



# MacBook Essentials

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# MacBook at a glance

# 1

## Say hello to MacBook



**Take a look around.** Want a quick intro to the features of your MacBook? Go to [Take a tour](#).

**Get started.** Press the power button on the keyboard of your MacBook, follow the Setup Assistant prompts, and you're up and running. See [Set up](#) and [Migrate your data](#) for more details.

**Stay in sync.** Access your documents, photos, music, apps, contacts, and calendars across all your devices with iCloud. And use your MacBook with your iOS devices to make and receive phone calls and texts, or create an Instant Hotspot. Learn more in [Access all your content anywhere with iCloud](#) and [Continuity overview](#).

**Unleash your creativity.** Plan events and share info and photos with Notes; organize and listen to music, books, movies, and more with iTunes; create presentations with Keynote; and check out all the apps available on the [App Store](#), to express yourself in as many ways as you have ideas.

**Dig deeper.** Explore your MacBook and get your questions answered. Go to [Get answers in Mac Help](#).



## Take a tour

Your MacBook has the following features built in:



- *USB-C port:* Charge the battery, transfer data, connect an HDMI or VGA display, and more.



- *3.5 mm headphone jack:* Plug in stereo headphones or a digital 5.1 surround-sound speaker system and experience high-quality sound while watching movies or listening to your favorite music.
- *Dual microphones:* Talk with friends or record audio.



- *FaceTime camera:* Make FaceTime video calls or take pictures and video. If the light is glowing, the camera is on. For more information, see [FaceTime](#).
- *Power button:* Press and hold for three seconds to turn your MacBook on or off, or press to put it to sleep.
- *Force Touch trackpad:* Control your MacBook with gestures. The entire trackpad surface acts as a button so you can easily click anywhere. For more about using gestures, see [Trackpad](#).

## What's included

To use your MacBook, you need these two accessories, included in the box:



**USB-C Charge Cable (2 m):** Connect one end to your MacBook and the other end to the USB-C Power Adapter.

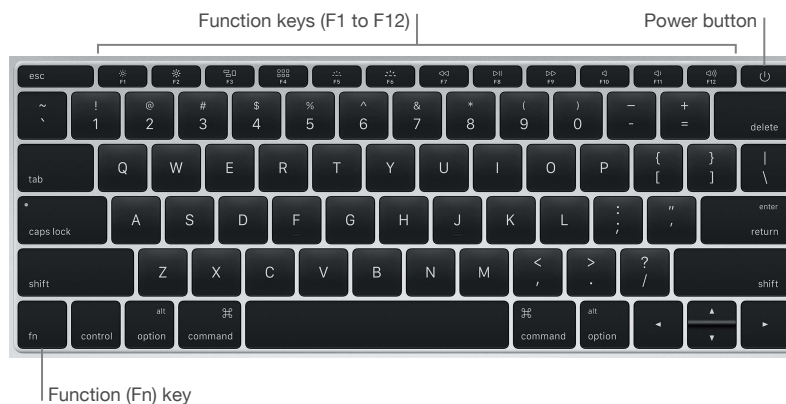














**29W USB-C Power Adapter:** To charge your MacBook, fully extend the electrical prongs on the AC plug, and plug the adapter into an AC power outlet. (If necessary, first insert the AC plug into the power adapter.)



For information about other accessories you can use with your MacBook, see [Accessories](#).


## Keyboard

The function keys on the keyboard provide shortcuts for common functions, such as increasing the volume or screen brightness.



- **Power button:** Press and hold  for 3 seconds to turn your MacBook on or off. Press  to put MacBook to sleep.
- **Brightness keys (F1, F2):** Press  or  to increase or decrease the brightness of the screen.
- **Mission Control key (F3):** Press  to view what's running on your MacBook, including all your spaces and open windows.
- **Launchpad key (F4):** Press  to instantly see all the apps on your MacBook. Click an app to open it.
- **Keyboard illumination keys (F5, F6):** Press  or  to increase or decrease the brightness of the keyboard.
- **Media keys (F7, F8, F9):** Press  to rewind,  to play or pause, or  to fast-forward a song, movie, or slideshow.
- **Mute key (F10):** Press  to mute the sound from the built-in speakers or 3.5 mm headphone jack.

- **Volume keys (F11, F12):** Press  or  to increase or decrease the volume of sound from the built-in speakers or 3.5 mm headphone jack.
- **Function (Fn) key:** Each function key (on the top row) can also perform other functions—for example, the F12 key can open Dashboard. Hold down the Fn key while you press a function key to trigger the action associated with the key.

 **Tip:** Press the Fn key twice to turn on dictation, which lets you dictate text wherever you can type it (for example, in Messages, Mail, Pages, and many other apps).









To set keyboard preferences, use the Keyboard pane of System Preferences (choose Apple menu > System Preferences, click Keyboard, then click the buttons at the top to see the available options).


## Trackpad

You can do a lot on your MacBook using simple trackpad gestures—scroll through webpages, zoom in on documents, rotate photos, and more. And now with the Force Touch trackpad, pressure-sensing capabilities add an entirely new level of interactivity.


The trackpad senses how hard you press, giving you more options and greater control with every touch. It also provides feedback—when you drag or rotate objects, you feel a subtle vibration when they're aligned, allowing you to work with greater precision.

Here are some common gestures:

	<b>Click:</b> Press anywhere on the trackpad. Or enable “Tap to click” in Trackpad preferences, and simply tap.
	<b>Force click:</b> Click and then press deeper. You can use force click to look up more information—click a word to see its definition, or an address to see a preview in Maps. See <a href="#">Force click features</a> .
	<b>Secondary click (right click):</b> Click with two fingers to open shortcut menus. If “Tap to click” is enabled, tap with two fingers.
	<b>Two-finger scroll:</b> Slide two fingers up or down to scroll.
	<b>Pinch to zoom:</b> Pinch your thumb and finger open or closed to zoom in or out of photos and webpages.
	<b>Swipe to navigate:</b> Swipe left or right with two fingers to flip through webpages, documents, and more—like turning a page in a book.
	<b>Open Launchpad:</b> Quickly open apps in Launchpad. Pinch closed with four or five fingers, then click an app to open it.
	<b>Swipe between apps:</b> To switch from one full-screen app to another, swipe left or right with three or four fingers.

**Customize your gestures.** Choose Apple menu > System Preferences or click the System Preferences icon  in the Dock, then click Trackpad.

Learn more about each gesture, set the pressure you prefer to use, select whether to use pressure-sensing features, and customize other trackpad features in Trackpad preferences.

 **Tip:** If you find you're force clicking when you don't intend to, try adjusting the click pressure to a firmer setting in Trackpad system preferences. Or change the “Look up and data detectors” option from the “Force Click with one finger” default setting to “Tap with three fingers.”

## Force click features

The “Force Click and haptic feedback” option is on automatically and can be changed in Trackpad preferences. Here are just a few examples of what you can do when you force click on the Force Touch trackpad:

- *Text*: See more information about the text in a message or webpage, such as a word definition or a Wikipedia entry.
- *Addresses*: See a preview of the location in Maps.
- *Calendar*: Add events from other sources. Or force click an event to see more details.
- *Maps*: Drop a pin on a location.
- *File icons*: Get a Quick Look of a file’s contents.
- *File names*: Edit a filename in the Finder or on your desktop.
- *Dock*: Access App Exposé (to see all the open windows in an app) when you force click an app in the Dock.

For more information and examples of force click options, see [support.apple.com/HT204352](https://support.apple.com/HT204352).

## Accessories

The following accessories are available to connect your MacBook to power and use it with other devices and displays. Use the USB port on these adapters to connect to standard USB accessories, including cameras and thumb drives. Connect a USB cable to sync and charge your iPhone, iPad, or iPod touch.



**USB-C to USB Adapter:** Connect your MacBook to standard USB accessories.



**USB-C Digital AV Multiport Adapter:** Connect your MacBook to an HDMI display, while also connecting a standard USB device and connecting a USB-C charging cable to charge your MacBook.



**USB-C VGA Multiport Adapter:** Connect your MacBook to a VGA display, while also connecting a standard USB device and connecting a USB-C charging cable to charge your MacBook.

Adapters and other accessories are sold separately at [apple.com](https://apple.com) or your local Apple Store. Review the documentation or check with the manufacturer to make sure you’re choosing the right adapter.

**Note:** Some USB accessories are not supported.

## Use an external display

The USB-C port on your MacBook supports video output. You can use an external display, a projector, or an HDTV with your MacBook.



- *Connect a VGA display or projector:* Use a USB-C VGA Multiport Adapter to connect the display to the USB-C port on your MacBook.
- *Connect an HDMI display or HDTV:* Use a USB-C Digital AV Multiport Adapter to connect the HDMI display or HDTV to the USB-C port on your MacBook.
- *Connect a USB-C display:* Connect the display to the USB-C port on your MacBook.

You can also mirror your MacBook screen on a VGA display, or on an HDMI display or TV in up to 1080p HD. See [AirPlay](#) for details.

## Charge the battery

The battery in your MacBook recharges whenever the MacBook is connected to power.



**Charge the battery.** Connect your MacBook to a power outlet using the included cable and USB-C Power Adapter. You'll hear a chime that indicates the battery is charging. The battery recharges more quickly when the computer is off or in sleep.


**Check the battery's charge.** Look at the battery status icon at the right of the menu bar to see the battery level or charging status. Click the icon to show how much power you have left if you keep using the apps, peripheral devices, and system settings you're now using.



Charging



Charged

**Conserve battery power.** To extend battery life on a given charge, you can reduce the display brightness, close apps, and disconnect peripheral devices you're not using. You can change your power settings in Energy Saver preferences (click the System Preferences icon  in the Dock, then click Energy Saver). If your MacBook is in sleep when a device is connected to it, the device's battery may drain.

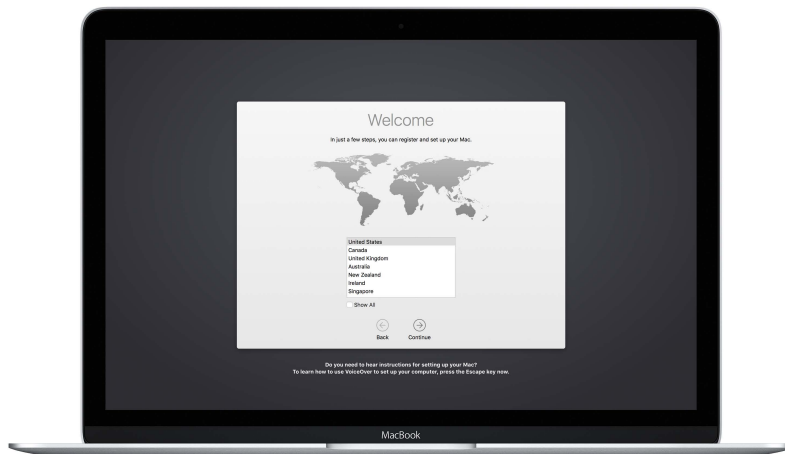
For more information about the internal, rechargeable battery in your MacBook, and for conservation and performance tips, go to [www.apple.com/batteries](http://www.apple.com/batteries).

# Get started

# 2

## Set up


The first time you turn on your MacBook, Setup Assistant walks you through the simple steps needed to start using your new Mac. If you want to transfer your data from another computer, see [Migrate your data](#) for details.






To get the most out of your MacBook, be sure to connect to Wi-Fi, turn on Bluetooth® wireless technology, get an Apple ID, then sign in to iCloud. You can do these steps quickly and easily with Setup Assistant—but if you want to do them later, here's how:

**Connect to Wi-Fi.** Click the Wi-Fi status icon  in the menu bar, then choose a Wi-Fi network and enter the password, if necessary.

**Turn off Wi-Fi.** Click the Wi-Fi status icon  in the menu bar, then choose Turn Wi-Fi Off.

**Turn Bluetooth on or off.** Click the Bluetooth icon  in the menu bar, then choose Turn Bluetooth On or Turn Bluetooth Off.

 **Tip:** If you don't see the Wi-Fi status icon  or Bluetooth icon  in the menu bar, you can add them. For Wi-Fi, choose Apple menu > System Preferences, then click Network. Click Wi-Fi in the list on the left, then select "Show Wi-Fi status in menu bar." For Bluetooth, choose Apple menu > System Preferences, click Bluetooth, then select "Show Bluetooth in menu bar."

**Get an Apple ID.** Your Apple ID is the account you use for just about everything you do with Apple, including buying or subscribing to music, movies, and TV shows from the iTunes Store, getting books from the iBooks Store, downloading apps from the App Store, and storing your content in iCloud.

If you don't already have an Apple ID, you can create one (it's free). Choose Apple menu > System Preferences, click iCloud, then click Create Apple ID.

**Set up iCloud on your MacBook.** With iCloud, you can store all of your content—documents, movies, music, photos, and more—in the cloud, and access it anywhere you go.

