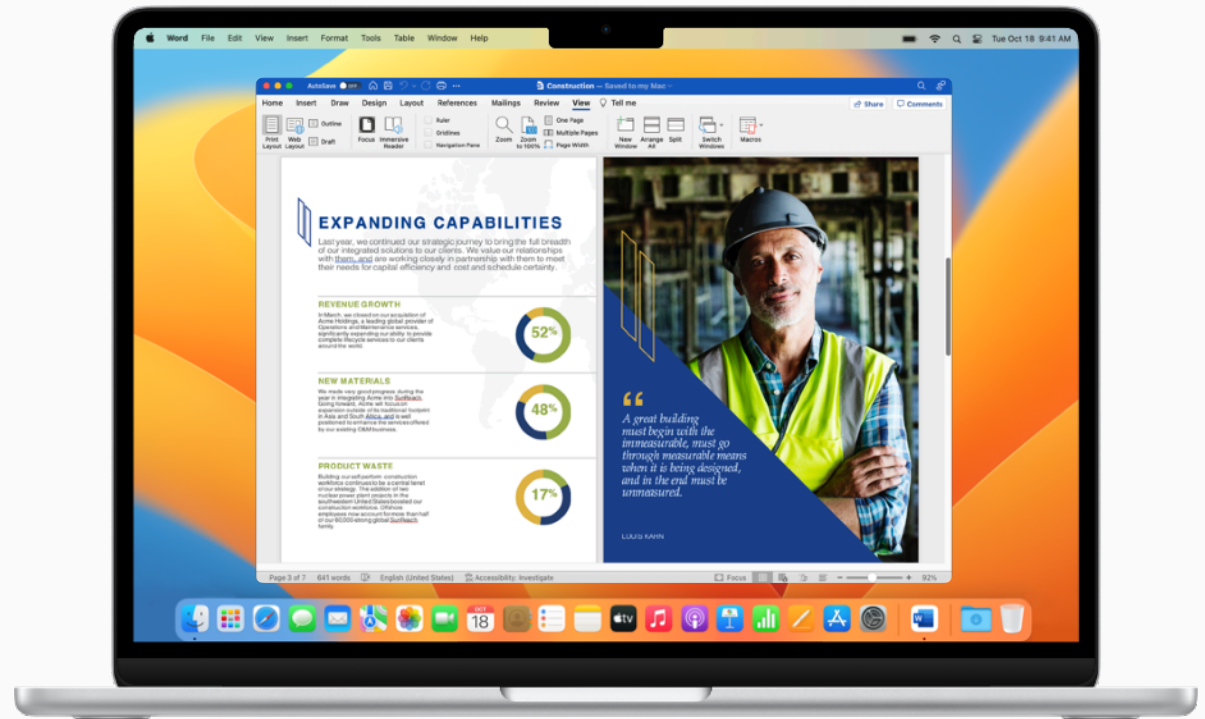
Work with Microsoft 365

The same Microsoft apps you've been using at work are available for your Mac. View, create, and edit documents, spreadsheets, and presentations with Word, Excel, and PowerPoint for Mac.

[Learn more about Microsoft Word for Mac](#)

[Learn more about Microsoft Excel for Mac](#)

[Learn more about Microsoft PowerPoint for Mac](#)



QUICK TIP

Check if your company has a Microsoft 365 license

Your company may already have a subscription for Microsoft 365. Make sure to check with your IT administrator as certain restrictions may apply.



Search and Browse the Web

Safari is the built-in web browser on Mac where you can research topics, read news articles, and access web applications. Pin your favorite sites for quick access and save web pages to read later — even when you're not connected to the Internet.

[Start a search ↗](#)

[Group sites into a single window ↗](#)

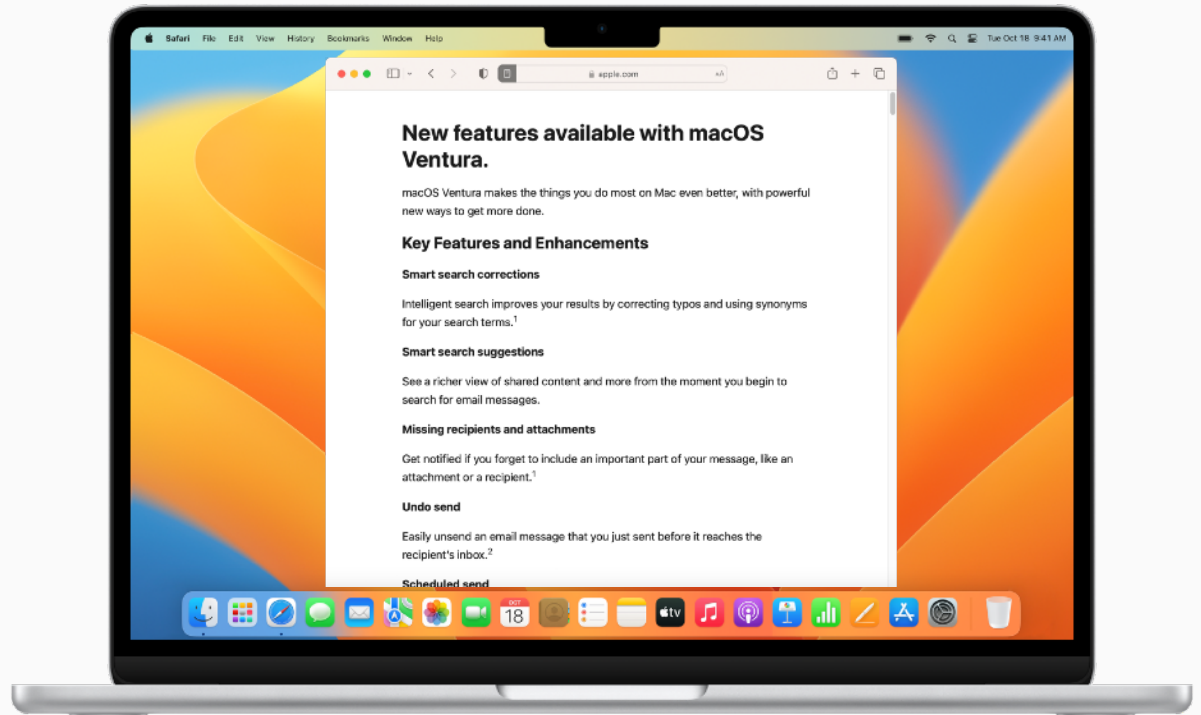
[Bookmark your favorite websites ↗](#)

