macOS Sonoma
A Guide to Your System Settings

HCS Technology Group

macOS Sonoma: A Guide to Your System Settings

Produced by HCS Training Centers, Ltd.

Contents

System Settings

On first launch of System Settings, you will see a sidebar on the left containing all of the customizable settings of macOS. Click on any setting listed to access the relevant setting. The Appearance setting is selected by default when System Settings is opened.

Use search to find a setting
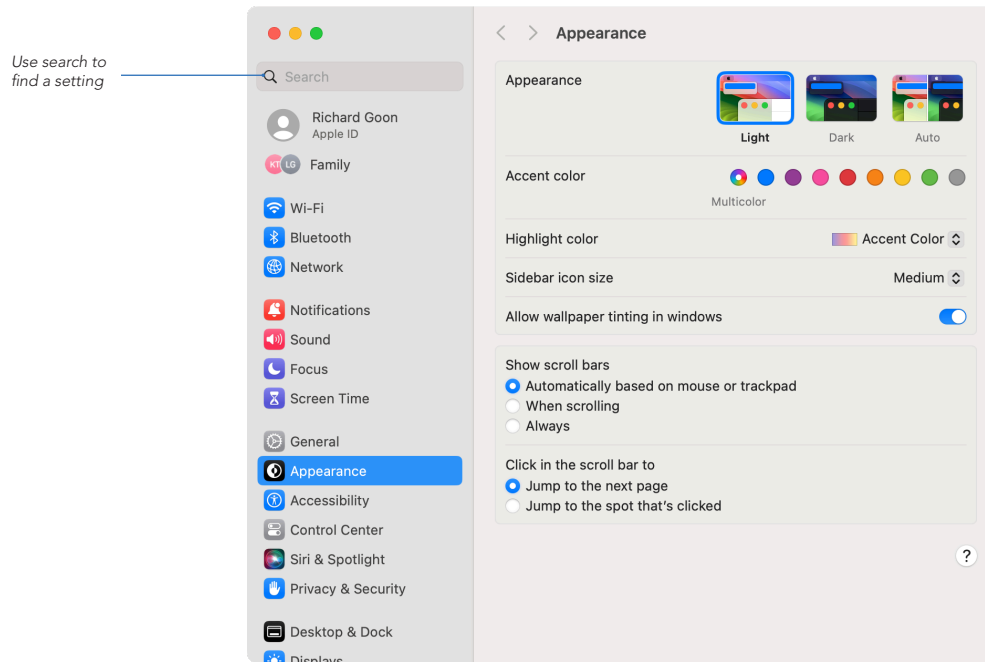
Search in System Settings If you're not sure exactly what you're looking for, use the built-in search in the top-left corner of settings. Click in the search field and start typing. As you type, the number of subjects in the results list will be filtered to match your search term and displaying potentially relevant settings that might offer what you require.

Grouping in System Settings As you scroll through the settings, you will notice how some Settings are grouped. For example, Wi-Fi, Bluetooth, Network and VPN are grouped for connectivity. Notifications, Sound, Focus and Screen Time are grouped for alerts and time management.

Open a Setting from the Dock Alternatively, you can access a setting if you click and hold on System Settings in the Dock to access the contextual menu.
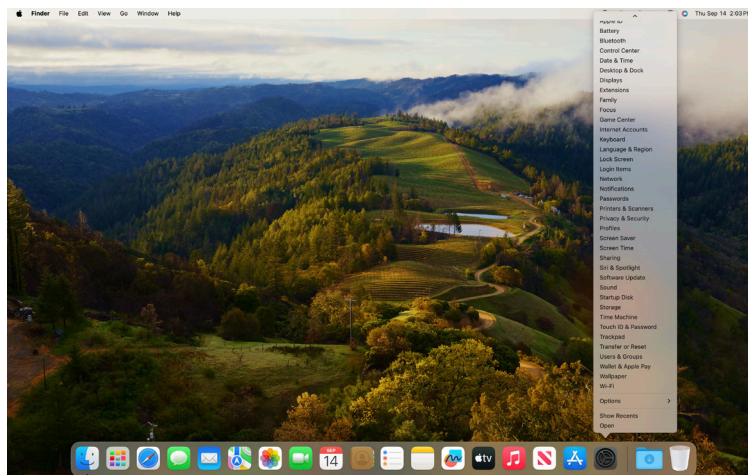
Access a Setting from the Dock using the Contextual Menu

Appearance

The Appearance settings is for customizing the look of the macOS. You can set a custom color or choose a pre-made color for highlighting. You may also select how your scroll bars behave in Apps or on the Finder.

① **Appearance** Determines the button, menu and window theme for macOS, enabling you to switch between Light, Dark and Auto. Dark Mode darkens the color scheme so the content you're working on stands out while windows and controls seem to recede into the background. Setting Appearance to Auto will allow the Mac to change appearances for you throughout the day.
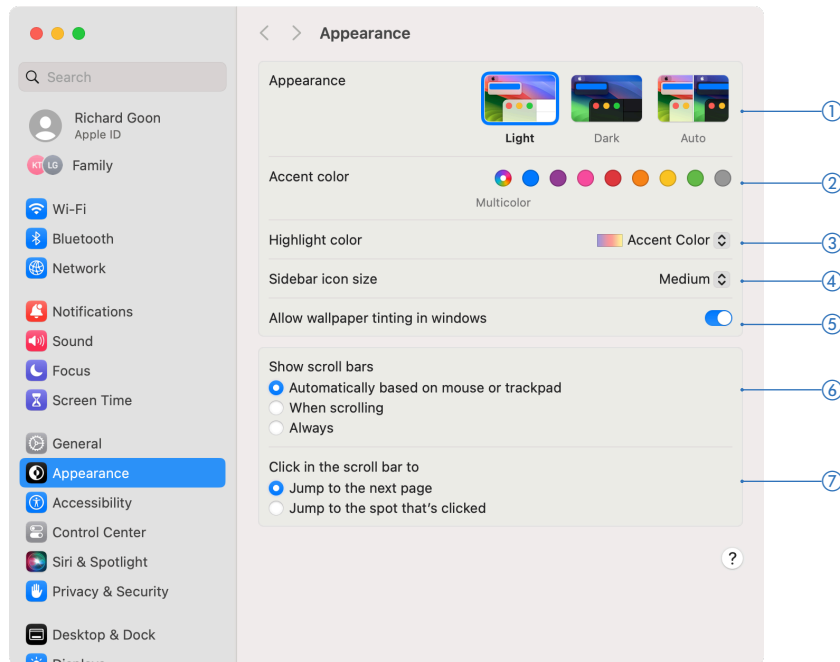
② **Accent color** Choose the color to use for buttons, pop-up menus, and other controls.

③ **Highlight color** This enables you to change the color of highlighted content such as selected text in documents. Apple provides a list of colors you can choose from, but you can define your own by selecting Other and using the standard macOS color picker.

④ **Sidebar icon size** This gives you options for the size of icons in Finder's sidebar. Medium is the default, Large is good if you find it hard to click the existing icons, and Small is the best choice if you have a small display.
NOTE: The setting you define here also may affect other apps' sidebar

⑤ **Allow wallpaper tinting in windows** Allow colors from the desktop picture to subtly tint certain window areas, such as toolbars or status bars.

⑥ **Show Scroll Bars** You can adjust how scroll bars in macOS behave. By default, they are not visible, but show automatically when you move your pointer over them. You can adjust this so that they only show when scrolling regardless of the input device or always show when content is too big for the viewport.

⑦ **Click in the scroll bar to** This setting changes how macOS jumps to content when you click inside a scroll bar.
   • Jump to the next page: When this selected, content jumps in screen-heights or pages, in the direction of your click.
   • Jump to the spot that's clicked: When this is selected, the scroll bar jumps to the point in the document relative to the location clicked on the scroll bar.

Apple ID

This setting encompasses anything that your Apple ID manages including as your Apple ID, Personal Information, Sign-In & Security, Payment and Shipping, iCloud, Media & Purchases, Family Sharing and Devices.
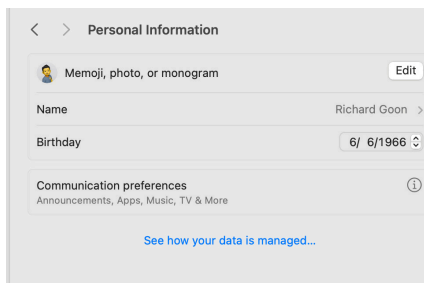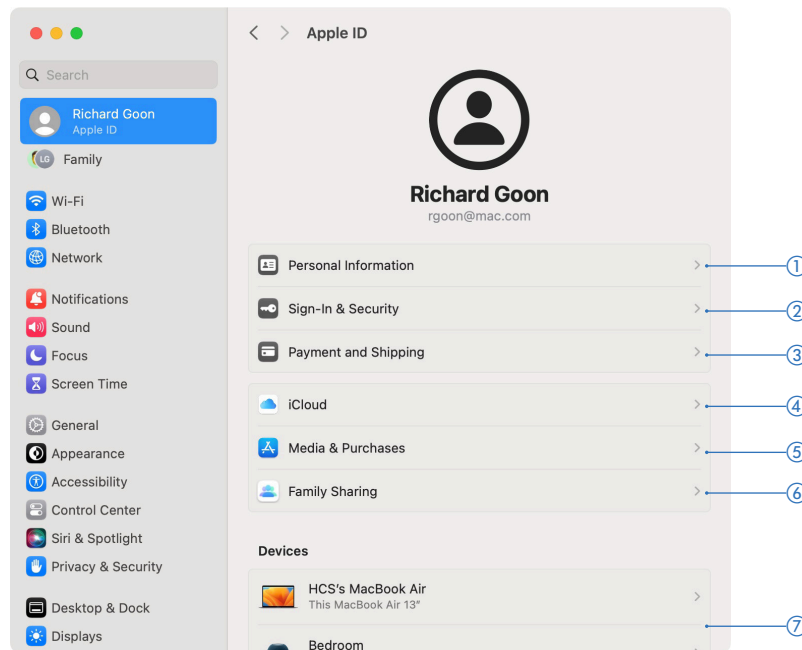
① Personal Information Allows you to edit your name, birthday and your avatar. You can turn on/off any Apple announcements including news, new products and updates.
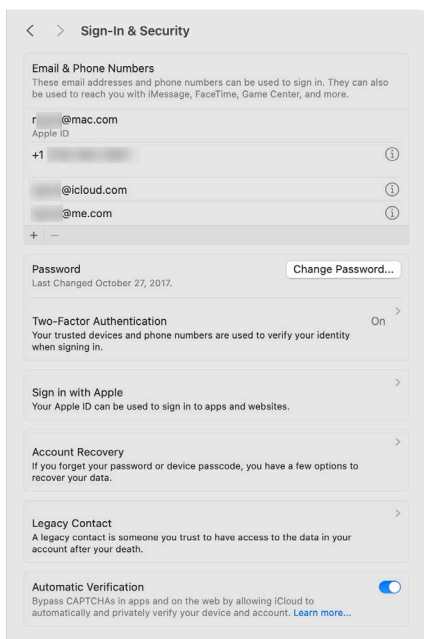
② Sign-In & Security You can change your password, add/remove phone numbers, and email accounts. You can also:
- Setup an account recovery for your Apple ID.
- Manage log ins for third party apps and websites using your Apple ID.
- Setup a Legacy Contact for your successor for your Apple ID.

The last time you changed your password for your Apple ID is found here as well.

Click Two-Factor Authentication Add or change your trusted phone numbers and to setup Security Keys to provide protection against attacks such as phishing or social engineering scams on your Apple ID. Using a security key with two-factor authentication will help strengthen the process and help prevent your second authentication factor from being intercepted or requested by an attacker.

You can find more infomation on how to setup security keys for your Apple ID at:

https://hcsonline.com/training/training-articles/how-to-configure-security-keys-for-apple-id
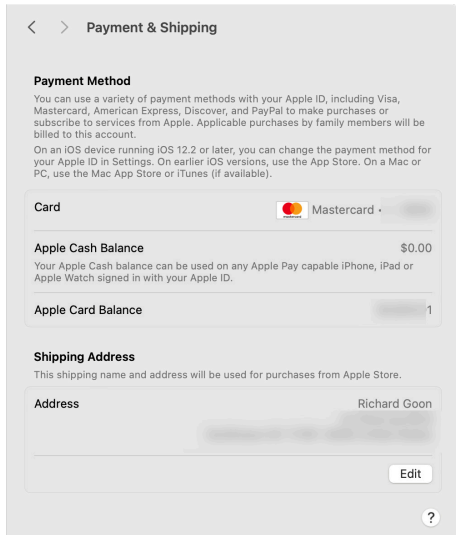
③ Payment & Shipping View your Apple Cash balance and connect your Apple Pay to your Mac. Edit your shipping address from this area also.
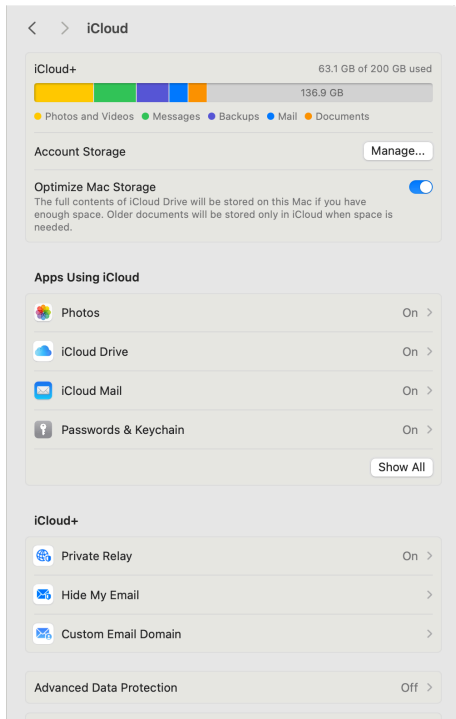
④ iCloud For management of your iCloud account including enable/disable features for iCloud. Click Show All to view all of the iCloud services available to you. Some services have additional settings you can change such as iCloud Mail.

You can also manage your iCloud storage. When you sign up for iCloud, you automatically get 5 GB of free storage. Your iCloud storage is used for documents stored in iCloud Drive, iCloud Photo Library, iOS device backups, messages and attachments in iCloud Mail and more. If you run out of space, you can upgrade your storage. You can also remove stored items to make more space available.

If iCloud Drive is turned on, click Apps syncing to iCloud Drive to select which apps can store documents and data in iCloud Drive. Enable Desktop & Documents Folders to keep you Desktop and Documents in sync with iCloud and accessible from other devices and iCloud.com.

Account Storage Click Manage to do the following:
- Buy more storage or change storage plans. If you're in a Family Sharing group and you use the same Apple ID to share family purchases, the upgrade is billed to the family organizer's account.
- Select an app in the list and see how much storage is being used.
- Remove old backups of iOS or iPadOS. If you don't see any backups, your device(s) is/are not using iCloud backups.
- Turn off Siri and remove Siri related data.

If you subscribe to iCloud+, you can manage other features such as iCloud Private Relay, Hide My Email and HomeKit Secure Video recordings.
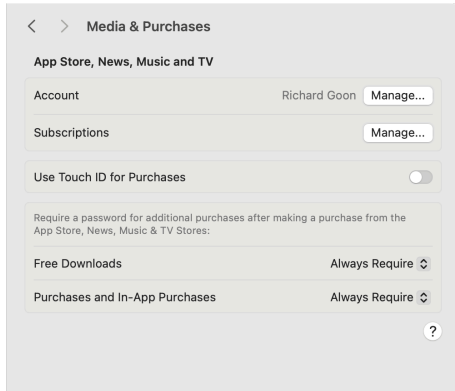
⑤ **Media & Purchases** Setup password options when downloading free apps, paid apps or subscriptions. For free apps, your password options are either require a password or never require a password. For paid apps, there is a third option: require after 15 minutes. You can manage your in-app subscriptions and enable/disable Touch ID for purchases.
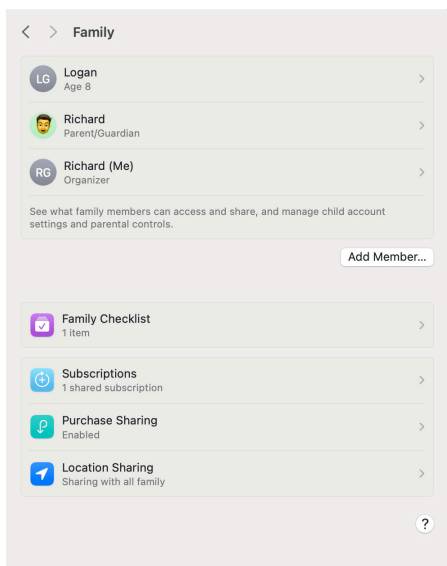
⑥ **Family Sharing** This will take you to the Family Sharing System Settings (See next page.)
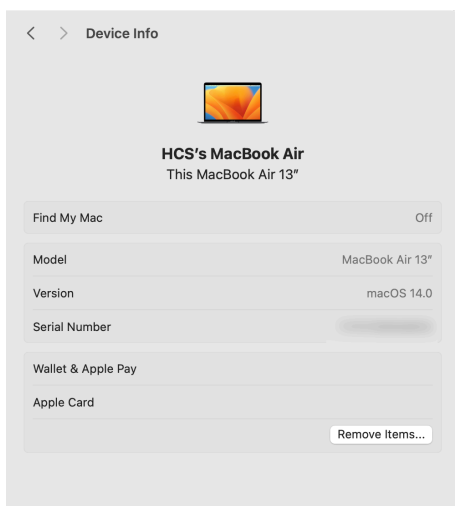
⑦ **Devices** On the bottom, is a list of all devices tied to your Apple ID. Click on each device to view the Model, macOS version, serial number and if Find my Device is turned on. You can remove devices that you no longer own or use from this list.

Apple ID - Family Sharing
If you use Family Sharing, you can view which subscriptions and services you're sharing with others, who in your family has enabled the Ask to Buy feature and more. Family Sharing lets you and up to five other family members share access to amazing Apple services.
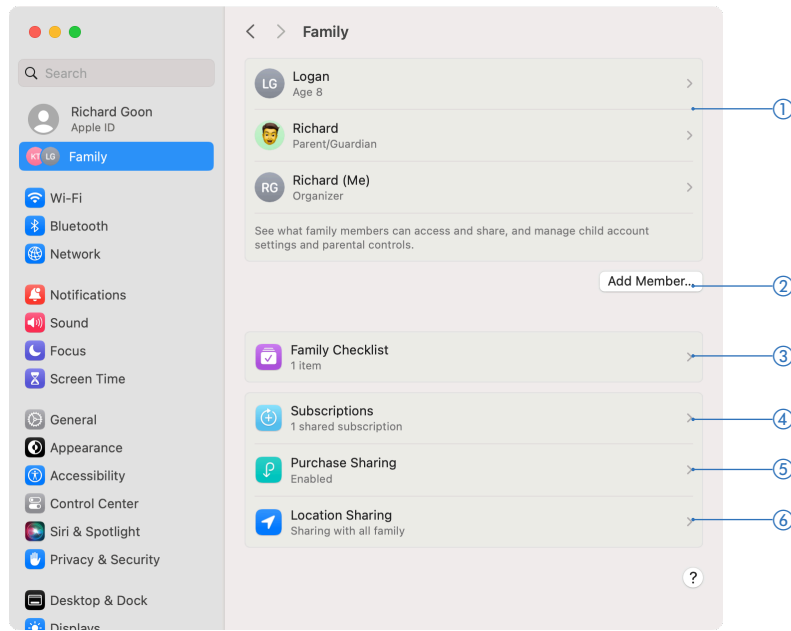
① Family Members List of family members. Click the name of a family member to see the family member's settings.

② Add Member Add another family member to your Family Sharing group.

③ Family Checklist Use Family Checklist to add services to the family account which may include Parental Controls, Location Sharing, Recovery Contacts and Legacy Contact.

④ Subscriptions Use Subscriptions settings to view which of the services you subscribe to, are being shared with your family, which subscriptions your family members are sharing with you, and start or stop sharing eligible subscriptions.

⑤ Purchase Sharing Allows everyone in your family to share each other's media and app store purchases. You can edit how you share your payment method.

⑥ Location Sharing Set Location Sharing so every family member can view each others location through Find My.
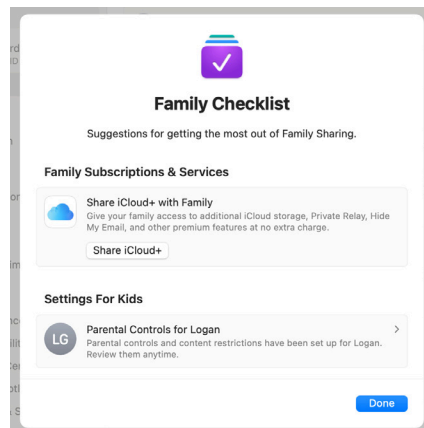
Wi-Fi

Use this setting to manage your Wi-Fi connections. You can turn Wi-Fi on or off and confirm the name of your Wi-Fi.
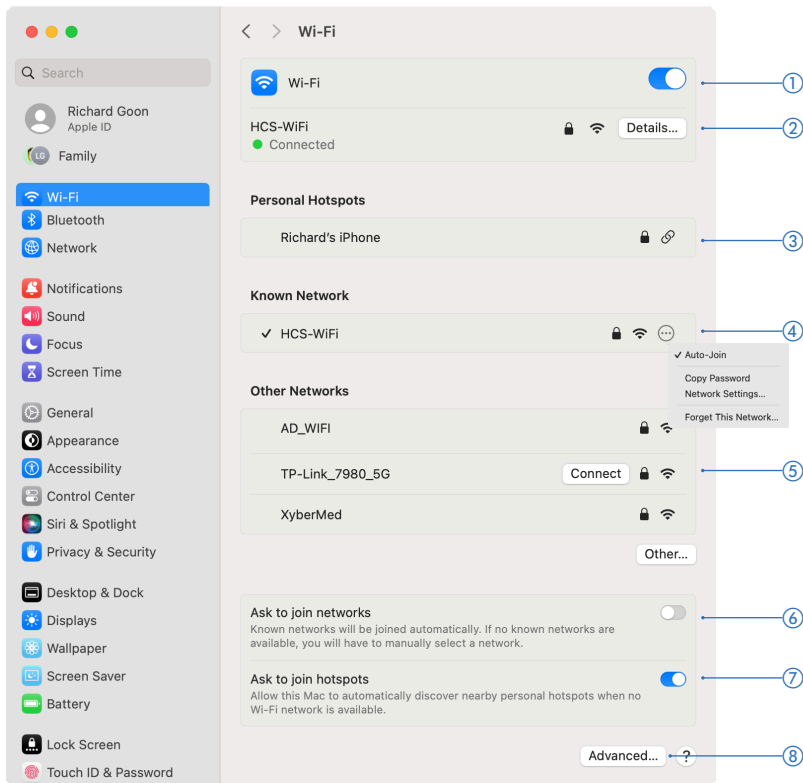
① Wi-Fi Turn Wi-Fi on/off.

