



macOS Tahoe

A Guide to Your System Settings



HCS Technology Group
macOS Tahoe: A Guide to Your System Settings

Produced by HCS Technology Group

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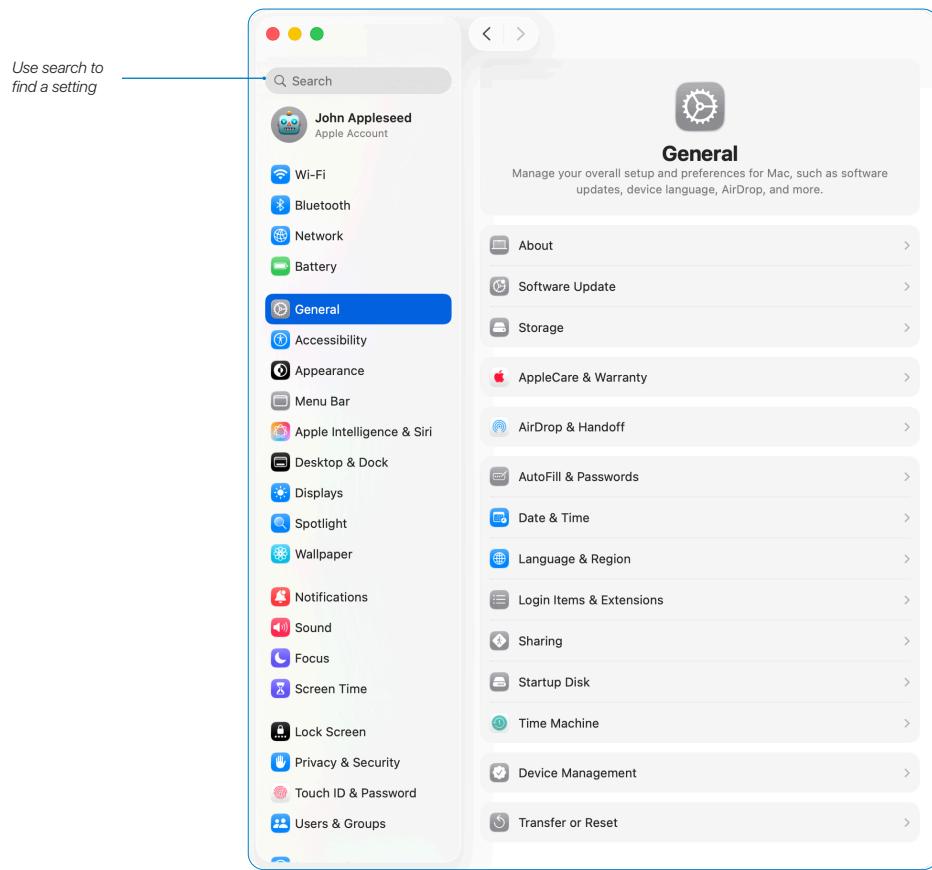
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Contents

System Settings	4
General	5
General - About	6
General - Software Updates	6
General - AppleCare & Warranty	7
General - Storage	7
General - AirDrop & Handoff	8
General - Autofill & Passwords	8
General - Date & Time	8
General - Language & Region	9
General - Login Items & Extensions	9
General - Sharing	10
General - Startup Disk	10
General - Time Machine	11
General - Device Management	11
General - Transfer or Reset	11
Apple Account	12
Apple Account - Family	15
Wi-Fi	16
Bluetooth	17
Network	18
VPN	19
Battery	20
Energy Saver	21
Accessibility	22
Accessibility - Vision: VoiceOver	23
Accessibility - Vision: Hovertext	23
Accessibility - Vision: Display	23
Accessibility - Vision: Zoom	24
Accessibility - Vision: Motion	25
Accessibility - Vision: Read & Speak	25
Accessibility - Vision: Audio Descriptions	25
Accessibility - Hearing: Audio	26
Accessibility - Hearing: RTT	26
Accessibility - Hearing: Captions	26
Accessibility - Hearing: Name Recognition	27
Accessibility - Motor: Voice Control	27
Accessibility - Motor: Keyboard	28
Accessibility - Motor: Pointer Control	28
Accessibility - Motor: Switch Control	29
Accessibility - Speech: Live Speech	30
Accessibility - Speech: Personal Voice	30
Accessibility - Speech: Vocal Shortcuts	30
Accessibility - General: Siri	31
Accessibility - General: Shortcut	31
Appearance	32
Menu Bar	33
Desktop & Dock	34
Apple Intelligence & Siri	36
Spotlight	37
Displays	38
Wallpaper	40
Notifications	41
Sound	42
Focus	43
Lock Screen	44
Screen Time	45
Privacy & Security	46
Touch ID & Password	48
User & Groups	49
Internet Accounts	50
Game Center	51
iCloud	52
Wallet and Apple Pay	53
Keyboard	54
Trackpad	55
Mouse	56
Printers & Scanners	57

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 General setting is selected by default when System Settings is opened.



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 System Settings. Click in the search field and start typing. As you enter your query, the results list will be filtered to match your search term, displaying potentially relevant settings that might offer what you require.

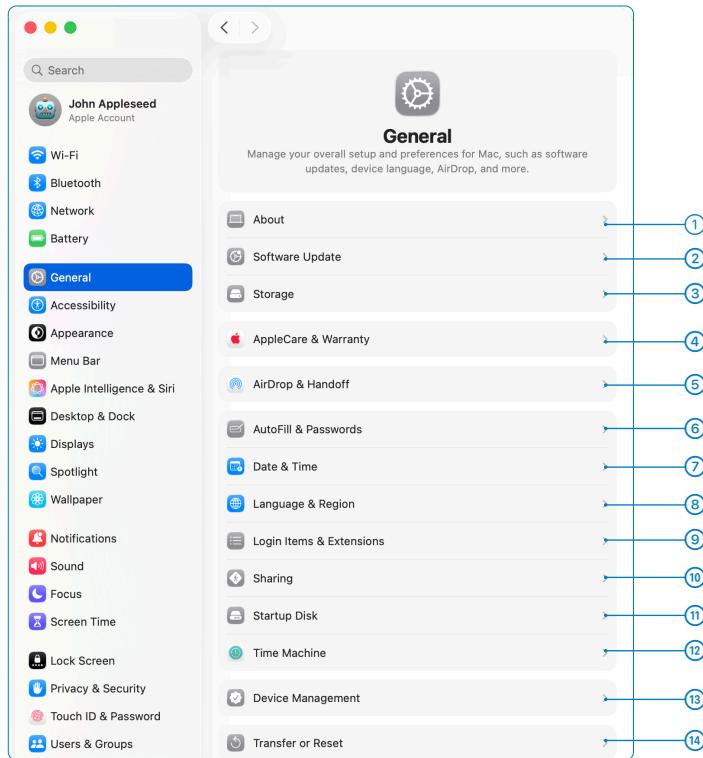
Grouping in System Settings As you scroll through the settings, you will notice that some settings are grouped. For example, Wi-Fi, Bluetooth, Network and VPN are grouped for connectivity. Notifications, Sound, Focus and Screen Time are grouped for alerts and time management.

Open a Setting from the Dock You also can access the contextual menu by click and holding on System Settings in the Dock..



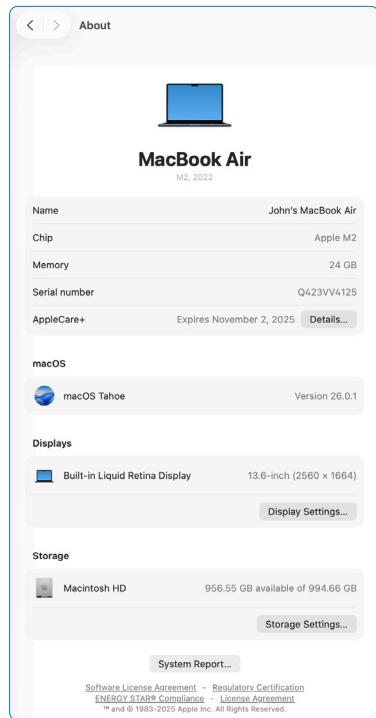
General

General settings contains information about your Mac, including details such as serial number, how much storage is being used or what language your Mac is set to. You can also run software updates, control your AirDrop & Handoff settings, manage Login Items, access Transfer or Reset settings, and manage your backups with Time Machine.



- ① **About** Shows information about your Mac computer, 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 **AppleCare & Warranty** When signed into your Apple Account, this lists all your devices under your Apple Account and shows the current status or your AppleCare Warranty.
- ⑤ **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.
- ⑥ **Autofill & Passwords** Control your password and passkey autofill settings here. Options include erasing verification codes after they've been used and specifying a default location for code setup, useful for those who utilize external password managers.
- 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 **Language & Region** Here is where you control the language shown in menus and dialog boxes, and the formatting of dates, times and currencies. By default, the language used will be the language you selected to use when setting up your Mac, along with the appropriate formatting for your location.
- ⑨ **Login Items & Extensions** 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. You can manage your extension settings here as well.
- ⑩ **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.
- ⑪ **Startup Disk** You can make your Mac start up from another volume or another operating system by selecting from what's available in the list. If you have a Mac computer with an Apple T2 chip or Apple Silicon, you may need to change some additional security features on your Mac.
- ⑫ **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.
- ⑬ **Device Management** Shows any management profiles installed on your Mac for supervision and management of your Mac computer.
- ⑭ **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.

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.

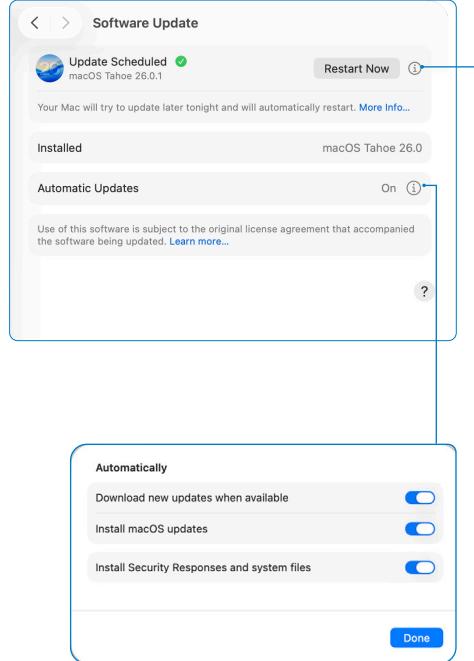
macOS indicates what version of macOS you are running.

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 to Storage. See Storage on the next page.

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

General - Software Updates



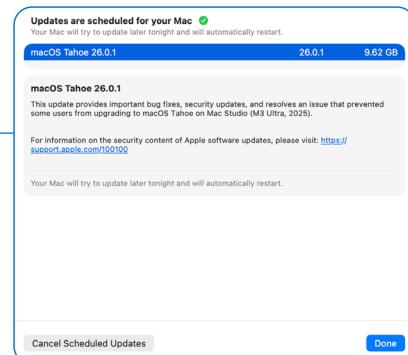
Available Updates To install all the available system software and other updates shown in the window, click Restart/Update Now. Click Update Tonight to update when the Mac is not in use. If an update button isn't shown, your Mac is up to date. To view information about the available update, click "More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

- To show details about an update, click Info (ⓘ).
- To install updates, select the checkboxes of the updates you want, then click Install Now.

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, enable "Download new updates when available."
- To have your Mac install macOS updates automatically, enable "Install macOS updates."
- To have your Mac install system files and security updates automatically, enable "Install Security Responses and System files."

Beta Updates Turn on/off Beta updates. You may choose the type of Beta to install on your Mac computer. This is only available if you are enrolled in the Apple Beta Software Program.



General - Storage

Storage

Macintosh HD 386.35 GB of 494.38 GB used

108.03 GB

Other Users & Shared Applications Music Creation System Data

Recommendations

- Store in iCloud** Store all files in iCloud Drive and save space by keeping only recent files on this Mac when storage space is needed. **Store in iCloud...**
- Optimize Storage** Save space by automatically removing movies and TV shows that you've already watched from this Mac. **Optimize...**
- Empty Trash automatically** Save space by automatically erasing items that have been in the Trash for more than 30 days. **Turn On...**

Category	Space Used	Actions
Applications	48.92 GB	⋮
Documents	11.9 MB	⋮
iCloud Drive	4.2 MB	⋮
Music Creation	2.38 GB	⋮
Photos	51 GB	⋮
Other Users & Shared	24.1 GB	⋮
macOS	24.1 GB	⋮
System Data	24.1 GB	⋮

Storage Bar Chart Shows used and available storage on your Mac. The chart shows the amount of storage used by different apps with file types and 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 Manage content to be stored in iCloud Drive including Desktop, Documents, Photos, and Messages.

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.

Documents – 239.17 GB

Sort through documents and permanently erase files you no longer need.

Name	Kind	Last Accessed	Size
OS X 10.11.11 CaptainRebel.unk	Document	6/4/21, 6:10 PM	1.62 GB
↳ rru_uploaded_370222-10116-15531.xls dmg	Disk Image	3/4/21, 7:29 AM	6.37 GB
↳ InstaMacOSX.dmg	Disk Image	8/20/22, 11:39 PM	6.21 GB
↳ Captivate_2019_1.521.dmg	Disk Image	6/18/21, 1:06 PM	3.74 GB
↳ The Taylor Hawkins Tribute Concert - Live from Wembley Sta... MP4G-4 movie	Movie	9/6/22, 9:02 AM	2.98 GB
2018-02-09T04-16-00-1193360002.saw	Document	2/5/18, 11:18 PM	1.99 GB
↳ DM.mov	QuickTime movie	10/23/16, 8:01 PM	1.31 GB
↳ WORKING_MEN.mov	Apple MPEG-4 m...	8/19/21, 5:10 PM	1.02 GB
↳ The Fighting Irish.mov	Apple MPEG-4 m...	8/19/20, 6:09 PM	977.2 MB
↳ Myth 2.0.0.0	DVD/CD-R Mater...	12/1/09, 4:20 AM	655.4 MB

Show in Finder Done

Click Info (ⓘ) to open a category.

General - AppleCare & Warranty

AppleCare & Warranty

View coverage status for all your devices, and purchase coverage for eligible devices. [Learn more about coverage...](#)

This Device

John's MacBook Air AppleCare+

More Devices

John Appleseed MacBook Air Coverage Expired

Coverage is shown for devices connected to your Apple Account and select Bluetooth-paired devices.

The setting pane shows a list of devices that are registered to your Apple Account and displays if the device is still covered by AppleCare. Click on a device to review the AppleCare coverage and expiration date.

John's MacBook Air

AppleCare+
Expires November 2, 2026
Agreement Number: 5745322232

MacBook Air
Serial Number: Q423VV4125
Your device is covered for:
✓ Accidental Damage Protection
✓ Hardware Service
✓ 24/7 Priority Access

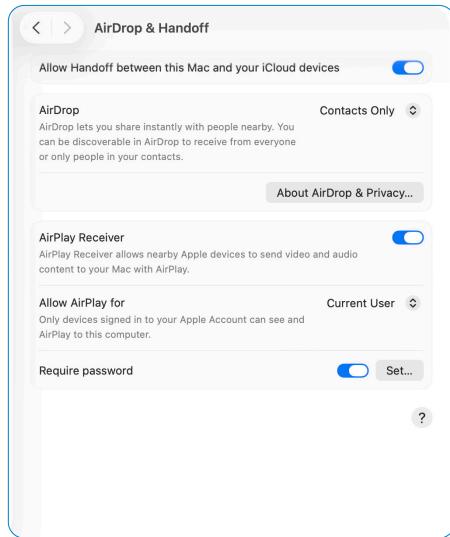
[Learn more about my benefits...](#)

Services are governed by specific AppleCare Terms and Conditions and is limited to the service options available in the country where service is requested. Service options, parts availability and response times may vary. Coverage status and expiration date are estimated. Your warranty is the same whether or not you register. [Learn about Apple's coverage information for your product...](#)

Important: Apple's Limited Warranty and AppleCare product benefits are in addition to rights provided by consumer law. If you believe you have a valid consumer law claim, please contact us. [See details...](#)

Get Support... Done

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 Account on all your devices.

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

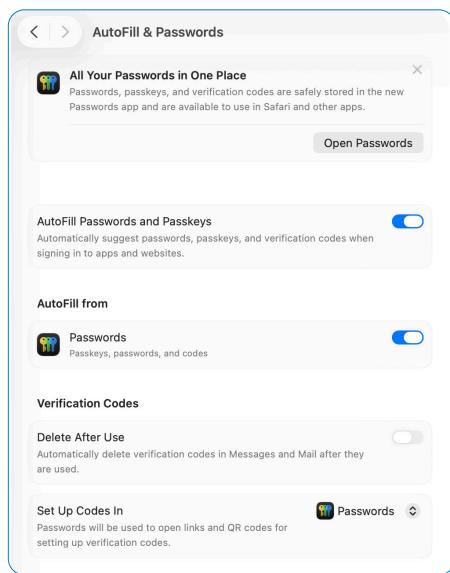
AirPlay Receiver Allow nearby Apple devices to stream content to this Mac with AirPlay.

Allow Airplay for Choose who can stream to your Mac.

- Current User: Only devices signed in to your Apple Account 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 - Autofill & Passwords



Open Passwords Click to open the Passwords app.

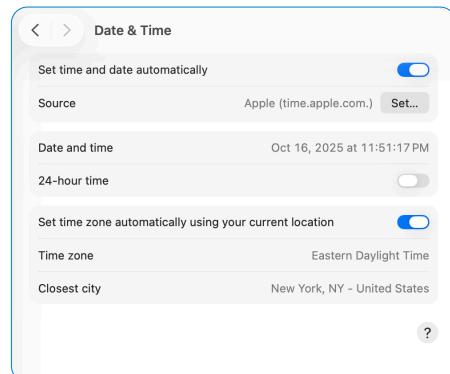
AutoFill Passwords and Passkeys Enable to automatically suggest and generate passwords, passkeys and verification codes when signing in to apps or websites.

AutoFill from Enable/disable a password management app from the list. I.E. 1Password.

Verification Codes

- Delete After Use: Enable this to automatically delete verification codes from Messages and Mail after they are used.
- Set Up Codes In: Open verification code setup links or QR codes with selected app.

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.

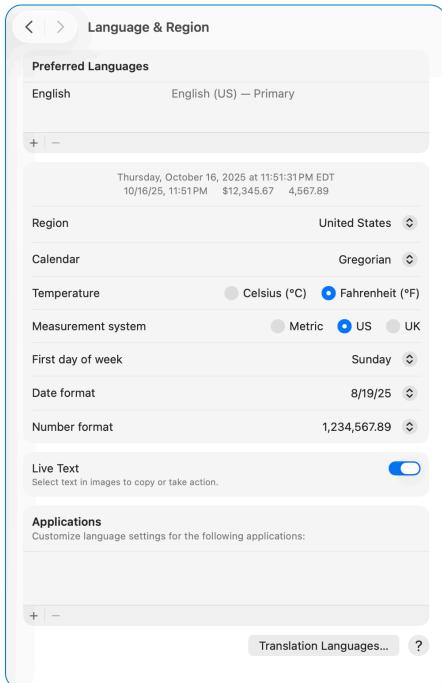
24-hour time Sets the time in 24-hour format in the Menu bar.

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 - 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.

