

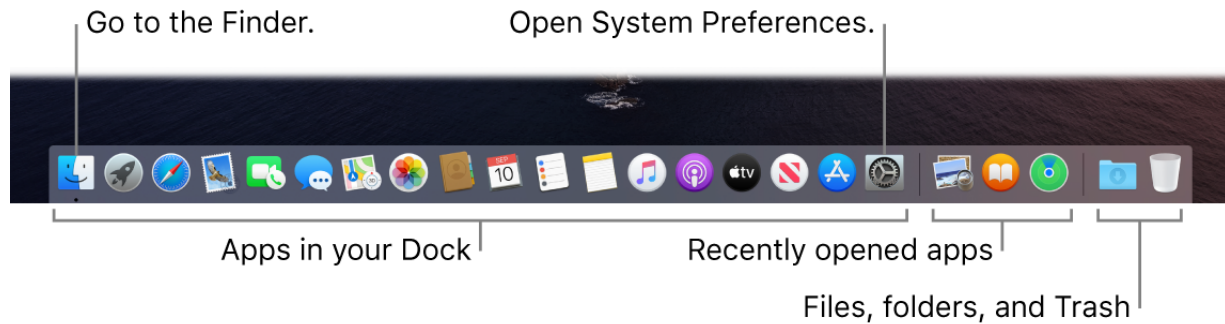
Quick Actions. At the bottom right of the Preview pane are shortcuts that let you manage and edit files directly in the Finder. You can rotate an image, annotate or crop an image in Markup, combine images and PDFs into a single file, trim audio and video files, or create custom actions through Automator workflows (for example, watermarking a file). To learn more, see [Perform quick actions in the Finder on Mac](#) in the macOS User Guide.

To show the Preview pane options in the Finder, choose View > Show Preview. To customize what's shown, choose View > Show Preview Options, then select the options for your file type.

Tip: Select a file and press the Space bar to open Quick Look. You can sign PDFs; trim audio and video files; and mark up, rotate, and crop images without opening a separate app. To learn more about Quick Look and markup features, see [View and edit files with Quick Look on Mac](#) and [Mark up files on Mac](#) in the macOS User Guide.

The Dock on your Mac



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. Recently opened apps appear in the center section of the Dock.

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

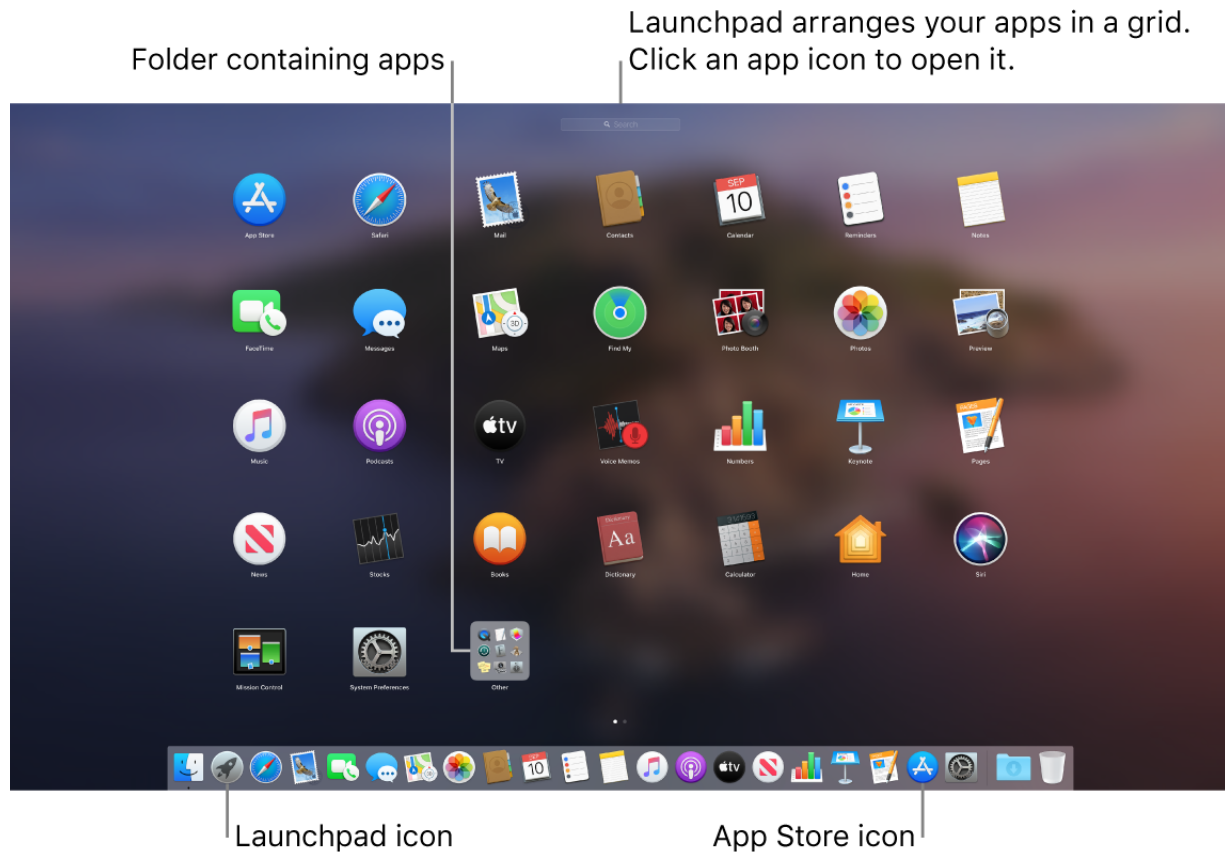
Remove an item from the Dock. Drag it out of the Dock. The item isn't removed from your Mac Pro—just from the Dock.