[Pin frequently visited websites ↗](#)

[Save a webpage to read offline ↗](#)

[Get information about a picture ↗](#)

[Take notes about a webpage ↗](#)



QUICK TIP

Read articles without distractions

View webpage articles without ads, navigation, or other distracting items. To enable Safari Reader, go to View > Show Reader from the menu bar or use the keyboard shortcut, Shift-Command (⌘)-R. [Learn more ↗](#)



Customize Safari

With Safari, you can personalize your web browsing experience and do things like add a background image, share tabs with coworkers, add functionality to Safari, play web videos, and even translate a webpage.

[Customize the start page ↗](#)

[Share Tab Groups ↗](#)

[Import bookmarks and passwords ↗](#)

[Add Safari extensions ↗](#)

[Translate a webpage or an image ↗](#)

[Play web videos ↗](#)

[Use keyboard shortcuts in Safari ↗](#)



QUICK TIP

Prevent cross-site tracking

Reduce advertisements of products and services in your web searches. In the Safari app, choose Safari > Preferences, then click Privacy, and select "Prevent cross-site tracking." [Learn more ↗](#)



Create and Annotate PDFs

Preview is a built-in app that lets you view and annotate PDFs, fill out and sign forms, and edit images. When you're done, share your file, export a password-protected PDF, or save images in a variety of file types.

[Annotate a PDF ↗](#)

[Combine PDFs ↗](#)

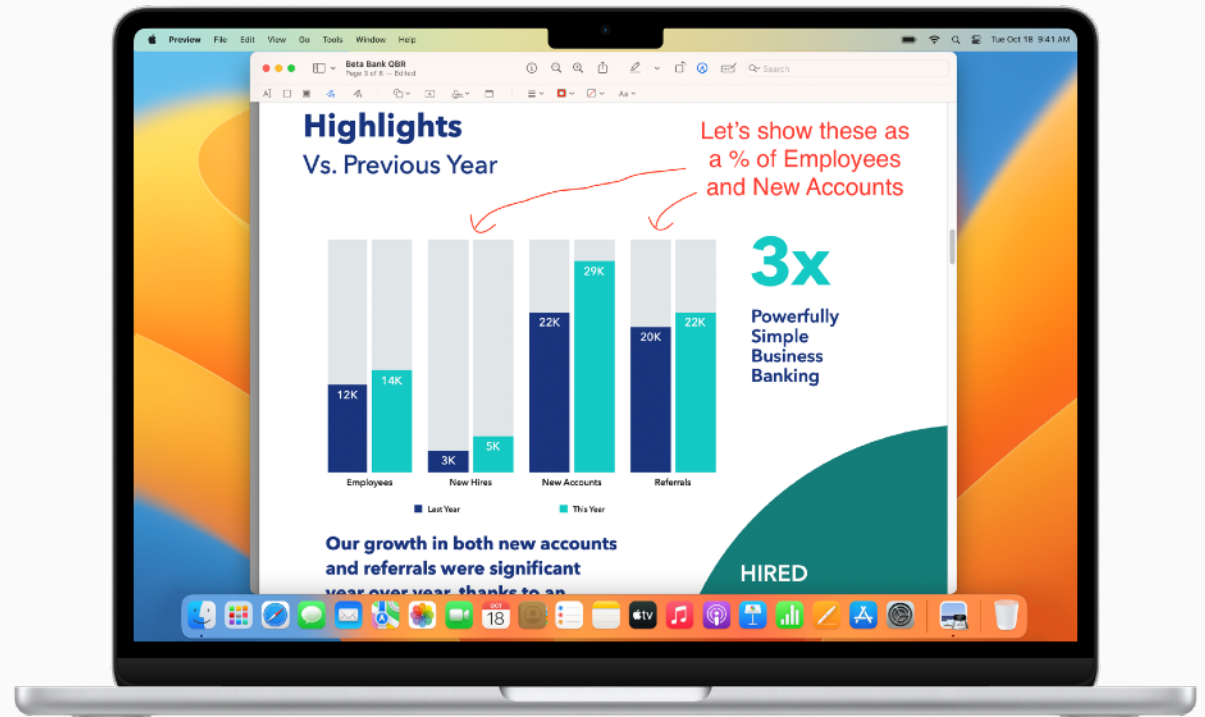
[Add, delete, or move PDF pages ↗](#)