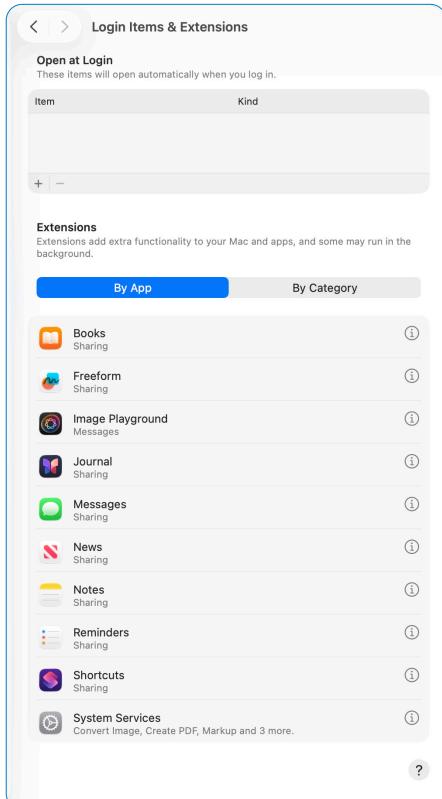
Date format Choose the format of how the date is displayed.

Live Text Turn Live Text on/off. Live Text is a feature 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 - Login Items & Extensions



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.

App Background Activity Allow apps to run background tasks even when they're not open, such as checking for updates or syncing data.

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.

Camera Extensions Camera extensions installed on your Mac let you add and use custom camera features.

Color Panels Color panel extensions installed on your Mac let you pick and view colors, copy and paste color codes, create palettes, and more.

Dock Tiles Dock tile extensions installed on your Mac let you customize the Dock by adding spacers, setting quick actions, viewing previews, and more.

Drivers Driver extensions installed on your Mac let you add custom drivers that give apps access to specific system features.

Endpoint Security Extensions Endpoint security extensions installed on your Mac improve security by monitoring system events for suspicious or potentially harmful activity.

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

Media Media extensions installed on your Mac add new options for playback, editing, and sharing. They can also enable support for additional media formats.

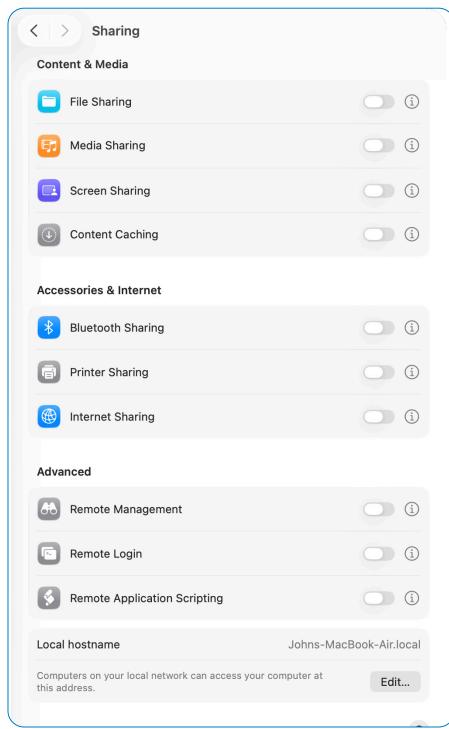
Network Extensions Network extensions installed on your Mac let you customize and expand core networking features, such as setting up a VPN or configuring content filters.

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.

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 to manage content caching on your Mac. This will help reduce bandwidth usage and speed up installation on supported devices by storing downloaded software updates, applications, and other content 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

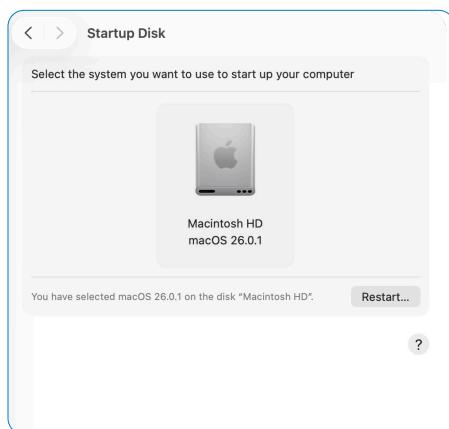
Remote Management Turn this on to allow others to access your computer using Apple Remote Desktop.

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 - Startup Disk

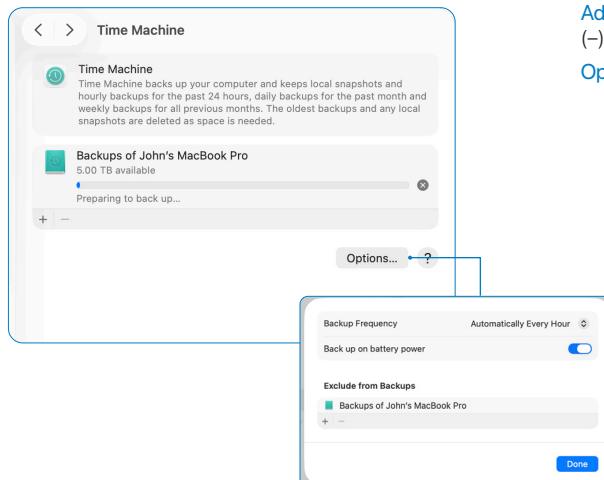


Set the default startup disk Change the startup disk your Mac automatically uses from the list. Click Restart.

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.

General - Time Machine

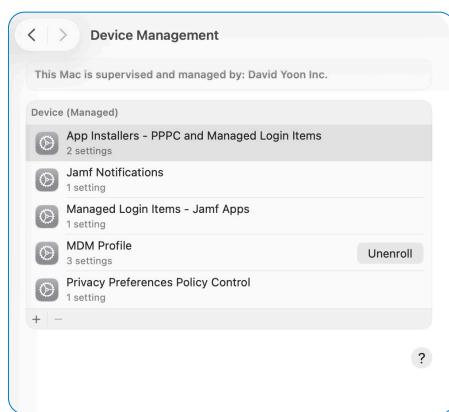


Add or Remove Backup Disk Click Add(+) to add another backup disk. Click Remove(–) to remove a backup disk.

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 - Device Management

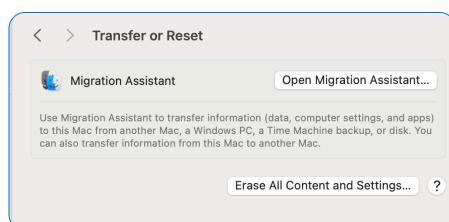


Use the Device Management to install, view, or remove configuration profiles. Configuration profiles are files that standardize settings for Mac computers, iOS devices, Apple TVs and VisionOS devices.

Add (+) Click Add (+) to install a configuration profile.

Remove (-) Click Remove (-) to remove a configuration profile. If you can't remove a profile, your Mac may be a managed computer.

General - Transfer or Reset

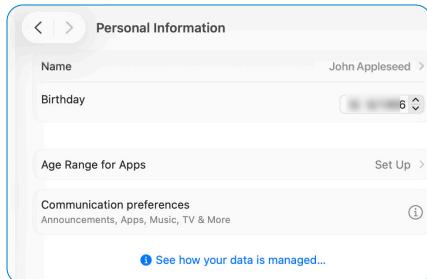
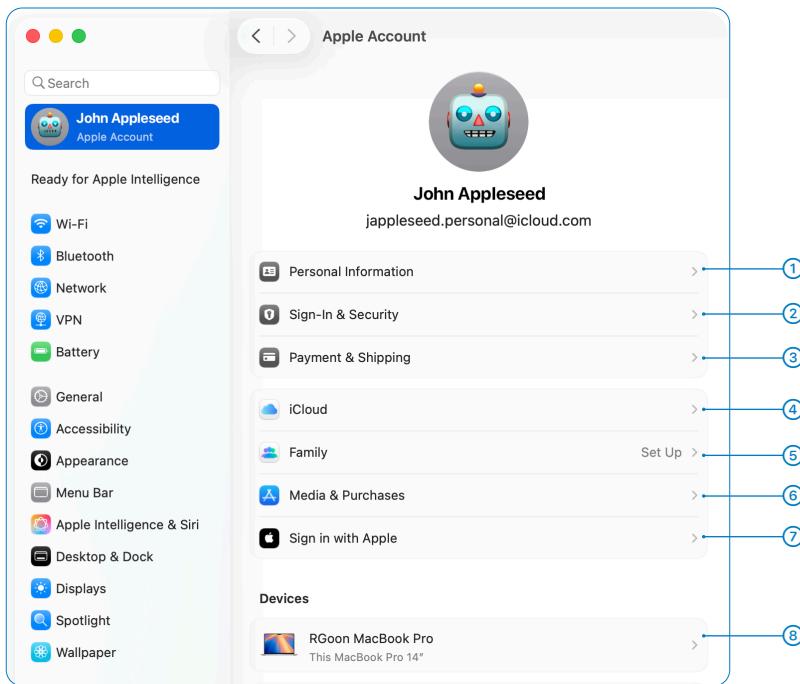


Open Migration Assistant Opens Migration Assistant to transfer files from another device to your Mac.

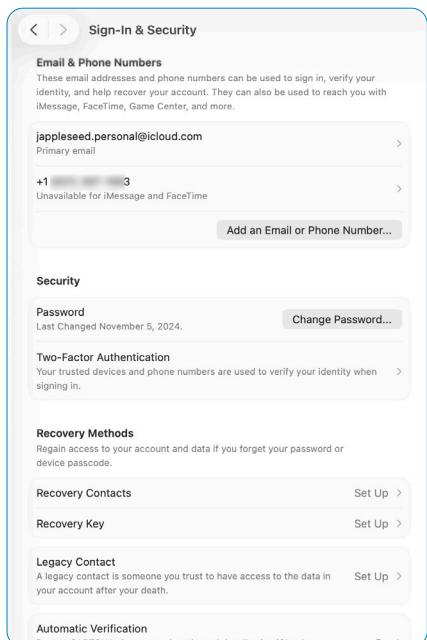
Erase All Content and Settings Opens Erase Assistant to erase all content and settings on your Mac.

Apple Account

This setting encompasses anything that your Apple Account manages, including your Apple Account, 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.



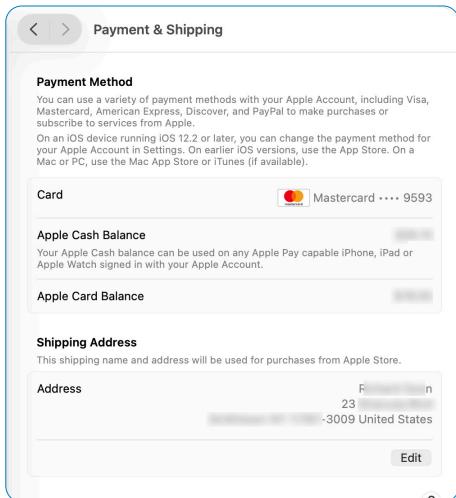
② Sign-In & Security You can change your password, add/remove phone numbers, and email accounts. You can also:

- Setup an account recovery for your Apple Account.
- Manage log ins for third party apps and websites using your Apple Account.
- Setup a Legacy Contact for your successor for your Apple Account.

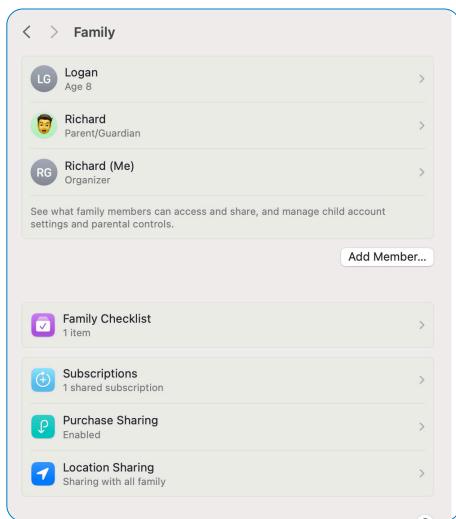
The last time you changed your password for your Apple Account is found here as well.

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 Account. 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 information on how to setup security keys for your Apple Account at:
<https://hcsonline.com/training/training-articles/how-to-configure-security-keys-for-apple-id>

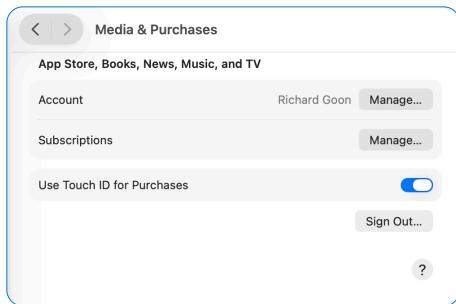


③ **Payment & Shipping** View your Apple Cash balance and connect your Apple Pay to your Mac. You may edit your shipping address from this area.

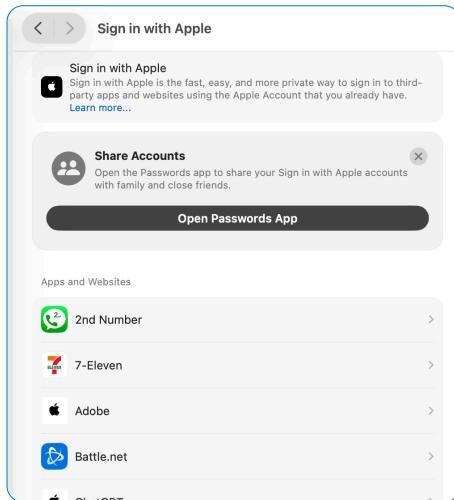


④ **iCloud** Click iCloud to take you to the System Settings of iCloud. See iCloud on page 49.

⑤ **Family** This will take you to the Family Sharing System Settings (See next page.)

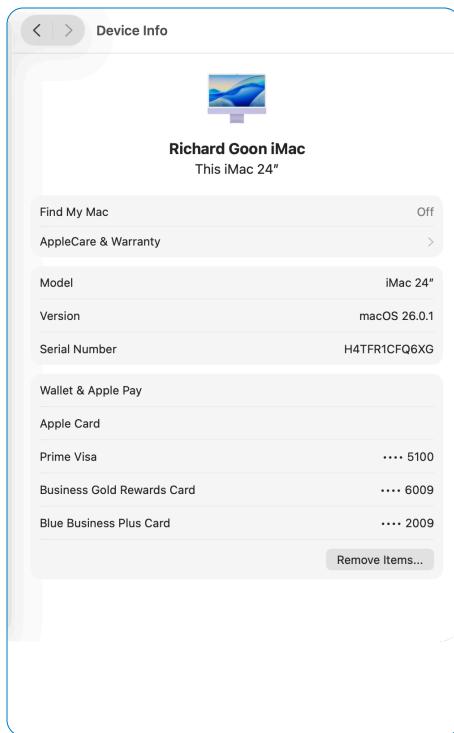


⑥ **Media & Purchases** Setup password options when downloading free apps, paid apps or subscriptions. For free apps, your password options are either require a password or never require a password. For paid apps, there is a third option: require after 15 minutes. You can manage your in-app subscriptions and enable/disable Touch ID for purchases.



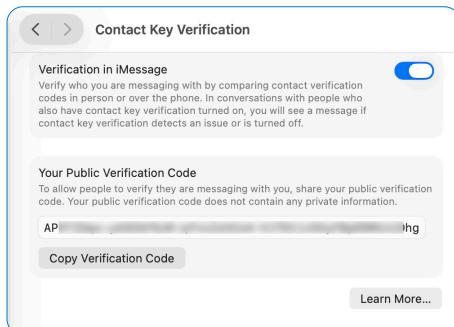
⑦ **Sign in with Apple** When you see a Sign in with Apple button on a participating app or website, it means you can set up an account using your Apple Account. No need to use a social media account, fill out forms, or choose another new password.

<https://support.apple.com/en-us/102609>



⑧ **Devices** At the bottom is a list of all devices tied to your Apple Account. Click on each device to view the Model, macOS version, serial number and to see if Find my Device is turned on.

You can remove items from the device such as items in Wallet & Apple Pay. You may even remove devices that you no longer own or use from this list.

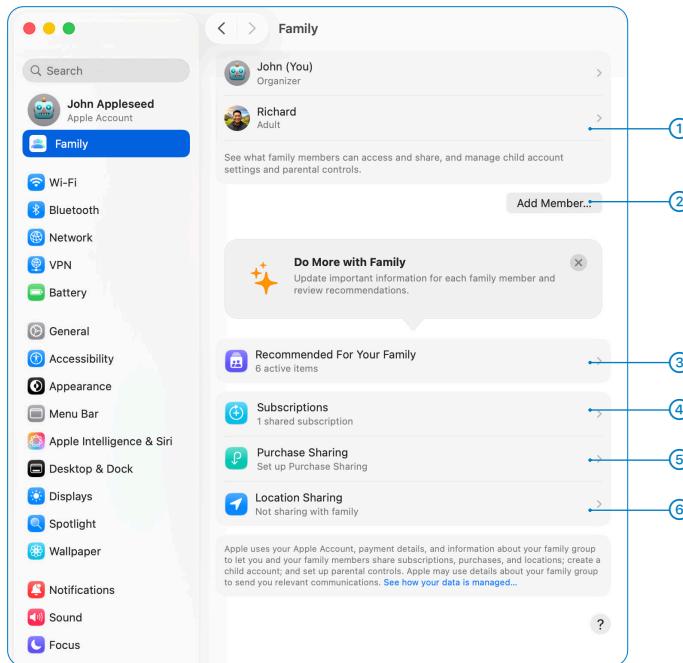


⑨ **Contact Key Verification** This provides additional security by helping to detect threats against iMessage servers and allowing you to verify that you're messaging only with the people that you intend.

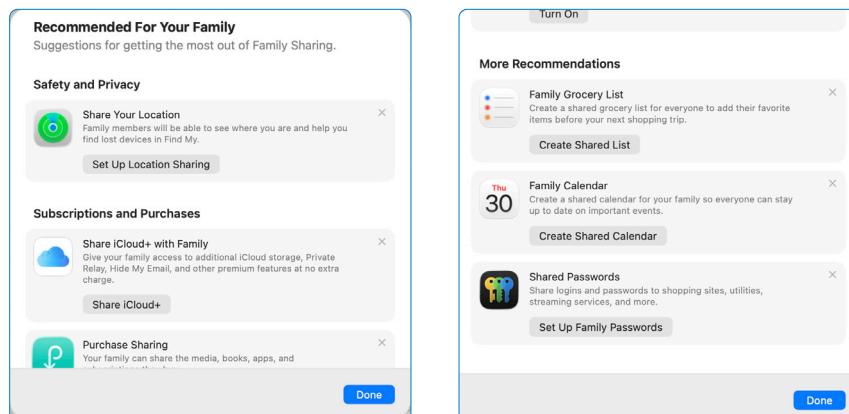
<https://support.apple.com/en-us/118246>

Apple Account - Family

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.