② Current Status Shows if you are connected to Wi-Fi. Click details to view detailed information for TCP/IP, DNS, WINS, 802.1X, Proxies and Hardware . You can also use this to disconnect from the Wi-Fi and forget the network.

③ Personal Hotspots When your Mac senses a personal hotspot, such as your iPhone, close by, the name of the hotspot will appear here.

④ Known Networks List of networks nearby that you have previously connected to.

⑤ Other Networks List of networks nearby that you have never connected to. Move your pointer on a discovered network and click Connect. Click on Other to manually enter the name of a hidden Wi-Fi network.

⑥ Ask to join networks Turn on to allow the Mac to automatically discover nearby networks. If no know networks are available, you will have to manually connect a network.

⑦ Ask to join hotspots Turn on to allow the Mac to automatically discover nearby hotspots when there is no available Wi-Fi.

⑧ Advanced The Advanced settings allows you to turn on administrative rights to change the parameters of your Wi-Fi settings as well as show you information such as MAC address and all the known Networks you have connected to.

Tip
More Options Click on Options (☺) next to a known network and you can select the following:
- Turn on/off Auto-Join
- Copy Password
- Network Settings - allows you to turn on/off Low data mode and Limit IP address tracking.
- Forget This Network (appears under Details and Known Networks)

Bluetooth

The Bluetooth setting is used for controlling any Bluetooth devices your Mac is paired with. With this setting, you can turn Bluetooth on or off. If Bluetooth is set to off, services such as Airplay, AirDrop, Find My and Location services will be disabled. When Bluetooth is enabled, the Mac's name is displayed and the Mac is discoverable.
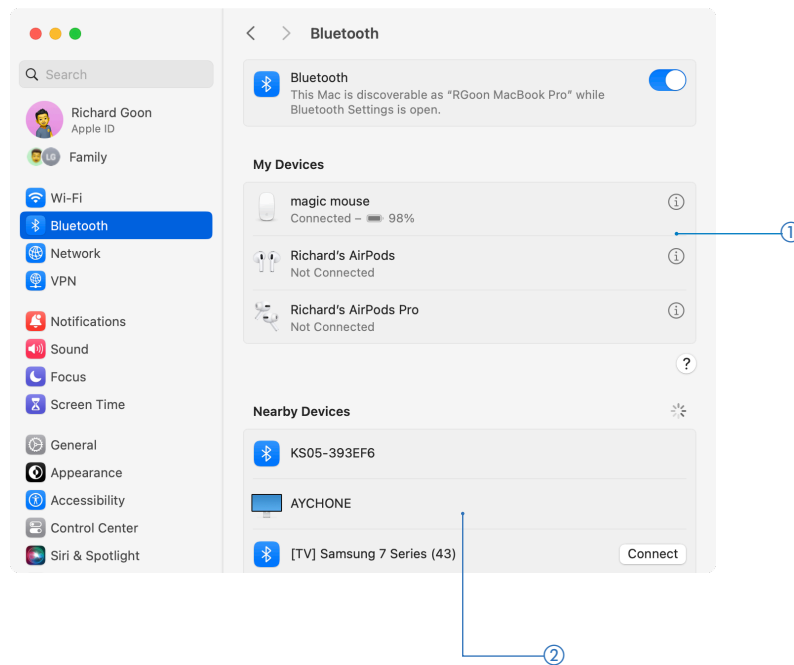
① My Devices This shows your devices that are in discovery mode or devices that are paired with the computer and their current status. Hover the pointer over an item and a Connect button appears. Click Connect to connect the Bluetooth device to your Mac.

Click Info (ⓘ) to show details of the bluetooth device. You can also choose Forget This Device.

② Nearby Devices A list of discovered devices that are ready for pairing.
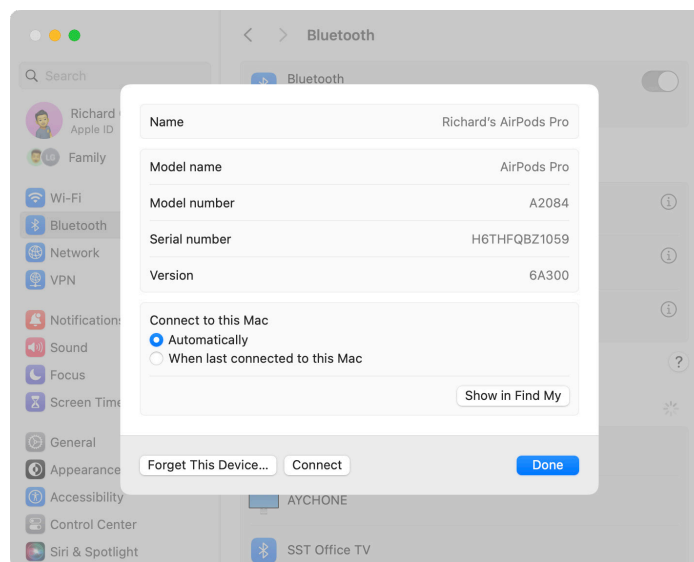
Click Info (ⓘ) to view more information on the bluetooth device

Network

The Network Setting is for the customization of your Ethernet, Firewall, and managing network services. Wi-Fi and VPN settings are accessible here too. You can more easily access them from the sidebar of System Settings.
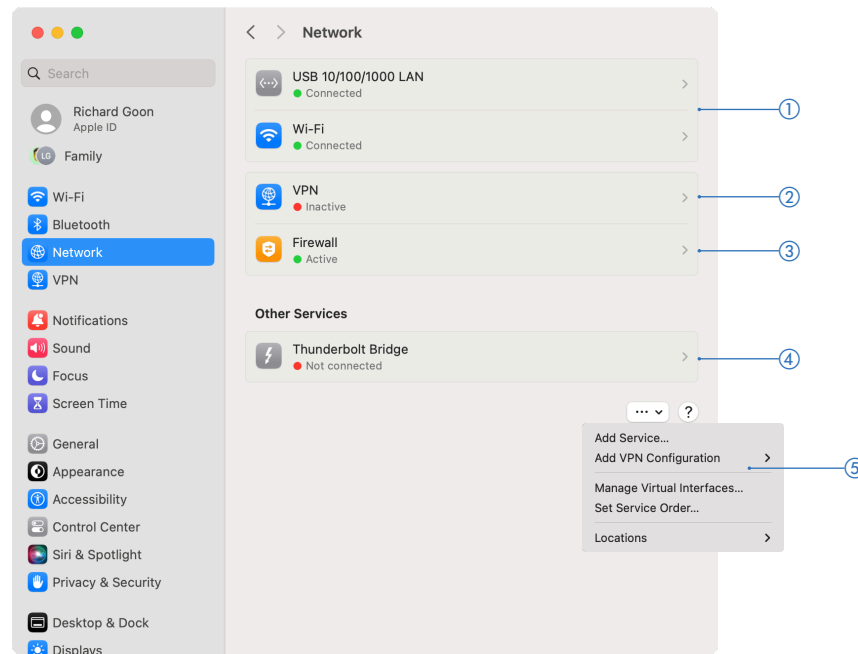
① **Services** A list of available connection types and settings related to the currently selected service. A green dot indicates the network service is on or active/connected. A yellow dot indicates the service is on but not connected to a network. A red or gray dot indicates the service is off.

② **VPN** Click to change or view the settings for VPN connections (Same as VPN in sidebar of System Settings.)

③ **Firewall** Turn on Firewall for added protection against attacks. Once turned on, you can block/allow connections coming into your Mac. You can turn on Stealth Mode, so when someone tries to ping you, they will not get a response.

④ **Other Services** Services that are not in use such as Thunderbolt Bridge.

⑤ **Options (•••)** Enables you to add more services or VPN Connections. You can set the service order, to prioritize certain connection types. Manage Virtual Interfaces allows you to modify settings for the network interfaces.

Tip
Information on a connection Click on a network service (Details) to see more information about the connection. You can view IP address, subnet mask, gateway, DNS servers, Search Domains and IPv6 Address. You can also delete the service or just make it inactive. You can also turn on/off Limit IP Address Tracking which will hide your IP address from known trackers in Mail and Safari.
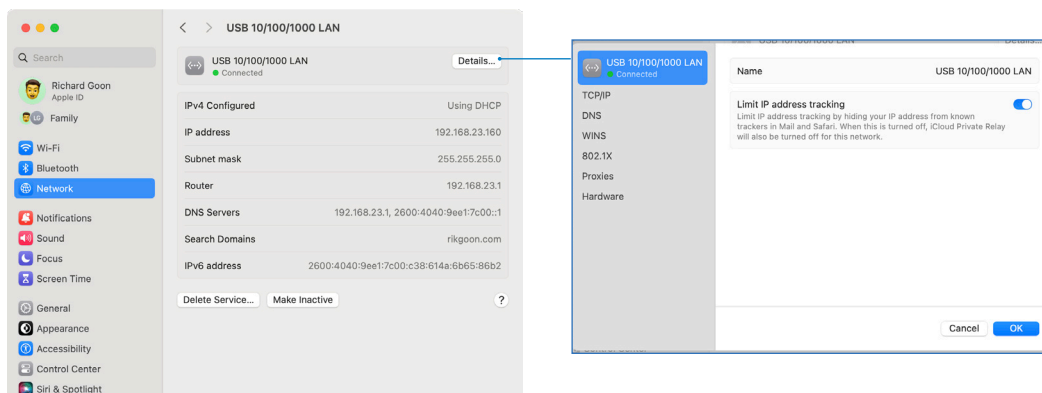
VPN

To connect to a virtual private network (VPN), you need to enter configuration settings that may be provided by a network administrator for your organization or your VPN service provider. If you received a VPN settings file from your network administrator or VPN service provider, double-click the VPN settings file to add this VPN to your connection list.

NOTE: This System Setting may not appear unless you create the service in Network Settings (See previous page for adding VPN Configuration.)
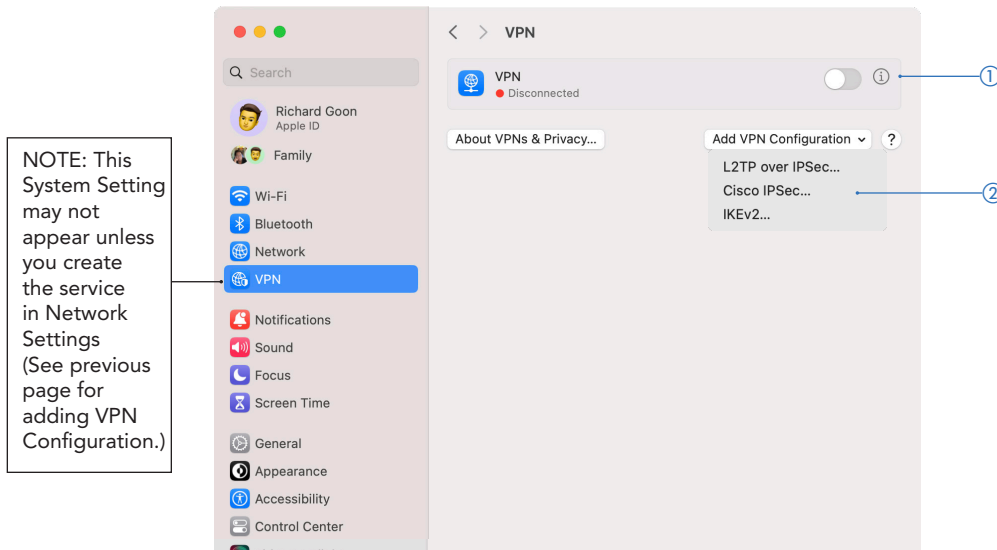
① Connections List of VPN services. To connect or disconnect from a VPN service, turn the VPN service on or off.

② Add VPN Configuration There are three VPN connection types that you can configure on macOS:
- L2TP over IPSec
- Cisco IPSec
- IKEv2

Tip

Information on a connection Click Info (ⓘ) next to a VPN connection you have added here and start entering or modifying the settings.

Third-party VPN clients For example, Sonicwall Mobile Connect, VPN Tracker connections will be listed here but need to be edited in their client app used to create the connection.
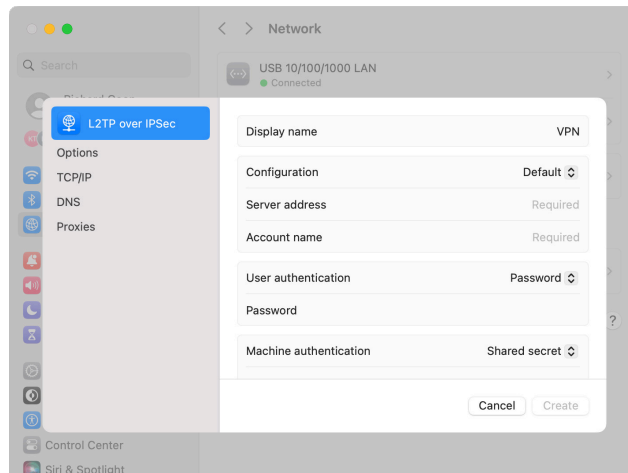
Click Info (ⓘ) to view the settings for a VPN connection

Notifications

Use Notifications to customize when you do and don't want to receive notifications. Set options to control how apps show notifications and how notifications are sorted in Notification Center in the upper-right of your Mac display.
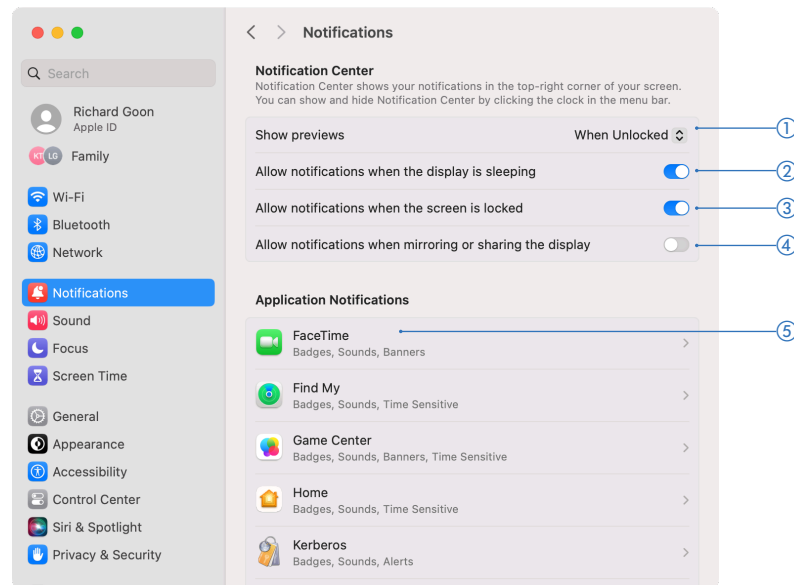
① Show previews Show a preview in the notification.
- • When Unlocked: Previews are shown only when you're logged in to your user account.
- • Always: Previews are always shown (even in the login window).
- • Never: Never show previews.

② Allow notifications when the display is sleeping Pause or allow notifications when the display is in sleep mode.

③ Allow notifications when the screen is locked Pause or allow notifications when the screen is locked.

④ Allow notifications when mirroring or sharing the display Pause or allow notifications when you mirror or share the display. For Example, when you are doing a presentation in Keynote, pause your notifications from appearing on screen.

⑤ Application Notifications Click Options (❯) to customize each App's notifications.
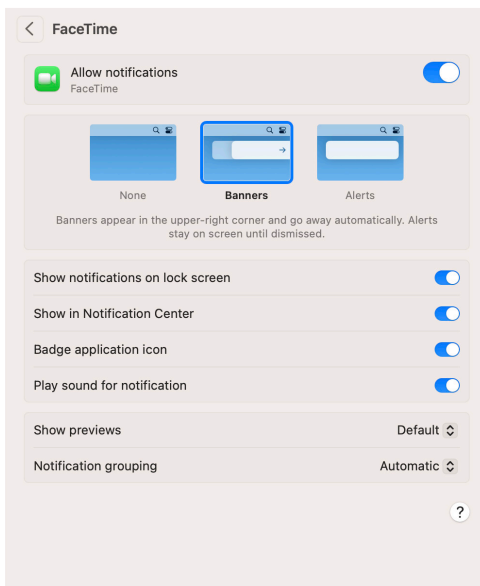
Alert style Select a style for the app's notifications:
- • None: Notifications don't appear on the screen.
- • Banners: Notifications appear on the screen and disappear after a while.
- • Alerts: Notifications stay on the screen until you dismiss them.

Show notifications on lock screen When you wake your Mac from sleep, app notifications you received while it was in sleep are shown in the login window.

Show in Notification Center Choose how many of the app's recent notifications to list in Notification Center. Notifications older than seven days aren't shown.

Badge application icon Let the app show the number of notifications on its icon in the Dock.

Play sound for notifications Let the app play notification sounds.

Show Previews Show a preview in the notification. When set on default, it uses the settings from above.

Notification Grouping Choose how an app's notifications are grouped in Notification Center:
- • Automatic: When more than one notification is received for an app, automatically group them.
- • By Application: Group notifications by app; the app with the most recent notification is listed first.
- • Off: Group notifications by application; the application with the most recent notification is listed first.

Sound

The Sound Setting is where you define system alert sounds, and settings for audio inputs and outputs. There are three sections: Sound Effects, Output and Input.
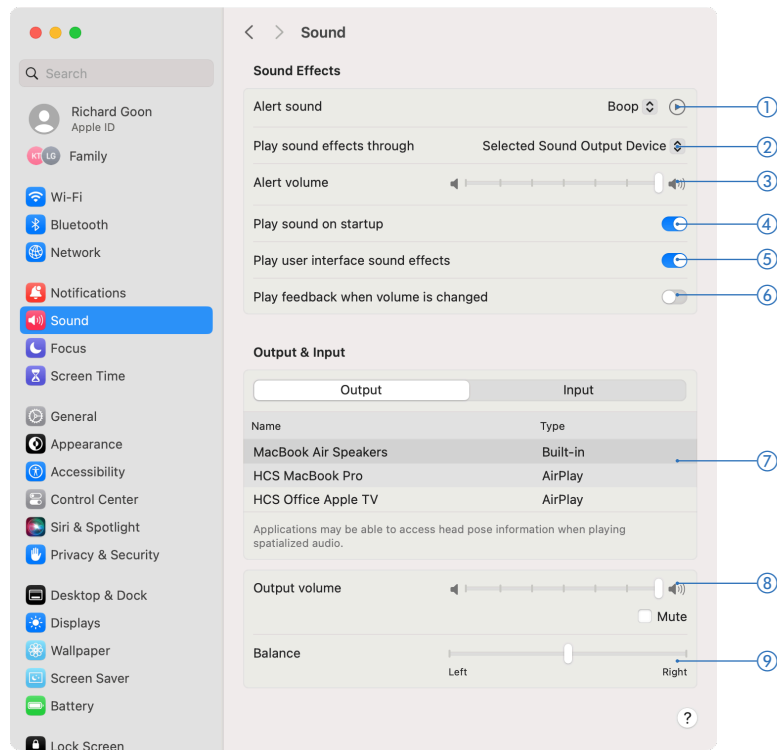
Sound Effects

① Alert Sound Allows you to select an alert sound. Funk is the default sound for alerts.

② Play sound effects through Enables you to define through which output you'd like alerts played. This defaults to your choice of sound output device, but can be overridden by selecting an alternate option.

③ Alert volume Using the slider, volume level can be adjusted.

④ Play sound on startup Turn off to mute the computer startup sound.

⑤ Play user interface sound effects Turns on/off the user interface sounds, for example dragging something to the trash.

⑥ Play feedback when volume is changed Turns on/off sound when changing the output sound.

Output Tab

⑦ Choose a sound output device From the list of sound output devices, select the one you want to use. All sound output devices available to your Mac are listed, including the computer's internal speakers, devices plugged into your computer's sound port (Audio port icon), USB speakers, and AirPlay devices.

⑧ Output volume Using the slider, volume level can be adjusted to suit. Click Mute to silence the output of sound.

⑨ Balance Using the slider, balance between two speakers can be adjusted to suit.

Input Tab (not shown)

Choose a sound input device From the list of input devices, select the one you want to use. All sound inputs available to your Mac are listed. If your display has an internal microphone, it's listed as "Display Audio."

Adjust sound input settings If you're recording sound through your computer's sound port, you can adjust the input volume to compensate for the sound source being too loud or quiet.

For example, if you're recording loud music, lower the input volume so the recorded sound isn't too loud or distorted. Or if you are recording someone who is speaking softly, increase the input volume so your Mac can better capture the person's voice.

To capture less background noise when using your computer's built-in microphone, select "Use ambient noise reduction." (This option does not appear if a 4-channel built-in microphone format is selected in Audio MIDI Setup, on a Mac with Apple silicon, or on Mac models with an Apple T2 chip.)