Tip: You can make the Dock larger or smaller, add or remove items, move it to the left or right side of the screen, and 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.

Learn more. See the Apple Support article [Use the Dock on Mac](#).


Quickly open apps on your Mac

Your Mac Pro 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, then click the app you want. You can also search for an app using Spotlight, then open the app directly from your Spotlight search results.

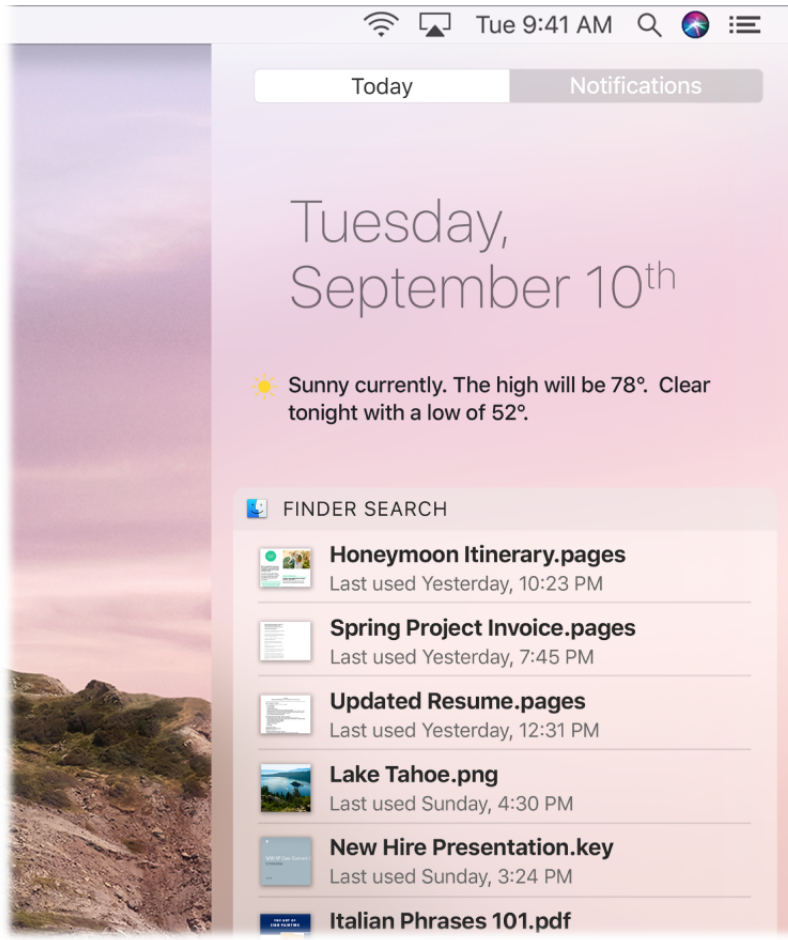
Organize apps in Launchpad. Launchpad organizes your apps in a grid. Drag an app to a new location to rearrange apps. Drag an app onto another app to create a folder. Drag more apps to the new folder to add them. To remove an app from a folder, drag it out.


Get more apps. Click the App Store icon  in the Dock and search for apps you want. Apps you download from the App Store appear automatically in Launchpad. To quickly get updates for apps, click Updates in the App Store.

Learn more. See the Apple Support article [Use Launchpad on your Mac](#).

Notification Center on your Mac

Use Notification Center to view details about your day (calendar, stocks, weather, and more) and catch up on notifications you might have missed (email, reminders, app notifications, and more).





Open Notification Center. Click the Notification Center icon  at the top right of the screen. Click Today to see what's coming up or Notifications to review what's come in.

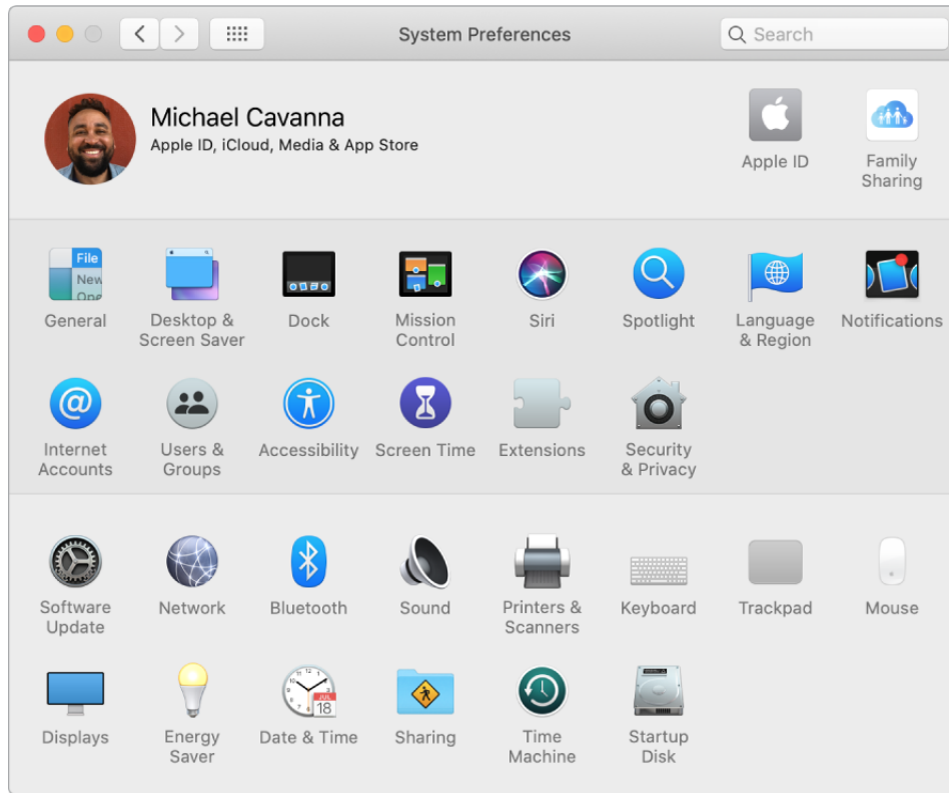
Silence notifications. Open Notification Center, scroll up, then turn on Do Not Disturb. You won't see or hear notifications as they arrive, but you can view them later in Notification Center.