[Password-protect a PDF ↗](#)

[Fill out and sign PDF forms ↗](#)

[Export PDFs and images ↗](#)

[Use keyboard shortcuts in Preview ↗](#)



QUICK TIP

Mark up files in other apps

You can also mark up images and PDFs [directly in Mail messages](#), or use [Quick Look](#) to mark up files without opening any apps.



Whiteboard Your Ideas

Freeform provides a flexible canvas perfect for diagramming new projects, aggregating important assets, or just brainstorming ideas on a board.

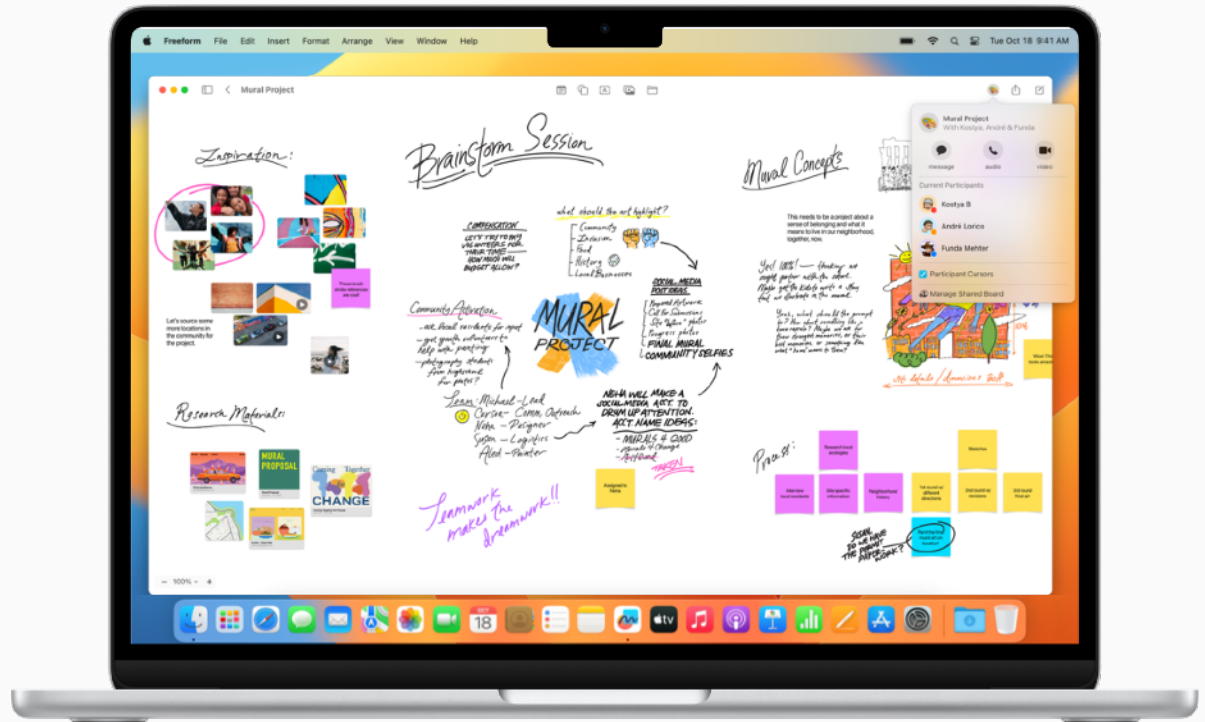
[Create a board ↗](#)

[Access boards from all your devices ↗](#)

[Search all your boards ↗](#)

[Collaborate on a shared board ↗](#)

[Delete a board ↗](#)





Take Screenshots

Take a screenshot or make a screen recording of whatever is happening on your screen. Screenshots and recordings are automatically saved to the desktop, and can also be saved in folders, sent in emails, shared with coworkers, and more.

[Capture screenshots or screen recordings ↗](#)

[Mark up a screenshot ↗](#)

[Copy and paste screenshots between devices ↗](#)



QUICK TIP

Use a keyboard shortcut

Open Screenshot through a keyboard shortcut, Shift-Command-5, or launch Screenshot from Launchpad.



Share Your Work

Sharing files is easy on Mac. Send items directly to a coworker's device through AirDrop. Share what's on your Mac screen wirelessly to an HDTV screen with AirPlay Mirroring. Or save content to Notes directly from other apps and invite colleagues to collaborate on documents.