Focus

The Focus Setting helps minimize distractions by giving you the ability to pause and/or silence all notifications as well as allowing notifications only from certain people or apps. Do Not Disturb is found under Focus and the setting to share your Focus Settings across devices is also here.
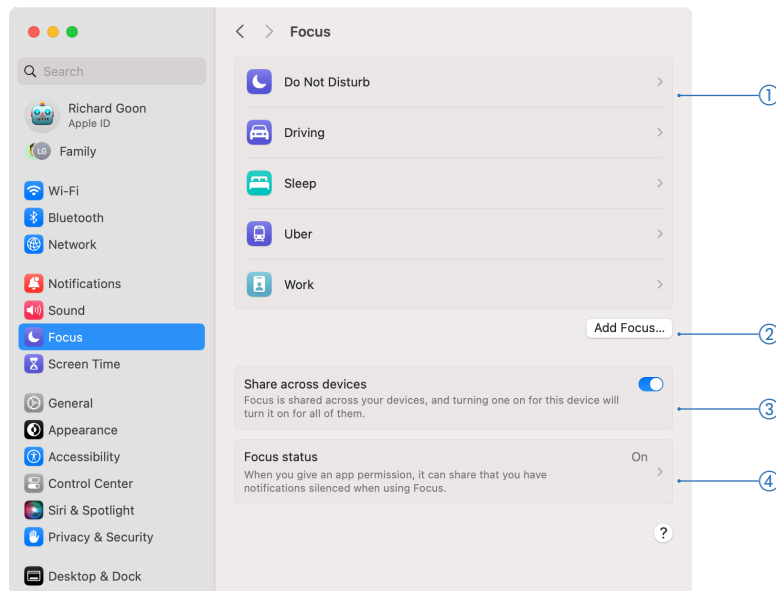
① Focus List List of Focuses you added on your Mac and other devices such as an iPhone or iPad. Do Not Disturb is always on this list.   Devices need to be using the same Apple ID to share Focus Settings across devices.

② Add Focus Adds a provided Focus such as Gaming or Reading to create a custom one.

③ Share across devices Turn this on when you want to turn your focus on one device and share across all your devices sharing the same Apple ID.

④ Share Focus Status This lets anyone from your contacts who send you a message know that you have silenced notifications. If something's important, they can choose to notify you anyway.
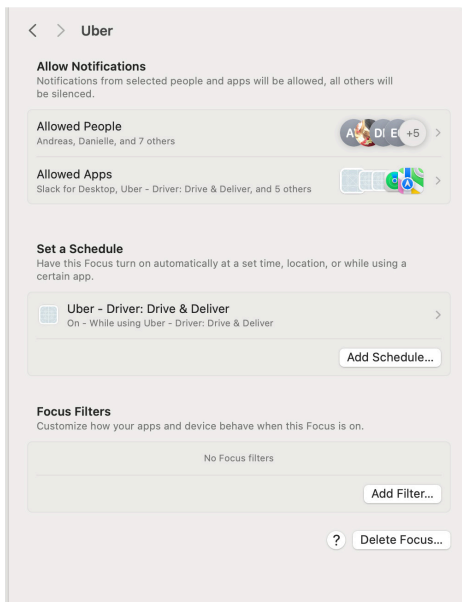
Click on a Focus from the list to edit the settings.

Allowed Notifications Lists the people and apps whose notifications are allowed when the selected Focus is active. Click on People or Apps and then click Add (+). Select your choices and click Add. To remove the item, select from the list and click Remove (-). Turn off Repeated calls to only allow the person to call once.

Set a Schedule Lists the times, locations, or apps used to automatically turn the selected Focus on or off.
   • Add Schedule: Click Add Schedule, then choose to schedule the Focus based on Time, Location, or App. In the Set a Schedule window, choose a time range and days, search for a location, or select an app, then click Done.
   • Temporarily stop using an automation: Select the automation in the list, then turn it off. To use the automation again, turn it on.
   • Delete an automation: Select the automation in the list, then click Delete Schedule.

Focus Filter Customize how Calendar, Mail, Messages, or Safari behave when this Focus is on.
   • Add a Focus filter: Click Add Filter, click the app you want to set up a Focus filter for, choose the options for that app, then click Add.
   • Remove a Focus filter: Click the filter, then click Delete App Filter.
   • Temporarily stop using a Focus filter: Click the filter, turn it off, then click Done. To use the Focus filter again, turn it back on.

Delete Focus Removes any custom Focus. A provided Focus can be removed from the list but can be added back later.

Screen Time

Use Screen Time to view and manage each family member's Screen Time settings, turn Screen Time on or off and set a Screen Time passcode. The available options vary depending on how you're signed in with your Apple ID and whether you're a parent or guardian of a child in a Family Sharing group.

① Family Member If you are a parent or guardian, you can setup Screen Time for your children. For example, you can limit their time going on Safari.

Activity

② App and Website Activity View charts that show app and website usage. You can customize the chart to display usage statistics for a specific time period, app, app category, website, or device.

② Notifications This shows you which apps are sending you alerts and notifications so you can adjust some of your notifications to be less distracting.

③ Pickups If you're sharing Screen Time information across your Apple devices, this will show how many times you wake your device to use it and the first app you use when you pick the device up. You can customize the chart to display the number of pickups received for a specific time period, app, website, or device.

Limit Usage

④ Downtime During Downtime, only apps you choose to allow, will work. If you select Every Day, Downtime is enforced during the same time each day. If you select Custom, you can adjust the time for each day of the week. You can also deselect the checkbox next to a day to turn Downtime off for that day.

⑤ App Limits Allows you to set time limits according to app categories. For example, you can set Social Networking for 3 hours, everyday, or Entertainment only on weekends. A message is displayed 5 minutes before time is up. When the time limit for an app is reached, the app icon is dimmed, and a message is displayed when the app is opened.

⑦ Always Allowed You may want specific apps to be allowed with no restrictions regardless of other set limits. This can include communication with certain people or apps.

⑧ Screen Distance Screen Distance works by measuring the distance between the screen and your eyes.

Communication

⑨ Communication Limits Manage contacts and restrict who can be communicated with during Screen Time and Downtime.

⑩ Communication Safety Check for nude photos sent or received on your child's device in the Messages app (macOS 12.1 or later, iOS 15.2 or later, or iPadOS 15.2 or later.)

Restrictions

⑪ Content & Privacy Use this to set restrictions on explicit content, purchases, downloading, and privacy. You can choose from four categories: Apps, Stores, Content and Other, that allows you to set restrictions. For Example, you can allow or limit the user to install from the Store or restrict apps such as Facetime.

⑫ Share across devices Combine your Screen Time reports from other devices. You need to turn on this option on each device you want to include in the Screen Time reports and use the same Apple ID across your other devices.

⑬ Lock Sceen Time Settings Require a passcode to prevent unauthorized changes to Screen Time settings, and to grant more time when limits expire.

⑭ App and Website Acitivity Turns on/off App and Web Activity.
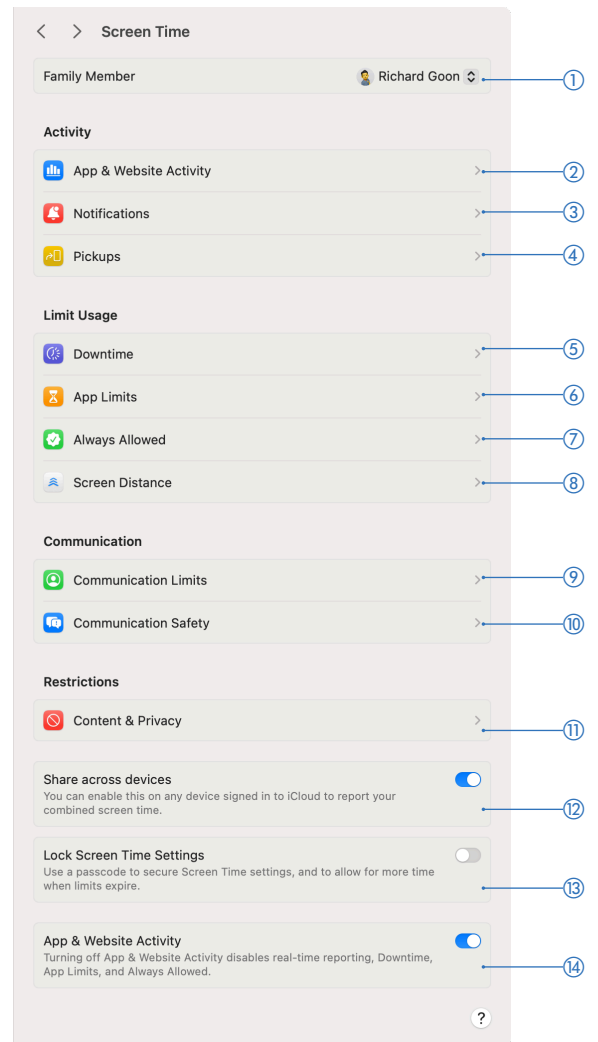
General

The General settings contains information about your MacMac including details such as serial number, how much storage is being used or what language your Mac is set to. You can also setup run software updates, control your AirDrop and Handoff settings, add Login Items, access Transfer or Reset settings, and backups with Time Machine.
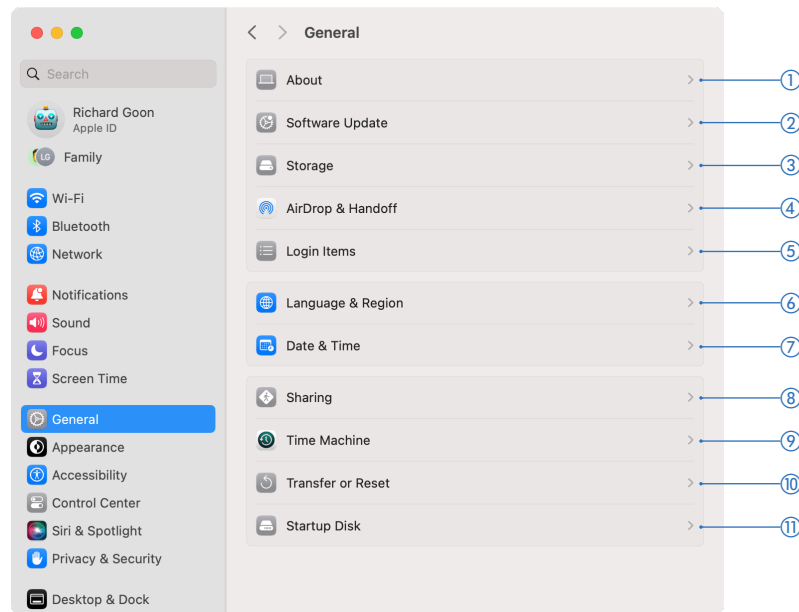
① **About** Shows information about your Mac including your serial number, what kind of processor you have, amount of memory, display resolution and storage information. You can generate a System Report and manage your storage from here as well.

② **Software Update** Use Software Update to update your macOS software and set whether your Mac checks for and downloads new updates automatically.

③ **Storage** You can view details about your Mac storage space and increase its availability in the Storage settings. You can see a graphic of storage usage, recommendations for optimizing storage availability, and options for removing unneeded files taking up storage space.

④ **Airdrop & Handoff** Handoff is when you start something on one Apple Device and hand it off to another. Airdrop allows you to send files to another Apple device near you. Airplay allows you to stream content to your Mac using Airplay receiver. Use this setting to setup options for each service.

⑤ **Login Items** If you're an administrator of your Mac, you can select the apps, documents, and server connections that open automatically when you log in to your Mac.

⑥ **Language & Region** This controls the language shown in menus and dialog boxes, and the formatting of dates, times and currencies. It will by default use the language you stated you wanted to use when you set up your Mac, along with the most appropriate formatting for your location.

⑦ **Date & Time** Use Date & Time Settings to set the date and time on your Mac. You can have the date and time set automatically using a network time server or set your computer's date and time manually. Be sure your time is correct so time stamps on emails, messages, and files are correct.

⑧ **Sharing** The Sharing Setting opens up various aspects of your Mac to other computers on the network. You will see a list of services available for sharing. At the bottom of Sharing, you will see your computer's local hostname. This is where you can edit the Local Hostname.

⑨ **Time Machine** Time Machine is the built-in backup feature of your Mac. To use Time Machine, you need an external storage solution. You can connect an external hard drive to your Mac using USB or thunderbolt. You can also connect to a mounted network drive for Time Machine.

⑩ **Transfer or Reset** Use Transfer or Reset settings to open Migration Assistant or Erase Assistant. Migration Assistant lets you transfer your documents, apps, user accounts, and settings to your Mac from another Mac or PC, or from a Time Machine backup. Erase Assistant lets you safely erase all content and settings on your Mac.

⑪ **Startup Disk** You can make your Mac startup from another volume or another operating system by selecting what's available in the list. If you have a Mac with an Apple T2 chip or Apple Silicon, you may need to change some additional security features on your Mac.

General-About
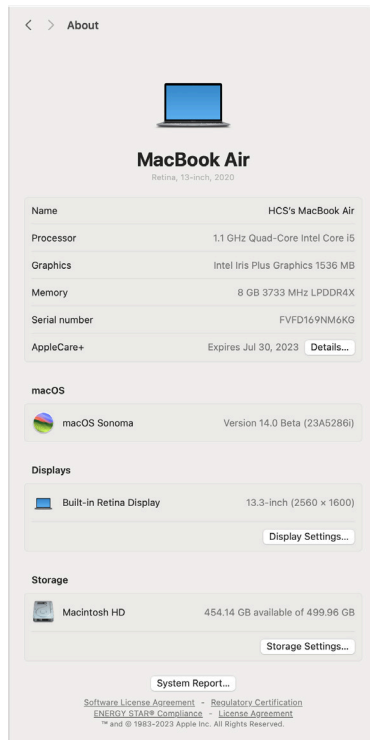
Model About Includes an image, model and year of your Mac; Name of your Mac, Processor, Graphics, Memory, Serial number, and If you have Apple Care coverage.

macOS indicates what version of macOS you are running.

Displays Shows you what kind of display you are using and the resolution of the display. Click Display Settings to take you to the Display Settings area.

Storage Shows you how much storage is available on your Mac. Click Storage Settings to go Storage. See Storage on the next page.

System Report Click System Report to launch System Information for a more detailed report.

General-Software Updates
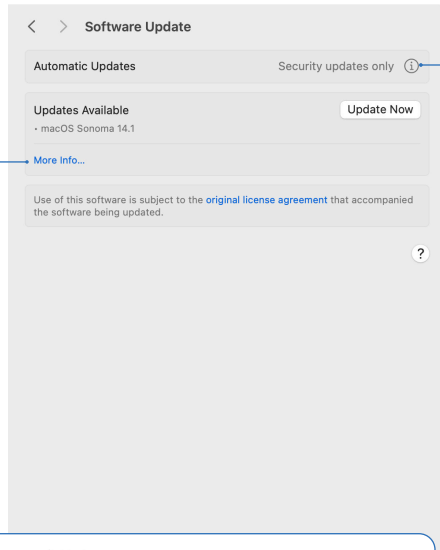
Automatic updates Set update options for installing system software and App store updates. Click Info (ⓘ) to turn on options:

- To have your Mac download updates without asking, turn on "Download new updates when available."
- To have your Mac install macOS updates automatically, turn on "Install macOS updates."
- To have your Mac install app updates from the App Store automatically, turn on "Install application updates from the App Store."
- To have your Mac install system files and security updates automatically, turn on "Install Security Responses and System files."
- To have your Mac install system files and security updates automatically, turn on "Install Security Responses and System files."

Updates Available To install all the available system software and other updates shown in the window, click Restart/Update Now. Click Update Tonight to update when the Mac is not in use. If an update button isn't shown, your Mac is up to date. To view information about the available update, click "More info", then do any of the following:

- To show details about an update, click on more info.
- To install updates, select the checkboxes of the updates you want, then click Install Now.
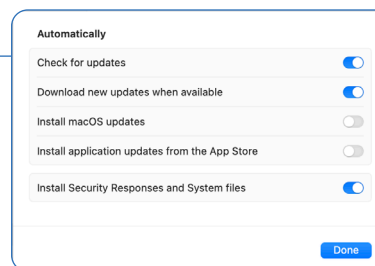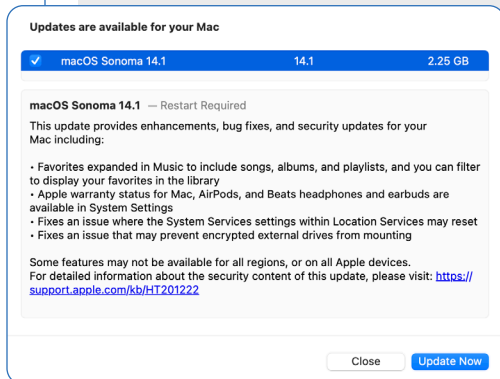
General-Storage
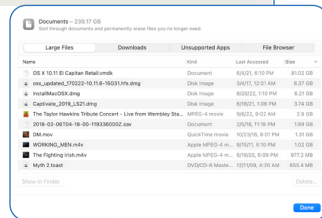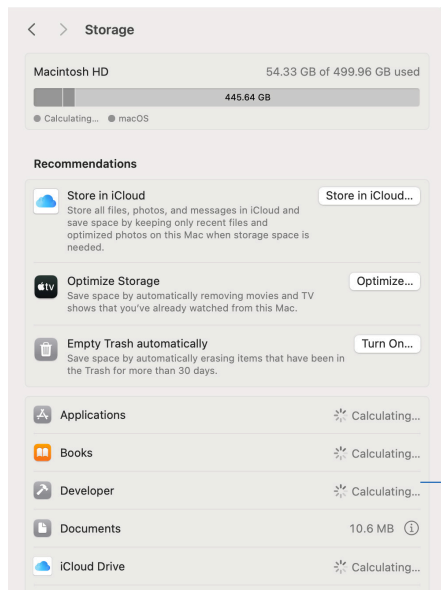
Storage Bar Chart Shows used and available storage on your Mac. The chart shows the amount of storage used by different apps and file types and shows the amount of free storage available.

All Volumes (Not Shown)Shows a more detailed bar chart showing the storage space used and available for each volume and container of your internal hard disk.

Store in iCloud Turns on iCloud Drive and stores most files in iCloud, saving storage space, and keeping only recent files in their entirety on the Mac.

Optimize Storage This will automatically remove any movies or TV shows that you already viewed from your Mac.

Empty Trash automatically Set your Mac to automatically empty the Trash when files are stored in the Trash for more than 30 days.

Storage by Apps and Categories Use the apps and categories to select and remove files. To delete files, click on info (ⓘ) to see what files are in this category and delete content you no longer want to save. You have the option to click Show in Finder to view the file in the Finder.

Other Users, macOS, and System Data Shows categories that only list the amount of space which they occupy. You can't select and delete files in these categories.

Click Info (ⓘ) to open a category.

General-AirDrop & Handoff
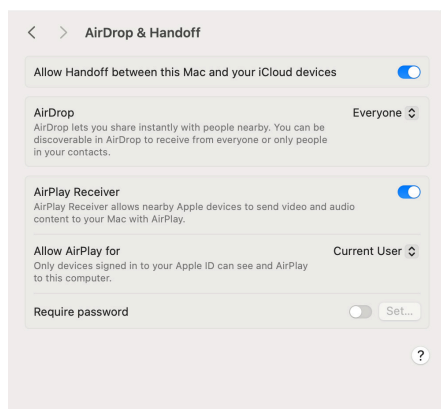
Allow Handoff between this Mac and your iCloud devices Turn on/off Handoff between your Mac, iPhone, iPad, and Apple Watch. Your Apple devices must have Wi-Fi, Bluetooth, and Handoff turned on in Settings. You must be signed in with the same Apple ID on all your devices.

AirDrop Choose who can send files to you. You have a choice of Everyone, Contacts Only or No One.

AirPlay Receiver Allow nearby Apple devices to stream content to this Mac with AirPlay.

Allow Airplay for Choose who can stream to your Mac.
• Current User: Only devices signed in to your Apple ID can see and use AirPlay to stream content to this Mac.
• Anyone on the Same Network: Any nearby Mac, iPhone, or iPad on the same network can see and use AirPlay to stream content to this Mac.
• Everyone: Any Mac, iPhone, or iPad can see and use AirPlay to stream content to this Mac.

Require Password Require a password to use AirPlay to stream content to this Mac.

General-Login Items
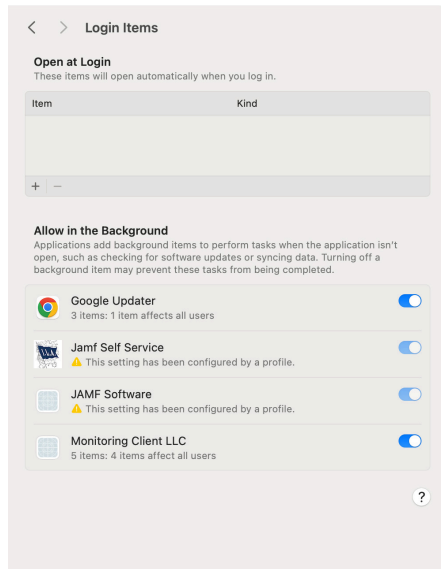
Open at Login Add items to open automatically when you log in. If you no longer want an app to open automatically at log in, select the item and click Remove (–). If you see an item with a warning (⚠), the item you want to open at log in may have been moved or deleted.

Allow in the Background Allow apps to perform tasks when the app isn't open, such as checking for software updates or syncing data.

General-Language & Region
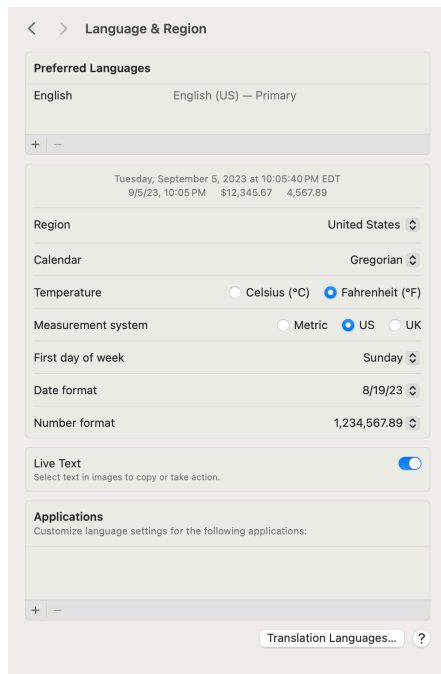
Preferred Languages View the languages you want shown in macOS; in apps, i.e. in menus and messages, and on websites. You can drag languages in the list to reorder them. If you add input sources such as a keyboard, those languages are automatically added to the list. Click Add (+) to add a language.

Region Choose the geographic region whose formats are used for dates, times, numbers, and currencies.

Calendar Choose the type of calendar used to display dates and times.