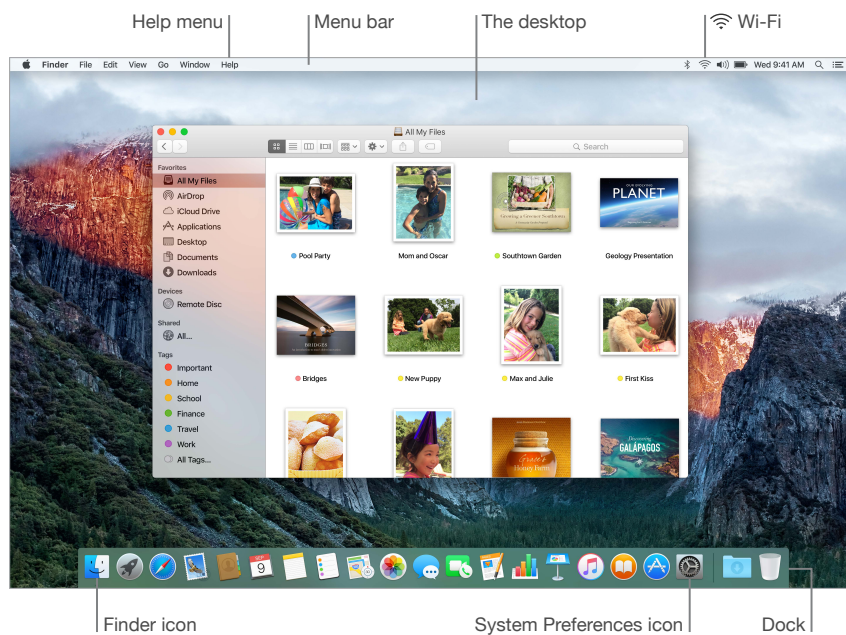
To set up iCloud, choose Apple menu > System Preferences, then click iCloud. In the window that appears, enter your Apple ID and password. Then select the features you want to use. To find out more, see [Access all your content anywhere with iCloud](#).

**Important:** Be sure to use the same Apple ID for iCloud on all your devices.

## Find your way around

### The desktop


The first thing you see on your MacBook is the desktop, where you can organize your files, quickly open apps, search for anything on your MacBook and the web, and more.



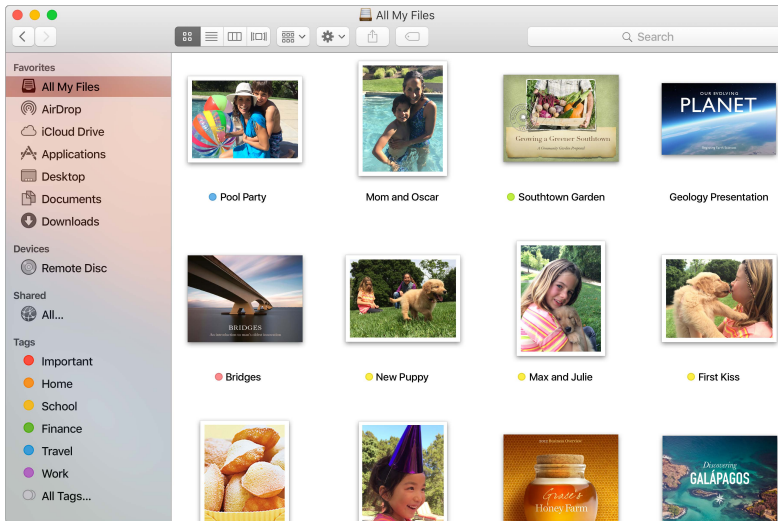
**Tip:** Can't find the pointer? To magnify it temporarily, move your finger back and forth on the trackpad. Or, if you're using a mouse, slide it back and forth.



## Finder

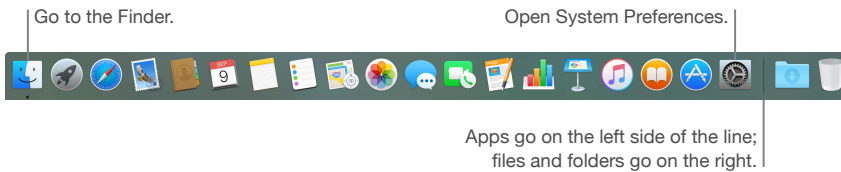
The Finder  is an app that's always open. Use the Finder to organize and find your files.

Open a Finder window. Click the Finder icon  in the Dock at the bottom of the screen.



## The Dock



The Dock, at the bottom of the screen, is a convenient place to keep the apps and documents you use frequently.



**Open an app or file.** Click its icon in the Dock.


**Add an item to the Dock.** Drag the item and drop it where you want it. Place apps to the left of the line in the Dock, and files or folders to the right.

**Remove an item from the Dock.** Drag it out of the Dock. The item isn't removed from your MacBook—just from the Dock.

 **Tip:** You can make the Dock larger or smaller, add or remove items, move it to the left or right side of the screen, or even set it to hide when you're not using it. To change how the Dock looks, click the System Preferences icon  in the Dock, or choose Apple menu > System Preferences. Then click Dock.




## System Preferences

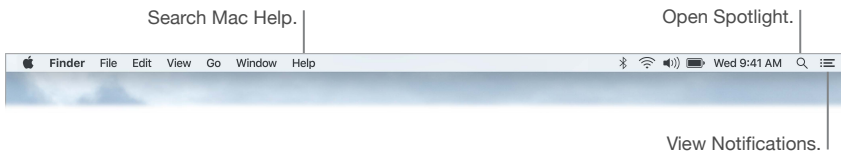
System Preferences is where you personalize your MacBook settings. For example, use Energy Saver preferences to change sleep settings. Or use Desktop & Screen Saver preferences to add a desktop picture or choose a screen saver.

**Customize your MacBook.** Click the System Preferences icon  in the Dock, or choose Apple menu > System Preferences. Then click the type of preference you want to set.




## Menu bar

Use the menus and icons along the top of the screen to open new windows, connect to a Wi-Fi network, check your Wi-Fi status , change the volume , check your battery charge , and perform other tasks.




## Spotlight

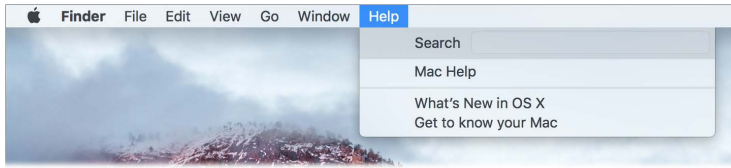
Find anything on your Mac—and beyond. Spotlight  searches your MacBook, as well as other sources like Wikipedia, Maps, weather, stocks, and sports. For information about what you can do with Spotlight, see [Search with Spotlight](#).



## Help

Help for your MacBook and OS X apps is always available.

**Get help.** Click the Finder icon , then click the Help menu and choose Mac Help. Or type in the search field and choose a suggestion.




To learn more, see [Get answers in Mac Help](#).


## Quickly open apps

Your MacBook comes with apps for all the things you love to do—browse the web, check email, share photos, enjoy movies, and more.




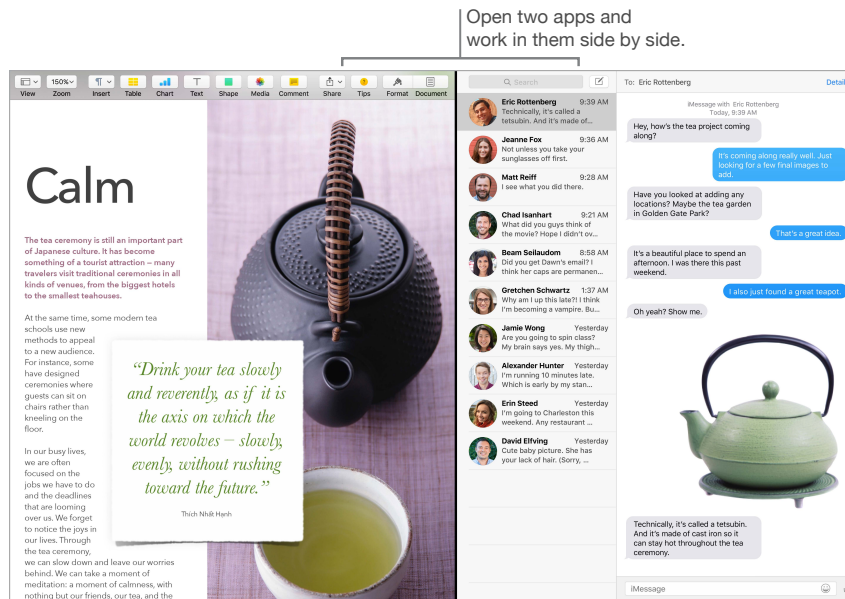
**Open an app.** Click an app icon in the Dock, or click the Launchpad icon  in the Dock and click the app you want. You can also search for an app using Spotlight, then open the app directly from your Spotlight search results.


**Organize apps in Launchpad.** Launchpad organizes your apps in a grid, similar to iPhone, iPad, and iPod touch. Drag an app onto another app to create a folder. Drag more apps to the new folder to add them. To remove an app from a folder, just drag it out.

**Get more apps.** Click the App Store icon  in the Dock. Apps you download from the App Store automatically appear in Launchpad. To quickly get updates to apps and OS X, click Updates in the App Store.


## Split View

Use Split View to fill the screen with two apps or two windows from the same app. Click and hold the Full Screen button  in the upper-left corner of a window. As the window shrinks, drag it to the left or right side of the screen, then click another window to begin using both windows side by side.

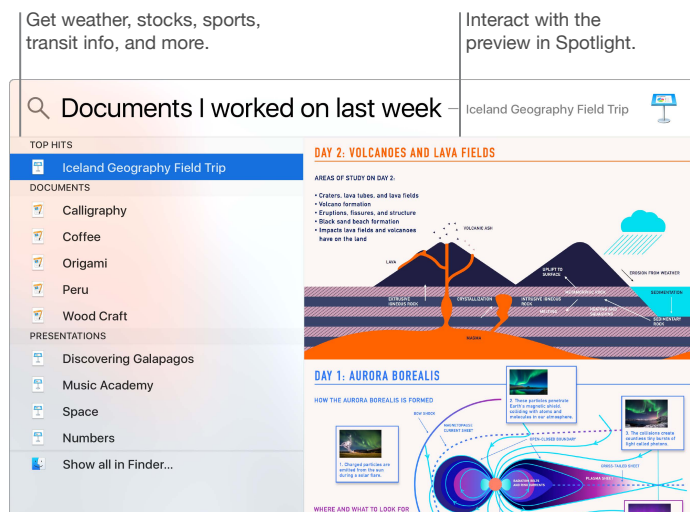



To exit Split View, move the pointer to the top of the screen to show the window buttons, then click the Full Screen button . The other window remains in full-screen view.

## Search with Spotlight

Spotlight  is an easy way to find anything on your MacBook, such as documents, contacts, calendar events, and email messages. Spotlight Suggestions offer info from Wikipedia articles, Bing search results, news, sports, weather, stocks, movies, and other sources.

When you search with Spotlight, the preview area on the right provides search results you can interact with—make a call, send an email message, play a song, get directions, even convert currencies. Spotlight can provide answers to math questions or define words, all on your desktop.




**Search for anything.** Click  at the top right of the screen or press Command–Space bar, then start typing.

**Preview your results.** Click a search result and view it in the preview on the right. Sometimes that's all you need to do—click items or links right in the preview. You can also double-click a result to open it.

**Find your files fast.** Scroll to the bottom of the results list, then double-click “Show all in Finder.”

**Open an app.** Type the app name in Spotlight, then press Return.

**Turn off Spotlight Suggestions.** If you want Spotlight to search only for items on your MacBook, you can turn off Spotlight Suggestions in Spotlight preferences. Click the System Preferences icon  in the Dock, click Spotlight, then click to deselect Spotlight Suggestions. Make any other changes you want to the list of categories Spotlight searches.

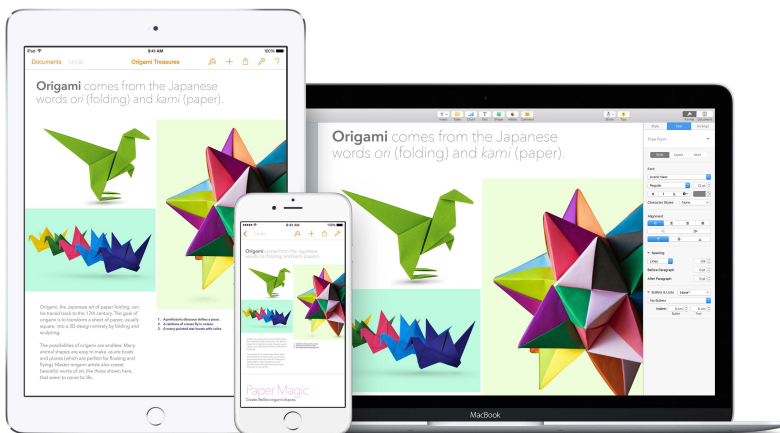
**Note:** Not all features of Spotlight Suggestions are available in all languages or regions, and some features may vary by region.

## Access all your content anywhere with iCloud

iCloud is the easiest way to make sure all your important content is everywhere you are. iCloud stores your documents, photos, music, apps, contacts, and calendars, so you can access them any time you're connected to Wi-Fi.


An iCloud account is free, and it comes with 5 GB of free storage space. Purchases you make from the iTunes Store, App Store, or iBooks Store don't count toward your available space.


iCloud also keeps everything up to date on all your devices. So if you have an iPhone, iPad, or iPod touch, just sign in to iCloud using the same account and you'll have everything you need, everywhere.




Here are some of the things you can do with iCloud.

**Save your files in iCloud Drive.** iCloud Drive is like your own private storage area in the cloud. Store any file in iCloud Drive, then access it anywhere—from work or home, or on the road. To save a file to iCloud Drive, open a Finder window, then drag the file to iCloud Drive in the sidebar. When you edit a file in iCloud Drive, your edits show up on any device you use with iCloud.

**Share purchases with Family Sharing.** Let up to six family members share their purchases from the iTunes Store, App Store, and iBooks Store—even if they all use different iCloud accounts. Pay for family purchases with one credit card, and approve kids' spending right from your MacBook or iOS device. Plus, share photos, a family calendar, reminders, and locations. To set up Family Sharing, click the System Preferences icon  in the Dock, click iCloud, then click Set Up Family.

