**Six things every new Mac owner should know**

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So, you have finally become a proud owner of a new Mac. Entering the Apple ecosystem might feel like a dream come true because Macs are robust machines, and their sleek design exudes elegance. As a new owner, you may have many questions and need time to get used to the way the system works. Here are a few things you must know to get started working on your new Mac.

1. **AirDrop feature**

AirDrop is a peer-to-peer file-sharing system for local macOS and iOS users. It is easy to set up, and you can drag and drop files to share them with others. AirDrop uses either Bluetooth or Wi-Fi, depending on the version you are using. An AirDrop Finder window can be opened by choosing AirDrop from the Finder Sidebar or the Finder’s Go menu. Any folder or file can be dragged and dropped onto a device listed in the AirDrop window, and you can use the share button within an application to send a file via AirDrop. Learn all about using AirDrop on Mac at [setapp.com](https://setapp.com/how-to/use-airdrop-on-mac)**.**

1. **Close crashed, frozen, or unresponsive apps**

Apple’s systems are far superior to others on the market, but the system doesn’t always work. Even though it's rare, apps do crash or become unresponsive. If you face such a situation, you can right-click on the app in the dock and choose Force Quit. If you cannot see the Force Quit option, you can hold down the Options key and right-click on the app.

If you are looking for a Force Quit shortcut, you can press the Command + Options + Escape keys, and a small utility called Force Quit Applications will come up. Select the app that you want to close and click the Force Quit button.

1. **Manage login items**

When new apps are installed, they sometimes register themselves automatically to the startup. So, every time you restart your Mac, you’ll see the apps automatically launching themselves. The more apps you have loaded on startup, the longer it’ll take for your system to start up. That’s why it’s crucial to manage the list and keep it to a bare minimum so your device can function at full speed.

If you want an app to load on startup, click the plus button and navigate to the app. You can remove an app from the startup list by selecting it and clicking the minus button.

1. **Learn to use Spotlight**

Spotlight is a program for searching for anything on your Mac and the web. You can open a Terminal window, look up directions using Maps, find utilities you didn’t know you had, convert units, etc.

Click on the search icon in the upper right corner of your system’s screen and type in any phrase or word. Spotlight will search through your folders, files, documents, and emails to find what you’re looking for. Spotlight will even look up stuff on the Internet.

All you have to do is click on the search icon in the upper right corner of your Mac's screen and type in a word or phrase. Spotlight will search through all of your files, folders, emails, and documents to find the right content. If that's not enough, Spotlight will also search through your entire computer system and even look up stuff on the web. Knowing [how to use Spotlight](https://www.imore.com/how-use-spotlight-mac) correctly can save you tons of time and effort.

1. **Adding a signature to PDFs and other online documents**

If you’ve ever had to sign and send back official documents that have been sent to you digitally, you know the pain of adding your signature. macOS makes it easier to sign digital documents without printing them out, signing, scanning, and emailing them back.

You need to open the PDF or document within the Preview app and click the pen icon. Then, click the signature icon in the menu. You have the choice of either scribbling your signature on the touchpad or using the camera to take a picture of your signature.

If you plan to use the camera, ensure you have written your signature on the paper, and then you need to click Camera and hold the paper up to the webcam. Your signature will be captured, and then click Done if you’re happy with it.

For signing documents, click the signature icon again and click the signature when it pops up to insert it into the documents.

1. **Record your screen**

A simple screengrab is not always enough, and you might want to capture something animated. In such cases, use the built-in QuickTime feature. It is a program that comes with every Mac. Go to Applications > open QuickTime player > click File > click New Screen Recording. You can record your entire screen or a portion of it. Furthermore, it can even capture sound, and you can share the recording with your friends, family, or colleagues.

So, these are a few of the things every Mac owner must know. It’ll make it easier for you to work on your system and be your most productive self.