Temperature Choose Celsius or Fahrenheit as a temperature format.

Measurement system Choose Metric, US or UK as a measurement format.

First day of week Choose the first day of the week for your calendar.

Date format Choose the format of how the date is displayed.

Live Text Turn Live Text on/off. Live Text is a feature introduced in Monterey that allows the Mac to render the text in images, so you can copy as text. When Live Text is reading a street address, it becomes actionable. For example, click on the address and it will launch Maps for you.

Applications List of apps you set to use a language other than the default language. Add (+)/Remove (–) languages from the list.

Translation Languages Select languages to download to your computer so you can translate when offline.

General-Date & Time
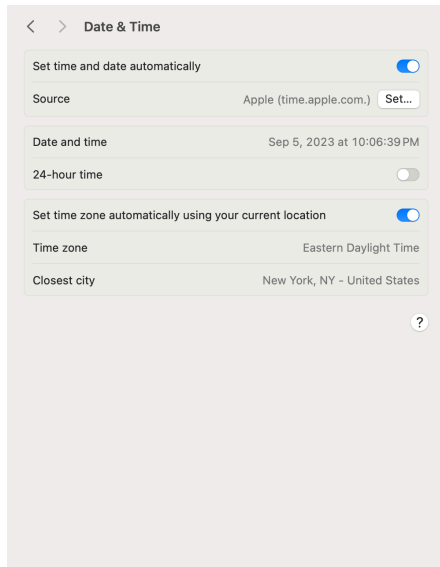
Set time and date automatically Turn this on to have the date and time on your Mac set automatically using a network time server. If you want to change the default time server from Apple, click Set, then type the address of a network time server.

Date and time This allows you to view the date and time set automatically. If you want to manually set it, turn off Set time and date automatically.

24-hour time Sets the time in 24-hour format in the Menu bar.

Set time zone automatically using your current location Have your Mac automatically set the time zone based on your location. Location Services must be turned on.

Time zone Set automatically based on your current location. To set it manually, turn off Set time zone automatically using your current location.

Closest city Shows you the closest major city based on your location.

General-Sharing
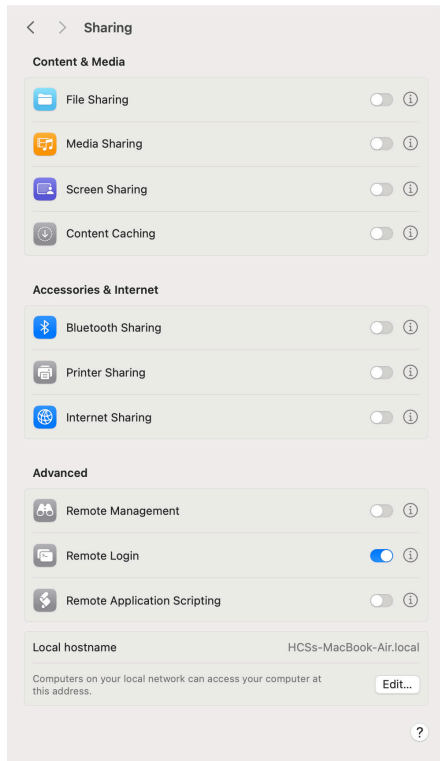
Content & Media
File Sharing Share files and folders with others on your network. Share with everyone or specific users.

Media Sharing Use this to set options for Home Sharing and sharing your media library.

Screen Sharing Use screen sharing to access your Mac, from another Mac, while you're away or solve a problem on someone else's Mac.

Content Caching Use the Content Caching to manage content caching on your Mac.

Accessories & Internet
Bluetooth Sharing Turn this on to control how your Mac handles files exchanged between Bluetooth devices.

Printer Sharing Usually used for printers that are connected through USB, share your printer for others to use.

Internet Sharing Turn this on to share the internet connection on your Mac with other devices on your local network.

Advanced
Remote Management Turn this on to allow others to access your computer using Apple Remote Desktop.

Remote Login Turn this on to access your Mac from another computer using SSH (Secure Shell Protocol.)

Remote Application Scripting With Remote Application Scripting turned on, it allows Apple events sent from other computers to control application on the Mac.

Local Hostname The local network name of your Mac. Click Edit to change your computer's local hostname.

General-Time Machine
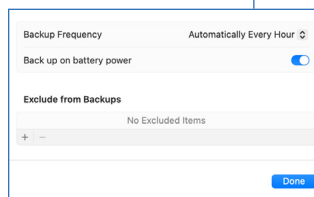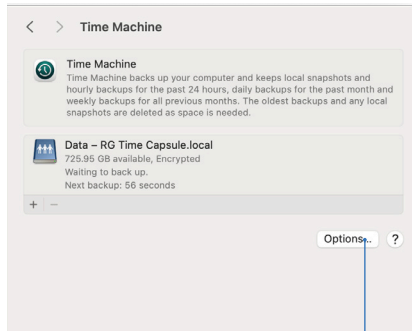
Add or Remove Backup Disk Click Add(+) to add another backup disk. Click Remove (–) to remove a backup disk.

Options Click Options for more settings:

- Back up frequency: Choose whether to back up manually or select how often Time Machine backs up your files.
- Back up on battery power: Turn on to create backups every hour even if your Mac is on battery power. This option only appears when an automatic backup schedule is selected on a Mac notebook.
- Exclude from backups: Exclude files from a backup to save space on your backup disk, or to exclude items you back up using another method.

General-Transfer or Reset
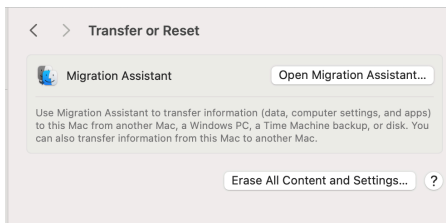
Open Migration Assistant Opens Migration Assistant to transfer files from another device to your Mac.

Erase All Content and Settings Opens Erase Assistant to erase all content and settings on your Mac.

General-Startup Disk
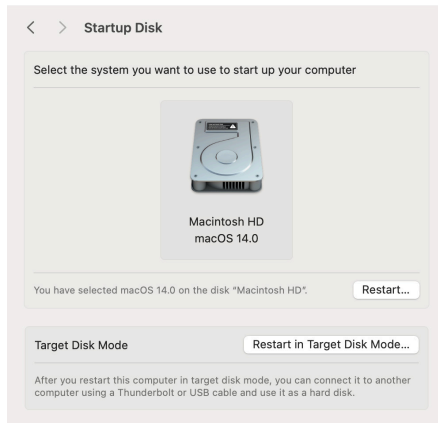
Set the default startup disk Change the startup disk your Mac automatically uses from the list. Click Restart.

Target Disk Mode Target disk mode lets you share files between two Mac computers with FireWire, Thunderbolt 2, USB-C, or Thunderbolt 3 or 4 ports. This is useful when you need high transfer speeds or if the display on one of your computers isn't working and you need to get files from it. Essentially, it makes your Mac act as an external hard drive.

NOTE: Target Disk Mode does not appear on Apple Silicon Macs.

Accessibility

Accessibility comes standard in a Mac. Whether you have difficulties with vision, hearing or physical mobility, macOS includes a variety of features to help you work in alternative ways. To quickly enable or disable Accessibility Options, press Option-Command-F5 or if your Mac or Magic Keyboard has Touch ID, quickly press Touch ID three times.
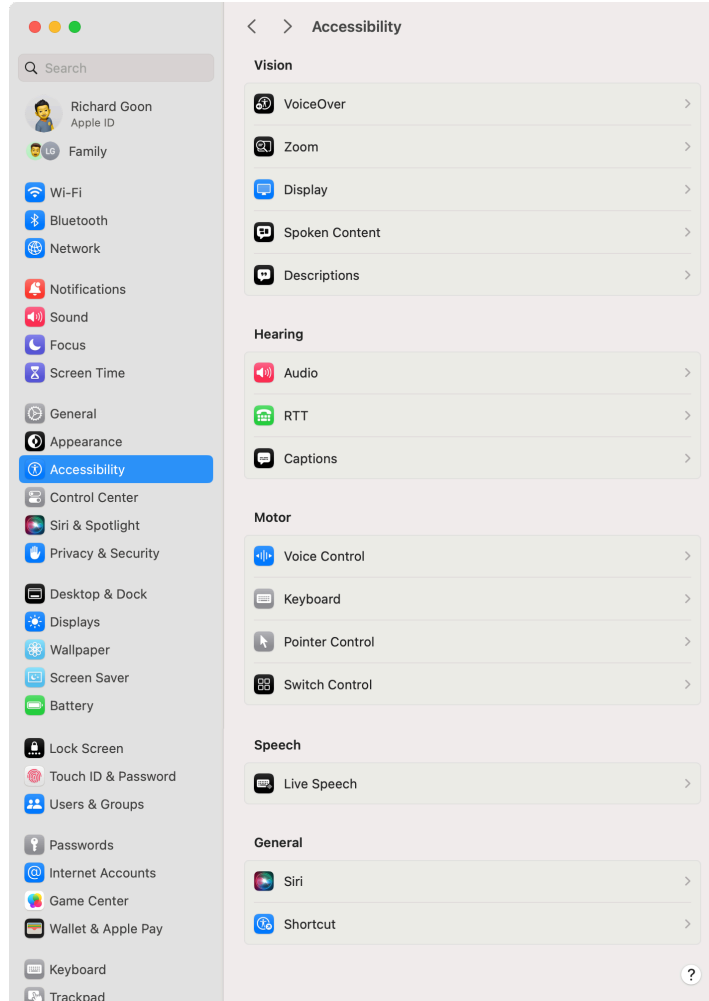
Accessibility - Vision: VoiceOver
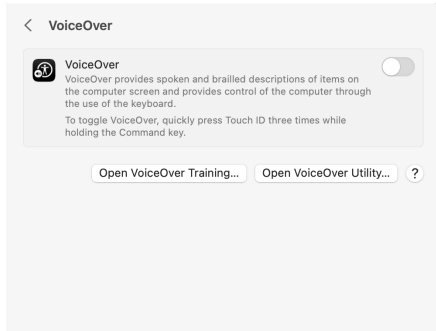
Enable VoiceOver Turn VoiceOver on or off.

Open VoiceOver Training Built in tutorial on how to use VoiceOver.

Open VoiceOver Utility Customize VoiceOver settings.

Accessibility - Vision: Zoom
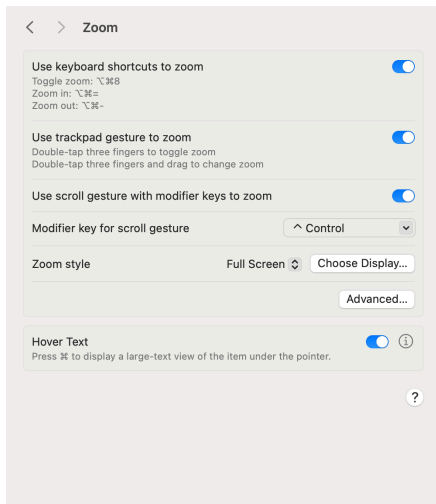
Use keyboard shortcuts to zoom Use the listed shortcuts to zoom in and out.

Use trackpad gesture to zoom Zoom in with listed gestures on your trackpad .

Use scroll gesture with modifier keys to zoom Press and hold the selected modifier key while scrolling with your trackpad or mouse.

Modifier key for scroll gesture Choose the modifier key to press and hold to zoom while scrolling: Control, Option, or Command.

Zoom style When you zoom using a keyboard shortcut, trackpad gesture, or scroll gesture with a modifier key, choose to zoom the entire screen, a custom area of the screen, or just the area where the pointer is located.

Choose Display When you use full-screen zoom, you can zoom the screen of an available second display (sometimes called Zoom Display). Click Choose Display, then choose a display.

Advanced When zooming in, you can have the screen move continuous with the pointer, only when the pointer reaches an edge or the pointer is at or near the center of the zoomed image.
Appearance
• Restore zoom factor on startup Apply the current zoom factor whenever you turn on zoom or start up your Mac.
• Invert colors in split screen and picture-in-picture style While using the Split Screen or Picture-in-Picture zoom style, invert the colors of the contents in the window. If the screen shows black on white, the zoom window shows white on black.
• Smooth images Make zoomed images appear smooth.
• Flash screen when notification banner appears outside zoom view Flash the screen when a notification arrives if the upper-right corner of the screen isn't shown in the zoom area.
• Disable Universal Control while zoomed in Temporarily disable Universal Control whenever you zoom in on the screen of your Mac, so it's easier to zoom in along the edge of the screen.
• Keep picture-in-picture window stationary While using the Picture-in-Picture zoom style, keep the zoom window in one location on the screen.
Controls
• Use Keyboard shortcuts to adjust zoom window Change the size and position of the zoom window while working using the indicated keyboard shortcuts.
• Set range for rapid zooming in and out Set the maximum and minimum levels of magnification.
Follow Focus
• Follow keyboard focus Magnify the area that has the keyboard focus.
• Move screen image when focus item is Move the screen image when the item that has keyboard focus is off-center or is on or near an edge of the screen.
• Move screen image When the keyboard focus changes to another item, move the screen image so the item is centered, or move the screen image just enough to show the item.

Hover Text Display a high-resolution zoom of text, text fields, menu items, buttons, and more in a dedicated window.

Touch Bar zoom If your Mac has a Touch Bar, display a larger version of it on the screen.

Accessibility - Vision: Display
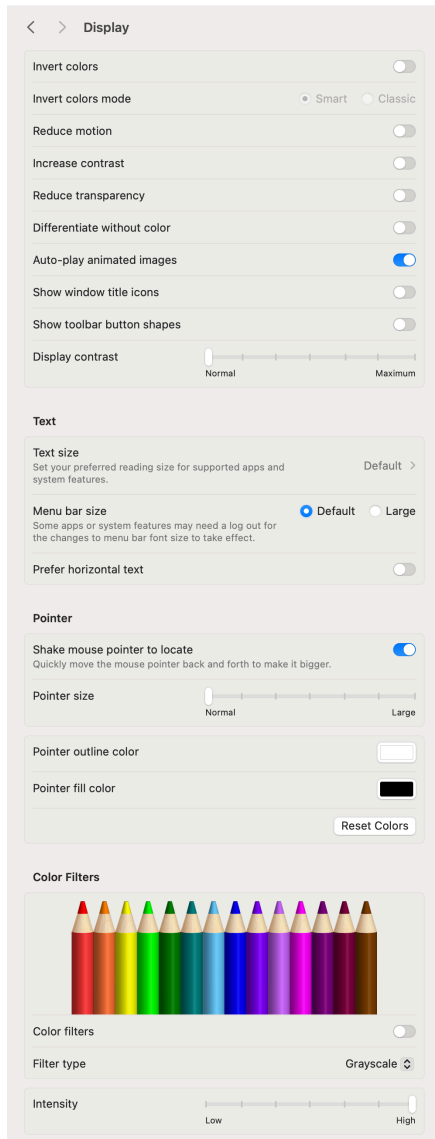
Invert colors Invert colors on your display.

Invert colors mode Choose to invert colors everywhere except in photos and images (Smart), or invert colors everywhere (Classic).

Reduce motion Stop or reduce the movement of elements on the screen.

Increase contrast Increase the contrast of items on the screen without changing the contrast of the screen itself.

Reduce transparency Replace the transparent effect used on some backgrounds in macOS with a darker background, to improve contrast and readability.

Differentiate without color Use shapes, in addition to or instead of color, to convey status or information.

Auto-play animated images Auto-plays animated images such as gifs.

Show window title icons Show a window's icon in the window's title bar. The icon can make it easier to distinguish among open windows.

Show toolbar button shapes Show a subtle border around toolbar buttons to indicate the area to click when selecting a toolbar button.

Display contrast Drag the slider to increase or decrease the screen contrast.

Text
Text size Set the font size for apps and system features.

Menu bar size Set the font size in the menu bar.

Prefer horizontal text Set.

Pointer
Shake mouse pointer to locate Quickly move the pointer to temporarily enlarge the pointer so you can find it.

Pointer Size, outline color, fill color Change the size and color of the pointer.

Reset Colors Resets the pointer fill color back to it's original color.

Color filters Adjust display colors using the selected filter type.

Filter Type Choose a filter type.

Intensity Adjust the intensity of Color Filters.

Accessibility - Vision: Spoken Content
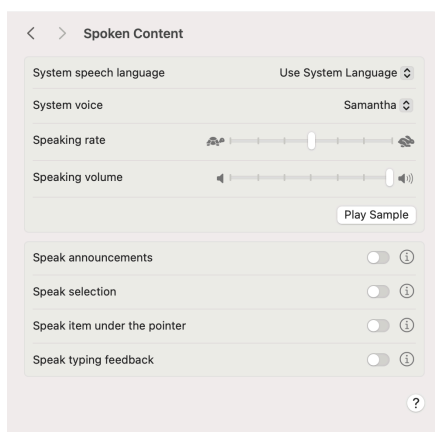
System speech language Choose a language to speak in.

System voice Choose a voice to speak text and alerts.

Speaking rate Set the speed at which text is spoken.

Speaking volume Set the volume at which text is spoken. This is separate from Sound settings.

Speak announcements Have your Mac announce and speak dialogs and other announcements.

Speak selection Have your Mac speak selected text when you press the specified keyboard shortcut.

Speak item under the pointer Have your Mac identify items under the pointer.

Speak typing feedback Have your Mac speak what you type, select, or press using the keyboard.

You can customize how content is spoken. Click info (ⓘ), then set the different options that are presented.

Accessibility - Vision: Descriptions
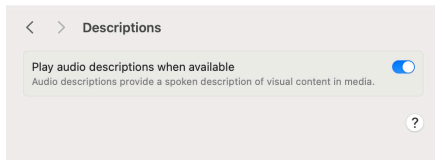
Turn Descriptions on to listen to a description of the visual content in movies, TV programs, and other media, if available.

Accessibility - Hearing: Audio
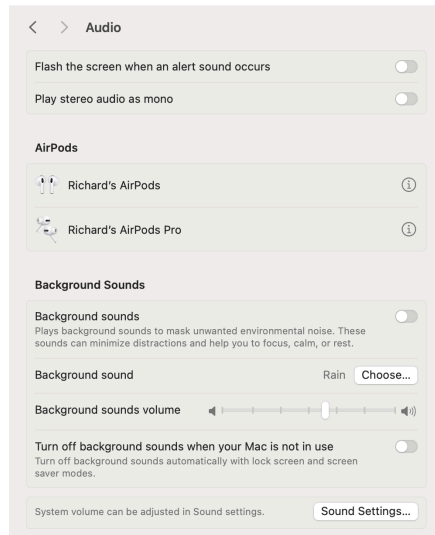
Flash the screen when an alert sound occurs Make your screen flash when you receive an alert.

Play stereo audio as mono Make your Mac play stereo audio tracks as mono audio in the left and right speakers or headphones.

Spatial audio follows head movements When you watch or listen to content that supports Spatial Audio on your Mac, the audio automatically adjusts as you move your head.

Background Sounds
Background sounds Play calming background sounds to mask unwanted environmental noise.

Background sound Choose a background sound.

Background sound volume Adjust the volume of the background sound.

Turn off background sounds when your Mac is not in use Automatically turn off background sounds when your Mac is in sleep, the screen saver is on, or the screen is locked.

Your AirPods or other compatible headphones
If you have more than one pair of compatible headphones paired to your Mac, click info (ⓘ)next to their name to set options.

Accessibility - Hearing: RTT
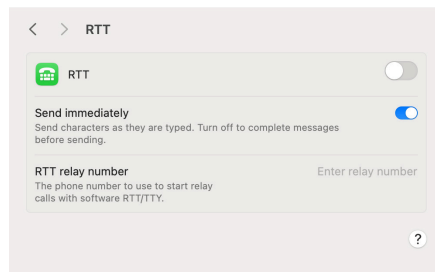
Send Immediately Send characters as you type them. To type full messages before you send them, deselect this option.

RTT relay number The relay service to use when you make an RTT relay call on your Mac. If a number isn't specified, your carrier's default relay service is used.

Accessibility - Hearing: Captions
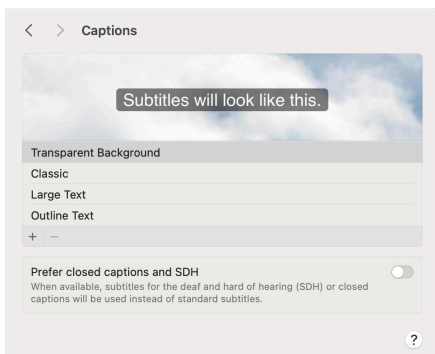
Styles list Available built-in styles (Transparent Background, Classic, Large Text, Outline Text), and styles that you added. To edit the settings for a style you added, select the style in the list, then click Edit.

Add (+)/Remove(-) Create or remove a style. A new style inherits the settings of the style that's selected when you click Add.

Prefer closed captions and SDH Use closed captions or subtitles for the deaf and hard of hearing (SDH) instead of standard subtitles for content played on your Mac.

Accessibility - Motor: Voice Control
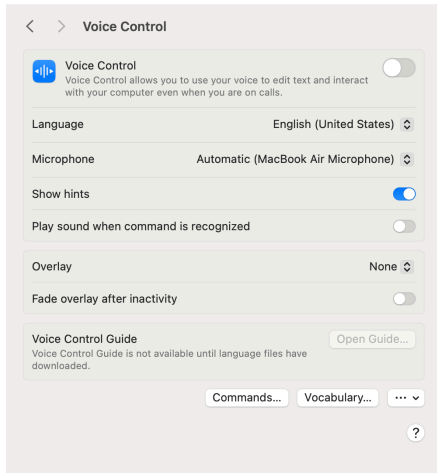
Enable Voice Control Enables/disables Voice Control. The first time you turn on Voice Control, files for the selected language are downloaded to your Mac. When Voice Control is ready to use, the microphone (🎤) appears in and fluctuates to indicate the volume level.

Language Choose the language to use when you speak commands to your Mac Choose Add Language to change the language of the commands, then click OK to start downloading them.

Microphone Choose which input device to use Voice Control.

Overlay Continuously show item numbers or a numbered grid on the screen to make it easier to select items or navigate the screen.

Show hints Display suggested commands and hints on screen next to the microphone icon.