**Share photos using iCloud Photo Library and iCloud Photo Sharing.** Store your photo library in iCloud and see your photos and videos on all your devices. Share photos and videos with only the people you choose, and let them add their own photos, videos, and comments. To get started, click the System Preferences icon  in the Dock, click iCloud, select Photos, then click Options.

**Enjoy your purchases anywhere.** When you're signed in to iCloud, purchases you've made from the iTunes Store, App Store, and iBooks Store are available at any time, no matter which computer or device you used to purchase them. So all your music, movies, books, and more are available wherever you go.

**Locate your MacBook with Find My Mac.** If your MacBook is stolen, you can easily locate it on a map, lock its screen, or even erase its data remotely if you have Find My Mac turned on. To turn on Find My Mac, click the System Preferences icon  in the Dock, click iCloud, then select Find My Mac.

For more information about what you can do with iCloud, go to Mac Help (see [Get answers in Mac Help](#)) and search for “iCloud,” or go to [www.apple.com/icloud](http://www.apple.com/icloud).

## Use your MacBook and iOS devices together

### Continuity overview

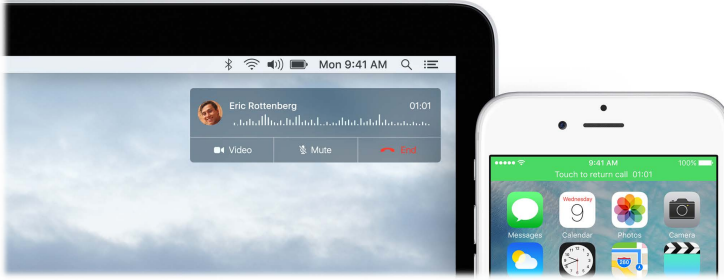
Continuity lets you seamlessly move among your iOS devices and your MacBook. Just sign in to your iCloud account on your MacBook and your iOS devices, and whenever they're near each other, they work together in great ways. Continuity features include iPhone cellular calls, SMS messaging, Instant Hotspot, and Handoff.



## Phone calls

You can take calls—and make them—right from your MacBook.

**Note:** A Wi-Fi connection is required in order to make or receive phone calls on your MacBook.

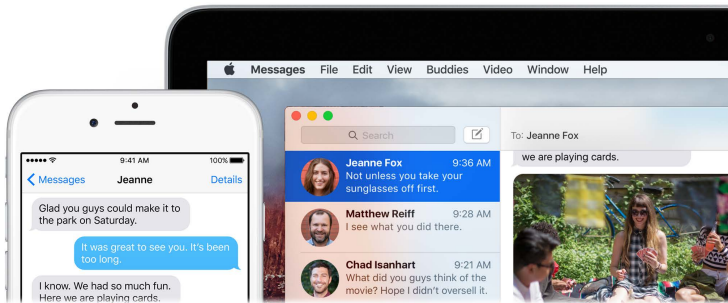


**Take a call.** When someone calls your iPhone, click the notification that appears on your MacBook screen. Your MacBook becomes a speakerphone.

**Make a call.** Click a phone number in a Spotlight search, or in an app such as FaceTime, Contacts, Safari, or Calendar.

## Text messages

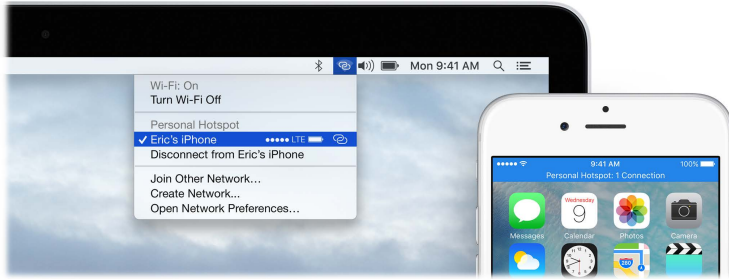
Send and receive SMS and MMS text messages right from your MacBook. When friends and family text you, you can respond with whichever device is closest. All messages appear on your MacBook, iPhone, iPad, iPod touch, and Apple Watch.






## Instant Hotspot

Lost your Wi-Fi connection? With Instant Hotspot, your MacBook can connect to the Internet using the Personal Hotspot on your iPhone (with iOS 8 or later) or iPad (cellular models with iOS 8 or later).



**Connect to your device's Personal Hotspot.** Click the Wi-Fi status icon  in the menu bar, then choose your iPhone or iPad in the list of devices that appears. (You don't need to do anything on your device—MacBook connects automatically.)


**Check the status of your connection.** Look in the Wi-Fi status menu to see the strength of the cellular signal.

When you're not using the hotspot, your MacBook disconnects to save battery life.

## Handoff

With Handoff, you can pick up on one device where you left off on another. Work on a presentation on your MacBook, then continue on your iPad. Or start an email message on your iPhone, then finish it on your MacBook. View a message on your Apple Watch, and respond to it on your MacBook. You don't have to worry about transferring files. When your MacBook and devices are near each other, an icon appears in the Dock whenever an activity is being handed off; to continue, just click the icon.



**Turn on Handoff on your MacBook.** Click the System Preferences icon  in the Dock, click General, then select "Allow Handoff between this Mac and your iCloud devices."

**Turn on Handoff on your iOS device.** Go to Settings > General > Handoff & Suggested Apps, then tap to turn on Handoff. If you don't see the option, your iOS device doesn't support Handoff.

**Turn on Handoff on your Apple Watch.** In the Apple Watch app on iPhone, go to Settings > General, then tap to turn on Enable Handoff.

**Note:** To use Handoff, you need an iPhone, iPad, or iPod touch with the Lightning connector and iOS 8 (or later) installed. Make sure your MacBook and iOS device are on the same Wi-Fi network, you're signed in to the same iCloud account, and Bluetooth is turned on.

Handoff works with Safari, Mail, Calendar, Contacts, Maps, Messages, Notes, Reminders, Keynote, Numbers, and Pages.

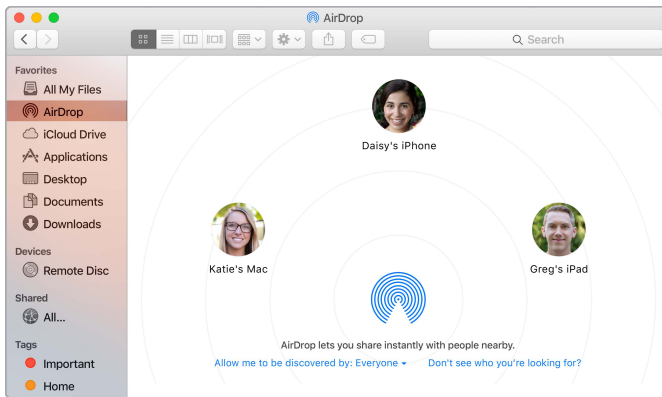
To learn more about using Instant Hotspot, messages, phone calls, and Handoff with your MacBook, open Mac Help (see [Get answers in Mac Help](#)). Or go to [www.apple.com/osx/continuity](http://www.apple.com/osx/continuity).





## AirDrop


AirDrop makes it easy to share files with nearby Mac computers and iOS devices.

**Note:** AirDrop for iOS requires devices with iOS 7 or later that have the Lightning connector. Not all older Macs support AirDrop (for a list of supported Macs, see [support.apple.com/HT203106](https://support.apple.com/HT203106)).




**Send a file from the Finder.** Click the Finder icon  in the Dock, then click AirDrop in the sidebar on the left. When the person you want to send a file to appears in the window, drag the file to him or her.

**Send a file from an app.** While using an app like Pages or Preview, click the Share button  and choose AirDrop.

**Control who can send items to you using AirDrop.** Click the Finder icon  in the Dock, click AirDrop in the sidebar, then click “Allow me to be discovered by” and choose an option.

When you send a file to someone, the recipient can choose whether or not to accept the file. When someone sends you a file, you can find it in the Downloads folder on your MacBook.

 **Tip:** If you don't see the recipient in the AirDrop window, make sure both devices have AirDrop turned on and are within 30 feet (9 meters) of each other.


To learn more about AirDrop, go to Mac Help (see [Get answers in Mac Help](#)).

## AirPrint

You can use AirPrint to print wirelessly to:

- An AirPrint-enabled printer on your Wi-Fi network
- A network printer or printer shared by another Mac on your Wi-Fi network
- A printer connected to the USB port of an AirPort base station

**Print to an AirPrint printer.** When you print from an app, click the Printer pop-up menu in the Print dialog, then choose a printer in the Nearby Printers list.

**Can't find the printer you're looking for?** Make sure it's connected to the same Wi-Fi network as your MacBook. If it's connected and you still don't see it, try adding it: Click the System Preferences icon  in the Dock, click Printers & Scanners, then click Add  $+$ . (You may have to temporarily connect the printer to your MacBook using a USB cable and a USB-C to USB adapter.)


For a list of AirPrint-enabled printers and other supported printers, see [support.apple.com/HT201311](https://support.apple.com/HT201311) and [support.apple.com/HT201465](https://support.apple.com/HT201465).

To learn more about AirPrint, go to Mac Help (see [Get answers in Mac Help](#)).

## AirPlay


Show whatever's on your MacBook screen on the big screen using AirPlay Mirroring. If your HDTV is connected to Apple TV, and the Apple TV is on the same Wi-Fi network as your MacBook, you can mirror the MacBook screen on your TV screen or use the HDTV as a second display. You can also play some web videos directly on your HDTV without showing what's on your desktop—handy when you want to play a movie but keep your work private.



**Mirror your MacBook desktop using AirPlay Mirroring.** Click the AirPlay icon  in the menu bar, then choose your Apple TV. When an AirPlay display is active, the icon turns blue.

In some cases, you can use an AirPlay display even if your MacBook isn't on the same Wi-Fi network as Apple TV (called *peer-to-peer AirPlay*). To use peer-to-peer AirPlay, you need an Apple TV (3rd generation rev A, model A1469 or later) with Apple TV software 7.0 or later.

**Play web videos without showing your desktop.** When you find a web video with an AirPlay icon , click the icon, then select your Apple TV.


**Tip:** If the image doesn't fit your HDTV screen when you mirror the screen, adjust the desktop size for the best picture. Click the AirPlay icon , then choose an option under "Match Desktop Size To."

Apple TV and AirPort base stations are sold separately at [apple.com](http://apple.com) or your local Apple Store.

To learn more about AirPlay, go to Mac Help (see [Get answers in Mac Help](#)). To learn more about using a second display with your MacBook, see [Use an external display](#).

## Migrate your data

It's easy to move your files and settings from another Mac or PC to your MacBook. You can transfer information from an old computer to your MacBook wirelessly, from a Time Machine or other USB storage device, or with an Ethernet cable and adapters.

**Tip:** For best results, make sure your MacBook is running the latest version of OS X. To check for software updates, choose the App Store icon  in the Dock, then click Updates in the App Store toolbar.

**Transfer wirelessly.** To transfer the data when you first set up your MacBook, use Setup Assistant. To transfer data later, you can use Migration Assistant. Open a Finder window, go to Applications > Utilities, then double-click Migration Assistant to do a wireless migration. Follow the onscreen instructions.



**Tip:** You'll get best results if you transfer the information wirelessly from your old computer to your MacBook. Make sure both computers are connected to the same network. Keep both computers near each other throughout the migration process.

If you used Time Machine to back up your files from another Mac to a storage device (such as an AirPort Time Capsule or an external disk), you can copy the files from the device to your MacBook. For more information about Time Machine backups, see [Back up and restore](#).

**Copy files from a USB storage device.** Connect the AirPort Time Capsule or other storage device to your MacBook using an adapter, such as the USB-C to USB Adapter (see [Accessories](#)). Then manually drag files to your MacBook.


**Transfer using Ethernet.** To migrate over Ethernet, use a USB-C to Ethernet adapter (available separately) to connect the Ethernet cable to your MacBook. Connect the other end of the Ethernet cable to your other computer (you might need another adapter, if your computer doesn't have an Ethernet port). Before migrating your data using Ethernet, make sure your MacBook battery is fully charged.

For complete details about all the migration methods, see the Apple Support article [support.apple.com/HT204754](https://support.apple.com/HT204754).

## Back up and restore

To keep your files safe, it's important to back up your MacBook regularly. The easiest way to back up is to use Time Machine—which is built into your MacBook—with a wireless AirPort Time Capsule (sold separately), or an external storage device connected to your MacBook.

Files stored in iCloud Drive and photos in iCloud Photo Library are automatically backed up to iCloud and don't need to be part of your Time Machine or other backup.

**Set up Time Machine.** Make sure your MacBook is on the same Wi-Fi network as your AirPort Time Capsule, or connect your AirPort Time Capsule or external storage device to your MacBook. Click the System Preferences icon  in the Dock, click Time Machine, then click On. Select the drive you want to use for backup, and you're all set.



Time Machine:

- Automatically backs up everything on your MacBook, including system files, apps, accounts, preferences, music, photos, movies, and documents.
- Remembers how everything looked on any given day, so you can revisit your MacBook as it appeared in the past or retrieve an older version of a document.
- Lets you restore your MacBook from a Time Machine backup. So if anything happens to your MacBook, your files are safe and sound.

To learn more about backing up and restoring your MacBook, go to Mac Help (see [Get answers in Mac Help](#)) and search for “Time Machine,” “external storage device,” “backup,” or “restore.” To learn more about AirPort Time Capsule, go to [www.apple.com/airport-time-capsule](https://www.apple.com/airport-time-capsule).

