Tour the Suite of Built-in Apps on Your Mac
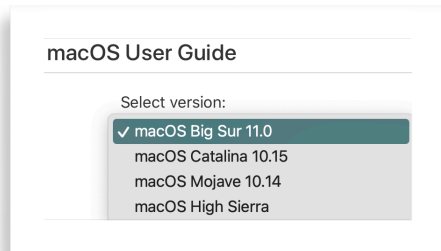
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Apps (Applications) included on your Mac

• To see popular and other built-in apps and specific Help Guides listed in alphabetical order, go to this macOS User Guide link and select the version that matches your operating system.

https://support.apple.com/guide/mac-help/built-in-apps-mchl110b00b7/mac

To Locate and Open Apps:

• Use the Dock: Click the app icon in the Dock
• Use Keyboard shortcut in Finder: press **Shift, Command A**
• Use Siri: Click the Siri button in the upper-right corner of the menu bar and ask Siri to open apps for you. Say something like "Open Contacts."

 • Use the Finder: Click the Finder icon in the Dock, or click Desktop to activate Finder. In Finder menu > Go > then in drop down menu, choose Applications.

 • Use Launchpad: Click the Launchpad icon in the Dock. Type the app name in the search field at the top of Launchpad. To look on another page in Launchpad—swipe left or right on the trackpad or press Command-Left Arrow or Command-Right Arrow. Click app to open.

 • Use Spotlight Search: Click the Spotlight icon in the upper-right corner of the menu bar or press **Command-Space bar.** Enter the app's name in the search field, then press return.

 • Use the Recent Items list: Choose Apple menu > Recent Items, then choose the app.

To Work with Apps:

Find and Set App Preferences

- Preferences are settings an app remembers from one time to the next time you use the app.

- To see or change options for an app, such as Mail or Safari, open the app, click the app's name in the menu bar, then choose Preferences.

- In most cases, a new window opens. This window is where you can set all the preferences or settings for the app.

- Tip: Use a keyboard shortcut to quickly open preferences: press **Command-Comma**

Use the Built-in Help on your Mac

- The Help menu is so useful, always there at the right side of all the menu items at the top of your Mac. **It changes depending upon what app you're running.**

- To use built-in Help, select Help in the menu bar to:

  - Search for a menu item or help topics: Start entering a search term in the search field. The Help menu lists menu items and help topics related to the term. To open a help topic in the help window, choose it in the list. Or choose Show All Help Topics.

  - Get to App Documentation: When you select Help, it will drop down a menu. Choose macOS Help or [App] Help (such as Mail Help) to go to the User Guide and you can look through the Table of Contents. You can search the documentation, or read through it by topic to discover features.

  - Find Menu Commands: The Help menu can be used in all apps to find other menu commands when you don't know where something is in the menu. Start entering a search term in the search field, (such as Emoji.) To see where a menu item is located, move the pointer over it in the list to show the full path to it.

  - Find Keyboard Shortcuts : While most keyboard shortcuts can be found by looking through the menu items, you can discover more obscure shortcuts by using the Help menu documentation, which often includes a page of keyboard shortcuts for the app you are using.

    Tip: If you see a **Help button** ⑦ in the user interface—for example, in a preference pane or dialog—click it to get information about options and actions related to the pane or dialog you see on the screen.

Use the App Switcher to Select Open Apps

• When you hold **Command** and press **Tab**, the App Switcher overlay appears above all other open windows on your desktop, and remains visible until you release the Command key.

• Repeatedly tapping Tab with the Command key held down cycles you through the list of open apps in the App Switcher from left to right.

• Releasing Command takes you to the selected app.

• Repeating this action switches you back to the previous active app, prior to the one you were just using.

• **Command-Q** over an app quits an app.

• You can also press the right and left arrow keys to move the selection box forwards and backwards. A two-finger drag on a trackpad does the same thing, or you can use your mouse cursor to highlight an app in the list and then click to select it.

Open an app in full screen mode.

• Opening in Full-screen mode: When you want to work with an app in full-screen mode, for example, to avoid distractions or seeing any other apps, open in full-screen mode. To do that, click on the green dot in the upper left corner of the window.You're going to see two diagonal arrows over the green dot when you move or hover the cursor over top of it. Click on it, and now that app is in full-screen.

• Menu Bar and Dock in Full-screen mode: You're going to notice that you no longer have a menu bar, and no longer have the Dock. To get the menu bar back, move the cursor up, and menu bar re-appears. Move it away, and it disappears again—the same thing with the Dock. Bring the cursor down, Dock appears. Move cursor away, it goes back.

• Bringing an app back to windowed mode: move the cursor up to the upper left-hand corner, hover there for the dots to re-appear, and click on the green dot again, and it brings the app back to the window view.