Play sound when command is recognized Makes an alert sound after the voice command has finished it's task.

Commands
Commands are grouped by action (Basic Navigation, Overlays & Mouse, Dictation, Text Selection, Text Navigation, Text Editing and Text Deletion). Use the search field to find a command.

Commands list If you create your own dictation commands, they appear in the Custom section at the top of the list. A checkmark next to a command indicates it can be used. If you don't want to use a command, deselect its checkbox. Click a command in the list to show how to say it.

Preview area Click a command in the list to show how to say it. There may be multiple ways to say a command. For example, to make a selected word bold, you can say "Bold that," "Bold this," or "Bold selection."

Add (+) /Remove (-) Click the Add (+) to create your own command. To delete a command you created, select it in the Custom section, then click the Remove (-).

Vocabulary
If Voice Control doesn't recognize a word or phrase you routinely use, you can add the phrase to ensure it's always entered correctly in your dictation.

Add (+)/Remove (-) Click the Add (+) to add a word or phrase. To delete an item you created, select it in the list, then click the Remove (-).

Advanced Actions (·)
Use this menu to import, export, or delete custom commands and vocabulary.

Accessibility - Motor: Keyboard

Full Keyboard Access Turn on Full Keyboard Access to use the Tab key and other keys to navigate the screen. Click Info (ⓘ) to customize the look of the cursor and set more options.

Keyboard Settings Click here to take you to the Keyboard Settings.
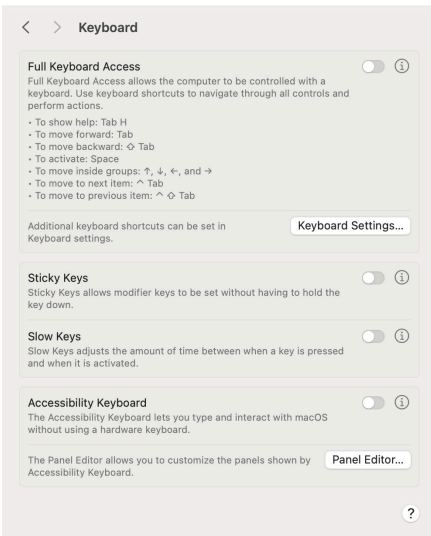
Sticky Keys Turn this on to allow you to press a set of modifier keys one at a time in sequence, instead of all at once. Click Info (ⓘ) to set options such as: Press the Shift key five times to toggle Sticky Keys, Beep when a modifier key is set and Display pressed keys on screen.

Slow Keys Turn this on to adjust the delay between when you press a key and when it's activated. Click Info (ⓘ) to set options such as: Use click key sounds and Acceptance Delay.

Accessibility Keyboard Display and use the Accessibility Keyboard. Click Info (ⓘ) to set General, Hot Corners, and Dwell options for the Accessibility Keyboard.

Panel Editor Use this to create custom panels that are available from the Accessibility Keyboard.

Accessibility - Motor: Pointer Control
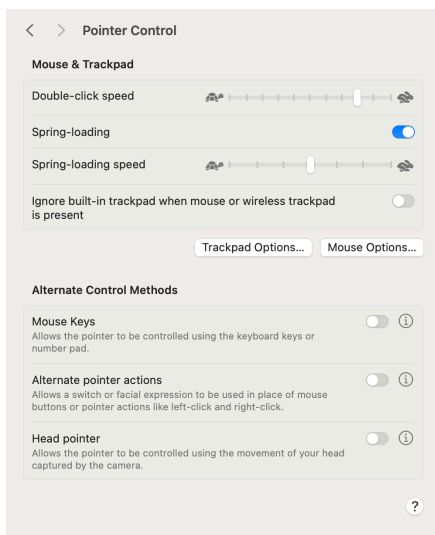
Double-click speed Adjust the mouse or trackpad's reaction time when you double-click an item.

Spring-loading When dragging and dropping, drag an item to a folder and hold to open the folder.

Spring-loading speed Turn this on to adjust how long after you drag an item to a folder and hold before the folder opens.

Ignore built-in trackpad when mouse or wireless trackpad is present Disable the built-in trackpad on your Mac when you use a mouse or wireless trackpad. If you use a non-Apple mouse, the driver software that came with your mouse may prevent this option from working as expected.

Trackpad/Mouse Option Set options for these peripherals.

Mouse Keys Turn this on to allow the keyboard to move the Pointer. NOTE: When this is turned on, the keyboard cannot be used to enter any text. Click Info (ⓘ) to set options such as: Press the Option key five times to toggle Mouse Keys, Ignore built-in trackpad when Mouse Keys is on, Initial delay and Maximum speed.

Alternate pointer actions Perform a left-click, right-click, double-click, triple-click, or drag-and-drop action using keyboard shortcuts, assistive switches, or facial expressions. Click Info (ⓘ) to specify keys, switches, and facial expressions, or to see the ones currently specified.

Head pointer Move the pointer using the movement of your face or head as detected by the camera that's built into or connected to your Mac. Click Info (ⓘ) to set options such as:

- Pointer moves: Choose how you want the pointer to follow the movement of your face or head:
    - When facing screen edges: The pointer follows the direction in which you turn your face away from the center of the screen, similar to how you move a joystick.
    - Relative to head: The pointer follows the direction in which you move your head (regardless of where your face is turned), similar to how you move a mouse.
- Pointer speed: The speed at which the pointer moves when you turn your face or move your head. The lower the number, the slower the pointer moves.
- Distance to edge: If head pointer is set to "When facing screen edges," specify how far your face must be turned away from the center of the screen before the pointer starts moving.
- Use a switch or facial expression to pause or resume: To specify a facial expression to use to pause or resume head pointer.
- Use a switch or facial expression to recalibrate: To specify a facial expression to use to recalibrate head pointer.
- Camera Options: To choose the camera to use to detect movement of your face or head, click Camera Options, then click the Camera pop-up menu.

Accessibility - Motor: Switch Control
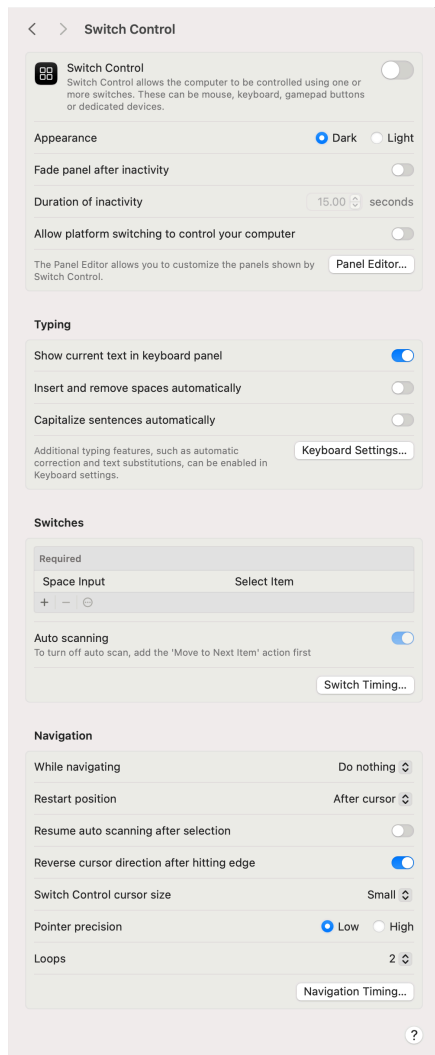
Enable Switch Control Turn on Switch Control to display the Switch Control Home Setting.

Appearance Switch between Dark and Light appearances.

Fade panel after inactivity Hide the Switch Control panel after the specified period of time.

Duration of inactivity Hide the Switch Control menu after the specified period of inactivity, up to 60 seconds.

Allow platform switching to control your computer Use another Apple device, such as iOS devices or Apple TV, that is already set up to work with your switches to control your Mac, so you don't have to also set up your Mac with the switches.

Panel Editor Create Settings to add to the list in the Switch Control Custom Panel or to share with others.

Typing

Show current text in keyboard panel Display a bar across the top of the Keyboard panel to show text as you're typing it in a document or text field.

Insert and remove spaces automatically Let Switch Control manage spaces when you're writing text.

Capitalize sentences automatically Let Switch Control manage capitalization when you're writing text.

Switches

Required switches Switch Control requires the Select Item switch. When auto scanning is on, Switch Control automatically moves to the next item as it steps through a panel, group, or the user interface.

Optional switches Optional switches to use, regardless of whether auto scanning is on or off.

Auto scanning Have Switch Control automatically step through, or scan, items in a panel, group, or the user interface. This option is on by default.

Navigation

While navigating Choose what happens when an item is highlighted during a scan: Do nothing, Speak selection, Play sounds, or Speak & Play sounds.

Restart position Choose the position from which to start when you rescan an item.

Resume auto scanning after selection Turn on this option to have auto scanning automatically continue after you select an item.

Reverse cursor direction after hitting edge Have the pointer bounce back when it reaches a boundary while scanning the user interface.

Switch Control cursor size Choose the thickness of the border of the Switch Control cursor when scanning the user interface.

Pointer precision Choose the precision with which you control the pointer when selecting an item on the screen.

Loops The number of times, up to 10, that a panel, group, or window is scanned.

Navigation Timing Set timing options for navigation.

Accessibility - Live Speech
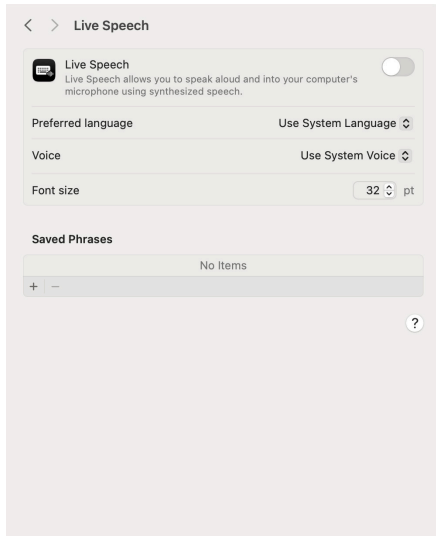
Type to Siri Enable Type to Siri to type your requests to Siri instead of speaking them. If a headset with a microphone is connected to your Mac, Siri will speak your typed request. If you prefer to read responses from Siri in the Siri window instead of having Siri speak them, turn off voice feedback in Siri settings.

Accessibility - General: Siri
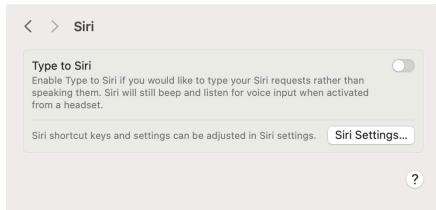
Type to Siri Enable Type to Siri to type your requests to Siri instead of speaking them. If a headset with a microphone is connected to your Mac, Siri will speak your typed request. If you prefer to read responses from Siri in the Siri window instead of having Siri speak them, turn off voice feedback in Siri settings.

Accessibility - General: Shortcut
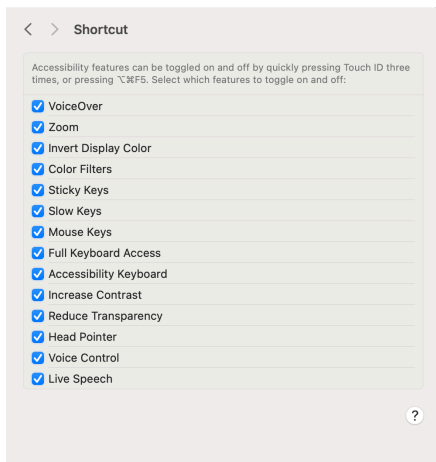
Accessibility Shortcust List Accessibility features can be toggled on and off by quickly pressing Touch ID three times or pressing Shift Command F5. Here you are offered a list of features to choose from by toggling them on and off.

Control Center

The Control Center settings show the items that you can choose to appear in Control Center, the Menu Bar or both, with options where applicable. To show an item in the menu bar, click the pull-down menu and select Show in the Menu Bar.

‹ › **Control Center**

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	Don't Show in Menu Bar ⇅
◉ AirDrop	Don't Show in Menu Bar ⇅
🌙 Focus	Show When Active ⇅
▦ Stage Manager	Show in Menu Bar ⇅
⬚ Screen Mirroring	Show When Active ⇅
☀ Display	Show When Active ⇅
🔊 Sound	Show When Active ⇅
▶ 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   ⚪

🎧 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   Show in Menu Bar ⇅
◉ Siri   Don't Show in Menu Bar ⇅
◔ Time Machine   Show in Menu Bar ⇅

Automatically hide and show the menu bar   In Full Screen Only ⇅
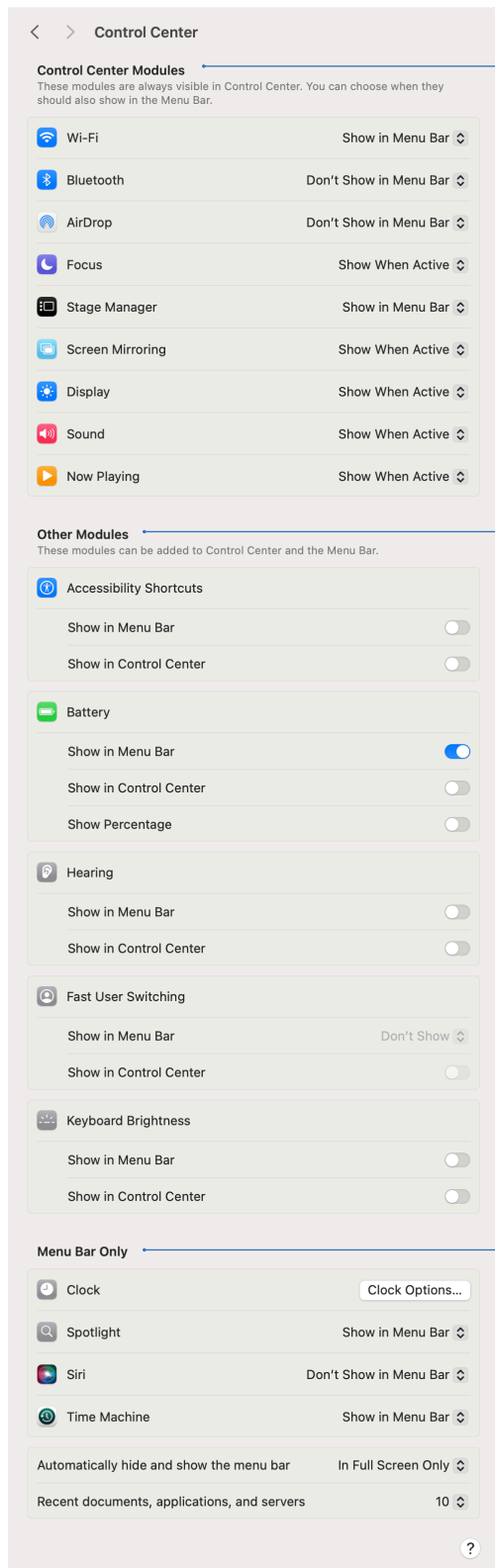Recent documents, applications, and servers   10 ⇅

?

① Control Center Modules
These modules are always shown in Control Center. You can choose when they should also be shown in the menu bar. To change the option, click the Menu and choose the following options: Show in Menu Bar, Show When Active, Don't Show in Menu Bar.

② Other Modules
These modules can be added to Control Center and the Menu Bar. Turn options on/off for the modules. The choices are either Menu Bar or Control Center or both.

NOTE: Other modules may have additional options. For example, If You are using a Mac Notebook, the Battery Module has an option to show Percentage of the battery charge.

③ Menu Bar Only
These modules can be added or removed from the Menu Bar with the exception of Clock. The Clock is always on in the Menu Bar and you can set options for it.

Siri & Spotlight
Manage your settings for Siri and Spotlight.
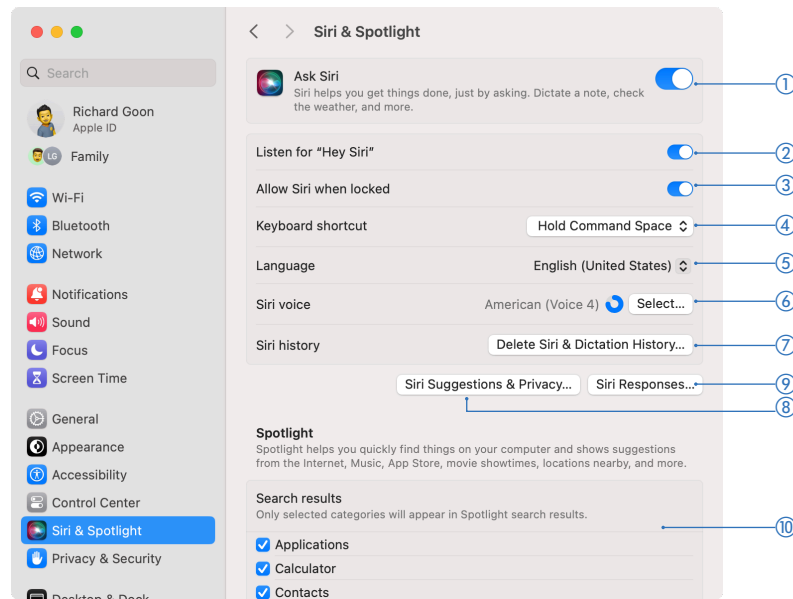
Siri

① Ask Siri Enable or disable Siri to do everyday tasks, get quick answers, and more (Siri continues to learn from and make suggestions in apps.) If you ask Siri something when Siri is disabled, you're prompted to enable Siri. You must be connected to the Internet to use Siri.

② Listen for "Hey Siri" (available on some Mac models) Enable "Hey Siri" to start using Siri, instead of clicking the Siri icon or using a keyboard shortcut. If you turn off Ask Siri and then turn it on again later, you may need to set up Hey Siri again.

③ Allow Siri when locked (available when Listen for "Hey Siri" is turned on) Use Siri even if your Mac is locked or in sleep. Just say "Hey Siri," then make your request. Depending on your request, you may need to unlock your Mac.

④ Keyboard Shortcut By default, to start using Siri, press and hold the Command key and the Space bar at the same time. If you want to set your own shortcut to open Siri, click the pop-up menu, choose Customize, then press the keys you want to use. For example, you could press Option-Z to open Safari.

⑤ Language Choose the language and dialect that you want to use to ask Siri; Siri will use the same language and dialect to speak to you. Siri is not available in all languages or regions.

⑥ Siri Voice Choose a gender (and sometimes dialect) for Siri. Some languages may not have an alternate gender or dialect.

⑦ Siri History Delete Siri and Dictation interactions you've performed on this Mac from Siri servers.

⑧ Siri Suggestions & Privacy Choose the apps for which Siri can make suggestions to you. For information about how Siri sends your spoken words to Apple and uses personal information such as your name, your contacts, and other data to understand you better and recognize what you say, click About Siri & Privacy.

⑨ Siri Response Change Options for:
  • Voice feedback: Turn on to hear spoken responses from Siri. If you turn feedback off, the response from Siri is shown in the Siri window but isn't spoken.
  • Always show Siri captions: Turn on to show what Siri says on screen.
  • Always show speech: Turn on to show a transcription of your speech on screen.

Spotlight

⑩ Search Results Select the categories that Spotlight includes or excludes when it searches:
  • To include a category in Spotlight search results, select it.
  • To exclude a category, deselect it.

Spotlight Privacy (Not Shown) Exclude locations from Spotlight searches

Privacy & Security

The Privacy & Security setting is used to manage the information your Mac makes available to others across the Internet or on a network and makes your Mac more secure from malware and tampering.

① Privacy

In this section, you can allow apps to access data in other apps. For example, in Location Services, you can allow apps, system services and websites to gather information based on the current location of your Mac so it can provide location-based services. When you grant Full Disk Access to certain apps such as virus protection, those apps will have full access to other apps including Mail, Messages, Safari, data from Time Machine backups and some administrative settings for all users on the Mac.

② Sensitive Content Warning

When you enable Sensitive Content Warning, your Mac uses on-device learning to check for the content that needs to be flagged. In case violence, shameful content, or graphic imagery is detected, the filter will get blurred or hidden.

③ Analytics & Improvements

Automatically send analytic information to Apple and app developers, which helps them serve customers better and improve the quality of their products.
- Share Mac Analytics: Send diagnostics and usage data to Apple.
- Improve Siri & Dictation: Allow Apple to store and review audio of your Siri and dictation interactions.
- Share with App Developers: Allow Apple to share data with developers about usage and when an app stops responding.

④ Apple Advertising

To understand why a specific ad was shown to you, click the Ad button on the ad. You can disable Personal Ads to prevent Apple from using your information for ad targeting. This may not decrease the number of ads you receive, but the ads may be less relevant to you.

⑤ Allow applications downloaded from

You can protect your Mac from malicious apps by only allowing apps from the App store or identified developers.
- App Store: Allow only apps that have been downloaded from the App Store.
- App Store and identified developers: Allow apps only from the App Store, and from developers identified by Apple.

⑥ FileVault

Turn on FileVault to encrypt all the information currently on the startup disk, and encrypt and decrypt new information as it is read and written to storage. The initial encryption may take a while, depending on the amount of data that is stored, but you can use your Mac while encryption is taking place. When you turn on encryption, all users are required to use a login password. When you first turn on FileVault, you choose how you want to unlock your startup disk if you forget your login password: with the Apple ID you use for iCloud, or with a recovery key that's created for you.

WARNING: Don't lose your recovery key. Store your key in a safe place that you can get access to. This means do not store the recovery on your computer that you have encrypted with FileVault. Without your passwords or your recovery key, you or Apple will not be able to get access to your computer.

⑦ Lockdown Mode

Turn on Lockdown Mode if you believe you may be personally targeted by a highly sophisticated cyberattack.• Share Mac Analytics: Send diagnostics and usage data to Apple.

⑧ Extensions

Added extensions Extensions you installed on your Mac. These are extensions created by third-party developers. If the extension is a content extension that enables extra functionality in apps, you see an Actions checkbox below the extension. If it's a Finder extension, you see a Finder checkbox. Select the checkbox to enable the extension.

Actions Content extensions installed on your Mac. Select a content extension to make it available in apps. For example, if Markup is selected, you can draw on pictures and sign documents in apps such as Mail, TextEdit, or Preview.