Learn more. See the Apple Support article [Use Notifications on your Mac](#).

System Preferences on your Mac


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

Customize your Mac Pro. Choose Apple menu  > System Preferences, or click the System Preferences icon  in the Dock. Then click the preference you want to set. To learn more, see [Customize your Mac with System Preferences](#) in the macOS User Guide.




Update macOS. Click the System Preferences icon  in the Dock, then click Software Update to see if your Mac is running the latest version of macOS software. You can specify options for automatic software updates.

Spotlight on your Mac

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

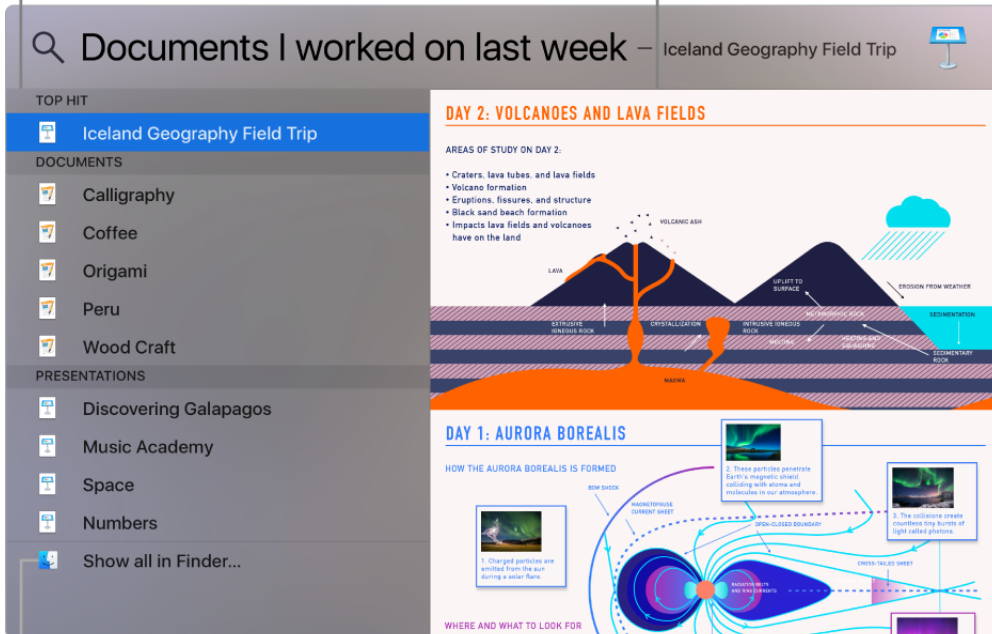
When you search with Spotlight, the preview area on the right provides search results you can interact with—make a call, send an email message, play a song, get directions, even convert currencies. Spotlight can provide answers to math questions or define words, all on your desktop.

Search for anything. Click  at the top right of the screen, then start typing.

