Tips for Working with Apple Devices

Make the most of Apple technology so you can do your best work—wherever you work. Use this guide to discover ways to be more productive, collaborative, and creative on your own and with your team. Learn more here.

Productivity

- How to use the Files App
- How to scan a document in Notes
- How to look at another email while you're writing one
- How to turn on Do Not Disturb on your Mac
- How to multitask with Split View on iPad
- How to use your iPad as a second display for your Mac with Sidecar

Collaboration

- How to make a conference call from your iPhone
- How to use Group FaceTime
- How to Collaborate in Pages
- How to track changes in Pages
- How to draw and collaborate in Notes
- How to share a Reminders List

Creativity

- How to create and use Shared Albums in Photos on your iPhone
- How to edit a screenshot using Markup on your iPad
- How to create augmented reality experiences using iPhone or iPad
- How to create an animated GIF in Keynote
- How to create handwritten notes with iPad and Apple Pencil
- How to screen record on your Mac

Productivity

Stay on top of all your projects with tools on iPhone, iPad, and Mac that streamline all your tasks and sharpen your productivity.
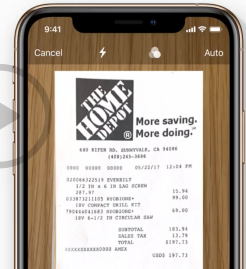

How to use the Files app

The Files app keeps all your folders and files in one convenient place. See how to use it on iPhone and iPad.
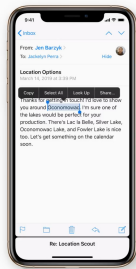

How to scan a document in Notes

Keep documents from piling up on your desk. Scan them in the Notes app on iPhone or iPad and access the files on all your devices.
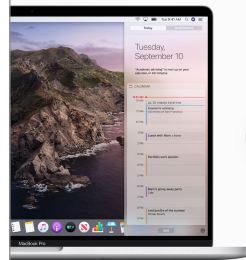

How to look at another email while you're writing one

In Mail on iPhone or iPad, it's easy to refer back to a work email while you're typing a new one to make sure you're getting the details just right.
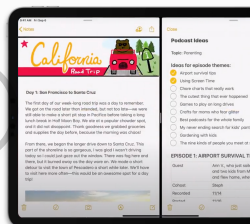

How to turn on Do Not Disturb on your Mac

In a video conference, but your family is texting you about dinner? Learn how Do Not Disturb on Apple devices helps you avoid distractions.

How to multitask with Split View on iPad

Make multitasking a breeze with Split View. Open multiple windows of the same app, use two apps side by side, and more. See how Split View works on Mac >

How to use your iPad as a second display for your Mac with Sidecar
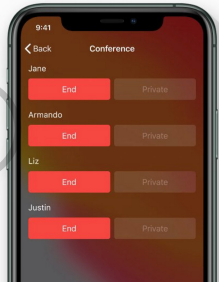
Need more screen area for your work? With iPadOS, macOS Catalina, and Sidecar, you can use your iPad as an additional Mac display.

Collaboration

Reach out to your teams to gather feedback, collaborate on projects and files, or just stay in touch.

How to make a conference call from your iPhone

Your home is your office. Your cat is your assistant. And your iPhone can set up a conference call with up to five people.
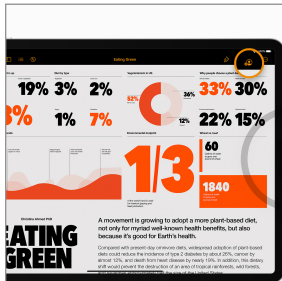
How to use Group FaceTime

Start an audio or video call from a conversation in Messages and add up to 32 coworkers to the call. Use Animoji or Memoji to liven up your meeting.
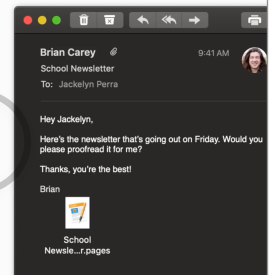
How to Collaborate in Pages

Invite others from your team to collaborate in real time on any Pages document on any device.
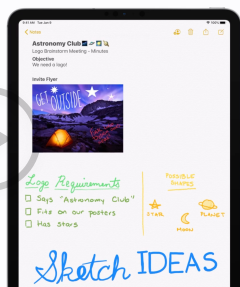
How to track changes in Pages

Ask a colleague to edit your document in Pages. Turn on Track Changes to see their edits and undo any you don't agree with.
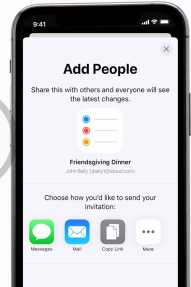
How to draw and collaborate in Notes

Sketch an idea in Notes, then collaborate with your team. Everyone can see changes as they happen, or just share the note when you're done.

How to share a Reminders list

Send colleagues Reminders lists to keep track of tasks. Lists update in the Reminders app when a task is added or marked as complete. See how to share Reminders on Mac.

Creativity

Communicate with your coworkers, customers, and partners in style using tools that help you express your creativity and bring your ideas to life.
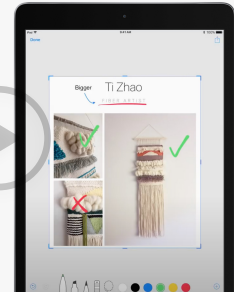
How to create and use Shared Albums in Photos on your iPhone

Use Shared Albums in Photos to share photos with customers or colleagues. They can add their own photos and comments, even from their Mac.
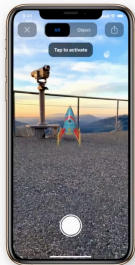
How to edit a screenshot using Markup on your iPad

Provide feedback to colleagues from anywhere. Edit a screenshot or photo, then send it. Even add your signature to a PDF document. See how to use Markup on Mac or iPhone.
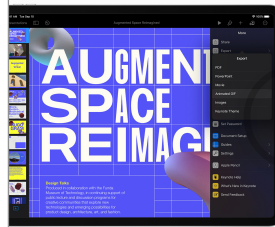
How to create Augmented Reality using your iPhone or iPad

With Apple's Reality Composer app, you can build a virtual 3D project that coworkers or customers can visualize in the world around them.
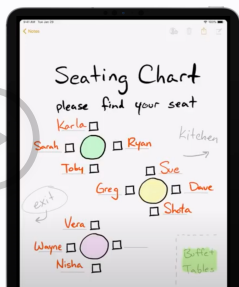
How to create an animated GIF in Keynote

Use Keynote to create an animation, then export it as a GIF to add it to a social media promotion or to share it with your team.
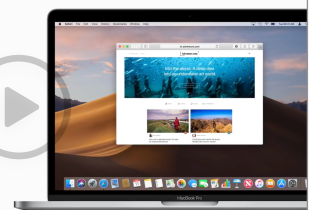
How to create handwritten notes with iPad and Apple Pencil

Learn how to use Notes with your Apple Pencil and iPad. Create an Instant Note, customize your writing tool, switch to the eraser, and search your handwriting in Notes.

How to screen record on your Mac

Record your screen in real time. Learn how to capture sound and quickly edit the recording before you save or share it with colleagues.

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