Finder extensions Select a Finder extension to make it available in the Finder such as iCloud Drive.

Photos Editing Photos extensions installed on your Mac, such as Markup. Select a Photos extension to make it available in Photos while editing photos.

Sharing Select the items that you want in the Share menu.
- Default extensions, such as Mail, Messages, and AirDrop, cannot be deselected.
- If an extension selected in the list doesn't appear in the Share menu, the item you're trying to share can't be shared using that extension. For example, you can use AirDrop to share a webpage in Safari, but not selected text.

Finder Select extensions that you want to access from the Quick Actions shortcut menu on the desktop and in the Finder, and in the Finder preview Setting.

⑨ Profiles

Use the Profiles setting to install, view, or remove configuration profiles. If you haven't installed any configuration profiles, Profiles settings isn't available. Configuration profiles are files that standardize settings for Mac computers, iOS devices, and Apple TV. If you have a system administrator, you may be asked to install a configuration profile to access your network, email, VPN, and other services.

⑩ Advanced

Require an administrator password to access system-wide settings Prevent users from changing locked system settings without an administrator's password.

Log out automatically after inactivity Automatically log out users after the Mac is idle.

Desktop & Dock

Many of the Dock's settings can be adjusted by Control-clicking the thin line that divides apps and folders. However, the Dock settings in System Settings are worth exploring because it provides a overview of all your Dock's settings. You have the abililty to change the settings for Mission Control, Menu Bar, and Stage Manager as well as change your Default Web Browser.

‹ › Desktop & Dock

Dock

Size	Magnification
Small Large	Off Small Large

① →

Position on screen	Bottom ⌄	②
Minimize windows using	Genie Effect ⌄
Double-click a window's title bar to	Zoom ⌄
Minimize windows into application icon	⚪

Automatically hide and show the Dock	⚪	③
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 | ④
| --- | --- |
| Click wallpaper to reveal desktop | Always ⌄ |
| 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.	⚪	⑤
Show recent apps in Stage Manager	🔵
Show windows from an application	All at Once ⌄

Widgets ⑥

Show Widgets	☑ On Desktop ☑ In Stage Manager
Widget style	Automatic ⌄
Use iPhone widgets	🔵

Default web browser	🔵 Safari ⌄

Windows ⑦

Prefer tabs when opening documents	In Full Screen ⌄
Ask to keep changes when closing documents	⚪
Close windows when quitting an application When enabled, open documents and windows will not be restored when you re-open an application.	🔵

Mission Control
Mission Control shows an overview of your open windows and thumbnails of full-screen applications, all arranged in a unified view. ⑧

Automatically rearrange Spaces based on most recent use	🔵
When switching to an application, switch to a Space with open windows for the application	⚪
Group windows by application	⚪
Displays have separate Spaces	🔵

Shortcuts...   Hot Corners...   ? ⑨

⑩

Keyboard & Mouse Shortcuts
With a single keystroke, view all open windows, windows of the current application, or hide windows to locate an item on the desktop that might be covered up.

Mission Control

Keyboard Shortcut	^↑ ⌄
Mouse Shortcut	- ⌄

Application windows

Keyboard Shortcut	^↓ ⌄
⚠ This hot key setting conflicts with the settings for another hot key. Keyboard Settings...	
Mouse Shortcut	- ⌄

Show Desktop

Keyboard Shortcut	F11 ⌄
Mouse Shortcut	- ⌄

For additional choices press Shift, Control, Option, or Command.

Done

⇧⌘ Mission Control
⇧⌘ Application Windows
⇧⌘ Desktop
⇧⌘ Notification Center
⇧⌘ Launchpad
⇧⌘ Quick Note
⇧⌘ Start Screen Saver
⇧⌘ Disable Screen Saver
⇧⌘ Put Display to Sleep
⇧⌘ Lock Screen

-		✓ -
-		Quick Note ⌄

Done

Dock

① Size This determines the size of the Dock icons and how much they expand when the cursor is over them.

Magnification This is best used when you've so many Dock icons that they're not easy to pick out unless zoomed. If you don't like the effect, you can disable magnification entirely.

② Position on screen This determines the screen edge the Dock sits on.

Minimize windows using This menu provides two effects for when windows are minimized to the Dock: Genie and Scale. Genie appears to 'suck' the window into position. Scale is a much simpler zoom that's less taxing on older Macs and a lot faster.

Double-click a window's title bar to This enables you to select between zoom and minimize when making that action.
 • Minimize: Minimize an app window to an area at the end of the Dock.
 • Zoom: Expand a window to fill the space between the Dock and the menu bar. If the Dock is along the side of the screen, the window fills the space below the menu bar and to the side of the Dock.

Minimize windows into application icon Minimize an app window to the app icon in the Dock. If the option is deselected, the window is minimized to an area at the end of the Dock.

③ Automatically hide and show the Dock Hide the Dock when you're not using it. To see the hidden Dock, move the pointer to the edge of the screen where the Dock is located.

Animate opening applications Makes app icons on the dock bounce while launching.

Show indicators for open applications Places a little black dot beneath the icons of apps that are currently running.

Show suggested and recent apps in Dock Show recently opened apps (if they aren't already included in the Dock) toward one end of the Dock.

Desktop & Stage Manager

④ Show Items
 • On Desktop: Enable this to show files on the Desktop. Disable to hide files on the Desktop.
 • In Stage Manager: Enable this to show files in Stage Manager. Disable to hide files in Stage Manager.

Click Wallpaper to reveal desktop Quickly access Desktop items and Desktop Widgets by clicking the Wallpaper. Click again to bring windows back.

Stage Manager

⑤ Stage Manager Turn on/off Stage Manager

Show recent apps in Stage Manager This will keep the more recent apps in Stage Manager.

Show windows from an application:
 • All at Once This will open all the stacked windows of the app all at once.
 • One at a time This will open all the stacked windows one window at a time.

Widgets

⑥ Show Widgets Choose whether to show widgets.
 • On Desktop: Show widgets on the desktop.
 • In Stage Manager: Show widgets on the desktop when Stage Manager is turned on.
If this option is turned off, items on the desktop are hidden—click the desktop to show the items when you want to access them.

Widget style Choose a style for widgets. Options are automatic, monochrome or full-color.

Use iPhone widgets Show iPhone widgets in the widgets browser.

Default web browser Select a web browser used by default when you click on a link from an email or text message.
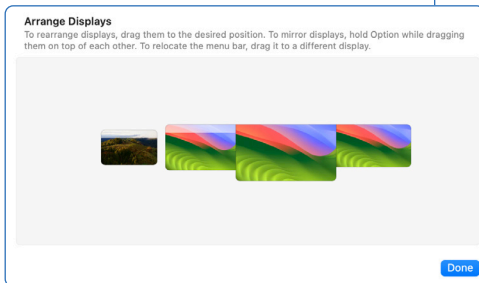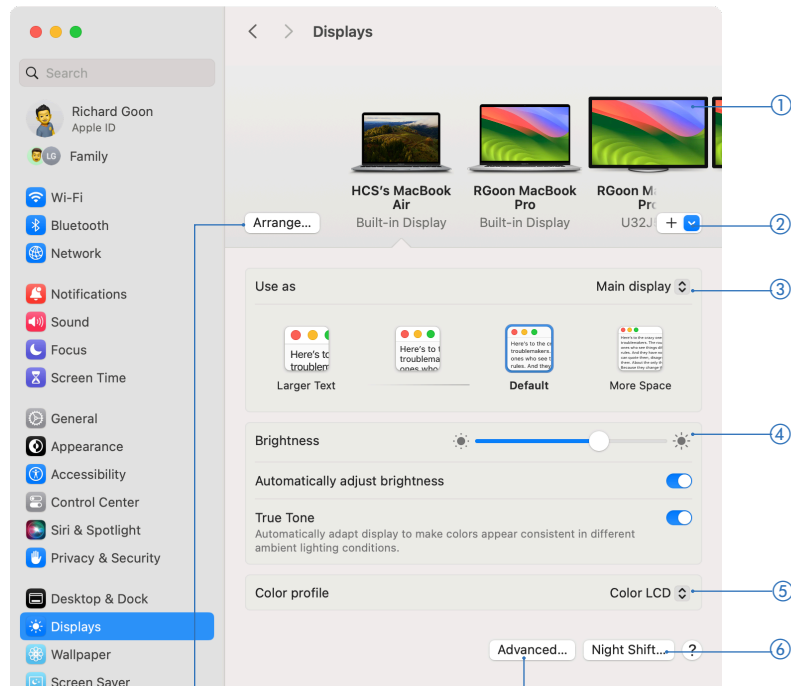
Windows

⑦ Prefer tabs when opening documents Choose when you want documents to open in a tab instead of in a new window.

Ask to keep changes when closing documents If you prefer to be asked whether to save changes, turn on this option.

Close windows when quitting an application Close app windows when you quit an app. The windows don't reopen automatically the next time you open the app.
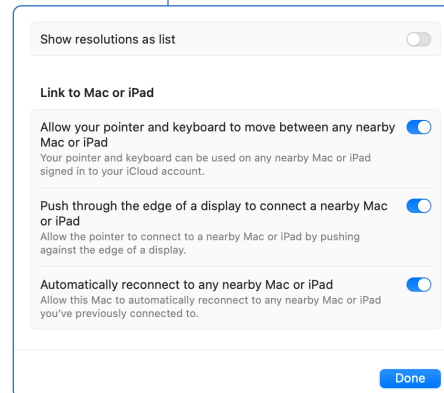
Mission Control

⑧ Automatically rearrange Spaces based on most recent use If you created multiple workspaces using Spaces, get quicker access to your most recently used spaces.

When switching to an application, switch to a Space with open windows for the application This option automatically switches you to a space with an open window for an app when the app itself is switched to.

Group window by application This options groups windows by application. Turn it on and Mission Control groups app windows alongside the app's icon.

Displays have separate Spaces If you use Spaces and have multiple displays, you can set up separate spaces for each display.

⑨ Hot Corners Choose actions to perform when you move the pointer to screen corners. To use a modifier key with the hot corner, press and hold the Command, Shift, Option, or Control key, or a combination of these keys, while viewing the pop-up menus.

⑩ Shortcuts Choose shortcuts for showing and hiding Mission Control, open windows for the current app, and for showing the desktop. Depending on your mouse or trackpad, two columns of pop-up menus may be shown in this section.

Displays

Use Displays settings to adjust resolution, brightness, and display options. The options you see within the Displays setting are reliant on your Mac hardware. When Night Shift is turned on, the appearance of the display will gradually shift from blue to a subtle yellow, reducing the exposure to blue light.

Arrange Displays
To rearrange displays, drag them to the desired position. To mirror displays, hold Option while dragging them on top of each other. To relocate the menu bar, drag it to a different display.

Done

Arrange Drag displays to the desired position. To mirror displays, hold the Option key while dragging them on top of each other. To relocate the menu bar, drag it to a different display.

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

Advanced
Show resolution as List
Turn on/off to show the display resolution in list view.

Link to Mac or iPad
Turn on/off features for:
- Allow your pointer and keyboard to move between any nearby Mac or iPad
- Push through the edge of a display to connect to a nearby Mac or iPad
- Automatically reconnect to any nearby Mac or iPad

Connected Displays

① This area shows what displays are connected to your Mac. If you have a Mac Notebook or iMac, the built-in display will appear. If you have Universal Control turned on, other devices will appear here too. Select a display to manage the settings for the display. Click Arrange to arrange the displays. Please note, "Arrange" will only appear if there is more than one display connected.

② Add for streaming (+) Click on the menu to extend or mirror your Mac to another device's display such as an Apple TV connected to a TV or an iPad.

Display Role

③ Use as Click the menu to choose how your selected display is used. You have a choice of main display, extended or mirror.

    Resolution

      Default for Display will set your display to the default resolution.

      Scaled Allows you to select the resolution of your choice. You can choose whether you want 'Larger Text' or 'More Space'. Clicking an option will immediately change your display's resolution.

    Optimize for (Not Shown) Choose to optimize for the external display or your desktop.

Display settings

④ Brightness The slider adjusts the display's brightness setting more rapidly than using your keyboard's media keys (F1 and F2).

    Automatically adjust brightness or Ambient light compensation Adjust the display brightness automatically based on current ambient lighting conditions. This option is only available if your Mac has ambient light sensing.

    True Tone Automatically adjusts the colors on the display based on current ambient lighting conditions.

    Rotation (Not Shown) Rotates the image shown on your display by the chosen amount. Display must be able to support screen rotation.

Color Profile

⑤ Color profile Select a display profile in the list to use for your system. Detailed information about all of the color profiles installed on your Mac is provided in ColorSync Utility

    Customize From the menu, select Customize to calibrate your display and create a custom profile that accounts for your current light conditions, and the position and angle of the display.

Night Shift

⑥ Schedule

    Off: Don't schedule a time for Night Shift (if you choose this, you can still turn on Night Shift manually).
    Custom: Choose the times when Night Shift turns on and off.
    Sunset to Sunrise: Turn on Night Shift from sunset to sunrise.

    Turn on until tomorrow Night Shift remains on until the next day or until you turn it off. When activated, you can turn it on or off through this System Setting or through your Notifications.

    Color temperature Adjust the color temperature to your liking.
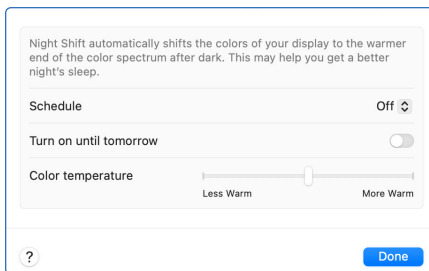
Display options when connected to an iPad
These options only appear if you are using an iPad as a second display.

    Show Sidebar Choose whether the sidebar on your iPad appears on the left, the right, or not at all.

    Show Touch Bar Choose whether the Touch Bar on your iPad appears on the top, the bottom, or not at all. When you use an app that supports the Touch Bar on your iPad, the Touch Bar is shown in the location you specified. The buttons available in the Touch Bar vary depending on the current app and task.

    Enable double tap on Apple Pencil Select the checkbox if you want to be able to double-tap the lower section of Apple Pencil to switch drawing tools in some apps.

Wallpaper

Use this to change and manage the picture or color shown as the background of your Desktop. Note: The Wallpaper settings will be different if you are not using one of these Wallpapers for a screen saver as indicated on the Screen Saver setting.
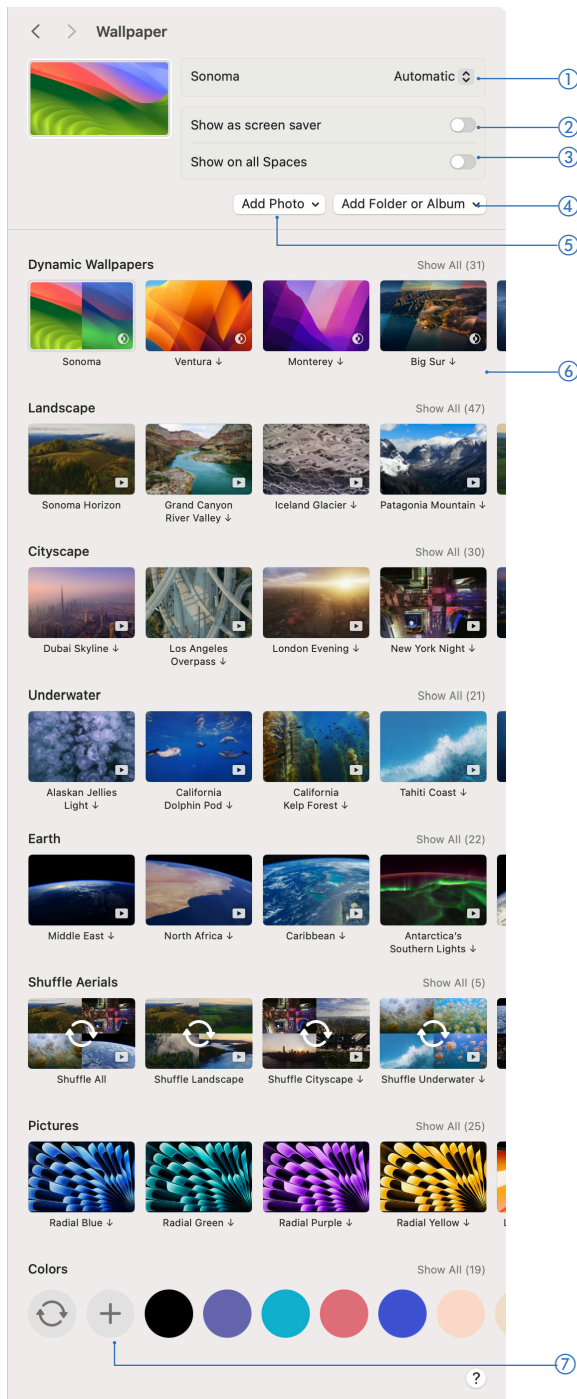

① **Wallpaper for Desktop** This area shows what picture are displayed as background for the desktop. If you have multiple displays, you can choose a different wallpaper for it by selecting it and then choose a wallpaper.

② **Show as screen saver** Whatever wallpaper you have selected will also act as a screen saver.

③ **Show on all Spaces** Whatever wallpaper you have selected will appear on all Spaces.

④ **Add Folder or Album** To use an image from a folder on your computer, click on the menu and select Choose Folder, then select a folder. You can also add any picture from your Photos library. Click on the menu and choose from your Photos library. You can select from any albums you have made or your Favorites. Once the folder and/or albums are added, scroll down to the bottom and choose a picture.

⑤ **Add Photo** Click Add Photo to select a picture from Photos. Once the Photos Library is loaded, choose a picture.

⑥ **Wallpaper Thumbnails** Click a thumbnail to set your desktop picture. If a you see a picture with a download icon (↓), you must click on the wallpaper to download before using it. Click Show All to see what other wallpapers are availble for the catergory. Thumbnails are shown in categories:

- Dynamic Wallpapers
- Landscape
- Cityscape
- Underwater
- Earth
- Shuffle Aerials
- Pictures
- Colors

⑦ **Colors** Choose a color as your desktop picture. Click Add (+) to choose a color that is not available to you.

Screen Saver

You can use this to set up the screen saver to hide the desktop when you are away. You can setup a hot corner to trigger the screen saver to start immediately.

① Current Screen Saver This area shows what screen saver is selected to be used on the Mac.

② Show as wallpaper Whatever screen saver you have selected will act as wallpaper.

③ Show on all Spaces Whatever screen saver you have selected will appear on all Spaces.

④ Preview Click on the thumbnail to check how a screen saver looks full screen.

④ Screen Saver Thumbnails Click a thumbnail to set your screen saver. If a you see a screen saver with a download icon (↓), you must click on the screen saver to download before using it. Click Show All to see what other wallpapers are availble for the catergory. Thumbnails are shown in categories:

- macOS
- Landscape
- Cityscape
- Underwater
- Earth
- Shuffle Aerials
- Other
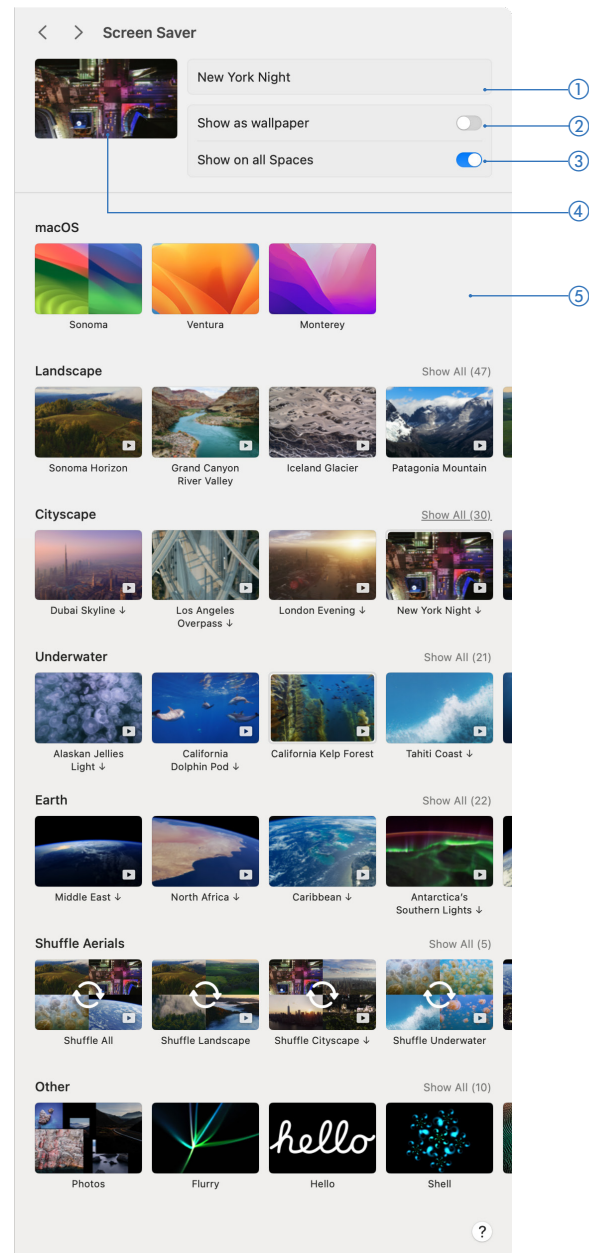
Battery

This setting is specific to portable Macs such as a MacBook Air or a MacBook Pro. Use Battery settings to set options that control your computer's energy use. These options also help you extend your battery's life.
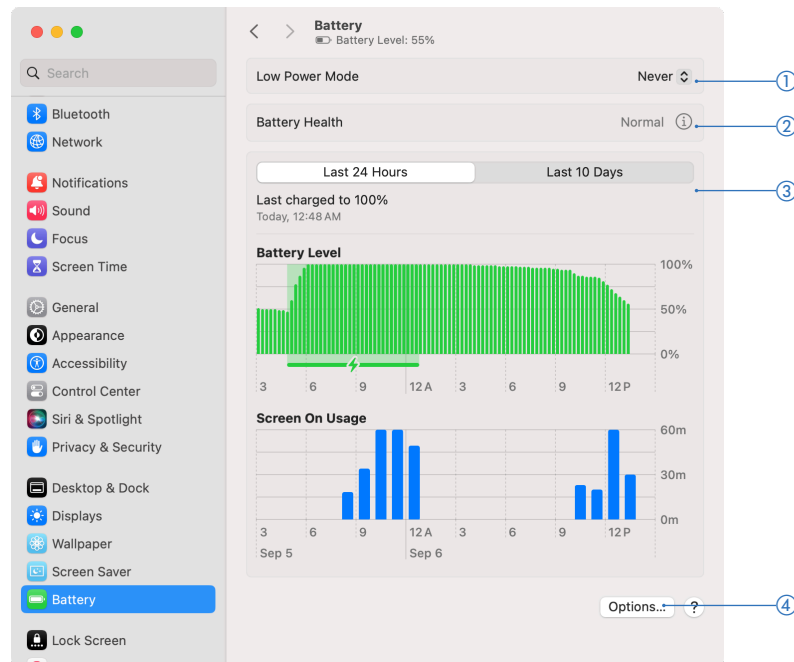
① Low Power Mode Reduce energy usage to increase battery life.