 **Tip:** Type Command–Space bar to show or hide the Spotlight search field.

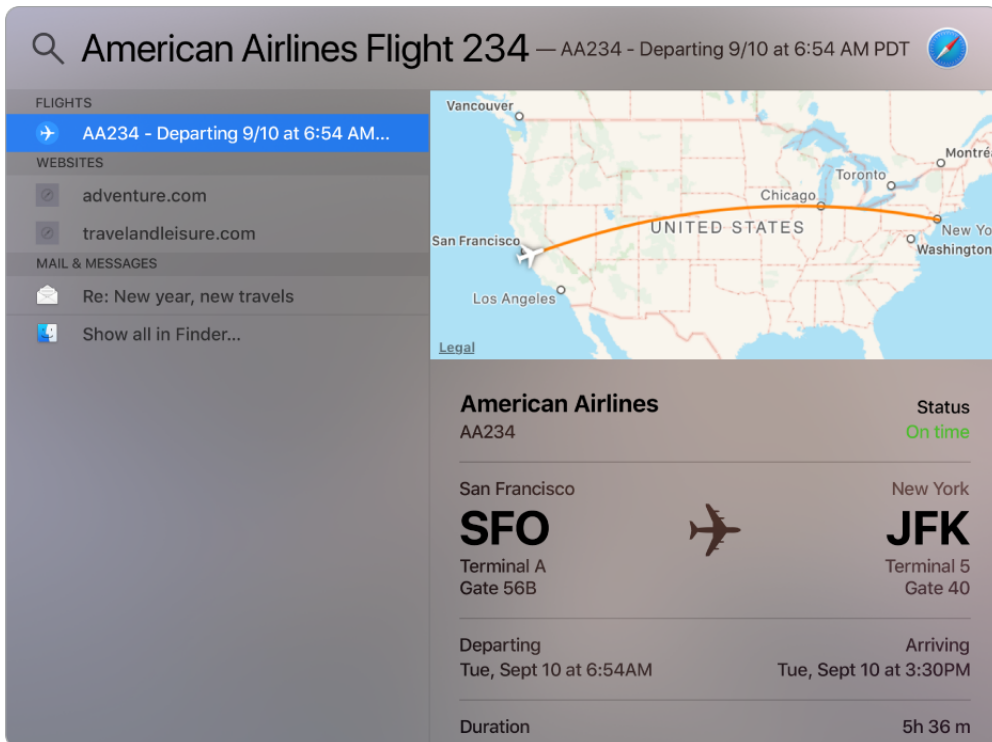
Get weather, stocks, sports, transit info, and more.

Interact with the preview in Spotlight.




Find your files quickly.

Get flight info. Enter the airline and flight number in Spotlight to see your flight status and a map, without having to open Safari.



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 directly in the preview. You can also double-click a result to open it.


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 Mac Pro, you can turn off Spotlight Suggestions in Spotlight preferences. Click the System Preferences icon  in the Dock, click Spotlight, then click to deselect "Allow Spotlight Suggestions in Look up." You can also make other changes to the list of categories Spotlight searches.

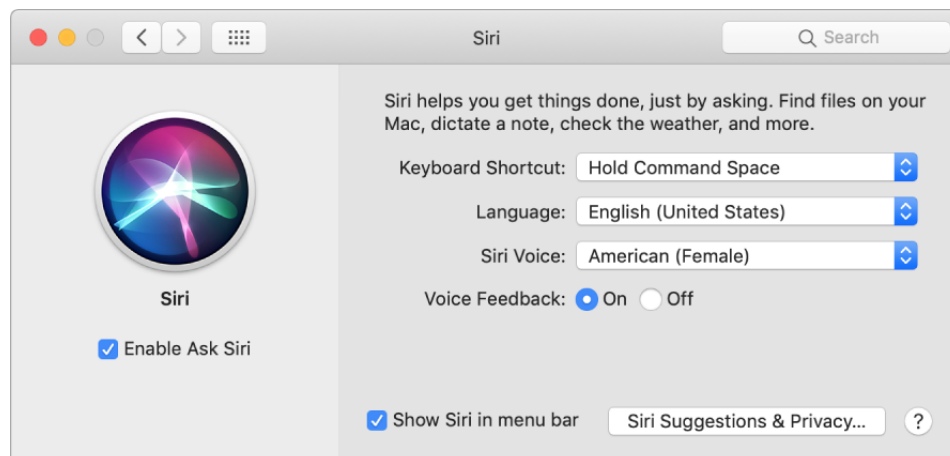
Learn more. See the Apple Support article [Use Spotlight on your Mac](#).

Siri on your Mac


You can talk to Siri on your Mac Pro and use your voice for many tasks. For example, you can find files, schedule meetings, change preferences, get answers, send messages, place calls, and add items to your calendar. Siri can give you directions ("How do I get home from here?"), provide information ("How high is Mount Whitney?"), perform basic tasks ("Create a new grocery list"), and much more.



Important: Mac Pro doesn't have a built-in microphone, so you must connect an external microphone (sold separately) in order to use Siri. After attaching your microphone, select it in Sound preferences (click the System Preferences icon  in the Dock, click Sound, click Input, then select your microphone).

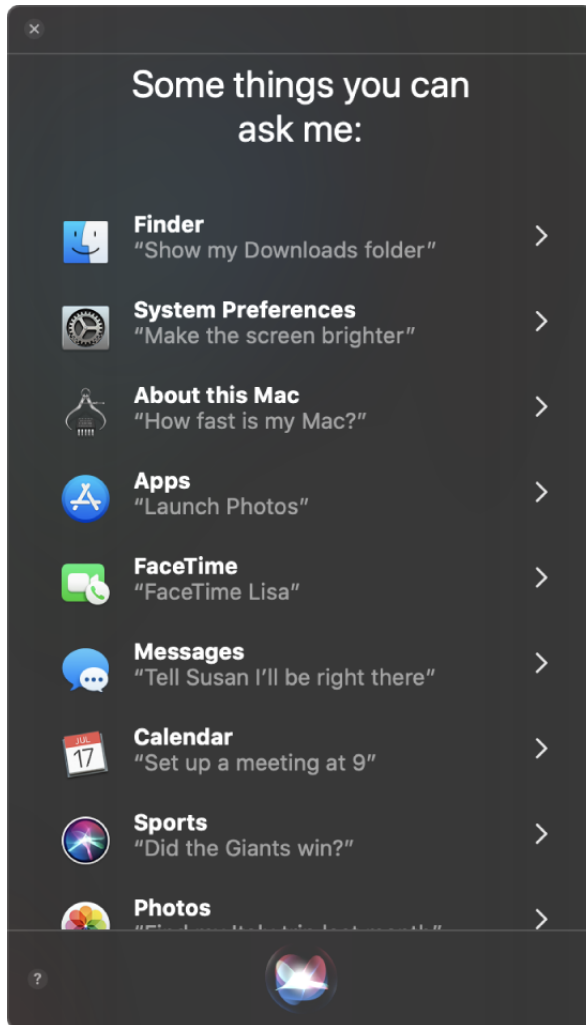
Enable Siri. Click the Siri icon  in the menu bar, then click Enable when prompted. Or click the System Preferences icon  in the Dock, click Siri, then select Enable Ask Siri. You can also set other options, such as Language.