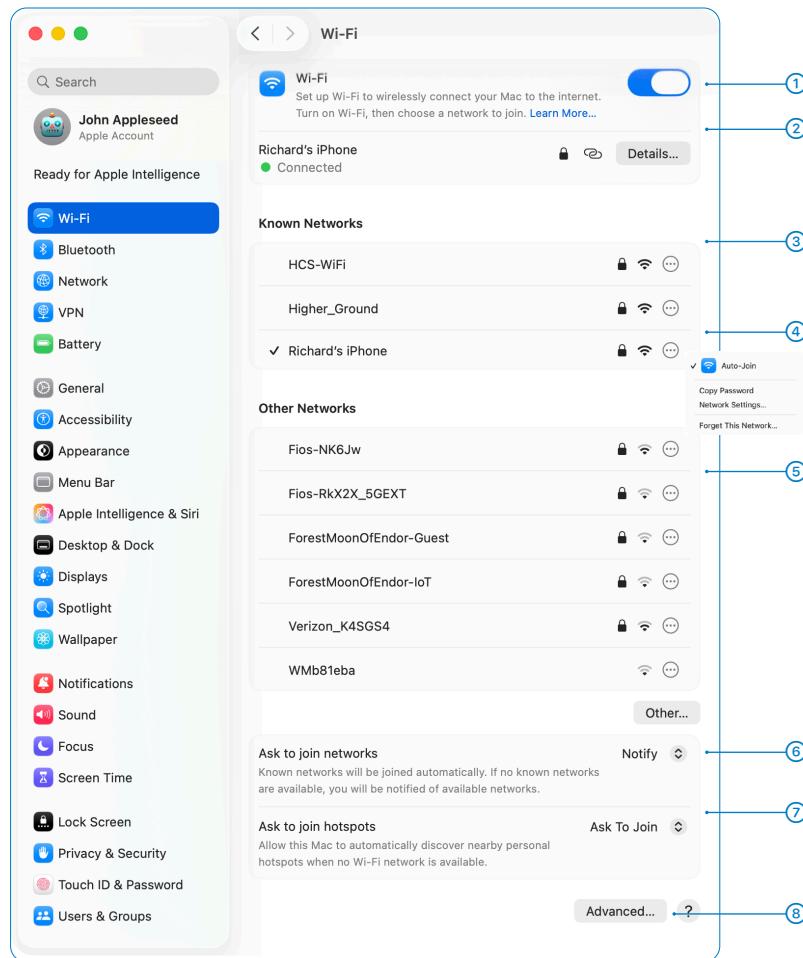
- ① **Family Members** List of family members. Click the name of a family member to see the family member's settings.
- ② **Add Member** Add another family member to your Family Sharing group.
- ③ **Recommended For Your Family** Set up recommended settings to get the most out of Family Sharing.
- ④ **Subscriptions** 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.



Click on Recommended For Your Family to setup shared resources.

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 known networks are available, you will have to manually connect to 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.

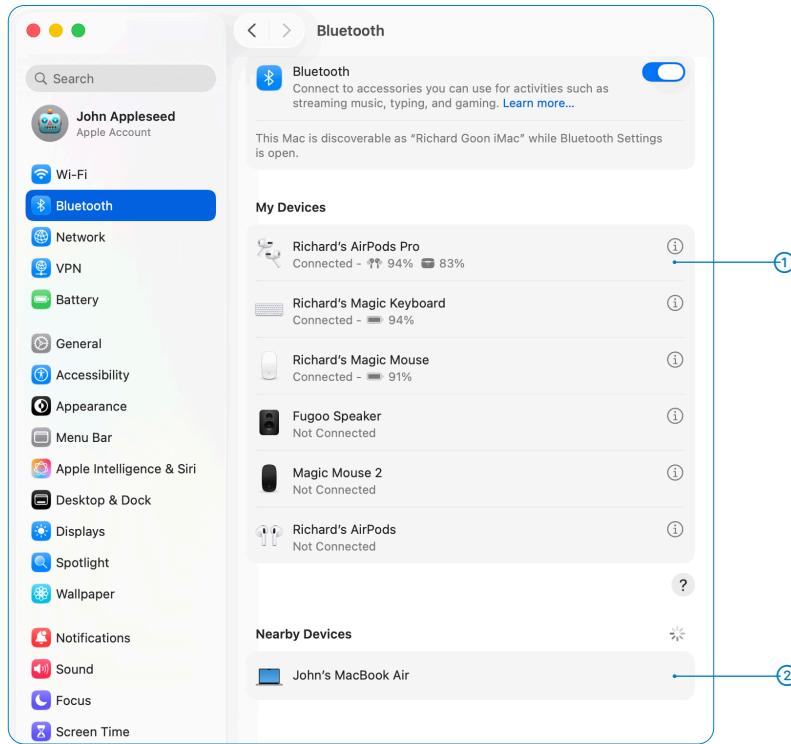
Tip

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

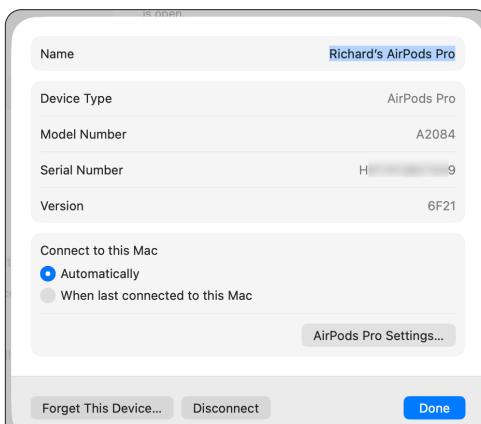
The Bluetooth setting is used for controlling any Bluetooth devices your Mac is paired with. With this setting, you can turn Bluetooth on or off. If Bluetooth is set to off, services such as Airplay, AirDrop, Find My and Location services will be disabled. When Bluetooth is enabled, the Mac's name is 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.

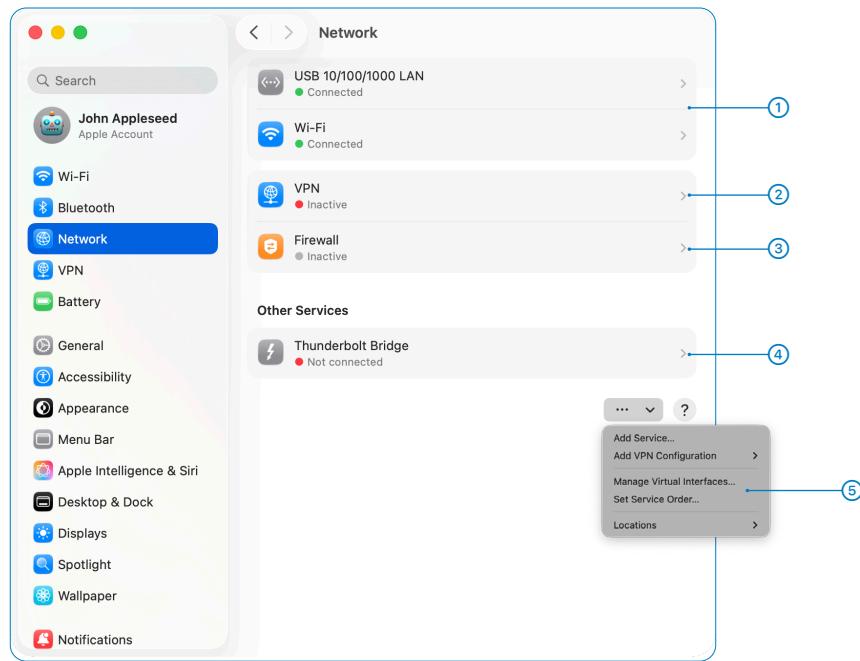
Click Info (ⓘ) to show details of the bluetooth device. You can also choose Forget This Device.

② Nearby Devices A list of discovered devices that are ready for pairing. Click Connect to pair a Bluetooth device to your Mac.



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.)

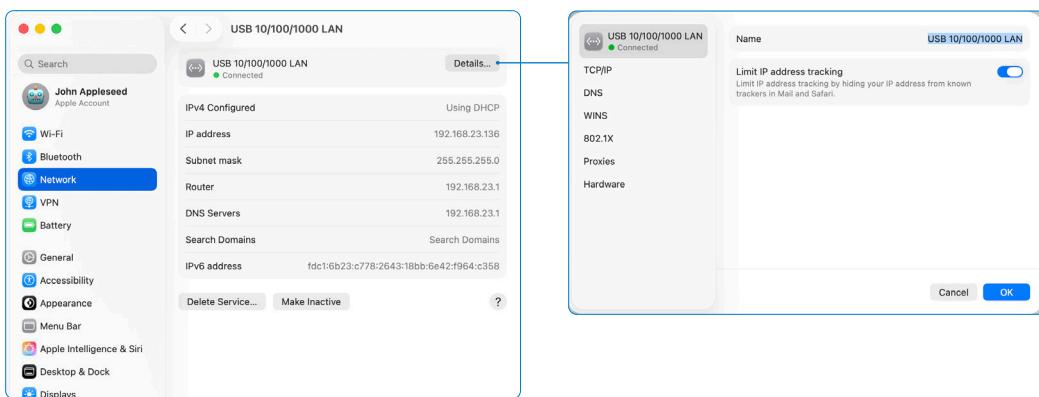
③ Firewall Turn on Firewall for added protection against attacks. Once turned on, you can block/allow connections coming into your Mac. You can turn on Stealth Mode, so when someone tries to ping you, they will not get a response.

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.

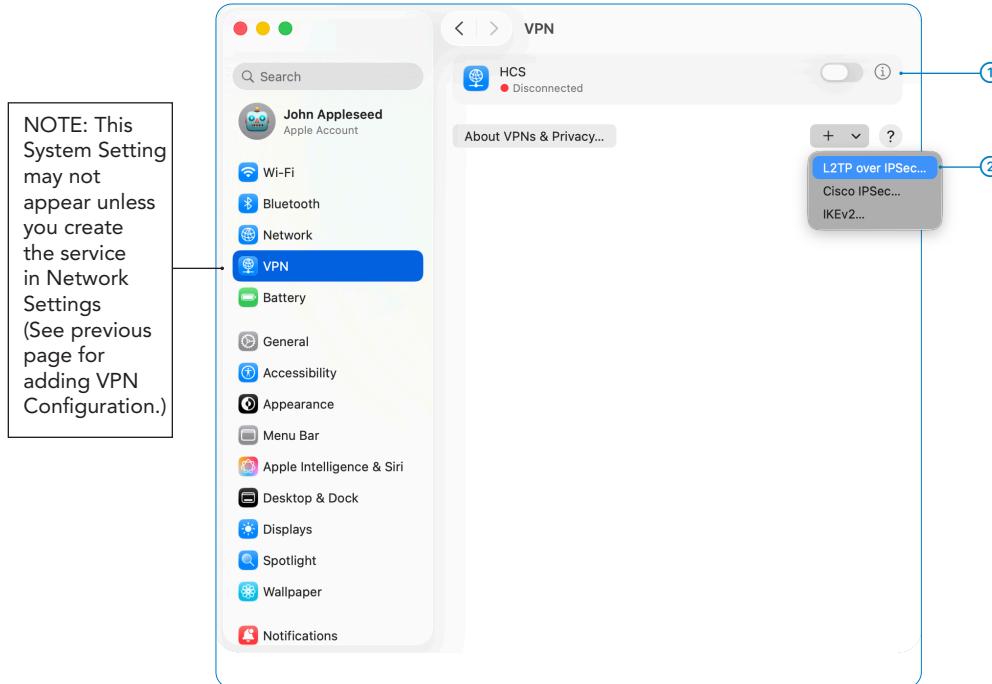
Tip

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.



① Connections List of VPN services. To connect or disconnect from a VPN service, turn the VPN service on or off.

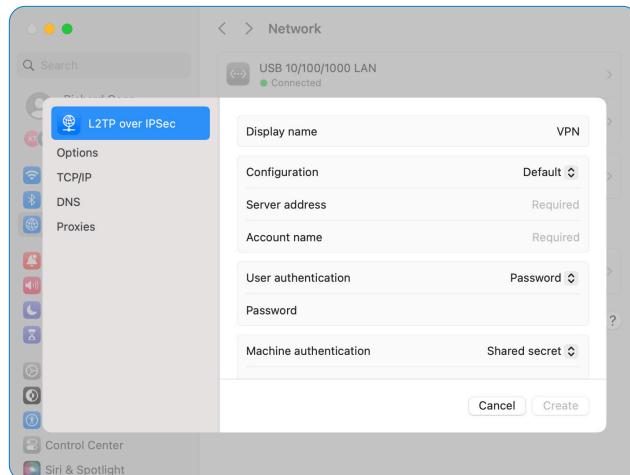
② Add VPN Configuration There are three VPN connection types that you can configure on macOS:

- L2TP over IPSec
- Cisco IPSec
- IKEv2

Tip

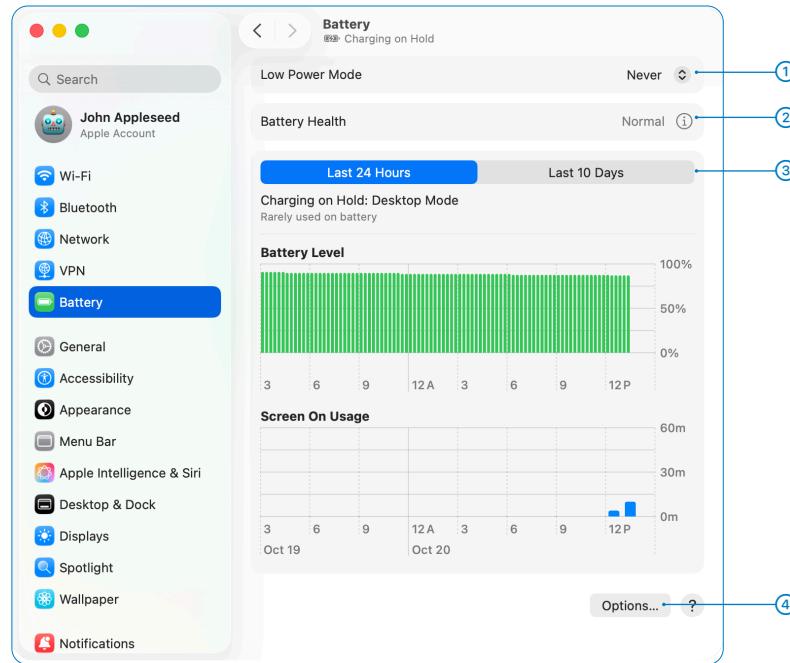
Information on a connection Click Info (①) next to a VPN connection you have added here and start entering or modifying the settings.

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.



Battery

This setting is specific to Mac laptops 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.

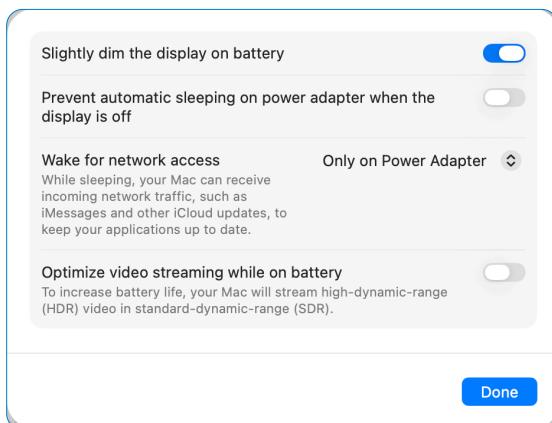
② **Battery Health** See the condition and capacity of your computer's battery, and optimize its lifespan. Click Info (①) to turn on the following:

- 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).

<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.

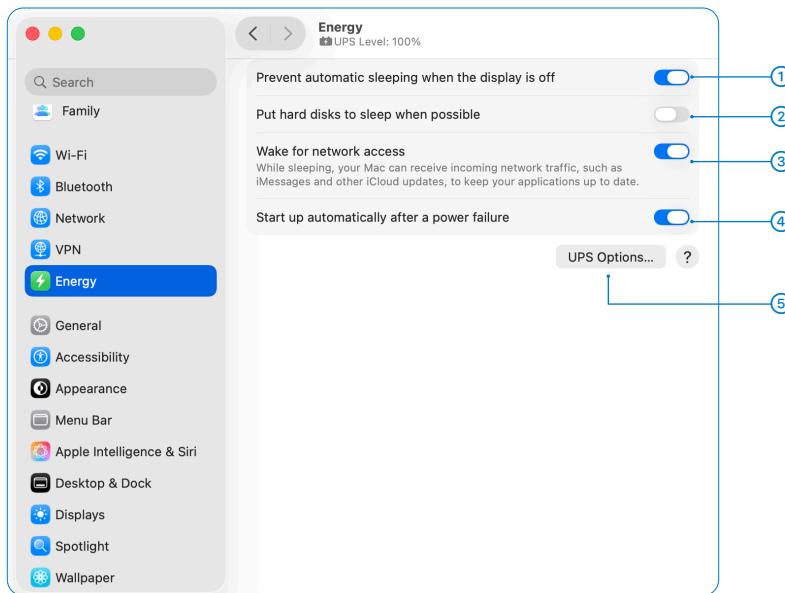
Automatic graphics switching The Mac will choose the best graphics mode to increase battery life.

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 **Prevent automatic sleeping when the display is off** When the display turns off, your Mac will still be awake and active.

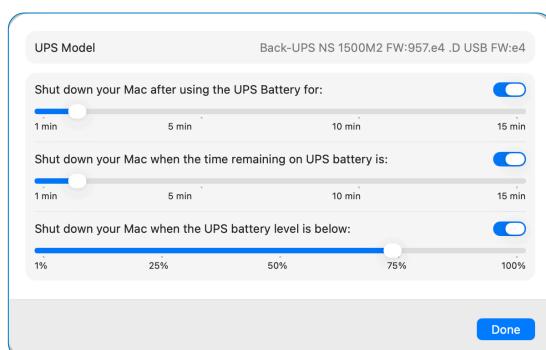
② **Put hard disks to sleep when possible** Put the Mac computer's hard disk to sleep whenever it's inactive.

③ **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.

④ **Start up automatically after a power failure** Start up your Mac after a power interruption.

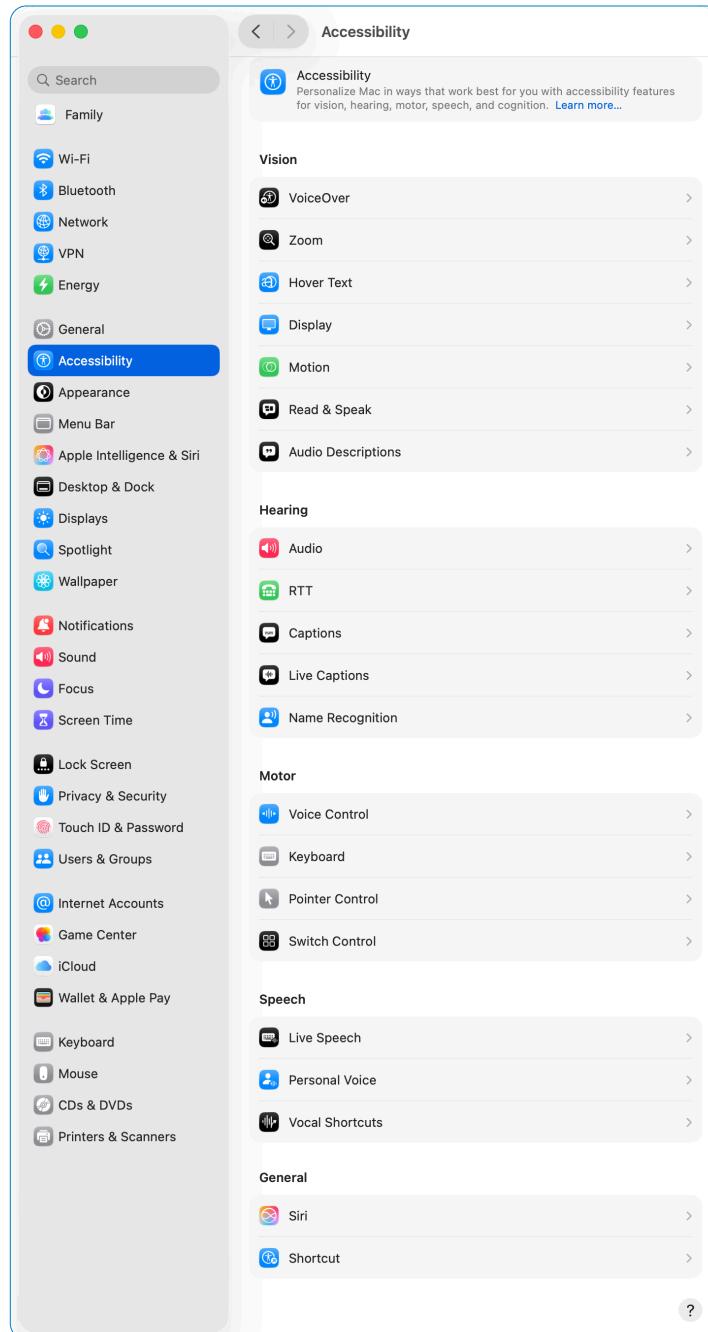
⑤ **UPS Options** Set the time or battery level at which your Mac shuts down when using a UPS.