AirPort Time Capsule is sold separately at [apple.com](https://apple.com) or your local Apple Store.

# Apps

# 3

## About apps

Your MacBook comes with a collection of great apps for things you do every day, like surfing the web, sending mail and messages, and arranging your calendar. It also comes with apps like Photos, iMovie, GarageBand, Pages, Numbers, and Keynote—so you can be creative and productive right from the start. The apps that come with your MacBook are described in the following sections.



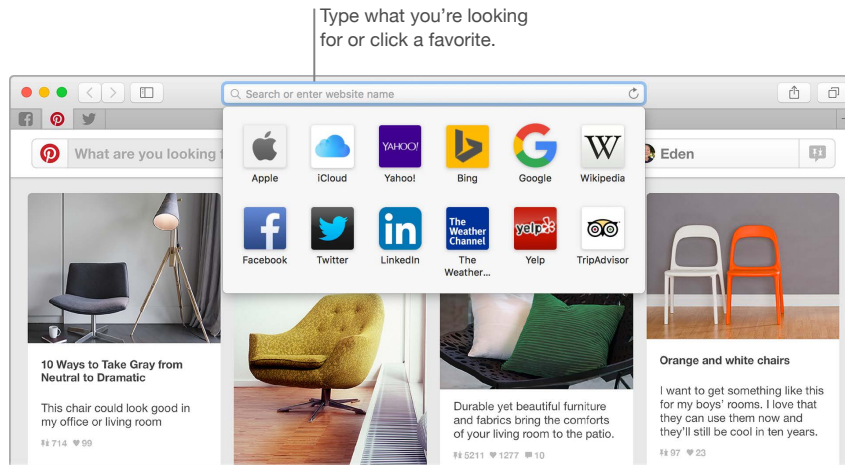
**Find even more apps.** Click the App Store icon  in the Dock to find apps for everything you want to do. See [App Store](#) to learn more.


**Get help for any app.** Click the Help menu (in the menu bar at the top of the screen) when you're using the app.




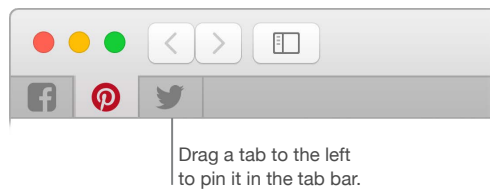
Safari is the fastest, most energy efficient, and safest way to surf the web on your Mac.


**Get there fast.** Click the Smart Search field at the top of the window to see websites you visit most frequently. Or start typing a word or website address—Safari shows you matching websites, as well as Safari Suggestions for news, Wikipedia articles, iTunes music, weather forecasts, sports scores and player stats, stock prices, help from Apple, and nearby points of interest.





**Spread the word.** It's easy to share a webpage on social media, save it to your bookmarks or reading list, or add it to Notes or Reminders. Just click the Share button  at the top of the window and choose an option.

**View multiple pages in one window.** Click  at the far right of the tab bar to open a new tab, then enter an address. To keep a website handy, drag its tab left to "pin" it, and it stays put in the tab bar.



**See what's open on each of your devices.** If you're signed in to iCloud, you can see open webpages on all your devices that are signed in to the same iCloud account. Just click the Show All Tabs button  at the top of the window and scroll down if necessary.

 **Tip:** If the article you're reading includes animations or flashy ads, you can use Reader view to strip out the distractions and focus on the text. Click the Reader button  in the Smart Search field.



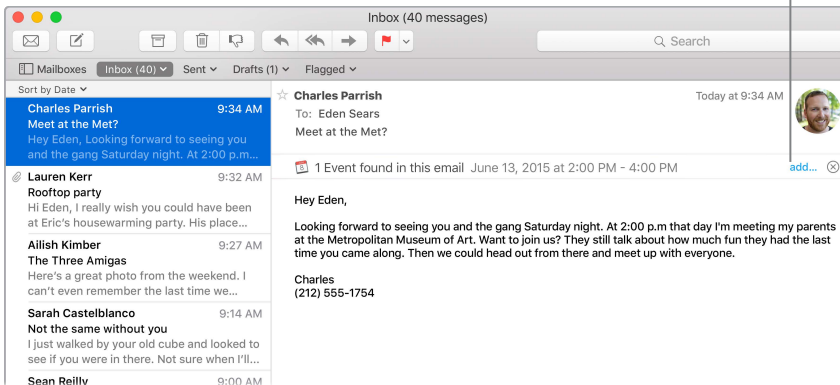
## Mail

Mail lets you manage all your email accounts from a single app. It works with most popular email services, such as iCloud, Gmail, Yahoo Mail, and AOL Mail.

**One-stop email.** Tired of signing in to multiple websites to check your email accounts? Set up Mail with all your accounts so you can see all your messages in one place. Choose Mail > Add Account.

**Add events and contacts right from Mail.** When Mail detects a new email address or event in a message, just click Add to add it to Contacts or Calendar.

Add names or events to your contacts or calendar with a single click.

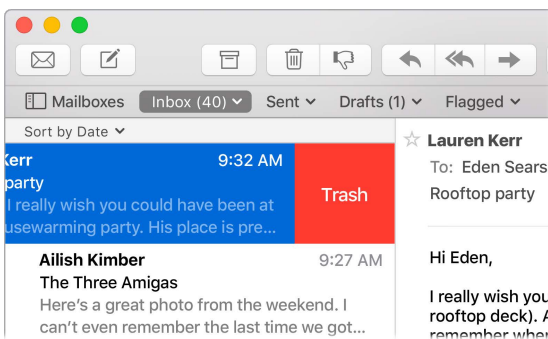


**Never miss an email.** Check the Mail icon in the Dock to see the number of unread messages. When you get new email, a notification also appears at the top-right of the screen so you can quickly preview the new messages. (Don't want notifications? To turn them off, click the System Preferences icon in the Dock, then click Notifications.)

You have unread messages.




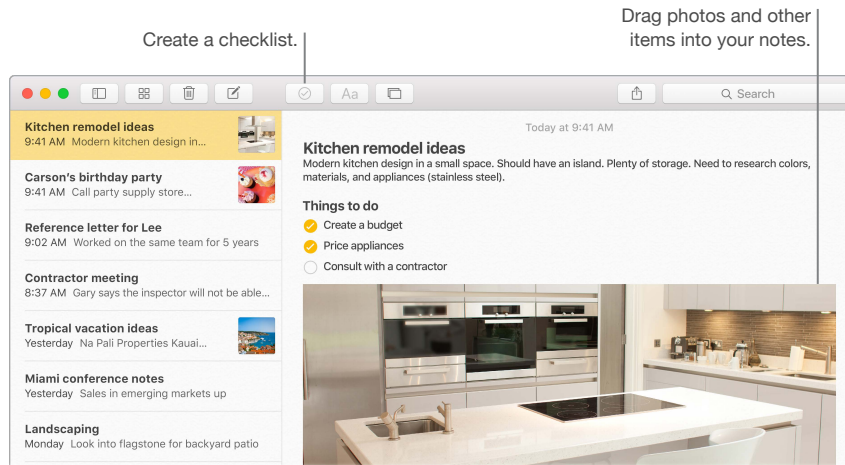
**Tip:** To quickly delete a message in your inbox, swipe left across the message with two fingers on the trackpad, then click Trash. Or swipe right to mark the message as Unread.




## Notes

Your notes can include more than just text. Add checklists, and check off items as you go. Or add photos, videos, and content from other apps, such as a web link from Safari or an address from Maps.


**Check off tasks.** Click the Checklist button  to add an interactive checklist to a note—perfect for completing a to-do list or working through a recipe.



**Add photos, videos, and more.** Click the Photos button  to add items from your Photos library to a note. Or drag a photo, video, PDF, or other document from the desktop.

**Sort notes.** You can sort your notes by Date Created, Date Edited, or Title. Select “All iCloud,” “Notes,” or a folder, then choose View > Sort Notes By and select a sort option.

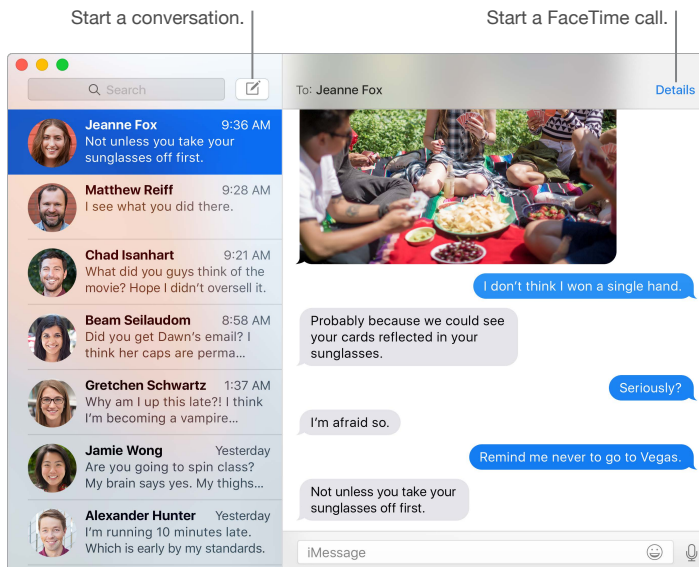
**Lock a note.** If you share notes on a Mac or iCloud, you can lock a note with a password to make sure that only those who know the password can see the note. Choose Notes > Set Password to assign a password to use with all locked notes. Then select the note you want to lock, and choose File > Lock Note.

 **Tip:** When you're signed in to iCloud, your notes are kept up to date on all your devices—so you can create a to-do list on your Mac, then check items off on your iPhone while you're on the go.



## Messages

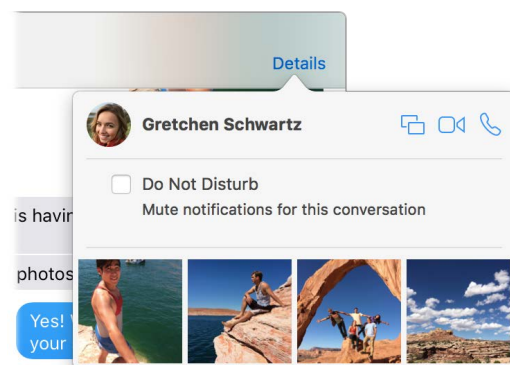
With Messages, it's easy to stay in touch. Connect with one or more people through text, audio, or video. And if you want to share files, you can do that too.




**Sign in and send.** Sign in with your Apple ID to exchange unlimited iMessage texts—including text, photos, live photos, video, and more—with anyone with a Mac, iPhone, iPad, iPod touch, or Apple Watch.

**Start on one device, finish on another.** Start a conversation on your iOS device and continue it on your Mac, or vice versa. Make sure all devices are signed in to the same iCloud account.

**When a text isn't enough.** If your friend also has FaceTime, you can start a FaceTime video or audio chat right from a conversation in Messages. Just click Details in the message window, then click the Audio or Video button.



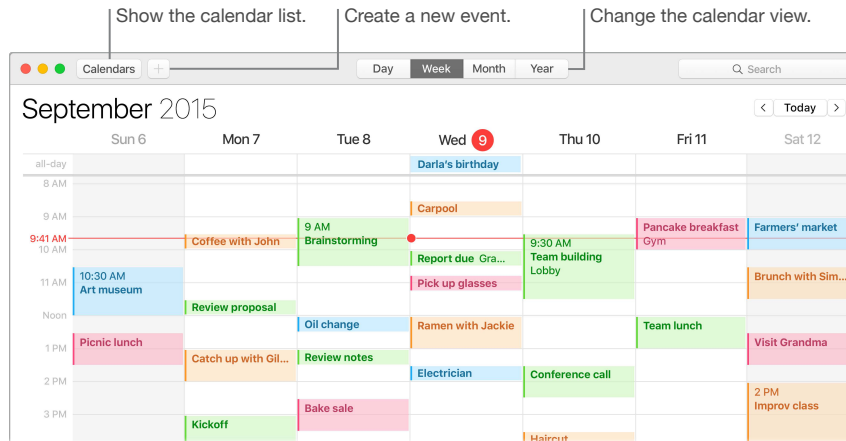
**Share your screen.** You can share your MacBook screen with a friend—and vice versa—and even open folders, create documents, and copy files by dragging them to the desktop on the shared screen. Click Details, then click the Screen Share button .

**Tip:** You can send and receive SMS and MMS messages on your Mac, if your iPhone (with iOS 8.1 or later) is signed in to Messages with the same Apple ID. On your iPhone, go to Settings > Messages, tap Message Forwarding, then tap the name of your Mac to turn on Text Message Forwarding. On your Mac, you'll see an activation code. Enter this on your iPhone, then tap Allow.

## Calendar

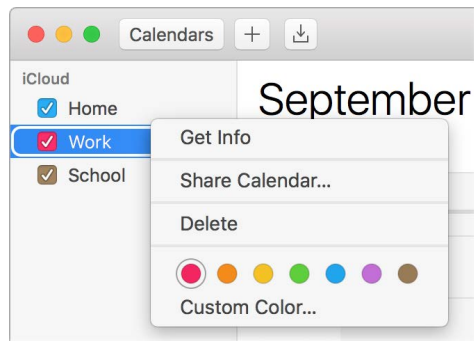
Never miss an appointment with Calendar. Keep track of your busy schedule by creating multiple calendars, and manage them all in one place.

**Create events.** Click + to create a new event, or double-click anywhere inside a day. To invite someone, double-click the event, click the Add Invitees section, then type an email address—Calendar lets you know when your invitees reply.




**See all your calendars—or just a few.** Click the Calendars button to see a list of all your calendars; click to put a checkmark next to the ones you want to see in the window.