Note: To use Siri, your Mac Pro must be connected to the internet and to a microphone. Siri may not be available in all languages or in all areas, and features may vary by area.

Speak to Siri. Click Siri  in the menu bar and start speaking. Or press and hold the Command key and the Space bar, and speak to Siri.



 **Tip:** To learn about more ways you can use Siri, ask “What can you do” at any time, or click the Help button .




Play some music. Just say, “Play some music,” and Siri does the rest. You can even tell Siri, “Play the top song from March 1991.”

Find and open files. Ask Siri to find files and open them right from the Siri window. You can ask by filename or by description. For example, “Show me files Ursula sent,” or “Open the spreadsheet I created last night.”

Drag and drop. Drag and drop images and locations from the Siri window into an email, text message, or document. You can also copy and paste text.

Pin a result. Save Siri results from Sports, Reminders, Clock, Stocks, Notes, Finder, and general knowledge (Wikipedia, for example) to the Today view in Notifications. Click the plus sign  in the top right of a Siri result to pin it to the Today View. To see it later, click the Notification Center icon , then click Today. If you're checking a sports score, for example, results stay up to date.

Change the voice. Click the System Preferences icon  in the Dock, click Siri, then choose an option from the Siri Voice menu.

Learn more. See the Apple Support article [How to use Siri on your Mac](#).

New macOS features

macOS Catalina organizes your media from iTunes into three new apps:

- *Music:* Listen to your favorite songs in the new Apple Music app. Your library contains all your music, and For You offers personalized playlists and suggestions. See [Music](#).
- *TV:* Watch movies and TV shows in the Apple TV app. See personalized recommendations in Watch Now, or pick up watching where you left off on another device. See [TV](#).
- *Podcasts:* Browse, subscribe, and listen to podcasts on your Mac. Find your favorite episodes in Listen Now, or discover new ones by searching for host, guest, or topic. See [Podcasts](#).

macOS Catalina also offers many exciting new features, including:

- *Find My:* Locate a lost device, even if it isn't connected to WiFi. You can also share your location and keep track of those who have shared their location with you. See [Find My](#).
- *Activation Lock:* When Find My Mac is on, you have to enter your Apple ID password to erase and reactivate your Mac. So if your Mac is ever lost or stolen, you can make sure that no one else uses it. See the Apple Support article [About Activation Lock on your Mac](#).
- *Sidecar:* Turn your iPad into a secondary display for your Mac. Spread out your work, draw with Apple Pencil, and more. See [Sidecar on your Mac](#).
- *Accessibility:* Voice Control lets you control your Mac entirely with your voice, thanks to new numbered grids and text editing commands. Know exactly what's on the screen with improvements to VoiceOver, zoom, and new color filters. See

Accessibility.

- *Apple Account:* View everything connected to your Apple ID in one place. Your family can also see shared subscriptions, enabled services, and Ask To Buy settings. See [Apple Account on Mac](#).
- *Screen Time:* Keep track of your activity with detailed reports and custom notifications. You can also control how much time you or your kids spend on apps. See [Screen Time on Mac](#).
- *Photos:* Larger previews and hidden duplicates make your best shots stand out. Choose from curated albums and videos in Memories, then use new editing tools to make them your own. See [Photos](#).
- *Reminders:* Create reminders with times, dates, locations, flags, and attachments. Smart lists automatically sort your upcoming reminders, so you can easily stay organized. See [Reminders](#).
- *Notes:* Gallery view and improved search make finding your notes even easier. You can also rearrange checklists and collaborate in shared folders. See [Notes](#).
- *Mail:* Take control of your inbox. Quickly mute threads, block senders, and unsubscribe from mailing lists. See [Mail](#).
- *Safari:* A redesigned start page lets you pick up where you left off or choose from relevant websites. See [Safari](#).
- *Security:* Your Mac asks for permission before letting an app access your data or capture what's happening on screen. All new apps are checked for security issues before you run them. Security improvements also make it harder for problems in one area to impact the rest of your Mac.

Secure storage and secure boot on your Mac Pro

Your Mac Pro includes the Apple T2 Security Chip, which provides the following security features to protect what's on your computer and prevent unauthorized software apps from loading during startup:

- *Secure storage:* Your Mac Pro solid state drive is encrypted with hardware keys to provide advanced levels of security. In the event of a catastrophic failure, data recovery may not be possible, so you need to back up your system to an external source. You can set up Time Machine or another back up plan to regularly back up

the contents of your computer. See [Back up your files with Time Machine on Mac](#) in the macOS User Guide and the Apple Support article [Back up your Mac with Time Machine](#).