NOTE: this only appears when you connect your Mac computer to an uninterruptible power supply (UPS) with a USB Cable.

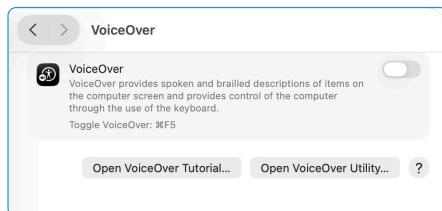


Accessibility

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

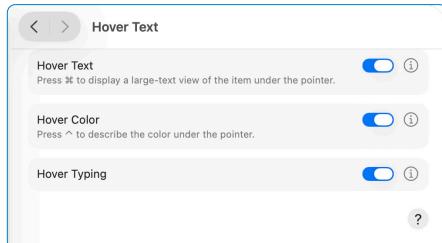


Enable VoiceOver Turn VoiceOver on or off.

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

Open VoiceOver Utility Customize VoiceOver settings.

Accessibility - Vision: Hover Text



Hover Text View a larger, high-resolution version of the text you're reading and other onscreen elements, such as app icons.

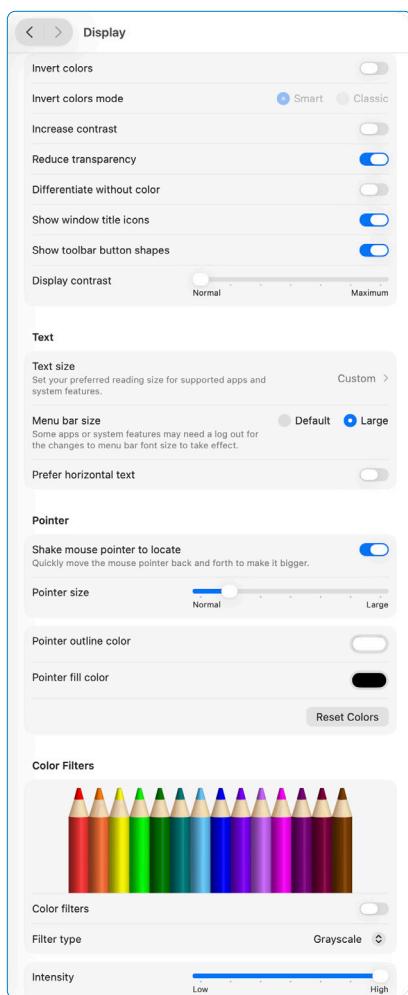
Hover Color View a magnified, high-resolution version of colors in the text you're reading and other onscreen items, such as app icons. You can also customize the text color that appears under the pointer when using Hover Color.

Note: Hover Color shares appearance settings with Hover Text.

Hover Typing Display a larger, editable version of text as you type it.

Click Info (ⓘ) to set options for each Hover tool.

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).

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.

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 horizontal text in languages that prefer vertical text.

Pointer

Shake mouse pointer to locate Quickly move the mouse pointer back and forth to make it bigger.

Pointer size Change the size of the pointer.

Pointer outline color Change the color of the outline for the pointer.

Pointer fill color Change the color of the fill for the pointer.

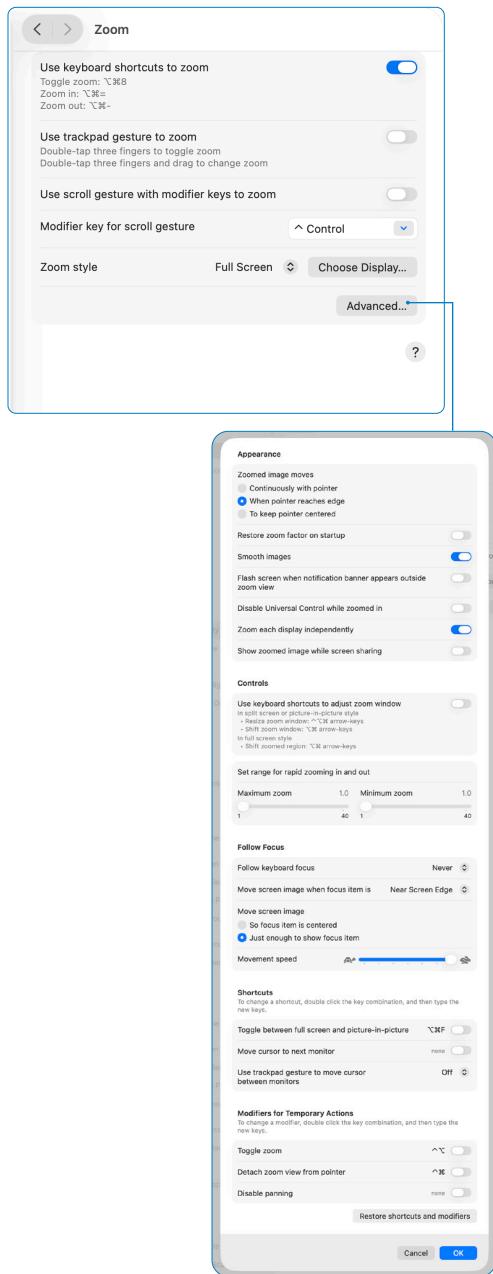
Reset Colors Resets the pointer fill color back to its original color.

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: 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

• **Zoomed image moves** Choose how the zoomed image moves with the pointer:

- Continuously with Pointer: Make the screen image move with the pointer.
- When Pointer Reaches Edge: Prevents the screen image from moving until you move the pointer to an edge of the screen.
- To Keep Pointer Centered: Keep the center point of the screen image near the pointer.

• **Restore zoom factor on startup** Apply the current zoom factor whenever you turn on zoom or start up your Mac.

• **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.

• **Zoom each display independently** If you're using Full Screen Zoom with multiple displays, you can zoom in on each one independently without changing the zoom level on the others.

• **Keep picture-in-picture window stationary** Keep the zoom window fixed in one spot on the screen.

• **Show zoomed image while screen sharing** If you zoom in while sharing your screen, others viewing your screen will see the zoomed-in view as well.

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.

• **Movement speed** Adjust how quickly the screen moves to follow the keyboard focus.

Shortcuts

• **Toggle between full screen and picture-in-picture** Press the indicated keyboard shortcuts to switch between zoom styles.

• **Move cursor to next monitor** If you're using zoom with more than one display, press the indicated keyboard shortcut to move the pointer to the next display.

• **Use trackpad gesture to move cursor between monitors** If you're using zoom with more than one display, swipe in the direction of the display you want to move the pointer to.

Modifiers for Temporary Actions

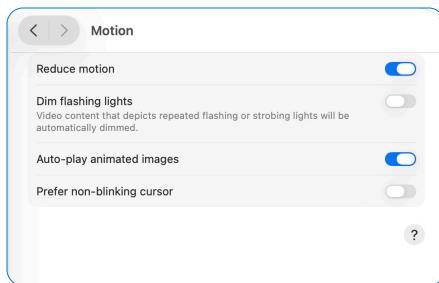
• **Toggle zoom** Temporarily zoom in or out on the screen when you press and hold the modifier keys shown.

• **Detach zoom view from pointer** If the screen is zoomed in, making it difficult to see information displayed under the pointer, press and hold the modifier keys shown to hide the pointer and move the zoom view without changing the location of the pointer.

• **Disable panning** If you're using Full Screen zoom with more than one display, press and hold the indicated modifier keys to keep the zoom window in place while you move the pointer to another display.

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

Accessibility - Vision: Motion



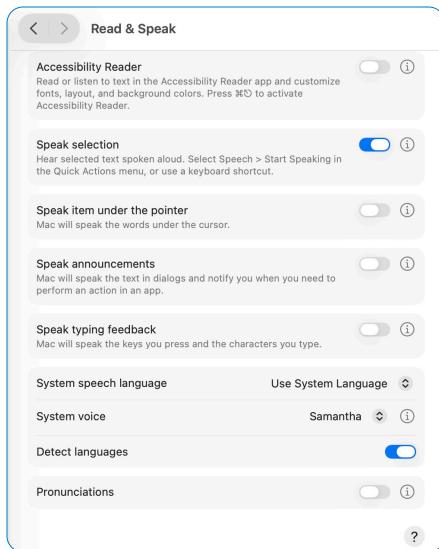
Reduce motion Customize how elements move on the screen. For example, when opening apps, switching between desktops, or showing and hiding Notification Center.

Dim flashing lights For supported media, automatically dim content that contains flashing or strobe effects. This option is available only on Mac computers with Apple silicon.

Auto-play animated images Turn off to automatically pause fast-moving animated images, like GIFs, in Messages and Safari.

Prefer non-blinking cursor Stop the vertical cursor from blinking at the insertion point while you're typing.

Accessibility - Vision: Read & Speak



Accessibility Reader Read or listen to text with customizable fonts, layouts, and background colors. To adjust settings, click Info (ⓘ) and turn on Autoplay to have Accessibility Reader automatically read the text aloud.

Speak selection Have your Mac speak selected text when you press the specified keyboard shortcut. You can customize how content is spoken. Click info (ⓘ), then set the different options that are presented.

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

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

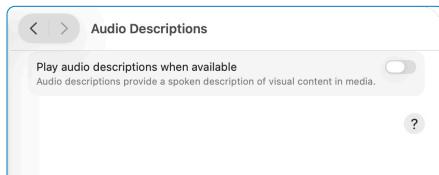
System speech language Choose a language to speak in.

System voice Choose a voice to speak text and alerts.

Detect languages Set the speed at which text is spoken.

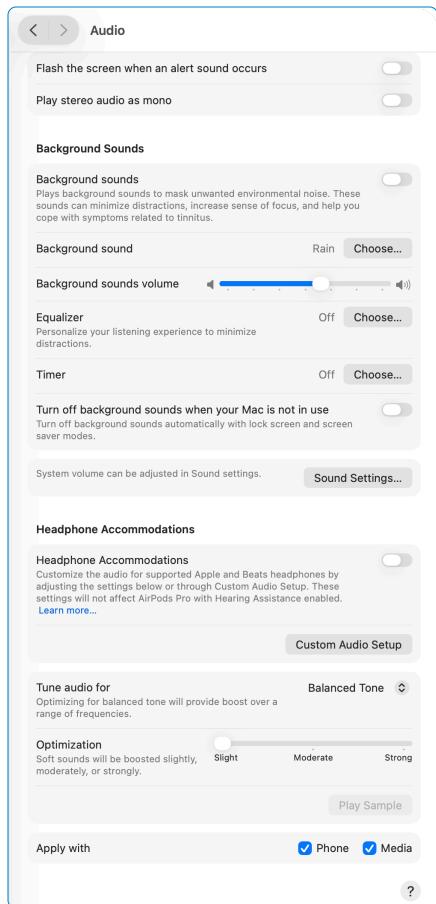
Pronunciations Set the volume at which text is spoken. This is separate from Sound settings.

Accessibility - Vision: Audio Descriptions



Turn Audio 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 sound automatically adapts to your head movements. For example, a sound that initially seems to come from behind you may shift to your side as you turn your head. This feature is enabled by default.

AirPods or other compatible headphones

If you have more than one pair of compatible headphones paired to your Mac, click Info (ⓘ) next to the name to set options.

Background Sounds

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

Background sound Choose a background sound.

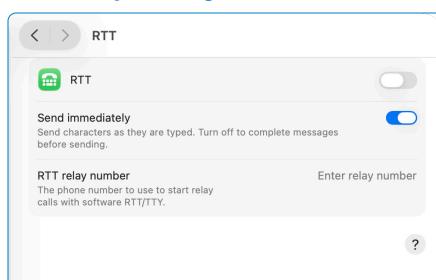
Background sound volume Adjust the volume of the background sound.

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.

Headphone Accommodations

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

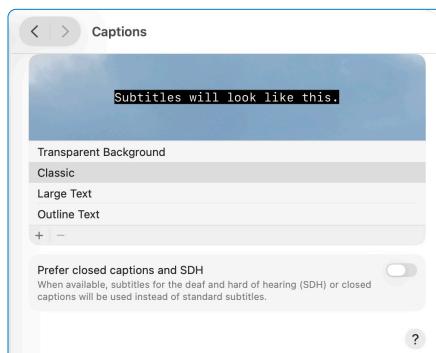


Enable RTT Make and receive RTT calls on your Mac without any special equipment. When this option is on, you can choose to use audio, RTT, or RTT relay each time you place a call.

Send Immediately Send each character as you enter your message. Turn this option off if you prefer to enter and review your full message before sending.

RTT relay number Specifies the relay service used for RTT relay calls on your Mac. If no number is entered, your carrier's default relay service will be used.

Accessibility - Hearing: Captions

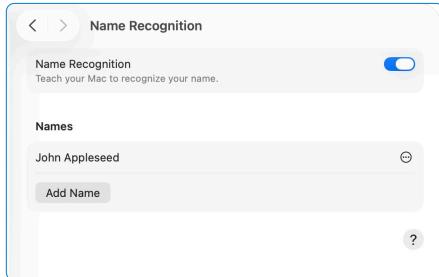


Styles list Available built-in styles (Transparent Background, Classic, Large Text, Outline Text), and styles that you added. To edit the settings for a style you added, select the style in the list, then click Edit.

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.

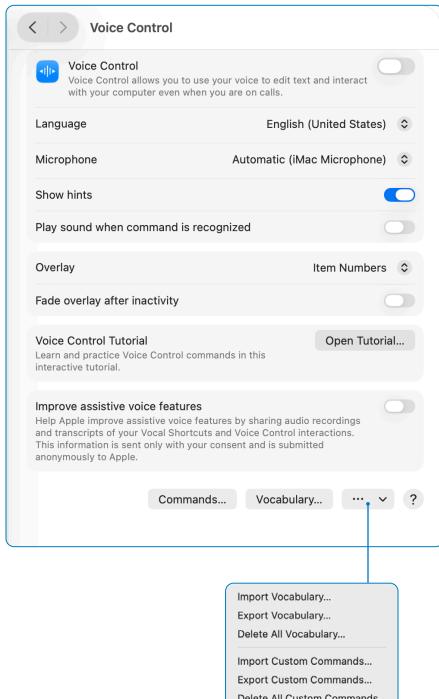
Accessibility - Hearing: Name Recognition



Enable Name Recognition Mac can continuously listen for your name and alert you when it hears it. You can record yourself or someone else, saying your name to help your Mac recognize it more accurately. Name recognition is available on Mac computers with Apple silicon, and is only available in English.

Add Name If you go by more than one name, you can set your Mac to recognize all of them. For example, Your name is John Appleseed, but you prefer to be called Johnny Appleseed or just Johnny.

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.

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 its task.

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

Fade overlay after inactivity When item names, numbers, or a numbered grid are shown, dim the overlay after the specified period of inactivity by the specified amount.

Voice Control Tutorial Launch the Voice Control Tutorial. Use the tutorial to learn and practice Voice Control commands.

Improve assistive voice features Enable this to help Apple improve assistive voice features.

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

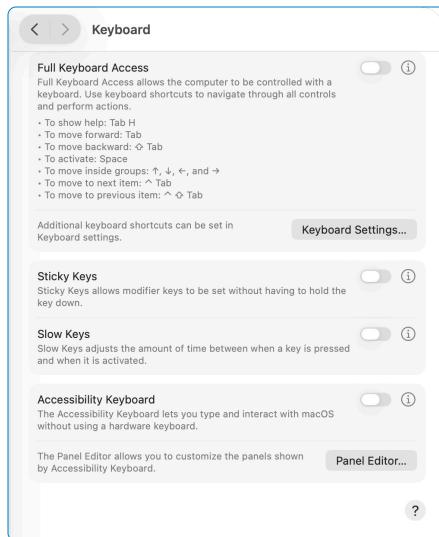
If Voice Control doesn't recognize a word or phrase you routinely use, you can add the phrase to ensure it's always entered correctly in your dictation.

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.

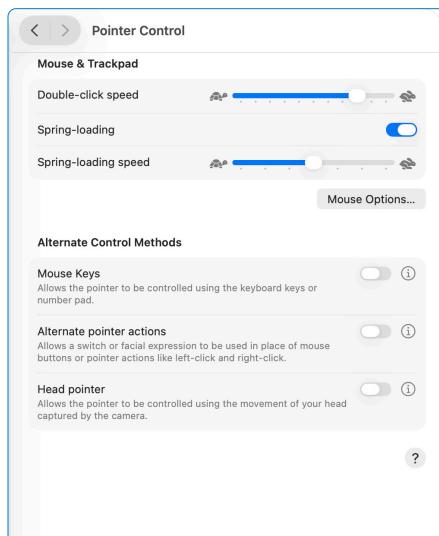
Sticky Keys Turn this on to allow you to press a set of modifier keys one at a time in sequence, instead of all at once. Click Info (ⓘ) to set options such as: Press the Shift key five times to toggle Sticky Keys, Beep when a modifier key is set and Display pressed keys on screen.

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.

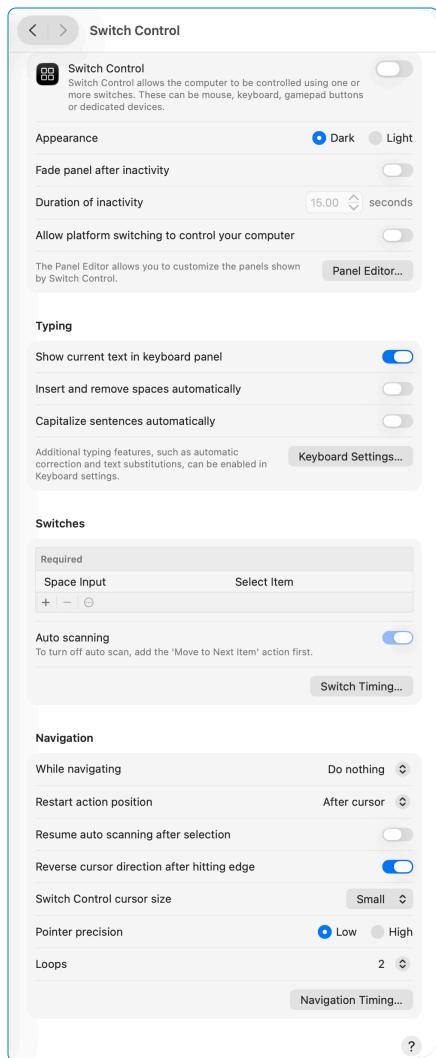
Mouse Keys Turn this on to allow the keyboard to move the Pointer. NOTE: When this is turned on, the keyboard cannot be used to enter any text. Click Info (ⓘ) to set options such as: Press the Option key five times to toggle Mouse Keys, Ignore built-in trackpad when Mouse Keys is on, Initial delay and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

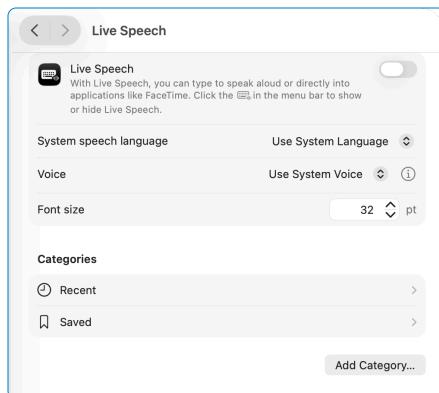
Switch Control cursor size Choose the thickness of the border of the Switch Control cursor when scanning the user interface.