[Send files wirelessly to coworkers nearby ↗](#)

[Project your work to an HDTV ↗](#)

[Send notes through other apps ↗](#)

[Share or post webpages ↗](#)



QUICK TIP

Share a recording

In the Voice Memos app, you can create a recording and share it using other apps like Mail and Notes. [Learn more ↗](#)



Take Notes

Use the Notes app for jotting down quick thoughts in meetings, sketching and brainstorming ideas, creating checklists, and more.

[View notes ↗](#)

[Write and format notes ↗](#)

[Start a Quick Note ↗](#)

[Attach images and files ↗](#)

[Add a table ↗](#)

[Organize your notes with tags ↗](#)

[Sort and pin important notes ↗](#)

[Search notes ↗](#)

[Use keyboard shortcuts in Notes ↗](#)



QUICK TIP

Lock your notes

Create a password, and then use it to lock or unlock any note. [Learn more ↗](#)



Add Reminders

Reminders is the built-in app that helps you keep track of all the things you need to do throughout your workday — such as schedule meetings, send an email, follow up on projects, and so much more.

[Create and organize reminder lists ↗](#)

[Add reminders from other apps ↗](#)

[Add dates or locations ↗](#)

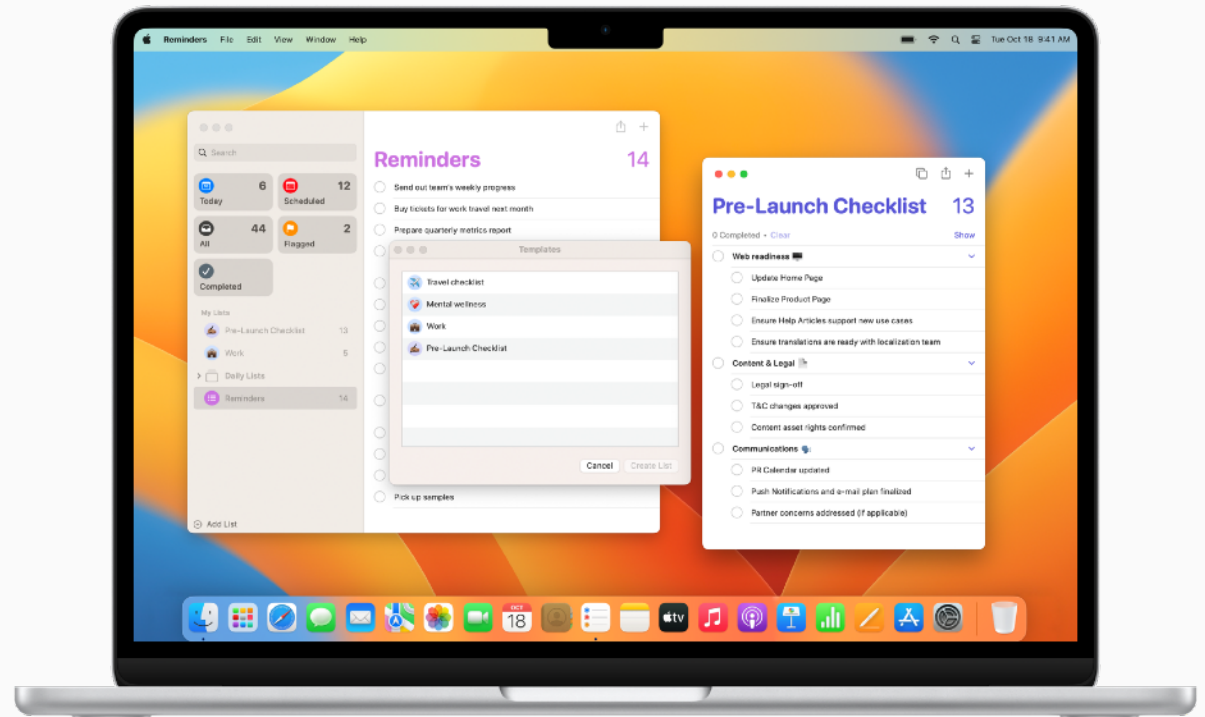
[Add subtasks to reminders ↗](#)

[View reminders from multiple internet accounts ↗](#)

[Use reminder list templates ↗](#)

[Assign shared reminders ↗](#)

[Use keyboard shortcuts in Reminders ↗](#)





Send Mail

Mail is the built-in app to send email, attach files, and mark up documents. Add your Exchange or Outlook account and sync your Mail, Contacts, Calendar, Reminders, and Notes.

[Add or remove email accounts ↗](#)

[Write, send, and schedule emails ↗](#)

[Create and use email signatures ↗](#)

[Undo sent emails ↗](#)