- *Secure boot and Startup Security Utility*: Support for secure boot is turned on automatically. It helps ensure that only legitimate operating system software is loaded on your computer at startup. See the Apple Support article [About Secure Boot](#).

If your Mac Pro doesn't start up because it detects an untrusted component, it will start up from a secure recovery partition and automatically correct issues if possible. To learn more about Startup Security Utility or to find out how to set other options, such as starting up from an external device, see the Apple Support article [About Startup Security Utility](#).

Learn more. See the Apple Support article [About the Apple T2 Security Chip](#).

Transfer your data to your new Mac Pro

It's easy to move your files and settings from another Mac or PC to your Mac Pro. To transfer the data when you first set up your Mac Pro, use Setup Assistant. To transfer data later, you can use Migration Assistant. If both computers are connected to the same Wi-Fi network, you can transfer the data wirelessly.

 **Tip:** For best results, make sure your Mac Pro is running the latest version of macOS. To check for software updates, click the System Preferences icon  in the Dock, then click Software Update.

If you used Time Machine to back up your files from another Mac to a storage device (such as an external disk), you can copy the files from the device to your Mac Pro.



Use Migration Assistant. Open a Finder window, go to Applications > Utilities, then double-click Migration Assistant. Follow the onscreen instructions. See the Apple Support article [How to move your content to a new Mac](#).

Tip: For fastest migration, connect your old computer to your Mac Pro with a cable, such as a Thunderbolt 3 (USB-C) cable. If you migrate wirelessly, you'll get best results if you keep both computers near each other throughout the migration process.

Copy files from a storage device. Connect the device to a Thunderbolt 3 (USB-C) port ⚡ or a USB 3 (Type A) port on your Mac Pro, then drag files from the storage device to your Mac Pro.

Use Target Disk Mode. Depending on the type of Thunderbolt port on your old computer, you need different cables and/or adapters:

- *Thunderbolt 3 (USB-C) port:* You need a Thunderbolt 3 (USB-C) cable. Plug one end into a Thunderbolt 3 (USB-C) port on your old computer and one end into a Thunderbolt 3 (USB-C) port on your Mac Pro.
- *Thunderbolt 2 port:* You need a Thunderbolt 3 (USB-C) to Thunderbolt 2 Adapter and a Thunderbolt 2 cable. Plug the adapter into a Thunderbolt 3 (USB-C) port on your Mac Pro. Then connect one end of the Thunderbolt 2 cable to the adapter, and the other end to the Thunderbolt 2 port on your old computer.


Put the Mac you want to migrate data from in Target Disk Mode by restarting it while holding down the T key. Then connect the two computers using one of the options described above, and open Migration Assistant on your Mac Pro. Select "From a Mac,

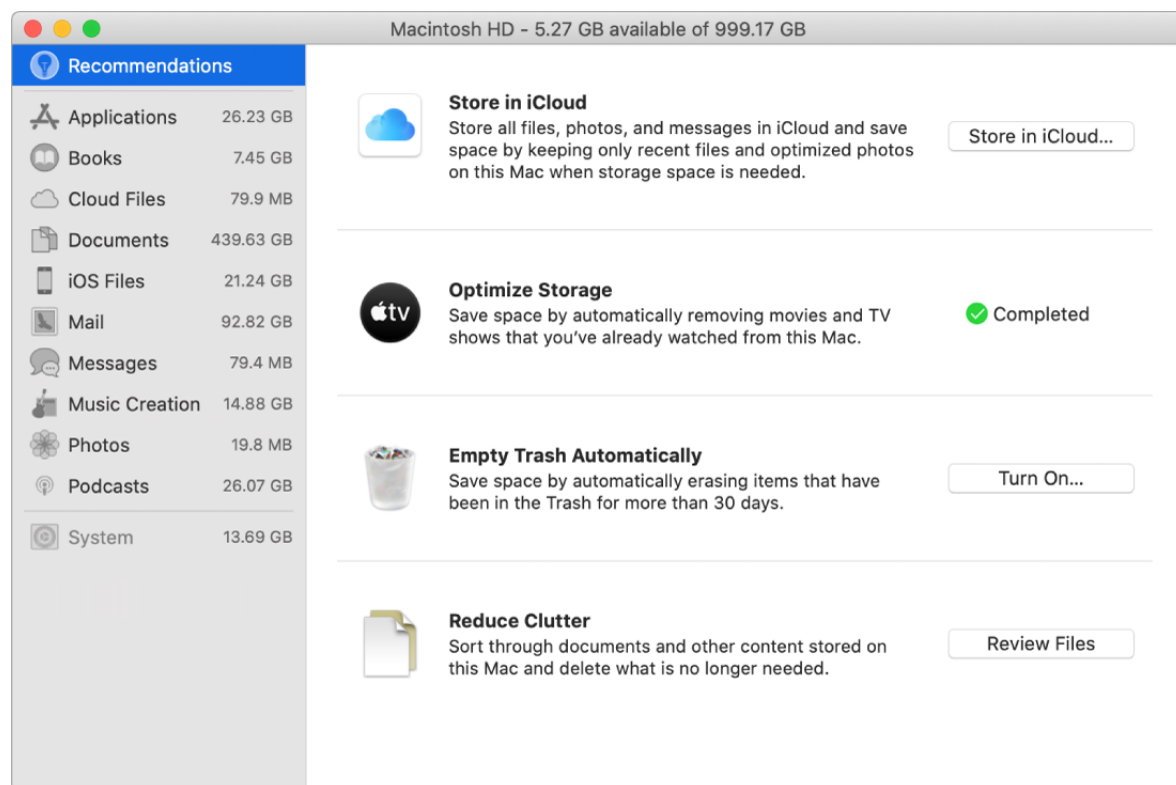
Time Machine backup, or startup disk” when asked how you want to transfer your information, click Continue, then select the disk you want to transfer information from.