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 - Speech: Live Speech



Turn Live Speech on to have what you type spoken out loud.

Preferred language Choose the language you type to speak.

Voice Choose the voice used to speak what you type. You can choose from the provided system voices or use a Personal Voice.

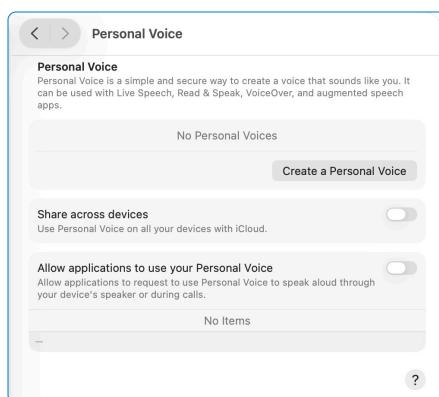
Font size Set the text size for the Live Speech window.

Catergoies

Recent View the list of recently used phrases.

Saved View the list of phrases you use often, and add and remove phrases.

Accessibility - Speech: Personal Voice



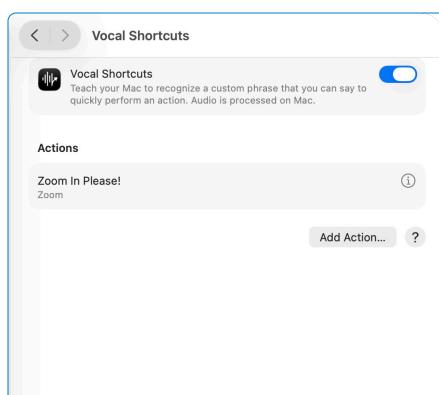
Use Personal Voice settings to create a synthesized voice that sounds like you. This is only available for Mac computers with Apple silicon. It is not available in all languages.

Personal Voice View your list of Personal Voices or record a new one. Click Info (ⓘ) next to a Personal Voice to resume recording (if it's in progress), or to rename, export, or delete it.

Share across devices Use your Personal Voices on all devices where you're signed in to the same Apple Account.

Allow applications to use your Personal Voice View a list of apps that you've given permission to use your Personal Voice.

Accessibility - Speech: Vocal Shortcuts



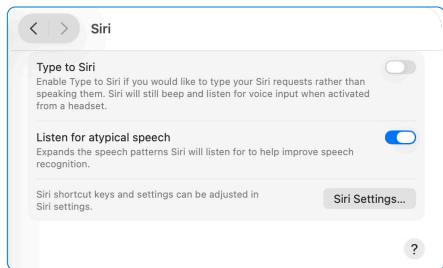
Use Vocal Shortcuts settings to enable or disable the feature, create new shortcuts, or remove existing ones.

Vocal Shortcuts Enable or disable Vocal Shortcuts.

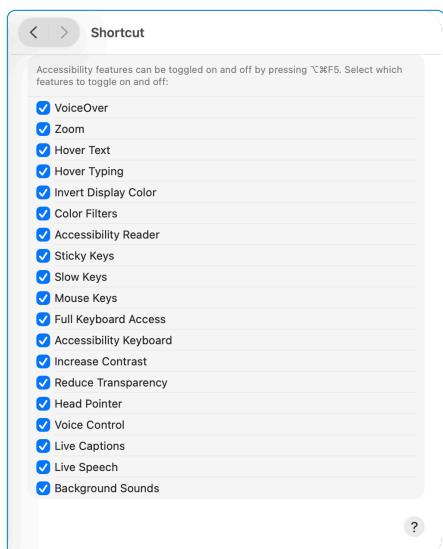
List of shortcuts The list of Vocal Shortcuts you've created.

Add Action Add a vocal shortcut by choosing an action for your Mac to perform when you say the shortcut. If you want the action to be a request to Siri, click Siri Request, then enter the request. Enter the phrase you'll say when you want your Mac to perform the action, then follow the onscreen instructions to repeat the phrase out loud so your Mac can recognize it.

Accessibility - General: Siri



Accessibility - General: Shortcut



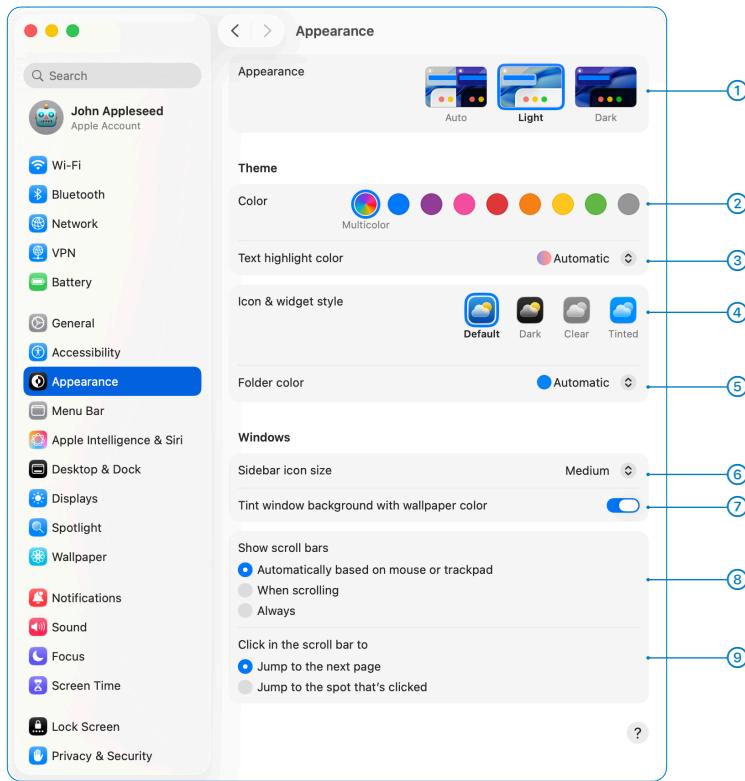
Type to Siri Enable Type to Siri to type your requests to Siri instead of speaking them. If a headset with a microphone is connected to your Mac, Siri will speak your typed request. If you prefer to read responses from Siri in the Siri window instead of having Siri speak them, turn off voice feedback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

Listen for atypical speech Siri will listen for speech patterns to improve speech recognition.

Accessibility Shortcut 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.

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 Color Choose the color to use for buttons, pop-up menus, and other controls.

③ Text 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 Icon & widget style This gives you options to choose the color, background, and behavior of icons and widgets.

- Default: Items are opaque, and the background is either light or colored, depending on the app.
- Dark: Items are opaque and have a darkened appearance.
 - Always: Show items in Dark style.
 - Auto: This will switch between Dark and Light, depending on system appearance.
- Clear: Items are transparent.
 - Light: Select for a light appearance
 - Dark: Select for a darker appearance
 - Auto: Select to switch between Dark and Light, depending on system appearance.
- Tinted: Items are opaque against a dark background.

⑤ Folder color You can choose the color to use for folder icons in the Finder. (This option appears when Default, Dark, or Clear is selected.)

Icon, widget, and folder color You can choose the color to use for icons and widgets, and for folder icons in the Finder. (This option appears when Tinted is selected.)

⑥ 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. The setting you define here also may affect other apps' sidebar.

⑦ Tint window background with wallpaper color Allow colors from the desktop picture to subtly tint certain window areas, such as toolbars or status bars.

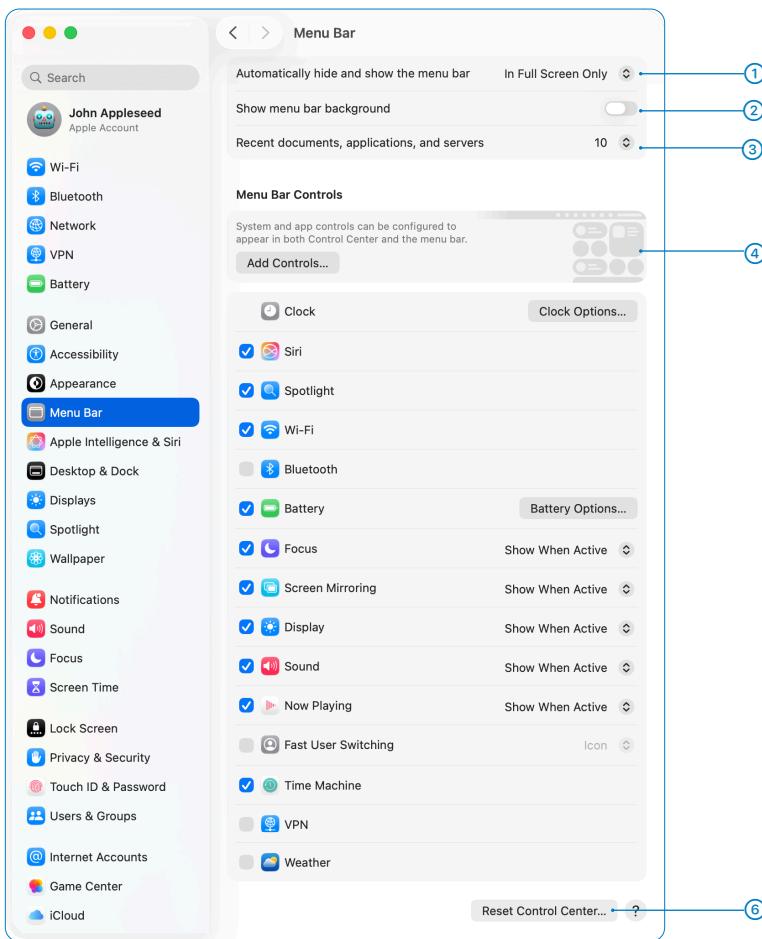
⑧ Show Scroll Bars You can adjust how scroll bars in macOS behave. By default, they are not visible, but show automatically when you move your pointer over them. You can adjust this so that they only show when scrolling, regardless of the input device or always show when content is too big for the viewport.

⑨ 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 is 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.

Menu Bar

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.



① Automatically hide and show the menu bar

Choose when to hide or show the menu bar:

- Always: Always hide and show the menu bar.
- On Desktop Only: Hide and show the menu bar when not using an app in full screen.
- In Full Screen Only: Hide and show the menu bar when using an app in full screen.
- Never: Never hide the menu bar.

Move the pointer to the top of the screen to show the menu bar when it's hidden.

② Show menu bar background

Choose the color to use for buttons, pop-up menus, and other controls.

③ Recent documents, applications, and servers

Choose how many items to show in the Recent Items menu command. Items you've used recently are listed in the Apple menu.

④ Menu Bar Controls

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.

⑤ Allow in the Menu Bar (Not Shown)

Enable/disable third party menu bar menus, i.e. Zoom or Dropbox.

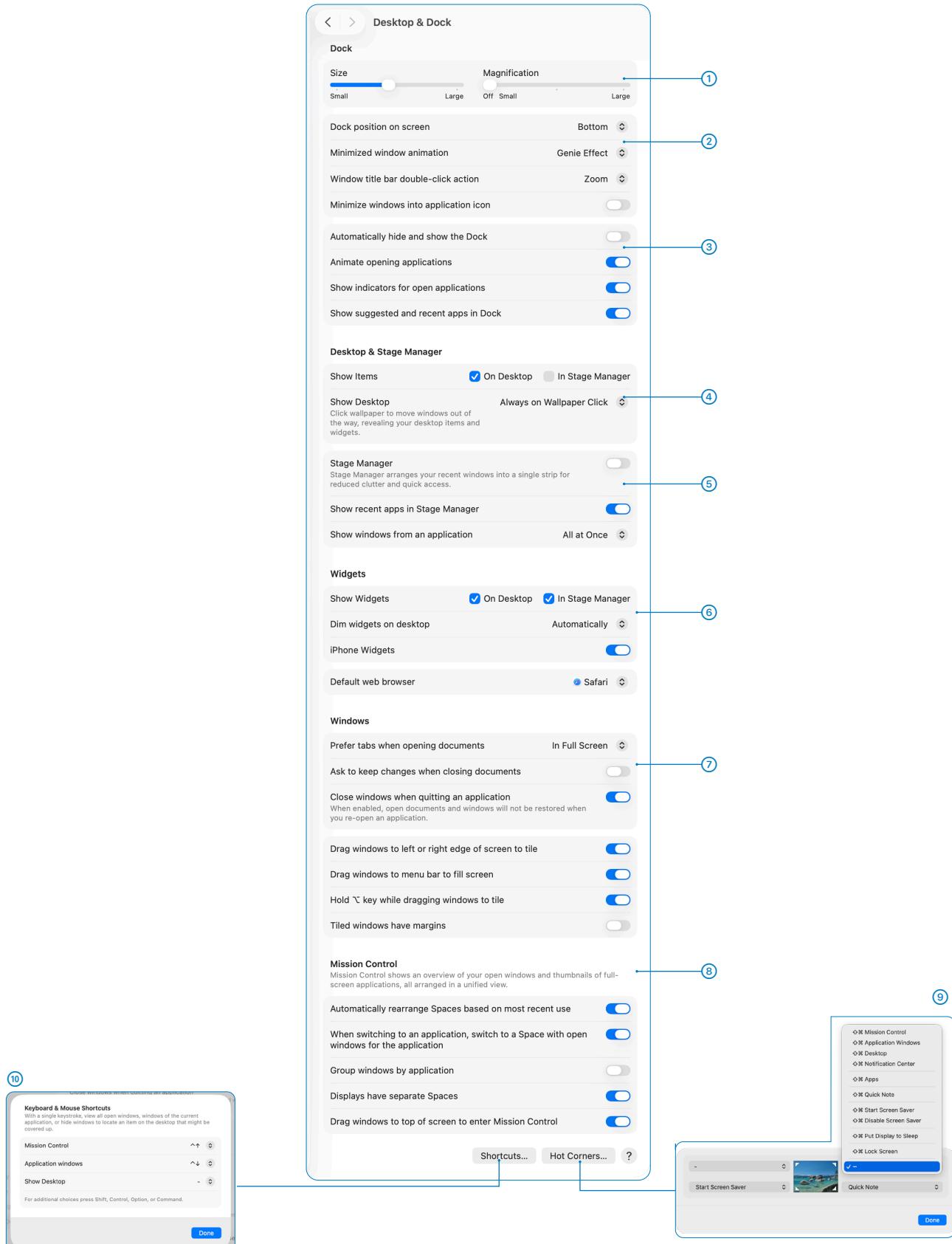
Icon, widget, and folder color You can choose the color to use for icons and widgets, and for folder icons in the Finder. (This option appears when Tinted is selected.)

⑥ Reset Control Center

Click to return the Control Center to its original settings.

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 ability to change the settings for Mission Control, Menu Bar, and Stage Manager as well as change your Default Web Browser.



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 Dock position on screen This determines the screen edge the Dock sits on.

Minimized window animation 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.

Window title bar double-click action Choose what action occurs when you double-click the title bar of an app window.

- Fill: Expand the window to fill the area between the menu bar and the Dock. If the Dock is positioned on the side of the screen, the window adjusts to fill the space below the menu bar and beside the Dock.
- Minimize: Minimize an app window to 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.
- No Action: No action happens when the title bar is clicked.

Minimize windows into application icon Minimize an app window to the app icon in the Dock. If the option is disabled, the window is minimized to an area in 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 Choose an action for when you click on the wallpaper.

- Always on Wallpaper Click: Click the wallpaper to reveal your desktop and widgets.
- Only in Stage Manager on Click: When Stage Manager is on, clicking the wallpaper reveals your desktop and widgets.

Stage Manager

⑤ Stage Manager Turn on/off Stage Manager. If this option is dimmed, turn on "Displays have separate Spaces" in the Mission Control section.

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.

Dim widgets on desktop Choose a style for widgets.

- Automatically: Automatically switches between monochrome and full-color.
- Always: Always show widgets in monochrome.
- Never: Always show widgets in 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.

Drag windows to left or right edge of screen to tile Enable to allow you to drag a window to screen edge to tile the window.

Drag windows to menu bar to fill screen Enable to fill the screen by dragging a window to the menu bar.

Hold ⌘ (Option) key while dragging windows to tile Enable to allow you to drag a window while holding down the Option key to tile the window.

Tiled windows have margins Enable this to have margins in tiled windows.

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 windows by application This option 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.

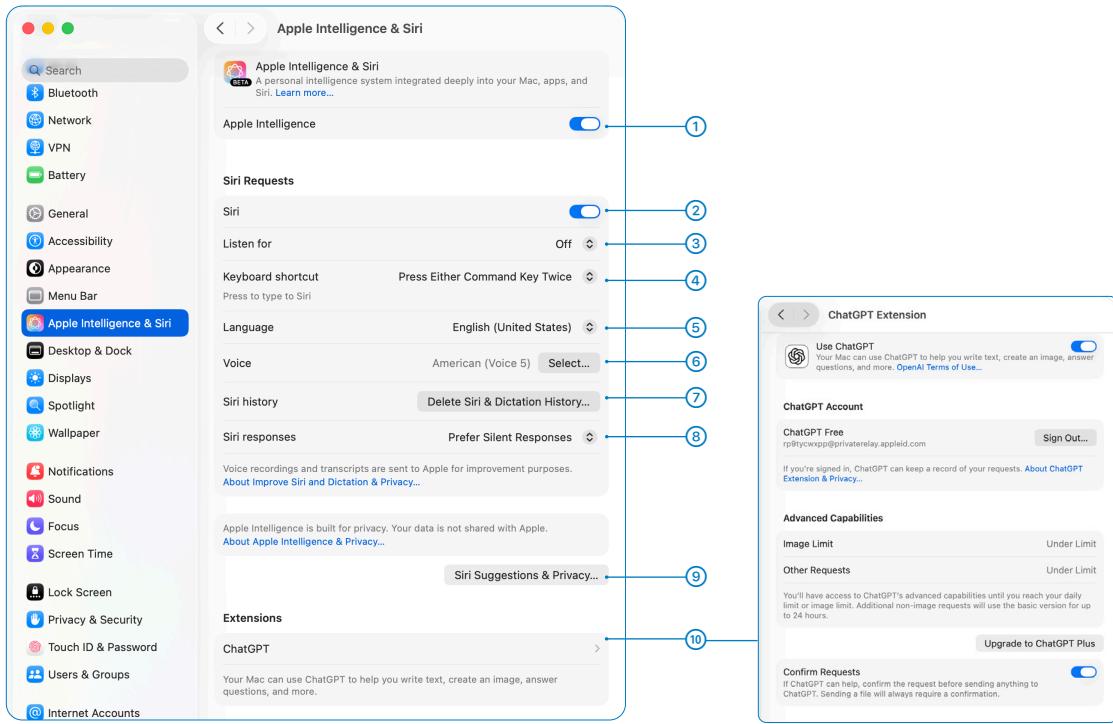
Drag windows to top of screen to enter Mission Control Enter Mission Control by dragging a window to the top of the screen.

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.

Apple Intelligence & Siri

Siri is the digital assistant that is part of Apple's operating systems (iOS, iPadOS, watchOS, macOS, tvOS, audioOS, and visionOS). With Apple Intelligence, Siri will deliver assistance that's more natural, contextually relevant and personal to users.