**A calendar for every part of your life.** Create separate calendars—for example, for home, work, and school—each with its own color. Choose File > New Calendar to create a calendar, then Control-click each calendar to choose a new color.

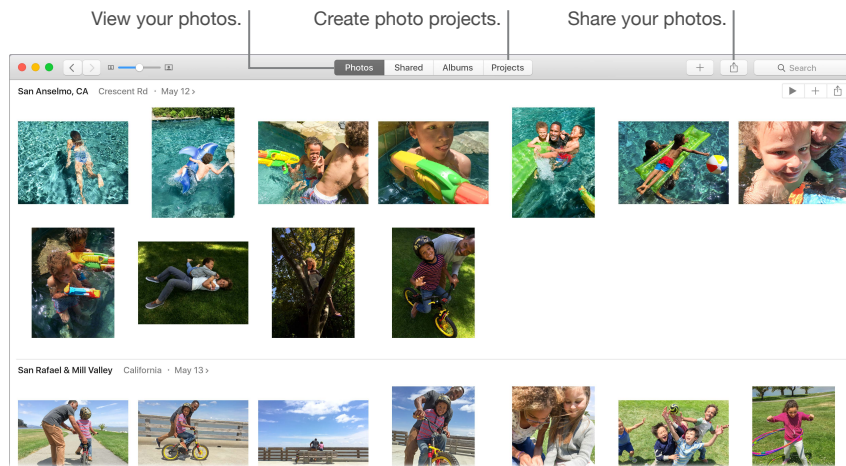


**Share across your devices and with others.** When you're signed in to iCloud, your calendars are kept up to date on all your Macs, iOS devices, and Apple Watch. You can also share calendars with other iCloud users.

 **Tip:** If you add a location to an event, Calendar shows you a map, estimated travel time and time to leave, and even the weather forecast.

## Photos

Use Photos to organize, edit, and share your photos, live photos, and videos, and keep your entire photo library up to date on all your devices with iCloud Photo Library. You can also create slideshows and beautiful photo gifts.



**Take a closer look.** Double-click a photo to see it in detail. Click the Edit button to improve it using the built-in tools or third-party extensions available on the App Store.

**Group photos in albums.** Your photos are automatically organized by date and location, but you can also create your own albums. Click + in the toolbar, then choose Album. If you upgraded to Photos from iPhoto, all your iPhoto Events are organized in a folder in Albums view.

**Get creative.** Showcase your photos by making photo books, cards, and calendars. You can also order prints in different sizes. Click + in the toolbar, then choose a type of project.

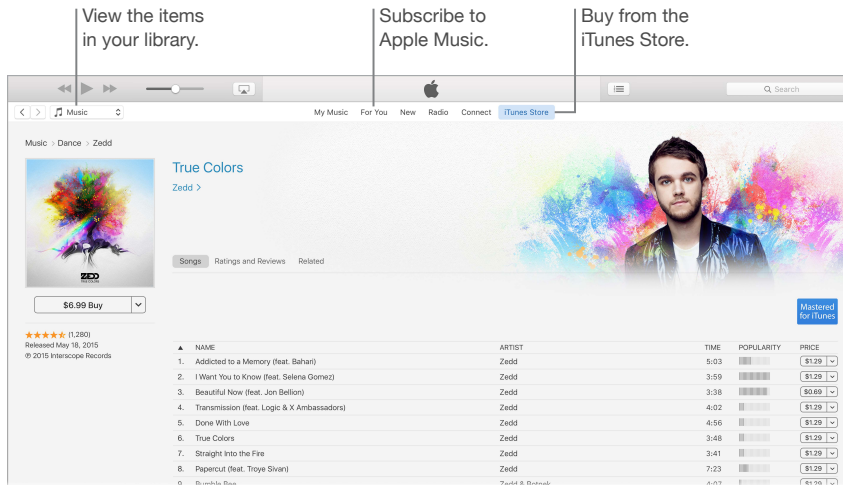


**Tip:** You can add location info to any photo. While viewing the photo, click the Info button ⓘ, click Assign a Location, then start typing. Choose your location in the list, or type it and press Return.



iTunes makes it easy to organize and enjoy the music, movies, and TV shows you have—and shop for the ones you want. iTunes includes Apple Music—which lets you listen to millions of songs on demand—Beats 1 live radio, and Connect, a fun way for fans and artists to interact.

**It's in your library.** Your iTunes library contains your music, movies, TV shows, podcasts, iTunes U content, audiobooks, apps, ringtones, and Internet radio. Click the menu in the top-left corner to change views.



**Add to your collection with a click.** Go to the iTunes Store to download or stream new music, movies, TV shows, audiobooks, and more.

**Create playlists.** Create your own playlists that suit specific moods or themes. Choose File > New > Playlist.


**Create custom discs.** To burn songs to a disc, make a playlist of the songs, then choose File > Burn Playlist to Disc.

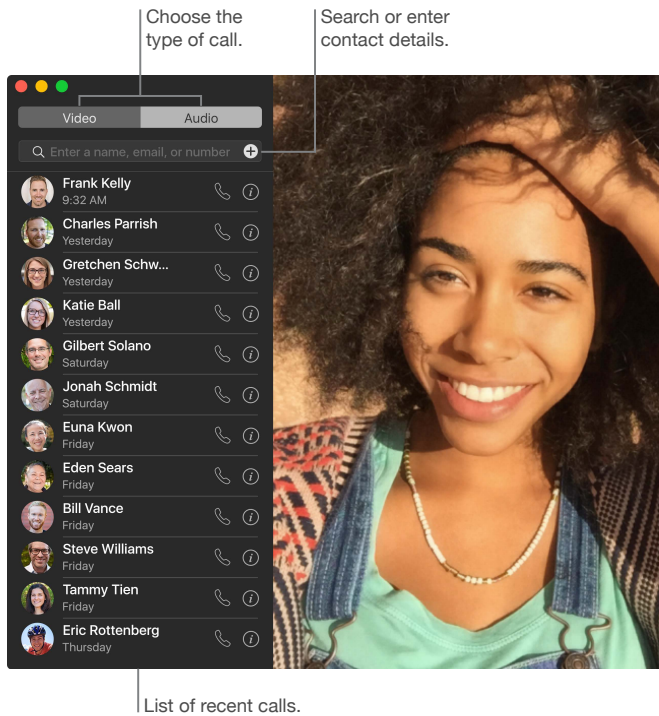
 **Tip:** If a song is missing its artwork, Control-click the song, then choose Get Album Artwork.

## FaceTime

Use FaceTime to make video and audio calls between Mac and iOS devices.

**Video or audio only?** Click the Video button to make a FaceTime video call. If it's not convenient to make a video call, click the Audio button to make an audio-only call.

 **Tip:** While a video call is in progress, you can drag the small picture-in-picture window to any corner of the FaceTime window.



**Leave a message.** If your FaceTime video call is declined or unanswered, click Message to send an iMessage.

**Make a phone call.** If you have an iPhone with iOS 8 or later, make phone calls right from your Mac using FaceTime. Just make sure your Mac and iPhone are signed in to the same iCloud account and have the feature turned on. (On your Mac, open FaceTime, choose FaceTime > Preferences, then select "Calls from iPhone.")

**Note:** A Wi-Fi connection is required in order to make or receive calls on your MacBook.

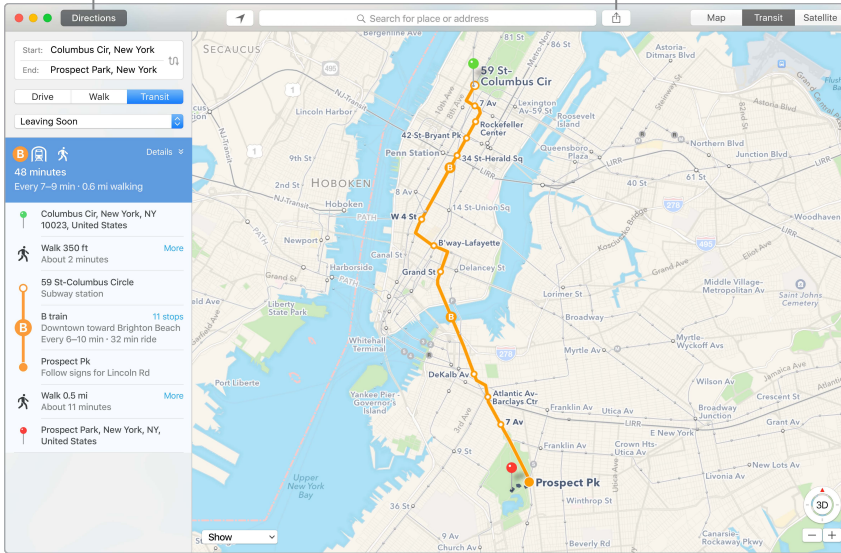



## Maps

Get directions and view locations using a map or a satellite image. Or use Flyover to view select cities in 3D.

Get detailed directions, including for travel by mass transit.

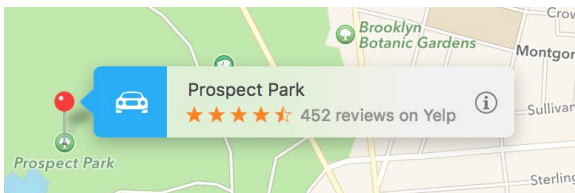
Send directions to your iPhone.




Let iPhone show you the way. Click Directions to find the best route to your destination, then click the Share button  to send the directions to your iPhone for turn-by-turn voice navigation.

Get there on public transit. Maps provides public transit information for select cities. Click Transit, then click a destination to get suggested travel routes and estimated travel time.

More than just maps. For local points of interest such as hotels and restaurants, Maps shows you phone numbers, photos, and even reviews.



**WARNING:** For important information about navigation and avoiding distractions that could lead to dangerous situations, see [Important safety information](#).

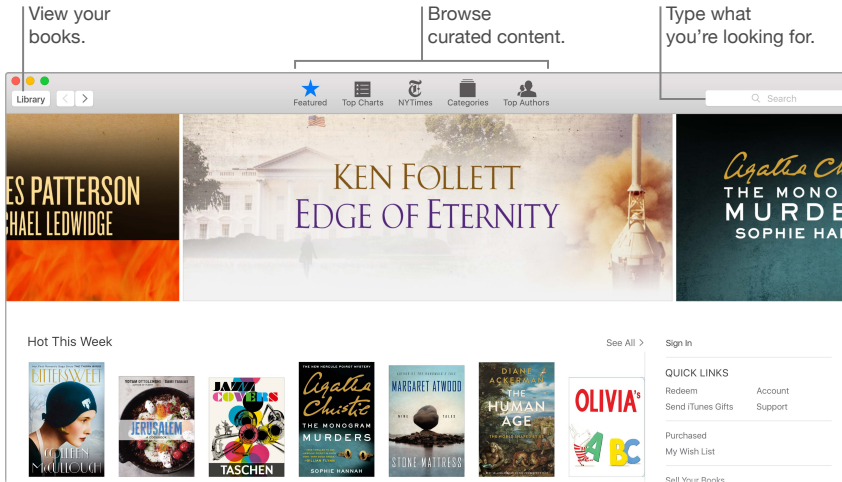
 **Tip:** Maps can show you what traffic is like in both Map and Satellite view. Click Show, then choose Show Traffic.








Use iBooks to read and organize your library of books, and to purchase new books on your Mac.

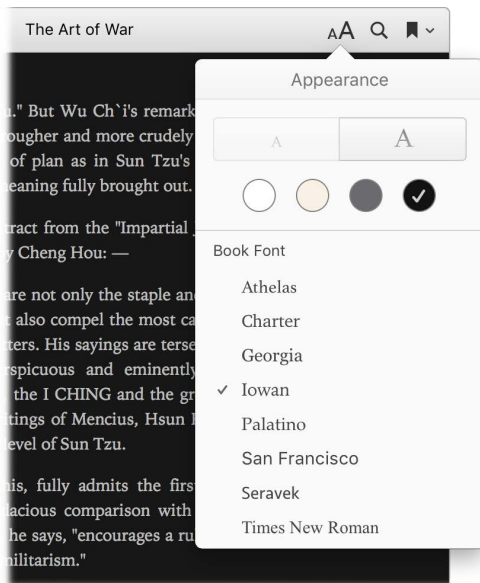
**A bookshelf right on your Mac.** Browse or search all the items in your library—or click iBooks Store to find new books and other publications. To buy, just sign in with your Apple ID: Choose Store > Sign in.



**Never lose your place or your markups.** With iCloud, your purchased books, collections, highlights, notes, bookmarks, and the current page are available automatically on your Mac and iOS devices, if you're signed in with the same Apple ID.

**Find your way back.** You can quickly go to pages you've bookmarked. Click the arrow next to  to view your list of bookmarks.

 **Tip:** Change the theme to read more easily in low-light situations. Choose View > Theme, then choose Night, or click the Fonts button , then click the black circle.






Use the Pages app to create stunning, media-rich documents on your Mac. Open and edit Microsoft Word files, and easily share a link to your work in Mail or Messages, right from the toolbar.

**Look good!** Pages includes a variety of beautiful templates for flyers, newsletters, reports, and résumés, among others, making it easy to start your project.



**All your formatting tools, in one place.** Click the Format button  in the toolbar to open the Format sidebar. Select something in your document, and the formatting options for it appear.

**Flow text around graphics.** When you add an image to a text document, the text flows automatically around the image. You can fine-tune how the text wraps in the Format sidebar.





Move a graphic into a text block...



...and the text wraps around the graphic automatically.

**Start on your Mac, finish on iPad.** You can keep documents up to date across all your devices when you sign in to iCloud with the same Apple ID. So you can start composing on one device, and pick up where you left off on another.