Note: If FileVault is enabled on your old Mac, you’re asked to enter an administrator password before you can use Target Disk Mode.

Save space on your Mac Pro

With Optimize Storage, you can automatically free up space on your Mac Pro by making files available on demand. Your oldest files will be stored in iCloud and on your email IMAP or Exchange server, so you can download them at any time. There are also tools to identify and delete big files.

Optimize storage. To see storage recommendations, go to Apple menu  > About This Mac, click Storage, then click Manage. You’ll see different recommendations based on how you configured your Mac. If your Mac is low on storage, you’ll see an alert with a link to the Storage pane.



Set options to:

- *Store in iCloud:* Store all files, photos, and messages in iCloud and save space on your Mac.

- *Desktop and Documents:* Store all the files from your Desktop and Documents folders in iCloud Drive. When storage space is needed, iCloud Drive keeps recently opened files on your Mac and makes your oldest files available on demand.
- *Photos:* Store photos and videos in iCloud Photos. When storage spaces is needed, iCloud Photos uses optimized versions of photos and video on your Mac and makes the originals available on demand.
- *Messages:* Store all messages and attachments in iCloud. When storage space is needed, iCloud keeps recent attachments on your Mac and makes your oldest files available on demand.

Even though your files are stored in the cloud, you can access them right where you left them on your Mac Pro. See [Access your iCloud content on your Mac](#).

- *Optimize Storage:* Save space on your Mac by optimizing the storage of movies and TV shows in the Apple TV app. You can choose to automatically remove movies or TV shows from your Mac Pro after you watch them. You can download them again at any time.
- *Empty Trash Automatically:* Automatically erase items that have been in the Trash for more than 30 days.
- *Reduce Clutter:* Easily identify large files, and delete the files you no longer need. To browse large files, click through the categories in the sidebar—Documents, Applications, Mail, Messages, Books, iCloud Drive, and more.


To help you save space as you work, macOS also:


- Prevents you from downloading the same file twice from Safari
- Alerts you to remove installer software when you finish installing a new app
- Clears logs and caches that are safe to remove when you're low on storage


Back up and restore your Mac

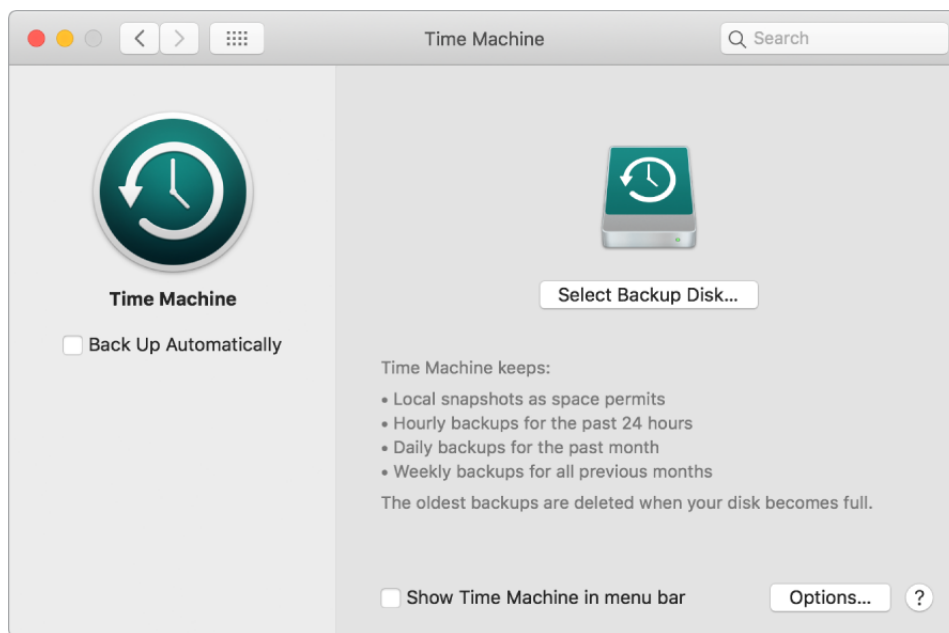
To keep your files safe, it's important to back up your Mac Pro regularly. The easiest way to back up is to use Time Machine—which is built into your Mac Pro—with a storage device. Time Machine can also back up your Mac contents to supported network volumes. For a list of devices supported by Time Machine, see the Apple Support article [Backup disks you can use with Time Machine](#).

Files in iCloud Drive and photos in iCloud Photos are automatically stored in iCloud and don't need to be part of your backup. However, if you'd like them to be, do the following:

- *iCloud Drive*: Go to Apple menu  > System Preferences. Click Apple ID, then click iCloud. Uncheck Optimize Mac Storage. The full contents of your iCloud Drive will be stored on your Mac and included in your backup.
- *iCloud Photos*: Open Photos, then choose Photos > Preferences. In the iCloud pane, select "Download Originals to this Mac." Full-resolution versions of your entire photo library will be stored on your Mac and included in your backup.