② Battery Health See the condition and capacity of your computer's battery, and optimize its lifespan. Click Info (ⓘ) to turn on the following:
- Optimized Battery Charging: To reduce battery aging, have your Mac learn your daily charging routine. Then your Mac delays charging past 80% when it predicts that you'll be plugged in for an extended period of time, and aims to fully charge the battery before you unplug.
- Manage battery longevity: Reduce peak capacity to optimize the battery's lifespan. See the Apple Support article About battery health management in Mac notebooks.

  https://support.apple.com/en-us/102589

③ Usage History This shows you the battery level, how much energy your Mac has used, and how long its screen was on. You can check either the last 24 hours or the last 10 days.

④ Options Click Options for more settings.
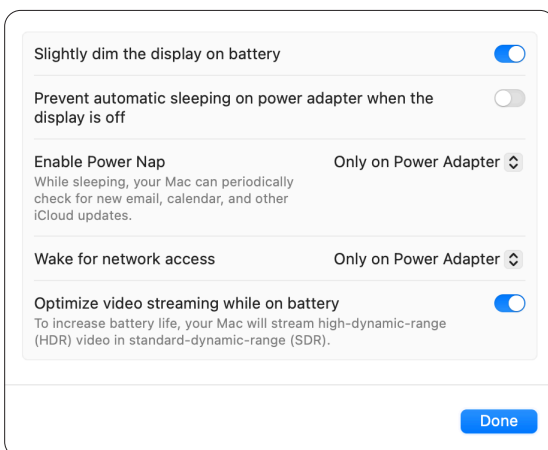
Slightly dim the display on battery When enabled, the display will dim when there is no connected power adapter.

Prevent automatic sleeping on power adapter when the display is off Enable this to prevent your Mac from sleeping when it's plugged in and its display is off.

Enable Power Nap* Permits your computer to check for email, calendar, and other iCloud updates while sleeping. If turned on for Ethernet, your computer can also back up using Time Machine.
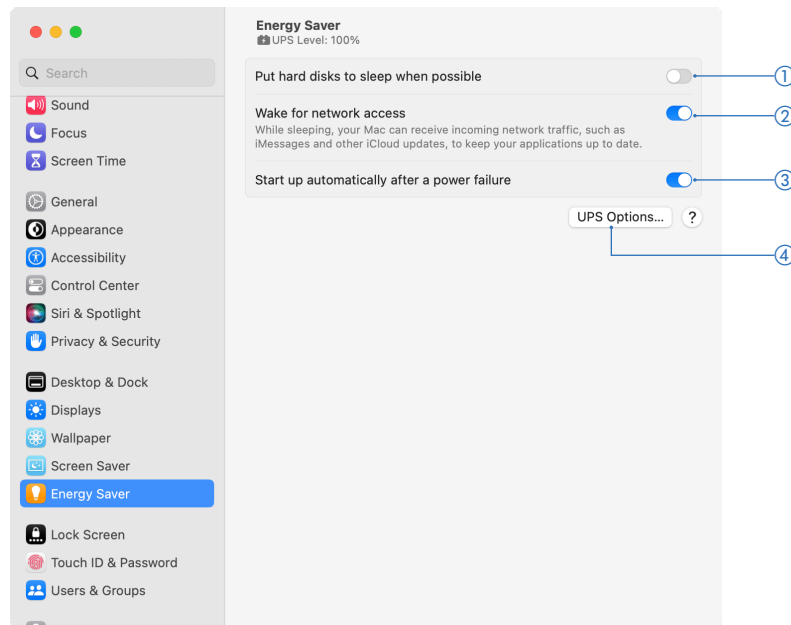
Wake for network access Users can access your computer's shared resources, such as shared printers or iTunes playlists, even when your computer is in sleep mode.

Optimize video streaming while on battery While on battery power, play high-dynamic-range (HDR) video in standard dynamic range (SDR), which requires less energy.

*Enable Power Nap is not available on Apple Silicon Macs.

Energy Saver
This setting is specific to Mac desktops such as an iMac, Mac Studio or Mac mini that does not require a battery to power it up. Use Energy Saver to set options that control your Mac computer's energy use. NOTE: Some of the options may not be available, depending on your Mac.


① Put hard disks to sleep when possible Put the Mac computer's hard disk to sleep whenever it's inactive.

② Wake for network access Users can access your Mac computer's shared resources, such as shared printers or Music playlists, even when your Mac computer is in sleep mode.

③ Start up automatically after a power failure Start up your Mac after a power interruption.

④ UPS Options Set the time or battery level at which your Mac shuts down when using a UPS. Note: this only appears when you connect your Mac computer to an uninterruptible power supply (UPS)
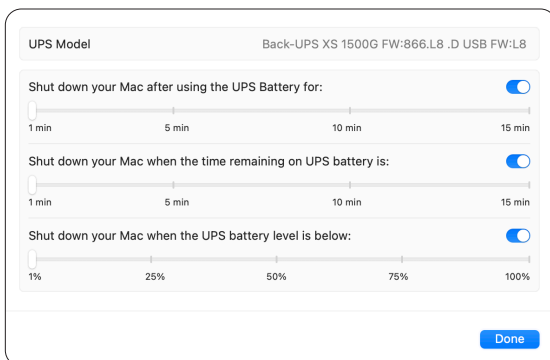
Lock Screen

Lock Screen is used to protect your Mac from unauthorized access and tampering.
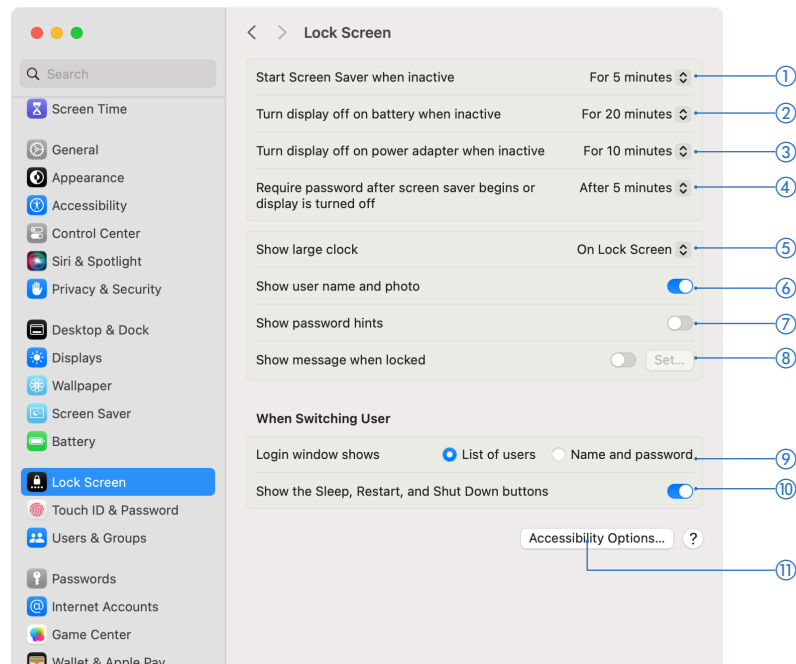
① **Start Screen Saver when inactive** Choose how long your Mac can be inactive before the screen saver starts. A warning symbol indicates if your display is set to turn off before the screen saver starts.

② **Turn display off on battery when inactive** Choose how long your Mac can be inactive when running on battery power before the screen saver starts.

③ **Turn display off on power adapter when inactive** Choose how long your Mac can be inactive when connected to a power adapter before the screen saver starts.

④ **Require password after screen saver begins or display is turned off** Lock your Mac when it's left in an idle state. When the Mac wakes, a user login password must be entered before the Mac can be used. You can select the amount of time after the screen saver or sleep begins before a password is required.

⑤ **Show large clock** choose to show the clock on lock screen, lock screen and screen saver or never show it.

⑥ **Show user name and photo** Enable this to show the name and avatar on the lock screen.

⑦ **Show password hints** Provide a password hint in the login window when the password is entered incorrectly three times in a row or the user clicks the question mark (?) in the password field.

⑧ **Show message when locked** Display a short message in the login window when your Mac is locked. The message is shown to any users who attempt to log in.

When Switching User

⑥ **Login window shows** To let users choose from a list of user names when logging in so that they don't have to remember their user names, select "List of users." To require users to enter both user name and password when logging in, select "Name and password."

⑦ **Show the Sleep, Restart, and Shut Down buttons** Shows these buttons in the login window.

⑨ **Accessibility Options** Use accessibility options that make it easier to log in to your Mac.
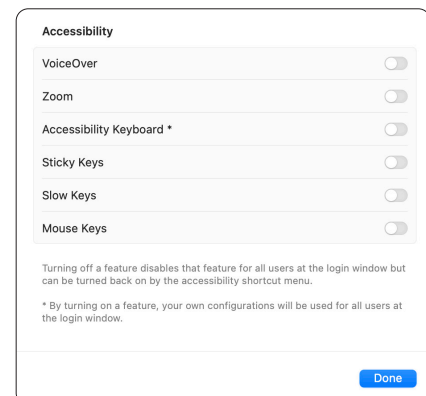
Touch ID & Password
You can easily change your password here and for Macs with Touch ID, you can set fingerprints to unlock your Mac as well as for other actions that require your password for permission.
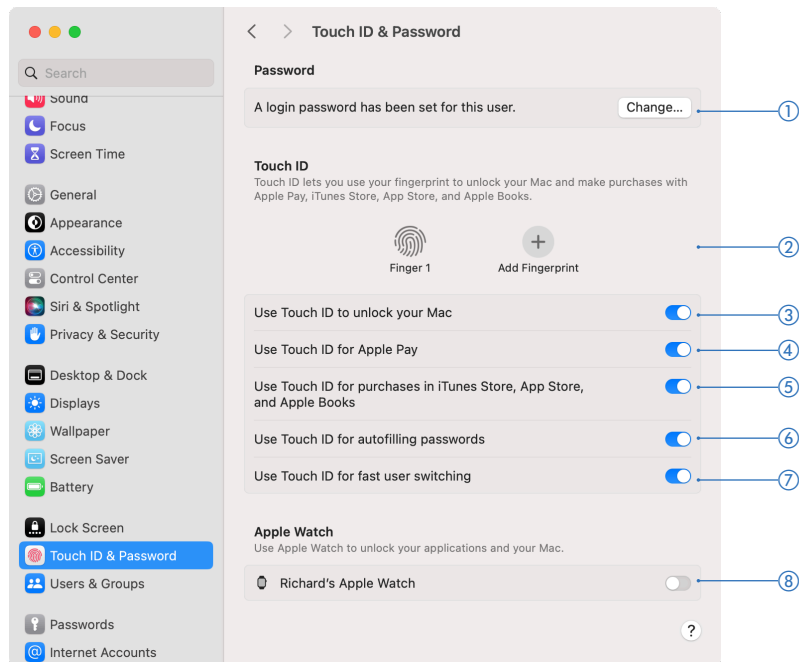
① A login password has been set for this user Click Change to change the login password and password hint for the current user. While changing the password, you can use the Password Assistant (🔑) to help you select a secure password. NOTE: You can also change your password in the Users & Groups settings.

② Touch ID, Add Fingerprint Click Add Fingerprint (⊕) to add a fingerprint to the current user account. To rename a fingerprint, click the text below the fingerprint, then enter a new name. You can add up to three fingerprints per user account.

③ Use Touch ID to unlock your Mac This will allow you to unlock your Mac with any fingerprint added to the current user account. NOTE: You need to enter your password when you start up or restart your Mac.

④ Use Touch ID for Apple Pay Use the Touch ID to approve Apple Pay purchases.

⑤ Use Touch ID for purchases in iTunes Store, App Store, and Apple Books Use the Touch ID to approve purchases from iTunes, App Store or Apple Books.

⑥ Use Touch ID for autofilling passwords Use the Touch ID to automatically fill in user names, passwords, and credit card information in Safari or other apps.

⑦ Use Touch ID for fast user switching Use the Touch ID to switch between Mac user accounts.

⑧ Use Apple Watch to unlock your apps and your Mac Use your Apple Watch to unlock apps when they require a password and unlock your Mac when you wake it from an idle state.

User & Groups

If your Mac needs to have multiple users, you should set up an account for each person so they can personalize settings and options without affecting other users.
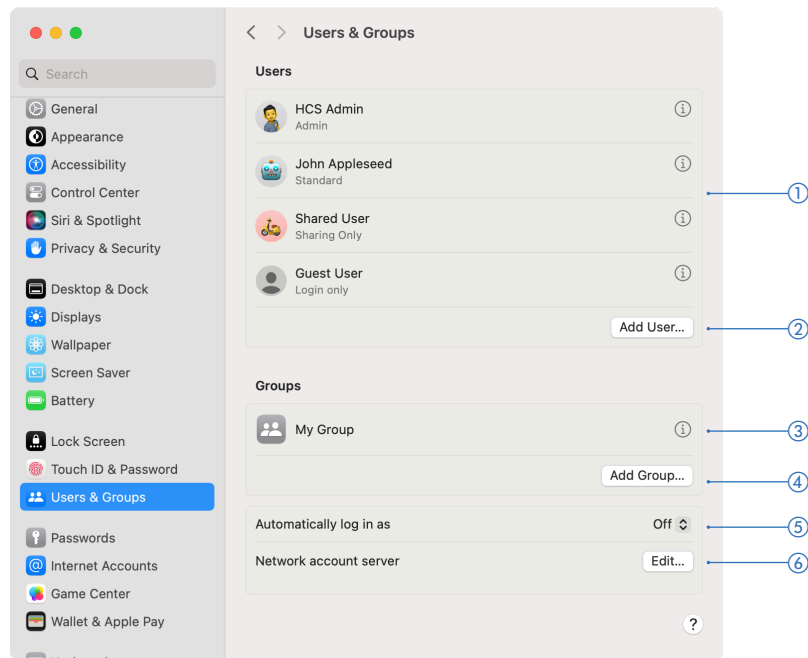
Types of Users

Administrator An administrator can add and manage other users, install apps, and change settings. The new user you create when you first set up your Mac is an administrator. Your Mac can have multiple administrators. You can create new ones and convert standard users to administrators.

Standard Standard users are set up by an administrator. A standard user can install apps and change settings for his or her own user. Standard users can't add other users or change other users' settings.

Sharing Only These users can access shared files remotely but can't log in to or change settings on the Mac computer. To give the user permission to access your shared files or screen, you may need to change settings in the File Sharing, Screen Sharing, or Remote Management Settings of Sharing settings.

Guest User Enable this account to allow people to use your Mac temporarily. Once the Guest User account has logged out, any data stored will be deleted.

Group A group allows multiple users to have the same access privileges. For example, you can grant a group specific access privileges for a folder or a file, and all members of the group have access. You can also assign a group specific access privileges for each of your shared folders. You control a group's access to your shared folders by setting access permissions in the File Sharing section of Sharing settings.

① Users List of users created on the Mac. Click Info (ⓘ) to manage the user account. You can delete a user or promote a user from Standard to Administrator.

② Add User Create a new user.

③ Groups List of groups created on the Mac. Click Info (ⓘ) to view details and add/remove users from the group.

④ Add Group Create a new group.

⑤ Automatically log in as Choose whether to have a specific user logged in automatically.

⑥ Network Account Server Connect your Mac to a network account server such as a LDAP server.

Passwords

On your Mac, use Passwords settings to view, add, or edit the user names and passwords or passkeys you saved for websites.
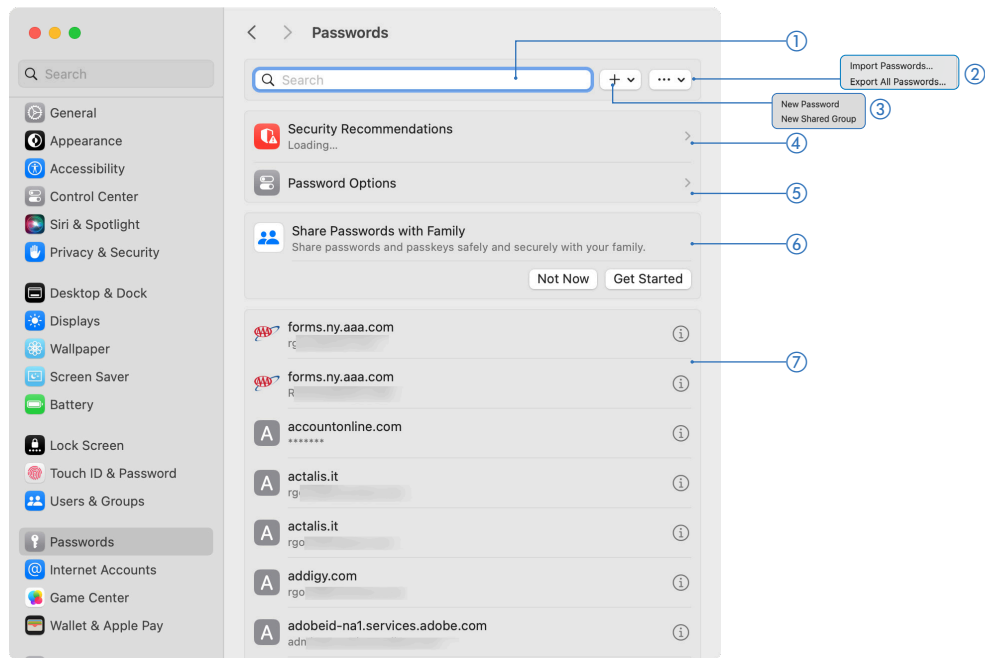

① Search Search for a specific password such as a name of a website.

② Import and Export Passwords (···) Export your user names and passwords for your websites into a CSV file. Import the CSV file onto another Mac. The CSV file contains, website titles, URLs, user name and passwords.
Note: The CSV file is not encrypted, and anyone reading the file can see your passwords.

③ New (+) Add new credentials for websites to the list. Safari can autofill your user name and password for any websites you add. You can also create new Shared Groups for sharing credentials to other users. Shared Groups are only available if you have iCloud Keychain turned on.

④ Security Recommendations This will advise you if there are any issues with the passwords you are using. You can enable Detect Leaked Passwords to receive a message if any of your passwords are found on lists of exposed or breached passwords.

⑤ Password Options Use this to turn on AutoFill Passwords.

⑥ Share Passwords with Family Create groups to share passswords and passkeys across their devices. Each member of the group decides which password they share and delete it at any time. Note: This feature is only available with iCloud Keychain enabled.

⑦ List of websites The list of websites that you saved user names and passwords for while signing in. Click Info (ⓘ) to see your user name and password. If you reuse a password across different websites, or you have an easily guessed password for a website, details appear above your user name and password. While in this area, you can also:
  • Click Share (⬆) to send password or passkey for a website to someone in your contacts list using AirDrop.
  • Click Edit to update the user name or password if you changed them on the website, change your password by visiting the website, or delete the password from your keychain. If the website supports verification codes, go to the website, sign in, then get a setup key. Click Enter Setup Key, then enter the key. This extra level of security helps guarantee your identity.
  • Click Delete Password to delete the password.

Internet Accounts

Use Internet Accounts settings to quickly set up your Internet accounts from Google, Microsoft Exchange, Yahoo!, and other providers for multiple Mac apps, such as Mail, Contacts, Calendar, Notes, Reminders, and Messages.
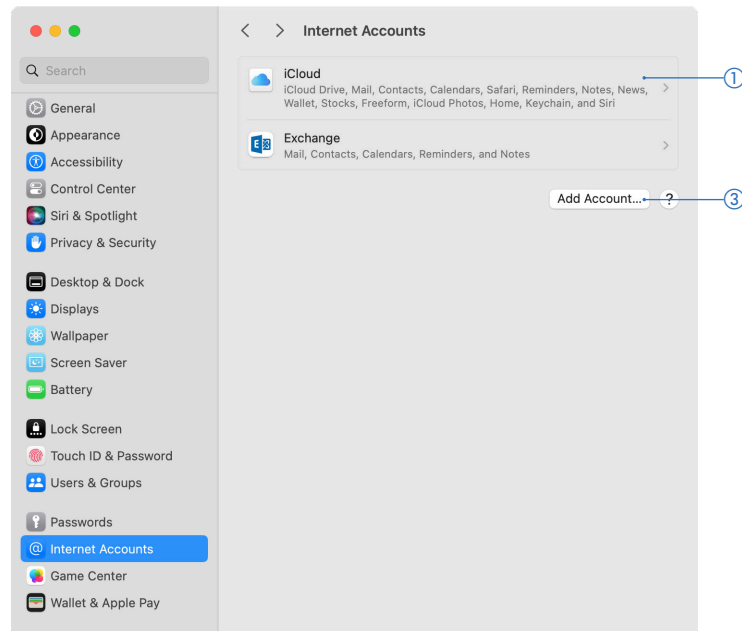
① List of Accounts Click an account to view and change the features and settings that are set up on your Mac for that account. Click Account Settings (>) to turn on the different services such as Contacts or Notes or delete the account from your Mac.