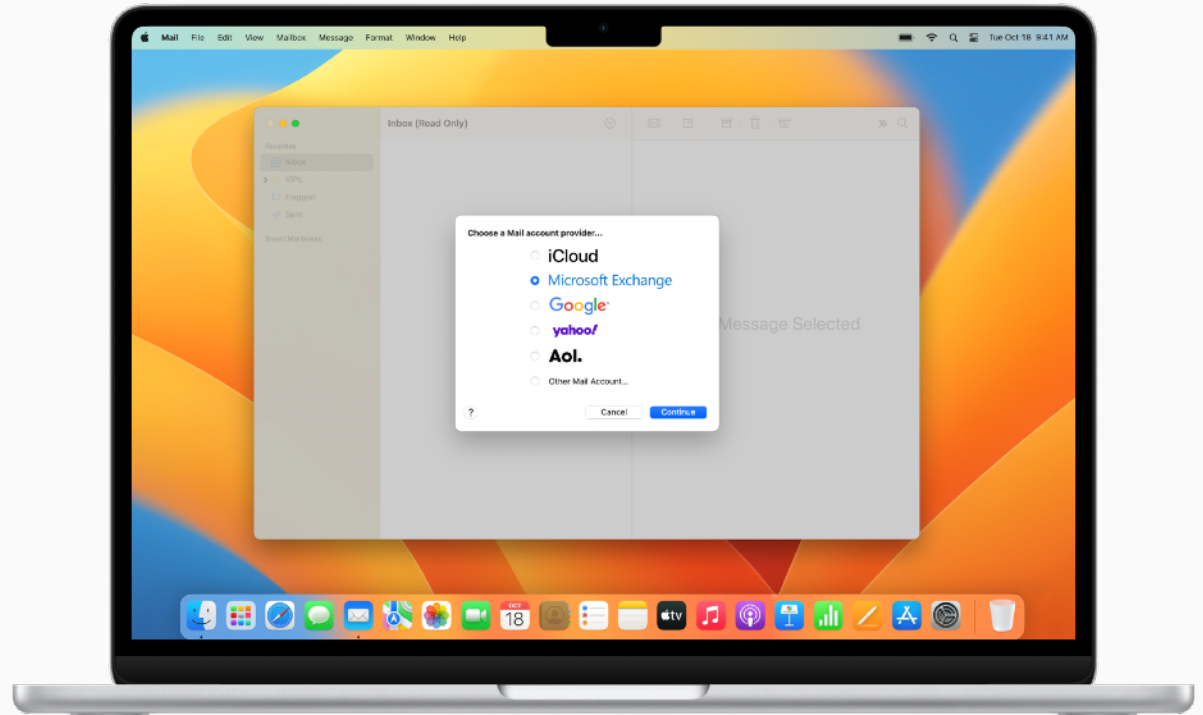
[Follow up on emails at a later date ↗](#)

[Mark up email attachments ↗](#)

[Search for emails ↗](#)

[Turn on Mail privacy protection ↗](#)

[Use Mail extensions ↗](#)



QUICK TIP

Automatically organize email messages

Create Smart Mailboxes that automatically organize email messages into a single mailbox, based on criteria you specify. [Learn more ↗](#)



Schedule Events

Keep track of your schedule, project timelines, meetings, conferences, and more using Calendar.

[Add or delete calendar accounts ↗](#)

[Create or modify events ↗](#)

[Add location and travel time to events ↗](#)

[Set event alerts ↗](#)

[Add a FaceTime video call to events ↗](#)

[Invite people to events ↗](#)

[Use keyboard shortcuts in Calendar ↗](#)



QUICK TIP

Add events from other apps

Siri can recognize events in apps such as Mail and adds them to your Siri Suggestions calendar. [Learn more ↗](#)



Manage Contacts

Contacts gives you quick access to your contact information from the people you interact with most. You can also create contacts and set up a contact card with your own information for easy sharing.

[Add contacts from any internet account ↗](#)

[Group your contacts ↗](#)

[Text, call, or email a contact ↗](#)

[Link duplicate contacts ↗](#)

[Share a contact ↗](#)

[Use keyboard shortcuts in Contacts ↗](#)



QUICK TIP

Ask Siri to update your contacts

Ask Siri to add information to your contacts. Say something like "Christopher is my colleague" or "Colleen is my boss."



Communicate with Messages

Messages lets you send text, images, audio, and video messages, or nearly any other file type when communicating with your coworkers. And it's great for collaborating with individuals or groups in real time.

[Set up Messages](#)

[Send messages to one or more people](#)

[Edit or undo sent messages](#)

[Manage a group conversation](#)

[Add files from your iPhone or iPad](#)

[Pin important conversations to the top](#)

[Set up iPhone to get texts on Mac](#)

[Keep track of shared content](#)



QUICK TIP

Ask Siri to send messages

Ask Siri to send a message. Say something like, "Message John that I'll be late to the meeting."



Connect with FaceTime

FaceTime lets you make video or audio-only calls. It's a great way to have meetings when you are not able to be there in person.

[Set up FaceTime](#) ↗

[Make calls in FaceTime](#) ↗

[Create a link to start a FaceTime call](#) ↗

[Manage phone calls](#) ↗

[Change your view](#) ↗



[Join a FaceTime call on the web](#) ↗

[Use keyboard shortcuts in FaceTime](#) ↗



QUICK TIP

Share Your Screen on FaceTime calls

With SharePlay, you can show apps, webpages, and more during your FaceTime video calls. On the call, open the app you want to share, click the FaceTime button , then click the Screen Share button . You can choose to share just the app window or your whole screen. [Learn more](#) ↗



Find Your Way Around

Maps makes planning your business travel a breeze. Find your way around town, view current traffic conditions, and even share your location or destination with others.