- ① **Apple Intelligence** Enable or disable Apple Intelligence. Apple Intelligence is the personal intelligence system built into macOS Tahoe. It combines the power of generative models with an understanding of your personal context to deliver intelligence that's useful and relevant.
- ② **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.
- ③ **Listen for**
 - "Siri" or "Hey Siri" (available on some Mac models): Select "Siri" or "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.
 - "Hey Siri" (available on some Mac models): Select "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.
 - Off: Disables Siri from listening. You may still use Siri by clicking the Siri icon or using a keyboard shortcut.
- ④ **Keyboard Shortcut** By default, to start using Siri, press either Command key twice. If you want to change the shortcut to open Siri, click the pop-up menu and select one of the preset keyboard shortcut, i.e., Press Left Command Key Twice. Select Customize to create your own.
- 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 **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 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.

NOTE: When Apple Intelligence is turned on, the Siri Responses options include "Voice feedback" and "Always show requests."
- ⑨ **Siri Suggestions & Privacy** Choose the apps for which Siri can make suggestions to you. 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.
- ⑩ **Extensions** List of available app extensions to work with Siri or Apple Intelligence or both.

Spotlight

Manage your settings for Spotlight.

Show Related Content Allow content from Apple partners to appear in search results or when looking up text or objects in photos.

Reset Quick Keys Restore Spotlight quick keys to their default settings.

Delete Search History Deletes all history associated with Spotlight settings.

Help Apple Improve Search Help improve Search by allowing Apple to store your Safari, Siri, Spotlight, Lookup, and #images search queries. The information collected is stored in a way that does not identify you and is used to improve search results. Searches include general knowledge queries and requests to do things like play music and get directions. [About Search & Privacy...](#)

Results from Apps Turn on apps to include them and their content in Spotlight search results.

Results from System Turn on an item to include it and its content in Spotlight search results.

Clipboard Search Turn on if you want to allow the contents of your Clipboard to appear in Spotlight search results.

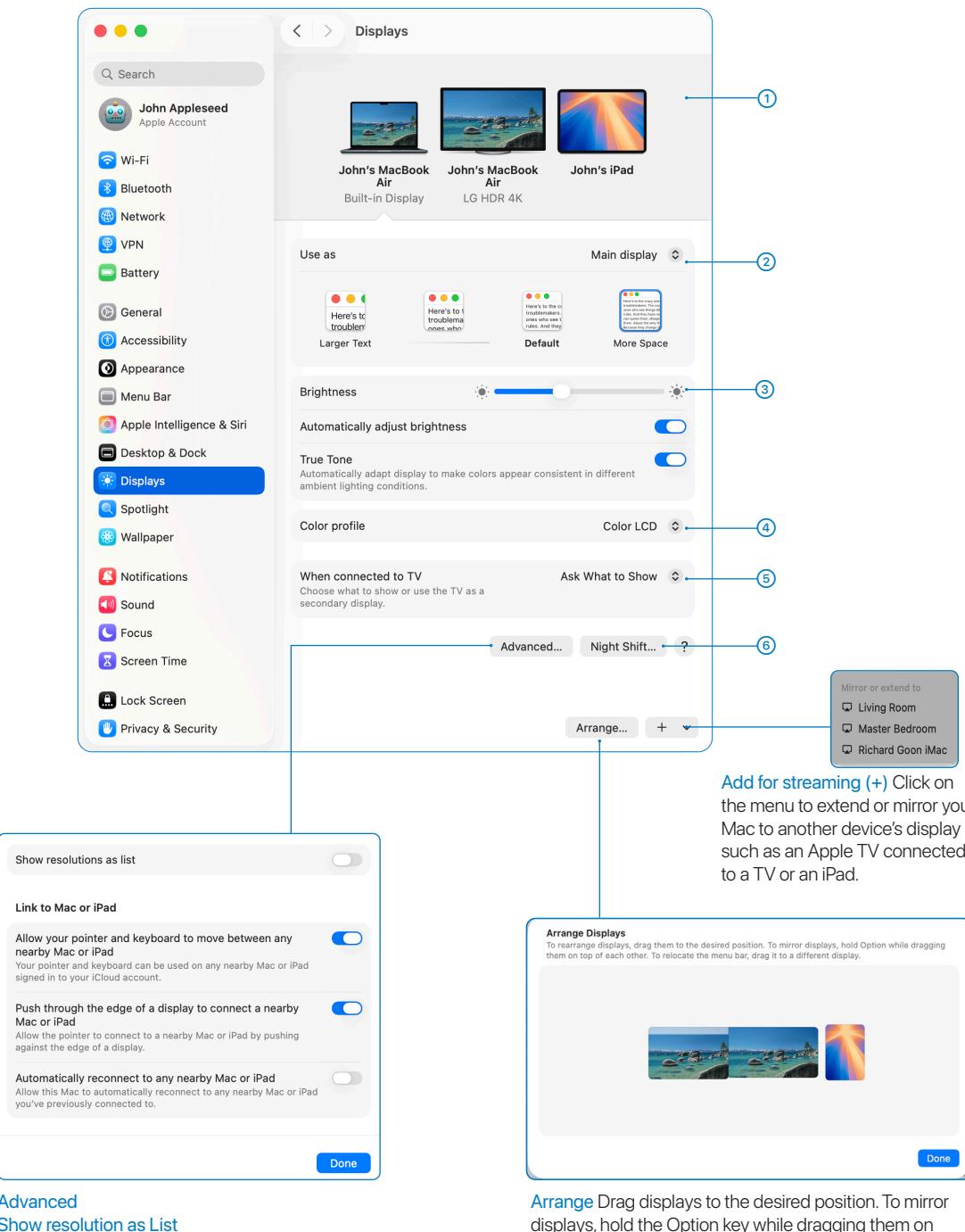
Search Privacy Add specific folders to exclude locations from Spotlight searches. You may drag the folder to the window or click Add (+) and navigate and select the folder.

Privacy Prevent Spotlight from searching these locations.

Applications (Parallels)

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.



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

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.

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.

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.

Display Role

② **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

③ **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.

Preset

④ **Color profile** Select a display color preset 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

Calibrate Display From the menu, select Cutomize. Click Add (+) to open Display Calibrator Assistant. Create a custom preset that accounts for your current light conditions, and the position and angle of the display.

⑤ **When connected to TV** Choose what to share when connected to a TV or whether to ask each time you connect. This option only appears on a Mac compter with Apple silicon.

Night Shift

⑥ Schedule

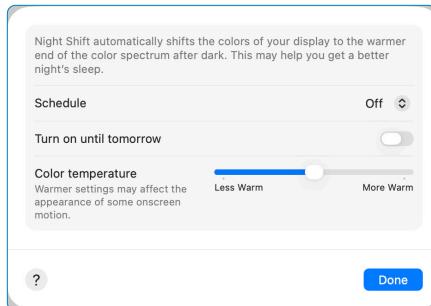
Off: Don't schedule a time for Night Shift (if you choose this, you can still turn on Night Shift manually).

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.

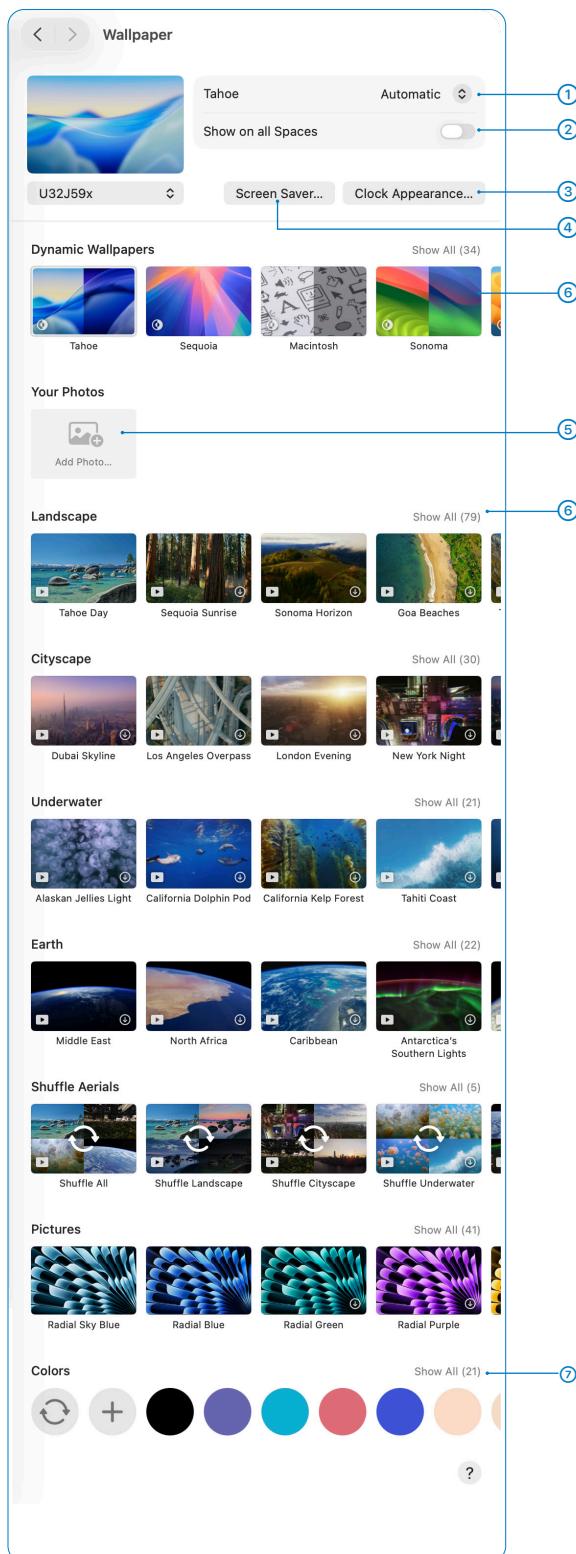
Show Sidebar Choose whether the sidebar on your iPad appears on the left, the right, or not at all.

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.



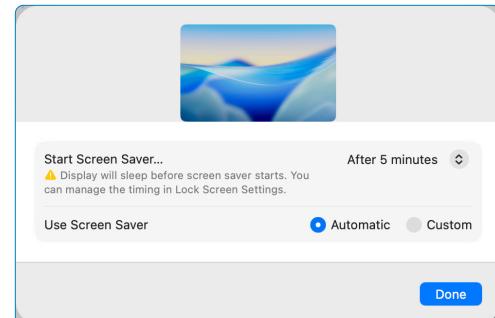
① **Current wallpaper** This area shows what picture are displayed as background for the desktop. If you have multiple displays, you can choose a different wallpaper for it by selecting it and then choose a wallpaper.

② **Show on all Spaces** Whatever wallpaper you have selected will appear on all Spaces.

③ **Clock Appearance** Choose whether to show the large clock and where it appears:

- On the Lock Screen only
- On both the Screen Saver and Lock Screen..

④ **Screen Saver** Select a screen saver image, set when it starts, and choose whether to use automatic or custom settings.



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

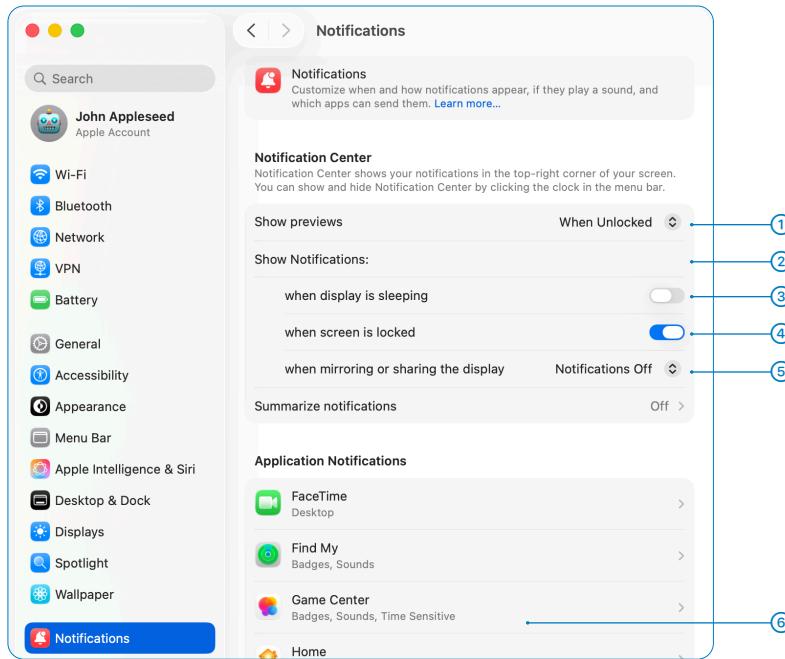
⑥ **Wallpaper Thumbnails** Click a thumbnail to set your desktop picture. If you see a picture with a download icon (ⓘ), you must click on the wallpaper to download before using it. Click Show All to see what other wallpapers are available for the category. Thumbnails are shown in categories:

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

⑦ **Colors** Choose a color as your wallpaper picture. Click Add (+) to choose a color that is not available to you. Click Rotate (ⓘ) to shuffle through the available colors as your wallpaper.

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.

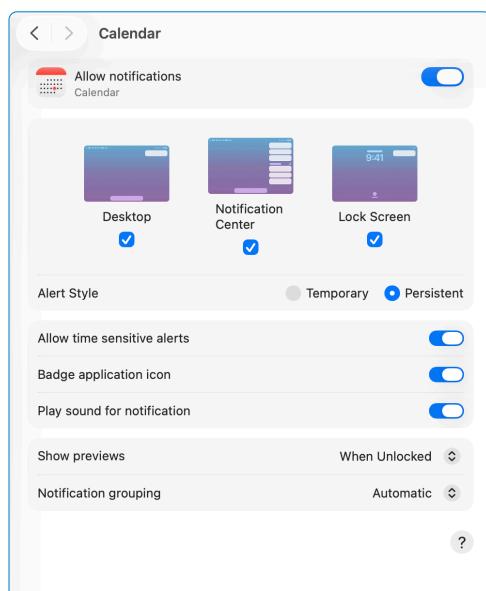
② Allow notifications when the display is sleeping Pause or allow notifications when the display is in sleep mode.

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 Allow notifications from iPhone Allows notifications from your iPhone to appear on your Mac. You can enable which app notifications appear on your Mac.

⑥ 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 notification Let the app play notification sounds.

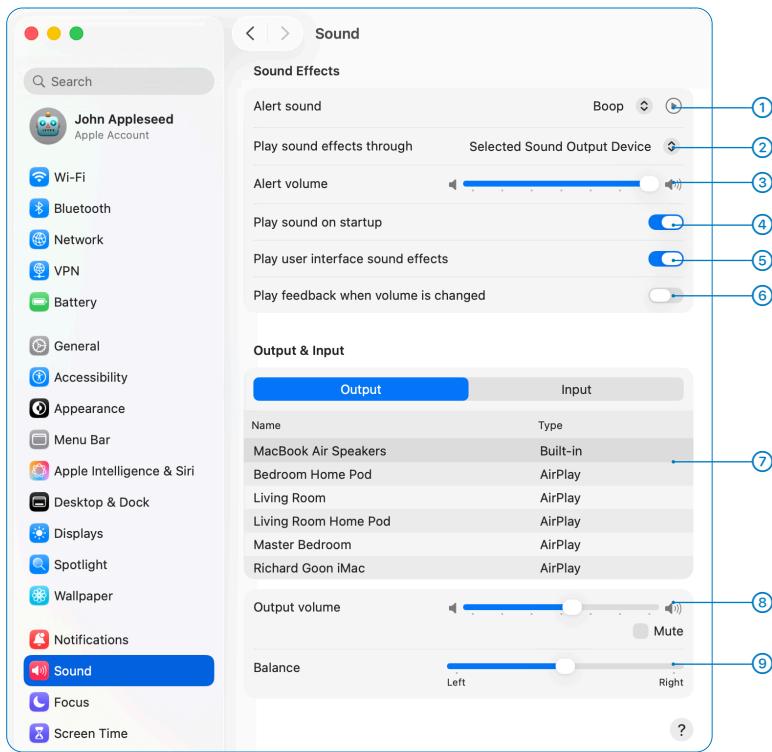
Show previews Show a preview in the notification. When set on default, it uses the settings from above.

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."

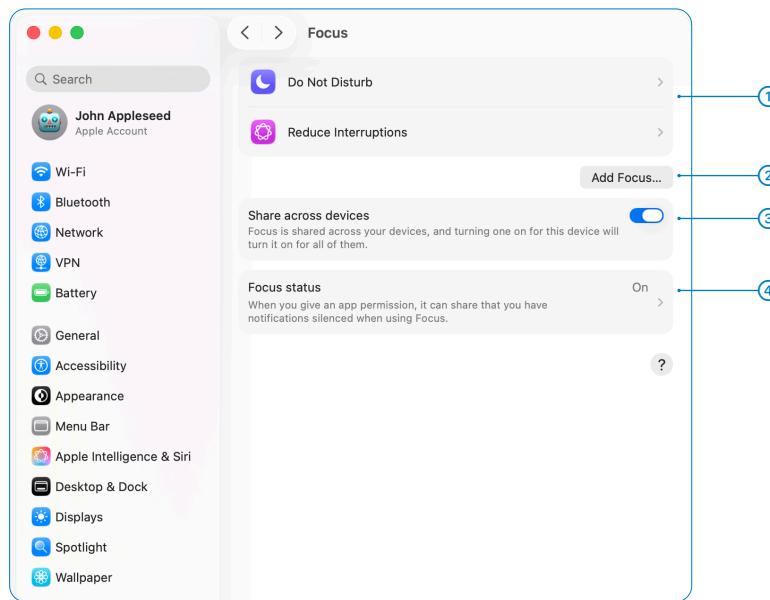
Adjust sound input settings If you're recording sound through your computer's sound port, you can adjust the input volume to compensate for the sound source being too loud or quiet.

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.

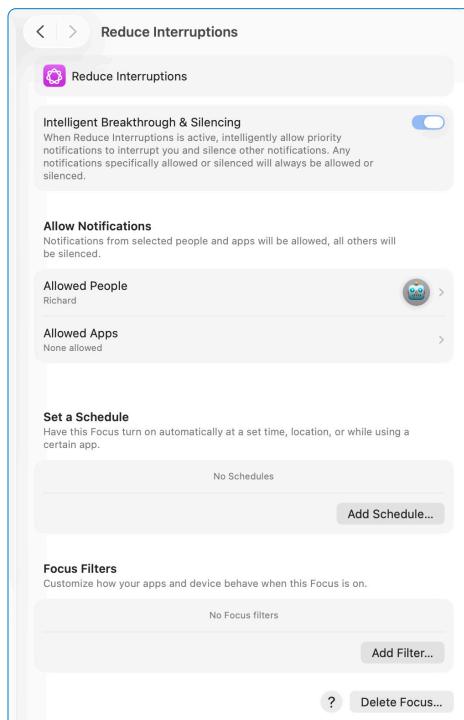
To capture less background noise when using your computer's built-in microphone, select "Use ambient noise reduction." (This option does not appear if a 4-channel built-in microphone format is selected in Audio MIDI Setup, on a Mac with Apple silicon, or on Mac models with an Apple T2 chip.)

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 Account to share Focus Settings across devices.
- ② **Add Focus** Adds a provided Focus such as Gaming or Reading or 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 Account.
- ④ **Focus Status** This lets anyone from your contacts who sends 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.

Intelligent Breakthrough & Silencing When Intelligent Breakthrough & Silencing is turned on, Apple Intelligence lets important notifications break through while silencing those deemed less important.

Allow 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.