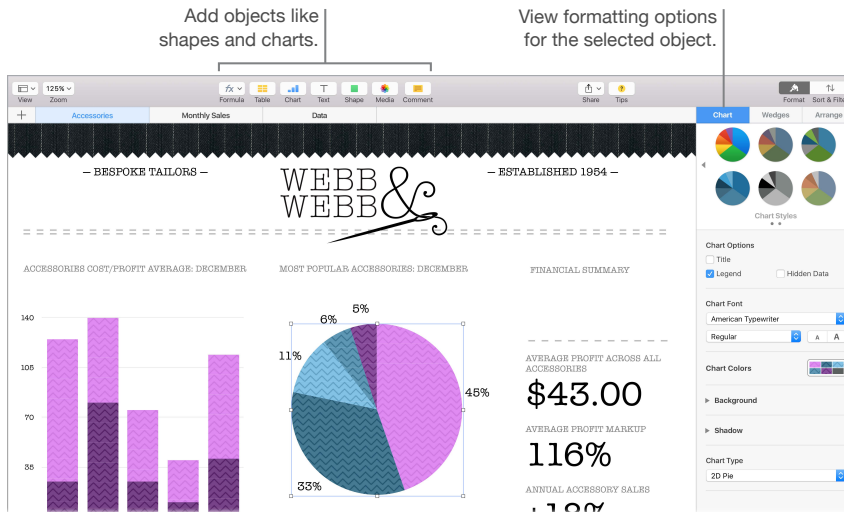
 **Tip:** If you're not sure what to do next, click the Tips button  in the toolbar to display coaching tips.



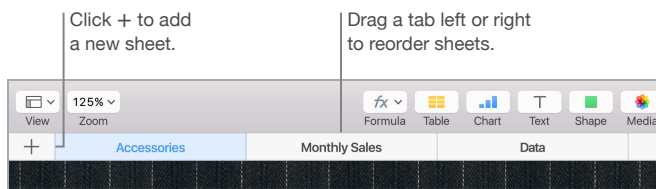
## Numbers

Use Numbers to create attractive and powerful spreadsheets on your Mac. More than 30 Apple-designed templates give you a head start creating budgets, invoices, team rosters, and more. Numbers can also open and export Microsoft Excel spreadsheets.


**Start with a template—then add what you want.** Select the sample text in the template, then type new text. To add images, drag a graphic file from your Mac onto the placeholder image.



**Get organized with sheets.** Use multiple sheets or tabs to show different views of your information. For example, use one sheet for your budget, another for a table, and a third for notes. Click + to add a new sheet. Drag a tab left or right to reorder sheets.



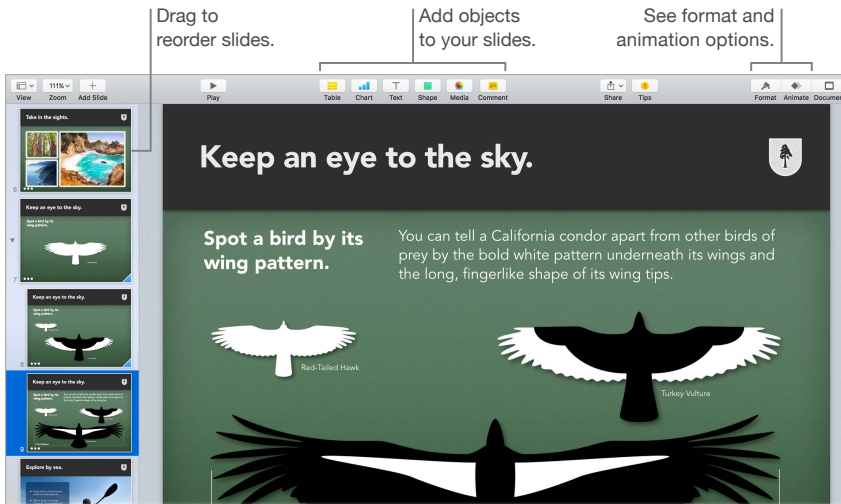
**Formulas are a snap.** Get built-in help for more than 250 powerful functions—just type the equal sign (=) in a cell, and you see a list of all the functions and their descriptions in the sidebar. Start typing a formula to get instant suggestions.

**Tip:** To get instant calculations based on a series of values, select the range of cells containing the values. At the bottom of the window you'll see the sum, average, minimum, maximum, and count of the selected values. Click the Settings button  to see even more options.

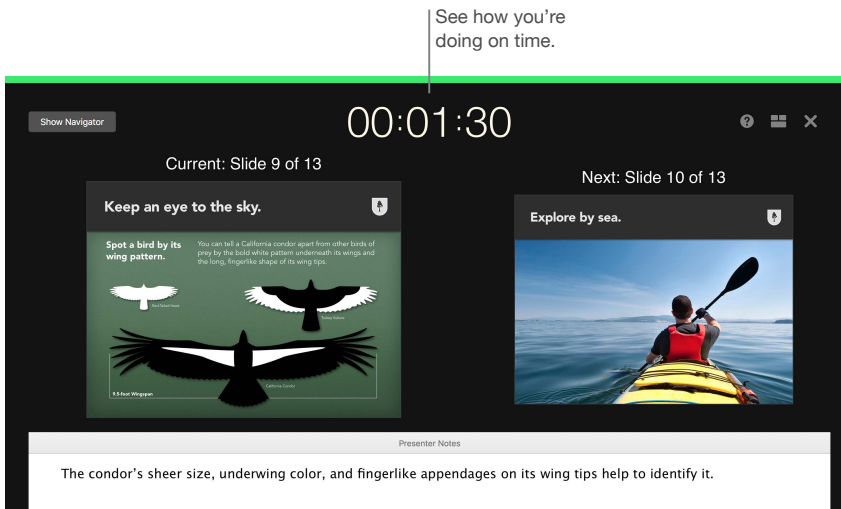
## Keynote

Create professional, cutting-edge presentations with Keynote. Start with one of the more than 30 predesigned themes and make it your own by adding text, new objects, and changing the color scheme.


**Organize visually.** Use the slide navigator on the left to quickly add, delete, or rearrange slides. Click a slide to see it in the main window, drag a slide to change its order, or select it and press Delete to remove it.





**Practice makes perfect.** To rehearse your presentation, choose Play > Rehearse Slideshow. You'll see each slide along with your notes—and a clock to keep you on track.



Remind yourself of key points to make.

**Share your presentation.** If your manager wants to review your presentation or you want to share it with others on a conference call, click the Share button  in the toolbar to send a copy by Mail, Messages, AirDrop, or even social media.

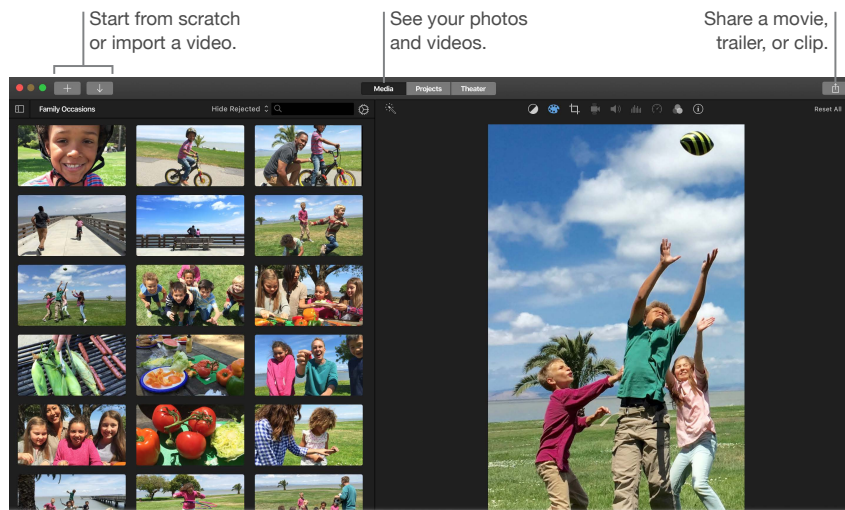
**Follow the bouncing ball.** Get their attention by animating an object on a slide. Select the object, click Animate in the toolbar, click Action in the sidebar, then click Add an Effect.

 **Tip:** You can embed a video in your presentation. Click where you want it to be, then click the Media button  in the toolbar. Click Movies, then find the movie you want and drag it to your slide.

## iMovie

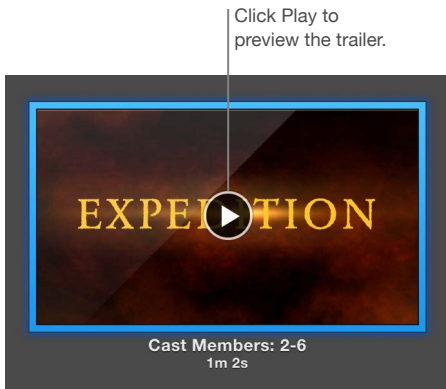
iMovie lets you turn your home videos into beautiful movies and epic Hollywood-style trailers, and makes it easy to share your clips.


**Import your video.** Import video or photos from your iPhone, iPad, or iPod touch, from a camera, or from media files already on your Mac. iMovie creates a new library and event for you.



**Record new video with the built-in camera.** Use the FaceTime camera on your Mac to record video and add it to your project. Select an event in the sidebar, click Import in the toolbar, select FaceTime HD Camera (Built-in), then click the Record button to start and stop recording.


**Create fun trailers.** Make clever Hollywood-style trailers, complete with titles and music. Just add your own movie clips and customize the credits. Click the New button **+**, click Trailer, then choose a template from the Trailer window. Click Create, select the event you want to use, type a name, then click OK.



**Tip:** Shooting video with a handheld device can produce shaky results, but you can stabilize the video so the playback is smoother. Select the shaky clip in the timeline, click the Stabilization button , then click Stabilize Shaky Video.

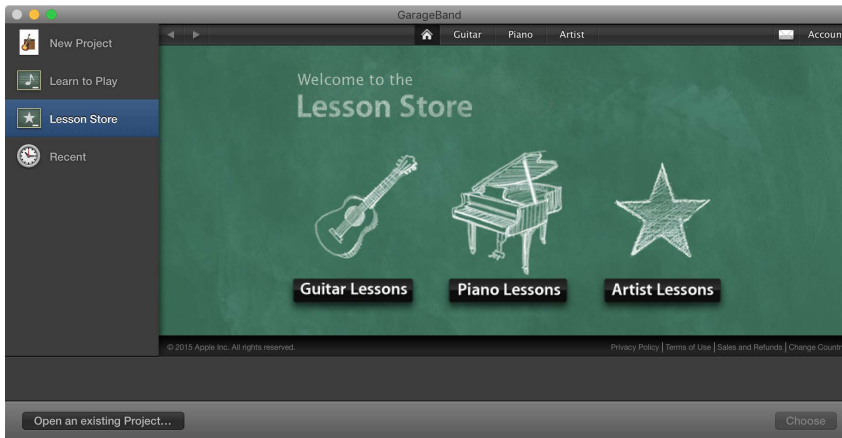
## GarageBand

GarageBand is an app for creating, recording, and sharing your music. It has everything you need in order to learn to play an instrument, write music, or record a song—your own home recording studio.

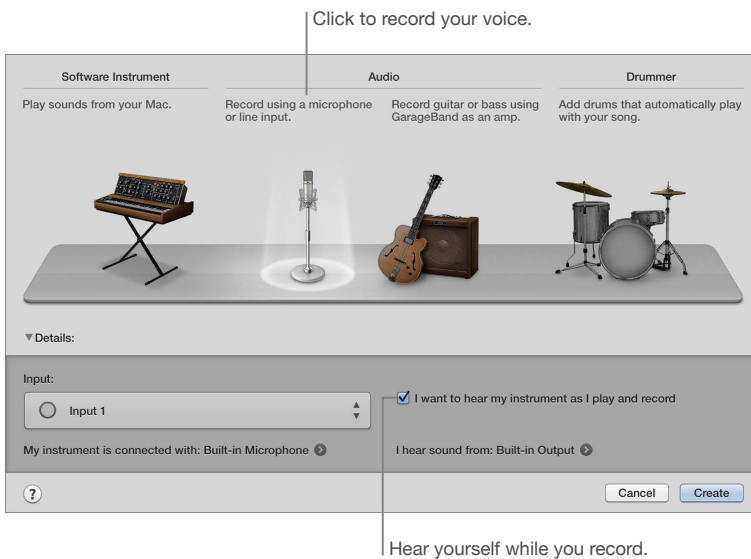
**Create a new project.** You can start with a song template, select a tempo, key, and other options, then click Record and start playing. Build your song—for example, with different tracks and loops. Click Quick Help  and hold the pointer over items to learn what they are and how they work.



**No more excuses—learn to play.** GarageBand comes with a lesson to start learning piano and one for guitar. Open the Lesson Store in the Project Chooser to view more lessons to download or purchase—including Artist Lessons from famous musicians.



**Record your voice.** Connect a microphone, choose Track > New Track, then select the microphone under Audio. Click the triangle next to Details to set options for input, output, and monitoring, then click Create. Click the Record button to start recording or the Play button to stop recording. Don't forget to sing!

