

Basic

Internet:	Brave or Safari
Email:	Gmail via internet browser
Microsoft Office	Available via App drawer

Gestures

App drawer	Five fingers pinching together on trackpad
Scroll	Two fingers scrolling up and down on trackpad
Rotate	Rotate two fingers on trackpad
Back or forward (web browser)	Two fingers swiping forward or back
Swap between desktops	Three fingers swiping between desktops

For more information, gestures and diagrams on the hand movements, press "Command+ Spacebar" and search "Trackpad". Click enter and the window should pop up.

Desktops

To view desktops	In the top row of the keyboard, click the the different sized rectangles and it will be on top of the screen. Alternatively, swipe up with three fingers and it will do the same thing
To add desktops	View desktops and click the plus in the top right corner
To delete desktops	View desktops and click the "X" when hovering over the one you would want to close

Screenshots

To screenshot	Command + shift + 4
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Airdrop

Airdrop is an Apple only wireless way of transferring data. It is the easiest way to share images and other information between Apple devices

To Airdrop items, click share, Airdrop and then the device

NB: Airdrop should be discoverable on both devices

To sign documents digitally

1. Open the PDF on Preview (Apples PDF reader)
2. Click the markup tool on the left of the search bar in the top right of the Preview window
3. In the row that pops up, there is a signature tool, select your signature
4. Place your signature on the document and

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