[Find locations ↗](#)

[Get directions ↗](#)

[Share a location ↗](#)

[Show traffic conditions ↗](#)

[Plan a route with multiple stops ↗](#)

[Show nearby transit options ↗](#)

[Find your way through airports ↗](#)



QUICK TIP

Customize your view

Set what options are shown in maps and directions, choose whether labels are shown and how large they are, and show a distance scale on the map.

[Learn more ↗](#)



Manage Your Time

Use the Clock app to see the local time in times zones across the world or set timers and alarms with different sound alerts to work more efficiently.

[Set world clocks ↗](#)

[Use Siri to set an alarm ↗](#)

[Create a shortcut for timers you set and use most often ↗](#)

[View clocks in Notification Center ↗](#)





Work Across Devices

If you're an iPhone or iPad user, you'll recognize many of the same apps and features on your Mac. With iCloud enabled, you can access all your updated documents, apps, photos, videos, and more across all your devices.

[What is iCloud? ↗](#)

[Set up iCloud ↗](#)

[Use passkeys to remember your passwords for an account ↗](#)

[View system requirements for iCloud ↗](#)



Working Better Together

When you use a Mac, iPad, iPhone, or Apple Watch, you're able to do incredible things. And when you use them together, you can do so much more. Use your iPad to extend the workspace of your Mac. Move your cursor seamlessly from your Mac to your iPad or from one Mac to another when the devices are next to each other. Make and receive phone calls without picking up your iPhone. Copy and paste images, video, and text from your iPhone or iPad to your nearby Mac, or vice versa. And automatically unlock your Mac when you're wearing your Apple Watch.

[What is Continuity ↗](#)

[Review Continuity system requirements ↗](#)

[Set up iCloud features ↗](#)



Use iPhone as a webcam

Continuity Camera also lets you use your iPhone camera as your Mac webcam for all your business calls. It works wired or wirelessly, and your Mac can automatically switch to using your iPhone as a camera.

[Set up your iPhone as a webcam ↗](#)

[Choose video effects and mic modes ↗](#)

[Sign in with Apple ID ↗](#)

[Review system requirements ↗](#)





Continue Work on a Nearby Device

With Handoff, you can start work on your Mac, then pick up where you left off on your nearby iPhone or iPad when your devices are all signed in with the same Apple ID. Use Handoff with many Apple apps — FaceTime, Mail, Safari, Pages, Numbers, Keynote, Maps, Messages, Reminders, Calendar, and Contacts — and even some third-party apps.

[Hand off work between devices ↗](#)

[Sign in with Apple ID ↗](#)

[Review system requirements ↗](#)





Connect to a Personal Hotspot

With Instant Hotspot, the Personal Hotspot on your iPhone or iPad (Wi-Fi + Cellular) can provide Internet access to a nearby Mac, iPhone, iPad, or iPod touch signed in with the same Apple ID — no setup is required.

[Use Instant Hotspot ↗](#)

[Set up iCloud on Mac ↗](#)

[Review system requirements ↗](#)





Scan Documents

With Continuity Camera, you can scan business documents or take a picture with your iPhone or iPad and it appears instantly in documents on your Mac. Sign in to iCloud using the same Apple ID on all your devices and you can try it with apps like Keynote, Notes, Mail, Messages, and more.

[Insert photos or scan documents ↗](#)

[Sign in with Apple ID ↗](#)

[Review system requirements ↗](#)





Copy and Paste Content Between Devices

Universal Clipboard lets you copy content from an app on one Apple device and then paste it into an app on another Apple device when both devices are signed in with the same Apple ID. Now you can copy an image in Safari from your iPhone and then paste it into an email on your Mac.

[Copy and paste between devices](#)

[Sign in with Apple ID](#)

[Review system requirements](#)





Use iPad as a Second Display

With Sidecar, you can use your iPad as a second display for your Mac. Work in one app while you reference another or view your work on your Mac while you use markup tools on your iPad. You can also mirror the screens, so they both display the same content — perfect for sharing with others.

[Review Sidecar system requirements ↗](#)

[Set up Sidecar ↗](#)

[Start a Sidecar session ↗](#)

[Learn more about external displays ↗](#)





Control Mac and iPad with a single mouse and keyboard

When your Mac is near another Mac or iPad, you can use a single keyboard and trackpad, or a connected mouse, to work across your devices and even drag content between them. With Universal Control, you can do things like sketch a drawing with Apple Pencil on iPad, then drag it to your Mac to drop into a Keynote presentation.

[Use Universal Control ↗](#)

[Sign in with Apple ID ↗](#)

[Review system requirements ↗](#)





Annotate Files Instantly Across Devices

Continuity Markup lets you edit a PDF document or image on your Mac and see it on your nearby iPhone or iPad. Sign in with the same Apple ID on all your devices to mark, write, or sketch on it using Markup tools — and Apple Pencil on iPad — and instantly see the changes on your Mac.

[Use Continuity Markup](#)

[Sign in with Apple ID](#)

[Review system requirements](#)





Insert Sketches into Documents

Use Continuity Sketch to draw a sketch on your nearby iPhone or iPad and have the sketch appear instantly on your Mac when all your devices are signed in with the same Apple ID.