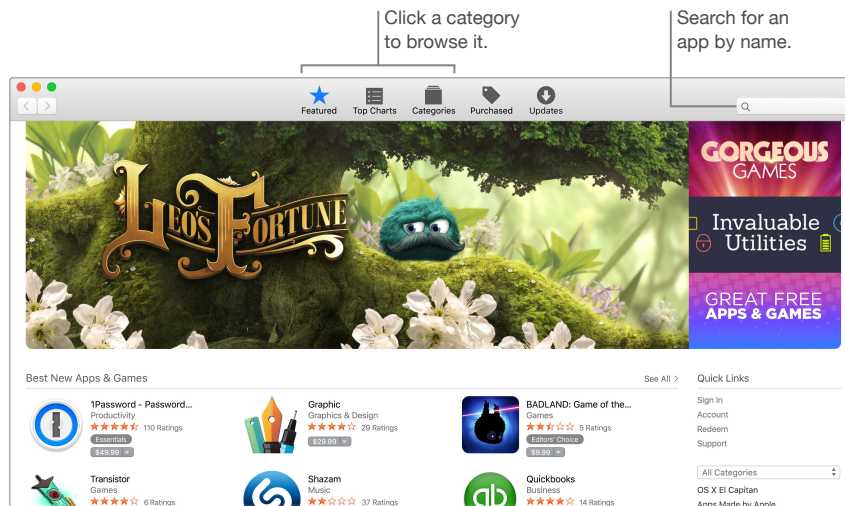


**Tip:** Make your own ringtones, then sync them to your iPhone using iTunes. Choose File > New, select Ringtone, click Choose, then import a file to use. Customize the ringtone the way you want it, then choose Share > Ringtone to iTunes.

## App Store

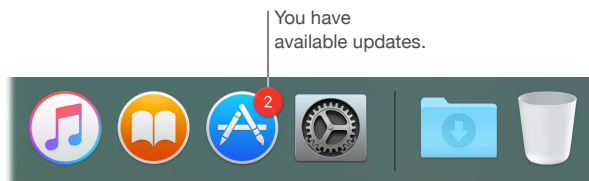
Search the App Store to find and download apps, and get the latest updates for your apps.

**Find just the right app.** Know exactly what you're looking for? Type the name in the search field, then press Return. Or click Top Charts to see the most popular apps.



**All you need is an Apple ID.** To download apps, just sign in with your Apple ID—choose Store > Sign In, or click Sign In on the right side of the window. If you don't have an Apple ID yet, choose Store > Create Account.

**Get the latest updates.** If you see a badge on the App Store icon in the Dock, there are updates available for your apps or OS X. Click the icon to open App Store, then click Updates in the toolbar.




**Tip:** You can spread the word about your favorite apps to your friends. While viewing an app, click the down arrow next to the price, then choose Tell a Friend.

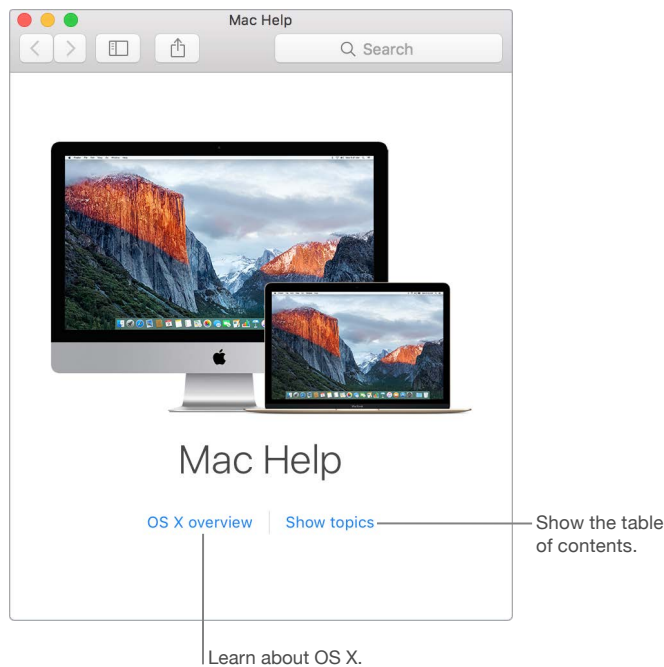
# Explore MacBook

# 4

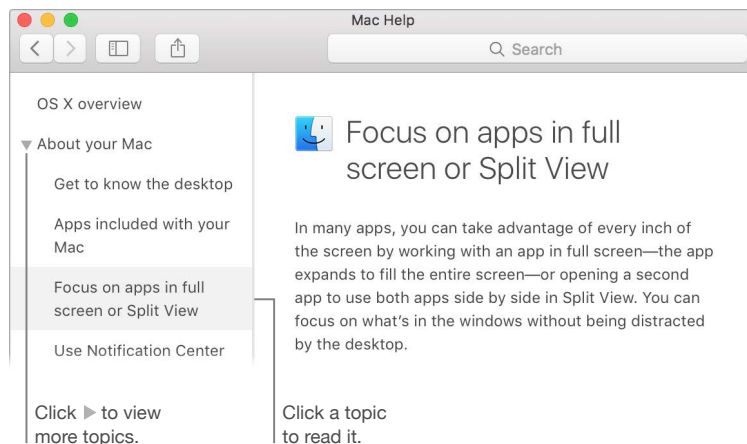
## Get answers in Mac Help

Mac Help has a lot more information about how to use your MacBook.

**Get help.** Click the Finder icon  in the Dock, then click the Help menu in the menu bar and choose Mac Help. Or type a question or term in the search field, then choose a topic in the results list.




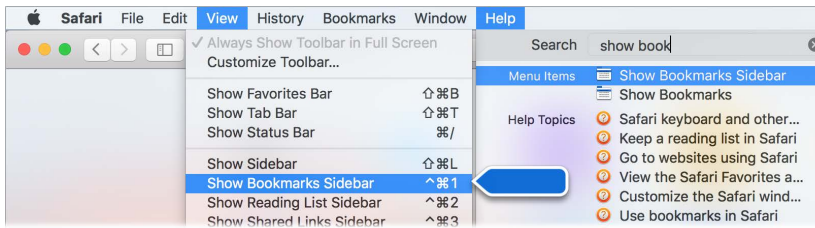
**Explore topics.** To find a topic in Mac Help, you can browse or search. To browse, click "Show topics" to see the list of topics, then click a topic to read it. Or type what you want to find in the search field to go right to your answer.





**Find out what's new.** Click the Help menu, then choose What's New in OS X to find out more about the latest features of OS X.

 **Tip:** If you can't remember the location of a menu item in an app, search for it in Help. Place the pointer over the result, and an arrow shows you the command.



## Learn more

Here are answers to some common questions about your MacBook.

**How do I get support for my MacBook?** Go to [www.apple.com/support/macbook](http://www.apple.com/support/macbook).

**Where's my serial number?** Choose Apple menu > About This Mac. The serial number is the last item in the list. If your computer isn't turned on, you can find the serial number printed on the bottom of your MacBook.

**Where can I find keyboard shortcuts?** If you switched to the Mac from a PC, or if you like to use the keyboard instead of the trackpad, check out [www.apple.com/support/macbasics/pctomac](http://www.apple.com/support/macbasics/pctomac) for a list of Mac keyboard shortcuts and the differences between Mac and Windows keyboards.

**How do I get help for an app?** When you're using the app, click the Help menu in the menu bar at the top of the screen.

**Where is the safety information for my MacBook?** See [Important safety information](#).

**How do I find the technical specifications?** Go to [www.apple.com/support/macbook](http://www.apple.com/support/macbook), or choose Apple menu > About This Mac and click the buttons at the top for displays, storage, and memory.

**How do I check my disk for problems?** Use Disk Utility. See the Apple Support article [support.apple.com/HT201639](http://support.apple.com/HT201639).



# Safety, handling, and support

# 5

## Important safety information



**WARNING:** Failure to follow these safety instructions could result in fire, electric shock, or other injuries, or damage to your MacBook or other property. Read all safety information below before using your MacBook.

**Built-in battery.** Don't attempt to replace or remove the battery yourself—you may damage the battery, which could cause overheating and injury. The lithium-ion battery in your MacBook should be replaced by Apple or an authorized service provider, and must be recycled or disposed of separately from household waste. Don't expose your MacBook to extreme heat sources, such as radiators or fireplaces, where temperatures might exceed 212°F (100°C).

For information about battery service and recycling, go to [www.apple.com/batteries/service-and-recycling](http://www.apple.com/batteries/service-and-recycling).

**Handling.** Handle your MacBook with care. It is made of metal, glass, and plastic and has sensitive electronic components inside. Place your MacBook on a stable work surface that allows for adequate air circulation under and around the computer. Your MacBook can be damaged if dropped, burned, punctured, or crushed, or if it comes in contact with liquid. Don't use a damaged MacBook, such as one with a cracked screen, as it may cause injury.

**Water and wet locations.** Keep your MacBook away from sources of liquid, such as drinks, washbasins, bathtubs, shower stalls, and so on. Protect your MacBook from dampness or wet weather, such as rain, snow, and fog.

**Repairing.** Your MacBook doesn't have any user-serviceable parts. Do not open or disassemble MacBook or attempt to repair it or replace any components. Disassembling your MacBook may damage it or may cause injury to you. If your MacBook needs service, is damaged, malfunctions, or comes in contact with liquid, contact Apple or an Apple-authorized repair center, such as an Apple Authorized Service Provider. If you attempt to open your MacBook, you risk damaging your computer, and such damage isn't covered by the limited warranty on your MacBook.

**Navigation.** Maps, directions, and location-based apps depend on data services. These data services are subject to change and may not be available in all areas, resulting in maps, directions, or location-based information that may be unavailable, inaccurate, or incomplete. Compare the information provided on your MacBook to your surroundings and defer to posted signs to resolve any discrepancies. Do not use these services while performing activities that require your full attention. Always comply with posted signs and the laws and regulations in the areas where you are using your MacBook and always use common sense.

**Charging.** Charge MacBook only with the included 29W USB-C Power Adapter, or with other third-party cables and power adapters that are compatible with USB-C and are compliant with applicable regulations.

Using damaged cables or chargers, or charging when moisture is present, can cause fire, electric shock, injury, or damage to your MacBook or other property. When you use the included 29W USB-C Power Adapter to charge your MacBook, make sure the USB-C Charge Cable (2m) is fully inserted into the power adapter before you plug the adapter into a power outlet.

**Prolonged heat exposure.** Your MacBook and its 29W USB-C Power Adapter may become very warm during normal use. The MacBook and its 29W USB-C Power Adapter comply with applicable surface temperature standards and limits defined by the International Standard for Safety of Information Technology Equipment (IEC 60950-1). However, even within these limits, sustained contact with warm surfaces for long periods of time may cause discomfort or injury.

Use common sense to avoid situations where your skin is in prolonged contact with a device or its power adapter when it's operating or plugged into a power source. For example, don't sleep with a device or power adapter when it's plugged into a power source. Don't operate your MacBook on a pillow, blanket, or other soft material that can block ventilation openings. It's important to keep your MacBook and its 29W USB-C Power Adapter in a well-ventilated area when in use or charging.

Never push anything into the ventilation openings, as doing so may be dangerous and cause your computer to overheat. Never place anything over the keyboard when operating your MacBook. If your MacBook is on your lap and gets uncomfortably warm, remove it from your lap and place it on a stable, well-ventilated work surface. Take special care if you have a physical condition that affects your ability to detect heat against the body.

**29W USB-C Power Adapter.** To operate the 29W USB-C Power Adapter safely and reduce the possibility of heat-related injury or damage, do one of the following:

- Plug the 29W USB-C Power Adapter directly into a power outlet.
- If you're using the Power Adapter Extension Cable, place the power adapter on a desk, table, or on the floor in a well-ventilated location.

Disconnect the power adapter and any cables if any of the following conditions exists:

- You want to clean the case (use only the recommended procedure, described in [Important handling information](#)).
- The power cord or plug becomes frayed or otherwise damaged.
- Your MacBook or 29W USB-C Power Adapter is exposed to rain, excessive moisture, or liquid spilled into the case.
- Your MacBook or 29W USB-C Power Adapter has been dropped, the case has been damaged, or you suspect that service or repair is required.

If debris gets onto the power port, remove it gently with a dry cotton swab.

29W USB-C Power Adapter specifications:

- *Frequency:* 50 to 60 Hz, single phase
- *Line Voltage:* 100 to 240 V
- *Output Voltage:* 14.5 V DC, 2.0 A or 5.2 V DC, 2.4 A

**Hearing loss.** Listening to sound at high volumes may damage your hearing. Background noise, as well as continued exposure to high volume levels, can make sounds seem quieter than they actually are. Use only compatible earbuds, headphones, or earpieces with your MacBook. Turn on the audio and check the volume before inserting anything into your ear. For more information about hearing loss, see [www.apple.com/sound](http://www.apple.com/sound).



**WARNING:** To prevent possible hearing damage, do not listen at high volume levels for long periods.

**Radio frequency exposure.** MacBook uses radio signals to connect to wireless networks. For information about radio frequency (RF) energy resulting from radio signals and steps you can take to minimize exposure, see [www.apple.com/legal/rfexposure](http://www.apple.com/legal/rfexposure).

**Medical device interference.** MacBook contains components and radios that emit electromagnetic fields, which may interfere with pacemakers, defibrillators, or other medical devices. Maintain a safe distance of separation between your medical device and MacBook. Consult your physician and medical device manufacturer for information specific to your medical device. If you suspect MacBook is interfering with your pacemaker or any other medical device, stop using MacBook.

**Medical conditions.** If you have a medical condition that you believe could be affected by using MacBook (for example, seizures, blackouts, eyestrain, or headaches), consult with your physician prior to using MacBook.

**Repetitive motion.** When you perform repetitive activities such as typing or playing games on MacBook, you may experience discomfort in your hands, arms, wrists, shoulders, neck, or other parts of your body. If you experience discomfort, stop using MacBook and consult a physician.