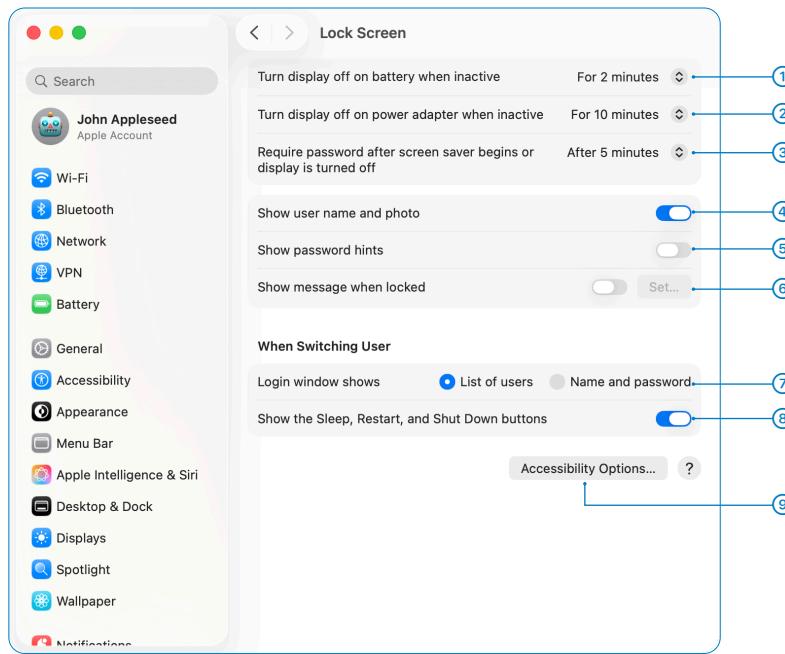
Focus Filters Customize how Calendar, Mail, Messages, or Safari behave when this Focus is on.

- 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.

Lock Screen

Lock Screen is used to protect your Mac from unauthorized access and tampering.



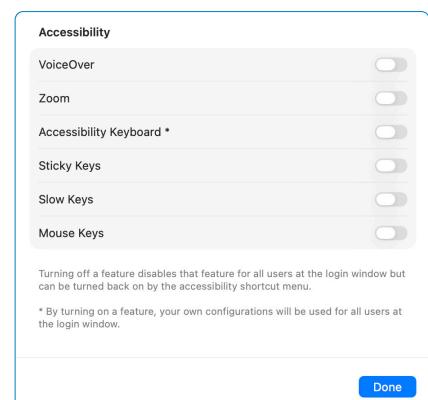
- ① **Turn display off on battery when inactive (Mac Laptops Only)** Choose how long your Mac can be inactive when running on battery power before the screen saver starts.
- ② **Turn display off on power adapter when inactive** Choose how long your Mac can be inactive when connected to a power adapter before the screen saver starts.
- ③ **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.
- ④ **Show user name and photo** enable/disable the ability to show the user name and photo on the lock screen.
- ⑤ **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.
- ⑥ **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

⑦ **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."

⑧ **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.



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 Account and whether you're a parent or guardian of a child in a Family Sharing group.

① Family Member (Not Shown) 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.

③ Notifications This shows you which apps are sending you alerts and notifications so you can adjust some of your notifications to be less distracting.

④ 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

⑤ 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.

⑥ 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 Include time spent on other devices where you're signed in to the same Apple Account in the Screen Time reports. You need to turn on this option on each device you want to include in the Screen Time reports.

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

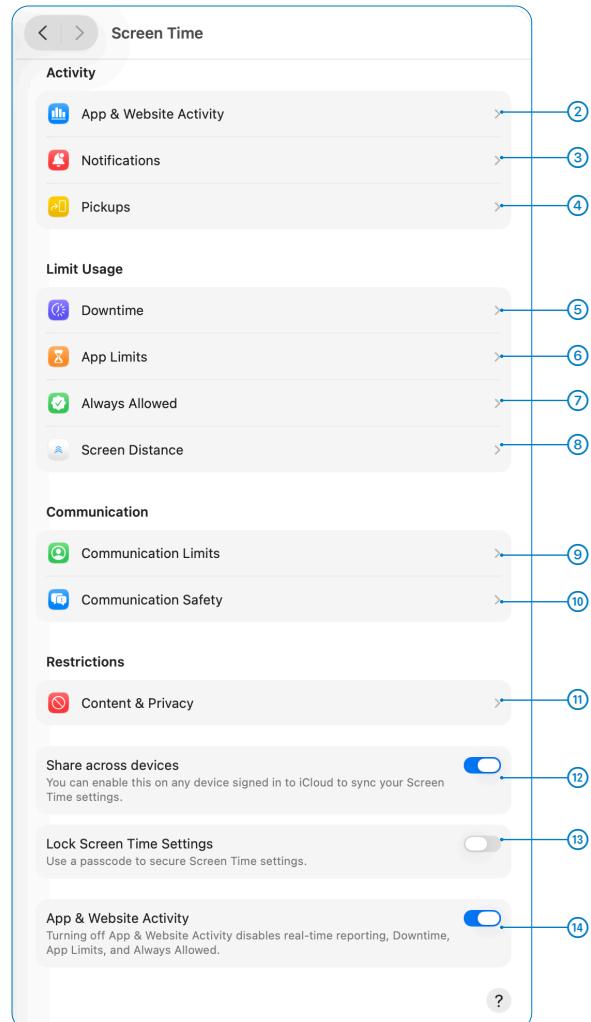
⑭ App & Website Activity Turn on or off Screen Time, including features like real-time reporting, scheduled time away from the screen, and time limits for apps.

Managing a child (Not Shown)

Screen Time Family Sharing This option is available if you haven't already set it up or when a child in a Family Sharing group is chosen from the Family Member pop-up menu at the top.

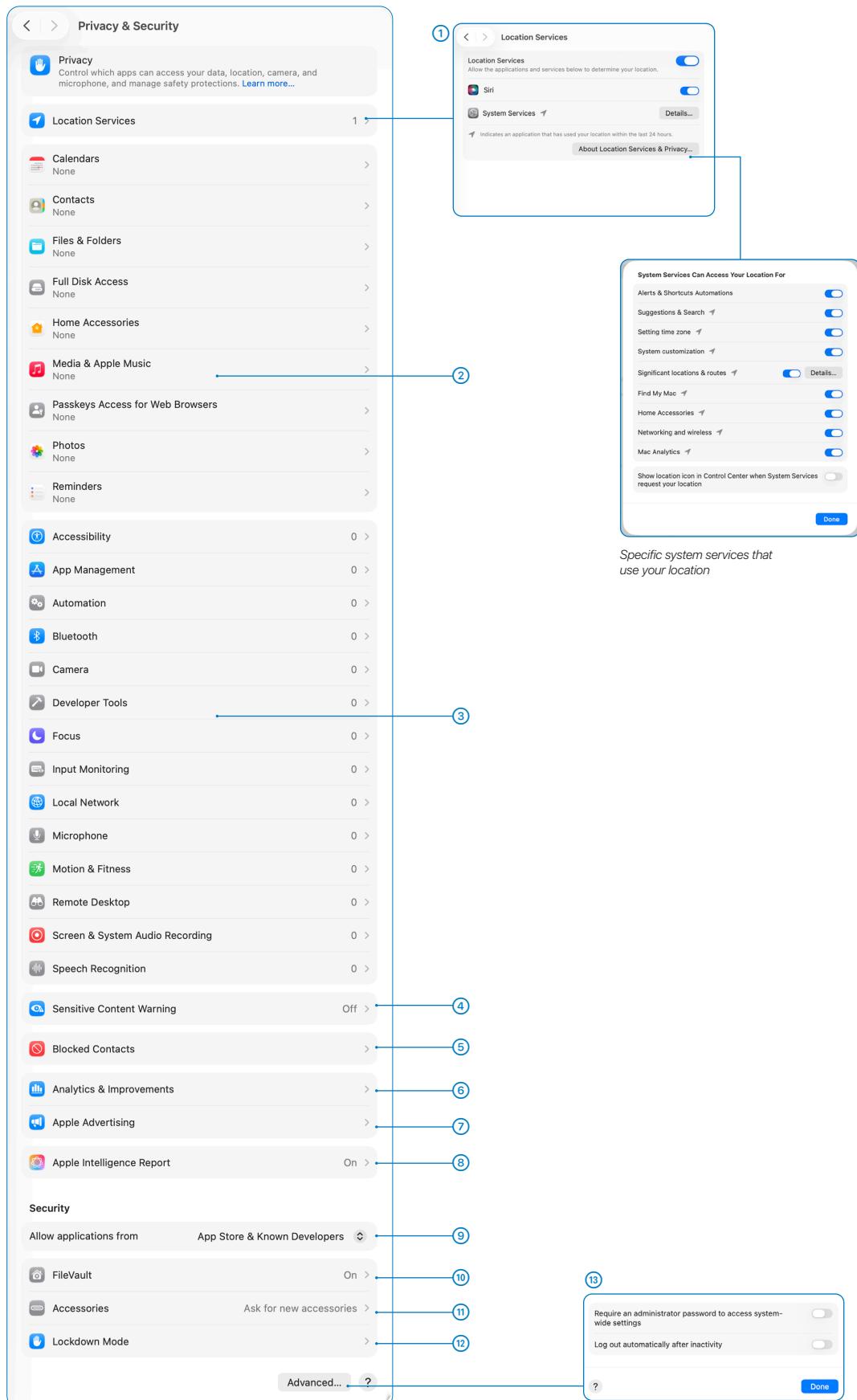
Manage Screen Time Set up a passcode and stay aware of your child's app and website activity.

Requests Respond to requests for more screen time from family members.



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 Location Services

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. To see specific system services that use your location, click the Details button at the bottom of the list on the right.

② Allow App Access to other Apps

Allow apps to access other apps such as Calendars, Contacts, Files and Folders, etc... i.e., After installing Zoom, you may get a message to allow Zoom access to Document and Desktop Folders.

③ Allow App Access to Hardware

Allow apps to access to hardware such as Bluetooth, Microphone, Camera, etc... i.e., After installing Zoom, you may get a message to allow Zoom access to the Microphone and Camera.

④ 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.

⑤ Blocked Contacts

Add/remove blocked contacts from FaceTime, messages and phone calls.

⑥ 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.
- Improve Assistive Voice Features: Allow Apple to use audio recordings from your Adaptive Voice Shortcuts and Voice Control interactions.
- Share iCloud Analytics: Allow Apple to use analytics and data from your iCloud account.
- Share with App Developers: Allow Apple to share data with developers about usage and when an app stops responding.

⑦ 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.

⑧ Apple Intelligence Report

Generate a report of requests Apple Intelligence has sent to Private Cloud Compute in the last 15 minutes or 7 days.

⑨ Allow applications 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 & Known Developers: Allow apps only from the App Store, and from developers identified by Apple.

⑩ 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 Account 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.

⑪ Allow applications from

On a Mac laptop with Apple silicon, you must approve any USB or Thunderbolt devices and SD cards you connect.

- Ask Every Time: Manually approve each device every time you connect it to your Mac.
- Ask for New Accessories: Manually approve each new device you connect to your Mac (default setting).
- Automatically When Unlocked: Automatically approve a device every time you connect it to your unlocked Mac.
- Always: Automatically approve a device every time you connect it to your Mac.

For more information, go to: <https://support.apple.com/en-us/102282>

⑫ Lockdown Mode

Turn on Lockdown Mode if you believe you may be personally targeted by a highly sophisticated cyberattack.

For more information, go to: <https://support.apple.com/en-us/105120>

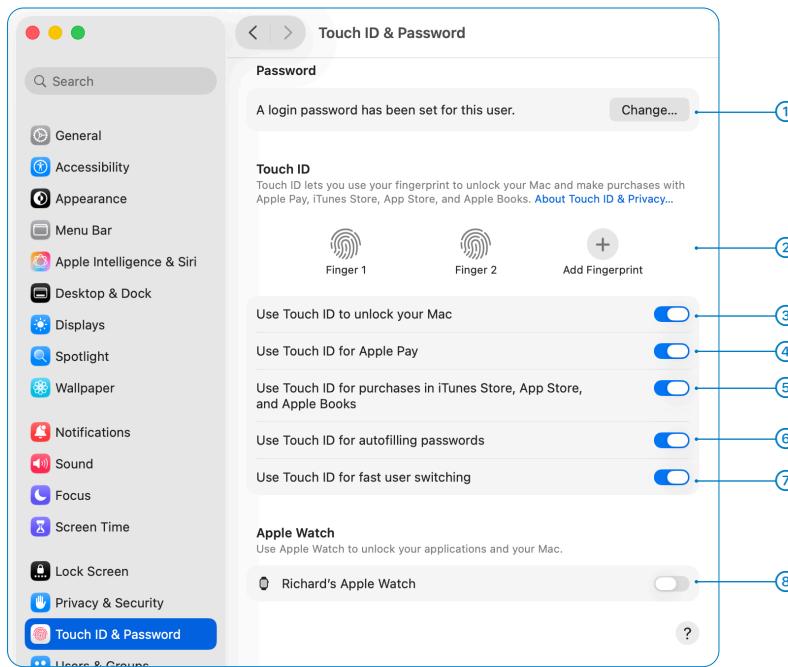
⑬ Advanced

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.

Touch ID & Password

You can easily change your password here. On Macs with Touch ID, you can also set up fingerprints to unlock your Mac and approve actions that require your password.



① A login password has been set for this user Click Change to change the login password and password hint for the current user. NOTE: You can also change your password in the Users & Groups settings.

② Touch ID, Add Fingerprint Click Add Fingerprint (④) 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.

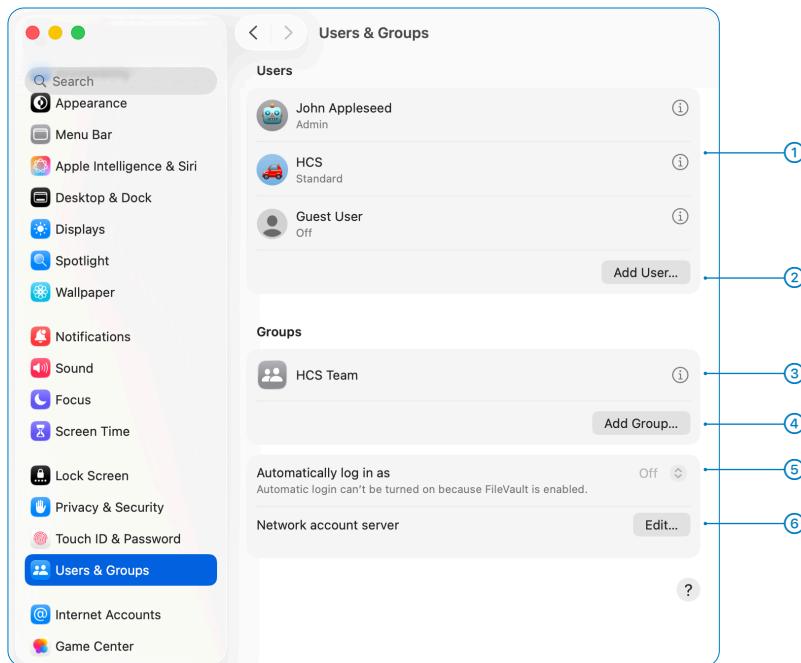
⑥ Use Touch ID for autofilling passwords Use the Touch ID to automatically fill in user names, passwords, and credit card information in Safari or other apps.

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. This option is available only if your Mac supports Auto Unlock.

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.

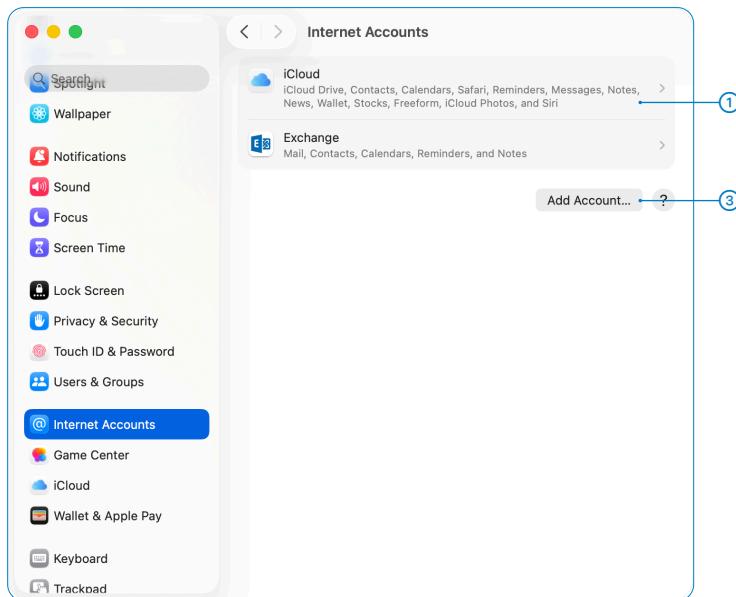
④ Add Group Create a new group.

⑤ Automatically log in as Choose whether to have a specific user logged in automatically. If You have Filevault enabled, Automatic Login is disabled.

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

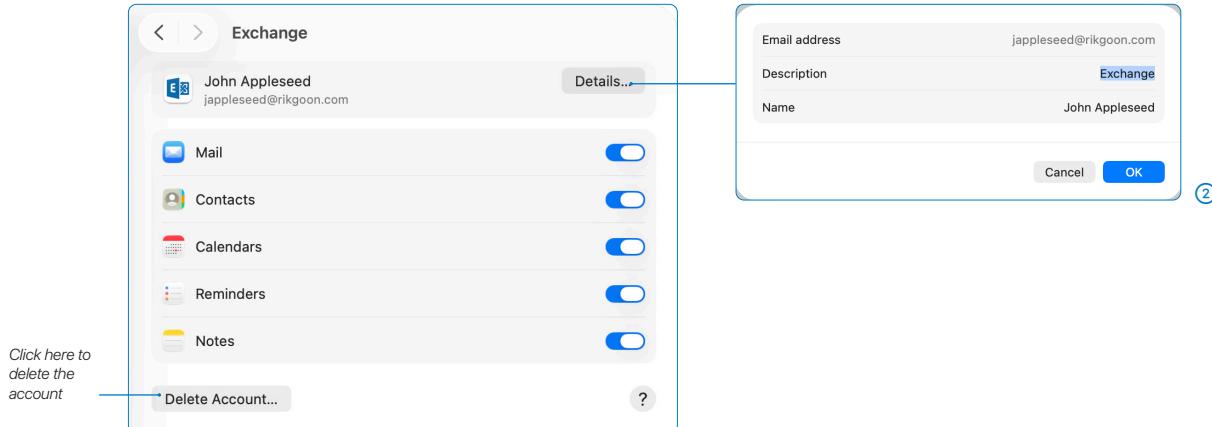
Internet Accounts

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.