② Details Click Details to update the Description and Name associated with the account. This option is available after you click a specific account in the list of accounts set up on your Mac.
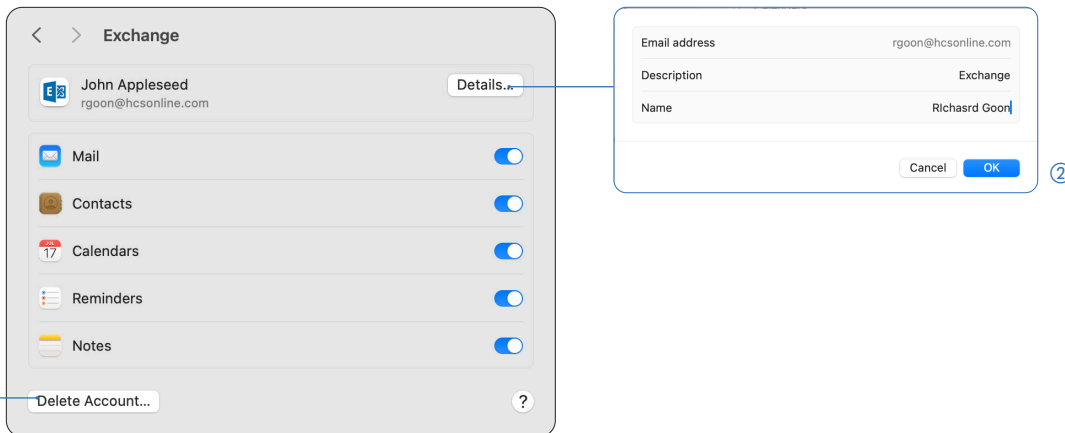

③ Add Account Add an account from an account provider. If you want to add an account from a provider that isn't listed, such as a mail or calendar account for your company or school, click Add Other Account, click the type of account you want to add, then enter the requested account settings.

Game Center

You can play single-player or multiplayer games on your Mac. When you sign in with your Apple ID, a Game Center account is created for you. You can also subscribe to Apple Arcade to download and play a collection of groundbreaking games, and enjoy unlimited play on all your supported devices.
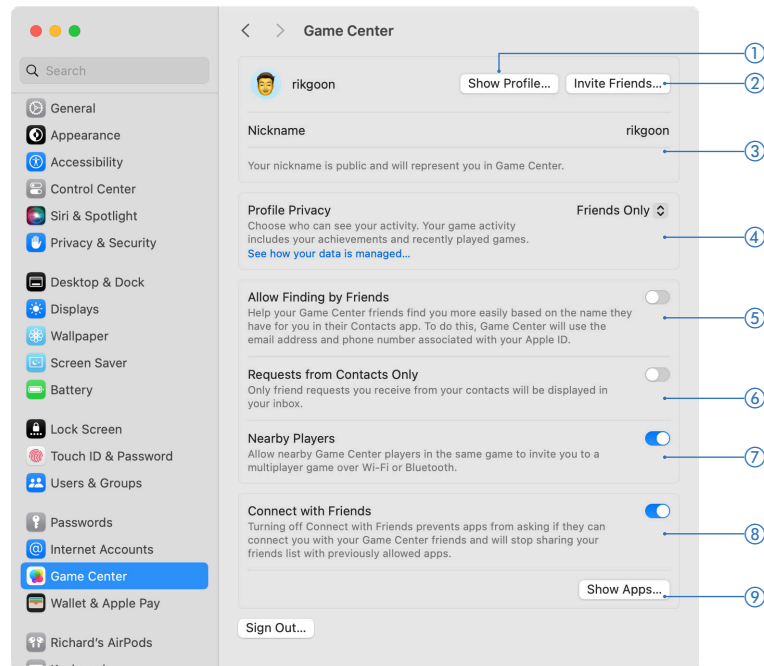
① Show Profile Launches the App store > Arcade to view your profile. Enter a nickname (it identifies you in games). To use a suggested nickname, click the Nickname field, then click a suggestion.

② Invite Friends Invite friends through Messages to play games together, compare scores or see what else they are playing.

③ Nickname Edit or enter a nickname (it identifies you in games). To use a suggested nickname, click the Nickname field, then click a suggestion.

④ Profile Privacy Click the menu, then choose who can view your profile in games (Everyone, Friends Only, or Only You). Your profile shows which games you've been playing and your achievements. Your Game Center nickname and avatar are always visible to all players.

⑤ Allow Finding by Friends Turn this on to allow your friends to find you based on the name they have for you in their contacts list in the Contacts app.

⑥ Requests from Contacts Only Turn on to restrict requests to only from friends in your contacts.

⑦ Nearby players Turn this on to allow nearby players to invite you to a multiplayer games. Nearby players are those on the same Wi-Fi network as you, or within Bluetooth range.

⑧ Connect with Friends Turn this on to allow games you play to connect you to people in your friends list. If you don't want games to connect you, turn it off to stop sharing your friends list with apps.

⑨ Show Apps This shows the apps that have requested access to your Game Center.

Wallet and Apple Pay

If your Mac or Magic Keyboard has Touch ID, use Wallet & Apple Pay settings to add credit cards, debit cards, prepaid cards, store cards, and Apple Card to Wallet, so you can use them to make payments on websites that support Apple Pay.
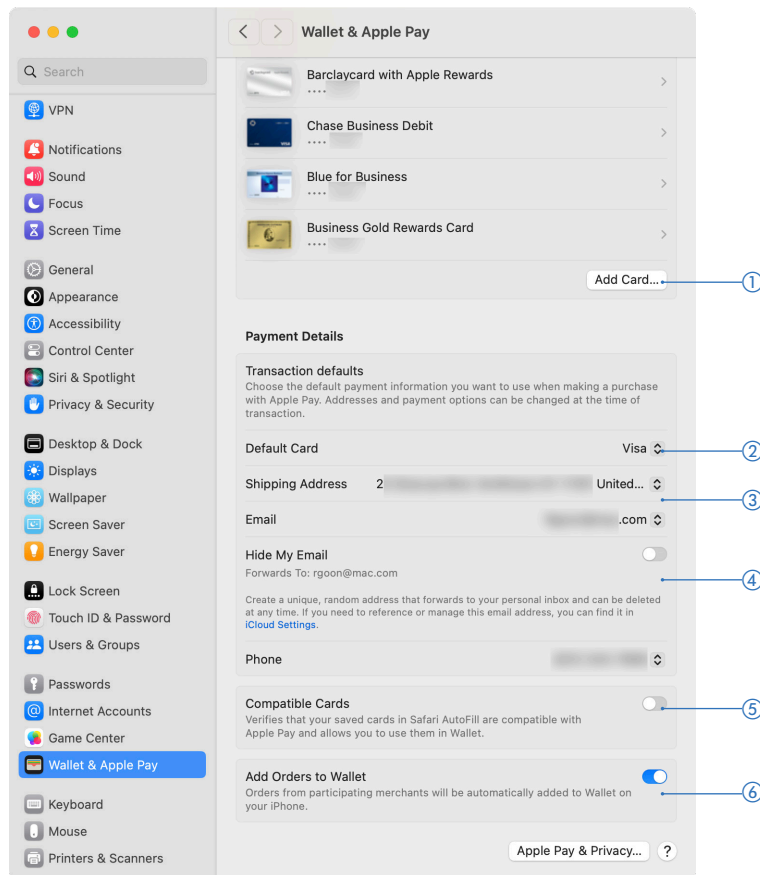
① Add Card add a card using your Mac computer's camera or by typing the card information. NOTE: You must be signed in with your Apple ID.

② Default Card Choose the credit, debit, prepaid, or store card that's used by Apple Pay. You can choose a different card when you make a purchase.

③ Personal information Enter your shipping address, email address and phone number to use with Apple pay.

④ Hide My Email Send and receive messages related to purchases without having to share your real email address.A random email address is created for each website and app, and messages are forwarded to your real email address.

⑤ Compatible Cards Enable this option to check that cards saved in Safari AutoFill work with Apple Pay and to use those cards in Wallet.

⑥ Add Orders to Wallet See Apple Pay orders made on your Mac (from participating merchants) on your iPhone.

Keyboard

The Keyboard Setting provides control over keyboard input and dictation. You can set options for keyboard and function keys, keyboard backlighting, and keyboard shortcuts. If your Mac has a Touch Bar, you can customize the settings.
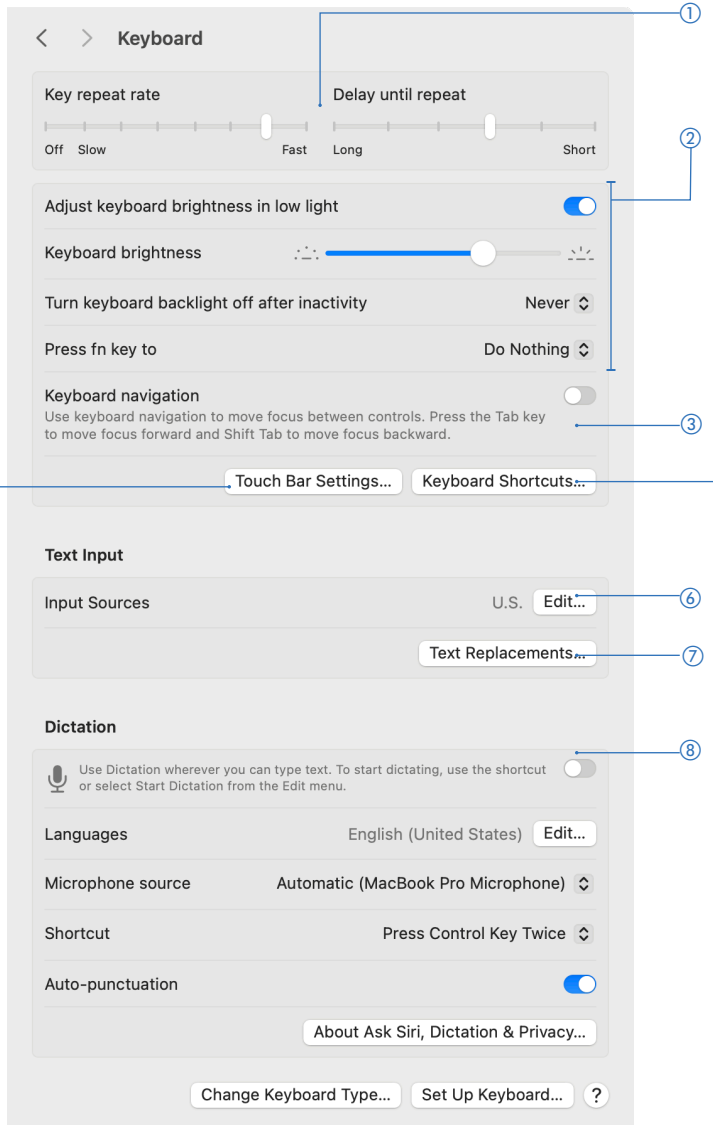
① Key repeat/Delay until repeat
How fast characters repeat when you press and hold certain keyboard keys, and how long to wait before repeating them.

② For Portable Macs

Adjust keyboard brightness in low light If your portable Mac has a backlit keyboard, have it automatically adjust the level of backlighting in low light conditions.

Keyboard brightness Adjust the backlight on the keyboard.

Turn keyboard backlight off after inactivity If your portable Mac has a backlit keyboard, have it automatically turn backlighting off after your Mac is idle for the specified time period.

Press fn key to If your Mac has a Touch Bar, choose what happens when you press the fn key: The choices available depend on the setting in the "Touch Bar shows" pop-up menu.

Press 🌐 key to If your Mac has no Touch Bar, choose what happens when you press the 🌐 key: The choices available are: Change Input Source, Show Emoji & Symbols, Start Dictation and Do Nothing.

③ Keyboard navigation Use your keyboard like a mouse.

④ Keyboard Shortcuts Choose and customize keyboard shortcuts.

⑤ Touch Bar Settings Customize the Touch Bar and Control Strip.

⑥ Text Input

Input Sources Add input sources that allow you to type in other languages, and change options for specific sources.

⑦ Text Replacements This shows words and phrases you want to replace as you type them. For example, as you enter "omw" is replaced with "on my way."

⑧ Dictation

Languages Choose a language. If you don't see the language you want, choose Add Language or Customize to download it. You can download multiple languages.

Microphone source Choose a microphone.

Shortcut Choose a shortcut to start Dictation.

Auto-punctuation Automatically insert commas, periods, and question marks as you dictate. This option is only available for certain languages.
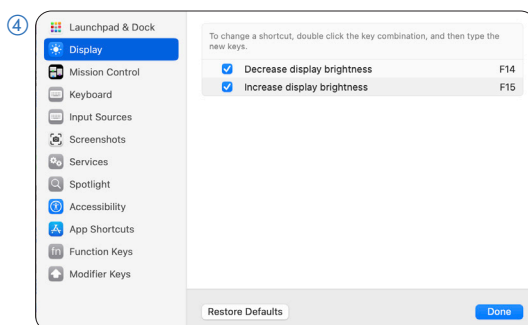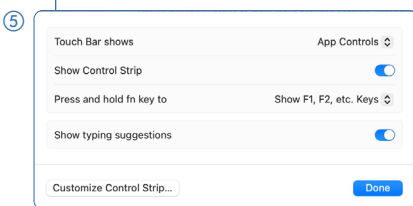
Trackpad

The Trackpad Setting enables you to define functionality for your notebook's built-in trackpad, or for a Magic Trackpad connected to a desktop machine via Bluetooth. The Trackpad Setting provides three tabs: Point & Click, Scroll & Zoom and More Gestures.
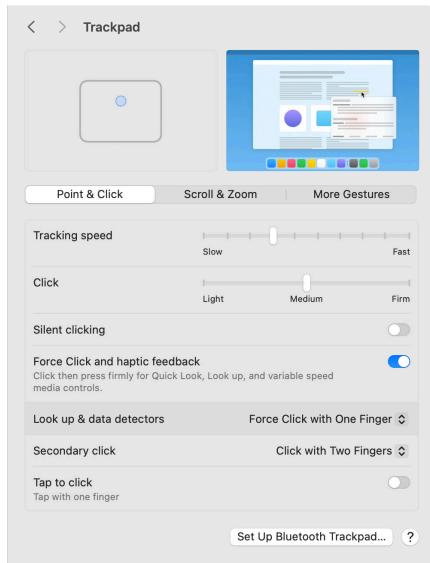
Point & Click

Tracking speed Drag the slider to set the tracking speed of the pointer when you move the pointer across the screen.

Click Set how firmly you must press the trackpad to take action.

Force Click and haptic feedback On a Force Touch trackpad, force click an item to take action. (To force click, press firmly until you feel a deeper click.) For example, force click a file in the Finder to show it in a Quick Look window. With the checkbox selected, you also feel tactile feedback when aligning objects in some apps, like Preview.

Look up & data detectors Select this option to quickly look up a word or do quick tasks with certain types of data, such as dates and addresses, then choose "Force click with one finger," or "Tap with three fingers."

Secondary click Select the option, then choose "Click with two fingers," "Click in bottom right corner," or "Click in bottom left corner" to secondary (or Control) click items on your screen.

Tap to click If you select this option, tapping the trackpad with one finger is the same as clicking.
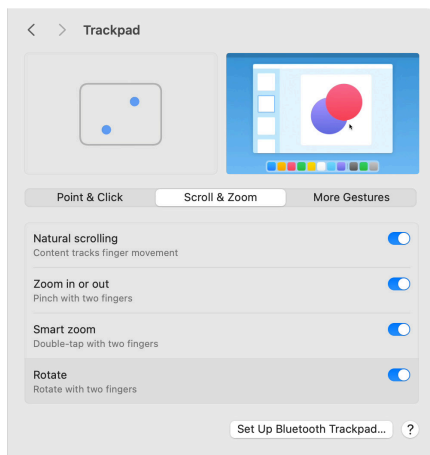
Scroll & Zoom

Natural scrolling Select this option to move the contents of a window the same direction as your fingers.

Zoom in or out Select this option to pinch two fingers closed to zoom in, or pinch two fingers open to zoom out.

Smart zoom Select this option to double-tap with two fingers to zoom in or out.

Rotate Select this option to use two fingers to rotate items on your screen.
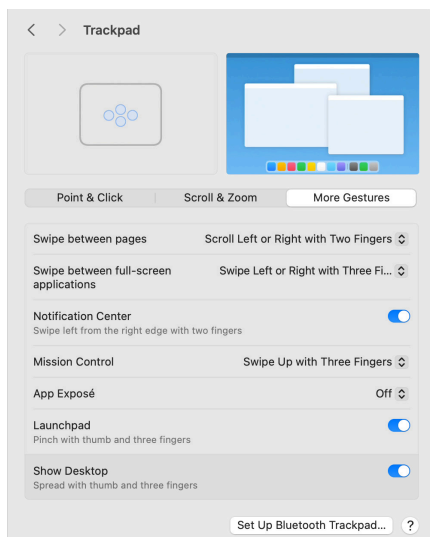
More Gestures

Swipe between pages Select this option, then choose "Scroll left or right with two fingers," "Swipe with three fingers," or "Swipe with two or three fingers" to move between pages in a document.

Swipe between full-screen applications Select this option, then choose "Swipe left or right with three fingers" or "Swipe left or right with four fingers" to move between apps in full screen.

Notification Center Select this option to swipe left from the right edge of the trackpad to show Notification Center.

Mission Control Select this option, then choose "Swipe up with three fingers" or "Swipe up with four fingers" to enter Mission Control.

App Exposé Select this option, then choose "Swipe down with three fingers" or "Swipe down with four fingers" to use Exposé.

Launchpad Select this option to pinch your thumb and three fingers to display Launchpad.

Show Desktop Select this option to spread your thumb and three fingers to reveal your computer's desktop.

Note: All these gestures have the option to turn them off.

Mouse

Set your settings for a mouse connected to your Mac. The Setting's appearance can vary depending on the mouse connected. If you have a Magic Mouse, you can see how much charge is left on the mouse.

Point & Click

Tracking speed Drag the slider to set the tracking speed of the pointer when you move it across the screen.

Natural scrolling Select this option to move the contents of a window the same direction as your fingers.

Secondary click Choose Click Right Side or Click Left Side to secondary (or Control) click items on your screen.

Smart zoom Turn this on to double-tap with two fingers to zoom in or out.
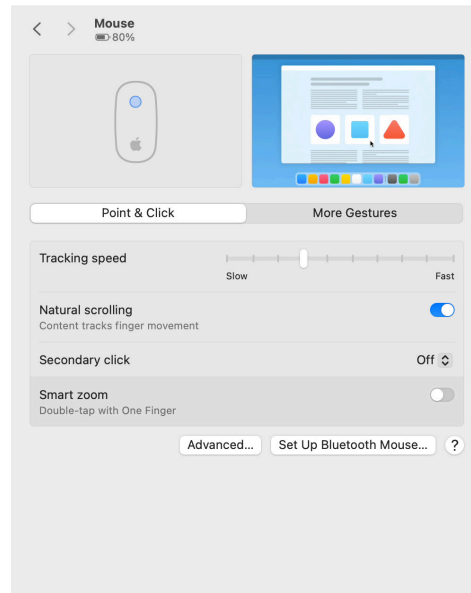
More Gestures

Swipe between pages Choose a gesture to move between pages in a document.

Swipe between full-screen applications Choose Swipe Left or Right with two fingers to move between apps in full screen.

Mission Control Turn this on then you can double-tap with two fingers to enter Mission Control.
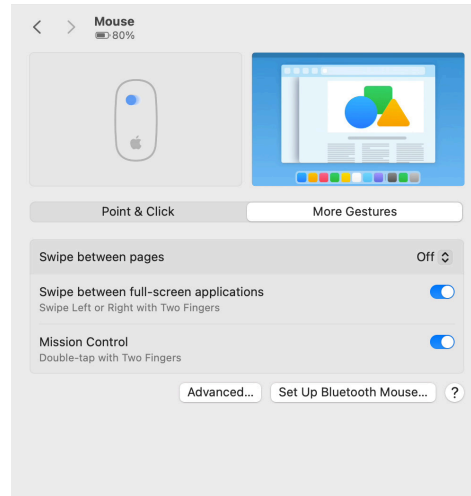
Printers & Scanners

Use Printers & Scanners settings to manage printers, scanners, and fax machines.
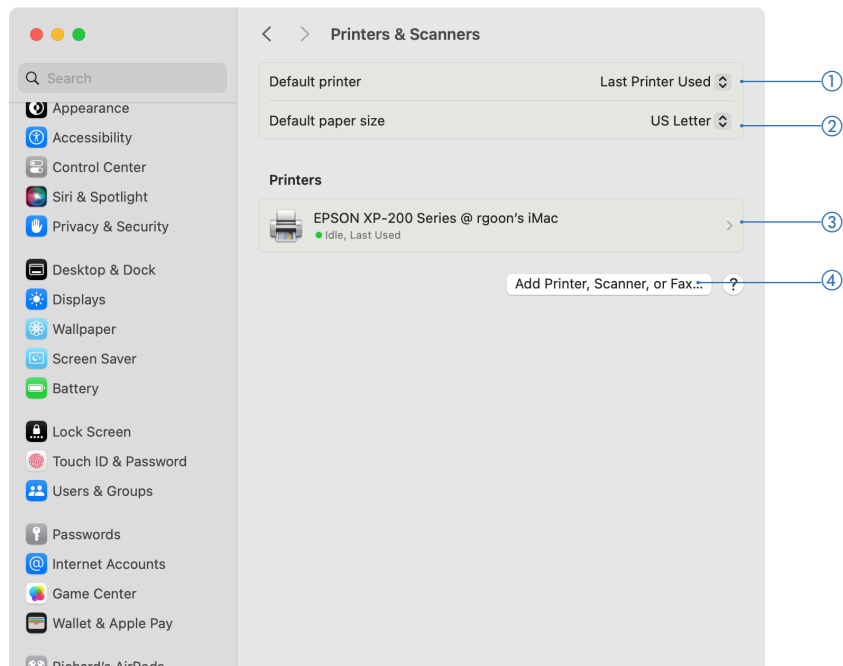
① Default printer Specifies the printer you want to use as the default printer. By default, the last printer used is selected.

② Default paper size Choose the paper size you have loaded in your printer.

③ List of printers, scanners, and fax machines Lists the printer, scanners, and fax machines your Mac is set up to use. Click the printer in the Printers list to view or change the printer name, location, printer model, or driver version.

④ Add Printer, Scanner, or Fax Click to add a Printer, Scanner, or Fax