**Choking hazard.** Some MacBook accessories may present a choking hazard to small children. Keep these accessories away from small children.

**High-consequence activities.** Your MacBook is not intended for use where the failure of the computer could lead to death, personal injury, or severe environmental damage.

**Explosive atmospheres.** Charging or using your MacBook in any area with a potentially explosive atmosphere, such as areas where the air contains high levels of flammable chemicals, vapors, or particles (such as grain, dust, or metal powders), may be hazardous. Obey all signs and instructions.

## Important handling information

**Operating environment.** Operating your MacBook outside these ranges may affect performance:

- *Operating temperature:* 50° to 95° F (10° to 35° C)
- *Storage temperature:* -13° to 113° F (-25° to 45° C)
- *Relative humidity:* 0% to 90% (noncondensing)
- *Operating altitude:* Tested up to 10,000 feet (0 to 3048 meters)

**Carrying your MacBook.** If you carry your MacBook in a bag or briefcase, make sure there are no loose items (such as paper clips or coins) that could accidentally get inside the computer through vent openings or get stuck inside the USB-C port.

**Using connectors and ports.** Never force a connector into the USB-C port. When connecting a device, make sure the port is free of debris, that the connector matches the port, and that you have positioned the connector correctly in relation to the port.

**Using the USB-C Charge Cable (2m).** Certain usage patterns can contribute to the fraying or breaking of cables. The USB-C Charge Cable, like any other metal wire or cable, is subject to becoming weak or brittle if repeatedly bent in the same spot. Aim for gentle curves instead of angles in the cable. Regularly inspect the cable and connectors for any kinks, breaks, bends, or other damage. Should you find any such damage, discontinue use of the USB-C Charge Cable.

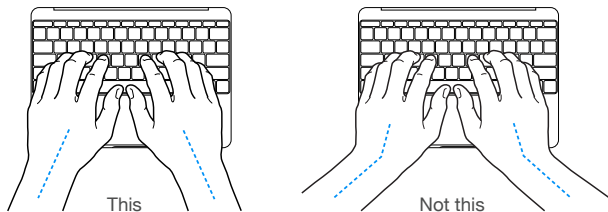
**Storing your MacBook.** If you are going to store your MacBook for an extended period of time, keep it in a cool location (ideally, 71° F or 22° C) and discharge the battery to 50 percent. When storing your computer for longer than five months, maintain the capacity of the battery by charging the battery to 50 percent every six months or so.

**Cleaning your MacBook.** When cleaning the outside of your MacBook and its components, first shut down your MacBook, then unplug the 29W USB-C Power Adapter. Then dampen a clean, soft, lint-free cloth to wipe the MacBook exterior. Avoid getting moisture in any openings. Don't spray liquid directly on the computer. Don't use aerosol sprays, solvents, abrasives, or cleaners containing hydrogen peroxide that might damage the finish.

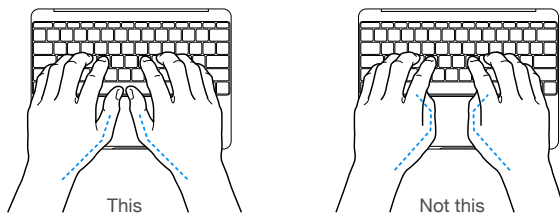
**Cleaning the MacBook screen.** To clean your MacBook screen, first shut down your MacBook and unplug the 29W USB-C Power Adapter. Dampen a clean, soft, lint-free cloth with just water and wipe the screen. Don't spray liquid directly on the screen.

## Understanding ergonomics

When you use the keyboard and mouse, your shoulders should be relaxed. Your upper arm and forearm should form an angle that is slightly greater than a right angle, with your wrist and hand in roughly a straight line.



Use a light touch when typing or using the trackpad and keep your hands and fingers relaxed. Avoid rolling your thumbs under your palms.



Change hand positions often to avoid fatigue. Some computer users might develop discomfort in their hands, wrists, or arms after intensive work without breaks. If you begin to develop chronic pain or discomfort in your hands, wrists, or arms, consult a qualified health specialist.

**External mouse.** If you use an external mouse, position the mouse at the same height as the keyboard and within a comfortable reach.

**Chair.** An adjustable chair that provides firm, comfortable support is best. Adjust the height of the chair so your thighs are horizontal and your feet are flat on the floor. The back of the chair should support your lower back (lumbar region). Follow the manufacturer's instructions for adjusting the backrest to fit your body properly.


**Built-in display.** Adjust the angle of the display to minimize glare and reflections from overhead lights and windows. Do not force the display if you meet resistance. The display is not designed to open past 135 degrees.

You can adjust the brightness of the screen when you take the computer from one work location to another, or if the lighting in your work area changes.

For more information about ergonomics, see [www.apple.com/about/ergonomics](http://www.apple.com/about/ergonomics).

## Learning more, service, and support

You can find more information about your MacBook in Mac Help, System Report, and Apple Diagnostics, and through online resources.

**Mac Help.** You can often find answers to your questions, as well as instructions and troubleshooting information, in Mac Help on your MacBook. Click the Finder icon  in the Dock, click Help in the menu bar, and choose Mac Help.

**System Report.** To get information about your MacBook, use System Report. It shows you what hardware and software is installed, the serial number and operating system version, how much memory is installed, and more. To open System Report, choose Apple menu > About This Mac, then click System Report.

**Apple Diagnostics.** You can use Apple Diagnostics to help determine if there's a problem with one of the computer's components, such as the memory or processor. Apple Diagnostics helps to identify the potential source of a hardware issue and provides first steps to try and resolve it. Apple Diagnostics will also help you get in touch with Apple Support if you need more help.

Before using Apple Diagnostics, disconnect any external devices, such as a hard disk or external display. Be sure you're connected to the Internet.

To start Apple Diagnostics, restart your MacBook and hold down the D key as it starts up. If prompted, select the language for your location. Press the Return key or click the right arrow button. The basic Apple Diagnostics test takes a few minutes to complete. If issues are found, a description of the issue appears with additional instructions. Make a note of any reference codes before you exit Apple Diagnostics.

**Online resources.** For online service and support information, go to [www.apple.com/support](http://www.apple.com/support). You can learn about Apple products, view online manuals, and check for software updates. Connect with other Apple users, and get service, support, and professional advice from Apple.

**AppleCare support.** If you need assistance, AppleCare representatives can help you with installing and opening apps, and with troubleshooting. Call the support center number nearest you (the first 90 days are complimentary). Have the purchase date and your MacBook serial number ready when you call.

Your 90 days of complimentary telephone support begins on the date of purchase.

Country	Phone number	Web address
United States	1-800-275-2273	<a href="http://www.apple.com/support">www.apple.com/support</a>
Australia	(61) 1-300-321-456	<a href="http://www.apple.com/au/support">www.apple.com/au/support</a>
Canada	1-800-263-3394	English: <a href="http://www.apple.com/ca/support">www.apple.com/ca/support</a> French: <a href="http://www.apple.com/ca/fr/support">www.apple.com/ca/fr/support</a>
Ireland	1-800-804-062	<a href="http://www.apple.com/ie/support">www.apple.com/ie/support</a>
New Zealand	00800-7666-7666	<a href="http://www.apple.com/nz/support">www.apple.com/nz/support</a>
United Kingdom	(44) 0844 209 0611	<a href="http://www.apple.com/uk/support">www.apple.com/uk/support</a>

Telephone numbers are subject to change, and local and national telephone rates may apply. A complete list is available on the web at [www.apple.com/support/contact/phone\\_contacts.html](http://www.apple.com/support/contact/phone_contacts.html).

## Regulatory information

Regulatory information, certification, and compliance marks specific to MacBook are available on-device. Choose Apple menu > About This Mac and click Support. Then choose Important Information and choose Regulatory Certification.

## FCC regulatory compliance

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. See instructions if interference to radio or television reception is suspected.

### Radio and television interference

This computer equipment generates, uses, and can radiate radio-frequency energy. If it is not installed and used properly—that is, in strict accordance with Apple instructions—it may cause interference with radio and television reception.

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. These specifications are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

You can determine whether your computer is causing interference by turning it off. If the interference stops, it was probably caused by the computer or one of the peripheral devices.

If your computer does cause harmful interference to radio or television reception, try to correct the interference by using one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment to an outlet on a circuit that the receiver isn't connected to.
- Consult the dealer or an experienced radio/TV technician for help.

**Important:** Changes or modifications to this product not authorized by Apple could void the electromagnetic compatibility (EMC) and wireless compliance and negate your authority to operate the product.

This product has demonstrated EMC compliance under conditions that included the use of compliant peripheral devices and shielded cables (including Ethernet network cables) between system components. It is important that you use compliant peripheral devices and shielded cables between system components to reduce the possibility of causing interference to radio, televisions, and other electronic devices.

If necessary, contact Apple or take your MacBook to an Apple-authorized repair center, such as an Apple Authorized Service Provider. Or consult an experienced radio/television technician for additional suggestions.

*Responsible party (contact for FCC matters only):*

Apple Inc. Corporate Compliance  
1 Infinite Loop, MS 91-1EMC  
Cupertino, CA 95014

## Canadian regulatory compliance

This device complies with Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Operation in the band 5150–5250 MHz is only for indoor use to reduce the potential for harmful interference to co-channel mobile satellite systems.

Users are advised that high-power radars are allocated as primary users (that is, priority users) of the bands 5250–5350 MHz and 5650–5850 MHz and these radars could cause interference and/or damage to LE-LAN devices.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

La bande 5150–5250 MHz est réservée uniquement pour une utilisation à l'intérieur afin de réduire les risques de brouillage préjudiciable aux systèmes de satellites mobiles utilisant les mêmes canaux.

Les utilisateurs sont avisés que les utilisateurs de radars de haute puissance sont désignée utilisateurs principaux (c.-à-d., qu'ils ont la priorité) pour les bandes 5250–5350 MHz et 5650–5850 MHz et que ces radars pourraient causer du brouillage et/ou des dommages aux dispositifs LAN-EL.

### **Industry Canada Statement**

Complies with CAN ICES-3 (B)/NMB-3(B)

## Europe—EU Declaration of Conformity



Hereby, Apple Inc. declares that this wireless device is in compliance with the essential requirements and other relevant provisions of the R&TTE Directive.

A copy of the EU Declaration of Conformity is available at [www.apple.com/euro/compliance](http://www.apple.com/euro/compliance).

Apple's EU representative is Apple Distribution International, Hollyhill Industrial Estate, Cork, Ireland.

This device can be used in the European Community.


### European Community Restrictions

This device is restricted to indoor use in the 5150 to 5350 MHz frequency range.

## ENERGY STAR® Compliance Statement



As an ENERGY STAR partner, Apple has determined that standard configurations of this product meet the ENERGY STAR guidelines for energy efficiency. The ENERGY STAR program is a partnership with electronic equipment manufacturers to promote energy-efficient products. Reducing energy consumption of products saves money and helps conserve valuable resources.

MacBook is shipped with power management enabled, with the computer set to sleep after 10 minutes of user inactivity. To wake your computer, click the trackpad or press any key on the keyboard. To change this setting, click the System Preferences icon  in the Dock, then click Energy Saver.

For more information about ENERGY STAR, go to [www.energystar.gov](http://www.energystar.gov).

## Apple and the environment

At Apple, we recognize our responsibility to minimize the environmental impacts of our operations and products.

For information, go to [www.apple.com/environment](http://www.apple.com/environment).

## Disposal and recycling information



This symbol indicates that this product and/or battery should not be disposed of with household waste. When you decide to dispose of this product and/or its battery, do so in accordance with local environmental laws and guidelines.

For information about Apple's recycling program, recycling collection points, restricted substances, and other environmental initiatives, visit [www.apple.com/environment](http://www.apple.com/environment).



## European Union—Disposal Information



The symbol above means that according to local laws and regulations your product and/or its battery shall be disposed of separately from household waste. When this product reaches its end of life, take it to a collection point designated by local authorities. The separate collection and recycling of your product and/or its battery at the time of disposal will help conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment.

## Brasil—Informações sobre descarte e reciclagem



O símbolo indica que este produto e/ou sua bateria não devem ser descartados no lixo doméstico. Quando decidir descartar este produto e/ou sua bateria, faça-o de acordo com as leis e diretrizes ambientais locais. Para informações sobre o programa de reciclagem da Apple, pontos de coleta e telefone de informações, visite [www.apple.com/br/environment](http://www.apple.com/br/environment).

## Información sobre eliminación de residuos y reciclaje



El símbolo indica que este producto y/o su batería no debe desecharse con los residuos domésticos. Cuando decida desechar este producto y/o su batería, hágalo de conformidad con las leyes y directrices ambientales locales. Para obtener información sobre el programa de reciclaje de Apple, puntos de recolección para reciclaje, sustancias restringidas y otras iniciativas ambientales, visite [www.apple.com/la/environment](http://www.apple.com/la/environment).

## Battery disposal information

The battery in your MacBook should be serviced, replaced, or recycled by Apple or an authorized service provider, and must be recycled or disposed of separately from household waste according to your local environmental laws and guidelines. For information about battery service and recycling, go to [www.apple.com/batteries/service-and-recycling](http://www.apple.com/batteries/service-and-recycling).

## Battery Charger Energy Efficiency



## Software License Agreement

Use of MacBook constitutes acceptance of the Apple and third-party software license terms found at [www.apple.com/legal/sla](http://www.apple.com/legal/sla).

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Cupertino, CA 95014-2084  
408-996-1010  
[www.apple.com](http://www.apple.com)

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Some apps are not available in all areas. App availability is subject to change.

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