 **Tip:** You can use a shared Mac that's on the same network as your Mac Pro as a backup destination. On the other Mac, go to System Preferences > Sharing, then turn on File Sharing. Add a shared folder, secondary click (that is, right-click) the folder, choose Advanced Options, then click "Share as Time Machine backup destination."

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



Time Machine:

- Automatically backs up your entire Mac Pro, including system files, apps, accounts, preferences, music, photos, movies, and documents.
- Remembers how your computer looked on any given day, so you can revisit your Mac Pro as it appeared in the past or retrieve an older version of a document.

- Lets you restore your entire system from a Time Machine backup. So if anything happens to your Mac Pro, your files and settings are safe and sound.

Important: Back up to an external location frequently, so you can restore your information if necessary. The advanced encryption features of Mac Pro make it difficult to recover information from a damaged hard drive. See the Apple Support article [Back up your Mac with Time Machine](#).

Learn more. See [Back up your files with Time Machine](#) in the macOS User Guide.

Use Mac Pro with other devices

Apple Account on Mac

Your Apple ID is an account that lets you access all Apple services. Use your Apple ID to download apps from the App Store; access media in Apple Music, Apple Podcasts, Apple TV, and Apple Books; keep your content up-to-date across devices using iCloud; set up a Family Sharing group; and more. You can also use your Apple ID to access other apps and websites with Sign in with Apple (see [Use Sign in with Apple on your Mac](#) in the macOS User Guide).

Turn iCloud on and off.

Update account information.

Manage media accounts.

See all devices signed in with your Apple ID.

All in one place. Manage everything related to your Apple ID in the same place. Choose Apple menu > System Preferences on your Mac Pro—your Apple ID and Family Sharing settings are at the top.

Update account, security, and payment information. In System Preferences, click Apple ID, then select an item in the sidebar to review and update the information associated with your account.

- *Overview:* The Overview pane lets you know if your account is set up and working properly—if not, you see tips and notifications here.
- *Name, Phone, Email:* Update the name and contact information associated with your Apple ID. You can also manage Apple email newsletter subscriptions.
- *Password & Security:* Change your Apple ID password, turn on two-factor authentication, add or remove trusted phone numbers, and generate verification codes to sign in to another device or [iCloud.com](https://www.icloud.com). You can also manage which apps and websites use Sign in with Apple.
- *Payment & Shipping:* Manage the payment methods affiliated with your Apple ID, and your shipping address for purchases from the Apple Store.
- *iCloud:* Select the checkbox next to any iCloud feature to turn it on. When you turn on an iCloud feature, your content is stored in iCloud and not locally on your Mac, so you can access it on any device with iCloud turned on.
- *Media & Purchases:* Manage the accounts linked to Apple Music, Apple Podcasts, Apple TV, and Apple Books; select purchasing settings; and manage your subscriptions.

See all your devices. At the bottom of the Apple ID sidebar, see all the devices linked to your Apple ID. You can verify that Find My [*device*] is turned on for each one (see [Find My](#)), see the status of iCloud Backup for an iOS or iPadOS device, or remove a device from your account if you no longer own it.


Family Sharing. With Family Sharing, you can set up a family group and create Apple ID accounts for your kids. To manage your family sharing settings, click Family Sharing in System Preferences and select an icon in the sidebar to review and update your information. You can add or remove family members; share media purchases, payment methods, iCloud storage, and your locations; and set Screen Time limits for your children (see [Screen Time on Mac](#)).

Learn more. To learn more about iCloud and Family Sharing, see [Access your iCloud content on your Mac](#).

Use your Mac Pro with iCloud and Continuity

There are many ways to use your Mac Pro with your other devices, such as iPhone, iPad, iPod touch, or Apple Watch. You can transfer files, share and edit documents, unlock your Mac Pro with your Apple Watch, turn your iPhone or iPad into an internet hotspot, and more.

Access your content across devices. With iCloud, you can securely store, edit, and share your documents, photos, and videos across devices to make sure you're always up to date. To get started, see [Access your iCloud content on your Mac](#).

To turn on iCloud if you didn't when you first set up your Mac, click the System Preferences icon  in the Dock, click Sign In, then sign in with your Apple ID, or create a new one if you don't have one. Click iCloud to turn iCloud features on or off. To learn more, see [Set up iCloud](#) in the macOS User Guide.

Use your Mac Pro with other devices. You can seamlessly move between your Mac Pro and other devices using Continuity. Just sign in to each device with your Apple ID, and whenever your Mac Pro and devices are near each other, they work together in convenient ways. With Continuity features, you can do things like start a task on one device and finish it on another (see [Use Handoff on your Mac](#)), copy and paste between devices (see [Use Universal Clipboard on your Mac](#)), answer calls or send texts from your Mac Pro (see [Phone calls and text messages on your Mac](#)), transfer files with AirDrop (see [AirDrop on your Mac](#)), and more.

For a list of system requirements for devices that support Continuity, see the Apple Support article [System requirements for Continuity](#). To learn more about using Continuity with your Mac Pro, see the Apple Support article [Use Continuity to connect your Mac, iPhone, iPad, iPod touch, and Apple Watch](#) or go to [All your devices](#).