For example, you can draw a sketch from your iPad that is directly inserted in an email, message, document, note, or folder on your Mac.

[Use Continuity Sketch](#) ↗

[Sign in with Apple ID](#) ↗

[Review system requirements](#) ↗





Unlock Mac with Apple Watch

Auto Unlock gives you instant access to your Mac when wearing your Apple Watch if you're signed in with same Apple ID on both devices. Just wake up your Mac and you're ready to go — without typing a password.

[Use Auto Unlock ↗](#)

[Sign in with Apple ID ↗](#)

[Review system requirements ↗](#)



QUICK TIP

Check if your Mac supports Auto Unlock

Choose Apple menu > About This Mac, then click System Report. In the sidebar, in the Network section, click Wi-Fi, then look on the right for "Auto Unlock: Supported."



Automate Your Everyday Tasks

Shortcuts provide a quick way to get tasks done on your Mac, with just a click or by asking Siri. Automate things like getting directions to the next event on your Calendar, moving text from one app to another, generating expense reports, and more. Use the Shortcuts app to add ready-made or custom shortcuts to your Mac, iPhone, or iPad.

[Learn about shortcuts](#) ↗

[Discover new shortcuts](#) ↗

[Run a shortcut from the app](#) ↗

[Use Siri to run a shortcut](#) ↗

[Create a custom shortcut](#) ↗



QUICK TIP

View available actions for building shortcuts

You can add shortcuts suggested by other apps as actions in your custom shortcuts. [Learn more](#) ↗



Discover More Apps

The App Store helps you discover thousands of apps that can help you increase productivity, visualize data, collaborate with colleagues, and get work done faster.


[Find apps for work on the App Store](#)

[Discover curated business apps on apple.com](#)



QUICK TIP

Purchase once, use everywhere

You can install any app that you purchased in the App Store on Mac on another device. Sign in with your Apple ID you used to purchase the app, then locate the purchased app you want to download, and click the Download button .

Getting Support

It's important to know where to go for help when you need it. Your IT department is a great starting point for help, however Apple does offer a full array of tutorials, in-person assistance, and programs to help support your everyday needs.

For help desk support or urgent downtime issues, contact your IT department.

macOS Help

[macOS User Guide](#) | [macOS Support](#)

New to macOS

[Are you new to Mac?](#) | [What's it called on my Mac?](#) | [Mac Tips for Windows switchers](#)

Mac Essentials guides

[MacBook Air](#) | [MacBook Pro](#) | [iMac](#)

Visit the Apple Support website

[Mac](#) | [iPhone](#) | [iPad](#) | [Apple Watch](#)

Connect to an [Apple Support expert](#)

Attend an [Apple Store event](#)

Ask a question at [Apple Support Communities](#)

Download [Apple Support app](#)

Follow [Apple Support on Twitter](#)

Watch [Apple Support videos on YouTube](#)

QUICK TIP


Get Onscreen Help in macOS

Use the built-in help on your Mac to get information about macOS, your Mac, and the apps you use. [Learn more](#) ↗

Glossary

AirDrop: Wirelessly send documents, photos, videos, websites, map locations, and more to a nearby Mac, iPhone, iPad, or iPod touch. [Learn more ↗](#)

AirPlay Mirroring: Wirelessly mirror exactly what's on your screen to an HDTV with Apple TV. [Learn more ↗](#)

Apple menu: The  menu appearing in the upper-left corner of the screen lets you quickly access frequently used items. [Learn more ↗](#)

Application menu: Click any of the menu options on the left side of your screen to perform tasks for the application you're currently using. [Learn more ↗](#)

Auto Unlock: Unlock your Mac and approve requests with Apple Watch. [Learn more ↗](#)

Continuity: Use your Mac together with your other Apple devices to work smarter and move seamlessly between your devices. [Learn more ↗](#)

Continuity Camera: [Use your iPhone as a webcam](#), or [take pictures or scanned documents](#) with your nearby iPhone or iPad and have it appear instantly on your Mac. [Learn more ↗](#)

Continuity Markup: Edit a PDF document or image on your Mac and see the changes instantly on your nearby iPhone or iPad, or vice versa. [Learn more ↗](#)

Continuity Sketch: Draw a sketch using your nearby iPhone or iPad and have the sketch appear instantly on your Mac. [Learn more ↗](#)

Control Center: Access features you use often, such as volume control, Display brightness, Bluetooth, Do Not Disturb, AirPlay, and more. [Learn more ↗](#)

Desktop: The space between the menu bar and the Dock, where you do your work, open apps or save files and folders. [Learn more ↗](#)

Dock: The bar at the bottom of your screen that gives you quick access to your favorite applications, folders, and files. [Learn more ↗](#)

Do Not Disturb: A type of focus to silence notifications. You won't see or hear them as they arrive, but they'll be collected in Notification Center to view later. [Learn more ↗](#)

Downloads folder: A folder shortcut in the Dock, so you can easily access items you download from the Internet, receive as attachments, or accept via wireless transfer through AirDrop. [Learn more ↗](#)