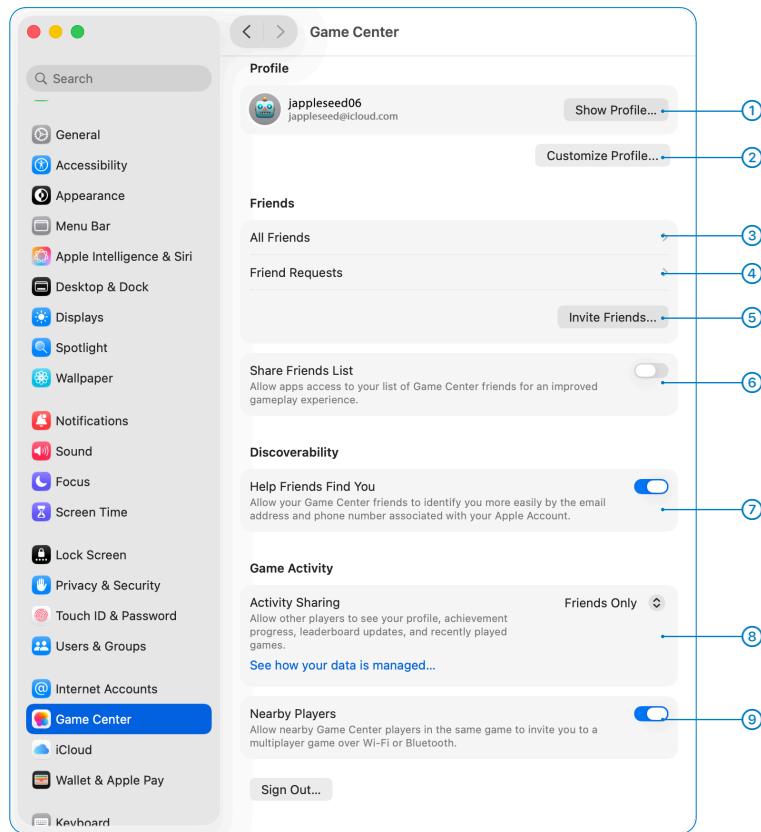
② Details Click Details to update the Description and Name associated with the account. This option is available after you click a specific account in the list of accounts set up on your Mac.



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 Account, 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 Games App to view your Game Center profile.

② **Customize Profile** change your Game Center nickname (it identifies you in games) or your avatar.

Friends

③ **All Friends** View all your friends you play games together with, compare scores or see what else they are playing.

④ **Friend Requests** View friends who have invited you to join in their games.

⑤ **Invite Friends** Invite friends through Messages. Enable "Allow Requests from Contacts Only" to restrict requests to only from friends in your contacts.

⑥ **Share Friends List** Allow apps to access your Game Center Friends list to enhance your gameplay experience.

Discoverability

⑦ **Help Friends Find You** 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.

Game Activity

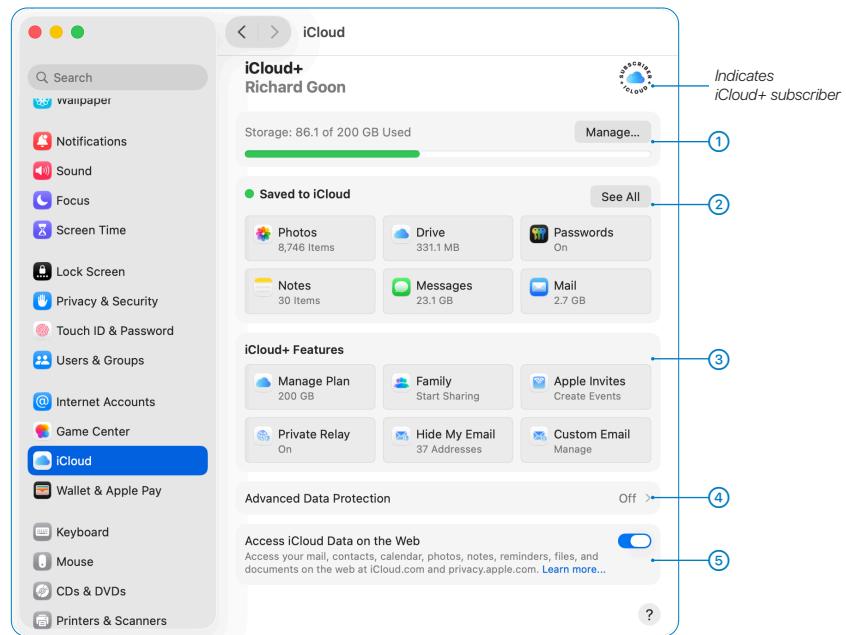
⑧ **Activity Sharing** Choose who can see your profile, achievements, leaderboard updates, and recently played games. You can choose:

- Everyone
- Friends Only
- Only You.

⑨ **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.

iCloud

For management of your iCloud account, including enable/disable features for iCloud.



① **Storage** 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. 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 Account 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.

② **Saved to iCloud** Manage how apps and features on the Mac sync with iCloud. Click "See All" to view all of the iCloud services available to you. Some services have additional settings you can change such as iCloud Mail.

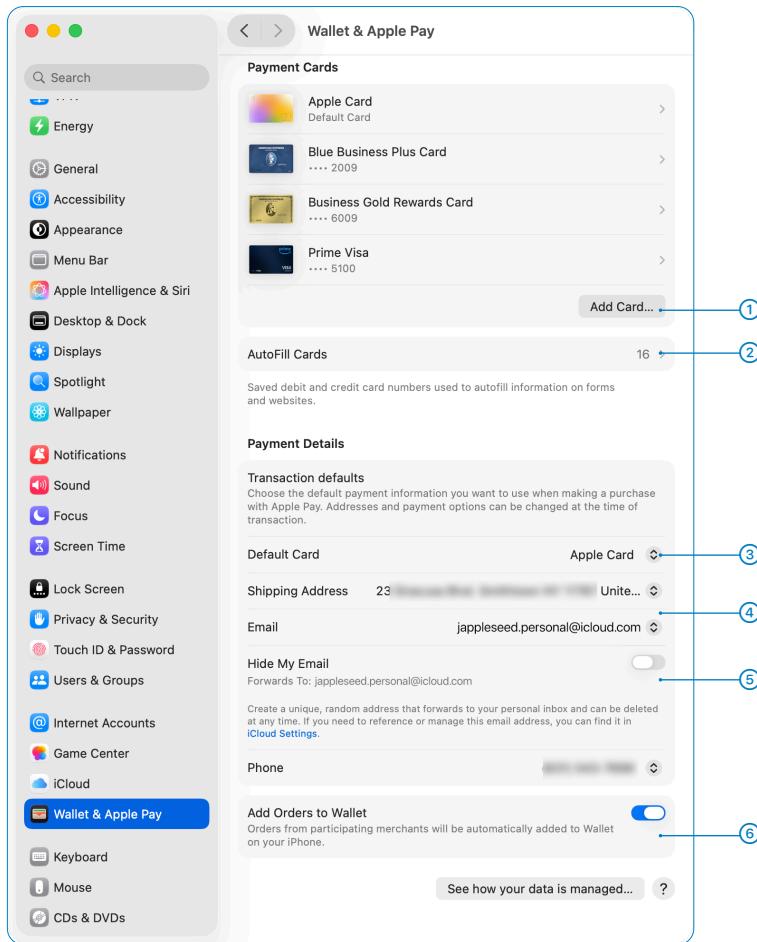
③ **iCloud+ Features** If you subscribe to iCloud+, you can manage other features such as iCloud Private Relay, Hide My Email and HomeKit Secure Video recordings.

④ **Advanced Data Protection** Advanced Data Protection is designed to maintain end-to-end encryption for shared content as long as all participants have Advanced Data Protection enabled. This level of protection is supported in most iCloud sharing features, including iCloud Shared Photo Library, iCloud Drive shared folders, and shared Notes.

⑤ **Access iCloud Data on the Web** You can access the data that you store in iCloud on the web at iCloud.com. For additional security and to give you more control over your personal data, you can choose to turn off web access to your iCloud data so that your data is available only on your trusted devices. When web access is turned off, your iCloud data that's usually available on the web at iCloud.com, such as mail, contacts, calendar, photos, notes, reminders, files, and documents, can be accessed only on your trusted device.

Wallet & 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 Account.

② **AutoFill Cards** Choose which credit, debit, prepaid, or store cards that are enabled for AutoFill.

③ **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.

④ **Personal information** Enter your shipping address, email address and phone number to use with Apple pay.

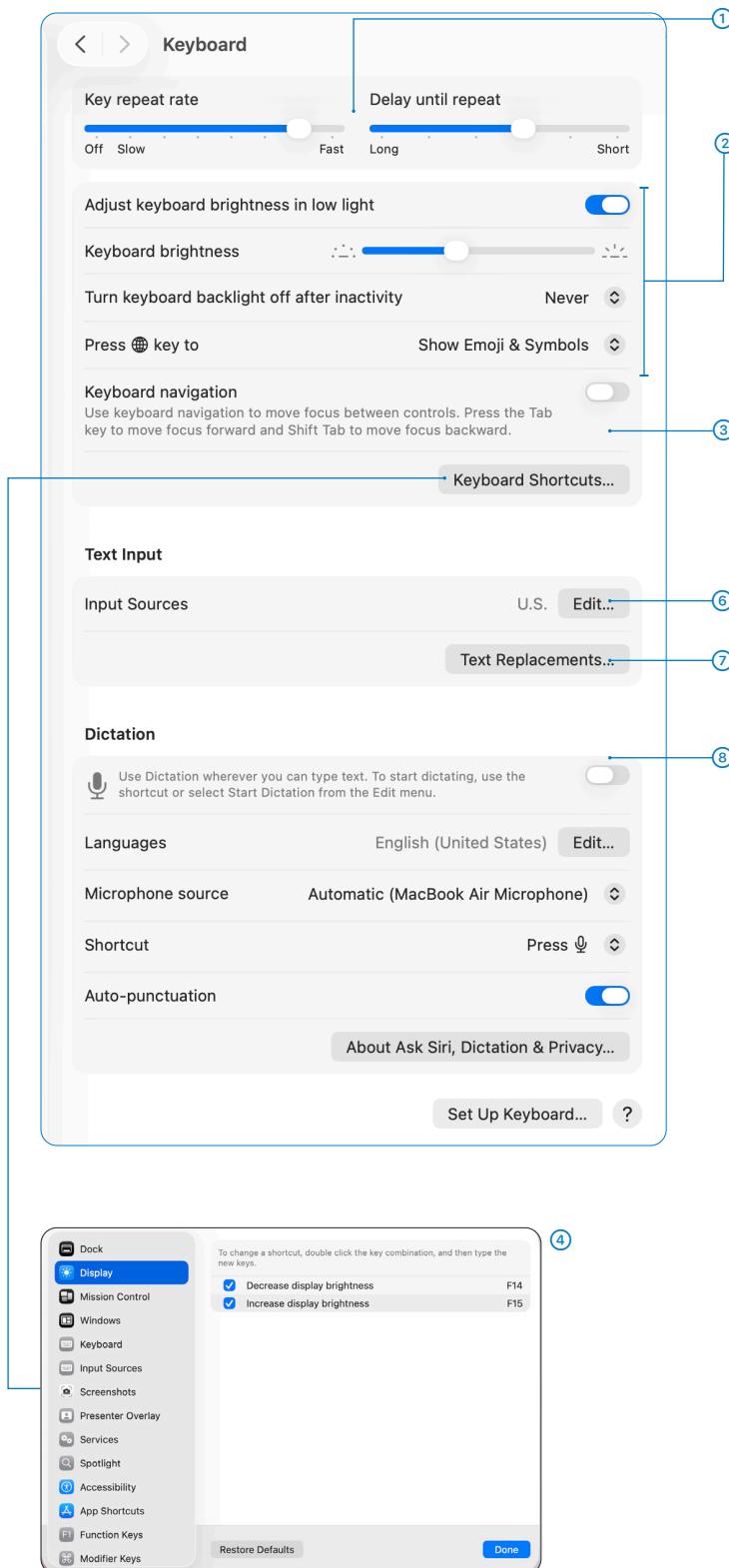
⑤ **Hide My Email** Send and receive messages related to purchases without having to share your real email address. A random email address is created for each website and app, and messages are forwarded to your real email address.

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

⑦ **Compatible Cards (not shown)** Enable this option to check that cards saved in Safari AutoFill work with Apple Pay and to use those cards in Wallet.

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 Mac Laptops

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.

NOTE: this will appear for any desktop Macs using Apple Magic Keyboard with Touch ID and Numeric Keypad.

③ Keyboard navigation Use your keyboard like a mouse.

④ Keyboard Shortcuts Choose and customize keyboard shortcuts.

⑤ Touch Bar Settings (not shown) 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.

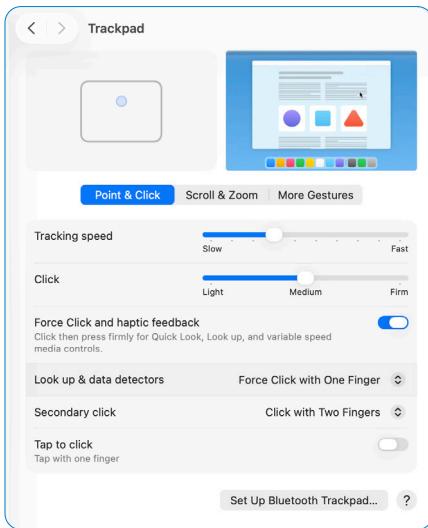
Microphone source Choose a microphone.

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.

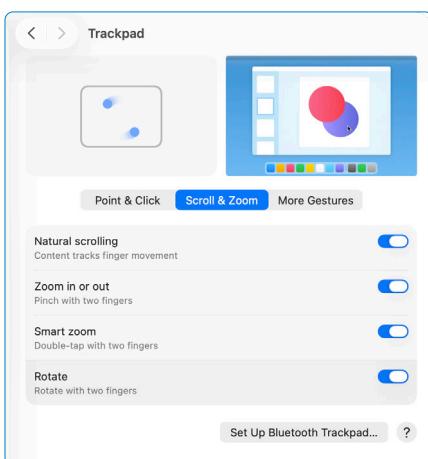
Click Set how firmly you must press the trackpad to take action.

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.



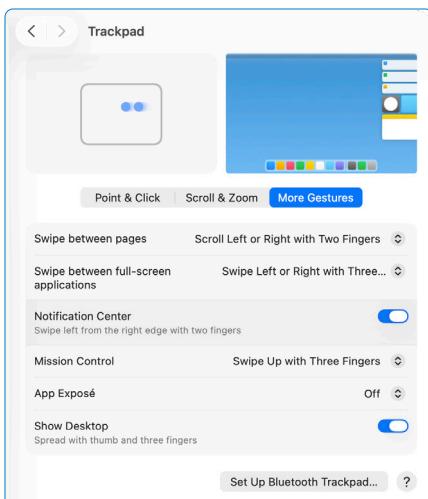
Scroll & Zoom

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 "Swipe between pages with Two Fingers," "Swipe between pages with Three Fingers," or "Swipe between pages with Four Fingers" to move between pages in a document.

Swipe between full-screen applications Select this option, then choose "Swipe between full-screen applications with Three Fingers" or "Swipe between full-screen applications 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.

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.

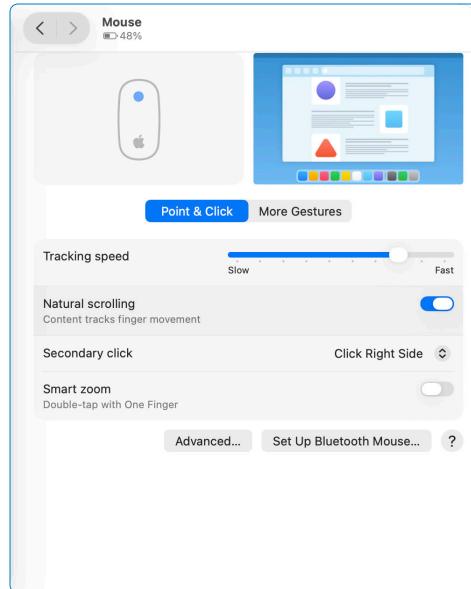
Point & Click

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.

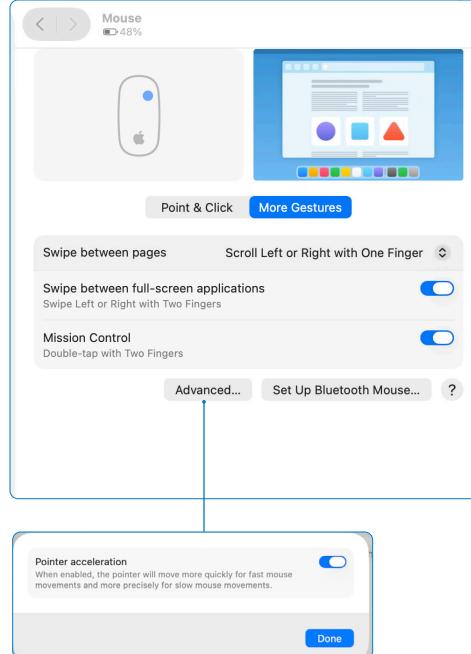


More Gestures

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.

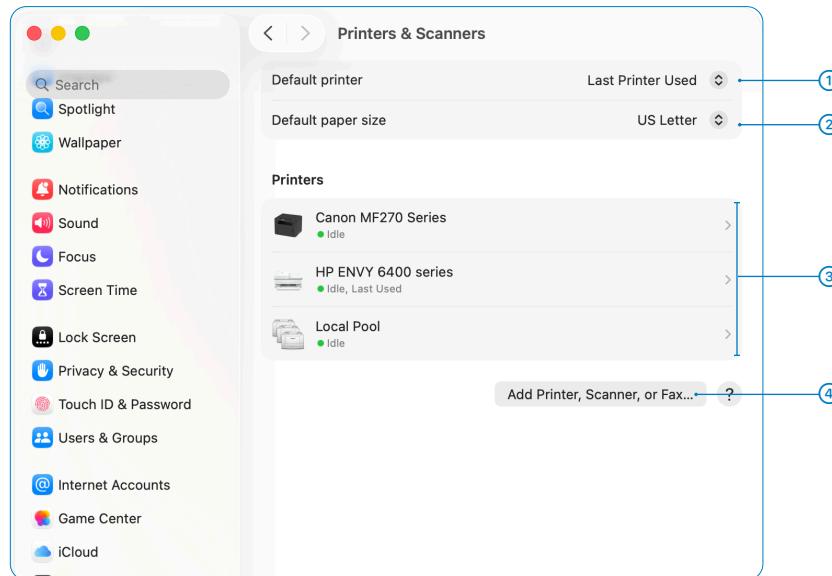
Mission Control Turn this on then you can double-tap with two fingers to enter Mission Control.



Pointer acceleration When this option is turned on, the pointer moves more quickly for fast mouse movements and more precisely for slow mouse movements.

Printers & Scanners

Use Printers & Scanners settings to manage printers, scanners, and fax machines.

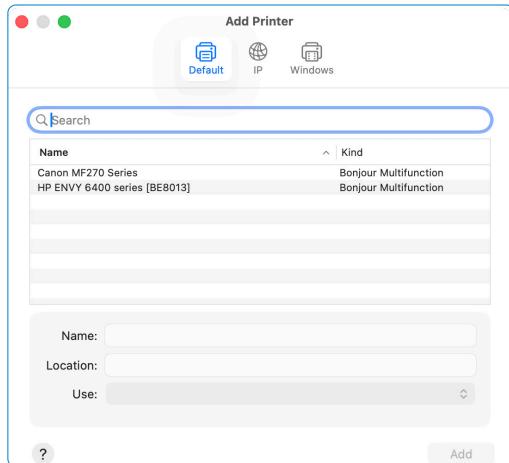


① **Default printer** Specifies the printer you want to use as the default printer. By default, the last printer used is selected.

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. Hold down the Option Key to create a printer pool.



Printer Pool

If the printers you use are often busy and you want to print a document as quickly as possible, you can create a printer pool. Your document will automatically print to the first available printer in the pool.

1. When you add a printer, hold down the Option key (⌥), Click Create Printer Pool.
2. Enter a name for the printer Pool.
3. Select the printers in the list to be included in the printer pool.
4. When you print, click the printer menu and select the printer pool.