FaceTime: Make and receive video and audio calls, whether you're having a conversation with one coworker or a group up to 32 participants. [Learn more ↗](#)

Finder: The home base for your Mac, similar to Windows File Explorer. It's where you'll go to organize and access work apps, files, project folders, and more. [Learn more ↗](#)

Focus: Pause and silence all notifications or allow only certain notification to minimize distractions and help you stay on task. [Learn more ↗](#)

Handoff: Start a document, an email, or a message on one device and pick up where you left off on another device. [Learn more ↗](#)

iCloud: Store files, images, videos, and apps to access on any device. Use it to share photos, calendars, locations with coworkers or find your device if you lose it. [Learn more ↗](#)

iCloud Drive: Automatically store your Desktop and Documents files and folders in iCloud, so you can access them on all your devices and on iCloud.com. [Learn more ↗](#)

Instant Hotspot: Connect your Mac to the internet using the personal hotspot on your iPhone or iPad when they're within range of each other. [Learn more ↗](#)

iWork A suite of built-in Apple apps made to meet all your business needs. Use Pages for documents, Keynote for presentations, and Numbers for spreadsheets. [Learn more ↗](#)

Keynote: Create compelling presentations using transitions, images, slide animations and over 30 eye-catching Apple-designed templates. [Learn more ↗](#)

Launchpad: A central location where you can see and open apps that are on your Mac. [Learn more ↗](#)

Live Text: Copy and use the text that appears in a photo from the Photos app to look up the meaning of words, do a web search, and even translate text into another language. You can also use it to make a call, open a website, or address an email. [Learn more ↗](#)

Menu bar: A bar at the top of your screen. Menus on the left side help you perform tasks in apps, and the icons on the right let you check the status of your Mac. [Learn more ↗](#)

Messages: Send text, images, audio, and video messages, or nearly any other file type when communicating with your coworkers. [Learn more ↗](#)

Microsoft Office for Mac: The same Microsoft Office apps you've been using at work — Word, Excel, and Powerpoint — are available for your Mac. [Learn more ↗](#)

Mission Control: View all the open windows, desktop spaces, and apps in full screen or Split View on your Mac — making it easy to switch between them. [Learn more ↗](#)

Notification Center: View appointments, notes, weather, top headlines, and more. To open, click the date and time at the right end of the menu bar. [Learn more ↗](#)

Numbers: Build spreadsheets to organize and present data adding images, graphs, and tables. Animate information with interactive charts to visualize your data. [Learn more ↗](#)

Pages: Create word-processing and page layout documents from scratch or choose from over 70 beautiful Apple templates and styles. [Learn more ↗](#)

Passkey: A way to sign in to an app or website account, without needing to create and remember a password. Instead of a password, a passkey uses TouchID or FaceID to identify you. [Learn more ↗](#)

Preview: View and annotate PDFs, fill out and sign forms, and edit images. [Learn more ↗](#)

Quick Look: Get full-size previews of nearly any kind of file without opening it. You can even edit files using the Markup tools — directly in the Quick Look window. [Learn more ↗](#)

Quick Note: Jot down ideas and add links no matter where you are or what you're doing on your Mac. Find all your Quick Notes in the Quick Notes folder in the Notes app. [Learn more ↗](#)

Safari: The built-in web browser that lets you read news articles, research topics, and discover new resources on the web. [Learn more ↗](#)


Screenshot: Capture pictures or recordings of the screen on your Mac. [Learn more ↗](#)

Shortcuts: A built-in app to help you automate your everyday tasks. [Learn more ↗](#)

Sidecar: Extend your desktop using your iPad in landscape orientation as a second display for your Mac. [Learn more ↗](#)

Siri: A built-in intelligent assistant you can ask to get things done on your Mac, like open files or apps, send messages or emails, make calls, and more. [Learn more ↗](#)

Split View: Work on two Mac apps side by side. Split View fills your Mac screen with two apps, without having to manually move and resize windows. [Learn more ↗](#)

Spotlight: Find files, search for apps, documents or anything else on your Mac by clicking the Spotlight icon . [Learn more ↗](#)

Stacks: Keep files neatly organized in groups on your desktop. Whenever you save a file to the desktop, it's automatically added to the appropriate stack. [Learn more ↗](#)

Stage Manager: Keep the app you're working with front and center, while keeping your recently used apps neatly arranged along the side of your screen for quick access. [Learn more ↗](#)

System Settings: Change system settings and customize your Mac, similar to Control Panel on Windows. [Learn more ↗](#)

Trash: Store deleted files until permanently removed by emptying Trash. This is similar to the Recycle Bin on a Windows machine. [Learn more ↗](#)

Voice Memos: Use your Mac as a recording device. Create a recording using the built-in microphone, a supported headset, or an external mic. [Learn more ↗](#)

Universal Clipboard: Copy text, images, photos, and videos on one Apple device and then paste the content on another Apple device. [Learn more ↗](#)

Universal Control: Use a single keyboard and mouse or trackpad to move between your Mac and iPad with no setup required. Just put your devices next to each other and move your cursor seamlessly between them.* [Learn more ↗](#)